

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

Regular Board Meeting of

September 23, 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).

The public may participate in this meeting by:

Join Zoom Meeting:

<https://zoom.us/j/97309410151?pwd=NDhvd3dIK24rYUpzOC9mcFNwamxkdz09>

Meeting ID: 934 0698 0412

Passcode: 106543

Dial by your location:

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

Meeting ID: 934 0698 0412

Passcode: 106543

Find your local number: <https://zoom.us/u/af3xiinzi>

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **APPROVAL OF AGENDA**

4. **PRESENTATION AND INTRODUCTION**

4.A. CSDA 2020 Staff Member of the Year – Sonja Kawa

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 July 22, 2020 and Special Meeting on July 30, 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. Accept as Complete - Oxidation Ditch Shaft Replacement Project – Approve
- 5.G. Resolution No. R.11-2020, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Adopting the Annual Statement of Investment Policy – Approve
- 5.H. Carryover Appropriations – 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**

10. **NEW BUSINESS**

- 10.A. 41132 Maryland Road Connection Fee Refund Request – Discussion and Possible Action
- 10.B. Appropriate \$24,000 for the Ground Fault Monitor from the Contingency Fund – Discussion and Possible Action

11. **INFORMATION/COMMITTEE REPORTS**

11.A. General Manager's Report

12. **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
July 22, 2020

1. CALL TO ORDER

A Regular Meeting of the Governing Board of the Big Bear Area Regional Wastewater Agency was called to order by Vice Chair Miller at 5:03 p.m. on July 22, 2020. Vice Chair Miller confirmed the Governing Board meeting was conducted pursuant to California Government Code Section 54953 and Governor Newsome's Executive Order N-25-20 and N-29-20. No Board Member expressed doubt that the Board Members participating by teleconference were not so.

BOARD MEMBERS PRESENT

Jim Miller, Vice Chair
Karyn Oxandaboure, Secretary
David Caretto, Director
Rick Herrick, Director

BOARD MEMBERS ABSENT

John Green, Chair

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

Ben Carney, Best, Best & Krieger, LLP
Henry French, Site Acquisition Specialist, AT&T
Ryan Goss, General Manager, Big Bear Airport
Andy Keller, Sewer Foreman, Big Bear City Community Services District
Mary Reeves, General Manager, Big Bear City Community Services District

2. PLEDGE OF ALLEGIANCE

Dispensed

3. APPROVAL OF THE AGENDA

Upon motion by Director Herrick, seconded by Secretary Oxandaboure and carried, the Governing Board approved the agenda as presented with the modified green sheet.

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

4. **PRESENTATIONS AND INTRODUCTIONS**

None

5. **CONSENT CALENDAR**

5.A **Minutes of Regular Meeting on June 24, 2020**

5.B. **Monthly Expenses**

5.C. **Governing Board Member Reimbursement**

5.D. **Investment Report**

5.E. **Operations and Connections Report**

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

Ayes: Miller, Oxandaboure, Caretto, Herrick

Noes: None

Absent: Green

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. **Resolution No. R. 10-2020, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Amending Resolution No. 216 Establishing Rules and Regulations Relating to Employer-Employee Relations**

Ms. Burton clarified that this resolution is being amended to reflect the recent changes in the law, as recommended by Agency Counsel. Discussion ensued between the Governing Board and staff.

Upon motion by Director Caretto, seconded by Director Herrick and carried, the Governing Board approved Resolution No. R. 10-2020.

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

10.B. Addendum No. 1 to the GSA Amended and Restated MOU

Mr. Lawrence explained that the GSA adopted Addendum No. 1 at the June 16, 2020 Board Meeting and Member Agency Board concurrence and adoption is required. Addendum No. 1 allows BBARWA to seek reimbursement directly from each Member Agency and will no longer invoice the GSA for collection. Discussion ensued between the Governing Board and staff.

Upon motion by Director Caretto, seconded by Director Herrick and carried, the Governing Board approved Addendum No. 1 to the Amended and Restated MOU.

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

10.C. General Manager Employment Agreement Amendment

Mr. Lawrence presented the amendment to the Employee Agreement between the Agency and himself. Discussion ensued between the Governing Board and staff.

