

**BIG BEAR AREA REGIONAL WASTEWATER AGENCY**

**Special Meeting of**

**September 26, 2018**

**At**

**6:30 p.m.**

**121 Palomino Drive**

**Big Bear City, California**

**John Green**

**Via Teleconference**

**South Point Hotel**

**9777 Las Vegas Blvd. South**

**Las Vegas, NV 89183**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Presentations and Introduction**
4. **Approval of the Agenda**
5. **Consent Calendar** – All matters listed on the Consent Calendar will be enacted by one motion at the appropriate time. There will be no separate discussion of these items. If detailed discussion is necessary, any Board Member may request that an item be removed from the Consent Calendar and considered separately.
  - A. Minutes of the Special Meeting on August 20, 2018 and Minutes of the Regular Meeting on August 22, 2018 – Approve
  - B. Monthly Expenses – Informational
  - C. Governing Board Member Reimbursement – Approve
  - D. Investment Report – Informational
  - E. Operations Report – Informational
  - F. Carry Over Appropriation – Approve
  - G. Resolution No. R. 10-2018, A Resolution of Intention to Approve an Amendment to Contract Between the Board of Administration, California Public Employees' Retirement System and the Board of Directors, Big Bear Area Regional Wastewater Agency – Approve
  - H. Administrative Leave – Approve
  - I. Debt Policy Amendment – Approve
6. **Items Removed From the Consent Calendar**
7. **Public Forum Response** – None

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

9. **Old Business**

10. **New Business**

- A. Replacement of the Splitter Gates – Discussion and Possible Action
- B. Oxidation Ditch Paddle Replacement and Rotor Adjustment – Discussion and Possible Action
- C. Standby Generator Connections – Discussion and Possible Action

11. **Information/Committee Reports**

- A. General Manager Update on Emergency Work on the Lucerne Valley Reuse Facility
- B. Administrative Committee Meeting Update

12. **Adjournment**

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if you need special assistance to participate in an Agency meeting or other services offered by the Agency, please contact Kimberly Booth, Administrative Assistant at (909) 584-4018. Notification at least 48 hours prior to the meeting or time when services are needed will assist the Agency staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

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

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

**BIG BEAR AREA REGIONAL WASTEWATER AGENCY**  
**Special Board Meeting**  
**Minutes**  
**August 20, 2018**

**1. Call to Order**

A special meeting of the Governing Board of the Big Bear Area Regional Wastewater Agency was held on Monday, August 20, 2018 1:30 p.m. at 121 Palomino Drive, Big Bear City, California.

**Board Members present:** John Green, David Caretto, Liz Harris, Karyn Oxandaboure and Rick Herrick

**Absent:** None

**Staff members present:** David Lawrence, General Manager; Jennifer McCullar, Finance Manager; Jan Guy, Plant Manager; Kim Booth, Administrative Assistant; Sonja Kawa, Human Resources Coordinator/ Accounting Technician; Troy Bemisdarfer, Plant Maintenance Supervisor; Nick Josenhans, Plant Operator; Chris Santillan, Plant Operator; Justin Ploense, Plant Operator; Kyle Burnett, Plant Operator; Brent Berg, Plant Operator; Nikki Crumpler, Laboratory Analyst and Tim Morris, Non-Regular.

**Others:** None

**2. Pledge of Allegiance**

Chairman Green called the meeting to order at 1:35 p.m. with Director Caretto leading the Pledge of Allegiance.

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

**4. New Business**

A. Plant Tour was given by the general manager, plant manager and the operators.

**5. Adjournment**

With no further business the special meeting was adjourned at 3:35 p.m.

ATTEST: \_\_\_\_\_  
Elizabeth Harris, Ed.D, Secretary of the  
Governing Board of the Big Bear Area Regional  
Wastewater Agency

\_\_\_\_\_  
Kim Booth, Administrative Assistant  
Big Bear Area Regional Wastewater Agency



**BIG BEAR AREA REGIONAL WASTEWATER AGENCY**  
**Regular Board Meeting**  
**Minutes**  
**August 22, 2018**

**1. Call to Order**

A regular meeting of the Governing Board of the Big Bear Area Regional Wastewater Agency was held on Wednesday, August 22, 2018 at 5:00 p.m. at 121 Palomino Drive, Big Bear City, California.

**Governing Board Members present:** John Green, David Caretto, Liz Harris, Rick Herrick and Karyn Oxandaboure.

**Absent:** None

**Staff present:** David Lawrence, General Manager; Jennifer McCullar, Finance Manager; Jan Guy, Plant Manager; Sonja Kawa, Human Resource Coordinator/Accounting Technician and Kim Booth, Administrative Assistant

**Others:** Mrunal Shah, Best, Best & Krieger

**2. Pledge of Allegiance**

Chairman Green called the meeting to order at 5:00 p.m. with Secretary Harris leading the Pledge of Allegiance.

**3. Presentations and Introduction: None**

**4. Approval of the Agenda**

Upon motion by Director Herrick, seconded by Vice Chairman Caretto and carried, the Agenda was approved as presented.

**Vote**

Green	Aye
Caretto	Aye
Harris	Aye
Oxandaboure	Aye
Herrick	Aye

**5. Closed Session**

A. Entered closed session at 5:02 p.m., returned to open session at 5:59 p.m. with no reportable action.

**6. Consent Calendar:** The Governing Board reviewed items on the Consent Calendar. Upon motion by Vice Chairman Caretto, seconded by Director Herrick and carried, the Governing Board approved the Consent Calendar as presented:

A. Minutes of the Special Meeting on July 17, 2018 and Regular Meeting on July 25, 2018 – Approved

- B. Monthly Expenses – Informational
- C. Governing Board Member Reimbursement – Approved
- D. Investment Report – Informational
- E. Operations and Connections Report – Informational
- F. Resolution No. R. 08 – 2018, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Adopting the Annual Statement of Investment Policy – Approved
- G. Resolution No. R. 09 – 2018, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Adopting an Amended Conflict of Interest Code Pursuant to the Political Reform Act of 1974 – Approved

**Vote**

Green	Aye
Caretto	Aye
Harris	Aye
Oxandaboure	Aye
Herrick	Aye

**7. Items Removed From the Consent Calendar: None**

**8. Public Forum Response:**

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

**10. Old Business:**

A. Ms. McCullar introduced Ms. Shah who explained why BBARWA needs a Resolution for the borrowing on this loan. Discussion ensued between board and staff. Upon motion by Vice Chairman Caretto, seconded by Director Herrick and carried, the Governing Board approved Resolution No. R. 07 – 2018, a Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Authorizing Execution and Delivery by the Agency of an Installment Purchase Agreement to Finance the Project and Approving Certain Other Actions in Connection Thereto.

