

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

Regular Board Meeting Minutes

September 27, 2023

1. CALL TO ORDER

A Regular Meeting of the Governing Board of the Big Bear Area Regional Wastewater Agency was called to order by Director Herrick at 5:00 p.m. on September 27, 2023 at 121 Palomino Drive, Big Bear City, California.

BOARD MEMBERS PRESENT

Rick Herrick, Director

Bynette Mote, Director

Larry Walsh, Director

BOARD MEMBERS ABSENT

Jim Miller, Vice-Chair

STAFF MEMBERS PRESENT

David Lawrence, General Manager

Christine Bennett, Finance Manager

Bridgette Burton, Administrative Services Manager/Board Secretary

John Shimmin, Plant Manager

OTHERS

Members of the public who signed in included:

None

2. PLEDGE OF ALLEGIANCE

Director Mote

3. APPROVAL OF AGENDA

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

Ayes: Mote, Walsh, Herrick

Noes: None

Absent: Miller

Abstain: None

4. PUBLIC FORUM

None

5. PRESENTATION AND INTRODUCTION

5.A. Distinguished Budget Presentation Award, Government Finance Officers Association

The General Manager congratulated the Finance Manager on the Distinguished Budget Presentation Award. The Finance Manager presented background information on the award and detailed the award requirements. The Governing Board congratulated the Finance Manager and the Agency on a job well done.

6. INFORMATION/COMMITTEE REPORTS

6.A. General Manager's Report

The General Manager reviewed the Force Main Investigation Project contract awards to S. Porter, Inc. and Downstream Services, Inc. The General Manager discussed the Replenish Big Bear Design Services Request for Proposal, the timeline for the draft Environmental Impact Report, and the additional financial information included in the General Manager's Report.

The Governing Board thanked staff for the Replenish Big Bear financial information and requested clarification for the State and Tribal Assistance Grant, the outstanding Community Funding requests, and the total expected grant awards.

7. CONSENT CALENDAR APPROVED ITEMS

7.A. Meeting Minutes from the August 23, 2023 Regular Meeting

7.B. Monthly Disbursements Report for August

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

7.D. Approval of Carryover Appropriations

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

Ayes: Mote, Walsh, Herrick

Noes: None

Absent: Miller

Abstain: None

8. ITEMS REMOVED FROM CONSENT CALENDAR

None

9. **OLD BUSINESS**

9.A. Appointment of Governing Board Chair and/or Vice-Chair

Upon motion by Director Herrick, seconded by Director Mote and carried, the Governing Board tabled this item to the October Governing Board meeting.

Ayes: Mote, Walsh, Herrick
Noes: None
Absent: Miller
Abstain: None

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

10.A. Resolution No. R. 17-2023, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Expressing Appreciation to John Green for Dedicated Service as a Member of Said Governing Board

The General Manager presented the Resolution expressing appreciation to John Green.

Upon motion by Director Walsh, seconded by Director Mote and carried, the Governing Board approved Resolution No. R. 17-2023.

Ayes: Mote, Walsh, Herrick
Noes: None
Absent: Miller
Abstain: None

10.B. Amendment No. 5 to the Professional Services Agreements between the Big Bear Area Regional Wastewater Agency and Water Systems Consulting, Inc. for the Replenish Big Bear Project

The General Manager explained the need for Amendment No. 5 to the Professional Services Agreements between the Big Bear Area Regional Wastewater Agency and Water Systems Consulting, Inc. for the Replenish Big Bear Project, along with the proposed scope of work.

The Governing Board requested additional information regarding how the Amendment amount was calculated, progressive design build vs. design-bid-build, the anticipated bid packages, and details on specific elements of the Project.

Upon motion by Director Mote, seconded by Director Herrick and carried, the Governing Board approved Amendment No. 5 to the Professional Services Agreements between the Big Bear Area Regional Wastewater Agency and Water Systems Consulting, Inc. and authorized the General Manager to negotiate and execute the contract documents.

Ayes: Mote, Walsh, Herrick

Noes: None
Absent: Miller
Abstain: None

10.C. Appropriate \$45,000 for the Administration Building Roof Replacement Project from the Contingency Fund

The General Manager discussed the insurance claim, bid process, and the need to replace the Administration Building roof before winter.

The Governing Board confirmed the engineer's estimate would be sufficient for the project, inquired about the lifespan, warranty, and fire resistivity of the asphalt shingles, consideration of a metal roof, need for solar panels, and the project timeline.

Upon motion by Director Mote, seconded by Director Herrick and carried, the Governing Board appropriated \$45,000 from the Contingency Fund for the Administration Building Roof Replacement Project and authorized the General Manager to negotiate and execute the contract documents.

Ayes: Mote, Walsh, Herrick
Noes: None
Absent: Miller
Abstain: None

11. COMMENTS AND ANNOUNCEMENTS

11.A. General Manager Comments

None

11.B. Governing Board Member Comments

The Governing Board thanked staff for the recent Replenish Big Bear update and announced the country concert in the Village.

12. ADJOURNMENT

With no further business to come before the Governing Board, Director Herrick adjourned the meeting at 5:37 p.m.

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