

**BIG BEAR AREA REGIONAL WASTEWATER AGENCY**  
**SPECIAL BOARD MEETING MINUTES**  
December 4, 2019

**1. CALL TO ORDER**

A Special Meeting of the Governing Board of the Big Bear Area Regional Wastewater Agency was called to order by Chair Caretto at 5:00 p.m. on December 4, 2019, at 121 Palomino Drive, Big Bear City, California 92314.

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

Rick Herrick, Director

**STAFF MEMBERS PRESENT**

David Lawrence, General Manager  
Jennifer McCullar, Finance Manager  
John Shimmin, Plant Manager  
Kim Booth, Administrative Assistant  
Ryan Connelly, Plant Operator

**OTHERS**

Sean Matlock, Energy Resources Manager, Bear Valley Electric Service  
Paul Marconi, Director, Bear Valley Electric Service

**2. PLEDGE OF ALLEGIANCE**

Director Miller

**3. PRESENTATIONS AND INTRODUCTIONS**

**3.A. Bridgette Burton – 1-year pin**

Ms. Burton was unable to attend; this item was tabled.

**3.B. Bear Valley Electric**

Mr. Marconi presented the Bear Valley Solar Energy Project and discussed the benefits the project brings to the Big Bear Valley.

**4. APPROVAL OF THE AGENDA**

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

Ayes: Caretto, Green, Oxandaboure, Miller

Noes: None

Absent: Herrick

Abstain: None

**5. CONSENT CALENDAR**

**5.A. Minutes of Regular Meeting on October 23, 2019**

**5.B. Monthly Expenses**

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

**5.D. Investment Report**

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

**5.F. First Quarter Report, Three Months Ended September 30, 2019**

**5.G. Accept as Complete – Oxidation Ditch Splitter Box Gates and Splitter Box Repair Project**

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

Ayes: Caretto, Green, Oxandaboure, Miller

Noes: None

Absent: Herrick

Abstain: None

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

None

**7. PUBLIC FORUM RESPONSE**

None

**8. PUBLIC FORUM**

No comments

**9. CLOSED SESSION**

Entered closed session at 5:46 p.m. with one closed session item to be reviewed.

- 9.A. Conference with Real Property Negotiation  
(Pursuant to Government Code Section 54956.8)  
Property: 122 Palomino Dr., Big Bear City, CA 92314  
Agency Negotiator: David Lawrence  
Negotiating Parties: Bear Valley Electric  
Under Negotiation: Price**

Chair Caretto reconvened open session at 6:37 p.m. with no reportable action.

**10. OLD BUSINESS**

**10.A. Solar Project and Ground Lease**

Mr. Lawrence presented the staff recommendation for the solar project. Discussion ensued between the Governing Board and staff.

Upon motion by Director Miller, seconded by Vice Chair Green and carried, the Governing Board authorized the General Manager to execute the Ground Lease Agreement, negotiate and execute the New MOU with BVES, and negotiate and execute a purchase power and lease agreement with Distributed Solar Development, LLC.

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

**11. NEW BUSINESS**

**11.A. Resolution No. R. 12-2019, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Approving the 2016 Proposition 1 Integrated Regional Water Management Disadvantaged Community Involvement Program Technical Assistance Sub-Grant Agreement, and Finding Approval of the Sub-Grant Agreement Exempt from the California Environmental Quality Act**

Mr. Lawrence explained that the Resolution is needed to move forward with grant funding for the Replenish Big Bear Project. The Sub-Grant Agreement was approved by the Santa Ana Watershed Project Authority.

Upon motion by Secretary Oxandaboure, seconded by Vice Chair Green and carried, the Governing Board adopted Resolution No. R. 12-2019, directed staff to file a CEQA Notice of Exemption, and authorized the General Manager to execute the Sub-Grant Agreement with the Santa Ana Watershed Project Authority.

Ayes: Caretto, Green, Oxandaboure, Miller

Noes: None

Absent: Herrick

Abstain: None

**11.B. Authorization to Award Contract and Appropriate \$30,000 for the SCADA Project**

Mr. Lawrence detailed the three bids received for the SCADA Project. Discussion ensued between the Governing Board and staff.

Upon motion by Director Miller, seconded by Vice Chair Green and carried, the Governing Board approved the appropriation of \$30,000 from the Capital and Replacement Fund and authorized the General Manager to negotiate and execute the contract with ROI Engineering, LLC for \$436,955.76.

Ayes: Caretto, Green, Oxandaboure, Miller

Noes: None

Absent: Herrick

Abstain: None

**11.C. Schedule Budget Workshop – Discussion and Possible Action**

Mr. Lawrence recommended the Budget Workshop be scheduled on the same day as the Regular Board Meeting. Discussion ensued between the Governing Board and staff.

Upon motion by Vice Chair Green, seconded by Secretary Oxandaboure and carried, the Governing Board approved the Budget Workshop to be held on February 26, 2020 from 1:00 p.m. – 5:00 p.m.

Ayes: Caretto, Green, Oxandaboure, Miller

Noes: None


Absent: Herrick


Abstain: None

**12. INFORMATION/COMMITTEE REPORTS**

**13. ADJOURNMENT**

With no further business to come before the Governing Board, Chair Caretto adjourned the meeting at 6:49 p.m.

ATTEST:   
Karyn Oxandaboure, Secretary of the Governing Board of the Big Bear Area Regional Wastewater Agency

  
Kim Booth, Administrative Assistant  
Big Bear Area Regional Wastewater Agency