

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

Rachel Franklin, Human Resources/Risk Management

**PUBLIC FORUM**

Kelle Barrette, Customer Service Supervisor, shared with the Board the flyer for the annual Utilities Canned Food Drive, Chili Cook Off and Ping Pong Challenge. Each year DWP employees participate. The Board is invited to participate as well. Donations for canned food must be received by November 22<sup>nd</sup>. Please contact Kelle if interested.

**INTRODUCTIONS:**

Danielle D. McGee, Chief Financial Officer, introduced Erin Carlson as DWP's Financial Analyst. Dani is grateful to the Board for having approved this position. Dani said Erin is very qualified and picking up quickly. Erin is happy for the opportunity.

**1. CONSENT CALENDAR**

**1.1 Approve Minutes of the Regular Board Meeting Dated September 24, 2019**

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

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

*NOES: -*

*ABSTAIN: -*

**2. ITEMS REMOVED FROM CONSENT CALENDAR**

**3. DISCUSSION/ACTION ITEMS**

**3.1 Authenticate Check Register 9/1/2019 to 9/30/2019**

Treasurer Hjorth inquired into check number 12789 paid to Robert L. Smith and coded into GL Account Federal Single Audit. Danielle McGee, Chief Financial Officer, explained that this is the accounting code for Federally funded costs. The expenditure was for the new SCADA server. Craig expressed concern about remote software login. Dani and Water Superintendent, Steve Wilson, explained there is or will be a VPN, which is included in the cost.

Commissioner Heule inquired into check number 12786 paid to Best Best & Krieger LLP, also in the GL Account for Federal Single Audit. Dani explained this was for the review of bond documents which went back for revision three times.

Chairman Bob Tarras inquired into check number 12839 paid to Aqua-Metric Sales Company for Accrued Accounts Payable- Inv. He asked if INV was for invoice. Dani responded that INV stands for Inventory.

*Motion made by Treasurer Hjorth, seconded by Commissioner Heule and carried 5-0 to authenticate the Check Register 9/1/2019-9/30/2019.*

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

*NOES: -*

*ABSTAIN: -*

### **3.2 Bear Valley Basin Groundwater Sustainability Agency (BVBGSA) Memorandum of Understanding (MOU)**

Chair Tarras asked if the Department of Water Resources (DWR) determines the Lake's testing locations.

Reggie Lamson, General Manager, explained they test at different locations and depth levels, but any more detail would need to be deferred to BBMWD. Commissioner Heule inquired into when we will know about the other funding. Reggie confirmed late winter or early spring. Chairman Tarras expressed concern over the negotiation and distribution of benefits. Reggie explained that it could result in as much as 250 AFY to the DWP at a cost range of approximately 10% of project costs. The Board members requested this discussion be continued in a future Board Meeting.

*Motion made by Treasurer Hjorth, seconded by Commissioner Cylwik, and carried 5-0 approving the Restated MOU authorizing an additional contribution of \$250,000 from DWP to the BVBGSA to provide funding for Phase II of the Replenish Big Bear Project.*

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

*NOES: -*

*ABSTAIN: -*

### **3.3 Security Services Upgrades**

*Motion made by Commissioner Cylwik, seconded by Vice-Chair Willey, and carried 5-0 approving Alarm Service upgrades in the amount not to exceed \$8,500 with monthly monitoring services not to exceed \$215 from All Protection Alarm.*

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

*NOES: -*

*ABSTAIN: -*

### **3.4 Sawmill Well Pumping Plant Change Order No. 2**

*Motion made by Commissioner Cylwik, seconded by Treasurer Hjorth, and carried 5-0 approving the Change Order No. 2 in the amount of \$14,970 for the Sawmill Well Pumping Plant Project.*

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

*NOES: -*

*ABSTAIN: -*

### **3.5 Notice of Completion for the Sawmill Well Pumping Plant Project**

Treasurer Hjorth mentioned some brush that was cleared remains. Reggie responded that he will make sure it gets cleaned up. Commissioner Cylwik asked if there is anything in the final Division of Drinking Water (DDW) Inspection that would require the construction contractor to come back. Reggie said that he doesn't anticipate anything as everything was built to specifications. Additionally, Reggie stated that he has full confidence the contractor would take care of it. Steve added that the DDW performs annual inspections of the DWP facilities and we are familiar with their requirements.

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*Motion made by Vice-Chair Willey, seconded by Commissioner Cylwik, and carried 5-0 authorizing staff to file a Notice of Completion with San Bernardino County for the Sawmill Well Pumping Plant Project naming Tennyson Pipeline Co. as the Contractor.*

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

*NOES: -*

*ABSTAIN: -*

### **3.6 Well Pump Replacements for RV Park No. 2 and Onyx Wells**

Commissioner Heule asked if it could be a fouling problem and not the pump. Steve responded that the decline in production is following a pattern that is more indicative of a failing pump and this one is reaching the average 10 year life cycle we typically see in these pumps. Chairman Tarras inquired if there are standard pumps off the shelf that we could keep in case two pumps in the same system fail. Reggie stated that the pump should be specifically designed for each well's performance data for optimum performance. Also, DWP's pumping units only take a week or two to manufacture. Commissioner Heule asked about the status of the blending permit. Steve explained we installed a sample station on 10-21-19 and have submitted the required paper work for review.

*Motion made by Commissioner Heule, seconded by Commissioner Cylwik, and carried 5-0 approving replacements of the Pumping Units at RV Park No. 2 and Onyx Wells, not to exceed \$65,000.*

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

*NOES: -*

*ABSTAIN: -*

### **3.7 Management Reports**

Vice-Chair Willey and Commissioner Heule asked if there were any negative responses from the notice given to Lake William customers. Sierra and Reggie responded that there was one visit and one phone call. Commissioner Cylwik inquired into how customers can get shower heads. Sierra explained that customers may obtain one to two showerheads at the counter and that the DWP will perform a complimentary audit to ensure the existing showerheads need to be changed out and the new ones will result in savings.

Commissioner Heule asked about the relocation of meters (related to the pipeline replacement project) inside easements and backlots. Steve explained it will affect 91 homes in Boulder Bay. Vice-Chair Willey asked for additional detail on the DDW visit on November 1<sup>st</sup> for the Replenish Big Bear project. Reggie explained that they have been evaluating whether any surface water would impact our Division wells. Essentially, lake levels between 2'-5' from full could impact Division Well Nos. 5 and 2. However, one of these well's casing is in poor condition and the other well has been out of operations due to high manganese levels. If we were to abandon Division Well Nos. 5 and 2 and drill another well, constructed similar to Division Well No. 8, it would be a good investment and ultimately reduce costs for the Replenish Big Bear project. Surface water wouldn't impact Division Well No. 8 and water could be released near this well field rather than extending and maintaining a pipeline that extends further west, toward Stanfield marsh.

### **3.8 Board Member Reports**

Commissioner Heule will not be available on November 26 for the Board meeting.

At 10:13 a.m., Chair Smith moved to recess without objection.

## **4. CLOSED SESSION**

The Board adjourned to closed session at 10:28 a.m.

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

Title: General Manager

The Board returned to open session at 11:54 p.m. and requested a notice of Special Meeting for November 6, 2019 at 9 a.m. There was no reportable action.

**ADJOURNMENT**

No additional business came before the Board. At 11:57 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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