

# BIG BEAR AREA REGIONAL WASTEWATER AGENCY

Regular Board Meeting Agenda

January 26, 2022 at 5:00 p.m.

Pursuant to AB 361, this meeting will be virtual because state and local officials are recommending measures to promote social distancing. Members of the public may listen and provide public comments telephonically during the Public Forum (Item 4).

Join the Zoom Meeting:

<https://us06web.zoom.us/j/83460247269?pwd=QVhjUmJFUWVNY2MyVGdPK01nYTJFZz09>

Meeting ID: 834 6024 7269

Passcode: 088337

Dial by your location

- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 720 707 2699 US (Denver)
- +1 301 715 8592 US (Washington DC)
- +1 312 626 6799 US (Chicago)
- +1 646 558 8656 US (New York)

Find your local number: <https://us06web.zoom.us/j/83460247269>

## 1. **CALL TO ORDER**

1.A. AB 361 Open Meetings: State and Local Agencies: Teleconferences

## 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.

Please note that the Governing Board is making efforts to follow the spirit and intent of the Brown Act and other applicable laws regulating the conduct of public meetings, in order to maximize transparency and public access. It would be appreciated, although not mandatory, if communications of public comments related to items on the agenda, or items not on the agenda, are emailed to [bburton@bbarwa.org](mailto:bburton@bbarwa.org) on or before Wednesday, January 26, 2022 at 4:00 p.m. Please include in the email's subject line "Public Comment Item # (insert the number relevant to your comment)" or "Public Comment Non-Agenda Item". If you wish to submit a public comment on more than one agenda item, please send a separate email for each item you are commenting on.

If it is not possible to submit an email by 4:00 p.m., and comments are submitted by email after that time or thru the Zoom chat feature during the meeting, every effort will be made to attempt to review emails and Zoom chats during the course of the meeting. The Chair will endeavor to take a brief pause before Governing Board action is taken on agenda items to allow the Board Secretary time to review the public's electronic communications. Every effort will be made during the meeting to read aloud all electronically submitted comments. Please note, all electronically submitted correspondence relating to this meeting will become part of the meeting record and will be cited within the meeting minutes. Please limit written comments to 300 words or less. In addition, prior to the close of public comment portions of the meeting, the Chair will provide the public an opportunity to verbally state their comment live via Zoom teleconference.

At meetings of the Governing Board, each individual speaker will be limited to five minutes or less of public testimony on each item on the agenda and three minutes or less on each item not on the agenda. In addition, public testimony on non-agenda items shall be limited to thirty minutes for all speakers. Further, the cumulative time which any individual may provide public testimony during a meeting is 15 minutes. The Chair of the Governing Board by majority vote may waive these time limitations. Whenever a group of persons wishes to address the Governing Board on the same item, the Chair or the Governing Board by majority vote may request a spokesperson be chosen for the group or limit the number of such persons addressing the Governing Board. The Chair or the Governing Board by majority vote may rule out of order testimony that is unduly repetitious or irrelevant.

**5. PRESENTATION AND INTRODUCTION**

- 5.A. Rick Herrick 15-year recognition
- 5.B. John Green 10-year recognition
- 5.C. Karyn Oxandaboure 5-year recognition
- 5.D. Rafael Curiel 1-year recognition
- 5.E. 2021 California Water Environment Association Desert and Mountain Section Plant of the Year (Small)
- 5.F. Rate Study (Preliminary) Presentation

**6. INFORMATION/COMMITTEE REPORTS**

- 6.A. General Manager's Report

**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 December 15, 2021 Special Meeting

7.B. Monthly Disbursements Report for December - Informational

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

8. **ITEMS REMOVED FROM CONSENT CALENDAR**

9. **OLD BUSINESS**

None

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

10.A. General Manager Employment Agreement Amendment

10.B. Reschedule Budget Workshop; Adjourn March 23, 2022 Regular Meeting to the Special Meeting Budget Workshop

10.C. Appropriate \$7,500 from the Capital and Replacement Fund for the Installation of Lighting and Electrical Outlets for the Secondary Splitter Box Building

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](http://www.bbarwa.org) to view and/or print the Agenda Package.



Big Bear Area Regional  
Wastewater Agency  
*Jim Miller – Chair*  
*Rick Herrick – Vice-Chair*  
*John Green – Director*  
*Bynette Mote – Director*  
*Karyn Oxandaboure – Director*

---

## AGENDA ITEM: 1.A.

**MEETING DATE:** January 26, 2022

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

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

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

**SUBJECT:** AB 361 Open Meetings: State and Local Agencies: Teleconferences

### **BACKGROUND & DISCUSSION:**

AB 361 amended the Brown Act to allow local legislative bodies to continue using teleconferencing and virtual meeting technology as long as there is a “proclaimed state of emergency.” To accommodate individuals during these teleconferences and virtual meetings, a public comment period is offered where the public can address the legislative body directly in real time. Additionally, public comments are allowed up until the public comment period is closed at the meetings. The agenda includes information on the manner in which the public may access the meeting and provide comments remotely. If technical problems arise that result in the public’s access being disrupted, the legislative body does not take any votes or other official action until the technical disruption is corrected, and public access is restored.

