

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

Regular Meeting of

January 24, 2018

At

5:00 p.m.

121 Palomino Drive

Big Bear City, California

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Presentations and Introduction**
 - A. Karyn Oxandaboure – 1 Year Recognition
 - B. Rate Study (Preliminary) Presentation
4. **Approval of the Agenda**
5. **Consent Calendar** – All matters listed on the Consent Calendar will be enacted by one motion at the appropriate time. There will be no separate discussion of these items. If detailed discussion is necessary, any Board Member may request that an item be removed from the Consent Calendar and considered separately.
 - A. Minutes of Special Meeting on December 7, 2017 Special Meeting – Approve
 - B. Monthly Expenses – Informational
 - C. Governing Board Member Reimbursement – Approve
 - D. Investment Report – Informational
 - E. Operations and Connections Report for January 2018 – Informational
 - F. Resolution No. R. 01-2018, Governing Board Members’ and Volunteers’ Coverage Under Worker’s Compensation Insurance – Approve
 - G. Appropriate \$20,000 for Emergency Generator Rental – Approve
6. **Items Removed From the Consent Calendar**
7. **Public Forum Response** – None
8. **Public Forum** – The Public Forum portion of the meeting is an opportunity for members of the public to directly address the Governing Board on matters within the jurisdiction of this Agency. Ordinance No. 57 limits individual public testimony to three minutes or less. The cumulative time that any individual may provide public testimony during a meeting is fifteen minutes and the public testimony shall be limited to thirty minutes for all speakers. Whenever a group of persons wishes to address the Board on the same item, the Chairman or the Board by majority vote may request a spokesperson be chosen for the group or limit the number of such persons addressing the Board. Since discussion of an item, not on the posted agenda is not allowed, these concerns may be addressed in a future meeting under “Public Forum Response

9. Old Business

10. New Business

- A. Purchasing Policy – Discussion and Possible Action
- B. Appropriate \$21,000 for Continuation of BB&K Advocacy Services and Extend Contract – Discussion and Possible Action
- C. Meeting Schedule – Discussion and Possible Action

11. Information/Committee Reports

- A. Finance Committee Meeting – Update

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 7, 2017

1. Call to Order

A regular meeting of the Governing Board of the Big Bear Area Regional Wastewater Agency was held on Thursday, December 7, 2017 at 4:30 p.m. at 121 Palomino Drive, Big Bear City, California.

Governing Board Members present: Rick Herrick, David Caretto, Liz Harris, John Green and Karyn Oxandaboure on the phone.

Absent: None

Staff present: David Lawrence, General Manager; Jennifer McCullar, Finance Manager; Fred Uhler, Plant Manager; Kyle Burnett, Operator I; Sonja Kawa, Human Resources Coordinator/Accounting Technician; Troy Bemisdarfer, Maintenance Supervisor; Nick Josenhans, Operator I; Sam Essex, Operator I; and Kim Booth, Administrative Assistant

Others: None

2. Pledge of Allegiance

Chairman Herrick called the meeting to order at 4:31 p.m. with Ms. Harris leading the Pledge of Allegiance.

3. Presentations and Introduction:

A. Mr. Herrick gave thanks to Mr. Uhler for his 17 years of service. He opened the floor for the board members to speak, where each of the board members gave their thanks and wished him well in his retirement.

4. Approval of the Agenda

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

Vote

Herrick	Aye
Oxandaboure	Aye
Harris	Aye
Caretto	Aye
Green	Aye

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

- A. Minutes of Special Meeting on October 30, 2017 – Approved
- B. Monthly Expenses – Informational

- C. Governing Board Member Reimbursement – Approved
- D. Investment Report – Informational
- E. Operations and Connections Report– Informational
- F. Quarterly Report, Three Months Ended September 30, 2017 – Informational

Vote

Herrick	Aye
Oxandaboure	Aye
Harris	Aye
Caretto	Aye
Green	Aye

6. Items Removed From the Consent Calendar: None

7. Public Forum Response:

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

9. Old Business: None

10. New Business

- A. Ms. McCullar gave a presentation on the strategic plan. The board asked questions regarding technologies and SCADA.
- B. Mr. Lawrence gave some background information on a road Caltrans wants to expand but it is on BBARWA’s property. Mr. Lawrence would like to sell the property to Caltrans for \$4,700. Upon motion by Director Caretto, seconded by Director Green and carried the governing body approved to sell the property to Caltrans for \$4,700.