Upon motion by Director Herrick, seconded by Director Caretto and carried, the Governing Board approved authorizing the Governing Board Chair to execute an Employment Agreement Amendment. Mr. Lawrence's base salary will be \$16,376.27 per month (equivalent to an hourly rate of \$94.48). A 5.0% increase (2.9% COLA plus 2.1% merit) will be effective on his anniversary date of April 25, 2020. Further, the parties agreed that during the term of this Agreement, Mr. Lawrence shall be eligible for any cost of living adjustments (COLA) provided to all Agency employees; however, such wage increases shall be memorialized by written amendment to this Agreement. Mr. Lawrence's supplemental term life insurance will increase by \$100,000, for a total of \$430,000 with the premium on this additional policy of \$1,608 per year (\$134 per month) paid by the Agency. This reflects the current premium and differs from the \$1,600 annual amount stated in the reported action from closed session.

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

11. INFORMATION/COMMITTEE REPORTS

12. ADJOURNMENT

With no further business to come before the Governing Board, Vice Chair Miller adjourned the meeting at 5:36 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
SPECIAL BOARD MEETING MINUTES
July 30, 2020

1. CALL TO ORDER

A Special 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 July 30, 2020. Chair Green confirmed the Governing Board meeting was conducted pursuant to California Government Code Section 54953 and Governor Newsome's Executive Order N-25-20 and N-29-20. No Board Member expressed doubt that the Board Members participating by teleconference were not so.

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

None

STAFF MEMBERS PRESENT

David Lawrence, General Manager
Jennifer McCullar, Finance Manager
John Shimmin, Plant Manager
Bridgette Burton, Management Analyst

OTHERS PRESENT

Ward Simmons, Best, Best & Krieger, LLP

2. PLEDGE OF ALLEGIANCE

Dispensed

3. PRESENTATIONS AND INTRODUCTIONS

None

4. APPROVAL OF THE AGENDA

Upon motion by Director Caretto, seconded by Director Herrick 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**

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. BBARWA Solar Project – Environmental Studies and Grading Work

Mr. Lawrence presented information regarding the cost savings analysis, PPA, and ground lease. The next step in the project is to begin the environmental studies and Notice Inviting Bids for the grading work. Discussion ensued between the Governing Board and staff.

Upon motion by Director Herrick, seconded by Director Caretto and carried, the Governing Board appropriated \$28,500 for the Project environmental studies and authorized the General Manager to proceed with the Notice Inviting Bids for the Pond 5 Grading Work.

Ayes: Green, Miller, Oxandaboure, Caretto, Herrick

Noes: None

Absent: None

Abstain: None

11. **INFORMATION/COMMITTEE REPORTS**

11.A. Adjourn August Board Meeting

Discussion ensued between the Governing Board and staff with the decision to adjourn the August Board Meeting.

12. ADJOURNMENT

With no further business to come before the Governing Board, Chair Green adjourned the meeting at 5:41 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: September 23, 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 August 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 Aug 1, 2020 to Aug 31, 2020**

