

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

Regular Board Meeting of

June 24, 2020

at

5:00 p.m.

Due to Executive Order N-25-20 and N-29-20, there will be no physical location for members of the public to participate. Members of the public may listen and provide public comments telephonically during the Public Forum (Item 8) 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.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

4. PRESENTATION AND INTRODUCTION

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 May 27, 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. 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.) – Approve

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 – 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. 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

10. NEW BUSINESS

10.A. Authorization to Award – Oxidation Ditch Shaft Replacement Project – Discussion and Possible Action

10.B. FY 2020 OPEB Lump-Sum Contribution – Discussion and Possible Action

11. INFORMATION/COMMITTEE REPORTS

12. CLOSED SESSION

12.A. Public Employee Performance Evaluation
Pursuant to Government Code Section 54957(b)(1)
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. **Please address requests under the ADA for reasonable modification and accommodation related to the implementation of Executive Order N-29-20 to Kimberly Booth.** 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
REGULAR BOARD MEETING MINUTES
May 27, 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: 531 143 406#
or joining online by clicking the meeting link at 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 5:00 p.m. on May 27, 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

OTHERS

Ward Simmons, Best, Best & Krieger, LLP

2. PLEDGE OF ALLEGIANCE

Dispensed

3. PRESENTATIONS AND INTRODUCTIONS

None

4. APPROVAL OF THE AGENDA

Upon motion made 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 April 22, 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 – Belt Press Project

5.G. Pay Schedule

5.H. Sewer System Management Plan 5-Year Update and Governing Board Recertification

Upon motion by Director Herrick, seconded by Vice Chair Miller 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**

None

10. **NEW BUSINESS**

10.A. Opting into the Uniform Public Construction Cost Accounting Act (the Act); Policy Amendment; Local Preference Provision

Ms. McCullar explained that UPCCAA, enacted in 1983, promotes uniformity of the cost accounting standards and bidding procedures on construction type work or public projects. The Act would raise the threshold for those projects that are subject to the formal bid process and projects completed by our own workforce. The Agency would be subject to accounting requirements under UPCCAA, authority will be delegated to the General Manager for informally bid projects up to \$200,000, and a board oversight provision will be added to the purchasing policy for transparency and accountability. 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 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

Chair Green restated the second motion for this item. Director Herrick offered an amendment to insert a pre-bid and post-bid report to the board oversight provision. Discussion ensued between the Governing Board and staff.

Upon motion by Director Herrick, seconded by Director Miller and carried, the Governing Board directed staff to place Ordinance No. O. 01-2020 on the June agenda for the second reading and adoption; approved Resolution No. R. 07-2020, a Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Approving Electing to Become Subject to the Uniform Public Construction Cost Accounting Act (Public Contract Code Section 22000 Et. Seq.), approved the purchasing policy amendment and addition of the board oversight provision to the purchasing policy with pre-bid and post-bid reports, and

approved the addition of the local business preference to the Agency's financial policies for projects that are not subject to competitive bidding under the Act.

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

10.B. Third Quarter Report, Nine Months Ended March 31, 2020

Ms. McCullar outlined the third-quarter report. Discussion ensued between the Governing Board and staff.

Upon motion by Director Caretto, seconded by Vice Chair Miller and carried, the Governing Board approved to receive and file the Third Quarter Report, Nine Months Ended March 31, 2020.

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

11. INFORMATION/COMMITTEE REPORTS

11.A. Finance Committee Meeting Update

Secretary Oxandaboure explained all items reviewed at the Finance Committee meeting on May 6, 2020, have been discussed.

12. ADJOURNMENT

With no further business to come before the Governing Board, Chair Green 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
John Green – Chair
Jim Miller – Vice Chair
Karyn Oxandaboure – Secretary
David Caretto – Director
Rick Herrick – Director

AGENDA ITEM: 5.B.

MEETING DATE: June 24, 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 May check register which reflects accounts paid during the period.

