



# 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 December 7, 2023 A G E N D A

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

Next Resolution Number: 2023-07

**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. Committee- the following committee met since the last regular Board meeting:  
Administrative

**5. CONSENT CALENDAR**

A. Minutes of a Regular Meeting on November 16, 2023.

B. Warrant list dated 12/1/2023 in the amount of \$60,151.02.

**6. BUSINESS**

A. The Administrative Committee (Directors Ludecke & Brewster) recommends Resolution 2023-06 'Fee Schedule' for full Board approval which will remove outdated language and increase staff related fees to cover cost.

B. The Administrative Committee (Directors Ludecke & Brewster) recommends Policy 2023-03 'District Vehicle Use Policy' for full Board approval which will establish a policy when operating District vehicles.

C. The Administrative Committee (Directors Ludecke & Brewster) recommends Contamination Site Cleanup Close out efforts not to exceed \$10,500 proposal from EnviroMonitoring Services for full Board approval.

D. The Administrative Committee (Directors Ludecke & Brewster) recommends the BVBGSA Annual Groundwater Report from Tom Harder not to exceed \$8,750 per partnering agency proposal for full Board approval.

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, December 21, 2023  
40524 Lakeview Drive  
Big Bear Lake, CA 92315

**PLEASE NOTE:**

Agenda related writings or documents provided to the Board of Directors are available for public inspection at [www.bbmwd.com](http://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, November 16, 2023***

**1. OPEN SESSION**

President Bradford opened the regularly scheduled Board meeting at 1:00 PM at the Big Bear Municipal Water District located at 40524 Lakeview Drive, Big Bear Lake, CA 92315 on Thursday November 16, 2023.

**BOARD MEMBERS PRESENT:**

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

**2. PLEDGE OF ALLEGIANCE**

Vice President Ludecke

**3. PUBLIC FORUM**

Steve Fengler wanted to tell the board about possible security issues at the storage lot across the street. Interim General Manager Lamson responded that all mentioned issues have already been repaired and are no longer an issue.

**4. REPORTS**

**A.** Interim General Manager, Brittany Lamson, reported that there was a BVBGSA meeting on Monday, the project has pretty much the same timeline they have had, nothing really new, there is going to be a contract for an annual report that will be coming to the board in the future. The Draft EIR for the project is out right now internally for review, stickleback fish are still an issue for the recycled water. Mr. Stephenson added that this idea does not make sense financially as they are endangered and introducing that water vs the water they have been living in the whole time does not pan out. Director Rehfuss asked if this timeline for a project like this was normal because it seems extremely slow. Counsel Lemieux responded that it depends on what the GSA is classified as, as far as water storage risk level is concerned and this area is not a crucial area. That being said, there is no emergency approval process for this project.

**B.** Chief Operating Officer, Mike Stephenson, reported all the buoys, hazards, docks from the west have been pulled with the exception of the East Ramp so when the ramp closes, we will grab that. Lake will be ready for the winter season. Today we did the last adjustment of the "destrat" system, it's way more efficient than the old system, these pumps are designed for this and they are moving approximately 10 times the amount of water. This will be providing water movement for safety purposes to make sure we do not have any ice gathering around the boom-line. We did work with the electric company to keep prices as low as possible. Used to be a single unit, these ones are individually stacked, so they are easy to repair, and they are really designed for what we're using them for. Working really well. Patrol 1 will remain out and being kept at BBM until we get real weather. We started the season at 9' 10" down, so we actually finished the year higher than where

we started. Record low for level lost over the season. Currently at 7.93" which we got about an inch of rain from the storm yesterday. So that's great. Watermaster committee will be coming up soon.

C. Director Reh fuss reported on the Operations committee. Explained they got news about the Lake, everyone participated well, and represented most marinas and they were all on board with their operations and ours.

## 5. CONSENT CALENDAR

- A. Minutes of a Regular Meeting on October 19, 2023.
- B. Minutes of a Special Meeting on October 25, 2023.
- C. Warrant list dated 11/9/2023 in the amount of \$290,123.38

### Discussion:

No comments were made.

With a motion made by Vice President Ludecke, and seconded by Director Reh fuss, the consent calendar was approved unanimously:

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

NO:

ABSTAIN:

## 6. BUSINESS

**Board to review, discuss, and approve tree trimming needed in the old/closed RV park next to the main office by Porter Inc. not to exceed \$5,000.**

### Discussion:

Ms. Lamson explained that our trees are overdue for major maintenance and having them trimmed back before any major storm would be a huge benefit to the District. The lot next to the main office (Closed RV Park) has some trees lining the streets that are above some electrical lines. Vice President Ludecke wanted to confirm they were not electrical, because they will come out and trim for free if so. Ms. Lamson responded that they are not entangled in the lines but could break off and fall on the lines and that is why the preventative trimming is being recommended by the district. Mr. Cooper of the public added that he believes preventative is better than reactive and thinks the service should be done.

With a motion made by Vice President Ludecke, and second by Director Lee, the proposal for tree trimming in the old/closed RV park was unanimously approved:

AYES: Ludecke, Reh fuss, Brewster, Bradford

NO:

ABSTAIN:

**B. Board to review, discuss, and approve tree trimming needed in the storage lot by Porter Inc. not to exceed \$12,000.**

### Discussion:

Ms. Lamson explained the trees across the street in our storage lot are also an issue. Last winter a couple broke off and caused damage to the LeRoy's electrical panel, some line damage and it was not good. With this proposal, it would eliminate those trees completely, including grinding, trim back dead wood, and top off the trees along the far west side of the lot.

With a motion made by Director Reh fuss, seconded by Director Brewster, the proposal for tree trimming in and around the storage lot from Porters not to exceed \$12,000 was unanimously approved:

AYES: Ludecke, Reh fuss, Brewster, Bradford

NO:

ABSTAIN:

**C. Board to review, discuss, and approve tree trimming needed at the East Public Launch Ramp by Porter Inc. not to exceed \$15,000.**

**Discussion:**

Ms. Lamson reported this is the final location in need of tree trimming, the East Ramp. We had some major breakage last year. Fortunately, it happened while the ramp was closed so no one was injured, but it took significant time for our maintenance crew to go in and clean up after the fact. This could have all been prevented if maintenance was done prior to snow load and heavy winds. Porters would be doing the most work here, all trees along the walking path and another the single car parking will be trimmed back to prevent any breakage or damage.

With a motion made by Director Brewster, seconded by Director Reh fuss, the proposal for tree trimming at the East Public Launch ramp from Porters not to exceed \$15,000 was unanimously approved:

AYES: Ludecke, Reh fuss, Brewster, Bradford

NO:

ABSTAIN:

**7. CLOSED SESSION: PUBLIC EMPLOYEE APPOINTMENT (starting at 2PM)**

Discussion of employee pursuant to government code 54957(b): Title: General Manager  
Before going into closed session, President Bradford asked for public comment about the closed session item and no comments were given from the public in attendance, so the meeting was adjourned to closed at 2PM.

President Bradford reconvened to open session from closed session at 3:10 PM. Counsel Lemieux reported out of closed session, he reported that there was no reportable action related to the discussion of an employee pursuant to government code 54957(b): Title: General Manager and this concludes the report from the closed session.

**8. ITEMS REMOVED FROM CONSENT CALENDAR**

N/A

**9. ANNOUNCEMENTS**

Vice President Ludecke mentioned he and Director Lee and Ms. Lamson will be attending a CSDA budget training workshop tomorrow.

