

# **BIG BEAR AREA REGIONAL WASTEWATER AGENCY**

Special Board Meeting Agenda  
October 12, 2023 at 1:00 p.m.  
121 Palomino Drive, Big Bear City, California

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA**
4. **PUBLIC FORUM**

Public testimony is permitted at this time only on matters listed on the posted agenda. State law prohibits the Agency from taking action on any items not listed on the posted agenda.

5. **OLD BUSINESS**

5.A. Appropriate \$61,158 for the Administration Building Roof Replacement Project from the Capital Budget

6. **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 the Agency at (909) 584-4018. Notification at least 48 hours prior to the meeting or time when services are needed will assist 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.

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Big Bear Area Regional  
Wastewater Agency

*Jim Miller – Vice-Chair  
Rick Herrick – Director  
Bynette Mote – Director  
John Russo - Director  
Larry Walsh – Director*

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**AGENDA ITEM: 5.A.**

**MEETING DATE:** October 12, 2023

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

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

**PREPARED BY:** Bridgette Burton, Administrative Services Manager/Board Secretary

**REVIEWED BY:** Christine Bennett, Finance Manager

**SUBJECT:** Reallocate \$61,158 for the Administration Building Roof Replacement Project from the Capital Budget

**BACKGROUND & DISCUSSION:**

On November 9, 2022, portions of the Administration Building clay tile roof were damaged due to high winds. The Agency contacted its insurance provider, Special District Risk Management Authority (SDRMA), to inspect the damage and begin the claim process.

On March 1, 2023, the Agency solicited informal proposals for repair of the Administration Building clay tile roof. The Agency received one bid in the amount of \$92,700. It was decided to reject the bid and investigate replacement of the clay tile with shingles. During this time, staff discovered additional roof leaks that would not be repaired by SDRMA's recommended scope of work. There are several factors that contributed to the recommendation to replace the entire roof:

- Difficulty in procuring matching clay tile,
- Probability of additional damage due to high winds,
- Additional repairs not included in the SDRMA recommended scope of work,
- Difficulty in guaranteeing that all leaks are abated, and
- Preparation for solar panel installation to support the energy demands of the Replenish Big Bear Project.

On September 27, 2023, the Governing Board appropriated \$45,000 from the Contingency Fund, for a total budget of \$81,655.

On September 28, 2023, the Agency received one proposal from Rite-Way Roofing Corporation of Fontana in the amount of \$129,830.

The Agency is requesting an additional \$61,158 for the Administration Building Roof Replacement Project:

Description	Amount
Rite-Way Roofing Corporation	\$129,830
Contingency (10%)	\$12,983
Total	\$142,813

**FINANCIAL IMPACT:**

There are no additional financial impacts anticipated. The additional \$61,158 will be re-allocated from the Lake Pump Station Storage Building Rebuild project and savings from the Wash Press Headworks project in the Capital Budget. To prevent additional damage to the Administrative Building as a result of the missing roof tiles, the replacement of the roof is more critical than the Lake Pump Station Storage Building Rebuild. The Lake Pump Station Storage Building Rebuild will be deferred to a future fiscal year.

**RECOMMENDATION:**

Reallocate \$61,158 for the Administration Building Roof Replacement Project from the Capital Budget.