

**BIG BEAR AREA REGIONAL WASTEWATER AGENCY
REGULAR MEETING**

March 26, 2007

at

4:30 p.m.

at

**121 Palomino Drive
Big Bear City, California**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Presentations and Introductions**
4. **Approval of the Agenda**
5. **Consent Calendar** – All matters listed on the Consent Calendar will be enacted by one motion at the appropriate time. There will be no separate discussion of these items. If detailed discussion is necessary, any Board Member may request that an item be removed from the Consent Calendar and considered separately.
 - A. Minutes of the Regular Meeting of February 27, 2008 – Approve
 - B. Monthly Cash Disbursements for February 2008 – Informational
 - C. Governing Board Member Reimbursement – Approve
 - D. Investment Report and Sewer Connection Report for February 2008 – Informational
 - E. Big Bear Area Regional Wastewater Agency Personnel Policies and Procedures Manual Revisions – Approve
 - F. Bore Hole Study, Rainy Day Fund Transfer – Approve
 - G. Resolution No. R.01-2008, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Adopting the Annual Statement of Investment Policy – Adopt
6. **Items Removed From the Consent Calendar**
7. **Public Forum Response** – None
8. **Public Forum** – The Public Forum portion of the meeting is an opportunity for members of the public to directly address the Governing Board on matters within the jurisdiction of this Agency. Ordinance No. 57 limits individual public testimony to three minutes or less. The cumulative time that any individual may provide public testimony during a meeting is fifteen minutes and the public testimony shall be limited to thirty minutes for all speakers. Whenever a group of persons wishes to address the Board on the same item, the Chairman or the Board by majority vote may request a spokesperson be chosen for the group or limit the number of such persons addressing the Board. Since discussion of an item, not on the posted agenda is not allowed, these concerns will be addressed in a future meeting as soon as practicable under “Public Forum Response.”

9. Old Business

- A. Ordinance No. O.01-2008, An Ordinance of the Governing Board of the Big Bear Area Regional Wastewater Agency Increasing the Wastewater Connection Fee, Amending Ordinance No. 2 and Repealing Ordinance No. O.01-2007 – Adopt
- B. Ordinance No. O.03-2008, An Ordinance of the Governing Board of the Big Bear Area Regional Wastewater Agency Clarifying the Sewer Standby or Immediate Availability Charges for the Fiscal Year 2008/09 – Adopt

10. New Business

- A. Fiscal Year Ending June 30, 2008, Operating and Capital Budget – Approve

11. Information/Committee Reports

- A. Plant Superintendent's Report – Informational
- B. General Manager's Report – Informational
- C. Renewable Energy Committee – Informational
- D. Governing Board Member Comments – Informational

12. Closed Session – None

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 Steven C. Schindler, the General Manager at (909) 584-4018. Notification at least 48 hours prior to the meeting or time when services are needed will assist the Agency staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are on file in the office of the Big Bear Area Regional Wastewater Agency and are available for public inspection. If you have questions regarding any agenda item, contact Steven C. Schindler at (909) 584-4018.

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Upcoming Agenda Deadline: April 14, 2008 for the April 23, 2008 meeting

BIG BEAR AREA REGIONAL WASTEWATER AGENCY
Special Meeting
February 27, 2008

1. Call to Order

A special meeting of the Governing Board of the Big Bear Area Regional Wastewater Agency was held on Wednesday, February 27, 2008 at 1:00 p.m. at 121 Palomino Drive, Big Bear City, California.

Governing Board Members present: John Day, Dr. Don Eads, Liz Harris, Rick Herrick, and Rick Ollila

Governing Board Members absent: None

Other present: Tom Harder, Geoscience Support Services, Inc.; Ward Simmons, Best Best and Krieger; Ron Worthington, Engineering Resources of Southern California; Darrell Mulvihill, City of Big Bear Lake; Bob Colven, Big Bear City Community Services District; Sandi Ybarra and Walt Eggett, Sugarloaf Property Owners Association; Ken Markling, Bear Valley Electric; Brian Charles, The Grizzly, and Paul Mitton, TV6

Staff present: Brent Berg, Operator I; Wayne McPherson, Senior Accountant; Ron Roberts, Operator II; Nancy Laughlin, Finance Manager; Joe Hanford, Plant Superintendent, and Steven C. Schindler, General Manager

2. Pledge of Allegiance

Chair Harris called the meeting to order at 1:00 p.m., with Vice-Chair Eads leading the Pledge of Allegiance.

3. Presentations and Introductions

A. Ron Roberts, Recognition of New Appointment, Operator II

Mr. Hanford gave a brief employment history of Mr. Roberts and his accomplishments during his employment with the Agency. Mr. Hanford introduced Mr. Roberts to the Governing Board and public.

B. Jeremy Sweeney, Recognition of New Appointment, Operator II

Mr. Hanford indicated Mr. Sweeney was unable to attend the meeting, as wife was in labor with the birth of their child. Mr. Hanford gave a brief employment history of Mr. Sweeney and his accomplishments during his employment with the Agency.

