

**MINUTES OF A REGULAR BOARD MEETING**  
**CITY OF BIG BEAR LAKE,**  
**DEPARTMENT OF WATER AND POWER**  
**BOARD OF WATER AND POWER COMMISSIONERS**  
**May 24, 2022**

**OPEN SESSION**

A regular Meeting of the City of Big Bear Lake, Department of Water and Power (DWP) Board of Commissioners was called to order at 9:00 a.m. on May 24, 2022, by Chair Bob Tarras.

**BOARD MEMBERS PRESENT**

Bob Tarras, Chair  
Barbara Willey, Vice-Chair  
Craig Hjorth, Treasurer  
Joe Cylwik, Commissioner  
Jim Smith, Commissioner

**PLEDGE OF ALLEGIANCE**

Bob Tarras, Chair

**PUBLIC FORUM**

Kelle Barrette, Customer Service Supervisor, shared with the Board feedback from customers regarding the radio-read meters and stated that a majority of the customers are grateful for the timely identification of leaks.

**1. CONSENT CALENDAR**

Agenda Items 1.1 and 1.2 removed from the Consent Calendar.

**2. ITEMS REMOVED FROM CONSENT CALENDAR**

**2.1 Approve Minutes of the Regular Board Meeting Dated April 26, 2022**

*Motion made by Vice-Chair Willey, seconded by Treasurer Hjorth, and carried 4-0 to approve the Minutes of the Regular Board Meeting dated April 26, 2022.*

*AYES: Hjorth, Smith, Tarras, Willey*

*NOES: -*

*ABSTAIN: Cylwik*

**2.2 Approve Minutes of the Special Board Meeting Dated May 10, 2022**

*Motion made by Commissioner Cylwik, seconded by Treasurer Hjorth, and carried 5-0 to approve the Minutes of the Special Board Meeting dated May 10, 2022.*

*AYES: Cylwik, Hjorth, Smith, Tarras, Willey*

*NOES: -*

*ABSTAIN:*

**3. DISCUSSION/ACTION ITEMS**

**3.1 Authenticate Check Register 4/1/2022 to 4/30/2022**

Commissioner Smith inquired into check number 16395 paid to Miller Spatial and specifically asked how much of the Cityworks project has been completed. Dani McGee, Chief Financial Officer, responded that approximately 74% of the project has been completed. Commissioner Smith inquired into check number 16412 paid to Water Systems Consulting. Reggie Lamson, General Manager, responded the consulting fees are for three engineering project designs including (1) the Division No. 9 Well; (2) the La Crescenta Well Building Project; and (3) the 2022 Pipeline Replacement Project.

Commissioner Cylwik inquired into check number 16391 paid to an employee for a computer loan. Rachel Franklin, Human Resources Administrator, responded the DWP has a Computer Program for

employees. The equipment must be preapproved, and the employee has three years to reimburse the DWP for the cost of the computer. Chair Tarras inquired into the current LAIF interest rate. Dani responded that it currently is approximately 0.3%.

*Motion made by Treasurer Hjorth, seconded by Commissioner Smith, and carried 5-0 to authenticate the Check Register for April 2022.*

*AYES: Cylwik, Hjorth, Smith, Tarras, Willey*

*NOES: -*

*ABSTAIN: -*

### **3.2 RESOLUTION No. DWP No. 2022-XX – Reconfirmation of Water Rates Established May 2018**

Commissioner Cylwik inquired whether the items within the Tables each include a 2% increase and specifically asked about the 10" meter size. Dani responded that we do not currently have any 10" meters and she will verify that number. Dani added the tables were prepared by HDR Consultants and each item in the tables include approximately a 2% increase.

*Motion made by Vice-Chair Willey, seconded by Commissioner Smith, and carried 5-0 to adopt Resolution No. DWP 2022-08 reconfirming adjustments to rates, charges, and fees for water service as adopted by the Board on April 24, 2018 and ordained by the City Council on June 11, 2018.*

