



**Big Bear Area Regional Wastewater**

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

**AGENDA ITEM: 8.A**

**Date:** December 7, 2006

**Subject:** Governing Board Policies: Placing an Item on the Agenda or Removal of an Agenda Item from the Consent Calendar and Business Meeting and Professional Development Reimbursement for Governing Board Members and BBARWA Employees

**Recommendation:** Approve Governing Board Policies as presented.

**Background:** During previous meetings and during the Governing Board Workshop it was suggested that prior Governing Board approved policies be reviewed to ensure the policies are current and adequate for the current Governing Board. The Agency's legal counsel and auditors have recently reviewed the Administrative Policies and Procedures. In an effort to update the current policy and procedures with recommendations from the Agency's legal counsel and the auditors and ensure the policies are adequate for the Governing Board attached are the following proposed policies for your review and possible action:

- Placing an Item on the Agenda or Removal of an Agenda Item from the Consent Calendar
- Business Meeting and Professional Development Reimbursement for Governing Board Members and BBARWA Employees

Note: The reimbursement policy was previously approved by the Governing Board in March 2006, relating to Governing Board and policy related to BBARWA employees was approved July 2005. This new policy verbiage is identical to previously Governing Board approved and now is in same format as other Governing Board approved policies and incorporates other policy and procedures to aid in fewer policies that will need to be reviewed based on the same criteria.

**Financial Impact:** No financial impact to the Agency, the attached Governing Board Policies will strengthen the Agency's internal controls and provide guidelines to ensure procedures are implemented based on the approved Governing Board policy(s).

**Reviewed By:** Steven C. Schindler, General Manager

**Responsible Staff:** Nancy A. Laughlin, Finance Manager

Governing Board Policies: Placing an Item on the Agenda or Removal of an Agenda Item from the Consent Calendar and Business Meeting and Professional Development Reimbursement for Governing Board Members and BBARWA Employees

Moved: \_\_\_\_\_ Second: \_\_\_\_\_ In Favor: \_\_\_\_\_ Opposed: \_\_\_\_\_ Abstained \_\_\_\_\_

Approved Date: \_\_\_\_\_ Witnessed: \_\_\_\_\_  
Secretary of the Governing Board

**BIG BEAR AREA REGIONAL WASTEWATER AGENCY  
PLACING AN ITEM ON THE AGENDA OR REMOVAL OF AN AGENDA  
ITEM FROM THE CONSENT CALENDAR  
GOVERNING BOARD POLICY \_\_\_\_\_**

**I. PURPOSE**

- A. The purpose of this policy is to ensure that guidelines are established pertaining to placing an item on the agenda or removing an item from the Consent Calendar.

**II. POLICY**

- A. Any Governing Board Member may request that an item be placed on the agenda upon the approval of the Chair(man) of the Governing Board or a majority of the Governing Board. Requests must be made by completing the Request to Agendize an Item form "Exhibit A" along with pertinent back-up documentation. The nature of the item must be within the subject matter jurisdiction of the Big Bear Area Regional Wastewater Water Agency. The complete package will be forwarded to the General Manager or designee to discuss with Chair(man) of the Governing Board for inclusion on the agenda.
- B. Any member of the public may request that an item be placed on an agenda; the individual can make this request during the Public Forum section of any Board meeting and must be within the subject matter jurisdiction of the Bear Area Regional Wastewater Agency. The request can also be obtained by completing the Request to Agenize an Item form "Exhibit A" along with pertinent back-up documentation. The complete package will be forwarded to the General Manager or designee to discuss with the Chair(man) of the Governing Board for a determination for inclusion on the agenda.
- C. The request for placing an item on the agenda must be submitted by 12 noon, fourteen working days prior to the meeting. An additional amount of time may be required if staff is expected to make an appropriate recommendation.
- D. Once a determination has been made for inclusion on the agenda the General Manager or designee will prepare a staff report based on the documentation received. This staff report will be forwarded to the Governing Board for discussion at the predetermined date of the Board meeting.

- E. The Governing Board will not act on non-agenda items, unless there is an “Emergency Situation,” as defined in the Brown Act, or the Governing Board determines by a two-thirds vote of the membership (or all members if less than two-thirds are present) that there is a need to take immediate action on the item and the need to take action arose after the agenda was posted. This criteria is not intended to modify the Governing Board’s obligations under the Brown Act.
  
