

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

SPECIAL BOARD MEETING MINUTES

December 13, 2022

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 Herrick at 5:00 p.m. on December 13, 2022 at 121 Palomino Drive, Big Bear City, California.

BOARD MEMBERS PRESENT

Rick Herrick, Chair
John Green, Vice-Chair
Jim Miller, Director
Bynette Mote, Director
Larry Walsh, Director

BOARD MEMBERS ABSENT

None

STAFF MEMBERS PRESENT

David Lawrence, General Manager
Christine Bennett, Finance Manager
Jennifer McCullar, Finance Manager
John Shimmin, Plant Manager
Sonja Kawa, Human Resources Coordinator/Accounting Technician
Bridgette Burton, Management Analyst/Board Secretary
Ryan Connelly, Plant Operator II (departed at 5:08 p.m.)

OTHERS

None

Members of the public who signed in:

None

2. PLEDGE OF ALLEGIANCE

Director Walsh

3. APPROVAL OF THE AGENDA

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

Ayes: Green, Miller, Mote, Walsh, Herrick

Noes: None

Absent: None

Abstain: None

4. PUBLIC FORUM

No comments

5. PRESENTATIONS AND INTRODUCTIONS

5.A. Retirement – Jennifer McCullar

The General Manager and Governing Board thanked Ms. McCullar for her service and congratulated her on retirement.

5.B. Ryan Connelly 5-year recognition

The General Manager presented Mr. Connelly with his five-year pin and thanked him for his service.

6. INFORMATION/COMMITTEE REPORTS

6.A. General Manager's Report

The General Manager explained the status of the Replenish Big Bear short-term financing and advised that the Agency will be going back out to market. This item will be brought back to the Governing Board for consideration in 2023. The Governing Board requested information on the Big Bear Municipal Water District, Visit Big Bear, and the City of Big Bear Lake, and instructed the Agency to ensure that the Project partners are still committed to the Replenish Big Bear Project before the short-term financing is considered by the Governing Board.

7. CONSENT CALENDAR

7.A. Approval of the Meeting Minutes from the October 26, 2022 Regular Meeting

7.B. Monthly Disbursements Report for October and November

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

7.D. First Quarter Report, Three Months Ended September 30, 2022

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

Ayes: Green, Miller, Mote, Walsh, Herrick
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. 12-2022, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Finding the Replenish Big Bear Piloting Study Project Exempt from the California Environmental Quality Act under both a Statutory Exemption for Feasibility and Planning Studies (Section 15262) and a Class 6 Categorical Exemption (Section 15306) and Approving the Replenish Big Bear Piloting Study Project

The Board Secretary explained the purpose of the piloting study and summarized the environmental analysis. The Governing Board inquired about funding for this project and confirmed that legal counsel reviewed the staff report and attachments. Discussion ensued between the Governing Board and staff.

Upon motion by Director Miller, seconded by Director Walsh and carried, the Governing Board adopted Resolution No. R. 12-2022 Finding the Replenish Big Bear Piloting Study Project Exempt from the California Environmental Quality Act under both a Statutory Exemption for Feasibility and Planning Studies (Section 15262) and a Class 6 Categorical Exemption (Section 15306) and Approving the Replenish Big Bear Piloting Study Project.

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

- 10.B.** Appropriate \$30,000 for Sludge Building Concrete Floor Repair from the Contingency Fund

The General Manager described the need for the concrete floor repair. The Governing Board requested additional information about the repair work and the bid process. Discussion ensued between the Governing Board and staff.

Upon motion by Director Mote, seconded by Director Walsh and carried, the Governing Board appropriated \$30,000 for the Sludge Building concrete floor repair from the Contingency Fund.

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

- 10.C.** Appropriate \$31,045 for a Rate Study Update from the Contingency Fund

The Finance Manager explained that Replenish Big Bear costs would be included in the rate study update. The results would need to be presented to the Governing

Board before the Budget Workshop to meet the budget deadline of May 1st. Rates will need to be in place prior to the WIFIA application (June 2023). The Governing Board clarified that operations and maintenance costs would be included in the study and how alternative funding scenarios would be represented in the update. The Governing Board expressed concern regarding approval of the rate study update before confirming commitment of Project partners as well as concern with the many project variables. The Governing Board instructed the Agency to present the rate study scope of work to the Finance Committee. Discussion ensued between the Governing Board and staff.

Upon motion by Director Miller, seconded by Director Walsh and carried, the Governing Board postponed this item to the January 25, 2023 regular meeting.

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

10.D. Resolution No. R. 13-2022, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency for Exception to the 180-day Waiting Period in Accordance with California Government Code Sections 7522.56 and 21224 to Appoint Jennifer McCullar to an Extra-Help Retired Annuitant Position Effective January 2, 2023

The General Manager recommended adopting the resolution for exception to the 180-day waiting period and appointing Jennifer McCullar as an extra-help retired annuitant to assist the Agency with the FY 2024 budget and rate schedule and the WIFIA loan program. The Governing Board clarified the retirement date and CalPERS requirements. Discussion ensued between the Governing Board and staff.

Upon motion by Director Mote, seconded by Director Miller and carried, the Governing Board adopted Resolution No. R. 13-2022 for exception to the 180-day waiting period in accordance with California Government Code Sections 7522.56 and 21224 and appointed Jennifer McCullar to an extra-help retired annuitant position effective January 2, 2023.

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

10.E. Appropriate \$79,335 for an Extra-Help Retired Annuitant Position from the Contingency Fund

Based upon adoption of the previous item, the General Manager recommended appropriating funds for the extra-help retired annuitant position. The Governing

Board confirmed that Ms. McCullar's retirement and extra-help annuitant position are separate from one another and the extra-help annuitant position does not affect her retirement. Discussion ensued between the Governing Board and staff.

Upon motion by Director Mote, seconded by Director Walsh and carried, the Governing Board appropriated \$79,335 for an extra-help retired annuitant position from the Contingency Fund.

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

10.F. Schedule Budget Workshop

The Board Secretary suggested the week of March 6th, 2023 for the Budget Workshop. Discussion ensued between the Governing Board and staff.

Upon motion by Director Mote, seconded by Director Walsh and carried, the Governing Board scheduled the Budget Workshop for Tuesday, March 7, 2023 at 10:00 a.m.

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

11. COMMENTS AND ANNOUNCEMENTS

11.A. General Manager Comments

None

11.B. Governing Board Member Comments

The Governing Board wished everyone Happy Holidays.

12. ADJOURNMENT

With no further business to come before the Governing Board, Chair Herrick adjourned the meeting at 5:42 p.m.

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