

# Big Bear Area Regional Wastewater Agency

Special Board Meeting Agenda  
December 17, 2025 at 10:00 a.m.  
121 Palomino Drive, Big Bear City, CA 92314 and  
44-506 Hoomau St., Honokaa, HI 96727

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Public Forum** - Public testimony is permitted at this time on the following sections of the agenda: Presentation and Introduction, Information/Committee Reports, Consent Calendar, and any other matters within the Agency's subject matter jurisdiction that are not included on the posted agenda. If you are unsure whether your public testimony falls within the subject matter jurisdiction or which agenda item it pertains to, please contact the Board Secretary before the meeting.

Each speaker is allotted a maximum of three minutes to address the Governing Board during this Public Forum. Public testimony on non-agenda items shall be limited to 30 minutes for all speakers. Please note that state law prohibits the Agency from taking action on matters not listed on the posted agenda.

For items on the posted agenda, public testimony will be taken prior to the Governing Board's deliberation of each item. Each speaker will be allotted a maximum of three minutes per item.

The Governing Board requests that public testimony focus specifically on BBARWA business. The Chair, by majority vote, may waive these time limitations and may rule out of order testimony that is unduly repetitious or irrelevant.

5. **Presentation and Introduction**
  - a. Sam Essex – 10-year Recognition
6. **Information/Committee Reports**
  - a. General Manager's Report
  - b. Director Sauer Report on Special District Leadership Academy
  - c. Administrative Committee on November 12, 2025
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.
  - a. Meeting Minutes for October

- b. Monthly Disbursements Report for October
- c. Investment Report Identifying Agency Investments and Reporting Interest Income for October
- d. First Quarter Report, Three Months Ended September 30, 2025
- e. Revision of Board Policy: Brown Act Teleconferencing

**8. Items Removed from the Consent Calendar**

**9. Old Business**

None

**10. New Business – Discussion/Action Items**

- a. Resolution No. R. 14-2025, A Resolution of the Big Bear Area Regional Wastewater Agency Amending Fees for the Use of the Boardroom
- b. Reorganization, Reclassification, Pay Schedule, and Allocate \$44,000 from the Contingency Fund for the Maintenance Worker
- c. Replenish Big Bear Preliminary Financial Impact of Project Cancellation or Continuation with Final Design

**11. Comments and Announcements**

- a. General Manager Comments
- 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](http://www.bbarwa.org) to view and/or print the Agenda Package.



## Agenda Item 6.A.

**Meeting Date:** December 17, 2025  
**To:** Governing Board of the Big Bear Area Regional Wastewater Agency  
**From:** David Lawrence, P.E., General Manager  
**Subject:** General Manager's Report

**Discussion:**

Administration

*December 24<sup>th</sup> 2025 Regular Meeting Adjournment*

The December regular meeting has been adjourned.

*Uniform Public Construction Cost Accounting Act (UPCCAA)*

Licensed contractors interested in being placed on the Agency's 2026 UPCCAA Contractors List must complete the Contractor Registration Application, available on the Agency's website. Interested contractors must have a current California Contractor's License and be registered as Public Works Contractors. This list is used to inform contractors of bid opportunities that fall under informal bidding procedures.

*Big Bear Valley Education Trust Real World Project*

The General Manager and Administrative Services Manager/Board Secretary participated in the Big Bear Valley Education Trust Real World Project on December 4, 2025. The project invites professionals into the classroom at Big Bear High School to share their career paths and experiences, helping broaden career perspectives for juniors and seniors.

*Assembly Bill (AB) 538 (Berman)*

AB 538, effective January 1, 2026, imposes new obligations on special districts and other public agencies that award public works contracts. Upon receiving a public request for certified payroll records (CPRs), the Agency must request CPRs from its contractors and subcontractors, who have 10 days to respond. Noncompliance must be reported to the California Department of Industrial Relations (DIR), which may impose penalties. Redaction rules vary depending on the requestor. The Agency's current practice requires contractors to submit CPRs with invoices for formal bid projects and will update its processes to meet AB 538's new obligations.

*Senate Bill (SB) 827 (Gonzalez)*

SB 827 expands ethics training to include department heads and other administrative officers. The Agency already requires supervisory employees and Governing Board Members to complete ethics training every two (2) years and posts Governing Board Member certificates

on its website. SB 827 requires local agencies to provide clear instructions on their websites for requesting ethics training records, which the Agency already provides.

In addition, SB 827 establishes a new fiscal and financial training requirement. The new fiscal training covers financial administration, budgeting, public resource management, and other related laws and principles. All relevant officials and designated employees must complete at least two (2) hours of fiscal and financial training, and the Agency will update its training schedule to comply with these new requirements.

#### *Emergency Electric Power Supply and Coordination Agreement*

Bear Valley Electric, Inc. (BVES) is reviewing the Emergency Electric Power Supply and Coordination Agreement.

#### Operations

##### *Cactus Flats Outfall Line Repair Project*

Southwest Gas received the United States Department of Agriculture Forest Service Special Use Permit. Construction is expected to start before the end of the calendar year.

##### *CalTrans Project # 0820000076 Outfall Line*

Agency counsel reviewed the Agency's permit and the easement held by Caltrans and determined BBARWA is responsible for the cost to protect the Outfall Line in place. Coordination with CalTrans is ongoing.

##### *Oxidation Ditch 1 Rotor 2 Shaft Replacement Project (no change)*

This project was completed on May 1, 2025. The shaft, which was purchased by the Agency, experienced a failure on July 27, 2025, when the welds on the shaft broke. Staff is in communication with the equipment supplier, Lakeside Equipment Corp., to address the issue under warranty.

##### *Oxidation Ditch 1 Wall Rehabilitation Project*

Due to weather conditions and the upcoming winter season with the potential for high flows, the ground penetrating radar will be scheduled for spring.

##### *RAS Header Replacement Project Engineering (no update)*

The design drawings and specifications are being finalized, with the project scheduled to go out to bid in the spring.

##### *Force Main Project*

This project was completed on November 18, 2025 and the Notice of Completion was submitted to the San Bernardino County Recorder's Office for official recordation. The total project cost is below:

Vendor	Scope	Quantity	Estimated Cost	Actual Cost
<b>Engineering Phase</b>				
Water Systems Consulting, Inc.	Design	1	\$90,000	\$66,771
	Permitting	1	8,000	0
Big Bear Grizzly	Bid Advertisement	1	2,000	3,656
Subtotal			100,000	
Contingency		10%	10,000	0
<b>Engineering Phase Total</b>			<b>\$110,000</b>	<b>\$70,427</b>
<b>Construction Phase</b>				
S. Porter's Inc.	Construction	1	\$880,000	\$708,569
Houston & Harris PCS, Inc.	Construction - CCTV Inspection	1		7,266
Misc Vendors	Construction – Materials and Supplies, Pumping	1		7,946
Lor Geotechnical Group, Inc.	Compaction Testing	1	27,000	9,644
Water Systems Consulting, Inc.	Engineering Services during Construction	1	44,000	20,090
	Construction Management	1	90,000	0
Best Best & Krieger	Administration and Legal – Environmental	1	9,000	1,805
Subtotal			1,050,000	755,320
Contingency		10%	110,000	0
<b>Construction Phase Total</b>			<b>\$1,160,000</b>	<b>\$755,320</b>
<b>Project Total</b>			<b>\$1,270,000</b>	<b>\$825,747</b>

*Treatment Plant Data*

Flow percentages for each Member Agency are shown below. The influent flow (MG) chart is attached.

<u>Member Agency</u>	<u>September</u>	<u>October</u>	<u>November</u>
City of Big Bear Lake	43.45%	44.81%	48.59%
Big Bear City CSD	52.70%	51.80%	48.27%
County of San Bernardino CSA 53B	3.85%	3.39%	3.14%

*Solar Production*

Actual net generation (kWh) for each fiscal year is summarized in the table below. The monthly performance reports are attached.

<b><u>Month</u></b>	<b><u>FY 2022</u></b>	<b><u>FY 2023</u></b>	<b><u>FY 2024</u></b>	<b><u>FY 2025</u></b>	<b><u>FY 2026</u></b>
July		215,598.25	285,573.00	259,658.50	288,076.00
August		229,947.25	261,893.00	281,198.50	244,730.00
September		230,749.75	280,457.00	242,325.00	221,609.00
October		276,600.50	293,122.50	270,744.00	251,891.00
November		241,524.25	247,757.00	224,763.00	
December	29,294.26	190,418.50	206,571.00	207,309.00	
January	212,982.42	192,716.50	202,574.00	219,277.00	
February	260,767.19	224,106.25	204,564.50	229,821.00	
March	295,923.69	269,443.75	244,171.50	266,439.00	
April	319,902.94	316,650.00	301,025.00	287,155.00	
May	330,560.38	302,288.50	311,556.50	281,839.00	
June	316,253.50	287,765.00	294,047.50	272,851.00	
<b>Total</b>	<b>1,765,684.38</b>	<b>2,977,808.50</b>	<b>3,133,312.50</b>	<b>3,043,380.00</b>	<b>1,006,306.00</b>

*Connections*

The monthly connections for each fiscal year and by Member Agency are summarized in the table below.

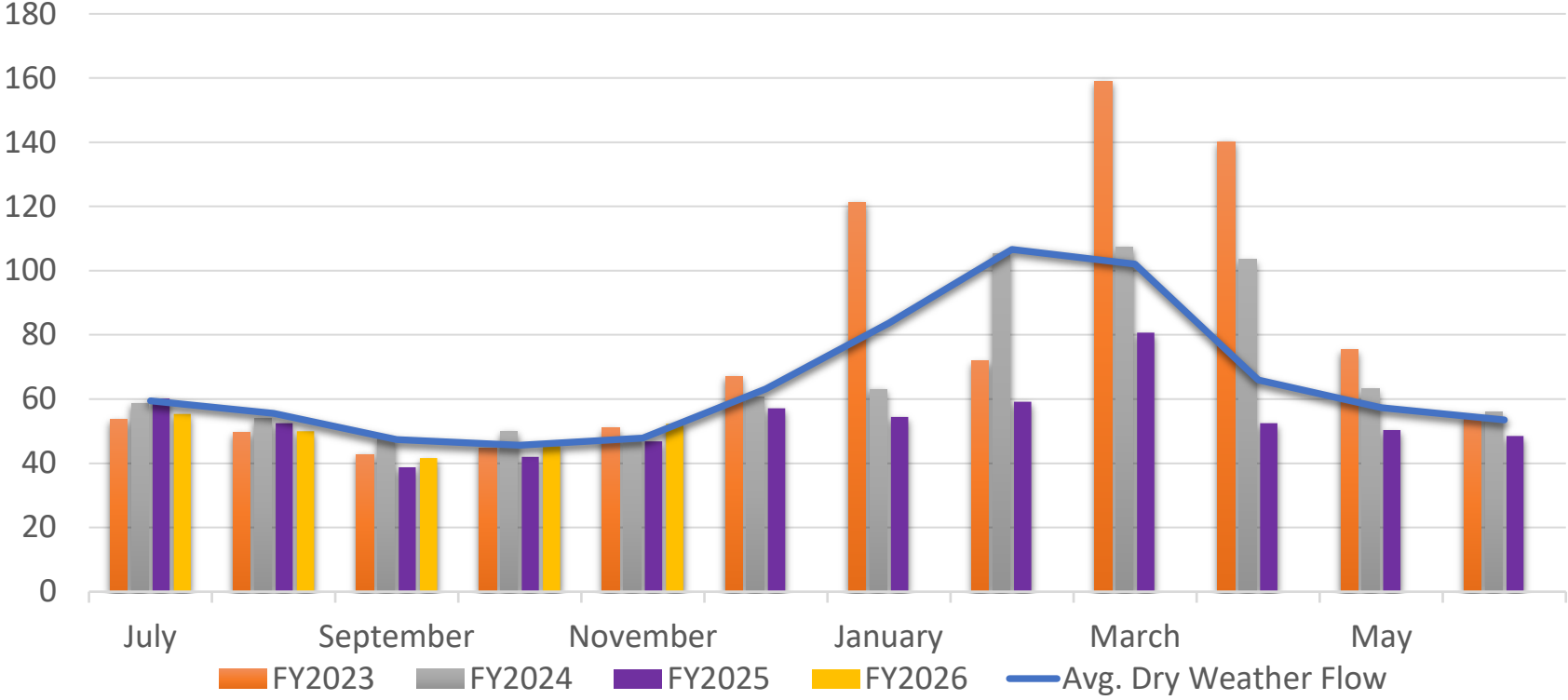
<b><u>Month</u></b>	<b><u>FY 2022</u></b>	<b><u>FY 2023</u></b>	<b><u>FY 2024</u></b>	<b><u>FY 2025</u></b>	<b><u>FY 2026</u></b>	<b><u>CBBL</u></b>	<b><u>CSD</u></b>	<b><u>CSA 53B</u></b>
July	11	2	5	4	6	4	2	0
August	5	13	4	7	4	1	3	0
September	7	8	69 <sup>1</sup>	12	5	1	4	0
October	9	6	6	1	4	0	4	0
November	5	4	2	2	1	0	1	0
December	3	2	2	4				
January	2	0	2	2				
February	6	0	1	2				
March	9	2	2	1				
April	12	4	5	1				
May	7	8	12	5				
June	<u>11</u>	<u>10</u>	<u>8</u>	6				
<b>Total</b>	<b>87</b>	<b>59</b>	<b>118</b>	<b>47</b>	<b>20</b>	<b>6</b>	<b>14</b>	<b>0</b>

<sup>1</sup> Hampton Inn in the City of Big Bear Lake was 62 connections.

**Attachments:**

Influent Flow Graph  
Monthly Solar Reports

### Influent Flow (MG)





<b>Plant ID:</b>	P-3998
<b>Capacity (kW-DC):</b>	1660.01
<b>Resource:</b>	Solar
<b>Address:</b>	121 Palomino Drive, Big Bear, CA, 92314
<b>Configuration:</b>	GM CPY

Last Three Months Performance

Month	Produced Energy (kWh)	
	Net Generation (kWh)	
	A	F
Jun 2025	272,851.00	292,054.43
Jul 2025	288,076.00	282,376.61
Aug 2025	244,730.00	279,147.08
<b>Sep 2025</b>	221,609.00	269,830.65

Month	Availability (%) and Performance Ratio (PR)	
	Availability	PR
	A	A
Jun 2025	99.881	0.935
Jul 2025	99.977	0.924
Aug 2025	99.702	0.899
Sep 2025	99.863	0.882
<b>AVERAGES</b>	99.856	0.910

Last Month Performance

Date	Actual vs. Forecasted Energy Production (kWh)	
	Net Generation (kWh)	
	A	F
2025-09-01	7,311.00	9,040.56
2025-09-02	1,941.00	9,043.80
2025-09-03	7,458.00	9,047.05
2025-09-04	6,341.00	9,050.29
2025-09-05	6,373.00	9,053.53
2025-09-06	9,358.00	9,056.78
2025-09-07	8,641.00	9,060.02
2025-09-08	9,477.00	9,063.26
2025-09-09	9,530.00	9,066.51
2025-09-10	9,479.00	9,069.75
2025-09-11	9,489.00	9,072.99
2025-09-12	9,346.00	9,076.24
2025-09-13	9,362.00	9,079.48
2025-09-14	9,363.00	9,082.72
2025-09-15	9,279.00	9,085.96
2025-09-16	5,194.00	9,065.90
2025-09-17	4,835.00	9,045.83

Date	Actual vs. Weather Adjusted Energy Production (kWh)	
	Net Generation (kWh)	
	A	W
2025-09-01	7,311.00	8,178.34
2025-09-02	1,941.00	2,446.63
2025-09-03	7,458.00	8,171.79
2025-09-04	6,341.00	7,307.86
2025-09-05	6,373.00	7,692.60
2025-09-06	9,358.00	10,355.28
2025-09-07	8,641.00	9,628.35
2025-09-08	9,477.00	10,431.75
2025-09-09	9,530.00	10,424.00
2025-09-10	9,479.00	10,366.92
2025-09-11	9,489.00	10,371.55
2025-09-12	9,346.00	10,240.94
2025-09-13	9,362.00	10,255.61
2025-09-14	9,363.00	10,253.49
2025-09-15	9,279.00	10,205.98
2025-09-16	5,194.00	5,758.10
2025-09-17	4,835.00	5,689.04

Date	Net Generation (kWh)	
2025-09-18	3,913.00	9,025.76
2025-09-19	7,901.00	9,005.70
2025-09-20	9,229.00	8,985.63
2025-09-21	4,232.00	8,965.57
2025-09-22	5,473.00	8,945.51
2025-09-23	6,046.00	8,925.44
2025-09-24	8,382.00	8,905.38
2025-09-25	9,173.00	8,885.32
2025-09-26	6,590.00	8,865.26
2025-09-27	5,424.00	8,845.20
2025-09-28	7,136.00	8,825.14
2025-09-29	6,220.00	8,805.08
2025-09-30	9,113.00	8,785.02

Date	Net Generation (kWh)	
2025-09-18	3,913.00	4,822.98
2025-09-19	7,901.00	9,080.53
2025-09-20	9,229.00	10,330.80
2025-09-21	4,232.00	4,728.07
2025-09-22	5,473.00	6,512.17
2025-09-23	6,046.00	7,161.22
2025-09-24	8,382.00	9,484.37
2025-09-25	9,173.00	10,224.65
2025-09-26	6,590.00	7,901.11
2025-09-27	5,424.00	6,295.00
2025-09-28	7,136.00	7,938.17
2025-09-29	6,220.00	7,143.39
2025-09-30	9,113.00	10,149.12

### Last 3 Months - Closed Events

Create Date	Resolved Date	Status	Title	Notes	Root Cause
-------------	---------------	--------	-------	-------	------------

### Last 3 Months - Open Events

Create Date	Status	Title	Notes	Root Cause
-------------	--------	-------	-------	------------

### DSD Solar Definitions

**kilowatt-hour (kWh):** The primary SI unit that quantifies absolute power generation generated during a specific duration (24 hours)

**Global Horizontal Irradiance (GHI):** The solar radiation that reaches a horizontal surface on Earth per unit area (W/m2)

**Weather Adjusted Generation:** PV systems depend on both system quality and the weather (i.e. available GHI, temperature).

