

**MINUTES OF A REGULAR BOARD MEETING**  
**CITY OF BIG BEAR LAKE,**  
**DEPARTMENT OF WATER AND POWER**  
**BOARD OF WATER AND POWER COMMISSIONERS**  
**June 22, 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 June 22, 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

**ACKNOWLEDGEMENTS**

Rachel Franklin acknowledged Brian Cohen and Wade Piper 10-Year DWP Anniversary and their contribution to the DWP.

**1. CONSENT CALENDAR**

**1.1 Approve Minutes of the Regular Board Meeting Dated May 25, 2021**

**1.2 RESOLUTION NO. DWP 2021-19 – Fiscal Year 2021/22 Salary Schedule Update for Cost-of-Living Adjustment**

*Motion made by Treasurer Hjorth, seconded by Vice-Chair Willey, 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 5/1/2021 to 5/31/2021**

Treasurer Hjorth inquired into check number 15071 paid to Jim Conklin Hot Rods, Inc. Water Superintendent, Steve Wilson, responded the expense was for repair (body work) of a snow berm scape on one of DWP's vehicles. Commissioner Smith inquired into check number 15070 for Computer Loan 2021. Human Resources Administrator, Rachel Franklin, responded by explaining the DWP has a Personal Computer Purchase Program for its employees. The employees may take out a loan for a personal computer and repay the loan, including interest. Commissioner Smith inquired into check number 15050 paid to Accent Computer Solutions for IT Management. Chief Financial Officer, Dani McGee, responded the DWP recently issued a request for proposals for IT Management Services and Accent Computers was awarded the Agreement. Commissioner Smith inquired into check number 15124 paid to Koff & Associates. Dani responded the expense was for recruitment of the Senior Accountant position and the new recruit begins work at the DWP on Tuesday, July 6, 2021. Commissioner Smith inquired into check number 15142 paid to Tyler Technologies. Dani responded the expense was for Tyler Incode software license.

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

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

*NOES: -*

*ABSTAIN: -*

### **3.2 Award Agreement for On-Call Engineering Services**

Commissioner Smith stated that he thought the budget of \$5,000 for Fiscal Year 2021/22 for On-Call Engineering Services was too low. General Manager, Reggie Lamson, responded that the estimated budget is based on experience, we have historically done less than \$5,000 in a year in engineering expenses, and if something comes up that requires an amendment, DWP staff will bring it to the Board.

*Motion made by Commissioner Cylwik, seconded by Treasurer Hjorth, and carried 5-0 to award an On-Call Engineering Services Agreement with WSC with a contract ending date of June 30, 2024.*

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

*NOES: -*

*ABSTAIN: -*

### **3.3 Award Agreement for On-Call Environmental Services**

*Motion made by Vice-Chair Willey, seconded by Commissioner Cylwik, and carried 5-0 to award an On-Call Environmental Services Agreement to Tom Dodson and Associates with a contract ending date of June 30, 2024.*

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

*NOES: -*

*ABSTAIN: -*

### **3.4 Award Agreement for On-Call Hydrogeological Services**

*Motion made by Treasurer Hjorth, seconded by Commissioner Smith, and carried 5-0 to award an On-Call Hydrogeological Services Contract with Thomas Harder with a contract ending date of June 30, 2024.*

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

*NOES: -*

*ABSTAIN: -*

### **3.5 Award Agreement for Engineering Services for the First Five-Years of DWP's Ten-Year Capital Improvement Plan**

Commissioner Cylwik stated that he noticed Carollo Engineers did not submit a proposal. Reggie responded that Carollo Engineers recently completed the 2020 Urban Water Management Plan for the DWP and that Carollo's current workload prevented them from proposing on these RFP's. Chair Tarras inquired into supply chain issues for construction projects. Reggie responded that it has been challenging. Commissioner Cylwik suggested that if we continue to experience supply issues for our USDA project, that we request a waiver from the USDA, requesting permission to use domestic or imported materials. Commissioner Smith sought clarification that the Agreement is for five years. Reggie responded in the affirmative and that the DWP has a plan to improve our infrastructure by 3.25 million a year over the next ten years. Commissioner Smith inquired into whether there should be a separate request for proposals (RFP) for each type of project. Reggie responded that the RFP specifically required experience with pipelines, reservoirs, and other water facilities and that it is more efficient for moving the capital improvement plan along to have one qualified engineering

*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.*

firm. Commissioner Cylwik inquired into whether WSC was deficient in any of the areas required. Reggie responded that WSC is experienced in all areas required and it was a unanimous decision that WSC submitted the best proposal.

*Motion made by Commissioner Cylwik, seconded by Vice-Chair Willey, and carried 5-0 to award the first five-years of DWP's ten-Year CIP agreement to WSC as described in the RFP.*

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

*NOES: -*

*ABSTAIN: -*

### 3.6 Technical Review Team (TRT) Committee Report

Chair Tarras stated that it is good for the DWP to be aware and watchful. Treasurer Hjorth stated that at the Fall TRT Committee meeting, we may need to be more aggressive in our approach to conserving water.

