

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

Regular Board Meeting of

June 26, 2019

At

5:00 p.m.

121 Palomino Drive

Big Bear City, California

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. PRESENTATION AND INTRODUCTION

4. APPROVAL OF AGENDA

5. CONSENT CALENDAR – All matters listed on the Consent Calendar will be enacted by one motion at the appropriate time. There will be no separate discussion of these items. If a detailed discussion is necessary, any Board Member may request that an item be removed from the Consent Calendar and considered separately.

5.A. Minutes of Regular Board Meeting on April 24, 2019 – Approve

5.B. Monthly Expenses – Informational

5.C. Governing Board Member Reimbursement – Approve

5.D. Investment Report – Informational

5.E. Operations and Connections Report – Informational

5.F. Third Quarter Report, Nine Months Ended March 31, 2019 – Informational

5.G. Pay Schedule – Approve

5.H. Resolution No. R. 06-2019, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Amending and Adopting Local Guidelines for Implementing the California Environmental Quality Act (PUBLIC RESOURCES CODE §§ 21000 ET SEQ.) – Adopt

6. ITEMS REMOVED FROM CONSENT CALENDAR

7. PUBLIC FORUM RESPONSE

None

8. **PUBLIC FORUM** – The Public Forum portion of the meeting is an opportunity for members of the public to directly address the Governing Board on matters within the jurisdiction of this Agency. Ordinance No. 57 limits individual public testimony to three minutes or less. The cumulative time that an individual may provide public testimony during a meeting is fifteen minutes, and the public testimony shall be limited to thirty minutes for all speakers. Whenever a group of persons wishes to address the Governing Board on the same item, the Chair or the Governing Board by majority vote may request a spokesperson be chosen for the group or limit the number of such persons addressing the Governing Board. Since the discussion of an item not on the posted agenda is not allowed, these concerns may be addressed in a future meeting under “Public Forum Response.”

9. **OLD BUSINESS**
None

10. **NEW BUSINESS**

10.A. Appropriate \$87,000 from the Operating Contingency Fund for a Variance from the Budget – Discussion and Possible Action

10.B. Resolution No. R. 07-2019, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Approving the Agency’s Proposal for the United States Department of the Interior Bureau of Reclamation’s WaterSMART: Title XVI WIIN Water Reclamation and Reuse Project Grant Application for the Replenish Big Bear Project and Designating an Authorized Representative – Recommendation: Adopt

10.C. Resolution No. R. 08-2019, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Making Emergency Findings and Authorizing an Emergency Contract for the Oxidation Ditch Splitter Box Gates and Splitter Box Repair; Appropriate \$73,750 for Emergency Contract – Recommendation: Adopt

11. **INFORMATION/COMMITTEE REPORTS**

11.A. General Manager update on the emergency work at the Lucerne Valley Reuse Facility

12. **ADJOURNMENT**

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if you need special assistance to participate in an Agency meeting or other services offered by the Agency, please contact Kimberly Booth, Administrative Assistant at (909) 584-4018. Notification at least 48 hours prior to the meeting or time when services are needed will assist the Agency staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are on file in the office of the Big Bear Area Regional Wastewater Agency and are available for public inspection during normal business hours.

Visit www.bbarwa.org to view and/or print the Agenda Package.

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

Regular Board Meeting Minutes

April 24, 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 April 24, 2019, at 121 Palomino Drive, Big Bear City, California.

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

None

STAFF MEMBERS PRESENT

David Lawrence, General Manager
Jennifer McCullar, Finance Manager
Bridgette Burton, Management Analyst
Troy Bemisdarfer, Interim Plant Manager
Ryan Connelly, Plant Operator
Kim Booth, Administrative Assistant

2. PLEDGE OF ALLEGIANCE

Jim Miller, Director

3. PRESENTATIONS AND INTRODUCTIONS

3.A. New Website Presentation

Ms. Burton presented the new Agency website which will go live on May 1, 2019.

4. APPROVAL OF THE AGENDA

Upon motion made by Secretary Oxandaboure, seconded by Director Miller 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 the Regular Board Meeting on March 27, 2019

5.B. Monthly Expenses

5.C. Governing Board Member Reimbursement

5.D. Investment Report

5.E. Operations and Connections Report

Upon motion by Vice Chair Green, seconded by Director Herrick and carried, the Governing Board approved the Consent Calendar as presented with a correction to the minutes.

Ayes: Caretto, Green, Oxandaboure, Herrick, Miller
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. Public Hearing: Resolution No. R. 03-2019, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Establishing the Sewer User Charge and Taking Certain Other Actions Related Thereto

Ms. McCullar explained the purpose of the sewer user charge and reasons for the 3.2% increase. The Governing Board opened the public hearing at 5:14 p.m. and closed the public hearing at 5:15 p.m. due to no public comments.

Upon motion by Director Herrick, seconded by Vice Chair Green and carried, the Governing Board adopted Resolution No. R. 03-2019.

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

10.B. Resolution No. R. 04-2019, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Clarifying the Fiscal Year 2020 Sewer Standby or Immediate Availability Charges

Ms. McCullar explained the need for the sewer standby fee clarification. Discussion ensued between the Governing Board and staff.

Upon motion by Secretary Oxandaboure, seconded by Director Herrick and carried, the Governing Board adopted Resolution No. R. 04-2019.

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

10.C. Public Hearing: Resolution No. R. 05-2019, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency to Increase the Current Fee Schedule for the Disposal of Waste Delivered to the Regional Treatment Plant

Ms. McCullar explained the reason for the 3.2% fee increase which reflects the same increase as the sewer user charge. The Governing Board opened the public hearing at 5:19 p.m. and closed the public hearing at 5:20 p.m. due to no public comments.

Upon motion by Vice Chair Green, seconded by Director Herrick and carried, the Governing Board adopted Resolution No. R. 05-2019.

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

10.D. Sewer System Management Plan Update

Mr. Lawrence shared the importance of updating the Sewer System Management Plan and provided details regarding the evaluation of the existing plan and cost estimate by Water Systems Consulting, Inc. Discussion ensued between the Governing Board and staff.

Upon motion by Director Herrick, seconded by Vice Chair Green and carried, the Governing Board approved the appropriation of \$41,000 from the Operations Contingency Fund for the Sewer System Management Plan Update.

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

11. INFORMATION/COMMITTEE REPORTS

11.A. General Manager Update on the Emergency Work at the Lucerne Valley Reuse Facility

Mr. Lawrence provided an update on the project and explained the ongoing issues with the vault lid. The project will be complete once the vault lid is installed.

11.B. City of Big Bear Lake I & I

Director Herrick provided information about inflow and infiltration (I & I) from the City of Big Bear Lake. An investigation is being conducted in key areas as well as research to identify solutions. Discussion ensued between the Governing Board and staff.

12. ADJOURNMENT

With no further business to come before the Governing Board, Chair Caretto adjourned the meeting at 5:31 p.m.

ATTEST: _____
John Green, Vice Chair of the Governing Board
of the Big Bear Area Regional Wastewater Agency

Kim Booth, Administrative Assistant
Big Bear Area Regional Wastewater Agency



Big Bear Area Regional
Wastewater Agency
David Caretto – Chair
John Green – Vice Chair
Karyn Oxandaboure – Secretary
Rick Herrick – Director
Jim Miller – Director

AGENDA ITEM: 5.B.

MEETING DATE: June 26, 2019

TO: Governing Board of the Big Bear Area Regional Wastewater Agency

FROM: David Lawrence, P.E., General Manager *DL*

PREPARED BY: Jennifer McCullar, Finance Manager

SUBJECT: Monthly Expenses

BACKGROUND:

Attached are the Agency's April and May check registers which reflect accounts paid during the period.

FINANCIAL IMPACT:

There is no financial impact. The funds have been previously appropriated.

RECOMMENDATION:

Informational

Moved: _____ Second: _____ Ayes: _____ Noes: _____ Abstain/Absent: _____

Approved Date: _____ Witness: _____

Vice Chair of the Governing Board

Big Bear Area Regional Wastewater Agency Check Register

For the Period From Apr 1, 2019 to Apr 30, 2019

Filter Criteria includes: 1) Accounts Payable only. Report order is by Check Number.

Check #	Date	Payee	Cash Accou	Amount
19287	4/8/19	ACCENT COMPUTER SOLUTIONS,	1000-20	504.53
19288	4/8/19	AG TECH LLC	1000-20	37,392.43
19289	4/8/19	ALLISON MECHANICAL, INC.	1000-20	1,807.00
19290	4/8/19	AMAZON CAPITAL SERVICES	1000-20	581.23
19291	4/8/19	ARAMARK UNIFORM SERVICES	1000-20	997.08
19292	4/8/19	BIG BEAR CITY COMMUNITY SER	1000-20	511.04
19293	4/8/19	BIG BEAR LAKE BOTTLED WATER	1000-20	200.00
19294	4/8/19	BIG BEAR BODYTEK	1000-20	630.00
19295	4/8/19	MARK S. BURNETT	1000-20	505.00
19296	4/8/19	BRIDGETTE BURTON	1000-20	50.00
19297	4/8/19	BUTCHER'S BLOCK & BUILDING	1000-20	389.79
19298	4/8/19	BEAR VALLEY ELECTRIC	1000-20	15,648.93
19299	4/8/19	CAR QUEST OF BIG BEAR	1000-20	96.76
19300	4/8/19	DADDY'S PEST CONTROL	1000-20	150.00
19301	4/8/19	UNDERGROUND SERVICE ALERT	1000-20	134.35
19302	4/8/19	DIY HOME CENTER-BIG BEAR	1000-20	43.44
19303	4/8/19	DIRECT TV	1000-20	66.99
19304	4/8/19	DEPARTMENT OF WATER & POW	1000-20	54.01
19305	4/8/19	ENVIRONMENTAL EXPRESS, INC	1000-20	307.39
19306	4/8/19	ENVIRONMENTAL OUTSOURCE, I	1000-20	950.00
19307	4/8/19	EVANTEC CORPORATION	1000-20	393.47
19308	4/8/19	FEDEX	1000-20	33.03
19309	4/8/19	FLYERS ENERGY	1000-20	1,431.72
19310	4/8/19	FRONTIER COMMUNICATIONS	1000-20	699.18
19311	4/8/19	NAVY MEN, LLC	1000-20	336.94
19312	4/8/19	GRAINGER	1000-20	1,539.49
19313	4/8/19	BEAR VALLEY BASIN GSA	1000-20	1,159.22
19314	4/8/19	HAZ MAT TRANS, INC.	1000-20	1,016.50
19315	4/8/19	HUGHESNET	1000-20	102.33
19316	4/8/19	DAVID LAWRENCE	1000-20	50.00
19317	4/8/19	JENNIFER MCCULLAR	1000-20	50.00
19318	4/8/19	NAPA AUTO PARTS	1000-20	52.94
19319	4/8/19	CONSTANCE M. ALVARADO	1000-20	55.00
19320	4/8/19	SAFETY-KLEEN	1000-20	297.06

