

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

Regular Meeting of

July 25, 2018

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 the Regular Meeting June 27, 2018 – Approve
 - B. Monthly Expenses – Informational
 - C. Governing Board Member Reimbursement – Approve
 - D. Investment Report – Informational
 - E. Operations and Connections Report – Informational
 - F. Amendments to Joint Powers Agreement (the JPA) – 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 Chairman 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. Increase Borrowing for Belt-Press Project – Discussion and Possible Action

11. Information/Committee Reports

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

B. General Manager – CSDA Voting

12. Closed Session

13. Adjournment

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

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

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

BIG BEAR AREA REGIONAL WASTEWATER AGENCY
Regular Board Meeting
Minutes
June 27, 2018

1. Call to Order

A regular meeting of the Governing Board of the Big Bear Area Regional Wastewater Agency was held on Wednesday, June 27, 2018 at 5:00 p.m. at 121 Palomino Drive, Big Bear City, California.

Governing Board Members present: John Green, David Caretto, Liz Harris and Karyn Oxandaboure.

Absent: Rick Herrick

Staff present: David Lawrence, General Manager; Jennifer McCullar, Jan Guy, Plant Manager and Kim Booth, Administrative Assistant

Others: None

2. Pledge of Allegiance

Chairman Green called the meeting to order at 5:00 p.m. with Ms. Oxandaboure leading the Pledge of Allegiance.

3. Presentations and Introduction: None

4. Approval of the Agenda

Upon motion by Vice Chairman Caretto, seconded by Director Oxandaboure and carried, the Agenda was approved as presented.

Vote

Green	Aye
Caretto	Aye
Harris	Aye
Oxandaboure	Aye
Herrick	Absent

5. Consent Calendar: The Governing Board reviewed items on the Consent Calendar. Upon motion by Director Oxandaboure, seconded by Director Caretto and carried, the Governing Board approved the Consent Calendar as presented:

- A. Minutes of the Regular Meeting May 23, 2018 – Approved
- B. Monthly Expenses – Informational
- C. Governing Board Member Reimbursement – Approved
- D. Investment Report – Informational
- E. Operations and Connections Report – Informational
- F. Resolution No. R. 05-2018, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Amending and Adopting Local Guidelines for Implementing the California Environmental Quality Act (PUBLIC RESOURCES)

Vote

Green	Aye
Caretto	Aye
Harris	Aye
Oxandaboure	Aye
Herrick	Absent

6. Items Removed From the Consent Calendar: None

7. Public Forum Response:

- 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 Chairman 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: None

10. New Business

- A.** Mr. Lawrence explained that he put out an RFP for on-call engineering services and received two RFP’s. He would like the board to authorize him to negotiate and execute a contract with WSC for on-call engineering services in the amount of \$10,000. Upon motion by Secretary Harris, seconded by Director Caretto and carried, the Governing Board approved the recommendation.

Vote

Green	Aye
Caretto	Aye
Harris	Aye
Oxandaboure	Aye
Herrick	Absent

- B.** Mr. Lawrence explained that over the past year the project has had many advances and the interest seems to be peaking and the opportunity for funding is increasing. At this time Mr. Lawrence recommends to appropriate \$1,000,000 for preliminary engineering and environmental work: \$870,000 for WSC initial funding Phase 1 work and \$130,000 for

Tom Dodson & Associates. Costs will be shared among GSA Member Agencies, resulting in a net cost to BBARWA of \$250,000. Further recommendation is to authorize the General Manager to enter into an agreement with and among the GSA Member Agencies that provides for the cost-sharing and reimbursement associated with the above appropriation. Upon motion by Director Caretto, seconded by Secretary Harris and carried, the Governing Board approved the recommendation.

Vote

Green	Aye
Caretto	Aye
Harris	Aye
Oxandaboure	Aye
Herrick	Absent

- C. Ms. Guy gave some background on the current three Return Activated Sludge (RAS) Pumps and the fact they will be requiring maintenance rebuild soon. The agency would like to purchase a redundant RAS pump to allow continuous process when providing maintenance activities and back-up equipment during a failure. The recommendation is to appropriate \$16,100 for the purchase of a redundant RAS Pump. Upon motion by Secretary Harris, seconded by Director Oxandaboure and carried, the Governing Board approved the recommendation.

