

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

Regular Board Meeting Agenda

May 24, 2023 at 5:00 p.m.

121 Palomino Drive, Big Bear City, California

and 20903 Pacific Coast Highway #26, Huntington Beach, California 92648

JOIN ZOOM MEETING:

<https://us06web.zoom.us/j/83317116423?pwd=ekViTFNlbitrcTVWVWFQ5TTlvTG52QT09>

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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. Administrative Committee

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 April 26, 2023 Regular Meeting

7.B. Monthly Disbursements Report for April - Informational

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

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

8. **ITEMS REMOVED FROM CONSENT CALENDAR**

9. **OLD BUSINESS**

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

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

10.A. Resolution No. R. 12-2023, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Making Emergency Findings and Authorizing and Ratifying Emergency Contracts for the Force Main Repair at 42825 Big Bear Blvd; Appropriate \$20,393 from the Contingency Emergency Reserve Fund for Repairs

- 10.B. Purchasing Policy Amendment – Large Purchase and Purchase Order Threshold
 - 10.C. Resolution No. R. 11-2023, A Resolution of the Big Bear Area Regional Wastewater Agency Adopting the Electronic Signature Use Policy
 - 10.D. Organizational Structure and Classification Plan; Pay Schedule
 - 10.E. Award Contract and for the LPS Generator and Fuel System Project and Appropriate \$40,166 from the Contingency Fund
 - 10.F. General Manager Employment Agreement Amendment
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 to view and/or print the Agenda Package.



Big Bear Area Regional
Wastewater Agency

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

AGENDA ITEM: 6.A.

MEETING DATE: May 24, 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

SUBJECT: General Manager's Report

DISCUSSION:

Administration

FY 2023 Other Post-Employment Benefits (OPEB) Lump-Sum Contribution

The \$200,000 OPEB lump-sum contribution will be deferred to a future fiscal year due to unexpected repairs to the force main and Administration Building roof.

CARB Advanced Clean Fleet Regulation

The California Air Resources Board (CARB) voted to approve the Advanced Clean Fleet regulation. Local government fleets must transition to 100% zero emission medium heavy-duty trucks by 2035. The Agency has one vehicle that will be affected by this regulation.

Operations

Emergency Repair – 42825 Big Bear Blvd, Big Bear Lake #1

The emergency repairs have been completed.

Headworks Grit System Rehabilitation Project

Change Order No. 4 has been executed, extending the Project completion date to October 18, 2023.

Solar Production

The April 2023 monthly performance report is attached. The table below summarizes the actual net generation (kWh) for FY 2022 compared to FY 2023.

Actual Net Generation (kWh)		
Month	FY 2022	FY 2023
July		215,598.25
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	
June	316,253.50	
Total	1,765,684.38	2,387,755

2023 Treatment Plant Data

The influent flow (MG) chart is attached to this report.

Flow Percentages			
Member Agency	February	March	April
City of Big Bear Lake	60.81%	54.51%	60.54%
Big Bear City CSD	35.52%	40.11%	34.45%
County of San Bernardino CSA 53B	3.67%	5.38%	5.01%

Connections

Connections								FYE 6/30/2023		
Month	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	CBBL	CSD	CSA 53B
July	3	4	3	7	3	11	2	1	1	0
August	12	6	10	2	12	5	13	5	8	0
September	4	6	3	7	3	7	8	2	6	0
October	9	8	3	5	10	9	6	1	5	0
November	5	11	5	2	2	5	4	1	3	0
December	4	2	3	1	2	3	2	0	1	1
January	0	3	1	1	2	2	0	0	0	0
February	1	2	0	1	0	6	0	0	0	0
March	2	2	3	1	3	9	2	0	0	2
April	3	7	3	7	12	12	4	0	4	0
May	4	10	5	5	6	7	0	0	0	0
June	16	7	6	6	13	11	0	0	0	0
Total	63	68	45	45	68	87	41	10	28	3

Replenish Big Bear

Stakeholder Coordination (no update)

Stakeholder coordination is ongoing, with the Project Team meeting with various stakeholder groups. The Project Team is preparing to meet with the Colorado River Regional Board, who permits wastewater discharge to the Lucerne Valley site, to discuss the permitting pathway.

Environmental Review (no update)

Both the California Environmental Quality Act (CEQA) and the Federal National Environmental Policy Act (NEPA) define procedures for environmental review and impact analysis of projects that need approval by state, local, or federal agencies. The Project Team is reviewing comments received during the NOP public scoping meetings held in January 2023. The draft Environmental Impact Report (EIR) is expected to be published for review in summer 2023. Environmental document milestones can be found in the [January 25, 2023 presentation material](#).

Preliminary Engineering (no update)

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 nutrient removal unit comprised of a denitrification filter and phosphorous mitigation from Nexom, Inc., the Memcor ultrafiltration unit from Dupont/FilmTec Corporation, and the reverse osmosis unit from IDE

Americas, Inc. are in operation. The Agency is preparing the final agreement for the UV disinfection and advanced oxidation units. Brine minimization will occur off-site, with material shipping to Israel. More information about the treatment process can be found on the [Project website](#).

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. This work will resume as soon as the weather permits.

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

Agreements and Contracts

The Agency continues to work with legal counsel and Project beneficiaries to develop preliminary terms associated with the distribution of Project water and future monetary contributions to the Project.

Amendment No. 3 to the contract with Tom Dodson & Associates to assist with compilation of environmental packages to support the Water Infrastructure Finance and Innovation Act (WIFIA) loan application is being prepared.

Funding and Financing (no update)

The Agency has engaged NHA Advisors, LLC (NHA) to assist with the WIFIA loan application and financial development plan for the Project. NHA has started the process to obtain the preliminary rating letter. The Agency expects to submit the WIFIA application by June 2023 and if approved, close the loan by February 2024. The Agency is requesting up to \$52 million, dependent upon additional funding sources such as grants.

The Agency's Governing Board adopted a [five-year sewer user charge schedule on March 22, 2023](#), which is a requirement for the WIFIA Loan.

Grants Awarded or Recommended for Funding		
Grant	Amount	Status
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
Total	\$16,990,450	

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

IRWM Prop 1 Round 1 Grant –The quarterly report was submitted on April 21, 2023.

2021 Title XVI Grant – The semi-annual report was submitted.

2022 and 2023 Environmental Protection Agency (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 grant 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 – No update. The formal award from USBR in the amount of \$8,267,112 is pending.

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 in early summer. The Project is eligible to apply again to receive additional grant funds up to 25% of the total.



MONTHLY REPORT
April 2023

Plant Name:	Big Bear Area Regional Wastewater Agency
Plant ID:	P-3998
Capacity (DC):	1660.01
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 Apr 2023	10,841.50	6,606.14	64.11%
02 Apr 2023	10,817.25	6,606.14	63.75%
03 Apr 2023	9,455.75	6,606.14	43.14%
04 Apr 2023	11,034.25	6,606.14	67.03%
05 Apr 2023	10,930.25	6,606.14	65.46%
06 Apr 2023	10,983.00	6,606.14	66.25%
07 Apr 2023	10,308.00	6,606.14	56.04%
08 Apr 2023	10,253.00	6,606.14	55.20%
09 Apr 2023	10,745.00	6,606.14	62.65%
10 Apr 2023	10,666.75	6,606.14	61.47%
11 Apr 2023	10,592.25	6,606.14	60.34%
12 Apr 2023	8,762.75	6,606.14	32.65%
13 Apr 2023	10,706.25	6,606.14	62.07%
14 Apr 2023	10,819.25	6,606.14	63.78%
15 Apr 2023	10,773.00	6,606.14	63.08%
16 Apr 2023	10,309.75	6,606.14	56.06%
17 Apr 2023	10,931.25	6,606.14	65.47%
18 Apr 2023	10,461.00	6,606.14	58.35%
19 Apr 2023	10,974.00	6,606.14	66.12%
20 Apr 2023	10,621.75	6,606.14	60.79%
21 Apr 2023	10,732.50	6,606.14	62.46%
22 Apr 2023	10,202.75	6,606.14	54.44%
23 Apr 2023	10,587.25	6,606.14	60.26%
24 Apr 2023	10,637.75	6,606.14	61.03%
25 Apr 2023	10,748.00	6,606.14	62.70%
26 Apr 2023	10,751.25	6,606.14	62.75%
27 Apr 2023	10,578.50	6,606.14	60.13%
28 Apr 2023	10,598.50	6,606.14	60.43%
29 Apr 2023	10,554.00	6,606.14	59.76%
30 Apr 2023	10,273.50	6,606.14	55.51%
Totals	316,650.00	198,184.10	59.78%

Time	Net Generation (kWh)		
	A	F	Δ
01 Apr 2023	10,841.50	8,928.14	21.43%
02 Apr 2023	10,817.25	8,928.14	21.16%
03 Apr 2023	9,455.75	8,928.14	5.91%
04 Apr 2023	11,034.25	8,928.14	23.59%
05 Apr 2023	10,930.25	8,928.14	22.42%
06 Apr 2023	10,983.00	8,928.14	23.02%
07 Apr 2023	10,308.00	8,928.14	15.46%
08 Apr 2023	10,253.00	8,928.14	14.84%
09 Apr 2023	10,745.00	8,928.14	20.35%
10 Apr 2023	10,666.75	8,928.14	19.47%
11 Apr 2023	10,592.25	8,928.14	18.64%
12 Apr 2023	8,762.75	8,928.14	-1.85%
13 Apr 2023	10,706.25	8,928.14	19.92%
14 Apr 2023	10,819.25	8,928.14	21.18%
15 Apr 2023	10,773.00	8,928.14	20.66%
16 Apr 2023	10,309.75	8,928.14	15.47%
17 Apr 2023	10,931.25	8,928.14	22.44%
18 Apr 2023	10,461.00	8,928.14	17.17%
19 Apr 2023	10,974.00	8,928.14	22.91%
20 Apr 2023	10,621.75	8,928.14	18.97%
21 Apr 2023	10,732.50	8,928.14	20.21%
22 Apr 2023	10,202.75	8,928.14	14.28%
23 Apr 2023	10,587.25	8,928.14	18.58%
24 Apr 2023	10,637.75	8,928.14	19.15%
25 Apr 2023	10,748.00	8,928.14	20.38%
26 Apr 2023	10,751.25	8,928.14	20.42%
27 Apr 2023	10,578.50	8,928.14	18.48%
28 Apr 2023	10,598.50	8,928.14	18.71%
29 Apr 2023	10,554.00	8,928.14	18.21%
30 Apr 2023	10,273.50	8,928.14	15.07%
Totals	316,650.00	267,844.05	18.22%



MONTHLY REPORT

Last Three Months Performance

Produced Energy (kWh)

Time	Net Generation (kWh)	
	F	W
Jan 2023	174,529.97	178,005.29
Feb 2023	184,654.09	210,134.29
Mar 2023	252,531.00	258,477.40
Totals	611,715.05	646,616.97

Availability (%) and PR

Time	Availability (%)			Performance Ratio (fraction)		
	A	F	Δ	A	F	Δ
Jan 2023	100.00	99.00	1.01%	1.16	0.00	100.00%
Feb 2023	100.00	99.00	1.01%	1.05	0.00	100.00%
Mar 2023	99.92	99.00	0.93%	0.93	0.00	100.00%
Totals	99.97	99.00	0.98%	1.05	0.00	100.00%

Closed Events Last 3 Months

Plant ID(s)	Event ID	Event Date	Status	Event Name	Notes	Root Cause
P-3998	108698	15 Mar 2023 13:32	Resolved	INV 13, 15, 22, 23, 24	Per Luke, Internal issue at the plant affecting a common ground. Water Pump shorting to ground has been corrected on site by internal plant personnel.	-
P-3998	108351	14 Mar 2023 19:07	Closed	Midnight Production; Suspected Wiring Issue	Please dispatch for inspection. Production meter showed production at midnight, high voltage reading on B-Phase to ground, unbalanced values. Possible Blown Fuse on the 4160V XFRMRS Per Luke, it was an internal issue with a common ground being affected at one of their pumps. Corrected internally at the plant.	Under Investigation
P-3998	99846	17 Jan 2023 08:41	Closed	Additional Veg	\$2520 - price per cut as per contract (COVERED SERVICES) \$11,520 - debris removal and disposal (NOT COVERED) Note from the FSP originally contracted to perform the work: We would be adding 2 additional crew members to this job as well as the extra equipment. It's a lot more labor intensive to remove and dispose of the clippings than it is just to cut this site. It is a high price tag, but it is a lot of work and we don't have the equipment necessary on hand. We can handle this job, but you might be able to find a local landscaping company that could do this a little cheaper. I just want to throw that out there because I get this is a big bump in pricing.	-

Open Events Last 3 Months



MONTHLY REPORT

Definitions

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

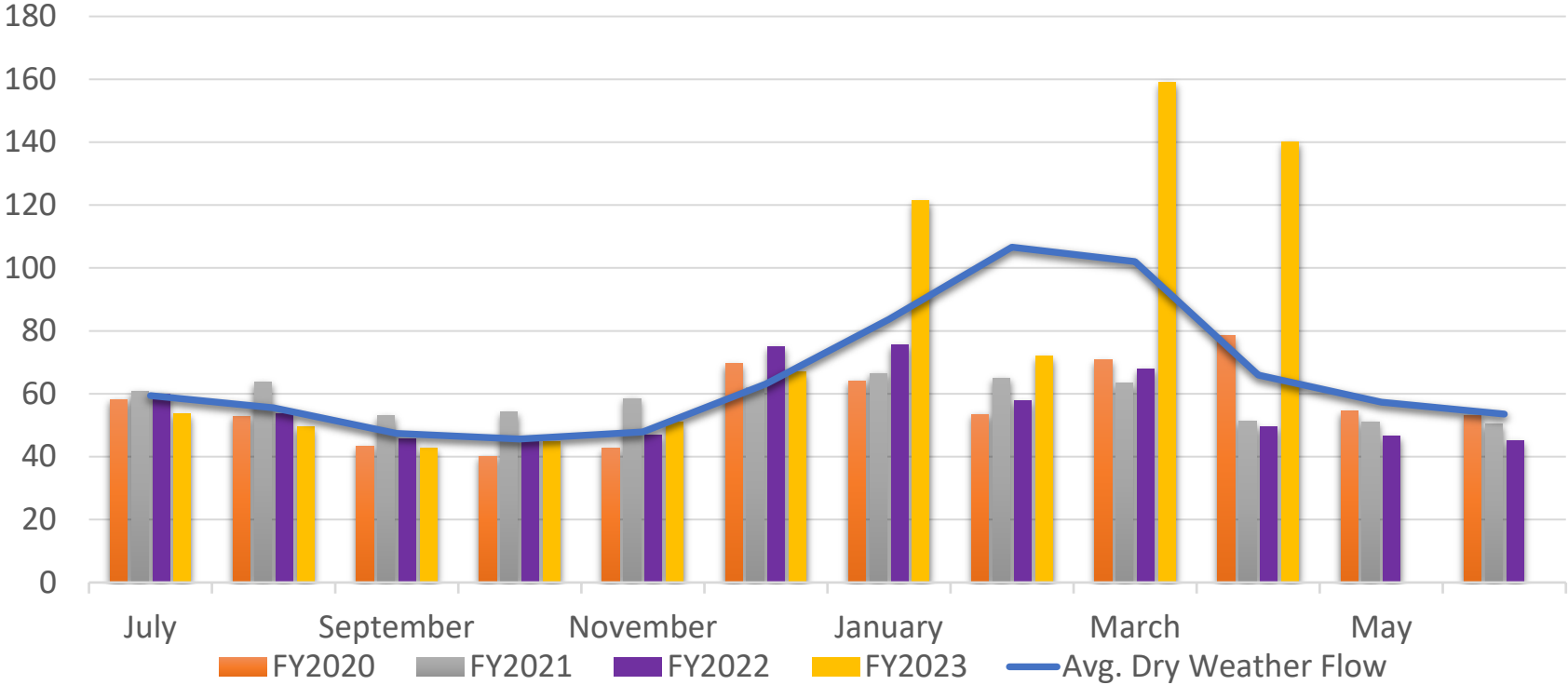
As Contracted Energy: (kWh) Energy proposed to be generated by your system contractually

Change (Δ): 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

April 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 Chair Green at 5:00 p.m. on April 26, 2023 at 121 Palomino Drive, Big Bear City, California.

BOARD MEMBERS PRESENT

John Green, Chair
Jim Miller, Vice-Chair
Bynette Mote, Director
Larry Walsh, Director

BOARD MEMBERS ABSENT

Rick Herrick, Director

STAFF MEMBERS PRESENT

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

OTHERS

None

Members of the public who signed in included:

None

2. PLEDGE OF ALLEGIANCE

Vice-Chair Miller

3. APPROVAL OF AGENDA

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

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

4. **PUBLIC FORUM**

None

5. **PRESENTATION AND INTRODUCTION**

5.A. Larry Walsh 1-year recognition

The General Manager presented Director Walsh with his one-year pin and thanked him for his service. Director Walsh brings a unique perspective and puts the needs of the ratepayers first.

6. **INFORMATION/COMMITTEE REPORTS**

6.A. General Manager's Report

The General Manager discussed the second emergency force main repair and sanitary sewer overflow at 42825 Big Bear Blvd. Notifications were made according to the Spill Response Plan. The Agency is evaluating options for investigating the integrity of the line within equipment limitations and methods of repair. The Governing Board requested information about the possibility of a bypass, the use of air injection stations, clarification on the spill calculation, if the plan included investigating the entirety of the line from the Lake Pump Station to the treatment plant, how the PIG (pipeline inspection gauge) device works, deferment of capital projects, and using disaster relief funds for the repair.

Further discussion included the use of Zoom meetings. The Governing Board thanked the General Manager for including the information regarding upcoming legislation and the solar actual net generation chart.

7. **CONSENT CALENDAR APPROVED ITEMS**

7.A. Meeting Minutes from the March 22, 2023 Regular Meeting

7.B. Monthly Disbursements Report for March

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

7.D. Resolution No. R. 07-2023, A Resolution of the Big Bear Area Regional Wastewater Agency Amending and Adopting Local Guidelines for Implementing the California Environmental Quality Act (Public Resources Code §§ 21000 et seq.)

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

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

8. ITEMS REMOVED FROM CONSENT CALENDAR

9. OLD BUSINESS

None

10. NEW BUSINESS – DISCUSSION/ACTION ITEMS

10.A. Resolution No. R. 08-2023, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Making Emergency Findings and Authorizing and Ratifying Emergency Contracts for the Force Main Repair at 42825 Big Bear Blvd; Appropriate \$31,625 from the Contingency Emergency Reserve Fund for Repairs

The General Manager explained the need to make emergency findings and ratification of the contracts for the emergency repair.

Upon motion by Vice-Chair Miller, seconded by Director Walsh and carried, the Governing Board approved Resolution No. R. 08-2023, appropriated \$31,625 from the Contingency Emergency Reserve Fund for costs related to the repair, and authorized the General Manager to take any other actions necessary to remediate the emergency repair at 42825 Big Bear Blvd., Big Bear Lake.

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

10.B. Pay Schedule

The Human Resources Coordinator presented the pay schedule effective July 1, 2023, which incorporates an 8.7% cost-of-living adjustment (COLA), which was included in the FY 2024 budget. The COLA does not apply to the two frozen positions of Human Resources Coordinator/Accounting Technician and the Operations Administrative/Laboratory Assistant. The Governing Board clarified that there were no changes since the budget workshop, the pay schedule includes

both the compensation study and COLA, and how many comparable agencies were used. The Governing Board thanked the Agency for being a role model for compensation studies, and its due diligence and transparency.

Upon motion by Director Mote, seconded by Director Walsh and carried, the Governing Board approved the publicly available Pay Schedule effective July 1, 2023.

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

10.C. Resolution No. R. 09-2023, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Changing Financial Institutions and Designating Persons to Deposit or Withdraw Monies in the Local Agency Investment Fund

The Finance Manager recommended transferring banking institutions from Union Bank to US Bank. The Governing Board clarified if there will be changes to fees and account numbers, and expressed concern over the experience one of the member agencies has been having with its transfer.

Steve Ludecke commented that the Big Bear Municipal Water District transferred to CitiBank.

Upon motion by Director Mote, seconded by Director Walsh and carried, the Governing Board approved Resolution No. R. 09-2023.

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

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

The Management Analyst explained the 4th Amendment to the JPA allows the Governing Board to appoint an officer or employee to the position of Treasurer and Auditor. The Administrative Manager was appointed to this position in 1982 and that position no longer exists. The Governing Board expressed concern over a potential conflict of interest if the Treasurer and Auditor responsibilities were

conducted by the same employee. Discussion included modification of the JPA, internal controls, and the outside auditor identification of deficiencies. The Governing Board directed staff to discuss the potential conflict of interest with the outside auditor.

Upon motion by Director Mote, seconded by Vice-Chair Miller and carried, the Governing Board postponed this item to the May 24, 2023 Governing Board meeting.

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

10.E. Adjourn the June 28, 2023 Regular Board Meeting

The Board Secretary explained the recommendation to adjourn the June 28, 2023 regular board meeting.

Upon motion by Vice-Chair Miller, seconded by Director Mote and carried, the Governing Board adjourned the June 28, 2023 regular board meeting.

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

11. COMMENTS AND ANNOUNCEMENTS

11.A. General Manager Comments

None

11.B. Governing Board Member Comments

Governing Board members attended the Sugarloaf Property Owners Association and Road Commission meetings in which the lack of federal funds for road repairs in the entire mountain region were discussed. Funding mechanisms for funding projects inside the U.S. Forest Service boundary are non-existent. The Governing Board advised the City of Big Bear Lake will be going through its budget process soon and there may be a recommendation in the budget for infiltration/inflow projects. The Governing Board wished the Administrative staff a Happy Administrative Professionals Day.

12. CLOSED SESSION

- 12.A.** Public Employee Performance Evaluation
Pursuant to Government Code Section 54957(b)(1)
Title: General Manager

The Governing Board entered closed session at 5:49 p.m. The meeting was reconvened at 7:23 p.m. There was no reportable action.

13. ADJOURNMENT

With no further business to come before the Governing Board, Chair Green adjourned the meeting at 7:23 p.m.

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



Big Bear Area Regional
Wastewater Agency
John Green – Chair
Jim Miller – Vice-Chair
Rick Herrick – Director
Bynette Mote – Director
Larry Walsh – Director

AGENDA ITEM: 7.B.

