

**BIG BEAR AREA REGIONAL WASTEWATER AGENCY**

Regular Board Meeting of

February 26, 2020

At

5:00 p.m.

121 Palomino Drive

Big Bear City, California

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. PRESENTATION AND INTRODUCTION**

3.A. Jim Miller – 1-year recognition

**4. APPROVAL OF AGENDA**

**5. CONSENT CALENDAR** – All matters listed on the Consent Calendar will be enacted by one motion at the appropriate time. There will be no separate discussion of these items. If a detailed discussion is necessary, any Board Member may request that an item be removed from the Consent Calendar and considered separately.

5.A. Minutes of Regular Meeting on January 22, 2020 – Approve

5.B. Monthly Expenses – Informational

5.C. Governing Board Member Reimbursement – Approve

5.D. Investment Report – Informational

5.E. Operations and Connections Report – Informational

5.F. Second Quarter Report, Six Months Ended December 31, 2019 – Informational

5.G. Administrative Assistant Job Description – Approve

5.H. Three-Year Contract Extension, Rogers, Anderson, Malody & Scott LLP – Approve

**6. ITEMS REMOVED FROM CONSENT CALENDAR**

**7. PUBLIC FORUM RESPONSE – None**

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 Governing Board on the same item, the Chair or the Governing Board by majority vote may request a spokesperson be chosen for the group or limit the number of such persons addressing the Governing 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**

9.A. Resolution No. R. 01-2020, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Making Emergency Findings and Authorizing and Ratifying the Emergency Contract for the Bar Screen Replacement Project – Discussion and Possible Action

10. **NEW BUSINESS**

10.A. Reallocate \$121,000 for Oxidation Ditch 1 Rotor 3 Shaft Replacement from the Capital Budget – Discussion and Possible Action

10.B. Resolution No. R. 02-2020, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Delegating Authority to the General Manager to Make Emergency Findings and Take Action in Response to an Emergency – Discussion and Possible Action

10.C. Tuition Reimbursement Program – Discussion and Possible Action

10.D. Governing Board Reorganization – Discussion and Possible Action

10.E. Committee Assignments – Discussion and Possible Action

11. **INFORMATION/COMMITTEE REPORTS**

11.A. Finance Committee Meeting Update

11.B. Administrative Committee Meeting Update

## 12. ADJOURNMENT

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if you need special assistance to participate in an Agency meeting or other services offered by the Agency, please contact Kimberly Booth, Administrative Assistant at (909) 584-4018. Notification at least 48 hours prior to the meeting or time when services are needed will assist the Agency staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are on file in the office of the Big Bear Area Regional Wastewater Agency and are available for public inspection during normal business hours.

Visit [www.bbarwa.org](http://www.bbarwa.org) to view and/or print the Agenda Package

**BIG BEAR AREA REGIONAL WASTEWATER AGENCY  
REGULAR BOARD MEETING MINUTES**

January 22, 2020  
Karyn Oxandaboure  
Via Teleconference  
45981 State Highway 74  
Palm Desert, Ca. 92260

**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 Caretto at 5:07 p.m. on January 22, 2020, at 121 Palomino Drive, Big Bear City, California 92314.

**BOARD MEMBERS PRESENT**

David Caretto, Chair  
John Green, Vice Chair  
Karyn Oxandaboure, Secretary, via teleconference

**BOARD MEMBERS ABSENT**

Rick Herrick, Director  
Jim Miller, Director

**STAFF MEMBERS PRESENT**

David Lawrence, General Manager  
Jennifer McCullar, Finance Manager  
John Shimmin, Plant Manager  
Bridgette Burton, Management Analyst  
Ryan Connelly, Plant Operator  
Kim Booth, Administrative Assistant

**2. PLEDGE OF ALLEGIANCE**

Dispensed

**3. PRESENTATIONS AND INTRODUCTIONS**

**3.A. Bridgette Burton – 1-year recognition**

Mr. Lawrence thanked Ms. Burton for her service and Chair Caretto presented her with a 1-year pin.

**3.B. Agency Awards**

Mr. Lawrence updated the Governing Board on the awards that the Agency and employees received in 2019 which include the 2019 CWEA-DAMS Laboratory Person of the Year Nikki Crumpler, 2019 CWEA-DAMS Supervisor of the Year Troy Bemisdarfer, 2019 CWEA-DAMS Small Plant of Year, and the 2018 GFOA Certificate of Achievement for Excellence in Financial Reporting.

**4. APPROVAL OF THE AGENDA**

Upon motion made by Vice Chair Green, seconded by Secretary Oxandaboure and carried, the Governing Board approved the agenda as presented.

Ayes: Caretto, Green, Oxandaboure

Noes: None

Absent: Herrick, Miller

Abstain: None

**5. CONSENT CALENDAR**

**5.A. Minutes of Special Meeting on December 4, 2019**

**5.B. Monthly Expenses**

**5.C. Governing Board Member Reimbursement**

**5.D. Investment Report**

**5.E. Operations and Connections Report**

**5.F. 125 N. Eagle Dr. Connection Fee Refund Request**

Upon motion by Vice Chair Green, seconded by Secretary Oxandaboure and carried, the Governing Board approved the Consent Calendar as presented.

Ayes: Caretto, Green, Oxandaboure

Noes: None

Absent: Herrick, Miller

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. Board Policy Adoption: Use of Private Electronic Systems and Devices to Conduct Agency Related Business.**

Ms. Burton presented the Board Policy regarding the use of private electronic systems and devices to conduct agency related business. Discussion ensued between the Governing Board and staff.

Upon motion by Secretary Oxandaboure, seconded by Vice Chair Green and carried, the Governing Board adopted Board Policy: Use of Private Electronic Systems and Devices to Conduct Agency Related Business.

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

**10.B. Resolution No. R. 01-2020, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Making Emergency Findings and Authorizing and Ratifying the Emergency Contract for the Bar Screen Replacement Project; Reallocate \$53,444 in the Capital Budget.**

Mr. Lawrence explained the bar screen emergency findings and the Resolution requirement of a 4/5 vote. Mr. Lawrence requested to table the Resolution until the next Governing Board Meeting but would like to proceed with the reallocation of funds and authorization to the General Manager to take any other actions necessary to remediate the damaged bar screen at the wastewater treatment plant. Discussion ensued between the Governing Board and staff.

Upon motion by Secretary Oxandaboure, seconded by Vice Chair Green and carried, the Governing Board approved to reallocate \$53,444 from the Headworks Structure project to the Bar Screen Replacement project in the Capital Budget and authorized the General Manager to take any other actions necessary to remediate the damaged bar screen at the wastewater treatment plant.

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

**10.C. Reallocate \$65,075 in the Capital Budget**

Mr. Lawrence explained that during the disassembly process of the Waukesha generator, Energy Link determined additional parts would need replacement resulting in a \$66,900 increase in cost. Discussion ensued between the Governing Board and staff.

Upon motion by Vice Chair Green, seconded by Secretary Oxandaboure and carried, the Governing Board approved to reallocate \$65,075 from the Fire Alarm System to the Waukesha Overhaul project in the capital budget.

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

**11. INFORMATION/COMMITTEE REPORTS**

**12. ADJOURNMENT**

With no further business to come before the Governing Board, Chair Caretto 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



Big Bear Area Regional  
Wastewater Agency  
*David Caretto – Chair*  
*John Green – Vice Chair*  
*Karyn Oxandaboure – Secretary*  
*Rick Herrick – Director*  
*Jim Miller – Director*

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**AGENDA ITEM: 5.B.**

**MEETING DATE:** February 26, 2020

**TO:** Governing Board of the Big Bear Area Regional Wastewater Agency

**FROM:** David Lawrence, P.E., General Manager *DL*

**PREPARED BY:** Jennifer McCullar, Finance Manager *JM*

**SUBJECT:** Monthly Expenses

**BACKGROUND:**

Attached is the Agency’s January check register which reflects accounts paid during the period.

**FINANCIAL IMPACT:**

There is no financial impact. The funds have previously been appropriated.

**RECOMMENDATION:**

Informational

Moved: \_\_\_\_\_ Second: \_\_\_\_\_ Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain/Absent: \_\_\_\_\_

Approved Date: \_\_\_\_\_ Witness: \_\_\_\_\_

Secretary of the Governing Board



**Big Bear Area Regional Wastewater Agency**  
**Check Register**  
**For the Period From Jan 1, 2020 to Jan 31, 2020**

Filter Criteria includes: 1) Accounts Payable only. Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
CASH 22186	1/3/20	PAYA	1000-20	19.99
CASH 22187	1/3/20	CALPERS HEALTH	1000-20	29,282.29
CASH 22188	1/6/20	VISION SERVICE PLAN	1000-20	328.35
19993V	1/8/20	AG TECH LLC	1000-20	-15,696.9
20080	1/8/20	AG TECH LLC	1000-20	15,696.95
20081	1/8/20	ACCENT COMPUTER SOLUTIONS, IN	1000-20	1,563.64
20082	1/8/20	AG TECH LLC	1000-20	21,905.59
20083	1/8/20	ALLISON MECHANICAL, INC.	1000-20	1,807.00
20084	1/8/20	AMAZON CAPITAL SERVICES	1000-20	638.23
20085	1/8/20	ARAMARK UNIFORM SERVICES	1000-20	1,176.71
20086	1/8/20	BIG BEAR CITY COMMUNITY SERVICE	1000-20	730.33
20087	1/8/20	BIG BEAR BODYTEK	1000-20	630.00
20088	1/8/20	BUTCHER'S BLOCK & BUILDING	1000-20	22.29
20089	1/8/20	BEAR VALLEY ELECTRIC	1000-20	7,787.10
20090	1/8/20	CALOLYMPIC SAFETY	1000-20	1,145.20
20091	1/8/20	CAR QUEST OF BIG BEAR	1000-20	45.04
20092	1/8/20	NIKKI CRUMPLER	1000-20	101.48
20093	1/8/20	CWEA TCP/MEMBERSHIP	1000-20	459.00
20094	1/8/20	UNDERGROUND SERVICE ALERT	1000-20	63.40
20095	1/8/20	DIY HOME CENTER-BIG BEAR	1000-20	50.39
20096	1/8/20	DIRECT TV	1000-20	31.99
20097	1/8/20	DEPARTMENT OF WATER & POWER	1000-20	55.10
20098	1/8/20	ENGINEERING NEWS RECORD	1000-20	134.00
20099	1/8/20	EVANTEC CORPORATION	1000-20	241.28
20100	1/8/20	FLYERS ENERGY	1000-20	1,239.83
20101	1/8/20	FRONTIER COMMUNICATIONS	1000-20	624.52
20102	1/8/20	GOLDEN BELL PRODUCTS INC	1000-20	1,746.80
20103	1/8/20	GRAINGER	1000-20	712.90
20104	1/8/20	BEAR VALLEY BASIN GSA	1000-20	78.56
20105	1/8/20	HUGHESNET	1000-20	102.33
20106	1/8/20	IEPMA-HR	1000-20	40.00
20107	1/8/20	LAKESIDE EQUIPMENT CORP	1000-20	124,882.2
20108	1/8/20	NICHOLAS R. MARTIN	1000-20	300.00