On October 27, 2021, the Governing Board adopted Resolution No. R. 10-2021, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Authorizing Virtual Board and Committee Meetings Pursuant to AB 361. The Governing Board may extend the application of this Resolution by motion and majority vote up to 30 days at a time, provided that it makes all necessary findings consistent with and pursuant to the requirements of Section 54953(e)(3). Government Code 54953(e)(3) authorizes this legislative body to continue to conduct these remote “telephonic” meetings under AB 361 provided that it has timely made the findings specified therein. Findings must include: (a) the state of emergency continues to directly impact the ability of the members of this legislative body to meet safely in person; and/or (b) state or local officials continue to impose or recommend measures to promote social distancing. AB 361’s sunset date for special districts and other local agencies like cities and counties is January 1, 2024.

In light of AB 361, and in order to promote social distancing and avoid an imminent safety risk to attendees, teleconferencing and virtual meetings may continue to take place until further notice.

### **FINANCIAL IMPACT:**

There is no financial impact.

**RECOMMENDATION:**

1. The Governing Board declares that it has reconsidered the circumstances of the state of emergency declared by the Governor and at least one of the following is true: (a) the state of emergency continues to directly impact the ability of the members of this legislative body to meet safely in person; and/or (b) state or local officials continue to impose or recommend measures to promote social distancing; and
2. The Governing Board declares it will be conducting teleconferencing and virtual meetings pursuant to AB 361.



Big Bear Area Regional  
Wastewater Agency  
*Jim Miller – Chair*  
*Rick Herrick – Vice-Chair*  
*John Green – Director*  
*Bynette Mote – Director*  
*Karyn Oxandaboure – Director*

---

**AGENDA ITEM: 5.F.**

**MEETING DATE:** January 26, 2022

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

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

**PREPARED BY:** Jennifer McCullar, Finance Manager

**SUBJECT:** Rate Study (Preliminary) Presentation

**BACKGROUND:**

To ensure the Agency continues to maintain adequate and fair rates, the Agency engaged the services of HDR in September 2021, to update the 2018 Rate Study. A rate study completed by a certified engineer is legally required as a nexus for the Agency's rates. It is the Agency's policy to update the certified rate study every five years, and for staff to annually evaluate rates during the budget cycle.

The current rate study includes an assessment of rates (user charges), the connection fee, waste hauler fees (fees charged to dumpers to dump chemical toilet, holding tank, and septic tank waste) and a rate component for Replenish Big Bear (primarily pre-construction costs). The current rate study results are preliminary and are subject to change based on finalization of the Agency's FY 2023 draft budget, financial projections and 20-year capital improvement plan, which are expected to be complete by early March.

**FINANCIAL IMPACT:**

There is no financial impact.

**RECOMMENDATION:**

Informational



Big Bear Area Regional  
Wastewater Agency  
*Jim Miller – Chair*  
*Rick Herrick – Vice-Chair*  
*John Green – Director*  
*Bynette Mote – Director*  
*Karyn Oxandaboure – Director*

---

**AGENDA ITEM: 6.A.**

**MEETING DATE:** January 26, 2022  
**TO:** Governing Board of the Big Bear Area Regional Wastewater Agency  
**FROM:** David Lawrence, P.E., General Manager  
**REVIEWED BY:** Jennifer McCullar, Finance Manager; and John Shimmin, Plant Manager  
**SUBJECT:** General Manager's Report

**DISCUSSION:**

Administration

*COVID-19*

The Administrative Office remains closed to the public.

*Compensation Study*

An update to the Compensation Study has been completed; a meeting with the Administrative Committee will be scheduled shortly.

Operations

*Headworks Grit System Rehabilitation Project*

Coordination with the contractor, R.I.C. Construction Co., Inc. is underway, and submittals are being reviewed.

*Solar Production*

The BBARWA Solar Project is operational with a lifetime production of 131.76 MWh's.

<b>Month</b>	<b>MWh's</b>
December 2021 (Dec 4 <sup>th</sup> – 31 <sup>st</sup> )	29.16
January 2022 (Jan 1 <sup>st</sup> – Jan 17 <sup>th</sup> )	102.6
Total	131.76

*2021 Treatment Plant Data*

There were no reportable violations during December 2021 for the plant. On December 31, 2021 there was a reportable sewer spill the on the Big Bear Lake force main of 4,950 gallons. Minor repairs are under way. The influent flow (MG) chart is attached to this report.

