

MINUTES OF A REGULAR BOARD MEETING
CITY OF BIG BEAR LAKE,
DEPARTMENT OF WATER AND POWER
BOARD OF WATER AND POWER COMMISSIONERS
June 27, 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 9:01 a.m. on June 27, 2023, by Chair Bob Tarras.

BOARD MEMBERS PRESENT

Bob Tarras, Chair
Craig Hjorth, Treasurer
Joe Cylwik, Commissioner
Jim Smith, Commissioner

BOARD MEMBERS EXCUSED

Barbara Willey, Vice-Chair

PLEDGE OF ALLEGIANCE

Chair Tarras led the pledge of allegiance.

PUBLIC FORUM

None.

1. CONSENT CALENDAR

1.1 Approve Minutes of the Regular Board Meeting Dated May 23, 2023

1.2 Approve Minutes of the Special Board Meeting Dated June 09, 2023

Motion made by Commissioner Cylwik, seconded by Treasurer Hjorth, and carried 4-0 to approve the Consent Calendar.

AYES: Cylwik, Hjorth, Smith, Tarras

NOES:

ABSTAIN:

2. ITEMS REMOVED FROM CONSENT CALENDAR

None.

3. DISCUSSION/ACTION ITEMS

3.1 Authenticate Check Register 5/1/2023 to 5/31/2023

Commissioner Smith inquired into check number 17847 paid to Best Best & Krieger and asked if the Board was made aware of those matters. Reggie Lamson, General Manager, responded that the matters will be addressed in closed session. Commissioner Cylwik inquired into check number 17846 paid to Bear Valley Electric Service. Bennett Rossell, Water Conservation & Communications Supervisor, responded that the expense was approximately half of the cost for the Earth Day Event held at Bear Valley Electric's yard. Commissioner Cylwik inquired into check number 17864 paid to Maddaus Water Management Inc. (Maddaus). Dani McGee, Chief Financial Officer, responded that Maddaus prepared DWP's Water Conservation Management Plan and helped with the staffing transition in the Conservation Department. Commissioner Cylwik inquired into check number 17879 paid to San Bernardino County Vehicle Services Dept. Danny Ent, Water Superintendent, responded that the expense is for fuel (located at the Sheriff Station) for Department vehicles. Commissioner Cylwik asked if the expense was a monthly or quarterly expense. Dani responded that it is usually a monthly expense. Danny added that they also get fuel from other local stations due to some vehicles having special requirements for the type of fuel used. Commissioner Cylwik inquired into check number 17882 paid to US Bank Corporate Payment Systems, and specifically the line item for Omni – 2023 Risk Management Hotel Deposit 04/2023. Rachel Franklin, Human Resources Administrator, responded that it was for a risk management forum that she will attend. Commissioner Cylwik asked how many employees attend the forum and Rachel responded that she was the only one who attends.

Motion made by Treasurer Hjorth, seconded by Commissioner Smith, and carried 4-0 to authenticate the Check Register for May 2023.

AYES: Cylwik, Hjorth, Smith, Tarras

NOES:

ABSTAIN:

3.2 Technical Review Team (TRT) Committee Report

Chair Tarras asked if the outdoor watering ban was just for the day of 4th of July or for the entire 4th of July weekend. Bennett responded that it was just for the day of the 4th of July. Commissioner Smith asked why there was a ban for that day and Chair Tarras responded that 4th of July typically has the highest demand of the year. Danny added that the Production Department prefers to keep the water reservoirs full during the 4th of July weekend due to increased demand and high potential for a fire.

3.3 Resolution No. DWP 2023-06 – Annual Water Supply and Demand Assessment Report

Chair Tarras asked the source of the rainfall totals in the report. Reggie responded that the rainfall totals are from the weather station located at the dam. Commissioner Smith asked if there are any other state regulations connected to the report. Nathan Statham, Chief Financial Officer, responded that the data is similar to what is reported in the Electronic Annual Report. Treasurer Hjorth asked if Tom Harder reviewed the report. Nathan responded that the report was not reviewed by Tom Harder because the review took place after the TRT meeting. Nathan added that the data in the report is not based on any of the hydrogeological data that Tom analyzed.