**Vote**

Green	Aye
Caretto	Aye
Harris	Aye
Oxandaboure	Aye
Herrick	Aye

## **11. New Business**

- A.** Ms. McCullar gave a presentation on post-employment benefits and explained that a resolution with CalPERS, a review of the Agency's Section 125, and new Health Reimbursement Agreement related to each affected Tier will go before the board at a future board meeting. Staff recommended the change in OPEB benefits for new hires to Option 2 and direct staff to proceed with the implementation process. Upon motion by Secretary Harris, seconded by Director Herrick and carried, the Governing Board approved the staff recommendation.

### **Vote**

Green	Aye
Caretto	Aye
Harris	Aye
Oxandaboure	Aye
Herrick	Aye

- B.** Ms. McCullar explained that this item was brought before the administrative committee before going to the full board. The Agency is currently at a level 3 for the 1959 Survivor Benefit and would like to go to a level 4. There will be no additional cost to the Agency this year and the cost could remain at no cost or minimal based upon current data and assumption for the next five years. Recommendation is to authorize staff to initiate the contract amendment process with CalPERS to provide Level 4 1959 Survivor Benefits. Upon motion by Vice Chairman Caretto, seconded by Director Oxandaboure and carried, the Governing Board approved to move forward with the staff recommendation.

### **Vote**

Green	Aye
Caretto	Aye
Harris	Aye
Oxandaboure	Aye
Herrick	Aye

- C.** Mr. Lawrence explained that at this time the agency is need of two new positions, Plant Superintendent and Management Analyst. Mr. Lawrence is asking for the board to approve the organizational chart, job descriptions for the Plant Superintendent and Management Analyst, pay schedule, and authorize recruitment of the Plant Superintendent and the Management Analyst. Upon motion by Director Herrick, seconded by Vice Chairman Caretto and carried, the Governing Board approved the staff recommendation.

**Vote**

Green           Aye  
Caretto         Aye  
Harris          Aye  
Oxandaboure   Aye  
Herrick         Aye

- D. Mr. Lawrence explained due to some scheduling conflicts he would like to reschedule the September board meeting. A recommendation from staff is to adjourn the regular meeting on September 26, 2018 at 5:00 p.m. to a special meeting at 6:30 p.m. on September 26, 2018. Upon motion by Vice Chairman Caretto, seconded by Director Oxandaboure and carried, the Governing Board approved the recommendation.

**Vote**

Green           Aye  
Caretto         Aye  
Harris          Aye  
Oxandaboure   Aye  
Herrick         Aye

**12. Information/Committee Reports**

- A. Mr. Lawrence gave an update on the emergency work on the Lucerne Valley Reuse Facility.  
B. Chairman Green gave an update on the Administrative Committee Meeting that was held on August 14, 2018.

**13. Closed Session**

**14. Adjournment**

With no further business to come before the Governing Board, Chairman Green adjourned the meeting 6:42 p.m.

ATTEST: \_\_\_\_\_  
Elizabeth Harris, Ed.D, Secretary of the  
Governing Board of the Big Bear Area Regional  
Wastewater Agency

\_\_\_\_\_  
Kim Booth, Administrative Assistant  
Big Bear Area Regional Wastewater Agency



Big Bear Area Regional  
Wastewater Agency

*John Green – Chairman  
David Caretto – Vice Chairman  
Elizabeth Harris, Ed.D. – Secretary  
Rick Herrick – Director  
Karyn Oxandaboure – Director*

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**AGENDA ITEM: 5.B**

**MEETING DATE:** September 26, 2018

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

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

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

**SUBJECT:** Monthly Expenses

**BACKGROUND:**

Attached is the Agency's August check register which reflects accounts paid during the period.

**FINANCIAL IMPACT:**

There is no financial impact. The funds have been previously appropriated.

**RECOMMENDATION:**

Informational

Moved: \_\_\_\_\_ Second: \_\_\_\_\_ Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain/Absent: \_\_\_\_\_

Approved Date: \_\_\_\_\_ Witness: \_\_\_\_\_

Secretary of the Governing Board

**Big Bear Area Regional Wastewater Agency  
Check Register  
For the Period From Aug 1, 2018 to Aug 31, 2018**

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

Check #	Date	Payee	Cash Account	Amount
CASH 1931	8/2/18	CALPERS HEALTH	1000-20	29,633.59
CASH 1932	8/3/18	VISION SERVICE PLAN	1000-20	301.84
CASH 1933	8/3/18	LINCOLN NATIONAL LIFE INSURANCE CO.	1000-20	965.36
CASH 1934	8/3/18	PRINCIPAL FINANCIAL GROUP	1000-20	2,195.67
18636	8/9/18	AG TECH LLC	1000-20	30,862.16
18637	8/9/18	BIG BEAR CITY CSD	1000-20	3,117.52
18638	8/9/18	DEPARTMENT OF WATER & POWER	1000-20	7,414.04
18639	8/9/18	EMPLOYMENT DEVELOPMENT DEPT	1000-20	4,403.00
18640	8/9/18	BIG BEAR MUNICIPAL WATER DISTRICT	1000-20	546.56
18641	8/9/18	ARAMARK UNIFORM SERVICES	1000-20	1,063.23
18642	8/9/18	BIG BEAR CITY COMMUNITY SERVICES DIST.	1000-20	511.04
18643	8/9/18	B.B.C. SAW WORKS INC	1000-20	163.65
18644	8/9/18	BUTCHER'S BLOCK & BUILDING	1000-20	189.69
18645	8/9/18	BEAR VALLEY ELECTRIC	1000-20	8,502.59
18646	8/9/18	BEAR VALLEY PAVING, INC.	1000-20	24,757.55
18647	8/9/18	CAR QUEST OF BIG BEAR	1000-20	1,089.28
18648	8/9/18	RYAN CONNELLY	1000-20	566.75
18649	8/9/18	CWEA TCP/MEMBERSHIP	1000-20	188.00
18650	8/9/18	UNDERGROUND SERVICE ALERT	1000-20	71.05
18651	8/9/18	DIY HOME CENTER-BIG BEAR	1000-20	220.42
18652	8/9/18	DEPARTMENT OF MOTOR VEHICLES	1000-20	26.00
18653	8/9/18	DIRECT TV	1000-20	50.24
18654	8/9/18	DEPARTMENT OF WATER & POWER	1000-20	54.01
18655	8/9/18	ENDURA STEEL	1000-20	257.93
18656	8/9/18	ESTRADA'S CONST, LANDSCAPING & FENCIN	1000-20	4,088.00
18657	8/9/18	EVANTEC CORPORATION	1000-20	2,553.97
18658	8/9/18	FEDEX	1000-20	11.08
18659	8/9/18	FLYERS ENERGY	1000-20	476.51
18660	8/9/18	FRONTIER COMMUNICATIONS	1000-20	678.04
18661	8/9/18	NAVY MEN, LLC	1000-20	88.94
18662	8/9/18	HEARTSMART.COM	1000-20	280.00
18663	8/9/18	HUGHESNET	1000-20	69.99