A weather-adjusted production estimate is intended to give results more aligned with real production, which varies throughout the year given it's high dependence on environmental factors.

**Availability (%):** Characterizes the percentage of the system that is available for production.

**Performance Ratio (PR):** The ratio of real, measured production to the expected production for a given reporting period.



<b>Plant ID:</b>	P-3998
<b>Capacity (kW-DC):</b>	1660.01
<b>Resource:</b>	Solar
<b>Address:</b>	121 Palomino Drive, Big Bear, CA, 92314
<b>Configuration:</b>	GM CPY

**Last Three Months Performance**

Month	Produced Energy (kWh)	
	Net Generation (kWh)	
	A	F
Jul 2025	288,076.00	282,376.61
Aug 2025	244,730.00	279,147.08
Sep 2025	221,609.00	269,830.65
<b>Oct 2025</b>	251,891.00	259,502.48

Month	Availability (%) and Performance Ratio (PR)	
	Availability	PR
	A	A
Jul 2025	99.977	0.924
Aug 2025	99.702	0.899
Sep 2025	99.863	0.882
Oct 2025	97.580	0.866
<b>AVERAGES</b>	99.281	0.893

**Last Month Performance**

Date	Actual vs. Forecasted Energy Production (kWh)	
	Net Generation (kWh)	
	A	F
2025-10-01	9,038.00	8,765.60
2025-10-02	8,637.00	8,746.19
2025-10-03	9,263.00	8,726.77
2025-10-04	9,211.00	8,707.36
2025-10-05	9,063.00	8,687.94
2025-10-06	9,085.00	8,668.53
2025-10-07	9,055.00	8,649.12
2025-10-08	8,922.00	8,629.71
2025-10-09	5,638.00	8,610.30
2025-10-10	5,654.00	8,590.89
2025-10-11	8,959.00	8,571.48
2025-10-12	9,062.00	8,552.06
2025-10-13	8,900.00	8,532.66
2025-10-14	3,472.00	8,513.25
2025-10-15	8,656.00	8,493.84
2025-10-16	8,601.00	8,461.91
2025-10-17	8,557.00	8,417.45

Date	Actual vs. Weather Adjusted Energy Production (kWh)	
	Net Generation (kWh)	
	A	W
2025-10-01	9,038.00	10,043.50
2025-10-02	8,637.00	9,713.60
2025-10-03	9,263.00	10,248.66
2025-10-04	9,211.00	10,130.41
2025-10-05	9,063.00	10,012.14
2025-10-06	9,085.00	10,003.31
2025-10-07	9,055.00	9,990.51
2025-10-08	8,922.00	9,938.25
2025-10-09	5,638.00	6,384.92
2025-10-10	5,654.00	6,956.07
2025-10-11	8,959.00	9,966.94
2025-10-12	9,062.00	9,980.38
2025-10-13	8,900.00	9,963.91
2025-10-14	3,472.00	4,230.85
2025-10-15	8,656.00	10,029.78
2025-10-16	8,601.00	9,944.69
2025-10-17	8,557.00	9,916.12

Date	Net Generation (kWh)	
2025-10-18	8,431.00	8,373.00
2025-10-19	8,429.00	8,328.55
2025-10-20	8,275.00	8,284.10
2025-10-21	6,971.00	8,239.65
2025-10-22	8,244.00	8,195.21
2025-10-23	8,189.00	8,150.76
2025-10-24	8,082.00	8,106.31
2025-10-25	8,010.00	8,061.87
2025-10-26	7,906.00	8,017.43
2025-10-27	8,035.00	7,972.99
2025-10-28	8,108.00	7,928.55
2025-10-29	7,978.00	7,884.11
2025-10-30	7,895.00	7,839.67
2025-10-31	7,565.00	7,795.24

Date	Net Generation (kWh)	
2025-10-18	8,431.00	9,803.40
2025-10-19	8,429.00	9,827.04
2025-10-20	8,275.00	9,684.70
2025-10-21	6,971.00	8,429.69
2025-10-22	8,244.00	9,715.24
2025-10-23	8,189.00	9,639.92
2025-10-24	8,082.00	9,525.08
2025-10-25	8,010.00	9,513.78
2025-10-26	7,906.00	9,456.06
2025-10-27	8,035.00	9,519.46
2025-10-28	8,108.00	9,556.37
2025-10-29	7,978.00	9,450.50
2025-10-30	7,895.00	9,375.59
2025-10-31	7,565.00	9,125.29

### Last 3 Months - Closed Events

Create Date	Resolved Date	Status	Title	Notes	Root Cause
-------------	---------------	--------	-------	-------	------------

### Last 3 Months - Open Events

Create Date	Status	Title	Notes	Root Cause
-------------	--------	-------	-------	------------

### DSD Solar Definitions

**kilowatt-hour (kWh):** The primary SI unit that quantifies absolute power generation generated during a specific duration (24 hours)

**Global Horizontal Irradiance (GHI):** The solar radiation that reaches a horizontal surface on Earth per unit area (W/m<sup>2</sup>)

**Weather Adjusted Generation:** PV systems depend on both system quality and the weather (i.e. available GHI, temperature).

A weather-adjusted production estimate is intended to give results more aligned with real production, which varies throughout the year given its high dependence on environmental factors.

**Availability (%):** Characterizes the percentage of the system that is available for production.

**Performance Ratio (PR):** The ratio of real, measured production to the expected production for a given reporting period.



## Agenda Item 7.A.

**Meeting Date:** December 17, 2025  
**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:** Meeting Minutes

**Background & Discussion:**

Attached are the meeting minutes from the October 22, 2025 regular meeting.

**Financial Impact:**

There is no financial impact.

**Recommendation:**

Approve the meeting minutes from the October 22, 2025 regular meeting.

**Attachment:**

Meeting Minutes

# Big Bear Area Regional Wastewater Agency

Regular Board Meeting Minutes  
October 22, 2025 at 5:00 p.m.  
121 Palomino Drive, Big Bear City, CA 92314

## 1. Call to Order

A Regular Meeting of the Governing Board of the Big Bear Area Regional Wastewater Agency was called to order by Chair Segovia at 5:00 p.m. on October 22, 2025, at 121 Palomino Drive, Big Bear City, California.

Board Members Present: Kendi Segovia, Chair; Larry Walsh, Vice-Chair; and Rick Herrick, Director

Board Members Absent: John Russo, Director; and Andrew Sauer, Director

Staff Members Present: David Lawrence, General Manager; Christine Bennett, Finance Manager; Bridgette Burton, Administrative Services Manager/Board Secretary; and John Shimmin, Plant Manager

Others: Matt Rodrigues, Project Manager, Water Systems Consulting, Inc.; and Brad Welebir, Partner, Rogers, Anderson, Malody & Scott, LLP

Members of the public who signed in: Charlie Brewster, Big Bear Lake; Craig Brewster, Big Bear Lake; and Steve Ludecke, Big Bear City

## 2. Pledge of Allegiance – Chair Segovia

## 3. Approval of Agenda

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

Ayes: Herrick, Segovia, Walsh

Noes: None

Absent: Russo, Sauer

Abstain: None

## 4. Public Forum

Public comments were heard.

## 5. Presentation and Introduction

### a. Audit Report for the Fiscal Year End June 30, 2025

Brad Welebir, Partner at Rogers, Anderson, Malody & Scott, LLP, presented the audit report and advised that the Agency received an unmodified audit opinion, which is the highest level of assurance auditors can provide over financial statements.

**b. Replenish Big Bear Preliminary Design Report Presentation**

Matt Rodrigues, Project Manager, Water Systems Consulting, Inc., presented an overview of the Preliminary Design Report.

**6. Information/Committee Reports**

**a. General Manager’s Report**

The General Manager highlighted the status of the Cactus Flats Outfall Line Repair and Force Main Projects.

**7. Consent Calendar Approved Items**

**a. Meeting Minutes from the September 24, 2025 Regular Meeting**

**b. Monthly Disbursements Report for September**

**c. Investment Report Identifying Agency Investments and Reporting Interest Income for September**

Upon motion by Director Herrick, seconded by Vice-Chair Walsh and carried, the Governing Board approved the consent calendar as presented.

Ayes: Herrick, Segovia, Walsh

Noes: None

Absent: Russo, Sauer

Abstain: None

**8. Items Removed from the Consent Calendar**

None

**9. Old Business**

None

**10. New Business – Discussion/Action Items**

**a. Annual Report for the Fiscal Year Ended June 30, 2025**

The Finance Manager presented the annual report. This was an informational only item.

A public comment was heard.

**11. Comments and Announcements**

**a. General Manager Comments**

None

**b. Governing Board Comments**

The Governing Board reminded others that recent infrastructure projects in California are seeing costs far exceed their original estimates, highlighting the importance of careful oversight, and thanked Matt Rodrigues for the Replenish Big Bear presentation.

**12. Adjournment**

With no further business to come before the Governing Board, Chair Segovia adjourned the meeting at 7:11 p.m.

Attest:

---

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



## Agenda Item 7.B.

**Meeting Date:** December 17, 2025

**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 Disbursement Report

**Background:**

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

**Financial Impact:**

There is no financial impact.

**Recommendation:**

Informational

**Attachments:**

Check Register

Check Register by Account

**Big Bear Area Regional Wastewater Agency**  
**Check Register**  
**For the Period From Oct 1, 2025 to Oct 31, 2025**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
25219	10/8/25	AMAZON CAPITAL SERVICES	1000-20	6,987.14
25220	10/8/25	BEST BEST & KRIEGER LLP	1000-20	7,083.58
25221	10/8/25	BIG BEAR CITY COMMUNITY SERVICES DIST.	1000-20	378.76
25222	10/8/25	BUTCHER'S BLOCK	1000-20	564.68
25223	10/8/25	BEAR VALLEY ELECTRIC	1000-20	11,750.12
25224	10/8/25	CLINICAL LAB OF SAN BERNARDINO	1000-20	550.00
25225	10/8/25	JOHN CONNELLY	1000-20	600.00
25226	10/8/25	DENTAL CHAIR ADAPTORS LLC	1000-20	4,310.00
25227	10/8/25	DIY HOME CENTER-BIG BEAR	1000-20	32.84
25228	10/8/25	FLYERS ENERGY, LLC	1000-20	2,045.25
25229	10/8/25	FRONTIER	1000-20	1,502.02
25230	10/8/25	BRUCE R. FROST	1000-20	3,645.24
25231	10/8/25	GOLDEN BELL PRODUCTS INC	1000-20	2,966.15
25232	10/8/25	HOUSTON & HARRIS PCS INC	1000-20	1,855.00
25233	10/8/25	HUGHES NETWORK SYSTEMS LLC	1000-20	101.52
25234	10/8/25	LOR GEOTECHNICAL GROUP INC.	1000-20	7,939.50
25235	10/8/25	MCMASTER-CARR	1000-20	270.38
25236	10/8/25	MOUNTAIN BEVERAGE SERVICE	1000-20	196.49
25237	10/8/25	NAPA OF BIG BEAR	1000-20	285.76
25238	10/8/25	NATIVESCAPES INC	1000-20	492.00
25239	10/8/25	POLYDYNE INC	1000-20	8,875.11
25240	10/8/25	S PORTER INC.	1000-20	368,837.50
25241	10/8/25	PRIMO BRANDS	1000-20	331.06
25242	10/8/25	QUILL LLC	1000-20	326.92
25243	10/8/25	SAGE SOFTWARE INC	1000-20	3,677.00
25244	10/8/25	SKYVIEW ELECTRIC	1000-20	17,604.36
25245	10/8/25	SPECTRUM BUSINESS	1000-20	1,053.96
25246	10/8/25	TWIN BEAR EQUIPMENT RENTAL INC	1000-20	347.63
25247	10/8/25	UNDERGROUND SERVICE ALERT	1000-20	253.17
25248	10/8/25	VC3 INC.	1000-20	3,444.50
25249	10/8/25	VESTIS	1000-20	2,667.14
25250	10/8/25	VIKING COMMERCIAL CLEANING	1000-20	1,484.02
25251	10/8/25	WINZER CORP	1000-20	1,882.65
25261	10/23/25	BUSINESS CARD	1000-20	2,155.08
25262	10/23/25	CANON FINANCIAL SERVICES INC	1000-20	1,341.49
25263	10/23/25	CALIFORNIA SPECIAL DISTRICTS ASSOC	1000-20	9,827.00
25264	10/23/25	COUNTY OF SAN BERNARDINO	1000-20	570.64
25265	10/23/25	TOM DODSON & ASSOCIATES	1000-20	1,892.97
25266	10/23/25	DISTRIBUTED SOLAR DEVELOPMENT LLC	1000-20	17,418.47
25267	10/23/25	DEPARTMENT OF WATER & POWER	1000-20	54.84
25268	10/23/25	FAMCON PIPE & SUPPLY INC.	1000-20	3,182.40
25269	10/23/25	GOVERNMENT FINANCE OFFICERS ASSN	1000-20	200.00
25270	10/23/25	GRAINGER	1000-20	1,593.58
25271	10/23/25	BEAR VALLEY BASIN GSA	1000-20	364.20
25272	10/23/25	MCR TECHNOLOGIES INC.	1000-20	2,155.20
25274	10/23/25	RINGCENTRAL INC.	1000-20	412.50
25275	10/23/25	ROI ENGINEERING LLC	1000-20	2,309.00
25277	10/23/25	SOUTHWEST GAS	1000-20	653.26

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
25278	10/23/25	SYNAGRO TECHNOLOGIES INC	1000-20	14,372.00
25279	10/23/25	USA BLUEBOOK	1000-20	14.58
25280	10/23/25	U.S. POSTAL SERVICE	1000-20	382.00
25281	10/23/25	VC3 INC.	1000-20	48.75
25282	10/23/25	VERIZON WIRELESS	1000-20	224.52
25283	10/23/25	WATER SYSTEMS CONSULTING INC.	1000-20	180,700.17
ACH 24643	10/24/25	CAPITAL ONE PUBLIC FUNDING LLC	1000-20	3,117,438.75
			<b>Total</b>	<b><u>3,821,652.85</u></b>

Personnel Expenditures (e.g., benefits, reimbursements) are not included in this report.

