

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

Regular Meeting of

March 27, 2019

At

5:00 p.m.

121 Palomino Drive

Big Bear City, California

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Presentations and Introduction**
4. **Approval of the 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 detailed discussion is necessary, any Board Member may request that an item be removed from the Consent Calendar and considered separately.
 - A. Minutes of Budget Workshop/Special Meeting on March 6, 2019– Approve
 - B. Monthly Expenses – Informational
 - C. Governing Board Member Reimbursement – Approve
 - D. Investment Report – Informational
 - E. Operations and Connections Report – Informational
 - F. Second Quarter Report, Six Months Ended December 31, 2018– Informational
 - G. Governing Board Member Handbook – Approve
 - H. Acting in Higher Classification – Approve
6. **Items Removed from the 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 any 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 Board on the same item, the Chair or the Board by majority vote may request a spokesperson be chosen for the group or limit the number of such persons addressing the Board. Since 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

10. New Business

- A. Public Hearing: Resolution No. R.02-2019, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Adopting the Operating and Capital Budget for Fiscal Year 2020, Approving Budgeted Projects and Finding Approval of the Budget and Budgeted Projects Exempt from Review Under the California Environmental Quality Act – Adopt
- B. Committee Assignments – Discussion and Possible Action

11. Information/Committee Reports

- A. General Manager Update on 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
BUDGET WORKSHOP/SPECIAL MEETING
March 6, 2019 Minutes**

1. Call to Order

A special meeting of the Governing Board of the Big Bear Area Regional Wastewater Agency was held on Wednesday, March 6, 2019 at 10:00 a.m. at 121 Palomino Drive, Big Bear City, California.

Governing Board Members present: Rick Herrick, David Caretto, and Karyn Oxandaboure.

Absent: John Green and Jim Miller.

Others present: Roger Crawford, Best, Best & Krieger joined at 12:40 p.m.

Staff present: David Lawrence, General Manager; Jennifer McCullar, Finance Manager; Bridgette Burton, Management Analyst; Kim Booth, Administrative Assistant and Sonja Kawa, HR Coordinator/Accounting Technician.

2. Pledge of Allegiance

Vice Chair Caretto called the meeting to order at 10:02 a.m. with Director Herrick leading the Pledge of Allegiance.

3. Budget Workshop

A. Mr. Lawrence gave an operations presentation regarding upcoming projects, sludge hauling and a presentation on the status of the Replenish Big Bear Project. Discussion ensued between the Governing Board and staff.

B. Mr. Lawrence introduced Ms. McCullar who provided a presentation on the Budget Overview, Capital Budget, FY 2019 Financial Review, Five Year Forecast (FY 2020-FY 2024), and FY 2020 Budget. Discussion ensued between the Governing Board and staff. The Governing Board thanked Jennifer on a job well done on the budget.

Mr. Caretto made a motion to begin intermission, seconded by Director Herrick and carried, the Governing Board approved to adjourn the meeting at 12:15 p.m., and re-adjourned the meeting at 12:45 p.m.

4. Approval of Agenda

Upon motion by Director Herrick, seconded by Secretary Pro-Tem Oxandaboure and carried, the Agenda was approved as presented.

Aye: Caretto, Oxandaboure, Herrick

Nay: None

Absent: Green, Miller

Abstain: None

5. **Consent Calendar:** The Governing Board reviewed items on the Consent Calendar. Upon motion by Secretary Pro-Tem Oxandaboure, seconded by Director Herrick and carried, the Governing Board approved the Consent Calendar as presented:

A. Minutes of January 23, 2019 Regular Board Meeting – Approved

B. R. 01-2019, Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Adopting an Amended Conflict of Interest Code Pursuant to the Political Reform Act of 1974 – Adopted

C. Governing Board Member Reimbursement – Approved

Aye: Caretto, Oxandaboure, Herrick

Nay: None

Absent: Green, Miller

Abstain: None

6. **Items Removed from Consent:** None

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 and included on the Agenda. Ordinance No. 57 limits individual public testimony to three minutes or less. The cumulative time that any 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 discussion of an item, not on the posted agenda is not allowed, these concerns will be addressed in a future meeting as soon as practicable under “Public Forum Response.”

9. **Old Business:** None

10. **New Business:**

- A. Vice Chair Caretto opened nominations for the Chair position. Director Herrick nominated Vice Chair Caretto for the Chair position, seconded by Secretary Pro-Tem Oxandaboure and carried, the Governing Board approved Vice Chair Caretto as the Chair at the next Governing Board meeting.

Aye: Caretto, Oxandaboure, Herrick

Nay: None

Absent: Green, Miller

Abstain: None

Vice Chair Caretto opened nominations for the Vice Chair position. Director Herrick nominated Chair Green for the Vice Chair position, seconded by Secretary Pro-Tem Oxandaboure and carried, the Governing Board approved Chair Green as the Vice Chair at the next Governing Board meeting.

Aye: Caretto, Oxandaboure, Herrick
Nay: None
Absent: Green, Miller
Abstain: None

Vice Chair Caretto opened nominations for the Secretary position. Director Herrick nominated Secretary Pro-Tem Oxandaboure for the Secretary position, seconded by Vice Chair Caretto and carried, the Governing Board approved Secretary Pro-Tem Oxandaboure as the Secretary for the Governing Board.

Aye: Caretto, Oxandaboure, Herrick
Nay: None
Absent: Green, Miller
Abstain: None

- A. Mr. Lawrence explained that during the August 2017 Regular Board meeting there was discussion among Governing Board Members over the potential conflict of interest from the Board Members representing the City of Big Bear Lake and the Big Bear City Community Services District and that the representative for CSA-53B would be a good alternative to represent BBARWA for the BVBGSA. At this time, it is recommended to appoint Director Miller as the BBARWA representative. Upon motion by Director Herrick, seconded by Vice Chair Herrick and carried, the Governing Board approve Director Miller as the BBARWA representative for the BVBGSA board.

Aye: Caretto, Oxandaboure, Herrick
Nay: None
Absent: Green, Miller
Abstain: None

11. Information/Committee Reports:

- A. Mr. Lawrence updated the Governing Board on the emergency work at the Lucerne Valley Reuse Facility. We are still waiting on a lid for the vault. Mr. Caretto asked if this is not completed by the next meeting if we can move forward another way. Mr. Lawrence said he does plan on moving forward a different way if it is not done by the next Governing Board meeting.
- B. Mr. Herrick gave an update on the Finance Committee meeting.

12. Closed Session

Entered closed session at 12:49 p.m., with two closed session items to be reviewed.

- A. Public Employee Performance Evaluation
Pursuant to Government Code Section 54957.6
Title: General Manager
- B. Conference with Legal Counsel – Anticipated Litigation
Significant exposure to litigation pursuant Government Code section 54959.9(d)(2).
(1 case.)

Vice Chair Caretto reconvened open session at 2:16 p.m., with no reportable action.

13. Adjournment

With no further business to come before the Governing Board, Vice Chair Caretto adjourned the meeting at 2:17 p.m.

ATTEST:

Karyn Oxandaboure, Secretary 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: March 27, 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 *JM*

SUBJECT: Monthly Expenses

BACKGROUND:

Attached are the Agency's January and February 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: _____ Aye: _____ Nay: _____ Abstain/Absent: _____

Approved Date: _____ Witness: _____

Secretary of the Governing Board

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

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

Check #	Date	Payee	Cash Account	Amount
CASH 2042	1/2/19	EMPLOYMENT DEVELOPMENT DEPARTMENT	1000-20	1,840.69
CASH 2043	1/3/19	PRINCIPAL FINANCIAL GROUP	1000-20	2,507.23
CASH 2044	1/3/19	CALPERS HEALTH	1000-20	25,496.33
CASH 2045	1/4/19	PAYA	1000-20	19.99
CASH 2046	1/4/19	VISION SERVICE PLAN	1000-20	323.40
CASH 2047	1/4/19	LINCOLN NATIONAL LIFE INSURANCE CO.	1000-20	1,177.75
19077	1/10/19	AG TECH LLC	1000-20	21,782.45
19078	1/10/19	ALLISON MECHANICAL, INC.	1000-20	1,807.00
19079	1/10/19	AMAZON CAPITAL SERVICES	1000-20	186.78
19080	1/10/19	ARAMARK UNIFORM SERVICES	1000-20	997.08
19081	1/10/19	BIG BEAR CITY COMMUNITY SERVICES DIST.	1000-20	666.36
19082	1/10/19	BIG BEAR BODYTEK	1000-20	630.00
19083	1/10/19	BRITHNEE ELECTRIC	1000-20	6,430.65
19084	1/10/19	BUTCHER'S BLOCK & BUILDING	1000-20	181.53
19085	1/10/19	BEAR VALLEY ELECTRIC	1000-20	47,870.92
19086	1/10/19	CAR QUEST OF BIG BEAR	1000-20	535.90
19087	1/10/19	NIKKI CRUMPLER	1000-20	70.30
19088	1/10/19	CWEA TCP/MEMBERSHIP	1000-20	536.00
19089	1/10/19	UNDERGROUND SERVICE ALERT	1000-20	47.95
19090	1/10/19	DIY HOME CENTER-BIG BEAR	1000-20	59.93
19091	1/10/19	TOM DODSON & ASSOCIATES	1000-20	1,350.00
19092	1/10/19	DIRECT TV	1000-20	50.24
19093	1/10/19	DEPARTMENT OF WATER & POWER	1000-20	54.01
19094	1/10/19	ENDURA STEEL	1000-20	10.78
19095	1/10/19	ENVIRONMENTAL OUTSOURCE, INC.	1000-20	950.00
19096	1/10/19	EVANTEC CORPORATION	1000-20	2,100.20
19097	1/10/19	FLYERS ENERGY	1000-20	332.17
19098	1/10/19	FRONTIER COMMUNICATIONS	1000-20	685.18
19099	1/10/19	GRAINGER	1000-20	613.24
19100	1/10/19	HUGHESNET	1000-20	102.33
19101	1/10/19	IPMA-HR	1000-20	149.00
19102	1/10/19	LOR GEOTECHNICAL GROUP, INC.	1000-20	181.50
19103	1/10/19	MCMASTER-CARR SUPPLY COMPANY	1000-20	382.24

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

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

Check #	Date	Payee	Cash Account	Amount
19104	1/10/19	CONSTANCE M. ALVARADO	1000-20	55.00
19105	1/10/19	QUILL	1000-20	526.27
19106	1/10/19	RYAN R. ABELN	1000-20	13,742.01
19107	1/10/19	SPECTRUM BUSINESS	1000-20	1,285.89
19108	1/10/19	VALLEY POWER SYSTEMS, INC	1000-20	408.48
19109	1/10/19	BRIDGETTE BURTON	1000-20	50.00
19110	1/10/19	JANICE M. DRAKE-GUY	1000-20	50.00
19111	1/10/19	DAVID LAWRENCE	1000-20	50.00
19112	1/10/19	JENNIFER MCCULLAR	1000-20	50.00
19113	1/10/19	BEAR VALLEY PAVING, INC.	1000-20	54,150.00
CASH 2048	1/14/19	AMERICAN FIDELITY ASSURANCE CO	1000-20	516.23
CASH 2049	1/14/19	CALPERS RETIREMENT	1000-20	2,413.00
CASH 2050	1/14/19	CA PERS 457 PROGRAM	1000-20	2,707.32
CASH 2051	1/14/19	THE LINCOLN NAT'L LIFE INS CO	1000-20	3,441.57
CASH 2052	1/14/19	CALPERS RETIREMENT	1000-20	6,793.39
CASH 2053	1/15/19	CALPERS CERBT	1000-20	17,190.10
CASH 2054	1/15/19	EMPLOYMENT DEVELOPMENT DEPARTMENT	1000-20	2,161.47
CASH 2055	1/15/19	INTERNAL REVENUE SERVICE	1000-20	6,593.83
CASH 2056	1/23/19	AMERICAN FIDELITY ASSURANCE CO	1000-20	591.14
19114	1/24/19	ACCENT COMPUTER SOLUTIONS, INC.	1000-20	3,371.10
19115	1/24/19	AIRGAS ON-SITE SAFETY SERVICES, INC.	1000-20	5,884.56
19116	1/24/19	DESERIE AKES PHOTOGRAPHY	1000-20	199.00
19117	1/24/19	ALLISON MECHANICAL, INC.	1000-20	761.16
19118	1/24/19	KELLEY M. ARNOLD	1000-20	810.24
19119	1/24/19	ARROWHEAD	1000-20	140.60
19120	1/24/19	BEST BEST & KRIEGER	1000-20	6,765.74
19121	1/24/19	BUSINESS CARD	1000-20	3,387.56
19122	1/24/19	BRITHNEE ELECTRIC	1000-20	2,704.53
19123	1/24/19	BEAR VALLEY PAVING, INC.	1000-20	26,917.77
19124	1/24/19	CLINICAL LAB OF SAN BERNARDINO	1000-20	3,577.50
19125	1/24/19	COUNTY OF SAN BERNARDINO SOLID WASTE MN	1000-20	212.19
19126	1/24/19	EVANTEC CORPORATION	1000-20	1,132.29
19127	1/24/19	GRAINGER	1000-20	93.62