**Big Bear Area Regional Wastewater Agency  
Check Register  
For the Period From Jan 1, 2020 to Jan 31, 2020**

Filter Criteria includes: 1) Accounts Payable only. Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
20109	1/8/20	NAPA AUTO PARTS	1000-20	45.68
20110	1/8/20	CONSTANCE M. ALVARADO	1000-20	55.00
20111	1/8/20	QUILL	1000-20	98.87
20112	1/8/20	SCHRODER & SON, INC.	1000-20	265.00
20113	1/8/20	SPECTRUM BUSINESS	1000-20	1,453.02
20114	1/8/20	SWRCB-WWOC	1000-20	295.00
20115	1/8/20	USA BLUEBOOK	1000-20	1,054.03
20116	1/8/20	VALLEY POWER SYSTEMS, INC	1000-20	103.72
20117	1/8/20	REGINA A. WEISS	1000-20	180.00
20118	1/8/20	BRIDGETTE BURTON	1000-20	50.00
20119	1/8/20	DAVID LAWRENCE	1000-20	50.00
20120	1/8/20	JENNIFER MCCULLAR	1000-20	50.00
20121	1/8/20	JOHN SHIMMIN	1000-20	50.00
CASH 22189	1/13/20	AMERICAN FIDELITY ASSURANCE CO	1000-20	98.00
CASH 22190	1/13/20	CALIFORNIA STATE DISBURSEMENT	1000-20	126.00
CASH 22191	1/13/20	AMERICAN FIDELITY ASSURANCE CO	1000-20	569.98
CASH 22192	1/13/20	CA PERS 457 PROGRAM	1000-20	2,571.91
CASH 22193	1/13/20	CALPERS RETIREMENT	1000-20	2,675.15
CASH 22194	1/13/20	THE LINCOLN NAT'L LIFE INS CO	1000-20	3,887.62
CASH 22195	1/13/20	CALPERS RETIREMENT	1000-20	7,575.80
CASH 22196	1/14/20	EMPLOYMENT DEVELOPMENT DEPA	1000-20	2,249.84
CASH 22197	1/14/20	INTERNAL REVENUE SERVICE	1000-20	6,880.00
20122	1/23/20	ACCENT COMPUTER SOLUTIONS, IN	1000-20	2,969.00
20123	1/23/20	AMAZON CAPITAL SERVICES	1000-20	101.65
20124	1/23/20	ARROWHEAD	1000-20	297.44
20125	1/23/20	BEST BEST & KRIEGER	1000-20	7,047.82
20126	1/23/20	BUSINESS CARD	1000-20	4,109.03
20127	1/23/20	CALIF DEPT OF TAX & FEE ADMINIST	1000-20	5.00
20128	1/23/20	CLINICAL LAB OF SAN BERNARDINO	1000-20	6,415.00
20129	1/23/20	JOHN CONNELLY	1000-20	800.00
20130	1/23/20	RYAN CONNELLY	1000-20	398.45
20131	1/23/20	ENERGY LINK INDUSTRIAL SERVICES	1000-20	82,964.07
20132	1/23/20	JIM MYERS & SONS, INC.	1000-20	410,130.0

**Big Bear Area Regional Wastewater Agency**  
**Check Register**  
**For the Period From Jan 1, 2020 to Jan 31, 2020**

Filter Criteria includes: 1) Accounts Payable only. Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
20133	1/23/20	JUST ENERGY SOLUTIONS INC.	1000-20	21,924.46
20134	1/23/20	RANDY J. SPITZ	1000-20	234.75
20135	1/23/20	PETTY CASH	1000-20	413.40
20136	1/23/20	PHENOVA	1000-20	472.91
20137	1/23/20	POLYDYNE INC	1000-20	3,437.08
20138	1/23/20	REBEL OIL CO., INC.	1000-20	971.86
20139	1/23/20	ROI ENGINEERING LLC	1000-20	20,817.92
20140	1/23/20	CHRIS SANTILLAN	1000-20	148.68
20141	1/23/20	SOUTHERN CALIFORNIA EDISON	1000-20	32.43
20142	1/23/20	SERVICEMASTER 360 PREMIER CLEA	1000-20	671.69
20143	1/23/20	SOUTHWEST GAS CORP	1000-20	19,539.60
20144	1/23/20	SOUTHWEST GAS	1000-20	1,790.24
20145	1/23/20	VERIZON CALIFORNIA	1000-20	260.81
20146	1/23/20	VOLVO CONSTRUCTION EQUIP & SE	1000-20	258.55
20147	1/23/20	WATER SYSTEMS CONSULTING, INC.	1000-20	972.50
20148	1/23/20	DAVID A. CARETTO	1000-20	150.00
20149	1/23/20	JOHN GREEN	1000-20	150.00
20150	1/23/20	JAMES J. MILLER	1000-20	150.00
20151	1/23/20	KARYN K. OXANDABOURE	1000-20	150.00
20152	1/23/20	FEDEX	1000-20	11.97
20153	1/23/20	QUILL	1000-20	496.59
20154	1/23/20	ARLANDA, LLC	1000-20	850.00
CASH 22198	1/24/20	CALIFORNIA STATE DISBURSEMENT	1000-20	126.00
CASH 22199	1/24/20	AMERICAN FIDELITY ASSURANCE CO	1000-20	569.98
CASH 22200	1/24/20	THE LINCOLN NAT'L LIFE INS CO	1000-20	3,887.62
CASH 22201	1/27/20	CA PERS 457 PROGRAM	1000-20	2,571.91
CASH 22202	1/27/20	CALPERS RETIREMENT	1000-20	2,611.58
CASH 22203	1/27/20	CALPERS RETIREMENT	1000-20	7,575.80
CASH 22204	1/27/20	PAYA	1000-20	11,011.32
CASH 22205	1/28/20	PAYA	1000-20	1.50
CASH 22206	1/28/20	EMPLOYMENT DEVELOPMENT DEPA	1000-20	2,135.72
CASH 22207	1/28/20	INTERNAL REVENUE SERVICE	1000-20	6,695.66
CASH 22208	1/29/20	AMERICAN FIDELITY ASSURANCE CO	1000-20	713.74

**Big Bear Area Regional Wastewater Agency  
Check Register**

**For the Period From Jan 1, 2020 to Jan 31, 2020**

Filter Criteria includes: 1) Accounts Payable only. Report order is by Date.

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
CASH 22209	1/30/20	LEGALSHIELD	1000-20	93.70
CASH 22210	1/30/20	TEXAS LIFE INSURANCE COMPANY	1000-20	254.50
<b>Total</b>				<b><u>855,722.1</u></b>



Big Bear Area Regional  
Wastewater Agency  
*David Caretto – Chair*  
*John Green – Vice Chair*  
*Karyn Oxandaboure – Secretary*  
*Rick Herrick – Director*  
*Jim Miller – Director*

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**AGENDA ITEM: 5.C.**

**MEETING DATE:** February 26, 2020

**TO:** Governing Board of the Big Bear Area Regional Wastewater Agency

**FROM:** David Lawrence, P.E., General Manager *DL*

**PREPARED BY:** Jennifer McCullar, Finance Manager *JM*

**SUBJECT:** Governing Board Member Reimbursement

**BACKGROUND:**

Attached are the January meeting records for each Governing Board Member and represent eligible compensation at a rate of \$150 per regular or special meeting pursuant to the Agency's Administrative and Personnel Policy, Board Member Reimbursement.

**FINANCIAL IMPACT:**

There is no financial impact. The funds have previously been appropriated.

**RECOMMENDATION:**

Approve

Moved: \_\_\_\_\_ Second: \_\_\_\_\_ Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain/Absent: \_\_\_\_\_

Approved Date: \_\_\_\_\_ Witness: \_\_\_\_\_

Secretary of the Governing Board

**BIG BEAR AREA REGIONAL WASTEWATER AGENCY**

**REPORT OF MEETINGS ATTENDED**

Governing Board Member: David Caretto

Date Submitted: 1/22/2020

Month Covered: January 2020

BBARWA Regular Meeting Attended: \_\_\_\_\_ Date: 1/27/2020 Compensation \$ 150<sup>00</sup>

**PURPOSE**

BBARWA Special Meeting Attended: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

BBARWA Special Meeting Attended: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

BBARWA Special Meeting Attended: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

**PURPOSE**

BBARWA Committee Meeting Attended: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

BBARWA Committee Meeting Attended: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

BBARWA Committee Meeting Attended: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

**PURPOSE**

**Other Governing Board Approved Meetings:**

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

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

**TOTAL ENTITLED MONTHLY STIPEND (limited to 6 days per calendar month)** \$ \_\_\_\_\_

**Other Governing Board Approved Expenses (Governing Board Approved)**

Mileage: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

Lodging: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

Registration: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

Tuition: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

Meals: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

Note: Other Governing Board approved expenses receipts must be accompanied with the travel expense form "EXHIBIT B" and forwarded to Finance Manager or designee for reimbursement

**TOTAL OTHER EXPENSE REIMBURSEMENT:** \$ \_\_\_\_\_

**Uncompensated Meetings Attended:**

**PURPOSE**

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

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

**Total Amount Paid \$** 150<sup>00</sup>

RATES & CALCS		CODING	AMOUNT
OPER. REVIEW	_____		
EXPEN. APP.	_____	_____	_____
FIN. REVIEW	_____	_____	_____

**BIG BEAR AREA REGIONAL WASTEWATER AGENCY**

**REPORT OF MEETINGS ATTENDED**

Governing Board Member: John Green

Date Submitted: 1-22-2020

Month Covered: JAN

BBARWA Regular Meeting Attended: \_\_\_\_\_ Date: 1-22-2020 Compensation \$ 150

**PURPOSE**

BBARWA Special Meeting Attended: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

BBARWA Special Meeting Attended: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

BBARWA Special Meeting Attended: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

**PURPOSE**

BBARWA Committee Meeting Attended: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

BBARWA Committee Meeting Attended: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

