

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

Regular Meeting of

January 23, 2019

At

5:00 p.m.

121 Palomino Drive

Big Bear City, California

1. Call to Order

2. Pledge of Allegiance

3. Presentations and Introduction

A. Justin Ploense – 5 Year Recognition

4. Approval of the 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 detailed discussion is necessary, any Board Member may request that an item be removed from the Consent Calendar and considered separately.

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

B. Monthly Expenses – Informational

C. Governing Board Member Reimbursement – Approve

D. Investment Report – Informational

E. Operations and Connections Report– Informational

6. Items Removed from the 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 any individual may provide public testimony during a meeting is fifteen minutes and the public testimony shall be limited to thirty minutes for all speakers. Whenever a group of persons wishes to address the Board on the same item, the Chairman or the Board by majority vote may request a spokesperson be chosen for the group or limit the number of such persons addressing the Board. Since discussion of an item not on the posted agenda is not allowed, these concerns may be addressed in a future meeting under “Public Forum Response.”

9. Old Business – None

10. New Business

- A. Appropriate \$35,853 for Emergency Repairs and Replacements – Discussion and Possible Action
- B. Appropriate \$5,900 for Operation and Control Building Fire Alarm System Design Plans – Discussion and Possible Action

11. Information/Committee Reports

- A. General Manager Update on Emergency Work at the Lucerne Valley Reuse Facility
- B. Report on ACWA Conference – Rick Herrick

12. Closed Session

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

13. 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 to view and/or print the Agenda Package

BIG BEAR AREA REGIONAL WASTEWATER AGENCY
Special Board Meeting
Minutes
December 5, 2018

1. Call to Order

A special meeting of the Governing Board of the Big Bear Area Regional Wastewater Agency was held on Wednesday, December 5, 2018 at 5:00 p.m. at 121 Palomino Drive, Big Bear City, California.

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

Absent: None

Staff present: David Lawrence, General Manager; Jennifer McCullar, Finance Manager; Jan Guy, Plant Manager; Sonja Kawa, Human Resource Coordinator/Accounting Technician; Kyle Burnett, Plant Operator; Ryan Connelly, Plant Operator; Sam Essex, Plant Operator; Nick Josenhans, Plant Operator; Nikki Crumpler, Laboratory Analysis; Bridgette Burton, Management Analysis; and Kim Booth, Administrative Assistant

Others: Liz Harris, Big Bear Lake

2. Pledge of Allegiance

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

3. Presentations and Introduction:

- A. Mr. Ploense was unable to attend; this item was tabled.
- B. Mr. Lawrence presented Mr. Connelly with his one-year pin and thanked him for his service and job well done.
- C. Mr. Lawrence discussed Ms. Harris's years of service with the Agency and thanked her for her service, followed by each Governing Board Member and staff.

4. Approval of the Agenda

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

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

Mr. Green made a motion to begin intermission, seconded by Director Herrick and carried, the Governing Board approved to adjourn the meeting at 5:17 p.m., re-adjourned meeting at 5:32 p.m.

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

- A. Minutes of Regular Meeting on October 24, 2018 – Approved
- B. Monthly Expenses – Informational
- C. Governing Board Member Reimbursement – Approved
- D. Investment Report – Informational
- E. Operations and Connections Report– Informational
- F. First Quarter Report, Three Months Ended September 30, 2018– Informational
- G. Accept as Complete - Reconstruction of the North and South Horseshoe Ponds – Approved
- H. Personnel Policies & Procedures Manual Revisions – Approved

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

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

7. **Public Forum Response**:

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

9. **Old Business**: None

10. **New Business**

- A. Mr. Lawrence requested to transfer \$76,000 from the Belt Press Project to the Solids Separation Building Improvements. The funding was initially included with the Belt Press Project. For accounting purposes, Mr. Lawrence is requesting the funding be re-allocated to the building improvements. Discussion ensued between the Governing Board

and staff. Upon motion by Director Caretto, seconded by Director Oxandaboure and carried, the Governing Board approved staff recommendations.

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

B. Mr. Lawrence explained that he would like to schedule the Budget Workshop on February 27th. There were scheduling conflicts with Governing Board Members, discussion ensued with alternate dates. Upon motion by Director Caretto, seconded by Director Herrick and carried the Governing Board approved to schedule the budget workshop on March 6, 2019, 10:00 a.m. – 2:00 p.m.

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

C. Mr. Lawrence explained that with Secretary Harris' departure, the secretary position will need to be filled. Upon motion by Chairman Green, seconded by Director Caretto and carried, the Governing Board approved Director Oxandaboure as the Secretary Pro Tem.

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

11. Information/Committee Reports

A. Mr. Lawrence updated to the Governing Board on the emergency work at the Lucerne Valley Reuse Facility. It is anticipated Mr. Lawrence will bring the Notice of Completion to the Governing Board at the January board meeting.

12. Closed Session

Entered closed session at 5:13 p.m. with two closed session items to be reviewed. Director Herrick recused himself from the pending litigation regarding Bear Valley Electric.

A. Conference with Legal Counsel Pending Litigation – Government Code 54956.9(a)
An Application before the California Public Utilities Commission of Golden State Water Company, on behalf of its Bear Valley Electric Services Division; California Public Utilities Commission Proceeding 54956.9 (d)(4)

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

Chairman Green reconvened open session at 7:45 p.m., with no reportable action

13. Adjournment

With no further business to come before the Governing Board, Chairman Green adjourned the meeting at 7:47 p.m.

