

**BIG BEAR AREA REGIONAL WASTEWATER AGENCY
BUDGET WORKSHOP/SPECIAL MEETING
March 7, 2018 Minutes**

1. Call to Order

A special meeting of the Governing Board of the Big Bear Area Regional Wastewater Agency was held on Thursday, March 7, 2018 at 10:00 a.m. at 121 Palomino Drive, Big Bear City, California.

Governing Board Members present: Rick Herrick, John Green, Liz Harris and Karyn Oxandaboure.

Absent: David Caretto

Others present: None

Staff present: David Lawrence, General Manager; Troy Bemisdarfer, Interim Plant Manager; Jennifer McCullar, Finance Manager; Kim Booth, Administrative Assistant and Sonja Kawa, HR Coordinator/Accounting Technician.

2. Pledge of Allegiance

Chairman Herrick called the meeting to order at 10:12 a.m. and lead the Pledge of Allegiance.

3. Budget Workshop

A. Mr. Lawrence gave an operations presentation regarding upcoming projects, sludge hauling and a presentation on the status on the water reclamation project. Discussion ensued between board and staff.

Mr. Lawrence introduced Ms. McCullar who provided a presentation on the Budget Overview, Capital Budget, FY 2018 Financial Review, Five Year Forecast (FY 2019-FY 2023), FY 2019 Budget. Discussion ensued between board and staff. The board thanked Jennifer on a job well done on the budget.

4. Approval of Agenda

Upon motion by Vice Chairman Oxandaboure, seconded by Secretary Harris and carried, the Agenda was approved as presented.

5. Consent Calendar: The Governing Board reviewed items on the Consent Calendar. Upon motion by Secretary Harris, seconded by Vice Chairman Oxandaboure and carried, the Governing Board approved the Consent Calendar as presented:

A. Minutes of January 24, 2018 Regular Board Meeting - Approved

B. Second Quarter Report, Six Months Ended December 31, 2017 – Informational

C. Board Member Reimbursement – Approved

Vote

Herrick	Aye
Oxandaboure	Aye
Harris	Aye
Caretto	Absent
Green	Aye

6. Items Removed from Consent: None

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 and included on the agenda. 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 will be addressed in a future meeting as soon as practicable under “Public Forum Responses

9. Old Business: None

10. New Business:

A. David presented Bear Valley Water Sustainability Project Outreach Efforts to stakeholder and recommended the board appropriate \$25,000 for WSC’s outreach efforts for the BVWSP. Costs will be shared among the Project Team (excluding WSC), resulting in a net cost to BBARWA of \$6,250. Upon motion by Secretary Harris, seconded by Director Green and carried the board approved the recommendation as presented.

Vote

Herrick	Aye
Oxandaboure	Aye
Harris	Aye
Caretto	Absent
Green	Aye

B. Mr. Lawrence explained that the Agency needs a new belt press. Research has been done on the different methods used to dry the sludge and the belt press is the most sufficient in dewatering the sludge. Mr. Lawrence recommends the following:

1. The Governing Board find that the sludge dewatering project (i.e., Acquisition and Installation of a BDP Industries Belt Press and sludge conveyor system) is Exempt

from the California Environmental Quality Act pursuant to the Class 1 (Existing Facilities) Exemption; and

2. The Governing Board approve the \$1.3 million New Belt Press Project. Appropriate \$225,000 of the Project costs to occur in FY 2018 (lowering the FY 2019 Capital Budget by \$225,000). Authorize the General Manager to enter into contracts for the Acquisition and Installation of a BDP Industries Belt Press and sludge conveyor system in amounts not to exceed \$1.3 million in total.

Upon motion by Director Green, seconded by Secretary Harris and carried, the governing board approved the recommendation as presented.

Vote

Herrick	Aye
Oxandaboure	Aye
Harris	Aye
Caretto	Absent
Green	Aye

- C. Mr. Lawrence talked about some emergency repairs that needed to be done on the Waukesha generator. The recommendation is to appropriate \$30,000 from the Contingency Fund for the emergency generator repairs. Upon motion by Director Green, seconded by Vice Chairman Oxandaboure and carried, the Governing Board approved the recommendation as presented.

Vote

Herrick	Aye
Oxandaboure	Aye
Harris	Aye
Caretto	Absent
Green	Aye

- D. Ms. McCullar presented 2018 Rate and Fee Study. The studies are for informational purposes and provide support for future rate and fee adjustments which will be brought before the board at the March 22nd board meeting and April's board meeting.
- E. Mr. Lawrence explained how over the last several months the agency has been looking into new debt to finance some of the projects in the budget and one of the lending institutes expressed concerns regarding our JPA expiring in 2024. Authorize the General Manager to work with the member agencies in adopting the amendment. Mr. Lawrence would recommend 1) Sixth Amendment to The Joint Exercise of Powers Agreement Between Big Bear City Community Services District, City of Big Bear Lake and San Bernardino County Creating the Big Bear Area Regional Wastewater Agency and 2) Agreement Amending Operating Agreements No. 1 and No. 2. Upon motion Secretary Harris, seconded by Vice Chairman Oxandaboure and carried, the governing board approved the recommendation as presented.

Vote

Herrick	Aye
Oxandaboure	Aye
Harris	Aye
Caretto	Absent
Green	Aye

11. Information/Committee Reports:

A. Mr. Herrick gave an update on the finance committee meeting that

12. Adjournment

With no further business to come before the Governing Board, Chairman Herrick adjourned the meeting at 1:37 p.m.

ATTEST:



Kim Booth, Administrative Assistant
Big Bear Area Regional Wastewater Agency



Elizabeth Harris, Secretary of the Governing Board
of the Big Bear Area Regional Wastewater Agency