BBARWA Committee Meeting Attended: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

**PURPOSE**

**Other Governing Board Approved Meetings:**

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

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

**TOTAL ENTITLED MONTHLY STIPEND (limited to 6 days per calendar month)** \$ \_\_\_\_\_

**Other Governing Board Approved Expenses (Governing Board Approved)**

Mileage: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

Lodging: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

Registration: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

Tuition: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

Meals: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

Note: Other Governing Board approved expenses receipts must be accompanied with the travel expense form "EXHIBIT B" and forwarded to Finance Manager or designee for reimbursement

**TOTAL OTHER EXPENSE REIMBURSEMENT:** \$ \_\_\_\_\_

**Uncompensated Meetings Attended:**

**PURPOSE**

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

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

**Total Amount Paid \$ 150**

RATES & CALCS		CODING	AMOUNT
OPER. REVIEW	_____		
EXPEN. APP.	_____	_____	_____
FIN. REVIEW	_____	_____	_____

**BIG BEAR AREA REGIONAL WASTEWATER AGENCY**

**REPORT OF MEETINGS ATTENDED**

Governing Board Member: Karyn Oxandaboure

Date Submitted: January 22, 2020

Month Covered: January

**Compensation**

**BBARWA Regular Meeting Attended:** \_\_\_\_\_ Date: January 22, 2020 \$ 150.00

**PURPOSE**

**BBARWA Special Meeting Attended:** \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

**BBARWA Special Meeting Attended:** \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

**BBARWA Special Meeting Attended:** \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

**PURPOSE**

**BBARWA Committee Meeting Attended:** \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

**BBARWA Committee Meeting Attended:** \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

**BBARWA Committee Meeting Attended:** \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

**PURPOSE**

**Other Governing Board Approved Meetings:**

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

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

**TOTAL ENTITLED MONTHLY STIPEND (limited to 6 days per calendar month) \$ 150.00**

**Other Governing Board Approved Expenses (Governing Board Approved)**

Mileage: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

Lodging: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

Registration: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

Tuition: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

Meals: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

Note: Other Governing Board approved expenses receipts must be accompanied with the travel expense form "EXHIBIT B" and forwarded to Finance Manager or designee for reimbursement

**TOTAL OTHER EXPENSE REIMBURSEMENT: \$ \_\_\_\_\_**

**Uncompensated Meetings Attended:**

**PURPOSE**

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

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

**Total Amount Paid \$ 150.00**

RATES & CALCS		CODING	AMOUNT
OPER. REVIEW	_____		_____
EXPEN. APP.	_____	_____	_____
FIN. REVIEW	_____	_____	_____





Big Bear Area Regional  
Wastewater Agency  
*David Caretto – Chair*  
*John Green – Vice Chair*  
*Karyn Oxandaboure – Secretary*  
*Rick Herrick – Director*  
*Jim Miller – Director*

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**AGENDA ITEM: 5.D.**

**MEETING DATE:** February 26, 2020

**TO:** Governing Board of the Big Bear Area Regional Wastewater Agency

**FROM:** David Lawrence, P.E., General Manager *DL*

**PREPARED BY:** Jennifer McCullar, Finance Manager *JM*

**SUBJECT:** Investment Report

**BACKGROUND:**

Attached is the January Monthly Investment Report pursuant to the Agency's Investment Policy.

**FINANCIAL IMPACT:**

No financial impact.

**RECOMMENDATION:**

Approve

Moved: \_\_\_\_\_ Second: \_\_\_\_\_ Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain/Absent: \_\_\_\_\_

Approved Date: \_\_\_\_\_ Witness: \_\_\_\_\_

Secretary of the Governing Board

BBARWA  
 Monthly Investment Report  
 January 2020

<u>INVESTMENT TYPE</u>	<u>COST</u>	<u>FAIR MARKET VALUE (1)</u>	<u>YEAR TO DATE INTEREST(2)</u>	<u>INTEREST RATE</u>	<u>MATURITY DATE</u>
LOCAL AGENCY INVESTMENT FUND	\$ 5,864,976	\$ 5,875,359	109,741	1.967%	DAILY
TOTAL	\$ 5,864,976	\$ 5,875,359	109,741		

The Investment Portfolio of the Big Bear Area Regional Wastewater Agency is in compliance with the investment policy approved in August 2019. The Agency will be able to meet its expenditure requirements for the next six months.

(1) LOCAL AGENCY INVESTMENT FUND (LAIF) IS A STATE-RUN INVESTMENT POOL PROVIDED FOR PUBLIC AGENCIES. THE LAIF MARKET VALUE SHOWN ON THIS TREASURER'S REPORT REPRESENTS BBARWA'S SHARE OF THE LIQUID VALUE OF LAIF'S PORTFOLIO IF IT WAS LIQUIDATED AS OF THE END OF THE REPORTED MONTH. THIS NUMBER SERVES AS AN INDICATOR OF WHETHER OR NOT THE MARKET VALUE OF LAIF'S INVESTMENTS IS ABOVE OR BELOW THE COST OF THOSE INVESTMENTS.

(2) Interest paid quarterly on LAIF investment. Amount reflects interest income received at the reporting date during FY 2020 and excludes accrued interest.

Attachment (s): Monthly LAIF Statement

# California State Treasurer *Fiona Ma, CPA*



Local Agency Investment Fund  
P.O. Box 942809  
Sacramento, CA 94209-0001  
(916) 653-3001

February 18, 2020

[LAIF Home](#)  
[PMIA Average Monthly Yields](#)

## BIG BEAR AREA REGIONAL WASTEWATER AGENCY

FINANCE MANAGER  
P.O. BOX 517  
BIG BEAR CITY, CA 92314

[Tran Type Definitions](#)

### Account Number:

January 2020 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
1/8/2020	1/8/2020	RD	1627158	JENNIFER MCCULLAR	2,200,000.00
1/15/2020	1/14/2020	QRD	1628703	SYSTEM	27,568.96
1/24/2020	1/23/2020	RW	1630643	JENNIFER MCCULLAR	-500,000.00

### Account Summary

Total Deposit:	2,227,568.96	Beginning Balance:	4,137,407.46
Total Withdrawal:	-500,000.00	Ending Balance:	5,864,976.42



Big Bear Area Regional  
Wastewater Agency  
David Caretto – Chair  
John Green – Vice Chair  
Karyn Oxandaboure – Secretary  
Rick Herrick – Director  
Jim Miller – Director

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**AGENDA ITEM: 5.E.**

**MEETING DATE:** February 26, 2020

**TO:** Governing Board of the Big Bear Area Regional Wastewater Agency

**FROM:** David Lawrence, P.E., General Manager *DL*

**PREPARED BY:** John Shimmin, Plant Manager; and Jennifer McCullar, Finance Manager *JMS*

**SUBJECT:** Operations and Connections Report

**OPERATIONS:**

**2019-2020 Treatment Plant Data**

	November	December	January
Total Influent Flow (MG)	42.651	69.610	64.175
Average Daily Influent Flow (MGD)	1.42	2.25	2.07
City of Big Bear Lake	51.12%	61.15%	59.85%
Big Bear City	44.79%	35.10%	36.64%
County of San Bernardino	4.09%	3.75%	3.51%
Average Influent BOD (mg/L)	342	334	266
Average Effluent BOD (mg/L)	8	9	9
BOD Removal Efficiency (%)	97.7%	97.3%	96.6%
Precipitation (inch)	3.28	3.83	0.01

January 2020 - There were no reportable violations during this period.

Moved: \_\_\_\_\_ Second: \_\_\_\_\_ Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain/Absent: \_\_\_\_\_

Approved Date: \_\_\_\_\_ Witness: \_\_\_\_\_

Secretary of the Governing Board

**CONNECTIONS:**

MONTH	FYE 6/30/2020									
	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	CITY-BBL	CSD	CSA-53B
July	4	4	8	3	4	3	7	5	2	0
August	4	6	5	12	6	10	2	1	1	0
September	4	5	6	4	6	3	7	3	4	0
October	6	14	10	9	8	3	5	1	4	0
November	13	8	6	5	11	5	2	1	1	0
December	0	23	8	4	2	3	1	1	0	0
January	2	3	1	0	1	1	1	1	0	0
February	2	1	0	1	0	0	0	0	0	0
March	2	2	3	2	0	3	0	0	0	0
April	5	1	10	3	0	3	0	0	0	0
May	2	5	10	4	0	5	0	0	0	0
June	1	12	2	16	0	6	0	0	0	0
TOTAL	45	84	69	63	38	45	25	13	12	0

**FINANCIAL IMPACT:**

There is no financial impact.

**RECOMMENDATION:**

Informational



Big Bear Area Regional  
Wastewater Agency  
*David Caretto – Chair*  
*John Green – Vice Chair*  
*Karyn Oxandaboure – Secretary*  
*Rick Herrick – Director*  
*Jim Miller – Director*

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**AGENDA ITEM: 5.F.**

**MEETING DATE:** February 26, 2020

**TO:** Governing Board of the Big Bear Area Regional Wastewater Agency

**FROM:** David Lawrence, P.E., General Manager *DL*

**PREPARED BY:** Jennifer McCullar, Finance Manager *JM*

**REVIEWED BY:** John Shimmin, Plant Manager *JS*

**SUBJECT:** Second Quarter Report, Six Months Ended December 31, 2019

**BACKGROUND & DISCUSSION:**

Please find attached the Second Quarter Report which discusses the most recent six month's financial performance compared to the budget.

The Agency performed under the budget for the first six months with operating expenses falling below the budget by approximately \$98,316 or 4%. The variance was mostly due to the deferral of certain items to FY 2021, lower costs than budgeted for certain repairs, and timing across multiple line items (expenses that were budgeted during the first half but not incurred and which are expected to be incurred in the second half).

**FINANCIAL IMPACT:**

There is no financial impact.

