

MINUTES OF A REGULAR BOARD MEETING
CITY OF BIG BEAR LAKE,
DEPARTMENT OF WATER AND POWER
BOARD OF WATER AND POWER COMMISSIONERS
December 21, 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 December 21, 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

None.

ACKNOWLEDGEMENTS

Kelle Barrette, Customer Services Supervisor, acknowledged Evelyn Poelking, Senior Customer Services Representative, on her 30-year anniversary with the DWP.

Bob Tarras acknowledged Reggie Lamson, General Manager, on his 10-year anniversary with the DWP.

INTRODUCTION

Danny Ent, Water Supervisor, introduced DWP's new Senior Utility Technician, Hayden Gregory and DWP's new Utility Technician 1, Rudy Rojas

1. CONSENT CALENDAR

1.1 RESOLUTION No. DWP 2021-XX Ratification of Employment Agreement with General Manager and Approve a Budget Adjustment

1.2 Support for WaterNow Alliance Letter for Income Exclusion for Conservation Subsidies

Motion made by Treasurer Hjorth, seconded by Vice-Chair Willey, and carried 5-0 to approve the Consent Calendar.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

2. ITEMS REMOVED FROM CONSENT CALENDAR

2.1 Approve Minutes of the Regular Board Meeting Dated November 23, 2021

Commissioner Smith inquired into the previous meeting's question regarding a payment to Romans Construction. General Manager, Reggie Lamson, responded the response to the question is included in the agenda package in agenda item 4.1 Board Follow-Up Items, and we will discuss it when we reach that agenda. Item.

Motion made by Vice-Chair Willey, seconded by Commissioner Cylwik, and carried 5-0 to approve the minutes of the November 23, 2021 Board meeting.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3. DISCUSSION/ACTION ITEMS

3.1 Authenticate Check Register 11/1/2021 to 11/30/2021

- Commissioner Smith inquired into check number 15782 paid to Borden Excavating for the Moonridge Pipeline Relocation project and specifically wanted to know if this was the project in which the DWP was assisting the City. Reggie responded that it is the project which DWP assisted the City with its Moonridge project. Reggie added the City will be discussing reimbursement at the January 3, 2021 City Council meeting. Commissioner Smith inquired into check number 15807 paid to Miller Spatial. Chief Financial Officer, Dani McGee, responded the payment is for the implementation of CityWorks, a program that links work orders and inventory. Commissioner Smith inquired into the total contract cost. Dani responded the total contract cost is \$80,000. Commissioner Smith inquired into check number 15836 paid to Aqua-Metric Sales Company. Dani responded the payment is the annual fee for meter data collection devices and software. Commissioner Smith inquired into check number 15849 paid to Apple Valley Construction and specifically asked if this is the final payment for the project. Reggie responded that there are two more pipeline segments to complete in the spring of 2022. Commissioner Smith inquired into the total contract amount. Reggie responded the total contract amount is approximately 2.6 million.

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

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.2 Award Agreement for Environmental Services for the Wolf Reservoir & Booster Replacement Project to Tom Dodson & Associates

Reggie shared the DWP reached out to multiple firms and only Tom Dodson responded with a proposal. Additionally, Tom Dodson reduced the air quality study cost by \$2,000 from their previous proposal.

Motion made by Vice-Chair Willey, seconded by Commissioner Cylwik, and carried 5-0 to award an agreement with Tom Dodson for environmental services for the Wolf Reservoir & Booster Replacement Project in the amount of \$33,033 and approve the accompanied budget adjustment.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.3 Purchase Order for Romans Construction Contract for Paving Services

Commissioner Smith inquired into the process if there are more patches. Reggie responded there will be approximately \$30,000 left in the budget, if approved, to cover additional patches to the end of the fiscal year. Commissioner Smith confirmed his understanding the patching budget is \$100,000. Reggie responded that is correct. Water Superintendent, Danny Ent, added the budget is for planned projects and emergencies.

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Commissioner Smith requested clarification on the actual charge by Romans Construction (Romans). Reggie responded that Romans bill is for \$70,726. Barb suggested we also budget \$100,000 in our next budget process.

