

# BIG BEAR AREA REGIONAL WASTEWATER AGENCY

Special Board Meeting Agenda

December 15, 2021 at 5:00 p.m.

Pursuant to AB 361, this meeting will be virtual because state and local officials are recommending measures to promote social distancing. Members of the public may listen and provide public comments telephonically during the Public Forum (Item 4).

The public may participate in this meeting by:

Joining the Zoom Meeting:

<https://us06web.zoom.us/j/82564118619?pwd=YW53U24yWHJKZFJoN3RTR2ttTElwZz09>

Meeting ID: 825 6411 8619

Passcode: 681577

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

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+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Find your local number: <https://us06web.zoom.us/j/82564118619>

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

Public testimony is permitted at this time only on consent calendar items and other matters not listed on the posted agenda that are within the subject matter jurisdiction of the Agency. State law prohibits the Agency from taking action on any items not listed on the posted agenda. Public comment on items listed on the posted agenda will be taken at the time each item is called for discussion.

Please note that the Governing Board is making efforts to follow the spirit and intent of the Brown Act and other applicable laws regulating the conduct of public meetings, in order to maximize transparency and public access. It would be appreciated, although not mandatory, if communications of public comments related to items on the agenda, or items not on the agenda, are emailed to [bburton@bbarwa.org](mailto:bburton@bbarwa.org) on or before Wednesday, December 15, 2021, at 4:00 p.m. Please include in the email's subject line "Public Comment Item # (insert the number relevant to your comment)" or "Public Comment Non-Agenda Item". If you wish to submit a public comment on more than one agenda item, please send a separate email for each item you are commenting on.

If it is not possible to submit an email by 4:00 p.m., and comments are submitted by email after that time or thru the Zoom chat feature during the meeting, every effort will be made to attempt to review emails and Zoom chats during the course of the meeting. The Chair will endeavor to take a brief pause before Governing Board action is taken on agenda items to allow the Board Secretary time to review the public's electronic communications. Every effort will be made during the meeting to read aloud all electronically submitted comments. Please note, all electronically submitted correspondence relating to this meeting will become part of the meeting record and will be cited within the meeting minutes. Please limit written comments to 300 words or less. In addition, prior to the close of public comment portions of the meeting, the Chair will provide the public an opportunity to verbally state their comment live via Zoom teleconference.

At meetings of the Governing Board, each individual speaker will be limited to five minutes or less of public testimony on each item on the agenda and three minutes or less on each item not on the agenda. In addition, public testimony on non-agenda items shall be limited to thirty minutes for all speakers. Further, the cumulative time which any individual may provide public testimony during a meeting is 15 minutes. The Chair of the Governing Board by majority vote may waive these time limitations. 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. The Chair or the Governing Board by majority vote may rule out of order testimony that is unduly repetitious or irrelevant.

**5. PRESENTATION AND INTRODUCTION**

None

**6. INFORMATION/COMMITTEE REPORTS**

**6.A.** General Manager's Report

**7. 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 Governing Board Member may request that an item be removed from the Consent Calendar and considered separately.

**7.A.** Approval of the Meeting Minutes from the October 27, 2021 Regular Meeting

**7.B.** Monthly Disbursements Report for October and November - Informational

**7.C.** Investment Report Identifying Agency Investments and Reporting Interest Income for October and November – Informational

**7.D.** First Quarter Report, Three Months Ended September 30, 2021

**8. ITEMS REMOVED FROM CONSENT CALENDAR**

**9. OLD BUSINESS**

None

**10. NEW BUSINESS – DISCUSSION/ACTION ITEMS**

**10.A.** AB 361 Open Meetings: State and Local Agencies: Teleconferences

**10.B.** Amendment of the Replenish Big Bear Cost-Sharing and Reimbursement Memorandum of Understanding

**10.C.** Resolution No. R. 11-2021, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Authorizing the Grant Application, Acceptance, and Execution for the California State Department of Water Resources Urban and Multi-benefit Drought Relief Grant Program for the Replenish Big Bear Project and Designating an Authorized Representative

**10.D.** BBARWA Supplemental Paid Sick Leave Policy (Coronavirus)

**10.E.** Award Contract for the Headworks Grit System Rehabilitation Project and Appropriate \$551,553 from the Capital and Replacement Fund

**10.F.** Schedule Budget Workshop

**11. COMMENTS AND ANNOUNCEMENTS**

**11.A.** General Manager Comments

**11.B.** Governing Board Member Comments

**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 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.

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



Big Bear Area Regional  
Wastewater Agency  
*Jim Miller – Chair*  
*Rick Herrick – Vice-Chair*  
*John Green – Director*  
*Bynette Mote – Director*  
*Karyn Oxandaboure – Director*

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## AGENDA ITEM: 6.A.

**MEETING DATE:** December 15, 2021

**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*

Our Administrative Office remains closed to the public.

##### *Compensation Study*

The Agency began working with its consultant to provide an update to the compensation and classification study. The Agency began doing this annually four years ago.

##### *Rates and Budget Development*

The Agency began working with the rate consultants on the 2022 Rate Study which is expected to be presented in draft form at the January 2022 Board meeting.

The Agency began its budget development process this month and is reviewing its 20-year capital plan. Revisions that incorporate higher inflationary assumptions are expected.

#### Operations

##### *2021 Treatment Plant Data*

There were no reportable violations during October and November 2021. The influent flow (MG) chart is attached to this report.

Flow Percentages			
Member Agency	September	October	November
City of Big Bear Lake	45.69%	45.95%	46.20%
Big Bear City	50.68%	50.53%	50.31%
County of San Bernardino	3.63%	3.52%	3.49%

*Connections*

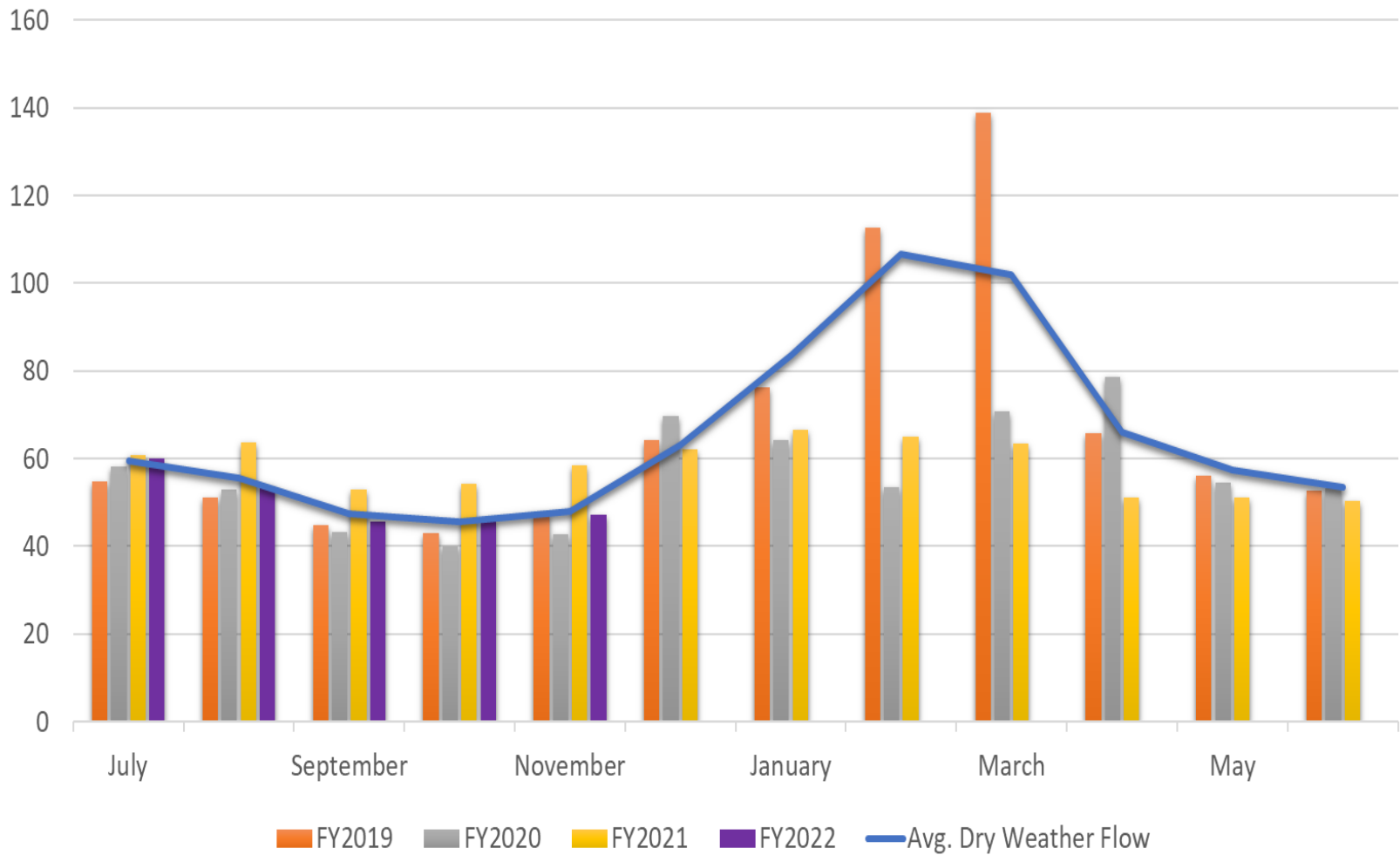
MONTH								FYE 6/30/2022		
	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	CITY-BBL	CSD	CSA-53B
July	8	3	4	3	7	3	11	2	9	0
August	5	12	6	10	2	12	5	3	2	0
September	6	4	6	3	7	3	7	5	2	0
October	10	9	8	3	5	10	9	8	1	0
November	6	5	11	5	2	2	5	1	4	0
December	8	4	2	3	1	2	0	0	0	0
January	1	0	0	1	1	2	0	0	0	0
February	0	1	0	0	1	0	0	0	0	0
March	3	2	0	3	1	3	0	0	0	0
April	10	3	0	3	7	12	0	0	0	0
May	10	4	0	5	5	6	0	0	0	0
June	2	16	0	6	6	13	0	0	0	0
TOTAL	69	63	37	45	45	68	37	19	18	0

Other

*Replenish Big Bear*

MWD and Visit Big Bear have sent the Project Benefit Memorandum of Understanding (MOU) to their respective committees for review. David Lawrence met with 3<sup>rd</sup> District Supervisor Dawn Rowe to review the MOU and discuss adoption by the County Board of Supervisors. The Report of Waste Discharge (ROWD), Total Daily Maximum Load (TMDL) Technical Memorandum, and Antidegradation Analysis are underway. The 2021 Title XVI grant (\$1.7M) agreement is in development and the Project Team is preparing for the 2022 Title XVI grant application. The Project Team is in communication with Jay Obernolte’s office for the community funding request (\$960,000) required documentation and process. The DCI Technical Assistance grant (\$500,000) 5% retention is pending.

