



*Service, Quality, Community*

**BOARD OF WATER AND POWER COMMISSIONERS**  
**REGULAR MEETING AGENDA**  
**August 27, 2024**  
**9:00 AM**

**CITY OF BIG BEAR LAKE,**  
**DEPARTMENT OF WATER AND POWER**  
**41972 GARSTIN DRIVE**  
**BIG BEAR LAKE, CALIFORNIA 92315**  
**[WWW.BBLDWP.COM](http://WWW.BBLDWP.COM)**

**BOARD MEMBERS**

Bob Tarras, Chair  
Barbara Willey, Vice-Chair  
Craig Hjorth, Treasurer  
Jim Smith, Commissioner

**BOARD MEMBER EXCUSED**

Joe Cylwik, Commissioner

**This meeting will be held at the DWP Office at 41972 Garstin Drive, Big Bear Lake, CA 92315,  
2618 Mountain Lake Road, Entice, NC 28623 and by Zoom.**

**ZOOM ACCESS INFORMATION**

This meeting will be available at: <https://us02web.zoom.us/j/89825748975>

**Passcode: bigbear**

**Meeting ID: 898 2574 8975**

You may also call into the meeting by dialing one of the phone numbers below, entering the meeting ID, and entering the passcode.

**Meeting ID: 898 2574 8975**

**Passcode: 6509708**

- +1 669 900 9128 US (San Jose)
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 301 715 8592 US (Germantown)
- +1 312 626 6799 US (Chicago)
- +1 646 558 8656 US (New York)

**OPEN SESSION**

**CALL MEETING TO ORDER**

**PLEDGE OF ALLEGIANCE**

**PUBLIC FORUM**

All remarks shall be addressed to the Board as a body only. There is a three-minute maximum time limit when addressing the Board. Please note that California law prohibits the Board from taking action on any item not appearing on the agenda.

**ACKNOWLEDGEMENTS**

Nathan Statham, Chief Financial Officer, to acknowledge Kelle Barrette, Customer Service Supervisor, for her 25 years of service to the DWP.

**INTRODUCTION**

Danny Ent, Water Superintendent, to introduce Ruben Negrete, as DWP's new Utility Technician.

**1. CLOSED SESSION**

- 1.1 Closed Session Pursuant to Section 54956.9(d)(4) Conference with Legal Counsel – Potential Initiation of Litigation One Case**
- 1.2 Closed Session Pursuant to Section 54957 (a) Potential Threat to Public Services or Facilities, Discussion of Information System Security Issues**

**2. CONSENT CALENDAR**

- 2.1 Approve Minutes of the Regular Board Meeting Dated July 23, 2024**

**3. ITEMS REMOVED FROM CONSENT CALENDAR**

**4. DISCUSSION/ACTION ITEMS**

- 4.1 Authenticate Check Register 07/01/2024 to 07/31/2024**  
Board to review and authenticate the July 2024 check register.
  - 4.2 Resolution No. DWP 2024-14 – DWP Policy 2021-09 - Workplace Violence Prevention Plan**  
Board to review and consider adopting Resolution No. DWP 2024-14 - DWP Policy 2021-09 - Workplace Violence Prevention Plan.
  - 4.3 Resolution No. DWP 2024-15 – USBR Grant Application for Division Well No. 2 Rehabilitation Project**  
Board to review and consider adopting Resolution No. DWP 2024-15 approving USBR Grant Application for the Division Well No. 2 Rehabilitation Project.
  - 4.4 Car Wash Services Cost Analysis**  
Informational only.
  - 4.5 Management Reports**
  - 4.6 Board Member Reports**
- 5. BOARD FOLLOW-UP ITEMS**
- 5.1 Board Follow-Up Items**

**ADJOURNMENT**

I hereby certify under penalty of perjury, under the laws of the State of California, that the foregoing agenda was posted in accordance with applicable legal requirements. Dated this 22<sup>nd</sup> of August 2024.



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Leeanne Eagleson, Board Secretary, DWP Board of Commissioners

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**MINUTES OF A REGULAR BOARD MEETING**  
**CITY OF BIG BEAR LAKE,**  
**DEPARTMENT OF WATER AND POWER**  
**BOARD OF WATER AND POWER COMMISSIONERS**  
**July 23, 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 9:03 a.m. on July 23, 2024, by Chair Bob Tarras.

**BOARD MEMBERS PRESENT**

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**

None.

**1. CONSENT CALENDAR****2. ITEMS REMOVED FROM CONSENT CALENDAR****2.1 Approve Minutes of the Regular Board Meeting Dated June 25, 2024**

Commissioner Smith inquired into the landscape architect design drawings for the Garstin Water Operations Facilities Project. Reggie Lamson, General Manager, responded that the landscape architect is now on board and has helped with the submittal of plans to the Planning Department.

*Motion made by Vice-Chair Willey, seconded by Commissioner Cylwik, and carried 5-0 to approve the minutes of the regular Board Meeting dated June 25, 2024.*

*AYES: Cylwik, Hjorth, Smith, Tarras, Willey*

*NOES:*

*ABSTAIN:*

**3. DISCUSSION/ACTION ITEMS****3.1 Authenticate Check Register 06/01/2024 to 06/30/2024**

Commissioner Smith inquired into draft number 160 paid to PBK and asked if we are tracking the consultant payments to the contract milestones. Nathan Statham, Chief Financial Officer, responded that because we have already paid against some PBK invoices, we are unable to track by contract milestones in the Accounting system. Chair Tarras asked if we track the PBK invoices against budget. Nathan responded yes; and stated that he will send an email to the Board of the amount paid to PBK by contract milestones. Commissioner Cylwik inquired into check number 19185 paid to Clinical Laboratory of San Bernardino and asked how frequent the testing samples are taken. Reggie responded that the testing is related to the new EPA required testing and that he will need to confirm the frequency of the sample testing.

Commissioner Cylwik inquired into check number 19216 paid to AM Conservation Group. Bennett Rossell, Water Conservation & Communications Supervisor, responded that the payment was for conservation items such as faucet aerators and shower heads that are given to DWP customers at community engagement events. Bennett also discussed how customers are often asked to complete a questionnaire prior to receiving promotional items at community events. Chair Tarras asked what is done with the questionnaire data. Bennett responded that the

**Regular Meeting Agenda**

July 23, 2024

Page 2 of 5

Conservation Department is compiling the data and using it to determine more effective outreach strategies. Vice-Chair Willey asked if we give out smart irrigation controllers. Bennett responded that we provide rebates on smart irrigation controllers.

Commissioner Cylwik inquired into check number 19237 paid to Erick Mendoza for car washes. Rachel Franklin, Human Resources Administrator, responded that the payment is for the washing of the DWP service trucks on a rotating schedule. Chair Tarras inquired into the cost for each service truck to be washed. Rachel responded that costs start at \$60 for DWP pickup trucks. Commissioner Cylwik stated that he thought the expense was luxurious and suggested staff find a more cost-effective way to wash the DWP trucks. Rachel responded that we previously had an alternative car wash service that did not continue after COVID. The last couple of years, staff would wash their own vehicles but consequently lost productivity.. Treasurer Hjorth suggested that staff investigate what else is available and come back with more information at the next Board meeting. Commissioner Smith asked how often each DWP vehicle is washed. Rachel responded that we had received quotes from other car wash companies and that each DWP vehicle is washed every five or six weeks. Commissioner Cylwik asked if the Garstin Water Operations Facilities Project includes a spray pad for washing vehicles. Reggie responded yes.

Treasurer Hjorth inquired if we are building up our inventory. Reggie responded yes; and added that we brought inventory issues caused by supply chain delays to the Board awhile back and the consensus was to increase inventory stock levels across the board. Nathan added that with inventory, it is a timing issue, and that inventory has not yet increased significantly. Chair Tarras inquired into check number 19183 paid to CA JPIA and asked how the expense compared with the budget. Nathan responded that the expense aligns with the Fiscal Year 2025 budget. Rachel added that the expense decreased because the larger long-term claims in the last seven years have dropped off. Nathan added that the large insurance increases over the last three years appears to have stabilized.

*Motion made by Treasurer Hjorth, seconded by Commissioner Cylwik, and carried 5-0 to authenticate the Check Register for June 2024.*

*AYES: Cylwik, Hjorth, Smith, Tarras, Willey*

*NOES:*

*ABSTAIN:*

### **3.2 Resolution No. DWP 2024-13 - Carryover of Encumbrances to Fiscal Year 2024/25**

Commissioner Cylwik requested an explanation on the carryover of encumbrances for the pipe fittings for the Garstin Water Operations Facility. Reggie responded that we are replacing the existing 12-inch steel watermain with a 8-inch PVC watermain, installing a new 2-inch service, and replacing two hydrants to provide for adequate fire flow for the Garstin Water Operations Facility. Commissioner Cylwik stated his understanding that we are abandoning the 12-inch steel line running to Fox Farm Rd.. Reggie responded yes; and added that Bear Mountain has started the lining project for their snow making water line running through the same right of way and should be done with the lining by the end of Summer. Commissioner Smith stated that he would like a breakdown for the PBK expenses paid and remaining due on the contract. Nathan responded that he will provide the Board with a full breakdown.

*Motion made by Commissioner Smith, seconded by Vice-Chair Willey, and carried 5-0 to adopt Resolution No. DWP 2024-13 increasing appropriations by \$1,411,830 for FY 2025.*

*AYES: Cylwik, Hjorth, Smith, Tarras, Willey*

*NOES:*

*ABSTAIN:*

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## Regular Meeting Agenda

July 23, 2024

Page 3 of 5

**3.3 Award Contract with Paso Robles Tank, Inc for the Wolf Reservoir Project**

Commissioner Cylwik inquired into the actual cost versus the budgeted estimate of \$988,991. Reggie responded that the initial estimate was several years ago when we applied for the grant.

*Motion made by Commissioner Cylwik, seconded by Vice-Chair Willey, and carried 5-0 to award a contract to Paso Robles Tank, Inc. for the Wolf Reservoir Project in the amount of \$1,991,611.00, and budget internally \$99,580.00 for a 5% contingency for a total amount of \$2,091,191.*

*AYES: Cylwik, Hjorth, Smith, Tarras, Willey*

*NOES:*

*ABSTAIN:*

**3.4 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 Cylwik stated that he is not comfortable with the lack of detail for the \$37,500. Reggie responded that he will provide the Board with the detail as requested. Commissioner Smith asked if we have a written request for the out-of-scope items. Reggie responded no; the request was verbal. Reggie added that during the design process, we found out that fabricated tanks are back logged and WSC had to prepare additional specifications to get the tank ordered quickly. Reggie added that the contract called for a prefabricated building but after receiving more information, it was determined a block building was more cost effective and more durable. Nathan stated that we have emails to document the requested additional work. Reggie stated that typically out of scope items for WSC remain under the agreement not the exceed amount and this is an exception.

Commissioner Cylwik asked if the 5-year CIP cap calculation includes the Garstin Water Operations Facility. Reggie responded no; WSC has only assisted the DWP with the USDA loan application for the Garstin Water Operations Facility. Commissioner Smith stated that he thinks the California State average of 30% for design and construction management services is high. Reggie responded that when he started working at the DWP, we were paying 30% average soft cost. Commissioner Cylwik asked if we need to establish a cap now. Reggie responded that we have two years left on the agreement and recommends given the Boards questions and level of comfort, a cap should be set now. Treasurer Hjorth requested the basis for the California State 30% soft cost average. Reggie responded that he will get the Board that information.

*Motion made by Vice-Chair Willey, seconded by Commissioner Cylwik, and carried 5-0 to approve Amendment No.8 to WSC CIP Agreement for Modification of Amendment No. 5 for the Pontell Hydropneumatic System Project subject to receipt of detail for the \$37,500 and establish a not-to-exceed cap of \$6,000,000 for WSC's Design and Construction Management Services Contract for the First Five Years of DWP's Ten-Year CIP.*

*AYES: Cylwik, Hjorth, Smith, Tarras, Willey*

*NOES:*

*ABSTAIN:*

**3.5 Agreement with Motive Energy for the Wolf Reservoir Solar Project**

Commissioner Smith asked if Motive Energy will be a subcontractor to the Wolf Reservoir Replacement Project contractor. Reggie responded no; that we will have a direct relationship with Motive Energy. Commissioner Cylwik asked if we will have solar panels on both the reservoir and boosters. Reggie responded that we will install solar panels on the reservoir and use the generated solar power to power the boosters. Chair Tarras asked about the difference between the 10.8-year payback period on the staff report and the 11.3-year payback period on Motive

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**Regular Meeting Agenda**

July 23, 2024

Page 4 of 5

Energy's proposal. Reggie responded that the payback period was updated after the shade study was completed, which was after the staff report was completed.

*Motion made by Commissioner Cylwik, seconded by Vice-Chair Willey, and carried 5-0 to award a contract with Motive Energy for the Project for \$93,151, and budget internally \$4,649 for a 5% contingency for a total amount of \$97,800.*

*AYES: Cylwik, Hjorth, Smith, Tarras, Willey*

*NOES:*

*ABSTAIN:*

### **3.6 Garstin Water Operations Facilities – Design Development**

Commissioner Smith stated that he did not see sub-consultant work included in the design development documents such as electrical, plumbing, and landscape architect. Reggie responded that lighting is included in the package. Commissioner Cylwik confirmed he saw electrical details but that it was not in the index. Reggie stated that the only thing missing in the design development documents is the landscaping as it is being finalized. Treasurer Hjorth stated that he liked the 7' windows. Chair Tarras asked when we are expected to break ground. Reggie responded Spring 2025 and stated that we have submitted the Preliminary Engineering Report (PER) to the USDA.

### **3.7 Management Reports**

Commissioner Cylwik inquired into the three candidates for the District Engineer position. Rachel responded that one of the candidates is from Northern California with ties to Big Bear, another is stationed in Okinawa, and one candidate is from the Highland area. Rachel added that all have extensive experience. Commissioner Smith stated that he likes the Conservation Departments advertisements. Commissioner Cylwik asked about the current radio relay antenna tower at the Wolf site. Reggie responded that the current tower is located on top of the reservoir. Commissioner Cylwik stated his understanding that the new tower is new to the residents. Reggie responded yes; and that staff has spoken with the residents regarding the new tower. Currently, the tower is silver, and the residents requested the tower be painted dark green. The new tower was epoxy coated green, to match the existing reservoir.

Commissioner Smith asked about the progress of interfacing the record drawings into GIS. Nathan responded that we are still setting up the GIS system. Chair Tarras asked if the DWP was impacted by the Cloud strike. Nathan responded no. Nathan added that Pro West has been engaged to set up the GIS Enterprise system and VC3 is preparing to set up the necessary servers. Nathan added that we have the infrastructure to cram everything into one virtual server but that is not optimal. Nathan stated that he would like the GIS Enterprise servers set up like DWP's existing Cityworks servers. Commissioner Cylwik asked about the federally mandated lead service inventory. Reggie responded that the lead service survey is required for all 16,000 services if a home was built after a certain date, that staff must expose the customer side of the pipe, and that Danny Ent with 32-years of experience has never seen lead pipe installed on a water service. Reggie stated the testing must be completed by mid-October of this year. Commissioner Cylwik asked how close we are to completion of the testing. Reggie responded that he would need to discuss with Danny to provide a precise progress level.

Treasurer Hjorth asked if the VOIP phone service was fixed. Nathan responded that the service is working as expected. Treasurer Hjorth asked if there is a fail over. Nathan responded no; that the fail over still needs to be completed and there have been a lot of technical issues. Treasurer Hjorth inquired into a backup satellite link instead of ATT or Verizon. Nathan stated that it has been brought up and that he had not seen cellular outage of several days as was recently experienced, so satellite options will need to be further reviewed. Nathan stated another option is Frontier and that he would like to obtain more capacity. Treasurer Hjorth stated that Spectrum can provide extra speed. Nathan responded that we have increased capability but are not getting the full limit right

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**Regular Meeting Agenda**

July 23, 2024

Page 5 of 5

now and that we need to increase our bandwidth. Treasurer Hjorth stated that fiber is supposed to be completed by year end.

Commissioner Cylwik inquired into the LSL financial statement audit. Nathan responded that LSL is our audit firm and that they usually come and observe our inventory counting procedure. Nathan added that we count using an organized strategically planned approach which the auditor thought was reasonable, that the auditor was here to observe the count procedures, and that the auditor test counted certain items which is standard practice. Commissioner Cylwik asked if we hire the auditor. Nathan responded no; we use the same auditor as the City. Commissioner Smith thanked Customer Service for information and asked how the team is doing. Nathan responded that Customer Service was the most impacted by the phone system changes. Nathan added that Customer Service is contacting customers before hanging a door tag, which has been very effective.

Commissioner Cylwik stated there was no Replenish Big Bear report regarding the additional \$9,000,000 grant. Reggie responded that the information is included in the Replenish Big Bear grants section. Vice-Chair Willey asked the time of the BBARWA meeting. Commissioner Cylwik stated the meeting is tomorrow at 5:00 pm. Chair Tarras asked if we learned anything from the PER. Reggie responded that the PER is similar to the 2018 Pipeline Replacement Project and the difference is this time it is a structure.

**3.8 Board Member Reports**

Vice-Chair Willey stated that she will be attending the August and September Board meetings by Zoom.

Commissioner Cylwik stated that he will not be able to attend the August Board meeting.

**4. FOLLOW-UP ITEMS****4.1 Board Follow-Up Items**

None.

**ADJOURNMENT**

No additional business came before the Board. At 10:59 a.m., Chair Tarras adjourned the meeting.




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Leeanne Eagleson, Management Analyst/Board Secretary

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Big Bear Lake Dept. of Water & Power

**Check Register with GL Distribution**

Date Range: 7/1/2024 to 7/31/2024

| Check Number | Check Date<br>GL Act Number | Vendor Name<br>GL Account Name      | Amount             | Transaction Description             | Project Name |
|--------------|-----------------------------|-------------------------------------|--------------------|-------------------------------------|--------------|
| 19262        | 7/12/2024                   | AlterTech Solutions                 |                    |                                     |              |
|              | 20-90-6258                  | Maintenance-Hardware/Software       | \$3,250.00         | Cityworks Phase 2 06/2024           |              |
|              |                             | Distribution Total:                 | <u>\$3,250.00</u>  |                                     |              |
| 19263        | 7/12/2024                   | AMERICAN FIDELITY ASSURANCE COMPANY |                    |                                     |              |
|              | 20-00-2045                  | Payroll Liabilities                 | \$1,465.78         | FSA Premium 07/2024                 |              |
|              |                             | Distribution Total:                 | <u>\$1,465.78</u>  |                                     |              |
| 19264        | 7/12/2024                   | Aqua-Metric Sales Company           |                    |                                     |              |
|              | 20-00-1560                  | Inventory                           | \$548.45           | 1" Ally Meter                       |              |
|              | 20-00-1560                  | Inventory                           | \$4,138.30         | 2" Cordonel Short CD 8 Wheel        |              |
|              | 20-00-1560                  | Inventory                           | \$6,303.38         | 2" Omni R2 Reg                      |              |
|              |                             | Distribution Total:                 | <u>\$10,990.13</u> |                                     |              |
| 19265        | 7/12/2024                   | AutoZone Parts, Inc.                |                    |                                     |              |
|              | 20-59-6360                  | Automotive Expense                  | \$13.72            | Prestone Antifreeze Coolant 06/2024 |              |
|              |                             | Distribution Total:                 | <u>\$13.72</u>     |                                     |              |
| 19266        | 7/12/2024                   | Big Bear Disposal, Inc.             |                    |                                     |              |
|              | 20-50-6370                  | Rent/Lease Expense                  | \$110.30           | Toilet Rental 07/2024               |              |
|              |                             | Distribution Total:                 | <u>\$110.30</u>    |                                     |              |
| 19267        | 7/12/2024                   | Big Bear Grizzly                    |                    |                                     |              |
|              | 20-98-6910                  | Advertising                         | \$115.50           | FY 2025 Budget Hearing Ad           |              |
|              | 20-98-6910                  | Advertising                         | \$120.50           | Utility Tech Job Advertising        |              |
|              | 20-98-6910                  | Advertising                         | \$154.25           | Job Advertsing 06/2024              |              |
|              |                             | Distribution Total:                 | <u>\$390.25</u>    |                                     |              |
| 19268        | 7/12/2024                   | Butchers Blocks & Building Mat      |                    |                                     |              |
|              | 20-50-6232                  | Maintenance - Pump Equip            | \$88.33            | Green thumb hose, LS Nozzle Metal   |              |

|       |            |                                |                   |                                       |
|-------|------------|--------------------------------|-------------------|---------------------------------------|
|       | 20-50-6232 | Maintenance - Pump Equip       | \$639.14          | PVC Conduit Coupling                  |
|       | 20-59-6180 | Small Tools                    | \$4.73            | Brass Reducer 3x8"                    |
|       | 20-59-6180 | Small Tools                    | \$12.38           | 10" SDS Cold Chisel                   |
|       | 20-59-6180 | Small Tools                    | \$22.40           | SOT Hose Bib 3/4"                     |
|       | 20-59-6180 | Small Tools                    | \$26.99           | CompMIP, Supply Reducer, Red Adapter  |
|       |            | Distribution Total:            | <u>\$793.97</u>   |                                       |
| 19269 | 7/12/2024  | California JPIA                |                   |                                       |
|       | 20-98-6386 | Insurance                      | \$450.50          | DWP Portion of Crime Insurance Policy |
|       |            | Distribution Total:            | <u>\$450.50</u>   |                                       |
| 19270 | 7/12/2024  | Cintas                         |                   |                                       |
|       | 20-59-6130 | Safety Supplies                | \$267.22          | AED Monthly Charge 06/2024            |
|       |            | Distribution Total:            | <u>\$267.22</u>   |                                       |
| 19271 | 7/12/2024  | Core & Main LP                 |                   |                                       |
|       | 20-00-1560 | Inventory                      | \$1,175.57        | Megalug 90 Bend, Blue Wire            |
|       | 20-00-1560 | Inventory                      | \$3,269.09        | Resettlers 4x7 , 4x12                 |
|       |            | Distribution Total:            | <u>\$4,444.66</u> |                                       |
| 19272 | 7/12/2024  | County Recorder San Bernardino |                   |                                       |
|       | 20-90-6335 | Bank Charges and Misc Fees     | \$240.00          | Lien Release Fees 07/2024             |
|       |            | Distribution Total:            | <u>\$240.00</u>   |                                       |
| 19273 | 7/12/2024  | Diane Masterpol                |                   |                                       |
|       | 20-98-6355 | Meetings                       | \$239.60          | Leadership Training - Mileage         |
|       |            | Distribution Total:            | <u>\$239.60</u>   |                                       |
| 19274 | 7/12/2024  | Grainger Inc                   |                   |                                       |
|       | 20-59-6114 | Office Supplies                | \$45.41           | Wall File 06/2024                     |
|       | 20-59-6114 | Office Supplies                | \$455.13          | Portable Air Conditioner              |
|       | 20-59-6180 | Small Tools                    | \$56.62           | Drill / Drive set                     |
|       | 20-59-6180 | Small Tools                    | \$57.84           | Storage Tote                          |
|       | 20-59-6180 | Small Tools                    | \$124.22          | Desk Organizer Compartment            |

|            |                    |          |  |
|------------|--------------------|----------|--|
| 20-59-6180 | Small Tools        | \$273.01 | Round magnet, ball end Hex, Hand Ratchet |
| 20-59-6180 | Small Tools        | \$562.83 | String Trimmer 06/2024                   |
| 20-59-6180 | Small Tools        | \$773.55 | Cordless Blower Kit 06/2024              |
| 20-59-6360 | Automotive Expense | \$142.93 | Spray Nozzle                             |

Distribution Total: \$2,491.54

|       |            |                                   |            |                                |
|-------|------------|-----------------------------------|------------|--------------------------------|
| 19275 | 7/12/2024  | HD Supply Inc., dba USA Blue Book |            |                                |
|       | 20-00-1560 | Inventory                         | \$350.19   | Valve Assembly LMI Part        |
|       | 20-00-1560 | Inventory                         | \$1,175.05 | 7.2 GDP 250 PSI LMI Pump       |
|       | 20-50-6275 | Maintenance - Water Treatment     | \$93.13    | PVDF Male Connector Push-In    |
|       | 20-55-6250 | Maintenance - Mains & Services    | \$6.09     | Replacement Test Tube 06/2024  |
|       | 20-55-6250 | Maintenance - Mains & Services    | \$18.26    | Replacement Test Tube          |
|       | 20-55-6250 | Maintenance - Mains & Services    | \$24.36    | Replacement Test Tube 06/2024  |
|       | 20-55-6250 | Maintenance - Mains & Services    | \$138.95   | Rapid Dissolve Tablets 06/2024 |

