



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 *September 7, 2023* *A G E N D A*

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

Next Resolution Number: 2023-04

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 August 17, 2023.

B. Minutes of a Special Meeting on August 24, 2023.

C. Contract of Chief Operations Officer beginning October 16, 2023 through a max term of October 12, 2025.

D. Warrant list dated 8/31/2023 in the amount of \$54,388.17.

6. BUSINESS

A. Presentation from Visit Big Bear for Big Bear Lake being voted the 4th best lake in the nation by U.S.A Today “Top Ten – Readers’ Choice Award”.

B. The Administrative Committee (Directors Ludecke & Brewster) recommend full Board consideration and approval of Resolution 2023-04, a Resolution of the Board of Directors of the Big Bear Municipal Water District, State of California in the Matter of the Uniform Public Construction Cost Accounting Procedures Act.

C. The Administrative Committee (Directors Ludecke & Brewster) recommend full

Board consideration and approval of Policy 2023-02, 'Informal Bidding Procedures'.

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, September 21, 2023
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, August 17, 2023***

1. OPEN SESSION

President Bradford 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 17, 2023.

BOARD MEMBERS PRESENT:

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

2. PLEDGE OF ALLEGIANCE

President Bradford

3. PUBLIC FORUM

Diana Havey, representative from the group We Can Fish, has a tournament at the end of September for disabled kids hosted by We Can Fish. Explains that the organization is so appreciative of this group(MWD) and loves hosting the event here. They are a non-profit, but they still are charged a fee per angler. Ms. Havey is asking the Board to have this fee waived because it's a very small non-profit, with a low budget. President Bradford said since it's not on the agenda, we can't make any decision today, but we hear you and will address this through the appropriate avenues. President Bradford would like to schedule an operations committee to discuss this.

Larry Cooke, resident of Big Bear Lake, asked if there was a meeting set up about lake shore clean up? General Manager, Mike Stephenson, explained it was not because the last direction given by the Board would be for a workshop to be held at the beginning of spring to educate the community of how to properly cut back their weeds on the shoreline if they choose to do so.

4. REPORTS

A. Mr. Stephenson reported that Regional Board has tried to taint our lake as unhealthy and saying that there is so much algae in the lake and it's highly toxic for the past few years. However, they could not get the high testing numbers they wanted because our water is so clean. A "caution" level warning could be as simple as someone calling the Regional Board hotline and saying it looks green and we are marked as caution. Our lake looks great, we are going to flip soon here, which could make things look bad. Our algae cell count is nearly non-detect. We always take samples because we like to see what's in the lake. Regional Board still cannot find anything that causes concern. We actually just made a list of cleanest lakes in CA. Silverwood Lake is number 2, which had some of the highest suspended solids in the state, so that is a little strange, but their TDS is about 400, we were at 220 last week. We are listed as number 7 out of 10, which is awesome. Weed harvesting has been picking up, but for the most part, it's been pretty mild. Average is a million pounds, we are at 20K right now. Come Labor Day, our west ramp will close, and east ramp will have reduced hours, like normal. Since school is in session, that is why we see the big drop off. Few reportable incidents, but nothing major. Weather should be coming to CA, and we are hoping

it happens. We are hoping it's going to get some good moisture into the lake and be able to see some real lake rise from this storm. This is the slowest dropping lake we have ever seen, not sure what it means, but we are very happy.

B. Committee reported that all the items they discussed are on the agenda and will be discussed further there.

5. CONSENT CALENDAR

- A. Minutes of a Regular Meeting on August 3, 2023.
- B. Warrant list dated 8/14/2023 in the amount of \$32,893.90

Discussion:

President Bradford would like to abstain because he was not present at the meeting.

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

AYES: Ludecke, Reh fuss, Brewster, Lee

NO:

ABSTAIN: Bradford

6. BUSINESS

A. BOARD TO CONSIDER PROPOSAL FOR UPGRADING SECURITY :

Mr. Stephenson explained this is for all facilities, we needed to answer some more questions to make sure we were getting everything we needed done through this proposal. The only extra expense we will have is installing an additional phoneline at the west ramp for the extra fire monitoring. Our old system was never good enough to actually catch anyone doing anything. This will be vital to the dam with all our new systems going in. Everything will be covered and they can utilize the our existing lines which is saving money. Monitoring costs are almost the same, but we will be getting much more for the same monthly cost. We are asking for approval of not to exceed \$32K. Cameras here will double, so we no longer have blind spots outside or at the front counter, ADT thinks we might need to up the quality of our current camera. President Bradford thinks we should add more cameras including in the shop area in case we have someone break into the shop area. Vice President Ludecke asked for clarification, we have six cameras and can expand to eight? Mr. Stephenson responded, yes. The workshop area is a real concern, and we need to add a camera there too. Mr. Cooke has a question, launch ramps, are they being monitored? How far can the camera reach? Mr. Stephenson explained they are monitored, and the cameras go really far, and can zoom, they would easily be able to see at the bottom of the ramps, but not across the lake.

With a motion made by Vice President Ludecke , and seconded by Director Lee, the ADT proposal for upgraded security and monitoring at all three facilities was approved and the Board would like to approve a budget of not to exceed \$32,000 which is below the approved budget item, and was approved unanimously.

7. ITEMS REMOVED FROM CONSENT CALENDAR

N/A

8. ANNOUNCEMENTS

Mr. Stephenson announced that the Fireworks show for the Labor Day has been cancelled. There are several environmental issues with it, probably will only have the July 4th fireworks show going forward.

9. DIRECTOR COMMENTS

No comments.

10. CLOSED SESSION

Before going in to closed session, Counsel Lemieux asked for comments from the public regarding closed session items that were on the agenda.

Mr. Cooke asked about the anticipated litigation and how much he could know; Counsel Lemieux explained that there is a situation that has a high likelihood to cause concern for the district, so we will need to prepare. Mr. Cooke continued, he thinks this format (having closed session last on the agenda) is not very friendly to the public. Director Brewster explained if we did it before the meeting, it really limits the amount of time we have because we have an open session at 1pm, and then would have to go back into closed session if all business was not concluded. We never know how long those meetings are going to go. Counsel Lemieux, explained that having them at the beginning of the meeting or before the regular meeting really isn't a great strategy because of the short timeframe possibly getting cut short. But the report is always available right after closed session is closed, regardless of when the meeting is being held.

Vice President Ludecke adjourned to closed session at 1:53 PM

Vice President Ludecke reconvened to open session at 3:29 PM. The District Counsel reported out of Closed Session as follows: The Board met in closed session to discuss two items. The first closed session item was Public Employee Performance Evaluation pursuant to Government Code Section 54957(b). The position discussed was General Manager. The Board took no reportable action. The second closed session item was Conference with Legal Counsel regarding Anticipated Litigation pursuant to Government Code Section 54956.9(d)(2). The Board discussed one case involving significant potential exposure to litigation. The Board took no reportable action. This concludes counsel's closed session report.

11. ADJOURN

There being no further business, the meeting was adjourned at 3:32 PM.

DATE AND TIME OF NEXT MEETING

Date: September 7, 2023
Location: 40524 Lakeview Drive
Big Bear Lake, CA 92315
Time: 1:00 PM

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

[SEAL]

**MINUTES OF A SPECIAL MEETING OF
BIG BEAR MUNICIPAL WATER DISTRICT
HELD ON THURSDAY, August 24, 2023**

1. OPEN SESSION

President Bradford opened the Special Board meeting at 11:00 AM at the Big Bear Municipal Water District located at 40524 Lakeview Drive, Big Bear Lake, CA 92315 on Thursday August 24, 2023.

BOARD MEMBERS PRESENT:

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

2. PLEDGE OF ALLEGIANCE

N/A

3. PUBLIC FORUM

No comments.

4. BUSINESS

A. CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION

The District Counsel reported out of Closed Session as follows: 'The Board met in closed session to discuss a Public Employee Performance Evaluation pursuant to Government Code Section 54957(b). The position discussed was General Manager. The Board took no reportable action. This concludes counsel's closed session report.

11. ADJOURN

There being no further business, the meeting was adjourned at 1:00 PM.

DATE AND TIME OF NEXT MEETING

Date: September 7, 2023
Location: 40524 Lakeview Drive
Big Bear Lake, CA 92315
Time: 1:00 PM

Mike Stephenson, Deputy Secretary to the Board of
Directors of Big Bear Municipal Water District

[SEAL]

**BIG BEAR MUNICIPAL WATER DISTRICT
EMPLOYMENT AGREEMENT**

The **Big Bear Municipal Water District**, (hereinafter "District"), and **Mike Stephenson**, (hereinafter "Stephenson"), agree as follows:

1. Purpose

The District hereby enters into an employment contract with Michael Stephenson to serve as **Chief Operations Officer ("COO")** commencing October 16, 2023. Stephenson agrees to accept this employment as COO, and to perform the functions and duties specified by the District's Board of Directors from time to time, with a focus on assisting with the transition to the District's new general manager.