**RECOMMENDATION:**

Informational

**ATTACHMENT:**

Second Quarter Report

Moved: \_\_\_\_\_ Second: \_\_\_\_\_ Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain/Absent: \_\_\_\_\_

Approved Date: \_\_\_\_\_ Witness: \_\_\_\_\_

Secretary of the Governing Board

Big Bear Area Regional Wastewater Agency

# 2nd Quarter Report

Six Months ended December 31, 2019



**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION**

	Q1 9/30/19 <u>Actual</u>	Q2 12/31/19 <u>Actual</u>	YTD <u>Actual</u>	YTD <u>Budget</u>	YTD Actual vs Budget \$	YTD Actual vs Budget %
<b>Operating revenues:</b>						
Annual charges	0	2,718,538	2,718,538	2,718,538	0	0%
Waste disposal fees	6,008	3,746	9,754	11,673	(1,919)	-16%
Rental income	8,794	8,829	17,623	17,600	22	0%
Standby fees	0	40,830	40,830	40,830	0	0%
Other operating revenue	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>nm</u> (b)
Total operating revenues	14,802	2,771,943	2,786,745	2,788,641	(1,896)	0%
<b>Operating expenses:</b>						
Salaries and benefits	619,777	586,119	1,205,896	1,225,831	(19,935)	-2%
Power	111,651	121,986	233,637	215,983	17,654	8%
Sludge removal	63,826	59,538	123,364	87,539	35,825	41%
Chemicals	11,091	7,744	18,835	34,137	(15,303)	-45%
Materials and supplies	43,260	38,118	81,378	81,539	(162)	0%
Repairs and replacements	127,961	43,010	170,971	226,897	(55,926)	-25%
Equipment rental	284	0	284	410	(126)	-31%
Utilities expense	2,875	2,488	5,363	13,103	(7,741)	-59%
Communications expense	8,053	10,152	18,204	22,936	(4,731)	-21%
Contractual services - other	18,751	26,754	45,506	56,991	(11,485)	-20%
Contractual services - prof	26,251	60,097	86,348	141,627	(55,279)	-39%
Permits and fees	10,631	170,784	181,414	161,239	20,176	13%
Property tax expense	0	3,917	3,917	3,703	214	6%
Insurance expense	111,655	0	111,655	109,856	1,799	2%
Other operating expense	11,109	17,213	28,322	31,618	(3,296)	-10%
Depreciation expense (a)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>nm</u> (b)
Total operating expenses	1,167,173	1,147,921	2,315,094	2,413,409	(98,316)	-4%
<b>Operating Income</b>	(1,152,370)	1,624,022	471,652	375,232	96,419	26%
<b>Nonoperating income (expense):</b>						
Nonoperating income	(12,077)	39,095	27,018	26,849	169	1%
Nonoperating expense	<u>(17,990)</u>	<u>(105,813)</u>	<u>(123,802)</u>	<u>(236,828)</u>	<u>113,026</u>	<u>+</u> (c)
Total nonoperating income (exp)	(30,067)	(66,717)	(96,785)	(209,979)	113,195	+ (c)
<b>Income before capital contribution</b>	(1,182,437)	1,557,305	374,867	165,253	209,614	127%
<b>Capital contrib - conn fees</b>	<u>66,880</u>	<u>33,440</u>	<u>100,320</u>	<u>121,220</u>	<u>(20,900)</u>	<u>-17%</u>
<b>Change in Net Position</b>	(1,115,557)	1,590,745	475,187	286,473	188,714	66%

(a) Currently, the Agency depreciates its assets at the end of the year. Therefore, depreciation expense is presented as \$0.00 on an interim basis

(b) nm = not meaningful and is the result when dividing by 0.

(c) Percent change is not provided if either of the comparison periods contains a loss or negative number. If the actual performance is improved when compared to the budget a "+" is given. If the actual performance is worse when compared to the budget, a "-" is given.





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**STATEMENT OF CASH FLOW**

	<b>Q2</b> <b><u>12/31/2019</u></b>
<b>Cash flows from operating activities:</b>	
Cash received from customers and other sources	1,559,906
Cash payments to suppliers for goods and services	(1,379,411)
Cash payments to employees	<u>(1,204,105)</u>
Net cash provided by operating activities	(1,023,610)
<b>Cash flows from capital and related financing activities</b>	
Interagency Expense	(71,295)
Purchases of property, plant and equipment	(555,728)
Sale, Disposal of property, plant and equipment	0
Capital contributions	112,860
Proceeds from debt issuance	0
Prepayment premiums and issuance costs	0
Principal payments on long-term debt	(184,547)
Interest paid on long-term debt	<u>(70,011)</u>
Net cash used for capital and related financing activities	(768,720)
<b>Cash flows from investing activities:</b>	
Investment income received	<u>70,322</u>
Net cash provided by investing activities	70,322
 Net change in cash equivalents	 <u>(1,722,007)</u>
<b>Cash equivalents, beginning of period</b>	7,840,507
<b>Cash equivalents, end of period</b>	<u>6,118,500</u> <u>(1,722,007)</u>



**CASH AND FUND BALANCES**

	<b>Q2</b>
	<b><u>12/31/2019</u></b>
<b>BEGINNING BALANCE:</b>	
Cash Balance	7,840,507
Designated Fund Balances:	
Capital and Replacement Fund	
Current Year	3,085,301
Future Year	<u>803,847</u>
Total C&R	3,889,148
Debt Service Fund	509,077
Liquidity Fund	2,203,386
Contingency Fund:	
Emergency	500,000
Operating	<u>738,896</u>
Total Contingency	<u>1,238,896</u>
Total Beginning Designated Fund Balances	7,840,507
Restricted Funds:	
Connection Fees	79,420
<b>ACTIVITY DURING PERIOD:</b>	
Designated Fund Balances:	
Capital and Replacement Fund	
Current Year	(555,728)
Future Year	0
Debt Service Fund	(254,558)
Liquidity Fund	(1,024,582)
Contingency Fund:	
Emergency Fund	0
Operating	<u>0</u>
Total	0
Restricted Funds:	
Connection Fees	<u>112,860</u>
Total Activity During the Period	<u>(1,722,007)</u>
<b>ENDING BALANCE:</b>	
Cash Balance	6,118,500
Designated Fund Balances:	
Capital and Replacement Fund	
Current Year	2,529,573
Future Year	<u>803,847</u>
Total C&R	3,333,420
Debt Service Fund	254,519
Liquidity Fund	1,178,804
Contingency Fund:	
Emergency	500,000
Operating	<u>738,896</u>
Total	1,238,896
Restricted Funds:	
Connection Fees	112,860
Total Ending Designated & Restricted Funds	6,118,500
Change for the Period	(1,722,007)



## Discussion and Analysis

### Operating Revenues

Operating revenues were slightly below the budget by \$1,896 or less than 1% due to lower waste disposal fees.

	Q1 9/30/2019 Actual	Q2 12/31/2019 Actual	YTD Actual	YTD Budget	YTD Actual vs Budget \$	YTD Actual vs Budget %
<b>Operating revenues:</b>						
Annual charges	0	2,718,538	2,718,538	2,718,538	0	0%
Waste disposal fees	6,008	3,746	9,754	11,673	(1,919)	-16%
Rental income	8,794	8,829	17,623	17,600	22	0%
Standby fees	0	40,830	40,830	40,830	0	0%
Other operating revenue	0	0	0	0	0	nm (a)
<b>Total operating revenues</b>	<b>14,802</b>	<b>2,771,943</b>	<b>2,786,745</b>	<b>2,788,641</b>	<b>(1,896)</b>	<b>0%</b>

(a) nm = not meaningful and is the result when dividing by 0.

### Operating Expenses

Operating expenses were below the budget by \$98,316 or 4% largely due to lower repairs and replacements and contractual services – professional expense. Variances greater than 5% and \$10,000 are highlighted below and discussed on the next page.

	Q1 9/30/2019 Actual	Q2 12/31/2019 Actual	YTD Actual	YTD Budget	YTD Actual vs Budget \$	YTD Actual vs Budget %
<b>Operating expenses:</b>						
Salaries and benefits	619,777	586,119	1,205,896	1,225,831	(19,935)	-2%
Power	111,651	121,986	233,637	215,983	17,654	8%
Sludge Removal	63,826	59,538	123,364	87,539	35,825	41%
Chemicals	11,091	7,744	18,835	34,137	(15,303)	-45%
Materials and supplies	43,260	38,118	81,378	81,539	(162)	0%
Repairs and Replacements	127,961	43,010	170,971	226,897	(55,926)	-25%
Equipment rental	284	0	284	410	(126)	-31%
Utilities expense	2,875	2,488	5,363	13,103	(7,741)	-59%
Communications expense	8,053	10,152	18,204	22,936	(4,731)	-21%
Contractual services - other	18,751	26,754	45,506	56,991	(11,485)	-20%
Contractual services - prof	26,251	60,097	86,348	141,627	(55,279)	-39%
Permits and fees	10,631	170,784	181,414	161,239	20,176	13%
Property tax expense	0	3,917	3,917	3,703	214	6%
Insurance expense	111,655	0	111,655	109,856	1,799	2%
Other operating expense	11,109	17,213	28,322	31,618	(3,296)	-10%
Depreciation expense	0	0	0	0	0	nm (a)
<b>Total operating expenses</b>	<b>1,167,173</b>	<b>1,147,921</b>	<b>2,315,094</b>	<b>2,413,409</b>	<b>(98,316)</b>	<b>-4%</b>

(a) nm = not meaningful and is the result when dividing by 0.



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An explanation of the major variances by line item is as follows.

**Power** expense was over the budget by \$17,654 or 8% mostly due to 1) higher natural gas transportation costs and slightly higher power usage and 2) higher treatment plant standby fees offset by lower power usage at the stations. The Agency had budgeted for a standby fee reduction from Bear Valley Electric beginning in July. The rate reduction was not effective until October.

**Sludge removal** expense was over the budget by \$35,825 or 41% primarily due to the delay in the operation of the new belt press and to a lesser extent, higher sludge tons than budgeted. The Agency budgeted for the new belt press to be in place beginning in July 2019. The belt press is currently expected to be in operation in February 2020. The operation of the new belt press is expected to result in dryer sludge and thus reduced sludge tons and hauling costs. Higher sludge tons compared to the budget resulted in part from taking an oxidation ditch out of service during the period.

**Chemicals** expense was under the budget by \$15,303 or 45% due mostly to lower polymer purchases. The Agency had budgeted additional polymer for the new belt press but given the delay in the new belt press, the polymer purchases were fewer than budgeted.

**Repairs and Replacements** expense was under the budget by \$55,926 or 25% due mostly to 1) lower required repairs and replacements related to asphalt repairs, a leak in the OAC basement storage area and a door replacement program and 2) the deferral of a valve repair to FY 2021.

**Contractual Services – Other** expense was under the budget by \$11,485 or 20% and is due to lower expense associated with generator air source testing, electrical labor, and HVAC service and repairs.

**Contractual Services - Professional** expense was under the budget by \$55,279 or 39%. The lower expense is driven by the deferral of a \$30,000 Arc Flash Study and lower legal expense (lower by \$23,175) than budgeted.

**Permits and Fees** expense was over the budget by \$20,176 or 13% and is driven by a 15% increase in the Agency's discharge permits.



