

**MINUTES OF A REGULAR BOARD MEETING**  
**CITY OF BIG BEAR LAKE,**  
**DEPARTMENT OF WATER AND POWER**  
**BOARD OF WATER AND POWER COMMISSIONERS**  
**September 24, 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 September 24, 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**

Dani McGee, Chief Financial Officer

**PUBLIC FORUM**

None

**ACKNOWLEDGEMENT:**

Steve Wilson, Water Superintendent, acknowledged Danny Ent's 30 Year Anniversary with the DWP. With a 30-year pin and gift, Steve thanked Danny for his contributions to the DWP. Danny shared a little about the experiences he has shared with DWP and thanked the Board for their continued support of staff.

At 9:05 a.m., the Board adjourned for a short break.

At 9:11 a.m., the Board resumed the meeting and discussion.

**1. CONSENT CALENDAR**

**1.1 Approve Minutes of the Regular Board Meeting Dated August 27, 2019**

*Motion made by Vice-Chair Willey, seconded by Commissioner Cylwik, and carried 5-0 to approve the Consent Calendar.*

*AYES: Cylwik, Heule, Hjorth, Tarras, Willey*

*NOES: -*

*ABSTAIN: -*

**2. ITEMS REMOVED FROM CONSENT CALENDAR**

None

**3. DISCUSSION/ACTION ITEMS**

**3.1 Authenticate Check Register 8/1/2019 to 8/31/2019**

Commissioner Heule inquired into the Turf Buyback Program to determine if there is a maximum on Turf Buyback. Sierra Orr, Water Conservation and Public Information Supervisor, responded that there is no maximum. Commissioner Heule also inquired into the Rain Barrel Program. Sierra shared that the DWP currently has 36 rain barrels in stock and a list of residents interested in the rain barrels. To obtain a free rain barrel, the recipient must be a full time resident and comply with certain regulations. Commissioner Cylwik asked if part-time residents could also receive rain barrels. Sierra responded that the list of interested full time residents is more than the available rain barrels and as such, we are not offering the rain barrels to part time residents at this time.

*Motion made by Treasurer Hjorth, seconded by Commissioner Heule, and carried 5-0 to authenticate the Check Register 8/1/2019-8/31/2019.*

*AYES: Cylwik, Heule, Hjorth, Tarras, Willey*

*NOES: -*

*ABSTAIN: -*

**3.2 Resolution No. DWP 2019-16 – Revisions and Additions to DWP’s Rules and Regulations to Comply with Senate Bill 998**

Vice-Chair Willey voiced her concern regarding accelerating the payment due date for residential customers from 28 days to 15 days from the bill date. Kelle Barrette, Customer Service Supervisor, explained the new law and the reason for revising the number of days. While the payment due date is shorter, the total time for DWP customers to pay their bills has extended from approximately 55 days to 75 days.

*Motion made by Vice-Chair Willey, seconded by Commissioner Cylwik, and carried 5-0 to approve the Resolution No. DWP 2019-16 authorizing revisions and additions to DWP’s current Rules and Regulations to comply with Senate Bill 998.*

*AYES: Cylwik, Heule, Hjorth, Tarras, Willey*

*NOES: -*

*ABSTAIN: -*

**3.3 Security Services Upgrades**

Chair Tarras inquired into what was the trigger to upgrade the security system. Reggie Lamson, General Manager, responded that it was the consistent malfunctioning of the current alarm system that led to the need for the upgrade. Chair Tarras also inquired into whether there was a plan for security at the well sites. Reggie shared that there is a camera at the Magnolia Well because there had been some vandalism at that well site. Other than that, the DWP has had no break-ins at their facilities. Treasurer Hjorth suggested DWP considered investing in a 16-channel network video recorder (NVR) because it will be easier for the DWP to add cameras to the network. Commissioner Cylwik inquired into how the video files will be maintained. Rachel Franklin, Human Resources/Risk Management will verify her understanding that All Protection Alarm will retain the video files.

*Motion made by Treasurer Hjorth, seconded by Vice-Chair Willey, and carried 5-0 to approve camera and alarm service upgrades and monthly monitoring service not to exceed the budgeted amount of \$8,500 and a monthly monitoring fee not to exceed \$215/mo. from All Protection Alarm.*

*AYES: Cylwik, Heule, Hjorth, Tarras, Willey*

*NOES: -*

*ABSTAIN: -*

**3.4 Resolution No. DWP 2019-17 – Adopt Santa Ana Watershed Project Authority (SAWPA) One Water One Watershed (OWOW) Plan Update 2018**

Treasurer Hjorth inquired into the cost to approving the Resolution. Reggie responded there is no cost. Commissioner Heule inquired into the impact from the Bear Valley Basin being reclassified as low priority and whether the reclassification impacted the BVBGSA’s ability for grant funding. Reggie responded that they have not experienced any impact from the reclassification.

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*Motion made by Commissioner Heule, seconded by Commissioner Cylwik, and carried 5-0 to approve Resolution No. DWP 2019-17 adopting the SAWPA OWOW Plan Update 2018 IRWM Plan.*

*AYES: Cylwik, Heule, Hjorth, Tarras, Willey*

*NOES: -*

*ABSTAIN: -*

### **3.5 Resolution No. DWP 2019-18 - Leave Donation Policy**

Vice Chair Willey shared that she agreed with eliminating the maximum donation limit. Commissioner Heule inquired into the history and frequency of Leave Donations. Reggie responded they are rare. Treasurer Hjorth inquired if there were any legal issues. Rachel responded that there are no legal issues, and this is standard practice in public entities.