FINANCIAL IMPACT:

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

RECOMMENDATION:

Informational

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

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

Check #	Date	Payee	Cash Account	Amount
CASH 22291	5/4/20	PAYA	1000-20	19.99
CASH 22292	5/4/20	CALIFORNIA STATE DISBURSEMENT UNIT	1000-20	126.00
CASH 22293	5/4/20	VISION SERVICE PLAN	1000-20	328.35
CASH 22294	5/4/20	AMERICAN FIDELITY ASSURANCE CO	1000-20	511.65
CASH 22295	5/4/20	CA PERS 457 PROGRAM	1000-20	2,421.77
CASH 22296	5/4/20	CALPERS RETIREMENT	1000-20	2,686.25
CASH 22297	5/4/20	PRINCIPAL FINANCIAL GROUP	1000-20	3,320.19
CASH 22298	5/4/20	THE LINCOLN NAT'L LIFE INS CO	1000-20	3,429.76
CASH 22299	5/4/20	CALPERS RETIREMENT	1000-20	6,860.05
CASH 22300	5/4/20	CALPERS HEALTH	1000-20	30,151.97
CASH 22302	5/5/20	INTERNAL REVENUE SERVICE	1000-20	6,065.11
CASH 22301	5/5/20	EMPLOYMENT DEVELOPMENT DEPARTMENT	1000-20	1,831.40
CR485635 050	5/8/20	BEAR VALLEY ELECTRIC	1000-20	
20372	5/8/20	ACCENT COMPUTER SOLUTIONS, INC.	1000-20	2,564.02
20373	5/8/20	AG TECH LLC	1000-20	16,689.00
20374	5/8/20	ALL PROTECTION ALARM	1000-20	538.68
20375	5/8/20	AMAZON CAPITAL SERVICES	1000-20	126.84
20376	5/8/20	ARAMARK UNIFORM SERVICES	1000-20	1,495.05
20377	5/8/20	RICK M. BOWERS	1000-20	96.98
20378	5/8/20	BIG BEAR CITY COMMUNITY SERVICES DIST.	1000-20	730.33
20379	5/8/20	ROBIN A. BRADLEY	1000-20	480.00
20380	5/8/20	BEAR VALLEY ELECTRIC	1000-20	7,641.60
20381	5/8/20	CAR QUEST OF BIG BEAR	1000-20	421.78
20382	5/8/20	CHEM-PAK MOUNTAIN SUPPLY	1000-20	175.63
20383	5/8/20	CWEA TCP/MEMBERSHIP	1000-20	576.00
20384	5/8/20	UNDERGROUND SERVICE ALERT	1000-20	168.43
20385	5/8/20	DIY HOME CENTER-BIG BEAR	1000-20	14.21
20386	5/8/20	DIRECT TV	1000-20	34.99
20387	5/8/20	DEPARTMENT OF WATER & POWER	1000-20	60.10
20388	5/8/20	ENDURA STEEL	1000-20	581.85
20389	5/8/20	EVANTEC CORPORATION	1000-20	58.19
20390	5/8/20	FLYERS ENERGY	1000-20	789.97
20391	5/8/20	FRONTIER COMMUNICATIONS	1000-20	614.99

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

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

Check #	Date	Payee	Cash Account	Amount
20392	5/8/20	GRAINGER	1000-20	282.20
20393	5/8/20	THE GRIZZLY	1000-20	313.50
20394	5/8/20	BEAR VALLEY BASIN GSA	1000-20	137.16
20395	5/8/20	HARDY STEEL BUILDINGS, LLC	1000-20	12,585.52
20396	5/8/20	HUGHESNET	1000-20	102.33
20397	5/8/20	J.G. TUCKER & SON, INC.	1000-20	334.85
20398	5/8/20	J.J. KELLER & ASSOC, INC	1000-20	940.66
20399	5/8/20	CONSTANCE M. ALVARADO	1000-20	55.00
20400	5/8/20	PHIL'S AUTOMOTIVE	1000-20	191.23
20401	5/8/20	PREFERRED AERIAL & CRANE TECHNOLOGY INC	1000-20	375.00
20402	5/8/20	SAM'S ENTERPRISES	1000-20	41.95
20403	5/8/20	SOUTH COAST AQMD	1000-20	412.89
20404	5/8/20	SOCIETY FOR HUMAN RESOURCE MANAGEMENT	1000-20	219.00
20405	5/8/20	SPECTRUM BUSINESS	1000-20	1,048.93
20406	5/8/20	SULZER ELECTRO MECHANICAL SERVICES INC	1000-20	1,453.54
20407	5/8/20	SWRCB-VWOC	1000-20	260.00
20408	5/8/20	NANCY R. BOHL, INC.	1000-20	375.00
20409	5/8/20	KIMBERLY BOOTH	1000-20	50.00
20410	5/8/20	BRIDGETTE BURTON	1000-20	50.00
20411	5/8/20	RICHARD T. HERRICK	1000-20	150.00
20412	5/8/20	DAVID LAWRENCE	1000-20	50.00
20413	5/8/20	JENNIFER MCCULLAR	1000-20	50.00
20414	5/8/20	JAMES J. MILLER	1000-20	150.00
20415	5/8/20	JOHN SHIMMIN	1000-20	50.00
CASH 22303	5/12/20	DAVID A. CARETTO	1000-20	300.00
CASH 22304	5/12/20	JOHN GREEN	1000-20	300.00
CASH 22305	5/12/20	KARYN K. OXANDABOURE	1000-20	150.00
CASH 22306	5/12/20	PAYA	1000-20	3.23
CASH 22307	5/13/20	PAYA	1000-20	1.50
CASH 22308	5/18/20	CALIFORNIA STATE DISBURSEMENT UNIT	1000-20	126.00
CASH 22309	5/18/20	AMERICAN FIDELITY ASSURANCE CO	1000-20	511.65
CASH 22310	5/18/20	CA PERS 457 PROGRAM	1000-20	2,435.53
CASH 22311	5/18/20	CALPERS RETIREMENT	1000-20	2,477.64

