

**BIG BEAR AREA REGIONAL WASTEWATER AGENCY**

Special Board Meeting of  
December 2, 2020

at

5:00 p.m.

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

The public may participate in this meeting by:

Join Zoom Meeting:

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

Meeting ID: 913 6183 8384

Passcode: BBARWA

Dial by your location:

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

Meeting ID: 913 6183 8384

Passcode: BBARWA

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 Regular Meeting on October 28, 2020 – Approve

**5.B.** Monthly Expenses – Informational

- 5.C. Investment Report – Informational
- 5.D. Operations and Connections Report – Informational
- 5.E. First Quarter Report, Three Months Ended September 30, 2020 – Informational
- 5.F. Accept as Complete - Splitter Box Building – Approve
- 5.G. Accept as Complete – Sewer System Overflow Prevention 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. Schedule the Budget Workshop – Discussion and Possible Action

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

11. **INFORMATION/COMMITTEE REPORTS**

11.A. General Manager’s Report

## 12. ADJOURNMENT

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

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

Visit [www.bbarwa.org](http://www.bbarwa.org) to view and/or print the Agenda Package.

**BIG BEAR AREA REGIONAL WASTEWATER AGENCY**  
**REGULAR BOARD MEETING MINUTES**  
October 28, 2020

**1. CALL TO ORDER**

A Regular Meeting of the Governing Board of the Big Bear Area Regional Wastewater Agency was called to order by Chair Green at 5:05 p.m. on October 28, 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**

Brad Welebir, Rogers, Anderson, Malody & Scott, LLP  
Ward Simmons, Best, Best & Krieger  
Charity Schiller, Best, Best & Krieger  
Kathy Portie, Big Bear Grizzly

**2. PLEDGE OF ALLEGIANCE**

Dispensed

**3. APPROVAL OF THE AGENDA**

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

**4.A. Audit Report for the Fiscal Year Ended June 30, 2020**

Ms. McCullar introduced Mr. Welebir from the accounting firm of Rogers, Anderson, Malody & Scott, LLP. Mr. Welebir presented the Agency with the Independent Audit Report for the year ended June 30, 2020.

**5. CONSENT CALENDAR**

**5.A. Minutes of Regular Meeting on September 23, 2020**

**5.B. Monthly Expenses**

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

**5.D. Investment Report**

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

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

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

**6. ITEMS REMOVED FROM THE CONSENT CALENDAR**

None

**7. PUBLIC FORUM RESPONSE**

None

**8. PUBLIC FORUM**

No comments

**9. OLD BUSINESS**

None

**10. NEW BUSINESS**

**10.A. Schedule a Special Meeting and Adjourn the November 25th and December 23rd 2020 Regular Board Meetings**

Chair Green suggested scheduling a Special Board meeting for Wednesday, December 2, 2020, at 5:00 p.m. Discussion ensued between the Governing Board and staff.

Upon motion by Director Caretto, seconded by Vice Chair Miller and carried, the Governing Board approved to adjourn the Regular Board Meetings on November 25th and December 23rd and schedule a Special Meeting on December 2, 2020, at 5:00 p.m.

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

**10.B. Board Member Reimbursement Policy Amendment**

Mr. Lawrence explained that it is the desire of Agency Staff for Board Members to receive compensation for meetings attended and reimbursements within a reasonable amount of time. After a review of the Policy and the related Ordinance O. 02-2013, it has been determined that there is sufficient guidance provided by these Board approved documents for the Agency's General Manager to approve Board Member payments. Governing Board approval is not necessary. Discussion ensued between the Governing Board and staff.

Upon motion by Vice Chair Miller, seconded by Director Caretto and carried, the Governing Board approved the Board Member Reimbursement Policy as amended.

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

**10.C. Annual Report, 12 Months Ended June 30, 2020**

Ms. McCullar presented the Annual Report, 12 months ended June 30, 2020. Discussion ensued between the Governing Board and staff.

**10.D. Resolution No. R. 12-2020, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Finding the BBARWA Solar Project Exempt From the California Environmental Quality Act under the Class 3 Categorical Exemption and Approving the BBARWA Solar Project; Authorizing a Tribal Monitoring Agreement relating to the BBARWA Solar Project; Awarding a Contract Between BBARWA and Three Peaks Corp. relating to Grading Work for the BBARWA Solar Project; and Reallocating Funds from the Capital Budget for the BBARWA Solar Project**

Mr. Lawrence recapitulated the BBARWA Solar Project and what it entails to move forward. Discussion ensued between the Governing Board and staff.

Upon motion by Director Caretto, seconded by Secretary Oxandaboure and carried, the Governing Board approved Resolution No. R. 12-2020; reallocated \$264,595 from the Headers and Check Valves Project to the Solar Project in the Capital Budget; authorized the General Manager to negotiate and execute the Tribal Monitoring Agreement; awarded a contract in the amount of \$212,950 to Three Peaks Corp. for the BBARWA Solar Project and authorized the General Manager to negotiate and execute the contract documents; and authorized the General Manager to take any other actions necessary to implement the Project.

