

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

Regular Board Meeting Agenda
July 26, 2023 at 5:00 p.m.
121 Palomino Drive, Big Bear City, California

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

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

5. **PRESENTATION AND INTRODUCTION**

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

6. **INFORMATION/COMMITTEE REPORTS**

6.A. General Manager's Report

6.B. Bear Valley Basin Groundwater Sustainability Agency

7. **CONSENT CALENDAR**

All matters listed on the Consent Calendar will be enacted by one motion at the appropriate time. There will be no separate discussion of these items. If a detailed discussion is necessary, any Governing Board Member may request that an item be removed from the Consent Calendar and considered separately.

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

7.B. Monthly Disbursements Report for May and June - Informational

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

8. **ITEMS REMOVED FROM CONSENT CALENDAR**

9. **OLD BUSINESS**

None

10. **NEW BUSINESS – DISCUSSION/ACTION ITEMS**

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

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

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

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

11. **COMMENTS AND ANNOUNCEMENTS**

11.A. General Manager Comments

11.B. Governing Board Member Comments

12. **ADJOURNMENT**

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

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

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



Big Bear Area Regional

Wastewater Agency

John Green – Chair

Jim Miller – Vice-Chair

Rick Herrick – Director

Bynette Mote – Director

Larry Walsh – Director

AGENDA ITEM: 6.A.

MEETING DATE: July 26, 2023

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

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

REVIEWED BY: Christine Bennett, Finance Manager; John Shimmin, Plant Manager

SUBJECT: General Manager's Report

DISCUSSION:

Administration

Assembly Bill 1637 (Irwin) Local government: internet websites and email addresses

This bill would require local governments to migrate websites and email addresses to .gov or .ca.gov. Special districts' cost concerns were prominently highlighted in the Assembly Appropriations Committee analysis of the bill. Special districts are now excluded from the bill's requirements due to amendments taken to the bill when it passed off the Suspense File. Due to federal efforts to require .gov migration, the Agency will still secure a .gov domain name.

Operations

Emergency Repair – 42825 Big Bear Blvd, Big Bear Lake #2

The emergency repairs have been completed.

Headworks Grit System Rehabilitation Project

Change Order No. 5 has been executed, revising the grit pump discharge arrangement and the grit classifier overflow piping to provide better operational benefits to the Agency.

Solar Production

The May and June 2023 monthly performance reports are attached. The table below summarizes the actual net generation (kWh) for FY 2022 compared to FY 2023.

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

2023 Treatment Plant Data

The influent flow (MG) chart is attached to this report.

Flow Percentages			
Member Agency	April	May	June
City of Big Bear Lake	60.54%	57.43%	54.65%
Big Bear City CSD	34.45%	39.01%	41.53%
County of San Bernardino CSA 53B	5.01%	3.56%	3.82%

Connections

Month	Connections							FYE 6/30/2023		
	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	CBBL	CSD	CSA 53B
July	3	4	3	7	3	11	2	1	1	0
August	12	6	10	2	12	5	13	5	8	0
September	4	6	3	7	3	7	8	2	6	0
October	9	8	3	5	10	9	6	1	5	0
November	5	11	5	2	2	5	4	1	3	0
December	4	2	3	1	2	3	2	0	1	1
January	0	3	1	1	2	2	0	0	0	0
February	1	2	0	1	0	6	0	0	0	0
March	2	2	3	1	3	9	2	0	0	2
April	3	7	3	7	12	12	4	0	4	0
May	4	10	5	5	6	7	8	3	5	0
June	16	7	6	6	13	11	10	6	4	0
Total	63	68	45	45	68	87	59	19	37	3

Replenish Big Bear

The Agency, along with Directors Mote and Walsh, participated in Big Bear Middle School’s STEAM (science, technology, engineering, art, and math) Night on June 1, 2023. Approximately 59 students and their families learned about the Project and conducted the groundwater experiment built by the Agency’s Operations staff. On June 2, 2023, the Agency presented the Project to Big Bear Middle School’s 6th grade science classes and discussed the importance of groundwater sustainability.

The Agency hosted a Replenish Big Bear Open House and Pilot Tour event on July 19, 2023. Marketing of this event included:

- Emailing the event flyer to seven local governing bodies, eight regional agencies, 53 local community organizations, 640 Replenish Big Bear newsletter subscribers, and Big Bear Valley legislative representatives Senator Rosilicie Ochoa Bogh, Congressman Obernolte, Assemblyman Lackey, and Supervisor Rowe.
- Distributing event flyers throughout the community with assistance from the City of Big Bear Lake Department of Water and Power to over 100 local businesses.
- Placing advertisements:
 - July 6th and July 13th Big Bear Grizzly newspaper
 - July 5th, July 12th, and July 19th Big Bear Chamber of Commerce E-blast
 - July 15th to July 19th KBHR 93.3 radio ads
- Promoting at local meetings and events:
 - June 8th Government Affairs/Regional Transportation Advisory Committee
 - June 13th Mountain Mutual Aid meeting

- June 24th Outdoor Adventure Days hosted by the Bear Valley Ecotourism Coalition and Friends of Big Bear Valley
- July 12th and 13th Mountain Matters podcast
- Publishing social media posts

The Agency would like to thank the 244 members of the community, the City of Big Bear Lake Department of Water and Power, the Big Bear City Community Services District, and the Big Bear Municipal Water District for their support and participation in this event.

Stakeholder Coordination (no update)

Stakeholder coordination is ongoing, with the Project Team meeting with various stakeholder groups.

Environmental Review

The draft Environmental Impact Report (EIR) is expected to be published for review in summer 2023. Environmental document milestones can be found in the [January 25, 2023 presentation material](#).

An assessment is needed to determine the impacts of using Project water stored in the Lake to recharge the Big Bear Valley groundwater basin through the Sand Canyon recharge area. The analysis will be limited to the numeric Basin Plan water quality objectives.

Preliminary Engineering

The pilot study is underway. The purpose of the pilot study is to demonstrate process performance for site-specific wastewater conditions to regulatory agencies, confirm the proposed treatment process as a viable design approach to meet the target treatment levels, and quantify total system recovery for product water. The pilot study consists of four processes: nutrient removal, ultrafiltration, reverse osmosis, UV disinfection and an advanced oxidation process that will produce purified water that is higher than drinking water quality and meets all state and federal regulations.

The Project Team is coordinating the brine minimization with the first batch of totes being sent shortly.

The traditional Design-Bid-Build method was selected as the most appropriate procurement/delivery method given funding agency requirements.

Regulatory Analysis and Coordination (no update)

A work plan to lay out the next steps and timeline for the National Pollutant Discharge Elimination System (NPDES) permitting process is underway. This permit is required in order to discharge Project water to Stanfield Marsh and Big Bear Lake. The draft work plan will be shared with the Regional Board and Division of Drinking Water (DDW).

Water Systems Consulting, Inc. (WSC), the water engineering consultant, continues to work on the Monitoring Plan to collect information from Big Bear Lake and the final full advanced treated

effluent to inform the next steps in response to Regional Board comments. The Monitoring Plan will be shared with the Regional Board and DDW before Lake sampling begins.

WSC has requested a quote to complete an aerial survey of Stanfield Marsh to update the contour information for the Division wells and to support the future outfall design. Tom Harder & Co., the groundwater consultant, will complete the work plan once the survey information is received. WSC will send the work plan to DDW and request a meeting to discuss.

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

Agreements and Contracts

The Agency continues to work with legal counsel and Project beneficiaries to develop preliminary terms associated with the distribution of Project water and future monetary contributions to the Project.

Funding and Financing

The preliminary S&P Global Rating review has been completed and the Agency is pleased to announce that it received a preliminary rating of A-. The Water Infrastructure Finance and Innovation Act (WIFIA) application was submitted on June 8, 2023. The Project Team met with the Environmental Protection Agency (EPA) to discuss additional information needed to complete the WIFIA application and is working on providing that information.

The Agency’s Governing Board adopted a [five-year sewer user charge schedule on March 22, 2023](#), which is a requirement for the WIFIA Loan. The Big Bear City Community Services District and the City of Big Bear Lake held Prop 218 protest hearings. Both agencies adopted the new rate schedule. The County of San Bernardino CSA 53B did not hold a Prop 218 protest hearing and will absorb the rate increase at this time.

Grants Awarded or Recommended for Funding		
Grant	Amount	Status
DCI Technical Assistance	\$500,000	Awarded and Fully Funded
IRWM Prop 1 Round 1	\$4,563,338	Awarded, In Process
2021 Title XVI	\$1,700,000	Awarded, In Process, \$100,000 for grant agency administration
2022 EPA STAG	\$960,000	CEQA and NEPA must be completed prior to an Award
2022 Title XVI	\$8,267,112	Recommended for Funding
2023 EPA STAG	\$1,000,000	Included in Federal Budget; CEQA and NEPA must be completed prior to an Award
Total	\$16,990,450	

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

IRWM Prop 1 Round 1 Grant –The next quarterly report is due on July 31, 2023.

2021 Title XVI Grant – The United States Bureau of Reclamation (USBR) toured the pilot facility on July 18, 2023.

2022 and 2023 EPA State and Tribal Assistance Grants (STAG) – No update. These two grants were originally submitted through Community Funding Requests and have both been assigned to the EPA STAG grant program. EPA confirmed that EIR/EA is required before an application can be submitted. The application will be submitted once the EIR/EA is certified.

2022 Title XVI Grant – No update. The formal award from USBR in the amount of \$8,267,112 is pending.

2024 Community Funding Request – No update. The Project Team submitted applications to Senator Padilla, Senator Feinstein, and Congressman Obernolte in the amount of \$2,500,000. We anticipate, if awarded, this grant will be awarded through the EPA STAG program.

