

**MINUTES OF A REGULAR BOARD MEETING**  
**CITY OF BIG BEAR LAKE,**  
**DEPARTMENT OF WATER AND POWER**  
**BOARD OF WATER AND POWER COMMISSIONERS**  
**October 28, 2025**

**OPEN SESSION**

A Regular Meeting of the City of Big Bear Lake, Department of Water and Power (DWP) Board of Commissioners was called to order at 9:00am on October 28, 2025, by Chair Bob Tarras.

**BOARD MEMBERS PRESENT**

Bob Tarras, Chair  
Barbara Willey, Vice-Chair  
Craig Hjorth, Treasurer  
Joe Cylwik, Commissioner  
Matt Scriven, Commissioner

**PLEDGE OF ALLEGIANCE**

Chair Tarras led the pledge of allegiance.

**PUBLIC FORUM**

None.

**ACKNOWLEDGEMENTS**

Customer Service Supervisor Kelle Barrette acknowledged Shina Barnett on her promotion to Customer Service Representative II. Water Production Supervisor Ben Berge acknowledged Billy Wormsbecker on his promotion to Production Technician III.

**1. CONSENT CALENDAR**

- 1.1 Approve Minutes of the Adjourned Regular Board Meeting Dated September 23, 2025**
- 1.2 Approve Minutes of the Adjourned Regular Board Meeting Dated September 25, 2025**
- 1.3 Approve Minutes of the Special Board Meeting Dated October 21, 2025**

*Motion made by Vice Chair Willey, seconded by Commissioner Cylwik, and carried 5-0 to approve the Consent Calendar.*

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

*NOES:*

*ABSTAIN:*

**2. ITEMS REMOVED FROM CONSENT CALENDAR**

None.

**3. DISCUSSION/ACTION ITEMS**

**3.1 Authenticate Check Register 09/01/2025 to 09/30/2025**

Treasurer Hjorth asked about Check Number 30334 paid to Sierra West Group. CFO Nathan Statham explained that it was for engineering estimates that were provided for the Garstin Water Operations Facility Project. Treasurer Hjorth asked about vendor, Tess Electric, Inc. and what DWP uses their services for. Water Superintendent Jason Hall explained that Tess Electric is the new company that DWP uses for servicing pumping plant VFDs since Gary with Golden West Electric has retired. Treasurer Hjorth asked about DFT0000664 to Amazon for a credit for return showing as a charge. Nathan explained that the credit has to be entered as a net amount to post to the General Ledger, in this case the credit is a net positive.

Vice Chair Willey asked about Check Number 30369 and Draft Number 633 both to Motive Energy Storage Systems, Inc for the same amount of \$268,679.00. Nathan explained that staff tried to pay Motive via ACH but there was an issue so a check had to be cut instead and the ACH never went through.

Commissioner Cylwik requested that staff have a process to verify that new vendors have a city business license.

*Motion made by Treasurer Hjorth, seconded by Vice Chair Willey, and carried 5-0 to authenticate the Check Register for September 2025.*

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

*NOES:*

*ABSTAIN:*

### **3.2 Resolution No. DWP 2025-10 – 2025 Development Impact Fee Annual Report**

Nathan gave an overview of the 2025 Development Impact Fee Annual Report. Chair Tarras asked some questions about how impact fees charged to new developments cover the cost of expanding the water system infrastructure. Nathan explained that these fees help pay for infrastructure projects like pipeline replacements and debt service on system expansion loans. Chair Tarras questioned the current impact fee collection being about \$4 million short of covering all planned projects, especially if there are no new developments. General Manager Reggie Lamson explained that there are new homes built every year, and future capacity charges can be applied to recoup existing expenditures. Nathan explained that the fees are projected over a 30-year period to cover infrastructure needs and that the timing of development and fee collection can fluctuate. Nathan also noted that staff conduct rate studies to adjust these charges and ensure proper funding for system expansion.

