

MINUTES OF A REGULAR BOARD MEETING
CITY OF BIG BEAR LAKE,
DEPARTMENT OF WATER AND POWER
BOARD OF WATER AND POWER COMMISSIONERS
May 25, 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 May 25, 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. PUBLIC HEARING

1.1 RESOLUTION NO. DWP 2021-13 DWP - FY 2021/22 Budget

Chair Tarras opened a public hearing at 9:04 a.m. There being no public present, the public hearing was closed at 9:05 a.m. Vice-Chair Willey stated that City Council will more than likely adopt DWP's budget on June 7, 2021.

Motion made by Treasurer Hjorth, seconded by Commissioner Smith, and carried 5-0 to adopt the proposed budget for FY 2021/22 by Resolution No. DWP 2021-13.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

1.2 RESOLUTION No. DWP 2021-14 DWP – Water Shortage Contingency Plan (WSCP)

Chair Tarras opened a public hearing at 9:09 a.m. There being no public present, the public hearing was closed at 9:10 a.m. Chair Tarras inquired into what is the Water Contingency Plan's definition of a drought. Water Conservation and Communications Supervisor, Sierra Orr, responded that a drought is low rainfall over a five-year period leading to a shortage of water. Commissioner Smith confirmed his understanding that a drought situation will kick off the WSCP. Sierra responded that the WSCP lays the framework for the TRT to make decisions on suggested actions to take in different drought situations. Commissioner Smith inquired into coordination with other agencies. General Manager, Reggie Lamson, responded that the DWP will coordinate with Big Bear City Community Services District (CSD) when necessary. Sierra added that we will also coordinate with the City and with the San Bernardino Joint Urban Water Management Plan. Chair Tarras inquired into whether any comments were received. Sierra responded that we have received no comments on the WSCP. The Board question why affordable housing had been added to the water demand calculations. Vice-Chair stated that the City of Big Bear Lake must develop a plan for affordable housing. Chair Tarras inquired into the timeframe for the affordable housing plan. Reggie responded that he understands the City is targeting a plan for implementation by October 2021.

Motion made by Vice-Chair Willey, seconded by Commissioner Cylwik, and carried 5-0 to adopt the WSCP by Resolution No. DWP 2021-14.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

1.3 RESOLUTION No. DWP 2021-15 DWP – Drought Risk Assessment (DRA)

Chair Tarras opened a public hearing at 9:16 a.m. There being no public present, the public hearing was closed at 9:17 a.m.

Motion made by Vice-Chair Willey, seconded by Commissioner Cylwik, and carried 5-0 to adopt the DRA by Resolution No. DWP 2021-15.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

1.4 RESOLUTION No. DWP 2021-16 DWP – 2020 Urban Water Management Plan (UWMP)

Chair Tarras opened a public hearing at 9:18 a.m. There being no public present, the public hearing was closed at 9:19 a.m. Vice-Chair Willey inquired into possible differences between the Water Conservation section of the Municipal Code and the UWMP. Sierra responded that the DWP customers are expected to abide by DWP's Rules and Regulations for Conservation. Commissioner Cylwik commented on Table 3.2 which reflects average monthly evaporation rates and that we should educate our customers. Treasurer Hjorth inquired into the average evaporation of Big Bear Lake. Human Resources and Risk Management Administrator, Rachel Franklin, responded the lake evaporates approximately three inches a week or one foot a month in the summer.

Motion made by Vice-Chair Willey, seconded by Treasurer Hjorth, and carried 5-0 to adopt the 2020 UWMP as amended by Resolution No. DWP 2021-16.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

2. CONSENT CALENDAR

2.1 Approve Minutes of the Regular Board Meeting Dated April 27, 2021

Motion made by Treasurer Hjorth, seconded by Commissioner Cylwik, and carried 5-0 to approve the Consent Calendar.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3. ITEMS REMOVED FROM CONSENT CALENDAR

None.

4. DISCUSSION/ACTION ITEMS

4.1 Authenticate Check Register 4/1/2021 to 4/30/2021

Commissioner Cylwik inquired into check number 14999 paid to Bear Valley Electric and specifically the address for the meter on the North Shore. Water Superintendent, Steve Wilson, responded that the DWP is pulling the meter from the North Shore location because it is no longer in operation.