<b>Flow Percentages</b>			
<b>Member Agency</b>	<b>October</b>	<b>November</b>	<b>December</b>
City of Big Bear Lake	45.95%	46.20%	54.38%
Big Bear City	50.53%	50.31%	42.39%
County of San Bernardino	3.52%	3.49%	3.23%

*Connections*

MONTH	FYE 6/30/2022									
	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	CITY-BBL	CSD	CSA-53B
July	8	3	4	3	7	3	11	2	9	0
August	5	12	6	10	2	12	5	3	2	0
September	6	4	6	3	7	3	7	5	2	0
October	10	9	8	3	5	10	9	8	1	0
November	6	5	11	5	2	2	5	1	4	0
December	8	4	2	3	1	2	3	1	2	0
January	1	0	0	1	1	2	0	0	0	0
February	0	1	0	0	1	0	0	0	0	0
March	3	2	0	3	1	3	0	0	0	0
April	10	3	0	3	7	12	0	0	0	0
May	10	4	0	5	5	6	0	0	0	0
June	2	16	0	6	6	13	0	0	0	0
<b>TOTAL</b>	<b>69</b>	<b>63</b>	<b>37</b>	<b>45</b>	<b>45</b>	<b>68</b>	<b>40</b>	<b>20</b>	<b>20</b>	<b>0</b>

Other

*Replenish Big Bear*

The Project Benefit Memorandum of Understanding (MOU) is pending signatures from MWD, Visit Big Bear, and the County of San Bernardino. Supervisor Rowe’s Chief of Staff is still working with San Bernardino County leadership for the MOU approval.

The Second Amended and Restated Memorandum of Understanding was approved by BBCCSD on January 17, 2022. It is expected that the other Project partner Governing Boards will be considering this item in the near future.

The Agency was notified on December 23, 2021, that Replenish Big Bear was not awarded grant funding in the first round of the California State Department of Water Resources Urban and Multi-benefit Drought Relief Grant Program. The Project Team will continue to prioritize the pursuit of grant funds.

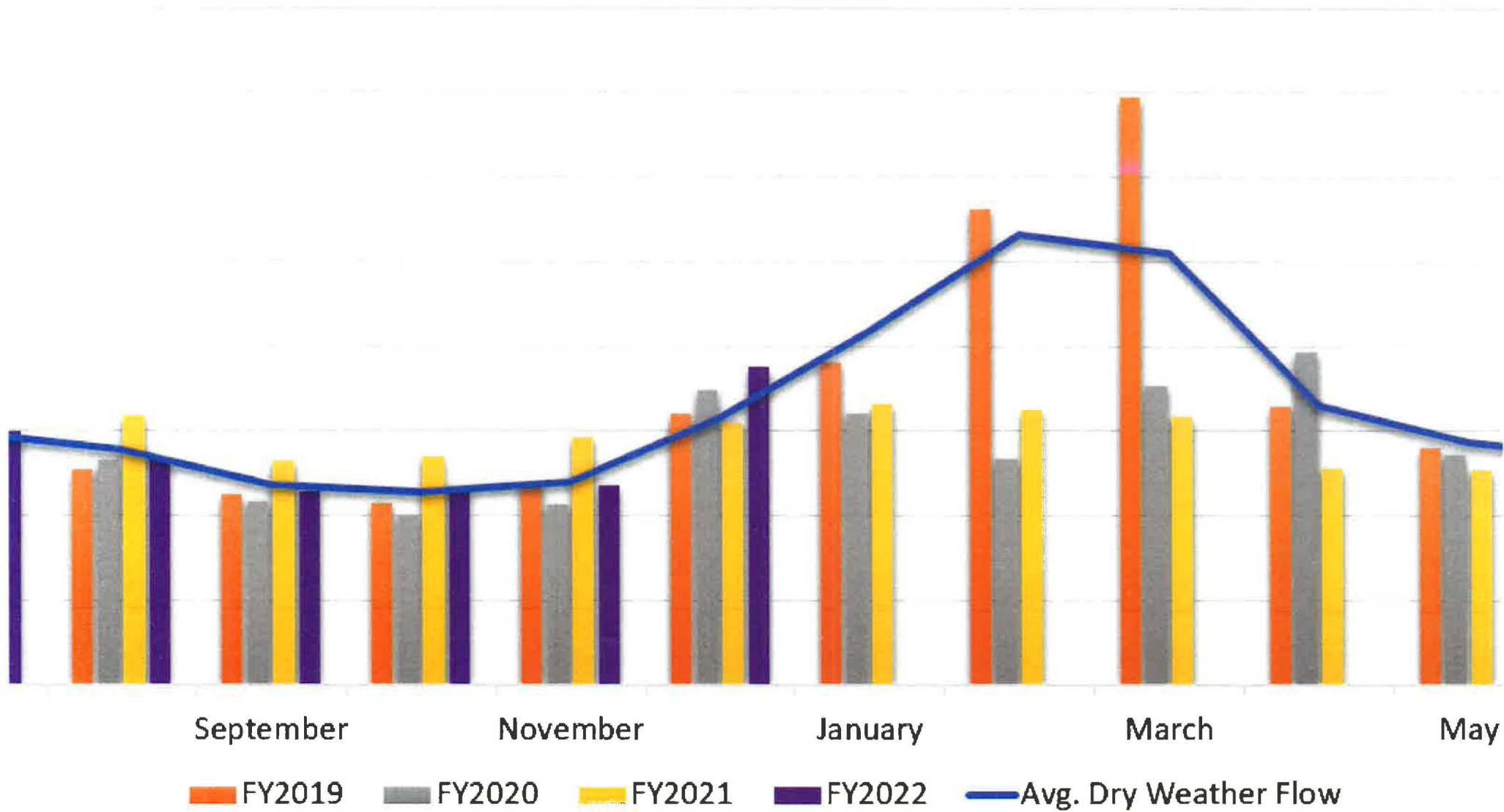


The Project Team is preparing to submit applications for the Proposition 1 Integrated Regional Water Management (IRWM) Disadvantaged Communities Involvement (DCI) Grant Set-Aside funding made available through the 2021 Urban and Multi-benefit Drought Relief Grant Program, the IRWM Proposition 1 Round 2 Implementation Grant, and the 2022 WaterSMART: Title XVI WIIN Act Water Reclamation and Reuse Projects Grant.

