

BIG BEAR AREA REGIONAL WASTEWATER AGENCY
REGULAR BOARD MEETING MINUTES
October 23, 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 October 23, 2019, at 121 Palomino Drive, Big Bear City, California 92314.

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Rick Herrick, Director

STAFF MEMBERS PRESENT

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

OTHERS

Scott Manno; Rogers, Anderson, Malody & Scott, LLP

2. PLEDGE OF ALLEGIANCE

Secretary Oxandaboure

3. PRESENTATIONS AND INTRODUCTIONS

3.A. Audit Report for Fiscal Year Ended June 30, 2019

Ms. McCullar introduced Mr. Manno from the accounting firm of Rogers, Anderson, Malody & Scott, LLP. Mr. Manno presented the Agency with the Independent Audit Report for the year ended June 30, 2019.

4. APPROVAL OF THE AGENDA

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

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

5. CONSENT CALENDAR

5.A. Minutes of Regular Meeting on September 25, 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 Miller and carried, the Governing Board approved the Consent Calendar as presented.

Ayes: Caretto, Green, Oxandaboure, Miller
Noes: None
Absent: Herrick
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. Board Policy Review: Safety Incentive Program

Ms. Burton presented the revised Safety Incentive Program. Discussion ensued between the Governing Board and staff.

Upon motion made by Vice Chair Green, seconded by Secretary Oxandaboure and carried, the Governing Board approved the Safety Incentive Program.

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

10.B. Schedule a Special Meeting and Adjourn the November (27th) and December (25th) 2019 Regular Board Meetings

Mr. Lawrence explained that due to the holidays the Agency would like to adjourn the November and December Regular Board Meetings and schedule a Special Board Meeting. Discussion ensued between the Governing Board and staff.

Upon motion made by Director Miller, seconded by Vice Chair Green and carried, the Governing Board approved to adjourn the November and December Regular Board Meetings and schedule a Special Board Meeting on December 4, 2019, at 5:00 p.m.

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

10.C. Annual Report, Twelve Months Ended June 30, 2019

Ms. McCullar presented the Annual Report. The Agency ended FY 2019 mostly on plan and in a slightly higher cash position due mostly to lower capital expenditures. Discussion ensued between the Governing Board and staff.

10.D. General Manager Employment Agreement Amendment

Ms. McCullar detailed the reportable action from the September 25th Board Meeting closed session which would amend Mr. Lawrence's employment agreement.

Upon motion made by Vice Chair Green, seconded by Director Miller and carried, the Governing Board approved authorizing the Governing Board Chair to execute an Employment Agreement Amendment with the approved changes.

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

11. INFORMATION/COMMITTEE REPORTS

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

Mr. Shimmin advised the Governing Board that the project is complete.

12. **ADJOURNMENT**

With no further business to come before the Governing Board, Chair Caretto adjourned the meeting at 5:58 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