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Check #	Date	Payee	Cash Accou	Amount
19321	4/8/19	SPECTRUM BUSINESS	1000-20	1,300.89
19322	4/8/19	TOTAL AIR ANALYSIS, INC	1000-20	6,300.00
19323	4/8/19	VALLEY POWER SYSTEMS, INC	1000-20	478.83
19324	4/8/19	VALLEY SPLICING INC.	1000-20	4,644.72
19325	4/8/19	WINZER CORP	1000-20	136.71
19326	4/8/19	WATER SYSTEMS CONSULTING, I	1000-20	21,974.59
19327	4/8/19	XYLEM DEWATERING SOLUTIONS	1000-20	1,027.94
19328	4/8/19	RICHARD T. HERRICK	1000-20	150.00
19329	4/8/19	KARYN K. OXANDABOURE	1000-20	150.00
19330	4/23/19	ACCENT COMPUTER SOLUTIONS,	1000-20	2,417.58
19331	4/23/19	ALL PROTECTION ALARM	1000-20	830.00
19332	4/23/19	AMAZON CAPITAL SERVICES	1000-20	468.38
19333	4/23/19	ARROWHEAD	1000-20	137.60
19334	4/23/19	BEST BEST & KRIEGER	1000-20	12,627.28
19335	4/23/19	BUSINESS CARD	1000-20	2,388.49
19336	4/23/19	CALIF DEPT OF TAX & FEE ADMIN	1000-20	218.00
19337	4/23/19	CLINICAL LAB OF SAN BERNARDI	1000-20	4,925.00
19338	4/23/19	RICKY F. SEWARD II	1000-20	1,400.00
19339	4/23/19	COUNTY OF SAN BERNARDINO S	1000-20	228.37
19340	4/23/19	NAVY MEN, LLC	1000-20	726.80
19341	4/23/19	GOLDEN BELL PRODUCTS INC	1000-20	730.38
19342	4/23/19	THE GRIZZLY	1000-20	123.75
19343	4/23/19	HD INDUSTRIES	1000-20	292.14
19344	4/23/19	JUST ENERGY SOLUTIONS INC.	1000-20	25,508.86
19345	4/23/19	SONJA KAWA	1000-20	225.74
19346	4/23/19	MCMASTER-CARR SUPPLY COMP	1000-20	96.18
19347	4/23/19	RANDY J. SPITZ	1000-20	159.60
19348	4/23/19	PETTY CASH	1000-20	549.62
19349	4/23/19	PHENOVA	1000-20	495.53
19350	4/23/19	QUILL	1000-20	82.50
19351	4/23/19	QUINN COMPANY	1000-20	213.01
19352	4/23/19	SOUTHERN CALIFORNIA EDISON	1000-20	34.56
19353	4/23/19	SCHRODER & SON, INC.	1000-20	265.00

**Big Bear Area Regional Wastewater Agency
Check Register
For the Period From Apr 1, 2019 to Apr 30, 2019**

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Check #	Date	Payee	Cash Accou	Amount
19354	4/23/19	SDRMA	1000-20	109.84
19355	4/23/19	SERVICEMASTER 360 PREMIER C	1000-20	649.53
19356	4/23/19	RYAN R. ABELN	1000-20	8,329.96
19357	4/23/19	SOUTHWEST GAS CORP	1000-20	23,639.26
19358	4/23/19	SOUTHWEST GAS	1000-20	900.59
19359	4/23/19	NANCY R. BOHL, INC.	1000-20	120.00
19360	4/23/19	TROPICAL IRRIGATION CO.	1000-20	1,642.75
19361	4/23/19	VERIZON WIRELESS	1000-20	290.21
CASH 2123	4/2/19	PAYA	1000-20	19.99
CASH 2124	4/3/19	PRINCIPAL FINANCIAL GROUP	1000-20	2,390.89
CASH 2125	4/3/19	CALPERS HEALTH	1000-20	23,735.33
CASH 2126	4/4/19	LINCOLN NATIONAL LIFE INSURA	1000-20	962.39
CASH 2127	4/8/19	CALIFORNIA STATE DISBURSEME	1000-20	126.00
CASH 2128	4/8/19	VISION SERVICE PLAN	1000-20	301.84
CASH 2129	4/8/19	AMERICAN FIDELITY ASSURANCE	1000-20	634.98
CASH 2130	4/8/19	CALPERS RETIREMENT	1000-20	1,719.30
CASH 2131	4/8/19	CA PERS 457 PROGRAM	1000-20	2,249.48
CASH 2132	4/8/19	THE LINCOLN NAT'L LIFE INS CO	1000-20	3,192.69
CASH 2133	4/8/19	CALPERS RETIREMENT	1000-20	6,722.75
CASH 2134	4/9/19	EMPLOYMENT DEVELOPMENT DE	1000-20	1,849.22
CASH 2135	4/9/19	INTERNAL REVENUE SERVICE	1000-20	6,115.35
CASH 2136	4/22/19	CALIFORNIA STATE DISBURSEME	1000-20	126.00
CASH 2137	4/22/19	AMERICAN FIDELITY ASSURANCE	1000-20	634.98
CASH 2138	4/22/19	CALPERS RETIREMENT	1000-20	1,719.30
CASH 2139	4/22/19	CA PERS 457 PROGRAM	1000-20	2,249.48
CASH 2140	4/22/19	CALPERS RETIREMENT	1000-20	6,741.97
CASH 2141	4/22/19	EMPLOYMENT DEVELOPMENT DE	1000-20	1,597.07
CASH 2142	4/23/19	THE LINCOLN NAT'L LIFE INS CO	1000-20	3,251.89
CASH 2143	4/23/19	INTERNAL REVENUE SERVICE	1000-20	5,066.40
CASH 2144	4/23/19	INTERNAL REVENUE SERVICE	1000-20	6,975.00
CASH 2145	4/25/19	CALPERS CERBT	1000-20	13,794.90
CASH 2146	4/25/19	EMPLOYMENT DEVELOPMENT DE	1000-20	1,650.00
CASH 2147	4/25/19	AMERICAN FIDELITY ASSURANCE	1000-20	591.14
CASH 2148	4/30/19	LEGALSHIELD	1000-20	161.50

Big Bear Area Regional Wastewater Agency Check Register

For the Period From Apr 1, 2019 to Apr 30, 2019

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Check #	Date	Payee	Cash Accou	Amount
CASH 2149	4/30/19	TEXAS LIFE INSURANCE COMPAN	1000-20	232.75
CASH 2150	4/29/19	PAYA	1000-20	10,783.00
CASH 2151	4/29/19	PAYA	1000-20	1.50
Total				300,824.13

Big Bear Area Regional Wastewater Agency
Check Register
For the Period From May 1, 2019 to May 31, 2019

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Check #	Date	Payee	Cash Account	Amount
CASH 2152	5/1/19	PAYA	1000-20	19.99
CASH 2153	5/2/19	PRINCIPAL FINANCIAL GROUP	1000-20	2,390.89
CASH 2154	5/2/19	CALPERS HEALTH	1000-20	23,735.33
CASH 2155	5/3/19	VISION SERVICE PLAN	1000-20	301.84
CASH 2156	5/3/19	LINCOLN NATIONAL LIFE INSURANCE CO.	1000-20	1,068.06
CASH 2157	5/6/19	CALIFORNIA STATE DISBURSEMENT UNIT	1000-20	126.00
CASH 2158	5/6/19	AMERICAN FIDELITY ASSURANCE CO	1000-20	634.98
CASH 2159	5/6/19	CALPERS RETIREMENT	1000-20	1,719.30
CASH 2160	5/6/19	CA PERS 457 PROGRAM	1000-20	2,249.48
CASH 2161	5/6/19	THE LINCOLN NAT'L LIFE INS CO	1000-20	3,251.89
CASH 2162	5/6/19	CALPERS RETIREMENT	1000-20	6,770.17
CASH 2163	5/6/19	EMPLOYMENT DEVELOPMENT DEPARTMENT	1000-20	1,695.72
CASH 2164	5/6/19	INTERNAL REVENUE SERVICE	1000-20	5,344.41
19362	5/10/19	ACCENT COMPUTER SOLUTIONS, INC.	1000-20	1,013.73
19363	5/10/19	ACCU-SOURCE	1000-20	54.00
19364	5/10/19	NANCY SANTILLAN	1000-20	225.00
19365	5/10/19	AG TECH LLC	1000-20	29,035.39
19366	5/10/19	ALL PROTECTION ALARM	1000-20	577.10
19367	5/10/19	AMAZON CAPITAL SERVICES	1000-20	170.61
19368	5/10/19	A PLUMBING & HEATING, INC.	1000-20	215.00
19369	5/10/19	ARAMARK UNIFORM SERVICES	1000-20	1,050.49
19370	5/10/19	BIG BEAR CITY COMMUNITY SERVICES DIST.	1000-20	666.36
19371	5/10/19	BEAR LAKE PROFESSIONALS, INC	1000-20	290.00
19372	5/10/19	BLUETARP FINANCIAL	1000-20	336.18
19373	5/10/19	BUTCHER'S BLOCK & BUILDING	1000-20	393.54
19374	5/10/19	BEAR VALLEY ELECTRIC	1000-20	9,333.51
19375	5/10/19	CAR QUEST OF BIG BEAR	1000-20	979.03
19376	5/10/19	CLINICAL LAB OF SAN BERNARDINO	1000-20	4,775.00
19377	5/10/19	DOUGLAS CULBERT	1000-20	392.46
19378	5/10/19	CWEA TCP/MEMBERSHIP	1000-20	188.00
19379	5/10/19	UNDERGROUND SERVICE ALERT	1000-20	145.90
19380	5/10/19	DIY HOME CENTER-BIG BEAR	1000-20	95.28
19381	5/10/19	DIRECT TV	1000-20	66.99