### 3.7 RESOLUTION NO. DWP 2021-20 – 2020 Upper Santa Ana Watershed Integrated Regional Urban Water Management Plan (IRUWMP)

Commissioner Smith stated that he could not locate a DWP project list. Water Conservation/Communications Supervisor, Sierra Orr, responded the project list is a large document that is available on the [www.iruwmp2020.com](http://www.iruwmp2020.com) web site and Replenish Big Bear is one of the listed projects. Commissioner Smith inquired into the competitive process. Reggie responded by providing an example of the Replenish Big Bear Project which received funding through the Santa Ana Watershed Project Authority (SAWPA). There were multiple applications for funding. SAWPA prioritized 30 of the projects, and the Replenish Big Bear Project ranked number one. Sierra added that the application process is rigorous, and an agency must demonstrate regional need.

*Motion made by Vice-Chair Willey, seconded by Commissioner Cylwik, and carried 5-0 to adopt Resolution No. DWP 2021-20, adopting the 2020 Upper Santa Ana River Watershed Integrated Regional Urban Water Management Plan.*

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

*NOES: -*

*ABSTAIN: -*

### 3.8 IT Infrastructure Upgrades

Chair Tarras inquired into what Dell offers that Accent does not. Dani responded that the DWP received favorable pricing because Dell was awarded the contract with National Association of State Procurement Officials (NASPO). Treasurer Hjorth stated that he had a question on the licensing, that he researched it, and he understands that each machine does require a separate license.

*Motion made by Treasurer Hjorth, seconded by Commissioner Smith, and carried 5-0 to authorize staff to execute a purchase order with Accent for not-to-exceed \$45,640 and execute a purchase order with Dell for \$35,421.21.*

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

*NOES: -*

*ABSTAIN: -*

### 3.9 Management Reports

Chair Tarras inquired into COVID testing at the hospital. Rachel responded that she could arrange the testing for the Board if requested. Vice-Chair Willey inquired into the two non-DWP personnel on the interview panel for Water Superintendent. Rachel responded that the General Manager of Big Bear Area Regional Wastewater Agency (BBARWA), David Lawrence, and the Director of Public Services of the City of Big Bear Lake, Sean Sullivan, are the two non-DWP personnel on the interview panel. Commissioner Smith inquired into the draft DWP employee handbook and requested the Board receive the material early in July to enable *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.*

time for review. Rachel responded that staff will deliver a final draft version of the handbook to the Board early July. Rachel also invited the Board to the retirement party being held for Steve Wilson on Friday, July 2, 2021. Commissioner Cylwik inquired into the national holiday, Juneteenth and specifically if California has to implement legislation to make Juneteenth a holiday. Rachel responded that the DWP falls under the Federal Labor Standards Act and that it is the Board's discretion on whether to recognize Juneteenth as a paid holiday. Treasurer Hjorth requested the DWP look into what the City will do regarding the holiday.

Chair Tarras commented on the high use of water in May 2021. Reggie responded that our customers are watering their landscaping more this year due to the dry conditions. Commissioner Cylwik thanked Sierra for including the Disadvantaged Community (DAC) map and commented that portions of Moonridge and Fawnskin are not highlighted as DAC. Sierra responded that it depends on the full-time population. Chair Tarras inquired into the construction on Stanfield. Sierra responded that Southwest Gas is installing a new gas line near the bike path.

Commissioner Cylwik inquired into whether the DWP was able to recruit a Senior Accountant. Dani responded the new recruit will begin work at the DWP on July 6, 2021. Treasurer Hjorth thanked Dani for the accounting information.

Reggie reminded the Board of the Replenish Big Bear Workshop. Commissioner Smith inquired into the Groundwater Sustainability Plan (GSP). Reggie responded that Tom Harder is completing the GSP for the Bear Valley and the GSP was grant funded by the Department of Water Resources. Tom is waiting for the scope of the Replenish Big Bear Project to complete the GSP. Commissioner Smith inquired into storm water. Reggie responded that storm water is a property of public works and that we do not currently have percolation basins. Treasurer Hjorth inquired into why the reverse osmosis (RO) increased from 70% to 100%. Reggie responded that the state regulators are suggesting 100% RO as one of the requirements to make the project permissible. Commissioner Cylwik stated that the seismic retrofits are not reflected in the project chart. Reggie responded that he will ensure the projects budgeted for 2021 are included in the project chart for July.

### 3.10 Board Member Reports

Commissioner Smith thanked Reggie and Steve for the tour of DWP facilities. The Board thanked Steve for his outstanding work to the DWP.

### **ADJOURNMENT**

No additional business came before the Board. At 10:34 a.m. Chair Tarras adjourned the meeting.



---

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

*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.*

*We are an equal opportunity provider and employer.*