

BIG BEAR AREA REGIONAL WASTEWATER AGENCY
REGULAR BOARD MEETING MINUTES
May 27, 2020

Due to Executive Order N-25-20 and N-29-20, there was no physical location for members of the public to participate. Members of the public were able to listen and provide public comments telephonically during the Public Forum by calling the following number:

1-213-443-6768, Conference ID: 531 143 406#
or joining online by clicking the meeting link at www.bbarwa.org.

1. CALL TO ORDER

A Regular Meeting of the Governing Board of the Big Bear Area Regional Wastewater Agency was called to order by Chair Green at 5:00 p.m. on May 27, 2020. Chair Green confirmed the Governing Board meeting was conducted pursuant to California Government Code Section 54953 and Governor Newsome's Executive Order N-29-20. No Board Member expressed doubt that the Board Members participating by teleconference were not so.

BOARD MEMBERS PRESENT

John Green, Chair
Jim Miller, Vice Chair
Karyn Oxandaboure, Secretary
David Caretto, Director
Rick Herrick, Director

BOARD MEMBERS ABSENT

None

STAFF MEMBERS PRESENT

David Lawrence, General Manager
Jennifer McCullar, Finance Manager
John Shimmin, Plant Manager
Sonja Kawa, Human Resources Coordinator/Accounting Technician
Bridgette Burton, Management Analyst
Kim Booth, Administrative Assistant

OTHERS

Ward Simmons, Best, Best & Krieger, LLP

2. PLEDGE OF ALLEGIANCE

Dispensed

3. PRESENTATIONS AND INTRODUCTIONS

None

4. APPROVAL OF THE AGENDA

Upon motion made by Director Herrick, seconded by Director Caretto and carried, the Governing Board approved the agenda as presented.

Ayes: Green, Miller, Oxandaboure, Caretto, Herrick
Noes: None
Absent: None
Abstain: None

5. CONSENT CALENDAR

5.A. Minutes of Regular Meeting on April 22, 2020

5.B. Monthly Expenses

5.C. Governing Board Member Reimbursement

5.D. Investment Report

5.E. Operations and Connections Report

5.F. Accept as Complete – Belt Press Project

5.G. Pay Schedule

5.H. Sewer System Management Plan 5-Year Update and Governing Board Recertification

Upon motion by Director Herrick, seconded by Vice Chair Miller and carried, the Governing Board approved the Consent Calendar as presented.

Ayes: Green, Miller, Oxandaboure, Caretto, Herrick
Noes: None
Absent: None
Abstain: None

6. ITEMS REMOVED FROM THE CONSENT CALENDAR

None

7. PUBLIC FORUM RESPONSE

None

8. PUBLIC FORUM

No comments

9. **OLD BUSINESS**
None

10. **NEW BUSINESS**

10.A. Opting into the Uniform Public Construction Cost Accounting Act (the Act); Policy Amendment; Local Preference Provision

Ms. McCullar explained that UPCCAA, enacted in 1983, promotes uniformity of the cost accounting standards and bidding procedures on construction type work or public projects. The Act would raise the threshold for those projects that are subject to the formal bid process and projects completed by our own workforce. The Agency would be subject to accounting requirements under UPCCAA, authority will be delegated to the General Manager for informally bid projects up to \$200,000, and a board oversight provision will be added to the purchasing policy for transparency and accountability. Discussion ensued between the Governing Board and staff.

Upon motion by Secretary Oxandaboure, seconded by Vice Chair Miller and carried, the Governing Board approved to waive the reading of the entire ordinance and introduce the ordinance by reading the title only: Ordinance No. O. 01-2020, an Ordinance of the Governing Board of the Big Bear Area Regional Wastewater Agency Establishing Bidding Procedures in Accordance with the Uniform Public Construction Cost Accounting Act (Public Contract Code 22000 Et. Seq.).

Ayes: Green, Miller, Oxandaboure, Caretto, Herrick
Noes: None
Absent: None
Abstain: None

Chair Green restated the second motion for this item. Director Herrick offered an amendment to insert a pre-bid and post-bid report to the board oversight provision. Discussion ensued between the Governing Board and staff.

Upon motion by Director Herrick, seconded by Director Miller and carried, the Governing Board directed staff to place Ordinance No. O. 01-2020 on the June agenda for the second reading and adoption; approved Resolution No. R. 07-2020, a Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Approving Electing to Become Subject to the Uniform Public Construction Cost Accounting Act (Public Contract Code Section 22000 Et. Seq.), approved the purchasing policy amendment and addition of the board oversight provision to the purchasing policy with pre-bid and post-bid reports, and

approved the addition of the local business preference to the Agency's financial policies for projects that are not subject to competitive bidding under the Act.

Ayes: Green, Miller, Oxandaboure, Caretto, Herrick
Noes: None
Absent: None
Abstain: None

10.B. Third Quarter Report, Nine Months Ended March 31, 2020

Ms. McCullar outlined the third-quarter report. Discussion ensued between the Governing Board and staff.

Upon motion by Director Caretto, seconded by Vice Chair Miller and carried, the Governing Board approved to receive and file the Third Quarter Report, Nine Months Ended March 31, 2020.

Ayes: Green, Miller, Oxandaboure, Caretto, Herrick
Noes: None
Absent: None
Abstain: None


11. INFORMATION/COMMITTEE REPORTS


11.A. Finance Committee Meeting Update

Secretary Oxandaboure explained all items reviewed at the Finance Committee meeting on May 6, 2020, have been discussed.

12. ADJOURNMENT

With no further business to come before the Governing Board, Chair Green adjourned the meeting at 5:50 p.m.

ATTEST: 
Karyn Oxandaboure, Secretary of the Governing Board of the Big Bear Area Regional Wastewater Agency


Kim Booth, Administrative Assistant
Big Bear Area Regional Wastewater Agency