

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

Regular Board Meeting of

January 27, 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 8).

The public may participate in this meeting by:

Join Zoom Meeting:

<https://zoom.us/j/92242398270?pwd=bFYwMnordGN0QTZJQ0VCZmQzblAxZz09>

Meeting ID: 922 3858 2596

Passcode: 948645

Dial by your location:

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington D.C)

Meeting ID: 922 3858 2596

Passcode: 948645

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

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA**
4. **PRESENTATION AND INTRODUCTION**
5. **CONSENT CALENDAR**

All matters listed on the Consent Calendar will be enacted by one motion at the appropriate time. There will be no separate discussion of these items. If a detailed discussion is necessary, any Board Member may request that an item be removed from the Consent Calendar and considered separately.

5.A. Minutes of Special Meeting on December 2, 2020 – Approve

5.B. Monthly Expenses – Informational

- 5.C. Investment Report – Informational
- 5.D. Operations and Connections Report – Informational
- 5.E. Accept as Complete - Solar Project Pond 5 Grading Work – Approve
- 5.F. Accept as Complete - SCADA Upgrade Project – Approve

6. **ITEMS REMOVED FROM CONSENT CALENDAR**

7. **PUBLIC FORUM RESPONSE**

None

8. **PUBLIC FORUM**

The Public Forum portion of the meeting is an opportunity for members of the public to directly address the Governing Board on matters within the jurisdiction of this Agency. Ordinance No. 57 limits individual public testimony to three minutes or less. The cumulative time that an individual may provide public testimony during a meeting is fifteen minutes, and the public testimony shall be limited to thirty minutes for all speakers. Whenever a group of persons wishes to address the Governing Board on the same item, the Chair or the Governing Board by majority vote, may request a spokesperson be chosen for the group or limit the number of such persons addressing the Governing Board. Since the discussion of an item not on the posted agenda is not allowed, these concerns may be addressed in a future meeting under “Public Forum Response.”

9. **OLD BUSINESS**

10. **NEW BUSINESS**

10.A. Compensation Study Update 2020 – Discussion and Possible Action

10.B. Pay Schedule – Discussion and Possible Action

10.C. Appropriate \$155,104 for Variances from the Budget – Discussion and Possible Action

11. **INFORMATION/COMMITTEE REPORTS**

11.A. General Manager’s Report

11.B. Administrative Committee Meeting Update

12. ADJOURNMENT

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if you need special assistance to participate in an Agency meeting or other services offered by the Agency, please contact Kimberly Booth, Administrative Assistant, at (909) 584-4018. **Please address requests under the ADA for reasonable modification and accommodation related to the implementation of Executive Order N-29-20 to Kimberly Booth.** Notification at least 48 hours prior to the meeting or time when services are needed will assist the Agency staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are on file in the office of the Big Bear Area Regional Wastewater Agency and are available for public inspection during normal business hours.

Visit www.bbarwa.org to view and/or print the Agenda Package.

BIG BEAR AREA REGIONAL WASTEWATER AGENCY
SPECIAL BOARD MEETING MINUTES
December 2, 2020

1. CALL TO ORDER

A Special Meeting of the Governing Board of the Big Bear Area Regional Wastewater Agency was called to order by Chair Green at 5:04 p.m. on December 2, 2020. Chair Green confirmed the Governing Board meeting was conducted pursuant to California Government Code Section 54953 and Governor Newsome's Executive Order N-25-20 and N-29-20. No Board Member expressed doubt that the Board Members participating by teleconference were not so.

BOARD MEMBERS PRESENT

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

STAFF MEMBERS PRESENT

David Lawrence, General Manager
Jennifer McCullar, Finance Manager
John Shimmin, Plant Manager
Bridgette Burton, Management Analyst
Kim Booth, Administrative Assistant

OTHERS

Mary Reeves, General Manager, Big Bear City Community Services District

2. PLEDGE OF ALLEGIANCE

Dispensed

3. APPROVAL OF THE AGENDA

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

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

4. PRESENTATIONS AND INTRODUCTIONS

None

5. CONSENT CALENDAR

5.A. Minutes of Regular Meeting on October 28, 2020

5.B. Monthly Expenses

5.C. Investment Report

5.D. Operations and Connections Report

5.E. First Quarter Report, Three Months Ended September 30, 2020

5.F. Accept as Complete - Splitter Box Building

5.G. Accept as Complete - Sewer System Overflow Prevention Project

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

Ayes: Green, Miller, Oxandaboure, Caretto, Herrick

Noes: None

Absent: None

Abstain: None

6. ITEMS REMOVED FROM THE CONSENT CALENDAR

None

7. PUBLIC FORUM RESPONSE

None

8. PUBLIC FORUM

No comments

9. OLD BUSINESS

None

10. NEW BUSINESS

10.A. Schedule the Budget Workshop

Ms. Booth explained that staff would like to schedule a Budget Workshop the same day as the Regular Board Meeting on February 24, 2021. Discussion ensued between the Governing Board and staff.

Upon motion by Vice Chair Miller, seconded by Director Caretto and carried, the Governing Board approved to schedule a Budget Workshop on February 24, 2021, 12:00 p.m. – 4:00 p.m.

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

10.B. Reallocate \$71,246 from the Capital Budget for the Lake Pump Station Pumps 1 and 2 Replacement

Mr. Lawrence discussed that during preventative maintenance on the Lake Pump Station (LPS) Pumps 1 and 2, it was determined that both pumps needed to be replaced or completely rebuilt. The Agency has chosen to replace the pumps instead of rebuilding the pumps based on the relative costs and warranty coverage. Discussion ensued between the Governing Board and staff.

Upon motion by Director Herrick, seconded by Vice Chair Miller and carried, the Governing Board approved to reallocate \$71,246 from the High-Pressure Effluent Line Replacement Project in the Capital Budget and reallocate to the Lake Pump Station Pumps 1 and 2 Replacement.

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

11. INFORMATION/COMMITTEE REPORTS

11.A. General Manager's Report

Mr. Lawrence provided an update to the Governing Board and asked if they had any questions. Discussion ensued between the Governing Board and staff.

12. **ADJOURNMENT**

With no further business to come before the Governing Board, Chair Green adjourned the meeting at 5:25 p.m.

ATTEST:

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

Kim Booth, Administrative Assistant
Big Bear Area Regional Wastewater
Agency



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

AGENDA ITEM: 5.B.

MEETING DATE: January 27, 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 are the Agency's November and December check registers which reflect accounts paid during this 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 Nov 1, 2020 to Dec 31, 2020

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

Check #	Date	Payee	Cash Account	Amount
20809V	11/2/20	SAN BERNARDINO COUNTY	1000-20	-50.00
CASH 22927	11/2/20	CALIFORNIA STATE DISBURSEMENT UNIT	1000-20	126.00
CASH 22928	11/2/20	CALPERS RETIREMENT	1000-20	2,731.17
CASH 22929	11/2/20	CA PERS 457 PROGRAM	1000-20	3,340.83
CASH 22930	11/2/20	THE LINCOLN NAT'L LIFE INS CO	1000-20	3,395.69
CASH 22931	11/2/20	CALPERS RETIREMENT	1000-20	7,746.06
CASH 22932	11/3/20	EMPLOYMENT DEVELOPMENT DEPARTMENT	1000-20	2,096.07
CASH 22933	11/3/20	PRINCIPAL FINANCIAL GROUP	1000-20	3,379.78
CASH 22934	11/3/20	INTERNAL REVENUE SERVICE	1000-20	6,895.29
CASH 22935	11/3/20	CALPERS HEALTH	1000-20	28,658.04
CASH 22937	11/3/20	PAYA	1000-20	19.99
CASH 22936	11/4/20	VISION SERVICE PLAN	1000-20	306.46
20834	11/9/20	ACCENT COMPUTER SOLUTIONS, INC.	1000-20	2,492.70
20835	11/9/20	AG TECH LLC	1000-20	22,782.60
20836	11/9/20	AMAZON CAPITAL SERVICES	1000-20	86.04
20837	11/9/20	ARAMARK UNIFORM SERVICES	1000-20	976.81
20838	11/9/20	ASBURY ENVIRONMENTAL SERVICE	1000-20	245.00
20839	11/9/20	BIG BEAR CITY COMMUNITY SERVICES DIST.	1000-20	956.27
20840	11/9/20	BIG BEAR CHAMBER OF COMMERCE	1000-20	855.00
20841	11/9/20	ROBIN A. BRADLEY	1000-20	120.00
20842	11/9/20	BUTCHER'S BLOCK & BUILDING	1000-20	830.42
20843	11/9/20	BEAR VALLEY ELECTRIC	1000-20	5,143.58
20844	11/9/20	BEAR VALLEY PAVING, INC.	1000-20	20,345.71
20845	11/9/20	CAR QUEST OF BIG BEAR	1000-20	93.83
20846	11/9/20	BIG BEAR CITY CSD	1000-20	6,765.79
20847	11/9/20	CALIFORNIA SPECIAL DISTRICTS ASSOC	1000-20	7,805.00
20848	11/9/20	UNDERGROUND SERVICE ALERT	1000-20	184.93
20849	11/9/20	DIRECT TV	1000-20	34.98
20850	11/9/20	DEPARTMENT OF WATER & POWER	1000-20	55.10
20851	11/9/20	DEPARTMENT OF WATER & POWER	1000-20	6,765.79
20852	11/9/20	ECS IMAGING, INC.	1000-20	3,600.00
20853	11/9/20	FERGUSON WATERWORKS #1083	1000-20	2,746.56
20854	11/9/20	FLYERS ENERGY	1000-20	819.20

Big Bear Area Regional Wastewater Agency
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Check #	Date	Payee	Cash Account	Amount
20855	11/9/20	FRONTIER COMMUNICATIONS	1000-20	866.29
20856	11/9/20	GOVERNMENT FINANCE OFFICERS ASSN	1000-20	460.00
20857	11/9/20	BEAR VALLEY BASIN GSA	1000-20	73.68
20858	11/9/20	HAZ MAT TRANS, INC.	1000-20	23,170.00
20859	11/9/20	HUGHESNET	1000-20	102.33
20860	11/9/20	BIG BEAR MUNICIPAL WATER DISTRICT	1000-20	6,765.79
20861	11/9/20	NAPA AUTO PARTS	1000-20	446.85
20862	11/9/20	ANDREW LAURENCE CLAPP	1000-20	46,233.50
20863	11/9/20	CONSTANCE M. ALVARADO	1000-20	55.00
20864	11/9/20	PHENOVA	1000-20	472.90
20865	11/9/20	ROI ENGINEERING LLC	1000-20	17,219.60
20866	11/9/20	SAFETY-KLEEN SYSTEMS, INC.	1000-20	311.94
20867	11/9/20	SBC TAX COLLECTOR	1000-20	3,963.41
20868	11/9/20	SAN BERNARDINO COUNTY FIRE PROTECTION	1000-20	1,431.00
20869	11/9/20	SAN BERNARDINO COUNTY CODE ENFORCEM	1000-20	200.00
20870	11/9/20	SDRMA	1000-20	2,241.60
20871	11/9/20	SPECTRUM BUSINESS	1000-20	998.93
20872	11/9/20	SULZER ELECTRO MECHANICAL SERVICES IN	1000-20	3,702.12
20873	11/9/20	USA BLUEBOOK	1000-20	228.44
20874	11/9/20	WINZER CORP	1000-20	94.02
20875	11/9/20	WATER SYSTEMS CONSULTING, INC.	1000-20	4,695.00
20876	11/9/20	XYLEM WATER SOLUTIONS U.S.A., INC.	1000-20	3,385.56
20877	11/9/20	KIMBERLY BOOTH	1000-20	50.00
20878	11/9/20	BRIDGETTE BURTON	1000-20	50.00
20879	11/9/20	RICHARD T. HERRICK	1000-20	150.00
20880	11/9/20	SONJA KAWA	1000-20	50.00
20881	11/9/20	DAVID LAWRENCE	1000-20	50.00
20882	11/9/20	JENNIFER MCCULLAR	1000-20	50.00
20883	11/9/20	JAMES J. MILLER	1000-20	150.00
20884	11/9/20	JOHN SHIMMIN	1000-20	50.00
CASH 22938	11/12/20	DAVID A. CARETTO	1000-20	150.00
CASH 22939	11/12/20	KARYN K. OXANDABOURE	1000-20	150.00
CASH 22940	11/12/20	JOHN GREEN	1000-20	150.00