Distribution Total: \$1,806.03

|       |            |                              |            |                         |
|-------|------------|------------------------------|------------|-------------------------|
| 19276 | 7/12/2024  | Health Net                   |            |                         |
|       | 20-50-6084 | Health and Wellness Benefits | \$1,119.33 | HMO/PPO Premium 07/2024 |
|       | 20-59-6084 | Health and Wellness Benefits | \$2,734.77 | HMO/PPO Premium 07/2024 |
|       | 20-90-6084 | Health and Wellness Benefits | \$5,544.83 | HMO/PPO Premium 07/2024 |
|       | 20-95-6084 | Health and Wellness Benefits | \$3,495.39 | HMO/PPO Premium 07/2024 |
|       | 20-98-6084 | Health and Wellness Benefits | \$3,869.05 | HMO/PPO Premium 07/2024 |

Distribution Total: \$16,763.37

|       |            |                      |            |                             |
|-------|------------|----------------------|------------|-----------------------------|
| 19277 | 7/12/2024  | InfoSend, Inc.       |            |                             |
|       | 20-90-6330 | Contractual Services | \$549.36   | Processing Services 06/2024 |
|       | 20-90-6970 | Printing             | \$1,078.18 | Processing Services 06/2024 |
|       | 20-98-6320 | Postage Charges      | \$4,057.97 | Postage 06/2024             |

Distribution Total: \$5,685.51

|       |            |   |                    |   |
|-------|------------|---|--------------------|---|
| 19278 | 7/12/2024  | isolved Inc.                              |                    |   |
|       | 20-98-6405 | Professional Services - Personnel & Safet | \$350.00           | COBRA Notices Admin - Core Svc 7/1/24 - 6/3 |
|       |            | Distribution Total:                       | <u>\$350.00</u>    |   |
| 19279 | 7/12/2024  | Kaiser Permanente                         |                    |   |
|       | 20-50-6084 | Health and Wellness Benefits              | \$3,275.05         | Health Insurance Premium 07/2024            |
|       | 20-50-6084 | Health and Wellness Benefits              | \$3,275.05         | Health Insurance Premium 08/2024            |
|       | 20-51-6084 | Health and Wellness Benefits              | \$2,289.32         | Health Insurance Premium 07/2024            |
|       | 20-51-6084 | Health and Wellness Benefits              | \$2,289.32         | Health Insurance Premium 08/2024            |
|       | 20-55-6084 | Health and Wellness Benefits              | \$8,046.75         | Health Insurance Premium 08/2024            |
|       | 20-55-6084 | Health and Wellness Benefits              | \$8,046.75         | Health Insurance Premium 07/2024            |
|       | 20-59-6084 | Health and Wellness Benefits              | \$2,707.04         | Health Insurance Premium 08/2024            |
|       | 20-59-6084 | Health and Wellness Benefits              | \$2,707.04         | Health Insurance Premium 07/2024            |
|       | 20-90-6084 | Health and Wellness Benefits              | \$3,826.68         | Health Insurance Premium 08/2024            |
|       | 20-90-6084 | Health and Wellness Benefits              | \$3,826.68         | Health Insurance Premium 07/2024            |
|       | 20-95-6084 | Health and Wellness Benefits              | \$4,303.97         | Health Insurance Premium 07/2024            |
|       | 20-95-6084 | Health and Wellness Benefits              | \$4,303.97         | Health Insurance Premium 08/2024            |
|       | 20-98-6084 | Health and Wellness Benefits              | \$613.88           | Health Insurance Premium 07/2024            |
|       | 20-98-6084 | Health and Wellness Benefits              | \$613.88           | Health Insurance Premium 08/2024            |
|       |            | Distribution Total:                       | <u>\$50,125.38</u> |   |
| 19280 | 7/12/2024  | KBHR-FM                                   |                    |   |
|       | 20-51-6910 | Advertising                               | \$445.00           | Advertising w/CSD                           |
|       | 20-51-6910 | Advertising                               | \$534.00           | Advertising 06/2024                         |
|       |            | Distribution Total:                       | <u>\$979.00</u>    |   |
| 19281 | 7/12/2024  | Knight's Automotive                       |                    |   |
|       | 20-59-6286 | Vehicle Maintenance                       | \$96.54            | LOF, Tire Rotation & Brakes                 |
|       | 20-59-6286 | Vehicle Maintenance                       | \$364.02           | Surge Tank Remove & Replace                 |
|       | 20-59-6286 | Vehicle Maintenance                       | \$856.41           | LOF, Trailer Harness & Connector Repair,    |

|       |            |  |                   |                                       |
|-------|------------|--|-------------------|---------------------------------------|
|       | 20-59-6360 | Automotive Expense                                 | \$1,103.57        | Tire Dismount, Wheel Swap             |
|       |            | Distribution Total:                                | <u>\$2,420.54</u> |                                       |
| 19282 | 7/12/2024  | Lance Soll & Lunghard, LLP                         |                   |                                       |
|       | 20-98-6330 | Contractual Services                               | \$4,429.00        | 2024 Internal Control Assessment      |
|       |            | Distribution Total:                                | <u>\$4,429.00</u> |                                       |
| 19283 | 7/12/2024  | Lisiu Properties LLC / Jason F. Li                 |                   |                                       |
|       | 20-59-6398 | Accidents/Damages                                  | \$3,900.00        | DWP Claim #2024-01                    |
|       |            | Distribution Total:                                | <u>\$3,900.00</u> |                                       |
| 19284 | 7/12/2024  | McMaster-Carr Supply Company                       |                   |                                       |
|       | 20-59-6180 | Small Tools  | \$64.84           | Adjustable Spray Angle High Pressure  |
|       | 20-59-6180 | Small Tools  | \$84.04           | Light Duty Extension Cord, Cable Ramp |
|       | 20-95-6256 | Maintenance - Meters                               | \$64.84           | Adjustable Spray-Angle                |
|       |            | Distribution Total:                                | <u>\$213.72</u>   |                                       |
| 19285 | 7/12/2024  | NAPA Auto Parts                                    |                   |                                       |
|       | 20-59-6360 | Automotive Expense                                 | \$15.20           | 17P01 Motor Oil                       |
|       |            | Distribution Total:                                | <u>\$15.20</u>    |                                       |
| 19286 | 7/12/2024  | Nativescapes, Inc.                                 |                   |                                       |
|       | 20-51-6930 | Special Dept Expense                               | \$1,160.00        | Landscape Maintenance 06/2024         |
|       |            | Distribution Total:                                | <u>\$1,160.00</u> |                                       |
| 19287 | 7/12/2024  | OJs Donut House                                    |                   |                                       |
|       | 20-98-6930 | Special Dept Expense                               | \$17.45           | Donuts for the June Board Meeting     |
|       | 20-98-6930 | Special Dept Expense                               | \$33.90           | Donuts 06/27/24                       |
|       |            | Distribution Total:                                | <u>\$51.35</u>    |                                       |
| 19288 | 7/12/2024  | Orange County Winwater Works                       |                   |                                       |
|       | 20-00-1560 | Inventory  | \$992.54          | DI Flanged Tee                        |
|       |            | Distribution Total:                                | <u>\$992.54</u>   |                                       |
| 19289 | 7/12/2024  | Prudential Overall Supply dba Prudential Cleanroom |                   |                                       |
|       | 20-59-6339 | Laundry  | \$444.70          | Uniform Services 06/27/2024           |

|       |            |                                 |                   |   |
|-------|------------|---------------------------------|-------------------|---|
|       | 20-59-6339 | Laundry                         | \$445.81          | Uniform Services 07/2024                      |
|       |            | Distribution Total:             | <u>\$890.51</u>   |   |
| 19290 | 7/12/2024  | RDO Equipment Co.               |                   |   |
|       | 20-59-6286 | Vehicle Maintenance             | \$9,276.92        | Backhoe Replaced Throttle, resealed cylinder: |
|       |            | Distribution Total:             | <u>\$9,276.92</u> |   |
| 19291 | 7/12/2024  | Reliance Standard               |                   |   |
|       | 20-50-6084 | Health and Wellness Benefits    | \$93.48           | Vision Insurance 07/2024                      |
|       | 20-51-6084 | Health and Wellness Benefits    | \$61.68           | Vision Insurance 07/2024                      |
|       | 20-55-6084 | Health and Wellness Benefits    | \$156.12          | Vision Insurance 07/2024                      |
|       | 20-59-6084 | Health and Wellness Benefits    | \$93.48           | Vision Insurance 07/2024                      |
|       | 20-90-6084 | Health and Wellness Benefits    | \$188.88          | Vision Insurance 07/2024                      |
|       | 20-95-6084 | Health and Wellness Benefits    | \$178.28          | Vision Insurance 07/2024                      |
|       | 20-98-6084 | Health and Wellness Benefits    | \$95.40           | Vision Insurance 07/2024                      |
|       |            | Distribution Total:             | <u>\$867.32</u>   |   |
| 19292 | 7/12/2024  | Reliance Standard               |                   |   |
|       | 20-50-6084 | Health and Wellness Benefits    | \$553.52          | Dental Insurance 07/2024                      |
|       | 20-51-6084 | Health and Wellness Benefits    | \$381.68          | Dental Insurance 07/2024                      |
|       | 20-55-6084 | Health and Wellness Benefits    | \$916.20          | Dental Insurance 07/2024                      |
|       | 20-59-6084 | Health and Wellness Benefits    | \$362.68          | Dental Insurance 07/2024                      |
|       | 20-90-6084 | Health and Wellness Benefits    | \$1,065.92        | Dental Insurance 07/2024                      |
|       | 20-95-6084 | Health and Wellness Benefits    | \$1,007.60        | Dental Insurance 07/2024                      |
|       | 20-98-6084 | Health and Wellness Benefits    | \$398.88          | Dental Insurance 07/2024                      |
|       |            | Distribution Total:             | <u>\$4,686.48</u> |   |
| 19293 | 7/12/2024  | Reliance Standard Life Ins. Co. |                   |   |
|       | 20-00-2045 | Payroll Liabilities             | \$1,684.23        | EE/ER Life LTD 07/2024                        |
|       | 20-50-6084 | Health and Wellness Benefits    | \$48.00           | EE/ER Life LTD 07/2024                        |
|       | 20-51-6084 | Health and Wellness Benefits    | \$24.00           | EE/ER Life LTD 07/2024                        |
|       | 20-55-6084 | Health and Wellness Benefits    | \$84.00           | EE/ER Life LTD 07/2024                        |

|       |            |  |                    |  |                |
|-------|------------|--|--------------------|--|----------------|
|       | 20-59-6084 | Health and Wellness Benefits                     | \$48.00            | EE/ER Life LTD 07/2024                     |                |
|       | 20-90-6084 | Health and Wellness Benefits                     | \$108.00           | EE/ER Life LTD 07/2024                     |                |
|       | 20-95-6084 | Health and Wellness Benefits                     | \$84.00            | EE/ER Life LTD 07/2024                     |                |
|       | 20-98-6084 | Health and Wellness Benefits                     | \$63.05            | EE/ER Life LTD 07/2024                     |                |
|       |            | Distribution Total:                              | <u>\$2,143.28</u>  |  |                |
| 19294 | 7/12/2024  | Romans Construction Co                           |                    |  |                |
|       | 20-55-6140 | Basic Materials                                  | \$3,240.00         | 25.67 Tons of Cold Mix 07/2024             |                |
|       |            | Distribution Total:                              | <u>\$3,240.00</u>  |  |                |
| 19295 | 7/12/2024  | S. Porter Inc.                                   |                    |  |                |
|       | 20-99-8191 | Capital Outlay - CIP                             | \$5,750.00         | Wolf Reservoir Tree Removal                | Wolf Reservoir |
|       |            | Distribution Total:                              | <u>\$5,750.00</u>  |  |                |
| 19296 | 7/12/2024  | SB COUNTY EMPLOYEES RETIREMENT ASSOCI            |                    |  |                |
|       | 20-00-2045 | Payroll Liabilities                              | \$61,549.91        | Emp Pension PP13 PPE 6/21/24               |                |
|       |            | Distribution Total:                              | <u>\$61,549.91</u> |  |                |
| 19297 | 7/12/2024  | Special Districts Dept San Bernardino County     |                    |  |                |
|       | 20-50-6275 | Maintenance - Water Treatment                    | \$256.52           | Seminole Sewer Charge 4/30/24 - 06/29/24   |                |
|       |            | Distribution Total:                              | <u>\$256.52</u>    |  |                |
| 19298 | 7/12/2024  | Tyler Technologies                               |                    |  |                |
|       | 20-98-6335 | Bank Charges and Misc Fees                       | \$19,177.60        | Insite Transaction Fees 04/1/24 - 06/30/24 |                |
|       |            | Distribution Total:                              | <u>\$19,177.60</u> |  |                |
| 19299 | 7/12/2024  | U.S. Bank  |                    |  |                |
|       | 20-00-2385 | IBank CLEEN Loan - LT                            | \$27,912.82        | CLEEN Loan A/C #253252000                  |                |
|       | 20-90-6335 | Bank Charges and Misc Fees                       | \$2,622.34         | CLEEN Loan A/C #253252000                  |                |
|       | 20-99-6516 | Interest Expense IBank CLEEN Loan                | \$11,800.51        | CLEEN Loan A/C #253252000                  |                |
|       |            | Distribution Total:                              | <u>\$42,335.67</u> |  |                |
| 19300 | 7/12/2024  | Underground Service Alert of Southern California |                    |  |                |
|       | 20-98-6330 | Contractual Services                             | \$121.24           | CA State Reg Fee 06/2024                   |                |
|       | 20-98-6330 | Contractual Services                             | \$689.00           | 388 New Ticket Charges                     |                |
|       |            | Distribution Total:                              | <u>\$810.24</u>    |  |                |

|       |            |   |                   |                                   |
|-------|------------|---|-------------------|-----------------------------------|
| 19301 | 7/12/2024  | Vehicle Svcs Dept San Bernardino County |                   |                                   |
|       | 20-59-6362 | Fuel                                    | \$921.00          | Backdated Fuel Charges            |
|       | 20-59-6362 | Fuel                                    | \$4,229.18        | Fuel 06/2024                      |
|       |            | Distribution Total:                     | <u>\$5,150.18</u> |                                   |
| 19302 | 7/12/2024  | Yardley-Orgill Co., Inc                 |                   |                                   |
|       | 20-00-1560 | Inventory                               | \$77.58           | PJ Coupling, CTS Adapter          |
|       | 20-00-1560 | Inventory                               | \$1,430.92        | CTS PJ 90 MTR Flg x FIP           |
|       | 20-55-6250 | Maintenance - Mains & Services          | \$5,588.99        | CL200 C900 Pipe 06/2024           |
|       |            | Distribution Total:                     | <u>\$7,097.49</u> |                                   |
| 19303 | 7/12/2024  | Bear Valley Electric                    |                   |                                   |
|       | 20-50-5560 | Utilities - Electric                    | \$2.99            | Ironwood Boosters 06/2024         |
|       | 20-50-5560 | Utilities - Electric                    | \$9.16            | 10th Ln North                     |
|       | 20-50-5560 | Utilities - Electric                    | \$9.16            | 10th Ln W/End #5 06/2024          |
|       | 20-50-5560 | Utilities - Electric                    | \$14.80           | Coontank N/Pineyridge 06/2024     |
|       | 20-50-5560 | Utilities - Electric                    | \$16.51           | 39218 1/2 Cedar Dell 06/2024      |
|       | 20-50-5560 | Utilities - Electric                    | \$17.68           | Magnolia Ln Booster N/W Sun       |
|       | 20-50-5560 | Utilities - Electric                    | \$19.10           | Cedar Lake Reservoir 06/2024      |
|       | 20-50-5560 | Utilities - Electric                    | \$30.72           | Lakewood #6 Well 06/2024          |
|       | 20-50-5560 | Utilities - Electric                    | \$35.23           | Magnolia Ln & Sunset Ln 06/2024   |
|       | 20-50-5560 | Utilities - Electric                    | \$98.80           | 1560 1/2 Wolf Rd 06/2024          |
|       | 20-50-5560 | Utilities - Electric                    | \$104.32          | Cline Miller PI Reservoir 06/2024 |
|       | 20-50-5560 | Utilities - Electric                    | \$139.79          | Lakewood #7 06/2024               |
|       | 20-50-5560 | Utilities - Electric                    | \$180.86          | Goldmine Boosters - Brmtn 06/2024 |
|       | 20-50-5560 | Utilities - Electric                    | \$228.06          | 200 S/Oak Conklin Rd              |
|       | 20-50-5560 | Utilities - Electric                    | \$355.73          | Booster Santa Barbara Ave 06/2024 |
|       | 20-50-5560 | Utilities - Electric                    | \$409.43          | 40751 N Shore Dr Pump 06/2024     |
|       | 20-50-5560 | Utilities - Electric                    | \$427.71          | Seminole Well 06/2024             |

|            |                      |            |                                 |
|------------|----------------------|------------|---------------------------------|
| 20-50-5560 | Utilities - Electric | \$431.90   | Barton Ln Pump S/W Pine 06/2024 |
| 20-50-5560 | Utilities - Electric | \$439.25   | Cherokee Well 06/2024           |
| 20-50-5560 | Utilities - Electric | \$486.61   | Sand Canyon Well 06/2024        |
| 20-50-5560 | Utilities - Electric | \$574.50   | 40751 N Shore Dr DWP Mant       |
| 20-50-5560 | Utilities - Electric | \$661.72   | 43270 1/2 Sheephorn Rd 06/2024  |
| 20-50-5560 | Utilities - Electric | \$673.80   | 43511 Bow Canyon Rd 06/2024     |
| 20-50-5560 | Utilities - Electric | \$974.81   | Arrastre Creek Pump Station     |
| 20-50-5560 | Utilities - Electric | \$1,331.64 | Division Wells 06/2024          |
| 20-50-5560 | Utilities - Electric | \$1,332.57 | 839 Knickerbocker Rd 06/2024    |
| 20-50-5560 | Utilities - Electric | \$1,389.60 | East End of Oak Road 06/2024    |
| 20-50-5560 | Utilities - Electric | \$1,476.39 | Lake Plant Well #5 06/2024      |
| 20-50-5560 | Utilities - Electric | \$1,967.55 | Oak Well 06/2024                |
| 20-50-5560 | Utilities - Electric | \$2,027.99 | 561 Maple Ln 06/2024            |
| 20-50-5560 | Utilities - Electric | \$6,295.42 | 468 Magnolia 06/2024            |
| 20-98-6326 | Utilities - Electric | \$88.90    | 41972 Garstin Dr 06/2024        |

Distribution Total: \$22,252.70

|       |            |                      |                                      |
|-------|------------|----------------------|--------------------------------------|
| 19307 | 7/26/2024  | Alex Pedroza         |                                      |
|       | 20-98-6926 | Education / Training | \$241.50 TriState Mileage & Per Diem |

Distribution Total: \$241.50

|       |            |                                    |                                      |
|-------|------------|------------------------------------|--------------------------------------|
| 19308 | 7/26/2024  | American Building Janitorial, Inc. |                                      |
|       | 20-98-6220 | Maintenance Buildings/Grounds      | \$675.00 Janitorial Services 07/2024 |

Distribution Total: \$675.00

|       |            |                                     |                                  |
|-------|------------|-------------------------------------|----------------------------------|
| 19309 | 7/26/2024  | AMERICAN FIDELITY ASSURANCE COMPANY |                                  |
|       | 20-00-2045 | Payroll Liabilities                 | \$1,465.78 FSA Premium 07/2024   |
|       | 20-00-2045 | Payroll Liabilities                 | \$2,235.73 EE Life / LTD 07/2024 |

Distribution Total: \$3,701.51

|       |            |                      |                                    |
|-------|------------|----------------------|------------------------------------|
| 19310 | 7/26/2024  | Bear Valley Electric |                                    |
|       | 20-50-5560 | Utilities - Electric | \$9.16 North End Of A Lane 06/2024 |

|            |                      |            |   |
|------------|----------------------|------------|---|
| 20-50-5560 | Utilities - Electric | \$10.28    | Skyview Well Deadman Lk 06/2024         |
| 20-50-5560 | Utilities - Electric | \$13.61    | Dogwood Chlorination Station 07/2024    |
| 20-50-5560 | Utilities - Electric | \$15.71    | 370 Canvasback Rd 07/2024               |
| 20-50-5560 | Utilities - Electric | \$16.16    | East End Yosemite x Angels Camp 07/2024 |
| 20-50-5560 | Utilities - Electric | \$20.70    | Prv Station Moonridge Rd 07/2024        |
| 20-50-5560 | Utilities - Electric | \$31.76    | Clover/Club View Pump 07/2024           |
| 20-50-5560 | Utilities - Electric | \$45.73    | Well Monte Vista Dr 06/2024             |
| 20-50-5560 | Utilities - Electric | \$80.58    | Onyx Way 06/2024                        |
| 20-50-5560 | Utilities - Electric | \$188.32   | 42136 1/2 Big Bear Blvd 07/2024         |
| 20-50-5560 | Utilities - Electric | \$475.55   | Klamath Rd Pump Station 07/2024         |
| 20-50-5560 | Utilities - Electric | \$490.85   | Lassen Well-A Booster 07/2024           |
| 20-50-5560 | Utilities - Electric | \$812.39   | 366 Glenwood Dr 07/2024                 |
| 20-50-5560 | Utilities - Electric | \$2,536.32 | Mcalsiter Rd & Foxfarm 07/2024          |

Distribution Total: \$4,747.12

|       |            |                 |  |
|-------|------------|-----------------|--|
| 19311 | 7/26/2024  | Bennett Rossell |  |
|       | 20-51-6920 | Telephone       | \$45.00 Cell Phone Reimbursement 07/2024 |

Distribution Total: \$45.00

|       |            |                           |   |
|-------|------------|---------------------------|---|
| 19312 | 7/26/2024  | Big Bear Lake Urgent Care |   |
|       | 20-59-6336 | Medical Exams             | \$47.00 Invoice #3589 DOT Annual Physical |

Distribution Total: \$47.00

|       |            |                         |  |
|-------|------------|-------------------------|--|
| 19313 | 7/26/2024  | Borden Excavating, Inc. |  |
|       | 20-00-2025 | Retention Payable       | \$22,000.00 Retention for 2023 Pipeline Replacement Proj |

Distribution Total: \$22,000.00

|       |            |             |  |
|-------|------------|-------------|--|
| 19314 | 7/26/2024  | Brian Cohen |  |
|       | 20-55-6920 | Telephone   | \$45.00 Cell Phone Reimbursement 07/2024 |

