

BIG BEAR AREA REGIONAL WASTEWATER AGENCY
Regular Meeting
April 25, 2007

1. Call to Order

A regular meeting of the Governing Board of the Big Bear Area Regional Wastewater Agency was held on Wednesday, April 25, 2007 at 4:30 p.m. at 121 Palomino Drive, Big Bear City, California.

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

Governing Board Members absent: Dr. Don Eads

Other present: Barbara Wiley, Bill Giamarino, Scott Heule, City of Big Bear Lake, Department of Water and Power; Bob Colven, Big Bear City Community Services District; Dana Van Leuven, Big Bear City Fire Department; Brian Charles, The Grizzly; Paul Mitton, Video & Media Productions, and Michael Perry and Stacey Hanford citizens.

Staff present: Nancy Laughlin, Finance Manager; Joe Hanford, Plant Superintendent; Kenny Warner, Operator I; Wayne McPherson, Senior Accountant, and Steven C. Schindler, General Manager.

2. Pledge of Allegiance

Chair Harris called the meeting to order at 4:31 p.m. with Board Member Herrick leading the Pledge of Allegiance.

3. Presentations and Introductions

Mr. Schindler introduced Kenny Warner recipient of the California Water Environment Association (CWEA), State of California, Operator of the Year and gave a brief background of the CWEA; established in 1928 for the purpose of training and certification in six technical areas of municipal and industrial water quality and pollution control. Mr. Schindler introduced Joe Hanford to present this prestigious award. Mr. Hanford and Chair Harris presented Mr. Warner with a plaque for Operator of the Year by the CWEA. Mr. Hanford recognized Mr. Warner as being the recipient of the CWEA, Desert and Mountain Section in December 2006 and that at the State level nine other regions are included. Mr. Hanford described Mr. Warner as dedicated, dependable, and entertaining. Chair Harris congratulated Mr. Warner for being recognized as Operator of the Year for 2006.

Mr. Schindler introduced Mr. Scott Heule, Assistant General Manager of the Department of Water and Power. Mr. Heule provided background information pertaining to the goals and needs of the Integrated Regional Water Management Plan and the importance of collaboration with other Agencies within the valley to aid in the long-term strategic planning of water management within the Santa Ana water shed and possible grants available to fund various projects within the Big Bear Valley. Many questions were posed to Mr. Heule prior to the actual presentation. After the question and answer period, Mr. Heule presented to the Governing Board and the public the "*California Water Plan Update 2005.*"

Mr. Schindler introduced Ms. Barbara Wiley to formally introduce Mr. Bill Giamarino, the newly appointed Department of Water and Power Board member. Ms. Wiley indicated Mr. Giamarino's appointment began in February 2007 and his assistance on the budget committee had been instrumental. Mr. Giamarino thanked Ms. Wiley and the Governing Board for the opportunity to serve the community and his main focus is for water independence within the Big Bear Valley. Chair Harris welcomed Mr. Giamarino to his newly appointed position.

Mr. Schindler introduced Mr. Dana Van Leuven, Fire Chief of the Big Bear City Fire Department. Mr. Van Leuven advised the Governing Board that he would be available to answer any questions or concerns regarding the Memorandum of Understanding for the establishment and staffing of a single Big Bear Valley Emergency Operations Center.

Chair Harris announced the birthday of the General Manager, Steven Schindler on Thursday, April 26, 2007. Mr. Schindler indicated that Director Ollila also had the same birthdate.

4. Approval of the Agenda

Upon motion by Director Herrick, seconded by Secretary Day, and carried, the April 25, 2007 agenda was approved.

