MINUTES OF A REGULAR BOARD MEETING
CITY OF BIG BEAR LAKE,
DEPARTMENT OF WATER AND POWER
BOARD OF WATER AND POWER COMMISSIONERS
August 25, 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 August 25, 2026, by Chair Bob Tarras.

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

PLEDGE OF ALLEGIANCE

Commissioner Cylwik led the pledge of allegiance.

PUBLIC FORUM

None.

At 9:01 a.m. Chair Tarras recessed open session.

At 9:11 a.m. Chair Tarras opened closed session.

1. CLOSED SESSION

1.1 Conference with legal counsel – Existing Litigation – Government Code Section 54956.9(d)(1)

At 9:43 a.m. Chair Tarras closed the closed session and reconvened open session at 9:53 a.m., with no reportable action from the closed session.

At 9:55 a.m. Chair Tarras opened the Public Hearing.

2. PUBLIC HEARING

2.1 Annual Vacancy, Recruitment, and Retention Report Pursuant to Government Code Section 3502.3 (AB 2561)

Human Resources Administrator, Rachel Franklin gave a brief overview of this item. Chair Tarras asked if this is a yearly report. Rachel confirmed that the report will be filed yearly with DWP records.

Motion made by Vice Chair Willey, seconded by Commissioner Cylwik, and carried 4-0 to receive and file the Annual Vacancy, Recruitment, and Retention Report in compliance with Government Code Section 3502.3, as added by Assembly Bill 2561 (AB 2561).

AYES: Cylwik, Tarras, Hjorth, Willey

NOES:

ABSTAIN:

At 9:56 a.m. Chair Tarras closed the Public Hearing.

3. CONSENT CALENDAR

3.1 Approve the Minutes of the Regular Board Meeting Dated July 28, 2026

Motion made by Treasurer Hjorth, seconded by Commissioner Cylwik, and carried 4-0 to approve the consent calendar.

AYES: Cylwik, Tarras, Hjorth, Willey

NOES:

ABSTAIN:

4. ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

5. DISCUSSION/ACTION ITEMS

5.1 Authenticate Check Register 07/01/2026 to 07/31/2026

Vice Chair Willey asked what services Summit Auto Spa provides. General Manager Reggie Lamson clarified that the company is a mobile car washing service that comes to the DWP office to wash the work vehicles.

Motion made by Treasurer Hjorth, seconded by Commissioner Cylwik, and carried 4-0 to authenticate the Check Register for July 2026.

AYES: Cylwik, Tarras, Hjorth, Willey

NOES:

ABSTAIN:

5.2 On-Call Environmental Service Agreement

District Engineer, Daniel Baguyo gave an overview of this item. Commissioner Cylwik inquired about the budget for the proposed on-call agreements. Daniel explained that a specific budget is not predetermined due to the variable scope of potential work, therefore the three on-call agreements listed on the agenda are structured on a time-and-materials basis. CFO Nathan Statham clarified that while the agreements themselves lack fixed budgets, funds are explicitly allocated within the Professional Services budget to accommodate these on-call services.

Motion made by Commissioner Cylwik, seconded by Treasurer Hjorth, and carried 4-0 to award an On-Call Environmental Consulting Services Agreement to Tom Dodson and Associates with a contract ending date of August 30, 2029.

AYES: Cylwik, Tarras, Hjorth, Willey

NOES:

ABSTAIN:

5.3 On-Call Hydrogeological Services Agreement

Daniel gave an overview of this item.

Motion made by Treasurer Hjorth, seconded by Commissioner Cylwik, and carried 4-0 to award an On-Call Hydrogeological Services Agreement to Thomas Harder & Co. with a contract ending date of August 30, 2029.

AYES: Cylwik, Tarras, Hjorth, Willey

NOES:

ABSTAIN:

5.4 On-Call Materials Testing Services Agreement

Daniel provided an overview of this item, explaining that staff recommend awarding contracts to all three companies, given the nature of the construction and the potential need for concurrent inspection services. Commissioner Cylwik expressed concern regarding the utilization of multiple firms on a single project. Reggie clarified that once a firm is assigned to a project, they will remain on that project through its completion to ensure continuity.

Motion made by Commissioner Cylwik, seconded by Treasurer Hjorth, and carried 4-0 to award an On-Call Geotechnical Consulting and Materials Testing Services Agreements to Verdantas Inc., Certerra RMA Group, and LOR Geotechnical Group, Inc. with a contract ending date of August 30, 2029.

AYES: Cylwik, Tarras, Hjorth, Willey

NOES:

ABSTAIN:

5.5 Management Reports

Chair Tarras commended staff for their successful efforts in minimizing water usage. Reggie noted that the downward trend is largely correlated to the decision to lower the customer threshold for water leak notifications.

Treasurer Hjorth praised the excellent progress of the new DWP Operations Building construction. Chair Tarras requested an update on the customer portal from Nathan, who confirmed that the portal is operational and that staff are currently configuring and testing its parameters. Treasurer Hjorth shared that he recently conducted an educational site visit to the Wolf Reservoir, where he met with the project contractor.

5.6 Board Member Reports

None.

6. BOARD FOLLOW-UP ITEMS

Treasurer Hjorth inquired about the status of the AI software. Nathan reported that staff are currently evaluating and testing various software options. Treasurer Hjorth asked about the cost associated with the different software. Nathan noted that current costs remain low but could increase if the software is deployed more broadly. Treasurer Hjorth requested a benefit analysis report on the software. Nathan explained that staff are making progress toward narrowing down the final software selections.

7. ADJOURNMENT

No additional business came before the Board. At 10:19 a.m., Chair Tarras adjourned the meeting.

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

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