

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

Special Board Meeting of

February 26, 2020

At

5:00 p.m.

121 Palomino Drive

Big Bear City, California

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **PRESENTATION AND INTRODUCTION**
4. **APPROVAL OF AGENDA**
5. **CONSENT CALENDAR** – All matters listed on the Consent Calendar will be enacted by one motion at the appropriate time. There will be no separate discussion of these items. If a detailed discussion is necessary, any Board Member may request that an item be removed from the Consent Calendar and considered separately.
 - 5.A. Minutes of Special Meeting on December 4, 2019 – Approve
 - 5.B. Monthly Expenses – Informational
 - 5.C. Governing Board Member Reimbursement – Approve
 - 5.D. Investment Report – Informational
 - 5.E. Operations and Connections Report – Informational
 - 5.F. 125 N. Eagle Dr. Connection Fee Refund Request – Approve
6. **ITEMS REMOVED FROM CONSENT CALENDAR**
7. **PUBLIC FORUM RESPONSE** – None

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

9. **OLD BUSINESS**

10. **NEW BUSINESS**

10.A. Board Policy Adoption: Use of Private Electronic Systems and Devices to Conduct Agency Related Business – Discussion and Possible Action

10.B. Resolution No. R. 01-2020, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Making Emergency Findings and Authorizing and Ratifying the Emergency Contract for the Bar Screen Replacement Project; Reallocate \$53,444 in the Capital Budget – Discussion and Approval

10.C. Reallocate \$65,075 in the Capital Budget – Discussion and Possible Action

11. **INFORMATION/COMMITTEE REPORTS**

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
SPECIAL BOARD MEETING MINUTES
December 4, 2019

1. CALL TO ORDER

A Special 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 December 4, 2019, at 121 Palomino Drive, Big Bear City, California 92314.

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Rick Herrick, Director

STAFF MEMBERS PRESENT

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

OTHERS

Sean Matlock, Energy Resources Manager, Bear Valley Electric Service
Paul Marconi, Director, Bear Valley Electric Service

2. PLEDGE OF ALLEGIANCE

Director Miller

3. PRESENTATIONS AND INTRODUCTIONS

3.A. Bridgette Burton – 1-year pin

Ms. Burton was unable to attend; this item was tabled.

3.B. Bear Valley Electric

Mr. Marconi presented the Bear Valley Solar Energy Project and discussed the benefits the project brings to the Big Bear Valley.

4. APPROVAL OF THE AGENDA

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

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

5. CONSENT CALENDAR

5.A. Minutes of Regular Meeting on October 23, 2019

5.B. Monthly Expenses

5.C. Governing Board Member Reimbursement

5.D. Investment Report

5.E. Operations and Connections Report

5.F. First Quarter Report, Three Months Ended September 30, 2019

5.G. Accept as Complete – Oxidation Ditch Splitter Box Gates and Splitter Box Repair Project

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, Miller
Noes: None
Absent: Herrick
Abstain: None

6. ITEMS REMOVED FROM THE CONSENT CALENDAR

None

7. PUBLIC FORUM RESPONSE

None

8. PUBLIC FORUM

No comments

9. CLOSED SESSION

Entered closed session at 5:46 p.m. with one closed session item to be reviewed.

- 9.A. Conference with Real Property Negotiation
(Pursuant to Government Code Section 54956.8)
Property: 122 Palomino Dr., Big Bear City, CA 92314
Agency Negotiator: David Lawrence
Negotiating Parties: Bear Valley Electric
Under Negotiation: Price**

Chair Caretto reconvened open session at 6:37 p.m. with no reportable action.

10. OLD BUSINESS

10.A. Solar Project and Ground Lease

Mr. Lawrence presented the staff recommendation for the solar project. Discussion ensued between the Governing Board and staff.

Upon motion by Director Miller, seconded by Vice Chair Green and carried, the Governing Board authorized the General Manager to execute the Ground Lease Agreement, negotiate and execute the New MOU with BVES, and negotiate and execute a purchase power and lease agreement with Distributed Solar Development, LLC.

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

11. NEW BUSINESS

11.A. Resolution No. R. 12-2019, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Approving the 2016 Proposition 1 Integrated Regional Water Management Disadvantaged Community Involvement Program Technical Assistance Sub-Grant Agreement, and Finding Approval of the Sub-Grant Agreement Exempt from the California Environmental Quality Act

Mr. Lawrence explained that the Resolution is needed to move forward with grant funding for the Replenish Big Bear Project. The Sub-Grant Agreement was approved by the Santa Ana Watershed Project Authority.

Upon motion by Secretary Oxandaboure, seconded by Vice Chair Green and carried, the Governing Board adopted Resolution No. R. 12-2019, directed staff to file a CEQA Notice of Exemption, and authorized the General Manager to execute the Sub-Grant Agreement with the Santa Ana Watershed Project Authority.

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

11.B. Authorization to Award Contract and Appropriate \$30,000 for the SCADA Project

Mr. Lawrence detailed the three bids received for the SCADA Project. Discussion ensued between the Governing Board and staff.

Upon motion by Director Miller, seconded by Vice Chair Green and carried, the Governing Board approved the appropriation of \$30,000 from the Capital and Replacement Fund and authorized the General Manager to negotiate and execute the contract with ROI Engineering, LLC for \$436,955.76.

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

11.C. Schedule Budget Workshop – Discussion and Possible Action

Mr. Lawrence recommended the Budget Workshop be scheduled on the same day as the Regular Board Meeting. 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 Budget Workshop to be held on February 26, 2020 from 1:00 p.m. – 5:00 p.m.

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

12. INFORMATION/COMMITTEE REPORTS

13. ADJOURNMENT

With no further business to come before the Governing Board, Chair Caretto adjourned the meeting at 6:49 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: February 26, 2020

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 are the Agency's November and December check registers which reflect accounts paid during the period.

