

**MINUTES OF A REGULAR BOARD MEETING**  
**CITY OF BIG BEAR LAKE,**  
**DEPARTMENT OF WATER AND POWER**  
**BOARD OF WATER AND POWER COMMISSIONERS**  
**JANUARY 27, 2026**

**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 9:01am on January 27, 2026, by Chair Bob Tarras.

**BOARD MEMBERS PRESENT**

Bob Tarras, Chair  
Barbara Willey, Vice-Chair  
Joe Cylwik, Commissioner  
Matt Scriven, Commissioner

**BOARD MEMBERS ABSENT**

Craig Hjorth, Treasurer

**PLEDGE OF ALLEGIANCE**

Chair Tarras led the pledge of allegiance.

**PUBLIC FORUM**

Daniel Gulbranson spoke during the Public Forum.

**1. CONSENT CALENDAR**

- 1.1 Approve Minutes of the Regular Board Meeting Dated November 25, 2025**
- 1.2 Approve Minutes of the Special Board Meeting Dated January 13, 2026**
- 1.3 Approved the 2026 Board Meeting Schedule**
- 1.4 Approved the Fiscal Year 2027 Budget Schedule**

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

**AYES:** Cylwik, Tarras, Willey, Scriven

**NOES:**

**ABSTAIN:**

**2. ITEMS REMOVED FROM CONSENT CALENDAR**

None.

**3. DISCUSSION/ACTION ITEMS**

**3.1 Authenticate Check Register 11/01/2025 to 11/30/2025**

Commissioner Cylwik stated that he would like to recuse himself from Check Number 30509, as it was paid to him. Commissioner Cylwik asked about Check Number 30497 paid to Sonsray Machinery, concerning three separate maintenance line items for Backhoe Maintenance and whether these charges were for the EV Backhoe. Water Superintendent Jason Hall clarified that only one of the maintenance charges was for the EV Backhoe. Jason Hall notified all Board members a few days later, after reviewing the Sonsray invoices, that none of the charges were related to the EV Backhoe. Commissioner Cylwik inquired about Draft Number 660 to Jackson Lewis P.C for legal services and asked if the Board could receive an update on the specific legal matter in Closed Session. Human Resources Administrator Rachel Franklin stated that an update can be provided to the Board during Closed Session at the February Board Meeting.

*Motion made by Vice Chair Willey, seconded by Commissioner Cylwik, and carried 4-0 to authenticate the Check Register for November 2025.*

**AYES:** Cylwik, Tarras, Willey, Scriven

**NOES:**

**ABSTAIN:**

**3.2 Authenticate Check Register 12/01/2025 to 12/31/2025**

Commissioner Cylwik inquired about Draft Number DFT00000797 concerning meal reimbursement for a conference attendee. Commissioner Cylwik asked for clarification on the DWP per diem policy for this expense. Rachel clarified that a

per diem allowance is only given for conferences longer than three days. Commissioner Cylwik asked about Draft Number DFT0000817 paid to Yaskawa – Solectria Solar for a solar system monitoring subscription and the necessity behind this service. General Manager Reggie Lamson and District Engineer Daniel Baguyo said that they will review solar monitoring subscriptions across all DWP sites. Staff will determine if the Division, Garstin, and Wolf solar sites can ultimately be monitored with a single vendor.

*Motion made by Vice Chair Willey, seconded by Commissioner Scriven, and carried 4-0 to authenticate the Check Register for December 2025.*

*AYES: Cylwik, Tarras, Willey, Scriven*

*NOES:*

*ABSTAIN:*

### **3.3 Garstin Water Operations Facilities Project Grant Funding Options**

Reggie gave an overview of the three options to utilize the \$1,500,000 Congressionally Directed Spending grant funds secured via Congressman Obernolte for the Garstin Water Operations Facilities Project. Following review of the proposed options, staff recommended option two. CFO Nathan Statham clarified that disbursement of these funds will not occur until the Project is complete. Chair Tarras proposed that the full \$1,500,000 be allocated to a restricted reserve account, to be drawn upon as Project requirements dictate.

Daniel Gulbranson spoke during Public Comment on this item.

### **3.4 Garstin Water Operations Facilities Project – FB&E Change Order No. 2**

This item was tabled.

### **3.5 Resolution No. DWP 2026-02 – February 1, 2026 Salary Schedule Update for the Cost-of-Living Adjustment**

Rachel gave an overview of the Cost-of-Living Adjustment and a couple of changes to position titles.

*Motion made by Vice Chair Willey, seconded by Commissioner Cylwik, and carried 4-0 to adopt Resolution No. DWP 2026-02, approving the February 1, 2026, salary schedules, salary ranges, and job titles for DWP non-contract employees.*

*AYES: Cylwik, Tarras, Willey, Scriven*

*NOES:*

*ABSTAIN:*

### **3.6 Vehicle Replacement Purchase**

Jason presented a proposal for the acquisition of a replacement vehicle. Commissioner Cylwik inquired whether the existing vehicle had been inspected by a GM service center to determine its current mechanical viability. Reggie explained that the truck's current market value is estimated to be between \$6,000 and \$8,000. Given this valuation, staff concluded that further investment in repairs is not cost effective for DWP. Commissioner Cylwik requested that staff check for active GM recalls on the vehicle.

