

**MINUTES OF A REGULAR BOARD MEETING**  
**CITY OF BIG BEAR LAKE,**  
**DEPARTMENT OF WATER AND POWER**  
**BOARD OF WATER AND POWER COMMISSIONERS**  
**September 22, 2020**

**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 9:03 a.m. on September 22, 2020 by Chair Bob Tarras.

**BOARD MEMBERS PRESENT:**

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

**PLEDGE OF ALLEGIANCE**

Steve Wilson, Water Superintendent

**1. CONSENT CALENDAR**

**1.1 Approve Minutes of the Regular Board Meeting Dated August 25, 2020**

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

*AYES: Cylwik, Hjorth, Tarras, Willey*

*NOES: -*

*ABSTAIN: -*

**2. ITEMS REMOVED FROM CONSENT CALENDAR**

**3. DISCUSSION/ACTION ITEMS**

**3.1 Authenticate Check Register 8/1/2020 to 8/31/2020**

Treasurer Hjorth inquired into check number 14059 and specifically the account description of "Federal Single Audit". Dani McGee, Chief Financial Officer, responded that the auditors require projects funded by federal grants to be initially placed in one account for audit purposes. Subsequently, the expense will be moved to the appropriate capital outlay account. Treasurer Hjorth also inquired into payments to Accent Computer Solutions and requested the transaction description state whether there are multiple payments for one item or project.

*Motion made by Treasurer Hjorth, seconded by Commissioner Cylwik, and carried 4-0 to authenticate the Check Register for August 2020.*

*AYES: Cylwik, Hjorth, Tarras, Willey*

*NOES: -*

*ABSTAIN: -*

**3.2 Budget Adjustment for USBR Small Scale Water Efficiency Projects, Phase II**

**3.3 Small Scale Water Efficiency Projects, Phase II – Byrd Industrial Electronics (Byrd)**

**3.4 Small Scale Water Efficiency Projects, Phase II – Golden West Electric**

The Board agreed to discuss agenda items 3.2, 3.3, and 3.4 concurrently because they are all regarding USBR Small Scale Water Efficiency Projects, Phase II. Commissioner Cylwik inquired into whether the contractors have been paid. Steve responded that the contractors have been paid and the project is near completion.

*Motion made by Treasurer Hjorth, seconded by Vice-Chair Willey and carried 4-0 to approve budget adjustments Exhibit A for the fiscal year 2019/20 correcting the carry forward of encumbrances and grant revenues; Exhibit B to reduce authorized spending for VFDs and pump controllers by \$18,000 and to reduce the grant revenue expected in fiscal year 2020/21 by \$7,020 for the activities that occurred in fiscal year 2019/20; and Exhibit C to provide funding for the remaining costs associated with the project. Additionally, the Board approved a contract with Byrd Industrial Electronics for a contract amount of \$106,073.04 and change order no. 1 for \$3,100 for a total amount of \$109,173.04 and a contract with Golden West Electric for a contract amount of \$79,967 and change order no. 1 for \$5,100 for a total amount of \$85,067.*

*AYES: Cylwik, Hjorth, Tarras, Willey*

*NOES: -*

*ABSTAIN: -*

### **3.5 Budget Adjustment for USBR Small Scale Water Efficiency Projects, Phase III**

*Motion made by Vice-Chair Willey, seconded by Commissioner Cylwik, and carried 4-0 to approve funding of \$164,000 for the project, use of reserves and Exhibit A budget adjustment for \$90,000, approve contract with Golden West Electric in the amount of \$69,330 plus a 5% contingency for a total amount of \$72,800, and approve contract with Byrd Industrial Electronics in the amount of \$86,854.92 plus a 5% contingency for a total amount of \$91,200.*

*AYES: Cylwik, Hjorth, Tarras, Willey*

*NOES: -*

*ABSTAIN: -*

### **3.6 RESOLUTION No. DWP 2020-14 – “Imagine a Day Without Water”**

Commissioner Cylwik inquired into the number of awards. Sierra Orr, Water Conservation and Public Information Supervisor, responded that there approximately 16 awards depending on the number of entries. The awards will be by category for elementary school, middle school, and high school students. Commissioner Cylwik liked the concept of educating students about the importance of water and requested the Replenish Big Bear Project be shared with students. Sierra shared that last year students toured the facilities of BBARWA, MWD, and DWP. Sierra added that she would include these thoughts and ideas for next year.

