

MINUTES OF AN ADJOURNED REGULAR BOARD MEETING
CITY OF BIG BEAR LAKE,
DEPARTMENT OF WATER AND POWER
BOARD OF WATER AND POWER COMMISSIONERS
MARCH 24, 2026

OPEN SESSION

An Adjourned Regular Meeting of the City of Big Bear Lake, Department of Water and Power (DWP) Board of Commissioners was called to order at 1:00pm on March 24, 2026, by Chair Bob Tarras.

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

PLEDGE OF ALLEGIANCE

Treasurer Hjorth led the pledge of allegiance.

PUBLIC FORUM

Daniel Gulbranson expressed his frustration with corruption.

1. CONSENT CALENDAR

1.1 Approve Minutes of the Regular Board Meeting Dated February 24, 2026

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

AYES: Cylwik, Tarras, Hjorth, Scriven, Willey

NOES:

ABSTAIN:

2. ITEMS REMOVED FROM CONSENT CALENDAR

None.

3. DISCUSSION/ACTION ITEMS

3.1 Authenticate Check Register 02/01/2026 to 02/28/2026

Commissioner Cylwik asked about draft number 712 paid to PBK. Daniel Baguyo, District Engineer, responded that PBK is reviewing Garstin Project construction submittals from the contractor. Treasurer Hjorth asked about check number 30681 paid to Fairview Ford Sales, Inc. Jason Hall, Water Superintendent, responded that one of the field trucks needed the entire fuel system replaced. Jason clarified that a replacement truck has been budgeted for in fiscal year 2027. Chair Tarras asked if the damage to the truck was insurable. Rachel Franklin, Human Resources Administrator, responded that DWP could file a claim through JPIA.

Motion made by Treasurer Hjorth, seconded by Commissioner Scriven, and carried 5-0 to authenticate the Check Register for February 2026.

AYES: Cylwik, Tarras, Hjorth, Scriven, Willey

NOES:

ABSTAIN:

3.2 Vac and Valve Trailer Replacement

Jason discussed issues with the current vac/valve trailer has and why the purchase of a replace vac/valve trailer is necessary. He added that DWP may be able to sell the old vac/valve trailer back to Wachs' rental program. Chair Tarras asked if the new vac/valve trailer was budgeted for. Jason responded that the new trailer is in the FY 2026 Capital Machinery and Equipment budget.

Motion made by Vice-Chair Willey, seconded by Commissioner Scriven, and carried 5-0 to authorize the purchase of a replacement vac and valve trailer.

AYES: Cylwik, Tarras, Hjorth, Scriven, Willey

NOES:

ABSTAIN:

3.3 Construction Inspection Agreement

Daniel discussed DWP's need for special inspection services and construction observation due to those services being outside the scope or services provided by Verdantes, who is contracted with DWP for soils and materials testing. Treasurer Hjorth asked if PBK should be handling construction observation and special inspections since they are the project manager. Daniel stated that PBK has provided construction submittal review services for the project, but that their scope stops at the review of proposed construction procedures. Chair Tarras emphasized Treasurer Hjorth's point that there should only be one entity for project management. Reggie Lamson, general manager, responded that DWP deals with a variety of construction projects and is well-equipped to handle project management for the new facility. Reggie added that DWP staff can be at the construction site on a daily basis, while PBK is only able to visit the construction site once a month. Treasurer Hjorth stated that he would like clarification on who the responsibility of project management and coordination of special inspection ultimately falls to. Treasurer Hjorth requested a legal review of project management responsibilities for the construction of the facility.

Commissioner Cylwik asked why there was not a specific dollar estimate for the on-call agreement. Nathan Statham, Chief Financial Officer, responded that due to the nature of the services being provided, it was not practical to estimate a dollar amount. He added that \$95,000 was set aside in the project budget for inspection services. Treasurer Hjorth requested to track the expenses for the on-call services provided. Nathan affirmed that expenses will be tracked through DWP's ERP system.

Chair Tarras asked when the first special inspection for construction of the facility would occur. Daniel responded that the first inspection would most likely happen in May or June. Chair Tarras asked who would give the go-ahead for an inspection to happen. Reggie responded that DWP would have that authority.

Motion made by Treasurer Hjorth, seconded by Vice-Chair Willey, and carried 5-0 to conditionally approve, upon legal review of project management responsibilities, the construction inspection agreement for the Garstin Water Operations Facility Project.

AYES: Cylwik, Tarras, Hjorth, Scriven, Willey

NOES:

ABSTAIN:

3.4 Management Reports

Treasurer Hjorth asked if there were any surprises with the wide-spread installation of the new ally meters. Jason responded that overall, the installation process has been going well. Treasurer Hjorth asked which is the next area DWP plans to install ally meters. Nathan responded that remote areas of the valley have been getting ally meters such as Fawnskin and Lake Williams, and that Moonridge will most likely be next.

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Commissioner Scriven asked how groundwater levels looked given the lack of precipitation recently. Reggie responded that groundwater measurements are done in July or August when the lake is full, but that he has no concerns about groundwater levels currently.

Jason remarked that the electric backhoe will be returned to the dealer for repairs and that DWP is getting a loaner electric backhoe in the interim. Commissioner Cylwik asked if the lemon law has been brought up with Case regarding the electric backhoe. Jason responded that it has been brought up in their discussions with Case.

Reggie stated that Wolf Reservoir is now full of system water. Hall added that final inspections will most likely be after April 1st.

Treasurer Hjorth asked how implementation of the smart meter portal was going. Nathan responded that implementation has been moving slowly. He stated that the transmission mechanism between Tyler and Sensus has not been set up yet.

Chair Tarras asked when the first draft of the budget will be available. Nathan responded that the first draft was given the Treasurer and a draft will be available to the Board at the April Board meeting. Chair Tarras asked if DWP was on schedule for the budget to be ready in time for the hearing at the May Board meeting. Nathan responded that DWP is currently on schedule.

Treasurer Hjorth asked about the fire sprinkler deferred approval on PBK's Friday report. Daniel responded that PBK defers final approval to the fire department.

Treasurer Hjorth stated he was grateful for DWP staff's help with his neighbor who had a leak. He emphasized DWP staff's professionalism and helpfulness in the matter.

3.5 Board Member Reports

None.

4. BOARD FOLLOW-UP ITEMS

None.

5. ADJOURNMENT

No additional business came before the Board. At 2:08 p.m., Chair Tarras adjourned the meeting.



Caitlin Kent, Acting Board Secretary, DWP Board of Commissioners

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