

BIG BEAR AREA REGIONAL WASTEWATER AGENCY
REGULAR BOARD MEETING MINUTES
February 26, 2020

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 Caretto at 5:00 p.m. on February 26, 2020, at 121 Palomino Drive, Big Bear City, California 92314.

BOARD MEMBERS PRESENT

David Caretto, Chair
John Green, Vice Chair
Karyn Oxandaboure, Secretary
Rick Herrick, Director
Jim Miller, Director

BOARD MEMBERS ABSENT

None

STAFF MEMBERS PRESENT

David Lawrence, General Manager
Jennifer McCullar, Finance Manager
John Shimmin, Plant Manager
Sonja Kawa, Human Resources Coordinator/Accounting Tech.
Bridgette Burton, Management Analyst
Ryan Connelly, Plant Operator
Kim Booth, Administrative Assistant

OTHERS

Bynette Mote, City of Big Bear Lake

2. PLEDGE OF ALLEGIANCE

Dispensed

3. PRESENTATIONS AND INTRODUCTIONS

3.A. Jim Miller – 1-year recognition

Mr. Lawrence thanked Mr. Miller for his service on the Governing Board and presented him with a 1-year pin.

4. APPROVAL OF THE AGENDA

Upon motion made by Secretary Oxandaboure, seconded by Vice Chair Green and carried, the Governing Board approved the agenda as presented.

Ayes: Caretto, Green, Oxandaboure, Herrick, Miller

Noes: None

Absent: None

Abstain: None

5. CONSENT CALENDAR

5.A. Minutes of Regular Meeting on January 22, 2020

5.B. Monthly Expenses

5.C. Governing Board Member Reimbursement

5.D. Investment Report

5.E. Operations and Connections Report

5.F. Second Quarter Report, Six Months Ended December 31, 2019

5.G. Administrative Assistant Job Description

5.H. Three-Year Contract Extension, Rogers, Anderson, Malody & Scott LLP

Upon motion by Director Miller, seconded by Vice Chair Green and carried, the Governing Board approved the Consent Calendar as presented.

Ayes: Caretto, Green, Oxandaboure, Herrick, Miller

Noes: None

Absent: None

Abstain: None

6. ITEMS REMOVED FROM THE CONSENT CALENDAR

None

7. PUBLIC FORUM RESPONSE

None

8. PUBLIC FORUM

No comments

9. OLD BUSINESS

9.A. Resolution No. R. 01-2020, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Making Emergency Findings and Authorizing and Ratifying the Emergency Contract for the Bar Screen Replacement Project

Chair Caretto removed this item because it was approved at the February 26, 2020 Special Board Meeting. Due to lack of a quorum at the January 25, 2020 Regular Board Meeting the items needed to be reaffirmed at a Special Meeting. According to the Brown Act §54953 (b) (3), during the teleconference, at least a quorum of the members of the legislative body shall participate from location within the boundaries of the territory over which the local agency exercises jurisdiction. During the meeting, two board members were present at the meeting and one board member participated via teleconference outside the jurisdiction.

10. NEW BUSINESS

10.A. Reallocate \$121,000 for Oxidation Ditch 1 Rotor 3 Shaft Replacement from the Capital Budget

Mr. Lawrence described the shaft on Oxidation Ditch 1 rotor 3 that failed during normal operation and requested approval to reallocate funds for this replacement. Discussion ensued between the Governing Board and staff.

Upon motion made by Director Herrick, seconded by Vice Chair Green and carried, the Governing Board approved to reallocate \$121,000 for Oxidation Ditch 1 rotor 3 shaft replacement from the existing Capital Budget with \$90,825 reallocated from the Fire Alarm System Replacement line item and \$30,175 reallocated from the Toyota Tundra Replacement line item.

