

MINUTES OF A REGULAR BOARD MEETING
CITY OF BIG BEAR LAKE,
DEPARTMENT OF WATER AND POWER
BOARD OF WATER AND POWER COMMISSIONERS
October 25, 2022

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 9:02 a.m. on October 25, 2022, 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 September 27, 2022

Commissioner Cylwik requested staff include quotes from National Auto Fleet or Sourcewell with future vehicle replacement purchases.

1.2 Approve Minutes of the Special Board Meeting Dated October 19, 2022

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

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN:

2. ITEMS REMOVED FROM CONSENT CALENDAR

None.

INTRODUCTION

Reggie Lamson, General Manager, introduced Erik Sund, the City of Big Bear Lake's new City Manager, to the Board.

3. DISCUSSION/ACTION

ITEMS

3.1 Review of Master Space Plan Final Drawings and Cost Estimates

Kelley Needham, architect for PBK (formerly WLC), provided a presentation of the Master Space Plan to the Board. Chair Tarras inquired if the shaded areas reflect the expansion. Kelley responded yes; planned 8,000 square foot addition to the warehouse and 2,000 square foot addition to the office building. Commissioner Smith inquired into the number of planned parking spaces. Kelly responded that the plan meets the current parking requirements, and we will work with the Building and Safety Department to determine the ideal location for the ADA parking stalls. Treasurer Hjorth inquired into whether the Heating, Ventilation, and Air Conditioning (HVAC) system will need to be replaced. Kelley responded yes;

to ensure the HVAC system is up to Code. Kelley added the planned warehouse expansion will be constructed to accommodate potential solar panel installations.

Chair Tarras inquired into the status of Mountain Area Regional Transit Authority (MARTA) relocation. Reggie responded that based on his discussion with MARTA it is not economically advantageous for the DWP to purchase their property. Commissioner Cylwik inquired into the overall project cost. Reggie responded that the total cost for the warehouse expansion, office expansion, and site improvements is approximately \$9,000,000. Commissioner inquired into MARTA's asking price for their existing facility. Reggie responded that MARTA's new facility is estimate at \$13,000,000 and that he did not know the asking price of the existing facility. Reggie added that he heard that Southwest Gas built their new facility 10-years ago for approximately \$7,000,000. After the Board meeting, Phil with Southwest Gas stated that they actually paid \$4,500,000 for the land and buildings. Kelley is going to research and prepare a cost estimate for a new building on a three-acre site for the DWP. Based on Board member suggestions, Kelly is going to prepare a cost estimate for new facilities on our existing site.

Treasurer Hjorth inquired into the expected life of the existing DWP building. Kelley responded approximately fifty years. Treasurer Hjorth asked if there will be any surprises with a major earthquake. Kelley responded that it would not be economical to upgrade the building to current seismic codes. Treasurer Hjorth asked if you can expand an existing building that is not up to code. Kelley responded that a seismic joint will be required between the buildings to essentially keep the two buildings seismically separate. Commissioner Smith stated his understanding that the construction cost covers the primary items of the warehouse expansion, office expansion, and site improvements. Reggie responded yes; the building was last remodeled twenty-five years ago. Chair Tarras asked if there is documentation on the prior addition. Reggie responded no; only a picture. Commissioner Cylwik inquired into whether an independent review was performed on the working environment. Kelley responded yes; they interviewed staff and reviewed the current work environment and equipment.

Chair Tarras asked if this will be a multi-phase project. Reggie responded yes; if we determine it is best to remodel and expand the existing building. Commissioner Smith inquired into the fixture requirements and plumbing codes for the men and women restrooms. Kelly responded that the design meets current requirements. Commissioner Cylwik inquired into solar panels on the proposed new warehouse. Reggie responded yes; the proposed new warehouse has a southerly roof which is ideal for solar panels. Chair Tarras asked if we need to increase our solar production. Reggie responded that we are expanding both the warehouse and office building and can use additional solar production for the additional energy demand. Commissioner Cylwik stated Public Works obtained a grant for the solar project at their yard and we should consider seeking a grant for additional solar panels. Reggie agreed and stated another alternative is a low interest rate loan from the California Energy Commission.