MEETING DATE: May 24, 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 April 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 Apr 1, 2023 to Apr 30, 2023**

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

Check #	Date	Payee	Cash Account	Amount
22998	4/7/23	ACCENT COMPUTER SOLUTIONS, INC.	1000-20	2,878.94
22999	4/7/23	AMAZON CAPITAL SERVICES	1000-20	158.56
23000	4/7/23	ARAMARK UNIFORM SERVICES	1000-20	1,202.58
23001	4/7/23	BEST BEST & KRIEGER LLP	1000-20	8,989.20
23002	4/7/23	BIG BEAR CITY COMMUNITY SERVICES DI	1000-20	449.67
23003	4/7/23	BUTCHER'S BLOCK & BUILDING	1000-20	738.11
23004	4/7/23	BEAR VALLEY ELECTRIC	1000-20	29,082.86
23005	4/7/23	BEAR VALLEY PAVING, INC.	1000-20	746.25
23006	4/7/23	CAR QUEST OF BIG BEAR	1000-20	182.40
23007	4/7/23	CLINICAL LAB OF SAN BERNARDINO	1000-20	560.00
23008	4/7/23	DIY HOME CENTER-BIG BEAR	1000-20	65.36
23009	4/7/23	DISTRIBUTED SOLAR DEVELOPMENT, LLC	1000-20	20,159.78
23010	4/7/23	DIRECT TV	1000-20	44.99
23011	4/7/23	DEPARTMENT OF WATER & POWER	1000-20	48.75
23012	4/7/23	ENGINEERING NEWS RECORD	1000-20	159.99
23013	4/7/23	ENVIRONMENTAL EXPRESS, INC	1000-20	233.73
23014	4/7/23	EVANTEC CORPORATION	1000-20	496.29
23015	4/7/23	FAMCON PIPE & SUPPLY, INC.	1000-20	684.26
23016	4/7/23	FLYERS ENERGY	1000-20	3,841.41
23017	4/7/23	FRONTIER COMMUNICATIONS	1000-20	1,106.22
23018	4/7/23	GLENN B. DORNING, INC.	1000-20	315.22
23019	4/7/23	BIG BEAR GRIZZLY	1000-20	1,518.00
23020	4/7/23	BEAR VALLEY BASIN GSA	1000-20	1,933.08
23021	4/7/23	HACH COMPANY	1000-20	4,178.04
23022	4/7/23	HUGHESNET	1000-20	102.33
23023	4/7/23	NAPA AUTO PARTS	1000-20	235.01
23024	4/7/23	CONSTANCE M. ALVARADO	1000-20	55.00
23025	4/7/23	PHIL'S AUTOMOTIVE	1000-20	123.26
23026	4/7/23	POLYDYNE INC	1000-20	4,232.36
23027	4/7/23	READY REFRESH	1000-20	276.92
23028	4/7/23	R.I.C. CONSTRUCTION CO., INC.	1000-20	11,651.43
23029	4/7/23	ROBERTSON'S	1000-20	926.65
23030	4/7/23	SAGE SOFTWARE, INC	1000-20	1,548.00
23031	4/7/23	SPECTRUM BUSINESS	1000-20	1,023.93

**Big Bear Area Regional Wastewater Agency
Check Register
For the Period From Apr 1, 2023 to Apr 30, 2023**

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

Check #	Date	Payee	Cash Account	Amount
23032	4/7/23	STREAMLINE	1000-20	300.00
23033	4/7/23	UNDERGROUND SERVICE ALERT	1000-20	97.34
23034	4/7/23	VALERO	1000-20	92.87
23035	4/7/23	ROBERT W. VARGA	1000-20	1,050.00
23036	4/7/23	VIKING MAINTENANCE SERVICES, LLC	1000-20	1,350.00
23037	4/7/23	WATER SYSTEMS CONSULTING, INC.	1000-20	54,721.63
23038	4/7/23	TROY BEMISDARFER	1000-20	50.00
23039	4/7/23	CHRISTINE BENNETT	1000-20	50.00
23040	4/7/23	BRIDGETTE BURTON	1000-20	50.00
23041	4/7/23	NIKKI CRUMPLER	1000-20	454.53
23042	4/7/23	SONJA KAWA	1000-20	50.00
23043	4/7/23	DAVID LAWRENCE	1000-20	50.00
23044	4/7/23	JOHN SHIMMIN	1000-20	50.00
23045	4/24/23	AMAZON CAPITAL SERVICES	1000-20	2,906.54
23046	4/24/23	RICK M. BOWERS	1000-20	561.38
23047	4/24/23	BUSINESS CARD	1000-20	1,485.53
23048	4/24/23	BEAR VALLEY PAVING, INC.	1000-20	16,940.15
23049	4/24/23	COUNTY OF SAN BERNARDINO SOLID WA	1000-20	194.80
23050	4/24/23	TOM DODSON & ASSOCIATES	1000-20	15,881.30
23051	4/24/23	ENVIRONMENTAL EXPRESS, INC	1000-20	288.90
23052	4/24/23	EVANTEC CORPORATION	1000-20	70.10
23053	4/24/23	FAMCON PIPE & SUPPLY, INC.	1000-20	3,451.91
23054	4/24/23	NAVY MEN, LLC	1000-20	723.94
23055	4/24/23	GRAINGER	1000-20	92.40
23056	4/24/23	BEAR VALLEY BASIN GSA	1000-20	6,363.73
23057	4/24/23	IDE AMERICAS, INC.	1000-20	44,200.00
23058	4/24/23	MITEL	1000-20	372.64
23059	4/24/23	RANDY J. SPITZ	1000-20	141.65
23060	4/24/23	NHA ADVISORS, LLC	1000-20	4,275.00
23061	4/24/23	PSHRA	1000-20	175.00
23062	4/24/23	READY REFRESH	1000-20	265.74
23063	4/24/23	SCHRODER & SON, INC.	1000-20	3,750.00
23064	4/24/23	SDRMA	1000-20	101.53

Big Bear Area Regional Wastewater Agency
Check Register
For the Period From Apr 1, 2023 to Apr 30, 2023

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

Check #	Date	Payee	Cash Account	Amount
23065	4/24/23	RYAN R. ABELN	1000-20	4,996.97
23066	4/24/23	SOUTHWEST GAS	1000-20	2,609.96
23067	4/24/23	SWRCB-WWOC	1000-20	260.00
23068	4/24/23	SYNAGRO-WWT, INC.	1000-20	17,952.03
23069	4/24/23	NANCY R. BOHL, INC.	1000-20	150.00
23070	4/24/23	VERIZON WIRELESS	1000-20	239.16
23071	4/24/23	WATER SYSTEMS CONSULTING, INC.	1000-20	54,246.51
CASH 23769	4/4/23	PAYA	1000-20	19.99
CASH 23770	4/4/23	CALPERS RETIREMENT	1000-20	3,458.92
CASH 23771	4/4/23	CA PERS 457 PROGRAM	1000-20	4,608.20
CASH 23772	4/4/23	CALPERS RETIREMENT	1000-20	7,940.77
CASH 23773	4/4/23	CALPERS HEALTH	1000-20	30,293.16
CASH 23774	4/6/23	PRINCIPAL FINANCIAL GROUP	1000-20	3,569.89
CASH 23775	4/7/23	VISION SERVICE PLAN	1000-20	306.46
CASH 23776	4/12/23	THE LINCOLN NAT'L LIFE INS CO	1000-20	3,851.82
CASH 23777	4/14/23	EMPLOYMENT DEVELOPMENT DEPARTME	1000-20	2,251.32
CASH 23778	4/14/23	INTERNAL REVENUE SERVICE	1000-20	7,152.51
CASH 23779	4/17/23	AMERICAN FIDELITY ASSURANCE CO	1000-20	699.98
CASH 23780	4/17/23	CALPERS RETIREMENT	1000-20	3,458.92
CASH 23781	4/17/23	CA PERS 457 PROGRAM	1000-20	4,608.20
CASH 23782	4/17/23	CALPERS RETIREMENT	1000-20	7,940.77
CASH 23783	4/26/23	LEGALSHIELD	1000-20	67.80
CASH 23784	4/26/23	TEXAS LIFE INSURANCE COMPANY	1000-20	241.25
CASH 23785	4/26/23	AMERICAN FIDELITY ASSURANCE CO	1000-20	842.14
CASH 23786	4/26/23	PAYA	1000-20	12,435.29
CASH 23787	4/27/23	THE LINCOLN NAT'L LIFE INS CO	1000-20	3,851.82
CASH 23788	4/28/23	PAYA	1000-20	53.98
CASH 23789	4/28/23	EMPLOYMENT DEVELOPMENT DEPARTME	1000-20	2,381.89
CASH 23790	4/28/23	INTERNAL REVENUE SERVICE	1000-20	7,411.78
Total				448,458.68



Big Bear Area Regional
Wastewater Agency
John Green – Chair
Jim Miller – Vice-Chair
Rick Herrick – Director
Bynette Mote – Director
Larry Walsh – Director

AGENDA ITEM: 7.C.

MEETING DATE: May 24, 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 April Monthly Investment Report pursuant to the Agency's Investment Policy.

FINANCIAL IMPACT:

There is no financial impact.

RECOMMENDATION:

Informational

BBARWA
 Monthly Investment Report
 April 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	\$ 12,170,670	\$ 12,006,492	\$ 62,563	2.870%	DAILY
TOTAL	\$ 12,170,670	\$ 12,006,492	\$ 62,563		

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 2023 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

May 04, 2023

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

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

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

[Tran Type Definitions](#)

Account Number:

April 2023 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
4/7/2023	4/7/2023	RD	1725733	N/A	CHRISTINE BENNETT	2,500,000.00
4/14/2023	4/13/2023	QRD	1727033	N/A	SYSTEM	58,151.65

Account Summary

Total Deposit:	2,558,151.65	Beginning Balance:	9,612,518.28
Total Withdrawal:	0.00	Ending Balance:	12,170,669.93



Big Bear Area Regional
Wastewater Agency
John Green – Chair
Jim Miller – Vice-Chair
Rick Herrick – Director
Bynette Mote – Director
Larry Walsh – Director

AGENDA ITEM: 7.D.

MEETING DATE: May 24, 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

REVIEWED BY: John Shimmin, Plant Manager

SUBJECT: Third Quarter Report, Nine Months Ended March 31, 2023

BACKGROUND & DISCUSSION:

Please find attached the Third Quarter Report, which discusses the most recent nine month's financial performance compared to the budget.

The Agency performed under the budget for the first nine months with operating expenses falling below the budget by approximately \$285,451 or 7%. The variance was primarily due to 1) timing across multiple line items (expenses that were budgeted during the first nine months but not incurred and which are expected to be incurred prior to fiscal year end), 2) services that were budgeted but partially unused, and 3) lower costs associated with lower power costs, sludge removal, and insurance expense.

FINANCIAL IMPACT:

There is no financial impact.

RECOMMENDATION:

Informational

ATTACHMENT:

Third Quarter Report

Big Bear Area Regional Wastewater Agency

3rd Quarter Report

Nine Months ended March 31, 2023



STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

	Q1 9/30/22 <u>Actual</u>	Q2 12/31/22 <u>Actual</u>	Q3 3/31/23 <u>Actual</u>	YTD <u>Actual</u>	YTD <u>Budget</u>	YTD Actual vs Budget \$	YTD Actual vs Budget %
Operating revenues:							
Annual charges	0	3,120,942	0	3,120,942	3,120,942	0	0%
Waste disposal fees	6,016	4,920	3,961	14,897	15,802	(905)	-6%
Rental income	9,005	16,593	12,504	38,103	27,034	11,069	41%
Standby fees	0	38,795	0	38,795	38,801	(6)	0%
Other operating revenue	<u>15</u>	<u>5,968</u>	<u>0</u>	<u>5,983</u>	<u>0</u>	<u>5,983</u>	<u>nm</u> (b)
Total operating revenues	15,037	3,187,218	16,465	3,218,719	3,202,577	16,143	1%
Operating expenses:							
Salaries and benefits	854,296	605,127	680,015	2,139,439	2,152,751	(13,312)	-1%
Power	81,669	77,214	136,301	295,184	357,602	(62,419)	-17%
Sludge removal	66,920	59,697	61,452	188,070	244,530	(56,460)	-23%
Chemicals	14,528	14,658	30,943	60,130	56,530	3,600	6%
Materials and supplies	26,024	50,909	24,753	101,686	103,029	(1,343)	-1%
Repairs and replacements	21,986	117,822	128,326	268,134	303,514	(35,380)	-12%
Equipment rental	0	1,782	434	2,216	664	1,552	234%
Utilities expense	2,304	18,229	13,304	33,837	40,866	(7,029)	-17%
Communications expense	11,085	19,640	13,684	44,410	42,878	1,532	4%
Contractual services - other	14,803	18,882	21,309	54,994	79,454	(24,460)	-31%
Contractual services - prof	28,671	22,428	30,901	82,000	135,737	(53,737)	-40%
Permits and fees	18,935	213,748	4,832	237,514	237,786	(271)	0%
Property tax expense	0	4,096	0	4,096	4,070	26	1%
Insurance expense	222,270	5,114	(788)	226,597	243,708	(17,112)	-7%
Other operating expense	7,644	18,044	6,813	32,501	53,140	(20,639)	-39%
Depreciation expense (a)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>nm</u> (a)
Total operating expenses	1,371,137	1,247,390	1,152,280	3,770,806	4,056,258	(285,451)	-7%
Operating Income	(1,356,100)	1,939,828	(1,135,815)	(552,087)	(853,681)	301,593	+ (c)
Nonoperating income (expense):							
Nonoperating income	94,653	23,808	43,324	161,785	41,614	120,171	289%
Nonoperating expense	<u>(145)</u>	<u>(37,790)</u>	<u>(1,777)</u>	<u>(39,711)</u>	<u>(55,891)</u>	<u>16,180</u>	+ (c)
Total nonoperating income (exp)	94,509	(13,983)	41,547	122,073	(14,277)	136,350	+ (c)
Income before capital contributions	(1,261,591)	1,925,845	(1,094,268)	(430,014)	(867,958)	437,945	+ (c)
Capital contrib - conn fees	96,140	50,160	8,360	154,660	112,860	41,800	37%
RBB Capital Contributions	<u>0</u>	<u>97,780</u>	<u>111,360</u>	<u>209,140</u>	<u>0</u>	<u>209,140</u>	<u>nm</u> (b)
Change in Net Position	(1,165,451)	2,073,785	(974,548)	(66,214)	(755,098)	688,885	+ (c)

(a) Currently, the Agency depreciates its assets at the end of the year. Therefore, depreciation expense is presented as \$0.00 on an interim basis.

(b) nm = not meaningful and is the result when dividing by 0.

(c) Percent change is not provided if either of the comparison periods contains a loss or negative number. If the actual performance is improved when compared to the budget a "+" is given. If the actual performance is worse when compared to the budget, a "-" is given.



STATEMENT OF CASH FLOW**Q3**
3/31/2023**Cash flows from operating activities:**

Cash received from customers and other sources	3,285,344
Cash payments to suppliers for goods and services	(1,840,199)
Cash payments to employees	<u>(2,130,008)</u>
Net cash provided by operating activities	(684,863)

Cash flows from capital and related financing activities

Interagency and GSA Expense	(2,133)
Purchases of property, plant and equip	(897,147)
Sale, Disposal of PP&E and Other	2,535
Capital contributions	401,421
Proceeds from debt issuance	3,400,000
Proceeds from grant issuance	14,961
Prepayment premiums and issuance costs	(121)
Principal payments on long-term debt	(204,165)
Interest paid on long-term debt	<u>(50,056)</u>
Net cash used for capital and related financing activities	2,665,294

Cash flows from investing activities:

Investment income received	<u>157,216</u>
Net cash provided by investing activities	157,216

Net change in cash equivalents 2,137,648

Cash equivalents, beginning of period

7,832,439

Cash equivalents, end of period9,970,0862,137,647



Discussion and Analysis

Operating Revenues

Operating revenues were above the budget by \$16,143 due to an increase in rental income from a cell tower lease agreement and an increase in other operating revenue resulting from energy credits.

	Q1 9/30/2022 Actual	Q2 12/31/2022 Actual	Q3 3/31/2023 Actual	YTD Actual	YTD Budget	YTD Actual vs Budget \$	YTD Actual vs Budget %
Operating revenues:							
Annual charges	0	3,120,942	0	3,120,942	3,120,942	0	0%
Waste disposal fees	6,016	4,920	3,961	14,897	15,802	(905)	-6%
Rental income	9,005	16,593	12,504	38,103	27,034	11,069	41%
Standby fees	0	38,795	0	38,795	38,801	(6)	0%
Other operating revenue	15	5,968	0	5,983	0	5,983	nm (a)
Total operating revenues	15,037	3,187,218	16,465	3,218,719	3,202,578	16,143	1%

(a) nm = not meaningful and is the result when dividing by 0.

Operating Expenses

Operating expenses were below the budget by \$285,451 or 7% mostly due to timing across multiple line items. Variances greater than 5% and \$10,000 are highlighted below and discussed on the next page.

	Q1 9/30/2022 Actual	Q2 12/31/2022 Actual	Q3 3/31/2023 Actual	YTD Actual	YTD Budget	YTD Actual vs Budget \$	YTD Actual vs Budget %
Operating expenses:							
Salaries and benefits	854,296	605,127	680,015	2,139,439	2,152,751	(13,313)	-1%
Power	81,669	77,214	136,301	295,184	357,602	(62,418)	-17%
Sludge Removal	66,920	59,697	61,452	188,069	244,530	(56,461)	-23%
Chemicals	14,528	14,658	30,943	60,129	56,530	3,599	6%
Materials and supplies	26,024	50,909	24,753	101,686	103,029	(1,343)	-1%
Repairs and Replacements	21,986	117,822	128,326	268,134	303,514	(35,380)	-12%
Equipment rental	0	1,782	434	2,216	664	1,552	234%
Utilities expense	2,304	18,229	13,304	33,837	40,866	(7,029)	-17%
Communications expense	11,085	19,640	13,684	44,410	42,878	1,532	4%
Contractual services - other	14,803	18,882	21,309	54,994	79,454	(24,460)	-31%
Contractual services - prof	28,671	22,428	30,901	82,000	135,737	(53,737)	-40%
Permits and fees	18,935	213,748	4,832	237,514	237,786	(271)	0%
Property tax expense	0	4,096	0	4,096	4,070	27	1%
Insurance expense	222,270	5,114	(788)	226,596	243,708	(17,112)	-7%
Other operating expense	7,644	18,044	6,813	32,502	53,140	(20,639)	-39%
Depreciation expense	0	0	0	0	0	0	nm (a)
Total operating expenses	1,371,137	1,247,390	1,152,280	3,770,807	4,056,258	(285,451)	-7%

(a) Currently, the Agency depreciates its assets at the end of the year. Therefore, depreciation expense is presented as \$0.00 on an interim basis.

An explanation of the major variances by line item is as follows.



Power was under budget by \$62,418 or 17% which was mainly due to lower solar power purchases (weather related) and a difference in the costs expected under the net metering agreement compared to actual costs for power production.

Sludge Removal was under budget by \$56,461 or 23% which was due to lower sludge removal compared to the budget. Sludge removal was budgeted based on removing 3,872 tons; however, actual tons hauled was 2,957, a reduction of 915 tons for the year-to-date period. The reduction is due in part to weather related unsafe driving conditions in January and February which delayed a portion of sludge removal.

Repairs and Replacements were under the budget by \$35,380 or 12% which was mostly due to timing associated with multiple repairs and replacements including the Clarifier lighting replacements and Clarifier 3 repair that were moved to the spring and a mechanical seal replacement for a pump. Additionally, the rotor replacement project came in under budget by \$15,000.

Contractual Services - Other was under the budget by \$24,460 or 31% partially due to a delay in the HVAC maintenance contract bidding and award and landscaping services due to weather. Additionally, EAP services and labor for electrical were budgeted for the period but were mostly unused.

Contractual services – Professional was under the budget by \$53,737 or 40%. The lower expense is mainly driven by lower legal expenses.

Insurance expense was under the budget by \$17,112 or 7% due mostly to workman’s compensation insurance (down \$13,797). Lower workman’s compensation insurance was due primarily to a larger longevity discount and lower rates for sanitary workers than budgeted.

Other Operating expense was under the budget by \$20,639 or 39% mainly due to training that was budgeted but not attended.

Non-Operating Income (Expense)

Non-operating Income (Expense) had a positive variance of \$136,350 mostly due to higher nonoperating income related to fair market value accounting adjustments and an increase in interest income.

	Q1 9/30/2022 Actual	Q2 12/31/2022 Actual	Q3 03/31/23 Actual	YTD Actual	YTD Budget	YTD Actual vs. Budget \$	YTD Actual vs. Budget %
Nonoperating income (expense):							
Nonoperating income	94,653	23,808	43,324	161,785	41,614	120,171	289%
Nonoperating expense	(145)	(37,790)	(1,777)	(39,711)	(55,891)	16,180	+ (a)
Total nonoperating income (exp)	94,509	(13,983)	41,547	122,073	(14,277)	136,350	+ (a)

(a) Percent change is not provided if either of the comparison periods contains a loss or negative number. If the actual performance is improved when compared to the budget a "+" is given. If the actual performance is worse when compared to the budget, a "-" is given.



Capital Contributions - Connection Fees and RBB Capital Contributions

Income before capital contributions was ahead of the budget by \$437,943 for the period primarily due to lower operating expenses than budgeted of \$285,451 and a positive variance in net nonoperating income (expense) of \$136,350. Connection fee revenues were higher than the budget due to higher connections of 10. Actual connections were 37 compared to 27 budgeted for the period.

RBB Capital Contributions were higher by \$209,141 and represent contributions by the cost-sharing partners for the Replenish Big Bear project under a cost-sharing agreement. The Agency did not budget for these capital contributions during FY 2023 as the cost-sharing agreement was expected to be fully expended by June 2022. The agreement is now fully expended.

	Q1 9/30/2022 Actual	Q2 12/31/2022 Actual	Q3 3/31/2023 Actual	YTD Actual	YTD Budget	YTD Actual vs Budget \$	YTD Actual vs Budget %
Income before capital contributions	(1,261,591)	1,925,845	(1,094,268)	(430,015)	(867,957)	437,943	+ (b)
Capital contrib - conn fees	96,140	50,160	8,360	154,660	112,860	41,800	37%
RBB Capital Contributions	<u>0</u>	<u>97,780</u>	<u>111,360</u>	<u>209,140</u>	<u>0</u>	<u>209,140</u>	nm (a)
Net Income, Change in net assets	(1,165,451)	2,073,785	(974,548)	(66,215)	(755,097)	688,883	+ (b)

(a) nm = not meaningful and is the result when dividing by 0.

(b) Percent change is not provided if either of the comparison periods contains a loss or negative number. If the actual performance is improved when compared to the budget a "+" is given. If the actual performance is worse when compared to the budget, a "-" is given.

Capital Expenditures

Capital expenditures for the period were \$897,147, below the budget by \$2,287,979. The variance is due to timing associated with multiple projects with the largest variances due to timing on the Grit System Rehabilitation project, the new Pipeline Maps, and the Replenish Big Bear Pilot program.

Cash and Fund Balances

The Agency had positive cash flow of approximately \$2,137,647 through the third quarter. The positive cash flow reflects approximately \$685,000 in negative cash flow from operations and approximately \$401,000 in Capital Contributions offset by approximately \$897,000 in capital expenditures, \$3,400,000 debt issuance, \$158,000 in investment income, and approximately \$254,000 in debt service.



	Beginning Balance	Activity During Period	Ending Balance
Cash Balance	7,832,439		9,970,086
Designated Fund Balances:			
Capital and Replacement Fund			
Current Year	2,169,994	1,728,109	3,898,103
Future Year	<u>1,237,711</u>	<u>733,802</u>	<u>1,971,513</u>
Total C&R	3,407,705	2,461,911	5,869,616
Debt Service Fund	509,077	-213,280	295,797
Liquidity Fund	2,575,404	-512,405	2,062,999
Contingency Fund:			
Emergency	500,000	0	500,000
Operating	<u>840,253</u>	<u>0</u>	<u>840,253</u>
Total	1,340,253	0	1,340,253
Restricted Funds:			
Connection Fees	0	192,280	192,280
Capital Contributions - RBB	0	209,141	209,141
Total Designated & Restricted Funds	7,832,439	2,137,647	9,970,086



Big Bear Area Regional
Wastewater Agency
John Green – Chair
Jim Miller – Vice-Chair
Rick Herrick – Director
Bynette Mote – Director
Larry Walsh – Director

AGENDA ITEM: 9.A.

MEETING DATE: May 24, 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. 10-2023, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Appointing the Finance Manager as the Treasurer and Auditor

BACKGROUND & DISCUSSION:

Per the Fourth Amendment (“Amendment”) to the Joint Exercise of Powers Agreement, the Governing Board may appoint one of its officers or employees to either or both of the positions of Treasurer and Auditor. Additionally, the Amendment states that the Treasurer shall “be the depository and have custody of all money of the Agency from whatever source” and the Auditor shall “draw all warrants to pay demands against the Agency approved by the Governing Board.” On September 9, 1982, the Governing Board appointed the Agency’s Administrative Manager as the Treasurer and Auditor for the Agency.

The Administrative Manager position no longer exists. The duties as defined within the Amendment for the Treasurer and Auditor align with duties performed by the Finance Manager. As such, the proposed Resolution will appoint the Finance Manager as the Treasurer and Auditor of the Agency and rescind all prior resolutions that conflict with the proposed Resolution.

BB&K, the Agency’s legal counsel, and Rogers, Anderson, Malody & Scott, the Agency’s auditor, have reviewed and approved the attached Resolution No. R. 10-2023.

FINANCIAL IMPACT:

There is no financial impact.

RECOMMENDATION:

Approve Resolution No. R. 10-2023.