Motion made by Commissioner Smith, seconded by Commissioner Cylwik, and carried 5-0 to authorize a purchase order for paving services in the amount of \$75,100.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.4 Tri-County Pump Change Order No. 1 Request for the Seminole, McAllister, and Middle School Well Pumping Unit Replacements

Treasurer Hjorth inquired into why stainless-steel is not preferred and the difference in cost between stainless steel and PVC. Reggie responded that the stainless-steel column pipes are threads sometimes gall after multiple uses, and PVC column pipes are not threaded and are easier to remove and reinstall. Reggie added that we will obtain the costs of the three pipe material options. Chair Tarras inquired in the issue with stainless-steel column pipes. Reggie responded that it is labor intensive to pull stainless-steel column pipe due to potential issues with threads. Chair Tarras inquired into the high cost for the McAllister pumping unit replacement. Reggie responded it is due to the cost of replacing the steel column pipe which failed and that we were surprised that the column pipes had failed. Commissioner Cylwik inquired whether the column pipes have the same wall thickness? Reggie responded that they are the same wall thickness and that we can't replace the McAllister well with PVC because it is too deep (heavy) of a pump setting. Commissioner Cylwik requested information on how long PVC column pipe is expected to last. Reggie responded the DWP has used PVC column pipes since 2016 and that we will ask Tri County Pump to provide specifications on PVC column pipes. Treasurer Hjorth requested that we also obtain information on how long stainless-steel column pipe is expected to last. Vice Chair Willey asked if the quality of stainless-steel column pipe as declined. Reggie responded there are pros/cons of stainless-steel and PVC column pipe. Commissioner Smith asked which pumping units had been replaced. Reggie responded the Middle School Well is complete and the other wells are not. The Middle School pumping unit was replaced first because there are site access issues during the winter months. Commissioner Smith inquired whether the Middle School cost was over contract. Reggie responded that it is over contract. Commissioner Smith asked if the contract will be amended. Reggie responded that we are requesting approval for a change order for additional costs. Commissioner Smith requested we revise our process to obtain approval of budget adjustments first and then approval of change order second. Reggie responded that we can do that.

Motion made by Treasurer Hjorth, seconded by Commissioner Cylwik, and carried 5-0 to approve the budget adjustment and change order for the Seminole, McAllister, and Middle School well pumping unit replacements in the amount of \$24,210.35.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.5 Well Pumping Unit Replacement for the Division Well No. 6

Treasurer Hjorth inquired into whether we will have to re-drill for 6" column pipe. Reggie responded that we will not and explained the casing is large enough to accommodate a 6" column pipe. Commissioner Cylwik asked if the agenda item will come back to the Board to award the contract. Reggie responded that we will only bring the agenda item back if the cost is over \$60,000. Commissioner Cylwik asked if the well currently has PVC column pipe. Reggie responded the column pipe is currently steel and the condition of the column

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pipe is unknown until we pull it out. Commissioner Cylwik requested we check the grade of the current steel column pipe and compare it to the grade of the new steel column pipe. Treasurer Hjorth inquired into whether we can obtain an analysis to determine what is negatively impacting the steel column pipe. Reggie responded that we may be able to analyze the Seminole Well's steel column pipe. Reggie stated that he will work with Tri County Pump to determine what type of analysis can be done.

Motion made by Vice-Chair Willey, seconded by Commissioner Smith , and carried 5-0 to approve the budget adjustment and well pumping unit replacement for the Division Well No. 6 in the amount of \$60,000.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.6 Technical Review Team (TRT) Committee Report

Chair Tarras inquired into whether the TRT needs to be modified. Reggie responded that it will be because of the new California Department of Water Resources (DWR) requirements. Chair Tarras also inquired if a joint TRT committee with the Big Bear City Community Services District (CSD) will meet the new requirements. Reggie responded that a joint TRT will meet the DWR requirements. Treasurer Hjorth added that an additional benefit of a joint TRT committee is the syncing of the DWP and the CSD conservation goals.

3.7 Align Annual COLA Calculation with the Calendar Year and to be Effective the Pay Period that includes February 1st

Chair Tarras stated that the alignment will eliminate the lag time of four months. Treasurer Hjorth stated that it was his understanding the current process was to assist with the fiscal year budget process. Dani responded, yes, and added that if the COLA timing change is approved, the future fiscal year budget will include an estimate for the COLA calculation and a budget adjustment will more than likely be necessary. Treasurer Hjorth inquired into the purpose for the revision. Reggie responded the purpose is to eliminate the four-month lag time and make the calculation consistent with both the calendar year and the CPI published numbers. Chair Tarras stated that he found the current COLA calculations overly complex, that we should base the COLA off the published CPI annual information and estimate the COLA during the budget process. Chair Tarras inquired if we prepare monthly budgets. Dani responded that monthly budgets are included within our current budget. Chair Tarras added that he finds that the proposed revision to the COLA calculation enables standardization and eliminates the time lag. Commissioner Cylwik inquired if revising the current COLA calculation will create any problems for the DWP staff. Chair Tarras requested three years of comparable budgeted salaries vs actual salaries. Dani responded the budget models are almost complete and she would rather continue to move forward with the Board requested change than analyze prior salary information. Treasurer Hjorth stated that he does not want to add work to the staff and if Dani was agreeable to the proposal, then he is agreeable to it too. Commissioner Smith asked what benefits the staff more. Reggie responded this proposal benefits the staff more. Vice-Chair Willey inquired if Dani was agreeable with moving forward with the proposal. Dani stated that she was agreeable to the proposal.