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Check Register
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Check #	Date	Payee	Cash Account	Amount
19382	5/10/19	DEPARTMENT OF WATER & POWER	1000-20	59.01
19383	5/10/19	EMPLOYMENT DEVELOPMENT DEPT	1000-20	1,714.00
19384	5/10/19	EVANTEC CORPORATION	1000-20	320.08
19385	5/10/19	FLYERS ENERGY	1000-20	1,032.93
19386	5/10/19	FRONTIER COMMUNICATIONS	1000-20	700.75
19387	5/10/19	GRAINGER	1000-20	789.05
19388	5/10/19	THE GRIZZLY	1000-20	181.50
19389	5/10/19	HUGHESNET	1000-20	102.33
19390	5/10/19	DAVID LAWRENCE	1000-20	489.96
19391	5/10/19	JENNIFER MCCULLAR	1000-20	189.97
19392	5/10/19	NAPA AUTO PARTS	1000-20	231.17
19393	5/10/19	NATIVESCAPES INC	1000-20	1,760.00
19394	5/10/19	CONSTANCE M. ALVARADO	1000-20	55.00
19395	5/10/19	PREFERRED AERIAL & CRANE TECHNOLOGY IN	1000-20	465.00
19396	5/10/19	QUILL	1000-20	400.95
19397	5/10/19	SAGE SOFTWARE, INC	1000-20	1,107.00
19398	5/10/19	SOUTH COAST AQMD	1000-20	265.96
19399	5/10/19	RYAN R. ABELN	1000-20	15,780.00
19400	5/10/19	SPECTRUM BUSINESS	1000-20	1,324.52
19401	5/10/19	SUPPORT PRODUCT SERVICES, INC.	1000-20	337.27
19402	5/10/19	TWIN BEAR EQUIPMENT RENTAL, INC	1000-20	281.69
19403	5/10/19	VALERO MARKETING & SUPPLY CO	1000-20	55.45
19404	5/10/19	WATER SYSTEMS CONSULTING, INC.	1000-20	24,710.94
19405	5/10/19	BRIDGETTE BURTON	1000-20	50.00
19406	5/10/19	DAVID LAWRENCE	1000-20	50.00
19407	5/10/19	JENNIFER MCCULLAR	1000-20	50.00
19408	5/10/19	JOHN SHIMMIN	1000-20	50.00
19409	5/10/19	DAVID A. CARETTO	1000-20	300.00
19410	5/10/19	JOHN GREEN	1000-20	150.00
19411	5/10/19	RICHARD T. HERRICK	1000-20	300.00
19412	5/10/19	KARYN K. OXANDABOURE	1000-20	300.00
CASH 2165	5/15/19	COMPASS BANK	1000-20	75,004.50
CASH 2166	5/15/19	COMPASS BANK	1000-20	179,553.7

Big Bear Area Regional Wastewater Agency
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Check #	Date	Payee	Cash Account	Amount
19391V	5/17/19	JENNIFER MCCULLAR	1000-20	-189.97
CASH 2167	5/20/19	CALIFORNIA STATE DISBURSEMENT UNIT	1000-20	126.00
CASH 2168	5/20/19	AMERICAN FIDELITY ASSURANCE CO	1000-20	634.98
CASH 2169	5/20/19	CALPERS RETIREMENT	1000-20	2,053.37
CASH 2170	5/20/19	CA PERS 457 PROGRAM	1000-20	2,249.48
CASH 2171	5/20/19	THE LINCOLN NAT'L LIFE INS CO	1000-20	3,251.89
CASH 2172	5/20/19	CALPERS RETIREMENT	1000-20	6,741.97
CASH 2173	5/21/19	EMPLOYMENT DEVELOPMENT DEPARTMENT	1000-20	1,644.71
CASH 2174	5/21/19	INTERNAL REVENUE SERVICE	1000-20	5,393.06
CASH 2175	5/21/19	PAYA	1000-20	10,783.00
19413	5/23/19	ACCENT COMPUTER SOLUTIONS, INC.	1000-20	2,413.58
19414	5/23/19	ALLISON MECHANICAL, INC.	1000-20	6,304.85
19415	5/23/19	AMAZON CAPITAL SERVICES	1000-20	1,123.48
19416	5/23/19	ANTHEM LIFE INSURANCE COMPANY	1000-20	2,944.00
19417	5/23/19	ARROWHEAD	1000-20	119.62
19418	5/23/19	BEST BEST & KRIEGER	1000-20	8,490.97
19419	5/23/19	BUSINESS CARD	1000-20	2,052.71
19420	5/23/19	COUNTY OF SAN BERNARDINO SOLID WASTE M	1000-20	150.31
19421	5/23/19	CWEA TCP/MEMBERSHIP	1000-20	188.00
19422	5/23/19	ENVIRONMENTAL OUTSOURCE, INC.	1000-20	950.00
19423	5/23/19	NATIONAL FILTER MEDIA/FILTER BELTS DIV	1000-20	952.16
19424	5/23/19	GRAINGER	1000-20	256.33
19425	5/23/19	HD INDUSTRIES	1000-20	54.09
19426	5/23/19	J.G. TUCKER & SON, INC.	1000-20	317.76
19427	5/23/19	JUST ENERGY SOLUTIONS INC.	1000-20	16,668.74
19428	5/23/19	MCMASTER-CARR SUPPLY COMPANY	1000-20	395.14
19429	5/23/19	RANDY J. SPITZ	1000-20	86.85
19430	5/23/19	POLYDYNE INC	1000-20	3,437.08
19431	5/23/19	QUILL	1000-20	467.23
19432	5/23/19	REBEL OIL CO., INC.	1000-20	1,705.50
19433	5/23/19	SOUTHERN CALIFORNIA EDISON	1000-20	32.21
19434	5/23/19	SERVICEMASTER 360 PREMIER CLEANING	1000-20	649.53
19435	5/23/19	SOCIETY FOR HUMAN RESOURCE MANAGEMEN	1000-20	209.00

Big Bear Area Regional Wastewater Agency
Check Register
For the Period From May 1, 2019 to May 31, 2019

Filter Criteria includes: 1) Accounts Payable only. Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
19436	5/23/19	SOUTHWEST GAS CORP	1000-20	14,195.75
19437	5/23/19	SOUTHWEST GAS	1000-20	406.90
19438	5/23/19	SWRCB-VWOC	1000-20	295.00
19439	5/23/19	VERIZON WIRELESS	1000-20	290.21
19440	5/23/19	WATER SYSTEMS CONSULTING, INC.	1000-20	1,606.75
CASH 2179	5/29/19	PAYA	1000-20	1.50
CASH 2176	5/31/19	LEGALSHIELD	1000-20	161.50
CASH 2177	5/31/19	TEXAS LIFE INSURANCE COMPANY	1000-20	232.75
CASH 2178	5/31/19	AMERICAN FIDELITY ASSURANCE CO	1000-20	591.14
Total				<u>507,913.5</u>



Big Bear Area Regional
Wastewater Agency
David Caretto – Chair
John Green – Vice Chair
Karyn Oxandaboure – Secretary
Rick Herrick – Director
Jim Miller – Director

AGENDA ITEM: 5.C.

MEETING DATE: June 26, 2019

TO: Governing Board of the Big Bear Area Regional Wastewater Agency

FROM: David Lawrence, P.E., General Manager *DL*

PREPARED BY: Jennifer McCullar, Finance Manager

SUBJECT: Governing Board Member Reimbursement

BACKGROUND:

Attached are the April and May meeting records for each Governing Board Member¹ and represent eligible compensation at a rate of \$150 per regular or special meeting pursuant to the Agency's Administrative and Personnel Policy, Board Member Reimbursement.

FINANCIAL IMPACT:

There is no financial impact. The funds have been previously appropriated.

RECOMMENDATION:

Approve

¹ The March meeting record for Mr. Jim Miller is included hereto as he was unpaid for this meeting.