**10. DIRECTOR COMMENTS**

President Bradford asked do we need to keep a better eye on things as far as security. Both Ms. Lamson and Mr. Stephenson responded that we have upgraded everything we can.

**10. ADJOURN**

There being no further business, the meeting was adjourned at 3:11PM.

**DATE AND TIME OF NEXT MEETING**

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

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

[SEAL]

DRAFT UNTIL APPROVED BY BOARD

12:51 PM

12/01/23

**Big Bear MWD**  
**Warrant List Detail**  
November 10 through December 1, 2023

Num	Type	Date	Name	Account	Paid Amount
<b>161028</b>	<b>Bill Pmt -Check</b>	<b>11/16/2023</b>	<b>ADT COMMERCIAL</b>	<b>1001-01 · Accounts Payable</b>	
152627...	Bill	10/27/2023		5810-02 · Facility Improvements/Remodels	-1,389.20
TOTAL					-1,389.20
<b>161029</b>	<b>Bill Pmt -Check</b>	<b>11/16/2023</b>	<b>AMAZON CAPITAL SERVICES</b>	<b>1001-01 · Accounts Payable</b>	
1FNQ-...	Bill	11/11/2023		5503-01 · ADMIN-Office Supplies-Office	-60.52
1PWD-...	Bill	11/13/2023		5580-41 · OPS-Boat Maintenance-Patrol	-367.76
TOTAL					-428.28
<b>161049</b>	<b>Bill Pmt -Check</b>	<b>11/22/2023</b>	<b>AMAZON CAPITAL SERVICES</b>	<b>1001-01 · Accounts Payable</b>	
1VJ9-M...	Bill	11/02/2023		5630-30 · MAINT-Bldg/Facility Maint/Rep	-0.02
1QYK-P...	Bill	11/15/2023		5503-01 · ADMIN-Office Supplies-Office	-33.33
TOTAL					-33.35
<b>161030</b>	<b>Bill Pmt -Check</b>	<b>11/16/2023</b>	<b>AUTOZONE INC</b>	<b>1001-01 · Accounts Payable</b>	
004859...	Bill	10/27/2023		5600-31 · MAINT-Vehicle Maint-ON ROAD	-108.80
TOTAL					-108.80
<b>161050</b>	<b>Bill Pmt -Check</b>	<b>11/22/2023</b>	<b>BIG BEAR DISPOSAL</b>	<b>1001-01 · Accounts Payable</b>	
000009...	Bill	11/01/2023		5507-41 · OPS-Utilities-Main Office	-345.70
TOTAL					-345.70
<b>161031</b>	<b>Bill Pmt -Check</b>	<b>11/16/2023</b>	<b>BUTCHER'S BLOCK AND BUILDING ...</b>	<b>1001-01 · Accounts Payable</b>	
2311-93...	Bill	11/13/2023		5580-40 · OPS-Boat Maintenance	-46.98
2311-93...	Bill	11/13/2023		5580-40 · OPS-Boat Maintenance	-98.72
TOTAL					-145.70
<b>161051</b>	<b>Bill Pmt -Check</b>	<b>11/22/2023</b>	<b>BUTCHER'S BLOCK AND BUILDING ...</b>	<b>1001-01 · Accounts Payable</b>	
2311-93...	Bill	11/07/2023		5630-42 · OPS-Bldg/Fac Mtn/Rep-EAST RAMP	-131.63
2311-93...	Bill	11/08/2023		5632-01 · MAINT-SS Repairs/Portables	-32.91
2311-93...	Bill	11/09/2023		5630-42 · OPS-Bldg/Fac Mtn/Rep-EAST RAMP	-16.45
2311-93...	Bill	11/15/2023		5640-01 · WATER-Aerator Maint	-31.48
2311-93...	Bill	11/15/2023		5640-01 · WATER-Aerator Maint	-84.79
2311-93...	Bill	11/15/2023		5640-01 · WATER-Aerator Maint	-24.77
2311-94...	Bill	11/20/2023		5630-30 · MAINT-Bldg/Facility Maint/Rep	-95.42
TOTAL					-417.45
<b>161052</b>	<b>Bill Pmt -Check</b>	<b>11/22/2023</b>	<b>BVBGSA C/O DWP (V)</b>	<b>1001-01 · Accounts Payable</b>	
21184	Bill	11/13/2023		6000-03 · Lake Impr - Replenish BB (GSA)	-1,096.33
TOTAL					-1,096.33
<b>EFT</b>	<b>Bill Pmt -Check</b>	<b>11/17/2023</b>	<b>BVE (EFT)</b>	<b>1001-01 · Accounts Payable</b>	
110320...	Bill	11/03/2023		5507-41 · OPS-Utilities-Main Office	-95.89
110620...	Bill	11/06/2023		5507-41 · OPS-Utilities-Main Office	-1,048.99
TOTAL					-1,144.88
<b>161032</b>	<b>Bill Pmt -Check</b>	<b>11/16/2023</b>	<b>CHEM-PAK</b>	<b>1001-01 · Accounts Payable</b>	
122358	Bill	10/18/2023		5504-30 · MAINT-Janitorial Supplies	-447.77
TOTAL					-447.77
<b>161053</b>	<b>Bill Pmt -Check</b>	<b>11/22/2023</b>	<b>COMPUTER VILLAGE</b>	<b>1001-01 · Accounts Payable</b>	

**Big Bear MWD**  
**Warrant List Detail**  
 November 10 through December 1, 2023

Num	Type	Date	Name	Account	Paid Amount
18213	Bill	11/15/2023		5620-10 · ADMIN-Equip Maintenance 5509-13 · ADMIN - Microsoft 365 Subscript 5505-01 · ADMIN-Phones Local/Hardware/Rep	-150.00 -349.00 -230.40
TOTAL					-729.40
	<b>Bill Pmt -Check</b>	<b>11/14/2023</b>	<b>CONNELLY PUMPING SERVICE</b>	<b>1001-01 · Accounts Payable</b>	
MWD J...	General Journal	06/30/2023	CONNELLY PUMPING SERVICE	2200-00 · Accounts Payable Liability	0.00
TOTAL					0.00
	<b>161054 Bill Pmt -Check</b>	<b>11/22/2023</b>	<b>CSB SOLID WASTE MANAGEMENT ...</b>	<b>1001-01 · Accounts Payable</b>	
081463	Bill	11/13/2023		5630-30 · MAINT-Bldg/Facility Maint/Rep	-236.32
TOTAL					-236.32
	<b>161033 Bill Pmt -Check</b>	<b>11/16/2023</b>	<b>CSB WATER AND SANITATION</b>	<b>1001-01 · Accounts Payable</b>	
351410	Bill	10/31/2023		5507-43 · OPS-Utilities-Ramps	-128.26
351441	Bill	10/31/2023		5507-43 · OPS-Utilities-Ramps	-128.26
TOTAL					-256.52
	<b>161034 Bill Pmt -Check</b>	<b>11/16/2023</b>	<b>CSDA</b>	<b>1001-01 · Accounts Payable</b>	
2024 M...	Bill	10/01/2023		5509-02 · ADMIN-Memberships CSDA	-8,851.00
TOTAL					-8,851.00
	<b>Bill Pmt -Check</b>	<b>11/14/2023</b>	<b>D.A. DAVIDSON</b>	<b>1001-01 · Accounts Payable</b>	
SCHER...	General Journal	06/30/2023	D.A. DAVIDSON	2200-00 · Accounts Payable Liability	0.00
TOTAL					0.00
	<b>161055 Bill Pmt -Check</b>	<b>11/22/2023</b>	<b>DIY HOME CENTER</b>	<b>1001-01 · Accounts Payable</b>	
27005	Bill	11/14/2023		5600-32 · MAINT-Vehicle Maint-OFF ROAD	-195.08
TOTAL					-195.08
	<b>Bill Pmt -Check</b>	<b>11/14/2023</b>	<b>EADIE &amp; PAYNE</b>	<b>1001-01 · Accounts Payable</b>	
MWD J...	General Journal	07/05/2023	EADIE & PAYNE	2200-00 · Accounts Payable Liability	0.00
TOTAL					0.00
<b>EFT</b>	<b>Bill Pmt -Check</b>	<b>11/17/2023</b>	<b>FRONTIER (EFT)</b>	<b>1001-01 · Accounts Payable</b>	
909866...	Bill	10/28/2023		5505-04 · ADMIN-Phone At the Dam	-49.86
909866...	Bill	11/01/2023		5505-03 · ADMIN-Phones Long Distance	-6.73
				5505-01 · ADMIN-Phones Local/Hardware/Rep	-492.63
909866...	Bill	11/01/2023		5505-02 · ADMIN-Phones Ramps Local Svc	-267.82
909866...	Bill	11/01/2023		5505-02 · ADMIN-Phones Ramps Local Svc	-160.35
TOTAL					-977.39
	<b>161056 Bill Pmt -Check</b>	<b>11/22/2023</b>	<b>GALLS LLC</b>	<b>1001-01 · Accounts Payable</b>	
026145...	Bill	11/02/2023		5541-31 · MAINT-Uniform/Sm Equip-Reg Empl	-217.68
TOTAL					-217.68
	<b>161035 Bill Pmt -Check</b>	<b>11/16/2023</b>	<b>GEI CONSULTANTS INC</b>	<b>1001-01 · Accounts Payable</b>	
3141616	Bill	11/08/2023		6100-02 · Dam Repair- Sluice Gates	-4,082.50
3141617	Bill	11/08/2023		6100-02 · Dam Repair- Sluice Gates	-5,141.00



