

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

Regular Board Meeting of

March 25, 2020

At

5:00 p.m.

Due to Executive Order N-29-20, there will be no physical location for members of the public to participate. Members of the public may listen and provide public comments telephonically during the Public Forum (Item 8) by calling the following number:

1-646-813-7095

Participant Code 118-053-371-02

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **PRESENTATION AND INTRODUCTION**
4. **APPROVAL OF AGENDA**
5. **CONSENT CALENDAR** – All matters listed on the Consent Calendar will be enacted by one motion at the appropriate time. There will be no separate discussion of these items. If a detailed discussion is necessary, any Board Member may request that an item be removed from the Consent Calendar and considered separately.
 - 5.A. Minutes of Budget Workshop, Special, and Regular Meetings on February 26, 2020 – Approve
 - 5.B. Monthly Expenses – Informational
 - 5.C. Governing Board Member Reimbursement – Approve
 - 5.D. Investment Report – Informational
 - 5.E. Operations and Connections Report – Informational
 - 5.F. Accept as Complete - Emergency Bar Screen Replacement Project – Approve
 - 5.G. COVID-19 Risk Minimization and Outbreak Response Plan – Informational
6. **ITEMS REMOVED FROM CONSENT CALENDAR**
7. **PUBLIC FORUM RESPONSE** – None

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

9. **OLD BUSINESS**

10. **NEW BUSINESS**

10.A. Public Hearing: Resolution No. R. 03-2020, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Adopting the Operating and Capital Budget for Fiscal Year 2021, Approving Budgeted Projects and Finding Approval of the Budget and Budgeted Projects Exempt from Review Under the California Environmental Quality Act – Adopt

10.B. Public Hearing: Resolution No. R. 04-2020, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Establishing the Sewer User Charge and Taking Certain Other Actions Related Thereto – Adopt

10.C. Resolution No. R. 05-2020, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Clarifying the Fiscal Year 2021 Sewer Standby or Immediate Availability Charges – Adopt

10.D. Public Hearing: Resolution No. R. 06-2020, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency to Increase the Current Fee Schedule for the Disposal of Waste Delivered to the Regional Treatment Plant – Adopt

10.E. Organizational Structure and Classification Plan – Discussion and Possible Action

10.F. Compensation Study Annual Update– Discussion and Possible Action

10.G. Pay Schedule – Discussion and Possible Action

11. **INFORMATION/COMMITTEE REPORTS**

11.A. Administrative Committee Meeting Update

12. ADJOURNMENT

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if you need special assistance to participate in an Agency meeting or other services offered by the Agency, please contact Kimberly Booth, Administrative Assistant at (909) 584-4018. **Please address requests under the ADA for reasonable modification and accommodation related to the implementation of Executive Order N-29-20 to Kimberly Booth.** Notification at least 48 hours prior to the meeting or time when services are needed will assist the Agency staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are on file in the office of the Big Bear Area Regional Wastewater Agency and are available for public inspection during normal business hours.

Visit www.bbarwa.org to view and/or print the Agenda Package

BIG BEAR AREA REGIONAL WASTEWATER AGENCY
BUDGET WORKSHOP MEETING MINUTES
February 26, 2020

1. CALL TO ORDER

The Budget Workshop Meeting of the Governing Board of the Big Bear Area Regional Wastewater Agency was called to order by Chair Caretto at 1:01 p.m. on February 26, 2020, at 121 Palomino Drive, Big Bear City, California 92314.

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

None

STAFF MEMBERS PRESENT

David Lawrence, General Manager
Jennifer McCullar, Finance Manager
John Shimmin, Plant Manager
Sonja Kawa, Human Resources Coordinator/Accounting Tech.
Bridgette Burton, Management Analyst
Kim Booth, Administrative Assistant

2. PLEDGE OF ALLEGIANCE

Vice Chair Green

3. PRESENTATIONS AND INTRODUCTIONS

- 3.A. FY 2020 Budget Workshop**
Operational Overview
Capital Budget
FY 2020 Financial Review
Five-Year Forecast (FY 2021 – FY 2025)
FY 2021 Budget

Mr. Lawrence gave an operational overview presentation that included upcoming projects, sludge hauling, and the status of the Replenish Big Bear and Solar Projects. Discussion ensued between the Governing Board and staff.

Mr. Lawrence introduced Ms. McCullar, who provided a presentation on the Budget Overview, Capital Budget, FY 2020 Financial Review, Five-Year Forecast (FY 2021-FY 2025), and the FY 2021 Budget. Discussion ensued between the Governing Board and staff.

4. APPROVAL OF THE AGENDA

Upon motion made by Director Miller, seconded by Secretary Oxandaboure and carried, the Governing Board approved the agenda as presented.

Ayes: Caretto, Green, Oxandaboure, Herrick, Miller

Noes: None

Absent: None

Abstain: None

5. PUBLIC FORUM RESPONSE

None

6. PUBLIC FORUM

No comments

7. ADJOURNMENT

With no further business to come before the Governing Board, Chair Caretto adjourned the meeting at 4:13 p.m.

ATTEST: _____

Karyn Oxandaboure, Secretary of the Governing Board of the Big Bear Area Regional Wastewater Agency

Kim Booth, Administrative Assistant
Big Bear Area Regional Wastewater
Agency

BIG BEAR AREA REGIONAL WASTEWATER AGENCY
SPECIAL BOARD MEETING MINUTES
February 26, 2020

1. CALL TO ORDER

A Special Meeting of the Governing Board of the Big Bear Area Regional Wastewater Agency was called to order by Chair Caretto at 5:00 p.m. on February 26, 2020, at 121 Palomino Drive, Big Bear City, California 92314.

Chair Caretto explained that due to a lack of a quorum at the January 25, 2020 Regular Board Meeting, the agenda items need to be reaffirmed. According to the Brown Act §54953 (b) (3), during the teleconference, at least a quorum of the members of the legislative body shall participate from a location within the boundaries of the territory over which the local agency exercises jurisdiction. During the meeting, two board members were present at the meeting location and one board member participated via teleconference outside the jurisdiction.

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

None

STAFF MEMBERS PRESENT

David Lawrence, General Manager
Jennifer McCullar, Finance Manager
John Shimmin, Plant Manager
Sonja Kawa, HR Coordinator/Accounting Tech.
Bridgette Burton, Management Analyst
Ryan Connelly, Plant Operator
Kim Booth, Administrative Assistant

OTHERS

Bynette Mote, City of Big Bear Lake

2. PLEDGE OF ALLEGIANCE

Vice Chair Green

3. PRESENTATIONS AND INTRODUCTIONS

None

4. APPROVAL OF THE AGENDA

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

Ayes: Caretto, Green, Oxandaboure, Herrick, Miller

Noes: None

Absent: None

Abstain: None

5. CONSENT CALENDAR

5.A. Minutes of Special Meeting on December 4, 2019

5.B. Monthly Expenses

5.C. Governing Board Member Reimbursement

5.D. Investment Report

5.E. Operations and Connections Report

5.F. 125 N. Eagle Dr. Connection Fee Refund Request

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

Ayes: Caretto, Green, Oxandaboure, Herrick, Miller

Noes: None

Absent: None

Abstain: None

6. ITEMS REMOVED FROM THE CONSENT CALENDAR

None

7. PUBLIC FORUM RESPONSE

None

8. PUBLIC FORUM

No comments

9. OLD BUSINESS

None

10. NEW BUSINESS

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

Ms. Burton presented the Board Policy regarding the use of private electronic systems and devices to conduct Agency related business. Discussion ensued between the Governing Board and staff.

Upon motion by Vice Chair Green, seconded by Secretary Oxandaboure and carried, the Governing Board adopted Board Policy: Use of Private Electronic Systems and Devices to Conduct Agency Related Business.

Ayes: Caretto, Green, Oxandaboure, Herrick, Miller

Noes: None

Absent: None

Abstain: None

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

Mr. Lawrence explained the bar screen emergency findings and the Resolution requirement of a 4/5 vote. Discussion ensued between the Governing Board and staff.

Upon motion by Director Herrick, seconded by Director Miller and carried, the Governing Board approved Resolution No. R. 01-2020, reallocated \$53,444 from the Headworks Structure project to the Bar Screen Replacement project in the Capital Budget, and authorized the General Manager to take any other actions necessary to remediate the damaged bar screen at the wastewater treatment plant.

Ayes: Caretto, Green, Oxandaboure, Herrick, Miller

Noes: None

Absent: None

Abstain: None

10.C. Reallocate \$65,075 in the Capital Budget

Mr. Lawrence explained that during the disassembly process of the Waukesha generator, Energy Link determined additional parts would need replacement resulting in a \$66,900 increase in cost. Discussion ensued between the Governing Board and staff.

Upon motion by Director Herrick, seconded by Director Miller and carried, the Governing Board approved to reallocate \$65,075 from the Fire Alarm System to the Waukesha Overhaul project in the capital budget.

Ayes: Caretto, Green, Oxandaboure, Herrick, Miller

Noes: None

Absent: None

Abstain: None

11. INFORMATION/COMMITTEE REPORTS

None

12. ADJOURNMENT

With no further business to come before the Governing Board, Chair Caretto adjourned the meeting at 5:26 p.m.

ATTEST:

Karyn Oxandaboure, Secretary of the Governing
Board of the Big Bear Area Regional Wastewater
Agency

Kim Booth, Administrative Assistant
Big Bear Area Regional Wastewater
Agency

BIG BEAR AREA REGIONAL WASTEWATER AGENCY
REGULAR BOARD MEETING MINUTES
February 26, 2020

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 Caretto at 5:00 p.m. on February 26, 2020, at 121 Palomino Drive, Big Bear City, California 92314.

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

None

STAFF MEMBERS PRESENT

David Lawrence, General Manager
Jennifer McCullar, Finance Manager
John Shimmin, Plant Manager
Sonja Kawa, Human Resources Coordinator/Accounting Tech.
Bridgette Burton, Management Analyst
Ryan Connelly, Plant Operator
Kim Booth, Administrative Assistant

OTHERS

Bynette Mote, City of Big Bear Lake

2. PLEDGE OF ALLEGIANCE

Dispensed

3. PRESENTATIONS AND INTRODUCTIONS

3.A. Jim Miller – 1-year recognition

Mr. Lawrence thanked Mr. Miller for his service on the Governing Board and presented him with a 1-year pin.

4. APPROVAL OF THE AGENDA

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

Ayes: Caretto, Green, Oxandaboure, Herrick, Miller

Noes: None

Absent: None

Abstain: None

5. CONSENT CALENDAR

5.A. Minutes of Regular Meeting on January 22, 2020

5.B. Monthly Expenses

5.C. Governing Board Member Reimbursement

5.D. Investment Report

5.E. Operations and Connections Report

5.F. Second Quarter Report, Six Months Ended December 31, 2019

5.G. Administrative Assistant Job Description

5.H. Three-Year Contract Extension, Rogers, Anderson, Malody & Scott LLP

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

Ayes: Caretto, Green, Oxandaboure, Herrick, Miller

Noes: None

Absent: None

Abstain: None

6. ITEMS REMOVED FROM THE CONSENT CALENDAR

None

7. PUBLIC FORUM RESPONSE

None

8. PUBLIC FORUM

No comments

9. **OLD BUSINESS**

9.A. **Resolution No. R. 01-2020, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Making Emergency Findings and Authorizing and Ratifying the Emergency Contract for the Bar Screen Replacement Project**

Chair Caretto removed this item because it was approved at the February 26, 2020 Special Board Meeting. Due to lack of a quorum at the January 25, 2020 Regular Board Meeting the items needed to be reaffirmed at a Special Meeting. According to the Brown Act §54953 (b) (3), during the teleconference, at least a quorum of the members of the legislative body shall participate from location within the boundaries of the territory over which the local agency exercises jurisdiction. During the meeting, two board members were present at the meeting and one board member participated via teleconference outside the jurisdiction.

10. **NEW BUSINESS**

10.A. **Reallocate \$121,000 for Oxidation Ditch 1 Rotor 3 Shaft Replacement from the Capital Budget**

Mr. Lawrence described the shaft on Oxidation Ditch 1 rotor 3 that failed during normal operation and requested approval to reallocate funds for this replacement. Discussion ensued between the Governing Board and staff.

Upon motion made by Director Herrick, seconded by Vice Chair Green and carried, the Governing Board approved to reallocate \$121,000 for Oxidation Ditch 1 rotor 3 shaft replacement from the existing Capital Budget with \$90,825 reallocated from the Fire Alarm System Replacement line item and \$30,175 reallocated from the Toyota Tundra Replacement line item.

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

10.B. **Resolution No. R. 02-2020, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Delegating Authority to the General Manager to Make Emergency Findings and Take Action in Response to an Emergency**

Mr. Lawrence explained that during the most recent emergency repair, legal counsel advised that a resolution authorizing the General Manager to both 1) take emergency action and 2) enter into contracts without engaging in a competitive procurement practice would be prudent. Discussion ensued between the Governing Board and staff.

Upon motion made by Secretary Oxandaboure, seconded by Director Herrick and carried, the Governing Board approved Resolution No. R. 02-2020.

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

10.C. Tuition Reimbursement Program

Mr. Lawrence explained that this item was brought before the Administrative Committee on February 11, 2020. The Administrative Committee recommended a provision to the Agency PPPM, limiting reimbursement under Section 7.12 Tuition Reimbursement Program to 50% of reimbursable expenses up to a maximum of \$5,000 per fiscal year for each employee that is eligible and seeking reimbursement. This provision remains subject to budgetary limits and prior approval.

Upon motion made by Vice Chair Green, seconded by Director Miller and carried, the Governing Board approved PPPM Section 7.12 Tuition Reimbursement Program.

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

10.D. Governing Board Reorganization

Chair Caretto opened nominations for the Chair position. Director Herrick nominated Vice Chair Green for the Chair position, seconded by Secretary Oxandaboure and carried, the Governing Board approved Vice Chair Green as the Chair at the next Governing Board meeting.

Aye: Caretto, Green, Oxandaboure, Herrick, Miller
Nay: None
Absent: None
Abstain: None

Chair Caretto opened nominations for the Vice Chair position. Chair Caretto nominated Director Miller for the Vice Chair position, seconded by Vice Chair Green and carried, the Governing Board approved Director Miller as the Vice Chair at the next Governing Board meeting.

Aye: Caretto, Green, Oxandaboure, Herrick, Miller
Nay: None
Absent: None
Abstain: None

Chair Caretto opened nominations for the Secretary position. Director Herrick nominated Secretary Oxandaboure for the Secretary position, seconded by Vice Chair Green and carried, the Governing Board approved Secretary Oxandaboure as the Secretary for the Governing Board.

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

10.E. Committee Assignments

Chair Caretto discussed the permanent advisory committee assignments and recommended the committee assignments remain the same.

Upon motion made by Secretary Oxandaboure, seconded by Vice Chair Green and carried, the Governing Board approved the Committee Assignments.

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

11. INFORMATION/COMMITTEE REPORTS

11.A. Finance Committee Meeting Update

Director Herrick reviewed the items Ms. McCullar discussed in the Budget Review, Fiscal Year 2020 Projected Performance vs. Revised Budget, and the Fiscal Year 2021 – 2025 New Budget and Forecast presentation.

11.B. Administrative Committee Meeting Update

Vice Chair Green reviewed the items the Administrative Committee discussed which included proposed changes to Organizational Structure, the updated Compensation Study and recommended Pay Schedule, changes to the existing Tuition Reimbursement Policy, and the updated Administrative Assistant Job Description.

12. ADJOURNMENT

With no further business to come before the Governing Board, Chair Caretto adjourned the meeting at 5:48 p.m.

ATTEST: _____

Karyn Oxandaboure, Secretary of the Governing
Board of the Big Bear Area Regional Wastewater
Agency

Kim Booth, Administrative Assistant
Big Bear Area Regional Wastewater
Agency



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

AGENDA ITEM: 5.B.

MEETING DATE: March 25, 2020

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

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

PREPARED BY: Jennifer McCullar, Finance Manager *JM*

SUBJECT: Monthly Expenses

BACKGROUND:

Attached is the Agency's February 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 Feb 1, 2020 to Feb 29, 2020

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

Check #	Date	Payee	Cash Account	Amount
CASH 22211	2/3/20	PRINCIPAL FINANCIAL GROUP	1000-20	3,600.46
CASH 22212	2/4/20	PAYA	1000-20	19.99
CASH 22213	2/4/20	CALPERS HEALTH	1000-20	29,282.29
CASH 22214	2/5/20	VISION SERVICE PLAN	1000-20	328.35
CASH 22215	2/5/20	PRINCIPAL FINANCIAL GROUP	1000-20	3,600.46
20155	2/10/20	ACCENT COMPUTER SOLUTION	1000-20	2,574.93
20156	2/10/20	NANCY SANTILLAN	1000-20	135.00
20157	2/10/20	AG TECH LLC	1000-20	44,748.04
20158	2/10/20	AMAZON CAPITAL SERVICES	1000-20	885.69
20159	2/10/20	ARAMARK UNIFORM SERVICES	1000-20	1,411.21
20160	2/10/20	BIG BEAR CITY COMMUNITY SE	1000-20	567.25
20161	2/10/20	BUTCHER'S BLOCK & BUILDING	1000-20	58.14
20162	2/10/20	BEAR VALLEY ELECTRIC	1000-20	8,711.28
20163	2/10/20	BEAR VALLEY PAVING, INC.	1000-20	146,913.3
20164	2/10/20	CAR QUEST OF BIG BEAR	1000-20	787.81
20165	2/10/20	CITY OF BIG BEAR LAKE	1000-20	4,180.00
20166	2/10/20	UNDERGROUND SERVICE ALER	1000-20	79.33
20167	2/10/20	DIY HOME CENTER-BIG BEAR	1000-20	65.89
20168	2/10/20	DIRECT TV	1000-20	34.99
20169	2/10/20	DEPARTMENT OF WATER & PO	1000-20	55.10
20170	2/10/20	ENERGY LINK INDUSTRIAL SERV	1000-20	2,546.78
20171	2/10/20	EVANTEC CORPORATION	1000-20	570.13
20172	2/10/20	FEDEX	1000-20	8.81
20173	2/10/20	FERGUSON ENTERPRISES, INC.	1000-20	4,678.21
20174	2/10/20	FLYERS ENERGY	1000-20	1,240.65
20175	2/10/20	FRONTIER COMMUNICATIONS	1000-20	617.10
20176	2/10/20	GRAINGER	1000-20	1,441.65
20177	2/10/20	HUGHESNET	1000-20	102.33
20178	2/10/20	KENNY H. WASHABAUGH	1000-20	1,450.00
20179	2/10/20	NAPA AUTO PARTS	1000-20	69.25
20180	2/10/20	NORTHERN TOOL & EQUIPMENT	1000-20	7,378.96
20181	2/10/20	CONSTANCE M. ALVARADO	1000-20	55.00
20182	2/10/20	SAM'S ENTERPRISES	1000-20	46.26