Moved: _____ Second: _____ Ayes: _____ Noes: _____ Abstain/Absent: _____

Approved Date: _____ Witness: _____

Vice Chair of the Governing Board

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

REPORT OF MEETINGS ATTENDED

Governing Board Member: David Caretto

Date Submitted: April 24, 2019

Month Covered: April

BBARWA Regular Meeting Attended: _____ Date: April 24, 2019 **Compensation** \$ 150.00

PURPOSE

BBARWA Special Meeting Attended: _____ Date: _____ \$ _____

BBARWA Special Meeting Attended: _____ Date: _____ \$ _____

BBARWA Special Meeting Attended: _____ Date: _____ \$ _____

PURPOSE

BBARWA Committee Meeting Attended: _____ Date: _____ \$ _____

BBARWA Committee Meeting Attended: _____ Date: _____ \$ _____

BBARWA Committee Meeting Attended: _____ Date: _____ \$ _____

PURPOSE

Other Governing Board Approved Meetings:

_____ Date: _____ \$ _____

_____ Date: _____ \$ _____

Total Entitled Monthly Stipend (\$600 Maximum) \$ _____

Other Governing Board Approved Expenses (Governing Board Approved)

Mileage: _____ Date: _____ \$ _____

Lodging: _____ Date: _____ \$ _____

Registration: _____ Date: _____ \$ _____

Tuition: _____ Date: _____ \$ _____

Meals: _____ Date: _____ \$ _____

Note: Other Governing Board approved expense receipts must be accompanied with the **Travel Expense Form** and forwarded to Finance Manager or designee for reimbursement

Total Authorized Reimbursement: \$ _____

Uncompensated Meetings Attended:

PURPOSE

_____ Date: _____

_____ Date: _____

Board Member Signature:  **Total Amount Paid** \$ 150.00

RATES & CALCS		CODING	AMOUNT
OPER. REVIEW	_____		
EXPEN. APPRV	_____	_____	_____
FIN. REVIEW	_____	_____	_____

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

REPORT OF MEETINGS ATTENDED

Governing Board Member: John Green

Date Submitted: April 24, 2019

Month Covered: April

BBARWA Regular Meeting Attended: _____ **Date:** April 24, 2019 **Compensation** \$ 150.00

PURPOSE

BBARWA Special Meeting Attended: _____ **Date:** _____ \$ _____

BBARWA Special Meeting Attended: _____ **Date:** _____ \$ _____

BBARWA Special Meeting Attended: _____ **Date:** _____ \$ _____

PURPOSE

BBARWA Committee Meeting Attended: _____ **Date:** _____ \$ _____

BBARWA Committee Meeting Attended: _____ **Date:** _____ \$ _____

BBARWA Committee Meeting Attended: _____ **Date:** _____ \$ _____

PURPOSE

Other Governing Board Approved Meetings:

_____ **Date:** _____ \$ _____

_____ **Date:** _____ \$ _____

Total Entitled Monthly Stipend (\$600 Maximum) \$ _____

Other Governing Board Approved Expenses (Governing Board Approved)

Mileage: _____ **Date:** _____ \$ _____

Lodging: _____ **Date:** _____ \$ _____

Registration: _____ **Date:** _____ \$ _____

Tuition: _____ **Date:** _____ \$ _____

Meals: _____ **Date:** _____ \$ _____

Note: Other Governing Board approved expense receipts must be accompanied with the **Travel Expense Form** and forwarded to Finance Manager or designee for reimbursement

Total Authorized Reimbursement: \$ _____

Uncompensated Meetings Attended:

PURPOSE

_____ **Date:** _____

_____ **Date:** _____

Board Member Signature:  **Total Amount Paid** \$ 150.00

RATES & CALCS		CODING	AMOUNT
OPER. REVIEW	<u> / </u>		
EXPEN. APPRV	_____	_____	_____
FIN. REVIEW	_____	_____	_____

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

REPORT OF MEETINGS ATTENDED

Governing Board Member: Karyn Oxandaboure

Date Submitted: April 24, 2019

Month Covered: April

BBARWA Regular Meeting Attended: _____ Date: April 24, 2019 \$ 150.00

PURPOSE

BBARWA Special Meeting Attended: _____ Date: _____ \$ _____

BBARWA Special Meeting Attended: _____ Date: _____ \$ _____

BBARWA Special Meeting Attended: _____ Date: _____ \$ _____

PURPOSE

BBARWA Committee Meeting Attended: _____ Date: _____ \$ _____

BBARWA Committee Meeting Attended: _____ Date: _____ \$ _____

BBARWA Committee Meeting Attended: _____ Date: _____ \$ _____

PURPOSE

Other Governing Board Approved Meetings:

_____ Date: _____ \$ _____

_____ Date: _____ \$ _____

Total Entitled Monthly Stipend (\$600 Maximum) \$ _____

Other Governing Board Approved Expenses (Governing Board Approved)

Mileage: _____ Date: _____ \$ _____

Lodging: _____ Date: _____ \$ _____

Registration: _____ Date: _____ \$ _____

Tuition: _____ Date: _____ \$ _____

Meals: _____ Date: _____ \$ _____

Note: Other Governing Board approved expense receipts must be accompanied with the **Travel Expense Form** and forwarded to Finance Manager or designee for reimbursement

Total Authorized Reimbursement: \$ 150.00

Uncompensated Meetings Attended:

PURPOSE

_____ Date: _____

_____ Date: _____

Board Member Signature: Karyn Oxandaboure **Total Amount Paid \$** 150.00

RATES & CALCS		CODING	AMOUNT
OPER. REVIEW	_____		
EXPEN. APPRV	_____	_____	_____
FIN. REVIEW	_____	_____	_____

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

REPORT OF MEETINGS ATTENDED

Governing Board Member: Rick Herrick

Date Submitted: April 24, 2019

Month Covered: April

BBARWA Regular Meeting Attended: _____ Date: April 24, 2019 **Compensation** \$ 150.00

PURPOSE

BBARWA Special Meeting Attended: _____ Date: _____ \$ _____

BBARWA Special Meeting Attended: _____ Date: _____ \$ _____

BBARWA Special Meeting Attended: _____ Date: _____ \$ _____

PURPOSE

BBARWA Committee Meeting Attended: _____ Date: _____ \$ _____

BBARWA Committee Meeting Attended: _____ Date: _____ \$ _____

BBARWA Committee Meeting Attended: _____ Date: _____ \$ _____

PURPOSE

Other Governing Board Approved Meetings:

_____ Date: _____ \$ _____

_____ Date: _____ \$ _____

Total Entitled Monthly Stipend (\$600 Maximum) \$ _____

Other Governing Board Approved Expenses (Governing Board Approved)

Mileage: _____ Date: _____ \$ _____

Lodging: _____ Date: _____ \$ _____

Registration: _____ Date: _____ \$ _____

Tuition: _____ Date: _____ \$ _____

Meals: _____ Date: _____ \$ _____

Note: Other Governing Board approved expense receipts must be accompanied with the **Travel Expense Form** and forwarded to Finance Manager or designee for reimbursement

Total Authorized Reimbursement: \$ _____

Uncompensated Meetings Attended:

PURPOSE

_____ Date: _____

_____ Date: _____

Board Member Signature:  _____ **Total Amount Paid** \$ 150.00

RATES & CALCS		CODING	AMOUNT
OPER. REVIEW	_____		
EXPEN. APPRV	_____	_____	_____
FIN. REVIEW	_____	_____	_____

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

REPORT OF MEETINGS ATTENDED

Governing Board Member: Jim Miller

Date Submitted: April 24, 2019

Month Covered: March & April

		Compensation
BBARWA Regular Meeting Attended:	Date: <u>March 27, 2019</u>	\$ <u>150.00</u>
BBARWA Regular Meeting Attended:	Date: <u>April 24, 2018</u>	\$ <u>150.00</u>

PURPOSE

BBARWA Special Meeting Attended:	Date: _____	\$ _____
BBARWA Special Meeting Attended:	Date: _____	\$ _____
BBARWA Special Meeting Attended:	Date: _____	\$ _____

PURPOSE

BBARWA Committee Meeting Attended:	Date: _____	\$ _____
BBARWA Committee Meeting Attended:	Date: _____	\$ _____
BBARWA Committee Meeting Attended:	Date: _____	\$ _____

PURPOSE

Other Governing Board Approved Meetings:

_____	Date: _____	\$ _____
_____	Date: _____	\$ _____

Total Entitled Monthly Stipend (\$600 Maximum) \$ _____

Other Governing Board Approved Expenses (Governing Board Approved)

Mileage: _____	Date: _____	\$ _____
Lodging: _____	Date: _____	\$ _____
Registration: _____	Date: _____	\$ _____
Tuition: _____	Date: _____	\$ _____
Meals: _____	Date: _____	\$ _____

Note: Other Governing Board approved expense receipts must be accompanied with the **Travel Expense Form** and forwarded to Finance Manager or designee for reimbursement

Total Authorized Reimbursement: \$ _____

Uncompensated Meetings Attended: PURPOSE

_____	Date: _____
_____	Date: _____

Board Member Signature:  **Total Amount Paid \$ 300.00**

RATES & CALCS	_____	CODING	_____	AMOUNT	_____
OPER. REVIEW	_____				
EXPEN. APPRV	_____				
FIN. REVIEW	_____				



Big Bear Area Regional
Wastewater Agency
David Caretto – Chair
John Green – Vice Chair
Karyn Oxandaboure – Secretary
Rick Herrick – Director
Jim Miller – Director

AGENDA ITEM: 5.D.

MEETING DATE: June 26, 2019

TO: Governing Board of the Big Bear Area Regional Wastewater Agency

FROM: David Lawrence, P.E., General Manager 

PREPARED BY: Jennifer McCullar, Finance Manager

SUBJECT: Investment Report

BACKGROUND:

Attached is the May Monthly Investment Report pursuant to the Agency's Investment Policy.

FINANCIAL IMPACT:

No financial impact.

RECOMMENDATION:

Approve

Moved: _____ Second: _____ Ayes: _____ Noes: _____ Abstain/Absent: _____

Approved Date: _____ Witness: _____

Vice Chair of the Governing Board

BBARWA
 Monthly Investment Report
 May 2019

<u>INVESTMENT TYPE</u>	<u>COST</u>	<u>FAIR MARKET VALUE (1)</u>	<u>YEAR TO DATE INTEREST(2)</u>	<u>INTEREST RATE</u>	<u>MATURITY DATE</u>
LOCAL AGENCY INVESTMENT FUND	\$ 7,555,235	\$ 7,556,346	126,496	2.449%	DAILY
TOTAL	\$ 7,555,235	\$ 7,556,346	126,496		

The Investment Portfolio of the Big Bear Area Regional Wastewater Agency is in compliance with the investment policy approved in August 2018. The Agency will be able to meet its expenditure requirements for the next six months.