**Big Bear Area Regional Wastewater Agency**  
**Check Register**  
**For the Period From Oct 1, 2025 to Oct 31, 2025**

<b>Account #</b>	<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
<b>Power</b>					
6100-05	25266	10/23/25	DISTRIBUTED SOLAR DEVELOPMENT LLC	Solar Purchases	17,418.47
6100-10	25277	10/23/25	SOUTHWEST GAS	Fuel for Power Production	64.42
6100-11	25277	10/23/25	SOUTHWEST GAS	Gas - Administration Building	366.84
6100-12	25277	10/23/25	SOUTHWEST GAS	Gas - Treatment Plant	222.00
6100-20	25223	10/8/25	BEAR VALLEY ELECTRIC	Electricity - Treatment Plant	7,669.28
6100-21	25223	10/8/25	BEAR VALLEY ELECTRIC	Electricity - Stations	4,064.34
6100-22	25223	10/8/25	BEAR VALLEY ELECTRIC	Electricity - Administration Building	16.50
<b>Total Power</b>					<b>29,821.85</b>
<b>Sludge Removal</b>					
6200-00	25278	10/23/25	SYNAGRO TECHNOLOGIES INC	Sludge Removal	14,372.00
<b>Total Sludge Removal</b>					<b>14,372.00</b>
<b>Chemicals</b>					
6300-10	25231	10/8/25	GOLDEN BELL PRODUCTS INC	Odor Control	948.20
6300-20	25239	10/8/25	POLYDYNE INC	Polymer	8,875.11
<b>Total Chemicals</b>					<b>9,823.31</b>
<b>Materials and Supplies</b>					
6400-10	25219	10/8/25	AMAZON CAPITAL SERVICES	Office Supplies	80.82
6400-10	25236	10/8/25	MOUNTAIN BEVERAGE SERVICE	Breakroom Supplies	196.49
6400-10	25241	10/8/25	PRIMO BRANDS	Bottled Water	331.06
6400-10	25242	10/8/25	QUILL LLC	Office Supplies	326.92
6400-10	25261	10/23/25	BUSINESS CARD	Meeting Provisions	297.16
6400-10	25262	10/23/25	CANON FINANCIAL SERVICES INC	Quarterly Lease and Usage Payment - Copier	1,341.49
6400-10	25280	10/23/25	U.S. POSTAL SERVICE	Annual Post Office Box Rent	382.00
6400-20	25219	10/8/25	AMAZON CAPITAL SERVICES	Safety Supplies/PPE's	5,589.85
6400-20	25261	10/23/25	BUSINESS CARD	Safety Supplies/Footwear	296.30
6400-25	25279	10/23/25	USA BLUEBOOK	Laboratory Supplies	14.58
6400-26	25222	10/8/25	BUTCHER'S BLOCK	Fuel	53.85
6400-26	25228	10/8/25	FLYERS ENERGY, LLC	Fuel	1,700.52
6400-30	25251	10/8/25	WINZER CORP	Degreaser	179.94
6400-40	25222	10/8/25	BUTCHER'S BLOCK	Miscellaneous Hardware	119.41
6400-40	25227	10/8/25	DIY HOME CENTER-BIG BEAR	Miscellaneous Hardware	32.84

Account #	Check #	Date	Payee	Description	Amount
6400-40	25235	10/8/25	MCMaster-CARR	Miscellaneous Hardware	270.38
6400-40	25237	10/8/25	NAPA OF BIG BEAR	Miscellaneous Hardware	71.61
6400-40	25251	10/8/25	WINZER CORP	Miscellaneous Hardware/Marking Paint	904.73
6400-50	25222	10/8/25	BUTCHER'S BLOCK	Ground Maintenance Supplies	334.82
6400-60	25219	10/8/25	AMAZON CAPITAL SERVICES	Electrical Supplies	716.86
6400-75	25219	10/8/25	AMAZON CAPITAL SERVICES	Compressor/Laser Measuring Tool	568.27
6400-75	25222	10/8/25	BUTCHER'S BLOCK	Pipe Cutter/Saw	27.45
6400-75	25246	10/8/25	TWIN BEAR EQUIPMENT RENTAL INC	Tool Repairs	85.00
6400-75	25251	10/8/25	WINZER CORP	Shop Storage	687.86
6400-80	25222	10/8/25	BUTCHER'S BLOCK	Plumbing Supplies	29.15
6400-80	25251	10/8/25	WINZER CORP	Plumbing Supplies	110.12
6400-80	25261	10/23/25	BUSINESS CARD	Plumbing Supplies	736.62
6400-80	25270	10/23/25	GRAINGER	Plumbing Supplies	494.66
<b>Total Materials and Supplies</b>					<b>15,980.76</b>
<b>Repairs and Replacements</b>					
6500-20	25268	10/23/25	FAMCON PIPE & SUPPLY INC.	Valves, Gaskets, and Flanges	3,182.40
6500-30	25226	10/8/25	DENTAL CHAIR ADAPTORS LLC	Clarifier Arm	4,310.00
6500-30	25230	10/8/25	BRUCE R. FROST	Clarifier 2 Repairs	3,645.24
6500-30	25237	10/8/25	NAPA OF BIG BEAR	Equipment Maintenance	214.15
6500-30	25270	10/23/25	GRAINGER	Equipment Repair Parts	1,098.92
<b>Total Repairs and Replacements</b>					<b>12,450.71</b>
<b>Equipment Rental</b>					
6520-00	25246	10/8/25	TWIN BEAR EQUIPMENT RENTAL INC	Equipment Rental - Forklift	262.63
<b>Total Equipment Rental</b>					<b>262.63</b>
<b>Utilities</b>					
6530-10	25267	10/23/25	DEPARTMENT OF WATER & POWER BIG BEAR CITY COMMUNITY SERVICES	Utilities - Water	54.84
6530-20	25221	10/8/25	DIST.	Trash Service	378.76
6530-30	25228	10/8/25	FLYERS ENERGY, LLC	Haul Scum to Barstow	344.73
6530-30	25264	10/23/25	COUNTY OF SAN BERNARDINO	Solid Waste Disposal	570.64
<b>Total Utilities</b>					<b>1,348.97</b>
<b>Communication Expense</b>					
6550-10	25229	10/8/25	FRONTIER	SCADA	966.30
6550-10	25233	10/8/25	HUGHES NETWORK SYSTEMS LLC	SCADA	101.52
6550-10	25245	10/8/25	SPECTRUM BUSINESS	SCADA	344.97
6550-10	25275	10/23/25	ROI ENGINEERING LLC	SCADA Support	2,309.00
6550-40	25229	10/8/25	FRONTIER	Telephone Service	535.72

<b>Account #</b>	<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
6550-40	25274	10/23/25	RINGCENTRAL INC.	Telephone Service and Maintenance	412.50
6550-40	25282	10/23/25	VERIZON WIRELESS	Telephone Service	185.19
6550-50	25245	10/8/25	SPECTRUM BUSINESS	Internet, Wireless Service	708.99
6550-50	25282	10/23/25	VERIZON WIRELESS	Internet, Wireless Service	39.33
6550-60	25219	10/8/25	AMAZON CAPITAL SERVICES	Computer Supplies	31.34
6550-60	25243	10/8/25	SAGE SOFTWARE INC	Financial Software Subscription	3,677.00
6550-60	25248	10/8/25	VC3 INC.	IT Service	3,444.50
6550-60	25281	10/23/25	VC3 INC.	Software Subscription	48.75
<b>Total Communication Expense</b>					<b>12,805.11</b>
<b>Contractual Services Other</b>					
6600-10	25224	10/8/25	CLINICAL LAB OF SAN BERNARDINO	Laboratory Testing	550.00
6600-10	25272	10/23/25	MCR TECHNOLOGIES INC.	Flowmeter Calibrations	2,155.20
6600-20	25249	10/8/25	VESTIS	Uniform Laundry Service	2,667.14
6600-58	25238	10/8/25	NATIVESCAPES INC	Landscaping	492.00
6600-60	25244	10/8/25	SKYVIEW ELECTRIC	LPS Arc Flash, Electrical Maintenance & Repairs	10,299.36
6600-80	25250	10/8/25	VIKING COMMERCIAL CLEANING	Janitorial Service	1,484.02
<b>Total Contractual Services Other</b>					<b>17,647.72</b>
<b>Contractual Services Professional</b>					
6700-20	25220	10/8/25	BEST BEST & KRIEGER LLP	Legal Services	7,083.58
<b>Total Contractual Services Professional</b>					<b>7,083.58</b>
<b>Permits and Fees</b>					
6800-10	25247	10/8/25	UNDERGROUND SERVICE ALERT	Dig Alert Ticket Charges	253.17
<b>Total Permits and Fees</b>					<b>253.17</b>
<b>Other Expense</b>					
6950-10	25263	10/23/25	CALIFORNIA SPECIAL DISTRICTS ASSOC	Annual Membership Dues	9,827.00
6950-10	25269	10/23/25	GOVERNMENT FINANCE OFFICERS ASSN	Annual Membership Dues	200.00
6950-40	25261	10/23/25	BUSINESS CARD	CSDA Conference Registration - Sauer	825.00
<b>Total Other Expense</b>					<b>10,852.00</b>
<b>Other Nonoperating Expense</b>					
8000-11	25271	10/23/25	BEAR VALLEY BASIN GSA	GSA Administration Costs	364.20
<b>Total Nonoperating Other Expense</b>					<b>364.20</b>
<b>Capital Expenditures</b>					
9500-00	25225	10/8/25	JOHN CONNELLY	Force Main Project Line Cleanout	600.00
9500-00	25231	10/8/25	GOLDEN BELL PRODUCTS INC	Force Main Project Odor Control	2,017.95
9500-00	25232	10/8/25	HOUSTON & HARRIS PCS INC	Force Main Project Video Inspection	1,855.00
9500-00	25234	10/8/25	LOR GEOTECHNICAL GROUP INC.	Force Main Project Compaction Testing	7,939.50
9500-00	25240	10/8/25	S PORTER INC.	Force Main Project Construction	368,837.50

<b>Account #</b>	<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
9500-00	25244	10/8/25	SKYVIEW ELECTRIC	Lucerne Valley Service Upgrade Project	7,305.00
9500-00	25265	10/23/25	TOM DODSON & ASSOCIATES	Cactus Flats Outfall Line Project Environmental	1,892.97
9500-00	25283	10/23/25	WATER SYSTEMS CONSULTING INC.	Force Main Project Engineering	1,554.64
<b>Total Capital Expenditures</b>					<b>392,002.56</b>
<b>Replenish Big Bear Capital Expenditures</b>					
9500-10	25283	10/23/25	WATER SYSTEMS CONSULTING INC.	RBB Final Design	179,145.53
<b>Total Replenish Big Bear Capital Expenditures</b>					<b>179,145.53</b>
<b>Interest Expense</b>					
	ACH				
2200-00	24643	10/24/25	CAPITAL ONE PUBLIC FUNDING LLC	RBB Short Term Loan - Accrued Interest 5/15 - 7/1/25	18,062.50
	ACH				
8200-50	24643	10/24/25	CAPITAL ONE PUBLIC FUNDING LLC	RBB Short Term Loan - Interest 7/1 - 10/24/25	39,376.25
<b>Total Interest Expense</b>					<b>57,438.75</b>
<b>Capital One Loan Principal</b>					
	ACH				
2900-32	24643	10/24/25	CAPITAL ONE PUBLIC FUNDING LLC	RBB Short Term Loan - Phase 1 Principal Payoff	3,060,000.00
<b>Capital One Loan Principal</b>					<b>3,060,000.00</b>
<b>Grand Total</b>					<b>3,821,652.85</b>

Personnel Expenditures (e.g., benefits, reimbursements) are not included in this report.



## Big Bear Area Regional Wastewater Agency

Kendi Segovia – Chair  
Larry Walsh – Vice-Chair  
Rick Herrick – Director  
John Russo – Director  
Andrew Sauer - Director

---

### Agenda Item 7.C.

**Meeting Date:** December 17, 2025  
**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 October Monthly Investment Report pursuant to the Agency's Investment Policy.

**Financial Impact:**

There is no financial impact.

**Recommendation:**

Informational

**Attachments:**

Monthly Investment Report  
LAIF Statement

BBARWA  
 Monthly Investment Report  
 October 2025

<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	\$ 9,427,907	\$ 9,446,099	\$ 315,116	4.150%	DAILY
TOTAL	\$ 9,427,907	\$ 9,446,099	\$ 315,116		

The Investment Portfolio of the Big Bear Area Regional Wastewater Agency is in compliance with the investment policy approved in August 2025. 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 2026 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

November 03, 2025

[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:

October 2025 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
10/8/2025	10/7/2025	RW	1783273	1743893	CHRISTINE BENNETT	-500,000.00
10/15/2025	10/14/2025	QRD	1784529	N/A	SYSTEM	156,368.68
10/23/2025	10/22/2025	RW	1786126	1746750	CHRISTINE BENNETT	-3,500,000.00

### Account Summary

Total Deposit:	156,368.68	Beginning Balance:	13,271,538.21
Total Withdrawal:	-4,000,000.00	Ending Balance:	9,427,906.89



## Big Bear Area Regional Wastewater Agency

Kendi Segovia – Chair  
Larry Walsh – Vice-Chair  
Rick Herrick – Director  
John Russo – Director  
Andrew Sauer - Director

---

### Agenda Item 7.D.

**Meeting Date:** December 17, 2025  
**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:** First Quarter Report, Three Months Ended September 30, 2025

**Background:**

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

The Agency performed under budget for the first quarter with operating expenses falling below the budget by \$201,950 or 10%. A detailed description of major variances to budget is included in the attached report.

**Financial Impact:**

There is no financial impact.

**Recommendation:**

Informational

**Attachments:**

First Quarter Report

Big Bear Area Regional Wastewater Agency

# 1st Quarter Report

Three Months ended September 30, 2025



## STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

	Q1 7/1 Thru 9/30/25 Actual	YTD Actual	YTD Budget	YTD Actual vs Budget \$	YTD Actual vs Budget %
<b>Operating Revenues</b>					
Annual charges	0	0	0	0	nm (b)
Waste disposal fees	7,629	7,629	6,648	981	15%
Rental income	2,211	2,211	1	2,210	nm (b)
Standby fees	0	0	0	0	nm (b)
Other operating revenue	<u>311</u>	<u>311</u>	<u>0</u>	<u>311</u>	nm (b)
<b>Total Operating Revenues</b>	10,151	10,151	6,649	3,502	53%
<b>Operating Expenses</b>					
Salaries and benefits	1,059,306	1,059,306	1,077,763	(18,457)	-2%
Power	99,259	99,259	120,023	(20,764)	-17%
Sludge removal	68,831	68,831	84,689	(15,857)	-19%
Chemicals	24,793	24,793	23,807	986	4%
Materials and supplies	24,258	24,258	45,121	(20,863)	-46%
Repairs and replacements	102,988	102,988	113,898	(10,910)	-10%
Equipment rental	781	781	514	268	52%
Utilities expense	8,440	8,440	21,989	(13,549)	-62%
Communications expense	64,648	64,648	83,510	(18,862)	-23%
Contractual services – other	49,819	49,819	67,199	(17,381)	-26%
Contractual services – Prof	21,096	21,096	33,434	(12,338)	-37%
Permits and fees	23,117	23,117	23,903	(786)	-3%
Property tax expense	0	0	0	0	nm (b)
Insurance expense	275,714	275,714	317,839	(42,125)	-13%
Other operating expense	8,298	8,298	19,610	(11,312)	-58%
Depreciation expense (a)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	nm (b)
<b>Total Operating Expenses</b>	1,831,348	1,831,348	2,033,298	(201,950)	-10%
<b>Operating Income</b>	(1,821,197)	(1,821,197)	(2,026,649)	205,452	+ (c)
<b>Nonoperating income (expense)</b>					
Nonoperating income	(11,949)	(11,949)	9,234	(21,184)	- (c)
Nonoperating expense	<u>(250)</u>	<u>(250)</u>	<u>0</u>	<u>(250)</u>	nm (b)
<b>Total nonoperating income (expense)</b>	(12,199)	(12,199)	9,234	(21,433)	- (c)
<b>Income before capital contributions</b>	(1,833,396)	(1,833,396)	(2,017,415)	184,019	+ (c)
Capital contributions – connection fees	<u>58,520</u>	<u>58,520</u>	<u>66,880</u>	<u>(8,360)</u>	<u>-13%</u>
<b>Change in Net Position</b>	(1,774,876)	(1,774,876)	(1,950,535)	175,659	+ (c)

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



## STATEMENT OF CASH FLOW

	<b>Q1</b> <b>7/1 Thru 9/30/2025</b>
<b>Cash flows from operating activities</b>	
Cash received from customers and other sources	83,310
Cash payments to suppliers for goods and services	(493,193)
Cash payments to employees	<u>(1,078,068)</u>
<b>Net cash provided by operating activities</b>	<b>(1,487,951)</b>
<b>Cash flows from capital and related financing activities</b>	
Interagency and GSA Expense	(250)
Purchases of property, plant, and equipment	(1,209,166)
Sale, disposal of PP&E and other	0
Capital contributions	62,700
Proceeds from debt issuance	0
Proceeds from grant issuance	0
Proceeds from lease revenues	7,059
Prepayment premiums and issuance costs	0
Principal payments on long-term debt	0
Interest paid on long-term debt	<u>0</u>
<b>Net cash used for capital and related financing activities</b>	<b>(1,139,657)</b>
<b>Cash flows from investing activities</b>	
Investment income received	<u>139,738</u>
<b>Net cash provided by investing activities</b>	<b>139,738</b>
<b>Net change in cash equivalents</b>	<b>(2,487,869)</b>
Cash equivalents, beginning of period	16,173,777
Cash equivalents, end of period	<u>13,685,907</u>
<b>Change in cash equivalents</b>	<b>(2,487,869)</b>

## Discussion and Analysis

### Operating Revenues

Operating revenues were higher than the budget by \$3,502 or 53% primarily as a result of higher waste disposal fees and rental income received than budgeted.

