

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

July 23, 2008

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** - None
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 June 25, 2008 – Approve
 - B. Monthly Cash Disbursements for June 2008 – Informational
 - C. Governing Board Member Reimbursement – Approve
 - D. Investment Report and Sewer Connection Report for June 2008 – Informational
 - E. Fiscal Year Ending June 30, 2008 Capital Expenditures Update – Informational
 - F. Carry Over of Select Projects and Appropriations to June 30, 2009 – Approve
 - G. Award Program for Budget Savings Concepts – Informational
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. First Reading, Ordinance No. O.04-2008, An Ordinance 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.

10. New Business –

- A. Board Room Rental Requests – Discussion and Possible Action

11. Information/Committee Reports

- A. Plant Superintendent's Report -- Informational
- B. General Manager's Report -- Informational
- C. Facilities Use Committee – Informational
- D. Employee/Employer Committee Comments - Informational
- E. Governing Board Member Comments – Informational

12. Closed Session –

- A. Conference with Legal Counsel – Anticipated Litigation
Pursuant to Subdivision (b) of Section 54956.9
Exposure to Litigation
Number of Cases: 1

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.

Visit www.bbarwa.org to view and/or print the Agenda Package

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

BIG BEAR AREA REGIONAL WASTEWATER AGENCY
Regular Meeting
June 25, 2008

1. Call to Order

A regular meeting of the Governing Board of the Big Bear Area Regional Wastewater Agency was held on Wednesday, June 25, 2008 at 4:30 p.m. at 121 Palomino Drive, Big Bear City, California.

Governing Board Members present: John Day, Liz Harris, and Rick Ollila

Governing Board Members absent: Dr. Don Eads and Rick Herrick

Other present: Bob and Sandi Ybarra, Democratic Club; Steven DeBaun, Best Best and Krieger; Paul Melton, TV6 and Tom Harder, Geo-Science.

Staff present: Nancy Laughlin, Finance Manager; Joe Hanford, Plant Superintendent; Steven C. Schindler, General Manager; Fred Uhler, Senior Plant Operator and Alisha Crowell, Part-Time Clerk.

2. Pledge of Allegiance

Chair Harris called the meeting to order at 4:30 p.m. with Director Ollila leading the Pledge of Allegiance.

3. Presentations and Introductions

Mr. Schindler introduced Alisha Crowell as the new Part-Time Clerk for the Big Bear Area Regional Wastewater Agency's Administrative Department. Chair Harris personally welcomed Ms. Crowell.

4. Approval of the Agenda

Upon motion by Secretary Day, seconded by Director Ollila, and carried, the Governing Board approved the June 25, 2008 agenda.

AYES: 3
NAYS: 0
ABSENT: 2

5. Consent Calendar

The Governing Board reviewed items on the Consent Calendar. Upon motion by Director Ollila, seconded by Secretary Day, and carried, the Governing Board approved the consent calendar as follows:

- A. Minutes of the Regular Meeting of May 28,2008 – Approved
- B. Monthly Cash Disbursements for May 2008 - Informational
- C. Governing Board Member Reimbursement – Approved
- D. Investment Report and Sewer Connection Report for May 2008 – Informational
- E. Annual Cost of Living Adjustment (COLA) – Approved

AYES: 3

NAYS: 0

ABSENT: 2

6. Items Removed From the Consent Calendar - None

7. Public Forum Response - None

8. Public Forum - None

9. Old Business

- A. First Reading, Ordinance No. O.04-2008, An Ordinance 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.

Mr. Schindler recommended waiving the reading of the entire Ordinance No. O.04-2008 by reading the title, An Ordinance 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 Plant. Secretary Day suggested the First Reading of Ordinance No. O.04-2008 be tabled until the July meeting due to lack of 4/5th Board Members being present. Mr. DeBaun concurred with Secretary Day. Item 9.A, the First Reading, Ordinance No. O.04-2008, An Ordinance of the Governing Board of the Big Bear Area Wastewater Agency to Increase the Current Fee Schedule for the Disposal or Water Delivered to the Regional Treatment Plant will be presented at the July Board Meeting.

10. New Business

A. Board Room Rental Requests – Discussion and Possible Action

Chair Harris suggested Item 10.A, Board Room Rental Requests – Discussion and Possible Action, be tabled until the July meeting due Director Herrick and Vice-Chair Eads not being present and the importance of the item needing the full consideration of all Board Members. Secretary Day also suggested the item be reviewed by an Ad-Hoc Committee. Secretary Day noted that he would like to participate on the Ad-Hoc Committee and inquired whether Chair Harris would like to participate as well. Chair Harris declined due to her involvement with the group requesting the rental of the Board Room. Chair Harris to call Director Herrick to inquire if he is interested in participating as an Ad-Hoc Committee Member. Item 10.A, Board Room Rental Requests – Discussion and Possible Action will be presented at the July Board Meeting.

11. Information/Committee Reports

A. Plant Superintendent's Report

Mr. Hanford provided a brief summary of the operational activities for the months of May and June 2008 highlighting the following items:

- The total influent flow for May 2008 was 56.3 MG with an average daily flow of 1.8 MGD. The City of Big Lake accounted for 52% of the flow; the BBCCSD 44% of the flow and CSA 53B 4% of the flow.
- For the month of May the sludge building operated a total of 96 hours and generated 53 tons of sludge. As discussed briefly last month, the sludge production was reduced approximately 70%, which resulted in 2.5 truck loads for the entire month of May in lieu of the usual 15 truck loads.
- June 2, 2008 the certified emissions test was conducted on the Cummins generators. The emissions test went extremely smooth. All of the parameters and values tested in the exhaust were well below the limits set forth by the SCAQMD and the permit to operate should be arriving any day. New solar equipment purchased and installed for solar powered battery chargers on all portable pumps. Secretary Day inquired as to whether or not a replacement cycle was needed for the batteries. Mr. Hanford responded that the batteries are replaced as needed and are also load tested monthly.
- July 1, 2008 Siemens will conduct a site visit to inspect and review the operational strategy of the Cannibal System to get the system fully operational and ensure warranty criteria is being met.

B. General Manager's Report

Mr. Schindler provided a brief summary of his activities for the month of June 2008 highlighting the following items:

- June 6, 2008, received notification from First Solar that the Lucerne Valley disposal site is no longer their first option for a solar generation site.
- June 10, 2008, attended the Mountain Mutual Aid Meeting.
- June 9, 2008, received an update from the USGS and Bureau of Reclamation regarding their efforts to plan for a Stickleback test site adjacent to the BBARWA facilities on Forest Service lands.

- June 19, 2008, participated in a conference call with BVE regarding the draft Reimbursement/Indemnification Agreement. As written, BVE is unwilling to enter into the agreement. BVE will prepare and submit a counter proposal in the near future. Chair Harris inquired what specific exceptions BVE had with the current agreement and whether or not it had to do with insurance, money, etc. Mr. Schindler responded that the exceptions did have to do with money, insurance, etc. and that there will be a limit to the amount of time BBARWA is willing to wait for BVE to come to a decision.

C. Renewable Energy Committee

Chair Harris commented that she will be attending the Water Conference in August and encouraged other Board Members to attend as well. Chair Harris stated the importance of the event due to many jurisdictions eagerness for water and her intention to protect the Big Bear Valley. Mr. Schindler stated that there is still time to register for the Water Conference for those who are interested.

D. Governing Board Comments

Director Ollila thanked the audience members and members of the Press for their attendance.

Secretary Day reiterated that Item 10.A, Board Room Rental Requests-Discussion and Possible Action, is a sensitive issue and an Ad-Hoc Committee is necessary.

