Big Bear Municipal Water District

Lake Management

NOTICE OF REGULAR BOARD MEETING
August 20, 2026
A G E N D A

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

Next Resolution Number: 2026-07

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 committees met since the last regular Board meeting:
      1. 08/10/2026 – Administrative (Directors Brewster & Ludecke)

5. CONSENT CALENDAR
   A. Minutes of a Regular Meeting on August 6, 2026.
   B. Warrant List dated 08/13/2026 in the amount of $32,189.30.

6. BUSINESS
   A. GENERAL MANAGER RECOMMENDS FULL BOARD DISCUSSION AND POSSIBLE APPROVAL OF POLICY 2026-04 “EMPLOYEE TRAVEL AND TRAINING POLICY” AND POLICY 2026-05, “DIRECTOR TRAVEL AND TRAINING POLICY”.
   B. CONSIDER APPROVAL OF THE PURCHASE OF FAILOVER SERVER FOR DISTRICT OFFICE
   C. CONSIDER APPROVAL OF THE PURCHASE OF ROOFING MATERIALS FOR EAST RAMP
   D. CONSIDER RATIFICATION OF GENERAL MANAGER STEP INCREASE

7. ITEMS REMOVED FROM CONSENT AND PLACED ON BUSINESS

8. ANNOUNCEMENTS

9. DIRECTOR COMMENTS

10. CLOSED SESSION
None.

11. ADJOURNMENT

NEXT MEETING: Open Session at 1:00 P.M.
Thursday, September 3, 2026
40524 Lakeview Drive
Big Bear Lake, CA 92315

Elsa Donoho

Elsa Donoho, Office Manager
Secretary to the Board of
Big Bear Municipal Water District

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 prophane, 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, August 6, 2026

1. OPEN SESSION

Vice President Ludecke opened the regularly scheduled Board meeting at 1:00 PM at the Big Bear Municipal Water District located at 40524 Lakeview Drive, Big Bear Lake, CA 92315 on Thursday August 6, 2026.

BOARD MEMBERS PRESENT:

Steve Ludecke, Vice President
Craig Brewster, Director
Mark Lee, Director
Craig Peterson, Director

2. PLEDGE OF ALLEGIANCE

Steve Foulkes

3. PUBLIC FORUM

Erin Smith introduced herself to the Board and distributed materials.

4. REPORTS

A. General Manager Jared Cheek reported on current lake conditions and operations. Launch counts are down approximately 13% compared to the previous year, while permit usage remains slightly higher. Vice President Ludecke commented that perhaps more users are in dock slips this season.

   Mr. Cheek reported that he reviewed a recent LAFCO meeting and that no changes or recommendations affecting the District are being considered at this time.

   He also attended the SAWHA weekly meeting and participated in a virtual meeting with the Facility Manager and an environmental consultant regarding ongoing future project efforts. The consultant expects the project to continue progressing through the CEQA review process.

   Additionally, Mr. Cheek met virtually with a vendor to discuss ultrasonic technology designed to reduce algae and aquatic vegetation growth. The technology has not previously been implemented on a lake of Big Bear Lake's size.

B. Director Brewster reported that the Administrative Committee met and reviewed a draft Travel and Training Policy Draft.

C. July Carp Raffle Winners
   a. Adult Winner: Grant Sato
   b. Youth Winner: Noah Augustine

5. <u>CONSENT CALENDAR</u>

PUBLIC FORUM
None.

A. Minutes of a Regular Meeting on July 16, 2026.
B. Warrant List dated 07/31/2026 in the amount of $87,330.60.

<u>Discussion:</u> Ludecke commented that the warrant list is large but in lieu

With a motion made by Director Brewster and seconded by Director Lee, the consent calendar was approved unanimously: AYES: Brewster, Lee, Ludecke, Peterson NO: - ABSTAIN: -

<u>6. BUSINESS</u>

A. DISCUSSION AFTER-HOURS BANDING OPERATION AND POSSIBLE DIRECTION

PUBLIC FORUM
None.

DISCUSSION

a. General Manager Jared Cheek presented a concept that the Operations Committee requested be brought forward to the full board. The concept would allow vessels to receive inspection bands after normal launch ramp operating hours. The practice would be intended to provide greater flexibility for evening visitors on the lake while maintaining the District's aquatic invasive species prevention program.

   Board members discussed operational procedures, including the possibility of vessel owners launching, returning vessels to trailers, leaving them secured overnight, and obtaining inspection bands the following morning. Questions were raised regarding monitoring and verification procedures, including the use of security cameras, activity logs, and existing access control measures.

   Mr. Cheek noted that the invasive species program has evolved over time and that staff continues to evaluate ways to balance resource protection with public recreational access. Board members expressed interest in receiving input from operational staff and further evaluating potential policy options before taking action.

   Staff was directed to return with the item at a future workshop with the entire board for further discussion and development of a formal policy.

B. MEMORIAL BENCH APPROVAL FOR LATE DIRECTOR REHFUSS

PUBLIC FORUM
None.

DISCUSSION

a. General Manager Jared Cheek reported that the District received a request to install a memorial bench honoring the late former Director Rehfuss. Staff reviewed the request and determined that it complies with District requirements and established procedures. The proposed location is near the East Ramp picnic table area.

The Board expressed support for recognizing Director Rehfuss's service to the District and community.

With a motion made by Director Peterson and seconded by Director Lee, the motion to approve the memorial bench for Director Rehfuss was passed:
AYES: Brewster, Lee, Ludecke, Peterson
NO: -
ABSTAIN: -

C. CONSIDER APPROVAL OF REPLACEMENT DOCK PLAN FOR EAGLE POINT ESTATES YACHT CLUB UNDER EXSISTING 2001 PERPETUAL LICENSE

PUBLIC FORUM
None.

