

**MINUTES OF A REGULAR BOARD MEETING**  
**CITY OF BIG BEAR LAKE,**  
**DEPARTMENT OF WATER AND POWER**  
**BOARD OF WATER AND POWER COMMISSIONERS**  
**March 28, 2023**

**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 March 28, 2023, 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**

Craig Hjorth, Treasurer, led the pledge of allegiance.

**PUBLIC FORUM**

None.

**INTRODUCTION**

Danny Ent, Water Superintendent, and Jason Beck, Water Distribution Supervisor, presented the Board with DWP's newest piece of equipment, Case 580 SN WT Backhoe.

**1. CONSENT CALENDAR**

**1.1 Approve Minutes of the Regular Board Meeting Dated February 28, 2023**

*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:*

**2. ITEMS REMOVED FROM CONSENT CALENDAR**

None.

**3. DISCUSSION/ACTION ITEMS**

**3.1 Authenticate Check Register 2/1/2023 to 2/28/2023**

Commissioner Hjorth inquired into check number 17597 paid to Romans Construction Co. Rachel Franklin, Human Resources Administrator, responded the expense was to pay Romans Construction for a repair they made when a customer's sewer lateral was crushed during construction of a DWP project.

*Motion made by Treasurer Hjorth, seconded by Commissioner Smith, and carried 5-0 to authenticate the Check Register for February 2023.*

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

*NOES: -*

*ABSTAIN: -*

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

Commissioner Smith requested an explanation of the capacity charges and meter installation fees adjustment. Dani McGee, Chief Financial Officer (CFO), responded that in 2009 the Board adopted a Resolution that established the annual adjustment of capacity charges and meter installation fees based on the Construction Cost Index as reported in the Engineering News-Record. Reggie Lamson, General Manager, added that the current contract with Raftelis includes a review of the capacity charges and meter installation fees.

**3.3 Adopt Statutory Exemption and File Notice of Exemption as the Appropriate CEQA Environmental Determination for the 2023 Pipeline Replacement Project**

*Motion made by Vice-Chair Willey, seconded by Commissioner Cylwik, and carried 5-0 to adopt the recommended Statutory Exemption under the provisions of CEQA Section 15282(k) and to authorize the General Manager to file the Notice of Exemption.*

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

*NOES: -*

*ABSTAIN:*

**3.4 Award Contract to Borden Excavating, Inc. for the 2023 Pipeline Replacement Project**

Commissioner Smith asked where the pipelines to be replaced are located. Reggie responded Division Drive and 4th Lane, 6th Lane, and 8th Lane in Erwin Lake. Commissioner Smith inquired into the adequacy of the recommended five percent contingency. Reggie responded the project is standard construction, no boulders anticipated, for pipeline projects and Borden has constructed pipeline projects in the Bear Valley for years.

*Motion made by Commissioner Cylwik, seconded by Commissioner Smith, and carried 5-0 to award a contract with Borden Excavating, Inc. for the 2023 Pipeline Replacement Project for \$1,264,500, and budget internally \$63,225 for a 5% contingency for a total amount of \$1,327,725.*

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

*NOES: -*

*ABSTAIN: -*

**3.5 Award Contract to DDH Apple Valley Construction for the Wolf Pipeline Replacement Project**

Commissioner Cylwik stated that he has concerns about contractors bidding on projects when there continues to be snow on the ground because of the potential for large change orders. Reggie responded that Danny and he anticipated potential issues and drove the work sites prior to the mandatory pre-bid meeting to identify the edge of the pavement at each site. Commissioner Cylwik noted that Bear Valley Paving is a local contractor and stated that the City of Big Bear Lake gives preference to local contractors. Commissioner Smith stated his understanding that bidders relied on the drawings and calculations. Reggie responded yes; and there are no unforeseen issues beyond the recommended contingency of five percent.

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*Motion made by Vice-Chair Willey, seconded by Commissioner Smith, and carried 5-0 to approve a budget adjustment, award a contract with DDH Apple Valley Construction, Inc. for the Wolf Pipeline Replacement Project for \$1,576,800.30, and budget internally \$78,840.02 for a 5% contingency for a total amount of \$1,655,640.32.*

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

*NOES: -*

*ABSTAIN: -*

### **3.6 Award Agreement with Altertech Solutions, LLC for Phase 2 Cityworks Implementation Services**

*Motion made by Commissioner Cylwik, seconded by Vice-Chair Willey, and carried 5-0 to approve the proposed budget adjustment, and approve an Agreement with Altertech Solutions, LLC for Cityworks Phase 2 Implementation Services in the amount of \$30,845.*

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

*NOES: -*

*ABSTAIN: -*

### **3.7 Resolution DWP No. 2023-03 – Final Implementation of the Classification and Total Compensation Study**

Chair Tarras stated the Classification and Total Compensation Study was prepared in 2019 and asked if staff has followed up with how DWP's compensation tracks with the comparable agencies. Reggie responded that staff followed up last year and the DWP is keeping pace with comparable agencies and annual COLA adjustments. Chair Tarras asked if the final implementation of the Classification and Total Compensation Study is included in the Fiscal Year 2023/24 budget. Dani responded yes.

