

**MINUTES OF A REGULAR BOARD MEETING**  
**CITY OF BIG BEAR LAKE,**  
**DEPARTMENT OF WATER AND POWER**  
**BOARD OF WATER AND POWER COMMISSIONERS**  
**June 28, 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 9:01 a.m. on June 28, 2022, by Chair Bob Tarras.

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS EXCUSED**

Craig Hjorth, Treasurer

**PLEDGE OF ALLEGIANCE**

Bob Tarras, Chair

**PUBLIC FORUM**

None.

**INTRODUCTIONS**

Bennett Rossell, Conservation & Communications Supervisor, introduced Sierra Moreno, Water Conservation Specialist I, to the Board.

Danny Ent, Water Superintendent, introduced Austin Piperno, and Jaime Garcia Bernal, Temporary Laborers, to the Board.

**ACKNOWLEDGEMENTS**

Danny presented Todd Clanton, Meter Technician II, with his 10-year service award.

Reggie Lamson, General Manager, presented Rachel Franklin, Human Resources Administrator, with her 5-year service award.

**1. CONSENT CALENDAR**

**1.1 Approve Minutes of the Regular Board Meeting Dated May 24, 2022**

**1.2 Approve Minutes of the Adjourned Regular Board Meeting Dated May 27, 2022**

**1.3 Approve Minutes of the Special Board Meeting Dated June 8, 2022**

*Motion made by Commissioner Cylwik, seconded by Commissioner Smith, and carried 4-0 to approve the Consent Calendar.*

*AYES: Cylwik, Smith, Tarras, Willey*

*NOES: -*

*ABSTAIN:*

**2. ITEMS REMOVED FROM CONSENT CALENDAR**

None.

**3. DISCUSSION/ACTION**

**ITEMS**

**3.1 Authenticate Check Register 5/1/2022 to 5/31/2022**

Commissioner Smith inquired into check number 16509 paid to Water Systems Consulting and asked if the expense was for engineering services. Reggie responded yes, engineering design and construction

management services. Commissioner Smith inquired into check number 16515 paid to ALDA. Reggie responded the expense was for additional consulting services for using the hydraulic model to run fire flow analysis to evaluating our ISO insurance rating. Commissioner Smith asked if there is an agreement for the services. Reggie responded there has been an agreement in place for over ten years for the hydraulic model and master plan. Commissioner Cylwik stated that he understood ALDA was retiring and WSC was to manage the model. Reggie responded that is correct and WSC recently updated the model with the pipelines installed last year. Commissioner Cylwik inquired into check number 16498 paid to Nativescapes and asked if an RFP was prepared for maintenance of the Sunrise Garden. Dani McGee, Chief Financial Officer, responded that an RFQ was prepared and Nativescapes was the only quote received. Commissioner Cylwik inquired into check number 16556 paid to Salvation Army. Dani responded the expense is an annual easement payment for FY 21/22.

*Motion made by Vice-Chair Willey, seconded by Commissioner Smith, and carried 4-0 to authenticate the Check Register for May 2022.*

*AYES: Cylwik, Smith, Tarras, Willey*

*NOES: -*

*ABSTAIN: -*

At 9:15 a.m., Chair Tarras called a break to research an issue with a member of the public joining the meeting by Zoom.

At 9:19 a.m., Chair Tarras resumed the meeting with the issue resolved.

### **3.2 Approve Selection of Consultant for Water Rate Study**

Chair Tarras inquired into the prior Water Rate Study fee from five years ago. Dani responded the prior fee was approximately \$80,000, however this study includes three additional studies. Dani further stated that staff inquired of HDR (the prior water rate study consultant) of a current estimated fee for the Study and was advised \$100,000 is reasonable. Commissioner Smith asked how staff determined the Raftelis proposal was more comprehensive. Reggie responded the executive staff scored the proposals separately and found the Raftelis proposal focused more on water agency clients. Commissioner Smith requested the project schedule for the Water Rate Study be added to the management summary. Chair Tarras asked if this Water Rate Study will review the previous study or start from fresh. Dani responded that we are not asking for an overhaul of DWPs' rate structure. Chair Tarras asked if we should consider expanding the classes to more than two classes. Dani responded that Raftelis may provide their professional opinion on the request. Commissioner Cylwik stated that a private home rental class has previously been discussed. Dani responded that according to AWWA's M-1 Manual there is no distinction between residential water use and private home rental water use. Chair Tarras added that it may be a good idea to have a separate class for government bodies such as parks and schools. Dani responded that we can have the consultant evaluate whether a separate rate class is needed for government and institutional entities.