*Motion made by Vice Chair Willey, seconded by Commissioner Scriven, and carried 5-0 to adopt Resolution No. DWP 2025-10 to receive and file the 2025 Development Impact Fee Annual Report.*

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

*NOES:*

*ABSTAIN:*

### **3.3 Fiscal Year 2025 Financial Analysis**

Nathan gave an overview of the Fiscal Year 2025 Financial Analysis. Reggie noted that water demand has decreased, commenting that the number of leaks caught by DWP staff has increased significantly. Nathan noted that some accounting adjustments were made for pension and compensated absence liabilities but overall DWP came in under budget by \$49K. Nathan also noted that Field Services was over budget due to more meter replacements being completed than anticipated. Treasurer Hjorth asked about past due accounts. Nathan explained that the billing dates were recently changed from small weekly batches to larger monthly batches, which altered how current balances show at month end. Treasurer Hjorth asked about how much collection agencies recover from outstanding balances. Nathan said that collections do not account for the full arrearage balance and he plans to review balance details in the current fiscal year. Commissioner Scriven asked for clarification on how accounts are sent to collections. Nathan explained that the homeowner is ultimately responsible for the water bill and if it goes unpaid, a lien is placed on the property; however, when a property is sold, balances applicable to the previous owner are sent to collection if unpaid to avoid placing a lien on a new owner for service occurring prior to their purchase. Vice Chair Willey asked for further explanation on the investment pool CLASS. Nathan explained that it is similar to LAIF.

### **3.4 Trails Foundation – Land Use at Angles Camp**

Reggie gave an overview of the Southern California Mountains Foundation request to access a hiking trail, across the DWP-owned access road near the Angels Camp Reservoir site. Commissioner Cylwik raised concerns about the need to have an agreement with the Foundation and the liability posed to DWP and the Angels Camp property. Commissioner Cylwik also noted that DWP has other properties with trails connected to Forest Service land that are being used with no formal agreements. Vice Chair Willey noted that hikers are generally very respectful of property and help maintain trails. Commissioner Scriven and Treasurer Hjorth both commented that the Foundation cannot maintain the trail if there is no agreement with DWP. Chair Tarras and Commissioner Cylwik requested that staff label supplemental images of DWP's property in relation to the proposed Angels Camp access area, as well as assess other DWP properties with trail access throughout the valley. Reggie will research DWP liability concerns related to this item.

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### 3.5 Vehicle Replacement Purchase

Jason gave an overview of the two pickup trucks that currently need to be replaced due to significant maintenance issues. Jason specified that staff is only requesting to replace the 2016 truck because it has been deemed unsafe to operate by the mechanic that works on the DWP vehicles. Jason explained that Fairview Ford offered the best price for the replacement truck. Treasurer Hjorth requested that staff have the mechanic look at the 2017 truck that also needs to be replaced and bring a proposal for replacement to the next Board meeting. Commissioner Scriven asked how long Fairview Ford would hold the price on the new truck if DWP were to replace the 2017 truck. Jason said he would find out how long the price will be held. Commissioner Cylwik asked if staff got pricing for the new truck from Sourcewell as it was not reflected in the report. Jason confirmed that the first quote he got was from Sourcewell but the prices were significantly higher than the other quotes. Commissioner Cylwik noted that Sourcewell is generally a good starting place to get quotes.

*Motion made by Commissioner Cylwik, seconded by Treasurer Hjorth, and carried 5-0 to authorize the purchase of a replacement Ford F150, not to exceed \$56,000.*

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

*NOES:*

*ABSTAIN:*

### 3.6 Special Inspection and Material Testing for the Garstin Water Operations Facility Project

District Engineer Daniel Baguyo gave an overview on the request to award an on-call agreement with Verdantas Inc. for Geotechnical/Special Inspection and Materials Testing Services for the Garstin Water Operations Facilities Project. Daniel explained that Verdantas was the proposed choice for the agreement based on the firm's qualifications and their involvement in the Project during the design phase. Commissioner Cylwik asked if other companies like LOR were provided with the same scope of work for the Project as was given to Verdantas. Daniel explained that WSC sent out the scope of work with the request for proposal to the appropriate parties. Commissioner Cylwik expressed his expectation that consultants would receive the same scope of work for a project, to provide apples to apples proposals, and that it is acceptable to have different companies do portions of the work.

*Motion made by Vice Chair Willey, seconded by Commissioner Scriven, and carried 5-0 to award an On-Call Agreement to Verdantas, Inc. for Geotechnical/Special Inspection and Materials Testing Services for the Garstin Water Operations Facility Project.*

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

*NOES:*

*ABSTAIN:*

### 3.7 WSC Amendment No. 10 – Wolf Reservoir

Daniel gave an overview of Amendment No. 10 requested by WSC for the out-of-scope work including additional inspection time and design changes, and extended project duration. Daniel explained that the new coating color required additional inspection due to the first application of coating being below the thickness specification. Vice Chair Willey asked if the project site had to be reconfigured. Reggie explained that the reservoir and booster station were moved because a permanent communications tower had been installed, and the tower required an access road which was not part of the original design. Commissioner Cylwik expressed concern that there seems to be a pattern of staff making changes throughout the duration of projects and requested that going forward staff work with contractors on original plans ahead of time to avoid making so many changes during a project.