	<b>Q1</b> <b>7/1 Thru 9/30/25</b> <b>Actual</b>	<b>YTD</b> <b>Actual</b>	<b>YTD</b> <b>Budget</b>	<b>YTD</b> <b>Actual</b> <b>vs Budget</b> <b>\$</b>	<b>YTD</b> <b>Actual</b> <b>vs Budget</b> <b>%</b>
<b>Operating Revenues</b>					
Annual charges	0	0	0	0	nm (b)
Waste disposal fees	7,629	7,629	6,648	981	15%
Rental income	2,211	2,211	1	2,210	nm (b)
Standby fees	0	0	0	0	nm (b)
Other operating revenue	<u>311</u>	<u>311</u>	<u>0</u>	<u>311</u>	nm (b)
<b>Total Operating Revenues</b>	<b>10,151</b>	<b>10,151</b>	<b>6,649</b>	<b>3,502</b>	<b>53%</b>

(b) nm = not meaningful and is the result when dividing by 0.



## Operating Expenses

Operating expenses were below the budget by \$201,950 or 10%. Variances greater than 10% and \$20,000 are highlighted and discussed below.

	Q1 7/1 Thru 9/30/25 Actual	YTD Actual	YTD Budget	YTD Actual vs Budget \$	YTD Actual vs Budget %
<b>Operating Expenses</b>					
Salaries and benefits	1,059,306	1,059,306	1,077,763	(18,457)	-2%
Power	99,259	99,259	120,023	(20,764)	-17%
Sludge removal	68,831	68,831	84,689	(15,857)	-19%
Chemicals	24,793	24,793	23,807	986	4%
Materials and supplies	24,258	24,258	45,121	(20,863)	-46%
Repairs and replacements	102,988	102,988	113,898	(10,910)	-10%
Equipment rental	781	781	514	268	52%
Utilities expense	8,440	8,440	21,989	(13,549)	-62%
Communications expense	64,648	64,648	83,510	(18,862)	-23%
Contractual services – other	49,819	49,819	67,199	(17,381)	-26%
Contractual services – Prof	21,096	21,096	33,434	(12,338)	-37%
Permits and fees	23,117	23,117	23,903	(786)	-3%
Property tax expense	0	0	0	0	nm (b)
Insurance expense	275,714	275,714	317,839	(42,125)	-13%
Other operating expense	8,298	8,298	19,610	(11,312)	-58%
Depreciation expense (a)	0	0	0	0	nm (b)
<b>Total Operating Expenses</b>	1,831,348	1,831,348	2,033,298	(201,950)	-10%

(b) nm = not meaningful and is the result when dividing by 0.

An explanation of the major variances by line item follows.

**Power** was under budget by \$20,764 or 17% which was mainly a result of higher production of solar power resulting in a decrease in electricity costs for the treatment plant and administration building. Electricity costs are budgeted based on an average. Solar production came online in December of Fiscal Year 2022. As more data is available, the budget for solar purchases and electricity will adjust.

**Materials and supplies** expense was under budget by \$20,863 or 46% primarily due to tools and laboratory supplies that were predicted to be purchased during the period but will be purchased later in the fiscal year. Additionally, office equipment and supply purchases were lower than expected.

**Insurance expense** was under the budget by \$42,125 or 13% due mostly to adjustments for longevity distribution, a 6% credit incentive program discount, a 5% multi-program discount, and credits earned for Agency training. Additionally, final insurance premiums were much lower than the Agency’s insurance provider quoted during the budget process.



### Non-Operating Income (Expense)

	Q1 7/1 Thru 9/30/25 Actual	YTD Actual	YTD Budget	YTD Actual vs Budget \$	YTD Actual vs Budget %
<b>Nonoperating income (expense)</b>					
Nonoperating income	(11,949)	(11,949)	9,234	(21,184)	- (c)
Nonoperating expense	(250)	(250)	0	(250)	nm (b)
<b>Total nonoperating income (expense)</b>	(12,199)	(12,199)	9,234	(21,433)	- (c)

(b) nm = not meaningful and is the result when dividing by 0.

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

Non-operating Income (Expense) had a negative variance of \$21,433 related to a fair market value accounting adjustment partially offset by lease revenue.

### Capital Contributions - Connection Fees

Income before capital contributions was higher than budget by \$184,019 for the period due to lower operating expenses than budgeted by \$201,950, slightly higher operating revenue of \$3,502, and a negative variance in net nonoperating income (expense) of \$21,433. Capital contributions (or connection fee revenues) were lower than the budget by \$8,360 due to lower connections by 2. Actual connections were 14 compared to 16 budgeted for the quarter.

	Q1 7/1 Thru 9/30/25 Actual	YTD Actual	YTD Budget	YTD Actual vs Budget \$	YTD Actual vs Budget %
<b>Income before capital contributions</b>	(1,833,396)	(1,833,396)	(2,017,415)	184,019	+ (c)
Capital contributions – connection fees	<u>58,520</u>	<u>58,520</u>	<u>66,880</u>	<u>(8,360)</u>	<u>-13%</u>
<b>Change in Net Position</b>	(1,774,876)	(1,774,876)	(1,950,535)	175,659	+ (c)

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

### Capital Expenditures

Capital expenditures for the period were \$1,209,166, below the budget by \$562,692. The variance is due to timing associated with multiple projects.

	Q1 7/1 Thru 9/30/25 Actual	YTD Actual	YTD Budget	Actual vs Budget \$	Actual vs Budget %
<b>Capital Expenditures</b>					
Effluent Disposal	36,548	36,548	40,008	(3,460)	-9%
Treatment Plant	33,278	33,278	88,415	(55,137)	-62%
Interceptor System	706,274	706,274	973,785	(267,511)	-27%
Replenish Big Bear	<u>433,067</u>	<u>433,067</u>	<u>669,651</u>	<u>(236,584)</u>	<u>-35%</u>
<b>Total Capital Expenditures</b>	1,209,166	1,209,166	1,771,859	(562,692)	-32%



### Cash and Fund Balances

The Agency had negative cash flow of approximately \$2.5 million at the end of the first quarter. The negative cash flow reflects approximately \$1.5 million in negative cash flow from operations and \$1.2 million in capital expenditures partially offset by investment income of \$139,738, \$62,700 in connection fee revenue (connection fees minus amounts due from other agencies), and \$7,059 in lease revenues.

	<b>Beginning Balance</b>	<b>Activity During Period</b>	<b>Ending Balance</b>
<b>Cash Balance</b>	16,173,777		13,685,907
<b>Designated Fund Balances</b>			
Capital and replacement fund:			
Current year	1,863,935	(1,209,166)	654,769
Future year	<u>8,890,038</u>	<u>0</u>	<u>8,890,038</u>
Total capital and replacement fund	10,753,973	(1,209,166)	9,544,807
Debt service fund	581,367	0	581,367
Liquidity fund	3,005,542	(1,341,403)	1,664,139
Contingency fund:			
Emergency	825,000	0	825,000
Operating	<u>1,007,895</u>	<u>0</u>	<u>1,007,895</u>
Total contingency fund	1,832,895	0	1,832,895
<b>Restricted Funds</b>			
Connection fees	0	62,700	62,700
<b>Total Designated and Restricted Funds</b>	16,173,777	(2,487,869)	13,685,907



## Agenda Item 7.E.

**Meeting Date:** December 17, 2025  
**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:** Revision of Board Policy: Brown Act Teleconferencing

### **Background & Discussion:**

The Ralph M. Brown Act (Act), enacted in 1953, is California’s primary open meetings law designed to ensure transparency and public access to the decision-making processes of local government agencies. The Act required that meetings of legislative bodies be conducted openly, with advance notice provided to the public and opportunities for participation.

Senate Bill (SB) 707, effective January 1, 2026, amends numerous provisions of the Brown Act and places new restrictions, expectations, and duties upon legislative bodies. While “classic” Brown Act teleconferencing remains unchanged, SB 707 makes numerous changes to the post-COVID alternative teleconferencing methods. Some of these changes are updates to existing teleconferencing methods, while other changes expand teleconferencing options for certain legislative bodies, subject to particular restrictions.

The attached Policy outlines requirements that apply to all teleconferencing options and alternative conferencing options used during proclaimed state or local emergencies, for just cause, and for eligible multijurisdictional bodies (such as a Joint Powers Authority or JPA).

### **Financial Impact:**

There is no financial impact.

### **Recommendation:**

Approve Board Policy: Brown Act Teleconferencing

### **Attachment:**

Board Policy: Brown Act Teleconferencing



### 3.09 Board Policy: Brown Act Teleconferencing

#### Purpose

The purpose of the Big Bear Area Regional Wastewater Agency's Brown Act Teleconferencing Policy is to establish a uniform set of procedures by which Governing Board meetings may occur fully remotely, or partially in-person with one or more Governing Board Members attending remotely. The authority for this Policy derives from Government Code section 54953(b), which provides that "the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law." This Policy implements Government Code section 54953(b), (e), and (f), and section 54953.8, which address the Governing Board's use of audio and video teleconferencing in connection with meetings of the Governing Board.

#### Policy

1. All teleconference meetings, whether held fully remotely or partially in person and partially remotely, must be held in compliance with the applicable Brown Act requirements. There are several possible options for teleconferencing, each with unique requirements and procedures which are discussed in depth in the "Procedures" section of this Policy:
  - a. Standard Brown Act teleconferencing (no specific circumstances must exist to use this option; it can be used for any meeting, as long as the procedural obligations are met).
  - b. Alternative Teleconferencing (encompasses prior teleconferencing rules presented under AB 2449 ("individual emergency" or "just cause"), and AB 557, ("declared emergencies") with new guidelines and new options for teleconferencing as provided under SB 707 (2025)). Here, there are general requirements that apply to all of the alternative methods, but there are also specific requirements applicable to each individual method as well.
  - c. Teleconferencing as a Reasonable Accommodation pursuant to SB 707 (Governing Board Members with a disability may participate remotely as a "reasonable accommodation" in accordance with the Americans with Disability Act (ADA) so long as procedural obligations are met).
2. Governing Board Members who are requesting remote attendance must notify the Board Secretary as soon as possible so that appropriate arrangements may be made. Occasional absences from meetings are expected; teleconferencing is not encouraged for Governing Board Member absences solely due to schedule conflicts.

#### Procedures

1. Use of Traditional Teleconferencing Procedures
  - a. A Governing Board Member may attend a meeting remotely (or the entire meeting may be held remotely) as long as at least a quorum of the attendees are participating from locations within the Governing Board's jurisdictional area.
  - b. The Board Secretary must be given at least five days' advance notice of a request to participate remotely under this procedure, as the law requires each teleconference



location to be identified on the agenda, and a copy of the agenda must be posted (subject to the Brown Act's 24- or 72-hour requirement) at each teleconference location.

- c. Members of the public must be allowed to participate, including the right to give public comment, from any place where Governing Board Members are attending (including the Governing Board's usual in-person location, if used, and each teleconference location).
- d. All votes must be taken by roll call (no voice votes or raised hands).
- e. There are no limits on the number of times this teleconference option may be used, subject to the Governing Board's discretion.

## 2. Use of Alternative Teleconferencing Procedures

- a. A Governing Board Member may attend a meeting remotely (or the entire meeting may be held remotely) under any of the applicable "alternative" teleconferencing methods, so long as the necessary procedural steps are taken.
  - i. Governing Board Members are not confined to a particular method simply because another member used that method. Under SB 707, all of the alternative teleconferencing methods are cumulative, meaning that Governing Board Members may use any or all teleconferencing provisions that apply to a particular meeting, as long as they comply with the various requirements for each type of teleconferencing method.
  - ii. Alternative teleconferencing methods include the following, each of which is described in more detail below: (1) Use for Proclaimed State or Local Emergencies; (2) Use for Just Cause; and (3) Use by Multijurisdictional Bodies.
- b. There are also general procedures that apply to all alternative teleconferencing methods. Many of these rules are not new but were recently restructured to apply uniformly to all the alternative teleconferencing methods. These general procedures include the following:
  - i. The public must be able to participate via teleconference, using either a two-way audiovisual platform (like Zoom) or a two-way telephonic service and live webcasting.
  - ii. The agenda must notify the public of how to access and provide public comment for the meeting, including through the phone or internet option.
  - iii. If a disruption prevents broadcasting of the meeting, or if a disruption within the Governing Board's control affects the ability to provide public comments, the Governing Board can take no further action until the disruption is fixed.
  - iv. Comments cannot be required to be submitted in advance, meaning there must be an opportunity to provide comments in real time.



- v. The Governing Board must allow a reasonable time for members of the public to request to speak or otherwise be recognized to provide comments.
  - vi. The meeting minutes must state the names of the Governing Board Members who attended via teleconference and the alternative teleconferencing provision under which they participated.
  - vii. The Governing Board must have and implement procedures for receiving and resolving requests for reasonable accommodations for disabilities. Agendas must include notice of the procedure for receiving and resolving requests.
  - viii. Before any action is taken, any Governing Board Member who is teleconferencing under these alternative methods must identify whether there is anyone 18 or over in the room with them and their relationship to that person.
  - ix. All votes must be taken by roll-call (no voice votes or raised hands).
- c. Alternative Teleconferencing Method #1 – Use for Proclaimed State or Local Emergencies
- i. The Governing Board may meet entirely remotely, or partially in person and partially remotely, without meeting all of the strict requirements of the traditional teleconferencing rules in *four* specific circumstances.
    - 1. The Governor has proclaimed a statewide state of emergency, and the Governing Board is meeting to determine, by majority vote, whether meeting in person would present imminent risks to the health or safety of attendees.
      - a. The same rules apply for the proclamation of a “local emergency”.
    - 2. The Governor has proclaimed a statewide state of emergency, and the Governing Board has already determined, by majority vote, that meeting in person would present imminent risks to the health or safety of attendees.
      - a. The same rules apply for the proclamation of a “local emergency”.
    - 3. “Local Emergency” is defined as a condition of extreme peril to persons or property proclaimed by the governing body of a local agency affected under the California Emergency Services Act, or a local health emergency declared under Health and Safety Code Section 101080. A local emergency refers only to local emergencies within the boundaries of an agency’s jurisdiction (Gov. Code section 54953.8).



