



Big Bear Municipal Water District

Lake Management

Board of Directors

Steve Ludecke – Division 1
Bob Rehfuß – Division 2
Craig Brewster – Division 3
Mark Lee – Division 4
Tom Bradford – Division 5

NOTICE OF REGULAR BOARD MEETING *December 19, 2024* *A G E N D A*

Place: Big Bear Municipal Water District
40524 Lakeview Drive, Big Bear Lake, CA 92315

Next Resolution Number: 2024-05

OPEN SESSION: 1:00 P.M.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. PUBLIC FORUM

(The Board will receive comments from the public on items not on the agenda; no action is permitted on these items. Time set aside not to exceed 30 minutes total by all participants)

4. REPORTS

- A. General Manager
- B. Committee- the following committee met since the last regular Board meeting:
Administrative

5. CONSENT CALENDAR

- A. Minutes of a Regular Meeting on December 5, 2024.
- B. Warrant List dated 12/13/2024 in the amount of \$49,769.92.

6. BUSINESS

- A. Administrative Committee (Directors Ludecke & Brewster) recommend Resolution 2024-05 "Big Bear Municipal Water District Administrative Code" General Updates, effective January 2025 for full Board discussion and possible approval.
- B. Administrative Committee (Directors Ludecke & Brewster) recommend approval of the BB&K annual CPI increase to their rate schedule.
- C. Announce Craig Brewster, Division 3, as President.
- D. Announce Mark Lee, Division 4, as Vice President
- E. Committee Assignments.
- F. Appointment of Board Officers for Calendar year 2025.
- G. Appointment of the District's JPIA Representative for the Calendar Year 2025.
- H. Board to determine who will be the BVBGSA representative.

7. ITEMS REMOVED FROM CONSENT AND PLACED ON BUSINESS
8. ANNOUNCEMENTS
9. DIRECTOR COMMENTS
10. ADJOURNMENT

NEXT MEETING: Open Session at 1:00 P.M.
Thursday, January 16, 2025
40524 Lakeview Drive
Big Bear Lake, CA 92315

PLEASE NOTE:

Agenda related writings or documents provided to the Board of Directors are available for public inspection at www.bbmwd.com or in the District office during business hours, 8:00 am – 4:30 pm Monday – Friday.

Five (5) minutes may be allotted to each speaker for an item on the agenda and three (3) minutes may be allotted to each speaker for an item that is not on the agenda up to a maximum of thirty minutes for each subject matter. A speaker who utilizes a translator, except if the speaker uses simultaneous translation equipment, shall receive twice the time allotted for a speaker that does not utilize a translator. (Cal. Gov. Code § 54954.3.)

No disruptive conduct shall be permitted at any Board meeting. Persistence in boisterous or disruptive conduct (including but not limited to what the general public would consider profane, explicit, or obscene language) shall be grounds for a summary termination, by the President, of that person's privilege to address the Board and the President may take such other actions in accordance with the Brown Act including, but not limited to, clearing the room of those willfully interrupting the meeting. (Cal. Gov. Code § 54957.9)

Individuals should contact the General Manager or designee if he/she requires disability-related accommodation or modifications, including auxiliary aids and services, in order to participate in the Board meeting. (Government Code 54954.2)

***MINUTES OF A REGULAR MEETING OF
BIG BEAR MUNICIPAL WATER DISTRICT
HELD ON THURSDAY, December 5, 2024***

1. OPEN SESSION

President Ludecke opened the regularly scheduled Board meeting at 1:01 PM at the Big Bear Municipal Water District located at 40524 Lakeview Drive, Big Bear Lake, CA 92315 on Thursday December 5, 2024.

BOARD MEMBERS PRESENT:

Steve Ludecke, President
Bob Rehfuss, Director
Craig Brewster, Vice President
Mark Lee, Director
Tom Bradford, Director

2. PLEDGE OF ALLEGIANCE

Bob Rehfuss

3. PUBLIC FORUM

Daniel Gulbranson, a resident of Big Bear, City is doing every they can to create injustice. They made up stuff about Replenish with three options. Claims they already voted on unwinding it, but they aren't going to move forward with that. They are going to keep working on it. They are going to try to kick her off the committee and then threaten about the money.

4. REPORTS

A. General Manager, Jared Cheek, reported that he met with Aqua Technics, consultant for lake services. We discussed services they could provide for our lake. President Ludecke asked what kind of services they provide. Mr. Cheek responded, they treat ponds and lakes for algae. We did attend the BBARWA meeting on Tuesday, they plan to reconvene Jan 22 to decide on what to do with Replenish, no real conclusion there. East ramp closed Nov 30, officially marking the end of season. The current lake level is down 6' 8" from full. Staff working on maintenance items now, and serving equipment. VBB boating safety video is underway, they are doing interviews next week with Drew.
B. Vice President Brewster reported on the admin committee, where we discussed the fee schedule for next year, possible increase to a couple items.