C. Brent Berg, Recognition of Certification from State Water Resources Board and New Appointment, Operator I

Mr. Hanford congratulated Mr. Berg for receiving his Operator I Certificate from the State Water Resources Board and with this accomplishment he received his new appointment to Operator I. Mr. Hanford indicated what a pleasure it was to recognize the employees of the Agency.

D. Wayne McPherson, Senior Accountant, Recognition of One Year of Service

Ms. Laughlin introduced Mr. McPherson and gave a brief history of his employment and his accomplishments while employed by the Agency. Ms. Laughlin gave the one-year pin to Mr. McPherson on behalf of the Agency.

Chair-Harris congratulated the employees of the Agency and praised the employees for their continued education efforts.

4. Approval of the Agenda

Upon motion by Secretary Day, seconded by Vice-Chair Eads, and carried the Governing Board approved the February 27, 2008 agenda.

AYES: 5
NAYS: 0
ABSENT: 0

5. Consent Calendar

The Governing Board reviewed items on the Consent Calendar. Upon motion by Vice-Chair Eads, seconded by Director Herrick, and carried, the Governing Board approved the consent calendar as follows:

- A. Minutes of the Special Meeting of January 8, 2008 – Approved
- B. Minutes of the Regular Meeting of January 23, 2008 – Approved
- C. Minutes of the Special Meeting of January 30, 2008 – Approved
- D. Monthly Cash Disbursements for November 2007, December 2007 and January 2008 – Informational
- E. Governing Board Member Reimbursement – Approved
- F. Investment Reports and Sewer Connection Report for November 2007, December 2007 and January 2008 – Informational
- G. Monthly Statement of Revenues and Expenditures, Actual vs. Budget for December 2007 – Informational
- H. Update of Capital Projects as of December 2007 – Informational
- I. Emergency Repairs, Equipment Failures – VFD, Capital and Replacement Fund Transfer – Approved
- J. Emergency Repairs, Equipment Failures – VFD and Motor, Rainy Day Fund Transfer – Approved
- K. Revised Five-year Proposed Capital Project Forecast – 2009-2013 – Informational

AYES: 5
NAYS: 0
ABSENT: 0

6. Items Removed From the Consent Calendar – None

7. Public Forum Response – None

8. Public Forum – None

9. Old Business – None

10. New Business

A. Rate Study for Waste Disposal Fee (Septic Tank, Holding Tank and Chemical Toilet Waste) – Discussion and Direction

Mr. Schindler indicated that the previous review of the Waste Disposal Fees was nearly 10 years ago and the increase indicates the Agency is playing catch-up for the proposed increases. Mr. Schindler indicated the proposed increase is based on the ENR for the period of analysis of the rate and waste haulers had been notified to comment and were encouraged to attend this meeting. Mr. Schindler indicated that none of the waste haulers were present and recommended that the proposed increase be approved as presented.

Many questions of the formula used to compile the Waste Disposal Fees were presented by the Governing Board, and after a lengthy discussion, the Governing Board gave staff direction to prepare an actual cost analysis of employee's time, possible incremental increases of the fee and the calculation of the future value if the incremental increases is considered and establishing a rate excluding the collection system operation. The requests of the Governing Board will be presented at a future meeting, with the compiling of the upcoming budget Waste Disposal Fees will be calculated on the current rates.

B. First Reading, Ordinance No. O.01-2008, An Ordinance of the Governing Board of the Big Bear Area Regional Wastewater Agency Increasing the Wastewater Connection Fee, Amending Ordinance No. 2 and Repealing Ordinance No. O.01-2007 – Consider

Mr. Schindler introduced the proposed ordinance indicating that the proposed increase in Connection Fees is based on the So and Associates Engineers, Inc. Connection Fee Analysis Report, September 2003 that recommended annual increases based on the annual ENR index for the capital improvements and associated costs, which is charged to new customers that are connecting to the sewer system. Mr. Schindler indicated that the Community Services District Law that became effective January 2006 required new criteria for the approval of ordinances. This new format incorporates the new law and the first step for approval is the first reading of the proposed Ordinance and final approval at a subsequent meeting.

Chair-Harris introduced the proposed Ordinance No. O.01-2008, An Ordinance of the Governing Board of the Big Bear Area Regional Wastewater Agency Increasing the Wastewater Connection Fee, Amending Ordinance No. 2 and Repealing Ordinance No. O.01-2007.

Chair-Harris introduced Mr. Ron Worthington of Engineering Resources of Southern California for a brief description of the formula used to determine the new proposed rate. Mr. Worthington indicated the ENR index for the period of January 2006 through December 2007 reflected an increase of 2.66% resulting in a calculated new fee of \$2,867.76 from the current rate of \$2,793.45.

Chair-Harris asked for any public comment, with none Chair-Harris asked for any Governing Board comments.

Upon motion by Vice-Chair Eads, seconded by Secretary Day, and carried, the Governing Board agreed to take a vote to waive the reading of the entire ordinance and read only the title of the proposed ordinance. Chair-Harris requested an individual vote from each Governing Board member. Chair-Harris tallied the individual vote, which was unanimous from the Governing Board to waive the reading of the entire ordinance. Chair-Harris read the title: Ordinance No. O-01-2008, An Ordinance of the Governing Board of the Big Bear Area Regional Wastewater Agency Increasing the Wastewater Connection Fee, Amending Ordinance No. 2 and Repealing Ordinance No. O.01-2007, with final approval at the next regularly scheduled meeting of March 26, 2008.

