

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

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