

**BIG BEAR AREA REGIONAL WASTEWATER AGENCY**  
**Regular Board Meeting**  
**Minutes**  
**January 23, 2019**

**1. Call to Order**

A regular meeting of the Governing Board of the Big Bear Area Regional Wastewater Agency was held on Wednesday, January 23, 2019 at 5:00 p.m. at 121 Palomino Drive, Big Bear City, California.

**Governing Board Members present:** John Green, David Caretto, Rick Herrick, and Karyn Oxandaboure.

**Absent:** None

**Staff present:** David Lawrence, General Manager; Jennifer McCullar, Finance Manager; Jan Guy, Plant Manager; Ryan Connelly, Plant Operator; and Kim Booth, Administrative Assistant

**Others:** Roger Crawford, Best, Best & Krieger

**2. Pledge of Allegiance**

Chairman Green called the meeting to order at 5:00 p.m. with Vice Chairman Caretto leading the Pledge of Allegiance.

**3. Presentations and Introduction:**

A. Mr. Lawrence thanked Mr. Ploense for his service and Chairman Green presented him with his five-year pin.

**4. Approval of the Agenda**

Upon motion by Vice Chairman Caretto, seconded by Director Herrick and carried, the Agenda was approved as presented.

Aye: Green, Caretto, Oxandaboure, Herrick

Nay: None

Absent: None

Abstain: None

**5. Consent Calendar:** The Governing Board reviewed items on the Consent Calendar. Upon motion by Secretary Pro-Tem Oxandaboure, seconded by Director Caretto and carried, the Governing Board approved the Consent Calendar as presented:

A. Minutes of Special Meeting on December 5, 2018 – Approve

- B. Monthly Expenses – Informational
- C. Governing Board Member Reimbursement – Approve
- D. Investment Report – Informational
- E. Operations and Connections Report – Informational

Aye: Green, Caretto, Herrick, Oxandaboure  
Nay: None  
Absent: None  
Abstain: None

**6. Items Removed from the Consent Calendar: None**

**7. Public Forum Response:**

- 8. Public Forum** – The Public Forum portion of the meeting is an opportunity for members of the public to directly address the Governing Board on matters within the jurisdiction of this Agency. Ordinance No. 57 limits individual public testimony to three minutes or less. The cumulative time that an individual may provide public testimony during a meeting is fifteen minutes and the public testimony shall be limited to thirty minutes for all speakers. Whenever a group of persons wishes to address the Board on the same item, the Chairman or the Board by majority vote may request a spokesperson be chosen for the group or limit the number of such persons addressing the Board. Since the discussion of an item not on the posted agenda is not allowed, these concerns may be addressed in a future meeting under “Public Forum Response.”

**9. Old Business: None**

**10. New Business**

- A.** Mr. Lawrence explained that during the holiday season there were emergency repairs or replacements in the plant. All items have been repaired or replaced. Staff is recommending to appropriate \$35,853 for Emergency Repairs and Replacements. Discussion ensued between the Governing Board and staff. Upon motion by Vice Chairman Caretto, seconded by Secretary Pro-Tem Oxandaboure and carried, the Governing Board approved the staff recommendation.

Aye: Green, Caretto, Herrick, Oxandaboure  
Nay: None  
Absent: None  
Abstain: None

- B.** Mr. Lawrence explained that at this time the Operations Building does not have a fire alarm system and thinks it is in the best interest for the Agency to get one. Staff is recommending to appropriate \$5,900 for the Operation and Control Building Fire Alarm System Design Plans. Discussion ensued between the Board and staff. Upon motion by

Vice Chairman Caretto, seconded by Director Herrick and carried, the Governing Board approved the staff recommendation.

Aye: Green, Caretto, Herrick, Oxandaboure  
Nay: None  
Absent: None  
Abstain: None

**11. Information/Committee Reports**

- A. Mr. Lawrence updated the Governing Board on the emergency work at the Lucerne Valley Reuse Facility. We are currently waiting on a lid for the vault; the lid that came in was the wrong size. As soon as the lid comes in the project will be completed.
- B. Director Herrick gave a report regarding attending the ACWA conference.

**12. Closed Session**

Entered closed session at 5:18 p.m., with one closed session item to be reviewed.

- A. Public Employee Performance Evaluation  
Pursuant to Government Code Section 54957.6  
Title: General Manager

Chairman Green reconvened open session at 7:15 p.m., with no reportable action

**13. Adjournment**

With no further business to come before the Governing Board, Chairman Green adjourned the meeting at 7:16 p.m.

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

Kim Booth  
Kim Booth, Administrative Assistant  
Big Bear Area Regional Wastewater Agency