

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

Regular Board Meeting of

April 28, 2021

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 9).

The public may participate in this meeting by:

Join Zoom Meeting:

<https://zoom.us/j/99660951703?pwd=dkpvUmwwMGRIUitZYmRjdWd0YW9mUT09>

Meeting ID: 996 6095 1703

Passcode: 198355

Dial by your location

+1 669 900 9128 US (San Jose)

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

Find your local number: <https://zoom.us/u/ab6RStqVg1>

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA**
4. **PRESENTATION AND INTRODUCTION**
5. **INFORMATION/COMMITTEE REPORTS**

5.A. General Manager's Report

5.B. Administrative Committee Meeting Update

6. **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.

- 6.A. Minutes of Regular Meeting March 24, 2021 – Approve
- 6.B. Monthly Expenses – Informational
- 6.C. Investment Report – Informational
- 6.D. Operations and Connections Report – Informational
- 6.E. Resolution No. R. 05-2021, 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.) – Adopt

7. **ITEMS REMOVED FROM CONSENT CALENDAR**

8. **PUBLIC FORUM RESPONSE**

None

9. **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.”

10. **OLD BUSINESS**

11. **NEW BUSINESS**

- 11.A. Resolution No. R. 06-2021, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Approving the Agency’s Proposal for the United States Department of the Interior Bureau of Reclamation’s WaterSMART: Title XVI WIIN Water Reclamation and Reuse Project Grant Application for the Replenish Big Bear Project and Designating an Authorized Representative – Adopt
- 11.B. Award of Contract for Sludge Hauling Services for the Wastewater Treatment Plant – Discussion and Possible Action

11.C. Organizational Structure and Classification Plan; Pay Schedule – Discussion and Possible Action

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

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

AGENDA ITEM: 5.A.

MEETING DATE: April 28, 2021
TO: Governing Board of the Big Bear Area Regional Wastewater Agency
FROM: David Lawrence, P.E., General Manager *DL*
REVIEWED BY: Jennifer McCullar, Finance Manager; and John Shimmin, Plant Manager *JK*
SUBJECT: General Manager's Report

DISCUSSION:

Administration

COVID-19

Our Administrative Office remains closed to the public. Staff continues to follow proper distancing, safety protocols, and disinfecting procedures. Operations staff have returned to their normal schedules. Alternative safety measures will be implemented as needed.

It is anticipated to return to in-person Governing Board meetings in May with proper distancing and safety protocols.

Sewer System Management Plan (SSMP) (No Update)

The 2021 SSMP audit results will be presented to the Governing Board in May 2021. The audit is required to be completed every two (2) years.

Arc Flash Study

The study and preventative maintenance are expected to be completed in spring/summer 2021.

Operations

BBARWA Solar Project (No Update)

Solar panel installation is ongoing with completion expected in spring 2021. The automatic transfer switch will be installed in conjunction with this project.

Headworks Grit System Rehabilitation Project

The mandatory pre-bid meeting was held on April 21, 2021. Sealed proposals are due on May 3, 2021, with results to be presented to the Governing Board for consideration in May.

Lift Station 3 Generator & Fuel System Replacement

The scope of work includes the purchase of an approved generator and fuel system. The informal bids were due on April 19, 2021. Staff is currently reviewing submitted bids and will award the contract shortly.

Replacement of Ion Analyzer and Influent Composite Sampler

The ion analyzer, used in the laboratory for sampling plant streams to meet the reporting requirements of the plant's discharge order, is on-line with testing certification in process. The influent composite sampler has been installed.

Replacement of LPS Pumps No. 1 & 2

Pump #2 is currently being installed and pump #1 will be installed shortly thereafter.

City of Big Bear Lake Flow Meter

The collections system CBBL flow metering equipment measures the sewage flow from the City of Big Bear Lake through the Lake Pump Station. This meter is no longer able to be calibrated and is not supported by the manufacturer. We will be replacing the meter and software with new equipment that can be calibrated on an annual basis. Coordination and installation are expected to be completed in spring/summer 2021.

Effluent Pump #3

Effluent Pump #3 is one of four 100 HP pumps in the Main Pump Building. This pump will be removed and sent to the manufacturer for a rebuild with installation to begin in summer 2021.

Ground Fault Monitor (GFM)

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. The GFM is expected to be installed in spring 2021.

Other

Replenish Big Bear

The Project Team met with the Santa Ana Regional Board on April 5, 2021 to propose and discuss Alternative #2 - 70% RO and 30% tertiary treatment. Dates for a meeting to discuss offset requirements and feasibility of the Project are proposed for late April or early May.

The Project Team met with the Division of Drinking Water on April 16, 2021. Discussion and negotiations for Title 22 requirements are ongoing.

The Project Team met with Congressman Jay Obernolte on April 13, 2021, to discuss federal funding opportunities. Documentation was submitted to the Congressman's office on April 15, 2021, with a \$1 million request in order to make the project more competitive for future funding opportunities. The guidelines for requested funds only allow requests for monies that can be spent within one fiscal year. Awards for projects under \$1 million are expected next month, with projects above \$1 million awarded in late summer.

GSA (No Update)

In the third virtual workshop, date to be determined, stakeholders will participate in a collaborative brainstorm to arrive at a preliminary set of projects and management actions that will be used over the next 20 years to equitably and cost-effectively maintain sustainable groundwater levels in the Basin. A workshop recording and a public-facing summary of stakeholder input will be published to the GSA website following the workshop. Recordings and presentation material are posted to the GSA website for workshops #1 and #2.

BVES Substation (No Update)

The new BVES substation is expected to be completed in spring 2021. Demolition of the existing substation will begin shortly thereafter.

BIG BEAR AREA REGIONAL WASTEWATER AGENCY
REGULAR BOARD MEETING MINUTES
March 24, 2021

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 Miller at 5:01 p.m. on March 24, 2021. 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, Chair
Karyn Oxandaboure, Secretary
David Caretto, Director
John Green, Director

BOARD MEMBER ABSENT

Rick Herrick, Vice 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

Mary Reeves, General Manager, Big Bear City Community Services District
Liz Sebestyen, Fawnskin

2. **PLEDGE OF ALLEGIANCE**

Dispensed

3. **APPROVAL OF THE AGENDA**

Upon motion by Director Green, seconded by Director Caretto and carried, the Governing Board approved the agenda as presented.

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

4. INFORMATION/COMMITTEE REPORTS

4.A. General Manager Report

Mr. Lawrence provided an update to the Governing Board. Discussion ensued between the Governing Board and staff.

4.B. Finance Committee Meeting Update

Secretary Oxandaboure provided an update on the items Ms. McCullar discussed during the February 11, 2021 Finance Committee meeting which included the Budget Review, Projected Performance 2021, Budget and Forecast 2022-2026, and the new Budget 2022.

5. PRESENTATIONS AND INTRODUCTIONS

None

6. CONSENT CALENDAR

6.A. Minutes of Regular Meeting January 27, 2021 and Budget Workshop/Special Meeting February 24, 2021

6.B. Monthly Expenses

6.C. Investment Report

6.D. Operations and Connections Report

6.E. Second Quarter Report, Six Months Ended December 31, 2020

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

Ayes: Miller, Oxandaboure, Caretto, Green

Noes: None

Absent: Herrick

Abstain: None

7. ITEMS REMOVED FROM THE CONSENT CALENDAR

None

8. PUBLIC FORUM RESPONSE

None

9. PUBLIC FORUM

No comments

10. **OLD BUSINESS**

None

11. **NEW BUSINESS**

11.A. Public Hearing: Resolution No. R. 02-2021, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Establishing the Sewer User Charge and Taking Certain Other Actions Related Thereto

Ms. McCullar explained the annual sewer user charge will increase 3.9% from \$223.07 to \$231.77, an increase of \$8.70 per equivalent dwelling unit, effective July 1, 2021. Chair Miller opened the public hearing at 5:25 p.m. There was one public comment by Ms. Liz Sebestyen, who expressed the burden an increase of the sewer user charge would have on her. Discussion ensued between the Governing Board and staff. The public hearing closed at 5:40 p.m.

Upon motion by Director Caretto, seconded by Director Green and carried, the Governing Board adopted Resolution No. R. 02-2021.

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

11.B. Public Hearing: Resolution No. R. 04-2021, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency to Increase the Current Fee Schedule for the Disposal of Waste Delivered to Regional Treatment Plant

Ms. McCullar explained the waste disposal fees should be consistent with the timing and percentage change in the sewer user charge. Discussion ensued between the Governing Board and staff. Chair Miller opened the public hearing at 5:42 p.m. With no comment from the public, the public hearing closed at 5:43 p.m.

Upon motion by Director Caretto, seconded by Director Green and carried, the Governing Board adopted Resolution No. R. 04-2021.

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

11.C. Resolution No. R. 03-2021, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Clarifying the Fiscal Year 2022 Sewer Standby or Immediate Availability Charges

Ms. McCullar reviewed the standby fees for FY 2022, which remain unchanged. This resolution is to clarify the standby or immediate availability charges previously approved and shall continue to be imposed in the same manner, and at the same amounts, as in previous years.

Upon motion by Secretary Oxandaboure, seconded by Director Green and carried, the Governing Board adopted Resolution No. R. 03-2021.

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

11.D. Public Hearing: Resolution No. R. 01-2021, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Adopting the Operating and Capital Budget for Fiscal Year 2022, Approving Budgeted Projects and Finding Approval of the Budget and Budgeted Projects Exempt from Review Under the California Environmental Quality Act

Ms. McCullar explained this item is to adopt the Operating and Capital Budget for FY 2022. Chair Miller opened the public hearing at 5:46 p.m. With no comment from the public, the public hearing closed at 5:47 p.m. Discussion ensued between the Governing Board and staff.

Upon motion by Director Caretto, seconded by Chair Miller and carried, the Governing Board adopted Resolution No. R. 01-2021.

