



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 July 18, 2024 A G E N D A

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

Next Resolution Number: 2024-05

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. Facility Manager
- D. Committee- the following committee met since the last regular Board meeting:
Administrative

5. CONSENT CALENDAR

- A. Minutes of a Regular Meeting on June 20, 2024.
- B. Warrant list dated 7/15/2024 in the amount of \$2,516,647.45.

6. BUSINESS

- A. The Administrative Committee (Directors Ludecke & Brewster) recommend voting for the CSDA incumbent, Jo MacKenzie, Director, Vista Irrigation District for the Southern CA Director chair for this year's CSDA Elections.
- B. The Administrative Committee (Director Ludecke & Brewster) will have a recommendation for full Board discussion and possibly approve new auditing firm proposal for the FY 2023-24 audit.

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, August 1, 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 20, 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 20, 2024.

BOARD MEMBERS PRESENT:

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

2. PLEDGE OF ALLEGIANCE

Journey Cheek

3. PUBLIC FORUM

No comments from the public in attendance.

4. REPORTS

A. Interim General Manager, Brittany Lamson reported she met at Valley District this morning as part of a startup/ on-going GM meeting hosted by Heather Dyer who wanted to start a conversation between as many local water people as possible. Something super informal, brainstorming, process on project updates, good ideas, things that have been and have not been successful. She explained that the enhanced water recharge project will be complete by end of August/September which will allow them to catch and store 300 more acres of water than what they could do before. This additional capture opportunity will alter some of Seven Oaks Dam operations as well to make sure as much local water is captured as possible.

Ms. Lamson continued with a brief summary of the Annual Carp Round Up, we removed 6,215 lbs of carp for the weekend. A couple Directors asked why the newspaper reported less, she explained that was what the participants weighed for their biggest ten, not their entire haul, we did not have complete disposal numbers until way after the awards ceremony. We had 147 participants, which is a decent increase from last year so all good news. Carp removal to date, is now just under 20,000 lbs so our current program is effective and we have seen more carp hunters out there this year than ever before. We told the participants about our Countin' Carp incentive program, some said it would be difficult because they don't turn fish in until after the office is closed for the day, but the program is up and running. It's all great news.

Lastly, the Miss Liberty tour boat is out of the water, being stored at our ramp only until tonight, early tomorrow morning, they had to make a couple emergency repairs and this ramp was the only one that could accommodate a vessel that large. Director Reh fuss asked about commercial

business using our ramp, and Ms. Lamson explained that is something within the marina contracts which do include certain restrictions as far as time and not impeding on public use.

B. Chief Operations Officer, Mike Stephenson, reported The current lake level is 4' 3 and $\frac{3}{4}$ down from full, the requirement at station B is .75 CFS, were above that for now. Gates don't leak anymore, so we are really close with all our releases. The worst-case scenario for evaporation, we could lose a foot a month during these summer months. Station A & B are still seeing side flows, which is great.

Director Brewster asked about harvesting, Mr. Stephenson said he is going to do some training with a new experimental treatment, so we can use it here, this is supposed to have long term benefits, we would need to obtain an experimental use permit to use this. This chemical is specific to which plant it kills, so it could only kill invasive species we are targeting and leave our good, native plants. Again, we must make sure we do not over treat so we can avoid the algae bloom like what we had in 2008. Director Bradford asked how we were going to apply this, if we had any and if we're just going to try it in an area or throughout the lake. Mr. Stephenson responded that we are going to try it in the biggest area possible to see how effective it is. If we can't do this treatment in the next month and a half, I do not suggest we even do it. Director Reh fuss asked why we would not do it later? Mr. Stephenson explained it's only effective when the plant is actively growing which wouldn't be later than August.

C. Director Ludecke reported on the administrative committee, we sat in with the DWP technical review, via zoom, which discussed their groundwater levels which appeared to be gaining in level so that's good news. We also discussed the County Fire boat maintenance, which we were approached about, but we do not have a service facility and do not have a boat mechanic so that is not something we wanted to bring to the full Board.

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

Discussion:

No comments were made.

With a motion made by Director Bradford, and seconded by Director Lee, the consent calendar, was approved unanimously:

AYES: Ludecke, Reh fuss, Brewster, Lee, Bradford

NO: -

ABSTAIN: -

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."

Discussion:

Ms. Lamson stated that this resolution gives the District permission to roll unused funds into the next fiscal year based on the budgets we have previously reviewed. There are just a couple more minor changes that I want to point out. The table of contents is now finalized. While speaking with Director Rehfuss we came across an error in the capital improvement schedule, the new maintenance building should be \$3M not \$1M. Lastly, the Resolution seen on page 34 will be updated with the one up for approval today.

Discussion:

President Ludecke called for the vote and any additional discussion items. Director Rehfuss wanted to speak about adding the position of Assistant GM, which was previously the Office Manager/ Board Secretary/ Executive. This new position will clearly establish a second in command which there has not been previously. This really cleans up things in, now staff know who they can take direction from when the GM is not available. This is also putting a label on someone who is doing way more work than their job title was intended. This creates a clear level of hierarchy. There is a benefit behind this investment. Now they will actually be compensated for the work they are already doing. I think it creates more strength within the organization.

With a motion made by Vice President Brewster, and seconded by Director Rehfuss, 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” was approved unanimously:

AYES: Ludecke, Rehfuss, Brewster, Lee, Bradford

NO: -

ABSTAIN: -

B. Full Board to discuss and take possible action to approve new General Manager Contract effective on an agreed upon date.

Discussion:

Ms. Lamson explained the process which the board has taken to get to this point in the hiring process. The action the board takes today will be effective June 20, 2024 with whatever terms are outlined in the contract, for the hiring of Jared Cheek as the Big Bear Municipal Water District’s new General Manager starting no earlier than July 8, 2024 and no later than July 22, 2024.

Director Bradford welcomed and congratulated Jared, I (Bradford) was very happy that you changed your mind and came back and we’re looking forward to working with you, likewise from President Ludecke and Vice President Brewster. Director Rehfuss continued, we are very happy you choose to take the position, and this was a big deal for us, were happy you’re on board.

With a motion made by Director Bradford, and seconded by Director Rehfuss, the contract between the Big Bear Municipal Water District and Jared Cheek in the position of General Manager starting no earlier than July 8, 2024 and no later than July 22, 2024 was unanimously approved:

AYES: Ludecke, Rehfuss, Brewster, Lee, Bradford

NO: -

ABSTAIN: -

7. Items removed from Consent Calendar

N/A

8. ANNOUNCEMENTS

Ms. Lamson explained the first meeting in July will be adjourned due to the holiday, we will be a little busy that day. Making our next meeting July 18th.

9. DIRECTOR COMMENTS

Vice President Brewster wanted to thank Brittany for doing a fantastic job as Interim, and it was greatly appreciated. The board echoed the sentiment.

10. ADJOURN

There being no further business, the meeting was adjourned at 1:51 PM.

DATE AND TIME OF NEXT MEETING

Date: July 18, 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

Big Bear MWD Warrant List Detail June 15 through July 15, 2024

Num	Type	Date	Name	Account	Paid Amount
161547	Bill Pmt -Check	07/05/2024	AESTHETIC GLASS	1001-01 · Accounts Payable	
2050	Bill	06/27/2024		5630-10 · ADMIN-Bldg/Facility Maint/Rep	-850.00
TOTAL					-850.00
161502	Bill Pmt -Check	06/20/2024	ALESHIRE & WYNDER LLP	1001-01 · Accounts Payable	
87240	Bill	06/17/2024		5520-01 · ADMIN-District Counsel	-4,571.95
TOTAL					-4,571.95
161568	Bill Pmt -Check	07/11/2024	ALESHIRE & WYNDER LLP	1001-01 · Accounts Payable	
87880	Bill	07/02/2024		5520-01 · ADMIN-District Counsel	-7,070.40
TOTAL					-7,070.40
161487	Check	06/16/2024	ALEX SHIELDS	1001-01 · Accounts Payable	
				2810-02 · Carp Round-Up	-100.00
TOTAL					-100.00
161503	Bill Pmt -Check	06/20/2024	AMAZON CAPITAL SERVICES	1001-01 · Accounts Payable	
164K-J1...	Bill	06/08/2024		5530-22 · WATER-TMDL MAINT/EQUIP	-86.16
1CGY-T...	Bill	06/09/2024		5630-42 · OPS-Bldg/Fac Mtn/Rep-EAST RAMP	-122.67
1LV4-7...	Bill	06/17/2024		5543-30 · MAINT-Small Tools/Tool Supplies	-55.65
1RQ1-K...	Bill	06/17/2024		5541-42 · OPS-Uniform/Sm Equip Seas Empl	-108.30
1LV4-7...	Bill	06/17/2024		5630-42 · OPS-Bldg/Fac Mtn/Rep-EAST RAMP	-26.93
				5630-43 · OPS-Bldg/Fac Mtn/Rep-WEST RAMP	-26.93
				5503-01 · ADMIN-Office Supplies-Office	-48.37
TOTAL					-475.01
161526	Bill Pmt -Check	06/27/2024	AMAZON CAPITAL SERVICES	1001-01 · Accounts Payable	
1NFC-4...	Bill	06/21/2024		5580-41 · OPS-Boat Maintenance-Patrol	-33.73
1LT4-31...	Bill	06/21/2024		5503-02 · ADMIN-Office Supplies-Ramps	-109.87
TOTAL					-143.60
161548	Bill Pmt -Check	07/05/2024	AMAZON CAPITAL SERVICES	1001-01 · Accounts Payable	
1Y1N-K...	Bill	06/28/2024		5580-43 · OPS-Boat Maint-Electro Shock	-151.10
1PCV-...	Bill	06/29/2024		5503-02 · ADMIN-Office Supplies-Ramps	-16.54
1137-JX...	Bill	07/01/2024		5631-02 · OPS-Quagga Prevention Equip	-120.36
TOTAL					-288.00
161549	Bill Pmt -Check	07/05/2024	ATWELL SHAWN (REIMBURSE)	1001-01 · Accounts Payable	
06/29/2...	Bill	07/03/2024		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
TOTAL					-50.00
161569	Bill Pmt -Check	07/11/2024	AUTOZONE INC	1001-01 · Accounts Payable	
004882...	Bill	07/02/2024		5631-02 · OPS-Quagga Prevention Equip	-153.92
TOTAL					-153.92
161570	Bill Pmt -Check	07/11/2024	BBARWA	1001-01 · Accounts Payable	
1919	Bill	06/30/2024		5670-04 · WATER-Fishery Mgmt-Carp/Electro	-4,284.90
TOTAL					-4,284.90
161504	Bill Pmt -Check	06/20/2024	BEAR VALLEY COMMUNITY HEALT...	1001-01 · Accounts Payable	