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



MONTHLY REPORT
May 2023

Plant Name:	Big Bear Area Regional Wastewater Agency
Plant ID:	P-3998
Capacity (DC):	1660.01
Resource:	Solar
Address:	121 Palomino Drive - 92314 Big Bear - California/United States
Configuration:	Mohawk, GM CPY



As Contracted Energy Last Month (kWh)

Energy Produced Last Month (kWh)

Time	Net Generation (kWh)		
	A	F	Δ
01 May 2023	10,856.50	6,939.96	56.43%
02 May 2023	10,633.00	6,939.96	53.21%
03 May 2023	10,719.00	6,939.96	54.45%
04 May 2023	6,877.00	6,939.96	-0.91%
05 May 2023	10,944.50	6,939.96	57.70%
06 May 2023	10,751.00	6,939.96	54.91%
07 May 2023	10,794.00	6,939.96	55.53%
08 May 2023	10,820.00	6,939.96	55.91%
09 May 2023	10,911.50	6,939.96	57.23%
10 May 2023	10,858.00	6,939.96	56.46%
11 May 2023	10,787.50	6,939.96	55.44%
12 May 2023	10,717.00	6,939.96	54.42%
13 May 2023	10,653.50	6,939.96	53.51%
14 May 2023	9,536.50	6,939.96	37.41%
15 May 2023	9,829.00	6,939.96	41.63%
16 May 2023	8,652.50	6,939.96	24.68%
17 May 2023	6,209.00	6,939.96	-10.53%
18 May 2023	7,187.50	6,939.96	3.57%
19 May 2023	8,590.00	6,939.96	23.78%
20 May 2023	9,165.00	6,939.96	32.06%
21 May 2023	5,058.00	6,939.96	-27.12%
22 May 2023	6,264.50	6,939.96	-9.73%
23 May 2023	10,449.50	6,939.96	50.57%
24 May 2023	10,639.50	6,939.96	53.31%
25 May 2023	10,687.00	6,939.96	53.99%
26 May 2023	10,704.50	6,939.96	54.24%
27 May 2023	10,637.50	6,939.96	53.28%
28 May 2023	10,598.00	6,939.96	52.71%
29 May 2023	10,671.50	6,939.96	53.77%
30 May 2023	10,454.50	6,939.96	50.64%
31 May 2023	10,632.00	6,939.96	53.20%
Totals	302,288.50	215,138.90	40.51%

Time	Net Generation (kWh)		
	A	F	Δ
01 May 2023	10,856.50	9,441.62	14.99%
02 May 2023	10,633.00	9,441.62	12.62%
03 May 2023	10,719.00	9,441.62	13.53%
04 May 2023	6,877.00	9,441.62	-27.16%
05 May 2023	10,944.50	9,441.62	15.92%
06 May 2023	10,751.00	9,441.62	13.87%
07 May 2023	10,794.00	9,441.62	14.32%
08 May 2023	10,820.00	9,441.62	14.60%
09 May 2023	10,911.50	9,441.62	15.57%
10 May 2023	10,858.00	9,441.62	15.00%
11 May 2023	10,787.50	9,441.62	14.25%
12 May 2023	10,717.00	9,441.62	13.51%
13 May 2023	10,653.50	9,441.62	12.84%
14 May 2023	9,536.50	9,441.62	1.00%
15 May 2023	9,829.00	9,441.62	4.10%
16 May 2023	8,652.50	9,441.62	-8.36%
17 May 2023	6,209.00	9,441.62	-34.24%
18 May 2023	7,187.50	9,441.62	-23.87%
19 May 2023	8,590.00	9,441.62	-9.02%
20 May 2023	9,165.00	9,441.62	-2.93%
21 May 2023	5,058.00	9,441.62	-46.43%
22 May 2023	6,264.50	9,441.62	-33.65%
23 May 2023	10,449.50	9,441.62	10.67%
24 May 2023	10,639.50	9,441.62	12.69%
25 May 2023	10,687.00	9,441.62	13.19%
26 May 2023	10,704.50	9,441.62	13.38%
27 May 2023	10,637.50	9,441.62	12.67%
28 May 2023	10,598.00	9,441.62	12.25%
29 May 2023	10,671.50	9,441.62	13.03%
30 May 2023	10,454.50	9,441.62	10.73%
31 May 2023	10,632.00	9,441.62	12.61%
Totals	302,288.50	292,690.20	3.28%



MONTHLY REPORT

Last Three Months Performance

Produced Energy (kWh)

Time	Net Generation (kWh)	
	F	W
Feb 2023	184,654.09	210,134.29
Mar 2023	252,531.00	258,477.40
Apr 2023	267,844.05	305,886.57
Totals	705,029.14	774,498.25

Availability (%) and PR

Time	Availability (%)			Performance Ratio (fraction)		
	A	F	Δ	A	F	Δ
Feb 2023	100.00	99.00	1.01%	1.05	0.00	100.00%
Mar 2023	99.92	99.00	0.93%	0.93	0.00	100.00%
Apr 2023	100.00	99.00	1.01%	0.81	0.00	100.00%
Totals	99.97	99.00	0.98%	0.93	0.00	100.00%

Closed Events Last 3 Months

Plant ID(s)	Event ID	Event Date	Status	Event Name	Notes	Root Cause
P-3998	108698	15 Mar 2023 13:32	Resolved	INV 13, 15, 22, 23, 24	Per Luke, Internal issue at the plant affecting a common ground. Water Pump shorting to ground has been corrected on site by internal plant personnel.	-
P-3998	108351	14 Mar 2023 19:07	Closed	Midnight Production; Suspected Wiring Issue	Please dispatch for inspection. Production meter showed production at midnight, high voltage reading on B-Phase to ground, unbalanced values. Possible Blown Fuse on the 4160V XFRMRS Per Luke, it was an internal issue with a common ground being affected at one of their pumps. Corrected internally at the plant.	Under Investigation

Open Events Last 3 Months



MONTHLY REPORT

Definitions

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

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

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

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

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

Availability (%): The Max theoretical generation capacity

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



MONTHLY REPORT
June 2023

Plant Name:	Big Bear Area Regional Wastewater Agency
Plant ID:	P-3998
Capacity (DC):	1660.01
Resource:	Solar
Address:	121 Palomino Drive - 92314 Big Bear - California/United States
Configuration:	Mohawk, GM CPY



As Contracted Energy Last Month (kWh)

Energy Produced Last Month (kWh)

Time	Net Generation (kWh)		
	A	F	Δ
01 Jun 2023	9,257.50	6,667.83	38.84%
02 Jun 2023	10,535.00	6,667.83	58.00%
03 Jun 2023	10,511.00	6,667.83	57.64%
04 Jun 2023	10,459.00	6,667.83	56.86%
05 Jun 2023	10,047.50	6,667.83	50.69%
06 Jun 2023	10,628.00	6,667.83	59.39%
07 Jun 2023	8,377.00	6,667.83	25.63%
08 Jun 2023	10,255.00	6,667.83	53.80%
09 Jun 2023	10,389.50	6,667.83	55.82%
10 Jun 2023	8,090.00	6,667.83	21.33%
11 Jun 2023	8,220.00	6,667.83	23.28%
12 Jun 2023	6,439.00	6,667.83	-3.43%
13 Jun 2023	9,615.00	6,667.83	44.20%
14 Jun 2023	8,477.00	6,667.83	27.13%
15 Jun 2023	9,702.00	6,667.83	45.50%
16 Jun 2023	6,778.50	6,667.83	1.66%
17 Jun 2023	7,924.50	6,667.83	18.85%
18 Jun 2023	10,589.50	6,667.83	58.81%
19 Jun 2023	6,548.50	6,667.83	-1.79%
20 Jun 2023	9,900.00	6,667.83	48.47%
21 Jun 2023	10,536.00	6,667.83	58.01%
22 Jun 2023	10,707.50	6,667.83	60.58%
23 Jun 2023	10,631.00	6,667.83	59.44%
24 Jun 2023	10,466.00	6,667.83	56.96%
25 Jun 2023	10,574.50	6,667.83	58.59%
26 Jun 2023	10,562.00	6,667.83	58.40%
27 Jun 2023	10,483.50	6,667.83	57.23%
28 Jun 2023	10,464.50	6,667.83	56.94%
29 Jun 2023	10,355.50	6,667.83	55.31%
30 Jun 2023	10,241.00	6,667.83	53.59%
Totals	287,765.00	200,034.80	43.86%

Time	Net Generation (kWh)		
	A	F	Δ
01 Jun 2023	9,257.50	9,422.58	-1.75%
02 Jun 2023	10,535.00	9,422.58	11.81%
03 Jun 2023	10,511.00	9,422.58	11.55%
04 Jun 2023	10,459.00	9,422.58	11.00%
05 Jun 2023	10,047.50	9,422.58	6.63%
06 Jun 2023	10,628.00	9,422.58	12.79%
07 Jun 2023	8,377.00	9,422.58	-11.10%
08 Jun 2023	10,255.00	9,422.58	8.83%
09 Jun 2023	10,389.50	9,422.58	10.26%
10 Jun 2023	8,090.00	9,422.58	-14.14%
11 Jun 2023	8,220.00	9,422.58	-12.76%
12 Jun 2023	6,439.00	9,422.58	-31.66%
13 Jun 2023	9,615.00	9,422.58	2.04%
14 Jun 2023	8,477.00	9,422.58	-10.04%
15 Jun 2023	9,702.00	9,422.58	2.97%
16 Jun 2023	6,778.50	9,422.58	-28.06%
17 Jun 2023	7,924.50	9,422.58	-15.90%
18 Jun 2023	10,589.50	9,422.58	12.38%
19 Jun 2023	6,548.50	9,422.58	-30.50%
20 Jun 2023	9,900.00	9,422.58	5.07%
21 Jun 2023	10,536.00	9,422.58	11.82%
22 Jun 2023	10,707.50	9,422.58	13.64%
23 Jun 2023	10,631.00	9,422.58	12.82%
24 Jun 2023	10,466.00	9,422.58	11.07%
25 Jun 2023	10,574.50	9,422.58	12.23%
26 Jun 2023	10,562.00	9,422.58	12.09%
27 Jun 2023	10,483.50	9,422.58	11.26%
28 Jun 2023	10,464.50	9,422.58	11.06%
29 Jun 2023	10,355.50	9,422.58	9.90%
30 Jun 2023	10,241.00	9,422.58	8.69%
Totals	287,765.00	282,677.51	1.80%



MONTHLY REPORT

Last Three Months Performance

Produced Energy (kWh)

