

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

Regular Board Meeting of

March 24, 2021

at

5:00 p.m.

Due to Executive Order N-25-20 and 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 9).

The public may participate in this meeting by:

Join Zoom Meeting:

<https://zoom.us/j/98865974415?pwd=d0pEd3d2T3ZqbktEcHN3MDAxK2tpZz09>

Meeting ID: 988 6597 4415

Passcode: 254179

Dial by your location

+1 669 900 9128 US (San Jose)

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+1 253 215 8782 US (Tacoma)

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+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Find your local number: <https://zoom.us/u/aRnag5opX>

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA**
4. **INFORMATION/COMMITTEE REPORTS**
 - 4.A. General Manager's Report
 - 4.B. Finance Committee Meeting Update
5. **PRESENTATION AND INTRODUCTION**
6. **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 a detailed discussion is necessary, any Board Member may request that an item be removed from the Consent Calendar and considered separately.

- 6.A. Minutes of Regular Meeting January 27, 2021 and Budget Workshop/Special Meeting February 24, 2021 – Approve
- 6.B. Monthly Expenses – Informational
- 6.C. Investment Report – Informational
- 6.D. Operations and Connections Report – Informational
- 6.E. Second Quarter Report, Six Months Ended December 31, 2020 – Informational

7. **ITEMS REMOVED FROM CONSENT CALENDAR**

8. **PUBLIC FORUM RESPONSE**

None

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 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.”

10. **OLD BUSINESS**

11. **NEW BUSINESS**

11.A. Public Hearing: Resolution No. R. 02-2021, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Establishing the Sewer User Charge and Taking Certain Other Actions Related Thereto – Adopt

11.B. Public Hearing: Resolution No. R. 04-2021, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency to Increase the Current Fee Schedule for the Disposal of Waste Delivered to Regional Treatment Plant – Adopt

11.C. Resolution No. R. 03-2021, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Clarifying the Fiscal Year 2022 Sewer Standby or Immediate Availability Charges – Adopt

- 11.D. Public Hearing: Resolution No. R. 01-2021, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Adopting the Operating and Capital Budget for Fiscal Year 2022, Approving Budgeted Projects and Finding Approval of the Budget and Budgeted Projects Exempt from Review Under the California Environmental Quality Act – Adopt
 - 11.E. Gaeta Lease Agreement Amendment – Discussion and Possible Action
 - 11.F. Notice Inviting Bids - Headworks Grit System Rehabilitation Project – Discussion and Possible Action
 - 11.G. Letter in Opposition of SB 278 - Public Employees’ Retirement System: Disallowed Compensation: Benefit Adjustments – Discussion and Possible Action
 - 11.H. Letter in Opposition of AB 339 - State and Local Government: Open Meetings – Discussion and Possible Action
 - 11.I. Governing Board Committees – Discussion and Possible Action
12. **CLOSED SESSION**
- 12.A. Public Employee Performance Evaluation
Pursuant to Government Code Section 54957(b)(1)
Title: General Manager
13. **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. **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 to view and/or print the Agenda Package.



Big Bear Area Regional
Wastewater Agency
Jim Miller – Chair
Rick Herrick – Vice Chair
Karyn Oxandaboure – Secretary
David Caretto – Director
John Green – Director

AGENDA ITEM: 4.A.

MEETING DATE: March 24, 2021

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

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

REVIEWED BY: Jennifer McCullar, Finance Manager; and John Shimmin, Plant Manager JFS

SUBJECT: General Manager's Report

DISCUSSION:

Administration

COVID-19

Our Administrative Office remains closed to the public. Staff continues to follow proper distancing and safety protocols, telecommuting and/or alternate shift work, and disinfecting procedures. Alternative safety measures will be implemented as needed.

Sewer System Management Plan (SSMP)

The 2021 SSMP audit results will be presented to the Board in May 2021. The audit is required to be completed every two (2) years.

Operations

BBARWA Solar Project

Solar panel installation is expected to be completed in April/May. The automatic transfer switch will be installed in conjunction with this project.

Sludge Hauling Services

The Agency's current contract for sludge hauling services is expiring. Due to the size (greater than \$200,000) and multi-year nature of the contract, the Agency's policy requires a formal competitive bid process. The Notice of Request for Proposals was published on March 3, 2021, with proposals due on April 8, 2021.

Lift Station 3 Generator & Fuel System Replacement (No Update)

The informal bid specifications are being prepared and include the purchase of an approved generator and fuel system to be installed by an approved contractor.

Replacement of Ion Analyzer and Influent Composite Sampler

The ion analyzer is on-line with testing certification in process. The influent composite sampler is being installed.

Replacement of LPS Pumps No. 1 & 2

The pumps have been ordered with expected installation in Spring 2021.

Other

Replenish Big Bear

The Project Team reviewed updated cost estimates. There is a meeting with the Regional Board scheduled for April 5, 2021 to discuss the permit requirements.

Cost Estimate Comparisons¹	Lake Alternatives²	2019 Estimate³	2021 Estimate (100% RO)	2021 Estimate (70% RO)
Total Capital Cost	\$ 53,237,000	\$ 55,875,000	\$ 64,973,000	\$ 64,973,000
O&M	\$ 2,919,000	\$ 2,817,000	\$ 2,569,000	\$ 2,188,000
Annual Equivalent Cost⁴	\$ 5,362,000	\$ 5,381,000	\$ 5,550,000	\$ 5,169,000

1 Escalated to June 2024 dollars

2 Lake Alternatives Costs (Oct. 2017 dollars): \$43,715,000 Capital and \$2,397,000 O&M

3 2019 Estimate Costs (June 2022 dollars): \$52,709,000 Capital and \$2,652,000 O&M

4 Equal to Annual Capital Payment + Year 1 O&M with 30-year loan at 2.2% interest rate

GSA

In the third virtual workshop, stakeholders will participate in a collaborative brainstorm to arrive at a preliminary set of projects and management actions that will be used over the next 20 years to equitably and cost-effectively maintain sustainable groundwater levels in the Basin. The date of this workshop has yet to be determined. A workshop recording and a public-facing summary of stakeholder input will be published to the GSA website following the workshop. Recordings and presentation material are posted to the GSA website for workshops #1 and #2.

BVES Substation (No Update)

The new BVES substation is expected to be completed in Spring 2021. Demolition of the existing substation will begin shortly thereafter.

BIG BEAR AREA REGIONAL WASTEWATER AGENCY
REGULAR BOARD MEETING MINUTES
January 27, 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 Vice Chair Miller at 5:05 p.m. on January 27, 2021. Vice Chair Miller confirmed the Governing Board meeting was conducted pursuant to California Government Code Section 54953 and Governor Newsome's Executive Order N-25-20 and N-29-20. No Board Member expressed doubt that the Board Members participating by teleconference were not so.

BOARD MEMBERS PRESENT

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

STAFF MEMBERS PRESENT

David Lawrence, General Manager
Jennifer McCullar, Finance Manager
John Shimmin, Plant Manager
Bridgette Burton, Management Analyst
Sonja Kawa, Human Resources Coordinator/Accounting Technician
Kim Booth, Administrative Assistant

OTHERS

Mary Reeves, General Manager, Big Bear City Community Services District

2. PLEDGE OF ALLEGIANCE

Dispensed

3. APPROVAL OF THE AGENDA

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

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

4. PRESENTATIONS AND INTRODUCTIONS

None

5. CONSENT CALENDAR

5.A. Minutes of Special Meeting on December 2, 2020

5.B. Monthly Expenses

5.C. Investment Report

5.D. Operations and Connections Report

5.E. Accept as Complete - Solar Project Pond 5 Grading Work

5.F. Accept as Complete - SCADA Upgrade Project

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

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

6. ITEMS REMOVED FROM THE CONSENT CALENDAR

None

7. PUBLIC FORUM RESPONSE

None

8. PUBLIC FORUM

No comments

9. OLD BUSINESS

None

10. NEW BUSINESS

10.A. Compensation Study Update 2020

Mr. Lawrence presented the updated Compensation Study. Discussion ensued between the Governing Board and staff.

Upon motion by Chair Green, seconded by Director Caretto and carried, the Governing Board approved to adjust the Administrative Assistant pay schedule by 0.18% to within 5% of market; adjust the Plant Manager pay schedule by 10.0%, the maximum allowable under the Policy; and freeze the General Manager, Human Resources Coordinator/Accounting Technician, and Operator-in-Training pay schedule – no COLA adjustment.

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

10.B. Pay Schedule

Mr. Lawrence explained that the Pay Schedule reflects the adjustments due to the November 2020 Compensation Study Update. Discussion ensued between the Governing Board and staff.

Upon motion by Secretary Oxandaboure, seconded by Director Caretto and carried, the Governing Board approved the publicly available Pay Schedule.

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

10.C. Appropriate \$155,104 for Variances from the Budget

Ms. McCullar presented the variances from the Budget. Discussion ensued between the Governing Board and staff.

Upon motion by Director Herrick, seconded by Director Caretto and carried, the Governing Board approved to appropriate \$155,104 from the Agency's Contingency Fund to the Operating Budget with adjustments to the following line items: Insurance Expense (\$44,651) and Sludge Removal Expense (\$110,453).

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

11. INFORMATION/COMMITTEE REPORTS

11.A. General Manager's Report

Mr. Lawrence provided an update to the Governing Board. Discussion ensued between the Governing Board and staff.

11.B. Administrative Committee Meeting Update

Director Caretto provided details on the discussion regarding the Compensation Study Update 2020 from the February 6, 2021 Administrative Committee meeting.

12. **ADJOURNMENT**

With no further business to come before the Governing Board, Vice Chair Miller adjourned the meeting at 5:46 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

BIG BEAR AREA REGIONAL WASTEWATER AGENCY
BUDGET WORKSHOP/SPECIAL MEETING MINUTES
February 24, 2021

1. CALL TO ORDER

A Budget Workshop/Special meeting of the Governing Board of the Big Bear Area Regional Wastewater Agency was called to order by Chair Green at 12:04 p.m. on February 24, 2021. Chair Green confirmed the Governing Board meeting was conducted pursuant to California Government Code Section 54953 and Governor Newsome's Executive Order N-25-20 and N-29-20. No Board Member expressed doubt that the Board Members participating by teleconference were not so.

BOARD MEMBERS PRESENT

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

STAFF MEMBERS PRESENT

David Lawrence, General Manager
Jennifer McCullar, Finance Manager
John Shimmin, Plant Manager
Bridgette Burton, Management Analyst
Sonja Kawa, Human Resources Coordinator/Accounting Technician
Kim Booth, Administrative Assistant
Ryan Connelly, Plant Operator II

OTHERS

None

2. PLEDGE OF ALLEGIANCE

Dispensed

3. APPROVAL OF THE AGENDA

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

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

4. PRESENTATIONS AND INTRODUCTIONS

4.A. FY 2022 Budget Workshop

Operational Overview

Capital Budget

FY 2021 Financial Review

Five-Year Forecast (FY 2022 – FY 2026)

FY 2022 Budget

Mr. Lawrence presented the Operational Overview, which included the status of the Replenish Big Bear Project. Discussion ensued between the Governing Board and staff.

Ms. McCullar presented the Budget Overview and Capital Budget. Discussion ensued between the Governing Board and staff.

Chair Green made a motion to recess at 1:20 p.m., seconded by Director Herrick and carried, the Governing Board approved to return to the meeting at 1:30 p.m.

Ms. McCullar completed the presentation on the Projected Performance for 2021, Five-Year Forecast (FY 2022-FY 2026) and FY 2022 Budget. Discussion ensued between the Governing Board and staff.

5. PUBLIC FORUM RESPONSE

None

6. PUBLIC FORUM

No comments

7. OLD BUSINESS

None

8. NEW BUSINESS

8.A. Amendment No. 2 to the Payment and Collection Agreement

Mr. Lawrence provided background information on Amendment No. 2 and explained that this would extend the Agreement for another five-year period to June 30, 2026. Discussion ensued between the Governing Board and staff.

Upon motion by Vice Chair Miller, seconded by Director Caretto and carried, the Governing Board approved Amendment No. 2 to the Payment and Collection Agreement between BBARWA and the Collecting Agencies and authorized staff to work with the Collecting Agencies to execute Amendment No. 2.

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

8.B. Letter in Support of AB 361 - Brown Act: Remote Meetings During Emergencies

Ms. Burton described AB 361, which would provide additional flexibility for local agencies to meet remotely in order to continue providing the public with essential services during a proclaimed state of emergency or local emergency. Discussion ensued between the Governing Board and staff.

Upon motion by Director Herrick, seconded by Vice Chair Miller and carried, the Governing Board authorized the General Manager to execute the Letter in Support of Assembly Bill 361 (Rivas) and transmit the letter to Assembly Member Robert Rivas.

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

8.C. Notice of Request for Proposals - Sludge Hauling Services for the Wastewater Treatment Plant

Mr. Lawrence explained the Agency's current contract for sludge hauling services is expiring. Staff is requesting authorization to proceed with a Notice of Request for Proposals for a multi-year contract for Sludge Hauling Services for the Wastewater Treatment Plant. Discussion ensued between the Governing Board and staff.

Upon motion by Director Caretto, seconded by Director Herrick and carried, the Governing Board authorized the General Manager to prepare the bid specifications and proceed with a Notice of Request for Proposals for Sludge Hauling Services for the Wastewater Treatment Plant.

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

8.D. Governing Board Reorganization

Chair Green opened nominations for the Chair position. Director Caretto nominated Vice Chair Miller for the Chair position, seconded by Secretary Oxandaboure and carried, the Governing Board approved Vice Chair Miller as the Chair at the next Governing Board meeting.

Aye: Green, Miller, Oxandaboure, Caretto, Herrick
Nay: None
Absent: None
Abstain: None

Chair Green opened nominations for the Vice Chair position. Director Caretto nominated Director Herrick for the Vice Chair position, seconded by Vice Chair Miller and carried, the Governing Board approved Director Herrick as the Vice Chair at the next Governing Board meeting.

Aye: Green, Miller, Oxandaboure, Caretto, Herrick
Nay: None
Absent: None
Abstain: None

Chair Green opened nominations for the Secretary position. Director Caretto nominated Secretary Oxandaboure for the Secretary position, seconded by Chair Green and carried, the Governing Board approved Secretary Oxandaboure as the Secretary for the Governing Board.

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

9. ADJOURNMENT

With no further business to come before the Governing Board, Chair Green adjourned the meeting at 2:43 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



Big Bear Area Regional
Wastewater Agency
Jim Miller – Chair
Rick Herrick – Vice Chair
Karyn Oxandaboure – Secretary
David Caretto – Director
John Green – Director

AGENDA ITEM: 6.B.

MEETING DATE: March 24, 2021

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

SUBJECT: Monthly Expenses

BACKGROUND:

Attached are the Agency's January and February check registers which reflect accounts paid.