FINANCIAL IMPACT:

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

RECOMMENDATION:

Informational

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

Approved Date: _____ Witness: _____

Secretary of the Governing Board

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

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

Check #	Date	Payee	Cash Account	Amount
CASH 22124	11/4/19	PAYA	1000-20	19.99
CASH 22125	11/4/19	CALIFORNIA STATE DISBURSEMENT UNIT	1000-20	126.00
CASH 22126	11/4/19	VISION SERVICE PLAN	1000-20	323.40
CASH 22127	11/4/19	AMERICAN FIDELITY ASSURANCE CO	1000-20	634.98
CASH 22132	11/4/19	CALPERS RETIREMENT	1000-20	7,113.20
CASH 22129	11/4/19	CALPERS RETIREMENT	1000-20	2,578.93
CASH 22130	11/4/19	CA PERS 457 PROGRAM	1000-20	2,600.70
CASH 22131	11/4/19	THE LINCOLN NAT'L LIFE INS CO	1000-20	3,714.86
CASH 22133	11/4/19	CALPERS HEALTH	1000-20	25,947.42
CASH 22128	11/4/19	PRINCIPAL FINANCIAL GROUP	1000-20	2,507.23
CASH 22134	11/5/19	LINCOLN NATIONAL LIFE INSURANCE CO.	1000-20	1,233.98
CASH 22135	11/5/19	EMPLOYMENT DEVELOPMENT DEPARTMENT	1000-20	1,983.30
CASH 22136	11/5/19	INTERNAL REVENUE SERVICE	1000-20	6,415.09
19907	11/7/19	ACCENT COMPUTER SOLUTIONS, INC.	1000-20	21,593.45
19908	11/7/19	AG TECH LLC	1000-20	21,935.43
19909	11/7/19	AMAZON CAPITAL SERVICES	1000-20	219.34
19910	11/7/19	ARAMARK UNIFORM SERVICES	1000-20	1,664.06
19911	11/7/19	BIG BEAR CITY COMMUNITY SERVICES DIST.	1000-20	730.33
19912	11/7/19	BIG BEAR CHAMBER OF COMMERCE	1000-20	855.00
19913	11/7/19	BEARCOM	1000-20	16,541.67
19914	11/7/19	BUTCHER'S BLOCK & BUILDING	1000-20	349.47
19915	11/7/19	BEAR VALLEY ELECTRIC	1000-20	6,145.95
19916	11/7/19	CALOLYMPIC SAFETY	1000-20	62.59
19917	11/7/19	CAR QUEST OF BIG BEAR	1000-20	102.92
19918	11/7/19	UNDERGROUND SERVICE ALERT	1000-20	220.15
19919	11/7/19	DIRECT TV	1000-20	31.99
19920	11/7/19	DEPARTMENT OF WATER & POWER	1000-20	55.10
19921	11/7/19	ENVIRONMENTAL OUTSOURCE, INC.	1000-20	950.00
19922	11/7/19	FLYERS ENERGY	1000-20	1,279.65
19923	11/7/19	FRONTIER COMMUNICATIONS	1000-20	621.83
19924	11/7/19	NAVY MEN, LLC	1000-20	912.72
19925	11/7/19	GRAINGER	1000-20	9.81
19926	11/7/19	THE GRIZZLY	1000-20	659.75

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Check #	Date	Payee	Cash Account	Amount
19927	11/7/19	HIGHLAND CABINETS & DOOR, INC.	1000-20	6,744.53
19928	11/7/19	HUGHESNET	1000-20	102.33
19929	11/7/19	JOHN LISEE PUMPS INC	1000-20	7,181.35
19930	11/7/19	NICHOLAS R. MARTIN	1000-20	615.00
19931	11/7/19	CONSTANCE M. ALVARADO	1000-20	55.00
19932	11/7/19	SBC TAX COLLECTOR	1000-20	3,887.45
19933	11/7/19	SAN BERNARDINO COUNTY FIRE PROTECTION D	1000-20	1,431.00
19934	11/7/19	SCHRODER & SON, INC.	1000-20	500.00
19935	11/7/19	SPECTRUM BUSINESS	1000-20	1,353.04
19936	11/7/19	SWRCB - DWOCF	1000-20	55.00
19937	11/7/19	SWRCB - DRINKING WATER PROGRAM FEES	1000-20	3,330.00
19938	11/7/19	SWRCB - ELAP FEES	1000-20	3,289.00
19939	11/7/19	SWRCB - ANNUAL FEES	1000-20	1,400.00
19940	11/7/19	SWRCB-WWOC	1000-20	150.00
19941	11/7/19	VALERO MARKETING & SUPPLY CO	1000-20	261.58
19942	11/7/19	VALLEY POWER SYSTEMS, INC	1000-20	1,915.00
19943	11/7/19	REGINA A. WEISS	1000-20	270.00
19944	11/7/19	WATER SYSTEMS CONSULTING, INC.	1000-20	5,555.00
19945	11/7/19	WALL STREET JOURNAL	1000-20	233.94
19946	11/7/19	XYLEM DEWATERING SOLUTIONS, INC.	1000-20	4,987.51
19947	11/7/19	KIMBERLY BOOTH	1000-20	711.54
19948	11/7/19	BRIDGETTE BURTON	1000-20	50.00
19949	11/7/19	DAVID LAWRENCE	1000-20	50.00
19950	11/7/19	JENNIFER MCCULLAR	1000-20	50.00
19951	11/7/19	JOHN SHIMMIN	1000-20	50.00
19952	11/7/19	DAVID A. CARETTO	1000-20	150.00
19953	11/7/19	JOHN GREEN	1000-20	150.00
19954	11/7/19	RICHARD T. HERRICK	1000-20	150.00
19955	11/7/19	JAMES J. MILLER	1000-20	150.00
19956	11/7/19	KARYN K. OXANDABOURE	1000-20	150.00
19957	11/7/19	HARDY STEEL BUILDINGS, LLC	1000-20	6,903.03
CASH 22137	11/15/19	COMPASS BANK	1000-20	75,003.88
CASH 22138	11/15/19	COMPASS BANK	1000-20	179,553.7

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Check #	Date	Payee	Cash Account	Amount
CASH 22146	11/15/19	INTERNAL REVENUE SERVICE	1000-20	6,712.00
CASH 22139	11/18/19	CALIFORNIA STATE DISBURSEMENT UNIT	1000-20	126.00
CASH 22140	11/18/19	AMERICAN FIDELITY ASSURANCE CO	1000-20	634.98
CASH 22142	11/18/19	CA PERS 457 PROGRAM	1000-20	2,771.67
CASH 22143	11/18/19	THE LINCOLN NAT'L LIFE INS CO	1000-20	3,887.62
CASH 22141	11/18/19	CALPERS RETIREMENT	1000-20	2,578.93
CASH 22144	11/19/19	CALPERS RETIREMENT	1000-20	7,531.74
CASH 22145	11/19/19	EMPLOYMENT DEVELOPMENT DEPARTMENT	1000-20	2,055.73
19958	11/21/19	ACCENT COMPUTER SOLUTIONS, INC.	1000-20	2,500.58
19959	11/21/19	AMAZON CAPITAL SERVICES	1000-20	142.16
19960	11/21/19	ARROWHEAD	1000-20	175.66
19961	11/21/19	BEST BEST & KRIEGER	1000-20	11,993.40
19962	11/21/19	BEAR CITY GLASS	1000-20	3,904.35
19963	11/21/19	BUSINESS CARD	1000-20	1,610.98
19964	11/21/19	CLINICAL LAB OF SAN BERNARDINO	1000-20	3,510.00
19965	11/21/19	COLLICUTT ENERGY	1000-20	14,386.78
19966	11/21/19	COUNTY OF SAN BERNARDINO SOLID WASTE M	1000-20	140.26
19967	11/21/19	CWEA TCP/MEMBERSHIP	1000-20	190.00
19968	11/21/19	DUN & BRADSTREET CREDIBILITY CORP	1000-20	1,099.00
19969	11/21/19	DIY HOME CENTER-BIG BEAR	1000-20	426.92
19970	11/21/19	ENERGY LINK INDUSTRIAL SERVICES, INC.	1000-20	170,316.8
19971	11/21/19	EVANTEC CORPORATION	1000-20	15,315.51
19972	11/21/19	FERGUSON ENTERPRISES, INC.	1000-20	73.26
19973	11/21/19	GRAINGER	1000-20	52.96
19974	11/21/19	INTEGRATED TECHNOLOGY	1000-20	125.00
19975	11/21/19	JUST ENERGY SOLUTIONS INC.	1000-20	14,252.69
19976	11/21/19	CASH LEVY	1000-20	800.00
19977	11/21/19	MCR TECHNOLOGIES, INC.	1000-20	2,346.88
19978	11/21/19	RANDY J. SPITZ	1000-20	151.78
19979	11/21/19	NATIVESCAPES INC	1000-20	263.00
19980	11/21/19	PETTY CASH	1000-20	388.69
19981	11/21/19	POLYDYNE INC	1000-20	6,874.17
19982	11/21/19	ROGERS, ANDERSON, MALODY & SCOTT, LLP	1000-20	3,620.00