Big Bear Area Regional Wastewater Agency
Check Register
For the Period From Feb 1, 2020 to Feb 29, 2020

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

Check #	Date	Payee	Cash Account	Amount
20183	2/10/20	SCHRODER & SON, INC.	1000-20	950.00
20184	2/10/20	SHRED-IT	1000-20	269.50
20185	2/10/20	SPECTRUM BUSINESS	1000-20	1,362.19
20186	2/10/20	SWRCB - DWOCB	1000-20	70.00
20187	2/10/20	VALERO MARKETING & SUPPLY	1000-20	43.88
20188	2/10/20	WATER SYSTEMS CONSULTING,	1000-20	124,005.9
20189	2/10/20	ROBERT SELLARDS	1000-20	1,281.58
20190	2/10/20	BRIDGETTE BURTON	1000-20	50.00
20191	2/10/20	DAVID LAWRENCE	1000-20	50.00
20192	2/10/20	JENNIFER MCCULLAR	1000-20	50.00
20193	2/10/20	JOHN SHIMMIN	1000-20	50.00
CASH 22216	2/10/20	CALIFORNIA STATE DISBURSEM	1000-20	126.00
CASH 22217	2/10/20	AMERICAN FIDELITY ASSURANC	1000-20	569.98
CASH 22218	2/10/20	CA PERS 457 PROGRAM	1000-20	2,571.33
CASH 22219	2/10/20	CALPERS RETIREMENT	1000-20	2,611.58
CASH 22220	2/10/20	THE LINCOLN NAT'L LIFE INS CO	1000-20	3,887.62
CASH 22221	2/10/20	CALPERS RETIREMENT	1000-20	7,575.80
CASH 22222	2/11/20	EMPLOYMENT DEVELOPMENT D	1000-20	1,975.02
CASH 22223	2/11/20	INTERNAL REVENUE SERVICE	1000-20	6,524.01
20194	2/24/20	ACCENT COMPUTER SOLUTION	1000-20	1,061.44
20195	2/24/20	ALL PROTECTION ALARM	1000-20	607.10
20196	2/24/20	AMAZON CAPITAL SERVICES	1000-20	106.64
20197	2/24/20	ARROWHEAD	1000-20	59.68
20198	2/24/20	BEST BEST & KRIEGER	1000-20	6,603.41
20199	2/24/20	BUSINESS CARD	1000-20	1,794.92
20200	2/24/20	ROBIN A. BRADLEY	1000-20	360.00
20201	2/24/20	BEAR VALLEY PAVING, INC.	1000-20	17,910.00
20202	2/24/20	CLINICAL LAB OF SAN BERNARD	1000-20	575.00
20203	2/24/20	COUNTY OF SAN BERNARDINO	1000-20	356.65
20204	2/24/20	ENVIRONMENTAL EXPRESS, INC	1000-20	437.25
20205	2/24/20	EVANTEC CORPORATION	1000-20	473.71
20206	2/24/20	FERGUSON ENTERPRISES, INC.	1000-20	578.30
20207	2/24/20	THE GRIZZLY	1000-20	74.00

Big Bear Area Regional Wastewater Agency
Check Register
For the Period From Feb 1, 2020 to Feb 29, 2020

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

Check #	Date	Payee	Cash Account	Amount
20208	2/24/20	BEAR VALLEY BASIN GSA	1000-20	329.52
20209	2/24/20	HAZ MAT TRANS, INC.	1000-20	1,032.25
20210	2/24/20	J.J. KELLER & ASSOC, INC	1000-20	410.20
20211	2/24/20	JUST ENERGY SOLUTIONS INC.	1000-20	22,864.99
20212	2/24/20	KENNY H. WASHABAUGH	1000-20	13,000.00
20213	2/24/20	RANDY J. SPITZ	1000-20	150.09
20214	2/24/20	POLYDYNE INC	1000-20	3,437.08
20215	2/24/20	QUILL	1000-20	415.27
20216	2/24/20	ROI ENGINEERING LLC	1000-20	27,463.45
20217	2/24/20	SOUTHERN CALIFORNIA EDISON	1000-20	32.24
20218	2/24/20	SERVICEMASTER 360 PREMIER	1000-20	671.69
20219	2/24/20	RYAN R. ABELN	1000-20	6,101.55
20220	2/24/20	SOUTHWEST GAS CORP	1000-20	15,837.04
20221	2/24/20	SOUTHWEST GAS	1000-20	1,433.89
20222	2/24/20	NANCY R. BOHL, INC.	1000-20	150.00
20223	2/24/20	VERIZON WIRELESS	1000-20	260.81
20224	2/24/20	WATER SYSTEMS CONSULTING,	1000-20	232.50
CASH 22224	2/24/20	CALIFORNIA STATE DISBURSEM	1000-20	126.00
CASH 22225	2/24/20	AMERICAN FIDELITY ASSURANC	1000-20	569.98
CASH 22226	2/24/20	CA PERS 457 PROGRAM	1000-20	2,490.59
CASH 22227	2/24/20	CALPERS RETIREMENT	1000-20	2,611.58
CASH 22228	2/24/20	THE LINCOLN NAT'L LIFE INS CO	1000-20	3,887.62
CASH 22229	2/24/20	CALPERS RETIREMENT	1000-20	7,575.80
CASH 22230	2/25/20	EMPLOYMENT DEVELOPMENT D	1000-20	2,019.55
CASH 22231	2/25/20	INTERNAL REVENUE SERVICE	1000-20	6,400.74
CASH 22232	2/25/20	PAYA	1000-20	11,805.87
CASH 22233	2/26/20	PAYA	1000-20	1.50
CASH 22234	2/28/20	LEGALSHIELD	1000-20	93.70
CASH 22235	2/28/20	TEXAS LIFE INSURANCE COMPA	1000-20	254.50
Total				584,927.1



Big Bear Area Regional
Wastewater Agency

John Green – Chair
Jim Miller – Vice Chair
Karyn Oxandaboure – Secretary
David Caretto – Director
Rick Herrick – Director

AGENDA ITEM: 5.C.

MEETING DATE: March 25, 2020

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

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

PREPARED BY: Jennifer McCullar, Finance Manager

SUBJECT: Governing Board Member Reimbursement

BACKGROUND:

Attached are the February meeting records for each Governing Board Member and represent eligible compensation at a rate of \$150 per regular or special meeting pursuant to the Agency's Administrative and Personnel Policy, Board Member Reimbursement.

FINANCIAL IMPACT:

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

RECOMMENDATION:

Approve

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

REPORT OF MEETINGS ATTENDED

Governing Board Member: John Green

Date Submitted: 2-26-20

Month Covered: 2-20

BBARWA Regular Meeting Attended: _____ Date: 2-26-20 **Compensation** \$ 150⁻

PURPOSE

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

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

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

PURPOSE
Administrative KB
~~Budget~~

BBARWA Committee Meeting Attended: _____ Date: 2-11-20 \$ 150⁻

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

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

PURPOSE

Other Governing Board Approved Meetings:

_____ Date: _____ \$ _____

_____ Date: _____ \$ _____

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

Other Governing Board Approved Expenses (Governing Board Approved)

Mileage: _____ Date: _____ \$ _____

Lodging: _____ Date: _____ \$ _____

Registration: _____ Date: _____ \$ _____

Tuition: _____ Date: _____ \$ _____

Meals: _____ Date: _____ \$ _____

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

TOTAL OTHER EXPENSE REIMBURSEMENT: \$ _____

Uncompensated Meetings Attended:

PURPOSE

_____ Date: _____

_____ Date: _____

Total Amount Paid \$ 300⁻

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

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

REPORT OF MEETINGS ATTENDED

Governing Board Member: Jim Miller

Date Submitted: 2-26-20

Month Covered: FEBRUARY

BBARWA Regular Meeting Attended: _____ Date: 2-26-20 Compensation \$ 150

PURPOSE

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

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

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

PURPOSE

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

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

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

PURPOSE

Other Governing Board Approved Meetings:

_____ Date: _____ \$ _____

_____ Date: _____ \$ _____

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

Other Governing Board Approved Expenses (Governing Board Approved)

Mileage: _____ Date: _____ \$ _____

Lodging: _____ Date: _____ \$ _____

Registration: _____ Date: _____ \$ _____

Tuition: _____ Date: _____ \$ _____

Meals: _____ Date: _____ \$ _____

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

TOTAL OTHER EXPENSE REIMBURSEMENT: \$ _____

Uncompensated Meetings Attended:

PURPOSE

_____ Date: _____

_____ Date: _____

Total Amount Paid \$ 150

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

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

REPORT OF MEETINGS ATTENDED

Governing Board Member: **Karyn Oxandaboure** Karyn Oxandaboure

Date Submitted: _____

Month Covered: JAN²⁰ - Feb 2020

BBARWA Regular Meeting Attended: _____ Date: _____ Compensation \$ _____

BBARWA Special Meeting Attended: Finance Comt Date: 2-3-20 \$ 150.00

BBARWA Special Meeting Attended: Budget / Reg Date: 2-26-20 \$ 150.00

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

PURPOSE

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

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

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

PURPOSE

Other Governing Board Approved Meetings:

Harassment Training - Online Date: 1-13-2020 \$ 150.00

_____ Date: _____ \$ _____

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

Other Governing Board Approved Expenses (Governing Board Approved)

Mileage: _____ Date: _____ \$ _____

Lodging: _____ Date: _____ \$ _____

Registration: _____ Date: _____ \$ _____

Tuition: _____ Date: _____ \$ _____

Meals: _____ Date: _____ \$ _____

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

TOTAL OTHER EXPENSE REIMBURSEMENT: \$ _____

Uncompensated Meetings Attended:

PURPOSE

_____ Date: _____

_____ Date: _____

Total Amount Paid \$ 450.00

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

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

REPORT OF MEETINGS ATTENDED

Governing Board Member: David Caretto

Date Submitted: 2/26/20

Month Covered: February 2020

BBARWA Regular Meeting Attended: _____ Date: 2/26/20 Compensation \$ 150

PURPOSE

BBARWA Special Meeting Attended: 2/26/20 Date: 2/26/20 \$ — *no*

BBARWA Special Meeting Attended: 2/26/20 Budget Date: 2/26/20 \$ — *comp.*

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

PURPOSE

BBARWA Committee Meeting Attended: Admin. Comm. Date: 2/11/20 \$ 150

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

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

PURPOSE

Other Governing Board Approved Meetings:

Date: _____ \$ _____

Date: _____ \$ _____

TOTAL ENTITLED MONTHLY STIPEND (limited to 6 days per calendar month) \$ 300.00

Other Governing Board Approved Expenses (Governing Board Approved)

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

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

TOTAL OTHER EXPENSE REIMBURSEMENT: \$ _____

Uncompensated Meetings Attended:

PURPOSE

Date: _____

Date: _____

Total Amount Paid \$ 300.00

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

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

REPORT OF MEETINGS ATTENDED

Governing Board Member: Rick Herrick

Date Submitted: 2-26-20

Month Covered: Feb

BBARWA Regular Meeting Attended: Date: 2-25-20 Compensation \$ 150.-

PURPOSE

BBARWA Special Meeting Attended: 2-25-20 Date: 2-25-20 \$ /

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

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

PURPOSE

BBARWA Committee Meeting Attended: Finance Date: 2-3-20 \$ 150.00

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

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

PURPOSE

Other Governing Board Approved Meetings:

_____ Date: _____ \$ _____

_____ Date: _____ \$ _____

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

Other Governing Board Approved Expenses (Governing Board Approved)

Mileage: _____ Date: _____ \$ _____

Lodging: _____ Date: _____ \$ _____

Registration: _____ Date: _____ \$ _____

Tuition: _____ Date: _____ \$ _____

Meals: _____ Date: _____ \$ _____

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

TOTAL OTHER EXPENSE REIMBURSEMENT: \$ _____

Uncompensated Meetings Attended:

PURPOSE

_____ Date: _____

_____ Date: _____

Total Amount Paid \$ 300⁰⁰

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



Big Bear Area Regional

Wastewater Agency

John Green – Chair

Jim Miller – Vice Chair

Karyn Oxandaboure – Secretary

David Caretto – Director

Rick Herrick – Director

AGENDA ITEM: 5.D.

MEETING DATE: March 25, 2020

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

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

PREPARED BY: Jennifer McCullar, Finance Manager 

SUBJECT: Investment Report

BACKGROUND:

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

FINANCIAL IMPACT:

No financial impact.

RECOMMENDATION:

Approve

BBARWA
 Monthly Investment Report
 February 2020

<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	\$ 5,864,976	\$ 5,875,359	109,741	1.912%	DAILY
TOTAL	\$ 5,864,976	\$ 5,875,359	109,741		

The Investment Portfolio of the Big Bear Area Regional Wastewater Agency is in compliance with the investment policy approved in August 2019. The Agency will be able to meet its expenditure requirements for the next six months.

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

(2) Interest paid quarterly on LAIF investment. Amount reflects interest income received at the reporting date during FY 2020 and excludes accrued interest.

Attachment (s): Monthly LAIF Statement

California State Treasurer
Fiona Ma, CPA



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

March 17, 2020

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

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

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

[Tran Type Definitions](#)

Account Number:

February 2020 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
2/11/2020	2/10/2020	RW	1631796	N/A	JENNIFER MCCULLAR	-500,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	5,864,976.42
Total Withdrawal:	-500,000.00	Ending Balance:	5,364,976.42



AGENDA ITEM: 5.E.

MEETING DATE: March 25, 2020

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

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

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

SUBJECT: Operations and Connections Report

OPERATIONS:

2019-2020 Treatment Plant Data

	December	January	February
Total Influent Flow (MG)	69.610	64.175	53.419
Average Daily Influent Flow (MGD)	2.25	2.07	1.91
City of Big Bear Lake	61.15%	59.85%	57.78%
Big Bear City	35.10%	36.64%	38.84%
County of San Bernardino	3.75%	3.51%	3.38%
Average Influent BOD (mg/L)	334	266	299
Average Effluent BOD (mg/L)	9	9	4
BOD Removal Efficiency (%)	97.3%	96.6%	98.7%
Precipitation (inch)	3.83	0.01	0.88

February 2020 - There were no reportable violations during this period.

CONNECTIONS:

MONTH	FYE 6/30/2020									
	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	CITY-BBL	CSD	CSA-53B
July	4	4	8	3	4	3	7	5	2	0
August	4	6	5	12	6	10	2	1	1	0
September	4	5	6	4	6	3	7	3	4	0
October	6	14	10	9	8	3	5	1	4	0
November	13	8	6	5	11	5	2	1	1	0
December	0	23	8	4	2	3	1	1	0	0
January	2	3	1	0	1	1	1	1	0	0
February	2	1	0	1	2	0	2	1	1	0
March	2	2	3	2	0	3	0	0	0	0
April	5	1	10	3	0	3	0	0	0	0
May	2	5	10	4	0	5	0	0	0	0
June	1	12	2	16	0	6	0	0	0	0
TOTAL	45	84	69	63	40	45	27	14	13	0

FINANCIAL IMPACT:

There is no financial impact.

RECOMMENDATION:

Informational




**Big Bear Area Regional
Wastewater Agency**


*John Green – Chair
Jim Miller – Vice Chair
Karyn Oxandaboure – Secretary
Rick Herrick – Director
David Caretto – Director*


AGENDA ITEM: 5.F.

MEETING DATE: March 25, 2020

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

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

PREPARED BY: John Shimmin, Plant Manager 

REVIEWED BY: Jennifer McCullar, Finance Manager 

SUBJECT: Accept as Complete – Emergency Bar Screen Replacement Project

BACKGROUND & DISCUSSION:

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

Staff procured a new mechanical bar screen from Lakeside Equipment in the amount of \$124,882.25 which was delivered on December 23, 2019. BR Frost Company, Inc. completed the installation on February 26, 2020, for a cost of \$57,850.

At the February 26, 2020 Special Board Meeting, the Governing Board approved Resolution No. R. 01-2020, authorized an emergency contract for the bar screen repair and allocated \$182,733 from the capital budget for the emergency repair.

Below is a table showing the final Project costs:

Contractor	Total
Bruce Frost Company, Inc.	\$57,850.00
Lakeside Equipment Bar Screen	\$124,882.25
Total Project Cost	\$182,732.25

FINANCIAL IMPACT:

There is no financial impact. Funds have previously been allocated.

RECOMMENDATION:

1. Accept the emergency Bar Screen Replacement Project as complete; and
2. Authorize the General Manager to file the Notice of Completion with the County Recorder's Office.

ATTACHMENT:

Notice of Completion

RECORDING REQUESTED BY:

WHEN RECORDED, PLEASE MAIL TO:

Big Bear Area Regional Wastewater Agency
PO Box 517
Big Bear City, CA 92314

SPACE ABOVE THIS LINE FOR RECORDER'S USE

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is OWNER or agent of the OWNER of the interest or estate state below in the property hereinafter described.
2. The FULL NAME of the OWNER is Big Bear Area Regional Wastewater Agency
3. The FULL ADDRESS OF THE owner is 122 Palomino Road, Big Bear City, CA 92314
4. The NATURE of the INTEREST or ESTATE of the undersigned is:
Agent and owner that constructed the improvements

5. The FULL NAMES and FULL ADDRESSES of ALL PERSONS, if any, WHO HOLD SUCH INTEREST or ESTATE with the undersigned as JOINT TENANTS or as TENANTS IN COMMON are:

NAMES

ADDRESSES

6. The full name and full addresses of the predecessors in interest of the undersigned if the property was transferred subsequent to the commencement of the work of improvement herein referred to:

NAMES

ADDRESSES

7. A work of improvement on the property hereinafter described was completed on February 26, 2020
8. The work of improvement completed is described as follows: Bar Screen Replacement Project.
9. The NAME OF THE ORIGINAL CONTRACTORS, if any, for such work of improvement is Bruce Frost Company, Inc.
10. The street address of said property is APN 0314-571-69
11. The property on which said work of improvement was completed is in the County of San Bernardino, State of California.

Date: _____ Signature of Owner or agent of owner _____

Verification for INDIVIDUAL owner _____, I, the undersigned, declare under penalty of perjury under the laws of the State of California that I am the owner of the aforesaid interest or estate in the property described in the above notice that I have read said notice, that I know and understand the contents thereof, and that the facts stated there in are true and correct.

Date and Place

(Signature of owner named in paragraph 2)

Verification for NON-INDIVIDUAL owner I, the undersigned, declare under penalty of perjury under the laws of the State of California that I am the _____ of the aforesaid interest or estate in the property described in the above notice that I have read said notice, that I know and understand the contents thereof, and that the facts stated there in are true and correct.

Date and Place

3/25/2020
121 Palomino Drive
Big Bear City, CA 92314
San Bernardino County

(Signature of person signing on behalf of owner)

David Lawrence, P.E., General Manager



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

AGENDA ITEM: 5.G.

