

***A G E N D A***  
***BIG BEAR MUNICIPAL WATER DISTRICT***

**BOARD OF DIRECTORS**  
**Regular Meeting**  
**December 6, 2018**

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

Next Resolution Number: 2018-12

**OPEN SESSION: 1:00 P.M.**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. DISCUSSION AND ACTION ON CLOSED SESSION ITEMS**
- 4. REPORTS**
  - A. General Manager
  - B. Facility Manager
  - C. Lake Analyst
  - D. Legal
  - E. Committee- the following committees met since the last regular Board meeting:
    1. Operations (2)
    2. Fisheries
    3. Administration (2)
  - F. Other
- 5. CONSENT CALENDAR**
  - A. Minutes of a Regular Meeting on November 1, 2018
  - B. Warrant list dated November 30, 2018 in the amount of \$322,456.53
- 6. BUSINESS**
  - A. The Administrative committee recommend the Marina Use Insurance Agreement be approved by the Board
  - B. Consider adoption of Resolution 2018-12 New Administrative Code
  - C. The Administrative committee recommends purchase of Manager Plus, a facility inventory and service tracking program

D. Consider approval of consent to assignment of Grays Landing commercial marina permit

E. Presentation on Big Bear Lake Marina Silt Removal Results / Benefit Analysis (INFORMATION ONLY)

**7. 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)

**8. ANNOUNCEMENTS**

**9. DIRECTOR COMMENTS**

**10. ADJOURNMENT**

**NEXT MEETING:** Open Session at 1:00 P.M.  
Thursday, December 20, 2018  
Big Bear Municipal Water District  
40524 Lakeview Drive, Big Bear Lake, CA

**PLEASE NOTE:**

If you wish to address the MWD Board of Directors during discussion of an agenda item, or during the PUBLIC FORUM, please complete a Speaker Request card (blue in color) and give it to the Board Secretary. Unless a detailed presentation of an agenda item is required by the Board of Directors, it is requested that each speaker limit comments to FIVE MINUTES. All testimony given before the Board of Directors is tape recorded.

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.

Big Bear Municipal Water District wishes to make all of its public meetings accessible to the public. If you need special assistance to participate in this meeting, please contact the Board Secretary. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting

**MINUTES OF A REGULAR MEETING OF  
BIG BEAR MUNICIPAL WATER DISTRICT  
HELD ON THURSDAY, November 1, 2018**

**1. OPEN SESSION**

A regular meeting of the Big Bear Municipal Water District was called to order at 1:00PM on November 1, 2018 by President Smith at 40524 Lakeview Drive, Big Bear Lake, California 92315.

**BOARD MEMBERS PRESENT:**

Vince Smith, President  
Bob Ludecke, Vice President  
Charlie Brewster, Director  
Frank Howes, Directors  
John Eminger, Director

**2. PLEDGE OF ALLEGIANCE**

Vince Smith, President

**3. DISCUSSION AND ACTION ON CLOSED SESSION ITEMS**

District Counsel Wayne Lemieux stated there were no items which required action.

**4. REPORTS**

- A.** The General Manager, Mike Stephenson reported the funding and design for the Replenish Big Bear project is coming along. Daniel from USDA is looking for projects like this that will bring water to new agricultural, rural areas. Our State Assembly man, Jay Olbernotle, had some very positive things to say about the project and would like to take it to the State for funding. We will need to have a fisheries meeting to discuss changes in the Hatchery engineer/design team. We are working on a SS Relief grant which could bring us up to two new floating, ADA compliant restrooms to the lake.
- B.** The Lake Analysis, James Bellis, reported that the buoys and SS Reliefs are being pulled from the lake.
- Our new facility Manager, Tim Bowman, reported on the progress of our Silt Removal project at Big Bear Lake Marina which is being performed under an existing Clean-X permit the district has. Mr. Bowman stated the project started moving materials on October 19<sup>th</sup> and as of the 29<sup>th</sup> they had removed 3,057 cubic yards of material, with currently 300 yards staged.
- C.** Nothing to report
- D.** Director Ludecke commented on the tours of the Mentone facility they went to during their quarterly Watermaster meeting.

**5. CONSENT CALENDAR**

- A. Approve Minutes of Regular Board Meeting dated October 18, 2018  
B. Warrant list dated October 26, 2018 in the amount of \$449,953.43

*Motion made by Director Ludecke, seconded by Director Eminger and carried 5-0 to approve the Consent Calendar.*  
*AYES: Smith, Ludecke, Brewster, Eminger, Howes*  
*NOES: -*  
*ABSTAIN: -*

**6A. ADOPTION OF RESOLUTION 2018-11 FOR GRANT FUNDING TO REPLACE FLOATING RESTROOM FACILITIES AT BIG BEAR LAKE**

**Discussion:**

Mr. Stephenson explained that these would be ADA restrooms and would replace our current floating SS Reliefs. They would cost more to maintain, but it would be worth it to have those out on the lake.

