

MINUTES OF A SPECIAL BOARD MEETING
CITY OF BIG BEAR LAKE,
DEPARTMENT OF WATER AND POWER
BOARD OF WATER AND POWER COMMISSIONERS
August 31, 2021

OPEN SESSION

A Special 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 August 31, 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

INTRODUCTIONS

Danny Ent, Water Superintendent, introduced Sam Armstrong, who transferred from Customer Service to become DWP's new Utility Data Specialist.

1. CONSENT CALENDAR

1.1 Approve Minutes of the Regular Board Meeting Dated July 27, 2021

Motion made by Vice-Chair Willey, seconded by Treasurer Hjorth, 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 7/1/2021 to 7/31/2021

Commissioner Smith inquired into check number 15320 paid to Borden Excavating and specifically the use of General Ledger account name Federal Single Audit. Dani McGee, Chief Financial Officer, responded the account is used because the project is funded with federal funds. Commissioner Smith also inquired into check number 15362 and specifically what CLEEN stands for. Dani responded the payment is for principal and interest on a 2017 loan for the Big Bear Boulevard Pipeline Project and the acronym stands for California Lending for Energy and Environmental Needs.

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

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.2 RESOLUTION No. DWP 2021-24 - Carryover of Encumbrances to Fiscal Year 2021/22

Motion made by Vice-Chair Willey, seconded by Commissioner Cylwik, and carried 5-0 to adopt Resolution No. DWP 2021-24 authorizing the carryover of encumbrances to Fiscal Year 2021/22 and approve the associated budget adjustment.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.3 Approve Change Order No. 2 to DDH Apple Valley Construction Contract for the 2018 USDA Pipeline Replacement Project, Phase III Package B

Chair Tarras confirmed the change order was a result of an improperly marked sewer line. Reggie Lamson, General Manager, responded yes, that was the issue. Chair Tarras inquired if there was any recourse the DWP can take. Reggie responded that DWP typically works with the other utilities and we generally do not back-charge each other for mismarked utilities. Treasurer Hjorth inquired into how we avoid this issue in the future. Reggie responded that both the County and the DWP mark up their drawings to include the most up-to-date information and we are working with the City to maybe use their camera crew to accurately locate existing sewers. Commissioner Smith inquired into whether this was a retroactive change order request. Reggie responded the change order was for work that was already completed. Commissioner Smith inquired into how much Change Order No. 2 uses up the contingency. Reggie responded the change order will use up approximately half of the contingency. Vice-Chair Willey inquired into whether the USDA will reimburse the DWP for the change order. Reggie responded yes; the USDA will reimburse the DWP. Commissioner Smith inquired into Change Order No. 1. Reggie responded that Change Order No. 1 was denied.

Motion made by Commissioner Cylwik, seconded by Vice-Chair Willey, and carried 5-0 to approve Change Order No. 2 to the Apple Valley Construction Contract in the amount of \$69,674.76.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.4 Approve Change Order to Borden Excavating, Inc. Contract for the 2018 USDA Pipeline Replacement Project, Phase III Package A

Chair Tarras inquired into whether we are discussing replacement or new pipe. Danny responded that it is a Pipeline Replacement Project. Commissioner Cylwik stated that Reggie warned the Board of potential change orders for this portion of the project during the award of the contract. Commissioner Cylwik stated that he is puzzled by the overtime charges within the change order. Reggie responded that we encourage the contractor to complete the project prior to October 15th. Treasurer Hjorth inquired into the cost of the overtime and whether there is a summary of the overtime. Commissioner Cylwik requested an accounting of the overtime. Reggie responded that some of the overtime is due to mismarked utilities and suggested we delay this agenda item to next meeting to prepare an accounting of the overtime. Commissioner Smith inquired into the percentage of the change order to the original contract. Reggie responded that it is approximately 21%. Chair Tarras inquired into how far along the contractor is on the project. Reggie responded the contractor is essentially finished, that they are tying in mainlines on cross streets, and it is unlikely that there will be any more change orders. Commissioner Cylwik suggested paying the contractor straight time for the overtime hours submitted. Reggie responded that we will prepare the calculations and bring this back to the Board in September.

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3.5 RESOLUTION No. DWP 2021-25 - USBR Grant Application for Division No. 9 Well & Well Pumping Plant Project

Treasurer Hjorth inquired into whether WSC will prepare the grant application. Reggie responded no, that DWP staff will prepare the grant application and that WSC has previously assisted us with federal grant applications. Commissioner Smith inquired into whether we have the necessary 50% matching funds. Reggie responded that the Division No. 9 Well is part of our 10-year capital improvement plan and yes, we have the funds. Chair Tarras inquired into when will we know if we are approved. Reggie responded most likely spring 2022.

Motion made by Commissioner Cylwik, seconded by Vice-Chair Willey, and carried 5-0 to adopt Resolution No. DWP 2021-25 approving the USBR grant application for the Division No. 9 Well & Well Pumping Plant Project.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.6 RESOLUTION No. DWP 2021-26 - USBR Grant Application for Wolf Reservoir & Boosters Replacement Project

Commissioner Smith requested a water supply overview. Reggie responded that in 2014 the DWP modified the way we serve the Sugarloaf area and how we transfer water from the East to the West. Reggie explained that we added gravity storage to the upper Sugarloaf area via the Angels Camp Reservoir and constructed the Klamath boosters to efficiently transfer water from the east to the west. Currently, the Wolf Reservoir only holds 100,000 gallons and the reservoir floats with the Shuff reservoir. The proposed project will increase the size of the reservoir to 600,000 gallons, replace the existing booster station, and replace undersized pipelines located between the Wolf and Shuff reservoirs. Treasurer Hjorth confirmed his understanding the Angels Camp reservoir is one million gallons, and the Wolf reservoir is located in a neighborhood. Reggie responded yes and the booster is old and noisy because it does not have submersible pumping units.

