

MINUTES OF A REGULAR BOARD MEETING
CITY OF BIG BEAR LAKE,
DEPARTMENT OF WATER AND POWER
BOARD OF WATER AND POWER COMMISSIONERS
June 25, 2024

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 25, 2024, by Chair Bob Tarras.

BOARD MEMBERS PRESENT

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

BOARD MEMBERS EXCUSED

Craig Hjorth, Treasurer

PLEDGE OF ALLEGIANCE

Chair Tarras led the pledge of allegiance.

PUBLIC FORUM

None.

ACKNOWLEDGEMENTS

Reggie Lamson, General Manager, acknowledged Kevin Moran, Senior Purchaser/Construction Observer for twenty years of service.

Reggie acknowledged Roxann Abrahamson's promotion to Purchaser/Construction Observer.

SCANNING PROJECT UPDATE

Kelle Barrette, Customer Service Supervisor, provided an update on the Customer Account Document Scanning Project. Kelle reported that the project is substantially complete.

1. CONSENT CALENDAR

1.1 Approve Minutes of the Regular Board Meeting Dated May 28, 2024

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

AYES: Cylwik, Smith, Tarras, Willey

NOES:

ABSTAIN:

2. ITEMS REMOVED FROM CONSENT CALENDAR

None.

3. DISCUSSION/ACTION ITEMS

3.1 Authenticate Check Register 05/01/2024 to 05/31/2024

Commissioner Cylwik inquired into check number 19137 paid to Butchers Block and specifically asked where the DWP Sunrise Garden is. Reggie responded the Sunrise Garden is on Division near the DWP Division Solar Field.

Commissioner Smith inquired into check number 19078 which is a refund for partial capacity charges to Michael Newhouse. Nathan Statham, Chief Financial Officer, responded that there were two customer credits for capacity charges. One was for a change in meter size resulting in a lower fee than was initially paid, and one was for a partially cancelled project. Commissioner Smith inquired into check number 19144 paid to Environmental Systems Research Institute and asked if the ArcGIS Enterprise System project has started. Nathan responded yes; Dave Emig, Senior Water Operations Technician, is receiving training. Commissioner Smith asked the difference between checks

and drafts. Nathan responded that drafts are paid through Automated Clearing House (ACH) which is the primary system used for electronic funds transfer.

Motion made by Commissioner Smith, seconded by Vice-Chair Willey, and carried 4-0 to authenticate the Check Register for May 2024.

AYES: Cylwik, Smith, Tarras, Willey

NOES:

ABSTAIN:

3.2 Technical Review Team (TRT) Committee Report

Commissioner Smith asked about the drop off in water production in 2024. Reggie responded the chart shows a partial year for 2024 and that 2024 production (1975 AF) is tracking slightly lower than in 2023 (1988 AF).

3.3 Resolution No. DWP 2024-10 - USBR Grant Application for the Smart Meter Project

Chair Tarras asked if we can still purchase the previous style mechanical AMI meters. Nathan responded that we are already replacing existing failed meters with the new electromagnetic read iPerl meters so we would not be purchasing previously used AMI mechanical read meters. John Gross, Customer Field Supervisor, added that in 2014, we decided to install Accustream mechanical read meters instead of iPerl electromagnetic read meters because the iPerl meters still had significant unresolved bugs resulting in inaccurate reads. Reggie stated that the iPerl meters are now the go-to meter because the meters don't have any moving parts and the issues have been resolved. Chair Tarras stated his understanding that we want to replace the meters with Sensus Ally smart meters. Nathan responded that we only want to install the Sensus Ally meters in remote and less accessible areas of the water system. Chair Tarras asked if the meter box will be locked. Nathan responded that we are not currently locking the meter boxes but that there is an advantage to locking the meter boxes and the remote-controlled Ally meters would allow for meter box locking since turning the meter on/off would be done remotely. Nathan added that in other jurisdictions, not currently in California, water is considered a right and water providers are required to provide at least sufficient water to maintain basic sustenance and sanitation. The Ally smart meters would allow DWP to restrict flow to a level that allows for basic sustenance and sanitation rather than completely turning the meter off for non-payment.