DISCUSSION

a. General Manager Jared Cheek reported that the Eagle Point Estates Yacht Club submitted plans for replacement of its existing dock system. Staff completed a detailed review of the proposal and evaluated the request based on District regulations and prior licensing requirements.

The Eagle Point Estates Yacht Club is unique in its classification on the lake and that the proposed dock plan represents a replacement of existing dock system rather than an expansion. The proposal doesn’t change the dock's location or add new uses beyond those currently authorized.

The Board discussed the historical licensing of the facility and the proposed dock plan. Questions were raised regarding the dock's seating area and whether any concessions or modifications would be required. Eagle Point Estates Yacht Club Owners answered, No. Mr. Cheek confirmed that the seating area falls within the existing proposed dock footprint.

With a motion made by Director Peterson and seconded by Director Brewster, the motion to approve the Eagle Point Estates Yacht Club Dock Plan was passed:
AYES: Bradford, Brewster, Lee, Ludecke
NO: -
ABSTAIN: -

7. ITEMS REMOVED FROM CONSENT CALENDAR

None.

8. ANNOUNCEMENTS

None.

9. DIRECTOR COMMENTS

Vice President Ludecke welcomed the meeting attendees and reminded the public that the Board meets on the first and third Thursday of each month.

10. CLOSED SESSION

None.

11. ADJOURN

There being no further business, the meeting was adjourned at 1:17 PM.

DATE AND TIME OF NEXT MEETING:

Date: 08/20/2026
Location: 40524 Lakeview Drive
Big Bear Lake, CA 92315
Time: 1:00 PM

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Elsa Donoho, Office Manager
Secretary to the Board of
Big Bear Municipal Water District

[SEAL]

Big Bear MWD
Warrant List Detail
August 1 - 13, 2026

Num	Type	Date	Name	Account	Paid Amount
163139	**Bill Pmt -Check**	**08/06/2026**	**AMAZON CAPITAL SERVICES**	**1001-01 · Accounts Payable**	
1NP1-7...	Bill	07/17/2026		5503-01 · ADMIN-Office Supplies-Office	-16.62
19NL-M...	Bill	07/23/2026		5630-36 · MAINT-Bldg/Facil/Mtn/Rep-Weldng	-867.58
1CR6-M...	Bill	07/28/2026		5630-10 · ADMIN-Bldg/Facility Maint/Rep	-7.53
1VT6-P...	Bill	06/25/2026		5620-12 · ADMIN-Computer Hardware Main/Re	-304.14
				5503-01 · ADMIN-Office Supplies-Office	-23.66
TOTAL					-1,219.53
163140	**Bill Pmt -Check**	**08/06/2026**	**BIG BEAR URGENT CARE**	**1001-01 · Accounts Payable**	
7748	Bill	06/10/2026		5540-32 · MAINT-PreEmployment Physicals	-65.00
				5540-42 · OPS-PreEmployment Physicals	-412.00
7927	Bill	07/10/2026		5540-42 · OPS-PreEmployment Physicals	-206.00
TOTAL					-683.00
163141	**Bill Pmt -Check**	**08/06/2026**	**BUTCHER'S BLOCK AND BUILDING ...**	**1001-01 · Accounts Payable**	
2607-95...	Bill	07/22/2026		5630-42 · OPS-Bldg/Fac Mtn/Rep-EAST RAMP	-57.98
2607-95...	Bill	07/22/2026		5630-42 · OPS-Bldg/Fac Mtn/Rep-EAST RAMP	-148.67
2607-95...	Bill	07/24/2026		5630-30 · MAINT-Bldg/Facility Maint/Rep	-48.53
2607-95...	Bill	07/24/2026		5630-42 · OPS-Bldg/Fac Mtn/Rep-EAST RAMP	-25.38
2607-95...	Bill	07/27/2026		5630-30 · MAINT-Bldg/Facility Maint/Rep	-2.54
2607-95...	Bill	07/28/2026		5630-43 · OPS-Bldg/Fac Mtn/Rep-WEST RAMP	-2.28
TOTAL					-285.38
EFT	**Bill Pmt -Check**	**08/06/2026**	**BVE (EFT)**	**1001-01 · Accounts Payable**	
072320...	Bill	07/23/2026		5507-43 · OPS-Utilities-Ramps	-147.47
072320...	Bill	07/23/2026		5507-21 · WATER-Utilities-Aerator	-2,868.64
072320...	Bill	07/23/2026		5507-22 · WATER-Utilities-Dam	-337.32
072820...	Bill	07/28/2026		5507-22 · WATER-Utilities-Dam	-93.89
TOTAL					-3,447.32
163142	**Bill Pmt -Check**	**08/06/2026**	**CIVIC PLUS LLC / STREAMLINE**	**1001-01 · Accounts Payable**	
381849	Bill	08/01/2026		5509-03 · ADMIN-Memberships-Subscriptions	-524.30
TOTAL					-524.30
163143	**Bill Pmt -Check**	**08/06/2026**	**CONNELLY PUMPING SERVICE**	**1001-01 · Accounts Payable**	
33179	Bill	07/31/2026		5632-02 · MAINT-SS Reliefs Pumping	-325.00
TOTAL					-325.00
163144	**Bill Pmt -Check**	**08/06/2026**	**CSB AUDITOR-CONTROLLER/TREA...**	**1001-01 · Accounts Payable**	
180000...	Bill	08/04/2026		5530-01 · ADMIN-Prof&Spec-AUDITOR	-193.50
TOTAL					-193.50
163145	**Bill Pmt -Check**	**08/06/2026**	**DIY HOME CENTER**	**1001-01 · Accounts Payable**	
44276	Bill	07/23/2026		5630-10 · ADMIN-Bldg/Facility Maint/Rep	-15.01
44370	Bill	07/28/2026		5630-31 · MAINT-Bldg/Facil Maint/Rep-Shop	-17.44
TOTAL					-32.45
163146	**Bill Pmt -Check**	**08/06/2026**	**DONOHO ELSA (REIMBURSE)**	**1001-01 · Accounts Payable**	
08/19/2...	Bill	08/04/2026		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
TOTAL					-50.00

