

# Big Bear Area Regional Wastewater Agency

Special Board Meeting Minutes

December 17, 2025 at 10:00 a.m.

121 Palomino Drive, Big Bear City, CA 92314 and  
44-506 Hoomau St., Honokaa, HI 96727

## 1. Call to Order

A Regular Meeting of the Governing Board of the Big Bear Area Regional Wastewater Agency was called to order by Chair Segovia at 10:00 a.m. on December 17, 2025 at 121 Palomino Drive, Big Bear City, California and via Zoom.

Board Members Present: Kendi Segovia, Chair; Larry Walsh, Vice-Chair; Rick Herrick, Director (via Zoom); John Russo, Director; and Andrew Sauer, Director

Board Members Absent: None

Staff Members Present: David Lawrence, General Manager; Christine Bennett, Finance Manager; Bridgette Burton, Administrative Services Manager/Board Secretary; Sonja Kawa, Human Resources Coordinator/Accounting Technician; and John Shimmin, Plant Manager

Others: Laine Carlson, Vice-President, Water Systems Consulting, Inc.; Glenn Jacklin, General Manager, Big Bear City Community Services District; Reggie Lamson, General Manager, City of Big Bear Lake Department of Water and Power; and Matt Rodrigues, Senior Engineer, Water Systems Consulting, Inc.

Members of the public who signed in: None

## 2. Pledge of Allegiance – Director Sauer

## 3. Approval of Agenda

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

Ayes: Herrick, Sauer, Segovia, Russo, Walsh

Noes: None

Absent: None

Abstain: None

## 4. Public Forum

No public comments were received.

## 5. Presentation and Introduction

### a. Sam Essex – 10-year Recognition

The General Manager and Governing Board thanked Mr. Essex for his years of service.

## **6. Information/Committee Reports**

### **a. General Manager's Report**

The General Manager highlighted the Cactus Flats Repair Project and the Member Agency flow percentages.

### **b. Director Sauer Report on Special District Leadership Academy**

Director Sauer provided a brief oral summary of the attended sessions.

### **c. Administrative Committee on November 12, 2025**

Chair Segovia provided a brief overview of the items discussed at the meeting, which are on the agenda as Item 10.B.

## **7. Consent Calendar Approved Items**

### **a. Meeting Minutes from the October 22, 2025 Regular Meeting**

### **b. Monthly Disbursements Report for October**

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

### **d. First Quarter Report, Three Months Ended September 30, 2025**

### **e. Revision of Board Policy: Brown Act Teleconferencing**

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

Ayes: Herrick, Sauer, Segovia, Russo, Walsh

Noes: None

Absent: None

Abstain: None

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

None

## **9. Old Business**

None

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

### **a. Resolution No. R. 14-2025, A Resolution of the Big Bear Area Regional Wastewater Agency Amending Fees for the Use of the Boardroom**

The Administrative Services Manager/Board Secretary presented the item, explaining that staff are proposing an updated policy and fee schedule to improve clarity, reflect current operational costs, and ensure safe and responsible use.

Upon motion by Vice-Chair Walsh, seconded by Director Sauer and carried, the Governing Board adopted Resolution No. R. 14-2025, Amending Fees for the Use of the Boardroom.

Ayes: Herrick, Sauer, Segovia, Russo, Walsh  
Noes: None  
Absent: None  
Abstain: None

**b. Reorganization, Reclassification, Pay Schedule, and Allocate \$44,000 from the Contingency Fund for the Maintenance Worker**

The Human Resources Coordinator/Accounting Technician presented the item, explaining that staff recommended the maintenance worker position to bring facility maintenance, janitorial and housekeeping services in-house, along with a title-only reclassification of the Administrative Services Manager/Board Secretary to Assistant General Manager/Board Secretary, to better reflect the position's existing authority and responsibilities.

Upon motion by Director Sauer, seconded by Vice-Chair Walsh and carried, the Governing Board approved the Maintenance Worker class specifications (job description); allocated \$44,000 from the Contingency Fund for the additional Maintenance Worker salary and benefits; approved the reclassification of Administrative Services Manager/Board Secretary to Assistant General Manager/Board Secretary; approved the Organizational Chart; and approved the publicly available Pay Schedule.

Ayes: Herrick, Sauer, Segovia, Walsh  
Noes: Russo  
Absent: None  
Abstain: None

**c. Replenish Big Bear Preliminary Financial Impact of Project Cancellation or Continuation with Final Design**

Water Systems Consulting, Inc. presented the three options outlined in the staff report and highlighted the advantages and disadvantages of each option.

Public comments were heard.

Upon motion by Director Herrick, seconded by Vice-Chair Segovia and carried, the Governing Board took no action on Replenish Big Bear at this time and directed staff to return in January/February with an item regarding the Outfall Line investigation for consideration.

Ayes: Herrick, Sauer, Segovia, Russo, Walsh  
Noes: None  
Absent: None  
Abstain: None

## 11. Comments and Announcements

### a. General Manager Comments

None


### b. Governing Board Comments

The Governing Board wished everyone a Merry Christmas and Happy New Year and commented on the importance of making good decisions for the residents of Big Bear.

## 12. Adjournment

With no further business to come before the Governing Board, Chair Segovia adjourned the meeting at 11:40 a.m.

Attest:



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