Time	Net Generation (kWh)	
	F	W
Mar 2023	252,531.00	258,477.40
Apr 2023	267,844.05	305,886.57
May 2023	292,690.20	296,726.48
Totals	813,065.25	861,090.44

Availability (%) and PR

Time	Availability (%)			Performance Ratio (fraction)		
	A	F	Δ	A	F	Δ
Mar 2023	99.92	99.00	0.93%	0.93	0.00	100.00%
Apr 2023	100.00	99.00	1.01%	0.81	0.00	100.00%
May 2023	100.00	99.00	1.01%	0.73	0.00	100.00%
Totals	99.97	99.00	0.98%	0.82	0.00	100.00%

Closed Events Last 3 Months

Plant ID(s)	Event ID	Event Date	Status	Event Name	Notes	Root Cause
P-3998	108698	15 Mar 2023 13:32	Resolved	INV 13, 15, 22, 23, 24	Per Luke, Internal issue at the plant affecting a common ground. Water Pump shorting to ground has been corrected on site by internal plant personnel.	-
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Open Events Last 3 Months



MONTHLY REPORT

Definitions

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

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

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

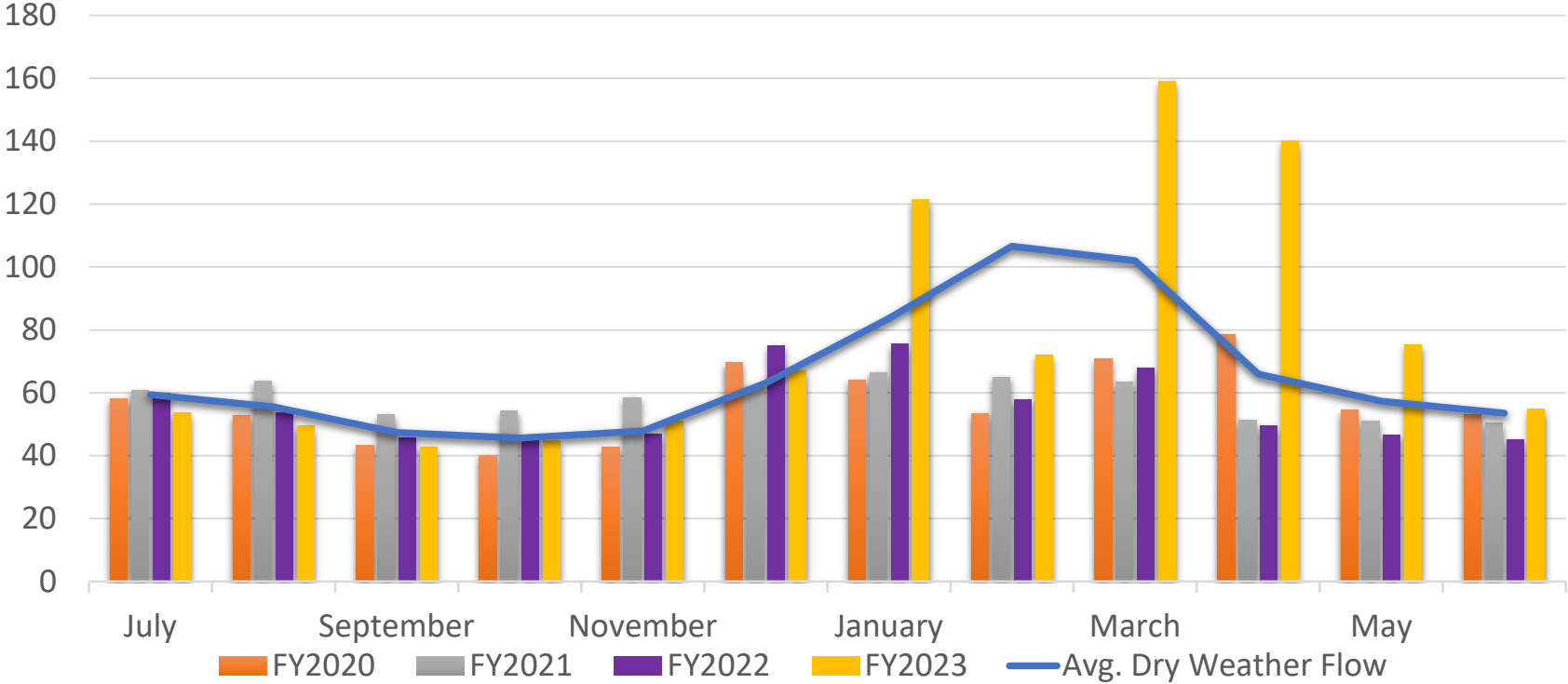
As Contracted Energy: (kWh) Energy proposed to be generated by your system contractually

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

Availability (%): The Max theoretical generation capacity

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

Influent Flow (MG)



BIG BEAR AREA REGIONAL WASTEWATER AGENCY

Regular Board Meeting Minutes

May 24, 2023

1. CALL TO ORDER

A Regular Meeting of the Governing Board of the Big Bear Area Regional Wastewater Agency was called to order by Vice-Chair Miller at 5:00 p.m. on May 24, 2023 at 121 Palomino Drive, Big Bear City, California, 20903 Pacific Coast Highway #26, Huntington Beach, California, and via Zoom.

BOARD MEMBERS PRESENT

John Green, Chair (via Zoom)

Jim Miller, Vice-Chair

Rick Herrick, Director

Bynette Mote, Director

Larry Walsh, Director

BOARD MEMBERS ABSENT

None

STAFF MEMBERS PRESENT

David Lawrence, General Manager

Christine Bennett, Finance Manager

John Shimmin, Plant Manager

Sonja Kawa, Human Resources Coordinator/Accounting Technician

Bridgette Burton, Management Analyst/Board Secretary

OTHERS

Frank Forbes, San Bernardino County Representative (via Zoom)

Mary Reeves, General Manager, Big Bear City Community Services District (via Zoom)

Members of the public who signed in included:

None

2. PLEDGE OF ALLEGIANCE

Director Herrick

3. APPROVAL OF AGENDA

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

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

4. PUBLIC FORUM

None

5. PRESENTATION AND INTRODUCTION

None

6. INFORMATION/COMMITTEE REPORTS

6.A. General Manager's Report

The General Manager informed the Governing Board that the OPEB (Other Postemployment Benefits) lump-sum contribution will be deferred to a future fiscal year due to unexpected repairs to the force main. An open house for the Replenish Big Bear Pilot Facility will occur in mid-July 2023.

The Governing Board requested additional information about cost-sharing with the City of Big Bear Lake Department of Water and Power for slip lining, detailed past experience with specific material applications, and expressed concern over slip lining sliding.

6.B. Administrative Committee

Director Mote advised that the Administrative Committee vetted the Organizational Structure and Classification Plan and Pay Schedule (Item 10.D.) and fully supports the recommendation.

7. CONSENT CALENDAR APPROVED ITEMS

7.A. Meeting Minutes from the April 26, 2023 Regular Meeting

7.B. Monthly Disbursements Report for April

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

7.D. Third Quarter Report, Nine Months Ended March 31, 2023

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

Ayes: Herrick, Miller, Mote, Walsh, Green

Noes: None

Absent: None

Abstain: None

8. ITEMS REMOVED FROM CONSENT CALENDAR

9. OLD BUSINESS

9.A. Resolution No. R. 10-2023, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Appointing the Finance Manager as the Treasurer and Auditor

The Board Secretary stated the definitions of Treasurer and Auditor written in the 4th Amendment to the Joint Powers Agreement and advised that both Best, Best & Krieger (BB&K), the Agency's legal counsel, and Rogers, Anderson, Malody and Scott, LLP (RAMS), the Agency's outside auditor, have reviewed and approved the attached Resolution.

The Governing Board expressed concern over the appointment of one employee to the positions of Treasurer and Auditor and clarified the Agency's existing financial checks and balances.

Upon motion by Vice-Chair Miller, seconded by Director Mote and carried, the Governing Board approved Resolution No. R. 10-2023 appointed the Finance Manager as the Treasurer and Auditor.

Ayes: Herrick, Miller, Mote, Green

Noes: Walsh

Absent: None

Abstain: None

10. NEW BUSINESS – DISCUSSION/ACTION ITEMS

10.A. Resolution No. R. 12-2023, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Making Emergency Findings and Authorizing

and Ratifying Emergency Contracts for the Force Main Repair at 42825 Big Bear Blvd; Appropriate \$20,393 from the Contingency Emergency Reserve Fund for Repairs

The Governing Board questioned if staff were concerned with the recent emergency repairs depleting the Contingency Emergency Reserve Fund.

Upon motion by Director Herrick, seconded by Vice-Chair Miller and carried, the Governing Board approved Resolution No. R. 12-2023 making emergency findings and authorizing and ratifying emergency contracts for the force main repair at 42825 Big Bear Blvd, appropriated \$20,393 from the Contingency Emergency Reserve Fund for costs related to the repair, and authorized the General Manager to take any other actions necessary to remediate the emergency repair at 42825 Big Bear Blvd., Big Bear Lake.

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

10.B. Purchasing Policy Amendment – Large Purchase and Purchase Order Threshold

The Finance Manager described the proposed amendment to the Purchasing Policy increasing the purchase order threshold to \$5,000 or above.

The Governing Board thanked staff for checking with other local agencies regarding purchase order thresholds and requested additional information about the amount of staff time required for the purchase order process.

Upon motion by Director Mote, seconded by Chair Green and carried, the Governing Board approved the Purchasing Policy Amendment.

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

10.C. Resolution No. R. 11-2023, A Resolution of the Big Bear Area Regional Wastewater Agency Adopting the Electronic Signature Use Policy

The Board Secretary presented the Electronic Signature Use Policy.

The Governing Board clarified if wet-ink signatures were used on checks, when electronic signatures cannot be used, and if electronic signatures would be used for

resolutions. The Governing Board directed staff to use a wet-ink signature on resolutions when possible.

Upon motion by Director Herrick, seconded by Vice-Chair Miller and carried, the Governing Board approved Resolution No. R. 11-2023 adopting the Electronic Signature Use Policy.