12. Closed Session

- A. Conference with Legal Counsel – Anticipated Litigation
Pursuant to Subdivision (b) of Section 54956.9
Exposure to Litigation
Number of Cases: 1

At approximately 4:48 p.m., the Governing Board entered into closed session. At approximately 5:22 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 5:23p.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: July 15, 2008

Subject: Monthly Cash Disbursements for June 2008

Recommendation: Informational

Background: For your review and information, attached is the monthly disbursements of the agency for June 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: 06/01/08..06/30/08
Cash Disbursements Report

Check No.	Check Date	Vendor	Account Desc.	Amount
7457	06/10/08	AFLAC	Employee Benefits	728.66
7458	06/10/08	ARAMARK UNIFORM SERVICES IN	Operating Expense	990.49
7459	06/10/08	ARROWHEAD	Operating Expense	175.60
7460	06/10/08	ASBURY ENVIRONMENTAL SERVIC	Operating Expense	25.00
7461	06/10/08	BALDWIN LANE ELEMENTARY SCH	Operating Expense	200.00
7462	06/10/08	B.B.C. SAW WORKS	Repairs & Maintenance	161.56
7463	06/10/08	BIG BEAR CITY COMMUNITY	Utilities	248.00
7464	06/10/08	1ST PMF BANCORP	Operating Expense	580.58
7465	06/10/08	BILLS AUTO PARTS	Repairs & Maintenance	126.35
7466	06/10/08	BUTCHER'S BLOCK & BUILDING	Repairs & Maintenance	79.48
7467	06/10/08	BEAR VALLEY ELECTRIC	Utilities	14,174.53
7468	06/10/08	BEAR VALLEY HOSPITAL	Operating Expense	116.50
7469	06/10/08	CAL PERS 457 PROGRAM	Payroll Clearing	1,554.26
7470	06/10/08	CANNON SERVICES	Repairs & Maintenance	385.00
7471	06/10/08	CALIFORNIA DEPT OF PUBLIC HEA	Laboratory Costs	1,907.00
7472	06/10/08	CDW GOVERNMENT INC	Operating Expense	1,107.77
7473	06/10/08	CUMMINGS CAL PACIFIC, LLC	A-5 LPS Equip Rebuild/Replace	138,924.10
7474	06/10/08	CWEA	Prepaid Expenses	580.00
7475	06/10/08	JOHN DAY	Director's Fees	100.00
7476	06/10/08	DIONEX CORPORATION	Laboratory Costs	1,030.07
7477	06/10/08	DIRECT TV	Utilities	31.47
7478	06/10/08	DEPARTMENT OF WATER & POWE	Utilities	29.68
7479	06/10/08	DONALD L. EADS, M.D.	Board Member Assignments	100.00
7480	06/10/08	ECOM	Repairs & Maintenance	1,393.44
7481	06/10/08	ENGINEERING RESOURCES	Engineering	9,483.06
7482	06/10/08	ENNIX INCORPORATED	Operating Expense	750.00
7483	06/10/08	FISHER SCIENTIFIC	Laboratory Costs	532.60
7484	06/10/08	GEOTIVITY, INC.	Repairs & Maintenance	600.00
7485	06/10/08	GOLDEN BELL PRODUCTS	Operating Expense	3,910.75
7486	06/10/08	GRAINGER	Repairs & Maintenance	221.89
7487	06/10/08	THE GRIZZLY	Operating Expense	567.60
7488	06/10/08	HARDY DIAGNOSTICS	Laboratory Costs	295.12
7489	06/10/08	HEAT TECHNOLOGY PRODUCTS	Repairs & Maintenance	897.63
7490	06/10/08	RICHARD T. HERRICK, JR.	Board Member Assignments	200.00
7494	06/10/08	IKON FINANCIAL SERVICES	Operating Expense	587.40
7495	06/10/08	IKON OFFICE SOLUTION	Operating Expense	256.85
7496	06/10/08	KATHYS POSTAL PLUS	Operating Expense	421.49
7497	06/10/08	STEVEN M. KNAPIK, D.O.	Operating Expense	150.00
7498	06/10/08	LEHIGH SAFETY SHOE CO	Operating Expense	102.36
7499	06/10/08	THE LINCOLN NAT'L LIFE INS. CO	Payroll Clearing	1,329.71
7500	06/10/08	JOHN LISEE PUMPS, INC.	A-5 LPS Equip Rebuild/Replace	39,719.09
7501	06/10/08	MARTY'S MASONRY	A-2 Treatment Plant Upgrades	1,600.00
7502	06/10/08	MCGRATH CONCRETE PUMPING	A-2 Treatment Plant Upgrades	254.00
7503	06/10/08	MOUNTAIN BEVERAGE SERVICE	Operating Expense	79.32
7504	06/10/08	NAPA AUTO PARTS	Repairs & Maintenance	551.72
7505	06/10/08	NATIVESCAPES INC	Repairs & Maintenance	199.21
7506	06/10/08	RICK OLLILA	Director's Fees	100.00
7507	06/10/08	ORIAN RADIOLOGY, INC	Operating Expense	52.00

Big Bear Area Regional Wastewater Agency
Period: 06/01/08..06/30/08
Cash Disbursements Report

Check No.	Check Date	Vendor	Account Desc.	Amount
7508	06/10/08	OWL TELEPHONE EXCHANGE	Utilities	50.00
7509	06/10/08	PACIFIC SUPPLIERS COMPANY	Repairs & Maintenance	45.15
7510	06/10/08	PETTY CASH	Operating Expense	261.56
7511	06/10/08	PITNEY BOWES INC.	Prepaid Expenses	162.95
7512	06/10/08	PLANETHOSTING.COM, INC.	Operating Expense	30.00
7513	06/10/08	QUILL CORPORATION	Operating Expense	203.95
7514	06/10/08	RIFFENBURGH LUMBER CO., INC.	Repairs & Maintenance	4,198.81
7515	06/10/08	STEVE SCHINDLER	Memberships,Dues & Subscrip.	172.00
7516	06/10/08	SHEPARD BROS.	Solids Handling	1,614.11
7517	06/10/08	SHRM	Prepaid Expenses	160.00
7518	06/10/08	SIEMENS WATER TECHNOLOGIES	Construction & Irrigation Wtr.	237.05
7519	06/10/08	SWRCB	Memberships,Dues & Subscrip.	260.00
7520	06/10/08	THE TERMINIX INTL CO., LP	Operating Expense	12.00
7521	06/10/08	TWIN BEAR EQUIPMENT RENTALS	A-2 Treatment Plant Upgrades	286.00
7522	06/10/08	UNDERGROUND SERVICE ALERT	Permits & Fees	62.50
7523	06/10/08	USA BLUE BOOK	A-1 T/P Equip Rebuilds/Replace	4,665.25
7524	06/10/08	VALLEY POWER SYSTEMS, INC.	Repairs & Maintenance	117.21
7525	06/10/08	VERIZON CALIFORNIA	Utilities	1,084.20
7526	06/10/08	KEN WILLIS CONSTRUCTION	Solids Handling	7,602.32
7531	06/24/08	ACWA - HBA	Prepaid Expenses	1,764.34
7532	06/24/08	ARAMARK UNIFORM SERVICES IN	Operating Expense	602.73
7533	06/24/08	ASBURY ENVIRONMENTAL SERVIC	Operating Expense	229.00
7534	06/24/08	AT&T MOBILITY	Utilities	21.63
7535	06/24/08	B.B.C. SAW WORKS	Repairs & Maintenance	73.25
7536	06/24/08	BEST, BEST & KRIEGER	Accounts Receivable	32,925.06
7537	06/24/08	BIA BALDY VIEW CHAPTER	Prepaid Expenses	500.00
7538	06/24/08	BILLS AUTO PARTS	Repairs & Maintenance	164.91
7539	06/24/08	BURNETT ELECTRIC	Repairs & Maintenance	2,243.71
7540	06/24/08	BUSINESS CARD	Education & Training	277.29
7541	06/24/08	BUTCHER'S BLOCK & BUILDING	Repairs & Maintenance	124.17
7542	06/24/08	CAL PERS 457 PROGRAM	Payroll Clearing	1,554.26
7543	06/24/08	CLINICAL LAB OF SAN BERNARINO	Laboratory Costs	1,000.00
7544	06/24/08	DIONEX CORPORATION	Laboratory Costs	1,622.94
7545	06/24/08	TOM DODSON & ASSOCIATES	Permits & Fees	4,837.00
7546	06/24/08	DEPARTMENT OF PUBLIC HEALTH	Prepaid Expenses	110.00
7547	06/24/08	E.S. BABCOCK & SONS, INC.	Laboratory Costs	545.00
7548	06/24/08	FISHER SCIENTIFIC	Laboratory Costs	574.47
7549	06/24/08	GOLDEN BELL PRODUCTS	Solids Handling	8,238.00
7550	06/24/08	HARDY DIAGNOSTICS	Laboratory Costs	26.15
7551	06/24/08	7653 KMART	Operating Expense	104.22
7552	06/24/08	THE LINCOLN NAT'L LIFE INS. CO	Payroll Clearing	1,329.71
7553	06/24/08	MOUNTAIN BEVERAGE SERVICE	Operating Expense	78.86
7554	06/24/08	MUR CAL, INC.	Repairs & Maintenance	286.36
7555	06/24/08	NAPA AUTO PARTS	Repairs & Maintenance	51.57
7556	06/24/08	PETTY CASH	Operating Expense	425.56
7557	06/24/08	PITNEY BOWES PURCHASE POWE	Operating Expense	268.99
7558	06/24/08	QUILL CORPORATION	Operating Expense	520.25
7559	06/24/08	ROBERTSON'S	A-2 Treatment Plant Upgrades	1,508.75