5. CONSENT CALENDAR

- A.** Minutes of a Regular Meeting on November 21, 2024.
- B.** Warrant List dated 12/2/2024 in the amount of \$27,678.50.

Discussion:

No comments were made.

With a motion made by Director Rehfuss, and seconded by Vice President Brewster, the consent calendar, was approved by the following:

AYES: Ludecke, Rehfuss, Brewster, Lee

NO: -

ABSTAIN: Bradford

6. BUSINESS

A. Lake Operations Season Summary – INFO ONLY

Discussion:

Drew Pappas had a presentation about the season summary regarding lake usage and stats. This is a condensed presentation of what was given at a previous committee meeting with the marinas. The following items were discussed:

- The District's biggest concerns are safety, compliance, invasive species, and customer service.
- Lake level: low point = 8'3", highest point 3'10', current is 6'8".
- 39,927 vessels counted using the lake, boats on the water.
- 1,050, contacts, these are not all violations, majority are public services assist.
- Less than 3% of stops resulted in citations.
- CA boater card is the biggest violation this year, this is now required for all boaters starting next year, boating basis and helps educate boaters.
 - Correctable violation now.
- Second most cited is for under 13 and no PDF.
- We had 6 patrollers out there this season and one patroller at the ramps all year to assist with anything that may become elevated.
- Boulder Bay Park is probably the most popular area for non-registered vessels, so we spent lots of time over there.
- Increased on the water sales violations, most are from the ocean and are unaware of rules.
- We saw a 47% increase in boaters, but our violations did not increase by the same ratio.
- Boating education does appear to be a direct correlation with boating accidents and safely operating a vessel.
- Life Jackets are the most important thing when boating, and properly fit life jackets that save lives.
- Another point emphasized at the marina task force meeting was making sure the renters have proper fitting jackets before sending them out.

Bradford asked how often do calls come in on emergency, and they call directly? Mr. Pappas responded maybe 20 times, and also the tour boats info us of incidents they witness while on tour.

- Our east ramp is our main place of operations, all our services are available there compared to the west ramp, which is half the size and only has potable water.
- We switched out schedule to M-F on ballast boats because they are only becoming more and more complex boats and it's just taking way to much District resources.
- Ballast are creating injury to other recreators on the lake caused by their large wakes.
- 3,351 inspections, 764 failed inspections
- We have had consistent fail rates since 2020 WID can provide that proof.
- WID is a database we and all bodies of water across the nation which input vessel travel data, and we provide tablets to the marinas.

- President Ludecke asked the marina owners if it's easy to use WID, and they agreed it was simple.
- Marina fail rate aligned with our fail rate and it's great they are similar.
- Reviewed a WID data Map which showed where all our boats came from.
- 4 of the top 10 lakes visited before big bear lake are from infested lakes.
 - Mussels can be found on dirty and clean boats.
 - Golden Mussel just showed up in the CA delta, very similar to Quagga Mussel, will not change our inspection process.
 - Boater card is now something that can be looked up in the moment.
 - Change of address deadline changed from 90 – 60 days

Daniel Gulbranson – appreciates your professionalism (Drew), it really shows, so thank you. When people show a positive attitude, unlike the neighborhood enhancement officers, they always threaten people, he has heard people even in Thousands Oaks talking about how horribly they are treated by City employees when visiting.

Director Rehfuss explained why these stats show that we are doing the right thing by having a bigger presence on the lake and the marinas are working with us to make sure these boaters are educated out there. Huge increase in vessels, but incidents and contacts did not. We are doing something right. Increase in vessels are our wakeboard boats, based on these stats which is why we need to change before it becomes a really big issues. We need to derail the wakeboard use before its completely out of hand.

Loren Hafen – very supportive of the boater card and wanted to give a marina feedback. Boater cards don't make good boaters, lifejackets are more of a focus for us. I don't want to put too much weight on the card, the for-hire card is much harder to obtain. It would be devastated to the marina business if boater cards were required. We give the renter the instruction and safety lesson, which is way more information than what the boater card would provide. Decontamination was offered marinas, we originally all turned it down, just too much to take on.

Loren continued, Holloways is going to donate another \$5K to the fish plant donation. The Board and staff thanked Loren for the contribution.

Larry Cooke – what we need to discuss is, can the driver actually drive the boat? Do we need to have further discussion on that?