ATTEST: _____
Karyn Oxandaboure, Secretary Pro Tem 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
John Green – Chairman
David Caretto – Vice Chairman
Karyn Oxandaboure – Secretary Pro Tem
Rick Herrick – Director
Vacant – Director

AGENDA ITEM: 5.B

MEETING DATE: January 23, 2019

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

SUBJECT: Monthly Expenses

BACKGROUND:

Attached are the Agency's November and December check registers which reflect accounts paid during the period.

FINANCIAL IMPACT:

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

RECOMMENDATION:

Informational

Moved: _____ Second: _____ Aye: _____ Nay: _____ Abstain/Absent: _____

Approved Date: _____ Witness: _____

Secretary of the Governing Board

Big Bear Area Regional Wastewater Agency
Check Register
For the Period From Nov 1, 2018 to Nov 30, 2018

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

Check #	Date	Payee	Cash Account	Amount
CASH 1990	11/1/18	AMERICAN FIDELITY ASSURANCE CO	1000-20	786.44
CASH 1991	11/2/18	LEGALSHIELD	1000-20	199.40
CASH 1992	11/2/18	PRINCIPAL FINANCIAL GROUP	1000-20	2,293.28
CASH 2015	11/2/18	CALPERS HEALTH	1000-20	30,340.28
CASH 1993	11/5/18	VISION SERVICE PLAN	1000-20	301.84
CASH 1994	11/5/18	AMERICAN FIDELITY ASSURANCE CO	1000-20	593.72
CASH 1995	11/5/18	LINCOLN NATIONAL LIFE INSURANCE CO.	1000-20	1,102.00
CASH 1996	11/5/18	CALPERS RETIREMENT	1000-20	1,898.71
CASH 1997	11/5/18	CA PERS 457 PROGRAM	1000-20	2,684.13
CASH 1998	11/5/18	THE LINCOLN NAT'L LIFE INS CO	1000-20	2,948.32
CASH 1999	11/5/18	CALPERS RETIREMENT	1000-20	6,651.00
CASH 2000	11/6/18	EMPLOYMENT DEVELOPMENT DEPARTMENT	1000-20	1,714.64
CASH 2001	11/6/18	INTERNAL REVENUE SERVICE	1000-20	5,734.02
CASH 2002	11/7/18	INTERNAL REVENUE SERVICE	1000-20	133.85
18894	11/8/18	ACCENT COMPUTER SOLUTIONS, INC.	1000-20	1,288.28
18895	11/8/18	ACCU-SOURCE	1000-20	69.00
18896	11/8/18	NANCY SANTILLAN	1000-20	225.00
18897	11/8/18	AG TECH LLC	1000-20	20,760.57
18898	11/8/18	ALLISON MECHANICAL, INC.	1000-20	1,807.00
18899	11/8/18	AMAZON CAPITAL SERVICES	1000-20	624.84
18900	11/8/18	ARAMARK UNIFORM SERVICES	1000-20	1,265.84
18901	11/8/18	BEST BEST & KRIEGER	1000-20	1,579.93
18902	11/8/18	BIG BEAR CITY COMMUNITY SERVICES DIST.	1000-20	666.36
18903	11/8/18	BIG BEAR CHAMBER OF COMMERCE	1000-20	855.00
18904	11/8/18	BRITHNEE ELECTRIC	1000-20	2,661.43
18905	11/8/18	BUTCHER'S BLOCK & BUILDING	1000-20	814.06
18906	11/8/18	BEAR VALLEY ELECTRIC	1000-20	7,048.69
18907	11/8/18	BEAR VALLEY PRINTING	1000-20	10.78
18908	11/8/18	CAR QUEST OF BIG BEAR	1000-20	1,370.86
18909	11/8/18	CA DEBT & INVESTMT ADVISORY COMMISSION	1000-20	440.00
18910	11/8/18	CWEA	1000-20	585.00
18911	11/8/18	UNDERGROUND SERVICE ALERT	1000-20	105.70

Big Bear Area Regional Wastewater Agency
Check Register
For the Period From Nov 1, 2018 to Nov 30, 2018

