

MINUTES OF A REGULAR BOARD MEETING
CITY OF BIG BEAR LAKE,
DEPARTMENT OF WATER AND POWER
BOARD OF WATER AND POWER COMMISSIONERS
February 23, 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 9:01 a.m. on February 23, 2021 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 Services Supervisor, thanked management and shared with the Board the COVID prevention measures the DWP has implemented to ensure employee safety including hand sanitizer stations, masks, sanitary wipes, and daily cleaning procedures.

1. CONSENT CALENDAR

1.1 Approve Minutes of the Regular Board Meeting Dated January 26, 2021

1.2 Approve Minutes of the Special Board Meeting Dated February 05, 2021

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

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

2. ITEMS REMOVED FROM CONSENT CALENDAR

3. DISCUSSION/ACTION ITEMS

3.1 Authenticate Check Register 1/1/2021 to 1/31/2021

Treasurer Hjorth inquired into check number 14693 paid to Steve Wilson for reimbursement for VIN Verification. Water Superintendent, Steve Wilson, responded the expense was for one of the vehicles registration fees. Commissioner Smith inquired into check number 14666 and whether the DWP performed an Ergonomic Study. Human Resources and Risk Management, Rachel Franklin, responded that an Ergonomic Study was performed in 2019, that we are in the process of developing Ergonomic policies, as well as, upgrading furniture and equipment in accordance with the Study. Commissioner Smith also inquired into check number 14656 paid to Aqua-Metric for Sensus Annual Base Station Maintenance Fee. General Manager, Reggie Lamson, responded that the expense was for maintenance of the two radio-read base stations. Chair Tarras inquired into check number 14738 for the refund of overpaid capacity charges. Chief Financial Officer, Dani McGee, responded that the owners revised their plans resulting in fewer fixture units and the refund was paid at the rates in place at the time original fees were paid.

Motion made by Treasurer Hjorth, seconded by Commissioner Cylwik, and carried 5-0 to authenticate the Check Register for January 2021.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.2 Award Construction Contract for the 2018 USDA Pipeline Replacement Project Phase III Package A

Chair Tarras shared his concern regarding change orders. Reggie responded that he confirmed with Borden Excavating the contractor was comfortable with their bid. Commissioner Smith inquired into the 5% contingency. Reggie responded that typically the change orders range in the 2-3%. Commissioner Smith inquired into whether Water Systems Consulting (WSC) designed the plans. Reggie responded that we have had a contract with WSC for the 2018 USDA Pipeline Replacement Project and we are on pace to finish the project a year early and approximately \$600,000 below the engineering not-to-exceed estimate.

Motion made by Commissioner Cylwik, seconded by Vice-Chair Willey, and carried 5-0 to award the construction contract for the 2018 USDA Pipeline Replacement Project Phase III, Package A to Borden Excavating, Inc. in the amount of \$2,177,227 and budget internally for a 5% contingency for a total amount of \$2,286,088.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.3 Award Construction Contract for the 2018 USDA Pipeline Replacement Project Phase III Package B

Reggie shared with the Board that the DWP has pipe purchased in Phase I that can be used in Package B. Chair Tarras inquired into why we do not work with Borden Excavating, Inc. for both Package A and Package B. Reggie responded that we are obligated to take the lowest responsible bid on construction projects.

Motion made by Commissioner Cylwik, seconded by Commissioner Smith, and carried 5-0 to award the construction contract for the 2018 USDA Pipeline Replacement Project Phase III, Package B to DDH Apple Valley Construction, Inc. in the amount of \$2,660,670.60 and budget internally for a 5% contingency for a total amount of \$2,793,704.13.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.4 Agreement with Accent Computer Solutions, Inc. for Information Technology (IT) Management Services

Chair Tarras stated that the responses to the Request for Proposals (RFP) are highly technical, and the evaluation team appears to not have a lot of IT expertise. Dani responded that she provided the proposals received to Treasurer Hjorth for review. Treasurer Hjorth stated that he agrees with the recommendation made by the evaluation team. Treasurer Hjorth further shared that Accent has done a great job and it is difficult getting a new IT provider up to speed with the existing system and keep everything running optimally. Chair Tarras inquired into whether there was any bias. Treasurer Hjorth responded that the difference between the lowest proposal and Accent was only \$3,000. Reggie added that Accent's proposal reflects attention to detail and Intelesys' proposal lacked detail. Treasurer Hjorth added that Accent included options for additional security. Dani shared that the servers are near end of service life and will be budgeted to be replaced next year. Chair Tarras inquired into the process to disposing used equipment. Dani responded that a three-pass wipe will be performed on each machine to ensure the machine is scrubbed of any data. Vice-Chair Willey shared her experience with Accent was that they were quick and responsive.