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

11.E. Gaeta Lease Agreement Amendment

Mr. Lawrence explained the amendment to the Agreement will extend the term for another five-year period through August 2025, with automatic annual renewals through this date; however, to ensure the most flexibility possible for the Agency, provisions have been included that allow for cancellation with 60 days' notice of the annual renewal. Discussion ensued between the Governing Board and staff.

Upon motion by Director Caretto, seconded by Director Green and carried, the Governing Board authorized the General Manager to negotiate and execute the Gaeta Lease Agreement Amendment.

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

11.F. Notice Inviting Bids - Headworks Grit System Rehabilitation Project

Mr. Lawrence explained the Headworks Grit System Rehabilitation Project is in lieu of a full replacement of headworks. Staff requested authorization to proceed with a Notice Inviting Bids for the Headworks Grit System Rehabilitation Project. Discussion ensued between the Governing Board and staff.

Upon motion by Secretary Oxandaboure, seconded by Director Caretto and carried, the Governing Board authorized the General Manager to proceed with a Notice Inviting Bids for the Headworks Grit System Rehabilitation Project.

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

11.G. Letter in Opposition of SB 278 - Public Employees' Retirement System: Disallowed Compensation: Benefit Adjustments

Mr. Lawrence discussed Senate Bill 278 and how it would affect the Agency. If passed, it would impose strict liability on a public agency that provides retirement benefits through the California Public Employees' Retirement System (CalPERS) for reductions in pension benefits resulting from reported compensation that is subsequently determined to be disallowed by CalPERS. Discussion ensued between the Governing Board and staff.

Upon motion by Director Caretto, seconded by Director Green and carried, the Governing Board authorized the General Manager to execute the Letter in Opposition of Senate Bill 278 (Leyva) and transmit the letter to Senator Connie Leyva.

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

11.H. Letter in Opposition of AB 339 - State and Local Government: Open Meetings

Ms. Burton explained that Assembly Bill 339 would amend the Brown Act and place numerous, unworkable, unfunded mandates on all public agencies. Discussion ensued between the Governing Board and staff.

Upon motion by Director Green, seconded by Secretary Oxandaboure and carried, the Governing Board authorized the General Manager to execute the Letter in Opposition of Senate Bill 339 (Lee) and transmit the letter to Assembly Member Lee.

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

11.I. Governing Board Committees

Chair Miller discussed the permanent advisory committee assignments and recommended the committee assignments remain the same. Discussion ensued between the Governing Board and staff.

Upon motion by Director Caretto, seconded by Director Green and carried, the Governing Board approved the committee assignments.

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

12. CLOSED SESSION

Entered closed session at 6:04 p.m. with one closed session item to be reviewed.

**12.A. Public Employee Performance Evaluation
Pursuant to Government Code Section 54957(b)(1)
Title: General Manager**

Chair Miller reconvened open session at 6:50 p.m. with no reportable action.

13. ADJOURNMENT

With no further business to come before the Governing Board, Chair Miller adjourned the meeting at 6:51 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

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

AGENDA ITEM: 6.B.

MEETING DATE: April 28, 2021

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

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

PREPARED BY: Jennifer McCullar, Finance Manager

SUBJECT: Monthly Expenses

BACKGROUND:

Attached is the Agency's March 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 Mar 1, 2021 to Mar 31, 2021

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

Check #	Date	Payee	Cash Account	Amount
CASH 23049	3/2/21	PAYA	1000-20	19.99
CASH 23050	3/2/21	CALPERS HEALTH	1000-20	35,176.68
CASH 23051	3/3/21	VISION SERVICE PLAN	1000-20	350.24
CASH 23052	3/3/21	PRINCIPAL FINANCIAL GROUP	1000-20	3,863.74
CASH 23053	3/5/21	CALIFORNIA STATE DISBURSEMENT UNI	1000-20	126.00
CASH 23054	3/5/21	THE LINCOLN NAT'L LIFE INS CO	1000-20	3,608.21
CASH 23055	3/8/21	AMERICAN FIDELITY ASSURANCE CO	1000-20	469.98
CASH 23056	3/8/21	CALPERS RETIREMENT	1000-20	2,950.41
CASH 23057	3/8/21	CA PERS 457 PROGRAM	1000-20	3,340.83
CASH 23058	3/8/21	CALPERS RETIREMENT	1000-20	7,746.06
21137	3/9/21	ACCENT COMPUTER SOLUTIONS, INC.	1000-20	2,509.45
21138	3/9/21	AG TECH LLC	1000-20	34,557.00
21139	3/9/21	AMAZON CAPITAL SERVICES	1000-20	75.34
21140	3/9/21	ARAMARK UNIFORM SERVICES	1000-20	1,004.56
21141	3/9/21	BEST BEST & KRIEGER	1000-20	6,322.45
21142	3/9/21	BIG BEAR CITY COMMUNITY SERVICES D	1000-20	415.55
21143	3/9/21	BUTCHER'S BLOCK & BUILDING	1000-20	790.76
21144	3/9/21	BEAR VALLEY ELECTRIC	1000-20	22,955.41
21145	3/9/21	JOHN CONNELLY	1000-20	150.00
21146	3/9/21	UNDERGROUND SERVICE ALERT	1000-20	127.22
21147	3/9/21	DIRECT TV	1000-20	39.99
21148	3/9/21	DEPARTMENT OF WATER & POWER	1000-20	55.10
21149	3/9/21	FRONTIER COMMUNICATIONS	1000-20	855.16
21150	3/9/21	GEIGER SUPPLY, INC	1000-20	137.47
21151	3/9/21	BIG BEAR GRIZZLY	1000-20	759.00
21152	3/9/21	BEAR VALLEY BASIN GSA	1000-20	73.23
21153	3/9/21	HUGHESNET	1000-20	102.33
21154	3/9/21	JUST ENERGY SOLUTIONS INC.	1000-20	6,840.29
21155	3/9/21	KAHN, SOARES & CONWAY, LLP	1000-20	315.00
21156	3/9/21	M & M MECHANICAL SERVICES, INC.	1000-20	442.00
21157	3/9/21	NAPA AUTO PARTS	1000-20	45.23
21158	3/9/21	CONSTANCE M. ALVARADO	1000-20	55.00
21159	3/9/21	PHENOVA	1000-20	242.75

Big Bear Area Regional Wastewater Agency
Check Register
For the Period From Mar 1, 2021 to Mar 31, 2021

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

Check #	Date	Payee	Cash Account	Amount
21160	3/9/21	PITNEY BOWES GLOBAL FINANCIAL SER	1000-20	128.22
21161	3/9/21	SOUTH COAST AQMD	1000-20	2,093.28
21162	3/9/21	RYAN R. ABELN	1000-20	6,035.06
21163	3/9/21	SPECTRUM BUSINESS	1000-20	998.93
21164	3/9/21	WATER SYSTEMS CONSULTING, INC.	1000-20	64,816.58
21165	3/9/21	BIG BEAR CITY CSD	1000-20	8,420.74
21166	3/9/21	DEPARTMENT OF WATER & POWER	1000-20	8,420.74
21167	3/9/21	BIG BEAR MUNICIPAL WATER DISTRICT	1000-20	8,420.74
21168	3/9/21	BRIDGETTE BURTON	1000-20	998.36
21169	3/9/21	RICHARD T. HERRICK	1000-20	300.00
21170	3/9/21	JAMES J. MILLER	1000-20	150.00
21171	3/9/21	KIMBERLY BOOTH	1000-20	50.00
21172	3/9/21	BRIDGETTE BURTON	1000-20	50.00
21173	3/9/21	SONJA KAWA	1000-20	50.00
21174	3/9/21	DAVID LAWRENCE	1000-20	50.00
21175	3/9/21	JENNIFER MCCULLAR	1000-20	50.00
21176	3/9/21	JOHN SHIMMIN	1000-20	50.00
CASH 23059	3/9/21	EMPLOYMENT DEVELOPMENT DEPARTM	1000-20	1,949.12
CASH 23060	3/9/21	INTERNAL REVENUE SERVICE	1000-20	6,542.33
CASH 23061	3/11/21	DAVID A. CARETTO	1000-20	150.00
CASH 23062	3/11/21	KARYN K. OXANDABOURE	1000-20	300.00
CASH 23063	3/11/21	JOHN GREEN	1000-20	150.00
CASH 23064	3/22/21	CALIFORNIA STATE DISBURSEMENT UNI	1000-20	126.00
CASH 23065	3/22/21	AMERICAN FIDELITY ASSURANCE CO	1000-20	469.98
CASH 23066	3/22/21	CALPERS RETIREMENT	1000-20	2,862.30
CASH 23067	3/22/21	CA PERS 457 PROGRAM	1000-20	3,340.40
CASH 23068	3/22/21	THE LINCOLN NAT'L LIFE INS CO	1000-20	3,608.21
CASH 23069	3/22/21	CALPERS RETIREMENT	1000-20	7,746.06
21177	3/23/21	ACCURATE OVERHEAD DOOR SYSTEMS,	1000-20	426.00
21178	3/23/21	ARROWHEAD	1000-20	184.22
21179	3/23/21	BUSINESS CARD	1000-20	80.50
21180	3/23/21	ROBIN A. BRADLEY	1000-20	600.00
21181	3/23/21	CANON SOLUTIONS AMERICA, INC.	1000-20	1,018.66

Big Bear Area Regional Wastewater Agency
Check Register
For the Period From Mar 1, 2021 to Mar 31, 2021