- F. All matters on the agenda under the Consent Calendar are considered to be routine by the Governing Board and will be enacted by one motion at the appropriate time. There will be no separate detailed discussion of these items. If detailed discussion is desired, any Governing Board member may request that the item be removed from the Consent Calendar and considered separately under the Items Removed from the Consent Calendar.

**Governing Board Approval Date:** \_\_\_\_\_

**“EXHIBIT A”  
REQUEST TO AGENDIZE AN ITEM FORM**

DATE: \_\_\_\_\_

TO: General Manager

FROM: Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

I request to have the above named item agendized for discussion at the \_\_\_\_\_  
Board meeting. The reason for my request is \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please submit your request by 12 noon, fourteen days prior to meeting along with back-up documentation for request. An additional amount of time may be required if staff is expected to make an appropriate recommendation.

**Date to General Manager:** \_\_\_\_\_

**Date Requester Contacted:** \_\_\_\_\_

Chair(man) and General Manager’s Recommendation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approval Date	Denial Date	Chair(man) Initials	General Manager Initials	Date for Inclusion

**BIG BEAR AREA REGIONAL WASTEWATER AGENCY  
BUSINESS MEETING AND PROFESSIONAL DEVELOPMENT  
REIMBURSEMENT FOR GOVERNING BOARD MEMBERS AND BBARWA  
EMPLOYEES, GOVERNING BOARD POLICY # \_\_\_\_\_**

**I. PURPOSE**

- A. To establish a policy for authorization for the Governing Board members for Regular or Special Board meetings and authorizing Governing Board members and employees of the Big Bear Area Regional Wastewater Agency (BBARWA) to attend professional development events, such as conferences, trainings, continuing educations and other official business.

**II. GENERAL**

- A. Members of the Governing Board and BBARWA employees will ordinarily attend meetings of national, state and local associations that are relevant to the function of the Agency and shall consider attendance as an opportunity for in-service training. Members of the Governing Board and BBARWA employees are encouraged to attend educational conferences and professional meetings, when the purpose of such activities is to improve BBARWA's operations and provide insight.
- B. Authorization for travel and expense reimbursement will be limited to conferences, training, meeting, tours and other functions from which Governing Board members and BBARWA employees derive a specific benefit through attendance and where the travel/attendance serves a BBARWA-related purpose and will be contingent on available funds.

**III. POLICY**

***Governing Board:***

- A. Governing Board members will be paid \$100 per day for each Regular or Special Board meeting, BBARWA Advisory Committee meeting and approved professional meeting, tour, conference, or training event that he or she attends, provided that the maximum compensation received by a Governing Board member shall not exceed \$100 per day and \$600 per month (California Government Code § 61207). The completion of Report of Meetings Attended "EXHIBIT A" will be forwarded to the Governing Board for approval at the next regularly scheduled Board meeting, prior to reimbursement.
- B. Governing Board members who are not members of a BBARWA Advisory Committee and who attend meetings, tours, conferences and training events that pertain specifically to a BBARWA Advisory Committee rather than to the Board in general, will need to obtain authorization from a majority of the Governing Board for reimbursement and attendance, prior to attendance of such functions.
- C. A Governing Board member may attend and seek reimbursement, without prior approval per "ATTACHMENT A" Specific Authorized Training Conferences and Seminars.