Distribution Total: \$45.00

|       |            |   |                    |  |
|-------|------------|---|--------------------|--|
| 19315 | 7/26/2024  | Caitlin Kent                              |                    |  |
|       | 20-98-6926 | Education / Training                      | \$510.84           | TriState Mileage & Per Diem 07/2024          |
|       |            | Distribution Total:                       | <u>\$510.84</u>    |  |
| 19316 | 7/26/2024  | California JPIA                           |                    |  |
|       | 20-98-6386 | Insurance                                 | \$85,900.75        | FY25 Property, Earthquake, Vehicle Insurance |
|       |            | Distribution Total:                       | <u>\$85,900.75</u> |  |
| 19317 | 7/26/2024  | Clinical Laboratory of San Bernardino Inc |                    |  |
|       | 20-50-6400 | Professional Services                     | \$987.00           | Testing Samples 06/2024                      |
|       |            | Distribution Total:                       | <u>\$987.00</u>    |  |
| 19318 | 7/26/2024  | Cole Burk                                 |                    |  |
|       | 20-55-6920 | Telephone                                 | \$45.00            | Cell Phone Reimbursement 07/2024             |
|       |            | Distribution Total:                       | <u>\$45.00</u>     |  |
| 19319 | 7/26/2024  | Core & Main LP                            |                    |  |
|       | 20-00-1560 | Inventory                                 | \$394.50           | BRS SAD DBLW BRZ                             |
|       | 20-00-1560 | Inventory                                 | \$1,678.75         | Municipex Pipe Blue 07/2024                  |
|       | 20-00-1560 | Inventory                                 | \$2,000.40         | PJCTS 90 Bend                                |
|       | 20-00-1560 | Inventory                                 | \$3,235.42         | PJ CTS 90 BRS Saddle                         |
|       | 20-00-1560 | Inventory                                 | \$3,267.67         | (24) V42 Resetter                            |
|       |            | Distribution Total:                       | <u>\$10,576.74</u> |  |
| 19320 | 7/26/2024  | County of San Bernardino                  |                    |  |
|       | 20-55-6140 | Basic Materials                           | \$287.26           | Trash/Dump Fees 06/2024                      |
|       |            | Distribution Total:                       | <u>\$287.26</u>    |  |
| 19321 | 7/26/2024  | County Recorder San Bernardino            |                    |  |
|       | 20-90-6335 | Bank Charges and Misc Fees                | \$220.00           | Lien Release Fees 07/2024                    |
|       |            | Distribution Total:                       | <u>\$220.00</u>    |  |
| 19322 | 7/26/2024  | Danny Ent                                 |                    |  |
|       | 20-59-6920 | Telephone                                 | \$45.00            | Cell Phone Reimbursement 07/2024             |
|       |            | Distribution Total:                       | <u>\$45.00</u>     |  |

|       |            |  |                    |   |
|-------|------------|--|--------------------|---|
| 19323 | 7/26/2024  | David Emig                                     |                    |   |
|       | 20-59-6920 | Telephone                                      | \$45.00            | Cell Phone Reimbursement 07/2024            |
|       |            | Distribution Total:                            | <u>\$45.00</u>     |   |
| 19324 | 7/26/2024  | Dept of Public Health San Bernardino County    |                    |   |
|       | 20-59-6366 | Licenses & Permits                             | \$1,092.00         | 40751 N Shore Dr Annual Permit 07/2024      |
|       | 20-59-6366 | Licenses & Permits                             | \$2,070.00         | HWY 38 Annual Permit 07/2024                |
|       |            | Distribution Total:                            | <u>\$3,162.00</u>  |   |
| 19325 | 7/26/2024  | Environmental Systems Research Institute, Inc. |                    |   |
|       | 20-59-6315 | Computer Equipment / Software                  | \$18,000.95        | ArcGIS Enterprise License                   |
|       |            | Distribution Total:                            | <u>\$18,000.95</u> |   |
| 19326 | 7/26/2024  | Estrada's Construction, Landscaping & Fencing  |                    |   |
|       | 20-50-6242 | Maintenance - Reservoirs                       | \$1,750.00         | FENCE REPAIR AT ANGELS CAMP RESER'          |
|       |            | Distribution Total:                            | <u>\$1,750.00</u>  |   |
| 19327 | 7/26/2024  | Frontier                                       |                    |   |
|       | 20-59-6920 | Telephone                                      | \$114.80           | Telemetry 07/2024                           |
|       |            | Distribution Total:                            | <u>\$114.80</u>    |   |
| 19328 | 7/26/2024  | Genesis Printing Company                       |                    |   |
|       | 20-90-6970 | Printing                                       | \$118.53           | DWP Water Rate Cards                        |
|       |            | Distribution Total:                            | <u>\$118.53</u>    |   |
| 19329 | 7/26/2024  | Grainger Inc                                   |                    |   |
|       | 20-59-6180 | Small Tools                                    | \$118.33           | Tool Tote Polyester 07/2024                 |
|       | 20-59-6180 | Small Tools                                    | \$258.16           | Fiberglass Bow Rake 07/2024                 |
|       | 20-59-6360 | Automotive Expense                             | \$165.99           | Hydraulic Hose Assembly, Spray Gun, Quick t |
|       | 20-98-6930 | Special Dept Expense                           | \$111.10           | Toilet Paper Roll 07/2024                   |
|       | 20-98-6930 | Special Dept Expense                           | \$231.34           | Paper Towels PK16                           |
|       |            | Distribution Total:                            | <u>\$884.92</u>    |   |
| 19330 | 7/26/2024  | HD Supply Inc., dba USA Blue Book              |                    |   |
|       | 20-50-6275 | Maintenance - Water Treatment                  | \$1,845.18         | Koflo Quill Rebuild Kit                     |
|       | 20-55-6250 | Maintenance - Mains & Services                 | \$63.10            | LaMotte Tablet Crusher                      |

|       |            |  |                    |  |
|-------|------------|--|--------------------|--|
|       | 20-55-6250 | Maintenance - Mains & Services         | \$328.04           | 3Ms EMS 4" Ball Marker 07/2024         |
|       |            | Distribution Total:                    | <u>\$2,236.32</u>  |  |
| 19331 | 7/26/2024  | Health Net                             |                    |  |
|       | 20-50-6084 | Health and Wellness Benefits           | \$1,119.33         | HMO/PPO Premium 08/2024                |
|       | 20-59-6084 | Health and Wellness Benefits           | \$2,734.77         | HMO/PPO Premium 08/2024                |
|       | 20-90-6084 | Health and Wellness Benefits           | \$5,544.83         | HMO/PPO Premium 08/2024                |
|       | 20-95-6084 | Health and Wellness Benefits           | \$6,759.81         | HMO/PPO Premium 08/2024                |
|       | 20-98-6084 | Health and Wellness Benefits           | \$3,869.05         | HMO/PPO Premium 08/2024                |
|       |            | Distribution Total:                    | <u>\$20,027.79</u> |  |
| 19332 | 7/26/2024  | Intelesys One, Inc.                    |                    |  |
|       | 20-98-6230 | Maintenance - Equipment                | \$3,913.25         | Ring Central Implementation / Training |
|       |            | Distribution Total:                    | <u>\$3,913.25</u>  |  |
| 19333 | 7/26/2024  | Jason Hall                             |                    |  |
|       | 20-50-6920 | Telephone                              | \$45.00            | Cell Phone Reimbursement 07/2024       |
|       | 20-59-6926 | Education / Training                   | \$241.50           | TriState Mileage & Per Diem 07/2024    |
|       |            | Distribution Total:                    | <u>\$286.50</u>    |  |
| 19334 | 7/26/2024  | John Arthur May dba Cricket Consulting |                    |  |
|       | 20-50-6245 | Maintenance - Telemetry                | \$430.48           | VNC License                            |
|       |            | Distribution Total:                    | <u>\$430.48</u>    |  |
| 19335 | 7/26/2024  | John Gross                             |                    |  |
|       | 20-59-6926 | Education / Training                   | \$241.50           | TriState Mileage & Per Diem 07/2024    |
|       |            | Distribution Total:                    | <u>\$241.50</u>    |  |
| 19336 | 7/26/2024  | Knight's Automotive                    |                    |  |
|       | 20-59-6360 | Automotive Expense                     | \$1,217.39         | 22P01 Tires Wheel Weights RubiTrek     |
|       |            | Distribution Total:                    | <u>\$1,217.39</u>  |  |
| 19337 | 7/26/2024  | Leeanne Eagleson                       |                    |  |
|       | 20-98-6920 | Telephone                              | \$45.00            | Cell Phone Reimbursement 07/2024       |
|       |            | Distribution Total:                    | <u>\$45.00</u>     |  |

|       |            |                                       |                     |   |
|-------|------------|---------------------------------------|---------------------|---|
| 19338 | 7/26/2024  | McMaster-Carr Supply Company          |                     |   |
|       | 20-59-6180 | Small Tools                           | \$133.58            | Chain Link Fence Klamath  |
|       |            | Distribution Total:                   | <u>\$133.58</u>     |   |
| 19339 | 7/26/2024  | Mile High Sports & Equip., Inc        |                     |   |
|       | 20-55-6140 | Basic Materials                       | \$200.00            | 8 yds Clean AC Recycle  |
|       |            | Distribution Total:                   | <u>\$200.00</u>     |   |
| 19340 | 7/26/2024  | NAPA Auto Parts                       |                     |   |
|       | 20-59-6360 | Automotive Expense                    | \$101.12            | Motor Oil, Funnel 06/2024   |
|       |            | Distribution Total:                   | <u>\$101.12</u>     |   |
| 19341 | 7/26/2024  | RDO Equipment Co.                     |                     |   |
|       | 20-59-6286 | Vehicle Maintenance                   | \$2,478.07          | Backhoe Loader Repair 07/2024   |
|       |            | Distribution Total:                   | <u>\$2,478.07</u>   |   |
| 19342 | 7/26/2024  | Rene Granillo                         |                     |   |
|       | 20-95-6920 | Telephone                             | \$45.00             | Cell Phone Reimbursement 07/2024  |
|       |            | Distribution Total:                   | <u>\$45.00</u>      |   |
| 19343 | 7/26/2024  | SB COUNTY EMPLOYEES RETIREMENT ASSOCI |                     |   |
|       | 20-00-2045 | Payroll Liabilities                   | \$1,478.13          | Contributions 07/25/2024  |
|       | 20-00-2045 | Payroll Liabilities                   | \$60,899.68         | Emp PensionPP15 PPE 7/12/24   |
|       | 20-00-2045 | Payroll Liabilities                   | \$62,295.55         | Emp Pension PP14 PPE 6/28/24  |
|       |            | Distribution Total:                   | <u>\$124,673.36</u> |   |
| 19344 | 7/26/2024  | Todd Clanton                          |                     |   |
|       | 20-95-6920 | Telephone                             | \$45.00             | Cell Phone Reimbursement 07/2024  |
|       |            | Distribution Total:                   | <u>\$45.00</u>      |   |
| 19345 | 7/26/2024  | TOM DODSON & ASSOCIATES               |                     |   |
|       | 20-99-8191 | Capital Outlay - CIP                  | \$1,500.00          | CE for Knickerbocker Hydro, Tank Building Knickerbocker Hydropneumatic System |
|       |            | Distribution Total:                   | <u>\$1,500.00</u>   |   |
| 19346 | 7/26/2024  | Yardley-Orgill Co., Inc               |                     |   |
|       | 20-00-1560 | Inventory                             | \$1,217.58          | Ari Air Vac, Nylon Air & Vac  |
|       | 20-00-1560 | Inventory                             | \$1,928.73          | CTS PJ Ball AMS, PJ Nut   |

|            |                                |                    |   |
|------------|--------------------------------|--------------------|---|
| 20-00-1560 | Inventory                      | \$2,262.75         | Dry Barrel Hydrant Ext Repair             |
| 20-00-1560 | Inventory                      | \$4,517.96         | Bear Mountain Slant Well Relocation Parts |
| 20-00-1560 | Inventory                      | \$7,865.75         | HYD005 Waterous Pacer Dry Barrel          |
| 20-00-1560 | Inventory                      | \$11,798.63        | Waterous Pacer Dry Barrel                 |
| 20-55-6250 | Maintenance - Mains & Services | \$4,056.79         | Bear Mountain Slant Well Relocation Parts |
|            | Distribution Total:            | <u>\$33,648.19</u> |   |

| Draft Number | Check Date    | Vendor Name                               | Amount            | Transaction Description          | Project Name |
|--------------|---------------|---|-------------------|----------------------------------|--------------|
|              | GL Act Number | GL Account Name                           |                   |                                  |              |
| 169          | 7/12/2024     | Colleen Barrette                          |                   |                                  |              |
|              | 20-98-6930    | Special Dept Expense                      | \$315.36          | Vacuum Reimbursement for Office  |              |
|              |               | Distribution Total:                       | <u>\$315.36</u>   |                                  |              |
| 170          | 7/12/2024     | VC3, Inc. - Accent Computer Solutions     |                   |                                  |              |
|              | 20-98-6420    | Professional Services - Data/Internet     | \$7,740.06        | IT Support Services 06/2024      |              |
|              |               | Distribution Total:                       | <u>\$7,740.06</u> |                                  |              |
| 171          | 7/26/2024     | Austin Piperno                            |                   |                                  |              |
|              | 20-95-6920    | Telephone                                 | \$45.00           | Cell Phone Reimbursement 07/2024 |              |
|              |               | Distribution Total:                       | <u>\$45.00</u>    |                                  |              |
| 172          | 7/26/2024     | Ben Berge                                 |                   |                                  |              |
|              | 20-50-6920    | Telephone                                 | \$45.00           | Cell Phone Reimbursement 07/2024 |              |
|              |               | Distribution Total:                       | <u>\$45.00</u>    |                                  |              |
| 173          | 7/26/2024     | Best Best & Krieger LLP                   |                   |                                  |              |
|              | 20-98-6405    | Professional Services - Personnel & Safet | \$436.80          | DWP Matter 19361.0005 06/2024    |              |
|              | 20-98-6405    | Professional Services - Personnel & Safet | \$120.80          | DWP Matter #19361.0005A          |              |
|              | 20-98-6405    | Professional Services - Personnel & Safet | \$120.80          | DWP Matter #19361.0005A 05/2024  |              |
|              | 20-98-6405    | Professional Services - Personnel & Safet | \$235.20          | DWP Matter 19361.00005 06/2024   |              |
|              |               | Distribution Total:                       | <u>\$913.60</u>   |                                  |              |
| 174          | 7/26/2024     | Billy Wormsbecker                         |                   |                                  |              |
|              | 20-95-6920    | Telephone                                 | \$45.00           | Cell Phone Reimbursement 07/2024 |              |

|     |            |                      |                   |                                  |
|-----|------------|----------------------|-------------------|----------------------------------|
|     | 20-59-6926 | Education / Training | \$510.84          | TriState Mileage & Per Diem 2024 |
|     |            | Distribution Total:  | <u>\$555.84</u>   |                                  |
| 175 | 7/26/2024  | Colleen Barrette     |                   |                                  |
|     | 20-98-6926 | Education / Training | \$60.00           | D2 Cert Renewal                  |
|     | 20-98-6355 | Meetings             | \$510.84          | TriState Mileage & Per Diem      |
|     | 20-90-6920 | Telephone            | \$45.00           | Cell Phone Reimbursement 07/2024 |
|     |            | Distribution Total:  | <u>\$615.84</u>   |                                  |
| 176 | 7/26/2024  | Dakota Arizmendi     |                   |                                  |
|     | 20-55-6920 | Telephone            | \$45.00           | Cell Phone Reimbursement 07/2024 |
|     |            | Distribution Total:  | <u>\$45.00</u>    |                                  |
| 177 | 7/26/2024  | Hayden Gregory       |                   |                                  |
|     | 20-55-6920 | Telephone            | \$45.00           | Cell Phone Reimbursement 07/2024 |
|     |            | Distribution Total:  | <u>\$45.00</u>    |                                  |
| 178 | 7/26/2024  | Hector Pedroza Lopez |                   |                                  |
|     | 20-59-6926 | Education / Training | \$241.50          | TriState Mileage & Per Diem 2024 |
|     | 20-50-6920 | Telephone            | \$45.00           | Cell Phone Reimbursement 07/2024 |
|     |            | Distribution Total:  | <u>\$286.50</u>   |                                  |
| 179 | 7/26/2024  | Jaime Garcia Bernal  |                   |                                  |
|     | 20-95-6920 | Telephone            | \$45.00           | Cell Phone Reimbursement 07/2024 |
|     |            | Distribution Total:  | <u>\$45.00</u>    |                                  |
| 180 | 7/26/2024  | Jason Beck           |                   |                                  |
|     | 20-59-6926 | Education / Training | \$241.50          | TriState Mileage & Per Diem 2024 |
|     | 20-59-6920 | Telephone            | \$45.00           | Cell Phone Reimbursement 07/2024 |
|     |            | Distribution Total:  | <u>\$286.50</u>   |                                  |
| 181 | 7/26/2024  | Jeff Sayegh          |                   |                                  |
|     | 20-00-1150 | Due from Employees   | \$3,000.00        | 2024 Computer Loan 07/2024       |
|     | 20-95-6920 | Telephone            | \$45.00           | Cell Phone Reimbursement 07/2024 |
|     |            | Distribution Total:  | <u>\$3,045.00</u> |                                  |

|     |            |                                       |                 |   |
|-----|------------|---------------------------------------|-----------------|---|
| 182 | 7/26/2024  | Kevin Moran                           |                 |   |
|     | 20-59-6920 | Telephone                             | \$45.00         | Cell Phone Reimbursement 07/2024            |
|     | 20-59-6926 | Education / Training                  | \$510.84        | Tri-State Mileage & Per Diem 2024           |
|     |            | Distribution Total:                   | <u>\$555.84</u> |   |
| 183 | 7/26/2024  | Kimberly Hauer                        |                 |   |
|     | 20-90-6920 | Telephone                             | \$45.00         | Cell Phone Reimbursement 07/2024            |
|     |            | Distribution Total:                   | <u>\$45.00</u>  |   |
| 184 | 7/26/2024  | Nathan Statham                        |                 |   |
|     | 20-98-6920 | Telephone                             | \$45.00         | Cell Phone Reimbursement 07/2024            |
|     |            | Distribution Total:                   | <u>\$45.00</u>  |   |
| 185 | 7/26/2024  | Rachel Franklin                       |                 |   |
|     | 20-98-6920 | Telephone                             | \$45.00         | Cell Phone Reimbursement 07/2024            |
|     |            | Distribution Total:                   | <u>\$45.00</u>  |   |
| 186 | 7/26/2024  | Reginald Lamson                       |                 |   |
|     | 20-98-6920 | Telephone                             | \$45.00         | Cell Phone Reimbursement 07/2024            |
|     |            | Distribution Total:                   | <u>\$45.00</u>  |   |
| 187 | 7/26/2024  | Rodolfo Rojas                         |                 |   |
|     | 20-55-6920 | Telephone                             | \$45.00         | Cell Phone Reimbursement 07/2024            |
|     |            | Distribution Total:                   | <u>\$45.00</u>  |   |
| 188 | 7/26/2024  | Roxann Abrahamson                     |                 |   |
|     | 20-59-6355 | Travel-Conferences And Meetings       | \$354.33        | Backflow Tester Training Per Diem & Mileage |
|     | 20-55-6920 | Telephone                             | \$45.00         | Cell Phone Reimbursement 07/2024            |
|     |            | Distribution Total:                   | <u>\$399.33</u> |   |
| 189 | 7/26/2024  | Samantha Armstrong                    |                 |   |
|     | 20-90-6920 | Telephone                             | \$45.00         | Cell Phone Reimbursement 07/2024            |
|     | 20-59-6355 | Travel-Conferences And Meetings       | \$241.50        | TriState Mileage & Per Diem 2024            |
|     |            | Distribution Total:                   | <u>\$286.50</u> |   |
| 190 | 7/26/2024  | VC3, Inc. - Accent Computer Solutions |                 |   |
|     | 20-98-6420 | Professional Services - Data/Internet | \$820.46        | Dell ProSupport & Next Business Day Onsite  |

|            |                                       |                   |   |
|------------|---------------------------------------|-------------------|---|
| 20-98-6420 | Professional Services - Data/Internet | \$820.46          | Dell ProSupport & Next Business Day On Site |
| 20-98-6420 | Professional Services - Data/Internet | \$7,740.06        | IT Services 07/2024                         |
|            | Distribution Total:                   | <u>\$9,380.98</u> |   |

|            |            |                     |                   |                                       |
|------------|------------|---------------------|-------------------|---------------------------------------|
| DFT0000327 | 7/12/2024  | Verizon Wireless    |                   |                                       |
|            | 20-50-6920 | Telephone           | \$2,290.14        | Phone/iPad Service 06/3/24 - 07/02/24 |
|            | 20-51-6920 | Telephone           | \$103.26          | Phone/iPad Service 06/3/24 - 07/02/24 |
|            | 20-55-6920 | Telephone           | \$163.25          | Phone/iPad Service 06/3/24 - 07/02/24 |
|            | 20-59-6920 | Telephone           | \$196.11          | Phone/iPad Service 06/3/24 - 07/02/24 |
|            | 20-95-6920 | Telephone           | \$384.10          | Phone/iPad Service 06/3/24 - 07/02/24 |
|            | 20-98-6920 | Telephone           | \$73.60           | Phone/iPad Service 06/3/24 - 07/02/24 |
|            |            | Distribution Total: | <u>\$3,210.46</u> |                                       |

|            |            |                             |                 |                            |
|------------|------------|-----------------------------|-----------------|----------------------------|
| DFT0000328 | 7/12/2024  | Spectrum (formerly Charter) |                 |                            |
|            | 20-98-6920 | Telephone                   | \$495.12        | Telephone Services 06/2024 |
|            | 20-50-6920 | Telephone                   | \$449.94        | 211 Division Dr 06/2024    |
|            |            | Distribution Total:         | <u>\$945.06</u> |                            |

|            |            |   |                 |                                     |
|------------|------------|---|-----------------|-------------------------------------|
| DFT0000329 | 7/12/2024  | Paylocity Payroll                         |                 |                                     |
|            | 20-98-6405 | Professional Services - Personnel & Safet | \$229.34        | Payroll Processing PP14 PPE 6/28/24 |
|            |            | Distribution Total:                       | <u>\$229.34</u> |                                     |

|            |            |                                   |            |                               |
|------------|------------|-----------------------------------|------------|-------------------------------|
| DFT0000330 | 7/12/2024  | US Bank Corporate Payment Systems |            |                               |
|            | 20-98-6114 | Office Supplies                   | \$246.46   | CDW - Monitor Docking Station |
|            | 20-98-6930 | Special Dept Expense              | \$15.99    | Zoom - Monthly Membership     |
|            | 20-98-6910 | Advertising                       | \$175.00   | TransitTalent - Job Ad        |
|            | 20-98-6910 | Advertising                       | \$940.00   | ACWA Job Ad                   |
|            | 20-98-6910 | Advertising                       | \$399.00   | AWWA - Job Ad                 |
|            | 20-98-6910 | Advertising                       | \$635.00   | CWEA - Job Ad                 |
|            | 20-98-6114 | Office Supplies                   | \$49.99    | Adobe - Stock Images Monthly  |
|            | 20-98-6114 | Office Supplies                   | \$271.07   | Staples - Office Supplies     |
|            | 20-98-6114 | Office Supplies                   | \$1,397.94 | CDW - Adobe Creative Cloud    |

|            |                                  |            |  |
|------------|----------------------------------|------------|--|
| 20-98-6930 | Special Dept Expense             | (\$23.02)  | Amazon - Return Credits                    |
| 20-98-6114 | Office Supplies                  | \$67.86    | Amazon - Digital Clocks                    |
| 20-98-6114 | Office Supplies                  | \$25.85    | Staples - Logitech Keyboard                |
| 20-59-6114 | Office Supplies                  | \$4,057.87 | Everything2Go - HR Cabinet, Purchaser Desk |
| 20-98-6114 | Office Supplies                  | \$731.62   | Everything2Go - HR Cabinet, Purchaser Desk |
| 20-98-6930 | Special Dept Expense             | \$56.87    | Amazon - Folding Chairs                    |
| 20-98-6114 | Office Supplies                  | \$0.42     | Staples - Coding Labels                    |
| 20-98-6930 | Special Dept Expense             | \$17.79    | Staters - Fruit for Board Meeting          |
| 20-98-6930 | Special Dept Expense             | \$19.99    | Staters - Fruit for Employee Meeting       |
| 20-98-6927 | Memberships, Dues, Subscriptions | \$264.00   | SHRM - SHRM HR Magazine                    |
| 20-98-6930 | Special Dept Expense             | \$16.99    | Vons - Fruit for May Meeting               |
| 20-98-6910 | Advertising                      | \$200.00   | BCWater Jobs - Employment Ad               |
| 20-98-6114 | Office Supplies                  | \$1.06     | Staples - Gel Pens                         |
| 20-98-6930 | Special Dept Expense             | \$16.15    | Amazon - Monthly Membership                |
| 20-98-6114 | Office Supplies                  | \$610.73   | Amazon - Battery Backups                   |
| 20-98-6926 | Education / Training             | \$240.88   | SouthPoint - Hotel for Tristate            |
| 20-59-6362 | Fuel                             | \$229.04   | Arco - Fuel 06/2024                        |
| 20-98-6930 | Special Dept Expense             | \$1,605.00 | CC Balance Payment                         |
| 20-98-6930 | Special Dept Expense             | \$130.86   | Vons - Coffee for Board Room               |
| 20-50-5550 | Utilities - Gas                  | \$282.17   | SB County - Seminole Sewer Charge          |
| 20-98-6114 | Office Supplies                  | \$679.29   | Staples - Toner Cartridges / Ink           |

Distribution Total: \$13,361.87

|            |            |   |   |
|------------|------------|---|---|
| DFT0000331 | 7/26/2024  | Paylocity Payroll                         |   |
|            | 20-98-6405 | Professional Services - Personnel & Safet | \$678.97 Paylocity Payroll PP15 PPE 7/12/24 |

Distribution Total: \$678.97

|                     |            |                            |                   |                                  |  |
|---------------------|------------|----------------------------|-------------------|----------------------------------|--|
| DFT0000332          | 7/26/2024  | Lance Soll & Lunghard, LLP |                   |                                  |  |
|                     | 20-98-6330 | Contractual Services       | \$4,429.00        | 2024 Internal Control Assessment |  |
| Distribution Total: |            |                            | <u>\$4,429.00</u> |                                  |  |

| Check Number | Check Date | Customer Name          | Service Address | Refund Amount | Refund Description                |
|--------------|------------|------------------------|-----------------|---------------|-----------------------------------|
| 19306        | 7/26/2024  | CHERYL & DEAN SAUNDERS | 42657 CEDAR/BBL | \$140.86      | Refunds 021 UBPKT09735 Disconnect |

**Report Summary**

| Checks                              | Count | Total        |
|-------------------------------------|-------|--------------|
| <b>Accounts Payables:</b>           | 159   | \$692,583.65 |
| <b>Customer Refunds</b>             | 1     | \$140.86     |
| <b>Total:</b>                       | 160   | \$692,724.51 |
| <b>Bank Drafts</b>                  |       |              |
| <b>Payroll Liabilities:</b>         | 10    | \$279,526.78 |
| <b>Debt Service:</b>                |       | 0.00         |
| <b>Bank &amp; Credit Card Fees:</b> | 2     | \$19,679.80  |
| <b>Total:</b>                       | 12    | \$299,206.58 |
| <b>Grand Total:</b>                 | 172   | \$991,931.09 |

# AGENDA REPORT



*Service, Quality, Community*

**DATE:** August 27, 2024

**TO:** Board of Commissioners

**FROM:** Reginald A. Lamson, General Manager

**PREPARED BY:** Rachel Franklin, Human Resources/Risk Management

**RE:** **Resolution No. DWP 2024-14 – DWP Policy 2021-09 Workplace Violence Prevention Plan**

## Background

California Senate Bill 553, effective January 1, 2024, mandates that employers implement comprehensive measures to prevent workplace violence. This includes specific requirements to assess and address risks, develop policies, and provide training for employees. Additionally, Labor Code sections 6401.7 and 6401.9 outline the responsibilities of employers in developing, implementing, and maintaining a Workplace Violence Prevention Plan (WVPP) (Exhibit A).