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

Check #	Date	Payee	Cash Account	Amount
21182	3/23/21	SAN BERNARDINO COUNTY	1000-20	50.00
21183	3/23/21	CLINICAL LAB OF SAN BERNARDINO	1000-20	250.00
21184	3/23/21	COUNTY OF SAN BERNARDINO SOLID W	1000-20	533.47
21185	3/23/21	CWEA TCP/MEMBERSHIP	1000-20	187.00
21186	3/23/21	DADDY'S PEST CONTROL	1000-20	1,500.00
21187	3/23/21	ENERGY LINK INDUSTRIAL SERVICES, IN	1000-20	8,726.23
21188	3/23/21	ENVIRONMENTAL EXPRESS, INC	1000-20	196.96
21189	3/23/21	EVANTEC CORPORATION	1000-20	409.67
21190	3/23/21	FLYERS ENERGY	1000-20	488.79
21191	3/23/21	GRAINGER	1000-20	151.77
21192	3/23/21	HACH COMPANY	1000-20	281.36
21193	3/23/21	INLAND BOBCAT, INC	1000-20	4,999.60
21194	3/23/21	JUST ENERGY SOLUTIONS INC.	1000-20	20,245.71
21195	3/23/21	MCR TECHNOLOGIES, INC.	1000-20	1,146.88
21196	3/23/21	MITEL	1000-20	362.34
21197	3/23/21	RANDY J. SPITZ	1000-20	85.05
21198	3/23/21	PETTY CASH	1000-20	465.32
21199	3/23/21	POLYDYNE INC	1000-20	6,874.17
21200	3/23/21	NICANOR M. LAUREL	1000-20	9,841.10
21201	3/23/21	ROI ENGINEERING LLC	1000-20	1,650.00
21202	3/23/21	SOUTHERN CALIFORNIA EDISON	1000-20	40.42
21203	3/23/21	SOUTHWEST GAS CORP	1000-20	11,226.41
21204	3/23/21	SOUTHWEST GAS	1000-20	1,536.13
21205	3/23/21	NANCY R. BOHL, INC.	1000-20	75.00
21206	3/23/21	USA BLUEBOOK	1000-20	172.08
21207	3/23/21	VERIZON WIRELESS	1000-20	241.58
21208	3/23/21	WATER ENVIRONMENT FEDERATION	1000-20	267.00
21209	3/23/21	XYLEM WATER SOLUTIONS U.S.A., INC.	1000-20	71,245.14
CASH 23070	3/23/21	EMPLOYMENT DEVELOPMENT DEPARTM	1000-20	1,952.97
CASH 23071	3/23/21	INTERNAL REVENUE SERVICE	1000-20	6,777.19
CASH 23072	3/29/21	LEGALSHIELD	1000-20	67.80
CASH 23073	3/29/21	TEXAS LIFE INSURANCE COMPANY	1000-20	213.00
CASH 23074	3/29/21	AMERICAN FIDELITY ASSURANCE CO	1000-20	625.48

Big Bear Area Regional Wastewater Agency
Check Register
For the Period From Mar 1, 2021 to Mar 31, 2021

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Check #	Date	Payee	Cash Account	Amount
CASH 23075	3/30/21	PAYA	1000-20	13,006.22
CASH 23076	3/31/21	PAYA	1000-20	44.24
Total				433,094.9



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

AGENDA ITEM: 6.C.

MEETING DATE: April 28, 2021

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

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

PREPARED BY: Jennifer McCullar, Finance Manager

SUBJECT: Investment Report

BACKGROUND:

Attached is the March Monthly Investment Report pursuant to the Agency's Investment Policy.

FINANCIAL IMPACT:

There is no financial impact.

RECOMMENDATION:

Informational

BBARWA
 Monthly Investment Report
 March 2021

<u>INVESTMENT TYPE</u>	<u>COST</u>	<u>FAIR MARKET VALUE (1)</u>	<u>YEAR TO DATE INTEREST(2)</u>	<u>INTEREST RATE</u>	<u>MATURITY DATE</u>
LOCAL AGENCY INVESTMENT FUND	\$ 4,329,222	\$ 4,334,720	37,503	0.357%	DAILY
TOTAL	\$ 4,329,222	\$ 4,334,720	37,503		

The Investment Portfolio of the Big Bear Area Regional Wastewater Agency is in compliance with the investment policy approved in Sept 2020. 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

April 08, 2021

[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:

March 2021 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
3/29/2021	3/26/2021	RW	1669988	N/A	JENNIFER MCCULLAR	-500,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	4,829,222.24
Total Withdrawal:	-500,000.00	Ending Balance:	4,329,222.24



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

AGENDA ITEM: 6.D.

MEETING DATE: April 28, 2021

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* and Jennifer McCullar, Finance Manager

SUBJECT: Operations and Connections Report

OPERATIONS:

2021 Treatment Plant Data

	January	February	March
Total Influent Flow (MG)	66.491	65.041	63.349
Average Daily Influent Flow (MGD)	2.14	2.32	2.04
City of Big Bear Lake	51.81%	55.95%	55.08%
Big Bear City	45.21%	41.27%	42.09%
County of San Bernardino	2.97%	2.78%	2.83%
Average Influent BOD (mg/L)	293	271	276
Average Effluent BOD (mg/L)	9	10	12
BOD Removal Efficiency (%)	96.9%	96.3%	95.7%
Precipitation (inch)	3.65	0.14	1.67

March 2021 – 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	3	0	2	1
October	14	10	9	8	3	5	10	4	6	0
November	8	6	5	11	5	2	2	1	1	0
December	23	8	4	2	3	1	2	2	0	0
January	3	1	0	2	1	1	2	2	0	0
February	1	0	1	0	0	1	0	0	0	0
March	2	3	2	3	3	1	3	1	2	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	42	45	45	37	11	24	2

FINANCIAL IMPACT:

There is no financial impact.

RECOMMENDATION:

Informational



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

AGENDA ITEM: 6.E.

MEETING DATE: April 28, 2021

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 *bb*

SUBJECT: Resolution No. R. 05-2021, 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 2021 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:

There is no financial impact.

RECOMMENDATION:

Adopt Resolution No. R. 05-2021.

ATTACHMENT:

Resolution No. R. 05-2021

RESOLUTION NO. R. 05-2021

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 “2021 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 28th day of April, 2021.

Jim Miller, Chair of the Governing Board of the
Big Bear Area Regional Wastewater Agency

ATTEST:

I, Karyn Oxandaboure, Secretary 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, being Resolution No. R. 05-2021, was duly adopted at a regular meeting of the Governing Board held on the 28th day of April 2021, 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
Jim Miller – Chair
Rick Herrick – Vice Chair
Karyn Oxandaboure – Secretary
David Caretto – Director
John Green – Director

AGENDA ITEM: 11.A.

MEETING DATE: April 28, 2021

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

SUBJECT: Resolution No. R. 06-2021, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Approving the Agency's Proposal for the United States Department of the Interior Bureau of Reclamation's WaterSMART: Title XVI WIIN Water Reclamation and Reuse Project Grant Application for the Replenish Big Bear Project and Designating an Authorized Representative

BACKGROUND:

In June 2019, the Governing Board approved the Agency submitting a grant application for the 2019 WaterSMART: Title XVI WIIN Water Reclamation and Reuse Program (WaterSMART). The Replenish Big Bear Project (Project) scored well, being in the top 11 highest ranked projects by the application review committee. Unfortunately, the Project was not one of the top seven (7) projects ultimately chosen and transmitted to Congress for funding.

DISCUSSION:

The United States Department of the Interior Bureau of Reclamation (Reclamation) has announced a call for projects for its 2021 WaterSMART Grant Program. The Federal share (Reclamation's share in addition to any other sources of Federal funding) of any WaterSMART project, including any funding provided as a result of this funding opportunity, shall not exceed 25 percent of the total project cost for planning, design, and/or construction that has already been completed or will be completed before September 30, 2023, up to a maximum of \$20 million per project. The application due date is April 23, 2021. The funding opportunity requires a resolution (within 30 days of the application submittal) to authorize the applicant to commit financial and legal obligations associated with receipt of a financial assistance award, including the submittal of the application and execution of a grant agreement. The Project is eligible for funding having completed a feasibility study that has been reviewed by Reclamation and found to meet all the requirements of Reclamation's Directives and Standards WTR 11-01, Title XVI Water Reclamation and Reuse Program Feasibility Study Review Process. Approximately 3 to 8 projects are expected to be awarded, depending on the amount requested by each applicant.

Staff is requesting to re-assign the role of Entity Administrator (EA) in the System for Award Management (SAM) from the Governing Board Chair to the General Manager, to streamline the federal grant application process. The appointed EA is authorized to manage the Entity's registration record, its associated users and roles to the Entity, and will be the Electronic Business Point of Contact.

FINANCIAL IMPACT:

A successful application to the WaterSMART program is expected to result in approximately \$7 million in additional funding for the Project. The WaterSMART funding is limited to the amount of the Project that can be completed before September 30, 2023. The amount identified that can be completed within this timeframe is approximately \$28 million (total estimated Project cost of approximately \$65 million). Of this amount, 25%, or approximately \$7 million can be applied for under the WaterSMART program. The remaining 75% or \$21 million that is considered the match or cost sharing may be provided by various funding sources including grants, low-interest loans and cost sharing contributions of the Agency Team (BBARWA, CSD, DWP, and MWD).

RECOMMENDATION:

1. Adopt Resolution No. R. 06-2021; and
2. Authorize the General Manager to be the Entity Administrator in the System for Award Management.

ATTACHMENT:

Resolution No. R. 06-2021

RESOLUTION NO. R. 06-2021

A RESOLUTION OF THE GOVERNING BOARD OF THE BIG BEAR AREA REGIONAL WASTEWATER AGENCY APPROVING THE AGENCY'S PROPOSAL FOR THE UNITED STATES DEPARTMENT OF THE INTERIOR BUREAU OF RECLAMATION'S WATERSMART: TITLE XVI WIIN WATER RECLAMATION AND REUSE PROJECT GRANT APPLICATION FOR THE REPLENISH BIG BEAR PROJECT AND DESIGNATING AN AUTHORIZED REPRESENTATIVE

WHEREAS, the Big Bear Area Regional Wastewater Agency ("BBARWA" or "Agency"), is moving forward with the Replenish Big Bear Project (Project). The water reuse project will secure a reliable and sustainable local water supply, protect the local environment and strengthen the tourism industry that drives the regions recreation-based economy. The Project includes planning, design and construction of advanced treatment facility upgrades at the Agency's wastewater treatment plant, more than 7 miles of pipeline for product water and brine, three pump stations, a groundwater recharge facility, and monitoring wells.