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*Motion made by Vice Chair Willey, seconded by Treasurer Hjorth, and carried 5-0 to approve Amendment No. 10 to WSC CIP Agreement for the Wolf Pipeline, Reservoir and Booster Station Project.*

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

*NOES:*

*ABSTAIN:*

### **3.8 Resolution No. DWP 2025-11 - Reimbursement of Construction Costs**

Nathan gave an overview of the expenses that DWP may be requesting reimbursement for during the first 60 days of construction of the Garstin Water Operations Facility Project, explaining that the expenses will occur before the project interim financing is funded, so DWP will need to utilize cash reserves. Nathan explained that once the interim financing is in place, those funds will replenish reserves. Reggie explained that DWP cannot get interim financing without the Notice to Proceed, which has not been obtained due to the government shutdown. Reggie explained the bids for the Project were only valid for 60 days, which was October 1st, so the contractor is requesting to order materials and issue subcontracts as soon as possible to avoid cost increases. Nathan estimated that costs could be around \$1,200,000 in the next 60 days.

*Motion made by Vice Chair Willey, seconded by Commissioner Cylwik, and carried 5-0 to approve Resolution No. DWP 2025-11 declaring intent to reimburse expenses from loan proceeds.*

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

*NOES:*

*ABSTAIN:*

### **3.9 Management Reports**

Vice Chair Willey asked about a potential HR committee meeting. Commissioner Scriven said April would work best for him to attend the meeting. Human Resources Administrator Rachel Frankin asked the Board if anyone was interested in attending the upcoming CJPIA Elected Officials Summit. Vice Chair Willey and Commissioner Scriven want to attend the summit. Treasurer Hjorth asked Rachel about what percentage of her scanning is complete. Rachel estimated that she is about fifty percent done with the older City employee files and completely done with current employee files.

Vice Chair Willey asked Water Conservation and Communications Supervisor Bennett Rossell if the recent AWWA WaterSmart Innovations conference was the first he had attended and if DWP won any awards. Bennett clarified that he has been to three AWWA conferences and no one won any awards because the EPA issues the awards and they did not attend the conference due to the government shutdown.

Vice Chair Willey asked Jason if the pink flowers at the Wolf Reservoir, pictured in the Water Superintendent's Report, are perennial flowers that will come back every year. Commissioner Cylwik asked if the flowers are from staff hydroseeding efforts. Reggie said he believes that they are perennial flowers and John will confirm.

Commissioner Cylwik asked Reggie for an update on the Replenish Big Bear Project. Reggie said that the Project was approved to move forward with design, but nothing has happened yet. Commissioner Scriven asked about the Replenish meetings. Reggie said the last meeting was over a month ago. Treasurer Hjorth asked if there is any liability to DWP if the project is not completed. Reggie said that DWPs portions of the project have already been funded, but he will check with legal counsel to verify.

Reggie gave an update on the Garstin Project. Commissioner Cylwik asked if staff can request FB&E to update their project schedule to account for the current government shutdown. Treasurer Hjorth asked if the monitoring well would be moved. Reggie explained that the monitoring well has been abandoned. Chair Tarras asked when staff anticipate the start of the project. Nathan said the day after the government shutdown is over.

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**3.10 Board Member Reports**

None.

**4. BOARD FOLLOW-UP ITEMS**

None.

At 11:28 a.m., Chair Tarras closed the Open Session.

At 11:43 a.m., Chair Tarras opened the Closed Session

**5. CLOSED SESSION**

**5.1 Closed Session Pursuant to Government Code Section 54956.8**

Conference with real property negotiators

Property: APN 0304-091-022

DWP Negotiator: Reggie Lamson

Negotiating Parties: Big Bear Lake, DWP and RCK Properties, Inc.

Under Negotiation: Terms of potential purchase

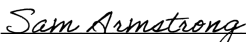
**5.2 Closed Session Pursuant to Section 54957, Public Employee Performance Evaluation**

Title: General Manager

At 12:56 p.m., Chair Tarras closed the Closed Session and opened the Open Session, with no reportable action.

**6. ADJOURNMENT**

No additional business came before the Board. At 12:57 p.m., Chair Tarras adjourned the meeting.

  
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Sam Armstrong, Board Secretary, DWP Board of Commissioners

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