12:51 PM

12/01/23

**Big Bear MWD**  
**Warrant List Detail**  
November 10 through December 1, 2023

Num	Type	Date	Name	Account	Paid Amount
TOTAL					-9,223.50
<b>161057</b>	<b>Bill Pmt -Check</b>	<b>11/22/2023</b>	<b>HOLLOWAYS MARINA</b>	<b>1001-01 · Accounts Payable</b>	
35765CR	Bill	11/06/2023		5590-41 · OPS-Petroleum-VESSELS	-3,297.92
TOTAL					-3,297.92
<b>161036</b>	<b>Bill Pmt -Check</b>	<b>11/16/2023</b>	<b>HOOVER BEN (REIMBURSE)</b>	<b>1001-01 · Accounts Payable</b>	
11/22/2...	Bill	11/15/2023		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
TOTAL					-50.00
<b>161037</b>	<b>Bill Pmt -Check</b>	<b>11/16/2023</b>	<b>HUNT JEFF (REIMBURSE)</b>	<b>1001-01 · Accounts Payable</b>	
111620...	Bill	11/16/2023		5570-40 · OPS-Osha/Training/Supplies	-379.12
TOTAL					-379.12
<b>161048</b>	<b>Bill Pmt -Check</b>	<b>11/17/2023</b>	<b>HUNT JEFF (REIMBURSE)</b>	<b>1001-01 · Accounts Payable</b>	
11/5/23 ...	Bill	11/05/2023		5570-40 · OPS-Osha/Training/Supplies	-298.00
TOTAL					-298.00
<b>161058</b>	<b>Bill Pmt -Check</b>	<b>11/22/2023</b>	<b>KENT MICHAEL (REIMBURSE)</b>	<b>1001-01 · Accounts Payable</b>	
11/17/2...	Bill	11/20/2023		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
TOTAL					-50.00
<b>161038</b>	<b>Bill Pmt -Check</b>	<b>11/16/2023</b>	<b>LAMSON BRITTANY (REIMBURSE)</b>	<b>1001-01 · Accounts Payable</b>	
11/11/2...	Bill	11/15/2023		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
TOTAL					-50.00
<b>161059</b>	<b>Bill Pmt -Check</b>	<b>11/22/2023</b>	<b>LAMSON BRITTANY (REIMBURSE)</b>	<b>1001-01 · Accounts Payable</b>	
112123 ...	Bill	11/21/2023		5510-10 · ADMIN-Celebrations	-322.24
TOTAL					-322.24
	<b>Bill Pmt -Check</b>	<b>11/14/2023</b>	<b>LEWIS MARY ANN (TRAVEL)</b>	<b>1001-01 · Accounts Payable</b>	
MWD J...	General Journal	06/30/2023	LEWIS MARY ANN (TRAVEL)	2200-00 · Accounts Payable Liability	0.00
TOTAL					0.00
<b>161039</b>	<b>Bill Pmt -Check</b>	<b>11/16/2023</b>	<b>MOONRIDGE FUEL HAUPT RALPH</b>	<b>1001-01 · Accounts Payable</b>	
10312023	Bill	10/31/2023		5590-42 · OPS-Petroleum-VEHICLES 5590-41 · OPS-Petroleum-VESSELS	-912.52 -686.17
TOTAL					-1,598.69
<b>161040</b>	<b>Bill Pmt -Check</b>	<b>11/16/2023</b>	<b>MT TROPHY &amp; AWARDS</b>	<b>1001-01 · Accounts Payable</b>	
20230159	Bill	11/14/2023		5503-01 · ADMIN-Office Supplies-Office	-131.46
TOTAL					-131.46
<b>161060</b>	<b>Bill Pmt -Check</b>	<b>11/22/2023</b>	<b>NAPA AUTO PARTS</b>	<b>1001-01 · Accounts Payable</b>	
617861	Bill	11/17/2023	NAPA AUTO PARTS	2200-00 · Accounts Payable Liability 5600-31 · MAINT-Vehicle Maint-ON ROAD	1.77 -88.32
TOTAL					-86.55