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

Check #	Date	Payee	Cash Account	Amount
18912	11/8/18	DIY HOME CENTER-BIG BEAR	1000-20	164.43
18913	11/8/18	DEPARTMENT OF TOXIC SUBSTANCES CONTRO	1000-20	7.50
18914	11/8/18	DIRECT TV	1000-20	45.99
18915	11/8/18	DEPARTMENT OF WATER & POWER	1000-20	57.91
18916	11/8/18	EVANTEC CORPORATION	1000-20	383.58
18917	11/8/18	FERGUSON ENTERPRISES, INC.	1000-20	1,680.08
18918	11/8/18	FLYERS ENERGY	1000-20	1,452.68
18919	11/8/18	FRONTIER COMMUNICATIONS	1000-20	684.91
18920	11/8/18	GEIGER SUPPLY, INC	1000-20	92.34
18921	11/8/18	GOLDEN BELL PRODUCTS INC	1000-20	610.30
18922	11/8/18	GRAINGER	1000-20	2,552.54
18923	11/8/18	HD INDUSTRIES	1000-20	368.18
18924	11/8/18	MICHAEL HOHL MOTOR COMPANY	1000-20	8,605.98
18925	11/8/18	HUGHESNET	1000-20	69.99
18926	11/8/18	JOHN LISEE PUMPS INC	1000-20	320.00
18927	11/8/18	LYNN MERRILL & ASSOCIATES, INC.	1000-20	1,807.48
18928	11/8/18	NAPA AUTO PARTS	1000-20	522.08
18929	11/8/18	NATIVESCAPES INC	1000-20	446.00
18930	11/8/18	CONSTANCE M. ALVARADO	1000-20	55.00
18931	11/8/18	STEVEN T. PORTER	1000-20	10,999.00
18932	11/8/18	QUILL	1000-20	73.06
18933	11/8/18	REBEL OIL CO., INC.	1000-20	2,503.79
18934	11/8/18	SAN BERNARDINO COUNTY FIRE PROTECTION	1000-20	1,431.00
18935	11/8/18	SEQUOIA ENGINEERING CORPORATION	1000-20	3,901.41
18936	11/8/18	RYAN R. ABELN	1000-20	960.84
18937	11/8/18	USA BLUEBOOK	1000-20	4,021.71
18938	11/8/18	BRIDGETTE BURTON	1000-20	50.00
18939	11/8/18	JANICE M. DRAKE-GUY	1000-20	50.00
18940	11/8/18	DAVID LAWRENCE	1000-20	50.00
18941	11/8/18	JENNIFER MCCULLAR	1000-20	50.00
CASH 2003	11/9/18	INTERNAL REVENUE SERVICE	1000-20	64.48
CASH 2004	11/15/18	COMPASS BANK	1000-20	54,948.89

Big Bear Area Regional Wastewater Agency
Check Register
For the Period From Nov 1, 2018 to Nov 30, 2018

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

Check #	Date	Payee	Cash Account	Amount
CASH 2005	11/15/18	COMPASS BANK	1000-20	288,041.8
CASH 2006	11/19/18	AMERICAN FIDELITY ASSURANCE CO	1000-20	593.72
CASH 2007	11/19/18	CALPERS RETIREMENT	1000-20	2,350.50
CASH 2008	11/19/18	CA PERS 457 PROGRAM	1000-20	2,707.32
CASH 2009	11/19/18	THE LINCOLN NAT'L LIFE INS CO	1000-20	3,017.89
CASH 2010	11/19/18	CALPERS RETIREMENT	1000-20	6,633.35
CASH 2011	11/19/18	EMPLOYMENT DEVELOPMENT DEPARTMENT	1000-20	1,854.71
CASH 2012	11/20/18	INTERNAL REVENUE SERVICE	1000-20	5,744.64
18872V	11/21/18	DAVID LAWRENCE	1000-20	-102.35
18942	11/26/18	ALL PROTECTION ALARM	1000-20	577.10
18943	11/26/18	AMAZON CAPITAL SERVICES	1000-20	659.96
18944	11/26/18	ARROWHEAD	1000-20	176.56
18945	11/26/18	BEST BEST & KRIEGER	1000-20	6,429.66
18946	11/26/18	BUSINESS CARD	1000-20	4,203.15
18947	11/26/18	BEAR VALLEY PAVING, INC.	1000-20	78,757.50
18948	11/26/18	CALOLYMPIC SAFETY	1000-20	1,267.53
18949	11/26/18	CLINICAL LAB OF SAN BERNARDINO	1000-20	65.00
18950	11/26/18	JOHN CONNELLY	1000-20	100.00
18951	11/26/18	COUNTY OF SAN BERNARDINO SOLID WASTE M	1000-20	760.94
18952	11/26/18	CUMMINS CAL PACIFIC HOLDING, LLC	1000-20	2,338.56
18953	11/26/18	CWEA TCP/MEMBERSHIP	1000-20	185.00
18954	11/26/18	DUN & BRADSTREET CREDIBILITY CORP	1000-20	1,099.00
18955	11/26/18	FEDEX	1000-20	27.34
18956	11/26/18	JANICE M. DRAKE-GUY	1000-20	182.15
18957	11/26/18	HUGHESNET	1000-20	125.56
18958	11/26/18	INLAND SPECIALTIES, INC.	1000-20	287.18
18959	11/26/18	J.G. TUCKER & SON, INC.	1000-20	14,848.65
18960	11/26/18	JUST ENERGY SOLUTIONS INC.	1000-20	14,904.61
18961	11/26/18	SONJA KAWA	1000-20	266.01
18962	11/26/18	KMART STORE #7653	1000-20	32.18
18963	11/26/18	DAVID LAWRENCE	1000-20	102.35
18964	11/26/18	RANDY J. SPITZ	1000-20	107.22