Vote

Herrick	Aye
Oxandaboure	Aye
Harris	Aye
Caretto	Aye
Green	Aye

- C. Mr. Lawrence explained that he has appointed a current supervisor to fill in as the interim plant manager and would like to compensate him 10% of his base pay for acting in a higher classification. Upon motion by Secretary Harris, seconded by Director Caretto and carried, the Governing Board approved to compensate the interim plant manager 10% of his base pay.

Vote

Herrick	Aye
Oxandaboure	Aye
Harris	Aye
Caretto	Aye
Green	Aye

- D. Mr. Lawrence gave background on the plant manager job description and would like the board to give the opportunity to current employees that have a grade 3, to apply and obtain their grade 4 within 18 months. Upon motion by Director Caretto, seconded by Director Green and carried, the Governing Board approved to have current employees with a grade 3 apply for the plant manager position and giving them 18 months to obtain their grade 4.

Vote

Herrick	Aye
Oxandaboure	Aye
Harris	Aye
Caretto	Aye
Green	Aye

11. Information/Committee Reports

- A. Director Caretto gave an update on the administrative committee meeting and explained how they had asked staff to look at some different models regarding benefits and bring it back to the committee.

12. Adjournment

With no further business to come before the Governing Board, Chairman Herrick adjourned the meeting at 5:34 p.m.

ATTEST: _____
Elizabeth Harris, Ed.D, Secretary of the
Governing Board of the Big Bear Area Regional
Wastewater Agency

Kim Booth, Administrative Assistant
Big Bear Area Regional Wastewater Agency



Big Bear Area Regional
Wastewater Agency

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

AGENDA ITEM: 5.B

MEETING DATE: January 24, 2018

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

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

PREPARED BY: Jennifer McCullar, Finance Manager *JM*

SUBJECT: Monthly Expenses

BACKGROUND:

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

FINANCIAL IMPACT:

No financial impact. Funds previously appropriated.

RECOMMENDATION:

Informational

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

Approved Date: _____ Witness: _____

Secretary of the Governing Board

Big Bear Area Regional Wastewater Agency
Check Register
For the Period From Dec 1, 2017 to Dec 31, 2017

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

Check #	Date	Payee	Cash Account	Amount
CASH 1749	12/4/17	AMERICAN FIDELITY ASSURANCE CO	1000-20	412.08
CASH 1750	12/4/17	AMERICAN FIDELITY ASSURANCE CO	1000-20	886.74
CASH 1751	12/4/17	CALPERS RETIREMENT	1000-20	1,183.37
CASH 1752	12/4/17	CA PERS 457 PROGRAM	1000-20	1,841.62
CASH 1753	12/4/17	PRINCIPAL FINANCIAL GROUP	1000-20	2,449.05
CASH 1754	12/4/17	THE LINCOLN NAT'L LIFE INS CO	1000-20	3,437.10
CASH 1755	12/4/17	CALPERS RETIREMENT	1000-20	7,474.71
CASH 1756	12/4/17	CALPERS HEALTH	1000-20	29,610.53
CASH 1757	12/5/17	VISION SERVICE PLAN	1000-20	323.40
CASH 1758	12/5/17	LINCOLN NATIONAL LIFE INSURANCE CO.	1000-20	1,110.56
CASH 1759	12/5/17	EMPLOYMENT DEVELOPMENT DEPARTMENT	1000-20	1,859.64
CASH 1760	12/5/17	INTERNAL REVENUE SERVICE	1000-20	6,732.14
17999	12/11/17	AMAZON CAPITAL SERVICES	1000-20	1,180.47
18000	12/11/17	ARAMARK UNIFORM SERVICES	1000-20	1,243.84
18001	12/11/17	BIG BEAR CITY COMMUNITY SERVICES DIST.	1000-20	460.40
18002	12/11/17	BUTCHER'S BLOCK & BUILDING	1000-20	607.90
18003	12/11/17	BEAR VALLEY ELECTRIC	1000-20	9,515.59
18004	12/11/17	CAR QUEST OF BIG BEAR	1000-20	591.00
18005	12/11/17	CALIFORNIA SPECIAL DISTRICTS ASSOC	1000-20	6,842.00
18006	12/11/17	CWEA-DAMS	1000-20	90.00
18007	12/11/17	UNDERGROUND SERVICE ALERT	1000-20	104.05
18008	12/11/17	DIY HOME CENTER-BIG BEAR	1000-20	547.51
18009	12/11/17	DIRECT TV	1000-20	57.99
18010	12/11/17	DEPARTMENT OF WATER & POWER	1000-20	54.01
18011	12/11/17	EVANTEC CORPORATION	1000-20	1,610.38
18012	12/11/17	FLYERS ENERGY	1000-20	888.39
18013	12/11/17	FRONTIER COMMUNICATIONS	1000-20	674.82
18014	12/11/17	GEIGER SUPPLY, INC	1000-20	2,665.20
18015	12/11/17	HAZ MAT TRANS, INC.	1000-20	7,290.00
18016	12/11/17	HDR ENGINEERING, INC.	1000-20	5,340.00
18017	12/11/17	HUGHESNET	1000-20	69.99
18018	12/11/17	SONJA KAWA	1000-20	210.93