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

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

Check #	Date	Payee	Cash Account	Amount
CASH 22312	5/18/20	THE LINCOLN NAT'L LIFE INS CO	1000-20	3,241.25
CASH 22313	5/18/20	CALPERS RETIREMENT	1000-20	6,893.61
CASH 22314	5/19/20	EMPLOYMENT DEVELOPMENT DEPARTMENT	1000-20	2,542.37
CASH 22315	5/19/20	INTERNAL REVENUE SERVICE	1000-20	8,972.44
20416	5/22/20	ACCENT COMPUTER SOLUTIONS, INC.	1000-20	150.00
20417	5/22/20	ALL PROTECTION ALARM	1000-20	946.64
20418	5/22/20	AMAZON CAPITAL SERVICES	1000-20	93.81
20419	5/22/20	ANTHEM LIFE INSURANCE COMPANY	1000-20	2,944.00
20420	5/22/20	ARROWHEAD	1000-20	97.53
20421	5/22/20	BEST BEST & KRIEGER	1000-20	3,192.12
20422	5/22/20	BEST WINDOWS & DOORS	1000-20	800.25
20423	5/22/20	BUSINESS CARD	1000-20	1,846.88
20424	5/22/20	BEAR VALLEY PAVING, INC.	1000-20	1,000.00
20425	5/22/20	CLINICAL LAB OF SAN BERNARDINO	1000-20	135.00
20426	5/22/20	BIG BEAR CITY CSD	1000-20	68,679.35
20427	5/22/20	COUNTY OF SAN BERNARDINO SOLID WASTE MN	1000-20	431.57
20428	5/22/20	DEPARTMENT OF WATER & POWER	1000-20	68,679.35
20429	5/22/20	EMPLOYMENT DEVELOPMENT DEPT	1000-20	245.00
20430	5/22/20	EVANTEC CORPORATION	1000-20	1,821.20
20431	5/22/20	JUST ENERGY SOLUTIONS INC.	1000-20	16,683.12
20432	5/22/20	KAHN, SOARES & CONWAY, LLP	1000-20	2,130.00
20433	5/22/20	MITEL	1000-20	371.74
20434	5/22/20	RANDY J. SPITZ	1000-20	94.70
20435	5/22/20	BIG BEAR MUNICIPAL WATER DISTRICT	1000-20	68,679.35
20436	5/22/20	PETTY CASH	1000-20	517.77
20437	5/22/20	QUILL	1000-20	43.13
20438	5/22/20	REBEL OIL CO., INC.	1000-20	1,347.58
20439	5/22/20	SAFETY-KLEEN SYSTEMS, INC.	1000-20	311.94
20440	5/22/20	SOUTHERN CALIFORNIA EDISON	1000-20	35.05
20441	5/22/20	SERVICEMASTER 360 PREMIER CLEANING	1000-20	671.69
20442	5/22/20	SOUTHWEST GAS CORP	1000-20	9,734.81
20443	5/22/20	SOUTHWEST GAS	1000-20	502.22
20444	5/22/20	VALERO	1000-20	128.80

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

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

Check #	Date	Payee	Cash Account	Amount
20445	5/22/20	VERIZON WIRELESS	1000-20	295.72
20446	5/22/20	WATER SYSTEMS CONSULTING, INC.	1000-20	49,144.63
CASH 22316	5/27/20	PAYA	1000-20	12,739.32
CASH 22317	5/28/20	PAYA	1000-20	1.50
CASH 22318	5/28/20	LEGALSHIELD	1000-20	67.80
CASH 22319	5/28/20	TEXAS LIFE INSURANCE COMPANY	1000-20	213.00
CASH 22320	5/28/20	AMERICAN FIDELITY ASSURANCE CO	1000-20	592.72
Total				<u>454,614.4</u>



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

AGENDA ITEM: 5.C.