ATTACHMENT:

Resolution No. R. 10-2023

RESOLUTION NO. R. 10-2023

**A RESOLUTION OF THE GOVERNING BOARD OF THE BIG BEAR AREA
REGIONAL WASTEWATER AGENCY APPOINTING THE FINANCE
MANAGER AS THE TREASURER AND AUDITOR**

WHEREAS, on September 9, 1982, the Governing Board of the Big Bear Area Regional Wastewater Agency (“Agency”) appointed the Administrative Manager as the Treasurer and Auditor of the Agency, per the Fourth Amendment to the Agency’s Joint Exercise of Powers Agreement; and

WHEREAS, it is in the Agency’s best interest that the Finance Manager be appointed as the Treasurer and Auditor of the Agency in place of the Administrative Manager.

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

The Finance Manager shall be appointed as the Treasurer and Auditor of the Agency in place of the Administrative Manager.

The authorizations contained in this Resolution shall not be changed except through further resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency. This Resolution supersedes the provisions of Resolution No. 126 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 24th day of May, 2023.

John Green, 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. 10-2023, Appointing the Finance Manager as the Treasurer and Auditor, was duly adopted at a regular meeting of the Governing Board held on the 24th day of May 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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



Big Bear Area Regional
Wastewater Agency
John Green – Chair
Jim Miller – Vice-Chair
Rick Herrick – Director
Bynette Mote – Director
Larry Walsh – Director

AGENDA ITEM: 10.A.

MEETING DATE: May 24, 2023

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

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

PREPARED BY: John Shimmin, Plant Manager

REVIEWED BY: Christine Bennett, Finance Manager

SUBJECT: Resolution No. R. 12-2023, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Making Emergency Findings and Authorizing and Ratifying Emergency Contracts for the Force Main Repair at 42825 Big Bear Blvd; Appropriate \$20,393 from the Contingency Emergency Reserve Fund for Repairs

BACKGROUND:

The Agency was notified on April 15, 2023 at 3:04 p.m. regarding a possible sewage spill near 42825 Big Bear Blvd, Big Bear Lake. Staff discovered a 2” hole in the force main. Flow continued for 10 minutes and spilled 3,500 gallons. The spill entered a storm drain, along with the natural runoff from the snowpack, and flowed into Stanfield Marsh. Staff procured replacement parts from Famcon Pipe & Supply, Inc. and Bear Valley Paving performed the emergency repair on the force main. The force main is under high pressure and delivers all wastewater from the City of Big Bear Lake to the Agency’s Wastewater Treatment Plant.

DISCUSSION:

Under Public Contract Code Section 28682.5 (g), the Governing Board can elect to forgo strict competitive bidding (a process that would take approximately four months) in the event of an emergency but must follow the procedures set forth in Section 22050 of the Public Contract Code. It is generally understood that the definition of an emergency stipulates there is imminent risk to public health, safety, welfare, or property. Under this definition, the potential spill into Stanfield Marsh, recent high flows from the City of Big Bear Lake, limited storage at the Garstin ponds, and a possibility of an overflow of influent, qualified this event as an imminent risk and necessitated the need for the emergency repair.

The total cost of the emergency repair is as follows:

Contractor/Supplier	Amount
Bear Valley Paving	\$16,941
<u>Famcon Pipe & Supply, Inc.</u>	<u>\$3,452</u>
Total	\$20,393

Agency staff is directed to report to the Governing Board at the next regularly scheduled meeting and at every meeting thereafter until the action is terminated to determine if there is a need to continue the action. This event is the second of two sewage spills located at 42825 Big Bear Blvd., Big Bear Lake.

FINANCIAL IMPACT:

The Agency has adequate reserves in the Contingency Emergency Reserve Fund to cover the cost of the repairs.

RECOMMENDATION:

1. Approve Resolution No. R. 12-2023; and
2. Appropriate \$20,393 from the Contingency Emergency Reserve Fund for costs related to the repair; and
3. Authorize the General Manager to take any other actions necessary to remediate the emergency repair at 42825 Big Bear Blvd., Big Bear Lake.

ATTACHMENT:

Resolution No. R. 12-2023

RESOLUTION NO. R. 12-2023

**A RESOLUTION OF THE GOVERNING BOARD OF THE BIG BEAR AREA
REGIONAL WASTEWATER AGENCY MAKING EMERGENCY FINDINGS AND
AUTHORIZING AND RATIFYING EMERGENCY CONTRACTS FOR THE FORCE
MAIN REPAIR AT 42825 BIG BEAR BLVD**

WHEREAS, on April 15, 2023, Agency staff discovered a 2” hole in the force main, leaving the Agency unable to receive flow from the City of Big Bear Lake;

WHEREAS, staff immediately stopped flow of any material through the force main and flow was temporarily diverted to the Garstin Ponds;

WHEREAS, repair tasks were required on the force main;

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

WHEREAS, several protected water bodies are located near the force main;

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

WHEREAS, BBARWA cannot receive flow from the City of Big Bear Lake without the force main for four (4) months;

WHEREAS, based on the emergency conditions that would not allow the delay resulting from a traditional competitive solicitation of bids, the General Manager negotiated and executed contracts with Famcon Pipe & Supply, Inc. for replacement parts and Bear Valley Paving for installation of the same;

WHEREAS, the total cost of the emergency force main repair project (“Project”) is \$20,393; and

WHEREAS, the Agency’s Contingency Emergency Reserve Fund will provide sufficient funding for the Project.

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

1. The foregoing recitals are found to be true and correct and incorporated as if fully set forth herein.
2. Pursuant to Public Contract Code section 22050, it is determined that the damaged force main constitutes an emergency condition that poses a threat to public health, safety and

welfare, and property and that such condition did not permit a delay resulting from a competitive solicitation of bids.

3. The emergency contract awards to Bear Valley Paving and Famcon Pipe & Supply, Inc. for the Project in the total cumulative amount of \$20,393 are hereby ratified.
4. Agency staff is hereby authorized and directed to take any actions necessary to remediate the damaged force main.
4. Funding for the Project shall be appropriated from the Contingency Emergency Reserve Fund.
5. Agency staff is directed to report to the Governing Board at the next regularly scheduled meeting and at every meeting thereafter until the action is terminated to determine if there is a need to continue the action.

ADOPTED, SIGNED AND APPROVED this 24th day of May, 2023.

John Green, 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. 12-2023, Making Emergency Findings and Authorizing and Ratifying Emergency Contracts for the Force Main Repair at 42825 Big Bear Blvd, was duly adopted at a regular meeting of the Governing Board held on the 24th day of May 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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



Big Bear Area Regional
Wastewater Agency
John Green – Chair
Jim Miller – Vice-Chair
Rick Herrick – Director
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Larry Walsh – Director

AGENDA ITEM: 10.B.

MEETING DATE: May 24, 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: Purchasing Policy Amendment – Large Purchase and Purchase Order Threshold

BACKGROUND & DISCUSSION:

The Governing Board approved the Agency’s Purchasing Policy (“Policy”) on July 27, 2022. Purchasing thresholds are established to ensure proper management of the Agency’s budget. A purchase order encumbers budgeted funds to ensure funds are available when the service or good is purchased. Per the Policy, a purchase order is required for any large and non-routine purchases that exceed \$1,000.

The current purchase order threshold of \$1,000 results in many purchases, such as small replacement parts, tools, and office equipment, requiring the requestor to go through the purchase order process. More staff time is being utilized to approve small purchases. Generally, such purchases can be easily absorbed in the budget and most often have been accounted for through the budgeting process. Additionally, the Finance Manager analyzes budget to actual expenditures on a monthly basis to ensure that expenditures are in line with budget.

When looking at a five-year average (FY 2018 – FY 2022), 57% of purchase orders are for smaller purchases under \$5,000. Increasing the purchase order threshold to \$5,000 or above would allow staff to make smaller purchases more efficiently. The City of Big Bear Lake, City of Big Bear Lake Department of Water and Power, and the Big Bear City Community Services District require a purchase order for purchases of \$5,000 or above.

The proposed changes have been redlined and can be found on pages 3, 5, 7, 9 and 10 of the attached Purchasing Policy.

FINANCIAL IMPACT:

There is no financial impact.

RECOMMENDATION:

Approve the Purchasing Policy Amendment.

ATTACHMENT:

Purchasing Policy

Purchasing – Internal Controls (Board approval July 27, 2022)

PURPOSE

The purpose of the Purchasing Policy is to establish internal controls, responsibilities and authorization levels and other statutory requirements related to purchasing goods and services for the Agency. The purchasing policy establishes controls that identify clear authority and responsibility for purchasing activities secures goods and services at the lowest cost possible commensurate with quality ensures appropriate levels of competition and provides equal opportunity for all qualified vendors.

DEFINITIONS

Change Order - a document that authorizes an addition, deletion, or revision in the scope of work or an adjustment in the contract price or times, issued on or after the effective date of the contract.

Commission – the California Uniform Construction Cost Accounting Commission. The Commission is established under the Uniform Public Construction Cost Accounting Act to develop uniform public construction cost accounting procedures for implementation by local public agencies in the performance of or in contracting for public projects.

Contract Documents – documents approved and provided by the Agency’s legal counsel. These documents are in template form and contain all associated forms and agreements related to contracting for projects under a specified procurement process. Examples of Contract Documents used by the Agency include a Letter Agreement for Services, Short-Form and Long-Form Construction Contracts, Equipment Purchase Agreement, Purchase Order Terms and Conditions for Services and Purchase Order Terms and Conditions for Services. Construction contracts may include the Notice Inviting Bids, Instructions to Bidders, Bid Forms, the Contract, Bond Forms, General Conditions, Special Conditions, and General Requirements.

Force Account – work performed on public projects using internal resources, including but not limited to labor, equipment, materials, supplies, and subcontracts of the Agency.

Local Business – a business in which the primary office from which the business is conducted is located in the Big Bear Valley (City of Big Bear Lake, Big Bear City, Fawnskin, or Sugarloaf).

Lowest Responsible Bidder – a bidder who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity, and experience to satisfactorily perform to project for which they have submitted a bid or proposal.

Responsive Bid – a bid or proposal that fully conforms in all material respects to the invitation for bids/request for proposals and all of its requirements, including all form and substance.

Maintenance - routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes. Preservation and protection of the facility, including the replacement of like kind equipment and repairs resulting from routine and usual maintenance that do not alter the structure or equipment in the process, are considered non-construction and are not public projects.

Stop Payment Notice – a written notice given for the purpose of stopping the payment of funds on a public project in accordance with Civil Code section 9350 *et seq*, as it may be amended from time to time.

Notice of Completion - a form that may be executed by the Agency and recorded by San Bernardino County signifying final acceptance of a public project. As a policy matter, all projects that have project-specific approval or authorization from the Governing Board, have retention held, have subcontractors, or have 20-day Preliminary Notices mailed to the Agency require a Notice of Completion.

Preliminary Notice – a notice sent by the general contractor, subcontractor, materialmen, equipment lessors or other parties to a construction project in accordance with Civil Code section 9300 *et seq.*, as it may be amended from time to time.

Project Manager - the General Manager is the Agency’s project manager on all projects unless otherwise determined. The General Manager may delegate such responsibilities to an Agency employee or hire a qualified consultant to fulfill this responsibility.

Public Project - has the meaning set forth in Public Contract Code section 22002(c), as it may be amended from time to time, and includes construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility, and the painting or repainting of any publicly owned, leased, or operated facility.

Receiving Receipt – a form used to confirm that services have been completed. This form is completed by personnel responsible for directing the work and attached to the final invoice for services when submitted for payment.

Request for Payment Form – a form used by the Agency to seek payment approval for purchases, including credit card purchases.

UPCCAA – the Uniform Public Construction Cost Accounting Act (the “Act”), enacted in 1983 to help promote “uniformity of the cost accounting standards and bidding procedures on construction work performed or contracted by public entities in the state.” (Pub. Contract Code, § 22001.) The entirety of the Act is found in Public Contract Code section 22000 *et seq.*, as it may be amended from time to time.

Signature Authorization

Board Appropriation and General Manager Authorization

Annually, the Board appropriates funds for operating and capital expenditures during the budget approval process and may appropriate funds during the budget cycle as needed. 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 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 1) approved in advance by the Board or 2) the contract amount falls below \$10,000 on an annual basis, in which case, the term may be up to five years. If any purchase or project is subject to a formal competitive bid process (projects greater than \$200,000), the Board shall award such project and authorize such contract pursuant to and as required in this policy. All informally bid Public Projects (\$60,000 - \$200,000) require a pre-bid and post-bid report to the Board during a scheduled Board meeting. All purchasing is monitored by the 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.

Purchasing Function

Except as otherwise authorized by the Board or this policy, the General Manager is the sole purchasing agent of the Agency and the only employee with authority to enter into contracts on behalf of the Agency and release funds for payment under such contracts. The General Manager may delegate purchasing activities to members of the Agency's operations and administrative staff as needed in a manner consistent with this policy. In the General Manager's absence, the Board or General Manager may temporarily delegate the authority to contract on behalf of the Agency and release funds for payment to another Agency employee as needed.

The Finance Department coordinates purchasing processes and monitors compliance with the policies and procedures contained in this policy.

Purchasing and Receipts

General Purchases

Goods and services necessary for the daily operation of the plant are purchased by the Plant Manager, Plant Supervisor, and Laboratory Analyst. Each may also give direction to a subordinate for the purchase of goods and services. Office supplies are primarily ordered through the Accounting Technician. 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, Laboratory Analyst or administrative staff may be added to the authorized personnel list, if needed, for specific vendors where appropriate.

Large Purchases

Purchases which are non-routine in nature and exceed ~~\$1,000~~ \$4,999 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. 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. See **Purchase Orders**.

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, who are not responsible for purchasing, may be designated by the Plant Manager 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 personnel who made the purchase.

Petty Cash Purchases

Access and Approval Authorization

The petty cash fund is held in a cash box which is locked and requires a security code to access. The Finance Manager, Accounting Technician, and the Designated Administrative Staff person have access to the cash box through possession of the security code. The Designated Administrative Staff person is the primary person responsible for distribution of petty cash with the Accounting Technician and Finance Manager providing back up, respectively.

All cash expenditures from the cash box should be approved in advance of the expenditure. Approval for petty cash transactions should be obtained from the General Manager, Plant Manager, or Finance Manager, respectively. The General Manager, Plant Manager, or Finance Manager cannot approve their own petty cash expenditure.

Cash Purchases

A receipt book is kept in the cash box and receipts are issued when cash is distributed from the cash box. An issued receipt should include the signature of the employee approving the purchase, amount of the purchase, initials of the employee distributing the cash, initials of the employee receiving the cash, a description of the purchase, and the account number associated with the purchase.

Cash may be distributed in advance of a purchase, or an employee may be reimbursed after a purchase has been made. If an employee receives cash prior to a purchase receipt being submitted, the employee will initial the petty cash receipt to confirm receipt of the cash. After the purchase, the employee will submit the receipt. The purchase receipt will then be attached to the petty cash receipt, the petty cash receipt will be modified to reflect the actual amount of the purchase, and the employee will return the excess funds (the initial amount of cash distributed less the amount of the purchase).

Reconciliation and Replenishment

The cash box is reconciled by both the Designated Administrative Staff person and Accounting Technician when the petty cash fund is replenished. The balance of cash combined with the total receipts should equal the petty cash fund of \$600.

The petty cash fund is replenished as needed. The receipts are totaled, a Request for Payment is completed and approved, and a check is issued in the amount of the total petty cash receipts. The check is cashed at the bank by either the Designated Administrative Staff person or the Accounting Technician and the funds are returned to the petty cash box to replenish the petty cash fund.

Credit Card Purchases

Credit card usage is permitted for business-related purchases where the use of cash is not practical. These types of purchases include travel, meals, and online or web-based purchases which may occur for education and training and other goods and services. The Agency's preference is to minimize the use of the Agency credit card and to use it only where practical.

The General Manager and Plant Manager are the only authorized individuals who have an Agency credit card.

Credit Card transactions require:

- Completion of a Request for Credit Card Charge Authorization form with appropriate coding and approvals prior to credit card usage. This does not apply to travel related incidental expense or meals.
- Completion of the Credit Card Usage Log showing the date of purchase, description of item purchased, and credit card used. A receipt for the purchase must be attached to the Credit Card Usage Log.

The Agency credit cards are kept by the authorized employees, the General Manager and Plant Manager.

Fuel Card Purchases

The Agency may use one or more vendors for fuel purchases and each vendor may issue multiple fuel cards. It is therefore important to establish controls that prevent the misuse of the fuel cards.

The Accounting Technician, under the supervision of the Finance Manager, determines vendor relationships and the establishment of Agency credit for the purchase of fuel. Multiple vendors may be used at any one time if advantageous to the Agency.

Each vendor issues a card associated with a specific vehicle. The cards are kept in the respective vehicle.

New cards are issued periodically. Prior to distribution of the new cards, the old cards must be collected and discarded.

Agency employees that frequently drive Agency vehicles are authorized by the Agency to purchase gas and are issued personal pin numbers (by the vendor) that are used in conjunction with the vehicle fuel cards when purchasing gas.

Authorized employee names with the respective pin numbers are maintained by the Accounting Technician.

Any authorized employees that are separating from the Agency should be removed from the authorized employee lists.

PURCHASE ORDERS

General

A purchase order is required for any expenditure over ~~\$1,000~~ \$4,999, except where the purchase is for:

- Routine monthly expenses
- Emergency expenditures

Appropriate approvals must be obtained prior to ordering goods or services.

If required, the vendor may receive a copy of the completed purchase order to confirm the goods or services order. If the purchase order is serving as the primary terms and conditions for the delivery of goods or services under an informal bidding process, a copy including the counsel-approved terms and conditions must be forwarded to the vendor.

A **blanket purchase order** may be approved which authorizes repetitive purchases of goods and services from a specific vendor up to a maximum dollar amount over a period not to extend beyond the end of the fiscal year.

Procedures

Completion of Form

Purchase order forms are typically in numeric order and should be used in sequence. The form should be completed in detail and should include the following approvals in the order presented:

- Finance Manager's initials
- General Manager's signature on line 1
- Plant Manager's signature on line 2

Approvals

During the absence of the Plant Manager or the General Manager, and when no designee has been appointed for these signors, the Plant Supervisor will sign in lieu of the absentee signor.

Finance Manager's Approval

All purchase orders require the Finance Manager's initials to ensure that funds are available, coding is correct, and to determine if the purchase order requires Board approval. In the Finance Manager's absence, the General Manager will determine the above during completion of a purchase order. The Finance Manager will initial upon return.

Documentation

Documentation associated with the required bidding process related to the purchase along with any related agreements are presented with the purchase order during the approval process and retained by the Finance Department. This includes:

- evidence of verbal quotes
- written quotes and proposals
- the contents of the bid package under a formal or informal bidding process
- contract including requests for bids and proposals
- in the case of an emergency or other purchase exempt from competitive bidding (sole source and standardization of materials and equipment), documentation from the General Manager approving the exemption. In the case of a sole source or standardization procurement, if the procurement is a public project and subject to competitive bidding under UPCCAA, Board approval is required.

Distribution of Copies

A copy of the purchase order should be provided to the Accounting Technician for entry into the accounting system and for processing with the related invoice. Any discrepancies between the purchase order and invoice should be noted and reconciled during processing.

Failure to Complete a Purchase Order

If a purchase order was not completed prior to a purchase that required one, an explanation should be provided on the invoice as to why the purchase order was not completed. A purchase order should not be completed after the invoice is received.

The purpose of the bidding policy is to establish uniform procedures for the solicitation of bids, change orders and billings. In the event of any conflict between this policy and State law, the requirements of State law shall prevail.

Competitive Procurement, Quotations and Contracts

Competitive Procurement Thresholds by Procurement Type

Maintenance Work, Services, Equipment, Materials and Supplies			
Procurement Amount	Competitive Solicitation Requirement	Award Authority	Contract Documents*
\$0 - \$1,000 \$4,999	Buyer's best judgement	Authorized Purchaser	Purchase Order
over \$1,000 \$5,000 - \$20,000	Informal quotes - 3 informal quotes	General Manager	Purchase Order or Letter Agreement
over \$20,000-\$200,000	Informal proposals - 3 written proposals	General Manager	Purchase Order, Letter Agreement, Equipment Purchase Agreement, or another Contract Document
over \$200,000	Formal Request for Proposal	Board	Purchase Order, Letter Agreement, Equipment Purchase Agreement, or another Contract Document
Public Projects (defined per PCC §22002)			
Procurement Amount	Competitive Bidding Requirement	Award Authority	Contract Documents*
\$0 - \$1,000 \$4,999	Buyer's best judgement	Authorized Purchaser	Purchase Order
over \$1,000 \$5,000 - \$20,000	Informal bidding - 3 informal quotes	General Manager	Short Form Construction Contract
over \$20,000 - \$60,000	Informal bidding -3 written proposals	General Manager	Short-Form Construction Contract
over \$60,000 - \$200,000	UPCCAA informal bidding procedures	General Manager	Short-Form Construction Contract
over \$200,000	UPCCAA formal bidding procedures	Board	Long-Form Construction Contract
Sole Source			
**Over \$60,000	None	Board	See tables above.
*The type of contract document used is dictated by the type of purchase and dollar amount and may vary from the type of contract document listed here.			
**A sole source procurement for a public project requires a resolution by the Board establishing findings which support the sole source procurement. If the sole source is for a component of a public project, the sole source resolution must be included as part of the bid documents for the project. If the sole source is for the full public project, the sole source resolution must be included as an attachment to the appropriate contract document (i.e., long form construction contract or short form construction contract). Further, it should be noted that the procurement threshold set forth under the "Procurement Amount" column encompasses the total cost of the project and not just the sole sourced component of the project.			

Use of Standard Documentation (the Contract Documents)

Contract Documents have been developed by Agency legal counsel to ensure consistency in the preparation of formal and informal solicitation packages, to assure generally accepted terms and conditions are included in the Agency's contracts, and to reduce the level of staff resources required to prepare and review these documents. These documents are in template form and contain all associated forms and agreements related to contracting for projects. Contract Documents include a Letter Agreement for Services, Short-Form and Long-Form Construction Contracts, Equipment Purchase Agreement, Purchase Order Terms and Conditions for Services and Purchase Order Terms and Conditions for Goods. Construction contracts may

include the Notice Inviting Bids, Instructions to Bidders, Bid Forms, the Contract, Bond Forms, General Conditions, Special Conditions, and General Requirements.

Project Manager

The General Manager is the Agency's project manager on all projects unless otherwise determined. The General Manager may delegate such responsibilities to an Agency employee or hire a qualified consultant to fulfill this responsibility.

Purchases Exempt from Competitive Procurement

Competitive procurement is not required under the following circumstances.

Non-Public Projects

Exemption from competitive procurement for the following items must be approved by the General Manager except in the case of item 7 which must be approved by the Board. Further, in the case of emergency procurements, the procurement must be ratified by the Board as described below. The Competitive Procurement Exemption Form (attachment) must be completed and attached to the purchase order once approved.

1. Standardization of Materials and Equipment. When it is necessary to match other products in use on a public improvement either completed or in the course of completion.
2. Sole Source Provider. When it is necessary to obtain an item that is only available from one source.
3. Pilot Program. When the Agency is conducting a field test, experiment, feasibility study or small-scale trial to determine how a large-scale project might work in practice.
4. Emergency. When it is necessary to respond to an emergency and the response time does not allow for a competitive bid process. The General Manager (by Resolution No. R. 02-2020) is authorized to make emergency findings and to enter into necessary contracts without engaging in competitive bidding. The General Manager shall report to the Board within seven days or at the next regularly scheduled Board meeting if that meeting will occur no later than fourteen days after the action, and at every regularly scheduled meeting thereafter until the action is completed or terminated. The Board, by four fifths vote, shall ratify the emergency action and determine if there is a need to continue the action at the next regularly scheduled Board meeting.
5. Cooperative Purchasing and Purchasing Schedules. A cooperative purchasing program allows state and local governments to purchase a variety of products and services under specific contracts or schedules (i.e. California Multiple Award Schedules or CMAS, federal General Services Administration schedules or GSA schedules).
6. Piggyback Contracts. When the Agency relies on the procurement conducted by another public agency rather than conducting its own procurement.
7. Best Interests of the Agency. Waiving competitive procurement requirements when it is in the best interests of the Agency as determined by the Board.

