

**BIG BEAR AREA REGIONAL WASTEWATER AGENCY**  
**REGULAR BOARD MEETING MINUTES**  
September 25, 2019

**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 Caretto at 5:00 p.m. on September 25, 2019, at 121 Palomino Drive, Big Bear City, California 92314.

**BOARD MEMBERS PRESENT**

David Caretto, Chair  
John Green, Vice Chair  
Karyn Oxandaboure, Secretary  
Rick Herrick, Director  
Jim Miller, Director (departed at 6:24 p.m.)

**BOARD MEMBERS ABSENT**

None

**STAFF MEMBERS PRESENT**

David Lawrence, General Manager  
John Shimmin, Plant Manager  
Jennifer McCullar, Finance Manager  
Bridgette Burton, Management Analyst  
Ryan Connelly, Plant Operator

**2. PLEDGE OF ALLEGIANCE**

Director Miller

**3. PRESENTATIONS AND INTRODUCTIONS**

None

**4. APPROVAL OF THE AGENDA**

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

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

**5. CONSENT CALENDAR**

**5.A. Minutes of Regular Meeting on August 28, 2019**

**5.B. Monthly Expenses**

**5.C. Governing Board Member Reimbursement**

**5.D. Investment Report**

**5.E. Operations and Connections Report**

**5.F. Sieve Analysis Test Results and the Weep Hole Investigation Technical Memorandum for the North and South Horseshoe Ponds Project - Removed**

Upon motion by Director Miller, seconded by Secretary Oxandaboure and carried, the Governing Board approved the Consent Calendar as presented with the exception of Vice Chair Green removing 5.F. for further discussion.

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

**6. ITEMS REMOVED FROM THE CONSENT CALENDAR**

**5.F. Sieve Analysis Test Results and the Weep Hole Investigation Technical Memorandum for the North and South Horseshoe Ponds Project**

Vice Chair Green requested additional information on this item. Mr. Lawrence discussed the results of the Sieve Test Analysis and provided clarification on the purpose of the weep holes. Discussion ensued between the Governing Board and staff.

Upon motion by Vice Chair Green, seconded by Director Miller and carried, the Governing Board approved item 5.F. as presented.

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

**7. PUBLIC FORUM RESPONSE**

None

**8. PUBLIC FORUM**

No comments

**9. OLD BUSINESS**

None

**10. NEW BUSINESS**

**10.A. Resolution No. R. 11-2019, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Adopting the Santa Ana Watershed Project Authority One Water One Watershed Plan Update 2018, the Integrated Regional Water Management Plan for the Santa Ana River Watershed**

Mr. Lawrence explained that this Resolution is required for the grant application process. Discussion ensued between the Governing Board and staff.

Upon motion by Director Herrick, seconded by Vice Chair Green and carried, the Governing Board approved Resolution No. R. 11-2019.

Ayes: Caretto, Green, Oxandaboure, Herrick, Miller

Noes: None

Absent: None

Abstain: None

**11. CLOSED SESSION**

Entered closed session at 5:13 p.m. with one closed session item to be reviewed.

**11.A. Public Employee Performance Evaluation  
Pursuant to Government Code Section 54957(b)(1)  
Title: General Manager**

Chair Caretto reconvened open session at 6:24 p.m.

Reportable Action:

- a. Mr. Lawrence will receive a 7% increase, retroactive to April 25, 2019.
- b. Mr. Lawrence's life insurance will be increased by \$100,00 to a total of \$330,000 with \$122.12 per month paid for by the Agency.
- c. Mr. Lawrence's deferred compensation will change from a 3% employer contribution to a dollar for dollar match, not to exceed 6% or the maximum contribution limits.

**12. INFORMATION/COMMITTEE REPORTS**

**12.A. Plant Manager Update on the Emergency Work for the Oxidation Ditch Splitter Box Gates and Splitter Box Repair Project**

Mr. Shimmin provided an update on the project. The installation will start next week.

**12.B. Administrative Committee Meeting Update**

Chairman Caretto provided an update on the Administrative Committee Meeting that was held prior to the Regular Board Meeting on September 25, 2019. The Safety Incentive Program will be presented at the October Board Meeting.

**13. ADJOURNMENT**

With no further business to come before the Governing Board, Chair Caretto adjourned the meeting at 6:27 p.m.

ATTEST: *Karyn Oxandaboure*  
Karyn Oxandaboure, Secretary of the Governing Board of the Big Bear Area Regional Wastewater Agency

*Kim Booth*  
Kim Booth, Administrative Assistant  
Big Bear Area Regional Wastewater Agency