MEETING DATE: June 24, 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 May 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

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

REPORT OF MEETINGS ATTENDED

Governing Board Member: John Green

Date Submitted: May 27, 2020

Month Covered: May

BBARWA Regular Meeting Attended: _____ Date: May 27, 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) \$ 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

REPORT OF MEETINGS ATTENDED

Governing Board Member: Jim Miller

Date Submitted: May 27, 2020

Month Covered: May

BBARWA Regular Meeting Attended: _____ Date: May 27, 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) \$ 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

REPORT OF MEETINGS ATTENDED

Governing Board Member: Karyn Oxandaboure

Date Submitted: May 27, 2020

Month Covered: May

BBARWA Regular Meeting Attended:	Date: <u>May 27, 2020</u>	Compensation \$ <u>150</u>
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PURPOSE

BBARWA Special Meeting Attended: _____	Date: _____	\$ _____
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BBARWA Special Meeting Attended: _____	Date: _____	\$ _____
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BBARWA Special Meeting Attended: _____	Date: _____	\$ _____
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PURPOSE

BBARWA Committee Meeting Attended: <u>Finance Committee</u>	Date: <u>05/06/20</u>	\$ <u>150</u>
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BBARWA Committee Meeting Attended: _____	Date: _____	\$ _____
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BBARWA Committee Meeting Attended: _____	Date: _____	\$ _____
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PURPOSE

Other Governing Board Approved Meetings:

_____	Date: _____	\$ _____
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_____	Date: _____	\$ _____
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TOTAL ENTITLED MONTHLY STIPEND (limited to 6 days per calendar month) \$ 300.00

Other Governing Board Approved Expenses (Governing Board Approved)

Mileage: _____	Date: _____	\$ _____
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Lodging: _____	Date: _____	\$ _____
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Registration: _____	Date: _____	\$ _____
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Tuition: _____	Date: _____	\$ _____
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Meals: _____	Date: _____	\$ _____
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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: _____	
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_____	Date: _____	
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Total Amount Paid 300.00

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

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

REPORT OF MEETINGS ATTENDED

Governing Board Member: David Caretto

Date Submitted: May 27, 2020

Month Covered: May

BBARWA Regular Meeting Attended: _____ Date: May 27, 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) \$ 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

REPORT OF MEETINGS ATTENDED

Governing Board Member: Rick Herrick

Date Submitted: May 27, 2020

Month Covered: May

BBARWA Regular Meeting Attended: _____ Date: May 27, 2020 **Compensation** \$ 150

PURPOSE

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

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

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

PURPOSE

BBARWA Committee Meeting Attended: Finance Committee Date: 05/06/20 \$ 150

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) \$ 300.00

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 300.00

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



Big Bear Area Regional

Wastewater Agency

John Green – Chair

Jim Miller – Vice Chair

Karyn Oxandaboure – Secretary

David Caretto – Director

Rick Herrick – Director

AGENDA ITEM: 5.D.

MEETING DATE: June 24, 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 May Monthly Investment Report pursuant to the Agency's Investment Policy.

FINANCIAL IMPACT:

No financial impact.

RECOMMENDATION:

Approve

BBARWA
 Monthly Investment Report
 May 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	\$ 6,491,720	\$ 6,540,284	136,484	1.363%	DAILY
TOTAL	\$ 6,491,720	\$ 6,540,284	136,484		

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

June 12, 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:

May 2020 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
5/7/2020	5/7/2020	RD	1641326	N/A	JENNIFER MCCULLAR	2,200,000.00

Account Summary

Total Deposit:	2,200,000.00	Beginning Balance:	4,291,719.64
Total Withdrawal:	0.00	Ending Balance:	6,491,719.64



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

AGENDA ITEM: 5.E.

MEETING DATE: June 24, 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 *JM, JB*

SUBJECT: Operations and Connections Report

OPERATIONS:

2020 Treatment Plant Data

	March	April	May
Total Influent Flow (MG)	70.748	78.498	54.461
Average Daily Influent Flow (MGD)	2.28	2.62	1.76
City of Big Bear Lake	59.83%	59.73%	53.19%
Big Bear City	36.36%	36.03%	42.64%
County of San Bernardino	3.81%	4.24%	4.16%
Average Influent BOD (mg/L)	200	177	249
Average Effluent BOD (mg/L)	3	7	7
BOD Removal Efficiency (%)	98.5%	96.0%	97.2%
Precipitation (inch)	4.80	2.79	0.00

May 2020 – There were no reportable violations during this period.