2. Term

This Agreement commences October 16, 2023, and ends October 15, 2025, or upon the exhaustion of Stephenson's accrued but unused paid time off ("PTO"), (whichever comes first). Based upon the needs of the District, this Agreement may be renewed for additional time by the mutual written agreement of the parties.

3. Compensation

- (a) As a non-exempt employee, the District shall pay Stephenson an hourly gross rate of \$135.04, less all applicable deductions for taxes, and payable bi-monthly on the District's normal payroll dates for other District employees. Stephenson will track his hours worked in written format each workweek, and provide his hours to District Payroll at the same time other District employees provide their record of hours to Payroll.
- (b) Stephenson will have the flexibility to work the hours needed to meet the District's needs and his own. To the extent he does not work a regular 40-hour week in any workweek, he will be paid his accrued PTO hours to make up the difference between his hours worked and a regular full-time schedule.

4. Benefits

- (a) District shall provide Stephenson with the same medical, dental and life insurance plan as other full-time employees.
- (b) Stephenson shall accrue paid sick time at the rate as other District employees.
- (c) Stephenson shall be entitled to the same paid holidays as other full-time District employees on holidays worked.
- (d) Stephenson shall carry over his paid vacation hours currently accrued, but not used, as of the date of this Agreement. He will not accrue any additional paid vacation hours during the term of this Agreement.
- (e) Stephenson shall carry over his paid sick time currently accrued but unused as of the date of this Agreement. If Stephenson has any accrued but unused paid sick time remaining upon the termination of this contract, he can elect either to convert that time into time served for CalPERS per CalPERS policy or to cash out that time per District policy.
- (f) Stephenson shall continue to be enrolled in the Public Employees Retirement System (PERS) under the same conditions as during his employment as the District's General Manager, and District shall make contributions on Stephenson's behalf, as required by law.

- (f) Provided he remains an eligible employee, Stephenson shall have the option of participating in the District's Section 457 Deferred Compensation program, with all contributions paid by the employee.

5. Expense Reimbursement

- (a) District shall budget reasonable sums to pay for travel and subsistence expenses of Stephenson for required or approved professional and official travel, meetings, and occasions to continue the professional development of Stephenson and to pursue necessary official functions for District, including, but not limited to, the annual ACWA and SDA conferences, and such other national, regional, state, and local governmental groups and committees in which Stephenson serves as a member, if the Board so chooses that he attend.
- (b) District shall provide Stephenson with a laptop computer for his use during his employment with the District.

6. Amendment: Notices.

Notice pursuant to this Agreement shall be given either by hand delivery, or by depositing same in the custody of the United States Postal Service, postage prepaid, addressed as follows:

- (a) **DISTRICT:**
Big Bear Municipal Water District
P. O. Box 2863
Big Bear Lake, CA 92315
With a copy to: Alex Lemieux
Aleshire & Wynder, LLP
2659 Townsgate Rd. Suite 226.
Westlake Village, CA 91361

- (b) **STEPHENSON:**
Mike Stephenson, General Manager
Big Bear Municipal Water District
P. O. Box 2863
Big Bear Lake, CA 92315

Dated: _____

By: _____
Mike Stephenson
General Manager

Dated: _____

By: _____
Tom Bradford
President, Board of Directors

ATTEST:

Britany Lamson, Board Secretary

APPROVED AS TO FORM:

District Counsel

3:33 PM

08/31/23

Big Bear MWD
Warrant List Detail
 August 15 - 31, 2023

Num	Type	Date	Name	Account	Paid Amount
160855	Bill Pmt -Check	08/17/2023	ALL PROTECTION ALARM	1001-01 · Accounts Payable	
1378886	Bill	08/07/2023		5630-42 · OPS-Bldg/Fac Mtn/Rep-EAST RAMP	-209.37
1378857	Bill	08/07/2023		5630-10 · ADMIN-Bldg/Facility Maint/Rep	-91.70
1378652	Bill	08/07/2023		5630-31 · MAINT-Bldg/Facil Maint/Rep-Shop	-197.07
1378614	Bill	08/07/2023		5630-10 · ADMIN-Bldg/Facility Maint/Rep	-67.50
TOTAL					-565.64
160856	Bill Pmt -Check	08/17/2023	BIG BEAR DISPOSAL	1001-01 · Accounts Payable	
000009...	Bill	08/01/2023		5507-41 · OPS-Utilities-Main Office	-345.70
TOTAL					-345.70
160857	Bill Pmt -Check	08/17/2023	BIG BEAR GRIZZLY	1001-01 · Accounts Payable	
07312023	Bill	07/31/2023		5540-31 · MAINT-PreEmployment Advertising	-315.00
				5510-09 · ADMIN-Public Info - General	-82.50
TOTAL					-397.50
160877	Bill Pmt -Check	08/31/2023	BIG BEAR PAINT CENTER, INC	1001-01 · Accounts Payable	
335770	Bill	08/21/2023		5580-41 · OPS-Boat Maintenance-Patrol	-69.64
TOTAL					-69.64
160858	Bill Pmt -Check	08/17/2023	BUTCHER'S BLOCK AND BUILDING ...	1001-01 · Accounts Payable	
2308-86...	Bill	08/03/2023		5620-30 · MAINT-Equip Maintenance	-9.15
2308-86...	Bill	08/04/2023		5630-43 · OPS-Bldg/Fac Mtn/Rep-WEST RAMP	-23.80
				5630-42 · OPS-Bldg/Fac Mtn/Rep-EAST RAMP	-49.46
2308-87...	Bill	08/08/2023		5580-41 · OPS-Boat Maintenance-Patrol	-49.41
TOTAL					-131.82
160876	Bill Pmt -Check	08/25/2023	BUTCHER'S BLOCK AND BUILDING ...	1001-01 · Accounts Payable	
2308-87...	Bill	08/11/2023		5630-42 · OPS-Bldg/Fac Mtn/Rep-EAST RAMP	-34.23
				5630-43 · OPS-Bldg/Fac Mtn/Rep-WEST RAMP	-5.31
2308-87...	Bill	08/14/2023		5580-41 · OPS-Boat Maintenance-Patrol	-18.74
2308-87...	Bill	08/16/2023		5580-41 · OPS-Boat Maintenance-Patrol	-5.30
TOTAL					-63.58
160878	Bill Pmt -Check	08/31/2023	BUTCHER'S BLOCK AND BUILDING ...	1001-01 · Accounts Payable	
2308-87...	Bill	08/15/2023		5670-01 · WATER-Fishery Management	-222.31
2308-87...	Bill	08/16/2023		5503-01 · ADMIN-Office Supplies-Office	-29.75
2308-87...	Bill	08/16/2023		5670-01 · WATER-Fishery Management	-213.08
2308-88...	Bill	08/22/2023		5640-01 · WATER-Aerator Maint	-48.83
2308-88...	Bill	08/23/2023		5543-30 · MAINT-Small Tools/Tool Supplies	-64.63
2308-88...	Bill	08/25/2023		5543-30 · MAINT-Small Tools/Tool Supplies	-31.12
TOTAL					-609.72
160875	Bill Pmt -Check	08/24/2023	CASH PETTY CASH	1001-01 · Accounts Payable	
08242023	Bill	08/24/2023		5501-01 · ADMIN-Post&Ship OFFICE	-12.43
				5580-41 · OPS-Boat Maintenance-Patrol	-6.50
				5600-31 · MAINT-Vehicle Maint-ON ROAD	-16.15
				5600-31 · MAINT-Vehicle Maint-ON ROAD	-17.53
				5600-31 · MAINT-Vehicle Maint-ON ROAD	-8.07
				5510-10 · ADMIN-Celebrations	-4.49
				5510-10 · ADMIN-Celebrations	-12.98
				5510-10 · ADMIN-Celebrations	-4.49
				5630-40 · OPS-Bldg/Fac Mtn/Rep	-24.00
TOTAL					-106.64
160879	Bill Pmt -Check	08/31/2023	CHEM-PAK	1001-01 · Accounts Payable	