President Ludecke asked Drew how do you deal with a language barrier? Drew explained he uses a lots of hand signals. How often? Drew responded 10-15 times a year. Director Rehfuss said it might be worth getting the google translator on our phones to make sure we can communicate, its free.

INFORMATION ONLY – NO VOTE TAKEN

7. ITEMS REMOVED FROM CONSENT CALENDAR

N/A

8. ANNOUNCEMENTS

No comments were made.

9. DIRECTOR COMMENTS

Director Bradford shared at least three experiences this year launching with the ramp attendants and they were absolutely fantastic. Great experience with me, very helpful, gave the kids stickers for doing the right thing, it was a great experience.

President Ludecke echoed the sentiment, said staff has always been great and friendly when I go over to eat lunch. Director Lee again thanked Drew for the presentation.

Director Reh fuss wanted to thank Drew and thanks to the marinas for being here and increasing our positive working relationship.

Director Bradford closed with gratitude toward the Grizzly reporter, Jessica Madison, for being here, we went a long time without having the local paper present and it's appreciated.

10. ADJOURN

There being no further business, the meeting was adjourned at 2:04 PM.

DATE AND TIME OF NEXT MEETING

Date: December 19, 2024
Location: 40524 Lakeview Drive
Big Bear Lake, CA 92315
Time: 1:00 PM

Brittany Lamson, Assistant General Manager
Secretary to the Board of Directors of
Big Bear Municipal Water District

[SEAL]

Big Bear MWD Warrant List Detail December 3 - 13, 2024

Num	Type	Date	Name	Account	Paid Amount
161885	Bill Pmt -Check	12/12/2024	ALESHIRE & WYNDER LLP	1001-01 · Accounts Payable	
92004	Bill	11/30/2024		5520-01 · ADMIN-District Counsel	-4,561.00
TOTAL					-4,561.00
161867	Bill Pmt -Check	12/05/2024	AMAZON CAPITAL SERVICES	1001-01 · Accounts Payable	
1JP3-3...	Bill	11/18/2024		5580-41 · OPS-Boat Maintenance-Patrol	-70.93
1YCG-...	Bill	11/19/2024		5580-41 · OPS-Boat Maintenance-Patrol	-91.92
1N4Q-9...	Bill	11/20/2024		5600-31 · MAINT-Vehicle Maint-ON ROAD	-458.35
TOTAL					-621.20
161886	Bill Pmt -Check	12/12/2024	AMAZON CAPITAL SERVICES	1001-01 · Accounts Payable	
163C-4...	Bill	11/26/2024		5580-41 · OPS-Boat Maintenance-Patrol	-127.58
1T7X-P...	Bill	11/27/2024		5631-02 · OPS-Quagga Prevention Equip	-74.16
1RWW-...	Bill	12/03/2024		5670-03 · WATER-Fishery Mgmt-REARING PROG	-60.28
TOTAL					-262.02
161868	Bill Pmt -Check	12/05/2024	ATWELL SHAWN (REIMBURSE)	1001-01 · Accounts Payable	
11/29/2...	Bill	12/03/2024		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
TOTAL					-50.00
161887	Bill Pmt -Check	12/12/2024	AUTOZONE INC	1001-01 · Accounts Payable	
000489...	Bill	12/04/2024		5600-30 · MAINT-Vehicle Maint -General	-5.13
TOTAL					-5.13
161869	Bill Pmt -Check	12/05/2024	BEST BEST & KRIEGER LLP	1001-01 · Accounts Payable	
1013275	Bill	11/29/2024		5520-01 · ADMIN-District Counsel	-6,020.25
TOTAL					-6,020.25
161888	Bill Pmt -Check	12/12/2024	BIG BEAR DISPOSAL	1001-01 · Accounts Payable	
000011...	Bill	12/01/2024		5507-41 · OPS-Utilities-Main Office	-392.37
TOTAL					-392.37
161870	Bill Pmt -Check	12/05/2024	BIG BEAR PAINT CENTER, INC	1001-01 · Accounts Payable	
369468	Bill	11/20/2024		5630-30 · MAINT-Bldg/Facility Maint/Rep	-49.45
369642	Bill	11/22/2024		5630-30 · MAINT-Bldg/Facility Maint/Rep	-49.45
TOTAL					-98.90
161889	Bill Pmt -Check	12/12/2024	BIG BEAR PAINT CENTER, INC	1001-01 · Accounts Payable	
370321	Bill	12/06/2024		5630-30 · MAINT-Bldg/Facility Maint/Rep	-73.79
370497	Bill	12/09/2024		5630-30 · MAINT-Bldg/Facility Maint/Rep	-28.44
370558	Bill	12/10/2024		5630-32 · MAINT-Bldg/Fac Mnt/Rep-BBMarina	-115.38
TOTAL					-217.61
161871	Bill Pmt -Check	12/05/2024	BUTCHER'S BLOCK AND BUILDING ...	1001-01 · Accounts Payable	
2411-63...	Bill	11/14/2024		5670-03 · WATER-Fishery Mgmt-REARING PROG	-16.16
2411-63...	Bill	11/14/2024		5600-33 · MAINT-Vehicle Maint-HARVESTER	-34.14
2411-64...	Bill	11/19/2024		5640-02 · WATER-Dam Maintenance	-357.75
2411-64...	Bill	11/19/2024		5630-30 · MAINT-Bldg/Facility Maint/Rep	-64.63
2411-64...	Bill	11/20/2024		5543-30 · MAINT-Small Tools/Tool Supplies	-33.36
2411-64...	Bill	11/21/2024		5630-22 · WATER-Bear Creek Monitoring	-14.00
2411-64...	Bill	11/22/2024		5630-22 · WATER-Bear Creek Monitoring	-43.08
2411-64...	Bill	11/26/2024		5630-30 · MAINT-Bldg/Facility Maint/Rep	-10.93

