

# **BIG BEAR AREA REGIONAL WASTEWATER AGENCY**

Regular Board Meeting Agenda  
August 23, 2023 at 5:00 p.m.  
121 Palomino Drive, Big Bear City, California

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA**
4. **PUBLIC FORUM**

Public testimony is permitted at this time only on consent calendar items and other matters not listed on the posted agenda that are within the subject matter jurisdiction of the Agency. State law prohibits the Agency from taking action on any items not listed on the posted agenda. Public comment on items listed on the posted agenda will be taken at the time each item is called for discussion.

5. **PRESENTATION AND INTRODUCTION**

None

6. **INFORMATION/COMMITTEE REPORTS**

6.A. General Manager's Report

6.B. Adjournment of the Bear Valley Basin Groundwater Sustainability Agency's August 15, 2023 Meeting

7. **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 Governing Board Member may request that an item be removed from the Consent Calendar and considered separately.

7.A. Approval of the Meeting Minutes from the July 26, 2023 Regular Meeting

7.B. Monthly Disbursements Report for July - Informational

7.C. Investment Report Identifying Agency Investments and Reporting Interest Income for July – Informational

7.D. Resolution No. R. 14-2023, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Adopting an Amended Conflict of Interest Code Pursuant to the Political Reform Act of 1974

7.E. Resolution No. R. 15-2023, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Adopting the Annual Statement of Investment Policy

8. **ITEMS REMOVED FROM CONSENT CALENDAR**

9. **OLD BUSINESS**

None

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

10.A. Replenish Big Bear Funding Letter of Intent between the Big Bear Area Regional Wastewater Agency, the City of Big Bear Lake Department of Water and Power, and the Big Bear City Community Services District Amendment No. 1

10.B. Resolution No. R. 16-2023, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Amending Resolution No. R. 09-2023 Adding the Administrative Services Manager/Board Secretary as a signatory for the Agency's US Bank Accounts

11. **COMMENTS AND ANNOUNCEMENTS**

11.A. General Manager Comments

11.B. Governing Board Member Comments

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 the Agency at (909) 584-4018. Notification at least 48 hours prior to the meeting or time when services are needed will assist 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](http://www.bbarwa.org) to view and/or print the Agenda Package.



Big Bear Area Regional  
Wastewater Agency

*Jim Miller – Vice-Chair  
Rick Herrick – Director  
Bynette Mote – Director  
Larry Walsh – Director*

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**AGENDA ITEM: 6.A.**

**MEETING DATE:** August 23, 2023

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

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

**REVIEWED BY:** Christine Bennett, Finance Manager; John Shimmin, Plant Manager;  
Bridgette Burton, Administrative Services Manager/Board Secretary

**SUBJECT:** General Manager's Report

**DISCUSSION:**

Administration

No updates.

Operations

*Headworks Grit System Rehabilitation Project*

Change Order No. 6 has been executed, extending the contract timeline to December 2023. Demolition began on August 7, 2023.

*LPS Generator & Fuel System Project*

On May 24, 2023, the Governing Board approved the contract for 70 weeks due to ongoing procurement delays in the construction industry. The generator has been ordered.

*Force Main Investigation – Access Point Installation and CCTV Inspection Pre-Bid Report*

The Agency has solicited informal proposals for 1) the access point installation and 2) the CCTV inspection up to 1,600 linear feet in each direction. Informal proposals are due on August 28, 2023 by 2:00 p.m. The Request for Proposal – Informal Proposal Forms may be obtained from the Agency's website at <https://www.bbarwa.org/rfps-rfqs-procurement>.

*Solar Production*

The July 2023 monthly performance report is attached.

<b>Actual Net Generation (kWh)</b>			
<b><u>Month</u></b>	<b><u>FY 2022</u></b>	<b><u>FY 2023</u></b>	<b><u>FY 2024</u></b>
July		215,598.25	285,573.00
August		229,947.25	
September		230,749.75	
October		276,600.50	
November		241,524.25	
December	29,294.26	190,418.50	
January	212,982.42	192,716.50	
February	260,767.19	224,106.25	
March	295,923.69	269,443.75	
April	319,902.94	316,650.00	
May	330,560.38	302,288.50	
June	316,253.50	287,765.00	
<b>Total</b>	<b>1,765,684.38</b>	<b>2,977,808.50</b>	<b>285,573.00</b>

*2023 Treatment Plant Data*

The influent flow (MG) chart is attached.

<b>Flow Percentages</b>			
<b><u>Member Agency</u></b>	<b><u>May</u></b>	<b><u>June</u></b>	<b><u>July</u></b>
City of Big Bear Lake	57.43%	54.65%	52.92%
Big Bear City CSD	39.01%	41.53%	42.90%
County of San Bernardino CSA 53B	3.56%	3.82%	4.18%

Connections

Connections						FYE 6/30/2023		
<u>Month</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>CBBL</u>	<u>CSD</u>	<u>CSA 53B</u>
July	7	3	11	2	5	3	2	0
August	2	12	5	13				
September	7	3	7	8				
October	5	10	9	6				
November	2	2	5	4				
December	1	2	3	2				
January	1	2	2	0				
February	1	0	6	0				
March	1	3	9	2				
April	7	12	12	4				
May	5	6	7	8				
June	6	13	11	10				
<b>Total</b>	<b>45</b>	<b>68</b>	<b>87</b>	<b>59</b>	<b>5</b>	<b>3</b>	<b>2</b>	<b>0</b>

Replenish Big Bear

The [Frequently Asked Questions](#) page will be updated to reflect additional questions asked by the public during the Open House.

Water Systems Consulting, Inc. (WSC) is nominating the Project Team for the California WaterReuse Bahman Sheikh Award for Vision in Water Reuse.

*Stakeholder Coordination (no update)*

Stakeholder coordination is ongoing, with the Project Team meeting with various stakeholder groups.

*Environmental Review*

The draft Environmental Impact Report (EIR) is expected to be published for review in Summer 2023. The public hearing is tentatively scheduled for the October 2023 Governing Board meeting, with the final adoption target date at the December or January Governing Board meeting. The Environmental Protection Agency (EPA) will start the National Environmental Policy Act (NEPA) review in parallel to expedite the NEPA review, with a target completion of Spring 2024.

The Big Bear Municipal Water District is collecting samples to assist in the completion of the Hydrology section.

*Preliminary Engineering (no update)*

The pilot study is underway. The purpose of the pilot study is to demonstrate process performance for site-specific wastewater conditions to regulatory agencies, confirm the proposed treatment process as a viable design approach to meet the target treatment levels, and quantify total system

recovery for product water. The pilot study consists of four processes: nutrient removal, ultrafiltration, reverse osmosis, UV disinfection and an advanced oxidation process that will produce purified water that is higher than drinking water quality and meets all state and federal regulations.

The Project Team is coordinating the brine minimization with the first batch of totes being sent shortly.

The traditional Design-Bid-Build method was selected as the most appropriate procurement/delivery method given funding agency requirements.

*Regulatory Analysis and Coordination (no update)*

A work plan to lay out the next steps and timeline for the National Pollutant Discharge Elimination System (NPDES) permitting process is underway. This permit is required in order to discharge Project water to Stanfield Marsh and Big Bear Lake. The draft work plan will be shared with the Regional Board and Division of Drinking Water (DDW).

Water Systems Consulting, Inc. (WSC), the water engineering consultant, continues to work on the Monitoring Plan to collect information from Big Bear Lake and the final full advanced treated effluent to inform the next steps in response to Regional Board comments. The Monitoring Plan will be shared with the Regional Board and DDW before Lake sampling begins.

WSC has requested a quote to complete an aerial survey of Stanfield Marsh to update the contour information for the Division wells and to support the future outfall design. Tom Harder & Co., the groundwater consultant, will complete the work plan once the survey information is received. WSC will send the work plan to DDW and request a meeting to discuss.

The Project Team continues work on the Recycled Water Title 22 Engineering Report (ER).

*Agreements and Contracts*

Amendment No. 1 to the Replenish Big Bear Funding Letter of Intent (LOI) between the Agency, the City of Big Bear Lake Department of Water and Power (DWP), and the Big Bear City Community Services District (CSD) is being considered for approval by the Agency Governing Board (Item 10.A) and has been sent to DWP and CSD for consideration. The purpose of the LOI is to confirm the intent of the Project Funding Partners to purchase an option based on the underlying value of Project Water. The LOI gives the Project Funding Partners the option to withdraw up to 380 AFY of Project Water from Big Bear Lake for groundwater recharge and in-lieu recharge of 120 AFY for irrigation of the Big Bear Mountain Golf Course. The LOI states that DWP will pay 68% of the current Option Value (\$294,718.80) and CSD will pay 32% of the current Option Value (\$138,691.20) to the Agency, which reflects their relative benefit of the Project Water. Amendment No. 1 proposes to extend the LOI for one year.

