BIG BEAR AREA REGIONAL WASTEWATER AGENCY
Special Meeting of
December 7, 2017
At
4:30 p.m.
121 Palomino Drive
Big Bear City, California
Karyn Oxandaboure
via teleconference
45981 Highway74
Palm Desert, Ca. 92260

1. **Call to Order**

2. **Pledge of Allegiance**

3. **Presentations and Introduction**

   A. Recognition of Service – Fred Uhler

4. **Approval of the Agenda**

5. **Consent Calendar** – All matters listed on the Consent Calendar will be enacted by one motion at the appropriate time. There will be no separate discussion of these items. If detailed discussion is necessary, any Board Member may request that an item be removed from the Consent Calendar and considered separately.

   A. Minutes of Special Meeting on October 30, 2017 – Approve
   B. Monthly Expenses – Informational
   C. Governing Board Member Reimbursement – Approve
   D. Investment Report – Informational
   E. Operations and Connections Report– Informational
   F. Quarterly Report, Three Months Ended September 30, 2017 – Informational

6. **Items Removed From the Consent Calendar**

7. **Public Forum Response – None**

8. **Public Forum** – The Public Forum portion of the meeting is an opportunity for members of the public to directly address the Governing Board on matters within the jurisdiction of this Agency. Ordinance No. 57 limits individual public testimony to three minutes or less. The cumulative time that any individual may provide public testimony during a meeting is fifteen minutes and the public testimony shall be limited to thirty minutes for all speakers. Whenever a group of persons wishes to address the Board on the same item, the Chairman or the Board by majority vote may request a spokesperson be chosen for the group or limit the number of such persons addressing the Board. Since discussion of an item, not on the posted agenda is not allowed, these concerns may be addressed in a future meeting under "Public Forum Response

9. **Old Business** – **None**

10. **New Business**

    A. Strategic Plan Review and Update
    B. County Road on BBARWA Easement – Discussion and Possible Action
    C. Interim Plant Manager Compensation – Discussion and Possible Action
    D. Plant Manager Recruitment – Discussion and Possible Action

11. **Information/Committee Reports**

    A. Update on Administrative Committee Meeting

12. **Adjournment**

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if you need special assistance to participate in an Agency meeting or other services offered by the Agency, please contact Kimberly Booth, Administrative Assistant at (909) 584-4018. Notification at least 48 hours prior to the meeting or time when services are needed will assist the Agency staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are on file in the office of the Big Bear Area Regional Wastewater Agency and are available for public inspection during normal business hours.

Visit www.bbarwa.org to view and/or print the Agenda Package

BIG BEAR AREA REGIONAL WASTEWATER AGENCY
Special Board Meeting
Minutes
October 30, 2017

1. **Call to Order**
A regular meeting of the Governing Board of the Big Bear Area Regional Wastewater Agency was held on Monday, October 30, 2017 at 4:30 p.m. at 121 Palomino Drive, Big Bear City, California.
Governing Board Members present: Rick Herrick, David Caretto, Liz Harris, Karyn Oxandaboure and John Green.
Absent: None
Staff present: David Lawrence, General Manager; Jennifer McCullar, Finance Manager; Kyle Burnett, Operator I; Sonja Kawa, Human Resources Coordinator/Accounting Technician; and Kim Booth, Administrative Assistant
Others: Mr. Scott Manno, RAMS

2. **Pledge of Allegiance**
Chairman Herrick called the meeting to order at 4:32 p.m. with Ms. Oxandaboure leading the Pledge of Allegiance.

3. **Presentations and Introduction:**

   A. Ms. McCullar introduces Mr. Manno, Mr. Manno presented the audit that is complete and the 2017 CAFR.

4. **Approval of the Agenda**
Upon motion by Director Caretto, seconded by Vice Chairman Oxandaboure and carried, the Agenda was approved as presented.

Vote	
Herrick	Aye
Oxandaboure	Aye
Harris	Aye
Caretto	Aye
Green	Aye

5. **Consent Calendar**: The Governing Board reviewed items on the Consent Calendar. Upon motion by Secretary Harris, seconded by Director Green and carried, the Governing Board approved the Consent Calendar as presented:

   A. Minutes of Regular Meeting on July 26, 2017 and September 27, 2017 – Approved
   B. Monthly Expenses – Informational
   C. Governing Board Member Reimbursement – Approved
   D. Investment Report – Informational

E. Operations and Connections Report– Informational

Vote	
Herrick	Aye
Oxandaboure	Aye
Harris	Aye
Caretto	Aye
Green	Aye

6. **Items Removed From the Consent Calendar: None**

7. **Public Forum Response:**

8. **Public Forum** – The Public Forum portion of the meeting is an opportunity for members of the public to directly address the Governing Board on matters within the jurisdiction of this Agency. Ordinance No. 57 limits individual public testimony to three minutes or less. The cumulative time that any individual may provide public testimony during a meeting is fifteen minutes and the public testimony shall be limited to thirty minutes for all speakers. Whenever a group of persons wishes to address the Board on the same item, the Chairman or the Board by majority vote may request a spokesperson be chosen for the group or limit the number of such persons addressing the Board. Since discussion of an item, not on the posted agenda is not allowed, these concerns may be addressed in a future meeting under "Public Forum Response

9. **Old Business: None**

10. **New Business**

A. Ms. McCullar gave a presentation on the Annual Report, Twelve Months Ended June 30, 2017. The board gave thanks for a job well done and thanked Ms. McCullar for keeping the board updated.

B. Mr. Lawrence gave some background information regarding the solar system project and the different avenues that can be looked at. Discussion ensued between the board and staff. Upon motion by Director Caretto, seconded by Director Green and carried, the Governing board directed the General Manager to explore the different opportunities that the Agency could do with a solar field.

Vote	
Herrick	Aye
Oxandaboure	Aye
Harris	Aye
Caretto	Aye
Green	Aye

11. Information/Committee Reports

A. Chairman Herrick gave an update on the meetings that they had in Washington D.C.
B. Secretary Harris gave an update on the GSA meeting

12. Adjournment

With no further business to come before the Governing Board, Chairman Herrick adjourned the meeting at 5:56 p.m.

ATTEST: _____

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

_____

Kim Booth, Administrative Assistant
Big Bear Area Regional Wastewater Agency

Big Bear Area Regional
Wastewater Agency
Rick Herrick – Chairman
Karyn Oxandaboure – Vice Chairman
Liz Harris, Ed.D. – Secretary
David Caretto – Director
John Green – Director

AGENDA ITEM: 5.B

MEETING DATE: December 7, 2017

TO: Governing Board of the Big Bear Area Regional Wastewater Agency

FROM: David Lawrence, P.E., General Manager

PREPARED BY: Jennifer McCullar, Finance Manager

SUBJECT: Monthly Expenses

BACKGROUND:

Attached are the Agency's October and November check registers which reflect accounts paid during the period.

FINANCIAL IMPACT:

No financial impact. Funds previously appropriated.