Big Bear MWD
Warrant List Detail
August 1 - 13, 2026

Num	Type	Date	Name	Account	Paid Amount
163147	**Bill Pmt -Check**	**08/06/2026**	**EGERER GAGE (REIMBURSE)**	**1001-01 · Accounts Payable**	
08/18/2...	Bill	08/04/2026		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
TOTAL					-50.00
163148	**Bill Pmt -Check**	**08/06/2026**	**EVERON, LLC**	**1001-01 · Accounts Payable**	
16133510	Bill	07/21/2026		5630-42 · OPS-Bldg/Fac Mtn/Rep-EAST RAMP	-226.32
161333...	Bill	07/21/2026		5630-43 · OPS-Bldg/Fac Mtn/Rep-WEST RAMP	-123.13
161333...	Bill	07/21/2026		5640-02 · WATER-Dam Maintenance	-123.13
161333...	Bill	07/21/2026		5630-10 · ADMIN-Bldg/Facility Maint/Rep	-290.71
TOTAL					-763.29
163149	**Bill Pmt -Check**	**08/06/2026**	**FEDEX**	**1001-01 · Accounts Payable**	
9-402-9...	Bill	07/31/2026		5501-02 · ADMIN-Post&Ship WATER TESTING	-101.85
TOTAL					-101.85
163150	**Bill Pmt -Check**	**08/06/2026**	**GEIGER SUPPLY**	**1001-01 · Accounts Payable**	
231754	Bill	07/24/2026		5630-10 · ADMIN-Bldg/Facility Maint/Rep	-6.87
231877	Bill	07/28/2026		5630-10 · ADMIN-Bldg/Facility Maint/Rep	-117.33
TOTAL					-124.20
163151	**Bill Pmt -Check**	**08/06/2026**	**GRAINGER**	**1001-01 · Accounts Payable**	
902231...	Bill	07/28/2026		5543-30 · MAINT-Small Tools/Tool Supplies	-46.80
902231...	Bill	07/28/2026		5543-30 · MAINT-Small Tools/Tool Supplies	-125.11
902315...	Bill	07/28/2026		5543-30 · MAINT-Small Tools/Tool Supplies	-222.49
902231...	Bill	07/28/2026		5503-01 · ADMIN-Office Supplies-Office	-47.44
TOTAL					-441.84
163152	**Bill Pmt -Check**	**08/06/2026**	**KENT MICHAEL (REIMBURSE)**	**1001-01 · Accounts Payable**	
05/18-0...	Bill	07/29/2026		5570-06 · ADMIN-Training/Seminars-Tuition	-1,030.00
TOTAL					-1,030.00
163153	**Bill Pmt -Check**	**08/06/2026**	**LEOCO FENCE COMPANY**	**1001-01 · Accounts Payable**	
11338	Bill	07/20/2026		5630-30 · MAINT-Bldg/Facility Maint/Rep	-106.22
TOTAL					-106.22
163154	**Bill Pmt -Check**	**08/06/2026**	**MERCURY MARINE**	**1001-01 · Accounts Payable**	
14681322	Bill	07/14/2026		5580-44 · OPS-Boat Maint-Engine/Outdrive	-5,065.89
TOTAL					-5,065.89
163155	**Bill Pmt -Check**	**08/06/2026**	**MILE HIGH EQUIPMENT**	**1001-01 · Accounts Payable**	
68154	Bill	07/29/2026		5660-02 · Aquatic Plant Control LAKE	-1,850.00
TOTAL					-1,850.00
163156	**Bill Pmt -Check**	**08/06/2026**	**NATIVESCAPES**	**1001-01 · Accounts Payable**	
124859	Bill	07/31/2026		5630-10 · ADMIN-Bldg/Facility Maint/Rep	-250.00
TOTAL					-250.00

