

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

Regular Board Meeting Minutes

April 26, 2023

1. CALL TO ORDER

A Regular Meeting of the Governing Board of the Big Bear Area Regional Wastewater Agency was called to order by Chair Green at 5:00 p.m. on April 26, 2023 at 121 Palomino Drive, Big Bear City, California.

BOARD MEMBERS PRESENT

John Green, Chair

Jim Miller, Vice-Chair

Bynette Mote, Director

Larry Walsh, Director

BOARD MEMBERS ABSENT

Rick Herrick, Director

STAFF MEMBERS PRESENT

David Lawrence, General Manager

Christine Bennett, Finance Manager

John Shimmin, Plant Manager

Sonja Kawa, Human Resources Coordinator/Accounting Technician

Bridgette Burton, Management Analyst/Board Secretary

OTHERS

None

Members of the public who signed in included:

None

2. PLEDGE OF ALLEGIANCE

Vice-Chair Miller

3. APPROVAL OF AGENDA

Upon motion by Director Walsh, seconded by Director Mote and carried, the Governing Board approved the agenda as presented.

Ayes: Miller, Mote, Walsh, Green

Noes: None

Absent: Herrick

Abstain: None

4. **PUBLIC FORUM**

None

5. **PRESENTATION AND INTRODUCTION**

5.A. Larry Walsh 1-year recognition

The General Manager presented Director Walsh with his one-year pin and thanked him for his service. Director Walsh brings a unique perspective and puts the needs of the ratepayers first.

6. **INFORMATION/COMMITTEE REPORTS**

6.A. General Manager's Report

The General Manager discussed the second emergency force main repair and sanitary sewer overflow at 42825 Big Bear Blvd. Notifications were made according to the Spill Response Plan. The Agency is evaluating options for investigating the integrity of the line within equipment limitations and methods of repair. The Governing Board requested information about the possibility of a bypass, the use of air injection stations, clarification on the spill calculation, if the plan included investigating the entirety of the line from the Lake Pump Station to the treatment plant, how the PIG (pipeline inspection gauge) device works, deferment of capital projects, and using disaster relief funds for the repair.

Further discussion included the use of Zoom meetings. The Governing Board thanked the General Manager for including the information regarding upcoming legislation and the solar actual net generation chart.

7. **CONSENT CALENDAR APPROVED ITEMS**

7.A. Meeting Minutes from the March 22, 2023 Regular Meeting

7.B. Monthly Disbursements Report for March

7.C. Investment Report Identifying Agency Investments and Reporting Interest Income for March

7.D. Resolution No. R. 07-2023, A Resolution of the Big Bear Area Regional Wastewater Agency Amending and Adopting Local Guidelines for Implementing the California Environmental Quality Act (Public Resources Code §§ 21000 et seq.)

Upon motion by Director Walsh seconded by Director Mote and carried, the Governing Board approved the Consent Calendar as presented.

Ayes: Miller, Mote, Walsh, Green
Noes: None
Absent: Herrick
Abstain: None

8. ITEMS REMOVED FROM CONSENT CALENDAR

9. OLD BUSINESS

None

10. NEW BUSINESS – DISCUSSION/ACTION ITEMS

10.A. Resolution No. R. 08-2023, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Making Emergency Findings and Authorizing and Ratifying Emergency Contracts for the Force Main Repair at 42825 Big Bear Blvd; Appropriate \$31,625 from the Contingency Emergency Reserve Fund for Repairs

The General Manager explained the need to make emergency findings and ratification of the contracts for the emergency repair.

Upon motion by Vice-Chair Miller, seconded by Director Walsh and carried, the Governing Board approved Resolution No. R. 08-2023, appropriated \$31,625 from the Contingency Emergency Reserve Fund for costs related to the repair, and authorized the General Manager to take any other actions necessary to remediate the emergency repair at 42825 Big Bear Blvd., Big Bear Lake.