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

10.D. Organizational Structure and Classification Plan; Pay Schedule

The Human Resources Coordinator presented the reclassifications of the Finance Manager, Human Resources Coordinator/Accounting Technician, Senior Management Analyst/Board Secretary, and Laboratory Technician positions and the updated pay schedule.

The Governing Board questioned the pay range, reporting structure, and duties of the Laboratory Technician. The laboratory will be testing additional samples for the Replenish Big Bear Project in-house which will result in overall cost savings for the Agency.

Upon motion by Director Mote, seconded by Vice-Chair Miller and carried, the Governing Board approved the Finance Manager class specifications (job description), Human Resources Coordinator/Accounting Technician class specifications (job description), Senior Management Analyst/Board Secretary class specifications (job description), Laboratory Technician class specifications (job description), Organizational Chart, and the publicly available Pay schedule.

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

10.E. Award Contract for the LPS Generator and Fuel System Project and Appropriate \$40,166 from the Contingency Fund

The General Manager provided details about the project and detailed the public bidding process and long lead time for the generator.

The Governing Board inquired if this project would be considered an emergency, if a contract longer than 70 weeks would be beneficial, if the generator would be able to continue being operational until the new generator was installed, and if there was a quick connect setup available for a portable generator. The Governing Board also requested clarification regarding the replacement of the generator when the Lake Pump Station was rebuilt.

Upon motion by Director Herrick, seconded by Director Mote and carried, the Governing Board appropriated \$40,166 from the Contingency Fund for the LPS Generator and Fuel System Project, awarded a contract to Skyview Electric in the amount of \$174,890 for the LPS Generator and Fuel System Project for a contract term of 70 weeks, and authorized the General Manager to negotiate and execute the contract documents.

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

10.F. General Manager Employment Agreement Amendment

The Human Resources Coordinator explained that the Governing Board performed the General Manager evaluation during closed session on April 26, 2023. It was determined that an adjustment to Mr. Lawrence's accrual rate of paid vacation hours was appropriate.

As required by the Brown Act, the Governing Board provided an oral report that summarized the proposed action:

The General Manager will accrue paid vacation of Two Hundred (200) hours per year on a pro rata basis. This reflects a forty hour per year increase effective on May 20, 2023, which is the first day of the pay period encompassing this Amendment.

Upon motion by Director Mote, seconded by Vice-Chair Miller and carried, the Governing Board authorized the Governing Board Chair to execute an Employment Agreement Amendment with the approved changes.

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

11. COMMENTS AND ANNOUNCEMENTS

11.A. General Manager Comments

None

11.B. Governing Board Member Comments

The Governing Board requested an explanation regarding the solar production report stating that it was charging at midnight, reported that City Council held their budget workshop and its support for the Replenish Big Bear Project, and reminded those in attendance about the Memorial Day celebrations occurring over the weekend.

12. ADJOURNMENT

With no further business to come before the Governing Board, Vice-Chair Miller adjourned the meeting at 5:51 p.m.

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

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

Special Board Meeting Minutes

July 6, 2023

1. CALL TO ORDER

A Special Meeting of the Governing Board of the Big Bear Area Regional Wastewater Agency was called to order by Vice-Chair Miller at 9:00 a.m. on July 6, 2023 at 121 Palomino Drive, Big Bear City, California.

BOARD MEMBERS PRESENT

Jim Miller, Vice-Chair

Bynette Mote, Director

Larry Walsh, Director

BOARD MEMBERS ABSENT

John Green, Chair

Rick Herrick, Director

STAFF MEMBERS PRESENT

David Lawrence, General Manager

Christine Bennett, Finance Manager

John Shimmin, Plant Manager

Sonja Kawa, Human Resources Coordinator/Accounting Technician

Bridgette Burton, Senior Management Analyst/Board Secretary

OTHERS

Members of the public who signed in included:

None

2. PLEDGE OF ALLEGIANCE

Director Walsh

3. APPROVAL OF AGENDA

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

Ayes: Mote, Walsh, Miller

Noes: None

Absent: Green, Herrick

Abstain: None

4. **PUBLIC FORUM**

None

5. **CLOSED SESSION**

- 5.A. Public Employee Performance Evaluation
Pursuant to Government Code Section 54957(b)(1)
Title: General Manager

The Governing Board entered closed session at 9:01 a.m. The meeting was reconvened at 10:26 a.m. There was no reportable action.

6. **ADJOURNMENT**

With no further business to come before the Governing Board, Vice-Chair Miller adjourned the meeting at 10:27 a.m.

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

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

Special Board Meeting Minutes

July 19, 2023

1. CALL TO ORDER

A Special Meeting of the Governing Board of the Big Bear Area Regional Wastewater Agency scheduled for 2:00 p.m. on July 19, 2023 was adjourned at 2:10 p.m. due to a lack of a quorum.

BOARD MEMBERS PRESENT

Jim Miller, Vice-Chair

Bynette Mote, Director (joined at 2:11 p.m.)

BOARD MEMBERS ABSENT

John Green, Chair

Rick Herrick, Director

Larry Walsh, Director

STAFF MEMBERS PRESENT

David Lawrence, General Manager

Christine Bennett, Finance Manager

John Shimmin, Plant Manager

Sonja Kawa, Human Resources Coordinator/Accounting Technician

Bridgette Burton, Senior Management Analyst/Board Secretary

OTHERS

Ward Simmons, General Counsel, Best, Best & Krieger

Members of the public who signed in included:

Pam Balch, District Director, Office of Assemblyman Lackey, District 34

Sam Fuller, Big Bear Valley Watermaster

Marie Jauregui, Project Manager, Santa Ana Watershed Project Authority

Tom Lackey, Assemblyman, District 34

Steve Ludecke, Vice-President, Big Bear Municipal Water District

Corrine Mora, Office Manager/Field Representative, Office of Congressman Obernolte

Mary Reeves, General Manager, Big Bear City Community Services District

Mike Stephenson, General Manager, Big Bear Municipal Water District

Sean Sullivan, Deputy City Manager/Director of Public Works, City of Big Bear Lake

Erik Sund, City Manager, City of Big Bear Lake

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



Big Bear Area Regional
Wastewater Agency
John Green – Chair
Jim Miller – Vice-Chair
Rick Herrick – Director
Bynette Mote – Director
Larry Walsh – Director

AGENDA ITEM: 7.B.

MEETING DATE: July 26, 2023

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

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

PREPARED BY: Christine Bennett, Finance Manager

SUBJECT: Monthly Disbursements Report

BACKGROUND:

Attached are the Agency's May and June check registers which reflect accounts paid during the period.

FINANCIAL IMPACT:

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

RECOMMENDATION:

Informational

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

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

Check #	Date	Payee	Cash Account	Amount
22845V	5/22/23	FAMCON PIPE & SUPPLY, INC.	1000-20	-582.66
23061V	5/22/23	PSHRA (IPMA-HR)	1000-20	-175.00
23072	5/8/23	ACCENT COMPUTER SOLUTIONS, INC.	1000-20	2,870.94
23073	5/8/23	ARAMARK UNIFORM SERVICES	1000-20	1,343.67
23074	5/8/23	BEST BEST & KRIEGER LLP	1000-20	6,190.99
23075	5/8/23	BIG BEAR CITY COMMUNITY SERVICES DIST.	1000-20	972.59
23076	5/8/23	BEAR CITY GLASS	1000-20	451.68
23077	5/8/23	BUTCHER'S BLOCK & BUILDING	1000-20	216.91
23078	5/8/23	BEAR VALLEY ELECTRIC	1000-20	26,869.86
23079	5/8/23	CAR QUEST OF BIG BEAR	1000-20	14.45
23080	5/8/23	CHEM-TECH INTERNATIONAL, INC.	1000-20	2,643.63
23081	5/8/23	CLINICAL LAB OF SAN BERNARDINO	1000-20	505.00
23082	5/8/23	JOHN CONNELLY	1000-20	250.00
23083	5/8/23	CWEA TCP/MEMBERSHIP	1000-20	808.00
23084	5/8/23	DIY HOME CENTER-BIG BEAR	1000-20	44.08
23085	5/8/23	DISTRIBUTED SOLAR DEVELOPMENT, LLC	1000-20	23,688.75
23086	5/8/23	DIRECT TV	1000-20	44.99
23087	5/8/23	DEPARTMENT OF WATER & POWER	1000-20	53.75
23088	5/8/23	EVANTEC CORPORATION	1000-20	377.55
23089	5/8/23	FLYERS ENERGY	1000-20	2,632.05
23090	5/8/23	FRONTIER COMMUNICATIONS	1000-20	1,070.59
23091	5/8/23	GOVERNMENT FINANCE OFFICERS ASSN	1000-20	552.63
23092	5/8/23	NAVY MEN, LLC	1000-20	331.78
23093	5/8/23	GRAINGER	1000-20	73.05
23094	5/8/23	HACH COMPANY	1000-20	953.64
23095	5/8/23	HDR ENGINEERING, INC.	1000-20	3,925.00
23096	5/8/23	HUGHESNET	1000-20	102.33
23097	5/8/23	KING'S FIRE PROTECTION, INC.	1000-20	949.96
23098	5/8/23	NAPA AUTO PARTS	1000-20	191.81
23099	5/8/23	NATIVESCAPES INC	1000-20	720.00
23100	5/8/23	NEW PIG CORPORATION	1000-20	792.86
23101	5/8/23	CONSTANCE M. ALVARADO	1000-20	55.00
23102	5/8/23	PHENOVA	1000-20	578.47
23103	5/8/23	PHIL'S AUTOMOTIVE	1000-20	789.51

