

BIG BEAR AREA REGIONAL WASTEWATER AGENCY
REGULAR BOARD MEETING MINUTES

May 26, 2021

1. CALL TO ORDER

A Regular Meeting of the Governing Board of the Big Bear Area Regional Wastewater Agency was called to order by Chair Miller at 5:01 p.m. on May 26, 2021 at 121 Palomino Drive, Big Bear City, California.

BOARD MEMBERS PRESENT

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

STAFF MEMBERS PRESENT

David Lawrence, General Manager
John Shimmin, Plant Manager
Bridgette Burton, Management Analyst
Nikki Crumpler, Senior Laboratory Analyst
Kim Booth, Operations Administrative/Laboratory Assistant
Sam Essex, Plant Operator II
Tyler Westplat, Operator-in-Training

2. PLEDGE OF ALLEGIANCE

Vice-Chair Herrick

3. APPROVAL OF THE AGENDA

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

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

4. PUBLIC FORUM

No comments

5. PRESENTATIONS AND INTRODUCTIONS

The General Manager recognized the following employees for their dedication and years of service to the Agency.

5.A. Nikki Crumpler 20-year recognition

5.B. Kim Booth 10-year recognition

5.C. Sam Essex 5-year recognition

5.D. John Shimmin 1-year recognition

5.E. Tyler Westplat 1-year recognition

6. **INFORMATION/COMMITTEE REPORTS**

6.A. General Manager's Report

The General Manager highlighted items that occurred during the previous month and discussed details regarding the Replenish Big Bear Workshop being held in the Agency Boardroom on June 23, 2021 from 1:00 p.m. to 4:00 p.m.

7. **CONSENT CALENDAR**

7.A. Approval of the Meeting Minutes from the April 28, 2021 Regular Meeting

7.B. Monthly Disbursements Report

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

7.D. Operations Flow Characteristics and Connections Report

7.E. Third Quarter Financial Report for the Nine Months Ended March 31, 2021, Presentation of Financial Performance and Discussion - Informational

7.F. Revisions to the Governing Board Handbook that Reflect Modifications During the Year - Informational

7.G. Sewer System Management Plan Two-Year Audit and Revisions - Informational

7.H. Approval of Pay Schedule with Cost-of-Living Adjustment

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

Ayes: Caretto, Green, Herrick, 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.** Resolution No. R. 07-2021, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Approving the Proposition 1 Integrated Regional Water Management Implementation Sub-Grant Agreement, Authorizing a Memorandum of Understanding, and Finding the Approval of the Sub-Grant Agreement and Memorandum of Understanding Exempt from Review Under the California Environmental Quality Act

The General Manager discussed the Prop 1 Grant including information regarding repayment of BBARWA's share of the grant funds that have been disbursed should the project not be completed. The General Manager clarified that the Agency would not submit expenses for reimbursement until further direction from the Governing Board. SAWPA requested two minor changes on May 25, 2021 which included revising "IRWMP" to "IRWM" throughout the document and changing the third quarter reporting period to July – September in Section 17. Discussion ensued between the Governing Board and staff.

Upon motion by Vice-Chair Herrick, seconded by Director Caretto and carried, the Governing Board approved Resolution No. R. 07-2021 and found that the Sub-Grant Agreement and MOU are exempt from the California Environmental Quality Act pursuant to State CEQA Guidelines sections 15060, subd. (c)(3), 15378, subd. (b)(4), & 15061 subd. (b)(3), directed staff to file a CEQA Notice of Exemption; authorized the General Manager to execute the Sub-Grant Agreement with the Santa Ana Watershed Project Authority with the minor changes noted during the discussion but not submit expenses for reimbursement until further direction from the Governing Board; and authorized the General Manager to negotiate and execute the Memorandum of Understanding.

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

- 10.B.** Reject All Bids for the Headworks Grit System Rehabilitation Project and Re-Bid the Project

The General Manager explained that the bids received for the project exceeded the project budget and proposed to reduce the scope of work. The H₂S recovery system and the bar screen compactor will be deferred to a future fiscal year. Discussion ensued between the Governing Board and staff.

Upon motion by Director Caretto, seconded by Vice-Chair Herrick and carried, the Governing Board authorized the General Manager to reject all bids received for the

Headworks Grit System Rehabilitation Project and directed the General Manager to re-bid the Project.

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

10.C. Appointment of Secretary to the Governing Board

The General Manager clarified the Secretary to the Governing Board responsibilities include document attestation and any action taken by the Secretary to the Governing Board will be within Agency policy or according to direction given by the Governing Board. Discussion ensued between Governing Board and staff.

Upon motion by Vice-Chair Herrick, seconded by Director Green and carried, the Governing Board appointed the Management Analyst to serve as Secretary to the Governing Board.

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

10.D. General Manager Employment Agreement Amendment

The General Manager presented the Employment Agreement Amendment details: The Governing Board and Employee agree that, during the term of the Agreement, Employee shall receive an annual salary increase for a cost-of-living adjustment (COLA) based on the change in the consumer price index (the CPI). The method used to calculate the change in the CPI shall be the same as that used by the Agency to calculate a cost-of-living adjustment for all employees. The COLA adjustment for Employee shall occur on an annual basis and be effective on the first day of the first full pay period in July each year.

Upon motion by Vice-Chair Herrick, seconded by Secretary Oxandaboure and carried, the Governing Board authorized the Governing Board Chair to execute an Employment Agreement Amendment with the approved changes.

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

10.E. FY 2021 Other Post-Employment Benefits (OPEB) Lump-Sum Contribution

The General Manager discussed the proposed excess contribution and detailed the process of determining the excess amount. The Governing Board requested the Agency consider an additional contribution in the next fiscal year. Discussion ensued between the Governing Board and staff.

Upon motion by Director Caretto, seconded by Secretary Oxandaboure and carried, the Governing Board approved an excess OPEB contribution of up to \$50,000 for FY 2021.

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

11. ADJOURNMENT

With no further business to come before the Governing Board, Chair Miller adjourned the meeting at 6:01 p.m.

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