### Influent Flow (MG)



**BIG BEAR AREA REGIONAL WASTEWATER AGENCY**

**REGULAR BOARD MEETING MINUTES**

October 27, 2021

**1. CALL TO ORDER**

A Regular Meeting of the Governing Board of the Big Bear Area Regional Wastewater Agency was called to order by Chair Miller at 5:03 p.m. on October 27, 2021, at 121 Palomino Drive, Big Bear City, California. Members of the public attended via Zoom.

**BOARD MEMBERS PRESENT**

Jim Miller, Chair  
Rick Herrick, Vice-Chair (arrived 5:08 p.m.)  
John Green, Director (via Zoom)  
Bynette Mote, Director  
Karyn Oxandaboure, Director (via Zoom)

**BOARD MEMBERS ABSENT**

None

**STAFF MEMBERS PRESENT**

David Lawrence, General Manager  
Jennifer McCullar, Finance Manager  
John Shimmin, Plant Manager  
Sonja Kawa, Human Resources Coordinator/Accounting Technician (via Zoom)  
Bridgette Burton, Management Analyst

**OTHERS**

Brad Welebir, Partner, Rogers, Anderson, Malody & Scott, LLP (via Zoom)  
Mary Reeves, General Manager, Big Bear City Community Services District (via Zoom)  
Patrice Duncan (via Zoom)  
Frank Forbes (via Zoom)

**2. PLEDGE OF ALLEGIANCE**

Director Mote

**3. APPROVAL OF THE AGENDA**

Upon motion by Director Mote, seconded by Chair Miller and carried, the Governing Board approved the agenda as presented.

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

**4. PUBLIC FORUM**

No comments

**5. PRESENTATIONS AND INTRODUCTIONS**

**5.A. Audit Report for the Fiscal Year Ended June 30, 2021**

The Finance Manager introduced Rogers, Anderson, Malody & Scott, LLP Partner Brad Welebir. Mr. Welebir advised the Agency received an unmodified audit opinion, which is the highest level of assurance that auditors can provide over financial statements. Mr. Welebir described the audit process, required communications, and effective and upcoming relevant pronouncements including GASB 87, 89, and 95.

The Finance Manager clarified there are no recognized liabilities associated with being part of the Replenish Big Bear Project at this point, only non-operating expenses that are coming from the Agency. For the past three years, there has been an audit of this line-item to ensure BBARWA's net share is being appropriately reflected. Discussion ensued between the Governing Board and staff.

**6. INFORMATION/COMMITTEE REPORTS**

**6.A. General Manager's Report**

The General Manager discussed the Headworks Grit System Rehabilitation Project being out for re-bid and various media outlets that have contacted the Agency regarding the Replenish Big Bear Project. The Governing Board requested the General Manager notify the Governing Board when media segments are aired, or articles published.

The Governing Board thanked the General Manager for the presentation to the City of Big Bear Lake. They have received positive feedback regarding the Replenish Big Bear Project. Discussion ensued between the Governing Board and staff.

**7. CONSENT CALENDAR**

**7.A. Approval of the Meeting Minutes from the September 22, 2021 Regular Meeting**

**7.B. Monthly Disbursements Report for September**

**7.C. Investment Report Identifying Agency Investments and Reporting Interest Income for September**

**7.D. Asset Disposal – Ion Analyzer**

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



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

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

None

**9. OLD BUSINESS**

None

**10. NEW BUSINESS**

**10.A. Annual Report, Twelve Months Ended June 30, 2021**

The Finance Manager presented the annual report, which reports actual performance compared to the budget. Discussion ensued between the Governing Board and staff. This item was informational only.

**10.B. Resolution No. R. 10-2021, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Authorizing Virtual Governing Board and Committee Meetings Pursuant to AB 361**

The General Manager explained the purpose of AB 361. The Governing Board requested a different room layout for meetings if hybrid meetings continue. Discussion ensued between the Governing Board and staff.

Upon motion by Vice-Chair Herrick, seconded by Director Mote and carried, the Governing Board approved Resolution No. R. 10-2021.

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

**11. CLOSED SESSION**

The Governing Board entered closed session at 6:09 p.m. with one closed item session to be reviewed.

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

Chair Miller reconvened open session at 6:40 p.m. with the following reportable action: the General Manager's salary will increase by 5%, effective October 1, 2021.

**12. COMMENTS AND ANNOUNCEMENTS**

**12.A.** General Manager Comments  
None

**12.B.** Governing Board Member Comments  
None

**13. ADJOURNMENT**

With no further business to come before the Governing Board, Chair Miller adjourned the meeting at 6:41 p.m.

ATTEST: \_\_\_\_\_  
Bridgette Burton, Secretary to the Governing Board  
Big Bear Area Regional Wastewater Agency



Big Bear Area Regional  
Wastewater Agency  
*Jim Miller – Chair*  
*Rick Herrick – Vice-Chair*  
*John Green – Director*  
*Bynette Mote – Director*  
*Karyn Oxandaboure – Director*

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**AGENDA ITEM: 7.B.**

**MEETING DATE:** December 15, 2021

**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 Disbursements Report

**BACKGROUND:**

Attached is the Agency's October and November check registers which reflect 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, 2021 to Oct 31, 2021**

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

Check #	Date	Payee	Cash Account	Amount
CASH 23256	10/4/21	CALIFORNIA STATE DISBURSEMENT U	1000-20	126.00
CASH 23257	10/4/21	VISION SERVICE PLAN	1000-20	328.35
CASH 23258	10/4/21	AMERICAN FIDELITY ASSURANCE CO	1000-20	469.98
CASH 23259	10/4/21	CALPERS RETIREMENT	1000-20	3,020.00
CASH 23260	10/4/21	PRINCIPAL FINANCIAL GROUP	1000-20	3,584.20
CASH 23261	10/4/21	CA PERS 457 PROGRAM	1000-20	4,184.24
CASH 23262	10/4/21	CALPERS RETIREMENT	1000-20	8,176.17
CASH 23263	10/4/21	CALPERS HEALTH	1000-20	32,615.10
CASH 23273	10/4/21	THE LINCOLN NAT'L LIFE INS CO	1000-20	4,250.41
CASH 23264	10/5/21	EMPLOYMENT DEVELOPMENT DEPAR	1000-20	2,247.70
CASH 23265	10/5/21	INTERNAL REVENUE SERVICE	1000-20	6,816.84
21662	10/8/21	ACCENT COMPUTER SOLUTIONS, INC.	1000-20	6,834.36
21663	10/8/21	ALL PROTECTION ALARM	1000-20	278.48
21664	10/8/21	AMAZON CAPITAL SERVICES	1000-20	542.94
21665	10/8/21	ARAMARK UNIFORM SERVICES	1000-20	1,080.07
21666	10/8/21	ASBURY ENVIRONMENTAL SERVICE	1000-20	180.00
21667	10/8/21	RICK M. BOWERS	1000-20	366.35
21668	10/8/21	BEST BEST & KRIEGER LLP	1000-20	6,751.00
21669	10/8/21	BIG BEAR CITY COMMUNITY SERVICE	1000-20	569.91
21670	10/8/21	BIG BEAR BODYTEK	1000-20	480.00
21671	10/8/21	BUTCHER'S BLOCK & BUILDING	1000-20	244.65
21672	10/8/21	BEAR VALLEY ELECTRIC	1000-20	6,923.66
21673	10/8/21	CAR QUEST OF BIG BEAR	1000-20	689.64
21674	10/8/21	CALIF DEPT OF TAX & FEE ADMINISTR	1000-20	71.00
21675	10/8/21	DIY HOME CENTER-BIG BEAR	1000-20	10.62
21676	10/8/21	DIRECT TV	1000-20	39.99
21677	10/8/21	DEPARTMENT OF WATER & POWER	1000-20	47.80
21678	10/8/21	EVANTEC CORPORATION	1000-20	384.08
21679	10/8/21	FLYERS ENERGY	1000-20	1,135.17
21680	10/8/21	FRONTIER COMMUNICATIONS	1000-20	878.31
21681	10/8/21	GEIGER SUPPLY, INC	1000-20	48.27
21682	10/8/21	GRAINGER	1000-20	116.17
21683	10/8/21	BEAR VALLEY BASIN GSA	1000-20	140.35

