

MINUTES OF A REGULAR BOARD MEETING
CITY OF BIG BEAR LAKE,
DEPARTMENT OF WATER AND POWER
BOARD OF WATER AND POWER COMMISSIONERS
July 27, 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 9:00 a.m. on July 27, 2021, by Chair Bob Tarras.

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS EXCUSED:

Jim Smith, Commissioner

PLEDGE OF ALLEGIANCE

Bob Tarras, Chair

PUBLIC FORUM

None

INTRODUCTIONS

Dani McGee, Chief Financial Officer, introduced DWP's new Senior Accountant, Asia Nelson.
Reggie Lamson, General Manager, introduced DWP's new Water Superintendent, Danny Ent.
Danny Ent introduced , DWP's new Water Distribution Supervisor, Jason Beck.

ACKNOWLEDGEMENTS

Danny Ent acknowledged Jeff Sayegh, Water Meter Technician 2, on his 10-year anniversary with the DWP.

1. CONSENT CALENDAR

1.1 Approve Minutes of the Regular Board Meeting Dated June 22, 2021

1.2 Revise Leak Adjustment Credits

Motion made by Vice-Chair Willey, seconded by Commissioner Cylwik, and carried 4-0 to approve the Consent Calendar.

AYES: Cylwik, Hjorth, Tarras, Willey

NOES: -

ABSTAIN: -

2. ITEMS REMOVED FROM CONSENT CALENDAR

None.

3. DISCUSSION/ACTION ITEMS

3.1 Customer Appeal for Continued Service Charge Discount – Shasta Rd., Moonridge

Treasurer Hjorth recommended the Board extend the service charge discount for another year. Commissioner Cylwik agreed stating that the delays the homeowner is dealing are common the last year or so . Vice-Chair Willey and Chair Tarras both agreed with the extension.

Motion made by Treasurer Hjorth, seconded by Vice-Chair Willey, and carried 4-0 to extend the customer's discount on Shasta Rd. in Moonridge for an additional year or until the water is turned on whichever comes first.

AYES: Cylwik, Hjorth, Tarras, Willey

NOES: -

ABSTAIN: -

3.2 Authenticate Check Register 6/1/2021 to 6/30/2021

Treasurer Hjorth inquired into check number 15171 paid to Jack Henry & Associates for RemitPlus. Dani responded the expense covers the device for scanning checks. Treasurer Hjorth inquired into check number 15194 paid to Accent Computer Systems. Dani responded the expense is for threat intrusion detection systems and mobile management. Treasurer Hjorth inquired into check number 15211 paid to South Point Hotel & Casino. Rachel Franklin, Human Resources/Risk Management, responded the \$1,481.25 is for five employees for three nights and the \$592.00 is for two employees for two nights to attend Tri-State. Treasurer Hjorth inquired into check number 15245 paid to WLC Architects. Dani responded the expense is for the Master Space Planning Project. Lastly, Treasurer Hjorth inquired into check number 15275 & 15276 for claims. Rachel responded the expenses were paid to plumbers for flushing some Fawnskin customer's plumbing fixtures, which may have been related to a DWP repair. Commissioner Cylwik inquired into check number 15224 paid to Nativescapes for the Sunrise Garden. Sierra Orr, Water Conservation & Communications Supervisor, responded that Nativescapes charges a higher fee early in the spring season because they are waking up the garden from the winter and replacing plants as needed. Chair Tarras inquired into the traffic around the farmer's market and if there was any impact to the garden. Sierra responded that she has not seen any plants negatively affected.

Motion made by Treasurer Hjorth, seconded by Commissioner Cylwik, and carried 4-0 to authenticate the Check Register for June 2021.

AYES: Cylwik, Hjorth, Tarras, Willey

NOES: -

ABSTAIN: -

3.3 RESOLUTION NO. DWP 2021-21 – Revising the Officers Authorized to Transfer Funds to and from the Local Agency Investment Fund

Motion made by Vice-Chair Willey, seconded by Commissioner Cylwik, and carried 4-0 to adopt Resolution No. DWP 2021-21 revising the officers authorized to transfer funds to and from LAIF.

AYES: Cylwik, Hjorth, Tarras, Willey

NOES: -

ABSTAIN: -

3.4 Authorize Agreement with WSC for Design and Construction Management Services for the FY 2021/22 CIP - Division No. 9 Well and Well Pumping Plant

Chair Tarras inquired into whether the Division No. 2 Well would be abandoned or placed on stand-by. Reggie responded the Division No. 2 Well would remain on stand-by as long as it does not require excessive maintenance. Reggie added the Division Well Solar Plant was built to power four wells including Wells No. 6, 7, 8, and when it is built, 9. When one of those wells fails, we can use Well No. 2 as a back-up. Chair Tarras inquired into whether we can pump water down into the aquifer. Reggie responded that you can inject about half of what you can take out of the aquifer, but the maintenance is intense, not cost effective, and the

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department would have to jump through hoops with the Regional Board to be allowed to directly inject into the aquifer. Commissioner Cylwik inquired into how close the DWP can drill a new well next to an old well. Reggie responded the distance is about fifty feet. Commissioner Cylwik inquired into the circumstances to purchase additional property to locate a well. Reggie responded that we would only have to purchase additional property if the hydrogeologist recommended doing so.

Motion made by Vice-Chair Willey, seconded by Treasurer Hjorth, and carried 4-0 to approve the design and construction management services of the Division No. 9 Well and Well Pumping Plant in the amount of \$327,999 and approve the attached budget adjustment.