- C. First Reading, Ordinance No. O.02-2008, An Ordinance of the Governing Board of the Big Bear Area Regional Wastewater Agency Establishing the Amount of User/Annual Charge
-- Consider

Mr. Schindler introduced the proposed ordinance indicating that the User/Annual Charge for fiscal year June 20, 2009 remains the same as the current fiscal year in the amount of \$173.76 per EDU.

Chair-Harris read the title of the proposed ordinance: Ordinance No. O.02-2008, An Ordinance of the Governing Board of the Big Bear Area Regional Wastewater Agency Establishing the Amount of the User/Annual Charge.

Chair-Harris asked for any public comment, with none, Chair-Harris asked for any Governing Board comments.

Upon motion by Vice-Chair Eads, seconded by Secretary Day, and carried, the Governing Board agreed to take a vote to waive the reading of the entire ordinance and read only the title of proposed ordinance. Chair-Harris tallied the individual vote, which was unanimous from the Governing Board to waive the reading of the entire ordinance. Chair-Harris read the title: Ordinance No. O.02-2008, An Ordinance of the Governing Board of the Big Bear Area Regional Wastewater Agency Establishing the Amount of User/Annual Charge, with final approval at the next regularly scheduled meeting of March 26, 2008.

- D. First Reading, Ordinance No. O.03-2008, An Ordinance of the Governing Board of the Big Bear Area Regional Wastewater Agency Clarifying the Sewer Standby or Immediate Availability Charges for the Fiscal Year 2008/09.

Mr. Schindler introduced the ordinance indicating the rate for standby is for vacant lots within the Big Bear Valley and remains the same from the previous year of \$20.00 for parcels under an acre and \$30.00 for parcels over an acre.

Chair-Harris read the title of the proposed ordinance: Ordinance No. O.03-2008, An Ordinance of the Governing Board of the Big Bear Area Regional Wastewater Agency Clarifying the Sewer Standby or Immediate Availability Charges for Fiscal Year 2008/09.

Chair-Harris asked for any public comment, with none, Chair-Harris asked for any Governing Board comments.

Upon motion by Director Herrick, seconded by Secretary Day, and carried, the Governing Board agreed to take a vote to waive the reading of the entire ordinance and read only the title of proposed ordinance. Chair-Harris tallied the individual vote, which was unanimous and the read the title of the ordinance: Ordinance No. O.03-2008, An Ordinance of the Governing Board of the Big Bear Area Regional Wastewater Agency Clarifying the Sewer Standby or Immediate Availability Charges for Fiscal Year 2008/2009, with final approval at the next regularly scheduled meeting of March 26, 2008.

11. Information/Committee Reports

A. Plant Superintendent's Report

Mr. Hanford briefly discussed the operations for the month of January 2008; total influent flow as 90.6 mg; the City of Big Bear Lake accounted for 60%; the Big Bear City Community Services District accounted for 36% and the County of San Bernardino, Service Area 63B account for 4% of the flow. For the month of January 2008 the sludge building operated a total of 359 hours and generated 536 tons of sludge at 15.3% solids. On a positive note, due to the implementation of the Cannibal Solids Reduction System for the month of February 2008 only 200 tons of sludge had been produced and the sludge building operations were 145 hours, resulting in a savings of approximately \$17,000 in hauling costs. Mr. Hanford indicated that the generator project is progressing and as of February 26, 2008 the new units were successfully running parallel and able to power the entire plant through the night. Mr. Hanford indicated that approximate cost reduction in utility costs is approximately \$28,800 as compared to the previous year.

Chair-Harris asked if the savings is due to the on-peak and mid-peak demand charges?

Mr. Hanford indicated savings are due to not depending on the grid and the additional demand charges for the on-peak on mid-peak hours.

B. General Manager's Report

Mr. Schindler indicated he had a short report. On January 29, 2008, met with the Big Bear City Community Services District and the Department of Water and Power General Managers to discuss the draft Biological Opinion issued by the Fish and Wildlife Services regarding the Stickleback protection and recovery efforts. On February 25, 2008 discussed potential funding and water quality issues related to the Stickleback fish issue with the Bureau of Reclamation.

Chair-Harris commented on the possible impacts of the Big Bear Area Regional Wastewater Agency's Special Use Permit and further discussion with the Fish and Wildlife Services and the Stickleback Fish, one more hurdle to cross.

Mr. Schindler announced the future Governing Board Budget Workshop on March 12, 2008 at 9:00 a.m. and the upcoming AB 1234 Training on March 31, 2008 at the City of Big Bear Lake, which is a required training for all Board Members and management employees of the Agency.

C. Renewable Energy Committee

Director Herrick indicated that after reviewing the documents the issue to proceed with the proposed hydroelectric generation project is more complicated than initially contemplated. The committee is currently communicating with the Forest Service to schedule a meeting.