Chair Tarras asked when the meter battery fails, can we replace the battery. John responded no; when the meter battery life is over, the meter must be replaced. Commissioner Smith inquired into the grant funding. Reggie responded that the USBR funding that DWP is preparing an application, is a 50% match up to \$100,000 for projects of \$225,000 or less. Commissioner Cylwik inquired into the useful life of the new meters. John responded twenty years. Nathan stated that costs will be paid back within ten years in all remote and less accessible areas except the Upper Moonridge area where the primary concern is vehicle safety when traveling on narrow icy roads in the higher elevations. Commissioner Cylwik asked if we have existing policies for remote turn off of meters. Nathan responded that the customer notification process for nonpayment is a lengthy ninety-day period before the shut off occurs. The Ally meters would be shut off remotely, but the existing noticing processes would not change. Commissioner Cylwik asked about a reduced flow procedure. Nathan responded that we would need to update our current process for shut off versus reduced flow. Commissioner Cylwik asked if it is legal to reduce a customer's flow. Nathan responded that we would need to put a policy in place and that reduced flow is a legally more acceptable consequence for non-payment than shutting the meter off, which is done currently. Chair Tarras asked if the grant funding is annual. Reggie responded yes; the latest Small Scale grant announcement included two grant funding opportunities annually.

The City of Big Bear Lake, Department of Water and Power strives to make all of its public meetings accessible to everyone. If you need any special assistance or disability-related accommodation in order to participate in this meeting, please contact the Board Secretary at (909) 866-5050. Notification 48 hours prior to the meeting will enable the DWP to make reasonable arrangements to ensure accessibility to this meeting.

We are an equal opportunity provider and employer.

Motion made by Commissioner Smith, seconded by Vice-Chair Willey, and carried 4-0 to adopt Resolution No. DWP 2024-10 supporting the USBR Grant application for the Smart Meter Project.

AYES: Cylwik, Smith, Tarras, Willey

NOES:

ABSTAIN:

3.4 Resolution No. DWP 2024-11 and Resolution No. DWP 2024-12 - Amendments to Policy #2017-03 Purchasing Policy

Commissioner Smith inquired into why the DWP did not previously elect to become subject to the Uniform Public Construction Cost Accounting Act. Nathan responded that there is a statutory process that has been followed but the California Constitution allows a local government to elect into the Uniform Public Construction Cost Accounting Act if it is beneficial to do so. Not previously making the election primarily resulted in lower competitive procurement thresholds under statutory provision than are allowed once the election is made. Chair Tarras inquired into any “downside.” Reggie responded that there is none of significance; the amended policy will enable DWP staff to do their job more efficiently. Commissioner Smith inquired into instances in which the increased spending limit would be beneficial. Reggie responded with three example instances: chlorination equipment, telemetry equipment, and pump replacements. Nathan added that there are various administrative agreements as well for example annual phone bills exceed the current limits. Vice-Chair Willey inquired into references to City Council in the red-line version. Reggie responded that we revised the final draft report and did not update the red-line version during the final review process. Commissioner Smith inquired into negotiated purchases. Nathan responded that we do not typically enter into negotiated contracts and would likely see them for software systems.

Commissioner Cylwik inquired into DIR registration requirements. Reggie responded that the DIR registration should have no impact because we currently require DIR registration for all our construction projects. Commissioner Cylwik inquired into Board approval for procurements up to the \$75,000 formal bidding threshold. Nathan responded that it doesn’t apply because the Board will approve all spending over \$50,000 regardless of the formal bid threshold. Commissioner Cylwik asked why the policy does not include publication on Ebid boards. Nathan responded that the wording is very specific to legal requirements of at least publishing in a newspaper of general circulation in the area. Ebid boards can be utilized as well, but the policy has to state the minimum legal requirement. Commissioner Cylwik noted that providing notice on Ebid boards would increase the bid pool and be beneficial to DWP.

