BIG BEAR AREA REGIONAL WASTEWATER AGENCY
Regular Meeting of
March 22, 2017
At
5:00 p.m.
121 Palomino Drive
Big Bear City, California

1. **Call to Order**

2. **Pledge of Allegiance**

3. **Presentations and Introduction**

   A. John Green – 5 Year Recognition
   B. Nick Josenhans – 5 Year Recognition

4. **Approval of the Agenda**

5. **Closed Session**

   A. Conference with Labor Negotiator, Pursuant to Government Code Section 54957.6
   Agency designated negotiator: Rick Herrick
   Unrepresented employee: General Manager

6. **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 Regular Meeting on February 22, 2017 and Minutes of the Budget Workshop March 13, 2017 – Approve
   B. Monthly Expenses – Informational
   C. Governing Board Member Reimbursement – Approve
   D. Investment Report – Informational
   E. Operations and Connections Report for February 2017 – Informational
   F. Emergency Repair-Sludge Building Pressurization Pump – Approve

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

8. **Public Forum Response – None**

9. **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

10. Old Business

A. Consider and Approve Employment Agreement with General Manager

11. New Business

A. Public Hearing: Resolution No. R 01-2017, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Adopting the Operating and Capital Budget of the Big Bear Area Regional Wastewater Agency for Fiscal Year 2018, Approving Budgeted Projects Exempt from Review Under the California Environmental Quality Act – Adopt

B. Resolution No. R.02-2017, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Acknowledging the Fiscal Year 2018 Sewer User Charge – Adopt

C. Resolution No. R.03-2017, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Acknowledging the Fiscal Year 2018 Wastewater Connection Fee – Adopt

D. Introduction and First Read: Ordinance No. O. 01-2017, An Ordinance of the Governing Board of the Big Bear Area Regional Wastewater Agency Clarifying the Fiscal Year 2018 Sewer Standby or Immediate Availability Charges – Introduction and First Read

12. Information/Committee Reports

A. Finance Committee Meeting – Update

13. 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
Regular Board Meeting
Minutes
February 22, 2017

1. **Call to Order**
   A regular meeting of the Governing Board of the Big Bear Area Regional Wastewater Agency was held on Wednesday, February 22, 2017 at 5:00 p.m. at 121 Palomino Drive, Big Bear City, California.
   Governing Board Members present: John Green, Rick Herrick, David Caretto, Liz Harris and Karyn Oxandaboure.
   Absent: None
   Staff present: Steven C. Schindler, General Manager; Fred Uhler, Plant Manager; Sonja Kawa, Human Resources Coordinator /Accounting Technician; and Kim Booth, Administrative Assistant
   Others: David Lawrence, City of Big Bear Lake and Roger Crawford, Best, Best & Krieger.

2. **Pledge of Allegiance**
   Chairman Green called the meeting to order at 5:01 p.m. with Mr. Herrick leading the Pledge of Allegiance.

3. **Presentations and Introduction: None**

4. **Closed Session:**

   A. Entered closed session at 5:03 p.m., returned to open session at 6:23 p.m. with no reportable action.

5. **Approval of the Agenda**
   Upon motion by Director Caretto, seconded by Secretary Harris and carried, the Agenda was approved as presented.

Vote	
Green	Aye
Herrick	Aye
Harris	Aye
Caretto	Aye
Oxandaboure	Aye

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

   A. Minutes of Regular Meeting on January 25, 2017, January 26, 2017 Special Meeting and February 2, 2017 Special Meeting– Approved

B. Monthly Expenses – Informational
C. Governing Board Member Reimbursement – Approved
D. Investment Report – Informational
E. Operations and Connections Report for January 2017 – Informational
F. 2nd Quarter Report – Informational

Vote	
Green	Aye
Herrick	Aye
Harris	Aye
Caretto	Aye
Oxandaboure	Aye

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

8. **Public Forum Response: None**

9. **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

10. **Old Business: None**

11. **New Business:**

A. Governing Board Reorganization
Chairman Green opens the nomination for Chairman. Upon motion by Chairman Green, seconded by Secretary Harris, and carried, the Governing Board nominated and approved Vice Chairman Herrick as Chairman of the Board.

Vote	
Caretto	**Aye**
Harris	**Aye**
Green	**Aye**
Herrick	**Aye**
Oxandaboure	**Aye**

Chairman Green opens the nomination for Vice Chairman. Upon motion by Director Green, seconded by Vice Chairman Herrick, and carried, the Governing Board nominated and approved Director Oxandaboure as Vice Chairman of the Board.

Vote	
Caretto	**Aye**
Harris	**Aye**
Green	**Aye**
Herrick	**Aye**
Oxandaboure	**Aye**

Chairman Green opens the nominations for Secretary. Upon motion by Vice Chairman Herrick, seconded by Chairman Green, and carried, the Governing Board nominated and approved Secretary Harris as Secretary of the Board.

Vote	
Caretto	**Aye**
Harris	**Aye**
Green	**Aye**
Herrick	**Aye**
Oxandaboure	**Aye**

12. Information/Committee Reports

A. Mr. Caretto gave an update on the Administrative Committee meeting that was held on February 1, 2017.

B. The Finance Committee meeting was adjourned and rescheduled to February 23, 2017 at 4:00 p.m.

13. Adjournment

With no further business to come before the Governing Board, Chairman Green adjourned the meeting at 6:30 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
BUDGET WORKSHOP/SPECIAL MEETING
March 13, 2017 Minutes

1. **Call to Order**
   A special meeting of the Governing Board of the Big Bear Area Regional Wastewater Agency was held on Monday, March 13, 2017 at 12:00 p.m. at 121 Palomino Drive, Big Bear City, California.
   Governing Board Members present: David Caretto, John Green, Liz Harris and Karyn Oxandaboure.
   Absent: Rick Herrick
   Others present: Mr. Ward Simmons, BB&K and Mr. David Lawrence, City of Big Bear Lake
   Staff present: Steven Schindler, General Manager; Fred Uhler, Plant Manager; Jennifer McCullar, Finance Manager; Ms. Kim Booth, Administrative Assistant and Ms. Sonja Kawa, HR Coordinator/Accounting Technician.
2. **Pledge of Allegiance**
   Vice Chairman Oxandaboure called the meeting to order at 12:08 p.m. with Ms. Oxandaboure leading the Pledge of Allegiance.

3. **Presentation and introductions: None**

4. **Budget Workshop**

   A. Ms. McCullar gave a presentation on how we do the budget process. Mr. Uhler provided a presentation regarding operations for 2016 and on Solids and Sludge Hauling. Discussion ensued between board and staff. Mr. Schindler introduced Ms. McCullar who provided a presentation on the 5 Year Forecast, the FY 2018 Budget and the FY 2017 projections vs. actual budget. Discussion ensued between board and staff. The board thanked Jennifer on a job well done on the budget and making it understandable for the average person.