3:33 PM

08/31/23

Big Bear MWD
Warrant List Detail
 August 15 - 31, 2023

Num	Type	Date	Name	Account	Paid Amount
121949	Bill	08/11/2023		5504-30 · MAINT-Janitorial Supplies	-153.87
121948	Bill	08/11/2023		5504-30 · MAINT-Janitorial Supplies	-706.62
TOTAL					-860.49
160864	Bill Pmt -Check	08/24/2023	COMPUTER VILLAGE	1001-01 · Accounts Payable	
17199	Bill	08/15/2023		5620-10 · ADMIN-Equip Maintenance	-150.00
				5509-13 · ADMIN - Microsoft 365 Subscript	-349.00
				5505-01 · ADMIN-Phones Local/Hardware/Rep	-230.40
TOTAL					-729.40
160865	Bill Pmt -Check	08/24/2023	CONNELLY PUMPING SERVICE	1001-01 · Accounts Payable	
26960	Bill	07/30/2023		5632-03 · MAINT-Portables Pumping/ Rent	-615.00
26959	Bill	07/30/2023		5632-03 · MAINT-Portables Pumping/ Rent	-435.01
27139	Bill	08/17/2023		5632-03 · MAINT-Portables Pumping/ Rent	-300.00
TOTAL					-1,350.01
160880	Bill Pmt -Check	08/31/2023	CSB DEPT OF INNOVATION & TECH...	1001-01 · Accounts Payable	
28814	Bill	07/31/2023		5506-41 · OPS-Radio Service Contract	-431.84
TOTAL					-431.84
160866	Bill Pmt -Check	08/24/2023	CSB FIRE PROTECTION DISTRICT	1001-01 · Accounts Payable	
IN0176...	Bill	08/17/2023		5509-06 · ADMIN-Permits-SBC Hazardous Mat	-909.00
TOTAL					-909.00
160867	Bill Pmt -Check	08/24/2023	CSB SOLID WASTE MANAGEMENT ...	1001-01 · Accounts Payable	
080231	Bill	08/14/2023		5630-30 · MAINT-Bldg/Facility Maint/Rep	-637.49
TOTAL					-637.49
160859	Bill Pmt -Check	08/17/2023	DIY HOME CENTER	1001-01 · Accounts Payable	
25233	Bill	08/02/2023		5580-41 · OPS-Boat Maintenance-Patrol	-12.75
25404	Bill	08/12/2023		5630-43 · OPS-Bldg/Fac Mtn/Rep-WEST RAMP	-22.29
TOTAL					-35.04
160881	Bill Pmt -Check	08/31/2023	DWP-CITY OF BIG BEAR LAKE	1001-01 · Accounts Payable	
082920...	Bill	08/29/2023		5507-41 · OPS-Utilities-Main Office	-121.10
082920...	Bill	08/29/2023		5507-41 · OPS-Utilities-Main Office	-15.39
082920...	Bill	08/29/2023		5507-43 · OPS-Utilities-Ramps	-262.33
082920...	Bill	08/29/2023		5507-43 · OPS-Utilities-Ramps	-20.54
TOTAL					-419.36
160868	Bill Pmt -Check	08/24/2023	EADIE & PAYNE	1001-01 · Accounts Payable	
143976	Bill	08/21/2023		5530-01 · ADMIN-Prof&Spec-AUDITOR	-2,350.00
TOTAL					-2,350.00
160869	Bill Pmt -Check	08/24/2023	GEI CONSULTANTS INC	1001-01 · Accounts Payable	
3136280	Bill	08/14/2023		6100-02 · Dam Repair- Sluice Gates	-1,390.00
3136276	Bill	08/14/2023		6100-02 · Dam Repair- Sluice Gates	-502.00
3136282	Bill	08/14/2023		6100-02 · Dam Repair- Sluice Gates	-13,792.50
TOTAL					-15,684.50
160860	Bill Pmt -Check	08/17/2023	GEIGER SUPPLY	1001-01 · Accounts Payable	