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

**10.E. Reallocate \$40,000 from the Capital Budget for the Waukesha Generator Controls**

Mr. Lawrence explained that the Waukesha generator controls need to be upgraded to provide communication between the Cummins generators and the Waukesha generator. Discussion ensued between the Governing Board and staff.

Upon motion by Vice Chair Miller, seconded by Director Caretto and carried, the Governing Board approved reallocating \$40,000 from the High-Pressure Effluent Line Replacement Project in the Capital Budget to the Waukesha Generator Controls Upgrade Project.

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 a status update on the 24" Line Emergency Repair, SSO Prevention Project, the Headworks Project, Splitter Box Building, Lift Station 3 Generator Replacement, Cummins #1 and #2 Overhauls, and the Replenish Big Bear Project. Discussion ensued between the Governing Board and staff. Director Herrick requested a report to the Governing Board regarding what will be presented to the Regional Board for the Replenish Big Bear Project. Chair Green requested to have notes sent to him on what was approved at the meeting to report back to the Big Bear City CSD Board.

**12. ADJOURNMENT**

With no further business to come before the Governing Board, Chair Green adjourned the meeting at 6:05 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*

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**AGENDA ITEM: 5.B.**

**MEETING DATE:** December 2, 2020

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

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

**PREPARED BY:** Jennifer McCullar, Finance Manager 

**SUBJECT:** Monthly Expenses

**BACKGROUND:**

Attached is the Agency's October 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 Oct 1, 2020 to Oct 31, 2020**

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

Check #	Date	Payee	Cash Account	Amount
CASH 22899	10/2/20	CALIFORNIA STATE DISBURSEMENT UNIT	1000-20	126.00
CASH 22900	10/2/20	CALPERS HEALTH	1000-20	28,658.04
CASH 22901	10/2/20	VISION SERVICE PLAN	1000-20	306.46
CASH 22925	10/2/20	PAYA	1000-20	19.99
CASH 22902	10/5/20	AMERICAN FIDELITY ASSURANCE CO	1000-20	511.65
CASH 22903	10/5/20	CALPERS RETIREMENT	1000-20	2,731.17
CASH 22904	10/5/20	PRINCIPAL FINANCIAL GROUP	1000-20	3,147.12
CASH 22905	10/5/20	CA PERS 457 PROGRAM	1000-20	3,340.83
CASH 22906	10/5/20	THE LINCOLN NAT'L LIFE INS CO	1000-20	3,395.69
CASH 22907	10/5/20	CALPERS RETIREMENT	1000-20	7,746.06
CASH 22908	10/6/20	EMPLOYMENT DEVELOPMENT DEPARTMEN	1000-20	1,975.04
CASH 22909	10/6/20	INTERNAL REVENUE SERVICE	1000-20	6,641.77
CASH 22910	10/6/20	DAVID A. CARETTO	1000-20	300.00
20755	10/9/20	ACCENT COMPUTER SOLUTIONS, INC.	1000-20	2,492.70
20756	10/9/20	AG TECH LLC	1000-20	24,496.20
20757	10/9/20	AMAZON CAPITAL SERVICES	1000-20	766.48
20758	10/9/20	ARAMARK UNIFORM SERVICES	1000-20	1,283.00
20759	10/9/20	BEST BEST & KRIEGER	1000-20	1,284.38
20760	10/9/20	BIG BEAR CITY COMMUNITY SERVICES DIS	1000-20	415.55
20761	10/9/20	BUTCHER'S BLOCK & BUILDING	1000-20	210.32
20762	10/9/20	BEAR VALLEY ELECTRIC	1000-20	5,886.15
20763	10/9/20	CALOLYMPIC SAFETY	1000-20	711.80
20764	10/9/20	CAR QUEST OF BIG BEAR	1000-20	61.16
20765	10/9/20	UNDERGROUND SERVICE ALERT	1000-20	125.53
20766	10/9/20	DEPARTMENT OF WATER & POWER	1000-20	55.10
20767	10/9/20	ENVIRONMENTAL EXPRESS, INC	1000-20	189.27
20768	10/9/20	EVANTEC CORPORATION	1000-20	176.26
20769	10/9/20	FEDEX	1000-20	11.87
20770	10/9/20	FERGUSON WATERWORKS #1083	1000-20	12,767.52
20771	10/9/20	FLYERS ENERGY	1000-20	597.36
20772	10/9/20	FRONTIER COMMUNICATIONS	1000-20	864.37
20773	10/9/20	GRAINGER	1000-20	233.23
20774	10/9/20	BEAR VALLEY BASIN GSA	1000-20	76.72