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

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

Check #	Date	Payee	Cash Account	Amount
23104	5/8/23	POLYDYNE INC	1000-20	8,464.71
23105	5/8/23	QUILL	1000-20	75.41
23106	5/8/23	REBEL OIL CO., INC.	1000-20	1,253.05
23107	5/8/23	ROI ENGINEERING LLC	1000-20	1,800.00
23108	5/8/23	SAFETY-KLEEN SYSTEMS, INC.	1000-20	394.60
23109	5/8/23	RYAN R. ABELN	1000-20	4,515.27
23110	5/8/23	SPECTRUM BUSINESS	1000-20	1,023.93
23111	5/8/23	STREAMLINE	1000-20	300.00
23112	5/8/23	TWIN BEAR EQUIPMENT RENTAL, INC	1000-20	625.31
23113	5/8/23	UNIVAR SOLUTIONS USA INC.	1000-20	2,776.51
23114	5/8/23	UNDERGROUND SERVICE ALERT	1000-20	142.84
23115	5/8/23	VIKING MAINTENANCE SERVICES, LLC	1000-20	1,350.00
23116	5/8/23	XYLEM DEWATERING SOLUTIONS, INC.	1000-20	134.14
23117	5/8/23	TROY BEMISDARFER	1000-20	50.00
23118	5/8/23	CHRISTINE BENNETT	1000-20	50.00
23119	5/8/23	BRIDGETTE BURTON	1000-20	50.00
23120	5/8/23	SAMUEL ESSEX	1000-20	125.00
23121	5/8/23	SONJA KAWA	1000-20	50.00
23122	5/8/23	DAVID LAWRENCE	1000-20	50.00
23123	5/8/23	JAMES J. MILLER	1000-20	150.00
23124	5/8/23	JOHN SHIMMIN	1000-20	50.00
23125	5/22/23	ALL PROTECTION ALARM	1000-20	1,169.07
23126	5/22/23	AMAZON CAPITAL SERVICES	1000-20	1,183.55
23127	5/22/23	ANTHEM LIFE INSURANCE COMPANY	1000-20	3,719.20
23128	5/22/23	AVISTA TECHNOLOGIES, INC.	1000-20	2,033.37
23129	5/22/23	BUSINESS CARD	1000-20	4,100.50
23130	5/22/23	CALOLYMPIC SAFETY	1000-20	915.13
23131	5/22/23	CLINICAL LAB OF SAN BERNARDINO	1000-20	455.00
23132	5/22/23	COUNTY OF SAN BERNARDINO SOLID WASTE MN	1000-20	7,453.72
23133	5/22/23	D&H WATER SYSTEMS, INC	1000-20	865.56
23134	5/22/23	DADDY'S PEST CONTROL	1000-20	150.00
23135	5/22/23	FAMCON PIPE & SUPPLY, INC.	1000-20	12,397.09
23136	5/22/23	GRAINGER	1000-20	72.34

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

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

Check #	Date	Payee	Cash Account	Amount
23137	5/22/23	BIG BEAR GRIZZLY	1000-20	734.25
23138	5/22/23	BEAR VALLEY BASIN GSA	1000-20	588.08
23139	5/22/23	HACH COMPANY	1000-20	636.69
23140	5/22/23	IEPMA-HR	1000-20	20.00
23141	5/22/23	J.J. KELLER & ASSOC, INC	1000-20	668.05
23142	5/22/23	MITEL	1000-20	368.29
23143	5/22/23	PHENOVA	1000-20	250.29
23144	5/22/23	PSHRA (IPMA-HR)	1000-20	175.00
23145	5/22/23	READY REFRESH	1000-20	291.91
23146	5/22/23	REBEL OIL CO., INC.	1000-20	1,298.71
23147	5/22/23	ROI ENGINEERING LLC	1000-20	1,800.00
23148	5/22/23	SOUTH COAST AQMD	1000-20	459.69
23149	5/22/23	SOCIETY FOR HUMAN RESOURCE MANAGEMENT	1000-20	244.00
23150	5/22/23	SOUTHWEST GAS	1000-20	2,190.96
23151	5/22/23	SYNAGRO-WWT, INC.	1000-20	27,537.46
23152	5/22/23	NANCY R. BOHL, INC.	1000-20	150.00
23153	5/22/23	VERIZON WIRELESS	1000-20	239.16
CASH 23791	5/1/23	AMERICAN FIDELITY ASSURANCE CO	1000-20	699.98
CASH 23792	5/1/23	CALPERS RETIREMENT	1000-20	3,458.92
CASH 23793	5/1/23	CA PERS 457 PROGRAM	1000-20	4,608.20
CASH 23794	5/1/23	CALPERS RETIREMENT	1000-20	7,940.77
CASH 23795	5/2/23	PAYA	1000-20	19.99
CASH 23796	5/5/23	PRINCIPAL FINANCIAL GROUP	1000-20	3,569.89
CASH 23797	5/5/23	CALPERS HEALTH	1000-20	30,293.16
CASH 23798	5/8/23	VISION SERVICE PLAN	1000-20	306.46
CASH 23799	5/10/23	BYNETTE L. MOTE	1000-20	150.00
CASH 23800	5/10/23	LAWRENCE C. WALSH	1000-20	150.00
CASH 23801	5/10/23	JOHN GREEN	1000-20	150.00
CASH 23802	5/11/23	THE LINCOLN NAT'L LIFE INS CO	1000-20	3,851.82
CASH 23803	5/12/23	EMPLOYMENT DEVELOPMENT DEPARTMENT	1000-20	2,217.29
CASH 23804	5/12/23	INTERNAL REVENUE SERVICE	1000-20	7,088.73
CASH 23805	5/15/23	CAPITAL ONE PUBLIC FUNDING, LLC	1000-20	40,941.67
CASH 23806	5/15/23	PNC BANK, N.A.	1000-20	75,004.12
CASH 23807	5/15/23	PNC BANK, N.A.	1000-20	179,553.76

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

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

Check #	Date	Payee	Cash Account	Amount
CASH 23808	5/15/23	AMERICAN FIDELITY ASSURANCE CO	1000-20	699.98
CASH 23809	5/15/23	CALPERS RETIREMENT	1000-20	3,458.92
CASH 23810	5/15/23	CA PERS 457 PROGRAM	1000-20	4,608.20
CASH 23811	5/15/23	CALPERS RETIREMENT	1000-20	7,940.77
CASH 23812	5/16/23	CALIF DEPT OF TAX & FEE ADMINISTRATION	1000-20	23.00
CASH 23813	5/25/23	AMERICAN FIDELITY ASSURANCE CO	1000-20	699.98
CASH 23814	5/25/23	CALPERS RETIREMENT	1000-20	3,458.92
CASH 23815	5/25/23	THE LINCOLN NAT'L LIFE INS CO	1000-20	3,851.82
CASH 23816	5/25/23	CA PERS 457 PROGRAM	1000-20	4,608.20
CASH 23817	5/25/23	INTERNAL REVENUE SERVICE	1000-20	7,077.01
CASH 23818	5/25/23	CALPERS RETIREMENT	1000-20	7,940.77
CASH 23819	5/26/23	LEGALSHIELD	1000-20	67.80
CASH 23820	5/26/23	TEXAS LIFE INSURANCE COMPANY	1000-20	241.25
CASH 23821	5/26/23	AMERICAN FIDELITY ASSURANCE CO	1000-20	842.14
CASH 23822	5/26/23	EMPLOYMENT DEVELOPMENT DEPARTMENT	1000-20	2,213.80
CASH 23823	5/26/23	PAYA	1000-20	12,435.29
CASH 23824	5/31/23	PAYA	1000-20	58.51
Total				596,136.82

**Big Bear Area Regional Wastewater Agency
Check Register
For the Period From Jun 1, 2023 to Jun 30, 2023**

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

Check #	Date	Payee	Cash Account	Amount
23154	6/8/23	ACCENT COMPUTER SOLUTIONS, INC.	1000-20	2,913.50
23155	6/8/23	AMAZON CAPITAL SERVICES	1000-20	61.14
23156	6/8/23	ARAMARK UNIFORM SERVICES	1000-20	2,043.35
23157	6/8/23	RICK M. BOWERS	1000-20	227.89
23158	6/8/23	BEST BEST & KRIEGER LLP	1000-20	4,550.40
23159	6/8/23	BIG BEAR CITY COMMUNITY SERVICES DI	1000-20	449.67
23160	6/8/23	BUTCHER'S BLOCK & BUILDING	1000-20	618.04
23161	6/8/23	BEAR VALLEY ELECTRIC	1000-20	12,559.07
23162	6/8/23	CAR QUEST OF BIG BEAR	1000-20	46.99
23163	6/8/23	JOHN CONNELLY	1000-20	187.50
23164	6/8/23	CWEA-DAMS	1000-20	270.00
23165	6/8/23	FIFTH ASSET, INC DBA DEBTBOOK	1000-20	4,500.00
23166	6/8/23	DIY HOME CENTER-BIG BEAR	1000-20	192.83
23167	6/8/23	TOM DODSON & ASSOCIATES	1000-20	15,643.75
23168	6/8/23	DISTRIBUTED SOLAR DEVELOPMENT, LLC	1000-20	22,617.23
23169	6/8/23	DIRECT TV	1000-20	59.24
23170	6/8/23	DEPARTMENT OF WATER & POWER	1000-20	48.75
23171	6/8/23	EVANTEC CORPORATION	1000-20	2,258.43
23172	6/8/23	FAMCON PIPE & SUPPLY, INC.	1000-20	559.04
23173	6/8/23	FEDEX	1000-20	11.59
23174	6/8/23	FLYERS ENERGY	1000-20	1,559.70
23175	6/8/23	FRONTIER COMMUNICATIONS	1000-20	1,074.49
23176	6/8/23	GEIGER SUPPLY, INC	1000-20	30.25
23177	6/8/23	GRAINGER	1000-20	460.33
23178	6/8/23	BEAR VALLEY BASIN GSA	1000-20	424.75
23179	6/8/23	BIG BEAR CITY CSD	1000-20	35,031.22
23180	6/8/23	DEPARTMENT OF WATER & POWER	1000-20	35,031.22
23181	6/8/23	BIG BEAR MUNICIPAL WATER DISTRICT	1000-20	35,031.22
23182	6/8/23	HACH COMPANY	1000-20	923.92
23183	6/8/23	HUGHESNET	1000-20	102.33
23184	6/8/23	JESUS APARICIO	1000-20	500.00
23185	6/8/23	RANDY J. SPITZ	1000-20	53.66
23186	6/8/23	NAPA AUTO PARTS	1000-20	58.14
23187	6/8/23	NEW PIG CORPORATION	1000-20	2,015.18