Big Bear Area Regional Wastewater Agency
Period: 06/01/08..06/30/08
Cash Disbursements Report

Check No.	Check Date	Vendor	Account Desc.	Amount
7560	06/24/08	STEVE SCHINDLER	Memberships,Dues & Subscrip.	115.00
7561	06/24/08	SOUTHERN CA EDISON COMPANY	Utilities	44.45
7562	06/24/08	SAN BERNARDINO COUNTY	Operating Expense	167.40
7563	06/24/08	VERIZON WIRELESS	Utilities	159.19
7564	06/24/08	VERIZON CALIFORNIA	Prepaid Expenses	658.15
7565	06/24/08	KEN WILLIS CONSTRUCTION	Repairs & Maintenance	900.00
7566	06/24/08	SOUTHWEST GAS CORPORATION	Utilities	1,693.46
7567	06/24/08	SYNAGRO COMPOSTING CO	Solids Handling	1,982.73
7568	06/24/08	SY NIELSON SERVICE, INC	Laboratory Costs	265.00
7569	06/24/08	THE TERMINIX INTL CO., LP	Operating Expense	19.00
7570	06/24/08	TOWSLEY WELDING & FABRICATI	Repairs & Maintenance	60.48
7571	06/24/08	VALERO MARKETING AND SUPPLY	Operating Expense	975.04
7572	06/24/08	VALLEY POWER SYSTEMS, INC.	Repairs & Maintenance	26.11
7573	06/30/08	ARAMARK UNIFORM SERVICES IN	Operating Expense	250.46
7574	06/30/08	ARROWHEAD	Operating Expense	242.84
7575	06/30/08	BECK OIL, INC.	Operating Expense	560.95
7576	06/30/08	BILLS AUTO PARTS	Repairs & Maintenance	51.16
7577	06/30/08	BEAR VALLEY ELECTRIC	Utilities	3,077.63
7578	06/30/08	CANNON SERVICES	Repairs & Maintenance	490.00
7579	06/30/08	JOHN DAY	Director's Fees	100.00
7580	06/30/08	DIRECT TV	Utilities	41.98
7581	06/30/08	DEPARTMENT OF WATER & POWE	Utilities	29.68
7582	06/30/08	DONALD L. EADS, M.D.	Director's Fees	300.00
7583	06/30/08	E.S. BABCOCK & SONS, INC.	Laboratory Costs	1,078.00
7584	06/30/08	ENGINEERING RESOURCES	Engineering	5,742.77
7585	06/30/08	ENNIX INCORPORATED	Operating Expense	750.00
7586	06/30/08	ENVIRO CHEMICAL RESEARCH	Operating Expense	637.50
7587	06/30/08	E.U.F. CORPORATION	Board Member Assignments	424.80
7588	06/30/08	FISHER SCIENTIFIC	Laboratory Costs	613.60
7589	06/30/08	ELIZABETH HARRIS	Director's Fees	200.00
7590	06/30/08	RICHARD T. HERRICK, JR.	Board Member Assignments	200.00
7591	06/30/08	HSBC BUSINESS SOLUTIONS	Repairs & Maintenance	161.62
7592	06/30/08	7653 KMART	Operating Expense	88.56
7593	06/30/08	MOUNTAIN BEVERAGE SERVICE	Operating Expense	50.34
7594	06/30/08	RICK OLLILA	Director's Fees	100.00
7595	06/30/08	PHILS AUTOMOTIVE	Repairs & Maintenance	939.67
7596	06/30/08	RIFFENBURGH LUMBER CO., INC.	Repairs & Maintenance	1,751.44
7597	06/30/08	TRI-COUNTY FIRE EQUIPMENT	Operating Expense	406.12
7598	06/30/08	USA BLUE BOOK	A-1 T/P Equip Rebuilds/Replace	180.00
7599	06/30/08	VERIZON CALIFORNIA	Utilities	822.73
7600	06/30/08	KEN WILLIS CONSTRUCTION	Repairs & Maintenance	900.00
7601	06/30/08	BILLY WORMSBAKER	Operating Expense	4,346.00
Total: \$				342,448.44

Period: 06/01/08..06/30/08
Wire Transfers Report

Wire No.	Wire Date	Vendor	Account Desc.	Amount
37844	06/24/08	SOUTHWEST GAS	Utilities	\$ 4,368.34
37836	06/24/08	COMMERCE ENERGY	Utilities	18,831.37
Total:				<u>\$ 23,199.71</u>

Grand Total: \$ 365,648.15



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: July 15, 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 June 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: 6/25/2008

Month Covered: June, 2008

BBARWA Regular Meeting Attended: Date: 6/25/2008 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: \$ 100

Uncompensated Meetings Attended:

PURPOSE

Date: _____

Date: _____

Board Member Signature: [Handwritten Signature]

Total Amount Paid \$ 100

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

REPORT OF MEETINGS ATTENDED

Governing Board Member: Don Eads
 Date Submitted: 6/25/08
 Month Covered: June 2008

BBARWA Regular Meeting Attended: _____ Date: 6/25/08 Compensation \$ 5
 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 \$ 5

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

REPORT OF MEETINGS ATTENDED

Governing Board Member: Liz Harris

Date Submitted: June 25, 2008

Month Covered: June 2008

BBARWA Regular Meeting Attended: _____ Date: 6-25-08 Compensation \$ 1000

PURPOSE

BBARWA Special Meeting Attended: Agenda Study Date: 6-11-08 \$ 100

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 \$ 200

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

REPORT OF MEETINGS ATTENDED

Governing Board Member: Rick Herrick
 Date Submitted: 6/25/08
 Month Covered: June 2008

BBARWA Regular Meeting Attended: _____ Date: 6/25/08 Compensation \$ 0
 PURPOSE

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

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

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

PURPOSE

BBARWA Committee Meeting Attended: Renewable Date: 6/23/08 \$ 100.00

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: Pick Allila
 Date Submitted: 6/25/08
 Month Covered: June 2008

BBARWA Regular Meeting Attended: _____ Date: 6/25/08 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: July 17, 2008

Subject: Investment Report and Sewer Connection Report for June 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 June 2008.

Additionally attached for your review, is the Sewer Connection Report for the year ended June 2008. During the twelve-month period, 296 sewer connections were allocated. The Agency actually received 128 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
June 30, 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	\$ 4,481,819	\$ 4,481,596	Jun-08	\$ 160,208	2.89%	DAILY
TOTAL		\$ 4,481,819	\$ 4,481,596				
<u>FUNDS HELD BY FISCAL AGENT:</u>							
MONEY MARKET FUNDS	FIRST AMERICAN TREASURY (1998 Revenue Bonds)	\$ 4,376	\$ 4,376	Jun-08	\$ 373	1.52%	2010
INVESTMENT FUNDS	MORGAN GUARANTY TRUST (Reserve Fund - 1998 Revenue Bonds)	\$ 464,000	\$ 464,000	Apr-08	\$ 26,754	5.75%	2010
MONEY MARKET FUNDS	PROVIDENT INSTITUTIONAL FUNDS (1998B Revenue Bonds)	\$ 249,656	\$ 249,656	Jun-08	\$ 9,375	1.62%	2018
MONEY MARKET FUNDS	FIDELITY INSTITUTIONAL MONEY MARKET (Loan Agreement)	\$ 453,680	\$ 453,680	Jun-08	\$ 91,957	1.95%	2026
TOTAL		\$ 1,171,712	\$ 1,171,712				

THE INVESTMENT PORTFOLIO OF THE BIG BEAR AREA REGIONAL WASTEWATER AGENCY IS IN COMPLIANCE WITH THE INVESTMENT POLICY ADOPTED ON MARCH 26, 2008. 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



JUL 14 2008

June, 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
06-10-2008	06-09-2008	RW	1174341	NANCY A. LAUGHLIN	- 300,000.00
06-19-2008	06-18-2008	RW	1175323	NANCY A. LAUGHLIN	- 500,000.00
06-27-2008	06-26-2008	RD	1176299	NANCY A. LAUGHLIN	850,000.00

Account Summary

Total Deposit :	850,000.00	Beginning Balance :	4,400,295.61
Total Withdrawal :	- 800,000.00	Ending Balance :	4,450,295.61
		Accrued Interest Earnings:	31,523.70
		Ending Balance:	4,481,819.31

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	0	7	0	7	8
Mar-08	2	1	0	3	6
Apr-08	6	4	2	12	11
May-08	5	1	1	7	21
Jun-08	<u>11</u>	<u>6</u>	<u>0</u>	<u>17</u>	<u>39</u>
TOTAL	60	62	6	128	208



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.E

Date: July 15, 2008

Subject: Fiscal Year Ending June 30, 2008 Capital Projects Update

Recommendation: Informational

Background: Attached for your review is the status of the Capital Projects for the year ending June 30, 2008, which includes any outstanding purchase orders as of June 30, 2008. The Capital Project update gives the Governing Board the opportunity to review the status of each approved Capital Projects and Board Approved Projects.