Vote

Green	Aye
Caretto	Aye
Harris	Aye
Oxandaboure	Aye
Herrick	Absent

- D. Mr. Lawrence gave background on BBARWA joining the GSA and at the time the estimated legal cost to develop agency was estimated at \$5,000. There have been some additional expenses that have been incurred as a result of a Prop 1B grant application that provides funding for the groundwater sustainability plan. The recommendation is to appropriate \$11,758 for legal cost associated with the formation of the GSA and appropriate \$10,000 for GSA general expenses for FY 2019. Upon motion by Director Caretto, seconded by Secretary Harris and carried, the Governing Board approved the recommendation.

Vote

Green	Aye
Caretto	Aye
Harris	Aye
Oxandaboure	Aye
Herrick	Absent

- E. The Governing Board had the opportunity to review the general manager's performance and was pleased with his overall performance. Ms. McCullar recommended to authorize the Governing Board Chair to execute an Employment Agreement Amendment with the approved changes. Upon motion by Secretary Harris, seconded by Director Caretto and carried, the Governing Board approved the recommendation.

Vote

Green	Aye
Caretto	Aye
Harris	Aye
Oxandaboure	Aye
Herrick	Absent

- F. Ms. McCullar explained that the Agency approached three lenders for rates and terms on a 15-year loan. The agency chose to go with its existing lender, Compass Bank. This lowers the transition costs and simplifies the process to close. The interest rate is 3.7%. The recommendation is to approve the resolution and authorize the General Manager to execute the commitment letter with Compass Bank. Upon motion by Director Oxandaboure, seconded by Director Caretto and carried, the Governing Board approved Resolution No. R. 06-2018, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Approving a Commitment Letter from Compass Bank to Issue Tax-Exempt Obligations to Finance Certain Public Improvements and approved to authorize the General Manager to execute the commitment letter with Compass Bank.

Vote

Green	Aye
Caretto	Aye
Harris	Aye
Oxandaboure	Aye
Herrick	Absent

- G. Mr. Lawrence gave background on the service agreement between BBARWA and the GSA. It is necessary to eliminate the possibility that work completed by member agency employees for the GSA is not considered eligible and pensionable compensation of the GSA. Recommendation is to authorize the General Manager to execute the service agreement. Upon motion by Secretary Harris, seconded by Director Oxandaboure and carried, the Governing Board approved the recommendation.

Vote

Green	Aye
Caretto	Aye
Harris	Aye
Oxandaboure	Aye
Herrick	Absent

11. Information/Committee Reports

- A. General Manager updated the Governing Body on the emergency work on the Lucerne Valley Reuse Facility. He received three competitive bids and is moving forward with the project.

12. Closed Session

13. Adjournment

With no further business to come before the Governing Board, Chairman Green adjourned the meeting at 6:00 p.m.

ATTEST: _____
Elizabeth Harris, Ed.D, 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**


*John Green – Chairman
David Caretto – Vice Chairman
Liz Harris, Ed.D. – Secretary
Rick Herrick – Director
Karyn Oxandaboure – Director*

AGENDA ITEM: 5.B

MEETING DATE: July 25, 2018

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

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

PREPARED BY: Jennifer McCullar, Finance Manager 

SUBJECT: Monthly Expenses

BACKGROUND:

Attached is the Agency's June check register which reflects 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 Jun 1, 2018 to Jun 30, 2018**