RECOMMENDATION:

Informational

Moved: _____ Second: _____ Aye: _____ Nay: _____ Abstain/Absent: _____

Approved Date: _____ Witness: _____
Secretary of the Governing Board

Big Bear Area Regional Wastewater Agncy
Check Register
For the Period From Oct 1, 2017 to Nov 30, 2017

Filter Criteria includes: 1) Accounts Payable only. Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
CASH 1708	10/3/17	CALPERS HEALTH	1000-20	26,737.90
CASH 1709	10/4/17	VISION SERVICE PL	1000-20	280.28
CASH 1710	10/4/17	AMERICAN FIDELIT	1000-20	886.74
CASH 1711	10/4/17	LINCOLN NATIONAL	1000-20	1,034.98
CASH 1712	10/4/17	PRINCIPAL FINANCI	1000-20	2,118.76
CASH 1713	10/6/17	CALPERS CERBT	1000-20	22,166.69
17827	10/10/17	ACCENT COMPUTE	1000-20	4,227.50
17828	10/10/17	AMS, INC.	1000-20	2,823.46
17829	10/10/17	ARAMARK UNIFOR	1000-20	1,023.51
17830	10/10/17	BIG BEAR CITY CO	1000-20	460.40
17831	10/10/17	BIG BEAR BODYTE	1000-20	555.00
17832	10/10/17	BRITHNEE ELECTRI	1000-20	1,261.75
17833	10/10/17	BUTCHER'S BLOCK	1000-20	343.46
17834	10/10/17	BEAR VALLEY ELEC	1000-20	9,463.11
17835	10/10/17	BEAR VALLEY LOC	1000-20	95.00
17836	10/10/17	CAR QUEST OF BIG	1000-20	19.37
17837	10/10/17	SPECTRUM BUSINE	1000-20	269.94
17838	10/10/17	NIKKI CRUMPLER	1000-20	202.74
17839	10/10/17	UNDERGROUND SE	1000-20	94.15
17840	10/10/17	DIY HOME CENTER-	1000-20	352.50
17841	10/10/17	DIRECT TV	1000-20	57.99
17842	10/10/17	DEPARTMENT OF	1000-20	54.01
17843	10/10/17	EVANTEC CORPOR	1000-20	799.66
17844	10/10/17	JUDITH C. HENRI-F	1000-20	400.00
17845	10/10/17	FLYERS ENERGY	1000-20	524.78
17846	10/10/17	FRONTIER COMMU	1000-20	676.40
17847	10/10/17	GEIGER SUPPLY, IN	1000-20	40.62
17848	10/10/17	NAVY MEN, LLC	1000-20	192.64
17849	10/10/17	GRAINGER	1000-20	147.06
17850	10/10/17	HAZ MAT TRANS, IN	1000-20	4,500.00
17851	10/10/17	HUGHESNET	1000-20	69.99
17852	10/10/17	INTERNATIONAL IN	1000-20	160.00

Big Bear Area Regional Wastewater Agncy
Check Register
For the Period From Oct 1, 2017 to Nov 30, 2017

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Check #	Date	Payee	Cash Account	Amount
17853	10/10/17	JORGENSEN COMP	1000-20	50.00
17854	10/10/17	SONJA KAWA	1000-20	67.54
17855	10/10/17	LEGALSHIELD	1000-20	214.35
17856	10/10/17	M & M MECHANICAL	1000-20	172.50
17857	10/10/17	JENNIFER MCCULL	1000-20	67.54
17858	10/10/17	ONE STOP LANDSC	1000-20	11,607.75
17859	10/10/17	CONSTANCE M. AL	1000-20	55.00
17860	10/10/17	QUILL	1000-20	635.66
17861	10/10/17	REBEL OIL CO., INC	1000-20	1,806.30
17862	10/10/17	SAFETY-KLEEN	1000-20	255.30
17863	10/10/17	SAM'S ENTERPRISE	1000-20	116.97
17864	10/10/17	U.S. POSTAL SERVI	1000-20	198.00
17865	10/10/17	DAVID A. CARETTO	1000-20	150.00
17866	10/10/17	JOHN GREEN	1000-20	150.00
17867	10/10/17	RICHARD T. HERRI	1000-20	150.00
CASH 1714	10/10/17	AMERICAN FIDELIT	1000-20	412.08
CASH 1715	10/10/17	CALPERS RETIREM	1000-20	1,302.10
CASH 1716	10/10/17	CA PERS 457 PROG	1000-20	1,921.32
CASH 1717	10/10/17	THE LINCOLN NAT'L	1000-20	3,424.00
CASH 1718	10/10/17	CALPERS RETIREM	1000-20	7,208.63
CASH 1719	10/11/17	EMPLOYMENT DEV	1000-20	1,677.99
CASH 1720	10/11/17	INTERNAL REVENU	1000-20	6,413.52
CASH 1721	10/23/17	AMERICAN FIDELIT	1000-20	412.08
CASH 1722	10/23/17	CALPERS RETIREM	1000-20	1,302.10
CASH 1723	10/23/17	CA PERS 457 PROG	1000-20	1,921.32
CASH 1724	10/23/17	THE LINCOLN NAT'L	1000-20	3,424.00
CASH 1725	10/23/17	CALPERS RETIREM	1000-20	7,208.63
CASH 1726	10/24/17	EMPLOYMENT DEV	1000-20	1,651.78
CASH 1727	10/24/17	INTERNAL REVENU	1000-20	6,342.31
17868	10/25/17	ACCENT COMPUTE	1000-20	2,397.10
17869	10/25/17	AMAZON CAPITAL S	1000-20	1,348.05
17870	10/25/17	ARROWHEAD	1000-20	179.27

Big Bear Area Regional Wastewater Agncy
Check Register
For the Period From Oct 1, 2017 to Nov 30, 2017

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Check #	Date	Payee	Cash Account	Amount
17871	10/25/17	BABCOCK LABORA	1000-20	100.00
17872	10/25/17	BEST BEST & KRIE	1000-20	12,978.13
17873	10/25/17	BIG BEAR CITY CO	1000-20	160.40
17874	10/25/17	BIG BEAR DISPOSA	1000-20	276.86
17875	10/25/17	BIG BEAR LAKE BO	1000-20	200.00
17876	10/25/17	BUSINESS CARD	1000-20	2,305.12
17877	10/25/17	SPECTRUM BUSINE	1000-20	1,007.13
17878	10/25/17	CLINICAL LAB OF S	1000-20	237.50
17879	10/25/17	JUST ENERGY SOL	1000-20	14,957.97
17880	10/25/17	CWEA TCP/MEMBE	1000-20	360.00
17881	10/25/17	FEDEX	1000-20	26.50
17882	10/25/17	BRUCE R. FROST	1000-20	5,150.00
17883	10/25/17	GOVERNMENT FINA	1000-20	160.00
17884	10/25/17	GRAINGER	1000-20	522.80
17885	10/25/17	HAZ MAT TRANS, IN	1000-20	19,683.44
17886	10/25/17	JORGENSEN COMP	1000-20	50.00
17887	10/25/17	LOR GEOTECHNICA	1000-20	11,595.00
17888	10/25/17	MARTIN ENGINEERI	1000-20	5,013.62
17889	10/25/17	MOONRIDGE FUEL	1000-20	992.22
17890	10/25/17	RANDY J. SPITZ	1000-20	179.93
17891	10/25/17	NURSERY PRODUC	1000-20	4,114.20
17892	10/25/17	PETTY CASH	1000-20	423.48
17893	10/25/17	PHENOVA	1000-20	350.20
17894	10/25/17	PHIL'S AUTOMOTIV	1000-20	102.50
17895	10/25/17	POLYDYNE INC	1000-20	3,073.03
17896	10/25/17	QUINN COMPANY	1000-20	4,732.16
17897	10/25/17	SBC TAX COLLECT	1000-20	3,438.68
17898	10/25/17	SOUTHERN CALIFO	1000-20	60.29
17899	10/25/17	SERVICEMASTER 3	1000-20	630.62
17900	10/25/17	SOUTHWEST GAS	1000-20	6,594.57
17901	10/25/17	SOUTHWEST GAS	1000-20	357.84
17902	10/25/17	NANCY R. BOHL, IN	1000-20	240.00