All items that have been highlighted on the attached recap indicate that the project had been completed as of June 30, 2008 or will be carried over to the upcoming fiscal year ending June 30, 2009; any positive variance will remain in the Capital and Replacement Fund. Below is a recap of the overall status for each of the projects as of June 30, 2008.

- *A-1, Treatment Plant Equipment Rebuilds and Replacements* – all projects had been completed as of June 30, 2008. The final positive variance for the year ended June 30, 2008 was \$59,704.
- *A-2, Treatment Plant Upgrades* – all projects had been completed as of June 30, 2008 with the exception of the Fencing and Asphalt projects. The Fencing and Asphalt projects will be carried forward to the Fiscal Year Ending June 30, 2009, in the amounts of \$90,825 and \$34,225 respectively. The final positive variance for the year ended June 30, 2008 was \$82,832.
- *A-3, Vehicle Replacement* – this project had been completed as of June 30, 2008. The final positive variance for the year ended June 30, 2008 was \$568.
- *A-4, Laboratory Equipment and Replacement* – all projects had been completed as of June 30, 2008. The final positive variance for the year ended June 30, 2008 was \$688.
- *A-5, LPS Equipment Rebuild and Replacement* – all projects had been completed as of June 30, 2008. The final positive variance for the year ended June 30, 2008 was \$3.
- *A-6, Station Upgrades, Equipment Rebuilds and Replacements* – all projects had been completed as of June 30, 2008. The final projects resulted in a negative variance for the year ended June 30, 2008 in the amount of (\$224).
- *A-7, Building Upgrades* – all projects had been completed as of June 30, 2008 with the exception of the Administration Building Patio Upgrades. Due to the recommendations by the Governing Board for testing of recommended options this project will be carried forward to Fiscal Year Ending June 30, 2009. The patio upgrades for Fiscal Year Ending June 30, 2009 appropriations and scope of work have been revised from the current patio upgrades project. The final positive variance for the year

- *A-8, Studies* – all projects had been completed as of June 30, 2008 with the exception of the Sewer System Management Plan. The management plan for Fiscal Year Ending June 30, 2009 appropriations have been revised from the current plan projects based budget estimates to finalize the plan. The final positive variance for the year ended June 30, 2008 was \$1,468.
- *A-9, Cannibal Solids Reduction Process* – this project had been completed as of June 30, 2008. The final positive variance for the year ended June 30, 2008 was \$89,449.
- *A-10, Natural Gas Generator System* – this project had been completed as of June 30, 2008, the retention amount of \$33,761 will be carried forward to Fiscal Year Ending June 30, 2009. The final positive variance for the year ended June 30, 2008 was \$148,067.
- *Stickleback Issues* – this project had been completed as of June 30, 2008, with no positive or negative variance.
- *Board Approved, Bio-Power System* – this project was initially approved to investigate the feasibility of working with the US Forest Service. Test results of the burning of the Agency’s sludge as a fuel source for the proposed system found that this fuel would not meet the air emissions criteria. Therefore, no action had been taken by the Governing Board to continue with the proposed Bio-Power System. The appropriations for this project originally was from the Capital and Replacement Fund, the appropriations will come from the Rainy Day Fund due to the discontinuing of the project. The final positive variance for the year ended June 30, 2008 was \$252.
- *Board Approved, VFD Sludge Building* – this project had been completed as of June 30, 2008, with no positive or negative variance.
- *Board Approved, Outfall Line Realignment* – this project is in process and will be carried forward to Fiscal Year Ending June 30, 2009, in the amount of \$54,139. The final positive variance for the year ended June 30, 2008 was \$25,069.

Appropriations for the Capital Projects are subject to change due to final adjustments based on any outstanding invoices for Fiscal Year Ended June 30, 2008.

Refer to the attached update for detail of each of the components of the Capital Projects.

Financial Impact: Funding for these projects will require transfers from the Rainy Day Fund, the Capital and Replacement Fund and the Projects Funds.

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
		Actual	Purchase Orders	Total Actual	Budget	Variance								
45														
46														
47	A-8, Studies													Funding: Capital and Replacement Fund - \$127,492 Status and Comments
48	Sewer System Management Plan	\$ 118,952	\$ -	\$ 118,952	\$ 118,952	\$ -								This project will be carried forward to Fiscal Year Ending June 30, 2009. This project has new appropriations for Fiscal Year Ending June 30, 2009.
49	Rate Study for Waste Disposal Fee	7,072	-	7,072	8,540	1,468								Project complete
50	Total A-8, Studies	\$ 126,024	\$ -	\$ 126,024	\$ 127,492	\$ 1,468								
51														
52	A-9, Cannibal Solids Reduction Process													Funding: Project Fund, Financing - \$2,727,087 Project Complete
53	Cannibal Solids Reduction Process	\$ 2,637,638	\$ -	\$ 2,637,638	\$ 2,727,087	\$ 89,449								
54	Total A-9, Cannibal Solids Reduction Process	\$ 2,637,638	\$ -	\$ 2,637,638	\$ 2,727,087	\$ 89,449								
55														
56	A-10, Natural Gas Generator System													Funding: Project Fund, Financing - \$558,405 The outstanding purchase order will be carried forward to Fiscal Year Ending June 30, 2009.
57	Natural Gas Generator System	\$ 376,577	\$ 33,761	\$ 410,338	\$ 558,405	\$ 148,067								
58	Total A-10, Natural Gas Generator System	\$ 376,577	\$ 33,761	\$ 410,338	\$ 558,405	\$ 148,067								
59														
60	Total Capital Projects Approved with Budget	\$ 3,559,511	\$ 78,232	\$ 3,637,743	\$ 4,028,647	\$ 390,904								
61														
62	Additional Approved Capital Projects													
63	Stickieback Issues													Funding: Rainy Day Fund - \$100,000 Project Complete
64	Possible Land Purchase	\$ 100,000	\$ -	\$ 100,000	\$ 100,000	\$ -								
65	Total Stickieback Issues	\$ 100,000	\$ -	\$ 100,000	\$ 100,000	\$ -								
66														
67	Bio-Power System													Funding: Rainy Day Fund - \$500 Project complete
68	Feasible Study Bio-Power System	\$ 248	\$ -	\$ 248	\$ 500	\$ 252								
69	Total Bio-Power System	\$ 248	\$ -	\$ 248	\$ 500	\$ 252								
70														
71	VFD Sludge Building													Funding: Capital and Replacement Fund - \$9,928 Project Complete
72	VFD Sludge Building	\$ 9,928	\$ -	\$ 9,928	\$ 9,928	\$ -								
73	Total VFD Sludge Building	\$ 9,928	\$ -	\$ 9,928	\$ 9,928	\$ -								
74														
75	Outfall Line Realignment													Funding: Capital and Replacement Fund - \$58,000 The outstanding purchase order and the positive variance will be carried forward to Fiscal Year Ending June 30, 2009.
76	Outfall Line Realignment	\$ 3,861	\$ 29,070	\$ 32,931	\$ 58,000	\$ 25,069								
77	Total Outfall Line Realignment	\$ 3,861	\$ 29,070	\$ 32,931	\$ 58,000	\$ 25,069								
78	Total Additional Approved Capital Projects	\$ 114,038	\$ 29,070	\$ 143,108	\$ 168,428	\$ 25,321								
79														
80	Total Capital Projects	\$ 3,673,549	\$ 107,302	\$ 3,780,851	\$ 4,197,075	\$ 416,224								
81														
82														
83	Indicates Capital Projects that have been completed													
84	Indicates project will be carried forward to Fiscal Year June 30, 2009													
85	Note: Positive variances will remain in the Capital and Replacement Fund.													
86														
87														



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.F

Date: July 15, 2008

Subject: Carry-Over of Selected Projects and Appropriations to June 30, 2009

Recommendation: Approve the carry-over of selected projects and appropriations from Fiscal Year Ending June 30, 2008 to Fiscal Year Ending June 30, 2009: four Capital Projects in the amount of \$212,950 that will require appropriations from the Capital and Replacement Fund and five Operating Expenses in the amount of \$46,230 that will require appropriations from the Rainy Day Fund.