- D. If a Governing Board member wishes to attend an unauthorized training conference, prior approval will be required by majority vote of the Governing Board during the next Board meeting prior to attendance.
- E. Reimbursement will not be provided for attendance at social events or meetings of other local government agencies.
- F. Reimbursement is not available for Governing Board members taking “junkets” (i.e., tours or journeys for pleasure, without an official purpose).
- G. Reimbursement to Governing Board members is allowed for lodging expenses associated with attendance at conferences or meetings held more than 75 miles from the Big Bear Valley. Such overnight stays shall be authorized in advance by the Governing Board if not specified on Authorized Training Conferences and Seminars “ATTACHMENT A.”
- H. Governing Board members attending conferences, training, meetings, tours and other official business shall actively and fully participate in such events.
- I. Governing Board members will pay for any last minute seminar requests, if not submitted fifteen days prior to attendance, unless otherwise authorized by the General Manager or designee for payment through the accounts payable process. The Agency will reimburse all pertinent seminar costs following proof of payment, by completing Travel Expense Report “EXHIBIT D” and attaching the related receipts.
- J. All meeting attendances and expenses for which Governing Board members had not previously been reimbursed shall be submitted to the Finance Manager or designee, together with valid receipts for formal Governing Board approval during the next Governing Board meeting following the incurred expense and included on the Report of Meetings Attended, “EXHIBIT A.”
- K. Upon returning from any event, the Governing Board members will prepare a written report concerning the event for distribution to the Governing Board at the next regular meeting. Material from the session or event may be delivered to the BBARWA office to be included in the BBARWA library for future use by staff and Governing Board members.
- L. Each Governing Board member is permitted to purchase a meal for one legislator or consultant per mealtime.
- M. When vehicles, either private or BBARWA owned, are provided for authorized travel Governing Board members are encouraged to make optimum use of available public transit services and carpooling for travel to local areas.
- N. Governing Board members are encouraged to attend the closest available seminar.
- O. Governing Board members do not have transportation options. They MUST ALWAYS travel using the least expensive, most practical option.

- P. Work-related fax expenses, parking fees and other business related expenses will be reimbursed.
- Q. BBARWA will neither pay for in advance nor reimburse a Governing Board member for travel or event attendance if the travel or event takes place after the Governing Board member has announced his or her resignation, or if the event occurs after an election in which it has been determined that the Governing Board member will not retain his or her position on the Governing Board. In the event arrangements have been made and paid for prior to a Governing Board member's resignation or notification that the Governing Board member will not retain his or her position on the Governing Board, BBARWA will request reimbursement for these expenses from the BBARWA member agency from which that Governing Board member or former Governing Board member is appointed. The Governing Board may approve requests that deviate from these requirements upon the request of the effected Governing Board member or the General Manager or designee.
- R. Occurrences or expenses which do not fall within this Policy or the Internal Revenue Service reimbursable rates must be approved by the Governing Board in a public meeting prior to the expenses incurring and BBARWA employees must be approved by their supervisor prior to incurring expenses.

***BBARWA Employees:***

- A. BBARWA employees are to receive hourly wages while attending seminars, and training pertaining to their job description and other approved functions. This includes traveling to and from the seminar, lunch and attendance at the seminar. Overtime will be paid at time and one-half for any prior approved function in excess of eight hours in a workday.
- B. If a BBARWA employee is required to travel outside a two hour radius from BBARWA, within high traffic areas the individual may receive authorization from the General Manager or designee for overnight accommodations when the function is scheduled to begin at 9:00 am or earlier.
- C. The General Manager will require authorization by a Governing Board member prior to attendance.
- D. Reimbursement will not be provided for attendance at social events or meetings of other local government agencies unless a request is made by a BBARWA employee's supervisor.
- E. Reimbursement is not available for BBARWA employees taking "junkets" (i.e., tours or journeys for pleasure, without an official purpose).
- F. BBARWA employees attending conferences, training, meetings, tours and other official business shall actively and fully participate in such events.

- G. When vehicles, either private or BBARWA owned, are provided for authorized travel BBARWA employees are encouraged to make optimum use of available public transit services and carpooling for travel to local areas.
- H. Work-related fax expenses, parking fees and other business related expenses will be reimbursed.
- I. BBARWA employees are encouraged to attend the closest available seminar unless other arrangements have been approved by the General Manager or designee.
- J. BBARWA employees do not have transportation options. They MUST ALWAYS travel using the least expensive, most practical option.
- K. BBARWA employees will pay for any last minute seminar requests, if not submitted fifteen days prior to attendance, unless otherwise authorized by the General Manager or designee for payment through the accounts payable process. The Agency will reimburse all pertinent seminar costs following proof of payment, by completing Travel Expense Report "EXHIBIT D" and attaching the related receipts and obtaining authorization by their supervisor.
- L. Training for classes that lead to State grade advancements will only be authorized after the BBARWA employee has applied for testing. The Agency will only pay for testing one time. If the BBARWA employee fails the test, they will be responsible for the cost of future testing. BBARWA will pay the certification fee for OIT through Grade V.
- M. Training and testing expenses of OIT through Grade III are authorized for all Treatment Plant operators. The Senior Operator, Plant Superintendent and General Manager are authorized through Grade V. The authorization for testing may change due to operator's job description. The laboratory personnel will be authorized at management discretion, based upon the needs and benefits to the Agency.
- N. BBARWA Employees attending evening college courses will not receive per diem or hourly wages for time of attendance or travel, unless they are required by BBARWA to take a particular course and the course is offered only during the evening. BBARWA will provide an Agency vehicle for the attendance of evening college courses.