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Check #	Date	Payee	Cash Account	Amount
CASH 22942	11/13/20	COMPASS BANK	1000-20	179,553.7
CASH 22943	11/13/20	CALIFORNIA STATE DISBURSEMENT UNIT	1000-20	126.00
CASH 22941	11/13/20	COMPASS BANK	1000-20	75,166.60
20885	11/16/20	RICHARD T. HERRICK	1000-20	150.00
20886	11/16/20	JAMES J. MILLER	1000-20	150.00
CASH 22944	11/16/20	AMERICAN FIDELITY ASSURANCE CO	1000-20	511.65
CASH 22945	11/16/20	CALPERS RETIREMENT	1000-20	2,731.17
CASH 22946	11/16/20	CA PERS 457 PROGRAM	1000-20	3,340.83
CASH 22947	11/16/20	THE LINCOLN NAT'L LIFE INS CO	1000-20	3,395.69
CASH 22948	11/16/20	CALPERS RETIREMENT	1000-20	7,769.58
CASH 22949	11/17/20	EMPLOYMENT DEVELOPMENT DEPARTMENT	1000-20	2,079.84
CASH 22950	11/17/20	INTERNAL REVENUE SERVICE	1000-20	6,986.99
CASH 22951	11/18/20	DAVID A. CARETTO	1000-20	150.00
CASH 22952	11/18/20	KARYN K. OXANDABOURE	1000-20	150.00
CASH 22953	11/18/20	JOHN GREEN	1000-20	150.00
20887	11/23/20	ALL PROTECTION ALARM	1000-20	946.64
20888	11/23/20	ARROWHEAD	1000-20	227.94
20889	11/23/20	BEST BEST & KRIEGER	1000-20	12,054.20
20890	11/23/20	BIG BEAR CITY COMMUNITY SERVICES DIST.	1000-20	682.18
20891	11/23/20	BUSINESS CARD	1000-20	4,634.71
20892	11/23/20	BRYCE CONSULTING, INC.	1000-20	850.00
20893	11/23/20	BEAR VALLEY PAVING, INC.	1000-20	11,451.30
20894	11/23/20	CLINICAL LAB OF SAN BERNARDINO	1000-20	395.00
20895	11/23/20	COUNTY OF SAN BERNARDINO SOLID WASTE	1000-20	659.26
20896	11/23/20	EVANTEC CORPORATION	1000-20	185.06
20897	11/23/20	GRAINGER	1000-20	47.09
20898	11/23/20	HACH COMPANY	1000-20	362.57
20899	11/23/20	ALLIED 100 LLC	1000-20	271.53
20900	11/23/20	JUST ENERGY SOLUTIONS INC.	1000-20	16,427.92
20901	11/23/20	THE LITTLE GREEN HOUSE FLORIST	1000-20	65.00
20902	11/23/20	MACLEOD WATTS, INC.	1000-20	6,300.00
20903	11/23/20	MITEL	1000-20	359.80
20904	11/23/20	RANDY J. SPITZ	1000-20	134.28

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20905	11/23/20	NATIVESCAPES INC	1000-20	350.00
20906	11/23/20	NICANOR M. LAUREL	1000-20	15,814.95
20907	11/23/20	QUILL	1000-20	16.58
20908	11/23/20	SOUTHERN CALIFORNIA EDISON	1000-20	39.63
20909	11/23/20	SCHRODER & SON, INC.	1000-20	775.00
20910	11/23/20	SERVICEMASTER 360 PREMIER CLEANING	1000-20	671.69
20911	11/23/20	SOUTHWEST GAS CORP	1000-20	9,266.64
20912	11/23/20	SOUTHWEST GAS	1000-20	831.58
20913	11/23/20	SWRCB - ANNUAL FEES	1000-20	1,474.00
20914	11/23/20	SWRCB-VWOC	1000-20	150.00
20915	11/23/20	VERIZON WIRELESS	1000-20	241.32
CASH 22954	11/24/20	PAYA	1000-20	12,701.72
CASH 22955	11/27/20	LEGALSHIELD	1000-20	67.80
CASH 22956	11/27/20	CALIFORNIA STATE DISBURSEMENT UNIT	1000-20	126.00
CASH 22957	11/30/20	PAYA	1000-20	47.08
CASH 22958	11/30/20	AMERICAN FIDELITY ASSURANCE CO	1000-20	511.65
CASH 22959	11/30/20	THE LINCOLN NAT'L LIFE INS CO	1000-20	3,395.69
CASH 22960	12/1/20	TEXAS LIFE INSURANCE COMPANY	1000-20	213.00
CASH 22961	12/1/20	AMERICAN FIDELITY ASSURANCE CO	1000-20	592.72
CASH 22962	12/1/20	EMPLOYMENT DEVELOPMENT DEPARTMENT	1000-20	2,154.26
CASH 22963	12/1/20	CALPERS RETIREMENT	1000-20	2,827.08
CASH 22964	12/1/20	CA PERS 457 PROGRAM	1000-20	3,340.83
CASH 22965	12/1/20	INTERNAL REVENUE SERVICE	1000-20	7,145.86
CASH 22966	12/1/20	CALPERS RETIREMENT	1000-20	7,746.06
CASH 22967	12/2/20	PAYA	1000-20	19.99
CASH 22968	12/2/20	PRINCIPAL FINANCIAL GROUP	1000-20	3,379.78
CASH 22969	12/2/20	CALPERS HEALTH	1000-20	28,658.04
CASH 22970	12/3/20	VISION SERVICE PLAN	1000-20	306.46
20916	12/8/20	ACCENT COMPUTER SOLUTIONS, INC.	1000-20	2,492.70
20917	12/8/20	AG TECH LLC	1000-20	15,096.60
20918	12/8/20	AMAZON CAPITAL SERVICES	1000-20	1,640.34
20919	12/8/20	ARAMARK UNIFORM SERVICES	1000-20	1,213.11
20920	12/8/20	BEST BEST & KRIEGER	1000-20	682.30

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20921	12/8/20	BIG BEAR CITY COMMUNITY SERVICES DIST.	1000-20	415.55
20922	12/8/20	ROBIN A. BRADLEY	1000-20	240.00
20923	12/8/20	BUTCHER'S BLOCK & BUILDING	1000-20	2,985.50
20924	12/8/20	BEAR VALLEY ELECTRIC	1000-20	11,336.85
20925	12/8/20	BEAR VALLEY PAVING, INC.	1000-20	10,815.77
20926	12/8/20	CAR QUEST OF BIG BEAR	1000-20	1,567.38
20927	12/8/20	COMMERCIAL DOOR COMPANY, INC.	1000-20	18,551.04
20928	12/8/20	UNDERGROUND SERVICE ALERT	1000-20	84.28
20929	12/8/20	DIY HOME CENTER-BIG BEAR	1000-20	267.90
20930	12/8/20	TOM DODSON & ASSOCIATES	1000-20	11,337.50
20931	12/8/20	DIRECT TV	1000-20	34.99
20932	12/8/20	DEPARTMENT OF WATER & POWER	1000-20	55.10
20933	12/8/20	EVANTEC CORPORATION	1000-20	436.02
20934	12/8/20	FERGUSON WATERWORKS #1083	1000-20	1,179.51
20935	12/8/20	FLYERS ENERGY	1000-20	813.14
20936	12/8/20	FRONTIER COMMUNICATIONS	1000-20	866.29
20937	12/8/20	GOVERNMENT FINANCE OFFICERS ASSN	1000-20	280.00
20938	12/8/20	THE GRIZZLY	1000-20	313.50
20939	12/8/20	HAZ MAT TRANS, INC.	1000-20	2,800.00
20940	12/8/20	HOSE SPECIALIST INC.	1000-20	1,192.34
20941	12/8/20	HUGHESNET	1000-20	102.33
20942	12/8/20	IEPMA-HR	1000-20	25.00
20943	12/8/20	KAHN, SOARES & CONWAY, LLP	1000-20	140.00
20944	12/8/20	LOR GEOTECHNICAL GROUP, INC.	1000-20	5,444.20
20945	12/8/20	M & M MECHANICAL SERVICES, INC.	1000-20	185.00
20946	12/8/20	NAPA AUTO PARTS	1000-20	54.82
20947	12/8/20	ANDREW LAURENCE CLAPP	1000-20	16,677.50
20948	12/8/20	CONSTANCE M. ALVARADO	1000-20	55.00
20949	12/8/20	PITNEY BOWES GLOBAL FINANCIAL SERVICES	1000-20	137.98
20950	12/8/20	POLYDYNE INC	1000-20	6,874.17
20951	12/8/20	ROGERS, ANDERSON, MALODY & SCOTT, LLP	1000-20	15,000.00
20952	12/8/20	REBEL OIL CO., INC.	1000-20	2,055.12
20953	12/8/20	ROI ENGINEERING LLC	1000-20	13,476.60