*Funding and Financing*

The Project Team is providing the additional information needed to complete the WIFIA application.

<b>Grants Awarded or Recommended for Funding</b>		
<b>Grant</b>	<b>Amount</b>	<b>Status</b>
DCI Technical Assistance	\$500,000	Awarded and Fully Funded
IRWM Prop 1 Round 1	\$4,563,338	Awarded, In Process
2021 Title XVI	\$1,700,000	Awarded, In Process, \$100,000 for grant agency administration
2022 EPA STAG	\$960,000	CEQA and NEPA must be completed prior to an Award
2022 Title XVI	\$8,267,112	Recommended for Funding
2023 EPA STAG	\$1,000,000	Included in Federal Budget; CEQA and NEPA must be completed prior to an Award
<b>Total</b>	<b>\$16,990,450</b>	

<b>Grant Applications Outstanding</b>		
<b>Grant</b>	<b>Amount</b>	<b>Status</b>
2024 Community Funding Request	\$2,500,000	Applications Submitted
<b>Total</b>	<b>\$2,500,000</b>	

IRWM Prop 1 Round 1 Grant –The quarterly report was submitted by the deadline of July 31, 2023.

2021 Title XVI Grant – WSC confirmed with the United States Bureau of Reclamation (USBR) that the following expenses are eligible:

- The project is eligible for reimbursement from 3/8/2019-5/14/2022 because Build America Buy America (BABA) requirements are not applicable.
- The project is eligible for reimbursement from 7/13/2022-1/12/2023 because of the temporary BABA waiver.

2022 and 2023 EPA State and Tribal Assistance Grants (STAG) – No update. These two grants were originally submitted through Community Funding Requests and have both been assigned to the EPA STAG program. EPA confirmed that EIR/EA is required before an application can be submitted. The application will be submitted once the EIR/EA is certified.

2022 Title XVI Grant – USBR is in the process of amending the Title XVI grant agreement to include this award of \$8,267,112.

2024 Community Funding Request – No update. The Project Team submitted applications to Senator Padilla, Senator Feinstein, and Congressman Obernolte in the amount of \$2,500,000. We anticipate, if awarded, this grant will be awarded through the EPA STAG program.

2023 Title XVI – No update. The Notice of Funding Opportunity is anticipated to be released soon. The Project is eligible to apply again to receive additional grant funds up to 25% of the total.





MONTHLY REPORT  
July 2023

Plant Name:	Big Bear Area Regional Wastewater Agency
Plant ID:	P-3998
Capacity (DC):	1660010.0 w
Resource:	Solar
Address:	121 Palomino Drive - 92314 Big Bear - California/United States
Configuration:	Mohawk, GM CPY



As Contracted Energy Last Month (kWh)

Energy Produced Last Month (kWh)

Time	Net Generation (kWh)		
	A	F	Δ
01 Jul 2023	10,137.50	6,215.86	63.09%
02 Jul 2023	9,308.00	6,215.86	49.75%
03 Jul 2023	10,074.00	6,215.86	62.07%
04 Jul 2023	10,646.00	6,215.86	71.27%
05 Jul 2023	10,401.50	6,215.86	67.34%
06 Jul 2023	10,464.00	6,215.86	68.34%
07 Jul 2023	10,498.00	6,215.86	68.89%
08 Jul 2023	10,450.50	6,215.86	68.13%
09 Jul 2023	10,582.50	6,215.86	70.25%
10 Jul 2023	10,273.00	6,215.86	65.27%
11 Jul 2023	10,224.50	6,215.86	64.49%
12 Jul 2023	9,952.50	6,215.86	60.11%
13 Jul 2023	9,859.50	6,215.86	58.62%
14 Jul 2023	10,159.50	6,215.86	63.44%
15 Jul 2023	10,024.50	6,215.86	61.27%
16 Jul 2023	8,717.50	6,215.86	40.25%
17 Jul 2023	9,177.00	6,215.86	47.64%
18 Jul 2023	10,042.00	6,215.86	61.55%
19 Jul 2023	8,978.00	6,215.86	44.44%
20 Jul 2023	9,398.00	6,215.86	51.19%
21 Jul 2023	9,472.00	6,215.86	52.38%
22 Jul 2023	7,711.00	6,215.86	24.05%
23 Jul 2023	4,183.50	6,215.86	-32.70%
24 Jul 2023	9,085.00	6,215.86	46.16%
25 Jul 2023	7,116.50	6,215.86	14.49%
26 Jul 2023	10,067.50	6,215.86	61.96%
27 Jul 2023	9,122.00	6,215.86	46.75%
28 Jul 2023	10,201.00	6,215.86	64.11%
29 Jul 2023	8,699.00	6,215.86	39.95%
30 Jul 2023	6,749.00	6,215.86	8.58%
31 Jul 2023	3,798.50	6,215.86	-38.89%
<b>Totals</b>	<b>285,573.00</b>	<b>192,691.70</b>	<b>48.20%</b>

Time	Net Generation (kWh)		
	A	F	Δ
01 Jul 2023	10,137.50	8,635.80	17.39%
02 Jul 2023	9,308.00	8,635.80	7.78%
03 Jul 2023	10,074.00	8,635.80	16.65%
04 Jul 2023	10,646.00	8,635.80	23.28%
05 Jul 2023	10,401.50	8,635.80	20.45%
06 Jul 2023	10,464.00	8,635.80	21.17%
07 Jul 2023	10,498.00	8,635.80	21.56%
08 Jul 2023	10,450.50	8,635.80	21.01%
09 Jul 2023	10,582.50	8,635.80	22.54%
10 Jul 2023	10,273.00	8,635.80	18.96%
11 Jul 2023	10,224.50	8,635.80	18.40%
12 Jul 2023	9,952.50	8,635.80	15.25%
13 Jul 2023	9,859.50	8,635.80	14.17%
14 Jul 2023	10,159.50	8,635.80	17.64%
15 Jul 2023	10,024.50	8,635.80	16.08%
16 Jul 2023	8,717.50	8,635.80	0.95%
17 Jul 2023	9,177.00	8,635.80	6.27%
18 Jul 2023	10,042.00	8,635.80	16.28%
19 Jul 2023	8,978.00	8,635.80	3.96%
20 Jul 2023	9,398.00	8,635.80	8.83%
21 Jul 2023	9,472.00	8,635.80	9.68%
22 Jul 2023	7,711.00	8,635.80	-10.71%
23 Jul 2023	4,183.50	8,635.80	-51.56%
24 Jul 2023	9,085.00	8,635.80	5.20%
25 Jul 2023	7,116.50	8,635.80	-17.59%
26 Jul 2023	10,067.50	8,635.80	16.58%
27 Jul 2023	9,122.00	8,635.80	5.63%
28 Jul 2023	10,201.00	8,635.80	18.12%
29 Jul 2023	8,699.00	8,635.80	0.73%
30 Jul 2023	6,749.00	8,635.80	-21.85%
31 Jul 2023	3,798.50	8,635.80	-56.01%
<b>Totals</b>	<b>285,573.00</b>	<b>267,709.72</b>	<b>6.67%</b>



## MONTHLY REPORT

### Last Three Months Performance

#### Produced Energy (kWh)

Time	Net Generation (kWh)	
	F	W
Apr 2023	267,844.05	305,886.57
May 2023	292,690.20	296,726.48
Jun 2023	282,677.51	281,788.73
Totals	843,211.76	884,401.77

#### Availability (%) and PR

Time	Availability (%)			Performance Ratio (fraction)		
	A	F	Δ	A	F	Δ
Apr 2023	100.00	99.00	1.01%	0.81	0.00	100.00%
May 2023	100.00	99.00	1.01%	0.73	0.00	100.00%
Jun 2023	100.00	99.00	1.01%	0.68	0.00	100.00%
Totals	100.00	99.00	1.01%	0.74	0.00	100.00%

#### Closed Events Last 3 Months

#### Open Events Last 3 Months



## MONTHLY REPORT

### Definitions

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Energy (kwh): Radiant light and heat from the Sun

Irradiation (kwh): The power per unit area produced by the Sun in the form of electromagnetic radiation. The solar irradiance integrated over time is called solar irradiation, solar exposure, or insolation.