Big Bear Area Regional Wastewater Agency
Check Register
For the Period From Dec 1, 2017 to Dec 31, 2017

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

Check #	Date	Payee	Cash Account	Amount
18019	12/11/17	LEGALSHIELD	1000-20	199.40
18020	12/11/17	NAPA AUTO PARTS	1000-20	598.51
18021	12/11/17	ONE STOP LANDSCAPE SUPPLY, INC	1000-20	10,280.60
18022	12/11/17	CONSTANCE M. ALVARADO	1000-20	55.00
18023	12/11/17	PETTY CASH	1000-20	390.83
18024	12/11/17	PITNEY BOWES RESERVE ACCOUNT	1000-20	500.00
18025	12/11/17	QUILL	1000-20	665.64
18026	12/11/17	ROGERS, ANDERSON, MALODY & SCOTT, LLP	1000-20	515.00
18027	12/11/17	REBEL OIL CO., INC.	1000-20	2,182.14
18028	12/11/17	SPECTRUM BUSINESS	1000-20	269.94
18029	12/11/17	SWRCB-WWOC	1000-20	150.00
18030	12/11/17	TESCO CONTROLS, INC.	1000-20	1,853.75
18031	12/11/17	TWIN BEAR EQUIPMENT RENTAL, INC	1000-20	136.95
18032	12/11/17	USA BLUEBOOK	1000-20	2,652.60
18033	12/11/17	USDA FOREST SERVICE	1000-20	2,134.49
18034	12/11/17	VALERO MARKETING & SUPPLY CO	1000-20	57.66
18035	12/11/17	KEN WILLIS CONSTRUCTION	1000-20	948.20
18036	12/11/17	DAVID A. CARETTO	1000-20	150.00
18037	12/11/17	JOHN GREEN	1000-20	750.00
18038	12/11/17	RICHARD T. HERRICK	1000-20	600.00
18039	12/11/17	KARYN K. OXANDABOURE	1000-20	150.00
CASH 1761	12/18/17	AMERICAN FIDELITY ASSURANCE CO	1000-20	412.08
CASH 1762	12/18/17	CALPERS RETIREMENT	1000-20	1,099.08
CASH 1763	12/18/17	CA PERS 457 PROGRAM	1000-20	1,785.67
CASH 1764	12/18/17	THE LINCOLN NAT'L LIFE INS CO	1000-20	2,974.93
CASH 1765	12/18/17	CALPERS RETIREMENT	1000-20	7,217.08
CASH 1766	12/19/17	EMPLOYMENT DEVELOPMENT DEPARTMENT	1000-20	1,894.27
CASH 1767	12/19/17	INTERNAL REVENUE SERVICE	1000-20	6,911.32
CASH 1768	12/21/17	AMERICAN FIDELITY ASSURANCE CO	1000-20	886.74
18040	12/22/17	ACCENT COMPUTER SOLUTIONS, INC.	1000-20	5,385.33
18041	12/22/17	AMAZON CAPITAL SERVICES	1000-20	669.14
18042	12/22/17	ADDICTION MEDICINE CONSULTANTS, INC.	1000-20	400.00