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

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

Check #	Date	Payee	Cash Account	Amount
21684	10/8/21	HACH COMPANY	1000-20	337.44
21685	10/8/21	HOUSTON & HARRIS PCS, INC	1000-20	3,148.75
21686	10/8/21	HUGHESNET	1000-20	102.33
21687	10/8/21	NAPA AUTO PARTS	1000-20	82.40
21688	10/8/21	CONSTANCE M. ALVARADO	1000-20	55.00
21689	10/8/21	PHIL'S AUTOMOTIVE	1000-20	255.00
21690	10/8/21	REBEL OIL CO., INC.	1000-20	2,219.87
21691	10/8/21	R.I.C. CONSTRUCTION CO., INC.	1000-20	13,007.02
21692	10/8/21	ROI ENGINEERING LLC	1000-20	1,650.00
21693	10/8/21	RYAN R. ABELN	1000-20	4,469.73
21694	10/8/21	SPECTRUM BUSINESS	1000-20	1,023.93
21695	10/8/21	UNDERGROUND SERVICE ALERT	1000-20	162.66
21696	10/8/21	U.S. POSTAL SERVICE	1000-20	322.00
21697	10/8/21	REGINA A. WEISS	1000-20	180.00
21698	10/8/21	BRIDGETTE BURTON	1000-20	50.00
21699	10/8/21	RICHARD T. HERRICK	1000-20	150.00
21700	10/8/21	SONJA KAWA	1000-20	50.00
21701	10/8/21	DAVID LAWRENCE	1000-20	50.00
21702	10/8/21	JENNIFER MCCULLAR	1000-20	50.00
21703	10/8/21	JAMES J. MILLER	1000-20	150.00
21704	10/8/21	JOHN SHIMMIN	1000-20	50.00
CASH 23266	10/13/21	JOHN GREEN	1000-20	150.00
CASH 23267	10/13/21	BYNETTE L. MOTE	1000-20	150.00
CASH 23268	10/13/21	KARYN K. OXANDABOURE	1000-20	150.00
CASH 23269	10/18/21	CALIFORNIA STATE DISBURSEMENT U	1000-20	126.00
CASH 23270	10/18/21	AMERICAN FIDELITY ASSURANCE CO	1000-20	469.98
CASH 23271	10/18/21	CALPERS RETIREMENT	1000-20	3,020.00
CASH 23272	10/18/21	CA PERS 457 PROGRAM	1000-20	4,184.24
CASH 23274	10/18/21	THE LINCOLN NAT'L LIFE INS CO	1000-20	4,250.41
CASH 23275	10/18/21	CALPERS RETIREMENT	1000-20	8,176.17
CASH 23276	10/18/21	EMPLOYMENT DEVELOPMENT DEPAR	1000-20	2,232.04
CASH 23277	10/19/21	INTERNAL REVENUE SERVICE	1000-20	6,803.95
21705	10/21/21	ALLISON MECHANICAL, INC.	1000-20	1,792.00

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

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

Check #	Date	Payee	Cash Account	Amount
21706	10/21/21	ALL PROTECTION ALARM	1000-20	167.00
21707	10/21/21	AMAZON CAPITAL SERVICES	1000-20	830.88
21708	10/21/21	READY REFRESH	1000-20	221.81
21709	10/21/21	BUSINESS CARD	1000-20	1,635.28
21710	10/21/21	CLINICAL LAB OF SAN BERNARDINO	1000-20	1,502.50
21711	10/21/21	COUNTY OF SAN BERNARDINO SOLID	1000-20	378.22
21712	10/21/21	GRAINGER	1000-20	296.75
21713	10/21/21	HACH COMPANY	1000-20	202.34
21714	10/21/21	JUST ENERGY SOLUTIONS INC.	1000-20	14,347.81
21715	10/21/21	MITEL	1000-20	360.10
21716	10/21/21	RANDY J. SPITZ	1000-20	88.75
21717	10/21/21	NATIVESCAPES INC	1000-20	420.00
21718	10/21/21	ANDREW LAURENCE CLAPP	1000-20	8,632.00
21719	10/21/21	PETTY CASH	1000-20	345.49
21720	10/21/21	PHENOVA	1000-20	489.75
21721	10/21/21	QUINN COMPANY	1000-20	420.00
21722	10/21/21	SAGE SOFTWARE, INC	1000-20	2,803.95
21723	10/21/21	SOUTHERN CALIFORNIA EDISON	1000-20	45.75
21724	10/21/21	SOUTHWEST GAS CORP	1000-20	9,912.98
21725	10/21/21	SOUTHWEST GAS	1000-20	640.12
21726	10/21/21	SWRCB-WWOC	1000-20	150.00
21727	10/21/21	SYNAGRO-WWT, INC.	1000-20	15,532.56
21728	10/21/21	VERIZON WIRELESS	1000-20	241.32
21729	10/21/21	VIKING MAINTENANCE SERVICES, LLC	1000-20	1,190.00
21730	10/21/21	WINZER CORP	1000-20	490.60
21731	10/21/21	BRIDGETTE BURTON	1000-20	516.03
21732	10/21/21	CHRIS SANTILLAN	1000-20	54.22
CASH 23278	10/28/21	LEGALSHIELD	1000-20	67.80
CASH 23279	10/28/21	TEXAS LIFE INSURANCE COMPANY	1000-20	213.00
CASH 23280	10/28/21	AMERICAN FIDELITY ASSURANCE CO	1000-20	625.48
CASH 23281	10/28/21	THE LINCOLN NAT'L LIFE INS CO	1000-20	4,250.41
CASH 23282	10/29/21	PAYA	1000-20	12,593.94
CASH 23283	10/29/21	CALIFORNIA STATE DISBURSEMENT U	1000-20	126.00

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

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

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<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
<b>Total</b>				<u><u>232,495.5</u></u>

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**Big Bear Area Regional Wastewater Agency**  
**Check Register**  
**For the Period From Nov 1, 2021 to Nov 30, 2021**

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

Check #	Date	Payee	Cash Account	Amount
CASH 23284	11/1/21	CALPERS RETIREMENT	1000-20	3,020.00
CASH 23285	11/1/21	CA PERS 457 PROGRAM	1000-20	4,184.24
CASH 23286	11/1/21	CALPERS RETIREMENT	1000-20	8,176.17
CASH 23287	11/2/21	PAYA	1000-20	19.99
CASH 23288	11/2/21	EMPLOYMENT DEVELOPMENT DEPAR	1000-20	2,300.47
CASH 23289	11/2/21	PRINCIPAL FINANCIAL GROUP	1000-20	3,584.20
CASH 23290	11/2/21	INTERNAL REVENUE SERVICE	1000-20	6,959.88
CASH 23291	11/2/21	CALPERS HEALTH	1000-20	32,615.10
CASH 23292	11/3/21	VISION SERVICE PLAN	1000-20	328.35
21733	11/8/21	ACCENT COMPUTER SOLUTIONS, INC.	1000-20	2,504.21
21734	11/8/21	AMAZON CAPITAL SERVICES	1000-20	106.45
21735	11/8/21	ARAMARK UNIFORM SERVICES	1000-20	1,898.19
21736	11/8/21	BEST BEST & KRIEGER LLP	1000-20	5,206.15
21737	11/8/21	BIG BEAR CITY COMMUNITY SERVICE	1000-20	1,078.03
21738	11/8/21	BIG BEAR CHAMBER OF COMMERCE	1000-20	855.00
21739	11/8/21	BRYCE CONSULTING, INC.	1000-20	170.00
21740	11/8/21	BUTCHER'S BLOCK & BUILDING	1000-20	123.42
21741	11/8/21	BEAR VALLEY ELECTRIC	1000-20	5,141.86
21742	11/8/21	COMMERCIAL DOOR COMPANY, INC.	1000-20	17,550.62
21743	11/8/21	CALIFORNIA SPECIAL DISTRICTS ASS	1000-20	8,195.00
21744	11/8/21	CWEA TCP/MEMBERSHIP	1000-20	91.00
21745	11/8/21	DUN & BRADSTREET CREDIBILITY CO	1000-20	1,499.00
21746	11/8/21	DADDY'S PEST CONTROL	1000-20	300.00
21747	11/8/21	DIY HOME CENTER-BIG BEAR	1000-20	16.63
21748	11/8/21	DIRECT TV	1000-20	39.99
21749	11/8/21	DEPARTMENT OF WATER & POWER	1000-20	47.80
21750	11/8/21	ENVIRONMENTAL EXPRESS, INC	1000-20	387.79
21751	11/8/21	EVANTEC CORPORATION	1000-20	1,977.84
21752	11/8/21	FLYERS ENERGY	1000-20	1,530.19
21753	11/8/21	FRONTIER COMMUNICATIONS	1000-20	919.54
21754	11/8/21	GEIGER SUPPLY, INC	1000-20	6.84
21755	11/8/21	GOVERNMENT FINANCE OFFICERS AS	1000-20	160.00
21756	11/8/21	GRAINGER	1000-20	950.69