Produced Energy (kwh): Energy generated by your system, transferred through an API

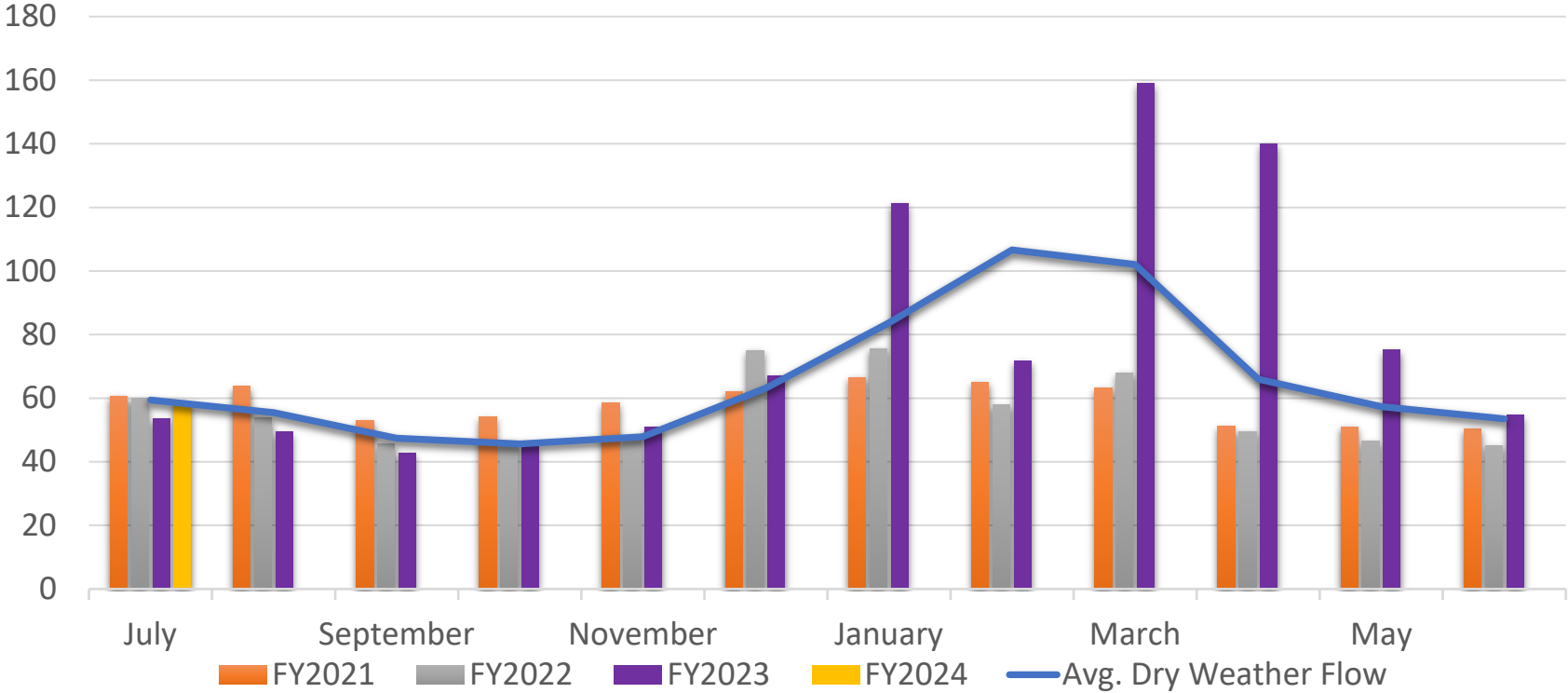
As Contracted Energy: (kWh) Energy proposed to be generated by your system contractually

Change ( $\Delta$ ): The % difference between actual and forecasted production

Availability (%): The Max theoretical generation capacity

PR (Performance Ratio): The ratio measured output to the expected output for a given reporting period based on the system name-plate rating

### Influent Flow (MG)



# **BIG BEAR AREA REGIONAL WASTEWATER AGENCY**

Regular Board Meeting Minutes

July 26, 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 5:02 p.m. on July 26, 2023 at 121 Palomino Drive, Big Bear City, California.

Attendees stood silently for a moment of reflection and respect for Chair Green.

### **BOARD MEMBERS PRESENT**

Jim Miller, Vice-Chair

Rick Herrick, Director (joined at 5:11 p.m.)

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, Senior Management Analyst/Board Secretary

### **OTHERS**

Members of the public who signed in included:

None

## **2. PLEDGE OF ALLEGIANCE**

Director Mote

## **3. APPROVAL OF AGENDA**

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

Ayes: Miller, Mote, Walsh

Noes: None

Absent: Herrick

Abstain: None

4. **PUBLIC FORUM**

None

5. **PRESENTATION AND INTRODUCTION**

5.A. Big Bear Chamber of Commerce Outstanding Employee Bridgette Burton

The General Manager congratulated Ms. Burton on this award and announced that Ms. Burton will be presented with the 2023 California Special Districts Association (CSDA) Staff Member of the Year award at the CSDA Annual Conference in August.

6. **INFORMATION/COMMITTEE REPORTS**

6.A. General Manager's Report

The General Manager described the Replenish Big Bear Open House and Pilot Tour event. The Governing Board thanked staff, inquired about questions from the public, clarified the four treatment processes and the timeline for the draft EIR, and requested additional details on the .gov domain.

6.B. Bear Valley Basin Groundwater Sustainability Agency

The General Manager explained the BVBGSA adopted the budget at the June 2023 meeting. The Governing Board added that the BVBGSA sustainability report was updated annually as well.

7. **CONSENT CALENDAR APPROVED ITEMS**

7.A. Approval of the Meeting Minutes from the May 24, 2023 Regular Meeting and the July 6, 2023 and July 19, 2023 Special Meetings

7.B. Monthly Disbursements Report for May and June

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

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

Noes: None

Absent: None

Abstain: None

**8. ITEMS REMOVED FROM CONSENT CALENDAR**

None

**9. OLD BUSINESS**

None

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

**10.A.** Appropriate \$50,000 for the Force Main Investigation from the Contingency Fund

The General Manager described the investigation process. The Governing Board inquired about the owner of the line and if the City of Big Bear Lake would be cost sharing the investigation and/or repair.

Upon motion by Director Mote, seconded by Vice-Chair Miller and carried, the Governing Board appropriated \$50,000 from the Contingency Fund for the Force Main Investigation Project; authorized the General Manager to solicit informal bids per the Agency's Purchasing Policy to conduct the video investigation, not to exceed \$5,000; and authorized the General Manager to solicit informal bids per the Agency's Purchasing Policy for the installation of the access point, not to exceed \$45,000.

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

**10.B.** Resolution No. R. 13-2023, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Making Certain Findings and Authorizing Award of a Sole Source Contract for the Purchase of Victaulic Piping for the Headers and Check Valves Project Pursuant to Public Contract Code Section 3400

The General Manager explained the need for the sole source. The Governing Board inquired if the piping included any brass or bronze, requested additional information regarding the proprietary piping, and verified that BB&K reviewed and confirmed the Agency is operating within the Purchasing Policy.

Upon motion by Director Herrick, seconded by Director Mote and carried, the Governing Board approved Resolution No R. 13-2023; and authorized the General Manager to procure the necessary piping by sole source without following competitive bidding requirements.

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

**10.C.** Organizational Structure and Classification Plan; Appropriate \$33,357 for the Reclassification of the Senior Management Analyst/Board Secretary to Administrative Services Manager/Board Secretary from the Contingency Fund; Pay Schedule

The General Manager presented the details on the reclassification, organizational chart, and pay schedule. The Governing Board clarified the fiscal year in which the changes would be made, discussed possible future positions, and the impact of the Replenish Big Bear Project on staff.

Upon motion by Director Mote, seconded by Vice-Chair Miller and carried, the Governing Board approved the Administrative Services Manager/Board Secretary class specifications (job description) and Organizational Chart; appropriated \$33,357 for the reclassification of the Senior Management Analyst/Board Secretary to Administrative Services Manager/Board Secretary from the Contingency Fund; and approved the publicly available Pay Schedule.

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

**10.D.** Appointment of Governing Board Chair and/or Vice-Chair

Upon motion by Director Mote, seconded by Director Herrick and carried, the Governing Board tabled this item until the regular meeting in September.

Ayes: Herrick, Miller, Mote, Walsh  
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 commented that Chair Green was one of the most pleasurable Board Members they have ever worked with. He was very thoughtful and could easily sway others with his point of view. Chair Green will be missed.