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

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

Check #	Date	Payee	Cash Account	Amount
19128	1/24/19	JUST ENERGY SOLUTIONS INC.	1000-20	9,421.06
19129	1/24/19	LAKESIDE EQUIPMENT CORP	1000-20	6,630.94
19130	1/24/19	LYNN MERRILL & ASSOCIATES, INC.	1000-20	734.64
19131	1/24/19	RANDY J. SPITZ	1000-20	170.21
19132	1/24/19	PETTY CASH	1000-20	470.68
19133	1/24/19	PHENOVA	1000-20	407.30
19134	1/24/19	SOUTHERN CALIFORNIA EDISON	1000-20	64.56
19135	1/24/19	SERVICEMASTER 360 PREMIER CLEANING	1000-20	649.53
19136	1/24/19	RYAN R. ABELN	1000-20	28,230.00
19137	1/24/19	LLOYD L. STURDY	1000-20	6,800.00
19138	1/24/19	SOUTHWEST GAS CORP	1000-20	4,028.17
19139	1/24/19	SOUTHWEST GAS	1000-20	1,925.74
19140	1/24/19	NANCY R. BOHL, INC.	1000-20	180.00
19141	1/24/19	VALLEY POWER SYSTEMS, INC	1000-20	180.15
19142	1/24/19	VERIZON WIRELESS	1000-20	290.24
19143	1/24/19	WATER ENVIRONMENT FEDERATION	1000-20	328.00
19144	1/24/19	WATER SYSTEMS CONSULTING, INC.	1000-20	39,771.35
19145	1/24/19	DAVID A. CARETTO	1000-20	150.00
19146	1/24/19	JOHN GREEN	1000-20	150.00
19147	1/24/19	RICHARD T. HERRICK	1000-20	600.00
19148	1/24/19	KARYN K. OXANDABOURE	1000-20	150.00
CASH 2057	1/25/19	THE LINCOLN NAT'L LIFE INS CO	1000-20	3,191.65
CASH 2058	1/28/19	LEGALSHIELD	1000-20	161.50
CASH 2059	1/28/19	AMERICAN FIDELITY ASSURANCE CO	1000-20	795.39
CASH 2060	1/28/19	CALPERS RETIREMENT	1000-20	2,350.50
CASH 2061	1/28/19	CA PERS 457 PROGRAM	1000-20	2,707.32
CASH 2062	1/28/19	CALPERS RETIREMENT	1000-20	6,688.00
CASH 2063	1/29/19	PAYA	1000-20	1.50
CASH 2064	1/29/19	CALIFORNIA STATE DISBURSEMENT UNIT	1000-20	126.00
CASH 2065	1/29/19	TEXAS LIFE INSURANCE COMPANY	1000-20	232.75
CASH 2066	1/29/19	EMPLOYMENT DEVELOPMENT DEPARTMENT	1000-20	2,139.05
CASH 2067	1/29/19	INTERNAL REVENUE SERVICE	1000-20	6,833.25
CASH 2068	1/29/19	PAYA	1000-20	10,783.00

**Big Bear Area Regional Wastewater Agency
Check Register**

For the Period From Jan 1, 2019 to Jan 31, 2019

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

Check #	Date	Payee	Cash Account	Amount
Total				<u>426,205.1</u>

**Big Bear Area Regional Wastewater Agency
Check Register
For the Period From Feb 1, 2019 to Feb 28, 2019**

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

Check #	Date	Payee	Cash Account	Amount
CASH 2069	2/4/19	PAYA	1000-20	19.99
CASH 2070	2/5/19	CALPERS HEALTH	1000-20	25,496.33
CASH 2071	2/6/19	VISION SERVICE PLAN	1000-20	323.40
CASH 2072	2/6/19	LINCOLN NATIONAL LIFE INSURANCE CO.	1000-20	1,177.75
CASH 2073	2/6/19	PRINCIPAL FINANCIAL GROUP	1000-20	2,507.23
19149	2/7/19	AG TECH LLC	1000-20	25,122.34
19150	2/7/19	AMAZON CAPITAL SERVICES	1000-20	236.42
19151	2/7/19	A PLUMBING & HEATING, INC.	1000-20	500.00
19152	2/7/19	ARAMARK UNIFORM SERVICES	1000-20	1,267.06
19153	2/7/19	RICK M. BOWERS	1000-20	150.85
19154	2/7/19	BIG BEAR CITY COMMUNITY SERVICES DIST.	1000-20	511.04
19155	2/7/19	BRENT BERG	1000-20	105.33
19156	2/7/19	BUTCHER'S BLOCK & BUILDING	1000-20	72.68
19157	2/7/19	BEAR VALLEY ELECTRIC	1000-20	11,480.50
19158	2/7/19	CAR QUEST OF BIG BEAR	1000-20	506.89
19159	2/7/19	CA SOCIETY of MUNICIPAL FINANCE OFFICER	1000-20	110.00
19160	2/7/19	CUMMINS CAL PACIFIC HOLDING, LLC	1000-20	5,273.62
19161	2/7/19	CWEA TCP/MEMBERSHIP	1000-20	188.00
19162	2/7/19	UNDERGROUND SERVICE ALERT	1000-20	70.00
19163	2/7/19	DIRECT TV	1000-20	42.74
19164	2/7/19	DEPARTMENT OF WATER & POWER	1000-20	54.01
19165	2/7/19	ENVIRONMENTAL OUTSOURCE, INC.	1000-20	950.00
19166	2/7/19	FLYERS ENERGY	1000-20	811.75
19167	2/7/19	FRONTIER COMMUNICATIONS	1000-20	690.76
19168	2/7/19	GRAINGER	1000-20	183.90
19169	2/7/19	HUGHESNET	1000-20	102.33
19170	2/7/19	IEPMA-HR	1000-20	75.00
19171	2/7/19	INTEGRATED TECHNOLOGY	1000-20	125.00
19172	2/7/19	JIM MYERS & SONS, INC.	1000-20	69,144.00
19173	2/7/19	LAKESIDE EQUIPMENT CORP	1000-20	396.52
19174	2/7/19	THE LITTLE GREEN HOUSE FLORIST	1000-20	130.38
19175	2/7/19	MCMASTER-CARR SUPPLY COMPANY	1000-20	231.14
19176	2/7/19	DOUGLAS KEN HOLDINGS	1000-20	1,035.25

Big Bear Area Regional Wastewater Agency
Check Register
For the Period From Feb 1, 2019 to Feb 28, 2019

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Check #	Date	Payee	Cash Account	Amount
19177	2/7/19	NAPA AUTO PARTS	1000-20	132.54
19178	2/7/19	CONSTANCE M. ALVARADO	1000-20	55.00
19179	2/7/19	POLYDYNE INC	1000-20	3,437.08
19180	2/7/19	QUILL	1000-20	410.30
19181	2/7/19	SAN DIEGO POWER, LLC	1000-20	3,328.00
19182	2/7/19	SPECTRUM BUSINESS	1000-20	1,285.89
19183	2/7/19	VALERO MARKETING & SUPPLY CO	1000-20	55.52
19184	2/7/19	VALLEY POWER SYSTEMS, INC	1000-20	28,456.28
19185	2/7/19	WINZER CORP	1000-20	191.36
19186	2/7/19	WATER SYSTEMS CONSULTING, INC.	1000-20	29,351.51
19187	2/7/19	BRIDGETTE BURTON	1000-20	50.00
19188	2/7/19	JANICE M. DRAKE-GUY	1000-20	50.00
19189	2/7/19	DAVID LAWRENCE	1000-20	50.00
19190	2/7/19	JENNIFER MCCULLAR	1000-20	50.00
CASH 2074	2/11/19	CALIFORNIA STATE DISBURSEMENT UNIT	1000-20	126.00
CASH 2075	2/11/19	AMERICAN FIDELITY ASSURANCE CO	1000-20	655.81
CASH 2076	2/11/19	CALPERS RETIREMENT	1000-20	2,350.50
CASH 2077	2/11/19	CA PERS 457 PROGRAM	1000-20	2,707.32
CASH 2078	2/11/19	THE LINCOLN NAT'L LIFE INS CO	1000-20	3,191.65
CASH 2079	2/11/19	CALPERS RETIREMENT	1000-20	6,694.27
CASH 2080	2/12/19	EMPLOYMENT DEVELOPMENT DEPARTMENT	1000-20	1,886.88
CASH 2081	2/12/19	INTERNAL REVENUE SERVICE	1000-20	6,005.02
19191	2/20/19	ACCENT COMPUTER SOLUTIONS, INC.	1000-20	2,417.58
19192	2/20/19	ALL PROTECTION ALARM	1000-20	577.10
19193	2/20/19	AMAZON CAPITAL SERVICES	1000-20	161.40
19194	2/20/19	ARROWHEAD	1000-20	138.60
19195	2/20/19	BEST BEST & KRIEGER	1000-20	9,146.22
19196	2/20/19	BUSINESS CARD	1000-20	1,306.59
19197	2/20/19	ROBIN A. BRADLEY	1000-20	360.00
19198	2/20/19	BEAR VALLEY PAVING, INC.	1000-20	33,750.00
19199	2/20/19	CLINICAL LAB OF SAN BERNARDINO	1000-20	9,080.00
19200	2/20/19	COUNTY OF SAN BERNARDINO SOLID WASTE MN	1000-20	328.47
19201	2/20/19	CWEA TCP/MEMBERSHIP	1000-20	555.00

**Big Bear Area Regional Wastewater Agency
Check Register**

For the Period From Feb 1, 2019 to Feb 28, 2019

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Check #	Date	Payee	Cash Account	Amount
19202	2/20/19	EMPLOYMENT DEVELOPMENT DEPT	1000-20	2,338.00
19203	2/20/19	EVANTEC CORPORATION	1000-20	387.82
19204	2/20/19	GOLDEN BELL PRODUCTS INC	1000-20	420.23
19205	2/20/19	JUST ENERGY SOLUTIONS INC.	1000-20	23,112.77
19206	2/20/19	LAKESIDE EQUIPMENT CORP	1000-20	20,161.10
19207	2/20/19	RANDY J. SPITZ	1000-20	125.94
19208	2/20/19	PHENOVA	1000-20	458.89
19209	2/20/19	POLYDYNE INC	1000-20	6,874.17
19210	2/20/19	NICANOR M. LAUREL	1000-20	3,000.00
19211	2/20/19	REBEL OIL CO., INC.	1000-20	2,764.38
19212	2/20/19	SOUTHERN CALIFORNIA EDISON	1000-20	60.64
19213	2/20/19	SERVICEMASTER 360 PREMIER CLEANING	1000-20	649.53
19214	2/20/19	SUPPORT PRODUCT SERVICES, INC.	1000-20	274.10
19215	2/20/19	SOUTHWEST GAS CORP	1000-20	21,792.01
19216	2/20/19	SOUTHWEST GAS	1000-20	1,872.53
19217	2/20/19	VALLEY POWER SYSTEMS, INC	1000-20	519.28
19218	2/20/19	VERIZON WIRELESS	1000-20	290.24
19219	2/20/19	WATER SYSTEMS CONSULTING, INC.	1000-20	51,896.60
CASH 2082	2/25/19	CALIFORNIA STATE DISBURSEMENT UNIT	1000-20	126.00
CASH 2083	2/25/19	AMERICAN FIDELITY ASSURANCE CO	1000-20	655.81
CASH 2084	2/25/19	CALPERS RETIREMENT	1000-20	2,350.50
CASH 2085	2/25/19	CA PERS 457 PROGRAM	1000-20	2,707.32
CASH 2086	2/25/19	THE LINCOLN NAT'L LIFE INS CO	1000-20	3,191.65
CASH 2087	2/25/19	CALPERS RETIREMENT	1000-20	6,691.14
CASH 2088	2/26/19	EMPLOYMENT DEVELOPMENT DEPARTMENT	1000-20	2,054.51
CASH 2089	2/26/19	INTERNAL REVENUE SERVICE	1000-20	6,359.61
CASH 2090	2/27/19	PAYA	1000-20	1.50
CASH 2091	2/27/19	PAYA	1000-20	10,783.00
CASH 2092	2/27/19	INTERNAL REVENUE SERVICE	1000-20	3,365.86
Total				<u>472,719.2</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: March 27, 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 *JM*

SUBJECT: Governing Board Member Reimbursement

BACKGROUND:

Attached are the February 2019 meeting records for each Governing Board Member 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

Moved: _____ Second: _____ Aye: _____ Nay: _____ Abstain/Absent: _____

Approved Date: _____ Witness: _____

Secretary of the Governing Board

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

REPORT OF MEETINGS ATTENDED

Governing Board Member: Karyn Oxandabourc

Date Submitted: February 7, 2019

Month Covered: February

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

PURPOSE

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

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

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

PURPOSE

BBARWA Committee Meeting Attended: Finance Date: 2-7-19 \$ 50.00

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: Karyn Oxandabourc ^{KOB} **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 Herick

Date Submitted: February 7, 2019

Month Covered: February

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

PURPOSE

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

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

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

PURPOSE

BBARWA Committee Meeting Attended: Finance Date: 2-7-19 \$ 150.00

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: Rick Herick KB **Total Amount Paid** \$ 150.00

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



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

AGENDA ITEM: 5.D

MEETING DATE: March 27, 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 *JM*

SUBJECT: Investment Report

BACKGROUND:

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

FINANCIAL IMPACT:

No financial impact.

RECOMMENDATION:

Approve

Moved: _____ Second: _____ Aye: _____ Nay: _____ Abstain/Absent: _____

Approved Date: _____ Witness: _____

Secretary of the Governing Board

BBARWA
 Monthly Investment Report
 February 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	\$ 5,817,428	\$ 5,811,908	88,688	2.392%	DAILY
TOTAL	\$ 5,817,428	\$ 5,811,908	88,688		

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
March 13, 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

February 2019 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
2/22/2019	2/22/2019	RW	1598897	JENNIFER MCCULLAR	-500,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	6,317,428.14
Total Withdrawal:	-500,000.00	Ending Balance:	5,817,428.14



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: March 27, 2019

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

FROM: David Lawrence, P.E. General Manager 

PREPARED BY: Troy Bemisdarfer, Interim Plant Manager, and Jennifer McCullar, Finance Manager 

REVIEWED BY: Kim Booth, Administrative Assistant

SUBJECT: Operations and Connections Report

OPERATIONS:

The treatment plant continued to operate at a high BOD and TSS efficiency rate.