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19983	11/21/19	REBEL OIL CO., INC.	1000-20	1,723.30
19984	11/21/19	SOUTHERN CALIFORNIA EDISON	1000-20	31.53
19985	11/21/19	SCHRODER & SON, INC.	1000-20	500.00
19986	11/21/19	SERVICEMASTER 360 PREMIER CLEANING	1000-20	649.53
19987	11/21/19	SOUTHWEST GAS CORP	1000-20	12,382.53
19988	11/21/19	SOUTHWEST GAS	1000-20	828.52
19989	11/21/19	SWRCB - ANNUAL FEES	1000-20	158,531.0
19990	11/21/19	USA BLUEBOOK	1000-20	816.28
19991	11/21/19	VERIZON WIRELESS	1000-20	291.09
19992	11/21/19	WATER SYSTEMS CONSULTING, INC.	1000-20	65,213.61
CASH 22147	11/22/19	PAYA	1000-20	10,254.59
CASH 22148	11/25/19	PAYA	1000-20	1.50
CASH 22149	11/27/19	LEGALSHIELD	1000-20	93.70
CASH 22150	11/27/19	TEXAS LIFE INSURANCE COMPANY	1000-20	232.75
CASH 22151	11/27/19	AMERICAN FIDELITY ASSURANCE CO	1000-20	591.14
CASH 22152	11/29/19	THE LINCOLN NAT'L LIFE INS CO	1000-20	3,887.62
CASH 22153	12/3/19	PAYA	1000-20	19.99
CASH 22154	12/3/19	CALIFORNIA STATE DISBURSEMENT UNIT	1000-20	126.00
CASH 22155	12/3/19	EMPLOYMENT DEVELOPMENT DEPARTMENT	1000-20	2,216.49
CASH 22156	12/3/19	CA PERS 457 PROGRAM	1000-20	2,462.79
CASH 22157	12/3/19	PRINCIPAL FINANCIAL GROUP	1000-20	2,507.23
CASH 22158	12/3/19	CALPERS RETIREMENT	1000-20	2,578.93
CASH 22159	12/3/19	INTERNAL REVENUE SERVICE	1000-20	7,140.80
CASH 22160	12/3/19	CALPERS RETIREMENT	1000-20	7,889.69
CASH 22161	12/3/19	CALPERS HEALTH	1000-20	25,947.42
CASH 22162	12/4/19	INTERNAL REVENUE SERVICE	1000-20	76.70
CASH 22163	12/4/19	VISION SERVICE PLAN	1000-20	323.40
CASH 22164	12/4/19	LINCOLN NATIONAL LIFE INSURANCE CO.	1000-20	1,233.98
19799V	12/9/19	FEDEX	1000-20	-8.38
19993	12/9/19	AG TECH LLC	1000-20	15,696.95
19994	12/9/19	ALL PROTECTION ALARM	1000-20	920.73
19995	12/9/19	AMAZON CAPITAL SERVICES	1000-20	101.12
19996	12/9/19	ARAMARK UNIFORM SERVICES	1000-20	1,040.44

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19997	12/9/19	ASBURY ENVIRONMENTAL SERVICE	1000-20	150.00
19998	12/9/19	BIG BEAR CITY COMMUNITY SERVICES DIST.	1000-20	567.25
19999	12/9/19	BIG BEAR PAINT CENTER	1000-20	56.05
20000	12/9/19	ROBIN A. BRADLEY	1000-20	600.00
20001	12/9/19	BUTCHER'S BLOCK & BUILDING	1000-20	289.78
20002	12/9/19	BEAR VALLEY ELECTRIC	1000-20	7,228.98
20003	12/9/19	BEAR VALLEY PAVING, INC.	1000-20	9,430.00
20004	12/9/19	CAR QUEST OF BIG BEAR	1000-20	1,280.20
20005	12/9/19	SAN BERNARDINO COUNTY	1000-20	50.00
20006	12/9/19	COLLICUTT ENERGY	1000-20	20,350.75
20007	12/9/19	CALIFORNIA SPECIAL DISTRICTS ASSOC	1000-20	7,615.00
20008	12/9/19	DADDY'S PEST CONTROL	1000-20	150.00
20009	12/9/19	CWEA-DAMS	1000-20	100.00
20010	12/9/19	UNDERGROUND SERVICE ALERT	1000-20	122.80
20011	12/9/19	DIY HOME CENTER-BIG BEAR	1000-20	178.41
20012	12/9/19	TOM DODSON & ASSOCIATES	1000-20	2,827.50
20013	12/9/19	DIRECT TV	1000-20	31.99
20014	12/9/19	DEPARTMENT OF WATER & POWER	1000-20	55.10
20015	12/9/19	EVANTEC CORPORATION	1000-20	422.35
20016	12/9/19	FEDEX	1000-20	8.38
20017	12/9/19	FLYERS ENERGY	1000-20	1,095.66
20018	12/9/19	FRONTIER COMMUNICATIONS	1000-20	621.83
20019	12/9/19	NAVY MEN, LLC	1000-20	729.66
20020	12/9/19	GRAINGER	1000-20	116.27
20021	12/9/19	BEAR VALLEY BASIN GSA	1000-20	330.29
20022	12/9/19	HUGHESNET	1000-20	102.33
20023	12/9/19	IEPMA-HR	1000-20	25.00
20024	12/9/19	INTERNATIONAL INSTITUTE OF MUNICIPAL	1000-20	210.00
20025	12/9/19	INTEGRATED TECHNOLOGY	1000-20	1,125.00
20026	12/9/19	IPMA-HR	1000-20	149.00
20027	12/9/19	JAMES MILLER	1000-20	30.00
20028	12/9/19	NAPA AUTO PARTS	1000-20	120.39
20029	12/9/19	NEW PIG CORPORATION	1000-20	1,458.16