**Big Bear Area Regional Wastewater Agency
Check Register
For the Period From Jun 1, 2023 to Jun 30, 2023**

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

Check #	Date	Payee	Cash Account	Amount
23188	6/8/23	NHA ADVISORS, LLC	1000-20	14,981.25
23189	6/8/23	CONSTANCE M. ALVARADO	1000-20	55.00
23190	6/8/23	PHIL'S AUTOMOTIVE	1000-20	136.53
23191	6/8/23	PHOENIX TOWER INTERNATIONAL	1000-20	57.14
23192	6/8/23	PITNEY BOWES GLOBAL FINANCIAL SERVI	1000-20	127.67
23193	6/8/23	S&P GLOBAL RATINGS	1000-20	28,000.00
23194	6/8/23	RYAN R. ABELN	1000-20	2,357.10
23195	6/8/23	SMARTCOVER SYSTEMS	1000-20	1,092.00
23196	6/8/23	SPECTRUM BUSINESS	1000-20	1,023.93
23197	6/8/23	SUPPORT PRODUCT SERVICES, INC.	1000-20	499.29
23198	6/8/23	STREAMLINE	1000-20	300.00
23199	6/8/23	NANCY R. BOHL, INC.	1000-20	225.00
23200	6/8/23	TWIN BEAR EQUIPMENT RENTAL, INC	1000-20	515.16
23201	6/8/23	UNDERGROUND SERVICE ALERT	1000-20	365.09
23202	6/8/23	VIKING MAINTENANCE SERVICES, LLC	1000-20	1,350.00
23203	6/8/23	WATER SYSTEMS CONSULTING, INC.	1000-20	48,048.75
23204	6/8/23	BIG BEAR CITY COMMUNITY SERVICES DI	1000-20	312.51
23205	6/8/23	TROY BEMISDARFER	1000-20	50.00
23206	6/8/23	CHRISTINE BENNETT	1000-20	50.00
23207	6/8/23	BRIDGETTE BURTON	1000-20	50.00
23208	6/8/23	RICHARD T. HERRICK	1000-20	150.00
23209	6/8/23	SONJA KAWA	1000-20	50.00
23210	6/8/23	DAVID LAWRENCE	1000-20	50.00
23211	6/8/23	JAMES J. MILLER	1000-20	150.00
23212	6/8/23	JOHN SHIMMIN	1000-20	50.00
23213	6/8/23	SONJA KAWA	1000-20	102.67
23214	6/22/23	AMAZON CAPITAL SERVICES	1000-20	804.32
23215	6/22/23	BUSINESS CARD	1000-20	4,647.00
23216	6/22/23	CALIFORNIA TOOL & WELDING SUPPLY	1000-20	290.28
23217	6/22/23	CANON SOLUTIONS AMERICA, INC.	1000-20	1,533.17
23218	6/22/23	CHEM-TECH INTERNATIONAL, INC.	1000-20	436.93
23219	6/22/23	CLINICAL LAB OF SAN BERNARDINO	1000-20	85.00
23220	6/22/23	COUNTY OF SAN BERNARDINO SOLID WA	1000-20	1,188.05

**Big Bear Area Regional Wastewater Agency
Check Register
For the Period From Jun 1, 2023 to Jun 30, 2023**

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

Check #	Date	Payee	Cash Account	Amount
23221	6/22/23	EUROFINS EATON ANALYTICAL, LLC	1000-20	6,805.00
23222	6/22/23	EVANTEC CORPORATION	1000-20	419.96
23223	6/22/23	GRAINGER	1000-20	253.45
23224	6/22/23	HACH COMPANY	1000-20	280.16
23225	6/22/23	HDR ENGINEERING, INC.	1000-20	977.50
23226	6/22/23	IDE AMERICAS, INC.	1000-20	57,750.00
23227	6/22/23	KING'S FIRE PROTECTION, INC.	1000-20	5,536.00
23228	6/22/23	MCMASTER-CARR SUPPLY COMPANY	1000-20	52.10
23229	6/22/23	MITEL	1000-20	374.29
23230	6/22/23	MOTION INDUSTRIES	1000-20	6,410.09
23231	6/22/23	NATIVESCAPES INC	1000-20	448.00
23232	6/22/23	PETTY CASH	1000-20	559.33
23233	6/22/23	PHENOVA	1000-20	245.35
23234	6/22/23	POLYDYNE INC	1000-20	4,232.36
23235	6/22/23	RHONDA E. MURPHY	1000-20	500.00
23236	6/22/23	QUILL	1000-20	126.02
23237	6/22/23	READY REFRESH	1000-20	360.92
23238	6/22/23	ROI ENGINEERING LLC	1000-20	1,800.00
23239	6/22/23	SOUTHERN CALIFORNIA EDISON	1000-20	45.12
23240	6/22/23	RYAN R. ABELN	1000-20	6,600.00
23241	6/22/23	SOUTHWEST GAS	1000-20	476.64
23242	6/22/23	SYNAGRO-WWT, INC.	1000-20	19,440.10
23243	6/22/23	USA BLUEBOOK	1000-20	161.12
23244	6/22/23	VERIZON WIRELESS	1000-20	239.16
23245	6/22/23	KEN WILLIS CONSTRUCTION	1000-20	1,200.00
23246	6/22/23	WINZER CORP	1000-20	27.35
23247	6/22/23	SONJA KAWA	1000-20	110.94
23248	6/22/23	DAVID LAWRENCE	1000-20	313.42
CASH 23825	6/2/23	PAYA	1000-20	19.99
CASH 23826	6/2/23	VISION SERVICE PLAN	1000-20	306.46
CASH 23827	6/6/23	PRINCIPAL FINANCIAL GROUP	1000-20	3,569.89
CASH 23828	6/6/23	CALPERS HEALTH	1000-20	30,293.16
CASH 23829	6/8/23	THE LINCOLN NAT'L LIFE INS CO	1000-20	3,851.82
CASH 23830	6/9/23	EMPLOYMENT DEVELOPMENT DEPARTME	1000-20	2,620.46

Big Bear Area Regional Wastewater Agency
Check Register
For the Period From Jun 1, 2023 to Jun 30, 2023

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

Check #	Date	Payee	Cash Account	Amount
CASH 23831	6/9/23	INTERNAL REVENUE SERVICE	1000-20	8,143.33
CASH 23832	6/12/23	AMERICAN FIDELITY ASSURANCE CO	1000-20	699.98
CASH 23833	6/12/23	JOHN GREEN	1000-20	300.00
CASH 23834	6/12/23	BYNETTE L. MOTE	1000-20	300.00
CASH 23835	6/12/23	LAWRENCE C. WALSH	1000-20	150.00
CASH 23836	6/12/23	CALPERS RETIREMENT	1000-20	3,538.37
CASH 23837	6/12/23	CA PERS 457 PROGRAM	1000-20	4,784.89
CASH 23838	6/12/23	CALPERS RETIREMENT	1000-20	7,940.77
CASH 23839	6/14/23	EPA WIFIA	1000-20	25,000.00
CASH 23840	6/22/23	THE LINCOLN NAT'L LIFE INS CO	1000-20	3,851.82
CASH 23841	6/23/23	EMPLOYMENT DEVELOPMENT DEPARTME	1000-20	1,838.20
CASH 23842	6/23/23	INTERNAL REVENUE SERVICE	1000-20	6,158.15
CASH 23843	6/26/23	AMERICAN FIDELITY ASSURANCE CO	1000-20	699.98
CASH 23844	6/26/23	CALPERS RETIREMENT	1000-20	3,458.92
CASH 23845	6/26/23	CA PERS 457 PROGRAM	1000-20	4,784.89
CASH 23846	6/26/23	CALPERS RETIREMENT	1000-20	7,940.77
CASH 23847	6/27/23	PAYA	1000-20	12,435.29
CASH 23848	6/28/23	LEGALSHIELD	1000-20	67.80
CASH 23849	6/28/23	AMERICAN FIDELITY ASSURANCE CO	1000-20	842.14
CASH 23850	6/28/23	TEXAS LIFE INSURANCE COMPANY	1000-20	241.25
Total				540,831.37



Big Bear Area Regional
Wastewater Agency
John Green – Chair
Jim Miller – Vice-Chair
Rick Herrick – Director
Bynette Mote – Director
Larry Walsh – Director

AGENDA ITEM: 7.C.

MEETING DATE: July 26, 2023

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

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

PREPARED BY: Christine Bennett, Finance Manager

SUBJECT: Investment Report Identifying Agency Investments and Reporting Interest Income

BACKGROUND:

Attached are the May and June Monthly Investment Reports pursuant to the Agency's Investment Policy.

FINANCIAL IMPACT:

There is no financial impact.

RECOMMENDATION:

Informational

BBARWA
 Monthly Investment Report
 May 2023

<u>INVESTMENT TYPE</u>	<u>COST</u>	<u>FAIR MARKET VALUE (1)</u>	<u>YEAR TO DATE INTEREST(2)</u>	<u>INTEREST RATE</u>	<u>MATURITY DATE</u>
LOCAL AGENCY INVESTMENT FUND	\$ 11,170,670	\$ 11,019,981	\$ 62,563	2.993%	DAILY
TOTAL	\$ 11,170,670	\$ 11,019,981	\$ 62,563		

The Investment Portfolio of the Big Bear Area Regional Wastewater Agency is in compliance with the investment policy approved in Sept 2022. The Agency will be able to meet its expenditure requirements for the next six months.

(1) LOCAL AGENCY INVESTMENT FUND (LAIF) IS A STATE-RUN INVESTMENT POOL PROVIDED FOR PUBLIC AGENCIES. THE LAIF MARKET VALUE SHOWN ON THIS TREASURER'S REPORT REPRESENTS BBARWA'S SHARE OF THE **LIQUID VALUE** OF LAIF'S PORTFOLIO IF IT WAS LIQUIDATED AS OF THE END OF THE REPORTED MONTH. THIS NUMBER SERVES AS AN INDICATOR OF WHETHER OR NOT THE **MARKET VALUE** OF LAIF'S INVESTMENTS IS ABOVE OR BELOW THE **COST** OF THOSE INVESTMENTS.