MEETING DATE: March 25, 2020

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

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

PREPARED BY: Bridgette Burton, Management Analyst

REVIEWED BY: Jennifer McCullar, Finance Manager

SUBJECT: COVID-19 Risk Minimization and Outbreak Response Plan

BACKGROUND:

A novel form of coronavirus, referred to as “severe acute respiratory syndrome coronavirus 2” (SARS-CoV-2) first appeared in Wuhan City, China in December 2019. The World Health Organization announced COVID-19 as the name of the new disease caused by SARS-CoV-2. COVID-19 has spread rapidly in China and has now spread rapidly to many countries worldwide, including the United States.

DISCUSSION:

The COVID-19 Risk Minimization and Outbreak Response Plan (Plan) has been developed by the Agency to best protect its employees against the risk (current and future) posed by COVID-19. The specific objectives of this Plan are to 1) identify precautionary measures that Agency employees can implement to best protect themselves and each other from contracting and spreading COVID-19, and 2) to maintain critical operations of the Agency if COVID-19 becomes established in San Bernardino County and/or Big Bear.

FINANCIAL IMPACT:

The financial impact of the Plan is difficult to estimate and is situational in nature. Overall, the immediate financial impact is minimal and is primarily related to increased safety measures, preparing to work from home and paid time off for missed workdays resulting from COVID-19. The Agency is providing up to 30 days (240 hours) of paid leave for missed workdays without requiring the use of accrued leave (sick, vacation, compensatory or administrative). This will not directly affect salaries expense but may result in higher accrued leave expense and higher accrued leave balances than the Agency would have otherwise had. This accrued time would then be available to employees to use or sell back in the future.

RECOMMENDATION:

Approve

ATTACHMENT:
COVID-19 Risk Minimization and Outbreak Response Plan



COVID-19 RISK MINIMIZATION AND OUTBREAK RESPONSE PLAN

I. INTRODUCTION

Coronaviruses are a family of viruses that occur in humans and many species of animals, such as camels, cattle, cats, and bats. In fact, the common cold is caused by a coronavirus. A novel form of coronavirus, referred to as “severe acute respiratory syndrome coronavirus 2” (SARS-CoV-2) first appeared in Wuhan City, China in December 2019, and as of March 11, 2020, has been detected in 100 locations internationally. The name was chosen because the virus is genetically related to the coronavirus responsible for the SARS outbreak of 2003. The World Health Organization (WHO) announced COVID-19 as the name of the new disease caused by SARS-CoV-2. COVID-19 has spread rapidly in China and has now spread rapidly to many countries worldwide, including the United States. COVID-19 has an estimated incubation period of up to 14 days, but most commonly about 5 days. The Center for Disease Control and Prevention (CDC) has stated that during this incubation period the person may show little to no symptoms yet can transmit the virus.

COVID-19 is believed to be spread from person to person by the infected person coughing or sneezing. This introduces respiratory droplets from the infected person into the air where they can land in the nose or mouth of people in close proximity or breathed in by people close by. This, coupled with its long incubation period, has led to its rapid spread. This primary mode of transmittance is why infected persons, and those caring for them, are encouraged to wear masks. The most common symptoms of COVID-19 are:

- Fever
- Cough
- Shortness of breath

People with no respiratory symptoms, such as a cough, do not need to wear a medical mask. WHO recommends the use of masks for people who have symptoms of COVID-19 and for those caring for individuals who have symptoms, such as cough and fever. The use of masks is crucial for healthcare workers and people who are taking care of someone at home or in a health care facility.

The virus is currently spreading through the United States. It is important to note that WHO has declared COVID-19 a pandemic, which is defined as an “epidemic occurring worldwide, or over a very wide area, crossing international boundaries and usually affecting a large number of people.” The COVID-19 situation is evolving rapidly, and the risk assessment is being updated regularly by the CDC (<https://www.cdc.gov/coronavirus/2019-ncov/summary.html#risk-assessment>).

Although health officials are working on a vaccine for COVID-19, no vaccine is currently available. Consequently, we all need to work together to limit the spread of COVID-19 in our

community. The information presented in this document is taken from websites listed in the references section of this Plan, which also serves as sources for additional information for employees.

II. PURPOSE

This COVID-19 Risk Minimization and Outbreak Response Plan (Plan) has been developed by the Big Bear Area Regional Wastewater Agency (Agency) to best protect its employees against the risk (current and future) posed by COVID-19. The specific objectives of this Plan are to 1) identify precautionary measures that Agency employees can implement to best protect themselves and each other from contracting and spreading COVID-19, and 2) to maintain critical operations of the Agency if COVID-19 becomes established in San Bernardino County and/or Big Bear. Following the introduction, this Plan has three major sections.

- *Section III: Precautionary Measures to Reduce the Spread of Illness in the Workplace* identifies precautionary measures that both the Agency and its employees can implement now to minimize the risk of workplace exposure to COVID-19.
- *Section IV: Tiered Plan for Maintaining Agency Operations* provides a tiered risk-level approach to modifying Agency operations while minimizing employee risk of workplace exposure to COVID-19 and spread to others within and outside the office, and to maintain critical Agency operations should an outbreak of COVID-19 occur in San Bernardino County and/or Big Bear.
- *Section V: References* provides the websites from which much of the information herein was obtained. Agency employees and management can use these sites to get more information including CDC and WHO updates.

The General Manager reserves the right to modify any element of this Plan at any time based on their discretion, changed circumstances, and/or direction or requests made by the California Governor, health authorities or other agencies. It is in the best interest of the Agency to delegate authority to the General Manager, or their designee, to take any and all necessary action to conduct Agency business and protect the Agency and its employees during any tiered risk-level as outlined in this Plan.

III. PRECAUTIONARY MEASURES TO REDUCE THE SPREAD OF ILLNESS IN THE WORKPLACE

The following is a list of actions recommended by the CDC and other health authorities that people should consider implementing presently to reduce their risk of contracting COVID-19 and to reduce its spread should they, or others they interact with, contract the virus.

Precautionary Actions for Immediate Implementation by Agency Employees

The recommended precautionary actions listed below are similar to, or the same as, measures we are all familiar with to minimize our annual risk of contracting influenza (i.e. the flu). Other precautionary measures have been added that are specific to COVID-19 at this time, as recommended by the CDC and other health authorities. In all instances listed below, the

employee must notify their supervisor per the Notice of Illness instructions of the Personnel Policies and Procedures Manual.

- If an employee does not exhibit COVID-19 symptoms but becomes sick (e.g. headache and/or upset stomach), the employee shall stay home until no longer contagious. The General Manager will direct the employee to go home if the employee is exhibiting sickness symptoms at work. While absent from work, the employee shall use accrued leave time (sick, vacation, comp, admin). If the employee or employee's family member subsequently tests positive for COVID-19, the employee shall be credited accrued time already used for this absence.
- If an employee or an employee's immediate family or household member becomes ill with acute respiratory illness symptoms or suspect they have been exposed to COVID-19, the employee must notify their supervisor. The situation will be assessed by the General Manager and a determination will be made to the necessity of the 14-calendar day quarantine period from work. It is the Agency's intention, in the case of possible exposure, that the employee is eligible for paid leave during the missed working days during the 14-calendar day quarantine period. The employee may return to work after the self-quarantine period either with a doctor's note or at the discretion of the General Manager.
- If an employee or an employee's family member tests positive for COVID-19, the employee must immediately notify their supervisor. **Risk Level 4 will be immediately activated.** Each employee will be compensated by the Agency up to 30 missed working days without having to use personal time off or vacation time until the employee is cleared to return to work by a doctor's note or the General Manager.
- If local schools and childcare facilities are closed for COVID-19 measures, Agency employees who must care for family members affected by the closure will be eligible for paid leave for the length of the closure, up to 30 working days when alternate childcare is not available. This leave is for employees with elementary-aged and younger children or children with special needs. It is under the General Manager's discretion to grant additional accommodation. The Agency encourages employees to identify alternate childcare during Risk Levels 1-3. The General Manager may direct employees to perform their duties from home or work a particular shift.

All employees should practice the following respiratory etiquette and related practices to minimize their risk of contracting and spreading COVID-19.

- Avoid close contact with people who are sick. Maintain 6 feet or greater distance between yourself and anyone who is coughing or sneezing.
- Cover your nose and mouth when you cough or sneeze with a tissue and then throw the tissue away or do so into your elbow or shoulder if no tissue is available.
- Wash your hands frequently with soap and water for at least 20 seconds.
- If soap and water are not available, use hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Put away any community candy jars or coffee.

- Use cleaning products that contain >60% alcohol, 0.5% hydrogen peroxide, 0.1% sodium hypochlorite (bleach), or other active ingredients known to kill viruses.
 - Routinely clean all frequently touched surfaces in your workspace, such as workstations, mouse, desktop phones, cell phones, countertops, and doorknobs at the end of each workday.
 - Routinely clean all frequently touched surfaces in the office and operations areas at the end of each workday. This responsibility will be rotated between employees.
- Check the “CDC’s Traveler’s Health Notices” (<https://wwwnc.cdc.gov/travel>) for the latest guidance and recommendations before you travel to other countries. Avoid travel to level 3 and 4 countries until the CDC has indicated it is safe to do so.
- Do not travel by airplane, bus, cruise ship, or other means with large numbers of people if you are experiencing symptoms of acute respiratory illness.

Precautionary Actions for Immediate Implementation by Agency Management

- Stay aware of the latest information on the COVID-19 outbreak, available on the WHO and CDC websites.
- Provide tissues and no-touch disposal receptacles for use by all employees.
- Provide alcohol-based hand sanitizers that contain at least 60% alcohol at various locations in the workplace, if available.
- Provide disposable wipes for employee use for wiping down frequently touched surfaces within the workplace, if available.

IV. TIERED PLAN FOR MAINTAINING AGENCY OPERATIONS

This section identifies how Agency operations (administration and plant operations), including individual employee roles, may need to change if COVID-19 becomes established in San Bernardino County and/or Big Bear. The co-equal objectives for this portion of the Plan are to 1) best protect employees against the spread of COVID-19, and 2) maintain critical Agency operations for the community. The plan for maintaining Agency operations is based on the COVID-19 risk level, as discussed in greater detail below.

Risk Level 1: Continued Increases in the Number of Confirmed Cases of COVID-19 in the United States and California, and no Confirmed Cases in San Bernardino County and Surrounding Counties.

Trigger Points: Risk Level 1 shall be declared by the General Manager when confirmed cases of COVID-19 are announced in the United States and in the State of California.

Under Risk Level 1, the risk to employees of contracting COVID-19 is low and thus the Agency shall conduct normal business operations, with the addition of implementing precautionary measures identified in Section III of this Plan.

Risk Level 2: Continued Increases in the Number of Confirmed Cases of COVID-19 in the United States and California, and a few Confirmed Cases in San Bernardino County and/or Surrounding Counties.

Trigger Points: Risk Level 2 shall be declared by the General Manager when confirmed cases of COVID-19 are announced in San Bernardino County and/or surrounding counties.

Under Risk Level 2, the risk to employees of contracting COVID-19 remains relatively low, but the risk level is increasing due to increasing numbers of confirmed cases in the country, state, San Bernardino County and/or surrounding counties.

In addition to the actions being implemented under Risk Level 1, including precautionary measures identified in Section III of this Plan, actions to be implemented at Risk Level 2 include, but may not be limited to, the following:

- Those collecting mail, money or paperwork at the front counter from the public, are to wear disposable gloves and are not to touch common-place door handles/knobs, coffee pots, or other commonly touched surfaces within the office with gloved hands.
 - Remove and dispose of gloves and wash hands prior to eating or touching common surface places within the office.
 - Mail will only be collected twice per week.
- Do not sign for packages or deliveries unless absolutely necessary, and if doing so, wear disposable gloves.
- Limit routine in-person meetings in favor of conference calls. Monday morning meetings will be canceled.
- Governing Board meetings will be adjusted to accommodate 6 feet of separation between participants.
- Ensure all supplies for treating wastewater are fully stocked.
- Ensure all cleaning supplies, hand sanitizer, and other personal protective equipment are stocked.
- Temporary flexible workplace and leave policies, and other relevant aspects of this Plan, shall be communicated to all Agency employees.
- Employees should contact vendors, contractors, and other outside personnel to discuss this Plan. If vendors, contractors, or other outside personnel exhibit any symptoms of illness, they will not be allowed on-site.
- All non-essential Agency off-site training or travel is canceled or postponed.

Risk Level 3: Continued Increases in the Number of Confirmed Cases of COVID-19 in the United States, California, and Numerous Confirmed Cases in San Bernardino County and/or Surrounding Counties.

Trigger Points: Risk Level 3 shall be declared by the General Manager when confirmed cases of COVID-19 reaches or approaches epidemic levels in the United States and numerous confirmed cases of COVID-19 are announced in San Bernardino County and/or surrounding counties.

At Risk Level 3, COVID-19 may be declared an epidemic by the CDC and local health authorities in the United States and California, and numerous cases have been confirmed in people living in San Bernardino County and/or surrounding counties. As such, the risk of contracting COVID-19 for Agency employees is no longer low. At the direction of the General Manager, the Agency will now further modify operations to minimize all contact of employees with the general public and will focus on maintaining essential duties necessary to maintain operations.

Operational scenarios will now focus on how to best maintain essential services with reduced staff should one or more Agency employees contract the virus. Additional operational modifications to be implemented at Risk Level 3 shall include, but not necessarily be limited to, the following:

- Cease collecting payments and paperwork at the front counter from the general public, and instead require all customers to mail, use the mailbox out front, or conduct business by phone. The doors to the Administration Office and OAC Building will be closed to the public.
 - Notify the public on the Agency website, voicemails, and notices on all doors with public access.
 - Notify other local agencies and vendors of the Agency's office closure to the public.
- Board meetings shall be postponed or conducted by teleconference rather than in-person meetings (Attachment A).
- Do not sign for packages or deliveries unless absolutely necessary, and if doing so, wear disposable gloves. Those collecting mail are to wear disposable gloves and are not to touch common-place door handles/knobs, coffee pots, or other commonly touched surfaces within the office with gloved hands.
 - Remove and dispose of gloves and wash hands prior to eating or touching common surface places within the office.
- Implement practices hereto and less in-person interaction to increase physical distance among employees and between employees and the public.
 - Separate departments and minimize in-person interactions between Agency administration, operations, and employees to the maximum extent possible.
 - Administrative and operations staff will isolate themselves. All contact will be conducted through telephone or e-mail.
 - Two operators will still be required for USA locates. Each operator will drive a separate Agency vehicle to the USA location and maintain 6 feet of separation to the extent possible.
- Vendors, contractors, or other outside personnel will not be allowed on-site unless absolutely necessary. If vendors, contractors, and other outside personnel are on-site, they must not exhibit any signs of illness. Maintain 6 feet of separation.
- The General Manager may direct employees to perform their duties from home or work a particular shift.

Risk Level 4: Initial Confirmed Case(s) of COVID-19 among Agency Employees.

Trigger Points: Risk Level 4 shall be declared by the General Manager if one or more Agency employees, or an immediate family or household member of an employee, test positive for COVID-19.

Because of the small size of the Agency, operating out of a single administrative office, one or more Agency employees (or their immediate family members) confirmed to have contracted COVID-19 is a situation that poses a relatively high risk to other Agency employees of contracting the virus.

In addition to the actions and operational procedures already implemented, additional operational modifications/actions to implement at Risk Level 4 shall include, but not necessarily be limited to, the following:

- If an employee has been confirmed to have COVID-19, the General Manager, using the phone tree, will inform other employees of their possible exposure to COVID-19, but will maintain confidentiality of the infected employee. All Agency employees will be instructed to stay home. Additional detail is outlined in Attachment B.
 - Employees not exhibiting symptoms of COVID-19 will be on-call for work activities, at the direction of the General Manager or their direct supervisor. All on-call employees must respond and be at work within 2 hours if called upon to work.
 - Any employees reporting to work shall wear a face mask and gloves, if available, when interacting with other parties. Operations staff may use respirators if face masks are not available.
- Employees should refer to the CDC Guidance for “how to conduct a risk assessment: of their potential exposure (CDC Website: <https://www.cdc.gov/coronavirus/2019-ncov/summary.html#risk-assessment>).
- Board meetings shall continue to be postponed or conducted by teleconference (if possible) rather than in-person meetings (Attachment A).
- Implement any potential remaining actions identified to minimize in-person contact among employees and between employees and the public.
- Implement all identified minimum essential functions necessary to maintain only essential Agency services, with essential personnel, as further defined in Attachment B.
- Construction work-in-progress is temporarily suspended.
- Other actions may be implemented at the direction of the General Manager, the CDC, or local health authorities.

V. REFERENCES

Websites that contributed information to this Plan are listed below. They also serve as reference sites for employees to obtain further information about COVID-19.

https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business%20response.html?CDC_AA%20reNal=https%3A%20%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-%20ncov%2Fguidance-business-response.html

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

<https://www.osha.gov/SLTC/covid-19/>

<https://www.cnn.com/2020/02/16/health/coronavirus-how-to-protect-yourself-trnd/index.html>

<https://www.livescience.com/how-long-coronavirus-last-surfaces.html>

<https://www.who.int/news-room/q-a-detail/g-a-coronaviruses>

<https://www.shrm.org/resourcesandtools/legal-and-compliance/employment-law/pages/address-workplace-coronavirus-concerns.aspx>

<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html.html>

<https://hrexecutive.com/coronavirus-hrs-role/>

<https://higherlogicdownload.s3-external-1.amazonaws.com/CSDA/FRCD-EGWD%20Coronavirus%20Plan.pdf?AWSAccessKeyId=AKIAVRDO7IEREB57R7MT&Expires=1584121765&Signature=FJwsMxmKCoyN6EJsE38GeJWEGRA%3D>

<https://higherlogicdownload.s3-external-1.amazonaws.com/CSDA/3.12.20-EO-N-25-20-COVID-19.pdf?AWSAccessKeyId=AKIAVRDO7IEREB57R7MT&Expires=1584121789&Signature=kt9KpQT0dwiRELLd28RjNwhhDeo%3D>

<https://www.csda.net/blogs/neil-mccormick/2020/03/12/covid-19-governors-executive-order-brown-act>

<https://www.csda.net/blogs/vanessa-gonzales/2020/03/10/could-risk-of-covid-19-merit-adjustments-to-specia>

https://www.bbklaw.com/News-Events/Insights/2020/Legal-Alerts/03/COVID-19-and-Open-Meeting-Laws?utm_source=Constant_Contact&utm_medium=read_more&utm_campaign=LA_Exec_Order-Meetings_COVID_19&utm_content=Legal_Alert

ATTACHMENT A: TELECONFERENCING UNDER THE BROWN ACT

Per Governor Newsome's Executive Order N-25-20:

The Ralph M. Brown Act generally requires that all meetings of local governing bodies be open and public. While the Brown Act allows for teleconference meetings, the meeting agenda must generally identify each teleconference location and each location must be available to the public. Under Governor Newsome's emergency powers to suspend state law, Newsome ordered that local governing bodies may hold public meetings telephonically or electronically.