3:17 PM

12/13/24

Big Bear MWD Warrant List Detail December 3 - 13, 2024

Num	Type	Date	Name	Account	Paid Amount
TOTAL					-574.05
161890	Bill Pmt -Check	12/12/2024	BUTCHER'S BLOCK AND BUILDING ...	1001-01 · Accounts Payable	
2412-64...	Bill	12/04/2024		5543-30 · MAINT-Small Tools/Tool Supplies	-10.10
2412-64...	Bill	12/05/2024		5630-31 · MAINT-Bldg/Facil Maint/Rep-Shop	-49.77
2412-64...	Bill	12/05/2024		5630-43 · OPS-Bldg/Fac Mtn/Rep-WEST RAMP	-3.29
2412-65...	Bill	12/06/2024		5630-30 · MAINT-Bldg/Facility Maint/Rep	-10.76
2412-65...	Bill	12/09/2024		5630-30 · MAINT-Bldg/Facility Maint/Rep	-55.64
2412-65...	Bill	12/09/2024		5630-30 · MAINT-Bldg/Facility Maint/Rep	-22.21
2412-65...	Bill	12/09/2024		5630-30 · MAINT-Bldg/Facility Maint/Rep	-14.09
TOTAL					-165.86
EFT	Bill Pmt -Check	12/10/2024	BVE (EFT)	1001-01 · Accounts Payable	
112220...	Bill	11/22/2024		5507-22 · WATER-Utilities-Dam	-343.98
112220...	Bill	11/22/2024		5507-21 · WATER-Utilities-Aerator	-133.22
112220...	Bill	11/22/2024		5507-43 · OPS-Utilities-Ramps	-79.40
TOTAL					-556.60
161872	Bill Pmt -Check	12/05/2024	CALAVERAS TROUT FARM INC	1001-01 · Accounts Payable	
17-1052	Bill	11/24/2024		5670-02 · WATER-Fishery Mgt-FISH PURCHASE	-20,400.00
TOTAL					-20,400.00
161891	Bill Pmt -Check	12/12/2024	COMPUTER VILLAGE	1001-01 · Accounts Payable	
12402	Bill	10/28/2024		5530-02 · ADMIN- Computer Consults	-180.00
12403	Bill	10/28/2024		5811-00 · District Computer/ Server	-360.00
13015	Bill	11/26/2024		5530-02 · ADMIN- Computer Consults	-40.00
TOTAL					-580.00
161873	Bill Pmt -Check	12/05/2024	CSB DEPT OF INNOVATION & TECH...	1001-01 · Accounts Payable	
30335	Bill	10/31/2024		5506-41 · OPS-Radio Service Contract	-223.04
TOTAL					-223.04
161874	Bill Pmt -Check	12/05/2024	DIY HOME CENTER	1001-01 · Accounts Payable	
33825	Bill	11/19/2024		5543-30 · MAINT-Small Tools/Tool Supplies	-6.29
33818	Bill	11/19/2024		5630-30 · MAINT-Bldg/Facility Maint/Rep	-89.84
33847	Bill	11/20/2024		5630-40 · OPS-Bldg/Fac Mtn/Rep	-52.03
33854	Bill	11/20/2024		5670-03 · WATER-Fishery Mgmt-REARING PROG	-45.37
33861	Bill	11/21/2024		5543-30 · MAINT-Small Tools/Tool Supplies	-15.30
33880	Bill	11/22/2024		5580-41 · OPS-Boat Maintenance-Patrol	-4.63
33927	Bill	11/25/2024		5580-42 · OPS-Boat Maintenance-Work	-7.33
TOTAL					-220.79
161892	Bill Pmt -Check	12/12/2024	DIY HOME CENTER	1001-01 · Accounts Payable	
34247	Bill	12/01/2024		5630-30 · MAINT-Bldg/Facility Maint/Rep	-72.69
34065	Bill	12/02/2024		5630-30 · MAINT-Bldg/Facility Maint/Rep	-33.93
34073	Bill	12/02/2024		5670-03 · WATER-Fishery Mgmt-REARING PROG	-67.86
34085	Bill	12/03/2024		5670-03 · WATER-Fishery Mgmt-REARING PROG	-65.91
34174	Bill	12/06/2024		5580-42 · OPS-Boat Maintenance-Work	-57.00
				5630-30 · MAINT-Bldg/Facility Maint/Rep	-14.21
34184	Bill	12/06/2024		5630-30 · MAINT-Bldg/Facility Maint/Rep	-22.28
34169	Bill	12/06/2024		5630-30 · MAINT-Bldg/Facility Maint/Rep	-97.02
34239	Bill	12/10/2024		5630-30 · MAINT-Bldg/Facility Maint/Rep	-24.24
TOTAL					-455.14
161875	Bill Pmt -Check	12/05/2024	DWP-CITY OF BIG BEAR LAKE	1001-01 · Accounts Payable	
112620...	Bill	11/26/2024		5507-43 · OPS-Utilities-Ramps	-21.36
112620...	Bill	11/26/2024		5507-43 · OPS-Utilities-Ramps	-139.60
112620...	Bill	11/26/2024		5507-41 · OPS-Utilities-Main Office	-125.98

