



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 March 26, 2025

Present: Director Ludecke
Director Brewster
Jared Cheek, General Manager
Mike Stephenson, Chief Operations Officer
Brittany Lamson, Assistant General Manager

Public: None

1. JPIA nomination discussion

- a. AWCA JPIA Executive Committee has four vacant chairs and we have four recommended candidates.
- b. Committee recommends all candidates for the vacant positions.

2. Employee Handbook Discussion

- a. Reviewing a couple sections in the employee handbook that we would like to update.
- b. Meal and rest periods language was previously using more absolute language, and we changed that to more general language which is better in line with the municipality code.
- c. Updated some punctuality language to make it easier for employees to understand.
- d. Director Ludecke wants to add more language about what an excused absence is.
- e. 'Return to Work' section will better define what the District's expectations are when someone is hurt on the job and when they return.
 - i. Spells out the employee's responsibilities.
 - ii. Goal to get these employees back in the office/ramp sooner.
 - iii. Reasonable accommodations.

3. Admin Issues & Updates

- a. Committee reporting and getting minutes to the Board prior to the Board meeting where the committee topics could be discussed.
- b. Meetings will be printed out in addition to making them available digitally to the Board when they are completed.