Social Distancing

- Large gatherings that include 250 people or more should be postponed canceled.
- Smaller gatherings held in venues that do not allow social distancing of 6 feet per person should be postponed or canceled. Therefore, social distancing needs to be implemented at public/board meetings.
 - Board members, staff and the public need to be spaced out so that 6 feet of separation is maintained between each person.
 - If there are too many attendees, or if the room is too small to allow for 6 feet of separation, then one of the following needs to happen:
 - Cancel, recess or adjourn the meeting to a place/time when the social distancing can be achieved; or
 - Kindly inquire if anyone in attendance (board, staff, public) would volunteer to leave the meeting and participate electronically.

Everyone Can Participate Telephonically

- Members of the public, board members and staff can participate in board meetings electronically.
- The agenda does not need to list each telephone location. The agenda only needs to list the call-in number that will be in service for the one public location (most likely the board room).
- Except for one public location (most likely the board room), telephonic locations are not required to be accessible to the public and the public does not have the right to be at each telephonic location.
- The agenda does not need to be posted at each telephonic location. The agenda only needs to be posted at the one public location (most likely the board room).
- A quorum does not need to be participating (in-person or telephonically) from within the Agency boundaries.

Agenda Posting

- Regular Brown Act requirements apply for agenda posting in advance of a board meeting (72 hours for a regular meeting and 24 hours for a special meeting) as well as posting on the Agency website.
- On the agenda, there must be information regarding at least one location from which members of the public shall have the right to observe and offer public comment. Assuming the Agency elects to use the board room as the one public location, the language at the top of the agenda, after the address of the meeting location, could be along the following lines:

“This Board meeting location is where members of the public may observe and provide public comment. Members of the public may listen and provide public comments telephonically by calling the following number: _____.”

Sample Script for Teleconferencing Public Meetings Under Brown Act (Gov’t Code Section 54953)

Call to Order by Chair:

I, John Green, the Chair of the Governing Board call this meeting to order. I would like to ask that all members of the board and the public mute their phones at this time. Prior to roll call, I would like to make clear for the record of this meeting, and it should be reflected in the minutes, that this Governing Board meeting is conducted pursuant to California Government Code Section 54953 and Governor Newsome’s Executive Order N-25-20.

I would now ask the Administrative Assistant to conduct the roll call for attendance.

[ADMINISTRATIVE ASSISTANT CONDUCTS THE ROLL CALL]

I would now like to request that Vice-Chair Miller respond to the following questions:

- Vice-Chair Miller, can you hear me well?
- Were you able to hear our proceedings on this end until now?
- Do you have a copy of the agenda for this meeting?

[REPEAT THE SAME QUESTIONS FOR EACH BOARD MEMBER]

I would now like to ask that any member of the Governing Board speak up at this time if such board member has not been able to clearly hear each other. [PAUSE FOR RESPONSE]. Hearing no comment, the record should reflect that all board members present have indicated that they were able to hear the proceedings clearly.

I would next request that any board member speak up at this time if the board member has reason to believe that those persons representing themselves to be a board member are not truly so. [PAUSE FOR RESPONSE]. Hearing no comment, the record should reflect that no board member has expressed doubt that the board members participating by teleconference are not so.

I would now like to advise the board that any votes taken during the teleconference must be taken by roll call.

Pledge of Allegiance by Chair:

The Pledge of Allegiance has been dispensed for this meeting.

Approval of the Agenda by Chair (for regular Board meetings):

[VOTE IS NORMAL PROCEDURE FOR MOTION AND SECOND.]

Consent Calendar by Chair (for regular Board meeting):

All matters listed on the Consent Calendar will be enacted by one motion at the appropriate time. There will be no discussion of these items. If a detailed discussion is necessary, any Board Member may request that an item be removed from the Consent Calendar and considered separately.

Vice-Chair Miller, do you have any items that you would like removed from the Consent Calendar?

[REPEAT THE SAME QUESTION FOR EACH BOARD MEMBER]

Items Removed from the Consent Calendar by Chair (if any):

The first item removed from the Consent Calendar is [IDENTIFY AGENDA ITEM NUMBER AND DESCRIPTION]. [INSERT STAFF MEMBER NAME] can you please describe this agenda item?

[AFTER DESCRIPTION THE STAFF MEMBER WILL REFER THE DISCUSSION BACK TO THE CHAIR].

Vice-Chair Miller, do you have any questions or comments? [REPEAT THE SAME QUESTION FOR EACH BOARD MEMBER].

[VOTE IS NORMAL PROCEDURE FOR MOTION AND SECOND.]

Public Forum Response by Chair:

There are not any public forum responses for this meeting.

Public Forum by Chair:

The Public Forum portion of the meeting is an opportunity for members of the public to directly address the Governing Board on matters within the jurisdiction of this Agency. Ordinance No. 57 limits individual public testimony to three minutes or less. The cumulative time that an individual may provide public testimony during a meeting is fifteen minutes, and the public testimony shall be limited to thirty minutes for all speakers. Whenever a group of persons wishes to address the Governing Board on the same item, the Chair or the Governing Board by majority vote may request a spokesperson be chosen for the group or limit the number of such persons addressing the Governing Board. Since the discussion of an item not on the posted agenda is not allowed, these concerns may be addressed in a future meeting under "Public Forum Response." Are there any public comments from the board room? [STAFF MEMBER IN BOARD ROOM RESPONDS AND ALLOWS PUBLIC RESPONSES PER THE SPEAKER CARDS]. Are there any public comments from members of the public attending this meeting telephonically?

Old & New Business by Chair:

The first item of [OLD OR NEW] business is [IDENTIFY AGENDA ITEM NUMBER AND DESCRIPTION]. [INSERT STAFF MEMBER NAME] can you please describe this agenda item?

[AFTER DESCRIPTION THE STAFF MEMBER WILL REFER THE DISCUSSION BACK TO THE CHAIR].

Vice-Chair Miller, do you have any questions or comments? [REPEAT THE SAME QUESTION FOR EACH BOARD MEMBER]

[VOTE IS NORMAL PROCEDURE FOR MOTION AND SECOND.]

I would now ask the Administrative Assistant to conduct the roll call.

[CONDUCT THE SAME PROCEDURE FOR EACH ITEM OF BUSINESS].

Adjournment by Chair:

I adjourn this meeting at [TIME].

ATTACHMENT B: ACTION PLAN FOR RISK LEVEL 4

There will be no person-to-person interaction between administrative and operations staff. All contact will be conducted through telephone or e-mail.

Operations:

Operations will be modified for the duration of the quarantine period. The length of the quarantine period will be determined by the General Manager based on the circumstances at the time (including prevalence of COVID-19 in the community), and input from health authorities (estimated to be approximately 14-28 days). Essential personnel are:

- Plant Manager
- Plant Maintenance Supervisor or Plant Supervisor
- Duty Operator
- Lab Personnel (as needed)

During this time, essential personnel will conduct normal plant operations, plant inspections, and state-required sampling during normal business hours. All other operations staff not exhibiting symptoms of COVID-19 will be on-call. There will be no person-to-person interaction unless absolutely necessary. If necessary, maintain 6 feet of separation.

After the quarantine period, as declared by the General Manager, operations staff cleared to return to work will resume duties commensurate with the declared risk level.

Administration:

Administrative duties will be suspended for the duration of the quarantine period (estimated to be approximately 14-28 days). During this time:

- The Finance Manager and Human Resources Coordinator/Accounting Technician will only perform essential duties such as payroll, necessary AP vendor payments, and procurement through remote access from home.
- The Administrative Assistant, or delegate, will pick up and distribute mail twice per week, unless otherwise directed. Those collecting mail are to wear disposable gloves and are not to touch common-place door handles/knobs, coffee pots, or other commonly touched surfaces within the office with gloved hands.
 - Remove and dispose of gloves and wash hands prior to touching common surface places within the office.
- The Management Analyst will keep the website updated to inform the public of meetings and closures through remote access from home.

There will be no person-to-person interaction unless absolutely necessary. If necessary, maintain 6 feet of separation.

After the quarantine period, as declared by the General Manager, administrative staff cleared to return to work will resume duties commensurate with the declared risk level.



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

AGENDA ITEM: 10.A.

MEETING DATE: March 25, 2020

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

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

PREPARED BY: Jennifer McCullar, Finance Manager 

SUBJECT: Public Hearing: Resolution No. R. 03-2020, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Adopting the Operating and Capital Budget for Fiscal Year 2021, Approving Budgeted Projects and Finding Approval of the Budget and Budgeted Projects Exempt from Review Under the California Environmental Quality Act

BACKGROUND:

Pursuant to the Agency's Appropriation and Expenditure policy, the Agency will annually prepare a balanced budget for review, approval and adoption prior to May 1st.

On February 26, 2020, a budget workshop was held wherein the Governing Board reviewed and discussed the Agency's proposed FY 2021 Budget and five-year forecast. The proposed budget has been modified per Governing Board direction, by lowering the proposed sewer user fee from \$225.89 per equivalent dwelling unit to \$225.24 per equivalent dwelling unit, resulting in an annual increase of 3.9% in the sewer user fee compared to a 4.2% proposed increase. There have been no other changes to the budget since the budget workshop.

Information pertaining to finding approval of the budget and budgeted projects exempt from review under CEQA is an attachment to this staff report.

FINANCIAL IMPACT:

The FY 2021 Budget will provide appropriations for the fiscal year ending June 30, 2021.

RECOMMENDATION:

Approve Resolution No. R. 03-2020, approve the fourteen minor activities described in the CEQA attachment and direct staff to file a CEQA Notice of Exemption, as set forth in the attached Board resolution.

ATTACHMENTS:

- The California Environmental Quality Act (CEQA)– Projects exempt from CEQA
- Resolution No. R. 03-2020
- Notice of Exemption (map attachment)

CEQA

The California Environmental Quality Act:

As in past years, the 2021 Fiscal Year Budget sets financial priorities for BBARWA and authorizes staff to expend funds on the pursuit of certain projects. This year, the specific projects identified within the Budget involve in-kind equipment replacement, and minor repairs and maintenance actions to existing facilities. Specifically, the minor projects identified in the Budget before the Board include: (1) replacing the CBBL flow meter and software; (2) installing a bypass pumping system that connects the existing gravity main to the force main; (3) replacing the Ion Analyzer; (4) replacing the Influent Composite sampler; (5) purchasing a Spectrophotometer; (6) replacing the existing multi-functional copier; (7) overhauling the Cummins generators; (8) replacing the Station Three generator and fuel system; (9) replacing the electric utility cart; (10) replacing the Toyota Tundra; (11) replacing the High Pressure Effluent line; (12) replacing Shaft Mount Reducer Ditch 3; (13) rebuilding Effluent Pump 3; and (14) replacing the piping from the RAS pumps and the Effluent pumps in the Main Pump Building.

Based on the minor nature of these proposed activities, and as described in greater detail in the proposed Board Resolution, staff is recommending that the Board find that the adoption of the Budget and approval of the above-described projects are exempt from environmental review under CEQA. Staff would return to the Board for further Board authorization as to any major projects outside of these minor improvements or if the nature and scope of these proposed activities changes in any significant way.

Specifically, staff recommend that the Board find that the Budget is not a “project” under State CEQA Guidelines section 15378 because there is no potential that approval of the Budget will result in either a direct physical change or reasonably foreseeable indirect change in the environment. In the alternative, and even assuming the FY 2021 Budget is a “project” within the meaning of CEQA, the Budget is nonetheless exempt from CEQA review pursuant to State CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that approval of the Budget has no potential for direct physical impacts to the environment.

Likewise, each of the fourteen minor activities identified in the Budget are exempt, both individually and in the aggregate, for the same reasons as the Budget. Finally, each of the above proposed activities are also exempt from CEQA, because the activities merely involve the in-kind replacement of existing facilities, and minor repair/maintenance of facilities that already exist, or the installation of small new equipment and facilities in small structures—all of which are exempt under State CEQA Guidelines section 15301, 15302, 15303, and 15311 as set forth in the proposed Board Resolution.

Thus, staff recommends that the Board adopt the Budget, approve the fourteen minor activities described above, and direct staff to file a CEQA Notice of Exemption, as set forth in the attached Board resolution.

RESOLUTION NO. R. 03-2020

A RESOLUTION OF THE GOVERNING BOARD OF THE BIG BEAR AREA REGIONAL WASTEWATER AGENCY ADOPTING THE OPERATING AND CAPITAL BUDGET OF THE BIG BEAR AREA REGIONAL WASTEWATER AGENCY FOR FISCAL YEAR 2021, APPROVING BUDGETED PROJECTS, AND FINDING APPROVAL OF THE BUDGET AND BUDGETED PROJECTS EXEMPT FROM REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

WHEREAS, the Big Bear Area Regional Wastewater Agency (“BBARWA” or “Agency”), established in 1974, is a public agency formed to transport, treat and dispose of wastewater for the entire Big Bear Valley area residents and businesses; and

WHEREAS, the purpose of BBARWA, pursuant to its Joint Powers Agreement, is to create an agency that will acquire, construct, install, maintain, and operate a regional system for the treatment and disposal of sewage and wastewater for the entire Big Bear Valley area; and

WHEREAS, to fulfill this purpose, it is necessary that BBARWA’s Governing Board (“Board”) adopt a budget for the Agency for the 2021 Fiscal Year; and

WHEREAS, staff evaluated the estimated budgetary needs for the Agency for the 2021 Fiscal Year and prepared a budget proposal, which includes funding for fourteen potential future projects to maintain or replace existing equipment or to purchase small equipment, including: (1) replacing the CBBL flow meter and software; (2) installing a bypass pumping system that connects the existing gravity main to the force main; (3) replacing the Ion Analyzer; (4) replacing the Influent Composite sampler; (5) purchasing a Spectrophotometer; (6) replacing the existing multi-functional copier; (7) overhauling the Cummins generators; (8) replacing the Station Three generator and fuel system; (9) replacing the electric utility cart; (10) replacing the Toyota Tundra; (11) replacing the High Pressure Effluent line; (12) replacing Shaft Mount Reducer Ditch 3; (13) rebuilding Effluent Pump 3; and (14) replacing the piping from the RAS pumps and the Effluent pumps in the Main Pump Building (collectively, “Proposed Approvals”).

WHEREAS, staff evaluated the Proposed Approvals in light of the standards for environmental review outlined in the California Environmental Quality Act (Pub. Resources Code, §§ 21000 et seq.) and the California Code of Regulations (Cal. Code Regs., tit. 14, §§ 15000 et seq.) (“State CEQA Guidelines”); and

WHEREAS, as to each of the Proposed Approvals, staff evaluated the proposals and determined that each proposal, as well as the proposals in the aggregate, would not constitute a project within the meaning of State CEQA Guidelines section 15378; and

WHEREAS, even assuming each of the Proposed Approvals constitute a project within the meaning of CEQA, staff have evaluated each proposal and determined that each, individually and in the aggregate, would be exempt from CEQA review pursuant to one or more of the following sections of the State CEQA Guidelines: 15061(b)(3), 15301, 15302, 15303, and 15311; and

WHEREAS, on March 25, 2020, at a regularly scheduled meeting, the Board considered staff's proposed budget and staff report, and accepted any oral and written testimony from interested parties; and

WHEREAS, having reviewed and considered the information contained in the Proposed Approvals, together with the staff report, all comments made at the meeting, and all other information before the Board, the Board has determined that the Proposed Approvals are not subject to environmental review under CEQA; and

WHEREAS, the proposed budget is attached hereto as Exhibit "A"; and

WHEREAS, all other legal prerequisites to the adoption of this Resolution have occurred.

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

SECTION 1. Compliance with the California Environmental Quality Act and Findings on Environmental Impacts. The Board hereby finds and determines that the approval by the Board of the Annual Budget for the 2021 Fiscal Year ("FY 2021 Budget" or "Budget") is not a project pursuant to CEQA. Specifically, the Board finds that approval of the FY 2021 Budget is not a project under State CEQA Guidelines section 15378 because there is no potential that approval of the Budget will result in either a direct physical change or reasonably foreseeable indirect change in the environment. In the alternative, and assuming the FY 2021 Budget is a project within the meaning of CEQA, the Board finds that the Budget is nonetheless exempt from CEQA review pursuant to State CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that approval of the Budget has no potential for direct physical impacts to the environment.

Additionally, and even if the Budget and related Proposed Approvals are a CEQA "project," they are still categorically exempt from further environmental review pursuant to State CEQA Guidelines, §§ 15301, 15302, 15303, and 15311 because the Budget and the Proposed Approvals involve:

- the operation, repair, maintenance, or minor alteration of existing public structures, facilities, or mechanical equipment that will result in negligible or no expansion of use beyond that existing today, such that the Proposed Approvals are categorically exempt from CEQA pursuant to State CEQA Guidelines §15301;

- the replacement or reconstruction of existing structures and facilities, which will be located on the same site have substantially the same purpose and capacity as the structure or facility replaced, such that the Proposed Approvals are categorically exempt from CEQA pursuant to State CEQA Guidelines § 15302;
- the construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure, such that the Proposed Approvals are categorically exempt from CEQA pursuant to State CEQA Guidelines § 15303; and
- the construction or replacement of minor structures accessory to (appurtenant to) existing institutional facilities, such that the Proposed Approvals are categorically exempt from CEQA pursuant to State CEQA Guidelines § 15311.

Finally, the Board finds that none of the “exceptions” to the use of the categorical exemptions exist pursuant to State CEQA Guidelines § 15300.2. Specifically, the Board finds that none of the Proposed Approvals will:

- be located within or adjacent to a particularly sensitive environment, because all of the Proposed Approvals will occur within BBARWA’s existing facilities or in areas already fully developed with existing facilities;
- result in a potentially significant cumulative impact, because all of the Proposed Approvals are intended to maintain the existing system and existing services rather than to introduce new facilities which may result in cumulative impacts;
- result in a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances, because the Proposed Approvals are exactly the type of minor repair and replacement actions commonly required for the ongoing maintenance of public infrastructure and thus do not present any “unusual circumstances”;
- result in damage to scenic resources, including but not limited to, trees, historic buildings, rock outcroppings, or similar resources, within a highway officially designated as a state scenic highway; or
- be located on a hazardous waste site included on any list compiled pursuant to § 65962.5 of the Government Code.

SECTION 2. Approval and Adoption of the Annual Budget for Fiscal Year 2021.

The Board hereby approves and adopts the FY 2021 Budget, a copy of which has been provided to each Board member. By approving the Budget, the Board hereby also approves each of the fourteen minor projects recommended by staff, including: (1) replacing the CBBL flow meter and software; (2) installing a bypass pumping system that connects the existing gravity main to the force main; (3) replacing the Ion Analyzer; (4) replacing the Influent Composite sampler; (5)

purchasing a Spectrophotometer; (6) replacing the existing multi-functional copier; (7) overhauling the Cummins generators; (8) replacing the Station Three generator and fuel system; (9) replacing the electric utility cart; (10) replacing the Toyota Tundra; (11) replacing the High Pressure Effluent line; (12) replacing Shaft Mount Reducer Ditch 3; (13) rebuilding Effluent Pump 3; and (14) replacing the piping from the RAS pumps and the Effluent pumps in the Main Pump Building.