Vice-Chair Willey inquired into the ratio between men and women working in the office. Rachel Franklin, Human Resources Administrator, responded that 30% of our staff are females. Commissioner Cylwik asked if the plan addresses seismic needs. Kelley responded that he is not sure we can bring the existing building up to code. Commissioner Smith stated the hospital is dealing with the same problem. Treasurer Hjorth inquired into whether the ethernet will all be upgraded and whether Accent would handle the upgrade. Reggie responded yes to upgraded ethernet and yes Accent would most likely assist with the

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upgrade. Chair Tarras asked if the design takes into consideration additional employees. Reggie responded yes; the design includes a few additional offices for increased staffing. Chair Tarras inquired into whether other water agencies have expanded their workforce. Kelley responded that he recently designed a new headquarters for a Baldwin Park water agency, and they shared with him that they have not increased their staffing in years.

Treasurer Hjorth asked for an estimated cost for a new facility. Kelley responded that he does not have that information yet. Reggie added that we are looking at a piece of land near the Southwest Gas building. Chair Tarras stated Bear Mountain has overflow parking in that area and MARTA is moving over in that location. Reggie responded the DWP deals with traffic issues at its current location due to the clean bear site and the Fox Farm parking lot.

3.2 Authenticate Check Register 9/1/2022 to 9/30/2022

Treasurer Hjorth inquired into check number 16928 paid to California Surveying & Drafting Supply for GPS renewal. Reggie responded that he will have to research the purpose of the expense and get back to the Board. Commissioner Cylwik inquired into check number 16941 paid to Ludecke’s Electrical Service for underground repair. Danny Ent, Water Superintendent, responded that the expense was for the repair of the Division Solar electrical line that was damaged during a BVES construction project. Staff has added the solar electrical line to the GIS maps and paddles have been strategically placed in the field. Commissioner Cylwik inquired if this could be an issue with other water facilities. Danny responded no because we only have solar electrical lines at the Division Well Field. Treasurer Hjorth inquired if there was any issues with the converter. Danny responded no. Commissioner Cylwik inquired into check number 17015 paid to Ronald Ewell Plumbing. Danny responded the DWP will be reimbursed for this expense. The Plumber repaired a sewer lateral that Apple Valley Construction had damaged during pipeline construction.

Motion made by Treasurer Hjorth, seconded by Commissioner Cylwik, and carried 5-0 to authenticate the Check Register for September 2022.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.3 Amendment No. 1 to the Tom Dodson FY 22/23 On-Call Environmental Services Agreement

Commissioner Smith inquired into whether there is an as needed agreement with Tom Dodson for environmental services. Reggie responded yes; four agencies proposed on-call services for the DWP including Tom Dodson. Commissioner Smith inquired into whether DWP should consider having several consultants for on-call services. Reggie responded our practice has been to hire one consultant per type of on-call services for a three-to-five-year period. Commissioner Cylwik stated this is typical procedure for the DWP and the City.

Motion made by Commissioner Cylwik, seconded by Vice-Chair Willey, and carried 5-0 to approve the budget adjustment and approve Amendment No. 1 to TDA FY 22/23 On-Call Environmental Service Agreement in the amount of \$16,000.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

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3.4 Resolution DWP No. 2022-19 - Approve Amendment to Policy #2020-01 - FMLA Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus)

Chair Tarras inquired if the DWP requires employees be vaccinated. Rachel responded no; employees are advised to isolate after exposure to COVID per CDC recommendations. Commissioner Cylwik stated that he would prefer to match the State mandates. Vice-Chair Willey inquired into the State mandate. Rachel responded that the State mandate requires the leave balances to be extended until December 31, 2022. Rachel stated that it is rumored the CDC will be eliminated its recommendation on quarantine after exposure. Treasurer Hjorth stated that he agrees with Commissioner Cylwik regarding the DWP being in line with State mandates.