Big Bear MWD
Warrant List Detail
August 1 - 13, 2026

Num	Type	Date	Name	Account	Paid Amount
163157	**Bill Pmt -Check**	**08/06/2026**	**OWL TELEPHONE EXCHANGE**	**1001-01 · Accounts Payable**	
1681	Bill	09/01/2026		5506-41 · OPS-Radio Service Contract	-200.00
TOTAL					-200.00
163158	**Bill Pmt -Check**	**08/06/2026**	**RABAGO CATRINA (REIMBURSE)**	**1001-01 · Accounts Payable**	
08/28/2...	Bill	08/04/2026		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
TOTAL					-50.00
163159	**Bill Pmt -Check**	**08/06/2026**	**SIMPLECOM**	**1001-01 · Accounts Payable**	
49843	Bill	07/23/2026		5630-42 · OPS-Bldg/Fac Mtn/Rep-EAST RAMP	-3,152.84
TOTAL					-3,152.84
163160	**Bill Pmt -Check**	**08/06/2026**	**TWIN BEAR**	**1001-01 · Accounts Payable**	
153203	Bill	06/30/2026		5630-42 · OPS-Bldg/Fac Mtn/Rep-EAST RAMP	-242.50
TOTAL					-242.50
EFT	**Bill Pmt -Check**	**08/06/2026**	**VALERO (EFT)**	**1001-01 · Accounts Payable**	
07232026	Bill	07/23/2026		5590-41 · OPS-Petroleum-VESSELS	-8,850.15
				5590-42 · OPS-Petroleum-VEHICLES	-1,701.77
TOTAL					-10,551.92
163138	**Check**	**08/03/2026**	**VISIT BIG BEAR**	**1001-01 · Accounts Payable**	
11889	Credit Memo	08/03/2026		2800-02 · Special Event Deposits	-500.00
TOTAL					-500.00
163161	**Bill Pmt -Check**	**08/06/2026**	**WEST MARINE PRO**	**1001-01 · Accounts Payable**	
4832103	Bill	06/29/2026		5580-41 · OPS-Boat Maintenance-Patrol	-57.42
4835300	Bill	06/30/2026		5580-41 · OPS-Boat Maintenance-Patrol	-33.35
4920299	Bill	07/17/2026		5580-41 · OPS-Boat Maintenance-Patrol	-52.51
TOTAL					-143.28
163162	**Bill Pmt -Check**	**08/06/2026**	**YSI INC**	**1001-01 · Accounts Payable**	
1218625	Bill	07/30/2026		5530-22 · WATER-TMDL MAINT/EQUIP	-242.44
1218944	Bill	08/03/2026		5530-22 · WATER-TMDL MAINT/EQUIP	-185.63
TOTAL					-428.07
163163	**Bill Pmt -Check**	**08/06/2026**	**ZERO OUTAGES**	**1001-01 · Accounts Payable**	
ZO39380	Bill	07/28/2026		5507-43 · OPS-Utilities-Ramps	-376.92
TOTAL					-376.92

Big Bear MWD
Warrant List Total
As of August 13, 2026

Type	Num	Date	Name	Memo	Amount
1001-01 · Accounts Payable					
Bill Pm...	163139	08/06/2026	AMAZON CAPITAL SERVICES		-1,219.53
Bill Pm...	163140	08/06/2026	BIG BEAR URGENT CARE		-683.00
Bill Pm...	163141	08/06/2026	BUTCHER'S BLOCK AND BUILDIN...	101410	-285.38
Bill Pm...	EFT	08/06/2026	BVE (EFT)		-3,447.32
Bill Pm...	163142	08/06/2026	CIVIC PLUS LLC / STREAMLINE	C39A820A	-524.30
Bill Pm...	163143	08/06/2026	CONNELLY PUMPING SERVICE		-325.00
Bill Pm...	163144	08/06/2026	CSB AUDITOR-CONTROLLER/TR...		-193.50
Bill Pm...	163145	08/06/2026	DIY HOME CENTER	60-00061375-000	-32.45
Bill Pm...	163146	08/06/2026	DONOHO ELSA (REIMBURSE)		-50.00
Bill Pm...	163147	08/06/2026	EGERER GAGE (REIMBURSE)		-50.00
Bill Pm...	163148	08/06/2026	EVERON, LLC	70237631	-763.29
Bill Pm...	163149	08/06/2026	FEDEX	ACCT 1053-1905-3	-101.85
Bill Pm...	163150	08/06/2026	GEIGER SUPPLY		-124.20
Bill Pm...	163151	08/06/2026	GRAINGER	840113252	-441.84
Bill Pm...	163152	08/06/2026	KENT MICHAEL (REIMBURSE)		-1,030.00
Bill Pm...	163153	08/06/2026	LEOCO FENCE COMPANY		-106.22
Bill Pm...	163154	08/06/2026	MERCURY MARINE		-5,065.89
Bill Pm...	163155	08/06/2026	MILE HIGH EQUIPMENT		-1,850.00
Bill Pm...	163156	08/06/2026	NATIVESCAPES		-250.00
Bill Pm...	163157	08/06/2026	OWL TELEPHONE EXCHANGE		-200.00
Bill Pm...	163158	08/06/2026	RABAGO CATRINA (REIMBURSE)		-50.00
Bill Pm...	163159	08/06/2026	SIMPLECOM		-3,152.84
Bill Pm...	163160	08/06/2026	TWIN BEAR		-242.50
Bill Pm...	EFT	08/06/2026	VALERO (EFT)	PETRO-AUTO 87863783	-10,551.92
Check	163138	08/03/2026	VISIT BIG BEAR	July 4th Fireworks deposit refund	-500.00
Bill Pm...	163161	08/06/2026	WEST MARINE PRO		-143.28
Bill Pm...	163162	08/06/2026	YSI INC		-428.07
Bill Pm...	163163	08/06/2026	ZERO OUTAGES		-376.92
Total 1001-01 · Accounts Payable					-32,189.30
TOTAL					**-32,189.30**

BIG BEAR MUNICIPAL WATER DISTRICT
REPORT TO BOARD OF DIRECTORS

MEETING DATE: August 20, 2026 ***AGENDA ITEM: 6A***

SUBJECT:

GENERAL MANAGER RECOMMENDS FULL BOARD DISCUSSION AND POSSIBLE APPROVAL OF POLICY 2026-04 "EMPLOYEE TRAVEL AND TRAINING POLICY" AND POLICY 2026-05, "DIRECTOR TRAVEL AND TRAINING POLICY".

RECOMMENDATION:

General Manager recommends the Board of Directors consider approval of Policy 2026-04, Employee Travel and Training Policy, and Policy 2026-05, Director Travel and Training Policy, as presented.

DISCUSSION/FINDINGS:

District employees and members of the Board of Directors periodically attend conferences, training programs, workshops, meetings, and other professional development activities that support District operations. These opportunities provide valuable education, networking, and industry updates that help staff and Directors make informed decisions and maintain a high level of public service.

