

MINUTES OF A REGULAR BOARD MEETING
CITY OF BIG BEAR LAKE,
DEPARTMENT OF WATER AND POWER
BOARD OF WATER AND POWER COMMISSIONERS
April 27, 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 9:03 a.m. on April 27, 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

None

1. CONSENT CALENDAR

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

Motion made by Vice-Chair Willey, seconded by Commissioner Smith, 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 3/1/2021 to 3/31/2021

Treasurer Hjorth inquired into check number 14872 for DWP Claim #2020-01. Human Resources Administrator, Rachel Franklin, responded the claim was to reimburse a customer who was affected by debris within their backflow device, which was the result of a main leak on the customer's street. Commissioner Smith inquired into several checks for professional services and federal single audit including check numbers 14867, 14896, 14899, and 14917. Commissioner Smith requested a more detailed explanation for the services. Commissioner Cylwik inquired into check number 14959 paid to Bear Valley Electric, regarding the address listed. Chief Financial Officer, Dani McGee, responded that the address is what is reflected on the Bear Valley Electric invoice for one of our North Shore wells.

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

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.2 Standby Charges

Commissioner Cylwik inquired into whether it was acceptable to revise the focus of the standby charges. General Manager, Reggie Lamson, responded that the standby charges support continued improvement of the

water system. Chair Tarras inquired into the total amount of budgeted standby charges. Dani responded the estimated revenue is approximately \$131,000. Commissioner Smith inquired into what occurs when a parcel connects to the water system. Dani responded that once a parcel connects to the water system, the standby charge will be eliminated, and the customer will begin paying water availability and usage fees.

Motion made by Treasurer Hjorth, seconded by Vice-Chair Willey, and carried 5-0 to recommend the City Council adopt a resolution for the Water Standby Charge of \$53 for Fiscal Year 2021/22 and authorize the charge to be placed on the tax rolls for collection, along with the general taxes.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.3 Fiscal Year 2021/22 Budget Presentation

Postponed discussion until later in the meeting.

3.4 RESOLUTION No. DWP 2021-12 – Amendment to Conservation Policy #2014-02

Commissioner Smith stated that he is in favor of being proactive and for more Technical Review Team (TRT) Committee meetings. Vice-Chair Willey agreed with Commissioner Smith. Treasurer Hjorth stated that the DWP water levels are stable and that he believes if the TRT Committee meets one time a year that would be sufficient. Reggie added that during the 5-year drought, the TRT Committee met twice a year and the annual Spring meeting was the most beneficial. Water Superintendent, Steve Wilson, stated that DWP monitors well levels monthly and if there was an issue, we would bring it to the attention of the TRT Committee. Vice-Chair Willey requested Water Conservation and Communications Supervisor, Sierra Orr's, opinion. Sierra stated that while she understands both sides of the discussion, she believes the policy should state "at least meets one time a year". The TRT Committee can meet more often in drought conditions or when well levels drop. Treasurer Hjorth inquired into the cost of our on-call hydrogeological consultant for TRT meetings. Dani responded the cost is approximately \$1,200 for Thomas Harder to attend the TRT meetings. Reggie added that during peak visitation because of COVID, water usage was still below the perennial yield and water usage is returning to normal.

Motion made by Treasurer Hjorth, seconded by Commissioner Cylwik, and carried 5-0 to adopt Resolution No. DWP 2021-12 amending the Water Conservation Program DWP Policy #2014-02. Chair Tarras appointed Commissioner Smith to serve on the TRT Committee in the vacant position.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.5 Management Reports

Vice-Chair Willey inquired into the COVID testing process. Rachel shared that (1) the DWP employee or Board Commissioner would contact the Bear Valley Community Hospital (Hospital) and make an appointment for a COVID test (the tests are offered on Tuesdays and Thursdays); and (2) the DWP employee or Board Commissioner would notify her so that she can send the proper paperwork to the Hospital. Chair Tarras inquired into the COVID related sick leave. Rachel explained that the new law is for all employers over 25 employees and the employees may use the leave for their vaccinations. Chair Tarras inquired into whether the leave applies to seasonal employees. Rachel responded that it did apply to the seasonal employees. Chair Tarras inquired into the status of Laserfiche. Rachel responded that she has set up the folder structure for personnel files and that she budgeted for a separate Human Resources repository to ensure employee documents are kept confidential. Additionally, Rachel added that Sierra and Kelle, Customer Service

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Supervisor, are working with Complete Paperless Solutions to create forms, including electronic signature capabilities.

