

MINUTES OF A REGULAR BOARD MEETING
CITY OF BIG BEAR LAKE,
DEPARTMENT OF WATER AND POWER
BOARD OF WATER AND POWER COMMISSIONERS
January 28, 2025

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 1:01 p.m. on January 28, 2025, by Chair Bob Tarras.

BOARD MEMBERS

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

PLEDGE OF ALLEGIANCE

Chair Tarras led the pledge of allegiance.

PUBLIC FORUM

Jonathan Still spoke in support of consumer water monitoring devices.

ACKNOWLEDGEMENT

None.

INTRODUCTION

None.

1. CONSENT CALENDAR

- 1.1 Approve Minutes of the Regular Board Meeting Dated November 26, 2024**
- 1.2 2025 Board Commissioner's Regular Meeting Schedule**
- 1.3 Budget Schedule FY 2025/26**

Motion made by Treasurer Hjorth, seconded by Commissioner Cylwik, 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 Authenticate Check Register 11/01/2024 to 11/30/2024**

Commissioner Smith and Commissioner Cylwik inquired into check number 19673 paid to Nativescapes, Inc. CFO, Nathan Statham and General Manager, Reggie Lamson explained that it is to install the irrigation system at the Wolf Reservoir Project site, and it is included in the budget total for the project. Commissioner Smith inquired about check number 19676 paid to State of California Energy Resources Conservation. Nathan explained that it is a loan payment for solar at the Division Well sites. Commissioner Smith and Commissioner Cylwik asked about draft number 275 to Water Systems Consulting, Inc. Nathan explained that it is for work that was done by WSC on the Wolf Reservoir Project. Commissioner Smith asked about draft number 278 to PBK. Reggie explained that this was for the Hazardous Material Assessment for the Garstin Water Operations Facility Project. Commissioner Cylwik asked about check number 19653 paid to Commissioner Cylwik, for the 2024 ACWA Fall Conference being voided. Nathan confirmed that check number 19653 was voided. Commissioner Cylwik

Regular Meeting Minutes

January 28, 2025

Page 2 of 5

recused himself from voided check number 19653. Treasurer Hjorth asked about check number 19643 paid to Motive Managed Services, LLC. Nathan explained that this was for the wireless system upgrade to the DWP building.

Motion made by Vice-Chair Willey, seconded by Treasurer Hjorth, and carried 5-0 to authenticate the Check Register for November 2024.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES:

ABSTAIN:

3.2 Authenticate Check Register 12/01/2024 to 12/31/2024

Commissioner Smith asked about check number 19683 paid to B L Wallace- Distributor Inc. Nathan explained that this was to replenish inventory of meter boxes. Commissioner Smith and Commissioner Cylwik inquired about check number 19691 paid to Estrada's Construction, Landscaping & Fencing. Reggie explained that this was for the fence at the Wolf Reservoir Project site. Commissioner Smith asked about check number 19699 paid to Paso Robles Tank. Reggie explained that it is partial payment for work that the contractor has done at the Wolf Reservoir Project site. Commissioner Smith asked about check number 19715 paid to Bear Valley Unified School District. Nathan explained that it is for well credits paid annually under an agreement for DWP to utilize water from a well owned by the School District. Commissioner Smith inquired about check number 19751 paid to Nativescapes, Inc. Reggie explained that it was a payment for the irrigation work at the Wolf Reservoir Project site. Commissioner Smith asked about check number 19752 paid to Paso Robles Tank. Reggie said that it is another partial payment for the completed work by the contractor at the Wolf Reservoir Project site. Commissioner Smith asked about check number 19754 paid to Tennyson Pipeline Co. Reggie explained that this is for the Pontell Hydropneumatic Tank Project. Commissioner Smith inquired about check number 19760 paid to Motive Managed Services, LLC. Nathan explained that this is for On-Call IT Services. Commissioner Smith asked about draft number 308 to PBK. Reggie explained that this was for the Hazardous Material assessment for the Garstin Water Operations Facility. Commissioner Cylwik asked about draft number 319 to Water Systems Consulting, Inc. Nathan explained that one of the charges is for On Call Services for the Pontell Hydropneumatic Tank Project. The other 2 will be followed up on. Commissioner Cylwik recused himself from check number 19727 paid to Commissioner Cylwik for the 2024 ACWA Fall Conference.

Motion made by Treasurer Hjorth, seconded by Vice-Chair Willey, and carried 5-0 to authenticate the Check Register for December 2024.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES:

ABSTAIN:

3.3 Garstin Water Operations Facility – Greenhouse Discussion

Water Conservation Supervisor, Bennett Rossell provided a brief overview of the Garstin Water Operations Facility Greenhouse. Treasurer Hjorth inquired as to why the new estimate for the Greenhouse had increased so much from the original estimate. Reggie explained the reasons that the cost had changed from the Architects original estimate. Discussion of the pros and cons of the Greenhouse were considered. Commissioner Smith suggested that DWP allow the project to go to bid, with the Greenhouse included as an optional bid item, and see what the Greenhouse bids come in at. By consensus, the Board directed staff to execute Commissioner Smith's suggestion.

3.4 Ratify Change Order Nos. 1 & 2 to the Paso Robles Tank Contract for the Wolf Reservoir Replacement Project

District Engineer, Daniel Baguyo explained the Change Orders to the Paso Robles Tank Contract for the Wolf Reservoir Replacement Project. Commissioner Smith asked about the \$8,500.00 decrease in cost on Change Order No.2. Reggie and Daniel explained the cost was for the discharge pipeline headwall that is no longer being installed. With the ratification of Change Orders 1 & 2 the Project will still be within the five percent contingency.