2018-2019 Treatment Plant Data

	November	December	January	February
Total Influent Flow (MG)	47.45	64.14	76.30	112.61
Average Daily Influent Flow (MGD)	1.58	2.07	2.46	4.02
City of Big Bear Lake	48.0%	54.4%	59.2%	55.6%
Big Bear City	48.2%	42.5%	37.6%	40.0%
County of San Bernardino	3.8%	3.1%	3.2%	4.4%
Average Influent BOD (mg/L)	375	346	363	167
Average Effluent BOD (mg/L)	5	14	13	12
BOD Removal Efficiency (%)	98.7%	96.0%	96.4%	92.8%
Precipitation (inch)	0.47	1.1	2.8	11.1

January 2, 2019: Effluent total nitrogen result on 1/2/19 was 23.3mg/l and the monthly average was 11.2mg/l. The discharge requirement is a monthly average of 10mg/l.

Moved: _____ Second: _____ Aye: _____ Nay: _____ Abstain/Absent: _____

Approved Date: _____ Witness: _____

Secretary of the Governing Board

January 16, 2019: Effluent chloride result was 87mg/l which exceeded discharge requirements of a maximum of 80mg/l. This high chloride result also caused the monthly average to result in 67mg/l, which exceeds the requirement of 60mg/l.

February 14-15, 2019: High flows due to the rain event in the Big Bear Valley. On February 14, the influent flow was 8.113MG. On February 15, the influent flow was 8.393MG. Two sanitary sewer overflows were reported. The manhole at Teele and Fairway overflowed approximately 24,300 gallons Storm water runoff flooded the dry well at Lift Station #2, causing the pumps to shut off. The crew worked hard to restore pumping and approximately 5,300 gallons overflowed.

February: Auxiliary Pumps were utilized ten times in February. Lake Pump Station overflowed to the emergency ponds and is slowly being pumped back into the system. High flows are continuing due to inflow and infiltration from the City of Big Bear Lake, Big Bear City CSD, and CSA-53B.

The Waukesha and Cummins generator systems are online together to provide the necessary power needed to treat higher amounts of flow to the facility.

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	0	0	0	0	0
April	2	5	1	10	3	0	0	0	0	0
May	1	2	5	10	4	0	0	0	0	0
June	10	1	12	2	16	0	0	0	0	0
TOTAL	30	45	84	69	63	38	28	14	14	0

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: March 27, 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 *JM*

SUBJECT: Second Quarter Report, Six Months Ended December 31, 2018

BACKGROUND:

Please find attached the 2nd Quarter Report which discusses the most recent quarter's financial performance compared to the budget.

Overall, the Agency performed under the budget for the first six months with operating expenses below the budget by approximately \$225,923 or 9%. The majority of the variance is due to timing.

FINANCIAL IMPACT:

No financial impact.

RECOMMENDATION:

Informational

Moved: _____ Second: _____ Aye: _____ Nay: _____ Abstain/Absent: _____

Approved Date: _____ Witness: _____
Secretary of the Governing Board

Big Bear Area Regional Wastewater Agency

2nd Quarter Report

Six Months ended December 31, 2018



STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

	Q1 9/30/18 <u>Actual</u>	Q2 12/31/18 <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	2,625,771	2,625,892	(121)	0%
Waste disposal fees	6,189	4,848	11,037	10,884	153	1%
Rental income	8,728	8,728	17,456	17,466	(10)	0%
Standby fees	0	41,600	41,600	41,600	0	0%
Other operating revenue	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	nm (b)
Total operating revenues	14,917	2,680,947	2,695,864	2,695,842	22	0%
Operating expenses:						
Salaries and benefits	507,586	544,156	1,051,742	1,077,946	(26,204)	-2%
Power	87,935	82,386	170,321	192,985	(22,664)	-12%
Sludge removal	80,882	61,685	142,567	152,795	(10,228)	-7%
Chemicals	12,315	17,065	29,380	24,192	5,188	21%
Materials and supplies	44,110	50,275	94,385	88,239	6,146	7%
Repairs and replacements	87,667	170,976	258,643	380,564	(121,921)	-32%
Equipment rental	0	0	0	803	(803)	nm (b)
Utilities expense	2,168	14,036	16,204	9,429	6,775	72%
Communications expense	7,228	9,005	16,233	23,150	(6,917)	-30%
Contractual services - other	19,028	27,062	46,090	51,708	(5,618)	-11%
Contractual services - prof	41,108	46,633	87,742	149,055	(61,313)	-41%
Permits and fees	11,563	143,809	155,372	147,700	7,672	5%
Property tax expense	0	3,665	3,665	3,652	13	0%
Insurance expense	100,048	795	100,843	103,132	(2,289)	-2%
Other operating expense	12,431	20,027	32,458	26,196	6,262	24%
Depreciation expense (a)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	nm (b)
Total operating expenses	1,014,069	1,191,575	2,205,644	2,431,546	(225,902)	-9%
Operating Income	(999,152)	1,489,371	490,219	264,296	225,923	85%
Nonoperating income (expense):						
Nonoperating income	11,293	29,189	40,482	26,480	14,002	53%
Nonoperating expense	<u>0</u>	<u>(93,901)</u>	<u>(93,901)</u>	<u>(144,880)</u>	<u>50,979</u>	+ (c)
Total nonoperating income (exp)	11,293	(64,712)	(53,419)	(118,400)	64,981	+ (c)
Income before capital contribution	(987,860)	1,424,660	436,801	145,896	290,905	199%
Capital contrib - conn fees	<u>66,880</u>	<u>45,980</u>	<u>112,860</u>	<u>106,430</u>	<u>6,430</u>	<u>6%</u>
Change in Net Position	(920,980)	1,470,640	549,661	252,326	297,335	118%

(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

Q2
12/31/2018

Cash flows from operating activities:

Cash received from customers and other sources	1,259,836
Cash payments to suppliers for goods and services	-1,572,416
Cash payments to employees	<u>-1,047,307</u>
Net cash provided by operating activities	-1,359,887

Cash flows from capital and related financing activities

Interagency Expense	-49,926
Purchases of property, plant and equipment	-723,232
Sale, Disposal of property, plant and equipment	0
Capital contributions	113,470
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	728,821

Cash flows from investing activities:

Investment income received	<u>69,121</u>
Net cash provided by investing activities	69,121

Net change in cash equivalents -561,946

Cash equivalents, beginning of period	6,719,539
Cash equivalents, end of period	6,157,593

**CASH AND FUND BALANCES**

	Q2
	<u>12/31/2018</u>
BEGINNING BALANCE:	
Cash Balance	6,719,539
Designated Fund Balances:	
Capital and Replacement Fund	
Current Year	3,583,666
Future Year	<u>-794,703</u>
Total C&R	2,788,964
Debt Service Fund	467,596
Liquidity Fund	2,218,886
Contingency Fund:	
Emergency	500,000
Operating	<u>744,093</u>
Total Contingency	<u>1,244,093</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	-723,232
Future Year	1,600,642
Debt Service Fund	-212,133
Liquidity Fund	-1,340,693
Contingency Fund:	
Emergency Fund	0
Operating	<u>0</u>
Total	0
Restricted Funds:	
Connection Fees	<u>113,470</u>
Total Activity During the Period	<u>-561,946</u>
ENDING BALANCE:	
Cash Balance	6,157,593
Designated Fund Balances:	
Capital and Replacement Fund	
Current Year	2,860,434
Future Year	<u>805,939</u>
Total C&R	3,666,373
Debt Service Fund	255,463
Liquidity Fund	878,193
Contingency Fund:	
Emergency	500,000
Operating	<u>744,093</u>
Total	<u>1,244,093</u>
Restricted Funds:	
Connection Fees	113,470
Total Ending Designated & Restricted Funds	6,157,593



Discussion and Analysis

Operating Revenues

Operating revenues were on budget for the period.

	Q1 9/30/2018 Actual	Q2 12/31/2018 Actual	YTD Actual	YTD Budget	YTD Actual vs Budget \$	YTD Actual vs Budget %
Operating revenues:						
Annual charges	0	2,625,771	2,625,771	2,625,892	-121	0%
Waste disposal fees	6,189	4,848	11,037	10,884	153	1%
Rental income	8,728	8,728	17,456	17,466	-10	0%
Standby fees	0	41,600	41,600	41,600	0	0%
Other operating revenue	0	0	0	0	0	nm (a)
Total operating revenues	14,917	2,680,947	2,695,864	2,695,842	22	0%

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

Operating Expenses

Operating expenses were below the budget by \$225,902 or 9% largely due to lower repairs and replacements and contractual services-professional expense. The larger variances from budget are highlighted below.

	Q1 9/30/2018 Actual	Q2 12/31/2018 Actual	YTD Actual	YTD Budget	YTD Actual vs Budget \$	YTD Actual vs Budget %
Operating expenses:						
Salaries and benefits	507,586	544,156	1,051,742	1,077,946	(26,204)	-2%
Power	87,935	82,386	170,321	192,985	(22,664)	-12%
Sludge Removal	80,882	61,685	142,567	152,795	(10,228)	-7%
Chemicals	12,315	17,065	29,380	24,192	5,188	21%
Materials and supplies	44,110	50,275	94,385	88,239	6,146	7%
Repairs and Replacements	87,667	170,976	258,643	380,564	(121,921)	-32%
Equipment rental	0	0	0	803	(803)	nm (a)
Utilities expense	2,168	14,036	16,204	9,429	6,775	72%
Communications expense	7,228	9,005	16,233	23,150	(6,917)	-30%
Contractual services - other	19,028	27,062	46,090	51,708	(5,618)	-11%
Contractual services - prof	41,108	46,633	87,742	149,055	(61,313)	-41%
Permits and fees	11,563	143,809	155,372	147,700	7,672	5%
Property tax expense	0	3,665	3,665	3,652	13	nm (a)
Insurance expense	100,048	795	100,843	103,132	(2,289)	-2%
Other operating expense	12,431	20,027	32,458	26,196	6,262	24%
Depreciation expense (a)	0	0	0	0	0	nm (a)
Total operating expenses	1,014,069	1,191,575	2,205,644	2,431,546	(225,902)	-9%

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



An explanation of notable variances is as follows.

Power expense was under the budget by \$22,664 or 12% primarily due to low flows during the period. The Agency incurred lower natural gas purchases and lower electricity usage at the stations as a result. These lower expenses were offset in part by higher electrical usage at the treatment plant. The Agency transferred to utility power in October to test transfer equipment.

Repairs and Replacements expense was under the budget by \$121,921 or 32% and was largely due to timing associated with the Lucerne Valley emergency repair work. The Agency budgeted these expenses in October and November, but the majority of the repair work has not yet been invoiced by the vendor/contractor.

Contractual Services - Professional expense was under the budget by \$61,313 or 41% due to lower legal expense associated with debt issuance and lower general engineering expense. The Agency incurred no engineering expenses during the first six months of the year.

Non-Operating Income (Expense)

Net non-operating income (expense) was improved compared to the budget by \$64,981, driven by higher non-operating income and lower non-operating expense. Non-operating income was higher than the budget by \$14,002 due to higher interest income from higher interest rates. Non-operating expense was under the budget by \$50,979 and is due to timing associated with the GSA and the Replenish Big Bear Project expenses.

	Q1 9/30/18 Actual	Q2 12/31/18 Actual	YTD Actual	YTD Budget	YTD Actual vs. Budget \$	YTD Actual vs. Budget %
Nonoperating income (expense):						
Nonoperating income	11,293	29,189	40,482	26,480	14,002	53%
Nonoperating expense	0	(93,901)	(93,901)	(144,880)	50,979	+ (b)
Total nonoperating income (exp)	11,293	(64,712)	(53,419)	(118,400)	64,981	+ (b)

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

(b) Percent change is not provided if either of the comparison periods contains a loss or negative number. If the actual performance



Capital Contributions - Connection Fees

Income before capital contributions was ahead of the budget by \$290,904 for the period due to lower operating expenses than budgeted of \$225,902 and higher net non-operating income of \$64,981. Connection fees were mostly on target for the period.

	Q1 9/30/2018 Actual	Q2 12/31/2018 Actual	YTD Actual	YTD Budget	YTD Actual vs Budget \$	YTD Actual vs Budget %
Income before capital contributions	-987,860	1,424,660	436,800	145,896	290,904	199%
Capital contrib - connection fees	<u>66,880</u>	<u>45,980</u>	<u>112,860</u>	<u>106,430</u>	<u>6,430</u>	6%
Net Income, Change in net assets	-920,415	1,257,741	549,660	252,326	297,334	118%

Capital Expenditures (CAPEX)

CAPEX for the period was \$723,232, below the budget by \$548,162 due mostly to the timing associated with multiple projects.

Cash and Fund Balances

The Agency experienced negative cash flow of approximately \$562,000 in the first six months of FY 2019. The negative cash flow reflects approximately \$1.4 million in negative cash from operations, \$723,232 of capital expenditures, and \$342,991 in debt service offset in part by \$1,731,500 in new debt proceeds, \$113,470 of connection fee revenue and \$69,121 of interest income.

	Beginning Balance	Activity During Period	Ending Balance
Cash Balance	6,719,539		6,157,593
Designated Fund Balances:			
Capital and Replacement Fund			
Current Year	3,583,666	-723,232	2,860,434
Future Year	<u>-794,703</u>	<u>1,600,642</u>	<u>805,939</u>
Total C&R	2,788,964	877,410	3,666,373
Debt Service Fund	467,596	-212,133	255,463
Liquidity Fund	2,218,886	-1,340,693	878,193
Contingency Fund:			
Emergency	500,000	0	500,000
Operating	<u>744,093</u>	<u>0</u>	<u>744,093</u>
Total	1,244,093	0	1,244,093
Restricted Funds:			
Connection Fees	0	113,470	113,470
Total Designated & Restricted Funds	6,719,539	-561,947	6,157,592



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: March 27, 2019

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

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

PREPARED BY: Kim Booth, Administrative Assistant

REVIEWED BY: Bridgette Burton, Management Analyst

SUBJECT: Governing Board Member Handbook *KB*

BACKGROUND:

The purpose of the BBARWA Governing Board Member Handbook is to assist the Governing Board members in their service to BBARWA. It is designed for use by all Governing Board members, newly appointed and experienced. It is intended to be utilized as a non-binding information document summarizing existing rules, regulations, and policies of BBARWA. The following items were updated:

- Mission, Vision, and Goals
- Descriptions of Finance, Operations, and Administrative Committees
- Addition of Board Member Reimbursement and Advisory Committee Policies
- List of Authorized Training Conferences and Seminars
- New Director Information Questionnaire
- Forms

FINANCIAL IMPACT:

No financial impact.

