

MINUTES OF A REGULAR BOARD MEETING
CITY OF BIG BEAR LAKE,
DEPARTMENT OF WATER AND POWER
BOARD OF WATER AND POWER COMMISSIONERS
November 22, 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 9:00 a.m. on November 22, 2022, by Chair Bob Tarras.

BOARD MEMBERS PRESENT

Bob Tarras, Chair
Barbara Willey, Vice-Chair
Joe Cylwik, Commissioner
Jim Smith, Commissioner

BOARD MEMBERS EXCUSED

Craig Hjorth, Treasurer

PLEDGE OF ALLEGIANCE

Bob Tarras, Chair

PUBLIC FORUM

None.

INTRODUCTION

Bennett Rossell, Water Conservation & Communications Supervisor, introduced Cameron Helm, DWP's new Water Conservation Specialist.

Danny Ent, Water Superintendent, introduced Brian Cohen, DWP's new Senior Utility Technician.

1. CONSENT CALENDAR

1.1 Approve Minutes of the Regular Board Meeting Dated October 25, 2022

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

AYES: Cylwik, Smith, Tarras, Willey

NOES: -

ABSTAIN:

2. ITEMS REMOVED FROM CONSENT CALENDAR

None.

3. DISCUSSION/ACTION

ITEMS

3.1 Master Space Plan – New Facilities on Existing Site Option

Kelley Needham, architect for PBK Architects, presented the Board with a site plan for the requested option of constructing new facilities on DWP's existing site. Reggie Lamson, General Manager, added that he researched the estimated cost for purchase of a new 3-acre site and the land was purchased for \$1.1 million last year. Vice-Chair Willey inquired into the location of the new site option. Reggie responded that the property is located on Business Center Drive across the street from Southwest Gas and facing Sandalwood Drive. Vice-Chair Willey stated her understanding the remodel option is \$8.7 million and the existing building may not be able to be economically retrofitted to meet current earthquake standards. Chair Tarras stated the advantage of construction on a new site is it enables staff to continue to work. Reggie responded that the construction of a new facility on the existing site also enables staff to continue to work and the existing building will be demolished after staff moves into the new facility.

Chair Tarras inquired into the cash reserves. Dani McGee, Chief Financial Officer, responded that the unrestricted reserves is about \$10 million. Dani added the length of low interest rate loans from government providers are thirty to forty years from USDA, and ten years from the CEC. Chair Tarras asked if staff contacted the USDA Rural Development regarding the Water & Waste Disposal Loan & Grant Programs. Reggie responded yes, and they require a preliminary engineering report as part of the loan application process. Chair Tarras asked if a spreadsheet has been prepared to assess the cost of a new building for the next ten to fifteen years and determine the impact on water rates. Reggie responded that the water rates currently reflect \$3.2 million annually for capital projects identified within the ten-year capital improvement plan. Chair Tarras asked if we plan to proceed with capital projects along with construction of new facilities. Reggie responded yes, staff is researching loans and grants to fund the construction of the new facilities in order to minimize the impact to capital projects.

Chair Tarras asked how the office building became a priority. Reggie responded that we have been talking about upgrading the existing facilities for three years and after WLC Architects analyzed the building, they found the building will be difficult and not cost effective to bring up to code. Commissioner Smith added that it was not until the Board reviewed the Master Space Plan that we realized that a majority of the existing office building does not meet the current code, and that it is incumbent we protect the staff.

Chair Tarras inquired into the estimated time frame. Reggie responded six to eight months for the design to be prepared and reviewed and because of our winter season, more than a year for construction. Commissioner Cylwik asked if we need an Environmental Impact Report (EIR). Kelley responded that typically an EIR is not required when replacing a building. Reggie stated that he will check with Tom Dodson. Commissioner Smith stated the advantage of new construction is that the building layout can be more efficient. Chair Tarras asked if the current site is worth remodeling. Commissioner Smith stated that it is beneficial because we already own the land.

Commissioner Smith stated that he has an issue with the change of scope and the amount of the Amendment, and he believes there should be a Request for Proposal (RFP) for the design and construction management services. Commissioner Cylwik stated that we have completed the space planning, and that we should go out for proposals for the design and construction management services after the preparation of the environmental documents. Reggie responded that he will consult with our attorney and bring a recommendation back to the Board at the next Board meeting. Chair Tarras clarified understanding that we agreed to move the agenda topic to another meeting, contact Tom Dodson, contact BB&K, and if legal recommends it, prepare an RFP for design and construction services. Reggie responded that if the attorney confirms we need to draft an RFP, then January would be the earliest we will bring this back to the Board.

3.2 Authenticate Check Register 10/1/2022 to 10/31/2022

Commissioner Smith inquired into check number 17080 paid to Water Systems Consulting and specifically asked if the expense was for on-going projects. Reggie responded yes; the check represents partial payments for engineering design services. Chair Tarras asked Dani if we can track contracts remaining amount due and percentage completion. Dani responded yes; she will bring the information to each Board Meeting in the event that questions arise.. Commissioner Cylwik inquired into check number

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17094 and asked if we donate the wood from the tree removals. Reggie responded the wood was one of the raffle prizes at a recent all Employee meeting.

Motion made by Commissioner Cylwik, seconded by Commissioner Smith, and carried 4-0 to authenticate the Check Register for November 2022.

AYES: Cylwik, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.3 December Regular Board Meeting

The Board agreed to hold a Board meeting as scheduled on December 20, 2022.