**Big Bear Area Regional Wastewater Agency**  
**Check Register**  
**For the Period From Nov 1, 2021 to Nov 30, 2021**

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

Check #	Date	Payee	Cash Account	Amount
21757	11/8/21	BIG BEAR GRIZZLY	1000-20	1,320.00
21758	11/8/21	BEAR VALLEY BASIN GSA	1000-20	884.47
21759	11/8/21	HUGHESNET	1000-20	102.33
21760	11/8/21	MCR TECHNOLOGIES, INC.	1000-20	3,507.26
21761	11/8/21	NATIVESCAPES INC	1000-20	258.00
21762	11/8/21	CONSTANCE M. ALVARADO	1000-20	55.00
21763	11/8/21	PHIL'S AUTOMOTIVE	1000-20	1,412.01
21764	11/8/21	PITNEY BOWES RESERVE ACCOUNT	1000-20	500.00
21765	11/8/21	POLYDYNE INC	1000-20	3,770.66
21766	11/8/21	REBEL OIL CO., INC.	1000-20	1,189.25
21767	11/8/21	R.I.C. CONSTRUCTION CO., INC.	1000-20	4,404.25
21768	11/8/21	SAFETY-KLEEN SYSTEMS, INC.	1000-20	351.87
21769	11/8/21	SBC TAX COLLECTOR	1000-20	4,016.80
21770	11/8/21	SAN BERNARDINO COUNTY FIRE PRO	1000-20	1,501.00
21771	11/8/21	RYAN R. ABELN	1000-20	3,637.09
21772	11/8/21	SPECTRUM BUSINESS	1000-20	1,023.93
21773	11/8/21	SWRCB - DRINKING WATER PROGRAM	1000-20	7,159.50
21774	11/8/21	SWRCB-WWOC	1000-20	170.00
21775	11/8/21	UNDERGROUND SERVICE ALERT	1000-20	124.71
21776	11/8/21	VIKING MAINTENANCE SERVICES, LLC	1000-20	2,290.00
21777	11/8/21	WATER SYSTEMS CONSULTING, INC.	1000-20	15,915.40
21778	11/8/21	BRIDGETTE BURTON	1000-20	50.00
21779	11/8/21	RICHARD T. HERRICK	1000-20	150.00
21780	11/8/21	SONJA KAWA	1000-20	50.00
21781	11/8/21	DAVID LAWRENCE	1000-20	50.00
21782	11/8/21	JENNIFER MCCULLAR	1000-20	50.00
21783	11/8/21	JAMES J. MILLER	1000-20	150.00
21784	11/8/21	JOHN SHIMMIN	1000-20	50.00
CASH 23293	11/10/21	JOHN GREEN	1000-20	150.00
CASH 23294	11/10/21	KARYN K. OXANDABOURE	1000-20	150.00
CASH 23295	11/10/21	BYNETTE L. MOTE	1000-20	150.00
CASH 23296	11/12/21	PNC BANK, N.A.	1000-20	74,688.58
CASH 23297	11/12/21	PNC BANK, N.A.	1000-20	179,553.7

**Big Bear Area Regional Wastewater Agency**  
**Check Register**  
**For the Period From Nov 1, 2021 to Nov 30, 2021**

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

Check #	Date	Payee	Cash Account	Amount
CASH 23298	11/15/21	CALIFORNIA STATE DISBURSEMENT U	1000-20	126.00
CASH 23299	11/15/21	AMERICAN FIDELITY ASSURANCE CO	1000-20	469.98
CASH 23300	11/15/21	CALPERS RETIREMENT	1000-20	3,020.00
CASH 23301	11/15/21	CALPERS RETIREMENT	1000-20	8,176.17
CASH 23302	11/16/21	CA PERS 457 PROGRAM	1000-20	4,184.24
CASH 23303	11/16/21	THE LINCOLN NAT'L LIFE INS CO	1000-20	4,250.41
CASH 23304	11/16/21	INTERNAL REVENUE SERVICE	1000-20	6,849.65
CASH 23305	11/17/21	EMPLOYMENT DEVELOPMENT DEPAR	1000-20	2,252.42
21360V	11/23/21	NANCY SANTILLAN	1000-20	-135.00
21785	11/23/21	NANCY SANTILLAN	1000-20	135.00
21786	11/23/21	ALL PROTECTION ALARM	1000-20	1,027.64
21787	11/23/21	AMAZON CAPITAL SERVICES	1000-20	2,466.93
21788	11/23/21	BUSINESS CARD	1000-20	2,228.30
21789	11/23/21	CALOLYMPIC SAFETY	1000-20	2,671.07
21790	11/23/21	CLINICAL LAB OF SAN BERNARDINO	1000-20	190.00
21791	11/23/21	COUNTY OF SAN BERNARDINO SOLID	1000-20	386.61
21792	11/23/21	EVANTEC CORPORATION	1000-20	193.85
21793	11/23/21	FERGUSON WATERWORKS #1083	1000-20	336.26
21794	11/23/21	GEOTECH ENVIRONMENTAL EQUIPME	1000-20	517.70
21795	11/23/21	GRAINGER	1000-20	624.01
21796	11/23/21	HD INDUSTRIES	1000-20	218.75
21797	11/23/21	IEPMA-HR	1000-20	25.00
21798	11/23/21	JUST ENERGY SOLUTIONS INC.	1000-20	14,667.04
21799	11/23/21	MACLEOD WATTS, INC.	1000-20	6,675.00
21800	11/23/21	MITEL	1000-20	354.34
21801	11/23/21	RANDY J. SPITZ	1000-20	68.70
21802	11/23/21	NEW PIG CORPORATION	1000-20	559.46
21803	11/23/21	PETTY CASH	1000-20	364.25
21804	11/23/21	ROGERS, ANDERSON, MALODY & SCO	1000-20	9,000.00
21805	11/23/21	RURAL COMMUNITY ASSISTANCE COR	1000-20	30.00
21806	11/23/21	READY REFRESH	1000-20	238.86
21807	11/23/21	SOUTHERN CALIFORNIA EDISON	1000-20	50.12
21808	11/23/21	SCHRODER & SON, INC.	1000-20	775.00

**Big Bear Area Regional Wastewater Agency**  
**Check Register**  
**For the Period From Nov 1, 2021 to Nov 30, 2021**

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

Check #	Date	Payee	Cash Account	Amount
21809	11/23/21	SOUTHWEST GAS CORP	1000-20	9,071.25
21810	11/23/21	SOUTHWEST GAS	1000-20	1,126.67
21811	11/23/21	SYNAGRO-WWT, INC.	1000-20	15,368.45
21812	11/23/21	VERIZON WIRELESS	1000-20	241.32
21813	11/23/21	XYLEM DEWATERING SOLUTIONS, INC	1000-20	307.87
CASH 23306	11/26/21	LEGALSHIELD	1000-20	67.80
CASH 23307	11/26/21	CALIFORNIA STATE DISBURSEMENT U	1000-20	126.00
CASH 23308	11/26/21	THE LINCOLN NAT'L LIFE INS CO	1000-20	4,250.41
CASH 23309	11/29/21	AMERICAN FIDELITY ASSURANCE CO	1000-20	625.48
CASH 23310	11/30/21	EMPLOYMENT DEVELOPMENT DEPAR	1000-20	2,356.82
CASH 23311	11/30/21	CALPERS RETIREMENT	1000-20	3,020.00
CASH 23312	11/30/21	CA PERS 457 PROGRAM	1000-20	4,184.24
CASH 23313	11/30/21	INTERNAL REVENUE SERVICE	1000-20	7,162.91
CASH 23314	11/30/21	CALPERS RETIREMENT	1000-20	8,325.72
<b>Total</b>				<b><u>550,013.2</u></b>



Big Bear Area Regional  
Wastewater Agency  
*Jim Miller – Chair*  
*Rick Herrick – Vice-Chair*  
*John Green – Director*  
*Bynette Mote – Director*  
*Karyn Oxandaboure – Director*

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**AGENDA ITEM: 7.C.**

**MEETING DATE:** December 15, 2021

**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 Identifying Agency Investments and Reporting Interest Income

**BACKGROUND:**

Attached are the October and November Monthly Investment Reports pursuant to the Agency's Investment Policy.

**FINANCIAL IMPACT:**

There is no financial impact.

**RECOMMENDATION:**

Informational

BBARWA  
 Monthly Investment Report  
 October 2021

<u>INVESTMENT TYPE</u>	<u>COST</u>	<u>FAIR MARKET VALUE (1)</u>	<u>YEAR TO DATE INTEREST(2)</u>	<u>INTEREST RATE</u>	<u>MATURITY DATE</u>
LOCAL AGENCY INVESTMENT FUND	\$ 4,342,679	\$ 4,342,130	\$ 8,072	0.203%	DAILY
TOTAL	\$ 4,342,679	\$ 4,342,130	\$ 8,072		

The Investment Portfolio of the Big Bear Area Regional Wastewater Agency is in compliance with the investment policy approved in Sept 2021. 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 2022 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 12, 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:**

October 2021 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
10/15/2021	10/14/2021	QRD	1687536	N/A	SYSTEM	3,304.21
10/22/2021	10/21/2021	RW	1689237	N/A	JENNIFER MCCULLAR	-500,000.00

**Account Summary**

Total Deposit:	3,304.21	Beginning Balance:	4,839,374.87
Total Withdrawal:	-500,000.00	Ending Balance:	4,342,679.08

BBARWA  
 Monthly Investment Report  
 November 2021

<u>INVESTMENT TYPE</u>	<u>COST</u>	<u>FAIR MARKET VALUE (1)</u>	<u>YEAR TO DATE INTEREST(2)</u>	<u>INTEREST RATE</u>	<u>MATURITY DATE</u>
LOCAL AGENCY INVESTMENT FUND	\$ 3,842,679	\$ 3,842,194	\$ 8,072	0.203%	DAILY
TOTAL	\$ 3,842,679	\$ 3,842,194	\$ 8,072		

The Investment Portfolio of the Big Bear Area Regional Wastewater Agency is in compliance with the investment policy approved in Sept 2021. 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 2022 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

December 07, 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:

November 2021 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
11/23/2021	11/22/2021	RW	1690891	N/A	JENNIFER MCCULLAR	-500,000.00

### Account Summary

Total Deposit:	0.00	Beginning Balance:	4,342,679.08
Total Withdrawal:	-500,000.00	Ending Balance:	3,842,679.08





Big Bear Area Regional  
Wastewater Agency  
*Jim Miller – Chair*  
*Rick Herrick – Vice-Chair*  
*John Green – Director*  
*Bynette Mote – Director*  
*Karyn Oxandaboure – Director*

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**AGENDA ITEM: 7.D.**

**MEETING DATE:** December 15, 2021

**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, 2021

**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 \$210,000 or 15%. 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).