Daniel Gulbranson spoke during the Public Comment on this item.

*Motion made by Commissioner Cylwik, seconded by Commissioner Scriven, and carried 4-0 to authorize the purchase of a replacement Ford F150 not to exceed \$56,000, after checking for active GM recalls on the 2017 Chevrolet 1500.*

*AYES: Cylwik, Tarras, Willey, Scriven*

*NOES:*

*ABSTAIN:*

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### 3.7 Management Reports

Commissioner Cylwik asked Rachel about AB 692 Training Repayment and if it will impact DWPs existing computer loan program. Rachel stated that she would investigate the law further to determine the extent of the bill's impact, if any, on DWP. Commissioner Cylwik expressed his thanks to Rachel for her consistent efforts in compiling and presenting the annual legal updates to the Board.

Commissioner Tarras noted that the state of California has officially transitioned out of drought status. Water Conservation Supervisor Bennett Rossell informed the Board that DWP has successfully completed its domain migration from a ".com" to a ".gov" website. The transition was achieved significantly ahead of the 2029 deadline. Bennett also emphasized that the migration and website development were completed in-house by staff, resulting in cost savings for DWP.

Vice Chair Willey recognized field staff for the high volume of water leaks that were identified and addressed in 2025. Reggie confirmed that it is a new record for DWP and that staff's proactive efforts have contributed to a downward trend in overall water use.

Commissioner Cylwik asked about the estimated completion date for the Stanfield Cutoff Roundabout Project. Daniel reported that the Project is approximately sixty percent complete. Chair Tarras asked when Division Well No. 9 is expected to be operational. Daniel stated that staff and WSC are finalizing the design phase and the Project should go out to bid by March, with completion anticipated by the summer of 2027. Chair Tarras asked when the Wolf Reservoir would be completed. Daniel reported that the Project is in its final stages with completion anticipated in the next two weeks. Chair Tarras inquired about the Hydraulic Model. Daniel confirmed that it is currently operational. Vice Chair Willey requested an update on the recent meeting with DWP, FB&E, PBK and USDA regarding the Garstin Water Operations Facilities Project. Daniel reported that the meeting was held to go over procedural requirements and responsibilities for each party involved. The meeting included a site inspection with USDA representatives. Daniel reported that all the necessary documents have been submitted to the USDA, and he anticipates the issuance of the Notice to Proceed within the next day or two. Reggie added that USDA provided guidance on the procedures and reporting requirements that must be satisfied before payment requests can be approved and disbursed. Daniel confirmed that all permits for the Project have been received and FB&E is on schedule to begin work in March.

Nathan reported on the transition of billing units from hundred cubic feet to gallons. He noted that customer bills and the new customer portal will display usage in gallons, however the water meters will continue to read in hundred cubic feet. Reggie clarified that this transition is a unit conversion only and will not add additional costs to customer bills. Nathan provided a cost analysis for converting from bi-monthly to monthly billing. Based on the cost analysis, staff determined that currently, the conversion benefits do not outweigh the costs of completing this conversion. Nathan reported that staff efforts are ongoing to transition customers to e-bill. Chair Tarras asked how many customers are currently on e-bill. Nathan responded there are approximately 5,000 accounts presently enrolled on e-bill, with approximately 10,000 accounts still receiving a paper bill. Nathan also presented the findings of the delinquent customer account analysis he performed. He assured the Board that DWP has established procedures to recover outstanding funds through the collections process and property liens. Nathan provided an overview of DWP's established process for collections and liens on delinquent accounts.

Commissioner Cylwik asked where the temporary parking lot is located. Reggie stated that the lot is adjacent to the existing warehouse, along the fence. Chair Tarras inquired about the Friday Report from PBK. Reggie explained that recent reports have contained minimal updates due to the minimal activity with the Garstin Project, however as the Project progresses, the report will serve as a weekly progress update. Commissioner Cylwik requested the FB&E construction schedule be provided on an 11" x 17" paper for improved legibility.

### 3.8 Board Member Reports

Chair Tarras and Commissioner Scriven provided a summary of the recent conference they attended.

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**4. BOARD FOLLOW-UP ITEMS**

None.

At 10:16 a.m., Chair Tarras closed the Open Session and called for a ten-minute break.

At 10:27 a.m., Chair Tarras opened the Closed Session

**5. CLOSED SESSION**

**5.1 Closed Session Pursuant to Section 54957, Public Employee Performance Evaluation**

Title: General Manager

The Board delivered the General Manager Public Employee Performance Evaluation to Reggie in Closed Session.

At 10:43 a.m., Chair Tarras closed the Closed Session and opened the Open Session with no reportable

action. **6. ADJOURNMENT**

No additional business came before the Board. At 12:43 p.m., Chair Tarras adjourned the meeting.

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Sam Armstrong, Board Secretary, DWP Board of Commissioners

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