**Non-Operating Income (Expense)**

Non-operating income (expense) had a positive variance compared to the budget. The variance reflects lower non-operating expenses associated with Replenish Big Bear and is due to timing.

	Q1 9/30/19 Actual	Q2 12/31/19 Actual	YTD Actual	YTD Budget	YTD Actual vs. Budget \$	YTD Actual vs. Budget %
<b>Nonoperating income (expense):</b>						
Nonoperating income	(12,077)	39,095	27,018	26,849	169	1%
Nonoperating expense	(17,990)	(105,813)	(123,802)	(236,828)	113,026	+ (b)
Total nonoperating income (exp)	(30,067)	(66,717)	(96,785)	(209,979)	113,195	+ (b)

(a) nm = not meaningful and is the result when dividing by 0.

(b) Percent change is not provided if either of the comparison periods contains a loss or negative number. If the actual performance is improved when compared to the budget a "+" is given. If the actual performance is worse when compared to the budget, a "-" is given.

**Capital Contributions - Connection Fees**

Income before capital contributions was ahead of the budget by \$209,614 for the period primarily due to lower operating expenses than budgeted of \$98,316 and lower non-operating expense of \$113,026. Connection fees were lower than budget due to fewer connections than budgeted. Actual connections were 24 compared to 29 budgeted for the first half.

	Q1 9/30/2019 Actual	Q2 12/31/2019 Actual	YTD Actual	YTD Budget	YTD Actual vs Budget \$	YTD Actual vs Budget %
Income before capital contributions	(1,182,437)	1,557,305	374,867	165,253	209,614	127%
Capital contrib - conn fees	66,880	33,440	100,320	121,220	(20,900)	-17%
Net Income, Change in net assets	(1,115,557)	1,590,745	475,187	286,473	188,714	66%

**Capital Expenditures**

Capital expenditures for the period were \$555,728, below the budget by \$1,202,816. The variance is due to timing associated with the belt press project (approximately \$790,000) and various other smaller projects scheduled for the first half but not completed.



**Cash and Fund Balances**

The Agency had negative cash flow of approximately \$1.7 million in the first half. The negative cash flow reflects approximately \$1.0 million in negative cash flow from operations and approximately \$882,000 in capital expenditures, debt service and interagency expense (Replenish Big Bear) offset by approximately \$113,000 in connection fee revenue and \$70,000 of interest income received during the first half.

	<b>Beginning Balance</b>	<b>Activity During Period</b>	<b>Ending Balance</b>
<b>Cash Balance</b>	7,840,507		6,472,464
<b>Designated Fund Balances:</b>			
Capital and Replacement Fund			
Current Year	3,085,301	(555,728)	2,529,573
Future Year	<u>803,847</u>	<u>0</u>	<u>803,847</u>
Total C&R	3,889,148	(555,728)	3,333,420
Debt Service Fund	509,077	(254,558)	254,519
Liquidity Fund	2,203,386	(1,024,582)	1,178,804
Contingency Fund:			
Emergency	500,000	0	500,000
Operating	<u>738,896</u>	<u>0</u>	<u>738,896</u>
Total	1,238,896	0	1,238,896
<b>Restricted Funds:</b>			
Connection Fees	0	112,860	112,860
<b>Total Designated &amp; Restricted Funds</b>	7,840,507	(1,722,008)	6,118,499



Big Bear Area Regional  
Wastewater Agency  
David Caretto – Chair  
John Green – Vice Chair  
Karyn Oxandaboure – Secretary  
Rick Herrick – Director  
Jim Miller – Director

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**AGENDA ITEM: 5.G.**

**MEETING DATE:** February 26, 2020

**TO:** Governing Board of the Big Bear Area Regional Wastewater Agency

**FROM:** David Lawrence, P.E., General Manager *DL*

**PREPARED BY:** Sonja Kawa, HR Coordinator/Accounting Technician *SK*

**REVIEWED BY:** Jennifer McCullar, Finance Manager *JM*

**SUBJECT:** Administrative Assistant Job Description

**BACKGROUND & DISCUSSION:**

The Governing Board approved a Management Analyst position in August 2018. The addition of this position affected a change in the designated supervisor for the Administrative Assistant and necessitates a change to the Administrative Assistant job description to align with the supervisory chain.

On February 11, 2020, staff met with the Administrative Committee to review proposed revisions to the Administrative Assistant job description. The revisions include a change to the Administrative Assistant supervisor from General Manager to Management Analyst. Other proposed changes consist of the rewording and/or addition of items to provide clarification and a more comprehensive description of current job duties and responsibilities.

**FINANCIAL IMPACT:**

There is no financial impact.

**RECOMMENDATION:**

Approve

**ATTACHMENTS:**

Administrative Assistant Job Description

Administrative Assistant Job Description – redline version

Moved: \_\_\_\_\_ Second: \_\_\_\_\_ Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain/Absent: \_\_\_\_\_

Approved Date: \_\_\_\_\_ Witness: \_\_\_\_\_

Secretary of the Governing Board



## **ADMINISTRATIVE ASSISTANT**

### **DEFINITION**

Under general supervision, performs a wide variety of routine and complex office, clerical, and administrative support duties for management and other staff; provides administrative support to the Governing Board and Committees; provides general assistance to the public by providing information personally or directing information requests according to established procedures; sorts, logs, and maintains records and other documents; learns policies, procedures, and work methods associated with assigned duties; performs other related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

The Administrative Assistant performs the full range of office and administrative support duties including organization and coordination of workload and preparation of compliance reports. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### **SUPERVISION EXERCISED AND RECEIVED**

Receives general supervision and direction from the Management Analyst.

### **EXAMPLES OF ESSENTIAL DUTIES – *Duties may include, but are not limited to, the following:***

Perform a wide variety of complex, responsible and confidential duties for the Governing Board and Agency management.

Type and proofread a wide variety of complex and confidential reports, letters, and memoranda; independent preparation of correspondence; type from a rough draft or verbal instruction.

Screen calls, visitors and mail; respond to sensitive requests for information and assistance.

Participate in and assist in the administration of the Agency's Office; compile information to be used in special projects and reports.

Maintain calendar of activities, meetings, and various events for management staff; arrange meetings and make appointments; assist with task prioritization; follow up on assigned projects to meet deadlines.

Maintain a wide variety of records, files, and logs related to Agency operations and activities; conduct periodic retention and purging of files in compliance with applicable guidelines.



Job Description  
Administrative Assistant

---

Prepare Board and committee agenda packages and staff reports; attend meetings of the Governing Body and record all official proceedings; prepare meeting minutes and other documents.

Oversee publication, mailing, and posting of legal and public notices; maintain ordinances and resolutions; prepare and publish ordinance summaries.

Serve as Secretary for the Agency's Safety Committee; maintain safety policies and procedures; coordinate and track safety training.

Submit accurate and complete compliance reports and Conflict of Interest Code reporting.

Coordinate setup and take-down of the board room for meetings and events.

Reconcile bank records; maintain petty cash and log all deposits for Board room rental.

Build and maintain positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

Knowledge of:

Advanced English usage, spelling, grammar and punctuation.

Alphabetic and numeric filing system management.

Business correspondence writing and report preparation.

Pertinent Federal, State, and local laws, codes and regulations.

Principles and procedures of record keeping.

Robert's Rules of Order, Brown Act, Fair Political Practices Commission, and Conflict of Interest.

Safe work practices.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation.

Principles and practices of customer service.

Job Description  
Administrative Assistant

---

Ability to:

Perform responsible and difficult administrative support work involving the use of independent judgment and personal initiative.

Perform work with accuracy and attention to detail.

Intermittently, review documents related to department operations; observe, identify and problem solve office operations and procedures; understand and apply Agency policies and procedures.

Analyze situations carefully and adopt effective courses of action.

Maintain confidential data and information for management staff.

Work independently in the absence of supervision.

Operate and use modern office equipment including computers and applicable software including spreadsheets and financial systems to organize and analyze data.

Type and transcribe at a speed necessary for successful job performance.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

On a continuous basis, sit at desk and/or stand at counter for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 25 pounds or less.

**EDUCATION, EXPERIENCE AND TRAINING**

Any combination of education, experience and training that would provide the required knowledge, skills and abilities necessary for an Administrative Assistant would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Education:

Equivalent to completion of the twelfth grade. An Associate of Arts degree in public administration, business administration or related field is desirable.

Experience and Training:

Four years of administrative and secretarial experience or the performance of related work supplemented by specialized training.

Job Description  
Administrative Assistant

---

**LICENSE AND/OR CERTIFICATE:**

Possession of a valid California Class C driver's license, including possession and maintenance of a satisfactory driving record and ability to meet eligibility standards for motor vehicle insurance coverage established by the agency's insurance carrier.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will work at elevations of 6,700+ feet, be regularly exposed to fumes or airborne particles in addition to outside weather conditions involving wind, rain, heat, and humidity, and extreme cold and snow during the winter months. The noise level in the work environment is usually moderate.

**PRE-EMPLOYMENT PHYSICAL EXAMINATION AND BACKGROUND CHECKS ARE REQUIRED**



## ADMINISTRATIVE ASSISTANT

### DEFINITION

Under general supervision, ~~To~~ performs a wide variety of highly responsible routine and complex office, clerical, and administrative support duties for ~~the General Manager~~ management and other staff; ~~to~~ provides administrative support to the Governing Board and Committees; ~~and other Agency management;~~ ~~and to~~ provides general assistance to the public by providing information personally or directing information requests according to established procedures; sorts, logs, and maintains records and other documents; learns policies, procedures, and work methods associated with assigned duties; performs other related duties as required.

### DISTINGUISHING CHARACTERISTICS

The Administrative Assistant performs the full range of office and administrative support duties including organization and coordination of workload and preparation of compliance reports. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

### SUPERVISION EXERCISED AND RECEIVED

Receives general supervision and direction from the ~~General Manager~~ Management Analyst.

### EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Perform a wide variety of complex, responsible and confidential duties for the ~~General Manager,~~ Governing Board and Agency management.

Type and proofread a wide variety of complex and confidential reports, letters, and memoranda; independent preparation of correspondence; type from a rough draft or verbal instruction.

Screen calls, visitors and mail; respond to sensitive requests for information and assistance; ~~compile and type memos.~~

Participate in and assist in the administration of the ~~General Manager's~~ Agency's Office; compile information to be used in special projects and reports.

