

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

Regular Board Meeting Agenda
September 27, 2023 at 5:00 p.m.
121 Palomino Drive, Big Bear City, California

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA**
4. **PUBLIC FORUM**

Public testimony is permitted at this time only on consent calendar items and other matters not listed on the posted agenda that are within the subject matter jurisdiction of the Agency. State law prohibits the Agency from taking action on any items not listed on the posted agenda. Public comment on items listed on the posted agenda will be taken at the time each item is called for discussion.

5. **PRESENTATION AND INTRODUCTION**

- 5.A. Distinguished Budget Presentation Award, Government Finance Officers Association

6. **INFORMATION/COMMITTEE REPORTS**

- 6.A. General Manager's Report

7. **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 a detailed discussion is necessary, any Governing Board Member may request that an item be removed from the Consent Calendar and considered separately.

- 7.A. Approval of the Meeting Minutes from the August 23, 2023 Regular Meeting
 - 7.B. Monthly Disbursements Report for August - Informational
 - 7.C. Investment Report Identifying Agency Investments and Reporting Interest Income for August – Informational
 - 7.D. Approval of Carryover Appropriations

8. ITEMS REMOVED FROM CONSENT CALENDAR

9. OLD BUSINESS

9.A. Appointment of Governing Board Chair and/or Vice-Chair

10. NEW BUSINESS – DISCUSSION/ACTION ITEMS

10.A. Resolution No. R. 17-2023, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Expressing Appreciation to John Green for Dedicated Service as a Member of Said Governing Board

10.B. Amendment No. 5 to the Professional Services Agreements between the Big Bear Area Regional Wastewater Agency and Water Systems Consulting, Inc. for the Replenish Big Bear Project

10.C. Appropriate \$45,000 for the Administration Building Roof Replacement Project from the Contingency Fund

11. COMMENTS AND ANNOUNCEMENTS

11.A. General Manager Comments

11.B. Governing Board Member Comments

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 the Agency at (909) 584-4018. Notification at least 48 hours prior to the meeting or time when services are needed will assist 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.



AGENDA ITEM: 6.A.

MEETING DATE: September 27, 2023

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

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

REVIEWED BY: Christine Bennett, Finance Manager; John Shimmin, Plant Manager;
Bridgette Burton, Administrative Services Manager/Board Secretary

SUBJECT: General Manager's Report

DISCUSSION:

Administration

Boardroom AV Upgrade – Pre-Bid Report

The Agency issued the Request for Proposal – Informal Proposal Form on September 11, 2023, with proposals due on October 5, 2023. More information can be found on the [Agency's website](#).

Operations

Headworks Grit System Rehabilitation Project

Project construction is underway.

LPS Generator & Fuel System Project (no update)

On May 24, 2023, the Governing Board approved the contract for 70 weeks due to ongoing procurement delays in the construction industry. The generator has been ordered.

Force Main Investigation – Access Point Installation Post-Bid Report

The Agency received three proposals for the access point installation. The project was awarded to S Porter, Inc. on August 31, 2023.

Force Main Investigation – Access Point Installation	
Contractor	Bid Amount
S Porter, Inc.	\$37,000
Bear Valley Paving	\$37,541
Re Chaffee Construction, Inc.	\$71,563

Force Main Investigation – CCTV Inspection Post-Bid Report

The Agency received one proposal for the CCTV inspection. The project was awarded to Downstream Services, Inc. on August 31, 2023.

Force Main Investigation – CCTV Inspection	
Contractor	Bid Amount
Downstream Services, Inc.	\$7,404

Solar Production

The July 2023 monthly performance report is attached.

Actual Net Generation (kWh)			
Month	FY 2022	FY 2023	FY 2024
July		215,598.25	285,573.00
August		229,947.25	261,893.00
September		230,749.75	
October		276,600.50	
November		241,524.25	
December	29,294.26	190,418.50	
January	212,982.42	192,716.50	
February	260,767.19	224,106.25	
March	295,923.69	269,443.75	
April	319,902.94	316,650.00	
May	330,560.38	302,288.50	
June	316,253.50	287,765.00	
Total	1,765,684.38	2,977,808.50	547,466.00

2023 Treatment Plant Data

The influent flow (MG) chart is attached.

Flow Percentages			
Member Agency	June	July	August
City of Big Bear Lake	54.65%	52.92%	49.67%
Big Bear City CSD	41.53%	42.90%	46.38%
County of San Bernardino CSA 53B	3.82%	4.18%	3.95%

Connections

Connections						FYE 6/30/2023		
<u>Month</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>CBBL</u>	<u>CSD</u>	<u>CSA 53B</u>
July	7	3	11	2	5	3	2	0
August	2	12	5	13	4	1	3	0
September	7	3	7	8				
October	5	10	9	6				
November	2	2	5	4				
December	1	2	3	2				
January	1	2	2	0				
February	1	0	6	0				
March	1	3	9	2				
April	7	12	12	4				
May	5	6	7	8				
June	6	13	11	10				
Total	45	68	87	59	9	4	5	0

Replenish Big Bear

On September 20, 2023, staff presented the Project to Mr. Courtney’s Honors Gov/Econ class at Big Bear High School.

The Project’s [FAQ page](#) was updated with additional questions from the Open House.

Stakeholder Coordination

On September 5, 2023, the Agency met with the California Department of Fish and Wildlife to introduce the Project to new staff. On September 7, 2023, the Agency met with the tribal archeologist from the San Manuel Band of Mission Indians to discuss mitigation measures to be included in the draft Environmental Impact Report (EIR). The Agency is preparing to meet with the Colorado River Regional Board to discuss the permitting pathway.

Meetings are being scheduled with Project Partners, beneficiaries, and stakeholders to present updates and progress. Project Partners include CSD, DWP, and the Big Bear Municipal Water District (MWD).

Environmental Review

The draft EIR is being developed and is expected to be released in November. The public review period will be 45 days. The timeline for responses is dependent upon the extent of comments received. The Environmental Protection Agency (EPA) will start the National Environmental Policy Act (NEPA) review in parallel to expedite the NEPA review, with a target completion of Spring 2024.

Preliminary Engineering

The pilot study is underway. The purpose of the pilot study is to demonstrate process performance for site-specific wastewater conditions to regulatory agencies, confirm the proposed treatment process as a viable design approach to meet the target treatment levels, and quantify total system recovery for product water. The pilot study consists of four processes: nutrient removal, ultrafiltration, reverse osmosis, UV disinfection and an advanced oxidation process that will produce purified water that is higher than drinking water quality and meets all state and federal regulations. Brine minimization piloting will occur off-site; 20 totes were shipped to Israel on September 16, 2023. The results from the piloting study will be used in the final design of the Project facility.

The traditional Design-Bid-Build method was selected as the most appropriate procurement/delivery method given funding agency requirements. A request for proposal (RFP) is being developed for the final design of the Project facility.

Regulatory Analysis and Coordination

A work plan to lay out the next steps and timeline for the National Pollutant Discharge Elimination System (NPDES) permitting process is underway. This permit is required in order to discharge Project water to Stanfield Marsh and Big Bear Lake. Water Systems Consulting, Inc. (WSC), the water engineering consultant, continues to work on the Monitoring Plan to collect information from Big Bear Lake and the final full advanced treated effluent to inform the next steps in response to Regional Board comments. Samples were collected on July 20, 2023, September 14, 2023, and September 21, 2023. The preliminary results will assist WSC in its recommendation for the Monitoring Plan.

The Division area survey was completed for the Division of Drinking Water (DDW) permit.

The Project Team continues to work on the Recycled Water Title 22 Engineering Report (ER).

Agreements and Contracts

Amendment No. 1 to the Replenish Big Bear Funding Letter of Intent (LOI) between the Agency, DWP, and CSD was approved by the Agency Governing Board and CSD. The LOI was sent to DWP for consideration. The purpose of the LOI is to confirm the intent of DWP and CSD to purchase an option based on the underlying value of Project Water. The LOI gives DWP and CSD the option to withdraw up to 380 AFY of Project Water from Big Bear Lake for groundwater recharge and in-lieu recharge of 120 AFY for irrigation of the Big Bear Mountain Golf Course. The LOI states that DWP will pay 68% of the current Option Value (\$294,718.80) and CSD will pay 32% of the current Option Value (\$138,691.20) to the Agency, which reflects their relative benefit of the Project Water. Amendment No. 1 extends the LOI to September 27, 2024. Although there is no financial impact in signing the LOI, it is the first step in negotiating funding agreements for annual operations and maintenance (O&M) costs.

Funding and Financing

The Agency’s Governing Board adopted a five-year sewer user charge/fee schedule on March 22, 2023. These fees are to fund debt service and required reserves for the Project. Debt service includes interest only on the current bridge loan and future project funding, such as the Water Infrastructure Finance and Innovation Act (WIFIA) loan. CSD adopted the Agency’s sewer user fees for fiscal year 2023-24, and the City of Big Bear Lake adopted the Agency’s sewer user fees through fiscal year 2027-28. The County of San Bernardino Service Area 53B absorbed the sewer user charge.

Funding agreements with Project Partners (DWP, CSD, and MWD) for the annual O&M costs will be negotiated closer to construction. These funds will not be collected until the Project water is released into Stanfield Marsh, which is expected in 2027. Additional funding is being pursued from key Big Bear Valley beneficiaries. Any additional grants or contributions from Project Partners or beneficiaries could reduce the Agency’s sewer user charge.

The Agency is reviewing the proposed WIFIA loan closing schedule and responses to EPA questions. The WIFIA loan will be used for Construction Funding.

On January 25, 2023, the Governing Board authorized the execution of interim financing in the amount of \$3,400,000 with a term of 3 years, an interest rate of 4.25%, and debt service requirements of interest only (no principal payments) with a lump-sum payment in the final year. This loan is expected to be refunded or paid prior to maturity with the Construction Funding (financing to repay this loan prior to maturity and to cover the costs of construction expected to begin in FY 2025).

Actual Project Revenue and Expenditures as of August 28, 2023¹	
Revenue	
Project Partner Contributions (DWP, CSD, & MWD) ²	\$1,800,000
Grant Reimbursements	\$1,452,500
<u>Total Revenue</u>	<u>\$3,252,500</u>
Expenditures	
Pilot Study	\$318,760
Other (engineering, environmental, legal, etc.)	\$3,026,744
Grant Reimbursements to Project Partners	\$957,538
<u>Total Expenditures</u>	<u>\$4,303,042</u>

¹ Sewer user fees are not included in Project revenue as those fees collected are to fund debt service and required reserves for the Project. Debt service includes interest only on the current bridge loan and future project funding, such as the WIFIA loan.

² Project Partner Contributions are those contributions made by DWP, CSD, and MWD through a Memorandum of Understanding (MOU) from July 2018 to June 2022. Each Agency, including BBARWA, paid 25% or \$600,000 of the initial engineering and environmental studies.