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20030	12/9/19	NORTHERN TOOL & EQUIPMENT	1000-20	96.96
20031	12/9/19	CONSTANCE M. ALVARADO	1000-20	55.00
20032	12/9/19	PITNEY BOWES GLOBAL FINANCIAL SERVICES	1000-20	128.22
20033	12/9/19	QUILL	1000-20	349.89
20034	12/9/19	REBEL OIL CO., INC.	1000-20	455.92
20035	12/9/19	SAFETY-KLEEN	1000-20	299.83
20036	12/9/19	SAM'S ENTERPRISES	1000-20	102.87
20037	12/9/19	SCHRODER & SON, INC.	1000-20	1,000.00
20038	12/9/19	SPECTRUM BUSINESS	1000-20	1,353.04
20039	12/9/19	USA BLUEBOOK	1000-20	147.45
20040	12/9/19	USDA, FOREST SERVICE	1000-20	2,207.74
20041	12/9/19	REGINA A. WEISS	1000-20	270.00
20042	12/9/19	WATER SYSTEMS CONSULTING, INC.	1000-20	58,358.54
20043	12/9/19	WALL STREET JOURNAL	1000-20	18.13
20044	12/9/19	BRIDGETTE BURTON	1000-20	50.00
20045	12/9/19	DAVID LAWRENCE	1000-20	50.00
20046	12/9/19	JENNIFER MCCULLAR	1000-20	50.00
20047	12/9/19	JOHN SHIMMIN	1000-20	50.00
20048	12/9/19	DAVID A. CARETTO	1000-20	150.00
20049	12/9/19	JOHN GREEN	1000-20	150.00
20050	12/9/19	JAMES J. MILLER	1000-20	150.00
20051	12/9/19	KARYN K. OXANDABOURE	1000-20	150.00
CASH 22165	12/16/19	CALIFORNIA STATE DISBURSEMENT UNIT	1000-20	126.00
CASH 22166	12/16/19	AMERICAN FIDELITY ASSURANCE CO	1000-20	634.98
CASH 22167	12/16/19	CA PERS 457 PROGRAM	1000-20	2,462.79
CASH 22168	12/16/19	CALPERS RETIREMENT	1000-20	2,578.93
CASH 22169	12/16/19	THE LINCOLN NAT'L LIFE INS CO	1000-20	3,887.62
CASH 22170	12/16/19	CALPERS RETIREMENT	1000-20	7,830.96
CASH 22171	12/17/19	EMPLOYMENT DEVELOPMENT DEPARTMENT	1000-20	2,184.46
CASH 22172	12/17/19	INTERNAL REVENUE SERVICE	1000-20	6,840.03
20052	12/23/19	ACCENT COMPUTER SOLUTIONS, INC.	1000-20	5,007.76
20053	12/23/19	AMAZON CAPITAL SERVICES	1000-20	462.33
20054	12/23/19	ARROWHEAD	1000-20	396.24

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

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

Check #	Date	Payee	Cash Account	Amount
20055	12/23/19	BEST BEST & KRIEGER	1000-20	5,346.00
20056	12/23/19	BUSINESS CARD	1000-20	10,217.31
20057	12/23/19	CANON SOLUTIONS AMERICA, INC.	1000-20	1,018.10
20058	12/23/19	CLINICAL LAB OF SAN BERNARDINO	1000-20	5,320.00
20059	12/23/19	COUNTY OF SAN BERNARDINO SOLID WASTE M	1000-20	123.48
20060	12/23/19	EVANTEC CORPORATION	1000-20	355.08
20061	12/23/19	BEAR VALLEY BASIN GSA	1000-20	1,134.99
20062	12/23/19	HAZ MAT TRANS, INC.	1000-20	915.33
20063	12/23/19	JUST ENERGY SOLUTIONS INC.	1000-20	15,929.58
20064	12/23/19	KENNY H. WASHABAUGH	1000-20	2,400.00
20065	12/23/19	LAKESIDE EQUIPMENT CORP	1000-20	396.52
20066	12/23/19	RANDY J. SPITZ	1000-20	135.88
20067	12/23/19	SOUTHERN CALIFORNIA EDISON	1000-20	33.60
20068	12/23/19	SCHRODER & SON, INC.	1000-20	265.00
20069	12/23/19	SERVICEMASTER 360 PREMIER CLEANING	1000-20	649.53
20070	12/23/19	SOUTHWEST GAS CORP	1000-20	13,967.70
20071	12/23/19	SOUTHWEST GAS	1000-20	1,390.14
20072	12/23/19	SWRCB-WWOC	1000-20	225.00
20073	12/23/19	TOTAL AIR ANALYSIS, INC	1000-20	3,650.00
20074	12/23/19	NANCY R. BOHL, INC.	1000-20	225.00
20075	12/23/19	USA BLUEBOOK	1000-20	598.02
20076	12/23/19	VERIZON WIRELESS	1000-20	1,089.46
20077	12/23/19	VOLVO CONSTRUCTION EQUIP & SERVICES	1000-20	117.61
20078	12/23/19	WINZER CORP	1000-20	202.65
20079	12/23/19	WATER SYSTEMS CONSULTING, INC.	1000-20	280.00
CASH 22173	12/30/19	CALIFORNIA STATE DISBURSEMENT UNIT	1000-20	126.00
CASH 22174	12/30/19	AMERICAN FIDELITY ASSURANCE CO	1000-20	634.98
CASH 22175	12/30/19	CA PERS 457 PROGRAM	1000-20	2,483.31
CASH 22176	12/30/19	CALPERS RETIREMENT	1000-20	2,611.58
CASH 22177	12/30/19	THE LINCOLN NAT'L LIFE INS CO	1000-20	3,887.62
CASH 22178	12/30/19	CALPERS RETIREMENT	1000-20	7,575.80
CASH 22179	12/31/19	LEGALSHIELD	1000-20	93.70
CASH 22180	12/31/19	TEXAS LIFE INSURANCE COMPANY	1000-20	232.75

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

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

Check #	Date	Payee	Cash Account	Amount
CASH 22181	12/31/19	AMERICAN FIDELITY ASSURANCE CO	1000-20	591.14
CASH 22182	12/31/19	EMPLOYMENT DEVELOPMENT DEPARTMENT	1000-20	2,145.81
CASH 22183	12/31/19	INTERNAL REVENUE SERVICE	1000-20	6,736.12
CASH 22184	12/31/19	PAYA	1000-20	11,011.32
CASH 22185	12/31/19	PAYA	1000-20	<u>1.50</u>
Total				<u><u>1,303,643</u></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: February 26, 2020

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: Governing Board Member Reimbursement

BACKGROUND:

Attached are the November and December 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 previously been appropriated.

