

**BIG BEAR AREA REGIONAL WASTEWATER AGENCY**  
**REGULAR BOARD MEETING MINUTES**  
January 26, 2022

**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 5:00 p.m. on January 26, 2022, via Zoom.

**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  
Bridgette Burton, Management Analyst

**OTHERS**

Frank Forbes, County of San Bernardino Representative  
Shawn Koorn, Associate Vice-President, HDR Engineering, Inc.  
Mary Reeves, General Manager, Big Bear City Community Services District  
Larry Walsh, Board President, Big Bear City Community Services District

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

The General Manager discussed the requirements of AB 361. Discussion ensued between Governing Board and staff.

Upon motion by Vice-Chair Herrick, seconded by Director Mote and carried, the Governing Board declared 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 the Governing Board declared it will be conducting teleconferencing and virtual meetings pursuant to AB 361.

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

**2. PLEDGE OF ALLEGIANCE**

Chair Miller

**3. APPROVAL OF THE AGENDA**

Upon motion by Director Oxandaboure, seconded by Vice-Chair Herrick 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**

**5.A. Rick Herrick 15-year recognition**

The General Manager thanked Vice-Chair Herrick for his 15 years of service, one of the longest terms in the history of the Agency. Chair Herrick has served on the Operations and Finance Committees and has brought a wealth of knowledge to the Agency.

**5.B. John Green 10-year recognition**

The General Manager thanked Director Green for his ten years of service and outlined several accomplishments during his term. Director Green serves on the Administrative Committee and has added a great depth to the Governing Board.

**5.C. Karyn Oxandaboure 5-year recognition**

The General Manager thanked Director Oxandaboure for her five years of service on the Board, along with her many years of administrative assistance to the Agency. Director Oxandaboure serves on the Finance Committee and has brought depth and knowledge to the Agency.

**5.D. Rafael Curiel 1-year recognition**

The General Manager congratulated Mr. Curiel for his one year of service. Mr. Curiel is dedicated, responsible and always willing to help.

**5.E. 2021 California Water Environment Association Desert and Mountain Section Plant of the Year (Small)**

The General Manager notified the Governing Board of the award and thanked staff for their hard work and effort.

**5.F. Rate Study (Preliminary) Presentation**

The Finance Manager announced the presentation was available on the BBARWA website. In August 2021, the Governing Board approved the update to the 2018 Rate Study, which looks at BBARWA's rates for the next five years. The rate study also considered the impact of the Replenish Big Bear Project for the next three years. As BBARWA moves through its budget development cycle and the financial projections and budget are completed, the rate study will be updated and finalized.

Shawn Koorn, Associate Vice-President, HDR Engineering, Inc., presented the preliminary results of the rate study. Discussion ensued between Governing Board, Mr. Koorn, and staff.

**6. INFORMATION/COMMITTEE REPORTS**

**6.A. General Manager's Report**

The General Manager highlighted the BBARWA Solar Project being operational. An analysis of production will occur in the next few months. The Governing Board and staff discussed the increase in natural gas prices, generator use and time to get generators online, and details of the minor spill reported in December.

**7. CONSENT CALENDAR**

**7.A. Approval of the Meeting Minutes from the December 15, 2021 Special Meeting**

**7.B. Monthly Disbursements Report for December**

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

Upon motion by Director Green, seconded by Director Mote 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.A. General Manager Employment Agreement Amendment**

The Governing Board completed a performance evaluation of the General Manager in closed session at the October 27, 2021 Board Meeting. The Agency is required to bring any changes to the General Manager's contract for consideration during a regular meeting. The Governing Board orally read the recommended changes to the financial terms: 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.

Upon motion by Chair Miller, seconded by Vice-Chair Herrick and carried, the Governing Board authorized the Governing Board Chair to execute an Employment Agreement Amendment with the approved changes.

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

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

The General Manager requested rescheduling of the Budget Workshop due to the additional workload and complexity of adding Replenish Big Bear to the budget. There will be a regular meeting on February 23, 2022 at 5:00 p.m. Discussion ensued between Governing Board and staff.

Upon motion by Director Mote, seconded by Vice-Chair Herrick and carried, the Governing Board rescheduled the Special Meeting Budget Workshop from February 23, 2022 to March 23, 2022 from 1:00 p.m. to 5:00 p.m. and adjourned the March 23, 2022 Regular Meeting to the March 23, 2022 Special Meeting Budget Workshop.

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

**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**

The General Manager explained the need for additional lighting and electrical outlets for the Secondary Splitter Box Building.

Upon motion by Director Green, seconded by Director Oxandaboure and carried, the Governing Board appropriated \$7,500 from the Capital and Replacement Fund for the installation of lighting and electrical outlets for the Secondary Splitter Box Building.

Ayes: Green, Herrick, 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**

Chair Miller congratulated the Governing Board Members for their years of service.

**12. ADJOURNMENT**

With no further business to come before the Governing Board, Chair Miller adjourned the meeting at 6:17 p.m.

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