*Groundwater Sustainability Agency*

The Groundwater Sustainability Agency adopted the Bear Valley Basin Groundwater Sustainability Plan on January 18, 2022. The plan can be viewed on the GSA website at <https://www.bvbgsa.org/>

# Influent Flow (MG)



**BIG BEAR AREA REGIONAL WASTEWATER AGENCY**

**SPECIAL BOARD MEETING MINUTES**

December 15, 2021

**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 Herrick at 5:00 p.m. on December 15, 2021 at 121 Palomino Drive, Big Bear City, California. Members of the public attended via Zoom.

**BOARD MEMBERS PRESENT**

Jim Miller, Chair (via Zoom)  
Rick Herrick, Vice-Chair  
John Green, Director  
Bynette Mote, Director (via Zoom)  
Karyn Oxandaboure, Director (via Zoom)

**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 (via Zoom)  
Bridgette Burton, Management Analyst/Board Secretary

**OTHERS**

Steve Farrell, President, Crestline Water District, and alternate San Bernardino County  
LAFCO Special District Representative (via Zoom)  
Bob Ludecke, Vice-President, Big Bear Municipal Water District (via Zoom)  
Mary Reeves, General Manager, Big Bear City Community Services District (via Zoom)  
Kathy Portie, Big Bear Grizzly Newspaper (via Zoom)  
Jim Eakin (via Zoom)  
James Fernane (via Zoom)  
Amie Kinne (via Zoom)  
David Shaw (via Zoom)

**2. PLEDGE OF ALLEGIANCE**

Vice-Chair Herrick

**3. APPROVAL OF THE AGENDA**

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

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

4. **PUBLIC FORUM**

No comments

5. **PRESENTATIONS AND INTRODUCTIONS**

None

10.A. AB 361 Open Meetings: State and Local Agencies: Teleconferences

Director Mote recommended this item be moved to the top of the agenda to ensure the teleconference is meeting the requirements of AB 361. The General Manager explained the need for continued teleconferencing and virtual meetings. The Governing Board clarified that this action would need to be taken every 30 days and includes any committee meetings. Discussion ensued between the Governing Board and staff.

Upon motion by Director Green, seconded by Director Mote and carried, the Governing Board declared that 1) it has reconsidered the circumstances of the state of emergency declared by the Governor and at least one of the following is true: (a) the state of emergency, continues to directly impact the ability of the members of this legislative body to meet safely in person; and/or (b) state or local officials continue to impose or recommend measures to promote social distancing, and 2) it will be conducting teleconferencing and virtual meetings pursuant to AB 361.

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

6. **INFORMATION/COMMITTEE REPORTS**

6.A. General Manager's Report

The General Manager highlighted items that will be brought before the Governing Board for consideration including the Compensation Class Study, which will involve discussion regarding inflation and cost of living adjustments, and results from the rate consultant. The General Manager advised the Replenish Big Bear Project is making progress with regulatory and grant agencies.

7. **CONSENT CALENDAR**

7.A. Approval of the Meeting Minutes from the October 27, 2021 Regular Meeting

7.B. Monthly Disbursements Report for October and November

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

7.D. First Quarter Report, Three Months Ended September 30, 2021

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

Ayes: Green, Herrick, 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.B. Amendment of the Replenish Big Bear Cost-Sharing and Reimbursement Memorandum of Understanding

The General Manager discussed the proposal to modify the current cost-sharing MOU to include the scope of work for the next six to nine months for Replenish Big Bear consultants. Each Project partner is being asked to commit an additional \$100,000 bringing total commitments to \$2.4 million under the cost-sharing MOU. This amended MOU will allow for reimbursements under the SAWPA grant. Discussion ensued between the Governing Board and staff.

Upon motion by Director Green, seconded by Chair Miller and carried, the Governing Board authorized the General Manager to negotiate and execute the Second Amended and Restated Memorandum of Understanding.

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

10.C. Resolution No. R. 11-2021, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Authorizing the Grant Application, Acceptance, and Execution for the California State Department of Water Resources Urban and Multi-benefit Drought Relief Grant Program for the Replenish Big Bear Project and Designating an Authorized Representative

The General Manager discussed the call for projects and requirements under the DWR Urban and Multi-benefit Drought Relief Grant Program. The Agency submitted an application for \$51 million. It is expected that DWR will announce awards in the next month or two. This funding opportunity requires a resolution to complete the application process. The Governing Board inquired if all grants have a reimbursement clause. The SAWPA grant is the only grant with this requirement thus far. Discussion ensued between the Governing Board and staff.

Steven Farrell, President of the Crestline Village Water District and alternate San Bernardino County LAFCO Special District Representative, commented how the drought impacts on recycling are interdependent. Mr. Farrell is very interested in this Project and has been for the past 15 years.

