

**MINUTES OF A SPECIAL BOARD MEETING**  
**CITY OF BIG BEAR LAKE,**  
**DEPARTMENT OF WATER AND POWER**  
**BOARD OF WATER AND POWER COMMISSIONERS**  
**April 3, 2020**

**OPEN SESSION**

A Special Meeting of the City of Big Bear Lake, Department of Water and Power Board of Water and Power Commissioners was called to order at 9:10 a.m. on April 3, 2020 by Chair Bob Tarras.

**BOARD MEMBERS PRESENT:**

Bob Tarras, Chair  
Barbara Willey, Vice-Chair  
Craig Hjorth, Treasurer  
Joe Cylwik, Commissioner  
Scott Heule, Commissioner

**PLEDGE OF ALLEGIANCE**

Barbara Willey, Vice-Chair

**PUBLIC FORUM**

None

**1. DISCUSSION/ACTION ITEMS**

**1.1 Resolution No. DWP 2020-01 and Approve Policy #2020-01 - FMLA Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus)**

Commissioner Cylwik inquired into whether employees could be on FMLA and on-call. General Manager, Reggie Lamson, responded by clarifying that if an employee is on FMLA leave, they are not available to be on-call. Chair Tarras inquired if this new policy is only applicable during the coronavirus pandemic. Reggie confirmed that the policy is specifically to address the pandemic. Commissioner Heule inquired into the limits included in the policy. Reggie responded that the limits are based on legal requirements. Chair Tarras inquired into how this leave integrates with State Disability Insurance (SDI). Human Resources/Risk Management, Rachel Franklin, responded that SDI would be considered if an employee is diagnosed with COVID-19. Commissioner Cylwik asked if all employees are eligible to stay home because of the Governor's stay at home order. Reggie responded that all DWP employees are considered essential employees and that currently all employees are either working at the office, in the field, or remotely. Commissioner Cylwik inquired if all employees could invoke the FMLA Leave Expansion and Emergency Paid Sick Leave Policy. Reggie responded that the potential for that occurring is remote. Also, Rachel clarified that to qualify for Emergency FMLA under the policy, the employee must have to take care of their child. Treasurer Hjorth requested more information on what is considered "essential services". Rachel responded that she would provide the information to the Board. Commissioner Joe requested that we add "essential employee" language and Chair Tarras requested an additional "whereas" in the Resolution stating that DWP employees are essential.

*Motion made by Treasurer Hjorth, seconded by Commissioner Cylwik, and carried 5-0 approving Resolution No. DWP 2020-01 with an additional whereas stating DWP are essential employees and approving Policy #2020-01 FMLA Expansion and Emergency Paid Sick Leave Policy (Coronavirus).*

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

*NOES: -*

*ABSTAIN: -*

### **1.2 Resolution DWP No. 2020-02 - Declaring a State of Emergency and Authorizing the General Manager to Take Action to Ensure the Continued Safe Operation of the City's Water Systems Through the Pendency of the Emergency**

Commissioner Cylwik inquired into when the State of Emergency expires. Reggie responded that when the pandemic is officially declared "over", then the state of emergency expires.

*Motion made by Chair Willey, seconded by Treasurer Hjorth, and carried 5-0 to adopt Resolution No. DWP 2020-02 authorizing a State of Emergency and authorizing the General Manager to take action to ensure the continued safe operation of the City's water system through the pendency of the emergency .*