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Check #	Date	Payee	Cash Account	Amount
17903	10/25/17	VALLEY POWER SY	1000-20	1,094.85
17904	10/25/17	VERIZON CALIFOR	1000-20	308.52
17905	10/25/17	REGINA A. WEISS	1000-20	90.00
17906	10/25/17	WATER SYSTEMS C	1000-20	12,327.13
17907	10/25/17	XYLEM WATER SOL	1000-20	7,857.59
CASH 1728	10/30/17	AMERICAN FIDELIT	1000-20	886.74
CASH 1729	11/2/17	CALPERS HEALTH	1000-20	32,810.37
CASH 1730	11/3/17	VISION SERVICE PL	1000-20	323.40
CASH 1731	11/3/17	LINCOLN NATIONAL	1000-20	1,201.92
CASH 1732	11/3/17	PRINCIPAL FINANCI	1000-20	2,779.34
CASH 1733	11/6/17	AMERICAN FIDELIT	1000-20	412.08
CASH 1734	11/6/17	CALPERS RETIREM	1000-20	1,311.40
CASH 1735	11/6/17	CA PERS 457 PROG	1000-20	1,921.32
CASH 1736	11/6/17	THE LINCOLN NAT'L	1000-20	3,424.00
CASH 1737	11/6/17	CALPERS RETIREM	1000-20	7,208.63
CASH 1738	11/6/17	EMPLOYMENT DEV	1000-20	1,697.36
CASH 1739	11/7/17	INTERNAL REVENU	1000-20	6,467.07
17908	11/9/17	4imprint	1000-20	563.77
17909	11/9/17	AMAZON CAPITAL S	1000-20	538.53
17910	11/9/17	ARAMARK UNIFOR	1000-20	1,134.17
17911	11/9/17	ALFA LAVAL INC.	1000-20	85.00
17912	11/9/17	BIG BEAR CITY CO	1000-20	534.36
17913	11/9/17	BRENT BERG	1000-20	146.21
17914	11/9/17	BUTCHER'S BLOCK	1000-20	2,077.17
17915	11/9/17	BEAR VALLEY ELEC	1000-20	8,757.43
17916	11/9/17	BEAR VALLEY PAVI	1000-20	227,270.4
17917	11/9/17	CAR QUEST OF BIG	1000-20	124.28
17918	11/9/17	SPECTRUM BUSINE	1000-20	269.94
17919	11/9/17	CLINICAL LAB OF S	1000-20	200.00
17920	11/9/17	UNDERGROUND SE	1000-20	77.65
17921	11/9/17	DIRECT TV	1000-20	57.99
17922	11/9/17	DEPARTMENT OF	1000-20	57.95

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Check Register
For the Period From Oct 1, 2017 to Nov 30, 2017

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Check #	Date	Payee	Cash Account	Amount
17923	11/9/17	EMPLOYMENT DEV	1000-20	10,402.00
17924	11/9/17	EVANTEC CORPOR	1000-20	331.87
17925	11/9/17	FLYERS ENERGY	1000-20	1,184.09
17926	11/9/17	FRONTIER COMMU	1000-20	675.62
17927	11/9/17	GRAINGER	1000-20	723.35
17928	11/9/17	HAZ MAT TRANS, IN	1000-20	6,907.75
17929	11/9/17	HAZLOC HEATERS	1000-20	13,263.10
17930	11/9/17	HD INDUSTRIES	1000-20	166.24
17931	11/9/17	EDWARD M. HOBBS	1000-20	2,400.00
17932	11/9/17	HUGHESNET	1000-20	69.99
17933	11/9/17	IPMA-HR	1000-20	149.00
17934	11/9/17	KMART STORE #765	1000-20	21.53
17935	11/9/17	LEGALSHIELD	1000-20	199.40
17936	11/9/17	THE LITTLE GREEN	1000-20	140.60
17937	11/9/17	MARTIN ENGINEERI	1000-20	777.12
17938	11/9/17	NAPA AUTO PARTS	1000-20	877.44
17939	11/9/17	NEW PIG CORPORA	1000-20	560.82
17940	11/9/17	ONE STOP LANDSC	1000-20	11,922.90
17941	11/9/17	CONSTANCE M. AL	1000-20	55.00
17942	11/9/17	PHIL'S AUTOMOTIV	1000-20	946.39
17943	11/9/17	ROGERS, ANDERS	1000-20	13,570.00
17944	11/9/17	REBEL OIL CO., INC	1000-20	4,737.99
17945	11/9/17	SAN BERNARDINO	1000-20	1,248.00
17946	11/9/17	SCHRODER & SON,	1000-20	675.00
17947	11/9/17	SWRCB-WWOC	1000-20	350.00
17948	11/9/17	VALERO MARKETIN	1000-20	189.81
17949	11/9/17	VALLEY POWER SY	1000-20	12,525.83
17950	11/9/17	DEPARTMENT OF	1000-20	1,067.20
17951	11/9/17	DAVID A. CARETTO	1000-20	150.00
17952	11/9/17	RICHARD T. HERRI	1000-20	150.00
17953	11/9/17	KARYN K. OXANDA	1000-20	150.00
17911V	11/9/17	ALFA LAVAL INC.	1000-20	-85.00

Big Bear Area Regional Wastewater Agncy
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Check #	Date	Payee	Cash Account	Amount
17954	11/9/17	ASBURY ENVIRON	1000-20	85.00
17937V	11/9/17	MARTIN ENGINEERI	1000-20	-777.12
17955	11/9/17	MARTIN ENGINEERI	1000-20	388.56
CASH 1740	11/15/17	COMPASS BANK	1000-20	288,041.8
CASH 1741	11/20/17	AMERICAN FIDELIT	1000-20	412.08
CASH 1742	11/20/17	CALPERS RETIREM	1000-20	1,302.10
CASH 1743	11/20/17	CA PERS 457 PROG	1000-20	1,921.32
CASH 1744	11/20/17	THE LINCOLN NAT'L	1000-20	3,424.00
CASH 1745	11/20/17	CALPERS RETIREM	1000-20	7,344.49
CASH 1746	11/21/17	EMPLOYMENT DEV	1000-20	1,773.36
CASH 1747	11/21/17	INTERNAL REVENU	1000-20	6,687.69
17956	11/22/17	ACCENT COMPUTE	1000-20	2,159.08
17957	11/22/17	ALL PROTECTION A	1000-20	543.25
17958	11/22/17	AMAZON CAPITAL S	1000-20	359.23
17959	11/22/17	ARROWHEAD	1000-20	233.30
17960	11/22/17	BEST BEST & KRIE	1000-20	13,844.40
17961	11/22/17	BIG BEAR CHAMBE	1000-20	855.00
17962	11/22/17	BIG BEAR DISPOSA	1000-20	281.84
17963	11/22/17	BIG BEAR FIRE AUT	1000-20	246.68
17964	11/22/17	BUSINESS CARD	1000-20	3,099.31
17965	11/22/17	BRYCE CONSULTIN	1000-20	118.69
17966	11/22/17	BEAR VALLEY PAVI	1000-20	221,330.0
17967	11/22/17	CALOLYMPIC SAFE	1000-20	279.98
17968	11/22/17	SPECTRUM BUSINE	1000-20	1,007.13
17969	11/22/17	JUST ENERGY SOL	1000-20	14,645.23
17970	11/22/17	CWEA TCP/MEMBE	1000-20	180.00
17971	11/22/17	DIY HOME CENTER-	1000-20	270.45
17972	11/22/17	E-TRAINING, INC	1000-20	450.00
17973	11/22/17	FEDEX	1000-20	13.25
17974	11/22/17	GRAINGER	1000-20	274.93
17975	11/22/17	HAZ MAT TRANS, IN	1000-20	13,900.00
17976	11/22/17	JORGENSEN COMP	1000-20	50.00