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

Check #	Date	Payee	Cash Account	Amount
CASH 1880	6/1/18	AMERICAN FIDELITY ASSURANCE CO	1000-20	786.44
CASH 1881	6/4/18	AMERICAN FIDELITY ASSURANCE CO	1000-20	593.72
CASH 1882	6/4/18	CALPERS RETIREMENT	1000-20	1,669.48
CASH 1883	6/4/18	CA PERS 457 PROGRAM	1000-20	2,425.41
CASH 1884	6/4/18	THE LINCOLN NAT'L LIFE INS CO	1000-20	2,706.81
CASH 1885	6/4/18	CALPERS RETIREMENT	1000-20	6,609.35
CASH 1886	6/4/18	CALPERS HEALTH	1000-20	31,352.85
CASH 1887	6/5/18	VISION SERVICE PLAN	1000-20	323.40
CASH 1888	6/5/18	LINCOLN NATIONAL LIFE INSURANCE CO.	1000-20	1,211.55
CASH 1889	6/5/18	EMPLOYMENT DEVELOPMENT DEPARTME	1000-20	1,449.88
CASH 1890	6/5/18	INTERNAL REVENUE SERVICE	1000-20	5,061.41
CASH 1891	6/6/18	PRINCIPAL FINANCIAL GROUP	1000-20	2,525.96
18465	6/7/18	AG TECH LLC	1000-20	39,650.31
18466	6/7/18	AMAZON CAPITAL SERVICES	1000-20	176.79
18467	6/7/18	AMERISK ENGINEERING CORP.	1000-20	450.00
18468	6/7/18	ARAMARK UNIFORM SERVICES	1000-20	1,254.09
18469	6/7/18	ARB / PERP	1000-20	620.00
18470	6/7/18	KELLEY M. ARNOLD	1000-20	1,504.70
18471	6/7/18	BIG BEAR CITY COMMUNITY SERVICES DIS	1000-20	460.40
18472	6/7/18	BLUETARP FINANCIAL	1000-20	547.00
18473	6/7/18	BUTCHER'S BLOCK & BUILDING	1000-20	985.60
18474	6/7/18	BEAR VALLEY ELECTRIC	1000-20	7,474.16
18475	6/7/18	BEAR VALLEY PAVING, INC.	1000-20	39,481.13
18476	6/7/18	CAR QUEST OF BIG BEAR	1000-20	1,263.32
18477	6/7/18	UNDERGROUND SERVICE ALERT	1000-20	85.90
18478	6/7/18	DIRECT TV	1000-20	45.99
18479	6/7/18	DEPARTMENT OF WATER & POWER	1000-20	59.01
18480	6/7/18	EVANTEC CORPORATION	1000-20	1,297.61
18481	6/7/18	FLYERS ENERGY	1000-20	1,551.78
18482	6/7/18	FRONTIER COMMUNICATIONS	1000-20	677.19
18483	6/7/18	NAVY MEN, LLC	1000-20	670.12
18484	6/7/18	GOLDEN BELL PRODUCTS INC	1000-20	980.53

**Big Bear Area Regional Wastewater Agency
Check Register
For the Period From Jun 1, 2018 to Jun 30, 2018**

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

Check #	Date	Payee	Cash Account	Amount
18485	6/7/18	GRAINGER	1000-20	154.24
18486	6/7/18	JANICE M. DRAKE-GUY	1000-20	80.00
18487	6/7/18	HOUSTON & HARRIS PCS, INC	1000-20	2,277.50
18488	6/7/18	HUGHESNET	1000-20	69.99
18489	6/7/18	DAVID LAWRENCE	1000-20	297.10
18490	6/7/18	LEGALSHIELD	1000-20	199.40
18491	6/7/18	LENOCH'S MOUNTAINSCAPES, INC.	1000-20	1,225.00
18492	6/7/18	THE LITTLE GREEN HOUSE FLORIST	1000-20	68.59
18493	6/7/18	MCDONALD ELECTRIC, INC.	1000-20	1,645.28
18494	6/7/18	NAPA AUTO PARTS	1000-20	53.72
18495	6/7/18	CONSTANCE M. ALVARADO	1000-20	55.00
18496	6/7/18	REBEL OIL CO., INC.	1000-20	576.92
18497	6/7/18	ROMANS CONSTRUCTION CO.	1000-20	1,300.00
18498	6/7/18	SPECTRUM BUSINESS	1000-20	269.94
18499	6/7/18	SWRCB-WWOC	1000-20	225.00
18500	6/7/18	VALERO MARKETING & SUPPLY CO	1000-20	55.80
18501	6/7/18	REGINA A. WEISS	1000-20	180.00
18502	6/7/18	JANICE M. DRAKE-GUY	1000-20	50.00
18503	6/7/18	DAVID LAWRENCE	1000-20	50.00
18504	6/7/18	JENNIFER MCCULLAR	1000-20	50.00
CASH 1892	6/8/18	CALPERS CERBT	1000-20	219,672.8
CASH 1893	6/18/18	AMERICAN FIDELITY ASSURANCE CO	1000-20	593.72
CASH 1894	6/18/18	CALPERS RETIREMENT	1000-20	1,669.48
CASH 1895	6/18/18	CA PERS 457 PROGRAM	1000-20	2,400.82
CASH 1896	6/18/18	THE LINCOLN NAT'L LIFE INS CO	1000-20	2,916.89
CASH 1897	6/18/18	CALPERS RETIREMENT	1000-20	6,539.37
CASH 1898	6/19/18	EMPLOYMENT DEVELOPMENT DEPARTME	1000-20	1,489.11
CASH 1899	6/19/18	INTERNAL REVENUE SERVICE	1000-20	4,994.29
CASH 1900	6/20/18	EMPLOYMENT DEVELOPMENT DEPARTME	1000-20	2,294.84
CASH 1901	6/20/18	INTERNAL REVENUE SERVICE	1000-20	9,797.24
18505	6/25/18	ACCENT COMPUTER SOLUTIONS, INC.	1000-20	3,680.76
18506	6/25/18	ALLISON MECHANICAL, INC.	1000-20	614.16