Grants Awarded or Recommended for Funding			
Grant	Status	Amount	Remaining
DCI Technical Assistance	Fully Funded	\$500,000	\$0
IRWM Prop 1 Round 1	In Process	\$4,563,338	\$3,610,838
2021 & 2022 Title XVI	In Process	\$9,967,112	\$9,967,112
2022 & 2023 EPA STAG	Included in Federal Budget; CEQA and NEPA must be completed prior to an Award	\$1,960,000	\$1,960,000
Total		\$16,990,450	\$15,537,950

Grant Applications Outstanding		
Grant	Status	Amount
2024 Community Funding Request	Applications Submitted	\$2,500,000
Total		\$2,500,000

IRWM Prop 1 Round 1 Grant – Progress Report #9 requesting reimbursement in the amount of \$279,447.74 is pending review and approval by the Santa Ana Watershed Project Authority (SAWPA).

2021 & 2022 Title XVI Grant – The United States Bureau of Reclamation (USBR) amended the grant agreement to include the 2022 Title XVI grant award of \$8,267,112. The total grant award is \$9,967,112. WSC confirmed with the United States Bureau of Reclamation (USBR) that the following expenses are eligible:

- The project is eligible for reimbursement from 3/8/2019 - 5/14/2022 because Build America Buy America (BABA) requirements are not applicable.
- The project is eligible for reimbursement from 7/13/2022 - 1/12/2023 because of the temporary BABA waiver.

WSC is confirming if eligible Project costs can be submitted for reimbursement since the Project is not in construction.

The BABA waiver must be completed before requesting funds subject to BABA requirements. The WaterReuse programmatic waiver is being reviewed by the White House Office of Management and Budget.

2022 and 2023 EPA State and Tribal Assistance Grants (STAG) – No update. These two grants were originally submitted through Community Funding Requests and have both been assigned to

the EPA STAG program. EPA confirmed that the EIR/EA is required before an application can be submitted. The application will be submitted once the EIR/EA is certified.

2024 Community Funding Request –Congressman Obernolte requested \$2.5 million in Fiscal Year 2024 from the House Committee on Appropriations. Senator Padilla requested \$2.5 million in Fiscal Year 2024 from the Senate Committee on Appropriations - Subcommittee on Interior, Environment, and Related Agencies Appropriations Bill. We anticipate, if awarded, these grants will be awarded through the EPA STAG program.

2023 Title XVI – No update. The Notice of Funding Opportunity is anticipated to be released soon. The Project is eligible to apply again to receive additional grant funds up to 25% of the total.



MONTHLY REPORT
August 2023

Plant Name:	Big Bear Area Regional Wastewater Agency
Plant ID:	P-3998
Capacity (DC):	1660010.0
Resource:	Solar
Address:	121 Palomino Drive - 92314 Big Bear - California/United States
Configuration:	Mohawk, GM CPY



As Contracted Energy Last Month (kWh)

Energy Produced Last Month (kWh)

Time	Net Generation (kWh)		
	A	F	Δ
01 Aug 2023	4,975.50	6,247.06	-20.35%
02 Aug 2023	10,320.50	6,247.06	65.21%
03 Aug 2023	10,526.50	6,247.06	68.50%
04 Aug 2023	10,525.50	6,247.06	68.49%
05 Aug 2023	10,453.50	6,247.06	67.33%
06 Aug 2023	10,545.00	6,247.06	68.80%
07 Aug 2023	10,485.50	6,247.06	67.85%
08 Aug 2023	8,590.00	6,247.06	37.50%
09 Aug 2023	7,012.00	6,247.06	12.24%
10 Aug 2023	5,263.50	6,247.06	-15.74%
11 Aug 2023	6,649.00	6,247.06	6.43%
12 Aug 2023	9,246.00	6,247.06	48.01%
13 Aug 2023	4,710.00	6,247.06	-24.60%
14 Aug 2023	9,560.50	6,247.06	53.04%
15 Aug 2023	5,850.50	6,247.06	-6.35%
16 Aug 2023	4,709.50	6,247.06	-24.61%
17 Aug 2023	8,440.50	6,247.06	35.11%
18 Aug 2023	10,113.00	6,247.06	61.88%
19 Aug 2023	5,039.00	6,247.06	-19.34%
20 Aug 2023	1,457.00	6,247.06	-76.68%
21 Aug 2023	9,295.50	6,247.06	48.80%
22 Aug 2023	10,537.00	6,247.06	68.67%
23 Aug 2023	9,427.50	6,247.06	50.91%
24 Aug 2023	6,719.50	6,247.06	7.56%
25 Aug 2023	10,402.00	6,247.06	66.51%
26 Aug 2023	10,435.50	6,247.06	67.05%
27 Aug 2023	10,269.50	6,247.06	64.39%
28 Aug 2023	10,295.00	6,247.06	64.80%
29 Aug 2023	10,303.00	6,247.06	64.93%
30 Aug 2023	10,124.50	6,247.06	62.07%
31 Aug 2023	9,611.50	6,247.06	53.86%
Totals	261,893.00	193,658.79	35.23%

Time	Net Generation (kWh)		
	A	F	Δ
01 Aug 2023	4,975.50	8,604.63	-42.18%
02 Aug 2023	10,320.50	8,604.63	19.94%
03 Aug 2023	10,526.50	8,604.63	22.34%
04 Aug 2023	10,525.50	8,604.63	22.32%
05 Aug 2023	10,453.50	8,604.63	21.49%
06 Aug 2023	10,545.00	8,604.63	22.55%
07 Aug 2023	10,485.50	8,604.63	21.86%
08 Aug 2023	8,590.00	8,604.63	-0.17%
09 Aug 2023	7,012.00	8,604.63	-18.51%
10 Aug 2023	5,263.50	8,604.63	-38.83%
11 Aug 2023	6,649.00	8,604.63	-22.73%
12 Aug 2023	9,246.00	8,604.63	7.45%
13 Aug 2023	4,710.00	8,604.63	-45.26%
14 Aug 2023	9,560.50	8,604.63	11.11%
15 Aug 2023	5,850.50	8,604.63	-32.01%
16 Aug 2023	4,709.50	8,604.63	-45.27%
17 Aug 2023	8,440.50	8,604.63	-1.91%
18 Aug 2023	10,113.00	8,604.63	17.53%
19 Aug 2023	5,039.00	8,604.63	-41.44%
20 Aug 2023	1,457.00	8,604.63	-83.07%
21 Aug 2023	9,295.50	8,604.63	8.03%
22 Aug 2023	10,537.00	8,604.63	22.46%
23 Aug 2023	9,427.50	8,604.63	9.56%
24 Aug 2023	6,719.50	8,604.63	-21.91%
25 Aug 2023	10,402.00	8,604.63	20.89%
26 Aug 2023	10,435.50	8,604.63	21.28%
27 Aug 2023	10,269.50	8,604.63	19.35%
28 Aug 2023	10,295.00	8,604.63	19.64%
29 Aug 2023	10,303.00	8,604.63	19.74%
30 Aug 2023	10,124.50	8,604.63	17.66%
31 Aug 2023	9,611.50	8,604.63	11.70%
Totals	261,893.00	266,743.43	-1.82%



MONTHLY REPORT

Last Three Months Performance

Produced Energy (kWh)

Time	Net Generation (kWh)	
	F	W
May 2023	292,690.20	296,726.48
Jun 2023	281,264.12	280,379.79
Jul 2023	266,371.18	289,397.80
Totals	840,325.49	866,504.07

Availability (%) and PR

Time	Availability (%)			Performance Ratio (fraction)		
	A	F	Δ	A	F	Δ
May 2023	100.00	99.00	1.01%	0.73	0.00	100.00%
Jun 2023	100.00	99.00	1.01%	0.68	0.00	100.00%
Jul 2023	100.00	99.00	1.01%	0.68	0.00	100.00%
Totals	100.00	99.00	1.01%	0.70	0.00	100.00%

Closed Events Last 3 Months

Plant ID(s)	Event ID	Event Date	Status	Event Name	Notes	Root Cause
P-3998	117444	20 Jul 2023 14:30	Resolved	INV 17	This is showing as a GFDlerr in PT	-

Open Events Last 3 Months



MONTHLY REPORT

Definitions

Energy (kwh): Radiant light and heat from the Sun

Irradiation (kwh): The power per unit area produced by the Sun in the form of electromagnetic radiation. The solar irradiance integrated over time is called solar irradiation, solar exposure, or insolation.

Produced Energy (kwh): Energy generated by your system, transferred through an API

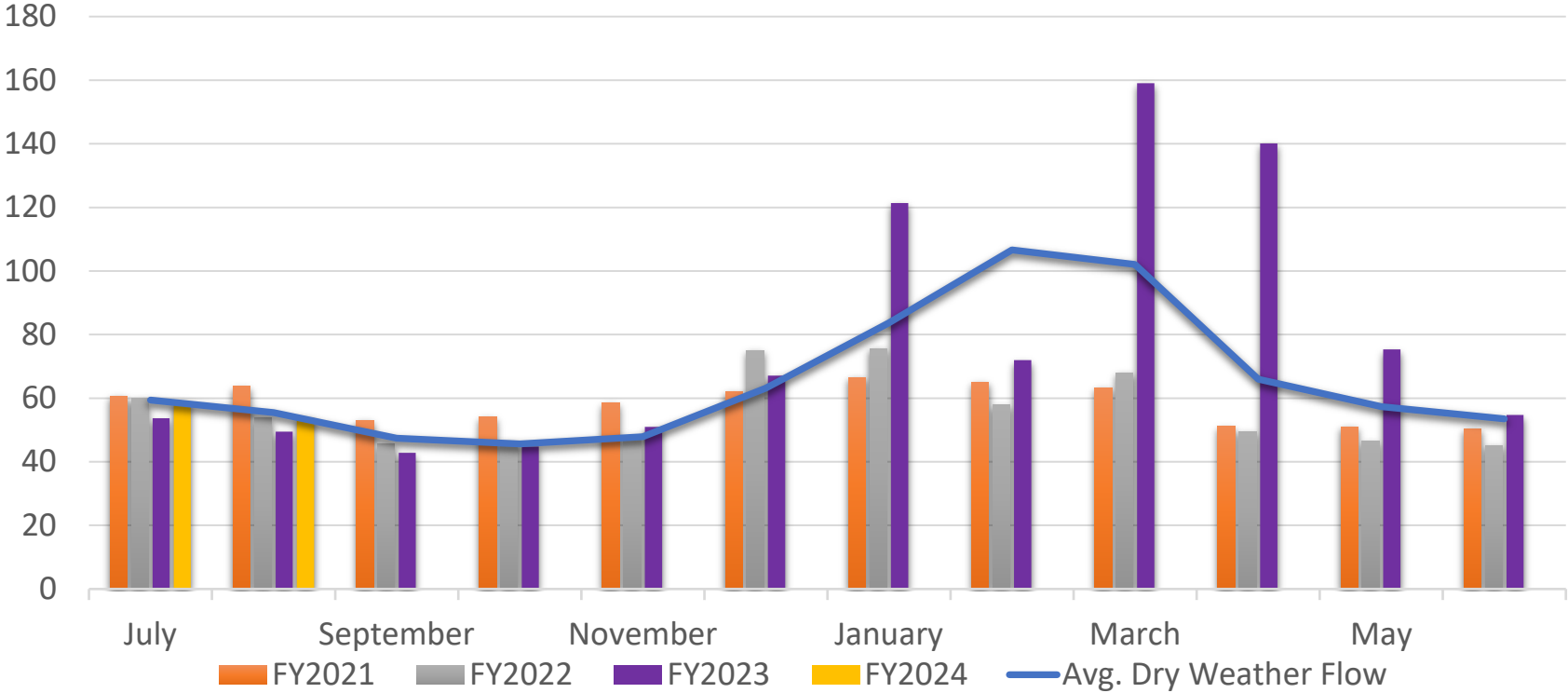
As Contracted Energy: (kWh) Energy proposed to be generated by your system contractually

Change (Δ): The % difference between actual and forecasted production

Availability (%): The Max theoretical generation capacity

PR (Performance Ratio): The ratio measured output to the expected output for a given reporting period based on the system name-plate rating

Influent Flow (MG)



BIG BEAR AREA REGIONAL WASTEWATER AGENCY

Regular Board Meeting Minutes

August 23, 2023

1. CALL TO ORDER

A Regular Meeting of the Governing Board of the Big Bear Area Regional Wastewater Agency was called to order by Vice-Chair Miller at 5:00 p.m. on August 23, 2023 at 121 Palomino Drive, Big Bear City, California.