FINANCIAL IMPACT:

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

RECOMMENDATION:

Informational

Big Bear Area Regional Wastewater Agency
Check Register
For the Period From Jan 1, 2021 to Feb 28, 2021

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

Check #	Date	Payee	Cash Account	Amount
CASH 22995	1/5/21	PAYA	1000-20	19.99
CASH 22996	1/5/21	CALPERS HEALTH	1000-20	30,048.25
CASH 22997	1/6/21	VISION SERVICE PLAN	1000-20	306.46
CASH 22998	1/6/21	PRINCIPAL FINANCIAL GROUP	1000-20	3,379.78
20721V	1/11/21	TROY BEMISDARFER	1000-20	-179.13
21001	1/11/21	ACCENT COMPUTER SOLUTIONS, INC.	1000-20	2,492.70
21002	1/11/21	ACCU-SOURCE	1000-20	54.00
21003	1/11/21	AG TECH LLC	1000-20	25,285.80
21004	1/11/21	ALLISON MECHANICAL, INC.	1000-20	1,822.00
21005	1/11/21	AMAZON CAPITAL SERVICES	1000-20	80.04
21006	1/11/21	ARAMARK UNIFORM SERVICES	1000-20	946.12
21007	1/11/21	BEST BEST & KRIEGER	1000-20	534.83
21008	1/11/21	BIG BEAR CITY COMMUNITY SERVICES DIS	1000-20	895.37
21009	1/11/21	BUTCHER'S BLOCK & BUILDING	1000-20	355.60
21010	1/11/21	BEAR VALLEY ELECTRIC	1000-20	43,649.00
21011	1/11/21	BEAR VALLEY PAVING, INC.	1000-20	13,850.00
21012	1/11/21	CAR QUEST OF BIG BEAR	1000-20	344.99
21013	1/11/21	CA SOCIETY of MUNICIPAL FINANCE OFFIC	1000-20	110.00
21014	1/11/21	CWEA TCP/MEMBERSHIP	1000-20	662.00
21015	1/11/21	UNDERGROUND SERVICE ALERT	1000-20	87.58
21016	1/11/21	DIRECT TV	1000-20	34.99
21017	1/11/21	DEPARTMENT OF WATER & POWER	1000-20	55.10
21018	1/11/21	EVANTEC CORPORATION	1000-20	297.55
21019	1/11/21	FLYERS ENERGY	1000-20	529.96
21020	1/11/21	FRONTIER COMMUNICATIONS	1000-20	871.04
21021	1/11/21	GRAINGER	1000-20	1,208.72
21022	1/11/21	HUGHESNET	1000-20	102.33
21023	1/11/21	IPMA-HR	1000-20	156.00
21024	1/11/21	NICHOLAS R. MARTIN	1000-20	480.00
21025	1/11/21	CONSTANCE M. ALVARADO	1000-20	55.00
21026	1/11/21	POLYDYNE INC	1000-20	6,874.17
21027	1/11/21	ROMANS CONSTRUCTION CO.	1000-20	692.50
21028	1/11/21	SCHRODER & SON, INC.	1000-20	455.00

Big Bear Area Regional Wastewater Agency
Check Register
For the Period From Jan 1, 2021 to Feb 28, 2021

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

Check #	Date	Payee	Cash Account	Amount
21029	1/11/21	SPECTRUM BUSINESS	1000-20	998.93
21030	1/11/21	THREE PEAKS CORP	1000-20	9,234.26
21031	1/11/21	WINZER CORP	1000-20	162.19
21032	1/11/21	WATER SYSTEMS CONSULTING, INC.	1000-20	54,543.25
21033	1/11/21	BIG BEAR CITY COMMUNITY SERVICES DIS	1000-20	454.09
21034	1/11/21	TROY BEMISDARFER	1000-20	179.13
21035	1/11/21	KIMBERLY BOOTH	1000-20	50.00
21036	1/11/21	BRIDGETTE BURTON	1000-20	50.00
21037	1/11/21	SONJA KAWA	1000-20	50.00
21038	1/11/21	DAVID LAWRENCE	1000-20	50.00
21039	1/11/21	JENNIFER MCCULLAR	1000-20	50.00
21040	1/11/21	JOHN SHIMMIN	1000-20	50.00
CASH 22999	1/11/21	AMERICAN FIDELITY ASSURANCE CO	1000-20	98.00
CASH 23000	1/11/21	CALIFORNIA STATE DISBURSEMENT UNIT	1000-20	126.00
CASH 23002	1/11/21	AMERICAN FIDELITY ASSURANCE CO	1000-20	469.98
CASH 23003	1/11/21	CALPERS RETIREMENT	1000-20	2,923.00
CASH 23004	1/11/21	CA PERS 457 PROGRAM	1000-20	3,340.83
CASH 23005	1/11/21	THE LINCOLN NAT'L LIFE INS CO	1000-20	3,395.69
CASH 23006	1/11/21	CALPERS RETIREMENT	1000-20	7,746.06
CASH 23007	1/12/21	EMPLOYMENT DEVELOPMENT DEPARTME	1000-20	2,112.62
CASH 23008	1/12/21	INTERNAL REVENUE SERVICE	1000-20	6,688.09
21041	1/22/21	AMAZON CAPITAL SERVICES	1000-20	255.72
21042	1/22/21	ARROWHEAD	1000-20	136.58
21043	1/22/21	BEAR LAKE PROFESSIONALS, INC	1000-20	410.00
21044	1/22/21	BUSINESS CARD	1000-20	5,328.87
21045	1/22/21	BRYCE CONSULTING, INC.	1000-20	255.00
21046	1/22/21	CLINICAL LAB OF SAN BERNARDINO	1000-20	2,132.50
21047	1/22/21	COUNTY OF SAN BERNARDINO SOLID WAS	1000-20	393.22
21048	1/22/21	CWEA TCP/MEMBERSHIP	1000-20	182.00
21049	1/22/21	HACH COMPANY	1000-20	349.26
21050	1/22/21	JUST ENERGY SOLUTIONS INC.	1000-20	81.20
21051	1/22/21	KAMAN INDUSTRIAL TECHNOLOGIES	1000-20	4,007.27
21052	1/22/21	MCMASTER-CARR SUPPLY COMPANY	1000-20	381.92

Big Bear Area Regional Wastewater Agency
Check Register
For the Period From Jan 1, 2021 to Feb 28, 2021

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

Check #	Date	Payee	Cash Account	Amount
21053	1/22/21	MITEL	1000-20	361.52
21054	1/22/21	RANDY J. SPITZ	1000-20	30.14
21055	1/22/21	PHENOVA	1000-20	489.75
21056	1/22/21	NICANOR M. LAUREL	1000-20	20,000.00
21057	1/22/21	QUILL	1000-20	368.00
21058	1/22/21	SOUTHERN CALIFORNIA EDISON	1000-20	37.32
21059	1/22/21	SERVICEMASTER 360 PREMIER CLEANING	1000-20	671.69
21060	1/22/21	SOUTHWEST GAS CORP	1000-20	2,322.12
21061	1/22/21	SOUTHWEST GAS	1000-20	1,583.04
21062	1/22/21	NANCY R. BOHL, INC.	1000-20	375.00
21063	1/22/21	USDA, FOREST SERVICE	1000-20	2,232.74
21064	1/22/21	VERIZON WIRELESS	1000-20	241.58
CASH 23010	1/25/21	AMERICAN FIDELITY ASSURANCE CO	1000-20	469.98
CASH 23011	1/25/21	CALPERS RETIREMENT	1000-20	2,632.09
CASH 23012	1/25/21	CA PERS 457 PROGRAM	1000-20	3,340.83
CASH 23013	1/25/21	THE LINCOLN NAT'L LIFE INS CO	1000-20	3,395.69
CASH 23014	1/25/21	CALPERS RETIREMENT	1000-20	7,746.06
CASH 23001	1/25/21	CALIFORNIA STATE DISBURSEMENT UNIT	1000-20	126.00
CASH 23015	1/26/21	EMPLOYMENT DEVELOPMENT DEPARTME	1000-20	1,960.27
CASH 23016	1/26/21	INTERNAL REVENUE SERVICE	1000-20	6,476.00
CASH 23017	1/27/21	LEGALSHIELD	1000-20	67.80
CASH 23018	1/27/21	TEXAS LIFE INSURANCE COMPANY	1000-20	213.00
CASH 23019	1/27/21	AMERICAN FIDELITY ASSURANCE CO	1000-20	625.48
CASH 23020	1/28/21	PAYA	1000-20	13,740.65
CASH 23021	1/29/21	PAYA	1000-20	41.72
CASH 23022	2/2/21	PAYA	1000-20	19.99
CASH 23023	2/2/21	PRINCIPAL FINANCIAL GROUP	1000-20	3,379.78
CASH 23024	2/2/21	CALPERS HEALTH	1000-20	30,048.25
CASH 23025	2/2/21	VISION SERVICE PLAN	1000-20	306.46
CASH 23026	2/8/21	CALIFORNIA STATE DISBURSEMENT UNIT	1000-20	126.00
CASH 23027	2/8/21	AMERICAN FIDELITY ASSURANCE CO	1000-20	469.98
CASH 23028	2/8/21	CALPERS RETIREMENT	1000-20	2,830.78
CASH 23029	2/8/21	CA PERS 457 PROGRAM	1000-20	3,340.83

Big Bear Area Regional Wastewater Agency
Check Register
For the Period From Jan 1, 2021 to Feb 28, 2021

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

Check #	Date	Payee	Cash Account	Amount
CASH 23030	2/8/21	THE LINCOLN NAT'L LIFE INS CO	1000-20	3,574.49
CASH 23031	2/8/21	CALPERS RETIREMENT	1000-20	7,753.90
21113	2/9/21	CITY OF BIG BEAR LAKE	1000-20	12,655.76
21112	2/9/21	BIG BEAR CITY COMMUNITY SERVICES DIS	1000-20	13,212.34
21065	2/9/21	ACCENT COMPUTER SOLUTIONS, INC.	1000-20	2,492.70
21066	2/9/21	AG TECH LLC	1000-20	24,040.80
21067	2/9/21	AMAZON CAPITAL SERVICES	1000-20	343.92
21068	2/9/21	ARAMARK UNIFORM SERVICES	1000-20	946.12
21069	2/9/21	BEST BEST & KRIEGER	1000-20	609.86
21070	2/9/21	BIG BEAR CITY COMMUNITY SERVICES DIS	1000-20	415.55
21071	2/9/21	BIG BEAR BODYTEK	1000-20	370.00
21072	2/9/21	ROBIN A. BRADLEY	1000-20	240.00
21073	2/9/21	BUTCHER'S BLOCK & BUILDING	1000-20	225.94
21074	2/9/21	BEAR VALLEY ELECTRIC	1000-20	47,537.44
21075	2/9/21	JOHN CONNELLY	1000-20	484.99
21076	2/9/21	UNDERGROUND SERVICE ALERT	1000-20	56.20
21077	2/9/21	DIRECT TV	1000-20	46.24
21078	2/9/21	DEPARTMENT OF WATER & POWER	1000-20	55.10
21079	2/9/21	E-TRAINING, INC	1000-20	225.00
21080	2/9/21	EVANTEC CORPORATION	1000-20	265.88
21081	2/9/21	FLYERS ENERGY	1000-20	499.23
21082	2/9/21	FRONTIER COMMUNICATIONS	1000-20	878.65
21083	2/9/21	GEIGER SUPPLY, INC	1000-20	71.31
21084	2/9/21	GRAINGER	1000-20	754.40
21085	2/9/21	BEAR VALLEY BASIN GSA	1000-20	64.50
21086	2/9/21	HUGHESNET	1000-20	102.33
21087	2/9/21	INLAND BOBCAT, INC	1000-20	148.42
21088	2/9/21	KAHN, SOARES & CONWAY, LLP	1000-20	805.00
21089	2/9/21	MOONRIDGE FUEL	1000-20	159.57
21090	2/9/21	NAPA AUTO PARTS	1000-20	602.67
21091	2/9/21	CONSTANCE M. ALVARADO	1000-20	55.00
21092	2/9/21	PARKHOUSE TIRE, INC	1000-20	434.47
21093	2/9/21	POLYDYNE INC	1000-20	6,874.17

Big Bear Area Regional Wastewater Agency
Check Register
For the Period From Jan 1, 2021 to Feb 28, 2021

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

Check #	Date	Payee	Cash Account	Amount
21094	2/9/21	ROI ENGINEERING LLC	1000-20	20,952.62
21095	2/9/21	SAFETY-KLEEN SYSTEMS, INC.	1000-20	313.42
21096	2/9/21	SCHRODER & SON, INC.	1000-20	455.00
21097	2/9/21	RYAN R. ABELN	1000-20	7,921.05
21098	2/9/21	SPECTRUM BUSINESS	1000-20	998.93
21099	2/9/21	SULZER ELECTRO MECHANICAL SERVICES	1000-20	3,694.24
21100	2/9/21	SWRCB - ANNUAL FEES	1000-20	423.78
21101	2/9/21	NANCY R. BOHL, INC.	1000-20	225.00
21102	2/9/21	VALERO	1000-20	92.83
21103	2/9/21	WATER SYSTEMS CONSULTING, INC.	1000-20	27,634.78
21104	2/9/21	KIMBERLY BOOTH	1000-20	50.00
21105	2/9/21	BRIDGETTE BURTON	1000-20	50.00
21106	2/9/21	RICHARD T. HERRICK	1000-20	150.00
21107	2/9/21	SONJA KAWA	1000-20	50.00
21108	2/9/21	DAVID LAWRENCE	1000-20	50.00
21109	2/9/21	JENNIFER MCCULLAR	1000-20	50.00
21110	2/9/21	JAMES J. MILLER	1000-20	150.00
21111	2/9/21	JOHN SHIMMIN	1000-20	50.00
21100V	2/9/21	SWRCB - ANNUAL FEES	1000-20	-423.78
21114	2/9/21	SOUTH COAST AQMD	1000-20	423.78
CASH 23032	2/9/21	EMPLOYMENT DEVELOPMENT DEPARTME	1000-20	1,975.42
CASH 23033	2/9/21	INTERNAL REVENUE SERVICE	1000-20	6,573.41
CASH 23034	2/9/21	DAVID A. CARETTO	1000-20	300.00
CASH 23035	2/11/21	JOHN GREEN	1000-20	300.00
CASH 23036	2/11/21	KARYN K. OXANDABOURE	1000-20	150.00
CASH 23037	2/22/21	CALIFORNIA STATE DISBURSEMENT UNIT	1000-20	126.00
CASH 23038	2/22/21	AMERICAN FIDELITY ASSURANCE CO	1000-20	469.98
CASH 23039	2/22/21	CALPERS RETIREMENT	1000-20	2,862.30
CASH 23040	2/22/21	CA PERS 457 PROGRAM	1000-20	3,340.83
CASH 23041	2/22/21	THE LINCOLN NAT'L LIFE INS CO	1000-20	3,574.49
CASH 23042	2/22/21	CALPERS RETIREMENT	1000-20	7,753.90
21115	2/23/21	ALL PROTECTION ALARM	1000-20	1,091.64
21116	2/23/21	AMAZON CAPITAL SERVICES	1000-20	300.98

