

**BIG BEAR AREA REGIONAL WASTEWATER AGENCY**

**Notice of a Special Committee Meeting**

March 19, 2020

at

4:30 p.m.

Due to Executive Order N-29-20, there will be no physical location for members of the public to participate. Members of the public may listen and provide public comments telephonically during the Public Forum (Item 4) by calling the following number:

1-646-813-7095

Participant Code 118-749-963-17

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **PUBLIC FORUM RESPONSE** – None
4. **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 an 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 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. Since the 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.”
5. **OLD BUSINESS**
  - 5.A. Organizational Structure, Position Titles and Job Description
    - i. Change Title and Job Description
      - a. Plant Operator to Plant Operator II
    - ii. Change Job Description
      - a. Plant Supervisor requires Grade IV within 24 months
    - iii. Organizational Chart
  - 5.B. Temporary Pay
    - i. Out-of-Class Pay

5.C. Compensation and Classification Study

- i. Fiscal Year 2020 Adjustments
  - a. Increase Plant Manager Pay Scale to 95% of Market Median
  - b. Decrease Plant OIT Pay Scale to 105% of Market Median
  - c. Freeze HR Coordinator/Accounting Technician Pay Scale – No COLA Adjustment
- ii. Draft Policy
  - a. Adjustments if greater than + or – five percent
  - b. No adjustments greater than 10%

6. **NEW BUSINESS** – None

7. **CLOSED SESSION**

7.A. Conference with Labor Negotiators (§54957.6)

Agency Designated Representatives: David Lawrence and Jennifer McCullar  
Unrepresented Employees: All Employees

8. **ADJOURNMENT**

Kimberly Booth

**Kim Booth, Administrative Assistant  
Big Bear Area Regional Wastewater Agency**

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. **Please address requests under the ADA for reasonable modification and accommodation related to the implementation of Executive Order N-29-20 to Kimberly Booth.** 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