BOARD MEMBERS PRESENT

Jim Miller, Vice-Chair

Bynette Mote, Director

Larry Walsh, Director

BOARD MEMBERS ABSENT

Rick Herrick, Director

STAFF MEMBERS PRESENT

David Lawrence, General Manager

Christine Bennett, Finance Manager

Bridgette Burton, Administrative Services Manager/Board Secretary

John Shimmin, Plant Manager

OTHERS

None

Members of the public who signed in included:

None

2. PLEDGE OF ALLEGIANCE

Director Walsh

3. APPROVAL OF AGENDA

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

Ayes: Mote, Walsh, Miller

Noes: None

Absent: Herrick

Abstain: None

4. PUBLIC FORUM

None

5. **PRESENTATION AND INTRODUCTION**

None

6. **INFORMATION/COMMITTEE REPORTS**

6.A. General Manager's Report

The General Manager highlighted the Replenish Big Bear brine totes will be delivered this week with shipping expected next week, and the RFP for final design services will be brought to the Governing Board for consideration at the December meeting. The Governing Board inquired about the timeline for the brine testing reports.

6.B. Adjournment of the Big Bear Valley Basin Groundwater Sustainability Agency's August 15, 2023 Meeting

This was informational only.

7. **CONSENT CALENDAR APPROVED ITEMS**

7.A. Approval of the Meeting Minutes from the July 26, 2023 Regular Meeting

7.B. Monthly Disbursements Report for July

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

7.D. Resolution No. R. 14-2023, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Adopting an Amended Conflict of Interest Code Pursuant to the Political Reform Act of 1974

7.E. Resolution No. R. 15-2023, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Adopting the Annual Statement of Investment Policy

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

Ayes: Mote, Walsh, Miller

Noes: None

Absent: Herrick

Abstain: None

8. **ITEMS REMOVED FROM CONSENT CALENDAR**

9. **OLD BUSINESS**

None

10. NEW BUSINESS – DISCUSSION/ACTION ITEMS

- 10.A.** Replenish Big Bear Funding Letter of Intent between the Big Bear Area Regional Wastewater Agency, the City of Big Bear Lake Department of Water and Power, and the Big Bear City Community Services District Amendment No. 1

The General Manager explained the purpose of the Letter of Intent (LOI) and other possible options to fund the annual operating and maintenance costs of the Replenish Big Bear Project.

The Governing Board inquired how the per acre-foot cost was determined, and in the event that CSD or DWP did not purchase their maximum allotment, could the Project water be sold to residents with cisterns. The Governing Board clarified that once the CEQA process was complete the Agency would enter into formal funding agreements for the Project and requested the name of the Big Bear City Community Services District General Manager be updated to Glenn Jacklin.

Upon motion by Director Mote, seconded by Director Walsh and carried, the Governing Board authorized the General Manager to negotiate and execute the Replenish Big Bear Funding Letter of Intent between the Agency, the City of Big Bear Lake Department of Water and Power, and the Big Bear City Community Services District Amendment No. 1.

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

- 10.B.** Resolution No. R. 16-2023, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Amending Resolution No. R. 09-2023 Adding the Administrative Services Manager/Board Secretary as a signatory for the Agency's US Bank Accounts

The Finance Manager presented the resolution to add the Administrative Services Manager/Board Secretary as a signatory for the Agency's US Bank accounts.

The Governing Board clarified that the Administrative Services Manager/Board Secretary would not be responsible for Agency investments.

Upon motion by Director Mote, seconded by Vice-Chair Miller and carried, the Governing Board approved Resolution No. R. 16-2023.

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

11. COMMENTS AND ANNOUNCEMENTS

11.A. General Manager Comments

None

11.B. Governing Board Member Comments

Vice-Chair Miller will not be attending the September Governing Board meeting.

12. ADJOURNMENT

With no further business to come before the Governing Board, Vice-Chair Miller adjourned the meeting at 5:16 p.m.

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



Big Bear Area Regional
Wastewater Agency

*Jim Miller – Vice-Chair
Rick Herrick – Director
Bynette Mote – Director
Larry Walsh – Director*

AGENDA ITEM: 7.B.

MEETING DATE: September 27, 2023

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

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

PREPARED BY: Christine Bennett, Finance Manager

SUBJECT: Monthly Disbursements Report

BACKGROUND:

Attached is the Agency's August check register which reflects accounts paid during the period.

FINANCIAL IMPACT:

There is no financial impact. The funds have previously been appropriated.

RECOMMENDATION:

Informational

Big Bear Area Regional Wastewater Agency
Check Register
For the Period From Aug 1, 2023 to Aug 31, 2023

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

Check #	Date	Payee	Cash Account	Amount
23341	8/8/23	VC3, INC.	1000-20	2,895.50
23342	8/8/23	AMAZON CAPITAL SERVICES	1000-20	802.23
23343	8/8/23	ARAMARK UNIFORM SERVICES	1000-20	2,414.33
23344	8/8/23	BEST BEST & KRIEGER LLP	1000-20	1,863.40
23345	8/8/23	BIG BEAR CITY COMMUNITY SERVICES DIST.	1000-20	465.21
23346	8/8/23	BIG BEAR PAINT CENTER	1000-20	91.74
23347	8/8/23	BUTCHER'S BLOCK & BUILDING	1000-20	1,143.51
23348	8/8/23	BEAR VALLEY ELECTRIC	1000-20	10,327.52
23349	8/8/23	CAR QUEST OF BIG BEAR	1000-20	100.19
23350	8/8/23	CHEM-TECH INTERNATIONAL, INC.	1000-20	2,528.79
23351	8/8/23	DIY HOME CENTER-BIG BEAR	1000-20	15.47
23352	8/8/23	DISTRIBUTED SOLAR DEVELOPMENT, LLC	1000-20	21,365.57
23353	8/8/23	DIRECT TV	1000-20	52.99
23354	8/8/23	DEPARTMENT OF WATER & POWER	1000-20	50.70
23355	8/8/23	EMPLOYMENT DEVELOPMENT DEPT	1000-20	1,214.00
23356	8/8/23	EUROFINS EATON ANALYTICAL, LLC	1000-20	12,875.00
23357	8/8/23	EVANS-HYDRO	1000-20	37,654.44
23358	8/8/23	EVANTEC CORPORATION	1000-20	3,403.95
23359	8/8/23	FLYERS ENERGY	1000-20	1,017.82
23360	8/8/23	FRONTIER COMMUNICATIONS	1000-20	1,075.11
23361	8/8/23	GEIGER SUPPLY, INC	1000-20	99.13
23362	8/8/23	GRAINGER	1000-20	272.20
23363	8/8/23	BIG BEAR GRIZZLY	1000-20	79.00
23364	8/8/23	HACH COMPANY	1000-20	1,138.85
23365	8/8/23	HOSE SPECIALIST INC.	1000-20	1,162.15
23366	8/8/23	HUGHESNET	1000-20	101.52
23367	8/8/23	IDE AMERICAS, INC.	1000-20	30,000.00
23368	8/8/23	INLAND BOBCAT, INC	1000-20	1,513.68
23369	8/8/23	PARALLEL BROADCASTING, INC.	1000-20	375.00
23370	8/8/23	MACLEOD WATTS, INC.	1000-20	1,590.00
23371	8/8/23	NATIVESCAPES INC	1000-20	1,740.00
23372	8/8/23	CONSTANCE M. ALVARADO	1000-20	55.00
23373	8/8/23	POLYDYNE INC	1000-20	4,232.36
23374	8/8/23	PREFERRED AERIAL & CRANE TECHNOLOGY INC	1000-20	475.00

Big Bear Area Regional Wastewater Agency
Check Register
For the Period From Aug 1, 2023 to Aug 31, 2023

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

Check #	Date	Payee	Cash Account	Amount
23375	8/8/23	ROI ENGINEERING LLC	1000-20	1,895.00
23376	8/8/23	SAFETY-KLEEN SYSTEMS, INC.	1000-20	394.43
23377	8/8/23	SAN BERNARDINO COUNTY FIRE PROTECTION D	1000-20	1,365.00
23378	8/8/23	SPECTRUM BUSINESS	1000-20	1,023.93
23379	8/8/23	SWRCB-WWOC	1000-20	590.00
23380	8/8/23	NANCY R. BOHL, INC.	1000-20	95.00
23381	8/8/23	TWIN BEAR EQUIPMENT RENTAL, INC	1000-20	1,274.56
23382	8/8/23	UNDERGROUND SERVICE ALERT	1000-20	618.56
23383	8/8/23	VIKING MAINTENANCE SERVICES, LLC	1000-20	1,445.00
23384	8/8/23	WATER ENVIRONMENT FEDERATION	1000-20	361.00
23385	8/8/23	WIN-911 SOFTWARE	1000-20	800.00
23386	8/8/23	TROY BEMISDARFER	1000-20	50.00
23387	8/8/23	CHRISTINE BENNETT	1000-20	50.00
23388	8/8/23	BRIDGETTE BURTON	1000-20	50.00
23389	8/8/23	RICHARD T. HERRICK	1000-20	300.00
23390	8/8/23	SONJA KAWA	1000-20	50.00
23391	8/8/23	DAVID LAWRENCE	1000-20	50.00
23392	8/8/23	JAMES J. MILLER	1000-20	450.00
23393	8/8/23	JOHN SHIMMIN	1000-20	50.00
23394	8/22/23	ALL PROTECTION ALARM	1000-20	1,183.17
23395	8/22/23	AMAZON CAPITAL SERVICES	1000-20	701.85
23396	8/22/23	AVISTA TECHNOLOGIES, INC.	1000-20	1,861.10
23397	8/22/23	BUSINESS CARD	1000-20	3,719.24
23398	8/22/23	BRAX COMPANY, INC.	1000-20	5,631.05
23399	8/22/23	CHEM-TECH INTERNATIONAL, INC.	1000-20	706.19
23400	8/22/23	COUNTY OF SAN BERNARDINO SOLID WASTE MN	1000-20	369.56
23401	8/22/23	CWEA TCP/MEMBERSHIP	1000-20	427.00
23402	8/22/23	DEPARTMENT OF CONSUMER AFFAIRS	1000-20	180.00
23403	8/22/23	ENVIRONMENTAL EXPRESS, INC	1000-20	448.91
23404	8/22/23	EUROFINS EATON ANALYTICAL, LLC	1000-20	7,265.00
23405	8/22/23	EVANTEC CORPORATION	1000-20	171.08
23406	8/22/23	FAMCON PIPE & SUPPLY, INC.	1000-20	4,667.82
23407	8/22/23	GRAINGER	1000-20	630.26

