

MINUTES OF A REGULAR BOARD MEETING
CITY OF BIG BEAR LAKE,
DEPARTMENT OF WATER AND POWER
BOARD OF WATER AND POWER COMMISSIONERS
May 26, 2020

OPEN SESSION

A Regular Meeting of the City of Big Bear Lake, Department of Water and Power Board of Water and Power (DWP) Commissioners was called to order at 9:04 a.m. on May 26, 2020 by Chair Bob Tarras.

BOARD MEMBERS PRESENT:

Bob Tarras, Chair
Barbara Willey, Vice-Chair
Craig Hjorth, Treasurer
Joe Cylwik, Commissioner
Scott Heule, Commissioner

PLEDGE OF ALLEGIANCE

Joe Cylwik, Commissioner

PUBLIC FORUM

INTRODUCTIONS

Steve shared with the Board that the DWP staff is happy to have Zachary (Zach) Zamorano and Rodolfo (Rudy) Rojas back as seasonal temporary employees.

1. PUBLIC HEARING

1.1 RESOLUTION NO. DWP 2020-04 DWP – Fiscal Year 2020/21 Budget

Chair Tarras opened a public hearing at 9:05 a.m. There being no public present, the public hearing was closed at 9:06 a.m.

Motion made by Vice-Chair Willey, seconded by Treasurer Hjorth, and carried 5-0 to adopt by Resolution No. DWP 2020-04 the Fiscal Year 2020/21 Budget.

AYES: Cylwik, Heule, Hjorth, Tarras, Willey

NOES: -

ABSTAIN: -

2. CONSENT CALENDAR

2.1 Approve Minutes of the Regular Board Meeting Dated April 28, 2020

2.2 Authorize Payment to CJPIA for FY 20/21 Workers Compensation and Liability Insurance Obligation

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

AYES: Cylwik, Heule, Hjorth, Tarras, Willey

NOES: -

ABSTAIN: -

3. ITEMS REMOVED FROM CONSENT CALENDAR

4. DISCUSSION/ACTION ITEMS

4.1 Authenticate Check Register 4/1/2020 to 4/30/2020

Commissioner Cylwik inquired into check number 13605. Water Conservation and Public Information Supervisor, Sierra Orr, responded that the expense was for a phone line connected to the California State

sponsored weather station that measures humidity, precipitation, and provides data to smart irrigation controllers.

Motion made by Treasurer Hjorth, seconded by Commissioner Cylwik and carried 5-0 to authenticate Check Registers 4/1/2020-4/30/2020.

AYES: Cylwik, Heule, Hjorth, Tarras, Willey

NOES: -

ABSTAIN: -

4.2 Fix Water Rates to be Charged

Motion made by Treasurer Hjorth, seconded by Vice-Chair Willey and carried 5-0 to adopt Resolution No. DWP 2020-05 reconfirming adjustments to rates, charges, and fees for water service as adopted by the Board on April 24, 2018 and ordained by the City Council on June 11, 2018.

AYES: Cylwik, Heule, Hjorth, Tarras, Willey

NOES: -

ABSTAIN: -

4.3 Annual COLA Calculation for Fiscal Year 2020/21

The Board requested DWP staff prepare the 2020/21 salary schedules to incorporate the 3.3% COLA adjustment and bring the information for Board consideration at the June 23, 2020 Board meeting.

4.4 Change Order No. 2 to Borden Excavating Inc. Contract for the 2018 USDA Pipeline Replacement Project, Phase II

Chair Tarras inquired into the paving on Fox Farm. General Manager, Reggie Lamson, responded that the paving performed last year is temporary. After the pipeline is installed on Fox Farm, permanent paving will be completed.

Motion made by Treasurer Hjorth, seconded by Commissioner Heule, and carried 5-0 to approve Change Order No. 2 to the Borden Excavating Inc. Contract in the amount of \$376,495.95

AYES: Cylwik, Heule, Hjorth, Tarras, Willey

NOES: -

ABSTAIN: -

4.5 DWP's Financial Analysis as of 3/31/2020

Chair Tarras commended Chief Financial Officer, Dani McGee, for the timely presentation of the third quarter financials.

4.6 Management Reports

Commissioner Heule requested the Board be added to the DWP eNewsletter. Commissioner Cylwik inquired into Earth Day event. Sierra responded that she would research whether Bear Valley Electric postponed or cancelled the Earth Day event. Commissioner Heule inquired into the current status of Risk Update number four. Human Resources/Risk Management, Rachel Franklin, responded that some DWP employees are still working remotely and a majority of the DWP staff returned to the office. The lobby is still closed to the public and we will be installing a safety shield to protect the Customer Service employees, prior to reopening the lobby.

Commissioner Cylwik inquired into status of the USDA Pipeline Replacement Project. Water Superintendent, Steve Wilson, responded that we are still waiting on the Caltrans permit for work within Caltrans rights-of-

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way. Reggie added that we have been working with Caltrans since January and that he will work with the engineer to determine next steps. The Phase I & II contractors continue to work outside of Caltrans Rights-of-way. Commissioner Heule inquired into the option of recording customer service calls. Dani responded that the recordings would provide an additional opportunity for the Customer Service Supervisor to coach the CSR's. Treasurer Hjorth inquired into whether we have obtained legal review for the recorded conversations. Dani responded that we have not brought the final plan to legal and that we are researching record retention requirements.

Commissioner Cylwik inquired into the Hydraulic Model. Reggie responded that he hopes to present the Hydraulic Model at a regular Board meeting in the DWP Board Room or at least virtually by July 2020. Treasurer Hjorth inquired into the meter replacement program. Reggie responded that there are only 100 meters left to replace and that we should be completed with the program by the end of next week.

4.7 Board Member Reports

Commissioner Heule inquired into how to obtain access to the weather station. Sierra responded that she would provide the access information. Treasurer Hjorth asked about the location of the weather station. Sierra responded that there are several weather stations around the Valley and that the DWP station is part of the official statewide network.

ADJOURNMENT

No additional business came before the Board. At 9:46 a.m. Chair Tarras adjourned the meeting.



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

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