Maintain calendar of activities, meetings, and various events for management staff; arrange meetings and make appointments; assist with task prioritization; follow up on assigned projects to meet deadlines. ~~Maintain appointment schedules and calendars and arrange meetings and conferences for the General Manager, Board of Directors and other management staff.~~

Maintain a wide variety of records, files, and logs related to Agency operations and activities; conduct periodic retention and purging of files in compliance with applicable guidelines.

Prepare Board and committee agenda packages and staff reports; attend meetings of the Governing Body and record all official proceedings; prepare meeting minutes and other documents.

Oversee publication, mailing, and posting of legal and public notices; maintain ordinances and resolutions; prepare and publish ordinance summaries.

Serve as Secretary for the Agency's Safety Committee; maintain safety policies and procedures; coordinate and track safety training.

Submit accurate and complete compliance reports and Conflict of Interest Code reporting.

Coordinate setup and take-down of the board room for meetings and events.

~~Serve as staff liaison for the Administrative Committee, Finance Committee and Operations Committee.~~

---

*Governing Board Approval: July 26, 2017*

Job Description  
Administrative Assistant

---

~~Prepare and submit accurate and complete Santa Ana quarterly/annual reports, Colorado monthly/quarterly/annual reports, California Integrated Water Quality Systems (CIWQS) nonspill/spill reports/certification, South Coast Air Quality Management District (AQMD) annual reporting and Storm Water Pollution Prevention reporting and Conflict of Interest Code reporting.~~

Reconcile bank records; maintain petty cash and log all deposits for Board room rental.

Build and maintain positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

Knowledge of:

Advanced English usage, spelling, grammar and punctuation.

Alphabetic and numeric filing system management.

Business correspondence writing and report preparation.

Pertinent Federal, State, and local laws, codes and regulations.

Principles and procedures of record keeping.

[Robert's Rules of Order](#), Brown Act, Fair Political Practices [Commission](#), and Conflict of Interest.

Safe work practices.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation.

Principles and practices of customer service.

Ability to:

Perform responsible and difficult administrative support work involving the use of independent judgment and personal initiative.

[Perform work with accuracy and attention to detail.](#)

Intermittently, review documents related to department operations; observe, identify and problem solve office operations and procedures; understand and apply Agency policies and procedures.

Job Description  
Administrative Assistant

---

Analyze situations carefully and adopt effective courses of action. ~~Maintain confidential data and information for executive staff.~~

Maintain confidential data and information for management staff.

Work independently in the absence of supervision.

Operate and use modern office equipment including computers and applicable software including spreadsheets and financial systems to organize and analyze data.

Type and transcribe at a speed necessary for successful job performance.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

On a continuous basis, sit at desk and/or stand at counter for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 25 pounds or less.

### **EDUCATION, EXPERIENCE AND TRAINING**

Any combination of education, experience and training that would provide the required knowledge, skills and abilities necessary for an Administrative Assistant would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

#### **Education:**

Equivalent to completion of the twelfth grade. An Associate of Arts degree in public administration, business administration or related field is desirable.

#### **Experience and Training:**

Four years of administrative and secretarial experience or the performance of related work supplemented by specialized training. ~~Four years of increasingly responsible administrative support experience that included providing direct support to management level staff, preferably within a public agency.~~

### **LICENSE AND/OR CERTIFICATE:**

Possession of a valid California Class C driver's license, including possession and maintenance of a satisfactory driving record and ability to meet eligibility standards for motor vehicle insurance coverage established by the agency's insurance carrier.

### **WORK ENVIRONMENT**

---

Job Description  
Administrative Assistant

---

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will work at elevations of 6,700+ feet, be regularly exposed to fumes or airborne particles in addition to outside weather conditions involving wind, rain, heat, and humidity, and extreme cold and snow during the winter months. The noise level in the work environment is usually moderate.

**PRE-EMPLOYMENT PHYSICAL EXAMINATION AND BACKGROUND CHECKS ARE REQUIRED**





Big Bear Area Regional  
Wastewater Agency  
*David Caretto – Chair*  
*John Green – Vice Chair*  
*Karyn Oxandaboure – Secretary*  
*Rick Herrick – Director*  
*Jim Miller – Director*

---

**AGENDA ITEM: 5.H.**

**MEETING DATE:** February 26, 2020

**TO:** Governing Board of the Big Bear Area Regional Wastewater Agency

**FROM:** David Lawrence, P.E., General Manager *DL*

**PREPARED BY:** Jennifer McCullar, Finance Manager *JM*

**SUBJECT:** Three-Year Contract Extension, Rogers, Anderson, Malody & Scott LLP

**BACKGROUND:**

In FY 2012, the Agency began contracting with Rogers, Anderson, Malody & Scott LLP (RAMS) for auditing services after a full-scale competitive process. The current contract has expired, and a three-year contract extension is proposed. RAMS has continuously provided the Agency with quality service and has kept their annual fees reasonable, with minor inflationary adjustments (\$22,050 in FY 2019 increasing to \$22,500, \$23,000 and \$23,500 in FY 2020, 2021 and 2022, respectively).

If the Agency continues with RAMS, Government Code Section 12410.6 (b) (commencing with the 2013-14 fiscal year), requires the rotation of the lead audit partner every six years. This rotation requirement responds to the concern that a long-standing business relationship between the government agency and a particular audit partner diminishes the audit partner's independence. As such, the Agency's senior partner will be changed from Scott Manno to Brad Welebir.

**FINANCIAL IMPACT:**

The three-year contract extension will set the auditor fees for the next three years.

**RECOMMENDATION:**

If the Governing Board is satisfied with the performance of RAMs, Staff recommends approval of the three-year contract extension.

**ATTACHMENT:**

Letter Agreement (contract extension)

Moved: \_\_\_\_\_ Second: \_\_\_\_\_ Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain/Absent: \_\_\_\_\_

Approved Date: \_\_\_\_\_ Witness: \_\_\_\_\_

Secretary of the Governing Board



ROGERS, ANDERSON, MALGODY & SCOTT, LLP  
A LIMITED LIABILITY CORPORATION

735 E. Carnegie Dr. Suite 100  
San Bernardino, CA 92408  
909 889 0871 T  
909 889 5361 F  
rams@cpa.net

January 15, 2020

Big Bear Area Regional Wastewater Agency  
121 Palomino Drive  
Big Bear, CA 92314

MEMORANDUM  
TO: [Faded text]  
FROM: [Faded text]  
SUBJECT: [Faded text]

OBJECTIVE  
CONCLUSIONS  
RECOMMENDATIONS

BACKGROUND  
ANALYSIS  
CONCLUSIONS

We would like to take this opportunity to thank you and your staff for the confidence and support you have provided to us over the past few years.

As you are aware, our current contract with the Agency is up for extension. We are proud of the excellent service our firm has provided the Agency. In addition to the audit, we have provided assistance to the Agency in the preparation of its financial statements, we have been flexible in our audit schedules to accommodate any requests of the Agency and we have made ourselves available (*at no extra charge*) throughout the years to answer questions raised by finance staff.

We have made it an absolute priority to provide the Agency with the best service possible and we would like to continue providing those services. We would like to propose a three-year extension to our current contract for fiscal years ending June 30, 2020, 2021, and 2022, with an optional two-year extension for fiscal years ending June 30, 2023 and 2024 at the Agency's preference, in order to provide continuous and uninterrupted auditing services to the Agency. As has been the case during our current contract period, we will continue to provide continuity of staffing, be available to work with the finance staff in areas of technical accounting pronouncements as well as compliance and internal control issues. We are available for telephone consultation on various financial matters throughout the year. All professional consultations throughout the year have been included in our proposed fixed fee. **Also, in accordance with Assembly Bill 1345, our firm will rotate audit partners. Scott Manno will be replaced by Brad Welebir as audit partner.**

Please see the attached fee schedules for our proposed fees for the fiscal years ending June 30, 2020, 2021, and 2022. As you will see, we have increased the fee for fiscal years 2020, 2021, and 2022 by a nominal amount in line with consumer price index changes in order to stay current with economic changes and challenges in the industry.



We value the Agency as an important client and look forward to continuing our services for the next several years. Please do not hesitate to contact us at (909) 889-0871 for further clarification. We look forward to continuing our professional relationship with the Agency.

Very truly yours,

**ROGERS, ANDERSON, MALODY & SCOTT, LLP**



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Scott Manno, CPA, CGMA  
Partner



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Brad Welebir, CPA, CGMA, MBA  
Partner

RESPONSE:

Acknowledged and agreed on behalf of the Big Bear Area Regional Wastewater Agency.

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

Title: \_\_\_\_\_

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

**Big Bear Area Regional Wastewater Agency  
Rogers Anderson Malody & Scott, LLP  
Proposed fees**

<u>Description of services</u>	<u>Not to exceed amounts for the years ended June 30</u>		
	<u>2020</u>	<u>2021</u>	<u>2022</u>
Audit and CAFR preparation	<u>\$ 22,500</u>	<u>\$ 23,000</u>	<u>\$ 23,500</u>
Single Audit of Federal Grants of the Agency under the Uniform Guidance (if required), first major program (each additional \$3,850)	<u>\$ 4,750</u>	<u>\$ 4,850</u>	<u>\$ 4,950</u>



Big Bear Area Regional  
Wastewater Agency  
David Caretto – Chair  
John Green – Vice Chair  
Karyn Oxandaboure – Secretary  
Rick Herrick – Director  
Jim Miller – Director

**AGENDA ITEM: 9.A.**

**MEETING DATE:** February 26, 2020

**TO:** Governing Board of the Big Bear Area Regional Wastewater Agency

**FROM:** David Lawrence, P.E., General Manager *DL*

**PREPARED BY:** John Shimmin, Plant Manager *JS*

**REVIEWED BY:** Jennifer McCullar, Finance Manager *JM*

**SUBJECT:** Resolution No. R. 01-2020, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Making Emergency Findings and Authorizing and Ratifying the Emergency Contract for the Bar Screen Replacement Project

**BACKGROUND & DISCUSSION:**

At the January 2020 Board meeting, the Governing Board reallocated funds from the capital budget to fund an emergency Bar Screen Replacement Project (the Project) and authorized the General Manager to take any other actions necessary to remediate the damaged bar screen. The attached resolution ratifying the emergency contract for the Project is being resubmitted to the Board. It was presented to the Board at the January 2020 Board meeting; however, a super majority is required for Board approval and only three of five Board members were present.

**FINANCIAL IMPACT:**

There is no financial impact from approving Resolution No. R. 01-2020.

