

**BIG BEAR AREA REGIONAL WASTEWATER AGENCY**  
**REGULAR BOARD MEETING MINUTES**  
January 27, 2021

**1. CALL TO ORDER**

A Regular Meeting of the Governing Board of the Big Bear Area Regional Wastewater Agency was called to order by Vice Chair Miller at 5:05 p.m. on January 27, 2021. Vice Chair Miller confirmed the Governing Board meeting was conducted pursuant to California Government Code Section 54953 and Governor Newsome's Executive Order N-25-20 and N-29-20. No Board Member expressed doubt that the Board Members participating by teleconference were not so.

**BOARD MEMBERS PRESENT**

John Green, Chair  
Jim Miller, Vice Chair  
Karyn Oxandaboure, Secretary  
David Caretto, Director  
Rick Herrick, Director

**STAFF MEMBERS PRESENT**

David Lawrence, General Manager  
Jennifer McCullar, Finance Manager  
John Shimmin, Plant Manager  
Bridgette Burton, Management Analyst  
Sonja Kawa, Human Resources Coordinator/Accounting Technician  
Kim Booth, Administrative Assistant

**OTHERS**

Mary Reeves, General Manager, Big Bear City Community Services District

**2. PLEDGE OF ALLEGIANCE**

Dispensed

**3. APPROVAL OF THE AGENDA**

Upon motion by Director Caretto, seconded by Secretary Oxandaboure and carried, the Governing Board approved the agenda as presented.

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

**4. PRESENTATIONS AND INTRODUCTIONS**

None

**5. CONSENT CALENDAR**

**5.A. Minutes of Special Meeting on December 2, 2020**

**5.B. Monthly Expenses**

**5.C. Investment Report**

**5.D. Operations and Connections Report**

**5.E. Accept as Complete - Solar Project Pond 5 Grading Work**

**5.F. Accept as Complete - SCADA Upgrade Project**

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

Ayes: Green, Miller, Oxandaboure, Caretto, Herrick

Noes: None

Absent: None

Abstain: None

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

None

**7. PUBLIC FORUM RESPONSE**

None

**8. PUBLIC FORUM**

No comments

**9. OLD BUSINESS**

None

**10. NEW BUSINESS**

**10.A. Compensation Study Update 2020**

Mr. Lawrence presented the updated Compensation Study. Discussion ensued between the Governing Board and staff.

Upon motion by Chair Green, seconded by Director Caretto and carried, the Governing Board approved to adjust the Administrative Assistant pay schedule by 0.18% to within 5% of market; adjust the Plant Manager pay schedule by 10.0%, the maximum allowable under the Policy; and freeze the General Manager, Human Resources Coordinator/Accounting Technician, and Operator-in-Training pay schedule – no COLA adjustment.

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

**10.B. Pay Schedule**

Mr. Lawrence explained that the Pay Schedule reflects the adjustments due to the November 2020 Compensation Study Update. Discussion ensued between the Governing Board and staff.

Upon motion by Secretary Oxandaboure, seconded by Director Caretto and carried, the Governing Board approved the publicly available Pay Schedule.

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

**10.C. Appropriate \$155,104 for Variances from the Budget**

Ms. McCullar presented the variances from the Budget. Discussion ensued between the Governing Board and staff.

Upon motion by Director Herrick, seconded by Director Caretto and carried, the Governing Board approved to appropriate \$155,104 from the Agency's Contingency Fund to the Operating Budget with adjustments to the following line items: Insurance Expense (\$44,651) and Sludge Removal Expense (\$110,453).

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

**11. INFORMATION/COMMITTEE REPORTS**

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

Mr. Lawrence provided an update to the Governing Board. Discussion ensued between the Governing Board and staff.

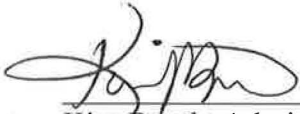
**11.B. Administrative Committee Meeting Update**

Director Caretto provided details on the discussion regarding the Compensation Study Update 2020 from the February 6, 2021 Administrative Committee meeting.

12. ADJOURNMENT

With no further business to come before the Governing Board, Vice Chair Miller adjourned the meeting at 5:46 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