**Big Bear Area Regional Wastewater Agency
Check Register**

For the Period From Dec 1, 2017 to Dec 31, 2017

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

Check #	Date	Payee	Cash Account	Amount
18043	12/22/17	AMS, INC.	1000-20	169.18
18044	12/22/17	ARROWHEAD	1000-20	112.45
18045	12/22/17	BEST BEST & KRIEGER	1000-20	20,483.76
18046	12/22/17	BIG BEAR DISPOSAL	1000-20	90.68
18047	12/22/17	BEAR LAKE PROFESSIONALS, INC	1000-20	379.00
18048	12/22/17	BUSINESS CARD	1000-20	2,888.66
18049	12/22/17	ROBIN A. BRADLEY	1000-20	1,320.00
18050	12/22/17	CANON SOLUTIONS AMERICA, INC.	1000-20	644.80
18051	12/22/17	CLINICAL LAB OF SAN BERNARDINO	1000-20	1,145.00
18052	12/22/17	JUST ENERGY SOLUTIONS INC.	1000-20	13,952.48
18053	12/22/17	COUNTY OF SAN BERNARDINO SOLID WASTE	1000-20	13.39
18054	12/22/17	GRAINGER	1000-20	10.56
18055	12/22/17	HAZ MAT TRANS, INC.	1000-20	7,051.72
18056	12/22/17	INDUSTRIAL HEARING & PULMONARY	1000-20	50.00
18057	12/22/17	RANDY J. SPITZ	1000-20	187.03
18058	12/22/17	NURSERY PRODUCTS, LLC	1000-20	3,481.20
18059	12/22/17	PITNEY BOWES GLOBAL FINANCIAL SERVICE	1000-20	128.22
18060	12/22/17	QUINN COMPANY	1000-20	18,923.58
18061	12/22/17	SOUTHERN CALIFORNIA EDISON	1000-20	60.99
18062	12/22/17	SERVICEMASTER 360 PREMIER CLEANING	1000-20	630.62
18063	12/22/17	SPECTRUM BUSINESS	1000-20	1,007.13
18064	12/22/17	SOUTHWEST GAS CORP	1000-20	5,944.56
18065	12/22/17	SOUTHWEST GAS	1000-20	941.77
18066	12/22/17	SWRCB - ANNUAL FEES	1000-20	126,112.0
18067	12/22/17	SWRCB-WWOC	1000-20	125.00
18068	12/22/17	NANCY R. BOHL, INC.	1000-20	300.00
18069	12/22/17	USA BLUEBOOK	1000-20	1,125.72
18070	12/22/17	VERIZON WIRELESS	1000-20	308.52
18071	12/22/17	WINZER CORP	1000-20	336.18
18072	12/22/17	WATER SYSTEMS CONSULTING, INC.	1000-20	6,937.00
18073	12/22/17	XYLEM WATER SOLUTIONS U.S.A., INC.	1000-20	778.43
Total				367,881.3



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

AGENDA ITEM: 5.C

MEETING DATE: January 24, 2018

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

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

PREPARED BY: Jennifer McCullar, Finance Manager *JM*

SUBJECT: Board Member Reimbursement

BACKGROUND:

Attached are the December 2017 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:

No financial impact. Funds previously appropriated.

RECOMMENDATION:

Approve

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

REPORT OF MEETINGS ATTENDED

Governing Board Member: Rick Hemick

Date Submitted: December 7, 2017

Month Covered: December

BBARWA Regular Meeting Attended: _____ Date: 12-7-17 Compensation \$ 150

PURPOSE

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

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

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

PURPOSE

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

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

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

PURPOSE

Other Governing Board Approved Meetings:

_____ Date: _____ \$ _____

_____ Date: _____ \$ _____

TOTAL ENTITLED MONTHLY STIPEND (limited to 6 days per calendar month) \$ _____

Other Governing Board Approved Expenses (Governing Board Approved)

Mileage: _____ Date: _____ \$ _____

Lodging: _____ Date: _____ \$ _____

Registration: _____ Date: _____ \$ _____

Tuition: _____ Date: _____ \$ _____

Meals: _____ Date: _____ \$ _____

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

TOTAL OTHER EXPENSE REIMBURSEMENT: \$ _____

Uncompensated Meetings Attended:

PURPOSE

_____ Date: _____

_____ Date: _____

Board Member Signature:  **Total Amount Paid \$** 150⁰⁰

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

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

REPORT OF MEETINGS ATTENDED

Governing Board Member: Karyn Oxandaboure
Date Submitted: December 7, 2017
Month Covered: December

BBARWA Regular Meeting Attended: Date: 12.7.17 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: \$

Board Member Signature: Karyn Oxandaboure Total Amount Paid \$150.00

Table with 3 columns: RATES & CALCS, CODING, AMOUNT. Rows include OPER. REVIEW, EXPEN. APP., FIN. REVIEW.