*Motion made by Vice-Chair Willey, seconded by Commissioner Smith, and carried 5-0 to adopt Resolution DWP No. 2023-03 approving the final implementation of the Comp Study salary schedules for DWP non-contract employees.*

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

*NOES: -*

*ABSTAIN: -*

### **3.8 Garstin Water Operations Facility Project Financial Plan and Amendment No. 3 to WLC's Agreement**

Treasurer Hjorth asked if the Long-Range Financial Plan (Plan) includes the current rate study's proposed increases. Reggie responded the Plan includes what is proposed in the rate study. Treasurer Hjorth asked for the purpose of the \$720,000 Amendment. Reggie responded the \$720,000 is for design and construction management services for the Garstin Water Operations Facility Phase 1, which includes the new building and site improvements. Commissioner Cylwik stated that he understood the \$720,000 included the warehouse design, and that the original Agreement was only for \$45,000.. Commissioner Smith stated the Agreement is not amendable for the new proposed scope of work, Reggie responded that we addressed the Board's concerns by raising the question to legal and according to the experts, we can legally amend the Agreement.

Chair Tarras stated that he agrees with Joe that he thought the \$720,00 was all inclusive and stated that he is comfortable with legal's opinion regarding the amendment. Treasurer Hjorth stated that because of public perception, he would like to see additional firms propose on the project. Commissioner Cylwik *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.*

stated that he understood BB&K was legally amenable to an amendment, but he is uncomfortable. Commissioner Cylwik stated he suggests we close out the Master Space Plan and publish a request for proposals (RFP) for design and construction management services for the Garstin Water Operations Facilities. Commissioner Cylwik stated that at a previous Board meeting, Chair Tarras recommended searching for existing office space in the Valley because there are space concerns with the existing building and asked if this should still be done. Chair Tarras responded that in his experience, it never works well to fragment employees in different locations. Reggie added that the plan is for employees to continue to work in the existing building while the new building is being designed and constructed, move the employees to the new building, tear down the old building, and construct the new warehouse. With a majority consensus (3-2), the Board requested staff prepare an RFP for the Garstin Water Operations Facilities and at a future Board meeting, bring a recommended Consultant to the Board for consideration.

### 3.9 Management Reports

Commissioner Cylwik asked about the candidates for the CFO position. Rachel responded there are three strong candidates for the CFO position and there are interviews scheduled next week for the Temporary Clerical Assistant position. Rachel added that the replacement of the Accounting Supervisor is taking longer. Reggie stated that staff would like to include the new CFO in the recruitment of the Accounting Supervisor. Treasurer Hjorth asked if the CFO candidates are local. Rachel responded all three candidates have ties to the Bear Valley and are willing to relocate. Commissioner Cylwik asked if we allow remote working conditions. Rachel responded that we make it clear, the work is not remote.

Commissioner Smith inquired into the safety glass in the lobby. Rachel responded that a camera has also been installed and that we are researching additional cameras and a “buzzer” door entry system. Vice-Chair Willey asked if the buzzer has been installed. Rachel responded not yet. Treasurer Hjorth inquired into All Protection ongoing alarm issues. Rachel responded that alarm upgrades were last performed in 2019, staff is currently safe, and we are looking at additional upgrades. Vice-Chair Willey asked who won the WaterSense’s Fix a Leak Week Sweepstakes. Bennett Rossell, Water Conservation & Communications Supervisor, responded that both winners were DWP customers, and their prizes will be smart irrigation controls or leak detectors. Commissioner Cylwik inquired into the number of responses received for the Sweepstakes. Bennett responded only a few responses were received. Chair Tarras inquired into the recent drought conditions in California and specifically, Governor Newsom’s order to rescind the Water Shortage Level Two restrictions. Bennett responded that he will research and confirm the status of current water restrictions.

Vice-Chair Willey asked if a snow plow knocks over a meter box and breaks service pipes, does the customer contact the DWP or call a plumber. Danny responded that if the damage is to DWP’s facilities, the DWP will repair it. Otherwise, the customer will need to contact a plumber and file a claim with the City of Big Bear Lake. Commissioner Cylwik inquired into the status of the emergency Fawnskin line and requested the status of the Fawnskin line be included on future Water Superintendent’s Management reports. Reggie responded that we are working with MWD to facilitate the movement of the mainline and that we will request bids from DDH Apple Valley Construction and Borden Excavating for the Project. Commissioner Cylwik asked if the Water Rate Fee Studies are behind schedule. Dani responded yes; and

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we have withheld payments to the Consultant. Staff has provided Raftelis with data and Raftelis is waiting on additional data from DWP staff.

**3.10 Board Member Reports**

None

**4. FOLLOW-UP ITEMS**

**4.1 Board Follow-Up Items**

None

At 10:30 a.m., Chair Tarras closed the open session and called a short break.

At 10:40 a.m., Chair Tarras opened the closed session.

**5. CLOSED SESSION**

**5.1 Closed Session Pursuant to Section 54957, Public Employee Performance Evaluation**

At 11:01 a.m., Chair Tarras closed the closed session with no reportable action.

**ADJOURNMENT**

No additional business came before the Board. At 11:01 a.m., Chair Tarras adjourned the meeting.



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Lianne Eagleson, Management Analyst/Board Secretary

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