



Big Bear Municipal Water District

Lake Management

Board of Directors

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

NOTICE OF REGULAR BOARD MEETING *June 20, 2024* *A G E N D A*

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

Next Resolution Number: 2024-04

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. Interim General Manager
- B. Chief Operations Officer
- C. Committee- the following committee met since the last regular Board meeting:
Administrative

5. CONSENT CALENDAR

- A. Minutes of a Regular Meeting on June 6, 2024.
- B. Warrant list dated 6/14/2024 in the amount of \$80,968.61.

6. BUSINESS

- A. Full Board will have a recommendation regarding Resolution 2024-04, "A resolution of the Board of Directors of the Big Bear Municipal Water District transferring funds unappropriated as of June 30, 2024 to the District's contingency reserve account, affirming investments policy, approving the district's budget and establishing the appropriations limit for the fiscal year commencing July 1, 2024."
- B. Full Board to discuss and take possible action to approve new General Manager Contract effective on an agreed upon date.

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, July 18, 2024
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, June 6, 2024***

1. OPEN SESSION

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 June 6, 2024.

BOARD MEMBERS PRESENT:

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

2. PLEDGE OF ALLEGIANCE

Vice President Brewster

3. PUBLIC FORUM

No comments from public in attendance.

4. REPORTS

A. Interim General Manager, Brittany Lamson, introduced Travis Scott, Monique Rangel and John Jackson from Visit Big Bear (VBB) as they delivered a check towards fish donations! Monique from VBB explained that the stocking has been great for the Fishin' for \$50K because people are leaving with fish. The District is beyond grateful for their \$50,000 donation! This will be the third year in a row the VBB organization has graciously donated this money to the District and the community for fish stocking.

Director Bradford asked if this has shown an increase in peoples stays, Monique explained they have some data, but current year data would be available maybe two weeks after the event, but they have sold out the last couple years which is 700 entrants so it's pretty huge.

Ms. Lamson thanked VBB for this donation again. She continued, one of our ramp attendants caught a zebra mussel boat on Monday which is a great catch, so we have that boat impounded, and will complete a training on how to properly acid wash the boat for our maintenance crew and a couple other WIT III level certificate holders within the District. These were zebra mussels, and it was a great find. Director Rehfuss had a couple questions about the WID system and how quickly the surrounding lakes will be notified about this boat. Mr. Stephenson explained that once the inspection was complete, that day, it goes into the tablet and would be available instantly to other organizations using the system. Lastly, the Annual Carp Round-Up is next weekend and we hope to see you there!

B. Chief Operations Officer, Mike Stephenson, reported the lake level 4.12", we are starting to see it go down. Our release got ramped up because there is less precipitation so that needs to be

adjusted. However, we are still seeing some side flows. This is why our new system is so important, we will be able to monitor in the office and it will have a much better internal system that all talks together and will be more accurate than ever before.

C. Director Rehfuss spoke about the Ad Hoc Committee meeting with Mayor Melnick and Counselman Herrick from the City about the relationships between all the agencies locally and the continued cooperation from everyone. President Ludecke spoke the Administrative committee meeting which was just a status update for possible new GM set for the agenda next meeting.

5. CONSENT CALENDAR

- A. Minutes of a Regular Meeting on May 16, 2024.
- B. Minutes of a Special Meeting on May 22, 2024.
- C. Warrant list dated 5/31/2024 in the amount of \$101,709.21.
- D. Policy 2024-01 "District Vehicle Use Policy".

Discussion:

President Ludecke wanted to pull item D for discussion in item 8.

With a motion made by Vice President Brewster, and seconded by Director Bradford, the consent calendar, with the removal of item D to be moved to business item 8 was approved unanimously:
AYES: Ludecke, Rehfuss, Brewster, Lee, Bradford
NO: -
ABSTAIN: -

6. BUSINESS

A. Board will have a recommendation regarding Resolution 2024-03 FY 25 Compensation Scales Exhibit A (Full-Time Employees) and Exhibit B (Seasonal Employees).

Discussion:

Ms. Lamson explained that the COLA ended up being 3.5% so the scales you see are elevated by that, these are not instant raises, just increases to earning potential if a merit increase is warranted based on our annual review system. Director Rehfuss asked what last years was, Ms. Lamson said 5%, but actual COLA was just over 7%, but we are capped at 5% per our admin code.

With a motion made by Vice President Brewster, and seconded by Director Rehfuss, Resolution 2024-03 FY 25 Compensation Scales Exhibit A (Full-Time Employees) and Exhibit B (Seasonal Employees) were approved unanimously:
AYES: Ludecke, Rehfuss, Brewster, Lee, Bradford
NO: -
ABSTAIN: -

B. Board will have a recommendation regarding the season long (June – August) invasive species control tournament/ incentive program outline.

Discussion:

Ms. Lamson explained the program would run Monday – Friday 7am-3:30pm, MWD staff would need to be present during the count and on the weekend, a patroller would have to be present during 12-1 and 4-5 to count. Anything outside of these hours would not be eligible. Director Rehfuss and Ludecke were concerned that this would be taking away a patroller for lake safety, which is true, but we would not be able to count on weekends if those staff were not utilized. We need to keep all the counts at the main office. Director Bradford asked about a bin at the east ramp and having the ramp attendants counting, but Ms. Lamson explained that the smell and amount of public at the ramps, it would not be a good idea. All our carp hunters know the bin is in the back of our shop and transporting of the disposal bin is another issue. It does not make sense at this time. Director Rehfuss wants to keep track of staff time and prizes and see if its worth it next year, he is concerned about the amount of staff time this program will take for the amount of increase in fish we see. We would like to start this after the week after carp tournament, Vice President Brewster thinks we should wait until the Monday after the carp to start anything.