The District does not currently have formal policies that establish procedures for travel authorization, allowable expenses, reimbursement requests, or documentation requirements. The proposed Employee Travel and Training Policy and Director Travel and Training Policy establish clear guidelines to ensure consistency and provide a standardized process for travel and training activities conducted on behalf of the District.

The Administrative Committee reviewed draft policies and recommended revisions during meetings held on June 8, 2026, July 30, 2026, and August 10, 2026. During the review process, the Committee determined that separate policies would best address the distinct responsibilities and requirements applicable to employees and Board members. If approved, Policies 2026-04 and 2026-05 will provide the basis for travel authorization, travel arrangements, expense reimbursement, and administrative processing for District employees and Directors.

ATTACHMENTS

Policy 2026-04, Employee Travel and Training Policy
Policy 2026-05, Director Travel and Training Policy

OTHER AGENCY INVOLVEMENT: None.

FINANCING: None.

BIG BEAR MUNICIPAL WATER DISTRICT
Lake Management

Category:	Administration	Policy # 2026-04
Title:	Employee Travel and Training Policy	

I. PURPOSE

The purpose of this policy is to establish guidelines governing the authorization, reimbursement, and documentation of work-related expenses incurred by Big Bear Municipal Water District (District) employees when attending conferences, training seminars, professional meetings, or other authorized travel conducted on behalf of the District. The policy ensures that public funds are used responsibly and only for reasonable, necessary, and actual expenses that provide a direct benefit to the District.

II. POLICY

The District recognizes the value of training and professional development opportunities that enhance job performance, increase efficiency, and improve overall operations. Authorization for work-related travel and training requests are limited to those events that serve a legitimate District purpose. All employee travel and training requests must be approved in advance by the General Manager.

III. AUTHORIZATION AND APPROVAL PROCEDURES

All work-related travel and/or training must be approved in advance by the General Manager. All reimbursement requests are subject to review by the General Manager or designee.

Once the travel/ training is approved, the employee should seek the assistance of the Office Manager who will book training registration and travel accommodations.

IV. DOCUMENTATION AND REQUIRED FORMS

All reimbursement requests must be submitted to the Office Manager on an approved Employee Expense Reimbursement Form, see exhibit A. If unforeseen expenses are incurred by the Employee during said travel, the employee must include original, itemized receipts along with the nature of each expense and an explanation of the business purpose for reimbursement upon their return. Requests for reimbursement must be submitted within fifteen (15) days after the completion of travel expenditure.

V. TRANSPORTATION

Transportation for authorized work-related travel will be selected and booked by the Office Manager, or designee, based on the most economical, reasonable, and practical method, taking into account total costs, travel time, and efficiency. Air travel, if that is the most practical and economical transportation method, should be booked at coach or economy class rates whenever possible, with advance reservations made to secure lower fares.

Employees should use District vehicles when driving on work trips. In the event personal vehicles are used for work-related travel, employees should request reimbursement for their mileage.

Employees using personal vehicles for work-related travel must possess a valid California driver's license and maintain legally required insurance coverage, which is considered primary in the event of an accident. The District does not reimburse for traffic violations, parking tickets, or vehicle damage. Mileage reimbursement requests are based on vehicle usage, not passenger count. Carpooling is encouraged when feasible.

VI. LODGING

Lodging expenses are prepaid by the District when travel requires an overnight stay at a location farther than 65 miles driving distance from the District office. Circumstantially, additional nights for travel days at the beginning and/or end of the work-related event may be approved by the General Manager based on travel timing.

The Office Manager will book such accommodations using conference-designated hotels whenever possible to minimize costs. Lodging will be booked at standard single-occupancy rates and generally not exceed the United States General Services Administration (GSA) rate unless prior approval from the General Manager is obtained.

The District does not reimburse for lodging expenses incurred by family members or guests, nor for upgraded accommodations beyond standard rates.

VII. LOCAL TRAVEL LODGING LIMITATION

Overnight Lodging is generally not booked for events occurring within a 65-mile driving distance of the District Office, unless the employee provides a valid justification, and the expense is approved by the General Manager, in advance.

VIII. MEALS AND PER DIEM

A per diem allowance is typically issued by the District to the traveling employee in advance of overnight travel, in which case receipts are not required for the per diem amount.

Purchase of alcoholic beverages is not reimbursable under any circumstances.

IX. COST CONTROL AND EFFICIENCY

The Office Manager is expected to minimize expenses by booking travel early, utilizing group or conference rates, and selecting economical transportation and lodging options. When multiple employees attend the same work-related event, they should share transportation when feasible.

The District will only cover expenses incurred during authorized business travel. The District's financial obligation is limited to the cost of travel and expenses directly associated with the work-related approved event.

X. EMPLOYEE COMPENSATION DURING TRAVEL

Non-exempt employees attending training or travel events will be compensated only for their regular scheduled work hours unless otherwise required by law. Overtime is not authorized unless legally required. Employees must accurately track their work-related travel time and training hours in accordance with District procedures. Employees will be compensated for their time traveling to and from meetings, trainings, and/or any other event out of town.

XI. EXCEPTIONS

Exceptions to this policy may be granted on a case-by-case basis with prior approval from the General Manager or designee.

