

MINUTES OF A REGULAR BOARD MEETING
CITY OF BIG BEAR LAKE,
DEPARTMENT OF WATER AND POWER
BOARD OF WATER AND POWER COMMISSIONERS
June 24, 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 9:00 a.m. on June 24, 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

Daniel Gulbranson spoke about government obligation to exercise their powers lawfully and transparently.

ACKNOWLEDGEMENT

None.

INTRODUCTION

None.

1. CONSENT CALENDAR**1.1 Approve Minutes of the Regular Board Meeting Dated May 27, 2025**

Motion made by Vice-Chair Willey, 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 05/01/2025 to 05/31/2025**

Commissioner Cylwik asked about Check Number 30100 paid to Execucom and if this is a monthly or quarterly charge. CFO Nathan Statham clarified that it is a monthly charge for DWP's after-hours answering service. Commissioner Smith asked about Draft Number 482 to PBK. General Manager Reggie Lamson explained that it is for the bidding documents for the Garstin Water Operations Facility Project.

Treasurer Hjorth asked about Check Number 30074 to T-Mobile. Nathan explained that this is for internet services for five devices. Treasurer Hjorth inquired about what claim Check Number 30086 was paid out for. Human Resources Administrator Rachel Franklin explained that it was paid to the miniature golf course for damage that was caused by a mainline leak. Treasurer Hjorth asked about Check Number 30092 paid to Tyler Technologies for Smart Meter Access Software. Nathan explained that this is for the Tyler Customer Portal that allows DWP customers to monitor their water usage.

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Motion made by Treasurer Hjorth, seconded by Commissioner Smith, and carried 5-0 to authenticate the Check Register for May 2025.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES:

ABSTAIN:

3.2 DWP Credit Card Addition

Nathan gave an overview of why DWP would like to add a second credit card account. Chair Tarras asked if this would be a backup credit card. Nathan explained that this would be a backup credit card, there is no fee for it and nothing would really change. Commissioner Cylwik asked how many DWP employees currently have credit cards. Nathan explained that four employees have credit cards, and there are specific department and fuel cards as well, in total around 12 DWP credit cards. Commissioner Cylwik expressed his concern with having credit cards with multiple vendors and would prefer that staff pick a vendor that meets DWP needs and eliminate the other vendor.

Motion made by Commissioner Smith, seconded by Vice-Chair Willey, and carried 5-0 to adopt Resolution No. DWP 2025-05 authorizing a second DWP credit card account through Umpqua Bank Commercial Cards.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES:

ABSTAIN:

3.3 Tom Dodson On-Call Services Agreement

Reggie gave an overview of extending the Tom Dodson on-call services agreement. Commissioner Smith expressed concern about the on-call agreement exhibits A, B, C and D not being labeled. Reggie explained that this was an oversight when the initial contract was agreed to and the exhibits will be corrected. Chair Tarras requested a calendar reminder for when another Request for Proposals will need to be advertised.

Motion made by Commissioner Cylwik, seconded by Vice-Chair Willey, and carried 5-0 to authorize staff to execute Amendment No. 1 to extend the on-call service agreement with Tom Dodson, with amended exhibits, to June 30, 2026.

AYES:

NOES:

ABSTAIN:

3.4 Tom Harder On-Call Services Agreement

Reggie gave an overview of extending the Tom Harder on-call services agreement. Commissioner Smith expressed concern about the on-call agreement exhibits A, B, C and D not being labeled. Reggie explained that this was an oversight when the initial contract was agreed to and will be corrected. Commissioner Smith asked if on-call services are used for Capital Projects. Reggie explained there could be some scenarios in which DWP would use on-call services but generally staff would request a proposal for a specified scope of work for a capital project. Nathan also explained that projects would follow DWP's Purchasing Policies based on the scope of work and the cost. Commissioner Smith cautioned staff about sole sourcing.

Motion made by Commissioner Cylwik, seconded by Treasurer Hjorth, and carried 5-0 to authorize staff to execute Amendment No. 1 to extend the on-call service agreement with Tom Harder, with amended exhibits, to June 30, 2026.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES:

ABSTAIN:

3.5 WSC On-Call Services Agreement

Commissioner Smith noted that the exhibits were properly labeled in this on-call services agreement.

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Motion made by Treasurer Hjorth, seconded by Commissioner Cylwik and carried 5-0 to authorize staff to execute Amendment No. 1 to extend the on-call service agreement with WSC to June 30, 2026.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES:

ABSTAIN:

3.6 WSC CIP Agreement

Reggie explained that this agreement was for the first five years of the 10-year Capital Improvement Plan. Chair Tarras requested a calendar reminder for when another Request for Proposals will need to be advertised for design services for the next five years of the CIP. .