**Big Bear Area Regional Wastewater Agency  
Check Register  
For the Period From Aug 1, 2018 to Aug 31, 2018**

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

Check #	Date	Payee	Cash Account	Amount
18664	8/9/18	LENOCH'S MOUNTAINSCAPES, INC.	1000-20	480.00
18665	8/9/18	NAPA AUTO PARTS	1000-20	21.00
18666	8/9/18	NEW PIG CORPORATION	1000-20	611.04
18667	8/9/18	CONSTANCE M. ALVARADO	1000-20	55.00
18668	8/9/18	QUILL	1000-20	454.92
18669	8/9/18	REBEL OIL CO., INC.	1000-20	410.10
18670	8/9/18	SAN BERNARDINO COUNTY FIRE PROTECTIO	1000-20	1,260.00
18671	8/9/18	SOUTH COAST AQMD	1000-20	7,143.30
18672	8/9/18	SPECTRUM BUSINESS	1000-20	269.94
18673	8/9/18	SWRCB - ELAP FEES	1000-20	2,741.00
18674	8/9/18	SWRCB-WWOC	1000-20	125.00
18675	8/9/18	TOP SCALE, INC.	1000-20	268.28
18676	8/9/18	FLORENCE GAWN	1000-20	970.00
18677	8/9/18	TWIN BEAR EQUIPMENT RENTAL, INC	1000-20	213.81
18678	8/9/18	USA BLUEBOOK	1000-20	198.94
18679	8/9/18	VALERO MARKETING & SUPPLY CO	1000-20	69.48
18680	8/9/18	JANICE M. DRAKE-GUY	1000-20	50.00
18681	8/9/18	DAVID LAWRENCE	1000-20	50.00
18682	8/9/18	JENNIFER MCCULLAR	1000-20	50.00
CASH 1935	8/13/18	AMERICAN FIDELITY ASSURANCE CO	1000-20	593.72
CASH 1936	8/13/18	CALPERS RETIREMENT	1000-20	1,839.14
CASH 1937	8/13/18	THE LINCOLN NAT'L LIFE INS CO	1000-20	2,836.13
CASH 1938	8/13/18	CALPERS RETIREMENT	1000-20	6,591.48
CASH 1950	8/13/18	CA PERS 457 PROGRAM	1000-20	2,739.97
CASH 1939	8/14/18	EMPLOYMENT DEVELOPMENT DEPARTMENT	1000-20	1,663.90
CASH 1940	8/14/18	INTERNAL REVENUE SERVICE	1000-20	5,546.44
18683	8/23/18	BRIAN C. BOCK	1000-20	20,125.00
18684	8/23/18	ACCENT COMPUTER SOLUTIONS, INC.	1000-20	2,238.08
18685	8/23/18	NANCY SANTILLAN	1000-20	225.00
18686	8/23/18	ALLISON MECHANICAL, INC.	1000-20	2,775.88
18687	8/23/18	ALL PROTECTION ALARM	1000-20	577.10
18688	8/23/18	AMAZON CAPITAL SERVICES	1000-20	1,238.13

**Big Bear Area Regional Wastewater Agency  
Check Register  
For the Period From Aug 1, 2018 to Aug 31, 2018**

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

Check #	Date	Payee	Cash Account	Amount
18689	8/23/18	ARROWHEAD	1000-20	155.58
18690	8/23/18	BEST BEST & KRIEGER	1000-20	4,600.00
18691	8/23/18	BUSINESS CARD	1000-20	3,145.29
18692	8/23/18	BEAR VALLEY PAVING, INC.	1000-20	7,730.00
18693	8/23/18	CLINICAL LAB OF SAN BERNARDINO	1000-20	962.50
18694	8/23/18	COUNTY OF SAN BERNARDINO SOLID WASTE	1000-20	173.83
18695	8/23/18	CWEA-DAMS	1000-20	140.00
18696	8/23/18	EVANTEC CORPORATION	1000-20	130.67
18697	8/23/18	JUST ENERGY SOLUTIONS INC.	1000-20	15,469.30
18698	8/23/18	LENOCH'S MOUNTAINSCAPES, INC.	1000-20	390.00
18699	8/23/18	JOHN LISEE PUMPS INC	1000-20	156.75
18700	8/23/18	RANDY J. SPITZ	1000-20	158.30
18701	8/23/18	PETTY CASH	1000-20	458.88
18702	8/23/18	RON'S BEE REMOVAL SERVICE	1000-20	450.00
18703	8/23/18	SOUTHERN CALIFORNIA EDISON	1000-20	63.77
18704	8/23/18	SERVICEMASTER 360 PREMIER CLEANING	1000-20	649.53
18705	8/23/18	RYAN R. ABELN	1000-20	225.00
18706	8/23/18	SPECTRUM BUSINESS	1000-20	1,014.25
18707	8/23/18	SOUTHWEST GAS CORP	1000-20	8,870.13
18708	8/23/18	SOUTHWEST GAS	1000-20	73.04
18709	8/23/18	NANCY R. BOHL, INC.	1000-20	120.00
18710	8/23/18	FLORENCE GAWN	1000-20	227.32
18711	8/23/18	USA BLUEBOOK	1000-20	1,056.53
18712	8/23/18	VERIZON WIRELESS	1000-20	269.04
18713	8/23/18	XYLEM DEWATERING SOLUTIONS, INC.	1000-20	2,807.92
18714	8/23/18	YORKE ENGINEERING, LLC	1000-20	2,860.13
18715	8/23/18	DAVID A. CARETTO	1000-20	450.00
18716	8/23/18	JOHN GREEN	1000-20	300.00
18717	8/23/18	RICHARD T. HERRICK	1000-20	300.00
18718	8/23/18	KARYN K. OXANDABOURE	1000-20	150.00
18719	8/23/18	ESTRADA'S CONST, LANDSCAPING & FENCIN	1000-20	35,595.00
18720	8/23/18	BEST BEST & KRIEGER	1000-20	11,233.96



**Big Bear Area Regional Wastewater Agency**  
**Check Register**  
**For the Period From Aug 1, 2018 to Aug 31, 2018**

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

Check #	Date	Payee	Cash Account	Amount
CASH 1941	8/27/18	AMERICAN FIDELITY ASSURANCE CO	1000-20	593.72
CASH 1942	8/27/18	CALPERS RETIREMENT	1000-20	1,839.14
CASH 1943	8/27/18	CA PERS 457 PROGRAM	1000-20	2,739.97
CASH 1944	8/27/18	THE LINCOLN NAT'L LIFE INS CO	1000-20	2,836.13
CASH 1945	8/27/18	CALPERS RETIREMENT	1000-20	6,625.94
CASH 1946	8/28/18	EMPLOYMENT DEVELOPMENT DEPARTMENT	1000-20	1,885.20
CASH 1947	8/28/18	INTERNAL REVENUE SERVICE	1000-20	6,363.44
CASH 1948	8/28/18	CALPERS RETIREMENT	1000-20	700.00
CASH 1949	8/31/18	AMERICAN FIDELITY ASSURANCE CO	1000-20	786.44
<b>Total</b>				<b><u>314,586.1</u></b>



**Big Bear Area Regional  
Wastewater Agency**

*John Green – Chairman  
David Caretto – Vice Chairman  
Elizabeth Harris, Ed.D. – Secretary  
Rick Herrick – Director  
Karyn Oxandaboure – Director*

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**AGENDA ITEM: 5.C**

**MEETING DATE:** September 26, 2018

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

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

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

**SUBJECT:** Board Member Reimbursement

**BACKGROUND:**

Attached are the August 2018 meeting records for each Governing Board Member and represent eligible compensation at a rate of \$150 per regular or special meeting pursuant to the Agency's Administrative and Personnel Policy, Board Member Reimbursement.

