

MINUTES OF A REGULAR BOARD MEETING
CITY OF BIG BEAR LAKE,
DEPARTMENT OF WATER AND POWER
BOARD OF WATER AND POWER COMMISSIONERS
NOVEMBER 25, 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 November 25, 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.

1. CONSENT CALENDAR

1.1 Approve Minutes of the Regular Board Meeting Dated October 28, 2025

Motion made by Treasurer Hjorth 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 10/01/2025 to 10/31/2025

The Check Register was authenticated with no questions.

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

AYES: Cylwik, Hjorth, Tarras, Willey, Scriven

NOES:

ABSTAIN:

3.2 Resolution Nos. DWP 2025-15 and 2025-16 Updating Comp Time Policies

Human Resources Administrator Rachel Franklin and CFO Nathan Statham gave an overview of the changes in comp time policy. Chair Tarras asked about eliminating the comp time policy altogether and simply paying out employees when they work overtime. Nathan suggested that the HR Committee should discuss keeping or eliminating the policy because the item being discussed is to amend the current policy not discuss the costs and benefits of the policy. Commissioner Cylwik requested that more details be provided about the policy and that the vote on amending the policy be tabled. DWP Customer Service Supervisor Kelle Barrett spoke during the public comment on this item.

Motion made by Treasurer Hjorth, seconded by Vice Chair Willey, and carried 4-1 to adopt Resolution Nos. DWP 2025-15 and 2025-16 approving policy updates allowing current deferred comp leave balances to continue past the end of the earned calendar year and authorize staff to make applicable updates to the Employee Handbook.

AYES: Hjorth, Tarras, Willey, Scriven

NOES: Cylwik

ABSTAIN:

3.3 Vehicle Replacement Purchase

Nathan gave an update to the Board on purchasing a vehicle to replace an underperforming meter service truck, noting that staff recommends holding off on purchasing the replacement vehicle until a later date or additional mechanical issues are encountered. General Manager Reggie Lamson noted that the dealer will honor the price of the vehicle for about six months. Treasurer Hjorth mentioned his appreciation of staff's follow up on the vehicle replacement and deferring the purchase of the vehicle.

3.4 Financial Report Q1

Nathan gave an overview of Q1 financial activities, noting that there was nothing unexpected. Chair Tarras asked about cash flow problems with the Garstin project. Nathan explained that it is due to timing and will be resolved once the interim financing is in place. Treasurer Hjorth asked about the status of Division Well No. 9. Reggie said that it is under design and construction should begin in the summer of 2026. Chair Tarras asked if any other wells are currently down. Reggie confirmed that Division Well No. 2 is down and a new pumping unit is being designed. Vice Chair Willey asked about the customer accounts receivable balance of \$181, 848 for customers that are 4+ months past due shown in the report. Nathan explained that amount is for accounts in collection and under lien. Chair Tarras asked about the success rate of our collections agency. Nathan said he is still undergoing the full evaluation discussed at the prior meeting.

3.5 Bear Valley Electric Service Letter of Support

Treasurer Hjorth questioned the letter of support for Bear Valley Electric Service (BVES). Chair Tarras explained that we are a small community, and it would help our neighbors (BVES). Commissioner Cylwik and Treasurer Hjorth commented that the public is not enthused about the projects, and they are uncertain about the benefits of DWP signing a letter supporting the project. Commissioner Cylwik asked if BVES ever provides letters of support for DWP projects. Reggie said that he cannot recall specific support letters BVES has provided to DWP for grant applications but did recall significant efforts BVES undertook to obtain a special energy tariff from the Public Utilities Commission for DWP to enter into a true net metering agreement for DWP's solar facilities leading to significant savings on electrical costs. Commissioner Cylwik commented on electric rates going up due to the projects. Commissioner Scriven commented on his support for the BVES projects to meet State mandates on renewable energy.