Big Bear MWD Warrant List Detail June 15 through July 15, 2024

Num	Type	Date	Name	Account	Paid Amount
10275863	Bill	06/07/2024		5540-42 · OPS-PreEmployment Physicals	-191.58
TOTAL					-191.58
161571	Bill Pmt -Check	07/11/2024	BEST BEST & KRIEGER LLP	1001-01 · Accounts Payable	
1000137	Bill	07/03/2024		5520-01 · ADMIN-District Counsel	-2,589.30
TOTAL					-2,589.30
161527	Bill Pmt -Check	06/27/2024	BIG BEAR DISPOSAL	1001-01 · Accounts Payable	
000010...	Bill	06/01/2024		5507-41 · OPS-Utilities-Main Office	-345.70
TOTAL					-345.70
161505	Bill Pmt -Check	06/20/2024	BIG BEAR PAINT CENTER, INC	1001-01 · Accounts Payable	
355703	Bill	06/12/2024		5630-42 · OPS-Bldg/Fac Mtn/Rep-EAST RAMP	-23.70
TOTAL					-23.70
161572	Bill Pmt -Check	07/11/2024	BIG BEAR PAINT CENTER, INC	1001-01 · Accounts Payable	
355703	Bill	06/12/2024		5630-42 · OPS-Bldg/Fac Mtn/Rep-EAST RAMP	-120.99
TOTAL					-120.99
161506	Bill Pmt -Check	06/20/2024	BILL QUINE TOOLS	1001-01 · Accounts Payable	
74547	Bill	06/18/2024		5543-30 · MAINT-Small Tools/Tool Supplies	-46.73
TOTAL					-46.73
161507	Bill Pmt -Check	06/20/2024	BUTCHER'S BLOCK AND BUILDING ...	1001-01 · Accounts Payable	
2406-54...	Bill	06/13/2024		5543-30 · MAINT-Small Tools/Tool Supplies	-25.92
2406-54...	Bill	06/18/2024		5630-45 · OPS-Bldg/Fac Mtn/Rep-ERAMP Off	-15.10
TOTAL					-41.02
161550	Bill Pmt -Check	07/05/2024	BUTCHER'S BLOCK AND BUILDING ...	1001-01 · Accounts Payable	
2406-54...	Bill	06/13/2024		5630-42 · OPS-Bldg/Fac Mtn/Rep-EAST RAMP	-22.51
				5630-43 · OPS-Bldg/Fac Mtn/Rep-WEST RAMP	-22.71
2406-54...	Bill	06/14/2024		5670-05 · WATER-Carp Roundup Expense	-118.26
2406-55...	Bill	06/27/2024		5630-30 · MAINT-Bldg/Facility Maint/Rep	-71.96
2406-55...	Bill	06/27/2024		5630-30 · MAINT-Bldg/Facility Maint/Rep	-19.16
2406-55...	Bill	06/28/2024		5630-42 · OPS-Bldg/Fac Mtn/Rep-EAST RAMP	-16.46
TOTAL					-271.06
161508	Bill Pmt -Check	06/20/2024	BVBGSA C/O DWP (V)	1001-01 · Accounts Payable	
21212	Bill	06/12/2024		6000-03 · Lake Impr - Replenish BB (GSA)	-145.10
TOTAL					-145.10
EFT	Bill Pmt -Check	06/24/2024	BVE (EFT)	1001-01 · Accounts Payable	
060620...	Bill	06/06/2024		5507-42 · OPS-Utilities-Vacant Lot	-9.16
060620...	Bill	06/06/2024		5507-41 · OPS-Utilities-Main Office	-18.34
060620...	Bill	06/06/2024		5507-41 · OPS-Utilities-Main Office	-144.71
060720...	Bill	06/07/2024		5507-41 · OPS-Utilities-Main Office	-861.00
TOTAL					-1,033.21
EFT	Bill Pmt -Check	07/10/2024	BVE (EFT)	1001-01 · Accounts Payable	
062420...	Bill	06/24/2024		5507-43 · OPS-Utilities-Ramps	-113.11
062420...	Bill	06/24/2024		5507-21 · WATER-Utilities-Aerator	-409.98

Big Bear MWD Warrant List Detail June 15 through July 15, 2024

Num	Type	Date	Name	Account	Paid Amount
062420...	Bill	06/24/2024		5507-22 · WATER-Utilities-Dam	-192.70
TOTAL					-715.79
161509	Bill Pmt -Check	06/20/2024	CAL CHAMBER	1001-01 · Accounts Payable	
11784600	Bill	02/26/2024		5509-03 · ADMIN-Memberships-Subscriptions	-232.30
TOTAL					-232.30
161544	Check	07/02/2024	CHAVEZ BUICK GMC INC	1001-01 · Accounts Payable	
				5800-02 · Vehicle Purchases	-57,479.00
TOTAL					-57,479.00
161545	Check	07/02/2024	CHAVEZ BUICK GMC INC	1001-01 · Accounts Payable	
				5800-02 · Vehicle Purchases	-33,824.00
TOTAL					-33,824.00
161510	Bill Pmt -Check	06/20/2024	COMPUTER VILLAGE	1001-01 · Accounts Payable	
10208	Bill	06/07/2024		5530-02 · ADMIN- Computer Consults	-80.00
10207	Bill	06/07/2024		5530-02 · ADMIN- Computer Consults	-240.00
10372	Bill	06/15/2024		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					-1,020.80
161511	Bill Pmt -Check	06/20/2024	CONNELLY PUMPING SERVICE	1001-01 · Accounts Payable	
28425	Bill	06/18/2024		5632-02 · MAINT-SS Reliefs Pumping	-300.00
TOTAL					-300.00
161551	Bill Pmt -Check	07/05/2024	CONNELLY PUMPING SERVICE	1001-01 · Accounts Payable	
28484	Bill	06/28/2024		5632-02 · MAINT-SS Reliefs Pumping	-300.00
28493	Bill	07/03/2024		5632-02 · MAINT-SS Reliefs Pumping	-300.00
TOTAL					-600.00
161573	Bill Pmt -Check	07/11/2024	CONNELLY PUMPING SERVICE	1001-01 · Accounts Payable	
28521	Bill	07/09/2024		5632-02 · MAINT-SS Reliefs Pumping	-300.00
TOTAL					-300.00
161574	Bill Pmt -Check	07/11/2024	CSB AUDITOR-CONTROLLER/TREA...	1001-01 · Accounts Payable	
180000...	Bill	07/01/2024		5509-01 · ADMIN-LAFCO fee	-10,000.00
TOTAL					-10,000.00
161528	Bill Pmt -Check	06/27/2024	CSB DEPT OF INNOVATION & TECH...	1001-01 · Accounts Payable	
29824	Bill	05/31/2024		5506-41 · OPS-Radio Service Contract	-214.32
TOTAL					-214.32
161512	Bill Pmt -Check	06/20/2024	CSB SOLID WASTE MANAGEMENT ...	1001-01 · Accounts Payable	
084025	Bill	06/13/2024		5630-30 · MAINT-Bldg/Facility Maint/Rep	-402.91
TOTAL					-402.91
161575	Bill Pmt -Check	07/11/2024	CUMMINGS JIM (REIMBURSE)	1001-01 · Accounts Payable	

Big Bear MWD Warrant List Detail June 15 through July 15, 2024

Num	Type	Date	Name	Account	Paid Amount
04/30/2...	Bill	07/10/2024		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
05/30/2...	Bill	07/10/2024		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
06/30/2...	Bill	07/10/2024		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
TOTAL					-150.00
161473	Check	06/16/2024	DAVE GOAD	1001-01 · Accounts Payable	
				2810-02 · Carp Round-Up	-250.00
TOTAL					-250.00
161513	Bill Pmt -Check	06/20/2024	DIY HOME CENTER	1001-01 · Accounts Payable	
31005	Bill	06/18/2024		5580-42 · OPS-Boat Maintenance-Work	-8.49
TOTAL					-8.49
161552	Bill Pmt -Check	07/05/2024	DIY HOME CENTER	1001-01 · Accounts Payable	
30789	Bill	06/05/2024		5580-43 · OPS-Boat Maint-Electro Shock	-21.64
31061	Bill	06/20/2024		5504-40 · OPS-Janitorial Supplies	-106.60
TOTAL					-128.24
161495	Check	06/16/2024	DUNN RYAN	1001-01 · Accounts Payable	
				2810-02 · Carp Round-Up	-100.00
TOTAL					-100.00
161553	Bill Pmt -Check	07/05/2024	DWP-CITY OF BIG BEAR LAKE	1001-01 · Accounts Payable	
062720...	Bill	06/27/2024		5507-43 · OPS-Utilities-Ramps	-265.99
062720...	Bill	06/27/2024		5507-43 · OPS-Utilities-Ramps	-20.54
062720...	Bill	06/27/2024		5507-41 · OPS-Utilities-Main Office	-15.39
062720...	Bill	06/27/2024		5507-41 · OPS-Utilities-Main Office	-150.38
TOTAL					-452.30
161514	Bill Pmt -Check	06/20/2024	EADIE & PAYNE	1001-01 · Accounts Payable	
145168	Bill	06/18/2024		5530-01 · ADMIN-Prof&Spec-AUDITOR	-3,500.00
TOTAL					-3,500.00
161576	Bill Pmt -Check	07/11/2024	EGERER GAGE (REIMBURSE)	1001-01 · Accounts Payable	
07/16/2...	Bill	07/10/2024		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
TOTAL					-50.00
161515	Bill Pmt -Check	06/20/2024	ELKHART PLASTICS, LLC / MYERS	1001-01 · Accounts Payable	
07-0076...	Bill	06/10/2024		5630-35 · MAINT-Bldg/Facility/Maint-Buoys	-4,488.21
TOTAL					-4,488.21
161529	Bill Pmt -Check	06/27/2024	ENTENMANN-ROVIN	1001-01 · Accounts Payable	
018170...	Bill	06/13/2024		5541-42 · OPS-Uniform/Sm Equip Seas Empl	-276.89
TOTAL					-276.89
161479	Check	06/16/2024	FRANCIS ASHBAUGH	1001-01 · Accounts Payable	
				2810-02 · Carp Round-Up	-500.00
TOTAL					-500.00
161516	Bill Pmt -Check	06/20/2024	FRESH WATER FISH COMPANY	1001-01 · Accounts Payable	