SECTION 3. Execution of Resolution. The Chairperson of the Board shall sign this Resolution and the Secretary of the Board shall certify this Resolution was duly and properly adopted by the Board.

SECTION 4. Notice of Exemption. The Board hereby directs staff to file a Notice of Exemption with the San Bernardino County Clerk within five (5) working days of the adoption of this resolution.

SECTION 5. Location of Documents. The documents and materials that constitute the record of proceedings on which these findings have been based are located at BBARWA's office located at 121 Palomino Drive, Big Bear City, California 92314. The custodian for these records is the General Manager of BBARWA.

SECTION 6. Certified Copies. Certified copies of this Resolution and copies of said budget shall be delivered to the County of San Bernardino on behalf of County Service Area 53B, the Big Bear City Community Services District, and the City of Big Bear Lake.

PASSED, ADOPTED, AND APPROVED this 25th day of March, 2020.

John Green, Chair of the Governing Board of the
Big Bear Area Regional Wastewater Agency

ATTEST:

I, Karyn Oxandaboure, Secretary of the Governing Board of the Big Bear Area Regional Wastewater Agency, DO HEREBY CERTIFY that the foregoing Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency adopting the Fiscal Year 2021 Operating and Capital Budget, being Resolution No. R. 03-2020, was adopted at a regular meeting on March 25, 2020 of said Agency by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Karyn Oxandaboure, Secretary of the Governing Board
of the Big Bear Area Regional Wastewater Agency

EXHIBIT A
 FY 2021 Budget
 STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
 For the Period Ending June 30, 2021

	Budget <u>FY 2021</u>
Operating Revenues:	
Annual Charges	\$5,656,555
Standby Charges	80,300
Rental Income	52,592
Waste Disposal	21,690
Other Revenue	<u>0</u>
Total Operating Revenues	5,811,137
Operating Expenses:	
Salaries and Benefits	2,599,860
Power	487,020
Sludge Removal	203,575
Chemicals	81,116
Materials and Supplies	141,083
Repairs and Replacements	345,680
Equipment Rental	837
Utilities Expense (other than power)	29,438
Communications Expense	52,776
Contractual Services - Other	113,435
Contractual Services - Professional	219,773
Permits and fees	190,071
Property Tax Expense	4,147
Insurance	127,889
Other Operating Expense	59,853
Depreciation Expense	<u>939,015</u>
Total Operating Expenses	5,595,567
Operating Income	215,570
Nonoperating Income	
Gain (loss) on asset disposition	0
Finance Charge Income	0
Interest Income	96,004
Other Nonoperating Income	<u>0</u>
Nonoperating income	96,004
Nonoperating Expense	
Other Expense	261,700
Interest Expense	<u>124,101</u>
Nonoperating expense	385,801
Income before Contributions	-74,227
Connection Fees	<u>188,100</u>
Change in Net Position	\$113,873

EXHIBIT A, CONT.
 FY 2021 Budget
 STATEMENT OF CASH FLOWS
 For the Period Ending June 30, 2021

	<u>Budget</u> <u>FY 2021</u>
Cash from operating activities:	
Operating Income (Loss)	\$215,570
Depreciation expense	939,015
Change in Working Capital	<u>46,135</u>
Net cash provided by op activities	1,200,720
Cash from noncapital financing:	
Payment of pension related debt/liability	-200,000
Cash from capital and related financing:	
Interagency expense	-250,000
Capital Expenditures	-1,120,194
Proceeds from Asset Disposition	10,000
Connection Fee (Capital Contrib)	188,100
Proceeds from Debt Issuance	70,000
Debt Service:	0
Interest Expense	-124,101
Principal Debt Amortization	-384,976
Total Debt Service	<u>-509,077</u>
Net cash used for cap and related financing	-1,611,170
Cash from investing:	
(Increase) Decrease in Other Assets	0
Other Proceeds	0
Interest Income	96,004
Proceeds from the Sale of Investment	<u>0</u>
Net cash from investing	96,004
NET CHANGE IN CASH	-514,446
Beginning Cash Balance	5,522,731
Ending Cash Balance	<u>5,008,284</u>
Change in Cash Balance	-\$514,446

EXHIBIT A, CONT.
 FY 2021 Budget
 CAPITAL EXPENDITURES
 For the Period Ending June 30, 2021

	Budget <u>FY 2021</u>
FLOW MEASURING DEVICES	
CBBL Flow Meter and Software (10 year replacement)	<u>\$48,471</u>
Total flow measuring devices	48,471
INTERCEPTOR SYSTEM	
Pipeline	
SSO Prevention Project Engineering	10,000
SSO Prevention Project (Teal and Fairway)	<u>35,000</u>
Total interceptor system	45,000
OTHER EQUIPMENT	
Laboratory	
Ion Analyzer	36,951
Influent Composite Sampler	10,250
Spectrophotometer	10,250
Office Equipment	
Copier	<u>15,273</u>
Total other equipment	72,724
POWER GENERATING EQUIPMENT	
Cummins #1 Overhaul (3-year life)	152,684
Cummins #2 Overhaul (3-year life)	152,684
Station 3 Generator + Fuel System	<u>120,000</u>
Total power generating equipment	425,368
TRANSPORTATION EQUIPMENT	
Vehicles	
2002 Vehicle - Utility Cart Electric	16,958
2004 Toyota Tundra	<u>45,000</u>
Total transportation equipment	61,958
TREATMENT PLANT	
Piping	
High Pressure Effluent Line	157,594
Processing Equipment:	
Shaft Mount Reducer - Ditch #3	15,756
Effluent Pump 3 100 HP	26,823
Headers and check valves	<u>266,500</u>
Total treatment plant	466,673
TOTAL	<u>\$1,120,194</u>

NOTICE OF EXEMPTION

<p>TO: Office of Planning and Research P. O. Box 3044, Room 212 Sacramento, CA 95812-3044</p> <p><input checked="" type="checkbox"/> Clerk of the Board of Supervisors County of San Bernardino 385 North Arrowhead Avenue, 2nd Fl. San Bernardino, CA 92415</p> <p>or</p> <p><input type="checkbox"/> County Clerk</p>	<p>FROM: Big Bear Area Regional Wastewater Agency P.O. Box 517 121 Palomino Dr. Big Bear City, CA 92314 Phone: (909) 584-4018</p>
<p>Project Title:</p>	<p>Adoption of the Annual Budget for Fiscal Year 2021 and Approval of Minor Repair Maintenance Activities</p>
<p>Project Location – Identify street address and cross streets or attach a map showing project site (preferably a USGS 15’ or 7 1/2’ topographical map identified by quadrangle name):</p>	<p>Big Bear Area Regional Wastewater Agency service area</p>
<p>a) Project Location – City:</p>	<p>Big Bear City</p>
<p>Project Location – County:</p>	<p>County of San Bernardino</p>
<p>Description of nature, purpose, and beneficiaries of Project:</p>	<p>Adoption of the annual budget for Fiscal Year 2021 (the “Budget”), which includes funding and approval of the following fourteen projects to maintain or replace existing equipment or purchase small equipment, including: (1) replacing the CBBL flow meter and software; (2) installing a bypass pumping system that connects the existing gravity main to the force main; (3) replacing the Ion Analyzer; (4) replacing the Influent Composite sampler; (5) purchasing a Spectrophotometer; (6) replacing the existing multi-functional copier; (7) overhauling the Cummins generators; (8) replacing the Station Three generator and fuel system; (9) replacing the electric utility cart; (10) replacing the Toyota Tundra; (11) replacing the High Pressure Effluent line; (12) replacing Shaft Mount Reducer Ditch 3; (13) rebuilding Effluent Pump 3; and (14) replacing the piping from the RAS pumps and the Effluent pumps in the Main Pump Building (collectively, “Proposed Approvals”).</p>
<p>Name of Public Agency approving project:</p>	<p>Big Bear Area Regional Wastewater Agency</p>
<p>Name of Person or Agency undertaking the project, including any person undertaking an activity that receives financial assistance from the Public Agency as part of the activity or the person receiving a lease, permit, license, certificate, or other entitlement of use from the Public Agency as part of the activity:</p>	<p>Big Bear Area Regional Wastewater Agency</p>
<p>Exempt status: (check one)</p>	
<p><input type="checkbox"/> Ministerial project.</p>	
<p><input checked="" type="checkbox"/> Not a project. State CEQA Guidelines § 15378</p>	
<p><input type="checkbox"/> Emergency Project.</p>	

<input checked="" type="checkbox"/> Categorical Exemption. State type and class number:	State CEQA Guidelines §§ 15301 [Repair and Maintenance of Existing Facilities]; 15302 [Replacement or Reconstruction of Existing Facilities]; 15303 [New Construction or Conversion of Small Structures]; and 15311 [Accessory Structures].
<input type="checkbox"/> Declared Emergency.	
<input type="checkbox"/> Statutory Exemption. State Code section number:	
<input checked="" type="checkbox"/> Other. Explanation:	State CEQA Guidelines § 15061(b)(3)
Reason why project was exempt:	<p>The March 25, 2020 approval of the Budget and Proposed Approvals is not a CEQA “project,” because the Budget and Proposed Approvals will not result in any direct or reasonably foreseeable indirect environmental impacts under State CEQA Guidelines § 15378. Further, the Budget and Proposed Approvals are not subject to CEQA review, because it can be seen with certainty that they have no potential to impact the environment under State CEQA Guidelines § 15061(b)(3).</p> <p>Additionally, and even if the Budget and the Proposed Approvals are a CEQA “project,” they are still categorically exempt from environmental review pursuant to State CEQA Guidelines, §§ 15301, 15302, 15303, and 15311 because the Budget and the Proposed Approvals involve:</p> <ul style="list-style-type: none"> • the operation, repair, maintenance, or minor alteration of existing public structures, facilities, or mechanical equipment that will result in negligible or no expansion of use beyond that existing today pursuant to State CEQA Guidelines §15301; • the replacement or reconstruction of existing structures and facilities, which will be located on the same site have substantially the same purpose and capacity as the structure or facility replaced pursuant to State CEQA Guidelines § 15302; • the construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure pursuant to State CEQA Guidelines § 15303; and • the construction or replacement of minor structures accessory to (appurtenant to existing institutional facilities, such that the Proposed Approvals are categorically exempt from CEQA pursuant to State CEQA Guidelines § 15311. <p>Finally, none of the “exceptions” to the categorical exemptions apply under State CEQA Guidelines § 15300.2.</p>
Contact Person:	David Lawrence
Telephone:	(909) 584-4018

Signature (Lead Agency Representative)/Title

Date Received for Filing: _____

Project Location Map

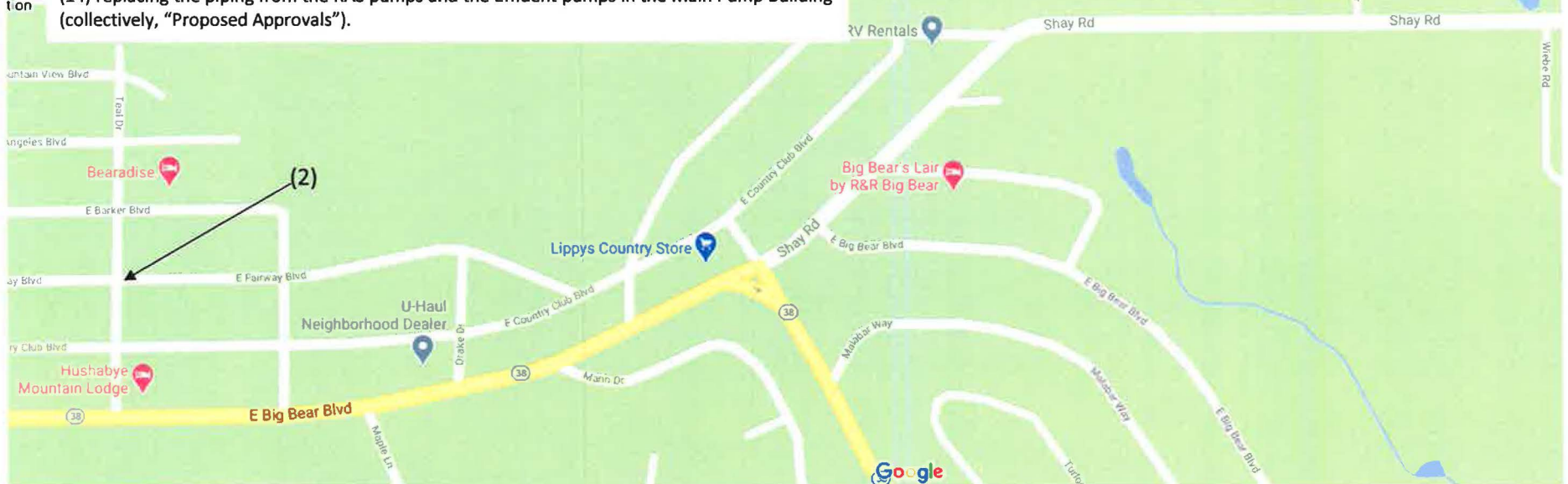
Fiscal Year 2021 Capital Project List

- (1) replacing the CBBL flow meter and software
- (2) installing a bypass pumping system that connects the existing gravity main to the force main
- (3) replacing the Ion Analyzer
- (4) replacing the Influent Composite sampler
- (5) replacing the Spectrophotometer
- (6) replacing the existing multi-functional copier
- (7) overhauling the Cummins generators
- (8) replacing the Station Three generator and fuel system
- (9) replacing the electric utility cart
- (10) replacing the Toyota Tundra;
- (11) replacing the High-Pressure Effluent line
- (12) replacing Shaft Mount Reducer Ditch 3
- (13) rebuilding Effluent Pump 3
- (14) replacing the piping from the RAS pumps and the Effluent pumps in the Main Pump Building (collectively, "Proposed Approvals").

(1,3,4,5,6,7,8,9,10,11,12,13,14)

Big Bear Area
Regional Waste

Big Bear Area
Regional Wastewater...






**Big Bear Area Regional
Wastewater Agency**

*John Green – Chair
Jim Miller – Vice Chair
Karyn Oxandaboure – Secretary
David Caretto – Director
Rick Herrick – Director*

AGENDA ITEM: 10.B.

MEETING DATE: March 25, 2020

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

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

PREPARED BY: Jennifer McCullar, Finance Manager 

SUBJECT: Public Hearing: Resolution No. R. 04-2020, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Establishing the Sewer User Charge and Taking Certain Other Actions Related Thereto

BACKGROUND:

Based on the Agency's financial requirements, the annual Sewer User Charge will increase 3.9% from \$216.78 to \$225.24, an increase of \$8.46 per equivalent dwelling unit, effective July 1, 2020. This is slightly higher (1.4% higher) than the rate adjustment recommended in the 2018 Comprehensive Sewer Rate Study and is the result of higher operating and maintenance expense and a higher level of debt service funded through sewer usage charges than projected at the time the study was completed.

FINANCIAL IMPACT:

The FY 2021 established rate, or Sewer User Charge, is used to calculate the Agency's FY 2021 rate revenues. The rate revenues are collected from the member agencies pursuant to the Payment and Collection Agreement dated August 2011, as amended.

RECOMMENDATION:

Approve Resolution

ATTACHMENT:

Resolution No. R. 04-2020

RESOLUTION NO. R. 04-2020

**A RESOLUTION OF THE GOVERNING BOARD
OF THE BIG BEAR AREA REGIONAL WASTEWATER AGENCY
ESTABLISHING THE SEWER USER CHARGE AND TAKING CERTAIN
OTHER ACTIONS RELATING THERETO**

WHEREAS, the Big Bear Area Regional Wastewater Agency (“BBARWA”) is a joint powers authority that provides wholesale sewer service to customers within its service area, including the City of Big Bear Lake, the Big Bear City Community Services District (“Big Bear City CSD”), and Zone “B” of County Service Area 53 (“CSA 53 B”) (each a “Collecting Agency” and, collectively, the “Collecting Agencies”); and

WHEREAS, the Governing Board of BBARWA has been empowered to establish sewer rates and charges, including the Sewer User Charge (“User Charge”) to be imposed on the Collecting Agencies during the applicable fiscal year; and

WHEREAS, the costs of providing service have increased; and

WHEREAS, BBARWA previously retained the services of HDR Engineering, Inc. to develop recommendations and a comprehensive sewer rate study (“HDR Report”) regarding the amount for the User Charge in order to address BBARWA's increased costs of providing service, and a copy of the HDR Report is on file at BBARWA's administrative offices and available for public review, and staff has provided financial updates to the HDR Report that reflect higher costs than previously projected (collectively, the “Report”); and

WHEREAS, pursuant to Health and Safety Code Section 5471 and Government Code Section 61115(a), the Governing Board is empowered to prescribe and collect rates and charges for services and facilities furnished by BBARWA in connection with its sewerage system; and

WHEREAS, the Governing Board is required by BBARWA Operating Agreement No. 1 to present to each Collecting Agency a statement showing the amount of the User Charge to be collected for each Equivalent Dwelling Unit (“EDU”) during the ensuing fiscal year, as such term is defined in the Report, and it is therefore necessary that the Governing Board establish the amount of the User Charge to be so collected for the applicable fiscal year; and

WHEREAS, the proposed rates for the User Charge consist of a single charge, per EDU (referred to in this Resolution as the “Base Rate”), as set forth in the Report, to which the Collecting Agencies have agreed to apply adjustments to account for varying levels of demand on the sewer system by each Collecting Agency, as set forth in that certain Payment and Collection Agreement, dated as of August 23, 2011, by and among BBARWA and the Collecting Agencies, as has been amended from time to time (the “Agreement”); and

WHEREAS, as a result, the User Charge for certain Collecting Agencies will be higher than the Base Rate in the applicable fiscal year, and for others the User Charge will be lower than the Base Rate pursuant to the Agreement; and

WHEREAS, the Governing Board previously adopted its User Charge pursuant to Ordinance No. O. 01-2018 on April 25, 2018 (the “Ordinance”), in accordance with the HDR Report and based on the methodology described above, and since the time of adoption of the prior User Charge, certain costs of BBARWA have increased in amounts greater than projected under the HDR Report; and

WHEREAS, the Ordinance authorized BBARWA to make future adjustments to the User Charge by resolution, and pursuant to this Resolution, BBARWA seeks to increase the User Charge to reflect increased costs, as reflected by the Report; and

WHEREAS, pursuant to California Constitution article XIII C, section 1(e)(2), a fee or charge is a tax and subject to voter approval if it is imposed on a fee payer for a service and that service is provided to others who are not charged for the same service, or the fee exceeds the cost of providing the service; and

WHEREAS, wholesale sewer service fees, such as the User Charges, are fees for a service subject to California Constitution article XIII C, section 1(e)(2); and

WHEREAS, pursuant to California Constitution article XIII C, section 1(e), an agency imposing fees for wholesale sewer services has the burden of demonstrating that the amount of the fees imposed are no more than necessary to cover the reasonable costs of providing the wholesale sewer services, and that the manner in which those costs are allocated to a payer bear a fair or reasonable relationship to the payer’s burdens on, or benefits received from, the governmental activities provided; and

WHEREAS, based on the Report, the Governing Board has determined that the amount of the proposed User Charge, is no more than necessary to cover the reasonable costs of providing the wholesale sewer services, that the manner in which those costs are allocated to the Collecting Agencies bears a fair or reasonable relationship to each of the Collecting Agencies burden on, or benefit received from, BBARWA’s wholesale sewer service, and that the User Charge is not a property-related fee or fee imposed as an incident of property ownership; and

WHEREAS, in accordance with the California Environmental Quality Act (CEQA) and the CEQA Guidelines, BBARWA staff has determined that the increases in User Charges are exempt from CEQA pursuant to Section 15378 and Section 15273 of the CEQA Guidelines and Public Resources Code section 21080(b)(8) because: (i) the increased charges are for the purpose of meeting operational and maintenance expenses of the aforementioned services; and (ii) the charges constitute the creation of a funding mechanism/other governmental fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment; and

WHEREAS, the adoption of this Resolution is exempt from CEQA for the same reason;

NOW, THEREFORE, be it resolved by the Governing Board of the Big Bear Area Regional Wastewater Agency as follows:

1. Recitals. The recitals set forth above are true and correct and by this reference incorporated herein.

2. New User Charge Adopted. The Governing Board hereby adopts the User Charge in the maximum amount set forth below.

Collecting Agency	\$/EDU (effective July 1, 2020)
Base Rate	\$225.24
City of Big Bear Lake	\$233.89
Big Bear City CSD	\$218.17
CSA 53 B	\$214.71

The User Charge imposed on each Collecting Agency is determined in accordance with the provisions of the Agreement in order to fairly allocate the costs of BBARWA based on demand placed on the system by each Collecting Agency.