Moved: _____ Second: _____ Aye: _____ Nay: _____ Abstain/Absent: _____

Approved Date: _____ Witness: _____

Secretary of the Governing Board

RECOMMENDATION:

Informational

ATTACHMENT:

Governing Board Member Handbook

Big Bear Area Regional Wastewater Agency

Governing Board Member Handbook

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Mission Statement

The mission of the Big Bear Area Regional Wastewater Agency (BBARWA) is to efficiently collect, treat and beneficially reuse wastewater and bio-solids in an environmentally and fiscally responsible manner.

Vision Statement

The vision statement is a statement of where the BBARWA wants to be. It focuses on the future, is a source of inspiration, and drives the Agency's plan.

- Implement a plan for reclaimed water.
- Continue to be on track with the implementation of the capital improvement plan.
- Have a succession plan for all levels of the organization.
- Have updated operational systems to improve efficiency, sustainability, and energy independence.
- Continue to have a trained, talented and motivated workforce.
- Be sharing services with its partners in the region.
- Have leveraged any and all opportunities in support of the Mission.

Core Values

Core Values are those things to which the Board of Directors is fiercely dedicated. The Board of Directors can return to the Core Values to remind themselves of their overall importance. Core Values drive "the way we work here."

- Fairness (equity among member agencies)
- Ethical Behavior
- Integrity
- Respect
- Honesty
- Accountability
- Open-Mindedness
- Transparent Communications
- Cooperation, as we implement the Vision and Mission
- BBARWA employees (as a valuable asset)

Introduction

In 1972 the Big Bear Lake Sanitation District (precursor to the City of Big Bear Lake), Big Bear City Community Services District and the County of San Bernardino formed the Big Bear Valley Wastewater Planning Commission, which was comprised of elected officials and concerned citizens from the Big Bear Valley. The Wastewater Planning Commission initiated and completed a study entitled the "Big Bear Area Regional Wastewater Management Plan" (Regional Wastewater Plan).

When the Big Bear Area Regional Wastewater Agency (BBARWA) was formed on March 22, 1974, the goal was to implement the Regional Wastewater Plan, which the Wastewater Planning Commission developed. Of primary importance, was the need to meet short and long-term collection, treatment, and disposal needs through a regional concept, while considering beneficial reuse and environmental and economic constraints. Success was realized in March 1976 when the voters of the Big Bear Valley authorized the issuance of Sewer Revenue Bonds for the construction of BBARWA's facilities.

As it was in 1974, BBARWA's goal is to continue to provide centralized, cost-effective, environmentally friendly wastewater conveyance, treatment and disposal for the entire Big Bear Valley. While the Equivalent Dwelling Units ("EDUs") inventory has become relative stable, influent flows can fluctuate dramatically due to weather and tourism. Today, providing these services has become much more specialized and challenging due to the ever-increasing regulatory oversight, new and evolving technologies, and additional stringent requirements.

BBARWA is committed to maintaining a fiscally responsible annual, short-term budget (1-5 years), along with long-range planning in order to provide its member agencies and their customers with reliable and cost-efficient service at a fair, economical and reasonable cost.

Pursuant to BBARWA's rules and regulations for wastewater service, BBARWA revenues are derived from: (i) total annual charges (member agency fees); (ii) connection charges; (iii) standby fees; (iv) waste disposal fees; (v) rental income and interest income. These funds not only pay for the day-to-day operations of the facilities but also ensure that BBARWA will have funds available for continuous operation in the event of a natural disaster or catastrophic failure. The annual adoption of an investment policy, which prioritizes investments in safety, liquidity, and yield, ensures that the Governing Board and staff are following fiscally prudent guidelines while protecting the investment that the Big Bear Valley has in our facilities.

BBARWA is committed to planning, renovating, improving and rebuilding its facilities to ensure both public and environmental health and well-being. One of our long-range goals is the ability to continue serving current customers as well as future users, both commercial and residential, without frequent or substantial rate increases.

The Governing Board members are appointed from their respective agencies: the City of Big Bear Lake (2), the Big Bear City Community Services District (2), and the County of San Bernardino (1) acting on behalf of County Service Area 53B. Regular Governing Board meetings are held on

the fourth Wednesday of every month at 5:00 p.m. in the boardroom at BBARWA, 121 Palomino Drive, Big Bear City.

The employees of BBARWA are dedicated to serving its member agencies and their customers by providing continuous and excellent service. The staff has won numerous local and state awards for maintenance, operations, supervision, education, safety, laboratory, engineering, reclamation and more recently, awards for budgetary excellence.

Purpose of the Governing Board Member Handbook

The purpose of the BBARWA Governing Board Member Handbook is to assist the Governing Board members in their service to BBARWA. It is designed for use by all Governing Board members, newly appointed and experienced.

Please do not hesitate to contact the General Manager or a Governing Board member regarding the information contained within this handbook. Since all Governing Board members of BBARWA also serve as city council members, commissioners or directors of other Big Bear Valley entities and work with the general managers, staff and legal counsel of these entities, certain advice, policies and procedures will differ from agency to agency. In the event that any procedure, policy or advice received elsewhere is significantly different or creates uncertainty or should conflict arise, please contact the General Manager or Chair of the Governing Board for further assistance and/or clarification.

This handbook has been developed in conjunction with staff and the Governing Board with the final review being performed by legal counsel for legal sufficiency.

This handbook is intended to be utilized as a non-binding informational document summarizing existing rules, regulations and policies of BBARWA. No interpretation or use of this handbook shall result in the repeal or enactment of rules, regulations or policies of BBARWA. In the event of a conflict between the provisions of this handbook and existing rules, regulations or policies of BBARWA, the existing rules, regulations, and policies shall be controlling.

Purpose of the Governing Board

The purpose of the Governing Board is to implement the Vision and the Mission Statement of BBARWA.

The Governing Board is committed to providing excellence in legislative leadership that results in providing the highest quality services to its customers. In order to assist in the governance of the behavior between and among members of the Governing Board, the following rules shall be observed:

- The dignity, style, values, and opinions of each Governing Board member shall be respected and considered.
- Responsiveness and attentive listening in communication are encouraged.
- The needs and best interests of BBARWA shall be the priority of the Governing Board.
- The primary responsibility of the Governing Board is the formulation and evaluation of policy. Routine matters concerning the operational aspects of BBARWA are delegated to professional staff members of BBARWA. The Governing Board and individual Governing Board members do not have the authority to engage in day-to-day activities of BBARWA.
- Governing Board members should commit themselves to emphasize the positive, speaking clearly and to the point, and communicating openly and constructively.
- Governing Board members should commit themselves to focus on the issues brought before the Board. The presentation of the opinions of others should be encouraged and all opinions should be thoughtfully considered.
- Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable.
- Once the Governing Board takes action, Governing Board members should commit to supporting said action and avoid creating barriers to the implementation of the action.

Governing Board members should practice the following procedures:

- Governing Board members should request clarification of informational items from the General Manager. The General Manager shall then provide said information or obtain information from the applicable individual or source.
- Complaints from customers should be referred directly to the General Manager.
- Items related to safety, concerns for safety or hazards, should be reported to the General Manager or the BBARWA office immediately.

- The procedures for presenting items for discussion at Governing Board meetings are outlined in the Governing Board Administrative Policy and Procedures.
- Clarification for policy-related concerns, personnel issues, legal action, land acquisition and development, and finances should be referred directly to the General Manager. The General Manager shall then provide said clarification or obtain the clarification from the applicable individual or source.
- When approached by BBARWA personnel concerning BBARWA policy, Governing Board members should direct personnel to the appropriate supervisor. The chain of command must be followed.
- The work of BBARWA is a team effort. All individuals must work together.
- When responding to customers' requests and concerns, Governing Board members should be courteous, respond to individuals in a positive manner and route questions through appropriate management channels.
- Governing Board members should develop a working relationship with the General Manager wherein current issues, concerns, and BBARWA projects may be discussed comfortably and openly. However, Governing Board members should recognize that the General Manager has the authority to conduct the day-to-day management activities of BBARWA and that individual Governing Board members do not have the authority to take action or adopt policy.
- Governing Board members shall function as a part of a whole. Issues should be brought to the attention of the Governing Board as a whole, rather than to individual members selectively.
- Governing Board members are responsible for monitoring BBARWA's progress in implementing the Mission and Vision of BBARWA and attaining its short and long-term goals.
- The Governing Board is the unit of authority within BBARWA. Apart from his/her normal function as a part of this unit, Governing Board members have no individual authority. As individuals, Governing Board members may not commit BBARWA to any policy, act or expenditure.
- Governing Board members do not represent any fractional segment of the community, but are; rather, part of the Governing Body, that represents and acts for BBARWA as a whole.

Code of Conduct for Governing Board Members

The Code of Conduct for Governing Board members has been developed to assist the Governing Board members in their conduct and relationship with other Board members, staff and customers.

1. While the Governing Board as a body cannot exercise control over individual Governing Board members, there are certain circumstances where BBARWA could be legally responsible for the actions of Governing Board members. One of the ways in which the potential for such liability may be reduced is to enforce a policy by which Governing Board members are required to deal directly with the General Manager, as opposed to interaction with BBARWA staff.
 - A. While the Governing Board expects individual Governing Board members to be provided common courtesy, it does not require staff to follow any individual Member's opinions or instructions.
 - B. Regardless of any individual Governing Board member's dissent from a decision of the Governing Board, the Board member should support the decision and recognize that staff is bound by the directions imposed by the Governing Board as a whole.
2. There may be limited situations where Governing Board members may have minor and brief interactions with BBARWA staff for the purpose of obtaining limited amounts of information. When individual Governing Board members interact with staff, they must recognize that individual members have no authority over staff or to insert themselves into staff operation.
 - A. Decisions of the Governing Board acting as a whole shall provide policy direction to the General Manager for implementation by staff.
 - B. Nothing contained in Section 2 is intended to restrict or discourage normal and open communication between the Governing Board and staff for the purpose of obtaining limited amounts of information.
 - C. Although all members may register differences of opinion on Governing Board issues at the Board level as passionately as desired, individual Governing Board members may not direct their differences of opinion to staff in a manner which would create dissension or polarization in the organization or undermine a decision of the Governing Board majority.
3. The Governing Board should direct, control and inspire BBARWA through the careful establishment of written policies. The Governing Board's major policy focus will be on the Mission, the Vision, and short and long-term goals and the means of attaining those goals.
4. The Governing Board should enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation for meetings, policymaking, respect of roles and governance. Continuous Governing Board

development will include orientation of new members. The Governing Board will allow no officer, individual Governing Board member or committee of the Governing Board to hinder or be an excuse for not fulfilling BBARWA's mission.

5. The Governing Board should monitor and discuss the Governing Board process and performance regularly. Self-monitoring should include analysis of Governing Board activity and the Governing Board's discipline and adherence to policies.
6. The General Manager shall act as the official spokesperson for BBARWA. Notwithstanding the foregoing, the General Manager may designate another BBARWA employee(s) or the Governing Board may designate a Board member to act as BBARWA's spokesperson if appropriate under the circumstances.

Officers of the Governing Board

Pursuant to applicable law governing the formation and operation of BBARWA, the officers of the Governing Board will be elected annually by the Governing Board. The election of officers will normally follow a rotation between the various member agencies. A Governing Board member must serve on the Governing Board for a period of one year (12-months) before qualifying for the office of Chair. Prior appointments/assignments to the BBARWA Governing Board will satisfy the one-year service requirement for the office of Chair. In the event that an officer is unable to fulfill his/her position, the Governing Board will determine if new elections should be held.

The Chair of the Governing Board of BBARWA shall serve as Chair at all Governing Board meetings. The Chair is to assure the integrity of the Board process including the effectiveness of meetings and the Governing Board's adherence to Governing Board policy. The Chair shall have the same rights as the other members of the Governing Board in voting, including motions, resolutions and ordinances and any discussions or questions that follow these actions.

In the absence of the Chair, the Vice Chair of the Governing Board shall serve as Chair over all meetings of the Governing Board. The Vice Chair will also monitor the Governing Board process including the effectiveness of meetings and adherence to policy.

If the Chair and Vice Chair of the Governing Board are both absent, one of the present members of the Governing Board shall be selected to act as Chair of the meeting.

The Chair shall execute Governing Board documents on behalf of the Governing Board unless such authority has been delegated to the General Manager under specific circumstances. The Secretary of the Governing Board shall affix his/her signature to formally attest to the legitimacy of Governing Board documents/actions. The Secretary is also responsible to the Governing Board for reporting on and noting any inconsistency of Governing Board actions and policy.

Board Meeting Conduct

1. Meetings of the Governing Board shall be conducted by the Chair in a manner consistent with the policies of BBARWA.
2. All Governing Board meetings shall commence at the time and date stated on the agenda or soon thereafter and shall be guided by it.
3. The conduct of the meetings shall, to the fullest possible extent, enable the Governing Board to:
 - A. Consider policy and problems to be solved, weigh evidence related thereto, and make wise decisions related to the policy or problems; and
 - B. Receive, consider and take any needed action with respect to reports, needs or accomplishments of BBARWA.
4. Pursuant to the Ralph M. Brown Act, Governing Board regular meetings shall provide, as part of the agenda, a time for public comment on matters either on the agenda or within the subject matter jurisdiction of BBARWA. The agenda for special meetings of the Governing Board shall provide time for public comments for matters on the agenda and may provide a time for other public comments.
5. Governing Board members shall attend all regular and special meetings of the Governing Board unless there is a good cause for absence.
6. Governing Board members shall thoroughly prepare themselves to discuss agenda items at meetings of the Governing Board. Such preparation may include obtaining information from the General Manager.
7. Information that is exchanged before meetings shall be distributed through the General Manager and all Governing Board members will receive all information being distributed.
8. Governing Board members shall at all times conduct themselves with courtesy to each other, staff and members of the audience present at Governing Board meetings.
9. Governing Board members shall defer to the Chair for the conduct of meetings of the Governing Board but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Governing Board.
10. Governing Board members shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such conflict of interest exists, Governing Board members should not abstain from the Governing Board decision-making responsibilities without good cause. Governing Board members shall comply with

applicable laws, rules and regulations pertaining to potential and existing conflicts of interest including, but not limited to, the California Political Reform Act.