(1) LOCAL AGENCY INVESTMENT FUND (LAIF) IS A STATE-RUN INVESTMENT POOL PROVIDED FOR PUBLIC AGENCIES. THE LAIF MARKET VALUE SHOWN ON THIS TREASURER'S REPORT REPRESENTS BBARWA'S SHARE OF THE **LIQUID VALUE** OF LAIF'S PORTFOLIO IF IT WAS LIQUIDATED AS OF THE END OF THE REPORTED MONTH. THIS NUMBER SERVES AS AN INDICATOR OF WHETHER OR NOT THE **MARKET VALUE** OF LAIF'S INVESTMENTS IS ABOVE OR BELOW THE **COST** OF THOSE INVESTMENTS.

(2) Interest paid quarterly on LAIF investment. Amount reflects interest income received at the reporting date for FY 2019 and excludes accrued interest.

Attachment (s): Monthly LAIF Statement

Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

www.treasurer.ca.gov/pmia-laif/laif.asp
June 11, 2019

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

FINANCE MANAGER
P.O. BOX 517
BIG BEAR CITY, CA 92314

PMIA Average Monthly Yields

Account Number:

Tran Type Definitions

May 2019 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
5/2/2019	5/2/2019	RD	1605647	JENNIFER MCCULLAR	2,000,000.00

Account Summary

Total Deposit:	2,000,000.00	Beginning Balance:	5,555,235.38
Total Withdrawal:	0.00	Ending Balance:	7,555,235.38



Big Bear Area Regional
Wastewater Agency
David Caretto – Chair
John Green – Vice Chair
Karyn Oxandaboure – Secretary
Rick Herrick – Director
Jim Miller – Director

AGENDA ITEM: 5.E.

MEETING DATE: June 26, 2019

TO: Governing Board of the Big Bear Area Regional Wastewater Agency

FROM: David Lawrence, P.E., General Manager *DL*

PREPARED BY: John Shimmin, Plant Manager; and Jennifer McCullar, Finance Manager

REVIEWED BY: Kim Booth, Administrative Assistant

SUBJECT: Operations and Connections Report

OPERATIONS:

2019 Treatment Plant Data

	March	April	May
Total Influent Flow (MG)	138.892	65.802	56.048
Average Daily Influent Flow (MGD)	4.48	2.19	1.81
City of Big Bear Lake	56.07%	55.95%	53.25%
Big Bear City	39.04%	40.32%	42.71%
County of San Bernardino	4.89%	3.73%	4.04%
Average Influent BOD (mg/L)	153	195	223
Average Effluent BOD (mg/L)	11	15	7
BOD Removal Efficiency (%)	92.8%	92.3%	96.9%
Precipitation (inch)	3.55	0.02	0.64

Moved: _____ Second: _____ Ayes: _____ Noes: _____ Abstain/Absent: _____

Approved Date: _____ Witness: _____

Vice Chair of the Governing Board

On April 17th at 3:30 p.m., the treatment plant had an effluent discharge of 1,388.88 gallons with a pH level of 9.06. The pH level increased due to putting the North Pond into service; the pond was out of service for two weeks for algae treatment. As the water sat in the pond, the pH level rose. The pond water was blended into the system, and the pH rose above the permitted level. This issue was quickly resolved, and the treatment plant was within permitted levels in 5 minutes.

May 2019 – There were no reportable violations during this reporting period.

CONNECTIONS:

MONTH								FYE 6/30/2019		
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	CITY-BBL	CSD	CSA-53B
July	0	4	4	8	3	4	3	1	2	0
August	1	4	6	5	12	6	10	2	8	0
September	5	4	5	6	4	6	3	3	0	0
October	4	6	14	10	9	8	3	2	1	0
November	3	13	8	6	5	11	5	3	2	0
December	0	0	23	8	4	2	3	2	1	0
January	0	2	3	1	0	1	1	1	0	0
February	0	2	1	0	1	0	0	0	0	0
March	4	2	2	3	2	3	3	2	1	0
April	2	5	1	10	3	3	3	2	1	0
May	1	2	5	10	4	5	5	3	1	1
June	10	1	12	2	16	0	0	0	0	0
TOTAL	30	45	84	69	63	49	39	21	17	1

FINANCIAL IMPACT:

No financial impact.

RECOMMENDATION:

Informational



**Big Bear Area Regional
Wastewater Agency**

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

AGENDA ITEM: 5.F.

MEETING DATE: June 26, 2019

TO: Governing Board of the Big Bear Area Regional Wastewater Agency

FROM: David Lawrence, P.E., General Manager 

PREPARED BY: Jennifer McCullar, Finance Manager

SUBJECT: Third Quarter Report, Nine Months Ended March 31, 2019

BACKGROUND:

Please find attached the 3rd Quarter Report, which discusses the most recent quarter's financial performance compared to the budget.

Overall, the Agency performed slightly under the budget for the first nine months with operating expenses below the budget by approximately \$72,847 or 2%, driven by lower contractual professional services, sludge removal and repairs and replacements expense. Please see attached for discussion.

FINANCIAL IMPACT:

No financial impact.

RECOMMENDATION:

Informational

Moved: _____ Second: _____ Ayes: _____ Noes: _____ Abstain/Absent: _____

Approved Date: _____ Witness: _____

Vice Chair of the Governing Board

Big Bear Area Regional Wastewater Agency

3rd Quarter Report

Nine Months ended March 31, 2019



STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

	Q1 9/30/18 <u>Actual</u>	Q2 12/31/18 <u>Actual</u>	Q3 3/31/19 <u>Actual</u>	YTD <u>Actual</u>	YTD <u>Budget</u>	YTD Actual vs Budget \$	YTD Actual vs Budget %
Operating revenues:							
Annual charges	0	2,625,771	0	2,625,771	2,625,892	(121)	0%
Waste disposal fees	6,189	4,848	4,330	15,367	15,121	246	2%
Rental income	8,728	8,728	8,728	26,183	26,199	(16)	0%
Standby fees	0	41,600	0	41,600	41,600	0	0%
Other operating revenue	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>nm</u> (b)
Total operating revenues	14,917	2,680,947	13,058	2,708,922	2,708,812	110	0%
Operating expenses:							
Salaries and benefits	507,586	544,156	526,715	1,578,457	1,561,243	17,214	1%
Power	87,935	82,386	219,050	389,371	334,097	55,274	17%
Sludge removal	80,882	61,685	88,354	230,921	266,503	(35,582)	-13%
Chemicals	12,315	17,065	18,630	48,010	38,177	9,833	26%
Materials and supplies	44,110	50,275	25,028	119,413	120,935	(1,522)	-1%
Repairs and replacements	87,667	170,976	160,276	418,919	439,463	(20,544)	-5%
Equipment rental	0	0	0	0	803	(803)	nm (b)
Utilities expense	2,168	14,036	2,796	19,000	15,709	3,291	21%
Communications expense	7,228	9,005	8,028	24,261	36,459	(12,198)	-33%
Contractual services - other	19,028	27,062	16,480	62,570	71,568	(8,998)	-13%
Contractual services - prof	41,108	46,633	56,696	144,438	221,493	(77,056)	-35%
Permits and fees	11,563	143,809	1,662	157,034	149,324	7,710	5%
Property tax expense	0	3,665	0	3,665	3,652	13	0%
Insurance expense	100,048	795	0	100,843	103,132	(2,289)	-2%
Other operating expense	12,431	20,027	6,625	39,083	46,273	(7,190)	-16%
Depreciation expense (a)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>nm</u> (b)
Total operating expenses	1,014,069	1,191,575	1,130,339	3,335,984	3,408,831	(72,847)	-2%
Operating Income	(999,152)	1,489,371	(1,117,281)	(627,062)	(700,019)	72,957	+ (c)
Nonoperating income (expense):							
Nonoperating income	11,293	29,189	30,860	71,342	41,668	29,674	71%
Nonoperating expense	<u>0</u>	<u>(93,901)</u>	<u>(16,219)</u>	<u>(110,120)</u>	<u>(224,880)</u>	<u>114,760</u>	<u>±</u> (c)
Total nonoperating income (exp)	11,293	(64,712)	14,641	(38,778)	(183,212)	144,434	+ (c)
Income before capital contribution	(987,860)	1,424,660	(1,102,640)	(665,840)	(883,231)	217,391	+ (c)
Capital contrib - conn fees	<u>66,880</u>	<u>45,980</u>	<u>16,720</u>	<u>129,580</u>	<u>124,780</u>	<u>4,800</u>	<u>4%</u>
Change in Net Position	(920,980)	1,470,640	(1,085,920)	(536,260)	(758,451)	222,191	+ (c)

(a) Currently, the Agency depreciates its assets at the end of the year. Therefore, depreciation expense is presented as \$0.00 on an interim basis.

(b) nm = not meaningful and is the result when dividing by 0.

(c) Percent change is not provided if either of the comparison periods contains a loss or negative number. If the actual performance is improved when compared to the budget a "+" is given. If the actual performance is worse when compared to the budget, a "-" is given.



