

**MINUTES OF A REGULAR BOARD MEETING**  
**CITY OF BIG BEAR LAKE,**  
**DEPARTMENT OF WATER AND POWER**  
**BOARD OF WATER AND POWER COMMISSIONERS**  
**March 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 9:04 a.m. on March 23, 2021 by Chair Bob Tarras.

**BOARD MEMBERS PRESENT:**

Bob Tarras, Chair  
Craig Hjorth, Treasurer  
Joe Cylwik, Commissioner  
Jim Smith, Commissioner

**BOARD MEMBERS EXCUSED:**

Barbara Willey, Vice-Chair

**PLEDGE OF ALLEGIANCE**

Bob Tarras, Chair

**PUBLIC FORUM**

City of Big Bear Lake Councilmember, Alan Lee, invited the Board to a community prayer meeting scheduled on Saturday, April 3, 2021. Additionally, Mr. Lee shared that he partnered with Mountain Mutual Aid to give items away to the community. He invited the Board to join him Saturday, March 27, 2021 at Veteran's Park for this event. Lastly, Mr. Lee shared that he is a proponent of consolidating the DWP as a department of the City. This was discussed during the City's March 22, 2021 Prioritization Budget Workshop.

**1. CONSENT CALENDAR**

**1.1 Approve Minutes of the Regular Board Meeting Dated February 23, 2021**

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

*AYES: Cylwik, Hjorth, Smith, Tarras*

*NOES: -*

*ABSTAIN: -*

**2. ITEMS REMOVED FROM CONSENT CALENDAR**

**3. DISCUSSION/ACTION ITEMS**

**3.1 Authenticate Check Register 2/1/2021 to 2/28/2021**

Commissioner Cylwik inquired into check number 14765 paid to Butchers Block, specifically charges for vehicle maintenance. Water Superintendent, Steve Wilson, responded that Butchers Block has a mechanic that is very good, and he works on our heavy vehicle maintenance. Commissioner Smith inquired into check number 14777 paid to Kaiser Permanente. Chief Financial Officer, Dani McGee, responded that the expense is for employee medical insurance premiums.

*Motion made by Treasurer Hjorth, seconded by Commissioner Smith, and carried 4-0 to authenticate the Check Register for February 2021.*

*AYES: Cylwik, Hjorth, Smith, Tarras*

*NOES: -*

*ABSTAIN: -*

**3.2 Capacity Charges and Meter Installation Fees Adjustment**

Informational report for the Board. There was no discussion.

### 3.3 December 31, 2020 Financial Analysis Unaudited

General Manager, Reggie Lamson, shared that he attended a budget workshop at the City of Big Bear Lake on March 22, 2021 and that the City experienced better than expected revenues in the past year from visitation. Commissioner Smith inquired into the decrease from investment income. Dani responded that the decrease is due to LAIF market volatility. Commissioner Cylwik inquired into the changing demographics mentioned in the Customer Field Service section of the Department Spending Analysis. Dani responded that personnel moved between departments and health benefits increased due to age differences. Commissioner Cylwik also inquired into the aerial imaging budgeted in Water Operations. Water Conservation & Public Information Supervisor, Sierra Orr, responded that the aerial imaging services are related to irrigable landscaping in the Bear Valley, and we will be re-budgeting for this in FY 2021/22.

### 3.4 Resolutions No. DWP 2021-XX - Implementation of the Initial Phase of the Total Compensation Study

Commissioner Cylwik requested a footnote be added to Exhibit A - Proposed Salary Grade Phase in Implementation stating "Not yet approved" for Final Phase Implementation. Commissioner Smith requested a timeline for future phases. Reggie responded that the next step is a Budget Workshop with the City of Big Bear and that a final timeline is to be determined.

*Motion made by Commissioner Cylwik, seconded by Commissioner Smith, and carried 4-0 to adopt Resolution No. DWP 2021-08 approving the proposed pay grade schedule for the Initial Phase of the implementation of the proposed pay grades for all non-contract employees with the requested footnote "Not yet approved" for Final Phase Implementation. Additionally, adopted Resolution No. DWP 2021-09 approving the proposed Initial Phase salary schedules for DWP non-contract employees.*

*AYES: Cylwik, Hjorth, Smith, Tarras*

*NOES: -*

*ABSTAIN: -*

### 3.5 RESOLUTION No. DWP 2021-XX - Amendment No. 1 to Big Bear Shores RV Park Water Service Agreement (Tract 14010)

Chair Tarras stated his concern that the RV Park Contract does not allow DWP to connect it to DWP's other water systems. Reggie responded that it is not economical to construct pipelines to the RV Park. The RV Park rate revenue will cover the operating costs and fund future rehabilitation costs. Commissioner Cylwik inquired into the necessary reserves. Dani responded that the rates include a rehabilitation reserve component. Chair Tarras inquired into risk exposure. Reggie responded that terms are defined in the agreement. Commissioner Smith confirmed his understanding that the RV Park will be treated consistently as compared with other similar DWP customer class. Reggie added that the RV Park has two well meters, the lots are not individually metered, which makes the RV Park water system easier to maintain than 170 individually metered customers. Chair Tarras inquired into the time and effort to maintain the RV Park water system. Steve responded the DWP takes water samples and typically checks on the system in route to Fawnskin. The labor cost is minimal, and the proposed rate structure will fund those labor costs.