Big Bear Area Regional Wastewater Agency
Check Register
For the Period From Jan 1, 2021 to Feb 28, 2021

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

Check #	Date	Payee	Cash Account	Amount
21117	2/23/21	ARROWHEAD	1000-20	175.63
21118	2/23/21	BIG BEAR CITY COMMUNITY SERVICES DIS	1000-20	624.72
21119	2/23/21	BUSINESS CARD	1000-20	691.83
21120	2/23/21	CLINICAL LAB OF SAN BERNARDINO	1000-20	2,095.00
21121	2/23/21	COUNTY OF SAN BERNARDINO SOLID WAS	1000-20	599.14
21122	2/23/21	EMAIINT ENTERPRISES, LLC	1000-20	4,740.00
21123	2/23/21	EVANTEC CORPORATION	1000-20	1,900.37
21124	2/23/21	GRAINGER	1000-20	434.27
21125	2/23/21	MCMASTER-CARR SUPPLY COMPANY	1000-20	33.45
21126	2/23/21	MITEL	1000-20	362.82
21127	2/23/21	RANDY J. SPITZ	1000-20	155.95
21128	2/23/21	PHIL'S AUTOMOTIVE	1000-20	553.42
21129	2/23/21	QUILL	1000-20	189.34
21130	2/23/21	SOUTHERN CALIFORNIA EDISON	1000-20	42.21
21131	2/23/21	SOUTHWEST GAS CORP	1000-20	4,882.93
21132	2/23/21	SOUTHWEST GAS	1000-20	1,690.92
21133	2/23/21	TWIN BEAR EQUIPMENT RENTAL, INC	1000-20	485.07
21134	2/23/21	USA BLUEBOOK	1000-20	181.93
21135	2/23/21	VERIZON WIRELESS	1000-20	241.58
21136	2/23/21	TRLS ENGINEERING INC.	1000-20	2,000.00
CASH 23043	2/23/21	EMPLOYMENT DEVELOPMENT DEPARTME	1000-20	1,948.89
CASH 23044	2/23/21	INTERNAL REVENUE SERVICE	1000-20	6,487.05
CASH 23045	2/26/21	LEGALSHIELD	1000-20	67.80
CASH 23046	2/26/21	TEXAS LIFE INSURANCE COMPANY	1000-20	213.00
CASH 23047	2/26/21	AMERICAN FIDELITY ASSURANCE CO	1000-20	625.48
CASH 23048	2/26/21	PAYA	1000-20	13,050.83
Total				<u>616,920.1</u>



Big Bear Area Regional
Wastewater Agency
Jim Miller – Chair
Rick Herrick – Vice Chair
Karyn Oxandaboure – Secretary
David Caretto – Director
John Green – Director

AGENDA ITEM: 6.C.

MEETING DATE: March 24, 2021

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

SUBJECT: Investment Report

BACKGROUND:

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

FINANCIAL IMPACT:

No financial impact.

RECOMMENDATION:

Informational

BBARWA
 Monthly Investment Report
 February 2021

<u>INVESTMENT TYPE</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>
LOCAL AGENCY INVESTMENT FUND	\$ 4,829,222	\$ 4,840,191	37,503	0.407%	DAILY
TOTAL	\$ 4,829,222	\$ 4,840,191	37,503		

The Investment Portfolio of the Big Bear Area Regional Wastewater Agency is in compliance with the investment policy approved in Sept 2020. 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 during FY 2021 and excludes accrued interest.

Attachment (s): Monthly LAIF Statement

California State Treasurer *Fiona Ma, CPA*



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

March 08, 2021

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

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

[Tran Type Definitions](#)

Account Number:

February 2021 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
2/19/2021	2/18/2021	RW	1667997	N/A	JENNIFER MCCULLAR	-400,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	5,229,222.24
Total Withdrawal:	-400,000.00	Ending Balance:	4,829,222.24



Big Bear Area Regional
Wastewater Agency
Jim Miller – Chair
Rick Herrick – Vice Chair
Karyn Oxandaboure – Secretary
David Caretto – Director
John Green – Director

AGENDA ITEM: 6.D.

MEETING DATE: March 24, 2021

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

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

PREPARED BY: John Shimmin, Plant Manager; ^{JFS} and Jennifer McCullar, Finance Manager

SUBJECT: Operations and Connections Report

OPERATIONS:

2020-2021 Treatment Plant Data

	December	January	February
Total Influent Flow (MG)	62.038	66.491	65.041
Average Daily Influent Flow (MGD)	2.00	2.14	2.32
City of Big Bear Lake	49.92%	51.81%	55.95%
Big Bear City	47.04%	45.21%	41.27%
County of San Bernardino	3.05%	2.97%	2.78%
Average Influent BOD (mg/L)	289	293	271
Average Effluent BOD (mg/L)	7	9	10
BOD Removal Efficiency (%)	97.6%	96.9%	96.3%
Precipitation (inch)	1.34	3.65	0.14

January and February 2021 – There were no reportable violations during this period.

CONNECTIONS:

MONTH	FYE 6/30/2021									
	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	CITY-BBL	CSD	CSA-53B
July	4	8	3	4	3	7	3	0	3	0
August	6	5	12	6	10	2	12	1	10	1
September	5	6	4	6	3	7	3	0	2	1
October	14	10	9	8	3	5	10	4	6	0
November	8	6	5	11	5	2	2	1	1	0
December	23	8	4	2	3	1	2	2	0	0
January	3	1	0	2	1	1	2	2	0	0
February	1	0	1	0	0	1	0	0	0	0
March	2	3	2	0	3	1	0	0	0	0
April	1	10	3	0	3	7	0	0	0	0
May	5	10	4	0	5	5	0	0	0	0
June	12	2	16	0	6	6	0	0	0	0
TOTAL	84	69	63	39	45	45	34	10	22	2

FINANCIAL IMPACT:

There is no financial impact.

RECOMMENDATION:

Informational



Big Bear Area Regional
Wastewater Agency
Jim Miller – Chair
Rick Herrick – Vice Chair
Karyn Oxandaboure – Secretary
David Caretto – Director
John Green – Director

AGENDA ITEM: 6.E.

MEETING DATE: March 24, 2021

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

REVIEWED BY: John Shimmin, Plant Manager *JFS*

SUBJECT: Second Quarter Report, Six Months Ended December 31, 2020

BACKGROUND & DISCUSSION:

Please find attached the Second Quarter Report, which discusses the most recent six month's financial performance compared to the budget.

The Agency performed under the budget for the first six months with operating expenses falling below the budget by approximately \$151,000 or 6%. The variance was mostly due to timing across multiple line items (expenses that were budgeted during the six months but not incurred and which are expected to be incurred in subsequent quarters).

During the first six months, the Agency experienced higher insurance costs and sludge removal costs than anticipated. Additional appropriations to cover these variances were approved at the January 2021 Board Meeting.

FINANCIAL IMPACT:

There is no financial impact.

RECOMMENDATION:

Informational

ATTACHMENT:

Second Quarter Report

Big Bear Area Regional Wastewater Agency

2nd Quarter Report

Six Months ended December 31, 2020



STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

	Q1 9/30/20 <u>Actual</u>	Q2 12/31/20 <u>Actual</u>	YTD <u>Actual</u>	YTD <u>Budget</u>	YTD Actual vs Budget \$	YTD Actual vs Budget %
Operating revenues:						
Annual charges	0	2,801,056	2,801,056	2,801,056	0	0%
Waste disposal fees	6,173	4,943	11,116	11,281	(165)	-1%
Rental income	8,862	8,862	17,724	17,737	(13)	0%
Standby fees	0	40,150	40,150	40,150	0	0%
Other operating revenue	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>nm</u> (b)
Total operating revenues	15,035	2,855,011	2,870,047	2,870,224	(178)	0%
Operating expenses:						
Salaries and benefits	699,975	583,692	1,283,667	1,346,215	(62,548)	-5%
Power	89,396	73,991	163,386	214,427	(51,041)	-24%
Sludge removal	84,661	63,165	147,826	85,030	62,796	74%
Chemicals	41,582	12,718	54,300	66,599	(12,299)	-18%
Materials and supplies	25,101	35,382	60,483	71,749	(11,266)	-16%
Repairs and replacements	53,377	102,020	155,397	183,372	(27,975)	-15%
Equipment rental	223	109	332	419	(86)	-21%
Utilities expense	2,527	49,625	52,152	27,003	25,149	93%
Communications expense	8,124	8,726	16,849	26,391	(9,542)	-36%
Contractual services - other	12,224	13,648	25,872	59,078	(33,206)	-56%
Contractual services - prof	16,088	39,819	55,907	120,329	(64,422)	-54%
Permits and fees	13,002	175,206	188,207	185,347	2,861	2%
Property tax expense	0	3,963	3,963	4,147	(183)	nm (b)
Insurance expense	167,733	3,764	171,497	126,847	44,651	35%
Other operating expense	4,932	16,840	21,772	35,425	(13,653)	-39%
Depreciation expense (a)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>nm</u> (b)
Total operating expenses	1,218,944	1,182,668	2,401,612	2,552,376	(150,764)	-6%
Operating Income	(1,203,908)	1,672,343	468,434	317,848	150,586	47%
Nonoperating income (expense):						
Nonoperating income	(29,436)	11,174	(18,263)	24,001	(42,264)	- (c)
Nonoperating expense	<u>(15,547)</u>	<u>(61,541)</u>	<u>(77,088)</u>	<u>(270,263)</u>	<u>193,176</u>	± (c)
Total nonoperating income (exp)	(44,983)	(50,367)	(95,350)	(246,262)	150,912	+ (c)
Income before capital contribution	(1,248,891)	1,621,976	373,084	71,586	301,499	421%
Capital contrib - conn fees	<u>75,240</u>	<u>58,520</u>	<u>133,760</u>	<u>96,140</u>	<u>37,620</u>	<u>39%</u>
Change in Net Position	(1,173,651)	1,680,496	506,844	167,726	339,119	202%

(a) Currently, the Agency depreciates its assets at the end of the year. Therefore, depreciation expense is presented as \$0.00 on an interim basis.

(b) nm = not meaningful and is the result when dividing by 0.

(c) Percent change is not provided if either of the comparison periods contains a loss or negative number. If the actual performance is improved when compared to the budget a "+" is given. If the actual performance is worse when compared to the budget, a "-" is given.



STATEMENT OF CASH FLOW**Q2**
12/31/2020**Cash flows from operating activities:**

Cash received from customers and other sources	2,959,989
Cash payments to suppliers for goods and services	-1,368,531
Cash payments to employees	<u>-1,250,262</u>
Net cash provided by operating activities	341,197

Cash flows from capital and related financing activities

Interagency and GSA Expense	-29,153
Purchases of property, plant and equip	-859,169
Sale, Disposal of PP&E and Other	0
Capital contributions	177,701
Proceeds from debt issuance	0
Proceeds from grant issuance	0
Prepayment premiums and issuance costs	0
Principal payments on long-term debt	-190,867
Interest paid on long-term debt	<u>-63,854</u>
Net cash used for capital and related financing activities	-965,342

Cash flows from investing activities:

Investment income received	<u>2,146</u>
Net cash provided by investing activities	2,146

Net change in cash equivalents -621,999

Cash equivalents, beginning of period	6,769,204
Cash equivalents, end of period	<u>6,147,205</u>
Change in Cash during the period	<u>-621,999</u>



Discussion and Analysis

Operating Revenues

Operating revenues were on budget for the period.

	Q1 9/30/2020 Actual	Q2 12/31/2020 Actual	YTD Actual	YTD Budget	YTD Actual vs Budget \$	YTD Actual vs Budget %
Operating revenues:						
Annual charges	0	2,801,056	2,801,056	2,801,056	0	0%
Waste disposal fees	6,173	4,943	11,116	11,281	(165)	-1%
Rental income	8,862	8,862	17,724	17,737	(13)	0%
Standby fees	0	40,150	40,150	40,150	0	0%
Other operating revenue	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>nm</u> (a)
Total operating revenues	15,035	2,855,011	2,870,047	2,870,224	(178)	0%

(a) nm = not meaningful and is the result when dividing by 0.

Operating Expenses

Operating expenses were below the budget by \$150,764 or 6% with large variances (compared to the budget) across multiple line items. Variances greater than 5% and \$10,000 are highlighted below and discussed on the next page.

	Q1 9/30/2020 Actual	Q2 12/31/2020 Actual	YTD Actual	YTD Budget	YTD Actual vs Budget \$	YTD Actual vs Budget %
Operating expenses:						
Salaries and benefits	699,975	583,692	1,283,667	1,346,215	(62,548)	-5%
Power	89,396	73,991	163,386	214,427	(51,041)	-24%
Sludge Removal	84,661	63,165	147,826	85,030	62,796	74%
Chemicals	41,582	12,718	54,300	66,599	(12,299)	-18%
Materials and supplies	25,101	35,382	60,483	71,749	(11,266)	-16%
Repairs and Replacements	53,377	102,020	155,397	183,372	(27,975)	-15%
Equipment rental	223	109	332	419	(86)	-21%
Utilities expense	2,527	49,625	52,152	27,003	25,149	93%
Communications expense	8,124	8,726	16,849	26,391	(9,542)	-36%
Contractual services - other	12,224	13,648	25,872	59,078	(33,206)	-56%
Contractual services - prof	16,088	39,819	55,907	120,329	(64,422)	-54%
Permits and fees	13,002	175,206	188,207	185,347	2,861	2%
Property tax expense	0	3,963	3,963	4,147	(183)	-4%
Insurance expense	167,733	3,764	171,497	126,847	44,651	35%
Other operating expense	4,932	16,840	21,772	35,425	(13,653)	-39%
Depreciation expense	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>nm</u> (a)
Total operating expenses	1,218,944	1,182,668	2,401,612	2,552,376	(150,764)	-6%

(a) nm = not meaningful and is the result when dividing by 0.



An explanation of the major variances by line item is as follows.

Power expense was under the budget by \$51,041 or 24% and was due mostly to timing and lower electricity usage at the stations. Timing is related to the use of utility power at the Treatment Plant in December, resulting in much lower natural gas usage during December and much higher utility power. The lower natural gas purchases were reflected in the December financials, while the utility charges will not be reflected until January. Electricity at the stations was lower by \$18,062 and was due to over budgeting.

Sludge removal expense was over the budget by \$62,796 or 74%. The Agency expects the variance from the budget to continue with full-year results exceeding the budget by approximately \$110,000. The Board appropriated additional funds in January 2021 to cover the expected variance for the year.

Chemicals expense was under the budget by \$12,299 or 18% and is driven by timing associated with polymer and odor control/disinfectant purchases.

