

**BIG BEAR AREA REGIONAL WASTEWATER AGENCY
REGULAR BOARD MEETING MINUTES**

January 22, 2020
Karyn Oxandaboure
Via Teleconference
45981 State Highway 74
Palm Desert, Ca. 92260

1. CALL TO ORDER

A Regular Meeting of the Governing Board of the Big Bear Area Regional Wastewater Agency was called to order by Chair Caretto at 5:07 p.m. on January 22, 2020, at 121 Palomino Drive, Big Bear City, California 92314.

BOARD MEMBERS PRESENT

David Caretto, Chair
John Green, Vice Chair
Karyn Oxandaboure, Secretary, via teleconference

BOARD MEMBERS ABSENT

Rick Herrick, Director
Jim Miller, Director

STAFF MEMBERS PRESENT

David Lawrence, General Manager
Jennifer McCullar, Finance Manager
John Shimmin, Plant Manager
Bridgette Burton, Management Analyst
Ryan Connelly, Plant Operator
Kim Booth, Administrative Assistant

2. PLEDGE OF ALLEGIANCE

Dispensed

3. PRESENTATIONS AND INTRODUCTIONS

3.A. Bridgette Burton – 1-year recognition

Mr. Lawrence thanked Ms. Burton for her service and Chair Caretto presented her with a 1-year pin.

3.B. Agency Awards

Mr. Lawrence updated the Governing Board on the awards that the Agency and employees received in 2019 which include the 2019 CWEA-DAMS Laboratory Person of the Year Nikki Crumpler, 2019 CWEA-DAMS Supervisor of the Year Troy Bemisdarfer, 2019 CWEA-DAMS Small Plant of Year, and the 2018 GFOA Certificate of Achievement for Excellence in Financial Reporting.

4. APPROVAL OF THE AGENDA

Upon motion made by Vice Chair Green, seconded by Secretary Oxandaboure and carried, the Governing Board approved the agenda as presented.

Ayes: Caretto, Green, Oxandaboure

Noes: None

Absent: Herrick, Miller

Abstain: None

5. CONSENT CALENDAR

5.A. Minutes of Special Meeting on December 4, 2019

5.B. Monthly Expenses

5.C. Governing Board Member Reimbursement

5.D. Investment Report

5.E. Operations and Connections Report

5.F. 125 N. Eagle Dr. Connection Fee Refund Request

Upon motion by Vice Chair Green, seconded by Secretary Oxandaboure and carried, the Governing Board approved the Consent Calendar as presented.

Ayes: Caretto, Green, Oxandaboure

Noes: None

Absent: Herrick, Miller

Abstain: None

6. ITEMS REMOVED FROM THE CONSENT CALENDAR

None

7. PUBLIC FORUM RESPONSE

None

8. PUBLIC FORUM

No comments

9. OLD BUSINESS

None

10. NEW BUSINESS

10.A. Board Policy Adoption: Use of Private Electronic Systems and Devices to Conduct Agency Related Business.

Ms. Burton presented the Board Policy regarding the use of private electronic systems and devices to conduct agency related business. Discussion ensued between the Governing Board and staff.

Upon motion by Secretary Oxandaboure, seconded by Vice Chair Green and carried, the Governing Board adopted Board Policy: Use of Private Electronic Systems and Devices to Conduct Agency Related Business.

Ayes: Caretto, Green, Oxandaboure
Noes: None
Absent: Herrick, Miller
Abstain: None

10.B. Resolution No. R. 01-2020, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Making Emergency Findings and Authorizing and Ratifying the Emergency Contract for the Bar Screen Replacement Project; Reallocate \$53,444 in the Capital Budget.

Mr. Lawrence explained the bar screen emergency findings and the Resolution requirement of a 4/5 vote. Mr. Lawrence requested to table the Resolution until the next Governing Board Meeting but would like to proceed with the reallocation of funds and authorization to the General Manager to take any other actions necessary to remediate the damaged bar screen at the wastewater treatment plant. Discussion ensued between the Governing Board and staff.

Upon motion by Secretary Oxandaboure, seconded by Vice Chair Green and carried, the Governing Board approved to reallocate \$53,444 from the Headworks Structure project to the Bar Screen Replacement project in the Capital Budget and authorized the General Manager to take any other actions necessary to remediate the damaged bar screen at the wastewater treatment plant.

Ayes: Caretto, Green, Oxandaboure
Noes: None
Absent: Herrick, Miller
Abstain: None

10.C. Reallocate \$65,075 in the Capital Budget

Mr. Lawrence explained that during the disassembly process of the Waukesha generator, Energy Link determined additional parts would need replacement resulting in a \$66,900 increase in cost. Discussion ensued between the Governing Board and staff.

Upon motion by Vice Chair Green, seconded by Secretary Oxandaboure and carried, the Governing Board approved to reallocate \$65,075 from the Fire Alarm System to the Waukesha Overhaul project in the capital budget.

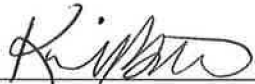
Ayes: Caretto, Green, Oxandaboure
Noes: None
Absent: Herrick, Miller
Abstain: None

11. INFORMATION/COMMITTEE REPORTS

12. ADJOURNMENT

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

ATTEST: 
Karyn Oxandaboure, Secretary of the Governing
Board of the Big Bear Area Regional Wastewater
Agency


Kim Booth, Administrative Assistant
Big Bear Area Regional Wastewater
Agency