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

Check #	Date	Payee	Cash Account	Amount
20601	8/10/20	ACCENT COMPUTER SOLUTIONS, INC.	1000-20	2,568.45
20602	8/10/20	AG TECH LLC	1000-20	34,776.60
20603	8/10/20	AMAZON CAPITAL SERVICES	1000-20	459.15
20604	8/10/20	ARAMARK UNIFORM SERVICES	1000-20	1,204.56
20605	8/10/20	BIG BEAR CITY COMMUNITY SERVICES DIST.	1000-20	415.55
20606	8/10/20	BUTCHER'S BLOCK & BUILDING	1000-20	127.79
20607	8/10/20	BEAR VALLEY ELECTRIC	1000-20	2,618.48
20608	8/10/20	BEAR VALLEY PAVING, INC.	1000-20	250.00
20609	8/10/20	CAR QUEST OF BIG BEAR	1000-20	48.78
20610	8/10/20	JOHN CONNELLY	1000-20	450.00
20611	8/10/20	UNDERGROUND SERVICE ALERT	1000-20	171.73
20612	8/10/20	DIY HOME CENTER-BIG BEAR	1000-20	137.94
20613	8/10/20	DIRECT TV	1000-20	34.99
20614	8/10/20	DEPARTMENT OF WATER & POWER	1000-20	55.10
20615	8/10/20	EMPLOYMENT DEVELOPMENT DEPT	1000-20	4,116.00
20616	8/10/20	ENERGY LINK INDUSTRIAL SERVICES, INC.	1000-20	3,076.00
20617	8/10/20	FLYERS ENERGY	1000-20	516.02
20618	8/10/20	FRONTIER COMMUNICATIONS	1000-20	618.71
20619	8/10/20	GRAINGER	1000-20	520.66
20620	8/10/20	THE GRIZZLY	1000-20	90.75
20621	8/10/20	KEN GRODY FORD REDLANDS	1000-20	39,896.72
20622	8/10/20	HACH COMPANY	1000-20	10,524.88
20623	8/10/20	HUGHESNET	1000-20	102.33
20624	8/10/20	MITEL	1000-20	354.09
20625	8/10/20	NORTHERN TOOL & EQUIPMENT	1000-20	984.61
20626	8/10/20	CONSTANCE M. ALVARADO	1000-20	55.00
20627	8/10/20	PHENOVA	1000-20	472.90
20628	8/10/20	PHOENIX TOWER INTERNATIONAL	1000-20	17,265.06
20629	8/10/20	POLYDYNE INC	1000-20	3,437.08
20630	8/10/20	NICANOR M. LAUREL	1000-20	3,000.00
20631	8/10/20	QUILL	1000-20	221.67
20632	8/10/20	ROI ENGINEERING LLC	1000-20	49,786.26
20633	8/10/20	SAN BERNARDINO COUNTY FIRE PROTECTION D	1000-20	1,260.00

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

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

Check #	Date	Payee	Cash Account	Amount
20634	8/10/20	SPECTRUM BUSINESS	1000-20	1,029.58
20635	8/10/20	TWIN BEAR EQUIPMENT RENTAL, INC	1000-20	102.15
20636	8/10/20	VALERO	1000-20	37.72
20637	8/10/20	KIMBERLY BOOTH	1000-20	50.00
20638	8/10/20	BRIDGETTE BURTON	1000-20	50.00
20639	8/10/20	RICHARD T. HERRICK	1000-20	150.00
20640	8/10/20	DAVID LAWRENCE	1000-20	50.00
20641	8/10/20	JENNIFER MCCULLAR	1000-20	50.00
20642	8/10/20	JAMES J. MILLER	1000-20	150.00
20643	8/10/20	JOHN SHIMMIN	1000-20	50.00
20593V	8/10/20	DEPT OF PUBLIC WORKS	1000-20	-201.00
20644	8/24/20	ACCENT COMPUTER SOLUTIONS, INC.	1000-20	150.00
20645	8/24/20	ALL PROTECTION ALARM	1000-20	946.64
20646	8/24/20	AMAZON CAPITAL SERVICES	1000-20	631.51
20647	8/24/20	ARROWHEAD	1000-20	208.92
20648	8/24/20	BEST BEST & KRIEGER	1000-20	3,738.25
20649	8/24/20	BUSINESS CARD	1000-20	449.24
20650	8/24/20	BURRTEC WASTE INDUSTRIES, INC.	1000-20	1,676.89
20651	8/24/20	BEAR VALLEY PAVING, INC.	1000-20	13,187.73
20652	8/24/20	CLINICAL LAB OF SAN BERNARDINO	1000-20	1,188.00
20653	8/24/20	COUNTY OF SAN BERNARDINO SOLID WASTE M	1000-20	639.44
20654	8/24/20	CWEA TCP/MEMBERSHIP	1000-20	763.00
20655	8/24/20	TOM DODSON & ASSOCIATES	1000-20	2,250.00
20656	8/24/20	EVANTEC CORPORATION	1000-20	226.84
20657	8/24/20	FEDEX	1000-20	11.87
20658	8/24/20	JUST ENERGY SOLUTIONS INC.	1000-20	17,239.46
20659	8/24/20	MCMASTER-CARR SUPPLY COMPANY	1000-20	412.16
20660	8/24/20	RANDY J. SPITZ	1000-20	106.59
20661	8/24/20	NATIVESCAPES INC	1000-20	350.00
20662	8/24/20	POLYDYNE INC	1000-20	3,437.08
20663	8/24/20	QUILL	1000-20	18.72
20664	8/24/20	ROI ENGINEERING LLC	1000-20	29,572.55
20665	8/24/20	SAFETY-KLEEN SYSTEMS, INC.	1000-20	311.94