Vice-Chair Willey congratulated Sierra and Lauren, Water Conservation Specialist I, for passing the Qualified Water Efficient Landscaper Certification. Commissioner Smith added that he finds the DWP advertisements informational and creative. Commissioner Cylwik inquired into the Seminole Well problems. Steve responded that we have not seen a significant increase in water pump failures. Reggie added that submersible water pumping unit's typical life is 8-12. Chair Tarras inquired into the number of customers on e-billing. Dani stated that it grows steadily each month, currently there are about 2,100 customers sign up for e-bill. Sierra added that we are updating the Water Service Agreement with an option to sign up for e-bill. Vice-Chair Willey inquired into the required reporting date of May 15th for new Division of Drinking Water reporting requirements. Dani responded that the DWP requested an extension from the state because of the certain new requirements in the reporting process. Commissioner Cylwik inquired into whether the field staff needs tablets to utilize Cityworks. Reggie responded that the field staff is using tablets that were used with the SEDARU software. Chair Tarras asked if we anticipate more grant funding. Reggie responded that we received communication recently of more funding for Western States through USBR.

Commissioner Smith requested an update of the Groundwater Sustainability Plan (GSP). Reggie responded that GSP is on schedule to be completed by June 30, 2021. Commissioner Smith additionally inquired on the use of the GSP. Reggie responded that the GSP will be utilized in additional grant applications for funding. Commissioners Cylwik and Smith inquired into the Garstin Design and whether we have received a space needs requirement by department. Reggie responded that we have received record drawings of the existing facilities but not a space needs table.

3.6 Board Member Reports

No Board reports.

3.3 Fiscal Year 2021/22 Budget Presentation

Reggie shared that the City Manager, Frank Rush, will advise whether the Budget Presentation will be delivered to the City Council on May 17th or May 24th and who will be requested to attend. The Board agreed unanimously that they prefer to discuss the DWP Budget in an informal setting with City Council and not during a City Council meeting. Commissioner Smith inquired into whether the DWP was self-sustaining. Dani responded that the City adopts the DWP budget and incorporates it into their budget. Chair Tarras added that the City can suggest water rates that are less the those adopted in the City ordinance. Treasurer Hjorth suggested renaming the event to "Budget Presentation" from "Budget Workshop" because a workshop implies a working session rather than a presentation.

At 10:10 a.m., the Board took a break. Treasurer Hjorth excused himself from the remainder of the meeting.

At 10:20 a.m., the Board resumed open session.

Commissioner Smith inquired into who maintains the Demonstration Garden. Reggie responded that the DWP maintains the Garden with the help of Sierra, Lauren, and the Meter Department. Chair Tarras suggested summarizing the accomplishments and offering the City Council to visit our facilities. Reggie responded that he gave a tour to Bynette Mote and her husband on April 23rd. Vice-Chair Willey thought the presentation was a good tool to advise the City Council of what is happening at the DWP. Commissioner Cylwik agreed and stated the presentation demonstrates all the wonderful things the DWP is doing and educates the City Council, which has new members. Commissioner Smith suggested reorganization of the presentation by categories and with graphics to accompany the lists side by side. Commissioner Cylwik suggested keeping the presentation as is but that Reggie only review a line or two per slide. Sierra offered her assistance to modify

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the presentation and suggested moving the summary to the beginning of the presentation. Chair Tarras also suggested rounding the numbers in the presentation. Chair Tarras requested that we include the average water bill for San Bernardino water suppliers.

Commissioner Smith inquired into whether a study had been prepared for the requested warehouse improvements. Commissioner Cylwik added that the space analysis should include space needed for storage of equipment. Rachel responded that a risk analysis has been prepared and the equipment stored outside is subject to weather conditions and vandalism. Commissioner Tarras inquired into the status of the resolution for increasing the Board Commissioner's compensation. Reggie responded that Frank Rush requested the discussion of the Board compensation be deferred until after the Budget presentation.

ADJOURNMENT

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



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

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