Motion made by Treasurer Hjorth, seconded by Commissioner Smith and carried 4-0 to adopt Resolution No. DWP 2023-06 adopting the Annual Water Supply and Demand Assessment Report and to authorize staff to submit the AWSDA no later than July 1, 2023.

AYES: Cylwik, Hjorth, Smith, Tarras

NOES:

ABSTAIN:

3.4 Well Pumping Unit Replacement for the Sand Canyon Well

Treasurer Hjorth asked why there are no existing records of the current pumping unit. Reggie responded that no DWP staff remember when the pumping unit for the Sand Canyon Well was installed. Danny also stated that he has no memory of the pumping unit being installed.

Motion made by Commissioner Cylwik, seconded by Commissioner Smith and carried 4-0 to authorize the proposed budget adjustment of \$40,000, approve a contract with Tri County Pump Company for the Sand Canyon Pumping Unit replacement for \$34,922.50, and budget internally a \$5,077.50 contingency for a total of \$40,000.00.

AYES: Cylwik, Hjorth, Smith, Tarras

NOES:

ABSTAIN:

3.5 Resolution No. DWP 2023-07 - Revising the Officers Authorized to Transfer Funds to and from the Local Agency Investment Fund

Commissioner Cylwik asked if LAIF requires two signatories for transactions. Dani responded that the General Manager will sign off on any LAIF transaction and the CFO will execute the transaction online after the General Manager's authorization is obtained.

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Motion made by Commissioner Smith, seconded by Commissioner Cylwik and carried 4-0 to adopt Resolution No. DWP 2023- 07 revising the Officers authorized to transfer funds to and from LAIF.

AYES: Cylwik, Hjorth, Smith, Tarras

NOES:

ABSTAIN:

3.6 US Bank Conversion

No discussion.

3.7 Resolution No. DWP 2023-08 – Establishing Bank Contracting Officer and Bank and Investment Signatories

Motion made by Treasurer Hjorth, seconded by Commissioner Cylwik and carried 4-0 to adopt Resolution No. DWP 2023-08 appointing the Bank Contracting Officer and revising the Officers authorized to transfer funds to and from bank and investment accounts.

AYES: Cylwik, Hjorth, Smith, Tarras

NOES:

ABSTAIN:

3.8 Amendment No. 6 to WSC CIP Agreement for Design and Construction Management Services modifying Amendment No. 1 for the La Crescenta Well and Division No. 6 Well Building Replacement Projects

Commissioner Smith asked if Amendment No. 1 originally included these proposed increases. Reggie responded that the La Crescenta and Division No. 6 Wells are part of the first five years of the 10-year Capital Improvement Plan. Commissioner Smith asked if Amendment No. 6 is connected to Amendment No. 1. Reggie responded yes; Amendment No. 6 is connected to Amendment No. 1 for additional scope of work associated with the La Crescenta and Division No. 6 Wells Building Replacements. Commissioner Smith asked for a breakdown of the engineering soft costs for each well. Reggie responded that it will be addressed at a later meeting, once the Division No. 6 Well Building is complete.

Motion made by Treasurer Hjorth, seconded by Commissioner Cylwik and carried 4-0 to approve Amendment No. 6 to WSC Agreement for design and construction management services modifying Amendment No. 1 for the La Crescenta Well and Division Well No. 6 Building Replacement Projects in the amount of \$19,750.

AYES: Cylwik, Hjorth, Smith, Tarras

NOES:

ABSTAIN:

3.9 Management Reports

Commissioner Cylwik thanked Dani for her service and guidance at the DWP. Commissioner Smith thanked Dani for the professionalism she demonstrated while working at the DWP. Dani responded that DWP is an amazing place to work and is like a family. Treasurer Hjorth stated that he appreciates all the work Dani has done and asked who will be handling IT since Dani is leaving. Dani responded that Nathan will be overseeing IT issues. Chair Tarras said that Dani is one of the best acquisitions that DWP has made.

