MINUTES OF A REGULAR BOARD MEETING
CITY OF BIG BEAR LAKE,
DEPARTMENT OF WATER AND POWER
BOARD OF WATER AND POWER COMMISSIONERS
May 26, 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 9:00am on May 26, 2026, by Chair Bob Tarras.

BOARD MEMBERS PRESENT	BOARD MEMBERS REMOTE ATTENDANCE	BOARD MEMBERS ABSENT
Bob Tarras, Chair	Joe Cylwik, Commissioner	
Barbara Willey, Vice-Chair		
Craig Hjorth, Treasurer		
Matt Scriven, Commissioner		

PLEDGE OF ALLEGIANCE

Chair Tarras led the pledge of allegiance.

PUBLIC FORUM

None.

1. PUBLIC HEARING

At 9:03 a.m., Chair Tarras opened the public hearing for the Fiscal Year 2027 Budget.

1.1 Resolution No. DWP 2026-03 - FY 2027 Budget and Confirming Previously Approved Water Rates

CFO Nathan Statham gave a brief overview of the Fiscal Year 2027 budget. There were no questions from the Board and no public comments.

Motion made by Treasurer Hjorth, seconded by Commissioner Scriven, and carried 5-0 to adopt Resolution No. DWP 2026-03 approving the DWP FY 2027 Budget and confirming previously approved water rates effective July 1, 2026.

AYES: Cylwik, Tarras, Hjorth, Scriven, Willey

NOES:

ABSTAIN:

At 9:06 a.m., Chair Tarras closed the public hearing for the Fiscal Year 2027 Budget and opened the public hearing for the 2025 Urban Water Management Plan and 2025 Water Shortage Contingency Plan.

1.2 Resolution No. DWP 2026-04 - 2025 Urban Water Management Plan & 2025 Water Shortage Contingency Plan

District Engineer Daniel Baguyo presented the 2025 Urban Water Management Plan (UWMP) and the 2025 Water Shortage Contingency Plan (WSCP). The Board inquired about population metrics for full-time and part-time residents in the valley, as well as current water use, supply, demand, and water loss data. During the presentation, supplementary information was provided to inquiries as needed by Daniel, Nathan, General Manager Reggie Lamson, and Water Superintendent Jason Hall.

At 9:55 a.m., Chair Tarras called for a five-minute recess, due to audio and visual technical difficulties.

There were no public comments.

Motion made by Vice Chair Willey, seconded by Commissioner Scriven, and carried 5-0 to adopt Resolution No. DWP 2026-04 approving the 2025 Urban Water Management Plan and 2025 Water Shortage Contingency Plan.

AYES: Cylwik, Tarras, Hjorth, Scriven, Willey

NOES:

ABSTAIN:

At 10:00 a.m., Chair Tarras closed the public hearing for the 2025 Urban Water Management Plan and 2025 Water Shortage Contingency Plan.

2. CONSENT CALENDAR

2.1 Approve Minutes of the Regular Board Meeting Dated April 28, 2026

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

AYES: Cylwik, Tarras, Hjorth, Scriven, Willey

NOES:

ABSTAIN:

3. ITEMS REMOVED FROM CONSENT CALEDAR

None.

4. DISCUSSION/ACTION ITEMS

4.1 Authenticate Check Register 04/01/2026 to 04/30/2026

Treasurer Hjorth requested clarification on payment DFT0000939 to Estrada's Construction, Landscaping & Fencing. Jason noted that disbursement was for unbilled temporary fencing installed during construction on the Wolf Project. Treasurer Hjorth inquired about DFT0001014 to Wondershare. Nathan explained that Wondershare is a PDF editing software.

Commissioner Cylwik recused himself from Check Number 30785. Commissioner Cylwik asked about DFT0000965 to OpenAI. Nathan explained that staff are currently evaluating the performance of various AI platforms prior to agency-wide implementation. Commissioner Cylwik requested that staff provide a presentation regarding the AI software and its intended applications. Commissioner Scriven noted that AI platforms are switching from flat subscription to usage pricing and staff should evaluate cost-benefits of subscription costs against actual usage when selecting from the various AI platforms.

Motion made by Treasurer Hjorth, second Chair Willey, and carried 5-0 to authenticate the Check Register for April 2026.

AYES: Cylwik, Tarras, Hjorth, Scriven, Willey

NOES:

ABSTAIN:

4.2 Resolution No. DWP 2026-06 – USBR Grant Application for the Landscape Irrigation Efficiency Program

Water Conservation & Communication Supervisor Bennett Rossell gave an overview of the proposed grant application to expand DWP's turf buyback program. The expansion aims to assist 13 commercial properties in complying with new California non-functional turf irrigation regulations by increasing the commercial rebate from $1 to $3 per square foot.

Treasurer Hjorth asked what the impact would be if the eligible 13 commercial properties participated in the program. Bennett clarified that it would encompass 46,000 square feet of turf removal. Nathan noted that the $3.00 rate was proposed to avoid supplanting the existing residential program funds, and to offset a significant portion of replacement costs, which staff estimated at $5 per square foot for rock landscaping.