**12. ADJOURNMENT**

With no further business to come before the Governing Board, Vice-Chair Miller adjourned the meeting at 5:50 p.m.

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



Big Bear Area Regional  
Wastewater Agency

*Jim Miller – Vice-Chair  
Rick Herrick – Director  
Bynette Mote – Director  
Larry Walsh – Director*

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**AGENDA ITEM: 7.B.**

**MEETING DATE:** August 23, 2023

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

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

**PREPARED BY:** Christine Bennett, Finance Manager

**SUBJECT:** Monthly Disbursements Report

**BACKGROUND:**

Attached is the Agency's July check register which reflects accounts paid during the period.

**FINANCIAL IMPACT:**

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

**RECOMMENDATION:**

Informational

**Big Bear Area Regional Wastewater Agency  
Check Register  
For the Period From Jul 1, 2023 to Jul 31, 2023**

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

Check #	Date	Payee	Cash Account	Amount
23249	7/7/23	ALLISON MECHANICAL, INC.	1000-20	2,143.00
23250	7/7/23	AMAZON CAPITAL SERVICES	1000-20	194.92
23251	7/7/23	ARAMARK UNIFORM SERVICES	1000-20	1,876.23
23252	7/7/23	ASBURY ENVIRONMENTAL SERVICES	1000-20	185.00
23253	7/7/23	RICK M. BOWERS	1000-20	553.84
23254	7/7/23	BEST BEST & KRIEGER LLP	1000-20	1,137.60
23255	7/7/23	BIG BEAR CITY COMMUNITY SERVICES DI	1000-20	2,102.95
23256	7/7/23	BIG BEAR PAINT CENTER	1000-20	443.98
23257	7/7/23	BUTCHER'S BLOCK & BUILDING	1000-20	740.68
23258	7/7/23	BEAR VALLEY ELECTRIC	1000-20	10,758.46
23259	7/7/23	BEAR VALLEY PRINTING	1000-20	2,197.36
23260	7/7/23	CAR QUEST OF BIG BEAR	1000-20	30.41
23261	7/7/23	COSTCO MEMBERSHIP	1000-20	60.00
23262	7/7/23	CWEA TCP/MEMBERSHIP	1000-20	302.00
23263	7/7/23	DIY HOME CENTER-BIG BEAR	1000-20	192.03
23264	7/7/23	TOM DODSON & ASSOCIATES	1000-20	8,575.00
23265	7/7/23	DISTRIBUTED SOLAR DEVELOPMENT, LLC	1000-20	21,530.58
23266	7/7/23	DIRECT TV	1000-20	52.99
23267	7/7/23	DEPARTMENT OF WATER & POWER	1000-20	52.27
23268	7/7/23	ECS IMAGING, INC.	1000-20	2,075.00
23269	7/7/23	CALPERS EDUCATIONAL FORUM 2023	1000-20	898.00
23270	7/7/23	EUROFINS EATON ANALYTICAL, LLC	1000-20	9,160.00
23271	7/7/23	EVANTEC CORPORATION	1000-20	334.15
23272	7/7/23	FLYERS ENERGY	1000-20	2,057.21
23273	7/7/23	FRONTIER COMMUNICATIONS	1000-20	1,074.49
23274	7/7/23	GRAINGER	1000-20	318.10
23275	7/7/23	HUGHESNET	1000-20	102.33
23276	7/7/23	LUMBRE, INC.	1000-20	2,100.00
23277	7/7/23	RANDY J. SPITZ	1000-20	64.49
23278	7/7/23	NHA ADVISORS, LLC	1000-20	4,787.50
23279	7/7/23	CONSTANCE M. ALVARADO	1000-20	55.00
23280	7/7/23	PARKHOUSE TIRE, INC	1000-20	360.15
23281	7/7/23	PARMA	1000-20	300.00
23282	7/7/23	PITNEY BOWES RESERVE ACCOUNT	1000-20	500.00

**Big Bear Area Regional Wastewater Agency  
Check Register  
For the Period From Jul 1, 2023 to Jul 31, 2023**

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

Check #	Date	Payee	Cash Account	Amount
23283	7/7/23	READY REFRESH	1000-20	71.90
23284	7/7/23	R.I.C. CONSTRUCTION CO., INC.	1000-20	48,516.50
23285	7/7/23	ROBERTSON'S	1000-20	658.35
23286	7/7/23	SOUTH COAST AQMD	1000-20	9,129.49
23287	7/7/23	SDRMA	1000-20	229,350.26
23288	7/7/23	SHRED-IT	1000-20	350.00
23289	7/7/23	RYAN R. ABELN	1000-20	1,687.50
23290	7/7/23	SMARTCOVER SYSTEMS	1000-20	195.00
23291	7/7/23	SPECTRUM BUSINESS	1000-20	1,391.20
23292	7/7/23	STREAMLINE	1000-20	3,600.00
23293	7/7/23	NANCY R. BOHL, INC.	1000-20	150.00
23294	7/7/23	TWIN BEAR EQUIPMENT RENTAL, INC	1000-20	953.72
23295	7/7/23	UNDERGROUND SERVICE ALERT	1000-20	477.09
23296	7/7/23	VIKING MAINTENANCE SERVICES, LLC	1000-20	1,350.00
23297	7/7/23	WATER SYSTEMS CONSULTING, INC.	1000-20	90,652.50
23298	7/7/23	TROY BEMISDARFER	1000-20	50.00
23299	7/7/23	CHRISTINE BENNETT	1000-20	50.00
23300	7/7/23	BRIDGETTE BURTON	1000-20	50.00
23301	7/7/23	SONJA KAWA	1000-20	50.00
23302	7/7/23	DAVID LAWRENCE	1000-20	50.00
23303	7/7/23	JOHN SHIMMIN	1000-20	50.00
23304	7/18/23	BEAR VALLEY PRINTING	1000-20	1,292.68
23305	7/21/23	ACCENT COMPUTER SOLUTIONS, INC.	1000-20	2,905.50
23306	7/21/23	ALLISON MECHANICAL, INC.	1000-20	3,537.71
23307	7/21/23	AMAZON CAPITAL SERVICES	1000-20	240.87
23308	7/21/23	BIG BEAR CHAMBER OF COMMERCE	1000-20	45.00
23309	7/21/23	BIG BEAR FIRE DEPARTMENT	1000-20	75.00
23310	7/21/23	BUSINESS CARD	1000-20	3,850.54
23311	7/21/23	BEAR VALLEY FIRE PROTECTION, INC.	1000-20	862.17
23312	7/21/23	BEAR VALLEY PAVING, INC.	1000-20	4,999.24
23313	7/21/23	CHEM-TECH INTERNATIONAL, INC.	1000-20	868.57
23314	7/21/23	CLINICAL LAB OF SAN BERNARDINO	1000-20	490.00
23315	7/21/23	COUNTY OF SAN BERNARDINO SOLID WA	1000-20	332.07

