

BIG BEAR AREA REGIONAL WASTEWATER AGENCY
Special Meeting
December 13, 2006

1. **Call to Order**

A special meeting of the Governing Board of the Big Bear Area Regional Wastewater Agency was held on Wednesday, December 13, 2006 at 4:30 p.m. at 121 Palomino Drive, Big Bear City, California.

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

Governing Board Members absent: None

Others present: Bob Colven, Big Bear City Community Services District and Emiliano Orabuena, Isaiah Flores, Kathy Ludecke and Don Jordan, citizens.

Staff present: Nancy Laughlin, Finance Manager; Joe Hanford, Plant Superintendent; Barb Willis, Senior Accountant; Bob Sellards, Senior Laboratory Analyst; Nikki Orabuena, Laboratory Analyst; Shari Strain, Clerk; Drew Ryan and Ken Warner, Plant Operators; Jeremy Sweeney and Brent Berg, Operators in Training and Steven C. Schindler, General Manager.

2. **Pledge of Allegiance**

Chair Harris called the meeting to order at approximately 4:34 p.m. with Board Member Ollila leading the Pledge of Allegiance.

3. **Presentations and Introductions**

A. Employee Recognition

Mr. Hanford presented Ken Warner with a "2006 Operator of the Year" award from the California Water Environment Association, Desert and Mountain Section. Mr. Hanford commended Mr. Warner for maintaining a positive attitude and having a strong work ethic. Chair Harris congratulated Mr. Warner and praised BBARWA employees for their achievements.

B. Laboratory 101

Mr. Schindler introduced Mrs. Orabuena who thanked the Governing Board for the opportunity to share a presentation on laboratory activities at BBARWA. Mrs. Orabuena then gave a brief presentation which included the topics of regulatory discharge requirements, laboratory accreditation and process control. Vice-Chair Dr. Eads commented that he has toured several wastewater treatment plants and asked if BBARWA provides tours, and specifically asked if viewing through a microscope is available during BBARWA tours. Mrs. Orabuena replied that tours are given regularly

and can include microscopic microbe viewing. Mrs. Orabuena said that at the Department of Water and Power's First Annual Children's Water Festival held in 2005 a large number of third and fourth grade students had access to microscopic microbe viewing. Chair Harris commended Mrs. Orabuena for an excellent presentation. Mr. Schindler asked if the 2,663 laboratory analyses for the year of 2006, as shown in the presentation, is the total number of analysis typically performed by the laboratory annually. Mr. Sellards responded that the 2,663 laboratory analyses does not include cake or groundwater samples. Vice-Chair Dr. Eads asked if the laboratory performs tests for other facilities. Mr. Schindler stated that BBARWA performs tests for other entities, however the results are not certified. Mr. Sellards added that occasionally BBARWA laboratory will perform a quick, uncertified analysis of water from privately owned wells. Secretary Day asked if the microscopic viewing can be displayed on television. Mrs. Orabuena answered that the microscopic viewing is available on television.

4. **Consent Calendar**

The Governing Board reviewed items on the Consent Calendar. Upon motion by Board Member Dally, seconded by Vice-Chair Dr. Eads, and carried, the Governing Board approved the Consent Calendar as follows:

- A. Approval of the Agenda
- B. Minutes of the Regular Meeting of October 25, 2006 and Minutes of the Special Meeting of November 16, 2006 - Approved
- C. Monthly Cash Disbursements for October and November 2006 - Informational
- D. Investment Report and Sewer Connection Report for October 2006 - Informational
- E. Governing Board Reimbursement - Approved
- F. Surplus of Diesel Generator and Fuel Tank - Approved

AYES: 5
NAYS: 0
ABSENT: 0
ABSTAIN: 0

5. **Items Removed From the Consent Calendar** - None

6. **Public Forum Response** - None

7. **Public Forum**

Mr. Colven praised the Governing Board for a successful year and lauded their specific decision to proceed with the Cannibal project and the purchase of a natural gas generator.

8. **Old Business**

- A. Review of Governing Board Policies

The Governing Board reviewed Governing Board Policy; Placing an Item on the Agenda or Removal of an Agenda Item from the Consent Calendar. Mr. Schindler summarized

