

# **BIG BEAR AREA REGIONAL WASTEWATER AGENCY**

## **Regular Board Meeting Minutes**

May 24, 2023

### **1. CALL TO ORDER**

A Regular Meeting of the Governing Board of the Big Bear Area Regional Wastewater Agency was called to order by Vice-Chair Miller at 5:00 p.m. on May 24, 2023 at 121 Palomino Drive, Big Bear City, California, 20903 Pacific Coast Highway #26, Huntington Beach, California, and via Zoom.

#### **BOARD MEMBERS PRESENT**

John Green, Chair (via Zoom)  
Jim Miller, Vice-Chair  
Rick Herrick, Director  
Bynette Mote, Director  
Larry Walsh, Director

#### **BOARD MEMBERS ABSENT**

None

#### **STAFF MEMBERS PRESENT**

David Lawrence, General Manager  
Christine Bennett, Finance Manager  
John Shimmin, Plant Manager  
Sonja Kawa, Human Resources Coordinator/Accounting Technician  
Bridgette Burton, Management Analyst/Board Secretary

#### **OTHERS**

Frank Forbes, San Bernardino County Representative (via Zoom)  
Mary Reeves, General Manager, Big Bear City Community Services District (via Zoom)

Members of the public who signed in included:

None

### **2. PLEDGE OF ALLEGIANCE**

Director Herrick

**3. APPROVAL OF AGENDA**

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

Ayes: Herrick, Miller, Mote, Walsh, Green  
Noes: None  
Absent: None  
Abstain: None

**4. PUBLIC FORUM**

None

**5. PRESENTATION AND INTRODUCTION**

None

**6. INFORMATION/COMMITTEE REPORTS**

**6.A. General Manager's Report**

The General Manager informed the Governing Board that the OPEB (Other Postemployment Benefits) lump-sum contribution will be deferred to a future fiscal year due to unexpected repairs to the force main. An open house for the Replenish Big Bear Pilot Facility will occur in mid-July 2023.

The Governing Board requested additional information about cost-sharing with the City of Big Bear Lake Department of Water and Power for slip lining, detailed past experience with specific material applications, and expressed concern over slip lining sliding.

**6.B. Administrative Committee**

Director Mote advised that the Administrative Committee vetted the Organizational Structure and Classification Plan and Pay Schedule (Item 10.D.) and fully supports the recommendation.

**7. CONSENT CALENDAR APPROVED ITEMS**

**7.A. Meeting Minutes from the April 26, 2023 Regular Meeting**

**7.B. Monthly Disbursements Report for April**

7.C. Investment Report Identifying Agency Investments and Reporting Interest Income for April

7.D. Third Quarter Report, Nine Months Ended March 31, 2023

Upon motion by Director Herrick seconded by Director Mote and carried, the Governing Board approved the Consent Calendar as presented.

Ayes: Herrick, Miller, Mote, Walsh, Green

Noes: None

Absent: None

Abstain: None

8. **ITEMS REMOVED FROM CONSENT CALENDAR**

9. **OLD BUSINESS**

9.A. Resolution No. R. 10-2023, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Appointing the Finance Manager as the Treasurer and Auditor

The Board Secretary stated the definitions of Treasurer and Auditor written in the 4<sup>th</sup> Amendment to the Joint Powers Agreement and advised that both Best, Best & Krieger (BB&K), the Agency's legal counsel, and Rogers, Anderson, Malody and Scott, LLP (RAMS), the Agency's outside auditor, have reviewed and approved the attached Resolution.

The Governing Board expressed concern over the appointment of one employee to the positions of Treasurer and Auditor and clarified the Agency's existing financial checks and balances.

Upon motion by Vice-Chair Miller, seconded by Director Mote and carried, the Governing Board approved Resolution No. R. 10-2023 appointed the Finance Manager as the Treasurer and Auditor.

Ayes: Herrick, Miller, Mote, Green

Noes: Walsh

Absent: None

Abstain: None

10. **NEW BUSINESS – DISCUSSION/ACTION ITEMS**

10.A. Resolution No. R. 12-2023, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Making Emergency Findings and Authorizing

and Ratifying Emergency Contracts for the Force Main Repair at 42825 Big Bear Blvd; Appropriate \$20,393 from the Contingency Emergency Reserve Fund for Repairs

The Governing Board questioned if staff were concerned with the recent emergency repairs depleting the Contingency Emergency Reserve Fund.

Upon motion by Director Herrick, seconded by Vice-Chair Miller and carried, the Governing Board approved Resolution No. R. 12-2023 making emergency findings and authorizing and ratifying emergency contracts for the force main repair at 42825 Big Bear Blvd, appropriated \$20,393 from the Contingency Emergency Reserve Fund for costs related to the repair, and authorized the General Manager to take any other actions necessary to remediate the emergency repair at 42825 Big Bear Blvd., Big Bear Lake.