Loren Hafen in favor of the carp program, what about bringing back the cost per tail, thinks it a great idea. He also asked about if marinas could offer awards for those who bring in fish. Since they are a private business, you could offer what they want.

With a motion made by Director Rehfuss, and seconded by Director Lee, season long (June – August) invasive species control tournament/ incentive program, “Countin’ Carp” outline was approved unanimously:
AYES: Ludecke, Rehfuss, Brewster, Lee, Bradford
NO: -
ABSTAIN: -

C. Second Draft Budget FY 2024-25 Review & Discussion.

Discussion:

Ms. Lamson discussed the small changes that were made to the budget since the last meeting. all managers were added to the second page, our organizational chart was updated to reflect a more accurate flow which includes an Assistant GM position, previously Office Manager/ Board Sec/ Executive Asst. President Ludecke agreed it’s much easier to understand than the previous one. The CalPERS employer funded portion was updated. Boat permit fee revenue was increased to \$600,000 only because quagga fee is no longer separated out, it’s just one line item now. Removed language which discussed hatchery operations. Updated the Bear Valley Dam Repair to update the dam resurfacing language and where we are now. The Fish Fund description had a typo, it said, ‘Fish Fun’ instead of ‘Fish Fund’, so that was corrected. The compensation plan resolutions which were approved today will also be updated with the new resolutions. No further comments or requests from the Board were made.

No vote needed, review and information only.

8. Items removed from Consent Calendar

President Ludecke asked to address this prior to the closed session, Board agreed.

President Ludecke wanted to pull the policy for a minor change, would like to see it as an Employee Vehicle Use Policy instead of 'District' vehicle use policy because the GM will have other terms and conditions outlined in a contract that might differ from the general policy as a contract employee. Also, removing GM language from the policy. Lasty, clarify the line which states who take a vehicle home. Add "those assigned to..." to on that first page, last paragraph. Director Rehfluss asked why we are implementing a rule that we changed last year? President Ludecke explained the policy is to have our manager take cars home because they are all on call all the time which the previous one did not allow so they ended up using their personal vehicles too much for work.

With a motion made by Director Rehfluss, and seconded by Vice President Brewster, the Vehicle Policy, which changes outlined previous, was approved unanimously:

AYES: Ludecke, Rehfluss, Brewster, Lee, Bradford

NO: -

ABSTAIN: -

7. CLOSED SESSION

A. PUBLIC EMPLOYEE APPOINTMENT

Discussion of employee pursuant to government code 54957(b): Title: General Manager

President Ludecke asked for public comment before going into closed session. Loren Hafen explained the new Tiki Tour Boat was launched over at Gray's Marina and will be operating this year. Tours will be approximately 15- 20 people and should be a great time.

Closed session began at 2:19PM.

Reconvened to open session at 3:55.

9. ANNOUNCEMENTS

None.

10. DIRECTOR COMMENTS

None.

11. ADJOURN

There being no further business, the meeting was adjourned at 3:57 PM.

DATE AND TIME OF NEXT MEETING

Date: June 20, 2024
Location: 40524 Lakeview Drive
Big Bear Lake, CA 92315
Time: 1:00 PM

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

[SEAL]