*Motion made by Treasurer Hjorth, seconded by Commissioner Cylwik, and carried 4-0 adopt Resolution No. DWP 2021-10 approving Amendment No. 1 to the Big Bear Shores RV Park Water Service Agreement (Tract 14010).*

*AYES: Cylwik, Hjorth, Smith, Tarras*

*NOES: -*

*ABSTAIN: -*

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### 3.6 Temporary Staffing - Accounting

Commissioner Smith inquired into whether there was anyone internal to the DWP for the Senior Accountant position. Dani responded there were none qualified. Commissioner Cylwik suggested breaking up the Senior Accountant position into two positions with different and lesser skills sets to take care of the responsibilities of the role. Reggie responded that we are working with Koff & Associates to locate qualified candidates. The temporary assignment will last until the Senior Accountant position filled, up to a maximum of 16-weeks.

*Motion made by Commissioner Cylwik, seconded by Treasurer Hjorth, and carried 4-0 to authorize temporary staffing for an accounting clerk and authorize the budget adjustment of \$42,000.*

*AYES: Cylwik, Hjorth, Smith, Tarras*

*NOES: -*

*ABSTAIN: -*

### 3.7 Management Reports

Commissioner Smith inquired into the Loss Control walkthrough mentioned in the Human Resources/Risk Management report. Reggie responded that walkthrough was performed with the California Joint Powers Insurance Authority (CJPIA) of our facilities. Commissioner Smith inquired into the DWP Employee Handbook (Handbook). Reggie responded that the HR Committee plans to review the Handbook in April and subsequently bring the Handbook to the Board for review in May. Commissioner Smith inquired into the Water Shortage Contingency Plan (Plan). Sierra responded that the Plan is a State mandated action identifying six levels of water shortage. Historically, the Technical Review Team (TRT) met two times a year to determine our current water supply condition. The Plan identifies voluntary and mandatory conservation measures to implement at each level. Commissioner Smith inquired into how we track the different levels. Sierra responded the TRT meets with a Hydrologist who reviews the water levels of all DWP's wells and reviews water production usage patterns. Reggie added the TRT will meet later this Spring. Sierra shared that our current Water Conservation Policy does not require an annual TRT meeting, but the new State reporting requires a mandatory meeting one time a year. Commissioner Smith inquired into who is on the TRT Committee. Sierra responded the TRT consists of members of the Board, Reggie, Steve, Dani, Jason Hall, Production Supervisor, a Hydrologist, and herself.

Treasurer Hjorth inquired into the status of the Tyler software conversion. Dani responded that Tyler is making progress and being more proactive. Treasurer Hjorth inquired into the server upgrades. Dani responded the server upgrades are budgeted for FY 2021/22. Commissioner Cylwik inquired into whether the estimated cost for Replenish Big Bear has increased. Reggie responded that the Lake Water Quality analysis has determined that the treatment facilities will include 100% Reverse Osmosis (RO) technology and typically operate the facility at 70% RO capacity. The addition of RO treatment equipment has increased the project costs. There is a potential for grants and the Project team is exploring multiple Capital and O & M funding options. Commissioner Cylwik requested a revision to the Project Chart.

### 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 10:46 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).

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**4.1 Closed Session Pursuant to Public Security Exception Section 54957(a)**

*Motion made by Treasurer Hjorth, seconded by Commissioner Cylwik, and carried 4-0 to adopt Resolution No. DWP 2021-11 adopting a Seismic Risk and Vulnerability Assessment and Mitigation Plan.*

*AYES: Cylwik, Hjorth, Smith, Tarras*

*NOES: -*

*ABSTAIN: -*

The Board came out of Closed Session at 11:09 a.m. with reportable action.

The Board adopted the Seismic Risk and Vulnerability Assessment and Mitigation Plan. In accordance with Government Code Section 6254, except as provided in Sections 6254.7 and 6254.13, this chapter does not require the disclosure of any of the following records: . . .(aa), a document prepared by or for a state or local agency that assesses its vulnerability to terrorist attack or other criminal acts intended to disrupt the public agency's operations and that is for distribution or consideration in a closed session.

**ADJOURNMENT**

No additional business came before the Board. At 11:10 a.m. Chair Tarras adjourned the meeting.



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

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