

MINUTES OF A REGULAR BOARD MEETING
CITY OF BIG BEAR LAKE,
DEPARTMENT OF WATER AND POWER
BOARD OF WATER AND POWER COMMISSIONERS
November 23, 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 November 23, 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

Mr. Robert Chernob stated that he is concerned the neighbors of the Wolf Reservoir were not informed of the proposed project to replace the reservoir.

1. CONSENT CALENDAR

1.1 Approve Minutes of the Regular Board Meeting Dated October 26, 2021

Motion made by Commissioner Cylwik, seconded by Treasurer Hjorth, 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 Santa Ana River Watershed Weather Modification Pilot Program Presentation

Commissioner Smith inquired into whether there were projections on the amount of water that would be expected to percolate into the ground in the Bear Valley. Mark Norton from the Santa Ana Watershed Project Authority (SAWPA) responded there are not groundwater percolation projections, but preliminary estimations project an increase in rainfall of approximately 7% for the Bear Valley. Chair Tarras inquired into whether SAWPA has approached the local ski resorts for contribution to the Pilot Program. Mark responded they plan on reaching out to provide a similar presentation. Commissioner Cylwik inquired into whether the Program requires a regional waterboard permit. Mark responded SAWPA has notified the regional board of the California Environmental Quality Act (CEQA) process, comments were addressed, and SAWPA will be providing a presentation to the regional board in January 2022. Commissioner Cylwik inquired into why there are no Automated High Output Ground Seeding Systems (AHOGS) noted on the Preliminary Ground Seeding Sites areas 6-11. Mark responded that AHOGS work well along the coast rather than inland, adjacent to the mountain ranges. Commissioner Cylwik inquired into whether any other water agencies have made a commitment to the Pilot Program. Mark responded that currently four water agencies are committed, and that they are not looking for funding today from the DWP but rather a commitment to the Program. Vice Chair Willey stated the Board considered this type of Program previously and found it cost prohibitive. Mark

responded that SAWPA is not requesting a specific dollar amount. Something in the range of \$2,000 to \$5,000 per year would be helpful to show regional support for the pilot program. Treasurer Hjorth thanked Mark for the presentation. Chair Tarras requested staff to investigate the Program further and bring it back to the Board.

3.2 Authenticate Check Register 10/1/2021 to 10/31/2021

Treasurer Hjorth inquired into check number 15669 paid to CivicPlus for a Chatbot for the DWP website. Kelle Barrette, Customer Service Supervisor, responded the Chatbot is a tool for DWP customers to navigate the website easier. Kelle added the Chatbot is in the testing phase and the objective is to reduce routine calls to the Customer Service Representatives. Treasurer Hjorth requested an option to reach a live person. Kelle responded that she will research the live person option. Treasurer Hjorth inquired into whether we will receive input from customers. Kelle responded that staff can review the website analytics to determine questions asked and adjust the Chatbot functionality as needed.

Commissioner Cylwik inquired into check number 15695 paid to Romans Construction for Cold Mix. Danny Ent, Water Superintendent, responded the purchase was for materials to have in stock. Commissioner Smith inquired into check number 15673 paid to Dell Marketing for servers. Dani McGee, Chief Financial Officer, responded the servers are being purchased for the server upgrade project. Commissioner Smith inquired into check number 15702 paid to WLC Architects and specifically what DWP is paying for. Reggie Lamson, General Manager, responded the payment was for a site plan for the DWP yard. Commissioner Smith inquired into check number 15718 paid to Big Bear Area Regional Wastewater Agency. Dani responded the expense was DWP's portion of legal fees for the Bear Valley Basin Groundwater Sustainability Agency.

Commissioner Smith inquired into check number 15723 paid to Borden Excavating. Reggie responded the payment was for Change Order No. 1 to the 2018 USDA Pipeline Replacement Project Phase III Package A approved by the Board. Commissioner Smith inquired into check number 15731 paid to Apple Valley Construction. Reggie responded this is the balance due on the 2018 USDA Pipeline Replacement Project Phase III Package B excluding work to be completed next year and retention. Commissioner Smith inquired into check number 15755 paid to Romans Construction for the Talbot Drive Pipeline Project. Reggie responded that he believed this was the final payment and that he would research it. Commissioner Smith inquired into check number 15760 paid to Tyler Technologies. Dani responded the payment is for Tyler fees to process credit card transactions. Commissioner Smith inquired into check number 15766 paid to Bear Valley Electric and specifically the payment for the Division Wells. Dani responded that she believes this payment reflects the annual payment for the difference between solar produced and energy required. Reggie added that we will research this portion of the payment to ensure its accuracy.