RECOMMENDATION:

Approve

Moved: _____ Second: _____ Ayes: _____ Noes: _____ 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: 12/4/19

Month Covered: December / November

BBARWA Regular Meeting Attended: _____ Date: 12/4/19 **Compensation** \$ 150.00

PURPOSE

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

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

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

PURPOSE

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

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

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

PURPOSE

Other Governing Board Approved Meetings:

_____ Date: _____ \$ _____

_____ Date: _____ \$ _____

TOTAL ENTITLED MONTHLY STIPEND (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: _____

Total Amount Paid \$ 150.00

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: 12/4/19

Month Covered: 12 DEC / November

BBARWA Regular Meeting Attended: _____ Date: 12/4/19 **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: _____

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 Karyn Oxandaboure

Date Submitted: 12-4-19

Month Covered: December/November

BBARWA Regular Meeting Attended: Date: 12-4-19 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: _____

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: Jim Miller

Date Submitted: 12-04-19

Month Covered: December/November

BBARWA Regular Meeting Attended: _____ Date: 12-4-19 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: _____

Total Amount Paid \$ 150⁰⁰

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



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

AGENDA ITEM: 5.D.

MEETING DATE: February 26, 2020

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

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

PREPARED BY: Jennifer McCullar, Finance Manager 

SUBJECT: Investment Report

BACKGROUND:

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

FINANCIAL IMPACT:

No financial impact.

RECOMMENDATION:

Approve

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

Approved Date: _____ Witness: _____

Secretary of the Governing Board

BBARWA
 Monthly Investment Report
 December 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	\$ 4,137,407	\$ 4,144,204	82,172	2.043%	DAILY
TOTAL	\$ 4,137,407	\$ 4,144,204	82,172		

The Investment Portfolio of the Big Bear Area Regional Wastewater Agency is in compliance with the investment policy approved in August 2019. 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 during FY 2020 and excludes accrued interest.

Attachment (s): Monthly LAIF Statement

California State Treasurer
Fiona Ma, CPA



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

January 14, 2020

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

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

[Tran Type Definitions](#)

Account Number:

December 2019 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	4,137,407.46
Total Withdrawal:	0.00	Ending Balance:	4,137,407.46



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: February 26, 2020

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

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

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

SUBJECT: Operations and Connections Report

OPERATIONS:

2019 Treatment Plant Data

	October	November	December
Total Influent Flow (MG)	40.207	42.651	69.610
Average Daily Influent Flow (MGD)	1.34	1.42	2.25
City of Big Bear Lake	49.38%	51.12%	61.15%
Big Bear City	46.11%	44.79%	35.10%
County of San Bernardino	4.51%	4.09%	3.75%
Average Influent BOD (mg/L)	359	342	334
Average Effluent BOD (mg/L)	6	8	9
BOD Removal Efficiency (%)	98.3%	97.7%	97.3%
Precipitation (inch)	0.00	3.28	3.83

November and December 2019 - There were no reportable violations during this period.

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

Approved Date: _____ Witness: _____

Secretary of the Governing Board

CONNECTIONS:

MONTH	FYE 6/30/2020									
	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	CITY-BBL	CSD	CSA-53B
July	4	4	8	3	4	3	7	5	2	0
August	4	6	5	12	6	10	2	1	1	0
September	4	5	6	4	6	3	7	3	4	0
October	6	14	10	9	8	3	5	1	4	0
November	13	8	6	5	11	5	2	1	1	0
December	0	23	8	4	2	3	1	1	0	0
January	2	3	1	0	0	1	0	0	0	0
February	2	1	0	1	0	0	0	0	0	0
March	2	2	3	2	0	3	0	0	0	0
April	5	1	10	3	0	3	0	0	0	0
May	2	5	10	4	0	5	0	0	0	0
June	1	12	2	16	0	6	0	0	0	0
TOTAL	45	84	69	63	37	45	24	12	12	0

FINANCIAL IMPACT:

There is 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: February 26, 2020

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

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

PREPARED BY: Bridgette Burton, Management Analyst

REVIEWED BY: Jennifer McCullar, Finance Manager

SUBJECT: 125 N. Eagle Dr. Connection Fee Refund Request

BACKGROUND & DISCUSSION:

The City of Big Bear Lake has requested a refund of the connection fee for 125 N. Eagle Drive (see attached request). The connection fee was collected prematurely; the owner is planning to connect to the sewer system at a later date.

Pursuant to Ordinance No. O. 01-2019 Member Agencies must submit a connection fee reduction or refund request in writing to the Governing Board for consideration during a regularly scheduled meeting.

FINANCIAL IMPACT:

Connection fee revenue will be lowered by the connection fee refund of \$4,180.

RECOMMENDATION:

Approve

ATTACHMENT:

- City of Big Bear Lake Request

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

Approved Date: _____ Witness: _____

Secretary of the Governing Board

City of Big Bear Lake



November 25, 2019

Attn: Jennifer McCullar
Finance Manager
Big Bear Area Regional Wastewater Agency
P.O. Box 517
Big Bear City, CA 92314

RE: City of Big Bear Lake Request for Refund of BBARWA Connection Fee- 125 N. Eagle Drive

Dear Ms. McCullar,

The City of Big Bear Lake is requesting a refund of the BBARWA connection fee that was charged to a customer on September, 13 2019, and remitted to you on October 10, 2019. The sewer permit was issued prematurely as the owner is planning to connect to the sewer system at a later time. The payment has been refunded to the owner for the full amount of the connection fee, and we are seeking reimbursement since this fee has already been passed through to BBARWA. I have enclosed the voided sewer permit, showing a payment by the owner in the amount of \$4,863.18, and the cleared check from the City issued to the owner as proof of reimbursement. If you have any questions, or need additional clarification please contact me.

Sincerely,

A handwritten signature in blue ink that reads "Katya Meyer". The signature is written in a cursive, flowing style.

Katya Meyer
Administrative Assistant
Engineering Division
909-866-5831 ext. 149

* Permit Void *

405118

APPLICATION NO. EN-2019-0127



CITY OF BIG BEAR LAKE
PERMIT FOR CONNECTION TO SEWER SYSTEM

White - Sanitation Dept.
Green - Property
Canary - Finance
Pink - Bldg. & Safety
Goldenrod - Contractor

Assessor's Parcel no.: 309282320000 Building Permit No.: _____

Tract: _____ Lot: _____ Job Address: 125 N Eagle Dr.