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

REPORT OF MEETINGS ATTENDED

Governing Board Member: David Caretto

Date Submitted: December 7, 2017

Month Covered: December

BBARWA Regular Meeting Attended: _____ Date: 12/7/17 Compensation \$ 150

PURPOSE

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

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

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

PURPOSE

BBARWA Committee Meeting Attended: Admin. Comm. Date: 12/6/17 \$ 150

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) \$ 300⁰⁰

Other Governing Board Approved Expenses (Governing Board Approved)

Mileage: _____ Date: _____ \$ _____

Lodging: _____ Date: _____ \$ _____

Registration: _____ Date: _____ \$ _____

Tuition: _____ Date: _____ \$ _____

Meals: _____ Date: _____ \$ _____

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

TOTAL OTHER EXPENSE REIMBURSEMENT: \$ _____

Uncompensated Meetings Attended:

PURPOSE

_____ Date: _____

_____ Date: _____

Board Member Signature: David Caretto Total Amount Paid \$ 300⁰⁰

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: December 7, 2017

Month Covered: December

BBARWA Regular Meeting Attended: Date: 12/7/17 Compensation \$ 150

PURPOSE

BBARWA Special Meeting Attended: 12/6/17 ADMIN Date: 12/6/17 \$ 150

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: \$

TOTAL ENTITLED MONTHLY STIPEND (limited to 6 days per calendar month) \$

Other Governing Board Approved Expenses (Governing Board Approved)

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

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

TOTAL OTHER EXPENSE REIMBURSEMENT: \$

Uncompensated Meetings Attended:

PURPOSE

Date:
Date:

Board Member Signature: Total Amount Paid \$ 300

Table with 3 columns: RATES & CALCS, CODING, AMOUNT. Rows include OPER. REVIEW, EXPEN. APP., FIN. REVIEW.



Big Bear Area Regional
Wastewater Agency

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

AGENDA ITEM: 5.D

MEETING DATE: January 24, 2018

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

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

PREPARED BY: Jennifer McCullar, Finance Manager 

SUBJECT: Investment Report

BACKGROUND:

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

FINANCIAL IMPACT:

No financial impact.

RECOMMENDATION:

Approve

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

Approved Date: _____ Witness: _____

Secretary of the Governing Board

BBARWA
 Monthly Investment Report
 November 2017

<u>INVESTMENT TYPE</u>	<u>INSTITUTION</u>	<u>COST</u>	<u>FAIR MARKET VALUE (1)</u>	<u>YEAR TO DATE INTEREST(2)</u>	<u>INTEREST RATE</u>	<u>MATURITY DATE</u>
<u>FUNDS INVESTED BY AGENCY:</u>						
LOCAL AGENCY INVESTMENT FUND	STATE OF CALIFORNIA	\$ 3,694,542	\$ 3,687,498	15,579	1.24%	DAILY
TOTAL		\$ 3,694,542	\$ 3,687,498	15,579		

The Investment Portfolio of the Big Bear Area Regional Wastewater Agency is in compliance with the investment policy approved in August 2017. The Agency will be able to meet its expenditure requirements for the next six months.

(1) LOCAL AGENCY INVESTMENT FUND (LAIF) IS A STATE-RUN INVESTMENT POOL PROVIDED FOR PUBLIC AGENCIES. THE LAIF MARKET VALUE SHOWN ON THIS TREASURER'S REPORT REPRESENTS BBARWA'S SHARE OF THE **LIQUID VALUE** OF LAIF'S PORTFOLIO IF IT WAS LIQUIDATED AS OF THE END OF THE REPORTED MONTH. THIS NUMBER SERVES AS AN INDICATOR OF WHETHER OR NOT THE **MARKET VALUE** OF LAIF'S INVESTMENTS IS ABOVE OR BELOW THE **COST** OF THOSE INVESTMENTS.

(2) Interest paid quarterly on LAIF investment. Amount reflects interest income received at the reporting date for FY 2018 and excludes accrued interest.

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

www.treasurer.ca.gov/pmia-laif/laif.asp
January 17, 2018

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

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

PMIA Average Monthly Yields

Account Number:

// Tran Type Definitions

December 2017 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	3,694,541.57
Total Withdrawal:	0.00	Ending Balance:	3,694,541.57



Big Bear Area Regional
Wastewater Agency

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

AGENDA ITEM: 5.E

MEETING DATE: January 24, 2018

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

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

PREPARED BY: Kim Booth, Administrative Assistant *KB*

REVIEWED BY: Troy Bemisdarfer, Interim Plant Manager and Jennifer McCullar, Finance Manager

SUBJECT: Operations and Connections Report

PLANT MANAGER:

The treatment plant has performed as expected during the months of November and December 2017. The average influent flow for the month of November was 1.52 MGD (45,553,000 MG). The City of Big Bear Lake accounted for 46.55%; The Big Bear City Community Service District accounted for 49.74%; and the County of San Bernardino CSA-53B accounted for 3.71%. For the month of December the average influent flow was 1.82 MGD (56,572,000 MG). The City of Big Bear Lake accounted for 50.19%; the Big Bear City Community Service District accounted for 46.44%; and the County of San Bernardino CSA-53B accounted for 3.37%. The average influent biochemical oxygen demand for November was 270 Mg/l and the average effluent biochemical oxygen demand was 7 Mg/l this indicates 97.4% removal efficiency. The average influent biochemical oxygen demand for December was 262 Mg/l and the average effluent biochemical oxygen demand was 4 Mg/l this indicates 98.5% removal efficiency. The flow to the treatment plant has been lower than normal due to unseasonably dry weather. The precipitation for the months of November and December were 0.0 inches.