AYES: Cylwik, Hjorth, Tarras, Willey

NOES: -

ABSTAIN: -

3.5 Authorize Agreement with WSC for Design and Construction Management Services for the FY 2021/22 CIP – La Crescenta Well and Division Well No. 6 Building Replacement Projects

Treasurer Hjorth inquired into whether there were other structural changes. Reggie responded there will be a new concrete pad and the pump pedestal will need to be changed to be in compliance with current DDW standards. Treasurer Hjorth inquired into whether either of these well were nearing end of life. Reggie responded that both wells are good for another 20-30 years.

Motion made by Treasurer Hjorth, seconded by Commissioner Cylwik, and carried 4-0 to approve the design and construction management services for the building replacements of the La Crescenta and Division No. 6 Well in the amount of \$275,636 and approve the attached budget adjustment.

AYES: Cylwik, Hjorth, Tarras, Willey

NOES: -

ABSTAIN: -

3.6 Authorize Agreement with Verdant Energy Services for Solar Renewable Energy Credits (REC)

Chair Tarras inquired into whether we have researched the offer amount to determine if it is reasonable. Reggie responded that we have not performed the research yet and that DS Energy would monitor the going rate for REC's. Treasurer Hjorth added that he would like research performed to determine if this is a good deal.

Motion made by Treasurer Hjorth, seconded by Vice-Chair Willey, and carried 4-0 to authorize the general manager to execute an agreement with Verdant Energy Services for the purchase of DWP's RECs as long as the offer amount is found to be reasonable.

AYES: Cylwik, Hjorth, Tarras, Willey

NOES: -

ABSTAIN: -

3.7 RESOLUTIONS NO. DWP 2021-XX – Adoption of DWP Employee Handbook and Multiple DWP Personnel Policies

Chair Tarras inquired into CBD use mentioned in policies. Rachel responded that CBD is a legal substance but if an employee tests positive for marijuana, it is grounds for termination. Chair Tarras inquired into random testing. Rachel responded the DWP can randomly test employees with Class A drivers licenses and the DWP will test when necessary. Chair Tarras inquired into whether the DWP will make obtaining the COVID vaccine mandatory. Rachel responded that we are not requiring vaccines at this time, and we are following State and OSHA guidance. Commissioner Cylwik suggested we obtain a legal opinion on mandating the vaccine. Commissioner Cylwik inquired into how the DWP knows who is vaccinated or not. Rachel responded that she

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and Reggie are permitted to ask employees if they are vaccinated. Commissioner Cylwik requested to amend the resolution to add that human resources can make adjustments as the law requires.

Motion made by Vice-Chair Willey, seconded by Treasurer Hjorth, and carried 4-0 to adopt Resolution No. DWP 2021-22 adopting the DWP Employee Handbook and Resolution No. DWP 2021-22 adopting the DWP Policies and allow Human Resources to modify the policies as the law requires.

AYES: Cylwik, Hjorth, Tarras, Willey

NOES: -

ABSTAIN: -

3.8 Well Pump Replacement for RV Park Well No. 2

Treasurer Hjorth inquired into whether the well requires a VFD. Reggie responded that it is not an issue for this well. Vice-Chair Willey asked if the DWP has used Tri-County Pump Company before. Reggie responded that we have and found the Company extraordinary helpful when Division No. 8 Well failed just passed its warranty and they replaced the pumping unit at no charge.

Motion made by Vice-Chair Willey, seconded by Treasurer Hjorth, and carried 4-0 to award the well pumping replacement for RV Park No. 2 to Tri County Pump Company for \$24,998.26 and budget internally for a \$2,001.74 contingency for a total of \$27,000 and approve the budget adjustment.

AYES: Cylwik, Hjorth, Tarras, Willey

NOES: -

ABSTAIN: -

3.9 Management Reports

Vice-Chair Willey inquired into the COVID testing at the hospital and how soon one gets their results of the test. Rachel responded the results are typically same day or next day. Commissioner Cylwik inquired into the three liability claims. Rachel responded that one has been denied and two are in review waiting documentation and that they are for minimal amounts. Commissioner Cylwik inquired with Sierra how the DWP is supporting the Replenish Big Bear promotion. Sierra responded that she shares the Replenish Big Bear postings on the DWP webpage. Commissioner Cylwik inquired into how the pipeline project is progressing with Borden. Danny responded that Borden is making better progress now that they have new equipment to help them grind through the rocks. Borden is on track to be completed by the end of August. Commissioner Cylwik inquired into the progress with Roman's Construction. Danny responded that Roman's is also hitting rock and progressing at about 80-feet a day. Danny added that Roman's is aware of the terrain because they constructed the westerly Talbot pipeline project years ago.

Treasurer Hjorth inquired into the equipment ordered from Accent and Dell. Dani responded that some equipment has been shipped directly to Accent for pre-configuration and they have not set an installation date yet. Dani added that the plan is to switch over to the new equipment on a Saturday after the 20/21 audit is completed. Commissioner Cylwik inquired into Cityworks. Dani responded that Kari Kurtz, Accounting Supervisor, is taking the lead in implementing the inventory module and automating many of the DWP reports. Chair Tarras inquired into the Replenish Big Bear project and specifically who is benefiting and who is paying. Reggie responded that the Big Bear Area Regional Wastewater Agency (BBARWA) was successful with an earmark grant of \$960,000 for design of the project. Details of who pays what are still being worked out.

3.10 Board Member Reports

Commissioner Cylwik stated the June 23, 2021, Replenish Big Bear workshop at BBARWA was informative and helpful. Chair Tarras agreed.

ADJOURNMENT

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Regular Meeting Agenda

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No additional business came before the Board. At 11:09 a.m. Chair Tarras adjourned the meeting.



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

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