3. Amendment to Code of Regulations and Ordinances. Chapter 5.16.020 of the Big Bear Area Regional Wastewater Agency Code of Regulations and Ordinances is hereby amended in its entirety to read as follows:

“Chapter 5.16

USER CHARGES

5.16.020 User Charge.

BBARWA is authorized to adopt a User Charge for provision of wholesale sewer service. The rates for the User Charge may be adopted in accordance with applicable law, from time to time, by ordinance or resolution. BBARWA shall maintain a schedule of rates for its User Charge at its offices, and/or post such schedule of rates on the BBARWA website, and such schedule of rates for the User Charge shall be updated upon adoption and implementation of new or increased User Charges.

The User Charge imposed on each Collecting Agency is determined in accordance with the provisions of the Payment and Collection Agreement, dated as of August 23, 2011, by and among BBARWA and the Collecting Agencies, as has been amended from time to time in order to fairly allocate the costs of BBARWA based on demand placed on the system by each Collecting Agency.

The rates will be effective July 1 of each fiscal year with the member agencies receiving notice of the rate change by May 1 of the preceding fiscal year. The rate schedule represents the maximum rates that may be charged by the Agency, and in any given year, may be reduced by Governing Board action.”

4. Amendments to User Charges. On or before adoption of BBARWA's annual budget, or at any other appropriate time, the Governing Board may review the amount of the User Charge that will be effective for the upcoming fiscal year and may exercise its authority to take action in regard to said User Charge. Such action may include, without limitation, establishing a reduced amount for the User Charge than the amount set forth in Section 2 above for the applicable fiscal year. In the event the Governing Board does not take any such action, the amount of the User Charge set forth in Section 2 above shall remain in effect for the applicable fiscal year.

5. Relationship Between Costs and User Charges. By adoption of this Resolution, the Governing Board finds that the amount of the User Charge is no more than necessary to cover the costs of providing wholesale sewer service, and that the manner in which those costs are allocated bears a fair or reasonable relationship to burdens on, or benefits received from, BBARWA's wholesale sewer service activities. This relationship is more fully documented in the Report. The new User Charge shall not be used for any other purpose than that for which the new User Charge is imposed. The new User Charge is not imposed upon real property or upon persons as an incident of property ownership. The User Charge is imposed only as a condition of service upon the request of the Collecting Agency. As documented in the Report, the User Charge is based upon reasonable estimates of the demand placed upon BBARWA in its role as a provider of regional wholesale sewer services.

6. Validity. If any provision of this Resolution or the application thereof to any person or circumstance is held invalid, including any portion of the User Charge adopted herein, such invalidity shall not affect other provisions or applications of this Resolution, including any portion of the fee not held invalid, and to this end the provisions of this Resolution are declared to be severable.

7. Prior Rates. All ordinances, resolutions or administrative actions by the Governing Board, or parts thereof that are inconsistent with any provision of this Resolution, are hereby superseded only to the extent of such inconsistency.

8. Effective Date. This Resolution shall be effective immediately. The increased rates for the User Charges set forth herein shall become effective as authorized herein.

ADOPTED, this 25th day of March, 2020.

John Green, Chair of the Governing Board
of the Big Bear Area Regional Wastewater Agency

ATTEST:

I, Karyn Oxandaboure, Secretary 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. 04-2020, was duly adopted at a regular meeting of the Governing Board held on the 25th day of March, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Karyn Oxandaboure, Secretary of the Governing Board
of the Big Bear Area Regional Wastewater Agency




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

AGENDA ITEM: 10.C.

MEETING DATE: March 25, 2020

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

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

REVIEWED BY: Jennifer McCullar, Finance Manager 

SUBJECT: Resolution No. R. 05-2020, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency Clarifying the Fiscal Year 2021 Sewer Standby or Immediate Availability Charges

BACKGROUND:

Annually, the Governing Board establishes standby fees for the upcoming fiscal year. Standby fees are charged to owners of vacant or improved parcels of real property located within 200 feet of a member agency's sewer main, but which are not connected to the public sewer system. These fees are used to maintain the regional system in an immediately available state. Standby fees for FY 2021 remain unchanged and are charged based upon parcel size, as follows:

Parcel Size	Amount
≤ 1 acre	\$20
> 1 acre	\$30

FINANCIAL IMPACT:

During FY 2021, the member agencies shall collect the standby fee and shall submit such standby fee revenue to BBARWA.

RECOMMENDATION:

Approve Resolution

ATTACHMENT:

Resolution No. R. 05-2020

RESOLUTION NO. R. 05-2020

**A RESOLUTION OF THE GOVERNING BOARD
OF THE BIG BEAR AREA REGIONAL WASTEWATER AGENCY
CLARIFYING THE FISCAL YEAR 2021 SEWER STANDBY OR IMMEDIATE
AVAILABILITY CHARGES**

WHEREAS, the Governing Board desires to clarify the sewer standby or immediate availability charges contained in Ordinance No. O. 03-2018; and

WHEREAS, the sewer standby or immediate availability charges are not being increased or extended beyond levels previously approved in accordance with article XIII D of the California Constitution. This Resolution only clarifies that the standby or immediate availability charges previously approved shall continue to be imposed in the same manner, and at the same amounts, as in previous years.

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

1. Recitals. The recitals set forth above are true and correct and by this reference incorporated herein.

2. Amount of Standby Charges. The Governing Board does hereby clarify and confirm that the rates for the sewer standby charges or immediate availability charges (hereinafter “standby charge”) are not increasing beyond levels previously adopted in accordance with article XIII D of the California Constitution. The Governing Board hereby clarifies and confirms that such standby charges shall continue to be imposed in the same manner, and at the same amounts, as in previous years, as follows: Owners of parcels of real property which are an acre or less in size shall pay a standby charge in the amount of \$20.00, and owners of parcels of real property which are more than an acre shall pay a standby charge in the amount of \$30.00.

3. Amendment to Code of Regulations and Ordinances. Chapter 5.20 of the Big Bear Area Regional Wastewater Agency Code of Regulations and Ordinances is hereby amended to read as follows:

“Chapter 5.20

SEWER STANDBY OR IMMEDIATE AVAILABILITY CHARGES

Sections:

- 5.20.010 Properties subject to charges.**
- 5.20.020 Amount of charges.**
- 5.20.030 Collection**
- 5.20.040 Credit against connection fee.**

5.20.010 Properties subject to charges.

This Governing Board is authorized to prescribe sewer standby or immediate availability charges (hereinafter "standby charge") for each applicable fiscal year ending June 30 of such year, by resolution or ordinance, in the amounts specified in such resolution or ordinance, to be paid by the owners of all vacant parcels of real property which are located within 200 feet of a sewer main of the public sewer system of either the Big Bear City Community Services District or the City of Big Bear Lake or the public sewer system within Improvement Zone "B" of San Bernardino County Service Area 53 and by the owners of all improved parcels of real property which are so located but not connected to the public system. Such standby charges shall be collected from all owners of vacant parcels of real property which are so located and which are vacant as of July 1, 2020 and from all owners of improved parcels of real property which are so located and which are not connected to the public sewer system as of said date; provided, however, that owners of parcels of real property which are used primarily for public parking areas shall not be required to pay such a standby charge. The term "parcel of real property" means a parcel to which the County Assessor of the County of San Bernardino has assigned a separate assessor's parcel number, whether such parcel consists of a single lot or parcel or combination of lots or parcels.

5.20.020 Amount of charges.

The standby charge shall be due in the amounts set forth on the most recently adopted schedule of standby charges, which schedule shall be on file in the administrative offices of BBARWA, and posted on the BBARWA website.

5.20.030 Collection.

Such standby charges shall be collected by the Big Bear City Community Services District, the City of Big Bear Lake, and the County of San Bernardino from all owners of parcels of real property within their respective service area, the service area of said County being the territory within Improvement Zone "B" of San Bernardino County Service Area 53, whose parcels are subject to such charges, and shall be remitted by said District, City and County to the Agency on or before December 31, 2020 (fifty percent of such charges) and April 30, 2021 (fifty percent of such charges). Said District, City and County are hereby designated as and shall be the agents of the Agency for purposes of collecting such standby charges and shall have and exercise all powers which could be exercised by the Agency with respect to the collection of such charges.

5.20.040 Credit against connection fee.

Any owner of a parcel of real property who pays a standby charge and who later during said fiscal year makes application to connect to the public sewer system a home or business establishment which is located upon the parcel of real property for which such standby charge was paid, shall receive a credit against the connection fee, if any is due, in the amount of such standby charge."

3. Validity. If any provision of this Resolution or the application thereof to any person or circumstance is held invalid, including any portion of the standby charges confirmed and continued herein, such invalidity shall not affect other provisions or applications of this Resolution, including any portion of the standby charges not held invalid, and to this end the provisions of this Resolution are declared to be severable.

4. Prior Rates. All ordinances, resolutions or administrative actions by the Governing Board, or parts thereof that are inconsistent with any provision of this Resolution, are hereby superseded only to the extent of such inconsistency.

5. Effective Date. This Resolution shall become effective immediately. The rates for the standby charges set forth herein shall become effective as authorized herein.

ADOPTED, this 25th day of March, 2020.

John Green, Chair of the Governing Board
of the Big Bear Area Regional Wastewater Agency

ATTEST:

I, Karyn Oxandaboure, Secretary 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. 05-2020, was duly adopted at a regular meeting of the Governing Board held on the 25th day of March 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Karyn Oxandaboure, Secretary of the Governing Board
of the Big Bear Area Regional Wastewater Agency



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

AGENDA ITEM: 10.D.

MEETING DATE: March 25, 2020

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

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

REVIEWED BY: Jennifer McCullar, Finance Manager 

SUBJECT: Public Hearing: Resolution No. R. 06-2020, A Resolution of the Governing Board of the Big Bear Area Regional Wastewater Agency to Increase the Current Fee Schedule for the Disposal of Waste Delivered to the Regional Treatment Plant

BACKGROUND:

The Agency modified the waste disposal fee schedule in FY 2018. The fees were reviewed as part of the 2018 Comprehensive Sewer Rate Study. It was recommended that future adjustments in waste disposal fees be consistent with the timing and percentage change in the Sewer User Charge. The proposed rates for FY 2021 are as follows (rate is per 1,000 gallons):

Waste Type	FY 2020	FY 2021
Chemical Toilet	\$64.13	\$66.63
Holding Tank	\$6.82	\$7.09
Septic Tank	\$76.74	\$79.73
% Change	3.2%	3.9%

FINANCIAL IMPACT:

Waste disposal fee revenue averages approximately \$22,000 annually and represents approximately 0.4% of the Agency's overall revenues. Rates charged for waste disposal are designed to equal the Agency's cost to treat it.

RECOMMENDATION:

Approve Resolution

ATTACHMENT:

Resolution No. R 06-2020

RESOLUTION NO. R. 06-2020

A RESOLUTION OF THE GOVERNING BOARD OF THE BIG BEAR AREA REGIONAL WASTEWATER AGENCY TO INCREASE THE CURRENT FEE SCHEDULE FOR THE DISPOSAL OF WASTE DELIVERED TO REGIONAL TREATMENT PLANT

WHEREAS, the Big Bear Area Regional Wastewater Agency (“BBARWA”) is a joint powers agency created under Government Code sections 6500 *et seq.* to exercise specified common powers of the member agencies for the purpose of constructing, maintaining and operating a regional system for the treatment and disposal of sewage and wastewater for the entire Big Bear Valley area (“Regional System”); and

WHEREAS, the Regional System is operated by BBARWA pursuant to the Waste Discharge Requirements and/or National Pollution Discharge Elimination System permits issued to BBARWA by a California Regional Water Quality Control Board in conformity with sections 13263, 13377, and 13523 of the California Water Code and Title 40 CFR Part 403 of the Clean Water Act; and

WHEREAS, Title 7 of the BBARWA Code of Resolutions and Ordinances (“BBARWA Code”) provides uniform rules for the regulation of wastewater discharges by establishing terms, limits, conditions, and permits for discharges, whether from existing, new or increased pollutant contributions, to provide for equitable distribution of BBARWA’s and collecting agencies’ costs, and to provide procedures for complying with requirements placed upon BBARWA and collecting agencies by local, state and federal regulations (BBARWA Code 7.040.020 A); and

WHEREAS, Section 7.24.090 (A) of the BBARWA Code requires in part that “[a]ll domestic waste haulers discharging sanitary waste to BBARWA’s regional treatment plant pay applicable fees related to said discharge” (“Waste Disposal Fee”); and

WHEREAS, the costs of operating and maintaining the regional treatment plant have increased, resulting in the need for a Waste Disposal Fee increase in order to recover and fairly allocate BBARWA’s costs; and

WHEREAS, BBARWA retained the services of HDR Engineering, Inc. in order to develop recommendations and a Comprehensive Sewer Rate Study (the “HDR Report”). A copy of the HDR Report dated February 2018 is on file at BBARWA’s administrative offices and is available for public review; and

WHEREAS, since the time of the HDR Report, costs for providing the services for which the Waste Disposal Fee is collected have increased in amounts higher than projected, as documented in BBARWA’s FY 2021 Budget and which updates the HDR Report (the HDR Report, as updated with current data, the “Report”), which data is available for inspection at the BBARWA administrative offices; and

WHEREAS, the Governing Board previously adopted its Waste Disposal Fee pursuant to Ordinance No. O. 04-2018 on April 25, 2018 (the “Ordinance”), in accordance with the HDR Report; and

WHEREAS, the Ordinance authorized BBARWA to make future adjustments to the Waste Disposal Fee by resolution, and pursuant to this Resolution, BBARWA seeks to increase the Waste Disposal Fee to reflect increased costs, as reflected by the Report; and

WHEREAS, section 5741 of the Health and Safety Code and Government Code sections 54344-54358, and Government Code Section 61000 *et seq.*, authorize the Governing Board to prescribe and collect rates and charges for services and facilities furnished by BBARWA in connection with its sewerage system; and

WHEREAS, following the Report’s recommendations, the Governing Board finds it necessary to revise the current “fee for discharge” as defined in Section 7.24.090 (B) of the BBARWA Code while using the same formula for Equivalent Dwelling Units (EDU) as such term is defined in the Report; and

WHEREAS, notice of public hearing has been given in compliance with Government Code section 66018; and

WHEREAS, pursuant to California Constitution article XIII C, section 1(e)(2), a fee or charge is a tax and subject to voter approval if it is imposed on a fee payer for a service and that service is provided to others who are not charged for the same service, or the fee exceeds the cost of providing the service; and

WHEREAS, Waste Disposal Fees are fees for a service subject to California Constitution article XIII C, section 1(e)(2); and

WHEREAS, pursuant to California Constitution article XIII C, section 1(e), BBARWA has the burden of demonstrating that the amount of the Waste Disposal Fees imposed is no more than necessary to cover the reasonable costs of providing discharge services, and that the manner in which those costs are allocated to a payer bear a fair or reasonable relationship to the payer’s burdens on, or benefits received from, the governmental activities provided; and

WHEREAS, the Governing Board has determined that: (1) the proposed Waste Disposal Fees do not exceed the estimated reasonable cost of the services and facilities for which the Waste Disposal Fees will be imposed; (2) the allocation of those costs bear a fair or reasonable in relationship to the burdens on, or benefits that those who pay the Waste Disposal Fees will receive from such services and facilities; (3) the proposed Waste Disposal Fees are imposed for public facilities in existence at the time the Waste Disposal Fees are imposed or for new facilities to be acquired or constructed in the future that are of proportional benefit to the person or property being charged; and

WHEREAS, in accordance with the California Environmental Quality Act (CEQA) and the CEQA Guidelines, BBARWA staff has determined that the increases in Waste Disposal Fees are exempt from CEQA pursuant to Section 15378 and Section 15273 of the CEQA Guidelines and Public Resources Code section 21080(b)(8) because: (i) the increased charges are for the purpose of meeting operational and maintenance expenses of the aforementioned services; and (ii) the charges constitute the creation of a funding mechanism/other governmental fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment; and

WHEREAS, the adoption of this Resolution is similarly exempt from CEQA.

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

1. Recitals. The recitals set forth above are true and correct and by this referenced incorporated herein.
2. Adoption of Waste Disposal Fee. The Governing Board hereby adopts the Waste Disposal Fees in the maximum amounts and on the dates set forth below, measured in \$/1,000 gallons:

	July 1, 2020
Chemical Toilet	\$66.63
Holding Tank	\$ 7.09
Septic Tank	\$79.73

The treatment and disposal costs shall be prorated for discharges less than or in excess of 1,000 gallons.

3. Amendment to BBARWA Code. Section 7.24.090 of the BBARWA Code is hereby replaced in its entirety, to read as follows:

“Section 7.24.090 Fee for discharge

A. All domestic waste haulers discharging sanitary waste to the Agency’s regional treatment plant shall pay all applicable fees relating to said discharge. Failure to pay any applicable fee on a timely basis after billing by the agency may result in suspension of the domestic waste hauler’s DWH permit.