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Check #	Date	Payee	Cash Account	Amount
20954	12/8/20	ROMANS CONSTRUCTION CO.	1000-20	13,157.50
20955	12/8/20	RYAN R. ABELN	1000-20	29,860.69
20956	12/8/20	SPECTRUM BUSINESS	1000-20	998.93
20957	12/8/20	SWRCB - ANNUAL FEES	1000-20	172,006.0
20958	12/8/20	THERMO ELECTRON NORTH AMERICA LLC	1000-20	37,741.25
20959	12/8/20	THREE PEAKS CORP	1000-20	175,450.9
20960	12/8/20	WATER SYSTEMS CONSULTING, INC.	1000-20	76,623.74
20961	12/8/20	KIMBERLY BOOTH	1000-20	50.00
20962	12/8/20	BRIDGETTE BURTON	1000-20	50.00
20963	12/8/20	RICHARD T. HERRICK	1000-20	150.00
20964	12/8/20	SONJA KAWA	1000-20	50.00
20965	12/8/20	DAVID LAWRENCE	1000-20	50.00
20966	12/8/20	JENNIFER MCCULLAR	1000-20	50.00
20967	12/8/20	JAMES J. MILLER	1000-20	150.00
20968	12/8/20	JOHN SHIMMIN	1000-20	50.00
CASH 22971	12/10/20	JOHN GREEN	1000-20	150.00
CASH 22972	12/10/20	DAVID A. CARETTO	1000-20	150.00
CASH 22973	12/10/20	KARYN K. OXANDABOURE	1000-20	150.00
CASH 22974	12/14/20	CALIFORNIA STATE DISBURSEMENT UNIT	1000-20	126.00
CASH 22975	12/14/20	AMERICAN FIDELITY ASSURANCE CO	1000-20	511.65
CASH 22976	12/14/20	CALPERS RETIREMENT	1000-20	2,923.00
CASH 22977	12/14/20	CA PERS 457 PROGRAM	1000-20	3,340.83
CASH 22978	12/14/20	THE LINCOLN NAT'L LIFE INS CO	1000-20	3,395.69
CASH 22979	12/14/20	CALPERS RETIREMENT	1000-20	8,119.82
CASH 22980	12/15/20	EMPLOYMENT DEVELOPMENT DEPARTMENT	1000-20	2,250.84
CASH 22981	12/15/20	INTERNAL REVENUE SERVICE	1000-20	7,156.95
CASH 22982	12/15/20	CALIFORNIA STATE DISBURSEMENT UNIT	1000-20	126.00
20552V	12/23/20	BIG BEAR CITY CSD	1000-20	-20,466.4
20556V	12/23/20	DEPARTMENT OF WATER & POWER	1000-20	-20,466.4
20572V	12/23/20	DAVID LAWRENCE	1000-20	-50.00
20969	12/23/20	ARROWHEAD	1000-20	140.94
20970	12/23/20	BIG BEAR CITY COMMUNITY SERVICES DIST.	1000-20	3,209.96
20971	12/23/20	BIG BEAR LOCKSMITH	1000-20	202.00

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

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

Check #	Date	Payee	Cash Account	Amount
20972	12/23/20	BUSINESS CARD	1000-20	1,378.57
20973	12/23/20	BRYCE CONSULTING, INC.	1000-20	340.00
20974	12/23/20	BEAR VALLEY PAVING, INC.	1000-20	5,904.95
20975	12/23/20	CANON SOLUTIONS AMERICA, INC.	1000-20	1,018.66
20976	12/23/20	CLINICAL LAB OF SAN BERNARDINO	1000-20	175.00
20977	12/23/20	BIG BEAR CITY CSD	1000-20	20,466.47
20978	12/23/20	COUNTY OF SAN BERNARDINO SOLID WASTE	1000-20	955.65
20979	12/23/20	DEPARTMENT OF WATER & POWER	1000-20	20,466.47
20980	12/23/20	FERGUSON WATERWORKS #1083	1000-20	180.96
20981	12/23/20	BEAR VALLEY BASIN GSA	1000-20	212.81
20982	12/23/20	HACH COMPANY	1000-20	416.28
20983	12/23/20	HOSE SPECIALIST INC.	1000-20	132.06
20984	12/23/20	INTERNATIONAL INSTITUTE OF MUNICIPAL	1000-20	215.00
20985	12/23/20	JUST ENERGY SOLUTIONS INC.	1000-20	9,964.40
20986	12/23/20	MCMASTER-CARR SUPPLY COMPANY	1000-20	165.24
20987	12/23/20	MITEL	1000-20	359.80
20988	12/23/20	RANDY J. SPITZ	1000-20	120.35
20989	12/23/20	NICANOR M. LAUREL	1000-20	24,033.75
20990	12/23/20	PURE EFFECT, INC	1000-20	3,804.25
20991	12/23/20	QUILL	1000-20	24.77
20992	12/23/20	SOUTHERN CALIFORNIA EDISON	1000-20	37.32
20993	12/23/20	SERVICEMASTER 360 PREMIER CLEANING	1000-20	335.85
20994	12/23/20	SOUTHWEST GAS CORP	1000-20	8,106.64
20995	12/23/20	SOUTHWEST GAS	1000-20	1,380.11
20996	12/23/20	NANCY R. BOHL, INC.	1000-20	150.00
20997	12/23/20	VERIZON WIRELESS	1000-20	241.33
20998	12/23/20	WALL STREET JOURNAL	1000-20	106.67
20999	12/23/20	BRIDGETTE BURTON	1000-20	1,018.04
21000	12/23/20	DAVID LAWRENCE	1000-20	50.00
CASH 22983	12/28/20	AMERICAN FIDELITY ASSURANCE CO	1000-20	511.65
CASH 22984	12/28/20	CALPERS RETIREMENT	1000-20	2,731.17
CASH 22985	12/28/20	CA PERS 457 PROGRAM	1000-20	3,340.83
CASH 22986	12/28/20	THE LINCOLN NAT'L LIFE INS CO	1000-20	3,395.69

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

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

Check #	Date	Payee	Cash Account	Amount
CASH 22987	12/28/20	CALPERS RETIREMENT	1000-20	7,746.06
CASH 22988	12/28/20	PAYA	1000-20	13,740.65
CASH 22989	12/29/20	EMPLOYMENT DEVELOPMENT DEPARTMENT	1000-20	1,964.27
CASH 22990	12/29/20	INTERNAL REVENUE SERVICE	1000-20	6,541.60
CASH 22991	12/30/20	LEGALSHIELD	1000-20	67.80
CASH 22992	12/30/20	TEXAS LIFE INSURANCE COMPANY	1000-20	213.00
CASH 22993	12/30/20	AMERICAN FIDELITY ASSURANCE CO	1000-20	592.72
CASH 22994	12/31/20	PAYA	1000-20	45.71
Total				<u>1,488,838</u>



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

AGENDA ITEM: 5.C.

MEETING DATE: January 27, 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 December Monthly Investment Report pursuant to the Agency's Investment Policy.

FINANCIAL IMPACT:

No financial impact.

RECOMMENDATION:

Informational

BBARWA
 Monthly Investment Report
 December 2020

<u>INVESTMENT TYPE</u>	<u>COST</u>	<u>FAIR MARKET VALUE (1)</u>	<u>YEAR TO DATE INTEREST(2)</u>	<u>INTEREST RATE</u>	<u>MATURITY DATE</u>
LOCAL AGENCY INVESTMENT FUND	\$ 2,923,305	\$ 2,929,945	31,585	0.540%	DAILY
TOTAL	\$ 2,923,305	\$ 2,929,945	31,585		

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

January 05, 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:

December 2020 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
12/9/2020	12/9/2020	RW	1661372	N/A	JENNIFER MCCULLAR	-600,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	3,523,305.07
Total Withdrawal:	-600,000.00	Ending Balance:	2,923,305.07



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

AGENDA ITEM: 5.D.

MEETING DATE: January 27, 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; and Jennifer McCullar, Finance Manager JS

SUBJECT: Operations and Connections Report

OPERATIONS:

2020 Treatment Plant Data

	October	November	December
Total Influent Flow (MG)	54.130	58.462	62.038
Average Daily Influent Flow (MGD)	1.80	1.95	2.00
City of Big Bear Lake	49.14%	50.09%	49.92%
Big Bear City	47.28%	46.72%	47.04%
County of San Bernardino	3.59%	3.19%	3.05%
Average Influent BOD (mg/L)	288	314	289
Average Effluent BOD (mg/L)	8	17	7
BOD Removal Efficiency (%)	97.2%	94.6%	97.6%
Precipitation (inch)	0.00	1.67	1.34

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

CONNECTIONS:

MONTH								FYE 6/30/2021		
	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	CITY-BBL	CSD	CSA-53B
July	4	8	3	4	3	7	3	0	3	0
August	6	5	12	6	10	2	12	1	10	1
September	5	6	4	6	3	7	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	0	1	1	0	0	0	0
February	1	0	1	0	0	1	0	0	0	0
March	2	3	2	0	3	1	0	0	0	0
April	1	10	3	0	3	7	0	0	0	0
May	5	10	4	0	5	5	0	0	0	0
June	12	2	16	0	6	6	0	0	0	0
TOTAL	84	69	63	37	45	45	32	8	22	2

FINANCIAL IMPACT:

There is no financial impact.

RECOMMENDATION:

Informational



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

AGENDA ITEM: 5.E.

MEETING DATE: January 27, 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 *JFS*

REVIEWED BY: Jennifer McCullar, Finance Manager

SUBJECT: Accept as Complete - Solar Project Pond 5 Grading Work

BACKGROUND AND DISCUSSION:

The Solar Project budget, including the Pond 5 Grading Work, was approved by the Board at the October 2020 Board meeting. The Board awarded the grading contract to Three Peaks Corp for \$212,950. The contract included scarifying, backfilling, and compacting Pond 5 and was completed on December 2, 2020. The grading work was completed on time and under the budget. The full Solar Project is expected to come in under the budget once all billing has been finalized. The following reflects the current estimate.

Description	Remaining Budget	Actual	Variance
Three Peaks Corp.	\$212,950.00	\$184,685.25	(\$28,264.75)
Tom Dodson	28,500.00	16,400.00	(12,100.00)
LOR Geotechnical	15,000.00	5,444.20	(9,555.80)
Construction Water	5,000.00	3,892.14	(1,107.86)
Permitting	5,000.00	520.71	(\$4,479.29)
Contingency	26,645.00	-	(26,645.00)
Legal	\$0.00	9,118.90	\$9,118.90
Erosion Control	\$0.00	4,142.56	\$4,142.56
Totals	\$293,095.00	\$224,203.76	\$(68,891.24)

FINANCIAL IMPACT:

The Solar Project is expected to come in under the budget by approximately \$69,000.

RECOMMENDATION:

Accept the Solar Project Pond 5 Grading Work as complete.



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

AGENDA ITEM: 5.F.

MEETING DATE: January 27, 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 *JRS*

REVIEWED BY: Jennifer McCullar, Finance Manager

SUBJECT: Accept as Complete - SCADA Upgrade Project

BACKGROUND AND DISCUSSION:

In FY 2019, the Agency began the SCADA Upgrade Project (the Project). SCADA (Supervisory Control and Data Acquisition) is a crucial part of BBARWA's operations. It is an automated system that uses programmable logic controls to monitor and control treatment processes and pump stations.

The Project included the development of engineering specifications, the purchase and installation of a production host, upgrade of the control system panel components, and the installation, programming, and integration of the software for a complete and functional system. The Agency engaged multiple contractors along with engineering and information technology services to complete the Project. In December 2019, the Governing Board awarded a contract to ROI Engineering, LLC (ROI) for most of the work associated with the Project. ROI completed the terms of its contract on December 20, 2020, and the Project was complete. The Project came in on budget, on time and within Agency specifications as outlined in the scope of work.

FINANCIAL IMPACT:

The Project came in on budget.

Description	Budget	Actual	Variance
SCADA Upgrade Project	\$510,000.00	\$509,999.83	(\$0.17)

RECOMMENDATION:

Accept the SCADA Upgrade Project as complete.