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

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

Check #	Date	Payee	Cash Account	Amount
20666	8/24/20	SAN BERNARDINO COUNTY CODE ENFORCEME	1000-20	200.00
20667	8/24/20	SOUTHERN CALIFORNIA EDISON	1000-20	35.82
20668	8/24/20	SERVICEMASTER 360 PREMIER CLEANING	1000-20	671.69
20669	8/24/20	SUPPORT PRODUCT SERVICES, INC.	1000-20	251.22
20670	8/24/20	SOUTHWEST GAS CORP	1000-20	10,342.25
20671	8/24/20	SOUTHWEST GAS	1000-20	107.22
20672	8/24/20	VERIZON WIRELESS	1000-20	2,411.94
20673	8/24/20	JON E. WREESMAN	1000-20	250.00
20674	8/24/20	WATER SYSTEMS CONSULTING, INC.	1000-20	35,958.25
20675	8/24/20	XYLEM DEWATERING SOLUTIONS, INC.	1000-20	3,020.53
Total				<u>311,902.0</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: September 23, 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 July and August 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: July 30, 2020

Month Covered: July

BBARWA Regular Meeting Attended:	Date: _____	Compensation \$ _____
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PURPOSE

BBARWA Special Meeting Attended: <u>Special Board Meeting</u>	Date: <u>July 30, 2020</u>	\$ <u>150</u>
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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: _____	Date: _____	\$ _____
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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) \$ 150.00

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 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: July 30, 2020

Month Covered: July

BBARWA Regular Meeting Attended:	Date: <u>July 22, 2020</u>	Compensation \$ <u>150</u>
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PURPOSE

BBARWA Special Meeting Attended: <u>Special Board Meeting</u>	Date: <u>July 30, 2020</u>	\$ <u>150</u>
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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: _____	Date: _____	\$ _____
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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: Karyn Oxandaboure

Date Submitted: July 30, 2020

Month Covered: July

	Compensation	
BBARWA Regular Meeting Attended:	Date: <u>July 22, 2020</u>	\$ <u>150</u>

PURPOSE

BBARWA Special Meeting Attended: <u>Special Board Meeting</u>	Date: <u>July 30, 2020</u>	\$ <u>150</u>
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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: _____	Date: _____	\$ _____
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BBARWA Committee Meeting Attended: _____	Date: _____	\$ _____
------------------------------------------	-------------	----------

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	
OPER. REVIEW	_____		
EXPEN. APP.	_____	_____	_____
FIN. REVIEW	_____	_____	_____

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

REPORT OF MEETINGS ATTENDED

Governing Board Member: David Caretto

Date Submitted: July 30, 2020

Month Covered: July

		Compensation
BBARWA Regular Meeting Attended:	Date: <u>July 22, 2020</u>	\$ <u>150</u>

PURPOSE

BBARWA Special Meeting Attended: <u>Special Board Meeting</u>	Date: <u>July 30, 2020</u>	\$ <u>150</u>
---------------------------------------------------------------	----------------------------	---------------

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

BBARWA Committee Meeting Attended: _____	Date: _____	\$ _____
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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: Rick Herrick

Date Submitted: July 30, 2020

Month Covered: July

BBARWA Regular Meeting Attended: _____ Date: July 22, 2020 \$ 150 **Compensation**

PURPOSE

BBARWA Special Meeting Attended: Special Board Meeting Date: July 30, 2020 \$ 150

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) \$ 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: September 23, 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 August Monthly Investment Report pursuant to the Agency's Investment Policy.

FINANCIAL IMPACT:

No financial impact.