Motion made by Commissioner Cylwik, seconded by Commissioner Smith, and carried 5-0 to adopt Resolution DWP No. 2022-19 amending DWP Policy #2020-01, extending accessibility to unused balances of FFCRA Paid Leave and CA COVID-19 Supplemental Paid Sick Leave until December 31, 2022 and to be extended in correlation to State mandates.
AYES: Cylwik, Hjorth, Smith, Tarras, Willey
NOES: -
ABSTAIN: -

3.5 DWP Lobby Operations

Commissioner Cylwik stated that he is concerned about keeping the lobby doors closed. Reggie responded Customer Service greets customers at the door and lets them in one at a time into the lobby for service. Commissioner Cylwik inquired into the City's policy. Reggie responded that individuals can walk into the City Hall reception area. Rachel stated that during COVID, Customer Service streamlined services for how customers can make their payments. Commissioner Cylwik asked if only a few customers are coming to the door, why not leave the lobby doors open. Rachel responded that if the lobby doors are kept open, more customers will come into DWP to make their payments. Rachel added that we have only had three complaints in two and a half years and two of those complaints we could not validate. Commissioner Smith stated that he had previously needed help completing a form and Customer Service met him outside the lobby doors to assist him. Rachel responded that during COVID, Customer Service would meet people outside who needed assistance.

Chair Tarras stated that he does not see an issue with keeping the current lobby operations in place. Commissioner Cylwik asked if the recommendation was for perpetuity. Reggie responded that the planned remodel includes installation of plexiglass and improvements to the facility. Chair Tarras requested staff keep track of incidents. Treasurer Hjorth stated that it was previously discussed to install a security camera at the counter and requested we consider looking into obtaining a security camera again. Reggie responded that staff will look into security camera options.

Chair Tarras called a break at 10:34 a.m.

Chair Tarras reopened the meeting at 10:49 a.m.

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3.6 Amendment No. 5 to the Miller Spatial Agreement for Phase 2 of the Cityworks Project

Chair Tarras asked if the Cityworks software meets the department needs. Reggie responded yes; and Danny narrated a video of some of Cityworks functionality. Treasurer Hjorth asked if there were any connectivity issues. Danny responded that the field has been testing different signal boosters to enhance connectivity. Reggie added that the boosters cost around \$500 each and that we will need approximately twelve boosters. Chair Tarras inquired into the number of customers in the areas where we need boosters. Danny responded that staff can do some work without signals, but that staff cannot access the record drawings or transmit information to the office. Reggie added that atlas maps are available on the iPads. Commissioner Cylwik suggested staff contact the wireless provider and advise them of the issues. Danny responded that staff has been communicating the issues to our wireless provider. Rachel shared that one troubleshooter used a new iPad and signal booster and had no connectivity issues.

Treasurer Hjorth inquired into the status of a customer interface between the radio read program and the DWP website such that customers can see their water usage. Kelle Barrette, Customer Services Supervisor, responded that she has researched several customer portals and that Dani McGee, Chief Financial Officer, did not feel we are ready to implement that feature yet. Kelle added that she has researched approximately twelve companies and six to eight of them interface with Tyler. Treasurer Hjorth stated that we should be able to link the customer portal to the DWP website. Kelle responded yes; and interface with both Sensus and Tyler so customers can view their account information. Kelle added that most customer portal software is user friendly and that we will consider an option with next year's budget.

Chair Tarras inquired into what types of forms are requested to be made available in Cityworks. Danny responded that most of the forms will be used for visual inspections of equipment such as meter boxes, hydrants, and vehicles. Reggie added that Cityworks has the capability of maintaining a database of valve turning exercises including the number of turns and the torque used to turn the valve. Treasurer Hjorth inquired into the scope of work requested with the amendment. Reggie responded that we have spent \$75,000 for the inventory module and for configuration of some work orders. Amendment No. 5 is for additional forms and features that staff will determine as they become more familiar with Cityworks. Commissioner Smith asked why the additional work orders and forms were not considered with the total package. Reggie responded like new telemetry, after the installation of the technology, you get a better idea of its increased functionality. Reggie added that we had a general understanding of Cityworks functionality and now we know it can do more than we expected.