- ii. If the Governing Board has made the necessary findings (that, due to the emergency, meeting in person would present imminent risks to the health or safety of attendees), and continues to make them at least once every 45 days, it can meet entirely remotely (or partially remotely, or partially in person) without needing to post agendas at each Governing Board Member's teleconference location, or identify each teleconference location on the agenda itself.

b. Alternative Teleconferencing Method #2 – Use for Just Cause

- i. A Governing Board Member may meet remotely, without meeting all of the strict requirements of the traditional teleconferencing rules where just cause exists.
  - 1. Under SB 707 “just cause” is now defined more broadly to encompass the following: (1) childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that re-quires them to participate remotely; (2) a contagious illness that prevents a Governing Board Member from attending in person; (3) a need related to a physical or mental condition that is not subject to a reasonable accommodation under Section 54953; (4) travel while on official business of the Governing Board or another state or local agency; (5) an immunocompromised child, parent, grandparent, grandchild, sibling, spouse, or domestic partner of the Governing Board Member that requires the member to participate remotely; (6) a physical or family medical emergency that prevents a Governing Board Member from attending in person; and (7) military service obligations that result in a Governing Board Member being unable to attend in person because they are serving under official written orders for active duty, drill, annual training, or any other duty required as a member of the California National Guard or a United States Military Reserve organization that requires the member to be at least 50 miles outside the jurisdictional boundaries.
- ii. For any Governing Board Member to use this option, at least a quorum of the Governing Board must be participating in person from a single physical location that is open to the public, within jurisdictional boundaries (i.e., the Governing Board's regular meeting place). In other words, a meeting where any Governing Board Member is calling in under the “just cause” rules must be a hybrid meeting with both in-person and remote attendance options.
- iii. A Governing Board Member must request that the Governing Board allow them to participate remotely, and the Governing Board needs to take action in order to approve the request. A Governing Board Member must make a separate request for each meeting. The Board Secretary should be given as much advance notice as possible (although in the event of an emergency, of course, notice may not be possible until just before a meeting). At the beginning of the meeting, the Governing Board should take action to



approve or deny the request to participate remotely by a majority vote on the record (no formal resolution is required).

- iv. If approved to participate remotely, the Governing Board Member(s) calling in must participate through audio and visual means (camera must stay on).
  - v. There are limits on the number of times “just cause” exception may be used. The “just cause” provision can only be used by each Governing Board Member for two meetings in any calendar year.
- c. Alternative Teleconferencing Method #3 – Use by Eligible Multijurisdictional Bodies
- i. A Governing Board Member may meet remotely, without meeting all of the strict requirements of the traditional teleconferencing rules so long as the necessary procedural steps are taken.
    - 1. To utilize this method, the Governing Board must have adopted a resolution that authorizes the Governing Board Members to use this type of teleconferencing at a regular meeting in open session.
  - ii. For any Governing Board Member to use this option, at least a quorum of the Governing Board must be participating in person from a single physical location that is open to the public, within jurisdictional boundaries (i.e., the Governing Board’s regular meeting place).
  - iii. In order to receive a meeting stipend or per diem compensation for attending the meeting, the Governing Board Member must attend from a physical location that is open to the public. Meaning, Governing Board Members attending remotely are not eligible for compensation.
  - iv. A Governing Board Member may only use this method to teleconference from a remote location if: (a) the agenda identifies which member(s) are participating remotely; (b) the member uses both audio and visual technology (camera on) during the meeting; and (c) the member is more than 20 miles each way from any physical meeting location that is open to the public.
  - v. There are limits on the number of times this method may be used. This method may only be used by each Governing Board Member for two meetings in any calendar year. For the purposes of this method, a “meeting” includes any number of meetings of the legislative body held on the same calendar day.
3. Use of Reasonable Accommodation Teleconferencing Procedures
- a. A Governing Board Member with a disability may participate in a meeting via remote participation, as a reasonable accommodation, under the ADA or similar State laws.



- b. If a Governing Board Members elects to participate this way, the member must (1) participate through both audio and visual technology, unless a physical condition related to their disability results in a need to participate without video; and (2) before any action is taken, disclose whether anyone 18 or older is in the room with them and the general nature of their relationship to that person (i.e child, parent, friend, etc.).
- c. Such participation will be treated as “in-person” participation for quorum and attendance purposes.
- d. Neither the Governing Board, nor the applicable member, are required to comply with any other Brown Act teleconferencing requirements mentioned above when using this specific teleconferencing option.

### Resolution of Non-Board Member Requests for Reasonable Accommodation

Any member of the public may submit a request for a reasonable meeting-related accommodation to the Board Secretary. The Governing Board will consider and swiftly resolve all such requests in accordance with the Americans with Disabilities Act and Governing Board policy, with any doubts resolved in favor of accessibility.

Reference: Brown Act	Board Adoption Date: 2/26/2025 Is Board Approval/Adoption Required? Yes
Policy Creation: 3/22/2023	Reason: New policy.
Policy Revision: 2/26/2025	Reason for Revision: Per AB 557 (Hart) and AB 2302 (Addis) Open Meetings: Local Agencies: Teleconferences
Policy Revision: 12/17/2025	Reason for Revision: Per SB 707



## Agenda Item 10.A.

**Meeting Date:** December 17, 2025

**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. 14-2025, A Resolution of the Big Bear Area Regional Wastewater Agency Amending Fees for the Use of the Boardroom

**Background & Discussion:**

On May 26, 2004, the Governing Board established fees for the rental of the Agency Boardroom through Resolution No. R. 06-2004. On December 14, 2005, the Governing Board approved a revised fee schedule through Resolution No. R. 09-2005.

The policy was last approved by the Governing Board in 2008, with no changes to the fee schedule. Over the past several years, staff have observed evolving needs and patterns in usage, including the importance of clearer guidelines regarding user responsibilities, insurance requirements, and signage. Given these developments, it is necessary to update the policy and fee schedule to ensure it reflects current needs, adequately covers operational costs, and maintains the integrity and security of Agency facilities. Key updates focus on improved organization, clarity, and overall usability.

A comparison of the current and proposed fee schedule is as follows:

	Current Fees	Proposed Fees	
		During Normal Business Hours	After-Business Hours
<b>Non-Refundable Fees</b>			
Use Fee	\$35 per use	\$125 per use	\$140 per use
<b>Refundable Fees</b>			
Individually Scheduled Meetings Security/Cleaning Deposit	\$30 per use	\$30 per use	\$30 per use
Regularly Scheduled Meetings Security/Cleaning Deposit (up to 12 meetings per year, no more than once per calendar month)	\$100 per year	\$100 per year	\$100 per year
Room Key Deposit	\$5 per key	N/A	N/A
Television/VCR/DVD	\$400	N/A	N/A
Audio/Sound System	\$200	N/A	N/A
Projector and Sound System Deposit	N/A	N/A	N/A

**Financial Impact:**

There is no financial impact to amend the fees for the use of the Boardroom.

**Recommendation:**

Approve Resolution No. R. 14-2025.

**Attachment:**

Resolution No. R. 14-2025

**RESOLUTION NO. R. 14-2025**

**A RESOLUTION OF THE GOVERNING BOARD OF THE  
BIG BEAR AREA REGIONAL WASTEWATER AGENCY  
AMENDING FEES FOR THE USE OF THE BIG BEAR AREA REGIONAL  
WASTEWATER AGENCY BOARDROOM**

**WHEREAS**, the Governing Board of the Big Bear Area Regional Wastewater Agency is authorized to establish fees related to the use of the Agency Boardroom; and

**WHEREAS**, the Governing Board finds it appropriate and necessary to allow the Governing Board to amend the use fee to be charged to an organization who has authorization to use the facilities.

**NOW, THEREFORE, BE IT RESOLVED**, the Governing Board of the Big Bear Area Regional Wastewater Agency hereby approves and adopts the Board Policy: Boardroom Use and Application, attached hereto as “Exhibit A” which includes the amended use fees.

**ADOPTED** this 17<sup>th</sup> day of December 2025.

---

Kendi Segovia, Chair of the Governing Board  
Big Bear Area Regional Wastewater Agency

ATTEST:

I, Bridgette Burton, Secretary to 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, Amending Fees for the Use of the Boardroom, being Resolution No. R. 14-2025, was adopted at a special meeting on December 17, 2025, of said Agency by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

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

## EXHIBIT A



## 3.12 Board Policy: Boardroom Use and Application

### Purpose

The purpose of this Policy is to establish clear, consistent guidelines for the use of the Big Bear Area Regional Wastewater Agency (Agency) Boardroom. The Boardroom is a public facility intended primarily for official Agency business. However, in support of community engagement and public service, the Agency allows limited use of the Boardroom by government, non-profit, and community-based organizations under the terms set forth in this Policy.

### Policy

This policy is designed to:

- Ensure the Boardroom is used appropriately.
- Protect Agency property and resources from misuse, damage, or disruption.
- Set clear expectations for users regarding scheduling, fees, responsibilities, and prohibited activities.

All applicants must agree to the terms of this Policy and submit a completed Boardroom Use Application (Exhibit A) for consideration. The Agency reserves the right to approve, deny, or revoke access at its sole discretion.

### Eligible Users

The Boardroom may be used by:

- Government agencies
  - County, state, or federal elections
  - City, county, state, or federal agency coordination meetings
  - Intergovernmental working groups
  - Water, wastewater, and utility related meetings
  - Emergency services coordination or planning meetings
  - Town halls or public outreach meetings hosted by elected officials
- Nonprofit organizations 501(c)(3) or other recognized tax-exempt entities
  - Public information forums or educational presentations
- Community-based or charitable groups
  - Nonpartisan candidate forums open to the public
  - Public safety or utility focused community briefings

The Boardroom may not be used by:

- Private individuals or families
- For-profit businesses or commercial events
- Political campaigns or partisan activities
- Religious organizations or worship services
- Any group engaging in unlawful, unsafe, or disruptive activities



## Scheduling and Applications

- A Boardroom Use Application must be submitted and written approval from Agency staff is required before the Boardroom is officially reserved.
- Applications must be submitted at least 30 business days prior to the requested event.
- Approved applicants may reserve the Boardroom for no more than one time per calendar month.
- The Boardroom is available for use between 8:00 a.m. and 6:00 p.m. Monday through Friday, with a special exception allowing use from 6:00 a.m. to 10:00 p.m. for elections. Each use period is for six (6) hours; events exceeding six (6) hours will incur an additional use fee. No overnight use is permitted.
- The Agency reserves the right to cancel a scheduled use in the event of a conflict with Agency business or emergency.

## Fees and Deposits

The following fee structure outlines the costs associated with the use of the Boardroom, based on the use during normal business hours (Monday through Friday from 8:00 a.m. to 3:00 p.m.) or after-business hours (Monday through Friday from 3:00 p.m. to 6:00 p.m.). If any portion of the use occurs after normal business hours, the after-business hours fee will apply, regardless of the start time.

<b>Fees</b>	<b>During Normal Business Hours</b>	<b>After-Business Hours</b>
<b>Non-Refundable Fees</b>		
Use Fee	\$125 per use	\$140 per use
<b>Refundable Fees</b>		
Individually Scheduled Meetings Security/Cleaning Deposit	\$30 per use	\$30 per use
Regularly Scheduled Meetings Security/Cleaning Deposit (up to 12 meetings per year, no more than once per calendar month)	\$100 per year	\$100 per year

Government agencies are exempt from use fees and deposits.

Fees must be received 10 business days prior to the event and will be documented on the Boardroom Fees Collected form (Exhibit B). The Agency only accepts cash or checks for payment. Credit cards and electronic payments are not accepted. Failure to submit payment by the deadline will result in cancellation of the Boardroom use.

The non-refundable use fee is required for each application and covers general costs associated with facility use such as opening and closing of the Boardroom, basic utilities, and administrative processing. The security/cleaning deposit is held to ensure the Boardroom is left in good condition. It will be fully refunded after use if all conditions are met.

Any costs associated with the repair or replacement, due to negligence, of any Agency property including the projector screen, will be deducted from the refundable deposit. The approved applicant will be responsible for any additional costs that exceed the deposit.



## Conditions of Use

Approved applicants must comply with the following conditions:

1. General Safety and Facility Access
  - a. The maximum occupancy of the Boardroom is 120 people. This limit must be strictly observed for safety and compliance with fire code.
  - b. Activities must not interfere with Agency operations.
  - c. Only the Boardroom, foyer, and foyer bathroom may be used. No access to offices or other rooms is permitted.
  - d. No use of kitchen facilities is permitted.
  - e. Exits must be kept clear at all times.
  - f. No smoking, vaping, or alcohol is permitted on the premises.
  - g. Adults must supervise minors at a minimum ratio of one adult per 15 minors. Minors are defined as those under the age of 18.
  - h. Any special police, fire, custodial, and/or Agency staff services that may be necessary shall be coordinated in advance and at the approved applicant's expense.
2. Furniture
  - a. A limited number of tables and chairs are available for use. Approved applicants must coordinate with Agency staff in advance to confirm availability.
3. Equipment Use
  - a. A projector screen is available for use. Approved applicants must provide a projector and any computer equipment or cables needed to use their projector. Approved applicants must provide their own microphone and/or sound system.
  - b. Any damage to, or malfunction of, the projector screen must be reported immediately.
  - c. Lights must be turned off before leaving the facility.
4. Signage, Artwork and Decorations
  - a. Any flyers, signage, or event materials must not imply the Agency is affiliated with, sponsoring, or involved in the event.
  - b. Artwork, photos, and fixtures on the walls may not be removed or altered.
  - c. No posters, placards, or other types of signs may be attached to Agency property, including stapling, taping or nailing. Directional signs are permitted and must be removed before leaving the facility.
5. Cleanup and Condition After Use
  - a. The room must be returned to its original condition, with furniture restored and all trash placed in bags and disposed of in the parking lot dumpster.

## Liability, Insurance, and Enforcement

The approved applicant accepts full responsibility for any risk, injury, damage, or loss that may arise from the use of the Agency's facilities. The approved applicant agrees to indemnify, defend, and hold harmless the Agency, its officers, directors, and employees from any and all claims, demands, damages, losses, costs, or expenses, including reasonable attorney fees and court costs resulting from or related to the approved applicant's use, occupancy or activities on the premises.

The approved applicant is solely responsible for any accidents or injuries to persons or property arising from their use of the facility. The Agency is not responsible for any personal property



brought onto the premises and is released from liability for any loss, damage, or injury connected to the approved applicant’s use of the facility.

All approved applicants must provide proof of Commercial General Liability Insurance, of at least \$1,000,000 per occurrence/ \$2,000,000 aggregate for bodily injury, personal injury and property damage, at least as broad as Insurance Services Office Commercial General Liability most recent Occurrence Form CG 00 01, naming the Agency, its officials, officers, and employees as an Additional Insured.

Proof of insurance must be submitted within 10 business days of the approved application. Failure to submit the required insurance will result in cancellation of the Boardroom use.

Additional costs for cleaning, repair, or damage beyond the deposit amount are the responsibility of the approved applicant.

Government agencies, while exempt from use fees and deposits, are not exempt from responsibility for any damage to the Boardroom, furnishings, or equipment. The Agency reserves the right to seek full reimbursement from government agencies for any cleaning, repair or replacement costs resulting from their use.

Repeated violations may result in denial of future use.

The Agency does not relinquish control or management of Agency facilities. Agency representatives may enter the premises at any time and on any occasion and have the authority to end an event for the safety and welfare of the public or to protect Agency property.

Reference: Res No. R. 06-2004; Res No. R. 09-2005	Board Adoption Date: 12/17/2025 Is Board Approval/Adoption Required? Yes
Policy Creation: 05/26/2004	Reason: Establish fees.
Policy Revision: 12/14/2005	Reason: Revised fee schedule.
Policy Revision: 2008	Reason: Changes to policy, no changes to fee schedule.
Policy Revision: 12/17/2025	Reason: Updated terms and fees.

### 3.12 Board Policy: Boardroom Use and Application





### Exhibit B: Boardroom Fees Collected

Date Fees Collected: \_\_\_\_\_

Name on Boardroom Use Application: \_\_\_\_\_

**Non-Refundable:**

Use Fee \_\_\_\_\_ x \$ \_\_\_\_\_ per use = \$

**Subtotal Non-Refundable** = \$

**Refundable:**

Individually Scheduled Meetings (fee per use)  
Security/Cleaning Refundable Deposit \_\_\_\_\_ x \$30 per use = \$

Regularly Scheduled Meetings  
(up to 12 meetings per year, no more than once per calendar month)  
Security/Cleaning Refundable Deposit \_\_\_\_\_ x \$100 per year = \$

**Subtotal Refundable** = \$

**Total Paid** = \$

- Check #                     
  Cash                                     
  Insurance Approved



## Exhibit C: Boardroom Use Reminders

Welcome! Please follow these rules to help us maintain a safe, clean, and respectful environment.