11. Requests by individual Governing Board members for substantive information and/or research from BBARWA staff will be channeled through the General Manager or designee. Governing Board members shall direct technical questions to staff through the General Manager prior to a Governing Board meeting, in sufficient time to allow a response prior to or at the meeting.

Governing Board Meetings

1. Regular meetings of the Governing Board of the Big Bear Area Regional Wastewater Agency (“BBARWA”) are normally held on the fourth Wednesday of each month at 5:00 p.m. at 121 Palomino Drive in Big Bear City, California.

2. Special Meetings (Non-emergency). The Chair of the Governing Board may call special meetings (non-emergency) of the Governing Board. In addition to the requirements of the Ralph M. Brown Act/Open Meeting Laws, the following procedures will be followed for a special meeting:
 - A. All Governing Board members, the General Manager, the Finance Manager, and the Plant Manager shall be notified of the special Governing Board meeting along with the purpose for which it was called. Such notification shall be delivered to them at least twenty-four (24) hours prior to the special meeting.

 - B. Newspapers of general circulation within the BBARWA service area shall be notified of the meeting. Any other media, organizations, property owners, and other citizens who have requested notice of meetings in accordance with the Ralph M. Brown Act (California Government Code Section §54950 through §54957) shall be notified.

 - C. An agenda shall be prepared as specified for regular Governing Board meetings in accordance with Governing Board Policy and Administrative Policy and Procedures.

3. Special Meetings (Emergency). In addition to the requirements of the Ralph M. Brown Act/Open Meeting Laws, the following procedures will be followed for a special meeting (emergency):
 - A. For purposes of this section, an “emergency situation” means both of the following: (1) an emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both, as determined by a majority of the members of the Governing Board; and (2) a dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring the Governing Board to provide one-hour notice before holding an emergency meeting under this section may endanger the public health, safety, or both, as determined by a majority of the members of the Governing Board.

 - B. Subject to Item 3.A above, in the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Governing Board may hold an emergency special meeting without complying with the twenty-four (24) hour notice required in Item 2.A above.

- C. Newspaper(s) of general circulation within the BBARWA service area, other media, organizations and property owners who have requested notice of meetings in accordance with the Ralph M. Brown Act (California Government Code Section §54950 through §54957) shall be notified by the Chair of the Governing Board, or his or her designee, at least one hour prior to the emergency special meeting, or in the case of a dire emergency, at or near the time the Governing Board members are notified of the emergency special meeting. This notice shall be given by telephone and all telephone numbers provided in the most recent request for notification of meetings shall be exhausted. In the event that telephone services are not functioning, the notice requirement is waived, but the General Manager, or his or her designee, shall notify such newspaper(s), other media, organizations and property owners of the fact of the holding of the emergency special meeting and of any action taken by the Governing Board, as soon after the meeting as possible.
 - D. A closed session may be held during an emergency special meeting in accordance with the Ralph M. Brown Act (§54957), if agreed to by a two-thirds vote of the Governing Board members present, or if less than two-thirds of the members are present, by a unanimous vote of the members present.
 - E. All other rules governing special meetings shall be observed with the exception of the twenty-four (24) hour notice.
 - F. The minutes of the emergency special meeting, a list of persons the General Manager or designee notified or attempted to notify, a copy of the roll call(s), and any actions taken at such meeting shall be posted for a minimum of ten (10) days in the BBARWA office as soon after the meeting as possible.
4. Adjourned Meetings. In addition to the requirements of the Ralph M. Brown Act/Open Meeting Laws, a meeting may be adjourned as follows:
- A. A majority vote by the Governing Board may terminate any Governing Board meeting at any place in the agenda to a stated time and place specified in the order of adjournment, except that if no Governing Board members are present at any regular or adjourned regular meeting, the Chair or his designee may declare the meeting adjourned to a stated time and place, and shall cause a written notice of adjournment to be distributed to those persons specified in Item 2.A and 2.B above.
5. Annual Organizational Meetings.
- A. The Governing Board shall hold an annual election of officers at a meeting in February or as soon thereafter as practicable. At this meeting, the Governing Board will elect a Chair, Vice Chair and Secretary of the Governing Board from its members.
6. In accordance with the requirements of the Ralph M. Brown Act/Open Meeting Laws, the Chair and the General Manager shall ensure that appropriate information is available for

members of the audience at the meetings of the Governing Board and that physical facilities for said meetings are functional, appropriate and accessible. The General Manager shall coordinate reasonable accommodations for accessibility when requested by Board Members or members of the public.

Rules of Order for Governing Board Meetings

1. Action items shall be brought before and considered by the Governing Board by motion in accordance with this policy. In addition, BBARWA policy or California law may require that certain action items be adopted by resolution or ordinance. These rules of order are intended to be informal and applied flexibly.
2. Any Governing Board member desiring to speak should address the Chair and upon recognition by the Chair, may address the subject under discussion.
3. Any Governing Board member, including the Chair, may make or second a motion. A motion shall be brought and considered as follows:
 - A. A Governing Board member makes a motion, another Governing Board member seconds the motion, and the Chair states the motion.
 - B. Once the Chair has stated the motion, the motion is open to discussion and debate. At the point where the Chair determines that the motion has been fully debated, the Chair will close the debate and call for the vote. If a Governing Board member objects to the suggestion that the debate be closed, the Chair may state that the debate will continue until a Governing Board member makes a motion to close the debate.
 - B. 1. A Governing Board member may make a motion to close the debate on the motion being discussed, another Governing Board member may then second the motion, and the Chair then states the motion. No debate is allowed on such a procedural motion regarding whether to close the debate. The vote is then taken on the motion to close the debate. The motion must be made, seconded, and approved by a majority vote of the Governing Board. After the debate is closed, the Chair presents the motion to the Governing Board by repeating the underlying motion. The vote is then cast on the underlying motion. The underlying motion must be made, seconded, and approved by a majority vote of the Governing Board.
 - C. Ordinarily, only one motion can be considered at a time and the motion must go through the required process before any other motion or business is considered. However, there are a few exceptions to this general rule. A secondary motion concerning the main motion may be made and considered before voting on the main motion as follows:
 - C.1. A secondary motion to amend the main motion may be made before the main motion is voted on, either by the consent of the Governing Board members who moved and seconded or by a new motion and second.
 - C.2. A secondary motion to table a motion may be made before the main motion is voted on. A motion to table a motion must be seconded and approved by a majority vote of the Governing Board.

- C.3. A main motion may be referred to a Governing Board Committee for further study and recommendation by a secondary motion, which is then seconded and approved by a majority vote of the Governing Board.
 - C.4. A secondary motion to close debates and votes immediately may be made before the main motion is voted on.
 - C.5. A secondary motion to adjourn a meeting may be made, seconded and approved by a majority vote of the Governing Board before voting on the main motion.
4. The Chair shall take whatever actions are necessary and appropriate to preserve order and decorum during the Governing Board meetings, including public hearings. The Chair may eject any person or persons willfully disrupting the meeting or hearing. Such authority may be exercised by the Chair and the Governing Board in accordance with and subject to, the authority and requirements set forth in the Ralph M. Brown Act including, but not limited to, Government Code Section §54957.9.
- A. The Chair may also declare a recess during any meeting or public hearing.
5. These Rules of Order for Governing Board meetings shall be implemented by the Chair. The extent to which these Rules will be implemented and enforced will be determined by the Chair based on the circumstances.

Governing Board Meeting Agendas

Communication with the Board of Directors is conducted formally through agenda reports included in the agenda package; this is a similar method used at other local agencies.

1. The current Administrative Policy and Procedures for agenda preparation and placing an item on an upcoming agenda is maintained in the Administrative Offices.
2. Closed session items will be distributed right before the closed session begins in a sealed envelope stamped "Confidential". The General Manager will collect all closed session material after the meeting adjournment to reduce the risk of inadvertent disclosure.
3. On occasion, due to the timing of available materials, supplemental agenda items may either be distributed at the meeting or posted online. Directors may be notified by email in advance.
4. Any member of the public may request that a matter directly related to BBARWA business be placed on the agenda of a regularly scheduled meeting of the Governing Board, subject to the following conditions:
 - A. The request must be in writing and submitted to the General Manager with supporting documents and information, no later than 12:00 noon, fourteen (14) days prior to the meeting deadline using the form provided.
 - B. The General Manager shall either place the request on the agenda or provide the request to the Chair of the Governing Board, along with any supporting documentation and information provided by the requestor. The Chair, in his/her discretion, may direct the General Manager whether to place the item on a future agenda. The Vice Chair may be consulted if the Chair is not available.
 - C. Since the public is not permitted to participate in the discussion of any closed session item, the public may not request that an item is discussed or considered in closed session.
 - D. The right of any member of the public to speak to an item requested to be placed on the agenda will be governed by Agency policy and applicable requirements of the Ralph M. Brown Act, including Government Code Section §54954.3.
 - E. Pursuant to Government Code Section §54954.3, this policy shall not prevent any member of the public from exercising his/her right to address the Governing Board on any item of interest to the public, before or during the Governing Board's consideration of the item, that is within the subject matter jurisdiction of the Governing Board, provided no action is taken on any item not appearing on the agenda unless the action is otherwise authorized by Government Code Section §54954.2.

5. In accordance with requirements of the Ralph M. Brown Act, at least seventy-two (72) hours prior to the time of all regular meetings, an agenda, that includes a brief general description of all matters on which there may be discussion and/or action by the Governing Board, shall be posted in a location freely accessible to members of the public at the BBARWA facilities. The agenda will be distributed via email to the Governing Board and will be posted on the BBARWA website at www.bbarwa.org.
 - A. The agenda for a special meeting shall be posted at least twenty-four (24) hours prior to the special meeting in the same location and shall be given in accordance with other requirements of the Ralph M. Brown Act.
 - B. A member of the public may address the Governing Board concerning any item on the agenda of a regular or special meeting, or at a meeting. In addition, the public may address any item within the jurisdiction of the Governing Board at regular meetings. Such public comments shall be in accordance with Administrative Policy and Procedures and other policies of BBARWA.
 - C. No boisterous conduct shall be permitted at any Governing Board meeting. Persistence in boisterous conduct shall be grounds for adjournment by the Chair and/or enforcement of the Rules of Order for the Governing Board meetings and the exercise of rights provided and/or with the Ralph M. Brown Act.
6. Pursuant to the authority set forth in the Ralph M. Brown Act, willful disruption of any meeting of the Governing Board of BBARWA shall not be permitted. If the Governing Board finds there is, in fact, a willful disruption of any meeting the Governing Board may order the room cleared and subsequently conduct the Governing Board business without the audience present.
 - A. In such an event, only matters appearing on the agenda may be considered in such a session.
 - B. After clearing the room, the Governing Board may permit those persons who, in their opinion, were not responsible for the willful disruption to re-enter the meeting room.
 - C. Representatives of the news media, whom the Governing Board finds not to have participated in the disruption, shall be admitted to the remainder of the meeting.

Actions and Decisions of the Governing Board

1. Actions of the Governing Board include, but are not limited to the following:
 - A. Adoption or rescission of regulations or policies;
 - B. Adoption or rescission of an ordinance or resolution;
 - C. Approval of any contract or expenditures;
 - D. Approval of any proposal which commits BBARWA funds or facilities; and,
 - E. Approval or disapproval of matters that require or may require BBARWA or its employees to take action, provide services, or otherwise render a decision on matters that require approval or disapproval.

2. Action of the Governing Board can only be taken by majority vote of the Governing Board. Three (3) Governing Board members represent a quorum for the conduct of business. Actions taken at a meeting where only a quorum is present (3 members), require all three (3) votes to be effective (unless a supermajority vote required by law).
 - A. A member abstaining in a vote is considered as absent for that vote.
 - A.1., Example: If 3 of 5 Governing Board members are present at the meeting, a quorum exists, and business can be conducted. However, if one Governing Board member abstains on a particular action and the other two (2) cast "Aye" votes, no action is considered taken because a majority of the Board did not vote in favor of the action.

3. If permitted under applicable law, the Governing Board may give directions that are not considered formal action. Such directions do not require a formal procedural process. Such directions shall be limited to directives and instructions to the General Manager and shall be considered the informal consensus of the Governing Board.
 - A. The Chair shall determine such an informal consensus and state the directive for clarification. Should any member of the Governing Board challenge the directive, a voice vote will be taken and the matter will then be considered under the formal procedure for a motion.
 - B. A formal motion may be made to place a disputed directive on a future agenda for Governing Board consideration, or to take some other action (such as refer the matter to the General Manager for review and recommendation, etc.).

- C. Informal action by consensus of the Governing Board is still Governing Board action and shall only occur regarding matters that appear on the agenda for the Governing Board meeting, during which said informal action is considered.

Minutes of the Governing Board Meetings

1. The Secretary of the Governing Board shall attest to minutes of all regular and special meetings, documents, ordinances, and resolutions of BBARWA.
2. Motions, resolutions or ordinances shall be recorded as having passed or failed and individual votes will be recorded unless the action was unanimous.
 - A. All resolutions and ordinances adopted by the Governing Board shall be numbered consecutively starting anew at the beginning of each calendar year.