Director Herrick indicated that many issues bubbled to the surface regarding the Special Use permit and agreements with other agencies and the watershed concerns, which are not a simple task as many legal issues will need to be considered.

Vice-Chair Eads agreed with Director Herrick and complexity of the legal issues.

Director Ollila asked if there was a silver bullet for the answers to the possible legal issues.

Director Herrick indicated there is not one solution for the project, each issue has different layers contributing to the complications of the issues Each Board member will be required to address the issues and setting of policy.

Mr. Schindler indicated that regulatory agencies, General Managers of the Member Agencies and Big Bear Municipal Water District will need to schedule a meeting for clarification of concerns. After clarification is accomplished the legal issues may need to be discussed in closed session.

D. Governing Board Member Comments

Secretary Day indicated that the So and Associates Connection Fee Analysis Report indicated that the City of Big Bear Lake had a larger EDU count than the Big Bear City Community Services District. Mr. Schindler indicated that the report was performed 2003 and the current EDU count may be different then when the original report was prepared.

Director Ollila indicated he hoped the Renewable Energy Committee could cut through the complications with the hydroelectric generation project and work diligently to resolve; this project is a win-win for all involved. Director Ollila thanked the audience for their attendance at the meeting.

12. Closed Session

A. Conference with Legal Counsel – Anticipated Litigation Significant Exposure to Litigation

Number of Cases: 1

At approximately 2:15 p.m., the Governing Board entered into closed session. At approximately 3:30 p.m., the Governing Board reconvened to open session and reported no reportable action was taken.

13. Adjournment

With no further business to come before the Governing Board, Chair Harris adjourned the meeting at approximately 3:32 p.m.

Elizabeth Harris, Chair of the Governing Board
of the Big Bear Area Regional Wastewater Agency



Big Bear Area Regional Wastewater Agency

Liz Harris, Ed.D - Chair

Dr. Don Eads - Vice-Chair

John Day - Secretary

Rick Herrick - Director

Rick Ollila - Director

AGENDA ITEM: 5.B

Date: March 10, 2008

Subject: Monthly Cash Disbursements for February 2008

Recommendation: Informational

Background: For your review and information, attached is the monthly disbursements for the agency for February 2008.

Financial Impact: No financial impact on the budget, for information only.

Reviewed By: Steven C. Schindler, General Manager

Responsible Staff: Nancy A. Laughlin, Finance Manager

Moved: _____ Second: _____ In Favor: _____ Opposed: _____ Abstained _____

Approved Date: _____ Witnessed: _____

Secretary of the Governing Board

Big Bear Area Regional Wastewater Agency
Period: 02/01/08..02/29/08
Cash Disbursements Report

Check No.	Check Date	Vendor	Account Desc.	Amount
7010	02/07/08	ARAMARK UNIFORM SERVICES IN	Operating Expense	804.65
7011	02/07/08	ARROWHEAD	Operating Expense	27.99
7012	02/07/08	ASCENTIA ENGINEERING SERVICE	A-10 NG Generator	5,329.00
7013	02/07/08	BIG BEAR CHAMBER OF COMMER	Operating Expense	200.00
7014	02/07/08	BIG BEAR CITY COMMUNITY	Utilities	248.00
7015	02/07/08	BBF VENTURES CORPORATION	Operating Expense	790.74
7016	02/07/08	BILLS AUTO PARTS	Repairs & Maintenance	311.94
7017	02/07/08	ZANE BOWMAN	Employee Benefits	27.14
7018	02/07/08	BRITHINEE ELECTRIC	Repairs & Maintenance	7,489.09
7019	02/07/08	BUTCHER'S BLOCK & BUILDING	Repairs & Maintenance	27.20
7020	02/07/08	BEAR VALLEY ELECTRIC	Utilities	6,418.91
7021	02/07/08	CAL PERS 457 PROGRAM	Payroll Clearing	7,014.95
7022	02/07/08	CONOCOPHILIPS	Operating Expense	47.97
7023	02/07/08	JOHN DAY	Director's Fees	100.00
7024	02/07/08	DIRECT TV	Utilities	36.98
7025	02/07/08	DEPARTMENT OF WATER & POWE	Utilities	29.68
7026	02/07/08	DONALD L. EADS, M.D.	Director's Fees	200.00
7027	02/07/08	E.S. BABCOCK & SONS, INC.	Laboratory Costs	100.00
7028	02/07/08	ENGINEERING RESOURCES	A-8 - Studies	8,882.97
7029	02/07/08	ENNIX INCORPORATED	Operating Expense	750.00
7030	02/07/08	E.U.F. CORPORATION	Board Member Assignments	88.62
7031	02/07/08	EXCEL INDUSTRIAL ELECTRONICS	Repairs & Maintenance	10,550.48
7032	02/07/08	FISHER SCIENTIFIC	Laboratory Costs	1,391.65
7033	02/07/08	GEOSCIENCE SUPPORT SERV, IN	Engineering	1,522.00
7034	02/07/08	GEOTIVITY, INC.	Repairs & Maintenance	600.00
7035	02/07/08	GINO'S TIRE & WHEEL	Repairs & Maintenance	36.10
7036	02/07/08	GRAINGER	Repairs & Maintenance	551.87
7037	02/07/08	ELIZABETH HARRIS	Director's Fees	300.00
7038	02/07/08	RICHARD T. HERRICK, JR.	Director's Fees	200.00
7039	02/07/08	HOSE-MART INC.	Repairs & Maintenance	1,056.60
7040	02/07/08	KAWASAKI MOTORS CORP USA	A-4 Laboratory Equip/Replace	770.00
7041	02/07/08	KHALSA WEB	Operating Expense	1,055.00
7042	02/07/08	7653 KMART	Operating Expense	214.65
7043	02/07/08	THE LINCOLN NAT'L LIFE INS. CO	Payroll Clearing	7,643.07
7044	02/07/08	NAPA AUTO PARTS	Repairs & Maintenance	117.29
7045	02/07/08	RICK OLLILA	Director's Fees	100.00
7046	02/07/08	OWL TELEPHONE EXCHANGE	Utilities	50.00
7047	02/07/08	PAPER CLIP STATIONERS	Operating Expense	15.06
7048	02/07/08	PETTY CASH	Operating Expense	248.20
7049	02/07/08	PLANETHOSTING.COM, INC.	Operating Expense	30.00
7050	02/07/08	POLYDINE INC	Operating Expense	3,080.16
7051	02/07/08	QUILL CORPORATION	Operating Expense	453.94
7052	02/07/08	RADIO SHACK CORPORATION	Operating Expense	75.39
7053	02/07/08	SAFETY-KLEEN SYSTEMS, INC.	Operating Expense	304.05
7054	02/07/08	STEVE SCHINDLER	Memberships,Dues & Subscrip.	91.00
7055	02/07/08	SDRMA	Insurance	2,449.97
7056	02/07/08	BOB SELLARDS	Utilities	107.67
7057	02/07/08	SHEPARD BROS.	Operating Expense	1,932.41