the current policy which allows the public to request that the Chair(man) place an item on the Agenda. If the Chair(man) denies the request, the majority of the Governing Board can obligate the Chair(man) to place the item on the Agenda. Mr. Schindler explained that generally there is not an issue with Governing Board Policy; Placing an Item on the Agenda or Removal of an Agenda Item from the Consent Calendar. Secretary Day questioned the procedure for the public to place an item on the Agenda if the person is initially denied. Mr. Schindler stated that the individual may approach either the Chair(man) of the Board or himself, and if denied the person may address the Governing Board during Public Forum. Secretary Day pointed out that follow-up for the public is not included in the policy and he questioned the validity of requiring a two-thirds vote when there are five Governing Board Members. Mr. Schindler explained that a "two-thirds vote" is quoted from the Brown Act. Mrs. Laughlin stated that there is no actual procedure for the public, and that she can bring Governing Board Policy; Placing an Item on the Agenda or Removal of an Agenda Item from the Consent Calendar back for review at the next Governing Board meeting. Board Member Ollila stated that legally it would take four Governing Board members to allow an item to be placed on the agenda and that Governing Board Policy; Placing an Item on the Agenda or Removal of an Agenda Item from the Consent Calendar as presented allows the Chair(man) power to veto the discussion of items of potential importance. Board Member Dally asked if the public is allowed to remove an item from the Consent Calendar. Mr. Schindler replied that the public cannot take an item off the Consent Calendar, but they can stand up and talk about anything on the agenda. Chair Harris recommended placing a standing number on the agenda which would allow an individual to ask the Governing Board to vote on placing the item on a future agenda. Chair Harris stated that a structure like this will assist in taking the Chair(man) out of the middle. Board Member Ollila said that Chair Harris's recommendation would make it even more difficult to place an item on the agenda and he encouraged the Governing Board to err on the side of allowing public opportunity. The Governing Board further discussed options for facilitating the ease of placing an item on the agenda or removal of an agenda item from the Consent Calendar.

Upon motion by Board Member Ollila to amend Governing Board Policy; Placing an Item on the Agenda or Removal of an Agenda Item from the Consent Calendar to reflect a deletion of required approval by the Chair(man), clarification of two-thirds vote and addition of allowing the public to request that an item be removed from the Consent Calendar, seconded by Board Member Dally, and carried, the Governing Board approved Governing Board Policy; Placing an Item on the Agenda or Removal of an Agenda Item from the Consent Calendar as amended.

AYES: 5
NAYS: 0
ABSENT: 0
ABSTAIN: 0

Chair Harris instructed staff to forward (via email) the amended Governing Board Policy; Placing an Item on the Agenda or Removal of an Agenda Item from the Consent

Calendar to the Governing Board members, and contingent upon no objection to the amended Governing Board Policy; Placing an Item on the Agenda or Removal of an Agenda Item from the Consent Calendar, approval to be automatic.

The Governing Board discussed Governing Board Policy; Business Meeting and Professional Development Reimbursement for Governing Board Members and BBARWA Employees. Board Member Dally questioned the distance of 75 miles from the Big Bear Valley. Board Member Ollila stated that snow can cause difficulty in meeting attendance for Governing Board Members. Mr. Schindler informed the Governing Board that a compass was utilized to determine a two-hour radius from Big Bear Valley. Chair Harris asked if a Governing Board Member caught in poor weather could be reimbursed for lodging. Mrs. Laughlin said that a reimbursement could be made and suggested using the term "inclement weather" for the policy. Secretary Day recalled a recent situation where he finished a meeting which was held outside of town at 8:00 p.m. and was to return to the meeting at 8:00 a.m. the following morning. Upon deciding to remain at a hotel, Secretary Day asked for, and received reimbursement by the Big Bear City Community Services District. Following Governing Board discussion and direction to staff, Governing Board Policy; Business Meeting and Professional Development Reimbursement for Governing Board Members and BBARWA Employees was tabled for additional discussion and possible action at the next scheduled Governing Board meeting.

B. Agreement between the Big Bear Area Regional Wastewater Agency and Non-Management Employees.

Upon motion by Vice-Chair Dr. Eads, seconded by Secretary Day, and carried, the Governing Board approved Item 8.B., Agreement between the Big Bear Area Regional Wastewater Agency and Non-Management Employees.

AYES: 5
NAYS: 0
ABSENT: 0
ABSTAIN: 0

Chair Harris thanked the Employee Representatives for their hard work.

9. New Business

A. Tentative Workshop Dates

Board Member Ollila stated his preference for using David Aranda, the Governing Board moderator whom was employed for the 2005 Governing Board workshop. Board Member Ollila articulated his clear objections to moving forward with Brent Ives of BHI Consulting. Mr. Schindler commented that staff is flexible concerning the Governing Board's choice of moderator. Chair Harris asked if Mr. Ives would be open to receiving constructive criticism concerning his behavior and presentation. Board Member Ollila

pointed out that it is a simple task for Mr. Ives to report his ideas and progress at this juncture, information which can be used to move forward with a different moderator. Secretary Day asked if a moderator was necessary. Chair Harris commented that the budget workshop doesn't require a moderator, but that it is often difficult for another consultant to take the ideas for a strategic plan from someone else and make them their own. Vice-Chair Dr. Eads asked how soon Mr. Aranda could be contacted. Mr. Schindler replied that he didn't know how soon or if Mr. Aranda would be available. Board Member Dally stated that his opinion should not be a part of this discussion due to the fact that he is leaving office, but it is his opinion that Mr. Aranda was a better moderator, but that Mr. Ives can get the job done.