WHEREAS, the cost for the Project is considerable and as such, staff is actively seeking various grants, financing sources, and partnering with the Big Bear Valley Groundwater Sustainability Agency to offset Agency costs; and

WHEREAS, the Agency is eligible for funding having completed a feasibility study that has been reviewed by the United States Department of the Interior Bureau of Reclamation ("Reclamation") and found to meet all the requirements of Reclamation's Directives and Standards WTR 11-01, Title XVI Water Reclamation and Reuse Program Feasibility Study Review Process; and

WHEREAS, Reclamation requires grant applicants to provide a resolution adopted by the applicant's governing body designating an authorized representative to submit the funding application and execute all necessary documents with Reclamation for a grant.

NOW, THEREFORE, THE GOVERNING BOARD OF THE BIG BEAR AREA REGIONAL WASTEWATER AGENCY DOES HEREBY RESOLVE AS FOLLOWS:

- The General Manager (the "Authorized Representative") is hereby authorized and directed to sign and file, for and on behalf of the Agency, a WaterSMART Grant Proposal for financing the cost of the Project from Reclamation; and
- The Governing Board of the Big Bear Area Regional Wastewater Agency and the General Manager have reviewed and support the application submittal; and

- The Authorized Representative is authorized to certify that the Agency has and will comply with the financial and legal obligations associated with the WaterSMART Grant financial assistance; and
- That the Big Bear Area Regional Wastewater Agency has the capacity to provide funding and/or in-kind contributions specified in the funding plan; and
- That the Big Bear Area Regional Wastewater Agency will work with Reclamation to meet established deadlines for entering into a cooperative agreement.

PASSED, ADOPTED, AND APPROVED this 28th day of April, 2021.

Jim Miller, Chair of the Governing Board
of the Big Bear Area Regional Wastewater Agency

ATTEST:

I, Karyn Oxandaboure, Secretary 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, being Resolution No. R. 06-2021, was duly adopted at a regular meeting of the Governing Board held on the 28th day of April 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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



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

AGENDA ITEM: 11.B.

MEETING DATE: April 28, 2021

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

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

REVIEWED BY: Jennifer McCullar, Finance Manager

SUBJECT: Award of Contract for Sludge Hauling Services for the Wastewater Treatment Plant

BACKGROUND:

On February 24, 2021, the Governing Board authorized the General Manager to prepare specifications and proceed with a Notice of Request for Proposals for Sludge Hauling Services for the Wastewater Treatment Plant.

DISCUSSION:

On March 3, 2021, the project was advertised and on April 8, 2021, the Agency received three (3) proposals and one (1) no-bid letter. Per the proposal instructions, each proposal was evaluated by staff members using the following criteria:

Criteria	Total Points Available
Understanding the Scope of Services	30
Demonstrated Professional Skill and Credentials	30
Related Experience	30
Approach to Performing this Type of Service	30
Contractor Meets all EPA 503 Biosolids Requirements	30
Cost Proposal	150
Total	300

The results are provided in the table below:

Company	Proposal Amount	Total Points Received
Synagro West, LLC	\$59.90 per ton	294
Burrtec Waste Industries, Inc.	71.96 per ton	280
Bear Valley Paving	111.23 per ton	202
Ag Tech, LLC	No Bid	0

Synagro West, LLC (Synagro) was the lowest responsive and responsible proposer. The Agency has worked with Synagro in the past and they have performed well. All references have been checked and the Agency is confident in Synagro’s ability to perform all tasks required.

FINANCIAL IMPACT:

The Agency budgeted sludge hauling costs of \$64 per ton in FY 2022, with annual inflationary adjustments in subsequent years. Based on the new contract rate of \$59.90 per ton beginning in September 2021 and assuming annual inflationary adjustments, the Agency expects to save approximately \$17,100 in FY 2022 compared to the budget and approximately \$105,000 over the five-year period through FY 2026. The contract contains a provision for fuel surcharges if fuel prices increase above the base contract rate. If this occurs, the estimated savings could be lower.

RECOMMENDATION:

Authorize the General Manager to enter into a three-year agreement, with two (2) one-year extensions as approved by the General Manager, with Synagro West, LLC for Sludge Hauling Services for the Wastewater Treatment Plant in the amount of \$59.90 per ton, allowing for annual cost escalation per the contract documents.



Big Bear Area Regional
Wastewater Agency

Jim Miller – Chair

Rick Herrick – Vice Chair

Karyn Oxandaboure – Secretary

David Caretto – Director

John Green – Director

AGENDA ITEM: 11.C.

MEETING DATE: April 28, 2021

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

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

PREPARED BY: Sonja Kawa, Human Resources Coordinator/Accounting Technician *SK*

REVIEWED BY: Jennifer McCullar, Finance Manager

SUBJECT: Organizational Structure and Classification Plan; Pay Schedule

BACKGROUND:

Agency staff met with the Administrative Committee on March 31, 2021 to present current recommendations for revisions to the classification plan and organizational structure. As a result of those discussions, the Administrative Committee recommended that staff move forward with a presentation of a revised classification plan and organizational structure to the Governing Board for approval. Implementation will include reclassification and revision of class specifications (job descriptions) as follows:

- 1) Reclassify Administrative Assistant to Operations Administrative/Laboratory Assistant with a revised scope of duties and responsibilities. This will provide operations support and laboratory assistance to better meet the Agency's needs. Recommended pay range is \$26.30 - \$35.51.
- 2) Reclassify Management Analyst to Management Analyst/Board Secretary with a revised scope of duties and responsibilities. This will transfer some of the Administrative Assistant duties and assign a staff position to act as Secretary to the Governing Board. Recommended pay range is \$31.48 - \$42.51.
- 3) Reclassify Laboratory Analyst to Senior Laboratory Analyst with a revised scope of responsibilities and certification. This will better reflect the professional level of the position and level of responsibility. Recommended pay range is \$35.60 - \$48.06.

Recommended pay ranges for the above reclassifications have been set based on consultation with Bryce Consulting, the company used by the Agency for its annual compensation and classification study updates.

Classification Plan Changes

Hourly Pay Rate	Current Start	Current Top	New Start	New Top	% Change	Top of Range \$ Change
Classification						
Administrative Assistant to Operations Administrative/Laboratory Assistant	\$25.05	\$33.82	\$26.30	\$35.51	5.0%	\$1.69
Management Analyst to Management Analyst/Board Secretary	\$31.48	\$42.51	\$31.48	\$42.51	-	-
Laboratory Analyst to Senior Laboratory Analyst	\$32.36	\$43.69	\$35.60	\$48.06	10.0%	\$4.37

FINANCIAL IMPACT:

The financial impact is estimated to be approximately \$11,200 in year 1 (FY 2022). This is primarily the result of the change from part-time to full-time staffing associated with the reclassification of the Administrative Assistant position. The impact from the reclassification of the Laboratory Analyst position does not occur until year 3 (FY 2024), when this position would have otherwise reached the top of scale. The combined impact over the next five-year period is estimated to be approximately \$104,000 or \$21,000 a year based on current projections. The increase in salaries and benefits expense is expected to be offset by lower costs associated with 1) lower sludge removal expense (lower by \$17,100) due to the new sludge hauling contract and 2) lower insurance costs (lower by \$21,627) based on recent estimates from the Agency’s insurance provider which were not available at the time the FY 2022 budget was prepared.

RECOMMENDATION:

- 1) Approve Operations Administrative/Laboratory Assistant class specifications (job description).
- 2) Approve Management Analyst/Board Secretary class specifications (job description).
- 3) Approve Senior Laboratory Analyst class specifications (job description).
- 4) Approve Organizational Chart.
- 5) Approve publicly available Pay Schedule.

ATTACHMENTS:

- Administrative Assistant redline
- Operations Administrative/Laboratory Assistant Job Description
- Management Analyst redline
- Management Analyst/Board Secretary Job Description
- Laboratory Analyst redline
- Senior Laboratory Analyst Job Description
- Organizational Chart
- Pay Schedule



OPERATIONS ADMINISTRATIVE/LABORATORY ASSISTANT

DEFINITION

Under general supervision, performs a wide variety of routine and complex office, clerical, ~~and administrative~~ operational support duties for management and ~~other staff; provides administrative support to the Governing Board and Committees; provides general assistance to the public by providing information personally or directing information requests according to established procedures;~~ sorts, logs, and maintains records and other documents; learns policies, procedures, and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Operations Administrative/Laboratory Assistant performs the full range of office and administrative support duties including organization and coordination of workload and preparation of compliance reports, in addition to support operations such as laboratory and safety activities. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision and direction from the ~~Management Analyst~~ Plant Manager.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Perform a wide variety of complex, ~~and~~ responsible ~~and confidential~~ operational support duties for ~~the Governing Board and~~ Agency management and laboratory staff.

Type and proofread a wide variety of complex and confidential reports, letters, and memoranda; ~~independent preparation of~~ independently prepare correspondence; type from a rough draft or verbal instruction. Compile information to be used in special projects and reports.

~~Screen calls, visitors and mail; respond to sensitive requests for information and assistance.~~

Participate ~~in~~ and assist in the administration of the Agency's ~~Office; compile information to be used in special projects and reports~~ operations and laboratory office.

Maintain calendar of activities, meetings, and various events for ~~management~~ operations and laboratory staff; arrange meetings and make appointments; assist with task prioritization; follow up on assigned projects to meet deadlines.