### **What You Need to Know Today**

#### **1. Approved Areas Only**

You may use the Boardroom, foyer, and foyer bathroom only. There is no access to offices, other rooms, or kitchen facilities allowed.

#### **2. Maximum Occupancy: 120 People**

This is required for safety and fire code compliance.

#### **3. Equipment**

The projector screen  is available  is not available.

- a. If available, your organization will need to provide a projector. No other computer equipment, cables, microphones, or sound system is provided.
- b. If not available, please do not push any buttons or attempt to operate the projector screen. Unauthorized use may result in damage.
- c. Report any damage or issues immediately.

#### **4. Clean-up Responsibilities**

- a. Place all trash in bags and dispose of it in the parking lot dumpster. Recyclables can be placed in the appropriate container in the foyer.
- b. Tables and chairs must be returned to their original setup before you leave.
- c. Turn off all lights before leaving.

#### **5. General Rules**

- a. No smoking, vaping, or alcohol.
- b. No signs may be posted on Agency property, with the exception of directional signs, which must be removed before you leave the premises.
- c. No decorations or signs may be taped, nailed, or pinned to walls or furniture. Please do not remove any artwork or photos from the walls.
- d. Adults must supervise minors under the age of 18 at a ratio of one adult to 15 minors.

#### **6. Access and Security**

- a. Keep all exits clear.
- b. You are responsible for your group's actions and any damage that occurs.
- c. Wi-Fi information:  
Network name: \_\_\_\_\_, password: \_\_\_\_\_

### **Please contact Agency staff immediately regarding any issues:**

Staff Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_



## Agenda Item 10.B.

**Meeting Date:** December 17, 2025  
**To:** Governing Board of the Big Bear Area Regional Wastewater Agency  
**From:** David Lawrence, P.E., General Manager  
**Prepared By:** Sonja Kawa, Human Resources Coordinator/Accounting Technician  
**Subject:** Reorganization, Reclassification, Pay Schedule, and Allocate \$44,000 from the Contingency Fund for the Maintenance Worker

### **Background & Discussion:**

Agency staff met with the Administrative Committee on November 12, 2025 to present current recommendations for revisions to the classification plan and organizational structure. As a result of those discussions, the Administrative Committee recommended that staff move forward with the presentation of a revised classification plan and organizational structure to the Governing Board for approval. Implementation will include the addition of the classification of Maintenance Worker and reclassification of the Administrative Services Manager/Board Secretary as follows:

1. Staff recommend the implementation of the additional classification of Maintenance Worker. Maintenance Worker will be responsible for janitorial, maintenance and groundskeeping duties of the Agency facilities and vehicles. This staffing will allow the Agency to discontinue the use of contracted outside services for both janitorial and landscaping. It will also allow for numerous tasks to be performed in a timely manner without the need to redirect Plant Operators from their duties. The recommended salary range is \$23.84 – \$32.19.
2. The classification of Administrative Services Manager/Board Secretary was implemented in July 2023. The classification was established to best utilize existing staff familiar with the many facets of the Agency's existing and planned projects, providing support to the General Manager in the management of projects and administration of Agency affairs. With three (3) key retirements anticipated in the next three (3) fiscal years, reclassifying the position as Assistant General Manager/Board Secretary provides leadership continuity, facilitates knowledge transfer, and supports the Agency's succession planning goals. This reclassification recognizes the increased responsibility, complexity, professional expertise, and authority level required to make critical operational and strategic decisions on behalf of the Agency. It supports retention of key institutional knowledge and strengthens overall Agency leadership. Staff recommend revision of the classification title to more accurately reflect the responsibilities and authority of the position as an Assistant General Manager. The job description specifications and current salary range will remain unchanged with the reclassification.

**Financial Impact:**

Based on the recommended salary range, total salaries and benefits associated with the additional position of Maintenance Worker for February through June of 2026 range from \$35,550 to \$43,650.

There are sufficient funds in the Agency's Contingency Fund for salaries and benefits related to the addition of this position.

FY 2027 salaries and benefits for this position will be included in the FY 2027 budget. The cost for this position will be partially offset by savings associated with the discontinuation of contracted services for janitorial and landscaping of approximately \$24,000.

There is no financial impact with the reclassification to Assistant General Manager/Board Secretary.

**Recommendation:**

1. Approve Maintenance Worker class specifications (job description).
2. Allocate \$44,000 from the Contingency Fund for the additional Maintenance Worker salary and benefits.
3. Approve reclassification of Administrative Services Manager/Board Secretary to Assistant General Manager/Board Secretary.
4. Approve Organizational Chart.
5. Approve publicly available Pay Schedule.

**Attachments:**

- Maintenance Worker Job Description
- Assistant General Manager/Board Secretary Job Description
- Organizational Chart
- Pay Schedule



## **MAINTENANCE WORKER**

### **DEFINITION**

To perform a variety of tasks in the routine maintenance, repair, and cleaning of the Agency vehicles, grounds, and facilities; perform minor repairs; keep vehicles, buildings, and grounds in clean and orderly condition.

### **DISTINGUISHING CHARACTERISTICS**

This is a single-position classification. The Maintenance Worker duties are maintenance/janitorial in nature, involving semi-skilled and unskilled tasks.

### **SUPERVISION EXERCISED AND RECEIVED**

Receives direction from the Plant Manager.

### **EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:**

Perform routine maintenance and minor repairs of the administration building, Operations and Control (OAC) building, and grounds. Ensure that facilities are kept in a neat, clean, and sanitary condition.

Operate power and hand tools including blowers, trimmers, power washers.

Operate agency vehicles and equipment such as snowblower.

Inspect facilities and grounds on a daily basis; report any failures or operating difficulties; perform needed work and attend to any requests for repairs or maintenance; initiate work orders, if necessary; identify, correct, and/or report any safety hazards.

Perform routine painting, carpentry, plumbing, electrical/lighting and other related maintenance and minor repair activities. May work in elevated areas using ladders.

Perform housekeeping and janitorial duties of administration and OAC buildings. Sweep, mop, dust, and vacuum office areas, hallways, restrooms, and showers. Empty waste baskets and trash cans. Collect and deposit recycle paper and cardboard in bin.

Monitor inventory of janitorial supplies and submit orders for purchase to accounting.

Perform deep cleaning of administration and OAC buildings as needed: cleaning of floor tile and grout, showers, carpet cleaning, and window washing.

Maintain agency vehicles; perform routine maintenance including washing and minor parts replacement. Transport vehicles and trailers to auto facilities for service, repairs, and tires.

Job Description  
Title

---

Transport tools, equipment, and materials throughout the facilities as needed.

Perform landscape maintenance; operate and maintain irrigation system and schedules; perform irrigation system repairs; fertilize, prune, cultivate, and weed shrubbery and trees; rake or blow leaves and keep grounds free from debris. Maintain and repair fencing as needed.

Perform weed abatement at agency properties, including pump stations.

Keep sidewalks and entries clear of snow and ice by snow blowing and shoveling and applying ice melt.

Build and maintain positive working relationships with co-workers, other Agency employees, and the public using principles of good customer service.

May be required to work a flexible schedule or overtime to accomplish tasks affected by weather or staffing conditions, for example snow-clearing before office hours or cleaning of offices office when vacant.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

Knowledge of:

Elementary mechanical, plumbing, and electrical and carpentry principles.

Hand and power tools and equipment commonly used in building and landscape maintenance.

Irrigation system components and operation.

Snow removal equipment.

Basic office procedures, computers, technology.

Safety concepts and procedures.

Ability to:

Solve practical problems.

Add, subtract, multiply, and divide in various units of measure, using whole numbers, common fractions, and decimals.

Understand instructions in oral, written, diagram, or schedule form.

Respond to questions from supervisors, customers, and the general public.

Learn and adhere to applicable terms and conditions of employment including safety and health rules and regulations, agency rules and regulations, policies, and procedures.

Establish and maintain cooperative working relationships.

Work independently and on project teams.

---

Job Description  
Title

---

Communicate effectively both orally and in writing.

Intermittently pull, push, carry or lift material, equipment, or parts weighing up to 50 pounds depending on assignment and have sufficient stamina to walk six to eight miles per shift; must be able to stoop, kneel, crouch, crawl, step, or climb; regularly stand, sit, use hands to finger, handle or feel, and arms to reach, and to talk and hear; see with close, distance, and peripheral vision, depth perception and ability to adjust focus.

**EDUCATION, EXPERIENCE AND TRAINING**

Any combination of education, experience and training that would provide the required knowledge, skills and abilities would be qualifying.

Education:

High school diploma and or equivalent.

License and/or Certificates

Possession of a valid California Class C driver's license, including possession and maintenance of a satisfactory driving record and ability to meet eligibility standards for motor vehicle insurance coverage established by the agency's insurance carrier.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. While performing the duties of this job, the employee will work within or near wastewater and wastewater treatment facilities, work at elevations of 6,700+ feet, be regularly exposed to fumes or airborne particles in addition to outside weather conditions involving wind, rain, heat, and humidity, and extreme cold and snow during the winter months, moving mechanical parts, toxic or caustic chemicals, risk of electrical shock and vibrations. The noise level in the work environment is usually moderate and can be severe at times. At times there are noticeable offensive odors.

**THIS IS A SAFETY-SENSITIVE POSITION REQUIRING A PRE-EMPLOYMENT PHYSICAL EXAMINATION INCLUDING A DRUG and ALCOHOL SCREEN AND BACKGROUND CHECK.**



## **ASSISTANT GENERAL MANAGER/BOARD SECRETARY**

### **DEFINITION**

To provide highly complex assistance and support to the General Manager, Governing Board, and Department Managers; to perform a variety of professional analytical work in support of administrative and program activities of the Agency including the overall day-to-day management, organization and coordination of administrative functions; to coordinate information technology services and activities; to oversee property and liability risk management; to perform a variety of specialized and technical duties related to project management; to oversee contracts; to support grant writing and public outreach and education efforts and legislative monitoring and regulatory compliance; and to serve as Secretary to the Governing Board as appointed.

### **DISTINGUISHING CHARACTERISTICS**

The Assistant General Manager/Board Secretary performs the full range of professional analytical duties in the development and implementation of Agency policies, procedures, and programs; administrative support through research, analysis, report writing, recommendations, correspondence, and other administrative support duties as needed; preparation of Governing Board agendas and minutes; records management, risk management, project management, and contract administration; publication of legal notices; public relations; and other related work, as required. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### **SUPERVISION EXERCISED AND RECEIVED**

Receives general supervision and direction from the General Manager.

Exercises supervision of assigned staff.

### **EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:**

Act in the absence of the General Manager and at the General Manager's direction.

Review and approve expenditures and payments, process purchase orders, sign checks in the General Manager's absence or at direction.

Interface with the member agencies, regulators, legal counsel, engineers, other public agencies, consultants and contractors. Represent the Agency at meetings, organizations, service clubs, community organizations and other public agencies.

Assist the General Manager with the development, planning and implementation of Agency goals, objectives, policies, and procedures. Interpret Agency policies and procedures on behalf of the General Manager.

Develop and implement assigned programs and special projects.

## Job Description

### Assistant General Manager/Board Secretary

---

Assist the General Manager in evaluating and resolving more complex or sensitive personnel issues.

Manage day-to-day administrative support functions, including office organization and procedures, recordkeeping and files, meeting and event planning and coordination.

Oversee office technology systems and procedures; coordinate technology system services, including website, phones, security/surveillance, office equipment, and backup and updates; coordinate with outside consultants and vendors for updating and replacement of computers, software, firewall, telephone services and equipment, security equipment, and office equipment to ensure the Agency's technology needs are met.

Administer Agency's risk management program, including oversight of general liability and property insurance coverages and claims; monitor Agency contracts to mitigate liability and reduce financial risk.

Collaborate with other departments in the repair of damaged Agency property and filing of claims; oversee recovery from responsible third parties who damage Agency property; make recommendations for resolution; and provide notice of loss and other pertinent information to carriers.

Administer public bidding process including the preparation of bid specifications and scope of work for projects and programs; assist with the selection and management of consultants and contractors; efficiently and effectively manage assigned projects.

Administer Agency's contracts including ensuring compliance with procurement policies and procedures; develop addendums, change orders, and purchase orders to contractual agreements; monitor contracts and agreements for compliance, achievement of objectives, and adherence to performance and fiscal requirements; and assist departments with preparation of agreements when appropriate. Responsible for filing Notice of Completion when applicable.

Oversee design and content management of the Agency's website; approve and update modifications to entire site ensuring the content remains up to date and is ADA compliant.

Receive and process public records requests ensuring compliance with the California Public Records Act.

Process sewer permit applications and Board Room rental applications; collect fees.

Perform finance functions necessary to achieve financial internal controls, under the direction of the Finance Manager including, but not limited to, collecting receipts (through mail and over-the-counter) and posting to monthly log; maintaining, distributing, monitoring and replenishing petty cash; reconciling bank accounts monthly.

Prepare and distribute Governing Board agenda packets; write staff reports, ordinances, and resolutions; review and edit staff reports, ordinances, and resolutions prepared by others; coordinate the approval of agendas with management staff; upload final agenda packet to the Agency's website. Proofread copy for

Job Description  
Assistant General Manager/Board Secretary

---

spelling, grammar, and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.

Attend regular and special Governing Board and Agency meetings; take and prepare meeting minutes and conduct other follow-up actions as necessary such as composing and preparing correspondence advising the public and staff of Governing Board actions.

Ensure compliance with legal requirements governing public notice of meetings, public hearing documents, and the conduct of closed sessions; update and maintain mailing lists – these duties include posting materials to the Agency website, electronic distribution, publication in the local newspaper and posting hard-copy documents.

Assist Governing Board members, under direction from the General Manager, in obtaining all relevant information needed by Governing Board members to carry out their assigned duties efficiently and effectively.

Work closely with legal counsel to ensure all Governing Board communications, ordinances, resolutions, meetings, and other activities are in compliance with applicable state and local laws.

Attest to and countersign minutes, resolutions, ordinances, and other documents as Secretary to the Governing Board.

File Statement of Economic Interest – Form 700 for appointed Agency Officials and designated employees. File reports and forms as required by the Political Reform Act, Fair Political Practices Commission (FPPC), and Conflict of Interest Code.

Submit documents for filing or recording with the proper agencies.

Maintain accurate and complete records; develop and establish office filing and index systems; oversee the organization and maintenance of administrative documents including but not limited to policies, procedures, rates, rules, regulations, forms, notices, webpage content.

Maintain the Agency's Code Book, Governing Board Handbook, and Policies and Procedures Manual.

Manage the Agency's record archiving, retention and destruction program, ensuring all Agency documents are maintained per the Agency's adopted Records Retention Schedule.

Conduct or direct complex studies, research, analysis, and projects; prepare and present detailed and comprehensive reports to a variety of audiences.

Participate in data collection for studies, reports, and surveys that relate to the annual audit, budget process, salaries and benefits, and confidential matters.

Job Description  
Assistant General Manager/Board Secretary

---

Research grant opportunities and assist with the preparation of grant applications and grant reporting for various programs.

Maintain awareness of new trends and developments in the fields related to the Agency including records management, Fair Political Practices Commission regulations, and changing legislation; initiate and recommend new programs consistent with changing developments and ensure timely compliance with regulatory matters and reporting requirements.

Write letters in support or opposition of various legislative issues as directed; prepare letters on behalf of the Agency.

Participate in the development and implementation of Agency strategic and master plans.

Provide assistance and advice on operational and/or administrative matters.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Supervise, train, motivate, and evaluate assigned personnel; make effective recommendations regarding promotion, transfer, and disciplinary action of assigned personnel.

Perform other duties as assigned.

**MINIMUM QUALIFICATIONS**

Knowledge of:

Principles and practices of office organization, supervision and management.

General information technology systems.

Principles and practices of public sector risk management, contract management, and project management.

Principles and practices of public administration, community relations and inter-governmental relations.

Grant writing and application procedures.

State and Federal legislative and regulatory process.

Principles and procedures of record keeping.

Roberts Rules of Order, Brown Act, Fair Political Practices Commission, and Conflict of Interest, Government Code, and other Special District law.