*Motion made by Director Brewster, seconded by Director Howes and carried 5-0 vote to approve the adoption of resolution 2018-11 for new floating restroom that are ADA compliant*

*AYES: Smith, Ludecke, Brewster, Eminger, Howes*

*NOES: -*

*ABSTAIN: -*

**7. PUBLIC FORUM**

Discussion: No comments were made

**8. ANNOUNCEMENTS**

Discussion: Mr. Stephenson spoke about the Fact VS Fiction article that will be coming out in the paper and he will be out of the office November 8 through November 16 and the November 15<sup>th</sup> meeting will most likely be adjourned unless urgent business comes up.

**9. DIRECTORS COMMENTS**

Discussion: No comments were made

**19. DATE AND TIME OF NEXT MEETING**

Date: November 15, 2018  
Location: 40524 Lakeview Dr,  
Big Bear Lake, CA 92315  
Time: 1:00 PM

**21. ADJOURN**

There being no further business, the meeting was adjourned at 1:40 PM.

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

[SEAL]

8:36 AM

11/30/18

**Big Bear MWD**  
**Warrant List Detail**  
 October 27 through November 30, 2018

Num	Type	Date	Name	Account	Paid Amount
<b>157044</b>	<b>Bill Pmt -Check</b>	<b>11/29/2018</b>	<b>AIRWAVE COMMUNICATION ENT.</b>	<b>1001-01 · General Checking Account</b>	
6212	Bill	11/01/2018		5506-41 · OPS-Radio Service Contract	-294.00
TOTAL					-294.00
<b>156989</b>	<b>Bill Pmt -Check</b>	<b>11/06/2018</b>	<b>ALL PROTECTION ALARM</b>	<b>1001-01 · General Checking Account</b>	
1397673	Bill	10/26/2018		5630-43 · OPS-Bldg/Fac Mtn/Rep-WEST RAMP	-150.00
1399845	Bill	11/05/2018		5630-10 · ADMIN-Bldg/Facility Maint/Rep	-51.03
1400024	Bill	11/05/2018		5630-10 · ADMIN-Bldg/Facility Maint/Rep	-45.89
1400158	Bill	11/05/2018		5630-42 · OPS-Bldg/Fac Mtn/Rep-EAST RAMP	-143.09
TOTAL					-390.01
<b>157020</b>	<b>Bill Pmt -Check</b>	<b>11/20/2018</b>	<b>ALL PROTECTION ALARM</b>	<b>1001-01 · General Checking Account</b>	
1409286	Bill	11/08/2018		5630-42 · OPS-Bldg/Fac Mtn/Rep-EAST RAMP	-150.00
TOTAL					-150.00
<b>156966</b>	<b>Bill Pmt -Check</b>	<b>11/01/2018</b>	<b>AMAZON CREDIT LINE</b>	<b>1001-01 · General Checking Account</b>	
10102018	Bill	10/10/2018		5670-07 · WATER-Fishery Mgt-TROUT IN THE	-5.80
				5632-01 · MAINT-SS Reliefs/Portables	-8.99
				5510-05 · ADMIN-Public Info-Other Agency	-36.85
TOTAL					-51.64
<b>157021</b>	<b>Bill Pmt -Check</b>	<b>11/20/2018</b>	<b>ATWELL SHAWN (REIMBURSE)</b>	<b>1001-01 · General Checking Account</b>	
NOVEM...	Bill	11/30/2018		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
TOTAL					-50.00
<b>156990</b>	<b>Bill Pmt -Check</b>	<b>11/06/2018</b>	<b>BBARWA</b>	<b>1001-01 · General Checking Account</b>	
1133	Bill	10/30/2018		5530-20 · WATER-Prof&Spec Services	-28,219.02
TOTAL					-28,219.02
<b>157022</b>	<b>Bill Pmt -Check</b>	<b>11/20/2018</b>	<b>BEAR VALLEY HOSPITAL</b>	<b>1001-01 · General Checking Account</b>	
TIMOTH...	Bill	11/07/2018		5540-32 · MAINT-PreEmployment Physicals	-206.00
TOTAL					-206.00
<b>156987</b>	<b>Bill Pmt -Check</b>	<b>11/02/2018</b>	<b>BEAR VALLEY PAVING</b>	<b>1001-01 · General Checking Account</b>	
2012904	Bill	10/19/2018		6000-00 · Lake Improvement	-39,187.50
TOTAL					-39,187.50
<b>156991</b>	<b>Bill Pmt -Check</b>	<b>11/06/2018</b>	<b>BEAR VALLEY PAVING</b>	<b>1001-01 · General Checking Account</b>	
2012914	Bill	11/01/2018		6000-00 · Lake Improvement	-98,033.59
TOTAL					-98,033.59
<b>156992</b>	<b>Bill Pmt -Check</b>	<b>11/06/2018</b>	<b>BELLIS JAMES (REIMBURSE)</b>	<b>1001-01 · General Checking Account</b>	
OCTOB...	Bill	10/20/2018		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
TOTAL					-50.00
<b>157023</b>	<b>Bill Pmt -Check</b>	<b>11/20/2018</b>	<b>BIG BEAR DISPOSAL</b>	<b>1001-01 · General Checking Account</b>	
000004...	Bill	11/01/2018		5507-41 · OPS-Utilities-Main Office	-172.56
TOTAL					-172.56