Job Description

Operations Administrative/Laboratory Assistant

Distribute mail and material to operations staff. Deliver correspondence, receipts, logs, forms, and other material between operations and the administration office. Process mailing and shipping of items for operations and laboratory.

Screen visitors to the plant and coordinate plant tours. Respond to sensitive requests for information and assistance.

Assist with laboratory tasks including sampling, routine testing, and the collection and compilation of laboratory data, under the direction of the Laboratory Analyst.

Support the maintenance of Agency regulatory permits, ensuring applications for permits are submitted accurately and timely. Monitor SWRCB and CWEA certifications and renewals for operator and laboratory staff.

Under the direction of management, submit accurate and complete compliance and regulatory reports.

Maintain a wide variety of records, files, and logs related to Agency operations ~~and activities; conduct;~~ coordinate with administration on periodic retention and purging of files in compliance with applicable guidelines.

~~Prepare Board and committee~~ Maintain and upload operational records into Laserfiche, in coordination with the Management Analyst.

Serve as Secretary for the Agency's Safety Committee; prepare agenda ~~packages and staff reports; attend meetings of the Governing Body~~ packets and record all ~~official~~ proceedings; prepare meeting minutes and other documents.

Maintain SDRMA General Safety Specialist certification.

~~Coordinate~~ Oversee publication, mailing, and posting of legal and public notices; maintain ordinances and resolutions; prepare and publish ordinance summaries.

~~Serve as Secretary for the Agency's Safety Committee; maintain~~ and track safety training for Agency employees. Assist with coordination of annual employee testing to include, but not limited to, auditory, respiratory fit tests, etc.

Maintain safety policies and procedures; ~~coordinate and track safety training.~~ ensure safety programs and plans are up to date with current rules and regulations; maintain JHA and SOP documents.

~~Submit accurate and complete compliance reports and Conflict of Interest Code reporting~~ Provide information to employees on training opportunities available through CWEA and other resources. Assist operators in researching available training courses and costs.

Record USA daily audits.

~~Coordinate setup and take down of~~ provide the board room for meetings, monthly log to accounting.

Job Description

Operations Administrative/Laboratory Assistant

Track inventory of Operations safety supplies, breakroom and events janitorial supplies, and office supplies. Submit requisitions for purchasing.

~~Reconcile bank records; maintain petty cash and log all deposits for Board room rental.~~

~~Build and maintain positive~~ Collaborate with Human Resources in planning and organizing employee activities, such as team-building events, annual safety incentive awards, holiday parties, and employee recognition. Assist with organizing BBARWA employee participation in community events, such as Tour de Big Bear, food drives, and holiday family sponsorships.

Establish and maintain effective working relationships with co-workers, other Agency employees and those contacted in the public using principles course of good customer service work.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Advanced English usage, spelling, grammar, and punctuation.-

Alphabetic and numeric filing system management.

Business correspondence writing and report preparation. ~~Pertinent Federal, State, and local laws, codes and regulations. Principles and procedures of record keeping.~~

Pertinent Federal, State, and local laws, codes, and regulations.

Principles and procedures of record keeping.

Robert's Rules of Order, ~~Brown Act, Fair Political Practices Commission, and Conflict of Interest.~~

Safe work practices.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation.

Principles and practices of customer service.

Ability to:

Perform responsible and difficult administrative support work involving the use of independent judgment and personal initiative.

Perform work in an efficient and timely manner with accuracy and attention to detail.

Job Description

Operations Administrative/Laboratory Assistant

Intermittently, review documents related to department operations; observe, identify and problem solve office operations and procedures; understand and apply Agency policies and procedures.

Analyze situations carefully and adopt effective courses of action.

Learn to collect samples and run routine laboratory tests.

Maintain confidential data and information for management staff.

Work independently in the absence of supervision.

Operate and use modern office equipment including computers and applicable software including spreadsheets and financial systems to organize and analyze data.

Type and transcribe at a speed necessary for successful job performance. Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

On a continuous basis, sit at desk and/or stand at counter for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 25 pounds or less.

EDUCATION, EXPERIENCE AND TRAINING

Any combination of education, experience and training that would provide the required knowledge, skills, and abilities necessary for an Operations Administrative/Laboratory Assistant would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Education:

Equivalent to completion of the twelfth grade. ~~An Associate of Arts degree in public administration, business administration or related field is desirable.~~

Experience and Training:

Four years of administrative and secretarial experience or the performance of related work supplemented by specialized training.

LICENSE AND/OR CERTIFICATE:

Possession of a valid California Class C driver's license, including possession and maintenance of a

Job Description

Operations Administrative/Laboratory Assistant

satisfactory driving record and ability to meet eligibility standards for motor vehicle insurance coverage established by the agency's insurance carrier.

Possession of a Grade I Laboratory Analyst Certificate as issued by the California Water Environment Association, or the ability to obtain within two (2) years of appointment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will work at elevations of 6,700+ feet, be regularly exposed to fumes or airborne particles in addition to outside weather conditions involving wind, rain, heat, and humidity, and extreme cold and snow during the winter months. The noise level in the work environment is usually moderate.

PRE-EMPLOYMENT PHYSICAL EXAMINATION AND BACKGROUND CHECKS ARE REQUIRED



OPERATIONS ADMINISTRATIVE/LABORATORY ASSISTANT

DEFINITION

Under general supervision, performs a wide variety of routine and complex office, clerical, administrative operational support duties for management and staff; sorts, logs, and maintains records and other documents; learns policies, procedures, and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Operations Administrative/Laboratory Assistant performs the full range of office and administrative support duties including organization and coordination of workload and preparation of compliance reports, in addition to support operations such as laboratory and safety activities. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision and direction from the Plant Manager.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Perform a wide variety of complex and responsible operational support duties for Agency management and laboratory staff.

Type and proofread a wide variety of complex and confidential reports, letters, and memoranda; independently prepare correspondence; type from a rough draft or verbal instruction. Compile information to be used in special projects and reports.

Participate and assist in the administration of the Agency's operations and laboratory office.

Maintain calendar of activities, meetings, and various events for operations and laboratory staff; arrange meetings and make appointments; assist with task prioritization; follow up on assigned projects to meet deadlines.

Distribute mail and material to operations staff. Deliver correspondence, receipts, logs, forms, and other material between operations and the administration office. Process mailing and shipping of items for operations and laboratory.

Screen visitors to the plant and coordinate plant tours. Respond to sensitive requests for information and assistance.

Job Description

Operations Administrative/Laboratory Assistant

Assist with laboratory tasks including sampling, routine testing, and the collection and compilation of laboratory data, under the direction of the Laboratory Analyst.

Support the maintenance of Agency regulatory permits, ensuring applications for permits are submitted accurately and timely. Monitor SWRCB and CWEA certifications and renewals for operator and laboratory staff.

Under the direction of management, submit accurate and complete compliance and regulatory reports.

Maintain a wide variety of records, files, and logs related to Agency operations; coordinate with administration on periodic retention and purging of files in compliance with applicable guidelines.

Maintain and upload operational records into Laserfiche, in coordination with the Management Analyst.

Serve as Secretary for the Agency's Safety Committee; prepare agenda packets and record all proceedings; prepare meeting minutes and other documents.

Maintain SDRMA General Safety Specialist certification.

Coordinate and track safety training for Agency employees. Assist with coordination of annual employee testing to include, but not limited to, auditory, respiratory fit tests, etc.

Maintain safety policies and procedures; ensure safety programs and plans are up to date with current rules and regulations; maintain JHA and SOP documents.

Provide information to employees on training opportunities available through CWEA and other resources. Assist operators in researching available training courses and costs.

Record USA daily audits and provide the monthly log to accounting.

Track inventory of Operations safety supplies, breakroom and janitorial supplies, and office supplies. Submit requisitions for purchasing.

Collaborate with Human Resources in planning and organizing employee activities, such as team-building events, annual safety incentive awards, holiday parties, and employee recognition. Assist with organizing BBARWA employee participation in community events, such as Tour de Big Bear, food drives, and holiday family sponsorships.

Establish and maintain effective working relationships with co-workers and those contacted in the course of work.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Advanced English usage, spelling, grammar, and punctuation.

Alphabetic and numeric filing system management.

Business correspondence writing and report preparation.

Pertinent Federal, State, and local laws, codes, and regulations.

Principles and procedures of record keeping.

Robert's Rules of Order.

Safe work practices.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation.

Principles and practices of customer service.

Ability to:

Perform responsible and difficult administrative support work involving the use of independent judgment and personal initiative.

Perform work in an efficient and timely manner with accuracy and attention to detail.

Intermittently, review documents related to department operations; observe, identify and problem solve office operations and procedures; understand and apply Agency policies and procedures.

Analyze situations carefully and adopt effective courses of action.

Learn to collect samples and run routine laboratory tests.

Maintain confidential data and information for management staff.

Work independently in the absence of supervision. Operate and use modern office equipment including computers and applicable software including spreadsheets and financial systems to organize and analyze data.

Type and transcribe at a speed necessary for successful job performance. Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

On a continuous basis, sit at desk and/or stand at counter for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 25 pounds or less.

Job Description
Operations Administrative/Laboratory Assistant

EDUCATION, EXPERIENCE AND TRAINING

Any combination of education, experience and training that would provide the required knowledge, skills, and abilities necessary for an Operations Administrative/Laboratory Assistant would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Education:

Equivalent to completion of the twelfth grade.

Experience and Training:

Four years of administrative and secretarial experience or the performance of related work supplemented by specialized training.

LICENSE AND/OR CERTIFICATE:

Possession of a valid California Class C driver's license, including possession and maintenance of a satisfactory driving record and ability to meet eligibility standards for motor vehicle insurance coverage established by the agency's insurance carrier.

Possession of a Grade I Laboratory Analyst Certificate as issued by the California Water Environment Association, or the ability to obtain within two (2) years of appointment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will work at elevations of 6,700+ feet, be regularly exposed to fumes or airborne particles in addition to outside weather conditions involving wind, rain, heat, and humidity, and extreme cold and snow during the winter months. The noise level in the work environment is usually moderate.