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

For the Period From Nov 1, 2018 to Nov 30, 2018

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

Check #	Date	Payee	Cash Account	Amount
18965	11/26/18	NATIVESCAPES INC	1000-20	40.00
18966	11/26/18	PETTY CASH	1000-20	320.37
18967	11/26/18	QUILL	1000-20	474.13
18968	11/26/18	ROGERS, ANDERSON, MALODY & SCOTT, LLP	1000-20	2,459.00
18969	11/26/18	SOUTHERN CALIFORNIA EDISON	1000-20	61.20
18970	11/26/18	SERVICEMASTER 360 PREMIER CLEANING	1000-20	649.53
18971	11/26/18	SOUTHWEST GAS CORP	1000-20	8,493.11
18972	11/26/18	SOUTHWEST GAS	1000-20	694.10
18973	11/26/18	SWRCB - DRINKING WATER PROGRAM FEES	1000-20	176.00
18974	11/26/18	SWRCB - ANNUAL FEES	1000-20	1,400.00
18975	11/26/18	SWRCB-WWOC	1000-20	170.00
18976	11/26/18	THINGS REMEMBERED	1000-20	164.86
18977	11/26/18	VALLEY POWER SYSTEMS, INC	1000-20	2,755.24
18978	11/26/18	VERIZON WIRELESS	1000-20	290.21
18979	11/26/18	KEN WILLIS CONSTRUCTION	1000-20	1,548.75
18980	11/26/18	WATER SYSTEMS CONSULTING, INC.	1000-20	628.75
18981	11/26/18	XYLEM DEWATERING SOLUTIONS, INC.	1000-20	1,368.43
18982	11/26/18	RICHARD T. HERRICK	1000-20	364.37
CASH 2013	11/29/18	LEGALSHIELD	1000-20	180.45
CASH 2014	11/29/18	AMERICAN FIDELITY ASSURANCE CO	1000-20	786.44
Total				<u>659,960.9</u>

Big Bear Area Regional Wastewater Agency
Check Register
For the Period From Dec 1, 2018 to Dec 31, 2018

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

Check #	Date	Payee	Cash Account	Amount
CASH 2016	12/3/18	CALPERS RETIREMENT	1000-20	2,473.57
CASH 2017	12/3/18	CA PERS 457 PROGRAM	1000-20	2,707.32
CASH 2018	12/3/18	THE LINCOLN NAT'L LIFE INS CO	1000-20	3,017.89
CASH 2019	12/3/18	CALPERS RETIREMENT	1000-20	6,756.63
CASH 2020	12/4/18	EMPLOYMENT DEVELOPMENT DEPARTMENT	1000-20	2,113.01
CASH 2021	12/4/18	INTERNAL REVENUE SERVICE	1000-20	6,404.75
CASH 2022	12/4/18	CALPERS HEALTH	1000-20	33,536.71
CASH 2023	12/5/18	VISION SERVICE PLAN	1000-20	323.40
CASH 2024	12/5/18	LINCOLN NATIONAL LIFE INSURANCE CO.	1000-20	1,265.37
18983	12/11/18	ACCENT COMPUTER SOLUTIONS, INC.	1000-20	2,417.58
18984	12/11/18	AG TECH LLC	1000-20	19,141.72
18985	12/11/18	ALLISON MECHANICAL, INC.	1000-20	1,142.16
18986	12/11/18	AMAZON CAPITAL SERVICES	1000-20	2,065.28
18987	12/11/18	ARAMARK UNIFORM SERVICES	1000-20	1,021.20
18988	12/11/18	ASBURY ENVIRONMENTAL SERVICE	1000-20	150.00
18989	12/11/18	BEST BEST & KRIEGER	1000-20	21,170.29
18990	12/11/18	BIG BEAR CITY COMMUNITY SERVICES DIST.	1000-20	511.04
18991	12/11/18	BRIDGETTE BURTON	1000-20	50.00
18992	12/11/18	BUTCHER'S BLOCK & BUILDING	1000-20	395.21
18993	12/11/18	BEAR VALLEY ELECTRIC	1000-20	16,940.83
18994	12/11/18	BEAR VALLEY PAVING, INC.	1000-20	25,734.80
18995	12/11/18	CAR QUEST OF BIG BEAR	1000-20	112.83
18996	12/11/18	CLINICAL LAB OF SAN BERNARDINO	1000-20	65.00
18997	12/11/18	CALIFORNIA SPECIAL DISTRICTS ASSOC	1000-20	7,252.00
18998	12/11/18	DEPT OF PUBLIC WORKS	1000-20	230.00
18999	12/11/18	DOUGLAS CULBERT	1000-20	318.10
19000	12/11/18	DADDY'S PEST CONTROL	1000-20	150.00
19001	12/11/18	UNDERGROUND SERVICE ALERT	1000-20	34.75
19002	12/11/18	DIY HOME CENTER-BIG BEAR	1000-20	359.71
19003	12/11/18	DIRECT TV	1000-20	45.99
19004	12/11/18	DEPARTMENT OF WATER & POWER	1000-20	54.01
19005	12/11/18	EMPLOYMENT DEVELOPMENT DEPT	1000-20	2,257.00

Big Bear Area Regional Wastewater Agency
Check Register
For the Period From Dec 1, 2018 to Dec 31, 2018