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

AGENDA ITEM: 10.A.

MEETING DATE: January 27, 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 *[Signature]*

REVIEWED BY: Jennifer McCullar, Finance Manager

SUBJECT: Compensation Study Update 2020

BACKGROUND & DISCUSSION:

The Agency engaged the services of Bryce Consulting in 2016 to conduct an Agency-wide classification and compensation study (the Study). The Study was accepted by the Governing Board in August 2017 and the recommended classification plan was implemented with a Pay Schedule effective August 22, 2017. It was agreed that staff should update its compensation study on an annual basis in order to monitor the labor market (within the comparable agency group used in the Study) in an effort keep pay scales in line with market, to better stabilize costs and to avoid large, infrequent pay schedule adjustments that can be difficult to manage.

The compensation study was updated by Bryce Consulting in September 2019 (the 2019 Study). The pay schedule was adjusted, effective March 28, 2020, based on the 2019 Study results and using the Agency's Compensation Studies policy (the Policy). The Policy was approved by the Board concurrently with the 2019 Study and established guidelines for future compensation studies and pay range adjustments. The 2020 annual compensation study was completed in November 2020 (the 2020 Study). The results of the 2020 Study show the Agency is 1.49% above the labor market, in aggregate, when comparing the Total Cash median across all classifications. Based on the Policy, the following actions are indicated:

Position	Variance from Labor Market Median	Indication
Finance Manager	Within +/- 5%	No Adjustment
Laboratory Analyst	Within +/- 5%	No Adjustment
Management Analyst	Within +/- 5%	No Adjustment
Plant Supervisor	Within +/-5%	No Adjustment
Plant Operator	Within +/- 5%	No Adjustment
Plant Manager	> 5% below	Adjustment
Administrative Assistant	> 5% below	Adjustment
HR Coordinator/Acctg. Tech	> 5% above	Freeze
General Manager	> 5% above	Freeze
Operator-in-Training	> 5% above	Freeze

FINANCIAL IMPACT:

There is no financial impact from making the recommended pay schedule adjustments during the current year, with a minimum impact projected for the next subsequent fiscal year (FY 2022). Incorporating the adjustments into the five-year projections (through FY 2025) results in an average annual net increase in salaries and benefits expense of approximately \$9,600. The higher expense associated with the pay schedule increases is offset in part by the pay schedule freezes.

RECOMMENDATION:

The following adjustments to the pay schedule are recommended using the established Policy guidelines:

1. Adjust Administrative Assistant pay schedule by 0.18% to within 5% of market.
2. Adjust Plant Manager pay schedule by 10.0%, the maximum allowable under the Policy.
3. Freeze General Manager, Human Resources Coordinator/Accounting Technician, and Operator-in-Training pay schedule – no COLA adjustment.

ATTACHMENTS:

- Compensation Study – November 2020
- Appendix A Datasheets
- Pay Schedule Recommendation
- Informational: Compensation Studies policy

BRYCE
CONSULTING

BIG BEAR AREA REGIONAL WASTEWATER
AGENCY
COMPENSATION STUDY
NOVEMBER 2020



BRYCE CONSULTING

Prepared by
Bryce Consulting, Inc.
1024 Iron Point Road, Ste. 100
Folsom, Ca. 95630
916-974-0199

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Section IV – Salary Recommendations 11

Appendix A - Compensation Survey Data Sheets A

SECTION I - INTRODUCTION

The Big Bear Area Regional Wastewater Agency retained Bryce Consulting to conduct an Agency-wide compensation study. This report presents the compensation study results and recommendations.

This report includes:

Section I	Introduction
Section II	Compensation Survey Parameters
Section III	Compensation Survey Results
Section IV	Salary Recommendations

STUDY OBJECTIVES

In conducting the compensation phase of the study, Bryce Consulting, had the following major objectives:

- Collect and analyze base salary and benefit data for the Agency's survey classes from the identified labor market.
- Develop a salary plan for all Agency classes using market data and internal relationships to ensure parity to the labor market and internal equity within the organization.

STUDY METHODOLOGY

To achieve the above objectives, the following tasks have occurred:

- The consultant collected salary and benefit data, as well as job descriptions to confirm comparability, from each of the agencies.
- Once the data was collected and analyzed, the consultant prepared the necessary spreadsheets with calculations for both the mean and median which were reviewed with Agency management prior to finalizing the data.

SECTION II – COMPENSATION SURVEY PARAMETERS

This section of the report presents the compensation survey parameters and includes:

- Labor market employers and survey classes
- Survey scope
- Survey methodology

SURVEY EMPLOYERS

The overall objective in selecting survey employers is to define as accurately as possible the Agency's "Labor Market." The criteria typically utilized in identifying those employers includes the following:

- **EMPLOYER SIZE** - As a general rule, the more similar employers are in size and complexity, the greater the likelihood that comparable positions exist within both organizations. Specifically, agencies of similar size to the Agency are likely to have departmental structures and organization of positions more similar to the Agency than organizations that are significantly larger or smaller in size.
- **GEOGRAPHIC PROXIMITY** - Geographic proximity is another factor utilized in identifying an appropriate labor market. This factor is particularly important because it identifies those employers that the Agency must directly compete with to recruit and retain quality staff.
- **NATURE OF SERVICES PROVIDED** - As a general rule similar organizations are selected as survey employers, because they provide similar services. This is important for the following reasons:
 - Employers who provide similar services are most likely to compete with one another for employees.
 - These employers are most likely to have comparable jobs.
 - These employers are most likely to have similar organizational characteristics.

LABOR MARKET

Table 1 below provides the labor market agencies based on the criteria on the previous page. Of the nine agencies surveyed, all were able to participate in the process.

TABLE 1 SURVEY AGENCIES
City of Barstow
City of Colton
City of Redlands
City of San Bernardino Water Department
Goleta Sanitary District
Lake Arrowhead Community Services District
Mountain View Sanitary District
Victor Valley Wastewater Reclamation Authority
Yucaipa Valley Water District

SURVEY CLASSES

Survey classifications should generally be selected utilizing the criteria outlined below:

- The survey classifications should have a significant relationship to other classes in their occupational group. This ensures that they will make good reference points in relating and establishing salaries for other classes within their occupational group.
- The survey classifications should be reasonably well known and able to be clearly and concisely described. This enables the consultant to more easily communicate with survey employers in establishing accurate comparability for the survey classes.
- The survey classifications should have counterparts that can readily be found in other agencies so that sufficient compensation data can be gathered.

Table 2 displays the survey classifications based on the above criteria.

TABLE 2 SURVEY CLASSIFICATIONS
Administrative Assistant
Finance Manager
General Manager
Human Resources Coordinator/Accounting Technician
Laboratory Analyst
Management Analyst
Plant Supervisor

TABLE 2 SURVEY CLASSIFICATIONS
Plant Manager
Plant Operator II
Plant Operator-in-Training

SURVEY SCOPE

The scope of the survey included the labor market agencies presented in this report. The data collected for each survey classification included:

- Title of comparable class
- Maximum monthly salary
- Employer pick-up of the employee contribution for retirement
- Employer contribution towards deferred compensation
- Non Base Pay or Longevity Pay at Year 7
- Education/Certification Pay

It should be noted that benefit data was collected for newly hired employees.

SURVEY METHODOLOGY

The survey methodology utilized by Bryce Consulting included:

- The consultant utilized the survey agencies' websites, where available, to collect base salary and benefit data and to collect and compare job descriptions, organization charts and position allocation lists to determine comparability.
- The consultant contacted the survey agencies to gain clarification and/or collect additional information regarding the classifications and salary and benefit data.

In addition to the collection of base salary information, careful efforts were made to document the full range of duties and requirements of all job classes as comparable to the Agency's corresponding survey classes. This included the collection of:

- Reporting relationships
- Functional areas of responsibility

- The class's relationship to other classes in the series

The data was analyzed to produce the labor market mean and median for each classification using maximum base salary and total cash. The Agency's position was then compared to the labor market, for each survey classification, which produced the percentage the Agency is above or below the labor market mean and median for maximum base salary and total cash.

SECTION III – COMPENSATION SURVEY RESULTS

This section of the report presents the compensation survey findings. As indicated in the previous section, the survey involved the collection of compensation information for each of the survey classes from the labor market employers identified. **Table 3** displays the comparability for each survey classification out of six survey agencies.

TABLE 3 COMPARABILITY	
Survey Classifications	Number of Comparable Matches
Administrative Assistant	8
Finance Manager	8
General Manager	6
Human Resources Coordinator/Accounting Technician	5
Laboratory Analyst	4
Management Analyst	4
Plant Supervisor	6
Plant Manager	5
Plant Operator II	7
Plant Operator-in-Training	4

BASE SALARY SURVEY RESULTS

The data has been organized into a number of tables that summarize the Agency's relationship to the labor market for each class. The detailed compensation survey datasheets are presented in **Appendix A** of this report. **Table 4** summarizes, for each classification, how the Agency's base salaries compare to the labor market. The following data is presented:

- Title of the Agency's classification.
- The Agency's current maximum base salary.
- The labor market mean and median for maximum monthly base salary.
- Percentage the Agency's maximum base salary is above or below the mean and median of the labor market.

Classification	BBARWA Maximum Base Salary	Labor Market Mean Base	% BBARWA is Above or Below Market Mean	Labor Market Median	% BBARWA is Above or Below Market Median
Administrative Assistant	\$5,852	\$6,625	-13.21%	\$6,477	-10.68%
Finance Manager	\$13,286	\$13,820	-4.02%	\$14,051	-5.75%
General Manager	\$19,836	\$18,977	4.33%	\$18,616	6.15%
Human Resources Coordinator/Accounting Technician	\$9,299	\$8,808	5.28%	\$8,689	6.56%
Laboratory Analyst	\$7,573	\$7,414	2.10%	\$7,607	-0.45%
Management Analyst	\$7,368	\$7,461	-1.26%	\$7,458	-1.21%
Plant Supervisor	\$8,623	\$8,789	-1.92%	\$8,821	\$0
Plant Manager	\$11,334	\$12,762	-12.60%	\$13,652	-20.45%
Plant Operator II	\$6,379	\$6,603	-3.52%	\$6,259	1.88%
Plant Operator-in-Training	\$4,436	\$4,516	-1.82%	\$4,260	3.96%

TOTAL CASH SURVEY RESULTS

Total cash represents the maximum base salary plus the employee's share of retirement paid by the agency, the employer's contribution towards deferred compensation, longevity pay at year 7, and certification pay. **Table 5** displays, for each classification, how the Agency compares to the labor market with respect to total cash for new Classic employees. The following data is presented:

- Title of the Agency's classification.
- The Agency's current total cash for each classification.
- The labor market mean and median for total cash.
- Percentage the Agency's total cash is above or below the mean and median of the labor market.