**FINANCIAL IMPACT:**

There is no financial impact. The funds have been previously appropriated.

**RECOMMENDATION:**

Approve

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

REPORT OF MEETINGS ATTENDED

Governing Board Member: John Green

Date Submitted: August 22, 2018

Month Covered: August

BBARWA Regular Meeting Attended: \_\_\_\_\_ Date: 8/22/18 Compensation \$ 150-

BBARWA Special Meeting Attended: PURPOSE ADMIN 8/14/18 TOUR PLANT Date: 8/14/18 \$ 150-

BBARWA Special Meeting Attended: PLANT TOUR Date: 8/20/18 \$ 150-

BBARWA Special Meeting Attended: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

PURPOSE

BBARWA Committee Meeting Attended: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

BBARWA Committee Meeting Attended: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

BBARWA Committee Meeting Attended: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

PURPOSE

Other Governing Board Approved Meetings:

\_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL ENTITLED MONTHLY STIPEND (limited to 6 days per calendar month) \$ \_\_\_\_\_

Other Governing Board Approved Expenses (Governing Board Approved)

Mileage: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

Lodging: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

Registration: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

Tuition: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

Meals: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

Note: Other Governing Board approved expenses receipts must be accompanied with the travel expense form "EXHIBIT B" and forwarded to Finance Manager or designee for reimbursement

TOTAL OTHER EXPENSE REIMBURSEMENT: \$ \_\_\_\_\_

Uncompensated Meetings Attended:

PURPOSE

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Board Member Signature: [Signature] Total Amount Paid \$ 450-

RATES & CALCS	CODING	AMOUNT
OPER. REVIEW	_____	_____
EXPEN. APP.	_____	_____
FIN. REVIEW	_____	_____

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

REPORT OF MEETINGS ATTENDED

Governing Board Member: Karlyn Oxandaboure

Date Submitted: August 22, 2018

Month Covered: August

BBARWA Regular Meeting Attended: \_\_\_\_\_ Date: 8-22-18 Compensation \$ 150<sup>00</sup>

PURPOSE

BBARWA Special Meeting Attended: tour Date: 8-20-18 \$ 150<sup>00</sup>

BBARWA Special Meeting Attended: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

BBARWA Special Meeting Attended: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

PURPOSE

BBARWA Committee Meeting Attended: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

BBARWA Committee Meeting Attended: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

BBARWA Committee Meeting Attended: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

PURPOSE

Other Governing Board Approved Meetings:

\_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL ENTITLED MONTHLY STIPEND (limited to 6 days per calendar month) \$ \_\_\_\_\_

Other Governing Board Approved Expenses (Governing Board Approved)

Mileage: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

Lodging: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

Registration: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

Tuition: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

Meals: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

Note: Other Governing Board approved expenses receipts must be accompanied with the travel expense form "EXHIBIT B" and forwarded to Finance Manager or designee for reimbursement

TOTAL OTHER EXPENSE REIMBURSEMENT: \$ \_\_\_\_\_

Uncompensated Meetings Attended:

PURPOSE

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Board Member Signature: K. Oxandaboure Total Amount Paid \$ 300<sup>00</sup>

RATES & CALCS	CODING	AMOUNT
OPER. REVIEW		
EXPEN. APP.		
FIN. REVIEW		

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

REPORT OF MEETINGS ATTENDED

Governing Board Member: David Caretto

Date Submitted: August 22, 2018

Month Covered: August

BBARWA Regular Meeting Attended: Date: 8/22/18 Compensation \$ 150.00

BBARWA Special Meeting Attended: PURPOSE Tour Date: 8/20/18 \$ 150.00

BBARWA Special Meeting Attended: Date: \$

BBARWA Special Meeting Attended: Date: \$

BBARWA Committee Meeting Attended: PURPOSE Admin. Comm Date: 8/14/18 \$ 150.00

BBARWA Committee Meeting Attended: Date: \$

BBARWA Committee Meeting Attended: Date: \$

PURPOSE

Other Governing Board Approved Meetings:

Date: \$

Date: \$

TOTAL ENTITLED MONTHLY STIPEND (limited to 6 days per calendar month) \$

Other Governing Board Approved Expenses (Governing Board Approved)

Mileage: Date: \$

Lodging: Date: \$

Registration: Date: \$

Tuition: Date: \$

Meals: Date: \$

Note: Other Governing Board approved expenses receipts must be accompanied with the travel expense form "EXHIBIT B" and forwarded to Finance Manager or designee for reimbursement

TOTAL OTHER EXPENSE REIMBURSEMENT: \$ 450.00

Uncompensated Meetings Attended:

PURPOSE

Date: \$

Date: \$

Board Member Signature: David Caretto Total Amount Paid \$ 450.00

Table with 3 columns: RATES & CALCS, CODING, AMOUNT. Rows include OPER. REVIEW, EXPEN. APP., and FIN. REVIEW.

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

REPORT OF MEETINGS ATTENDED

Governing Board Member: Rick Herrick

Date Submitted: August 22, 2018

Month Covered: August

BBARWA Regular Meeting Attended: Date: 8-22-18 Compensation \$ 150.