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

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

Check #	Date	Payee	Cash Account	Amount
20775	10/9/20	HACH COMPANY	1000-20	349.26
20776	10/9/20	HAZ MAT TRANS, INC.	1000-20	19,600.00
20777	10/9/20	HUGHESNET	1000-20	102.33
20778	10/9/20	J.G. TUCKER & SON, INC.	1000-20	73.43
20779	10/9/20	NAPA AUTO PARTS	1000-20	45.21
20780	10/9/20	NATIVESCAPES INC	1000-20	350.00
20781	10/9/20	CONSTANCE M. ALVARADO	1000-20	55.00
20782	10/9/20	POLYDYNE INC	1000-20	3,437.08
20783	10/9/20	QUILL	1000-20	648.62
20784	10/9/20	REBEL OIL CO., INC.	1000-20	5,001.76
20785	10/9/20	ROI ENGINEERING LLC	1000-20	22,456.80
20786	10/9/20	SDRMA	1000-20	1,522.53
20787	10/9/20	RYAN R. ABELN	1000-20	2,512.06
20788	10/9/20	SPECTRUM BUSINESS	1000-20	998.93
20789	10/9/20	SULZER ELECTRO MECHANICAL SERVICES	1000-20	837.67
20790	10/9/20	U.S. POSTAL SERVICE	1000-20	254.00
20791	10/9/20	WINZER CORP	1000-20	347.05
20792	10/9/20	KIMBERLY BOOTH	1000-20	50.00
20793	10/9/20	BRIDGETTE BURTON	1000-20	50.00
20794	10/9/20	RICHARD T. HERRICK	1000-20	300.00
20795	10/9/20	SONJA KAWA	1000-20	50.00
20796	10/9/20	DAVID LAWRENCE	1000-20	50.00
20797	10/9/20	JENNIFER MCCULLAR	1000-20	50.00
20798	10/9/20	JAMES J. MILLER	1000-20	300.00
20799	10/9/20	JOHN SHIMMIN	1000-20	50.00
CASH 22911	10/14/20	JOHN GREEN	1000-20	150.00
CASH 22912	10/14/20	KARYN K. OXANDABOURE	1000-20	300.00
CASH 22913	10/14/20	THE LINCOLN NAT'L LIFE INS CO	1000-20	3,395.69
CASH 22914	10/14/20	CALIFORNIA STATE DISBURSEMENT UNIT	1000-20	126.00
CASH 22915	10/19/20	AMERICAN FIDELITY ASSURANCE CO	1000-20	511.65
CASH 22916	10/19/20	CALPERS RETIREMENT	1000-20	2,731.17
CASH 22917	10/19/20	CA PERS 457 PROGRAM	1000-20	3,340.83
CASH 22918	10/19/20	CALPERS RETIREMENT	1000-20	7,746.06

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

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

Check #	Date	Payee	Cash Account	Amount
CASH 22919	10/20/20	EMPLOYMENT DEVELOPMENT DEPARTMEN	1000-20	1,988.26
CASH 22920	10/20/20	INTERNAL REVENUE SERVICE	1000-20	6,659.79
20800	10/23/20	ALLISON MECHANICAL, INC.	1000-20	1,807.00
20801	10/23/20	ARROWHEAD	1000-20	238.17
20802	10/23/20	BEST BEST & KRIEGER	1000-20	2,539.40
20803	10/23/20	B.B.C. SAW WORKS INC	1000-20	26.02
20804	10/23/20	BIG BEAR BODYTEK	1000-20	555.00
20805	10/23/20	BUSINESS CARD	1000-20	3,204.95
20806	10/23/20	BRYCE CONSULTING, INC.	1000-20	2,380.00
20807	10/23/20	BEAR VALLEY PAVING, INC.	1000-20	8,058.38
20808	10/23/20	CALOLYMPIC SAFETY	1000-20	712.82
20809	10/23/20	SAN BERNARDINO COUNTY	1000-20	50.00
20810	10/23/20	CLINICAL LAB OF SAN BERNARDINO	1000-20	622.50
20811	10/23/20	COUNTY OF SAN BERNARDINO SOLID WAS	1000-20	487.53
20812	10/23/20	CWEA TCP/MEMBERSHIP	1000-20	192.00
20813	10/23/20	DUN & BRADSTREET CREDIBILITY CORP	1000-20	1,099.00
20814	10/23/20	TOM DODSON & ASSOCIATES	1000-20	2,562.50
20815	10/23/20	EVANTEC CORPORATION	1000-20	141.73
20816	10/23/20	JUST ENERGY SOLUTIONS INC.	1000-20	15,493.42
20817	10/23/20	KAMAN INDUSTRIAL TECHNOLOGIES	1000-20	7,060.42
20818	10/23/20	MITEL	1000-20	359.62
20819	10/23/20	RANDY J. SPITZ	1000-20	102.75
20820	10/23/20	ANDREW LAURENCE CLAPP	1000-20	12,618.05
20821	10/23/20	NICANOR M. LAUREL	1000-20	11,329.08
20822	10/23/20	SAGE SOFTWARE, INC	1000-20	2,718.95
20823	10/23/20	SOUTHERN CALIFORNIA EDISON	1000-20	36.57
20824	10/23/20	SCHRODER & SON, INC.	1000-20	775.00
20825	10/23/20	SERVICEMASTER 360 PREMIER CLEANING	1000-20	671.69
20826	10/23/20	SOUTHWEST GAS CORP	1000-20	9,213.63
20827	10/23/20	SOUTHWEST GAS	1000-20	315.93
20828	10/23/20	NANCY R. BOHL, INC.	1000-20	150.00
20829	10/23/20	TWIN BEAR EQUIPMENT RENTAL, INC	1000-20	108.90
20830	10/23/20	VERIZON WIRELESS	1000-20	233.93