Motion made by Vice-Chair Willey, seconded by Commissioner Smith, and carried 4-0 to adopt DWP Resolution Nos. 2024-11 and 2024-12 approving the proposed changes to DWP’s Purchasing Policy and electing to be subject to the Uniform Public Construction Cost Accounting Act.

AYES: Cylwik, Smith, Tarras, Willey

NOES:

ABSTAIN:

3.5 Adopt Categorical Exemption and File Notice of Exemption as the Appropriate CEQA Environmental Determination for the Knickerbocker Hydropneumatic System Project

Chair Tarras confirmed that the Project qualifies for an exemption. Reggie responded yes; because we are not increasing the capacity and the project is more efficient.

The City of Big Bear Lake, Department of Water and Power strives to make all of its public meetings accessible to everyone. If you need any special assistance or disability-related accommodation in order to participate in this meeting, please contact the Board Secretary at (909) 866-5050. Notification 48 hours prior to the meeting will enable the DWP to make reasonable arrangements to ensure accessibility to this meeting.

We are an equal opportunity provider and employer.

Motion made by Commissioner Smith, seconded by Vice-Chair Willey, and carried 4-0 to adopt the recommended Categorical Exemption, Class 2 under the provisions of CEQA categorical exemption Section 15303 and authorize the General Manager to file the Notice of Exemption.

AYES: Cylwik, Smith, Tarras, Willey

NOES:

ABSTAIN:

3.6 Garstin Water Operations Facilities Alternative Concept and Cost Discussion

Vice-Chair Willey clarified her understanding of the alternative concept presented and stated that she is not concerned about the additional cost, but she is concerned about going back to the City with a revised plan. Commissioner Smith stated that he has been providing alternative concepts for six months and believes the consultant should have been more creative. Chair Tarras asked if we received different options from the architect. Reggie responded that we received floor plan options during the design process. Vice-Chair Willey asked if we are too far down the road for revisions. Commissioner Smith responded yes because we already presented a plan to the City. Commissioner Smith suggested we decrease the fee to the architect because they did not fulfill the contract. Chair Tarras stated that is a conversation for our attorney. Reggie responded that it is too soon to reduce the fee since the project outcome is not known. Commissioner Cylwik stated that he agrees with Commissioner Smith that we are too far down the road for revisions.

3.7 Notice of Completion for the 2023 Pipeline Replacement Project

Motion made by Commissioner Cylwik, seconded by Vice-Chair Willey, and carried 4-0 to Authorize staff to file with the San Bernardino County, a Notice of Completion for the 2023 Pipeline Replacement Project naming Borden Excavating, Inc. as the Contractor.

AYES: Cylwik, Smith, Tarras, Willey

NOES:

ABSTAIN:

3.8 Solar Options for the Wolf Reservoir & Boosters Replacement Project

Commissioner Smith asked if the rebate goes to the vendor or to DWP. Reggie responded that the rebate will go to the DWP. Commissioner Cylwik asked if a shade analysis has been performed. Reggie responded no; that we are going to lower the site ten feet and that we recently removed eighteen trees which could have caused a shade issue. Commissioner Cylwik stated that with the City Hall Project, shade was an issue, and we should ensure it will not be an issue for our Project. Commissioner Smith stated that he believes a shade study would be appropriate. Reggie responded that he would examine the site and if warranted, request a shade study from the vendor and bring the information to the Board at the July Board meeting.

3.9 Approve Amendment No. 8 to WSC CIP Agreement for Design and Construction Management Services modifying Amendment No. 5 for the Pontell Hydropneumatic System Project

Commissioner Smith asked if the Agreement is an as needed service agreement. Reggie responded yes. Commissioner Smith asked if there was a cap on the Agreement. Reggie responded no; that the Agreement is for the first five year of DWP's 10-year capital improvement program to provide design and construction management services. Design and construction management services are typically about 30% of the project cost. Commissioner Smith stated that he is uncomfortable with the Agreement accumulating with no cap. Nathan responded that if we

The City of Big Bear Lake, Department of Water and Power strives to make all of its public meetings accessible to everyone. If you need any special assistance or disability-related accommodation in order to participate in this meeting, please contact the Board Secretary at (909) 866-5050. Notification 48 hours prior to the meeting will enable the DWP to make reasonable arrangements to ensure accessibility to this meeting.

