

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

Regular Board Meeting Minutes

July 26, 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 5:02 p.m. on July 26, 2023 at 121 Palomino Drive, Big Bear City, California.

Attendees stood silently for a moment of reflection and respect for Chair Green.

BOARD MEMBERS PRESENT

Jim Miller, Vice-Chair
Rick Herrick, Director (joined at 5:11 p.m.)
Bynette Mote, Director
Larry Walsh, Director

BOARD MEMBERS ABSENT

None

STAFF MEMBERS PRESENT

David Lawrence, General Manager
Christine Bennett, Finance Manager
John Shimmin, Plant Manager
Sonja Kawa, Human Resources Coordinator/Accounting Technician
Bridgette Burton, Senior Management Analyst/Board Secretary

OTHERS

Members of the public who signed in included:

None

2. PLEDGE OF ALLEGIANCE

Director Mote

3. APPROVAL OF AGENDA

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

Ayes: Miller, Mote, Walsh

Noes: None

Absent: Herrick

Abstain: None

4. **PUBLIC FORUM**

None

5. **PRESENTATION AND INTRODUCTION**

5.A. Big Bear Chamber of Commerce Outstanding Employee Bridgette Burton

The General Manager congratulated Ms. Burton on this award and announced that Ms. Burton will be presented with the 2023 California Special Districts Association (CSDA) Staff Member of the Year award at the CSDA Annual Conference in August.

6. **INFORMATION/COMMITTEE REPORTS**

6.A. General Manager's Report

The General Manager described the Replenish Big Bear Open House and Pilot Tour event. The Governing Board thanked staff, inquired about questions from the public, clarified the four treatment processes and the timeline for the draft EIR, and requested additional details on the .gov domain.

6.B. Bear Valley Basin Groundwater Sustainability Agency

The General Manager explained the BVBGSA adopted the budget at the June 2023 meeting. The Governing Board added that the BVBGSA sustainability report was updated annually as well.

7. **CONSENT CALENDAR APPROVED ITEMS**

7.A. Approval of the Meeting Minutes from the May 24, 2023 Regular Meeting and the July 6, 2023 and July 19, 2023 Special Meetings

7.B. Monthly Disbursements Report for May and June

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

Upon motion by Director Herrick seconded by Director Mote and carried, the Governing Board approved the Consent Calendar as presented.

Ayes: Herrick, Miller, Mote, Walsh

Noes: None

Absent: None

Abstain: None

8. ITEMS REMOVED FROM CONSENT CALENDAR

None

9. OLD BUSINESS

None

10. NEW BUSINESS – DISCUSSION/ACTION ITEMS

10.A. Appropriate \$50,000 for the Force Main Investigation from the Contingency Fund

The General Manager described the investigation process. The Governing Board inquired about the owner of the line and if the City of Big Bear Lake would be cost sharing the investigation and/or repair.

Upon motion by Director Mote, seconded by Vice-Chair Miller and carried, the Governing Board appropriated \$50,000 from the Contingency Fund for the Force Main Investigation Project; authorized the General Manager to solicit informal bids per the Agency's Purchasing Policy to conduct the video investigation, not to exceed \$5,000; and authorized the General Manager to solicit informal bids per the Agency's Purchasing Policy for the installation of the access point, not to exceed \$45,000.

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

10.B. Resolution No. R. 13-2023, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Making Certain Findings and Authorizing Award of a Sole Source Contract for the Purchase of Victaulic Piping for the Headers and Check Valves Project Pursuant to Public Contract Code Section 3400

The General Manager explained the need for the sole source. The Governing Board inquired if the piping included any brass or bronze, requested additional information regarding the proprietary piping, and verified that BB&K reviewed and confirmed the Agency is operating within the Purchasing Policy.

Upon motion by Director Herrick, seconded by Director Mote and carried, the Governing Board approved Resolution No R. 13-2023; and authorized the General Manager to procure the necessary piping by sole source without following competitive bidding requirements.

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

10.C. Organizational Structure and Classification Plan; Appropriate \$33,357 for the Reclassification of the Senior Management Analyst/Board Secretary to Administrative Services Manager/Board Secretary from the Contingency Fund; Pay Schedule

The General Manager presented the details on the reclassification, organizational chart, and pay schedule. The Governing Board clarified the fiscal year in which the changes would be made, discussed possible future positions, and the impact of the Replenish Big Bear Project on staff.

Upon motion by Director Mote, seconded by Vice-Chair Miller and carried, the Governing Board approved the Administrative Services Manager/Board Secretary class specifications (job description) and Organizational Chart; appropriated \$33,357 for the reclassification of the Senior Management Analyst/Board Secretary to Administrative Services Manager/Board Secretary from the Contingency Fund; and approved the publicly available Pay Schedule.

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

10.D. Appointment of Governing Board Chair and/or Vice-Chair

Upon motion by Director Mote, seconded by Director Herrick and carried, the Governing Board tabled this item until the regular meeting in September.

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

11. COMMENTS AND ANNOUNCEMENTS

11.A. General Manager Comments

None

11.B. Governing Board Member Comments

The Governing Board commented that Chair Green was one of the most pleasurable Board Members they have ever worked with. He was very thoughtful and could easily sway others with his point of view. Chair Green will be missed.

12. ADJOURNMENT

With no further business to come before the Governing Board, Vice-Chair Miller adjourned the meeting at 5:50 p.m.

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