Ayes: Herrick, Miller, Mote, Walsh, Green  
Noes: None  
Absent: None  
Abstain: None

**10.B. Purchasing Policy Amendment – Large Purchase and Purchase Order Threshold**

The Finance Manager described the proposed amendment to the Purchasing Policy increasing the purchase order threshold to \$5,000 or above.

The Governing Board thanked staff for checking with other local agencies regarding purchase order thresholds and requested additional information about the amount of staff time required for the purchase order process.

Upon motion by Director Mote, seconded by Chair Green and carried, the Governing Board approved the Purchasing Policy Amendment.

Ayes: Herrick, Miller, Mote, Walsh, Green  
Noes: None  
Absent: None  
Abstain: None

**10.C. Resolution No. R. 11-2023, A Resolution of the Big Bear Area Regional Wastewater Agency Adopting the Electronic Signature Use Policy**

The Board Secretary presented the Electronic Signature Use Policy.

The Governing Board clarified if wet-ink signatures were used on checks, when electronic signatures cannot be used, and if electronic signatures would be used for

resolutions. The Governing Board directed staff to use a wet-ink signature on resolutions when possible.

Upon motion by Director Herrick, seconded by Vice-Chair Miller and carried, the Governing Board approved Resolution No. R. 11-2023 adopting the Electronic Signature Use Policy.

Ayes: Herrick, Miller, Mote, Walsh, Green  
Noes: None  
Absent: None  
Abstain: None

**10.D. Organizational Structure and Classification Plan; Pay Schedule**

The Human Resources Coordinator presented the reclassifications of the Finance Manager, Human Resources Coordinator/Accounting Technician, Senior Management Analyst/Board Secretary, and Laboratory Technician positions and the updated pay schedule.

The Governing Board questioned the pay range, reporting structure, and duties of the Laboratory Technician. The laboratory will be testing additional samples for the Replenish Big Bear Project in-house which will result in overall cost savings for the Agency.

Upon motion by Director Mote, seconded by Vice-Chair Miller and carried, the Governing Board approved the Finance Manager class specifications (job description), Human Resources Coordinator/Accounting Technician class specifications (job description), Senior Management Analyst/Board Secretary class specifications (job description), Laboratory Technician class specifications (job description), Organizational Chart, and the publicly available Pay schedule.

Ayes: Herrick, Miller, Mote, Walsh, Green  
Noes: None  
Absent: None  
Abstain: None

**10.E. Award Contract for the LPS Generator and Fuel System Project and Appropriate \$40,166 from the Contingency Fund**

The General Manager provided details about the project and detailed the public bidding process and long lead time for the generator.

The Governing Board inquired if this project would be considered an emergency, if a contract longer than 70 weeks would be beneficial, if the generator would be able to continue being operational until the new generator was installed, and if there was a quick connect setup available for a portable generator. The Governing Board also requested clarification regarding the replacement of the generator when the Lake Pump Station was rebuilt.

Upon motion by Director Herrick, seconded by Director Mote and carried, the Governing Board appropriated \$40,166 from the Contingency Fund for the LPS Generator and Fuel System Project, awarded a contract to Skyview Electric in the amount of \$174,890 for the LPS Generator and Fuel System Project for a contract term of 70 weeks, and authorized the General Manager to negotiate and execute the contract documents.

Ayes: Herrick, Miller, Mote, Walsh, Green  
Noes: None  
Absent: None  
Abstain: None

**10.F. General Manager Employment Agreement Amendment**

The Human Resources Coordinator explained that the Governing Board performed the General Manager evaluation during closed session on April 26, 2023. It was determined that an adjustment to Mr. Lawrence's accrual rate of paid vacation hours was appropriate.

As required by the Brown Act, the Governing Board provided an oral report that summarized the proposed action:

The General Manager will accrue paid vacation of Two Hundred (200) hours per year on a pro rata basis. This reflects a forty hour per year increase effective on May 20, 2023, which is the first day of the pay period encompassing this Amendment.

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

Ayes: Herrick, Miller, Mote, Walsh, Green  
Noes: None  
Absent: None  
Abstain: None

**11. COMMENTS AND ANNOUNCEMENTS**

**11.A. General Manager Comments**

None

**11.B. Governing Board Member Comments**

The Governing Board requested an explanation regarding the solar production report stating that it was charging at midnight, reported that City Council held their budget workshop and its support for the Replenish Big Bear Project, and reminded those in attendance about the Memorial Day celebrations occurring over the weekend.

**12. ADJOURNMENT**

With no further business to come before the Governing Board, Vice-Chair Miller adjourned the meeting at 5:51 p.m.

ATTEST: Bridgette Burton  
Bridgette Burton, Secretary to the Governing Board  
Big Bear Area Regional Wastewater Agency