3.4 Laserfiche Forms Update

Kelle Barrette, Customer Services Supervisor, advised the Board there are now eight Laserfiche Forms available on DWP's website and more will be implemented in the future. Chair Tarras asked if the Forms are mandatory. Kelle responded no; customers may continue to use paper forms. Chair Tarras stated the Forms on the website are for the customer's convenience. Kelle responded yes; customers can complete the Forms on their cell phones. Chair Tarras asked how the Forms will be updated. Kelle responded that we will review the Forms every few years and any major change to the Forms will be ran by legal. Chair Tarras inquired into whether there are any checks and balances with the Forms. Dani responded that for ACH Debit requests, we require customers to upload a copy of a check rather than enter routing and account numbers because images are harder to hack.

Chair Tarras asked how long the DWP was affected by the last storm. Reggie responded the DWP was on the generator for fourteen hours. Commissioner Cylwik asked how we prevent a tenant from completing a Form. Kelle responded that we check the signatures as well as the owners name and address. Chair Tarras asked how many Forms are being uploaded daily. Kelle responded that the Customer Service Representatives are currently receiving approximately a dozen Forms a week. Vice-Chair Willey thanked Kelle.

3.5 Ratify Change Order No. 1 to the Borden Excavating Contract for the 2022 Pipeline Replacement Project

Chair Tarras confirmed his understanding that we are waiting on the US Forest Service and hopeful for Spring 2023 to complete this Project. Reggie responded yes; WSC and Tom Dodson are working with the US Forest Service to move this Project forward.

Motion made by Vice-Chair Willey, seconded by Commissioner Smith, and carried 4-0 to ratify Change Order No. 1 to the Borden Excavating, Inc. Contract for the 2022 Pipeline Replacement Project in the amount of \$17,501.86.

AYES: Cylwik, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

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3.6 Cityworks Project Update

Chair Tarras inquired into the planned inventory. Dani responded a full inventory will be taken including the parts and materials on the trucks.

3.7 Management Reports

Commissioner Smith asked Rachel Franklin, Human Resources Administrator, if the Risk Management policies are shared with employees during orientation. Rachel responded that every new employee receives the handbook of policies, and she reviews specific policies which are pertinent to the employees. Commissioner Cylwik inquired into the open liability claim. Rachel responded the customer does not like our response that the leak is on the customer's side, he has stopped paying his bill, and has been locked off. Commissioner Cylwik asked when the incident occurred. Rachel responded this past Summer. Commissioner Smith inquired into the entertainment for the holiday party. Rachel responded no; the gift exchange is entertaining.

Vice-Chair Willey asked Bennett if the instructional video on winterizing will be on the DWP website. Bennett responded that it will be when it is finalized. Vice-Chair Willey added that our water use looks good. Dani responded yes; and with the same base population. Dani stated that in FY21/22 eighty new connections including the Hampton Inn. Chair Tarras asked if we have a date yet for an Investment Committee meeting. Dani responded that because of a new development, we deferred the meeting to January 2023. Chair Tarras asked if we are still using LAIF. Dani responded yes; and she is looking at CAMP because they have better returns.

Commissioner Smith asked about the schedule for the water rate study. Dani responded that the consultant is behind schedule. Chair Tarras asked if we can freeze the current water rate. Reggie responded that we are trying to avoid that and that freezing the current rates would be our last resort. Dani shared the challenge for the consultant has been understanding how we do business, that we verbally agreed to a two-month extension, and that we received a new financial model on Friday, November 18 for review. Commissioner Cylwik stated that if we knew at the end of August the consultant was behind that should have been reflected in the schedule. Dani agreed. Commissioner Smith inquired into the fee schedule. Dani responded that the consultant bills the DWP by the number of hours worked. Commissioner Smith stated the billing should be based on work completed.

Chair Tarras inquired into the roundabouts on Moonridge Boulevard. Reggie responded that the ribbon-cutting ceremony was last Thursday, November 17th. Erik Sund, City Manager, stated the roundabouts have led to slower traffic patterns. Commissioner Cylwik inquired into where the snowplows were moving the snow. Erik responded the contractor has plowed the streets and sidewalks and removed the snow to the end of Garstin Avenue. Commissioner Smith asked if there have been any accidents. Erik responded that he was not aware of any. Chair Tarras asked the City Manager if he needed any additional information from the DWP. Erik responded that he has been provided the monthly City Manager report, that it is easy to read, and that he has provided the information to the City Council.

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3.8 Board Member Reports

Chair Tarras stated that he appreciates the staff who found and repaired the water leak that was in his neighborhood. Commissioner Cylwik stated at a previous Board meeting, Vice-Chair Willey and Treasurer Hjorth shared the value of a conference they attended for Board members. Commissioner Cylwik requested to be informed of the next conference dates. Rachel responded that the next conference is scheduled for May/June 2023, and she will advise the Board Commissioners of the conference details. Chair Tarras stated the Harassment Avoidance training is required again in 2023. Rachel responded that Leeanne Eagleson, Management Analyst/Board Secretary, and her would work together to schedule the training.

4. FOLLOW-UP ITEMS

4.1 Board Follow-Up Items

Commissioner Smith inquired into the status of the Risk Management policies. Rachel responded she is hoping to hold a Human Resources Committee meeting in January to present the Risk Management policies to the Board in February 2023.

At 10:52 a.m., Chair Tarras closed open session .

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

5. CLOSED SESSION

At 1:38 p.m., the Board returned to open session with a reportable action.

The Board agreed 4-0 to approve Amendment No. 1 to the General Manager's Contract.

AYES: Cylwik, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

ADJOURNMENT

No additional business came before the Board. At 1:38 p.m., Chair Tarras adjourned the meeting.



Leeanne Eagleson, Management Analyst/Board Secretary

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