Job Description  
Assistant General Manager/Board Secretary

---

Report preparation and written communication using proper English, spelling and grammar.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation.

Safe work practices.

Principles and practices of customer service.

Ability to:

Independently perform professional analytical work in support of assigned programs; prepare clear and concise technical and administrative reports.

Interpret and apply rules, regulations, laws, ordinances, and the Agency policies and procedures.

Organize and maintain recordkeeping and retrieval functions.

On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports, and special projects.

Review and analyze organizational and administrative issues; recommend and implement effective courses of action.

Evaluate and interpret a variety of statistical and narrative information and data and make sound recommendations.

Coordinate and prioritize multiple tasks and projects effectively and efficiently and meet multiple deadlines.

Communicate clearly and concisely, both orally and in writing including the preparation and delivery of public presentations.

Maintain confidentiality of information.

Establish and maintain effective working relationships with those contacted in the course of work.

On a continuous basis, sit at desk for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

**EDUCATION, EXPERIENCE AND TRAINING**

Any combination of education, experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

**Education:**

A Bachelor's degree from an accredited college or university with major coursework in public or business administration, finance, economics, or a related field.

**Experience and Training:**

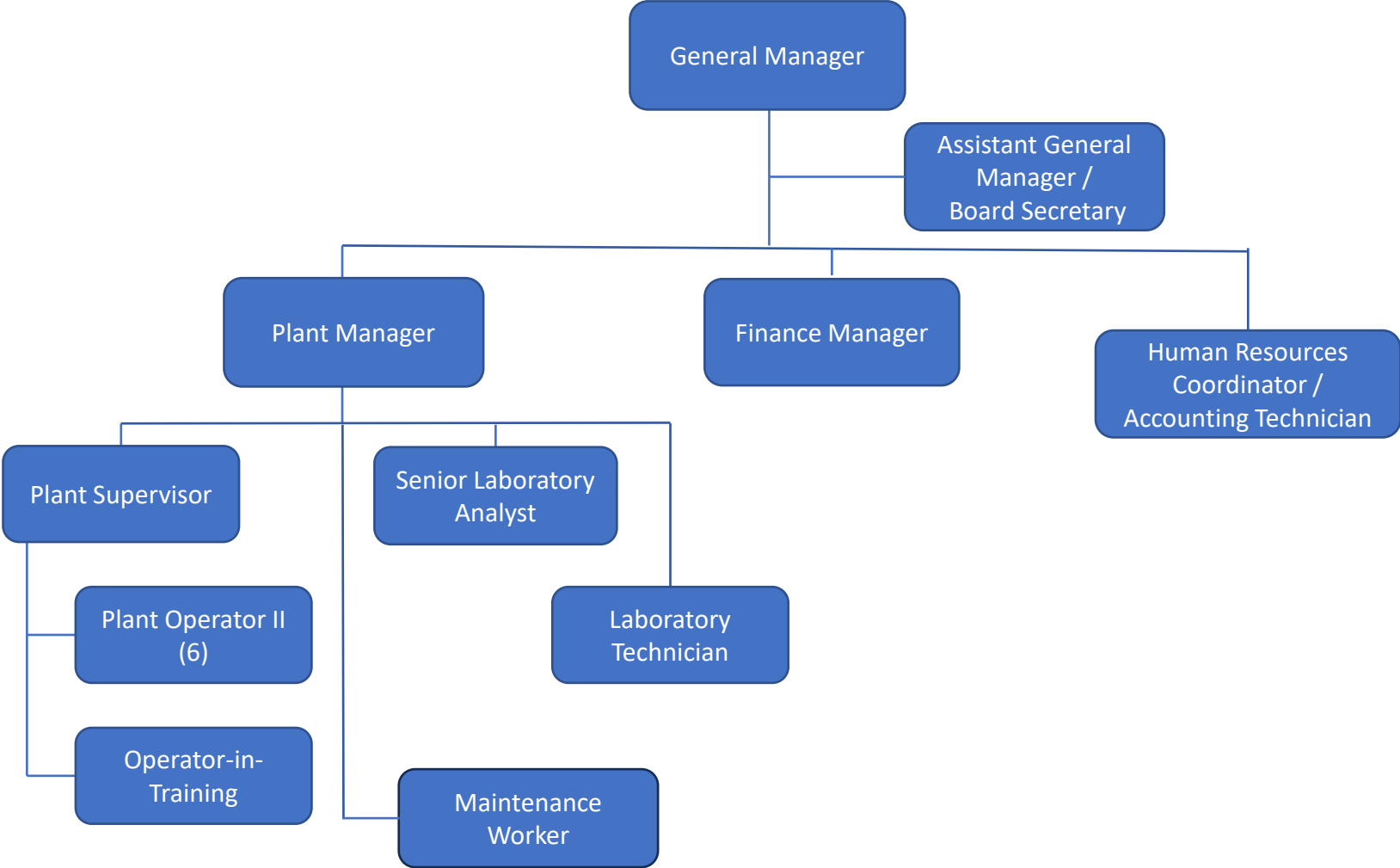
Five years of increasingly responsible administrative and analytical experience involving financial, budgetary, or administrative issues, with experience in project management, contract administration, policy development, and technology management, preferably within a local government environment.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee will work near wastewater treatment facilities, work at elevations of 6,700+ feet, may be exposed to odors, fumes, and airborne particles in addition to outside weather conditions involving wind, rain, heat, and extreme cold and snow during the winter months. The noise level in the work environment is usually moderate.

**PRE-EMPLOYMENT PHYSICAL EXAMINATION AND BACKGROUND CHECKS ARE REQUIRED**

# Organizational Chart



**BIG BEAR AREA REGIONAL WASTEWATER AGENCY**

**PAY SCHEDULE**

**Effective December 17, 2025**

Schedule shall remain in effect until superseded by governing board action.

<b>Classification</b>	<b>Start</b>	<b>Top</b>
	Hourly Pay Rate	Hourly Pay Rate
Active		
Non-Regular	\$19.49	\$26.32
Maintenance Worker	\$23.84	\$32.19
Plant Operator-In-Training	\$24.37	\$32.87
Plant Operator II	\$34.32	\$46.33
Laboratory Technician	\$32.48	\$43.83
Senior Laboratory Analyst	\$44.82	\$60.50
Plant Supervisor	\$47.10	\$63.59
Human Resources Coordinator / Accounting Technician	\$42.68	\$57.63
Assistant General Manager / Board Secretary	\$69.80	\$94.23
Plant Manager	\$69.80	\$94.23
Finance Manager	\$71.48	\$96.50
General Manager	\$98.99	\$133.64

Governing Board Approval Date: December 17, 2025



## Agenda Item 10.C.

**Meeting Date:** December 17, 2025  
**To:** Governing Board of the Big Bear Area Regional Wastewater Agency  
**From:** David Lawrence, P.E., General Manager  
**Subject:** Replenish Big Bear Preliminary Financial Impact of Project Cancellation or Continuation with Final Design

### **Background:**

On October 22, 2025, the Governing Board directed staff to present the preliminary financial impact of 1) canceling the Replenish Big Bear Project, otherwise known as BBARWA's Wastewater Treatment Upgrades Project (Project), or 2) proceeding with its final design. For comparison purposes, this report also provides the engineer's estimate for construction of the Project in November 2025 dollars<sup>1</sup>.

### Key Assumptions and Limitations

The costs presented in this report are preliminary because additional invoices are expected and final grant repayment amounts cannot be determined until the Governing Board provides direction on whether the Project will proceed through final design or be canceled. Until such direction is given, the IRWM Prop 1 Round 1 (IRWM) Grant administrator will not issue a determination regarding repayment obligations, although the grant agreement includes language requiring repayment. Therefore, staff have assumed repayment of all grant reimbursements from the IRWM Grant.

### Project Expenditures as of September 30, 2025

<b>Expenditure Category</b>	<b>Expenditures as of 9/30/2025</b>
Planning	\$5,132,021
Final Design	811,016
Construction	0
Short-Term Financing Interest	329,942
Finance Costs <sup>2</sup>	275,635
<b>Total</b>	<b>\$6,548,614</b>

<sup>1</sup> November 2025 dollars means the Project estimate reflects construction costs as of November 2025 and has not been escalated to account for future inflation that would occur prior to the actual construction.

<sup>2</sup> Finance costs include the cost of issuance of the short-term financing which includes the municipal advisor, bond counsel, and placement agent; the EPA WIFIA application fee, the S&P preliminary rating, and financial advisor.

Short-Term Financing Status

On January 25, 2023, the BBARWA Governing Board authorized the execution of short-term financing for \$3.4 million with a term of three (3) years, an interest rate of 4.25%, and debt service requirements of interest only (no principal payments) followed by a lump-sum payment due May 15, 2026. These funds were used to finance Project expenditures while awaiting grant reimbursement. The short-term financing was originally expected to be repaid with WIFIA Loan proceeds; however, because the WIFIA Loan was not approved, the short-term financing must be repaid.

The loan agreement allows prepayment with advance notice, requiring principal to be remitted in two installments. To reduce interest expense, the Agency initiated the prepayment process. The first payment of just over \$3 million accounts for 90% of the outstanding principal and was remitted in October. The second payment of \$340,000 will be remitted in December. Prepaying the loan is expected to result in a net savings of approximately \$78,000 in interest expenses in the current fiscal year.

Funding Sources

The following table identifies the funding sources used to pay Project expenditures as of September 30, 2025.

<b>Funding Source</b>	<b>Total as of 9/30/2025</b>
Program Partner <sup>3</sup> Contributions	\$884,848
Grant Reimbursements (including reimbursement requests)	4,195,345
Agency Sewer User Charge (costs paid by ratepayers)	1,468,421
<b>Total</b>	<b>\$6,548,614</b>

Sewer User Charges Through FY 2026

Through June 30, 2026, the Agency will have collected a cumulative total of \$6,387,054 in sewer user charges for the Project, including funds from previous years and through fiscal year (FY) 2026. Sewer user charges are collected and transferred to Project reserves and were budgeted to build required debt service reserves for construction financing as well as interest payments for the short-term financing loan. It was anticipated that additional funding would be in place to fund project costs. Without additional financing, costs above reimbursable grant expenditures are currently being funded from Project reserves.

Grant Status

The following table summarizes the Agency’s grants, current status, and the reimbursed and invoiced amounts as of September 30, 2025.

---

<sup>3</sup>Program Partners are the Big Bear City Community Services District, the Big Bear Municipal Water District, and the City of Big Bear Lake, Department of Water and Power.

Grant	Status	Grant Amount	Reimbursed Amount (a)	Reimbursement Request (b)	Total (a) + (b)
<b>State Grants</b>					
DCI Technical Assistance <sup>4</sup>	Fully Funded, Closed	\$500,000	\$500,000	\$0	\$500,000
IRWM Prop 1 Round 1	In Process	4,563,338	3,101,296	594,049	3,695,345
<b>Subtotal State Grants</b>		<b>\$5,063,338</b>	<b>\$3,601,296</b>	<b>\$594,049</b>	<b>\$4,195,345</b>
<b>Federal Grants</b>					
2021, 2022, & 2023 Title XVI <sup>5</sup>	In Process	18,919,655	\$0	\$0	\$0
2022, 2023, & 2024 STAG	Formal Application in Process	2,960,000	0	0	0
<b>Subtotal Federal Grants</b>		<b>\$21,879,655</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Grand Total</b>		<b>\$26,942,993</b>	<b>\$3,601,296</b>	<b>\$594,049</b>	<b>\$4,195,345</b>

Program Partners signed a Memorandum of Understanding to contribute \$1.8 million to the Project. Actual invoices exceeded this amount, with \$957,538 reimbursed to the Program Partners through the DCI Technical Assistance Grant and the IRWM Grant. The remaining amount of \$884,848 is shown in the Funding Source table above as the Program Partner Contribution and was not reimbursable. Only the IRWM Grant reimbursements in the estimated amount of \$582,538 would need to be repaid by the Program Partners.

**Discussion:**

This staff report provides three options for Governing Board consideration: 1) cancel the Project following completion of the Preliminary Design Report (PDR), 2) proceed with final design, or 3) construct the Project.

**Recommended Option**

**Option 1: Cancel the Project following Completion of the PDR**

This option would limit expenditures and retain the flexibility to resume final design efforts in the future if desired. There are no risks associated with completing the PDR, as it is already substantially completed prior to the Governing Board’s December decision. Risks associated with close-out will depend on discussions with the various funding agencies regarding grant termination procedures and final reporting requirements. The estimated timeline for closeout may change based on those outcomes. If the Project does not move forward, the cost to construct a similar project in the future would likely be higher due to inflation. The Agency

<sup>4</sup> The DCI Technical Assistance Grant is not subject to repayment as all grant obligations were met.

<sup>5</sup> The Title XVI Grants were reserved for construction and no grant funds have been requested for reimbursement.

would lose existing grant awards, and its competitiveness for future funding opportunities could be affected depending on how cancelation aligns with grant evaluation criteria. In addition, the IRWM Grant reimbursements may need to be repaid, subject to negotiations with the grant agency. However, the Agency can likely rescope the \$2.96 million State and Tribal Assistance (STAG) Grant for use on another Agency project.

Tasks for Option 1 include coordinating with the Department of Water Resources (DWR) to negotiate termination terms for the IRWM Grant, coordinating with the United States Bureau of Reclamation (USBR) to terminate the Title XVI Grant, coordinating with the U.S. Environmental Protection Agency (EPA) to rescope the STAG Grant for use on other Agency projects, and coordinating with the EPA to terminate the Water Infrastructure Finance and Innovation Act (WIFIA) Loan process.

The following table presents the preliminary cost estimate associated with Option 1, and only reflects the preliminary costs moving forward, not expenditures already incurred.

<b>Expenditure Category</b>	<b>Option 1 Preliminary Cost Estimate</b>
Planning	\$173,164
Final Design	162,130
Construction	0
Short-Term Financing Interest	48,247
Finance Costs <sup>6</sup>	187,770
Grant Repayment <sup>7</sup>	3,795,345
<b>Total</b>	<b>\$4,366,656</b>

If the IRWM Grant must be repaid, Project reserves will be used for this purpose. Using Project reserves for IRWM Grant repayment carries financial risk for the Agency. It is important to note that the IRWM Grant included a line item for program management costs, which has now been fully expended. As a result, future program management costs would no longer be eligible for reimbursement through this grant and would need to be paid by Project reserves.

Staff recommend canceling the Project following completion of the PDR document. Option 1 allows the Agency to finalize the PDR while avoiding the risks and additional costs associated with completing final design without a planned bid process. If final design were completed without proceeding to construction, elements such as equipment and technology selection could become obsolete over time, potentially requiring rework of the final design and increasing costs of implementation. Since this treatment process could be adapted and/or applied to different effluent discharge and reuse strategies in the Big Bear Valley, the PDR serves as a fundamental basis of design that can be later picked up and carried forward into final design.

<sup>6</sup> This is an estimate from the EPA for WIFIA Loan costs incurred for efforts to date.

<sup>7</sup> Grant repayment only includes the grant reimbursements from the IRWM grant (with the assumption that repayment will only be for the amount reimbursed and invoiced as of 9/30/2025) and the administrative costs for the Title XVI grant. The \$500,000 DCI Technical Assistance is not included since the grant obligations have been met.

## Option 2: Proceed with Final Design

Completing final design would support future decisions if the Project was to move forward to the construction phase. However, several risks and considerations must be weighed before proceeding. Final design would be completed as scheduled, and there are no risks associated with the PDR or the final design itself. Risks arise if the Project is not bid immediately following final design completion. Depending on the time until future bidding, redesign may be required to address technological advancements, equipment availability, code changes, or other evolving conditions, which could necessitate review and partial redesign of one or more design deliverables. Without pre-selection of equipment, which would not occur with this option, additional work would be required during the future construction phase to modify designs or field conditions to accommodate the equipment supplied as part of the awarded bid. Pursuing equipment pre-selection when the Project resumes could also delay the construction schedule. In addition, Project costs are likely to increase over time due to inflation. Existing grants and construction phase funding could be lost, and the Agency's competitiveness for future funding opportunities could be affected depending on grant evaluation criteria. Using additional funds for design without the intent to immediately construct could further impact relationships with funding agencies.

