

**MINUTES OF A REGULAR BOARD MEETING**  
**CITY OF BIG BEAR LAKE,**  
**DEPARTMENT OF WATER AND POWER**  
**BOARD OF WATER AND POWER COMMISSIONERS**  
**September 28, 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 September 28, 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

**1. CONSENT CALENDAR**

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

**1.2 Authorize Vehicle Replacement Purchase**

**1.3 Authorize Purchase of a Mini Excavator & Trailer**

*Motion made by Commissioner Cylwik,, seconded by Vice-Chair Willey, 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 8/1/2021 to 8/31/2021**

Treasurer Hjorth inquired into check number 15441 paid to Accent Computer Solutions for an extended warranty and wanted to know why we are extending the dates of the warranty. Reggie Lamson, General Manager, responded that Accent is configuring the new servers and we will confirm the need to extend the warranty. Treasurer Hjorth inquired into check number 155527 paid to Douglas G. Kent for a web presentation on the Art of Defensible Space. Sierra Orr, Water Conservation & Communications Supervisor responded the Mr. Kent presented a webinar to DWP customers on How to Landscape to Prevent Fire. Treasurer Hjorth inquired into check number 15532 paid to Jim Conklin Hot Rods, Inc for body repair and wanted to know if a DWP vehicle was in an accident. Danny Ent, Water Supervisor, responded that a contractor backed into one of the inspection vehicles at a construction site due to a mutual misunderstanding. Rachel Franklin, Human Resources Administrator, added that DWP's deductible is \$10,000, so it was paid directly by DWP. Commissioner Smith inquired into check number 15453 paid to Borden Excavating, Inc. for retention. Reggie responded the retention was DWP's portion for work related to Phase 2 of the 2018 USDA Pipeline Replacement Project. Commissioner Smith inquired into check number 15500 paid to Bear Valley Electric and specifically the great discrepancies in energy costs for DWP's different pumping facilities. Reggie responded the costs are based on how much is pumped at each site and that some wells are run minimally (to rest sub-aquifers) to keep the water fresh. Commissioner Cylwik inquired into check number 15491 paid to

Twin Bear Equipment Rental Inc for rental of a cement mixer. Danny responded the DWP had to take out a section of sidewalk and that it was efficient to rent the cement mixer using DWP skills and labor than to contract the work out.

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

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

*NOES: -*

*ABSTAIN: -*

### **3.2 Approve Change Order No. 1 to Borden Excavating, Inc. Contract for the 2018 USDA Pipeline Replacement Project, Phase III Package A**

Chair Tarras asked if the change order was greater than the contingency. Reggie responded the change order is greater than the contingency and that Borden minimized idle time when the contractor hit heavy rock by finding other things for the laborers to be productive. Commissioner Cylwik inquired into RS-16 change order for extra depth. Reggie responded the extra depth was to avoid another utility line. Commissioner Cylwik inquired into BB-02A and BB-02 idle. Reggie responded that these two change orders were a total of time, material and equipment associated with Borden excavating through excessive rock. Commissioner Smith inquired into whether the construction documents included excavating through excessive rock. Reggie responded that at the mandatory pre-bid conference there was concerns raised by the contractors because of the significant rock. The DWP advised the contractors to assume constructing 200 feet of pipe a day as a reasonable average. Commissioner Smith asked what non-restricted reserves are. Reggie responded the non-restricted reserves are assigned for a specific purpose, such as bond debt. Commissioner Cylwik requested back up for the BB-02A and BB-02 idle change orders and it was provided.

At 9:48 a.m., Chair Tarras called for a break.

At 9:57 a.m., Chair Tarras called the meeting back to order.

*Motion made by Treasurer Hjorth, seconded by Vice-Chair Willey, and carried 5-0 to approve Change Order No. 1 to Borden Excavating, Inc. Contract for the 2018 USDA Pipeline Replacement Project, Phase III, Package A as amended to include change order tickets BB02-A and BB02-idle in the amount of \$479,387.20 and the accompanied budget adjustment.*

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

*NOES: -*

*ABSTAIN: -*

### **3.3 Resolution No. DWP 2021-28 – Approve Amendment to Policy #2020-01 – FMLA Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus)**

Chair Tarras asked if this is a federal and state law mandated for everyone or just those without sick pay. Rachel responded that it is an additional leave balance mandated for everyone. Treasurer Hjorth shared that he did not like the indefinite language in the policy. Commissioner Cylwik inquired into the documentation one must show to prove COVID. Rachel responded that she reviews the documentation and approves the leave. Chair Tarras recommended limiting the extension to June 30, 2022.

