

MINUTES OF A REGULAR BOARD MEETING
CITY OF BIG BEAR LAKE,
DEPARTMENT OF WATER AND POWER
BOARD OF WATER AND POWER COMMISSIONERS
October 27, 2020

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 9:01 a.m. on October 27, 2020 by Chair Bob Tarras.

BOARD MEMBERS PRESENT:

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

PLEDGE OF ALLEGIANCE

Craig Hjorth, Treasurer

1. CONSENT CALENDAR

1.1 Approve Minutes of the Regular Board Meeting Dated September 22, 2020

1.2 DWP Pavement Purchase Orders

1.3 Removed from Consent Calendar

Motion made by Vice-chair Willey, seconded by Commissioner Cylwik, and carried 4-0 to approve the Consent Calendar.

AYES: Cylwik, Hjorth, Tarras, Willey

NOES: -

ABSTAIN: -

2. ITEMS REMOVED FROM CONSENT CALENDAR

2.1 Small-Scale Water Efficiency Projects, Phase II – Byrd Industrial Electronics (Byrd)

Treasurer Hjorth inquired into why the DWP decided to revise the project to include four telemetry radios instead of upgrading six production meters. Reggie Lamson, General Manager, responded that DWP revised priority because it was determined the upgraded radios were more beneficial at this time. Chair Tarras and Treasurer Hjorth inquired into increasing water loss rates, what the staff is doing, and who is in charge of monitoring and acting to control water loss. Treasurer Hjorth would like the six production meters to be budgeted for upgrade in the near future.

Motion made by Treasurer Hjorth, seconded by Commissioner Cylwik, and carried 4-0 to approve Change Order No. 2 for \$1,200 to amend purchase order #13845 to Byrd Industrial Electronics and the accompanied budget adjustment.

AYES: Cylwik, Hjorth, Tarras, Willey

NOES: -

ABSTAIN: -

3. DISCUSSION/ACTION ITEMS

3.1 Authenticate Check Register 9/1/2020 to 9/30/2020

Treasurer Hjorth inquired into check number 14217 and whether the expense is a monthly expense related to COVID testing. Dani McGee, Chief Financial Officer, responded that the expense was for water quality testing and was not related to COVID-19 testing. Commissioner Cylwik inquired into check number 14213 and specifically the amount not charged to the Federal Single Audit account. Reggie responded that any work outside the public right-of-way is not funded by the USDA. These expenses were related to moving meters from the backyard to the front for homes in Boulder Bay.

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

AYES: Cylwik, Hjorth, Tarras, Willey

NOES: -

ABSTAIN: -

3.2 Presentation of Cityworks Software

Treasurer Hjorth inquired into Tyler's inventory capabilities. Dani responded that Tyler does not offer cycle counts and has fundamental problems with their inventory accounting in that it does not accommodate full accrual accounting which is appropriate for the DWP as an enterprise fund. Treasurer Hjorth inquired into whether we have discussed the issue with our auditors. Dani responded that the auditors would consider the work-around proposed by Tyler Incode to be an audit exception. Treasurer Hjorth inquired into whether Cityworks is web based. Jarrod Gerbaud, Cityworks Regional Manager, responded that the software has web-based capabilities, and they offer Amazon Web Services (AWS) posting up to 50 users but that this proposal was for an on-premise solution. Treasurer Hjorth inquired into whether the DWP servers have been assessed to accommodate the additional software. Reggie responded that we will provide the Cityworks specifications to Accent. Treasurer Hjorth inquired into the cost of customization requirements and implementation efforts. Jarrod responded that Cityworks is an off-the-shelf software and that in most cases, clients are reducing the system based on their configuration needs. Jarrod further added that Miller Spatial configures Cityworks based upon the client's needs. Additionally, Tyler already has API's with Cityworks and Cityworks has local government templates as well as ten custom forms included in the cost. Treasurer Hjorth inquired into the loading of data into Cityworks. Reggie responded that we already have the data because our data is already in ERSI GIS format. Treasurer Hjorth inquired into whether Cityworks exports to Crystal Reports. Bruce Miller, President of Miller Spatial, responded that it exports to Crystal Reports and Excel.

Chair Tarras called at break at 10:31 a.m.

Chair Tarras called the meeting back to order at 10:43 a.m.

Chair Tarras inquired into the inventory loss experienced last fiscal year's inventory. Kari Kurtz, Accounting Supervisor, responded that she will obtain that information. Treasurer Hjorth requested that a requirements document be prepared for the software and offered to send a link to an example requirements document. Chair Tarras requested a plan of action for how best to move forward. Vice-Chair Willey inquired into whether Cityworks is in the current budget. Dani responded that it is not. Vice-Chair Willey also inquired into when payments would be expected. Dani responded that the licensing would most likely need to be paid up front and the configuration based on implementation progress. Chair Tarras requested the last five years of inventory costs that would convert operations and maintenance expense if inventory accounting were discontinued. Chair Tarras also asked if we have the resources to implement the software. Treasurer Hjorth requested the cost for Accent to prepare the initial environment for Cityworks. Commissioner Cylwik inquired into whether there was an overlap between Cityworks, and the Hydraulic Model and CIP prepared by ALDA Engineering. Reggie responded that the GIS data used in the hydraulic model will be used with Cityworks. The ALDA Engineering Hydraulic Model and CIP will complement the Cityworks data. Treasurer Hjorth inquired into whether any Tyler modules may be dropped if Cityworks is implemented. Dani responded that the DWP has already descoped the inventory module as well as several others. One that has not yet been descoped is the Mobile Work Orders. Depending on the outcome of the Cityworks decision, that module would be descoped and a credit would be issued by Tyler Incode. Chair Tarras inquired into whether Tyler has a user group. Dani responded that there is a Tyler Community for the sharing of information. Commissioner Willey

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requested an estimate of time saved and the corresponding costs saved if this software were implemented. Treasurer Hjorth asked if staff could do a phased-in approach and provide that plan.