**Big Bear Area Regional Wastewater Agency
Check Register
For the Period From Jun 1, 2018 to Jun 30, 2018**

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

Check #	Date	Payee	Cash Account	Amount
18507	6/25/18	AMAZON CAPITAL SERVICES	1000-20	303.13
18508	6/25/18	ARROWHEAD	1000-20	187.55
18509	6/25/18	BEST BEST & KRIEGER	1000-20	6,686.43
18510	6/25/18	BIG BEAR LAKE BOTTLED WATER CO	1000-20	200.00
18511	6/25/18	BUSINESS CARD	1000-20	2,103.14
18512	6/25/18	ROBIN A. BRADLEY	1000-20	720.00
18513	6/25/18	BRYCE CONSULTING, INC.	1000-20	850.00
18514	6/25/18	C & W IRRIGATION, INC.	1000-20	9,045.19
18515	6/25/18	CANON SOLUTIONS AMERICA, INC.	1000-20	644.79
18516	6/25/18	CLINICAL LAB OF SAN BERNARDINO	1000-20	147.50
18517	6/25/18	CROP PRODUCTION SERVICES, INC.	1000-20	251.97
18518	6/25/18	CWEA-DAMS	1000-20	35.00
18519	6/25/18	EVANTEC CORPORATION	1000-20	528.41
18520	6/25/18	FEDEX	1000-20	10.32
18521	6/25/18	GRAINGER	1000-20	2,191.42
18521a	6/25/18	VOID	1000-20	
18522	6/25/18	THE GRIZZLY	1000-20	156.75
18523	6/25/18	JUST ENERGY SOLUTIONS INC.	1000-20	14,715.30
18524	6/25/18	LEGALSHIELD	1000-20	199.40
18525	6/25/18	MCMASTER-CARR SUPPLY COMPANY	1000-20	56.18
18526	6/25/18	RANDY J. SPITZ	1000-20	153.87
18527	6/25/18	POLYDYNE INC	1000-20	3,172.16
18528	6/25/18	RHONDA E. MURPHY	1000-20	290.00
18529	6/25/18	ROGERS, ANDERSON, MALODY & SCOTT, L	1000-20	8,576.00
18530	6/25/18	SAFETY-KLEEN	1000-20	273.99
18531	6/25/18	SOUTHERN CALIFORNIA EDISON	1000-20	64.48
18532	6/25/18	SERVICEMASTER 360 PREMIER CLEANING	1000-20	630.62
18533	6/25/18	SPECTRUM BUSINESS	1000-20	1,014.70
18534	6/25/18	SOUTHWEST GAS CORP	1000-20	6,501.38
18535	6/25/18	SOUTHWEST GAS	1000-20	268.29
18536	6/25/18	USA BLUEBOOK	1000-20	128.30
18537	6/25/18	VERIZON WIRELESS	1000-20	269.09

Big Bear Area Regional Wastewater Agency
Check Register
For the Period From Jun 1, 2018 to Jun 30, 2018