DWP's current WVPP, established in July of 2021, was developed in alignment with earlier regulations and guidelines. To ensure compliance with the new legislative requirements, it is necessary that we update our plan to address the latest legal standards and best practices in workplace violence prevention.

### Key Revisions Required:

1. Risk Assessment and Prevention Measures
  - Enhanced Risk Assessment: Conduct a more comprehensive risk assessment to identify potential sources of workplace violence specific to DWP's operational environment.
  - Preventive Measures: Develop and implement targeted preventive measures based on the updated risk assessment.
2. Policy Development and Documentation
  - Policy Updates: Revise the WVPP to include clear definitions of workplace violence, reporting procedures, and employee responsibilities.
  - Documentation: Ensure all policies are well-documented and accessible to all employees.
3. Employee Training and Awareness
  - Training Programs: Establish mandatory training programs for all employees on recognizing, preventing, and responding to workplace violence.
  - Ongoing Education: Implement a system for periodic training updates and refresher courses.

4. Reporting and Response Procedures
  - Reporting Mechanisms: Update reporting procedures to facilitate prompt reporting of workplace violence incidents.
  - Incident Response: Revise response protocols to ensure effective management and resolution of reported incidents.
5. Recordkeeping and Reporting
  - Record Maintenance: Maintain detailed records of workplace violence incidents, training sessions, and preventive measures.
  - Regulatory Reporting: Ensure compliance with State reporting requirements related to workplace violence.

#### Financial Impact

If approved, there will be no immediate financial impact. Future safety training will be incorporated into applicable budgets.

#### Recommendation

Adopt Resolution No. DWP 2024-14, approving amendments to DWP Policy 2021-09 Workplace Violence Prevention Plan.

# DEPARTMENT OF WATER



Service, Quality, Community

## City of Big Bear Lake, Dept. of Water & Power Policy

Policy #2021-09

Workplace Violence Prevention ~~Policy~~ Plan

Established:

Resolution DWP No. 2021-23 adopted July 27, 2021

Date Last Amended:

~~Replaces City of Big Bear Lake Administrative Instruction No. 01-05; August 27, 2001~~ Resolution DWP No. 2024-14 amended August 27, 2021

### I. Objective

The City of Big Bear Lake, Department of Water & Power (DWP) is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, DWP discourages employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This ~~policy~~ plan covers any violent or potentially violent behavior that occurs in the workplace or at DWP-sponsored functions.

### II. Scope

This ~~policy~~ plan applies to all DWP employees, Board members, clients, customers, guests, vendors, and persons doing business with DWP.

### III. ~~Policy~~Plan

#### a. Overview

Our establishment's Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by Labor Code (LC) section 6401.9.

All DWP employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor or Human Resources. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against DWP, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

DWP prohibits the possession of weapons on its property at all times, including in parking lots or DWP vehicles. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages, cut string, and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.

DWP reserves the right to visually inspect the inside of all belongings of employees on its premises, including briefcases, purses and handbags, gym bags, and personal vehicles on DWP property, with reasonable suspicion.

DWP does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. This list of behaviors provides examples of conduct that is prohibited:

- i. Causing physical injury to another person
- ii. Making threatening remarks
- iii. Displaying aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
- iv. Intentionally damaging employer property or property of another employee
- v. Possessing a weapon while on company property or while on company business
- vi. Committing acts motivated by, or related to, sexual harassment or domestic violence

#### b. Definitions

Emergency - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

**Engineering controls** - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

**Log** - The violent incident log required by LC section 6401.9.

**Plan** - The workplace violence prevention plan required by LC section 6401.9.

**Serious injury or illness** - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

**Threat of violence** - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

**Workplace violence** - Any act of violence or threat of violence that occurs in a place of employment.

**Workplace violence** includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:

**Type 1 violence** - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

**Type 2 violence** - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

**Type 3 violence** - Workplace violence against an employee by a present or former employee, supervisor, or manager.

**Type 4 violence** - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

**Workplace violence** does not include lawful acts of self-defense or defense of others.

**Work practice controls** - Procedures and rules which are used to effectively reduce workplace violence hazards.

### c. Responsibility

The WVPP administrator, Human Resources Administrator, has the authority and responsibility for implementing the provisions of this plan for DWP.

| <u>Job Title/Position</u>            | <u>WVPP Responsibility(ies)</u>  | <u>Phone #</u>                                      | <u>Email</u>                     |
|--------------------------------------|--|---|----------------------------------|
| <u>Human Resources Administrator</u> | <u>Overall responsibility for the plan.</u>  | <u>909-866-5050 ext. 271</u><br><u>909-323-4318</u> | <u>humanresources@bbldwp.com</u> |
| <u>Human Resources Administrator</u> | <u>Responsible for employee involvement and training.</u>  | <u>909-866-5050 ext. 271</u><br><u>909-323-4318</u> | <u>humanresources@bbldwp.com</u> |
| <u>Human Resources Administrator</u> | <u>Responsible for emergency response, hazard identification, and coordination with other employers.</u> | <u>909-866-5050 ext. 271</u><br><u>909-323-4318</u> | <u>humanresources@bbldwp.com</u> |

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

### d. Employee Active Involvement

DWP ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees and authorized employee representatives to participate in:
  - Identifying, evaluating, and determining corrective measures to prevent workplace violence.

Example:

Management will have monthly safety meetings with employees and their representatives to discuss identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures.
  - Designing and implementing training.

Example:

    - Employees are encouraged to participate in designing and implementing training programs, and their suggestions are incorporated into the training materials.
  - Reporting and investigating workplace violence incidents.
- Management will ensure that all workplace violence policies and procedures within this written

plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.

- All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment.
- The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

#### **e. Employee Compliance**

Our system is in place to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include at a minimum:

- Training employees, supervisors, and managers in the provisions of DWP's Workplace WVPP.
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP.
- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace.
- Accountability for employees for failure to comply with the WVPP.

#### **f. Communication with Employees**

DWP recognizes that open, two-way communication between our management team, staff, and other employers, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards.
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns.
  - For example, ensure that supervisors and employees can communicate effectively and in the employees' first language.
- Posted or distributed workplace violence prevention information.
- Ensuring employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action.

Examples:

- Employees can anonymously report a violent incident, threat, or other violence concerns.

- Provide contact information of who to call for emergency response if other than 9-1-1.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated in a timely manner, and they will be informed of the results of the investigation and any corrective actions to be taken.
- Utilizing methods of effective communication.

Examples:

- Updates on the status of investigations and corrective actions are provided to employees through email and at safety meetings. These updates could include information about the progress of investigations, the results of investigations, and any corrective actions taken.
- Updates during daily/weekly/monthly/quarterly meetings with other employees in the building (at or near and around the same worksite) to discuss the plan and any updates. These meetings could involve sharing updates to the plan, discussing recent incidents, and coordinating training sessions.
- Sharing training materials and incident reports with other employees to ensure a coordinated response to any incidents. This could involve sending copies of training materials and incident reports to other employees.

**g. Coordination with Other Employers**

DWP will implement the following effective procedures to coordinate implementation of its plan with other employers to ensure that those employers and employees understand their respective roles, as provided in the plan.

- All employees will be trained on workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.

At a multi-employer worksite, DWP will ensure that if its employees experience workplace violence incident, DWP will record the information in a violent incident log and shall also provide a copy of that log to all employers involved.

**e.h. Reporting Procedures**

Any potentially dangerous situations must be immediately reported to a supervisor or Human Resources. Reports may be made anonymously, and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled, and the results of investigations will be discussed with them. DWP will actively intervene at any indication of a possibly hostile or violent situation.

**d.i. Risk Reduction Measures**

- i. Hiring

Human Resources takes reasonable measures to conduct background investigations to review candidates' backgrounds and to reduce the risk of hiring individuals with a history of violent behavior.

ii. Safety

DWP conducts annual inspections of the premises to evaluate and determine any vulnerabilities to workplace violence or hazards. Any necessary corrective action will be taken to reduce all risks.

iii. Individual situations

Although DWP does not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform Human Resources if any employee exhibits behavior that could be a sign of a potentially dangerous situation. Such behavior includes:

- Discussing weapons or bringing them to the workplace.
- Displaying overt signs of extreme stress, resentment, hostility or anger.
- Making threatening remarks.
- Showing sudden or significant deterioration of performance.
- Displaying irrational or inappropriate behavior.

### **e.j. Employees at Risk**

Human Resources will identify and maintain a list of employees who have been determined to be at risk for becoming victims of violence because of the nature of their job or because they are subject to harassment, violence, or threats from a nonemployee. Human Resources and management will design a plan with at-risk employees to prepare for any possible emergency situations.

### **f.k. Dangerous/Emergency Situations**

Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make constant eye contact, and talk to the individual. If a supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given. Otherwise, employees should cooperate and follow the instructions given.

DWP has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following:

Example:

Alarm systems and PA announcements will be used to alert employees of emergencies.

- DWP will have evacuation or sheltering plans including safely exiting the building, locking office doors, closing blinds, and blocking entrances.

If there is immediate danger, call for emergency assistance by dialing 9-1-1 and then notify the WVPP Administrator.

**I. Workplace Violence Hazard Identification and Evaluation**

The following policies and procedures are established and required to be conducted by DWP to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.

Review all submitted/reported concerns of potential hazards.

**Periodic Inspections**

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted as necessary.

Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in the following areas of the workplace:

| <u>Job Title</u>                     | <u>Area/Department/Specific location</u>         |
|--------------------------------------|--|
| <u>Human Resources Administrator</u> | <u>41972 Garstin Dr. Big Bear Lake, CA 92315</u> |
| <u>Water Superintendent</u>          | <u>All DWP production site locations</u>         |
|                                      |  |
|                                      |  |
|                                      |  |
|                                      |  |

Inspections for workplace violence hazards include assessing:

- The exterior and interior of the workplace for its attractiveness to robbers.
- The need for violence surveillance measures, such as mirrors and cameras.
- Procedures for employee response during a robbery or other criminal act, including our policy prohibiting employees, who are not security guards, from confronting violent persons or persons committing a criminal act.
- Procedures for reporting suspicious persons or activities.
- Effective location and functioning of emergency buttons and alarms.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.

- Whether employees have access to a telephone with an outside line.
- Whether employees have effective escape routes from the workplace.
- Whether employees have a designated safe area where they can go to in an emergency.
- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Employees' skill in safely handling threatening or hostile service recipients.
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms or panic buttons.
- The use of work practices such as the "buddy" system for specified emergency events.
- The availability of employee escape routes.
- How well our establishment's management and employees communicate with each other.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.

#### **m. Workplace Violence Hazard Correction**

Workplace violence hazards will be evaluated and corrected in a timely manner. DWP will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s) , all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with protection.
- All corrective actions taken will be documented and dated on the appropriate forms.
- Corrective measures for workplace violence hazards will be specific to a given work area.
  - Improve lighting around and at the workplace.
  - Post of signs notifying the public that limited cash is kept on the premises and that cameras are monitoring the facility.
  - Utilize surveillance measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity.

- Install security surveillance cameras in and around the workplace.
- Provide workplace violence systems, such as door locks, violence windows, physical barriers, emergency alarms and restraint systems.
- Post emergency telephone numbers for law enforcement, fire, and medical services.
- Control, access to, and freedom of movement within, the workplace by non-employees, include recently discharged employees or persons with whom one of our employees is having a dispute.
- Install effective systems to warn others of a violent danger or to summon assistance, e.g., alarms or panic buttons.
- Ensure employees have access to a telephone with an outside line. Provide employee training/re-training(refreshers) on the WVPP, which could include but not limited to the following:
  - Recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
  - Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
  - Improve how well our establishment's management and employees communicate with each other.
  - Procedures for reporting suspicious persons, activities, and packages.
  - Provide/review employee, supervisor, and management training on emergency action procedures.
- Ensure adequate employee escape routes.
- Increase awareness by employees, supervisors, and managers of the warning signs of potential workplace violence with consistent training.
- Ensure that employee disciplinary and discharge procedures address the potential for workplace violence.
- Limit the amount of cash on hand and use time access safes for large bills.
- Provide procedures for a "buddy" system for specified emergency events.

### **g.n. Enforcement**

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to

disciplinary action, up to and including termination. Non-employees engaged in violent acts on DWP premises will be reported to the proper authorities and fully prosecuted.

**o. Procedures for Post Incident Response and Investigation**

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risks associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensure corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The violent incident log will be used for every workplace violence incident and will include information, such as: [See attached Violent Incident Log]
  - The date, time, and location of the incident.
  - The workplace violence type or types involved in the incident.
  - A detailed description of the incident.
  - A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
  - A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
  - A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
  - The type of incident, including, but not limited to, whether it involved any of the following:
    - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.

- Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
- Threat of physical force or threat of the use of a weapon or other object.
- Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
- Animal attack.
- Other.
- Consequences of the incident, including, but not limited to:
  - Whether security or law enforcement was contacted and their response.
  - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
  - Information about the person completing the log, including their name, job title, and the date completed.
- Reviewing all previous incidents.

Example:

- Support and resources, such as counseling services, are provided to affected employees (These resources could include referrals to counseling services, information about employee assistance programs, and time off work if necessary.)
- Ensure that no personal identifying information is recorded or documented in the violent incident log. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

**p. Training and Instruction**

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the plan.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

DWP will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures DWP has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities DWP has for interactive questions and answers with a person knowledgeable about the WPVPP.

Examples:

- Strategies to avoid/prevent workplace violence and physical harm, such as:
  - How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence.
  - Ways to defuse hostile or threatening situations.
- How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering.
- Employee routes of escape.
- Emergency medical care provided in the event of any violent act upon an employee
- Post-event trauma counseling for employees desiring such assistance.

**g. Employee Access to the Written WVPP**

DWP ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by:

- Whenever an employee or designated representative requests a copy of the written WVPP, we will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.
- We will provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the written WVPP. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or co-employees.

### **r. Recordkeeping**

DWP will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
  - Training dates.
  - Contents or a summary of the training sessions.
  - Names and qualifications of persons conducting the training.
  - Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
  - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by LC section 6401.9(f), shall be made available to Cal/OSHA upon request for examination and copying.

### **s. Employee Access to Record**

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

### **t. Review and Revision of the WVPP**

DWP WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of DWP's WVPP should include, but is not limited to:
  - Review of incident investigations and the violent incident log.

- Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees.

#### **u. Employer Reporting Responsibilities**

As required by California Code of Regulations (CCR), Title 8, Section 342(a). Reporting Work-Connected Fatalities and Serious Injuries, DWP will immediately report to Cal/OSHA any serious injury or illness (as defined by CCR, Title 8, Section 330(h)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

#### **h.v. Retaliation**

DWP does not tolerate retaliation against an employee who reports workplace violence. All reports of workplace violence will be taken seriously and will be thoroughly investigated, and all complaints reported to a supervisor and Human Resources will be treated with as much confidentiality as possible. If DWP determines that workplace violence has occurred, appropriate actions will be taken as it deems necessary and appropriate under the circumstances. Such action may include, but is not limited to:

- i. Suspension, termination, or other disciplinary action as appropriate
- ii. Removal from the premises or withdrawal of consent to enter or be present on the premises pending the outcome of an investigation and thereafter, if required
- iii. Notification of security and law enforcement agencies of any threats and violent acts, and initiation of criminal arrests and prosecutions
- iv. Reassignment/relocation of personnel or job duties, if required
- v. Termination of any business relationship
- vi. Any other action the company deems to be necessary or required under the circumstances

An employee who believes that he or she may have a problem that could lead to violent behavior is encouraged to use DWP's confidential employee assistance program (EAP). For further information regarding this program, please contact Human Resources.

#### **i.w. Bullying**

DWP is committed to providing a safe and healthy work environment for all employees. As such, DWP will not tolerate bullying of any kind and will deal with complaints accordingly. This policy applies to employees while working, attending work functions, and traveling on business.

Bullying is defined as repeated inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the workplace or in the course of employment. Such behavior violates DWP policies, which state that all employees will be treated with dignity and respect.

Bullying can be intentional or unintentional. However, when an allegation of bullying is made, the intention of the alleged bully is irrelevant and will be given no consideration when a complaint is investigated. It is the effect of the behavior that will be considered.

Bullying can be:

- i. Verbal bullying: slandering, ridiculing, or maligning a person or his or her family or associates; persistent name-calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks
- ii. Physical bullying: pushing, shoving, kicking, poking, tripping, assaulting, or threatening to assault, damaging a person's work area or property
- iii. Gesture bullying: nonverbal threatening gestures; glances that can convey threatening messages
- iv. Exclusion: unintentionally disregarding a person or excluding a person from work-related activities

The following are examples of some, but not all, behavior that may constitute or contribute to evidence of bullying:

- i. Repeatedly singling out a person
- ii. Pointing at or raising voices at an individual, whether in public or private
- iii. Shutting a person out; not allowing him or her to speak or express him or herself (ignoring or interrupting); interfering with email or other forms of communication; not including him or her in meetings
- iv. Humiliation in any form; verbal or obscene gestures, personal insults, or offensive nicknames
- v. Constant criticism unrelated or minimally related to job performance, public reprimand
- vi. Hampering an individual's ability to do his or her work; assigning menial tasks not aligned with normal job duties; taking credit for another's work or ideas
- vii. Spreading rumors or gossiping about another

Bullying can have devastating results to the individual and the workplace. If an employee is subjected to bullying, or witness or suspect bullying is taking place, it must be reported to a supervisor and/or to Human Resources immediately. All suspected incidents of bullying will be thoroughly investigated, and disciplinary measures will be taken accordingly.

**Violence Incident Log**

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social security number

Date: \_\_\_\_\_

Time: \_\_\_\_\_

| <u>Location(s) of Incident</u> | <u>Workplace Violence Type (Indicate which type(s) (Type 1, 2,3,4)</u> |
|--------------------------------|--|
|                                |  |
|                                |  |
|                                |  |
|                                |  |
|                                |  |

Check which of the following describes the type(s) of incident, and explain in detail:

*Note: It's important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements. For this part of the log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged. It does not refer to the type of workplace violence.*

- Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
- Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
- Threat of physical force or threat of the use of a weapon or other object.
- Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
- Animal attack.
- Other.



Workplace violence committed by: [For confidentiality, only include the classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.]

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Circumstances at the time of the incident: [write/type what was happening at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.]

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Where the incident occurred: [Where the incident occurred, such as in the workplace, parking lot or other area outside the workplace.]

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Consequences of the incident, including, but not limited to:

- Whether security or law enforcement was contacted and their response.
- Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.

[Include information on what the consequences of the incident were.]

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- Were there any injuries? If Yes, please explain:

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- Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? If yes, explain below:

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Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.

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A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom.

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This violent incident log was completed by:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date of Completion: \_\_\_\_\_

**RESOLUTION NO. DWP 2024-14**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF BIG BEAR LAKE, DEPARTMENT OF WATER AND POWER, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, AMENDMENT TO DWP POLICY 2021-09 WORKPLACE VIOLENCE PREVENTION PLAN**

WHEREAS, the City of Big Bear Lake was incorporated on November 28, 1980; and

WHEREAS, the City of Big Bear Lake did adopt its Charter in 1982; and

WHEREAS, the electors of the City did in 1985 adopt an amendment to that Charter which created the City of Big Bear Lake, Department of Water and Power (DWP); and

WHEREAS, the Board of Commissioners (the Board) is empowered by the Charter Amendment to adopt wages, benefits, and policies for the DWP employees' conditions of employment; and

WHEREAS, the Board of Commissioners wishes to adopt the amendments to DWP Policy 2021-09 Workplace Violence Prevention Plan;

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the City of Big Bear Lake, Department of Water and Power hereby amends DWP Policy 2021-09 Workplace Violence Prevention Plan (Exhibit A);

PASSED, APPROVED, and ADOPTED this 27<sup>th</sup> day of August 2024.

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

\_\_\_\_\_  
Bob Tarras, Chair  
DWP Board of Commissioners

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Leeanne Eagleson, Board Secretary  
DWP

# DEPARTMENT OF WATER



Service, Quality, Community

## City of Big Bear Lake, Dept. of Water & Power Policy

Policy #2021-09  
Workplace Violence Prevention Plan

Established: Resolution DWP No. 2021-23 adopted July 27, 2021  
Date Last Amended: Resolution DWP No. 2024-14 amended August 27, 2021

### I. Objective

The City of Big Bear Lake, Department of Water & Power (DWP) is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, DWP discourages employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This plan covers any violent or potentially violent behavior that occurs in the workplace or at DWP-sponsored functions.

### II. Scope

This plan applies to all DWP employees, Board members, clients, customers, guests, vendors, and persons doing business with DWP.

### III. Plan

#### a. Overview

Our establishment's Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by Labor Code (LC) section 6401.9.

All DWP employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor or Human Resources. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against DWP, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

DWP prohibits the possession of weapons on its property at all times, including in parking lots or DWP vehicles. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages, cut string, and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.

DWP reserves the right to visually inspect the inside of all belongings of employees on its premises, including briefcases, purses and handbags, gym bags, and personal vehicles on DWP property, with reasonable suspicion.

DWP does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. This list of behaviors provides examples of conduct that is prohibited:

- i. Causing physical injury to another person
- ii. Making threatening remarks
- iii. Displaying aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
- iv. Intentionally damaging employer property or property of another employee
- v. Possessing a weapon while on company property or while on company business
- vi. Committing acts motivated by, or related to, sexual harassment or domestic violence

#### b. Definitions

***Emergency*** - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

**Engineering controls** - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

**Log** - The violent incident log required by LC section 6401.9.

**Plan** - The workplace violence prevention plan required by LC section 6401.9.

**Serious injury or illness** - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

**Threat of violence** - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

**Workplace violence** - Any act of violence or threat of violence that occurs in a place of employment.

**Workplace violence** includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:

**Type 1 violence** - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

**Type 2 violence** - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

**Type 3 violence** - Workplace violence against an employee by a present or former employee, supervisor, or manager.

**Type 4 violence** - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

**Workplace violence** does not include lawful acts of self-defense or defense of others.

**Work practice controls** - Procedures and rules which are used to effectively reduce workplace violence hazards.

### c. Responsibility

The WVPP administrator, Human Resources Administrator, has the authority and responsibility for implementing the provisions of this plan for DWP.

| <b>Job Title/Position</b>     | <b>WVPP Responsibility(ies)</b>   | <b>Phone #</b>                               | <b>Email</b>              |
|-------------------------------|---|--|---------------------------|
| Human Resources Administrator | Overall responsibility for the plan.  | 909-866-5050<br>ext. 271<br><br>909-323-4318 | humanresources@bbldwp.com |
| Human Resources Administrator | Responsible for employee involvement and training.  | 909-866-5050<br>ext. 271<br><br>909-323-4318 | humanresources@bbldwp.com |
| Human Resources Administrator | Responsible for emergency response, hazard identification, and coordination with other employers. | 909-866-5050<br>ext. 271<br><br>909-323-4318 | humanresources@bbldwp.com |

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

### d. Employee Active Involvement

DWP ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees and authorized employee representatives to participate in:
  - Identifying, evaluating, and determining corrective measures to prevent workplace violence.

