

MINUTES OF A REGULAR BOARD MEETING
CITY OF BIG BEAR LAKE,
DEPARTMENT OF WATER AND POWER
BOARD OF WATER AND POWER COMMISSIONERS
January 26, 2021

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 9:10 a.m. on January 26, 2021 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

Commissioner Cylwik

PUBLIC FORUM

Alan Lee, City Councilmember – District 1, requested to speak on agenda items 1.4 and 3.8. Regarding agenda item 1.4, Councilmember Lee stated that he believed the timing of a pay raise during this difficult time was improper. Regarding agenda item 3.8, Councilmember Lee stated that he believed certifications enhance the skills of the customer service representatives and should not be eliminated from the job descriptions.

1. CONSENT CALENDAR

1.1 Approve Minutes of the Regular Board Meeting Dated November 26, 2020

1.2 2021 Board Commissioner's Meeting Schedule

1.4 RESOLUTION No. DWP 2021-01 Ratification of Amendment No. 2 to the Employment Agreement with the General Manager

Motion made by Vice Chair Willey, seconded by Commissioner Cylwik, and carried 4-0 to approve the Consent Calendar. Item 1.3 was removed from the consent calendar.

AYES: Cylwik, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

2. ITEMS REMOVED FROM CONSENT CALENDAR

2.1 Budget Schedule for FY 2021/22

Chief Financial Officer, Dani McGee, updated the Board on a revision to the Proposed Schedule including elimination of the Joint Budget Workshop and that the City requested the DWP present the proposed budget to the City Council on Monday, May 24, 2021. If the City has no feedback or suggested revisions to the proposed budget, the budget will be presented to the DWP Board for approval on Tuesday, May 25, 2021 for incorporation into the City budget on Monday, June 14, 2021.

Motion made by Commissioner Cylwik, seconded by Commissioner Smith, and carried 4-0 to approve the proposed budget schedule for the FY 2021/22 budget process and appoint the Board Treasurer to oversee the budget with staff.

AYES: Cylwik, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3. DISCUSSION/ACTION ITEMS

3.1 Customer Request to the Board

Commissioner Smith inquired into whether there has been communication with the customer in addition to phone calls. Dani responded that she had no knowledge of any other communication. Commissioner Cylwik inquired into the lien threshold. Dani responded the lien threshold is \$200. Vice Chair Willey shared that we if make an exception for this customer, we are setting a precedent in the future for non-payment accounts. Chair Tarras inquired into whether this was a second home. Dani responded that it was rental property, that a tenant apparently damaged the property, and it had not been occupied for years. Commissioner Cylwik shared that he appreciates that the DWP is willing to negotiate with its customers.

Motion made by Vice Chair Willey, seconded by Commissioner Cylwik, and carried 4-0 to decline the customer's request to forgive their outstanding balance.

AYES: Cylwik, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.2 Authenticate Check Register 11/1/2020 to 11/30/2020

Commissioner Cylwik inquired into check numbers 14389 and 14443 paid to Bear Valley Paving for asphalt patching. Water Superintendent, Steve Wilson, responded that the DWP has a Contract with Bear Valley Paving for asphalt patching throughout the Bear Valley. Chair Tarras inquired into check number 14411 paid to Leeco Fence Company for fence repair at the Division Solar Project. Specifically, Chair Tarras was inquiring into whether the DWP would be reimbursed for the damage to the fence. Human Resources and Risk Management, Rachel Franklin, responded that the cameras were not working at the Convention Center and our insurance company was pursuing it.

Motion made by Commissioner Cylwik, seconded by Vice Chair Willey, and carried 4-0 to authenticate the Check Register for November 2020.

AYES: Cylwik, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.3 Authenticate Check Register 12/1/2020 to 12/31/2020

Motion made by Vice Chair Willey, seconded by Commissioner Smith, and carried 4-0 to authenticate the Check Register for December 2020.

AYES: Cylwik, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.4 Adopt Statutory Exemption and File Notice of Exemption as an Appropriate CEQA Environmental Determination for the Talbot Drive Pipeline Project

Commissioner Smith inquired into whether the Project site was already disturbed. General Manager, Reggie Lamson, confirmed the Project site was already disturbed.

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Motion made by Vice Chair Willey, seconded by Commissioner Cylwik, and carried 4-0 to authorize the general manager to file the Notice of Exemption for the Talbot Drive Pipeline Project.

AYES: Cylwik, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.5 Continued COVID-19 Testing for DWP Staff

Motion made by Vice Chair Willey, seconded by Commissioner Smith, and carried 4-0 to extend COVID-19 testing for DWP employees through June 30, 2021 and approve the budget adjustment of \$9,000.