AYES: 4
NAYS: 0
ABSENT: 1

5. Consent Calendar

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

- A. Minutes of the Regular Meeting of March 28, 2007 – Approved
- B. Monthly Cash Disbursements for March 2007 – Informational
- C. Governing Board Member Reimbursement – Approved
- D. Investment Report and Sewer Connection Report for March 2007 – Informational
- E. Statement of Revenues and Expenditures, Actual vs Budget for March 2007 – Informational
- F. Quarterly Update of Capital Expenditures for the Nine Month Period Ended March 2007 – Informational
- G. Resolution No. R.02-2007, a Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Adopting the Operating and Capital Budget for Fiscal Year 2007/08 – Adopted
- H. Memorandum of Understanding (MOU) Between Big Bear Valley Local Government Agencies for the Establishment of and Staffing of a Single Big Bear Valley Emergency Operations Center – Approved
- I. Rainy Day Fund Transfer, Emergency Forcemain Repair – Approved

AYES: 4
NAYS: 0
ABSENT: 1

6. **Items Removed From the Consent Calendar** – None

7. **Public Forum Response** – None

8. **Public Forum** – None

9. **Old Business**

A. Review of the Governing Board Member Handbook

Mr. Schindler indicated that during the previous meeting the Governing Board had requested that this item be tabled for subsequent discussion. Mr. Schindler advised the Governing Board that prior review and comments of the Governing Board Member Handbook had been incorporated in the revised version for current review. Mr. Schindler indicated that the recommended Table of Contents would be included once all recommendations and comments were discussed.

Chair Harris recommended that each page of the handbook be reviewed separately for recommendations and comments. Each Governing Board member made recommendations upon separate review and each recommendation will be inclusive for review by the Governing Board at the next scheduled meeting.

B. Agency Fund Policies

Mr. Schindler introduced the history of the formulation of the Agency Fund Policies and indicated that the review of current Agency Fund Policies was a request of the Governing Board. Mr. Schindler indicated the responses received by other Bear Valley Agencies of their specific funds had not formally been approved by their Governing Body, although many Agencies did follow specific guidelines.

Director Herrick questioned the verbiage of the Agency's current Capital and Replacement Fund, Procedure, Section III, A, for further clarification. Ms. Laughlin responded with the clarification, which was not clear to Director Herrick. Chair Harris recommended that an example be used on the formula used in determining the threshold for this fund in the form of a presentation. Once the presentation is made, "user friendly" verbiage will be discussed for the clarification of the procedure and threshold amounts. Director Ollila urged the Governing Board to investigate other Agency's of equal size and operations to aid in the evaluation of the current funds for the Agency. Director Herrick commended the Agency on the comprehensive policies the Agency has in place.

10. **New Business** – None

11. **Information/Committee Reports**

A. Plant Superintendent's Report

Mr. Hanford highlighted the month of March 2007 operation details; 59.2 MG flow; 390 hours in the sludge process that produced 652 tons of sludge for transportation; with a cost of

approximately \$56,800. Mr. Hanford then discussed the activities that he had attended during the month. Mr. Hanford informed the Governing Board of the scheduled “*Ground Breaking Ceremony*” for the Cannibal Solids Reduction Process project for May 7, 2007 at 10:00 a.m. After discussion, many Board Members were not available for this ceremony and the new date of Tuesday, May 8, 2007 at 10:00 a.m. was agreed upon.

B. General Manager’s Report

Mr. Schindler highlighted his activities for the month of March 2007. The proposed walking/bike path throughout the valley was discussed. Chair Harris was interested in an early presentation pertaining to this proposed walking/bike path. Chair Harris suggested that detailed information be obtained regarding the proposed walking/bike path that may be located on the Agency’s property. The topic of the public using the Agency’s property as a path had been addressed in prior years and the current perception of the Big Bear Valley residents is the importance of children and families and the actual opportunities available in the Big Bear Valley. Director Day had concerns regarding the passage of the public on Baldwin Lake. Mr. Schindler indicated that prior Board Member recommendations can be changed by the current Board.

C. Governing Board Member Comments

Mr. Herrick thanked Mr. Ollila for a great lunch.

Mr. Day commended Mr. Colven, prior BBARWA Board member, for his continued participation of the BBARWA Board meetings.

Mr. Ollila thanked Mr. Heule and the Department of Water and Power for their presentation and requested that the Department of Water and Power keep the Governing Board informed of the developments of the Integrated Regional Water Management Plan and the possible interaction with other Agencies within the Big Bear Valley.

Chair Harris thanked the Governing Board and staff for their hard work.

12. **Closed Session** – None

13. **Adjournment**

With no further business to come before the Governing Board, Chair Harris adjourned the meeting at 6:22 p.m.

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