Approved by Big Bear Municipal Water District Board of Directors, General Manager	Approved on August 20, 2026

BIG BEAR MUNICIPAL WATER DISTRICT
EMPLOYEE EXPENSE REIMBURSEMENT FORM

PURPOSE (TRAINING / SEMINAR): ______________________

Dates of Travel — From ______ To ______

EMPLOYEE INFORMATION:

Name ______________________ **Position** ______________ Mileage Rate 0.76

Emp ID ______________

District Incurred Expenses (Ex. Registration, Accomodations)

Date	Description	Per Diem	# of Miles	Mileage	Other	Total
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
					Total	$ -

Check Issued to Employee Prior to Travel

Date	Description	Per Diem	# of Miles	Mileage	Other	Total
				$ -		$ -
				$ -		$ -
				$ -		$ -
				$ -		$ -
				$ -		$ -
				$ -		$ -
				$ -		$ -
					Total	$ -

Check Issued to Employee Upon Return

Date	Description	Per Diem	# of Miles	Mileage	Other	Total
				$ -		$ -
				$ -		$ -
				$ -		$ -
				$ -		$ -
				$ -		$ -
				$ -		$ -
				$ -		$ -
				$ -		$ -
				$ -		$ -
					Total	$ -

Total Travel Amount $ -

*All Travel documentation shall be attached to this page

SUBMITTED BY: ______________________ **Date:** __________

APPROVAL

By: ______________________ Date: __________

Expense Account: ______________________

BIG BEAR MUNICIPAL WATER DISTRICT
Lake Management

Category:	Administration	Policy # 2026-05
Title:	Director Travel and Training Policy	

I. PURPOSE

The purpose of this policy is to establish guidelines governing the authorization, reimbursement, and documentation of work-related expenses incurred by Big Bear Municipal Water District (District) Directors when attending conferences, training seminars, professional meetings, or other authorized travel conducted on behalf of the District. The policy ensures that public funds are used responsibly and only for reasonable, necessary, and actual expenses that provide a direct benefit to the District.

II. POLICY

The District recognizes the value of training and professional development opportunities that enhance job performance, increase efficiency, and improve overall operations. Authorization for work-related travel and training requests are limited to those events that serve a legitimate District purpose. Per the Administrative Code, all Director travel and training must be approved in advance by the Board of Directors.

III. AUTHORIZATION AND APPROVAL PROCEDURES

All work-related travel and/or training must be approved in advance by the Board of Directors. All reimbursement requests are subject to review by the General Manager or designee.

Once the travel/ training is approved, the Director should seek the assistance of the Office Manager who will book training registration and travel accommodations.

IV. DOCUMENTATION AND REQUIRED FORMS

All reimbursement requests must be submitted to the Office Manager on an approved Director Expense Reimbursement Form, see exhibit A. If unforeseen expenses are incurred by the Director during said travel, the Director must include original, itemized receipts along with the nature of each expense and an explanation of the business purpose for reimbursement upon their return. Requests for reimbursement must be submitted within fifteen (15) days after the completion of travel expenditure and must not exceed the Per Diem rate as set forth by the GSA.

V. TRANSPORTATION

Transportation for authorized work-related travel will be selected and booked by the Office Manager, or designee, based on the most economical, reasonable, and practical method, taking into account total costs, travel time, and efficiency. Air travel, if that is the most practical and economical transportation method, should be booked at coach or economy class rates whenever possible, with advance reservations made to secure lower fares.

In the event personal vehicles are used for work-related travel, Directors should request reimbursement for their mileage. Directors using personal vehicles for work-related travel must possess a valid California driver's license and maintain legally required insurance coverage, which is considered primary in the event of an accident. The District does not reimburse for traffic violations, parking tickets, or vehicle damage. Mileage reimbursement requests are based on vehicle usage, not passenger count. Carpooling is encouraged when feasible.

VI. LODGING

Lodging expenses are prepaid by the District when travel requires an overnight stay at a location farther than 65miles driving distance from the District office. Circumstantially, additional nights for travel days at the beginning and/or end of the work-related event may be approved by the General Manager based on travel timing.

The Office Manager will book such accommodations using conference-designated hotels whenever possible to minimize costs. Lodging will be booked at standard single-occupancy rates and generally not exceed the United States General Services Administration (GSA) rate unless prior approval from the General Manager is obtained.

The District does not reimburse for lodging expenses incurred by family members or guests, nor for upgraded accommodations beyond standard rates.

VII. LOCAL TRAVEL LODGING LIMITATION

Overnight Lodging is generally not booked for events occurring within a 65-mile driving distance of the District Office, unless the Director provides a valid justification, and the expense is approved by the Board of Directors, in advance.

VIII. MEALS

Purchase of alcoholic beverages is not reimbursable under any circumstances.

IX. COST CONTROL AND EFFICIENCY

The Office Manager is expected to minimize expenses by booking travel early, utilizing group or conference rates, and selecting economical transportation and lodging options.

The District will only cover expenses incurred during authorized business travel. The District's financial obligation is limited to the cost of travel and expenses directly associated with the work-related approved event.

X. COMPENSATION DURING TRAVEL

Directors shall be paid a daily rate for conference/training attendance as set forth by the Administrative Code.

XI. EXCEPTIONS

Exceptions to this policy may be granted on a case-by-case basis with prior approval from the Board of Directors or designee.