PURPOSE

BBARWA Special Meeting Attended: TCM - Date: 8-20-18 \$ 150

BBARWA Special Meeting Attended: Date: \$

BBARWA Special Meeting Attended: Date: \$

PURPOSE

BBARWA Committee Meeting Attended: Date: \$

BBARWA Committee Meeting Attended: Date: \$

BBARWA Committee Meeting Attended: Date: \$

PURPOSE

Other Governing Board Approved Meetings:

Date: \$

Date: \$

TOTAL ENTITLED MONTHLY STIPEND (limited to 6 days per calendar month) \$

Other Governing Board Approved Expenses (Governing Board Approved)

Mileage: Date: \$

Lodging: Date: \$

Registration: Date: \$

Tuition: Date: \$

Meals: Date: \$

Note: Other Governing Board approved expenses receipts must be accompanied with the travel expense form "EXHIBIT B" and forwarded to Finance Manager or designee for reimbursement

TOTAL OTHER EXPENSE REIMBURSEMENT: \$

Uncompensated Meetings Attended:

PURPOSE

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Board Member Signature: [Signature] Total Amount Paid \$ 300.00

Table with columns: RATES & CALCS, OPER. REVIEW, EXPEN. APP., FIN. REVIEW, CODING, AMOUNT



**Big Bear Area Regional  
Wastewater Agency**

*John Green – Chairman  
David Caretto – Vice Chairman  
Elizabeth Harris, Ed.D. – Secretary  
Rick Herrick – Director  
Karyn Oxandaboure – Director*

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**AGENDA ITEM: 5.D**

**MEETING DATE:** September 26, 2018

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

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

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

**SUBJECT:** Investment Report

**BACKGROUND:**

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

**FINANCIAL IMPACT:**

No financial impact.

**RECOMMENDATION:**

Approve

Moved: \_\_\_\_\_ Second: \_\_\_\_\_ Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain/Absent: \_\_\_\_\_

Approved Date: \_\_\_\_\_ Witness: \_\_\_\_\_

Secretary of the Governing Board

BBARWA  
 Monthly Investment Report  
 August 2018

<u>INVESTMENT TYPE</u>	<u>INSTITUTION</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>
<b><u>FUNDS INVESTED BY AGENCY:</u></b>						
LOCAL AGENCY INVESTMENT FUND	STATE OF CALIFORNIA	\$ 5,057,379	\$ 5,047,906	28,639	1.998%	DAILY
TOTAL		\$ 5,057,379	\$ 5,047,906	28,639		

The Investment Portfolio of the Big Bear Area Regional Wastewater Agency is in compliance with the investment policy approved in August 2018. 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 for FY 2019 and excludes accrued interest.



**Local Agency Investment Fund**  
**P.O. Box 942809**  
**Sacramento, CA 94209-0001**  
**(916) 653-3001**

[www.treasurer.ca.gov/pmia-laif/laif.asp](http://www.treasurer.ca.gov/pmia-laif/laif.asp)  
September 19,  
2018

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

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

[PMIA Average Monthly Yields](#)

**Account Number:**

[Tran Type Definitions](#)

August 2018 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
8/22/2018	8/22/2018	RW	1582314	JENNIFER MCCULLAR	-500,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	5,557,378.80
Total Withdrawal:	-500,000.00	Ending Balance:	5,057,378.80



Big Bear Area Regional  
Wastewater Agency  
John Green – Chairman  
David Caretto – Vice Chairman  
Elizabeth Harris Ed.D. – Secretary  
Rick Herrick – Director  
Karyn Oxandaboure – Director

**AGENDA ITEM: 5.E**

**MEETING DATE:** September 26, 2018

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

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

**PREPARED BY:** Jan Guy, Plant Manager *JG*

**REVIEWED BY:** Kim Booth, Administrative Assistant *KB*

**SUBJECT:** Operations Report

**OPERATIONS:**

**2018 Treatment Plant Data**

	May	June	July	August
Total Influent Flow (MG)	45.55	45.77	54.83	51.08
Average Daily Infuent Flow (MGD)	1.47	1.53	1.77	1.65
City of Big Bear Lake	46.8%	47.5%	50.1%	48.3%
Big Bear City CSD	48.9%	47.5%	45.0%	47.1%
County of San Bernardino	4.3%	4.9%	4.9%	4.6%
Average Influent BOD (mg/L)	308	255	267	281
Average Effluent BOD (mg/L)	8	9	9	5
BOD Removal Efficiency (%)	97.4%	96.5%	96.6%	98.2%
Precipitation (inch)	0.11	0.00	2.58	0.76

Moved: \_\_\_\_\_ Second: \_\_\_\_\_ Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain/Absent: \_\_\_\_\_

Approved Date: \_\_\_\_\_ Witness: \_\_\_\_\_

Secretary of the Governing Board

The plant influent flow decreased compared to July but was slightly above average due to rain events occurring in July and August. There was 0.76 inches of rain recorded at the treatment facility during the month of August. The treatment plant continued to operate at a high BOD and TSS efficiency rate.

During the month of August, the Oxidation Ditch #3 remained out of service due to operational changes and low flows; the ditch will be placed in service and utilized during peak flow periods. The staff began to drain Clarifier #3 for preventive maintenance but discovered the undrain valve was not operational. The undrain valve repair will require asphalt removal and trenching. The staff has requested bids to complete the undrain valve repair.

**FINANCIAL IMPACT:** No financial impact.



Big Bear Area Regional  
Wastewater Agency  
John Green – Chairman  
David Caretto – Vice Chairman  
Elizabeth Harris, Ed.D. – Secretary  
Rick Herrick – Director  
Karyn Oxandaboure – Director

**AGENDA ITEM: 5.F**

**MEETING DATE:** September 26, 2018

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

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

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

**SUBJECT:** Carryover Appropriations

**BACKGROUND:**

The Board appropriated funds in FY 2018 for projects and purchases that were not completed at year end and will need to be completed in FY 2019. The following will be carried over and added to the FY 2019 Budget.

Capital Budget		Operating Budget	
Pond Reconstruction	\$ 101,172	Lucerne Valley Emergency Repair	\$ 184,670
Splitter Box Building	54,960	Groundwater Quality Evaluation Report	35,611
Cactus Flats Repair	50,742	Admin Building Painting	16,500
Asphalt and Paving	35,000	Lucerne Valley O&M Manual	8,500
Ground Fault Interruptor	25,071	Contractual Labor - Electrical	5,970
Flow Meter CSD/CSA - OAC	16,444	Irrigation Management Plan	4,262
Lucerne Valley Automatic Control Valves	15,330	OPEB Analysis	4,000
Pump Rebuilds (3)	14,457	Valve Exerciser	3,780
Main Pump Building - Block Entry	12,000	Stormwater Pollution Protection Plan	2,900
Effluent Flow Meter	9,898	Crane Deming Pump	2,449
	<u>\$ 335,074</u>	Exhaust Bellows & Gasket Kit	2,181
		ION Analyzer	1,925
		Generator Source Test	1,799
		Pump Parts	1,547
		Replace Metal Fascia Board	1,325
			<u>\$ 277,419</u>

Moved: \_\_\_\_\_ Second: \_\_\_\_\_ Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain/Absent: \_\_\_\_\_

Approved Date: \_\_\_\_\_ Witness: \_\_\_\_\_

Secretary of the Governing Board

**FINANCIAL IMPACT:**

There is no financial impact since the funds have previously been appropriated. The FY 2019 Budget will be revised to increase the respective line items by the amounts noted above.

**RECOMMENDATION:**

Approve carryover appropriation for the FY 2019 Budget.