Upon motion by Chair Miller, seconded by Director Green and carried, the Governing Board approved Resolution No. R. 11-2021 as presented with the change reflected on the green sheet with Vice-Chair Herrick signing the resolution.

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

**10.D. BBARWA Supplemental Paid Sick Leave Policy (Coronavirus)**

The General Manager presented the BBARWA Supplemental Paid Sick Leave Policy (Coronavirus) with the recommendation that the Agency provide up to 80 hours of supplemental sick leave. The Governing Board confirmed the supplemental leave cannot be cashed out and may be renewed if needed; expressed concern over the policy not including a cap or length of time for a vaccine related illness; and suggested split shifts to reduce exposures. The Finance Manager explained the OSHA requirements that impacted development of the policy and leave amounts. The General Manager described the Agency's experience with split shifts over the past year and the overlap of shifts that could not be avoided. Discussion ensued between the Governing Board and staff.

Steven Farrell, President of the Crestline Village Water District and alternate San Bernardino County LAFCO Special District Representative, encouraged the Governing Board to provide safety for getting vaccination and the other. Mr. Farrell requested clarification on the consideration between being sick and getting the vaccination and expressed appreciation for the masks. Mr. Farrell continued to encourage the Governing Board to support all the considerations in the staff report. Choosing the best approach is not the easiest thing to do for a particular district. Mr. Farrell thanked the Governing Board for their consideration and tolerance for his attendance.

Upon motion by Director Green, seconded by Director Mote and carried, the Governing Board approved the BBARWA Supplemental Paid Sick Leave Policy (Coronavirus).

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

**10.E.** Award Contract for the Headworks Grit System Rehabilitation Project and Appropriate \$551,553 from the Capital and Replacement Fund

The General Manager presented the recommendation of awarding the project to R.I.C. Construction Co., Inc. for the full amount of the base bid and all alternate items; however, the contract will only be for the base bid and Alternate No. 1. The Agency will delay Alternate No.'s 2 and 3 in order to evaluate the Agency's cash position closer to the end of the year. The General Manager confirmed the Headworks design considered the needs of Replenish Big Bear. Discussion ensued between the Governing Board and staff.

Upon motion by Director Green, seconded by Chair Miller and carried, the Governing Board appropriated \$551,553 from the Capital and Replacement Fund as indicated on the green sheet, awarded a contract to R.I.C. Construction Company, Inc. up to the amount of \$1,199,866 for the Headworks Grit System Rehabilitation Project, and authorized the General Manager to negotiate and execute the contract documents.

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

**10.F.** Schedule Budget Workshop

Governing Board and staff discussed possible timeframes for the Budget Workshop.

Upon motion by Director Mote, seconded by Director Green and carried, the Governing Board scheduled the Budget Workshop for February 23, 2022 from 1:00 p.m. to 5:00 p.m.

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

**11. ADJOURNMENT**

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

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





Big Bear Area Regional  
Wastewater Agency  
*Jim Miller – Chair*  
*Rick Herrick – Vice-Chair*  
*John Green – Director*  
*Bynette Mote – Director*  
*Karyn Oxandaboure – Director*

---

**AGENDA ITEM: 7.B.**

**MEETING DATE:** January 26, 2022

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

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

**PREPARED BY:** Jennifer McCullar, Finance Manager

**SUBJECT:** Monthly Disbursements Report

**BACKGROUND:**

Attached is the Agency's December check register which reflects 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 Dec 1, 2021 to Dec 31, 2021**

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

Check #	Date	Payee	Cash Account	Amount
CASH 23319	12/2/21	PAYA	1000-20	19.99
CASH 23320	12/2/21	PRINCIPAL FINANCIAL GROUP	1000-20	3,584.20
CASH 23321	12/2/21	CALPERS HEALTH	1000-20	32,615.10
CASH 23322	12/3/21	VISION SERVICE PLAN	1000-20	328.35
21814	12/8/21	ACCENT COMPUTER SOLUTIONS, IN	1000-20	6,484.36
21815	12/8/21	AMAZON CAPITAL SERVICES	1000-20	279.59
21816	12/8/21	ARAMARK UNIFORM SERVICES	1000-20	1,272.55
21817	12/8/21	BEST BEST & KRIEGER LLP	1000-20	4,681.95
21818	12/8/21	BIG BEAR CITY COMMUNITY SERVIC	1000-20	434.47
21819	12/8/21	ROBIN A. BRADLEY	1000-20	120.00
21820	12/8/21	BRYCE CONSULTING, INC.	1000-20	4,250.00
21821	12/8/21	BUTCHER'S BLOCK & BUILDING	1000-20	98.88
21822	12/8/21	BEAR VALLEY ELECTRIC	1000-20	4,264.18
21823	12/8/21	BEAR VALLEY PAVING, INC.	1000-20	8,597.96
21824	12/8/21	CAR QUEST OF BIG BEAR	1000-20	337.82
21825	12/8/21	DIY HOME CENTER-BIG BEAR	1000-20	99.35
21826	12/8/21	DIRECT TV	1000-20	4.99
21827	12/8/21	DEPARTMENT OF WATER & POWER	1000-20	47.80
21828	12/8/21	EVANS-HYDRO	1000-20	42,466.74
21829	12/8/21	EVANTEC CORPORATION	1000-20	99.81
21830	12/8/21	FERGUSON WATERWORKS #1083	1000-20	1,534.80
21831	12/8/21	FLYERS ENERGY	1000-20	419.22
21832	12/8/21	FRONTIER COMMUNICATIONS	1000-20	919.54
21833	12/8/21	GOLDEN BELL PRODUCTS INC	1000-20	998.84
21834	12/8/21	GRAINGER	1000-20	346.58
21835	12/8/21	BIG BEAR GRIZZLY	1000-20	313.50
21836	12/8/21	BEAR VALLEY BASIN GSA	1000-20	491.71
21837	12/8/21	HDR ENGINEERING, INC.	1000-20	5,537.50
21838	12/8/21	HUGHESNET	1000-20	102.33
21839	12/8/21	MCMASTER-CARR SUPPLY COMPAN	1000-20	286.41
21840	12/8/21	CONSTANCE M. ALVARADO	1000-20	55.00
21841	12/8/21	SPECTRUM BUSINESS	1000-20	1,023.93
21842	12/8/21	SWRCB - ANNUAL FEES	1000-20	1,738.00