Big Bear Area Regional Wastewater Agency
Period: 02/01/08..02/29/08
Cash Disbursements Report

Check No.	Check Date	Vendor	Account Desc.	Amount
7058	02/07/08	SOUTHWEST GAS CORPORATION	Utilities	2,554.46
7059	02/07/08	THE TERMINIX INTL CO., LP	Operating Expense	80.00
7060	02/07/08	TRI-COUNTY FIRE EQUIPMENT	Operating Expense	310.07
7061	02/07/08	UNDERGROUND SERVICE ALERT	Permits & Fees	30.00
7062	02/07/08	USA BLUE BOOK	Repairs & Maintenance	624.52
7063	02/07/08	US BANK TRUST N.A.	Fiscal Agent & P/R Processing	2,750.00
7064	02/07/08	VERIZON CALIFORNIA	Utilities	1,268.21
7065	02/07/08	KEN WILLIS CONSTRUCTION	Repairs & Maintenance	26,955.63
7066	02/21/08	ACWA - HBA	Employee Benefits	1,719.52
7067	02/21/08	AFLAC	Employee Benefits	2,287.50
7068	02/21/08	ARAMARK UNIFORM SERVICES IN	Operating Expense	621.71
7069	02/21/08	AT&T MOBILITY	Utilities	22.08
7070	02/21/08	BAY CITY ELETRIC WORKS, INC	Repairs & Maintenance	61.42
7071	02/21/08	BECK OIL, INC.	Operating Expense	6.57
7072	02/21/08	BRITHINEE ELECTRIC	Repairs & Maintenance	2,192.12
7073	02/21/08	BURNETT ELECTRIC	Repairs & Maintenance	1,446.25
7074	02/21/08	BUSINESS CARD	Operating Expense	921.34
7075	02/21/08	BUTCHER'S BLOCK & BUILDING	Repairs & Maintenance	36.36
7076	02/21/08	BEAR VALLEY ELECTRIC	Utilities	41,588.99
7077	02/21/08	CAL PERS 457 PROGRAM	Payroll Clearing	1,407.99
7078	02/21/08	CANNON SERVICES	Repairs & Maintenance	340.00
7079	02/21/08	CED CREDIT OFFICE	A-10 NG Generator	2,123.64
7080	02/21/08	CLINICAL LAB OF SAN BERNARINO	Laboratory Costs	1,055.00
7081	02/21/08	COMPUMASTER	Education & Training	149.00
7082	02/21/08	COM SER CO	Repairs & Maintenance	330.02
7083	02/21/08	DEPARTMENT OF HEALTH SERVIC	Education & Training	50.00
7084	02/21/08	DIESEL INJECTION SERVICE	Repairs & Maintenance	582.98
7085	02/21/08	TOM DODSON & ASSOCIATES	Permits & Fees	1,870.00
7086	02/21/08	E.U.F. CORPORATION	Board Member Assignments	250.52
7087	02/21/08	EXCEL INDUSTRIAL ELECTRONICS	Repairs & Maintenance	74.20
7088	02/21/08	FISHER SCIENTIFIC	Laboratory Costs	189.69
7089	02/21/08	GINO'S TIRE & WHEEL	Repairs & Maintenance	81.85
7090	02/21/08	GOLDEN BELL PRODUCTS	A-9 Cannibal	8,038.00
7091	02/21/08	HACH COMPANY	A-9 Cannibal	332.07
7092	02/21/08	IKON FINANCIAL SERVICES	Operating Expense	587.40
7093	02/21/08	ISI POLY	Repairs & Maintenance	215.67
7094	02/21/08	KHALSA WEB	Repairs & Maintenance	50.00
7095	02/21/08	7653 KMART	Repairs & Maintenance	448.93
7096	02/21/08	STEVEN M. KNAPIK, D.O.	Operating Expense	65.00
7097	02/21/08	LAKESIDE EQUIPMENT CORP.	Repairs & Maintenance	612.02
7098	02/21/08	LAYNE CHRISTENSEN COMPANY	Laboratory Costs	8,313.86
7099	02/21/08	THE LINCOLN NAT'L LIFE INS. CO	Payroll Clearing	1,543.27
7100	02/21/08	WAYNE MCPHERSON	Education & Training	967.53
7101	02/21/08	MOUNTAIN MUTUAL AID	Memberships,Dues & Subscrip.	25.00
7102	02/21/08	MOUNTAIN BEVERAGE SERVICE	Repairs & Maintenance	108.02
7103	02/21/08	PETTY CASH	Repairs & Maintenance	311.41
7104	02/21/08	PHILS AUTOMOTIVE	Repairs & Maintenance	411.24
7105	02/21/08	PITNEY BOWES PURCHASE POWE	Operating Expense	268.99