Motion made by Vice-Chair Willey, seconded by Commissioner Cylwik and carried 5-0 to authorize staff to execute Amendment No. 10 to extend the Capital Improvement Plan Engineering Design and Construction Services Agreement with WSC to June 30, 2026.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES:

ABSTAIN:

3.7 Paso Robles Tank Change Order No. 4 for Wolf Reservoir

Reggie gave an overview of Change Order No. 4, explaining that the original reservoir height was 36 feet, which had to be adjusted to 40 feet to account for the sloshing of water during earthquakes. Reggie stated that due to the increased height of the tank, more material and coating of the material was required. Commissioner Cylwik asked why the additional freeboard was not accounted for in the original bid. Reggie explained that all the bids received were for a 36-foot tank, same as the Angels Camp Reservoir. Once awarded the project, the contractor was obligated to do a structural design on the tank, where it was determined that an extra 4 feet of freeboard was needed. Commissioner Cylwik asked if the additional four feet of freeboard was incorporated into the foundation design. Reggie confirmed that it was included.

Motion made by Vice-Chair Willey, seconded by Commissioner Cylwik and carried 5-0 to approve Change Order No. 4 to the Paso Robles Tank, Inc. contract for the Wolf Reservoir Replacement Project in the amount of \$32,852.56.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES:

ABSTAIN:

3.8 Replacement Backup Generator

Chair Tarras thanked staff for putting together the informational report. He went on to clarify that when he previously stated that DWP could lease a generator in the event of an emergency, he was referencing renting a generator on an as need basis. Treasurer Hjorth commented that logistically it would not be feasible to go rent a generator whenever needed. Nathan cited examples of road closures due to fire or flooding that would make it impossible for staff to get off the mountain to go rent a generator. Commissioner Cylwik asked for clarification if this new generator would not be necessary until Division No. 9 is operational. Water Superintendent Jason Hall explained that the new generator could be put at the Division Well Field and operate five wells simultaneously. Commissioner Cylwik countered that DWP has generators to operate those wells and expressed his concern about purchasing a new generator before the Garstin Water Operations Facility Project bids come in. Reggie explained that staff is not recommending the purchase of a generator at this time, the report is informational only. Chair Tarras asked Jason about developing an agreement with Bear Valley Electric Service to make DWP a priority to supply power to run wells. Jason commented that he didn't think that it would be feasible given the way power is distributed. Commissioner Cylwik commended staff on a well done report and thanked everyone for the information provided.

3.9 Management Reports

Vice-Chair Willey inquired about the booth that the Conservation Department hosted at the Community Day event. Water Conservation & Communications Supervisor Bennett Rossell commented that it is an annual event held at Meadow Park.

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Commissioner Smith asked Bennett to clarify where Big Bear was located on the California Drought Monitor Map in the Conservation Report as the location marker was missing. Bennett explained we are in the orange D2 (Severe Drought) area. Chair Tarras asked what the current unaccounted for water numbers are. Nathan commented that it is estimated at 8%, and procedures to identify sources of unaccounted for water are underway in the Lake William System.

Jason commented that they are getting ready for the upcoming July 4th holiday weekend. Chair Tarras asked if the reservoirs are full. Jason responded that they are always full.

Vice-Chair Willey commended District Engineer Daniel Baguyo on the pictures in his report as she finds them very helpful. Treasurer Hjorth asked about the reservoir floor picture on page 320 and inquired as to what the material is. Reggie explained that it is oil sand and is used to prevent corrosion on the reservoir floor. Commissioner Cylwik asked if there will be a presentation after the tank inspections are complete. Daniel stated that yes there will be a presentation, staff is just waiting on all the reports to be finished. Commissioner Smith asked about the modifications DWP has made for the North Shore Roundabout Project. Daniel explained that DWP has relocated a fire hydrant, gate valve cans and a couple of services that were in the Cal Trans right of way.

Nathan gave an overview of Long-Term Fiscal Trend Analysis. Chair Tarras thanked staff for the chart, stating that this is a good starting point and he would like to see where we are heading in the next ten years. Commissioner Cylwik commented that staff need to think about the Capital Improvement Plan and what projects could be cut back or deferred based on the Garstin Project proposals that come in. Treasurer Hjorth asked about the possibility of having a transfer switch to utilize solar power during power outages. Reggie explained that DWP's current agreement with Bear Valley Electric Service does not allow that due to the possibility of back feeding the system, but that could change in the future.

Chair Tarras asked about the status of sending the Garstin Project out to bid. Reggie explained that PBK is still responding to USDA comments, and USDA has not given staff the approval to go out to bid. Commissioner Cylwik clarified that we must have a letter stating that we are authorized to get bids. Commissioner Smith asked for an update on acquiring the parcel adjacent to the DWP yard. Reggie explained that BB&K did come up with a solution and staff is finalizing a quitclaim deed, which should be filed in the next week or two.

3.10 Board Member Reports

None.

4. BOARD FOLLOW-UP ITEMS

None.

5. ADJOURNMENT

No additional business came before the Board. At 11:12 p.m., Chair Tarras adjourned the meeting.

Sam Armstrong

Sam Armstrong, Board Secretary, DWP Board of Commissioners

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