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	2	0	2	1	1	0
March	2	2	3	2	1	3	1	1	0	0
April	5	1	10	3	7	3	7	4	3	0
May	2	5	10	4	5	5	5	4	1	0
June	1	12	2	16	0	6	0	0	0	0
TOTAL	45	84	69	63	53	45	40	23	17	0

FINANCIAL IMPACT:

There is no financial impact.

RECOMMENDATION:

Informational



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

AGENDA ITEM: 5.F.

MEETING DATE: June 24, 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

SUBJECT: 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.)

BACKGROUND & DISCUSSION:

The California Environmental Quality Act (“CEQA”), codified at Public Resources Code section 21000 et seq., is California’s most comprehensive environmental law. It generally requires public agencies to evaluate the environmental effects of their actions before they are taken. CEQA also aims to prevent significant environmental effects from occurring as a result of agency actions by requiring agencies to avoid or reduce, when feasible, the significant environmental impacts of their decisions. To this end, CEQA requires public agencies to adopt specific objectives, criteria, and procedures for evaluating public and private projects that are undertaken or approved by such agencies.

The Big Bear Area Regional Wastewater Agency has prepared a proposed updated set of Local CEQA Guidelines for 2020 in compliance with CEQA’s requirements. These guidelines reflect recent changes in the State CEQA Guidelines and relevant court opinions. These Local CEQA Guidelines also provide instructions and forms for preparing all environmental documents required under CEQA.

FINANCIAL IMPACT:

No financial impact.

RECOMMENDATION:

Adopt Resolution No. R. 08-2020.

ATTACHMENT:

Resolution No. R. 08-2020

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.)

WHEREAS, the California Legislature has amended the California Environmental Quality Act (“CEQA”) (Pub. Resources Code §§ 21000 et seq.), the Natural Resources Agency has amended the State CEQA Guidelines (Cal. Code Regs, tit. 14, §§ 15000 et seq.), and the California courts have interpreted specific provisions of CEQA; and

WHEREAS, Public Resources Code section 21082 requires all public agencies to adopt objectives, criteria and procedures for (1) the evaluation of public and private projects undertaken or approved by such public agencies, and (2) the preparation, if required, of environmental impact reports and negative declarations in connection with that evaluation; and

WHEREAS, the Big Bear Area Regional Wastewater Agency must revise its local guidelines for implementing CEQA to make them consistent with the current provisions and interpretations of CEQA and the State CEQA Guidelines.

NOW, THEREFORE, the Big Bear Area Regional Wastewater Agency (“Agency”) hereby resolves as follows:

SECTION 1. The Agency hereby adopts the “2020 Local Guidelines for Implementing the California Environmental Quality Act,” a copy of which is on file at the offices of the Agency and is available for inspection by the public.

SECTION 2. All prior actions of the Agency enacting earlier guidelines are hereby repealed.

ADOPTED this 24th day of June, 2020.

John Green, Chair of the Governing Board of the
Big Bear Area Regional Wastewater Agency

Resolution No. R. 08-2020

ATTEST:

I, Karyn Oxandaboure, Secretary to the Big Bear Area Regional Wastewater Agency, DO HEREBY CERTIFY, that the foregoing Resolution of the Governing Board of the Big Bear Regional Wastewater Agency Amending and Adopting Local Guidelines for Implementing the California Environmental Quality Act (Public Resources Code §§ 21000 ET SEQ.), being Resolution No. R. 08-2020, was duly adopted at a regular meeting of the Governing Board held on the 24th day of June, 2020, by the following vote:

Ayes:

Nays:

Absent:

Abstain:

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

APPROVED AS TO FORM:

General Counsel
Big Bear Area Regional Wastewater Agency



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

AGENDA ITEM: 5.G.

MEETING DATE: June 24, 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. 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

BACKGROUND:

The Agency is applying for reimbursement under Federal Emergency Management (FEMA) and the California Governor's Office of Emergency Services (Cal OES) for costs incurred related to COVID-19. The total costs incurred to date which are potentially reimbursable are approximately \$6,100.

As part of this public grant assistance process, the Agency must designate agents to complete applications and potentially sign agreements. This is accomplished by completing the attached Cal OES Form 130 (Form 130) and executing a resolution that designates agents for the purpose of federal or state financial assistance. The Form 130 authorizes the General Manager and Finance Manager to provide to Cal OES all assurances and agreements required for all matters pertaining to state disaster assistance and will be effective for three years following the date of approval.