Example:

Management will have monthly safety meetings with employees and their representatives to discuss identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures.

- Designing and implementing training.

Example:

- Employees are encouraged to participate in designing and implementing training programs, and their suggestions are incorporated into the training materials.
- Reporting and investigating workplace violence incidents.
- Management will ensure that all workplace violence policies and procedures within this written

plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.

- All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment.
- The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

**e. Employee Compliance**

Our system is in place to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include at a minimum:

- Training employees, supervisors, and managers in the provisions of DWP's Workplace WVPP.
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP.
- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace.
- Accountability for employees for failure to comply with the WVPP.

**f. Communication with Employees**

DWP recognizes that open, two-way communication between our management team, staff, and other employers, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards.
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns.
  - For example, ensure that supervisors and employees can communicate effectively and in the employees' first language.
- Posted or distributed workplace violence prevention information.
- Ensuring employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action.

Examples:

- Employees can anonymously report a violent incident, threat, or other violence concerns.

- Provide contact information of who to call for emergency response if other than 9-1-1.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated in a timely manner, and they will be informed of the results of the investigation and any corrective actions to be taken.
- Utilizing methods of effective communication.

Examples:

- Updates on the status of investigations and corrective actions are provided to employees through email and at safety meetings. These updates could include information about the progress of investigations, the results of investigations, and any corrective actions taken.
- Updates during daily/weekly/monthly/quarterly meetings with other employees in the building (at or near and around the same worksite) to discuss the plan and any updates. These meetings could involve sharing updates to the plan, discussing recent incidents, and coordinating training sessions.
- Sharing training materials and incident reports with other employees to ensure a coordinated response to any incidents. This could involve sending copies of training materials and incident reports to other employees.

#### **g. Coordination with Other Employers**

DWP will implement the following effective procedures to coordinate implementation of its plan with other employers to ensure that those employers and employees understand their respective roles, as provided in the plan.

- All employees will be trained on workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.

At a multiemployer worksite, DWP will ensure that if its employees experience workplace violence incident, DWP will record the information in a violent incident log and shall also provide a copy of that log to all employers involved.

#### **h. Reporting Procedures**

Any potentially dangerous situations must be immediately reported to a supervisor or Human Resources. Reports may be made anonymously, and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled, and the results of investigations will be discussed with them. DWP will actively intervene at any indication of a possibly hostile or violent situation.

### **i. Risk Reduction Measures**

#### **i. Hiring**

Human Resources takes reasonable measures to conduct background investigations to review candidates' backgrounds and to reduce the risk of hiring individuals with a history of violent behavior.

#### **ii. Safety**

DWP conducts annual inspections of the premises to evaluate and determine any vulnerabilities to workplace violence or hazards. Any necessary corrective action will be taken to reduce all risks.

#### **iii. Individual situations**

Although DWP does not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform Human Resources if any employee exhibits behavior that could be a sign of a potentially dangerous situation. Such behavior includes:

- Discussing weapons or bringing them to the workplace.
- Displaying overt signs of extreme stress, resentment, hostility or anger.
- Making threatening remarks.
- Showing sudden or significant deterioration of performance.
- Displaying irrational or inappropriate behavior.

### **j. Employees at Risk**

Human Resources will identify and maintain a list of employees who have been determined to be at risk for becoming victims of violence because of the nature of their job or because they are subject to harassment, violence, or threats from a nonemployee. Human Resources and management will design a plan with at-risk employees to prepare for any possible emergency situations.

### **k. Dangerous/Emergency Situations**

Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make constant eye contact, and talk to the individual. If a supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given. Otherwise, employees should cooperate and follow the instructions given.

DWP has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following:

Example:

Alarm systems and PA announcements will be used to alert employees of emergencies.

- DWP will have evacuation or sheltering plans including safely exiting the building, locking office doors, closing blinds, and blocking entrances.

If there is immediate danger, call for emergency assistance by dialing 9-1-1 and then notify the WVPP Administrator.

**1. Workplace Violence Hazard Identification and Evaluation**

The following policies and procedures are established and required to be conducted by DWP to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.

Review all submitted/reported concerns of potential hazards.

**Periodic Inspections**

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted as necessary.

Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in the following areas of the workplace:

| <b>Job Title</b>              | <b>Area/Department/Specific location</b>  |
|-------------------------------|---|
| Human Resources Administrator | 41972 Garstin Dr. Big Bear Lake, CA 92315 |
| Water Superintendent          | All DWP production site locations         |
|                               |   |
|                               |   |
|                               |   |
|                               |   |

Inspections for workplace violence hazards include assessing:

- The exterior and interior of the workplace for its attractiveness to robbers.
- The need for violence surveillance measures, such as mirrors and cameras.
- Procedures for employee response during a robbery or other criminal act, including our policy prohibiting employees, who are not security guards, from confronting violent persons or persons committing a criminal act.
- Procedures for reporting suspicious persons or activities.

- Effective location and functioning of emergency buttons and alarms.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have access to a telephone with an outside line.
- Whether employees have effective escape routes from the workplace.
- Whether employees have a designated safe area where they can go to in an emergency.
- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Employees' skill in safely handling threatening or hostile service recipients.
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms or panic buttons.
- The use of work practices such as the "buddy" system for specified emergency events.
- The availability of employee escape routes.
- How well our establishment's management and employees communicate with each other.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.

**m. Workplace Violence Hazard Correction**

Workplace violence hazards will be evaluated and corrected in a timely manner. DWP will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s) , all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with protection.
- All corrective actions taken will be documented and dated on the appropriate forms.
- Corrective measures for workplace violence hazards will be specific to a given work area.
  - Improve lighting around and at the workplace.
  - Post of signs notifying the public that limited cash is kept on the premises and that cameras

are monitoring the facility.

- Utilize surveillance measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity.
- Install security surveillance cameras in and around the workplace.
- Provide workplace violence systems, such as door locks, violence windows, physical barriers, emergency alarms and restraint systems.
- Post emergency telephone numbers for law enforcement, fire, and medical services.
- Control, access to, and freedom of movement within, the workplace by non-employees, include recently discharged employees or persons with whom one of our employees is having a dispute.
- Install effective systems to warn others of a violent danger or to summon assistance, e.g., alarms or panic buttons.
- Ensure employees have access to a telephone with an outside line. Provide employee training/re-training(refreshers) on the WVPP, which could include but not limited to the following:
  - Recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
  - Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
  - Improve how well our establishment's management and employees communicate with each other.
  - Procedures for reporting suspicious persons, activities, and packages.
  - Provide/review employee, supervisor, and management training on emergency action procedures.
- Ensure adequate employee escape routes.
- Increase awareness by employees, supervisors, and managers of the warning signs of potential workplace violence with consistent training.
- Ensure that employee disciplinary and discharge procedures address the potential for workplace violence.
- Limit the amount of cash on hand and use time access safes for large bills.
- Provide procedures for a "buddy" system for specified emergency events.

## **n. Enforcement**

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on DWP premises will be reported to the proper authorities and fully prosecuted.

## **o. Procedures for Post Incident Response and Investigation**

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risks associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensure corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The violent incident log will be used for every workplace violence incident and will include information, such as: [See attached Violent Incident Log]
  - The date, time, and location of the incident.
  - The workplace violence type or types involved in the incident.
  - A detailed description of the incident.
  - A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
  - A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
  - A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
  - The type of incident, including, but not limited to, whether it involved any of the following:

- Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
- Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
- Threat of physical force or threat of the use of a weapon or other object.
- Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
- Animal attack.
- Other.
- Consequences of the incident, including, but not limited to:
  - Whether security or law enforcement was contacted and their response.
  - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
  - Information about the person completing the log, including their name, job title, and the date completed.
- Reviewing all previous incidents.

Example:

- Support and resources, such as counseling services, are provided to affected employees (These resources could include referrals to counseling services, information about employee assistance programs, and time off work if necessary.)
- Ensure that no personal identifying information is recorded or documented in the violent incident log. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.
- **Training and Instruction**

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the plan.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

DWP will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures DWP has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities DWP has for interactive questions and answers with a person knowledgeable about the WPVPP.

Examples:

- Strategies to avoid/prevent workplace violence and physical harm, such as:
  - How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence.
  - Ways to defuse hostile or threatening situations.
- How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering.
- Employee routes of escape.
- Emergency medical care provided in the event of any violent act upon an employee
- Post-event trauma counseling for employees desiring such assistance.

**q. Employee Access to the Written WVPP**

DWP ensures that the WVPP shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by:

- Whenever an employee or designated representative requests a copy of the written WVPP, we will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.
- We will provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the written WVPP. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or co-employees.

#### **r. Recordkeeping**

DWP will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
  - Training dates.
  - Contents or a summary of the training sessions.
  - Names and qualifications of persons conducting the training.
  - Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
  - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by LC section 6401.9(f), shall be made available to Cal/OSHA upon request for examination and copying.

#### **s. Employee Access to Record**

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

#### **t. Review and Revision of the WVPP**

DWP WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of DWP's WVPP should include, but is not limited to:
  - Review of incident investigations and the violent incident log.

- Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees.

#### **u. Employer Reporting Responsibilities**

As required by California Code of Regulations (CCR), Title 8, Section 342(a). Reporting Work-Connected Fatalities and Serious Injuries, DWP will immediately report to Cal/OSHA any serious injury or illness (as defined by CCR, Title 8, Section 330(h)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

#### **v. Retaliation**

DWP does not tolerate retaliation against an employee who reports workplace violence. All reports of workplace violence will be taken seriously and will be thoroughly investigated, and all complaints reported to a supervisor and Human Resources will be treated with as much confidentiality as possible. If DWP determines that workplace violence has occurred, appropriate actions will be taken as it deems necessary and appropriate under the circumstances. Such action may include, but is not limited to:

- i. Suspension, termination, or other disciplinary action as appropriate
- ii. Removal from the premises or withdrawal of consent to enter or be present on the premises pending the outcome of an investigation and thereafter, if required
- iii. Notification of security and law enforcement agencies of any threats and violent acts, and initiation of criminal arrests and prosecutions
- iv. Reassignment/relocation of personnel or job duties, if required
- v. Termination of any business relationship
- vi. Any other action the company deems to be necessary or required under the circumstances

An employee who believes that he or she may have a problem that could lead to violent behavior is encouraged to use DWP's confidential employee assistance program (EAP). For further information regarding this program, please contact Human Resources.

#### **w. Bullying**

DWP is committed to providing a safe and healthy work environment for all employees. As such, DWP will not tolerate bullying of any kind and will deal with complaints accordingly. This policy applies to employees while working, attending work functions, and traveling on business.

Bullying is defined as repeated inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the workplace or in the course of employment. Such behavior violates DWP policies, which state that all employees will be treated with dignity and respect.

Bullying can be intentional or unintentional. However, when an allegation of bullying is made, the intention of the alleged bully is irrelevant and will be given no consideration when a complaint is investigated. It is the effect of the behavior that will be considered.

Bullying can be:

- i. Verbal bullying: slandering, ridiculing, or maligning a person or his or her family or associates; persistent name-calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks
- ii. Physical bullying: pushing, shoving, kicking, poking, tripping, assaulting, or threatening to assault, damaging a person's work area or property
- iii. Gesture bullying: nonverbal threatening gestures; glances that can convey threatening messages
- iv. Exclusion: unintentionally disregarding a person or excluding a person from work-related activities

The following are examples of some, but not all, behavior that may constitute or contribute to evidence of bullying:

- i. Repeatedly singling out a person
- ii. Pointing at or raising voices at an individual, whether in public or private
- iii. Shutting a person out; not allowing him or her to speak or express him or herself (ignoring or interrupting); interfering with email or other forms of communication; not including him or her in meetings
- iv. Humiliation in any form; verbal or obscene gestures, personal insults, or offensive nicknames
- v. Constant criticism unrelated or minimally related to job performance, public reprimand
- vi. Hampering an individual's ability to do his or her work; assigning menial tasks not aligned with normal job duties; taking credit for another's work or ideas
- vii. Spreading rumors or gossiping about another

Bullying can have devastating results to the individual and the workplace. If an employee is subjected to bullying, or witness or suspect bullying is taking place, it must be reported to a supervisor and/or to Human Resources immediately. All suspected incidents of bullying will be thoroughly investigated, and disciplinary measures will be taken accordingly.

### Violence Incident Log

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social security number

Date: \_\_\_\_\_

Time: \_\_\_\_\_

| Location(s) of Incident | Workplace Violence Type (Indicate which type(s) (Type 1, 2,3,4)) |
|-------------------------|--|
|                         |  |
|                         |  |
|                         |  |
|                         |  |
|                         |  |

Check which of the following describes the type(s) of incident, and explain in detail:

*Note: It's important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements. For this part of the log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged. It does not refer to the type of workplace violence.*

- Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
- Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
- Threat of physical force or threat of the use of a weapon or other object.
- Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
- Animal attack.
- Other.

Explain: [Provide a detailed description of the incident and any additional information on the violence incident type and what it included. Continue on separate sheet of paper if necessary.]



Workplace violence committed by: [For confidentiality, only include the classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.]

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Circumstances at the time of the incident: [write/type what was happening at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.]

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Where the incident occurred: [Where the incident occurred, such as in the workplace, parking lot or other area outside the workplace.]

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Consequences of the incident, including, but not limited to:

- Whether security or law enforcement was contacted and their response.
- Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.

[Include information on what the consequences of the incident were.]

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- Were there any injuries? If Yes, please explain:

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- Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? If yes, explain below:

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Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.

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A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom.

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This violent incident log was completed by:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date of Completion: \_\_\_\_\_



# AGENDA REPORT



*Service, Quality, Community*

**DATE:** August 27, 2024  
**TO:** Board of Commissioners  
**FROM:** Reginald A. Lamson, General Manager  
**RE:** **Resolution No. DWP 2024-15 - USBR Grant Application for Division Well No. 2 Rehabilitation Project**

**Background:**

In June 2024, the USBR published the Notice of Funding Opportunity Announcement No. R25AS00013 for WaterSMART Drought Response Program: Drought Resiliency Projects for Fiscal Year 2025.

In February of 2024, the Division Well No. 2's pumping unit failed due to the well producing sand because the casing is failing. The well was taken out of service. Staff is recommending that the well is sleeved, and gravel packed prior to replacing the pump. Sleeving the well will reduce its capacity but the well will no longer produce sand, and the pump will last longer. This well has a manganese treatment plant and once we sleeve the well the treatment plant will have excess capacity. Division Well No. 5 has been out of service for years because its manganese levels exceed the maximum contaminate levels and it does not have a treatment plant. Staff can construct a connecting pipe from Division Well No. 5 to Division Well No 2's manganese treatment plant, then both wells can be back in service. These wells will be used, if needed, during the high demand periods and during droughts, when slant well production is greatly reduced.

The WaterSMART Drought Response Program: Drought Resiliency Projects requires 50% matching funds, and the grant application is due by October 7, 2024. The expected cost for the Project is \$175,000.

**Financial Impact:**

DWP's 50% match will be funded by DWP's capital improvement funds.

**Recommendation:**

Review and adopt Resolution No. DWP 2024-15 supporting the USBR Grant application for the Division Well No. 2 Rehabilitation Project.

**RESOLUTION NO. DWP 2024-15**

**A RESOLUTION OF THE BOARD OF WATER AND POWER COMMISSIONERS OF  
THE CITY OF BIG BEAR LAKE, DEPARTMENT OF WATER AND POWER,  
COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA,  
REGARDING PARTICIPATION IN FUNDING FOR THE BUREAU OF  
RECLAMATION WaterSMART DROUGHT RESPONSE PROGRAM:  
DROUGHT RESILIENCY PROJECTS FUNDING OPPORTUNITY  
ANNOUNCEMENT NO. R25AS00013**

WHEREAS, the City of Big Bear Lake was incorporated on November 28, 1980, and

WHEREAS, the electors of the City of Big Bear Lake did in 1985 adopt an Amendment to the City of Big Bear Lake Charter which created a Department of Water and Power; and

WHEREAS, the United States Department of Interior, Bureau of Reclamation, under its WaterSMART Grant Program, has made available to qualifying applicants grant funding on a matching fund basis, funds for Drought Resiliency Projects for Fiscal Year 2025; and

WHEREAS, the City of Big Bear Lake, Department of Water and Power has identified a project that exemplify the objectives of the WaterSMART Drought Response Program: Drought Resiliency Projects in its Division Well No. 2 Rehabilitation Project;

NOW, THEREFORE, BE IT RESOLVED that the Board of Water and Power Commissioners of the City of Big Bear Lake, Department of Water and Power does hereby adopt Resolution No. DWP 2024-15 confirming the following:

1. The Board of Water and Power Commissioners of the City of Big Bear Lake, Department of Water and Power verify that the General Manager, Reginald A. Lamson has legal authority to enter into an agreement with Bureau of Reclamation.
2. The Board of Water and Power Commissioners of the City of Big Bear Lake, Department of Water and Power support the grant application.
3. The City of Big Bear Lake, Department of Water and Power is capable of providing the amount of funding and/or in-kind contributions specified in the funding plan.
4. That if selected for a WaterSMART Grant under the Bureau of Reclamation's Drought Response Program: Drought Resiliency Projects for Fiscal Year 2025, the City of Big Bear Lake, Department of Water and Power will negotiate and execute a Cooperative Agreement with the Bureau of Reclamation on/or prior to the established deadline, to fund a minimum of 50% of the project costs and will provide documentation showing the 50% matching funds are not funded by a Federal Agency.

PASSED, APPROVED, and ADOPTED this 27<sup>th</sup> day of August 2024.

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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Robert Tarras, Chairman  
DWP Board of Commissioners

ATTEST:

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Leeanne Eagleson, Secretary  
DWP Board of Commissioners



# AGENDA REPORT



*Service, Quality, Community*

DATE: August 27, 2024

TO: Board of Commissioners

FROM: Reginald A. Lamson, General Manager

PREPARED BY: Rachel Franklin, Human Resources/Risk Management

RE: Car Wash Services Cost Analysis

## Background

At the July 23, 2024 Board Meeting, staff was requested to evaluate the costs and benefits associated with outsourcing car washing services for DWP vehicles compared to utilizing existing employees for this task. The goal is to determine the most cost-effective and efficient approach to maintaining the cleanliness of our fleet.

DWP operates a fleet of 27 vehicles, including commercial trucks, service trucks, utility trucks, and administrative SUVs. Currently, vehicles are washed by an outsourced car washing service during the months of May through October, weather permitting. During the winter months, services are outsourced or performed by employees on a case-by-case basis. On average 5 vehicles from DWP's fleet are washed per week on a rotating schedule.

### Employee-Based Car Washing

- **Labor Costs:** Employees tasked with washing vehicles would be performing this work outside of their primary job responsibilities. This could lead to reduced productivity in their main roles.
- **Time Investment:** On average, washing and basic interior cleaning of a vehicle takes approximately 60 minutes. Assuming an average fully burdened wage of \$56.86 per hour for the lowest paid field employees, the labor cost per vehicle would be \$56.86.
- **Equipment and Supplies:** Employee washing requires investment in cleaning supplies, equipment, and potential storage facilities.
- **Training:** Employees will need training to ensure the correct washing techniques and use of equipment.

### Outsourced Car Wash Service

- **Service Fees:** DWP's contracted professional car wash service fees begin at \$60 per pick-up and increase up to \$80 for large utility size service trucks.

- **Service Consistency:** Professional services offer standardized cleaning processes and quality assurance, reducing the variability in wash quality.
- **Time Efficiency:** Outsourcing eliminates the need for employees to spend time on vehicle cleaning, allowing them to focus on their primary duties.
- **Reduced Equipment Costs:** Car wash services have their own equipment and supplies, eliminating the need for DWP to invest in these resources.

### Comparative Benefits

#### Employee-Based Washing

- **Pros:**
  - Potentially lower direct costs if considering only labor and materials.
  - Greater control over cleaning schedules and methods.
- **Cons:**
  - Increased indirect costs due to potential loss of productivity and overtime.
  - Additional administrative burden for managing equipment supplies.
  - Potential inconsistency in wash quality.

#### Outsourced Car Wash Service

- **Pros:**
  - High-quality, consistent results due to professional expertise.
  - No additional burden on DWP staff, allowing employees to focus on core responsibilities thus eliminating the need to outsource additional tasks that will not be completed i.e. Grounds maintenance, weed abatement, building maintenance.
  - Predictable and manageable costs.
  - No need for investment in washing equipment and supplies.
- **Cons:**
  - Dependence on an external provider, which might affect scheduling flexibility.

### Financial Impact

Based on the analysis, outsourcing the car wash service for DWP vehicles is recommended. Despite a higher apparent cost to wash the fleet vehicles based on hourly rate alone, the benefits of professional quality, consistency, and the avoidance of indirect costs outweigh the savings achieved by using employees for this task. The efficiency gained by allowing employees to focus on their primary duties further supports this recommendation.

### Recommendation

Review and provide direction to staff.

# AGENDA REPORT



*Service, Quality, Community*

**DATE:** August 27, 2024  
**TO:** Board of Commissioners  
**FROM:** Reginald A. Lamson, General Manager  
**PREPARED BY:** Rachel M. Franklin, Human Resources Administrator  
**RE:** **Human Resources/Risk Management Report**

## **HR Update**

### *Staffing:*

1. Congratulations to Hector Pedroza on his 9-year anniversary with DWP!
2. Congratulations to Kelle Barrette on her 25-year anniversary with DWP!
3. We welcome Ruben Negrete as our new Utility Technician!
4. Recruitment was conducted for the opening for a District Engineer. A job offer was extended and accepted. The new District Engineer will be starting September 16, 2024.
5. Recruitment has begun for the Management Analyst/Board Secretary. We have received 18 resumes and will be conducting interviews in the beginning of September.

### *Benefits:*

1. I calculated and processed two longevity benefits, one service award, and two computer loans for staff.

### *Miscellaneous:*

1. August Safety Topics – Flu Season, Prevent the Spread.
2. I administered 7 Personal Action Forms and 3 withholding forms for staff.
3. Monthly employment statistical data was submitted to the Department of Labor.
4. I am working on updates to a few job descriptions to clarify responsibilities and overlap within the accounting department which will allow greater flexibility. The Board will be presented with the changes at a future Board meeting.
5. Additional file and electronic document management was completed.

## **Risk Update**

1. Five liability claims are pending.
2. Nine employees attended the annual Tri-State Water Conference in Las Vegas.

# AGENDA REPORT



Service, Quality, Community

**DATE:** August 27, 2024

**TO:** Board of Commissioners

**FROM:** Reginald A. Lamson, General Manager

**PREPARED BY:** Bennett Rossell, Water Conservation & Communications Supervisor

**RE:** **Water Conservation & Communications Supervisor Report**

## July 2024 Production and Usage Overview:

- Production: 80 million gallons (MG); 87 gallons per capita per day (GPCD)
- Precipitation: 0"

During the month of July, production was 80 million gallons (MG). This is a 5% *decrease* for the month of July compared to the prior 5-year average at 84 MG.

July's Residential Gallons-Per-Capita-Day (GPCD) saw a 5% *decrease* when compared to historic averages for the month. The prior 5-year GPCD averaged 92 gallons, whereas this July came in at 87 GPCD.

Precipitation for the month of July has averaged 0.6 inches annually over the past decade.