Big Bear MWD
Warrant List Detail
 August 15 - 31, 2023

Num	Type	Date	Name	Account	Paid Amount
177332	Bill	07/31/2023		5630-43 · OPS-Bldg/Fac Mtn/Rep-WEST RAMP 5630-42 · OPS-Bldg/Fac Mtn/Rep-EAST RAMP	-26.63 -37.75
TOTAL					-64.38
160882	Bill Pmt -Check	08/31/2023	GEYSER EQUIPMENT LLC	1001-01 · Accounts Payable	
37246	Bill	08/23/2023		5631-02 · OPS-Quagga Prevention Equip	-881.20
TOTAL					-881.20
160883	Bill Pmt -Check	08/31/2023	HUNT JEFF (REIMBURSE)	1001-01 · Accounts Payable	
08/01-0...	Bill	08/31/2023		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
TOTAL					-50.00
160870	Bill Pmt -Check	08/24/2023	KENT MICHAEL (REIMBURSE)	1001-01 · Accounts Payable	
06/26-0...	Bill	08/11/2023		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
TOTAL					-50.00
160884	Bill Pmt -Check	08/31/2023	LEROY DAVID (REIMBURSE)	1001-01 · Accounts Payable	
08312023	Bill	08/31/2023		5508-10 · ADMIN-Insurance	-3,921.14
TOTAL					-3,921.14
160871	Bill Pmt -Check	08/24/2023	MOUNTAIN WATER COMPANY	1001-01 · Accounts Payable	
94623-1...	Bill	08/16/2023		5507-43 · OPS-Utilities-Ramps	-185.00
TOTAL					-185.00
160861	Bill Pmt -Check	08/17/2023	NAPA AUTO PARTS	1001-01 · Accounts Payable	
			NAPA AUTO PARTS	2200-00 · Accounts Payable Liability	2.61
612053	Bill	08/08/2023		5580-41 · OPS-Boat Maintenance-Patrol	-6.45
612090	Bill	08/09/2023		5600-33 · MAINT-Vehicle Maint-HARVESTER	-60.11
612102	Bill	08/09/2023		5580-41 · OPS-Boat Maintenance-Patrol	-64.06
TOTAL					-128.01
160872	Bill Pmt -Check	08/24/2023	OWL TELEPHONE EXCHANGE	1001-01 · Accounts Payable	
1450	Bill	09/01/2023		5630-10 · ADMIN-Bldg/Facility Maint/Rep	-160.00
TOTAL					-160.00
160873	Bill Pmt -Check	08/24/2023	ROGUE JET BOATWORKS	1001-01 · Accounts Payable	
23-144	Bill	08/18/2023		5580-41 · OPS-Boat Maintenance-Patrol	-52.50
TOTAL					-52.50
160885	Bill Pmt -Check	08/31/2023	ROGUE JET BOATWORKS	1001-01 · Accounts Payable	
23-150	Bill	08/29/2023		5580-41 · OPS-Boat Maintenance-Patrol	-184.25
TOTAL					-184.25
EFT	Bill Pmt -Check	08/25/2023	SOUTHWEST GAS (EFT)	1001-01 · Accounts Payable	
081520...	Bill	08/15/2023		5507-41 · OPS-Utilities-Main Office	-83.60
081520...	Bill	08/15/2023		5507-42 · OPS-Utilities-Vacant Lot	-11.00
TOTAL					-94.60
EFT	Bill Pmt -Check	08/18/2023	SPECTRUM BUSINESS (EFT)	1001-01 · Accounts Payable	