5. **Public Forum Response: None**

6. **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 and included on the agenda. 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 will be addressed in a future meeting as soon as practicable under "Public Forum Responses

7. **Old Business: None**

8. **New Business: None**

9. **Information/Committee Reports: None**

10. **Adjournment**
With no further business to come before the Governing Board, Vice Chairman Oxandaboure adjourned the meeting at 2:30 p.m.

ATTEST:

_____
Elizabeth Harris, 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 - Chair
Karen Oxandaboure - Vice Chair
Liz Harris, Ed.D. – Secretary
David Caretto - Director
John Green – Director

AGENDA ITEM: 6.B

Date:	March 22, 2017
Subject:	Monthly Expenses
Recommendation:	Informational
Background	Attached is the Agency's February check register which reflects accounts paid during the period.
Financial Impact:	No financial impact. Funds previously appropriated.
Reviewed By:	Steven C. Schindler, General Manager
Responsible Staff:	Jennifer McCullar, Finance Manager

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 Feb 1, 2017 to Feb 28, 2017

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

Check #	Date	Payee	Cash Account	Amount
CASH 1536	2/2/17	AMERICAN FIDELIT	1000-20	1,480.53
CASH 1537	2/2/17	PRINCIPAL FINANCI	1000-20	2,390.87
CASH 1538	2/2/17	CALPERS HEALTH	1000-20	29,515.07
CASH 1539	2/3/17	VISION SERVICE PL	1000-20	323.40
CASH 1540	2/3/17	LINCOLN NATIONAL	1000-20	1,085.26
CASH 1541	2/6/17	INTERNAL REVENU	1000-20	497.85
CASH 1542	2/8/17	EMPLOYMENT DEV	1000-20	208.14
17209	2/9/17	ADDICTION MEDICI	1000-20	700.00
17210	2/9/17	BABCOCK LABORA	1000-20	470.00
17211	2/9/17	BIG BEAR CITY CO	1000-20	652.85
17212	2/9/17	KENNETH WAYNE	1000-20	1,200.00
17213	2/9/17	BUTCHER'S BLOCK	1000-20	842.78
17214	2/9/17	BEAR VALLEY ELEC	1000-20	15,099.18
17215	2/9/17	CAR QUEST OF BIG	1000-20	180.13
17216	2/9/17	CHARTER COMMUN	1000-20	269.94
17217	2/9/17	COLE-PARMER	1000-20	287.81
17218	2/9/17	JOHN CONNELLY	1000-20	135.00
17219	2/9/17	CWEA TCP/MEMBE	1000-20	613.00
17220	2/9/17	UNDERGROUND SE	1000-20	19.50
17221	2/9/17	DIY HOME CENTER-	1000-20	160.91
17222	2/9/17	DIRECT TV	1000-20	57.99
17223	2/9/17	DEPARTMENT OF	1000-20	52.95
17224	2/9/17	FISHER SCIENTIFIC	1000-20	83.01
17225	2/9/17	FLYERS ENERGY	1000-20	849.03
17226	2/9/17	FRONTIER COMMU	1000-20	667.64
17227	2/9/17	GEIGER SUPPLY, IN	1000-20	4.30
17228	2/9/17	GRAINGER	1000-20	573.29
17229	2/9/17	HUGHESNET	1000-20	69.99
17230	2/9/17	INTEGRATED TECH	1000-20	11,837.68
17231	2/9/17	KMART STORE #765	1000-20	81.70
17232	2/9/17	M & M MECHANICAL	1000-20	155.00
17233	2/9/17	MOONRIDGE FUEL	1000-20	594.15

Big Bear Area Regional Wastewater Agncy
Check Register
For the Period From Feb 1, 2017 to Feb 28, 2017

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

Check #	Date	Payee	Cash Account	Amount
17234	2/9/17	NAPA AUTO PARTS	1000-20	685.20
17235	2/9/17	ONE STOP LANDSC	1000-20	4,986.85
17236	2/9/17	CONSTANCE M. AL	1000-20	55.00
17237	2/9/17	POLYDYNE INC	1000-20	6,146.06
17238	2/9/17	SAFETY-KLEEN	1000-20	229.84
17239	2/9/17	SOUTHERN CALIFO	1000-20	58.80
17240	2/9/17	STEVE SCHINDLER	1000-20	79.84
17241	2/9/17	SWRCB-OFFICE OF	1000-20	70.00
17242	2/9/17	USA BLUEBOOK	1000-20	57.27
17243	2/9/17	VALERO MARKETIN	1000-20	517.40
17244	2/9/17	VALLEY POWER SY	1000-20	676.22
17245	2/9/17	KEN WILLIS CONST	1000-20	1,925.00
17246	2/9/17	WINZER CORP	1000-20	546.22
17247	2/9/17	YALE/CHASE EQUIP	1000-20	1,219.67
CASH 1543	2/13/17	AMERICAN FIDELIT	1000-20	516.24
CASH 1544	2/13/17	CALPERS RETIREM	1000-20	991.62
CASH 1545	2/13/17	CA PERS 457 PROG	1000-20	1,945.94
CASH 1546	2/13/17	THE LINCOLN NAT'L	1000-20	3,511.27
CASH 1547	2/13/17	CALPERS RETIREM	1000-20	7,548.03
CASH 1548	2/14/17	EMPLOYMENT DEV	1000-20	1,893.92
CASH 1549	2/14/17	INTERNAL REVENU	1000-20	6,956.59
CASH 1550	2/15/17	EMPLOYMENT DEV	1000-20	5.23
CASH 1551	2/15/17	INTERNAL REVENU	1000-20	135.70
17248	2/24/17	ALL PROTECTION A	1000-20	533.25
17249	2/24/17	ARAMARK UNIFOR	1000-20	1,443.78
17250	2/24/17	ARROWHEAD	1000-20	181.27
17251	2/24/17	AT&T MOBILITY	1000-20	48.43
17252	2/24/17	BEST BEST & KRIE	1000-20	19,829.67
17253	2/24/17	BUSINESS CARD	1000-20	691.13
17254	2/24/17	CONSOLIDATED EL	1000-20	584.91
17255	2/24/17	CHARTER COMMUN	1000-20	946.18
17256	2/24/17	CLINICAL LAB OF S	1000-20	215.00

Big Bear Area Regional Wastewater Agncy
Check Register
For the Period From Feb 1, 2017 to Feb 28, 2017