12:51 PM

12/01/23

**Big Bear MWD**  
**Warrant List Detail**  
November 10 through December 1, 2023

Num	Type	Date	Name	Account	Paid Amount
<b>161061</b>	<b>Bill Pmt -Check</b>	<b>11/22/2023</b>	<b>OWL TELEPHONE EXCHANGE</b>	<b>1001-01 · Accounts Payable</b>	
1471	Bill	12/01/2023		5630-10 · ADMIN-Bldg/Facility Maint/Rep	-160.00
TOTAL					-160.00
<b>161041</b>	<b>Bill Pmt -Check</b>	<b>11/16/2023</b>	<b>PAPPAS DREW (REIMBURSE)</b>	<b>1001-01 · Accounts Payable</b>	
11/6/23 ...	Bill	11/15/2023		5570-40 · OPS-Osha/Training/Supplies	-379.12
TOTAL					-379.12
<b>161062</b>	<b>Bill Pmt -Check</b>	<b>11/22/2023</b>	<b>PAPPAS DREW (REIMBURSE)</b>	<b>1001-01 · Accounts Payable</b>	
11/30/2...	Bill	11/20/2023		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
TOTAL					-50.00
<b>161042</b>	<b>Bill Pmt -Check</b>	<b>11/16/2023</b>	<b>PINE KNOT MARINA LLC</b>	<b>1001-01 · Accounts Payable</b>	
11152023	Bill	11/15/2023		5590-41 · OPS-Petroleum-VESSLS	-109.06
TOTAL					-109.06
<b>161063</b>	<b>Bill Pmt -Check</b>	<b>11/22/2023</b>	<b>PITNEY BOWES SUPPLIES</b>	<b>1001-01 · Accounts Payable</b>	
102429...	Bill	11/20/2023		5501-01 · ADMIN-Post&Ship OFFICE	-98.36
TOTAL					-98.36
<b>161043</b>	<b>Bill Pmt -Check</b>	<b>11/16/2023</b>	<b>QUILL LLC</b>	<b>1001-01 · Accounts Payable</b>	
35343516	Bill	10/25/2023		5503-01 · ADMIN-Office Supplies-Office	-293.52
35345793	Bill	10/26/2023		5503-01 · ADMIN-Office Supplies-Office	-129.27
TOTAL					-422.79
<b>161044</b>	<b>Bill Pmt -Check</b>	<b>11/16/2023</b>	<b>SCHERMER MICHAEL (REIMBURSE)</b>	<b>1001-01 · Accounts Payable</b>	
11/22/2...	Bill	11/15/2023		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
TOTAL					-50.00
<b>EFT</b>	<b>Bill Pmt -Check</b>	<b>11/28/2023</b>	<b>SOUTHWEST GAS (EFT)</b>	<b>1001-01 · Accounts Payable</b>	
111420...	Bill	11/14/2023		5507-41 · OPS-Utilities-Main Office	-144.40
111420...	Bill	11/14/2023		5507-42 · OPS-Utilities-Vacant Lot	-11.00
TOTAL					-155.40
<b>EFT</b>	<b>Bill Pmt -Check</b>	<b>12/01/2023</b>	<b>SPECTRUM BUSINESS (EFT)</b>	<b>1001-01 · Accounts Payable</b>	
170406...	Bill	11/01/2023		5505-08 · ADMIN- Phone Office	-219.97
TOTAL					-219.97
<b>161045</b>	<b>Bill Pmt -Check</b>	<b>11/16/2023</b>	<b>STEPHENSON MIKE (REIMBURSE)</b>	<b>1001-01 · Accounts Payable</b>	
111520...	Bill	11/15/2023		5570-30 · MAINT-Osha/Training/Supplies	-484.98
12/2/23 ...	Bill	11/15/2023		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
TOTAL					-534.98
	<b>Bill Pmt -Check</b>	<b>11/14/2023</b>	<b>US BANK (EFT)</b>	<b>1001-01 · Accounts Payable</b>	
MWD J...	General Journal	06/30/2023	US BANK (EFT)	2200-00 · Accounts Payable Liability	0.00
TOTAL					0.00
	<b>Bill Pmt -Check</b>	<b>11/14/2023</b>	<b>US BANK (EFT)</b>	<b>1001-01 · Accounts Payable</b>	

**Big Bear MWD**  
**Warrant List Detail**  
November 10 through December 1, 2023

Num	Type	Date	Name	Account	Paid Amount
MWD J...	General Journal	06/30/2023	US BANK (EFT)	2200-00 · Accounts Payable Liability	0.00
TOTAL					0.00
<b>EFT</b>	<b>Bill Pmt -Check</b>	<b>11/15/2023</b>	<b>US BANK (EFT)</b>	<b>1001-01 · Accounts Payable</b>	
110320...	Bill	11/03/2023		5640-01 · WATER-Aerator Maint	-203.72
				5570-41 · OPS-Osha/Equipment	-3,121.38
				5600-31 · MAINT-Vehicle Maint-ON ROAD	-563.52
				5580-41 · OPS-Boat Maintenance-Patrol	-525.54
				5640-01 · WATER-Aerator Maint	-445.53
				5510-46 · ADMIN -Public Info Emp Wellness	-53.72
				5640-01 · WATER-Aerator Maint	-1,241.27
				5503-01 · ADMIN-Office Supplies-Office	-101.35
				5580-41 · OPS-Boat Maintenance-Patrol	-3,046.00
				5600-32 · MAINT-Vehicle Maint-OFF ROAD	-277.87
				5509-12 · ADMIN-Software Subscriptions	-90.00
				5503-01 · ADMIN-Office Supplies-Office	-73.58
				5507-41 · OPS-Utilities-Main Office	-45.00
				5510-10 · ADMIN-Celebrations	-203.88
				5640-01 · WATER-Aerator Maint	-10,559.49
				5640-01 · WATER-Aerator Maint	-65.85
110320...	Bill	11/03/2023		5630-30 · MAINT-Bldg/Facility Maint/Rep	-186.61
				5510-01 · ADMIN-Public Info-Multimedia	-513.97
				5630-10 · ADMIN-Bldg/Facility Maint/Rep	-176.14
				5590-41 · OPS-Petroleum-VESELS	-100.00
				5509-12 · ADMIN-Software Subscriptions	-1,350.00
				5510-05 · ADMIN-Public Info-Other Agency	-21.48
				5510-01 · ADMIN-Public Info-Multimedia	-12.78
				5510-07 · ADMIN-Emp Recognition-Winter	-76.89
				5510-10 · ADMIN-Celebrations	-14.82
				5510-10 · ADMIN-Celebrations	-296.09
				5580-41 · OPS-Boat Maintenance-Patrol	-1,088.93
TOTAL					-24,455.41
<b>161064</b>	<b>Bill Pmt -Check</b>	<b>11/22/2023</b>	<b>VERIZON WIRELESS</b>	<b>1001-01 · Accounts Payable</b>	
994885...	Bill	11/09/2023		5505-11 · ADMIN-Phones Ramp Aircards	-55.14
				5505-11 · ADMIN-Phones Ramp Aircards	-61.62
				5505-06 · ADMIN-Phone Cell Phones	-281.69
TOTAL					-398.45
<b>161065</b>	<b>Bill Pmt -Check</b>	<b>11/22/2023</b>	<b>VISUAL EDGE IT, INC</b>	<b>1001-01 · Accounts Payable</b>	
24AR13...	Bill	11/17/2023		5620-13 · ADMIN-Copier Copy Counts	-142.32
TOTAL					-142.32
<b>161046</b>	<b>Bill Pmt -Check</b>	<b>11/16/2023</b>	<b>WAGNER SEAN (REIMBURSE)</b>	<b>1001-01 · Accounts Payable</b>	
111320...	Bill	11/13/2023		5580-41 · OPS-Boat Maintenance-Patrol	-95.87
TOTAL					-95.87
<b>161047</b>	<b>Bill Pmt -Check</b>	<b>11/16/2023</b>	<b>YSI INC</b>	<b>1001-01 · Accounts Payable</b>	
1046990	Bill	11/08/2023		5650-02 · WATER-Watershed Mgt Equip&Maint	-220.11
1047071	Bill	11/08/2023		5650-02 · WATER-Watershed Mgt Equip&Maint	-150.85
TOTAL					-370.96

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

**MEETING DATE:** December 7, 2023

**AGENDA ITEM:** 6A

**SUBJECT:**

The Administrative Committee (Directors Ludecke & Brewster) recommends Resolution 2023-06 'Fee Schedule' for full Board approval which will remove outdated language and increase staff related fees by current COLA.

**RECOMMENDATION:**

The District would like update the fee schedule to reflect relevant information and services as well as increase fees to actual cost.