Big Bear Area Regional  
Wastewater Agency  
*John Green – Chairman*  
*David Caretto – Vice Chairman*  
*Elizabeth Harris, Ed.D. – Secretary*  
*Rick Herrick – Director*  
*Karyn Oxandaboure – Director*

---

**AGENDA ITEM: 5.G**

**MEETING DATE:** September 26, 2018

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

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

**PREPARED BY:** Sonja Kawa, HR Coordinator/Accounting Technician *SK*

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

**SUBJECT:** Resolution No. R. 10-2018, A Resolution of Intention to Approve an Amendment to Contract Between the Board of Administration, California Public Employees' Retirement System and the Board of Directors, Big Bear Area Regional Wastewater Agency

**BACKGROUND:**

The Governing Board authorized staff to initiate the contract amendment process with CalPERS to provide Level 4 1959 Survivor Benefits to employees. This first step is adoption of a resolution of intention and submitting that document to CalPERS for preparation of the final documentation. The final contract amendment will be presented to the Governing Board for approval at the October meeting.

**FINANCIAL IMPACT:**

No Financial Impact

**RECOMMENDATION:**

Approve

**ATTACHMENT:**

- Resolution No. R. 10-2018
- "Exhibit" Amendment to Contract

**RESOLUTION NO. R. 10-2018**

**RESOLUTION OF INTENTION  
TO APPROVE AN AMENDMENT TO THE CONTRACT  
BETWEEN THE  
BOARD OF ADMINISTRATION  
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM  
AND THE  
BOARD OF DIRECTORS  
BIG BEAR AREA REGIONAL WASTEWATER AGENCY**

WHEREAS, the Public Employees' Retirement Law permits the participation of public agencies and their employees in the Public Employees' Retirement System by the execution of a contract, and sets forth the procedure by which said public agencies may elect to subject themselves and their employees to amendments to said Law; and

WHEREAS, one of the steps in the procedures to amend this contract is the adoption by the governing body of the public agency of a resolution giving notice of its intention to approve an amendment to said contract, which resolution shall contain a summary of the change proposed in said contract; and

WHEREAS, the following is a statement of the proposed change:

To provide Section 21574 (Fourth Level of 1959 Survivor Benefit) for local miscellaneous members.

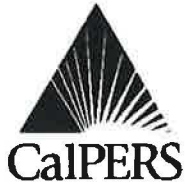
NOW, THEREFORE, BE IT RESOLVED that the governing body of the above agency does hereby give notice of intention to approve an amendment to the contract between said public agency and the Board of Administration of the Public Employees' Retirement System, a copy of said amendment being attached hereto, as an "Exhibit" and by this reference made a part hereof.

By: \_\_\_\_\_  
Presiding Officer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date adopted and approved





**EXHIBIT**

California  
Public Employees' Retirement System

---

**AMENDMENT TO CONTRACT**

**Between the  
Board of Administration  
California Public Employees' Retirement System  
and the  
Board of Directors  
Big Bear Area Regional Wastewater Agency**

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The Board of Administration, California Public Employees' Retirement System, hereinafter referred to as Board, and the governing body of the above public agency, hereinafter referred to as Public Agency, having entered into a contract effective December 21, 1996, and witnessed December 17, 1996, and as amended effective August 4, 1999, May 23, 2002 and March 8, 2003 which provides for participation of Public Agency in said System, Board and Public Agency hereby agree as follows:

- A. Paragraphs 1 through 12 are hereby stricken from said contract as executed effective March 8, 2003, and hereby replaced by the following paragraphs numbered 1 through 14 inclusive:
1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 55 for classic local miscellaneous members and age 62 for new local miscellaneous members.
  2. Public Agency shall participate in the Public Employees' Retirement System from and after December 21, 1996 making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.



PLEASE DO NOT SIGN "EXHIBIT ONLY"

3. Public Agency agrees to indemnify, defend and hold harmless the California Public Employees' Retirement System (CalPERS) and its trustees, agents and employees, the CalPERS Board of Administration, and the California Public Employees' Retirement Fund from any claims, demands, actions, losses, liabilities, damages, judgments, expenses and costs, including but not limited to interest, penalties and attorney fees that may arise as a result of any of the following:
  - (a) Public Agency's election to provide retirement benefits, provisions or formulas under this Contract that are different than the retirement benefits, provisions or formulas provided under the Public Agency's prior non-CalPERS retirement program.
  - (b) Any dispute, disagreement, claim, or proceeding (including without limitation arbitration, administrative hearing, or litigation) between Public Agency and its employees (or their representatives) which relates to Public Agency's election to amend this Contract to provide retirement benefits, provisions or formulas that are different than such employees' existing retirement benefits, provisions or formulas.
  - (c) Public Agency's agreement with a third party other than CalPERS to provide retirement benefits, provisions, or formulas that are different than the retirement benefits, provisions or formulas provided under this Contract and provided for under the California Public Employees' Retirement Law.
4. Employees of Public Agency in the following classes shall become members of said Retirement System except such in each such class as are excluded by law or this agreement:
  - a. Employees other than local safety members (herein referred to as local miscellaneous members).
5. In addition to the classes of employees excluded from membership by said Retirement Law, the following classes of employees shall not become members of said Retirement System:
  - a. **MEMBERS OF THE GOVERNING BODY; AND**
  - b. **SAFETY EMPLOYEES.**
6. This contract shall be a continuation of the contract of the Big Bear City Community Services District, hereinafter referred to as "Former Agency". The accumulated contributions, assets and liability for prior and current service under the Former Agency's contract shall be merged pursuant to Section 20508 of the Government Code. Such merger occurred December 21, 1996.

PLEASE DO NOT SIGN "EXHIBIT ONLY"

7. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local miscellaneous member in employment before and not on or after March 8, 2003 shall be determined in accordance with Section 21354 of said Retirement Law (2% at age 55 Full).
8. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local miscellaneous member in employment on or after March 8, 2003 shall be determined in accordance with Section 21354.5 of said Retirement Law (2.7% at age 55 Full).
9. The percentage of final compensation to be provided for each year of credited prior and current service as a new local miscellaneous member shall be determined in accordance with Section 7522.20 of said Retirement Law (2% at age 62 Full).
10. Public Agency elected and elects to be subject to the following optional provisions:
  - a. Section 20042 (One-Year Final Compensation) for classic members only.
  - b. Section 20938 (Limit Prior Service to Members Employed on Contract Date).
  - c. Section 20965 (Credit for Unused Sick Leave).
  - d. Sections 21624 and 21626 (Post-Retirement Survivor Allowance).
  - e. Section 21024 (Military Service Credit as Public Service).
  - f. Section 21574 (Fourth Level of 1959 Survivor Benefits).
11. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members of said Retirement System.
12. Public Agency shall also contribute to said Retirement System as follows:
  - a. Contributions required per covered member on account of the 1959 Survivor Benefits provided under Section 21574 of said Retirement Law. (Subject to annual change.) In addition, all assets and liabilities of Public Agency and its employees shall be pooled in a single account, based on term insurance rates, for survivors of all local miscellaneous members.
  - b. A reasonable amount, as fixed by the Board, payable in one installment within 60 days of date of contract to cover the costs of administering said System as it affects the employees of Public Agency, not including the costs of special valuations or of the periodic investigation and valuations required by law.