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

Check #	Date	Payee	Cash Account	Amount
17257	2/24/17	JUST ENERGY SOL	1000-20	27,383.89
17258	2/24/17	COUNTY OF SAN B	1000-20	215.79
17259	2/24/17	FEDEX	1000-20	35.73
17260	2/24/17	GRAINGER	1000-20	329.91
17261	2/24/17	HAZ MAT TRANS, IN	1000-20	13,113.25
17262	2/24/17	JORGENSEN COMP	1000-20	50.00
17263	2/24/17	RANDY J. SPITZ	1000-20	195.24
17264	2/24/17	NEW PIG CORPORA	1000-20	485.52
17265	2/24/17	NURSERY PRODUC	1000-20	4,887.60
17266	2/24/17	QUILL	1000-20	429.20
17267	2/24/17	R.F. MACDONALD C	1000-20	7,213.87
17268	2/24/17	SOUTHERN CALIFO	1000-20	65.50
17269	2/24/17	SOUTHWEST GAS	1000-20	11,783.90
17270	2/24/17	SOUTHWEST GAS	1000-20	1,500.15
17271	2/24/17	NANCY R. BOHL, IN	1000-20	180.00
17272	2/24/17	VERIZON WIRELES	1000-20	308.34
17273	2/24/17	WATER SYSTEMS C	1000-20	14,064.75
17274	2/24/17	DAVID A. CARETTO	1000-20	450.00
17275	2/24/17	JOHN GREEN	1000-20	450.00
17276	2/24/17	RICHARD T. HERRI	1000-20	600.00
17277	2/24/17	KARYN K. OXANDA	1000-20	450.00
CASH 1552	2/27/17	AMERICAN FIDELIT	1000-20	516.24
CASH 1553	2/27/17	CALPERS RETIREM	1000-20	835.39
CASH 1554	2/27/17	CA PERS 457 PROG	1000-20	1,977.26
CASH 1555	2/27/17	THE LINCOLN NAT'L	1000-20	3,275.21
CASH 1556	2/27/17	CALPERS RETIREM	1000-20	7,534.99
17181V	2/28/17	AT&T MOBILITY	1000-20	-24.04
CASH 1557	2/28/17	EMPLOYMENT DEV	1000-20	1,936.48
CASH 1558	2/28/17	INTERNAL REVENU	1000-20	6,771.48
Total				**243,406.1**

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

AGENDA ITEM: 6.C

Date: March 22, 2017

Subject: Governing Board Member Reimbursement

Recommendation: Approve

Background Attached are the February 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.

Reviewed By: Steven C. Schindler, General Manager

Responsible Staff: Jennifer McCullar, Finance Manager

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: Karyn Oxandaboure

Date Submitted: February 22, 2017

Month Covered: February

			Compensation
BBARWA Regular Meeting Attended:		Date: 2-22-17	$ 150.00
	PURPOSE		
BBARWA Special Meeting Attended:		Date: 2-2-17	$ 150.00
BBARWA Special Meeting Attended:		Date:	$
BBARWA Special Meeting Attended:		Date:	$
	PURPOSE		
BBARWA Committee Meeting Attended:	Finance Committee	Date: 2-23-17	$ 150.00
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** $ 450.00

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: February 11, 2017

Month Covered: February

			Compensation
BBARWA Regular Meeting Attended:		Date: 2/22/17	$ 150.00
	PURPOSE		
BBARWA Special Meeting Attended:	Interviews	Date: 2/2/17	$ 150.00
BBARWA Special Meeting Attended:		Date:	$
BBARWA Special Meeting Attended:		Date:	$
	PURPOSE		
BBARWA Committee Meeting Attended:	Admin. Comm	Date: 2/1/17	$ 150.00
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) $ 450.00

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** $ 450.00

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: February 22, 2017

Month Covered: February

			Compensation
BBARWA Regular Meeting Attended:		Date: 2/22/17	$ 150
	PURPOSE		
BBARWA Special Meeting Attended:	GM INTERVIEW	Date: 2/2/17	$ 150
BBARWA Special Meeting Attended:	ADMIN	Date: 2/1/17	$ 150
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** $ 450

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

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

REPORT OF MEETINGS ATTENDED

Governing Board Member: Rick Herrick

Date Submitted: February 22, 2017

Month Covered: February

			Compensation
BBARWA Regular Meeting Attended:		Date: 2.22.17	$ 150
	PURPOSE		
BBARWA Special Meeting Attended:		Date: 2.22.17	$ 150.
BBARWA Special Meeting Attended:		Date:	$
BBARWA Special Meeting Attended:		Date:	$
	PURPOSE		
BBARWA Committee Meeting Attended:	Finance Committee	Date: 2.23.17	$ 150.00
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** $ 450.00

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

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

AGENDA ITEM: 6.D

Date:	March 22, 2017
Subject:	Investment Report
Recommendation:	Informational
Background	Attached is the February Monthly Investment Report pursuant to the Agency's Investment Policy.
Financial Impact:	No financial impact.
Reviewed By:	Steven C. Schindler, General Manager
Responsible Staff:	Jennifer McCullar, Finance Manager

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

BBARWA
Monthly Investment Report
February 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	$ 5,354,228	$ 5,351,143	15,228	0.77%	DAILY
TOTAL		$ 5,354,228	$ 5,351,143	15,228		

The Investment Portfolio of the Big Bear Area Regional Wastewater Agency is in compliance with the investment policy approved in August 2015.
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 2017 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
March 15, 2017

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

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

Account Number:

Tran Type Definitions February 2017 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
2/27/2017	2/24/2017	RW	1529725	JENNIFER MCCULLAR	-300,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	5,654,228.39
Total Withdrawal:	-300,000.00	Ending Balance:	5,354,228.39

Big Bear Area Regional
Wastewater Agency

Rick Herrick – Chairman
Karyn Oxandaboure – Vice Chairman
Liz Harris – Secretary
David Caretto – Director
John Green – Director

AGENDA ITEM: 6.E

Date: March 22, 2017

Subject: Operations and Connections Report for February 2017

Plant Manager:

The treatment plant performed as expected during January and February, 2017. The average influent flow for the month of January was 3.2 MGD (99.362 MG). The City of Big Bear Lake accounted for 61.9%; The Big Bear City Community Service District accounted for 34.1%; and the County of San Bernardino CSA- 53B accounted for 4.05%. For the month of February the average influent flow for the month was 5.021 MGD (140.601 MG). The City of Big Bear Lake accounted for 56.4%, the Big Bear City Community Service District accounted for 39.9%, and the County of San Bernardino CSA-53B accounted for 4.7%. The facilities have experienced higher than average flows for the last two months due to the winter storms. The Agency had to utilize the storage ponds at the lake pump station during the storm events. The average influent Biochemical Oxygen Demand was 203 Mg/l (January) and 156 Mg/l (February) and the average effluent BOD was 13 Mg/l (January) and 5 Mg/l (February) this indicated 93.6% and 96.8% removal efficiency.

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

Connections:

MONTH	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FYE 6/30/2017 CITY-BBL	CSD	CSA-53B
July	2	0	4	4	8	3	1	2	0
August	3	1	4	6	5	12	2	10	0
September	5	5	4	5	6	4	3	1	0
October	3	4	6	14	10	9	8	1	0
November	1	3	13	8	6	5	4	1	0
December	0	0	0	23	8	4	1	3	0
January	0	0	2	3	1	1	1	0	0
February	0	0	2	1	0	1	1	0	0
March	0	4	2	2	3	0			
April	1	2	5	1	10	0			
May	2	1	2	5	10	0			
June	5	10	1	12	2	0			
TOTAL	22	30	45	84	69	39	21	18	0

Financial Impact: No financial impact.