Big Bear MWD Warrant List Detail June 15 through July 15, 2024

Num	Type	Date	Name	Account	Paid Amount
06142024	Bill	06/14/2024		6000-12 · Lake Impr Fund-Fish Purchase	-30,000.00
TOTAL					-30,000.00
161554	Bill Pmt -Check	07/05/2024	GALLS LLC	1001-01 · Accounts Payable	
028217...	Bill	06/13/2024		5541-42 · OPS-Uniform/Sm Equip Seas Empl	-43.76
028217...	Bill	06/13/2024		5541-42 · OPS-Uniform/Sm Equip Seas Empl	-295.36
TOTAL					-339.12
161577	Bill Pmt -Check	07/11/2024	GALLS LLC	1001-01 · Accounts Payable	
028313...	Bill	06/24/2024		5541-42 · OPS-Uniform/Sm Equip Seas Empl	-167.99
TOTAL					-167.99
161530	Bill Pmt -Check	06/27/2024	GEI CONSULTANTS INC	1001-01 · Accounts Payable	
003155...	Bill	06/25/2024		6100-02 · Dam Repair- Sluice Gates	-12,253.95
TOTAL					-12,253.95
161578	Bill Pmt -Check	07/11/2024	GEI CONSULTANTS INC	1001-01 · Accounts Payable	
003156...	Bill	07/05/2024		6100-02 · Dam Repair- Sluice Gates	-146.25
TOTAL					-146.25
161555	Bill Pmt -Check	07/05/2024	GEIGER SUPPLY	1001-01 · Accounts Payable	
194685	Bill	06/27/2024		5630-30 · MAINT-Bldg/Facility Maint/Rep	-35.56
TOTAL					-35.56
161531	Bill Pmt -Check	06/27/2024	GRAINGER	1001-01 · Accounts Payable	
915047...	Bill	06/13/2024		5600-32 · MAINT-Vehicle Maint-OFF ROAD	-104.88
915317...	Bill	06/17/2024		5620-30 · MAINT-Equip Maintenance	-49.94
915345...	Bill	06/17/2024		5630-31 · MAINT-Bldg/Facil Maint/Rep-Shop	-106.23
915564...	Bill	06/18/2024		5620-30 · MAINT-Equip Maintenance	-20.59
TOTAL					-281.64
161579	Bill Pmt -Check	07/11/2024	GRAINGER	1001-01 · Accounts Payable	
916680...	Bill	06/27/2024		5630-43 · OPS-Bldg/Fac Mtn/Rep-WEST RAMP	-131.43
TOTAL					-131.43
161517	Bill Pmt -Check	06/20/2024	HELMUTS MARINE SERVICES	1001-01 · Accounts Payable	
202408...	Bill	05/21/2024		5580-41 · OPS-Boat Maintenance-Patrol	-336.77
202409...	Bill	06/04/2024		5580-41 · OPS-Boat Maintenance-Patrol	-32.80
TOTAL					-369.57
161556	Bill Pmt -Check	07/05/2024	HELMUTS MARINE SERVICES	1001-01 · Accounts Payable	
202411...	Bill	06/28/2024		5580-41 · OPS-Boat Maintenance-Patrol	-132.92
TOTAL					-132.92
161557	Bill Pmt -Check	07/05/2024	HIGH DESERT UNDERGROUND INC	1001-01 · Accounts Payable	
PROPO...	Bill	07/03/2024		6100-00 · Dam Repair Fund Projects	-19,060.00
TOTAL					-19,060.00
161532	Bill Pmt -Check	06/27/2024	HOLLOWAYS MARINA	1001-01 · Accounts Payable	

Big Bear MWD Warrant List Detail June 15 through July 15, 2024

Num	Type	Date	Name	Account	Paid Amount
36351JS	Bill	06/13/2024		5590-41 · OPS-Petroleum-VESSELS	-5,241.48
TOTAL					-5,241.48
161558	Bill Pmt -Check	07/05/2024	HOOVER BEN (REIMBURSE)	1001-01 · Accounts Payable	
07/22/2...	Bill	07/03/2024		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
TOTAL					-50.00
161480	Check	06/16/2024	JACK RONEY	1001-01 · Accounts Payable	
				2810-02 · Carp Round-Up	-500.00
TOTAL					-500.00
161485	Check	06/16/2024	JAMES KINNEY	1001-01 · Accounts Payable	
				2810-02 · Carp Round-Up	-250.00
TOTAL					-250.00
161488	Check	06/16/2024	JENNIE COOPER	1001-01 · Accounts Payable	
				2810-02 · Carp Round-Up	-200.00
TOTAL					-200.00
161493	Check	06/16/2024	JENNIE COOPER	1001-01 · Accounts Payable	
				2810-02 · Carp Round-Up	-1,150.00
TOTAL					-1,150.00
161478	Check	06/16/2024	JESSE WILLIAMS	1001-01 · Accounts Payable	
				2810-02 · Carp Round-Up	-150.00
TOTAL					-150.00
161489	Check	06/16/2024	JIMMY RIDGE	1001-01 · Accounts Payable	
				2810-02 · Carp Round-Up	-200.00
TOTAL					-200.00
161494	Check	06/16/2024	JONES DAVID	1001-01 · Accounts Payable	
				2810-02 · Carp Round-Up	-100.00
TOTAL					-100.00
161533	Bill Pmt -Check	06/27/2024	KENT MICHAEL (REIMBURSE)	1001-01 · Accounts Payable	
6/17/24 ...	Bill	06/26/2024		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
TOTAL					-50.00
161476	Check	06/16/2024	KYLE JOHNSTON	1001-01 · Accounts Payable	
				2810-02 · Carp Round-Up	-500.00
TOTAL					-500.00
161580	Bill Pmt -Check	07/11/2024	LA SIERRA FIRE EQUIPMENT INC	1001-01 · Accounts Payable	
61051R...	Bill	06/25/2024		5570-41 · OPS-Osha/Equipment	-787.50
TOTAL					-787.50

Big Bear MWD
Warrant List Detail
 June 15 through July 15, 2024

<u>Num</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
161518	Bill Pmt -Check	06/20/2024	LAMSON BRITTANY (REIMBURSE)	1001-01 · Accounts Payable	
Employ...	Bill	06/17/2024		5670-05 · WATER-Carp Roundup Expense	-129.28
TOTAL					-129.28
161519	Bill Pmt -Check	06/20/2024	LEOCO FENCE COMPANY	1001-01 · Accounts Payable	
10999	Bill	06/14/2024		5810-02 · Facility Improvements/Remodels	-18,846.50
TOTAL					-18,846.50
161491	Check	06/16/2024	MARCINE HUGHES	1001-01 · Accounts Payable	
				2810-02 · Carp Round-Up	-100.00
TOTAL					-100.00
161482	Check	06/16/2024	MATT SUGAR	1001-01 · Accounts Payable	
				2810-02 · Carp Round-Up	-250.00
TOTAL					-250.00
161581	Bill Pmt -Check	07/11/2024	MOONRIDGE FUEL HAUPT RALPH	1001-01 · Accounts Payable	
00108515	Bill	06/30/2024		5590-42 · OPS-Petroleum-VEHICLES	-92.00
TOTAL					-92.00
161520	Bill Pmt -Check	06/20/2024	MOUNTAIN WATER COMPANY	1001-01 · Accounts Payable	
94624-5...	Bill	06/11/2024		5507-43 · OPS-Utilities-Ramps	-185.00
TOTAL					-185.00
161534	Bill Pmt -Check	06/27/2024	MOUNTAIN WATER COMPANY	1001-01 · Accounts Payable	
94624-5...	Bill	06/21/2024		5507-43 · OPS-Utilities-Ramps	-185.00
TOTAL					-185.00
161582	Bill Pmt -Check	07/11/2024	MOUNTAIN WATER COMPANY	1001-01 · Accounts Payable	
94624-5...	Bill	07/06/2024		5507-43 · OPS-Utilities-Ramps	-185.00
TOTAL					-185.00
161559	Bill Pmt -Check	07/05/2024	NATIVESCAPES	1001-01 · Accounts Payable	
07/03/2...	Bill	06/22/2024		5810-02 · Facility Improvements/Remodels	-1,000.00
TOTAL					-1,000.00
161535	Bill Pmt -Check	06/27/2024	OWL TELEPHONE EXCHANGE	1001-01 · Accounts Payable	
1527	Bill	06/26/2024		5630-10 · ADMIN-Bldg/Facility Maint/Rep	-200.00
TOTAL					-200.00
161521	Bill Pmt -Check	06/20/2024	PAPPAS DREW (REIMBURSE)	1001-01 · Accounts Payable	
05/30/24	Bill	06/18/2024		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
TOTAL					-50.00
161536	Bill Pmt -Check	06/27/2024	PINE KNOT MARINA LLC	1001-01 · Accounts Payable	
06212024	Bill	06/21/2024		5590-41 · OPS-Petroleum-VESSELS	-528.31

