



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

Administrative Committee Meeting Minutes May 12, 2025

Present: Director Ludecke
Director Brewster
Jared Cheek, General Manager
Brittany Lamson, Assistant General Manager

Public: None

1. Admin Code Updates

- a. Just checking up on a couple things that should be updated in the admin code.
- b. Limited investment policy, currently we can only invest in established organizations that have been in business for five years, we would like to change this to three years.
 - i. This would just open a couple more options for investing, anything we look at would be a secure establishment.
 - ii. Committee is in agreeance with this change, just for more options.
- c. The training for Directors is limited to their Director travel reimbursement and related committees that they serve.
 - i. Changing that training section, which was previously approved by the Board, to training is reimbursable unless it exceeds the reimbursed approved budget.
 - ii. We will change it to the Board will approve anything over the annual budgeted amount.
 - iii. Will add training to consent calendar for upcoming meetings when more than the committee wants to go to training.

2. Admin Issues & Updates

- a. Employee handbook, cleaning up language for exempt employees regarding floating holidays, their forfeited if not used within the same calendar year, no cash.
 - i. Same as the practice has always been, now its written down.
 - ii. Nothing here goes to the board, not a policy change, just clarification.