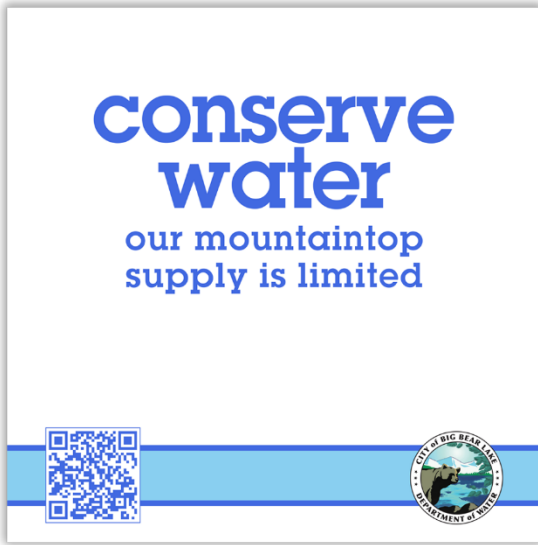
## Activities:

Required reporting within the State Water Resources Control Board's SAFER Clearinghouse continues to occupy staff time. Running changes are being made and new components are being added to SAFER's monthly Aggregated Urban Drought & Conservation Report, essentially rendering it a moving target. Compounding the issue, the software BBLDWP uses to capture the primary reporting data has been overhauled, necessitating staff time to navigate anew. Nevertheless, staff is taking necessary steps to complete and submit the reports.

DWP's required Annual Inventory Report has been submitted through the SAFER Clearinghouse for calendar year 2023.

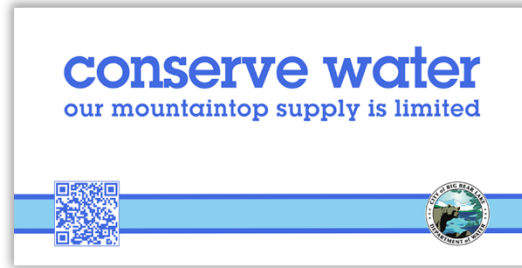
Many updates and revisions have been made to the BBLDWP website. New recordings have been created and uploaded into BBLDWP's phone system. The two physical conservation signs located at the entrance of the Lake William community and Big Bear Shores RV Park have been replaced with a new design that reflects the limited supply of Big Bear water and the simplicity of conserving.

**New Signs**



Lake William - 4' x 4'

Front  
&  
Back



Front  
(Entering)



Back  
(Exiting)

Big Bear Shores RV Park - 4' x 2'

**Conservation Key Metrics – July 2024**

|    |  |
|----|--|
| 42 | Contacts regarding leaks and watering violations                         |
| 0  | Inquiries into the toilet rebate program                                 |
| 1  | Inquiries into winterizing, turf rebates, policies, permits, landscaping |

**BBLDWP Water Use**

**Total Production in Million Gallons (MG)**

| Year               | Jan  | Feb | Mar | Apr | May  | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Total |
|--------------------|------|-----|-----|-----|------|-----|-----|-----|------|-----|-----|-----|-------|
| 2019               | 59   | 54  | 50  | 41  | 54   | 70  | 81  | 79  | 71   | 56  | 43  | 54  | 713   |
| 2020               | 57   | 47  | 39  | 35  | 63   | 83  | 96  | 90  | 76   | 66  | 55  | 52  | 759   |
| 2021               | 59   | 49  | 46  | 47  | 70   | 74  | 84  | 77  | 66   | 50  | 41  | 53  | 716   |
| 2022               | 55   | 47  | 44  | 41  | 74   | 70  | 82  | 58  | 57   | 51  | 43  | 55  | 677   |
| 2023               | 61   | 47  | 43  | 42  | 48   | 61  | 79  | 67  | 61   | 48  | 41  | 48  | 648   |
| 2024               | 52   | 47  | 42  | 39  | 52   | 67  | 80  |     |      |     |     |     | 379   |
| 2019-2023 Average  | 58   | 49  | 44  | 41  | 62   | 72  | 84  | 74  | 66   | 54  | 45  | 53  | 702   |
| 2024 +/- % Average | -10% | -4% | -5% | -5% | -19% | -7% | -5% |     |      |     |     |     |       |

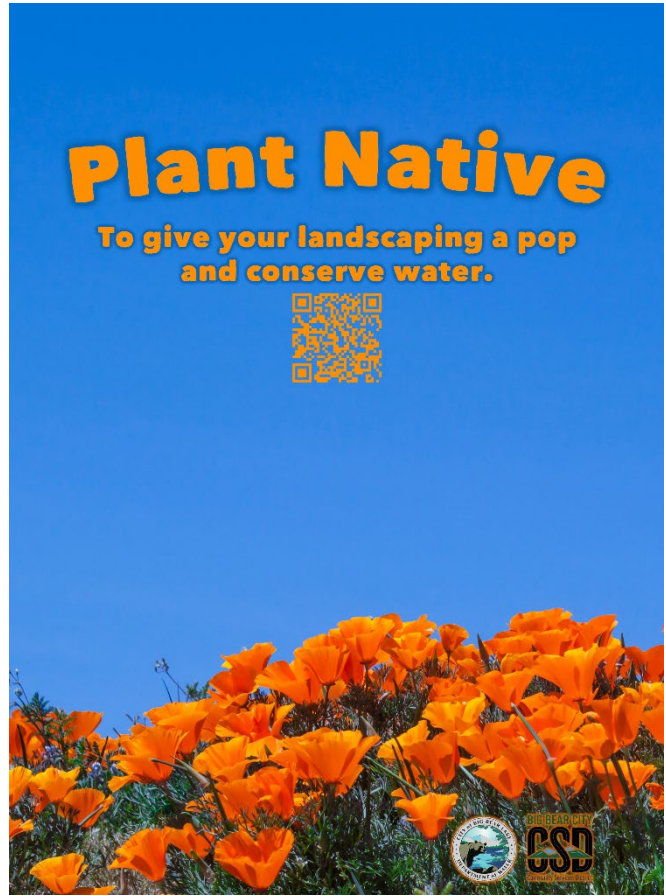
**Gallons Per Capita Day (GPCD) Produced**

| Year               | Jan  | Feb | Mar | Apr | May  | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Annual |
|--------------------|------|-----|-----|-----|------|-----|-----|-----|------|-----|-----|-----|--------|
| 2019               | 65   | 63  | 55  | 46  | 59   | 79  | 88  | 86  | 80   | 61  | 48  | 59  | 66     |
| 2020               | 62   | 55  | 42  | 39  | 69   | 93  | 104 | 98  | 86   | 72  | 62  | 57  | 70     |
| 2021               | 65   | 57  | 50  | 53  | 76   | 84  | 91  | 83  | 74   | 55  | 46  | 58  | 66     |
| 2022               | 60   | 55  | 48  | 46  | 81   | 78  | 89  | 63  | 65   | 56  | 48  | 60  | 63     |
| 2023               | 67   | 55  | 47  | 48  | 52   | 69  | 86  | 73  | 69   | 52  | 47  | 53  | 60     |
| 2024               | 57   | 54  | 45  | 44  | 57   | 76  | 87  |     |      |     |     |     |        |
| 2019-2023 Average  | 64   | 57  | 48  | 46  | 68   | 81  | 92  | 81  | 75   | 59  | 50  | 57  | 65     |
| 2024 +/- % Average | -11% | -5% | -6% | -4% | -16% | -6% | -5% |     |      |     |     |     |        |

**Advertising: Big Bear Grizzly Ads:**



**-Grizzly Fire & Water Ad, ¼ page-**



**- Big Bear Now Magazine, Full Page-**

**Advertising: KBHR Ads**

**DWP & CSD**

As we bask in the beauty of this particularly green summer season, it’s easy to forget that even our abundant groundwater supply needs our care. Yes, you heard me right- despite our current high groundwater levels, conserving water remains crucial.

Why, you ask? Well, water conservation isn’t just about our immediate supply – it’s about preserving our natural resources for the future. Every drop saved now ensures we have plenty for the dry spells ahead. Here’s the good news: conserving water is simpler than you think. Start with small changes at home. Fix those leaky faucets, shorten your shower time a little bit, and wait until you have a full load before running the dishwasher... stuff like that. By conserving now, we’re ensuring that future generations can enjoy the pristine beauty of our mountain oasis.

So, let’s continue to cherish this wonderful place we call home. Join us in making water conservation a daily habit. Together, we can keep our mountain community thriving for years to come.

This message is brought to you by the Big Bear Lake Water Department and the Big Bear City Community Services District.

**DWP**

Hey there DWP customers, are you looking to save water *and* money while beautifying your outdoor space? Well then, listen up!

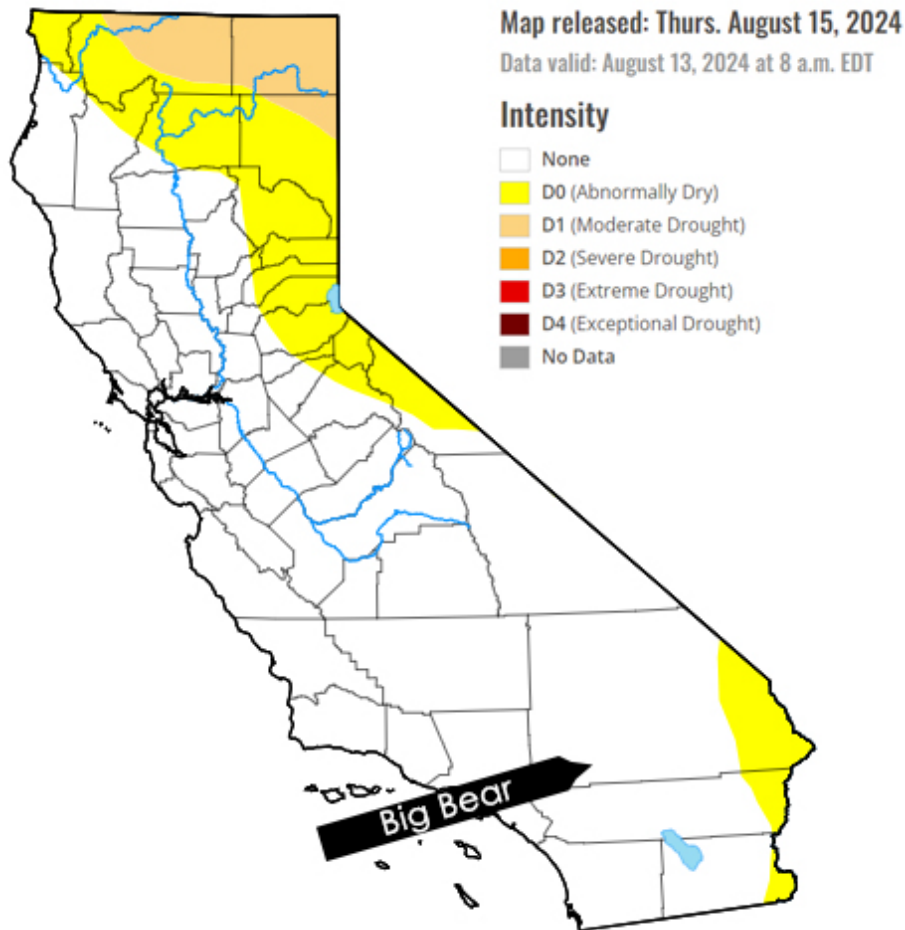
Take advantage of DWP’s outdoor efficiency rebates today. Remove your thirsty turf and get money back. That empty space can be replaced with drought-tolerant plants that we’ll give you \$10 a-pop for. Plus, install a rain barrel to collect rainwater for your garden and get even more savings. Want to automate your irrigation system? Upgrade to a smart irrigation controller and receive a rebate!

Act now to conserve water, lower your bills, and create a vibrant, drought-resistant landscape. Visit our website at [bldwp.com](http://bldwp.com) or call us at (909) 866-5050 to learn more about our suite of outdoor efficiency rebates and start saving today!

DWP’s Outdoor Efficiency Rebates: helping you make the most of your outdoor space, right here in our mountaintop community.

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**California Drought Monitor:**



# AGENDA REPORT



*Service, Quality, Community*

**DATE:** August 27, 2024  
**TO:** Board of Commissioners  
**FROM:** Reginald A. Lamson, General Manager  
**PREPARED BY:** Danny Ent, Water Superintendent  
**RE:** **Water Superintendent's Report**

In July, the Meter Department responded to 396 leaks that were detected on the Radio Read Leak report, a total of 2,165 have been reported in the 2024 calendar year. Additionally, they have been replacing Hersey meters, checking radio reads, and completing route repairs. The Meter Department installed smart meters at strategic locations in different pressure zones to monitor water pressures. This information will be used to adjust the pressure reducing valves to operate more efficiently.

The Production Department has been completing their daily routes and performing maintenance and repairs. The Production and Distribution Departments continue to coordinate with Bear Mountain Resorts to facilitate construction of the new Chair Lift No. 5 and maintain Goldmine Booster/Slant well operation. They assisted in the installation of the new tower and relocation of the antennas and control panels at the Wolf Reservoir site. They have drained the existing reservoir and salvaged some equipment from the existing booster station.

The Distribution Department has been repairing leaks, doing maintenance, installing new services, repairing sunken trenches, and performing federally mandated (EPA) service inventory, which must be completed by October 2024. They have started installing the new water main and services for the Garstin Water Operations Facility and relocated the slant well and Goldmine booster lines at Bear Mountain for the new Chair Lift No. 5. Working in conjunction with Bear Mountain, they were able to locate the slant well heads and will work with Bear Mountain to reconnect them to the slant well main. Additionally, they cut and capped the mains connecting the Wolf Booster and Reservoir Project to the distribution system.

The Water Operations Department has been working on the record drawings for the completed 2023 construction projects, checking plans for upcoming projects, and inputting the information into GIS. Staff continues to work with ESRI to upgrade our GIS software. The staff also continues to work with WSC to upgrade the Wall maps to include all of the projects that have been completed over the last eight years. Staff constructed two temporary work spaces in the west end of the office building for the Purchaser/Construction Observers. The Purchaser/Construction Observers have been working on the inventory system by adding stock photos with current part numbers and adding information, enabling them to streamline the ordering process and make identification easier. Additionally they have added the new

Water Superintendent's Report  
August 27, 2024  
Page 2 of 3

information to the QR codes on the warehouse bins. This will improve physical inventory counts. Additionally, they have overseen the completion of the paving repairs for 2023 Apple Valley Construction Pipeline projects in Moonridge.



Bear Mountain Slant Well Pipeline Relocation



Wolf Antenna



Operations Center Main,  
Hydrant & Service Installation



Warehouse Inventory Bins

# City of Big Bear Lake Water Department

## Water Superintendent's Report (Fiscal Year)

**Total Production for: 7/31/24**

| "Measured in Million Gallons"<br>Y-T-D = Year to Date | MG                     |               |                        |               |                              |                            |
|---|------------------------|---------------|------------------------|---------------|------------------------------|----------------------------|
|   | 7/31/24<br>Month-ended | 2024<br>Y-T-D | 7/31/23<br>Month-ended | 2023<br>Y-T-D | 2024 Monthly<br>% Difference | 2024 Y-T-D<br>% Difference |
| Big Bear Lake / Moonridge                             | 62.42                  | 62.42         | 59.62                  | 59.62         | 4.70%                        | 4.70%                      |
| Sugarloaf / Erwin Lake                                | 13.21                  | 13.21         | 15.19                  | 15.19         | -13.03%                      | -13.03%                    |
| Fawnskin  | 2.58                   | 2.58          | 2.52                   | 2.52          | 2.38%                        | 2.38%                      |
| Lake Williams   | 0.98                   | 0.98          | 1.18                   | 1.18          | -16.95%                      | -16.95%                    |
| RV Park   | 0.94                   | 0.94          | 0.80                   | 0.80          | 17.50%                       | 17.50%                     |
| <b>SUB - TOTAL</b>                                    | <b>80.13</b>           | <b>80.13</b>  | <b>79.31</b>           | <b>79.31</b>  | <b>1.03%</b>                 | <b>1.03%</b>               |

Million Gallons transferred from  
Sugarloaf / Erwin Lake to  
Big Bear Lake / Moonridge. **4.64**

Year to Date Transferred.\* **4.64**

\*(This amount is included in the Sugarloaf / Erwin Lake Total but not in the BBL / Moonridge Total.)

**SLANT WELL PRODUCTION: The totals below are included in the above totals.**

| "Measured in Million Gallons"<br>Y-T-D = Year to Date | MG                     |               |                        |               |                              |                            |
|---|------------------------|---------------|------------------------|---------------|------------------------------|----------------------------|
|   | 7/31/24<br>Month-ended | 2024<br>Y-T-D | 7/31/23<br>Month-ended | 2023<br>Y-T-D | 2024 Monthly<br>% Difference | 2024 Y-T-D<br>% Difference |
| Big Bear Lake / Moonridge                             | 32.11                  | 32.11         | 29.06                  | 29.06         | 10.50%                       | 10.50%                     |
| Fawnskin  | 1.70                   | 1.70          | 1.91                   | 1.91          | -10.99%                      | -10.99%                    |

**Monthly Percentage of GRAVITY PRODUCTION vs. ELECTRICAL PRODUCTION**

|                              | 7/31/24<br>Month-ended | 2024<br>Y-T-D | 8/1/23<br>Month-ended | 2023<br>Y-T-D |
|------------------------------|------------------------|---------------|-----------------------|---------------|
| BBL / Moonridge - GRAVITY    | 51%                    | 51%           | 49%                   | 49%           |
| BBL / Moonridge - ELECTRICAL | 49%                    | 49%           | 51%                   | 51%           |

|                       | 7/31/24<br>Month-ended | 2024<br>Y-T-D | 8/1/23<br>Month-ended | 2023<br>Y-T-D |
|-----------------------|------------------------|---------------|-----------------------|---------------|
| Fawnskin - GRAVITY    | 66%                    | 66%           | 76%                   | 76%           |
| Fawnskin - ELECTRICAL | 34%                    | 34%           | 24%                   | 24%           |

# AGENDA REPORT



*Service, Quality, Community*

**DATE:** August 27, 2024  
**TO:** Board of Commissioners  
**FROM:** Reginald A. Lamson, General Manager  
**PREPARED BY:** Nathan Statham, Chief Financial Officer  
**RE:** **Chief Financial Officer's Report**

## General Update

Customer Service has undertaken the following initiatives:

1. 2,206 call-in customers were assisted during the month of July (detail breakdown provided below).
2. Customer service has initiated echeck services through Tyler Technology. Currently customers who want their payments debited from their bank account fill out a PDF request document and submit the request to Accounting for processing in the billing system. Customers cannot make one-time echeck payments or set up echeck payments through their online customer portal where they can initiate credit card payments. Once implemented customers can use their bank accounts as another payment method on their customer portal.

Accounting has undertaken the following initiatives:

1. The 2024 year-end close out continues in preparation for DWP's financial statement audit scheduled for the last week of September.

The following IT initiatives are underway:

1. Cellular Internet Access Failover - DWP currently has wired internet access connectivity through Spectrum; however, during power outages that affect Spectrum network components, DWP loses internet access despite DWP's emergency power generator. New network equipment with cellular connectivity is in place and is being configured to provide a failover internet connection.
2. Enterprise ArcGIS Conversion - DWP staff is in the process of evaluating implementation solutions to set up the Enterprise ArcGIS platform. ProWest has been engaged on an hourly basis to set up the ArcGIS infrastructure. Vc3 is preparing a scope of work to configure two virtual servers and a web portal to support the ArcGIS enterprise system.
3. Garstin Facility Wireless Access Upgrades – current wireless hardware at the Garstin facility does not have sufficient coverage to reach the far ends of the building including the board room, general manager's office, rear operations area or warehouse. During prolonged periods without cellular service as experienced for several days in the last week of July, field staff who do not have workstations are unable to use Ipads to update, initiate and complete work orders. DWP staff has initiated a WiFi coverage needs assessment with Motive Managed Services to determine the optimal upgrades for Garstin wireless infrastructure. The needs assessment is being done with the understanding that the equipment will need to be relocated to the new buildings once it is completed.

**CFO’s Report**

August 27, 2024

Page 2 of 2

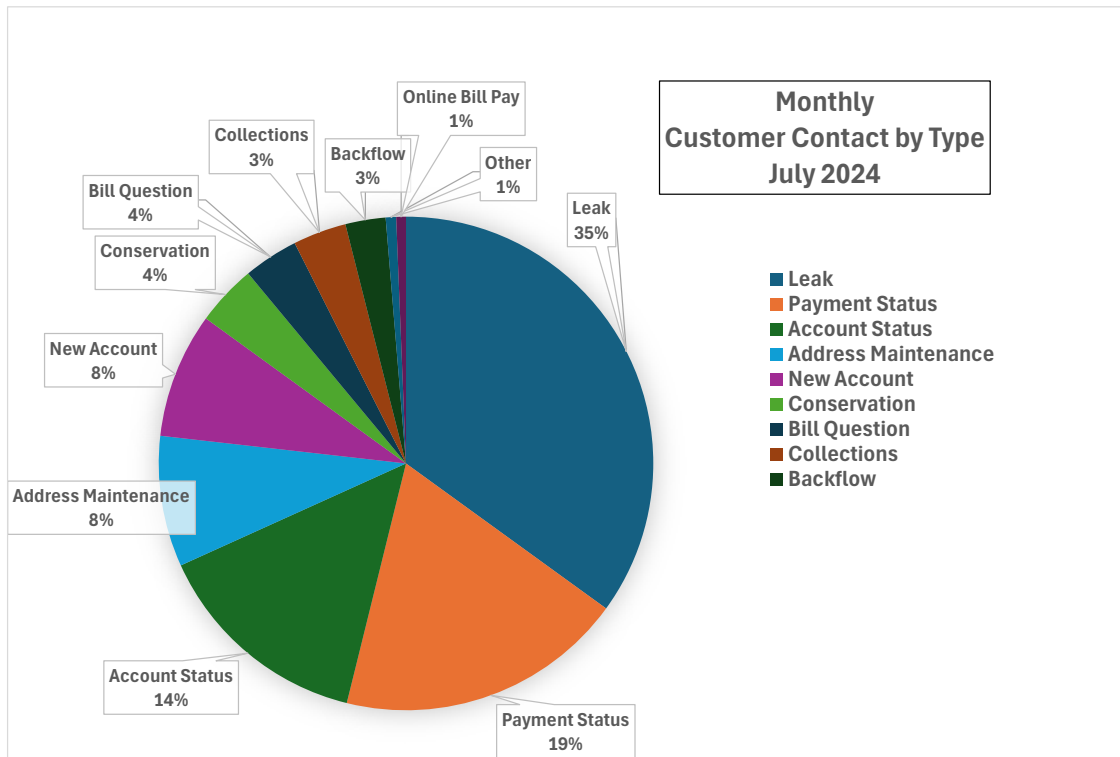
4. Financial System Cloud Migration – DWP’s financial system is currently housed on-premise. The software provider Tyler Technology is no longer developing the on-premise solution. DWP entered into an agreement with Tyler to migrate to their cloud-based service. DWP received migration process dates from Tyler with an initial assessment scheduled for 9/12/2024 and a preliminary go live time frame of 10/16 – 10/17.
5. Cityworks Implementation Phase II – administration and operations staff evaluated the status of Phase II implementation tasks. All open development items have been implemented. AlterTech Solutions provided development services for Phase II and continues to provide Cityworks support as needed.

Cash and Investment Balances:

As of July 31, 2024, DWP’s treasury balance was:

| Category                                     | Total Funds        |
|--|--------------------|
| <b>Cash on hand</b>                          | \$800              |
| <b>Demand deposits (checking)</b>            | \$443,442          |
| <b>Investments – LAIF (investment pool)</b>  | \$310,080          |
| <b>Investments – CAMP (investment pool)</b>  | \$2,947,262        |
| <b>Investments – CLASS (investment pool)</b> | <u>\$1,937,180</u> |
| <b>Total unrestricted treasury balance</b>   | \$5,638,764        |

Customer Service Call Activity Details:



# AGENDA REPORT



*Service, Quality, Community*

**DATE:** August 27, 2024  
**TO:** Board of Commissioners  
**FROM:** Reginald A. Lamson, General Manager  
**RE:** **General Manager's Report**

## Capital Projects

### Garstin Water Operations Facilities:

On October 17, 2023, WSC, DWP, and USDA conducted a Teams meeting to meet the new USDA personnel and receive comments to the draft Preliminary Engineering Report (PER). USDA was also interested in possibly funding the solar component, what storm damage occurred during the 2022/23 winter storms, and grant funding to help maintain current capital spending levels. On July 5, 2024, Staff and WSC submitted the final draft of the PER to USDA for review. Staff submitted additional requested data to the USDA engineer on July 8, 2024. The engineer requested additional data on July 16, 2024, and staff completed the request on July 17, 2024.