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Big Bear MWD Warrant List Detail June 15 through July 15, 2024

Num	Type	Date	Name	Account	Paid Amount
TOTAL					-528.31
161560	Bill Pmt -Check	07/05/2024	PITNEY BOWES LEASE	1001-01 · Accounts Payable	
310673...	Bill	06/27/2024		5501-01 · ADMIN-Post&Ship OFFICE	-216.14
TOTAL					-216.14
161537	Bill Pmt -Check	06/27/2024	QUILL LLC	1001-01 · Accounts Payable	
39075639	Bill	06/12/2024		5509-03 · ADMIN-Memberships-Subscriptions	-75.41
TOTAL					-75.41
161561	Bill Pmt -Check	07/05/2024	QUILL LLC	1001-01 · Accounts Payable	
39217694	Bill	06/20/2024		5503-01 · ADMIN-Office Supplies-Office	-129.27
TOTAL					-129.27
161538	Bill Pmt -Check	06/27/2024	RALPH ANDERSEN & ASSOCIATES	1001-01 · Accounts Payable	
INV-048...	Bill	06/24/2024		5530-14 · ADMIN-Prof& Spec-General	-9,675.00
TOTAL					-9,675.00
161475	Check	06/16/2024	RICH JUAREZ	1001-01 · Accounts Payable	
				2810-02 · Carp Round-Up	-500.00
TOTAL					-500.00
161492	Check	06/16/2024	ROBIN GIMSON	1001-01 · Accounts Payable	
				2810-02 · Carp Round-Up	-200.00
TOTAL					-200.00
161542	Bill Pmt -Check	06/28/2024	ROGUE JET BOATWORKS	1001-01 · Accounts Payable	
24-2031	Bill	06/25/2024		5810-01 · Boat Purchases	-25,000.00
TOTAL					-25,000.00
161543	Bill Pmt -Check	06/28/2024	ROGUE JET BOATWORKS	1001-01 · Accounts Payable	
24-2029	Bill	06/25/2024		5810-01 · Boat Purchases	-25,000.00
TOTAL					-25,000.00
161477	Check	06/16/2024	RYAN ESTERLEIN	1001-01 · Accounts Payable	
				2810-02 · Carp Round-Up	-150.00
TOTAL					-150.00
161546	Bill Pmt -Check	07/02/2024	SBVMWD	1001-01 · Accounts Payable	
07012024	Bill	07/01/2024		5770-20 · Water Purchase In-Lieu	-2,174,559.98
TOTAL					-2,174,559.98
161563	Bill Pmt -Check	07/05/2024	SCHERMER MICHAEL (REIMBURSE)	1001-01 · Accounts Payable	
06/22/2...	Bill	07/03/2024		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
TOTAL					-50.00
161525	Bill Pmt -Check	06/27/2024	SCHRODER & SONS	1001-01 · Accounts Payable	

Big Bear MWD Warrant List Detail June 15 through July 15, 2024

Num	Type	Date	Name	Account	Paid Amount
1155	Bill	06/27/2024		5630-40 · OPS-Bldg/Fac Mtn/Rep	-13,664.00
TOTAL					-13,664.00
161486	Check	06/16/2024	SEAN KINNEY	1001-01 · Accounts Payable	
				2810-02 · Carp Round-Up	-175.00
TOTAL					-175.00
161483	Check	06/16/2024	SEAN MOUGHAN	1001-01 · Accounts Payable	
				2810-02 · Carp Round-Up	-150.00
TOTAL					-150.00
161484	Check	06/16/2024	SETH HALL	1001-01 · Accounts Payable	
				2810-02 · Carp Round-Up	-150.00
TOTAL					-150.00
161501	Check	06/16/2024	SHIMONO DENNIS	1001-01 · Accounts Payable	
				2810-02 · Carp Round-Up	-100.00
TOTAL					-100.00
EFT	Bill Pmt -Check	06/24/2024	SOUTHWEST GAS (EFT)	1001-01 · Accounts Payable	
061420...	Bill	06/14/2024		5507-42 · OPS-Utilities-Vacant Lot	-11.00
061420...	Bill	06/14/2024		5507-41 · OPS-Utilities-Main Office	-98.12
TOTAL					-109.12
161540	Bill Pmt -Check	06/27/2024	SQUEEGEE CLEAN WINDOW SERVI...	1001-01 · Accounts Payable	
960411	Bill	06/20/2024		5630-10 · ADMIN-Bldg/Facility Maint/Rep	-50.00
TOTAL					-50.00
EFT	Bill Pmt -Check	06/20/2024	STATE COMPENSATION INSURANC...	1001-01 · Accounts Payable	
	Bill	06/20/2024		5024-00 · Workers' Compensation	-14,974.72
TOTAL					-14,974.72
161481	Check	06/16/2024	STEVEN LEMON	1001-01 · Accounts Payable	
				2810-02 · Carp Round-Up	-250.00
TOTAL					-250.00
161474	Check	06/16/2024	TERESA BRUSO	1001-01 · Accounts Payable	
				2810-02 · Carp Round-Up	-250.00
TOTAL					-250.00
161490	Check	06/16/2024	TREVOR WILLIAMS	1001-01 · Accounts Payable	
				2810-02 · Carp Round-Up	-100.00
TOTAL					-100.00
161584	Bill Pmt -Check	07/11/2024	ULINE	1001-01 · Accounts Payable	
180150...	Bill	07/03/2024		5510-01 · ADMIN-Public Info-Multimedia	-259.16
TOTAL					-259.16

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Big Bear MWD Warrant List Detail June 15 through July 15, 2024

Num	Type	Date	Name	Account	Paid Amount
161564	Bill Pmt -Check	07/05/2024	UR BRIGHT PROP REPAIR	1001-01 · Accounts Payable	
1940	Bill	07/03/2024		5580-41 · OPS-Boat Maintenance-Patrol	-360.00
TOTAL					-360.00
EFT	Bill Pmt -Check	06/18/2024	US BANK (EFT)	1001-01 · Accounts Payable	
06052024	Bill	06/05/2024		5670-05 · WATER-Carp Roundup Expense	-1,034.17
				5503-01 · ADMIN-Office Supplies-Office	-91.60
				5541-32 · MAINT-Uniform/Sm Equip-Seas Emp	-282.76
				5541-42 · OPS-Uniform/Sm Equip Seas Empl	-282.77
				5670-01 · WATER-Fishery Management	-363.97
				5541-31 · MAINT-Uniform/Sm Equip-Reg Empl	-226.21
				5630-30 · MAINT-Bldg/Facility Maint/Rep	-1,077.39
				2810-04 · Vending Machine Revenue	-221.03
				5509-03 · ADMIN-Memberships-Subscriptions	-14.99
				5509-12 · ADMIN-Software Subscriptions	-105.00
				5510-05 · ADMIN-Public Info-Other Agency	-43.00
				5503-01 · ADMIN-Office Supplies-Office	-94.68
				5503-02 · ADMIN-Office Supplies-Ramps	-94.68
				5510-46 · ADMIN -Public Info Emp Wellness	-279.59
				5670-05 · WATER-Carp Roundup Expense	-1,224.17
				5507-41 · OPS-Utilities-Main Office	-45.00
				5670-05 · WATER-Carp Roundup Expense	-634.11
				5670-05 · WATER-Carp Roundup Expense	-852.47
				5670-05 · WATER-Carp Roundup Expense	-1,451.20
				5670-05 · WATER-Carp Roundup Expense	-301.65
				5670-05 · WATER-Carp Roundup Expense	-107.69
				5670-05 · WATER-Carp Roundup Expense	-1,076.00
				5503-01 · ADMIN-Office Supplies-Office	-561.61
				5510-03 · ADMIN-Empl Recognition-Pub Info	-242.46
				5570-03 · ADMIN-Training/Seminars-Empl	-16.00
				5571-06 · ADMIN-Director Meeting/Workshop	-83.80
				5570-03 · ADMIN-Training/Seminars-Empl	-90.00
				5630-34 · MAINT-Bldg/Facil Maint/Rep-Boar	-462.16
				5503-01 · ADMIN-Office Supplies-Office	-159.28
				5503-02 · ADMIN-Office Supplies-Ramps	-159.28
				5510-40 · OPS-Public Info/Printing	-148.35
				5570-40 · OPS-Osha/Training/Supplies	-51.35
				5510-10 · ADMIN-Celebrations	-6.99
				5570-40 · OPS-Osha/Training/Supplies	-98.37
				5570-40 · OPS-Osha/Training/Supplies	-132.36
				5630-42 · OPS-Bldg/Fac Mtn/Rep-EAST RAMP	-238.23
				5630-43 · OPS-Bldg/Fac Mtn/Rep-WEST RAMP	-238.24
				5571-06 · ADMIN-Director Meeting/Workshop	-24.99
				5571-06 · ADMIN-Director Meeting/Workshop	-84.05
				5580-43 · OPS-Boat Maint-Electro Shock	-109.13
				5571-06 · ADMIN-Director Meeting/Workshop	-194.84
				5510-03 · ADMIN-Empl Recognition-Pub Info	-74.14
				5509-12 · ADMIN-Software Subscriptions	-289.41
				5620-12 · ADMIN-Computer Hardware	-644.89
				5670-05 · WATER-Carp Roundup Expense	-100.00
				5670-05 · WATER-Carp Roundup Expense	-111.01
				5570-31 · MAINT-Osha/Equipment	-98.03
				5670-05 · WATER-Carp Roundup Expense	-549.09
				5510-40 · OPS-Public Info/Printing	-125.92
				5530-10 · ADMIN-Prof&Spec-Bank Charges	-19.34
TOTAL					-15,017.45
EFT	Bill Pmt -Check	07/03/2024	VALERO (EFT)	1001-01 · Accounts Payable	
06232024	Bill	06/23/2024		5590-41 · OPS-Petroleum-VESSELS	-268.15
				5590-42 · OPS-Petroleum-VEHICLES	-710.84
TOTAL					-978.99
161522	Bill Pmt -Check	06/20/2024	VERIZON WIRELESS	1001-01 · Accounts Payable	
996620...	Bill	06/09/2024		5505-11 · ADMIN-Phones Ramp Aircards	-55.14
				5505-11 · ADMIN-Phones Ramp Aircards	-61.62
				5505-06 · ADMIN-Phone Cell Phones	-361.71
TOTAL					-478.47