Treasurer Hjorth asked about the weekend activities the Conservation department participated in. Bennett responded that Parks & Rec had a festival that Conservation staff participated in, and also there was an Adventure Expo at the Discovery Center that Conservation staff participated in. Both events were great successes. Treasurer Hjorth added that Bennett's presentation for the Sugarloaf Owners Association was very informational and added that many of the participants said it was a great presentation. Chair Tarras asked if there is previous data available to compare the leaks that have been detected for the year. Danny responded

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that due to meter exchanges that have been happening for the last several years, it is hard to compare previous data. Reggie added that 2600-2800 leaks have been detected per year for the last three to four years. Reggie further elaborated that the threshold for notifying customers that they have a leak has been lowered, which impacts the number of leaks detected. Chair Tarras asked when the new water rates will take effect. Dani responded that they will take effect on July 14th.

Commissioner Cylwik asked if the DWP has tried searching for a consultant that has connections with Caltrans so that South West Pump can get the permit to bring the drilling rig for Division Well No. 9 up Highway 38. Reggie responded that he is ready to start reaching out to a few different individuals about getting the permit but wants to speak with the contractor first before doing so. Commissioner Cylwik stated that some individuals at the City may have connections so that the contractor doesn't have to wait another year to get the permit. Treasurer Hjorth asked if using Highway 330 was possible to get the drilling rig up the mountain. Reggie responded that Caltrans would not allow it because Highway 330 is the main road that visitors use to get to Big Bear and road work is occurring on Highway 330. Commissioner Cylwik stated that Caltrans should be treating DWP as an essential facility and prioritize getting South West Pump the permit.

Commissioner Smith asked if the new Garstin Facility would be LEED certified. Reggie responded that DWP staff, WSC, and PBK are working on submitting a USDA \$5,000,000 loan application and that he would bring up LEED certification at a future board meeting. Commissioner Smith responded that DWP also needs to include costs, such as LEED certification, before trying to obtain funding and also get an evaluation for the LEED certification process. Chair Tarras agreed that DWP needs to figure out costs before trying to get funding. Reggie responded that a potential LEED certification would add approximately \$100,000 in costs and would not make or break the project. Commissioner Smith emphasized that he would like to add discussing the LEED specifications and certification process for the new Garstin Facility to the August board agenda.

Treasurer Hjorth asked Dani how the ongoing issues with Accent (Department contract IT service provider) were being addressed. Dani responded that her primary contact with Accent is taking the issues very seriously, and that the contract with Accent is in a critical state. Treasurer Hjorth stated that he was concerned with the lack of response and no fix for an ongoing issue with e-mails getting hacked. Dani responded that she put in a formal ticket recently even though she had a meeting with Accent months ago about fixing the issue and thought that a ticket was opened at that time. Nathan added that system security will be one of his main priorities when working with Accent.

Commissioner Cylwik asked if the brine water samples from the Replenish Big Bear pilot program were sent to Israel for testing. Reggie responded that the treatment train still needs one more piece of equipment to be operational before brine water samples will be ready for testing.

3.10 Board Member Reports

None.

4. FOLLOW-UP ITEMS

4.1 Board Follow-Up Items

At 10:08 a.m., Chair Tarras closed the Open Session.

At 10:15 a.m., Chair Tarras opened the Closed Session.

5. CLOSED SESSION

5.1 Conference With Legal Counsel – Anticipated Litigation

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At 11:17 a.m., Chair Tarras closed the Closed Session with no reportable action.

ADJOURNMENT

No additional business came before the Board. At 11:18 a.m., Chair Tarras adjourned the meeting.



Leeanne Eagleson, Management Analyst/Board Secretary

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