*Motion made by Vice-Chair Willey, seconded by Commissioner Cylwik and carried 4-0 to approve Resolution No. DWP 2020-14 “Imagine a Day Without Water”, recognizing the annual national day of advocacy.*

*AYES: Cylwik, Hjorth, Tarras, Willey*

*NOES: -*

*ABSTAIN: -*

### **3.7 Management Reports**

Commissioner Cylwik inquired into the number of staff taking advantage of the COVID testing. Rachel, Human Resources and Risk Management, responded that about one-third of the staff have taken COVID tests. Treasurer Hjorth inquired into the next COVID testing date and confirmed Board Commissioners may participate. Rachel responded the next testing date is the second Wednesday in October and explained the process.

Chair Tarras and Treasurer Hjorth both commented on the high use of water. Vice-Chair Willey inquired into the Public Relations Coalition meeting Sierra attended and specifically was the public’s trust in government “waning”. Sierra responded that it was meant to refer to the government in general, not specifically water agencies. Treasurer Hjorth also inquired into where information is available for Watersense rebates. Sierra responded that rebate information is available on DWP’s website. Commissioner Cylwik inquired into rebate

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for an irrigation controller. Sierra responded that the rebate is up to \$100 and that we have given some irrigation controllers available that we give away. These controllers were received as samples from suppliers.

Commissioner Cylwik inquired into the Bow Canyon Well pumping unit replacement and if there is a construction warranty. Steve responded there is a one-year construction warranty and that Tri-County offered a \$2,000 discount due to the pumping unit failing after 14-months. Reggie Lamson, General Manager, added that one year is the standard warranty for equipment in the industry. Chair Tarras inquired into the typical useful life of a pump. Steve responded that it is approximately seven years. Commissioner Cylwik requested the DWP ask for an extended warranty. Steve stated that an extended warranty was not available and that the pump was installed yesterday and will be operational today. Chair Tarras inquired if the DWP maintains pumping units in inventory. Steve responded that we do not because the seals on the pumping unit would dry out and could fail eventually. Also, Reggie added that each pumping unit needs to be designed for each well's specific conditions and that these conditions change over time. Commissioner Cylwik inquired into similar equipment. Steve responded that each pumping unit is unique based on pumping depths and flow rates. Commissioner Cylwik inquired into what the DWP does with old pumps. Steve responded that we scrap them.

Chair Tarras commented on the increase in new accounts. Dani responded that Billing has been busy. Treasurer Hjorth inquired into the software conversion. Dani responded that we are in the testing phase on some issues such as the name issue. Vice-Chair Willey inquired into the status of the audit. Dani responded that the auditors completed their preliminary field work and the final financial statements are due around November 13<sup>th</sup>. There have been no findings, no adjustments, and no feedback at this point. Vice-Chair Willey inquired into whether the Tyler issues impacted the audit. Dani responded that the Tyler conversion has not been discussed by the auditors.

### **3.8 Board Member Reports**

None.

Open Session adjourned at 9:39 a.m. and the Board took a break.

Closed Session opened at 9:46 a.m.

## **4. CLOSED SESSION**

### **4.1 Closed Session Pursuant to Section 54957, Public Employee Performance Evaluation**

Title: General Manager

The Board came out of Closed Session at 11:42 a.m.

### **ADJOURNMENT**

No additional business came before the Board. At 11:42 a.m. Chair Tarras adjourned the meeting.



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

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