**General:**

- A. All per diem amounts reimbursed for meals or phone will be revised annually using the May Consumer Price Index and will become effective annually on July 1<sup>st</sup>. Meal per diem will not require the submittal of receipts. No reimbursement for meals will be granted if meal is included within the registration fee for such training or conference.
- B. Occurrences or expenses which do not fall within this Policy or the Internal Revenue Service reimbursable rates must be approved by the Governing Board in a public meeting prior to the expenses incurring and BBARWA employees must be approved by their supervisor prior to incurring expenses.

- C. The Finance Manager or designee is responsible for making arrangements for all training requests in accordance with BBARWA policy and procedures and applicable California law.
- D. Any areas that are not specifically covered by this policy will require Governing Board approval; the Governing Board's decision shall govern.

**“ATTACHMENT A”**

**BIG BEAR AREA REGIONAL WASTEWATER AGENCY**

**AUTHORIZED TRAINING CONFERENCES AND SEMINARS**  
**FOR GOVERNING BOARD MEMBERS**

1. BBARWA Regular, Special or Advisory Committee Meetings
2. Association of California Water Agencies Conferences and Seminars
3. California Association of Sanitation Agencies Conferences and Seminars
4. California Special Districts Association Conferences and Seminars
5. California Water Environment Association Conferences and Seminars (Non-Section Meetings)
6. California Water Environmental Association – Desert Mountain Section Conferences and Seminars
7. Southern California Edison Conferences and Seminars
8. Manager/Governing Board Workshop
9. Tri-State Training Conference
10. American Water Works Association

This list may be updated on an annual basis, based upon the Governing Board approved budget. Attendance at functions not specific above requires prior authorization from the Governing Board.

**“EXHIBIT A”**

**BIG BEAR AREA REGIONAL WASTEWATER AGENCY**

**REPORT OF MEETINGS ATTENDED**

Governing Board Member: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Month Covered: \_\_\_\_\_

**BBARWA Regular Meeting Attended:**      Date: \_\_\_\_\_      **Compensation**  
\$ \_\_\_\_\_

**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** \$ \_\_\_\_\_

**“EXHIBIT B”**

**BIG BEAR AREA REGIONAL WASTEWATER AGENCY**

**TRAINING REQUEST FORM**

NAME:			DATE:	
TITLE:		Status:	Regular	Temporary
COURSE TITLE:				
COURSE LOCATION:				
Course Date(s):			Hours of Training:	
Type of Course:				
<input type="checkbox"/> Technical training (directly relates to my technical or professional abilities)				
<input type="checkbox"/> Developmental training (career management, personal growth, management development, etc.)				
<input type="checkbox"/> Other developmental experience (details, special projects, task forces, etc.)				
<input type="checkbox"/> Other				
Estimated Costs		Travel Details		Manager Approval
Tuition	\$	Hotel	\$	N/A
Travel Costs	\$	Airfare	\$	N/A
Per Diem	\$	Rental Car	\$	
Other	\$	Shuttle/Taxi	\$	N/A
Total Costs	\$	Agency Vehicle	\$	N/A
		Personal Vehicle	\$	
How was this course selected? Please check all that apply.				
<input type="checkbox"/> Personal Training Plan				
<input type="checkbox"/> Asked to Attend				
<input type="checkbox"/> Supervisor Asked Me to Attend (Name of Supervisor: _____ )				
<input type="checkbox"/> Attendance is Mandatory				
<input type="checkbox"/> Other				
Comments:				
Approved	Yes	No	N/A	Supervisor's Signature
Approved	Yes	No	N/A	Manager's Signature
Approved	Yes	No	N/A	Finance Manager Signature
Governing Board Approval Required			Yes	No
Governing Board Approved	Yes	No		Governing Board Signature

To allow for the appropriate amount of time for processing, Training Request Form must be submitted to the Finance Manager at least 15 working days prior to the start date of the course. Failure to submit in a timely manner may result in employee paying for accommodations and reimbursement to employee will be disbursed after attendance.