FINANCIAL IMPACT:

No financial impact.

RECOMMENDATION:

Approve

ATTACHMENTS:

1. Resolution No. R. 09-2020
2. Cal OES Form 130

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**

WHEREAS, the Big Bear Area Regional Wastewater Agency is applying for Federal Emergency Management (FEMA) and California reimbursement for costs incurred related to the Coronavirus Disease 2019 (COVID-19) pandemic; and

WHEREAS, the Governor's Office of Emergency Services (Cal OES) administers the State and Federal reimbursement process and grant programs for emergency and disaster relief; and

WHEREAS, Cal OES Form 130 requires the Big Bear Regional Wastewater Agency designate agents that are authorized to engage with FEMA and Cal OES regarding the application for public grant assistance by the agency; and

WHEREAS, the Big Bear Area Regional Wastewater Agency desires to ensure that the agency is eligible to apply for financial assistance under the President's declaration for the State of California (FEMA-4482-DR) dated March 20, 2020, and any future disaster incidents for the next three years;

NOW THEREFORE, the Governing Board of the Big Bear Area Regional Wastewater Agency authorizes its General Manager and Finance Manager to sign and execute applications and agreements for the Federal and State financial and emergency assistance.

BE IT FURTHER RESOLVED, the Governing Board does designate the General Manager and Finance Manager as agents for Form Cal OES 130: Designation of Applicant's Agent Resolution for Non-State Agencies.

PASSED, ADOPTED, AND APPROVED this 24th day of June, 2020.

John Green, Chair of the Governing Board of the
Board of the Big Bear Area Regional Wastewater Agency

Resolution No. R. 09-2020

ATTEST:

I, Karyn Oxandaboure, Secretary to the Big Bear Area Regional Wastewater Agency, DO HEREBY CERTIFY, that the foregoing 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 being Resolution No. R. 09-2020, was duly adopted at a regular meeting of the Governing Board held on the 24th day of June, 2020, by the following vote:

Ayes:

Nays:

Absent:

Abstain:

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

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE Governing Board of Directors OF THE Big Bear Area Regional Wastewater Agency
(Governing Body) (Name of Applicant)

THAT General Manager, OR
(Title of Authorized Agent)

Finance Manager, OR
(Title of Authorized Agent)

(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the Big Bear Area Regional Wastewater Agency, a public entity
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the Big Bear Area Regional Wastewater Agency, a public entity established under the laws of the State of California,
(Name of Applicant)

hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this 24th day of June, 2020

Karyn Oxandaboure, Secretary
(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, Karyn Oxandaboure, duly appointed and Secretary of
(Name) (Title)

Big Bear Area Regional Wastewater Agency, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the Governing Board of Directors of the Big Bear Area Regional Wastewater Agency
(Governing Body) (Name of Applicant)

on the 24th day of June, 2020.

(Signature)

(Title)

Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

Governing Body Representative: These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

Certification Section:

Name and Title: This is the individual that was in attendance and recorded the Resolution creation and approval.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification.")



Big Bear Area Regional

Wastewater Agency

John Green – Chair

Jim Miller – Vice Chair

Karyn Oxandaboure – Secretary

David Caretto – Director

Rick Herrick – Director

AGENDA ITEM: 9.A.

MEETING DATE: June 24, 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: 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

BACKGROUND:

At the May 27, 2020 Board meeting, the Governing Board approved a resolution opting the Agency into the Uniform Public Construction Cost Accounting Act (the Act) and completed the First Read and Introduction of Ordinance No. O. 01-2020 which establishes bidding procedures under the Act.

RECOMMENDATION:

Second read and approval.

ATTACHMENT:

Ordinance No. O. 01-2020

ORDINANCE NO. O. 01-2020

**ORDINANCE OF THE BIG BEAR AREA REGIONAL WASTEWATER AGENCY
ESTABLISHING BIDDING PROCEDURES IN ACCORDANCE WITH THE UNIFORM
PUBLIC CONSTRUCTION COST ACCOUNTING ACT (PUBLIC CONTRACT CODE
SECTION 22000 ET SEQ.)**

WHEREAS, on May 27, 2020, the Big Bear Area Regional Wastewater Agency (“Agency”) elected to become subject to the Uniform Public Construction Cost Accounting Act (“Act”); and

WHEREAS, the Act requires participating agencies to adopt a bidding ordinance consistent with the bidding requirements under the Act.