Motion made by Treasurer Hjorth, seconded by Commissioner Smith , and carried 5-0 to implement the annual calendar year COLA to be effective during the pay period that includes February 1, 2022.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.8 Management Reports

Chair Tarras requested an update on COVID. Human Resources Administrator, Rachel Franklin provided an update on newest CA mask regulations, and OSHA temporary standards effective dates. Rachel added that she

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is waiting for CAL-OSHA regulations to be published and determine how the regulations will impact the DWP. Commissioner Smith inquired into the Alameda case and Commissioner Cylwik asked about the County's responsibility with pensions if they go bankrupt. Rachel responded that she can't speak to specifics with San Bernardino County and SBCERA and how it relates to other counties. Rachel added that she will follow up to obtain more information. Rachel also provided a brief overview of the Alameda case and how it effects DWP employees.

Treasurer Hjorth inquired into whether the Division Well No.2 issue was resolved. Danny responded that we are working with Tri County pump to resolve the issue. Treasurer Hjorth inquired into performance issue. Danny responded that the new pumping unit does not meet the performance specification. Reggie added that the pump impellers were not properly trimmed to meet the specification. Treasurer Hjorth inquired into whether Tri County is covering the costs. Reggie responded Tri County Pump is covering the cost.

Commissioner Cylwik inquired into leak detections and asked if there is an issue with identifying customers with dripping water versus customers who fail to winterize. Danny responded that if a leak is detected over a certain threshold and if the homeowner is not at home, the DWP will turn off the water. Commissioner Cylwik inquired if turning off the water causes frozen pipes. Danny responded that the Customer Field Supervisor, John Gross, explains to the customer the volume of water running and help them understand the use of the stop/waste.

Commissioner Cylwik stated that he is waiting for a revised Project Gantt chart and that in the interim, staff should provide the Board the contractors schedules. Reggie responded that we do not always receive schedules from the contractor and that it depends on the project. Commissioner Cylwik requested DWP staff attach contractor's schedules received. Commissioner Smith inquired into how the DWP tracks projects. Reggie responded that we track projects by communicating with DWP's inspector and the contractor. Commissioner Smith inquired into how the contractors are paid. Dani responded contractors are paid after the work is completed. Reggie added that we have ordered MS Project to meet the Board's request for more detailed project tracking. Chair Tarras suggested the Board meeting with Reggie to define expectations. Reggie stated that Management Analyst/Board Secretary, Leeanne Eagleson, has Commissioner Cylwik's notes to improve the Project Gantt chart. Commissioner Smith inquired is MS Project is complicated. Treasurer Hjorth responded that it is inexpensive and easy to use. Chair Tarras requested that going forward, DWP staff request a schedule in the RFP for all projects.

Commissioner Smith stated the Board Follow-up Items is a great resource. Commissioner Cylwik and Vice-Chair Willey agreed. Commissioner Cylwik stated that he is looking forward to staff's recommendations for cloud seeding. Chair Tarras inquired if there has been successful cloud seeding. Reggie responded yes, and this is based on 40 years of studies. Chair Tarras stated that it appears difficult to measure success because it can't be quantified. Commissioner Cylwik stated that SAWPA is trying to quantify the success via the proposed pilot project. Reggie added that SAWPA's estimate is an 8% increase in rainfall. Treasurer Hjorth inquired into the cost. Reggie responded that in the range of 2-5 thousand per year, for four years.

3.9 Board Member Reports

Vice-Chair Willey stated she had a great time at the DWP Christmas party. Commissioner Smith agreed and stated he enjoyed talking to Dave Emig about GIS. Commissioner Cylwik also enjoyed the holiday party. Chair Tarras stated that he was sorry he couldn't attend this year.

4. FOLLOW-UP ITEMS

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

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ADJOURNMENT

No additional business came before the Board. At 11:04 a.m. Chair Tarras adjourned the meeting.



Rachel Franklin, Human Resources Administrator

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