Big Bear MWD
Warrant List Detail
 June 15 through July 15, 2024

<u>Num</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
161523	Bill Pmt -Check	06/20/2024	VISUAL EDGE IT, INC	1001-01 · Accounts Payable	
24AR18...	Bill	06/17/2024		5620-13 · ADMIN-Copier Copy Counts	-245.80
TOTAL					-245.80
161565	Bill Pmt -Check	07/05/2024	WAXIE SANITARY SUPPLY	1001-01 · Accounts Payable	
82526225	Bill	06/07/2024		5504-30 · MAINT-Janitorial Supplies	-70.90
82528674	Bill	06/07/2024		5504-30 · MAINT-Janitorial Supplies	-411.26
82549460	Bill	06/18/2024		5504-40 · OPS-Janitorial Supplies	-499.74
TOTAL					-981.90
161585	Bill Pmt -Check	07/11/2024	WAXIE SANITARY SUPPLY	1001-01 · Accounts Payable	
82483163	Bill	05/16/2024		5504-30 · MAINT-Janitorial Supplies	-49.38
TOTAL					-49.38
161541	Bill Pmt -Check	06/27/2024	WEST MARINE PRO	1001-01 · Accounts Payable	
1977176	Bill	06/17/2024		5541-42 · OPS-Uniform/Sm Equip Seas Empl	-269.35
TOTAL					-269.35
161566	Bill Pmt -Check	07/05/2024	WESTAIR GASES & EQUIPMENT	1001-01 · Accounts Payable	
088059...	Bill	06/30/2024		5543-30 · MAINT-Small Tools/Tool Supplies	-26.05
008060...	Bill	06/30/2024		5543-30 · MAINT-Small Tools/Tool Supplies	-43.25
TOTAL					-69.30
161567	Bill Pmt -Check	07/05/2024	XEROX CORPORATION	1001-01 · Accounts Payable	
5950037	Bill	06/29/2024		2950-03 · Copier Lease	-489.09
TOTAL					-489.09
161524	Bill Pmt -Check	06/20/2024	XIO, INC.	1001-01 · Accounts Payable	
2022-13...	Bill	06/15/2024		5640-02 · WATER-Dam Maintenance	-282.00
TOTAL					-282.00

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

MEETING DATE: July 18, 2024

AGENDA ITEM: 6A

SUBJECT:

THE ADMINISTRATIVE COMMITTEE (DIRECTORS LUDECKE & BREWSTER) RECOMMEND VOTING FOR THE CSDA INCUMBENT, JO MACKENZIE, DIRECTOR, VISTA IRRIGATION DISTRICT FOR THE SOUTHERN CA DIRECTOR CHAIR FOR THIS YEAR'S CSDA ELECTIONS.

RECOMMENDATION:

Approve the District to vote for the incumbent, Jo MacKenzie for CSDA Southern Network Board.

DISCUSSION/FINDINGS:

The District received two candidate statements. The Administrative Committee would like to recommend Jo MacKenzie for full board approval to continue to serve as the CSDA Southern Network representative.

OTHER AGENCY INVOLVEMENT: None

FINANCING: None

Submitted by: Brittany Lamson, Interim General Manager



RE-ELECT JO MACKENZIE

PROVEN EXPERIENCE LEADING SPECIAL DISTRICTS

- **DEDICATED**
- **FISCALLY RESPONSIBLE**
- **COMMITTED TO SPECIAL DISTRICTS**

It has been a privilege and honor to serve on the CSDA Board of Directors (Board) representing the Southern Network. Serving on the Board requires a commitment of time; I am in Sacramento at least twice a month for CSDA meetings. I have served as President, Vice President and Treasurer, and served as a Chair and/or member of the various committees. In 2010 and 2011, respectively, I was recognized as CSDA's Legislative Advocate of the Year and by PublicCEO as Special District Official of the Year.

During my tenure on the CSDA Board, I have formed working relationships throughout the Network and State that have given me an insight regarding the needs of special districts. Based on these insights and input from other CSDA directors, CSDA has worked to provide webinars at no cost to its members, begun offering the leadership academy three times a year and on-line, and the SDLF Board eliminated budget limits for scholarships. I serve on the CSDA and SDLF Boards, and I am proud of the collaboration that allows all special districts to take advantage of CSDA's programs.

During my term, I have been committed to continue building on the present foundation of CSDA's educational programs, state and federal legislative advocacy, and public outreach. CSDA is now the "voice of Special Districts", "the third leg of local government", and the 'go-to' association for legislative issues.

My proven leadership and public service experience, commitment to fiscal responsibility, and comprehensive LAFCO and special district knowledge make me the most qualified candidate to represent the Southern Network.

I have a true passion for and proven experience in leading Special Districts. I would be honored to continue serving on the CSDA Board as your Southern Network Director.

I am asking for your **Vote**.

ELECTRONIC VOTING ENDS JULY 26 AT 5:00 P.M.

**50+ CSDA EDUCATIONAL OPPORTUNITIES ARE LISTED ON
CSDA'S HOME PAGE**

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

MEETING DATE: July 18, 2024

AGENDA ITEM: 6B

SUBJECT:

THE ADMINISTRATIVE COMMITTEE (DIRECTOR LUDECKE & BREWSTER) WILL HAVE A RECOMMENDATION FOR FULL BOARD DISCUSSION AND POSSIBLY APPROVE NEW AUDITOR FIRM PROPOSAL FOR THE FY 2023-24 AUDIT.

RECOMMENDATION:

Approve proposal received from MUN CPAs, LLP for auditing services of FY 2023-24.

DISCUSSION/FINDINGS:

The past two audits were conducted by our previous auditor, last used in 2019, and have not been completed on schedule, on budget, nor have they had the ability to answer staff questions about basic changes being proposed to our accounting systems. They also cannot complete all the District requirements set by State in house, we have to pay additional fees for a third party to complete.

An RFP was sent out to seven accounting firms (most recommended by CSDA), four had communications back regarding the request for proposal and one firm, MUN CPAs, LLP was the sole firm who presented a proposal that met all our requirements and on time. The proposal is not to exceed \$51,200. If approved today, we would like to have the audit begin at the end of August and be completed before March 2025 which was stated in the RFP.

OTHER AGENCY INVOLVEMENT: None

FINANCING: Professional Services

Submitted by: Brittany Lamson, Interim General Manager



Proposal to Provide Audit Services

BIG BEAR MUNICIPAL WATER DISTRICT

JULY 10, 2024

CONTACT:

JUSTIN WILLIAMS, CPA, PARTNER
MUN CPAs, LLP
SACRAMENTO OFFICE: 1760 CREEKSIDE OAKS DR., SUITE 160
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TOGETHER WE ACHIEVE MORE

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July 10, 2024

Brittany Lamson, Interim General Manager
Big Bear Municipal Water District
405224 Lakeview Drive | P.O. Box 2863
Big Bear Lake, CA 92315

Dear Ms. Lamson,

On behalf of our partners and staff of MUN CPAs, LLP (MUN CPAs) I am pleased to present our proposal to provide professional services to Big Bear Municipal Water District (BBMWD or District). Our Firm has experienced continuous growth and success as we meet and exceed client expectations. Our overall goal is to provide responsive, innovative services of the highest quality to our clients.

We believe our firm is the best qualified to perform this engagement because we add value to the audit by providing specialized resources and technical proficiency. Our expertise in governmental auditing and accounting combined with our vast access to resources empowers us to solve challenges encountered during the audit. Our highly trained engagement team will maintain a knowledgeable, yet non-intrusive, approach to the audit, and in this way, deliver an audit of exceptional quality requiring few disruptions in the conduct of the District's on-going operations.

We are committed to meeting all terms, conditions, and requirements as addressed in the request for proposal.

It is our understanding that the term of the agreement will be for the fiscal year ending June 30, 2024, and the scope of services will be the following:

1. Prepare and perform an audit of the financial statements of BBMWD and issue related reports.
2. Assistance with the net pension liability calculations in accordance with GASB No. 68.
3. Provide advice and guidelines on implementation of applicable GASB regulations in effect at the time of issuing the statements. We encourage our clients to contact us throughout the year to discuss and obtain guidance for technical questions or other issues. There is no additional charge for these routine calls and/or emails, if required.
4. Preparation of the required annual exempt organization tax returns for the Big Bear Municipal Water District Public Facilities Corporation.
5. Issue a Management Letter that includes recommendations for improvements in internal control, accounting procedures and other significant observations that are considered to be non-reportable conditions.

The audit will be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; *the Basic Audit Program and Reporting Guidelines for California Special Districts*, as prescribed by the State Controller.

We separate ourselves from our competition by:

- ◇ Extensive Partner involvement on each engagement
- ◇ Manager and/or Partner always on-site during fieldwork
- ◇ Consistent and experienced staff
- ◇ Timeliness of communications
- ◇ Proactive approach in addressing complex issues early in the engagement
- ◇ Availability to clients as a specialized resource
- ◇ Professionalism with understanding

Our success — The keys to our success and growth include our commitment to outstanding quality, properly trained staff, timely communication in all aspects of the audit, planning, and understanding how to structure each audit to ensure efficiencies are achieved, and our ability to meet all required deadlines.