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Regular Meeting Minutes

January 28, 2025

Page 3 of 5

Motion made by Commissioner Cylwik, seconded by Commissioner Smith, and carried 5-0 to ratify Change Order Nos. 1 & 2 to the Paso Robles Tank Inc. Contract for the Wolf Reservoir Replacement Project in the amount of \$9,126.14.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES:

ABSTAIN:

3.5 Resolution No. DWP 2025-01 – February 1, 2025, Salary Schedule Update for Cost-of-Living Adjustment

Human Resources Administrator Rachel Franklin gave an overview of the Cost-of-Living Adjustment. Chair Tarras inquired about using the Riverside – San Bernardino - Ontario CPI instead of the Los Angeles – Long Beach – Anaheim CPI. Rachel will get more information, compare the CPI's, and bring the comparison to the September 2025 Board Meeting. Rachel also clarified that two title corrections were needed on the DWP Salary Schedule. Senior Purchaser/Construction Inspector will be corrected to Senior Purchaser/Construction Observer and Purchaser/Construction Inspector will be changed to Purchaser/Construction Observer.

Motion made by Commissioner Cylwik, seconded by Vice-Chair Willey, and carried 5-0 to adopt Resolution No. DWP 2025-01 for a 3.063% COLA, approving the February 1, 2025 salary schedules and salary ranges for DWP non-contract employees.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES:

ABSTAIN:

3.6 Authorize the purchase of a Replacement Backup Generator

Chair Tarras and Treasurer Hjorth asked for clarification on the cost of the replacement generators. Reggie and Nathan explained how the price quotes were obtained and gave brief explanations of the type of generator to be purchased. Treasurer Hjorth inquired about the brand of the generator and the cost being significantly higher than different generator brands with similar capacity available on the market. After a discussion regarding the several types of generators available, cost, and DWP's requirements to keep systems operational in the event of a power outage, Treasurer Hjorth requested that the generator pricing be re-checked and brought back to the February DWP Board Meeting. Commissioner Cylwik requested that Staff do further research of assorted brands, AQMD requirements, noise abatement and towing requirements for the new generators.

3.7 Management Reports

Rachel announced Water Superintendent, Danny Ent's retirement on March 21st, after 35 years with DWP. Commissioner Smith inquired about Rachel's participation in the Garstin Water Operations Facility Plan Review Workshop. Rachel explained that she gave input on several topics regarding the new building including camera locations, restrooms, and EV parking compliance. Rachel also talked about an upcoming New Manager Training Program that several DWP staff will be attending. Rachel will be sending the training information to the DWP Board members.

Commissioner Smith commented on the updates at the Xeriscape Garden on Fox Farm to get attention from shoppers at the new shopping center. Chair Tarras commented on the December 2024 water usage, surprised at the increase compared to the prior 5 years December usage.

Chair Tarras highlighted the increase in leaks found by DWP Staff in 2024 compared to the prior 2 years. Reggie commented that last year DWP identified 3,437 leaks, equating to approximately sixty million gallons of water saved, due to early detection. Treasurer Hjorth asked if there has been any discussion at DWP about putting Fluoride in the water. Reggie and Danny both commented no. Danny gave an update on the new EV Backhoe. The Backhoe rebate increased from \$290,000.00 to \$319,000.00, leaving DWP paying approximately \$38,000.00. The new Backhoe is expected sometime in March.

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Regular Meeting Minutes

January 28, 2025

Page 4 of 5

Commissioner Cylwik clarified that the Backhoe does include a charger, which Reggie confirmed that it does. Commissioner Cylwik asked for a breakdown on the meter leak detection and tracking process, which Danny and Nathan provided.

Commissioner Smith inquired about the Reservoir Inspection Project and who approves the plans. Daniel explained that he and DWP Water Production Supervisor, Jason Hall handle that, and the consultant oversees safety issues. Chair Tarras inquired about whether the Pontell Project is on schedule. Daniel confirmed that it is on schedule and Tennyson should resume work sometime in February or March. Commissioner Cylwik asked about having to draw down water for the inspections. Daniel confirmed that we will maintain our water levels, and the consultant prefers them to be as full as possible for the inspections. Commissioner Cylwik and Commissioner Smith requested that Project Schedules be linear with milestones.

Commissioner Cylwik asked for clarification on the two January dates in the first paragraph on page one hundred of the General Manager's Report. Reggie confirmed that the year should be 2025, not 2024. Reggie gave an update on his communications with USDA regarding the Garstin Water Operations Facilities Project. Reggie gave an update in the federal funding freeze, with the anticipation that the freeze could end around mid-February and have minimal impact on DWP. Commissioner Cylwik asked for an update on Replenish Big Bear Project. Reggie reported that there was a meeting at BBARWA on January 22, where it was discussed re-doing the public hearing to certify the EIR and finalize the preliminary engineering report. Reggie gave an overview of the Water Matters presentation that he will be participating in for City Council. Commissioner Cylwik remarked that he is glad that DWP is participating in the pilot program for the Watershed Cloud Seeding Program.

3.8 Board Member Reports

Chair Tarras asked about the ACWA conference that Vice-Chair Willey, Treasurer Hjorth, and Commissioner Cylwik attended recently. Vice-Chair Willey commented that the conference was interesting with many great presenters and presentations. Treasurer Hjorth commented that he made a connection with someone from the U.S. Geological Service and would like DWP to contact him about free services that are offered. Commissioner Cylwik commented on the several interesting presentations including wastewater to potable water, and cloud seeding. Commissioner Smith would be interested in attending the Spring ACWA conference.

ADJOURNMENT

No additional business came before the Board. At 3:26 p.m., Chair Tarras adjourned the meeting.

Sam Armstrong

Sam Armstrong, Board Secretary, DWP Board of Commissioners

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