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

*NOES: -*

*ABSTAIN: -*

### **1.3 Resolution DWP No. 2020-03 and Approve Policy #2020-02 - Emergency Administrative Leave**

Commissioner Heule inquired into the example shift schedule and asked if some DWP employees would be working and others not? Reggie responded that during the four-week period between April 6<sup>th</sup> and May 1<sup>st</sup>, the goal is for each DWP employee to work 80 hours. Reggie added that the objective is to reduce physical interactions between employees. Commissioner Heule further inquired if some DWP employees are working at the office and others from home. Reggie confirmed that some employees are working from home and further explained the shift plan. Commissioner Cylwik confirmed his understanding that 50% of DWP staff would be working on each shift to ensure employee safety and asked about overtime if an employee comes in on their scheduled day off? Reggie responded that the time worked would not be overtime but rather banked into Emergency Administrative Leave time. Commissioner Cylwik inquired into how the physical distance in the field lunchroom is being monitored. Reggie responded that the employees are doing a good job of keeping the proper distance from each other. Vice-Chair Willey inquire into the "increase in leave buyouts" financial impact. Reggie responded that the DWP has a leave buyout policy and that typically, there are not many buyouts. Chair Tarras inquired if every DWP employee was considered essential. Reggie responded that all DWP employees are considered essential and all programs are still operational. Chair Tarras inquired into whether the Emergency Administrative Leave would be eligible for reimbursement from the Stimulus Package. Rachel responded that Emergency Administration Leave is not eligible for reimbursement from the Stimulus Package. Leave associate with Policy #2020-01 (Item 1.1) may be eligible for reimbursement but the details on how that will work for Public Agencies are still being determined. Treasurer Hjorth inquired into whether the Emergency Administrative would be carried over or whether the employee loses it if it is not used. Reggie responded that the Leave would not carry over to calendar year 2021. Treasurer Hjorth requested clearer language in the policy that the Leave will not roll over into 2021. Chair Tarras inquired into who would monitor the leave and why employees would not use their sick and vacation leave balances. Reggie responded that the DWP will be asking employees to take a forced leave to reduce the probability of infecting one another, other agencies are implementing this policy, and it was recommended by DWP's counsel. Commissioner Cylwik inquired into why we need a resolution, and would this issue not fall under the General Manager's emergency powers authority? Reggie responded that the Emergency Administrative Leave was recommended by DWP's counsel as a method to allow employees to take mandatory leave without exhausting their standard leave banks and also not be considered a "gift of public funds" because they are on call while on Emergency Administrative Leave. Commissioner Cylwik inquired into how the City was handling their staff. Reggie responded that he was not aware how the City employee's will be compensated and that City

*The City of Big Bear Lake, Department of Water and Power strives to make all of its public meetings accessible to everyone. If you need any special assistance or disability-related accommodation in order to participate in this meeting, please contact the Board Secretary at (909) 866-5050. Notification 48 hours prior to the meeting will enable the DWP to make reasonable arrangements to ensure accessibility to this meeting.*

*We are an equal opportunity provider and employer.*

**Special Meeting Agenda**

April 3, 2020

Page 3 of 3

employees have been working from home for the past couple of weeks. Vice-Chair Willey requested the policy be modified to include something like “use it or lose it” language and that there will be no payout.

*Motion made by Vice-Chair Willey, seconded by Commissioner Cylwik, and carried 5-0 to approving Resolution No. DWP 2020-03 and approving Policy #2020-02 Emergency Administrative Leave Policy as amended.*

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

*NOES: -*

*ABSTAIN: -*

**1.4 Revised Fiscal Year 20/21 Budget Schedule**

Commissioner Heule inquired into the budget process at this point. Chief Financial Officer, Dani McGee, responded that her department has two competing priorities, Fiscal Year 20/21 Budget and the interim audit that occurs in early May. The budget has been reviewed by Treasurer Hjorth. Commissioner Cylwik requested that the DWP not have an aggressive budget. Reggie responded that the DWP will do what is required to maintain the grant funding. Chair Tarras added that the DWP is currently losing revenue from non-billable water. Commissioner Willey inquired about the upcoming public hearing. Dani responded that DWP’s budget must be incorporated into the City’s budget at the end of June 2020. Reggie responded that the public hearing will be held electronically. Chair Tarras clarified that we are omitting the Joint Budget Workshop. Treasurer Hjorth requested the DWP scale back on budget improvements to DWP facilities and Reggie stated that the budget will be scaled back.

*Motion made by Commissioner Heule, seconded by Treasurer Hjorth, and carried 5-0 to approve revising the Fiscal Year 20/21 budget schedule.*

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

*NOES: -*

*ABSTAIN: -*

**ADJOURNMENT**

No additional business came before the Board. At 11:05 a.m. Chair Tarras adjourned the meeting.



---

Leeanne Eagleson, Secretary to the Board of Commissioners  
DWP Board of Commissioners

*The City of Big Bear Lake, Department of Water and Power strives to make all of its public meetings accessible to everyone. If you need any special assistance or disability-related accommodation in order to participate in this meeting, please contact the Board Secretary at (909) 866-5050. Notification 48 hours prior to the meeting will enable the DWP to make reasonable arrangements to ensure accessibility to this meeting.*

*We are an equal opportunity provider and employer.*