DRAFT UNTIL APPROVED BY BOARD

1:03 PM

06/14/24

Big Bear MWD
Warrant List Detail
 June 1 - 14, 2024

Num	Type	Date	Name	Account	Paid Amount
161442	Bill Pmt -Check	06/06/2024	ADT COMMERCIAL	1001-01 · Accounts Payable	
155059...	Bill	05/21/2024		5630-42 · OPS-Bldg/Fac Mtn/Rep-EAST RAMP	-202.00
155059...	Bill	05/21/2024		5630-43 · OPS-Bldg/Fac Mtn/Rep-WEST RAMP	-108.00
155059...	Bill	05/21/2024		5640-02 · WATER-Dam Maintenance	-108.00
155059...	Bill	05/21/2024		5630-10 · ADMIN-Bldg/Facility Maint/Rep	-255.00
TOTAL					-673.00
161443	Bill Pmt -Check	06/06/2024	AMAZON CAPITAL SERVICES	1001-01 · Accounts Payable	
16RV-G...	Bill	05/19/2024		5543-30 · MAINT-Small Tools/Tool Supplies	-30.99
1CDP-1...	Bill	05/23/2024		5631-02 · OPS-Quagga Prevention Equip	-407.60
1H3P-X...	Bill	06/03/2024		5543-30 · MAINT-Small Tools/Tool Supplies	-86.33
				5620-12 · ADMIN-Computer Hardware	-159.47
TOTAL					-684.39
161457	Bill Pmt -Check	06/13/2024	ATWELL SHAWN (REIMBURSE)	1001-01 · Accounts Payable	
05/30/2...	Bill	06/12/2024		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
TOTAL					-50.00
161458	Bill Pmt -Check	06/13/2024	AUTOZONE INC	1001-01 · Accounts Payable	
004879...	Bill	06/07/2024		5543-30 · MAINT-Small Tools/Tool Supplies	-29.08
				5580-43 · OPS-Boat Maint-Electro Shock	-270.86
TOTAL					-299.94
161444	Bill Pmt -Check	06/06/2024	BEST BEST & KRIEGER LLP	1001-01 · Accounts Payable	
997069	Bill	06/04/2024		5520-01 · ADMIN-District Counsel	-2,886.50
TOTAL					-2,886.50
161445	Bill Pmt -Check	06/06/2024	BUTCHER'S BLOCK AND BUILDING ...	1001-01 · Accounts Payable	
2405-53...	Bill	05/30/2024		5630-35 · MAINT-Bldg/Facility/Maint-Buoys	-287.69
2405-53...	Bill	05/30/2024		5630-42 · OPS-Bldg/Fac Mtn/Rep-EAST RAMP	-6.11
2406-53...	Bill	06/04/2024		5620-30 · MAINT-Equip Maintenance	-11.01
TOTAL					-304.81
161459	Bill Pmt -Check	06/13/2024	BUTCHER'S BLOCK AND BUILDING ...	1001-01 · Accounts Payable	
2406-53...	Bill	06/05/2024		5631-01 · OPS-Quagga Mussel Prevention	-207.07
				5580-42 · OPS-Boat Maintenance-Work	-17.87
2406-53...	Bill	06/06/2024		5631-01 · OPS-Quagga Mussel Prevention	-11.72
2406-54...	Bill	06/11/2024		5543-30 · MAINT-Small Tools/Tool Supplies	-54.77
TOTAL					-291.43
EFT	Bill Pmt -Check	06/06/2024	BVE (EFT)	1001-01 · Accounts Payable	
052820...	Bill	05/28/2024		5507-22 · WATER-Utilities-Dam	-70.83
052820...	Bill	05/28/2024		5507-43 · OPS-Utilities-Ramps	-360.24
TOTAL					-431.07
161460	Bill Pmt -Check	06/13/2024	CASH PETTY CASH	1001-01 · Accounts Payable	
06122024	Bill	06/12/2024		5510-46 · ADMIN -Public Info Emp Wellness	-147.00
				5510-05 · ADMIN-Public Info-Other Agency	-14.08
TOTAL					-161.08
161446	Bill Pmt -Check	06/06/2024	COMPUTER VILLAGE	1001-01 · Accounts Payable	
9680	Bill	05/15/2024		5530-02 · ADMIN- Computer Consults	-40.00

1:03 PM

06/14/24

Big Bear MWD
Warrant List Detail
 June 1 - 14, 2024

Num	Type	Date	Name	Account	Paid Amount
TOTAL					-40.00
161461	Bill Pmt -Check	06/13/2024	COMPUTER VILLAGE	1001-01 · Accounts Payable	
9929	Bill	05/16/2024		5620-10 · ADMIN-Equip Maintenance	-150.00
				5509-13 · ADMIN - Microsoft 365 Subscript	-320.40
				5505-01 · ADMIN-Phones Local/Hardware/Rep	-230.40
TOTAL					-700.80
161447	Bill Pmt -Check	06/06/2024	CONNELLY PUMPING SERVICE	1001-01 · Accounts Payable	
28240	Bill	05/31/2024		5632-02 · MAINT-SS Reliefs Pumping	-300.00
TOTAL					-300.00
161462	Bill Pmt -Check	06/13/2024	CONNELLY PUMPING SERVICE	1001-01 · Accounts Payable	
28281	Bill	06/11/2024		5632-02 · MAINT-SS Reliefs Pumping	-300.00
TOTAL					-300.00
161463	Bill Pmt -Check	06/13/2024	CSB DEPT OF INNOVATION & TECH...	1001-01 · Accounts Payable	
29725	Bill	04/30/2024		5506-41 · OPS-Radio Service Contract	-214.32
29625	Bill	06/11/2024		5506-41 · OPS-Radio Service Contract	-714.32
TOTAL					-928.64
161464	Bill Pmt -Check	06/13/2024	CSB FIRE PROTECTION DISTRICT	1001-01 · Accounts Payable	
INO176...	Bill	06/11/2024		5509-06 · ADMIN-Permits-SBC Hazardous Mat	-10.00
TOTAL					-10.00
161465	Bill Pmt -Check	06/13/2024	DIY HOME CENTER	1001-01 · Accounts Payable	
30637	Bill	05/30/2024		5630-43 · OPS-Bldg/Fac Mtn/Rep-WEST RAMP	-22.29
30785	Bill	06/05/2024		5620-30 · MAINT-Equip Maintenance	-34.39
30824	Bill	06/07/2024		5510-44 · OPS-Quagga Mussel Printing	-27.13
30808	Bill	06/07/2024		5630-43 · OPS-Bldg/Fac Mtn/Rep-WEST RAMP	-98.66
TOTAL					-182.47
161448	Bill Pmt -Check	06/06/2024	DWP-CITY OF BIG BEAR LAKE	1001-01 · Accounts Payable	
053020...	Bill	05/30/2024		5507-41 · OPS-Utilities-Main Office	-110.12
053020...	Bill	05/30/2024		5507-43 · OPS-Utilities-Ramps	-156.19
053020...	Bill	05/30/2024		5507-41 · OPS-Utilities-Main Office	-15.39
053020...	Bill	05/30/2024		5507-43 · OPS-Utilities-Ramps	-20.54
TOTAL					-302.24
161449	Bill Pmt -Check	06/06/2024	FERRELLGAS	1001-01 · Accounts Payable	
203765...	Bill	05/10/2024		5631-03 · OPS-Quagga Prev Fuel/Kerosine	-901.19
TOTAL					-901.19
EFT	Bill Pmt -Check	06/06/2024	FRONTIER (EFT)	1001-01 · Accounts Payable	
909866...	Bill	05/28/2024		5505-04 · ADMIN-Phone At the Dam	-50.26
TOTAL					-50.26
161466	Bill Pmt -Check	06/13/2024	GALLS LLC	1001-01 · Accounts Payable	
027957...	Bill	05/16/2024		5541-42 · OPS-Uniform/Sm Equip Seas Empl	-46.71
028128...	Bill	06/04/2024		5541-42 · OPS-Uniform/Sm Equip Seas Empl	-243.22
028126...	Bill	06/04/2024		5541-42 · OPS-Uniform/Sm Equip Seas Empl	-376.67