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

Approved Date: _____ Witness: _____

Secretary of the Governing Board

CONNECTIONS:

MONTH	FYE 6/30/2018							CITY-BBL	CSD	CSA-53B
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018			
July	2	0	4	4	8	3	4	2	2	0
August	3	1	4	6	5	12	6	2	4	0
September	5	5	4	5	6	4	6	2	3	1
October	3	4	6	14	10	9	8	4	4	0
November	1	3	13	8	6	5	11	3	7	1
December	0	0	0	23	8	4	2	1	1	0
January	0	0	2	3	1	0	0	0	0	0
February	0	0	2	1	0	1	0	0	0	0
March	0	4	2	2	3	2	0	0	0	0
April	1	2	5	1	10	3	0	0	0	0
May	2	1	2	5	10	4	0	0	0	0
June	5	10	1	12	2	16	0	0	0	0
TOTAL	22	30	45	84	69	63	37	14	21	2
Nonrecurring (Multi Units)	0	0	8	41	16	15				
Adjusted Total	22	30	37	43	53	43				

FINANCIAL IMPACT: No financial impact.



Big Bear Area Regional
Wastewater Agency

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

AGENDA ITEM: 5.F

MEETING DATE: January 24, 2018

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

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

PREPARED BY: Jennifer McCullar, Finance Manager *JM*

SUBJECT: Resolution 01-2018, Governing Board Members' and Volunteers' Coverage Under Worker's Compensation Insurance

BACKGROUND:

For Governing Board Members and volunteers to be covered for worker's compensation benefits, Labor Code 3365.5 requires a Resolution to this effect adopted by the Governing Board and filed with SDRMA (Special District Risk Management Authority), the Agency's insurance provider. Please find attached the required Resolution necessary to continue coverage.

FINANCIAL IMPACT:

No financial impact.

RECOMMENDATION:

Approve attached Resolution 01-2018.

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

Approved Date: _____ Witness: _____

Secretary of the Governing Board

RESOLUTION No. 01-2018

**RESOLUTION OF THE GOVERNING BODY OF
THE BIG BEAR AREA REGIONAL WASTEWATER
AGENCY DECLARING THAT GOVERNING BODY
MEMBERS AND VOLUNTEERS SHALL BE DEEMED TO BE
EMPLOYEES OF THE DISTRICT FOR THE PURPOSE OF
PROVIDING WORKERS' COMPENSATION COVERAGE
FOR SAID CERTAIN INDIVIDUALS WHILE PROVIDING
THEIR SERVICES**

WHEREAS, the Big Bear Area Regional Wastewater Agency utilizes the services of Governing Body Members and Volunteers; and

WHEREAS, Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a resolution by the Governing Body of the agency so declaring, be deemed to be an employee of the agency for the purpose of Division 4 of said Labor Code while performing such services; and

WHEREAS, the Governing Body wishes to extend Workers' Compensation coverage as provided by State law to the following designated categories of persons as indicated by a checkmark in the box to the left of the descriptions:

- All Members of the Governing Body of the Big Bear Area Regional Wastewater Agency as presently or hereafter constituted and/or
- All persons performing voluntary services without pay other than meals, transportation, lodging or reimbursement for incidental expenses
- Individuals on Work-study programs
- Interns
- Other Volunteers
- _____
[designate]

NOW, THEREFORE, BE IT RESOLVED, that such persons coming within the categories specified above, including the duly elected or appointed replacements of any Governing Body Member and other designated individuals be deemed to be employees of the Big Bear Area Regional Wastewater Agency for the purpose of Workers' Compensation coverage as provided in Division 4 of the Labor Code while performing such service. However, said Governing Body Members and other designated individuals will not be considered an employee of the Big Bear Area Regional Wastewater Agency for any purpose other than for such Workers' Compensation coverage, nor grant nor enlarge upon any other right, duty, or responsibility of such Governing Body Members or other designated individuals, nor allow such persons to claim any other benefits or rights given to paid employees of the Big Bear Area Regional Wastewater Agency.

PASSED, ADOPTED, AND APPROVED this 24th day of January, 2018.