On July 31, 2024, DWP and USDA had a zoom meeting to discuss their review of the PER. On August 2, 2024, Staff submitted a Sole Source Procurement Request for the Solar equipment, electrical service, battery backup, and backup generator; a revised project cost estimate that described some of the line items and reallocated the costs on those line items, but the total project cost is still the same; the final NEPA environmental report; and an Interim Finance Waiver Request. USDA hopes to have a Letter of Conditions for us to consider by September 30, 2024.

DWP staff has advised Big Bear Mountain Resort (BBMR) staff that relocating the snowmaking pipeline is no longer required for the project. BBMR located (potholed) their snowmaking pipeline within DWP's Garstin site and has finalized their scope of work to line the existing pipeline. BBMR is scheduled to line their pipeline through the Garstin site, starting the week of August 26<sup>th</sup>.

On December 7, 2023, Staff worked with South West Gas staff and determined the location of their facilities (standard and high-pressure gas lines) within the existing easements on the east side of DWP's property, near the K-Mart Parking lot.

On January 8, 2024, Staff met with City staff regarding Planning Commission scheduling, permitting, and drainage modifications near the existing customer parking area. City staff provided some of the Planning Commission's preferences and PBK has incorporated some of those preferences into the Garstin Plans .

**General Manager's Report**

August 27, 2024

Page 2 of 7

PBK and staff met with the City on April 30, 2024 to finalize the Planning Commission's submittal requirements. City staff liked the revisions that were made to the project elevations. City staff provided PBK with the requirements for a submittal to the Planning Commission. PBK plans on submitting plans for review during the week of July 22<sup>nd</sup>. PBK is scheduled to present the Project to DRC to receive comments in preparation for Planning Commission review.

On January 18, 2024, Staff met with Bear Valley Electric Service (BVES) staff regarding upgrading the electric/solar service for the Garstin Site and the electrical service for Lake Plant Well Nos. 5 & 6 sites. BVES is fine with eliminating the current electric services for Lake Plant Well Nos. 5 & 6 sites and combining them with the upgraded Garstin electric/solar service.

DWP staff has replaced certain sections of mainline on the Garstin site in anticipation of constructing the new facilities.

**Replenish Big Bear:**

The Replenish team submitted a work plan to evaluate existing domestic wells within 200 feet of the high-water level and determine if the Project will impact their water quality. Approximately eighty (80) private wells have been located. Of these 80 wells, only 41 of them are within 200 feet of the lakes high water level. Most of these wells are drilled within alluvium and will not be impacted by the Project. Tom Harder will have a report on which wells, if any, will be impacted by the Project. The 100% RO treatment also reduces or eliminates the blending requirement for percolating reclaimed/lake water into Sand Canyon. The meeting with DDW has greatly enhanced the feasibility of the project and the Replenish Team is preparing a detailed percolation plan for DDW's consideration.

Tom Harder is finalizing his report on which wells (within 200' of the high-water line), will be impacted by the Replenish Big Bear Project. The current lake level is about 4-feet from full, which is higher than it has been since 2012. The high lake levels allow for an easy comparison of lake levels versus static water levels. Tom has provided a list of 10 wells, around the lake, that he would like surveyed to compare lake level versus static water level. Mike Stephenson and I have surveyed 4 of the 10 wells and hope to complete the survey over the next couple of weeks.

WSC was authorized to finalize the permit application to the Regional Board and submitted the Report of Waste Discharge package on February 28, 2022. The Regional Board provided informal comments and requested additional information during the month of May 2022. WSC provided additional information on June 1, 2022. Regional Board provided comments on August 26, 2022. On September 15, 2022, BBARWA sent a letter to the Regional Board requesting clarification regarding Surface Water Augmentation regulations. The Replenish team submitted the additional information requested within the August 26, 2022 Regional Board Letter on October 14, 2022.

On August 25, 2021, BBARWA approved a MOU for agencies that may benefit from Replenish Big Bear Project. The MOU has been distributed to other valley agencies for consideration. CSD approved the MOU on September 20, 2021, DWP approved the MOU on September 28, 2021, and the City of Big Bear Lake City Council approved the MOU on November 1, 2021. The Replenish Big Bear Team met with County Supervisor representatives and gave them a draft of the MOU for their consideration. The County approved the MOU in July 2022. The Replenish Team is working with each agency to determine how and how much they can contribute towards the project. Each agency will pay their "fair Share" of the O&M costs and possibly capital costs,

**General Manager's Report**

August 27, 2024

Page 3 of 7

which will reduce the project costs for the general public. DWP's proposed annual cost for percolation within Sand Canyon was presented to and approved by the Board on September 27, 2022. Additional cost-sharing meetings have been conducted.

Environmental Scoping Meetings and the Public comment period have been completed. A project Piloting schedule is provided with the project charts. Grant Funding opportunities are discussed below. Follow-up meetings to respond to some of the comments submitted during the Environmental Comment period were conducted with Mojave Water Agency and East Valley Water District during March. The Replenish team will continue to work with these Agencies and their concerns will be addressed within the environmental documents. Pilot testing of proposed treatment equipment continues and BBARWA provided tours of the pilot equipment on July 19, 2023.

David Lawrence provided a Project update Power Point Presentation during the September 26, 2023 Board meeting. A similar presentation has been given to CSD and BVBGSA. The draft EIR will be presented to the BARRWA Board on December 19, 2023 for final comments.

On March 19, 2024, BBARWA had a special meeting to update the public on the Replenish Big Bear Project and receive direction from the Board after the presentation. The meeting was well attended, and many members of the public spoke in favor and against the Project. The majority of the public were in favor of the project. Some of the Board members had some concerns and staff needed additional time to properly address their concerns. BBARWA staff have contacted WIFIA (the primary funding agency) and they indicated that a 6-month pause would not affect the terms of the loan. Over the next 2 to 3 months, BBARWA and other Bear Valley stakeholders will work together to develop letters of intents to better defined how each agency will participate with the project and a public workshop will be conducted to further educate the public about Project details. Pilot testing is now complete. The design consultant estimates that pilot study results and revised cost estimates will be available in the fall of 2024. A public workshop was conducted, and the treatment equipment met or exceeded expectations.

On August 12, 2024, the BBARWA Board considered certifying the environmental impact report and voted not to certify it. BBARWA has a meeting scheduled for September 25, 2024, to determine next steps.

**Grants Update:**

Staff submitted two USBR Grant applications on October 5, 2021, one for the Wolf Reservoir & Boosters Replacement Project and one for the Division No. 9 Well & Well Pumping Plant Project. The grants required a 50% grant match. The USBR notified the DWP that we were not selected for this round of funding. We attended a debrief meeting with USBR on March 24, 2022. Staff incorporated USBR's comments and submitted two USBR Drought Resiliency Grant applications on June 15, 2022; one for the Wolf Reservoir Boosters & Pipeline Project and one for the Division No. 9 Well Drilling & Equipping Project. On December 22, 2022, the USBR notified the DWP that we were selected for funding in the amount of \$1,600,000 for the Wolf Reservoir & Boosters Replacement Project. This grant will provide 50% funding for the Wolf Pipeline Replacement Project. The grant agreement is finalize and USBR issued a Notice of Award.

We were not selected for funding for the Division No. 9 Well & Well Pumping Plant Project. On January 11, 2023, staff attended a debrief with USBR staff for the Division No. 9 Well &

**General Manager's Report**

August 27, 2024

Page 4 of 7

Well Pumping Plant Project and we are planning on reapplying for the equipping portion of the Division No. 9 Well Project. Staff received additional information from USBR and will incorporate these comments into the grant application. On November 6, 2023, staff submitted a grant application with the USBR for the Equipping Division Well No. 9 Project. The grant requires a 50% grant match. On May 6, 2024, the USBR notified the DWP that we were selected for funding in the amount of \$500,000 for the Equipping Division Well No. 9 Project.

Staff submitted two USBR Small Scale Grant applications on April 28, 2022, for the Pontel Hydropneumatic System and the 6<sup>th</sup> Lane Pipeline Replacement Project. Each grant is for up to \$100,000 and require a 50% match. On January 5, 2023, the USBR notified the DWP that we were selected for funding in the amount of \$100,000 for the Pontel Hydropneumatic System. The grant agreement is finalized and USBR issued a Notice of Award.

On March 9, 2023, WSC informed staff of a Community Project Funding Request Grant that is being administered through Jay Obernolte's office. The proposed Garstin Water Operations Facilities meets many of the requirements for this grant. Staff worked closely with WSC and on March 17, 2023, staff submitted a \$1,500,000 grant application to Jay Obernolte's office. The application included nine letters of support from local agencies and politicians. Staff appreciates everyone that provided letters of support in a timely fashion. On April 29, 2024, WSC informed staff of the Fiscal Year 2025 Appropriations Request grant opportunity through Jay Obernolte's office. Staff submitted a \$1,500,000 grant application for the Garstin Water Operations Facilities and obtained letters of support from CSD and the County of San Bernardino. On May 29, 2024, we received communication from Jay Obernolte's office that the requested funding of \$1,500,000 for the Garstin Water Operations Facility is being recommended to be awarded funding through Appropriations. See attached letter from Jay Obernolte.

On February 22, 2024, staff submitted an application with the USBR for the Solar Backup Power SCADA Project. The grant requires a 50% grant match. The Project will address the problem of frequent power outages in the Bear Valley and its impact on our SCADA systems functionality. The Solar Backup Power SCADA Project will ensure that even during power outages and natural disasters, the SCADA system components will continue to communicate with each other, communicate data real-time to staff's mobile devices, reduce greenhouse gas emissions, and minimize water loss. The requested grant amount is \$289,787.50 for forty-five SCADA site upgrades and solar battery backup systems. DWP was notified that this request was not funded and on August 22, 2024, staff had a debrief meeting with USBR and we plan to resubmit in January 2025.

On July 9, 2024, staff submitted an application with the USBR for the Smart Meter Replacement Project. The grant requires a 50% grant match. The Project will replace existing AMI meters that are approaching the end of their battery life with Smart Meters, that were discussed during the June Board meeting. The requested grant amount is \$100,000 and the total project cost for this phase is \$225,000.

Grant applications for the Replenish Big Bear Project (Project) are as follows:

1. SAWPA/DWR - DCI Technical Assistance Grant: The Project team submitted an application for a \$500,000 grant on September 26, 2019. On November 19, 2019, the SAWPA Board approved an agreement to provide a \$500,000 planning grant. This grant

is being used to reimburse the four BVBGSA agencies for a portion of project planning costs.

2. SAWPA/DWR – Prop 1 IRWM Grant: The Project team submitted an application for a \$4,500,000 grant on November 1, 2019. DWR notified the project team that our application is recommended for funding. Final award has been completed. This grant will reimburse the four BVBGSA agencies for project planning costs and fund a portion of the Project construction costs.
3. USBR – Title XVI Grant: The Project team submitted an application for a \$7,025,643 grant on April 22, 2021. The Administration's recent increase in funding for the drought stricken western states, along with an enhanced grant application, should improve our chances of receiving this grant. USBR has recommended a \$1,700,000 grant to help fund design, permitting, and pilot testing activities
4. The Replenish Big Bear Team had a Zoom Meeting with Congressman Obernolte on April 20, 2021. The Congressman informed us that he would be submitting Appropriations Applications and would like to include the Replenish Big Bear Project. The team submitted an application to the Congressman on April 22, 2021. Congressman Obernolte informed BBARWA that Congress has awarded the Replenish Big Bear Project \$960,000. Additional funding opportunities will be available next fiscal year.
5. On November 19, 2021, The Replenish Big Bear Team submitted a \$50,000,000 DWR grant application for consideration. DWR staff has stated that they are open to awarding partial funding for projects and encouraged us to request the full amount. Replenish Big Bear was not recommended for this funding. DWR informed the Replenish Big Bear Team that additional funding is now available, and they are reevaluating our current application.
6. USBR – Title XVI Grant-Phase II: The Project team submitted an application for a \$8,267,112 grant on March 11, 2022. BBARWA has been recommended for this funding.
7. The Replenish Big Bear Team had a Meeting with Congressman Obernolte regarding a possible 2022 Appropriation Application. The Congressman informed us that he would be submitting Appropriations Applications and would like to again include the Replenish Big Bear Project. The team submitted an application to the Congressman in May 2022. This request has been included in the Federal Budget.
8. On June 13, 2024, Replenish Big Bear was recommended for another \$9,052,543 in funding through the Title XVI grant program.

Replenish Big Bear Grant Summary:

| <b>Grant</b>             | <b>Amount</b> | <b>Status</b>            |
|--------------------------|---------------|--------------------------|
| DCI Technical Assistance | \$500,000     | Awarded and Fully Funded |
| IRWM Prop 1, Round 1     | \$4,563,338   | Awarded, In Process      |
| 2021 Title XVI           | \$1,600,000   | Awarded, In Process      |

|                |                     |   |
|----------------|---------------------|---|
| 2022 EPA STAG  | \$960,000           | CEQA and NEPA must be completed prior to an Award |
| 2022 Title XVI | \$8,267,112         | Recommended for Funding                           |
| 2023 EPA STAG  | \$1,000,000         | CEQA and NEPA must be completed prior to an Award |
| 2024 EPA STAG  | \$1,000,000         | Recommended for Funding                           |
| 2024 Title XVI | \$9,052,543         | Recommended for Funding                           |
| <b>Total</b>   | <b>\$26,942,993</b> |   |

### **SAWPA Santa Ana River Watershed Weather Modification Pilot Program (No Change):**

On November 23, 2021, the Santa Ana Watershed Project Authority (SAWPA) provided a presentation to the Board on the Santa Ana River Watershed Weather Modification Pilot Program (Program). The Board requested staff investigate the Program and bring it back to the Board. On January 25, 2022, the Board approved financial support for the Program in the amount of \$3,000 annually for four years.

On October 13, 2022, we received the following update from SAWPA: “Unfortunately with the timing of CEQA completion for the project in June and securing an operations contractor in early August, we were unable to get the pilot project operations contractor on board in sufficient time to make the Nov. 2022 seeding start date, particularly with the need to execute 10 separate local seeding site operator agreements in the watershed. Consequently, the pilot project was postponed to start seeding to November 2023. In some ways, the delay works better for our efforts to secure 50% grant funding from the State as well since this grant funding would not be available from the State until late 2023.”

On August 16, 2023, participating partners received the attached update. The highlights are as follows:

1. The project received \$861,400 in Prop. 1 grant funding from DWR.
2. Biological Surveys are underway.
3. Equipment Set-Up is scheduled for September/October 2023
4. 1<sup>st</sup> Year Operation Period November 15, 2023 – April 15, 2023
5. 1<sup>st</sup> Year Pilot Report June 1, 2023

On November 15, 2023, SAWPA announced that the Program went live on that day and will continue through April 2027. For more information, visit the weather modification webpage at <https://sawpa.gov/santa-ana-river-watershed-weather-modification/>. SAWPA also established an email address, [weathermodification@sawpa.org](mailto:weathermodification@sawpa.org), for public inquiries regarding the Program.

Board members attended a SAWPA presentation and tour of the Weather Modification Pilot Program on Tuesday, April 9, 2024.

**Bear Valley Basin Groundwater Sustainability Agency (No Change):**

On February 16, 2023, the BVBGSA had a Board meeting. The primary purpose of the meeting was to consider a proposal from Tom Harder and Associates to prepare the first Groundwater Sustainability Plan (GSP) Annual Report. The annual report is a requirement of the GSP. The report contains groundwater level information, water pumping information, and computes groundwater storage volume for the Bear Valley Basin. The BVBGSA Board approved the proposal and the funding of \$10,277.50 will come from each of the four member agencies. The GSP Annual Report was submitted to DWR on April 1, 2023.

On June 20, 2023, the BVBGSA had a Board Meeting. The primary purpose of the meeting was to adopt the FY 2023/24 Budget. David Lawrence provided an update on Replenish Big Bear to the Board including the following: The Replenish Big Bear Team will be submitting the Pilot Study Report to the Regional Board. The pilot equipment including the UV disinfectant and advanced oxidation process have been delivered. BBARWA will be piloting the equipment through September to ensure we can support the claims that we have made for the Replenish Big Bear Project. On July 19, 2023, BBARWA held an Open House and Pilot Tour. From 2:00 pm - 3:00 pm, the Regional Board and local Board members had an opportunity for a Pilot Tour and the public was invited to join BBARWA from 3:00 pm - 6:00 pm. Over 300 people attended the event.

On November 13, 2023, the BVBGSA Board approved an agreement with Tom Harder to prepare the GSP 2022/23 Annual Report contingent upon concurrence of approval by the member agencies that will be responsible for reimbursing the BVBGSA. The 2022/23 Annual Report was filed with DWR-SGMA on March 21, 2024.



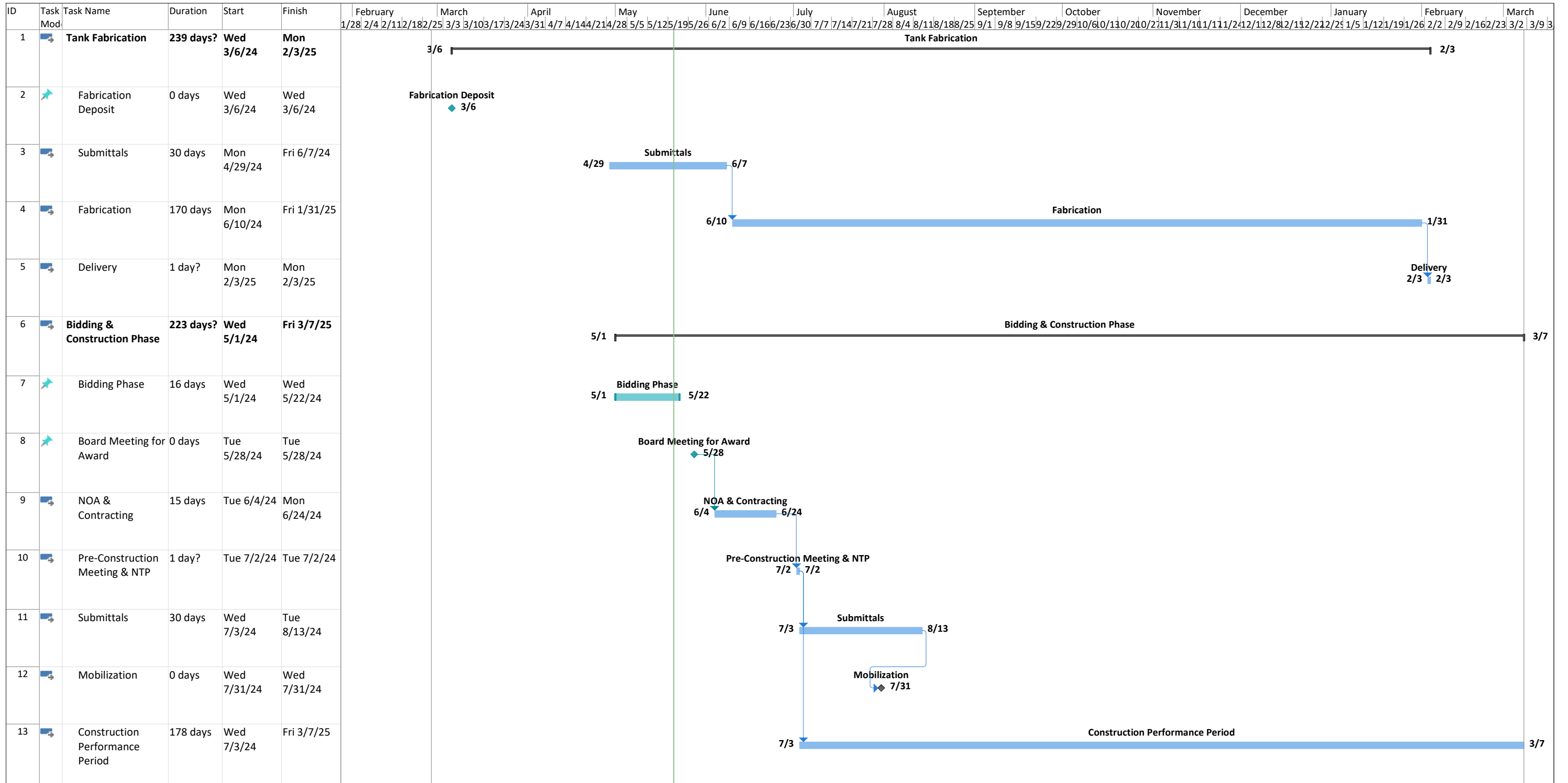
April 29, 2024

**PROJECT SCHEDULE**

**Water Operations Facility  
City of Big Bear Lake**

**Project 230269.02**

| PHASE | DESCRIPTION                                     | Duration in Days | Start Date        | Completion Date        |
|-------|---|------------------|-------------------|------------------------|
| 1.0   | <b>Schematic Design</b>                         |                  |                   | Complete               |
| 2.0   | <b>Design Development</b>                       | 35               | April 29, 2024    | June 3, 2024           |
|       | Planning Department Submittal/Review            | 45               | June 4, 2024      | July 19, 2024          |
| 3.0   | <b>Construction Drawings and Specifications</b> | 89               | June 5, 2024      | September 2, 2024      |
|       | 50% Submittal                                   |                  |                   | August 5, 2024         |
|       | 100% Submittal                                  |                  |                   | September 5, 2024      |
|       | Initial Building Department Review              | 30               | September 5, 2024 | October 5, 2024        |
|       | Incorporate Review Comments                     | 30               | October 8, 2024   | November 7, 2024       |
|       | Final Building Department Review                | 25               | November 10, 2024 | December 5, 2024       |
| 4.0   | <b>Bidding</b>                                  | 35               | December 8, 2024  | January 12, 2025       |
|       | Bid Review and Approval                         | 17               | January 13, 2025  | January 30, 2025       |
|       | Issue Contract and Notice to Proceed            | 7                |                   | February 6, 2025       |
| 5.0   | <b>Construction</b>                             |                  |                   |                        |
|       | Construction                                    | 535              | February 6, 2025  | July 26, 2026          |
|       | Punch List/Start UP                             | 25               | July 29, 2026     | August 23, 2026        |
|       | <b>PROJECT COMPLETE</b>                         |                  |                   | <b>August 23, 2026</b> |



