

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

June 24, 2020

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

1-213-443-6768, Conference ID: 382 014 07#  
or joining online by clicking the meeting link at [www.bbarwa.org](http://www.bbarwa.org).

**1. CALL TO ORDER**

A Regular Meeting of the Governing Board of the Big Bear Area Regional Wastewater Agency was called to order by Chair Green at 5:10 p.m. on June 24, 2020. Chair Green confirmed the Governing Board meeting was conducted pursuant to California Government Code Section 54953 and Governor Newsome's Executive Order N-25-20 and 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  
Kim Booth, Administrative Assistant

**2. PLEDGE OF ALLEGIANCE**

Dispensed

**3. PRESENTATIONS AND INTRODUCTIONS**

None

**4. APPROVAL OF THE AGENDA**

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

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

**5. CONSENT CALENDAR**

- 5.A. Minutes of Regular Meeting on May 27, 2020**
- 5.B. Monthly Expenses**
- 5.C. Governing Board Member Reimbursement**
- 5.D. Investment Report**
- 5.E. Operations and Connections Report**
- 5.F. Resolution No. R. 08-2020, A Resolution of the Big Bear Area Regional Wastewater Agency Amending and Adopting Local Guidelines for Implementing the California Environmental Quality Act (Public Resources Code §§ 21000 et seq.)**
- 5.G. Resolution No. R. 09-2020, A Resolution of the Big Bear Area Regional Wastewater Agency Authorizing Agents to Engage with the Federal Emergency Management Agency and the Governor’s Office of Emergency Services Regarding the Application and Receipt of State or Federal Public Grant Assistance by the Agency**

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

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

**6. ITEMS REMOVED FROM THE CONSENT CALENDAR**

None

**7. PUBLIC FORUM RESPONSE**

None

**8. PUBLIC FORUM**

No comments

9. **OLD BUSINESS**

**9.A. Ordinance No. O. 01-2020, An Ordinance of the Governing Board of the Big Bear Area Regional Wastewater Agency Establishing Bidding Procedures in Accordance with the Uniform Public Construction Cost Accounting Act (Public Contract Code 22000 Et. Seq.) – Second Read and Approval**

Ms. McCullar discussed the Board approval of a resolution (No. R. 07-2020) opting BBARWA into the Uniform Public Construction Cost Accounting Act and introduction and first read of Ordinance No. O. 01-2020 during the May 27, 2020 Regular Board meeting. Discussion ensued between the Governing Board and staff.

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

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

Upon motion by Director Caretto, seconded by Vice Chair Miller and carried, the Governing Board approved Ordinance No. O. 01-2020.

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

10. **NEW BUSINESS**

**10.A. Authorization to Award – Oxidation Ditch Shaft Replacement Project**

Mr. Lawrence explained the project came before the Board in February 2020 for purchase of equipment. The Agency received three bids for the installation, with the lowest responsive bidder being S. Porter. Inc. with a bid amount of \$24,120. Discussion ensued between the Governing Board and staff.

Upon motion by Director Caretto, seconded by Director Herrick and carried, the Governing Board approved to award a contract to S. Porter, Inc. in the amount of \$24,120 for the Oxidation Ditch Shaft Replacement Project and authorized the General Manager to execute the contract documents.

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

**10.B. FY 2020 OPEB Lump-Sum Contribution**

Ms. McCullar presented background information on the OPEB lump-sum contributions. The Agency budgeted for a lump-sum OPEB contribution of \$200,000 during FY 2020, as part of a 5-year plan approved by the Governing Board to increase the funded ratio of the Agency's OPEB liability. Discussion between the Governing Board and staff.

Upon motion by Director Caretto, seconded by Vice Chair Miller and carried, the Governing Board approved the FY 2020 \$200,000 OPEB lump-sum contribution.

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

**11. INFORMATION/COMMITTEE REPORTS**

**12. CLOSED SESSION**

Entered closed session at 5:55 p.m. with one closed session item to be reviewed.

**12.A. Public Employee Performance Evaluation  
Pursuant to Government Code Section 54957(b)(1)  
Title: General Manager**

Chair Green reconvened open session at 6:20 p.m. with the following reportable action:

- 5.0% increase (2.9% COLA plus 2.1% merit); hourly rate increase to \$94.48;
- additional \$100,000 life insurance policy at the cost of \$1,600 per year; and
- modification of the General Manager contract to include a COLA increase each year.

13. **ADJOURNMENT**

With no further business to come before the Governing Board, Chair Green adjourned the meeting at 6:22 p.m.

ATTEST: *Karyn Oxandaboure*

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

*Kim Booth*

Kim Booth, Administrative Assistant  
Big Bear Area Regional Wastewater Agency