Big Bear Area Regional Wastewater Agncy
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Check #	Date	Payee	Cash Account	Amount
17977	11/22/17	KMART STORE #765	1000-20	23.68
17978	11/22/17	LENOCH'S MOUNTA	1000-20	450.00
17979	11/22/17	LOR GEOTECHNICA	1000-20	5,809.50
17980	11/22/17	MCMASTER-CARR	1000-20	176.90
17981	11/22/17	RANDY J. SPITZ	1000-20	265.51
17982	11/22/17	NURSERY PRODUC	1000-20	5,022.60
17983	11/22/17	PHIL'S AUTOMOTIV	1000-20	421.09
17984	11/22/17	POLYDYNE INC	1000-20	6,146.06
17985	11/22/17	QUINN COMPANY	1000-20	4,732.16
17986	11/22/17	SOUTHERN CALIFO	1000-20	65.02
17987	11/22/17	SERVICEMASTER 3	1000-20	630.62
17988	11/22/17	RYAN R. ABELN	1000-20	1,725.00
17989	11/22/17	SOUTHWEST GAS	1000-20	6,289.36
17990	11/22/17	SOUTHWEST GAS	1000-20	617.13
17991	11/22/17	SWRCB - ANNUAL F	1000-20	1,400.00
17992	11/22/17	NANCY R. BOHL, IN	1000-20	120.00
17993	11/22/17	VERIZON WIRELES	1000-20	308.52
17994	11/22/17	WINZER CORP	1000-20	678.52
17995	11/22/17	WATER SYSTEMS C	1000-20	19,379.88
17996	11/22/17	ARLANDA, LLC	1000-20	750.00
CASH 1748	11/29/17	INTERNAL REVENU	1000-20	38.80
Total				**1,296,672**

Big Bear Area Regional
Wastewater Agency
Rick Herrick – Chairman
Karyn Oxandaboure – Vice Chairman
Liz Harris, Ed.D. – Secretary
David Caretto – Director
John Green – Director

AGENDA ITEM: 5.C

MEETING DATE: December 7, 2017

TO: Governing Board of the Big Bear Area Regional Wastewater Agency

FROM: David Lawrence, P.E., General Manager

PREPARED BY: Jennifer McCullar, Finance Manager

SUBJECT: Board Member Reimbursement

BACKGROUND:

Attached are the October and November 2017 meeting records for each Governing Board Member and represent eligible compensation at a rate of $150 per regular or special meeting pursuant to the Agency's Administrative and Personnel Policy, Board Member Reimbursement.

FINANCIAL IMPACT:

No financial impact. Funds previously appropriated.

RECOMMENDATION:

Approve

Moved: _____ Second: _____ Aye: _____ Nay: _____ Abstain/Absent: _____

Approved Date: _____ Witness: _____
Secretary of the Governing Board

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

REPORT OF MEETINGS ATTENDED

Governing Board Member: Rick Herrick

Date Submitted: October 30, 2017

Month Covered: October

Compensation

BBARWA Regular Meeting Attended: Date: _____ $_____

PURPOSE

BBARWA Special Meeting Attended: _____ Date: 10-30-17 $ 150.00

BBARWA Special Meeting Attended: Washington D.C. Trip Date: 10-24,25,26 $ 450.00

BBARWA Special Meeting Attended: _____ Date: _____ $_____

PURPOSE

BBARWA Committee Meeting Attended: _____ Date: _____ $_____

BBARWA Committee Meeting Attended: _____ Date: _____ $_____

BBARWA Committee Meeting Attended: _____ Date: _____ $_____

PURPOSE

Other Governing Board Approved Meetings:

_____ Date: _____ $_____

_____ Date: _____ $_____

TOTAL ENTITLED MONTHLY STIPEND (limited to 6 days per calendar month) $_____

Other Governing Board Approved Expenses (Governing Board Approved)

Mileage: _____ Date: _____ $_____

Lodging: _____ Date: _____ $_____

Registration: _____ Date: _____ $_____

Tuition: _____ Date: _____ $_____

Meals: _____ Date: _____ $_____

Note: Other Governing Board approved expenses receipts must be accompanied with the travel expense form "EXHIBIT B" and forwarded to Finance Manager or designee for reimbursement

TOTAL OTHER EXPENSE REIMBURSEMENT: $ 600.00

Uncompensated Meetings Attended:

PURPOSE

_____ Date: _____

_____ Date: _____

Board Member Signature: _____ **Total Amount Paid** $ 600.00

RATES & CALCS	_____	CODING	AMOUNT
OPER. REVIEW	_____		
EXPEN. APP.	_____	_____	_____
FIN. REVIEW	_____	_____	_____

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

REPORT OF MEETINGS ATTENDED

Governing Board Member: David Caretto

Date Submitted: October 30, 2017

Month Covered: October

		Compensation
BBARWA Regular Meeting Attended:	Date:	$
PURPOSE		
BBARWA Special Meeting Attended:	Date: 10/30/17	$ 150.00
BBARWA Special Meeting Attended:	Date:	$
BBARWA Special Meeting Attended:	Date:	$
PURPOSE		
BBARWA Committee Meeting Attended:	Date:	$
BBARWA Committee Meeting Attended:	Date:	$
BBARWA Committee Meeting Attended:	Date:	$
PURPOSE		

Other Governing Board Approved Meetings:

Date: $

Date: $

TOTAL ENTITLED MONTHLY STIPEND (limited to 6 days per calendar month) $ 150.00

Other Governing Board Approved Expenses (Governing Board Approved)

Mileage:	Date:	$
Lodging:	Date:	$
Registration:	Date:	$
Tuition:	Date:	$
Meals:	Date:	$

Note: Other Governing Board approved expenses receipts must be accompanied with the travel expense form "EXHIBIT B" and forwarded to Finance Manager or designee for reimbursement

TOTAL OTHER EXPENSE REIMBURSEMENT: $

Uncompensated Meetings Attended:

PURPOSE

Date:

Date:

Board Member Signature: David Caretto **Total Amount Paid** $ 150.00

RATES & CALCS		CODING	AMOUNT
OPER. REVIEW			
EXPEN. APP.			
FIN. REVIEW			

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

REPORT OF MEETINGS ATTENDED

Governing Board Member: John Green

Date Submitted: October 30, 2017

Month Covered: October

			Compensation
BBARWA Regular Meeting Attended:		Date: 10/30/17	$ 150
	PURPOSE		
BBARWA Special Meeting Attended:		Date: 9/25/17-9/28	$ 600
BBARWA Special Meeting Attended:		Date:	$
BBARWA Special Meeting Attended:		Date:	$
	PURPOSE		
BBARWA Committee Meeting Attended:		Date:	$
BBARWA Committee Meeting Attended:		Date:	$
BBARWA Committee Meeting Attended:		Date:	$
	PURPOSE		

Other Governing Board Approved Meetings:

_____ Date: _____ $_____

_____ Date: _____ $_____

TOTAL ENTITLED MONTHLY STIPEND (limited to 6 days per calendar month) $_____

Other Governing Board Approved Expenses (Governing Board Approved)

Mileage: _____ Date: _____ $_____

Lodging: _____ Date: _____ $_____

Registration: _____ Date: _____ $_____

Tuition: _____ Date: _____ $_____

Meals: _____ Date: _____ $_____

Note: Other Governing Board approved expenses receipts must be accompanied with the travel expense form "EXHIBIT B" and forwarded to Finance Manager or designee for reimbursement

TOTAL OTHER EXPENSE REIMBURSEMENT: $_____

Uncompensated Meetings Attended:

PURPOSE

_____ _____ Date: _____

_____ _____ Date: _____

Board Member Signature: _____ **Total Amount Paid** $ 750.00

RATES & CALCS	_____	CODING	AMOUNT
OPER. REVIEW	_____		
EXPEN. APP.	_____	_____	_____
FIN. REVIEW	_____	_____	_____

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

REPORT OF MEETINGS ATTENDED

Governing Board Member: Karyn Oxandaboure

Date Submitted: October 30, 2017

Month Covered: October

Compensation

BBARWA Regular Meeting Attended: Date: _____ $_____

PURPOSE

BBARWA Special Meeting Attended: _____ Date: 10-30-17 $ 150.00

BBARWA Special Meeting Attended: _____ Date: _____ $_____

BBARWA Special Meeting Attended: _____ Date: _____ $_____

PURPOSE

BBARWA Committee Meeting Attended: _____ Date: _____ $_____

BBARWA Committee Meeting Attended: _____ Date: _____ $_____

BBARWA Committee Meeting Attended: _____ Date: _____ $_____

PURPOSE

Other Governing Board Approved Meetings:

_____ Date: _____ $_____

_____ Date: _____ $_____

TOTAL ENTITLED MONTHLY STIPEND (limited to 6 days per calendar month) $_____

Other Governing Board Approved Expenses (Governing Board Approved)

Mileage: _____ Date: _____ $_____

Lodging: _____ Date: _____ $_____

Registration: _____ Date: _____ $_____

Tuition: _____ Date: _____ $_____

Meals: _____ Date: _____ $_____

Note: Other Governing Board approved expenses receipts must be accompanied with the travel expense form "EXHIBIT B" and forwarded to Finance Manager or designee for reimbursement

TOTAL OTHER EXPENSE REIMBURSEMENT: $_____

Uncompensated Meetings Attended:

PURPOSE

_____ _____ Date: _____

_____ _____ Date: _____

Board Member Signature: Karyn Oxandaboure **Total Amount Paid** $ 150.00

RATES & CALCS	_____	CODING	AMOUNT
OPER. REVIEW	_____		
EXPEN. APP.	_____	_____	_____
FIN. REVIEW	_____	_____	_____

Big Bear Area Regional
Wastewater Agency
Rick Herrick – Chairman
Karyn Oxandaboure – Vice Chairman
Liz Harris, Ed.D. – Secretary
David Caretto – Director
John Green – Director

AGENDA ITEM: 5.D

MEETING DATE: December 7, 2017

TO: Governing Board of the Big Bear Area Regional Wastewater Agency

FROM: David Lawrence, P.E., General Manager

PREPARED BY: Jennifer McCullar, Finance Manager

SUBJECT: Investment Report

BACKGROUND:

Attached is the October Monthly Investment Report pursuant to the Agency's Investment Policy.

FINANCIAL IMPACT:

No financial impact.

RECOMMENDATION:

Approve

Moved: _____ Second: _____ Aye: _____ Nay: _____ Abstain/Absent: _____

Approved Date: _____ Witness: _____
Secretary of the Governing Board

BBARWA
Monthly Investment Report
October 2017

INVESTMENT TYPE	INSTITUTION	COST	FAIR MARKET VALUE (1)	YEAR TO DATE INTEREST(2)	INTEREST RATE	MATURITY DATE
FUNDS INVESTED BY AGENCY:						
LOCAL AGENCY INVESTMENT FUND	STATE OF CALIFORNIA	$ 4,894,542	$ 4,889,853	15,579	1.14%	DAILY
TOTAL		$ 4,894,542	$ 4,889,853	15,579		

The Investment Portfolio of the Big Bear Area Regional Wastewater Agency is in compliance with the investment policy approved in August 2017.
The Agency will be able to meet its expenditure requirements for the next six months.

(1) LOCAL AGENCY INVESTMENT FUND (LAIF) IS A STATE-RUN INVESTMENT POOL PROVIDED FOR PUBLIC AGENCIES. THE LAIF MARKET VALUE SHOWN ON THIS TREASURER'S REPORT REPRESENTS BBARWA'S SHARE OF THE **LIQUID VALUE** OF LAIF'S PORTFOLIO IF IT WAS LIQUIDATED AS OF THE END OF THE REPORTED MONTH. THIS NUMBER SERVES AS AN INDICATOR OF WHETHER OR NOT THE **MARKET VALUE** OF LAIF'S INVESTMENTS IS ABOVE OR BELOW THE **COST** OF THOSE INVESTMENTS.
(2) Interest paid quarterly on LAIF investment. Amount reflects interest income received at the reporting date for FY 2018 and excludes accrued interest.

Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

www.treasurer.ca.gov/pmia-laif/laif.asp
December 01, 2017

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

FINANCE MANAGER
P.O. BOX 517
BIG BEAR CITY, CA 92314

PMIA Average Monthly Yields

Account Number:
70-36-002

Tran Type Definitions

October 2017 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
10/13/2017	10/12/2017	QRD	1550220	SYSTEM	15,578.89
10/23/2017	10/23/2017	RW	1553007	JENNIFER MCCULLAR	-300,000.00

Account Summary

Total Deposit:	15,578.89	Beginning Balance:	5,178,962.68
Total Withdrawal:	-300,000.00	Ending Balance:	4,894,541.57

Big Bear Area Regional
Wastewater Agency
Rick Herrick – Chairman
Karyn Oxandaboure – Vice Chairman
Liz Harris Ed. D – Secretary
David Caretto – Director
John Green – Director

AGENDA ITEM: 5.E

MEETING DATE: December 7, 2017

TO: The Governing Board of the Big Bear Area Regional Wastewater Agency

FROM: David Lawrence, P.E. General Manager

PREPARED BY: Kim Booth, Administrative Assistant

REVIEWED BY: Fred Uhler, Plant Manager and Jennifer McCullar, Finance Manager

SUBJECT: Operations and Connections Report

PLANT MANAGER:

The treatment plant performed as expected during September and October 2017. The average influent flow for the month of September was 1.496 MGD (44,897,333MG). The City of Big Bear Lake accounted for 48%; The Big Bear City Community Service District accounted for 47.59%; and the County of San Bernardino CSA-53B accounted for 4.36%. For the month of October, the average influents flow for the month was 1.404 MGD (43,523,000 MG). The City of Big Bear Lake accounted for 45.5%, the Big Bear City Community Service District accounted for 50.49%, and the County of San Bernardino CSA-53B accounted for 3.94%. The average influent biochemical oxygen demand for September was 326 Mg/l and the average effluent biochemical oxygen demand was 9 Mg/l this indicates 97.2% removal efficiency. The average influent biochemical oxygen demand for October was 363 Mg/l and the average effluent biochemical oxygen demand was 4 Mg/l this indicates 98.89% removal efficiency. Bear Valley Paving completed the south pond project on November 11th and was put back into service on November 20th. This project included cleaning the pond, acquiring new slope and proper compaction, forming and pouring concrete lined sides, installing new 24 inch connecting lines, re-installing dock and paving the road around the south and west sides. The north pond will be completed as soon as weather permits.

Moved: _____ Second: _____ Aye: _____ Nay: _____ Abstain/Absent: _____

Approved Date: _____ Witness: _____
Secretary of the Governing Board

CONNECTIONS:

MONTH	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FYE 6/30/2018 CITY-BBL	FYE 6/30/2018 CSD	FYE 6/30/2018 CSA-53B
July	4	4	8	3	4	*2*	*2*	*0*
August	4	6	5	12	6	*2*	*4*	*0*
September	4	5	6	4	6	*2*	*3*	*1*
October	6	14	10	9	8	*4*	*4*	*0*
November	13	8	6	5	0	*0*	*0*	*0*
December	0	23	8	4	0	*0*	*0*	*0*
January	2	3	1	0	0	*0*	*0*	*0*
February	2	1	0	1	0	*0*	*0*	*0*
March	2	2	3	2	0	*0*	*0*	*0*
April	5	1	10	3	0	*0*	*0*	*0*
May	2	5	10	4	0	*0*	*0*	*0*
June	1	12	2	16	0	*0*	*0*	*0*
TOTAL	45	84	69	63	24	***10***	***13***	***1***
Nonrecurring (Multi Units)	8	41	16	15				
Adjusted Total	37	43	53	43				

FINANCIAL IMPACT: No financial impact.