Commissioner Smith stated given the size of the Amendment, shouldn't this new request be put out to consultants for proposals. Reggie responded that it is proprietary to Cityworks software. Commissioner Cylwik stated that he is not ready to approve the Amendment request because the main reason we invested in Cityworks was for its inventory module and he does not want us to lose focus of the primary objective. Commissioner Cylwik further stated that he felt the Amendment was premature until we see the inventory module implemented. Reggie responded that sounds reasonable and we will table this agenda item to the November Board meeting. Kelle added that training on the current Cityworks functionality including the inventory module is scheduled for November 2nd through November 4th. Kelle further stated the physical inventory will be scheduled soon after the training. Bennett Rossell, Water

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Conservation and Communications Supervisor shared that he has been attending several trainings and conferences and Cityworks has been mentioned as a useful tool by many water suppliers. Vice-Chair Willey inquired if the postponement will delay Phase 2 of the Cityworks Project. Reggie responded that it will not.

3.7 Resolution DWP No. 2022-20 - Amendment to Policy #2014-01 Cross Connection Control Program

Commissioner Cylwik asked if the only revisions are the line outs and red insertions and whether once the policy is approved, it is forwarded to the City. Reggie responded yes those are the only revisions and the DWP provides the policy to customers requesting water service.

Motion made by Treasurer Hjorth, seconded by Vice-Chair Willey, and carried 5-0 to adopt Resolution No. DWP 2022-20, approving revisions to Policy #2014-01 Cross-Connection Control Program.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.8 Memorandum of Understanding for Replenish Big Bear Stickleback Environmental Services

Chair Tarras asked if an Environmental Impact Report (EIR) is required. Commissioner Cylwik responded that this only requires an Environmental Impact Statement (EIS). Reggie added that this MOU is specifically for the Stickleback studies related to the Replenish Big Bear project. Reggie stated that there are Replenish Big Bear grants in place that will reimburse DWP for these costs.

Motion made by Commissioner Cylwik, seconded by Commissioner Smith, and carried 5-0 to approve a budget adjustment and approve the Memorandum of Understanding for Replenish Big Bear Stickleback Environmental Services authorizing an additional contribution of \$25,196 and defining reimbursement procedures.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.9 Management Reports

Vice-Chair Willey asked whether it was appropriate to inquire into the SBCERA refund amounts. Rachel responded that some employees received hundreds of dollars and some employees received thousands of dollars. Chair Tarras asked if this equates to less payments for pensions. Reggie responded that there is a year or so lag, so these adjustments probably will not affect our rates until next year.. Commissioner Smith inquired into the Holiday Party. Rachel responded that the Holiday Party will be held at Santana Mavericks on December 17th. Commissioner Smith asked if Conservation has precipitation projections for the next five years. Bennett responded that he has not seen any projections yet. Vice-Chair Willey thanked Bennett, Sierra, the previous Water Conservation and Communications Supervisor, and staff for achieving WaterSense Partner of the Year. Chair Tarras requested a projection of estimated water usage through the end of the calendar year.

3.10 Board Member Reports

The Board discussed the Bear Valley Electric proposed rate increase.

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4. FOLLOW-UP ITEMS

4.1 Board Follow-Up Items

Treasurer Hjorth inquired into follow up item number five. Reggie responded that we plan to discuss the Moonridge Corridor reimbursement after November 8th when the Project is expected to be completed. Reggie stated that they also plan to finalize the City's pavement impact fees.

Open Session adjourned at 12:15 p.m.

Closed Session began at 12:25 p.m.

5. CLOSED SESSION

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

Title: General Manager

The Board came out of Closed Session at 1:53 p.m. with no reportable action.

ADJOURNMENT

No additional business came before the Board. At 1:54 p.m., Chair Tarras adjourned the meeting.



Leeanne Eagleson, Management Analyst/Board Secretary

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