PRE-EMPLOYMENT PHYSICAL EXAMINATION AND BACKGROUND CHECKS ARE REQUIRED



MANAGEMENT ANALYST/BOARD SECRETARY

DEFINITION

To perform a variety of professional analytical work in support of administrative and program activities of the Agency including the overall day-to-day management, organization and coordination of administrative functions; to provide administrative and analytical support to management staff; to support grant writing; and public outreach and education; efforts and legislative monitoring and regulatory compliance; and to fulfill other administrative assignments ~~serve as required~~ Secretary to the Governing Board as appointed.

DISTINGUISHING CHARACTERISTICS

The Management Analyst/Board Secretary performs the full range of professional analytical duties in the development and implementation of Agency policies, procedures, and programs; administrative support through research, analysis, report writing, ~~and~~ recommendations, correspondence, and other administrative support duties as needed; preparation of Governing Board agendas and minutes; records management; publication of legal notices; and other related work, as required. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision and direction from the General Manager.

Exercises supervision of assigned staff.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Manage day-to-day administrative support functions, including office organization and procedures, recordkeeping and files, ~~meetings~~ meeting and event planning.

Screen calls and visitors; provide general assistance to the public by personally or directing information requests according to established procedures.

Compose emails, general correspondence, memos, charts, business plans.

Collect and distribute mail; process outgoing mail.

Perform finance functions necessary to achieve financial internal controls, under the direction of the Finance Manager including, but not limited to, collecting receipts (through mail and over-the-counter) and posting to monthly log; maintaining, distributing, monitoring and replenishing petty cash; reconciling bank accounts monthly.

Process sewer permit applications and Board Room rental applications; collect fees.

Job Description

Management Analyst/Board Secretary

Coordinate setup and takedown of the board room for meetings and events.

Manage office technology systems and procedures; coordinate technology system services, including website, phones, security/surveillance, and office equipment; coordinate with outside consultants and vendors to ensure the Agency's technology needs are met.

Oversee design and content management of the Agency's website; approve and update modifications to entire site ensuring the content remains up to date.

Prepare and distribute Governing Board agenda packets; write staff reports, ~~agenda items~~ ordinances, and resolutions as needed; ~~oversee preparation of Governing Body agenda packets;~~ review and edit staff reports, ordinances, and resolutions, ~~ordinances and public notices,~~ prepared by others; coordinate the approval of agendas with management staff; upload final agenda packet to the Agency's website. Proofread copy for spelling, grammar, and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.

~~Compose emails, general correspondence, memos, charts, business plans.~~

Attend regular and special Governing Board and Agency meetings, take and prepare meeting minutes and conduct other follow-up actions as necessary such as, composing and preparing correspondence advising the public and staff of Governing Board actions.

Ensure compliance with legal requirements governing public notice of meetings, public hearing documents, and the conduct of closed sessions; update and maintain mailing lists – these duties include posting materials to the Agency website, electronic distribution, publication in the local newspaper and posting hard-copy documents.

Assist Governing Board members, under direction from the General Manager, in obtaining all relevant information needed by Governing Board members to carry out their assigned duties efficiently and effectively.

Work closely with legal counsel to ensure all Governing Board communications, ordinances, resolutions, meetings, and other activities are in compliance with applicable state and local laws.

Attest to and countersign minutes, resolutions, ordinances, and other documents as Secretary to the Governing Board.

File Statement of Economic Interest – Form 700 for appointed Agency Officials and designated employees. File reports and forms as required by the Political Reform Act, Fair Political Practices Commission (FPPC), and Conflict of Interest Code.

Submit documents for filing or recording with the proper agencies.

Job Description

Management Analyst/Board Secretary

Maintain accurate and complete records; develop and establish office filing, and index, ~~record-keeping and reporting systems and~~; oversee the organization and maintenance of administrative documents including but not limited to policies, procedures, rates, rules, regulations, forms, notices, ~~and~~ webpage content.

Maintain the Agency's Code Book and Governing Board Handbook.

Manage the Agency's record archiving, retention and destruction program, ensuring all Agency documents are maintained per the Agency's adopted Records Retention Schedule.

Conduct or direct complex studies, research, analysis, and projects; prepare and present detailed and comprehensive reports to a variety of audiences.

Participate in data collection for studies, reports, and surveys that relate to the annual audit, budget process, salaries and benefits, and confidential matters.

Research grant opportunities and assist with the preparation of grant applications for various programs.

~~Monitor~~ Maintain awareness of new trends and pending developments in the fields related to the Agency including records management, Fair Political Practices Commission regulations, and changing legislation and regulations for their impact on Agency operations; initiate and recommend new programs consistent with changing developments and ensure timely compliance with regulatory matters and reporting requirements.

Write letters in support or opposition of various legislative issues as directed; prepare letters on behalf of the Agency.

Participate in the development and implementation of Agency strategic and master plans.

Prepare bid specifications and scope of work for projects and programs; assist with the selection and management of consultants and contractors; efficiently and effectively manage assigned projects.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

~~Assist in coordinating human resources programs such as recruitment and selection, classification and compensation, and employee benefits.~~

Supervise, train, motivate, and evaluate assigned personnel; make effective recommendations regarding promotion, transfer, and disciplinary action of assigned personnel.

~~Represent the Agency at various meetings; attend Governing Board meetings, as necessary.~~

Perform other duties as assigned.

Job Description

Management Analyst/[Board Secretary](#)

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of office organization, supervision and management.

Principles and techniques of project management.

Grant writing and application procedures.

General information technology systems.

State and Federal legislative and regulatory process.

[Principles and procedures of record keeping.](#)

[Roberts Rules of Order, Brown Act, Fair Political Practices Commission, and Conflict of Interest, Government Code, and other Special District law.](#)

Report preparation and written communication using proper English, spelling and grammar.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation.

Safe work practices.

Principles and practices of customer service.

Ability to:

Independently perform professional analytical work in support of assigned programs; prepare clear and concise technical and administrative reports.

Interpret and apply rules, regulations, laws, ordinances, and the Agency policies and procedures.

Organize and maintain recordkeeping and retrieval functions.

On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports, and special projects.

Review and analyze organizational and administrative issues; recommend and implement effective courses of action.

Evaluate and interpret a variety of statistical and narrative information and data and make sound recommendations.

Job Description
Management Analyst/Board Secretary

Coordinate and prioritize multiple tasks and projects effectively and efficiently and meet multiple deadlines.

Communicate clearly and concisely, both orally and in writing including the preparation and delivery of public presentations.

Maintain confidentiality of information.

Establish and maintain effective working relationships with those contacted in the course of work.

On a continuous basis, sit at desk for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

EDUCATION, EXPERIENCE AND TRAINING

Any combination of education, experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Education:

A Bachelor's degree from an accredited college or university with major coursework in public or business administration, finance, economics, or a related field.

Experience and Training:

Four years of increasingly responsible administrative and analytical experience involving financial, budgetary, or administrative issues, preferably within a local government environment. Experience in project management, contract administration, policy development, and technology management is highly desirable.

LICENSE AND/OR CERTIFICATE

Possession of a valid California Class C driver's license, including possession and maintenance of a satisfactory driving record and ability to meet eligibility standards for motor vehicle insurance coverage established by the agency's insurance carrier.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, the employee will work near wastewater treatment facilities, works at elevations of 6,700+ feet, may be exposed to fumes and airborne particles in addition

Job Description

Management Analyst/Board Secretary

to outside weather conditions involving wind, rain, heat, and extreme cold and snow during the winter months. The noise level in the work environment is usually moderate.

PRE-EMPLOYMENT PHYSICAL EXAMINATION AND BACKGROUND CHECKS ARE REQUIRED



MANAGEMENT ANALYST/BOARD SECRETARY

DEFINITION

To perform a variety of professional analytical work in support of administrative and program activities of the Agency including the overall day-to-day management, organization and coordination of administrative functions; to provide administrative and analytical support to management staff; to support grant writing and public outreach and education efforts and legislative monitoring and regulatory compliance; and to serve as Secretary to the Governing Board as appointed.

DISTINGUISHING CHARACTERISTICS

The Management Analyst/Board Secretary performs the full range of professional analytical duties in the development and implementation of Agency policies, procedures, and programs; administrative support through research, analysis, report writing, recommendations, correspondence, and other administrative support duties as needed; preparation of Governing Board agendas and minutes; records management; publication of legal notices; and other related work, as required. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision and direction from the General Manager.

Exercises supervision of assigned staff.

EXAMPLES OF ESSENTIAL DUTIES – *Duties may include, but are not limited to, the following:*

Manage day-to-day administrative support functions, including office organization and procedures, recordkeeping and files, meeting and event planning.

Screen calls and visitors; provide general assistance to the public by personally or directing information requests according to established procedures.

Compose emails, general correspondence, memos, charts, business plans.

Collect and distribute mail; process outgoing mail.

Perform finance functions necessary to achieve financial internal controls, under the direction of the Finance Manager including, but not limited to, collecting receipts (through mail and over-the-counter) and posting to monthly log; maintaining, distributing, monitoring and replenishing petty cash; reconciling bank accounts monthly.

Process sewer permit applications and Board Room rental applications; collect fees.

Coordinate setup and takedown of the board room for meetings and events.

Job Description
Management Analyst/Board Secretary

Manage office technology systems and procedures; coordinate technology system services, including website, phones, security/surveillance, and office equipment; coordinate with outside consultants and vendors to ensure the Agency's technology needs are met.

Oversee design and content management of the Agency's website; approve and update modifications to entire site ensuring the content remains up to date.

Prepare and distribute Governing Board agenda packets; write staff reports, ordinances, and resolutions; review and edit staff reports, ordinances, and resolutions prepared by others; coordinate the approval of agendas with management staff; upload final agenda packet to the Agency's website. Proofread copy for spelling, grammar, and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.