Reviewed By: Jennifer McCullar, Finance Manager and Fred Uhler, Plant Manager

Responsible Staff: Kimberly Booth, Administrative Assistant

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

AGENDA ITEM: 6.F

Date: March 22, 2017

Subject: Emergency Repair – Sludge Building Pressurization Pump

Recommend: Appropriate $7,214 from the Contingency Fund

Background: On January 25, 2017 the pressurization pump failed. This is a critical component of our sludge processing and needed immediate replacement to continue operations in the sludge building. Staff replaced the pump on January 27, 2017 and reestablished operations immediately after.

Since this item was not budgeted it will require Board action to formally approve and appropriate funds for this effort.

Financial Impact: There are adequate funds available for the appropriation

Responsible Staff: Fred Uhler, Plant Manager

Reviewed By: Kim Booth, Administrative Assistant

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

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

AGENDA ITEM: 11.A

Date: March 22, 2017

Subject: Public Hearing: Resolution No. R.01-2017, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Adopting the Operating and Capital Budget for Fiscal Year 2018, Approving Budgeted Projects and Finding Approval of the Budget and Budgeted Projects Exempt from Review Under the California Environmental Quality Act

Recommendation: Approve Resolution

Background: Pursuant to the Agency's Appropriation and Expenditure policy, the Agency will annually prepare a balanced budget for review, approval and adoption prior to May 1st.

On March 13 , 2017, a budget workshop was held wherein the Governing Board reviewed and discussed the Agency's FY 2018 Budget and five-year forecast. Since the budget workshop, staff has increased the proposed sewer user fee effective July 1, 2017 by 1.5%, from $201.32 per EDU to $204.34, as directed. The increase in the sewer user fee results in an increase in Annual Charge Revenue of $75,245 and is reflected in the FY 2018 Budget.

Information pertaining to finding approval of the budget and budgeted projects exempt from review under CEQA is on page two of this staff report.

Financial Impact: The FY 2018 Budget will provide appropriations for the fiscal year ending June 30, 2018.

Reviewed By: Steven C. Schindler, General Manager

Responsible Staff: Steven C. Schindler, General Manager
Jennifer McCullar, Finance Manager
Fred Uhler, Plant Manager

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

The California Environmental Quality Act:

As in past years, the FY 2018 Budget sets financial priorities for BBARWA and authorizes staff to expend funds on the pursuit of certain projects. This year, the specific projects identified within the Budget involve in-kind equipment replacement, and minor repairs and maintenance actions to existing facilities. Specifically, the minor projects identified in the Budget before the Board include: (1) painting the exterior of the administration building; (2) repairing a 75 foot section of pipeline damaged by storm water runoff; (3) replacing an effluent flow meter; (4) replacing the CSA/CSD flow meter; (5) rebuilding LPS Pump #3; (6) replacing variable frequency drive rotor #1 and #4; (7) replacing the ground fault indicator; (8) repairing existing asphalt located at the treatment plant; (9) rebuilding the Cummins generator system; (10) acquiring an emergency generator for the North Shore Lift Stations; (11) rebuilding the return activated sludge pumps; (12) repairing existing dykes located at Pond #1 and Pond #2; (13) replacing the existing wall located at the entrance of the main pump building; and (14) replacing the headworks heating system.

Based on the minor nature of these proposed activities, and as described in greater detail in the proposed Board Resolution, staff is recommending that the Board find that the adoption of the Budget and approval of the above-described projects are exempt from environmental review under CEQA. Staff would return to the Board for further Board authorization as to any major projects outside of these minor improvements or if the nature and scope of these proposed activities changes in any significant way.

Specifically, staff recommend that the Board find that the Budget is not a "project" under State CEQA Guidelines section 15378 because there is no potential that approval of the Budget will result in either a direct physical change or reasonably foreseeable indirect change in the environment. In the alternative, and even assuming the FY 2018 Budget is a "project" within the meaning of CEQA, the Budget is nonetheless exempt from CEQA review pursuant to State CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that approval of the Budget has no potential for direct physical impacts to the environment.

Likewise, each of the fourteen minor activities identified in the Budget are exempt, both individually and in the aggregative, for the same reasons as the Budget. Finally, each of the above proposed activities are also exempt from CEQA, because the activities merely involve the in-kind replacement of existing facilities, and minor repair/maintenance of facilities that already exist – all of which are exempt under the State CEQA Guidelines as set forth in the proposed Board Resolution.

Consistent with approval of Resolution 01-2017, staff recommends that the Board adopt the Budget, approve the fourteen minor activities described above, and direct staff to file a CEQA Notice of Exemption.

The California Environmental Quality Act:

As in past years, the FY 2018 Budget sets financial priorities for BBARWA and authorizes staff to expend funds on the pursuit of certain projects. This year, the specific projects identified within the Budget involve in-kind equipment replacement, and minor repairs and maintenance actions to existing facilities. Specifically, the minor projects identified in the Budget before the Board include: (1) painting the exterior of the administration building; (2) repairing a 75 foot section of pipeline damaged by storm water runoff; (3) replacing an effluent flow meter; (4) replacing the CSA/CSD flow meter; (5) rebuilding LPS Pump #3; (6) replacing variable frequency drive rotor #1 and #4; (7) replacing the ground fault indicator; (8) repairing existing asphalt located at the treatment plant; (9) rebuilding the Cummins generator system; (10) acquiring an emergency generator for the North Shore Lift Stations; (11) rebuilding the return activated sludge pumps; (12) repairing existing dykes located at Pond #1 and Pond #2; (13) replacing the existing wall located at the entrance of the main pump building; and (14) replacing the headworks heating system.

Based on the minor nature of these proposed activities, and as described in greater detail in the proposed Board Resolution, staff is recommending that the Board find that the adoption of the Budget and approval of the above-described projects are exempt from environmental review under CEQA. Staff would return to the Board for further Board authorization as to any major projects outside of these minor improvements or if the nature and scope of these proposed activities changes in any significant way.

Specifically, staff recommend that the Board find that the Budget is not a "project" under State CEQA Guidelines section 15378 because there is no potential that approval of the Budget will result in either a direct physical change or reasonably foreseeable indirect change in the environment. In the alternative, and even assuming the FY 2018 Budget is a "project" within the meaning of CEQA, the Budget is nonetheless exempt from CEQA review pursuant to State CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that approval of the Budget has no potential for direct physical impacts to the environment.

Likewise, each of the fourteen minor activities identified in the Budget are exempt, both individually and in the aggregative, for the same reasons as the Budget. Finally, each of the above proposed activities are also exempt from CEQA, because the activities merely involve the in-kind replacement of existing facilities, and minor repair/maintenance of facilities that already exist – all of which are exempt under the State CEQA Guidelines as set forth in the proposed Board Resolution.

Consistent with approval of Resolution 01-2017, staff recommends that the Board adopt the Budget, approve the fourteen minor activities described above, and direct staff to file a CEQA Notice of Exemption.