Ayes: Caretto, Green, Oxandaboure, Herrick, Miller

Noes: None

Absent: None

Abstain: None

10.B. Resolution No. R. 02-2020, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Delegating Authority to the General Manager to Make Emergency Findings and Take Action in Response to an Emergency

Mr. Lawrence explained that during the most recent emergency repair, legal counsel advised that a resolution authorizing the General Manager to both 1) take emergency action and 2) enter into contracts without engaging in a competitive procurement practice would be prudent. Discussion ensued between the Governing Board and staff.

Upon motion made by Secretary Oxandaboure, seconded by Director Herrick and carried, the Governing Board approved Resolution No. R. 02-2020.

Ayes: Caretto, Green, Oxandaboure, Herrick, Miller
Noes: None
Absent: None
Abstain: None

10.C. Tuition Reimbursement Program

Mr. Lawrence explained that this item was brought before the Administrative Committee on February 11, 2020. The Administrative Committee recommended a provision to the Agency PPPM, limiting reimbursement under Section 7.12 Tuition Reimbursement Program to 50% of reimbursable expenses up to a maximum of \$5,000 per fiscal year for each employee that is eligible and seeking reimbursement. This provision remains subject to budgetary limits and prior approval.

Upon motion made by Vice Chair Green, seconded by Director Miller and carried, the Governing Board approved PPPM Section 7.12 Tuition Reimbursement Program.

Ayes: Caretto, Green, Oxandaboure, Herrick, Miller
Noes: None
Absent: None
Abstain: None

10.D. Governing Board Reorganization

Chair Caretto opened nominations for the Chair position. Director Herrick nominated Vice Chair Green for the Chair position, seconded by Secretary Oxandaboure and carried, the Governing Board approved Vice Chair Green as the Chair at the next Governing Board meeting.

Aye: Caretto, Green, Oxandaboure, Herrick, Miller
Nay: None
Absent: None
Abstain: None

Chair Caretto opened nominations for the Vice Chair position. Chair Caretto nominated Director Miller for the Vice Chair position, seconded by Vice Chair Green and carried, the Governing Board approved Director Miller as the Vice Chair at the next Governing Board meeting.

Aye: Caretto, Green, Oxandaboure, Herrick, Miller
Nay: None
Absent: None
Abstain: None

Chair Caretto opened nominations for the Secretary position. Director Herrick nominated Secretary Oxandaboure for the Secretary position, seconded by Vice Chair Green and carried, the Governing Board approved Secretary Oxandaboure as the Secretary for the Governing Board.

Ayes: Caretto, Green, Oxandaboure, Herrick, Miller
Noes: None
Absent: None
Abstain: None

10.E. Committee Assignments

Chair Caretto discussed the permanent advisory committee assignments and recommended the committee assignments remain the same.

Upon motion made by Secretary Oxandaboure, seconded by Vice Chair Green and carried, the Governing Board approved the Committee Assignments.

Ayes: Caretto, Green, Oxandaboure, Herrick, Miller
Noes: None
Absent: None
Abstain: None

11. INFORMATION/COMMITTEE REPORTS

11.A. Finance Committee Meeting Update

Director Herrick reviewed the items Ms. McCullar discussed in the Budget Review, Fiscal Year 2020 Projected Performance vs. Revised Budget, and the Fiscal Year 2021 – 2025 New Budget and Forecast presentation.

11.B. Administrative Committee Meeting Update

Vice Chair Green reviewed the items the Administrative Committee discussed which included proposed changes to Organizational Structure, the updated Compensation Study and recommended Pay Schedule, changes to the existing Tuition Reimbursement Policy, and the updated Administrative Assistant Job Description.

12. ADJOURNMENT

With no further business to come before the Governing Board, Chair Caretto adjourned the meeting at 5:48 p.m.

ATTEST:

DocuSigned by:



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Karyn Oxandaboure, Secretary of the Governing
Board of the Big Bear Area Regional Wastewater
Agency



Kim Booth, Administrative Assistant
Big Bear Area Regional Wastewater
Agency