Rick Herrick, Chairman of the Governing Board of
the Big Bear Area Regional Wastewater Agency

ATTEST:

Elizabeth Harris, Ed.D., Secretary of the Governing Board
of the Big Bear Area Regional Wastewater Agency

I, Elizabeth Harris, Secretary of 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 Declaring that Governing Body Members and Volunteers Shall be Deemed to be Employees of the District for the Purpose of Providing Workers' Compensation Coverage for Said Certain Individuals While Providing Their Services, being Resolution No.01-2018 was adopted at a regular meeting on January 24th, 2018 of said Agency by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:



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

AGENDA ITEM: 5.G

MEETING DATE: January 24, 2018

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

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

REVIEWED BY: Jennifer McCullar, Finance Manager

SUBJECT: Appropriate \$20,000 for Emergency Generator Rental

BACKGROUND:

At the September 27, 2017 general meeting the Board approved the rental of a generator at North Shore Station 3 (Station 3), with costs not to exceed \$20,000.

DISCUSSION:

The Station 3 generator became inoperable at the end of June due to a failed motherboard and it continues to be an issue to find replacement parts. A mobile generator was planned for purchase during FY 2018 and is scheduled to arrive in April. This mobile generator will be utilized at Station 3 until a permanent generator is purchased for replacement. The Agency will continue to need the backup generator until the new mobile generator is on site. The additional rental costs are \$20,000.

FINANCIAL IMPACT:

There are adequate funds available in the Contingency Fund for the appropriation.

RECOMMENDATION:

Appropriate additional \$20,000 from the Contingency Fund for the emergency generator rental.

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

Approved Date: _____ Witness: _____



Big Bear Area Regional
Wastewater Agency

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

AGENDA ITEM: 10.A

MEETING DATE: January 24, 2018

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

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

PREPARED BY: Jennifer McCullar, Finance Manager

SUBJECT: Purchasing Policy

BACKGROUND:

The Agency’s purchasing policy establishes internal controls for purchasing and also delineates the respective roles of staff and the Board in the purchasing process. As such, this policy should be approved by the Board like other financial policies such as the debt, designated funds and investment policies.

Changes to the policy prior to inclusion here include clarification on matters of current practice which include 1) General Manager authorization to disburse appropriated funds and 2) all public works projects subject to competitive bid (public works projects greater than \$25,000) are awarded by the Board. Other provisions which were added to the policy include 1) all contracts signed by the General Manager must be for a term no greater than one year unless such contract allows for termination within a one-year period from the date of execution or is approved by the Board in advance and 2) purchasing is monitored by the Board through monthly and quarterly reporting. Position titles referenced in the policy were updated to reflect current titles and a definition of “non-routine” purchases was added.

FINANCIAL IMPACT:

No financial impact.

RECOMMENDATION:

Approve attached Purchasing Policy.

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

Approved Date: _____ Witness: _____

Secretary of the Governing Board



INTERNAL CONTROLS PURCHASING

I. PURPOSE

The purpose of the Purchasing Policy is to establish internal controls related to purchasing goods and services for the Agency.

II. POLICY AND PROCEDURE

A. Governing Board Appropriation and General Manager Authorization. Annually, the Governing Board appropriates funds for operating and capital expenditures. All purchases are subject to the limits of this appropriation level and as such, all goods and services require approval prior to purchase, except for those goods and services purchased during an emergency. Once the Governing Board appropriates the funds for operating and capital expenditures, the General Manager is authorized to release these funds and to sign contracts for such purchases as needed; however, all contracts must be for a term not to exceed one year unless such contract allows for termination within a one-year period from the date of execution or unless approved in advance by the Governing Board. If any purchase or project is considered a public works project and subject to the legal requirements of a competitive bid process (public works projects greater than \$25,000), the Governing Board shall award such project and authorize such contract pursuant to and as required in the Agency's Competitive Bid policy. All purchasing is monitored by the Governing Board on a monthly basis through disbursement reporting and on a quarterly basis through financial reporting, whereby all budgeted expenditures are compared to actual expenditures.

B. General Purchases. Goods and services necessary for the daily operation of the plant, are purchased by the Plant Manager, Plant Supervisors, and Laboratory Analyst. Each may also give direction to a subordinate for the purchase of goods and services. Office supplies are ordered through the Accounting Technician and secondarily through the Administrative Assistant, as needed. All purchasing is monitored on a monthly basis through the financial reporting process where actual purchases are compared to budgeted amounts.