RESOLUTION NO. 1-2017

A RESOLUTION OF THE GOVERNING BOARD OF THE BIG BEAR AREA REGIONAL WASTEWATER AGENCY ADOPTING THE OPERATING AND CAPITAL BUDGET FOR FISCAL YEAR 2017, APPROVING BUDGETED PROJECTS, AND FINDING APPROVAL OF THE BUDGET AND BUDGETED PROJECTS EXEMPT FROM REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

WHEREAS, the Big Bear Area Regional Wastewater Agency ("BBARWA" or "Agency"), established in 1974, is a public agency formed to transport, treat and dispose of wastewater for the entire Big Bear Valley area residents and businesses; and

WHEREAS, the purpose of BBARWA, pursuant to its Joint Powers Agreement, is to create an agency that will acquire, construct, install, maintain, and operate a regional system for the treatment and disposal of sewage and wastewater for the entire Big Bear Valley area; and

WHEREAS, to fulfill this purpose, it is necessary that BBARWA's Governing Board ("Board") adopt a budget for the Agency for the 2018 Fiscal Year; and

WHEREAS, staff evaluated the estimated budgetary needs for the Agency for the 2018 Fiscal Year and prepared a budget proposal, which includes funding for fourteen potential future projects to maintain or replace existing equipment, including: (1) painting the exterior of the administration building; (2) repairing a 75 foot section of pipeline damaged by storm water runoff; (3) replacing an effluent flow meter; (4) replacing the CSA/CSD flow meter; (5) rebuilding LPS Pump #3; (6) replacing variable frequency drive rotor #1 and #4; (7) replacing the ground fault indicator; (8) repairing existing asphalt located at the treatment plant; (9) rebuilding the Cummins generator system; (10) acquiring an emergency generator for the North Shore Lift Stations; (11) rebuilding the return activated sludge pumps; (12) repairing existing dykes located at Pond #1 and Pond #2; (13) replacing the existing wall located at the entrance of the main pump building; and (14) replacing the headworks heating system (collectively, "Proposed Approvals"); and

WHEREAS, staff evaluated the Proposed Approvals in light of the standards for environmental review outlined in the California Environmental Quality Act (Pub. Resources Code, §§ 21000 et seq.) and the California Code of Regulations (Cal. Code Regs., tit. 14, §§ 15000 et seq.) ("State CEQA Guidelines"); and

WHEREAS, as to each of the Proposed Approvals, staff evaluated the proposals and determined that each proposal, as well as the proposals in the aggregate, would not constitute a project within the meaning of State CEQA Guidelines section 15378; and

WHEREAS, even assuming each of the Proposed Approvals constitute a project within the meaning of CEQA, staff have evaluated each proposal and determined that each, individually and in the aggregate, would be exempt from CEQA review pursuant to one or more of the following sections of the State CEQA Guidelines: 15061(b)(3), 15301, 15302, 15303, 15304, and 15311; and

WHEREAS, on March 22, 2017, at a regularly scheduled meeting, the Board considered staff's proposed budget and staff report, and accepted any oral and written testimony from interested parties; and

WHEREAS, having reviewed and considered the information contained in the Proposed Approvals, together with the staff report, all comments made at the meeting, and all other information before the Board, the Board has determined that the Proposed Approvals are not subject to environmental review under CEQA; and

WHEREAS, the proposed budget is attached hereto as Exhibit "A;" and

WHEREAS, all other legal prerequisites to the adoption of this Resolution have occurred.

NOW, THEREFORE, THE GOVERNING BOARD OF THE BIG BEAR AREA REGIONAL WASTEWATER AGENCY DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Compliance with the California Environmental Quality Act and Findings on Environmental Impacts. The Board hereby finds and determines that the approval by the Board of the Annual Budget for the 2018 Fiscal Year ("FY 2018 Budget" or "Budget") is not a project pursuant to CEQA. Specifically, the Board finds that approval of the FY 2018 Budget is not a project under State CEQA Guidelines section 15378 because there is no potential that approval of the Budget will result in either a direct physical change or reasonably foreseeable indirect change in the environment. In the alternative, and assuming the FY 2018 Budget is a project within the meaning of CEQA, the Board finds that the Budget is nonetheless exempt from CEQA review pursuant to State CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that approval of the Budget has no potential for direct physical impacts to the environment. As a result, the Board finds approval of the Budget is not subject to environmental review.

As to each of the Proposed Approvals, the Board hereby finds and determines that each proposal, individually and in the aggregate, is not a project under State CEQA Guidelines section 15378 because there is no potential for the Proposed Approvals to result in either a direct physical change or reasonably foreseeable indirect change in the environment. In the alternative, and assuming each approval constitutes a "project" within the meaning of CEQA, the Board finds that each Proposed Approval, individually and in the aggregate, is nonetheless exempt from CEQA review pursuant to State CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that none of the Proposed Approvals have the potential to result in direct physical impacts on the environment. In addition, the Board specifically finds as follows:

1. *Painting of the Administration Building.* The Board hereby finds that the painting of the exterior of the administration building is exempt from CEQA review pursuant to State CEQA Guidelines section 15301 because this action will involve the repair, maintenance, or minor alteration of an existing public facility and will not involve any expansion of use of the facility beyond that existing at the time of the Board's determination.

2. *Cactus Flats Pipeline Repairs.* The Board hereby finds that that the minor repairs to the 75-foot section of pipeline that was exposed due to storm water runoff and

construction of a concrete cover for that section is exempt from CEQA review pursuant to State CEQA Guidelines section 15301 because this activity will consist of the repair and maintenance of an existing public facility, BBARWA's pipeline, and will not involve any expansion of use of the pipeline beyond that existing at the time of the Board's determination. Second, the Board hereby finds that the concrete cover that will be constructed to protect the pipeline is exempt from CEQA review pursuant to State CEQA Guidelines section 15303 because this activity will consist of the construction of a very minor structure. State CEQA Guidelines section 15303 provides a nonexhaustive list of items that fall within this exemption, including single family dwellings, utility extensions, and fences. (State CEQA Guidelines, § 15303(a)-(e).) The Board hereby finds that the construction of the concrete cover falls within the four corners of this exemption, and therefore no further CEQA review is necessary.

3. *Effluent Flow Meter Replacement.* The Board hereby finds that the replacement of the effluent flow meter is exempt from CEQA review pursuant to State CEQA Guidelines section 15301 because the activity will consist of the repair and maintenance of an existing public facility, BBARWA's effluent flow system, and will not involve any expansion of use of the system beyond that existing at the time of the Board's determination. Second, the Board hereby finds that this activity is exempt from CEQA review pursuant to State CEQA Guidelines section 15302 because the activity would involve the replacement of an existing feature of a public facility, will be located on the same site in the same location, and will serve the same purpose as the effluent flow meter being replaced.

4. *CSA/CSD Flow Meter Replacement.* The Board hereby finds that the replacement of the CSA/CSD flow meter is exempt from CEQA review pursuant to State CEQA Guidelines section 15301 because the activity will consist of the repair and maintenance of an existing public facility, BBARWA's CSA/CSD flow system, and will not involve any expansion of use of the system beyond that existing at the time of the Board's determination. Second, the Board hereby finds that this activity is exempt from CEQA review pursuant to State CEQA Guidelines section 15302 because the activity would involve the replacement of an existing feature of a public facility, will be located on the same site in the same location, and will serve the same purpose as the CSA/CSD flow meter being replaced.