**“EXHIBIT C”**

**BIG BEAR AREA REGIONAL WASTEWATER AGENCY**

**REQUEST FOR PAYMENT/TRAINING NOTIFICATION**

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Course Title: \_\_\_\_\_

Course Location: \_\_\_\_\_ Course Date(s): \_\_\_\_\_

**PAYMENT ARRANGEMENTS REQUEST:**

Code

\_\_\_\_\_ Check Payable To: \_\_\_\_\_ Amount: \_\_\_\_\_

\_\_\_\_\_ Check Payable To: \_\_\_\_\_ Amount: \_\_\_\_\_

\_\_\_\_\_ Check Payable To: \_\_\_\_\_ Amount: \_\_\_\_\_

\_\_\_\_\_ Check Payable To: \_\_\_\_\_ Amount: \_\_\_\_\_

\_\_\_\_\_ Check Payable To: \_\_\_\_\_ Amount: \_\_\_\_\_

\_\_\_\_\_ Check Payable To: \_\_\_\_\_ Amount: \_\_\_\_\_

**TRAVEL ARRANGEMENTS:**

Hotel Accommodations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Vehicle to be Used: \_\_\_\_\_

Special Notes: \_\_\_\_\_

\_\_\_\_\_

Accounts Payable Details: \_\_\_\_\_

\_\_\_\_\_

If any questions regarding accommodations or reservations contact: \_\_\_\_\_

	Initial
RATES & CALCS	_____
OPER. REVIEW	_____
EXPEN. APP.	_____
FIN. REVIEW	_____

**“EXHIBIT D”  
TRAVEL EXPENSE FORM**

<b>Name:</b>	<b>Title:</b>	<b>Date of Claim:</b>
<b>Purpose of Trip</b>		<b>Authorized by Initials:</b> <b>Date:</b>

Method of Transportation	Depart From:			Arrival At:		
	Name of City	Date	Time	Name of City	Date	Time

**EXPENDITURES**

Indicate by a “C” when charges incurred using Agency Credit Card  
*Backup receipts must be attached*

Date:								Total	Credit Card “C”
Description	Sun	Mon	Tues	Wed	Thurs	Fri	Sat		
Breakfast									
Lunch									
Hotel (Lodging)									
Air/Travel Fare									
Auto Rental									
Fuel Expenses									
Taxi, Bus, Other									
Telephone									
Registration Fees									
Parking									
Miscellaneous (explain below)									
Personal Mileage Incurred									
<b>Total</b>									

Personal mileage incurred will be reimbursed based on the Internal Revenue Service mileage rate effective at the time of travel.

**Explanations:** \_\_\_\_\_

The undersigned, under penalty of perjury, states that the above claim is correct.		Total Expenditures:	
Claimant Signature	Date:	Prepaid Amount	
General Manager Approval	Date:	Total Charges Agency Credit Card	



**Big Bear Area Regional Wastewater Agency**

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

**AGENDA ITEM: 8.B**

**Date:** December 4, 2006

**Subject:** Agreement between the Big Bear Area Regional Wastewater Agency and its Non-Management Employees

**Recommendation:** Approve as presented.

**Background:** The current agreement with the non-management employees covers the period from March 3, 2003 to November 27, 2006. During August 2006, the Governing Board provided direction to the Employer/Employee Relations Committee and General Manager regarding the Agency's intent for the next agreement. Since August, the Employer/Employee Relations Committee has met seven times with the General Manager and/or the Employee Representatives and three times with the Governing Board to finalize the agreement with the employees. During the three meetings with the Governing Board, the Employer/Employee Relations Committee provided updates as to the status of the negotiations and ensured compliance with the Governing Board guidelines.

The attached agreement is now ready for submission to the Governing Board for final approval. Once approved, the original document will be circulated for signatures by both the Employer/Employee Relations Committee and the Employee Representatives. The agreement will be in effect from December 23, 2006 to December 31, 2011.