**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, 2021



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

	Q1 9/30/21 <u>Actual</u>	YTD <u>Actual</u>	YTD <u>Budget</u>	YTD Actual vs Budget \$	YTD Actual vs Budget %
<b>Operating revenues:</b>					
Annual charges	0	0	0	0	nm (b)
Waste disposal fees	6,713	6,713	6,949	(235)	-3%
Rental income	8,932	8,932	8,939	(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)
Total operating revenues	15,645	15,645	15,887	(242)	-2%
<b>Operating expenses:</b>					
Salaries and benefits	753,561	753,561	767,382	(13,821)	-2%
Power	90,363	90,363	98,838	(8,475)	-9%
Sludge removal	71,089	71,089	79,872	(8,783)	-11%
Chemicals	7,740	7,740	19,037	(11,297)	-59%
Materials and supplies	25,630	25,630	36,913	(11,283)	-31%
Repairs and replacements	20,184	20,184	77,246	(57,062)	-74%
Equipment rental	0	0	214	(214)	-100%
Utilities expense	1,827	1,827	11,217	(9,390)	-84%
Communications expense	8,077	8,077	13,967	(5,891)	-42%
Contractual services - other	14,839	14,839	21,370	(6,531)	-31%
Contractual services - prof	25,885	25,885	51,862	(25,977)	-50%
Permits and fees	12,487	12,487	15,370	(2,883)	-19%
Property tax expense	0	0	0	0	nm (b)
Insurance expense	190,174	190,174	229,214	(39,039)	-17%
Other operating expense	8,566	8,566	18,283	(9,717)	-53%
Depreciation expense (a)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>nm</u> (b)
Total operating expenses	1,230,423	1,230,423	1,440,785	(210,362)	-15%
<b>Operating Income</b>	(1,214,777)	(1,214,777)	(1,424,898)	210,120	+ (c)
<b>Nonoperating income (expense):</b>					
Nonoperating income	(526)	(526)	20,645	(21,171)	- (c)
Nonoperating expense	<u>(5,560)</u>	<u>(5,560)</u>	<u>(37,875)</u>	<u>32,315</u>	+ (c)
Total nonoperating income (exp)	(6,086)	(6,086)	(17,230)	11,144	+ (c)
<b>Income before capital contribution</b>	(1,220,863)	(1,220,863)	(1,442,128)	221,264	+ (c)
<b>Capital contrib - conn fees</b>	<u>96,140</u>	<u>96,140</u>	<u>66,880</u>	<u>29,260</u>	<u>44%</u>
<b>Change in Net Position</b>	(1,124,723)	(1,124,723)	(1,375,248)	250,524	+ (c)

(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****Q1**  
**9/30/2021****Cash flows from operating activities:**

Cash received from customers and other sources	24,552
Cash payments to suppliers for goods and services	(598,903)
Cash payments to employees	<u>(727,729)</u>
Net cash provided by operating activities	(1,302,080)

**Cash flows from capital and related financing activities**

Interagency and GSA Expense	(5,560)
Purchases of property, plant and equip	(118,116)
Sale, Disposal of PP&E and Other	0
Capital contributions	121,220
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	(2,456)

**Cash flows from investing activities:**

Investment income received	<u>4,243</u>
Net cash provided by investing activities	4,243

Net change in cash equivalents (1,300,293)

**Cash equivalents, beginning of period**

6,694,851

**Cash equivalents, end of period**5,394,558(1,300,293)



## Discussion and Analysis

### Operating Revenues

Operating revenues were below the budget by \$242 or 2% due to lower waste disposal fees.

	Q1 9/30/2021 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	6,713	6,713	6,949	(235)	-3%
Rental income	8,932	8,932	8,939	(7)	0%
Standby fees	0	0	0	0	nm (a)
Other operating revenue	0	0	0	0	nm (a)
Total operating revenues	15,645	15,645	15,887	(242)	-2%

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

### Operating Expenses

Operating expenses were below the budget by \$210,362 or 15% mostly due to timing related to repairs and replacements and contractual services expense, and lower insurance expense. Variances greater than 5% and \$10,000 are highlighted below and discussed on the next page.

	Q1 9/30/2021 Actual	YTD Actual	YTD Budget	YTD Actual vs Budget \$	YTD Actual vs Budget %
<b>Operating expenses:</b>					
Salaries and benefits	753,561	753,561	767,382	(13,821)	-2%
Power	90,363	90,363	98,838	(8,475)	-9%
Sludge Removal	71,089	71,089	79,872	(8,783)	-11%
Chemicals	7,740	7,740	19,037	(11,297)	-59%
Materials and supplies	25,630	25,630	36,913	(11,283)	-31%
Repairs and Replacements	20,184	20,184	77,246	(57,062)	-74%
Equipment rental	0	0	214	(214)	-100%
Utilities expense	1,827	1,827	11,217	(9,390)	-84%
Communications expense	8,077	8,077	13,967	(5,891)	-42%
Contractual services - other	14,839	14,839	21,370	(6,531)	-31%
Contractual services - prof	25,885	25,885	51,862	(25,977)	-50%
Permits and fees	12,487	12,487	15,370	(2,883)	-19%
Property tax expense	0	0	0	0	nm (a)
Insurance expense	190,174	190,174	229,214	(39,039)	-17%
Other operating expense	8,566	8,566	18,283	(9,717)	-53%
Depreciation expense	0	0	0	0	nm (a)
Total operating expenses	1,230,423	1,230,423	1,440,785	(210,362)	-15%

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



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

**Chemicals expense** was under the budget by \$11,297 or 59% due mostly to lower polymer expense and timing associated with laboratory and odor control expenses. Lower polymer expense compared to the budget was due to larger inventory on hand at the beginning of the period than planned.

**Materials and Supplies** expense was under the budget by \$11,283 or 31% driven by timing associated with laboratory and ground maintenance supplies and lower equipment purchases.

**Repairs and Replacements** expense was under the budget by \$57,062 or 74% due mostly to timing associated with multiple repairs and replacements including the treatment plant door replacements, floor sealing and coating, vehicle and heavy equipment repairs, and servicing associated with the Lake Pump Station pumps.

**Contractual Services - Professional** expense was under the budget by \$25,977 or 50%. The lower expense is driven by lower legal and engineering expense and timing associated with the Agency's annual audit, OPEB actuarial valuation and arc flash study.

**Insurance** expense was under the budget by \$39,039 or 17% due to lower property/liability and workers' compensation insurance costs. The Agency budgeted for a 50% increase in property/liability insurance costs (compared to an actual increase of 32%) due to the uncertainty surrounding reinsurance rates<sup>1</sup>, the 40% increase the Agency experienced in FY 2021, and the 50% increases that other local agencies were experiencing. Lower workers' compensation insurance expense was driven mostly by higher discounts and a higher longevity credit granted by SDRMA than budgeted.

**Non-Operating Income (Expense)**

Non-operating Income (Expense) had a positive variance of \$11,144 due to lower non-operating expense of \$32,315 related to timing associated with Replenish Big Bear expenses, offset in part by lower non-operating income of \$21,171 related to timing of Replenish Big Bear grant reimbursement.

	Q1 9/30/2021 Actual	YTD Actual	YTD Budget	YTD Actual vs. Budget \$	YTD Actual vs. Budget %
<b>Nonoperating income (expense):</b>					
Nonoperating income	(526)	(526)	20,645	(21,171)	- (a)
Nonoperating expense	(5,560)	(5,560)	(37,875)	32,315	+ (a)
Total nonoperating income (exp)	(6,086)	(6,086)	(17,230)	11,144	+ (a)

(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.

<sup>1</sup> Wildfires in California are considered a sharply rising long-term trend resulting in harder to find and pricier reinsurance rates. Based on conversations with the Agency's insurance provider at the time of the budget development, the market was not getting better and rates were very uncertain.



### Capital Contributions - Connection Fees

Income before capital contributions was ahead of the budget by \$221,264 for the period primarily due to lower operating expenses than budgeted of \$210,362 and a positive variance in net nonoperating income (expense) of \$11,144. Capital contributions or connection fee revenues were higher than the budget due to higher connections of 7. Actual connections were 23 compared to 16 budgeted for the quarter.

	Q1 9/30/2021 Actual	YTD Actual	YTD Budget	YTD Actual vs Budget \$	YTD Actual vs Budget %
Income before capital contributions	(1,220,863)	(1,220,863)	(1,442,128)	221,264	+ (a)
Capital contrib - conn fees	<u>96,140</u>	<u>96,140</u>	<u>66,880</u>	<u>29,260</u>	<u>44%</u>
Net Income, Change in net assets	(1,124,723)	(1,124,723)	(1,375,248)	250,524	+ (a)

(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 \$118,116, below the budget by \$85,136. The variance is due to timing associated with multiple projects.



### Cash and Fund Balances

The Agency had negative cash flow of approximately \$1.3 million in the first quarter. The negative cash flow reflects approximately \$1.4 million in negative cash flow from operations, capital expenditures and interagency expense, offset by approximately \$125,000 in connection fee revenue and interest income.

	Beginning Balance	Activity During Period	Ending Balance
<b>Cash Balance</b>	6,694,851		5,394,558
<b>Designated Fund Balances:</b>			
Capital and Replacement Fund			
Current Year	1,476,261	-118,116	1,358,145
Future Year	<u>984,705</u>	<u>0</u>	<u>984,705</u>
Total C&R	2,460,966	-118,116	2,342,850
Debt Service Fund	509,077	0	509,077
Liquidity Fund	2,414,962	-1,303,398	1,111,564
Contingency Fund:			
Emergency	500,000	0	500,000
Operating	<u>809,846</u>	<u>0</u>	<u>809,846</u>
Total	1,309,846	0	1,309,846
<b>Restricted Funds:</b>			
Connection Fees	0	121,220	121,220
<b>Total Designated &amp; Restricted Funds</b>	6,694,851	-1,300,293	5,394,558





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*John Green – Director*  
*Bynette Mote – Director*  
*Karyn Oxandaboure – Director*

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## AGENDA ITEM: 10.A.