5. *LPS Pump #3 Repair & Rebuild.* The Board hereby finds that the repair and rebuild of LPS Pump #3 is exempt from CEQA review pursuant to State CEQA Guidelines section 15301 because this activity will consist of the repair and maintenance of an existing public facility, BBARWA's LPS Pump #3, and will not involve any expansion of use of the pump beyond that existing at the time of the Board's determination.

6. *Variable Frequency Drive Rotor #1 and #4 Replacement.* The Board hereby finds that the replacement of variable frequency drive rotor #1 and #4 are exempt from CEQA review pursuant to State CEQA Guidelines section 15301 because each activity will consist of the repair and maintenance of an existing public facility, BBARWA's variable frequency drive system, and will not involve any expansion of use of the system beyond that existing at the time of the Board's determination. Second, the Board hereby finds that each of these activities is exempt from CEQA review pursuant to State CEQA Guidelines section 15302 because each activity would involve the replacement of existing features of public facilities, will be located on the same site in the same location, and will serve the same purpose as the rotors that are being replaced.

7. *Ground Fault Indicator Replacement.* The Board hereby finds that the replacement of the ground fault indicator is exempt from CEQA review pursuant to State CEQA

Guidelines section 15301 because the activity will consist of the repair and maintenance of an existing public facility, BBARWA's ground fault indicator system, and will not involve any expansion of use of the system beyond that existing at the time of the Board's determination. Second, the Board hereby finds that this activity is exempt from CEQA review pursuant to State CEQA Guidelines section 15302 because the activity would involve the replacement of an existing feature of a public facility, will be located on the same site in the same location, and will serve the same purpose as the indicator that is being replaced.

8. *Asphalt Repairs at Treatment Plant.* The Board hereby finds that the repairs to the asphalt located at the treatment plant is exempt from CEQA review pursuant to State CEQA Guidelines section 15301 because the activity will consist of the repair and maintenance of an existing public facility, BBARWA's treatment plant, and will not involve any expansion of use of the treatment plant beyond that existing at the time of the Board's determination.

9. *Cummins Generator System Rebuild.* The Board hereby finds that the rebuild of the Cummins generator system is exempt from CEQA review pursuant to State CEQA Guidelines section 15301 because the activity will consist of the repair and maintenance of an existing public facility, BBARWA's Cummins generator system, and will not involve any expansion of use of the system beyond that existing at the time of the Board's determination.

10. *Rolling Generator Acquisition.* The Board hereby finds that the acquisition of a rolling generator to be used as an emergency back-up generator at the North Shore Lift Stations is exempt from CEQA pursuant to State CEQA Guidelines section 15301 because it consists of the minor alteration to an existing public structure, BBARWA's North Shore Lift Stations, and will involve negligible expansion in use of the Stations beyond that existing at the time of the Board's determination.

11. *Return Activated Sludge Pump Repair & Rebuild.* The Board hereby finds that the repair and rebuild of the return activated sludge pump is exempt from CEQA review pursuant to State CEQA Guidelines section 15301 because this activity will consist of the repair and maintenance of an existing public facility, BBARWA's return activated sludge pump, and will not involve any expansion of use of the pump beyond that existing at the time of the Board's determination.

12. *Pond #1 and #2 Dyke Repair & Rebuild.* The Board hereby finds that the repair and rebuild of the dykes located at Pond #1 and #2 are exempt from CEQA review pursuant to State CEQA Guidelines section 15301 because each activity will consist of the repair and maintenance of an existing public facility, BBARWA's existing pond system, and will not involve any expansion of use of the system beyond that existing at the time of the Board's determination. Second, the Board finds that each of these activities is exempt from CEQA review pursuant to State CEQA Guidelines section 15304 because each activity would consist of minor alterations in the condition of land, and will not involve the removal of healthy, mature, or scenic trees.

13. *BBARWA Main Pump Building Block Wall Replacement.* The Board hereby finds that the replacement of the main pump building block wall is exempt from CEQA review pursuant to State CEQA Guidelines section 15301 because the activity will consist of the repair and maintenance of an existing public facility, BBARWA's main pump building, and will not involve any expansion of use of the system beyond that existing at the time of the Board's determination. Second, the Board hereby finds that this activity is exempt from CEQA review

pursuant to State CEQA Guidelines section 15302 because the activity would involve the replacement of an existing feature of a public facility, will be located on the same site in the same location, and will serve the same purpose as the indicator that is being replaced. Third, the Board hereby finds that the replacement of the main pump building block wall is exempt from CEQA review pursuant to State CEQA Guidelines section 15303 because this activity will consist of the construction of a very minor structure. State CEQA Guidelines section 15303 provides a nonexhaustive list of items that fall within this exemption, including single family dwellings, utility extensions, and fences. (State CEQA Guidelines, § 15303(a)-(e).) The Board hereby finds that replacement of the wall falls within the four corners of this exemption, and therefore no further CEQA review is necessary. Fourth, the Board also finds that replacement of the block wall is exempt from CEQA review pursuant to State CEQA Guidelines section 15311 because this activity will consist of the construction of a minor accessory structure to an existing public facility.

14. *Headworks Heating Replacement.* The Board hereby finds that the replacement of the heating system in the headworks is exempt from CEQA review pursuant to State CEQA Guidelines section 15301 because the activity will consist of the repair and maintenance of an existing public facility, BBARWA's headworks heating system, and will not involve any expansion of use of the system beyond that existing at the time of the Board's determination. Second, the Board hereby finds that this activity is exempt from CEQA review pursuant to State CEQA Guidelines section 15302 because the activity would involve the replacement of an existing feature of a public facility, will be located on the same site in the same location, and will serve the same purpose as the indicator that is being replaced.

SECTION 2. Approval and Adoption of the Annual Budget for Fiscal Year 2018. The Board hereby approves and adopts the FY 2018 Budget, a copy of which has been provided to each Board member. By approving the Budget, the Board hereby also approves each of the fourteen minor projects recommended by staff, including: (1) painting the exterior of the administration building; (2) repairing a 75 foot section of pipeline damaged by storm water runoff; (3) replacing an effluent flow meter; (4) replacing the CSA/CSD flow meter; (5) rebuilding LPS Pump #3; (6) replacing variable frequency drive rotor #1 and #4; (7) replacing the ground fault indicator; (8) repairing existing asphalt located at the treatment plant; (9) rebuilding the Cummins generator system; (10) replacing four generators at the lift stations; (11) rebuilding the return activated sludge pumps; (12) repairing existing dykes located at Pond #1 and Pond#2; (13) replacing the existing wall located at the entrance of the main pump building; and (14) replacing the headworks heating system.

SECTION 3. Execution of Resolution. The Chairperson of the Board shall sign this Resolution and the Secretary of the Board shall certify this Resolution was duly and properly adopted by the Board.