- c. A reasonable amount, as fixed by the Board, payable in one installment as the occasions arise, to cover the costs of special valuations on account of employees of Public Agency, and costs of the periodic investigation and valuations required by law.
13. Contributions required of Public Agency and its employees shall be subject to adjustment by Board on account of amendments to the Public Employees' Retirement Law, and on account of the experience under the Retirement System as determined by the periodic investigation and valuation required by said Retirement Law.
  14. Contributions required of Public Agency and its employees shall be paid by Public Agency to the Retirement System within fifteen days after the end of the period to which said contributions refer or as may be prescribed by Board regulation. If more or less than the correct amount of contributions is paid for any period, proper adjustment shall be made in connection with subsequent remittances. Adjustments on account of errors in contributions required of any employee may be made by direct payments between the employee and the Board.

B. This amendment shall be effective on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

BOARD OF ADMINISTRATION  
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BOARD OF DIRECTORS  
BIG BEAR AREA REGIONAL  
WASTEWATER AUTHORITY

BY \_\_\_\_\_  
ARNITA PAIGE, CHIEF  
PENSION CONTRACTS AND PREFUNDING  
PROGRAMS DIVISION  
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY \_\_\_\_\_  
PRESIDING OFFICER

\_\_\_\_\_  
Witness Date

Attest: \_\_\_\_\_

\_\_\_\_\_  
Clerk

PLEASE DO NOT SIGN "EXHIBIT ONLY"

DO NOT SIGN "EXHIBIT ONLY"



Big Bear Area Regional  
Wastewater Agency  
*John Green – Chairman*  
*David Caretto – Vice Chairman*  
*Liz Harris, Ed.D. – Secretary*  
*Rick Herrick – Director*  
*Karyn Oxandaboure – Director*

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**AGENDA ITEM: 5.H**

**MEETING DATE:** September 26, 2018  
**TO:** Governing Board of the Big Bear Area Regional Wastewater Agency  
**FROM:** David Lawrence, P.E., General Manager *DL*  
**PREPARED BY:** Sonja Kawa, HR Coordinator/Accounting Technician *SK*  
**REVIEWED BY:** Jennifer McCullar, Finance Manager *JM*  
**SUBJECT:** Administrative Leave

**BACKGROUND:**

Current administrative leave provisions for employees exempt from overtime were recently assessed. The General Manager presented those findings to the Governing Board when reviewing employee performance during closed session on August 22, 2018.

**DISCUSSION:**

The Agency currently provides 60 hours of administrative leave annually to exempt employees. This administrative leave is meant to compensate employees for hours expended which are not eligible for overtime or compensatory time over and above the normal daily work schedule. A review determined that the additional hours worked by exempt employees in meeting their job responsibilities consistently exceeds the current provision of 60 hours annually. In order to assure adequate and fair compensation, it is recommended that administrative leave for exempt employees be increased to 80 hours per calendar year, effective upon approval by the Governing Board.

**FINANCIAL IMPACT:**

Administrative leave, if taken as paid time off, does not result in a financial impact (i.e. taken similarly to vacation and sick time); however, unused administrative leave may be sold, potentially creating a financial impact to the Agency. Assuming all exempt employees were to sell back the additional 20 hours at current pay rates and also assuming that the new exempt positions recently approved for recruitment were to sell back at a mid-range pay rate, the potential annual financial impact is estimated to be \$5,700.

**RECOMMENDATION:**

At this time, the General Manager is recommending the Governing Board approve the Personnel Policies and Procedures Manual revision of Section 5.02, increasing administrative leave to 80 hours annually for exempt employees.

**ATTACHMENT:**

- BBARWA Personnel Policies and Procedures Manual Section 5.02 revision

## **5.02 Exempt Status**

Employees designated as Exempt are not eligible for overtime pay or compensatory time for working hours over and above the normal daily work schedule. Exempt employees are entitled to administrative leave to a maximum of sixtyeighty (6080) hours per calendar year. Exempt employees may elect to be compensated for administrative time granted but not taken at the current rate of pay. Exempt employees may accrue up to one hundred (100) hours of administrative leave. Unused administrative leave shall be paid at termination. *(revised 09/26/2018)*



Big Bear Area Regional  
Wastewater Agency  
*John Green – Chairman*  
*David Caretto – Vice Chairman*  
*Elizabeth Harris, Ed.D. – Secretary*  
*Rick Herrick – Director*  
*Karyn Oxandaboure – Director*

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**AGENDA ITEM: 5.I**

**MEETING DATE:** September 26, 2018

**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:** Debt Policy Amendment

**BACKGROUND:**

The Governing Board approved the Agency's existing Debt Policy in August 2012. During the recent borrowing process, legal counsel reviewed and revised the existing policy to include the requirements of SB 1029. The additions made to the policy are related to ensuring that debt proceeds are used in accordance with the intended purpose.

**FINANCIAL IMPACT:**

There is no financial impact.

**RECOMMENDATION:**

Approve

**ATTACHMENT:**

Debt Policy (marked version to show changes)



Big Bear Area Regional Wastewater Agency  
Policies and Procedures

**BOARD POLICY**

**DEBT**

**I. PURPOSE**

The Big Bear Area Regional Wastewater Agency (“Agency”) funds its capital requirements using both pay-as-you-go and debt financing. The Agency recognizes that debt management is critical to its overall financial success and maintains a debt policy that guides and disciplines debt issuance. This debt policy establishes the conditions and analysis required for debt issuance and recognizes the essentials of 1) ensuring the Agency’s ability to meet its debt service requirements and 2) maintaining sufficient financial flexibility to respond to unexpected events.

**II. POLICY**

A. **Debt Obligations.** This debt policy applies to all forms of debt obligations including bonds, certificates of participation, lease/purchase agreements and other obligations permitted to be issued by the Agency under California law.

B. **Capital and Financial Planning and Analysis.** The planning process is an iterative process during which the Agency’s goal is to achieve its strategic objectives. Given the changing nature of the planning process as well as the capital markets and the overall economy, the following guidelines are general in nature and have been issued to provide the Governing Board and staff with an outline for decision making.