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

Check #	Date	Payee	Cash Account	Amount
19006	12/11/18	ENVIRONMENTAL OUTSOURCE, INC.	1000-20	950.00
19007	12/11/18	EVANTEC CORPORATION	1000-20	1,148.55
19008	12/11/18	FEDEX	1000-20	22.19
19009	12/11/18	FLO-SYSTEMS, INC.	1000-20	14,946.00
19010	12/11/18	FLYERS ENERGY	1000-20	572.44
19011	12/11/18	FRONTIER COMMUNICATIONS	1000-20	685.82
19012	12/11/18	GEIGER SUPPLY, INC	1000-20	93.77
19013	12/11/18	GRAINGER	1000-20	841.52
19014	12/11/18	JANICE M. DRAKE-GUY	1000-20	50.00
19015	12/11/18	HAZ MAT TRANS, INC.	1000-20	505.00
19016	12/11/18	IEPMA-HR	1000-20	25.00
19017	12/11/18	INTERNATIONAL INSTITUTE OF MUNICIPAL	1000-20	170.00
19018	12/11/18	NICHOLAS JOSENHANS	1000-20	221.39
19019	12/11/18	LAKESIDE EQUIPMENT CORP	1000-20	38,790.00
19020	12/11/18	DAVID LAWRENCE	1000-20	50.00
19021	12/11/18	JENNIFER MCCULLAR	1000-20	50.00
19022	12/11/18	NAPA AUTO PARTS	1000-20	1,055.59
19023	12/11/18	CONSTANCE M. ALVARADO	1000-20	55.00
19024	12/11/18	PITNEY BOWES GLOBAL FINANCIAL SERVICES	1000-20	135.98
19025	12/11/18	PITNEY BOWES RESERVE ACCOUNT	1000-20	500.00
19026	12/11/18	NICANOR M. LAUREL	1000-20	1,500.00
19027	12/11/18	PROGRESSIVE BUSINESS PUBLICATIONS	1000-20	299.00
19028	12/11/18	ROI ENGINEERING LLC	1000-20	1,634.00
19029	12/11/18	SAFETY-KLEEN	1000-20	284.12
19030	12/11/18	RYAN R. ABELN	1000-20	3,856.24
19031	12/11/18	SPECTRUM BUSINESS	1000-20	1,267.15
19032	12/11/18	SUPPORT PRODUCT SERVICES, INC.	1000-20	23,591.03
19033	12/11/18	SWRCB - ANNUAL FEES	1000-20	138,092.0
19034	12/11/18	USDA, FOREST SERVICE	1000-20	2,183.27
19035	12/11/18	VALERO MARKETING & SUPPLY CO	1000-20	125.19
19036	12/11/18	VALLEY POWER SYSTEMS, INC	1000-20	664.13
19037	12/11/18	WATER SYSTEMS CONSULTING, INC.	1000-20	86,326.57

**Big Bear Area Regional Wastewater Agency
Check Register
For the Period From Dec 1, 2018 to Dec 31, 2018**

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

Check #	Date	Payee	Cash Account	Amount
19038	12/11/18	XYLEM DEWATERING SOLUTIONS, INC.	1000-20	5,614.41
19039	12/11/18	DAVID A. CARETTO	1000-20	150.00
19040	12/11/18	JOHN GREEN	1000-20	150.00
19041	12/11/18	RICHARD T. HERRICK	1000-20	114.85
19042	12/11/18	KARYN K. OXANDABOURE	1000-20	150.00
CASH 2025	12/17/18	CALPERS RETIREMENT	1000-20	109.30
CASH 2026	12/17/18	AMERICAN FIDELITY ASSURANCE CO	1000-20	593.72
CASH 2027	12/17/18	CALPERS RETIREMENT	1000-20	2,350.50
CASH 2028	12/17/18	CALPERS RETIREMENT	1000-20	6,700.53
CASH 2029	12/18/18	EMPLOYMENT DEVELOPMENT DEPARTMENT	1000-20	1,874.83
CASH 2030	12/18/18	CA PERS 457 PROGRAM	1000-20	2,707.32
CASH 2031	12/18/18	THE LINCOLN NAT'L LIFE INS CO	1000-20	3,519.33
CASH 2032	12/18/18	INTERNAL REVENUE SERVICE	1000-20	5,849.01
19043	12/26/18	ACCENT COMPUTER SOLUTIONS, INC.	1000-20	2,417.58
19044	12/26/18	ALLISON MECHANICAL, INC.	1000-20	1,515.28
19045	12/26/18	ARROWHEAD	1000-20	185.55
19046	12/26/18	BUSINESS CARD	1000-20	3,963.35
19047	12/26/18	BRITHNEE ELECTRIC	1000-20	1,080.40
19048	12/26/18	CANON SOLUTIONS AMERICA, INC.	1000-20	743.08
19049	12/26/18	ESTRADA'S CONST, LANDSCAPING & FENCING	1000-20	1,200.00
19050	12/26/18	EVANTEC CORPORATION	1000-20	29.59
19051	12/26/18	JUST ENERGY SOLUTIONS INC.	1000-20	6,822.19
19052	12/26/18	RANDY J. SPITZ	1000-20	89.19
19053	12/26/18	POLYDYNE INC	1000-20	6,874.17
19054	12/26/18	SOUTHERN CALIFORNIA EDISON	1000-20	60.15
19055	12/26/18	SCHRODER & SON, INC.	1000-20	1,000.00
19056	12/26/18	SERVICEMASTER 360 PREMIER CLEANING	1000-20	649.53
19057	12/26/18	SUPPORT PRODUCT SERVICES, INC.	1000-20	3,465.66
19058	12/26/18	SOUTHWEST GAS CORP	1000-20	5,546.83
19059	12/26/18	SOUTHWEST GAS	1000-20	1,334.38
19060	12/26/18	NANCY R. BOHL, INC.	1000-20	120.00
19061	12/26/18	VERIZON WIRELESS	1000-20	985.65