**Big Bear Area Regional Wastewater Agency**  
**Check Register**  
**For the Period From Dec 1, 2021 to Dec 31, 2021**

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

Check #	Date	Payee	Cash Account	Amount
21843	12/8/21	NANCY R. BOHL, INC.	1000-20	150.00
21844	12/8/21	TWIN BEAR EQUIPMENT RENTAL, IN	1000-20	706.65
21845	12/8/21	UNDERGROUND SERVICE ALERT	1000-20	103.26
21846	12/8/21	VIKING MAINTENANCE SERVICES, L	1000-20	1,190.00
21847	12/8/21	REGINA A. WEISS	1000-20	180.00
21848	12/8/21	KEN WILLIS CONSTRUCTION	1000-20	1,500.00
21849	12/8/21	WATER SYSTEMS CONSULTING, INC	1000-20	4,731.65
21850	12/8/21	BRIDGETTE BURTON	1000-20	50.00
21851	12/8/21	SONJA KAWA	1000-20	50.00
21852	12/8/21	DAVID LAWRENCE	1000-20	50.00
21853	12/8/21	JENNIFER MCCULLAR	1000-20	50.00
21854	12/8/21	JOHN SHIMMIN	1000-20	50.00
CASH 23323	12/10/21	CALIFORNIA STATE DISBURSEMENT	1000-20	126.00
CASH 23324	12/13/21	AMERICAN FIDELITY ASSURANCE C	1000-20	469.98
CASH 23325	12/13/21	CALPERS RETIREMENT	1000-20	3,020.00
CASH 23326	12/13/21	THE LINCOLN NAT'L LIFE INS CO	1000-20	4,250.41
CASH 23327	12/13/21	CALPERS RETIREMENT	1000-20	8,176.17
CASH 23328	12/13/21	CA PERS 457 PROGRAM	1000-20	8,339.30
CASH 23329	12/13/21	EMPLOYMENT DEVELOPMENT DEPA	1000-20	2,090.78
CASH 23330	12/13/21	INTERNAL REVENUE SERVICE	1000-20	6,397.66
CASH 23331	12/13/21	THE LINCOLN NAT'L LIFE INS CO	1000-20	4,250.41
21855	12/22/21	AMAZON CAPITAL SERVICES	1000-20	200.74
21856	12/22/21	BIG BEAR CITY COMMUNITY SERVIC	1000-20	578.07
21857	12/22/21	BUSINESS CARD	1000-20	1,691.79
21858	12/22/21	CALIFORNIA TOOL & WELDING SUP	1000-20	272.06
21859	12/22/21	CANON SOLUTIONS AMERICA, INC.	1000-20	1,171.46
21860	12/22/21	CLINICAL LAB OF SAN BERNARDINO	1000-20	5,181.00
21861	12/22/21	COUNTY OF SAN BERNARDINO SOLI	1000-20	394.40
21862	12/22/21	EVANTEC CORPORATION	1000-20	312.30
21863	12/22/21	GRAINGER	1000-20	32.33
21864	12/22/21	HACH COMPANY	1000-20	379.46
21865	12/22/21	NICHOLAS R. MARTIN	1000-20	300.00
21866	12/22/21	MITEL	1000-20	354.34