Public Projects:

Exemption from competitive procurement for the following items must be approved by the Board (in the case of emergency procurements, ratified by the Board as described below). The Competitive Procurement Exemption Form (attachment) must be completed and attached to the purchase order once approved by the Board.

1. Standardization of Materials and Equipment. When it is necessary to match other products in use on a public improvement either completed or in the course of completion.
2. Sole Source Provider. When it is necessary to obtain an item that is only available from one source.
3. Pilot Program. When the Agency is conducting a field test, experiment, feasibility study or small-scale trial to determine how a large-scale project might work in practice.
4. Emergency. When it is necessary to respond to an emergency and the response time does not allow for a competitive bid process. The General Manager (by Resolution No. R. 02-2020) is authorized to make emergency findings and to enter into necessary contracts without engaging in competitive bidding. The General Manager shall report to the Board within seven days or at the next regularly scheduled Board meeting if that meeting will occur no later than fourteen days after the action, and at every regularly scheduled meeting thereafter until the action is completed or terminated. The Board, by a four fifths vote, shall ratify the emergency action and determine if there is a need to continue the action at the next regularly scheduled Board meeting.

Professional Services Agreements

Contracts for professional services are not subject to strict competitive bidding requirements. Professional services include work provided to the Agency by specially trained and experienced individuals related to economic, financial, engineering, planning, architectural, environmental, legal, administrative, or other similar matters.

The selection of a professional services firm should be based on demonstrated competence and professional qualifications at a fair and reasonable cost in the case of architectural, landscape architectural, engineering, environmental, land survey, or construction management services. This determination can be made through a request for proposals or qualifications process.

When the selection of a professional services firm is related to a change in the Agency's legal counsel, on-call engineering firm or auditing firm, a qualifications based selection process will be conducted and an evaluation committee, including members of the Board, will be used to evaluate the proposals and make a recommendation to the Board for a contract award.

Separation of Projects

Projects may not be split or separated into smaller projects to evade the bidding procedures outlined in this policy. The total cost of the project dictates the bidding requirements under the Agency's purchasing policy. For example, the Agency may purchase equipment or material for a project and may only bid the installation portion of the project. The installation portion of the project is subject to the bidding requirements dictated by the total costs of the project, including the equipment and materials.

Competitive Procurement Procedures

Informal Quotes

- All procurements ~~over \$1,000~~\$5,000 - \$20,000
- See Request for Quote – Informal Quote Form (attachment)
- 3 quotes will be gathered on a best-efforts basis for all procurement subject to informal quotes

A request for an informal quote is a simple request for pricing on simple, low-cost goods or services. Informal quotes may be gathered through web-browsing, email, or telephone. If gathered through web-browsing, then a copy of the webpage identifying the item and price will be provided. If gathered by e-mail, a printout of the email quote will be provided. If the informal quotes are gathered through telephone contact, the employee seeking the quote will document the company name, contact name, time, date, and quote. This information will be attached to the purchase order (a purchase order is required on non-regular and non-routine purchases exceeding ~~\$1,000~~\$4,999). At least three informal quotes should be provided. If this is not possible, documentation of non-response or other explanation should be provided by the employee seeking the bids. Quotes received from a Local Business may be lowered by 2% for quote evaluation purposes. *Whenever an award is made to other than the lowest priced proposer the reasons for doing so shall be set forth in writing and maintained with the procurement documents.*

Informal Proposals, Solicitation of Three Written Proposals

- Non-Public Projects over \$20,000 - \$200,000
- Public Projects over \$20,000 – \$60,000
- See Request for Proposal – Informal Proposal Form (attachment).
- 3 written proposals will be gathered on a best-efforts basis for all procurement subject to informal proposals

The following will be considered:

1. The use of the Agency’s purchase order (with terms and conditions) utilizing the Request for Proposal or another Contract Document may be used.
2. Informal requests for proposals should incorporate the following guidelines.
 - a. All proposers must receive the same scope of work, required time schedule, general requirements, conditions and provisions, and the location, date, and time for proposals.
 - b. All proposals submitted must be kept in confidence until after the proposal submission deadline and evaluation process.
 - c. The scope of work may include quantities and/or measurements and may include engineering calculations, drawings, or specification sheets to aid the proposer in understanding the scope of work. The level of detail will depend on the complexity of the project.
 - d. If there are any changes to the project that will affect the proposal, the revised scope of work will be sent to original identified proposers.
 - e. Depending on the scope of work, an informal job walk may be beneficial. Any questions will need to be in writing and sent to all potential proposers.
 - f. All proposals must be documented. Written proposals must be on the Request for Proposal – Informal Proposal Form.
 - g. After the proposals have been received and examined for completeness, an evaluation will be made to determine the award of the work order or project. Cost proposals received from a Local Business, may be lowered by 2% for proposal evaluation purposes. *Whenever an award is made to other than the lowest priced proposer the reasons for doing so shall be set forth in writing and maintained in the procurement documents.*

Formal Request for Proposals (purchases over \$200,000)

The procurement of maintenance, services, and equipment, materials and supplies that exceed \$200,000 are subject to a formal Request for Proposal (RFP) process. The Agency should seek at least three proposals when possible.

Preparing the RFP

When assembling the RFP, the following should be included.

1. A general description of the desired goods or services to be purchased;
2. The desired qualifications of the proposers;
3. The scoring criteria to be used to evaluate proposals;
4. The information or documentation required for submission of proposals;
5. The date, time and location of public opening of sealed proposals;
6. The location and deadline for submission of proposals;
7. The deadline for the submission of questions (if applicable); and
8. The date, time and location of the pre-proposal conference (if applicable).

All proposals submitted in response to an RFP must be sealed and must be opened publicly at a designated location, date and time.

Proposals which are received after the date and time specified or in a different format than that requested in the RFP may not be considered.

Proposal Evaluation and Notification of Award

Proposals will be evaluated and proposers ranked by an evaluation committee appointed by the General Manager based upon the evaluation criteria identified in the RFP. Award will be made to the proposer whose proposal represents the best value taking into account the RFP evaluation criteria, which may include the general quality and responsiveness of the proposal, the qualifications of the proposer, and the proposed cost. If the Agency is unable to agree to contract terms with the highest ranked proposer, the award may be given to the next highest ranked proposer and so forth. The Board shall have the authority to award contracts under the Formal RFP process or to reject all proposals and proceed in a manner the Board determines to be in the Agency's best interests. Proposers will be notified upon contract award or rejection of all proposals by the Board.

Cost proposals received from a Local Business, may be lowered by 2% for proposal evaluation purposes. *Whenever an award is made to other than the lowest priced proposer the reasons for doing so shall be set forth in writing and maintained in the procurement documents.*

Public Projects under the Uniform Public Construction Cost Accounting Act

The Agency has chosen to adopt UPCCAA for the bidding of Public Projects. As such, the Agency will meet the requirements prescribed by the Commission's *Cost Accounting Policies and Procedures Manual*

(as it may be updated from time to time). Further, the Board may discontinue the Agency’s participation under the Act by adopting a resolution to this effect.

Included Projects. Public Projects as defined in this policy.

Excluded Projects. Maintenance as defined in this policy.

The Agency may separately procure equipment, supplies, and materials for a public project (procured in accordance with the purchasing requirements of this policy); however all costs of a public project must be included in the project cost estimate to determine whether the public project falls within the Force Account/negotiated contract/purchase order, informal bid, or formal bid thresholds under the Act. In addition, if installation is performed by Force Account, an overhead rate must be applied to all direct costs of the project and included in the cost estimate. For example, if materials and supplies cost \$50,000 to procure separately and the labor cost to install is \$25,000, the project could not be performed with Force Account/negotiated contract/purchase order, but would fall within the informal bid threshold because the total cost estimate is \$75,000.

Dollar Thresholds under the Act

The dollar thresholds below are provided under the Act and are subject to change.

UPCCAA Dollar Thresholds and Procedures – Public Projects

<u>Project Amount</u>	<u>Bidding/Contract Procedures</u>
\$60,000 or less	by own Force Account, negotiated contract or purchase order
\$200,000 or less	informal bidding procedures
exceeds \$200,000	formal bidding procedures

Projects Completed by Force Account/Negotiated Contract/Purchase Order

Public Projects may be performed by the Agency’s employees by Force Account, or through a negotiated contract or by purchase order when the total cost of the project is equal to or less than \$60,000.

Rejection of Bids under the Act

Public Contract Code § 22038 allows the Agency in its discretion to reject any bids presented. The Agency, prior to rejecting all bids and declaring that the project can be more economically performed by employees of the Agency, must provide a written notice to an apparent low bidder that:

- informs the lowest responsible bidder of the Agency’s intention to reject the bid; and
- is mailed at least **two business days** prior to the hearing at which the Agency intends to reject the bid.

If after opening bids, all bids are rejected, the Agency shall have the option, after reevaluating its cost estimates of the project, of one of the following:

- abandon the project or re-advertise for bids in the manner described in the Act; or

- by passage of a resolution by a four-fifths majority of the Governing Board declaring that its employees can perform the project more economically, the Agency may have the project done by Force Account without further complying with the Act.

Informal Bidding UPCCAA – (projects over \$60,000 - \$200,000) (Pub. Contract Code §§ 22032(b), 22034.)

Establishing and Maintaining the Informal Bidders List. As part of the Act, the Agency must establish and maintain an Informal Bidder’s List identified by category of work to which notices of informal bids will be mailed. All contractors on the list for the category of work being bid shall receive a notice inviting informal bids unless the product or service is proprietary. Notices of informal bids may also be sent to designated trade journals (designated by the Commission) based on the county in which the Agency is situated.

Each November, the Agency shall establish a new list or update its existing list of qualified contractors by mailing, faxing, or emailing written notice to all construction trade journals designated by the Commission. The Agency may send written notice to additional construction trade journals or other publications.

The written notice must require:

- the name and address to which a Notice Inviting Bid should be mailed, faxed or emailed;
- a phone number at which the contractor may be reached;
- the type of work in which the contractor is interested and currently licensed to perform (earthwork, plumbing, electrical, mechanical, painting, general building, etc.);
- the class of contractor’s license(s) held;
- contractor license number(s)

The Agency may include any contractor they so desire on the list, but must include, at a minimum, all contractors who have properly provided the Agency with the information required above in response to a written notice. A contractor may have his or her firm added to the list at any time by providing the required information.

New List. The Agency may begin using a new list starting January 1st of each year. The Agency may include contractor names it so desires on the list, but the list must include, at a minimum, all contractors who have properly provided the Agency with the required information noted above, either during the calendar year in which the list is valid or during November of the previous year. The Agency may automatically include the names of all contractors who submitted one or more valid bids to the Agency during the preceding calendar year.

Notice Inviting Informal Bids. The notice inviting informal bids describes the project in general terms, how to obtain more detailed information about the project, and the time and place for submission of bids.

Notices inviting informal bids must be mailed to the contractors on the informal bidders list for the category of work being bid, and/or alternatively, mailed to the designated construction trade journals **10 calendar days** before bids are due.

Additional contractors (that have properly provided the Agency with the required information noted above) or other construction trade journals may be notified.

If there is not a list of qualified contractors for the category of work to be performed, the notice inviting informal bids may be sent only to the construction trade journals specified by the Commission.

If the product or service is proprietary in nature such that it can only be obtained from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

If all bids received exceed \$200,000, the Board may award the contract by four-fifths vote so long as the contract is \$212,500 or less and the Board makes a finding that the cost estimate relied upon when choosing to utilize informal bidding was reasonable (Pub. Contract Code § 22034 (d)). If the contract would exceed \$212,500, the Agency must formally bid the contract pursuant to the formal bid procedures.

Procedures and Contracting. Other than the noticing requirements, overall bidding procedures and related forms and contracts are similar in process and form to formal bidding under UPCCAA (see Formal Bidding under UPCCAA). Noticing requirements need not include plans and specifications unless required to prepare the bid.

All informal bidding under UPCCAA will utilize standard Contract Documents such as the short-form construction contract.

Formal Bidding UPCCAA – (projects over \$200,000) (Pub. Contract Code §§ 22037.)

Contract Documents. The Contract Documents shall contain all provisions required by laws existing at the time such Contract Documents are executed. Template Contract Documents shall be provided by legal counsel and amended from time to time to reflect changes in the law.

Adoption of Plans, Authorization to Advertise and Accept Bids. The bid process begins with Board adoption of plans, specifications, and working details, and authorization to proceed with the notice inviting bids and to accept bids.

Notice Inviting Formal Bids. The notice inviting formal bids sets forth the date, time, and place for receiving and opening of sealed bids and provides a detailed description of the project along with contractor licensing requirements.

The notice inviting formal bids shall be published for at least two consecutive weeks in a local newspaper of general circulation at least **14 calendar days** before the date of opening the bids.

The notice inviting formal bids shall also be sent electronically, if available, by either facsimile or electronic mail and mailed to all construction trade journals designated by the Commission at least **15 calendar days** before the date of opening the bids.

All prospective bidders who are sent the Notice Inviting Formal Bids (construction trade journals and contractors) will be logged on the Bidder's List (attachment) by the Project Manager, along with any prospective bidders who request to be included.

Receipt and Handling of Bids. The Project Manager receives the bids up to the published deadline (date and time). All bids are submitted under sealed cover clearly marked with the project title and "SEALED BID" and accompanied by some form of bidder's security such as cash, cashier's check, certified check, or bidder's bond executed by an admitted surety insurer, made payable to the Agency.

Upon receipt of the bids, the Project Manager time stamps and dates the envelope to show that the bids were received in accordance with the deadline and other requirements set forth in the Notice Inviting Bids.

The bids remain sealed until the scheduled time of opening. If any bid is received unsealed, the Project Manager will notify the General Manager and the unsealed bid will be returned to the bidder.

Unless otherwise noted in the bid document, faxed or electronically submitted bids are unacceptable and will be returned to the bidder. After the bids are received, the sealed bids are secured until the scheduled bid opening.

The sealed bids are opened by the General Manager, or designee, with a second person in attendance, to record the information concerning the bids and noting any exceptions to the Notice Inviting Bids, i.e. bid bond. At the beginning of the bid opening, the General Manager clearly announces that “This is the time and place designated for opening bids on (project name and/or number)”. The following information will be recorded on the Bid Summary Sheet (attachment): bidder name, verification of bid bond requirement and signature on all addendums, and the bid amount. Once all bids are opened, the General Manager will sign the Bid Summary Sheet. No evaluation or recommendation will be made at the bid opening.

Bids are released to the Project Manager for evaluation and recommendation of award. Bids are evaluated first as to whether they are responsive, and then the Project Manager determines which bidder is the Lowest Responsible Bidder submitting a Responsive Bid.

Staff recommends contract award to the Lowest Responsible Bidder submitting a Responsive Bid to the Board.

If no bids are received, the project may be performed by force account, negotiated contract or purchase order or by informal bidding procedures set forth in Public Contract Code § 22034.

Award of Bid. The Board considers the recommended contract award and may make an award. The Board has the right to award the contract to the Lowest Responsible Bidder submitting a Responsive Bid. If two or more bids are the same as the lowest, the Agency may accept the one it chooses. The Board may also waive immaterial defects in any bid or reject all bids and either cancel the procurement or direct the project be rebid. (See **Rejection of Bids**)

Successful Bidder Notified. The Project Manager notifies the successful bidder by a Notice of Award.

Contract Executed and Bonds Received; Notice to Proceed. The successful bidder shall post all contract bonds, execute all Contract Documents, and fulfill all conditions placed upon the approval. Satisfactory evidence of the execution of the requirements shall be presented to staff including evidence of required insurance. Once all requirements are fulfilled by the successful bidder and the Contract Documents are executed, the Project Manager will issue a Notice to Proceed to the bidder stating the commencement date of the project and when contract times will commence.

Unsuccessful Bidders Notified. The Project Manager notifies all unsuccessful bidders of nonacceptance and directs the return of any bid security to the unsuccessful bidder. In no event shall bid security be held beyond 60 days from the time the award is made.

Change Orders. All change orders should be initiated by the contractor on the supplied form. The change order form shall be approved by the General Manager and forwarded to the Finance Manager. If the project does not have available funds, including contingency, to support the full Change Order amount, the Board must approve the necessary funds prior to approval of the Change Order and the commencement of any work related to the Change Order.

Retention. Retention will be held in accordance with the Contract Documents and applicable law until the project is complete.

Preliminary Notice and Stop Payment Notice. The Agency is not required to respond to a Preliminary Notice, which is required to be served on the public entity as a procedural prerequisite to the filing of a Stop Payment Notice by lower tier subcontractors and suppliers.

In the event a Stop Payment Notice is received, the Agency shall withhold 125 percent of the amount stated in the Stop Payment Notice claim. The Agency shall request the prime contractor either pay outstanding balances owed to the claimant, obtain a release from the claimant, obtain a court order directing release, or file a release bond in the amount of 125 percent of the Stop Payment Notice claim for release of the withheld funds. The Agency shall additionally tender the Stop Payment Notice claim to the contractor. Withheld funds in response to a Stop Payment Notice shall not be released until the Stop Payment Notice claim is released by the claimant, a release bond is filed by the contractor, a court order directs release of the withheld funds or the Stop Payment Notice claim is otherwise resolved.

Accept as Complete. All projects utilizing the construction-related contract documents under informal or formal bidding procedures will be returned to the Board upon completion for formal Board action to accept the project as complete. This practice establishes a public record of the final completion date.

Notice of Completion. The contractor, Project Manager, and General Manager will do a final inspection of the project once complete. The Project Manager will prepare a Notice of Completion form indicating the job is complete and forward to the Finance Manager for final approval of final billing. The final billing will be paid less any agreed retention amount.

The Finance Manager, or designee, submits the Notice of Completion within fifteen days of project completion to the County of San Bernardino, Auditor/Controller — Recorder, 222 W. Hospitality Lane, Fourth Floor, San Bernardino, CA 92415-0018.

The Finance Manager verifies the recordation date of the Notice of Completion. Payment of any outstanding invoices and retention must be paid by the 60th day from the date of completion of the project. Verification of the recordation date can be located on the County of San Bernardino's web site: www.sbcounty.gov/ocr.

All Notices of Completion are considered a formal record and are retained separately (in addition to the procurement records) under direction of the Management Analyst.

Non-Payment, Non-Performance. If the contractor is unable to pay outstanding balances to subcontractors and material providers, the Agency may request that the outstanding balance be paid by the Payment Bond surety.

If the contractor is unable to complete the project to the satisfaction of the Agency, the Agency may request completion by the Performance Bond surety.

Document Management and Retention

All documents related to projects or purchases that are subject to competitive bidding procedures under the Act or subject to formal bidding under this policy, will be created and maintained through project completion by the Project Manager, or designee, and upon projection completion, kept in a central location for a term that is considered beneficial and/or required by law. It is recommended that the retained documents be comprehensive and include the staff report requesting adoption of plans and specifications and the authorization to advertise and accept bids, the notice inviting bids, the entire bid package, all

submitted proposals or bids, copies of all Contract Documents, the notice to proceed, copies of invoices, request for change orders, change orders, preliminary notices or stop orders, staff reports requesting the Board to accept the project as complete, the notice of completion, and any other related documents that are deemed beneficial.

The Finance Manager will maintain or cause to be maintained documents consistent with auditing and record retention requirements. These documents include contract agreements, copies of invoicing, copies of the bid package and bidder proposals, copies of the notice of completion, certificates of insurance coverage, performance and payment bonds, and all other documents deemed necessary that support compliance with the Agency's purchasing policy and the Contract Documents.

[Compliance with Contract](#)

The Project Manager is responsible for the contractor's compliance with all general and special conditions of the contract document.

[Cost Accounting Policies and Procedures under the Act](#)

The cost accounting policies and procedures under the Act apply to construction-oriented public projects that are undertaken by the Agency using its own forces.

[Project Level Costing](#)

The following cost elements including personnel materials, supplies and subcontracts, equipment and overhead, associated with a project must be recorded and reported at the project level. Each of the cost elements is to be expressed in the initial bid/estimate process, captured, and recorded during the construction period and compared to the initial estimate at the conclusion of the public project.

[Project Identification](#)

Public projects will be given specific project codes that allow for the segregation of the cost elements (see above Project Level Costing) and thus the proper estimation, tracking and comparison of estimated vs. actual cost elements incurred at the conclusion of the project.

[Project Tracking System](#)

Public projects completed by force account shall have a manual or automated system that records, accumulates, and periodically reports the cost elements (see above Project Level Costing) incurred in completing all public projects. The Agency is required to account for the costs of the public project in a manner consistent with the way in which the project was bid/estimated. An audit trail of the accumulation of these cost elements and source documents that identify these costs should be maintained. These documents include timesheets, equipment tracking records, requisitions of materials and supplies used at the project site, and the documentation of the development of overhead rates.

Reference the Cost Accounting Policies and Procedures Manual to determine procedures associated with identifying, estimating, and tracking the cost elements.

FEDERAL EMERGENCY AND GRANT PROCUREMENT PROCEDURES

PURPOSE

The purpose of these Federal Emergency and Grant Procurement Procedures is to define the practices and policies governing the procurement of Public Projects, goods or services (i) in preparation of, during, and after an emergency that may be subject to federal funding or reimbursement; (ii) when using federal grant funds subject to the regulations set forth in the following sentence. These Federal Emergency and Grant Procurement Procedures are compliant with Title 2 of the Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (“Uniform Guidance”).

Federally Declared Emergencies and Federal Grants; Procurement and Contracting Requirements

In the event of an emergency declared by the President of the United States, the Agency must comply with Federal procurement standards as a condition of receiving public assistance funding from the Federal Emergency Management Agency (FEMA) for contract costs for eligible work. FEMA funding is governed by the Uniform Guidance.

In addition, most federal grant funding is also subject to the Uniform Guidance. Federal grant compliance requires the grantee to conduct procurements in accordance with written procurement policies and procedures that comply with the requirements set forth in the Uniform Guidance. These procurement procedures shall be complied with in connection with utilization of federal grant funding by the Agency, in addition to any other specific grant requirements.

These procedures are in addition to and are not intended to replace or supersede the Agency’s other procurement requirements or state law requirements. In the case of a conflict between these procedures, the more stringent requirement shall govern, provided that the more stringent requirement would not violate a federal procurement requirement. In such case, for federally funded contracts, the federal requirement shall govern.

Conflicts of Interest

Standards of Conduct for Conflicts of Interest

No employee, officer or agent of the Agency shall participate in selection, or in the award or administration of a contract supported by federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when: The employee, officer or agent; any member of his immediate family; his or her partner; or an organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award. The Agency’s officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements. Such a conflict will not arise where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. Employees must follow applicable laws, rules, and regulations in regard to conflicts of interest including, but not limited to, the Political Reform Act, the prohibition against contractual conflicts of interest, and guidelines in the California Code of Regulations regarding acceptance of gifts.

Violations

Disciplinary actions to be applied for violations of the above standards are as follows:

1. The violation of these Standards of Conduct by Agency employees will subject the violator to any disciplinary proceedings or action deemed appropriate by the General Manager and allowed by the Agency's internal regulations. Employees may correct a violation in any manner provided for under the Political Reform Act, and its implementing regulations.
2. The violation of any of these Standards of Conduct by Agency officers will require correction of the violation in any manner provided for under the Political Reform Act, and its implementing regulations.
3. Contractors or subcontractors that violate these Standards of Conduct as relates to an active federally-funded procurement may be prohibited from bidding on the procurement, or may be subject to other action as deemed appropriate by General Manager.
4. Agents of the Agency that violate these Standards of Conduct as relates to federally-funded procurements may be prohibited from participation on behalf of the Agency on federally funded projects, or subject to other action as deemed appropriate by the General Manager.

Procurement Standards

Oversight

The Agency shall maintain administrative oversight of contractors to ensure that contractors perform in accordance with the terms, conditions and specifications of their contracts or purchase orders.

Economical Approach

The Agency must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. The Agency will enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. Competition requirements will be met with documented procurement actions using strategic sourcing, shared services, and other similar procurement arrangements. If feasible and it reduces project costs, the Agency will explore using federal excess and surplus property in lieu of purchasing new equipment and property. When appropriate, the Agency will investigate using value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions.