Big Bear MWD
Warrant List Detail
 August 15 - 31, 2023

Num	Type	Date	Name	Account	Paid Amount
014074...	Bill	08/01/2023		5505-08 · ADMIN- Phone Office	-219.97
TOTAL					-219.97
160886	Bill Pmt -Check	08/31/2023	SQUEEGEE CLEAN WINDOW SERVI...	1001-01 · Accounts Payable	
009452	Bill	08/29/2023		5630-10 · ADMIN-Bldg/Facility Maint/Rep	-50.00
TOTAL					-50.00
EFT	Check	08/17/2023	STATE COMPENSATION INSURANC...	1001-01 · Accounts Payable	
				5024-00 · Workers' Compensation	-9,033.19
TOTAL					-9,033.19
160887	Bill Pmt -Check	08/31/2023	TIMELESS ENTERPRISES APPAREL	1001-01 · Accounts Payable	
9353	Bill	08/23/2023		5510-06 · ADMIN-Public Info-Shore CleanUp	-3,174.69
TOTAL					-3,174.69
EFT	Bill Pmt -Check	08/18/2023	US BANK (EFT)	1001-01 · Accounts Payable	
080420...	Bill	08/04/2023		5670-05 · WATER-Carp Roundup Expense	-12.91
				2810-04 · Vending Machine Revenue	-32.51
				5560-22 · WATER-Watermaster Meetings	-164.45
				5560-22 · WATER-Watermaster Meetings	-69.95
				5510-09 · ADMIN-Public Info - General	-26.66
				5670-05 · WATER-Carp Roundup Expense	-12.90
				5510-09 · ADMIN-Public Info - General	-63.54
				5510-05 · ADMIN-Public Info-Other Agency	-438.72
				5630-10 · ADMIN-Bldg/Facility Maint/Rep	-4,693.61
				5600-32 · MAINT-Vehicle Maint-OFF ROAD	-231.37
				5600-32 · MAINT-Vehicle Maint-OFF ROAD	-601.79
				5670-03 · WATER-Fishery Mgmt-REARING PROG	-72.90
				5510-05 · ADMIN-Public Info-Other Agency	-80.21
				5510-46 · ADMIN -Public Info Emp Wellness	-92.61
				5590-42 · OPS-Petroleum-VEHICLES	-56.85
				5600-32 · MAINT-Vehicle Maint-OFF ROAD	-370.49
				5509-12 · ADMIN-Software Subscriptions	-125.93
				5503-01 · ADMIN-Office Supplies-Office	-209.31
				5503-02 · ADMIN-Office Supplies-Ramps	-209.31
				5570-44 · OPS-Osha/First Aid Expense (WC)	-387.17
				5507-41 · OPS-Utilities-Main Office	-31.48
				5510-09 · ADMIN-Public Info - General	-226.43
				5510-09 · ADMIN-Public Info - General	-989.42
				5510-09 · ADMIN-Public Info - General	-325.80
				5570-41 · OPS-Osha/Equipment	-69.96
				5510-09 · ADMIN-Public Info - General	-216.83
TOTAL					-9,813.11
160874	Bill Pmt -Check	08/24/2023	VERIZON WIRELESS	1001-01 · Accounts Payable	
994158...	Bill	08/09/2023		5505-11 · ADMIN-Phones Ramp Aircards	-55.14
				5505-11 · ADMIN-Phones Ramp Aircards	-61.62
				5505-06 · ADMIN-Phone Cell Phones	-241.56
TOTAL					-358.32
160862	Bill Pmt -Check	08/17/2023	XEROX CORPORATION	1001-01 · Accounts Payable	
4593511	Bill	08/19/2023		2950-03 · Copier Lease	-270.44
TOTAL					-270.44

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

MEETING DATE: September 7, 2023

AGENDA ITEM: 6A

SUBJECT:

Presentation from Visit Big Bear for Big Bear Lake being voted the 4th best lake in the nation by U.S.A Today "Top Ten – Readers' Choice Award".

RECOMMENDATION:

N/A

DISCUSSION/FINDINGS:

Big Bear Lake has been voted the 4th best lake to visit in the nation by U.S.A Today. Visit Big Bear will be presenting the award to the Board and District.

OTHER AGENCY INVOLVEMENT: None

FINANCING: None

Submitted by: Mike Stephenson, General Manager

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

MEETING DATE: September 7, 2023

AGENDA ITEM: 6B

SUBJECT:

The Administrative Committee (Directors Ludecke & Brewster) recommends full Board consideration and approval of Resolution 2023-04, a Resolution of the Board of Directors of the Big Bear Municipal Water District, State of California in the Matter of the Uniform Public Construction Cost Accounting Procedures Act.

RECOMMENDATION:

Full Board approval of Resolution 2023-04.

DISCUSSION/FINDINGS:

In an effort to continue District efforts of efficiency, we would like to take advantage of the California Uniform Construction Cost Accounting Commission Assembly Bill 2249 for project efforts going forward. In summary, the bill allows:

The California Uniform Construction Cost Accounting Commission (CUCCAC) in agreement with the State Controller's Office (SCO) recommended an increase to the bid limit threshold prescribed in Public Contract Code (PCC) 22032, which was signed into law. Pursuant to PCC 22020, and on behalf of the State Controller Betty T. Yee, the SCO would like to inform on the following changes effective as of January 1, 2019:

- a) The change would allow projects costing \$60,000 or less to be performed by employees of a public agency by force account, by negotiated contract, or by purchase order;
- b) The change would allow projects costing up to \$200,000 to be contracted by informal bidding procedures; and projects costing over \$200,000 are subject to the formal bidding process.