**Big Bear Area Regional Wastewater Agency  
Check Register  
For the Period From Jul 1, 2023 to Jul 31, 2023**

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

Check #	Date	Payee	Cash Account	Amount
23316	7/21/23	DADDY'S PEST CONTROL	1000-20	300.00
23317	7/21/23	TOM DODSON & ASSOCIATES	1000-20	5,870.00
23318	7/21/23	EUROFINS EATON ANALYTICAL, LLC	1000-20	1,965.00
23319	7/21/23	GRAINGER	1000-20	110.46
23320	7/21/23	HACH COMPANY	1000-20	684.78
23321	7/21/23	LUMBRE, INC.	1000-20	65.00
23322	7/21/23	MCMASTER-CARR SUPPLY COMPANY	1000-20	729.54
23323	7/21/23	MITEL	1000-20	374.33
23324	7/21/23	NHA ADVISORS, LLC	1000-20	3,487.50
23325	7/21/23	NORTHERN TOOL & EQUIPMENT	1000-20	43.09
23326	7/21/23	PHENOVA	1000-20	578.47
23327	7/21/23	POLYDYNE INC	1000-20	4,232.36
23328	7/21/23	ROGERS, ANDERSON, MALODY & SCOTT,	1000-20	8,100.00
23329	7/21/23	READY REFRESH	1000-20	311.85
23330	7/21/23	ROMANS CONSTRUCTION CO.	1000-20	2,600.00
23331	7/21/23	SOUTHERN CALIFORNIA EDISON	1000-20	52.42
23332	7/21/23	SOUTHWEST GAS	1000-20	770.82
23333	7/21/23	SYNAGRO-WWT, INC.	1000-20	23,169.42
23334	7/21/23	USA BLUEBOOK	1000-20	399.58
23335	7/21/23	VERIZON WIRELESS	1000-20	239.17
23336	7/21/23	WATER SYSTEMS CONSULTING, INC.	1000-20	5,890.00
23337	7/21/23	BRENT BERG	1000-20	566.04
23338	7/21/23	KIMBERLY BOOTH	1000-20	566.04
23339	7/21/23	RAFAEL CURIEL	1000-20	566.04
23340	7/21/23	SAMUEL ESSEX	1000-20	566.04
CASH 23852	7/3/23	PAYA	1000-20	19.99
CASH 23853	7/5/23	VISION SERVICE PLAN	1000-20	306.46
CASH 23854	7/5/23	EMPLOYMENT DEVELOPMENT DEPARTME	1000-20	636.88
CASH 23855	7/5/23	INTERNAL REVENUE SERVICE	1000-20	2,117.21
CASH 23856	7/5/23	CALPERS HEALTH	1000-20	30,293.16
CASH 23857	7/6/23	PRINCIPAL FINANCIAL GROUP	1000-20	3,569.89
CASH 23858	7/6/23	THE LINCOLN NAT'L LIFE INS CO	1000-20	3,851.82
CASH 23859	7/7/23	EMPLOYMENT DEVELOPMENT DEPARTME	1000-20	4,202.83
CASH 23860	7/7/23	INTERNAL REVENUE SERVICE	1000-20	14,349.74

**Big Bear Area Regional Wastewater Agency**  
**Check Register**  
**For the Period From Jul 1, 2023 to Jul 31, 2023**

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

Check #	Date	Payee	Cash Account	Amount
CASH 23861	7/10/23	AMERICAN FIDELITY ASSURANCE CO	1000-20	699.98
CASH 23862	7/10/23	CALPERS RETIREMENT	1000-20	3,458.92
CASH 23863	7/10/23	CA PERS 457 PROGRAM	1000-20	4,784.89
CASH 23864	7/10/23	CALPERS RETIREMENT	1000-20	7,940.77
CASH 23865	7/11/23	CALPERS RETIREMENT	1000-20	189,003.00
CASH 23866	7/19/23	THE LINCOLN NAT'L LIFE INS CO	1000-20	4,187.29
CASH 23867	7/21/23	EMPLOYMENT DEVELOPMENT DEPARTME	1000-20	2,604.02
CASH 23868	7/21/23	INTERNAL REVENUE SERVICE	1000-20	8,122.71
CASH 23869	7/24/23	CALIF DEPT OF TAX & FEE ADMINISTRATIO	1000-20	5.00
CASH 23870	7/24/23	AMERICAN FIDELITY ASSURANCE CO	1000-20	699.98
CASH 23871	7/24/23	CALPERS RETIREMENT	1000-20	4,192.12
CASH 23872	7/24/23	CA PERS 457 PROGRAM	1000-20	5,113.35
CASH 23873	7/24/23	CALPERS RETIREMENT	1000-20	9,327.86
CASH 23874	7/27/23	LEGALSHIELD	1000-20	67.80
CASH 23875	7/27/23	TEXAS LIFE INSURANCE COMPANY	1000-20	241.25
CASH 23876	7/27/23	AMERICAN FIDELITY ASSURANCE CO	1000-20	842.14
CASH 23877	7/27/23	PAYA	1000-20	11,862.72
CASH 23878	7/31/23	PAYA	1000-20	51.85
<b>Total</b>				<b>860,440.16</b>



Big Bear Area Regional  
Wastewater Agency

*Jim Miller – Vice-Chair  
Rick Herrick – Director  
Bynette Mote – Director  
Larry Walsh – Director*

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**AGENDA ITEM: 7.C.**

**MEETING DATE:** August 23, 2023

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

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

**PREPARED BY:** Christine Bennett, Finance Manager

**SUBJECT:** Investment Report Identifying Agency Investments and Reporting Interest  
Income

**BACKGROUND:**

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

**FINANCIAL IMPACT:**

There is no financial impact.

**RECOMMENDATION:**

Informational

BBARWA  
 Monthly Investment Report  
 July 2023

<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	\$ 10,360,985	\$ 10,203,793	\$ 90,315	3.305%	DAILY
TOTAL	<u>\$ 10,360,985</u>	<u>\$ 10,203,793</u>	<u>\$ 90,315</u>		

The Investment Portfolio of the Big Bear Area Regional Wastewater Agency is in compliance with the investment policy approved in Sept 2022. 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 2024 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

August 07, 2023

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

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BIG BEAR AREA REGIONAL WASTEWATER AGENCY

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

[Tran Type Definitions](#)



**Account Number:**

July 2023 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
7/5/2023	7/5/2023	RW	1731225	1691598	CHRISTINE BENNETT	-700,000.00
7/14/2023	7/19/2023	QRD	1735166	N/A	SYSTEM	90,314.94
7/28/2023	7/28/2023	RW	1736886	1697272	CHRISTINE BENNETT	-200,000.00

**Account Summary**

Total Deposit:	90,314.94	Beginning Balance:	11,170,669.93
Total Withdrawal:	-900,000.00	Ending Balance:	10,360,984.87



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**AGENDA ITEM: 7.D.**

**MEETING DATE:** August 23, 2023

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

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

**PREPARED BY:** Bridgette Burton, Administrative Services Manager/Board Secretary

**SUBJECT:** Resolution No. R. 14-2023, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Adopting an Amended Conflict of Interest Code Pursuant to the Political Reform Act of 1974

**BACKGROUND & DISCUSSION:**

The Political Reform Act (the “Act”) requires all public agencies to adopt and maintain a Conflict of Interest Code containing the rules for disclosure of personal assets. Except for positions listed in Gov. Code § 87200, the Conflict of Interest Code must specifically designate all agency positions that make or participate in the making of decisions and assign specific types of personal assets to be disclosed that may be affected by the exercise of powers and duties of that position.

The Act further requires that an agency amend its Conflict of Interest Code when change is necessitated by changed circumstances which include the need to designate positions.

It is proposed that BBARWA’s Conflict of Interest Code be amended to revise disclosure categories, revise the titles of existing positions, and include AB 1234 ethics training language.

**FINANCIAL IMPACT:**

There is no financial impact.

**RECOMMENDATION:**

1. Adopt Resolution No. R. 14-2023; and
2. Direct the General Manager to submit the amendment to the San Bernardino County Board of Supervisors as BBARWA’s code-reviewing body (Gov. Code § 82011) requesting approval of the amendment as required under Government Code section 87303.

**ATTACHMENTS:**

- Resolution No. R. 14-2023
- Amended Conflict of Interest Code - Legislative Version (redline)
- Amended Conflict of Interest Code – Final Version

**RESOLUTION NO. R. 14-2023**

**RESOLUTION OF THE GOVERNING BOARD OF THE  
BIG BEAR AREA REGIONAL WASTEWATER AGENCY  
ADOPTING AN AMENDED CONFLICT OF INTEREST  
CODE PURSUANT TO THE POLITICAL REFORM ACT  
OF 1974**

**WHEREAS**, the State of California enacted the Political Reform Act of 1974, Government Code Section 81000 et seq. (the “Act”), which contains provisions relating to conflicts of interest which potentially affect all officers, employees and consultants of the Big Bear Area Regional Wastewater Agency (“BBARWA”) and requires all public agencies to adopt and promulgate a Conflict of Interest Code; and

**WHEREAS**, the potential penalties for violation of the provisions of the Act are substantial and may include criminal and civil liability, as well as equitable relief which could result in BBARWA being restrained or prevented from acting in cases where the provisions of the Act may have been violated; and

**WHEREAS**, the Governing Board adopted a Conflict of Interest Code (the “Code”) which was amended on March 6, 2019, in compliance with the Act; and

**WHEREAS**, subsequent changed circumstances within BBARWA have made it advisable and necessary pursuant to Sections 87306 and 87307 of the Act to amend and update BBARWA’s Code; and

**WHEREAS**, notice of the time and place of a public meeting on, and of consideration by the Governing Board of the proposed amended Conflict of Interest Code was provided each designated employee and publicly posted for review at the offices of BBARWA; and

**WHEREAS**, a public meeting was held upon the proposed amended Conflict of Interest Code at a regular meeting of the Governing Board on August 23, 2023, at which all present were given an opportunity to be heard on the proposed amended Conflict of Interest Code.