B. For discharge, treatment, and disposal of sanitary waste, a domestic waste hauler shall pay a fee to the Agency to compensate the Agency for the costs of discharge, treatment, and disposal for various types of sanitary waste (measured in dollars per 1,000 gallons). The “fee for discharge” shall be posted on BBARWA’s website and/or available for inspection at the administrative offices of BBARWA. The treatment and

disposal costs shall be prorated for discharges less than or in excess of 1,000 gallons.

C. All domestic waste haulers will be required to submit an annual fee for the base cost of monitoring, as set forth on BBARWA's schedule of rates."

4. Findings. The Governing Board finds that there is a reasonable relationship between the amount of the Waste Disposal Fee and the cost of providing the service for which the Waste Disposal Fee is charged. This relationship is more fully documented in the Report. The Waste Disposal Fee shall not be used for any other purpose than that for which the Waste Disposal Fee is imposed. The Waste Disposal Fee is not imposed upon real property or upon persons as an incident of property ownership. The Waste Disposal Fee is imposed only as a condition of service upon the requesting of the Collecting Agency. The Waste Disposal Fee is based on reasonable estimates of the demand placed upon BBARWA in its role as a provider of regional wastewater services.

5. Prior Rates. All ordinances, resolutions or administrative actions by the Governing Board, or parts thereof that are inconsistent with any provision of this Resolution, are hereby superseded only to the extent of such inconsistency.

6. Validity. If any provision of this Resolution or the application thereof to any person or circumstance is held invalid, including any portion of the fee adopted herein, such invalidity shall not affect other provisions or applications of this Resolution, including any portion of the fee not held invalid, and to this end the provisions of this Resolution are declared to be severable.

7. Effective Date. This Resolution shall take effect immediately. The Waste Disposal Fees shall take effect as authorized herein.

ADOPTED, this 25th day of March, 2020.

John Green, Chair of the Governing Board
of the Big Bear Area Regional Wastewater Agency

ATTEST:

I, Karyn Oxandaboure, Secretary 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. 06-2020, was duly adopted at a regular meeting of the Governing Board held on the 25th day of March 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Karyn Oxandaboure, Secretary of the Governing Board
of the Big Bear Area Regional Wastewater Agency




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

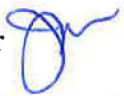
AGENDA ITEM: 10.E.

MEETING DATE: March 25, 2020

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: Jennifer McCullar, Finance Manager 

SUBJECT: Organizational Structure and Classification Plan

BACKGROUND & DISCUSSION:

Agency staff met with the Administrative Committee on February 11, 2020 and March 19, 2020 to present current recommendations for revisions to the classification plan and organizational structure. As a result of those discussions, the Administrative Committee authorized a revised classification plan and organizational structure for presentation to the Governing Board. Implementation of this classification plan will include restructuring and revision of class specifications (job descriptions) as follows:

- 1) Delete the Plant Superintendent and Plant Operations Supervisor classifications. These positions are unfilled and unneeded.
- 2) Reclassify Plant Maintenance Supervisor to Plant Supervisor with a revised scope of duties and responsibilities, and required certification. Recommended pay range is \$35.81 - \$48.35, determined by a check of the labor market median among comparable agencies. This reclassification, combined with the position deletions, will result in one supervisor reporting to the Plant Manager and responsible for both operations and maintenance of the facilities. This structure is more consistent with the Agency's needs, reflects current practice, and returns the Agency to its historical operational reporting and responsibility structure.
- 3) Retitle Plant Operator to Plant Operator II with revised certification requirement. This change in title helps to identify the position with the certification requirements. The Plant Operator II position requires a Grade II wastewater operator certification.

FINANCIAL IMPACT:

The deletion of the Plant Superintendent position and the Plant Operations Supervisor do not have a financial impact. These positions were not budgeted. The financial impact of the reclassification of the Plant Maintenance Supervisor to the Plant Supervisor position is a 3% increase in the pay range. At the top of the pay range, this a difference of \$1.43 per hour or approximately \$3,000 per year, resulting in a minimal financial impact.

RECOMMENDATION:

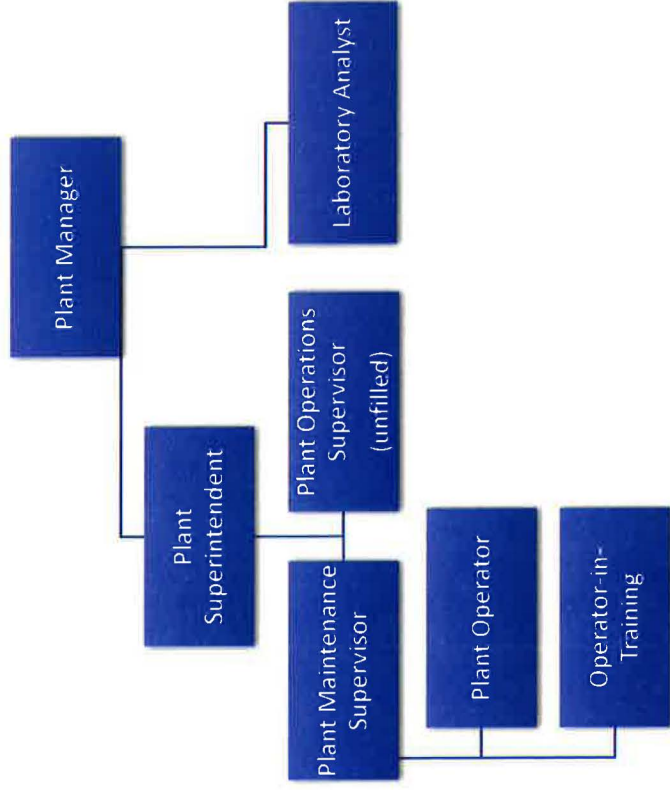
1. Approve implementation of the classification plan.
2. Approve Plant Supervisor class specifications (job description).
3. Approve Plant Operator II class specifications (job description).
4. Approve Organizational Chart.

ATTACHMENTS:

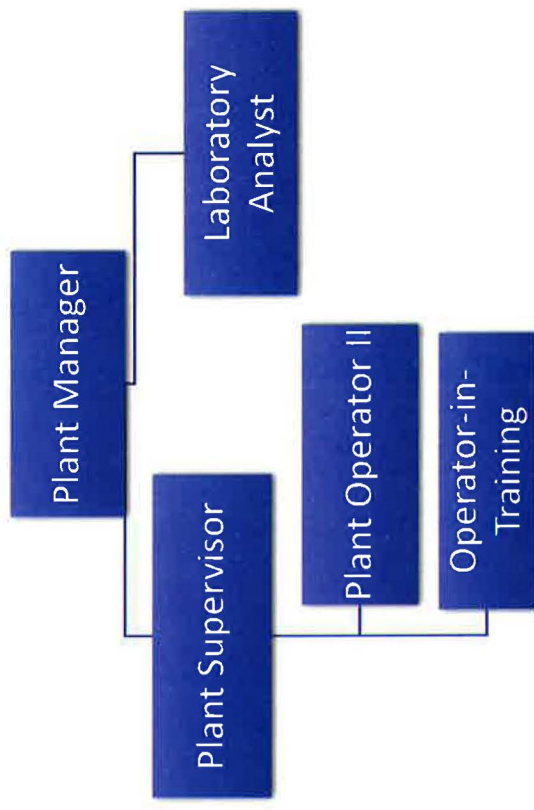
- Operations Organizational Structure – Current vs. Proposed
- Plant Supervisor Job Description
- Plant Operator II Job Description
- Plant Operator II Job Description Redline Copy
- Organizational Chart

Operations

Current Structure



Proposed Structure





PLANT SUPERVISOR

DEFINITION

To plan, organize, direct and supervise the operations and maintenance of the wastewater treatment plant, interceptor system, disposal site, power generation system, and related facilities for the Big Bear Area Regional Wastewater Agency; to ensure compliance with all regulatory requirements; and to perform a variety of technical tasks relative to assigned area of responsibility, including operations and maintenance duties.

DISTINGUISHING CHARACTERISTICS

The Plant Supervisor performs full supervisory responsibilities including planning, assigning and evaluating the work of subordinates.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision and direction from the Plant Manager.

Exercises direct supervision over assigned personnel.

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

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for wastewater treatment operations and maintenance, and implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in the operation and maintenance of the wastewater treatment plant and related facilities.

Coordinate daily operations and maintenance activities, including but not limited to emergency response activities and repairs. Supervise use of specialized equipment involved in wastewater treatment plant operations and maintenance.

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

Participate in the preparation and monitoring of the budget for assigned wastewater treatment plant operations and maintenance; prepare cost estimates for budget recommendations; submit justifications for various wastewater treatment plant activities and monitor and control related expenditures.

Participate in the selection of staff; provide or coordinate staff training; conduct performance evaluations of assigned staff; work with employees to correct deficiencies; implement discipline procedures as directed.

Job Description
Plant Supervisor

Monitor the operating efficiency of the treatment processes via laboratory testing which may include preliminary, oxidation, secondary and tertiary treatments, and solids handling processes to meet established discharge requirements; make or direct plant adjustments.

Maintain accurate operational records and assist in preparation of reports required by regulatory agencies.

Prepare and submit a variety of technical reports related to wastewater treatment plant operations and maintenance; maintain files and records of maintenance activities.

Develop, implement and oversee a comprehensive preventative/predictive maintenance program; assist with resolving the more complex and difficult maintenance activities; schedule preventive maintenance at treatment plant, pumping stations and related facilities.

Gather and prepare cost estimates and scope of work for contractors and vendors for the repair and upgrade of wastewater treatment facilities; serve as contact with contractors and consultants.

Participate in future needs analysis and capital improvement project design, implementation and commissioning.

Implement and enforce Agency safety program ensuring safety procedures are adhered to. Ensure staff is properly trained on safe work practices and plant operations and maintenance procedures.

Perform Underground Service Alert (USA) duties, properly checking, locating and marking collection system.

Serve as backup and perform all duties outlined for a Wastewater Treatment Plant Operator II.

Serve as the designated operator-in-charge (DOIC) in the absence of the Plant Manager.

Assist in investigating complaints and recommend corrective action as necessary to resolve complaints.

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:

Principles and practices of wastewater collections, treatment, and disposal.

Treatment plant operations which may include treatment processes such as bio-filtration, activated sludge, chemical, biological and mechanical processes.

Job Description
Plant Supervisor

Safety hazards of volatile solvents, noxious gases and prevention of physical injuries and body infections.

Standard laboratory testing procedures, calculations, and chemicals used in the treatment of wastewater.

Equipment, tools and materials used in wastewater treatment operations and the maintenance of a wastewater treatment plant.

Use of SCADA systems.

Power production and maintenance of associated equipment.

Principles of supervision, training and performance evaluations.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances and rules, including Air Quality standards.

Modern office procedures and computer equipment.

Principles of customer service.

Ability to:

Organize, implement and direct wastewater treatment operations and maintenance activities.

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.

Operate a wastewater treatment facility utilizing such processes as primary, secondary, tertiary, and disinfecting treatment methods.

Diagnose operating problems and take effective course of action.

Effectively make decisions regarding the methods and procedures best suited toward the most efficient operation and maintenance of wastewater facilities.

Resolve difficult maintenance issues.

Interpret and explain pertinent Agency and department policies and procedures.

Develop and recommend policies and procedures related to assigned operations.

Supervise, train and evaluate assigned staff.

Job Description
Plant Supervisor

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

Communicate clearly and concisely, both orally and in writing.

In an emergency, respond to and deploy personnel and equipment as may be necessary.

Intermittently, pull, push, carry or lift material, equipment or parts weighing up to 50 pounds and sufficient stamina to walk six to eight miles per shift; stoop, kneel, crouch, crawl, step and climb; regularly stand, sit, use hands to finger, handle or feel and arms to reach, and to talk and hear; see under close, distance and peripheral vision, depth perception and ability to adjust focus.

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.

Experience and Training:

Five years of increasingly responsible experience in wastewater treatment plant operations and maintenance, including one year in a supervisory capacity.

LICENSE AND/OR CERTIFICATE:

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

Possession of a Grade IV State of California Wastewater Treatment Plant Operator Certificate as issued by the State Water Resources Control Board, or possession of a Grade III with the ability to obtain a Grade IV within 24 months of appointment as Plant Supervisor.

Possession of a Grade II Collection System Maintenance Certificate and a Grade I Plant Maintenance Certificate as issued by the California Water Environment Association, or the ability to obtain within two (2) years of employment.

SPECIAL REQUIREMENTS:

Incumbents must be willing to work on call emergency response, shifts, weekends, holidays on a regular basis, work overtime as needed, and outdoors in a variety of weather conditions; be willing to work around chemicals used in a wastewater treatment facility; be willing to work in dirty conditions.

Job Description
Plant Supervisor

Employee is required to be clean shaven to allow wearing respiratory protection equipment, as needed.

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 fumes and airborne particles in addition to outside weather conditions involving wind, rain, heat, and humidity, and extreme cold and snow during the winter months, wet and/or humid conditions, moving mechanical parts, toxic or caustic chemicals, risk of electrical shock, and vibrations. The noise level in the work environment is usually moderate and can be severe at times.

THIS IS A SAFETY-SENSITIVE POSITION REQUIRING A PRE-EMPLOYMENT PHYSICAL EXAMINATION INCLUDING A DRUG and ALCOHOL SCREEN AND BACKGROUND CHECK.



PLANT OPERATOR II

DEFINITION

To operate, inspect, maintain, and troubleshoot wastewater treatment plant equipment, lift stations, and interceptor systems; to adjust, service, and maintain equipment at Agency facilities; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

The Plant Operator II performs the full range of plant operations and maintenance 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 Plant Supervisor.

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

Independently operate and check the operation of equipment such as pumps, valves, belt presses, and processes involved in the treatment of wastewater, digestion of sludge, and disposal of waste products to ensure maximum efficiency of plant equipment and processes.

Operate and perform maintenance and lubrication work on pumps, blowers, motors, and related piping, valves, and equipment.

Inspect plant equipment daily, weekly, monthly and biannually; report any failures or operating difficulties; initiate work orders and any requests for equipment repair; identify, correct and/or report any safety hazards.

Operate, adjust and maintain chemical feed equipment to ensure compliance with established standards.

Troubleshoot electrical system problems and make repairs and/or modifications.

Perform sampling of wastewater, scum, grit, sludge and other materials at established times.

Perform standardized testing and various process changes; monitor flow and pumping frequencies and observe overall treatment processes

Operate and maintain power generation equipment.

Clean, lubricate, and perform routine maintenance, including making minor adjustments and servicing mechanical and electrical equipment, such as pumps, electrical motors, automatic switches, valves, scrapers, and filter screens.

Job Description
Plant Operator II

Prepare chemical solutions using manual and automated mixing devices; utilize complex valving schemes and flow patterns specific to a variety of treatment processes; perform basic troubleshooting on systems as necessary.

Transport equipment and materials throughout the plant.

Perform record keeping functions such as logging plant operations, test results, maintenance work performed and unusual operating conditions; prepare and maintain a variety of records.

Ensure that facilities are maintained in a neat, clean, and sanitary condition by cleaning, sweeping, hosing down, and maintaining buildings and grounds, equipment, piping, valves, etc.

Perform maintenance of machinery, structures, equipment, and piping.

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:

Mechanical, electrical and hydraulic principles.

Principles and practices associated with the operation, maintenance and repair of wastewater reclamation plant equipment and facilities.

Tools and equipment needed to make general repairs and adjustments to wastewater plant equipment.

Wastewater standards and regulations.

Proper handling of hazardous materials.

Basic water quality testing procedures.

Basic computer operations.

Principles of customer services.

Arithmetic calculations.

Job Description
Plant Operator II

Ability to:

Independently apply basic practices and procedures related to the operation and maintenance of a wastewater treatment plant including solids handling.

On a continuous basis, know and understand operations, and observe safety rules. Intermittently analyze problem equipment, identify and locate equipment, interpret work orders, remember equipment location, and explain jobs to others.

Understand and carry out written and oral directions.

Accurately read and interpret a variety of meters, gauges, and recording charts.

Observe and accurately record operating conditions.

Recognize unusual, inefficient, or dangerous operating conditions.

Apply mathematical principles.

Apply safe working practices.

Keep and maintain basic written records and reports.

Perform manual labor and operate equipment.

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

Communicate clearly and concisely, both orally and in writing.

Intermittently, pull, push, carry or lift material, equipment or parts weighing up to 50 pounds and sufficient stamina to walk six to eight miles per shift; stoop, kneel, crouch, crawl, step and climb; regularly stand, sit, use hands to finger, handle or feel and arms to reach, and to talk and hear; see under close, distance and peripheral vision, depth perception and ability to adjust focus.

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.

Job Description
Plant Operator II

Experience and Training:

One year of experience as an Operator-In-Training and demonstrated ability to perform the essential duties proficiently.

LICENSE AND/OR CERTIFICATE

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

Possession of a Grade II State of California Wastewater Treatment Plant Operator Certificate as issued by the State Water Resources Control Board.

SPECIAL REQUIREMENTS

Incumbents must be willing to work on call emergency response, shifts, weekends, holidays on a regular basis, work overtime as needed, and outdoors in a variety of weather conditions; be willing to work around chemicals used in a wastewater treatment facility; be willing to work in dirty conditions.

Employee is required to be clean shaven to allow wearing respiratory protection equipment, as needed.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties 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 fumes or airborne particles in addition to outside weather conditions involving wind, rain, heat, and humidity, and extreme cold and snow during the winter months, wet and/or humid conditions, moving mechanical parts, toxic or caustic chemicals, risk of electrical shock and vibrations. The noise level in the work environment is usually moderate and can be severe at times.

THIS IS A SAFETY-SENSITIVE POSITION REQUIRING A PRE-EMPLOYMENT PHYSICAL EXAMINATION INCLUDING A DRUG and ALCOHOL SCREEN AND BACKGROUND CHECK.



DRAFT

Big Bear Area Regional Wastewater Agency
Job Description

PLANT OPERATOR II

DEFINITION

To operate, inspect, maintain, and troubleshoot wastewater treatment plant equipment, lift stations, and interceptor systems; to adjust, service, and maintain equipment at Agency facilities; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

The Plant Operator II performs the full range of plant operations and maintenance 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 Plant ~~Operations Supervisor and/or Plant Maintenance Supervisor.~~

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

Independently operate and check the operation of equipment such as pumps, valves, belt presses, and processes involved in the treatment of wastewater, digestion of sludge, and disposal of waste products to ensure maximum efficiency of plant equipment and processes.

Operate and perform maintenance and lubrication work on pumps, blowers, motors, and related piping, valves, and equipment.

Inspect plant equipment daily, weekly, monthly and biannually; report any failures or operating difficulties; initiate work orders and any requests for equipment repair; identify, correct and/or report any safety hazards.

Operate, adjust and maintain chemical feed equipment to ensure compliance with established standards.

Troubleshoot electrical system problems and make repairs and/or modifications.