**Big Bear Area Regional Wastewater Agency**  
**Check Register**  
**For the Period From Dec 1, 2021 to Dec 31, 2021**

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

Check #	Date	Payee	Cash Account	Amount
21867	12/22/21	RANDY J. SPITZ	1000-20	85.70
21868	12/22/21	POLYDYNE INC	1000-20	7,541.32
21869	12/22/21	READY REFRESH	1000-20	240.19
21870	12/22/21	SOUTHERN CALIFORNIA EDISON	1000-20	47.34
21871	12/22/21	SUPPORT PRODUCT SERVICES, INC	1000-20	25,938.75
21872	12/22/21	SOUTHWEST GAS	1000-20	1,482.56
21873	12/22/21	SWRCB - ANNUAL FEES	1000-20	200,903.00
21874	12/22/21	SYNAGRO-WWT, INC.	1000-20	18,689.44
21875	12/22/21	VALLEY POWER SYSTEMS, INC	1000-20	651.30
21876	12/22/21	VERIZON WIRELESS	1000-20	241.32
21877	12/22/21	REGINA A. WEISS	1000-20	90.00
21878	12/22/21	BRIDGETTE BURTON	1000-20	492.98
21879	12/22/21	RICHARD T. HERRICK	1000-20	150.00
21880	12/22/21	JAMES J. MILLER	1000-20	150.00
CASH 23332	12/23/21	CALIFORNIA STATE DISBURSEMENT	1000-20	126.00
CASH 23333	12/24/21	JOHN GREEN	1000-20	150.00
CASH 23334	12/24/21	BYNETTE L. MOTE	1000-20	150.00
CASH 23335	12/24/21	KARYN K. OXANDABOURE	1000-20	150.00
CASH 23336	12/27/21	AMERICAN FIDELITY ASSURANCE C	1000-20	469.98
CASH 23337	12/27/21	CALPERS RETIREMENT	1000-20	8,176.17
CASH 23338	12/27/21	CALPERS RETIREMENT	1000-20	3,020.00
CASH 23339	12/27/21	CA PERS 457 PROGRAM	1000-20	8,339.30
CASH 23340	12/28/21	EMPLOYMENT DEVELOPMENT DEPA	1000-20	2,085.49
CASH 23341	12/28/21	INTERNAL REVENUE SERVICE	1000-20	6,377.27
CASH 23342	12/28/21	LEGALSHIELD	1000-20	67.80
CASH 23343	12/29/21	TEXAS LIFE INSURANCE COMPANY	1000-20	213.00
CASH 23344	12/29/21	AMERICAN FIDELITY ASSURANCE C	1000-20	625.48
CASH 23345	12/29/21	PAYA	1000-20	11,702.67
CASH 23346	12/29/21	PAYA	1000-20	40.58
<b>Total</b>				<b>479,053.31</b>



Big Bear Area Regional  
Wastewater Agency  
*Jim Miller – Chair*  
*Rick Herrick – Vice-Chair*  
*John Green – Director*  
*Bynette Mote – Director*  
*Karyn Oxandaboure – Director*

---

**AGENDA ITEM: 7.C.**

**MEETING DATE:** January 26, 2022

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

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

**PREPARED BY:** Jennifer McCullar, Finance Manager

**SUBJECT:** Investment Report Identifying Agency Investments and Reporting Interest Income

**BACKGROUND:**

Attached is the December Monthly Investment Report pursuant to the Agency's Investment Policy.

**FINANCIAL IMPACT:**

There is no financial impact.

**RECOMMENDATION:**

Informational

BBARWA  
 Monthly Investment Report  
 December 2021

<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	\$ 6,542,679	\$ 6,541,852	\$ 8,072	0.212%	DAILY
TOTAL	\$ 6,542,679	\$ 6,541,852	\$ 8,072		

The Investment Portfolio of the Big Bear Area Regional Wastewater Agency is in compliance with the investment policy approved in Sept 2021. 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 2022 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

January 05, 2022

[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:**

December 2021 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
12/22/2021	12/21/2021	RD	1692398	N/A	JENNIFER MCCULLAR	2,700,000.00

**Account Summary**

Total Deposit:	2,700,000.00	Beginning Balance:	3,842,679.08
Total Withdrawal:	0.00	Ending Balance:	6,542,679.08



Big Bear Area Regional  
Wastewater Agency  
*Jim Miller – Chair*  
*Rick Herrick – Vice-Chair*  
*John Green – Director*  
*Bynette Mote – Director*  
*Karyn Oxandaboure – Director*

---

## AGENDA ITEM: 10.A.

**MEETING DATE:** January 26, 2022

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

**FROM:** Sonja Kawa, Human Resources Coordinator/Accounting Technician

**REVIEWED BY:** David Lawrence, P.E., General Manager;  
Jennifer McCullar, Finance Manager

**SUBJECT:** General Manager Employment Agreement Amendment

### BACKGROUND & DISCUSSION:

The Governing Board completed a performance evaluation of the General Manager in closed session at the October 27, 2021 Board Meeting. It was determined that a merit adjustment within the established pay scale was appropriate at this time, especially in consideration of the additional effort required to continue to execute the duties and responsibilities generated by the Replenish Big Bear Project. The Governing Board has requested an amendment to the Employee Agreement between the Agency and Mr. Lawrence.

As required by the Brown Act, the Governing Board shall provide an oral report that summarizes the recommendation for final action on the salary, salary schedule, or compensation paid in the form of fringe benefits to the General Manager before taking a final action to approve a contract or amendment. The following recommended changes to the financial terms as underlined shall be read orally at the meeting:

#### Salary

- The General Manager's base salary will be Seventeen Thousand, Five Hundred Twenty-One Dollars and Seventy-Nine Cents (\$17,521.79) per month, beginning on October 1, 2021. This is equivalent to an hourly rate of \$101.09 and reflects a 5.0% increase. All other terms and conditions remain unchanged.