We add value to the audits we perform by providing specialized resources and technical proficiency. Our expertise in governmental accounting combined with our vast access to resources empowers us to solve challenges encountered during the audits. Our unique combination of technical expertise, combined with our philosophy of total client commitment throughout all phases of the engagement provides our clients the highest quality service and products available.

We are confident that our proposal addresses your needs and look forward to discussing and reviewing its content with you. We would welcome this opportunity to differentiate our Firm from our competition and further discuss our approach in providing quality service.

Sincerely,



Justin Williams, CPA
Partner
916-929-0540
jjw@muncpas.com
1760 Creekside Oaks Drive, Ste 160
Sacramento, CA 95833



FIRM QUALIFICATIONS AND EXPERIENCES

Founded in 2003, MUN CPAs is a locally established and respected full-service licensed accounting and auditing firm offering governmental audits, as well as tax, and consulting services, with over 20 years of experience. Our commitment to our clients has enabled the firm continued growth and success at developing and maintaining strong professional relationships. We have over 75 well-trained professionals with office locations in Sacramento, Roseville, and Glendale, California, as well as Nevada and Hawaii.

Sacramento Office

Audit engagements are performed primarily out of the Sacramento office. We have an outstanding team of 21 audit professionals consisting of three firm partners, two senior managers, two managers, six seniors and 8 audit associates. Four full-time staff members will be dedicated to the Big Bear Municipal Water District audit should our services be awarded to our firm. In addition to audits, reviews, and compilations, we also provide accounting, tax, and consulting services to our clients.

We specialize in audits of special districts and governmental agencies ranging from small agencies to agencies with over \$200 million in annual revenue. We also specialize in retirement plans and nonprofit organizations. We are voluntary members of the following organizations:

- California Special Districts Association
- Government Audit Quality Control Center
- Association of California Water Agencies
- Government Finance Officers Association
- California Society of Municipal Finance Officers

Membership in these centers provides our firm with additional resources designed to enhance our audit quality and apply best audit practices to our engagements. We have access to the latest developments in accounting, auditing, and the various rules and regulations that affect the different audits and industries.

Governmental Auditing Experience

Since our founding in 2003, our office has performed over 400 audits of special districts and other governmental entities. We have provided audit services for several other agencies that are similar to BBMWD. Many of these districts are also similar in size and structure. We currently provide audit services to 32 governmental entities, of which 18 are special districts. **Every level of our audit staff has extensive experience in auditing special districts.**

GASB Implementation and Reporting

In addition to auditing and assisting with the preparation of GASB financial statements, all audit partners and managers have provided hands-on assistance with the implementation of new GASB financial reporting requirements. Our firm is a leader in the implementation of the new GASB standards going into effect in the coming years.

Specialized Services

Our firm has provided specialized services to governmental entities that include, but are not limited to, the following:

- State Controller Report preparation
- Tax Measure Agreed-Upon procedures
- Cash Collections Agreed-Upon procedures
- TDA audits
- Board Financial Training
- Internal Control Projects

PROPOSAL TO PROVIDE AUDIT AND TAX SERVICES TO:



Client Education and Updates

Our partners have provided webinars and seminars sponsored by the CSFMO, CSDA and League of California Cities, with topics ranging from significant GASB statements, fraud, and preparing for annual audits. Partner Justin Williams presented on the topic **"GASB Reporting Requirements and Their Effect on Your District," "Assessing the Financial Health of Your District"** and **"Financial Management for Special Districts"** at various CSDA conferences and workshops.

Board/Finance Committee Training

Our firm offers training to help you understand what the audit report means for the District. We can show you how to read the financial statements and how to use that information to analyze and evaluate the District's financial performance. We have certified professionals who are happy to further talk to you regarding various topic options that can be presented.

PEER REVIEW REPORT

Our firm undergoes a peer review every three years as established by the American Institute of Certified Public Accountants. Our last peer review was completed in June 2022 and resulted in a pass rating with no deficiencies (the highest rating possible) on our system of quality control for accounting and auditing. This quality control review included a review of specific government engagements. *A copy of the Peer Review Report is included on the following page.*



www.CoughlanNapaCPACo.com
Company@CoughlanNapaCPACo.com

Report on the Firm's System of Quality Control

June 28, 2022

To Mann, Urrutia, Nelson, CPAs & Associates, LLP and the Peer Review Committee of the California Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Mann, Urrutia, Nelson, CPAs & Associates, LLP (the firm) in effect for the year ended December 31, 2021. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

190 Camino Oruga, Suite 1 • Napa, CA 94558 • telephone: 707.255.0677 • fax: 707.255.0687
Member: American Institute of CPAs • California, Hawaii, & Oregon Societies of CPAs



Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act and employee benefit plan audits.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Mann, Urrutia, Nelson, CPAs & Associates, LLP in effect for the year ended December 31, 2021, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Mann, Urrutia, Nelson, CPAs & Associates, LLP has received a peer review rating of *pass*.

Coughlan Napa CPA Company, Inc.

Coughlan Napa CPA Company, Inc.



PARTNER, MANAGER AND STAFF QUALIFICATIONS AND EXPERIENCE

The team assigned to perform the audit of the Big Bear Municipal Water District is composed of highly trained professionals with extensive experience in governmental audit engagements. Our small, efficient working group will maintain a knowledgeable, yet non-intrusive, approach to the audit, and in this way, deliver an audit of exceptional quality requiring few disruptions in the conduct of the District's on-going operations. Engagements at MUN CPAs are conducted under the supervision of an engagement partner and manager, which assures that quality standards are maintained, and all client requirements are met.

We propose the following management team for the audit:

JUSTIN WILLIAMS, CPA, Engagement Partner
ERICA PASTOR, CPA, Concurring Partner
PIERCE WRAY, MSA, CPA, Manager
MATT STAHLI, CPA, Senior Staff Associate

Professional Affiliations

Our commitment to governmental accounting is further strengthened by our involvement with respected organizations.

Justin Williams is a member of the statewide CalCPA Governmental Accounting and Auditing Committee and the Special District Leadership Foundation Certification and Audit Review Advisory Committee. He has also published accounting and auditing articles and has been a speaker at webinars and seminars sponsored by these organizations with topics including **GASB 84 and 87**, fraud, and preparing for annual audits. **Erica Pastor** is Past President and current board member of CalCPA-Sacramento Chapter, and a member of the statewide CalCPA Governmental Accounting & Auditing Committee. She is also a member of the GFOA **Certificate of Achievement for Excellence in Financial Reporting Program and is frequently asked to review submitted financial statements.**

Quality of Staff

MUN CPAs staff training and professional development program ensures the staff assigned to the audit of BBMWD will maintain the highest levels of professional understanding of the issues impacting BBMWD. All professional staff at MUN CPAs, from a brand-new staff associate to a seasoned senior manager, undergo a formal mid-year and year-end performance evaluation process. Our formal evaluation process is designed to provide constructive feedback to continue the professional growth and development of our staff, as well as provide guidance and assistance to allow staff to achieve their professional goals. In between formal evaluations, staff receive informal feedback on specific audit engagements. Finally, our formal staff training program ensures that our audit staff at all levels receive targeted training classes to meet *Government Auditing Standards*, as well as to keep up to date on current issues and challenges impacting governmental entities.

Continuing Education

Continuing education is a top priority for MUN CPA's. Each of our team members receives a wide variety of annual training and content updates from highly qualified instructors, ensuring that they remain at the forefront of issues that could potentially impact our clients.

Individuals who work on audits subject to *Government Auditing Standards* must obtain, every two years, at least 80 hours of CPE that directly enhance the auditor's professional proficiency to perform audits and/or attestation engagements. At least 20 of the 80 hours must be obtained annually. Individuals responsible for conducting substantial portions of the fieldwork, planning, directing, or reporting on audits subject to *Government Auditing Standards* must obtain 24 of those hours in subjects directly related to the government environment and government auditing.

PROPOSAL TO PROVIDE AUDIT AND TAX SERVICES TO:



Staff Consistency

We understand that the best way to provide BBMWD with responsive, quality services is to assign the most qualified individuals to the engagement and maintain continuity of staff on successive engagements. We are committed to maintaining the same staff assigned in this proposal in subsequent engagement years.

Our Firm takes great pride in not only selecting high quality staff members, but also providing them an environment designed for their success and betterment.

We believe staff continuity on engagements is essential to that engagement being successful. Our Firm's mission statement reads:

To provide responsive, innovative services of the highest quality to our clients; and to provide a positive, rewarding environment encouraging our employees to fulfill their professional and personal goals.

PROPOSAL TO PROVIDE AUDIT AND TAX SERVICES TO:



JUSTIN WILLIAMS, CPA
Engagement Partner

Justin’s professional career includes more than 27 years of public and private accounting experience, of which 25 years has been heavily concentrated on audits of governmental entities throughout Northern California. He has been extensively involved with the California Special Districts Association, providing workshops and webinars to the association members throughout the year. As the engagement partner, Justin will have overall responsibility for the efficiency, timeliness, and delivery of the services we provide, including developing and maintaining effective lines of communication with the District. He will directly interface with the District’s management and will plan and review the audit.