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

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

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4.2 Annual COLA Calculation for Fiscal Year 2021/22

Motion made by Commissioner Cylwik, seconded by Vice-Chair Willey, and carried 5-0 to implement a COLA adjustment of 1.316% for all non-contract employees for FY 2021/22.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

4.3 RESOLUTION No. DWP 2021-17 – Records Retention and Destruction Policy #2021-02

Commissioner Smith inquired into whether the Record Retention and Destruction Policy and Schedule has been reviewed by legal. Management Analyst/Board Secretary, Leeanne Eagleson, responded in the affirmative that legal has reviewed both documents. Treasurer Hjorth inquired into video retention and whether we want to revisit installing video cameras in the DWP yard. Rachel responded that she will further research the impact of retaining a year of video footage and our server capacity.

Motion made by Treasurer Hjorth, seconded by Commissioner Smith, and carried 5-0 to adopt the Records Retention and Destruction Policy #2021-02 by Resolution No. DWP 2021-17.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

4.4 RESOLUTION No. DWP 2021-18 – Amendments to Investment Policy #2017-04

Motion made by Vice-Chair Willey, seconded by Treasurer Hjorth, and carried 5-0 to adopt amendments to the Investment Policy #2017-04 by Resolution No. DWP 2021-18.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

4.5 Letter of Interest to Division of Financial Assistance (DFA)

Treasurer Hjorth inquired into whether the DFA funding can help the Replenish Big Bear project. Sierra responded the funding is focused on contaminated groundwater. Commissioner Cylwik inquired into whether the funding would assist treatment of the arsenic in the well by Veteran's Park. Steve responded the funding could assist with treatment of arsenic or uranium, which is an issue in another well. Dani added the funding covers operating costs. Commissioner Smith inquired into the disadvantage community (DAC) status for the Bear Valley. Reggie responded that the DWP received 100% grant funding from the Department of Water Resources (DWR) because of the DAC and severely DAC status in our service area. Commissioner Cylwik requested a copy of a map of the DAC areas in the Valley. Reggie responded that staff will provide the map in the June Agenda Package in Management Reports.

Motion made by Treasurer Hjorth, seconded by Commissioner Smith, and carried 5-0 to authorize staff to submit a Letter of Interest to DFA.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

4.6 Award Contract for the Talbot Drive Pipeline Project

Chair Tarras inquired into the ten-foot requirement by the Division of Drinking Water (DDW). Commissioner Cylwik responded that the ten-foot is standard. Commissioner Smith inquired into the contingency amount. Reggie responded the contingency is to be applied when there is a significant change in scope due to *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.*

unforeseen conditions. Commissioner Smith stated that he is concerned with contractors who manipulate final cost with change orders. Reggie responded that Romans is a highly experienced contractor in the Bear Valley and Romans has done a great deal of work for the DWP.

Motion made by Commissioner Cylwik, seconded by Treasurer Hjorth, and carried 5-0 to award the Talbot Drive Pipeline Project to Romans Construction in the amount of \$398,000 and budget internally for a \$62,000 contingency for a total amount of \$460,000. Additionally, the Board approved the budget adjustment of \$460,000.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

4.7 March 31, 2021, Financial Analysis Unaudited

Commissioner Smith requested subsequent financial analysis reports reflect bullets in the Revenue Fund section. The Board thanked Dani.

4.8 Management Reports

Vice-Chair Willey inquired into whether the COVID tests self-administered by an individual is the same as that provided by the Bear Community Hospital. Rachel confirmed the tests are the same and it depends on where individuals are traveling as to the type of test required. Vice-Chair Willey inquired into the requirements of vaccination cards. Rachel responded that it also depends on the destination or airline requirements. Commissioner Smith inquired into the Senior Accountant interviews. Rachel responded the interviews are scheduled for Tuesday, June 1, 2021, that we received 13 applications and scheduled five interviews. Commissioner Cylwik requested the DWP educate customers on evaporation. Sierra responded that the DWP will be holding webinars to educate our customers. Treasurer Hjorth shared his concern that people get turned off by negative messages and our groundwater is stable.

Chair Tarras inquired into the number of gate valve exercises performed. Steve responded that he does not have a number and that staff is focusing on exercising the existing valves that will shut down areas where the DWP is replacing pipeline segments, so that these areas can be isolated if there are issues during construction. Chair Tarras inquired into the time it takes to exercise a valve. Steve responded that it takes at least a half hour. Craig thanked Reggie for his performance delivering the FY 2021/22 budget presentation to the City. Commissioner Cylwik requested the projects budgeted for FY 2021/22 be added to the project chart.

4.9 Board Member Reports

No Board reports.

ADJOURNMENT

No additional business came before the Board. At 10:59 a.m. Chair Tarras adjourned the meeting.



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

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