We are an equal opportunity provider and employer.

placed a cap on the Agreement it would be around the six-million-dollar range. Commissioner Smith stated he would be more comfortable with an established cap. Reggie responded that we would estimate what projects will be built during the first five years of the CIP and assign an appropriate cap to the contract. Commissioner Cylwik stated that he is concerned about the amount of the additional request for Pontell because WSC's design costs are around fifty percent of the construction costs for this project. Reggie responded that we revised the scope of the project and that hydropneumatic systems are more complicated to design. Commissioner Cylwik asked for a validation of the additional cost. Reggie responded that WSC reduced their actual hours spent designing the project. Commissioner Cylwik stated he would like to see the breakdown of hours. Reggie responded that he will obtain the actual hours worked and bring this agenda item back to the Board at the July Board meeting.

3.10 Management Reports

Rachel Franklin, Human Resources Administrator, asked the Board if they are agreeable to staff making minor updates to the Risk policies such as revising names to titles and contact information. The Board agreed that such edits would be appropriate. Commissioner Smith commented positively on the recruitment for the District Engineer. Rachel responded that we have received two applications. Commissioner Smith asked if the promotional water bottles with DWP messaging given to the Board were given out at the recent Community Event. Bennett Rossell, Water Conservation & Communications Supervisor, responded yes; and added that the QR code on the side of the water bottle is a direct link to the Conservation page on the DWP website. Commissioner Cylwik asked about the participation of sponsors for the Xeriscape Garden tour. Bennett responded that he is unaware of other sponsor's participation levels and that DWP has historically been a full sponsor. Commissioner Cylwik asked if staff has approached Verizon about adding a cellular repeater to the communications tower at the Wolf reservoir site. Reggie responded that he believes Danny Ent, Water Superintendent, contacted Verizon or obtained additional information and that he will follow up with Danny.

Commissioner Smith asked about the status of the Cityworks system. Nathan responded that Cityworks is functional after the recent upgrade to version 23. Nathan added that ARC GIS Enterprise has not been deployed and implementation details are being decided. Commissioner Smith asked if inventory is a part of Cityworks. Nathan responded yes; and that we are planning a year-end inventory count at the end of this week. Chair Tarras inquired into the CLASS investment pool and whether there are any issues. Nathan responded no. Commissioner Smith inquired into landscaping concepts for the Garstin building. Chair Tarras responded that the landscaping concepts are being developed. Commissioner Smith stated that he would like to see the landscaping concepts in the near future. Reggie responded that he will ask the architect when the landscaping concepts will be available. Commissioner Smith stated that he would like to see a vertical element for the windows in each office and recommended seven-foot-high windows. Commissioner Cylwik asked if the Replenish Big Bear issues are being resolved. Reggie responded that BBARWA agreed to more time to review the Environmental Impact Report (EIR) and responses to questions presented. Reggie added that the EIR will be considered by the BBARWA Board at their July meeting.

3.11 Board Member Reports

None.

4. FOLLOW-UP ITEMS

4.1 Board Follow-Up Items

None.

The City of Big Bear Lake, Department of Water and Power strives to make all of its public meetings accessible to everyone. If you need any special assistance or disability-related accommodation in order to participate in this meeting, please contact the Board Secretary at (909) 866-5050. Notification 48 hours prior to the meeting will enable the DWP to make reasonable arrangements to ensure accessibility to this meeting.

We are an equal opportunity provider and employer.

ADJOURNMENT

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

A handwritten signature in blue ink that reads "Leeanne Eagleson". The signature is written in a cursive style.

Leeanne Eagleson, Management Analyst/Board Secretary

The City of Big Bear Lake, Department of Water and Power strives to make all of its public meetings accessible to everyone. If you need any special assistance or disability-related accommodation in order to participate in this meeting, please contact the Board Secretary at (909) 866-5050. Notification 48 hours prior to the meeting will enable the DWP to make reasonable arrangements to ensure accessibility to this meeting.

We are an equal opportunity provider and employer.