Detailed Records

The Agency shall maintain records sufficient to detail the history of each procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

Procurement Issues

The Agency alone shall be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes and claims. Protest procedures or information on obtaining the procedures shall be included in the procurement documents.

Competition

Full and Open Competition

In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

1. Placing unreasonable requirements on firms in order for them to qualify to do business;
2. Requiring unnecessary experience and excessive bonding;
3. Noncompetitive pricing practices between firms or between affiliated companies;
4. Noncompetitive contracts to consultants that are on retainer contracts;
5. Organizational conflicts of interest, as further detailed herein;
6. Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
7. Any arbitrary action in the procurement process.

Organizational Conflicts of Interest

An unfair competitive advantage could result if a contractor were allowed to submit a bid or proposal for work described in a specification or statement of work that the contractor itself developed. For the purpose of eliminating a potential unfair competitive advantage, and in compliance with applicable state and federal laws and regulations, a contractor that develops or assists in developing specifications, requirements, statements of work, invitation for bids, and/or request for proposals for Agency procurement is excluded from competing for the resultant procurement, unless an appropriate waiver is issued by the Agency. All waivers will be assessed by the Agency on a case-by-case basis.

Geographical Preference

The Agency shall conduct procurements in a manner that prohibits the use of statutorily or administratively imposed in-state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criteria provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

Procurement Transactions

The Agency shall require the following information for procurement transactions:

1. A clear and accurate description of the technical requirements for the material, product or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured, and when necessary, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a brand name or equal description may be used as a means to define the performance or other salient requirements

of procurement. The specific features of the named brand which must be met by offerors shall be clearly stated; and

2. All requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

Prequalification Lists

The Agency shall ensure that all prequalified lists, if used, of persons, firms or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. The Agency shall not preclude potential bidders from qualifying during the solicitation period.

Procurement Procedures

The thresholds below are federal thresholds. If Agency thresholds are lower, the more restrictive requirement shall govern, notwithstanding the provisions herein.

Informal Procurement Methods

When the value of the procurement for property or services under a federal award does not exceed the simplified acquisition threshold (SAT) (e.g., currently set at purchases of \$250,000 or less) or a lower threshold established by the Agency, formal procurement methods are not required. The Agency may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal methods used for procurement of property or services at or below the SAT include:

1. Micro-Purchases. Purchases of supplies or services within the micro-purchase threshold (e.g., currently set at purchases of \$10,000 or less, but periodically adjusted for inflation) may be awarded without soliciting competitive quotations if the Agency considers the price to be reasonable based on research, experience, purchase history or other information and documents it files accordingly. To the extent practicable, the Agency must distribute micro-purchases equitably among qualified suppliers. The Agency is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures.
2. Small Purchases. Purchases of property or services within the SAT shall not be required to be formally bid. Price quotations must be received from no less than three (3) sources. The Agency is responsible for determining an appropriate SAT based on internal controls, an evaluation of risk and its documented procurement procedures which must not exceed the threshold established in the FAR.

Formal Procurement Methods

When the value of the procurement for property or services under a federal financial assistance award exceeds the SAT, or a lower threshold established by the Agency, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement can be used in accordance with below. The following formal methods of procurement are used for procurement of property or services above the SAT or a value below the SAT the Agency determines to be appropriate:

1. Sealed Bids. Bids are publicly solicited and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price. This is the preferred method for procuring construction. For sealed bidding to be feasible there must be complete, adequate, and realistic specification or purchase description available; two or more responsible bidders are willing and able to compete effectively and for the business; and the procurement lends itself to a firm-fixed-price contract and the selection of the successful bidder can be made principally on the basis of price. If sealed bids are used, the following requirements apply:
 - a. Bids must be solicited from an adequate number of qualified sources, providing them sufficient response time prior to the date set for opening the bids and the invitation for bids must be publicly advertised;
 - b. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
 - c. All bids will be opened at the time and place prescribed in the invitation for bids and the bids must be opened publicly;
 - d. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
 - e. Any or all bids may be rejected if there is a sound documented reason.

Competitive Proposals. When the nature of a procurement does not lend itself to formal, sealed bidding, the Agency may solicit competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded.

1. A request for proposals (RFP) must be publicly advertised, and the Agency must solicit proposals from an adequate number of sources. The RFP must identify all evaluation factors and their relative importance; however, the numerical or percentage ratings or weights need not be disclosed. Evaluation factors that will be considered in evaluating proposals shall be tailored to each procurement and shall include only those factors that will have an impact on the selection decision.
 - a. The Agency's procurement officer shall establish a formal evaluation committee, of at least two persons. The size of an evaluation committee should be based on the size and complexity of the goods or services being procured and well balanced and represented by individuals involved with the procurement and/or affected by the goods or services being procured. The evaluation committee will be charged with responsibility for evaluating proposals in accordance with the evaluation criteria in the solicitation, short listing firms, establishing a competitive range, and/or recommending a firm or firms for contract award.
 - b. Any contract awarded based on the competitive proposal procurement process cannot be based exclusively on price or price-related factors. If a contract is awarded, it shall be to the responsible firm whose proposal is most advantageous to the Agency ("best value"), with price and other factors considered.

- c. The competitive proposal procedures above may be used for procurement of architect and engineering (A&E) services, provided that proposers must be evaluated based on competence and qualifications, without regard to price. For A&E procurements, price will not be used as a selection factor. The Agency will rank proposers based on qualifications only and attempt to negotiate fair and reasonable compensation with the highest ranked proposer. If negotiations with the highest ranked proposer are unsuccessful, such negotiations will be terminated and the Agency will commence negotiations with the next highest ranked proposer. This process shall be continued with successive qualified proposers until agreement is reached that is determined to be fair and reasonable.

Noncompetitive Procurements

Contracts may be procured through a noncompetitive proposal only when:

1. The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold;
2. The item is only available from a single source;
3. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
4. The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the Agency; or
5. Competition is deemed inadequate after the solicitation of a number of sources.

Public Projects

Public projects shall be procured by the Agency's formal competitive bid procedures, if any, and sealed bids in this section. If there is conflict between the foregoing, the more restrictive requirements shall apply.

Award

The Agency shall award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. In accordance with 2 CFR 200.214, in connection with the responsibility determination, a check of debarment and suspension using the System for Award Management (SAM), www.sam.gov, must be performed and documented in the procurement records prior to award.

Contracting with Small and Minority Firms, Women's Business Enterprises, and Labor Area Surplus Firms

The Agency must take all necessary affirmative steps to ensure the use of minority businesses, women's business enterprises, and labor surplus area firms when possible, as set forth at 2 CFR § 200.321 and detailed below. The Agency shall:

1. Place qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assure that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
4. Establish delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

5. Use the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
6. Require the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

The Agency shall document the steps above, and any relevant findings applicable to any of the steps above in its procurement file.

Cost and Price

Cost or Price Analysis

The Agency shall perform a cost or price analysis in connection with every procurement action, including contract modifications, in excess of the SAT. While the method and degree of analysis depend on the facts surrounding the particular procurement situation, the Agency must, at a minimum, make independent estimates before receiving bids or proposals.

Profit

The Agency shall negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where a cost analysis is performed as required by 2 CFR §200.324(b).

Estimated Costs

Costs or prices based on estimated costs for contracts are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the Agency under 2 CFR §200.400 et seq.

Payment Procedures

Method of Contracting

Contracts entered into pursuant to these procedures shall utilize only fixed-price, cost-reimbursement, or, to a limited extent, time and materials payment methods.

Prohibited Methods of Contracting

The Agency shall not use the cost plus a percentage of cost or percentage of construction cost methods of contracting for any work for which federal reimbursement will be sought.

Time and Materials ("T&M") Contracts

A T&M contract means a contract whose cost to the Agency is the sum of the actual costs of materials and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit. T&M contracts should be used rarely, and the use of T&M contracts should be limited to a reasonable time period (e.g., no more than 70 hours) based on circumstances during which the Agency cannot define a clear scope of work.

The Agency shall only enter into a time and materials contract if all of the following apply:

1. The Agency has determined and documented in the project file that no other contract is suitable;
2. The contract has a guaranteed maximum price that the contractor exceeds at its own risk; and

3. The Agency provides a high degree of oversight to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

The Agency must define the scope of work as soon as possible to enable procurement of a more acceptable type of contract (i.e., non-T&M contracts).

Separate Invoicing

All purchases made during a proclaimed emergency shall require separate invoicing from routine (i.e., non-emergency related) purchases. All invoices shall state the goods, services, or equipment provided and shall specify where the goods or services were delivered. All invoices shall specify the location(s) where the goods or services were used, if possible. Any invoice which fails to properly identify the emergency nature of the purchase and provide details as to the date(s) and location(s), as appropriate, shall not be paid until such errors are corrected by the vendor and re-submitted in correct form.

Federal Awarding Agency or Pass-Through Entity Review

Technical Specifications

The Agency must make available, upon request of the federal awarding agency or pass-through entity, technical specifications on proposed procurements, where the federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the Agency desires to have the review accomplished after a solicitation has been developed, the federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

Procurement Documents

The Agency must make available upon request, for the federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

1. The Agency's procurement procedures or operation fails to comply with the procurement standards in this part;
2. The procurement is expected to exceed the SAT and is to be awarded without competition or only one bid or offer is received in response to a solicitation;
3. The procurement, which is expected to exceed the SAT, specifies a "brand name" product;
4. The proposed contract is more than the SAT and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or
5. A proposed contract modification changes the scope of a contract or increases the contract amount by more than the SAT.

Exemption

The Agency is exempt from pre-procurement review if the federal agency or the pass-through entity determines that the Agency's procurement process complies with the federal procurement regulations. There are two possible methods the Agency to use this exemption:

The Agency may request that its procurement system be reviewed by the federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third-party contracts are awarded on a regular basis.

The Agency may self-certify its procurement system. Such self-certification must not limit the federal awarding agency's right to survey the system. Under a self-certification procedure, the federal awarding agency may rely on written assurances from the Agency that it is complying with these standards. The Agency must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

Other Requirements

Bonding Requirements

For Public Projects exceeding \$25,000, the Agency shall require at a minimum:

1. A bid guarantee from each bidder equivalent to five percent of the bid price.
2. A performance bond on the part of the contractor for 100 percent of the contract price.
3. A payment bond on the part of the contractor for 100 percent of the contract price.

Domestic Preferences for Procurements

As appropriate and to the extent consistent with law, the Agency should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

For purposes of this section: "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

"Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

Procurement of Recovered Materials

For procurements covered under these procedures, the Agency and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. In accordance with these requirements, the Agency shall only procure items designated in the guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines. This requirement applies to purchases of items when the purchase price of the item exceeds \$10,000, or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000.

Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment

The Agency shall not allow contractors to contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system funded under this Contract. As described in [Public Law 115–232](#), section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities). See 2 CFR §200.216.

Contract Provisions

The Agency’s contracts shall contain the applicable provisions described in Appendix II to the Uniform Guidance – Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.

Equipment

The Agency must follow the requirements and conditions of 2 CFR §200.313 when equipment is acquired under a Federal award. 2 CFR 200.1 defines equipment as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the Agency for financial statement purposes, or \$5,000.

Unless otherwise stated by the Federal awarding agency, title to equipment acquired under a Federal award will vest upon acquisition in the Agency, subject to the following conditions:

1. Use the equipment for the authorized purposes of the project during the period of performance, or until the property is no longer needed for the purposes of the project.
2. Not encumber the property without approval of the Federal awarding agency or pass-through entity.
3. Use and dispose of the property in accordance with paragraphs (b), (c), and (e) of 2 CFR §200.313.

Supplies

The Agency must follow the requirements and conditions of 2 CFR §200.314 when supplies are acquired under a Federal award. 2 CFR 200.1 defines supplies as all tangible personal property other than those described in the definition of equipment in 2 CFR 200.1. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the Agency for financial statement purposes or \$5,000, regardless of the length of its useful life.

Title to supplies will vest in the Agency upon acquisition. If there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate value upon termination or completion of the project or program and the supplies are not needed for any other Federal award, the Agency must retain the supplies for use on other activities or sell them, but must, in either case, compensate the Federal Government for its share. The amount of compensation must be computed in the same manner as for equipment. See § 200.313 (e)(2) for the calculation methodology.

As long as the Federal Government retains an interest in the supplies, the Agency must not use supplies acquired under a Federal award to provide services to other organizations for a fee that is less than private companies charge for equivalent services, unless specifically authorized by Federal statute.

Financial Management Requirements

The Agency's financial management system must provide the following (may be supplemented by excel spreadsheets, i.e. budget and expenditure tracking):

1. Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the Assistance Listings title and number, Federal award identification number and year, name of the Federal agency, and name of the pass-through entity, if any.
2. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in CFR § 200.328 and 200.329. If a Federal awarding agency requires reporting on an accrual basis from a recipient that maintains its records on other than an accrual basis, the recipient must not be required to establish an accrual accounting system. This recipient may develop accrual data for its reports on the basis of an analysis of the documentation on hand. Similarly, a pass-through entity must not require a subrecipient to establish an accrual accounting system and must allow the subrecipient to develop accrual data for its reports on the basis of an analysis of the documentation on hand.
3. Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, financial obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
4. Effective control over, and accountability for, all funds, property, and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes. See CFR § 200.303.
5. Comparison of expenditures with budget amounts for each Federal award.
6. Written procedures to implement the requirements of CFR § 200.305.
 - a. If the Agency receives advance payments by federal award the Agency must follow § CFR 200-305, parts of which are included hereto:
 - i. Minimizing the time elapsing between the transfer of funds to the Agency and the disbursement by the Agency as well as maintaining standards for fund control and accountability.
 - ii. Consolidating advance payments to cover anticipated cash needs for all Federal awards to the Agency.
 - iii. The Agency must disburse funds available from program income before requesting additional cash payments.
 - iv. Advance payments must be deposited and maintained in insured accounts when possible and in interest bearing accounts (see CFR 200-305 for exceptions and application). Interest earned in excess of \$500 per year must be remitted annually to the Department of Health and Human Services Payment Management System.
 - b. If the Agency receives reimbursement payments, the Federal awarding agency must make payment within 30 calendar days of receipt of billing, unless the request is deemed improper.
 - c. Funds, principal and excess cash returns must be directed to the original Federal agency payment system.

7. Written procedures for determining the allowability of costs in accordance with subpart E of CFR 200 and the terms and conditions of the Federal award.
 - a. Costs must meet the following general criteria in order to be allowable under Federal Awards:
 - i. Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles.
 1. A cost is allocable to a particular Federal award or other cost objective if the goods or services involved are chargeable or assignable to that Federal award or cost objective in accordance with relative benefits received.
 - ii. Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
 - iii. Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the non-Federal entity.
 - iv. Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
 - v. Be determined in accordance with generally accepted accounting principles (GAAP), except, for state and local governments and Indian tribes only, as otherwise provided for in this part.
 - vi. Not be included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program in either the current or a prior period. See also CFR § 200.306(b).
 - vii. Be adequately documented. See also CFR § 200.300 through 200.309t.
 - viii. Cost must be incurred during the approved budget period. The Federal awarding agency is authorized, at its discretion, to waive prior written approvals to carry forward unobligated balances to subsequent budget periods pursuant to CFR § 200.308(e)(3).



Big Bear Area Regional
Wastewater Agency
John Green – Chair
Jim Miller – Vice-Chair
Rick Herrick – Director
Bynette Mote – Director
Larry Walsh – Director

AGENDA ITEM: 10.C.

MEETING DATE: May 24, 2023

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

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

PREPARED BY: Bridgette Burton, Management Analyst/Board Secretary

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

BACKGROUND & DISCUSSION:

The use of electronic signatures has become increasingly common in public transactions. The attached Electronic Signature Use Policy (“Policy”) allows the use of electronic signatures in lieu of manual signatures, when permitted by law, and establishes when an electronic signature may replace a manual signature.

The objectives of the attached Policy are: (1) to create and maintain documentation of the systems used to create electronically signed records and the electronic signatures they contain; (2) to ensure that records that include electronic signatures are created and maintained in a secure environment that protects the records from unauthorized alteration or destruction; (3) to implement standard operating procedures for the creation, use, and management of electronic signatures and electronically signed records, and to maintain adequate written documentation of those procedures; (4) to create and maintain electronic signatures and electronically signed records according to the documented standard operating procedures; and (5) to inform Agency staff as to the standard operating procedures for electronic signatures and electronically signed records.

BB&K, the Agency’s legal counsel, has reviewed the attached Resolution and Policy.

FINANCIAL IMPACT:

There is no financial impact.

RECOMMENDATION:

Approve Resolution No. R. 11-2023.

ATTACHMENT:

Resolution No. R. 11-2023

RESOLUTION NO. R. 11-2023

**A RESOLUTION OF THE GOVERNING BOARD OF THE BIG BEAR AREA
REGIONAL WASTEWATER AGENCY ADOPTING THE ELECTRONIC
SIGNATURE USE POLICY**

WHEREAS, the use of electronic signatures has become increasingly common in public and private transactions; and

WHEREAS, electronic signatures have been incorporated into federal law by the Electronic Signatures in Global and National Commerce Act and into California law by the Uniform Electronic Transactions Act (“UETA”) (Civil Code section 1633.1 et seq.) and Government Code section 16.5; and

WHEREAS, under California law, the use of electronic signatures is at the option of the parties, including the public agencies, involved in a transaction; and

WHEREAS, using electronic signature technology where appropriate and desired by the Big Bear Area Regional Wastewater Agency (“Agency”) will allow the Agency to collect and preserve signatures on documents quickly, securely, and efficiently; and

WHEREAS, the conditions under which the Agency will accept electronic signatures on Agency records or documents are an administrative affair for the Agency to determine and for which the Agency may set policy; and

WHEREAS, the Agency has a vital interest in reducing the waste of paper, increasing the efficient use of resources, and ensuring the security and authenticity of electronic records, including electronic signatures; and

WHEREAS, the Agency wishes to allow for the electronic transaction of business, when practicable, and to maintain electronically signed records, to the greatest extent practicable; and

WHEREAS, the Agency desires to adopt a policy that will mitigate potential risks associated with conducting transactions, transmitting information, and maintaining records that use electronic signatures.

NOW, THEREFORE, the Governing Board of the Big Bear Area Regional Wastewater Agency does hereby resolve as follows:

SECTION 1. The above recitals are incorporated into this section by reference, as though fully set forth herein.

SECTION 2. In addition to the general purposes identified in the above recitals, the Agency desires to adopt the attached Electronic Signature Use Policy to achieve the following objectives: (1) to create and maintain documentation of the systems used to create electronically signed records and the electronic signatures they contain; (2) to ensure that records that include electronic signatures are

created and maintained in a secure environment that protects the records from unauthorized alteration or destruction; (3) to implement standard operating procedures for the creation, use, and management of electronic signatures and electronically signed records, and to maintain adequate written documentation of those procedures; (4) to create and maintain electronic signatures and electronically signed records according to the documented standard operating procedures; and (5) to inform Agency staff as to the standard operating procedures for electronic signatures and electronically signed records.

SECTION 3. The Governing Board of the Big Bear Area Regional Wastewater Agency hereby adopts the Electronic Signature Use Policy attached hereto as Exhibit “A” and incorporated herein.

SECTION 4. This Resolution shall become effective upon its adoption.

ADOPTED this 24th day of May 2023.

John Green, 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. 11-2023, Adopting the Electronic Signature Use Policy, was duly adopted at a regular meeting of the Governing Board held on the 24th day of May 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

EXHIBIT “A”

BOARD POLICY: ELECTRONIC SIGNATURE USE

BOARD POLICY: ELECTRONIC SIGNATURE USE

I. Purpose.

The Big Bear Area Regional Wastewater Agency (“Agency”) seeks in this Electronic Signature Use Policy (“Policy”) to implement guidelines for the use and acceptance of electronic signatures used to conduct official Agency business. This Policy allows the use of electronic signatures in lieu of manual signatures, when permitted by law, and establishes when an electronic signature may replace a manual signature.

II. Legal Background.

California has adopted statutes regulating the use of electronic signatures including California Civil Code section 1633.1 et seq., otherwise known as the “Uniform Electronic Transactions Act” (“UETA”) and California Government Code section 16.5. This Policy and the guidelines and procedures included hereunder are intended to comply entirely with all applicable laws and regulations including, without limitation, the aforementioned statutes. To the extent that any procedure, policy, or guideline contained herein conflicts with applicable law, Agency staff, officials, and agents and all other persons subject to this Policy are required and expected to comply with the requirements of the applicable law(s).

III. Findings and Declarations.

A. The use of electronic signature technology will allow the Agency to collect and preserve signatures on documents quickly, securely, and efficiently.

B. The conditions under which the Agency will accept electronic signatures on Agency records or documents are an administrative affair for the Agency to determine and for which the Agency may set policy.

C. The Agency has a vital interest in reducing the waste of paper, increasing the efficient use of its resources, and ensuring the security and authenticity of electronic records, including electronic signatures.

D. This Policy seeks to mitigate the risks associated with conducting transactions, transmitting information, and maintaining public records that use electronic signatures.

IV. Definitions.

A. “Approved List of Digital Signature Certification Authorities” means the list of Certification Authorities approved by the California Secretary of State to issue certification for digital signature transactions involving public entities in California. The current Approved List of Digital Signature Certification Authorities can be found at the following address:

<https://www.sos.ca.gov/administration/regulations/current-regulations/technology/digital-signatures/approved-certification-authorities/>.

B. “Certification Authority” means a person or entity that issues certification for a digital signature transaction.

C. “Digital signature” means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature. A digital signature is a type of “electronic signature”.

D. “Electronic” means relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities.

E. “Electronic record” means a record, file, or document created, generated, sent, communicated, received, or stored by electronic means. An electronic record generally contains information or a data file that was created and stored in digitized form through the use of computers, machines, and software applications.

F. “Electronic signature” means an electronic sound, symbol, or process, attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record. For purposes of this Policy, a digital signature is a type of electronic signature.

G. “External document” means any document generated by or required to be signed by persons other than the Agency. Examples of external documents include contracts to which the Agency is a party that must be signed by a non-Agency party or applications completed by the members of the public and submitted to the Agency.

H. “Internal document” means a form or document created by the Agency and for use exclusively by the Agency in which a signature is required or used.

I. “Manual signature” means an original wet signature applied to a document.

J. “Transaction” means an action or set of actions occurring between two or more persons relating to the conduct of business, commercial, or governmental affairs.

V. **General Policy Rules.**

The Agency encourages the use and acceptance of electronic signatures in internal and external activities, documents, and transactions when it is operationally feasible, where technology permits, and permitted by law.

A. Compliance with Law, Policy. To the extent permitted by law and this Policy, the Agency accepts electronic signatures as legally binding.

B. Use Optional. The use or acceptance of electronic signatures shall be at the option of the non-Agency signatories. Nothing in this Policy shall require the Agency to use or permit the use of electronic signatures.

C. Consent. All parties that wish to use electronic signatures shall agree to follow this Policy, shall provide written or electronic consent as to the use of electronic signatures, and shall agree to indemnify the Agency against any liability associated with transmitting an electronic signature or an electronically signed record by electronic transmission.

D. Signature Use. The General Manager, or designee, may require the use of manual, electronic, or digital signatures at their discretion.

E. Internal Agency Business.

1. The Agency requires that various internal documents be approved by an employee, supervisor, department head, or other Agency staff and approvals for internal documents may be signified by electronic means as a replacement for a manual signature.

2. Internal documents that create or impose a legal or fiduciary duty may require a digital signature, as determined by the General Manager, or designee.

3. The use of electronic records, electronic signatures, and digital signatures by the Agency for internal Agency business and internal documents shall be in accordance with administrative procedures as designated and amended from time to time by the General Manager, or designee.

4. The following are the classes of documents permitted for electronic signature as amended from time to time by the General Manager, or designee. The list is not intended to be an exhaustive list, nor does it impose electronic signature as a requirement for any particular transaction. The Agency will only accept electronic signatures that comply with the requirements of this Policy.

- a. Employment Applications
- b. Offer Letters
- c. Notices of Adjournment
- d. Resolutions
- e. Ordinances
- f. Official Minutes

F. External Documents and Transactions.

1. If an electronic signature is used for an external document involving a transaction with the Agency which creates or imposes a legal duty, the General Manager may require a digital signature.

