

BIG BEAR AREA REGIONAL WASTEWATER AGENCY
Regular Meeting
October 24, 2007

1. Call to Order

A regular meeting of the Governing Board of the Big Bear Area Regional Wastewater Agency was held on Wednesday, October 24, 2007 at 4:30 p.m. at 121 Palomino Drive, Big Bear City, California.

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

Governing Board Members absent: Rick Herrick

Other present: Bob Colven, Big Bear City Community Services District; Ron Worthington and Johan Hardy, Engineering Resources of Southern California; Bob Ybarra, Sugarloaf Property Owners Association; Danielle Seckler, Bear Valley News.com, and Brian Charles, The Grizzly.

Staff present: Nancy Laughlin, Finance Manager; Joe Hanford, Plant Superintendent, and Steven C. Schindler, General Manager.

2. Pledge of Allegiance

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

3. Presentations and Introductions

Chair Harris indicated that Director Herrick would not be in attendance, as he is on assignment for KBHR covering the Slide fire that is affecting the Running Springs area.

4. Approval of the Agenda

Upon motion by Vice-Chair Eads, seconded by Secretary Day, and carried, the Governing Board approved the October 24, 2007 agenda.

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 Vice-Chair Eads, and carried, the Governing Board approved the consent calendar as follows:

- A. Minutes of the Regular Meeting of September 26, 2007 – Approved
- B. Minutes of the Special Meeting of September 27, 2007 – Approved
- C. Monthly Cash Disbursement for September 2007 - Informational
- D. Governing Board Member Reimbursement – Approved
- E. Investment Report and Sewer Connection Report for September 2007 – Informational
- F. Monthly Statement of Revenues and Expenditures, Actual vs. Budget of September 2007 – Informational
- G. Update of Capital Projects as of September 2007 – Informational
- H. Emergency Pipeline Repair, Rainy Day Fund Transfer – Approved
- I. Sewer System Management Plan, Capital and Replacement Fund Transfer – 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. Room Rental Agreement

Mr. Schindler indicated that the Room Rental Agreement was carried over from the September 2007 meeting giving staff the opportunity to investigate the possibility of the Agency to carry umbrella insurance for individuals or organizations that rent the board room. Mr. Schindler indicated after investigation the Agency is unable to insure third party individuals or organizations, as the Agency does not have the ability show an insurable interest. Special Districts Risk Management Authority, the Agency’s insurance carrier was able to forward information of an insurance carrier that insures for special events.

Secretary Day questioned Item (j), after discussion of the number or hours or number of days the Governing Board was in consensus to revise the draft agreement to read as follows:

Applicant agrees to name the 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 the Applicant’s reservations and loss of any security deposit.

Upon motion by Director Ollila, seconded by Vice-Chair Eads, and carried, the Governing Board approved the Room Rental Agreement as amended.

AYES: 4

NAYS: 0
ABSENT: 1

B. Capital and Replacement Fund

Mr. Schindler indicated that earlier today the Governing Board attended a special workshop to discuss recommendations to the Capital and Replacement Fund. Mr. Schindler informed the Governing Board that the recommended changes have been forwarded for discussion and possible action.

Secretary Day questioned the revised verbiage for Item J. After discussion the Governing Board was in consensus to revise the draft Capital and Replacement Fund, Item J, to read as follows:

In the event the Capital and Replacement Fund is unable to absorb costs associated with unanticipated repairs or replacements the Rainy Day Fund will be allocated to fund the related costs. These transfers will require the Governing Board formal approval during a Board meeting.

Upon motion by Director Ollila, seconded by Secretary Day, and carried, the Governing Board approved the Capital and Replacement Fund as amended.

AYES: 4
NAYS: 0
ABSENT: 1

C. Development Plan and Schedule, Goals and Organization Components for the Sewer System Management Plan

Mr. Schindler indicated that the Development Plan and Schedule, Goals and Organization Components for the Sewer System Management Plan had been carried forward from the September 2007 meeting. Mr. Schindler indicated that the approval of this component of the Sewer System Management Plan was a requirement from the State. Mr. Schindler introduced Mr. Hanford to review the Sewer System Management Plan and answer any questions the Governing Board may have.