Legal Property Owner: Mark Berg Owner's Phone No.: 951 522 6982 Office

Mailing Address: 6856 Sundance Trl Contractor: MILE HIGH

RIVERSIDE, CA 92506 State Licence No.: 597203

New Connection Contractor's Phone No.: 909 866 6642 Office

FEES:

April Connection

Receipt No. 115911 Date: 9/13/19

Total Fee Paid \$ 4863.16
refunded

Agreement

Owner and Contractor agree to abide with the laws, ordinances and regulations that are now or may herein be in force by the United States Government, the State of California and the City of Big Bear Lake pertaining to connections to sewer systems. Owner and Contractor are aware of their liability for violation and penalty in accordance with said laws, ordinances and regulations and shall indemnify the City from any loss or damage that may directly or indirectly be occasioned by the work.

This permit expires 6 months from the date of application.

[Signature]
Owner/Contractor Signature

9/13/19
Date

SKETCH OF LOCATION:

TYPE OF MATERIALS: _____

Special Conditions/Comments:

24 HOURS NOTICE FOR INSPECTION * * Inspected by: VOID Date: 10/21/2019

Contractor's Signature: _____ Date: _____ Processed By: Jacky Chan

Authorized Agency Signature: [Signature] Billing Start Date: 9/13/2019



Routing:	Account:	Item:	Reference:	Date Posted:	Amount:	Type:
122000496	2170000989	76470	13760216	10/30/2019	4,863.16	Debit

City of Big Bear Lake
39707 Big Bear Blvd. P.O. Box 10000
Big Bear Lake, CA 92315
909-866-5831

UNION BANK
400 CALIFORNIA ST.
SAN FRANCISCO, CA 94104
1-800-748-6466

16-49/1220
076470

Date	Amount
10/24/2019	4,863.16

Pay: FOUR THOUSAND EIGHT HUNDRED SIXTY-THREE AND 16 / 100

To the order of:

Mark Berg
6856 Sundance Trail
Riverside, CA 92506

Jeff Mathis

⑈076470⑈ ⑆122000496⑆ 2170000989⑈

>322281109< - 0001
0721 - 54638439
10/30/2019 - 19:50:48

For Deposit Only
Backs Employers Use
3222

Mud B
4473420



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: February 26, 2020

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

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

PREPARED BY: Bridgette Burton, Management Analyst *BB*

REVIEWED BY: Jennifer McCullar, Finance Manager *JM*

SUBJECT: Board Policy Adoption: Use of Private Electronic Systems and Devices to Conduct Agency Related Business

BACKGROUND & DISCUSSION:

The purpose of the new Board Policy, Use of Private Electronic Systems and Devices to Conduct Agency Related Business, is to provide clear and concise direction regarding the conduct of Agency business via electronic communications by the Governing Board and Agency employees. Specifically, we recommend this policy be adopted in light of the City of San Jose v. Superior Court (2017) 1 Cal.5th 608, which held that a city employee’s communications related to the conduct of public business do not cease to be public records under the California Public Records Act (PRA) simply because they were sent or received using a personal account or personal device.

Existing or emerging electronic communication technologies have become an integral part of the ability of the Governing Board and Agency staff to efficiently and effectively conduct Agency business. Such technology has the potential to enhance communications with the public and provide a higher level of service to the citizens within the Agency service territory. However, with such technology in the work environment, the Agency must ensure it continues to meet its legal obligations with respect to transparency in the conduct of the people’s business, including in the area of public records disclosure and retention requirements.

FINANCIAL IMPACT:

There is no financial impact.

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

Approved Date: _____ Witness: _____

Secretary of the Governing Board

RECOMMENDATION:

Adopt

ATTACHMENT:

- Board Policy: Use of Private Electronic Systems and Devices to Conduct Agency Related Business



BOARD POLICY
USE OF PRIVATE ELECTRONIC SYSTEMS AND DEVICES
TO CONDUCT AGENCY RELATED BUSINESS

I. PURPOSE

The purpose of this policy is to provide clear and concise direction regarding the conduct of Agency business via electronic communications by the Governing Board and Agency employees. Specifically, this policy is adopted in light of the *City of San Jose v. Superior Court* (2017) 1 Cal.5th 608, which held that a city employee's communications related to the conduct of public business do not cease to be public records under the California Public Records Act (CPRA) simply because they were sent or received using a personal account or personal device.

Existing or emerging electronic communications technologies have become an integral part of the ability of the Governing Board and Agency staff to efficiently and effectively conduct Agency business. Such technology has the potential to enhance communications with the public and provide a higher level of service to the citizens within the Agency service territory. However, with such technology in the work environment, the Agency must ensure it continues to meet its legal obligations with respect to transparency in the conduct of the people's business, including in the area of public records disclosure and retention requirements. To that end, the following policies and protocols will be followed.

II. SCOPE

A. General Scope

This policy applies to all Agency Officials.

III. POLICIES AND PROCEDURES

A. Governing Board members and Agency Regular Employees (Agency Officials) will be assigned an EMA (electronic messaging account).

B. Only Agency issued EMAs, Agency-issued electronic devices, and personal electronic devices approved by the General Manager shall be used to conduct Agency business. Agency Officials shall not use personal EMAs for the creation, transmission, or storage of electronic communications regarding Agency business.



Big Bear Area Regional Wastewater Agency
Policies and Procedures

- C. The Agency EMA, along with the attendant access to the Agency's electronic messaging server, are solely for the purpose of conducting Agency business and shall not be used for personal business or political activities. Incidental use of Agency-issued EMAs for personal use by Agency Officials or by staff is permissible, pursuant to Government Code section 8314(b)(1) and Penal Code section 424(c), though not encouraged.
- D. Agency provided ethics training, pursuant to AB 1234, should include a discussion of the impacts of the *San Jose* case and this policy. Such training should include information on how to distinguish between public records and personal records. Agency Officials who receive AB 1234 training from other providers should actively solicit training from the alternative provider on the impacts of the *San Jose* case.
- E. Failure of an Agency Official to abide by the Policy, following its adoption, may result in one or more of the following:
- Disciplinary action, up to and including termination (for Agency Staff);
 - Removal from office (for Governing Board members);
 - Censure (for Governing Board members);
 - Breach of contract (for consultants);
 - Revocation of electronic device privileges (including revocation of stipend or reimbursement); or
 - Judicial enforcement against the Agency Official directly, by the requesting party.
- F. All Agency Officials shall, within 15 days following the adoption of this policy, search all private, non-governmental EMAs and electronic devices to which they have user access and locate any communications that might constitute a public record, as set forth above. All such public records shall be forwarded to the Agency-issued EMA assigned to the Agency Official or to an Agency-controlled system. To the extent the Agency Official believes that any part of such records contains personal matter not related to the conduct of the public's business, the Agency Official shall provide a declaration, as set forth in paragraphs M and O below.
- G. If an Agency Official receives an electronic message regarding Agency business on his/her non-governmental EMA, or circumstances require such a person to conduct



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Agency business on a non-governmental account, the Agency Official shall either: (a) copy (cc) any communication from an Agency's Official's personal electronic messaging account to his/her Agency electronic messaging account; or (b) forward the associated electronic communication to his/her Agency account no later than 10 days after the original creation or transmission of the electronic communication.