**RECOMMENDATION:**

Approve Resolution No. R. 01-2020

**ATTACHMENT:**

Resolution No. R. 01-2020

Moved: \_\_\_\_\_ Second: \_\_\_\_\_ Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain/Absent: \_\_\_\_\_

Approved Date: \_\_\_\_\_ Witness: \_\_\_\_\_

Secretary of the Governing Board

**RESOLUTION NO. R. 01-2020**

**A RESOLUTION OF THE GOVERNING BOARD OF THE BIG BEAR AREA  
REGIONAL WASTEWATER AGENCY MAKING EMERGENCY FINDINGS AND  
AUTHORIZING AND RATIFYING THE EMERGENCY CONTRACT FOR THE BAR  
SCREEN REPLACEMENT PROJECT**

**WHEREAS**, on December 10, 2019, Agency staff discovered a large root ball came through the Big Bear Area Regional Wastewater Agency (“BBARWA”) wastewater treatment plant influent line causing the Agency’s mechanical bar screen to fail and leaving the Agency with only a manual bar screen. (“Facility”);

**WHEREAS**, staff immediately stopped flow of any material through the bar screen upon discovery and in order to help prevent a blockage of flow resulting from debris potentially clogging the bar screen, and potentially resulting in a spill, the Agency began 24-hour manual removal of debris from the manual bar screen;

**WHEREAS**, repair tasks were required on the bar screen;

**WHEREAS**, pursuant to Public Contract Code section 22050, the Agency, by four-fifths vote of its governing body, may repair or replace a public facility without engaging in competitive bidding if it finds that an emergency situation exists that poses a threat to public health, safety and welfare or property and that the emergency will not permit a delay resulting from a competitive solicitation for bids;

**WHEREAS**, several protected water bodies are located near the Facility;

**WHEREAS**, staff estimated a competitive bidding process would take up to four (4) months to complete;

**WHEREAS**, BBARWA cannot operate the wastewater treatment plant without the mechanical bar screen for four (4) months;

**WHEREAS**, based on the emergency conditions that would not allow the delay resulting from a traditional competitive solicitation of bids, the General Manager negotiated and executed contracts with Lakeside Equipment (“Lakeside”) and BR Frost Company, Inc. (“BR Frost”) for a new bar screen and installation of the same;

**WHEREAS**, the total cost of the emergency bar screen replacement project (“Project”) is \$182,733.00; and

**WHEREAS**, the Agency’s capital budget will provide sufficient funding for the Project.

**NOW, THEREFORE BE IT RESOLVED** that the Governing Board of the Big Bear Area Regional Wastewater Agency as follows:

1. The foregoing recitals are found to be true and correct and incorporated as if fully set forth herein.

2. Pursuant to Public Contract Code section 22050, it is determined that the damaged bar screen at the Facility constitutes an emergency condition that poses a threat to public health, safety and welfare, and property and that such condition did not permit a delay resulting from a competitive solicitation of bids.
3. The emergency contract awards to Lakeside and BR Frost for the Project in the total cumulative amount of \$182,733.00 are hereby ratified.
4. Agency staff is hereby authorized and directed to take any actions necessary to remediate the damaged bar screen at the Facility.
4. Funding for the Project shall be allocated from the fiscal year 2020 capital budget for replacement of the bar screen at the Facility.
5. Agency staff is directed to report to the Board at the next regularly scheduled meeting and at every meeting thereafter until the action is terminated to determine if there is a need to continue the action.

**ADOPTED, SIGNED AND APPROVED** this 26th day of February, 2020.

---

David A. Caretto, Chair  
Big Bear Area Regional Wastewater Agency

ATTEST:

I, Karyn Oxandaboure, Secretary to the Big Bear Area Regional Wastewater Agency, do hereby certify that the foregoing Resolution was duly adopted at a Regular Meeting of the Governing Board held on the 26th day of February, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Karyn Oxandaboure, Secretary  
Big Bear Area Regional Wastewater Agency



Big Bear Area Regional  
Wastewater Agency  
David Caretto – Chair  
John Green – Vice Chair  
Karyn Oxandaboure – Secretary  
Rick Herrick – Director  
Jim Miller – Director

**AGENDA ITEM: 10.A.**

**MEETING DATE:** February 26, 2020

**TO:** Governing Board of the Big Bear Area Regional Wastewater Agency

**FROM:** David Lawrence, P.E., General Manager *DL*

**PREPARED BY:** John Shimmin, Plant Manager *JS*

**REVIEWED BY:** Jennifer McCullar, Finance Manager *JM*

**SUBJECT:** Reallocate \$121,000 for Oxidation Ditch 1 Rotor 3 Shaft Replacement from the Capital Budget

**BACKGROUND & DISCUSSION:**

On the night of January 26, 2020, the shaft on Oxidation Ditch 1 rotor 3 failed during normal operation. The rotor is an essential piece of equipment for the proper treatment of wastewater in oxidation ditches. Rotors aid in the entrainment of air into wastewater, thereby accelerating the treatment process. Currently, Ditch 1 is treating properly due to lower flows and is meeting permit limits. Once the replacement parts are ordered and arrive onsite, the ditch will be removed from service and the replacement of the rotor shaft can be completed.

The Agency will purchase a replacement rotor shaft, new gear reducer and bearings for a total of \$59,000. The installation estimate is \$62,000 and will be competitively bid per policy.

**FINANCIAL IMPACT:**

The Agency has available funds in the Fire Alarm System and Toyota Tundra line items in the Capital Budget. These items will not be completed as planned during the year. The Fire Alarm System will be completed on a much smaller scale and will be absorbed by the Operating Budget. The Toyota Tundra was scheduled to be replaced with a one-ton truck. It is now proposed to be replaced with a similar vehicle in the FY 2021 capital budget.

**RECOMMENDATION:**

Reallocate \$121,000 for Oxidation Ditch 1 rotor 3 shaft replacement from the existing Capital Budget: \$90,825 from the Fire Alarm System Replacement line item and \$30,175 from the Toyota Tundra Replacement line item.

Page 1 of 1                      Agenda Item 10.A.                      Reallocate \$121,000 for Oxidation Ditch 1 Rotor 3 Shaft Replacement from the Capital Budget

Moved: \_\_\_\_\_ Second: \_\_\_\_\_ Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain/Absent: \_\_\_\_\_

Approved Date: \_\_\_\_\_ Witness: \_\_\_\_\_

Secretary of the Governing Board





Big Bear Area Regional  
Wastewater Agency  
*David Caretto – Chair*  
*John Green – Vice Chair*  
*Karyn Oxandaboure – Secretary*  
*Rick Herrick – Director*  
*Jim Miller – Director*

---

**AGENDA ITEM: 10.B.**

**MEETING DATE:** February 26, 2020

**TO:** Governing Board of the Big Bear Area Regional Wastewater Agency

**FROM:** David Lawrence, P.E., General Manager *DL*

**PREPARED BY:** Jennifer McCullar, Finance Manager *JM*

**SUBJECT:** Resolution No. R. 02-2020, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Delegating Authority to the General Manager to Make Emergency Findings and Take Action in Response to an Emergency

**BACKGROUND:**

The Agency has multiple policies (Budget Amendment and Purchasing policies) which authorize the General Manager to take action in response to an emergency and direct the General Manager to inform the Board at the next Board meeting of the actions taken. During the most recent emergency repair (bar screen failure), legal counsel advised that a resolution authorizing the General Manager to both 1) take emergency action and 2) enter into contracts without engaging in a competitive procurement practice, would be prudent. The resolution makes the General Manager's authorization explicit and reduces the probability of legal challenges associated with not engaging in the competitive procurement process during an emergency.

**FINANCIAL IMPACT:**

There is no financial impact.

**RECOMMENDATION:**

Approve Resolution No. R. 02-2020

**ATTACHMENT:**

Resolution No. R. 02-2020

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Page 1 of 1                      Agenda Item 10.B.                      Resolution No. R. 02-2020, Delegating Authority to the  
General Manager to Make Emergency Findings and  
Take Action in Response to an Emergency

Moved: \_\_\_\_\_ Second: \_\_\_\_\_ Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain/Absent: \_\_\_\_\_

Approved Date: \_\_\_\_\_ Witness: \_\_\_\_\_

Secretary of the Governing Board

**RESOLUTION NO. R. 02-2020**

**A RESOLUTION OF THE GOVERNING BOARD OF THE  
BIG BEAR AREA REGIONAL WASTEWATER AGENCY  
DELEGATING AUTHORITY TO THE GENERAL  
MANAGER TO MAKE EMERGENCY FINDINGS AND  
TAKE ACTION IN RESPONSE TO AN EMERGENCY**

**WHEREAS**, pursuant to Public Contract Code section 28682.5(g), the Agency can elect to forgo strict competitive bidding in the event of an emergency provided the Agency complies with the procedures set forth in Public Contract Code section 22050;

**WHEREAS**, pursuant to Public Contract Code section 22050, the Board, by four-fifths vote, may delegate, by resolution to an appropriate staff member the authority to make specified emergency findings (i.e., finding that the emergency will not permit a delay resulting from a competitive solicitation for bids) and enter into any contracts for the procurement of necessary equipment, services, and supplies without engaging in a competitive procurement process; and

**WHEREAS**, it is in the best interests of the Agency to delegate authority to make the findings required by and take emergency action under Public Contract Code section 22050 to the General Manager to ensure a timely response to emergencies that pose a threat to public health, safety and welfare or property;

**NOW, THEREFORE BE IT RESOLVED** by the Governing Board of the Big Bear Area Regional Wastewater Agency as follows:

1. The foregoing recitals are found to be true and correct and incorporated as if fully set forth herein.
2. Pursuant to Public Contract Code section 22050, the General Manager is hereby delegated the authority to make the specified statutory emergency findings and take all necessary emergency actions including entering into contracts for the procurement of necessary equipment, services, and supplies without engaging in a competitive procurement process.
3. Whenever the General Manager takes emergency action under Public Contract Code section 22050, the General Manager shall report to the Board within seven days or at the next regularly scheduled meeting of the Board if that meeting will occur no later than fourteen days after the action and at every regularly scheduled meeting thereafter until the action is completed or terminated. The Board, by a four fifths vote, shall ratify the emergency action and determine if there is a need to continue the action.