If approved today, the District would only go through a formal bidding process for projects that exceed \$200,000. Regardless of how the bidding and awarding process is expedited, all CA prevailing wage law are still in affect and must be paid appropriately by contractors who are contracted with the district.

OTHER AGENCY INVOLVEMENT: None

FINANCING: None

Submitted by: Mike Stephenson, General Manager

RESOLUTION NO. 2023-04

RESOLUTION OF THE BOARD OF DIRECTORS OF
BIG BEAR MUNICIPAL WATER DISTRICT
STATE OF CALIFORNIA IN THE MATTER OF
'UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING PROCEDURES'

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

WHEREAS, prior to the passage of Assembly Bill No. 1666, Chapter 1054, Statutes of 1983, which added Chapter 2, commencing with Section 22000, to Part 3 of Division 2 of the Public Contract Code, existing law did not provide uniform cost accounting standard for construction work performed or contract by local public agencies; and

WHEREAS, Public Contract Code section 22000 et seq., the Uniform Public Construction Cost Accounting Act, establishes such a uniform cost accounting standard;

WHEREAS, the Commission established under the Act has developed uniform public construction cost accounting procedures for implementation by a local public agencies in the performance of or in the contracting for construction of public projects; and

WHEREAS, the Board of Directors of the Big Bear Municipal Water District gives authorization to the General Manager, or their designee, to enter into negotiations and execute contracts solely for project contracts or purchases orders for projects costing up to \$60,000; and

NOW, THEREFORE, BE IT RESOLVED that Board of Directors of the Big Bear Municipal Water District, California, hereby elects under Public Contract Code section 22030 to become subject to the uniform public construction cost accounting procedures set forth in the Act and to the Commission's policies and procedures manual and cost accounting review procedures, as they may each from time to time be amended, and directs that the Board Secretary notify the State Controller forthwith of this election.

This Resolution shall take effect upon its adoption.

PASSED, APPROVED AND ADOPTED this 7th day of September, 2023 by the following vote;

AYES:
NOES:
ABSENT:

President

ATTEST:

Secretary

(SEAL)

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

MEETING DATE: September 7, 2023

AGENDA ITEM: 6C

SUBJECT:

The Administrative Committee (Directors Ludecke & Brewster) recommends full Board consideration and approval of Policy 2023-02, 'Informal Bidding Procedures'.

RECOMMENDATION:

Full Board approval of Policy 2023-02.

DISCUSSION/FINDINGS:

Policy 2023-02, Informal Bidding Procedures, outlines the steps that will be taken by the District when using the Uniform Public Construction Cost Accounting Procedures Act for projects \$200,000 and less.

OTHER AGENCY INVOLVEMENT: None

FINANCING: None

Submitted by: Mike Stephenson, General Manager

BIG BEAR MUNICIPAL WATER DISTRICT
Lake Management

Category:	Administrative	Policy # 2023-02
Title:	Informal Bidding Procedure	

PURPOSE:

The purpose of this policy is to provide informal bidding procedures under the uniform public construction cost accounting act (Section 22000, et seq. of the Public Contract Code) for projects under \$200,000.

POLICY:

Informal Bid Procedures:

Projects \$60,000 and less will go through internal negotiations with the General Manager or their designee, based off the District's cost estimate and qualified contractors.

Public projects, as defined by the Act and in accordance with the limits listed in Section 22032 of the Public Contract Code, may be let to contract by informal procedures as set forth in Section 22032, et seq., of the Public Contract Code.

Contractors List:

The District shall comply with the requirement of Public Contract Code Section 22034.

Notice Inviting Informal Bids:

Where a public project is to be performed which is subject to the provisions of this Policy, a notice inviting bids shall be circulated using one or both of the following alternatives:

1. Notices inviting informal bids may be mailed, faxed, or emailed to all contractors to all contractors for the category of work to be bid, as shown on the list developed in accordance with the CUCCAC Manual.
2. Notices inviting informal bids may be mailed to all construction trade journals as specified by the California Uniform Construction Cost Accounting Commission in accordance with Section 22036 of the Public Contract Code. Additional contractors and/or construction trade journals may be notified at the discretion of the District soliciting bids, provided however:
 - (1) If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

Award of Contracts:

The General Manager and Board of Directors are each authorized to award informal contracts falling between \$61,000 and \$200,000 pursuant to this Section.

Approved by Big Bear Municipal Water General Manager	Approved on: September 7, 2023 by x-x Board vote
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