3:17 PM

12/13/24

Big Bear MWD
Warrant List Detail
 December 3 - 13, 2024

Num	Type	Date	Name	Account	Paid Amount
112620...	Bill	11/26/2024		5507-41 · OPS-Utilities-Main Office	-16.01
TOTAL					-302.95
161876	Bill Pmt -Check	12/05/2024	EGERER GAGE (REIMBURSE)	1001-01 · Accounts Payable	
12/21/2...	Bill	12/03/2024		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
TOTAL					-50.00
161877	Bill Pmt -Check	12/05/2024	EVERON, LLC	1001-01 · Accounts Payable	
157173...	Bill	11/20/2024		5630-10 · ADMIN-Bldg/Facility Maint/Rep	-277.95
157173...	Bill	11/20/2024		5630-42 · OPS-Bldg/Fac Mtn/Rep-EAST RAMP	-212.08
157173...	Bill	11/20/2024		5630-43 · OPS-Bldg/Fac Mtn/Rep-WEST RAMP	-117.72
157173...	Bill	11/20/2024		5640-02 · WATER-Dam Maintenance	-117.72
TOTAL					-725.47
161878	Bill Pmt -Check	12/05/2024	FEDEX	1001-01 · Accounts Payable	
8-689-6...	Bill	11/22/2024		5501-02 · ADMIN-Post&Ship WATER TESTING	-126.64
TOTAL					-126.64
161893	Bill Pmt -Check	12/12/2024	GALLS LLC	1001-01 · Accounts Payable	
029750...	Bill	11/26/2024		5541-01 · ADMIN-Uniforms Employees	-277.59
TOTAL					-277.59
161879	Bill Pmt -Check	12/05/2024	HOLLOWAYS MARINA	1001-01 · Accounts Payable	
37020CR	Bill	11/21/2024		5590-41 · OPS-Petroleum-VESELS	-3,730.41
TOTAL					-3,730.41
161880	Bill Pmt -Check	12/05/2024	MCMASTER-CARR	1001-01 · Accounts Payable	
36662049	Bill	11/18/2024		5600-33 · MAINT-Vehicle Maint-HARVESTER	-66.14
TOTAL					-66.14
161894	Bill Pmt -Check	12/12/2024	MCMASTER-CARR	1001-01 · Accounts Payable	
36719651	Bill	11/19/2024	MCMASTER-CARR	2200-00 · Accounts Payable Liability	0.98
37234975	Bill	12/02/2024		5600-33 · MAINT-Vehicle Maint-HARVESTER	-92.99
				5630-30 · MAINT-Bldg/Facility Maint/Rep	-49.20
TOTAL					-141.21
161895	Bill Pmt -Check	12/12/2024	MOONRIDGE FUEL HAUPT RALPH	1001-01 · Accounts Payable	
11302024	Bill	11/30/2024		5590-41 · OPS-Petroleum-VESELS	-199.84
TOTAL					-199.84
161896	Bill Pmt -Check	12/12/2024	NAPA AUTO PARTS	1001-01 · Accounts Payable	
637923	Bill	12/02/2024	NAPA AUTO PARTS	2200-00 · Accounts Payable Liability	0.34
638040	Bill	12/04/2024		5580-41 · OPS-Boat Maintenance-Patrol	-8.61
				5600-30 · MAINT-Vehicle Maint -General	-8.53
TOTAL					-16.80
161897	Bill Pmt -Check	12/12/2024	OWL TELEPHONE EXCHANGE	1001-01 · Accounts Payable	
1561	Bill	01/01/2025		5630-10 · ADMIN-Bldg/Facility Maint/Rep	-200.00
TOTAL					-200.00