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*Motion made by Commissioner Cylwik, seconded by Treasurer Hjorth, and carried 5-0 to adopt Resolution No. DWP No. 2021-28 approving amendment to policy #2020-01 FMLA Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus) as amended by Chair Tarras.*

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

*NOES: -*

*ABSTAIN: -*

### **3.4 Resolution No. DWP 2021-29 - MOU with BBARWA for the Replenish Big Bear Project**

Chair Tarras confirmed this is not a formal MOU. Reggie confirmed the MOU is an agreement in good faith. Treasurer Hjorth inquired into the expected recharge into Sand Canyon. Reggie responded that up to 380 AF of blended lake water will be pumped to Sand Canyon for percolation. Chair Tarras inquired if the recharge will occur a certain time of year. Reggie responded yes, during the summer months. Commissioner Smith inquired if the Replenish Big Bear (RBB) Project included water aquifer recharge, habitat preservation, and sustaining the lake levels. Reggie responded that RBB addresses all three of those areas and the consultant is working with the Regional Board and the Division of Drinking Water to finalize permit requirements. Commissioner Smith inquired if the RBB budget includes all three components. Reggie said it does but not the booster and piping to percolate water to Sand Canyon. Commissioner Smith inquired into whether other interested entities have been identified. Reggie responded that City, County, and Resort are among the interested parties that have been contacted.

*Motion made by Treasurer Hjorth, seconded by Commissioner Cylwik, and carried 5-0 to adopt Resolution No. DWP No. 2021-29 approving the MOU with BBARWA for the Replenish Big Bear Project.*

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

*NOES: -*

*ABSTAIN: -*

### **3.5 Notice of Completion – Talbot Drive Pipeline Project**

*Motion made by Vice-Chair Willey, seconded by Commissioner Smith, and carried 5-0 to authorize staff to file a Notice of Completion with the San Bernardino County for the Talbot Drive Pipeline project.*

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

*NOES: -*

*ABSTAIN: -*

### **3.6 Amendment No. 1 to Tom Dodson’s On-Call Environmental Services Agreement**

Commissioner Cylwik recused himself. Commissioner Smith inquired into whether other consultants were given the opportunity to bid. Reggie responded the scope for the proposals for on-call environmental services was very broad and included similar services that were being considered. Chair Tarras asked if there is a time restraint. Reggie responded there is not. Commissioner Smith inquired into the budget for additional services. Treasurer Hjorth stated that when he reviewed the budget for FY 2021/22, he believed the environmental services budget was too low for the number of projects planned. Treasurer Hjorth proposed amending the budget for on call environmental services to a total of \$25,000 and approve the amendment to Tom Dodson and Associates.

*Motion made by Treasurer Hjorth, seconded by Vice-Chair Willey, and carried 4-0 to amend the budget for on call environmental services to a total of \$25,000 and approve the amendment to Tom Dodson and Associates on-call environmental services agreement in the amount of \$16,000.*

*AYES: Hjorth, Smith, Tarras, Willey*

*NOES: -*

*ABSTAIN: - Cylwik*

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### 3.7 Management Reports

Commissioner Smith asked the name of the new customer service representative. Rachel responded that we are still in background checks, and they will be introduced to the Board at the next Board meeting. Commissioner Cylwik inquired into the number of participants in the webinars. Sierra responded there were 97 participants. Vice-Chair Willey inquired into the turn off/turn on irrigation water dates. Sierra responded turn off date is November 1<sup>st</sup> and turn on water date is April 1<sup>st</sup>. Commissioner Smith inquired into the scheduling of the TRT meeting. Reggie responded early November. Commissioner Cylwik inquired into the unpaid bills because of COVID. Reggie responded the unpaid bills are only slightly higher. We have been placing door tags on homes to remind the residents they are behind and offer a payment plan. Sierra added that we are pursuing steps with the County for residents to apply for payment of their unpaid water bills. Commissioner Cylwik inquired into the asset capitalization process. Reggie responded that we have finalized the capitalization of \$8.3 million dollars in capital projects.

### 3.8 Board Member Reports

Commissioner Smith stated that he went to the Obernolte Community Coffee to find out more about Replenish Big Bear. Commissioner Cylwik stated he participated in the final conservation webinar and found it very interesting.

At 11:06 a.m., Chair Tarras closed open session.

At 11:20 a.m., Chair Tarras opened closed session.

At 11:47 a.m., the Board returned to open session with no reportable items.

### ADJOURNMENT

No additional business came before the Board. At 11:47 a.m. Chair Tarras adjourned the meeting.



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

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