

BIG BEAR AREA REGIONAL WASTEWATER AGENCY
REGULAR BOARD MEETING MINUTES
July 24, 2019

1. CALL TO ORDER

A Regular Meeting of the Governing Board of the Big Bear Area Regional Wastewater Agency was called to order by Chair Caretto at 5:00 p.m. on July 24, 2019, at 121 Palomino Drive, Big Bear City, California 92314.

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

None

STAFF MEMBERS PRESENT

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

2. PLEDGE OF ALLEGIANCE

Secretary Oxandaboure

3. PRESENTATIONS AND INTRODUCTIONS

4. APPROVAL OF THE AGENDA

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

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

5. CONSENT CALENDAR

5.A. Minutes of the Regular Meeting on June 26, 2019

5.B. Monthly Expenses

5.C. Governing Board Member Reimbursement

5.D. Investment Report

5.E. Operations and Connections Report

5.F. Board Policy Review

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

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

6. ITEMS REMOVED FROM THE CONSENT CALENDAR

None

7. PUBLIC FORUM RESPONSE

None

8. PUBLIC FORUM

No comments

9. CLOSED SESSION

Entered closed session at 5:03 p.m. with one closed session item to be reviewed.

9.A. Public Employee Performance Evaluation

Pursuant to Government Code Section 54957.6

Title: General Manager

Chair Caretto reconvened open session at 6:22 p.m. with no reportable action.

10. OLD BUSINESS

None

11. NEW BUSINESS

11.A. Appropriate \$820,000 (net \$205,000) for the Replenish Big Bear Project Phase II

Mr. Lawrence explained that Phase I of the project for preliminary engineering is 60% complete. Phase II focuses on program management and engineering services including funding procurement, outreach support, stakeholder coordination, and regulatory analysis and coordination. Discussion ensued between the Governing Board and staff.

Upon motion by Vice Chair Green, seconded by Director Herrick and carried, the Governing Board approved to appropriate \$820,000 to WSC for funding of Phase II with costs shared among GSA Member Agencies, resulting in a net cost to BBARWA not to exceed \$205,000 and authorize the General Manager to enter into an agreement with WSC and among the GSA Member Agencies that provide for the cost-sharing and reimbursement associated with the above appropriation.

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

11.B. Appropriate \$15,000 for Cummins Electrical Breaker #1 from the Operating Contingency Fund and Authorize a Variance from the Budget

Mr. Lawrence detailed the need for replacement of Cummins Electrical Breaker #1. Discussion ensued between the Governing Board and staff.

Upon motion by Director Miller, seconded by Vice Chair Green and carried, the Governing Board approved an appropriation of \$15,000 for the purchase and installation of Cummins Electrical Breaker #1 from the Operating Contingency Fund.

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

11.C. Appropriate \$41,000 for Gate Valves from the Capital and Replacement Fund and Authorize a Variance from the Budget

Mr. Lawrence summarized the issues with the gate valves not seating correctly in the North and South Ponds. Discussion ensued between the Governing Board and staff.

Upon motion by Director Herrick, seconded by Secretary Oxandaboure and carried, the Governing Board approved an appropriation of \$41,000 for the gate valves from the Capital and Replacement Fund.

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

11.D. Constructive Receipt Doctrine

Ms. McCullar presented the Constructive Receipt Doctrine which proposes changes to the Personnel Policies and Procedures Manual that will provide for six-month advance elections of vacation and sick leave cash outs, compensatory time in lieu of overtime pay, and mandatory annual cash out of compensatory time and administrative leave in excess of 40 hours. Discussion ensued between the Governing Board and staff.

Upon motion by Vice Chair Green, seconded by Secretary Oxandaboure and carried, the Governing Board approved the recommended changes to the Personnel Policies and Procedures Manual that includes provisions to comply with the Constructive Receipt Doctrine, new language to provide for proration of floating holiday time and administrative leave for new hires, adding floating holiday time to compensatory and administrative leave balances (previously added to vacation leave balances), and modifying the Base Pay definition to include longevity pay (clarification).

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

11.E. 2019 BBARWA Operational Review

The Agency received three proposals, which were presented to and reviewed by the Operations Committee. Discussion ensued between the Governing Board and staff.

Upon motion by Director Miller, seconded by Director Herrick and carried, the Governing Board approved to table this item.

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

11.F. Introduction and First Read of Ordinance No. O. 01-2019, An Ordinance of the Big Bear Area Regional Wastewater Agency Superseding Ordinance No. 03-2001 Establishing a Policy for Potential Refund of Connection Fees and Replacing with Board Policy Connection Fee: Waiver, Reduction or Refund

Chair Caretto introduced Ordinance No. O. 01-2019. Mr. Lawrence explained that the active Ordinance and related policy directly conflict with one another on the authority to grant or deny connection fee refunds. The revision to the Ordinance would give the authority back to the Governing Board to grant or deny waivers, reductions or refunds. Discussion ensued between the Governing Board and staff.

Upon motion by Vice Chair Green, seconded by Director Miller and carried, the Governing Board approved to introduce Ordinance No. O. 01-2019 by title only and directed staff to seek Agency counsel regarding changing or removing the word “waiver” from the Ordinance and bring Ordinance No. O. 01-2019 back to the Governing Board in August for the second read and adoption.

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

12. INFORMATION/COMMITTEE REPORTS

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

Mr. Shimmin provided an update on the project and explained the ongoing issues with the vault lids. The project will be complete once the vault lids are installed.

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

Mr. Shimmin provided an update on the project. The parts are on order and the project should begin shortly thereafter.

12.C. Administrative Committee Meeting Update

Vice Chair Green provided an update on the Administrative Committee Meeting on July 9, 2019.

12.D. Operations Committee Meeting Update

Director Herrick provided an update on the Operations Committee Meeting that was held prior to the Regular Board Meeting on July 24, 2019.

13. **ADJOURNMENT**

With no further business to come before the Governing Board, Chair Caretto adjourned the meeting at 7:12 p.m.

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

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