(2) Interest paid quarterly on LAIF investment. Amount reflects interest income received at the reporting date during FY 2023 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

June 06, 2023

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

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

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

[Tran Type Definitions](#)



Account Number:

May 2023 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
5/8/2023	5/8/2023	RW	1729224	N/A	CHRISTINE BENNETT	-500,000.00
5/24/2023	5/22/2023	RW	1729738	1690116	CHRISTINE BENNETT	-500,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	12,170,669.93
Total Withdrawal:	-1,000,000.00	Ending Balance:	11,170,669.93

BBARWA
 Monthly Investment Report
 June 2023

<u>INVESTMENT TYPE</u>	<u>COST</u>	<u>FAIR MARKET VALUE (1)</u>	<u>YEAR TO DATE INTEREST(2)</u>	<u>INTEREST RATE</u>	<u>MATURITY DATE</u>
LOCAL AGENCY INVESTMENT FUND	\$ 11,170,670	\$ 11,001,194	\$ 62,563	3.167%	DAILY
TOTAL	\$ 11,170,670	\$ 11,001,194	\$ 62,563		

The Investment Portfolio of the Big Bear Area Regional Wastewater Agency is in compliance with the investment policy approved in Sept 2022. The Agency will be able to meet its expenditure requirements for the next six months.

(1) LOCAL AGENCY INVESTMENT FUND (LAIF) IS A STATE-RUN INVESTMENT POOL PROVIDED FOR PUBLIC AGENCIES. THE LAIF MARKET VALUE SHOWN ON THIS TREASURER'S REPORT REPRESENTS BBARWA'S SHARE OF THE **LIQUID VALUE** OF LAIF'S PORTFOLIO IF IT WAS LIQUIDATED AS OF THE END OF THE REPORTED MONTH. THIS NUMBER SERVES AS AN INDICATOR OF WHETHER OR NOT THE **MARKET VALUE** OF LAIF'S INVESTMENTS IS ABOVE OR BELOW THE **COST** OF THOSE INVESTMENTS.

(2) Interest paid quarterly on LAIF investment. Amount reflects interest income received at the reporting date during FY 2023 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

July 03, 2023

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

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

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

[Tran Type Definitions](#)



Account Number:

June 2023 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	11,170,669.93
Total Withdrawal:	0.00	Ending Balance:	11,170,669.93



Big Bear Area Regional
Wastewater Agency
John Green – Chair
Jim Miller – Vice-Chair
Rick Herrick – Director
Bynette Mote – Director
Larry Walsh – Director

AGENDA ITEM: 10.A.

MEETING DATE: July 26, 2023

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

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

REVIEWED BY: John Shimmin, Plant Manager

SUBJECT: Appropriate \$50,000 for the Force Main Investigation from the Contingency Fund

BACKGROUND:

On March 11, 2023 the Agency was notified of a sewage spill near 42825 Big Bear Blvd. Staff discovered a 4” hole in the force main. On April 15, 2023, the Agency was notified of a second sewage spill near 42825 Big Bear Blvd. Staff discovered a 2” hole in the force main. The potential spill into Stanfield Marsh, recent high flows from the City of Big Bear Lake, limited storage at the Garstin ponds, and a possibility of an overflow of influent, qualified these events as imminent risks and necessitated the need for the emergency repairs.

On April 26, 2023, the Governing Board appropriated \$31,625 for the first emergency repair. On May 24, 2023, the Governing Board appropriated \$20,393 for the second emergency repair.

DISCUSSION:

Upon further review of the construction drawings, it was determined that the force main is likely being impacted by hydrogen sulfide gas during low flow conditions due to the collection at the top of the pipe, which can cause corrosion. Staff is proposing to install an access point (a “tee”) in the force main to conduct a video inspection to determine the extent of the impact, if further repairs are needed, and/or if a liner is recommended. The best and safest course of action is to install the access point at the repair location to avoid conflicts with other utilities.

The Agency will solicit informal proposals for 1) the excavation and removal of the repaired force main section and installation of a new 16-inch ductile iron flanged tee attached with mechanical joint flanged restraints, and 2) a video investigation up to 1,600 linear feet in each direction.

The engineer’s estimate is as follows:

Contractor	Amount
Video Investigation	\$5,000
<u>Access Point Installation</u>	<u>\$45,000</u>
Total	\$50,000

FINANCIAL IMPACT:

The engineer's estimate for the Project is \$50,000. There are adequate funds available in the Contingency Fund to make this appropriation.

RECOMMENDATION:

1. Appropriate \$50,000 from the Contingency Fund for the Force Main Investigation Project;
2. Authorize the General Manager to solicit informal bids per the Agency's Purchasing Policy to conduct the video investigation, not to exceed \$5,000; and
3. Authorize the General Manager to solicit informal bids per the Agency's Purchasing Policy for the installation of the access point, not to exceed \$45,000.



Big Bear Area Regional
Wastewater Agency
John Green – Chair
Jim Miller – Vice-Chair
Rick Herrick – Director
Bynette Mote – Director
Larry Walsh – Director

AGENDA ITEM: 10.B.

MEETING DATE: July 26, 2023

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

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

REVIEWED BY: John Shimmin, Plant Manager

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

BACKGROUND:

Replacement of the existing piping distribution and check valves (Headers and Check Valves) was included in the FY 2023 Capital Budget and the funds have not been expended. The available funds of \$200,000 will be carried forward to FY 2024. The scope of work includes replacement of the suction and discharge piping and check valves to pump to the return activated sludge (RAS) line. The RAS is a critical component of plant operations and meeting regulatory compliance requirements. Small sections of piping have been repaired due to leaks over the past 50 years. Due to the enormous amount of electrical equipment and control systems in the building and the technical lifecycle of the equipment being exceeded, replacement of the existing header with new piping and check valves is recommended.

DISCUSSION:

The existing piping is manufactured by Victaulic. This is a proprietary flanged piping system and for consistency in operations, staff recommends replacement of the piping with the same manufacturer, Victaulic. The anticipated lead time to manufacture the replacement parts is three to six months. Due to the long lead time, staff recommends purchasing the replacement equipment as soon as possible. Installation will occur in the summer of 2024.

The Governing Board is authorized by Public Contract Code section 3400(c) to make findings designating certain products, things or services by specific brand or trade name for the statutorily enumerated purposes. Per the Agency's Purchasing Policy, exemption from competitive procurement may be approved for standardization of material and equipment, when it is necessary to match other products in use on a public improvement project. Specifically, Public Contract Code section 3400(c)(2) authorizes sole source "in order to match other products in use on a particular public improvement either completed or in the course of completion."

The sole source exemption from competitive bidding must be approved by the Governing Board by resolution. The designation of Victaulic piping products for the Headers and Check Valves project as a sole source item will allow the Agency to ensure that the equipment is compatible with and matches the existing piping in accordance with the Agency's Purchasing Policy and Public Contract Code section 3400(c)(2).

The Agency's legal counsel, BB&K, has reviewed and approved the staff report and attached resolution.

FINANCIAL IMPACT:

The Headers and Check Valves project was included in the FY 2023 Capital Budget and the funds have not been expended. The available funds will be carried forward to FY 2024; therefore, there is no additional financial impact to the FY 2024 Budget.

RECOMMENDATION:

1. Approve Resolution No R. 13-2023; and
2. Authorize the General Manager to procure the necessary piping by sole source without following competitive bidding requirements.

ATTACHMENT:

Resolution No R. 13-2023

RESOLUTION NO. 13-2023

A RESOLUTION OF THE GOVERNING BOARD OF THE BIG BEAR AREA REGIONAL WASTEWATER AGENCY MAKING CERTAIN FINDINGS AND AUTHORIZING AWARD OF A SOLE SOURCE CONTRACT FOR THE PURCHASE OF VICTAULIC PIPING FOR THE HEADERS AND CHECK VALVES PROJECT PURSUANT TO PUBLIC CONTRACT CODE SECTION 3400

WHEREAS, the Governing Board of the Big Bear Area Regional Wastewater Agency (“Agency”) is authorized by Public Contract Code section 3400(c) to make findings designating certain products, things or services by specific brand or trade name for the statutorily enumerated purposes; and

WHEREAS, the Agency’s Purchasing Policy and Public Contract Code section 3400(c)(2) authorizes sole source “in order to match other products in use on a particular public improvement either completed or in the course of completion”; and

WHEREAS, the Agency desires to procure new piping and check valves to pump to the return activated sludge line for the upcoming Headers and Check Valves project (“Project”); and

WHEREAS, the existing piping is manufactured by Victaulic and this is a proprietary flanged piping system; and

WHEREAS, the Agency wishes to match the existing piping and check valves currently utilized by procuring Victaulic piping products for the Project; and

WHEREAS, California case law excuses compliance with competitive bidding requirements in exceptional circumstances such as where requests for competitive bids would be futile, unavailing or would not produce an advantage, including when there is only one party who can complete the work (*Los Angeles Dredging Co. v. Long Beach* (1930) 210 Cal. 348; *Graydon v. Pasadena Redevelopment Agency* (1980) 104 Cal.App.3d 631); and

WHEREAS, the designation of Victaulic piping products for the Project as a sole source item will allow the Agency to ensure that the equipment is compatible with and matches the existing piping in accordance with the Agency’s Purchasing Policy and Public Contract Code section 3400(c)(2).

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

SECTION 1. The above recitals are incorporated into this section by reference, as though fully set forth herein.

SECTION 2. Based on the Agency’s above-described review and Public Contract Code section 3400(c)(2), the Governing Board finds the Agency must require and

specify the use of Victaulic piping products for the Project to match the existing piping manufactured by Victaulic, such that competitive bidding would be futile, unavailing and would not produce an advantage. (*Los Angeles Dredging Co. v. Long Beach* (1930) 210 Cal. 348; *Graydon v. Pasadena Redevelopment Agency* (1980) 104 Cal.App.3d 631.)