A.1., Example: Ordinance No. O.01-2003 or Resolution No. R.01-2003.
3. The minutes of the Governing Board meeting shall be maintained as hereinafter outlined:
 - A. Date, time, place, and type of each meeting;
 - B. Governing Board members present and absent by name;
 - C. Staff members present;
 - D. Others present as indicated on the sign-in sheet;
 - E. Call to order with the time;
 - F. Late arrival of Governing Board members by name;
 - G. Pre-adjournment departure of Governing Board members by name, or if absence takes place when agenda items are acted upon;
 - H. Record of items to be considered at the meeting; and
 - I. Governing Board actions, such as:
 - I.1. Approval or amended approval of the minutes of previous meeting(s);
 - I.2. Complete information as to each subject of the Governing Board deliberation;
 - I.3. Complete information as to each subject including the roll call record of the vote on a motion if not unanimous;
 - I.4. All Governing Board resolutions and ordinances in complete context, numbered sequentially for each calendar year;
 - I.5. A record of all contracts entered into;

- I.6. A record of all bids awarded to include all bids received and other action taken;
- I.7. A record of approval/disapproval of all warrants approved for payment;
- I.8. Adoption of the annual budget;
- I.9 A report of all information reported out of closed session;
- I.10 A report of any conflicts of interest identified on the record;
- I.11 The time of opening and closing of any public hearings;
- I.12. Financial reports including collections received and deposited and sales of surplus property;
- I.13. Approval of all policies and Governing Board adopted regulations; and
- I.14. A record of all visitors and dignitaries appearing before the Governing Board. However, pursuant to Government Code Section §54953.3, a member of the public shall not be required to register his or her name or otherwise fulfill any condition precedent to his or her attendance.

Review of Administrative Decisions

The purpose of this Governing Board Policy is to aid in the efficient administration of BBARWA.

1. The provisions of §1094.6 of the Code of Civil Procedures of the State of California shall be applicable to judicial review of all administrative decisions of the Governing Board of BBARWA, pursuant to the provisions of §1094.5 of said code. The provisions of §1094.6 shall prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of BBARWA, affecting the subject matter of the appeal.
2. This policy affects those administrative decisions rendered by the Governing Board governing acts of BBARWA, in the conduct of BBARWA's operations and those affecting personnel operating policies.

Committees of the Governing Board

Historically committees are convened at the General Manager or Governing Board's request. After each meeting, it is expected the committee will provide either an update or recommend follow up action by the Governing Board. This update or recommendation can either be verbal, in memo form, or in the form of a staff report.

Committees shall only be established to assist the Governing Board to perform its duties.

- A. Committees will advise the Governing Board, not staff.
- B. Governing Board Committees may not speak or act for the Governing Board. The authority of the Committee will not conflict with authority delegated to staff.
- C. Governing Board Committees cannot exercise authority over staff.

Administrative Committee

The Administrative Committee is tasked with providing advice to the governing body regarding meetings with the General Manager; evaluation of the General Manager's performance; participate in the development and hiring of managerial level employees; and other tasks as assigned by the governing body.

Operations Committee

The Operations Committee is tasked with providing advice to the governing body regarding new facilities and capital expenditures; inter-governmental relationships, regulatory agencies and other tasks as assigned by the governing body.

Finance Committee

The Finance Committee is tasked with providing advice to the governing body regarding the draft budget; the audit process; rates and fees and proposed changes; check approval/signing process; and other tasks as assigned by the governing body.

Ad-Hoc Committee

The Governing Board Chair shall appoint such Ad-Hoc Committees as may be deemed necessary. The duties of the Ad-Hoc Committee shall be outlined at the time of appointment, and the Committee shall be considered dissolved when its final report is completed or at the preset date determined by the Governing Board Chair. The procedures for creating and appointing temporary Ad-Hoc Committees are formally documented in the Administrative Policy and Procedures and shall also be implemented in accordance with the requirements of the Ralph M. Brown Act. Ad-Hoc Committees shall consist of less than a quorum of the Governing Board, shall not contain any alternates, and shall not have a fixed meeting schedule.

Board Policy: Advisory Committees

I. Purpose

- A. The purpose of this administrative policy and procedure is to establish the policy for creating and appointing members to permanent and temporary advisory committees. The Agency currently has an ordinance in place that reflects the following policy and procedure.

II. General

- A. The Governing Board may create such advisory committees as may be deemed necessary or advisable by the Governing Board to review specific agency functions, activities, continuing subject matter jurisdiction and/or operations.

III. Policy

- A. The Chair(man) of the Governing Board appoints members of the advisory committee after the Governing Board approves the establishment of the committee(s). The Chair(man) appoints no more than two members to each advisory committee. If deemed appropriate at the time of appointment, the Chair(man) may appoint an alternative to serve in the absence of one of the members.
- B. The duties and status (permanent or temporary) of the advisory committee are outlined by the Governing Board at the time of its creation. The advisory committee submits its findings and/or recommendations to the entire Governing Board in accordance with the schedule established at the time of its creation.
- C. Members of the advisory committee are appointed for no more than a twelve-month term unless the Chair(man) of the Governing Board otherwise extends this term. The term for permanent committees is established as March 1 through February 28, unless extended by the Chair(man) of the Governing Board. The term for temporary committees is determined at the time the committee is created.
- D. The advisory committee is considered dissolved when its tasks are completed, unless the Governing Board directs that the committee remains in existence temporarily or as a permanent committee. The term of membership for each permanent committee member shall end on February 28, unless the Chair(man) reappoints the member to the committee.
- E. Any changes to items A – D require an amendment of the current ordinance pertaining to the creation and appointment of permanent and temporary advisory committees and this policy.

Governing Board Member Remuneration and Reimbursement

Under applicable Administrative Policy and Procedures and applicable law, members of the Governing Board shall receive lawful compensation based upon Governing Board approved meetings or days of service.

Under current law and policy, Governing Board members shall be compensated \$150 for each approved day of service, not to exceed 6 meetings per calendar month. (Ord. No. O. 02-2013.) "Day of Service" shall be defined in accordance with Government Code section 61047(e).

Brief Report

At the next regular Governing Board meeting, Directors should provide a brief report, orally or written, on any meetings attended at Agency expense. If multiple Directors attended the meeting at the Agency expense, a joint report may be made to the Board of Directors.

Reimbursement

Reimbursement Policy for professional development events, such as conferences, training, and continuing education and other official business is on the following page.

Authorized List of Trainings/Meetings

The following is a list of authorized trainings/meetings that any Governing Board Member may attend and seek reimbursement, without prior approval.

- BBARWA Regular, Special, Workshop, Manager or Committee Meeting
- Bear Valley Basin Groundwater Sustainability Agency Meeting
- California Special Districts Association Conferences/Seminars
- California Water Environment Association Conferences/Seminars
- California Association of Sanitation Agencies Conferences/Seminars
- Association of California Water Agencies Conferences/Seminars
- California Water Environment Association – Desert & Mountain Section
- Water Reuse Association Conferences/Seminars

Administrative and Personnel Policy: Board Member Reimbursement

I. Purpose

- A. The purpose of the Board Member Reimbursement Policy is to establish policy and procedure for Board member compensation and travel expense reimbursement for attending professional development events, such as conferences, training, and continuing education and other official business.

II. General

- A. Governing Board members attend meetings of national, state and local associations that are relevant to the function of the Agency and shall consider attendance as an opportunity for in-service training. Agency Board members are encouraged to attend educational conferences and professional meetings when the purpose of such activities is to improve BBARWA's operations and provide insight.
- B. Travel expense reimbursement is authorized for conferences, education and training events, meetings, tours and other functions from which Governing Board member attendance provides a specific benefit and serves a BBARWA-related purpose.

III. Policy

- A. Governing Board members receive compensation at a rate established by ordinance for each Regular or Special Board meeting, Committee meeting, or approved professional meeting, tour, conference, or training event that he or she attends. A Report of Meetings Attended form is completed by the Governing Board member and approved by the Governing Board prior to issuing a compensation or reimbursement payment.
- B. Governing Board members who are not members of a Committee and who attend meetings, tours, conferences and training events that pertain specifically to a BBARWA Committee rather than to the Board in general, will need to obtain authorization from a majority of the Governing Board for attendance and travel reimbursement, prior to attendance of such functions.
- C. A Governing Board member may attend and seek travel reimbursement, without prior approval, for Authorized Training Conferences and Seminars (list) for Governing Board Members. All other Governing Board member attendance and travel expense must be authorized by the Governing Board through a majority vote prior to attendance.
- D. Compensation or travel reimbursement is not provided for attendance at social events or meetings of other local government agencies.
- E. Compensation or travel reimbursement is not provided for junkets (i.e., tours or journeys for pleasure, without an official purpose).

- F. Governing Board member reimbursement is provided for transportation, lodging and meal expenses associated with attendance at conferences or meetings held outside of the San Bernardino Mountains. Such overnight stays are authorized in advance by the Governing Board if not specified on the list of Authorized Training Conferences and Seminars. Prior authorization is not required for events that may continue longer than originally anticipated due to an unforeseen emergency or inclement weather conditions. The Agency makes reimbursement payments for out-of-pocket seminar costs. Each Governing Board member seeking reimbursement must complete a current Training Request Form and attach the related receipts.
- G. Upon completion of an Agency-funded training or conference, the Governing Board member prepares a written report regarding the conference for distribution to the Governing Board at the next regular meeting. Material from the session or event may be delivered to the BBARWA office to be included in the BBARWA library for future use by staff and Governing Board members.
- H. Governing Board members are encouraged to attend the closest available seminar and must always travel using the least expensive, most practical transportation option.
- I. All work-related, incidental expenses will be reimbursed by the Agency when receipts are provided, including facsimile, parking, and other business-related expenses.
- J. Travel expenses are not eligible for reimbursement if incurred subsequent to a Government Board member's resignation or an election which results in the Governing Board member not retaining his or her seat on the Governing Board. If travel was arranged in advance of these events, and any portion thereof paid for by the Agency, the Agency may request reimbursement from the Governing Board member. In the above circumstances, the Governing Board retains the discretion to approve requests that deviate from these procedures upon the request of the effected Governing Board member or the General Manager.
- K. Meeting compensation or travel-related expenses which do not fall under the guidelines of this policy must be approved by the Governing Board in a public meeting prior to incurrence or reimbursement by the Agency.

IV. Procedure

- A. Authorized Conferences and Seminars. A Training Request form must be completed and submitted to the Finance Department 15 working days prior to the start date of the conference or seminar. Governing Board members may attend training conferences listed on the Authorized Conferences and Seminars list without prior approval by the Governing Board. For all other conferences and seminars, the Training Request form must be approved by the Governing Board prior to attendance. Annually during the June Board meeting, the Governing Board may review and update the Authorized Training for

Conferences and Seminars for Governing Board Members. Any updates to the authorized training list will become effective July 1st of each year

- B. Travel Expenses. Once the Finance Department receives the Training Request form, all costs are estimated including registration, per diem, hotel, airfare, rental car, and shuttle or taxi expenses. Most travel expense is paid for by the Agency and handled by the Finance Department prior to travel. Travel expenses not paid for in advance by the Agency should be submitted for reimbursement as soon as possible but no later than two weeks after attendance by completing the Travel Expense form.
- C. Lodging. Whenever possible, Governing Board members shall make use of special lodging rates offered in connection with the event being attended.
- D. Vehicle Usage. Agency vehicles should be used when traveling on Agency business. Exceptions to this policy must be authorized by the General Manager in advance. When personal vehicles are used, mileage will be reimbursed at the standard Internal Revenue Service mileage rate in effect. Governing Board members are not reimbursed for mileage or given a mileage allowance for travel in a personal vehicle while performing official business or attending an approved function within the Big Bear area. Prior to using an Agency owned or rented vehicle, Governing Board members should confirm with the human resource coordinator that a copy of his or her California driver's license and current auto insurance certificate is on file with BBARWA.
- E. Air Travel. For air travel, the least expensive tickets (coach, economy or government rate) as recommended by staff, are to be used whenever possible. Travel by private or BBARWA vehicle will be authorized in lieu of air travel when the vehicle travel does not necessitate reimbursement greater than would have been required if air travel had been used, taking into consideration mileage, meals and lodging expenses. The total travel cost shall be computed on direct route distances, but in no case shall the expense exceed the round-trip cost by air. If a Governing Board member uses a higher-priced ticket than the one recommended by staff, the Governing Board member will be required to pay the difference in cost between the two tickets. Airport parking is reimbursable at the daily rate available for the least expensive parking that is in a reasonably accessible, secure parking area.
- F. Meal Reimbursement, Per Diem. The following guidelines apply for payment of meal reimbursement or per diem. Please note there will be no reimbursement or per diem if the meal is included in the cost of the event.
 - a. If attendance at the function requires travel time prior to 8:00 a.m., reimbursement or per diem will be paid for breakfast.
 - b. Lunch per diem or reimbursement will be paid in the event the function is held during normal lunch hours.
 - c. If attendance at the function requires travel time after 4:00 p.m., reimbursement or per diem will be paid for dinner. The General Manager may authorize meal reimbursement in excess of the allowed per diem in cases where the meal exceeded the per diem due

to high-cost localities (i.e., San Diego, San Francisco, etc.) or special dietary requirements. Such approval, if warranted, will follow a review of expenses by the Finance Manager and the General Manager. If applicable, BBARWA will reimburse a Governing Board member the maximum allowed phone per diem during an overnight stay

- G. Per Diem Rates. Per Diem is provided for breakfast, lunch, dinner, phone calls, and approved mileage. All per diem rates will be adjusted annually on July 1st, based on the May Cost of Living Adjustment as determined by the Consumer Price Index, Los Angeles, Riverside and Orange County areas.

Training

Board Members must file a copy of their certificate for the AB1234 Ethics training and AB1825 Harassment training with BBARWA within one year of appointment.

Ethics of the Governing Board

Governing Board members shall comply with the laws of the Nation, the State of California, and local laws as applicable to BBARWA in the performance of their public duties. These laws include, but are not limited to, the United States and California Constitutions, applicable local laws, laws pertaining to conflicts of interest, financial disclosures, and employer responsibilities, open processes of government, and other rules, regulations, ordinances, and policies applicable to a public servant.