SECTION 4. Notice of Exemption. The Board hereby directs staff to file a Notice of Exemption with the San Bernardino County Clerk within five (5) working days of the adoption of this resolution

SECTION 5. Location of Documents. The documents and materials that constitute the record of proceedings on which these findings have been based are located at BBARWA's office located at 121 Palomino Drive, Big Bear City, California 92314. The custodian for these records is the General Manager of BBARWA.

SECTION 6. Certified Copies. Certified copies of this Resolution and copies of said budget shall be delivered to the County of San Bernardino on behalf of County Service Area 53B, the Big Bear City Community Services District, and the City of Big Bear Lake.

PASSED, ADOPTED, AND APPROVED this 22nd day of March, 2017.

Rick Herrick, Chairman of the Governing Board of
the Big Bear Area Regional Wastewater Agency

ATTEST:

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

I, Elizabeth Harris, Secretary of the Governing Board of the Big Bear Area Regional Wastewater Agency, DO HEREBY CERTIFY that the foregoing Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency adopting the Fiscal Year 2018 Operating and Capital Budget, being Resolution No.01-2017 was adopted at a regular meeting on March 22nd, 2017 of said Agency by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

EXHIBIT A
FY 2018 Budget
INCOME STATEMENT
For the Period Ending June 30, 2018

	Budget FY 2018
Operating Revenues:	
Annual Charges	5,091,576
Standby Charges	85,180
Rental Income	50,344
Waste Disposal	21,798
Other Revenue	0
Total Operating Revenues	5,248,897
Operating Expenses:	
Salaries and Benefits	2,047,123
Power	501,011
Sludge Removal	303,809
Chemicals	43,362
Materials and Supplies	142,037
Repairs and Replacements	133,580
Equipment Rental	786
Utilities Expense (other than power)	16,837
Communications Expense	43,719
Contractual Services - Other	99,435
Contractual Services - Professional	192,447
Permits and fees	150,199
Property Tax Expense	3,572
Insurance	93,307
Other Operating Expense	60,019
Depreciation Expense	811,358
Total Operating Expenses	4,642,600
Operating Income	606,298
Nonoperating Income	
Gain (loss) on asset disposition	0
Finance Charge Income	0
Interest Income	48,817
Other Nonoperating Income	0
Nonoperating income	48,817
Nonoperating Expense	
Other Expense	11,700
Interest Expense	102,489
Nonoperating expense	114,189
Income before Contributions	540,925
Connection Fees	201,850
Net Income, Change in Net Assets	742,775

EXHIBIT A, CONT.
FY 2018 Budget
CASH FLOW STATEMENT
For the Period Ending June 30, 2018

	Budget FY 2018
Cash from operating activities:	
Operating Income (Loss)	606,298
Depreciation expense	811,358
Change in Working Capital	20,781
Net cash provided by op activities	1,438,436
Cash from noncapital financing:	
Payment of pension/OPEB related debt/liability	-200,000
Cash from capital and related financing:	
Capital Expenditures	-883,619
Proceeds from Asset Disposition	0
Connection Fee (Capital Contrib)	201,850
Proceeds from Debt Issuance	0
Debt Service:	
Interest Expense	-102,489
Principal Debt Amortization	-473,594
Total Debt Service	-576,084
Net cash used for cap and related financing	-1,257,853
Cash from investing:	
(Increase) Decrease in Other Assets	0
Other Proceeds	0
Interest Income	48,817
Proceeds from the Sale of Investment	0
Net cash from investing	48,817
NET CHANGE IN CASH	29,401
Beginning Cash Balance	6,948,053
Ending Cash Balance	6,977,453
Change in Cash Balance	29,401

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

AGENDA ITEM: 11.B

Date: March 22, 2017

Subject: Resolution No. R.02-2017, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Acknowledging the Fiscal Year 2018 Sewer User Charge

Recommendation: Approve Resolution

Background: In April 2011, the Governing Board adopted a maximum rate schedule which became effective July 1, 2011. Pursuant to the schedule, the maximum rate increase allowable for FY 2018 is the percentage change in the twenty-city construction cost index published by Engineering News Record for the twelve-month period ending December 31, 2016 or 3.7%. Based on the Agency's financial requirements, the Sewer User Charge will increase 1.5% from $201.32 to $204.34, an increase of $3.02 per equivalent dwelling unit, effective July 1, 2017.

Financial Impact: The FY 2018 established rate, or Sewer User Charge, is used to calculate the Agency's FY 2018 rate revenues. The rate revenues are collected from the member agencies pursuant to the Payment and Collection Agreement dated August 2011.

Reviewed By: Steven C. Schindler, General Manager

Responsible Staff: Jennifer McCullar, Finance Manager

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

RESOLUTION NO. R. 02-2017

A RESOLUTION OF THE GOVERNING BOARD OF THE BIG BEAR AREA REGIONAL WASTEWATER AGENCY ACKNOWLEDGING THE FISCAL YEAR 2018 SEWER USER CHARGE

WHEREAS, the Governing Board of the Big Bear Area Regional Wastewater Agency ("BBARWA") desires to acknowledge the Fiscal Year 2018 Sewer User Charge of $204.34, an amount less than the maximum charge previously adopted and contained in Ordinance No. O. 03-2011, which is to be collected by each Collecting Agency (as that term is defined in BBARWA Operating Agreement No. 1) during the applicable fiscal year.

NOW, THEREFORE, be it ordained by the Governing Board of the Big Bear Area Regional Wastewater Agency as follows:

1. Acknowledgement. The Board hereby acknowledges a rate of $204.34 for the Fiscal Year 2018 Sewer User Charge, an amount less than the maximum charge previously adopted and contained in Ordinance No. O. 03-2011 as set forth in Chapter 5.16.020 of the Big Bear Area Regional Wastewater Agency Code of Regulations and Ordinances.

2. Effective Date. The fees acknowledged by this resolution were established by Ordinance No. O. 03-2011 and became effective on July 1, 2011.

ADOPTED, this 22nd day of March 2017.

_____

Rick Herrick, Chairman of the Governing Board
of the Big Bear Area Regional Wastewater Agency

ATTEST:

_____

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

I, Elizabeth Harris, Secretary of the Governing Board of the Big Bear Area Regional Wastewater Agency, DO HEREBY CERTIFY that the foregoing Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Acknowledging the FY 2018 Sewer User Charge, being Resolution No. R. 02-2017 was adopted at a regular meeting on March 22, 2017 of said Agency by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
Secretary

(Seal)

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

AGENDA ITEM: 11.C

Date: March 22, 2017

Subject: Resolution No. R.03-2017, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Acknowledging the Fiscal Year 2018 Wastewater Connection Fee

Recommendation: Approve Resolution

Background: In April 2011, the Governing Board adopted the wastewater connection fee in the amount of $3,670 per EDU (Equivalent Dwelling Unit). The rate will remain unchanged for FY 2018.

Financial Impact: During FY 2018, the member agencies shall collect $3,670 per EDU for each new connection and shall submit such connection fee revenue to BBARWA.