Background: Annually, staff recommends that the Governing Board approve appropriations be carried forward to the subsequent fiscal year due to projects and encumbrances that were outstanding from the previous fiscal year. The approval of the appropriations will ensure adequate funds are available to finalize the projects and encumbrances.

Attached for your review is a schedule of the projects and line-items that will require approval for Fiscal Year Ending June 30, 2009. The proposed appropriations are subject to change due to final adjustments based on any outstanding invoices for Fiscal Year Ended June 30, 2008.

Financial Impact: No financial impact on the budget as appropriations for the budget will be funded by the Rainy Day Fund, which is available from the prior fiscal year. Capital Projects will require funding from the Capital and Replacement Fund, which is available from the prior fiscal year.

Reviewed By: Steven C. Schindler, General Manager

Responsible Staff: Nancy A. Laughlin, Finance Manager

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

Approved Date: _____ Witnessed: _____

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

CARRY-OVER OF SELECT APPROPRIATIONS FROM

FISCAL YEAR JUNE 30, 2008 TO FISCAL YEAR JUNE 30, 2009

June 30, 2009 Project/Expense	June 30, 2009 Description	June 30, 2009 Budget	June 30, 2009 Additions	June 30, 2009 Revised Budget
A-2, Treatment Plant Upgrades	Fencing	\$180,342	\$90,825	\$271,167
A-2, Treatment Plant Upgrades	Asphalt	\$271,167	\$34,225	\$305,392*
New Capital Project	Natural Gas Generator	\$0	\$33,761	\$33,761
New Capital Project	Outfall Line/Cal Trans	\$0	\$54,139	\$54,139
Legal Expense	Hydro Project/BVE	\$40,000	\$22,000	\$62,000
Legal Expense	Borehole Study	\$62,000	\$22,693	\$84,693**
Laboratory Expense	Supplies and Regents	\$57,250	\$134	\$57,384
Operating Expense	Safety Supplies	\$244,360	\$1,200	\$245,560
Operating Expense	Advertising	\$245,560	\$203	\$245,763***

Required appropriations from Capital and Replacement Fund

Required appropriations from Rainy Day Fund

* Indicates revised budget for Capital Project A-2, Treatment Plant Upgrades

** Indicates revised Operating Budget for Legal Expense

*** Indicates revised Operating Budget for Operating Expense



Big Bear Area Regional Wastewater Agency

*Liz Harris - Chairman
Dr. Don Eads - Vice Chairman
John Day - Secretary
Rick Ollila - Director
Rick Herrick - Director*

AGENDA ITEM: 5.G

- Date:** July 11, 2008
- Subject:** Award Program for Budget Savings Concepts, Rainy Day Fund not to exceed \$35,103.
- Recommendation:** Approve Incentive Award Program for Budget Savings Concepts, Rainy Day not to exceed \$35,103.
- Background:** During April 2006, the Agency requested an Incentive Program in conjunction with the employee negotiations. This policy was ultimately adopted during March 2007. During May 2008, staff provided the Employer/Employee Relations Committee with a list of projects, both Capital Improvements and daily operations to document projected ongoing and one-time savings related to the operation of the facilities.
- The total one time savings for the current completed Incentive Program is \$157,130. The annual ongoing savings calculation for future years will be \$13,356.
- The Employer/Employee Relations Committee met with the Plant Superintendent and the General Manager on July 18, 2008 to review the list of savings. The Committee determined a favorable recommendation should be made to the full Governing Board regarding distribution of the incentive awards to the employees.
- The Employee/Employer Relations Committee recommends the Incentive Award be distributed at the annual BBARWA Awards dinner. The Committee further recommends the continuation of this program through March 2009 and to be reviewed every March hereafter, as input to the preparation of the Annual Budget.
- Financial Impact:** The savings concepts award program had not been budgeted; therefore appropriations from the Rainy Day Fund will be required.
- Reviewed By:** Nancy A. Laughlin, Finance Manager
- Responsible Staff:** Steven C. Schindler, General Manager

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

Approved Date: _____ Witnessed: _____

Secretary of the Governing Board

Item	Task/Project	Budget Amount	One Time Savings	Projected Ongoing Savings	Responsibility
1.	Belt Feed Pump #1 rebuild vs. outsourcing to Rockwell Engineering	\$2,200/yr.	\$1,794	\$1,794 per year	Fred Uhler and Operations Staff
2.	Fabricate Slide Gate for Ditch #2 vs. outsourcing to Sam Enterprise	\$580	\$428		Drew Ryan
3.	Provide manpower for Trunk line Hydro-Cleaning	\$5,625 biannually	\$4,104	\$4,104 biannually	Ron Roberts
4.	R&R Auxiliary flow Meter vs. outsourcing to Townsley Welding	\$2,600	\$1,789		Drew Ryan / Jeremy Sweeney
5.	Sludge Building Exhaust Fans(s). Improvement detailed two units. Crew able to accomplish task with one unit	\$1,100	\$550	\$1,026 annually in electrical costs	Ron Roberts / Francis Hobbs
6.	Install concrete walkway vs. outsourcing	\$2,400	\$1,489		Joe Hanford / Francis Hobbs / Jeremy Sweeney
7.	Fabricate flanges and brackets for pressure regulator in Main Pump Building vs. outsourcing	\$680	\$410		Drew Ryan
8.	Eliminate purchase of Suspended Solids Analyzer for monitoring plant solids	\$4,894	\$4,894		Bob Sellards / Nikki Orabuena
9.	Fabricate Make up Oil Tanks for new generators	0	\$3,084	\$3,084 annually	Ron Roberts / Drew Ryan

10.	Provide dewatering services for the Cannibal Solids Reduction Project	Change Order Amount \$25,180	\$10,395		Joe Hanford / Fred Uhler and Operations Staff
11.	Provide excavation, compaction and construction services for new generator building vs. outsourcing	\$95,800 (Building Cost)	\$30,858		Joe Hanford / Fred Uhler / Operations Staff
12.	Provide Traffic control services for Emergency Slip Lining project vs. outsourcing	\$191,252	\$15,021 plus \$9,734 in non-occurring OT		Joe Hanford / Fred Uhler Laboratory and Operations Staff
13.	Replace Sym-Bio and DO Probes in NADH process with ORP Probes	\$78,000	\$53,944	Approximately \$54,000 every ten years	Joe Hanford / bob Sellards / Fred Uhler and Ron Roberts
14.	Sand and Gravel Storage	\$8,800	\$3,989		Joe Hanford / Fred Uhler and Jeremy Sweeney
15.	Generator Building Ventilation System	\$20,000	\$13,176		Joe Hanford / Fred Uhler and Operations Staff
16.	Generator Cooling Water Line	\$4,500	\$1,471		Joe Hanford / Fred Uhler and Operations Staff
			One-time savings \$157,130	Projected ongoing annual savings \$13,356	



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: 9.A

Date: July 10, 2008

Subject: Ordinance No. O.04-2008, An Ordinance 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

Recommendation: First Reading, Ordinance No. O.04-2008, An Ordinance 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

Background: During the month of May 2008 the Governing Board approved to increase the current fees for the disposal of waste delivered to the Agency. To comply with the new Community Service District law pertaining to the adoption of ordinances, the adoption requires the first reading of the proposed ordinance. The increases are based on the Rate Study for Waste Disposal Fees (Septic Tank, Holding Tank and Chemical Toilet Waste prepared by Engineering Resources of Southern California, Inc. is as follows (copy attached):

<u>Waste Type</u>	<u>Current Rates</u>	<u>Proposed Rates</u>
Holding Tank	\$4.30 per 1000 gallons	\$6.43 per 1000 gallons
Septic Tank	\$54.50 per 1000 gallons	\$72.33 per 1000 gallons
Chemical Toilet	\$28.70 per 1000 gallons	\$60.45 per 1000 gallons

Procedure: Adoption of Ordinance is as follows:

1. Chair Harris introduces Ordinance No. O.04-2008, An Ordinance 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
2. Chair Harris requests a vote to waive the reading of the ordinance by the Governing Board.
3. Vote is tallied.
4. If vote is unanimous Chair Harris will introduce the ordinance by reading the title: Ordinance No. O.04-2008, An Ordinance of the Governing Board of the Big Bear Area Regional Wastewater Agency to Increase the Current Fee Schedule for the Disposal of the Waste Delivered to Regional Treatment Plant

5. If vote of the Governing Board is not unanimous Chair Harris will read Ordinance No. O.04-2008 in its entirety.

Attached for your review, in its entirety, is Ordinance No. O.04-2008, An Ordinance of the Governing Board of the Big Bear Area Regional Wastewater Agency to Increase the Current Fee Schedule for the Disposal of the Waste Delivered to Regional Treatment Plant

Financial Impact: Financial impact for the upcoming proposed fiscal year ending June 30, 2009 Operating Budget results in 0.3% of the budget revenues.