**MEETING DATE:** December 15, 2021

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

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

**PREPARED BY:** Bridgette Burton, Management Analyst/Board Secretary

**SUBJECT:** AB 361 Open Meetings: State and Local Agencies: Teleconferences

### **BACKGROUND & DISCUSSION:**

AB 361 amended the Brown Act to allow local legislative bodies to continue using teleconferencing and virtual meeting technology as long as there is a “proclaimed state of emergency.” To accommodate individuals during these teleconferences and virtual meetings, a public comment period is offered where the public can address the legislative body directly in real time. Additionally, public comments are allowed up until the public comment period is closed at the meetings. The agenda includes information on the manner in which the public may access the meeting and provide comments remotely. If technical problems arise that result in the public’s access being disrupted, the legislative body does not take any votes or other official action until the technical disruption is corrected and public access is restored.

On October 27, 2021, the Governing Board adopted Resolution No. R. 10-2021, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Authorizing Virtual Board and Committee Meetings Pursuant to AB 361. Government Code 54953(e)(3) authorizes this legislative body to continue to conduct these remote “telephonic” meetings under AB 361 provided that it has timely made the findings specified therein. Findings must include: (a) the state of emergency continues to directly impact the ability of the members of this legislative body to meet safely in person; and/or (b) state or local officials continue to impose or recommend measures to promote social distancing. In light of AB 361 and in order to promote social distancing and avoid an imminent safety risk to attendees, teleconferencing and virtual meetings may continue to take place until further notice.

### **FINANCIAL IMPACT:**

There is no financial impact.

**RECOMMENDATION:**

1. The Governing Board declares that it has reconsidered the circumstances of the state of emergency declared by the Governor and at least one of the following is true: (a) the state of emergency, continues to directly impact the ability of the members of this legislative body to meet safely in person; and/or (b) state or local officials continue to impose or recommend measures to promote social distancing; and
2. The Governing Board declares it will be conducting teleconferencing and virtual meetings pursuant to AB 361.



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## AGENDA ITEM: 10.B.

**MEETING DATE:** December 15, 2021

**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:** Amendment of the Replenish Big Bear Cost-Sharing and Reimbursement Memorandum of Understanding

### BACKGROUND & DISCUSSION:

The Agency executed an original memorandum of understanding (Original MOU) in July 2018 which provided for cost-sharing of Phase I initial engineering and environmental studies for the Replenish Big Bear project (the Project) up to \$1 million. The Original MOU was amended in November 2019 to provide for Phase II funding and water quality studies, up to an additional \$1 million, bringing the total costs shared to \$2 million. The Agency is currently proposing a second amendment to 1) increase the cost sharing by \$400,000 or \$100,000 per Agency, bringing the total costs shared to \$2.4 million and 2) to provide for the return of grant fund reimbursements by the cost-sharing agencies if required under grant contracts. The incremental \$400,000 is expected to cover professional services needed during the next six to nine months for regulatory coordination, grant application and contract support, preliminary and early piloting work, and necessary studies required by the Department of Drinking Water. This next six to nine-month period should carry us through the permitting process and early piloting and is expected to be the point at which, from a regulatory and probability standpoint, the Project will move forward with more certainty, and ultimately to completion.

In May 2021, the Agency executed a resolution and proposed an MOU for the cost sharing of Project expenses up to approximately \$4.6 million, the amount of the Proposition 1 Integrated Regional Water Management Implementation Grant awarded to the Agency and administered by the Santa Ana Watershed Project Authority (the SAWPA Grant). These grant funds are distributed on a reimbursement basis and are subject to return if the project is not completed. Considering the large commitment under this SAWPA MOU of approximately \$1.1 million per cost-sharing agency and the remaining hurdle of regulatory approval of the project, it was determined that the better course of action would be to amend the existing cost-sharing and reimbursement MOU to fund this next stage of the Project and to also incorporate the return of grant fund reimbursements to BBARWA if required by any grant contracts related to the Project. Cost-sharing beyond this next stage, has not yet been determined by BBARWA or the other the cost-sharing agencies and will

likely be contingent upon future circumstances and financial resources available for the Project at that time.

**FINANCIAL IMPACT:**

Under the existing MOU, BBARWA's outstanding and unused commitment at the beginning of the fiscal year was approximately \$83,000. With the incremental \$400,000 or \$100,000 per cost-sharing Agency, that commitment increases to \$183,000, of which approximately \$170,000 is expected to be spent by June 30, 2021. The Agency's Project budget is adequate to cover the expected expenditures.

With the amended MOU, the Agency will begin to submit for reimbursement under the SAWPA Grant. Of the \$2.4 million in total Project costs expected to be incurred through June 30, 2021, it is estimated that \$1.4 million is eligible for reimbursement under current grant awards. The cost-sharing agencies have received approximately \$500,000 in grant reimbursements and under the SAWPA Grant, the eligible reimbursement is estimated to be approximately \$900,000.

**RECOMMENDATION:**

Authorize the General Manager to negotiate and execute the Second Amended and Restated Memorandum of Understanding.

**ATTACHMENT:**

Second Amended and Restated Memorandum of Understanding

## SECOND AMENDED AND RESTATED MEMORANDUM OF UNDERSTANDING

The Amended and Restated Memorandum of Understanding among Bear Valley Basin Groundwater Sustainability Agency ("GSA"), the City of Big Bear Lake, Department of Water and Power ("DWP"), the Big Bear City Community Services District ("CSD"), the Big Bear Municipal Water District ("MWD") and the Big Bear Area Regional Wastewater Agency ("BBARWA") dated November 17, 2019 (the First Amended and Restated Memorandum of Understanding) is hereby amended to provide an agreement by the Parties to 1) provide additional contributions to fund additional Project (defined below) expenses and 2) comply with the terms of reimbursement associated with certain grant funding described below. Addendum No. 1 to the First Amended and Restated Memorandum of Understanding has been incorporated hereto. The GSA, DWP, CSD, MWD and BBARWA are jointly referred to as the "Parties," and individually as a "Party."

WHEREAS, the GSA is a joint powers authority formed by the other Parties on approximately October 18, 2017;

WHEREAS, the GSA is the local Groundwater Sustainability Agency for the Big Bear area responsible for implementing sustainable groundwater management and preventing "undesirable results" in groundwater basins designated as a medium or high priority basin by the California Department of Water Resources ("DWR") in its Bulletin 118 inventory of California groundwater basins;

WHEREAS, future grants may be available to the GSA to reimburse the GSA or other Parties for projects undertaken to augment groundwater supplies or otherwise meet the goals of the Sustainable Groundwater Management Act ("SGMA");

WHEREAS, BBARWA is a wastewater agency that operates the wastewater treatment facility in the Big Bear area, which is currently investigating the implementation of a reclamation project ("Project");

WHEREAS, the Project, if implemented, may result in lake water and/or groundwater augmentation;

WHEREAS, BBARWA has contracted for \$1.0 million of the initial engineering and environmental studies ("Phase 1 Studies") and will contract for \$1,000,000 for continued engineering studies (Phase II Studies) and BBARWA and MWD may contract for water quality sampling (Water Quality studies) (together, the "Studies") necessary to investigate the feasibility of implementing the Project which in total are estimated to cost \$2.0 million;

WHEREAS, BBARWA desires to contract for \$400,000 of additional engineering services required to further the Project. When added together with the Studies, the total costs for engineering and Project-related expenses associated with this cost-sharing MOU are estimated to be \$2.4 million.

WHEREAS, BBARWA, DWP, CSD and MWD have each agreed to contribute \$500,000 to fund the Studies and \$100,000 to fund the additional engineering services (together, the "Contributions");

WHEREAS, the GSA no longer desires to act as a clearinghouse for DWP, CSD and MWD Contributions to BBARWA for payments related to the Project;

WHEREAS, BBARWA desires to directly invoice the Parties for costs associated with the Project as agreed upon in the First Amended and Restated Memorandum of Understanding.

WHEREAS, this Second Amended and Restated MOU is being executed to document the intent of the parties regarding the Contributions and reimbursements and possibly to provide further reimbursements to the Parties should one or more grants be awarded to offset the cost of the Project, Studies, or both.

NOW, THEREFORE, to facilitate the reimbursement of the Studies and potential future reimbursement of the Project, the Parties agree as follows:

## **1. CONTRIBUTIONS.**

- A. Unless otherwise agreed, BBARWA will invoice each of the DWP, CSD and MWD, for 25% of the costs of the Studies as incurred. Along with such invoice, BBARWA will provide an accounting of total costs paid to date and the remaining available Contributions. Upon receipt of an invoice from BBARWA, each Party will reimburse BBARWA according to the payment terms presented by BBARWA.
- B. Once BBARWA receives this Second Amended and Restated MOU executed by each of the Parties hereto, and once the initiation of the Studies are approved by the BBARWA Board, BBARWA will continue and complete the Studies.

## **2. POTENTIAL REIMBURSEMENT.**

- A. When statutorily authorized, GSA and BBARWA shall seek one or more grants to reimburse the Parties for the cost of the Studies, the Project, or both.
- B. If the GSA obtains such a grant for the Studies, the Project, or both, GSA shall, subject to all applicable laws and grant requirements, reimburse CSD, DWP, MWD and BBARWA for their respective costs of the Studies, the Project, or both, to the extent legally possible under the terms of the grant(s).
- C. If BBARWA obtains such a grant for the Studies, the Project or both, BBARWA shall, subject to all applicable laws and grant requirements, reimburse the CSD, DWP and MWD for their respective costs of the Studies, the Project, or both, to the extent legally

possible under the terms of the grant (s).