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

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

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
20831	10/23/20	WIN-911 SOFTWARE	1000-20	659.00
20832	10/23/20	WATER SYSTEMS CONSULTING, INC.	1000-20	30,922.30
20833	10/23/20	JENNIFER MCCULLAR	1000-20	150.00
CASH 22921	10/27/20	PAYA	1000-20	12,701.72
CASH 22922	10/28/20	LEGALSHIELD	1000-20	67.80
CASH 22923	10/28/20	TEXAS LIFE INSURANCE COMPANY	1000-20	213.00
CASH 22924	10/28/20	AMERICAN FIDELITY ASSURANCE CO	1000-20	592.72
CASH 22926	10/30/20	PAYA	1000-20	43.83
<b>Total</b>				<b><u><u>329,261.2</u></u></b>



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

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**AGENDA ITEM: 5.C.**

**MEETING DATE:** December 2, 2020

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

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

**PREPARED BY:** Jennifer McCullar, Finance Manager

**SUBJECT:** Investment Report

**BACKGROUND:**

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

**FINANCIAL IMPACT:**

No financial impact.

**RECOMMENDATION:**

Informational

BBARWA  
 Monthly Investment Report  
 October 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	\$ 4,023,305	\$ 4,039,859	31,585	0.620%	DAILY
TOTAL	\$ 4,023,305	\$ 4,039,859	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

November 17, 2020

[LAIF Home](#)  
[PMIA Average Monthly Yields](#)

## BIG BEAR AREA REGIONAL WASTEWATER AGENCY

FINANCE MANAGER  
P.O. BOX 517  
BIG BEAR CITY, CA 92314

[Tran Type Definitions](#)

### Account Number:

October 2020 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
10/15/2020	10/14/2020	QRD	1656958	N/A	SYSTEM	11,173.61
10/27/2020	10/27/2020	RW	1658952	N/A	JENNIFER MCCULLAR	-500,000.00

### Account Summary.

Total Deposit:	11,173.61	Beginning Balance:	4,512,131.46
Total Withdrawal:	-500,000.00	Ending Balance:	4,023,305.07





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

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**AGENDA ITEM: 5.D.**

**MEETING DATE:** December 2, 2020

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

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

**PREPARED BY:** John Shimmin, Plant Manager; and Jennifer McCullar, Finance Manager 

**SUBJECT:** Operations and Connections Report

**OPERATIONS:**

**2020 Treatment Plant Data**

	August	September	October
Total Influent Flow (MG)	63.764	52.965	54.130
Average Daily Influent Flow (MGD)	2.06	1.77	1.80
City of Big Bear Lake	52.71%	48.13%	49.14%
Big Bear City	43.28%	47.97%	47.28%
County of San Bernardino	4.02%	3.90%	3.59%
Average Influent BOD (mg/L)	311	433	288
Average Effluent BOD (mg/L)	10	12	8
BOD Removal Efficiency (%)	96.8%	97.2%	97.2%
Precipitation (inch)	0.92	0.00	0.00

October 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	2	0	2	0
October	14	10	9	8	3	5	10	4	6	0
November	8	6	5	11	5	2	0	0	0	0
December	23	8	4	2	3	1	0	0	0	0
January	3	1	0	0	1	1	0	0	0	0
February	1	0	1	0	0	1	0	0	0	0
March	2	3	2	0	3	1	0	0	0	0
April	1	10	3	0	3	7	0	0	0	0
May	5	10	4	0	5	5	0	0	0	0
June	12	2	16	0	6	6	0	0	0	0
TOTAL	84	69	63	37	45	45	27	5	21	1

**FINANCIAL IMPACT:**

There is no financial impact.

**RECOMMENDATION:**

Informational



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


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**AGENDA ITEM: 5.E.**

**MEETING DATE:** December 2, 2020

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

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

**PREPARED BY:** Jennifer McCullar, Finance Manager 

**REVIEWED BY:** John Shimmin, Plant Manager 

**SUBJECT:** First Quarter Report, Three Months Ended September 30, 2020

**BACKGROUND & DISCUSSION:**

Please find attached the First Quarter Report, which discusses the most recent quarter's financial performance compared to the budget.

The Agency performed under the budget for the first quarter with operating expenses falling below the budget by approximately \$142,000 or 10%. The variance was mostly due to timing across multiple line items (expenses that were budgeted during the first quarter but not incurred and which are expected to be incurred in subsequent quarters).