#### FINANCIAL IMPACT:

The Agency's FY 2022 Budget included a 5% merit adjustment for the position of General Manager effective July 1, 2021. The delay in the merit adjustment to October 1, 2021, resulted in slightly lower costs to the Agency for the fiscal year compared to the budget.

#### RECOMMENDATION:

Authorize the Governing Board Chair to execute an Employment Agreement Amendment with the approved changes.



**ATTACHMENT:**

Employment Agreement Amendment No. 5

**AMENDMENT NO. 5  
TO EMPLOYMENT AGREEMENT  
GENERAL MANAGER**

**1. Parties and Date.**

This Amendment No. 5 to the Employment Agreement (“Agreement”) is made and entered into effective as of the 26<sup>th</sup> day of January 2022, by and between the Big Bear Area Regional Wastewater Agency, a municipal organization organized under the laws of the State of California (“Agency”) and David Lawrence (“General Manager” or “Employee”). Agency and General Manager are sometimes individually referred to as “Party” and collectively as “Parties.”

**2. Recitals.**

2.1 Amendment Purpose. The Agency and General Manager desire to amend the aforesaid Agreement to revise compensation terms and conditions of said employment.

2.2 Amendment Authority. This Amendment No. 5 is authorized pursuant to Section XI(C) of the Agreement.

**3. Terms.**

3.1 Section 4. Section 4.1 (Salary and Expenses) of the Agreement is hereby amended to provide additional compensation:

“4.1 Governing Board agrees to pay Employee for services rendered pursuant to this Agreement a base salary of Seventeen Thousand, Five-Hundred Twenty-One Dollars and Seventy-Nine Cents (\$17,521.79) per month, beginning on October 1, 2021, in installments at the same time as other employees of the Agency are paid. Further, the parties agree that, during the term of this Agreement, Employee shall receive an annual salary increase for a cost-of-living adjustment (COLA) based on the change in the consumer price index (the CPI). The method used to calculate the change in the CPI shall be the same as that used by the Agency to calculate a cost-of-living adjustment for all employees. The COLA adjustment for Employee shall occur on an annual basis and be effective on the starting day of the first full pay period in July each year. The Governing Board shall also have the right to grant merit and benefit increases as it deems appropriate, at its sole discretion.”

Except as modified herein and by the preceding four Amendments, the original Employment Agreement, dated March 22, 2017 and effective April 25, 2017, shall remain in full force and effect.

**BIG BEAR AREA REGIONAL  
WASTEWATER AGENCY**

**DAVID LAWRENCE**

By: \_\_\_\_\_  
Chair of the Governing Board

By: \_\_\_\_\_  
David Lawrence

Dated: \_\_\_\_\_, 2022

Dated: \_\_\_\_\_, 2022

Attest: \_\_\_\_\_  
Secretary to the Governing Board



Big Bear Area Regional  
Wastewater Agency  
*Jim Miller – Chair*  
*Rick Herrick – Vice-Chair*  
*John Green – Director*  
*Bynette Mote – Director*  
*Karyn Oxandaboure – Director*

---

**AGENDA ITEM: 10.B.**

**MEETING DATE:** January 26, 2022

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

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

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

**SUBJECT:** Reschedule Budget Workshop; Adjourn March 23, 2022 Regular Meeting to the Special Meeting Budget Workshop

**BACKGROUND & DISCUSSION:**

Agency staff would like to reschedule the February 23, 2022 Special Meeting Budget Workshop to March 23, 2022, the date for the Governing Board's regular meeting in March. The budget workshop is normally scheduled for a 4-hour window; a timeframe of 1:00 p.m. to 5:00 p.m. is common. It has been past practice to adjourn the regular meeting to the Special Meeting Budget Workshop.

**FINANCIAL IMPACT:**

There is no financial impact.

**RECOMMENDATION:**

Reschedule Budget Workshop; Adjourn March 23, 2022 Regular Meeting to the Special Meeting Budget Workshop



Big Bear Area Regional  
Wastewater Agency  
*Jim Miller – Chair*  
*Rick Herrick – Vice-Chair*  
*John Green – Director*  
*Bynette Mote – Director*  
*Karyn Oxandaboure – Director*

---

**AGENDA ITEM: 10.C.**

**MEETING DATE:** January 26, 2022

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

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

**PREPARED BY:** John Shimmin, Plant Manager

**REVIEWED BY:** Jennifer McCullar, Finance Manager

**SUBJECT:** Appropriate \$7,500 from the Capital and Replacement Fund for the Installation of Lighting and Electrical Outlets for the Secondary Splitter Box Building

**BACKGROUND & DISCUSSION:**

The Secondary Splitter Box Building was completed in November 2020 and needs lighting and electrical improvements including internal and external lighting as well as electrical outlets. The lighting is needed for working at night and when adjusting the gates during operation of the secondary clarifiers. The outlets are needed to operate tools and the external gate actuator for proper gate adjustment.

**FINANCIAL IMPACT:**

There are adequate funds available for the appropriation.

**RECOMMENDATION:**

Appropriate \$7,500 from the Capital and Replacement Fund for the installation of lighting and electrical outlets for the Secondary Splitter Box Building.