Big Bear Area Regional Wastewater Agency
Check Register
For the Period From Dec 1, 2018 to Dec 31, 2018

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

Check #	Date	Payee	Cash Account	Amount
19062	12/26/18	WINZER CORP	1000-20	413.10
19063	12/26/18	WATER SYSTEMS CONSULTING, INC.	1000-20	8,458.75
19064	12/26/18	XYLEM DEWATERING SOLUTIONS, INC.	1000-20	4,326.06
19065	12/26/18	BARBARA WILLIS	1000-20	258.83
19066	12/26/18	DONALD HOBBS	1000-20	224.41
19067	12/26/18	DONNA REPP	1000-20	258.83
19068	12/26/18	FRANCIS HOBBS	1000-20	1,627.01
19069	12/26/18	FREDERICK UHLER	1000-20	1,551.56
19070	12/26/18	GERALD M. RANG	1000-20	258.83
19071	12/26/18	JOSEPH PASSALAUQA	1000-20	810.02
19072	12/26/18	KENNETH WARNER	1000-20	1,102.61
19073	12/26/18	NANCY LAUGHLIN	1000-20	1,678.58
19074	12/26/18	RONALD ROBERTS	1000-20	518.50
19075	12/26/18	ROBERT SELLARDS	1000-20	1,173.00
19076	12/26/18	STEVEN KASOWER	1000-20	1,288.52
CASH 2033	12/28/18	LEGALSHIELD	1000-20	161.50
CASH 2034	12/28/18	AMERICAN FIDELITY ASSURANCE CO	1000-20	786.44
CASH 2035	12/31/18	AMERICAN FIDELITY ASSURANCE CO	1000-20	593.72
CASH 2036	12/31/18	CALPERS RETIREMENT	1000-20	2,350.50
CASH 2037	12/31/18	CA PERS 457 PROGRAM	1000-20	2,707.32
CASH 2038	12/31/18	THE LINCOLN NAT'L LIFE INS CO	1000-20	3,941.57
CASH 2039	12/31/18	INTERNAL REVENUE SERVICE	1000-20	5,910.00
CASH 2040	12/31/18	CALPERS RETIREMENT	1000-20	6,688.00
Total				<u>595,963.1</u>



Big Bear Area Regional
Wastewater Agency
John Green – Chairman
David Caretto – Vice Chairman
Karyn Oxandaboure – Secretary Pro Tem
Rick Herrick – Director
Vacant – Director

AGENDA ITEM: 5.C

MEETING DATE: January 23, 2019

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

SUBJECT: Governing Board Member Reimbursement

BACKGROUND:

Attached are the November and December 2018 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 been previously appropriated.

RECOMMENDATION:

Approve

Moved: _____ Second: _____ Aye: _____ Nay: _____ Abstain/Absent: _____

Approved Date: _____ Witness: _____

Secretary of the Governing Board

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

REPORT OF MEETINGS ATTENDED

Governing Board Member: John Green

Date Submitted: December 5, 2018

Month Covered: December

BBARWA Regular Meeting Attended: _____ Date: 12/5/18 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 (\$600 Maximum) \$ _____

Other Governing Board Approved Expenses (Governing Board Approved)

Mileage: _____ Date: _____ \$ _____

Lodging: _____ Date: _____ \$ _____

Registration: _____ Date: _____ \$ _____

Tuition: _____ Date: _____ \$ _____

Meals: _____ Date: _____ \$ _____

Note: Other Governing Board approved expense receipts must be accompanied with the Travel Expense Form and forwarded to Finance Manager or designee for reimbursement

Total Authorized Reimbursement: \$ _____

Uncompensated Meetings Attended:

PURPOSE

_____ Date: _____

_____ Date: _____

Board Member Signature: [Signature] Total Amount Paid \$ 150

RATES & CALCS _____

OPER. REVIEW _____

EXPEN. APPRV _____

FIN. REVIEW _____

CODING _____

AMOUNT _____

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

REPORT OF MEETINGS ATTENDED

Governing Board Member: David Caretto
Date Submitted: December 5, 2018
Month Covered: December

BBARWA Regular Meeting Attended: Date: 12/5/18 Compensation \$ 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 (\$600 Maximum) \$

Other Governing Board Approved Expenses (Governing Board Approved)

Mileage: Date: \$
Lodging: Date: \$
Registration: Date: \$
Tuition: Date: \$
Meals: Date: \$

Note: Other Governing Board approved expense receipts must be accompanied with the Travel Expense Form and forwarded to Finance Manager or designee for reimbursement

Total Authorized Reimbursement: \$ 150.00

Uncompensated Meetings Attended:

PURPOSE

Date:
Date:

Board Member Signature: David Caretto Total Amount Paid \$ 150.00

Table with 3 columns: RATES & CALCS, CODING, AMOUNT. Rows include OPER. REVIEW, EXPEN. APPRV, FIN. REVIEW.