Big Bear Area Regional
Wastewater Agency
Rick Herrick – Chairman
Karyn Oxandaboure – Vice Chairman
Liz Harris, Ed.D. – Secretary
David Caretto – Director
John Green – Director

AGENDA ITEM: 5.F

MEETING DATE: December 7, 2017

TO: Governing Board of the Big Bear Area Regional Wastewater Agency

FROM: David Lawrence, P.E., General Manager

PREPARED BY: Jennifer McCullar, Finance Manager

SUBJECT: First Quarter Report, Three Months Ended September 30, 2017

BACKGROUND:

Please find attached the 1st Quarter Report which discusses the most recent quarter's financial performance compared to the budget.

Overall, the Agency performed under the budget for the first quarter. Operating expenses were below the budget by approximately $119,000 or 12%. The majority of the variance is due to timing which is expected to reverse by year end.

FINANCIAL IMPACT:

No financial impact.

RECOMMENDATION:

Informational

Moved: _____ Second: _____ Aye: _____ Nay: _____ Abstain/Absent: _____

Approved Date: _____ Witness: _____

Secretary of the Governing Board

Big Bear Area Regional Wastewater Agency

1st Quarter Report

Three Months ended September 30, 2017

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

	Q1 9/30/17 Actual	YTD Actual	YTD Budget	YTD Actual vs Budget $	YTD Actual vs Budget %	
Operating revenues:						
Annual charges	0	0	0	0	nm	
Waste disposal fees	6,134	6,134	5,445	689	13%	
Rental income	8,734	8,734	8,669	65	1%	
Standby fees	0	0	0	0	nm	(b)
Other operating revenue	0	0	0	0	nm	(b)
Total operating revenues	14,868	14,868	14,114	754	5%	
Operating expenses:						
Salaries and benefits	460,313	460,313	491,301	(30,988)	-6%	
Power	86,237	86,237	111,288	(25,051)	-23%	
Sludge removal	103,718	103,718	82,036	21,682	26%	
Chemicals	6,497	6,497	12,561	(6,064)	-48%	
Materials and supplies	18,148	18,148	35,420	(17,272)	-49%	
Repairs and replacements	13,180	13,180	47,875	(34,695)	-72%	
Equipment rental	12,337	12,337	4,192	8,145	194%	
Utilities expense	3,195	3,195	4,056	(861)	-21%	
Communications expense	6,906	6,906	20,911	(14,005)	-67%	
Contractual services - other	12,839	12,839	18,675	(5,836)	-31%	
Contractual services - prof	28,758	28,758	37,075	(8,317)	-22%	
Permits and fees	10,728	10,728	12,948	(2,220)	-17%	
Property tax expense	0	0	0	0	nm	(b)
Insurance expense	99,325	99,325	93,306	6,019	6%	
Other operating expense	10,420	10,420	19,625	(9,205)	-47%	
Depreciation expense (a)	0	0	0	0	nm	(b)
Total operating expenses	872,600	872,600	991,269	(118,669)	-12%	
Operating Income	(857,732)	(857,732)	(977,155)	119,423	+	(c)
Nonoperating income (expense):						
Nonoperating income	6,742	6,742	6,742	0	0%	
Nonoperating expense	0	0	0	0	nm	(b)
Total nonoperating income (exp)	6,742	6,742	6,742	0	0%	
Income before capital contributions	(850,990)	(850,990)	(970,413)	119,423	+	(c)
Capital contrib - conn fees	58,720	58,720	69,730	(11,010)	-16%	
Change in Net Position	(792,270)	(792,270)	(900,683)	108,413	+	(c)

(a) Currently, the Agency depreciates its assets at the end of the year. Therefore, depreciation expense is presented as $0.00 on an interim basis.
(b) nm = not meaningful and is the result when dividing by 0.
(c) Percent change is not provided if either of the comparison periods contains a loss or negative number. If the actual performance is improved when compared to the budget a "+" is given. If the actual performance is worse when compared to the budget, a "-" is given.

STATEMENT OF CASH FLOW

	Q1 9/30/2017
Cash flows from operating activities:	
Cash received from customers and other sources	44,726
Cash payments to suppliers for goods and services	-547,960
Cash payments to employees	-465,119
Net cash provided by operating activities	-968,353
Cash flows from noncapital financing activities:	
Payment of pension related debt/liability	0
Change in Deferred Inflows	0
Change in Deferred Outflows	0
Change in NPL	0
Net cash used for noncapital financing activities	0
Cash flows from capital and related financing activities	
Purchases of property, plant and equipment	-52,712
Sale, Disposal of property, plant and equipment	0
Capital contributions	95,420
Proceeds from debt issuance	0
Prepayment premiums and issuance costs	0
Principal payments on long-term debt	0
Interest paid on long-term debt	0
Net cash used for capital and related financing activities	42,708
Cash flows from investing activities:	
Investment income received	21,114
Net cash provided by investing activities	21,114
Net change in cash equivalents	-904,532

CASH AND FUND BALANCES

	Q1 9/30/2017
BEGINNING BALANCE:	
Cash Balance	6,933,280
Designated Fund Balances:	
Capital and Replacement Fund	
Current Year	1,691,761
Future Year	1,599,365
Total C&R	3,291,126
Debt Service Fund	576,084
Liquidity Fund	1,921,653
Contingency Fund:	
Emergency	500,000
Operating	644,417
Total Contingency	1,144,417
Total Beginning Designated Fund Balances	6,933,280
Restricted Funds:	
Connection Fees	0
ACTIVITY DURING PERIOD:	
Designated Fund Balances:	
Capital and Replacement Fund	
Current Year	-52,712
Future Year	0
Debt Service Fund	0
Liquidity Fund	-947,240
Contingency Fund:	
Emergency Fund	0
Operating	0
Total	0
Restricted Funds:	
Connection Fees	95,420
Total Activity During the Period	-904,532
ENDING BALANCE:	
Cash Balance	6,028,748
Designated Fund Balances:	
Capital and Replacement Fund	
Current Year	1,639,049
Future Year	1,599,365
Total C&R	3,238,414
Debt Service Fund	576,084
Liquidity Fund	974,413
Contingency Fund:	
Emergency	500,000
Operating	644,417
Total	1,144,417
Restricted Funds:	
Connection Fees	95,420
Total Ending Designated & Restricted Funds	6,028,748

Discussion and Analysis

Operating Revenues

Operating revenues were slightly ahead of the budget by $754 or 5% due to higher waste disposal fees.

	Q1 9/30/2017 Actual	YTD Actual	YTD Budget	YTD Actual vs Budget $	YTD Actual vs Budget %
Operating revenues:					
Annual charges	$0	$0	$0	$0	nm
Waste disposal fees	6,134	6,134	5,445	689	13%
Rental income	8,734	8,734	8,669	65	1%
Standby fees	0	0	0	0	nm
Other operating revenue	0	0	0	0	nm
Total operating revenues	$14,868	$14,868	$14,114	$754	5%

Operating Expenses

Operating expenses were below the budget by approximately $118,700 or 12% largely due to timing. The largest contributors to the variance are highlighted below.

	Q1 9/30/2017 Actual	YTD Actual	YTD Budget	YTD Actual vs Budget $	YTD Actual vs Budget %
Operating expenses:					
Salaries and benefits	460,313	460,313	491,301	(30,988)	-6%
Power	86,237	86,237	111,288	(25,051)	-23%
Sludge Removal	103,718	103,718	82,036	21,682	26%
Chemicals	6,497	6,497	12,561	(6,064)	-48%
Materials and supplies	18,148	18,148	35,420	(17,272)	-49%
Repairs and Replacements	13,180	13,180	47,875	(34,695)	-72%
Equipment rental	12,337	12,337	4,192	8,145	194%
Utilities expense	3,195	3,195	4,056	(861)	-21%
Communications expense	6,906	6,906	20,911	(14,005)	-67%
Contractual services - other	12,839	12,839	18,675	(5,836)	-31%
Contractual services - prof	28,758	28,758	37,075	(8,317)	-22%
Permits and fees	10,728	10,728	12,948	(2,220)	-17%
Property tax expense	0	0	0	0	nm
Insurance expense	99,325	99,325	93,306	6,019	6%
Other operating expense	10,420	10,420	19,625	(9,205)	-47%
Depreciation expense (a)	0	0	0	0	nm
Total operating expenses	872,600	872,600	991,269	(118,669)	-12%

An explanation of the major variances by line item is as follows.