Attend regular and special Governing Board and Agency meetings, take and prepare meeting minutes and conduct other follow-up actions as necessary such as, composing and preparing correspondence advising the public and staff of Governing Board actions.

Ensure compliance with legal requirements governing public notice of meetings, public hearing documents, and the conduct of closed sessions; update and maintain mailing lists – these duties include posting materials to the Agency website, electronic distribution, publication in the local newspaper and posting hard-copy documents.

Assist Governing Board members, under direction from the General Manager, in obtaining all relevant information needed by Governing Board members to carry out their assigned duties efficiently and effectively.

Work closely with legal counsel to ensure all Governing Board communications, ordinances, resolutions, meetings, and other activities are in compliance with applicable state and local laws.

Attest to and countersign minutes, resolutions, ordinances, and other documents as Secretary to the Governing Board.

File Statement of Economic Interest – Form 700 for appointed Agency Officials and designated employees. File reports and forms as required by the Political Reform Act, Fair Political Practices Commission (FPPC), and Conflict of Interest Code.

Submit documents for filing or recording with the proper agencies.

Maintain accurate and complete records; develop and establish office filing and index systems; oversee the organization and maintenance of administrative documents including but not limited to policies, procedures, rates, rules, regulations, forms, notices, webpage content.

Maintain the Agency's Code Book and Governing Board Handbook.

Job Description
Management Analyst/Board Secretary

Manage the Agency's record archiving, retention and destruction program, ensuring all Agency documents are maintained per the Agency's adopted Records Retention Schedule.

Conduct or direct complex studies, research, analysis, and projects; prepare and present detailed and comprehensive reports to a variety of audiences.

Participate in data collection for studies, reports, and surveys that relate to the annual audit, budget process, salaries and benefits, and confidential matters.

Research grant opportunities and assist with the preparation of grant applications for various programs.

Maintain awareness of new trends and developments in the fields related to the Agency including records management, Fair Political Practices Commission regulations, and changing legislation; initiate and recommend new programs consistent with changing developments and ensure timely compliance with regulatory matters and reporting requirements.

Write letters in support or opposition of various legislative issues as directed; prepare letters on behalf of the Agency.

Participate in the development and implementation of Agency strategic and master plans.

Prepare bid specifications and scope of work for projects and programs; assist with the selection and management of consultants and contractors; efficiently and effectively manage assigned projects.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Supervise, train, motivate, and evaluate assigned personnel; make effective recommendations regarding promotion, transfer, and disciplinary action of assigned personnel.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of office organization, supervision and management.

Principles and techniques of project management.

Grant writing and application procedures.

General information technology systems.

State and Federal legislative and regulatory process.

Job Description
Management Analyst/Board Secretary

Principles and procedures of record keeping.

Roberts Rules of Order, Brown Act, Fair Political Practices Commission, and Conflict of Interest, Government Code, and other Special District law.

Report preparation and written communication using proper English, spelling and grammar.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation.

Safe work practices.

Principles and practices of customer service.

Ability to:

Independently perform professional analytical work in support of assigned programs; prepare clear and concise technical and administrative reports.

Interpret and apply rules, regulations, laws, ordinances, and the Agency policies and procedures.

Organize and maintain recordkeeping and retrieval functions.

On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports, and special projects.

Review and analyze organizational and administrative issues; recommend and implement effective courses of action.

Evaluate and interpret a variety of statistical and narrative information and data and make sound recommendations.

Coordinate and prioritize multiple tasks and projects effectively and efficiently and meet multiple deadlines.

Communicate clearly and concisely, both orally and in writing including the preparation and delivery of public presentations.

Maintain confidentiality of information.

Establish and maintain effective working relationships with those contacted in the course of work.

On a continuous basis, sit at desk for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Job Description
Management Analyst/Board Secretary

EDUCATION, EXPERIENCE AND TRAINING

Any combination of education, experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Education:

A Bachelor's degree from an accredited college or university with major coursework in public or business administration, finance, economics, or a related field.

Experience and Training:

Four years of increasingly responsible administrative and analytical experience involving financial, budgetary, or administrative issues, preferably within a local government environment. Experience in project management, contract administration, policy development, and technology management is highly desirable.

LICENSE AND/OR CERTIFICATE

Possession of a valid California Class C driver's license, including possession and maintenance of a satisfactory driving record and ability to meet eligibility standards for motor vehicle insurance coverage established by the agency's insurance carrier.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, the employee will work near wastewater treatment facilities, works at elevations of 6,700+ feet, may be exposed to fumes and airborne particles in addition to outside weather conditions involving wind, rain, heat, and extreme cold and snow during the winter months. The noise level in the work environment is usually moderate.

PRE-EMPLOYMENT PHYSICAL EXAMINATION AND BACKGROUND CHECKS ARE REQUIRED



SENIOR LABORATORY ANALYST

DEFINITION

To perform a variety of standardized chemical, biochemical and bacteriological tests on samples of wastewater and solids; to clean, maintain and calibrate laboratory and equipment; ~~to~~ and to maintain laboratory accreditation and track data and complete required reports.

DISTINGUISHING CHARACTERISTICS

~~The Laboratory Analyst performs the full range of professional analytical duties related to the testing of samples. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.~~ The Senior Laboratory Analyst is the most advanced professional level. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, the amount of time spent performing these duties requiring independent judgment and discretion, and the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including maintaining laboratory accreditation. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision and direction from the Plant Manager.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Collect and analyze influent, effluent, cake, mixed liquor, RAS, interchange and grit and screening samples for chemical, bacteriological and biological data related to wastewater treatment plant process/control methods and procedures; conduct analyses to ensure compliance with State and Federal requirements.

Set up, calibrate, and operate a variety of laboratory equipment and instruments; perform minor maintenance of laboratory equipment and instruments; keep laboratory facilities in an orderly condition.

Recognize problems that may occur in an analytical procedure and troubleshoot known procedures or confer with others to identify possible problems affecting results; recommend changes to procedures, as appropriate.

~~Assist with~~ Provide training and guidance to operations staff in basic testing procedures and analyses and the safe and proper methods of working in a laboratory.

Participate in the development, maintenance and updating of standard operating procedures for laboratory analysis and quality assurance/quality control manual; maintain lab certification through ELAP.

Job Description

Senior Laboratory Analyst

Prepare standard chemical solutions, reagents, stains and bacteriological media.

Enter and download laboratory data for further analysis and reporting purposes; maintain laboratory records and prepare required reports and review all reports for accuracy; post analytical results, ensuring all local and state requirements are met for accreditation purposes.

Maintain inventory and reorder chemicals and supplies.

~~Assist~~ Participate in the training preparation and monitoring of the ~~safe and proper methods of working in a budget for~~ laboratory ~~operations~~; prepare cost estimates for budget recommendations.

Collect, prepare and ship wastewater and solid samples as required by permit for testing to outside laboratories.

Dispose of e-waste and waste chemical; inventory all chemicals in the plant and update ~~Material~~ Safety Data Sheets (~~MSDS~~ SDS); update and submit annual Business Plan.

Build and maintain positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Sample collection and monitoring procedures.

Modern laboratory procedures and equipment, including computer uses and applications as applied to laboratory operations and analyses.

Pertinent local, State and Federal laws, ordinances and rules.

Principles and practices of chemistry, bacteriology, microbiology and the chemical sciences, including methods and techniques of laboratory and instrument testing.

Testing methods and techniques pertaining to wastewater treatment.

The interpretation and analysis of wastewater test results.

Sample preservation methods related to wastewater discharge and sewage treatment processes.

Use of laboratory equipment, glassware, and instruments.

Conventional QA/QC practices for the wastewater laboratory.

Job Description
Senior Laboratory Analyst

Aseptic technique.

Chemical stoichiometry.

Safe work practices.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation.

Principles and practices of customer service.

Ability to:

Apply proper laboratory procedures in chemical, biochemical, bacteriological, physical and instrumental analyses of wastewater.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

Independently operate laboratory, calibrate and maintain equipment and understand the use of materials.

Analyze testing data and draw sound conclusions.

Maintain the laboratory environment in an organized and otherwise appropriate level.

Maintain accurate records and prepare complete and concise reports.

Communicate clearly and concisely, both orally and in writing including the preparation and delivery of public presentations.

Establish and maintain effective working relationships with those contacted in the course of work.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

EDUCATION, EXPERIENCE AND TRAINING

Any combination of education, experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Job Description

Senior Laboratory Analyst

Education:

A Bachelor's degree from an accredited college or university with major coursework in chemistry, bacteriology, biology or a related field.

Experience and Training:

~~Two~~Five years of increasingly responsible experience in the water quality field or in an environment conducting chemical analyses.

License and/or Certificates

Possession of a valid California Class C driver's license, including possession and maintenance of a satisfactory driving record and ability to meet eligibility standards for motor vehicle insurance coverage established by the agency's insurance carrier.

Possession of a Grade ~~III~~ State of California Wastewater Treatment Plant Operator Certificate as issued by the State Water Resources Control Board, or the ability to obtain within ~~three (3)~~two (2) years of ~~employment~~appointment.

Possession of a Grade I Environmental Compliance Inspector Certificate and a Grade II Laboratory Analyst Certificate as issued by the California Water Environment Association, or the ability to obtain within two (2) years of ~~employment~~appointment.

Possession of a T1 Water Treatment Operator Certificate as issued by the State Water Resources Control Board Drinking Water Operator Certification Program, or the ability to obtain within two (2) years of date of ~~employment~~appointment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will work within or near wastewater and wastewater treatment facilities, works at elevations of 6,700+ feet, be regularly exposed to fumes and airborne particles in addition to outside weather conditions involving wind, rain, heat, humidity and extreme cold and snow during the winter months. The noise level in the work environment is usually moderate to loud.