**DISCUSSION/FINDINGS:**

During our budget review a couple years ago, the Board recommended keeping services and fees up to date with current COLA issued by the County. The fee schedule is now evaluated on an annual basis to set fees for the upcoming year. In an effort to keep our fees fair, we have updated our resolution where appropriate. Resolution 2023-06 'Fee Schedule', updates include removal of services no longer offered, additional services now offered, and a COLA increase to services provided.

By approving this resolution, the District will be able to break even with services provided and keep fees as low as possible for the public. If approved today, these fees will go into effect today.

**OTHER AGENCY INVOLVEMENT:** None

**FINANCING:** None

**Submitted by:** Brittany Lamson, Interim General Manager

## Resolution No. 2023-06

### A RESOLUTION OF THE BOARD OF DIRECTORS OF BIG BEAR MUNICIPAL WATER DISTRICT ESTABLISHING A FEE SCHEDULE

WHEREAS, the Big Bear Municipal Water District (“District”) is a public agency of the State of California tasked with maintaining Big Bear Lake for recreation and wildlife.

WHEREAS, in accordance with Government Code section 66018, the District seeks to establish fees for Lake Use in accordance with the Fee Schedule attached hereto as Exhibit “A”.

WHEREAS, Currently, the District sets annual Fees which could increase annually based on the Consumer Price Index for the Bureau of Labor Statistics areas of Riverside and Los Angeles.

WHEREAS, on December 7, 2023, the Board held a regular meeting and provided an opportunity for the public to comment on the Resolution 2023-06 for District Services.

NOW, THEREFORE, BE IT RESOLVED that the BIG BEAR MUNICIPAL WATER DISTRICT:

#### 1. Findings

- a. The fees set forth in this Resolution are necessary to continue existing District services at existing levels.
- b. The fees established by this Resolution:
  - i. Are imposed for a specific government service provided directly to the payer, or for reasonable regulatory costs of the District for issuing licenses and permits, performing investigations, inspections, and administrative enforcements of the District’s rules and regulations, are no more than necessary to cover the reasonable costs of the governmental activity for which the respective fee is imposed and the manner in which those costs are allocated to a payer bear a fair or reasonable relationship to the payer’s burdens on, or benefits received from, the governmental activity for which the respective fee is imposed; or
  - ii. Are imposed for use of government property, and do not exceed the reasonable value of the property interest conveyed.
- c. The penalties established by this Resolution are imposed for violation of District rules and regulations or applicable state or local law, and the persons so charged have had an adequate right to appeal such penalty under the applicable rule, regulation, or law.

- d. As such, the fees and penalties adopted by this Resolution are not taxes within the meaning of California Constitution article XIII C, section 1(e).
  - e. This Resolution is exempt from further environmental review under 14 Cal. Code of Regulations Section 15273.
  - f. Operation expenses pertaining to Lake use and recreation should be solely paid by the Lake users.
  - g. Currently, California DMV fees are assessed and collected from CA registered vessels.
  - h. These fees are used to fund a quagga prevention grant.
2. **Fee Schedule.** Is a separate document that is updated annually to ensure the District is charging fair rates which is updated by Resolution through Board direction. The Resolution and document labeled "Big Bear Municipal Water District Fee Schedule" describes in greater detail these annual lake use and service related fees including, but not limited to lake use permit fees, residential dock fees, weed harvesting fees, etc, which have increased based on average cost-of-living increase within the full Fee Schedule for District services.

Approved and adopted 7th day of December 2023. The undersigned hereby certify that the foregoing Resolution Number 2023-06 was duly adopted by the BIG BEAR MUNICIPAL WATER DISTRICT.

Ayes:

Nays:

APPROVED:

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Tom Bradford  
President

ATTESTED:

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Brittany Lamson  
Secretary to the Board

**BIG BEAR MUNICIPAL WATER DISTRICT  
FEE SCHEDULE**

The fees set forth below do not exceed the reasonable cost of providing the services for which the fees are levied.

**1. Boat Permits.**

Definitions: Registered Vessel: Motorized boats of allowable length and sailboats over eight feet in length.

Non-Registered Vessel: Non-motorized boats of allowable length, sailboats eight feet or less in length, sailboards, stand-up paddleboards, and fishing float tubes.

The following fees shall be paid as a condition of receiving a boat permit:

**a. Seasonal Permits:**

- |                    |          |
|--------------------|----------|
| (1) Registered     | \$130.00 |
| (2) Non-Registered | \$ 60.00 |

\*Residential Dock owners are not charged a quagga fee to non-registered annual permits because the District does not provide this service. Applicable ONLY at time when yearly dock invoice is paid.  
(Main office transaction only)

**b. Daily Permits:**

- (1) The amount of a single daily permit may be applied toward the purchase of a seasonal permit.
- (2) Consecutive days must be purchased during single transaction.
- (3) Registered Permits
  - a) Registered first day \$40.00
  - b) Registered 2-day \$60.00
  - c) Registered 3-day \$80.00
  - d) Registered 4-day \$100.00
  - e) Registered 5-day \$120.00
- (4) Non-Registered Permits
  - a) Non-Registered first day \$25.00
  - b) Non-Registered 2-day \$35.00
  - c) Non-Registered 3-day \$45.00
  - d) Non-Registered 4-day \$55.00

**c. Special Event group rate:** Must comply with special event group rate policy:

- (1) Registered Group first day \$30.00
- (2) Registered Group additional day \$20.00 for each consecutive day
- (3) Non-Registered Group first day \$15.00
- (4) Non-Registered Group add day \$10.00 for each consecutive day

**d. Refunds:**

- (1) Refunds are not issued on a regular basis. However, duplicate, unused purchased permits may be considered less a \$10 service fee; There shall be a \$10.00 fee for replacement boat permit.

**e. Penalty:**

- (1) A penalty of \$10.00 shall be charged for the purchase of a Lake permit from a lake patrol officer while on the water.

- (2) A penalty of \$20 shall be charged if purchase cannot be completed on the water and patrol needs to escort vessel back to ramp to complete purchase.

**2. Dock Licenses.**

The following fees shall be paid as a condition of receiving a dock license:

- a. **Application (non-refundable):**
  - Appeal staff decision to Special\* Operation Committee \$67.00
  - Appeal Operation Committee decision to a Special\* full Board \$154.00
- b. **License:**
  - (1) Platform, 'T' shape, and single slip \$235.00
  - (2) 2 slips \$302.00
  - (3) Up to 3 slips (single owner) \$370.00
  - (4) Each slip over 3 slips (hotel, motel, etc.) \$101.00
  - (5) Shared dock (dock owners' choice) – each licensee \$202.00
  - (6) Docks-in-common (easement) – each licensee \$202.00
  - (7) Docks across a right-of-way, USFS (single slip restrictions) \$202.00
- c. **Invasive Species Management:**
  - (1) Up to 3 slips \$180.00
  - (2) Each slip over 3 \$62.00
  - (3) Shared dock between two owners – each licensee \$89.00
  - (4) Shared dock between three owners – each licensee \$62.00
  - (5) No weed control charge for docks placed in the Lake after Labor Day.
- d. **Eagle Point Dock Placement Exception:**
  - (1) Single owner docks may extend 125 feet from shoreline:
    - a) Fees 1.5 times the current rate
  - (2) Shared dock between two owners may extend 200 feet from the shoreline and share a single gangway:
    - a) Fees – each licensee 1.5 times the current rate
  - (3) Shared dock between three or more owners may extend 300 feet from the shoreline and share a single gangway:
    - a) Fees – each licensee 1.5 times the current rate

**3. Dock Builders Commercial Permit.**

- a. The following fees are established for assembly, repair and transportation of docks on Big Bear Lake
  - (1) Annual Permit Fee \$561.00

**4. Miscellaneous.**

The following fees are established for miscellaneous Lake-related services and shall be paid in advance of service:

- a. Aquatic plant control (non-dock owners & marinas for treating all plants except Eurasian watermilfoil for which there is no charge)
  - (1) Mechanical weed harvester (portal to portal) \$155.00 per hour
  - (2) Chemical weed harvesting \$210.00 per hour + actual herbicide cost
- b. Services requiring patrol boat or work boat (includes special services and boat and dock impounding)
  - (1) Boat with operator (1 hour minimum) \$130.00 per hour
    - a) Second Lake Tow Assistance \$100.00 per hour (15 minute minimum)
  - (2) Each additional staff person \$55.00 per hour



- c. Boat and dock storage / impounding daily rate \$55.00

Footnote: \*"Special": refers to a meeting that is occurring in addition to our regularly scheduled meetings or scheduled committee meeting requested by the appellant.