NOW, THEREFORE, the Governing Board of the Big Bear Area Regional Wastewater Agency does hereby ordain as follows:

1. The bidding procedures attached hereto as Exhibit “A” are adopted and established for all Agency public projects.
2. If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are severable. This Governing Board hereby declares that it would have adopted this Ordinance irrespective of the invalidity of any particular portion thereof and intends that the invalid portions should be severed and the balance of the Ordinance be enforced.
3. The Board Secretary shall certify to the adoption of this Ordinance, and the Board Secretary shall, within fifteen (15) days of its adoption, cause this Ordinance to be posted or published in a newspaper of general circulation published and circulated in the jurisdiction of the Big Bear Area Regional Wastewater Agency. This Ordinance shall take effect thirty (30) days following its adoption.

ADOPTED, SIGNED AND APPROVED this 24th day of June, 2020.

John Green, Chair of the Governing Board of the
Big Bear Area Regional Wastewater Agency

Ordinance No. O. 01-2020

ATTEST:

I, Karyn Oxandaboure, Secretary of the Big Bear Area Regional Wastewater Agency, DO HEREBY CERTIFY, that the foregoing 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.*), being Ordinance No. O. 01-2020, was duly adopted at a regular meeting of the Governing Board held on the 24th day of June 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

Exhibit "A"

Public Projects Contract Purchasing Procedures

Section 1. Definitions

For the purposes of this Public Projects Contract Purchasing Procedures, the following words and phrases shall have the following meanings:

1. **Act** means the Uniform Public Construction Cost Accounting Act (California Public Contracts Code Section 22000 *et seq.*).
2. **Agency** means the Big Bear Area Regional Wastewater Agency.
3. **Commission** means the California Uniform Construction Cost Accounting Commission.
4. **Facility** means any plant, building, structure, ground facility, utility system, subject to the limitation of subsection 4 of the definition for public project below, real property, streets and highways, or other public work improvement.
5. **Public project** has the meaning assigned to it under Public Contract Code Section 22002, as it may be amended from time to time.

Section 2. Public Project Contracting Procedures

The Agency shall follow the contracting procedures set forth in Article 3 of the Act (Public Contract Code Section 22030 *et seq.*).

Section 3. Contractors List

The General Manager, or his or her designee, shall compile and maintain a list of qualified contractors identified according to categories of work. This list shall comply with the requirements of the Act and the criteria promulgated, from time to time, by the Commission.

Section 4. Informal Bidding – Notice

- (a) When a public project is to be performed which qualifies for informal bidding, notice of such project shall be given as follows except where the product or service is proprietary:
 - (1) Mailed notice (by mail or electronically by email or facsimile) shall be sent to all contractors on the contractors list for the category of work being bid **or** mailed notice shall be given to all construction trade journals specified by the Commission for the receipt of such notice for San Bernardino County; **or**
 - (3) Additional notice to other contractors and/or trade journals may, in the discretion of the Agency, be given.

Ordinance No. O. 01-2020

- (b) If the product or service to be acquired is proprietary in nature such that it can only be obtained from a certain contractor or contractors, notice inviting bids may be sent only to such contractor or contractors in accordance with Public Contract Code section 3400 *et seq.*
- (c) All mailing of notices to contractors and construction trade journals shall be completed not less than ten days before bids are due.
- (d) The notice shall describe the project in general terms, how to obtain more detailed information about the project and shall state the time and place for submission of bids.

Section 5. Award of Contracts

The General Manager is authorized to award contracts for all public projects below the formal bidding threshold under the Act, as it may be amended from time to time. The Governing Board shall award all contracts for public projects greater than or equal to the formal bidding threshold under the Act.

Section 6. Rejection of Bids

The General Manager or the Governing Board, as the case may be, may, in the General Manager's or Governing Board's discretion, reject all bids and proceed as authorized by the Act.

Section 7. Emergencies

Emergency work shall be contracted for in accordance with Public Contract Code Sections 22035 and 22050.



Big Bear Area Regional
Wastewater Agency

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

AGENDA ITEM: 10.A.

MEETING DATE: June 24, 2020

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

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

REVIEWED BY: John Shimmin, Plant Manager; Jennifer McCullar, Finance Manager *JM JTS*

SUBJECT: Authorization to Award – Oxidation Ditch Shaft Replacement Project

BACKGROUND:

On February 26, 2020, the Governing Board reallocated \$121,000 for the Oxidation Ditch 1 Rotor 3 Shaft Replacement Project (Project) from the existing Capital Budget. Since that date, the Agency has purchased the equipment for approximately \$59,000 and has competitively bid the installation.