Big Bear Area Regional Wastewater Agency
Check Register
For the Period From Aug 1, 2023 to Aug 31, 2023

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

Check #	Date	Payee	Cash Account	Amount
23408	8/22/23	BIG BEAR GRIZZLY	1000-20	524.00
23409	8/22/23	BEAR VALLEY BASIN GSA	1000-20	93.61
23410	8/22/23	HACH COMPANY	1000-20	265.07
23411	8/22/23	IDE AMERICAS, INC.	1000-20	30,000.00
23412	8/22/23	INTERNATIONAL INSTITUTE OF MUNICIPAL	1000-20	225.00
23413	8/22/23	MCMASTER-CARR SUPPLY COMPANY	1000-20	139.72
23414	8/22/23	MITEL	1000-20	374.40
23415	8/22/23	RANDY J. SPITZ	1000-20	101.90
23416	8/22/23	PHENOVA	1000-20	331.93
23417	8/22/23	READY REFRESH	1000-20	202.64
23418	8/22/23	SOUTHERN CALIFORNIA EDISON	1000-20	50.96
23419	8/22/23	SCHRODER & SON, INC.	1000-20	1,075.00
23420	8/22/23	SOUTHWEST GAS	1000-20	504.41
23421	8/22/23	SYNAGRO-WWT, INC.	1000-20	23,060.61
23422	8/22/23	VERIZON WIRELESS	1000-20	239.17
23423	8/22/23	WINZER CORP	1000-20	260.59
23424	8/22/23	BRIDGETTE BURTON	1000-20	314.29
23425	8/22/23	DAVID LAWRENCE	1000-20	158.34
CASH 23879	8/2/23	PAYA	1000-20	19.99
CASH 23880	8/3/23	VISION SERVICE PLAN	1000-20	306.46
CASH 23881	8/3/23	PRINCIPAL FINANCIAL GROUP	1000-20	3,640.71
CASH 23882	8/3/23	THE LINCOLN NAT'L LIFE INS CO	1000-20	4,187.29
CASH 23883	8/3/23	CALPERS HEALTH	1000-20	30,287.07
CASH 23884	8/4/23	EMPLOYMENT DEVELOPMENT DEPARTMENT	1000-20	2,648.99
CASH 23885	8/4/23	INTERNAL REVENUE SERVICE	1000-20	8,040.26
CASH 23886	8/7/23	AMERICAN FIDELITY ASSURANCE CO	1000-20	699.98
CASH 23887	8/7/23	CALPERS RETIREMENT	1000-20	4,142.51
CASH 23888	8/7/23	CA PERS 457 PROGRAM	1000-20	5,113.35
CASH 23889	8/7/23	CALPERS RETIREMENT	1000-20	9,327.86
CASH 23890	8/10/23	BYNETTE L. MOTE	1000-20	300.00
CASH 23891	8/10/23	LAWRENCE C. WALSH	1000-20	300.00
CASH 23892	8/17/23	THE LINCOLN NAT'L LIFE INS CO	1000-20	4,387.29
CASH 23893	8/18/23	EMPLOYMENT DEVELOPMENT DEPARTMENT	1000-20	2,556.03
CASH 23894	8/18/23	INTERNAL REVENUE SERVICE	1000-20	7,798.80

Big Bear Area Regional Wastewater Agency
Check Register
For the Period From Aug 1, 2023 to Aug 31, 2023

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

Check #	Date	Payee	Cash Account	Amount
CASH 23895	8/21/23	AMERICAN FIDELITY ASSURANCE CO	1000-20	699.98
CASH 23896	8/21/23	CALPERS RETIREMENT	1000-20	4,276.36
CASH 23897	8/21/23	CA PERS 457 PROGRAM	1000-20	5,113.35
CASH 23898	8/21/23	CALPERS RETIREMENT	1000-20	9,334.27
CASH 23899	8/23/23	CALPERS RETIREMENT	1000-20	700.00
CASH 23900	8/29/23	LEGALSHIELD	1000-20	67.80
CASH 23901	8/29/23	TEXAS LIFE INSURANCE COMPANY	1000-20	241.25
CASH 23902	8/29/23	AMERICAN FIDELITY ASSURANCE CO	1000-20	842.14
CASH 23903	8/29/23	PAYA	1000-20	11,862.72
CASH 23904	8/31/23	THE LINCOLN NAT'L LIFE INS CO	1000-20	4,387.29
CASH 23905	8/31/23	PAYA	1000-20	56.47
Total				362,325.93



Big Bear Area Regional
Wastewater Agency

*Jim Miller – Vice-Chair
Rick Herrick – Director
Bynette Mote – Director
Larry Walsh – Director*

AGENDA ITEM: 7.C.

MEETING DATE: September 27, 2023

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

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

PREPARED BY: Christine Bennett, Finance Manager

SUBJECT: Investment Report Identifying Agency Investments and Reporting Interest
Income

BACKGROUND:

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

FINANCIAL IMPACT:

There is no financial impact.

RECOMMENDATION:

Informational

BBARWA
 Monthly Investment Report
 August 2023

<u>INVESTMENT TYPE</u>	<u>COST</u>	<u>FAIR MARKET VALUE (1)</u>	<u>YEAR TO DATE INTEREST(2)</u>	<u>INTEREST RATE</u>	<u>MATURITY DATE</u>
LOCAL AGENCY INVESTMENT FUND	\$ 9,860,985	\$ 9,711,379	\$ 90,315	3.434%	DAILY
TOTAL	\$ 9,860,985	\$ 9,711,379	\$ 90,315		

The Investment Portfolio of the Big Bear Area Regional Wastewater Agency is in compliance with the investment policy approved in Sept 2022. 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 during FY 2024 and excludes accrued interest.

Attachment (s): Monthly LAIF Statement

California State Treasurer
Fiona Ma, CPA



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

September 05, 2023

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

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

[Tran Type Definitions](#)



Account Number:

August 2023 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
8/9/2023	8/8/2023	RW	1737297	1697683	CHRISTINE BENNETT	-500,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	10,360,984.87
Total Withdrawal:	-500,000.00	Ending Balance:	9,860,984.87



AGENDA ITEM: 7.D.

MEETING DATE: September 27, 2023

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

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

PREPARED BY: Christine Bennett, Finance Manager

SUBJECT: Carryover Appropriations

BACKGROUND:

The Governing Board adopts a budget annually which establishes appropriations for expenditures anticipated in the upcoming fiscal year. The adopted budget can be amended throughout the fiscal year by the Governing Board as needed for new projects and operational needs. Appropriations for projects and/or operational expenditures that have not been completed by the end of the fiscal year are carried over to the subsequent fiscal year to ensure that a budget is available to meet those commitments.

The attached table lists the carryover appropriations necessary to fund projects and operational expenditures that were budgeted in FY 2023 but will be completed in FY 2024. Total carryover appropriations are approximately \$3.1 million of which approximately \$1.4 million is for Replenish Big Bear, \$1.7 million is for other capital projects, and \$50,000 is for projects that are included in the Agency's operating budget.

FINANCIAL IMPACT:

Funds were appropriated during FY 2023 by the Governing Board; therefore, there is no fiscal impact. Funds will be carried over to the FY 2024 budget based on the attachment.

RECOMMENDATION:

Approve carryover appropriations for the FY 2024 budget.

ATTACHMENT:

Carryover Appropriation Table

Carryover Appropriations

PO#	Vendor	Description	Carryover
Capital Expenditures			
03924	R.I.C. CONSTRUCTION CO., INC.	HEADWORKS GRIT SYSTEM REHABILITATION PROJECT	728,039.31
03932	WATER SYSTEMS CONSULTING, INC.	HEADWORKS GRIT SYSTEM REHABILITATION PROJECT	67,415.30
03946	R.I.C. CONSTRUCTION CO., INC.	HEADWORKS GRIT SYSTEM REHABILITATION PROJECT	115,915.13
03947	R.I.C. CONSTRUCTION CO., INC.	HEADWORKS GRIT SYSTEM REHABILITATION PROJECT	116,867.00
04051	RYAN R. ABELN	LPS GENERATOR & FUEL SYSTEM	168,290.00
		LPS GENERATOR & FUEL SYSTEM	17,488.57
		SOLIDS SEPARATION BUILDING SUBMERSIBLE PUMP 15	18,782.21
		CLARIFIER 3 SCUM AND TANK DRAIN PUMP	18,317.70
		HEADERS AND CHECK VALVES	200,000.00
		NSPS 3 WELL REHAB WITH BYPASS	125,000.00
		NEW PIPELINE MAPS	100,000.00
Total Capital Expenditures 9500-00			1,676,115.22
Replenish Big Bear Capital Expenditures			
03996	WATER SYSTEMS CONSULTING, INC.	REPLENISH BIG BEAR ENGINEERING	612,808.51
		REPLENISH BIG BEAR ENGINEERING	226,028.24
Total Replenish Big Bear Engineering 9500-10			838,836.75
03572	TOM DODSON & ASSOCIATES	REPLENISH BIG BEAR ENVIRONMENTAL	29,668.06
03984	TOM DODSON & ASSOCIATES	REPLENISH BIG BEAR ENVIRONMENTAL	103,796.75
04004	TOM DODSON & ASSOCIATES	REPLENISH BIG BEAR ENVIRONMENTAL	2,000.00
04049	TOM DODSON & ASSOCIATES	REPLENISH BIG BEAR ENVIRONMENTAL	8,500.00
Total Replenish Big Bear Environmental 9500-11			143,964.81
04022	NHA ADVISORS, LLC	REPLENISH BIG BEAR PROFESSIONAL SERVICES	57,468.75
Total Replenish Big Bear Professional Services 9500-14			57,468.75
04012	NEXOM (US), INC.	REPLENISH BIG BEAR PILOT FACILITY	36,000.00
04019	EUROFINS EATON ANALYTICAL, LLC	REPLENISH BIG BEAR PILOT FACILITY	67,560.00
04033	FILMTEC CORPORATION	REPLENISH BIG BEAR PILOT FACILITY	50,000.00
04037	IDE AMERICAS, INC.	REPLENISH BIG BEAR PILOT FACILITY	90,000.00
04048	TROJAN TECHNOLOGIES GROUP ULC	REPLENISH BIG BEAR PILOT FACILITY	22,000.00
04052	EUROFINS EATON ANALYTICAL, LLC	REPLENISH BIG BEAR PILOT FACILITY	48,254.40
Total Replenish Big Bear Pilot Facility 9500-15			313,814.40

Operations Expenditures

04027	RYAN R. ABELN	CUMMINS COOLING VALVE - MAINTENANCE	4,500.00
	RYAN R. ABELN	CLARIFIERS (3) POST LIGHTING UPGRADE - MAINTENAN	12,000.00
	RYAN R. ABELN	CLARIFIERS (3) RACEWAY AND TRANSDUCER - MAINTEN	7,500.00
		Total Repairs and Replacements Other 6500-40	24,000.00
04027	RYAN R. ABELN	MISCELLANEOUS ELECTRICAL LABOR - MAINTENANCE	4,693.90
	RYAN R. ABELN	ANNUAL ELECTRICAL PMS - MAINTENANCE	10,000.00
	RYAN R. ABELN	ANNUAL ARC FLASH - MAINTENANCE	10,000.00
		Total Contractual Services - Labor 6600-60	24,693.90
		Total Carryover Appropriations	3,078,893.83



AGENDA ITEM: 9.A.