AYES: Cylwik, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.6 RESOLUTION No. DWP 2021-02 – Adopting the COVID-19 Exposure Control Policy

Chair Tarras inquired into whether the document represents Cal OSHA recommendations. Rachel confirmed the document represents Cal OSHA recommendations. Commissioner Cylwik stated that we need to make sure we can live with the requirements stated in the policy such as those requiring face coverings. Rachel responded that all employees are required to wear a face mask indoors in common spaces. Commissioner Cylwik inquired into whether the DWP provided masks to its employees. Rachel responded that the DWP provided KN95, cloth and disposable masks to its employees. Chair Tarras stated that he heard double mask is more effective. Commissioner Smith inquired into employee screening. Rachel responded that the DWP provides COVID testing the second Tuesday of every month. Commissioner Smith inquired into whether there was a work from home policy. Rachel responded that some office employees have the capability to work from home and there are projects for field staff if they need to work from home. Commissioner Smith inquired into the impact to an employee's pay if they are required to quarantine. Rachel responded that there are emergency leave balances specifically for Coronavirus. Commissioner Cylwik referred to page twenty-seven of the policy third bullet in which it states what the DWP will do if the COVID-19 exposure is work related. He requested a sentence added to what DWP will do if the COVID-19 exposure is not work related. Commissioner Cylwik also requested a slight revision from "and" to "or" in regard to an employee's representative. Commissioner Cylwik inquired into when is it anticipated the restrictions will be concluded. Reggie responded that according to Bear Valley Hospital, we will be wearing masks until herd immunity is achieved. Rachel also responded that CJPIA provided the template for the COVID-19 Exposure Control Policy and they will provide updates. Lastly, Commissioner Cylwik inquired into the mechanism DWP will use to track employees who have been vaccinated. Rachel responded that she will track the employees who have been vaccinated and share the percentage of employees vaccinated with the Board monthly.

Motion made by Vice Chair Willey, seconded by Commissioner Smith, and carried 4-0 approving Resolution No. DWP 2021-02 adopting the COVID-19 Exposure Control Policy with requested amendments.

AYES: Cylwik, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.7 RESOLUTION No. DWP 2021-03 – Approve Amendment to Policy #2020-01 – FMLA Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus)

Chair Tarras inquired into whether the law was passed for organizations without a sick-pay policy. Rachel responded that the law was passed for all government entities and organizations of a certain employee size. Chair Tarras inquired into whether the State of California also adopted the law. Rachel responded that the

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State did not. Commissioner Cylwik stated that emergency leave is a good instrument for employees who contract COVID at home.

Motion made by Commissioner Cylwik, seconded by Commissioner Smith, and carried 4-0 to adopt Resolution DWP No. 2021-03 amending DWP Policy #2020-01, extending accessibility to unused balances of FFCRA Paid Leave to June 30, 2021.

AYES: Cylwik, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.8 RESOLUTION No. DWP 2021-04 – Customer Service Representative (CSR) I/II Job Description Modification

Commissioner Cylwik confirmed the modification is based on industry standards and requested the Resolution be revised to state “effective this date forward”. Commissioner Smith inquired into the D1 certification. Steve explained the purpose of the Water Distribution Certificate 1. Commissioner Smith confirmed for an office position the certificate is not required.

Motion made by Commissioner Smith, seconded by Vice-Chair Willey, and carried 4-0 to adopt Resolution No. DWP 2021-04 modifying the Customer Service Representative I/II Job Description with the recommended revisions.

AYES: Cylwik, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.9 RESOLUTION No. DWP 2021-05 – Irrevocable Instruction for Defeasance of the 1996 Water Revenue Refunding Bonds

Commissioner Smith inquired into the name of the Trustee. Dani responded the trustee is Union Bank. Vice-Chair Willey stated she is happy the time to pay off the 1996 bonds is here.

Motion made by Vice-Chair Willey, seconded by Commissioner Cylwik, and carried 4-0 to adopt Resolution No. DWP 2021-05 recommending the City Council adopt a resolution authorizing the City Manager to execute the Irrevocable Deposit Instructions for in-substance defeasance of the 1996 Water Revenue Refunding Bonds effective April 1, 2021.

