

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

April 28, 2021

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 Miller at 5:03 p.m. on April 28, 2021. Chair Miller confirmed the Governing Board meeting was conducted pursuant to California Government Code Section 54953 and Governor Newsome's Executive Order N-25-20 and N-29-20.

BOARD MEMBERS PRESENT

Jim Miller, Chair
Rick Herrick, Vice-Chair
Karyn Oxandaboure, Secretary (arrival 5:07 p.m., departure 6:14 p.m.)
David Caretto, Director
John Green, Director

BOARD MEMBERS ABSENT

None

STAFF MEMBERS PRESENT

David Lawrence, General Manager
Jennifer McCullar, Finance Manager
John Shimmin, Plant Manager
Sonja Kawa, Human Resources Coordinator/Accounting Technician
Bridgette Burton, Management Analyst
Kim Booth, Administrative Assistant

OTHERS

Mary Reeves, Big Bear City Community Services District

2. PLEDGE OF ALLEGIANCE

Dispensed

3. APPROVAL OF THE AGENDA

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

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

4. PRESENTATIONS AND INTRODUCTIONS

None

5. **INFORMATION/COMMITTEE REPORTS**

5.A. General Manager's Report

The General Manager provided an update to the Governing Board regarding ongoing Agency projects. There will be a workshop at the Big Bear Municipal Water District on April 29, 2021 to discuss cost allocation options for the Replenish Big Bear Project.

5.B. Administrative Committee Report

All items discussed are on the agenda and include the recommendations of the Administrative Committee.

6. **CONSENT CALENDAR**

6.A. Minutes of Regular Meeting on March 24, 2021

6.B. Monthly Expenses

6.C. Investment Report

6.D. Operations and Connections Report

6.E. Resolution No. R. 05-2021, A Resolution of the Big Bear Area Regional Wastewater Agency Amending and Adopting Local Guidelines for Implementing the California Environmental Quality Act (Public Resources Code §§ 21000 et seq.)

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

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

7. **ITEMS REMOVED FROM THE CONSENT CALENDAR**

None

8. **PUBLIC FORUM RESPONSE**

None

9. **PUBLIC FORUM**

No comments

10. OLD BUSINESS

None

11. NEW BUSINESS

- 11.A.** Resolution No. R. 06-2021, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Approving the Agency's Proposal for the United States Department of the Interior Bureau of Reclamation's WaterSMART: Title XVI WIIN Water Reclamation and Reuse Project Grant Application for the Replenish Big Bear Project and Designating an Authorized Representative

The General Manager explained the grant application process. Discussion ensued between the Governing Board and staff.

Upon motion by Vice-Chair Herrick, seconded by Chair Miller and carried, the Governing Board adopted Resolution No. R. 06-2021 and authorized the General Manager to be the Entity Administrator in the System for Award Management.

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

- 11.B.** Award of Contract for Sludge Hauling Services for the Wastewater Treatment Plant

The General Manager discussed the existing sludge hauling contract status, the proposal process, and staff recommendation. Discussion ensued between the Governing Board and staff.

Upon motion by Director Green, seconded by Secretary Oxandaboure and carried, the Governing Board authorized the General Manager to enter into a three-year agreement, with two (2) one-year extensions as approved by the General Manager, with Synagro West, LLC for Sludge Hauling Services for the Wastewater Treatment Plant in the amount of \$59.90 per ton, allowing for annual cost escalation per the contract documents.

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

11.C. Organizational Structure and Classification Plan; Pay Schedule

The General Manager presented the reclassifications, changes to the organizational structure, and clarified the publicly available pay schedule and the impacts to the overall budget. Discussion ensued between the Governing Board and staff.

Upon motion by Director Caretto, seconded by Chair Miller and carried, the Governing Board approved the Operations Administrative/Laboratory Assistant class specifications (job description), Management Analyst/Board Secretary class specifications (job description), Senior Laboratory Analyst class specifications (job description), Organizational Chart, and the publicly available Pay Schedule.

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

12. CLOSED SESSION

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

The Governing Board entered closed session at 5:35 p.m. Chair Miller reconvened open session at 6:14 p.m. with the following reportable action: a cost-of-living adjustment (COLA) will be added on an annual basis to the General Manager's contract.

13. ADJOURNMENT

With no further business to come before the Governing Board, Chair Miller adjourned the meeting at 6:15 p.m.

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

Bridgette Burton
Bridgette Burton, Management Analyst
Big Bear Area Regional Wastewater Agency