- D. If under the terms of any grant contract, grant reimbursements are required to be returned to the grantor for reasons stated in any such contract, each Party agrees to return to BBARWA or the GSA (whichever is the grantee) any grant reimbursements received that are subject to such return at the request of the grantor and within the time period allowed; provided, however that any Party will not be required to repay more than the amount of grant reimbursements disbursed to that Party.

### **3. CONSIDERATION.**

- A. In consideration for the Contributions, and assuming the Project is eventually implemented successfully, BBARWA, CSD, DWP and MWD will negotiate in good faith to agree upon a distribution of benefits produced by the Project including treated water.
- B. Nothing in this Second Amended and Restated MOU is intended to change any of the Parties' existing water rights.

### **4. TERMINATION**

One or more of the Parties may, in its sole discretion, determine not to continue to participate in the Project by providing a sixty (60) days' written notice of such termination to each of the Parties. Such terminating Party will not be eligible for consideration, as indicated in Section 3 above.

### **5. COSTS**

With respect to all activities undertaken in preparation and adoption of this Second Amended and Restated MOU, each Party shall bear its own costs and expenses.

### **6. THIRD PARTY RIGHTS**

Nothing in this MOU shall be construed to give any rights or benefits to anyone other than the Parties hereto.

### **7. COUNTERPARTS**

This Second Amended and Restated MOU may be executed in counterparts, each of which shall have the effect of and be considered as an original of this Second Amended and Restated MOU.

**8. SUPERSEDE.**

This Second Amended and Restated Memorandum of Understanding supersedes and replaces that Amended and Restated Memorandum of Understanding entered into by the Parties on November 17, 2019.



**Signature Page for the Second Amended and Restated Memorandum of Understanding by and among the Bear Valley Basin Groundwater Sustainability Agency, the City of Big Bear Lake, Department of Water and Power, the Big Bear City Community Services District, the Big Bear Municipal Water District and the Big Bear Area Regional Wastewater Agency.**

IN WITNESS WHEREOF, this Second Amended and Restated Memorandum of Understanding has been executed by the Parties.

**BEAR VALLEY BASIN GROUNDWATER SUSTAINABILITY AGENCY**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**CITY OF BIG BEAR LAKE, DEPARTMENT OF WATER AND POWER**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**BIG BEAR MUNICIPAL WATER DISTRICT**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**BIG BEAR AREA REGIONAL WASTEWATER AGENCY**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_



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## AGENDA ITEM: 10.C.

**MEETING DATE:** December 15, 2021

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

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

**PREPARED BY:** Bridgette Burton, Management Analyst/Board Secretary

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

**SUBJECT:** Resolution No. R. 11-2021, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Authorizing the Grant Application, Acceptance, and Execution for the California State Department of Water Resources Urban and Multi-benefit Drought Relief Grant Program for the Replenish Big Bear Project and Designating an Authorized Representative

### BACKGROUND & DISCUSSION:

The Department of Water Resources (DWR) announced a call for projects for its 2021 Urban and Multi-benefit Drought Relief Grant Program. This grant program is intended to provide water to communities that face the loss or contamination of their water supplies, to address immediate impacts on human health and safety, and to protect fish and wildlife resources. The Budget Act of 2021 (Stats. 2021, ch. 240, § 80) allocated \$300 million to DWR to deliver grants for interim and immediate drought relief to urban communities and for multi-benefit projects, with \$200 million of total funding addressed by this solicitation. DWR intends to award all available Urban Community Drought Relief funding (approximately \$95 million) and half of the available Multi-benefit Project funding (approximately \$95 million) through this funding opportunity. Of the \$200 million, a set-aside of at least \$50 million will be made available to support underrepresented communities and Native American Tribes and the approximately \$140 million that remains will be granted to all eligible applicants with a minimum award amount of \$2 million per application. No funding match is required.

The Replenish Big Bear Project meets the eligibility criteria outlined in the solicitation. This funding opportunity requires a resolution authorizing the application for a grant under this program that designates a representative to sign the application, and in the event of an award of grant funds, a representative to execute the funding agreement and all necessary documentation (e.g., invoices, progress reports, etc.). The Agency submitted an application by the deadline of November 19, 2021, for consideration in the first award batch, and will forward a signed resolution once approved.

**FINANCIAL IMPACT:**

The project budget is currently estimated at \$56 million. Total funding awarded to date is \$7.7 million among four grant programs. Eligible projects costs for this grant program total approximately \$47 million. We believe it is likely that the Agency will receive an award under this grant program, although the amount is uncertain. Award notification is expected by mid-January 2022.

**RECOMMENDATION:**

Approve as presented.

**ATTACHMENT:**

Resolution No. R. 11-2021

**RESOLUTION NO. R. 11-2021**

**A RESOLUTION OF THE GOVERNING BOARD OF THE BIG BEAR AREA REGIONAL WASTEWATER AGENCY AUTHORIZING THE GRANT APPLICATION, ACCEPTANCE AND EXECUTION FOR THE CALIFORNIA STATE DEPARTMENT OF WATER RESOURCES URBAN AND MULTI-BENEFIT DROUGHT RELIEF GRANT PROGRAM FOR THE REPLENISH BIG BEAR PROJECT AND DESIGNATING AN AUTHORIZED REPRESENTATIVE**

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

**WHEREAS**, the Big Bear Area Regional Wastewater Agency has the legal authority and is authorized to enter into a funding agreement with the State of California; and

**WHEREAS**, the Big Bear Area Regional Wastewater Agency intends to apply for grant funding from the California Department of Water Resources for the Replenish Big Bear Project.

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

- Pursuant and subject to all of the terms and provisions of Budget Act of 2021 (Stats. 2021, ch. 240, § 80), the Agency General Manager (the “Authorized Representative”), or designee is hereby authorized and directed to prepare and file an application for funding with the Department of Water Resources, and take such other actions necessary or appropriate to obtain grant funding; and
- The Agency General Manager, or designee is hereby authorized and directed to execute the funding agreement with the Department of Water Resources and any amendments thereto; and
- The Agency General Manager or designee is hereby authorized and directed to submit any required documents, invoices, and reports required to obtain grant funding.

**PASSED, ADOPTED, AND APPROVED** this 15<sup>th</sup> day of December 2021.

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

ATTEST:

I, Bridgette Burton, Secretary to the Governing Board of the Big Bear Area Regional Wastewater Agency, DO HEREBY CERTIFY that the foregoing Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Authorizing the Grant Application, Acceptance, and Execution for the California State Department of Water Resources Urban and Multi-benefit Drought Relief Grant Program for the Replenish Big Bear Project and Designating an Authorized Representative, being Resolution No. R. 11-2021, was adopted at a regular meeting on December 15, 2021, of said Agency by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Bridgette Burton, Secretary to the Governing Board  
Big Bear Area Regional Wastewater Agency



Big Bear Area Regional  
Wastewater Agency  
*Jim Miller – Chair*  
*Rick Herrick – Vice-Chair*  
*John Green – Director*  
*Bynette Mote – Director*  
*Karyn Oxandaboure – Director*

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**AGENDA ITEM: 10.D.**

**MEETING DATE:** December 15, 2021

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

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

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

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

**SUBJECT:** BBARWA Supplemental Paid Sick Leave Policy (Coronavirus)

**BACKGROUND & DISCUSSION:**

To adhere to the provisions of the Family First Coronavirus Response Act (the Act), the Agency established the FMLA Expansion Leave and Emergency Paid Sick Leave Policy in April 2020, which provided paid leave entitlements for COVID-19 related employee absences. The Act and the associated policy expired on December 31, 2020.

California enacted the 2021 COVID-19 Supplemental Paid Sick Leave law which required employers with 26 or more employees to provide up to 80 hours of supplemental paid sick leave for COVID-19 related reasons from January 1, 2021 through September 30, 2021. The Agency was not subject to the requirements of this law, due to having less than 26 employees, and has not provided employees with supplemental paid leave for COVID-19 related absences since December 31, 2020.

The Agency has continued to experience employee absences for COVID-19 related reasons. Employees are currently required to use their earned accrued time for these absences. To protect the health of Agency employees by promoting safe practices, staff recommends establishment of the BBARWA Supplemental Paid Sick Leave Policy (the Policy). The Policy will assist employees affected by the COVID-19 pandemic by providing supplemental paid sick leave (BBARWA SPSL) for COVID-19 related reasons. Under the Policy, the Agency will provide up to 80 hours of BBARWA SPSL in certain situations, as well as BBARWA SPSL for COVID-19 vaccination-related absences. The provision of BBARWA SPSL for vaccination-related absences will be retroactive to January 1, 2021.

**FINANCIAL IMPACT:**

The estimated maximum financial impact of the supplemental paid sick leave benefit is \$26,250. The estimated maximum financial impact of the vaccination-related supplemental paid sick leave benefit is \$5,350. Please see a breakdown of the estimate below.

### **Supplemental Paid Sick Leave – Up to 80 Hours**

There are no immediate, incremental dollar costs associated with providing up to 80 hours of supplemental paid leave under the Policy. Under the Policy, paid leave will be provided without requiring the use of accrued leave. The Agency has budgeted salaries and wages for all employees, and thus has budgeted for paid time, whether an employee is at work or taking time off. The Agency, however, would normally require the use of accrued leave (sick, vacation, compensatory or administrative leave that has already been expensed but unpaid) for paid time off. Therefore, the paid leave provided by the Policy may result in higher accrued leave balances than the Agency would otherwise carry. This accrued time represents a liability and is reduced as the employee uses or sells back accrued sick leave in the future. The potential financial impact results if an employee sells back this accrued time that they otherwise would have been required to use. In this case, the potential financial impact of the supplemental paid sick leave benefit is approximately \$1,750 per employee ((50% of the average base pay rate (sick leave is valued at 50%) times the total 80 hours)). If every employee sold back this time, the maximum financial impact could be \$26,250. Approximately 73% or 11 of the Agency's 15 employees are vaccinated, reducing the chances of covid-related time off and thus the financial impact of the supplemental paid sick leave benefit.

