

MINUTES OF A REGULAR BOARD MEETING
CITY OF BIG BEAR LAKE,
DEPARTMENT OF WATER AND POWER
BOARD OF WATER AND POWER COMMISSIONERS
November 26, 2019

OPEN SESSION

A Regular Meeting of the City of Big Bear Lake, Department of Water and Power Board of Water and Power (DWP) Commissioners was called to order at 9:00 a.m. on November 26, 2019 by Chair Bob Tarras at 41972 Garstin Drive, Big Bear Lake, California 92315.

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS EXCUSED:

Scott Heule, Commissioner

PLEDGE OF ALLEGIANCE

Reggie Lamson, General Manager

PUBLIC FORUM

Kelle Barrette, Customer Service Supervisor, shared with the Board that Di Eichenlaub, Senior Customer Service Representative, was retiring after 13 years of service with the DWP. Additionally, Kelle shared that Di was skilled at report creation and data mining and that she will be greatly missed.

1. CONSENT CALENDAR

1.1 Approve Minutes of the Regular Board Meeting Dated October 22, 2019

1.2 Approve Minutes of the Special Board Meeting Dated November 6, 2019

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

AYES: Cylwik, Hjorth, Tarras, Willey

NOES: -

ABSTAIN: -

2. ITEMS REMOVED FROM CONSENT CALENDAR

3. DISCUSSION/ACTION ITEMS

3.1 Authenticate Check Register 10/1/2019 to 10/31/2019

Commissioner Cylwik inquired into check number 12933 paid to McMaster-Carr Supply for a 50ft Extension Cord. Dani McGee, Chief Financial Officer, researched the expense and found the extension cord was impact resistant, automatic-wind cord reel with 3 outlets. Vice Chair Willey inquired into check number 12916 paid to Western Water Works. Dani responded that the check paid for meter boxes, lids, and frost mats. Vice Chair Willey also shared that the check register new format was difficult to read. Dani appreciated the feedback and will research options. Treasurer Hjorth inquired into check 12909 paid to Union Bank. Dani responded the check paid the 2010 Bonds compliance and reporting fees. Commissioner Cylwik inquired into check number 12971 paid to Grainger Inc., specifically the cost of the shovel. Dani researched the expense and found the cost was for 4 shovels with poly carbonite handles. Commissioner Cylwik requested more information in the transaction descriptions.

Motion made by Treasurer Hjorth, seconded by Commissioner Cylwik and carried 4-0 to authenticate the Check Register 10/1/2019-10/31/2019.

AYES: Cylwik, Hjorth, Tarras, Willey

NOES: -

ABSTAIN: -

3.2 June 2019 Financial Analysis

Vice Chair Willey thanked Dani because the financial analysis was very clear. Treasurer Hjorth inquired into the CEC and USDA funds. Dani shared that she accrues for grant funding but not loan proceeds. Chair Tarras inquired into the BVBGSA Fund. Dani responded that there is a timing issue and the funding will be carried forward. Chair Tarras inquired into the increased T&D cost. Dani responded that some of the parts such as re-setters and check valves were expensed that could have been capitalized. Chair Tarras inquired into the Year to Date Customer Contact by Type graph and whether there has been a change in types of contacts. Dani responded that we do not have current contact information yet.

3.3 California Water/Wastewater Agency Response Network (CalWARN) Registration

Chair Tarras inquired into the cost of equipment and personnel. Sierra Orr, Water Conservation and Public Information Supervisor, responded that according to the Articles of Agreement, the requesting member will reimburse the costs of the responding member's equipment and personnel costs. Vice-Chair Willey inquired into the Region to which the DWP would belong. Sierra responded that the DWP would be in the Southern Region VI. Treasurer Hjorth inquired into whether additional communication equipment would be required. Sierra responded that the requesting member will provide the communication equipment.

Motion made by Treasurer Hjorth, seconded by Vice-Chair Willey, and carried 4-0 authorizing staff to become a party of CalWARN and the Omnibus Mutual Assistance Agreement.

AYES: Cylwik, Hjorth, Tarras, Willey

NOES: -

ABSTAIN: -

3.4 Resolution No. DWP 2019-19 – Funds Transfer Authorization

Motion made by Vice-Chair Willey, seconded by Commissioner Cylwik, and carried 4-0 adopting Resolution No. DWP 2019-19, authorizing the execution of a Funds Transfer Authorization for accounts held in trust.

AYES: Cylwik, Hjorth, Tarras, Willey

NOES: -

ABSTAIN: -

3.5 Bear Valley Basin Groundwater Sustainability Agency (BVBGSA) Funding Advances

Motion made by Commissioner Cylwik, seconded by Treasurer Hjorth, and carried 4-0 authorizing the DWP to provide advance funding as needed to BVBGSA up to \$177,000 for preparation of the Groundwater Sustainability Plan.

AYES: Cylwik, Hjorth, Tarras, Willey

NOES: -

ABSTAIN: -

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We are an equal opportunity provider and employer.

3.6 Management Reports

Treasurer Hjorth inquired into the rain barrel program. Sierra responded that the DWP has distributed 3 rain barrels, have sent out applications, and that we verify gutters are installed before distributing the rain barrels. Treasurer Hjorth requested the rain barrels be added to the Conservation Activities chart. Treasurer Hjorth inquired into the status of the Sawmill Well Pumping Plant. Steve Wilson, Water Superintendent, responded that we are waiting for the final DDW permit and would like the pumping plant to be operational by Thanksgiving.

Treasurer Hjorth inquired into the new billing system. Dani responded that the DWP has filed a formal 30-day dispute with Tyler for representations in their proposal and that we are canceling a portion of the contract that Tyler cannot fulfill. Commissioner Cylwik asked if we have talked to other agencies who use Tyler. Dani responded that DWP employees visited East Valley Water District who use Cityworks. DWP will be looking into different inventory models.

Vice-Chair Willey inquired into abandoning of Division Well Nos. 2 & 5 for the Replenish Big Bear Project. Reggie Lamson, General Manager, responded that Division Well No. 5 has been offline for a couple of years and that Division Well No. 2 is DWP's oldest well. Division Well No. 2 is a good producer at over 200 gpm. Commissioner Cylwik inquired into the cost of the jack and bore construction on Fox Farm.

3.7 Board Member Reports

Commissioner Cylwik attended the Big Bear Utilities Food Drive, that it was well attended, outstanding chilis, and DWP was the winning ping-pong team.

At 10:03 a.m., Chair Tarras moved to recess without objection. Vice Chair Willey was excused from closed session.

4. CLOSED SESSION

The Board adjourned to closed session at 10:15 a.m.

Closed Session Pursuant to Section 54957, Public Employee Performance Evaluation

Title: General Manager

The Board returned to open session at 10:23 a.m. with one reportable action.

Motion made by Treasurer Hjorth, seconded by Commissioner Cylwik, and carried 3-0 adopting Resolution No. DWP 2019-20 authorizing Amendment No. 1 to the Employment Agreement with the General Manager and revising the salary and 457 benefit for the position.

AYES: Cylwik, Hjorth, Tarras

NOES: -

ABSTAIN: -

ADJOURNMENT

No additional business came before the Board. At 10:30 a.m. Chair Tarras adjourned the meeting.



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

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