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

Check #	Date	Payee	Cash Account	Amount
18538	6/25/18	WATER SYSTEMS CONSULTING, INC.	1000-20	4,032.32
CASH 1902	6/29/18	AMERICAN FIDELITY ASSURANCE CO	1000-20	<u>786.44</u>
Total				<u><u>486,692.9</u></u>



Big Bear Area Regional
Wastewater Agency

John Green – Chairman
David Caretto – Vice Chairman
Liz Harris, Ed.D. – Secretary
Rick Herrick – Director
Karyn Oxandaboure – Director

AGENDA ITEM: 5.C

MEETING DATE: July 25, 2018

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

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

PREPARED BY: Jennifer McCullar, Finance Manager

SUBJECT: Board Member Reimbursement

BACKGROUND:

Attached are the June 2018 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: David Caretto

Date Submitted: June 27, 2018

Month Covered: June

BBARWA Regular Meeting Attended: _____ Date: 6/27/18 Compensation \$ 150⁰⁰

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 (limited to 6 days per calendar month) \$ 150⁰⁰

Other Governing Board Approved Expenses (Governing Board Approved)

Mileage: _____ Date: _____ \$ _____

Lodging: _____ Date: _____ \$ _____

Registration: _____ Date: _____ \$ _____

Tuition: _____ Date: _____ \$ _____

Meals: _____ Date: _____ \$ _____

Note: Other Governing Board approved expenses receipts must be accompanied with the travel expense form "EXHIBIT B" and forwarded to Finance Manager or designee for reimbursement

TOTAL OTHER EXPENSE REIMBURSEMENT: \$ _____

Uncompensated Meetings Attended:

PURPOSE

_____ Date: _____

_____ Date: _____

Board Member Signature:  Total Amount Paid \$ 150⁰⁰

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

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

REPORT OF MEETINGS ATTENDED

Governing Board Member: John Green

Date Submitted: June 27, 2018

Month Covered: June

BBARWA Regular Meeting Attended: _____ Date: 6/27/18 Compensation \$ 150-

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 (limited to 6 days per calendar month) \$ _____

Other Governing Board Approved Expenses (Governing Board Approved)

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

Note: Other Governing Board approved expenses receipts must be accompanied with the travel expense form "EXHIBIT B" and forwarded to Finance Manager or designee for reimbursement

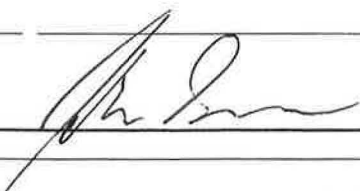
TOTAL OTHER EXPENSE REIMBURSEMENT: \$ _____

Uncompensated Meetings Attended:

PURPOSE

Date: _____

Date: _____

Board Member Signature:  Total Amount Paid \$ 150-

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

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

REPORT OF MEETINGS ATTENDED

Governing Board Member: Karyn Oxandaboure
Date Submitted: June 27, 2018
Month Covered: June

BBARWA Regular Meeting Attended: _____ Date: 6-27-18 Compensation \$ 150⁰⁰

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 (limited to 6 days per calendar month) \$ _____

Other Governing Board Approved Expenses (Governing Board Approved)

Mileage: _____ Date: _____ \$ _____

Lodging: _____ Date: _____ \$ _____

Registration: _____ Date: _____ \$ _____

Tuition: _____ Date: _____ \$ _____

Meals: _____ Date: _____ \$ _____

Note: Other Governing Board approved expenses receipts must be accompanied with the travel expense form "EXHIBIT B" and forwarded to Finance Manager or designee for reimbursement

TOTAL OTHER EXPENSE REIMBURSEMENT: \$ _____

Uncompensated Meetings Attended:

PURPOSE

_____ Date: _____

_____ Date: _____

Board Member Signature: Karyn Oxandaboure Total Amount Paid \$ 150⁰⁰

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



**Big Bear Area Regional
Wastewater Agency**

*John Green – Chairman
David Caretto – Vice Chairman
Liz Harris, Ed.D. – Secretary
Rick Herrick – Director
Karyn Oxandaboure – Director*

AGENDA ITEM: 5.D

MEETING DATE: July 25, 2018

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 June 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
 June 2018

<u>INVESTMENT TYPE</u>	<u>INSTITUTION</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>
<u>FUNDS INVESTED BY AGENCY:</u>						
LOCAL AGENCY INVESTMENT FUND	STATE OF CALIFORNIA	\$ 6,028,740	\$ 6,017,447	28,853	1.85%	DAILY
TOTAL		\$ 6,028,740	\$ 6,017,447	28,853		

The Investment Portfolio of the Big Bear Area Regional Wastewater Agency is in compliance with the investment policy approved in August 2017. 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 2018 and excludes accrued interest.