1:03 PM

06/14/24

Big Bear MWD
Warrant List Detail
 June 1 - 14, 2024

Num	Type	Date	Name	Account	Paid Amount
TOTAL					-666.60
161467	Bill Pmt -Check	06/13/2024	GEI CONSULTANTS INC	1001-01 · Accounts Payable	
003154...	Bill	06/06/2024		6100-02 · Dam Repair- Sluice Gates	-9,680.75
TOTAL					-9,680.75
161468	Bill Pmt -Check	06/13/2024	GEIGER SUPPLY	1001-01 · Accounts Payable	
193578	Bill	06/06/2024		5630-43 · OPS-Bldg/Fac Mtn/Rep-WEST RAMP	-101.59
TOTAL					-101.59
161450	Bill Pmt -Check	06/06/2024	HELMUTS MARINE SERVICES	1001-01 · Accounts Payable	
202409...	Bill	05/28/2024		5580-44 · OPS-Boat Maint-Engine/Outdrive	-21,152.13
202409...	Bill	05/31/2024		5580-42 · OPS-Boat Maintenance-Work	-357.68
TOTAL					-21,509.81
161451	Bill Pmt -Check	06/06/2024	HOLLOWAYS MARINA	1001-01 · Accounts Payable	
4621	Bill	06/05/2024		5580-41 · OPS-Boat Maintenance-Patrol	-107.03
TOTAL					-107.03
161452	Bill Pmt -Check	06/06/2024	MOONRIDGE FUEL HAUPT RALPH	1001-01 · Accounts Payable	
26690	Bill	05/16/2024		5631-03 · OPS-Quagga Prev Fuel/Kerosine	-620.74
TOTAL					-620.74
161469	Bill Pmt -Check	06/13/2024	MOONRIDGE FUEL HAUPT RALPH	1001-01 · Accounts Payable	
05312024	Bill	05/31/2024		5590-41 · OPS-Petroleum-VESSELS	-430.93
				5590-42 · OPS-Petroleum-VEHICLES	-436.25
TOTAL					-867.18
161470	Bill Pmt -Check	06/13/2024	MT LASSEN TROUT FARMS INC	1001-01 · Accounts Payable	
26226	Bill	06/06/2024		6000-12 · Lake Impr Fund-Fish Purchase	-36,600.00
TOTAL					-36,600.00
161453	Bill Pmt -Check	06/06/2024	NAPA AUTO PARTS	1001-01 · Accounts Payable	
			NAPA AUTO PARTS	2200-00 · Accounts Payable Liability	2.34
627509	Bill	05/23/2024		5600-31 · MAINT-Vehicle Maint-ON ROAD	-39.70
627546	Bill	05/24/2024		5580-42 · OPS-Boat Maintenance-Work	-12.89
627928	Bill	05/31/2024		5580-42 · OPS-Boat Maintenance-Work	-33.14
TOTAL					-83.39
161471	Bill Pmt -Check	06/13/2024	NAPA AUTO PARTS	1001-01 · Accounts Payable	
			NAPA AUTO PARTS	2200-00 · Accounts Payable Liability	0.59
627564	Bill	05/24/2024		5620-30 · MAINT-Equip Maintenance	-10.21
628452	Bill	06/10/2024		5600-31 · MAINT-Vehicle Maint-ON ROAD	-29.59
TOTAL					-39.21
161454	Bill Pmt -Check	06/06/2024	TIMELESS ENTERPRISES APPAREL	1001-01 · Accounts Payable	
9475	Bill	05/28/2024		5670-05 · WATER-Carp Roundup Expense	-525.41
TOTAL					-525.41
161455	Bill Pmt -Check	06/06/2024	WEST MARINE PRO	1001-01 · Accounts Payable	

1:03 PM

06/14/24

Big Bear MWD
Warrant List Detail
June 1 - 14, 2024

<u>Num</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
1856747	Bill	05/23/2024		5580-41 · OPS-Boat Maintenance-Patrol	-366.46
TOTAL					-366.46
161472	Bill Pmt -Check	06/13/2024	WEST MARINE PRO	1001-01 · Accounts Payable	
1917939	Bill	06/05/2024		5580-41 · OPS-Boat Maintenance-Patrol	-195.19
TOTAL					-195.19
161456	Bill Pmt -Check	06/06/2024	WESTAIR GASES & EQUIPMENT	1001-01 · Accounts Payable	
001184...	Bill	05/22/2024		5543-30 · MAINT-Small Tools/Tool Supplies	-107.43
TOTAL					-107.43

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

MEETING DATE: June 20, 2024

AGENDA ITEM: 6A

SUBJECT:

FULL BOARD WILL HAVE A RECOMMENDATION REGARDING RESOLUTION 2024-04, "A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR MUNICIPAL WATER DISTRICT TRANSFERRING FUNDS UNAPPROPRIATED AS OF JUNE 30, 2024 TO THE DISTRICT'S CONTINGENCY RESERVE ACCOUNT, AFFIRMING INVESTMENTS POLICY, APPROVING THE DISTRICT'S BUDGET AND ESTABLISHING THE APPROPRIATIONS LIMIT FOR THE FISCAL YEAR COMMENCING JULY 1, 2024."