Classification	BBARWA Total Cash	Labor Market Mean Total Cash	% BBARWA is Above or Below Market Mean	Labor Market Median Total Cash	% BBARWA is Above or Below Market Median
Administrative Assistant	\$6,261	\$6,828	-9.05%	\$6,586	-5.18%
Finance Manager	\$14,216	\$14,330	-0.80%	\$14,612	-2.79%
General Manager	\$21,820	\$19,824	9.15%	\$19,797	9.27%
Human Resources Coordinator/Accounting Technician	\$9,950	\$9,013	9.42%	\$8,761	11.96%
Laboratory Analyst	\$8,103	\$7,621	5.95%	\$8,021	1.01%
Management Analyst	\$7,884	\$7,650	2.96%	\$7,532	4.46%
Plant Supervisor	\$9,227	\$8,981	2.67%	\$9,021	\$0
Plant Manager	\$12,128	\$13,216	-8.97%	\$14,561	-20.07%
Plant Operator II	\$6,825	\$6,882	-0.84%	\$6,529	4.33%
Plant Operator-in-Training	\$4,746	\$4,574	3.64%	\$4,287	9.67%

RELATIONSHIP TO THE MARKET

On average, for all of the classifications, the Agency is 2.66% below market for maximum base salary when compared to the mean and 2.23% below market when compared to the median. The Agency is 1.41% above the labor market for total cash when compared to the mean and 1.49% above market when compared to the median.

SECTION IV – SALARY RECOMMENDATIONS

This section of the report presents the salary recommendations for all Agency classifications and includes the salary setting methodology and the salary recommendations.

In setting salary levels, both market data and internal relationships are taken into consideration so that the Agency's compensation plan is both competitive with the market and internally balanced. While both the mean and median were calculated, it is recommended that the labor market median be utilized for the purposes of setting salaries. The labor market median is less likely to be skewed by outliers.

Where sufficient data has been collected, the salary has generally been set to market; however, the internal alignment has been reviewed to ensure that like classifications are similarly situated and that there is sufficient spread between supervisor and highest level supervised. As a practical matter, there could be occasions when market data will skew an internal alignment, or an internal relationship is a more logical method of setting the salary rather than relying on the market data.

The Agency's Compensation Policy states that if total cash for a comparable position is plus or minus 5% from the labor market median, no adjustment in pay range is indicated. If total cash is more than 5% below the market median, an adjustment to the pay range to 5% below the labor market median is indicated, but no more than 10%. If total cash is more than 5% above the market median, an adjustment of the pay range to 5% above the market median is indicated, provided that position is currently vacant. The salary recommendations presented in **Table 6** on the following page reflect this policy.

**TABLE 6
SALARY RECOMMENDATIONS**

Classification	Current Start	Current Top	Recommended Start	Recommended Top	Rationale
Administrative Assistant	\$25.00	\$33.76	\$25.05	\$33.82	Brought to within 5% of market
Finance Manager	\$52.87	\$76.65	\$52.87	\$76.65	No change; within 5% of market
General Manager	\$78.92	\$114.44	\$78.92	\$114.44	No change; freeze - more than 5% above market but position is filled
Human Resources Coordinator/Accounting Technician	\$39.74	\$53.65	\$39.74	\$53.65	No change; freeze - more than 5% above market but position is filled
Laboratory Analyst	\$32.36	\$43.69	\$32.36	\$43.69	No change; within 5% of market
Management Analyst	\$31.48	\$42.51	\$31.48	\$42.51	No change; within 5% of market
Plant Supervisor	\$36.85	\$49.75	\$36.85	\$49.75	No change; within 5% of market
Plant Manager	\$45.10	\$65.39	\$49.61	\$71.93	Maximum increase of 10%; remains more than 5% below market
Plant Operator II	\$27.26	\$36.80	\$27.26	\$36.80	No change; within 5% of market
Plant Operator-in-Training	\$18.95	\$25.59	\$18.95	\$25.59	No change; freeze - more than 5% above market but position is filled

APPENDIX A
DATASHEETS

Total Cash Study

10/2020

Classification	BBARWA Maximum Base Salary	Labor Market Median Base	% BBARWA is above or below Market Median	BBARWA Total Cash	Labor Market Median Total Cash	% BBARWA is above or below Market Median	Comparability
Administrative Assistant	\$5,852	\$6,477	-10.68%	\$6,261	\$6,586	-5.18%	8
Finance Manager	\$13,286	\$14,051	-5.75%	\$14,216	\$14,612	-2.79%	8
General Manager	\$19,836	\$18,616	6.15%	\$21,820	\$19,797	9.27%	6
Human Resources Coordinator/Accounting Technician	\$9,299	\$8,689	6.56%	\$9,950	\$8,761	11.96%	5
Laboratory Analyst	\$7,573	\$7,607	-0.45%	\$8,103	\$8,021	1.01%	4
Management Analyst	\$7,368	\$7,458	-1.21%	\$7,884	\$7,532	4.46%	4
Plant Supervisor	\$8,623	\$8,821	\$0	\$9,227	\$9,021	\$0	6
Plant Manager	\$11,334	\$13,652	-20.45%	\$12,128	\$14,561	-20.07%	5
Plant Operator II	\$6,379	\$6,259	1.88%	\$6,825	\$6,529	4.33%	7
Plant Operator-in-Training	\$4,436	\$4,260	3.96%	\$4,746	\$4,287	9.67%	4
		Average	-2.23%		Average	1.49%	

Appendix A

Big Bear Area Regional Wastewater Agency
 Total Cash Study
 10/2020

Classification	BBARWA Maximum Base Salary	Labor Market Mean Base	% BBARWA is above or below Market Mean	BBARWA Total Cash	Labor Market Mean Total Cash	% BBARWA is above or below Market Mean	Comparability
Administrative Assistant	\$5,852	\$6,625	-13.21%	\$6,261	\$6,828	-9.05%	8
Finance Manager	\$13,286	\$13,820	-4.02%	\$14,216	\$14,330	-0.80%	8
General Manager	\$19,836	\$18,977	4.33%	\$21,820	\$19,824	9.15%	6
Human Resources Coordinator/Accounting Technician	\$9,299	\$8,808	5.28%	\$9,950	\$9,013	9.42%	5
Laboratory Analyst	\$7,573	\$7,414	2.10%	\$8,103	\$7,621	5.95%	4
Management Analyst	\$7,368	\$7,461	-1.26%	\$7,884	\$7,650	2.96%	4
Plant Supervisor	\$8,623	\$8,789	-1.92%	\$9,227	\$8,981	2.67%	6
Plant Manager	\$11,334	\$12,762	-12.60%	\$12,128	\$13,216	-8.97%	5
Plant Operator II	\$6,379	\$6,603	-3.52%	\$6,825	\$6,882	-0.84%	7
Plant Operator-in-Training	\$4,436	\$4,516	-1.82%	\$4,746	\$4,574	3.64%	4
		Average	-2.66%		Average	1.41%	

Big Bear Area Regional Wastewater Agency
Total Cash Study
10/2020

Survey Agency	Classification Title	Maximum Salary	EE Portion of Retirement Paid by ER (%) (Classic)	EE Portion of Retirement Paid by ER (\$) (Classic)	Deferred Comp	Longevity Pay (Year 7)	Cert Pay	Total Cash	Comments
Big Bear Area Regional Wastewater Agency	Administrative Assistant	\$5,852	3%	\$176	\$176	\$59	\$0	\$6,261	Supports GM and Board; no degree required; AA preferred
City of Barstow	Administrative Assistant	\$5,340	0%	\$0	\$0	\$0	\$0	\$5,340	
City of Colton	Administrative Assistant	\$4,224	0%	\$0	\$0	\$84	\$211	\$4,520	
City of Redlands	Administrative Assistant II	\$4,405	0%	\$0	\$0	\$0	\$0	\$4,405	
City of San Bernardino Water Department	Executive Assistant to the General Manager	\$9,129	0%	\$0	\$108	\$0	\$0	\$9,237	AA required
Goleta Sanitary District	Administrative Assistant	\$4,935	7%	\$345	\$0	\$0	\$0	\$5,280	
Lake Arrowhead Community Services District	Executive Assistant	\$9,518	0%	\$0	\$0	\$183	\$225	\$9,926	
Mountain View Sanitary District	Board Secretary/Executive Assistant	\$7,832	0%	\$0	\$0	\$0	\$0	\$7,832	Classification revised in September 2019; Equivalent to 10 years' experience of highly responsible executive-level administrative support in a public agency or private organization including two years of lead or supervisory experience; or a Bachelor's degree in public or business administration or a related field
Victor Valley Wastewater Reclamation Authority	Secretary to the General Manager/Board	\$7,613	0%	\$0	\$0	\$89	\$381	\$8,082	AA required
Yucaipa Valley Water District	No Comparable Class								
Labor Market Mean		\$6,625						\$6,828	
% BBARWA is above or below Labor Market Mean		-13.21%						-9.05%	
Labor Market Median		\$6,477						\$6,586	
% BBARWA is above or below Labor Market Median		-10.68%						-5.18%	
# of Comparable Matches		8							
Data effective as of 10/2020									

Notes:

Goleta Sanitary District- ER pick up is with 5 years of service; certification pay is a 1x payment (not included)

Big Bear Area Regional Wastewater Agency
Total Cash Study
10/2020

Survey Agency	Classification Title	Maximum Salary	EE Portion of Retirement Paid by ER (%) (Classic)	EE Portion of Retirement Paid by ER (\$) (Classic)	Deferred Comp	Longevity Pay (Year 7)	Cert Pay	Total Cash	Comments
Big Bear Area Regional Wastewater Agency	Finance Manager	\$13,286	3%	\$399	\$399	\$133	\$0	\$14,216	BA required; over accounting, budgeting, financial reporting, debt management, cash management and internal controls
City of Barstow	No Comparable Class								Assistant Finance Director not budgeted, Administrative Services Manager not over Finance
City of Colton	Finance Manager	\$9,827	0%	\$0	\$0	\$0	\$0	\$9,827	
City of Redlands	Assistant Director, Finance	\$14,290	0%	\$0	\$380	\$0	\$0	\$14,670	Reports to the Finance Director- oversees the accounting, budgeting, and financial reporting functions; supervises 6 staff
City of San Bernardino Water Department	Director of Finance	\$18,460	0%	\$0	\$108	\$0	\$0	\$18,568	
Goleta Sanitary District	Finance and Human Resources Manager	\$14,042	7%	\$983	\$0	\$0	\$0	\$15,025	Also over Human Resources; supervises 3 staff
Lake Arrowhead Community Services District	Finance Manager	\$14,059	0%	\$0	\$0	\$270	\$225	\$14,554	Over Finance, Customer Service and Information Services
Mountain View Sanitary District	Officer/Administrative Services Manager	\$13,655	0%	\$0	\$0	\$0	\$0	\$13,655	Over Finance and Human Resources; new class in September, 2019
Victor Valley Wastewater Reclamation Authority	Controller	\$11,329	0%	\$0	\$340	\$132	\$566	\$12,367	Director of Finance was eliminated; now have Controller that is over financial and investment consultants, accounting, financial and investment reporting, rate schedules, cash flow, budget, purchasing, auditing, fund management
Yucaipa Valley Water District	Chief Financial Officer	\$14,899	0%	\$0	\$1,073	\$0	\$0	\$15,972	
Labor Market Mean		\$13,820						\$14,330	
% BBARWA is above or below Labor Market Mean		-4.02%						-0.80%	
Labor Market Median		\$14,051						\$14,612	
% BBARWA is above or below Labor Market Median		-5.75%						-2.79%	
# of Comparable Matches		8							
Data effective as of 10/2020									

