

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

REGULAR BOARD MEETING MINUTES

September 22, 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 5:01 p.m. on September 22, 2021, via Zoom and 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
John Green, Director
Bynette Mote, Director
Karyn Oxandaboure, 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/Board Secretary

2. PLEDGE OF ALLEGIANCE

Dispensed

3. APPROVAL OF THE AGENDA

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

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

4. PUBLIC FORUM

No comments

5. PRESENTATIONS AND INTRODUCTIONS

None

6. INFORMATION/COMMITTEE REPORTS

6.A. General Manager's Report

The General Manager discussed the timeline for the re-bid of the Headworks Grit System Rehabilitation Project with the modified scope of work and the progress of the BBARWA Solar Project. Discussion ensued between the Governing Board and staff.

7. CONSENT CALENDAR

- 7.A. Approval of the Meeting Minutes from the August 25, 2021 Regular Meeting
- 7.B. Monthly Disbursements Report for August
- 7.C. Investment Report Identifying Agency Investments and Reporting Interest Income for August
- 7.D. Carryover Appropriations

Upon motion by Director Oxandaboure, seconded by Vice-Chair Herrick and carried, the Governing Board approved the Consent Calendar as presented.

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

8. ITEMS REMOVED FROM THE CONSENT CALENDAR

None

9. OLD BUSINESS

None

10. NEW BUSINESS

10.A. Appointment of Governing Board Member to the Administrative Committee

The Board Secretary outlined the two options for Governing Board consideration:
1) appoint Director Mote to fill the vacancy on the Administrative Committee, or
2) re-appoint all Governing Board members to each of the three committees (Administrative, Finance, and Operations). Director Green nominated Director Mote to be appointed to the Administrative Committee. Director Mote appreciated the Governing Boards' confidence.

Upon motion by Director Green, seconded by Chair Miller and carried, the Governing Board appointed Director Mote to the Administrative Committee.

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

10.B. Adjourn the November 24th and December 22nd 2021 Regular Board Meetings and Schedule a Special Meeting

The Board Secretary discussed the need to adjourn the November and December Regular meetings. Discussion ensued between Governing Board and staff.

Upon motion by Vice-Chair Herrick, seconded by Director Mote and carried, the Governing Board adjourned the November 24th and December 22nd 2021 Regular Board meetings and scheduled a special meeting on December 15, 2021, at 5:00 p.m.

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

10.C. Administrative Policy Public Records Requests

The Board Secretary explained the revisions to the Administrative Policy Public Records Requests which clarified the process and included the addition of a definitions section, a list of common records exempt from disclosure, and an updated fee schedule. The Governing Board requested notification for any Replenish Big Bear public records requests. Discussion ensued between Governing Board and staff.

Upon motion by Director Mote, seconded by Director Oxandaboure and carried, the Governing Board approved the Administrative Policy Public Records Requests.

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

- 10.D.** Appropriate \$26,000 from the Capital and Replacement Fund for the Expansion of the SCADA Production Server and the Integration of the Cummins Generators with SCADA

The General Manager presented the recommendation to appropriate \$26,000 for the SCADA production server and the Cummins generator integration. Discussion ensued between the Governing Board and staff.

Upon motion by Director Green, seconded by Vice-Chair Herrick and carried, the Governing Board appropriated \$26,000 from the Capital and Replacement Fund for the expansion of the SCADA production server and the integration of the Cummins Generators with SCADA.

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

11. COMMENTS AND ANNOUNCEMENTS

11.A. General Manager Comments
None

11.B. Governing Board Member Comments
None

12. ADJOURNMENT

With no further business to come before the Governing Board, Chair Miller adjourned the meeting at 5:16 p.m.

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