DISCUSSION:

The Notice Inviting Bids for the Project was issued on May 13, 2020. The scope of work includes replacement of the existing 30-foot shaft, paddles, and associated equipment (gearboxes, torque arm reducer assembly, non-expansion pillow block bearing, expansion pillow block bearing, and related equipment) with the new 30-foot magna rotor assembly with shaft, existing paddles and associated equipment. The contractor is responsible for providing all labor and materials to install the equipment provided by the Agency and to put the shaft assembly back into full functioning order in strict compliance with manufacturer specifications.

The Agency received three complete bids for the Project on or before the submittal deadline of June 15, 2020:

Ranking	Company	Bid Amount
1	S. Porter, Inc.	\$24,120
2	Cora Constructors Inc.	\$49,500
3	Bear Valley Paving	\$52,500

The lowest responsive bidder was S. Porter, Inc (Porter). The Agency has worked with Porter in the past and they have performed well. All references have been checked and the Agency is confident in Porter's ability to perform all tasks required.

The expected Project costs are as follows:

	Approved Budget	Revised Budget
Equipment	\$59,000	\$59,000
Installation	62,000	24,120
Contingency (10%)	<u>0</u>	<u>8,312</u>
Total	\$121,000	\$91,432

FINANCIAL IMPACT:

The Project is expected to come in under the budget by \$29,568.

RECOMMENDATION:

1. Award a contract to S. Porter, Inc. in the amount of \$24,120 for the Oxidation Ditch Shaft Replacement Project; and
2. Authorize the General Manager to execute the contract documents.



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

AGENDA ITEM: 10.B.

MEETING DATE: June 24, 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: FY 2020 OPEB Lump-Sum Contribution – Discussion and Possible Action

BACKGROUND:

The Agency budgeted for a lump-sum OPEB contribution of \$200,000 (the Contribution) during FY 2020 (to be made by June 30, 2020), as part of a 5-year plan approved by the Board to increase the funded ratio of the Agency's OPEB liability. During the FY 2021 budget discussions, the Governing Board directed staff to return to the Board prior to making the FY 2021 lump-sum OPEB contribution. While staff was not directed to return to the Board prior to the current year's payment, considering the circumstances, staff is seeking the Board's concurrence on the current year's payment.

DISCUSSION

Funding. The Agency has adequate funds available to make the Contribution and based on the current valuation, the \$200,000 payment is estimated to reduce the Agency's future contributions by approximately \$352,000 and increase the funded ratio from 63% to 71%.

Adequate funding to make the Contribution is supported under the current budget as well as the five-year forecast. In addition, the recent grant award for Replenish Big Bear is likely to result in most of the Replenish Big Bear costs budgeted in FY 2021 and a portion of those in FY 2020, being reimbursed by up to \$445,000. The grant reimbursement was not budgeted.

Higher Funded Ratio Equals Lower Costs. The Agency's OPEB liability represents the retirement benefit already earned (through service) by both active employees and retirees. The Agency began contributing into a trust beginning in FY 2009 to prefund or set aside assets to cover this liability. That portion of the OPEB liability not funded by assets is considered the unfunded portion. The delay in prefunding this benefit combined with changes in assets and/or demographics has created the unfunded liability that exists today. The goal of the Agency has been to increase its funded ratio to near 90% by making lump-sum contributions when possible. A higher funded ratio results in lower costs and better ensures that the Agency is able to meet its obligations as they come due.

Each year the Agency is required to make a minimum annual contribution to the trust which is comprised of two parts: 1) the normal cost (amount earned during the year by active employees, currently 8.3% of payroll) and 2) amortization of the unfunded OPEB liability ((pay down of the liability over a fixed term (18 years remaining), similar to any other amortizing debt)). The Contribution will reduce the unfunded liability and the associated future amortization payments.

When determining the agency's amortization payment on the unfunded liability, an expected market rate of return on the assets is assumed. To the extent that the Agency is not fully funded, the Agency pays the expected rate of return (currently 6.95%) on the unfunded portion (similar to interest expense on outstanding debt). The savings from making the Contribution is the result of reducing the unfunded liability or the amount that is subject to this interest payment.

FINANCIAL IMPACT:

The Agency has already budgeted for the Contribution in the current budget year; however, the impact on future contributions has not been accounted for in the FY 2021 budget (lower by approximately \$15,000) or any subsequent years. Overall, the Agency expects lower annual contributions of approximately \$352,000 (over the remaining 18-year amortization period of the unfunded liability) as a result of making the Contribution.

RECOMMENDATION:

Approve the FY 2020 \$200,000 OPEB lump-sum contribution.