*Motion made by Vice Chair Willey, seconded by Commissioner Cylwik, and carried 5-0 to approve Resolution No. DWP 2019-18 adopting the Leave Donation Policy.*

*AYES: Cylwik, Heule, Hjorth, Tarras, Willey*

*NOES: -*

*ABSTAIN: -*

### **3.6 Adopt Statutory Exemption and File Notice of Exemption as the Appropriate CEQA Environmental Determination for the Fawnskin Drive Pipeline Project**

*Motion made by Commissioner Cylwik, seconded by Commissioner Heule, and carried 5-0 to adopt the statutory exemption and authorize the general manager to file the notice of exemption.*

*AYES: Cylwik, Heule, Hjorth, Tarras, Willey*

*NOES: -*

*ABSTAIN: -*

### **3.7 Fawnskin Drive Pipeline Project**

Commissioner Cylwik questioned the 20% contingency as it is his experience that contingencies are typically 5% -10%. Reggie responded that the Division of Drinking Water (DDW) have changed their requirements and the contingency was intended to address the unknown cost for DDW compliance. The Board agreed to limit the contingency to 10% and revisit if necessary.

*Motion made by Treasurer Hjorth, seconded by Commissioner Cylwik, and carried 5-0 to award the Fawnskin Drive Pipeline Project to Romans Construction in the amount of \$221,600 and budget internally for a 10% contingency for a total amount of \$243,760.*

*AYES: Cylwik, Heule, Hjorth, Tarras, Willey*

*NOES: -*

*ABSTAIN: -*

### **3.8 Extend Temporary Staffing for Customer Service**

Treasurer Hjorth inquired if the temporary employee has DWP knowledge. Dani responded that she does as she previously worked full time as a Customer Service Representative II. Commissioner Cylwik inquired whether the temporary employee was considered a contract employee or a temporary employee. Rachel responded that she is a temporary employee. Commissioner Heule inquired into what was considered full staff in the Customer Service area. Dani responded that fully staffed is four Customer Service Representatives and a Customer Service Representative Supervisor.

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*Motion made by Commissioner Heule, seconded by Vice Chair Willey, and carried 5-0 to approve extending the temporary employee to assist with department needs.*

*AYES: Cylwik, Heule, Hjorth, Tarras, Willey*

*NOES: -*

*ABSTAIN: -*

### **3.9 Management Reports**

Vice Chair Willey requested the Koff report be presented to the HR Committee prior to the final presentation of the Total Classification and Compensation Study to the Board. Sierra shared with the Board that DWP's water loss is lower than average water suppliers because 70% of our customers are part time which reduces our average water loss.

Steve shared the Monte Vista Well nitrate level exceeded the maximum contaminant level (MCL) of 10 ppm. The water produced was blended with another Well and as such, the blended water supplied to the DWP customers in the Lake Williams area was not over the nitrate MCL of 10 ppm. However, the DWP has not received approval from the County Health Department for nitrate blending. The County Health Department has mandated that a letter be sent to the DWP Lake Williams customers regarding the nitrate issue. Commissioner Cylwik suggested that if we send a letter to Lake Williams customers that we also inform the Big Bear Grizzly and put the information on DWP's website. Commissioner Heule recommend putting a banner on the local signage to inform the Lake Williams customers. There is a call this afternoon with the County to discuss next steps.

Treasurer Hjorth inquired into the Tyler interaction. Dani responded that there have been several issues, that staff has been performing data mining, and that Tyler is responsive to our requests. Chair Tarras inquired into the "Pending" references on the City Manager report. Dani responded that due to the number of meter exchanges and the software conversion, the Accounting team has not yet obtained the standard data from Incode 10.

Rachel invited the Board to the Water Worker Appreciation Week lunch on Tuesday, October 8<sup>th</sup>.

### **3.10 Board Member Reports**

None

At 10:35 a.m., the Board adjourned from open session for a short break.

At 10:46 a.m., the Board resumed the meeting for discussion of closed session items.

## **4. CLOSED SESSION**

The DWP may adjourn to a closed session to consider litigation matters, personnel matters, or other matters as provided in the Ralph M. Brown Act (Section 54950, et seq., of the Government Code).

### **4.1 Closed Session Pursuant to Section 54956.8, Conference with Real Property Negotiators**

Property: APN 0304-231-23

DWP Negotiator: Reginald Lamson

Negotiating Parties: Scott and Robin Eliason

Under Negotiation: Price and Terms

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

Title: General Manager

At 1:09 p.m., the Board adjourned from closed session.

At 1:10 p.m., the Board resumed open session with one reportable action.

*Motion made by Commissioner Heule, seconded by Treasurer Hjorth, and carried 5-0 to approve the recording of the Utility and Access Easement Agreement for the Fawnskin Drive Pipeline Project.*

*AYES: Cylwik, Heule, Hjorth, Tarras, Willey*

*NOES: -*

*ABSTAIN: -*

**ADJOURNMENT**

No additional business came before the Board. At 1:11 p.m. Chair Tarras adjourned the meeting.



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

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