

MINUTES OF A REGULAR BOARD MEETING
CITY OF BIG BEAR LAKE,
DEPARTMENT OF WATER AND POWER
BOARD OF WATER AND POWER COMMISSIONERS
July 23, 2019

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 9:00 a.m. on July 23, 2019 by Chair Bob Tarras at 41972 Garstin Drive, Big Bear Lake, California 92315.

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

Alan Lee, prior DWP Board Commissioner, thanked his colleagues, congratulated Scott and Joe on their appointment to the Board, and invited the Board to the Big Bear Lake City (City) Council Meeting on August 26, 2019 where Alan will receive a proclamation from the City for his service to the DWP. Also, Alan requested to continue to receive DWP Board Agenda Packages.

1. CONSENT CALENDAR

1.1 Approve Minutes of the Regular Board Meeting Dated June 25, 2019

1.2 Approve Purchase of New Dump Truck

1.3 Ratify Emergency Pumping Unit Replacement for the Maple Well

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

AYES: Cylwik, Heule, Hjorth, Tarras, Willey

NOES: -

ABSTAIN: -

2. ITEMS REMOVED FROM CONSENT CALENDAR

No items were removed from the Consent Calendar.

3. DISCUSSION/ACTION ITEMS

3.1 Authenticate Check Register 6/1/2019 to 6/30/2019

Treasurer Hjorth inquired into check number 12338 paid to Jack Henry & Associates, Inc. Dani McGee, Chief Financial Officer, responded the check was for the annual maintenance on DWP's Remittance Processing Scanner. Commissioner Heule inquired into check numbers 12313 and 12369 paid to the Bear Valley Basin Groundwater Sustainability Agency (BVBGSA) and requested Reggie Lamson, General Manager, to provide an update on the BVBGSA during discussion of his management report.

Motion made by Treasurer Hjorth, seconded by Vice-Chair Willey, and carried 5-0 to authenticate the Check Register 6/1/2019-6/30/2019.

AYES: Cylwik, Heule, Hjorth, Tarras, Willey

NOES: -

ABSTAIN: -

3.2 Elect Officers and Appoint Committee Members

Motion made by Vice-Chair Willey, seconded by Treasurer Hjorth, and carried 5-0 to elect Bob Tarras as Chair, Barbara Willey as Vice-Chair, and Craig Hjorth as Treasurer.

AYES: Cylwik, Heule, Hjorth, Tarras, Willey

NOES: -

ABSTAIN: -

Chair Tarras subsequently appointed Commissioner Heule and Treasurer Hjorth to the Technical Review Team (TRT) Committee. Chair Tarras also appointed himself and Commissioner Cylwik to the Investment Committee. Lastly, Chair Tarras appointed Vice-Chair Willey and Commissioner Cylwik to the Human Resources Committee.

3.3 RESOLUTION No. DWP 2019-13 – Carryover of Encumbrances to Fiscal Year 2019/20

Motion made by Commissioner Heule, seconded by Vice-Chair Willey, and carried 5-0 to adopt Resolution No. DWP 2019-13 authorizing the proposed budget adjustment for the carryover of encumbrances from fiscal year 2018/19 to fiscal year 2019/20 and authorize staff to reduce budgeted costs, if needed, for fiscal year 2019/20 without requiring further Board action.

AYES: Cylwik, Heule, Hjorth, Tarras, Willey

NOES: -

ABSTAIN: -

3.4 Discuss Tyler Incode Communication Plan

Treasurer Hjorth inquired into the difference between autopay, the Portal, and e-bill. Sierra Orr, Water Conservation and Public Information Supervisor, explained the differences and shared that DWP enhanced the after hours phone message with additional options for customers.

3.5 Approve Short Term Temporary Staffing for Utility Billing Conversion

Commissioner Cylwik inquired into the current system. Dani shared that our current CIS system is InHance by Harris Computers and our current ERP system is Microsoft GP. The current CIS system is on Windows 7 which will not be supported after January 2020.

Motion made by Treasurer Hjorth, seconded by Commissioner Cylwik, and carried 5-0 authorizing a temporary employee to assist with call volume and other tasks and the corresponding budget adjustment.

AYES: Cylwik, Heule, Hjorth, Tarras, Willey

NOES: -

ABSTAIN: -

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We are an equal opportunity provider and employer.

3.6 Extend On-Call Engineering Services

Treasurer Hjorth confirmed the staff recommendation is for two one-year extensions. Commissioner Cylwik inquired if the consultants are willing to hold to their rate schedules. Reggie will review agreements and try to maintain current rate schedules in the amendments.