**Big Bear Area Regional Wastewater Agency
 Period: 02/01/08..02/29/08
 Cash Disbursements Report**

Check No.	Check Date	Vendor	Account Desc.	Amount
7106	02/21/08	RADIO SHACK CORPORATION	Repairs & Maintenance	75.39
7107	02/21/08	RIFFENBURGH LUMBER CO., INC.	Repairs & Maintenance	1,511.94
7108	02/21/08	ROSEMOUNT/UNILOC.	A-1 T/P Equip Rebuilds/Replace	10,987.41
7109	02/21/08	ROYAL WHOLESALE ELECTRIC	Repairs & Maintenance	1,802.04
7110	02/21/08	SOUTHERN CALIFORNIA EDISON	Utilities	40.78
7111	02/21/08	JEREMY SWEENEY	Education & Training	16.95
7112	02/21/08	SYNAGRO COMPOSTING CO	Solids Handling	21,600.16
7113	02/21/08	THE TERMINIX INTL CO., LP	Operating Expense	29.00
7114	02/21/08	THOMAS GAS COMPANY	Operating Expense	95.66
7115	02/21/08	ULTRA-SAFE SECURITY SPECIALI	Operating Expense	474.00
7116	02/21/08	VALERO MARKETING AND SUPPLY	Operating Expense	1,001.23
7117	02/21/08	VERIZON WIRELESS	Utilities	150.89
7118	02/21/08	VERIZON CALIFORNIA	Utilities	425.99
7119	02/21/08	VWR INTERNATIONAL INC.	Laboratory Costs	748.34
Total: \$				229,112.22

**Period: 02/01/08..02/29/08
 Wire Transfers Report**

Wire No.	Wire Date	Vendor	Account Desc.	Amount
17414	02/23/08	SOUTHWEST GAS	Utilities	\$ 4,380.06
17413	02/23/08	COMMERCE ENERGY	Utilities	10,551.83
Total: \$				<u>14,931.89</u>
Grand Total: \$				244,044.11



Big Bear Area Regional Wastewater Agency

*Liz Harris, Ed.D - Chair
Dr. Don Eads - Vice-Chair
John Day - Secretary
Rick Herrick - Director
Rick Ollila - Director*

AGENDA ITEM: 5.C

Date: March 10, 2008

Subject: Governing Board Member Reimbursement

Recommendation: Approve as presented.

Background: Pursuant to the Remuneration and Reimbursement Section of the Governing Board Member Handbook, Governing Board Members shall receive lawful compensation based upon Governing Board approved meetings, or days of service. Attached are expenses that were incurred for the month of February 2008 for your review and approval.

Financial Impact: No financial impact on the budget, since a line item had been appropriated and approved by the Governing Board.

Reviewed By: Steven C. Schindler, General Manager

Responsible Staff: Nancy A. Laughlin, Finance Manager

Moved: _____ Second: _____ In Favor: _____ Opposed: _____ Abstained _____

Approved Date: _____ Witnessed: _____
Secretary of the Governing Board

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

REPORT OF MEETINGS ATTENDED

Governing Board Member: John Day

Date Submitted: _____

Month Covered: February

BBARWA Regular Meeting Attended: _____ Date: 2/27 _____ Compensation \$ 100

PURPOSE

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

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

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

PURPOSE

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

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

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

PURPOSE

Other Governing Board Approved Meetings: _____

_____ Date: _____ \$ _____

_____ Date: _____ \$ _____

Total Entitled Monthly Stipend (\$600 Maximum) _____

Other Governing Board Approved Expenses (Governing Board Approved) _____

Mileage: _____ Date: _____ \$ _____

Lodging: _____ Date: _____ \$ _____

Registration: _____ Date: _____ \$ _____

Tuition: _____ Date: _____ \$ _____

Meals: _____ Date: _____ \$ _____

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

Total Authorized Reimbursement: _____ \$ _____

Uncompensated Meetings Attended: _____

PURPOSE

Mountain Mutual Aid CARTS _____ Date: _____

Park District Accounting class _____ Date: _____

Board Member Signature: [Signature] Total Amount Paid \$ 100

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

REPORT OF MEETINGS ATTENDED

Governing Board Member: Don Eads
 Date Submitted: 2/27/08
 Month Covered: February