Commissioner Cylwik expressed concern that the resolution did not explicitly detail the $3 per square foot rebate rate. Nathan clarified that the resolution under consideration authorizes only the grant application itself; a sperate resolution to amend existing policy would be brought before the Board for approval should the grant be awarded. Commissioner Cylwik also noted that the proposed structure provides a higher benefit to commercial customers than to residential customers. Reggie clarified that the new state regulations mandate compliance exclusively for commercial properties, facilitating the targeted incentive.

Motion made by Commissioner Scriven, seconded by Treasurer Hjorth, and carried 5-0 to adopt Resolution No. DWP 2026-06 authorizing the submission of a grant application to the United States Bureau of Reclamation for the Small-Scale Water Efficiency Projects Grant Program to support expansion of DWP's Turf Buyback Program.

AYES: Cylwik, Tarras, Hjorth, Scriven, Willey

NOES:

ABSTAIN:

4.3 Change Order No. 2 to the FB&E Contract for the Garstin Water Operations Facilities Project

Daniel and Reggie gave an overview of Change Order No. 2 to the FB&E contract. The proposed modifications included reverting the HVAC scope to add thermostats back to all offices, addressing an omitted structural beam, adjusting exterior wall detailing to feature split-face block as originally approved by the City Planning Commission, providing additional steel for the metal fascia, and changing the specified door material for the IT room.

Commissioner Scriven inquired whether the contractor had requested any equitable adjustments or pass-through expenses due to rising fuel and freight costs. Reggie confirmed that no such adjustments have been submitted to date.

Treasurer Hjorth requested information regarding a 3D building walkthrough. Daniel will look into the associated pricing and feasibility.

Commissioner Cylwik requested that the construction contract summary table be restructured for improved clarity. Nathan confirmed that future iterations of the financial table will be adjusted to feature precise labeling to clearly describe reconciled totals.

Motion made by Vice Chair Willey, seconded by Treasurer Hjorth, and carried 5-0 to approve Change Order No. 2 in the amount of $204,218.95 to the Facility Builders & Erectors, Inc. Contract for the Garstin Water Operations Facility Project.

AYES: Cylwik, Tarras, Hjorth, Scriven, Willey

NOES:

ABSTAIN:

4.4 Resolution No. DWP 2026-05 – Capital Asset Policy Update

Nathan gave an overview of the Capital Asset Policy updates. He explained that raising the capitalization threshold to $10,000 would bring the agency into alignment with the City's established financial policies.

Motion made by Treasurer Hjorth, seconded by Commissioner Scriven, and carried 5-0 to adopt Resolution No. DWP 2026-05 increasing the capitalization threshold in DWP's Purchasing Policy to $10,000.

AYES: Cylwik, Tarras, Hjorth Scriven, Willey

NOES:

ABSTAIN:

4.5 Quarterly Financials for Q3 2026

Nathan gave an overview of the Q3 financial report. He noted that the reporting format has been updated based on previous Board feedback to enhance clarity by focusing on year-to-date data rather than quarterly specific metrics. Vice Chair Willey inquired about a budget variance regarding State water system permit expenses. Nathan clarified that the discrepancy was identified following the issuance and subsequent payment of the license renewal. The Department of Water Resources (DWR) is currently processing a refund for the overbilled amount.

4.6 Management Reports

Vice Chair Willey asked about the scheduling of the next HR Committee meeting. Human Resources Administrator Rachel Franklin requested that the meeting be scheduled for the upcoming Fall to accommodate current staff workloads.

Vice Chair Willey asked Bennett to confirm the date of the Earth Day event hosted by Bear Valley Electric. Bennett noted that the event took place on May 19th. Vice Chair Willey asked for clarification on the 3D Groundwater Model. Bennett offered to demonstrate the physical tabletop model for her.

Commissioner Scriven commended staff on the efficiency of the smart meters, noting that the system successfully assisted him in identifying a water leak at his property.

Treasurer Hjorth inquired if the recent electrical outages caused any operational issues. Jason and Reggie confirmed that no problems were reported, noting that the SCADA system is equipped with a battery backup.

Chair Tarras requested an update from Daniel regarding Division Well No. 9. Daniel stated that the design phase is near completion. Reggie added that the project is anticipated to go out to bid within approximately one week. Furthermore, Reggie commended Daniel for completing the Urban Water Management Plan (UWMP) entirely in-house.

Chair Tarras inquired about the recent budget briefing meeting with the City. Nathan reported that combining the discussions into a single meeting, rather than the historical three-meeting format, proved to be more efficient. Nathan and Chair Tarras are scheduled to deliver the formal budget presentation at the upcoming City Council meeting.

4.7 Board Member Reports
None.

5. BOARD FOLLOW-UP ITEMS
None.

6. ADJOURNMENT

No additional business came before the Board. At 11:08 a.m., Chair Tarras adjourned the meeting.

Sam Armstrong
Sam Armstrong, Board Secretary, DWP Board of Commissioners

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