RECOMMENDATION:

Informational

BBARWA
 Monthly Investment Report
 August 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	\$ 5,012,131	\$ 5,036,755	20,412	0.784%	DAILY
TOTAL	\$ 5,012,131	\$ 5,036,755	20,412		

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 2021 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

September 15, 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:

August 2020 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
8/17/2020	8/14/2020	RW	1652432	N/A	JENNIFER MCCULLAR	-500,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	5,512,131.46
Total Withdrawal:	-500,000.00	Ending Balance:	5,012,131.46



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: September 23, 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 *JSM JBS*

SUBJECT: Operations and Connections Report

OPERATIONS:

2020 Treatment Plant Data

	June	July	August
Total Influent Flow (MG)	53.107	60.732	63.764
Average Daily Influent Flow (MGD)	1.71	1.96	2.06
City of Big Bear Lake	55.62%	55.67%	52.71%
Big Bear City	40.36%	40.02%	43.28%
County of San Bernardino	4.01%	4.31%	4.02%
Average Influent BOD (mg/L)	306	317	311
Average Effluent BOD (mg/L)	7	13	10
BOD Removal Efficiency (%)	97.7%	95.9%	96.8%
Precipitation (inch)	0.00	0.00	0.92

July and August 2020 – There were no reportable violations during this period.

CONNECTIONS:

MONTH								FYE 6/30/2021		
	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	CITY-BBL	CSD	CSA-53B
July	4	8	3	4	3	7	3	0	3	0
August	6	5	12	6	10	2	12	1	10	1
September	5	6	4	6	3	7	0	0	0	0
October	14	10	9	8	3	5	0	0	0	0
November	8	6	5	11	5	2	0	0	0	0
December	23	8	4	2	3	1	0	0	0	0
January	3	1	0	0	1	1	0	0	0	0
February	1	0	1	0	0	1	0	0	0	0
March	2	3	2	0	3	1	0	0	0	0
April	1	10	3	0	3	7	0	0	0	0
May	5	10	4	0	5	5	0	0	0	0
June	12	2	16	0	6	6	0	0	0	0
TOTAL	84	69	63	37	45	45	15	1	13	1

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: September 23, 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 *JPS*

REVIEWED BY: Jennifer McCullar, Finance Manager *JM*

SUBJECT: Accept as Complete – Oxidation Ditch Shaft Replacement Project

BACKGROUND:

On the night of January 26, 2020, the shaft on Oxidation Ditch 1 Rotor 3 failed during normal operation. The rotor is an essential piece of equipment for the proper treatment of wastewater in the oxidation ditch. Rotors aid in the entrainment of air into wastewater, thereby accelerating the treatment process. Ditch 1 continued to treat properly and meet permit limits while replacement parts were ordered.

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. The Agency purchased the equipment and on May 13, 2020, issued the Notice Inviting Bids for the shaft replacement. On June 24, 2020, the Governing Board awarded the Project to S. Porter, Inc.

DISCUSSION:

The Project was completed on August 18, 2020. The project came in on time, under the budget, and within Agency specifications as outlined in the Scope of Work.

Description	Budget	Actual	Variance
Equipment	\$59,000.00	\$59,563.40	\$563.40
Installation	62,000.00	25,980.00	(36,020.00)
Total	\$121,000.00	\$85,543.40	(\$35,456.60)

FINANCIAL IMPACT:

The Project came in under the budget by \$35,456.60 as reflected in the above chart.

RECOMMENDATION:

Accept the Oxidation Ditch Shaft Replacement Project as complete.



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: September 23, 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.11-2020, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Adopting the Annual Statement of Investment Policy

BACKGROUND:

The Annual Statement of Investment Policy is attached as Exhibit A to Resolution No. R.11-2020. The state legislature encourages local agencies to review the investment policy annually to ensure that public funds are being invested in safe and liquid vehicles. The investment policy and resolution remain unchanged from the prior year.

FINANCIAL IMPACT:

There is no financial impact.

RECOMMENDATION:

Approve

ATTACHMENT:

Resolution No. R. 11-2020

RESOLUTION NO. R. 11-2020

**A RESOLUTION OF THE GOVERNING BOARD OF THE
BIG BEAR AREA REGIONAL WASTEWATER AGENCY
ADOPTING THE ANNUAL STATEMENT OF INVESTMENT POLICY**

WHEREAS, the Governing Board has heretofore established general funds from which monies may be expended for general operating purposes; and

WHEREAS, the Governing Board has, in addition, established designated funds from which monies may be expended for specific purposes only; and

WHEREAS, the Big Bear Area Regional Wastewater Agency has on hand in the general and designated funds, from time to time, monies that are not required for immediate expenditure; and

WHEREAS, it has been determined to be in the public interest to invest such monies in a manner that seeks to ensure the preservation of capital while meeting the liquidity needs of the Agency;

NOW, THEREFORE, BE IT RESOLVED, by the Governing Board of the Big Bear Area Regional Wastewater Agency that the Agency's Annual Statement of Investment Policy, attached hereto as Exhibit "A," is hereby approved and adopted and all prior resolutions or portions thereof that conflict with this resolution are rescinded and all prior resolutions or portions thereof that are repeated by this resolution are replaced.