STATEMENT OF CASH FLOW

	Q3 YTD <u>03/31/19</u>
Cash flows from operating activities:	
Cash received from customers and other sources	2,644,378
Cash payments to suppliers for goods and services	(2,121,637)
Cash payments to employees	<u>(1,547,941)</u>
Net cash provided by operating activities	(1,025,199)
Cash flows from capital and related financing activities	
Interagency Expense	(66,145)
Purchases of property, plant and equipment	(976,921)
Sale, Disposal of property, plant and equipment	0
Capital contributions	142,730
Proceeds from debt issuance	1,731,500
Prepayment premiums and issuance costs	0
Principal payments on long-term debt	(287,674)
Interest paid on long-term debt	<u>(55,317)</u>
Net cash used for capital and related financing activities	488,173
Cash flows from investing activities:	
Investment income received	<u>99,981</u>
Net cash provided by investing activities	99,981
Net change in cash equivalents	<u>(437,045)</u>
Cash equivalents, beginning of period	6,719,539
Cash equivalents, end of period	<u>6,282,494</u> <u>(437,045)</u>



CASH AND FUND BALANCES

	Q3 YTD
	<u>03/31/19</u>
BEGINNING BALANCE:	
Cash Balance	6,719,539
Designated Fund Balances:	
Capital and Replacement Fund	
Current Year	3,583,666
Future Year	<u>(821,913)</u>
Total C&R	2,761,753
Debt Service Fund	467,596
Liquidity Fund	2,239,263
Contingency Fund:	
Emergency	500,000
Operating	<u>750,927</u>
Total Contingency	<u>1,250,927</u>
Total Beginning Designated Fund Balances	6,719,539
Restricted Funds:	
Connection Fees	0
ACTIVITY DURING PERIOD:	
Designated Fund Balances:	
Capital and Replacement Fund	
Current Year	(976,921)
Future Year	1,600,642
Debt Service Fund	(212,133)
Liquidity Fund	(991,363)
Contingency Fund:	
Emergency Fund	0
Operating	<u>0</u>
Total	0
Restricted Funds:	
Connection Fees	<u>142,730</u>
Total Activity During the Period	<u>(437,045)</u>
ENDING BALANCE:	
Cash Balance	6,282,494
Designated Fund Balances:	
Capital and Replacement Fund	
Current Year	2,606,745
Future Year	<u>778,729</u>
Total C&R	3,385,474
Debt Service Fund	255,463
Liquidity Fund	1,247,900
Contingency Fund:	
Emergency	500,000
Operating	<u>750,927</u>
Total	1,250,927
Restricted Funds:	
Connection Fees	142,730
Total Ending Designated & Restricted Funds	6,282,494



Discussion and Analysis

Operating Revenues

Operating revenues were on budget for the period.

	Q1 9/30/2018 Actual	Q2 12/31/2018 Actual	Q3 3/31/2019 Actual	YTD Actual	YTD Budget	YTD Actual vs Budget \$	YTD Actual vs Budget %
Operating revenues:							
Annual charges	0	2,625,771	0	2,625,771	2,625,892	(121)	0%
Waste disposal fees	6,189	4,848	4,330	15,367	15,121	246	2%
Rental income	8,728	8,728	8,728	26,183	26,199	(16)	0%
Standby fees	0	41,600	0	41,600	41,600	0	0%
Other operating revenue	0	0	0	0	0	0	nm (a)
Total operating revenues	14,917	2,680,947	13,058	2,708,922	2,708,812	110	0%

(a) nm = not meaningful and is the result when dividing by 0.

Operating Expenses

Operating expenses were below the budget by \$72,847 or 2% largely due to lower contractual services-professional, sludge removal and repairs and replacements expense. The larger variances from budget are highlighted below and discussed on the next page.

	Q1 9/30/2018 Actual	Q2 12/31/2018 Actual	Q3 3/31/2019 Actual	YTD Actual	YTD Budget	YTD Actual vs Budget \$	YTD Actual vs Budget %
Operating expenses:							
Salaries and benefits	507,586	544,156	526,715	1,578,457	1,561,243	17,214	1%
Power	87,935	82,386	219,050	389,371	334,097	55,274	17%
Sludge Removal	80,882	61,685	88,354	230,921	266,503	(35,582)	-13%
Chemicals	12,315	17,065	18,630	48,010	38,177	9,833	26%
Materials and supplies	44,110	50,275	25,028	119,413	120,935	(1,522)	-1%
Repairs and Replacements	87,667	170,976	160,276	418,919	439,463	(20,544)	-5%
Equipment rental	0	0	0	0	803	(803)	nm (a)
Utilities expense	2,168	14,036	2,796	19,000	15,709	3,291	21%
Communications expense	7,228	9,005	8,028	24,261	36,459	(12,198)	-33%
Contractual services - other	19,028	27,062	16,480	62,570	71,568	(8,998)	-13%
Contractual services - prof	41,108	46,633	56,696	144,438	221,493	(77,056)	-35%
Permits and fees	11,563	143,809	1,662	157,034	149,324	7,710	5%
Property tax expense	0	3,665	0	3,665	3,652	13	0%
Insurance expense	100,048	795	0	100,843	103,132	(2,289)	-2%
Other operating expense	12,431	20,027	6,625	39,083	46,273	(7,190)	-16%
Depreciation expense (a)	0	0	0	0	0	0	nm (a)
Total operating expenses	1,014,069	1,191,575	1,130,339	3,335,984	3,408,831	(72,847)	-2%

(a) nm = not meaningful and is the result when dividing by 0.



An explanation of notable variances is as follows.

Power expense was over the budget by \$55,274 or 17% due to the Agency's use of utility power at the treatment plant in December 2018 and higher gas transportation costs. The Agency shut down its generators in November/December 2018 due to concerns related to generator emissions. The generators were back in service by December 20, 2018. The Agency experienced a significant rate increase from SW Gas, the Agency's gas transportation provider. The Agency budgeted for a 3% rate increase, but received a 25% increase in July 2018 and an additional 66% increase in January 2019. SW Gas increased its rates to recover under collection associated with lower transportation volumes for the company. The Agency is expected to run over budget by approximately \$16,000 for the remaining quarter, for a total overage of \$71,274, compared to the budget.

Sludge Removal expense was under the budget by \$35,582 or 13% due to lower hauling costs, offset in part by higher sludge removal. The Agency budgeted for approximately 3,030 tons and hauled 3,801 tons, or 25% more than the budget. The cost associated with increased sludge removal was more than offset by lower hauling costs of \$61 per ton compared to \$88 per ton in the budget. The Agency secured a new hauling contract in June 2018, which resulted in the lower hauling rates.

Repairs and Replacements expense was under the budget by \$20,544 or 5% and is largely due to timing associated with the Lucerne Valley emergency repair work. The Agency budgeted these expenses in October and November and the work is largely complete, but only half of the repair work has been invoiced by the contractor. Adjusting for the payment of this project, the Agency was over the budget by approximately \$34,000 which is due to higher repairs and replacements associated with pumps, motors and bearings, generators, and equipment and machinery.

Communications expense was under the budget by \$12,198 or 33% primarily due to lower SCADA expense. The Agency had budgeted for a service contract that was unneeded during the period.

Contractual Services – Other expense was below the budget by \$8,998 or 13% due to lower labor expense.

Contractual Services - Professional expense was under the budget by \$77,056 or 35% primarily due to lower legal expense associated with debt issuance, lower general engineering and lower other professional services expense associated with budgeted studies.



Non-Operating Income (Expense)

Net non-operating income (expense) was improved compared to the budget by \$144,434, driven by higher non-operating income and lower non-operating expense. Non-operating income was higher than the budget by \$29,674 due to higher interest income from higher interest rates. Non-operating expense was under the budget by \$114,760 and is largely due to timing associated with the GSA and the Replenish Big Bear Project expenses.

	Q1 9/30/18 Actual	Q2 12/31/18 Actual	Q3 03/31/19 Actual	YTD Actual	YTD Budget	YTD Actual vs. Budget \$	YTD Actual vs. Budget %
Nonoperating income (expense):							
Nonoperating income	11,293	29,189	30,860	71,342	41,668	29,674	71%
Nonoperating expense	0	(93,901)	(16,219)	(110,120)	(224,880)	114,760	± (a)
Total nonoperating income (exp)	11,293	(64,712)	14,641	(38,778)	(183,212)	144,434	+ (a)

(a) Percent change is not provided if either of the comparison periods contains a loss or negative number. If the actual performance is improved when compared to the budget a "+" is given. If the actual performance is worse when compared to the budget, a "-" is given.

Capital Contributions - Connection Fees

Income before capital contributions was ahead of the budget by \$217,391 for the period due to lower operating expenses than budgeted of \$72,847 and higher net non-operating income of \$144,434. Connection fee revenue was mostly on target for the period.

	Q1 09/30/18 Actual	Q2 12/31/18 Actual	Q3 3/31/19 Actual	YTD Actual	YTD Budget	YTD Actual vs Budget \$	YTD Actual vs Budget %
Income before capital contributions	-987,860	1,424,660	(1,102,640)	(665,840)	(883,231)	217,391	+ (a)
Capital contrib - connection fees	66,880	45,980	16,720	129,580	124,780	4,800	4%
Net Income, Change in net assets	-920,980	1,470,640	-1,085,920	-536,260	-758,451	222,191	+ (a)

(a) Percent change is not provided if either of the comparison periods contains a loss or negative number. If the actual performance is improved when compared to the budget a "+" is given. If the actual performance is worse when compared to the budget, a "-" is given.

Capital Expenditures

Capital expenditures were \$976,921, below the budget by \$1,238,702. The variance is primarily due to the timing associated with multiple projects.



Cash and Fund Balances

The Agency experienced negative cash flow of approximately \$437,045 in the first nine months of FY 2019. The negative cash flow reflects approximately \$1 million in negative cash from operations, \$976,921 of capital expenditures, and \$342,991 in debt service, offset in part by \$1,731,500 in new debt proceeds, \$142,730 of connection fee revenue and \$99,981 of interest income.