Reviewed By: Steven C. Schindler, General Manger

Responsible Staff: Nancy A. Laughlin, Finance Manager

Ordinance No. O.04-2008, An Ordinance of the Governing Board of the Big Bear Area Regional Wastewater Agency to Increase the Current Fee Schedule for the Disposal of the Waste Delivered to the Regional Treatment Plant

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

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



74007054

December 14, 2007

Mr. Steve Schindler, Administrative Manager
Big Bear Area Regional Wastewater Agency
P.O. Box 517
Big Bear City CA 92314

SUBJECT: RATE STUDY FOR WASTE DISPOSAL FEE (SEPTIC TANK, HOLDING TANK AND CHEMICAL TOILET WASTE)

Dear Steve:

Engineering Resources of Southern California, Inc. (ERSC) has completed the Rate Study for Waste Disposal Fee (Septic Tank, Holding Tank, and Chemical Toilet Waste). *ERSC's* conclusion, based on the current treatment cost and characterizations of wastes, is that BBARWA needs a Waste Disposal Fee adjustment to provide a fair share distribution of fees based on use. The recommended fee schedule is:

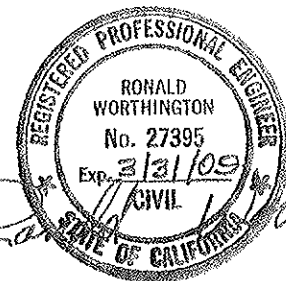
- Holding Tank Waste: \$6.43 per 1000 gallons waste
- Septic Tank Waste: \$72.33 per 1000 gallons waste
- Chemical Toilet Waste: \$60.45 per 1000 gallons waste

If you have any questions or comments, please call 909-890-1255.

Sincerely,

Ronald Worthington
Ronald Worthington, P.E.
Project Manager

RW:ma



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2/28/08

RATE STUDY FOR WASTE DISPOSAL FEE

INTRODUCTION

Big Bear Area Regional Wastewater Agency's (BBARWA) current fee schedule for the disposal of waste delivered to the treatment plant is as follows:

- Holding Tank Waste: \$4.30 per 1000 gallons
- Septic Tank Waste: \$54.50 per 1000 gallons
- Chemical Toilet Waste: \$28.70 per 1000 gallons

This fee schedule was adopted by BBARWA Ordinance No. 69 in 1999. Since then, the cost of treatment has increased from \$104.74 per Equivalent Dwelling Unit (EDU) per year (1999) to the current rate of \$173.76 per EDU per year (adopted in 2005). The characterizations of sanitary wastes have also changed significantly. This, along with the significant increases in operating costs and capital improvement expenditures have resulted in the need for Waste Disposal Fee adjustment to provide a fair share distribution of fees based on use while eliminating the current subsidy provided by the Single-Family-Residence users.

CALCULATION BASIS

This analysis is consistent with the method utilized while performing the 1999 rate study, and is based on the formula for EDUs, found in BBARWA Ordinance 66, User Charge Classification adopted in 1998. The calculation factors in the percentage of treatment costs allocated to Flow, Biochemical Oxygen Demand (BOD) and Suspended Solids (SS) to assure that the disposal fees cover the fair share of the treatment cost for each type of sanitary waste.

This analysis includes the current user fee of \$173.76 per EDU per year (adopted in 2005). This current cost rate is based on the 2007 Revenue Program and Rate Analysis performed by Bartle Wells Associates and is not expected to change until Fiscal Year 2011/12. The calculation also includes the following data adopted by BBARWA:

- Wastewater flow per EDU: 160 gallons per day at 200 mg/L (or 200 lb/M lb waste) BOD and 200 mg/L (or 200 lb/M lb waste) SS, assuming the waste density is 1,000 g/L;
- Portion of cost of treatment allocated to flow: 0.642;
- Portion of cost of treatment allocated to BOD: 0.179;
- Portion of cost of treatment allocated to SS: 0.179.

The concentrations of BOD and SS of each type of wastes are demonstrated in Table 1.

Table 1. Sanitary Waste Characterization Work Sheet

Sampling Date	Waste Type	BOD mg/L (or lb/M lb Waste)	SS mg/L (or lb/M lb Waste)
11/8/2006	Holding Tank-1	1,359	778
12/28/2006	Holding Tank-2	516	904
12/28/2006	Holding Tank-3	284	384
1/10/2007	Holding Tank-4	682	1,148
1/24/2007	Holding Tank-5	762	1,324
2/21/2007	Holding Tank-6	86	362
5/30/2007	Holding Tank-7	1,209	958
6/6/2007	Holding Tank-8	711	892
6/20/2007	Holding Tank-9	716	954
6/27/2007	Holding Tank-10	918	2,028
	Holding Tank Average	724	973
7/19/2007	Septic Tank-1	6,700	30,000
9/10/2007	Septic Tank-2	7,950	13,268
10/15/2007	Septic Tank-3	7,710	20,204
11/5/2007	Septic Tank-4	6,660	13,280
	Septic Tank Average	7,255	19,188
4/4/2007	Chemical Toilet-1	12,930	21,720
5/2/2007	Chemical Toilet-2	16,515	36,033
6/7/2006	Chemical Toilet-3	2,895	4,400
8/27/2007	Chemical Toilet-4	5,640	3,888
8/28/2007	Chemical Toilet-5	4,620	1,272
	Chemical Toilet Average	8,520	13,463

FEE CALCULATION

The BOD load for each EDU equals:

(BOD Concentration in Mass/Mass in the Waste) x (Waste Volume per EDU per Day) x (Waste Density), i.e.:

$$\left(\frac{200 \text{ lb BOD}}{\text{M lb waste}} \right) \times \left(\frac{160 \text{ gal waste}}{1 \text{ day} \cdot 1 \text{ EDU}} \right) \times \left(\frac{8.34 \text{ lb waste}}{1 \text{ gal waste}} \right) \times \left(\frac{\text{M lb waste}}{1,000,000 \text{ lb waste}} \right) = 0.27 \text{ lb BOD/day/EDU}$$

The SS load for each EDU equals:

(SS Concentration in Mass/Mass in the Waste) x (Waste Volume per EDU per Day) x (Waste Density), i.e.:

$$\left(\frac{200 \text{ lb SS}}{\text{M lb waste}} \right) \times \left(\frac{160 \text{ gal waste}}{1 \text{ day} \cdot 1 \text{ EDU}} \right) \times \left(\frac{8.34 \text{ lb waste}}{1 \text{ gal waste}} \right) \times \left(\frac{\text{M lb waste}}{1,000,000 \text{ lb waste}} \right) = 0.27 \text{ lb SS/day/EDU}$$

For holding tank waste

Average BOD concentration equals:

(BOD Concentration in Mass/Mass in the Waste) x (Waste Density), i.e.:

$$\left(\frac{724 \text{ lb BOD}}{\text{M lb waste}} \right) \times \left(\frac{8.34 \text{ lb waste}}{1 \text{ gal waste}} \right) \times \left(\frac{\text{M lb waste}}{1,000,000 \text{ lb waste}} \right) = 0.00604 \text{ lb BOD /gal waste}$$

Average SS concentration equals:

(SS Concentration in Mass/Mass in the Waste) x (Waste Density), i.e.:

$$\left(\frac{973 \text{ lb SS}}{\text{M lb waste}} \right) \times \left(\frac{8.34 \text{ lb waste}}{1 \text{ gal waste}} \right) \times \left(\frac{\text{M lb waste}}{1,000,000 \text{ lb waste}} \right) = 0.00811 \text{ lb SS/gal waste}$$