Tasks for Option 2 include completing the final design, amending the Program Environmental Impact Report (PEIR) if needed based on the final design scope of work, coordinating with DWR to negotiate IRWM Grant termination terms, coordinating with USBR to terminate Title XVI Grants, coordinating with the EPA to secure award of the STAG Grants for program management and design costs, and coordinating with the EPA to terminate the WIFIA Loan process.

The following table presents the preliminary cost estimate associated with Option 2, and only reflects the preliminary costs moving forward, not expenditures already incurred.

<b>Expenditure Category</b>	<b>Option 2 Preliminary Cost Estimate</b>
Planning	\$750,219
Final Design	3,126,554
Construction	0
Short-Term Financing Interest	48,247
Finance Costs	187,770
Grant Repayment <sup>8</sup>	4,343,000
<b>Total</b>	<b>\$8,455,790</b>

If the IRWM Grant must be repaid, Project reserves will be used for this purpose. Using Project reserves for IRWM Grant repayment carries financial risk for the Agency. If final design is completed and the Governing Board decides to move forward with construction, the Agency will not have sufficient debt service reserves available to support a construction loan, which could affect eligibility for financing. This could result in higher borrowing costs, reduced funding flexibility, or the need to identify alternative funding sources. Project reserves would

---

<sup>8</sup> Grant repayment only includes the grant reimbursements from the IRWM grant and the administrative costs for the Title XVI grant. The \$500,000 DCI Technical Assistance is not included since its requirements have been met.

need to be maintained until final design is complete, grant repayment is reconciled, and a new rate study is completed.

It is important to note that the IRWM Grant included a line item for program management costs, which has now been fully expended. Under Option 2, program management costs ineligible for reimbursement through the IRWM Grant, estimated at approximately \$615,000, could be reimbursable through the STAG Grant. Repayment of the STAG Grant is not expected if final design is completed, since the scope of work is specifically tied to completion of final design.

While completing final design would further progress the Project and provide useful information for future decisions, it introduces higher cost and schedule uncertainty compared with Option 1.

Staff does not recommend this option.

### Option 3: Construct the Project

Completing construction would allow the Project to be fully implemented and provide the planned upgrades to the wastewater treatment plant. While proceeding to construction achieves the Project's intended outcomes, it requires a substantial additional investment compared to Option 1 and 2. Construction would require careful coordination of funding, debt service, grant reimbursements, and the Governing Board would need to approve a construction loan, such as the WIFIA Loan, prior to bidding. Several risks and considerations, including cost escalation, equipment availability, and funding requirements, must be weighed before moving forward with this option.

The PDR and final design would be completed as scheduled, with no anticipated risks to those phases of the Project. However, if funding is not secured and the bidding and construction of the Project is delayed, the risk of redesign increases depending on the time until it is bid. Future technological advancements, equipment availability, code changes, or other evolving conditions could require review and partial redesign of one or more design deliverables. As stated in the PDR presentation, the engineer's estimate for construction will change as the level of detail progresses during final design and may also be impacted by tariffs, Build America Buy America (BABA) requirements, and the current construction market, which remains volatile. Suppliers, equipment manufacturers, and contractors are reducing the timeframe in which a bid or estimate remains valid due to market uncertainty. This will affect the engineer's estimate for construction, which will be updated with the 60%, 90% and 100% final design deliverables.

Under Option 3, the Project would proceed to construction, following completion of the PDR in December 2025 and final design by March 2027. Project bids would be received in May 2027, and if bid prices align with BBARWA's available funding for the Project, construction contracts could be awarded with construction occurring from July 2027 through July 2029, and program closeout anticipated by September 2029. Implementation steps include major equipment pre-selection, advertisement of construction bids, securing the NPDES discharge permit, conducting the Phase 2 analysis for the wells around Big Bear Lake, and continuing coordination with downstream stakeholders. Additional steps include amending the PEIR based on the final design scope of work (if needed), coordinating with wildlife agencies for

permitting, and implementing mitigation for the Baldwin Lake pipeline, if required. The WIFIA Loan would need to be authorized and finalized, the STAG Grant agreement executed, the funding and financing plan updated, additional funding sources pursued such as grants and sewer revenue bonds, the S&P rating completed, and the sewer user charge rate updated, if necessary.

The following table presents the preliminary cost estimate associated with constructing the Project and only reflects the estimated costs moving forward, not expenditures already incurred.

<b>Expenditure Category</b>	<b>Option 3 Preliminary Cost Estimate</b>
Planning	\$1,130,219
Final Design	3,376,554
Construction <sup>9</sup>	94,571,190
Short-Term Financing Interest	48,247
Finance Costs <sup>10</sup>	457,610
Grant Repayment <sup>11</sup>	0
<b>Total</b>	<b>\$99,583,820</b>

Under Option 3, program management costs not reimbursable through the IRWM Prop 1 Round 1 Grant, estimated at approximately \$615,000, could be reimbursable through the STAG Grant or the Title XVI Grant.

Overall, while Option 3 would deliver the Project, the combination of financial, schedule, and Governing Board approval risks make it significantly less favorable. This option requires a 4/5 vote for a construction loan, such as the WIFIA Loan, and the motion to approve the WIFIA Loan did not pass when considered by the Board on August 27, 2025. Without full support from the Governing Board, securing additional grants or loans would be challenging, as motions to approve or support these funding sources would also likely not pass. Delays or changes in funding could result in pushing the schedule further, require redesign, trigger additional regulatory review, and result in cost escalation due to inflation, market volatility, and supply chain uncertainty.

Staff does not recommend Option 3 due to the risks outlined above.

<sup>9</sup> The engineer’s estimate of \$105,021,000 presented at the October 2025 meeting was for the total cost of the Project, including expenditures to date, but did not include short-term financing, finance costs, or grant repayment.

<sup>10</sup> This estimate includes costs associated with closing the WIFIA Loan and the issuance of sewer revenue bonds.

<sup>11</sup> No grant repayment will be required if the Project is constructed.

## Financial Impact:

The following table provides a side-by-side comparison of the three options.

Category	As of 9/30/25	Option 1: Cancel after PDR	Option 2: Proceed with Final Design	Option 3: Construct the Project
Planning	\$5,132,021	\$173,164	\$750,219	\$1,130,219
Final Design	811,016	162,130	3,126,554	3,376,554
Construction	0	0	0	94,571,190
Short-Term Financing Interest	329,942	48,247	48,247	48,247
Finance Costs	275,635	187,770	187,770	457,610
Grant Repayment <sup>12</sup>	0	3,795,345	4,343,000	0
<b><u>Expenditures</u></b>	<b><u>6,548,614</u></b>	<b><u>4,366,656</u></b>	<b><u>8,455,790</u></b>	<b><u>99,583,820</u></b>
<b><u>Subtotal</u></b>				
Program Partner Contributions	-884,848	0	0	0
Grant Reimbursements <sup>13</sup>	-4,195,345	0	-2,960,000	-26,942,993
Subtotal	<u>1,468,421</u>	<u>4,366,656</u>	<u>5,495,790</u>	<u>72,640,827</u>
<b>Grand Total</b>		<b>\$5,835,077</b>	<b>\$6,964,211</b>	<b>\$74,109,248</b>

## Recommendation:

1. Staff recommend proceeding with Option 1, canceling the Project following completion of the Preliminary Design Report; and
2. Authorize the General Manager to take all necessary actions to implement Option 1, including terminating or modifying existing contracts as necessary, negotiating with grant agencies to minimize potential financial impacts, rescoping the STAG Grant and seeking approvals from the EPA, and completing any other administrative or financial actions necessary to close out the Project.

## Attachment:

Replenish Big Bear Matrix

<sup>12</sup> Option 1 and 2 assume full repayment of IRWM Grant funds.

<sup>13</sup> This assumes that the STAG Grant will not require repayment for Option 2 (\$2,960,000), and no grant repayment for Option 3 (IRWM \$4,563,338, STAG \$2,960,000, or Title XVI \$18,919,655).

## Replenish Big Bear Matrix

CONSIDERATIONS	Option 1 Stop at PDR	Option 2 Complete Final Design	Option 3 Complete Final Design and Construction of Project
<b>Timeline</b>	<ul style="list-style-type: none"> <li>PDR Completed December 2025</li> <li>Program Closeout by ~June 2026</li> </ul>	<ul style="list-style-type: none"> <li>PDR Completed December 2025</li> <li>Final Design Completed March 2027</li> <li>Program Closeout by ~July 2027</li> </ul>	<ul style="list-style-type: none"> <li>PDR Completed December 2025</li> <li>Final Design Completed March 2027</li> <li>Project Bids Received May 2027</li> <li>Construct July 2027 – July 2029</li> <li>Program Closeout by September 2029</li> </ul>
<b>IMPLEMENTATION STEPS</b>			
<b>Design</b>	<ul style="list-style-type: none"> <li>Complete PDR (30% Design)</li> </ul>	<ul style="list-style-type: none"> <li>Complete PDR (30% Design)</li> <li>Complete 100% Design</li> </ul>	<ul style="list-style-type: none"> <li>Complete PDR (30% Design)</li> <li>Major Equipment Pre-Selection</li> <li>Complete 100% Design</li> <li>Advertise for Bids</li> </ul>
<b>Program Management</b>	<ul style="list-style-type: none"> <li>Program Closeout</li> </ul>	<ul style="list-style-type: none"> <li>Program Closeout</li> </ul>	<ul style="list-style-type: none"> <li>Secure NPDES Discharge Permit</li> <li>Conduct Phase 2 analysis for wells around the Lake</li> <li>Continue downstream stakeholder coordination</li> <li>Program Closeout</li> </ul>
<b>Environmental</b>	<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>Amend PEIR based on final design scope, if needed</li> </ul>	<ul style="list-style-type: none"> <li>Amend PEIR based on final design scope, if needed</li> <li>Coordinate with wildlife agencies</li> <li>Implement mitigation for Baldwin Lake Pipeline, if required</li> </ul>
<b>Financial</b>	<ul style="list-style-type: none"> <li>Coordinate with DWR to negotiate IRWM grant termination terms (potential payback requirement)</li> <li>Coordinate with USBR to terminate Title XVI grants</li> <li>Coordinate with EPA to re-scope STAG Grants for use toward other BBARWA projects</li> <li>Coordinate with EPA to terminate WIFIA Loan process</li> </ul>	<ul style="list-style-type: none"> <li>Coordinate with DWR to negotiate IRWM grant termination terms</li> <li>Coordinate with USBR to terminate Title XVI grants</li> <li>Coordinate with EPA to secure award of STAG Grants for PM and Design costs</li> <li>Coordinate with EPA to terminate WIFIA Loan process</li> </ul>	<ul style="list-style-type: none"> <li>Complete WIFIA Loan</li> <li>Complete STAG Grant Award process</li> <li>Update Funding &amp; Financing Plan</li> <li>Pursue additional funding sources (grant and loan)</li> <li>Complete S&amp;P Rating</li> <li>Update Rate Structure</li> </ul>
<b>Legal</b>	<ul style="list-style-type: none"> <li>Consultant contract terminations and closeout</li> <li>Grant agreements termination and closeout</li> <li>WIFIA Loan process termination and closeout</li> <li>Staff support</li> </ul>	<ul style="list-style-type: none"> <li>Consultant contract terminations, amendments, and closeout</li> <li>Grant agreements termination and closeout</li> <li>WIFIA Loan process termination and closeout</li> <li>STAG Grant agreement</li> <li>Staff support</li> </ul>	<ul style="list-style-type: none"> <li>STAG Grant agreement</li> <li>Procurement and bidding compliance</li> <li>Environmental and regulatory support</li> <li>Property Easements</li> <li>Staff support</li> </ul>
<b>Construction and Startup</b>	<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>Secure construction permits</li> <li>Construct BBARWA improvements</li> <li>Facility Startup and Commissioning</li> </ul>
<b>BBARWA BOARD DECISIONS (a passing vote would be needed on all items to implement the respective options)</b>	<p>3/5 Vote:</p> <ul style="list-style-type: none"> <li>Cancel the Project following completion of the Preliminary Design Report</li> <li>Authorize the General Manager to take all necessary actions to implement Option 1, including terminating existing contracts, negotiating with grant agencies to minimize potential financial impacts, rescoping the STAG grant and seeking approval from the EPA, and completing any other administrative or financial actions necessary to close out the Project</li> <li>Authorize the General Manager to engage a rate consultant for a comprehensive rate study beginning in Fiscal Year 2028</li> </ul>	<p>3/5 Vote:</p> <ul style="list-style-type: none"> <li>Cancel the Project following the completion of the final design</li> <li>Authorize the General Manager to take all necessary actions to implement Option 2, including terminating or modifying existing contracts, negotiating with grant agencies to minimize potential financial impacts, executing the STAG Grant agreement, and completing any other actions necessary to complete final design and closing out the Project</li> <li>Authorize the General Manager to engage a rate consultant for a comprehensive rate study beginning in Fiscal Year 2028</li> </ul>	<p>4/5 vote:</p> <ul style="list-style-type: none"> <li>Approve WIFIA Loan</li> <li>Approve updated rate structure</li> </ul> <p>3/5 vote:</p> <ul style="list-style-type: none"> <li>Certify PEIR Amendment</li> <li>Approve Program</li> <li>Authorize the General Manager to amend the design contract to add scope for design, engineering services during construction, and construction management), amend the environmental and financial advisor contracts, execute the STAG Grant agreement, and advertise for bids</li> <li>Award Construction Contract</li> </ul>

CONSIDERATIONS	Option 1 Stop at PDR	Option 2 Complete Final Design	Option 3 Complete Final Design and Construction of Project
<b>Design Risks</b>	<ul style="list-style-type: none"> <li>No design risks. PDR level design can be applied to Stanfield Marsh discharge and other reuse scenarios if design resumes in the future.</li> </ul>	<ul style="list-style-type: none"> <li>Risk of redesign depending on time until the project is bid in the future. Future technological advancements, equipment availability, code changes, etc. would require review and possible partial redesign of one or more design deliverables.</li> <li>Without pre-selection of equipment, additional work will be required during the future construction phase to make design and field changes to accommodate the equipment supplied as part of the awarded bid.</li> </ul>	<ul style="list-style-type: none"> <li>No design risks if the project is funded and the bid is awarded. If the project does not have funding, the risk of redesign depends on the time until the project is bid in the future. Future technological advancements, equipment availability, code changes, etc. would require redesign and resubmittal and review of one or more design deliverables.</li> </ul>
<b>Schedule Risks</b>	<ul style="list-style-type: none"> <li>No risks for the PDR, as it would be completed prior to the Board's December decision.</li> <li>Risks for Program Closeout depends on discussions with funding agencies for grant agreement termination process and final funding reporting requirements. Timeline listed above for Program Closeout is estimated.</li> </ul>	<ul style="list-style-type: none"> <li>No risks for the PDR, as it would be completed prior to the Board's December decision.</li> <li>No risks for final design, as it would be completed as scheduled.</li> <li>If pre-selection of equipment is pursued when the project resumes, the schedule would be delayed to allow for that process to be completed.</li> </ul>	<ul style="list-style-type: none"> <li>No risks for the PDR, as it would be completed prior to the Board's December decision.</li> <li>No risks for final design, as it would be completed as scheduled.</li> </ul>
<b>Cost Risks</b>	<ul style="list-style-type: none"> <li>The cost of the project will likely be greater in the future due to inflation.</li> <li>Existing grants would be lost and competitiveness for future grant awards could be impacted depending on evaluation criteria for award of funding.</li> <li>Existing grant reimbursements may need to be paid back, subject to negotiation with the funding agencies.</li> <li>BBARWA can likely re-scope the \$2.96M STAG Grants to use toward a different project</li> </ul>	<ul style="list-style-type: none"> <li>The cost of the project will likely be greater in the future due to inflation.</li> <li>Existing grants and funding applicable to the construction phase would be lost and competitiveness for future grant awards could be impacted depending on evaluation criteria for award of funding.</li> <li>Using additional funds for design without the intent to construct could further risk funding agency relationships.</li> <li>Existing grant reimbursements may need to be paid back, subject to negotiation with the funding agencies.</li> </ul>	<ul style="list-style-type: none"> <li>The actual cost of the project may be greater due to inflation and market factors (tariffs, Build America Buy America, etc.)</li> </ul>