	Beginning Balance	Activity During Period	Ending Balance
Cash Balance	6,719,539		6,282,494
Designated Fund Balances:			
Capital and Replacement Fund			
Current Year	3,583,666	(976,921)	2,606,745
Future Year	<u>(821,913)</u>	<u>1,600,642</u>	<u>778,729</u>
Total C&R	2,761,753	623,721	3,385,475
Debt Service Fund	467,596	(212,133)	255,463
Liquidity Fund	2,239,263	(991,363)	1,247,900
Contingency Fund:		0	
Emergency	500,000	0	500,000
Operating	<u>750,927</u>	<u>0</u>	<u>750,927</u>
Total	1,250,927		1,250,927
Restricted Funds:			
Connection Fees	0	142,730	142,730
Total Designated & Restricted Funds	6,719,539	(437,045)	6,282,494




Big Bear Area Regional
Wastewater Agency
David Caretto – Chair
John Green – Vice Chair
Karyn Oxandaboure – Secretary
Rick Herrick – Director
Jim Miller – Director

AGENDA ITEM: 5.G.

MEETING DATE: June 26, 2019

TO: Governing Board of the Big Bear Area Regional Wastewater Agency

FROM: David Lawrence, P.E., General Manager 

PREPARED BY: Sonja Kawa, HR Coordinator/Accounting Technician

REVIEWED BY: Jennifer McCullar, Finance Manager

SUBJECT: Pay Schedule

BACKGROUND:

The Agency incorporated a 3.6% Cost of Living Adjustment (COLA) in the FY 2020 Budget based on the November 2018 annual change in the CPI (Riverside-San Bernardino-Ontario, Consumer Price Index, All Urban Consumers). Using the November CPI as the basis for the annual COLA adjustment is consistent with prior Board direction and Agency practice.

The attached Pay Schedule reflects the change in pay scales resulting from the COLA. The COLA and new publicly available Pay Schedule will be effective July 6, 2019, which is the first day of the first full pay period in July.

FINANCIAL IMPACT:

Funds have been previously appropriated for the 3.6% COLA.

RECOMMENDATION:

Approve Pay Schedule effective July 6, 2019

ATTACHMENT:

Pay Schedule

Moved: _____ Second: _____ Ayes: _____ Noes: _____ Abstain/Absent: _____

Approved Date: _____ Witness: _____

Vice Chair of the Governing Board

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

PAY SCHEDULE
Effective July 6, 2019

Schedule shall remain in effect until formally revised by governing board action.

Classification	Start	Top
Hourly Pay Rate:		
Active		
Non-Regular	\$15.04	\$22.36
Plant Operator-In-Training	\$18.52	\$25.01
Plant Operator	\$26.49	\$35.76
Laboratory Analyst	\$31.45	\$42.46
Plant Maintenance Supervisor	\$34.76	\$46.92
Plant Superintendent	\$38.20	\$51.56
Administrative Assistant	\$24.30	\$32.81
Management Analyst	\$30.59	\$41.31
Human Resources Coordinator / Accounting Technician	\$39.74	\$53.65
Plant Manager	\$43.75	\$63.43
Finance Manager	\$51.38	\$74.49
General Manager	\$76.70	\$111.21

Governing Board Approval Date: June 26, 2019

RESOLUTION NO. R. 06-2019

A RESOLUTION OF THE BIG BEAR AREA REGIONAL WASTEWATER AGENCY AMENDING AND ADOPTING LOCAL GUIDELINES FOR IMPLEMENTING THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (PUBLIC RESOURCES CODE §§ 21000 ET SEQ.)

WHEREAS, the California Legislature has amended the California Environmental Quality Act (“CEQA”) (Pub. Resources Code §§ 21000 et seq.), the Natural Resources Agency has amended the State CEQA Guidelines (Cal. Code Regs, tit. 14, §§ 15000 et seq.), and the California courts have interpreted specific provisions of CEQA; and

WHEREAS, Public Resources Code section 21082 requires all public agencies to adopt objectives, criteria and procedures for (1) the evaluation of public and private projects undertaken or approved by such public agencies, and (2) the preparation, if required, of environmental impact reports and negative declarations in connection with that evaluation; and

WHEREAS, the Big Bear Area Regional Wastewater Agency must revise its local guidelines for implementing CEQA to make them consistent with the current provisions and interpretations of CEQA and the State CEQA Guidelines.

NOW, THEREFORE, the Big Bear Area Regional Wastewater Agency (“Agency”) hereby resolves as follows:

SECTION 1. The Agency hereby adopts the “2019 Local Guidelines for Implementing the California Environmental Quality Act,” a copy of which is on file at the offices of the Agency and is available for inspection by the public.

SECTION 2. All prior actions of the Agency enacting earlier guidelines are hereby repealed.

ADOPTED this 26th day of June, 2019.

David Caretto, Chair of the Governing Board
of the Big Bear Area Regional Wastewater Agency

ATTEST:

John Green, Vice Chair of the Governing Board
of the Big Bear Area Regional Wastewater Agency

APPROVED AS TO FORM:

General Counsel
Big Bear Area Regional Wastewater Agency



Big Bear Area Regional
Wastewater Agency
David Caretto – Chair
John Green – Vice Chair
Karyn Oxandaboure – Secretary
Rick Herrick – Director
Jim Miller – Director

AGENDA ITEM: 10.A.

MEETING DATE: June 26, 2019

TO: Governing Board of the Big Bear Area Regional Wastewater Agency

FROM: David Lawrence, P.E., General Manager *DL*

PREPARED BY: Jennifer McCullar, Finance Manager

REVIEWED BY: John Shimmin, Plant Manager

SUBJECT: Appropriate \$87,000 from the Operating Contingency Fund for a Variance from the Budget

BACKGROUND & DISCUSSION:

The Agency is expected to incur higher power costs for FY 2019 when compared to the budget. The higher costs cannot be absorbed by the current budget and require an appropriation of funds. The primary driver of the increased costs is related to the transportation costs of the Agency's natural gas, and secondarily to higher electricity costs at the treatment plant.

The Agency's natural gas transportation costs increased during the year, increasing in total by \$0.21 per therm or 109%. The increase in power transportation costs is expected to result in a variance from the budget of \$45,000 for the year. Higher electricity costs at the treatment plant are related to switching to local power (Bear Valley Electric) during the year. This occurred when the generator catalysts were replaced (due to emission concerns) and when the Agency tested its switching equipment. The increase in electricity costs is expected to result in a variance from the budget of approximately \$42,000.

FINANCIAL IMPACT:

The Agency has adequate funds in the Operating Contingency Fund to make the appropriation.

RECOMMENDATION:

Appropriate \$87,000 from the Operating Contingency Fund for a variance from the budget.

Moved: _____ Second: _____ Ayes: _____ Noes: _____ Abstain/Absent: _____

Approved Date: _____ Witness: _____

Vice Chair of the Governing Board

Standards WTR 11-01, Title XVI Water Reclamation and Reuse Program Feasibility Study Review Process.

FINANCIAL IMPACT:

A successful application to the WaterSMART program is expected to result in approximately \$2 million in additional funding for the Project. The WaterSMART funding is limited to the amount of the Project that can be completed before September 30, 2021. The amount identified that can be completed within this timeframe is approximately \$8.1 million (total estimated Project cost of approximately \$44 million). Of this amount, 25%, or approximately \$2 million can be applied for under the WaterSMART program. The remaining 75% or \$6.1 million that is considered the match or cost sharing may be provided by various funding sources including grants, low-interest loans and cost sharing contributions of the Agency Team (BBARWA, CSD, DWP, and MWD).

RECOMMENDATION:

Approve as presented.

ATTACHMENT:

Resolution R. 07-2019

RESOLUTION NO. R. 07-2019

A RESOLUTION OF THE GOVERNING BOARD OF THE BIG BEAR AREA REGIONAL WASTEWATER AGENCY APPROVING THE AGENCY'S PROPOSAL FOR THE UNITED STATES DEPARTMENT OF THE INTERIOR BUREAU OF RECLAMATION'S WATERSMART: TITLE XVI WIIN WATER RECLAMATION AND REUSE PROJECT GRANT APPLICATION FOR THE REPLENISH BIG BEAR PROJECT AND DESIGNATING AN AUTHORIZED REPRESENTATIVE

WHEREAS, the Big Bear Area Regional Wastewater Agency ("BBARWA" or "Agency"), is moving forward with the Replenish Big Bear Project (Project). The water reuse project will secure a reliable and sustainable local water supply, protect the local environment and strengthen the tourism industry that drives the regions recreation-based economy. The Project includes planning, design and construction of advanced treatment facility upgrades at the Agency's wastewater treatment plant, more than 7 miles of pipeline for product water and brine, three pump stations, a groundwater recharge facility, and monitoring wells.

WHEREAS, the cost for the Project is considerable and as such, staff is actively seeking various grants, financing sources, and partnering with the Big Bear Valley Groundwater Sustainability Agency to offset Agency costs; and

WHEREAS, the Agency is eligible for funding having completed a feasibility study that has been reviewed by the United States Department of the Interior Bureau of Reclamation ("Reclamation") and found to meet all the requirements of Reclamation's Directives and Standards WTR 11-01, Title XVI Water Reclamation and Reuse Program Feasibility Study Review Process; and

WHEREAS, Reclamation requires grant applicants to provide a resolution adopted by the applicant's governing body designating an authorized representative to submit the funding application and execute all necessary documents with Reclamation for a grant.

NOW, THEREFORE, THE GOVERNING BOARD OF THE BIG BEAR AREA REGIONAL WASTEWATER AGENCY DOES HEREBY RESOLVE AS FOLLOWS:

- The General Manager (the "Authorized Representative") is hereby authorized and directed to sign and file, for and on behalf of the Agency, a WaterSMART Grant Proposal for financing the cost of the Project from Reclamation; and
- The Governing Board of the Big Bear Area Regional Wastewater Agency and the General Manager have reviewed and support the application submittal; and

- The Authorized Representative is authorized to certify that the Agency has and will comply with the financial and legal obligations associated with the WaterSMART Grant financial assistance; and
- That the Big Bear Area Regional Wastewater Agency has the capacity to provide funding and/or in-kind contributions specified in the funding plan; and
- That the Big Bear Area Regional Wastewater Agency will work with Reclamation to meet established deadlines for entering into a cooperative agreement.