- d. Boats quarantined or impounded for visible quagga mussels:

- (1) Decontamination in quarantine charge (1 hour minimum) \$125.00 per hour
- (2) Additional staff for decontamination \$55.00 per hour
- (3) Materials actual cost
- (4) Decontamination Services

**Cost Breakdown**

- Simple Decontamination \$40.00
- Normal Decontamination \$75.00
- Complex Decontamination (3 or more ballast tanks) \$125.00

- e. Special events

- (1) Administrative fee due with application
  - a) Non-commercial event (must provide IRS form 990) \$100.00 per event
  - b) Commercial event \$300.00 per event
- (2) Refundable deposit less any applicable fees \$500.00

- f. (3) Fishing Event Angler Fee \$ 15.00 per angler

Commercial filming/photo shooting:

Permit fees are based on the number of production employees and dates required for the shoot.

- (1) Film Monitor \$100 per hour
- (2) Permit Rider Fee \$100 per occurrence
- (3) Still Photography
  - Refundable deposit less any applicable fees \$500.00

- 1-5 persons \$110.00 Per day

- 6-25 persons \$165.00 Per day

- 26-50 persons \$220.00 Per day

- 51+ persons \$275.00 Per day

- (4) Motion Picture, Television, Video

- Refundable deposit less any applicable fees \$500.00
- 1-5 persons \$170.00 Per day
- 6-25 persons \$255.00 Per day
- 26-50 persons \$340.00 Per day

51+ persons	\$425.00	Per day
(5) Student Production (limited District involvement)		
a) Refundable deposit less any applicable fees	\$250.00	
b) 1-4 persons	\$50.00	Per day
<u>Student productions must meet the following conditions to qualify for the reduced rate:</u>		
<ul style="list-style-type: none"> <li>• Production must have less than 5 persons</li> <li>• Letter from the school attended by the student, on the school's letterhead, confirming that the student is currently enrolled, and that what they are requesting to film is part of the required curriculum.</li> <li>• Certificate of insurance from the school that meets the current District requirements.</li> <li>• Other documentation may be required, and fees may be charged for filming requests that involve significant impact to the Lake.</li> <li>• Any requests not meeting the above criteria will incur film permit fees as indicated on the current fee schedule.</li> </ul>		
g. Photocopying:	\$ 0.25	per page
h. Any request for:		
(1) CD production	\$ 15.00	
i. Mountain Water Dispatch ads:		
(1) Single ad	\$395.00	
(2) Double ad	\$560.00	
(3) Triple ad	\$730.00	
(4) Full page ad	\$2,015.00	
j. Meeting/Community room (room available between the hours of 7:30 am and 10:00 pm; no overnight use shall be allowed); fees and deposits are due prior to the event date:		
(1) Individually scheduled meetings (fees per use):		
a) Security/ cleaning refundable deposit	\$50.00	
b) Utility use fee (non-refundable; up to 6 hours of use)		
i. May – October	\$ 25.00	per use
ii. November – April	\$ 50.00	per use
(2) Room key – refundable deposit	\$ 5.00	per key
k. Shorezone Alteration:		
(1) Application fee:		
a) Ministerial project	\$350.00	
b) Project requiring Negative Declaration under CEQA process	\$1,000.00	
c) Project requiring EIR/EIS under CEQA process	\$2,500.00	
d) CEQA document review and recommendation by District consultant	Actual Cost	
(2) Mitigation fee for Lake bottom disturbed:		
a) Shoreline erosion control project involving no fill other than placement of riprap and installation of toe protection for a seawall	\$750.00	
b) Non-ministerial projects where additional mitigation may be required to reduce adverse impacts (per acre or portion of an acre) capital improvements including, but not limited to, fish structures, aeration systems, habitat and spawning improvements as approved by		

the Board of Directors.

\$1,250.00

- (3) Legal fees and filing fees incurred as a result of the project shall be borne by the project proponent.
- (4) All consultant costs related to preparation of the environmental document shall be borne by the project proponent.
- (5) Mitigation fees shall be put forth to future shoreline improvements and environmental mitigation.

l. Application fees are non-refundable and due upon submission of application.

m. Violations:

- (1) Violation of this Code constitutes an infraction punishable by a fine of not to exceed \$100.00 for the first offense, by a fine of not to exceed \$200.00 for the second offense within 12 months, and by a fine of not to exceed \$500.00 for the third and subsequent offense within 12 months.
- (2) Violation of this Code also constitutes a public nuisance.
- (3) Violation of this Code is also grounds for revocation of entitlement for use of the Lake issued by the District.

## 5. Payments.

Fees shall be paid as follows:

- a. Dock license and weed control fees shall be due annually on or before April 1<sup>st</sup> of each year. License fees not paid by April 1st will be increased by 20%. License fees not paid by May 1<sup>st</sup> will be increased by 50%. License fees not paid after May 1st will continue to accrue late fees at a rate of 1.5% per month until delinquent fee is paid in full.
- b. All returned checks shall be subject to a \$25 handling charge and may be subject to other legal action.

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

**MEETING DATE:** December 7, 2023

**AGENDA ITEM:** 6B

**SUBJECT:**

The Administrative Committee (Directors Ludecke & Brewster) recommends Policy 2023-03 'District Vehicle Use Policy' for full Board approval which will establish a policy when operating District vehicles.

**RECOMMENDATION:**

The District would like Policy 2023-03 to be approved so all employees have a more detailed expectation when operating District vehicles.

**DISCUSSION/FINDINGS:**

District vehicle use is briefly outlined in the Admin Code, but a more detailed description of use and expectations is needed. This policy sets a clear outline of who may drive District vehicles and how District vehicles are to be driven, maintained, and used for District business. All District vehicles shall be clearly marked, and used only within the Valley boundaries unless a training or work-related assignment takes the vehicle off the mountain.

**OTHER AGENCY INVOLVEMENT:** None

**FINANCING:** None

**Submitted by:** Brittany Lamson, Interim General Manager

**BIG BEAR MUNICIPAL WATER DISTRICT**  
**Lake Management**

<b>Category:</b>	All	<b>Policy # 2023-03</b>
<b>Title:</b>	District Vehicle Use Policy	

**I. PURPOSE:**

Big Bear Municipal Water District (District) provides safe, dependable vehicles. In turn, employees are entrusted to use good judgment and have a complete understanding of the responsibilities involved, both of which are necessary in order to continue to drive a District provided vehicle to conduct District business. Drivers shall comply with all federal, state, and local laws and regulations.