C. **Considerations:**

i. Nature of the Asset

Debt may be considered a financing option for the following capital expenditures:

- expenditures that have been formalized in a capital improvement plan and approved by the Governing Board and are considered major infrastructure projects (including planning, design and land acquisition associated with the infrastructure projects);
- expenditures that have long economic useful lives, usually five years or greater;
- expenditures where the use of debt financing would better “match” the benefit received by the Agency’s ratepayers with the economic impact to the ratepayers (“intergenerational equity”)

ii. Other Factors to Consider

Other factors that should be taken into consideration when using debt to finance capital expenditures are:

- the impact on customers;
- the timing of the Agency’s infrastructure needs;
- the Agency’s debt capacity;

Committee Recommendation: August 7, 2012

Board Approval: August 22, 2012





Big Bear Area Regional Wastewater Agency  
Policies and Procedures

- nature of the asset and the availability of resources, i.e. the useful life of the project should be commensurate with the term of the debt;
- the economic and interest rate environment

D. **Analysis Requirements.** Analysis requirements prior to debt issuance include a cost and benefit analysis incorporating the impact of the project and debt financing on the budget and multi-year forecast.

- i. The analysis should take into consideration the following:
- the impact on customers
  - the terms of the debt issuance (interest rate and term of the borrowing);
  - the debt issuance costs
  - the costs of the project including the initial capital expenditure and annual maintenance costs
  - the projected benefits or operating efficiencies resulting from the capital project

E. **Internal Controls.** The Agency shall designate the Finance Manager to ensure that the proceeds of any debt issuance are directed to the intended use. Such procedures shall assist the Agency in maintaining the effectiveness and efficiency of operations, properly expending funds, reliably reporting debt incurred by the Agency and the use of the proceeds, complying with all laws and regulations, preventing fraud, and avoiding conflict of interest.

The Agency shall be vigilant in using debt proceeds in accordance with the stated purposes at the time such debt was incurred as defined by the resolution authorizing the issuance of such debt and/or in the text of the voter-approved bond measure.

When feasible, the Agency shall issue debt with a defined revenue source in order to preserve the use of the general fund for general operating purposes.

In addition, the Agency shall ensure that it completes, as applicable, all performance and financial audits that may be required for any debt issued by the Agency, including disclosure requirements applicable to a particular transaction.

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Committee Recommendation: August 7, 2012  
Board Approval: August 22, 2012



Big Bear Area Regional  
Wastewater Agency

John Green - Chairman  
David Caretto - Vice Chairman  
Liz Harris, Ed.D. - Secretary  
Rick Herrick - Director  
Karyn Oxandaboure - Director

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**AGENDA ITEM: 10.A**

**MEETING DATE:** September 26, 2018

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

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

**PREPARED BY:** Jan Guy, Plant Manager *JMG*

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

**SUBJECT:** Replacement of the Splitter Gates

**DISCUSSION:**

The flow from the oxidation ditches is typically split by a set of gates (3). These gates are used to uniformly distribute flow throughout our treatment system. The current gate system no longer functions due to age and wear. These gates were constructed in the 1980's and are in need of replacement. We have worked with a contractor that has experience with this equipment and our facility to determine the best method to replace the gates. A bypass system is required to be installed prior to the replacement of the gates. We have received an estimate from Bruce Frost Company for each of the splitter gates. Each gate will cost \$13,250 per ditch totaling \$39,750. The bypass system to be installed will cost \$6,500. The gate replacement was not included in the original capital budget but is necessary to improve the efficiency of the flow dynamics in the system. This repair is likely to improve the water quality and ensure we stay compliant with discharge requirements.

**FINANCIAL IMPACT:**

The Agency has adequate funds available in its Capital and Replacement fund to make the appropriation. The Agency may also utilize excess debt proceeds to fund this project. The Agency will soon be finalizing the costs of the belt press, conveyor and hopper at which time we will know the amount of excess debt proceeds and be able to determine the best use of such funding.

**RECOMMENDATION:**

1. Appropriate \$46,250 for the splitter gates.
2. Authorize the General Manager to negotiate and execute the contracts for the replacement.

Moved: \_\_\_\_\_ Second: \_\_\_\_\_ Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain/Absent: \_\_\_\_\_

Approved Date: \_\_\_\_\_ Witness: \_\_\_\_\_

Secretary of the Governing Board



Big Bear Area Regional  
Wastewater Agency

*John Green - Chairman*  
*David Caretto - Vice Chairman*  
*Liz Harris, Ed.D. - Secretary*  
*Rick Herrick - Director*  
*Karyn Oxandaboure - Director*

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**AGENDA ITEM: 10.B**

**MEETING DATE:** September 26, 2018

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

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

**PREPARED BY:** Jan Guy, Plant Manager

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

**SUBJECT:** Oxidation Ditch Paddle Replacement and Rotor Adjustment

**DISCUSSION:**

The oxidation ditches use paddles to introduce air into the influent that comes into our system. It does this by slapping the water surface and pushing air into the water. This allows us to treat the wastewater for mixing, supplying oxygen and ammonia removal. Over time these paddles have been broken from normal wear and tear and operating during ice buildup on the water's surface. Based on our inspection, 120 paddles will need to be replaced. The distributor has given us a cost of \$46,548 for the paddles. The cost to install the paddles has been estimated at \$11,000 per ditch for a total of \$33,000. By replacing these paddles now, it will also help us provide a better evaluation of our current system and a more accurate assessment of the treatment process needed for the reclaimed water project.

In addition, it was recommended by our Plant Manager that the oxidation ditch #2 rotors (the motors that turn the paddlewheels) be returned to its original elevation to prevent additional paddles from being broken and to improve the efficiency of the treatment process. The current estimate to lower the rotor is \$24,000.

**FINANCIAL IMPACT:**

The Agency has adequate funds available in its Contingency Fund to make the appropriation.

**RECOMMENDATION:**

1. Appropriate \$79,548 for the replacement of the oxidation ditch paddles and \$24,000 for the rotor adjustment.
2. Authorize the General Manager to negotiate and execute the contracts for the replacement of the oxidation ditch paddles and rotor adjustment.





Big Bear Area Regional  
Wastewater Agency

*John Green - Chairman*  
*David Caretto - Vice Chairman*  
*Liz Harris, Ed.D. - Secretary*  
*Rick Herrick - Director*  
*Karyn Oxandaboure - Director*

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**AGENDA ITEM: 10.C**

**MEETING DATE:** September 26, 2018

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

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

**PREPARED BY:** Jan Guy, Plant Manager 

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

**SUBJECT:** Standby Generator Connections

**BACKGROUND:**

The Agency purchased a portable standby generator to provide backup service for all of the Agency's lift stations. All the lift stations require standby generator quick-connect systems for safe, efficient, connection during an emergency.

**DISCUSSION:**

The Station 1, 2, 3, and LPS Standby Generator Connections were part of the capital budget for FY 2019. The capital budget of \$40,000, is not enough to install all four of the standby generator connections. Based on current estimates, an additional \$25,050 will be needed to complete the installation at all of the pump stations.

**FINANCIAL IMPACT:**

The Agency has adequate funds available in the Capital and Replacement Fund to make the appropriation.

**RECOMMENDATION:**

Appropriate an additional \$25,050 for the standby generator connections.