

MINUTES OF A REGULAR BOARD MEETING
CITY OF BIG BEAR LAKE,
DEPARTMENT OF WATER AND POWER
BOARD OF WATER AND POWER COMMISSIONERS
November 24, 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 9:02 a.m. on November 24, 2020 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

Steve Wilson, Water Superintendent

PUBLIC FORUM

Alan Lee, City Council Elect, wished the Board “Happy Thanksgiving” and acknowledged Jim Smith, the new Commissioner to the DWP Board. Mr. Lee further encouraged the Board to continue on the path of rate reductions for the DWP rate payers.

Kelle Barrette, Customer Service Supervisor, shared with the Board her appreciation, as a DWP staff member, of the General Manager, Reggie Lamson. Kelle further shared that Reggie is knowledgeable, allows the staff to be creative with problem solving, and the DWP is benefitted by having him as the General Manager.

1. CONSENT CALENDAR

1.1 Approve Minutes of the Regular Board Meeting Dated October 27, 2020

1.2 Notice of Completion – Fawnskin Drive Pipeline Project

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

AYES: Cylwik, Hjorth, Tarras, Willey

NOES: -

ABSTAIN: -

2. ITEMS REMOVED FROM CONSENT CALENDAR

No items were removed from the Consent Calendar.

3. DISCUSSION/ACTION ITEMS

3.1 Oath of Office – Jim Smith

Leeanne Eagleson, Board Secretary/Administrative Analyst, delivered the Oath of Office to Jim Smith and Commissioner Smith was sworn into office as DWP’s new Board Commissioner.

3.2 Authenticate Check Register 10/1/2020 to 10/31/2020

Commissioner Cylwik inquired into check number 14287 paid to Nativescapes, Inc. and whether the expense was monthly. Dani McGee, Chief Financial Officer, responded that it is a monthly expense paid to maintain the Sunshine Garden at the Division Well Field Solar Project. Reggie added that Nativescapes installed the garden and they water and maintain the garden and replace plants as needed.

Motion made by Treasurer Hjorth, seconded by Commissioner Cylwik, and carried 5-0 to authenticate the Check Register for October 2020.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.3 RESOLUTION No. DWP 2020-15 – Establishing the Senior Accountant Job Description

Treasurer Hjorth inquired into applicants who had applied previously. Dani responded that no previous applicants were appropriate for the position. Commissioner Cylwik inquired into staffing agencies that offer professional services on a temporary basis. Rachel Franklin, Human Resources/Risk Management, responded that temporary workers are not typically invested in the organization. Commissioner Smith requested a DWP organizational chart. Rachel responded that an organization chart is included in the Board Commissioner Handbook recently provided to Commissioner Smith. Chair Tarras inquired into advertising cost for recruitment. Rachel estimated that advertising cost were approximately \$1,000 previously. Treasurer Hjorth request that the DWP first attempt recruitment internally and if there are no acceptable applicants after a reasonable timeframe, then to utilize the services of Koff & Associates. Commissioner Cylwik requested the DWP advertise the recruitment in the League of Cities. Chair Tarras summarized the suggestions. Rachel stated that she would begin recruitment advertising early December. Commissioner Cylwik requested time for the advertising to circulate. Chair Tarras inquired into whether the Senior Accountant position could work from home. Dani stated that would be challenging as the individual would need to learn the system and be trained.

Motion made by Treasurer Hjorth, seconded by Commissioner Cylwik, and carried 5-0 to adopt Resolution No. DWP 2020-15 Establishing the Senior Accountant Job Description, direct DWP staff to recruit internally and if there are no acceptable applicants after a reasonable time-frame, then work with Koff & Associates for recruitment services. The Board also approved the budget adjustment of \$11,000 for recruitment services if necessary.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.4 Amendment No. 1 to Big Bear Shores RV Park Water Service Agreement (Tract 14010)

Chair Tarras shared his concern with the Agreement because the DWP is unable to access the water for other DWP customers. Reggie responded that the RV Park water system is remote and probably not beneficial to tie the water system into our larger water system. Chair Tarras inquired into the rate study, whether the RV Park should have a special rate or possibly give the water system back to the RV Park to manage. Treasurer Hjorth agreed with Chair Tarras' suggestion. Reggie responded that the proposed Amendment No. 1 places the RV Park in the similar position as other multi-facility mobile home parks. Commissioner Cylwik shared his concern over the responsibility for repair and maintenance of the RV water system and whether it is fair to all ratepayers. Reggie responded that the RV Park water system is compatible, operates like DWP's other water systems, and it does not require much in upgrades. Chair Tarras requested a financial history for labor and expense to determine if the rates for Big Bear Shores RV Park are appropriate. Dani shared that the negotiated rate was based on equivalent dwelling units. Treasurer Hjorth inquired into economies of scale. Dani responded that the RV Park has a similar number of connections as the Lake William System. Chair Tarras inquired into why there are not different water rates for Fawnskin, Lake Williams, and the RV Park. Commissioner Cylwik inquired into whether other RV parks are on a master meter. Dani responded that other RV parks are on master meters and charged the commercial rate. Steve added that the other RV parks do not have dedicated facilities such as the Big Bear Shores RV Park. Reggie suggested that we defer decision on this

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agenda item to research costs and request legal to review the Agreement again based on comments from the Board. Sierra Orr, Water Conservation & Public Information Supervisor, shared that the State is discouraging small mutual water companies because often they do not have the expertise to maintain the facilities if water quality issues arise.

Dani requested to be excused from the meeting at 10:16 a.m.

Chair Tarras then called at break at 10:16 a.m.

Chair Tarras called the meeting back to order at 10:27 a.m.