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

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.3 Laserfiche Update

Treasurer Hjorth inquired if the documents scanned in the Boardroom can be scanned into Laserfiche. Reggie responded the as-builts scanned are more useful in our electronic Atlas Map / City Works system. Treasurer Hjorth requested a plan for how to get rid of paper. Dani responded that the document system within Tyler is not user friendly. The transition to get everything converted to Laserfiche is a multiyear process and staff is working on it.

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3.4 Amendment No. 2 to Tom Dodson's On-Call Environmental Services Agreement

Commissioner Smith stated that he is concerned with the amount of the proposal and requested a Request for Proposal (RFP) for the environmental services for the Wolf Reservoir & Booster Replacement Project. Commissioner Cylwik inquired into the RFP for on-call environmental services. Reggie responded the RFP for on-call environmental services included CEQA work as necessary. Chair Tarras inquired if the RFP will cause a delay. Reggie responded that staff will quickly prepare an RFP and bring proposals received back to the Board at the December Board meeting. Commissioner Cylwik inquired into whether the staff compared hourly rates from consultant's on-call environmental services proposals. Reggie responded that the evaluations of the proposals was qualification based. Treasurer Hjorth inquired into whether the delay will impact the ability to get approval for the grant submitted to the USBR. Reggie responded that it would not impact the grant and we will strive for December to complete the RFP process.

3.5 Management Reports

Treasurer Hjorth inquired into how the temporary accounting clerk is doing. Dani responded the temporary accounting clerk is doing well. Commissioner Cylwik inquired into how COVID is impacting staff. Reggie responded that over half of the DWP staff has tested positive for COVID. Vice Chair Willey asked if employees who tested were vaccinated. Reggie responded that two of the last three employees who tested positive were vaccinated. Commissioner Cylwik inquired into the gift exchange for the Holiday Celebration. Leeanne Eagleson, Management Analyst/Board Secretary, shared with the Board that historically those interested in participating in the gift exchange bring a gift valued at approximately \$25, numbers will be drawn for the selection of gifts, and there is typically one steal allowed for each gift.

Commissioner Cylwik inquired into whether the DWP was ready for the winter. Danny responded that staff has wrapped up all necessary winterizing work and that we are prepared for the winter. Chair Tarras inquired into the number of leaks identified this past year and whether there is any pattern. Danny responded that we are on pace to exceed 2,600 leaks for calendar year 2021, that leaks increase with cold snaps, and when people don't turn off their outdoor irrigation. Commissioner Cylwik inquired into whether the DWP still keeps a street cut list. Danny responded that Romans Construction just completed patching cuts on the current list and will patch new cuts that occur this winter in the spring. Treasurer Hjorth inquired into the process for switching over servers. Dani responded that the system will be down approximately four hours and that we plan to keep the phone server line and SCADA live on a separate server. Treasurer Hjorth suggested obtaining an extra switch for backup. Dani agreed that was a good idea because we recently had a switch fail.

Commissioner Smith inquired into Tyler. Dani responded that we have Tyler's attention regarding the open issues. Commissioner Smith asked if the program was "off the shelf" or customized. Dani responded "off the shelf" with some customization. Treasurer Hjorth stated the problem is that the DWP appears to be the only Tyler customer raising issues. Dani stated that we are gaining traction with the Tyler community for example with improvements requested for the aging reports. Commissioner Cylwik suggested a special district for the Replenish Big Bear Project. Commissioner Cylwik stated that he was disappointed with the Project Chart because it lacks detail.

3.6 Board Member Reports

Commissioner Smith stated that he found the TRT Committee meeting productive and that it was suggested to have one conservation strategy for the Bear Valley. Chair Tarras inquired into the status of the wells. Reggie responded that we are in the fifth year in which the DWP has not over drafted any of the subbasins. Treasurer Hjorth requested staff research obtaining a camera for Zoom meetings in the Boardroom.

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4. FOLLOW-UP ITEMS

4.1 List of Board Commissioner's Previous Requests and Responses to the Requests

The Board found the list helpful except the response to request no. 2 needs to be updated.

At 11:29 a.m., Chair Tarras closed open session.

At 11:43 a.m., Chair Tarras opened closed session.

At 12:33 p.m., the Board returned to open session with a reportable action.

The Board agreed 5-0 to approve the General Manager's New Contract for a three-year term subject to the General Manager's signature effective January 1, 2022.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

ADJOURNMENT

No additional business came before the Board. At 12:35 p.m. Chair Tarras adjourned the meeting.



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

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