2. For any Agency business involving a non-Agency party, including without limitation external documents, the use and acceptance of electronic records, electronic signatures, and digital signatures by the Agency shall be in accordance with administrative procedures as designated and amended from time to time by the General Manager, or designee.

3. The following are the classes of documents permitted for electronic signature as amended from time to time by the General Manager, or designee. The list is not intended to be an exhaustive list, nor does it impose electronic signature as a requirement for any particular transaction. The Agency will only accept electronic signatures that comply with the requirements of this Policy.

- a. Contracts and Amendments
- b. Grant Documents, as allowed by grant agencies
- c. Applications
- d. Invoices
- e. Certificates and Permits, as allowed by law
- f. Correspondence
- g. Statements of Economic Interest (Form 700)

G. Documents for Which Electronic Signatures are Prohibited.

1. Civil Code section 1633.3 contains a list of transactions for which electronic signatures are unavailable.

2. Signatures that must be made in the presence of a notary public.

3. Unless otherwise allowed, documents that are recorded with a county recorder.

H. Valid Electronic Signatures. When a signature is required, the parties may agree that an electronic signature satisfies that requirement if:

- 1. The signature is in accordance with the requirements of the UETA;

2. The signature is created using an electronic signature technology that has been approved by the General Manager, or designee, in accordance with the provisions of this Policy; and

3. The signature is in accordance with any and all other applicable laws and regulations.

I. Valid Digital Signatures.

1. Digital signatures used in compliance with this Policy shall have the same force and effect as the use of a manual signature provided that the digital signature has all of the following attributes:

a. It is unique to the person using it;

b. It is capable of verification;

c. It is under the sole control of the person using it;

d. It is linked to data in such a manner that if the data is changed, the digital signature is invalidated; and

e. It conforms to the regulations adopted by the California Secretary of State including, but not limited to, the acceptable technology requirements set forth under the California Code of Regulations, title 2, section 22003.

2. The Certification Authority issuing the certification for the digital signature transaction must appear on the “Approved List of Digital Signature Certification Authorities” authorized by the California Secretary of State.

3. Prior to accepting a digital signature, Agency staff shall ensure that the level of security used to identify the signer of a document is sufficient for the transaction being conducted, that the level of security used to transmit the signature is sufficient for the transaction being conducted, and that the certificate format used by the signer is sufficient for the security and interoperability needs of the Agency.

J. Minimum Standards. These are minimum standards. Any transaction must be analyzed under the facts and circumstances existing at the time a transaction has been executed. Depending upon the circumstances, the Agency may require a higher level of signature verification (i.e. out-of-state signatory). Nothing in this Policy prohibits an Agency official or employee, with the consent of the General Manager, from requiring a wet signature or higher form of secure electronic signature if he or she believes it is prudent or necessary.

K. Acceptable Electronic Signature Technologies. The General Manager, or designee, shall identify the level of security procedures required for particular documents. The General Manager, or designee, shall also identify vendors and technology to execute those security procedures using industry best practices.

L. Further Acts. Nothing in this Policy shall prevent the General Manager, or designee, from adopting additional guidelines or taking further actions to implement this Policy or to add other permissible forms of electronic signatures to this Policy.

VI. **Sanctions.**

A. Any person that makes inappropriate, illegal, or fraudulent use of electronic signatures, digital signatures, or electronic records in violation of this Policy or of any applicable law or regulation is subject to sanctions up to and including dismissal, suspension, and criminal prosecution as specified in published Agency policies, and State and federal law, regardless of whether such sanctions are directly referenced in this Policy. All inappropriate, illegal, or fraudulent uses of any electronic means of transmission shall be prosecuted to the fullest extent permitted by law, including the recovery of attorneys' fees and administrative costs.



Big Bear Area Regional
Wastewater Agency
John Green – Chair
Jim Miller – Vice-Chair
Rick Herrick – Director
Bynette Mote – Director
Larry Walsh – Director

AGENDA ITEM: 10.D.

MEETING DATE: May 24, 2023

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

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

PREPARED BY: Sonja Kawa, Human Resources Coordinator/Accounting Technician

REVIEWED BY: Christine Bennett, Finance Manager

SUBJECT: Organizational Structure and Classification Plan; Pay Schedule

BACKGROUND & DISCUSSION:

Agency staff met with the Administrative Committee on May 9, 2023 to present current recommendations for revisions to the classification plan and organizational structure. As a result of those discussions, the Administrative Committee recommended that staff move forward with presentation of a revised classification plan and organizational structure to the Governing Board for approval. Implementation will include revision of class specifications and reclassifications effective July 1, 2023 as follows:

- 1) Revise Finance Manager class specifications (job description) to transfer risk management responsibilities to the Human Resources Coordinator/Accounting Technician for workers' compensation and the reclassified Senior Management Analyst/Board Secretary for property and liability. Transfer information technology administration to the Senior Management Analyst/Board Secretary. No adjustment to pay range.
- 2) Revise Human Resources Coordinator/Accounting Technician class specifications (job description) to add workers' compensation risk management responsibilities and specify primary supervision and direction from the General Manager. No adjustment to pay range.
- 3) Reclassify Management Analyst/Board Secretary to Senior Management Analyst/Board Secretary to add property and liability risk management and information technology administration and provide more detail to project management, contract administration, and general scope of duties and responsibilities. Recommended pay range is \$40.16 - \$54.21.
- 4) Reclassify Operations Administrative/Laboratory Assistant to Laboratory Technician with a revised scope of responsibilities and certification. This reclassification will better reflect the technical level of the position and increased laboratory responsibilities. Recommended pay range is \$30.22 - \$40.80.

This reclassification is recommended in consideration of the current and anticipated future increase in laboratory testing required for the Replenish Big Bear project. The additional laboratory classification will enable the Agency to properly train and prepare adequate staff in

order to retain as much of the laboratory work as possible in-house, rather than sending it to outside contractors. Based on historical data for the Replenish Big Bear bi-weekly testing, potential savings to the Agency in outside laboratory costs are estimated to be approximately \$23,600 annually, with potential savings of twice that amount when the project requirements move to weekly testing.

Recommended pay ranges for the above reclassifications were set based on consultation with Bryce Consulting, the company used by the Agency for its annual compensation and classification study updates.

Classification Plan Changes

Hourly Pay Rate	7/01/2023 Start	7/01/2023 Top	New Start	New Top	% Change	Top of Range \$ Change
Classification						
Management Analyst/Board Secretary to Senior Management Analyst/Board Secretary	\$36.90	\$49.82	\$40.16	\$54.21	8.8%	\$4.39
Operations Administrative/Laboratory Assistant to Laboratory Technician	\$26.80	\$36.18	\$30.22	\$40.80	12.8%	\$4.62

FINANCIAL IMPACT:

The combined financial impact for the Laboratory Technician and Senior Management Analyst positions over the next five-year period is estimated at \$108,000 or \$21,600 annually.

Laboratory Technician

The pay scale for the Operations Administration/Laboratory assistant was frozen as a result of the 2022 Compensation Study. With the new classification, the Laboratory Technician will now be eligible for the COLA approved by the Governing Board during the Budget process and the April 26, 2023 Governing Board meeting. The financial impact, including salaries and wages and employee benefits, is estimated to be approximately \$9,400 in FY 2024. The financial impact over the next five-year period is estimated to be approximately \$70,000, or \$14,000 annually.

Senior Management Analyst

The financial impact from the reclassification of the Management Analyst/Board Secretary position to Senior Management Analyst/Board Secretary does not occur until FY 2025 as a result of the adjusted top of scale for the reclassification. The financial impact for FY 2025 through FY 2028, including salaries and wages and employee benefits, is estimated to be approximately \$38,000, or \$9,500 annually.

RECOMMENDATION:

- 1) Approve Finance Manager class specifications (job description).
- 2) Approve Human Resources Coordinator/Accounting Technician class specifications (job description).
- 3) Approve Senior Management Analyst/Board Secretary class specifications (job description).
- 4) Approve Laboratory Technician class specifications (job description).
- 5) Approve Organizational Chart.
- 6) Approve publicly available Pay Schedule.

ATTACHMENTS:

- Finance Manager redline
- Finance Manager Job Description
- Human Resources Coordinator/Accounting Technician redline
- Human Resources Coordinator/Accounting Technician Job Description
- Management Analyst/Board Secretary redline
- Senior Management Analyst/Board Secretary Job Description
- Operations Administrative/Laboratory Assistant redline
- Laboratory Technician Job Description
- Organizational Chart
- Pay Schedule



FINANCE MANAGER

DEFINITION

To plan, organize, direct and coordinate the financial activities of the Agency including accounting, budgeting, financial reporting, debt management, cash management, and internal controls; ~~to direct and oversee risk management; support the General Manager in securing and coordinating information technology services and activities;~~ and to provide highly complex staff assistance to the General Manager.

DISTINGUISHING CHARACTERISTICS

This is a single-position management classification. The Finance Manager duties are administrative/managerial and highly complex in nature, involving highly technical functions. The incumbent has broad management authority for the day-to-day financial operations of the Agency.

SUPERVISION EXERCISED AND RECEIVED

Receives administrative direction from the General Manager.

Exercises direct supervision over assigned technical staff.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Develop, plan and implement goals and objectives; recommend and administer policies and procedures related to the financial ~~and risk management~~ activities of the Agency.

Coordinate assigned activities with other managers and with outside agencies and organizations; provide staff assistance to the General Manager and Governing Board; prepare and present staff reports and other necessary correspondence.

Direct, oversee and participate in the development of work plans; assign work activities, projects and programs; monitor ~~work flow~~ [workflow](#); review and evaluate work products, methods and procedures.

Select, train, motivate and evaluate [finance and accounting](#) personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of assigned functions.

Represent the Agency to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Develop and administer the Agency operating and capital improvement budgets in collaboration with Agency staff; prepare and implement budgetary adjustments as necessary.

[Administer property, liability, and workers' compensation insurance policies with the Agency carrier.](#)

Job Description
Finance Manager

Prepare annual rate review and analysis, multi-year financial forecast, and long-term capital expenditure plan in collaboration with Agency staff and advise the General Manager and Governing Board on the strength of the Agency's financial performance and its ability to meet current and future financial requirements.

Evaluate the Agency's financial performance compared to plan and prepare and issue periodic reports to the General Manager and the Governing Board.

As part of the annual audit process, produce the Agency's annual financial report including the preparation of the annual, basic financial statements in accordance with generally accepted accounting principles, and serve as the liaison to the Agency's outside auditors.

Oversee the general accounting functions including accounts payable, revenue accounting and management and payroll processing (including compensation reporting to CalPERS in accordance with applicable guidelines).

Annually present Agency investment policy to the Governing Board; initiate investments as needed pursuant to Agency policy; prepare and present monthly investment report.

Coordinate and manage the refinance of existing debt and the issuance of new debt; manage debt in accordance with Agency policy; prepare financial reports as required by law; prepare various financial reports and analyses requested by the General Manager and Governing Board.

Monitor and evaluate actuarial valuations associated with the Agency's pension and retirement benefits and related funding status.

Prepare journals, ledgers, supporting financial records and the general ledger.

Monitor fiscal transactions to ensure compliance with budgetary authority, Agency policy, generally accepted accounting principles and State and Federal regulations.

~~Administer Agency's Risk Management program including maintenance of insurances (general liability and property) and contingency funding, and monitor Agency contracts to mitigate liability and reduce financial risk.~~

~~Provide support and assistance to the General Manager when executing Information Technology activities including directing and coordinating website management, backup and updates, the updating and replacement of computers, software, firewall, telephone services and equipment and security equipment.~~

Solve complex financial and accounting problems and complete economic and financial analyses associated with Agency programs or projects.

Prepare and present oral and written reports to the General Manager and Governing Board, committees, policy makers at other agencies, individuals and groups.

Job Description
Finance Manager

Research and prepare technical and administrative reports and studies; prepare written correspondence.

Respond to and resolve difficult and sensitive inquiries and complaints.

Build and maintain positive working relationships with co-workers, Governing Board of Directors members, other Agency employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Advanced principles and practices of governmental accounting, rate and fee setting, cost accounting, treasury management, revenue administration, budgetary accounting, auditing, accounts receivable, accounts payable, and payroll management.

Generally accepted governmental accounting principles and procedures as applied to a variety of accounting transactions.

~~Principles and practices of public sector risk management.~~

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal laws, rules and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Principles and practices of organization, administration and personnel management.

Recent developments and sources of information on municipal finance.

Principles of supervision, training, and performance evaluation.

Safe work practices.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation.

Principles and practices of customer service.

Job Description
Finance Manager

Ability to:

Plan, direct and control the activities related to the Agency's financial, ~~risk management and information technology programs.~~

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve department related issues; and explain and interpret policy.

Develop, implement and administer goals, objectives policies, and procedures for providing effective and efficient services.

Gain cooperation through discussion, persuasion and goal setting.

Identify and respond to community, General Manager and Governing Board ~~of Director~~ issues, concerns and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Use modern accounting methods, procedures, forms, and records.

Prepare, examine and verify the full range of financial documents and reports.

Develop, revise, install and utilize manual and automated fiscal management systems.

Prepare clear and concise administrative, technical and financial reports.

Interpret and apply policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.

Maintain confidentiality of sensitive information and data.

Operate and use modern office equipment including computers and applicable software including spreadsheets and financial systems to organize and analyze data.

Supervise, train and evaluate assigned personnel.

Communicate clearly and concisely, both orally and in writing including the preparation and delivery of public presentations.

Job Description
Finance Manager

Establish and maintain effective working relationships with those contacted in the course of work.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

EDUCATION, EXPERIENCE AND TRAINING

Any combination of education, experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Education:

A Bachelor's degree from an accredited college or university with major coursework in finance, accounting or a related field.

Experience and Training:

Five years of responsible governmental accounting and financial experience including three years of administrative, management and supervisory responsibility.

License and/or Certificate:

Possession of a valid California Class C driver's license, including possession and maintenance of a satisfactory driving record and ability to meet eligibility standards for motor vehicle insurance coverage established by the agency's insurance carrier.

WORK ENVIRONMENT

—The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. ~~While performing the duties of this job, the~~ The employee will work ~~within or~~ near wastewater treatment facilities, work at elevations of 6,700+ feet ~~and, may be occasionally~~ exposed to odors, fumes, and airborne particles in addition to outside weather conditions involving ~~snow~~ wind, rain, heat, and extreme cold ~~in~~ and snow during the winter months. The noise level in the work environment is usually moderate ~~and at times there are noticeable offensive odors.~~

PRE-EMPLOYMENT PHYSICAL EXAMINATION AND BACKGROUND CHECKS ARE REQUIRED



FINANCE MANAGER

DEFINITION

To plan, organize, direct and coordinate the financial activities of the Agency including accounting, budgeting, financial reporting, debt management, cash management, and internal controls, and to provide highly complex staff assistance to the General Manager.

DISTINGUISHING CHARACTERISTICS

This is a single-position management classification. The Finance Manager duties are administrative/managerial and highly complex in nature, involving highly technical functions. The incumbent has broad management authority for the day-to-day financial operations of the Agency.

SUPERVISION EXERCISED AND RECEIVED

Receives administrative direction from the General Manager.

Exercises direct supervision over assigned technical staff.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Develop, plan and implement goals and objectives; recommend and administer policies and procedures related to the financial activities of the Agency.

Coordinate assigned activities with other managers and with outside agencies and organizations; provide staff assistance to the General Manager and Governing Board; prepare and present staff reports and other necessary correspondence.

Direct, oversee and participate in the development of work plans; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.

Select, train, motivate and evaluate finance and accounting personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of assigned functions.

Represent the Agency to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Develop and administer the Agency operating and capital improvement budgets in collaboration with Agency staff; prepare and implement budgetary adjustments as necessary.

Administer property, liability, and workers' compensation insurance policies with the Agency carrier.

Job Description

Finance Manager

Prepare annual rate review and analysis, multi-year financial forecast, and long-term capital expenditure plan in collaboration with Agency staff and advise the General Manager and Governing Board on the strength of the Agency's financial performance and its ability to meet current and future financial requirements.

Evaluate the Agency's financial performance compared to plan and prepare and issue periodic reports to the General Manager and the Governing Board.

As part of the annual audit process, produce the Agency's annual financial report including the preparation of the annual, basic financial statements in accordance with generally accepted accounting principles, and serve as the liaison to the Agency's outside auditors.

Oversee the general accounting functions including accounts payable, revenue accounting and management and payroll processing (including compensation reporting to CalPERS in accordance with applicable guidelines).

Annually present Agency investment policy to the Governing Board; initiate investments as needed pursuant to Agency policy; prepare and present monthly investment report.

Coordinate and manage the refinance of existing debt and the issuance of new debt; manage debt in accordance with Agency policy; prepare financial reports as required by law; prepare various financial reports and analyses requested by the General Manager and Governing Board.

Monitor and evaluate actuarial valuations associated with the Agency's pension and retirement benefits and related funding status.

Prepare journals, ledgers, supporting financial records and the general ledger.

Monitor fiscal transactions to ensure compliance with budgetary authority, Agency policy, generally accepted accounting principles and State and Federal regulations.

Solve complex financial and accounting problems and complete economic and financial analyses associated with Agency programs or projects.

Prepare and present oral and written reports to the General Manager and Governing Board, committees, policy makers at other agencies, individuals and groups.

Research and prepare technical and administrative reports and studies; prepare written correspondence.

Respond to and resolve difficult and sensitive inquiries and complaints.

Build and maintain positive working relationships with co-workers, Governing Board members, other Agency employees and the public using principles of good customer service.

Job Description
Finance Manager

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Advanced principles and practices of governmental accounting, rate and fee setting, cost accounting, treasury management, revenue administration, budgetary accounting, auditing, accounts receivable, accounts payable, and payroll management.

Generally accepted governmental accounting principles and procedures as applied to a variety of accounting transactions.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal laws, rules and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Principles and practices of organization, administration and personnel management.

Recent developments and sources of information on municipal finance.

Principles of supervision, training, and performance evaluation.

Safe work practices.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation.

Principles and practices of customer service.

Ability to:

Plan, direct and control the activities related to the Agency's financial management.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve department related issues; and explain and interpret policy.

Develop, implement and administer goals, objectives policies, and procedures for providing effective and efficient services.

Gain cooperation through discussion, persuasion and goal setting.

Job Description
Finance Manager

Identify and respond to community, General Manager and Governing Board issues, concerns and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Use modern accounting methods, procedures, forms, and records.

Prepare, examine and verify the full range of financial documents and reports.

Develop, revise, install and utilize manual and automated fiscal management systems.

Prepare clear and concise administrative, technical and financial reports.

Interpret and apply policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.

Maintain confidentiality of sensitive information and data.

Operate and use modern office equipment including computers and applicable software including spreadsheets and financial systems to organize and analyze data.

Supervise, train and evaluate assigned personnel.

Communicate clearly and concisely, both orally and in writing including the preparation and delivery of public presentations.

Establish and maintain effective working relationships with those contacted in the course of work.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

EDUCATION, EXPERIENCE AND TRAINING

Any combination of education, experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Education:

A Bachelor's degree from an accredited college or university with major coursework in finance, accounting or a related field.

Experience and Training:

Five years of responsible governmental accounting and financial experience including three years of administrative, management and supervisory responsibility.

License and/or Certificate:

Possession of a valid California Class C driver's license, including possession and maintenance of a satisfactory driving record and ability to meet eligibility standards for motor vehicle insurance coverage established by the agency's insurance carrier.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee will work near wastewater treatment facilities, work at elevations of 6,700+ feet, may be exposed to odors, fumes, and airborne particles in addition to outside weather conditions involving wind, rain, heat, and extreme cold and snow during the winter months. The noise level in the work environment is usually moderate.

PRE-EMPLOYMENT PHYSICAL EXAMINATION AND BACKGROUND CHECKS ARE REQUIRED



HUMAN RESOURCES COORDINATOR/ACCOUNTING TECHNICIAN

DEFINITION

To perform a variety of professional analytical work in support of human resources programs including benefit administration, recruitment and selection, staff development and training, safety and ~~worker's~~workers' compensation; to oversee human resources related risk management; to perform technical accounting duties including the processing of Agency payroll and accounts payable; and to serve as the point of contact for personnel-related questions.

DISTINGUISHING CHARACTERISTICS

The Human Resources Coordinator/Accounting Technician performs ~~the~~ full range of professional analytical duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision and direction from the General Manager. Receives direction from the Finance Manager, ~~and General Manager~~ on ~~human resources~~accounting related activities.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Coordinate and implement the Agency's human resources program; provide advice to managers and Agency staff; assist in establishing methods for performing a variety of professional and technical human resources functions.

Design, implement, and administer recruitment and selection activities, including application review, testing arrangements, candidate communication, and on-boarding.

Administer separation/termination process including the preparation of documentation, benefit disenrollment, and CalCOBRA notification.

Process Accident and Injury Reports; ~~coordinate~~process CalOSHA reports and ~~participate in worker's~~forms; administer the workers' compensation ~~administration activities~~claims process.

Administer human resources related risk management including the maintenance of workers' compensation insurance. Participate in the development and implementation of Agency safety and personnel policies to mitigate liability and reduce risk.

Administer a comprehensive employee benefits program including the Agency's open enrollment process, making changes to employee benefits, and receiving and responding to questions pertaining to benefits; ensure compliance with State and Federal laws and Agency personnel rules and policies; work with departments to determine reasonable accommodations.

Job Description

Human Resources Coordinator/Accounting Technician

Provide employee benefit education and assistance and ~~coordinates~~coordinate benefit presentations and employee enrollments; reconcile benefit enrollment with billing, employee deductions, and payments.

Research and analyze legislation and regulations to determine effect on human resource programs and services.

Interpret and explain policies, procedures, and regulations to Agency staff.

Administer the Agency's performance evaluation system, tracking and reporting when performance evaluations are due; provide advice to supervisors and managers on the use of the Agency's performance evaluation system.

Process personnel transactions including appointments, promotions, separation, termination, retirement, and complete all required correspondence and documentation.

Administer DMV Pull Notice program and monitor employee license, insurance, and commercial driver licensing requirements.

Maintain training and education records and coordinate training registration and travel arrangements; monitor employee certifications and memberships.

Administer EAP and employee health and wellness program including annual tests and inoculations.

Maintain confidential personnel files and maintain personnel policies and procedures manual.

Code and process the Agency's accounts payables in an accurate, timely and complete manner and issue cash disbursement reports as required.

Prepare cash received for deposit by completing deposit record and coding receipts to the appropriate account.

Prepare and verify the Agency's accounts receivable and issue invoices for the Agency's monthly billing; initiate electronic fund transfers as needed; reconcile Agency accounts as needed and prepare journal entries to be approved by the Finance Manager.

Prepare and distribute 1099 forms to all non-exempt vendors annually as required by the Internal Revenue Service. Prepare and distribute employee W-2 forms and information returns.

Process the Agency's payroll and payroll-related transactions; collect and verify the accuracy of time sheets; input pay rates, hours to be paid (including overtime, double time, standby time, shift differential, vacation, sick and compensatory time), hours accrued and payroll deductions. Generate reports and verify accuracy of the payroll register through comparisons. Prepare and submit CalPERS reports and Federal and State payroll deposits and returns.

Job Description
Human Resources Coordinator/Accounting Technician

Participate in data collection for studies, reports, and surveys that relate to the annual audit, budget process, salaries and benefits, and confidential matters.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles of compensation, recruitment, selection, classification, salary and benefit administration, training, EEO, and ~~worker's~~workers' compensation within a public agency.

Pertinent local, State and Federal laws, ordinances and rules.

Principles and practices of financial record keeping, accrual accounting, general ledgers and journal entries.

Practices, methods, and terminology used in financial and statistical record keeping

Computerized accounting systems and/or computer spreadsheet software applications.

Report preparation and written communication using proper English, spelling and grammar.

Safe work practices.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation.

Principles and practices of customer service.

Ability to:

Independently apply principles and practices of human resources administration.

On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

Prepare clear and concise technical and administrative reports.

Interpret and explain pertinent State, Federal, Agency and department laws, regulations, policies and procedures.