RECOMMENDATION:

Interim General Manager recommends resolution 2024-04 be approved by the full Board based on previous review and change requests made to the budget.

DISCUSSION/FINDINGS:

All changes from staff and the Board have been incorporated into the FY 2024-25 budget. This budget was read and reviewed on May 16th, June 6th and today; this final document has all comments and considerations included except for this, Resolution 2024-04 which is up for approval today.

Approving resolution 2024-04 today will approve the budget from July 1, 2024 through June 30, 2025. Approving today will allow the district to continue to operate without pausing production. Approval of the revised, final budget is recommended for full board approval.

OTHER AGENCY INVOLVEMENT: None

FINANCING: None

Submitted by: Brittany Lamson, Interim General Manager

RESOLUTION NO. 2024-04

A RESOLUTION OF THE BOARD OF DIRECTORS OF BIG BEAR MUNICIPAL WATER DISTRICT TRANSFERRING FUNDS UNAPPROPRIATED AS OF JUNE 30, 2024 TO THE DISTRICT'S CONTINGENCY RESERVE ACCOUNT, AFFIRMING INVESTMENT POLICY, APPROVING THE DISTRICT'S BUDGET AND ESTABLISHING THE APPROPRIATIONS LIMIT FOR THE FISCAL YEAR COMMENCING JULY 1, 2024

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

Section 1. Contingency Reserves

(a) The District has previously established a contingency reserve account for each discrete fund of the District. The continued existence of such contingency reserve accounts is hereby affirmed.

(b) All moneys previously appropriated to any fund of the District which are not expended as of June 30, 2024 shall be appropriated to the contingency reserve account of each respective District fund.

(c) Unless moneys are being accumulated as reserve, appropriations to the various contingency reserve accounts shall be expended for usual and necessary expenses chargeable to each of the respective funds.

Section 2. Investment Policy

The investment policy adopted by the District on September 6, 2018, is hereby affirmed for the fiscal year commencing July 1, 2024.

Section 3. Budget

The budget attached hereto and hereby incorporated by this reference as Exhibit A, is hereby approved for the fiscal year commencing July 1, 2024.

Section 4. Appropriations Limit

The appropriations limit of the District under California Constitution Article XIII B for the fiscal year commencing July 1, 2024, is \$20,690,407.27.

PASSED, APPROVED AND ADOPTED this 6th day of June 2024.

Steve Ludecke, President

ATTEST:

Brittany Lamson, Secretary to the Board

(SEAL)

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

MEETING DATE: June 20, 2024

AGENDA ITEM: 6B

SUBJECT:

FULL BOARD TO DISCUSS AND POSSIBLY APPROVE NEW GENERAL MANAGER CONTRACT EFFECTIVE JUNE 20, 2024.

RECOMMENDATION:

Board to approve and authorize an Employment Agreement with Jared Cheek for the position of General Manager.

DISCUSSION/FINDINGS:

As of October 16, 2023, the District General Manager, Mike Stephenson, formally announced his intention to step down from service in the capacity of the full time General Manager into a part-time Chief Operations Officers and the Board named Brittany Lamson as Interim General Manager with a contract starting on October 16, 2023 until May 2024 or until the position is filled.

At a special meeting held on October 25, 2023, the Board established a process and schedule for his replacement and awarded a contract to a recruitment firm to fill this position. The recruitment and placement of the next General Manager was scheduled to be completed in approximately 12-weeks, but has taken slightly longer than expected.

Through this process the Board of Directors has now selected Jared Cheek to serve as Big Bear Municipal Water District's next General Manager.

The attached Employment Agreement (Exhibit A) between the District and Jared Cheek reflects the proposed terms and conditions for their employment as General Manager. If approved by the Board, Jared Cheek's first day as General Manager will be no later than July 22, 2024.

OTHER AGENCY INVOLVEMENT: None

FINANCING: None

Submitted by: Brittany Lamson, Interim General Manager

DRAFT

EMPLOYMENT AGREEMENT BETWEEN BIG BEAR MUNICIPAL WATER DISTRICT AND JARED CHEEK

THIS AGREEMENT is entered into as of the 20th day of June 2024, between the Board of Directors of and on behalf of Big Bear Municipal Water District ("District") and Jared Cheek ("Cheek"), for the employment by District of Jared Cheek as its General Manager, on the terms and conditions stated herein.