Notes:
Goleta Sanitary District- ER pick up is with 5 years of service; certification pay is a 1x payment (not included)

Big Bear Area Regional Wastewater Agency
 Total Cash Study
 10/2020

Survey Agency	Classification Title	Maximum Salary	EE Portion of Retirement Paid by ER [%] (Classic)	EE Portion of Retirement Paid by ER [\$] (Classic)	Deferred Comp	Longevity Pay (Year 7)	Cert Pay	Total Cash	Comments
Big Bear Area Regional Wastewater Agency	General Manager	\$19,836	3%	\$595	\$1,190	\$198	\$0	\$21,820	Possession of a California State Water Resources Control Board Grade III Wastewater Treatment Plant Operator Certificate is desired, with the ability to obtain a Grade IV Certificate within five years of employment.
City of Barstow	No Comparable Class								
City of Colton	No Comparable Class								
City of Redlands	No Comparable Class								
City of San Bernardino Water Department	General Manager	\$21,217	0%	\$0	\$108	\$0	\$0	\$21,325	
Goleta Sanitary District	General Manager	\$19,839	7%	\$1,389	\$0	\$0	\$0	\$21,228	PE Required
Lake Arrowhead Community Services District	General Manager	\$17,543	0%	\$0	\$526	\$337	\$0	\$18,407	
Mountain View Sanitary District	District Manager	\$18,391	0%	\$0	\$0	\$0	\$0	\$18,391	PE and/or WWTP Operator Grade IV Certification is highly desirable
Victor Valley Wastewater Reclamation Authority	General Manager	\$18,028	0%	\$0	\$541	\$210	\$901	\$19,681	MA desired
Yucaipa Valley Water District	General Manager	\$18,841	0%	\$0	\$1,073	\$0	\$0	\$19,914	No spec available
Labor Market Mean		\$18,977						\$19,824	
% BBARWA is above or below Labor Market Mean		4.33%						9.15%	
Labor Market Median		\$18,616						\$19,797	
% BBARWA is above or below Labor Market Median		6.15%						9.27%	
# of Comparable Matches		6							
Data effective as of 10/2020									

Notes:
 Goleta Sanitary District- ER pick up is with 5 years of service; certification pay is a 1x payment (not included)

Big Bear Area Regional Wastewater Agency
Total Cash Study
10/2020

Survey Agency	Classification Title	Maximum Salary	EE Portion of Retirement Paid by ER (%) [Classic]	EE Portion of Retirement Paid by ER (\$) [Classic]	Deferred Comp.	Longevity Pay (Year 7)	Cert Pay	Total Cash	Comments
Big Bear Area Regional Wastewater Agency	Human Resources Coordinator/Accounting Technician	\$9,299	3%	\$279	\$279	\$93	\$0	\$9,950	BA
City of Barstow	No Comparable Class								They don't have any professional level HR classes. The Personnel Services Coordinator and HR Analyst are not used
City of Colton	Human Resources Analyst	\$6,864	0%	\$0	\$0	\$0	\$0	\$6,864	BA
City of Redlands	Human Resources Analyst/Volunteer Coordinator	\$8,689	0%	\$0	\$72	\$0	\$0	\$8,761	BA; Payroll classifications and Accounting Technician are lower paid
City of San Bernardino Water Department	Human Resources Coordinator	\$11,275	0%	\$0	\$108	\$0	\$0	\$11,383	Human Resources Coordinator Supervises the HR Specialist
Goleta Sanitary District	No Comparable Class								Finance and Human Resources Manager with technician level reporting to it; no other professional administrative classes
Lake Arrowhead Community Services District	Human Resources Manager	\$10,490	0%	\$0	\$0	\$202	\$225	\$10,917	Does not require a BA but duties are comparable; supervises 1 Human Resources/Administrative Analyst which is clerical; \$75 for MA included under cert pay
Mountain View Sanitary District	No Comparable Class								
Victor Valley Wastewater Reclamation Authority	Human Resources Technician	\$6,724	0%	\$0	\$0	\$78	\$336	\$7,139	BA is required and duties are consistent with an Analyst
Yucaipa Valley Water District	No Comparable Class								
	Labor Market Mean	\$8,808						\$9,013	
	% BBARWA is above or below Labor Market Mean	5.28%						9.42%	
	Labor Market Median	\$8,689						\$8,761	
	% BBARWA is above or below Labor Market Median	6.56%						11.96%	
	# of Comparable Matches	5							
Data effective as of 10/2020									

Notes:

Big Bear Area Regional Wastewater Agency
Total Cash Study
10/2020

Survey Agency	Classification Title	Maximum Salary	EE Portion of Retirement Paid by ER (%) (Classic)	EE Portion of Retirement Paid by ER (\$) (Classic)	Deferred Comp	Longevity Pay (Year 7)	Cert Pay	Total Cash	Comments
Big Bear Area Regional Wastewater Agency	Laboratory Analyst	\$7,573	3%	\$227	\$227	\$76	\$0	\$8,103	BA; Grade I Wastewater Treatment Plant Operator Certificate or the ability to obtain within three 3 years; Grade I Environmental Compliance Inspector Certificate and a Grade II Laboratory Analyst Certificate or the ability to obtain within 2 years; T1 Water Treatment Operator Certificate or the ability to obtain within 2 years
City of Barstow	No Comparable Class								
City of Colton	No Comparable Class								
City of Redlands	Lab Technician II	\$5,013	0%	\$0	\$0	\$0	\$0	\$5,013	BA; Grade II Water Quality Laboratory Analyst Certificate at time of hire
City of San Bernardino Water Department	No Comparable Class								Contract out majority of functions
Goleta Sanitary District	Laboratory Analyst II	\$7,606	7%	\$532	\$0	\$0	\$0	\$8,138	AA; Grade I Laboratory Analyst Certificate is required; Grade II within 18 months
Lake Arrowhead Community Services District	Lab Analyst	\$7,608	0%	\$0	\$0	\$146	\$150	\$7,904	BA; Grade III Laboratory Analyst Certificate; Grade I Environmental Compliance Inspector Certificate; Grade I Wastewater Treatment Plant Operator Certificate; Grade T1 Water Treatment Plant Operator Certificate; Grade DI Water Distribution Operator Certificate
Mountain View Sanitary District	Lab Analyst	\$9,429	0%	\$0	\$0	\$0	\$0	\$9,429	Grade II Laboratory Analyst Certificate within 12 months; AA; BA desired
Victor Valley Wastewater Reclamation Authority	No Comparable Class								Lab Technician II class eliminated and all lab work contracted out
Yucaipa Valley Water District	No Comparable Class								
Labor Market Mean		\$7,414						\$7,621	
% BBARWA is above or below Labor Market Mean		2.10%						5.95%	
Labor Market Median		\$7,607						\$8,021	
% BBARWA is above or below Labor Market Median		-0.45%						1.01%	
# of Comparable Matches		4							
Data effective as of 10/2020									

Notes:
Goleta Sanitary District- ER pick up is with 5 years of service; certification pay is a 1x payment (not included)

Big Bear Area Regional Wastewater Agency
 Total Cash Study
 10/2020

Survey Agency	Classification Title	Maximum Salary	EE Portion of Retirement Paid by ER (%) (Classic)	EE Portion of Retirement Paid by ER (\$) (Classic)	Deferred Comp	Longevity Pay (Year 7)	Cert Pay	Total Cash	Comments
Big Bear Area Regional Wastewater Agency	Management Analyst	\$7,368	3%	\$221	\$221	\$74	\$0	\$7,884	
City of Barstow	Senior Administrative Analyst	\$7,794	0%	\$0	\$78	\$0	\$0	\$7,872	Journey level
City of Colton	Administrative Analyst II	\$6,240	0%	\$0	\$0	\$0	\$0	\$6,240	
City of Redlands	Management Analyst	\$7,121	0%	\$0	\$72	\$0	\$0	\$7,193	
City of San Bernardino Water Department	No Comparable Class								
Goleta Sanitary District	Management Analyst	\$8,689	7%	\$608	\$0	\$0	\$0	\$9,297	
Lake Arrowhead Community Services District	No Comparable Class								
Mountain View Sanitary District	No Comparable Class								
Victor Valley Wastewater Reclamation Authority	No Comparable Class								
Yucaipa Valley Water District	No Comparable Class								
Labor Market Mean		\$7,461						\$7,650	
% BBARWA is above or below Labor Market Mean		-1.26%						2.96%	
Labor Market Median		\$7,458						\$7,532	
% BBARWA is above or below Labor Market Median		-1.21%						4.46%	
# of Comparable Matches		4							
Data effective as of 10/2020									

Notes:

Goleta Sanitary District- ER pick up is with 5 years of service; certification pay is a 1x payment (not included)

Big Bear Area Regional Wastewater Agency
Total Cash Study
10/2020

Survey Agency	Classification Title	Maximum Salary	EE Portion of Retirement Paid by ER (%) (Classic)	EE Portion of Retirement Paid by ER (\$) (Classic)	Deferred Comp.	Longevity Pay (Year 7)	Cert Pay	Total Cash	Comments
Big Bear Area Regional Wastewater Agency	Plant Supervisor	\$8,623	3%	\$259	\$259	\$86	\$0	\$9,227	Over operations and maintenance; Grade IV Wastewater Treatment Plant Operator Certificate or possession of a Grade III with the ability to obtain a Grade IV within 24 months of appointment; Grade II Collection System Maintenance Certificate and a Grade I Plant Maintenance Certificate oar the ability to obtain within two (2) years of employment.
City of Barstow	Operations and Maintenance Wastewater Treatment Plant Supervisor	\$7,794	0%	\$0	\$78	\$0	\$0	\$7,872	Over operations and maintenance; Class A or B license within 12 months; Wastewater Treatment Operator III Certificate or higher, a Grade IV is desirable; Collection System Maintenance and Mechanical Technology Certificate Grade I, a Grade II is desirable.
City of Colton	Wastewater Utilities Supervisor	\$7,850	0%	\$0	\$0	\$0	\$0	\$7,850	Over operations and Maintenance; Grade IV Wastewater Treatment Plant Operator Certificate; Grade V desired
City of Redlands	Wastewater Operations Supervisor	\$8,580	0%	\$0	\$0	\$0	\$0	\$8,580	Over operations and maintenance; Grade IV Wastewater Operator Certificate; Grade V Wastewater Operator Certificate is desired; Grade IV Laboratory Analyst Certificate is desirable.
City of San Bernardino Water Department	No Comparable Class								Only over operations; have separate supervisor class over maintenance
Goleta Sanitary District	Wastewater Plant Operations Supervisor	\$9,641	7%	\$675	\$0	\$0	\$0	\$10,316	Over operations and maintenance; Grade IV Wastewater Treatment Plant Operator Certificate; Environment Laboratory Technologists Grade I certificate
Lake Arrowhead Community Services District	Wastewater Operations Supervisor	\$9,062	0%	\$0	\$0	\$174	\$225	\$9,461	Grade IV Wastewater Treatment Operator; over operations and maintenance
Mountain View Sanitary District	Lead Wastewater Operator	\$9,806	0%	\$0	\$0	\$0	\$0	\$9,806	Over operations and maintenance; First level supervisor; Class B driver's license with tanker and air brake endorsements within nine months of appointment; Grade III Wastewater Treatment Operator Certificate; Grade I Plant Maintenance Technologist Certificate within two years of appointment; Grade II Collections Certificate within two years of appointment; Transportation Worker Identification Credential (TWIC) within one year of appointment. This credential requires a Transportation Security Administration (TSA) level background check.
Victor Valley Wastewater Reclamation Authority	No Comparable Class								
Yucaipa Valley Water District	No Comparable Class								Over Water Treatment also
	Labor Market Mean	\$8,789						\$8,981	
	% BBARWA is above or below Labor Market Mean							2.67%	
	Labor Market Median	\$8,821						\$9,021	
	% BBARWA is above or below Labor Market Median							2.24%	
	# of Comparable Matches	6							
Data effective as of 10/2020									