Salaries and benefits expense was under the budget by $30,988 or 6% and is primarily due to staffing changes. The Agency had two operator positions vacant for the first quarter which resulted in lower salaries and wages and lower medical premium and pension expense.

Power expense was under the budget by $25,051 or 23%. The variance was mostly due to lower transportation costs associated with natural gas and to a lesser extent, low flows.

Materials and Supplies expense was under the budget by $17,272 or 49%. The variance was due to timing associated with purchases.

Repairs and Replacements expense was under the budget by $34,695 or 72% and was largely due to timing associated with raising and sealing five manholes, a pump rebuild and the purchase of belts.

Communications expense was under the budget by $14,005 or 67% and reflects a delay in executing a contract with TESCO, the Agency's service provider related to the SCADA system. The contract was scheduled for July but remains under discussion.

Other Operating expense was under the budget by $9,205 or 47% and is driven by lower education and training costs. The Agency budgeted for attendance at conferences during the first quarter which did not occur.

Line items that increased and should be noted are increases in 1) sludge removal of $21,682 or 26% and 2) equipment rental of $8,145 or 194%. Higher sludge removal expense was due to higher BOD levels which averaged 351 compared to 272 in the budget, in addition to higher wasting related to the pond reconstruction. With the ponds out of service, the Agency wasted at higher levels than it otherwise would have. Equipment rental was higher than the budget due to emergency generator rental at Station 3.

Non-Operating Income (Expense)

Non-operating income was on budget and reflects an accounting adjustment for the Agency's LAIF investment combined with interest income for the period.

	Q1 9/30/17 Actual	YTD Actual	YTD Budget	YTD Actual vs. Budget $	YTD Actual vs. Budget %
Nonoperating income (expense):					
Nonoperating income	6,742	6,742	6,742	0	0%
Nonoperating expense	0	0	0	0	nm
Total nonoperating income (exp)	6,742	6,742	6,742	0	0%

Capital Contributions - Connection Fees

Income before capital contributions was ahead of plan by $119,423 for the period, primarily due to lower operating expenses than budgeted of $118,669. Connection fees were lower than budget due to first quarter connections of 16 compared to 19 in the budget.

	Q1 9/30/2017 Actual	YTD Actual	YTD Budget	YTD Actual vs Budget $	YTD Actual vs Budget %
Income before capital contributions	-850,990	-850,990	-970,413	119,423	+ (a)
Capital contrib - conn fees	58,720	58,720	69,730	-11,010	-16%
Net Income, Change in net assets	-792,270	-792,270	-900,683	108,413	+ (a)

(a) Percent change is not provided if either of the comparison periods contains a loss or negative number. If the actual performance is improved when compared to the budget a "+" is given. If the actual performance is worse when compared to the budget, a "-" is given.

Capital Expenditures (CAPEX)

CAPEX for the period was $52,712 and was $19,115 under the budget of $71,827 and was largely due to the timing of CAPEX associated with the completion of the Groundwater Quality Evaluation Study in Lucerne Valley.

Cash and Fund Balances

The Agency experienced negative cash flow of approximately $904,000 in the first quarter of FY 2018. The negative cash flow primarily reflects negative cash flow from operations of approximately $970,000 and capital expenditures of $52,712 offset by connection fee revenue of $95,420 (amount includes the receipt of accounts receivable related to connection fees at 6/30/17). The large negative cash flow from operations was due to the timing of the Agency's revenues, the largest portion of which is received in December and April.

	Beginning Balance	Activity During Period	Ending Balance
Cash Balance	6,933,280		6,618,956
Designated Fund Balances:			
Capital and Replacement Fund			
Current Year	1,691,761	-52,712	1,639,049
Future Year	1,599,365	0	1,599,365
Total C&R	3,291,126	-52,712	3,238,414
Debt Service Fund	576,084	0	576,084
Liquidity Fund	1,921,653	-947,240	974,413
Contingency Fund:			
Emergency	500,000	0	500,000
Operating	644,417	0	644,417
Total	1,144,417	0	1,144,417
Restricted Funds:			
Connection Fees	0	95,420	95,420
Total Designated & Restricted Funds	6,933,280	-904,532	6,028,748

Big Bear Area Regional
Wastewater Agency
Rick Herrick – Chairman
Karyn Oxandaboure – Vice Chairman
Liz Harris, Ed.D. – Secretary
David Caretto – Director
John Green – Director

AGENDA ITEM: 10.A

MEETING DATE: December 7, 2017

TO: Governing Board of the Big Bear Area Regional Wastewater Agency

FROM: David Lawrence, P.E., General Manager

PREPARED BY: Jennifer McCullar, Finance Manager

SUBJECT: Strategic Plan Review and Update

BACKGROUND:

The Agency's strategic plan was adopted in November 2015 and subsequently reviewed in December 2016. As part of the plan, the Agency is committed to 1) reviewing the plan each year prior to the budget cycle and 2) maintaining a five-year plan by potentially adding new actions, projects and initiatives during the annual review.

The attached presentation outlines the existing plan and year-to-date progress.

FINANCIAL IMPACT:

No financial impact.

RECOMMENDATION:

Informational

Moved: _____ Second: _____ Aye: _____ Nay: _____ Abstain/Absent: _____
Approved Date: _____ Witness: _____
Secretary of the Governing Board

Strategic Plan

Annual Review and Update

Background

- Strategic Plan Adopted November 2015
- Current 5-Year Plan FY 2017 - 2022
- Continual Process
  - Annual Review in November/December
    - Evaluate existing plan for progress and/or changing needs
    - Establish a new, Year 5 set of actions, projects and initiatives if appropriate

Our Mission and Values

Mission

BBARWA's mission is to efficiently collect, treat and beneficially reuse wastewater and bio-solids in an environmentally and fiscally responsible manner.

Values

- Fairness (equity among member agencies)
- Ethical behavior
- Integrity
- Respect
- Honesty
- Accountability
- Open Mindedness
- Transparent Communications
- Cooperation, as we implement the Vision and Mission
- BBARWA employees (as a valuable asset)

Vision: In five years (2020), we will -

- Implement a plan for reclaimed water
- Continue to be on track with the implementation of the capital improvement plan
- Have updated operational systems to improve efficiency, sustainability, and energy independence
- Continue to have a trained, talented and motivated workforce
- Have leveraged any and all opportunities in support of the mission
- *Be sharing services with partners in the region*
- *Have a succession plan for all levels of the organization*

Areas of Focus – Key Elements

- Operations
- Water Sustainability
- Finance
- Administration
- Personnel and Organization
- Partnerships

Operations

- Continue to produce low-cost power
  - Develop plan for generator maintenance and trained staff.
    - Restructured operations to include separate maintenance and operations functions
    - Identified:
      - dedicated staff for generator maintenance
      - required training (in process)
      - scheduled maintenance based on engine hours (in process)
- Complete capital maintenance as scheduled
  - See Finance
- Improve treatment plant processes and systems to optimize performance.
  - Develop a systems-analysis and assessment program to evaluate treatment processes and maintenance strategies.
  - Consider the use of technology, if available, to improve or stabilize treatment.