Materials and Supplies expense was under the budget by \$11,266 or 16% and is driven by timing associated with tools and equipment, laboratory supplies, ground maintenance and electrical supplies purchases, and oil services on the Agency's generators combined with lower overall fuel use related to the Agency's vehicles.

Repairs and Replacements expense was under the budget by \$27,975 or 15%. The variance was largely due to timing associated with multiple repairs and replacements and lower repair costs than budgeted on certain items planned for replacement, offset in part by emergency in-plant piping repairs.

Utilities expense was over the budget by \$25,149 or 93% and was due to higher solids waste disposal associated with the clean out of Pond 5 in anticipation of the grading work related to the solar project.

Contractual Services – Other expense was under the budget by \$33,206 or 56% and is primarily due to timing associated with generator air source testing and to a lesser extent, lower required services related to landscape maintenance, pest control and the HVAC system.

Contractual Services - Professional expense was under the budget by \$64,422 or 54%. The lower expense is driven by lower legal expense and timing related to an Arc Flash Study.

Insurance expense was over the budget by \$44,651 or 35% due mostly to increases in general and property liability insurance costs stemming from higher reinsurance rates (insurance obtained by insurance companies to reduce their risks and mostly obtained from global companies). Billions in wildfire claims from the 2017 and 2018 wildfires resulted in scaling back of coverage by reinsurance companies. Wildfires in California are considered a sharply rising long-term trend resulting in harder to find and pricier reinsurance rates. Based on recent conversations with the Agency's insurance provider, SDRMA, the market is not getting better and next year's rates are uncertain.

Other operating expense was below the budget by \$13,653 or 39% and was driven by lower education and training expense due to the cancellation of off-site training events due to the COVID-19 pandemic.



Non-Operating Income (Expense)

Non-operating income (expense) had a positive variance of \$150,912 compared to the budget and is driven by lower non-operating expenses of \$193,176 associated with the timing of Replenish Big Bear expenses.

	Q1 9/30/2020 Actual	Q2 12/31/20 Actual	YTD Actual	YTD Budget	YTD Actual vs. Budget \$	YTD Actual vs. Budget %
Nonoperating income (expense):						
Nonoperating income	(29,436)	11,174	(18,262)	24,001	(42,264)	- (b)
Nonoperating expense	<u>(15,547)</u>	<u>(61,541)</u>	<u>(77,088)</u>	<u>(270,263)</u>	<u>193,176</u>	± (b)
Total nonoperating income (exp)	(44,983)	(50,367)	(95,350)	(246,262)	150,912	+ (b)

(a) nm = not meaningful and is the result when dividing by 0.

(b) Percent change is not provided if either of the comparison periods contains a loss or negative number. If the actual performance is improved when compared to the budget a "+" is given. If the actual performance is worse when compared to the budget, a "-" is given.

Capital Contributions - Connection Fees

Income before capital contributions was ahead of the budget by \$301,499 for the period primarily due to lower operating expenses than budgeted of \$150,764 and a positive variance in net nonoperating income (expense) of \$150,912. Connection fees were higher than the budget due to higher connections. Actual connections were 32 compared to 23 budgeted for the six months.

	Q1 9/30/2020 Actual	Q2 12/31/2020 Actual	YTD Actual	YTD Budget	YTD Actual vs Budget \$	YTD Actual vs Budget %
Income before capital contributions	(1,248,891)	1,621,976	373,084	71,586	301,499	421% (a)
Capital contrib - conn fees	<u>75,240</u>	<u>58,520</u>	<u>133,760</u>	<u>96,140</u>	<u>37,620</u>	<u>39%</u>
Net Income, Change in net assets	(1,173,651)	1,680,496	506,844	167,726	339,119	202% (a)

(a) Percent change is not provided if either of the comparison periods contains a loss or negative number. If the actual performance is improved when compared to the budget a "+" is given. If the actual performance is worse when compared to the budget,

Capital Expenditures

Capital expenditures for the period were \$859,169, below the budget by \$372,026. The variance is largely due to timing associated with various projects.



Cash and Fund Balances

The Agency had negative cash flow of approximately \$622,000 in the first half. The negative cash flow reflects approximately \$518,000 in cash from operations and connection fee revenue offset by approximately \$860,000 in capital expenditures and \$255,000 in debt service.

	Beginning Balance	Activity During Period	Ending Balance
Cash Balance	6,769,204		6,147,205
Designated Fund Balances:			
Capital and Replacement Fund			
Current Year	2,097,772	(859,169)	1,238,603
Future Year	<u>464,914</u>	<u>0</u>	<u>464,914</u>
Total C&R	2,562,686	(859,169)	1,703,517
Debt Service Fund	509,077	(254,720)	254,357
Liquidity Fund	2,394,468	314,189	2,708,657
Contingency Fund:			
Emergency	500,000	0	500,000
Operating	<u>802,973</u>	<u>0</u>	<u>802,973</u>
Total	1,302,973	0	1,302,973
	6,769,204		
Restricted Funds:			
Connection Fees	0	177,701	177,701
Total Designated & Restricted Funds	6,769,204	(621,999)	6,147,205



Big Bear Area Regional
Wastewater Agency
Jim Miller – Chair
Rick Herrick – Vice Chair
Karyn Oxandaboure – Secretary
David Caretto – Director
John Green – Director

AGENDA ITEM: 11.A.

MEETING DATE: March 24, 2021

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

SUBJECT: Public Hearing: Resolution No. R. 02-2021, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Establishing the Sewer User Charge and Taking Certain Other Actions Related Thereto

BACKGROUND:

Based on the Agency's financial requirements, the annual Sewer User Charge will increase 3.9% from \$223.07 to \$231.77, an increase of \$8.70 per equivalent dwelling unit, effective July 1, 2021. The increase reflects an increase in the Agency's revenue requirements driven by higher expenses. When compared with the 2018 Comprehensive Rate Study, the current rate adjustment is slightly higher (by approximately 1%) with the rate projected in the study due to higher operating expenses and a higher portion of debt service collected through rates.

FINANCIAL IMPACT:

The FY 2022 established rate, or Sewer User Charge, is used to calculate the Agency's FY 2022 rate revenues. The rate revenues are collected from the member agencies pursuant to the Payment and Collection Agreement dated August 2011, as amended.

RECOMMENDATION:

Approve Resolution

ATTACHMENT:

Resolution No. R. 02-2021

RESOLUTION NO. R 02-2021

**A RESOLUTION OF THE GOVERNING BOARD
OF THE BIG BEAR AREA REGIONAL WASTEWATER AGENCY
ESTABLISHING THE SEWER USER CHARGE AND TAKING CERTAIN
OTHER ACTIONS RELATING THERETO**

WHEREAS, the Big Bear Area Regional Wastewater Agency (“BBARWA”) is a joint powers authority that provides wholesale sewer service to customers within its service area, including the City of Big Bear Lake, the Big Bear City Community Services District (“Big Bear City CSD”), and Zone “B” of County Service Area 53 (“CSA 53 B”) (each a “Collecting Agency” and, collectively, the “Collecting Agencies”); and

WHEREAS, the Governing Board of BBARWA has been empowered to establish sewer rates and charges, including the Sewer User Charge (“User Charge”) to be imposed on the Collecting Agencies during the applicable fiscal year; and

WHEREAS, the costs of providing service have increased; and

WHEREAS, BBARWA previously retained the services of HDR Engineering, Inc. to develop recommendations and a comprehensive sewer rate study (“HDR Report”) regarding the amount for the User Charge in order to address BBARWA's increased costs of providing service, and a copy of the HDR Report is on file at BBARWA's administrative offices and available for public review, and staff has provided financial updates to the HDR Report that reflect higher costs than previously projected (collectively, the “Report”); and

WHEREAS, pursuant to Health and Safety Code Section 5471 and Government Code Section 61115(a), the Governing Board is empowered to prescribe and collect rates and charges for services and facilities furnished by BBARWA in connection with its sewerage system; and

WHEREAS, the Governing Board is required by BBARWA Operating Agreement No. 1 to present to each Collecting Agency a statement showing the amount of the User Charge to be collected for each Equivalent Dwelling Unit (“EDU”) during the ensuing fiscal year, as such term is defined in the Report, and it is therefore necessary that the Governing Board establish the amount of the User Charge to be so collected for the applicable fiscal year; and

WHEREAS, the proposed rates for the User Charge consist of a single charge, per EDU (referred to in this Resolution as the “Base Rate”), as set forth in the Report, to which the Collecting Agencies have agreed to apply adjustments to account for varying levels of demand on the sewer system by each Collecting Agency, as set forth in that certain Payment and Collection Agreement, dated as of August 23, 2011, by and among BBARWA and the Collecting Agencies, as has been amended from time to time (the “Agreement”); and

WHEREAS, as a result, the User Charge for certain Collecting Agencies will be higher than the Base Rate in the applicable fiscal year, and for others the User Charge will be lower than the Base Rate pursuant to the Agreement; and

WHEREAS, the Governing Board previously adopted its User Charge pursuant to Ordinance No. O. 01-2018 on April 25, 2018 (the “Ordinance”), in accordance with the HDR Report and based on the methodology described above, and since the time of adoption of the prior User Charge, certain costs of BBARWA have increased in amounts greater than projected under the HDR Report; and

WHEREAS, the Ordinance authorized BBARWA to make future adjustments to the User Charge by resolution, and pursuant to this Resolution, BBARWA seeks to increase the User Charge to reflect increased costs, as reflected by the Report; and

WHEREAS, pursuant to California Constitution article XIII C, section 1(e)(2), a fee or charge is a tax and subject to voter approval if it is imposed on a fee payer for a service and that service is provided to others who are not charged for the same service, or the fee exceeds the cost of providing the service; and

WHEREAS, wholesale sewer service fees, such as the User Charges, are fees for a service subject to California Constitution article XIII C, section 1(e)(2); and

WHEREAS, pursuant to California Constitution article XIII C, section 1(e), an agency imposing fees for wholesale sewer services has the burden of demonstrating that the amount of the fees imposed are no more than necessary to cover the reasonable costs of providing the wholesale sewer services, and that the manner in which those costs are allocated to a payer bear a fair or reasonable relationship to the payer’s burdens on, or benefits received from, the governmental activities provided; and

WHEREAS, based on the Report, the Governing Board has determined that the amount of the proposed User Charge, is no more than necessary to cover the reasonable costs of providing the wholesale sewer services, that the manner in which those costs are allocated to the Collecting Agencies bears a fair or reasonable relationship to each of the Collecting Agencies burden on, or benefit received from, BBARWA’s wholesale sewer service, and that the User Charge is not a property-related fee or fee imposed as an incident of property ownership; and

WHEREAS, in accordance with the California Environmental Quality Act (CEQA) and the CEQA Guidelines, BBARWA staff has determined that the increases in User Charges are exempt from CEQA pursuant to Section 15378 and Section 15273 of the CEQA Guidelines and Public Resources Code section 21080(b)(8) because: (i) the increased charges are for the purpose of meeting operational and maintenance expenses of the aforementioned services; and (ii) the charges constitute the creation of a funding mechanism/other governmental fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment; and

WHEREAS, the adoption of this Resolution is exempt from CEQA for the same reason;

NOW, THEREFORE, be it resolved by the Governing Board of the Big Bear Area Regional Wastewater Agency as follows:

1. Recitals. The recitals set forth above are true and correct and by this reference incorporated herein.

2. New User Charge Adopted. The Governing Board hereby adopts the User Charge in the maximum amount set forth below.

Collecting Agency	\$/EDU (effective July 1, 2021)
Base Rate	\$231.77
City of Big Bear Lake	\$240.24
Big Bear City CSD	\$224.88
CSA 53 B	\$220.61

The User Charge imposed on each Collecting Agency is determined in accordance with the provisions of the Agreement in order to fairly allocate the costs of BBARWA based on demand placed on the system by each Collecting Agency.

3. Amendment to Code of Regulations and Ordinances. Chapter 5.16.020 of the Big Bear Area Regional Wastewater Agency Code of Regulations and Ordinances is hereby amended in its entirety to read as follows:

“Chapter 5.16

USER CHARGES

5.16.020 User Charge.

BBARWA is authorized to adopt a User Charge for provision of wholesale sewer service. The rates for the User Charge may be adopted in accordance with applicable law, from time to time, by ordinance or resolution. BBARWA shall maintain a schedule of rates for its User Charge at its offices, and/or post such schedule of rates on the BBARWA website, and such schedule of rates for the User Charge shall be updated upon adoption and implementation of new or increased User Charges.

The User Charge imposed on each Collecting Agency is determined in accordance with the provisions of the Payment and Collection Agreement, dated as of August 23, 2011, by and among BBARWA and the Collecting Agencies, as has been amended from time to time in order to fairly allocate the costs of BBARWA based on demand placed on the system by each Collecting Agency.

The rates will be effective July 1 of each fiscal year with the member agencies receiving notice of the rate change by May 1 of the preceding fiscal year. The rate schedule represents the maximum rates that may be charged by the Agency, and in any given year, may be reduced by Governing Board action.”

4. Amendments to User Charges. On or before adoption of BBARWA's annual budget, or at any other appropriate time, the Governing Board may review the amount of the User Charge that will be effective for the upcoming fiscal year and may exercise its authority to take action in regard to said User Charge. Such action may include, without limitation, establishing a reduced amount for the User Charge than the amount set forth in Section 2 above for the applicable fiscal year. In the event the Governing Board does not take any such action, the amount of the User Charge set forth in Section 2 above shall remain in effect for the applicable fiscal year.

5. Relationship Between Costs and User Charges. By adoption of this Resolution, the Governing Board finds that the amount of the User Charge is no more than necessary to cover the costs of providing wholesale sewer service, and that the manner in which those costs are allocated bears a fair or reasonable relationship to burdens on, or benefits received from, BBARWA's wholesale sewer service activities. This relationship is more fully documented in the Report. The new User Charge shall not be used for any other purpose than that for which the new User Charge is imposed. The new User Charge is not imposed upon real property or upon persons as an incident of property ownership. The User Charge is imposed only as a condition of service upon the request of the Collecting Agency. As documented in the Report, the User Charge is based upon reasonable estimates of the demand placed upon BBARWA in its role as a provider of regional wholesale sewer services.

6. Validity. If any provision of this Resolution or the application thereof to any person or circumstance is held invalid, including any portion of the User Charge adopted herein, such invalidity shall not affect other provisions or applications of this Resolution, including any portion of the fee not held invalid, and to this end the provisions of this Resolution are declared to be severable.

7. Prior Rates. All ordinances, resolutions or administrative actions by the Governing Board, or parts thereof that are inconsistent with any provision of this Resolution, are hereby superseded only to the extent of such inconsistency.

8. Effective Date. This Resolution shall be effective immediately. The increased rates for the User Charges set forth herein shall become effective as authorized herein.

ADOPTED, this 24th day of March, 2021.