I. EMPLOYMENT.

District hereby employs Cheek, and Cheek hereby accepts employment by District as the District's General Manager ("GM"). In his capacity as such, Cheek shall use reasonable care to do what is necessary to manage the District in an effective, prudent, and professional manner. Cheek shall devote his productive professional time, ability, and attention to the business of the District and shall not engage in any other paid professional duties or pursuits without the prior written consent of the District's Board of Directors. However, Cheek is not prohibited by this Agreement from making personal investments, conducting private business affairs or pursuing political, religious, charitable or educational activities, so long as none of these activities or investments creates an actual or potential conflict of interest, and provided his ability to perform the services required by this Agreement is not materially impaired as a result.

II. TERM.

This agreement will commence on July 8, 2024 (the "Effective Date") and continuing on until terminated in accordance with Section VI of this agreement. Cheek will start his employment no earlier than July 8, 2024, and no later than July 22, 2024.

III. DUTIES.

A. Relationship with Board of Directors.

The GM is to be the Chief Executive Officer of the District and, as such, has the responsibility for implementing the District's policies and procedures, as approved and adopted by the Board.

Members of the Board of Directors, individually and collectively, will refer any criticisms, complaints, and/or suggestions regarding management of operations and personnel to the GM for review and action as the GM deems appropriate.

The Board expects Cheek to be available on all holidays and events that are important to the District during peak season (April 1 to October 31), including, but not limited to, July 4, Memorial Day, and Labor Day.

B. Managerial Duties.

The GM shall be responsible for the day-to-day operations of the District, including the staffing thereof. In addition, the GM shall have other such powers and duties as are delegated to him by the Board of Directors (See attached Exhibit A - General Manager Job Description.

IV. SALARY, PERFORMANCE REVIEW.

A. Salary

Cheek's initial salary as GM shall be the gross amount of \$191,079 per year. Cheek shall be entitled to a cost-of-living adjustment ("COLA") on the same date and at the same rate as received by other District employees.

Beginning on the first anniversary of the Effective Date, and approximately annually thereafter, the Board will review the GM's performance. In conjunction with this performance review, the Board may elect, at its sole discretion, to provide the GM a salary step increase, and/or a one-time bonus, commensurate with its evaluation of his performance.

B. Deferred Compensation

Cheek will be able to contribute to the District's deferred compensation program on the same terms, and under the same conditions, as other eligible District employees.

V. BENEFITS.

Cheek shall receive all benefits provided by the District to eligible full-time regular employees, including, but not limited to, approved holidays, vacation time, retirement contributions, health benefits, subject to the following exceptions and additional benefits:

A. Automobile, Cell Phone, Cell Service, and Laptop/PC

The District shall furnish Cheek with a 4-wheel drive vehicle, for business-related use, including travel to and from the residence of Cheek for any District-related business, and personal use for local errands within the Big Bear Valley while on the way to or from District business. Cheek agrees to obtain any necessary insurance riders covering non-District passengers. Furthermore, Cheek shall indemnify, defend, and hold the District harmless from and against any and all claims, damages, losses, liabilities, costs, and expenses (including reasonable attorneys' fees) arising from or related to his personal use of the District vehicle.

The District shall provide the General Manager with a laptop or equivalent capable of accessing the District's IT system remotely. District shall provide a cell phone with voice and data service to be used primarily for District business.

B. Vacation & Paid Sick Time

Cheek shall accrue vacation and sick time according to District policies.

C. Administrative Leave

Cheek shall be entitled to Administrative Leave starting with a bank of 120 hours on his start date. He shall accrue 80 hours on his anniversary date each year thereafter.

D. Health, Dental, & Life Insurance Benefits

Cheek shall be entitled to the same health, dental, and life insurance benefits on the same terms, and under the same conditions, as other full-time regular employees.

E. Retirement Benefits

Cheek shall be entitled to the same retirement benefits provided to all District employees. Eligibility will be determined by CalPERS.

VI. TERMINATION.

Cheek shall serve at the pleasure of the Board of Directors and may be removed from office with or without cause, at the discretion of the Board of Directors.

A. Termination for Cause

At any time, the District's Board of Directors may terminate Cheek as GM for cause. Termination shall be for "cause" if the Board determines, in its sole discretion, Cheek has: (1) acted in bad faith, which is defined as a dishonest or deceptive action or omission that misleads, deceives, or causes harm to the District ; (2) refused or failed to act in accordance with any specific direction, policies, or order of the Board of Directors, provided such direction, policies, or order is lawful and within the scope of the GM's duties; (3) engaged in misconduct or dishonesty, ; (4) been charged with a crime involving dishonesty, breach of trust, physical or emotional harm to any person; or other felony charge; or (5) breached any material term of this Agreement, including a sustained pattern of inadequate or incompetent performance after being provided written notice and a reasonable opportunity to improve

In the event of termination for cause, Cheek shall not be entitled to Severance Pay. Upon termination for cause, Cheek shall only be entitled to receive all compensation earned but unpaid, for actual work performed as of the date of termination, as well as any accrued but unpaid time off, including any accrued sick or administrative leave, in accordance with law and with District policies.

B. Termination Without Cause

In the event that Cheek is terminated without cause, the District shall provide compensation to Cheek equivalent to the value of 12 months' of his salary, paid on regular paydays during the 12-month severance period. The District will also continue to provide to the GM all existing health benefits then being provided to him for 12 months, or until he secures other coverage, whichever occurs first. The salary and benefits to be paid upon termination without cause, as described in this paragraph, is referred to collectively as "Severance Pay").

The General Manager shall not be terminated 90 days before or after the seating of an elected Board member by the Board of Directors. The General Manager shall not resign 90 days before or after the seating of an elected Board member.