8:36 AM

11/30/18

**Big Bear MWD**  
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 October 27 through November 30, 2018

Num	Type	Date	Name	Account	Paid Amount
<b>156967</b>	<b>Bill Pmt -Check</b>	<b>11/01/2018</b>	<b>BUTCHER'S BLOCK AND BUILDING ...</b>	<b>1001-01 · General Checking Account</b>	
701764	Bill	10/11/2018		5640-02 · WATER-Dam Maintenance	-68.14
704705	Bill	10/24/2018		5630-40 · OPS-Bldg/Fac Mtn/Rep	-8.12
TOTAL					-76.26
<b>156993</b>	<b>Bill Pmt -Check</b>	<b>11/06/2018</b>	<b>BUTCHER'S BLOCK AND BUILDING ...</b>	<b>1001-01 · General Checking Account</b>	
703318	Bill	10/18/2018		5630-41 · OPS-Bldg/Fac Mtn-Hatchery	-101.50
707925	Bill	11/05/2018		5640-03 · WATER-Weir Maintenance	-20.70
TOTAL					-122.20
<b>157024</b>	<b>Bill Pmt -Check</b>	<b>11/20/2018</b>	<b>BUTCHER'S BLOCK AND BUILDING ...</b>	<b>1001-01 · General Checking Account</b>	
709207	Bill	11/09/2018		5640-03 · WATER-Weir Maintenance	-7.61
710169	Bill	11/13/2018		5600-31 · MAINT-Vehicle Maint-ON ROAD	-20.14
TOTAL					-27.75
<b>156968</b>	<b>Bill Pmt -Check</b>	<b>11/01/2018</b>	<b>BVE</b>	<b>1001-01 · General Checking Account</b>	
102220...	Bill	10/22/2018		5507-22 · WATER-Utilities-Dam	-129.47
102220...	Bill	10/22/2018		5507-43 · OPS-Utilities-Ramps	-336.71
102220...	Bill	10/22/2018		5507-21 · WATER-Utilities-Aerator	-827.54
TOTAL					-1,293.72
<b>156994</b>	<b>Bill Pmt -Check</b>	<b>11/06/2018</b>	<b>BVE</b>	<b>1001-01 · General Checking Account</b>	
102520...	Bill	10/25/2018		5507-22 · WATER-Utilities-Dam	-62.79
102620...	Bill	10/26/2018		5507-43 · OPS-Utilities-Ramps	-63.17
TOTAL					-125.96
<b>157025</b>	<b>Bill Pmt -Check</b>	<b>11/20/2018</b>	<b>BVE</b>	<b>1001-01 · General Checking Account</b>	
110520...	Bill	11/05/2018		5507-41 · OPS-Utilities-Main Office	-13.95
110520...	Bill	11/05/2018		5507-42 · OPS-Utilities-Hatchery	-13.95
110520...	Bill	11/05/2018		5507-41 · OPS-Utilities-Main Office	-998.31
TOTAL					-1,026.21
<b>157045</b>	<b>Bill Pmt -Check</b>	<b>11/29/2018</b>	<b>BVE</b>	<b>1001-01 · General Checking Account</b>	
11132018	Bill	11/13/2018		5507-41 · OPS-Utilities-Main Office	-14.18
TOTAL					-14.18
<b>156995</b>	<b>Bill Pmt -Check</b>	<b>11/06/2018</b>	<b>CALAVERAS TROUT FARM</b>	<b>1001-01 · General Checking Account</b>	
17-172	Bill	11/05/2018		2810-50 · DONATIONS Fish Funds	-15,800.00
TOTAL					-15,800.00
<b>157018</b>	<b>Bill Pmt -Check</b>	<b>11/07/2018</b>	<b>CALAVERAS TROUT FARM</b>	<b>1001-01 · General Checking Account</b>	
17-173	Bill	11/07/2018		2810-50 · DONATIONS Fish Funds	-15,800.00
TOTAL					-15,800.00