Evaluate, and interpret a variety of complex statistical and narrative information and data and make sound recommendations.

Job Description
Human Resources Coordinator/Accounting Technician

- Perform accurate mathematical and statistical calculations.
- Perform difficult and responsible technical work involving financial and related statistical record keeping.
- Prepare, process, review, and check submitted accounting and financial documents, records, and forms for accuracy, completeness and conformance to applicable policies, rules, and regulations.
- Research and compile technical and financial information.
- Compile personnel compensation and benefit analyses and reports.
- Read, comprehend, and apply rules, regulations, policies and procedures involved in financial recordkeeping and accounting functions.
- Maintain confidentiality of information.
- Communicate clearly and concisely, both orally and in writing including the preparation and delivery of public presentations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- On a continuous basis, sit at desk for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

EDUCATION, EXPERIENCE AND TRAINING

Any combination of education, experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Education:

A Bachelor's degree from an accredited college or university with major coursework in personnel administration, business administration, public administration or a related field.

Experience and Training:

Four years of increasingly responsible experience in human resources administration or personnel management, and accounting experience. Experience in a public agency is highly desirable.

Job Description

Human Resources Coordinator/Accounting Technician

License and/or Certificate:

Possession of a valid California Class C driver's license, including possession and maintenance of a satisfactory driving record and ability to meet eligibility standards for motor vehicle insurance coverage established by the agency's insurance carrier.

Job Description
Human Resources Coordinator/Accounting Technician

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, ~~the~~. The employee will work near wastewater treatment facilities, ~~works~~work at elevations of 6,700+ feet, may be exposed to odors, fumes, and airborne particles in addition to outside weather conditions involving wind, rain, heat, and extreme cold and snow during the winter months. The noise level in the work environment is usually moderate.

PRE-EMPLOYMENT PHYSICAL EXAMINATION AND BACKGROUND CHECKS ARE REQUIRED



HUMAN RESOURCES COORDINATOR/ACCOUNTING TECHNICIAN

DEFINITION

To perform a variety of professional analytical work in support of human resources programs including benefit administration, recruitment and selection, staff development and training, safety and workers' compensation; to oversee human resources related risk management; to perform technical accounting duties including the processing of Agency payroll and accounts payable; and to serve as the point of contact for personnel-related questions.

DISTINGUISHING CHARACTERISTICS

The Human Resources Coordinator/Accounting Technician performs a full range of professional analytical duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision and direction from the General Manager. Receives direction from the Finance Manager on accounting related activities.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Coordinate and implement the Agency's human resources program; provide advice to managers and Agency staff; assist in establishing methods for performing a variety of professional and technical human resources functions.

Design, implement, and administer recruitment and selection activities, including application review, testing arrangements, candidate communication, and on-boarding.

Administer separation/termination process including the preparation of documentation, benefit disenrollment, and CalCOBRA notification.

Process Accident and Injury Reports; process CalOSHA reports and forms; administer the workers' compensation claims process.

Administer human resources related risk management including the maintenance of workers' compensation insurance. Participate in the development and implementation of Agency safety and personnel policies to mitigate liability and reduce risk.

Administer a comprehensive employee benefits program including the Agency's open enrollment process, making changes to employee benefits, and receiving and responding to questions pertaining to benefits; ensure compliance with State and Federal laws and Agency personnel rules and policies; work with departments to determine reasonable accommodations.

Job Description

Human Resources Coordinator/Accounting Technician

Provide employee benefit education and assistance and coordinate benefit presentations and employee enrollments; reconcile benefit enrollment with billing, employee deductions, and payments.

Research and analyze legislation and regulations to determine effect on human resource programs and services.

Interpret and explain policies, procedures, and regulations to Agency staff.

Administer the Agency's performance evaluation system, tracking and reporting when performance evaluations are due; provide advice to supervisors and managers on the use of the Agency's performance evaluation system.

Process personnel transactions including appointments, promotions, separation, termination, retirement, and complete all required correspondence and documentation.

Administer DMV Pull Notice program and monitor employee license, insurance, and commercial driver licensing requirements.

Maintain training and education records and coordinate training registration and travel arrangements; monitor employee certifications and memberships.

Administer EAP and employee health and wellness program including annual tests and inoculations.

Maintain confidential personnel files and maintain personnel policies and procedures manual.

Code and process the Agency's accounts payables in an accurate, timely and complete manner and issue cash disbursement reports as required.

Prepare cash received for deposit by completing deposit record and coding receipts to the appropriate account.

Prepare and verify the Agency's accounts receivable and issue invoices for the Agency's monthly billing; initiate electronic fund transfers as needed; reconcile Agency accounts as needed and prepare journal entries to be approved by the Finance Manager.

Prepare and distribute 1099 forms to all non-exempt vendors annually as required by the Internal Revenue Service. Prepare and distribute employee W-2 forms and information returns.

Process the Agency's payroll and payroll-related transactions; collect and verify the accuracy of time sheets; input pay rates, hours to be paid (including overtime, double time, standby time, shift differential, vacation, sick and compensatory time), hours accrued and payroll deductions. Generate reports and verify accuracy of the payroll register through comparisons. Prepare and submit CalPERS reports and Federal and State payroll deposits and returns.

Job Description
Human Resources Coordinator/Accounting Technician

Participate in data collection for studies, reports, and surveys that relate to the annual audit, budget process, salaries and benefits, and confidential matters.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles of compensation, recruitment, selection, classification, salary and benefit administration, training, EEO, and workers' compensation within a public agency.

Pertinent local, State and Federal laws, ordinances and rules.

Principles and practices of financial record keeping, accrual accounting, general ledgers and journal entries.

Practices, methods, and terminology used in financial and statistical record keeping

Computerized accounting systems and/or computer spreadsheet software applications.

Report preparation and written communication using proper English, spelling and grammar.

Safe work practices.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation.

Principles and practices of customer service.

Ability to:

Independently apply principles and practices of human resources administration.

On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

Prepare clear and concise technical and administrative reports.

Interpret and explain pertinent State, Federal, Agency and department laws, regulations, policies and procedures.

Evaluate, and interpret a variety of complex statistical and narrative information and data and make sound recommendations.

Job Description
Human Resources Coordinator/Accounting Technician

- Perform accurate mathematical and statistical calculations.
- Perform difficult and responsible technical work involving financial and related statistical record keeping.
- Prepare, process, review, and check submitted accounting and financial documents, records, and forms for accuracy, completeness and conformance to applicable policies, rules, and regulations.
- Research and compile technical and financial information.
- Compile personnel compensation and benefit analyses and reports.
- Read, comprehend, and apply rules, regulations, policies and procedures involved in financial recordkeeping and accounting functions.
- Maintain confidentiality of information.
- Communicate clearly and concisely, both orally and in writing including the preparation and delivery of public presentations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- On a continuous basis, sit at desk for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

EDUCATION, EXPERIENCE AND TRAINING

Any combination of education, experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Education:

A Bachelor's degree from an accredited college or university with major coursework in personnel administration, business administration, public administration or a related field.

Experience and Training:

Four years of increasingly responsible experience in human resources administration or personnel management, and accounting experience. Experience in a public agency is highly desirable.

Job Description
Human Resources Coordinator/Accounting Technician

License and/or Certificate:

Possession of a valid California Class C driver's license, including possession and maintenance of a satisfactory driving record and ability to meet eligibility standards for motor vehicle insurance coverage established by the agency's insurance carrier.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee will work near wastewater treatment facilities, work at elevations of 6,700+ feet, may be exposed to odors, fumes, and airborne particles in addition to outside weather conditions involving wind, rain, heat, and extreme cold and snow during the winter months. The noise level in the work environment is usually moderate.

PRE-EMPLOYMENT PHYSICAL EXAMINATION AND BACKGROUND CHECKS ARE REQUIRED



SENIOR MANAGEMENT ANALYST/BOARD SECRETARY

DEFINITION

To perform a variety of professional analytical work in support of administrative and program activities of the Agency including the overall day-to-day management, organization and coordination of administrative functions; to provide administrative and analytical support to management staff; to [coordinate information technology services and activities](#); to [oversee property and liability risk management](#); to [perform a variety of specialized and technical duties related to project management](#); to [oversee contracts](#); to support grant writing and public outreach and education efforts and legislative monitoring and regulatory compliance; and to serve as Secretary to the Governing Board as appointed.

DISTINGUISHING CHARACTERISTICS

The [Senior](#) Management Analyst/Board Secretary performs the full range of professional analytical duties in the development and implementation of Agency policies, procedures, and programs; administrative support through research, analysis, report writing, recommendations, correspondence, and other administrative support duties as needed; preparation of Governing Board agendas and minutes; records management, [risk management, project management, and contract administration](#); publication of legal notices; [public relations](#); and other related work, as required. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision and direction from the General Manager.

Exercises supervision of assigned staff.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Manage day-to-day administrative support functions, including office organization and procedures, recordkeeping and files, meeting and event planning [and coordination](#).

~~Screen calls and visitors; provide general assistance to the public by personally or directing information requests according to established procedures.~~

~~Compose emails, general correspondence, memos, charts, business plans.~~

~~Collect and distribute mail; process outgoing mail.~~

[Oversee office technology systems and procedures; coordinate technology system services, including website, phones, security/surveillance, office equipment, and backup and updates; coordinate with outside consultants and vendors for updating and replacement of computers, software, firewall, telephone services and equipment, security equipment, and office equipment to ensure the Agency's technology needs are met.](#)

Job Description

Senior Management Analyst/Board Secretary

Administer Agency's risk management program, including oversight of general liability and property insurance coverages and claims; monitor Agency contracts to mitigate liability and reduce financial risk.

Collaborate with other departments in the repair of damaged Agency property and filing of claims; oversee recovery from responsible third parties who damage Agency property; make recommendations for resolution; and provide notice of loss and other pertinent information to carriers.

Administer public bidding process including the preparation of bid specifications and scope of work for projects and programs; assist with the selection and management of consultants and contractors; efficiently and effectively manage assigned projects.

Administer Agency's contracts including ensuring compliance with procurement policies and procedures; develop addendums, change orders, and purchase orders to contractual agreements; monitor contracts and agreements for compliance, achievement of objectives, and adherence to performance and fiscal requirements; and assist departments with preparation of agreements when appropriate. Responsible for filing Notice of Completion when applicable.

Oversee design and content management of the Agency's website; approve and update modifications to entire site ensuring the content remains up to date and is ADA compliant.

Receive and process public records requests ensuring compliance with the California Public Records Act.

Process sewer permit applications and Board Room rental applications; collect fees.

Perform finance functions necessary to achieve financial internal controls, under the direction of the Finance Manager including, but not limited to, collecting receipts (through mail and over-the-counter) and posting to monthly log; maintaining, distributing, monitoring and replenishing petty cash; reconciling bank accounts monthly.

~~Process sewer permit applications and Board Room rental applications; collect fees.~~

~~Coordinate setup and takedown of the board room for meetings and events.~~

~~Manage office technology systems and procedures; coordinate technology system services, including website, phones, security/surveillance, and office equipment; coordinate with outside consultants and vendors to ensure the Agency's technology needs are met.~~

~~Oversee design and content management of the Agency's website; approve and update modifications to entire site ensuring the content remains up to date.~~

Prepare and distribute Governing Board agenda packets; write staff reports, ordinances, and resolutions; review and edit staff reports, ordinances, and resolutions prepared by others; coordinate the approval of agendas with management staff; upload final agenda packet to the Agency's website. Proofread copy for

Job Description

Senior Management Analyst/Board Secretary

spelling, grammar, and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.

Attend regular and special Governing Board and Agency meetings; take and prepare meeting minutes and conduct other follow-up actions as necessary such as, composing and preparing correspondence advising the public and staff of Governing Board actions.

Ensure compliance with legal requirements governing public notice of meetings, public hearing documents, and the conduct of closed sessions; update and maintain mailing lists – these duties include posting materials to the Agency website, electronic distribution, publication in the local newspaper and posting hard-copy documents.

Assist Governing Board members, under direction from the General Manager, in obtaining all relevant information needed by Governing Board members to carry out their assigned duties efficiently and effectively.

Work closely with legal counsel to ensure all Governing Board communications, ordinances, resolutions, meetings, and other activities are in compliance with applicable state and local laws.

Attest to and countersign minutes, resolutions, ordinances, and other documents as Secretary to the Governing Board.

File Statement of Economic Interest – Form 700 for appointed Agency Officials and designated employees. File reports and forms as required by the Political Reform Act, Fair Political Practices Commission (FPPC), and Conflict of Interest Code.

Submit documents for filing or recording with the proper agencies.

Maintain accurate and complete records; develop and establish office filing and index systems; oversee the organization and maintenance of administrative documents including but not limited to policies, procedures, rates, rules, regulations, forms, notices, webpage content.

Maintain the Agency's Code Book ~~and~~, Governing Board Handbook., and Policies and Procedures Manual.

Manage the Agency's record archiving, retention and destruction program, ensuring all Agency documents are maintained per the Agency's adopted Records Retention Schedule.

Conduct or direct complex studies, research, analysis, and projects; prepare and present detailed and comprehensive reports to a variety of audiences.

Participate in data collection for studies, reports, and surveys that relate to the annual audit, budget process, salaries and benefits, and confidential matters.

Job Description

Senior Management Analyst/Board Secretary

Research grant opportunities and assist with the preparation of grant applications [and grant reporting](#) for various programs.

Maintain awareness of new trends and developments in the fields related to the Agency including records management, Fair Political Practices Commission regulations, and changing legislation; initiate and recommend new programs consistent with changing developments and ensure timely compliance with regulatory matters and reporting requirements.

Write letters in support or opposition of various legislative issues as directed; prepare letters on behalf of the Agency.

Participate in the development and implementation of Agency strategic and master plans.

~~Prepare bid specifications and scope of work for projects and programs; assist with the selection and management of consultants and contractors; efficiently and effectively manage assigned projects.~~

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Supervise, train, motivate, and evaluate assigned personnel; make effective recommendations regarding promotion, transfer, and disciplinary action of assigned personnel.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of office organization, supervision and management.

General information technology systems.

Principles and ~~techniques~~ practices of public sector risk management, contract management, and project management.

Principles and practices of public administration, community relations and inter-governmental relations.

Grant writing and application procedures.

~~General information technology systems.~~

State and Federal legislative and regulatory process.

Principles and procedures of record keeping.

Job Description

Senior Management Analyst/Board Secretary

Roberts Rules of Order, Brown Act, Fair Political Practices Commission, and Conflict of Interest, Government Code, and other Special District law.

Report preparation and written communication using proper English, spelling and grammar.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation.

Safe work practices.

Principles and practices of customer service.

Ability to:

Independently perform professional analytical work in support of assigned programs; prepare clear and concise technical and administrative reports.

Interpret and apply rules, regulations, laws, ordinances, and the Agency policies and procedures.

Organize and maintain recordkeeping and retrieval functions.

On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports, and special projects.

Review and analyze organizational and administrative issues; recommend and implement effective courses of action.

Evaluate and interpret a variety of statistical and narrative information and data and make sound recommendations.

Coordinate and prioritize multiple tasks and projects effectively and efficiently and meet multiple deadlines.

Communicate clearly and concisely, both orally and in writing including the preparation and delivery of public presentations.

Maintain confidentiality of information.

Establish and maintain effective working relationships with those contacted in the course of work.

On a continuous basis, sit at desk for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Job Description

[Senior](#) Management Analyst/Board Secretary

EDUCATION, EXPERIENCE AND TRAINING

Any combination of education, experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Education:

A Bachelor's degree from an accredited college or university with major coursework in public or business administration, finance, economics, or a related field.

Experience and Training:

Four years of increasingly responsible administrative and analytical experience involving financial, budgetary, or administrative issues, preferably within a local government environment. Experience in project management, contract administration, policy development, and technology management is highly desirable.

LICENSE AND/OR CERTIFICATE

Possession of a valid California Class C driver's license, including possession and maintenance of a satisfactory driving record and ability to meet eligibility standards for motor vehicle insurance coverage established by the agency's insurance carrier.

Job Description

Senior Management Analyst/Board Secretary

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, ~~the~~. The employee will work near wastewater treatment facilities, ~~works~~work at elevations of 6,700+ feet, may be exposed to odors, fumes, and airborne particles in addition to outside weather conditions involving wind, rain, heat, and extreme cold and snow during the winter months. The noise level in the work environment is usually moderate.

PRE-EMPLOYMENT PHYSICAL EXAMINATION AND BACKGROUND CHECKS ARE REQUIRED



SENIOR MANAGEMENT ANALYST/BOARD SECRETARY

DEFINITION

To perform a variety of professional analytical work in support of administrative and program activities of the Agency including the overall day-to-day management, organization and coordination of administrative functions; to provide administrative and analytical support to management staff; to coordinate information technology services and activities; to oversee property and liability risk management; to perform a variety of specialized and technical duties related to project management; to oversee contracts; to support grant writing and public outreach and education efforts and legislative monitoring and regulatory compliance; and to serve as Secretary to the Governing Board as appointed.

DISTINGUISHING CHARACTERISTICS

The Senior Management Analyst/Board Secretary performs the full range of professional analytical duties in the development and implementation of Agency policies, procedures, and programs; administrative support through research, analysis, report writing, recommendations, correspondence, and other administrative support duties as needed; preparation of Governing Board agendas and minutes; records management, risk management, project management, and contract administration; publication of legal notices; public relations; and other related work, as required. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision and direction from the General Manager.

Exercises supervision of assigned staff.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Manage day-to-day administrative support functions, including office organization and procedures, recordkeeping and files, meeting and event planning and coordination.

Oversee office technology systems and procedures; coordinate technology system services, including website, phones, security/surveillance, office equipment, and backup and updates; coordinate with outside consultants and vendors for updating and replacement of computers, software, firewall, telephone services and equipment, security equipment, and office equipment to ensure the Agency's technology needs are met.

Administer Agency's risk management program, including oversight of general liability and property insurance coverages and claims; monitor Agency contracts to mitigate liability and reduce financial risk.

Collaborate with other departments in the repair of damaged Agency property and filing of claims; oversee recovery from responsible third parties who damage Agency property; make recommendations for resolution; and provide notice of loss and other pertinent information to carriers.

Job Description

Senior Management Analyst/Board Secretary

Administer public bidding process including the preparation of bid specifications and scope of work for projects and programs; assist with the selection and management of consultants and contractors; efficiently and effectively manage assigned projects.

Administer Agency's contracts including ensuring compliance with procurement policies and procedures; develop addendums, change orders, and purchase orders to contractual agreements; monitor contracts and agreements for compliance, achievement of objectives, and adherence to performance and fiscal requirements; and assist departments with preparation of agreements when appropriate. Responsible for filing Notice of Completion when applicable.

Oversee design and content management of the Agency's website; approve and update modifications to entire site ensuring the content remains up to date and is ADA compliant.

Receive and process public records requests ensuring compliance with the California Public Records Act.

Process sewer permit applications and Board Room rental applications; collect fees.

Perform finance functions necessary to achieve financial internal controls, under the direction of the Finance Manager including, but not limited to, collecting receipts (through mail and over-the-counter) and posting to monthly log; maintaining, distributing, monitoring and replenishing petty cash; reconciling bank accounts monthly.

Prepare and distribute Governing Board agenda packets; write staff reports, ordinances, and resolutions; review and edit staff reports, ordinances, and resolutions prepared by others; coordinate the approval of agendas with management staff; upload final agenda packet to the Agency's website. Proofread copy for spelling, grammar, and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.

Attend regular and special Governing Board and Agency meetings; take and prepare meeting minutes and conduct other follow-up actions as necessary such as composing and preparing correspondence advising the public and staff of Governing Board actions.

Ensure compliance with legal requirements governing public notice of meetings, public hearing documents, and the conduct of closed sessions; update and maintain mailing lists – these duties include posting materials to the Agency website, electronic distribution, publication in the local newspaper and posting hard-copy documents.

Assist Governing Board members, under direction from the General Manager, in obtaining all relevant information needed by Governing Board members to carry out their assigned duties efficiently and effectively.

Work closely with legal counsel to ensure all Governing Board communications, ordinances, resolutions, meetings, and other activities are in compliance with applicable state and local laws.

Job Description

Senior Management Analyst/Board Secretary

Attest to and countersign minutes, resolutions, ordinances, and other documents as Secretary to the Governing Board.

File Statement of Economic Interest – Form 700 for appointed Agency Officials and designated employees. File reports and forms as required by the Political Reform Act, Fair Political Practices Commission (FPPC), and Conflict of Interest Code.

Submit documents for filing or recording with the proper agencies.

Maintain accurate and complete records; develop and establish office filing and index systems; oversee the organization and maintenance of administrative documents including but not limited to policies, procedures, rates, rules, regulations, forms, notices, webpage content.

Maintain the Agency's Code Book, Governing Board Handbook, and Policies and Procedures Manual.

Manage the Agency's record archiving, retention and destruction program, ensuring all Agency documents are maintained per the Agency's adopted Records Retention Schedule.

Conduct or direct complex studies, research, analysis, and projects; prepare and present detailed and comprehensive reports to a variety of audiences.

Participate in data collection for studies, reports, and surveys that relate to the annual audit, budget process, salaries and benefits, and confidential matters.

Research grant opportunities and assist with the preparation of grant applications and grant reporting for various programs.

Maintain awareness of new trends and developments in the fields related to the Agency including records management, Fair Political Practices Commission regulations, and changing legislation; initiate and recommend new programs consistent with changing developments and ensure timely compliance with regulatory matters and reporting requirements.

Write letters in support or opposition of various legislative issues as directed; prepare letters on behalf of the Agency.

Participate in the development and implementation of Agency strategic and master plans.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Supervise, train, motivate, and evaluate assigned personnel; make effective recommendations regarding promotion, transfer, and disciplinary action of assigned personnel.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of office organization, supervision and management.

General information technology systems.

Principles and practices of public sector risk management, contract management, and project management.

Principles and practices of public administration, community relations and inter-governmental relations.

Grant writing and application procedures.

State and Federal legislative and regulatory process.

Principles and procedures of record keeping.

Roberts Rules of Order, Brown Act, Fair Political Practices Commission, and Conflict of Interest, Government Code, and other Special District law.

Report preparation and written communication using proper English, spelling and grammar.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation.

Safe work practices.

Principles and practices of customer service.

Ability to:

Independently perform professional analytical work in support of assigned programs; prepare clear and concise technical and administrative reports.

Interpret and apply rules, regulations, laws, ordinances, and the Agency policies and procedures.

Organize and maintain recordkeeping and retrieval functions.

On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports, and special projects.

Review and analyze organizational and administrative issues; recommend and implement effective courses of action.

Job Description
Senior Management Analyst/Board Secretary

Evaluate and interpret a variety of statistical and narrative information and data and make sound recommendations.

Coordinate and prioritize multiple tasks and projects effectively and efficiently and meet multiple deadlines.

Communicate clearly and concisely, both orally and in writing including the preparation and delivery of public presentations.

Maintain confidentiality of information.

Establish and maintain effective working relationships with those contacted in the course of work.

On a continuous basis, sit at desk for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

EDUCATION, EXPERIENCE AND TRAINING

Any combination of education, experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Education:

A Bachelor's degree from an accredited college or university with major coursework in public or business administration, finance, economics, or a related field.

Experience and Training:

Four years of increasingly responsible administrative and analytical experience involving financial, budgetary, or administrative issues, preferably within a local government environment. Experience in project management, contract administration, policy development, and technology management is highly desirable.

LICENSE AND/OR CERTIFICATE

Possession of a valid California Class C driver's license, including possession and maintenance of a satisfactory driving record and ability to meet eligibility standards for motor vehicle insurance coverage established by the agency's insurance carrier.

Job Description
Senior Management Analyst/Board Secretary

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee will work near wastewater treatment facilities, work at elevations of 6,700+ feet, may be exposed to odors, fumes, and airborne particles in addition to outside weather conditions involving wind, rain, heat, and extreme cold and snow during the winter months. The noise level in the work environment is usually moderate.