Motion made by Vice Chair Willey, seconded by Commissioner Scriven, and carried 3-2 to authorize staff to add BBLDWP as a signatory to the letter in support of the Bear Valley Electric Service Solar and Battery Storage Projects.

AYES: Tarras, Willey, Scriven

NOES: Cylwik, Hjorth

ABSTAIN:

3.6 Resolution No. DWP 2025-14 Establishing a Debt Policy

Nathan and Reggie gave an overview of the debt policy and why it is necessary for DWP to establish the policy. Treasurer Hjorth asked if BB&K wrote the policy. Nathan said that BB&K provided a sample policy to use as a template that staff modified to fit DWP's needs. Treasurer Hjorth requested that the Goals and Objectives section be amended to end after the word "customers". Nathan noted that staff has no concerns with the modification and proposed the item move forward including the proposed modification provided legal counsel had no concerns with the modification.

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Motion made by Treasurer Hjorth, seconded by Commissioner Cylwik, and carried 5-0 to adopt resolution No. DWP 2025-14 establishing a Debt Policy for DWP as amended and approved by legal counsel.

AYES: Cylwik, Hjorth, Tarras, Willey, Scriven

NOES:

ABSTAIN:

3.7 Management Reports

Vice Chair Willey asked for clarification on the conferences listed in the Human Resources Management Report under Risk update. Rachel clarified that one conference is for newly elected officials within their first two years in office, and the other is for officials in office longer than two years.

Chair Tarras commented on total water production being down eleven percent noted in the Water Conservation Report. Treasurer Hjorth thanked staff for advertising in the Big Bear Connection magazine. Vice Chair Willey commented on Big Bear being downgraded to moderate on the California Drought Monitor.

Treasurer Hjorth asked Water Superintendent Jason Hall if there are security cameras at all the well sites. Jason said that the goal is to have cameras at all DWP sites but the current focus is on installing cameras at the more remote sites. Treasurer Hjorth asked who provides the service for the cameras. Nathan explained that we are on the government emergency plan with T-Mobile.

Commissioner Cylwik asked about holding a workshop for the reservoir inspections that were done. Reggie explained that staff is looking to hold a workshop in either December or January. Commissioner Cylwik asked about the Garstin project groundbreaking next March. District Engineer Daniel Baguyo and Reggie explained that the weather is a factor in the groundbreaking of the project, so the contractor will focus on submittals and permits until early Spring. Commissioner Cylwik requested an updated construction schedule for the Garstin project to reflect the changed groundbreaking date. Commissioner Cylwik asked about the location of the portable office trailer to house the contractor. Reggie explained that it will be located by the existing gate off Fox Farm Road.

3.8 Board Member Reports

Commissioner Cylwik gave an overview of information from the ACWA Conference he recently attended.

4. BOARD FOLLOW-UP ITEMS

None.

At 10:51 a.m., Chair Tarras closed the Open Session and called for a ten minute break.

At 11:02 a.m., Chair Tarras opened the Closed Session

5. CLOSED SESSION

5.1 Closed Session Pursuant to Section 54957, Public Employee Performance Evaluation

Title: General Manager

At 12:43 p.m., Chair Tarras closed the Closed Session and opened the Open Session, with reportable action.

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6. DISCUSSION/ACTION ITEMS

6.1 Resolution No. DWP 2025-12 Ratification of Amendment No. 1 to the 2025-2027 Employment Agreement with the General Manager

Motion made by Treasurer Hjorth, seconded by Vice Chair Willey, and carried 5-0 to adopt Resolution No. DWP 2025-12 ratifying Amendment No. 1 to the 2025-2027 Employment Agreement with the General Manager.

AYES: Cylwik, Hjorth, Tarras, Willey, Scriven

NOES:

ABSTAIN:

7. ADJOURNMENT

No additional business came before the Board. At 12:50 p.m., Chair Tarras adjourned the meeting.

Sam Armstrong

Sam Armstrong, Board Secretary, DWP Board of Commissioners

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