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*We are an equal opportunity provider and employer.*

*Motion made by Commissioner Cylwik, seconded by Vice-Chair Willey, and carried 4-0 to execute a contract with Raftelis for the 2023 Comprehensive Cost of Services Fee and Rate Studies for \$102,812.00 .*

*AYES: Cylwik, Smith, Tarras, Willey*

*NOES: -*

*ABSTAIN: -*

### **3.3 RESOLUTION No. DWP 2022-XX - Supply and Demand Assessment Report**

Commissioner Cylwik stated his concern regarding authorizing the Supply and Demand Assessment Report prior to its due date of July 1, 2022. Reggie responded the reporting period of the report is July 1, 2022 to June 30, 2023 and that the report projects the next years water supply and demand. Chair Tarras stated the DWP Board approves a number of documents prior to their effective date such as the Fiscal Year Budgets. Commissioner Smith inquired into the graph on page 207 and specifically why demand is shown to go up in a dry year. Dani responded that report assumes DWP's highest consumption year (2013) as the dry year. Reggie added that DWP's demand goes up during dry years Commissioner Smith inquired into the table on page 210. Dani responded the DWP is not projecting rainfall and is instead projecting supply versus demand. Dani added that if the hydrographs begin to show a decline, the report will look different the following year.

*Motion made by Commissioner Smith, seconded by Vice-Chair Willey, and carried 4-0 to adopt Resolution No. DWP 2022-12 approving the Supply and Demand Assessment Report and authorizing staff to submit the Report.*

*AYES: Cylwik, Smith, Tarras, Willey*

*NOES: -*

*ABSTAIN: -*

### **3.4 Purchase Order for Romans Construction Contract for Paving Services**

Commissioner Cylwik inquired into whether there is a contract for the services. Reggie responded yes and the contract is based on cost per square foot. Commissioner Smith inquired if the contract has a not to exceed clause. Reggie responded the DWP tells Romans where to patch and controls the total amount patched annually. For Fiscal year 2022/23, the budget is \$100,000. Commissioner Cylwik requested the staff reports reflect the full picture such as there is an existing contract. Commissioner Smith asked if there was an immediate need for paving services. Danny responded that we are ready to start patching streets next week.

*Motion made by Vice-Chair Willey, seconded by Commissioner Cylwik, and carried 4-0 to authorize staff to execute a purchase order with Romans Construction for \$100,000.*

*AYES: Cylwik, Smith, Tarras, Willey*

*NOES: -*

*ABSTAIN: -*

### **3.5 Maple Well Pumping Unit Replacement**

Chair Tarras asked if the approval is for a contract. Reggie responded yes, a new contract.

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*Motion made by Commissioner Cylwik, seconded by Vice-Chair Willey, and carried 4-0 to authorize the budget adjustment and approve funding for the well pumping unit replacement for the Maple Well and a 5% contingency for a total of \$46,664.*

*AYES: Cylwik, Smith, Tarras, Willey*

*NOES: -*

*ABSTAIN: -*

### **3.6 Ratify General Manager's Execution of a Contract for Relocating Additional Pipelines on Moonridge Road**

Chair Tarras stated that it appears there was poor planning for the Project. Reggie responded that the construction methods and materials for the Moonridge Roundabout Projects were the catalyst for upsizing and relocating our waterlines. He also confirmed with the City that they will reimburse the DWP a minimum of \$100,000 towards the Project. Commissioner Smith asked if the DWP will be fully reimbursed. Commissioner Cylwik responded not one hundred percent. Reggie added the benefit of upsizing the aging pipelines now is to avoid having to tear up the concrete street later to replace the pipelines. Commissioner Cylwik stated that he was initially concerned until he had a discussion with Reggie. The DWP initiated this work to protect the infrastructure and upsize the pipes. Commissioner Smith inquired if we would have done the project. Reggie responded yes, eventually. Danny added that doing the Project now will save the DWP money later. Commissioner Smith inquired if this is a new contract. Reggie responded that in the interest of time, we are asking the Board to ratify the contract. Commissioner Cylwik requested consistent recommendations within future staff reports. Commissioner Smith asked if a budget adjustment was required. Dani responded the funding for the Project is budgeted from existing capital improvement funds.