James Miller, Chair of the Governing Board of the
Big Bear Area Regional Wastewater Agency

ATTEST:

I, Karyn Oxandaboure, Secretary of the Big Bear Area Regional Wastewater Agency, DO HEREBY CERTIFY, that the foregoing Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency, being Resolution No. R. 02-2021, was duly adopted at a regular meeting of the Governing Board held on the 24th day of March 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Karen Oxandaboure, Secretary of the Governing Board
of the Big Bear Area Regional Wastewater Agency



Big Bear Area Regional

Wastewater Agency

Jim Miller – Chair

Rick Herrick – Vice Chair

Karyn Oxandaboure – Secretary

David Caretto – Director

John Green – Director

AGENDA ITEM: 11.B.

MEETING DATE: March 24, 2021

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

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

REVIEWED BY: Jennifer McCullar, Finance Manager

SUBJECT: Public Hearing: Resolution No. R. 04-2021, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency to Increase the Current Fee Schedule for the Disposal of Waste Delivered to the Regional Treatment Plant

BACKGROUND:

The Agency modified the waste disposal fee schedule in FY 2018. The fees were reviewed as part of the 2018 Comprehensive Sewer Rate Study. It was recommended that future adjustments in waste disposal fees be consistent with the timing and percentage change in the Sewer User Charge. The proposed rates for FY 2022 are as follows (rate is per 1,000 gallons):

Waste Type	FY 2021	FY 2022
Chemical Toilet	\$65.99	\$68.56
Holding Tank	\$7.02	\$7.29
Septic Tank	\$78.97	\$82.05
% Change	2.9%	3.9%

FINANCIAL IMPACT:

Waste disposal fee revenue averages approximately \$22,000 annually and represents approximately 0.4% of the Agency's overall revenues. Rates charged for waste disposal are designed to equal the Agency's cost to treat it.

RECOMMENDATION:

Approve Resolution

ATTACHMENT:

Resolution No. R 04-2021

RESOLUTION NO. R. 04-2021

A RESOLUTION OF THE GOVERNING BOARD OF THE BIG BEAR AREA REGIONAL WASTEWATER AGENCY TO INCREASE THE CURRENT FEE SCHEDULE FOR THE DISPOSAL OF WASTE DELIVERED TO REGIONAL TREATMENT PLANT

WHEREAS, the Big Bear Area Regional Wastewater Agency (“BBARWA”) is a joint powers agency created under Government Code sections 6500 *et seq.* to exercise specified common powers of the member agencies for the purpose of constructing, maintaining and operating a regional system for the treatment and disposal of sewage and wastewater for the entire Big Bear Valley area (“Regional System”); and

WHEREAS, the Regional System is operated by BBARWA pursuant to the Waste Discharge Requirements and/or National Pollution Discharge Elimination System permits issued to BBARWA by a California Regional Water Quality Control Board in conformity with sections 13263, 13377, and 13523 of the California Water Code and Title 40 CFR Part 403 of the Clean Water Act; and

WHEREAS, Title 7 of the BBARWA Code of Resolutions and Ordinances (“BBARWA Code”) provides uniform rules for the regulation of wastewater discharges by establishing terms, limits, conditions, and permits for discharges, whether from existing, new or increased pollutant contributions, to provide for equitable distribution of BBARWA’s and collecting agencies’ costs, and to provide procedures for complying with requirements placed upon BBARWA and collecting agencies by local, state and federal regulations (BBARWA Code 7.040.020 A); and

WHEREAS, Section 7.24.090 (A) of the BBARWA Code requires in part that “[a]ll domestic waste haulers discharging sanitary waste to BBARWA’s regional treatment plant pay applicable fees related to said discharge” (“Waste Disposal Fee”); and

WHEREAS, the costs of operating and maintaining the regional treatment plant have increased, resulting in the need for a Waste Disposal Fee increase in order to recover and fairly allocate BBARWA’s costs; and

WHEREAS, BBARWA retained the services of HDR Engineering, Inc. in order to develop recommendations and a Comprehensive Sewer Rate Study (the “HDR Report”). A copy of the HDR Report dated February 2018 is on file at BBARWA’s administrative offices and is available for public review; and

WHEREAS, since the time of the HDR Report, costs for providing the services for which the Waste Disposal Fee is collected have increased in amounts higher than projected, as documented in BBARWA’s FY 2022 Budget and which updates the HDR Report (the HDR Report, as updated with current data, the “Report”), which data is available for inspection at the BBARWA administrative offices; and

WHEREAS, the Governing Board previously adopted its Waste Disposal Fee pursuant to Ordinance No. O. 04-2018 on April 25, 2018 (the “Ordinance”), in accordance with the HDR Report; and

WHEREAS, the Ordinance authorized BBARWA to make future adjustments to the Waste Disposal Fee by resolution, and pursuant to this Resolution, BBARWA seeks to increase the Waste Disposal Fee to reflect increased costs, as reflected by the Report; and

WHEREAS, section 5741 of the Health and Safety Code and Government Code sections 54344-54358, and Government Code Section 61000 *et seq.*, authorize the Governing Board to prescribe and collect rates and charges for services and facilities furnished by BBARWA in connection with its sewerage system; and

WHEREAS, following the Report’s recommendations, the Governing Board finds it necessary to revise the current “fee for discharge” as defined in Section 7.24.090 (B) of the BBARWA Code while using the same formula for Equivalent Dwelling Units (EDU) as such term is defined in the Report; and

WHEREAS, notice of public hearing has been given in compliance with Government Code section 66018; and

WHEREAS, pursuant to California Constitution article XIII C, section 1(e)(2), a fee or charge is a tax and subject to voter approval if it is imposed on a fee payer for a service and that service is provided to others who are not charged for the same service, or the fee exceeds the cost of providing the service; and

WHEREAS, Waste Disposal Fees are fees for a service subject to California Constitution article XIII C, section 1(e)(2); and

WHEREAS, pursuant to California Constitution article XIII C, section 1(e), BBARWA has the burden of demonstrating that the amount of the Waste Disposal Fees imposed is no more than necessary to cover the reasonable costs of providing discharge services, and that the manner in which those costs are allocated to a payer bear a fair or reasonable relationship to the payer’s burdens on, or benefits received from, the governmental activities provided; and

WHEREAS, the Governing Board has determined that: (1) the proposed Waste Disposal Fees do not exceed the estimated reasonable cost of the services and facilities for which the Waste Disposal Fees will be imposed; (2) the allocation of those costs bear a fair or reasonable in relationship to the burdens on, or benefits that those who pay the Waste Disposal Fees will receive from such services and facilities; (3) the proposed Waste Disposal Fees are imposed for public facilities in existence at the time the Waste Disposal Fees are imposed or for new facilities to be acquired or constructed in the future that are of proportional benefit to the person or property being charged; and

WHEREAS, in accordance with the California Environmental Quality Act (CEQA) and the CEQA Guidelines, BBARWA staff has determined that the increases in Waste Disposal Fees are exempt from CEQA pursuant to Section 15378 and Section 15273 of the CEQA Guidelines and Public Resources Code section 21080(b)(8) because: (i) the increased charges are for the purpose of meeting operational and maintenance expenses of the aforementioned services; and (ii) the charges constitute the creation of a funding mechanism/other governmental fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment; and

WHEREAS, the adoption of this Resolution is similarly exempt from CEQA.

NOW, THEREFORE, the Governing Board of the Big Bear Area Regional Wastewater Agency hereby resolves as follows:

1. Recitals. The recitals set forth above are true and correct and by this referenced incorporated herein.
2. Adoption of Waste Disposal Fee. The Governing Board hereby adopts the Waste Disposal Fees in the maximum amounts and on the dates set forth below, measured in \$/1,000 gallons:

	July 1, 2021
Chemical Toilet	\$68.56
Holding Tank	\$ 7.29
Septic Tank	\$82.05

The treatment and disposal costs shall be prorated for discharges less than or in excess of 1,000 gallons.

3. Amendment to BBARWA Code. Section 7.24.090 of the BBARWA Code is hereby replaced in its entirety, to read as follows:

“Section 7.24.090 Fee for discharge

A. All domestic waste haulers discharging sanitary waste to the Agency’s regional treatment plant shall pay all applicable fees relating to said discharge. Failure to pay any applicable fee on a timely basis after billing by the Agency may result in suspension of the domestic waste hauler’s DWH permit.

B. For discharge, treatment, and disposal of sanitary waste, a domestic waste hauler shall pay a fee to the Agency to compensate the Agency for the costs of discharge, treatment, and disposal for various types of sanitary waste (measured in dollars per 1,000 gallons). The “fee for discharge” shall be posted on BBARWA’s website and/or available for inspection at the administrative offices of BBARWA. The treatment and

disposal costs shall be prorated for discharges less than or in excess of 1,000 gallons.

C. All domestic waste haulers will be required to submit an annual fee for the base cost of monitoring, as set forth on BBARWA's schedule of rates."

4. Findings. The Governing Board finds that there is a reasonable relationship between the amount of the Waste Disposal Fee and the cost of providing the service for which the Waste Disposal Fee is charged. This relationship is more fully documented in the Report. The Waste Disposal Fee shall not be used for any other purpose than that for which the Waste Disposal Fee is imposed. The Waste Disposal Fee is not imposed upon real property or upon persons as an incident of property ownership. The Waste Disposal Fee is imposed only as a condition of service upon the requesting of the Collecting Agency. The Waste Disposal Fee is based on reasonable estimates of the demand placed upon BBARWA in its role as a provider of regional wastewater services.

5. Prior Rates. All ordinances, resolutions or administrative actions by the Governing Board, or parts thereof that are inconsistent with any provision of this Resolution, are hereby superseded only to the extent of such inconsistency.

6. Validity. If any provision of this Resolution or the application thereof to any person or circumstance is held invalid, including any portion of the fee adopted herein, such invalidity shall not affect other provisions or applications of this Resolution, including any portion of the fee not held invalid, and to this end the provisions of this Resolution are declared to be severable.

7. Effective Date. This Resolution shall take effect immediately. The Waste Disposal Fees shall take effect as authorized herein.

ADOPTED, this 24th day of March, 2021.

James Miller, Chair of the Governing Board
of the Big Bear Area Regional Wastewater Agency

ATTEST:

I, Karyn Oxandaboure, Secretary of the Big Bear Area Regional Wastewater Agency, DO HEREBY CERTIFY, that the foregoing Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency, being Resolution No. R. 04-2021, was duly adopted at a regular meeting of the Governing Board held on the 24th day of March 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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



Big Bear Area Regional
Wastewater Agency
Jim Miller – Chair
Rick Herrick – Vice Chair
Karyn Oxandaboure – Secretary
David Caretto – Director
John Green – Director

AGENDA ITEM: 11.C.

MEETING DATE: March 24, 2021

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

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

REVIEWED BY: Jennifer McCullar, Finance Manager

SUBJECT: Resolution No. R. 03-2021, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Clarifying the Fiscal Year 2022 Sewer Standby or Immediate Availability Charges

BACKGROUND:

Annually, the Governing Board establishes standby fees for the upcoming fiscal year. Standby fees are charged to owners of vacant or improved parcels of real property located within 200 feet of a member agency's sewer main, but which are not connected to the public sewer system. These fees are used to maintain the regional system in an immediately available state. Standby fees for FY 2022 remain unchanged and are charged based upon parcel size, as follows:

Parcel Size	Amount
≤ 1 acre	\$20
> 1 acre	\$30

FINANCIAL IMPACT:

During FY 2022, the member agencies will collect the standby fee and submit such standby fee revenue to BBARWA.

RECOMMENDATION:

Approve Resolution

ATTACHMENT:

Resolution No. R. 03-2021

RESOLUTION NO. R. 03-2021

**A RESOLUTION OF THE GOVERNING BOARD
OF THE BIG BEAR AREA REGIONAL WASTEWATER AGENCY
CLARIFYING THE FISCAL YEAR 2022 SEWER STANDBY OR IMMEDIATE
AVAILABILITY CHARGES**

WHEREAS, the Governing Board desires to clarify the sewer standby or immediate availability charges contained in Ordinance No. O. 03-2018; and

WHEREAS, the sewer standby or immediate availability charges are not being increased or extended beyond levels previously approved in accordance with article XIII D of the California Constitution. This Resolution only clarifies that the standby or immediate availability charges previously approved shall continue to be imposed in the same manner, and at the same amounts, as in previous years.

NOW, THEREFORE, the Governing Board of the Big Bear Area Regional Wastewater Agency hereby resolves as follows:

1. Recitals. The recitals set forth above are true and correct and by this reference incorporated herein.

2. Amount of Standby Charges. The Governing Board does hereby clarify and confirm that the rates for the sewer standby charges or immediate availability charges (hereinafter “standby charge”) are not increasing beyond levels previously adopted in accordance with article XIII D of the California Constitution. The Governing Board hereby clarifies and confirms that such standby charges shall continue to be imposed in the same manner, and at the same amounts, as in previous years, as follows: Owners of parcels of real property which are an acre or less in size shall pay a standby charge in the amount of \$20.00, and owners of parcels of real property which are more than an acre shall pay a standby charge in the amount of \$30.00.

3. Amendment to Code of Regulations and Ordinances. Chapter 5.20 of the Big Bear Area Regional Wastewater Agency Code of Regulations and Ordinances is hereby amended to read as follows:

“Chapter 5.20

SEWER STANDBY OR IMMEDIATE AVAILABILITY CHARGES

Sections:

5.20.010 Properties subject to charges.

5.20.020 Amount of charges.

5.20.030 Collection

5.20.040 Credit against connection fee.

5.20.010 Properties subject to charges.

This Governing Board is authorized to prescribe sewer standby or immediate availability charges (hereinafter "standby charge") for each applicable fiscal year ending June 30 of such year, by resolution or ordinance, in the amounts specified in such resolution or ordinance, to be paid by the owners of all vacant parcels of real property which are located within 200 feet of a sewer main of the public sewer system of either the Big Bear City Community Services District or the City of Big Bear Lake or the public sewer system within Improvement Zone "B" of San Bernardino County Service Area 53 and by the owners of all improved parcels of real property which are so located but not connected to the public system. Such standby charges shall be collected from all owners of vacant parcels of real property which are so located and which are vacant as of July 1, 2021 and from all owners of improved parcels of real property which are so located and which are not connected to the public sewer system as of said date; provided, however, that owners of parcels of real property which are used primarily for public parking areas shall not be required to pay such a standby charge. The term "parcel of real property" means a parcel to which the County Assessor of the County of San Bernardino has assigned a separate assessor's parcel number, whether such parcel consists of a single lot or parcel or combination of lots or parcels.

5.20.020 Amount of charges.

The standby charge shall be due in the amounts set forth on the most recently adopted schedule of standby charges, which schedule shall be on file in the administrative offices of BBARWA, and posted on the BBARWA website.