MEETING DATE: September 27, 2023

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

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

PREPARED BY: Bridgette Burton, Administrative Services Manager/Board Secretary

SUBJECT: Appointment of Governing Board Chair and/or Vice-Chair

BACKGROUND & DISCUSSION:

On July 26, 2023, the Governing Board directed staff to table this item until the September Governing Board meeting. The Governing Board may consider the appointment of a Governing Board Chair and/or Vice Chair. The process will begin by opening nominations for the appointment, a second will be offered, followed by a vote of the Governing Board. A separate nomination, second, and vote is required for each new appointment. The designated officers will assume their new positions at the next scheduled meeting.

For reference, appointments for the previous three years are below:

<u>2021</u>	<u>2022</u>	<u>2023</u>
Chair Miller, CSA 53B	Chair Herrick, CBBL	Chair Green, BBCCSD
Vice-Chair Herrick, CBBL	Vice-Chair Green, BBCCSD	Vice-Chair Miller, CSA 53B

FINANCIAL IMPACT:

There is no financial impact.

RECOMMENDATION:

1. Vice-Chair Miller will remain as Vice-Chair and appoint a Governing Board member to serve as Chair; or
2. Appoint Vice-Chair Miller to the position of Chair and appoint a Governing Board member to serve as Vice-Chair; or
3. Appoint a new Chair and Vice-Chair.



Big Bear Area Regional
Wastewater Agency

*Jim Miller – Vice-Chair
Rick Herrick – Director
Bynette Mote – Director
Larry Walsh – Director*

AGENDA ITEM: 10.A.

MEETING DATE: September 27, 2023

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

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

PREPARED BY: Bridgette Burton, Administrative Services Manager/Board Secretary

SUBJECT: Resolution No. R. 17-2023, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Expressing Appreciation to John Green for Dedicated Service as a Member of Said Governing Board

BACKGROUND & DISCUSSION:

Mr. John Green was appointed to the Big Bear Area Regional Wastewater Agency Governing Board in 2012. He served as Governing Board Chair in 2016, 2018, 2020, and 2023 and Vice-Chair in 2015, 2019, and 2022. During the past 11 years, he has been instrumental in the planning, implementation, and operation of BBARWA's wastewater treatment plant and disposal projects. He has been a faithful and dedicated member of the Governing Board, guiding the Agency through several complex issues and projects. We thank him for his many years of service to the Agency. His knowledge and leadership will be greatly missed.

FINANCIAL IMPACT:

There is no financial impact.

RECOMMENDATION:

Execute the attached Resolution.

ATTACHMENT:

Resolution No. R. 17-2023

RESOLUTION NO. R. 17-2023

**A RESOLUTION OF THE GOVERNING BOARD OF THE
BIG BEAR AREA REGIONAL WASTEWATER AGENCY
EXPRESSING APPRECIATION TO JOHN GREEN FOR
DEDICATED SERVICE AS A MEMBER OF SAID
GOVERNING BOARD**

WHEREAS, Mr. John Green has served as a member of the Governing Board of the Big Bear Area Regional Wastewater Agency representing the Big Bear City Community Services District since January 25, 2012; and

WHEREAS, Mr. Green has been a faithful and dedicated member of this Governing Board and has been instrumental in the planning, implementation and operation of the Agency's wastewater treatment plant and disposal projects; and

WHEREAS, Mr. Green's dedicated service and cooperative attitude have been an inspiration to this Governing Board as well as communities within the Big Bear Valley.

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Big Bear Area Regional Wastewater Agency as follows:

The undersigned members of this Governing Board do hereby honor Mr. John Green for his service as a member of the Governing Board and for his dedicated leadership.

ADOPTED this 27th day of September 2023.

Jim Miller, Vice-Chair of the Governing Board
Big Bear Area Regional Wastewater Agency

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

Bynette Mote, Director of the Governing Board
Big Bear Area Regional Wastewater Agency

Larry Walsh, Director of the Governing Board
Big Bear Area Regional Wastewater Agency



Big Bear Area Regional
Wastewater Agency

Jim Miller – Vice-Chair
Rick Herrick – Director
Bynette Mote – Director
Larry Walsh – Director

AGENDA ITEM: 10.B.

MEETING DATE: September 27, 2023

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

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

PREPARED BY: Bridgette Burton, Administrative Services Manager/Board Secretary

SUBJECT: Amendment No. 5 to the Professional Services Agreements between the Big Bear Area Regional Wastewater Agency and Water Systems Consulting, Inc. for the Replenish Big Bear Project

BACKGROUND & DISCUSSION:

The Agency entered into two Professional Services Agreements with Water Systems Consulting, Inc. (WSC) for the Replenish Big Bear Project (the Project): 1) “*Bear Valley Water Sustainability Project*” dated June 27, 2018, and 2) “*Replenish Big Bear Project Phase II*” dated September 1, 2019. Four additional amendments have been executed:

- Amendment No. 1 was entered into on October 26, 2021, and included additional support to refine regulatory strategies, analysis and coordination, treatment process evaluation, grant support, and program management coordination.
- Amendment No. 2 was entered into on January 10, 2022, and included additional funding and financing support for grant agreements, Department of Drinking Water (DDW) regulatory analysis and coordination, preparation of the preliminary Title 22 Engineering Report, and the preliminary well investigation analysis.
- Amendment No. 3 was entered into on August 2, 2022, and included the preparation of the Replenish Big Bear Letter of Interest for the Water Infrastructure Finance and Innovation (WIFIA) Program.
- Amendment No. 4 was entered into on September 28, 2022, and included advancing funding and financing, environmental clearance, regulatory permitting, preliminary engineering, and pilot planning through October 2023.

Amendment No. 5 is needed for continued support for the Replenish Big Bear Project which includes pursuing additional funding, conducting stakeholder coordination, providing regulatory support, and implementing the pilot plan. This amendment also includes work that was not anticipated in Amendment No. 4.

FINANCIAL IMPACT:

Amendment No. 5 provides an additional commitment of \$832,911.79 for WSC services through project completion. The Agency’s FY 2024 Budget includes approximately \$4.1 million in expenditures related to the Replenish Big Bear Project. The services proposed in Amendment No. 5 are accounted for in that budget.

RECOMMENDATION:

1. Approve Amendment No. 5 to the Professional Services Agreements between the Big Bear Area Regional Wastewater Agency and Water Systems Consulting, Inc., and
2. Authorize the General Manager to negotiate and execute the contract documents.

ATTACHMENT:

Amendment No. 5 to the Professional Services Agreements between the Big Bear Area Regional Wastewater Agency and Water Systems Consulting, Inc.

**AMENDMENT NO. 5
TO THE PROFESSIONAL SERVICES AGREEMENTS
BETWEEN
BIG BEAR AREA REGIONAL WASTEWATER AGENCY
AND
WATER SYSTEMS CONSULTING, INC.**

1. Parties and Date.

This Amendment No. 5 to the Professional Services Agreements is made and entered into as of this **27th day of September 2023**, by and between the Big Bear Area Regional Wastewater Agency (“BBARWA”) and Water Systems Consulting, Inc. (“Consultant”). BBARWA and Consultant are sometimes individually referred to as “Party” and collectively as “Parties.”

2. Recitals.

2.1 Consultant. BBARWA and Consultant have entered into two agreements entitled “Professional Services Agreement” dated June 27, 2018 (Bear Valley Water Sustainability Project) and September 1, 2019 (Replenish Big Bear Project Phase II), (“Agreements”), along with Amendments No. 1, No. 2, No. 3, and No. 4, for the purpose of retaining the services of Consultant to provide for program management and engineering services for the Replenish Big Bear Project.

2.2 Amendment Purpose. BBARWA and Consultant desire to amend the Agreements to incorporate scope and fee changes to Exhibit “A” of the Agreements. The services are more particularly described in the scope attachment to this Amendment.

2.2.1 Scope Change No. 10 – scope change to provide continued support for the Replenish Big Bear Project which includes pursuing additional funding, conducting stakeholder coordination, providing regulatory support, and implementing the pilot plan. This amendment also includes work that was not anticipated in Amendment No. 4, increasing total compensation by \$832,911.79.

2.3 Amendment Authority. This Amendment No. 5 is authorized pursuant to Section 3.5.14 of the Agreements.

3. Terms.

3.1 Continuing Effect of Agreements. Except as amended by this Amendment No. 5, all other provisions of the Agreements remain in full force and effect and shall govern the actions of the Parties under this Amendment No. 5. From and after the date of this Amendment No. 5, whenever the term “Agreement” appears in the Agreements, it shall mean the Agreements as amended by this Amendment No. 5.

3.2 Adequate Consideration. The Parties hereto irrevocably stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations they have undertaken pursuant to this Amendment No. 5.

3.3 Severability. If any portion of this Amendment No. 5 is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

3.4 Counterparts. This Amendment No. 5 may be signed in counterparts, each of which shall constitute an original agreement.

[Signatures on Next Page]

**SIGNATURE PAGE
FOR AMENDMENT NO. 5
TO THE PROFESSIONAL SERVICES AGREEMENTS
BETWEEN
BIG BEAR AREA REGIONAL WASTEWATER AGENCY
AND
WATER SYSTEMS CONSULTING, INC.**

**BIG BEAR AREA REGIONAL
WASTEWATER AGENCY**

WATER SYSTEMS CONSULTING, INC.