During the first quarter, the Agency experienced a material change in its insurance costs and is currently experiencing higher sludge removal costs which are expected to be sustained for the remainder of the year (please see explanation of variances in the attached quarterly report). It is anticipated that additional appropriations to cover these variances will be addressed at the January 2021 Board Meeting.

**FINANCIAL IMPACT:**

There is no financial impact.

**RECOMMENDATION:**

Informational

**ATTACHMENT:**

First Quarter Report

Big Bear Area Regional Wastewater Agency

# 1st Quarter Report

Three Months ended September 30, 2020



**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION**

	<b>Q1 9/30/20 Actual</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>YTD Actual vs Budget \$</b>	<b>YTD Actual vs Budget %</b>
<b>Operating revenues:</b>					
Annual charges	0	0	0	0	nm (b)
Waste disposal fees	6,173	6,173	6,949	(775)	-11%
Rental income	8,862	8,862	8,869	(7)	0%
Standby fees	0	0	0	0	nm (b)
Other operating revenue	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>nm</u> (b)
<b>Total operating revenues</b>	<b>15,035</b>	<b>15,035</b>	<b>15,817</b>	<b>(782)</b>	<b>-5%</b>
<b>Operating expenses:</b>					
Salaries and benefits	699,975	699,975	725,988	(26,013)	-4%
Power	89,396	89,396	105,329	(15,934)	-15%
Sludge removal	84,661	84,661	43,441	41,220	95%
Chemicals	41,582	41,582	48,477	(6,895)	-14%
Materials and supplies	25,101	25,101	40,053	(14,952)	-37%
Repairs and replacements	53,377	53,377	144,699	(91,322)	-63%
Equipment rental	223	223	209	14	7%
Utilities expense	2,527	2,527	10,044	(7,517)	-75%
Communications expense	8,124	8,124	13,197	(5,073)	-38%
Contractual services - other	12,224	12,224	33,521	(21,297)	-64%
Contractual services - prof	16,088	16,088	37,665	(21,576)	-57%
Permits and fees	13,002	13,002	14,013	(1,011)	-7%
Property tax expense	0	0	0	0	nm (b)
Insurance expense	167,733	167,733	126,847	40,887	32%
Other operating expense	4,932	4,932	17,494	(12,562)	-72%
Depreciation expense (a)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>nm</u> (b)
<b>Total operating expenses</b>	<b>1,218,944</b>	<b>1,218,944</b>	<b>1,360,976</b>	<b>(142,033)</b>	<b>-10%</b>
<b>Operating Income</b>	<b>(1,203,908)</b>	<b>(1,203,908)</b>	<b>(1,345,159)</b>	<b>141,251</b>	<b>+ (c)</b>
<b>Nonoperating income (expense):</b>					
Nonoperating income	(29,436)	(29,436)	0	(29,436)	nm
Nonoperating expense	<u>(15,547)</u>	<u>(15,547)</u>	<u>(108,594)</u>	<u>93,047</u>	<u>± (c)</u>
<b>Total nonoperating income (exp)</b>	<b>(44,983)</b>	<b>(44,983)</b>	<b>(108,594)</b>	<b>63,611</b>	<b>+ (c)</b>
<b>Income before capital contribution:</b>	<b>(1,248,891)</b>	<b>(1,248,891)</b>	<b>(1,453,753)</b>	<b>204,862</b>	<b>+ (c)</b>
<b>Capital contrib - conn fees</b>	<b><u>75,240</u></b>	<b><u>75,240</u></b>	<b><u>66,880</u></b>	<b><u>8,360</u></b>	<b><u>13%</u></b>
<b>Change in Net Position</b>	<b>(1,173,651)</b>	<b>(1,173,651)</b>	<b>(1,386,873)</b>	<b>213,222</b>	<b>+ (c)</b>

(a) Currently, the Agency depreciates its assets at the end of the year. Therefore, depreciation expense is presented as \$0.00 on an interim basis.

(b) nm = not meaningful and is the result when dividing by 0.

(c) Percent change is not provided if either of the comparison periods contains a loss or negative number. If the actual performance is improved when compared to the budget a "+" is given. If the actual performance is worse when compared to the budget, a "-" is given.