INDUSTRY EXPERIENCE:

Special Districts
Municipalities
Nonprofit Organizations
Privately held businesses
Retirement / employee benefit plans

OTHER EXPERTISE:

GASB implementation
Board of Directors training
Federal and State compliance and financial reporting
Internal control implementation
Peer reviews

RELEVANT ENGAGEMENT EXPERIENCE:

Diablo Water District	Town of Truckee
Nevada Irrigation District	City of Novato
South Tahoe Public Utility District	City of Sanger
Rodeo Sanitary District	City of Lincoln
Santa Nella County Water District	
Amador Water Agency	
Greater Vallejo Recreation District	
Keyes Community Services District	
Yuba County Water Agency	

DESIGNATIONS:

Certified Public Accountant (CPA)

PROFESSIONAL MEMBERSHIPS:

American Institute of Certified Public Accountants
California Society of Certified Public Accountants
GFOA Budget Awards Program

EDUCATION:

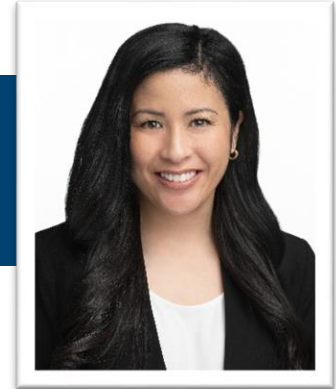
Bachelor of Science, Accounting
Case Western Reserve University – Cleveland, Ohio

PROPOSAL TO PROVIDE AUDIT AND TAX SERVICES TO:



ERICA PASTOR, CPA
Concurring Partner

Erica has 20 years of public accounting experience and has spent 16 of those years with MUN CPAs. She has extensive experience serving government clients and is a leader in her vocation; she is past President and Board Member of CalCPA – Sacramento. As concurring partner, Erica will perform a secondary review of the engagement, ensuring that all firm and professional standards are adhered to.



INDUSTRY EXPERIENCE: Special Districts
Municipalities
Nonprofit Organizations
Privately held businesses

OTHER EXPERTISE: GASB implementation
Reviewed and compiled financial statements
Agreed-upon procedures
Audit committee training
Annual Comprehensive Financial Reports
Internal control implementation
Federal Single Audit Grant compliance
Grants and contracts compliance

RELEVANT ENGAGEMENT EXPERIENCE: Ironhouse Sanitary District
Vallejo Flood and Wastewater District
South Placer Municipal Utility District
Yolo County Flood Control & Water Conservation Dist.
Tahoe City Public Utility District
Sacramento-Yolo Mosquito & Vector Control District
City of Auburn
City of Lincoln
City of Piedmont
City of Hollister
City of Winters
City of Novato
City of Rio Vista

DESIGNATIONS: Certified Public Accountant (CPA)

PROFESSIONAL MEMBERSHIPS: American Institute of Certified Public Accountants
CalCPA Governmental Accounting & Auditing Committee
CalCPA, Sacramento Chapter, Past President and Board Member
GFOA Special Review Committee member

EDUCATION: Bachelor of Science, Managerial Economics
UC Davis – Davis, California,
Certificate of Accountancy
National University – Sacramento, California

PROPOSAL TO PROVIDE AUDIT AND TAX SERVICES TO:



PIERCE WRAY, MSA, CPA
Audit Manager



Pierce has over seven years of public accounting experience and provides audit services to a wide range of industries, including governmental, nonprofit, retirement plans, and closely held companies. As Audit Manager, Pierce will be responsible and will coordinate the planning and implementation of audit processes, including daily supervision and technical support of the audit. He will work closely with the staff of BBMWD to ensure issues are identified and addressed and that the delivery of services is timely and day-to-day audit functions are performed in an efficient manner.

- INDUSTRY EXPERIENCE:** Government entities
Nonprofit organizations
Retirement plans
Closely held companies
- OTHER EXPERTISE:** Internal control evaluation
Accounting services
Inventory observations
Single Audit compliance
Grants and contracts compliance
- RELEVANT ENGAGEMENT EXPERIENCE**
- | | |
|---|--------------------------------------|
| Castro Valley Sanitary District | YMCA of Superior California |
| Diablo Water District | Yuba Sutter Food Bank |
| Keyes Community Services District | Point Lobos Foundation |
| Yolo County Flood Control & Water Conservation District | California Rice Industry Association |
| Association of California Water Agencies | Advance Redding |
| California Park & Recreation Society | California Rice Commission |
| Community Overcoming Relationship Abuse | Capital State Company |
| MACT Health Board | Christian Faith Church |
| My Sister's House | North Coast Energy Services, Inc. |
| Northern Valley Indian Health | |
| Rural Community Assistance Corporation | |
| Sacramento Regional Conservation Corp | |
- DESIGNATIONS:** Certified Public Accountant (CPA)
- PROFESSIONAL MEMBERSHIPS:** American Institutes of Certified Public Accountants
California Society of Certified Public Accountants
- EDUCATION:** Bachelor of Science, Business Administration
San Diego State University, San Diego, CA
- Master of Science in Accounting
Saint Mary's College of California, Moraga CA.

PROPOSAL TO PROVIDE AUDIT AND TAX SERVICES TO:



MATT STAHLI, CPA
Senior Staff Associate

Matt is the firm’s newest CPA. He has six years of accounting experience and has been with MUN CPAs for over three years. He provides audit services to a wide range of industries, including governmental, not-for-profit, retirement plans, and for-profit entities. In his role, Matt will draft statutory financial statements, handle specific stages of audit work, ensure work is prepared in compliance with professional standards, detect exceptional items and issues of non-compliance, and report unusual items to the manager.



INDUSTRY EXPERIENCE: Governmental agencies
Nonprofit Organizations
Retirement plans
Closely held companies

OTHER EXPERTISE: Internal control evaluation
Accounting services
Inventory observations
Single Audit compliance
Grants and contracts compliance

RELEVANT ENGAGEMENT EXPERIENCE: Yuba County Water Agency
Santa Nella County Water District
Nevada Irrigation District
North Tahoe Public Utility District
Rodeo Sanitary District
Ironhouse Public Utility District
South Tahoe Public Utility District
Greater Vallejo Recreation District
City of Sanger
City of Novato
City of Winters
City of Lincoln

PROFESSIONAL MEMBERSHIPS: American Institute of Certified Public Accountants
California Society of Certified Public Accountants

EDUCATION: Bachelor of Science, Business Administration-Accountancy
California State University, Chico



SPECIFIC AUDIT APPROACH

Our audit work plan targets our audit efforts on those areas of your financial statements that represent the greatest risk. This includes integrated quality-control processes, including policies and procedures for engagement quality control.

Our financial audit methodology comprises a set of interdependent audit work steps and procedures that enable the audit team to plan and execute the audit strategy and conclude and report audit results. The methodology also provides for performance measurement to enable improvement in quality of audit work through identification of training needs and motivation of staff through performance-based growth and advancement. The financial audit methodology of our firm is built around the following:

- Generally accepted auditing standards
- Professional ethics
- Quality assurance and control

Our audit process begins with the assignment of staff to the engagement. Our engagement team has the expertise to provide a level of service desired and deserved by your organization. Our engagements are supervised by the engagement partner and the manager who specialize in government and special district audits. As high-level involvement is vital to a quality audit, the partner and manager's time will account for approximately 30% of total hours spent on the engagement. Our team's approach is designed to be efficient yet non-intrusive.

PROPOSED SEGMENTATION OF THE ENGAGEMENT

Audit Planning

Our audit planning process includes a risk assessment of the District and review of the control environment. We begin with a pre-planning meeting to ensure that management's expectations and our expectations are communicated prior to commencing the audit. We will confirm our understanding of the engagement deadlines and ensure these are met timely.

Interim Audit Phase:

Our interim audit phase typically consists of two to three days of fully remote fieldwork and includes the following:

Risk Assessment

As part of our extensive planning phase, the engagement team will discuss with management issues surrounding the applicable industry, the District's internal & external environment, significant events, as well as economic, political, and social factors to determine and document areas of risk. Once areas of risk have been identified, the next process will be to review the control environment.

PROPOSAL TO PROVIDE AUDIT AND TAX SERVICES TO:



Control Environment — Interim Phase

Our understanding of and reliance on the District's internal controls related to financial reporting is a key factor in our audit approach to the District's financial statements. Our interim audit procedures are primarily focused on developing our understanding of internal controls related to cash receipts, cash disbursements, payroll, financial reporting close and the IT environment, and then performing tests of those controls. Our planned audit approach is a control-based audit in which we are planning to perform tests of controls in order to place reliance on the District's key controls.

We develop our understanding of the District's internal controls through a combination of verbal discussions with management, and observation and inspection of documents. We first gain a high-level understanding of controls by asking an appropriate member of your finance department to describe the processes for recording transactions and more importantly, how the review and approval of transactions is documented. Then to corroborate the descriptions, we ask to see physical evidence that the control is in place. Physical evidence is typically management providing key documents that have evidence of a review or approval on the document.

If we identify any controls that are not operating as designed, we will first discuss with management before providing a written recommendation.

Year-End Audit Phase:

Our year-end audit phase typically consists of five days of fully remote fieldwork and includes the following:

Substantive Procedures — Year End Phase

Substantive audit procedures are designed based on our risk assessment process. Complex and high-risk accounts will be identified early in the audit process and these accounts will be assigned to the manager and/or partner for actual testing. Our substantive audit procedures will include the following:

- ◇ Tests of account details — Detail transaction testing to source documentation
- ◇ Analytical procedures — Ratio analysis, variance analysis, trend analysis
- ◇ Use of data analysis software — Review of large volumes of data to detect anomalies
- ◇ Unpredictability tests — Varying timing and extent of tests
- ◇ Review of management's estimates — To determine reasonableness
- ◇ Review of subsequent events and contingencies — For proper adjustment and footnote disclosure

Laws and Regulations

As applicable, we will review the laws and regulations covering the District's grants and other programs. Based upon our inquiry with District staff, review of the District's government code, review of administrative policies, etc. we will determine the relevant laws and regulations that will be subject to additional test work.