Perform sampling of wastewater, scum, grit, sludge and other materials at established times.

Perform standardized testing and various process changes; monitor flow and pumping frequencies and observe overall treatment processes

Operate and maintain power generation equipment.

Job Description
Plant Operator

Clean, lubricate, and perform routine maintenance, including making minor adjustments and servicing mechanical and electrical equipment, such as pumps, electrical motors, automatic switches, valves, scrapers, and filter screens.

Prepare chemical solutions using manual and automated mixing devices; utilize complex valving schemes and flow patterns specific to a variety of treatment processes; perform basic troubleshooting on systems as necessary.

Transport equipment and materials throughout the plant.

Perform record keeping functions such as logging plant operations, test results, maintenance work performed and unusual operating conditions; prepare and maintain a variety of records.

Ensure that facilities are maintained in a neat, clean, and sanitary condition by cleaning, sweeping, hosing down, and maintaining buildings and grounds, equipment, piping, valves, etc.

Perform maintenance of machinery, structures, equipment, and piping.

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:

Mechanical, electrical and hydraulic principles.

Principles and practices associated with the operation, maintenance and repair of wastewater reclamation plant equipment and facilities.

Tools and equipment needed to make general repairs and adjustments to wastewater plant equipment.

Wastewater standards and regulations.

Proper handling of hazardous materials.

Basic water quality testing procedures.

Basic computer operations.

Principles of customer services.

Job Description
Plant Operator

Arithmetic calculations.

Ability to:

Independently apply basic practices and procedures related to the operation and maintenance of a wastewater treatment plant including solids handling.

On a continuous basis, know and understand operations, and observe safety rules. Intermittently analyze problem equipment, identify and locate equipment, interpret work orders, remember equipment location, and explain jobs to others.

Understand and carry out written and oral directions.

Accurately read and interpret a variety of meters, gauges, and recording charts.

Observe and accurately record operating conditions.

Recognize unusual, inefficient, or dangerous operating conditions.

Apply mathematical principles.

Apply safe working practices.

Keep and maintain basic written records and reports.

Perform manual labor and operate equipment.

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

Communicate clearly and concisely, both orally and in writing.

Intermittently, pull, push, carry or lift material, equipment or parts weighing up to 50 pounds and sufficient stamina to walk six to eight miles per shift; stoop, kneel, crouch, crawl, step and climb; regularly stand, sit, use hands to finger, handle or feel and arms to reach, and to talk and hear; see under close, distance and peripheral vision, depth perception and ability to adjust focus.

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.

Job Description
Plant Operator

Experience and Training:

One year experience as an Operator-In-Training, and demonstrated ability to perform the essential duties proficiently.

License and/or Certificate:

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

Possession of a Grade II State of California Wastewater Treatment Plant Operator Certificate as issued by the State Water Resources Control Board, ~~with the ability to obtain a Grade II Wastewater Treatment Plant Operator Certificate within eighteen (18) months of employment as Plant Operator.~~

Special Requirements:

Incumbents must be willing to work on call emergency response, shifts, weekends, holidays on a regular basis, work overtime as needed, and outdoors in a variety of weather conditions; be willing to work around chemicals used in a wastewater treatment facility; be willing to work in dirty conditions.

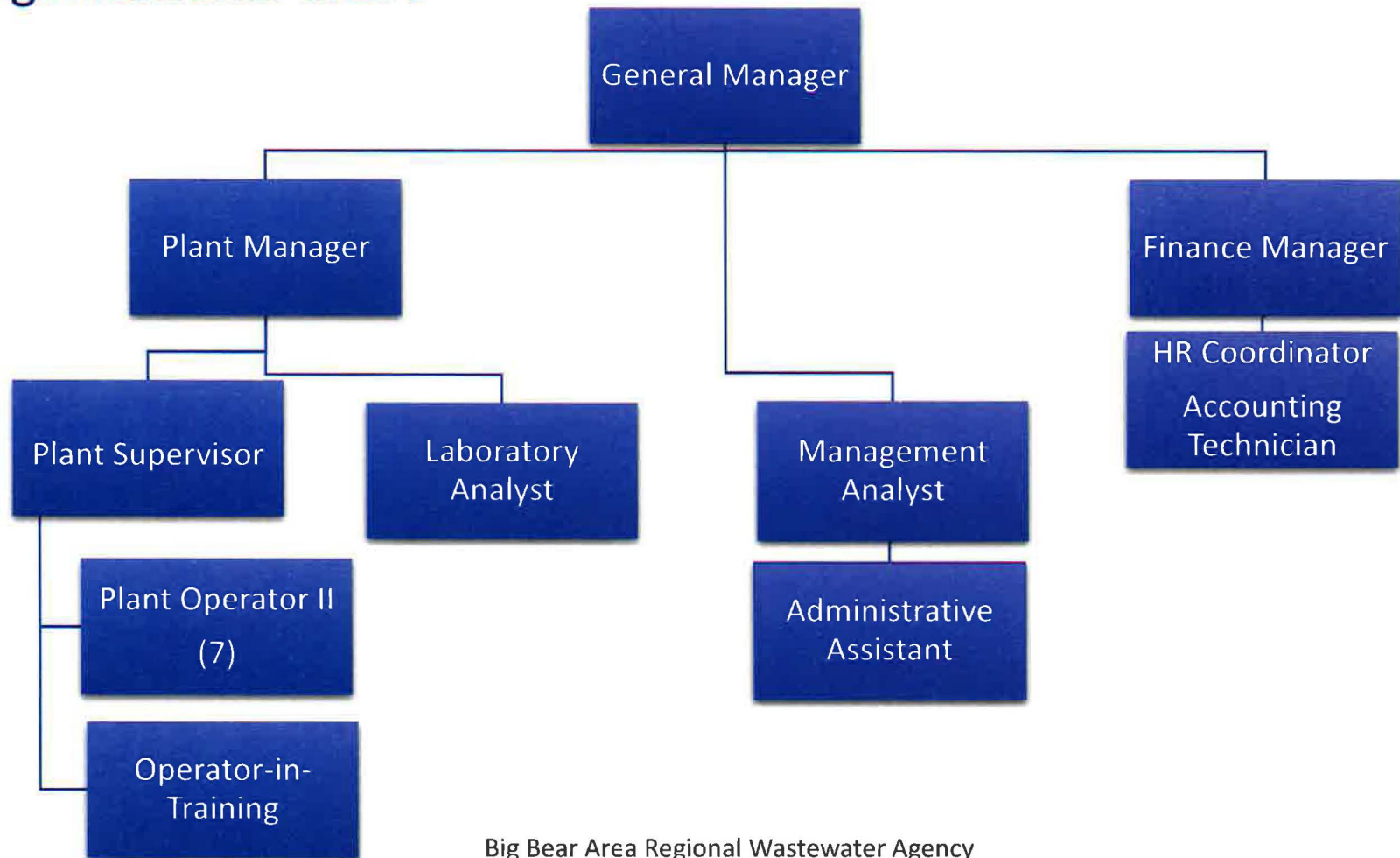
Employee is required to be clean shaven to allow wearing respiratory protection equipment, as needed.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties 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 fumes or airborne particles in addition to outside weather conditions involving wind, rain, heat, and humidity, and extreme cold and snow during the winter months, wet and/or humid conditions, moving mechanical parts, toxic or caustic chemicals, risk of electrical shock and vibrations. The noise level in the work environment is usually moderate and can be severe at times.

THIS IS A SAFETY-SENSITIVE POSITION REQUIRING A PRE-EMPLOYMENT PHYSICAL EXAMINATION INCLUDING A DRUG and ALCOHOL SCREEN AND BACKGROUND CHECK.

Organizational Chart



Big Bear Area Regional Wastewater Agency
March 2020



**Big Bear Area Regional
Wastewater Agency**

*John Green – Chair
Jim Miller – Vice Chair
Karyn Oxandaboure – Secretary
David Caretto – Director
Rick Herrick – Director*

AGENDA ITEM: 10.F.

MEETING DATE: March 25, 2020

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

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

PREPARED BY: Jennifer McCullar, Finance Manager 

SUBJECT: Compensation Study Annual Update

BACKGROUND:

The Agency completed an initial study in July 2017, and an annual update in July 2018 and September 2019 (the 2019 Study). The studies compare each of the Agency's job positions with comparable positions among a comparable agency group. The comparable group currently consists of nine agencies. The labor market median for each position is used as the basis for comparison (please see attached Compensation Studies policy for further explanation of methodology).

DISCUSSION:

Changes to Study Assessments and Future Action

Pay range adjustments were made after the initial study in 2017 and again in 2018 after the annual update. During the review of the 2019 Study and after discussion with the Agency's consulting firm, staff determined it was desirable to 1) reduce the number of pay range adjustments while still maintaining market-based compensation and 2) reduce the possibility of over adjusting pay ranges in those situations where there are limited comparable positions (less than 50% of the comparable market) and thus, the potential for large shifts in the labor market median for the position.

After discussions with the Administrative Committee, it was determined that the Agency would establish a policy that implements the following parameters for assessing and acting on future studies.

1. Pay ranges are only adjusted when the variance from the labor market median is greater than 5%, i.e. plus or minus 5% from the labor market median.
2. If a downward adjustment in the pay range is indicated, the adjustment will be immediate if the position is not filled. If the position is filled, the pay range will be frozen until the next study or until determined otherwise. This means there would be no cost of living adjustment to the pay range allowing the pay range to correct back toward the labor market median over time.

3. No market adjustment can exceed 10%.
4. If an Agency position has four or less comparable positions in the market (less than 50% of the market), discretion should be exercised prior to any adjustments. If an adjustment is indicated, reasons for the market adjustment should be understood and validated. With such a small comparable group, movements in the labor market median can be volatile and invalid. A market adjustment may be limited to an inflationary adjustment based on an Agency cost-of-living adjustment until the next study update.

2019 Study Results

Seven out of ten positions, or 70% of all positions were plus or minus 5% from the respective labor market medians. Therefore, there are no recommended changes to the pay ranges for these positions. The remaining three positions have the following recommended changes.

Position	% from Median	Adjustment	Pay Range		Top of Range S Change
			Start	Top	
Plant Manager	-5.19%	+.19%	\$43.83	\$63.55	\$0.07
Plant Operator-in-Training	5.28%	-.28%	\$18.42	\$24.87	(\$0.14)
HR Coordinator/Accounting Tech	14.5%	freeze (no COLA)			-

FINANCIAL IMPACT:

The financial impact is minimal.

RECOMMENDATION:

Approve the above recommended changes to the pay ranges of the Plant Manager and Plant Operator-in-Training and freezing the pay range of the HR Coordinator/Accounting Technician. Approve the Compensation Studies policy.

ATTACHMENTS:

1. Compensation Studies policy
2. Compensation Study Update - Presentation Slides

COMPENSATION STUDIES

I. PURPOSE

To establish uniform practices for periodic compensation studies. All compensation studies are for informational purposes only and do not commit the Agency to salary adjustments. Compensation studies can help to determine the appropriate level and validity of salary ranges and overall compensation structures and can contribute to financial and rate stability over time.

II. POLICY

A. **Compensation Study Update.** The Agency currently utilizes a consulting firm to update its compensation study on an annual basis. The study compares each of the Agency's job positions (referred to as classifications within the study) with comparable positions among a comparable agency group (the Comparable Group). The Comparable Group currently consists of nine agencies. Not all agencies in the Comparable Group have positions that are comparable to the Agency's.

B. **Compensation Study Labor Market Data.** The study compares Maximum Salary, Total Cash and Total Compensation by job position. The Agency uses Total Cash as the measure for comparison. Total Cash currently includes maximum salary, employer paid member contributions, deferred compensation, longevity pay, and certification pay. The Agency has determined that it wants to remain competitive with the market based on total cash compensation for each position, not just maximum salary. Total Compensation includes health premiums among other items of comparison. The geographic disparity of health premiums reduces the reliability of Total Compensation as a true market indicator of compensation.

C. **Assessing the Labor Market Data.** The labor market median for each position is used as the basis for the comparison (to the Agency's comparable position).

- i. If Total Cash for the comparable position is plus or minus five percent from the labor market median, no adjustment to the pay range is indicated.
- ii. If Total Cash for the comparable position is more than five percent below the market median, an adjustment to the pay range to five percent below the labor market median is indicated.
- iii. If Total Cash for the comparable position is more than five percent above the labor market median, an adjustment of the pay range to five percent above the labor market median is indicated, provided that the position is currently vacant. If the position is filled, the current pay range will be frozen, and inflationary, cost-of-living adjustments to the pay range will not be granted until after the next study update or until determined otherwise. Using this method, the higher-than-market pay range will correct downward over time.

D. **Making Market Adjustments.** If an adjustment is indicated, the following calculations will be made to determine the recommended pay range to be included in the Agency's publicly available pay schedule.

- i. For any position in which an adjustment is indicated, the Maximum Salary will be adjusted to the point at which Maximum Salary when combined with the other items of Total Cash is equal to the adjusted labor market median. The adjusted labor market median is plus or minus 5% of the labor market median pursuant to Section II. C. ii. or iii.
- ii. Maximum Salary will be used to determine the top of the Agency's pay range for the position. The beginning of the pay range is determined by applying the percentage range from starting salary to maximum salary – 45% range for management positions and 35% range for all other positions.

E. **Market Adjustment Limitations and Considerations.** When making market adjustments the following will apply.

- i. No market adjustment will exceed 10%.
- ii. If an Agency position has four or less comparable positions in the market (less than 50% of the market), discretion should be exercised prior to any adjustments. If an adjustment is indicated, reasons for the market adjustment should be understood and validated. With such a small comparable group, movements in the labor market median can be volatile and invalid. A market adjustment may be limited to an inflationary adjustment based on an Agency cost-of-living adjustment until the next study update.

Compensation Study Update

Background

- July 2017: A full Classification and Compensation Study was completed by Bryce Consulting. Salaries were adjusted to market.
- July 2018: An annual update of the compensation survey was completed by Bryce Consulting. Salaries were adjusted to market.
- September 2019: An annual update of the compensation survey was completed by Bryce Consulting.
 - Potential changes in the plant supervisory position
 - “Market check” was conducted to set an initial pay range

Study Method – Total Cash

Base Salary	→	Total Cash	→	Total Compensation
	<ol style="list-style-type: none"> 1. EPMC – Employer Pick up of Pension Contribution 2. 457 Employer Match 3. Longevity 4. Certification Pay 		<ol style="list-style-type: none"> 1. Medical Premiums 2. Cafeteria Plan 3. Insurance 4. Social Security Benefits 	

Total Compensation Not Used

- wide variances in medical benefits that can result from geographic variances
- complex nature of assessing and comparing benefits across the comparable groups



Current Study Results

Position	% above or below Median
Plant Manager	-5.19
General Manager	-1.97
Admin Assistant	-1.13
Finance Manager	0.50
Lab Analyst	1.36
Average	2.52
Management Analyst	4.55
Plant Operator	4.79
Plant Operator in Training	5.28
HR Coordinator/Accounting Tech	<u>14.50</u>
Average	2.52

70% OF ALL POSITIONS ARE WITHIN 5% OF THE MEDIAN

Items for Discussion

- Reduce Volatility and the Number of Pay Scale Adjustments
- Prevent Overpaying

Reduce Volatility, Reduce Pay Scale Adjustments

Pay scales are only adjusted when the variance from the market median is greater than 5%

Position	% above or below Median
Plant Manager	-5.19
General Manager	-1.97
Admin Assistant	-1.13
Finance Manager	0.50
Lab Analyst	1.36
Average	2.52
Management Analyst	4.55
Plant Operator	4.79
Plant Operator in Training	5.28
HR Coordinator/Accounting Tech	14.50

Adjusting downward has limitations

- Unfilled Position
 - Adjust Pay Scale to +5% of the median (105% of the median)
- Filled Position
 - Freeze Pay Scale
 - No COLA until next Comp Class or Otherwise

Position	% above or below Median		After Change
Plant Manager	-5.19	→	-5.00
General Manager	-1.97		-1.97
Admin Assistant	-1.13		-1.13
Finance Manager	0.50		0.50
Lab Analyst	1.36		1.36
Average	2.52		2.52
Management Analyst	4.55		4.55
Plant Operator	4.79		4.79
Plant Operator in Training	5.28	→	5.00
HR Coordinator/Accting Tech	14.50	→	FREEZE

Other Measures to Reduce Volatility and Prevent Overpaying

- Set Cap on Pay Scale Increases – 10%
- Scrutinize Changes for Limited Comparables
 - Two positions have 4 or less (< 50%)
 - Changes in the median need to be scrutinized before permanent changes to pay scales occur

Changes to Pay Schedule

Compensation and Classification Study

1. Increase Plant Manager Pay Scale to 95% of Market Median
2. Decrease Plant OIT Pay Scale to 105% of Market Median
3. Freeze HR Coordinator/Accounting Technician Pay Scale – No COLA Adjustment



Big Bear Area Regional
Wastewater Agency

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Rick Herrick – Director

AGENDA ITEM: 10.G.

MEETING DATE: March 25, 2020

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: Jennifer McCullar, Finance Manager 

SUBJECT: Pay Schedule

BACKGROUND & DISCUSSION:

The attached Pay Schedule is presented for approval of the Governing Board. The pay schedule reflects the adjustments due to the compensation study update, as well as the approved classification plan deleting the Plant Superintendent and Plant Operations Supervisor positions and re-classifying the Plant Maintenance Supervisor to Plant Supervisor.

FINANCIAL IMPACT:

The net financial impact from the combined changes is \$1.36 per hour based on the top of range pay.

Changes	Pay Range		Top of Range \$ Change
	Start	Top	
Compensation Study Changes:			
Plant Manager	\$43.83	\$63.55	\$0.07
Plant Operator-in-Training	\$18.42	\$24.87	(\$0.14)
HR Coordinator/Accounting Tech			Freeze
Classification Plan Changes:			
Plant Supervisor	\$35.81	\$48.35	\$1.43
Net Impact			\$1.36

RECOMMENDATION:

Approve publicly available Pay Schedule.

ATTACHMENT:

Pay Schedule

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

PAY SCHEDULE

Effective March 28, 2020

Schedule shall remain in effect until formally revised by governing board action.

Classification	Start	Top
Hourly Pay Rate:		
Active		
Non-Regular	\$15.04	\$22.36
Plant Operator-In-Training	\$18.42	\$24.87
Plant Operator	\$26.49	\$35.76
Laboratory Analyst	\$31.45	\$42.46
Plant Supervisor	\$35.81	\$48.35
Administrative Assistant	\$24.30	\$32.81
Management Analyst	\$30.59	\$41.31
Human Resources Coordinator / Accounting Technician ¹	\$39.74	\$53.65 ¹
Plant Manager	\$43.83	\$63.55
Finance Manager	\$51.38	\$74.49
General Manager	\$76.70	\$111.21

¹The pay range is frozen until released by Governing Board action.

Governing Board Approval Date: March 25, 2020