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**STATEMENT OF CASH FLOW**

	<b>Q1</b> <b><u>9/30/2020</u></b>
<b>Cash flows from operating activities:</b>	
Cash received from customers and other sources	83,107
Cash payments to suppliers for goods and services	(763,057)
Cash payments to employees	<u>(668,900)</u>
Net cash provided by operating activities	(1,348,850)
<b>Cash flows from capital and related financing activities</b>	
Interagency and GSA Expense	(15,545)
Purchases of property, plant and equip	(300,851)
Sale, Disposal of PP&E and Other	0
Capital contributions	83,600
Proceeds from debt issuance	0
Proceeds from grant issuance	0
Prepayment premiums and issuance costs	0
Principal payments on long-term debt	0
Interest paid on long-term debt	<u>0</u>
Net cash used for capital and related financing activities	(232,796)
<b>Cash flows from investing activities:</b>	
Investment income received	<u>(9,027)</u>
Net cash provided by investing activities	(9,027)
Net change in cash equivalents	<u>(1,590,673)</u>
<b>Cash equivalents, beginning of period</b>	6,769,204
<b>Cash equivalents, end of period</b>	<u>5,178,531</u>
	<u>(1,590,673)</u>



## Discussion and Analysis

### Operating Revenues

Operating revenues were below the budget by \$782 or 5% due to lower waste disposal fees.

	Q1 9/30/2020 Actual	YTD Actual	YTD Budget	YTD Actual vs Budget \$	YTD Actual vs Budget %
<b>Operating revenues:</b>					
Annual charges	0	0	0	0	nm (a)
Waste disposal fees	6,173	6,173	6,949	(775)	(0)
Rental income	8,862	8,862	8,869	(7)	(0)
Standby fees	0	0	0	0	nm (a)
Other operating revenue	0	0	0	0	nm (a)
<b>Total operating revenues</b>	<b>15,035</b>	<b>15,035</b>	<b>15,817</b>	<b>(782)</b>	<b>(0)</b>

(a) nm = not meaningful and is the result when dividing by 0.

### Operating Expenses

Operating expenses were below the budget by \$142,033 or 10% largely due to timing related to repairs and replacements and contractual services expense, and lower salaries and benefits expense. Variances greater than 5% and \$10,000 are highlighted below and discussed on the next page.

	Q1 9/30/2020 Actual	YTD Actual	YTD Budget	YTD Actual vs Budget \$	YTD Actual vs Budget %
<b>Operating expenses:</b>					
Salaries and benefits	699,975	699,975	725,988	(26,013)	-4%
Power	89,396	89,396	105,329	(15,934)	-15%
Sludge Removal	84,661	84,661	43,441	41,220	95%
Chemicals	41,582	41,582	48,477	(6,895)	-14%
Materials and supplies	25,101	25,101	40,053	(14,952)	-37%
Repairs and Replacements	53,377	53,377	144,699	(91,322)	-63%
Equipment rental	223	223	209	14	7%
Utilities expense	2,527	2,527	10,044	(7,517)	-75%
Communications expense	8,124	8,124	13,197	(5,073)	-38%
Contractual services - other	12,224	12,224	33,521	(21,297)	-64%
Contractual services - prof	16,088	16,088	37,665	(21,576)	-57%
Permits and fees	13,002	13,002	14,013	(1,011)	-7%
Property tax expense	0	0	0	0	nm (a)
Insurance expense	167,733	167,733	126,847	40,887	32%
Other operating expense	4,932	4,932	17,494	(12,562)	-72%
Depreciation expense	0	0	0	0	nm (a)
<b>Total operating expenses</b>	<b>1,218,944</b>	<b>1,218,944</b>	<b>1,360,976</b>	<b>(142,033)</b>	<b>-10%</b>

(a) nm = not meaningful and is the result when dividing by 0.



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An explanation of the major variances by line item is as follows.

**Power expense** was under the budget by \$15,934 or 15% and was due mostly to lower electricity usage at the stations. This was due in part to timing.

**Sludge removal** expense was over the budget by \$41,220 or 95%. The Agency expects the variance. Further, 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 budget is driven by higher baseline BOD (prior to any impact from COVID-19) and changing operating parameters.<sup>1</sup>

**Materials and Supplies** expense was under the budget by \$14,952 or 37% and is driven by timing associated with tools and equipment purchases and oil services on the Agency's generators.

**Repairs and Replacements** expense was under the budget by \$91,322 or 63% and was largely due to timing associated with multiple repairs and replacements including the oxidation ditch 3 drain valve, check and gate valves, effluent pumps, backhoe, and treatment plant doors.

**Contractual Services – Other** expense was under the budget by \$21,297 or 64% and is primarily due to timing associated with generator air source testing and to a lesser extent, lower required services related to landscape maintenance, pest control and the HVAC system.

**Contractual Services - Professional** expense was under the budget by \$21,576 or 57%. The lower expense is driven by lower legal and engineering expense than budgeted.

**Insurance** expense was over the budget by \$40,887 or 32% due mostly 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.

**Other** operating expense was below the budget by \$12,562 or 72% and was driven by lower education and training expense due to the cancellation of off-site training events due to the COVID-19 pandemic.

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<sup>1</sup> 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.





### Nonoperating Income (Expense)

Nonoperating income had a negative variance compared to the budget and reflects an accounting adjustment for the Agency's LAIF investment. Nonoperating expense was below the budget by \$93,047 due to timing of Replenish Big Bear expenses.