- H. Agency Officials shall endeavor to ask persons sending electronic communications regarding Agency business to a personal account to instead utilize the Agency Official's account and likewise shall endeavor to ask a person sending electronic communication regarding non-Agency business to use the Agency Officials personal or non-Agency EMA.
- I. Agency Officials understand they have no expectation of privacy in the content of any electronic communication sent or received on an Agency EMA, on communication utilizing Agency servers, or any Agency-issued electronic device. Agency Officials understand that electronic communications regarding Agency business that are created, sent, received or stored on an EMA, may be subject to the Public Records Act, even if created, sent, received, or stored on a personal EMA or personal electronic device.
- J. In the event that the Agency receives a Public Records Act request that is specifically seeking public records prepared, owned, used, or retained by an Agency Official, the Records Coordinator shall promptly transmit the request to the relevant Agency Official who may reasonably be in possession of records responsive to the request. The Records Coordinator shall communicate the scope of the information requested to the applicable Agency Official, and an estimate of the time within which the Records Coordinator intends to provide any responsive electronic communications to the requesting party, according to the Administrative and Personnel Policy: Public Requests.
- K. It shall be the duty of all Agency Officials receiving such a request from the Records Coordinator to promptly conduct a good faith and diligent search of his/her personal EMAs and devices for responsive electronic communications, or be able and willing to declare that such records being sought are not stored or retained on his/her personal EMAs and devices.



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- L. If any responsive records are located, the Agency Official shall then promptly transmit any responsive electronic communications to the Records Coordinator. Such transmission shall be provided in sufficient time to enable the Records Coordinator to adequately review and provide the disclosable electronic communications to the requesting party.

- M. In the event that an Agency Official does not possess or cannot with reasonable diligence recover responsive electronic communications from the Agency Official's EMA, the Agency Official shall so notify the Records Coordinator, by way of a written declaration, signed under penalty of perjury. In addition, the Agency Official who makes a decision to withhold any electronic communication identified as potentially responsive must submit a declaration under penalty of perjury with facts sufficient to show the record is not related to Agency business and is, therefore, not governed by the Public Records Act. The form of the declaration is attached hereto as Attachment A.

- N. It shall be the duty of the Records Coordinator, in consultation with the Agency counsel, to determine whether a particular electronic communication or any portion of the electronic communication, is exempt from disclosure. To that end, the responding Agency Official shall provide the Records Coordinator with all responsive public records, and, if in doubt, shall err on the side of caution and produce the record to the Records Coordinator.

- O. If an electronic communication involved both Agency and personal business, the responding Agency Official may redact the personal communication portion of the otherwise public record prior to transmitting the electronic communication to the Records Coordinator. The responding Agency Official shall, within a written declaration, provide facts sufficient to show that the redacted information is of a personal nature and not related to Agency business. In the event a question arises as to whether or not a particular communication, or any portion of it, is a public record or purely personal communication, the Agency Official should consult with the Records Coordinator or the Agency counsel.



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- P. After conducting a reasonable search for responsive records, the responding Agency Official shall be required to sign a declaration, in a form acceptable to Agency counsel, attesting under penalty of perjury, that a good faith and diligent search was conducted and that any electronic communication, or portion thereof, not provided in response to the Public Records Act request is not related to Agency business.

- Q. This policy does not waive any exemption to disclosure that may apply under the Public Records Act.

- R. Agency Officials understand that all electronic communications regarding Agency business are subject to the Agency's Record Retention Policy, regardless of how the communication was transmitted or stored. It is a felony offense to destroy, alter, or falsify a public record, as such, Agency Officials must retain all electronic communications regarding Agency business in accordance with the Agency's adopted Records Retention Policy.

ATTACHMENT A: DECLARATION

[attached on following page]

In the matter of:

California Public Records Act Request
Pursuant to Gov. Code § 6250 *et seq.*

Re: _____

Insert shorthand name of record request, including
request number, if applicable

Declaration of:

Print or type name of Agency Official

**Regarding Search of Personal Electronic
Messaging Account**

Requester: _____
Print or type name of requestor

STATE OF CALIFORNIA
COUNTY OF SAN BERNARDINO
BIG BEAR AREA REGIONAL WASTEWATER AGENCY

I, _____ declare:
Print name

1. I received notice of a California Public Records Act (CPRA) request regarding a search of my personal electronic messaging account(s).
2. I understand that the CPRA request seeks:

Insert text of CPRA request.

3. I am the owner or authorized user of the following personal electronic messaging account and have the authority to certify the records:

Insert description of personal electronic messaging account(s).

4. I have made a good faith, diligent, thorough, and complete search of the above mentioned personal electronic messaging account(s) for all electronic communications potentially responsive to the above mentioned CPRA request.
5. Any responsive communications discovered and referenced below were prepared or used by me in the ordinary course of business at or near the time of the act, condition, or event.
6. Any responsive electronic communications discovered, and referenced below, are true copies of all records described in the above mentioned CPRA request.

Check the applicable box:

I certify that I do not possess responsive electronic communications.

I certify that I cannot reasonably recover responsive electronic communications.

Explain efforts to retrieve responsive electronic communications and why you were unable to recover responsive electronic communications.

I certify that I discovered potentially responsive electronic communications from my personal electronic messaging account, but I am withholding that information because the information is "personal" business. This is for the following reasons:

Describe with sufficient facts why the contested information is personal business and not subject to the CPRA. Attach additional pages, if necessary.

I certify that I discovered potentially responsive electronic communications from my personal electronic messaging account. I am providing all responsive information. However, some information is non-responsive and I am withholding that information, because the information is personal business. This is for the following reasons:

Describe with sufficient facts why the contested information is personal business and not subject to the CPRA. Attach additional pages, if necessary.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that I have personal knowledge of the facts set forth above.

Executed this ___ day of _____, 20___, in _____, California.