Water Sustainability

- Maintain Construction Water Program
  - Produce disinfected secondary water for testing purposes
  - Keep Department of Health Services permit active
- Bear Valley Water Sustainability Project
  - Evaluation of "Lake Alternative" Plan
  - Joined the Groundwater Sustainability Agency (GSA) in an effort to partner with the community in sustaining the Valley's water
  - Targeted efforts to secure funding for Lake Alternative Plan
    - Met with Public Officials and/or Staff in Washington, D.C. to re-designate $15 million previously earmarked for Big Bear water sustainability
    - Met and discussed funding opportunities with SAPPA (Proposition 1B funding), Bureau of Reclamation, EPA, and Fish and Game

Finance

- Control and maintain stable operating costs
  - Manage growth in operating costs at or near inflation
    - FY 2017 6% (S&B, Sludge Removal)
    - 3 Year 3%
    - 5 Year 2%
- Complete timely maintenance of infrastructure
  - Annual completion of 20-Year CIP
  - Time capital investment with desired rate levels and debt usage
- Maintain rates that are adequate and stable
  - Annual completion of 5-year financial projection with rate analysis
  - Complete review of connection fees and waste disposal fees (FY 2018)

Finance

- Maintain operating and financial flexibility
  - Adhere to reserve fund and debt policies
- Maintain the public's trust
  - Present accurate, timely and transparent financial reports
  - Maintain strong financial governance and controls
  - Pursue excellence in financial management (budget and CAFR award recognition)

Administration

- Be responsible, accountable and transparent
- Prepare the Agency for the future
  - Complete risk management analysis (incomplete)
  - Complete ongoing long-term planning, both strategic and financial
    - Update 5-year strategic plan prior to budget cycle
  - Assess need for renewed Master Plan (upcoming)
- Create value for the Agency's stakeholders
  - Understand, engage and align stakeholder interests
    - Use of underutilized land – trails, recreation

Personnel and Organization

- Provide comprehensive orientation, training, development and professional growth opportunities
  - Evaluate current training programs (in process)
  - Develop on-boarding model (in process)
  - Create personalized development plans
- Foster employee engagement
  - In-service days for employee participation
  - Involve operational staff at planning stages
- Improve assessment and recognition of employee work performance
  - Structuring performance goals with tie in to strategic goals
  - Promote and acknowledge exceptional employee/Agency performance

Partnerships

- Identify and seek opportunities to engage potential stakeholders
  - Identify partners and stakeholders
    - GSA
  - Identify ways to support and share services
    - Monthly/Quarterly meetings with area personnel, i.e. GM, HR, Admin Staff
      - Information sharing
      - Safety Training and Equipment (Fire Authority, CSD)

Vision: In five years (2020), we will -

- Implement a plan for reclaimed water
- Continue to be on track with the implementation of the capital improvement plan
- Have updated operational systems to improve efficiency, sustainability, and energy independence
- Continue to have a trained, talented and motivated workforce
- Have leveraged any and all opportunities in support of the mission
- *Be sharing services with partners in the region*
- *Have a succession plan for all levels of the organization*

Big Bear Area Regional
Wastewater Agency
Rick Herrick - Chairman
Karyn Oxandaboure - Vice Chairman
Liz Harris, Ed.D. – Secretary
David Caretto- Director
John Green – Director

AGENDA ITEM: 10.B

MEETING DATE: December 7, 2017

TO: Governing Board Big Bear Area Regional Wastewater Agency

FROM: David Lawrence. P.E. General Manager

REVIEWED BY: Jennifer McCullar, Finance Manager and Kim Booth, Administrative Assistant

SUBJECT: Lucerne Property Partial Acquisition

DISCUSSION:

The Agency owns approximately 160 acres in the Lucerne Valley. The property is currently utilized to grow alfalfa by a third party. Recently Caltrans contacted the Agency about a proposed project to widen the existing 8-foot shoulder along State Route 247 for safety reasons. It was determined during our review of the project, that most of State Route 247 is on BBARWA property but this encroachment has prescriptive rights under Streets and Highways Code 83 which provides for State Routes that were adopted into the state system. To provide for the road widening, Caltrans conducted a 3rd party-appraisal of the property it is seeking to acquire (approximately 1.68 acres) and has offered the Agency a fair market value price of $4,700.

FINANCIAL IMPACT:

The Agency will receive approximately $4,700 in proceeds from asset sale, if it accepts the State's offer for the 1.68 acres.

RECOMMENDATION:
Authorize the General Manager to accept the offer and to sign the grant deed in favor of the State.

Moved: _____ Second: _____ Aye: _____ Nay: _____ Abstain/Absent: _____

Approved Date: _____ Witness: _____
Secretary of the Governing Board

Big Bear Area Regional
Wastewater Agency
Rick Herrick – Chairman
Karyn Oxandaboure – Vice Chairman
Liz Harris, Ed.D. – Secretary
David Caretto – Director
John Green – Director

AGENDA ITEM: 10.C

MEETING DATE: December 7, 2017

TO: Governing Board of the Big Bear Area Regional Wastewater Agency

FROM: David Lawrence, P.E., General Manager

PREPARED BY: Sonja Kawa, Human Resources Coordinator/Accounting Technician

REVIEWED BY: Jennifer McCullar, Finance Manager

SUBJECT: Interim Plant Manager Compensation

BACKGROUND:

The incumbent Plant Manager is retiring from the Agency effective January 6, 2018. The General Manager appointed a current Agency supervisor to the position of Interim Plant Manager to assist through the transition and meet regulatory requirements during the Plant Manager recruitment process.

DISCUSSION:

The Agency Personnel Policies and Procedures Manual provides for an extra five percent (5%) of base pay as additional compensation for an employee acting in a higher classification. The General Manager believes that five percent additional compensation is inadequate in this instance, considering the administrative and regulatory responsibilities of the Interim Plant Manager position. The General Manager believes ten percent (10%) of base pay as additional compensation for acting in a higher classification is appropriate in this situation.

FINANCIAL IMPACT:

The financial impact is negated as a result of having the Plant Manager position vacant during the recruitment process.

Moved: _____ Second: _____ Aye: _____ Nay: _____ Abstain/Absent: _____

Approved Date: _____ Witness: _____
Secretary of the Governing Board

RECOMMENDATION:

Approve total additional compensation equal to ten percent (10%) of base pay for the Interim Plant Manager until the Plant Manager recruitment process is completed.

Big Bear Area Regional
Wastewater Agency
Rick Herrick – Chairman
Karyn Oxandaboure – Vice Chairman
Liz Harris, Ed.D. – Secretary
David Caretto – Director
John Green – Director

AGENDA ITEM: 10.D

MEETING DATE: December 7, 2017

TO: Governing Board of the Big Bear Area Regional Wastewater Agency

FROM: David Lawrence, P.E., General Manager

PREPARED BY: Sonja Kawa, Human Resources Coordinator/Accounting Technician

REVIEWED BY: Jennifer McCullar, Finance Manager

SUBJECT: Plant Manager Recruitment

BACKGROUND:

The incumbent Plant Manager is retiring from the Agency effective January 6, 2018, and the Agency is conducting recruitment for a new Plant Manager. Under the approved Agency job description, the Plant Manager position requires a State Wastewater Treatment Plant Operator Grade IV certification. Currently no Agency plant operators, who could be considered for this promotion, hold a Grade IV State certification.

DISCUSSION:

The General Manager believes it would be in the best interests of the Agency to offer a promotion opportunity to current employees for this recruitment. This could be accomplished by allowing Agency employees possessing 1) a Grade III State certification and 2) qualifying experience for Grade IV State certification to be considered for the Plant Manager position. If a current Agency employee is selected for the position, Grade IV certification must be obtained within eighteen (18) months of appointment to the position of Plant Manager.

FINANCIAL IMPACT:

No financial impact.

Moved: _____ Second: _____ Aye: _____ Nay: _____ Abstain/Absent: _____

Approved Date: _____ Witness: _____
Secretary of the Governing Board

RECOMMENDATION:

Approve acceptance of applications for the Plant Manager position from Agency employees holding a State Wastewater Treatment Plant Operator Grade III Certificate and possessing the qualifying experience required for Grade IV State certification.