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

REPORT OF MEETINGS ATTENDED

Governing Board Member: Rick Henrick
Date Submitted: December 5, 2018
Month Covered: December

BBARWA Regular Meeting Attended: Date: 12-5-18 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:

ACWA Conference Date: 11-28-11-30 \$ 450.00

Date: \$

Total Entitled Monthly Stipend (\$600 Maximum) \$

Other Governing Board Approved Expenses (Governing Board Approved)

Mileage: Date: \$

Lodging: Date: \$

Registration: Date: \$

Tuition: Date: \$

Meals: Date: \$

Note: Other Governing Board approved expense receipts must be accompanied with the Travel Expense Form and forwarded to Finance Manager or designee for reimbursement

Total Authorized Reimbursement: \$

Uncompensated Meetings Attended:

PURPOSE

Date: \$

Date: \$

Board Member Signature: [Signature] Total Amount Paid \$600.00

Table with 3 columns: RATES & CALCS, CODING, AMOUNT. Rows include OPER. REVIEW, EXPEN. APPRV, FIN. REVIEW.

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

REPORT OF MEETINGS ATTENDED

Governing Board Member: Karyn Oxandaboure

Date Submitted: December 5, 2018

Month Covered: December

BBARWA Regular Meeting Attended: _____ Date: 12-5-18 Compensation \$ 150⁰⁰

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 (\$600 Maximum) \$ _____

Other Governing Board Approved Expenses (Governing Board Approved)

Mileage: _____ Date: _____ \$ _____

Lodging: _____ Date: _____ \$ _____

Registration: _____ Date: _____ \$ _____

Tuition: _____ Date: _____ \$ _____

Meals: _____ Date: _____ \$ _____

Note: Other Governing Board approved expense receipts must be accompanied with the **Travel Expense Form** and forwarded to Finance Manager or designee for reimbursement

Total Authorized Reimbursement: \$ _____

Uncompensated Meetings Attended:

PURPOSE

_____ Date: _____

_____ Date: _____

Board Member Signature: Karyn Oxandaboure Total Amount Paid \$ 150⁰⁰

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



Big Bear Area Regional
Wastewater Agency
John Green – Chairman
David Caretto – Vice Chairman
Karyn Oxandaboure – Secretary Pro Tem
Rick Herrick – Director
Vacant – Director

AGENDA ITEM: 5.D

MEETING DATE: January 23, 2019

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

SUBJECT: Investment Report

BACKGROUND:

Attached is the December Monthly Investment Report and the November and December monthly LAIF statements pursuant to the Agency's Investment Policy.

FINANCIAL IMPACT:

No financial impact.

RECOMMENDATION:

Approve

Moved: _____ Second: _____ Aye: _____ Nay: _____ Abstain/Absent: _____

Approved Date: _____ Witness: _____

Secretary of the Governing Board

BBARWA
Monthly Investment Report
December 2018

<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	\$ 4,386,568	\$ 4,377,059	57,828	2.291%	DAILY
TOTAL	\$ 4,386,568	\$ 4,377,059	57,828		

The Investment Portfolio of the Big Bear Area Regional Wastewater Agency is in compliance with the investment policy approved in August 2018. 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 for FY 2019 and excludes accrued interest.

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

www.treasurer.ca.gov/pmia-laif/laif.asp
 January 02, 2019

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

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

[PMIA Average Monthly Yields](#)

Account Number:

[Tran Type Definitions](#)

December 2018 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
12/13/2018	12/12/2018	RW	1591870	JENNIFER MCCULLAR	-600,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	4,986,567.71
Total Withdrawal:	-600,000.00	Ending Balance:	4,386,567.71

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

www.treasurer.ca.gov/pmia-laif/laif.asp
January 02, 2019

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

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

PMIA Average Monthly Yields

Account Number:

Tran Type Definitions

November 2018 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
11/9/2018	11/9/2018	RW	1589862	JENNIFER MCCULLAR	-500,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	5,486,567.71
Total Withdrawal:	-500,000.00	Ending Balance:	4,986,567.71



Big Bear Area Regional
Wastewater Agency
John Green – Chairman
David Caretto – Vice Chairman
Karyn Oxandaboure – Secretary Pro Tem
Rick Herrick – Director
Vacant – Director

AGENDA ITEM: 5.E

MEETING DATE: January 23, 2019

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

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

PREPARED BY: Jan Guy, Plant Manager, and Jennifer McCullar, Finance Manager

REVIEWED BY: Kim Booth, Administrative Assistant

SUBJECT: Operations and Connections Report

OPERATIONS:

The treatment plant continued to operate at a high BOD and TSS efficiency rate.

2018 Treatment Plant Data

	September	October	November	December
Total Influent Flow (MG)	46.16	42.92	47.45	64.14
Average Daily Influent Flow (MGD)	1.54	1.38	1.58	2.07
City of Big Bear Lake	44.5%	45.3%	48.0%	54.4%
Big Bear City	48.5%	50.4%	48.2%	42.5%
County of San Bernardino	4.4%	4.3%	3.8%	3.1%
Average Influent BOD (mg/L)	308	259	375	346
Average Effluent BOD (mg/L)	7	8	5	14
BOD Removal Efficiency (%)	97.7%	96.9%	98.7%	96.0%
Precipitation (inch)	0.00	1.18	0.47	1.1

The peak flow during the Thanksgiving holiday was 2.59 MGD occurring on November 23, 2018. The peak flow during December was 3.368 MGD occurring on December 31, 2018.

Moved: _____ Second: _____ Aye: _____ Nay: _____ Abstain/Absent: _____

Approved Date: _____ Witness: _____

Secretary of the Governing Board

During the month of November and December, the following plant events occurred:

November 21, 2018: Clarifier 3 was placed in service and utilized during the holiday peak flow periods.