### **Supplemental Paid Sick Leave – Vaccination Related**

The retroactive portion of the policy will result in a total credit of 122 hours to those employees that took time off for vaccine-related illness since January 1, 2021, for a total of \$5,198. This amount will be expensed and booked as a liability until used or sold back. If sold back, the potential financial impact is approximately \$2,600. The potential financial impact of future vaccine-related illness can be estimated based on current experience. Vaccinated employees averaged 5.5 hours of sick leave for vaccine-related illness. Assuming a 100% vaccination rate, and a 3<sup>rd</sup> vaccine booster shot, the financial impact would be estimated at approximately \$2,750 in total. The combined retroactive and future financial impact is estimated at approximately \$5,350.

#### **RECOMMENDATION:**

Approve the BBARWA Supplemental Paid Sick Leave Policy (Coronavirus).

#### **ATTACHMENT:**

BBARWA Supplemental Paid Sick Leave Policy (Coronavirus)



## **BBARWA Supplemental Paid Sick Leave Policy (Coronavirus)**

### **Purpose**

The purpose of this temporary policy is to assist employees affected by the COVID-19 pandemic with supplemental paid sick leave. This policy will be in effect from December 15, 2021 until December 31, 2022. The rights and entitlements provided in this policy will sunset as of December 31, 2022.

Big Bear Area Regional Wastewater Agency (the Agency) is mindful that there is currently no legal requirement for it to provide coronavirus paid leave. However, in order to protect the health and safety of its employees, the Agency will provide paid leave for eligible and qualifying, coronavirus-related absences (BBARWA Supplemental Paid Sick Leave or BBARWA SPSL) as outlined in this policy.

### **BBARWA Supplemental Paid Sick Leave (BBARWA SPSL)**

#### **Eligibility**

BBARWA SPSL is a benefit *beyond* an employee's normal sick leave entitlement. All full-time and part-time regular employees unable to work (either their regular shift, a flexible schedule, or telework) due to one of the qualifying reasons contained in this policy are eligible for leave. BBARWA SPSL will be paid at the employee's regular rate of pay. Supplemental paid sick leave under this policy will be available for use beginning December 15, 2021.

#### **Amount of Supplemental Paid Sick Leave**

##### **A. COVID-19 Illness, Quarantine, or Isolation**

The Agency will provide BBARWA SPSL, as needed, up to a total of 80 hours to cover employee absences for qualifying events 1-4 under this policy. Supporting documentation may be required.

1. The employee tested positive for COVID-19 or is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
2. The employee is subject to a federal, state, local, or Agency quarantine or isolation order related to COVID-19.
3. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
4. The employee is caring for an individual who is subject to either number 1, 2 or 3 above.





B. COVID-19 Vaccination Illness

The Agency will provide BBARWA SPSL for employee absences due to illness from COVID-19 vaccination side effects. This provision is retroactive to January 1, 2021.

**Procedure for Requesting BBARWA SPSL**

Employees requesting BBARWA SPSL must notify their supervisor or the Human Resources Coordinator of the need and specific reason for leave under this policy. Ideally, a BBARWA SPSL Leave Request form (see Attachment) will be completed by the employee and approved by the supervisor prior to leave; however, if not practicable, a verbal request by the employee and a verbal approval by the supervisor or Human Resources Coordinator is acceptable until such time as a written leave request can be completed and approved.

Once supplemental paid sick leave has begun, the employee with his or her supervisor or the Human Resources Coordinator must determine reasonable procedures for the employee to report periodically on the employee's status and intent to continue to receive paid sick time.

Employees may be requested to provide documentation supporting the need for leave under appropriate circumstances but will not be required when not practicable to obtain.

**Carryover**

Paid supplemental sick leave under this policy is available for use as needed through December 31, 2022. Any BBARWA SPSL not used during the policy period, will have no cash value and will not be carried forward or paid out to employees.

**Job Protections**

No employee who appropriately utilizes supplemental paid sick leave under this policy will be discharged, disciplined or discriminated against for use of leave under this policy or any request to use leave under this policy.

The Human Resources Coordinator may be contacted with any questions.

## BIG BEAR AREA REGIONAL WASTEWATER AGENCY BBARWA SPSL Leave Request

Absent Report       Leave Request

Employee Requesting Time Off: \_\_\_\_\_ Date: \_\_\_\_\_  
Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Hrs		<b>Circle Appropriate Month &amp; Date</b>											
	<i>BBARWA SPSL qualifying reasons below</i>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
	<i>BBARWA SPSL Covid-19 vaccination illness</i>			1	2	3	4	5	6	7	8		
				9	10	11	12	13	14	15	16		
				17	18	19	20	21	22	23	24		
				25	26	27	28	29	30	31			
		<b>Circle Appropriate Day(s) of the Week</b>											
		<b>Sun</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thur</b>	<b>Fri</b>	<b>Sat</b>					
		Paid Time Off _____ Unpaid Time Off _____ Total Hours Off _____											

In the case of illness, are you under a doctor(s) care?    Yes _____    No _____
<b>Qualifying reasons</b> 1. The employee has tested positive or is experiencing symptoms of COVID-19 and seeking a medical diagnosis. 2. The employee is subject to a federal, state, local, or agency quarantine or isolation order related to COVID-19. 3. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19. 4. The employee is caring for an individual who is subject to either number 1, 2 or 3 above.
Employee Comments:

Signature (Requesting Time Off): \_\_\_\_\_ Date: \_\_\_\_\_

Approved	Disapproved	Supervisor	Signature/Initials
Date: _____	Date: _____	Immediate Supervisor	
Date: _____	Date: _____	Department Head/Manager	

Qualification verified by HR \_\_\_\_\_



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## AGENDA ITEM: 10.E.

**MEETING DATE:** December 15, 2021

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

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

**PREPARED BY:** Bridgette Burton, Management Analyst/Board Secretary

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

**SUBJECT:** Award Contract for the Headworks Grit System Rehabilitation Project and Appropriate \$551,553 from the Capital and Replacement Fund

### **BACKGROUND:**

The first stage of treatment at the plant is the headworks area, which removes bulky items. Equipment in the headworks area has been scheduled for replacement and was split into two projects: 1) the Bar Screen Replacement Project completed on February 26, 2020, and 2) the Headworks Grit System Rehabilitation Project (Project). The Project is in-lieu of a full replacement of headworks, which has been determined to be rather difficult due to by-passing the beginning treatment process for more than a year, and not necessary based on the assessment of the system.

On March 24, 2021, the Governing Board authorized the General Manager to proceed with a Notice Inviting Bids for the Project. On May 3, 2021, five bids were received and publicly opened. All bids greatly exceeded the Project budget. The Agency was unable to fund the Project as bid, even after careful consideration of the capital budget and the potential to defer other projects.

On May 26, 2021, the Governing Board rejected all bids per Public Contract Code Section 22038, directed staff to reduce the scope of work while retaining the essential elements of the original Project design, and re-bid the Project.

### **DISCUSSION:**

On October 27, 2021, A Notice Inviting Bids was published in the Big Bear Grizzly Newspaper, posted to the Agency website, and sent to three construction trade journals. The bid specification included three alternate bid items: 1) concrete coating; 2) odor control and ductwork improvements; and 3) FRP covered grating system. Two bids were received and publicly opened on November 19, 2021. Per the bid specifications, the Agency shall award the contract for the Project to the lowest responsive, responsible bidder as determined by the Agency from the bid base alone.

<b>Contractor</b>	<b>Bid Base</b>	<b>Alternate Item #1</b>	<b>Alternate Item #2</b>	<b>Alternate Item #3</b>	<b>Total</b>
R.I.C. Construction Co., Inc.	\$977,443	\$40,081	\$72,058	\$110,284	\$1,199,866
Metro Builders & Engineers Group, Ltd.	\$1,103,763	\$29,750	\$72,453	\$88,458	\$1,294,424

The lowest responsive and responsible bidder was R.I.C. Construction Company, Inc. (R.I.C.) The Agency has worked with R.I.C. in the past and they have performed well. The Agency is confident in R.I.C.'s ability to perform the tasks as required.

**FINANCIAL IMPACT:**

The Agency's budget for this project was \$743,611. To complete the project, the Agency will need to appropriate \$551,553 from the Capital and Replacement Fund. The requested appropriation will be budgeted as follows:

Description	Original Budget	Appropriation	New Budget
Engineering Services	\$ 43,611	\$ 51,687	\$ 95,298
Grit System Rehab	<u>700,000</u>	<u>499,866</u>	<u>1,199,866</u>
Total Project	\$743,611	\$551,553	\$1,295,164

The Agency has adequate funds available to make the appropriation; however, it may be difficult to make other planned capital expenditures as scheduled and the deferral of some projects may be necessary.

**RECOMMENDATION:**

1. Award a contract to R.I.C. Construction Company, Inc. up to the amount of \$1,199,866 for the Headworks Grit System Rehabilitation Project; and
2. Authorize the General Manager to negotiate and execute the contract documents.



Big Bear Area Regional  
Wastewater Agency  
*Jim Miller – Chair*  
*Rick Herrick – Vice-Chair*  
*John Green – Director*  
*Bynette Mote – Director*  
*Karyn Oxandaboure – Director*

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**AGENDA ITEM: 10.F.**

**MEETING DATE:** December 15, 2021

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

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

**PREPARED BY:** Bridgette Burton, Management Analyst/Board Secretary

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

**SUBJECT:** Schedule Budget Workshop

**BACKGROUND & DISCUSSION:**

Agency staff would like to schedule the Budget Workshop. The Budget Workshop can be scheduled for February 23, 2022, 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:**

There is no financial impact.

**RECOMMENDATION:**

Schedule the Budget Workshop.