**Financial Impact:** Agreement is within limits established by the Governing Board. All costs must be absorbed into the existing operations and maintenance budget.

**Reviewed By:** Nancy Laughlin, Finance Manager

**Responsible Staff:** Steven C. Schindler, General Manager

Moved: \_\_\_\_\_ Second: \_\_\_\_\_ In Favor: \_\_\_\_\_ Opposed: \_\_\_\_\_ Abstained \_\_\_\_\_

Approved Date: \_\_\_\_\_ Witnessed: \_\_\_\_\_

Secretary of the Governing Board

**AGREEMENT BETWEEN  
BIG BEAR AREA REGIONAL WASTEWATER AGENCY  
AND ITS NON MANAGEMENT EMPLOYEES**

Following meetings between representatives of the Big Bear Area Regional Wastewater Agency ("BBARWA") and representatives of BBARWA employees, the following agreement was reached for submission to the Governing Board of BBARWA:

1. BBARWA shall recognize Mrs. Shari Strain and Mr. Fred Uhler as representatives of the BBARWA non-management employees during the period of July 1, 2006 through June 30, 2007. BBARWA does not recognize the employees as a bargaining group. Non-management positions are Seasonal Part Time, Part Time Clerk, Operator In Training, Plant Operator I, Laboratory Analyst, Plant Operator II, Senior Laboratory Analyst, Senior Plant Operator and Senior Accountant.
2. BBARWA shall increase Standby Hours from two (2) to three (3) hours for a holiday observed by BBARWA Monday through Friday.
3. BBARWA shall authorize a one time purchase of OSHA and agency approved safety toe footwear during Fiscal Year ending June 30, 2007 for employees required to wear safety shoes/boots in the course of employment. A limit of \$175 is established for this additional footwear. Employees may purchase multiple pairs of footwear annually providing the total cost to the agency does not exceed \$175 annually. BBARWA will replace footwear damaged on the job or in the course of employment upon approval of the employee's immediate supervisor.
4. BBARWA shall authorize an additional eight (8) hours floating time per year.
5. BBARWA shall increase the maximum limit of Compensation Time eligible for accumulation to eighty (80) hours.
6. BBARWA shall allow employees to sell back a portion or all of their accumulated Compensation Time each year. Employees who elect to sell back Compensation Time must notify the agency prior to November 30 each year. Normally this sell back will take place during the first full pay period in December. Employees will be required to sell back or use accumulated Compensation Time prior to receiving a Step Increase.
7. BBARWA shall implement pay scales as indicated by Attachment I, for the Seasonal Part Time, Part Time Clerk, Operator In Training, Plant Operator I, Laboratory Analyst, Plant Operator II, Senior Laboratory Analyst, Senior Plant Operator and Senior Accountant positions.
8. During calendar year 2006, employees of the agency filling a position identified in Attachment I will *not* receive a Step Increase. In lieu of a Step Increase the agency will implement salary adjustments and ranges based on Attachment I. During calendar year 2007, employees of the agency filling a position identified in Attachment I will *not* receive a Cost of Living Adjustment; eligible employees will receive a Step Increase.



**ATTACHMENT I**

to the

**AGREEMENT BETWEEN  
BIG BEAR AREA REGIONAL WASTEWATER AGENCY  
AND IT'S NON MANAGEMENT EMPLOYEES**

December 2006 through December 2009 BBARWA Pay Scales

<b>Position</b>	<b>Starting Rate</b>	<b>Mid Point</b>	<b>Ending Rate</b>
Seasonal Part Time	\$11.61	\$13.44	\$15.56
Part Time Clerk	\$12.25	\$14.18	\$16.42
Operator In Training	\$12.66	\$14.66	\$16.97
Plant Operator I	\$19.28	\$22.32	\$25.84
Laboratory Analyst	\$20.13	\$23.30	\$26.98
Plant Operator II	\$20.12	\$23.29	\$26.96
Senior Laboratory Analyst	\$26.65	\$30.85	\$35.71
Senior Plant Operator	\$27.91	\$32.31	\$37.40
Senior Accountant	\$27.13	\$31.41	\$36.36