Motion made by Treasurer Hjorth, seconded by Commissioner Cylwik, and carried 5-0 to adopt Resolution No. DWP 2021-26 approving the USBR grant application for the Wolf Reservoir & Boosters Replacement Project.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.7 Authorize Agreement with WSC for Design and Construction Management Services for the FY 2021/22 CIP - Wolf Reservoir & Boosters Replacement Project

Commissioner Smith inquired into whether there was a cap on the 10-year CIP engineering service agreement. Reggie responded no; as we begin projects, WSC provides a proposal for design and construction engineering services. Chair Tarras inquired into whether this is a typical design cost. Reggie responded yes. Commissioner Cylwik inquired into whether the proposal includes all subconsultants. Reggie responded that subconsultants are included, that DWP will provide construction observation services and WSC will provide construction observation of the reservoir construction. Commissioner Smith inquired into a timeline. WSC will begin with the survey work and then prepare the preliminary design drawings immediately. The project will be shovel ready and construction ready to begin in 1 to 3-years of when we are successful in obtaining a grant.

Motion made by Commissioner Cylwik, seconded by Commissioner Smith, and carried 5-0 to approve the design and construction management services for the Wolf Reservoir & Boosters Replacement Project to WSC in the amount of \$686,612 and approve the budget adjustment.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

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3.8 Notice of Interest to California Office of Emergency Services for the Hazard Mitigation Grant Program Funding Opportunity

Commissioner Cylwik inquired into other risk mitigations within the DWP system. Reggie responded that we have some areas we could improve fire protection.

Motion made by Treasurer Hjorth, seconded by Commissioner Cylwik, and carried 5-0 to approve the submission of a Notice of Interest to the California Office of Emergency Services for the Hazard Mitigation Grant Program Funding Opportunity.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.9 RESOLUTION No. DWP 2021-27 – Amend Connection Policy #2006-02

Chair Tarras inquired into whether the revision to the Connection Policy is retroactive. Reggie responded it would not be retroactive. Vice-Chair Willey stated that BBK recommend the language regarding water rights years ago.

Motion made by Treasurer Hjorth, seconded by Vice-Chair Willey, and carried 5-0 to adopt Resolution No. DWP 2021-27 approving amendments to Connection Policy #2006-02.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.10 COVID-19 Testing for DWP Staff

Chair Tarras inquired into whether the testing was at the DWP or the hospital. Rachel Franklin, Human Resources Administrator, responded the DWP will provide testing on site when there is any employee-based exposure. Vice-Chair Willey inquired into the booster vaccine shot. Rachel responded the DWP will work with the hospital for availability.

Motion made by Treasurer Hjorth, seconded by Vice-Chair Willey, and carried 5-0 to amend the COVID-19 testing MOU with the Bear Valley Community Healthcare District for an additional ten months and approve the budget adjustment.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.11 Approve a Contract with Borden Excavating, Inc. for the 12-inch Moonridge Pipeline Relocation Project

Chair Tarras inquired into how long ductile lined pipe lasts. Reggie responded the pipe will last more than 100 years. Treasurer Hjorth inquired into why no use PVC pipe. Reggie responded there is too much demand for PVC pipe and it is not readily available. Commissioner Cylwik inquired into whether the ductile lined pipe will impact the taste of water. Reggie responded no because the pipe is concrete lined. Chair Tarras asked why the City is not working directly with Borden. Reggie responded this is an opportunity for the DWP to work with the City's new staff. Treasurer Hjorth asked how old the existing pipeline is being replaced. Danny responded the existing pipeline was laid in the early 1990s and is in conflict with the proposed storm drains. Commissioner Cylwik inquired into whether there is ductile lined pipe anywhere else in DWP's system. Reggie responded yes. Commissioner Cylwik inquired into whether this pipe material change requires additional supplies in the warehouse. Danny responded the DWP has supplies for all pipe types.

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Motion made by Treasurer Hjorth, seconded by Vice-Chair Willey, and carried 5-0 to approve a contract with Borden Excavating for the Moonridge Pipeline Relocation Project in the amount of \$239,100.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.12 Management Reports

Commissioner Smith inquired into the fall TRT meeting. It was decided it will be scheduled late October or early November. Treasurer Hjorth stated that he could not find the Water and Fire and Plants, Oh My! conservation videos. Rachel responded that the Board can locate the videos using the DWP web site.

Vice-Chair Willey left the Board meeting at 11:14 a.m.

Commissioner Cylwik inquired into the Talbot Pipeline Replacement Project. Danny responded that it should be completed mid-September. Commissioner Cylwik requested a progress report on the Garstin Master Space Plan Design and the Wolf Reservoir & Boosters Replacement Project added to the project chart. Treasurer Hjorth inquired into how much has been paid to the architect for the Garstin Master Space Plan Design. Dani stated that she will research and advise the Board. Commissioner Smith inquired into the Replenish Big Bear projections. Reggie responded the capital cost is estimated at \$56 million and currently there are \$7.7 million grants secured. Two of the grants are for design and pilot testing. If we move to construction mode, a \$1.7 million USBR grant can potentially turn into \$12.5 million. Treasurer Hjorth inquired into whether we would have estimated operating cost numbers by mid-next year. Reggie responded yes and that we need to quantify the benefit to interested stakeholders and determine each stakeholders cost share.

3.13 Board Member Reports

None.

ADJOURNMENT

No additional business came before the Board. At 11:40 a.m. Chair Tarras adjourned the meeting.



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

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