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

**SECTION 1.** The Governing Board does hereby adopt the proposed amended Conflict of Interest Code, a copy of which is attached hereto and shall be on file with the Administrative Services Manager/Board Secretary and available to the public for inspection and copying during regular business hours.

**SECTION 2.** The said amended Conflict of Interest Code shall be submitted to the Board of Supervisors of the County of San Bernardino for approval.

**SECTION 3.** The said amended Conflict of Interest Code shall become effective immediately after the Board of Supervisors approves the proposed amended Code as submitted.

**PASSED, APPROVED AND ADOPTED** this 23<sup>rd</sup> day of August, 2023.

\_\_\_\_\_  
Jim Miller, Vice-Chair of the Governing Board  
Big Bear Area Regional Wastewater Agency

ATTEST:

I, Bridgette Burton, Secretary to the Governing Board of the Big Bear Area Regional Wastewater Agency, DO HEREBY CERTIFY, that the foregoing Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency, being Resolution No. R. 14-2023, Adopting an Amended Conflict of Interest Code Pursuant to the Political Reform Act of 1974, was duly adopted at a regular meeting of the Governing Board held on the 23rd day of August 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Bridgette Burton, Secretary to the Governing Board  
Big Bear Area Regional Wastewater Agency

**LEGISLATIVE VERSION**  
**(SHOWS CHANGES MADE)**

**CONFLICT OF INTEREST CODE**

**FOR THE**

**BIG BEAR AREA REGIONAL**

**WASTEWATER AGENCY**

## **CONFLICT OF INTEREST CODE FOR THE BIG BEAR AREA REGIONAL WASTEWATER AGENCY**

**(Amended ~~March 6, 2019~~ August 23, 2023)**

The Political Reform Act (Gov. Code § 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. § 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This incorporation page, Regulation 18730, and the attached Appendix designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the **Big Bear Area Regional Wastewater Agency** (the "Agency").

All officials and designated positions required to submit a statement of economic interests shall file their statements with the ~~Management Analyst~~ **Administrative Services Manager/Board Secretary** as the Agency's Filing Officer. The ~~Management Analyst~~ **Administrative Services Manager/Board Secretary** shall retain the originals of the statements filed by all officials and designated positions and make all statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008.)

All officials and designated positions required to submit a statement of economic interests shall receive ethics training as required pursuant to Government Code section 53235 (AB 1234). The Agency's Filing Officer shall annually provide all filers with information on training available to meet the requirements of Section 53235, and maintain required records indicating the dates that filers satisfied the training requirements and the entity that provided the training. These records shall be retained for five years after the date of training and are public records subject to disclosure under the California Public Records Act. (Gov. Code § 53235.2.)

**APPENDIX**  
**CONFLICT OF INTEREST CODE**  
**OF THE**  
**BIG BEAR AREA REGIONAL**  
**WASTEWATER AGENCY**

(Amended ~~March 6, 2019~~ August 23, 2023)<sup>1</sup>

**PART “A”**

**OFFICIALS WHO MANAGE PUBLIC INVESTMENTS**

Agency Officials who manage public investments, as defined by 2 Cal. Code of Regs. §18701(b), are NOT subject to the Agency’s Code, but must file disclosure statements under Government Code Section 87200 et seq. [Regs. § 18730(b)(3)] These positions are listed here for informational purposes only.

It has been determined that the positions listed below are officials who manage public investments<sup>2</sup>:

Board Members

General Manager

Finance Manager

Financial Consultants

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<sup>1</sup> Title revised June 2021. Include new positions, revise the titles of existing positions, revise disclosure categories and include AB 1234 ethics training language.

<sup>2</sup> Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

## DESIGNATED POSITIONS

### GOVERNED BY THE CONFLICT OF INTEREST CODE

<u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
General Counsel	1, 2
Human Resources Coordinator/Accounting Technician [added assigned disclosure categories based on responsibilities]	4, <u>6, 7, 8</u>
<del>Management Analyst</del> <u>Administrative Services Manager</u> /Board Secretary [disclosure category revised to reflect restructure of responsibilities - position acts in the absence of the General Manager]	<del>5</del> <u>1, 2</u>
<del>Operations Administrative/Laboratory Assistant</del> <u>Laboratory Technician</u> [narrowed assigned disclosure category based on responsibilities]	<del>4</del> <u>5</u>
Plant Manager [added assigned disclosure categories based on responsibilities]	<u>3, 5, 6</u>
Plant Supervisor [added assigned disclosure categories based on responsibilities]	<u>3, 5</u>
Senior Laboratory Analyst	5

### Consultant and New Positions<sup>3</sup>

<sup>3</sup> Individuals providing services as a Consultant defined in Regulation 18701, or in a new position created since this Code was last approved that makes or participates in making decisions shall disclose pursuant to the broadest disclosure category in this Code subject to the following limitation:

The General Manager may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.). The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code Sec. 81008.)



## PART “B”

### DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of economic interests that the Designated Position must disclose for each disclosure category to which ~~he or she~~ the designated is assigned.<sup>3</sup> Such economic interests are reportable if they are either located in or doing business in the jurisdiction, are planning to do business in the jurisdiction, or have done business during the previous two years in the jurisdiction of the Agency.

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are located in, do business in, or own real property within the jurisdiction of the Agency.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the Agency, including any leasehold, beneficial or ownership interest or option to acquire property.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the Agency.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the Agency.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment, of a type purchased or leased by the Designated Position’s department, unit or division.

Category 6: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, subject to the regulatory, permit, or licensing authority of the designated employee's department, unit or division.

Category 7: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, or income from a nonprofit or other organization, if the source is of the type to receive grants or other monies from or through the Agency or its subdivisions.

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<sup>3</sup> This Conflict of Interest Code does not require the reporting of gifts from outside this agency’s jurisdiction if the source does not have some connection with or bearing upon the functions of the position. (Reg. 18730.1)

Category 8: All investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, if such entities or sources have filed claims against the agency in the past 2 years, or have a claim pending before the Agency.

**CONFLICT OF INTEREST CODE**

**FOR THE**

**BIG BEAR AREA REGIONAL**

**WASTEWATER AGENCY**

## **CONFLICT OF INTEREST CODE FOR THE BIG BEAR AREA REGIONAL WASTEWATER AGENCY**

**(Amended August 23, 2023)**

The Political Reform Act (Gov. Code § 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. § 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This incorporation page, Regulation 18730, and the attached Appendix designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the **Big Bear Area Regional Wastewater Agency** (the "**Agency**").

All officials and designated positions required to submit a statement of economic interests shall file their statements with the **Administrative Services Manager/Board Secretary** as the Agency's Filing Officer. The **Administrative Services Manager/Board Secretary** shall retain the originals of the statements filed by all officials and designated positions and make all statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008.)

All officials and designated positions required to submit a statement of economic interests shall receive ethics training as required pursuant to Government Code section 53235 (AB 1234). The Agency's Filing Officer shall annually provide all filers with information on training available to meet the requirements of Section 53235, and maintain required records indicating the dates that filers satisfied the training requirements and the entity that provided the training. These records shall be retained for five years after the date of training and are public records subject to disclosure under the California Public Records Act. (Gov. Code § 53235.2.)

**APPENDIX**  
**CONFLICT OF INTEREST CODE**  
**OF THE**  
**BIG BEAR AREA REGIONAL**  
**WASTEWATER AGENCY**  
**(Amended August 23, 2023)<sup>1</sup>**

**PART “A”**

**OFFICIALS WHO MANAGE PUBLIC INVESTMENTS**

Agency Officials who manage public investments, as defined by 2 Cal. Code of Regs. §18701(b), are NOT subject to the Agency’s Code, but must file disclosure statements under Government Code Section 87200 et seq. [Regs. § 18730(b)(3)] These positions are listed here for informational purposes only.

It has been determined that the positions listed below are officials who manage public investments<sup>2</sup>:

Board Members

General Manager

Finance Manager

Financial Consultants

---

<sup>1</sup> Include new positions, revise the titles of existing positions, revise disclosure categories and include AB 1234 ethics training language.

<sup>2</sup> Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

**DESIGNATED POSITIONS**

**GOVERNED BY THE CONFLICT OF INTEREST CODE**

<u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Administrative Services Manager/Board Secretary	1, 2
General Counsel	1, 2
Human Resources Coordinator/Accounting Technician	4, 6, 7, 8
Laboratory Technician	5
Plant Manager	3, 5, 6
Plant Supervisor	3, 5
Senior Laboratory Analyst	5

Consultant and New Positions<sup>3</sup>

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<sup>3</sup> Individuals providing services as a Consultant defined in Regulation 18701, or in a new position created since this Code was last approved that makes or participates in making decisions shall disclose pursuant to the broadest disclosure category in this Code subject to the following limitation:

The General Manager may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.). The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code Sec. 81008.)

