**BIG BEAR AREA REGIONAL WASTEWATER AGENCY**
**Special Board Meeting**
**Minutes**
**December 7, 2016**

1. **Call to Order**
   A regular meeting of the Governing Board of the Big Bear Area Regional Wastewater Agency was held on Wednesday, December 7, 2016 at 5:00 p.m. at 121 Palomino Drive, Big Bear City, California.
   **Governing Board Members present:** John Green, Rick Herrick, David Caretto and Liz Harris.
   **Absent:** Paul Terry
   **Staff present:** Steven C. Schindler, General Manager; Fred Uhler, Plant Manager; Jennifer McCullar, Finance Manager; Sonja Kawa, Human Resources Coordinator /Accounting Technician; and Kim Booth, Administrative Assistant
   **Others:** None

2. **Pledge of Allegiance**
   Chairman Green called the meeting to order at 5:00 p.m. with Mr. Herrick leading the Pledge of Allegiance.

3. **Presentations and Introduction:**

4. **Approval of the Agenda**
   Upon motion by Vice Chairman Herrick, seconded by Secretary Harris and carried, the Agenda was approved as presented.

| Vote | |
|---|---|
| Green | Aye |
| Herrick | Aye |
| Harris | Aye |
| Terry | Absent |
| Caretto | Aye |

5. **Consent Calendar**: The Governing Board reviewed items on the Consent Calendar. Upon motion by Director Caretto, seconded by Vice Chairman Herrick and carried, the Governing Board approved the Consent Calendar as follows:

   **A.** Minutes of Regular Board Meeting on October 26, 2016– Approved
   **B.** Monthly Expenses – Informational
   **C.** Governing Board Member Reimbursement – Approved
   **D.** Investment Report – Informational
   **E.** Operations and Connections Report for November 2016 – Informational
   **F.** Quarterly Report, Three Months Ended September 30, 2016 – Informational

**Vote**

| | |
|---|---|
| Green | Aye |
| Herrick | Aye |
| Harris | Aye |
| Terry | Absent |
| Caretto | Aye |

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

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:**

   **A.** Discussion ensued between board and staff. Upon motion by Vice Chairman Herrick, seconded by Director Caretto, and carried the board approved the Personnel Policies and Procedures Manual Revision; Wellness Program.

**Vote**

| | |
|---|---|
| Green | Aye |
| Herrick | Aye |
| Harris | Aye |
| Terry | Absent |
| Caretto | Aye |

   **B.** Discussion ensued between board and staff. After further discussion the board decided to return this item to staff and an Ad hoc committee to review, make changes and then return to the board. The ad hoc committee will consist of Vice Chairman Herrick and Secretary Harris. They will report back to the board once they have met.

10. **New Business:**

   **A.** Ms. McCullar gave a presentation on the progress of the Strategic Plan.

**11. Information/Committee Reports**

**A.** John gave a report on attending the CSDA Annual Conference.
**B.** Director Caretto gave an update on the Administrative Committee meeting.

**12. Closed Session**

**13. Adjournment**

With no further business to come before the Governing Board, Chairman Green adjourned the meeting at 5:52 p.m.

ATTEST: _____

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

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Kim Booth, Administrative Assistant
Big Bear Area Regional Wastewater Agency