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

www.treasurer.ca.gov/pmia-laif/laif.asp
 July 19, 2018

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](#)

June 2018 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
6/26/2018	6/26/2018	RW	1573517	JENNIFER MCCULLAR	-500,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	6,528,739.78
Total Withdrawal:	-500,000.00	Ending Balance:	6,028,739.78



**Big Bear Area Regional
Wastewater Agency**

*John Green – Chairman
David Caretto – Vice Chairman
Elizabeth Harris Ed.D. – Secretary
Rick Herrick – Director
Karyn Oxandaboure – Director*

AGENDA ITEM: 5.E

MEETING DATE: July 25, 2018

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

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

PREPARED BY: Jan Guy, Plant Manager *JMG* and Jennifer McCullar, Finance Manager *JM*

REVIEWED BY: Kim Booth, Administrative Assistant

SUBJECT: Operations and Connections Report

OPERATIONS:

2018 Treatment Plant Data

	March	April	May	June
Total Influent Flow (MG)	58.00	44.04	45.55	45.77
Average Daily Infuent Flow (MGD)	1.87	1.47	1.47	1.53
City of Big Bear Lake	55.5%	48.6%	46.8%	47.5%
Big Bear City CSD	41.2%	47.5%	48.9%	47.5%
County of San Bernardino	3.3%	3.8%	4.3%	4.9%
Average Influent BOD (mg/L)	270	248	308	255
Average Effluent BOD (mg/L)	6	7	8	9
BOD Removal Efficiency (%)	97.8%	97.2%	97.4%	96.5%
Precipitation (inch)	0.76	0.00	0.11	0.00

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

Approved Date: _____ Witness: _____

Secretary of the Governing Board

The plant influent flow increased slightly due to area visitors enjoying the early July 4th Holiday Weekend and various June Events. There were no rain events recorded at the treatment facility during the month of June. The treatment plant continued to operate at a high BOD and TSS efficiency rate.

During the month of June, the Oxidation Ditch #3 remained out of service due to low flow; the ditch will be placed in service and utilized during peak flow periods. The staff began draining Clarifier #2 for annual preventive maintenance and discovered the sweep arm and skirt were damaged. During July, the sweep arm will be removed for structural repairs and the staff have scheduled the skirt relining project.

CONNECTIONS:

MONTH	FYE 6/30/2018									
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	CITY-BBL	CSD	CSA-53B
July	2	0	4	4	8	3	4	2	2	0
August	3	1	4	6	5	12	6	2	4	0
September	5	5	4	5	6	4	6	2	3	1
October	3	4	6	14	10	9	8	4	4	0
November	1	3	13	8	6	5	11	3	7	1
December	0	0	0	23	8	4	2	1	1	0
January	0	0	2	3	1	0	3	3	0	0
February	0	0	2	1	0	1	2	2	0	0
March	0	4	2	2	3	2	2	1	1	0
April	1	2	5	1	10	3	7	4	2	1
May	2	1	2	5	10	4	10	3	7	0
June	5	10	1	12	2	16	7	6	1	0
TOTAL	22	30	45	84	69	63	68	33	32	3

FINANCIAL IMPACT: No financial impact.