Thus, according to the percentages of treatment cost allocated, the holding tank has an equivalent number of EDU of:

$$0.642 \times \left(\frac{1}{160 \text{ gal waste/day/EDU}} \right) + 0.179 \times \left(\frac{0.00604 \text{ lb BOD/gal waste}}{0.27 \text{ lb BOD/day/EDU}} \right) + 0.179 \times \left(\frac{0.00811 \text{ lb SS/gal waste}}{0.27 \text{ lb SS/day/EDU}} \right)$$

$$= 0.01351 \text{ EDU day/gal waste}$$

$$= 13.51 \text{ EDU day/1000 gal waste}$$

Thus, the disposal charge for holding tank waste is:

$$\left(\frac{13.51 \text{ EDU day}}{1000 \text{ gal waste}} \right) \times \left(\frac{\$173.76}{1 \text{ EDU} \cdot 1 \text{ year}} \right) \times \left(\frac{1 \text{ year}}{365 \text{ days}} \right) = \underline{\underline{\$6.43/1000 \text{ gal waste}}}$$

For septic tank waste

Average BOD concentration:

$$\left(\frac{7,255 \text{ lb BOD}}{M \text{ lb waste}} \right) \times \left(\frac{8.34 \text{ lb waste}}{1 \text{ gal waste}} \right) \times \left(\frac{M \text{ lb waste}}{1,000,000 \text{ lb waste}} \right) = 0.0605 \text{ lb BOD /gal waste}$$

Average SS concentration:

$$\left(\frac{19,188 \text{ lb SS}}{M \text{ lb waste}} \right) \times \left(\frac{8.34 \text{ lb waste}}{1 \text{ gal waste}} \right) \times \left(\frac{M \text{ lb waste}}{1,000,000 \text{ lb waste}} \right) = 0.160 \text{ lb SS/gal waste}$$

The septic tank has an equivalent number of EDU of:

$$0.642 \times \left(\frac{1}{160 \text{ gal waste/day/EDU}} \right) + 0.179 \times \left(\frac{0.0605 \text{ lb BOD/gal waste}}{0.27 \text{ lb BOD/day/EDU}} \right) + 0.179 \times \left(\frac{0.160 \text{ lb SS/gal waste}}{0.27 \text{ lb SS/day/EDU}} \right)$$

$$= 0.15193 \text{ EDU day/gal waste}$$

$$= 151.93 \text{ EDU day/1000 gal waste}$$

Thus, the disposal charge for septic tank is:

$$\left(\frac{151.93 \text{ EDU day}}{1000 \text{ gal waste}} \right) \times \left(\frac{\$173.76}{1 \text{ EDU} \cdot 1 \text{ year}} \right) \times \left(\frac{1 \text{ year}}{365 \text{ days}} \right) = \underline{\underline{\$72.33/1000 \text{ gal waste}}}$$

For chemical toilet waste

Average BOD concentration:

$$\left(\frac{8,520 \text{ lb BOD}}{M \text{ lb waste}} \right) \times \left(\frac{8.34 \text{ lb waste}}{1 \text{ gal waste}} \right) \times \left(\frac{M \text{ lb waste}}{1,000,000 \text{ lb waste}} \right) = 0.0710 \text{ lb BOD /gal waste}$$

Average SS concentration:

$$\left(\frac{13,463 \text{ lb SS}}{M \text{ lb waste}} \right) \times \left(\frac{8.34 \text{ lb waste}}{1 \text{ gal waste}} \right) \times \left(\frac{M \text{ lb waste}}{1,000,000 \text{ lb waste}} \right) = 0.112 \text{ lb SS/gal waste}$$

The chemical toilet waste has an equivalent number of EDU of:

$$0.642 \times \left(\frac{1}{160 \text{ gal waste/day/EDU}} \right) + 0.179 \times \left(\frac{0.0710 \text{ lb BOD/gal waste}}{0.27 \text{ lb BOD/day/EDU}} \right) + 0.179 \times \left(\frac{0.112 \text{ lb SS/gal waste}}{0.27 \text{ lb SS/day/EDU}} \right)$$

$$= 0.12698 \text{ EDU day/gal}$$

$$= 126.98 \text{ EDU day/1000 gal}$$

Thus, the disposal charge for chemical toilet waste is:

$$\left(\frac{126.98 \text{ EDU day}}{1000 \text{ gal waste}} \right) \times \left(\frac{\$173.76}{1 \text{ EDU} \cdot 1 \text{ year}} \right) \times \left(\frac{1 \text{ year}}{365 \text{ days}} \right) = \underline{\underline{\$60.45/1000 \text{ gal waste}}}$$

CONCLUSIONS

Based on the current treatment cost and characterizations of wastes, the recommended fee schedule for BBARWA for waste disposal is:

- Holding Tank Waste: \$6.43 per 1000 gallons waste
- Septic Tank Waste: \$72.33 per 1000 gallons waste
- Chemical Toilet Waste: \$60.45 per 1000 gallons waste

ORDINANCE NO. O.04-2008

**AN ORDINANCE 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 the Agency’s and collecting agencies’ costs, and to provide procedures for complying with requirements placed upon the Agency and collecting agencies by local, state and federal regulations (See BBARWA Code 7.040.020 A); and

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

WHEREAS, the costs of operating and maintaining the regional treatment plant has increased substantially, which has resulted in the need for a Waste Disposal Fee increase in order to provide a fair share distribution of fees based upon use while eliminating the current subsidy by the Single-Family Residence Users; and

WHEREAS, BBARWA retained the services of Engineering Resources of Southern California, Inc. in order to develop recommendations and a Rate Study for Waste Disposal Fee (“Study”). A copy of the Study dated December 14, 2007 is on file at BBARWA’s administrative offices and is available for public review; and

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

WHEREAS, following the Study'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 found in Section 5.12.030 (C) of the BBARWA Code (See BBARWA Ordinance No. 66, adopted 7/22/98); and

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

SECTION 1. 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 based on the following schedule of costs for various types of sanitary waste:

<u>Type of Sanitary Waste</u>	<u>Treatment Costs</u>
Septic Tank Waste:	\$72.33 per 1000 gallons
Holding Tank Waste:	\$6.43 per 1000 gallons
Chemical Toilet Waste:	\$60.45 per 1000 gallons

The treatment and disposal costs shall be prorated for discharges less than or in excess of 1000 gallons.

C. All domestic waste haulers will be required to submit an annual fee of \$98.07 for the base cost of monitoring."

SECTION 2. The Governing Board finds that there is a reasonable relationship between the amount of the new fee increases and the cost of providing the service for which the fee is charged. This relationship is more fully documented in the Rate Study. The fee for discharge shall not be used for any other purpose than that for which the User

Charge is imposed. The User Charge is not imposed upon real property or upon persons as an incident of property ownership. The fee is imposed only as a condition of service upon the requesting of the Collecting Agency. The Fee is based upon reasonable estimates of the demand placed upon BBARWA in its role as a provider of regional wastewater services.

SECTION 4. In accordance with Health and Safety Code Section 5471, this Ordinance is hereby adopted by a vote of at least two-thirds of the members of the Governing Board.

SECTION 5. The fees adopted by this ordinance shall become effective on the 1st day of July 2008.

SECTION 6. The Chairman of BBARWA shall sign this ordinance, and the secretary shall attest thereto, and a sign copy of this ordinance shall be transmitted to each member agency of BBARWA.

ADOPTED, this 25th day of June 2008.

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

ATTEST:

John Day, Secretary of the Governing Board
of the Big Bear Area Regional Wastewater Agency

I, John Day, Secretary of the Governing Board of the Big Bear Area Regional Wastewater Agency, DO HEREBY CERTIFY that the foregoing 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 of the Big Bear Area Regional Wastewater Agency, San Bernardino County, State of California, being Ordinance No. O.04-2008 was adopted at a regular meeting on June 25, 2008 of said Agency by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Secretary

(Seal)

STATE OF CALIFORNIA)
) SS
COUNTY OF)
SAN BERNARDINO)

I, John Day, Secretary of the Big Bear Area Regional Wastewater Agency, DO HEREBY CERTIFY that the foregoing Ordinance of the Governing Board of the Big Bear Area Regional Wastewater Agency Regulating the Use of Recycled Water Within the Territory of the Big Bear Area Regional Wastewater Agency, San Bernardino County, State of California, being No. O.04-2008, was adopted at a regular meeting on June 25, 2008 of said Agency by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Secretary

(SEAL)



Big Bear Area Regional Wastewater Agency

Liz Harris - Chairman

Dr. Don Eads - Vice Chairman

John Day - Secretary

Rick Ollila - Director

Rick Herrick - Director

AGENDA ITEM: 10.A

Date: July 10, 2008

Subject: Board Room Rental Request

Recommendation: Review material and provide direction to staff.

