

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