Big Bear MWD Warrant List Detail December 3 - 13, 2024

Num	Type	Date	Name	Account	Paid Amount
161898	Bill Pmt -Check	12/12/2024	PAPPAS DREW (REIMBURSE)	1001-01 · Accounts Payable	
11/30/2...	Bill	12/11/2024		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
TOTAL					-50.00
161881	Bill Pmt -Check	12/05/2024	PITNEY BOWES PURCHASE POWER	1001-01 · Accounts Payable	
11192024	Bill	11/19/2024		5501-01 · ADMIN-Post&Ship OFFICE	-502.25
TOTAL					-502.25
161882	Bill Pmt -Check	12/05/2024	STREAMLINE	1001-01 · Accounts Payable	
C39A82...	Bill	10/07/2024		5530-02 · ADMIN- Computer Consults	-1,500.00
TOTAL					-1,500.00
161899	Bill Pmt -Check	12/12/2024	SWRCB	1001-01 · Accounts Payable	
WD-028...	Bill	12/04/2024		5660-03 · Aquatic Plnt Ctrl SWRCB Permit	-3,630.00
TOTAL					-3,630.00
EFT	Bill Pmt -Check	12/10/2024	VALERO (EFT)	1001-01 · Accounts Payable	
11232024	Bill	11/23/2024		5590-42 · OPS-Petroleum-VEHICLES 5590-41 · OPS-Petroleum-VESSELS	-967.37 -854.33
TOTAL					-1,821.70
161883	Bill Pmt -Check	12/05/2024	VERIZON WIRELESS	1001-01 · Accounts Payable	
997831...	Bill	11/09/2024		5505-11 · ADMIN-Phones Ramp Aircards 5505-11 · ADMIN-Phones Ramp Aircards 5505-06 · ADMIN-Phone Cell Phones	-55.14 -61.62 -413.46
TOTAL					-530.22
161884	Bill Pmt -Check	12/05/2024	XEROX CORPORATION	1001-01 · Accounts Payable	
6529880	Bill	11/29/2024		2950-03 · Copier Lease	-494.74
TOTAL					-494.74

**BIG BEAR MUNICIPAL WATER DISTRICT
REPORT TO BOARD OF DIRECTORS**

MEETING DATE: December 19, 2024

AGENDA ITEM: 6A

SUBJECT:

ADMINISTRATIVE COMMITTEE (DIRECTORS LUDECKE & BREWSTER) RECOMMEND RESOLUTION 2024-05 "BIG BEAR MUNICIPAL WATER DISTRICT ADMINISTRATIVE CODE" GENERAL UPDATES, EFFECTIVE JANUARY 2025 FOR FULL BOARD DISCUSSION AND POSSIBLE APPROVAL.

RECOMMENDATION:

The Administrative Committee recommends the Administrative Code be updated generally on an annual basis.

DISCUSSION/FINDINGS:

The Administrative Code is reviewed annually for updates, last year had major legal changes as well as a much-needed separation of policy versus procedure to make the document less redundant, and more easily understood. This year's annual review yielded little change, such as updating the new election years for Division 4 & 5.

OTHER AGENCY INVOLVEMENT: None

FINANCING: None

Submitted by: Jared Cheek, General Manager

RESOLUTION NO. 2024-05

RESOLUTION OF THE BOARD OF DIRECTORS OF
BIG BEAR MUNICIPAL WATER DISTRICT
AMENDING RESOLUTION NO. 2023-07 (ADMINISTRATIVE CODE)
AS IT RELATES GENERAL UPDATES

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF BIG BEAR MUNICIPAL WATER DISTRICT as follows:

Section 1. Purpose

This resolution amends Resolution 2023-07 (Administrative Code) as it relates to general updates.

The document is revised only on page 6, section 2.104 'Election' to reflect updated election dates for Division 4 and 5 which just completed an election in November 2024. The remaining document is to remain in full affect.