C. Resignation

If Cheek desires to resign his position as GM, he may do so by providing the Board of Directors with at least sixty (60) days' written notice of resignation subject to provision VI. B. of this agreement. In the event of resignation, Cheek shall not be entitled to any Severance Pay.

In the event of a resignation, the Board may elect to accept the resignation immediately, or at a date sooner than the end of the sixty-day notice period. In such case, the Board will pay out the GM compensation in lieu of the remainder of the notice period.

VII. GENERAL PROVISIONS.

A. Business Expense

District shall reimburse Cheek for such reasonable and appropriate District-related business and/or travel expenses as are submitted and processed in compliance with the District's policies.

B. Entire Agreement

This Agreement supersedes any and all other agreements, oral or written, between the parties hereto with respect to the employment of <> by the District and contains all of the covenants and agreements between the parties with respect to the employment of <> by the District. Each party agrees and acknowledges that no representations, inducements, promises or agreements, oral or otherwise, have been made by either party or anyone acting on behalf of either party, which are not embodied herein, and that any agreement, statement or promise not contained in this Agreement shall not be valid or binding on either party.

C. Modifications

Modifications to or amendments of this Agreement may be made only by formal written amendment or modification that is signed by <> and the Board of Directors. "Modification," as used herein, shall include supplements, deletions, and clarifications to this Agreement.

D. Severability

If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force and effect without being impaired or invalidated in any way.

E. Effective Waiver

The failure of either party to insist on strict compliance with any of the terms, covenants and/or conditions of this Agreement by the other party shall not be deemed a waiver of that term, covenant and/or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other times.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year first above written.

Date: _____

By: _____
Jared Cheek

Date: _____

By: _____
Steve Ludecke
President of Board of Directors
Big Bear Municipal Water District

APPROVED AS TO FORM:

Date: _____

By: _____
Alex Lemieux,
Assistant District Counsel

EXHIBIT A
General Manager Job Description



BIG BEAR MUNICIPAL WATER DISTRICT GENERAL MANAGER

OPENING DATE / TIME: N/A
CLOSING DATE/ TIME: N/A
SALARY: CONTRACT
JOB TYPE: FULL - TIME/ PERMANENT
LOCATION: BIG BEAR LAKE, CALIFORNIA
AGENCY: BIG BEAR MUNICIPAL WATER DISTRICT
DEPARTMENT: ADMINISTRATION/ WATER RESOURCES
REPORTS TO: BOARD OF DIRECTORS
JOBS SUPERVISED: RESPONSIBLE FOR OVERALL SUPERVISION OF ALL DISTRICT EMPLOYEES

JOB PURPOSE: **PLANS, DIRECTS, MANAGES AND OVERSEES THE ACTIVITIES AND OPERATIONS OF THE DISTRICT BY:**

Serving as the executive officer of the District, providing the day-to-day leadership for the District, carrying out the expressed policies of the Board of Directors; translating the goals and objectives of the Board to the community

ESSENTIAL DUTIES & RESPONSIBILITIES:

% of Time

30% SUPPORTS BOARD OF DIRECTORS BY:

investigating issues and presenting complete analyses for Board consideration; evaluating and offering options; recommending courses of action, especially where technical and legal considerations are involved; developing agendas; attending all Board meetings; scheduling and attending committee meetings as necessary, enforcing Board decisions; preparing special reports and research projects; implementing and updating District regulations; remaining accessible to answer questions and requests; operating all District activities in compliance with the Ralph M. Brown Act, and the District's Administrative Code

10% ACHIEVES FINANCIAL OBJECTIVES BY:

coordinating with Sr. Accountant for preparation of annual budget and audit; weekly review of budget; achieving budget objectives; staying current with legislation impacting special district revenue; oversight and

review of District investments; periodic review of established procedures for purchase orders and other accounting functions; ongoing evaluation of security procedures for safekeeping of District cash, checks, boat permits and other valuables. Liability concerns.

15% OVERSEES ADMINISTRATIVE ACTIVITIES BY:

review of all correspondence to and from the District. Monthly review of contract and productivity logs; timely filing of required reports on a variety of District projects and issues; oversight of terms and conditions of contractual obligations; development of agreements; negotiating contracts; revising District resolutions and ordinances as conditions change; coordinating decisions with District Counsel as needed, updating MWD Management plan at least every two years. Employee handbook updates with Board Secretary.

15% MANAGES WATER RESOURCE ACTIVITIES BY:

Oversight of Lake stabilization (In-lieu water) program, to include management of the water purchase contract, oversight of activities related to the 1977 Judgment, management of the Lake release policy and flood control release policy, and attendance at Watermaster meetings; oversight and coordination of TMDL Work Group activities and TMDL monitoring efforts; researching and seeking grant opportunities for TMDL remediation projects; following the California Environmental Quality Act (CEQA) by reviewing and/or preparing CEQA documents on all District projects and all Lake improvement projects; preparing updates as required to the Lake Management Plan; ensuring appropriate permits are in place for all projects; interaction with regulators. Attending GSA meetings. QAQC of Replenish project concerns.