By: _____

Print Name: _____



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: February 26, 2020

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

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

PREPARED BY: Bridgette Burton, Management Analyst *BB*

REVIEWED BY: John Shimmin, Plant Manager; and Jennifer McCullar, Finance Manager *JMS*

SUBJECT: Resolution No. R. 01-2020, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Making Emergency Findings and Authorizing and Ratifying the Emergency Contract for the Bar Screen Replacement Project; Reallocate \$53,444 in the Capital Budget

BACKGROUND & DISCUSSION:

On December 10, 2019, a large root ball came through the influent line causing the Agency’s mechanical bar screen to fail and leaving the Agency with only a manual bar screen. The bar screen equipment screens the larger debris from the influent flow as it enters the plant and is part of the headworks operation. In order to help prevent a blockage of flow resulting from debris potentially clogging the bar screen, and potentially resulting in a spill, the Agency began 24-hour manual removal of debris from the manual bar screen.

Under Public Contract Code Section 28682.5 (g), the Board can elect to forgo strict competitive bidding (a process that would take approximately four months) in the event of an emergency, but must follow the procedures set forth in Section 22050 of the Public Contract Code. It is generally understood that the definition of an emergency stipulates there is imminent risk to public health, safety, welfare or property. Under this definition, the potential spill into and beyond the plant perimeter as a result of debris clogging the bar screen and thus creating an overflow of influent qualifies as imminent risk and necessitated the need for the emergency repair.

Staff located a new bar screen that fits the existing channel width from Lakeside Equipment (“Lakeside”) in the amount of \$124,883. Lakeside delivered the bar screen to the Agency on December 23, 2019.

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

Approved Date: _____ Witness: _____

Secretary of the Governing Board

Staff contacted BR Frost Company, Inc. (“BR Frost”) to install the new bar screen. BR Frost had the ability to respond quickly, had installed similar equipment at other wastewater facilities, and had past experience with the Agency. The cost for installation is \$57,850. BR Frost completed the installation of the bar screen with a temporary control panel on January 8, 2020 and is expected to complete installation of a final control panel by mid-February.

The emergency repair status will be presented at each Board Meeting allowing the Governing Board to revisit the situation until the emergency condition ends or the project is completed.

FINANCIAL IMPACT:

The Agency budgeted for replacement of headworks equipment and repairs to the headworks structure during the current fiscal year. The capital budget included \$129,289 for the replacement of the mechanical bar screen. The total cost to replace the bar screen is \$182,733, which exceeds the budget for this line item by \$53,444. The Agency has available funds in the Headworks Structure repair line item, currently budgeted at \$404,811.

RECOMMENDATION:

1. Approve Resolution No. R. 01-2020; and
2. Reallocate \$53,444 from the Headworks Structure project to the Bar Screen Replacement project in the Capital Budget; and
3. Authorize the General Manager to take any other actions necessary to remediate the damaged bar screen at the wastewater treatment plant.

ATTACHMENT:

- Resolution No. R. 01-2020

RESOLUTION NO. R. 01-2020

**A RESOLUTION OF THE GOVERNING BOARD OF THE BIG BEAR AREA
REGIONAL WASTEWATER AGENCY MAKING EMERGENCY FINDINGS AND
AUTHORIZING AND RATIFYING THE EMERGENCY CONTRACT FOR THE BAR
SCREEN REPLACEMENT PROJECT**

WHEREAS, on December 10, 2019, Agency staff discovered a large root ball came through the Big Bear Area Regional Wastewater Agency (“BBARWA”) wastewater treatment plant influent line causing the Agency’s mechanical bar screen to fail and leaving the Agency with only a manual bar screen. (“Facility”);

WHEREAS, staff immediately stopped flow of any material through the bar screen upon discovery and in order to help prevent a blockage of flow resulting from debris potentially clogging the bar screen, and potentially resulting in a spill, the Agency began 24-hour manual removal of debris from the manual bar screen;

WHEREAS, repair tasks were required on the bar screen;

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

WHEREAS, several protected water bodies are located near the Facility;

WHEREAS, staff estimated a competitive bidding process would take up to four (4) months to complete;

WHEREAS, BBARWA cannot operate the wastewater treatment plant without the mechanical bar screen for four (4) months;

WHEREAS, based on the emergency conditions that would not allow the delay resulting from a traditional competitive solicitation of bids, the General Manager negotiated and executed contracts with Lakeside Equipment (“Lakeside”) and BR Frost Company, Inc. (“BR Frost”) for a new bar screen and installation of the same;

WHEREAS, the total cost of the emergency bar screen replacement project (“Project”) is \$182,733.00; and

WHEREAS, the Agency’s capital budget will provide sufficient funding for the Project.

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

1. The foregoing recitals are found to be true and correct and incorporated as if fully set forth herein.

2. Pursuant to Public Contract Code section 22050, it is determined that the damaged bar screen at the Facility constitutes an emergency condition that poses a threat to public health, safety and welfare, and property and that such condition did not permit a delay resulting from a competitive solicitation of bids.
3. The emergency contract awards to Lakeside and BR Frost for the Project in the total cumulative amount of \$182,733.00 are hereby ratified.
4. Agency staff is hereby authorized and directed to take any actions necessary to remediate the damaged bar screen at the Facility.
4. Funding for the Project shall be allocated from the fiscal year 2020 capital budget for replacement of the bar screen at the Facility.
5. Agency staff is directed to report to the Board at the next regularly scheduled meeting and at every meeting thereafter until the action is terminated to determine if there is a need to continue the action.

ADOPTED, SIGNED AND APPROVED this 26th day of February, 2020.

David A. Caretto, Chair
Big Bear Area Regional Wastewater Agency

ATTEST:

I, Karyn Oxandaboure, Secretary to the Big Bear Area Regional Wastewater Agency, do hereby certify that the foregoing Resolution was duly adopted at a regular meeting of the Governing Board held on the 26th day of February, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Karyn Oxandaboure, Secretary
Big Bear Area Regional Wastewater Agency



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

AGENDA ITEM: 10.C.

MEETING DATE: February 26, 2020

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

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

PREPARED BY: Bridgette Burton, Management Analyst *BB*

REVIEWED BY: John Shimmin, Plant Manager; and Jennifer McCullar, Finance Manager *JMS*

SUBJECT: Reallocate \$65,075 in the Capital Budget

BACKGROUND & DISCUSSION:

The Waukesha generator was scheduled for an overhaul during the current fiscal year. The overhaul work was successfully bid by Energy Link for approximately \$170,317, within the capital budget of \$172,142. During the disassembly process, Energy Link determined additional parts would need replacement resulting in an increase in costs of \$66,900, for a total overhaul cost of \$237,217.

FINANCIAL IMPACT:

The actual costs of the Waukesha overhaul exceeded the capital budget by \$65,075. The Agency has available funds in the Fire Alarm System line item, which is expected to come in under the budget.

RECOMMENDATION:

Reallocate \$65,075 from the Fire Alarm System to the Waukesha Overhaul project in the capital budget.