December 6, 2018: Missing rotor paddles were replaced on Oxidation Ditches #1 and #2.

December 20, 2018: Solids conveyer mechanical failure. There was no sludge wasting from December 20, 2018 through January 5, 2019.

December 28, 2018: Oxidation Ditch rotor 4 mechanical failure and repairs pending parts.

December 30, 2018: Oxidation Ditch rotor 2 mechanical failure and repairs pending parts.

January 1, 2019: Oxidation Ditch 3 returned to service due to high solids (no sludge wasting).

January 10, 2019: Waukesha generator failure and repairs are pending.

CONNECTIONS:

MONTH								FYE 6/30/2019		
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	CITY-BBL	CSD	CSA-53B
July	0	4	4	8	3	4	3	1	2	0
August	1	4	6	5	12	6	10	2	8	0
September	5	4	5	6	4	6	3	3	0	0
October	4	6	14	10	9	8	3	2	1	0
November	3	13	8	6	5	11	5	3	2	0
December	0	0	23	8	4	2	3	2	1	0
January	0	2	3	1	0	0	0	0	0	0
February	0	2	1	0	1	0	0	0	0	0
March	4	2	2	3	2	0	0	0	0	0
April	2	5	1	10	3	0	0	0	0	0
May	1	2	5	10	4	0	0	0	0	0
June	10	1	12	2	16	0	0	0	0	0
TOTAL	30	45	84	69	63	37	27	13	14	0

FINANCIAL IMPACT:

No financial impact.

RECOMMENDATION:

Informational




Big Bear Area Regional
 Wastewater Agency
John Green - Chairman
David Caretto - Vice Chairman
Karyn Oxandaboure. – Secretary Pro Tem
Rick Herrick - Director
Vacant – Director

AGENDA ITEM: 10.A

MEETING DATE: January 23, 2019

TO: Governing Board Big Bear Area Regional Wastewater Agency

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

REVIEWED BY: Jennifer McCullar, Finance Manager

SUBJECT: Appropriate \$35,853 for Emergency Repairs and Replacements

DISCUSSION:

The Plant Maintenance Supervisor and Operators have worked diligently to keep up with the high seasonal flows during the holiday season. Over the past several weeks, the following major equipment needed emergency repair or replacement:

Equipment	Cost for Repair or Replacement
1. Existing Belt Press Bearings and Motor	\$5,808.49
2. Ditch #2 Rotor Reducer	\$20,535.32
3. Ditch #2 60 hp Motor	\$2,754.73
4. Ditch #1 and #2 End Bearings	\$6,754.02
Total	\$35,852.56

1. The existing belt press conveyor system bearings failed and caused a motor to burn out. It took a few weeks to get the equipment repaired and back into service. The cost for replacement is \$5,808.49.
2. There are 10 reducers associated with the oxidation ditch rotors. One roter on Ditch #2 malfunctioned due to a rotor reducer failure. To maintain the wastewater treatment system, we need all rotors functioning and repairs completed as quickly as possible. Therefore, the last reducer in inventory was used for the repair. The cost to replace the reducer and purchase a reducer for inventory is \$20,535.32.
3. A 60 hp motor failed on Ditch #2. The cost for the motor repair is \$2,754.73.

Moved: _____ Second: _____ Aye: _____ Nay: _____ Abstain/Absent: _____

Approved Date: _____ Witness: _____
Secretary of the Governing Board

4. Two end bearings on Ditch #1 and #2 broke during operations which required emergency replacement. The replacement cost for the end bearings is \$6,754.02.

FINANCIAL IMPACT:

The Agency has adequate funds available in its Contingency Fund to make the appropriation.

RECOMMENDATION:

Appropriate \$35,853 from the Contingency Fund for the emergency repairs and replacements.



Big Bear Area Regional
Wastewater Agency
John Green - Chairman
David Caretto - Vice Chairman
Karyn Oxandaboure – Secretary Pro Tem
Rick Herrick - Director
Vacant – Director

AGENDA ITEM: 10.B

MEETING DATE: January 23, 2019

TO: Governing Board Big Bear Area Regional Wastewater Agency

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

REVIEWED BY: Jennifer McCullar, Finance Manager

SUBJECT: Appropriate \$5,900 for Operation and Control Building Fire Alarm System Design Plans

DISCUSSION:

During a recent review of Agency safety plans and equipment, it was identified that the Operation and Control (OAC) Building, which is considered critical infrastructure for the Agency, does not have a fire alarm system.

All Protection Alarm, our current alarm provider, has reviewed the building layout and recommended a professional engineer design the fire alarm system for an estimated amount of \$5,900. The current estimate for the purchase and installation of the system is \$150,000. The current appropriation is for the design phase only. Once the cost for the project is determined, staff will return to the Governing Board for approval and appropriation.

FINANCIAL IMPACT:

There are adequate funds available in the Capital and Replacement Fund to make the appropriation.

RECOMMENDATION:

Appropriate \$5,900 from the Capital and Replacement Fund for the design of the fire alarm system for the OAC Building.

Page 1 of 1

Agenda Item 10.B

Appropriate \$5,900 for Operation and Control Building Fire Alarm System Design Plans

Moved: _____ Second: _____ Aye: _____ Nay: _____ Abstain/Absent: _____

Approved Date: _____ Witness: _____

Secretary of the Governing Board