Background: During May 2008, the Agency received the attached request from the Bear Valley Center for Spiritual Enrichment to rent the board room for its regular Sunday celebration services. The current policy, Resolution No. R.09-2005, Note 1(a) attached, prohibits the use of the room as a primary place of worship.

Since the formal request is in conflict with existing policy, the Agency requested an opinion from counsel regarding this prohibition. In summary, the agency may continue with existing policy or the Agency may elect to change policy and allow the room to be used for regular worship services.

Pending the Governing Boards decision regarding Item 10.A, staff will then present the appropriate modified Resolution as part of the Consent Calendar during the July meeting for final approval.

Financial Impact: Revenue would amount to approximately \$1,500.00 annually.

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



Bear Valley Center for Spiritual Enrichment

Open at the top!

P.O. Box 4184, Big Bear Lake, CA 92315 Phone: (909) 584-2040 Fax: (909) 584-2040 Email: bvcse@earthlink.net www.bvcse.org

Mr. Steven C. Schindler
Big Bear Area Regional Wastewater Agency
P.O. Box 517
Big Bear City, CA 92314

Dear Mr. Schindler,

The Board of Trustees of The Bear Valley Center for Spiritual Enrichment is requesting to contractually rent the BBARWA facility on a continuous basis for its Sunday celebration services. We understand your current policy is in conflict with this request and so we ask that your Board revisit the policy, have it reviewed by your legal department and perhaps adapt a new policy to accommodate our desire.

We have rented your facility on a few occasions for special events, in the past, and have found it to be perfect for our needs. We trust that you will find our group to be worthy and respectful renters of the facility. We look forward to our future relationship.

Blessings,

Rev. Diane Borcyckowski &
The Board of Trustees

RESOLUTION NO. R.09-2005

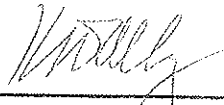
**RESOLUTION OF THE GOVERNING BOARD
OF THE BIG BEAR AREA REGIONAL WASTEWATER AGENCY
ESTABLISHING FEES FOR THE RENTAL OF THE BIG BEAR AREA REGIONAL
WASTEWATER AGENCY BOARD/MEETING ROOM**

WHEREAS, the Governing Board (the "Board") of the Big Bear Area Regional Wastewater Agency ("BBARWA") has been empowered to establish fees related to the rental of the BBARWA Board/Meeting Room; and

WHEREAS, the Board finds that it is appropriate and necessary to allow the Board to set the rental fee to be charged to a qualified individual who has authorization to use the facilities; and,

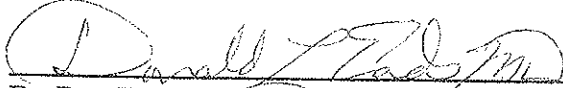
NOW, THEREFORE, BE IT RESOLVED, by the Governing Board of the Big Bear Area Regional Wastewater Agency that the Rental Fees attached hereto as Exhibit "A" is hereby approved and adopted.

PASSED AND ADOPTED this 14th day of December 2005



Ken Dally, Chairman of the Governing Board
of the Big Bear Area Regional Wastewater Agency

ATTEST:



Dr. Don Eads, Secretary of the Governing Board
of the Big Bear Area Regional Wastewater Agency

**BIG BEAR AREA REGIONAL WASTEWATER AGENCY
MEETING ROOM AGREEMENT ("AGREEMENT")**

GROUP NAME ("APPLICANT") _____

CONTACT NAME _____

PHONE () _____ FAX () _____

MAILING ADDRESS _____

Applicant hereby requests approval to use the Agency's Board/Meeting room for the following purpose(s):

Dates Requested	Date	Time	Kitchen facilities to be used:	
	___/___/___	from ___ to ___	_____yes	_____no
	___/___/___	from ___ to ___		
	___/___/___	from ___ to ___	Keys Requested	Issue Date:
	___/___/___	from ___ to ___	Key ID #	___/___/___
	___/___/___	from ___ to ___	Key ID #	___/___/___

Applicant hereby assumes all risk and agrees to indemnify, defend and hold Agency and its officers, directors, trustees and employees, harmless from and against all liabilities, losses, demands, actions, causes of actions, expenses, injuries, damages or claims, including reasonable attorneys' fees, expenses of litigation and court costs, to persons or property arising out of or in any manner contemplated with the use, occupancy, or enjoyment of the Agency's facilities. Applicant shall be solely responsible for all accidents or injuries of any nature to persons or property caused by its use of Agency's facilities. Agency assumes no responsibility for any property placed in the premises and the Agency is released from all liability for any loss, injury or damage to persons or property which may be sustained by the Applicant's use of the facilities. A \$20.00 charge will be debited from the refundable deposit when heat is left on, the room is not properly cleaned, or if the scheduled meeting is not canceled with the Agency staff at least 24 hours prior to the event.

Applicant agrees to comply with this Agreement, and accepts the Board/Meeting Room conditions of use¹ (on Page 2 of Agreement) by his/her signature below:

Applicants Signature: _____

Date: ___/___/___

Exhibit "A"

The fees set forth below do not exceed the reasonable cost of providing the services for which the fees are levied.

Board/Meeting Room¹ (room available daily between the hours of 9:00 a.m. and 9:00 p.m.; no overnight use shall be allowed); fees and deposits are due prior to the event date:

- | | |
|---|----------------|
| (1) Individually scheduled meetings (fees per use): | |
| (a) Security/cleaning refundable deposit | \$ 25 per use |
| (b) Use fee (non-refundable; up to 12 hours of use): | \$ 30 per use |
| (2) Regularly scheduled meetings (at least 12 meetings per year): | |
| (a) Security/cleaning refundable deposit | \$100 per year |
| (b) Use fee (non-refundable; up to 12 hours of use) | \$ 30 per use |
| (3) Room key - refundable deposit | \$ 5 per key |
| (4) Television/VCR/DVD: | |
| (a) Refundable deposit | \$ 400 |
| (5) Audio/Sound system: | |
| (a) Refundable deposit | \$ 200 |

Note: Application fees are non-refundable and due upon submission of application.

¹ Board/Meeting Room conditions of use:

- (a) The room shall be available only to government, charitable and non-profit organizations, and shall not be used for parties or commercial events operated for profit, including but not limited to sales seminars, swap meets, carnivals, auctions and similar events. It shall not be available for exercise or other physical contact classes or to individuals for parties or other celebrations. The room shall not be used as the primary location for a business or a primary place of worship.
- (b) Alcoholic beverages and smoking are not allowed.
- (c) Minors must be supervised at all times by adults present at the activity. The minimum ratio of adults to minors is one (1) adult to fifteen (15) minors. Minors are defined as those under the age of 18.
- (d) Any special police, fire, custodial and staff services that may be necessary shall be provided at the applicant's expense.
- (e) In granting a use agreement for any facility, the Big Bear Area Regional Wastewater Agency does not relinquish and does retain the right of control and management thereof. Agency representatives may enter the premises at any time and on any occasion, and have authority to end an activity for the safety and welfare of the citizens or to protect the Agency's property. Agency employees shall have the authority to request assistance from law enforcement as necessary.
- (f) A \$20 charge will be debited from the refundable deposit when heat or air conditioning is left on, room is not properly cleaned or if the scheduled meeting is not canceled with the Agency staff at least 24 hours in advance of scheduled use.
- (g) There shall be no fee or refundable deposit charged to other government agencies for room use and equipment usage.
- (h) Any costs associated with the cleaning of the premises will be deducted from the refundable deposit. Any unused portion will be refunded to the authorized individual. The authorized individual will be liable for any costs incurred over and above the refundable deposit.
- (i) Any costs associated with the repair or replacement, due to negligence, of the Television/VCR/DVD or Audio/Sound system will be deducted from the refundable deposit. Any unused portion will be refunded to the authorized individual. The authorized individual will be liable for any costs incurred over and above the refundable deposit.
- (j) Applicant agrees to name Agency as an additional insured on the Applicant's General Liability Insurance Policy in the amount of \$1,000,000. Applicant shall provide proof of insurance to the Agency within ten (10) days of signing this Agreement or two business days prior to the use of the room, whichever is sooner and before the scheduled date of use. Notice of any cancellation of insurance shall be forwarded to the Agency within twenty-four (24) hours of such cancellation. Failure to provide adequate proof will result in a cancellation of Applicant's reservation and loss of security deposit.