Section 2. Exhibit 'A' Administrative Code

Exhibit 'A' of this resolution is the Administrative Code, page 6. The document, including the revision on page 6, will become rule upon the approval of the majority vote of the Board of Directors.

Section 3. Other

Except as provided herein, Resolution No. 2024-05 is hereby reaffirmed and readopted.

PASSED, APPROVED AND ADOPTED this 19 day of December 2024.

Steve Ludecke
Board President

ATTEST:

Brittany Lamson
Secretary to the Board

[SEAL]

CHAPTER 2. BOARD OF DIRECTORS

ARTICLE 1 - ELECTION, APPOINTMENT AND OATHS

Section 2.101 General.

The Board shall establish policies and give the General Manager the authority to implement policies. The Board is not responsible for the day-to-day management or operations of the District.

Section 2.102 Relationship Among Board Members.

A quorum of the Board shall not discuss the business of the District directly, seriatim, or through an intermediary except at a public meeting. A quorum of the Board may discuss the time, place, and agenda for a meeting at any time.

Section 2.103 Relationship with Officers and Employees.

(a) The Board and individual Board Members may question the General Manager with respect to the development and implementation of District policy. The Board, but not the individual Board Members, may direct the General Manager with respect to the development and implementation of District policy.

(b) The Board and individual Board Members are prohibited from dealing directly with any Employee regarding District business, except the General Manager and the Board Secretary. Continued violation to this section shall be referred to the full Board for discussion.

Section 2.104 Election.

(a) Members of the Board shall be elected to office in accordance with the provisions of the Principal Act.

(b) Board Members shall be elected on the following schedule, with terms commencing at the time stated and every fourth year thereafter:

Board Member representing:	Division 1 - January 2026
	Division 2 - January 2026
	Division 3 - January 2026
	Division 4 - January 202 8 4
	Division 5 - January 202 8 4

Section 2.105 Unscheduled Vacancies.

(a) The office of Board Member may become vacant before the end of the term because of death, resignation or other event causing vacancy. A written resignation is irrevocable and effective when filed with the Secretary. An oral resignation is irrevocable and effective when accepted by the Board.

(b) A notice of intention to fill the vacancy by appointment shall be posted by the Secretary immediately when an unscheduled vacancy on the Board occurs. At least ten (10) days after the notice is posted and within sixty (60) days after the effective date of the vacancy, the remaining Board Members may fill such vacancy by appointment or by calling an election. The San Bernardino County Board of Supervisors may fill the vacancy if the Board fails to act within sixty (60) days of the effective date of the vacancy.

(c) If a vacancy is not filled by appointment, an election shall be held at the next regular election date at least one hundred fourteen (114) days after the effective date of the vacancy.

**BIG BEAR MUNICIPAL WATER DISTRICT
REPORT TO BOARD OF DIRECTORS**

MEETING DATE: December 19, 2024

AGENDA ITEM: 6B

SUBJECT:

ADMINISTRATIVE COMMITTEE (DIRECTORS LUDECKE & BREWSTER) RECOMMEND APPROVAL OF THE BB&K ANNUAL CPI INCREASE TO THEIR RATES.

RECOMMENDATION:

The Administrative Committee recommends approval of the new BB&K rates.

DISCUSSION/FINDINGS:

Although BB&K are no longer the District general counsel, they have been our counsel for an active case. The District has no issues with their efforts to date.

OTHER AGENCY INVOLVEMENT: None

FINANCING: Professional Services

Submitted by: Jared Cheek, General Manager



Frida Mancilla Vega
Business Analyst 1
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December 12, 2024

VIA E-MAIL TO: 'BLAMSON@BBMWD.NET'

Brittany Lamson
Assistant General Manager
Big Bear Municipal Water District
P. O. Box 2863
Big Bear Lake, CA 92315

Re: Annual Notice of Automatic Increase in Legal Services Rates based upon CPI

Dear Ms. Lamson,

Pursuant to our current agreement, the hourly rates are to adjust on January 1st of each year, in accordance with the All Urban Consumer Price Index, Riverside-San Bernardino-Ontario, CA area, most recent 12-month published. The Index has increased by 1.1%, therefore, the hourly rates will be:

<u>General Legal Services</u>	<u>Rate/Hr.</u>
Partners & Of Counsel	\$ 278.00
Associates	\$ 238.00
Non-Attorneys	\$ 157.00

<u>Special Legal Services</u>	<u>Rate/Hr.</u>
Partners & Of Counsel	\$ 298.00
Associates	\$ 263.00
Non-Attorneys	\$ 167.00

These rates will adjust automatically on January 1, 2025.