## **PART “B”**

### **DISCLOSURE CATEGORIES**

The disclosure categories listed below identify the types of economic interests that the Designated Position must disclose for each disclosure category to which the designated is assigned.<sup>3</sup> Such economic interests are reportable if they are either located in or doing business in the jurisdiction, are planning to do business in the jurisdiction, or have done business during the previous two years in the jurisdiction of the Agency.

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are located in, do business in, or own real property within the jurisdiction of the Agency.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the Agency, including any leasehold, beneficial or ownership interest or option to acquire property.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the Agency.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the Agency.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment, of a type purchased or leased by the Designated Position’s department, unit or division.

Category 6: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, subject to the regulatory, permit, or licensing authority of the designated employee's department, unit or division.

Category 7: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, or income from a nonprofit or other organization, if the source is of the type to receive grants or other monies from or through the Agency or its subdivisions.

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<sup>3</sup> This Conflict of Interest Code does not require the reporting of gifts from outside this agency’s jurisdiction if the source does not have some connection with or bearing upon the functions of the position. (Reg. 18730.1)

Category 8: All investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, if such entities or sources have filed claims against the agency in the past 2 years, or have a claim pending before the Agency.





Big Bear Area Regional  
Wastewater Agency

*Jim Miller – Vice-Chair  
Rick Herrick – Director  
Bynette Mote – Director  
Larry Walsh – Director*

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**AGENDA ITEM: 7.E.**

**MEETING DATE:** August 23, 2023

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

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

**PREPARED BY:** Christine Bennett, Finance Manager

**SUBJECT:** Resolution No. R. 15-2023, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Adopting the Annual Statement of Investment Policy

**BACKGROUND:**

The Annual Statement of Investment Policy is attached as Exhibit A to Resolution No. R. 15-2023. The state legislature encourages local agencies to review the investment policy annually to ensure that public funds are being invested in safe and liquid vehicles. The investment policy and resolution remain unchanged from the prior year.

**FINANCIAL IMPACT:**

There is no financial impact.

**RECOMMENDATION:**

Adopt Resolution No. R. 15-2023

**ATTACHMENT:**

Resolution No. R. 15-2023

**RESOLUTION NO. R. 15-2023**

**A RESOLUTION OF THE GOVERNING BOARD OF THE  
BIG BEAR AREA REGIONAL WASTEWATER AGENCY  
ADOPTING THE ANNUAL STATEMENT OF INVESTMENT POLICY**

**WHEREAS**, the Governing Board has heretofore established general funds from which monies may be expended for general operating purposes; and

**WHEREAS**, the Governing Board has, in addition, established designated funds from which monies may be expended for specific purposes only; and

**WHEREAS**, the Big Bear Area Regional Wastewater Agency has on hand in the general and designated funds, from time to time, monies that are not required for immediate expenditure; and

**WHEREAS**, it has been determined to be in the public interest to invest such monies in a manner that seeks to ensure the preservation of capital while meeting the liquidity needs of the Agency;

**NOW, THEREFORE, BE IT RESOLVED**, by the Governing Board of the Big Bear Area Regional Wastewater Agency that the Agency's Annual Statement of Investment Policy, attached hereto as Exhibit "A," is hereby approved and adopted and all prior resolutions or portions thereof that conflict with this resolution are rescinded and all prior resolutions or portions thereof that are repeated by this resolution are replaced.

**ADOPTED** this 23rd day of August 2023.

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Jim Miller, Vice-Chair of the Governing Board  
Big Bear Area Regional Wastewater Agency

ATTEST:

I, Bridgette Burton, Secretary to the Governing Board of the Big Bear Area Regional Wastewater Agency, DO HEREBY CERTIFY that the foregoing Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency, Adopting the Annual Statement of Investment Policy, being Resolution No. R. 15-2023, was adopted at a regular meeting on August 23, 2023, of said Agency by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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

## EXHIBIT “A”

### BIG BEAR AREA REGIONAL WASTEWATER AGENCY BOARD POLICY INVESTMENT

#### I. Policy Statement

The Big Bear Area Regional Wastewater Agency (“Agency”) has been entrusted with a special privilege and a unique responsibility to manage and protect public dollars. When managing public funds, the Agency understands that investment success can not be measured in terms of achieving the highest possible return but must be measured in terms of prudent investing that utilizes uncommitted dollars in safe, short-term instruments to earn the Agency reasonable returns with the least amount of risk and to maintain adequate liquidity.

#### II. Scope

This investment policy applies to all financial assets of the Agency which include:

1. Idle short-term operating cash.
2. Deposits held by fiscal agents, in accordance with the provisions of the applicable debt agreements, not necessarily limited to the specific investment types authorized under Section IV, Authorized Investments, set forth in this policy.
3. Restricted designated funds.

#### III. Objective

The primary objectives, in priority order, of the Agency’s investment activities shall be:

1. **Safety:** Safety of principal is the foremost objective of the investment program. Investments of the Agency shall be undertaken in a manner that seeks to ensure the preservation of capital.

2. **Liquidity:** The Agency's investment portfolio will remain sufficiently liquid to meet all operating requirements.
3. **Yield:** The investment portfolio shall be designed with the objective of attaining a rate of return commensurate with the Agency's investment risk constraints and liquidity needs. Return on investment is of least importance compared to the safety and liquidity objectives described above.

#### **IV. Authorized Investments**

The following investments will be permitted by this policy and are authorized pursuant to California Government Code 53600 et seq.:

1. The Local Agency Investment Fund (LAIF) managed by the Treasurer of the State of California.
2. Certificates of Deposit insured by the Federal Deposit Insurance Corporation. Maturities are not to exceed two years from the date of purchase. Purchases may not exceed 30 percent of the Agency's surplus money.
3. United States Treasury Bills, Notes and Bonds for which the full faith and credit of the United States are pledged for the payment of principal and interest. Maturities are not to exceed two years from the date of purchase.
4. Triple-A rated money market mutual funds regulated by the Securities and Exchange Commission and whose portfolios consist only of United States Treasury securities.

**V. Delegation of Authority**

Management responsibility for the investment program is hereby delegated to the Finance Manager and the General Manager of the Agency, who may invest the Agency's funds consistent with this investment policy and who shall establish procedures and a system of controls for the operation of the investment program consistent with this investment policy.

**VI. Reporting**

The Finance Manager shall render an investment report to the General Manager and the Governing Board of the Agency on a monthly basis.

1. The investment report shall include the type of investment, institution, date of maturity, par and dollar amount invested on all securities, interest rate, share of the liquid value, investments and monies held by the Agency, and shall additionally, include a description of any of the Agency's funds, investments or programs, that are under the management of contracted parties, including lending programs. With respect to all securities held by the Agency, and under management of any outside party that is not also a local agency or the State of California Local Agency Investment Fund, the report shall also include a current market value as of the date of the report.
2. The investment report shall include a statement denoting the ability of the local agency to meet its expenditure requirements for the next six months or an explanation as to why sufficient money will not or may not be available.

**VII. Standards of Care**

## 1. Prudence

The Governing Board, General Manager and Finance Manager of the Agency are trustees and therefore fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, a trustee shall act with care, skill, prudence and diligence under the circumstances then prevailing, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the Agency.

## 2. Ethics and Conflicts of Interest

In the manner required by applicable law, Officers and Employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.

**VIII. Policy Adoption**

The Governing Board shall adopt the Agency's investment policy on an annual basis at a public meeting. Any modifications to the policy shall also be considered at a public meeting.



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**AGENDA ITEM: 10.A.**

**MEETING DATE:** August 23, 2023

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

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

**PREPARED BY:** Bridgette Burton, Administrative Services Manager/Board Secretary

**SUBJECT:** Replenish Big Bear Funding Letter of Intent between the Big Bear Area Regional Wastewater Agency, the City of Big Bear Lake Department of Water and Power, and the Big Bear City Community Services District Amendment No. 1

**BACKGROUND:**

On August 24, 2022, the Governing Board authorized the General Manager to negotiate and execute the Replenish Big Bear Funding Letter of Intent (“LOI”) between the Agency, the City of Big Bear Lake Department of Water and Power (“DWP”), and the Big Bear City Community Services District (“CSD”). The purpose of the LOI was to confirm the intent of the Project Funding Partners to purchase an option based on the underlying value of Project Water. The LOI gives the Project Funding Partners the option to withdraw up to 380 AFY of Project Water from Big Bear Lake for groundwater recharge and in-lieu recharge of 120 AFY for irrigation of the Big Bear Mountain Golf Course. The LOI states that DWP will pay 68% of the current Option Value (\$294,718.80) and CSD will pay 32% of the current Option Value (\$138,691.20) to the Agency, which reflects their relative benefit of the Project Water.