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Motion made by Treasurer Hjorth, seconded by Vice-Chair Willey, and carried 5-0 to award the IT Services Contract with Accent Computer Solutions, Inc. for the recurring annual cost of \$70,164.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.5 RESOLUTION No. DWP 2021-XX – Records Retention and Destruction Policy – Policy #2021-XX

Treasurer Hjorth inquired into whether security video was included in the retention schedule. Rachel responded that Recordings – routine video monitoring is located on page 28 of Legal’s recommended Records Retention Schedule. Vice-Chair Willey inquired into the recommended retention period of incident reports. Rachel responded that we will research Legal’s suggestion. Treasurer Hjorth stated that he found Legal’s recommended Records Retention Schedule overwhelming and suggested we keep the schedule simple. Reggie recommended we perform additional research and bring this agenda item back to the Board in March 2021.

3.6 Amendment No. 2 to WLC Architects, Inc. Agreement for a Master Space Plan

Commissioner Cylwik inquired into the original proposal. Reggie responded that we provided WLC record drawings we had on hand and it has been discovered the plans are not accurate. Commissioner Smith -stated that he may need to recuse himself because he worked on the BEI team who prepared a competitive proposal. Chair Tarras stated there is no conflict because the contract has already been awarded. Commissioner Smith inquired into the net cost. Reggie responded that WLC is not marking up the sub-contractor’s fee. Commissioner Smith stated that architects and engineer agreements cannot be based on lowest fee. Commissioner Cylwik stated that we should specify the format of the “As Built” drawings so that we can manipulate them as needed.

Motion made by Vice-Chair Willey, seconded by Treasurer Hjorth, and carried 5-0 to authorize Amendment No. 2 to the WLC Agreement for the Master Space Plan for the “As Built” work of \$5,599.51.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.7 Management Reports

Vice-Chair Willey inquired into an HR Committee meeting in March. Rachel responded that a meeting will be scheduled to review a draft of an Employee Handbook. Vice-Chair shared with the Water Conservation & Public Information Supervisor, Sierra Orr, that she found the DWP advertisements fun. Treasurer Hjorth inquired with Sierra if we will use DocuSign for electronic signatures. Sierra responded that we will be utilizing electronic signatures through Laserfiche. Treasurer Hjorth inquired of Steve about the fire hydrants hit by snowplows. Steve responded that the Fire Department had requested snow berms be removed near fire hydrants. Some snowplows got too close and hit the bollards in front of the hydrants and some hydrants. The DWP has repaired the hydrants and straightened the poles and bollards. Vice-Chair Willey inquired into the large number of radio-read leaks in January. Steve responded that the number is more than usual and that it may be due to the large number of new homeowners in the Valley. Treasurer Hjorth thanked Dani for her work on identifying and working to resolve issues with the Tyler Incode software. Treasurer Hjorth further asked if there is an estimated timeline for resolution of the outstanding issues. Dani responded that she will work with Tyler for the development of a timeline. Vice-Chair Willey inquired of Dani regarding LAIF not publishing an average portfolio life since September 2019. Dani responded that minutes from the October 2020 LAIF Board Meeting are not yet posted and that it is possible that the average portfolio life will be reported in those minutes.

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Reggie shared with the Board his suggestion to draft an RFP for design services for a three to five-year period for infrastructure identified in the recently approved ten-year Capital Improvement Plan (CIP). Commissioner Smith inquired into on-call services. Reggie responded that we have on-call services for small projects. Commissioner Cylwik stated that we have a current agreement with WSC for the 2018 USDA Pipeline Replacement Project. Reggie shared that the agreement was for the 2018 USDA Pipeline Replacement Project and the award was qualifications based. Chair Tarras summarized the RFP is intended to be larger scope specific to the CIP. Treasurer Hjorth suggested the RFP for design services for the CIP be brought back to the Board at the March Board meeting. Vice-Chair Willey inquired into why the USBR did not approve the Title XVI grant to Replenish Big Bear. Reggie responded that during the grant debrief, the USBR stated that it was a good project and that the USBR review committee in Washington DC chose not to fund the project. We are waiting for a new announcement to reapply for the grant. Treasurer Hjorth inquired into the status of the Replenish Big Bear Project. Reggie responded that the meeting with the Regional Board went well, that the 70% Reverse Osmosis Option looked promising and that WSC is preparing cost estimates for construction costs. Treasurer Hjorth inquired into whether we will have the information prior to the budget presentation. Reggie responded that he believed we should have the cost information by May 2021.

3.8 Board Member Reports

No Board reports.

Open Session adjourned at 10:35 a.m. and the Board took a break.

Closed Session began at 10:50 a.m.

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 came out of Closed Session at 12:04 p.m. with reportable actions.

Motion made by Treasurer Hjorth, seconded by Vice-Chair Willey, and carried 5-0 to adopt Resolution No. DWP 2021-06 adopting the new job classifications for DWP's job classifications.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

The Board directed Reggie to prepare a salary schedule to partially implement the Koff Compensation Study salary recommendations. This phase of implementation will fund up to \$160,000 (annual cost) of compensation increases, which will be effective July 1, 2021. The proposed schedule will be considered by the Board at the March Board meeting.

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Motion made by Vice-Chair Willey, seconded by Commissioner Smith, and carried 5-0 to adopt Resolution No. DWP 2021-07 requesting the City Council to consider increasing the Board of Commissioner's compensation to \$600 per month.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

ADJOURNMENT

No additional business came before the Board. At 12:10 p.m. Chair Tarras adjourned the meeting.



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

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