Big Bear Area Regional
Wastewater Agency
John Green – Chairman
David Caretto – Vice Chairman
Elizabeth Harris, Ed.D. – Secretary
Rick Herrick – Director
Karyn Oxandaboure – Director

AGENDA ITEM: 5.F

MEETING DATE: July 25, 2018

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

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

REVIEWED BY: Jennifer McCullar, Finance Manager *JM*

SUBJECT: Amendments to Joint Powers Agreement (the JPA)

DISCUSSION:

At the March 7, 2018 Board meeting, the Governing Board authorized the General Manager to work with the Member Agencies to remove the termination provision in the Agency’s Joint Exercise of Powers Agreement. The Member Agencies have executed the Sixth Amendment to the Joint Powers Agreement between Big Bear City Community Services District, City of Big Bear Lake and San Bernardino County Creating the Big Bear Area Regional Wastewater Agency as well as the Agreement Amending Operating Agreements No. 1 and No. 2. The Agency is the final signature needed to approve the Amendments.

FINANCIAL IMPACT:

No financial impact.

RECOMMENDATION:

Approve Chairman Green and Secretary Harris to sign the Sixth Amendment to the Joint Power Agreement between Big Bear City Community Services District, City of Big Bear Lake and San Bernardino County Creating the Big Bear Area Regional Wastewater Agency and the Agreement Amending Operating Agreements No. 1 and No. 2.

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

Approved Date: _____ Witness: _____

Secretary of the Governing Board



Big Bear Area Regional
Wastewater Agency

Rick Herrick – Chairman
Karyn Oxandaboure – Vice Chairman
Liz Harris, Ed.D. – Secretary
David Caretto – Director
John Green – Director

AGENDA ITEM: 10.A

MEETING DATE: July 25, 2018

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

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

REVIEWED BY: Jennifer McCullar, Finance Manager *JM*

SUBJECT: Increase Borrowing for the Belt-Press Project

BACKGROUND:

On March 22, 2018 the Governing Board approved the belt press project (the Project) which will replace the existing belt press and includes a new conveyor system.

DISCUSSION:

The Project is moving along as expected; however, during the process, some employees raised concerns over the exposure to the solids in the Covered Drying Bed, the planned location of the Project. The employees have also expressed concerns about exposure to the ongoing bird and bird feces contained in the Covered Drying Bed. After careful consideration, we have concluded that it is in the best interests of the employees and the Agency to relocate the Project to the existing biosolids building. This building previously housed the cannibal system equipment which has not been in use for over three years. The cannibal system equipment will be removed from the building and placed on pallets for future consideration. The building has all the necessary components, including power, heating, RAS piping, SCADA and water for the new belt press system. This new location also provides for more efficient truck loading of sludge. To accommodate this truck loading, a hopper system is being recommended. This is a new component of the Project and will hold a full truck load of 27 tons of sludge. We contacted representatives of the conveyor system company and they have provided a revised quote to include the hopper. As a result, Projects costs will increase by approximately

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

Approved Date: _____ Witness: _____

Secretary of the Governing Board

\$504,000. The hopper will require some additional costs including the design and construction of the hopper footing. Below is a breakdown of the revised project costs.

Description	Original Cost	Revised Cost
BDP 2-meter 3DBP Belt filter press	\$ 577,000	\$ 577,000
Installation Belt Filter Press	323,160	323,160
Sludge Conveyor System	242,280	242,280
Hopper	-	345,720
Hopper Footing	-	100,000
Engineering & Geotechnical	=	<u>58,000</u>
Subtotal	1,142,440	1,646,160
Contingency (10%)	114,244	<u>114,244</u>
Total Project Cost	<u>\$1,256,648</u>	<u>\$1,760,404</u>

FINANCIAL IMPACT:

The Agency had planned to borrow \$2.4 million, \$1.4 million for the Project and \$1 million for new pipeline. Based on recent video inspection and engineering review, the Agency may not need a portion of the planned pipeline (approximately \$480,000). Due to the timing of the new borrowing for the Project (September) and the uncertainty surrounding the pipeline, the Agency will limit its borrowing at this time to the Project only. The total amount borrowed will be lower by approximately \$614,000 based on current Project estimates and will result in lower estimated debt service by approximately \$51,000. The Agency is in the process of reviewing its capital plan and potentially rescheduling certain of its projects based on changes such as the pipeline above, timing and funding availability.

RECOMMENDATION:

Increase borrowing for the belt press project by \$503,756 for the hopper and related costs and authorize the General Manager to enter into contracts for the purchase of the hopper, engineering of the footing and construction of the footing.