**DISCUSSION:**

If DWP, CSD, and the Agency do not enter into a written funding agreement for the Project within three hundred sixty-five days (365) of the date of acceptance of the LOI, the agreement may either be terminated, or the period of time be extended to complete the necessary CEQA process. The CEQA process is underway, but not yet complete. The Agency is requesting an amendment extending the agreement to September 27, 2024.

**FINANCIAL IMPACT:**

The Funding Letter of Intent indicates annual revenue of \$433,410 per year (\$866.82 x 500 AFY). This revenue would offset the ongoing costs of the Project and is expected to reduce BBARWA’s Replenish Big Bear rates billed to member agencies.

Based on BBARWA’s 2023 EDU count of 25,370, the financial impact per EDU would be a reduction of approximately \$17.08 per EDU.



**RECOMMENDATION:**

Authorize the General Manager to negotiate and execute the Replenish Big Bear Funding Letter of Intent between the Agency, the City of Big Bear Lake Department of Water and Power, and the Big Bear City Community Services District Amendment No. 1.

**ATTACHMENT:**

Replenish Big Bear Funding Letter of Intent between the Big Bear Area Regional Wastewater Agency, the City of Big Bear Lake, Department of Water and Power, and the Big Bear City Community Services District Amendment No. 1

**AMENDMENT NO. 1  
TO THE FUNDING LETTER OF INTENT  
BETWEEN  
BIG BEAR AREA REGIONAL WASTEWATER AGENCY,  
THE CITY OF BIG BEAR LAKE DEPARTMENT OF WATER AND POWER, AND  
THE BIG BEAR CITY COMMUNITY SERVICES DISTRICT**

**1. Parties and Date.**

This Amendment No. 1 to the Funding Letter of Intent is made and entered into as of this 23rd day of August 2023, by and between the Big Bear Area Regional Wastewater Agency (“BBARWA”), the City of Big Bear Lake Department of Water and Power (“DWP”) and the Big Bear City Community Services District (“CSD”).

**2. Recitals.**

2.1 Project Partners. BBARWA, DWP, and CSD have entered into an agreement entitled “Replenish Big Bear Funding Letter of Intent” dated August 24, 2022 for confirming the intent of both DWP and CSD to assist in the funding of the Replenish Big Bear Project in exchange for certain options outlined in the Funding Letter of Intent.

2.2 Amendment Purpose. BBARWA, DWP, and CSD desire to amend the Funding Letter of Intent to extend the agreement to September 27, 2024 to complete the necessary CEQA process and to consider issuance of approvals by the appropriate boards.

2.3 Amendment Authority. This Amendment No. 1 is authorized pursuant to the Funding Letter of Intent.

**3. Terms.**

3.1 Continuing Effect of Agreements. Except as amended by this Amendment No. 1, all other provisions of the Funding Letter of Intent remain in full force and effect and shall govern the actions of the Parties under this Amendment No. 1.

3.2 Adequate Consideration. The Parties hereto irrevocably stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations they have undertaken pursuant to this Amendment No. 1.

3.3 Severability. If any portion of this Amendment No. 1 is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

3.4 Counterparts. This Amendment No. 1 may be signed in counterparts, each of which shall constitute an original agreement.

**[Signatures on Next Page]**

**SIGNATURE PAGE  
FOR AMENDMENT NO. 1  
TO THE REPLENISH BIG BEAR FUNDING LETTER OF INTENT  
BETWEEN  
BIG BEAR AREA REGIONAL WASTEWATER AGENCY,  
THE CITY OF BIG BEAR LAKE DEPARTMENT OF WATER AND POWER, AND  
THE BIG BEAR CITY COMMUNITY SERVICES DISTRICT**

**BIG BEAR AREA REGIONAL WASTEWATER AGENCY**

By: \_\_\_\_\_  
Name: David Lawrence, P.E.  
Title: General Manager  
Date: \_\_\_\_\_

**ATTEST**

By: \_\_\_\_\_  
Title: Secretary to the Governing Board

**CITY OF BIG BEAR LAKE DEPARTMENT OF WATER AND POWER**

By: \_\_\_\_\_  
Name: Reginald A. Lamson  
Title: General Manager  
Date: \_\_\_\_\_

**ATTEST**

By: \_\_\_\_\_  
Title: Secretary to the Governing Board

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT**

By: \_\_\_\_\_  
Name: Mary Reeves  
Title: General Manager  
Date: \_\_\_\_\_

**ATTEST**

By: \_\_\_\_\_  
Title: Secretary to the Governing Board



Big Bear Area Regional  
Wastewater Agency

*Jim Miller – Vice-Chair  
Rick Herrick – Director  
Bynette Mote – Director  
Larry Walsh – Director*

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**AGENDA ITEM: 10.B.**

**MEETING DATE:** August 23, 2023

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

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

**PREPARED BY:** Christine Bennett, Finance Manager

**SUBJECT:** Resolution No. R. 16-2023, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Amending Resolution No. R. 09-2023 Adding the Administrative Services Manager/Board Secretary as a signatory for the Agency's US Bank Accounts

**BACKGROUND & DISCUSSION:**

On July 26, 2023, the Governing Board approved the reclassification of the Senior Management Analyst/Board Secretary to Administrative Services Manager/Board Secretary. Per the approved job description, in the absence of the General Manager and at the General Manager's direction the Administrative Services Manager/Board Secretary shall review and approve expenditures and payments, process purchase orders, and sign checks. Based on these additional duties, it is necessary to amend Resolution No. R. 09-2023 to include the Administrative Services Manager/Board Secretary as an authorized bank signatory.

**FINANCIAL IMPACT:**

There is no financial impact.

**RECOMMENDATION:**

Adopt Resolution No. R. 16-2023.

**ATTACHMENT:**

Resolution No. R. 16-2023

**RESOLUTION NO. R. 16-2023**

**A RESOLUTION OF THE GOVERNING BOARD OF THE BIG BEAR AREA REGIONAL WASTEWATER AGENCY AMENDING RESOLUTION NO. R. 09-2023 ADDING THE ADMINISTRATIVE SERVICES MANAGER/BOARD SECRETARY AS A BANK SIGNATORY FOR THE AGENCY'S US BANK ACCOUNT**

**WHEREAS**, the Governing Board of the Big Bear Area Regional Wastewater Agency ("Agency") maintains its general fund and payroll account at US Bank National Association ("US Bank"); and

**WHEREAS**, the Governing Board of the Big Bear Area Regional Wastewater Agency approved a position reclassification from Senior Management Analyst/Board Secretary to Administrative Services Manager/Board Secretary which includes bank signatory authorization in the absence and at the direction of the General Manager.

**WHEREAS**, it is necessary to amend the authorization for those individuals who may write checks or take such other actions as may be necessary on behalf of the Agency related to the US Bank account.

**NOW THEREFORE, BE IT RESOLVED** the Governing Board of the Big Bear Area Regional Wastewater Agency determines and resolves as follows:

1. The General Manager, Plant Manager, or Administrative Services Manager/Board Secretary each acting singly, are hereby authorized to write checks or take such other actions as may be necessary on behalf of the Agency related to the US Bank account.

The authorizations contained in this Resolution shall not be changed except through further resolution of the Governing Board of the Agency. This Resolution amends Section 2 of Resolution No. 09-2023 and rescinds all prior resolutions or portions thereof to the extent that they conflict with this Resolution.

**PASSED, ADOPTED, AND APPROVED** by the Governing Board of the Big Bear Area Regional Wastewater Agency, this 23rd day of August, 2023.

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Jim Miller, Vice-Chair of the Governing Board  
of the Big Bear Area Regional Wastewater Agency

ATTEST:

I, Bridgette Burton, Secretary to the Governing Board of the Big Bear Area Regional Wastewater Agency, DO HEREBY CERTIFY, that the foregoing Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency, being Resolution No. R. 16-2023, Amending Resolution No. R. 09-2023 Adding the Administrative Services Manager/Board Secretary as a Bank Signatory for the Agency's US Bank Account, was duly adopted at a regular meeting of the Governing Board held on the 23rd day of August 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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