Upon motion by Board Member Ollila to retain Mr. Aranda as the moderator for BBARWA's Strategic Plan with the benefit of ideas from Brent Ives of BHI Consulting, seconded by Secretary Day, with Chair Harris calling upon Mr. Schindler for a roll call vote, the Governing Board voted as follows:

Chair Harris	Nay
Vice-Chair Dr. Eads	Nay
Secretary Day	Aye
Board Member Dally	Nay
Board Member Ollila	Aye

AYES: 2
NAYS: 3
ABSENT: 0
ABSTAIN: 0

The motion to retain Mr. Aranda as the moderator for BBARWA's Strategic Plan with the benefit of ideas from Brent Ives of BHI Consulting was rejected due to lack of simple majority vote. Upon motion by Chair Harris to retain the current moderator, Brent Ives of BHI Consulting, with specific direction regarding his strategic management style, with the caveat that following completion and surrender of data gathered by BHI Consulting, termination of consulting agreement with Brent Ives of BHI Consulting would ensue with the final Strategic Planning to be completed by BBARWA, seconded by Vice-Chair Dr. Eads, with Chair Harris calling upon Mr. Schindler for a roll call vote, the Governing Board voted as follows:

Chair Harris	Aye
Vice-Chair Dr. Eads	Aye
Secretary Day	Aye
Board Member Dally	Aye
Board Member Ollila	Abstain

AYES: 4
NAYS: 0
ABSENT: 0

ABSTAIN: 1

The Governing Board approved retaining the current moderator, Brent Ives of BHI Consulting, with specific direction regarding his strategic management style, with the caveat that following completion and surrender of data gathered by BHI Consulting, termination of consulting agreement with Brent Ives of BHI Consulting would ensue with the final Strategic Planning to be completed by BBARWA.

10. Information/Committee Reports

A. Plant Superintendent Report

Mr. Hanford stated that there are hard copies of the Plant Superintendent Report in the Governing Board Member boxes. Mr. Hanford mentioned that the Manager of the Big Bear Airport District has notified BBARWA that another project will require recycled water in 2007. Mr. Hanford informed the Governing Board that he will submit monthly progress reports on the Cannibal project and the natural gas generator project.

B. Manager's Report

Mr. Schindler reported on his activities since the previous Governing Board meeting. Mr. Schindler highlighted the Manager's Meeting he attended on December 11, 2006, stating that the Manager's Meetings had been temporarily suspended, and that he is pleased at their reappearance because the meetings raise staff level awareness. Board Member Ollila asked if the Manager's Meetings are strictly social. Mr. Schindler responded that the Manager's Meetings afford Valley Managers the opportunity to share information and ideas. Mr. Schindler reported that he offered his recent experiences with the Employer/Employee discussions, the BBARWA strategic planning progress and the Cannibal project. Board Member Ollila asked if the Big Bear City Community Services District's Palomino well was discussed. Mr. Schindler responded that the well was discussed.

C. Employer/Employee Committee Report

Chair Harris stated that negotiations are complete with the Employee Representatives and asked that Item 10.C., Employer/Employee Committee Report be removed from the Agenda.

D. Governing Board Member Comments

Mr. Schindler thanked Board Member Dally for his years of service on the Governing Board and presented him with a dress shirt embroidered with the BBARWA logo as a farewell gift from the employees of BBARWA. Board Member Dally reflected on his initial appointment to the BBARWA Governing Board by Chair Harris and commented that the past four years have been a "kick." Board Member Dally said he has been impressed by the numerous awards BBARWA has received with the small staff and

employees. Board Member Day announced that Rod Watkins submitted his resignation and that effective immediately, Mr. Watkins is on leave of absence until the first of year. Chair Harris commented on how fortunate the City of Big Bear Lake and the Bear Valley Unified School District have been in appointing new leaders. Vice-Chair Dr. Eads wished everyone a Merry Christmas, Happy Hanukah and Happy Holidays. Board Member Ollila commented that he and Board Member Dally initially disagreed a lot, and now that they now tend to agree more and more. Board Member Ollila stated that Board Member Dally has demonstrated both openness to listen and tenacity to fight.

11. **Closed Session** - None

12. **Adjournment**

With no further business to come before the Governing Board, Chair Harris adjourned the meeting at approximately 6:35 p.m.

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