*Motion made by Commissioner Cylwik, seconded by Commissioner Smith, and carried 4-0 to ratify the execution of a contract with Apple Valley Construction for the relocating of additional pipelines on Moonridge Road in the amount of \$287,365.86 and budget internally for a 10% contingency in the amount of \$28,736.59 for a total amount of \$316,102.45.*

*AYES: Cylwik, Smith, Tarras, Willey*

*NOES: -*

*ABSTAIN: -*

### **3.7 Management Reports**

Chair Tarras congratulated Rachel on her five-year anniversary with the DWP. Rachel shared there are two DWP employees moving out of State; a Utility Tech and the Accounting Supervisor. The Accounting Supervisor may temporarily work remotely to assist with the training of her replacement. Commissioner Smith commented on the decreasing Workers Compensation claims and asked if there has been an ergonomic inventory. Rachel responded there was ergonomic study and training in 2019 and new work station furniture was purchased based on the study. Commissioner Cylwik asked if the DWP performs annual ergonomic training. Rachel responded she provides ergonomic training to new employees. Commissioner Smith inquired how we track ergonomic claims/complaints. Rachel responded ergonomic claims are tracked through Workers Compensation claims and the injury is researched to determine how it occurred. Commissioner Smith inquired into tail gate meetings for field employees. Danny responded there are safety meetings every Friday.

Chair Tarras inquired into the water use in the month of May. Reggie responded there was an increase in irrigation and irrigation leaks in the month of May. Commissioner Cylwik inquired into commercial water

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use. Dani stated that she has that data. Chair Tarras stated that he does not see new turf in the Valley and wondered if the increased irrigation was for schools and parks. Commissioner Cylwik questioned whether the increase water use was due to higher occupancy rates related to end of the school year. Commissioner Smith shared the recent Spartan Event was popular and he observed the Fox Farm overflow lot was full.

Vice-Chair Willey inquired into the status of Division No. 6 well pumping unit. Danny responded they had installed the replacement motor and it should be operational in a few days. Chair Tarras inquired into the cost of the cable and whether replacing the cable is normally done. Reggie stated that the cable was replaced when the first replacement motor was installed and was part of the replacement cost. When the second replacement motor failed, the cable was tested and inspected, and it appeared to be fine. DWP instructed the contractor to replace the cable because it was the only remaining variable that could be causing the failures. Commissioner Cylwik inquired into whether there are surge protectors on the VFDs. Reggie stated yes, there are surge protectors. Commissioner Cylwik inquired into the vendor name. Reggie responded the vendor is Tri County Pump. Chair Tarras inquired into a backup plan. Reggie responded the backup plan is to replace the pumping unit with a conventional vertical turbine motor and install an exhaust fan in the pump room for cooling.

Vice-Chair Willey inquired into the status of Customer Service testing Tyler. Dani responded that she will provide an update, after checking with Customer Service. Commissioner Cylwik asked if there were any comments from the City on the budget. Reggie responded there were only positive comments. Dani shared with the Board the capacity charges for fiscal year 2021/2022 are around \$1.9 million which is significantly higher than \$400,000 to \$600,000 annual average Vice-Chair Willey inquired into where the Marina Resort is located. Danny responded by the Village Post Office. Vice-Chair Willey inquired into where the Jeffries Road Lodge is located. Danny responded it is an existing lodge and the lodge is upgrading the units. Vice-Chair Willey inquired into where the Mountain View Animal Center is located. Reggie responded the Center is located on Fox Farm and the location previously was an antique store. Commissioner Smith inquired into the Master Space Plan. Reggie responded that he still has not had the opportunity to review the Plan and hopes to in July.

### **3.8 Board Member Reports**

Chair Tarras stated that he attended the luncheon with the County Supervisor, Dawn Rowe.

## **4. FOLLOW-UP ITEMS**

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

Commissioner Cylwik inquired into whether there were any more complaints about the Wolf site. Reggie responded there have not been any more complaints. Rachel requested to remove the follow-up item for cameras at the Wolf site because to install cameras, we must install wi-fi at the site, which will probably be part of the replacement project. Chair Tarras responded yes.

## **ADJOURNMENT**

No additional business came before the Board. At 11:11 a.m., Chair Tarras adjourned the meeting.



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Leeanne Eagleson, Management Analyst/Board Secretary

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