This document establishes the policy and responsibility for the assignment and usage of District vehicles for conducting official District business and communicates the requirements relative to assignment, utilization, and control of District-owned vehicles. Drivers abusing or misusing District vehicles or failing to comply with the provisions of this policy will be subject to the disciplinary process outlined in the employee handbook.

**II. RESPONSIBILITY**

Employees are required to comply with the requirements of this policy and other established procedures regarding the assignment and use of District vehicles. For purposes of this policy, the actual driver and/or operator of the District vehicle is considered the responsible employee.

**III. USE OF DISTRICT-OWNED VEHICLE OR EQUIPMENT**

Employees may be provided a District vehicle primarily to assist in the performance of their job duties. Its use is strictly limited to business purposes and may not be used for personal reasons unless approved by the General Manager.

Any employee operating a District vehicle must meet the following requirements:

- Possess a valid California driver's license with a license class that permits operation of the District vehicle being used.
- No driver shall operate a vehicle under the influence of alcohol or drugs, including over-the-counter or prescription medication known to impair one's ability to drive or operate machinery.
- Maintain an acceptable driving record.
- Follow the guidelines stated in this policy at all times.
- Follow all driving laws.

No employee shall use district vehicles for personal use with the exception of the General Manager. All District vehicles shall remain at the District after hours except for the General Manager, who may drive the vehicle home, provided their primary residence is not further than 20 miles from the District's main office. All other employees must use District vehicles within the Big Bear Valley, unless leaving the Valley for District related business or training which has been previously approved by a supervisor/manager and General Manager.

District vehicles shall not be loaned to any other person, contractors, cities, other agencies, other companies or organizations without authorization from the General Manager. Employees may have to drive business associates for site visits, meetings, etc; however, transporting family, friends, or strangers is a violation of District policy.

#### **IV. PARKING OF DISTRICT VEHICLES**

When parked off-site, District vehicles shall be locked and employee shall always maintain possession of the vehicle keys. Vehicles shall be parked in the safest place possible when designated parking spots are not available.

#### **V. VEHICLE CARE AND MAINTENANCE**

All District-provided vehicles are designated as “non-smoking” areas and employees are expected to keep the vehicles clean and notify the Facility Manager of any mechanical issues that may arise while driving.

Neglecting to maintain a vehicle could result in costly repairs to the District. Unusual wear-and-tear (above industry average) or neglecting to properly notify maintenance concerns of a District provided vehicle may result in the loss of use of the vehicle and the employee may be subject to further disciplinary action.

It is the driver’s responsibility to notify the Facility Manager if any of the following occur or are observed while operating a District vehicle:

- Vehicles are to be not clean and orderly.
- Tires are not properly inflated-error message on dash.
- Any mechanical deficiencies are to be immediately reported.
- Maintenance staff perform vehicle inspections for proper operation.
- Qualified staff should inspect and immediately report any safety-related issues prior to operating the vehicle such as headlights, taillights, wiper blades, turn signals, running lights, and other similar or vehicle-specific functions

Modifications of any kind to a District vehicle may only be performed by a certified/qualified individual with prior approval from the General Manager. A vehicle failing its safety or operational inspection should not be driven off District property under any circumstances.

The Facilities Manager, or their assigned designee, in the normal course of vehicle repair or service duties, shall report violations of this section to the responsible employee’s manager.

The California Air Resources Board prohibits the driver of a diesel-fueled motor vehicle with a gross vehicle weight rating (GVWR) greater than 10,000 pounds from idling the engine for more than 5 minutes at any location.

#### **VI. TRAFFIC ACCIDENTS**

A valid insurance card, vehicle registration, and an “accident reporting procedures” packet shall be carried in the vehicle at all times. Copies of these documents can be obtained from the Facilities Manager or Human Resources. In the event of an accident, immediately notify your supervisor or manager and follow the procedures outlined in the “accident reporting procedures” packet.

It is the driver's responsibility to notify any state and/or local agency of the accident and to file the appropriate written report as required by state law.

Report to the General Manager first, followed by the Safety, Risk and Emergency Management (JPIA) before discussing an accident with anyone.

## **VII. SAFE DRIVING HABITS AND VEHICLE SAFETY PRACTICES**

District policy has been designed to enforce safe operation of District-owned vehicles and includes the following:

- Overloading and overcrowding a vehicle is prohibited (number of occupants should be equal to or less than the available restraints).
- Do not insist on the right-of-way and assume that the other driver will yield.
- Operate vehicle at a speed appropriate to the road, traffic, and weather conditions.
- Secure loose items that may blow out, fall off a vehicle, or cause injury in the event of an accident.
- Prior to backing up a vehicle, the driver should walk around the vehicle to look for obstructions and follow the District's "Circle of Safety" Procedure.
- Roll down a window, turn off the air conditioner, and radio while backing up to improve situational awareness.
- Turn signals should be used for parking, lane changes, and all turns, even in parking lots

## **VIII. DRIVING RECORD**

Drivers shall maintain a driving record acceptable to the District and its automobile insurance provider. Written notification to the Driver's supervisor/manager is required within one (1) working day of receiving any of the major violations listed below.

Minor violations: Three (3) minor violations in a 12-month period or five (5) minor violations in a three-year period (e.g. failure to wear a seatbelt) will result in loss of District-provided vehicle use and loss of privilege of driving for District business. The driver may also be subject to disciplinary action.

Major violations: A major driving violation conviction (e.g. reckless driving, eluding a police officer, street racing, hit and run, driving under the influence, or driving with a suspended or revoked license) will result in loss of District-provided vehicle use and loss of the privilege of driving for District business. The driver may also be subject to disciplinary action.

## **IX. MOBILE DEVICE USAGE**

Cellular phones must not be used while driving for work unless hands free feature and equipment is used. Even with the hands-free feature in use, the following guidelines must be observed:

- Avoid using a cellular phone while the vehicle is in motion.
- Keep calls brief.
- Use the phone's voice dialing feature if equipped.
- Never allow a phone call to distract you from driving.
- While talking, keep your head up and eyes on the road. Remember, while operating a vehicle, your primary task is driving.

- Don't take notes or try to look up phone numbers or other information while driving. If you must write information down, you are required to pull over to a safe spot or arrange a callback.
- When driving with a passenger, have them conduct the conversation or relay information to you.

**X. MOTOR VEHICLE RECORD CHECK**

Continued eligibility to drive a District-provided vehicle, or driving on District business in any manner, requires each driver to maintain a safe and clean driving record. The District reserves the right to have its insurance broker, or their representative, review driving records on a periodic basis.

**ACKNOWLEDGEMENT**

I have read and agree to the requirements and expectations of the Vehicle Use Policy for the Big Bear Municipal Water District. I have received a copy of the policy and agree to abide by the policy and guidelines as a condition of my employment and my continuing employment at the Big Bear Municipal Water District. I understand that if I have questions, any time, regarding this policy, I will consult with my immediate supervisor or Human Resources Department. I give permission for Big Bear Municipal Water District, or its representative, to secure my driving record at any time.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Employee Number

\_\_\_\_\_  
Date

Approved by Big Bear Municipal Water District General Manager	Approved on: December 7, 2023 by X-X Board vote
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**BIG BEAR MUNICIPAL WATER DISTRICT  
REPORT TO BOARD OF DIRECTORS**

*MEETING DATE: December 7, 2023*

*AGENDA ITEM: 6C*

***SUBJECT:***

The Administrative Committee (Directors Ludecke & Brewster) recommends Contamination Site Cleanup Closure efforts not to exceed \$10,500 proposal from EnviroMonitoring Services for full Board approval.