SECTION 3. The Governing Board hereby authorizes the General Manager to purchase the required Victaulic piping products for the Project to match the existing piping manufactured by Victaulic by sole sourcing the Victaulic piping products without following competitive bidding requirements.

SECTION 4. This Resolution shall become effective upon its adoption.

ADOPTED, SIGNED AND APPROVED this 26th day of July, 2023.

Jim Miller, Vice-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, being Resolution No. R. 13-2023, Making Certain Findings and Authorizing Award of a Sole Source Contract for the Purchase of Victaulic Piping for the Headers and Check Valves Project Pursuant to Public Contract Code Section 3400, was duly adopted at a regular meeting of the Governing Board held on the 26th day of July 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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



Big Bear Area Regional
Wastewater Agency
John Green – Chair
Jim Miller – Vice-Chair
Rick Herrick – Director
Bynette Mote – Director
Larry Walsh – Director

AGENDA ITEM: 10.C.

MEETING DATE: July 26, 2023

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

REVIEWED BY: Christine Bennett, Finance Manager

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

BACKGROUND & DISCUSSION:

Recent developments concerning the Replenish Big Bear Project have increased the anticipated workload in administering and managing the project. After discussions with the Agency's legal counsel and grant administrators, it was determined that it will not be possible to utilize a delivery process such as Design-Build and still meet the federal requirements when building the Replenish Big Bear facility. The Agency will have to deliver the project through a traditional Design-Bid-Build process, based on federal guidelines. The process will substantially increase the workload in administering and managing the Project going forward. This new development makes it necessary for the Agency to consider ways to accommodate the additional workload and staffing needs. It would be beneficial to free up more of the General Manager's time to support the Replenish Big Bear Project by reassigning some of the day-to-day administrative duties to a support staff person. To efficiently accomplish the goal of building the Replenish Big Bear Project, the General Manager recommends reclassifying the current Senior Management Analyst position to an Administrative Services Manager and assigning additional duties. These additional duties would be under the direction of the General Manager.

Implementation of the recommendation includes revision of the organizational structure and reclassification effective July 26, 2023 as follows:

- 1) Reclassify Senior Management Analyst/Board Secretary to Administrative Services Manager/Board Secretary adding administrative managerial duties. Recommended pay range is \$64.98-\$87.72 based on consultation with Bryce Consulting, the company used by the Agency for its annual compensation and classification study updates.

The establishment of a new clerical position is projected for consideration at a future date, likely FY 2025, and at that time the Administrative Services Manager would be relieved of some of the routine clerical duties.

Classification Plan Changes

Hourly Pay Rate	7/01/2023 Start	7/01/2023 Top	New Start	New Top
Classification				
Senior Management Analyst/Board Secretary to Administrative Services Manager/Board Secretary	\$40.16	\$54.21	\$64.98	\$87.72

FINANCIAL IMPACT:

The financial impact that will result from this reclassification, including salaries and benefits, is \$33,357.00 for FY 2024.

RECOMMENDATION:

- 1) Approve Administrative Services Manager/Board Secretary class specifications (job description).
- 2) Approve Organizational Chart.
- 3) Appropriate \$33,357 for the reclassification of the Senior Management Analyst/Board Secretary to Administrative Services Manager/Board Secretary from the Contingency Fund.
- 4) Approve publicly available Pay Schedule.

ATTACHMENTS:

- Senior Management Analyst/Board Secretary redline
- Administrative Services Manager/Board Secretary Job Description
- Organizational Chart
- Pay Schedule



~~SENIOR MANAGEMENT ANALYST~~ ADMINISTRATIVE SERVICES MANAGER/BOARD SECRETARY

DEFINITION

~~To~~ 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 ~~provide administrative and analytical support to management staff; 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 Senior Management Analyst~~ The Administrative Services 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

~~Senior Management Analyst~~ Administrative Services 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

~~Senior Management Analyst~~ Administrative Services 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

~~Senior Management Analyst~~ Administrative Services 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

~~Senior Management Analyst~~ Administrative Services 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.

Job Description

~~Senior Management Analyst~~ Administrative Services Manager / Board Secretary

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:

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

LICENSE AND/OR CERTIFICATE

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.

Job Description

~~Senior Management Analyst~~ Administrative Services Manager/Board Secretary

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



ADMINISTRATIVE SERVICES 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 Administrative Services 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

Administrative Services 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.

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Ability to:

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Job Description
Administrative Services Manager/Board Secretary

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.

LICENSE AND/OR CERTIFICATE

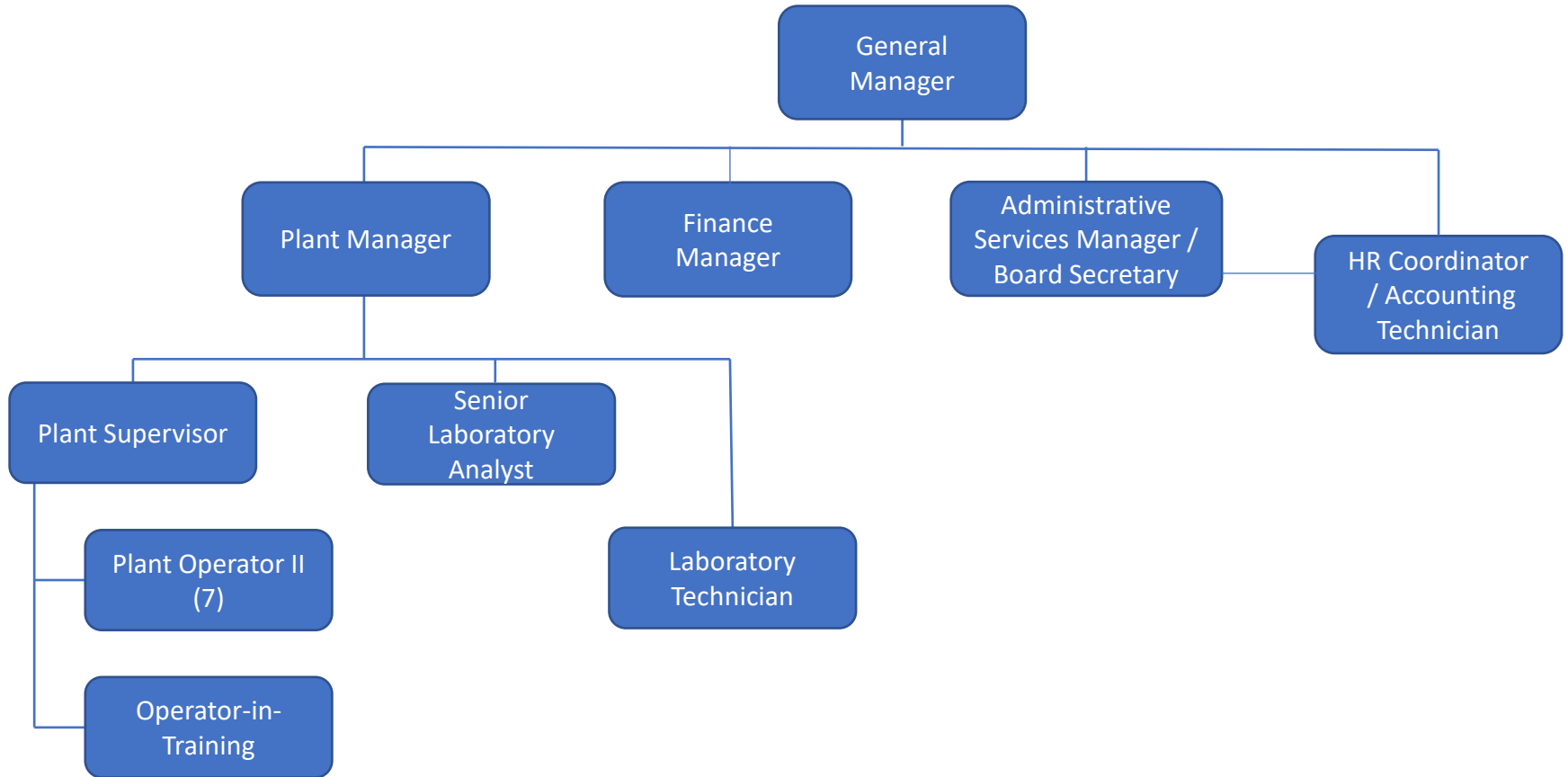
Possession of a valid California Class C driver's license, including possession and maintenance of a satisfactory driving record and ability to meet eligibility standards for motor vehicle insurance coverage established by the agency's insurance carrier.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential 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 July 26, 2023

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

Classification	Start	Top
	Hourly Pay Rate	Hourly Pay Rate
Active		
Non-Regular	\$18.15	\$24.50
Plant Operator-In-Training	\$22.67	\$30.60
Plant Operator II	\$31.95	\$43.13
Laboratory Technician	\$30.22	\$40.80
Senior Laboratory Analyst	\$41.72	\$56.32
Plant Supervisor	\$43.85	\$59.20
Human Resources Coordinator / Accounting Technician ¹	\$39.74	\$53.65 ¹
Administrative Services Manager / Board Secretary	\$64.98	\$87.72
Plant Manager	\$64.98	\$87.72
Finance Manager	\$66.54	\$89.83
General Manager	\$92.15	\$124.40

¹The pay range is frozen based on the Compensation Study dated January 2023.

Governing Board Approval Date: July 26, 2023



Big Bear Area Regional
Wastewater Agency
John Green – Chair
Jim Miller – Vice-Chair
Rick Herrick – Director
Bynette Mote – Director
Larry Walsh – Director

AGENDA ITEM: 10.D.

MEETING DATE: July 26, 2023

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

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

PREPARED BY: Bridgette Burton, Senior Management Analyst/Board Secretary

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

BACKGROUND & DISCUSSION:

Chair Green has notified the Agency that he will be resigning as the Governing Board Chair. It is appropriate for the Governing Board to consider the appointment of a new Chair and/or Vice-Chair.

The process will begin by opening nominations for the appointment, a second will be offered, followed by a vote of the Governing Board. A separate nomination, second, and vote is required for each new appointment. The designated officers will assume their new positions at the next scheduled meeting.

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

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

FINANCIAL IMPACT:

There is no financial impact.

RECOMMENDATION:

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