By: _____

David Lawrence, P.E.
General Manager

Signature

Name

Date: _____

Attest:

Title

Bridgette Burton
Administrative Services Manager/Board
Secretary

Date

ATTACHMENT

- Replenish Big Bear Proposal for Continued Program Management and Preliminary Design Services (Amendment No. 5) dated September 15, 2023



September 15, 2023

David Lawrence
General Manager
Big Bear Area Regional Wastewater Agency
Delivered via Email

SUBJECT: REPLENISH BIG BEAR PROPOSAL FOR CONTINUED PROGRAM MANAGEMENT AND PRELIMINARY DESIGN SERVICES (AMENDMENT #5)

Dear David,

On behalf of the WSC Team, we appreciate the opportunity to continue partnering with BBARWA and the entire Agency Team to advance Replenish Big Bear. WSC has prepared the attached scope of work (**Attachment 1**) and cost proposal (**Attachment 2**) to provide continued support for the BBARWA Replenish Big Bear Program components through April 2025. The scope includes services to pursue additional funding, conduct stakeholder coordination, provide regulatory support, and implement the pilot plan. This amendment also includes work that was not anticipated in Amendment #4.

Since Amendment #5 continues Amendment #4 efforts, a budget request adjustment was completed in **Attachment 3** to reallocate and/or add the budget to the existing and future tasks. The budget request for this Amendment #5 is \$832,911.79.

We value the opportunity to discuss the proposed scope with you in more detail, answer any questions you may have, or make any requested modifications. Contact Laine Carlson at (661) 904-1870 or Antonia Estevez-Olea at (760) 207-5691. You can also email us at lcarlson@wsc-inc.com or aestevezolea@wsc-inc.com. Thank you for the opportunity to continue to partner with your team to bring this vital project to reality.

Sincerely,

Water Systems Consulting, Inc.

Laine Carlson, PE
Program Manager
Vice President

Antonia Estevez-Olea, PE, MS
Deputy Program Manager

Attachments

1. Scope of Work
2. Cost Proposal
3. Budget Request Adjustments

TASK 1.0 PROJECT MANAGEMENT AND ADMINISTRATION

The following Project Management and Administration subtasks are needed to continue managing the Project from November 2023 through April 2025 to support the project through the final design of the Advanced Water Purification Facility (AWPF) and pipeline to Stanfield Marsh/Lake.

1.1 Program Administration

- Continue project oversight, manage communication, assign resources, and coordinate work efforts of the Consultant Team.
- Prepare monthly invoices and progress reports and administer prime contract and subcontracts.
- An additional budget is requested, as more time than anticipated was taken to set up Amendment #4 project and sub-agreements.

1.2 Program Controls

- Maintain a schedule, update program budget (if needed), and cash flow model on a quarterly basis (assumed 5 updates).
- Monitor scope and track approved out-of-scope work.
- Prepare two short-term (six-month) project spending forecasts to assist the Agency Team with yearly budgets.
- Develop and maintain a program risk register to assist the Project Team with proactively managing risk and mitigation activities.
- *Note: It is assumed that the unspent budget in Amendment #4 will be used to cover a portion of the new fee.*

1.3 Agency Team Coordination

- Plan, organize, and conduct bi-weekly Project Team meetings.
- Facilitate and/or participate in impromptu meetings, phone/conference calls, and site visits.
- *Note: It is assumed that the unspent budget in Amendment #4 will be used to cover a portion of the new fee.*

1.4 Programming for Subsequent Phases

- Coordinate and collaborate with the Project Team to plan the work necessary to complete the subsequent phases of the Project.
- *Note: It is assumed that the unspent budget in Amendment #4 will be used. However, the budget was adjusted to account for the updated billing rates and increased.*

TASK 2.0 FUNDING AND FINANCING

The following tasks are needed to support ongoing and anticipated funding and financing efforts through April 2025. If additional grants or loans are pursued or selected to move to the next phase, additional scope and budget may be needed to secure and/or administer such funding.

2.2 Santa Ana Region Prop 1 Integrated Regional Water Management (IRWM) Grant

- Prepare and submit up to six (6) Prop 1 IRWM quarterly progress reports and invoices (January 2024 - April 2025).
- As-needed coordination with BBARWA, Santa Ana Watershed Project Authority (SAWPA), and Department of Water Resources (DWR) to complete the required reporting and anticipated

amendment of the grant agreement to reflect the latest program schedule and budget. The budget is based on providing up to 30 hours of support for the amendment and as-needed support.

- Participate in one meeting to provide a project update upon request from DWR/SAWPA.
- An additional budget is requested to complete the October 2023 report, as the budget was used to perform work not anticipated, which was to coordinate a site tour for DWR and review a higher number of invoices due to the Pilot Plan.

2.3 U.S. Bureau of Reclamation Title XVI Grants

The following tasks are anticipated to continue administrating the Title XVI grants through April 2025.

- Complete three (3) performance and federal financial reports (SF425) due to USBR by April 30th and October 30th of each year.
- Coordinate with USBR to amend the agreement to include a revised schedule, budget, and/or grant amount (if the FY23 grant is awarded).

2.5 As-Needed Funding Coordination

- Continue to identify additional potential funding sources, contact relevant program staff to discuss the funding opportunities, investigate the availability and timing of grant and loan funds, and recommend any next steps. Task budget could be used for preparation of simple grant applications such as Community Project Funding requests, or to pursue state funds such as the CWSRF.

2.6 STAG Grant Application and Administration

BBARWA received two federal grants through the FY 2021 and FY 2022 Congressionally Directed Spending (CDS), which will be dispersed through the EPA State and Tribal Assistance Grants (STAG) program after the Environmental Documents and a formal grant application are completed. It is assumed that one application will be submitted for the two federal awards.

Application

- Coordinate with EPA to complete the Application.
- Complete the application package, which consists of the following:
 - Federal Assistance form (SF 424)
 - Budget Information for Non-Construction Programs (SF 424A)
 - EPA Key Contacts Form (EPA Form 5700-4)
 - Pre-Award Compliance Review Report (EPA Form 4700-4)
 - Certification Regarding Lobbying (EPA Form 6600-06)
 - Disclosure of Lobbying Activities (Form SF-LLL)
 - Budget Detail-Breakdown
 - Workplan

Administration

- Conduct ongoing coordination to administer the grant.
- Prepare up to three reports and reimbursement requests.

TASK 3.0 COMMUNICATION AND OUTREACH SUPPORT

3.1 Community Outreach and Education

- Provided as-needed communication and outreach support. This includes updating the Program's website, preparing press releases, and updating educational materials for public events.

- *Note: Reallocated the remaining budget from Task 3.2 to cover a portion of the new fee.*

TASK 4.0 STAKEHOLDER COORDINATION AND PROGRAM GOVERNANCE

4.1 Stakeholder Coordination

In response to comments received as part of the Public Scoping process for the Environmental Impact Report (EIR), the Project Team has identified a need for additional stakeholder meetings with the Lucerne Valley and the Santa Ana River (SAR) Stakeholders. Additional budget is being requested to accommodate these stakeholder meetings.

- Prepare for and facilitate up to four (4) additional in-person meetings to engage the Lucerne Valley and the SAR downstream stakeholders. It is assumed that debriefing meetings will occur after each in-person meeting. Assumed two (2) WSC staff will attend the meetings, and TH&Co will attend one meeting with Lucerne Valley stakeholders, if needed.

4.4 Board of Directors Updates

- Additional budget is requested to prepare and present at up to three (3) Board meetings, as requested by BBARWA. It is assumed that WSC staff will attend in person.

TASK 5.0 ENVIRONMENTAL REVIEW SUPPORT

5.1 Environmental Impact Report/Environmental Assessment (EIR/EA) Preparation Support and Coordination

- As part of the Notice of Preparation (NOP), BBARWA received public comments that require additional analyses that needed to be incorporated into the Draft EIR. WSC and TH&Co completed the following tasks to develop information to prepare the EIR and stakeholder coordination;
 - Complete an updated water balance analysis to quantify the Lucerne Valley net change in recharge due to the Project.
 - Estimate depth and construction cost for a potential new irrigation well to maintain the site.
 - Prepare an analysis based on groundwater levels to determine if the BBARWA disposal contributes to surface/subsurface flows in the wash.
 - Prepare a TM as an update to the 2017 Lucerne Valley Site Groundwater report to include new data and update or confirm prior conclusions.
 - Develop a detailed description of evaporation ponds.
- *Note: Depending on the extent of comments received on the Draft EIR, additional budget may be needed to respond to comments.*

5.4 Stanfield Marsh/Lake Wildlife Study

- The Stickleback Survival Study scoped in Amendment #4 has been repurposed to assess the impact on wildlife in Stanfield Marsh (Marsh) and Big Bear Lake (Lake). It is anticipated that the existing budget will be used to complete this study and no additional budget is being requested; this item is to document the change in scope. GEI will assess how the proposed Lake discharge will impact wildlife and beneficial uses of the Lake and develop preventative actions to address any issues.

TASK 6.0 REGULATORY ANALYSIS AND COORDINATION

Task 6.1 BBARWA NPDES Permit

Technical Studies

- The Monitoring Plan includes the following tasks:
 - Identify all constituents that need to be monitored to obtain the NPDES permit.

- Obtain cost proposals from three certified laboratories to start monitoring in 2023.
- Estimate costs for future monitoring requirements.
- Prepare a draft and final monitoring plan to be submitted to the Regional Board.
- Facilitate execution of the monitoring plan including coordination of sampling dates and shipment of materials from the third-party lab.
- Review water quality data and coordinate with third-party laboratory and BBARWA lab staff on clarification of data, lab QC notes, and results.
- Prepare a TM summarizing the results of the 2023 Monitoring Plan and incorporate it into the Antidegradation Analysis.
- Prepare short TM to address the mixing of discharge and Lake water to support EIR analysis and regulatory coordination. This effort can be accommodated under the existing budget.
- Coordinate with The Prizm Group (TPG) to survey the Division Wells, which is needed to complete the Domestic Wells Workplan. Contract with TPG to survey the Division Wells.
- Update the reasonable potential analysis with the AWPf pilot data to assist with permit negotiations.

Permit Coordination

Additional budget is requested to continue the NPDES permitting process after the additional information is submitted in early 2024. Due to Regional Board’s longer response time, it is assumed that the final order will be completed after April 2025, and additional budget will be needed to adopt the order since these will likely fall outside the timeframe of this scope of work. The anticipated steps and estimated timeframe for the application process and issuance of the NPDES discharge permit are outlined below:

Task	Activity	Estimated Timeframe
Within Scope		
	Prepare and submit additional information requested by Regional Board	Early 2024
	DDW submits letter to Regional Board with recommended permit provisions to protect public health (expect Title 22 requirements)	TBD (Summer/Fall 2024)
	Regional Board reviews additional information and DDW input and issues an Administrative Draft ⁽¹⁾ (provided to the discharger for review before issuing the Tentative Order) or a Tentative Order for public review	TBD (Winter 2024/Spring 2025)
Not scoped		
	Negotiate Administrative Draft or Tentative Order terms with Regional Board for final NPDES permit; up to three (3) meetings are assumed	TBD
	Regional Board public hearing and adoption of final NPDES permit. EPA has 30 days to object to the adopted permit, then the NPDES permit becomes effective.	TBD
Notes:		
1. BBARWA could request an administrative draft, but is not guaranteed that one will be provided.		