Owner: Big Bear Lake DWP  
 Project: Pontell Hydropneumatic  
 Date: Tue 5/21/24

|           |                 |                    |                  |                       |             |                 |
|-----------|-----------------|--------------------|------------------|-----------------------|-------------|-----------------|
| Task      | Summary         | External Milestone | Inactive Summary | Manual Summary Rollup | Finish-only | Manual Progress |
| Split     | Project Summary | Inactive Task      | Manual Task      | Manual Summary        | Deadline    |                 |
| Milestone | External Tasks  | Inactive Milestone | Duration-only    | Start-only            | Progress    |                 |

| #  | Activity ID   | Activity Name                     | Original Duration | Remaining Duration | Duration % Complete | Start       | Finish      | Total Float | A  |   |   |   |   |   |   |   |   |   |   |   | March 2025 |   |   | April 2025 |   |   | May 2025 |   |   | June 2025 |   |   | July 2025 |   |   | A |   |   |   |   |   |  |  |  |
|----|---|-----------------------------------|-------------------|--------------------|---------------------|-------------|-------------|-------------|--|---|---|---|---|---|---|---|---|---|---|---|------------|---|---|------------|---|---|----------|---|---|-----------|---|---|-----------|---|---|---|---|---|---|---|---|--|--|--|
|    |   |                                   |                   |                    |                     |             |             |             | 0  | 1 | 2 | 0 | 1 | 2 | 0 | 1 | 2 | 0 | 1 | 2 | 0          | 1 | 2 | 0          | 1 | 2 | 0        | 1 | 2 | 0         | 1 | 2 | 0         | 1 | 2 | 0 | 1 | 2 | 0 | 1 | 2 |  |  |  |
| 1  | <b>41480P - Wolf Reservoir (Big Bear Water &amp; Power)</b> |                                   | 276               | 265                | 3.99%               | 23-Jul-24 A | 28-Aug-25   | 102         |  |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   |   |   |   |  |  |  |
| 2  | <b>Preliminary and Contractual Phase (Travis Rose)</b>      |                                   | 30                | 10                 | 66.67%              | 23-Jul-24 A | 20-Aug-24   | 357         | ▼ 20-Aug-24, Preliminary and Contractual Phase (Travis Rose) |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   |   |   |   |  |  |  |
| 3  | A1010   | Turnover Package to Accounting    | 0                 | 0                  | 100%                | 23-Jul-24 A |             |             | over Package to Accounting                                   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   |   |   |   |  |  |  |
| 4  | A1020   | Contract Executed                 | 10                | 0                  | 100%                | 23-Jul-24 A | 07-Aug-24   |             | Contract Executed  |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   |   |   |   |  |  |  |
| 5  | A1030   | Insurance Verification (COI)      | 5                 | 0                  | 100%                | 23-Jul-24 A | 25-Jul-24 A |             | Insurance Verification (COI)                                 |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   |   |   |   |  |  |  |
| 6  | A1000   | Notice To Proceed (NTP)           | 0                 | 0                  | 100%                | 01-Aug-24 A | 01-Aug-24   |             | Notice To Proceed (NTP)                                      |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   |   |   |   |  |  |  |
| 7  | A1050   | Preconstruction Meeting           | 1                 | 0                  | 100%                | 01-Aug-24 A | 01-Aug-24   |             | Preconstruction Meeting                                      |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   |   |   |   |  |  |  |
| 8  | A1040   | Subcontracts Executed             | 10                | 10                 | 0%                  | 07-Aug-24   | 20-Aug-24   | 357         | ■ Subcontracts Executed                                      |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   |   |   |   |  |  |  |
| 9  | <b>Engineering and Drafting Phase</b>                       |                                   | 50                | 50                 | 0%                  | 24-Jul-24 A | 17-Oct-24   | 206         | ▶ 17-Oct-24, Engineering and Drafting Phase                  |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   |   |   |   |  |  |  |
| 10 | A1060   | Calcs for Submittal               | 25                | 0                  | 100%                | 24-Jul-24 A | 05-Aug-24   |             | Calcs for Submittal  |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   |   |   |   |  |  |  |
| 11 | A1070   | Drawings for Submittal            | 25                | 25                 | 0%                  | 07-Aug-24   | 11-Sep-24   | 206         | ■ Drawings for Submittal                                     |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   |   |   |   |  |  |  |
| 12 | A1090   | Plate Takeoff / Cutfiles          | 5                 | 5                  | 0%                  | 28-Aug-24   | 04-Sep-24   | 173         | ■ Plate Takeoff / Cutfiles                                   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   |   |   |   |  |  |  |
| 13 | A1080   | AFC Drawings                      | 5                 | 5                  | 0%                  | 10-Oct-24   | 17-Oct-24   | 206         | ■ AFC Drawings   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   |   |   |   |  |  |  |
| 14 | <b>Prepare and Submittal Phase</b>                          |                                   | 32                | 30                 | 6.25%               | 05-Aug-24 A | 18-Sep-24   | 337         | ▶ 18-Sep-24, Prepare and Submittal Phase                     |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   |   |   |   |  |  |  |
| 15 | A1100   | Project Schedule                  | 5                 | 0                  | 100%                | 05-Aug-24 A | 07-Aug-24   |             | Project Schedule   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   |   |   |   |  |  |  |
| 16 | A1120   | Structural Calculations           | 5                 | 0                  | 100%                | 05-Aug-24 A | 07-Aug-24   |             | Structural Calculations                                      |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   |   |   |   |  |  |  |
| 17 | A1110   | SOV                               | 5                 | 30                 | 0%                  | 07-Aug-24 A | 18-Sep-24   | 322         | ■ SOV  |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   |   |   |   |  |  |  |
| 18 | A1140   | Site Safety Plan (PRT)            | 15                | 30                 | 0%                  | 07-Aug-24 A | 18-Sep-24   | 322         | ■ Site Safety Plan (PRT)                                     |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   |   |   |   |  |  |  |
| 19 | A1150   | Coatings Plan (J. Colon)          | 15                | 15                 | 0%                  | 07-Aug-24   | 27-Aug-24   | 193         | ■ Coatings Plan (J. Colon)                                   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   |   |   |   |  |  |  |
| 20 | A1720   | DIR Registration                  | 5                 | 5                  | 0%                  | 07-Aug-24   | 13-Aug-24   | 357         | ■ DIR Registration   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   |   |   |   |  |  |  |
| 21 | A1260   | Site BMP (CSE)                    | 5                 | 5                  | 0%                  | 07-Aug-24   | 13-Aug-24   | 357         | ■ Site BMP (CSE)   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   |   |   |   |  |  |  |
| 22 | A1280   | Demo Plan (CSE)                   | 5                 | 5                  | 0%                  | 07-Aug-24   | 13-Aug-24   | 357         | ■ Demo Plan (CSE)  |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   |   |   |   |  |  |  |
| 23 | A1130   | Tank Design Drawings              | 5                 | 5                  | 0%                  | 12-Sep-24   | 18-Sep-24   | 206         | ■ Tank Design Drawings                                       |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   |   |   |   |  |  |  |
| 24 | <b>Review and Approval Phase</b>                            |                                   | 45                | 45                 | 0%                  | 07-Aug-24   | 09-Oct-24   | 322         | ▶ 09-Oct-24, Review and Approval Phase                       |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   |   |   |   |  |  |  |
| 25 | A1170   | Approved Structural Calculations  | 15                | 15                 | 0%                  | 07-Aug-24   | 27-Aug-24   | 173         | ■ Approved Structural Calculations                           |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   |   |   |   |  |  |  |
| 26 | A1200   | Approved Site BMP (CSE)           | 5                 | 5                  | 0%                  | 14-Aug-24   | 20-Aug-24   | 357         | ■ Approved Site BMP (CSE)                                    |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   |   |   |   |  |  |  |
| 27 | A1270   | Approved DIR Registration         | 5                 | 5                  | 0%                  | 14-Aug-24   | 20-Aug-24   | 357         | ■ Approved DIR Registration                                  |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   |   |   |   |  |  |  |
| 28 | A1710   | Approved Demo Plan (CSE)          | 5                 | 5                  | 0%                  | 14-Aug-24   | 20-Aug-24   | 357         | ■ Approved Demo Plan (CSE)                                   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   |   |   |   |  |  |  |
| 29 | A1700   | Approved Coatings Plan (J. Colon) | 15                | 15                 | 0%                  | 28-Aug-24   | 18-Sep-24   | 193         | ■ Approved Coatings Plan (J. Colon)                          |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   |   |   |   |  |  |  |
| 30 | A1160   | Approved SOV                      | 15                | 15                 | 0%                  | 19-Sep-24   | 09-Oct-24   | 322         | ■ Approved SOV   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   |   |   |   |  |  |  |
| 31 | A1180   | Approved Tank Design Drawings     | 15                | 15                 | 0%                  | 19-Sep-24   | 09-Oct-24   | 206         | ■ Approved Tank Design Drawings                              |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   |   |   |   |  |  |  |
| 32 | A1190   | Approved Site Safety Plan (PRT)   | 15                | 15                 | 0%                  | 19-Sep-24   | 09-Oct-24   | 322         | ■ Approved Site Safety Plan (PRT)                            |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   |   |   |   |  |  |  |
| 33 | <b>Procure/Receiving Phase</b>                              |                                   | 60                | 60                 | 0%                  | 05-Sep-24   | 03-Dec-24   | 206         | ▶ 03-Dec-24, Procure/Receiving Phase                         |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   |   |   |   |  |  |  |
| 34 | A1320   | Steel Plate                       | 40                | 40                 | 0%                  | 05-Sep-24   | 31-Oct-24   | 173         | ■ Steel Plate  |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   |   |   |   |  |  |  |
| 35 | A1350   | Shop Applied Coatings             | 25                | 25                 | 0%                  | 19-Sep-24   | 24-Oct-24   | 193         | ■ Shop Applied Coatings                                      |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   |   |   |   |  |  |  |
| 36 | A1340   | Appurtenances / Accessories       | 30                | 30                 | 0%                  | 18-Oct-24   | 03-Dec-24   | 206         | ■ Appurtenances / Accessories                                |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   |   |   |   |  |  |  |
| 37 | <b>Shop Fabrication and Coating Phase</b>                   |                                   | 30                | 30                 | 0%                  | 01-Nov-24   | 17-Dec-24   | 206         | ▶ 17-Dec-24, Shop Fabrication and Coating Phase              |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   |   |   |   |  |  |  |
| 38 | <b>Paso Shop</b>  |                                   | 20                | 20                 | 0%                  | 01-Nov-24   | 03-Dec-24   | 173         | ▶ 03-Dec-24, Paso Shop                                       |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   |   |   |   |  |  |  |
| 39 | A1360   | Floor/Shell                       | 5                 | 5                  | 0%                  | 01-Nov-24   | 07-Nov-24   | 173         | ■ Floor/Shell  |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   |   |   |   |  |  |  |
| 40 | A1380   | Structure                         | 5                 | 5                  | 0%                  | 08-Nov-24   | 15-Nov-24   | 173         | ■ Structure  |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   |   |   |   |  |  |  |
| 41 | A1400   | Roof                              | 5                 | 5                  | 0%                  | 18-Nov-24   | 22-Nov-24   | 173         | ■ Roof   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   |   |   |   |  |  |  |
| 42 | A1420   | Prep & Prime                      | 5                 | 5                  | 0%                  | 25-Nov-24   | 03-Dec-24   | 173         | ■ Prep & Prime   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   |   |   |   |  |  |  |

■ Remaining Level of Effort   
 ■ Actual Work   
 ■ Critical Remaining Work   
 ▼ Summary  
■ Actual Level of Effort   
 ■ Remaining Work   
 ◆ Milestone

| #  | Activity ID                       | Activity Name                           | Original Duration | Remaining Duration | Duration % Complete | Start      | Finish    | Total Float | A |   |   |   |   |   |   |   |   |   |   |   | March 2025 |   |   | April 2025 |   |   | May 2025 |   |   | June 2025 |   |   | July 2025 |   |   | A |   |   |   |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|    |                                   |   |                   |                    |                     |            |           |             | 0 | 1 | 2 | 0 | 0 | 1 | 2 | 3 | 0 | 1 | 2 | 0 | 1          | 2 | 0 | 0          | 1 | 2 | 0        | 1 | 2 | 0         | 1 | 2 | 0         | 0 | 1 | 2 | 0 | 1 | 2                                       | 0 | 1 | 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 43 | <b>Hemet Shop</b>                 |   | 10                | 10                 | 0%                  | 04-Dec-24  | 17-Dec-24 | 206         |   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   | 17-Dec-24, Hemet Shop                   |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 44 | A1450                             | Appurtenances                           | 5                 | 5                  | 0%                  | 04-Dec-24  | 10-Dec-24 | 206         |   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   | Appurtenances                           |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 45 | A1470                             | Prep & Prime                            | 5                 | 5                  | 0%                  | 11-Dec-24  | 17-Dec-24 | 206         |   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   | Prep & Prime                            |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 46 | <b>Site Demo (T-Rex)</b>          |   | 23                | 23                 | 0%                  | 19-Aug-24  | 19-Sep-24 | 181         |   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   | 19-Sep-24, Site Demo (T-Rex)            |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 47 | A2040                             | Mobilize to Site                        | 1                 | 1                  | 0%                  | 19-Aug-24* | 19-Aug-24 | 181         |   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   | Mobilize to Site                        |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 48 | A1810                             | Install BMP & Erosion Control           | 3                 | 3                  | 0%                  | 20-Aug-24  | 22-Aug-24 | 181         |   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   | Install BMP & Erosion Control           |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 49 | A1820                             | Clearing & Grubbing of Stumps & Foliage | 3                 | 3                  | 0%                  | 23-Aug-24  | 27-Aug-24 | 181         |   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   | Clearing & Grubbing of Stumps & Foliage |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 50 | A1850                             | Demo BPS & Foundation                   | 2                 | 2                  | 0%                  | 28-Aug-24  | 29-Aug-24 | 181         |   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   | Demo BPS & Foundation                   |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 51 | A1830                             | Demo & Contain Existing Tank & Subgrade | 5                 | 5                  | 0%                  | 30-Aug-24  | 06-Sep-24 | 181         |   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   | Demo & Contain Existing Tank & Subgrade |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 52 | A1890                             | Demo Existing Underground Piping        | 3                 | 3                  | 0%                  | 09-Sep-24  | 11-Sep-24 | 181         |   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   | Demo Existing Underground Piping        |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 53 | A1840                             | Demo Existing Electrical Facilities     | 2                 | 2                  | 0%                  | 12-Sep-24  | 13-Sep-24 | 181         |   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   | Demo Existing Electrical Facilities     |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 54 | A1910                             | Demo Vault (Salvage Vault Lid)          | 2                 | 2                  | 0%                  | 16-Sep-24  | 17-Sep-24 | 181         |   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   | Demo Vault (Salvage Vault Lid)          |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 55 | A1900                             | Demo Power Pole & Guy Wire              | 1                 | 1                  | 0%                  | 18-Sep-24  | 18-Sep-24 | 181         |   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   | Demo Power Pole & Guy Wire              |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 56 | A2050                             | Demobilize                              | 1                 | 1                  | 0%                  | 19-Sep-24  | 19-Sep-24 | 181         |   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   | Demobilize                              |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 57 | <b>Site Grating (Acosta Corp)</b> |   | 15                | 15                 | 0%                  | 20-Sep-24  | 10-Oct-24 | 181         |   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   | 10-Oct-24, Site Grating (Acosta Corp)   |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 58 | A1860                             | Rough Grading of Site                   | 5                 | 5                  | 0%                  | 20-Sep-24  | 26-Sep-24 | 181         |   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   | Rough Grading of Site                   |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 59 | A1870                             | Overex & Recompact for Foundation       | 5                 | 5                  | 0%                  | 27-Sep-24  | 03-Oct-24 | 181         |   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   | Overex & Recompact for Foundation       |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 60 | A1880                             | Off Haul of Spoils                      | 5                 | 5                  | 0%                  | 04-Oct-24  | 10-Oct-24 | 181         |   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   | Off Haul of Spoils                      |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 61 | <b>Civil Phase (CSE)</b>          |   | 172               | 172                | 0%                  | 11-Oct-24  | 23-Jun-25 | 102         |   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   | 23-Jun-25, Civil Phase (CSE)            |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 62 | A1930                             | Install Formwork                        | 5                 | 5                  | 0%                  | 11-Oct-24  | 18-Oct-24 | 181         |   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   | Install Formwork                        |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 63 | A1940                             | Install Rebar                           | 3                 | 3                  | 0%                  | 21-Oct-24  | 23-Oct-24 | 181         |   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   | Install Rebar                           |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 64 | A1950                             | Install Anchor Bolts                    | 3                 | 3                  | 0%                  | 24-Oct-24  | 28-Oct-24 | 181         |   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   | Install Anchor Bolts                    |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 65 | A1960                             | Pour & Finish Concrete                  | 5                 | 5                  | 0%                  | 29-Oct-24  | 04-Nov-24 | 181         |   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   | Pour & Finish Concrete                  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 66 | A1970                             | Backfill Perimeter to Subgrade          | 3                 | 3                  | 0%                  | 05-Nov-24  | 07-Nov-24 | 181         |   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   | Backfill Perimeter to Subgrade          |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 67 | A2000                             | F & I 15" Storm Drain Line              | 2                 | 2                  | 0%                  | 08-Nov-24  | 12-Nov-24 | 181         |   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   | F & I 15" Storm Drain Line              |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 68 | A2010                             | Install Gravity Headwall                | 2                 | 2                  | 0%                  | 13-Nov-24  | 14-Nov-24 | 181         |   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   | Install Gravity Headwall                |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 69 | A2030                             | Demobilize 1                            | 2                 | 2                  | 0%                  | 15-Nov-24  | 18-Nov-24 | 181         |   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   | Demobilize 1                            |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 70 | A1920                             | Return to Place Oiled Sand              | 1                 | 1                  | 0%                  | 17-Mar-25* | 17-Mar-25 | 103         |   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   | Return to Place Oiled Sand              |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 71 | A2060                             | Remobilize to Site                      | 5                 | 5                  | 0%                  | 30-May-25  | 05-Jun-25 | 102         |   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   | Remobilize to Site                      |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 72 | A1980                             | Grout Tank & Cure                       | 2                 | 2                  | 0%                  | 06-Jun-25  | 09-Jun-25 | 102         |   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   | Grout Tank & Cure                       |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 73 | A1990                             | Install Catch Basin                     | 2                 | 2                  | 0%                  | 10-Jun-25  | 11-Jun-25 | 102         |   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   | Install Catch Basin                     |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 74 | A2020                             | Superseed Slopes                        | 2                 | 2                  | 0%                  | 12-Jun-25  | 13-Jun-25 | 102         |   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   | Superseed Slopes                        |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 75 | A2070                             | Final Demobilization                    | 5                 | 5                  | 0%                  | 16-Jun-25  | 23-Jun-25 | 102         |   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   | Final Demobilization                    |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 76 | <b>Field Erection Phase</b>       |   | 51                | 51                 | 0%                  | 19-Mar-25  | 29-May-25 | 102         |   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   | 29-May-25, Field Erection Phase         |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 77 | A1440                             | Tank 1 Erection Phase Tasks             | 51                | 51                 | 0%                  | 19-Mar-25  | 29-May-25 | 102         |   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   | Tank 1 Erection Phase Tasks             |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 78 | A1560                             | Mobilize to Site                        | 2                 | 2                  | 0%                  | 19-Mar-25* | 20-Mar-25 | 102         |   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   | Mobilize to Site                        |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 79 | A1500                             | Lay - Fit - Weld Floor                  | 5                 | 5                  | 0%                  | 21-Mar-25  | 27-Mar-25 | 102         |   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   | Lay - Fit - Weld Floor                  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 80 | A1510                             | Hang - Fit - Weld Ring 1                | 5                 | 5                  | 0%                  | 28-Mar-25  | 03-Apr-25 | 102         |   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   | Hang - Fit - Weld Ring 1                |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 81 | A1520                             | Hang - Fit - Weld Ring 2                | 5                 | 5                  | 0%                  | 04-Apr-25  | 10-Apr-25 | 102         |   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   | Hang - Fit - Weld Ring 2                |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 82 | A1530                             | Hang - Fit - Weld Ring 3                | 5                 | 5                  | 0%                  | 11-Apr-25  | 17-Apr-25 | 102         |   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   | Hang - Fit - Weld Ring 3                |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 83 | A1540                             | Hang - Fit - Weld Ring 4                | 5                 | 5                  | 0%                  | 18-Apr-25  | 24-Apr-25 | 102         |   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   | Hang - Fit - Weld Ring 4                |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 84 | A1590                             | Install Center Column                   | 3                 | 3                  | 0%                  | 25-Apr-25  | 29-Apr-25 | 102         |   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   | Install Center Column                   |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 85 | A1600                             | Install Internal Press Broke Roof       | 8                 | 8                  | 0%                  | 30-Apr-25  | 09-May-25 | 102         |   |   |   |   |   |   |   |   |   |   |   |   |            |   |   |            |   |   |          |   |   |           |   |   |           |   |   |   |   |   | Install Internal Press Broke Roof       |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

█ Remaining Level of Effort   
 █ Actual Work   
 █ Critical Remaining Work   
 ▶ Summary  
█ Actual Level of Effort   
 █ Remaining Work   
 ◆ Milestone



# DEPARTMENT OF WATER



*Service, Quality, Community*

**DATE:** August 27, 2024  
**TO:** Erik Sund, City Manager  
**FROM:** Reginald A. Lamson, DWP General Manager  
**RE:** **DWP Monthly Update – July 2024**

**SERVICE DELIVERY**

**Water services that were provided July 1, 2024 to July 31, 2024:**

|                    |  |           |                                 |
|--------------------|--|-----------|---------------------------------|
| <b>15,991</b>      | Customers provided with water service.                     |           |                                 |
| <b>732</b>         | Field service calls completed.                             |           |                                 |
| <b>0</b>           | Main leak repaired.  |           |                                 |
| <b>5</b>           | Main leaks year-to-date 2024                               | <b>3</b>  | Main leaks year-to-date 2023    |
| <b>11</b>          | Service leak repairs                                       |           |                                 |
| <b>34</b>          | Service leaks year-to-date 2024                            | <b>36</b> | Service leaks year-to-date 2023 |
| <b>80.13</b>       | Million gallons produced by wells.                         |           |                                 |
| <b>\$943,086</b>   | Processed in billings.                                     |           |                                 |
| <b>8,341</b>       | Accounts processed in billings.                            |           |                                 |
| <b>3,581</b>       | Number of customers on E-bill                              |           |                                 |
| <b>60</b>          | New Accounts (includes tenant turnover).                   |           |                                 |
| <b>.675</b>        | Equivalent Dwelling Units (EDU) added to the water system. |           |                                 |
| <b>\$1,420,193</b> | Total Gross receipts processed.                            |           |                                 |

**BOARD MEETINGS:**

The following was approved by the Board of Water and Power Commissioners at a Regular Board Meeting on July 23, 2024:

- The Board adopted Resolution No. DWP 2024-13 approving FY 2024 CIP carryovers, which increased appropriations by \$1,411,830 for FY 2025.
- The Board awarded a contract to Paso Robles Tank, Inc. for the Wolf Reservoir Project in the amount of \$1,991,611.00 and budgeted internally \$99,580.00 for a 5% contingency for a total amount of \$2,091,191.
- The Board approved Amendment No.8 to WSC CIP Agreement for Modification of Amendment No. 5 for the Pontell Hydropneumatic System Project subject to receipt of detail for the \$37,500 and established a not-to-exceed cap of \$6,000,000 for WSC’s Design and Construction Management Services Contract for the First Five Years of DWP’s Ten-Year CIP.
- The Board awarded a contract with Motive Energy for the solar portion of the Wolf Reservoir Project for \$93,151, and budgeted internally \$4,649 for a 5% contingency for a total amount of \$97,800.

# AGENDA REPORT



*Service, Quality, Community*

**DATE:** August 27, 2024  
**TO:** Board of Commissioners  
**RE:** **Board Member Reports**

## **Board Member Reports**

Bob Tarras, Chair  
Barbara Willey, Vice-Chair  
Craig Hjorth, Treasurer  
Jim Smith, Commissioner



# AGENDA REPORT



*Service, Quality, Community*

**DATE:** August 27, 2024

**TO:** Board of Commissioners

**FROM:** Reginald A. Lamson, General Manager

**PREPARED BY:** Leeanne Eagleson, Management Analyst/ Board Secretary

**RE:** **Board Follow-Up Items**

**Background:**

At the end of the October 26, 2021 Board meeting, the Board requested an agenda item be added to all subsequent Board meetings that lists the Board Commissioner's requests for additional information from prior Board meetings and responses to those requests. Attached Exhibit A is the requested list.

**Fiscal Impact:**

None.

**Recommendation:**

Review and discuss as needed.

**Exhibit A**

**List of Responses to the Board Commissioner's Requests for Additional Information from Previous Board Meetings**

|   | <b>Board Commissioner's Requests</b>                                     | <b>Response to Board Commissioner's Requests</b>   | <b>Status</b> |
|---|--|--|---------------|
| 1 | Request update of Cityworks Phase 2 Implementation.                      | Board provided with copies of Cityworks reports. Discussed in this Agenda Package Chief Financial Officer's Management Report. | Completed     |
| 2 | Requested additional detail for Amendment No. 8 to the WSC CIP Agreement | See attached.  | Completed     |

Hi Reggie,

Below is the additional requested information regarding Amendment Request Letter #1. The \$37,500 amount requested was rounded down from the breakdown below.

| Task No. | Task Description                | WSC                |                 |                    |                 | Tavangar Consulting Engineers<br>(Structural Engineering) | ALL FIRMS        |
|----------|---------------------------------|--------------------|-----------------|--------------------|-----------------|---|------------------|
|          |                                 | Senior Engineer    | Staff Engineer  | Civil Designer     | WSC Labor Hours | WSC Fee   | Labor Fee        |
|          |                                 | Christopher Deiter | Phillip Medlock | Christopher Durbin |                 |   |                  |
|          | <i>Billing rates, \$/hr</i>     | \$260              | \$175           | \$160              |                 |   |                  |
| <b>1</b> | <b>Construction Documents</b>   |                    |                 |                    |                 |   |                  |
| 1.1      | Design Plans and Specifications | 8                  | 16              | 28                 | 52              | \$ 9,360  | \$ 28,371        |
|          | <b>SUBTOTAL</b>                 | <b>8</b>           | <b>16</b>       | <b>28</b>          | <b>52</b>       | <b>\$ 9,360</b>   | <b>\$ 28,371</b> |
|          | <b>COLUMN TOTALS</b>            | <b>8</b>           | <b>16</b>       | <b>28</b>          | <b>52</b>       | <b>\$ 9,360</b>   | <b>\$ 28,371</b> |

**Christopher Deiter PE**

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