**ADOPTED, SIGNED AND APPROVED** this 26<sup>th</sup> day of February, 2020.

---

David A. Caretto, Chair of the Governing  
Board of the Big Bear Area Regional  
Wastewater Agency

ATTEST:

I, Karyn Oxandaboure, Secretary of the Big Bear Area Regional Wastewater Agency, DO HEREBY CERTIFY that the foregoing Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency, being Resolution No. R. 02-2020, was duly adopted at a regular meeting of the Governing Board held on the 26th day of February, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

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



Big Bear Area Regional  
Wastewater Agency  
David Caretto – Chair  
John Green – Vice Chair  
Karyn Oxandaboure – Secretary  
Rick Herrick – Director  
Jim Miller – Director

**AGENDA ITEM: 10.C.**

**MEETING DATE:** February 26, 2020

**TO:** Governing Board of the Big Bear Area Regional Wastewater Agency

**FROM:** David Lawrence, P.E., General Manager *DL*

**PREPARED BY:** Sonja Kawa, HR Coordinator/Accounting Technician *SK*

**REVIEWED BY:** Jennifer McCullar, Finance Manager *JM*

**SUBJECT:** Tuition Reimbursement Program

**BACKGROUND & DISCUSSION:**

The Big Bear Area Regional Wastewater Agency Personnel Policies and Procedures Manual (PPPM) Section 7.12 contains provisions for a Tuition Reimbursement Program. The conditions for reimbursement under the program currently do not include specific monetary limits, but reimbursement is subject to budgetary limits.

On February 11, 2020, staff met with the Administrative Committee to review the Tuition Reimbursement Program and discuss the addition of monetary guidelines. The Administrative Committee recommended a provision to the Agency PPPM, limiting reimbursement under Section 7.12 Tuition Reimbursement Program to 50% of reimbursable expenses up to a maximum of \$5,000 per fiscal year for each employee that is eligible and seeking reimbursement. This provision remains subject to budgetary limits and prior approval.

**FINANCIAL IMPACT:**

The monetary limits, combined with the budgetary limits, will improve the Agency’s ability to better manage future requests for tuition reimbursement.

**RECOMMENDATION:**

Approve

**ATTACHMENTS:**

PPPM Section 7.12 Tuition Reimbursement Program

PPPM Section 7.12 Tuition Reimbursement Program – redline version

Moved: \_\_\_\_\_ Second: \_\_\_\_\_ Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain/Absent: \_\_\_\_\_

Approved Date: \_\_\_\_\_ Witness: \_\_\_\_\_

Secretary of the Governing Board

## 7.12 Tuition Reimbursement Program

1. Eligibility. Regular non-probationary employees of the Agency shall be eligible to receive financial assistance for Management-approved courses completed at an accredited educational institution. For the purpose of this policy, an accredited educational institution shall be defined as any technical, vocational, college, university, business or high school which has been accredited by a recognized governmental or professional accrediting body and has been approved by the Personnel Officer.
2. Requirements.
  - A) Subject to established budget limits and prior approval. The Governing Board shall establish funding for education and training annually during the budget process.
  - B) Course of instruction will enable the employee to perform their present duties more effectively or will prepare them for future opportunities into which they could reasonably expect promotion or transfer within the Agency.
  - C) The hours of instruction for the course do not conflict with the employee's regular work schedule unless previously approved by the General Manager.
  - D) Courses are satisfactorily completed with a grade of "C" or better.
  - E) Appropriate proof of successful completion is submitted to the Personnel Officer.
  - F) Reimbursement is limited to a maximum of two courses per semester or quarter.
  - G) *Subject to the provisions of (A) above, reimbursement shall be at the rate of fifty percent (50%) of reimbursable expenses up to a maximum of five thousand dollars (\$5,000) per fiscal year. 02/26/2020*
3. Reimbursable Expenses. Employees shall be eligible for reimbursement of tuition, textbooks, registration fees, parking fees and laboratory fees related to an approved course of instruction.
4. Non-reimbursable Expenses. Employees shall not be eligible for reimbursement of late registration penalties or fees, transportation costs, interest or any other charge not specified as reimbursable in Section 7.11.2 of these rules.
5. Application for Reimbursement. Employees who successfully complete an approved course shall submit a request for reimbursement to the Personnel Officer. Such request must include receipts for all items for which the employee wishes to be reimbursed and a copy of the final grade report with a grade of "C" or higher.

## 7.12 Tuition Reimbursement Program

1. Eligibility. ~~Subject to established budget limits and prior approval,~~ Regular non-probationary employees of the Agency shall be eligible to receive financial assistance for Management-approved courses completed at an accredited educational institution. For the purpose of this policy, an accredited educational institution shall be defined as any technical, vocational, college, university, business or high school which has been accredited by a recognized governmental or professional accrediting body and has been approved by the Personnel Officer.

### ~~2.~~ Requirements.

~~A)~~ Subject to established budget limits and prior approval. The Governing Board shall establish funding for education and training annually during the budget process.

~~B)~~ Course of instruction will enable the employee to perform their present duties more effectively or will prepare them for future opportunities into which they could reasonably expect promotion or transfer within the Agency.

~~C)~~ The hours of instruction for the course do not conflict with the employee's regular work schedule unless previously approved by the General Manager.

~~A)D)~~ Courses are satisfactorily completed with ~~-(a grade of "C" or better).~~

~~B)E)~~ Appropriate proof of successful completion is submitted to the Personnel Officer.

~~C)~~ Course of instruction will enable the employee to perform their present duties more effectively or will prepare them for future opportunities into which they could reasonably expect promotion or transfer within the Agency.

~~D)A)~~ The hours of instruction for the course do not conflict with the employee's regular work schedule unless previously approved by the General Manager.

~~F)~~ Reimbursement is limited to a maximum of two courses per semester or quarter.

~~E)G)~~ Subject to the provisions of (A) above, reimbursement shall be at the rate of fifty percent (50%) of reimbursable expenses up to a maximum of five thousand dollars (\$5,000) per fiscal year.

~~For the purpose of this policy, an accredited educational institution shall be defined as any technical, vocational, college, university, business or high school which has been accredited by a recognized governmental or professional accrediting body and has been approved by the Personnel Officer.~~

~~2.3.~~ Reimbursable Expenses. Employees shall be eligible for reimbursement of tuition, textbooks, registration fees, parking fees and laboratory fees related to an approved course of instruction. ~~The Governing Board shall establish funding for education~~

~~and training annually during the budget process.~~

- 3.4. Non-reimbursable Expenses. Employees shall not be eligible for reimbursement of late registration penalties or fees, transportation costs, interest or any other charge not specified as reimbursable in Section 7.11.2 of these rules.
- 4.5. Application for Reimbursement. Employees who successfully complete an approved course shall submit a request for reimbursement to the Personnel Officer. Such request must include receipts for all items for which the employee wishes to be reimbursed and a copy of the final grade report with a grade of "C" or higher.



Big Bear Area Regional  
Wastewater Agency  
*David Caretto – Chair*  
*John Green – Vice Chair*  
*Karyn Oxandaboure – Secretary*  
*Rick Herrick – Director*  
*Jim Miller – Director*

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**AGENDA ITEM: 10.D.**

**MEETING DATE:** February 26, 2020

**TO:** Governing Board of the Big Bear Area Regional Wastewater Agency

**FROM:** David Lawrence, P.E., General Manager *DL*

**PREPARED BY:** Kim Booth, Administrative Assistant *KB*

**REVIEWED BY:** Bridgette Burton, Management Analyst *bb*

**SUBJECT:** Governing Board Reorganization

**BACKGROUND & DISCUSSION:**

Pursuant to applicable law governing the formation and operation of the Agency, the Governing Board shall hold an annual election of officers at a meeting in February or as soon thereafter as practicable. The election of officers will normally follow a rotation between the various member agencies. A Governing Board member must serve on the Governing Board for a period of one year (12 months) before qualifying for the position of Chair. Prior appointments/assignments to the Governing Board will satisfy the one-year service requirement for the office of Chair.

Chair Caretto will begin by opening nominations for the position of Chair, a second is offered, followed by a vote of the Governing Board. The same procedure will be utilized for the positions of Vice Chair and Secretary. The designated officers will assume their newly elected positions at the next scheduled meeting.

**FINANCIAL IMPACT:**

No financial impact.

**RECOMMENDATION:**

Appointment of Chair, Vice Chair, and Secretary at the discretion of the Board.

Moved: \_\_\_\_\_ Second: \_\_\_\_\_ Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain/Absent: \_\_\_\_\_

Approved Date: \_\_\_\_\_ Witness: \_\_\_\_\_

Secretary of the Governing Board





Big Bear Area Regional  
Wastewater Agency  
*David Caretto – Chair*  
*John Green – Vice Chair*  
*Karyn Oxandaboure – Secretary*  
*Rick Herrick – Director*  
*Jim Miller – Director*

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**AGENDA ITEM: 10.E.**

**MEETING DATE:** February 26, 2020

**TO:** Governing Board of the Big Bear Area Regional Wastewater Agency

**FROM:** David Lawrence, P.E., General Manager *DL*

**PREPARED BY:** Kim Booth, Administrative Assistant *KB*

**REVIEWED BY:** Bridgette Burton, Management Analyst *BB*

**SUBJECT:** Committee Assignments

**BACKGROUND & DISCUSSION:**

The Governing Board has created three permanent committees to review specific agency functions, activities, and/or operations. Two Board Members will be appointed to each committee. The term for permanent committees is March 1 through February 28 (12-month cycle) unless the Chair extends this term. The time commitment for these committees is normally minimal and expected to be less than six meetings per year with travel typically limited to within the Big Bear Valley.

Currently Chair Caretto and Vice Chair Green reside on the Administrative Committee, Secretary Oxandaboure and Director Herrick reside on the Finance Committee, and Director Herrick and Director Miller reside on the Operations Committee.

Chair Caretto will begin opening nominations for the following committees:

Administrative Committee – This permanent committee is tasked with providing advice to the Governing Body regarding meetings with the General Manager, evaluating the General Manager’s performance, participating in the development and hiring of managerial level employees, and other tasks as assigned by the Governing Body.

Finance Committee – This permanent committee is tasked with providing advice to the Governing Body regarding the draft budget, audit process, rates and fees and proposed changes, check approval/signing process, and other tasks as assigned by the Governing Body.

Moved: \_\_\_\_\_ Second: \_\_\_\_\_ Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain/Absent: \_\_\_\_\_

Approved Date: \_\_\_\_\_ Witness: \_\_\_\_\_

Secretary of the Governing Board

Operations Committee –This permanent committee is tasked with providing advice to the Governing Body regarding new facilities and capital expenditures, inter-governmental relationships, regulatory agencies, and other tasks as assigned by the Governing Body.

A second will be offered, followed by a vote of the Governing Board. The same procedure will be utilized for each committee. The designated officers will assume their newly appointed positions March 1, 2020.

**FINANCIAL IMPACT:**

No financial impact.

**RECOMMENDATION:**

Appointment of two Board Members each to the Administrative, Finance, and Operations Committees.