

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

Notice of a Special Meeting Administrative Committee

March 31, 2021

at

4:30 p.m.

Due to Executive Order N-25-20 and N-29-20, there will be no physical location for members of the public to participate. Members of the public may listen and provide public comments telephonically during the Public Forum (Item 4).

The public may participate in this meeting by:

Join Zoom Meeting:

<https://zoom.us/j/98865974415?pwd=d0pEd3d2T3ZqbktEcHN3MDAxK2tpZz09>

Meeting ID: 962 7879 7477

Passcode: 221579

Dial by your location

+1 669 900 9128 US (San Jose)

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Find your local number: <https://zoom.us/u/aRnag5opX>

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **PUBLIC FORUM RESPONSE**
None

4. **PUBLIC FORUM**

The Public Forum portion of the meeting is an opportunity for members of the public to directly address the Governing Board on matters within the jurisdiction of this Agency. Ordinance No. 57 limits individual public testimony to three minutes or less. The cumulative time that an individual may provide public testimony during a meeting is fifteen minutes, and the public testimony shall be limited to thirty minutes for all speakers. Whenever a group of persons wishes to address the Governing Board on the same item, the Chair or the Governing Board by majority vote may request a spokesperson be chosen for the group or limit the number of such persons addressing the Governing Board. Since the discussion of an item not on the posted agenda is not allowed, these concerns may be addressed in a future meeting under "Public Forum Response."

5. **OLD BUSINESS**

None

6. **NEW BUSINESS**

6.A. Reclassification and Reorganization:

- Reclassify Administrative Assistant to Operations Administrative/Laboratory Assistant – to provide operations support and laboratory assistance
- Reclassify Management Analyst - add Board Secretary to title and duties. Transfer some duties from existing Administrative Assistant classification
- Reclassify Laboratory Analyst to Senior Laboratory Analyst – to reflect the professional level of the position and level of responsibility

7. **ADJOURNMENT**

Kimberly Booth

**Kim Booth, Administrative Assistant
Big Bear Area Regional Wastewater Agency**

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if you need special assistance to participate in an Agency meeting or other services offered by the Agency, please contact Kimberly Booth, Administrative Assistant at (909) 584-4018. Notification at least 48 hours prior to the meeting or time when services are needed will assist the Agency staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are on file in the office of the Big Bear Area Regional Wastewater Agency and are available for public inspection during normal business hours.

Visit www.bbarwa.org to view and/or print the Agenda Package