ADOPTED this 23rd day of September, 2020.

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

ATTEST:

I, Karyn Oxandaboure, Secretary of the Governing Board of the Big Bear Area Regional Wastewater Agency, DO HEREBY CERTIFY that the foregoing Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Adopting the Annual Statement of Investment Policy, being Resolution No. R. 11-2020, was adopted at a regular meeting on September 23, 2020, of said Agency by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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

EXHIBIT "A"

BIG BEAR AREA REGIONAL WASTEWATER AGENCY BOARD POLICY INVESTMENT

I. Policy Statement

The Big Bear Area Regional Wastewater Agency ("Agency") has been entrusted with a special privilege and a unique responsibility to manage and protect public dollars. When managing public funds, the Agency understands that investment success can not be measured in terms of achieving the highest possible return but must be measured in terms of prudent investing that utilizes uncommitted dollars in safe, short-term instruments to earn the Agency reasonable returns with the least amount of risk and to maintain adequate liquidity.

II. Scope

This investment policy applies to all financial assets of the Agency which include:

1. Idle short-term operating cash.
2. Deposits held by fiscal agents, in accordance with the provisions of the applicable debt agreements, not necessarily limited to the specific investment types authorized under Section IV, Authorized Investments, set forth in this policy.
3. Restricted designated funds.

III. Objective

The primary objectives, in priority order, of the Agency's investment activities shall be:

1. **Safety:** Safety of principal is the foremost objective of the investment program. Investments of the Agency shall be undertaken in a manner that seeks to ensure the preservation of capital.

2. **Liquidity:** The Agency's investment portfolio will remain sufficiently liquid to meet all operating requirements.
3. **Yield:** The investment portfolio shall be designed with the objective of attaining a rate of return commensurate with the Agency's investment risk constraints and liquidity needs. Return on investment is of least importance compared to the safety and liquidity objectives described above.

IV. Authorized Investments

The following investments will be permitted by this policy and are authorized pursuant to California Government Code 53600 et seq.:

1. The Local Agency Investment Fund (LAIF) managed by the Treasurer of the State of California.
2. Certificates of Deposit insured by the Federal Deposit Insurance Corporation. Maturities are not to exceed two years from the date of purchase. Purchases may not exceed 30 percent of the Agency's surplus money.
3. United States Treasury Bills, Notes and Bonds for which the full faith and credit of the United States are pledged for the payment of principal and interest. Maturities are not to exceed two years from the date of purchase.
4. Triple-A rated money market mutual funds regulated by the Securities and Exchange Commission and whose portfolios consist only of United States Treasury securities.

V. Delegation of Authority

Management responsibility for the investment program is hereby delegated to the Finance Manager and the General Manager of the Agency, who may invest the Agency's funds consistent with this investment policy and who shall establish procedures and a system of controls for the operation of the investment program consistent with this investment policy.

VI. Reporting

The Finance Manager shall render an investment report to the General Manager and the Governing Board of the Agency on a monthly basis.

1. The investment report shall include the type of investment, institution, date of maturity, par and dollar amount invested on all securities, interest rate, share of the liquid value, investments and monies held by the Agency, and shall additionally, include a description of any of the Agency's funds, investments or programs, that are under the management of contracted parties, including lending programs. With respect to all securities held by the Agency, and under management of any outside party that is not also a local agency or the State of California Local Agency Investment Fund, the report shall also include a current market value as of the date of the report.

2. The investment report shall include a statement denoting the ability of the local agency to meet its expenditure requirements for the next six months or an explanation as to why sufficient money will not or may not be available.

VII. Standards of Care

1. Prudence

The Governing Board, General Manager and Finance Manager of the Agency are trustees and therefore fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, a trustee shall act with care, skill, prudence and diligence under the circumstances then prevailing, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the Agency.

2. Ethics and Conflicts of Interest

In the manner required by applicable law, Officers and Employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.