*AYES: Cylwik, Hjorth, Smith, Tarras, Willey*

*NOES: -*

*ABSTAIN: -*

### **3.3 March 31, 2022 Financial Analysis Unaudited**

Commissioner Cylwik inquired into undisclosed rate increases by Bear Valley Electric and asked if we have checked with the Public Utility Commission to determine if this is appropriate. Vice-Chair Willey stated there was an article in the Big Bear Grizzly regarding electric increases in March and in May. Dani responded she was told that "Supply Adjustments" do not require customer notification. Commissioner Cylwik inquired into the increased spending due to software license fees. Dani responded that it refers to the agreement for Cityworks. Commissioner Cylwik inquired into the Cityworks customization charges. Reggie responded that we are not tweaking the program and instead, are creating custom forms. Danny Ent, Water Superintendent, added that staff is having weekly meetings to review the progress of the customized forms so when Cityworks goes live, the staff is not slowed down by the implementation of the software. Commissioner Cylwik inquired into how much of the Cityworks software is customized. Dani responded that Cityworks is implemented as customized software, that we have not increased the total contract amount, that we are at 74% complete, and that we plan to go live by June 30, 2022 for a year-end physical inventory. Chair Tarras inquired into whether staff was satisfied with Cityworks. Danny responded the software meets the DWP needs, it is flexible, and the consultant is cooperative. Commissioner Smith inquired if Cityworks is "off the shelf" and the consultant is customizing the software. Dani responded that is correct and that Miller Spatial is making the software work for the DWP. Dani added there is an annual license fee to use Cityworks and we have an agreement with Miller Spatial for implementation of Cityworks. Also, Cityworks is one of the few work force software packages that interfaces with Tyler, our Accounting system. Chair Tarras inquired into whether there were any surprises. Dani responded only with the electric bill. Commissioner Cylwik inquired into the EDUs added chart and asked if this included The Club. Dani responded yes, it does.

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**3.4 RESOLUTION No. DWP 2022-XX – USBR Grant Application for Division No. 9 Well Pumping Plant Project**

Commissioner Cylwik inquired into what is different from last year. Reggie responded that you never know how many other water agencies will apply and that we learned in the debrief with the USBR that we need to focus more on drought resiliency and less on replacement of old facilities. Commissioner Cylwik asked if the grant applications were prepared in-house. Reggie responded yes; staff prepared the grant applications.

*Motion made by Treasurer Hjorth, seconded by Vice-Chair Willey and carried 5-0 to adopt Resolution No. DWP 2022-09 supporting the USBR FY23 Grant Funding application for the Division No. 9 Well Pumping Plant Project.*

*AYES: Cylwik, Hjorth, Smith, Tarras, Willey*

*NOES: -*

*ABSTAIN: -*

**3.5 RESOLUTION No. DWP 2022-XX - USBR Grant Application for Wolf Reservoir & Boosters Replacement Project**

Commissioner Cylwik made the same inquiry and asked if the USBR will consider the replacement project as drought resilient. Reggie responded that we discussed the project in a debrief with USBR and stress the importance of the drought resiliency aspect of the project.

*Motion made by Treasurer Hjorth, seconded by Vice-Chair Willey, and carried 5-0 to adopt Resolution No. DWP 2022-10 supporting the USBR FY23 Grant Funding application for the Wolf Reservoir & Boosters Replacement Project.*

*AYES: Cylwik, Hjorth, Smith, Tarras, Willey*

*NOES: -*

*ABSTAIN: -*

**3.6 Water Shortage Contingency Plan (WSCP) Annual Review**

Chair Tarras inquired into whether we even qualify for a level one water shortage. Reggie responded the DWP relies on 100% groundwater pumping, that we have historically pumped water below the perennial yield, that we do not have a reduction in water supply, and that we have wells distributed throughout the Bear Valley, and therefore do not have a water shortage. Reggie stated that one of the concerns with the existing WSCP is the restriction against using potable water for soil compaction and dust control, which is prohibited in Shortage Level 2. Reggie added that Kelle researched the use of construction water in 2021 and the usage was 6 acre-feet. Our average annual water use is 2,150 acre-feet a year. As such, construction water only makes up .28% of water usage. Chair Tarras inquired into whether multiple year construction data was researched. Dani responded that 2021 there was a significant number of constructions projects. Reggie added that because the use of construction water is so insignificant, it is recommended to move the restriction to Level 4 or 5. Reggie additionally stated that it is difficult to quantify water savings for each restriction listed in the Shortage Levels. Commissioner Smith recommended removing Carollo's company name on the revised document because the company is not assisting with the modifications. Commissioner Smith inquired into once we have we a revised WSCP, will it be checked to insure it still complies with State requirements. Reggie responded that we are working with WSC and our attorneys' regarding the requirements. Commissioner Smith recommended a Board working session to review the WSCP. The Board agreed to meet on Wednesday, June 8, 2022 at 8:00 a.m. to review the WSCP.