Ayes: Miller, Mote, Walsh, Green
Noes: None
Absent: Herrick
Abstain: None

10.B. Pay Schedule

The Human Resources Coordinator presented the pay schedule effective July 1, 2023, which incorporates an 8.7% cost-of-living adjustment (COLA), which was included in the FY 2024 budget. The COLA does not apply to the two frozen positions of Human Resources Coordinator/Accounting Technician and the Operations Administrative/Laboratory Assistant. The Governing Board clarified that there were no changes since the budget workshop, the pay schedule includes

both the compensation study and COLA, and how many comparable agencies were used. The Governing Board thanked the Agency for being a role model for compensation studies, and its due diligence and transparency.

Upon motion by Director Mote, seconded by Director Walsh and carried, the Governing Board approved the publicly available Pay Schedule effective July 1, 2023.

Ayes: Miller, Mote, Walsh, Green
Noes: None
Absent: Herrick
Abstain: None

10.C. Resolution No. R. 09-2023, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Changing Financial Institutions and Designating Persons to Deposit or Withdraw Monies in the Local Agency Investment Fund

The Finance Manager recommended transferring banking institutions from Union Bank to US Bank. The Governing Board clarified if there will be changes to fees and account numbers, and expressed concern over the experience one of the member agencies has been having with its transfer.

Steve Ludecke commented that the Big Bear Municipal Water District transferred to CitiBank.

Upon motion by Director Mote, seconded by Director Walsh and carried, the Governing Board approved Resolution No. R. 09-2023.

Ayes: Miller, Mote, Walsh, Green
Noes: None
Absent: Herrick
Abstain: None

10.D. Resolution No. R. 10-2023, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Appointing the Finance Manager as the Treasurer and Auditor

The Management Analyst explained the 4th Amendment to the JPA allows the Governing Board to appoint an officer or employee to the position of Treasurer and Auditor. The Administrative Manager was appointed to this position in 1982 and that position no longer exists. The Governing Board expressed concern over a potential conflict of interest if the Treasurer and Auditor responsibilities were

conducted by the same employee. Discussion included modification of the JPA, internal controls, and the outside auditor identification of deficiencies. The Governing Board directed staff to discuss the potential conflict of interest with the outside auditor.

Upon motion by Director Mote, seconded by Vice-Chair Miller and carried, the Governing Board postponed this item to the May 24, 2023 Governing Board meeting.

Ayes: Miller, Mote, Walsh, Green
Noes: None
Absent: Herrick
Abstain: None

10.E. Adjourn the June 28, 2023 Regular Board Meeting

The Board Secretary explained the recommendation to adjourn the June 28, 2023 regular board meeting.

Upon motion by Vice-Chair Miller, seconded by Director Mote and carried, the Governing Board adjourned the June 28, 2023 regular board meeting.

Ayes: Miller, Mote, Walsh, Green
Noes: None
Absent: Herrick
Abstain: None

11. COMMENTS AND ANNOUNCEMENTS

11.A. General Manager Comments

None

11.B. Governing Board Member Comments

Governing Board members attended the Sugarloaf Property Owners Association and Road Commission meetings in which the lack of federal funds for road repairs in the entire mountain region were discussed. Funding mechanisms for funding projects inside the U.S. Forest Service boundary are non-existent. The Governing Board advised the City of Big Bear Lake will be going through its budget process soon and there may be a recommendation in the budget for infiltration/inflow projects. The Governing Board wished the Administrative staff a Happy Administrative Professionals Day.

12. CLOSED SESSION

- 12.A. Public Employee Performance Evaluation**
Pursuant to Government Code Section 54957(b)(1)
Title: General Manager

The Governing Board entered closed session at 5:49 p.m. The meeting was reconvened at 7:23 p.m. There was no reportable action.

13. ADJOURNMENT

With no further business to come before the Governing Board, Chair Green adjourned the meeting at 7:23 p.m.

ATTEST: _____
Bridgette Burton, Secretary to the Governing Board
Big Bear Area Regional Wastewater Agency