Notes:
Goleta Sanitary District- ER pick up is with 5 years of service; certification pay is a 1x payment (not included)

Big Bear Area Regional Wastewater Agency
Total Cash Study
10/2020

Survey Agency	Classification Title	Maximum Salary	EE Portion of Retirement Paid by ER (%) (Classic)	EE Portion of Retirement Paid by ER (\$) (Classic)	Deferred Comp	Longevity Pay (Year 7)	Cert Pay	Total Cash	Comments
Big Bear Area Regional Wastewater Agency	Plant Manager	\$11,334	3%	\$340	\$340	\$113	\$0	\$12,128	BA; Grade IV State of California Wastewater Treatment Plant Operator Certificate; Grade II Collection System Maintenance Certificate and Grade I Plant Maintenance Certificate
City of Barstow	Wastewater Treatment Plant Superintendent	\$9,049	0%	\$0	\$90	\$0	\$0	\$9,139	No spec available yet for WWTP Superintendent; Chief Wastewater Treatment Plant Operator not budgeted;
City of Colton	No Comparable Class								Water and Wastewater Utilities Superintendent is over both Water Treatment and Wastewater Treatment
City of Redlands	No Comparable Class								They have reduced class to a Superintendent
City of San Bernardino Water Department	Water Reclamation Operations Superintendent	\$14,453	0%	\$0	\$108	\$0	\$0	\$14,561	WWTPO Grade V; Also have Water Reclamation Maintenance Superintendent (lower salary)
Goleta Sanitary District	Plant Operations Manager	\$11,697	7%	\$819	\$0	\$0	\$0	\$12,516	BA; Grade I Laboratory Technologist Certificate within 18 months of hire date; Grade V Wastewater Treatment Plant Operator Certificate within 18 months of hire date.
Lake Arrowhead Community Services District	No Comparable Class								Operations Manager is over Water Treatment and Wastewater Treatment and requires WWTPO Grade IV and WTPO Grade III
Mountain View Sanitary District	Operations Manager/Chief Plant Operator	\$14,959	0%	\$0	\$0	\$0	\$0	\$14,959	Directs the operation, maintenance and staff activities of the wastewater collection system, wastewater treatment plant, and marshes. Serves as the Mt. View Sanitary District wastewater treatment plant Chief Plant Operator (CPO); Grade V Wastewater Treatment Operator Certificate; Class B within 9 months desired
Victor Valley Wastewater Reclamation Authority	Plant Superintendent	\$13,652	0%	\$0	\$410	\$159	\$683	\$14,903	Grade V Wastewater Treatment Certification
Yucaipa Valley Water District	No Comparable Class								No longer use Wastewater Superintendent; Operations Manager requires Water Treatment certification
	Labor Market Mean	\$12,762						\$13,216	
	% BBARWA is above or below Labor Market Mean	-12.60%						-8.97%	
	Labor Market Median	\$13,652						\$14,561	
	% BBARWA is above or below Labor Market Median	-20.45%						-20.07%	
	# of Comparable Matches	5							
Data effective as of 10/2020									

Notes:
Goleta Sanitary District- ER pick up is with 5 years of service; certification pay is a 1x payment (not included)

Big Bear Area Regional Wastewater Agency
Total Cash Study
10/2020

Survey Agency	Classification Title	Maximum Salary	EE Portion of Retirement Paid by ER (%) [Classic]	EE Portion of Retirement Paid by ER (\$) [Classic]	Deferred Comp	Longevity Pay (Year 7)	Cert Pay	Total Cash	Comments
Big Bear Area Regional Wastewater Agency	Plant Operator II	\$6,379	3%	\$191	\$191	\$64	\$0	\$6,825	WWTPO Grade II
City of Barstow	Wastewater Treatment Plant Operator	\$4,834	0%	\$0	\$0	\$0	\$0	\$4,834	This job description was updated in November of 2019. Wastewater Treatment Plant Operator must have the ability to obtain a California Wastewater Treatment Operator II Certificate or higher within 4 testing cycles. Senior Wastewater Treatment Plant Operator must have the ability to obtain a California Wastewater Treatment Operator III Certificate or higher within 4 testing cycles of appointment. Possession of a California Water Environmental Association Collection System Maintenance, Grade II is desirable.
City of Colton	Wastewater Operator II	\$6,077	0%	\$0	\$0	\$0	\$304	\$6,381	WWTPO Grade II; WWTPO I job description changed and no longer requires Grade II
City of Redlands	Wastewater Facilities Operator II	\$5,997	0%	\$0	\$0	\$0	\$0	\$5,997	WWTPO Grade II
City of San Bernardino Water Department	No Comparable Class								Water Reclamation Operator only requires Grade I; Senior Reclamation Operator is Lead and requires Grade III
Goleta Sanitary District	Wastewater Treatment Plant Operator II	\$7,145	7%	\$500	\$0	\$0	\$0	\$7,645	WWTPO Grade II; Ability to obtain a CA Water Environment Laboratory Technologists Grade I certificate
Lake Arrowhead Community Services District	Wastewater Treatment Plant Operator II	\$6,259	0%	\$0	\$0	\$120	\$150	\$6,529	WWTPO Grade II; also requires WTPO Grade I
Mountain View Sanitary District	Wastewater Operator II	\$8,755	0%	\$0	\$0	\$0	\$438	\$9,193	WWTPO Grade II
Victor Valley Wastewater Reclamation Authority	Operator II	\$7,155	0%	\$0	\$0	\$83	\$358	\$7,596	WWTPO Grade II
Yucaipa Valley Water District	No Comparable Class								Integrated Operator II requires WWTPO II, WTPO Grade II and WDO Grade II
Labor Market Mean		\$6,603						\$6,882	
% BBARWA is above or below Labor Market Mean		-3.52%						-0.84%	
Labor Market Median		\$6,259						\$6,529	
% BBARWA is above or below Labor Market Median		1.88%						4.33%	
# of Comparable Matches		7							
Data effective as of 10/2020									
Notes:									
Goleta Sanitary District- ER pick up is with 5 years of service; certification pay is a 1x payment (not included)									

Big Bear Area Regional Wastewater Agency
Total Cash Study
10/2020

Survey Agency	Classification Title	Maximum Salary	EE Portion of Retirement Paid by ER (%) (Classic)	EE Portion of Retirement Paid by ER (\$) (Classic)	Deferred Comp	Longevity Pay (Year 7)	Cert Pay	Total Cash	Comments
Big Bear Area Regional Wastewater Agency	Plant Operator-in-Training	\$4,436	3%	\$133	\$133	\$44	\$0	\$4,746	OIT
City of Barstow	Wastewater Treatment Operator in Training	\$4,376	0%	\$0	\$0	\$0	\$0	\$4,376	Ability to obtain a Class A license within 12 months of appointment. Must obtain a California Wastewater Treatment Operator I Certificate or higher within 4 testing cycles of receiving your Operator in Training certificate or 24 months of appointment, whichever comes first. Must obtain a California Wastewater Treatment Operator II Certificate or higher within 4-testing cycles of receiving your California Wastewater Treatment Operator I Certificate.
City of Colton	Wastewater Operator in Training	\$3,499	0%	\$0	\$0	\$0	\$175	\$3,674	Spec not available online, but in past studies-WWTPO Grade I required within 30 months
City of Redlands	No Comparable Class								WWTPO Grade I is lowest level and Wastewater/Water Apprentice is intern (no benefits)
City of San Bernardino Water Department	Water Reclamation Trainee	\$4,144	0%	\$0	\$54	\$0	\$0	\$4,198	OIT; Grade I within 3 years
Goleta Sanitary District	No Comparable Class								Operator in Training is intern/part time-non benefitted position now
Lake Arrowhead Community Services District	No Comparable Class								No OIT level
Mountain View Sanitary District	Wastewater Operator Trainee	\$6,046	0%	\$0	\$0	\$0	\$0	\$6,046	Wastewater Treatment Plant Operator-in-Training Certificate within 3 months
Victor Valley Wastewater Reclamation Authority	No Comparable Class								No longer use Operator In Training
Yucaipa Valley Water District	No Comparable Class								Integrated Operator in Training operates both Water and Wastewater and distribution systems and requires WTPO Grade I and WDO Grade I within 18 months and WWTPO Grade I within 36 months
Labor Market Mean		\$4,516						\$4,574	
% BBARWA is above or below Labor Market Mean		-1.82%						3.64%	
Labor Market Median		\$4,260						\$4,287	
% BBARWA is above or below Labor Market Median		3.96%						9.67%	
# of Comparable Matches		4							
Data effective as of 10/2020									

Notes:
Goleta Sanitary District- ER pick up is with 5 years of service; certification pay is a 1x payment (not included)

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

PAY SCHEDULE

Current Effective July 4, 2020 vs. Proposed New 2021

Classification	Current Start	Current Top	New Start	New Top ^{1,2}	% Change
Hourly Pay Rate:					
Active					
Non-Regular ⁴	\$15.48	\$20.90	\$15.48	\$20.90	-
Plant Operator-In-Training ³	\$18.95	\$25.59	\$18.95	\$25.59 ³	-
Plant Operator	\$27.26	\$36.80	\$27.26	\$36.80	-
Laboratory Analyst	\$32.36	\$43.69	\$32.36	\$43.69	-
Plant Supervisor	\$36.85	\$49.75	\$36.85	\$49.75	-
Administrative Assistant	\$25.00	\$33.76	\$25.05	\$33.82	0.18%
Management Analyst	\$31.48	\$42.51	\$31.48	\$42.51	-
Human Resources Coordinator / Accounting Technician ³	\$39.74	\$53.65 ¹	\$39.74	\$53.65 ³	-
Plant Manager	\$45.10	\$65.39	\$49.61	\$71.93	10.0%
Finance Manager	\$52.87	\$76.65	\$52.87	\$76.65	-
General Manager ³	\$78.92	\$114.44	\$78.92	\$114.44 ³	-

1. New top of scale adjusted to the adjusted labor market median per November 2020 study of the comparable agencies.
2. Starting pay will be set to the current range from top of scale (45% spread for manager positions; 35% spread for all others).
3. Pay range is frozen until released by Governing Board action.
4. Non-Regular pay is set by the General Manager and classification was not included in the compensation study.