Ralph M. Brown Act

The Ralph M. Brown Act and Proposition 59 govern meetings conducted by the Big Bear Area Regional Wastewater Agency. The Act represents the State Legislature's general determination to allow public access to all debates, deliberation and decision making of the Governing Board. However, there are specific exceptions to this open meeting requirement. These issues primarily involve personnel, potential litigation, litigation, labor negotiations, and real property acquisitions.

Forms

Director Information Questionnaire

This information provides a brief biography of the Director.

Name: _____ Date: _____

Physical Address: _____

Mailing Address: _____

Home Phone No: _____ Cell Phone No.: _____

Email Address: _____

The standard method of general communication with the Governing Board is via email.

If you prefer to receive your agenda packet in paper form, please check this box

Date first elected to current position: _____

Current Occupation _____ Retired: Semi-Retired:

Academic Major: _____

Occupational Background: _____

Other

Interest: _____

Birthdate (month/year): ____ / ____

Statement of Economic Interest

An Assuming Office Statement, Leaving Office Statement or Annual Statement must be filed on the required forms by Governing Board members and designated employees as required by BBARWA's Conflict of Interest Code and applicable law.

Form 700, Statement of Economic Interests, shall be provided to all Governing Board members and designated employees by the Administrative Assistant prior to the time of required filing.

For Additional information regarding Form 700 please visit the Fair Political Practices Commission website at www.fppc.ca.gov.

COVER PAGE

A PUBLIC DOCUMENT

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

1. Office, Agency, or Court

Agency Name (Do not use acronyms)

Division, Board, Department, District, if applicable

Your Position

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: _____ Position: _____

2. Jurisdiction of Office (Check at least one box)

- | | |
|---|---|
| <input type="checkbox"/> State | <input type="checkbox"/> Judge or Court Commissioner (Statewide Jurisdiction) |
| <input type="checkbox"/> Multi-County _____ | <input type="checkbox"/> County of _____ |
| <input type="checkbox"/> City of _____ | <input type="checkbox"/> Other _____ |

3. Type of Statement (Check at least one box)

- | | |
|--|--|
| <input type="checkbox"/> Annual: The period covered is January 1, 2018, through December 31, 2018. | <input type="checkbox"/> Leaving Office: Date Left ____/____/____
(Check one circle.) |
| -or- | <input type="radio"/> The period covered is January 1, 2018, through the date of leaving office. |
| The period covered is ____/____/____, through December 31, 2018. | -or- |
| <input type="checkbox"/> Assuming Office: Date assumed ____/____/____ | <input type="radio"/> The period covered is ____/____/____, through the date of leaving office. |
| <input type="checkbox"/> Candidate: Date of Election _____ and office sought, if different than Part 1: _____ | |

4. Schedule Summary (must complete) ► Total number of pages including this cover page: _____

Schedules attached

- | | |
|--|--|
| <input type="checkbox"/> Schedule A-1 - Investments – schedule attached | <input type="checkbox"/> Schedule C - Income, Loans, & Business Positions – schedule attached |
| <input type="checkbox"/> Schedule A-2 - Investments – schedule attached | <input type="checkbox"/> Schedule D - Income – Gifts – schedule attached |
| <input type="checkbox"/> Schedule B - Real Property – schedule attached | <input type="checkbox"/> Schedule E - Income – Gifts – Travel Payments – schedule attached |

-or- **None - No reportable interests on any schedule**

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE
 (Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER EMAIL ADDRESS
 ()

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed _____ Signature _____
 (month, day, year) (File the originally signed paper statement with your filing official.)

W-9 Request for Tax Payer Identification

This form is required by both federal and state government for income tax purposes.

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p>	
	<p>2 Business name/disregarded entity name, if different from above</p>	
	<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: small;">(Applies to accounts maintained outside the U.S.)</p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p>	<p>Requester's name and address (optional)</p>
	<p>6 City, state, and ZIP code</p>	
	<p>7 List account number(s) here (optional)</p>	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 40%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
or					
Employer identification number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 70%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
	-				

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Training Request Form

NAME:		DATE:		
POSITION:	STATUS:		Regular Non-Regular	
COURSE TITLE:				
COURSE LOCATION:				
COURSE DATE(S):				
Type of Course:		Hours of Training:		
Technical training (directly relates to my technical or professional abilities)				
Developmental training (career management, personal growth, management development, etc.)				
Other developmental experience (details, special projects, task forces, etc.)				
Other				
How was this course selected? Please check all that apply.				
Personal Training Plan				
Asked to Attend / Supervisor Asked Me to Attend / Name of Supervisor:				
Attendance is Mandatory				
Other				
Comments:				
Anticipated Costs: Registration \$ _____ Lodging \$ _____ Transportation \$ _____				
Per Diem: Please circle anticipated meals				
MON	TUES	WED	THUR	
B L D	B L D	B L D	B L D	
B L D	B L D	B L D	B L D	
B L D	B L D	B L D	B L D	
B L D	B L D	B L D	B L D	
B L D	B L D	B L D	B L D	
Vehicle use: Agency vehicles should be used when traveling for Agency-approved training. Exceptions to this policy must be authorized by the General Manager in advance.				
<input type="checkbox"/> Request to use personal vehicle Approved: General Manager _____ Date: _____				
Approved	Date	Supervisor's Signature		
Approved	Date	General Manager's Signature		
Approved	Date	Finance Manager's Signature		
Governing Board Approval Required: Yes No		Governing Board Signature:		
Governing Board Approved: Date				
<i>To allow the appropriate amount of time for processing, Training Request Form must be submitted to the Finance Manager at least 15 working days prior to the start date of the course. Failure to submit in a timely manner may result in employee paying for accommodations with reimbursement to employee after attendance.</i>				
FINANCE				
# Breakfast @ \$14.12 = \$ _____ # Lunch @ \$21.08 = \$ _____ # Dinner @ \$35.15 = \$ _____				
Event Costs:		Travel Costs:		Manager Approval
Tuition / Registration	\$	Agency Vehicle / Parking	\$	N/A
Hotel nights	\$	Personal Vehicle / Mileage	\$	
Per Diem	\$	Airfare	\$	N/A
Other	\$	Shuttle / Taxi	\$	N/A
Total Costs		Rental Car	\$	
		Other	\$	

Report of Meetings Attended

Governing Board Member: _____

Date Submitted: _____

Month Covered: _____

Compensation

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

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** **\$** _____

RATES & CALCS
OPER. REVIEW
EXPEN. APPRV
FIN. REVIEW

CODING

AMOUNT



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.H

MEETING DATE: March 27, 2019

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

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

PREPARED BY: Sonja Kawa, Human Resources Coordinator/Accounting Technician *SK*

REVIEWED BY: Jennifer McCullar, Finance Manager *JM*

SUBJECT: Acting in Higher Classification

BACKGROUND:

At times it is necessary for an employee to be appointed to act in an interim position of higher classification to provide adequate staffing, supervision, and management for the Agency during recruitment for a vacant position.

DISCUSSION:

The Agency Personnel Policies and Procedures Manual provides for an extra five percent (5%) of base pay as additional compensation for an employee acting in a higher classification. Five percent additional compensation may be inadequate in certain circumstances and considering the additional duties and responsibilities of acting in a higher classification position within the Agency. In the interest of fair and equitable compensation, a revision of Section 3.08 of the Agency personnel manual to provide compensation equal to the starting pay of the 'acting' position or an additional five percent (5%) of base pay, whichever is greater, is recommended.

FINANCIAL IMPACT:

The change may result in higher compensation during the interim period depending on the circumstances. A specific financial impact is indeterminable.

Moved: _____ Second: _____ Aye: _____ Nay: _____ Abstain/Absent: _____

Approved Date: _____ Witness: _____

Secretary of the Governing Board

RECOMMENDATION:

Approve revision of the Personnel Policies and Procedures Manual Section 3.08.

ATTACHMENTS:

Personnel Policies and Procedures Manual Section 3.08 Acting In Higher Classification revision

Only the Personnel Officer shall extend offers of promotion to selected candidates pursuant to Section 2.09 of this Personnel Manual.

3.07 Transfer

No person shall be transferred to a position for which that person does not possess the minimum qualifications. Employees requesting a transfer shall submit a memorandum to the Personnel Officer detailing the request for transfer and reasons for the request. Upon receipt of the transfer request, the Personnel Officer will notify the employee's supervisor and/or department head. Job performance, qualification and attendance shall be evaluated to ensure the most effective use of the employee's capabilities in evaluating the transfer request. If the transfer involves a change from one department to another, both department heads must consent thereto unless the General Manager orders the transfer. The Agency may initiate employee transfers when the transfer is in the best interest of the Agency. Employees transferred to a vacant position shall serve the required probationary period in accordance with Section 3.02 of this Personnel Manual.

3.08 Acting In Higher Classification

An employee designated to act in a higher classification shall receive the starting pay rate of the acting position or an extra five percent (5%) of base pay, whichever is greater, as additional compensation for time spent in the acting position.

Employees appointed to an "acting" position shall not acquire probationary or regular status or rights, and time spent in an "acting" position shall not contribute to the probationary period if the employee is subsequently appointed to the position.

3.09 Demotion

Employees demoted at their own request shall be subject to a probationary period of six (6) months or one thousand forty (1,040) hours, whichever is later. If the employee fails to perform satisfactorily during the probationary period, the employee may be terminated in accordance with the employee termination policy.

The Agency may demote an employee whose ability to perform the required duties falls below standard or for disciplinary purposes. No employee shall be demoted to a position for which the employee does not possess the minimum qualifications. Employees demoted due to unsatisfactory performance following a promotion or transfer shall be returned to their former position and pay provided the demotion occurs during the probationary period.

3.10 Suspension

The General Manager may suspend an employee, without pay, at any time for a disciplinary purpose. Department heads or immediate supervisors with the department head's concurrence may suspend a subordinate employee for not more than five (5) working days at any one time for disciplinary reasons. Intended Suspension for disciplinary reasons shall be reported immediately to the General Manager and shall be taken in accordance with Section 13 hereof.



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: March 27, 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 *JM*

SUBJECT: Public Hearing: Resolution No. R.02-2019, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Adopting the Operating and Capital Budget for Fiscal Year 2020, Approving Budgeted Projects and Finding Approval of the Budget and Budgeted Projects Exempt from Review Under the California Environmental Quality Act

BACKGROUND:

Pursuant to the Agency's Appropriation and Expenditure policy, the Agency will annually prepare a balanced budget for review, approval and adoption prior to May 1st.

On March 6, 2019, a budget workshop was held wherein the Governing Board reviewed and discussed the Agency's FY 2020 Budget and five-year forecast. There have been no changes to the budget since the budget workshop.

Information pertaining to finding approval of the budget and budgeted projects exempt from review under CEQA is an attachment to this staff report.

FINANCIAL IMPACT:

The FY 2020 Budget will provide appropriations for the fiscal year ending June 30, 2020.

Moved: _____ Second: _____ Aye: _____ Nay: _____ Abstain/Absent: _____

Approved Date: _____ Witness: _____

Secretary of the Governing Board

RECOMMENDATION:

Approve Resolution No. R. 02-2019, approve the fifteen minor activities described in the CEQA attachment and direct staff to file a CEQA Notice of Exemption, as set forth in the attached Board resolution.

ATTACHMENT(S):

1. The California Environmental Quality Act (CEQA)– Projects exempt from CEQA
2. Resolution No. R. 02-2019

The California Environmental Quality Act

As in past years, the 2020 Fiscal Year Budget sets financial priorities for BBARWA and authorizes staff to expend funds on the pursuit of certain projects. This year, the specific projects identified within the Budget involve in-kind equipment replacement, small equipment purchases and minor repairs and maintenance actions to existing facilities. Specifically, the minor projects identified in the Budget before the Board include: (1) replacing the Waste Activated Sludge meter; (2) replacing existing radio communications equipment; (3) replacing the Supervisory Control and Data Acquisition (SCADA) system; (4) acquiring an IT system to maintain business continuity; (5) upgrading the utility transfer switch; (6) replacing the effluent composite sampler; (7) replacing the fume hood and fan; (8) acquiring a plotter/scanner to implement the document retention policy; (9) upgrading the fire alarm system; (10) overhauling the Waukesha generator by replacing internal parts of the engine; (11) acquiring an approved generator and fuel system to replace the Station Two standby generator; (12) replacing the half-ton Toyota Tundra with a one ton Dodge Ram; (13) replacing the Main Pump Building skylights; (14) rebuilding Effluent Pump 3; and (15) rebuilding the headworks area of the treatment plant, including installing a new bar screen.

Based on the minor nature of these proposed activities, and as described in greater detail in the proposed Board Resolution, staff is recommending that the Board find that the adoption of the Budget and approval of the above-described projects are exempt from environmental review under CEQA. Staff would return to the Board for further Board authorization as to any major projects outside of these minor improvements or if the nature and scope of these proposed activities changes in any significant way.

Specifically, staff recommends that the Board find that the Budget is not a “project” under State CEQA Guidelines section 15378 because there is no potential that approval of the Budget will result in either a direct physical change or reasonably foreseeable indirect change in the environment. In the alternative, and even assuming the FY 2020 Budget is a “project” within the meaning of CEQA, the Budget is nonetheless exempt from CEQA review pursuant to State CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that approval of the Budget has no potential for direct physical impacts to the environment.

Likewise, each of the fifteen minor activities identified in the Budget are exempt, both individually and in the aggregative, for the same reasons as the Budget. Finally, each of the above proposed activities are also exempt from CEQA, because the activities merely involve the in-kind replacement of existing facilities, minor alterations of existing facilities, or minor repair/maintenance of facilities that already exist – all of which are exempt under the State CEQA Guidelines as set forth in the proposed Board Resolution.

Thus, staff recommends that the Board adopt the Budget, approve the fifteen minor activities described above, and direct staff to file a CEQA Notice of Exemption, as set forth in the attached Board resolution.