VIII. Policy Adoption

The Governing Board shall adopt the Agency's investment policy on an annual basis at a public meeting. Any modifications to the policy shall also be considered at a public meeting.



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.H.

MEETING DATE: September 23, 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: Carryover Appropriations

BACKGROUND:

The Board appropriated funds in FY 2020 for projects and purchases that were not completed at year end and will need to be completed in FY 2021. The following will be carried over and added to the FY 2021 Budget.

<u>Capital Expenditures</u>		<u>Operating and Non-Operating Expenses</u>	
Cactus Flats Repair	\$ 85,000.00	Carbon Tower Replacement	\$ 29,995.00
Headworks Grit System Rehab	561,238.75	Solid Waste Disposal	13,073.94
Main Pump Building Metal Siding	4,731.50	Replenish Big Bear - WSC and Other	150,056.81
Ox Ditch 1 Rotor 3 Shaft	61,436.60	Replenish Big Bear - Tom Dodson Environmental	29,336.88
SCADA Replacement Project	158,141.58	GSA Administrative Expense	<u>4,981.57</u>
Splitter Box Building	29,529.41		<u>\$ 227,444.20</u>
Utility Transfer Switch	25,000.00		
	<u>\$ 925,077.84</u>		

FINANCIAL IMPACT:

There is no financial impact since the funds have previously been appropriated. The FY 2021 Budget will be revised to increase the respective line items by the amounts noted above.

RECOMMENDATION:

Approve carryover appropriation for the FY 2021 Budget.



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: September 23, 2020

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

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

PREPARED BY: Bridgette Burton, Management Analyst *bb*

REVIEWED BY: Jennifer McCullar, Finance Manager *jm*

SUBJECT: 41132 Maryland Road Connection Fee Refund Request

BACKGROUND & DISCUSSION:

The City of Big Bear Lake is requesting a refund of the connection fee for 41132 Maryland Road. The connection fee was collected in error; the owner was already paying sewer fees on the San Bernardino County Tax Roll.

Pursuant to Ordinance No. O. 01-2019 Member Agencies must submit a connection fee reduction or refund request in writing to the Governing Board for consideration during a regularly scheduled meeting.

FINANCIAL IMPACT:

Connection fee revenue will be lowered by the connection fee refund of \$4,180.

RECOMMENDATION:

Approve

ATTACHMENT:

City of Big Bear Lake Request

City of Big Bear Lake



September 4, 2020

Attn: Jennifer McCullar
Finance Manager
Big Bear Area Regional Wastewater Agency
P.O. Box 517
Big Bear City, CA 92314

RE: City of Big Bear Lake Request for Refund of BBARWA Connection Fee- 41132 Maryland Rd.,
APN: 309-212-12

Dear Ms. McCullar,

The City of Big Bear Lake is requesting a refund of the BBARWA connection fee that was charged to a customer on April 27, 2020 and remitted to you on May 7, 2020. The owner had requested a new sewer connection permit, but was already paying for BBARWA Sewer Fees on the San Bernardino County Assessor Tax Roll. The payment has been refunded to the owner for the amount of the connection fee minus the City inspection fee charged for reconnection permits. We are seeking reimbursement for the BBARWA Connection Fee of \$4,180.00 since this has already been passed through to BBARWA. I have enclosed the cleared check, and breakdown of fees paid to the owner from the City as proof of reimbursement. If you have any questions, or need additional clarification please contact me.

Sincerely,

Katya Meyer
Administrative Analyst

Cc: John Harris, Director of Public Services
Jeanette Prickett, Finance Manager



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: September 23, 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 *JS*

REVIEWED BY: Jennifer McCullar, Finance Manager *JM*

SUBJECT: Appropriate \$24,000 for the Ground Fault Monitor from the Contingency Fund

BACKGROUND & DISCUSSION:

The Agency's Ground Fault Monitor (GFM) is in need of replacement. The GFM monitors the electrical ground at the treatment plant and ensures the electrical system is properly grounded. The current GFM is no longer working correctly and is a safety hazard as the monitor can no longer detect any ground faults in the electrical system. An outside contractor will purchase and install the replacement GFM.

FINANCIAL IMPACT:

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

RECOMMENDATION:

Appropriate \$24,000 for the purchase and installation of the Ground Fault Monitor from the Contingency Fund.