3.5 2020 Water Master Plan Study – Draft Report

Treasurer Hjorth inquired if there were any changes from the presentation given in August. Reggie responded there were none and that the priorities are the same. Treasurer Hjorth inquired into who would be taking over for ALDA. Reggie responded that ADLA is working with WSC to transition the hydraulic model maintenance as he retires. Commissioner Smith inquired into capital improvement projects, impact on water rates, and if there was a difference between permanent and rental customers. Reggie responded that the rate structure is the same for all residential customers and that every customer pays the service charge which pays a large portion of the cost to maintain the water system.

3.6 Talbot Drive Pipeline Project

Treasurer Hjorth inquired into why the Project is not included with the 2018 USDA Pipeline Replacement Project grant. Reggie responded that this Project is not included because it was not included with the environmental report that was prepared during the grant application process. Chair Tarras inquired into whether the homeowners should pay the capacity charge to connect to the DWP water system. Reggie responded that each homeowner will be expected to pay a service charge that is currently being shared by ten residences. Treasurer Hjorth stated he did not think it would be proper to go back and charge the homeowners the capacity charge for their existing water service. Commissioner Cylwik agreed stating the homeowners are not requesting it. Commissioner Smith stated that the homeowners are out of compliance and that it should be rectified going forward. Chair Tarras inquired into whether waiving the capacity charge would be a gift of public funds. Commissioner Cylwik inquired into the whether the project cost cover design and construction. Reggie acknowledged the estimated cost covers the environmental report, surveyor, design, and construction. Commissioner Cylwik inquired if we can amend the project to the 2018 USDA Pipeline Replacement Project. Reggie responded that the USDA will not pay for services on private property and that the USDA environmental document would need to be revised. Commissioner Cylwik requested a formal bid process for the project.

Motion made by Commissioner Cylwik, seconded by Commissioner Smith, and carried 5-0 to authorized staff to proceed with the Talbot Drive Pipeline Project.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.7 RESOLUTION No. DWP 2020-16 – Board Commissioners Agenda Item Request Procedure – Policy #2020-02

Treasurer Hjorth suggested that Board Commissioner's request agenda items directly to the Chair.

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Motion made by Treasurer Hjorth, seconded by Vice-Chair Willey, and carried 5-0 to adopt Resolution No. DWP 2020-16 Board Commissioners Agenda Item Request Procedure – Policy #2020-02 with the recommended changes.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.8 Change Order No. 3 to the DDH Apple Valley Construction Contract for the 2018 USDA Pipeline Replacement Project, Phase I

Treasurer Hjorth inquired into the 900-feet of pipeline not constructed. Reggie responded that when the contractor began to perform the work, it was determined the pipe had already been replaced on one portion of the segment that was being replaced. Commissioner Smith inquired into why the change order request was being requested after the work was performed and not before. Reggie responded that it was work related changes that occurred during excavation and that it is not efficient to stop the work to obtain approvals for minor change orders. Commissioner Cylwik agreed and stated that the Board approves contingencies on projects and that the changes were within these contingency limits. Commissioner Cylwik shared his concern that DWP is performing full width paving and that it may open the DWP to liability.

Motion made by Vice-Chair Willey, seconded by Treasurer Hjorth, and carried 5-0 to approve Change Order No. 3 to the Apple Valley Construction Contract.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.9 Notice of Completion - 2018 USDA Pipeline Replacement Project, Phase I

Commissioner Smith inquired into when the DWP pays the contractor. Reggie responded that the DWP will make a partial payment and pay the retention 35-days after the Notice of Completion is filed with the County.

Motion made by Commissioner Cylwik, seconded by Commissioner Smith, and carried 5-0 to authorize staff to file a Notice of Completion with the San Bernardino County for the 2018 USDA Pipeline Replacement Project, Phase I naming DDH Apple Valley Construction, Inc. as the Contractor.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.10 Notice of Completion - 2018 USDA Pipeline Replacement Project, Phase II

Reggie shared that the DWP is waiting for Caltrans acceptance of the paving within Caltrans right-of-way.

Motion made by Commissioner Cylwik, seconded by Treasurer Hjorth, and carried 5-0 to authorize staff to file a Notice of Completion with the San Bernardino County for the 2018 USDA Pipeline Replacement Project, Phase II naming Borden Excavating, Inc. as the Contractor pending Caltrans approval for the paving.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.11 December Regular Board Meeting

The Board agreed to cancel the December Regular Board Meeting for 2020.

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3.12 Management Reports

Commissioner Cylwik inquired into the open liability claim on the Human Resources/Risk Management report. Rachel responded that the claim involves a vehicle that hit a DWP digging bar that was placed close to the pavement edge. Commissioner Smith requested the Board receive communication on the recruitment process. Sierra shared that they have been reaching out to property owners and found that with one property manager who deals with permanent renters, the homes have been fully occupied since June. Commissioner Smith thanked Reggie and Steve for the tour of DWP facilities and that he was impressed with the water system. Treasurer Hjorth requested an update on the Tyler Accounting software. Commissioner Cylwik inquired if the DWP received instructions from the City regarding full width paving and shared his concern regarding liability. Commissioner Smith shared his experience that public works typically has standard specifications and Reggie responded that the pavement was installed in compliance with the City's pavement restoration requirements.

3.13 Board Member Reports

Commissioner Smith thanked Reggie and Steve again for the field trip. Chair Tarras welcomed Jim to the Board.

Open Session adjourned at 11:40 p.m. and the Board took a break.

Closed Session began at 12:15 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 1:46 p.m. with one reportable action of an acceptable performance evaluation and a 3% increase to the General Manager's salary effective in the pay period which includes January 1, 2021.

ADJOURNMENT

No additional business came before the Board. At 1:47 p.m. Chair Tarras adjourned the meeting.



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

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