5.20.030 Collection.

Such standby charges shall be collected by the Big Bear City Community Services District, the City of Big Bear Lake, and the County of San Bernardino from all owners of parcels of real property within their respective service area, the service area of said County being the territory within Improvement Zone "B" of San Bernardino County Service Area 53, whose parcels are subject to such charges, and shall be remitted by said District, City and County to the Agency on or before December 31, 2021 (fifty percent of such charges) and April 30, 2022 (fifty percent of such charges). Said District, City and County are hereby designated as and shall be the agents of the Agency for purposes of collecting such standby charges and shall have and exercise all powers which could be exercised by the Agency with respect to the collection of such charges.

5.20.040 Credit against connection fee.

Any owner of a parcel of real property who pays a standby charge and who later during said fiscal year makes application to connect to the public sewer system a home or business establishment which is located upon the parcel of real property for which such standby charge was paid, shall receive a credit against the connection fee, if any is due, in the amount of such standby charge."

3. Validity. If any provision of this Resolution or the application thereof to any person or circumstance is held invalid, including any portion of the standby charges confirmed and continued herein, such invalidity shall not affect other provisions or applications of this Resolution, including any portion of the standby charges not held invalid, and to this end the provisions of this Resolution are declared to be severable.

4. Prior Rates. All ordinances, resolutions or administrative actions by the Governing Board, or parts thereof that are inconsistent with any provision of this Resolution, are hereby superseded only to the extent of such inconsistency.

5. Effective Date. This Resolution shall become effective immediately. The rates for the standby charges set forth herein shall become effective as authorized herein.

ADOPTED, this 24th day of March, 2021.

James Miller, Chair of the Governing Board
of the Big Bear Area Regional Wastewater Agency

ATTEST:

I, Karyn Oxandaboure, Secretary of the Big Bear Area Regional Wastewater Agency, DO HEREBY CERTIFY, that the foregoing Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency, being Resolution No. R. 03-2021, was duly adopted at a regular meeting of the Governing Board held on the 24th day of March 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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



Big Bear Area Regional
Wastewater Agency
Jim Miller – Chair
Rick Herrick – Vice Chair
Karyn Oxandaboure – Secretary
David Caretto – Director
John Green – Director

AGENDA ITEM: 11.D.

MEETING DATE: March 24, 2021

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

SUBJECT: Public Hearing: Resolution No. R. 01-2021, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Adopting the Operating and Capital Budget for Fiscal Year 2022, Approving Budgeted Projects and Finding Approval of the Budget and Budgeted Projects Exempt from Review Under the California Environmental Quality Act

BACKGROUND:

Pursuant to the Agency's Appropriation and Expenditure policy, the Agency will annually prepare a balanced budget for review, approval and adoption prior to May 1st.

On February 24, 2021, a budget workshop was held wherein the Governing Board reviewed and discussed the Agency's proposed FY 2022 Budget and five-year forecast. There have been no changes to the proposed budget since the budget workshop.

Information pertaining to finding approval of the budget and budgeted projects exempt from review under CEQA is an attachment to this staff report.

FINANCIAL IMPACT:

The FY 2022 Budget will provide appropriations for the fiscal year ending June 30, 2022.

RECOMMENDATION:

Approve Resolution No. R. 01-2021, approve the eleven minor activities described in the CEQA attachment and direct staff to file a CEQA Notice of Exemption, as set forth in the attached Board resolution.

ATTACHMENTS:

- The California Environmental Quality Act (CEQA) – Projects exempt from CEQA
- Resolution No. R. 01-2021
- Notice of Exemption (map attachment)

The California Environmental Quality Act:

As in past years, the 2022 Fiscal Year Budget sets financial priorities for BBARWA and authorizes staff to expend funds on the pursuit of certain projects. This year, the specific projects identified within the Budget involve in-kind equipment replacement, and minor repairs and maintenance actions to existing facilities. Specifically, the minor projects identified in the Budget before the Board include: (1) repairing the Cactus Flats section of outfall pipeline; (2) replacing the RAS flow meter; (3) rebuilding LPS Pump 3; (4) replacing the Ultra Pure Water Dispenser; (5) replacing the existing multi-functional copier (6) replacing the LPS generator and fuel system; (7) replacing the dump truck; (8) replacing the electric utility cart; (9) replacing the scum and tank drain pump; (10) rebuilding Auxiliary Pump 3; and (11) rehabilitation of the grit system (collectively, “Proposed Approvals”).

Based on the minor nature of these proposed activities, and as described in greater detail in the proposed Board Resolution, staff is recommending that the Board find that the adoption of the Budget and approval of the above-described projects are exempt from environmental review under CEQA. Staff would return to the Board for further Board authorization as to any major projects outside of these minor improvements or if the nature and scope of these proposed activities changes in any significant way.

Specifically, staff recommend that the Board find that the Budget is not a “project” under State CEQA Guidelines section 15378 because there is no potential that approval of the Budget will result in either a direct physical change or reasonably foreseeable indirect change in the environment. In the alternative, and even assuming the FY 2022 Budget is a “project” within the meaning of CEQA, the Budget is nonetheless exempt from CEQA review pursuant to State CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that approval of the Budget has no potential for direct physical impacts to the environment.

Likewise, each of the eleven minor activities identified in the Budget are exempt, both individually and in the aggregate, for the same reasons as the Budget. Finally, each of the above proposed activities are also exempt from CEQA, because the activities merely involve the in-kind replacement of existing facilities, and minor repair/maintenance of facilities that already exist, or the installation of small new equipment and facilities in small structures—all of which are exempt under State CEQA Guidelines section 15301, 15302, 15303, and 15311 as set forth in the proposed Board Resolution.

Thus, staff recommends that the Board adopt the Budget, approve the eleven minor activities described above, and direct staff to file a CEQA Notice of Exemption, as set forth in the attached Board resolution.

RESOLUTION NO. R. 01-2021

A RESOLUTION OF THE GOVERNING BOARD OF THE BIG BEAR AREA REGIONAL WASTEWATER AGENCY ADOPTING THE OPERATING AND CAPITAL BUDGET OF THE BIG BEAR AREA REGIONAL WASTEWATER AGENCY FOR FISCAL YEAR 2022, APPROVING BUDGETED PROJECTS, AND FINDING APPROVAL OF THE BUDGET AND BUDGETED PROJECTS EXEMPT FROM REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

WHEREAS, the Big Bear Area Regional Wastewater Agency (“BBARWA” or “Agency”), established in 1974, is a public agency formed to transport, treat and dispose of wastewater for the entire Big Bear Valley area residents and businesses; and

WHEREAS, the purpose of BBARWA, pursuant to its Joint Powers Agreement, is to create an agency that will acquire, construct, install, maintain, and operate a regional system for the treatment and disposal of sewage and wastewater for the entire Big Bear Valley area; and

WHEREAS, to fulfill this purpose, it is necessary that BBARWA’s Governing Board (“Board”) adopt a budget for the Agency for the 2022 Fiscal Year; and

WHEREAS, staff evaluated the estimated budgetary needs for the Agency for the 2022 Fiscal Year and prepared a budget proposal, which includes funding for eleven potential future projects to maintain or replace existing equipment or to purchase small equipment, including: (1) repairing the Cactus Flats section of outfall pipeline; (2) replacing the RAS flow meter; (3) rebuilding LPS Pump 3; (4) replacing the Ultra Pure Water Dispenser; (5) replacing the existing multi-functional copier (6) replacing the LPS generator and fuel system; (7) replacing the dump truck; (8) replacing the electric utility cart; (9) replacing the scum and tank drain pump; (10) rebuilding Auxiliary Pump 3; and (11) rehabilitation of the grit system (collectively, “Proposed Approvals”).

WHEREAS, staff evaluated the Proposed Approvals in light of the standards for environmental review outlined in the California Environmental Quality Act (Pub. Resources Code, §§ 21000 et seq.) and the California Code of Regulations (Cal. Code Regs., tit. 14, §§ 15000 et seq.) (“State CEQA Guidelines”); and

WHEREAS, as to each of the Proposed Approvals, staff evaluated the proposals and determined that each proposal, as well as the proposals in the aggregate, would not constitute a project within the meaning of State CEQA Guidelines section 15378; and

WHEREAS, even assuming each of the Proposed Approvals constitute a project within the meaning of CEQA, staff have evaluated each proposal and determined that each, individually and in the aggregate, would be exempt from CEQA review pursuant to one or more

of the following sections of the State CEQA Guidelines: 15061(b)(3), 15301, 15302, 15303, and 15311; and

WHEREAS, on March 24, 2021, at a regularly scheduled meeting, the Board considered staff’s proposed budget and staff report, and accepted any oral and written testimony from interested parties; and

WHEREAS, having reviewed and considered the information contained in the Proposed Approvals, together with the staff report, all comments made at the meeting, and all other information before the Board, the Board has determined that the Proposed Approvals are not subject to environmental review under CEQA; and

WHEREAS, the proposed budget is attached hereto as Exhibit “A”; and

WHEREAS, all other legal prerequisites to the adoption of this Resolution have occurred.

NOW, THEREFORE, THE GOVERNING BOARD OF THE BIG BEAR AREA REGIONAL WASTEWATER AGENCY DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Compliance with the California Environmental Quality Act and Findings on Environmental Impacts. The Board hereby finds and determines that the approval by the Board of the Annual Budget for the 2022 Fiscal Year (“FY 2022 Budget” or “Budget”) is not a project pursuant to CEQA. Specifically, the Board finds that approval of the FY 2022 Budget is not a project under State CEQA Guidelines section 15378 because there is no potential that approval of the Budget will result in either a direct physical change or reasonably foreseeable indirect change in the environment. In the alternative, and assuming the FY 2022 Budget is a project within the meaning of CEQA, the Board finds that the Budget is nonetheless exempt from CEQA review pursuant to State CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that approval of the Budget has no potential for direct physical impacts to the environment.

Additionally, and even if the Budget and related Proposed Approvals are a CEQA “project,” they are still categorically exempt from further environmental review pursuant to State CEQA Guidelines, §§ 15301, 15302, 15303, and 15311 because the Budget and the Proposed Approvals involve:

- the operation, repair, maintenance, or minor alteration of existing public structures, facilities, or mechanical equipment that will result in negligible or no expansion of use beyond that existing today, such that the Proposed Approvals are categorically exempt from CEQA pursuant to State CEQA Guidelines §15301;
- the replacement or reconstruction of existing structures and facilities, which will be located on the same site have substantially the same purpose and capacity as the structure or facility replaced, such that the Proposed Approvals are categorically exempt from CEQA pursuant to State CEQA Guidelines § 15302;

- the construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure, such that the Proposed Approvals are categorically exempt from CEQA pursuant to State CEQA Guidelines § 15303; and
- the construction or replacement of minor structures accessory to (appurtenant to) existing institutional facilities, such that the Proposed Approvals are categorically exempt from CEQA pursuant to State CEQA Guidelines § 15311.

Finally, the Board finds that none of the “exceptions” to the use of the categorical exemptions exist pursuant to State CEQA Guidelines § 15300.2. Specifically, the Board finds that none of the Proposed Approvals will:

- be located within or adjacent to a particularly sensitive environment, because all of the Proposed Approvals will occur within BBARWA’s existing facilities or in areas already fully developed with existing facilities;
- result in a potentially significant cumulative impact, because all of the Proposed Approvals are intended to maintain the existing system and existing services rather than to introduce new facilities which may result in cumulative impacts;
- result in a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances, because the Proposed Approvals are exactly the type of minor repair and replacement actions commonly required for the ongoing maintenance of public infrastructure and thus do not present any “unusual circumstances”;
- result in damage to scenic resources, including but not limited to, trees, historic buildings, rock outcroppings, or similar resources, within a highway officially designated as a state scenic highway; or
- be located on a hazardous waste site included on any list compiled pursuant to § 65962.5 of the Government Code.

SECTION 2. Approval and Adoption of the Annual Budget for Fiscal Year 2022.

The Board hereby approves and adopts the FY 2022 Budget, a copy of which has been provided to each Board member. By approving the Budget, the Board hereby also approves each of the eleven minor projects recommended by staff, including: (1) repairing the Cactus Flats section of outfall pipeline; (2) replacing the RAS flow meter; (3) rebuilding LPS Pump 3; (4) replacing the Ultra Pure Water Dispenser; (5) replacing the existing multi-functional copier (6) replacing the LPS generator and fuel system; (7) replacing the dump truck; (8) replacing the electric utility cart; (9) replacing the scum and tank drain pump; (10) rebuilding Auxiliary Pump 3; and (11) rehabilitation of the grit system.

SECTION 3. Execution of Resolution. The Chairperson of the Board shall sign this Resolution and the Secretary of the Board shall certify this Resolution was duly and properly adopted by the Board.

SECTION 4. Notice of Exemption. The Board hereby directs staff to file a Notice of Exemption with the San Bernardino County Clerk within five (5) working days of the adoption of this resolution.

SECTION 5. Location of Documents. The documents and materials that constitute the record of proceedings on which these findings have been based are located at BBARWA's office located at 121 Palomino Drive, Big Bear City, California 92314. The custodian for these records is the General Manager of BBARWA.

SECTION 6. Certified Copies. Certified copies of this Resolution and copies of said budget shall be delivered to the County of San Bernardino on behalf of County Service Area 53B, the Big Bear City Community Services District, and the City of Big Bear Lake.

PASSED, ADOPTED, AND APPROVED this 24th day of March, 2021.