3.3 June 30, 2020 Financial Analysis

Vice-Chair Willey thanked Dani for the work on the financial analysis. Chair Tarras stated that the DWP appears sound financially. Dani shared that she plans on providing a quarterly analysis for September 2020 to the Board next month. Treasurer Hjorth inquired into the non-revenue water graphs. Dani explained that there was a spike in use starting on Memorial Day weekend that has continued throughout the summer. Additionally, there is a billing lag between when water is produced and water usage is recorded as consumption due to bi-monthly billing.

3.4 Assembly Bill No. 992 – informational Repot

The Board thank DWP staff for the information.

3.5 Management Reports

Commissioner Cylwik inquired into the SBCERA Alameda Case. Rachel Franklin, Human Resources/Risk Management, responded that the case involved whether union negotiations supersedes an agency's defined benefit policy. The Court held that overtime and stand-by pay is not pensionable. Rachel further stated that SBCERA is calculating potential corrections for all agencies. The Board acknowledged the recognition of the DWP as an EPA Watersense Partner of the Year. Treasurer Hjorth inquired into the sand issue with Division Well #2. Steve Wilson, Water Superintendent, responded that we are still waiting on a smaller camera to identify suspected failures in the pump casing, which could be causing the sanding issue. Commissioner Cylwik inquired into whether the DWP can lien property for non-payment. Dani responded that under normal circumstances, property titles may be liened for non-payment but not currently, due to COVID-related regulations. Rachel responded that she had spoken with Kelle Barrette, Customer Service Supervisor, regarding this issue and while account non-payments were initially increasing, many of those accounts are making their payments and that it is not a significant issue. Staff clarified that while customers are still responsible for paying their water bill, there is a decrease in administrative fees because of the COVID regulations, staff is not conducting door tags and lock-offs due to non-payment. Tags and lock-offs may continue for other violations such as leaks and backflow issues. Treasurer Hjorth inquired into the issue of the format of names display in the Tyler system. Dani responded that Tyler ran a script to correct existing name format errors, but any new names added into the system still have the issue. Treasurer Hjorth also inquired into the billing estimation correction issue. Dani responded that Tyler is still not prorating units correctly. Treasurer Hjorth asked DWP staff to request a letter from Tyler to confirm they will correct identified issues and when they plan to correct them.

Treasurer Hjorth inquired into Sensus software updates. Reggie responded that Sensus had recently updated their software and that staff is now using the new version. He also stated that staff is on pace to identify 2,200 leaks in 2020. We identified 1,792 in 2019. Early leak detection has become a significant component (over 4,100 hours per year) of the workload. Commissioner Cylwik inquired into how the employees who tested positive for COVID are doing. Reggie responded that the employees are all doing well, and their symptoms are COVID light. Commissioner Cylwik requested an update on the Master Plan. Reggie responded that consultant's computer failed, and it took several weeks to get back online. DWP's data was not compromised. ALDA Engineering plans to transfer DWP's data to WSC and finalize the Hydraulic Plan and CIP for review at the November Board meeting. Commissioner Cylwik also inquired into the Garstin Space Plan. Reggie responded that the architect has provided a preliminary layout for the existing office structure. The plan involves moving a number of walls. Additionally, the ventilation system has been identified as possibly needing replacement. The architect is evaluating the potential for, and cost of, adding to the building in comparison to moving walls. Treasurer Hjorth inquired into the project chart. Reggie responded that Leanne Eagleson, Board Secretary/Administrative Analyst, will research how to improve the Project Chart as

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requested by the Board. Vice-Chair Willey requested the Project Chart be printed larger. Vice-Chair Willey also inquired into the difference between leaks identified on the City Manager report and the General Manager report. Reggie responded the difference is the type of leaks; main line and service leaks are identified on the City Manager report and customer leaks are identified on the General Manager report.

3.6 Board Member Reports

Chair Tarras inquired into a policy or procedure for the Board Commissioners to add agenda items to Board agendas. Chair Tarras requested we look into other agencies policies. Vice-Chair Willey shared her experience on the Hospital Board and stated that Board members could request the General Manager add an agenda item and the General Manager then reviews the agenda with the Chair before the Agenda Package is published. Treasurer Hjorth shared that the Board discussed this in March 2018 and no action was taken. Reggie shared that the application process for the open Board Commissioner position closed, there were two applicants, and the interviews will be conducted soon.

Open Session adjourned at 12:22 p.m. and the Board took a break.

Closed Session began at 12:36 p.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 2:12 p.m. with no reportable action.

ADJOURNMENT

No additional business came before the Board. At 2:12 p.m. Chair Tarras adjourned the meeting.



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

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