Best Best & Krieger sincerely appreciates your continuing loyalty and the choice of our firm for your legal services. If you have any questions about this or any of our billing policies, please contact your BB&K attorney, Ward Simmons.

Sincerely,

Frida Mancilla Vega
Finance Department
for BEST BEST & KRIEGER LLP

**BIG BEAR MUNICIPAL WATER DISTRICT
REPORT TO BOARD OF DIRECTORS**

MEETING DATE: December 19, 2024

AGENDA ITEM: 6C

SUBJECT:

ANNOUNCE CRAIG BREWSTER, DIVISION 3, AS PRESIDENT.

RECOMMENDATION:

Steve Ludecke, current President, will announce the President for 2025.

DISCUSSION/FINDINGS:

The Big Bear Municipal Water District rotates positions on an annual basis by Division. The new President, Craig Brewster, will announce Vice President as agenda item 6D.

OTHER AGENCY INVOLVEMENT: None

FINANCING: None

Submitted by: Jared Cheek, General Manager

**BIG BEAR MUNICIPAL WATER DISTRICT
REPORT TO BOARD OF DIRECTORS**

MEETING DATE: December 19, 2023

AGENDA ITEM: 6D

SUBJECT:

ANNOUNCE MARK LEE, DIVISION 4, AS VICE PRESIDENT

RECOMMENDATION:

Craig Brewster, President, will announce Mark Lee as Vice President.

DISCUSSION/FINDINGS:

The Vice President also rotates on an annual basis between Divisions set by the District Administrative Code.

OTHER AGENCY INVOLVEMENT: None

FINANCING: None

Submitted by: Jared Cheek, General Manager

**BIG BEAR MUNICIPAL WATER DISTRICT
REPORT TO BOARD OF DIRECTORS**

MEETING DATE: December 19, 2023

AGENDA ITEM: 6E

SUBJECT:

COMMITTEE ASSIGNMENTS

RECOMMENDATION:

Craig Brewster, President, will announce the committee assignments for calendar year 2025.

DISCUSSION/FINDINGS:

President Brewster will assign committees for calendar year 2025.

OTHER AGENCY INVOLVEMENT: None

FINANCING: None

Submitted by: Jared Cheek, General Manager

**BIG BEAR MUNICIPAL WATER DISTRICT
REPORT TO BOARD OF DIRECTORS**

MEETING DATE: December 19, 2024

AGENDA ITEM: 6F

SUBJECT:

APPOINTMENT OF BOARD OFFICERS FOR CALENDAR YEAR 2025

RECOMMENDATION:

Craig Brewster, President, will announce Board Officers for 2025.

DISCUSSION/FINDINGS:

The Big Bear Municipal Water District establishes Board officers per the District's Administrative Code.

Chief Executive Office: Jared Cheek, General Manager

Treasurer: Jared Cheek, General Manager

Secretary to the Board: Brittany Lamson, Assistant General Manager

Deputy Secretary: Jared Cheek, General Manager

OTHER AGENCY INVOLVEMENT: None

FINANCING: None

Submitted by: Jared Cheek, General Manager

**BIG BEAR MUNICIPAL WATER DISTRICT
REPORT TO BOARD OF DIRECTORS**

MEETING DATE: December 19, 2024

AGENDA ITEM: 6G

SUBJECT:

APPOINTMENT OF THE DISTRICT'S JPIA REPRESENTATIVE FOR THE CALENDAR YEAR 2025

RECOMMENDATION:

Craig Brewster, President, will announce the District's JPIA representative for 2025.

DISCUSSION/FINDINGS:

This decision is made based on the committees that each Director serves on. Whichever Director serves on the Watermaster Committee will be nominated as the JPIA representative for 2025 unless there is another Director who would like to represent the District.

OTHER AGENCY INVOLVEMENT: None

FINANCING: None

Submitted by: Jared Cheek, General Manager

**BIG BEAR MUNICIPAL WATER DISTRICT
REPORT TO BOARD OF DIRECTORS**

MEETING DATE: December 19, 2024

AGENDA ITEM: 6H

SUBJECT:

BOARD TO DETERMINE WHO WILL BE THE BVBGSA REPRESENTATIVE FOR 2025.

RECOMMENDATION:

Board to discuss who will be BVBGSA representative for the District.

DISCUSSION/FINDINGS:

Steve Ludecke is currently serving as the BVBGSA representative for the District. He can continue to serve at the Board's vote, or the Board can choose to appoint another representative for the upcoming calendar year, 2025.

OTHER AGENCY INVOLVEMENT: None

FINANCING: None

Submitted by: Jared Cheek, General Manager