RESOLUTION NO. R. 02-2019

**A RESOLUTION OF THE GOVERNING BOARD OF THE
BIG BEAR AREA REGIONAL WASTEWATER AGENCY
ADOPTING THE OPERATING AND CAPITAL BUDGET
OF THE BIG BEAR AREA REGIONAL WASTEWATER
AGENCY FOR FISCAL YEAR 2020, APPROVING
BUDGETED PROJECTS, AND FINDING APPROVAL OF
THE BUDGET AND BUDGETED PROJECTS EXEMPT
FROM REVIEW UNDER THE CALIFORNIA
ENVIRONMENTAL QUALITY ACT**

WHEREAS, the Big Bear Area Regional Wastewater Agency (“BBARWA” or “Agency”), established in 1974, is a public agency formed to transport, treat and dispose of wastewater for the entire Big Bear Valley area residents and businesses; and

WHEREAS, the purpose of BBARWA, pursuant to its Joint Powers Agreement, is to create an agency that will acquire, construct, install, maintain, and operate a regional system for the treatment and disposal of sewage and wastewater for the entire Big Bear Valley area; and

WHEREAS, to fulfill this purpose, it is necessary that BBARWA’s Governing Board (“Board”) adopt a budget for the Agency for the 2020 Fiscal Year; and

WHEREAS, staff evaluated the estimated budgetary needs for the Agency for the 2020 Fiscal Year and prepared a budget proposal, which includes funding for fifteen potential future projects to maintain or replace existing equipment and to purchase small equipment, including: (1) replacing the Waste Activated Sludge meter; (2) replacing existing radio communications equipment; (3) replacing the Supervisory Control and Data Acquisition (SCADA) system; (4) acquiring an IT system to maintain business continuity; (5) upgrading the utility transfer switch; (6) replacing the effluent composite sampler; (7) replacing the fume hood and fan; (8) acquiring a plotter/scanner to implement the document retention policy; (9) upgrading the fire alarm system; (10) overhauling the Waukesha generator by replacing internal parts of the engine; (11) acquiring an approved generator and fuel system to replace the Station Two standby generator; (12) replacing the half-ton Toyota Tundra with a one ton Dodge Ram; (13) replacing the Main Pump Building skylights; (14) rebuilding Effluent Pump 3; and (15) rebuilding the headworks area of the treatment plant, including installing a new bar screen (collectively, “Proposed Approvals”); and

WHEREAS, staff evaluated the Proposed Approvals in light of the standards for environmental review outlined in the California Environmental Quality Act (Pub. Resources Code, §§ 21000 et seq.) and the California Code of Regulations (Cal. Code Regs., tit. 14, §§ 15000 et seq.) (“State CEQA Guidelines”); and

WHEREAS, as to each of the Proposed Approvals, staff evaluated the proposals and determined that each proposal, as well as the proposals in the aggregate, would not constitute a project within the meaning of State CEQA Guidelines section 15378; and

WHEREAS, even assuming each of the Proposed Approvals constitute a project within the meaning of CEQA, staff have evaluated each proposal and determined that each, individually and in the aggregate, would be exempt from CEQA review pursuant to one or more of the following sections of the State CEQA Guidelines: 15061(b)(3), 15301, 15302, 15303, and 15311; and

WHEREAS, on March 27, 2019, at a regularly scheduled meeting, the Board considered staff's proposed budget and staff report, and accepted any oral and written testimony from interested parties; and

WHEREAS, having reviewed and considered the information contained in the Proposed Approvals, together with the staff report, all comments made at the meeting, and all other information before the Board, the Board has determined that the Proposed Approvals are not subject to environmental review under CEQA; and

WHEREAS, the proposed budget is attached hereto as Exhibit "A;" and

WHEREAS, all other legal prerequisites to the adoption of this Resolution have occurred.

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

SECTION 1. Compliance with the California Environmental Quality Act and Findings on Environmental Impacts. The Board hereby finds and determines that the approval by the Board of the Annual Budget for the 2020 Fiscal Year ("FY 2020 Budget" or "Budget") is not a project pursuant to CEQA. Specifically, the Board finds that approval of the FY 2020 Budget is not a project under State CEQA Guidelines section 15378 because there is no potential that approval of the Budget will result in either a direct physical change or reasonably foreseeable indirect change in the environment. In the alternative, and assuming the FY 2020 Budget is a project within the meaning of CEQA, the Board finds that the Budget is nonetheless exempt from CEQA review pursuant to State CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that approval of the Budget has no potential for direct physical impacts to the environment.

Additionally, and even if the Budget and related Proposed Approvals are a CEQA "project," they are still categorically exempt from further environmental review pursuant to State CEQA Guidelines, §§ 15301, 15302, 15303, and 15311 because the Budget and the Proposed Approvals involve:

- the operation, repair, maintenance, or minor alteration of existing public structures, facilities, or mechanical equipment that will result in negligible or no expansion of

use beyond that existing today, such that the Proposed Approvals are categorically exempt from CEQA pursuant to State CEQA Guidelines §15301;

- the replacement or reconstruction of existing structures and facilities, which will be located on the same site have substantially the same purpose and capacity as the structure or facility replaced, such that the Proposed Approvals are categorically exempt from CEQA pursuant to State CEQA Guidelines § 15302;
- the construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure, such that the Proposed Approvals are categorically exempt from CEQA pursuant to State CEQA Guidelines § 15303; and
- the construction or replacement of minor structures accessory to (appurtenant to existing institutional facilities, such that the Proposed Approvals are categorically exempt from CEQA pursuant to State CEQA Guidelines § 15311.

Finally, the Board finds that none of the “exceptions” to the use of the categorical exemptions exist pursuant to State CEQA Guidelines § 15300.2. Specifically, the Board finds that none of the Proposed Approvals will:

- be located within or adjacent to a particularly sensitive environment, because all of the Proposed Approvals will occur within BBARWA’s existing facilities or in areas already fully developed with existing facilities;
- result in a potentially significant cumulative impact, because all of the Proposed Approvals are intended to maintain the existing system and existing services rather than to introduce new facilities which may result in cumulative impacts;
- result in a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances, because the Proposed Approvals are exactly the type of minor repair and replacement actions commonly required for the ongoing maintenance of public infrastructure and thus do not present any “unusual circumstances”;
- result in damage to scenic resources, including but not limited to, trees, historic buildings, rock outcroppings, or similar resources, within a highway officially designated as a state scenic highway; or
- be located on a hazardous waste site included on any list compiled pursuant to § 65962.5 of the Government Code.

SECTION 2. Approval and Adoption of the Annual Budget for Fiscal Year 2020.

The Board hereby approves and adopts the FY 2020 Budget, a copy of which has been provided to each Board member. By approving the Budget, the Board hereby also approves each of the

fifteen minor projects recommended by staff, including: (1) replacing the Waste Activated Sludge meter; (2) replacing existing radio communications equipment; (3) replacing the SCADA system; (4) acquiring and IT system for business continuity; (5) upgrading the utility transfer switch; (6) replacing the effluent composite sampler; (7) replacing the fume hood and fan; (8) acquiring a plotter/scanner to implement the document retention policy; (9) upgrading the fire alarm system; (10) overhauling the Waukesha generator by replacing internal parts of the engine; (11) acquiring an approved generator and fuel system to replace the Station Two standby generator; (12) replacing the half-ton Toyota Tundra with a one ton Dodge Ram; (13) replacing the Main Pump Building skylights; (14) rebuilding Effluent Pump 3; and (15) rebuilding the headworks area of the treatment plant, including installing a new bar screen.

SECTION 3. Execution of Resolution. The Chair of the Board shall sign this Resolution and the Secretary of the Board shall certify this Resolution was duly and properly adopted by the Board.

SECTION 4. Notice of Exemption. The Board hereby directs staff to file a Notice of Exemption with the San Bernardino County Clerk within five (5) working days of the adoption of this resolution

SECTION 5. Location of Documents. The documents and materials that constitute the record of proceedings on which these findings have been based are located at BBARWA's office located at 121 Palomino Drive, Big Bear City, California 92314. The custodian for these records is the General Manager of BBARWA.

SECTION 6. Certified Copies. Certified copies of this Resolution and copies of said budget shall be delivered to the County of San Bernardino on behalf of County Service Area 53B, the Big Bear City Community Services District, and the City of Big Bear Lake.

PASSED, ADOPTED, AND APPROVED this 27th day of March, 2019.

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

ATTEST:

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

I, Karyn Oxandaboure, Secretary of the Governing Board of the Big Bear Area Regional Wastewater Agency, DO HEREBY CERTIFY that the foregoing Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency adopting the Fiscal Year 2020

Operating and Capital Budget, being Resolution No. R. 02-2019 was adopted at a regular meeting on March 27, 2019 of said Agency by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

EXHIBIT A
FY 2020 Budget
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
For the Period Ending June 30, 2020

	<u>Budget</u> <u>FY 2020</u>
Operating Revenues:	
Annual Charges	5,437,076
Standby Charges	81,660
Rental Income	51,820
Waste Disposal	21,798
Other Revenue	<u>0</u>
Total Operating Revenues	5,592,354
Operating Expenses:	
Salaries and Benefits	2,400,883
Power	481,412
Sludge Removal	209,564
Chemicals	104,222
Materials and Supplies	164,512
Repairs and Replacements	264,877
Equipment Rental	820
Utilities Expense (other than power)	28,638
Communications Expense	43,506
Contractual Services - Other	103,632
Contractual Services - Professional	210,077
Permits and fees	165,348
Property Tax Expense	3,703
Insurance	109,856
Other Operating Expense	48,501
Depreciation Expense	<u>895,524</u>
Total Operating Expenses	5,235,073
Operating Income	357,281
Nonoperating Income	
Gain (loss) on asset disposition	0
Finance Charge Income	0
Interest Income	107,396
Other Nonoperating Income	<u>0</u>
Nonoperating income	107,396
Nonoperating Expense	
Other Expense	261,700
Interest Expense	<u>136,848</u>
Nonoperating expense	398,548
Income before Contributions	66,129
Connection Fees	<u>229,900</u>
Change in Net Position	296,029

EXHIBIT A, CONT.
 FY 2020 Budget
 STATEMENT OF CASH FLOWS
 For the Period Ending June 30, 2020

	<u>Budget FY 2020</u>
Cash from operating activities:	
Operating Income (Loss)	357,281
Depreciation expense	895,524
Change in Working Capital	<u>6,707</u>
Net cash provided by op activities	1,259,512
Cash from noncapital financing:	
Payment of pension related debt/liability	-200,000
Cash from capital and related financing:	
Interagency expense	-250,000
Capital Expenditures	-1,786,653
Proceeds from Asset Disposition	0
Connection Fee (Capital Contrib)	229,900
Proceeds from Debt Issuance	0
Debt Service:	0
Interest Expense	-136,848
Principal Debt Amortization	<u>-372,229</u>
Total Debt Service	-509,077
Net cash used for cap and related financing	-2,315,829
Cash from investing:	
(Increase) Decrease in Other Assets	0
Other Proceeds	0
Interest Income	107,396
Proceeds from the Sale of Investment	0
Net cash from investing	107,396
NET CHANGE IN CASH	-1,148,921
Beginning Cash Balance	6,241,954
Ending Cash Balance	<u>5,093,033</u>
Change in Cash Balance	-1,148,921

EXHIBIT A, CONT.
 FY 2020 Budget
 CAPITAL EXPENDITURES
 For the Period Ending June 30, 2020

	<u>Budget FY 2020</u>
FLOW MEASURING DEVICES	
WAS Meter	9,431
Total	9,431
OTHER EQUIPMENT	
Communications	
Radio Equipment	15,500
SCADA System Replacement	450,000
IT System	27,000
Electrical	
Utility Transfer Switch	25,000
Laboratory	
Effluent Composite Sampler	8,000
Fume Hood and Fan	15,635
Office Equipment	
Plotter/Scanner	6,100
Security	
Fire Alarm System OAC	<u>150,000</u>
Total	697,235
POWER GENERATING EQUIPMENT	
Station 2 Generator and Fuel System	72,116
Waukesha Overhaul	<u>172,142</u>
Total	244,258
TRANSPORTATION EQUIPMENT	
Truck Replacement One Ton	<u>65,000</u>
Total	65,000
TREATMENT PLANT	
Main Pump Building	
Skylights	20,000
Effluent Pump 3	26,169
Headworks	
Structure Improvements	404,811
Bar Screen	129,289
Grit Aeration, Air Lift Diffuser	47,573
Grit Washer	54,833
Wash Press Raptor	<u>88,053</u>
	770,728
TOTAL	<u>1,786,652</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: 10.B

MEETING DATE: March 27, 2019

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

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

PREPARED BY: Kim Booth, Administrative Assistant

REVIEWED BY: Bridgette Burton, Management Analyst *BB*

SUBJECT: Committee Assignments

BACKGROUND:

The Governing Board has created three permanent committees to review specific agency functions, activities, and/or operations. Two Board Members will be appointed to each committee. Members of the Administrative, Finance, and Operations Committees are appointed for no more than a 12-month term unless the Chair extends this term. The time commitment for these committees is normally minimal and expected to be less than six meetings per year with travel typically limited to within the Big Bear Valley.

Chair Caretto will begin opening nominations for the following committees:

Administrative Committee – This permanent committee is tasked with providing advice to the Governing Body regarding meetings with the General Manager, evaluating the General Manager’s performance, participating in the development and hiring of managerial level employees, and other tasks as assigned by the Governing Body.

Finance Committee – This permanent committee is tasked with providing advice to the Governing Body regarding the draft budget, audit process, rates and fees and proposed changes, check approval/signing process, and other tasks as assigned by the Governing Body.

Moved: _____ Second: _____ Aye: _____ Nay: _____ Abstain/Absent: _____

Approved Date: _____ Witness: _____

Secretary of the Governing Board

Operations Committee –This permanent committee is tasked with providing advice to the Governing Body regarding new facilities and capital expenditures, inter-governmental relationships, regulatory agencies, and other tasks as assigned by the Governing Body.

A second will be offered, followed by a vote of the Governing Board. The same procedure will be utilized for each committee. The designated officers will assume their newly appointed positions at the next scheduled committee meeting.

FINANCIAL IMPACT:

No financial impact.

RECOMMENDATION:

Informational