

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

March 25, 2020

Due to Executive Order N-29-20, there was no physical location for members of the public to participate. Members of the public were able to listen and provide public comments telephonically during the Public Forum by calling the following number: 1-646-813-7095, using Participant Code 118-053-371-02.

1. CALL TO ORDER

A Regular Meeting of the Governing Board of the Big Bear Area Regional Wastewater Agency was called to order by Chair Green at 5:00 p.m. on March 25, 2020. Chair Green confirmed the Governing Board meeting was conducted pursuant to California Government Code Section 54953 and Governor Newsome's Executive Order N-29-20. No Board Member expressed doubt that the Board Members participating by teleconference were not so.

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

None

STAFF MEMBERS PRESENT

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

2. PLEDGE OF ALLEGIANCE

Dispensed

3. PRESENTATIONS AND INTRODUCTIONS

None

4. APPROVAL OF THE AGENDA

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

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

5. CONSENT CALENDAR

5.A. Minutes of Budget Workshop, Special, and Regular Meetings on February 26, 2020

5.B. Monthly Expenses

5.C. Governing Board Member Reimbursement

5.D. Investment Report

5.E. Operations and Connections Report

5.F. Accept as Complete - Emergency Bar Screen Replacement Project

5.G. COVID-19 Risk Minimization and Outbreak Response Plan

Upon motion by Vice Chair Miller, seconded by Director Caretto and carried, the Governing Board approved the Consent Calendar as presented with the exception of removing Item 5.G. for further discussion.

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

6. ITEMS REMOVED FROM THE CONSENT CALENDAR

5.G. COVID-19 Risk Minimization and Outbreak Response Plan

Director Caretto pulled this item from the Consent Calendar to clarify this plan was informational only and did not need Governing Board approval for implementation. Mr. Lawrence confirmed this item is informational only and would be considered as a receive and file item.

Upon motion by Director Caretto, seconded by Secretary Oxandaboure and carried, the Governing Board approved to receive and file Item 5.G.

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

7. **PUBLIC FORUM RESPONSE**

None

8. **PUBLIC FORUM**

No comments

9. **OLD BUSINESS**

None

10. **NEW BUSINESS**

10.A. Public Hearing: Resolution No. R. 03-2020, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Adopting the Operating and Capital Budget for Fiscal Year 2021, Approving Budgeted Projects and Finding Approval of the Budget and Budgeted Projects Exempt from Review Under the California Environmental Quality Act

Chair Green opened the public hearing at 5:12 p.m. With no comment from the public, the public hearing closed at 5:13 p.m. Ms. McCullar explained the proposed budget was modified per Governing Board direction to decrease the proposed sewer user fee from \$225.80 per equivalent dwelling unit to \$225.24 per equivalent dwelling unit, resulting in an annual increase of 3.9% in the sewer user fee compared to a 4.2% proposed increase. There have been no other changes to the budget since the Budget Workshop.

Motion to adopt Resolution No. R. 03-2020, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Adopting the Operating and Capital Budget for Fiscal Year 2021, Approving Budgeted Projects and Finding Approval of the Budget and Budgeted Projects Exempt from Review Under the California Environmental Quality Act by Director Caretto, with a second by Secretary Oxandaboure.

Chair Green opened the meeting to Board Members for comments and discussion. Vice Chair Miller inquired if this item approves the budget only and not the various rate increases. Ms. McCullar explained the rates are included in the budget and the rate increases cannot take effect without the approval of the associated resolutions. Discussion ensued between the Governing Board and staff. The Governing Board requested staff to present multiple rate options, including a

0% rate increase, at a Special Meeting before the April 22, 2020 Regular Board Meeting.

Director Caretto offered an amendment to strike out the original motion and substitute with a motion to postpone items 10.A. – 10.D. to the April 22, 2020 Regular Board Meeting, which was seconded by Director Herrick and carried; the Governing Board approved to postpone items 10.A. – 10.D. to the April 22, 2020 Regular Board Meeting.

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

10.B. Public Hearing: Resolution No. R. 04-2020, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Establishing the Sewer User Charge and Taking Certain Other Actions Related Thereto

Item postponed to the April 22, 2020 Regular Board Meeting.

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

10.C. Resolution No. R. 05-2020, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Clarifying the Fiscal Year 2021 Sewer Standby or Immediate Availability Charges

Item postponed to the April 22, 2020 Regular Board Meeting.

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

10.D. Public Hearing: Resolution No. R. 06-2020, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency to Increase the Current Fee Schedule for the Disposal of Waste Delivered to the Regional Treatment Plant

Item postponed to the April 22, 2020 Regular Board Meeting.

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

10.E. Organizational Structure and Classification Plan

Mr. Lawrence discussed recommendations by the Administrative Committee to the organizational structure which included removal of two positions, reclassification of the Plant Maintenance Supervisor to Plant Supervisor, and retitling Plant Operator to Plant Operator II with a revised certification requirement. Discussion ensued between the Governing Board and staff.

Upon motion by Vice Chair Miller, seconded by Director Herrick and carried, the Governing Board approved the implementation of the classification plan, Plant Supervisor class specifications (job description), Plant Operator II class specifications (job description), and the Organizational Chart.

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

10.F. Compensation Study Annual Update

Ms. McCullar explained this item was reviewed by the Administrative Committee and establishes uniform practices for periodic compensation studies and implements adjustments to pay ranges based on the policy parameters. Discussion ensued between the Governing Board and staff.

Upon motion by Director Caretto, seconded by Vice Chair Miller and carried, the Governing Board approved the recommended changes to the Plant Manager and Plant Operator-in-Training pay ranges, freezing the pay range of the HR Coordinator/Accounting Technician, and establishment of the Compensation Studies policy.

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

10.G. Pay Schedule

Mr. Lawrence explained the pay schedule reflects adjustments per the classification plan and updated compensation study. Discussion ensued between the Governing Board and staff.

Upon motion by Vice Chair Miller, seconded by Secretary Oxandaboure and carried, the Governing Board approved the publicly available Pay Schedule.

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

11. INFORMATION/COMMITTEE REPORTS

11.A. Administrative Committee Meeting Update

Director Caretto updated the Governing Board on the March 19, 2020 Administrative Committee Meeting. The Committee reviewed the organizational structure, position titles and job descriptions, temporary pay, and the Compensation and Classification Study.

12. ADJOURNMENT

With no further business to come before the Governing Board, Chair Green adjourned the meeting at 5:57 p.m.

ATTEST:

DocuSigned by:

Karyn Oxandaboure

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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