Big Bear Municipal Water District

Lake Management

Board of Directors
Steve Ludecke – Division 1
Craig Peterson – Division 2
Craig Brewster – Division 3
Mark Lee – Division 4
Tom Bradford – Division 5

Administrative Committee Meeting
Minutes November 17, 2026

Present: Vice President Ludecke
Director Brewster
Jared Cheek, General Manager
Elsa Donoho, Board Secretary

Public: None.

1. Conflict of Interest Code
    a. a. The District is required to review and update (if needed) its Conflict of Interest Code by October 1 of every even-numbered year.
        i. The most recent deadline was October 1, 2026, and the next deadline will be October 1, 2028.
    b. The current Conflict of Interest Code on file with the County of San Bernardino Clerk of the Board (COB) is from 1990.
    c. The District's 2026 Biennial Notice was filed on October 1, 2026, indicating that updates to the Conflict of Interest Code were required. Receipt of the notice was confirmed by the COB.
    d. The updated Conflict of Interest Code must be submitted to the COB by December 30, 2026.
    e. To adopt the revised Conflict of Interest Code, the Board of Directors must hold a noticed Public Hearing. The hearing is planned for December 3, 2026.
    f. The next update to the District's Administrative Code will need to incorporate the revised Conflict of Interest Code.
2. Issues & Updates
    a. None.