Mr. Hanford reviewed the Development Plan and Schedule, the Goals and the Organization components of the Sewer System Management Plan.

After many questions posed by the Governing Board, it was determined that the responsibilities of the General Manager required minor revisions. The Governing Board was in consensus to revise the component of the Organization, General Manager, to read as follows:

General Manager – be in direct contact with all medial inquiries and Governing Board, coordinate development of all public statements with the IC, and arrange for all public statements regarding BBARWA’s emergency response. Personnel and Governing Board will forward all media inquiries to the General Manager or the Plant Superintendent.

Director Ollila inquired if this document is a good faith effort to reduce I & I and would like to see a valley-wide study pertaining to I & I be performed.

Upon motion by Chair Harris, seconded by Director Ollila, the Governing Board approved the Development Plan and Schedule, Goals and Organization Components of the Sewer System Management Plan as amended.

AYES: 4
NAYS: 0
ABSENT: 1

Chair Harris realized a member of the public had questions regarding the Room Rental Agreement. Chair Harris was apologetic for the oversight and allowed the question from the public. Bob Ybarra questioned when the implementation of the new criteria for the Room Rental Agreement would commence. After discussion the Governing Board agreed that implementation would commence in 90 days.

10. New Business

A. Big Bear Area Regional Wastewater Agency Draft Strategic Plan

Mr. Schindler indicated that the Big Bear Area Regional Wastewater Agency Draft Strategic Plan had been discussed during the morning special meeting and all recommended changes have been forwarded to the Governing Board for discussion and possible action. Mr. Schindler indicated that page 17, Organization, Item 68, is now included with planning level estimate and was not discussed for inclusion previously.

Upon motion by Vice-Chair Eads, seconded by Director Ollila, the Governing Board approved the Big Bear Area Regional Wastewater Agency Strategic Plan as amended.

AYES: 4
NAYS: 0
ABSENT: 1

11. Information/Committee Reports

A. Plant Superintendent's Report

Mr. Hanford highlighted the operations, for the month of September 2007 the total influent flow was 50.69 million gallons and the sludge building operated 265 hours and generated 375 tons at 14.8% solids; the total cost for sludge disposal was approximately \$29,842. Mr. Hanford indicated that the Cannibal solids separation building construction is completed and the installation of the equipment is approximately 85% complete. Mr. Hanford indicated that the natural gas generators are scheduled to be delivered during the second week in November.

Director Ollila questioned if the natural gas generators would be alternating in usage. Mr. Hanford indicated that is the intend and usage will depend on load needs.

B. General Manager's Report

Mr. Schindler provided a brief summary of his activities for the month of September 2007. Mr. Schindler reported he had met with Bear Valley Electric regarding their conceptual idea to create renewable energy by utilizing generators on the Outfall line. Chair-Harris requested that more information be forwarded to the Governing Board before any proposal is set forth. Mr. Schindler indicated that Bear Valley Electric is looking at a number of options at this time for renewable energy and the generators on the outfall line is only one of the many options that are being considered.

Mr. Schindler indicated that the Annual Chili and Desert Contest took place on October 16, 2007 and enjoyed by all that attended.

Chair-Harris felt that this annual event was very valuable, while Secretary Day indicated that he enjoyed the event.

Mr. Schindler thanked Secretary Day for the donated American Flag.

C. Governing Board Member Comments

Vice-Chair Eads thanked Chair Harris, Director Ollila, Steve Schindler, Joe Hanford and Nancy Laughlin for the Strategic Planning document.

Director Ollila requested that the Governing Board consider discussion of liners for the Horseshoe Pond. All Governing Board members approved the request for inclusion during the November regular meeting.

Chair Harris made the Governing Board aware that during the City Council meeting she had requested that a official Water Summit meeting be scheduled with all agencies within the valley that address water issues. Chair Harris indicated she had a minimum of ten different ways that the Big Bear Area Regional Wastewater Agency's water could be utilized to benefit the entire valley and hoped that all the Boards attend to discuss the viability of the Big Bear Area Regional Wastewater Agency's water.

12. **Closed Session** – None

13. **Adjournment**

With no further business to come before the Governing Board, Chair Harris adjourned the meeting at 5:39 p.m.


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