As part of this scope, the following items will be completed:

- Conduct as-needed coordination to continue the NPDES process after submitting the additional information in Early 2024.
- Conducts up to two (2) 2-hour internal virtual meetings to prepare for the Regional Board meetings or debrief.

- Review the Administrative Draft and Tentative Order to identify the negotiation strategy and provide comments to the Regional Board.
- Conduct and facilitate one (1) additional in-person meeting to negotiate the Administrative Draft or Tentative Order terms.
- Prepare up to two (2) response letters for any comments received during the ROWD discussions, Administrative Order, and/or Tentative Order.
- Prepare meeting agendas, presentations, and meeting summaries to document key discussion points, pertinent notes, and decisions.
- *Note: Depending on the complexity of NPDES Administrative Draft permit provisions, additional budget may be needed to respond to comments.*

Task 6.2 BBARWA Water Discharge Requirements (WDR) Permit Modification

Additional scope and budget are needed to prepare the Report of Waste Discharge (ROWD) and supplemental studies to modify BBARWA's existing WDR permit.

- Prepare and submit the ROWD forms based on available information, which includes the following elements:
 - CA Form 200 – general information similar to Form 1 (also including facility and discharge location and CEQA information)
 - Maps, treatment plant schematics, treatment process narrative, contact information, and other items needed to complete the required form
 - Review BBARWA's existing WDR permit and other relevant information to complete forms and descriptions
- Conduct one internal strategy meeting to prepare for the Colorado River Regional Board meeting.
- Prepare for and facilitate up to one (1) meeting with the Colorado River Regional Board submitting the ROWD to request input.
- *Assumption: Special technical studies may be required. Due to the unknown nature of these studies, these will be scoped at a later once more information is available.*

TASK 7.0 PRELIMINARY ENGINEERING

7.2 Pilot Study Planning and Implementation

Additional budget is being requested to complete Pilot Study Planning work that was not included in Amendment #4. The Pilot Study was extended through December 2023. These are:

- Coordinate development and legal review of Rental Agreement Terms and Conditions between BBARWA and pilot equipment suppliers.
- Evaluate instrumentation and auto-sampler rental availability and costs.
- Coordinate with chemical suppliers to obtain estimates and lead times and facilitate execution of purchase orders between BBARWA and chemical suppliers.
- Evaluate alternative piloting opportunities for brine management process as opposed to operation of on-site piloting equipment.
- Prepare Sampling Plan for the AWTP Pilot Study and coordinate with three certified laboratories to obtain quotes for pilot study sampling.
- Participate in kickoff meetings with each pilot equipment supplier prior to commissioning.
- Assist BBARWA in startup and commissioning activities, including coordination of delivery to and from BBARWA's WWTP for the following pilot equipment:
 - Nexom Denitrification Filters
 - DuPont Ultrafiltration Membranes

- IDE PFRO Membranes
- DuPont CCRO Membranes
- Trojan UV-AOP System
- Facilitate coordination between BBARWA and pilot equipment suppliers regarding operational adjustments, questions, and troubleshooting.
- Perform up to ten (10) one-day site visits to BBARWA WWTP to observe piloting operation, assist in operational troubleshooting, routine operation and maintenance, performance testing support, and to facilitate industry or community pilot tours, attended by up to two (2) WSC staff.
- Facilitate execution of piloting sampling plan including coordination of sampling dates, shipment of materials from the third-party lab, and selection of water quality analysis by constituent for each sampling event.
- Provide routine review of water quality data and coordinate with third-party laboratory and BBARWA lab staff on clarification of data, lab QC notes, and results.
- Review complete water quality data set following end of piloting period and analyze for performance, trends, and impacts from operational adjustments.
- Provide general coordination between all parties integral to pilot operation, as requested by BBARWA.

7.8 Pilot Report

- Review pilot equipment suppliers' Pilot Reports and provide comments.
- Prepare Draft Pilot Report for review by Agency Team, documenting:
 - Summary of piloting operation.
 - Presentation of operational schedule and adjustments that was executed.
 - Treatment performance by process against piloting objectives from Piloting Plan.
 - Results and conclusions of water quality data analysis.
 - Implications for full-scale design of Replenish Big Bear upgrades.
- Incorporate Agency Team Comments on Draft Pilot Report into a Final Pilot Report.
- Provide materials and documentation for communicating results of piloting to the Regional Board and Division of Drinking Water.

Task No. Task Description	WSC												TH&Co	TPG	LWA	ALL FIRMS			
	Principal in Charge	Project Manager	Deputy Project Manager	Lead Designer	Design QA/QC	Staff Engineer	Funding Lead	Graphic Designer	Administration	Lead Outreach Coordinator	Communications	WSC Labor Hours	WSC Labor Fee	Expenses	WSC Fee	Labor Fee	Labor Fee	Labor Fee	Total Fee
	Jeffery Szytel	Laine Carlson	Antonia Estevez-Olea	Matthew Rodrigues	Dylan Wade	Elizabeth Wiley	Justin Sutton	Frederick Franklin	Kay Merrill	Amy Stevens	Nina Thoming								
<i>Billing rates, \$/hr</i>	\$390	\$345	\$225	\$260	\$390	\$170	\$225	\$145	\$175	\$240	\$185								
1 Program Management and Administration																			
1.1 Program Administration		36	180	36					20			272	\$ 65,780	\$ -	\$ 65,780				\$ 65,780
1.2 Program Controls	10	40	50	16								116	\$ 33,110	\$ -	\$ 33,110				\$ 33,110
1.3 Agency Team Coordination	27	72	108	12								219	\$ 62,790	\$ -	\$ 62,790				\$ 62,790
1.4 Programming for Subsequent Phases	4	16	30	30								80	\$ 21,630	\$ -	\$ 21,630				\$ 21,630
SUBTOTAL	41	164	368	94	0	0	0	0	20	0	0	687	\$ 183,310	\$ -	\$ 183,310	\$ -	\$ -	\$ -	\$ 183,310
2 Funding and Financing																			
2.2 Santa Ana Region Prop 1 IRWM Grant		12	36				66					114	\$ 27,090	\$ 75	\$ 27,165				\$ 27,165
2.3 U.S. Bureau of Reclamation Title XVI Grants		4	24				48					76	\$ 17,580	\$ -	\$ 17,580				\$ 17,580
2.5 As-Needed Funding Coordination	4	24	90				90					208	\$ 50,340	\$ -	\$ 50,340				\$ 50,340
2.6 STAG Grant Applications and Administration		12	49				56					117	\$ 27,765	\$ -	\$ 27,765				\$ 27,765
SUBTOTAL	4	52	199	0	0	0	260	0	0	0	0	515	\$ 122,775	\$ 75	\$ 122,850	\$ -	\$ -	\$ -	\$ 122,850
3 Outreach Support																			
3.1 Community Outreach and Education		12	12							36	18	78	\$ 18,810	\$ -	\$ 18,810				\$ 18,810
SUBTOTAL	0	12	12	0	0	0	0	0	0	36	18	78	\$ 18,810	\$ -	\$ 18,810	\$ -	\$ -	\$ -	\$ 18,810
4 Stakeholder Coordination and Program Governance																			
4.1 Stakeholder Coordination	8	60	72					24				164	\$ 43,500	\$ 900	\$ 44,400				\$ 44,400
4.4 Board of Directors Updates		36	36	36				12				120	\$ 31,620	\$ 320	\$ 31,940				\$ 31,940
SUBTOTAL	8	96	108	36	0	0	0	36	0	0	0	284	\$ 75,120	\$ 1,220	\$ 76,340	\$ -	\$ -	\$ -	\$ 76,340
5 Environmental Review Support																			
5.1 EIR/EA Preparation Support and Coordination		8	20									28	\$ 7,260	\$ -	\$ 7,260	\$ 14,740			\$ 22,000
5.4 Stanfield Marsh/Lake Wildlife Study												0	\$ -	\$ -	\$ -				\$ -
SUBTOTAL	0	8	20	0	0	0	0	0	0	0	0	28	\$ 7,260	\$ -	\$ 7,260	\$ 14,740	\$ -	\$ -	\$ 22,000
6 Regulatory Analysis and Coordination																			
6.1 BBARWA NPDES Permit	28	106	364	6		40						544	\$ 137,750	\$ 500	\$ 138,250		\$ 8,393	\$ 74,151	\$ 220,794
6.2 BBARWA WDR Permit Modification	4	18	62	20								104	\$ 26,920	\$ 500	\$ 27,420		\$ 10,116		\$ 37,536
SUBTOTAL	32	124	426	26	0	40	0	0	0	0	0	648	\$ 164,670	\$ 1,000	\$ 165,670	\$ -	\$ 8,393	\$ 84,267	\$ 258,330
7 Preliminary Engineering																			
7.2 Pilot Study Planning and Implementation	10	32	82	400		300						824	\$ 188,390	\$ -	\$ 188,390				\$ 188,390
7.8 Pilot Report	12	16	16	70		100						214	\$ 49,000	\$ -	\$ 49,000				\$ 49,000
SUBTOTAL	22	48	98	470	0	400	0	0	0	0	0	1038	\$ 237,390	\$ -	\$ 237,390	\$ -	\$ -	\$ -	\$ 237,390
COLUMN TOTALS	107	504	1231	626	0	440	260	36	20	36	18	3278	\$ 809,335	\$ 2,295	\$ 811,630	\$ 14,740	\$ 8,393	\$ 84,267	\$ 919,030

10% mark-up on direct expenses; 10% mark-up for sub-contracted services
 Standard mileage rate \$0.625 per mile (or current Federal Mileage Reimbursement Rate)
 Rates are subject to revision as of January 1 each year.