	Q1 9/30/2020 Actual	YTD Actual	YTD Budget	YTD Actual vs. Budget \$	YTD Actual vs. Budget %
<b>Nonoperating income (expense):</b>					
Nonoperating income	(29,436)	(29,436)	0	(29,436)	nm (a)
Nonoperating expense	<u>(15,547)</u>	<u>(15,547)</u>	<u>(108,594)</u>	<u>93,047</u>	<u>+</u> (b)
Total nonoperating income (exp)	(44,983)	(44,983)	(108,594)	63,611	+

(a) nm = not meaningful and is the result when dividing by 0.

(b) Percent change is not provided if either of the comparison periods contains a loss or negative number. If the actual performance is improved when compared to the budget a "+" is given. If the actual performance is worse when compared to the budget, a "-" is given.

### Capital Contributions - Connection Fees

Income before capital contributions was ahead of the budget by \$204,862 for the period primarily due to lower operating expenses than budgeted of \$142,033 and a positive variance in net nonoperating income (expense) of \$63,611. Connection fees were higher than the budget due to higher connections. Actual connections were 18 compared to 16 budgeted for the quarter.

	Q1 9/30/2020 Actual	YTD Actual	YTD Budget	YTD Actual vs Budget \$	YTD Actual vs Budget %
Income before capital contributions	(1,248,891)	(1,248,891)	(1,453,753)	204,862	+
Capital contrib - conn fees	<u>75,240</u>	<u>75,240</u>	<u>66,880</u>	<u>8,360</u>	<u>13%</u>
Net Income, Change in net assets	(1,173,651)	(1,173,651)	(1,386,873)	213,222	+

(a) Percent change is not provided if either of the comparison periods contains a loss or negative number. If the actual performance is improved when compared to the budget a "+" is given. If the actual performance is worse when compared to the budget, a "-" is given.

### Capital Expenditures

Capital expenditures for the period were \$300,851, below the budget by \$357,181. The variance is due to timing associated with various projects.



**Cash and Fund Balances**

The Agency had negative cash flow of approximately \$1.6 million in the first quarter. The negative cash flow reflects approximately \$1.4 million in negative cash flow from operations and approximately \$317,000 in capital expenditures and interagency expense offset by approximately \$84,000 in connection fee revenue.

	<b>Beginning Balance</b>	<b>Activity During Period</b>	<b>Ending Balance</b>
<b>Cash Balance</b>	6,769,204		5,178,531
<b>Designated Fund Balances:</b>			
Capital and Replacement Fund			
Current Year	2,097,772	(300,851)	1,796,921
Future Year	<u>567,851</u>	<u>0</u>	<u>567,851</u>
Total C&R	2,665,622	(300,851)	2,364,771
Debt Service Fund	509,077	0	509,077
Liquidity Fund	2,317,381	(1,373,422)	943,959
Contingency Fund:			
Emergency	500,000	0	500,000
Operating	<u>777,123</u>	<u>0</u>	<u>777,123</u>
Total	1,277,123	0	1,277,123
	6,769,204		
<b>Restricted Funds:</b>			
Connection Fees	0	83,600	83,600
<b>Total Designated &amp; Restricted Funds</b>	6,769,204	(1,590,673)	5,178,531



Big Bear Area Regional  
Wastewater Agency  
*John Green – Chair*  
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*David Caretto – Director*  
*Rick Herrick – Director*

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**AGENDA ITEM: 5.F.**

**MEETING DATE:** December 2, 2020

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

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

**PREPARED BY:** John Shimmin, Plant Manager *JFS*

**REVIEWED BY:** Jennifer McCullar, Finance Manager *JM*

**SUBJECT:** Accept as Complete – Splitter Box Building

**BACKGROUND AND DISCUSSION:**

The Splitter Box Building Replacement Project (the Project) was originally approved in FY 2015. The Splitter Box Building houses flow regulation equipment that regulates flow to the clarifiers. The Project involved replacing the building that was installed in 1991. The building was constructed of wood and had begun to deteriorate. The new building was purchased by the Agency in June 2020 and installed by Bear Valley Paving. The installation project was competitively bid under an informal bid process, with only one contractor bidding.

The Project was completed on November 13, 2020. The Project came in slightly over the budget, but on time and within Agency specifications as outlined in the scope of work.

Description	Remaining Budget	Actual	Variance
Engineering, Purchase and Installation	\$54,960	\$59,930	\$4,970

**FINANCIAL IMPACT:**

The Project came in slightly over the budget and is within the variance allowed by policy (up to \$20,000). The variance will likely be absorbed within the capital budget.

**RECOMMENDATION:**

Accept the Splitter Box Building Project as complete.



Big Bear Area Regional  
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*Rick Herrick – Director*

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**AGENDA ITEM: 5.G.**

**MEETING DATE:** December 2, 2020

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

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

**PREPARED BY:** John Shimmin, Plant Manager *JRS*

**REVIEWED BY:** Jennifer McCullar, Finance Manager *JM*

**SUBJECT:** Accept as Complete – Sewer System Overflow Prevention Project

**BACKGROUND AND DISCUSSION:**

The Sewer System Overflow Prevention Project (Project) was completed on November 23, 2020. This Project is in the current-year capital plan and was competitively bid under the informal bid process due to project size. The Project was awarded on October 6, 2020 to Romans Construction for \$13,850. A second competitive bid was received from Bear Valley Paving for \$33,333.

