

MINUTES OF A REGULAR BOARD MEETING
CITY OF BIG BEAR LAKE,
DEPARTMENT OF WATER AND POWER
BOARD OF WATER AND POWER COMMISSIONERS
July 26, 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 July 26, 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

None.

ACKNOWLEDGEMENTS

Danny Ent, Water Superintendent, presented Hayden Gregory, Senior Utility Technician, with his 5-year service award.

Reggie Lamson, General Manager, presented Kari Kurtz, Accounting Supervisor, and Johnny Lopez, Utility Billing Specialist II, with their 5-year service awards.

At 9:05 a.m., Chair Tarras opened the public hearing.

1. PUBLIC HEARING

1.1 RESOLUTION No. DWP 2022-14 – Amend DWP’s Conflict-of-Interest Code

At 9:06 a.m., Chair Tarras closed the public hearing.

Motion made by Treasurer Hjorth, seconded by Vice-Chair Willey, and carried 5-0 to adopt Resolution No. DWP 2022-14 amending DWP’s Conflict of Interest Code.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN:

2. CONSENT CALENDAR

2.1 Approve Minutes of the Regular Board Meeting Dated June 28, 2022

2.2 Approve Minutes of the Special Board Meeting Dated July 6, 2022

2.3 Revise Leak Adjustment Credits

Motion made by Vice-Chair Willey, seconded by Commissioner Cylwik, and carried 5-0 to approve the Consent Calendar.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN:

3. ITEMS REMOVED FROM CONSENT CALENDAR

None.

4. DISCUSSION/ACTION

TEMS

4.1 Authenticate Check Register 6/1/2022 to 6/30/2022

Treasurer Hjorth inquired into check number 16574 paid to CDW Government to verify the license is for the Adobe Suite. Reggie responded yes, for the Adobe Suite. Treasurer Hjorth inquired into check number 16588 paid to Miller Spatial for Cityworks and asked if we have exceeded the contract amount. Reggie responded no; we have not exceeded the contract amount. Commissioner Cylwik inquired into whether the DWP has AQMD permits for its generators. Danny responded the DWP is in compliance with the AQMD permits and that the emergency generators have very low hours. Danny added the AQMD inspects the generators. Reggie stated that we have emergency backup generators in four locations including: Knickerbocker, Pontell, the RV Park, and the office. Commissioner Smith inquired into check number 16647 paid to WSC and specifically asked if the expenses was for on-call engineering services. Reggie responded the expense is for engineering consulting services for the Well Site at La Crescenta and the 2022 Pipeline Replacement Project. Commissioner Smith asked if we have an on-call agreement with WSC. Reggie responded yes; for three years with two one-year extensions. Commissioner Smith asked if there was a cap on the on-call agreement. Reggie responded that it ranges between \$7,500-\$10,000 annually. Commissioner Smith asked if we are approaching the cap. Reggie responded that the on-call agreement starts over every fiscal year and a new cap started July 1, 2022. Commissioner Smith asked if the on-call agreement was competitively bid. Reggie responded yes; it was competitively bid last year.

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

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

4.2 Resolution No. DWP 2022-15 - Replenish Big Bear Project Benefits Non-Financial Memorandum of Understanding (MOU)

Motion made by Vice-Chair Willey, seconded by Commissioner Cylwik, and carried 5-0 to Adopt Resolution No. DWP 2022-15 approving the Project Benefits Non-Financial MOU and authorized the General Manager to execute the Project Benefits Non-Financial MOU .

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

4.3 RESOLUTION No. DWP 2022-16 - Carryover of Encumbrances to Fiscal Year 2022/23

Chair Tarras stated that amount for federal grants was stated differently in Exhibits A and B and requested staff make those numbers balance. Commissioner Smith inquired into the carryover amount reflected in Exhibit C. Reggie responded the green triangle on the pie chart is the carryover amount.

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Motion made by Commissioner Cylwik, seconded by Vice-Chair Willey, and carried 5-0 to adopt Resolution No. DWP 2022-16 authorizing the carryover of encumbrances and grant funding to fiscal year 2022-23.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

4.4 Management Reports

Commissioner Cylwik inquired into whether there are any internal candidates for the Utility Tech position. Reggie responded that there are internal candidates. Treasurer Hjorth inquired into the updating security at DWP sites. Reggie responded that we are upgrading the locks and keys. Treasurer Hjorth inquired if the upgrades are digital locks. Danny responded the locks are pad locks and that we are upgrading the locks to minimize the number of keys that we provided to contractors and prior employees. Treasurer Hjorth inquired into the difference between the open liability claim and the open property claim. Chair Tarras responded the liability claim is based on something the DWP did improperly, and the property claim is based on some type of property damage.

Vice-Chair Willey inquired into the Xeriscape garden tour and whether it was successful. Bennett Rossell, Water Conservation & Communications Supervisor, responded there was a steady stream of participants and that he found it a beneficial use of the DWP's time to participate and answer questions. Vice-Chair Willey inquired into the new Hampton Inn, dust control, and water trucks. Danny responded that the contractors are expected to fill their water tanks at the hydrant meter for construction.

Reggie shared that we are expecting an email from the Regional Board this week regarding the Replenish Big Bear Project (Project) and what is required for the treatment train. Reggie further shared the four agencies are discussing how each agency may pay their fair share for the Project. DWP's benefit includes piping lake water to percolate the Sand Canyon aquifer and irrigate the golf course. Treasurer Hjorth inquired if that portion of the Project was approved. Reggie responded yes it was and that there has been a water accounting between the MWD and Bear Valley Mutual such that we can take up to 1,000 acre-feet (AF) of water out of the lake annually. Treasurer Hjorth asked if we received legal clarification. Reggie responded not in writing and that we have worked with Bear Mountain regarding in lieu Project water. Treasurer Hjorth inquired if MWD is objecting. Chair Tarras stated that the mountain resorts are authorized with a not to exceed 1,300 AF annually.

Treasurer Hjorth stated the Records Retention Project chart was not necessary. The Board unanimously agreed. Treasurer Hjorth also stated that the Division Well No. 9 Project chart can be less detailed. Reggie responded that we are still waiting on the County permit for the Project. Commissioner Cylwik stated that he appreciates the Project charts and that the Raftelis Project chart was included in the Board Agenda Package. Commissioner Cylwik asked if other water agencies have a water rate customer tier for home rental programs. Reggie responded that we asked Raftelis the question, that Raftelis works with a number of water agencies in resort communities, and the issue is that there is not a distinct usage difference between vacation homes and permanent residences. Commissioner Cylwik stated that vacation rental can be rented every weekend versus a vacation home owner does not use their home

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every weekend. Chair Tarras stated that issue is residential versus commercial and that it appears to be an enforcement issue.

4.5 Board Member Reports

None.

5. FOLLOW-UP ITEMS

5.1 Board Follow-Up Items

Commissioner Smith asked when there will be a target date on the Master Space Plan. Reggie responded end of August. Chair Tarras stated then we will expect a report to the Board in September. Commissioner Smith inquired into the Project chart for the Master Space Plan. Reggie responded it is not ready yet.

ADJOURNMENT

No additional business came before the Board. At 10:00 a.m., Chair Tarras adjourned the meeting.



Leeanne Eagleson, Management Analyst/Board Secretary

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