Phase ID & Description	Amendment 4 Contract		Contract Remaining as		Projected Spend		Amendment #4 Projected Budget		Amendment#5 Estimate	Revised Budget Request	Notes
	Amount	Spent as of 8/31/2023	of 8/31/2023	of 8/31/2023	Through 10/31/2023	Remaining as of 10/31/2023	Remaining as of 10/31/2023				
1054-11342 Replenish Big Bear PM Amendment #4	\$ 1,078,950.00	\$ 538,676.48	\$ 540,273.52	\$ 102,329.71	\$ 212,723.67	\$ 919,029.51	\$ 832,911.79				
Task 1 - Project Management and Administration	\$ 136,725.00	\$ 77,448.75	\$ 59,276.25	\$ 12,358.43	\$ 46,917.82	\$ 183,310.00	\$ 136,392.18				
1.1 - Program Administration	\$ 36,900.00	\$ 38,903.75	\$ (2,003.75)	\$ 5,350.25	\$ (7,354.00)	\$ 65,780.00	\$ 73,134.00				An additional budget is requested, as more time than anticipated was taken to set up Amendment #4 project and sub-agreements.
1.2 - Program Controls	\$ 29,850.00	\$ 13,827.50	\$ 16,022.50	\$ 2,514.09	\$ 13,508.41	\$ 33,110.00	\$ 19,601.59				The remaining budget will be used to cover some of the upcoming work.
1.3 - Agency Team Coordination	\$ 50,645.00	\$ 24,717.50	\$ 25,927.50	\$ 4,494.09	\$ 21,433.41	\$ 62,790.00	\$ 41,356.59				The remaining budget will be used to cover some of the upcoming work.
1.4 - Programming for Subsequent Phases	\$ 19,330.00	\$ -	\$ 19,330.00	\$ -	\$ 19,330.00	\$ 21,630.00	\$ 2,300.00				The remaining budget will be used to cover some of the upcoming work.
Task 2 - Funding and Financing	\$ 183,480.00	\$ 82,158.75	\$ 101,321.25	\$ 40,711.25	\$ 60,902.50	\$ 122,850.00	\$ 125,043.75				
2.1 - Funding and Financing Strategy	\$ 14,770.00	\$ -	\$ 14,770.00	\$ -	\$ 14,770.00	\$ -	\$ -				
2.2 - Santa Ana Region Prop 1 IRWM Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
IRWM Application	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
IRWM Grant Administration	\$ 9,260.00	\$ 9,153.75	\$ 106.25	\$ 2,300.00	\$ (2,193.75)	\$ 27,165.00	\$ 29,358.75				An additional budget is requested to complete the October 2023 report, as the budget was used to perform work not anticipated, which was to coordinate a site tour for DWR and review a higher number of invoices due to the Pilot Plan.
2.3 - U.S. Bureau of Reclamation Title XVI Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Title XVI Application	\$ 30,420.00	\$ 5,181.25	\$ 25,238.75	\$ 25,238.75	\$ -	\$ -	\$ -				
Title XVI Grant Administration	\$ 50,330.00	\$ 17,932.50	\$ 32,397.50	\$ 3,200.00	\$ 29,197.50	\$ 17,580.00	\$ 17,580.00				Additional budget to complete 2024 and 2025 reports and amendment #2. The current budget is reserved for BABA waiver and FCA.
2.4 - EPA WIFIA Loan	\$ -	\$ 292.50	\$ (292.50)	\$ -	\$ -	\$ -	\$ -				
WIFIA Application	\$ 52,300.00	\$ 28,171.25	\$ 24,128.75	\$ 5,000.00	\$ 19,128.75	\$ -	\$ -				The current budget should be sufficient to support BBARWA with loan closing.
WIFIA Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				Not scoped
2.5 - As-Needed Funding Coordination	\$ 26,400.00	\$ 21,427.50	\$ 4,972.50	\$ 4,972.50	\$ -	\$ 50,340.00	\$ 50,340.00				WSC put a significant budget under this task (~\$50K), so there is enough to pursue CWSRF if BBARWA decides to do that or to apply for more community project funding requests if Title XVI doesn't fill the 25% federal limit next year. If you prefer, we could reduce this down to ~\$20k to cover screening of new programs, then amend later as needed if you decide to pursue any of them.
2.6 EPA STAG Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,765.00	\$ 27,765.00				New task. Separated total since administrative costs are eligible for reimbursement.
EPA STAG Application	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,765.00	\$ 18,765.00				
EPA STAG Grant Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,000.00	\$ 9,000.00				
Task 3 - Outreach Support	\$ 45,680.00	\$ 27,705.10	\$ 17,974.90	\$ 3,840.00	\$ 3,704.90	\$ 18,810.00	\$ 4,675.10				
3.1 - Community Outreach and Education	\$ 35,250.00	\$ 27,705.10	\$ 7,544.90	\$ 3,840.00	\$ 3,704.90	\$ 18,810.00	\$ 15,105.10				The total budget request for this task is \$4,675.10.
3.2 - Media Relations Support (Optional)	\$ 10,430.00	\$ -	\$ 10,430.00	\$ -	\$ -	\$ -	\$ (10,430.00)				Deleted this task. Reallocated the remaining budget to Task 3.1.
Task 4 - Stakeholder Coordination and Program Governance	\$ 88,940.00	\$ 43,561.55	\$ 45,378.45	\$ 3,600.00	\$ 41,778.45	\$ 76,340.00	\$ 66,442.50				
4.1 - Stakeholder Coordination	\$ 38,390.00	\$ 24,104.42	\$ 14,285.58	\$ 3,600.00	\$ 10,685.58	\$ 44,400.00	\$ 44,400.00				
4.2 - Program Benefits Sharing and Governance	\$ 14,670.00	\$ 10,034.63	\$ 4,635.37	\$ -	\$ 4,635.37	\$ -	\$ -				
4.3 - Water Rights Support	\$ 16,560.00	\$ -	\$ 16,560.00	\$ -	\$ 16,560.00	\$ -	\$ -				
4.4 - Board of Directors Updates	\$ 19,320.00	\$ 9,422.50	\$ 9,897.50	\$ -	\$ 9,897.50	\$ 31,940.00	\$ 22,042.50				The remaining budget will be used to cover some of the upcoming work.
Task 5 - Environmental Review Support	\$ 126,100.00	\$ 54,359.97	\$ 71,740.03	\$ 12,320.03	\$ 59,420.00	\$ 22,000.00	\$ 4,638.75				
5.1 - EIR/EA Preparation Support and Coordination	\$ 58,760.00	\$ 50,439.97	\$ 8,320.03	\$ 8,320.03	\$ -	\$ 22,000.00	\$ 22,000.00				The total budget request for this task is \$4,638.75
5.2 - Public Meetings and Outreach Support	\$ 31,830.00	\$ 3,091.25	\$ 28,738.75	\$ 2,000.00	\$ 26,738.75	\$ -	\$ -				
5.3 - Federal Lead Agency Coordination	\$ 16,320.00	\$ -	\$ 16,320.00	\$ 1,000.00	\$ 15,320.00	\$ -	\$ -				
5.4 - Stickleback Survival Study	\$ 19,190.00	\$ 828.75	\$ 18,361.25	\$ 1,000.00	\$ 17,361.25	\$ (17,361.25)	\$ -				Task no longer needed; reallocating Budget to 5.1
Task 6 - Regulatory Analysis and Coordination	\$ 294,715.00	\$ 59,231.50	\$ 235,483.50	\$ 5,000.00	\$ -	\$ 258,329.51	\$ 258,329.51				
6.1 - BBARWA NPDES Permit	\$ 241,407.00	\$ 58,925.25	\$ 182,481.75	\$ 5,000.00	\$ -	\$ 220,793.91	\$ 220,793.91				
6.2 - BBARWA WDR Permit Modification	\$ 36,928.00	\$ 306.25	\$ 36,621.75	\$ -	\$ -	\$ 37,535.60	\$ 37,535.60				
6.3 - Resource Agency Coordination	\$ 16,380.00	\$ -	\$ 16,380.00	\$ -	\$ -	\$ -	\$ -				
Task 7 - Preliminary Engineering	\$ 203,310.00	\$ 194,210.86	\$ 9,099.14	\$ 24,500.00	\$ -	\$ 237,390.00	\$ 237,390.00				
7.1 - Update Facilities Plan Chapters	\$ 25,160.00	\$ 8,633.75	\$ 16,526.25	\$ 4,500.00	\$ -	\$ -	\$ -				
7.2 - Pilot Study Planning	\$ 35,480.00	\$ 156,428.36	\$ (120,948.36)	\$ -	\$ -	\$ 188,390.00	\$ 188,390.00				Additional WSC budget for Task 7.2 and Pilot Report budget fall within \$1.386M Piloting budget. With brine piloting and CCRO pilot and projected spending through the end of the year, there is a \$45K of buffer (Project piloting spend of \$1.336M)
7.3 - WWTP Plant Mass Balance Model	\$ 34,090.00	\$ 9,068.75	\$ 25,021.25	\$ 7,500.00	\$ -	\$ -	\$ -				
7.4 - Distribution Infrastructure Preliminary Design	\$ 17,820.00	\$ 1,520.00	\$ 16,300.00	\$ -	\$ -	\$ -	\$ -				
7.5 - Prepare Procurement Strategies and Management Plan	\$ 21,600.00	\$ 13,091.25	\$ 8,508.75	\$ -	\$ -	\$ -	\$ -				
7.6 - Implementation Plan	\$ 8,210.00	\$ -	\$ 8,210.00	\$ -	\$ -	\$ -	\$ -				
7.7 - Facilities Plan	\$ 60,950.00	\$ 5,468.75	\$ 55,481.25	\$ 12,500.00	\$ -	\$ -	\$ -				
7.8 - Pilot Plan Report	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49,000.00	\$ 49,000.00				New task.
Project Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
						Total Revised Budget	\$ 832,911.79				



AGENDA ITEM: 10.C.

MEETING DATE: September 27, 2023

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

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

PREPARED BY: Bridgette Burton, Administrative Services Manager/Board Secretary

REVIEWED BY: Christine Bennett, Finance Manager

SUBJECT: Appropriate \$45,000 for the Administration Building Roof Replacement Project from the Contingency Fund

BACKGROUND & DISCUSSION:

On November 9, 2022, portions of the Administration Building clay tile roof were damaged due to high winds. The Agency contacted its insurance provider, Special District Risk Management Authority (SDRMA), to inspect the damage and begin the claim process.

On March 1, 2023, the Agency solicited informal proposals for repair of the Administration Building clay tile roof. The Agency received one bid in the amount of \$92,700. It was decided to reject the bid and investigate replacement of the clay tile with shingles. During this time, staff discovered additional roof leaks that would not be repaired by SDRMA's recommended scope of work. There are several factors that contributed to the recommendation to replace the entire roof:

- Difficulty in procuring matching clay tile,
- Probability of additional damage due to high winds,
- Additional repairs not included in the SDRMA recommended scope of work,
- Difficulty in guaranteeing that all leaks are abated, and
- Preparation for solar panel installation to support the energy demands of the Replenish Big Bear Project.

On September 11, 2023, the Agency solicited informal proposals to replace the clay tile roof with Class A 3-tab roofing shingles. Proposals are due on September 28, 2023. Based on the engineer's estimate, an additional \$45,000 will be needed for the roof replacement, above the SDRMA settlement amount.

FINANCIAL IMPACT:

Based on SDRMA's insurance adjusters' inspection, SDRMA determined the actual cash value of the claim to be \$37,655.26. When factoring in the \$1,000 required deductible, the total adjusted claim amount is \$36,655.26. It is estimated that an additional \$45,000 will be needed to complete

the roof replacement. There are sufficient funds in the Contingency Fund to appropriate \$45,000 for this project.

RECOMMENDATION:

1. Appropriate \$45,000 from the Contingency Fund for the Administration Building Roof Replacement Project;
2. Authorize the General Manager to negotiate and execute the contract documents.