The Project involved adding a bypass line at Teal and Fairway to prevent sanitary sewer overflows. The Project consisted of hot tapping a valve into the Big Bear Lake force main and adding a valve and riser. This will allow the Agency to set up a portable pump to pump sewage from the manhole on Teal and Fairway into the force main during high, wet weather flows.

The Project came in slightly under the budget, on time and within Agency specifications as outlined in the scope of work.

<b>Description</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
Engineering	\$10,000.00	\$25,521.25	\$15,521.25
Construction	35,000.00	13,850.00	(21,150.00)
Total	\$45,000.00	\$39,371.25	(\$5,628.75)

**FINANCIAL IMPACT:**

The project came in under the budget by \$5,628.75.

**RECOMMENDATION:**

Accept the Sewer System Overflow Prevention Project as complete.



Big Bear Area Regional  
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*Rick Herrick – Director*

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**AGENDA ITEM: 10.A.**

**MEETING DATE:** December 2, 2020

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

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

**PREPARED BY:** Kim Booth, Administrative Assistant

**REVIEWED BY:** Bridgette Burton, Management Analyst

**SUBJECT:** Schedule the Budget Workshop

**BACKGROUND & DISCUSSION:**

Agency staff would like to schedule the Budget Workshop. The Budget Workshop can be scheduled for February 24, 2020, the date for the Governing Board's regular meeting in February. The Budget Workshop is normally scheduled for a 4-hour window; a timeframe of 10:00 a.m. to 2:00 p.m. is common.

**FINANCIAL IMPACT:**

No financial impact.

**RECOMMENDATION:**

Schedule the Budget Workshop.



**Big Bear Area Regional  
Wastewater Agency**

*John Green – Chair  
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Karyn Oxandaboure – Secretary  
David Caretto – Director  
Rick Herrick – Director*

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**AGENDA ITEM: 10.B.**

**MEETING DATE:** December 2, 2020

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

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

**PREPARED BY:** John Shimmin, Plant Manager 

**REVIEWED BY:** Jennifer McCullar, Finance Manager 

**SUBJECT:** Reallocate \$71,246 from the Capital Budget for the Lake Pump Station Pumps 1 and 2 Replacement

**BACKGROUND & DISCUSSION:**

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 LPS Pumps are used to pump sewage from the City of Big Bear Lake (CBBL) to the treatment plant. These pumps were installed in FY 2013 and were estimated to have a useful life of 15 years. It is believed that the accumulation of grit from the CBBL collections system and possibly the transport distance to the plant (6 miles) has caused premature wear on the pumps. The pumps were scheduled for replacement in FY 2029. The Agency has chosen to replace the pumps instead of rebuilding the pumps based on the relative costs and warranty coverage.

**FINANCIAL IMPACT:**

The replacement of LPS Pumps 1 and 2 is not budgeted. The Agency has deferred the High-Pressure Effluent Line Replacement Project which is currently in the capital budget, and as a result will allocate funds from this line item.

**RECOMMENDATION:**

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.



Big Bear Area Regional  
Wastewater Agency

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David Caretto – Director  
Rick Herrick – Director

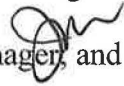

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**AGENDA ITEM: 11.A.**

**MEETING DATE:** December 2, 2020

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

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

**REVIEWED BY:** Jennifer McCullar, Finance Manager  and John Shimmin, Plant Manager 

**SUBJECT:** General Manager's Report

**DISCUSSION:**

Administration

*COVID-19 (No Update)*

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.

Capital Projects

*BBARWA Solar Project*

The Pond 5 Grading Work will be completed by the end of November. The installation of the structural steel for the solar panels is expected to begin in December, weather permitting.

*SCADA Project*

The project is expected to be completed in December.

*24" Line Emergency Repair*

The project is complete. Appropriations to cover the cost of the emergency repair will be addressed at the January 2021 Board Meeting.

*Headworks Project*

Staff is reviewing the 60% drawings that Water Systems Consulting, Inc. (WSC) developed for the bid package.

*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.

### *Cummins #1 and #2 Overhauls*

The overhaul of Cummins #1 and #2 is complete. Cummins #1 is being configured to work with the generator equipment.

### Other

#### *Replenish Big Bear*

The meeting with Regional Board, originally scheduled for December 22, 2020, has been moved to February.

#### *GSA*

The second virtual workshop is scheduled for December 2, 2020. The goal is to determine the preliminary set of sustainability goals for the basin and weigh in on the criteria stakeholders believe should drive the projects and management actions to be used to achieve those goals. The date for the third virtual workshop has not been determined at this time. 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 Big Bear Valley Basin.