PRE-EMPLOYMENT PHYSICAL EXAMINATION AND BACKGROUND CHECKS ARE REQUIRED



SENIOR LABORATORY ANALYST

DEFINITION

To perform a variety of standardized chemical, biochemical and bacteriological tests on samples of wastewater and solids; to clean, maintain and calibrate laboratory and equipment; and to maintain laboratory accreditation and track data and complete required reports.

DISTINGUISHING CHARACTERISTICS

The Senior Laboratory Analyst is the most advanced professional level. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, the amount of time spent performing these duties requiring independent judgment and discretion, and the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including maintaining laboratory accreditation. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision and direction from the Plant Manager.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Collect and analyze influent, effluent, cake, mixed liquor, RAS, interchange and grit and screening samples for chemical, bacteriological and biological data related to wastewater treatment plant process/control methods and procedures; conduct analyses to ensure compliance with State and Federal requirements.

Set up, calibrate, and operate a variety of laboratory equipment and instruments; perform minor maintenance of laboratory equipment and instruments; keep laboratory facilities in an orderly condition.

Recognize problems that may occur in an analytical procedure and troubleshoot known procedures or confer with others to identify possible problems affecting results; recommend changes to procedures, as appropriate.

Provide training and guidance to operations staff in basic testing procedures and analyses and the safe and proper methods of working in a laboratory.

Participate in the development, maintenance and updating of standard operating procedures for laboratory analysis and quality assurance/quality control manual; maintain lab certification through ELAP.

Prepare standard chemical solutions, reagents, stains and bacteriological media.

Job Description
Senior Laboratory Analyst

Enter and download laboratory data for further analysis and reporting purposes; maintain laboratory records and prepare required reports and review all reports for accuracy; post analytical results, ensuring all local and state requirements are met for accreditation purposes.

Maintain inventory and reorder chemicals and supplies.

Participate in the preparation and monitoring of the budget for laboratory operations; prepare cost estimates for budget recommendations.

Collect, prepare and ship wastewater and solid samples as required by permit for testing to outside laboratories.

Dispose of e-waste and waste chemical; inventory all chemicals in the plant and update Safety Data Sheets (SDS); update and submit annual Business Plan.

Build and maintain positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Sample collection and monitoring procedures.

Modern laboratory procedures and equipment, including computer uses and applications as applied to laboratory operations and analyses.

Pertinent local, State and Federal laws, ordinances and rules.

Principles and practices of chemistry, bacteriology, microbiology and the chemical sciences, including methods and techniques of laboratory and instrument testing.

Testing methods and techniques pertaining to wastewater treatment.

The interpretation and analysis of wastewater test results.

Sample preservation methods related to wastewater discharge and sewage treatment processes.

Use of laboratory equipment, glassware, and instruments.

Conventional QA/QC practices for the wastewater laboratory.

Aseptic technique.

Job Description
Senior Laboratory Analyst

Chemical stoichiometry.

Safe work practices.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation.

Principles and practices of customer service.

Ability to:

Apply proper laboratory procedures in chemical, biochemical, bacteriological, physical and instrumental analyses of wastewater.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

Independently operate laboratory, calibrate and maintain equipment and understand the use of materials.

Analyze testing data and draw sound conclusions.

Maintain the laboratory environment in an organized and otherwise appropriate level.

Maintain accurate records and prepare complete and concise reports.

Communicate clearly and concisely, both orally and in writing including the preparation and delivery of public presentations.

Establish and maintain effective working relationships with those contacted in the course of work.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

EDUCATION, EXPERIENCE AND TRAINING

Any combination of education, experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Education:

A Bachelor's degree from an accredited college or university with major coursework in chemistry, bacteriology, biology or a related field.

Job Description
Senior Laboratory Analyst

Experience and Training:

Five years of increasingly responsible experience in the water quality field or in an environment conducting chemical analyses.

License and/or Certificates

Possession of a valid California Class C driver's license, including possession and maintenance of a satisfactory driving record and ability to meet eligibility standards for motor vehicle insurance coverage established by the agency's insurance carrier.

Possession of a Grade II State of California Wastewater Treatment Plant Operator Certificate as issued by the State Water Resources Control Board, or the ability to obtain within two (2) years of appointment.

Possession of a Grade I Environmental Compliance Inspector Certificate and a Grade II Laboratory Analyst Certificate as issued by the California Water Environment Association, or the ability to obtain within two (2) years of appointment.

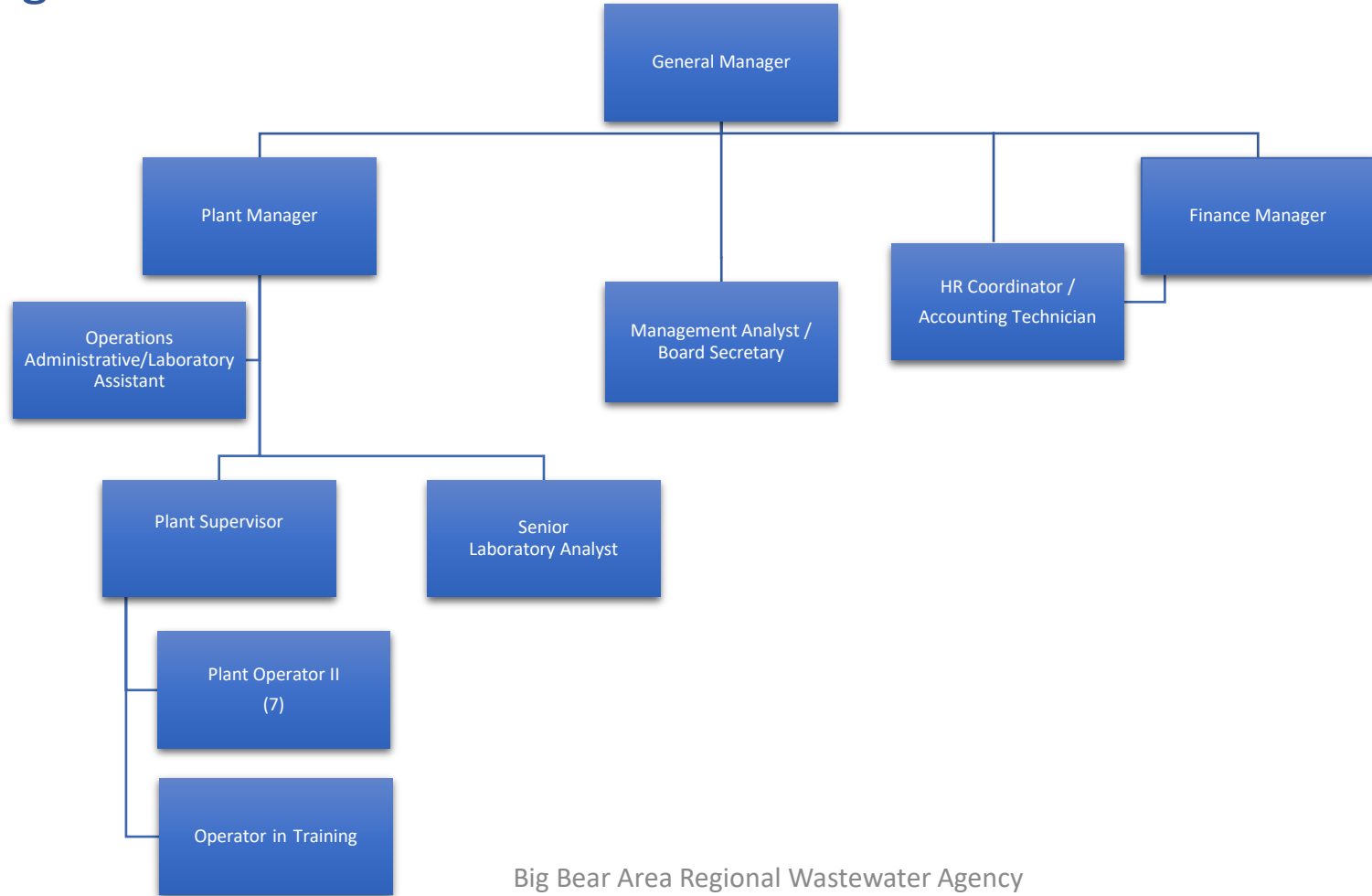
Possession of a T1 Water Treatment Operator Certificate as issued by the State Water Resources Control Board Drinking Water Operator Certification Program, or the ability to obtain within two (2) years of date of appointment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will work within or near wastewater and wastewater treatment facilities, works at elevations of 6,700+ feet, be regularly exposed to fumes and airborne particles in addition to outside weather conditions involving wind, rain, heat, humidity and extreme cold and snow during the winter months. The noise level in the work environment is usually moderate to loud.

PRE-EMPLOYMENT PHYSICAL EXAMINATION AND BACKGROUND CHECKS ARE REQUIRED

Organizational Chart



Big Bear Area Regional Wastewater Agency
April 28, 2021

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

PAY SCHEDULE

Effective April 28, 2021

Schedule shall remain in effect until formally revised by governing board action.

Classification	Start	Top
Hourly Pay Rate:		
Active		
Non-Regular	\$15.48	\$20.90
Plant Operator-In-Training ¹	\$18.95	\$25.59 ¹
Plant Operator II	\$27.26	\$36.80
Senior Laboratory Analyst	\$35.60	\$48.06
Plant Supervisor	\$36.85	\$49.75
Operations Administrative/Laboratory Assistant	\$26.30	\$35.51
Management Analyst/Board Secretary	\$31.48	\$42.51
Human Resources Coordinator / Accounting Technician ¹	\$39.74	\$53.65 ¹
Plant Manager	\$49.61	\$71.93
Finance Manager	\$52.87	\$76.65
General Manager ¹	\$78.92	\$114.44 ¹

¹The pay range is frozen until released by Governing Board action.

Governing Board Approval Date: April 28, 2021