

BIG BEAR AREA REGIONAL WASTEWATER AGENCY
Regular Meeting
Minutes
September 28, 2011

1. Call to Order

A regular meeting of the Governing Board of the Big Bear Area Regional Wastewater Agency was held on Wednesday, September 28, 2011 at 5:00 p.m. at 121 Palomino Drive, Big Bear City, California.

Governing Board Members present: Paul Terry, Rick Herrick and Liz Harris. Jeff Newsome joined via teleconference at 5:05 p.m.

Others present: Mr. Ken Al Imam, C.P.A., Mayor Hoffman McCann P.C.; Ms. Kathie Portie, Reporter for the Big Bear Grizzly newspaper and Mr. and Ms. Ybarra, Sugarloaf.

Staff present: Steven C. Schindler, General Manager; Joe Hanford, Plant Superintendent; Jennifer McCullar, Finance Manager and Kim Booth, Clerk.

2. Pledge of Allegiance

Chairman Herrick called the meeting to order at 5:00 p.m. with Director Terry leading the Pledge of Allegiance.

At the request of Director Newsome, Item 10. A was addressed at this time.

10. A Ms. McCullar gave a presentation regarding a debt refinance, the immediate and long-term savings, and the future financial benefits. Chairman Herrick inquired if the Agency would be extending the loan. Ms. McCullar stated the term of the loan will remain the same. Secretary Harris inquired why the bank does not require reserve funds similar to the previous agreement. Ms. McCullar indicated it was not required for a direct loan. Upon Motion by Secretary Harris, seconded by Director Terry, and carried, the Governing Board approved the refinancing of the two outstanding debts issues.

ROLL CALL:

Chairman Herrick – Aye

Secretary Harris – Aye

Director Newsome – Aye

Director Terry – Aye

At approximately 5:12 p.m. Director Newsome left the meeting.

3. Presentations and Introductions:

A. Ms. McCullar introduced Mr. Al Imam to present the 2011 Independent Audit Report. Mr. Al Imam reported that there were no problems found and the Agency has done a wonderful job at keeping records. After a brief Question & Answer period the Agency accepted the Report.

4. Approval of the Agenda

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

NAYS: 0
ABSENT: 1

5. Consent Calendar

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

- A. Minutes of Regular Meeting August 24, 2011 – Approved
- B. Monthly Expenses – Informational
- C. Governing Board Member Reimbursement – Approved
- D. Investment Report – Informational
- E. Administrative Reports August 2011 – Informational
- F. Fifth Amendment to the Joint Exercise of Powers Agreement Creating BBARWA – **Removed**
- G. Designated Fund Policy, Governing Board Policy # 316, Amended – Approved
- H. Annual Report, Twelve Month Ended June 30, 2011 – **Removed**

AYES: 3
NAYS: 0
ABSENT: 1

6. Items Removed From the Consent Calendar:

5. F Fifth Amendment to the Joint Exercise of Powers Agreement Creating BBARWA – Informational
Director Terry advised that the appointed person representing Big Bear City CSD should be a registered voter from Big Bear City.

5. H Annual Report, Twelve Months Ended June 30, 2011 – Informational
Secretary Harris inquired as to why the unallocated portion of the Contingency Fund is so large, Ms. McCullar responded that over the course of the next five years these funds will be expended as the Governing Board appropriates funds for various capital improvement efforts.

7. Public Forum Response: None

8. Public Forum: None

9. Old Business:

- A. Mr. Schindler reviewed the benefits the agency would receive if the board decided to move forward with a covered drying bed project. Secretary Harris inquired if this was a feasible project without the cannibal system. Mr. Hanford responded that the cannibal system does not actually dry the sludge. However, without the cannibal system the building would need to be much larger. Chairman Herrick inquired if this project would help with the odor control, and questioned if costs related to ventilation were included. Mr. Hanford responded that the cost of the ventilation system is included and yes, it would aid the agency in controlling odors emanating from the facilities. Director Terry inquired if we were going to have to purchase special equipment and machinery to complete this particular project. Mr. Hanford responded that we will use similar equipment and machinery; there is no unique machinery necessary. Secretary Harris indicated she was happy to see the Agency ongoing efforts to save money.

10. New Business

B. Mr. Schindler explained that we would like to keep the regular meeting scheduled for October 26, 2011 on the calendar due to the debt refinance approval process. The October 26 meeting will eliminate the need for the special meeting November 9, 2011.

Upon motion by Secretary Harris, seconded by Director Terry, and carried, the Governing Board approved keeping the October 26, 2011 regular meeting on the calendar.

C. Mr. Schindler reviewed the history of EDU calculations, meeting with the member agencies and advised he would determine if Director Newsome had any additional questions.

11. Information/Committee Reports:

Secretary Harris inquired as to when the LPS project was going to start. Mr. Schindler responded that the LPS project schedule calls for the Governing Board to award a contract during January 2012 with work to begin during April 2012. The Governing Board requested that a copy of this time line be forwarded to Mr. Mooneyham and the Governing Board.

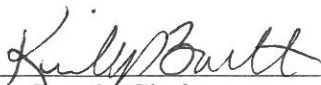
Adjournment

With no further business to come before the Governing Board, Chairman Herrick adjourned the meeting at 5:52 p.m.

ATTEST:



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



Kim Booth, Clerk

Big Bear Area Regional Wastewater Agency