**ATTACHMENT II**

to the

**AGREEMENT BETWEEN  
BIG BEAR AREA REGIONAL WASTEWATER AGENCY  
AND IT'S NON MANAGEMENT EMPLOYEES**

May 2009 Salary Survey and Implementation Source

<b>Position</b>	<b>Local Survey</b>	<b>ACWA Statewide Survey</b>
Seasonal Part Time	●	
Part Time Clerk	●	
Operator In Training	●	
Plant Operator I		●
Laboratory Analyst	●	
Plant Operator II		●
Senior Laboratory Analyst	●	
Senior Plant Operator		●
Senior Accountant	●	



**Big Bear Area Regional Wastewater Agency**

*Liz Harris, Ed.D - Chair*

*Dr. Don Eads - Vice-Chair*

*John Day - Secretary*

*Ken Dally - Director*

*Rick Ollila - Director*

**AGENDA ITEM: 9.A**

**Date:** December 6, 2006

**Subject:** Tentative Workshop Dates

**Recommendation:** Recommending that the workshop be scheduled during the week of January 8, 2007 and engage the services of Brent Ives of BHI Management Consultants.

**Background:** Staff is requesting Governing Board direction for the Annual Governing Board and Manager Workshop.

Annually during the beginning of January, the Governing Board and Management Staff engage in a workshop to discuss the goals for the upcoming budget. The budget time-line is attached for your review.

This year staff is requesting direction from the Governing Board for the agenda for the upcoming workshop. The following are possible examples of topic(s) to discuss:

- Budget Goals
- Rate Study
- Strategic Planning

The Governing Board will give guidance as to actual topic(s) to be discussed during the workshop, selection of the moderator and date(s) for this workshop.

**Financial Impact:** No financial impact on the budget; during the approval of the Fiscal Year Ending June 30, 2007 budget the Governing Board approved \$4,000 for appropriation for the Workshop.

**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

At this time, I have assigned the minimum tasks, schedules and primary responsibilities they are follows:

<b>TASK</b>	<b>DUE DATE</b>	<b>INDIVIDUAL(s)</b>
Governing Bd & Mgmt. Workshop	Week of 1/8/07 (?)	Schindler
Advertising of Ordinances Rates – Connection Fee and Standby	1/10/07 1/17/07	Laughlin
Set Hearing and Rates – Connection Fee and Standby – Agenda	1/24/07	Laughlin
Rate Study – Presentation, Approval – Agenda	1/24/07	Bartle Wells Associates/Laughlin
Staffing Levels	2/1/07	Hanford/Schindler
Past Board Members	2/14/07	Laughlin
Awards	2/14/07	Laughlin
Group Employee Photo And ID Card Photo	TBD – 2/2007	Laughlin
Organizational Chart	2/14/07	Schindler
Board Member Photo	2/28/07 – prior to Bd. Mtg.	Laughlin
Advertising of Ordinances – Rates – Annual Charges	2/7/07 2/14/07	Laughlin
Set Hearing and Rates – Annual Charges – Agenda	2/28/07	Laughlin
Revenue Schedule	3/5/07	Laughlin
Operating Budget	3/5/07	Hanford/Laughlin/Sellards/Uhler
Revenue Detail	3/5/07	Laughlin
Expense Detail	3/5/07	Hanford/Laughlin/Sellards/Uhler
Debt Service	3/5/07	Laughlin
Work Plan	3/9/07	Hanford/Schindler/Uhler
Introduction	3/9/07	Laughlin
Budget Overview	3/9/07	Laughlin
Glossary	3/12/07	Laughlin
Actual and Projected Budget	3/12/07	Laughlin
Percent Changes	3/12/07	Laughlin
Source and Use of Funds	3/12/07	Laughlin
Pictures and Graphics	3/12/07	Laughlin/F. Hobbs
Manager’s Message	3/12/07	Schindler
Draft Design/Layout	3/14/07	Laughlin/F. Hobbs
First Draft	3/16/07	Laughlin/F. Hobbs
Review	3/19/07	Laughlin/Sr. Accountant
Review	3/21/07	Schindler
Printing and Binding	3/22/07	Laughlin
Distribution	3/23/07	Schindler
Agenda	3/23/07	Schindler
5 Year CIP/Projections	3/27/07	Laughlin/Hanford/Schindler
Board Meeting	3/28/07	Schindler/Hanford/Laughlin