BBARWA Regular Meeting Attended: _____ Date: 2/27 Compensation \$ 100
 PURPOSE

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

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

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

PURPOSE

BBARWA Committee Meeting Attended: Energy Comm Date: 2/6/08 \$ 100

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

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

PURPOSE

Other Governing Board Approved Meetings:
 _____ Date: _____ \$ _____
 _____ Date: _____ \$ _____

Total Entitled Monthly Stipend (\$600 Maximum) \$ _____

Other Governing Board Approved Expenses (Governing Board Approved)

Mileage: _____ Date: _____ \$ _____

Lodging: _____ Date: _____ \$ _____

Registration: _____ Date: _____ \$ _____

Tuition: _____ Date: _____ \$ _____

Meals: _____ Date: _____ \$ _____

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

Total Authorized Reimbursement: \$ _____

Uncompensated Meetings Attended: _____
 PURPOSE

_____ Date: _____
 _____ Date: _____

Board Member Signature: Don Eads Total Amount Paid \$ 200.00

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

REPORT OF MEETINGS ATTENDED

Governing Board Member: Liz Harris

Date Submitted: _____

Month Covered: February 2008

BBARWA Regular Meeting Attended: _____ Date: 2/27/08 Compensation \$ ~~100~~ 100.00

PURPOSE

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

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

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

PURPOSE

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

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

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

PURPOSE

Other Governing Board Approved Meetings:

_____ Date: _____ \$ _____
_____ Date: _____ \$ _____

Total Entitled Monthly Stipend (\$600 Maximum) \$ _____

Other Governing Board Approved Expenses (Governing Board Approved)

Mileage: _____ Date: _____ \$ _____

Lodging: _____ Date: _____ \$ _____

Registration: _____ Date: _____ \$ _____

Tuition: _____ Date: _____ \$ _____

Meals: _____ Date: _____ \$ _____

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

Total Authorized Reimbursement: \$ _____

Uncompensated Meetings Attended:
PURPOSE

_____ Date: _____

_____ Date: _____

Board Member Signature: _____ Total Amount Paid \$ 100.00

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

REPORT OF MEETINGS ATTENDED

Governing Board Member: Rock Herrick
 Date Submitted: 2-27-08
 Month Covered: FEB

BBARWA Regular Meeting Attended: _____ Date: 2-27-08 Compensation \$ 100.00
 PURPOSE _____

BBARWA Special Meeting Attended: Water Agreement Date: 26-08 \$ 100.00
 BBARWA Special Meeting Attended: _____ Date: _____ \$ _____

BBARWA Special Meeting Attended: _____ Date: _____ \$ _____
 PURPOSE _____

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

BBARWA Committee Meeting Attended: _____ Date: _____ \$ _____
 PURPOSE _____

Other Governing Board Approved Meetings:
 _____ Date: _____ \$ _____
 _____ Date: _____ \$ _____

Total Entitled Monthly Stipend (\$600 Maximum) \$ _____
 Other Governing Board Approved Expenses (Governing Board Approved) \$ _____

Mileage: _____ Date: _____ \$ _____
 Lodging: _____ Date: _____ \$ _____
 Registration: _____ Date: _____ \$ _____
 Tuition: _____ Date: _____ \$ _____
 Meals: _____ Date: _____ \$ _____

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

Total Authorized Reimbursement: \$ _____
 Uncompensated Meetings Attended: _____

PURPOSE

 _____ Date: _____
 _____ Date: _____

Board Member Signature: [Signature] Total Amount Paid \$ 200.00

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

REPORT OF MEETINGS ATTENDED

Governing Board Member: Rick Ollila

Date Submitted:

Month Covered: February 2008

BBARWA Regular Meeting Attended: Date: 2/27/08 Compensation \$ 100.00

PURPOSE

BBARWA Special Meeting Attended: Date: \$

BBARWA Special Meeting Attended: Date: \$

BBARWA Special Meeting Attended: Date: \$

PURPOSE

BBARWA Committee Meeting Attended: Date: \$

BBARWA Committee Meeting Attended: Date: \$

BBARWA Committee Meeting Attended: Date: \$

PURPOSE

Other Governing Board Approved Meetings:

Date: \$

Date: \$

Total Entitled Monthly Stipend (\$600 Maximum) \$

Other Governing Board Approved Expenses (Governing Board Approved)

Mileage: Date: \$

Lodging: Date: \$

Registration: Date: \$

Tuition: Date: \$

Meals: Date: \$

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

Total Authorized Reimbursement: \$

Uncompensated Meetings Attended:

PURPOSE

Date: \$

Date: \$

Board Member Signature: Total Amount Paid \$ 100.00



Big Bear Area Regional Wastewater Agency

*Liz Harris, Ed.D - Chair
Dr. Don Eads - Vice-Chair
John Day - Secretary
Rick Herrick - Director
Rick Ollila - Director*

AGENDA ITEM: 5.D

Date: March 20, 2008

Subject: Investment Report and Sewer Connection Report for February 2008

Recommendation: Informational

Background: Pursuant to the Investment Policy of the Agency, the Agency provides the Governing Board the Monthly Investment Report. Attached for your review is the report for the month of February 2008

Also, attached for your review is the Sewer Connection Report for the eight-months ended February 2008. For the eight-month period ended February 2008, 197 sewer connections had been allocated with the Agency actually receiving 89 sewer connections.

Financial Impact: Informational only, no financial impact.

Reviewed By: Steven C. Schindler, General Manager

Responsible Staff: Nancy A. Laughlin, Finance Manager

Moved: _____ Second: _____ In Favor: _____ Opposed: _____ Abstained _____

Approved Date: _____ Witnessed: _____
Secretary of the Governing Board

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

INVESTMENT REPORT

February 28, 2008

<u>INVESTMENT TYPE</u>	<u>INSTITUTION</u>	<u>COST</u>	<u>FAIR MARKET VALUE (1)</u>	<u>MONTH/ QUARTER ENDED</u>	<u>YEAR TO DATE INTEREST EARNED*</u>	<u>INTEREST RATE</u>	<u>MATURITY DATE</u>
<u>FUNDS INVESTED BY AGENCY:</u>							
LOCAL AGENCY INVESTMENT FUND	STATE OF CALIFORNIA	<u>\$4,257,724</u>	<u>\$4,260,616</u>	Jan-08	\$ 86,113	4.62%	DAILY
TOTAL		<u>\$4,257,724</u>	<u>\$4,260,616</u>				
<u>FUNDS HELD BY FISCAL AGENT:</u>							
MONEY MARKET FUNDS	FIRST AMERICAN TREASURY (1998 Revenue Bonds)	\$ 9,853	\$ 9,853	Feb-08	\$ 278	2.09%	2010
INVESTMENT FUNDS	MORGAN GUARANTY TRUST (Reserve Fund - 1998 Revenue Bonds)	\$ 464,000	\$ 464,000	Oct-07	\$ 13,192	5.75%	2010
MONEY MARKET FUNDS	PROVIDENT INSTITUTIONAL FUNDS (1998B Revenue Bonds)	\$ 253,094	\$ 253,094	Feb-08	\$ 7,657	1.93%	2018
MONEY MARKET FUNDS	FIDELITY INSTITUTIONAL MONEY MARKET (Loan Agreement)	<u>\$1,262,822</u>	<u>\$1,262,822</u>	Feb-08	\$ 84,175	2.53%	2026
TOTAL		<u>\$1,989,769</u>	<u>\$1,989,769</u>				

THE INVESTMENT PORTFOLIO OF THE BIG BEAR AREA REGIONAL WASTEWATER AGENCY IS IN COMPLIANCE WITH THE INVESTMENT POLICY ADOPTED ON MARCH 28, 2007. 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.

* INTEREST EARNED BASED ON FISCAL YEAR STARTING JULY 1, 2007

OFFICE OF THE TREASURER

SACRAMENTO

Local Agency Investment Fund
 PO Box 942809
 Sacramento, CA 94209-0001
 (916) 653-3001
 www.treasurer.ca.gov/pmia-laif

MAR 14 2008



February, 2008 Statement

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

Attn: FINANCE MANAGER

P.O. BOX 517

BIG BEAR CITY CA 92314

Account Number : ██████████

Transactions

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
02-08-2008	02-08-2008	RW	1159192	NANCY A. LAUGHLIN	- 200,000.00
02-22-2008	02-21-2008	RW	1160491	NANCY A. LAUGHLIN	- 250,000.00
02-29-2008	02-28-2008	RD	1161271	NANCY A. LAUGHLIN	400,000.00

Account Summary

Total Deposit :	400,000.00	Beginning Balance :	4,307,724.17
Total Withdrawal :	- 450,000.00	Ending Balance :	4,257,724.17

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

SEWER CONNECTIONS REPORT

FOR THE PERIOD JULY 01, 2007 - JUNE 30, 2008

<u>MONTH</u>	<u>CITY-BBL</u>	<u>CSD</u>	<u>CSA-53B</u>	<u>TOTAL</u>	<u>TOTAL PRIOR YEAR</u>
Jul-07	10	5	0	15	19
Aug-07	10	6	2	18	24
Sep-07	5	10	0	15	20
Oct-07	5	12	1	18	24
Nov-07	4	3	0	7	26
Dec-07	1	4	0	5	4
Jan-08	1	3	0	4	6
Feb-08	<u>0</u>	<u>7</u>	<u>0</u>	<u>7</u>	<u>8</u>
TOTAL	36	50	3	89	131