AYES: Cylwik, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.10 Cityworks Software Implementation

Chair Tarras confirmed that accrual-based accounting is preferred because of the materiality of the transactions to the DWP. Commission Cylwik shared that he was concerned about the contract for implementation with Miller Spatial and inquired into whether the DWP requested multiple bids. Reggie responded that Cityworks is the only workforce software that interfaces with Tyler Incode. Dani added that Cityworks recommended Miller Spatial based on DWP’s needs. Miller Spatial will customize the inventory accounting to meet our needs. Commissioner Smith inquired into whether Cityworks is connected to field inventory. Dani responded the software includes an inventory model. Reggie added that the field personnel will have iPads for scanning materials out and into inventory. Commissioner Smith inquired into field training. Steve shared that all field staff are currently working with iPads. Commissioner Smith asked if this will add work the employees. Steve responded that Cityworks will actually make their jobs easier and minimize data entry mistakes. Dani also shared the field staff participated in the Cityworks presentation. Vice-Chair Willey thanked Dani for her effort in responded to the Board’s questions.

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Motion made by Vice-Chair Willey, seconded by Commissioner Smith, and carried 4-0 to authorize the execution of contracts with Miller Spatial and Cityworks, subject to legal review. The Board additionally authorized the budget adjustment of \$106,500.

AYES: Cylwik, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.11 2021 Water Master Plan and 10-Year Capital Improvement Plan

Commissioner Cylwik inquired into the assumption of water rates through 2023/24. Dani responded the water rates are based on the current water rate plan and best practices. Chair Tarras inquired into the financial analysis (Exhibit B). Dani responded that the analysis assumes cost of living type adjustments to O&M expenses and construction costs. Unrestricted reserves will be gradually drawn down to the recommended level of \$3.5 million.

Motion made by Vice-Chair Willey, seconded by Commissioner Cylwik, and carried 4-0 to approve the 2021 Water Master Plan and 10-Year Capital Improvement Plan.

AYES: Cylwik, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.12 Management Reports

Vice-Chair requested an update on the applicants for the Senior Accountant position. Rachel responded that we received a number of applications and interviews are scheduled for Friday, January 29, 2021 for two of the qualified applicants. Vice-Chair Willey inquired into "ban the box laws". Rachel responded that the "ban the box laws" prohibit the employer from asking an applicant about conviction history. Vice-Chair Willey further inquired into "salary history bans". Rachel responded that "salary history bans" prohibit employers from inquiring into an applicant's salary history. Lastly, Vice-Chair Willey inquired into "expungement practices". Rachel responded the "expungement practices" laws protect applicants who have been charged with a crime that has subsequently been expunged. An employer cannot use that knowledge against an applicant.

Commissioner Cylwik inquired into the problems at the Division 2 well. Steve responded that Tri-City Pump is researching the issue and that currently we are unsure of the issue. Commissioner Cylwik suggested a reverse flush of the well. Steve responded the Division 2 well is DWP's oldest well and that we are concerned how treatment will impact the well's structural integrity. Commissioner Smith inquired into decrease of gravity well production versus standard production wells. Reggie responded that it is based on rainfall and we had less rainfall in 2020, therefore, gravity well production is down.

Upon review of the general manager report, Chair Tarras stated that the DWP had a busy Summer. Reggie shared the plan for Phase III of the 2018 USDA Pipeline Replacement Project and that there will be a detour at the dam to route drivers to the North Shore if traffic delays become excessive on Big Bear Boulevard. Chair Tarras asked if there were any additional requirements from the City. Reggie responded the City and the DWP agree to full width paving restoration for the replacement pipeline segments that were constructed within City street rights-of-way. Commissioner Cylwik inquired into Cal Trans guidelines. Steve responded that Cal Trans requires lane width paving. Commissioner Smith inquired into the status of the Replenish Big Bear Project. Reggie responded that the project team is working with the Regional Board and will present a 70% reverse-osmosis (RO) treatment alternative for consideration on February 17, 2021. The 100% RO treatment alternative will also be presented, which may be required when lake levels are low. Vice-Chair

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Willey inquired into the legends and colors on the Project Chart. Dani responded the legend consists of symbols and the colors represent the different projects.

3.13 Board Member Reports

No Board reports.

4. CLOSED SESSION

The DWP may adjourn to a closed session to consider litigation matters, personnel matters, or other matters as provided in the Ralph M. Brown Act (Section 54950, et seq., of the Government Code).

4.1 Closed Session Pursuant to Section 54957.6

DWP Designated Representative: General Manager

The Board deferred the Closed Session agenda item to a Special Meeting to enable the full Board to be in attendance.

ADJOURNMENT

No additional business came before the Board. At 11:23 a.m. Chair Tarras adjourned the meeting.



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

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