***RECOMMENDATION:***

The District would like full Board approval on this closure invoice proposal from EnviroMonitoring Service to close out the contamination site located at Big Bear Lake Marina.

***DISCUSSION/FINDINGS:***

The District has been working on this closure with EnviroMonitoring Services for the last several years. The District was granted permission to close the site back in Spring of this year, which then later has to be approved for the destruction of the site and well. We just received notice that we can now demolish the wellsite and permanently close the site from monitoring. EnviroMonitoring Services has done a great job of getting us to this point, they still have remaining funds in their contract which will allow for this proposal not to exceed \$10,500. This proposal has already been approved by Control Board so no additional research will be required.

If approved today, we can move forward with the contamination site closure and be done with destruction and monitoring in May 2024.

***OTHER AGENCY INVOLVEMENT:*** None

***FINANCING:*** Contamination Clean-Up Project

**Submitted by:** Brittany Lamson, Interim General Manager



**EnviroMonitoring Services**

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November 21, 2023

Big Bear Municipal Water District  
40524 Lakeview Drive, P.O. Box 2863  
Big Bear Lake, CA 92315  
Attention: Mike Stephenson, General Manager

***Subject: Request for amendment to P.O. #2018, soil and groundwater remediation at Big Bear Marina, 500 Paine Road, Big Bear Lake, CA 92315***

Mr. Stephenson,

EnviroMonitoring Services completed the scope of services for groundwater remediation at the referenced site in October 2022. The State Water Resources Control Board reviewed the case and on November 20, 2023, issued the final case closure pending destruction of all wells and site restoration. EnviroMonitoring Services requests an amendment to the P.O. 2018-07 in the amount of \$10,500 for the following additional tasks:

- k- Application for permit for abandonment/destruction of all site monitoring wells.
- l- Destruction of monitoring wells, and disposal of waste material.
- m- Well destruction report and request for final case closure letter with no further action from the oversight agencies.

EnviroMonitoring Services prepared these cost estimates based on the July 1, 2023; Cost Guidelines established by the State UST Fund. EnviroMonitoring Services will assist Big Bear Municipal Water District in submitting requests for reimbursement of expenses to the USTCF. We anticipate completing the remaining task items by May 1, 2024.

EMS appreciates the opportunity of providing environmental engineering services to BBMWD. If you have any questions about this request for amendment to our agreement, please call me at (949) 768-6210 or send me an email to Javad.EMScorp@gmail.com.

Regards,  
***EnviroMonitoring Services, Inc.***

***S. Javad Masoudi***

S. Javad Masoudi, PE  
Vice President / Project Manager

Attachment: Table 1- Budgetary Cost Estimates for Destruction of Wells, Site Restoration, and Reporting

**Table 1**  
**Budgetary Cost Estimate**  
**Destruction of Wells, Site Restoration, and Reporting**  
**Big Bear Marina, Big Bear Lake, California**

TASK ITEM	Unit	#	Rate (\$)	Estimate (\$)
<b>A. Project Administration</b>				
Collection of bids from drillers, health and safety plan, preparation of six applications for destruction of six wells, Dig Alert notification, etc.				
Staff Engineer	hr	3	133	399
Drafts Person	hr	1	97	97
Clerical	hr	1	79	79
<b>B. Destruction of Six Wells</b>				
County permit fees for six wells	ea	6	337	2,022
Driller cost	est	1	3,700	3,700
Markup on pass-through cost	ls	0.1	3,700	370
Staff Engineer round-trip to job site and field work oversight	hr	11	133	1,463
Field truck	day	1	150	150
Field supplies	day	1	44	44
Waste profiling/ lab analysis	ea	1	250	250
Waste disposal	est	1	400	400
Markup on pass-through cost	ls	0.1	650	65
<b>C. Project Management and Report Preparation</b>				
Staff Engineer	hr	3	133	399
Drafts Person	hr	1	97	97
Project Manager	hr	2	185	370
Drafts Person	hr	1	97	97
RR Analyst for preparation of reimbursement package	hr	3	85	255
Clerical	hr	3	79	237
<b>Total Budgetary Cost Estimate</b>				<b>10,494</b>

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

**MEETING DATE:** December 7, 2023

**AGENDA ITEM:** 6D

**SUBJECT:**

The Administrative Committee (Directors Ludecke & Brewster) recommends the BVBGSA Annual Groundwater Report from Tom Harder not to exceed \$8,750 per partnering agency proposal for full Board approval.

**RECOMMENDATION:**

The committee is recommending full Board approval to pay 25% of the annual Groundwater Sustainability Plan annual report produced by Thomas Harder & Co., not to exceed \$8,750.

**DISCUSSION/FINDINGS:**

During the recent BVBGSA meeting, the proposal for the Groundwater Sustainability Plan annual report was tentatively approved based on all four partnering agencies contributing 25% of the total proposal which is \$35,000. Last year, the billed amount came in under the proposed estimate. Tom Harder is being used again because all the environmental research has already been done by him so that cuts the cost of this second-year report and shortens the timeframe of compiling the report.

If approved today, the Board will be committing to contribute \$8,750 to the BVBGSA for Tom Harder to complete this annual report.

**OTHER AGENCY INVOLVEMENT:** None

**FINANCING:** Lake Improvement Fund

**Submitted by:** Brittany Lamson, Interim General Manager



# Bear Valley Basin Groundwater Sustainability Agency Agenda Report

**DATE:** November 13, 2023

**TO:** Board of Directors

**FROM:** Reginald A. Lamson, Administrator

**RE:** **Agreement with Thomas Harder & Co. to Prepare the Groundwater Sustainability Plan-2022/23 Annual Report**

## **Background & Discussion:**

On June 21, 2022, the Bear Valley Basin Groundwater Sustainability Agency (BVBGSA) adopted the Bear Valley Basin Groundwater Sustainability Plan (GSP). With the adoption and submittal of the GSP and in accordance with the Sustainable Groundwater Management Act (SGMA), the BVBGSA is required to prepare and submit annual reports to the California Department of Water Resources (DWR).

Tom Harder prepared the first GSP 2021/22 Annual Report and submitted it prior to the April 1, 2023 deadline. Tom Harder has proposed to prepare the GSP-2022/23 Annual Report for a not to exceed fee of \$35,000. The scope of work includes the following:

- Obtaining, reviewing, QA/QC, and processing of groundwater level data collected during the 2022/23 water year;
- Preparation of groundwater contour maps for Spring 2023 and Fall 2023 (two maps);
- Updating hydrographs for Representative Monitoring Sites (RMS) wells;
- Preparing groundwater storage change tables and graphs;
- Obtaining, reviewing and compiling groundwater extraction and total water use data from the City of Big Bear Lake, Department of Water and Power and the Big Bear City Community Services District;
- Preparing a Draft and Final version of the GSP-2022/23 Annual Report for submittal to the DWR by April 1, 2024; and
- Posting of the Annual Report on the CDWR SGMA website.

## **Financial Impact:**

The not to exceed fee for the proposed scope of work to prepare the GSP-2022/23 Annual Report is \$35,000. If approved by the BVBGSA Board and the member agencies, funding will be secured from each agency in the amount of \$8,750. Funding for these services was approved in the 2023/24 adopted budget.

**Recommendation:**

Approve an agreement with Tom Harder to prepare the GSP-2022/23 Annual Report contingent upon concurrence of approval by the member agencies that will be responsible for reimbursing the BVBGSA.