Approved by Big Bear Municipal Water District Board of Directors, General Manager	Approved on August 20, 2026

BIG BEAR MUNICIPAL WATER DISTRICT
DIRECTOR EXPENSE REIMBURSEMENT FORM

PURPOSE (TRAINING / SEMINAR): ______________________

Dates of Travel
From ________
To ________

EMPLOYEE INFORMATION:

Name ______________________ **Position** ______________ Mileage Rate 0.76

Emp ID ______________

District Incurred Expenses (Ex. Registration, Accomodations)

Date	Description	Per Diem	# of Miles	Mileage	Other	Total
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
					Total	$ -

Check Issued to Director Upon Return

Date	Description	Per Diem	# of Miles	Mileage	Other	Total
				$ -		$ -
				$ -		$ -
				$ -		$ -
				$ -		$ -
				$ -		$ -
				$ -		$ -
				$ -		$ -
				$ -		$ -
				$ -		$ -
					Total	$ -

Total Travel Amount $ -

*All Travel documentation shall be attached to this page

SUBMITTED BY: ______________________ **Date:** __________

APPROVAL

By: ______________________ Date: __________

Expense Account: ______________________

BIG BEAR MUNICIPAL WATER DISTRICT
REPORT TO BOARD OF DIRECTORS

MEETING DATE: August 20, 2026 ***AGENDA ITEM: 6B***

SUBJECT:

CONSIDER APPROVAL OF THE PURCHASE OF FAILOVER SERVER FOR DISTRICT OFFICE

RECOMMENDATION:

The General Manager recommends that the Board of Directors approve the purchase of a failover server for the District Office from Computer Village in the amount of $17,359.08.

DISCUSSION/FINDINGS:

The Fiscal Year 2026-27 Capital Purchase Budget includes $25,000 for the acquisition of a failover server to enhance the District's IT infrastructure and business continuity capabilities. Attachment A contains a quotation from Computer Village, the District's contracted IT service provider, in the amount of $17,359.08.

The failover server will serve as a backup system for the District's primary office server. This equipment is not intended to replace the existing server, but rather to provide continuity in the event of hardware failure, cyberattack, ransomware incident, or other unforeseen disruptions. Minimizing potential downtime.

Staff recommends purchasing the server through Computer Village, which currently provides managed IT services to the District and will be responsible for configuration, implementation, monitoring, maintenance, and ongoing support of the system.

ATTACHMENT

Computer Village Quote 11142

OTHER AGENCY INVOLVEMENT: None.

FINANCING: Within FY26-27 Capital Purchase budget.

Big Bear Failover Server

- Prepared for **Big Bear Municipal Water District**
- Quote Number: **11142**
- Valid until Tuesday, August 18, 2026

Quick Quote Instructions

- Please review and click "Accept Quote" for quickest delivery.
- If there are options, make sure to approve the option needed.
- Click on each product line for more specifications.

Failover Server Replacement **$17,359.08**

Product		Quantity	Price	Amount
	PowerEdge R360 Intel Xeon 6 | 32GB | RAID5 | iDRAC Enterprise	1	$15,999.00	$14,799.08 7.5% off ~~$15,999.00~~

Product	Quantity	Price	Amount
Technician - Business Burn-in | Configuration | Deployment | Implementation | Installation & Setup	16	$160.00	$2,560.00

Delivery Address
40524 Lakeview Dr
Big Bear Lake, California 92315
United States

Subtotal	$18,559.00
Discount	-$1,199.92 (6.47%)
Shipping	$0.00
Tax	$1,146.93
Total	**$18,506.00**

☐ I have read and agree to Computer Village Terms of Service

Accept quote

Decline quote

BIG BEAR MUNICIPAL WATER DISTRICT
REPORT TO BOARD OF DIRECTORS

MEETING DATE: August 20, 2026 ***AGENDA ITEM: 6C***

SUBJECT:

CONSIDER APPROVAL OF THE PURCHASE OF ROOFING MATERIALS FOR EAST RAMP

RECOMMENDATION:

The General Manager recommends that the Board of Directors approve the purchase of roofing materials for the East Public Launch Ramp Office building in an amount not to exceed $8,289.93, including a 10% contingency

DISCUSSION/FINDINGS:

The existing roof at the East Public Launch Ramp Office Building has required routine patching and repairs by District maintenance staff on an annual basis. Due to the age and ongoing maintenance needs of the roof, staff has determined that a complete roof replacement is the most cost-effective long-term solution.

The building is approximately 3,000 square feet, with a roof area of approximately 3,600 square feet. The District's Maintenance Department has the expertise and capacity to complete the work in-house and plans to begin the project in mid-September 2026 with an estimated 3-week project length.

Staff compared pricing for comparable roofing materials from multiple suppliers and Home Depot provided the lowest responsive pricing for the required materials.

The total material cost is $7,536.30. Staff is requesting authorization for a 10% contingency to cover potential material or unforeseen project needs, resulting in a total requested purchase authorization of $8,289.93.

ATTACHMENTS

Home Depot Cart

Lowes Cart

OTHER AGENCY INVOLVEMENT: None.

FINANCING: Within FY26-27 Operations Building & Facility Maintenance Budget line item.

Earn Perks 4X Faster^

Earn **$28,167.24 in Perks Spend** on a $7,041.81 qualifying purchase when you join Pro Xtra, register and use your card.

Apply Now

CART (149)

Quick Add Share

Pickup and Delivery Options

Choose an option to change all items in your cart (if available)

Pickup — 1 of 3 items available

Delivery — All items available

Select All Remove Save to List Save for Later

Pickup

Redlands (1 item)

APOC
216 sq. ft. Felt Roof Underlayment
Unrolled length (ft.): **144**

$647.64
($35.98/item)

Quantity: 18

Pickup at Redlands | Delivering to 92315

Pickup
Today
147 in stock
FREE

Delivery
Aug 22 - Aug 26
353 available
FREE

Check Nearby Stores

Get it delivered as soon as today.
Schedule your delivery in checkout.

Save for Later Save to List Remove

Delivery

Delivering to 92315 (2 items)

Your Delivery Cost: $129.00
This cost covers all Delivery items in your cart.

Your Order

Subtotal	**$7,648.71**
Pro Xtra Savings	-$606.90
Delivery	$129.00
Pickup	FREE
Estimated Sales Tax*	$365.49
Total	**$7,536.30**

Savings Details

Have a Promo Code?