PASSED, ADOPTED, AND APPROVED this 26th day of June, 2019.

David Caretto, Chair of the Governing Board of
the Big Bear Area Regional Wastewater Agency

ATTEST:

John Green, Vice Chair of the Governing Board
of the Big Bear Area Regional Wastewater Agency



Big Bear Area Regional
Wastewater Agency
David Caretto – Chair
John Green – Vice Chair
Karyn Oxandaboure – Secretary
Rick Herrick – Director
Jim Miller – Director

AGENDA ITEM: 10.C.

MEETING DATE: June 26, 2019

TO: Governing Board of the Big Bear Area Regional Wastewater Agency

FROM: David Lawrence, P.E., General Manager *DL*

PREPARED BY: John Shimmin, Plant Manager

REVIEWED BY: Jennifer McCullar, Finance Manager

SUBJECT: Resolution No. R. 08-2019, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Making Emergency Findings and Authorizing an Emergency Contract for the Oxidation Ditch Splitter Box Gates and Splitter Box Repair; Appropriate \$73,750 for Emergency Contract

BACKGROUND & DISCUSSION:

At the September 26, 2018 Special Meeting, the Governing Board appropriated \$46,250 for replacement of two splitter box gates (\$39,750) and a bypass pumping system required during installation (\$6,500). Under the current situation, the Agency will need to replace all three splitter box gates (instead of the two originally planned for). In addition, the updated project will include coating of the splitter box to eliminate corrosion, and monitoring of the pumping during installation. The total cost for the updated project is estimated to be \$120,000.

On May 7, 2019, staff removed Oxidation Ditch 3 from service. The influent gate closed but did not seat properly. On May 17, 2019, Oxidation Ditch 3 was placed back into service at which time the gate broke off the guide rails. Oxidation Ditch 2 influent gate is out of service, also not seating properly. Staff conducted further investigation and determined that the Oxidation Ditch 1 gate is also broken and the concrete inside the splitter box has deteriorated and requires coating to prevent corrosion, neither of which was included in the original bid.

The replacement of the gates and the repair of the splitter box are considered an emergency replacement and repair. The Agency needs all three oxidation ditches to adequately treat (denitrify) wastewater during periods of heavy wastewater flow (usually occurring during the winter months). Currently, the Agency is able to operate two of its oxidation ditches with the average daily flow.

Moved: _____ Second: _____ Ayes: _____ Noes: _____ Abstain/Absent: _____

Approved Date: _____ Witness: _____

Vice Chair of the Governing Board

The emergency repair will safeguard water quality, eliminate the threat to public health, and ensure that the Agency remains in compliance with discharge requirements.

The project is anticipated to take 4-6 weeks for completion. Under Public Contract Code section 20682.5(g), the Board can elect to forgo formal competitive bidding (a process that would take approximately four months) in the event of an emergency but must follow the procedures outlined in Section 22050 of the Public Contract Code. It is generally understood that the definition of an emergency stipulates there is an imminent risk to public health, safety, welfare, or property. In the event of heavy wastewater flow, the facility in its present condition will cause untreated wastewater to be released to Lucerne Valley, which would in turn pose a serious hazard to public health, safety and welfare and result in a violation of the Agency's discharge permit. Discharging wastewater with higher nitrates than permitted would impact the drinking water wells located in the area and create an imminent risk to public health and the need for emergency repair. In addition, the emergency repair will be presented at each Governing Board Meeting to revisit the situation until the emergency conditions end or the project is complete.

FINANCIAL IMPACT:

The Agency has adequate funds in the Capital and Replacement Fund to make the appropriation.

RECOMMENDATION:

1. Appropriate \$73,750 for Emergency Replacement of the Oxidation Ditch Splitter Box Gates and Repair of the Splitter Box; and
2. Approve Resolution No. R. 08-2019

ATTACHMENTS:

- Scope of Work
- Resolution No. R. 08-2019

Emergency Repair of the Oxidation Ditch Splitter Box Gates and Repair of the Splitter Box Scope of Work

The purpose of the Emergency Repair of the Oxidation Ditch Splitter Box Gates and Repair of the Splitter Box Project is to remove and replace three (3) oxidation ditch splitter gates and repair the splitter box concrete. The project will require bypass pumping of the splitter box.

BBARWA shall supply the piping pigs and observe the bypass pumping between the hours of 4 p.m. and 7 a.m.

The Contractor shall provide:

- Personnel as required. Prevailing wage is required.
- Bypass pumping equipment and back-up, including fuel as needed.
- Crane service if needed.
- Splitter box coating.
- 3 – 24” diameter Waterman 304 stainless steel gates and all hardware including, but not limited to, frame, cover, seats, wedge, flat spacers, stem, washers, bolts, and 304 stainless steel nuts.

Bypass Operations:

- All bypass work will be provided and maintained by the Contractor. Any malfunctions will be the responsibility of the Contractor.
- All bypass operations shall be completed within 14 calendar days from which bypass operations begin.
- The Contractor will have one (1) hour to respond to emergency conditions after notification.
- In the event of a spill, the Contractor is responsible for all clean-up work at no additional charge to BBARWA.
- The Contractor is the responsible party to complete the scope of work.

Splitter Box:

- The existing splitter box will require an abrasive blasted procedure to remove spalling and debris.
- All excess material shall be removed and disposed of by the Contractor.
- All rebar that is exposed or corroded shall be cleaned with a wire brush and a protective coating applied.
- The splitter box concrete shall be repaired in preparation for a three-epoxy coat system (seal coat, immediate coat, and top-coat).
- Concrete repairs shall use QUIKRETE® Concrete Repair No. 8620-10 or equal. For repair of large areas, remove concrete 1.5 inches deep. Patching shall extend four (4) inches beyond the affected area. Patching materials should include epoxy and Portland cement mix. A material submittal is required for patching material.

Splitter Box Gates:

- The anchoring system for the new splitter box gate assembly will require coring of the existing anchor bolt locations, repairing and installing new stainless-steel anchors with a chemical anchoring system using SET-3G™ High Strength Epoxy Adhesive or equal. A material submittal is required for the anchoring system.

RESOLUTION NO. R. 08-2019

A RESOLUTION OF THE GOVERNING BOARD OF THE BIG BEAR AREA REGIONAL WASTEWATER AGENCY MAKING EMERGENCY FINDINGS AND AUTHORIZING AN EMERGENCY CONTRACT FOR THE OXIDATION DITCH SPLITTER BOX GATES AND SPLITTER BOX REPAIR

WHEREAS, on May 7, 2019, Big Bear Area Regional Wastewater Agency (“Agency”) staff removed Oxidation Ditch 3 from service and closed the influent gate which did not seat properly;

WHEREAS, on May 17, 2019, when Oxidation Ditch 3 was placed back into service, the gate broke off the guide rails at which time staff removed the gate from the guide rails;

WHEREAS, on May 17, 2019, Oxidation Ditch 2 was removed from service and the influent gate was closed (which did not seat properly);

WHEREAS, staff further inspected the splitter gates and determined the influent gate for Oxidation Ditch 1 was broken, and the concrete inside the splitter box structure had deteriorated and requires coating to prevent corrosion;

WHEREAS, quotes for the repair of the three defective splitter box gates have been requested from licensed and qualified contractors;

WHEREAS, pursuant to Public Contract Code section 22050, the Agency, by four-fifths vote of its governing body, may repair or replace a public facility without engaging in formal competitive bidding if it finds that an emergency situation exists that poses a threat to public health, safety, and welfare or property and that the emergency will not permit a delay resulting from a competitive solicitation for bids;

WHEREAS, in the event of heavy wastewater flow, the facility in its present condition will cause untreated wastewater to be released to Lucerne Valley, which would in turn pose a serious hazard to public health, safety and welfare and result in a violation of the Agency’s discharge permit;

WHEREAS, staff estimates a formal competitive bidding process would take up to four months to complete;

WHEREAS, the Agency does not have the capacity to operate the facility without all three oxidation ditches during periods of heavy wastewater flow;

WHEREAS, the General Manager plans to negotiate and execute a contract with the bidder best able to perform the necessary repair work at a reasonable cost;

WHEREAS, the project estimate is \$120,000.00; and

WHEREAS, the Agency's Capital and Replacement Fund will provide sufficient funding for this work.

NOW, THEREFORE BE IT RESOLVED by the Governing Board of the Big Bear Area Regional Wastewater Agency as follows:

1. The foregoing recitals are found to be true and correct and incorporated as if fully set forth herein.
2. Pursuant to Public Contract Code section 22050, it is determined that the condition of the three defective splitter box gates and deteriorated splitter box constitutes an emergency condition that poses a threat to public health, safety and welfare, and property and that such condition will not permit a delay resulting from a competitive solicitation of bids.
3. Agency staff is hereby authorized and directed to enter into an emergency contract with the bidder best able to perform all work necessary to remediate the repair work needed at a reasonable cost in the amount of \$120,000, of which \$73,750 is to be appropriated from the Capital and Replacement Fund.
4. Agency staff is directed to report to the Board at the next regularly scheduled meeting and at every meeting thereafter until the action is terminated to determine if there is a need to continue the action.

ADOPTED AND APPROVED this 26th day of June, 2019.

David Caretto, Chair of the Governing Board
of the Big Bear Area Regional Wastewater
Agency

ATTEST:

I, John Green, Vice Chair of the Governing Board of the Big Bear Area Regional Wastewater Agency, do hereby certify that the foregoing Resolution was duly adopted at a regular meeting of the Governing Board held on the 26th day of June, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

John Green, Vice Chair of the Governing Board
of the Big Bear Area Regional Wastewater Agency