James Miller, Chair of the Governing Board of the
Big Bear Area Regional Wastewater Agency

ATTEST:

I, Karyn Oxandaboure, Secretary of the Governing Board of the Big Bear Area Regional Wastewater Agency, DO HEREBY CERTIFY that the foregoing Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency adopting the Fiscal Year 2022 Operating and Capital Budget, being Resolution No. R. 01-2021, was adopted at a regular meeting on March 24, 2021 of said Agency by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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

EXHIBIT A
 FY 2022 Budget
 STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
 For the Period Ending June 30, 2022

	Budget <u>FY 2022</u>
Operating Revenues:	
Annual Charges	\$5,845,163
Standby Charges	79,220
Rental Income	53,386
Waste Disposal	21,691
Other Revenue	<u>0</u>
Total Operating Revenues	5,999,460
Operating Expenses:	
Salaries and Benefits	2,664,027
Power	463,514
Sludge Removal	319,488
Chemicals	83,557
Materials and Supplies	133,744
Repairs and Replacements	238,275
Equipment Rental	854
Utilities Expense (other than power)	30,388
Communications Expense	55,592
Contractual Services - Other	94,563
Contractual Services - Professional	176,716
Permits and fees	208,484
Property Tax Expense	4,016
Insurance	229,214
Other Operating Expense	60,613
Depreciation Expense	<u>905,147</u>
Total Operating Expenses	5,668,192
Operating Income	331,268
Nonoperating Income	
Gain (loss) on asset disposition	0
Finance Charge Income	0
Interest Income	10,171
Other Nonoperating Income	513,874
Nonoperating income	<u>524,045</u>
Nonoperating Expense	
Other Expense	435,605
Interest Expense	<u>110,916</u>
Nonoperating expense	546,521
Income before Contributions	308,792
Connection Fees	<u>188,100</u>
Change in Net Position	\$496,892

EXHIBIT A, CONT.
 FY 2022 Budget
 STATEMENT OF CASH FLOWS
 For the Period Ending June 30, 2022

	<u>Budget</u> <u>FY 2022</u>
Cash from operating activities:	
Operating Income (Loss)	\$331,268
Depreciation expense	905,147
Change in Working Capital	<u>(2,989)</u>
Net cash provided by op activities	1,233,426
Cash from noncapital financing:	
Payment of pension related debt/liability	(149,892)
Cash from capital and related financing:	
Interagency expense	(430,577)
Capital Expenditures	(1,245,988)
Proceeds from Asset Disposition	0
Connection Fee (Capital Contrib)	188,100
Proceeds from Debt Issuance, Grants	513,874
Debt Service:	
Interest Expense	(110,916)
Principal Debt Amortization	<u>(398,160)</u>
Total Debt Service	<u>(509,076)</u>
Net cash used for cap and related financing	(1,483,667)
Cash from investing:	
(Increase) Decrease in Other Assets	0
Other Proceeds	0
Interest Income	10,171
Proceeds from the Sale of Investment	<u>0</u>
Net cash from investing	10,171
NET CHANGE IN CASH	(\$389,962)
Beginning Cash Balance	\$5,908,187
Ending Cash Balance	<u>5,518,225</u>
Change in Cash Balance	(\$389,962)

EXHIBIT A, CONT.
 FY 2022 Budget
 CAPITAL EXPENDITURES
 For the Period Ending June 30, 2022

	Budget <u>FY 2022</u>
EFFLUENT DISPOSAL ASSETS	
Outfall Line - Cactus Flats Repairs	<u>\$85,000</u>
Total effluent disposal assets	85,000
FLOW MEASURING DEVICES	
RAS Flow Meter	<u>15,289</u>
Total flow measuring devices	15,289
INTERCEPTOR SYSTEM	
Pumping Equipment - Pump 3, Flygt 150 HP Rebuild	<u>52,839</u>
Total interceptor system	52,839
OTHER EQUIPMENT	
Laboratory	
Ultra Pure Water Dispenser	5,568
Office Equipment	
Copier	<u>15,654</u>
Total other equipment	21,222
POWER GENERATING EQUIPMENT	
Lake Pump Station Generator and Fuel System	<u>152,213</u>
Total power generating equipment	152,213
TRANSPORTATION EQUIPMENT	
Vehicles	
1989 Dump Truck Replacement	94,493
2002 Electric Utility Cart Replacement	<u>25,000</u>
Total transportation equipment	119,493
TREATMENT PLANT	
Pumping Equipment	
Scum and Tank Drain Pump	18,318
Auxillary Pump 3	38,003
Treatment Equipment	
Grit System Rehabilitation Project Management	43,611
Grit System Rehabilitation	<u>700,000</u>
Total treatment plant	799,932
TOTAL	<u>\$1,245,988</u>

NOTICE OF EXEMPTION

<p>TO: Office of Planning and Research P. O. Box 3044, Room 212 Sacramento, CA 95812-3044</p> <p><input checked="" type="checkbox"/> Clerk of the Board of Supervisors County of San Bernardino 385 North Arrowhead Avenue, 2nd Fl. San Bernardino, CA 92415</p> <p>or</p> <p><input type="checkbox"/> County Clerk</p>	<p>FROM: Big Bear Area Regional Wastewater Agency P.O. Box 517 121 Palomino Dr. Big Bear City, CA 92314 Phone: (909) 584-4018</p>
<p>Project Title:</p>	<p>Adoption of the Annual Budget for Fiscal Year 2022 and Approval of Minor Repair Maintenance Activities</p>
<p>Project Location – Identify street address and cross streets or attach a map showing project site (preferably a USGS 15’ or 7 1/2’ topographical map identified by quadrangle name):</p>	<p>Big Bear Area Regional Wastewater Agency service area (see attached map)</p>
<p>a) Project Location – City:</p>	<p>Big Bear City</p>
<p>Project Location – County:</p>	<p>County of San Bernardino</p>
<p>Description of nature, purpose, and beneficiaries of Project:</p>	<p>Adoption of the annual budget for Fiscal Year 2022 (the “Budget”), which includes funding and approval for eleven projects to maintain or replace existing equipment or purchase small equipment, including: (1) repairing the Cactus Flats section of outfall pipeline; (2) replacing the RAS flow meter; (3) rebuilding LPS Pump 3; (4) replacing the Ultra Pure Water Dispenser; (5) replacing the existing multi-functional copier (6) replacing the LPS generator and fuel system; (7) replacing the dump truck; (8) replacing the electric utility cart; (9) replacing the scum and tank drain pump; (10) rebuilding Auxiliary Pump 3; and (11) rehabilitation of the grit system (collectively, “Proposed Approvals”).</p>
<p>Name of Public Agency approving project:</p>	<p>Big Bear Area Regional Wastewater Agency</p>
<p>Name of Person or Agency undertaking the project, including any person undertaking an activity that receives financial assistance from the Public Agency as part of the activity or the person receiving a lease, permit, license, certificate, or other entitlement of use from the Public Agency as part of the activity:</p>	<p>Big Bear Area Regional Wastewater Agency P.O. Box 517 121 Palomino Dr. Big Bear City, CA 92314 Phone: (909) 584-4018</p>
<p>Exempt status: (check one)</p>	
<p><input type="checkbox"/> Ministerial project.</p>	
<p><input checked="" type="checkbox"/> Not a project. State CEQA Guidelines § 15378</p>	
<p><input type="checkbox"/> Emergency Project.</p>	
<p><input checked="" type="checkbox"/> Categorical Exemption. State type and class number:</p>	<p>State CEQA Guidelines §§ 15301 [Repair and Maintenance of Existing Facilities]; 15302 [Replacement or Reconstruction of Existing Facilities]; 15303 [New Construction or Conversion of Small Structures]; and 15311 [Accessory Structures].</p>

<input type="checkbox"/>	Declared Emergency.	
<input type="checkbox"/>	Statutory Exemption. State Code section number:	
<input checked="" type="checkbox"/>	Other. Explanation:	State CEQA Guidelines § 15061(b)(3)
Reason why project was exempt:		<p>The March 24, 2021 approval of the Budget and Proposed Approvals is not a CEQA “project,” because the Budget and Proposed Approvals will not result in any direct or reasonably foreseeable indirect environmental impacts under State CEQA Guidelines § 15378. Further, the Budget and Proposed Approvals are not subject to CEQA review, because it can be seen with certainty that they have no potential to impact the environment under State CEQA Guidelines § 15061(b)(3).</p> <p>Additionally, and even if the Budget and the Proposed Approvals are a CEQA “project,” they are still categorically exempt from environmental review pursuant to State CEQA Guidelines, §§ 15301, 15302, 15303, and 15311 because the Budget and the Proposed Approvals involve:</p> <ul style="list-style-type: none"> • the operation, repair, maintenance, or minor alteration of existing public structures, facilities, or mechanical equipment that will result in negligible or no expansion of use beyond that existing today pursuant to State CEQA Guidelines § 15301; • the replacement or reconstruction of existing structures and facilities, which will be located on the same site have substantially the same purpose and capacity as the structure or facility replaced pursuant to State CEQA Guidelines § 15302; • the construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure pursuant to State CEQA Guidelines § 15303; and • the construction or replacement of minor structures accessory to (appurtenant to existing institutional facilities, such that the Proposed Approvals are categorically exempt from CEQA pursuant to State CEQA Guidelines § 15311. <p>Finally, none of the “exceptions” to the categorical exemptions apply under State CEQA Guidelines § 15300.2.</p>
Contact Person:		David Lawrence
Telephone:		(909) 584-4018

Date Received for Filing: _____

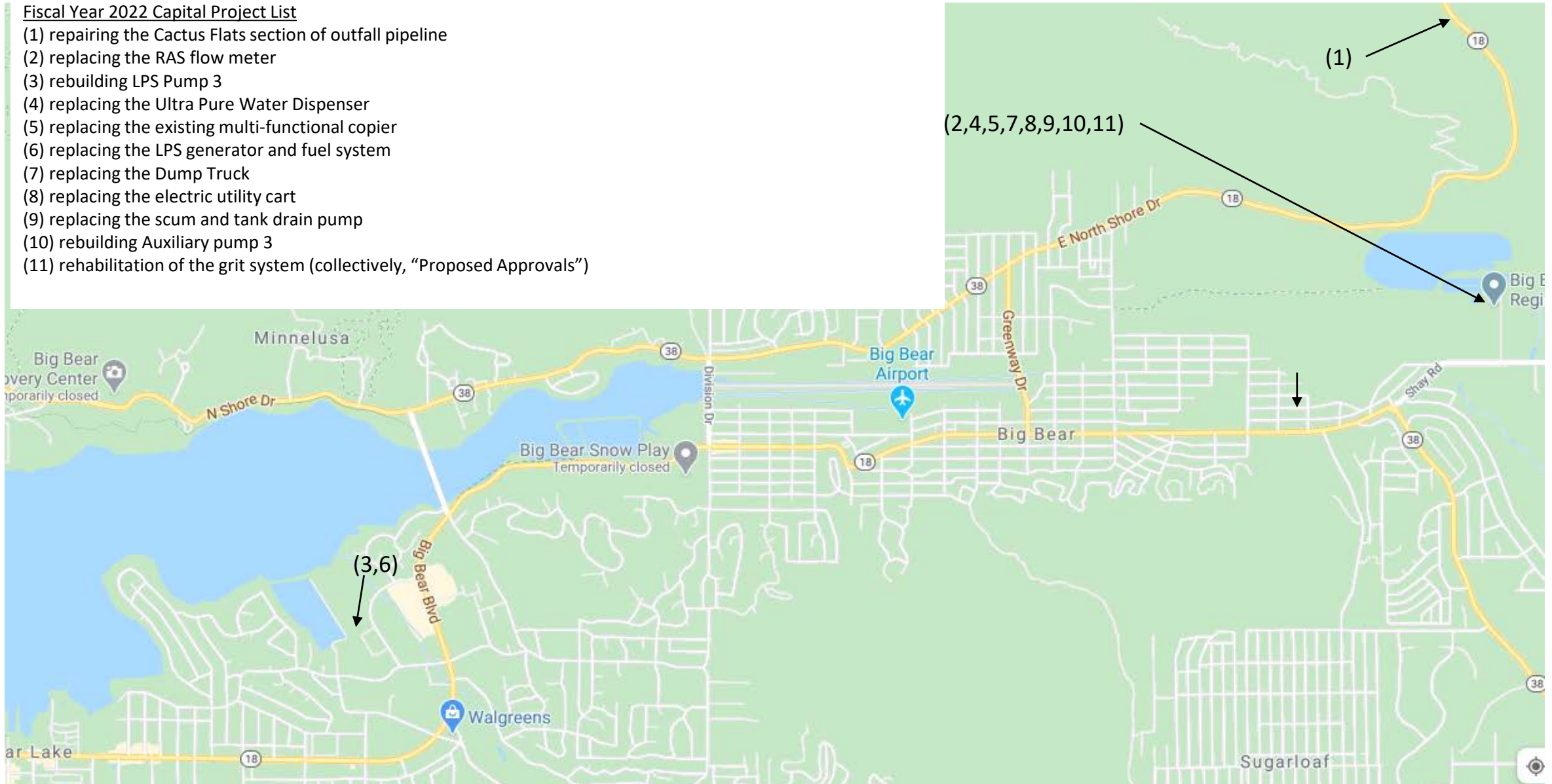
Signature (Lead Agency Representative)/Title

(Clerk Stamp Here)

Project Location Map

Fiscal Year 2022 Capital Project List

- (1) repairing the Cactus Flats section of outfall pipeline
- (2) replacing the RAS flow meter
- (3) rebuilding LPS Pump 3
- (4) replacing the Ultra Pure Water Dispenser
- (5) replacing the existing multi-functional copier
- (6) replacing the LPS generator and fuel system
- (7) replacing the Dump Truck
- (8) replacing the electric utility cart
- (9) replacing the scum and tank drain pump
- (10) rebuilding Auxiliary pump 3
- (11) rehabilitation of the grit system (collectively, "Proposed Approvals")





Big Bear Area Regional
Wastewater Agency
Jim Miller – Chair
Rick Herrick – Vice Chair
Karyn Oxandaboure – Secretary
David Caretto – Director
John Green – Director

AGENDA ITEM: 11.E.

MEETING DATE: March 24, 2021

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

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

REVIEWED BY: Jennifer McCullar, Finance Manager

SUBJECT: Gaeta Lease Agreement Amendment

BACKGROUND & DISCUSSION:

The Agency has a lease agreement with Trinidad, Emma, and Miguel Gaeta for Agency property located in Lucerne Valley, of approximately 433 acres. The Agency pumps/gravity feeds the secondary treated wastewater to this location where it is used for fodder irrigation by the Gaeta's. The lease agreement was previously extended for two (2) five-year periods with the most recent extension through August 2020. The lease lapsed, and according to the agreement, is currently on a month-to-month basis. The Gaeta's have requested to amend the agreement and extend the term for another five-year period, expiring in August 2025.

The amendment will extend the term for another five-year period through August 2025, with automatic annual renewals through this date; however, to ensure the most flexibility possible for the Agency, provisions have been included that allow for cancellation with 60 days' notice. This will allow for the treated wastewater to be repurposed if the opportunity arises.

FINANCIAL IMPACT:

There is no financial impact.

RECOMMENDATION:

Authorize the General Manager to negotiate and execute the Gaeta Lease Agreement Amendment.