PRE-EMPLOYMENT PHYSICAL EXAMINATION AND BACKGROUND CHECKS ARE REQUIRED



~~OPERATIONS ADMINISTRATIVE/
LABORATORY ASSISTANT~~TECHNICIAN

DEFINITION

~~Under general supervision, performs~~ To perform a variety of standardized chemical, biochemical and bacteriological tests on samples of wastewater and solids; to clean, maintain and calibrate laboratory and equipment; to track data and complete required reports; to perform a wide variety of routine and complex ~~office, clerical, and administrative~~ operational support duties for operations and laboratory management and staff; ~~sorts, logs, and maintains records and other documents; learns policies, procedures, and work methods associated with assigned duties; performs other related duties as required.~~

DISTINGUISHING CHARACTERISTICS

The ~~Operations Administrative/Laboratory Assistant~~ Technician performs the full range of ~~office~~ analytical duties related to the collection and testing of samples; maintains laboratory and equipment; performs administrative support duties to laboratory and operations staff including ~~organization and coordination of workload and the~~ preparation of compliance reports, ~~in addition to support operations such as laboratory and~~ and the coordination of safety activities. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision and direction from the Plant Manager.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Job Description

~~Operations Administrative/Laboratory Assistant~~ Technician

Collect and analyze influent, effluent, cake, mixed liquor, RAS, interchange and grit and screening samples for chemical, bacteriological and biological data related to wastewater treatment plant process/control methods and procedures; conduct analyses to ensure compliance with State and Federal requirements.

Set up, calibrate, and operate a variety of laboratory equipment and instruments; perform minor maintenance of laboratory equipment and instruments; keep laboratory facilities in an orderly condition.

Recognize problems that may occur in an analytical procedure and troubleshoot known procedures or confer with others to identify possible problems affecting results.

Prepare standard chemical solutions, reagents, stains and bacteriological media.

Enter and download laboratory data for further analysis and reporting purposes.

Collect, prepare and ship wastewater and solid samples as required by permit for testing to outside laboratories.

Perform a wide variety of complex and responsible operational support duties for Agency management and laboratory staff.

~~Type and proofread a wide variety of complex and confidential reports, letters, and memoranda; independently prepare correspondence; type from a rough draft or verbal instruction. Compile information to be used in special projects and reports.~~

~~Participate and assist in the administration of the Agency's operations and laboratory office.~~

~~Maintain calendar of activities, meetings, and various events for operations and laboratory staff; arrange meetings and make appointments; assist with task prioritization; follow up on assigned projects to meet deadlines.~~

~~Distribute mail and material to operations staff. Deliver correspondence, receipts, logs, forms, and other material between operations and the administration office.~~ Process mailing and shipping of items for operations and laboratory.

~~Screen visitors to the plant and coordinate plant tours. Respond to sensitive requests for information and assistance.~~

~~Assist with laboratory tasks including sampling, routine testing, and the collection and compilation of laboratory data, under the direction of the Laboratory Analyst.~~

Job Description

~~Operations Administrative/Laboratory Assistant~~ Technician

Support the maintenance of Agency regulatory permits, ensuring applications for permits are submitted accurately and ~~timely. Monitor SWRCB and CWEA certifications and renewals for operator and laboratory staff~~ in a timely manner.

~~Under the direction of management, submit~~ Submit accurate and complete compliance and regulatory reports under the direction of management.

Maintain a wide variety of records, files, and logs related to Agency operations; coordinate with administration on periodic retention and purging of files in compliance with applicable guidelines.

Maintain and upload operational records into Laserfiche, ~~in coordination with~~ direction from the Management Analyst Records Coordinator.

Serve as Secretary for the Agency's Safety Committee; prepare agenda packets and record all proceedings following rules of order; prepare meeting minutes and other documents.

~~Maintain~~ Maintain SDRMA General Safety Specialist certification.

Coordinate and track safety training for Agency employees. ~~Assist with coordination of annual employee testing to include, but not limited to, auditory, respiratory fit tests, etc.~~

Maintain safety policies and procedures; ensure safety programs and plans are up to date with current rules and regulations; maintain JHA and SOP documents.

~~Provide information to employees on training opportunities available through CWEA and other resources. Assist operators in researching available training courses and costs.~~

Maintain SDRMA General Safety Specialist certification.

Record USA daily audits and provide the monthly log to accounting.

Track inventory of Operations safety supplies, breakroom and janitorial supplies, and office supplies.

Job Description

~~Operations Administrative/Laboratory Assistant~~ Technician

Submit requisitions for purchasing.

~~Collaborate with Human Resources~~ Assist in coordinating plant tours and visits.

Assist in planning and organizing employee activities, ~~such as team building and~~ events, ~~annual safety incentive awards, holiday parties, and employee recognition.~~ Assist in organizing BBARWA employee participation in community events, ~~such as Tour de Big Bear, food drives, and holiday family sponsorships.~~

~~Establish~~ Build and maintain ~~effective~~ positive working relationships with co-workers, other Agency employees and ~~those contacted in the~~ course public using principles of ~~work~~ good customer service.

Perform related duties as assigned.

Job Description

~~Operations Administrative/Laboratory Assistant~~ Technician

MINIMUM QUALIFICATIONS

Knowledge of:

~~Advanced English usage, spelling, grammar, and punctuation.~~

~~Alphabetic~~ and numeric filing system management.

Sample collection and monitoring procedures.

Modern laboratory procedures and equipment, including computer uses and applications as applied to laboratory operations and analyses.

Pertinent local, State and Federal laws, ordinances and rules.

Principles and practices of chemistry, bacteriology, microbiology and the chemical sciences, including methods and techniques of laboratory and instrument testing.

Testing methods and techniques pertaining to wastewater treatment.

The interpretation and analysis of wastewater test results.

Sample preservation methods related to wastewater discharge and sewage treatment processes.

Use of laboratory equipment, glassware, and instruments.

Conventional QA/QC practices for the wastewater laboratory.

Business correspondence writing and report preparation.

Pertinent Federal, State, and local laws, codes, and regulations.

Alphabetic and numeric filing system management.

Principles and procedures of record keeping.

~~Robert's Rules of Order.~~

Safe work practices.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation.

Job Description

~~Operations Administrative/Laboratory Assistant~~ Technician

Principles and practices of customer service.

Ability to:

Collect samples and run routine laboratory tests.

Apply proper laboratory procedures in chemical, biochemical, bacteriological, physical and instrumental analyses of wastewater.

On a continuous basis, know and understand all aspects of the job; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

Independently operate laboratory, calibrate and maintain equipment and understand the use of materials.

Analyze testing data and draw sound conclusions.

Maintain the laboratory environment at an organized and otherwise appropriate level.

Maintain accurate records and prepare complete and concise reports.

Perform responsible ~~and difficult~~ administrative support work involving the use of independent judgment and personal initiative.

Perform work in an efficient and timely manner with accuracy and attention to detail.

~~Intermittently, review documents related to department operations; observe, identify and problem-solve office operations and procedures; understand and apply Agency policies and procedures.~~

~~Analyze situations carefully and adopt effective courses of action.~~

~~Learn to collect samples and run routine laboratory tests.~~

~~Maintain confidential data and information for management staff.~~

~~Work independently in the absence of supervision.~~ Operate and use modern office equipment including computers and applicable software including spreadsheets ~~and financial systems~~ to organize and analyze data.

Type and transcribe at a speed necessary for successful job performance. Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Job Description

~~Operations Administrative/Laboratory Assistant~~ Technician

On a continuous basis, sit at desk ~~and/or stand at counter~~ for long periods of time; intermittently twist ~~and to~~ reach ~~office~~ equipment; surrounding desk; perform simple grasping and fine manipulation; use telephone, and write ~~and or~~ use a keyboard to communicate through written means; ~~run errands; and~~ lift or carry weight of 25 pounds or less.

EDUCATION, EXPERIENCE AND TRAINING

Any combination of education, experience and training that would provide the required knowledge, skills, and abilities ~~necessary for an Operations Administrative/Laboratory Assistant~~ would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Education:

Equivalent to completion of the twelfth grade. College level course work in biology, microbiology, chemistry or a related field is desirable.

Experience and Training:

~~Four~~ Two years of ~~administrative and secretarial~~ increasingly responsible experience conducting a variety of tests in a chemical or biological laboratory in the ~~performance of related work supplemented by specialized training.~~ water quality field or in an environment conducting chemical analyses.

LICENSE AND/OR CERTIFICATE:

License and/or Certificates

— Possession of a valid California Class C driver's license, including possession and maintenance of a satisfactory driving record and ability to meet eligibility standards for motor vehicle insurance coverage established by the agency's insurance carrier.

— Possession of a Grade I Laboratory Analyst Certificate as issued by the California Water Environment Association, ~~or the ability to obtain within two (2) years of appointment.~~

Job Description

~~Operations Administrative/Laboratory Assistant~~ Technician

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will work within or near wastewater and wastewater treatment facilities, work at elevations of 6,700+ feet, be regularly exposed to odors, fumes or, and airborne particles in addition to outside weather conditions involving wind, rain, heat, ~~and~~ humidity, and extreme cold and snow during the winter months. The noise level in the work environment is usually moderate. to loud.

PRE-EMPLOYMENT PHYSICAL EXAMINATION AND BACKGROUND CHECKS ARE REQUIRED



LABORATORY TECHNICIAN

DEFINITION

To perform a variety of standardized chemical, biochemical and bacteriological tests on samples of wastewater and solids; to clean, maintain and calibrate laboratory and equipment; to track data and complete required reports; to perform a wide variety of routine and complex clerical and administrative duties for operations and laboratory management and staff.

DISTINGUISHING CHARACTERISTICS

The Laboratory Technician performs the full range of analytical duties related to the collection and testing of samples; maintains laboratory and equipment; performs administrative support duties to laboratory and operations staff including the preparation of compliance reports and the coordination of safety activities. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision and direction from the Plant Manager.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Collect and analyze influent, effluent, cake, mixed liquor, RAS, interchange and grit and screening samples for chemical, bacteriological and biological data related to wastewater treatment plant process/control methods and procedures; conduct analyses to ensure compliance with State and Federal requirements.

Set up, calibrate, and operate a variety of laboratory equipment and instruments; perform minor maintenance of laboratory equipment and instruments; keep laboratory facilities in an orderly condition.

Recognize problems that may occur in an analytical procedure and troubleshoot known procedures or confer with others to identify possible problems affecting results.

Prepare standard chemical solutions, reagents, stains and bacteriological media.

Enter and download laboratory data for further analysis and reporting purposes.

Collect, prepare and ship wastewater and solid samples as required by permit for testing to outside laboratories.

Perform a wide variety of complex and responsible operational support duties for Agency management and laboratory staff.

Process mailing and shipping of items for operations and laboratory.

Job Description
Laboratory Technician

Support the maintenance of Agency regulatory permits, ensuring applications for permits are submitted accurately and in a timely manner.

Submit accurate and complete compliance and regulatory reports under the direction of management.

Maintain a wide variety of records, files, and logs related to Agency operations; coordinate with administration on periodic retention and purging of files in compliance with applicable guidelines.

Maintain and upload operational records into Laserfiche with direction from the Records Coordinator.

Serve as Secretary for the Agency's Safety Committee; prepare agenda packets and record all proceedings following rules of order; prepare meeting minutes and other documents.

Coordinate and track safety training for Agency employees. Maintain safety policies and procedures; ensure safety programs and plans are up to date with current rules and regulations; maintain JHA and SOP documents.

Maintain SDRMA General Safety Specialist certification.

Record USA daily audits and provide the monthly log to accounting.

Track inventory of Operations safety supplies, breakroom and janitorial supplies, and office supplies. Submit requisitions for purchasing.

Assist in coordinating plant tours and visits.

Assist in planning and organizing employee activities and events. Assist in organizing BBARWA employee participation in community events.

Build and maintain positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Sample collection and monitoring procedures.

Modern laboratory procedures and equipment, including computer uses and applications as applied to laboratory operations and analyses.

Pertinent local, State and Federal laws, ordinances and rules.

Job Description
Laboratory Technician

Principles and practices of chemistry, bacteriology, microbiology and the chemical sciences, including methods and techniques of laboratory and instrument testing.

Testing methods and techniques pertaining to wastewater treatment.

The interpretation and analysis of wastewater test results.

Sample preservation methods related to wastewater discharge and sewage treatment processes.

Use of laboratory equipment, glassware, and instruments.

Conventional QA/QC practices for the wastewater laboratory.

Business correspondence writing and report preparation.

Pertinent Federal, State, and local laws, codes, and regulations.

Alphabetic and numeric filing system management.

Principles and procedures of record keeping.

Safe work practices.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation.

Principles and practices of customer service.

Ability to:

Collect samples and run routine laboratory tests.

Apply proper laboratory procedures in chemical, biochemical, bacteriological, physical and instrumental analyses of wastewater.

On a continuous basis, know and understand all aspects of the job; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

Independently operate laboratory, calibrate and maintain equipment and understand the use of materials.

Analyze testing data and draw sound conclusions.

Maintain the laboratory environment at an organized and otherwise appropriate level.

Job Description
Laboratory Technician

Maintain accurate records and prepare complete and concise reports.

Perform responsible administrative support work involving the use of independent judgment and personal initiative.

Perform work in an efficient and timely manner with accuracy and attention to detail.

Operate and use modern office equipment including computers and applicable software including spreadsheets to organize and analyze data.

Type and transcribe at a speed necessary for successful job performance. Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

EDUCATION, EXPERIENCE AND TRAINING

Any combination of education, experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Education:

Equivalent to completion of the twelfth grade. College level course work in biology, microbiology, chemistry or a related field is desirable.

Experience and Training:

Two years of increasingly responsible experience conducting a variety of tests in a chemical or biological laboratory in the water quality field or in an environment conducting chemical analyses.

License and/or Certificates

Possession of a valid California Class C driver's license, including possession and maintenance of a satisfactory driving record and ability to meet eligibility standards for motor vehicle insurance coverage established by the agency's insurance carrier.

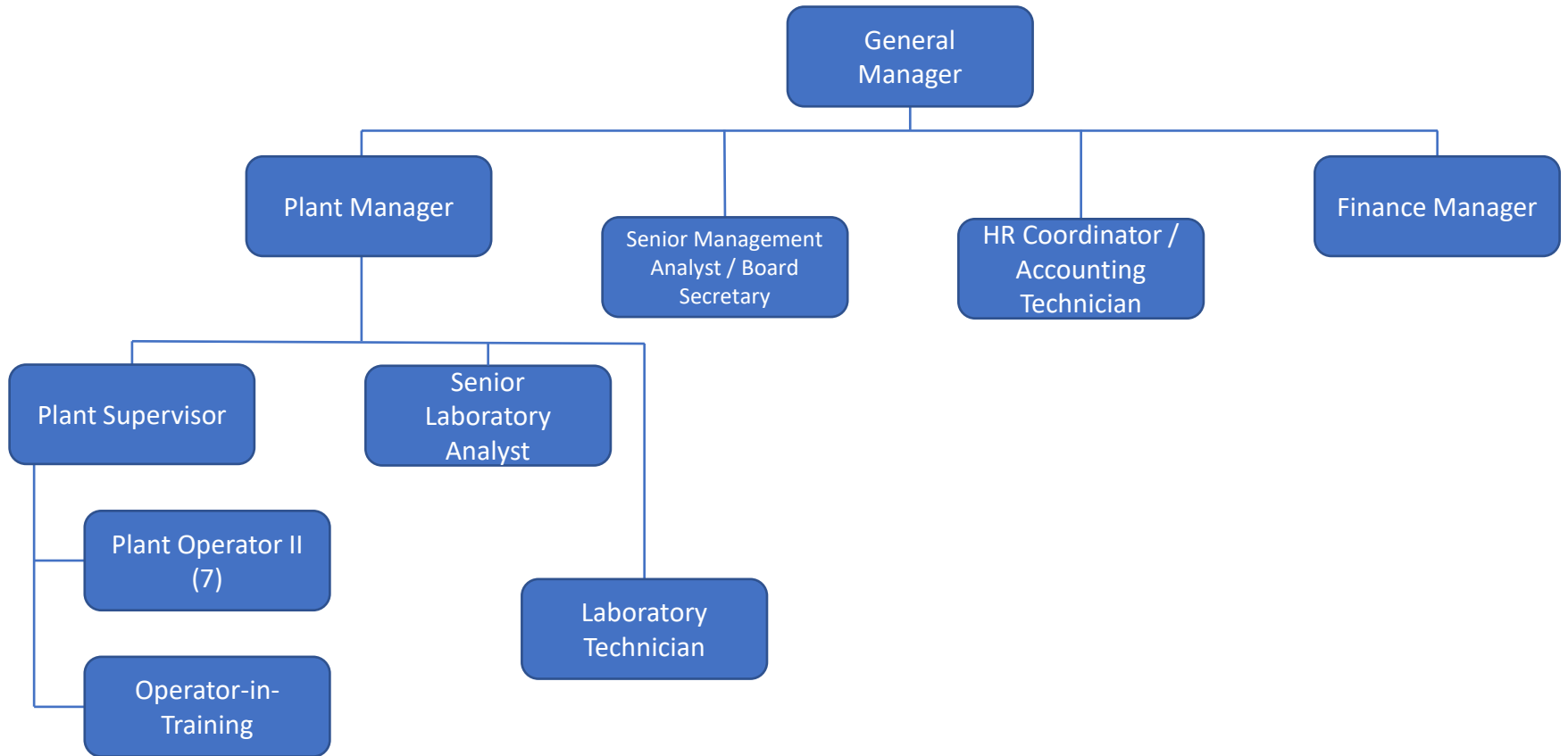
Possession of a Grade I Laboratory Analyst Certificate as issued by the California Water Environment Association.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will work within or near wastewater and wastewater treatment facilities, work at elevations of 6,700+ feet, be regularly exposed to odors, fumes, and airborne particles in addition to outside weather conditions involving wind, rain, heat, humidity and extreme cold and snow during the winter months. The noise level in the work environment is usually moderate to loud.

PRE-EMPLOYMENT PHYSICAL EXAMINATION AND BACKGROUND CHECKS ARE REQUIRED

Organizational Chart



Big Bear Area Regional Wastewater Agency
July 1, 2023

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

**PAY SCHEDULE
Effective July 1, 2023**

Schedule shall remain in effect until superseded by governing board action.

Classification	Start	Top
	Hourly Pay Rate	Hourly Pay Rate
Active		
Non-Regular	\$18.15	\$24.50
Plant Operator-In-Training	\$22.67	\$30.60
Plant Operator II	\$31.95	\$43.13
Laboratory Technician	\$30.22	\$40.80
Senior Laboratory Analyst	\$41.72	\$56.32
Plant Supervisor	\$43.85	\$59.20
Senior Management Analyst/Board Secretary	\$40.16	\$54.21
Human Resources Coordinator / Accounting Technician ¹	\$39.74	\$53.65 ¹
Plant Manager	\$64.98	\$87.72
Finance Manager	\$66.54	\$89.83
General Manager	\$92.15	\$124.40

¹The pay range is frozen based on the Compensation Study dated January 2023.

Governing Board Approval Date: May 24, 2023



Big Bear Area Regional
Wastewater Agency
John Green – Chair
Jim Miller – Vice-Chair
Rick Herrick – Director
Bynette Mote – Director
Larry Walsh – Director

AGENDA ITEM: 10.E.

MEETING DATE: May 24, 2023

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

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

PREPARED BY: Bridgette Burton, Management Analyst/Board Secretary

SUBJECT: Award Contract and for the LPS Generator and Fuel System Project and Appropriate \$40,166 from the Contingency Fund

BACKGROUND & DISCUSSION:

The Lake Pump Station (“LPS”) generator and fuel system (“Project”) is in need of replacement. Parts for the existing generator are difficult to procure and are very costly to replace. The Notice Inviting Bids was published on March 29, 2023 in the Big Bear Grizzly Newspaper, three trade journals, and sent to contractors on the Agency’s Contractor’s List. On May 4, 2023, two bids were received and publicly opened:

Contractor	Amount
Skyview Electric	\$174,890
R.I.C. Construction Co., Inc.	\$186,374

The lowest responsive and responsible bidder is Skyview Electric. The Agency has worked with Skyview Electric and is confident in its ability to perform all required tasks. It should be noted that due to ongoing procurement delays in the construction industry, the contract term will be 70 weeks. Per the Purchasing Policy, all contracts must be for a term not to exceed one year unless approved by the Governing Board.

Expected Project costs are as follows:

Contractor	Amount
Skyview Electric	\$174,890
Contingency (10%)	17,489
Total	\$192,379

ENVIRONMENTAL CONSIDERATION:

The Project was included in the Adoption of the Annual Budget for Fiscal Year 2022 and Approval of Minor Repair Maintenance Activities Notice of Exemption (“NOE”). The official stamped copy of the NOE is on file at the Agency’s Administrative Office.

FINANCIAL IMPACT:

The Project was included in the FY 2022 budget and carried over to the FY 2023 budget. The original budget for the Project was \$152,213. There are adequate funds in the Contingency Fund to appropriate an additional \$40,166 for the Project.

RECOMMENDATION:

1. Appropriate \$40,166 from the Contingency Fund for the LPS Generator and Fuel System Project;
2. Award a contract to Skyview Electric in the amount of \$174,890 for the LPS Generator and Fuel System Project for a contract term of 70 weeks; and
3. Authorize the General Manager to negotiate and execute the contract documents.



Big Bear Area Regional
Wastewater Agency
John Green – Chair
Jim Miller – Vice-Chair
Rick Herrick – Director
Bynette Mote – Director
Larry Walsh – Director

AGENDA ITEM: 10.F.

MEETING DATE: May 24, 2023

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

FROM: Sonja Kawa, Human Resources Coordinator/Accounting Technician

REVIEWED BY: David Lawrence, P.E., General Manager;
Christine Bennett, Finance Manager

SUBJECT: General Manager Employment Agreement Amendment

BACKGROUND & DISCUSSION:

The Governing Board completed a performance evaluation of the General Manager in closed session at the April 26, 2023 Governing Board Meeting. It was determined that an adjustment to Mr. Lawrence's accrual rate of paid vacation hours was appropriate. The Governing Board has requested an amendment to the Employee Agreement between the Agency and Mr. Lawrence.

As required by the Brown Act, the Governing Board shall provide an oral report that summarizes the proposed action to be taken regarding the salary, salary schedule, or compensation paid in the form of fringe benefits to the General Manager before taking a final action to approve his contract or amendment. The following recommended changes to the terms of the Employment Agreement shall be read orally at the meeting:

Benefits

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

FINANCIAL IMPACT:

There is no immediate financial impact; however, an unlimited accrual of leave could result in a potentially higher liability to be paid at separation than if an accrual limit were in place.

RECOMMENDATION:

Authorize the Governing Board Chair to execute an Employment Agreement Amendment with the approved changes.

ATTACHMENT:

Employment Agreement Amendment No. 7

**AMENDMENT NO. 7
TO EMPLOYMENT AGREEMENT
GENERAL MANAGER**

1. Parties and Date.

This Amendment No. 7 to the Employment Agreement (“Agreement”) is made and entered into effective as of the 24th day of May 2023, by and between the Big Bear Area Regional Wastewater Agency, a municipal organization organized under the laws of the State of California (“Agency”) and David Lawrence (“General Manager” or “Employee”). Agency and General Manager are sometimes individually referred to as “Party” and collectively as “Parties.”

2. Recitals.

2.1 Amendment Purpose. The Agency and General Manager desire to amend the aforesaid Agreement to revise compensation terms and conditions of said employment.

2.2 Amendment Authority. This Amendment No. 7 is authorized pursuant to Section XI(C) of the Agreement.

3. Terms.

3.1 Section 5. Section 5.1 (Benefits) of the Agreement is hereby amended to provide additional paid vacation hours:

“5.1 “Employee shall accrue paid vacation of Two Hundred (200) hours per year on a pro rata basis beginning May 20, 2023, with no maximum limit on the amount of vacation hours that can accrue.”

Except as modified herein and by the preceding six Amendments, the original Employment Agreement, dated March 22, 2017 and effective April 25, 2017, shall remain in full force and effect.

**BIG BEAR AREA REGIONAL
WASTEWATER AGENCY**

DAVID LAWRENCE

By: _____
Chair of the Governing Board

By: _____
David Lawrence

Dated: _____, 2023

Dated: _____, 2023

Attest: _____
Secretary to the Governing Board