Most goods and services are purchased on account with established vendors. For walk-in purchases made through local vendors, only authorized personnel may purchase goods and services. The Accounting Technician maintains a list of authorized personnel. The list of authorized personnel is determined by the Plant Manager and is limited to the Plant Manager and five operators. The General Manager, Lab Analyst or the Administrative Assistant may be added to the authorized personnel list, if needed, for specific vendors where appropriate.

C. Large Purchases. Purchases which are non-routine in nature and exceed \$1,000 require the issuance of a Purchase Order prior to purchase. Non-routine purchases are any purchases that are not customary and regular purchases made in the ordinary course of business. Please reference the Purchase Order Policy and Procedure for detail. Walk-in purchases through local vendors which exceed \$300 require prior approval. The purchaser must complete and receive approval of a Request for Payment (the exact or estimated amount of the purchase may be used) prior to purchase.



Big Bear Area Regional Wastewater Agency Policies and Procedures

D. Receipt of Goods and Services. Purchased goods delivered by postal service, shipper or parcel carrier are received at the plant and evidenced by packing slips. All packing slips are initialed by personnel, other than the personnel that made the purchase, to confirm receipt of the goods to the plant. Two operators, whom are not responsible for purchasing, may be designated by the Plant Superintendent to be “receivers”. When services are performed at the plant, often a work order is provided upon completion from the vendor or contractor. This work order needs to be initialed by personnel receiving the work order to confirm that services have been completed. If a work order is not provided at the time of service, a Receiving Receipt is completed by personnel responsible for directing the work, to confirm that services have been received and completed. Lastly, when walk-in purchases are made through local vendors, all receipts are signed by persons other than the personnel who made the purchase to confirm that all goods have been received by the plant. Packing slips associated with administrative supplies delivered to the Administration Building may be confirmed by any administrative personnel available other than the Administrative Clerk who made the purchase.



Big Bear Area Regional
Wastewater Agency

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

AGENDA ITEM: 10.B

MEETING DATE: January 24, 2017

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

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

REVIEWED BY: Jennifer McCullar, Finance Manager

SUBJECT: Appropriate \$21,000 for Continuation of BB&K Advocacy Services and Extend Contract

BACKGROUND

At the August 23, 2017 Board Meeting, a contract was approved for BB&K advocacy services to support the Agency in re-authorizing \$15 million from the Water Resources Reform and Development Act 2007.

DISCUSSION:

Over the past few months, with the help of our lobbyists, we have had the opportunity to go to Washington D.C. and meet with Congressman Paul Cook, and representatives from the offices of Congresswoman Grace Napolitano, Senator Dianna Feinstein, and Senator Kamala Harris. In addition, we were able to meet with the Bureau of Reclamation, Environmental Protection Agency – Office of Water, and Army Corps of Engineers. Our Reclaimed Water Sustainability Project was well received, and we are hopeful for the reauthorization of the funding. We originally thought we would have results of this re-authorization request by December 2017; however, due to the Federal Government Budget continuing resolution (maintaining status quo), no discussion on projects like these have happened. After conversation with our lobbyists, we believe that this issue should be resolved in February or March at the latest. Therefore, I am recommending that we continue with BB&K advocacy services through March. If we are successful with the re-authorization, the next steps will be to get the money obligated.

Page 1 of 2

Agenda Item 10.B

Appropriate \$21,000 for Continuation of
Services; Extend Contract

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

Approved Date: _____ Witness: _____

Secretary of the Governing Board

We have had discussions with the other agencies of the Groundwater Sustainability Agencies (GSA) and we plan to bring an item forward to seek cost sharing for these expenses.

FISCAL IMPACT:

There are adequate funds available in the Contingency Fund for the appropriation.

RECOMMENDATION:

1. Appropriate an additional \$21,000 for continuation of advocacy services.; and
2. Authorize the General Manager to extend the Agency's contract with BB&K for advocacy services through March 2018.



Big Bear Area Regional
Wastewater Agency

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

AGENDA ITEM: 10.C

MEETING DATE: January 24, 2018

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

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

PREPARED BY: Jennifer McCullar, Finance Manager *JM*

SUBJECT: Meeting Schedule

BACKGROUND:

The Agency needs to schedule 1) the Budget Workshop and 2) reschedule the March Board Meeting:

1. The Budget Workshop may be scheduled for February 28th, the date set for the regular meeting of the Board in February. The Budget Workshop is normally scheduled for 4 hours. A timeframe of 10:00 a.m. to 2:00 p.m. is common. For scheduling purposes, the week of February 19th is also feasible.
2. An alternative date for the March Board Meeting is Wednesday, March 21st, a week prior to the regularly scheduled meeting.

FINANCIAL IMPACT:

No financial impact.

RECOMMENDATION:

Discuss.