10% MAINTAINS PROFESSIONAL AND TECHNICAL KNOWLEDGE BY:

Attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies; monitoring legislation and other regulations related to District activities

10% MAINTAINS EMPLOYMENT STAFF AND JOB RESULTS BY:

Continuously monitoring and evaluating the efficiency and effectiveness of the District's organizational structure, staffing patterns, service levels and administrative systems; motivating staff and administering employee meetings to assess employee attitudes; meeting regularly with supervisors to ensure good communication; recruiting, selecting, orienting, training and coaching, employees; following up on work results; implementing discipline and termination procedures; monitoring compliance with all Federal, state and local regulations

5% MAINTAINS RAPPORT WITH THE COMMUNITY BY:

Responding promptly to citizen inquiries; meeting with citizens and advisory groups; reaching out to resolve concerns; settling disputes; maintaining open communications with the local media; identifying, evaluating and meeting needs of constituents, interacting with local and state legislators on District issues

5% RECOMMENDS PROGRAMS, SERVICES AND PROJECTS BY:

Studying methods; ongoing evaluation of District objectives; creating and revising systems and procedures; researching updated methods and technology; identifying and implementing Management Plan goals

While achieving the above job results, the following objectives must always be met:

MAINTAINS DISTRICT STABILITY AND REPUTATION BY:

Complying with District Rules and Regulations; maintaining a positive community image; representing the District and making presentations at meetings of other agencies and organizations; applying professional and diplomatic behavior at all times

MAINTAINS OPERATIONS BY:

Implementing and enforcing Board adopted policies and procedures; identifying short-term and long-range issues that must be addressed; providing information and commentary pertinent to deliberations; performing other job related duties as assigned

CONTRIBUTES TO DISTRICT'S TEAM EFFORT BY:

Practicing strong interpersonal communication skills with employees and Board of Directors; supporting Board decisions; maintaining open-door policy with all subordinates

II. JOB QUALIFICATIONS AND JOB EVALUATION DOCUMENTATION

KNOWLEDGE:

EDUCATION: A bachelor's degree from an accredited college or university or equivalent experience in science, engineering, water resources, business, or related fields.

EXPERIENCE PREFERRED: A minimum of five years in public agency administration to include budget preparation, employee supervision, and project management and/or a minimum of five years experience in performing water quality professional level work.

SKILLS AND ABILITIES: Exceptional ability to communicate with Board of Directors, staff and the public, both orally and written; ability to plan, organize, direct and coordinate the work of management personnel; delegating authority and responsibility as necessary; ability to evaluate and develop programs to accomplish long-range planning goals; ability to implement sound principles of supervision and create a motivational climate for all staff members; excellent organizational and analytical skills; ability to make day-to-day operational decisions with confidence; proficient in Windows Microsoft office computer environment, especially Word, Excel and PowerPoint.

INFORMATION PROCESSING

Keeps Board of Directors informed on current District issues and concerns; ensures timely response to all inquiries from Board and the public; follows Board committee process to ensure maximum understanding of issues prior to presentation to full Board; activates appropriate emergency response

SCOPE OF RESPONSIBILITY

Responsible for overall performance of all District operations; responsible for providing accurate information and appropriate courses of action to the Board so that all pertinent factors can be considered in the decision-making process; responsible for maintaining District's positive public image and responding to constituent concerns

INTERPERSONAL COMMUNICATION

Oral and written communications with the public, staff, other government agencies and community organizations in one-on-one or group situations; supervisory discussions with subordinates

IMPACT ON RESULTS

Improper dissemination of information to the Board of Directors may result in incorrect Board decisions, which in turn will have a negative impact on District operations and public confidence; negligence in managing finance and budget controls will adversely impact financial condition and could impair District's ability to meet its obligations; ineffective management of staff will result in poor employee performance

DESCRIBE CONTROLS

Board of Directors to evaluate and recommend additional training as needed to ensure that all job requirements are fully met; Board of Directors to evaluate overall performance and accomplishments of District for use in determining General Manager's effectiveness in implementing District policies and procedures; counseling sessions to be held, if necessary, to improve work performance and/or behavior; debriefing sessions to be offered after incidents, if necessary

CONFIDENTIAL AND SENSITIVE INFORMATION

All closed session discussions, confidential meetings with staff and/or directors; employee personnel information; visitor phone numbers; credit card information; other specific information relating to the Board of Directors and District

SCOPE OF FINANCIAL RESPONSIBILITY

As District Treasurer, responsible for monitoring and maintaining all District financial operations and for complying with all federal, state and local legal regulations related to the management of District funds

SPECIAL REQUIREMENTS

Valid California driver's license, Class C: good driving record with no multiple or serious accidents or violations during the past two years

WORK SCHEDULE

Full-time exempt position, 40 hours per week, work weeks may vary; some holiday, overtime and weekend work may be required; may respond to emergency call-out after hours

III. ENVIRONMENT

PHYSICAL DEMANDS:

- Balancing
- Carrying
- Climbing
- Crawling
- Crouching
- Feeling
- Fingering
- Grasping
- Kneeling
- Lifting
- Pulling
- Sitting
- Standing
- Stooping
- Walking
- Talking

VISION:

20/30 corrected OK

- Close
- Far
- Color
- Depth

HEARING:

Must be within normal range

EXPOSURES:

- Airborne Particles
- Caustics
- Cleaning Chemicals
- Cleaning Fumes
- Electrical Currents
- Extreme Weather
- Explosives
- Extreme Temperatures
- Flammables
- High Places
- Moving Parts
- Muscular Strain
- Noise
- Odors
- Physical Abuse
- Toxicants
- Verbal Abuse
- Vibration
- Vision Stra