PROPOSAL TO PROVIDE AUDIT AND TAX SERVICES TO:



Use of Analytic Procedures during the Audit

The use of analytic procedures during our audit of the District is part of our planned audit approach for certain financial statement line items. In order to perform effective analytic procedures, MUN CPAs must first obtain an understanding of activity at the District, as well as changes in activity at the District during the year under audit. This will allow MUN CPAs to develop expectations for changes or lack of changes in key account balances for the purpose of performing our analytic procedures. Our analytic procedures will be performed using a combination of the following:

- Independent recalculations of account balances: Performing our own independent recalculation of an account balance, then comparing to the District's actual account balance to see if our recalculated balance agrees to the District's balance. A significant variance between our recalculated balance and the District's balance would require additional inquiries and procedures to determine if the account balance requires an adjustment.
- Variance analytics of prior year and current year account balances: By developing our understanding of activity at the District, we can then compare current year account balances to the prior year balance and determine if the change in the account balance is reasonable based on our understanding of activity at the District during the year. Account balances and/or changes in account balances that do not meet our expectations will require further inquiry with management to determine if an adjustment is needed.
- Ratio analysis: We can compare the relationship of certain accounts to other accounts or non-financial information to determine if the relationship is consistent or if a variance may indicate an adjustment to an account may be required.

Drawing Audit Samples

The selection of audit testing samples is based on a combination of materiality, qualitative factors, and auditor judgement. Account balances and/or transactions over a certain dollar limit are automatically selected for testing. Smaller account balances, transactions or disclosures that MUN CPAs determines may have a qualitative impact on the financial statements and influence a user of the financial statements will also be selected for testing.

Based on our review of the financial statements of the District, we anticipate that our primary areas of audit focus will be:

- Financial reporting requirements
- Impact of new GASB accounting standards
- Fund balance classification
- Revenue recognition
- Valuation of accounts and leases receivable
- Valuation of capital assets
- Expense and accrual timing
- Long-term debt reporting

PROPOSAL TO PROVIDE AUDIT AND TAX SERVICES TO:



Preparation of Audit Report and Review — Year-end Phase and Wrap-up Phase

The manager and engagement partner review audit workpapers throughout the audit. Before we complete our scheduled fieldwork, the file will be substantially reviewed, and any issues will be discussed and resolved. All reports are reviewed by the engagement partner and concurring partner.

Upon approval, we will issue drafts of all reports based on the District's predetermined schedule as indicated in the Request for Proposal. This will allow adequate time for review and distribution of the report.

INFORMATION TECHNOLOGY AND COMMUNICATION

Technological Advantages — Electronic Data Processing Software

We utilize the latest technology, including virtual servers, data analysis software, and online libraries, to provide us with the most up-to-date information to better serve our clients. First, our online client portal Suralink gives us the capability of sending and receiving information to and from our clients faster and more securely. As portals are encrypted and use password protection to ensure that only the appropriate client can view data, we are dedicated to protecting the District's confidential information.

We streamline our audit process and organize support documents through use of the paperless audit program-CaseWare Working Papers. By effectively reviewing large volumes of data through these programs, we are able to develop a better understanding and gain a broader view of the District. These technologies enable us to increase both the scope of our engagement and the reliability of our audit opinion more efficiently, as a larger amount of information can be processed, analyzed and interpreted in a short time frame.

Remote Audit Capabilities

We are committed to serving our clients and meeting their deadlines regardless of location. MUN CPAs has the technological capabilities and solutions to perform the full audit remotely and complete the audit according to your District's needs and timelines. With the use of our secure Suralink website, management of the District will be able to securely provide MUN CPAs with all needed documents and reports. The use of encrypted e-mails will be used to transmit smaller documents. Scheduling regular phone and video calls and audit updates will allow both management of the District and MUN CPAs to remain on the agreed-upon timeline.

Protecting Our Client Data

MUN CPAs takes client data security seriously and has implemented a robust and redundant infrastructure that complies with recommendations of industry leaders and the IRS. An independent security contractor conducts biannual penetration audits, and the firm is fully covered by our cyber insurance policy. MUN CPAs employs daily redundant backups of all data off-site at two secure locations. Our system is protected by the latest AI-based antivirus solution that actively learns from real world threats instead of relying on outdated lists, and our next generation firewall, combined with three independent email and attachment scans, protects our communication from hackers and other malicious actors. Sensitive client data containing personally identifiable information is transferred via the same 256-bit SSL encryption that banks use. Firm staff is trained upon hire and again annually on the newest, best practices in internet security and tested monthly with various social engineering scenarios.



Communication

Planning and continuous communication are essential to developing the appropriate procedures, working collaboratively to resolve any identified issues, and meeting your timelines. We will communicate contemporaneously and directly with management and audit committees of the board regarding results of our procedures and will anticipate and respond to any concerns of management and the committee.

Although our audits are conducted through a structured, risk-based model, we focus on understanding the client's needs, requirements and expectations. We work collaboratively with management, boards and audit committees to develop a communication and work plan to continuously improve client service.

Partner and Manager Availability

We believe your access to the partner and manager before, during and after the audit is important to the relationship between the District and our Firm. The partner and/or manager will be readily available during the audit in order to discuss issues with the management of the District. We encourage our clients to call us throughout the year to discuss accounting matters as they arise. There are no additional charges for these routine phone calls.

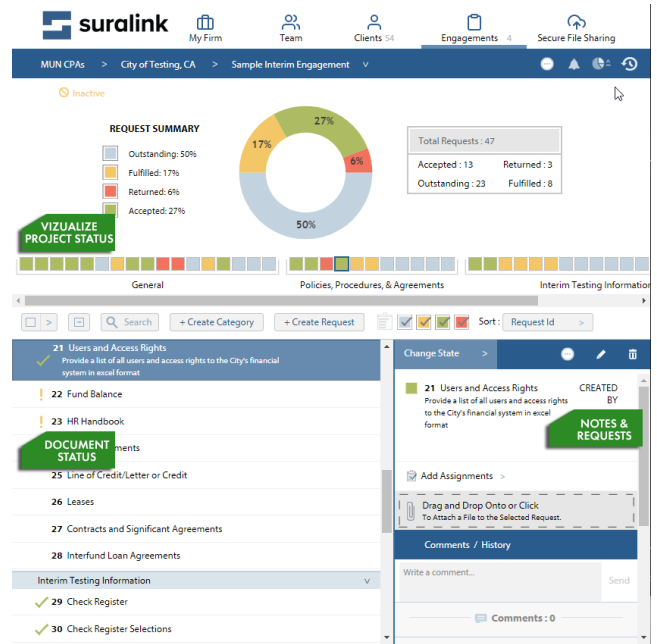
We believe on-going communication throughout the entire audit will ensure that all aspects of the audit are thoroughly addressed. We encourage regular communications throughout the year, not just during fieldwork. As such, we do not anticipate any potential audit problems to arise during our engagement.



USE OF TECHNOLOGY TO PERFORM OUR AUDITS

We leverage two systems that help us conduct audit procedures remotely while maintaining excellence in communication, document management, records retention, and workflow.

SURALINK -In order to improve audit efficiency, workflow management software plays an essential role between your District and our engagement team. We employ a secure data file transfer system called **Suralink**. **Suralink's** dynamic request list is integrated with our secure file hosting system for seamless document-request coordination. It means all our requests are in one place, updated in real-time, and accessible only by our engagement team working on your audit and the District's employees who are granted access. You, as a client, no longer have to manually maintain a spreadsheet amongst several people only to repeat the process in a day or two. This not only makes the operation more cost- efficient, it enables you and your team to spend your time getting the job done, not reconciling a messy list of outstanding items. The **Suralink** dashboard, as shown here, allows you to visualize the process of the document-request fulfillment.



With this innovative tool, clients can manage workflow through a centralized individual who can assign and delegate requests to other employees; track project activity by assigned individual, due date, and status with a user friendly, easy-to-use, dashboard interface; quickly view and monitor project progress with an at-a-glance report feature; and access how-to videos and training materials through the enhanced learning center.

CaseWare and CaseView: CaseWare is a highly flexible engagement software that facilitates real-time adjustments to your trial balance, resulting in simultaneous updates to your financial statements. It enables us to drill down from supporting audit schedules and documents to the underlying detailed accounts. We plan, perform, and review your entire engagement electronically, eliminating the use of paper.

CaseView is a powerful reporting module that helps review of financial statements, as well as any other customized work paper reports. It utilizes an interface that combines the appropriate features of Word and Excel into a single application that engages word processing features for formatting financial information. Some advantages of CaseWare and CaseView are as follows:

- **Automatic financial reports:** This refers to the ability to generate and print financial statements immediately. The numbers in the trial balance are mapped to financial statement tables and footnotes to provide robust and accurate financial statements and reports.
- **Automatic footnotes and other information:** This is the ability to format financial statement footnotes with variables (dates, amounts, etc.) that are automatically updated based upon the trial balances and appropriate work paper information.
- **Virtualization:** This provides a more consistent approach to financial statement design and a reduced risk of errors in the financial statement reports.

PROPOSAL TO PROVIDE AUDIT AND TAX SERVICES TO:



COST PROPOSAL

In accordance with the Request for Proposal for Audit and Tax Services issued by the Big Bear Municipal Water District, we hereby submit the following Project Budget for the fiscal year ending June 30, 2024.

Our fees are based on estimated hours and **discounted** hourly rates determined by each professional’s level of experience.

TOTAL ALL-INCLUSIVE MAXIMUM FEE

Services	6/30/2024
District Audit	\$47,000
Audit of the Big Bear Municipal Water District Public Facilities Corporation (as part of the District Audit)	Included
GASB Implementation and Review	1,600
Prepare exempt organization returns for Big Bear Municipal Water District Public Facilities Corporation	2,600
Management letter	Included
Accounting guidance as needed throughout the year	Included
Total All-Inclusive Maximum Price	\$51,200

PROFESSIONAL FEES FOR ADDITIONAL SERVICES:

MUN CPAs may also furnish other accounting services, which may include advisory and system accounting services as requested by the Big Bear Municipal Water District. If the District requests additional services, either to supplement the services requested or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the District and MUN CPAs. Any such additional work agreed to between the District and MUN CPAs shall be performed at the standard hourly rates listed below.

Staff Level	Standard Hourly Rates
Partners	\$400
Managers	250
Senior Staff	200
Staff	150