ATTACHMENT:

Amendment to the Lease Agreement by and Between the Big Bear Area Regional Wastewater Agency and Trinidad Gaeta, Emma Gaeta, and Miguel Gaeta

**AMENDMENT TO THE LEASE AGREEMENT BY AND BETWEEN BIG BEAR AREA
REGIONAL WASTEWATER AGENCY AND TRINIDAD GAETA, EMMA GAETA
AND MIGUEL GAETA**

THIS AMENDMENT TO THE LEASE AGREEMENT (“Amendment”) is executed as of this ____ day of ____, 2021 (“Effective Date”), by and between BIG BEAR AREA REGIONAL WASTEWATER AGENCY (hereinafter “Lessor”) and TRINIDAD GAETA, EMMA GAETA AND MIGUEL GAETA (hereinafter “Lessee”) and is made in reference to the following facts:

RECITALS

WHEREAS, Lessor and Lessee entered into a lease agreement dated September 1, 2005 whereby Lessor leased to Lessee and Lessee hired from Lessor certain Premises, therein described, that are a portion of the West Half of Section 14, and the portion of the East Half of Section 14 Township 4, Range 1 East, San Bernardino Base and Meridian (“Lease”); and

WHEREAS, the Agency agreed to Lease extensions pursuant to Section 4 of the Lease in 2010 and 2015; and

WHEREAS, in 2020, the Lease lapsed and Lessee is deemed to be a “hold-over” tenant pursuant to Section 5 of the Lease; and

WHEREAS, the Lessor and Lessee now desire to extend the Lease for a longer period than month to month pursuant to Section 5 of the Lease; and

WHEREAS, Lessor and Lessee, in their mutual interest, further wish to amend the Lease as set forth below.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Lessor and Lessee agree as follows:

1. Term. Section 3 of the Lease shall be amended to extend the Term until August 31, 2021. The Term will automatically renew on September 1st, 2021 and each year thereafter until August 31, 2025 (each an “Extension Term”) without further action by Lessee. Lessor and Lessee each reserve the respective right to notify the other Party in writing of their intention not to renew the Lease by July 1st prior to the expiration of the then current Extension Term.
2. Options to Extend. Section 4 of the Lease shall be amended to extend the Term until September 1st, 2021 with the possibility of automatic renewal each year until 2025 pursuant to Section 1 of this Amendment. Furthermore, if Lessee has not defaulted on the Lease, Lessee may extend the term of this Lease, with the written approval of Lessor on terms to be considered at that time by delivering to Lessor, by July 1, 2025, written notice of Lessee’s intent to so extend the Lease, as amended herein.

3. Except as set forth herein, all provisions of the Lease shall remain in full force and effect, and shall govern the actions of the Lessor and Lessee hereto, and the provisions set forth in this Amendment.

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment on the date first written above.

**LESSOR: BIG BEAR AREA REGIONAL
WASTEWATER AGENCY**

LESSEES:

TRINIDAD GAETA

By _____
James Miller
Chair of the Governing Board

By _____

EMMA GAETA

ATTEST:

By _____
David Lawrence, P.E.
General Manager

By _____

MIGUEL GAETA

By _____



Big Bear Area Regional
Wastewater Agency
Jim Miller – Chair
Rick Herrick – Vice Chair
Karyn Oxandaboure – Secretary
David Caretto – Director
John Green – Director

AGENDA ITEM: 11.F.

MEETING DATE: March 24, 2021

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

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

REVIEWED BY: Jennifer McCullar, Finance Manager

SUBJECT: Notice Inviting Bids - Headworks Grit System Rehabilitation Project

BACKGROUND & DISCUSSION:

The first stage of treatment at the plant is the headworks area, which removes bulky items. Equipment in the headworks area has been scheduled for replacement and was split into two projects: 1) the Bar Screen Replacement Project completed on February 26, 2020, and 2) the Headworks Grit System Rehabilitation Project.

The Headworks Grit System Rehabilitation Project is in-lieu of a full replacement of headworks. A full replacement project has been determined to be rather difficult (by-passing the beginning treatment process for more than a year) and not necessary based on the assessment of the system. The full replacement project was estimated to cost \$4,500,000. The rehabilitation project is much more cost effective and is estimated to cost between \$800 to \$900k depending upon bid results.

The Agency's policy requires a formal competitive bid process and approval by the Board. Staff is requesting authorization to proceed with a Notice Inviting Bids for the Headworks Grit System Rehabilitation Project. The successful bidder shall also have the resources to provide cost effective and timely services to the Agency. The lowest responsive and responsible bid will be presented to the Governing Board for consideration.

FINANCIAL IMPACT:

There is no financial impact.

RECOMMENDATION:

Authorize the General Manager to proceed with a Notice Inviting Bids for the Headworks Grit System Rehabilitation Project.



Big Bear Area Regional
Wastewater Agency
Jim Miller – Chair
Rick Herrick – Vice Chair
Karyn Oxandaboure – Secretary
David Caretto – Director
John Green – Director

AGENDA ITEM: 11.G.

MEETING DATE: March 24, 2021

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

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

PREPARED BY: Bridgette Burton, Management Analyst

REVIEWED BY: Jennifer McCullar, Finance Manager

SUBJECT: Letter in Opposition of SB 278 - Public Employees' Retirement System:
Disallowed Compensation: Benefit Adjustments

BACKGROUND & DISCUSSION:

Senate Bill 278 (Leyva), if passed, would impose strict liability on a public agency that provides retirement benefits through the California Public Employees' Retirement System (CalPERS) for reductions in pension benefits resulting from reported compensation that is subsequently determined to be disallowed by CalPERS. Specifically, the public agency would be required to: (1) pay any overpayment of pension benefits received by a retiree to CalPERS on behalf of the retiree; and (2) pay the present value of the future loss in pension benefits resulting from the removal of the disallowed compensation to the retiree in a lump sum or annuity, at the election of the retiree.

At this time, SB 278 applies only to disallowed compensation that was the subject of a collectively bargained agreement between the public agency and a bargaining unit. The Agency does not have bargaining units and, therefore, the current version of SB 278 would not impact the Agency.

While the bill would not directly impact the Agency, the threat that it poses to the fiscal health of other public agencies participating in CalPERS should be a concern for the Agency. It is also possible that the scope of SB 278 could be expanded to apply to any disallowed compensation not just disallowed compensation that was the subject of a collectively bargained agreement. As such, staff is of the opinion that it is prudent to oppose SB 278. Opposition is supported for the following reasons:

- Abdicates the responsibility of CalPERS for ensuring that retirement benefits are calculated and administered correctly and transfers it to public agencies. Further, it places 100% of the liability for reporting errors on employers without any of the responsibility placed on CalPERS or bargaining units.

- The payment of disallowed benefits for the life of the retiree could be substantial and at the ratepayers' expense, thus increasing further the burden and strain of funding retirement obligations.
- Reduces protections (governments and ultimately ratepayers) from pension spiking.
- This legislation is not the solution. A solution should include policies that reduce these types of errors for the protection of the ratepayers and public agency retirees.

SB 278 is a reintroduction of SB 266 (Leyva, 2019), which was on the Governor Newsom's desk before it was pulled back to the Senate Floor, where it sat for another year before it died without receiving another motion. In turn, SB 266 was a redo of SB 1124 (Leyva, 2018) which was vetoed by then Governor Brown. The first hearing on this bill was March 8, 2021 during which it received unanimous support from the committee members.

FINANCIAL IMPACT:

There is no financial impact to issue the Opposition Letter. While we do not believe that our Agency is at risk if SB 278 were to pass in its current form, opposition to legislation that would ultimately result in additional financial burden on government agencies for errors that could have been prevented and which could result in budgetary constraints, higher rates, and the crowding out of critical public services should be considered.

RECOMMENDATION:

Authorize the General Manager to execute the Letter in Opposition of Senate Bill 278 (Leyva) and transmit the letter to Senator Connie Leyva.

ATTACHMENT:

Letter in Opposition of SB 278 - Public Employees' Retirement System: Disallowed Compensation: Benefit Adjustments



BIG BEAR AREA REGIONAL WASTEWATER AGENCY

P.O. Box 517, 121 Palomino Drive, Big Bear City, CA 92314-0517
(909) 584-4018 • FAX (909) 585-4340

March 24, 2021

Senator Connie Leyva
San Bernardino Office
464 W. 4th Street, Suite 454B
San Bernardino, CA 92401

Subject: Senate Bill 278 (Leyva) [As Introduced 1/29/2021] – Oppose

Dear Senator Leyva:

The Big Bear Area Regional Wastewater Agency must respectfully oppose SB 278, which would require public agencies to directly pay retirees and/or their beneficiaries disallowed retirement benefits. Our objections to this measure are rooted in policy, operational cost, and legal concerns that will inevitably face virtually every state and local government agency should this measure be signed into law.

Abdication of CalPERS' Responsibility to Properly Calculate Benefit Payments:

SB 278 would place 100 percent of the total liability for disallowed retirement benefits on public agencies resulting in the abdication of responsibility previously held by CalPERS to ensure that retirement benefits are calculated and administered correctly. Legislature should develop policies to prevent such errors in the first place which could include requiring CalPERS to review and approve any proposals for reportable compensation.

Perpetuation of Errors at Substantial Taxpayer Cost

The direct payment of the disallowed retirement benefit to the retiree and/or their beneficiaries perpetuates the error for the life of the retiree at a substantial expense to the public agency and taxpayer. This de facto, retroactive benefit enhancement would further strain local budgets at a time when retirement obligations are crowding out funding for critical public services.

Undermines Local Government Trust:

SB 278 raises serious legal issues for local government and compounds pension-related issues. The perceived “giveaways” of public funds may further undermine the public’s perception and trust of local governments.

For these reasons, the Big Bear Area Regional Wastewater Agency opposes Senate Bill 278 (Leyva). Please feel free to contact us if you have any questions.

Sincerely,

David Lawrence, P.E., General Manager
dlawrence@bbarwa.org
(909) 584-4521

CC: The Honorable Thurston “Smitty” Smith
The Honorable Rosilicie Ochoa Bogh
California Special Districts Association [advocacy@cda.net]



Big Bear Area Regional
Wastewater Agency
Jim Miller – Chair
Rick Herrick – Vice Chair
Karyn Oxandaboure – Secretary
David Caretto – Director
John Green – Director

AGENDA ITEM: 11.H.

MEETING DATE: March 24, 2021

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

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

PREPARED BY: Bridgette Burton, Management Analyst

REVIEWED BY: Jennifer McCullar, Finance Manager

SUBJECT: Letter in Opposition of AB 339 - State and Local Government: Open Meetings

BACKGROUND & DISCUSSION:

In the wake of the pandemic and the overwhelming use of remote meetings by public agencies, there have been numerous bills introduced in the California State Legislature to amend the Brown Act. While several of these bills would provide greater flexibility to public agencies to conduct the public's business, Assembly Bill 339 (Lee) would place numerous, unworkable, unfunded mandates on all public agencies. Compliance would be unaffordable and unachievable for most local agencies and the bill seeks to avoid any reimbursement of costs from the State.

Specifically, Section 4 of AB 339 would require that:

- All meetings of a legislative body to include both a call-in and an internet-based service option for members of the public to attend the meeting.
- The internet-based service option must provide closed captioning service.
- All meetings must include an in-person public comment opportunity, even if there are other laws or orders prohibiting in-person meetings such as the current public health directives.
- All agendas and instructions for accessing meetings must be translated into all languages which comprise five percent or more of the people served.
- Members of the public commenting in person shall not have more time or in any other way be prioritized over persons commenting remotely via call-in or internet-based service, whether they are a resident of the agency's or not.
- Instructions on how to attend the meeting via call-in or internet-based service shall be posted online along with the meeting agenda in an easily accessible location.
- Legislative bodies of local agencies shall employ a sufficient amount of qualified bilingual persons to provide translation during the meeting in the language of a non-English-speaking person. "Non-English-speaking people" is defined as members of a group who

either do not speak English, or who are unable to effectively communicate in English because it is not their native language, and who comprise five percent or more of the people served.

FINANCIAL IMPACT:

There is no financial impact to issue the Letter of Opposition. Compliance with the bill if passed could be substantial without reimbursement from the State.

RECOMMENDATION:

Authorize the General Manager to execute the Letter in Opposition of Senate Bill 339 (Lee) and transmit the letter to Assembly Member Lee.

ATTACHMENT:

Letter in Opposition of AB 339 - State and Local Government: Open Meetings



BIG BEAR AREA REGIONAL WASTEWATER AGENCY

P.O. Box 517, 121 Palomino Drive, Big Bear City, CA 92314-0517
(909) 584-4018 • FAX (909) 585-4340

March 24, 2021

Assembly Member Alex Lee
District Office
1313 N. Milpitas Blvd Suite #255
Milpitas, Ca 95035

Subject: Assembly Bill 339 - State and Local Government: Open Meetings - Oppose

Dear Assembly Member Lee:

The Big Bear Area Regional Wastewater Agency opposes Assembly Bill 339, related to the Ralph M. Brown Act. The Big Bear Area Regional Wastewater Agency is a joint powers authority formed in 1974 to provide a centralized, environmentally friendly wastewater conveyance, treatment, and disposal for the Big Bear City Community Services District, the City of Big Bear Lake, and the County of San Bernardino Service Area 53B (member agencies). Our service area includes the entire 79,000 acres of the Big Bear Valley. Each member agency maintains and operates its own wastewater collection system and delivers wastewater to the Big Bear Area Regional Wastewater Agency's interceptor system.

While elements of this bill would provide greater flexibility to public agencies to conduct the public's business, Assembly Bill 339 (Lee) would also place numerous, unworkable, unfunded mandates on our Agency. Compliance would be unaffordable and unachievable especially since the bill seeks to avoid any reimbursement of costs from the State.

For these reasons, the Big Bear Area Regional Wastewater Agency opposes Assembly Bill 339 (Lee). Please feel free to contact me if you have any questions.

Sincerely,

David Lawrence, P.E., General Manager
dlawrence@bbarwa.org
(909) 584-4521

CC: The Honorable Thurston "Smitty" Smith
The Honorable Rosilicie Ochoa Bogh
California Special Districts Association [advocacy@cdda.net]



Big Bear Area Regional
Wastewater Agency
Jim Miller – Chair
Rick Herrick – Vice Chair
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John Green – Director

AGENDA ITEM: 11.I.

MEETING DATE: March 24, 2021

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

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

PREPARED BY: Kim Booth, Administrative Assistant

REVIEWED BY: Bridgette Burton, Management Analyst

SUBJECT: Committee Assignments

BACKGROUND:

The Governing Board has created three permanent committees to review specific agency functions, activities, and/or operations. Two Board Members will be appointed to each committee. Members of the Administrative, Finance, and Operations Committees are appointed for no more than a 12-month term unless the Chair extends this term. The time commitment for these committees is normally minimal and expected to be less than six meetings per year, with travel typically limited to within the Big Bear Valley.

Chair Miller will begin opening nominations for the following committees:

Administrative Committee – This permanent committee is tasked with providing advice to the Governing Body regarding meetings with the General Manager, evaluating the General Manager’s performance, participating in the development and hiring of managerial level employees, and other tasks as assigned by the Governing Body.

Finance Committee – This permanent committee is tasked with providing advice to the Governing Body regarding the draft budget, audit process, rates and fees and proposed changes, check approval/signing process, and other tasks as assigned by the Governing Body.

Operations Committee – This permanent committee is tasked with providing advice to the Governing Body regarding new facilities and capital expenditures, inter-governmental relationships, regulatory agencies, and other tasks as assigned by the Governing Body.

A second will be offered, followed by a vote of the Governing Board. The same procedure will be utilized for each committee. The designated officers will assume their newly appointed positions at the next scheduled committee meeting.

FINANCIAL IMPACT:

No financial impact.

RECOMMENDATION:

Appointment of two Board Members each to the Administrative, Finance, and Operations Committees.