COMPENSATION STUDIES

I. PURPOSE

To establish uniform practices for periodic compensation studies. All compensation studies are for informational purposes only and do not commit the Agency to salary adjustments. Compensation studies can help to determine the appropriate level and validity of salary ranges and overall compensation structures and can contribute to financial and rate stability over time.

II. POLICY

- A. **Compensation Study Update.** The Agency currently utilizes a consulting firm to update its compensation study on an annual basis. The study compares each of the Agency's job positions (referred to as classifications within the study) with comparable positions among a comparable agency group (the Comparable Group). The Comparable Group currently consists of nine agencies. Not all agencies in the Comparable Group have positions that are comparable to the Agency's.
- B. **Compensation Study Labor Market Data.** The study compares Maximum Salary, Total Cash and Total Compensation by job position. The Agency uses Total Cash as the measure for comparison. Total Cash currently includes maximum salary, employer paid member contributions, deferred compensation, longevity pay, and certification pay. The Agency has determined that it wants to remain competitive with the market based on total cash compensation for each position, not just maximum salary. Total Compensation includes health premiums among other items of comparison. The geographic disparity of health premiums reduces the reliability of Total Compensation as a true market indicator of compensation.
- C. **Assessing the Labor Market Data.** The labor market median for each position is used as the basis for the comparison (to the Agency's comparable position).
- i. If Total Cash for the comparable position is plus or minus five percent from the labor market median, no adjustment to the pay range is indicated.
 - ii. If Total Cash for the comparable position is more than five percent below the market median, an adjustment to the pay range to five percent below the labor market median is indicated.
 - iii. If Total Cash for the comparable position is more than five percent above the labor market median, an adjustment of the pay range to five percent above the labor market median is indicated, provided that the position is currently vacant. If the position is filled, the current pay range will be frozen, and inflationary, cost-of-living adjustments to the pay range will not be granted until after the next study update or until determined otherwise. Using this method, the higher-than-market pay range will correct downward over time.
- D. **Making Market Adjustments.** If an adjustment is indicated, the following calculations will be made to determine the recommended pay range to be included in the Agency's publicly available pay schedule.

- i. For any position in which an adjustment is indicated, the Maximum Salary will be adjusted to the point at which Maximum Salary when combined with the other items of Total Cash is equal to the adjusted labor market median. The adjusted labor market median is plus or minus 5% of the labor market median pursuant to Section II. C. ii. or iii.
- ii. Maximum Salary will be used to determine the top of the Agency's pay range for the position. The beginning of the pay range is determined by applying the percentage range from starting salary to maximum salary – 45% range for management positions and 35% range for all other positions.

E. **Market Adjustment Limitations and Considerations.** When making market adjustments the following will apply.

- i. No market adjustment will exceed 10%.
- ii. If an Agency position has four or less comparable positions in the market (less than 50% of the market), discretion should be exercised prior to any adjustments. If an adjustment is indicated, reasons for the market adjustment should be understood and validated. With such a small comparable group, movements in the labor market median can be volatile and invalid. A market adjustment may be limited to an inflationary adjustment based on an Agency cost-of-living adjustment until the next study update.



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

AGENDA ITEM: 10.B.

MEETING DATE: January 27, 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 *SJK*

REVIEWED BY: Jennifer McCullar, Finance Manager

SUBJECT: Pay Schedule

BACKGROUND & DISCUSSION:

The attached Pay Schedule is presented for approval of the Governing Board. The Pay Schedule reflects the adjustments due to the November 2020 compensation study update, using the guidelines of the Agency's Compensation Studies policy.

FINANCIAL IMPACT:

The net financial impact from the combined changes is \$6.60 per hour to the top of the pay range.

Changes	Pay Range		Top of Range \$ Change
	Start	Top	
Compensation Study Changes:			
Plant Manager	\$49.61	\$71.93	\$6.54
Administrative Assistant	\$25.05	\$33.82	\$0.06
General Manager			Freeze
HR Coordinator/Accounting Tech			Freeze
Plant Operator-in-Training			Freeze
Net Impact			\$6.60

RECOMMENDATION:

Approve publicly available Pay Schedule.

ATTACHMENT:

Pay Schedule

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

**PAY SCHEDULE
Effective January 30, 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
Laboratory Analyst	\$32.36	\$43.69
Plant Supervisor	\$36.85	\$49.75
Administrative Assistant	\$25.05	\$33.82
Management Analyst	\$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: January 27, 2021



Big Bear Area Regional
Wastewater Agency
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Karyn Oxandaboure – Secretary
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Rick Herrick – Director

AGENDA ITEM: 10.C.

MEETING DATE: January 27, 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

REVIEWED BY: John Shimmin, Plant Manager JS

SUBJECT: Appropriate \$155,104 for Variances from the Budget

BACKGROUND & DISCUSSION:

As noted in the first quarter report to the Board, the Agency experienced a material change in its insurance costs compared to the budget and is currently experiencing higher sludge removal costs which are expected to be sustained.

Insurance Expense (Projected to Exceed the Budget by \$44,651)

Increases in insurance costs are mostly due to increases in general liability insurance costs stemming from higher reinsurance rates (insurance obtained by insurance companies to reduce their risks and mostly obtained from global companies). Billions in wildfire claims from the 2017 and 2018 wildfires resulted in scaling back of coverage by reinsurance companies. Wildfires in California are considered a sharply rising long-term trend resulting in harder to find and pricier reinsurance rates. Based on recent conversations with the Agency's insurance provider, SDRMA, the market is not getting better and next year's rates are uncertain.

Sludge Removal Expense (Projected to Exceed the Budget by \$110,453)

The Agency expects sludge removal expense to vary from the budget by approximately \$110,000; however, if the impacts from COVID-19 continue (higher flows and higher BOD - biochemical oxygen demand), the increase in sludge removal expense could be higher. The expected variance from the budget is driven by higher baseline BOD (prior to any impact from COVID-19) and changing operating parameters.

Historically sludge removal expense has been variable resulting from 1) changes in processes related to sludge drying and the introduction and elimination of the cannibal system and 2) changes in plant operating parameters (optimal ranges of operation achieved during aeration and clarification that improve treatment efficiency and impact solids retention/disposal) associated with changing plant management. The most recent five-year period has been impacted by drier conditions and higher BOD which also impact sludge production. While the Agency lacks normalized historical data from which to budget sludge removal expense due to the factors

previously mentioned, over the last two years, staff has begun to develop a more solid baseline of expected sludge removal which we believe will provide a better estimate of future sludge removal expense.

FINANCIAL IMPACT:

There are adequate funds in the Agency's Contingency Fund to make the appropriations.

RECOMMENDATION:

Appropriate \$155,104 from the Agency's Contingency Fund to the Operating Budget with adjustments to the following line items: Insurance Expense (\$44,651) and Sludge Removal Expense (\$110,453).



Big Bear Area Regional
Wastewater Agency
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David Caretto – Director
Rick Herrick – Director

AGENDA ITEM: 11.A.

MEETING DATE: January 27, 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 *JRS*

SUBJECT: General Manager's Report

DISCUSSION:

Administration

COVID-19

On November 30, 2020, the Division of Occupational Safety and Health (Cal/OSHA) released emergency temporary standards on COVID-19 infection prevention. These new standards apply to most workers in California including the Agency's employees and became effective upon release. The full requirements can be found in Title 8, Sections 3205.1, 3205.2, 3205.3, and 3205.4 of the California Occupational Safety and Health Standards Board regulations.

Our Administrative Office remains closed to the public. Staff continues to follow proper distancing and safety protocols, telecommuting and/or alternate shift work, and disinfecting procedures. Alternative safety measures will be implemented as needed.

New Replacement Operator

The Agency has been operating without a full operations staff during the current year due to hiring challenges associated with COVID-19. The Agency welcomed Ralph Curiel on January 18, 2021 as an Operator in Training. He replaces a Plant Operator II that separated during FY 2020.

Sewer System Management Plan (SSMP)

Staff has begun the 2021 SSMP audit. The audit is required to be completed every two (2) years and must be updated and reapproved by the Governing Board every five (5) years in accordance with the sanitary sewer system waste discharge requirements.

Capital Projects

BBARWA Solar Project

Installation of structural steel for the solar panels is anticipated to begin in January and is expected to be completed in April.

Headworks Project

The bid package, which includes technical specifications, is expected to be complete in January 2021. The schedule for the bidding process is being developed.

24" Auxiliary Line Emergency Repair

The emergency repair of the auxiliary 24" line that began leaking on August 13, 2020 was completed on November 20, 2020 for a total cost of \$53,929. The operating budget is expected to absorb the emergency repair due in part to year-to-date cost savings in repairs and replacements expense. Local contractor, Bear Valley Paving, performed exploratory excavation to determine the extent of the failure. The anticipation of increased holiday flows coupled with long material lead times and the potential of having to run the auxiliary pump station required staff to make an emergency repair.

Influent Line Emergency Repair

A small section of the plant influent line failed on December 9, 2020 and was repaired on December 18, 2020 for a total cost of \$18,030. The operating budget is expected to absorb the emergency repair due in part to year-to-date cost savings in repairs and replacements expense. Local contractor, Bear Valley Paving, performed exploratory excavation to determine the extent of the failure. The scope of work included bypassing the influent line during the repair.

Lift Station 3 Generator Replacement (No Update)

The informal bid specifications are being prepared and include the purchase of an approved generator and fuel system to be installed by an approved contractor.

Waukesha Generator

The Waukesha controls upgrade is complete. The generator was put back in service on January 18, 2021.

Cummins #1 and #2 Overhauls

This project has been completed.

Other

Replenish Big Bear

On January 13, 2021, the Project Team participated in a debrief meeting for the Title XVI Grant. The Replenish Big Bear Project scored well, being in the top 11 highest ranked projects by the application review committee and was recommend for funding. Unfortunately, Replenish Big

Bear was not one of the top seven (7) projects ultimately chosen and transmitted to Congress for funding. The timeline for the next round of funding has not been determined.

The Project Team is preparing for the February 17, 2021 meeting with the Regional Board. The draft Lake Analysis Report, high-level framework, EPA affordability analysis, and project cost refinement are currently being reviewed.

GSA

In the third virtual workshop, 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. To inform the interactive exercises, the project team will recap (A) guiding principles stakeholders helped develop from Workshop #1, (B) the Basin Sustainability Goals, representative wells, sustainable management criteria, minimum thresholds and measurable objectives drafted following Workshop #2, and (C) the criteria for projects and management actions that were captured in Workshop #2. Activities will surface considerations for distributing project costs equitably, and an implementation plan that keeps the approach flexible and on track. Stakeholder input documented in this workshop will inform relevant draft chapters of the GSP. The date of this workshop has yet to be determined. A workshop recording and a public-facing summary of stakeholder input will be published to the GSA website following the workshop.

BVES Substation

The new BVES substation is expected to be completed in Spring 2021. Demolition of the existing substation will begin shortly thereafter. BVES contracted with Bear Valley Paving for this project.