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**At 10:30 a.m., Chair Tarras called a break.**

**At 10:45 a.m., Chair Tarras resumed the meeting.**

### **3.7 Annual Water Supply and Demand Assessment**

Treasurer Hjorth inquired if the data in Tables 2-4 for single families is actual data. Dani responded yes; it is. Chair Tarras confirmed his understanding that Table 2 did not exclude government entities. Dani responded that is correct. Chair Tarras asked about a suggestion for future reporting of government entities. Dani responded that it would require a different customer classification in Tyler. Treasurer Hjorth inquired into Table 5 and specifically the list of "Other landscape restrictions". Bennett Rossell, Water Conservation and Communications Supervisor responded the actions are within a drop-down menu and that we can provide a template to explain the drop-down action items.

### **3.8 Management Reports**

Commissioner Smith asked how long the lobby will remain closed. Rachel responded that she needs to update her staff report to reflect the lobby is open for one customer at a time. The customers only need to ring the doorbell for assistance Monday through Friday, 8 a.m. to 4:00 p.m. Commissioner Smith requested the Risk and Safety policies be added to the Board Follow-Up Items list. Treasurer Hjorth inquired into the Xeriscape Tour. Bennett responded that he understands the Xeriscape Tour is being held on July 9, 2022. Treasurer Hjorth requested the details for the Xeriscape Tour be posted on DWP's website. Commissioner Smith inquired into the Community Garden. Treasurer Hjorth responded the Community Garden is not managed by the DWP. Treasurer Hjorth inquired into an issue with the chlorination at the Sawmill Well. Danny responded the issue was an injector leak and the issue is resolved. Danny added that DWP staff visits the well sites daily to physically inspect the sites for potential issues such as this.

Commissioner Cylwik inquired into the Budget FY 22/23 review. Dani responded the City Council is scheduled to review DWP's Budget for FY 22/23 on June 6, 2022. Commissioner Smith asked about the City incorporating DWP's Budget. Dani responded the DWP is a separate enterprise fund of the City, and that the City does not have access to DWP's revenue. Treasurer Hjorth inquired into the Interim Financial Audit. Dani responded the purpose of the Audit was to test DWP's financial controls and there were no comments from the Auditors. Treasurer Hjorth inquired into the Chatbot and whether there was any comments from the public. Dani responded that those who have participated with the Chatbot rate the experience favorably. Chair Tarras inquired into whether there is an uptick in turf buybacks. Bennett responded there have been approximately ten requests, that toilet rebates are popular, and one rain barrel was delivered.

Commissioner Cylwik inquired into the Division Well No. 9 Drilling and Equipping Project Chart and specifically questioned why Bidding was mentioned twice. Leeanne Eagleson, Management Analyst/Board Secretary, responded the Project consists of two phases; the Drilling Phase which is currently being performed and the Equipping Phase. Chair Tarras inquired into whether the City Manager reviews the DWP Monthly Updates. Reggie responded that he is aware the report is reviewed. Commissioner Cylwik inquired into the Proposed Emergency Regulations for drought response actions. Reggie responded Department of Water Resources is voting on the draft regulations today and water agencies are encouraged to meet the requirements. Commissioner Cylwik inquired into who the fine will be paid to. Reggie responded the Water State Board will fine offenders. Commissioner Cylwik inquired into the status of open positions. Rachel responded the DWP has been struggling to obtain qualified applicants and interviews are scheduled for the following week. Rachel also stated the seasonal job notifications was provided to the local high school job placement staff for graduating seniors.

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**3.9 Board Member Reports**

Vice-Chair Willey shared the highlights from a conference that she and Treasurer Hjorth recently attended. The conference highlights include: (1) Board Commissioners should trust each other and the staff; (2) Board Commissioners should come prepared for Board meetings; and (3) Board Commissioners should stay off of social media (with regards to DWP business).

**4. FOLLOW-UP ITEMS**

**4.1 List of Board Commissioner's Previous Requests and Responses to the Requests**

The meeting was adjourned to Friday, May 27, 2022 at 9:00 a.m. for the Public Hearing.

**5. PUBLIC HEARING**

**5.1 RESOLUTION No. DWP 2022-XX - DWP - FY 2022/23 Budget**



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Leeanne Eagleson, Management Analyst/Board Secretary

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