Motion made by Commissioner Heule, seconded by Treasurer Hjorth, and carried 5-0 to authorize staff to execute an amendment to the on-call engineering services agreement with WSC for two one-year extensions and the corresponding budget adjustment.

AYES: Cylwik, Heule, Hjorth, Tarras, Willey

NOES: -

ABSTAIN: -

3.7 Extend On-Call Environmental Services

Motion made by Commissioner Heule, seconded by Treasurer Hjorth, and carried 5-0 to authorize staff to execute an amendment to the on-call environmental services agreement with Tom Dodson for two one-year extensions and the corresponding budget adjustment.

AYES: Cylwik, Heule, Hjorth, Tarras, Willey

NOES: -

ABSTAIN: -

3.8 Extend On-Call Hydrogeological Services

Motion made by Commissioner Heule, seconded by Treasurer Hjorth, and carried 5-0 to authorize staff to execute an amendment to the on-call hydrogeological services agreement with Tom Harder for two one-year extensions.

AYES: Cylwik, Heule, Hjorth, Tarras, Willey

NOES: -

ABSTAIN: -

3.9 Discuss Preferred Board Communication

The Board confirmed they prefer to receive email communication on their DWP emails. Vice-Chair Willey and Commissioner Cylwik prefer to receive their Board Agenda Packages in a notebook. Chair Tarras, Treasurer Hjorth, and Commissioner Heule prefer electronic copies of the Board Agenda Packages.

3.10 Management Reports

Treasurer Hjorth shared that he appreciated that Brian Young, MassMutual Financial Planner, came to our last Board meeting and talked with the Board about the DWP 457 (b) plan and transition. Commissioner Heule inquired into the Xeriscape Garden Tour (Tour). Sierra shared that the Tour went well, she did not have the numbers yet of who attended, and that DWP had two gardens in the Tour.

Vice-Chair Willey inquired into Water Loss Performance Standards to be enacted by the State Water Resources Control Board. Sierra shared that DWP volunteered to be part of the pilot so that we can have a voice in shaping the policy for resort communities with part-time residential owners. Treasurer Hjorth requested a copy of a previously received water loss chart. Commissioner Cylwik asked for clarification on non-revenue water. Dani shared that non-revenue water is the difference between water produced and metered water usage. Currently, the DWP only has about eight to nine percent of unaccounted for water loss. Non-revenue water also includes estimated water used by the fire department or metered water used by public works that is not billed, flushing of equipment within the DWP water system, and losses due to main leaks or theft.

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Steve Wilson, Water Superintendent, offered to take the Board on a tour of DWP facilities. Also, Steve shared the status of the 2018 USDA Pipeline Replacement Project (Project), that DWP coordinates with the City and County, and that we are starting to plan out Phase 2 of the Project. Dani shared that the Capital Asset Data is compiled and uploaded through May 24, 2019. Treasurer Hjorth inquired into the bar code functionality for inventory and Dani responded that DWP should have it implemented within a year with Tyler Incode. Vice-Chair Willey inquired into the savings from the interest rate drop on the USDA loan and Dani responded that the one quarter percent interest reduction will save DWP approximately \$800,000 over the life of the loan.

Reggie shared that the net meter will be read tomorrow for the Division Well Field Solar Project (Project). Last year's bill was \$14,000 and we expect this year's bill to be less than \$1,000. The cost of the solar project was \$1,013,000 plus engineering. The DWP received a grant from the USBR for nearly \$300,000 and a loan from the CEC for approximately \$800,000. The return on investment is less than five years and DWP will save \$2.2 million over the twenty-two year life of the Project. Also, Reggie shared the Bear Valley Basin Groundwater Sustainability Agency (BVBGSA) met with the Regional Board to discuss a target water quality level for the lake. This information will be used by the Regional Board to develop an operating permit for the project.

3.11 Board Member Reports

Commissioner Cylwik is excited to be part of the DWP and looking forward to working with the staff. Commissioner Heule concurs with that sentiment. Vice-Chair Willey commented that the DWP 30 year anniversary lunch was very nice.

At 10:29 a.m., Chair Smith moved to recess without objection.

4. CLOSED SESSION

The Board adjourned to closed session at 10:42 a.m.

Closed Session Pursuant to Section 54957, Public Employee Performance Evaluation

Title: General Manager

Closed Session Pursuant to Section 54957.6, Conference with Labor Negotiators

Unrepresented Employees

The Board returned to open session at 11:21 p.m.

Reportable action from closed session:

The Board agreed by consensus to the staff recommendation of hiring Koff & Associates for recruiting and the \$12,000 corresponding budget adjustment.

ADJOURNMENT

No additional business came before the Board. At 11:23 a.m. Chair Tarras adjourned the meeting.



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

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