Checkout

Check Out Quickly With

PayPal

Starting at $254.10/mo or as low as 0% APR

Available in Checkout G Pay

* Delivery fees are calculated at the lowest rate available. Other delivery options may be available in checkout.

Create a Quote (optional)

Quote Name Save

PO/Job Name (optional)

Your PO/Job Name Save

Feedback

Easy In-Store and Online Returns
Read Our Return Policy

Owens Corning
DecoRidge 8 in. Brownwood Hip and Ridge Roofing Shingles (20 lin. ft. Per Bundle)

Color/Finish: **Brownwood**

$935.64
($77.97/item)

12

Unavailable at
Redlands

Delivering to 92315

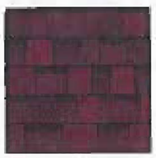
Pickup
Unavailable

Delivery
Tomorrow
1,206 available
Included

Check Nearby Stores

Get it delivered as soon as tomorrow.
Schedule your delivery in checkout.

Save for Later | Save to List | Remove



Owens Corning
Oakridge Brownwood Laminate Architectural Roofing Shingles (32.8 sq. ft. Per Bundle)

Color/Finish: **Brownwood**

$5,458.53
($45.87/item ~~$50.97~~)
Save 10%

Get Bulk Pricing of $45.87 on this item when you purchase at least 39 units.

✓ Bulk Price Discount | Applied

119

Unavailable at
Redlands

Delivering to 92315

Pickup
Unavailable

Delivery
Tomorrow
2,587 available
Included

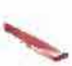
Check Nearby Stores

Get it delivered as soon as tomorrow.
Schedule your delivery in checkout.

Save for Later | Save to List | Remove

Saved For Later (4)

Save All to List | Remove All Saved Items

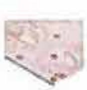


2 in. x 6 in. x 12 ft. Con Heart Redwood S4S Untreated Dimensional Lumber

$120.84
($40.28/item)

Qty: 3

Move to Cart | Save to List | Remove



23/32 in. x 4 ft. x 8 ft. Fir Sheathing Plywood (Actual: 0.688 in. x 48 in. x 96 in.)

$202.70
($40.54/item)

Qty: 5

Move to Cart | Save to List | Remove

Let Us Know if You Need Help

See our Online FAQs or phone us: 1-866-333-3551

Custom Blinds: 1-800-658-7320

Feedback

What can we help you find?

Shop All | $99 Maintenance New | Appliances | Bathroom | Building Supplies | Doors & Windows | Lawn & Garden | Outdoor | Tools | Plumbing | Flooring

Hawthorne Lowe's **10 PM** 92315

LOWE'S

Prices, Promotions, styles, and availability may vary. Our local stores do not honor online pricing. Prices and availability of products and services are subject to change without notice. Errors will be corrected where discovered, and Lowe's reserves the right to revoke any stated offer and to correct any errors, inaccuracies or omissions including after an order has been submitted.

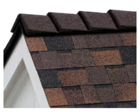
Cart (131 items)

Store List

Ready Tomorrow

12 items

FREE Pickup at Mid-city Los Angeles Lowe's



Owens Corning - DecoRidge 8In. Brownwood Hip Ridge Roof Shingles ...

Item #127386
Model #DE23

12

$81.98/ea

Details

Save For Later

Pickup

Ready Tomorrow
At Mid-city Los Angeles Lowe's

Delivery to 92315

Get it by Sat, Aug 15
Check out for scheduling.

$983.76

Arrives on Sat, Aug 15

119 items

Delivery to 92315

Owens Corning - Oakridge Brownwood Architectural Roof...

Item #10096
Model #1093055

119

$50.97/ea

Details

Save For Later

Purchase Limit of 702

Pickup Unavailable

Delivery to 92315

Get it by Sat, Aug 15
Check out for scheduling.

Now $5,458.53
You Save $606.90

FREE & Easy Returns View Returns Policy

Lowest Price Guarantee View Details

Pickup & Delivery Options View Details

Feedback

GET ALL YOU NEED

All | Daily Essentials | Deal Of The Day

RF

PROARMOR

BIG BEAR MUNICIPAL WATER DISTRICT
REPORT TO BOARD OF DIRECTORS

MEETING DATE: August 20, 2026 ***AGENDA ITEM: 6D***

SUBJECT:

CONSIDER RATIFICATION OF GENERAL MANAGER STEP INCREASE

RECOMMENDATION:

The General Manager recommends that the Board of Directors ratify the General Manager step increase to Step 3 of the approved salary scale, which was previously approved by the Board on the June 5, 2026 Consent Calendar.

DISCUSSION/FINDINGS:

At its regular meeting on June 5, 2026, the Board of Directors approved, through the Consent Calendar, a salary step increase for the General Manager from Step 2 to Step 3 of the District's approved salary schedule.

Subsequent to that action, the District received informal guidance from the California Public Employees' Retirement System (CalPERS) regarding compensation actions involving executive-level positions. Because the General Manager serves in a unique executive position under an employment agreement, CalPERS staff advised that compensation adjustments for such positions are best considered and approved as separate Business Items rather than through the Consent Calendar.

While the guidance provided by CalPERS was informal in nature and did not indicate any deficiency with the Board's June 5, 2026 action, the General Manager recommends to formally ratify the previously approved step increase through a stand-alone business item.

This action is intended to ensure clear documentation of the Board's approval and to avoid any potential future questions regarding retirement reporting or compensation. The proposed ratification does not change the compensation previously approved by the Board. It reaffirms the June 5, 2026 action in accordance with the guidance received.

OTHER AGENCY INVOLVEMENT: None.

FINANCING: None.