Reviewed By: Steven C. Schindler, General Manager

Responsible Staff: Jennifer McCullar, Finance Manager

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

RESOLUTION NO. R. 03-2017

A RESOLUTION OF THE GOVERNING BOARD OF THE BIG BEAR AREA REGIONAL WASTEWATER AGENCY ACKNOWLEDGING THE FISCAL YEAR 2018 WASTEWATER CONNECTION FEE

WHEREAS, the Governing Board ("the Board") of the Big Bear Area Regional Wastewater Agency ("BBARWA") desires to acknowledge the regional connection fee (the "Connection Fee") contained in Ordinance No. O. 01-2011 in the amount of $3,670; and

NOW, THEREFORE, be it ordained by the Governing Board of the Big Bear Area Regional Wastewater Agency as follows:

1. Acknowledgement. The Board hereby acknowledges the wastewater connection fee adopted in Ordinance No. O. 01-2011 as set forth in Chapter 5.04.020 of the Big Bear Area Regional Wastewater Agency Code of Regulations and Ordinances.

2. Effective Date. The fees acknowledged by this resolution were established by Ordinance No. O. 01-2011 and became effective on July 1, 2011.

ADOPTED, this 22nd day of March 2017.

Rick Herrick, Chairman of the Governing Board
of the Big Bear Area Regional Wastewater Agency

ATTEST:

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

I, Elizabeth Harris, Secretary of the Governing Board of the Big Bear Area Regional Wastewater Agency, DO HEREBY CERTIFY that the foregoing Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Acknowledging the Wastewater Connection Fee, being Resolution No. R. 03-2017, was adopted at a regular meeting on March 22, 2017 of said Agency by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Secretary

(Seal)

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

AGENDA ITEM: 11.D

Date: March 22, 2017

Subject: Introduction and First Read: Ordinance No. O.01-2017, An Ordinance of the Governing Board of the Big Bear Area Regional Wastewater Agency Clarifying the Fiscal Year 2018 Sewer Standby or Immediate Availability Charges

Recommendation: Introduce Ordinance No. O. 01-2017

Background: Annually, the Governing Board adopts an ordinance to establish standby fees for the upcoming fiscal year.

Standby fees are charged to owners of vacant or improved parcels of real property located within 200 feet of a member agency's sewer main, but which are not connected to public sewer system. These fees are used to maintain the regional system in an immediately available state. Standby fees are charged based upon parcel size, as follows:

Parcel Size	Amount
≤ 1 acre	$20
> 1 acre	$30

Financial Impact: During FY 2018, the member agencies shall collect the standby fee and shall submit such standby fee revenue to BBARWA.

Reviewed By: Steven C. Schindler, General Manager

Responsible Staff: Jennifer McCullar, Finance Manager

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

ORDINANCE NO. O. 01-2017

AN ORDINANCE OF THE GOVERNING BOARD OF THE BIG BEAR AREA REGIONAL WASTEWATER AGENCY CLARIFYING THE FISCAL YEAR 2018 SEWER STANDBY OR IMMEDIATE AVAILABILITY CHARGES

WHEREAS, the Governing Board desires to clarify the sewer standby or immediate availability charges contained in Ordinance No. O. 02-2011.

NOW, THEREFORE, the Governing Board of the Big Bear Area Regional Wastewater Agency hereby ordains as follows:

SECTION 1. Chapter 5.20 of the Big Bear Area Regional Wastewater Agency Code of Regulations and Ordinances is hereby amended to read as follows:

Chapter 5.20

SEWER STANDBY OR IMMEDIATE AVAILABILITY CHARGES

Sections:

5.20.010 Properties subject to charges.
5.20.020 Amount of charges.
5.20.030 Collection
5.20.040 Credit against connection fee.

5.20.010 Properties subject to charges.

This Governing Board does hereby prescribe sewer standby or immediate availability charges (hereinafter "standby charge") for the fiscal year ending June 30, 2018 in the amounts hereinafter specified to be paid by the owners of all vacant parcels of real property which are located within 200 feet of a sewer main of the public sewer system of either the Big Bear City Community Services District or the City of Big Bear Lake or the public sewer system within Improvement Zone "B" of San Bernardino County Service Area 53 and by the owners of all improved parcels of real property which are so located but not connected to the public system. Such standby charges shall be collected from all owners of vacant parcels of real property which are so located and which are vacant as of July 1, 2017 and from all owners of improved parcels of real property which are so located and which are not connected to the public sewer system as of said date; provided, however, that owners of parcels of real property which are used primarily for public parking areas shall not be required to pay such a standby charge. The term "parcel of real property" means a parcel to which the County Assessor of the County of San Bernardino has assigned a separate assessor's parcel number, whether such parcel consists of a single lot or parcel or combination of lots or parcels.

5.20.020 Amount of charges.

Owners of parcels of real property which are an acre or less in size shall pay a standby charge in the amount of $20.00, and owners of parcels or real property which are more than an acre shall pay a standby charge in the amount of $30.00.

5.20.030 Collection.

Such standby charges shall be collected by the Big Bear City Community Services District, the City of Big Bear Lake, and the County of San Bernardino from all owners of parcels of real property within their respective service area, the service area of said County being the territory within Improvement Zone "B" of San Bernardino County Service Area 53, whose parcels are subject to such charges, and shall be remitted by said District, City and County to the Agency on or before December 31, 2017 (fifty percent of such charges) and April 30, 2018 (fifty percent of such charges). Said District, City and County are hereby designated as and shall be the agents of the Agency for purposes of collecting such standby charges and shall have and exercise all powers which could be exercised by the Agency with respect to the collection of such charges.

5.20.040 Credit against connection fee.

Any owner of a parcel of real property who pays a standby charge and who later during said fiscal year makes application to connect to the public sewer system a home or business establishment which is located upon the parcel of real property for which such standby charge was paid, shall receive a credit against the connection fee, if any is due, in the amount of such standby charge."

SECTION 2. This Ordinance shall become effective on July 1, 2017. The Secretary of this Governing Board shall cause a copy of the full text of this Ordinance to be published once in the Big Bear Grizzly within 15 days of passage or a summary of this Ordinance to be published at least 5 days prior to the meeting at which this Ordinance shall be adopted. The Secretary of the Governing Board shall provide a copy of this Ordinance to the City of Big Bear Lake, the County of San Bernardino and the Big Bear City Community Services District.

ADOPTED, this 26th day of April 2017.

_____

Rick Herrick, Chairman of the Governing Board
of the Big Bear Area Regional Wastewater Agency

ATTEST:

_____

Elizabeth Harris, Ed.D., Secretary of the Governing Board

of the Big Bear Area Regional Wastewater Agency

I, Elizabeth Harris, Secretary of the Governing Board of the Big Bear Area Regional Wastewater Agency, DO HEREBY CERTIFY that the foregoing Ordinance of the Governing Board of the Big Bear Area Regional Wastewater Agency Clarifying the Sewer Standby or Immediate Availability Charges for the Fiscal Year 2018 of the Big Bear Area Regional Wastewater Agency, San Bernardino County, State of California, being Ordinance No. O. 01-2017 was adopted at a regular meeting on April 26th, 2017 of said Agency by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
Secretary

(Seal)