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Num	Type	Date	Name	Account	Paid Amount
<b>157046</b>	<b>Bill Pmt -Check</b>	<b>11/29/2018</b>	<b>CASH PETTY CASH</b>	<b>1001-01 · General Checking Account</b>	
11282018	Bill	11/28/2018		5510-09 · ADMIN-Public Info - General	-35.52
				5501-01 · ADMIN-Post&Ship OFFICE	-6.70
				5510-03 · ADMIN-Empl Recognition-Pub Info	-26.90
				5510-04 · ADMIN-Public Info-Ice Info/Sign	-43.09
				5510-08 · ADMIN-Empl Recognition-End of S	-40.00
				5631-01 · OPS-Quagga Mussel Prevention	-21.87
				5670-03 · WATER-Fishery Mgmt-REARING PROG	-64.53
TOTAL					-238.61
<b>157026</b>	<b>Bill Pmt -Check</b>	<b>11/20/2018</b>	<b>CHEM-PAK</b>	<b>1001-01 · General Checking Account</b>	
106241	Bill	11/12/2018		5504-31 · MAINT-Janitorial Supplies-Admin	-134.70
TOTAL					-134.70
<b>156969</b>	<b>Bill Pmt -Check</b>	<b>11/01/2018</b>	<b>COMPUTER VILLAGE</b>	<b>1001-01 · General Checking Account</b>	
145133	Bill	10/19/2018		5620-10 · ADMIN-Equip Maintenance	-150.00
TOTAL					-150.00
<b>156996</b>	<b>Bill Pmt -Check</b>	<b>11/06/2018</b>	<b>COMPUTER VILLAGE</b>	<b>1001-01 · General Checking Account</b>	
2484	Bill	10/31/2018		5509-12 · ADMIN-Software Subscriptions	-180.00
TOTAL					-180.00
<b>157027</b>	<b>Bill Pmt -Check</b>	<b>11/20/2018</b>	<b>COMPUTER VILLAGE</b>	<b>1001-01 · General Checking Account</b>	
145142	Bill	11/20/2018		5620-10 · ADMIN-Equip Maintenance	-150.00
TOTAL					-150.00
<b>156997</b>	<b>Bill Pmt -Check</b>	<b>11/06/2018</b>	<b>CONNELLY PUMPING SERVICE</b>	<b>1001-01 · General Checking Account</b>	
21332	Bill	10/31/2018		5632-03 · MAINT-Portables Pumping/ Rent	-250.00
TOTAL					-250.00
<b>157028</b>	<b>Bill Pmt -Check</b>	<b>11/20/2018</b>	<b>CONNELLY PUMPING SERVICE</b>	<b>1001-01 · General Checking Account</b>	
21375	Bill	11/10/2018		5632-03 · MAINT-Portables Pumping/ Rent	-640.00
21374	Bill	11/10/2018		5632-03 · MAINT-Portables Pumping/ Rent	-560.00
21373	Bill	11/10/2018		5632-03 · MAINT-Portables Pumping/ Rent	-510.01
21372	Bill	11/10/2018		5632-03 · MAINT-Portables Pumping/ Rent	-630.02
TOTAL					-2,340.03
<b>157029</b>	<b>Bill Pmt -Check</b>	<b>11/20/2018</b>	<b>CSB INFORMATION SERVICES DEPT</b>	<b>1001-01 · General Checking Account</b>	
22823	Bill	10/31/2018		5506-41 · OPS-Radio Service Contract	-227.76
TOTAL					-227.76
<b>156970</b>	<b>Bill Pmt -Check</b>	<b>11/01/2018</b>	<b>CSB SOLID WASTE MANAGEMENT ...</b>	<b>1001-01 · General Checking Account</b>	
061137	Bill	10/12/2018		5630-30 · MAINT-Bldg/Facility Maint/Rep	-356.10
TOTAL					-356.10
<b>157030</b>	<b>Bill Pmt -Check</b>	<b>11/20/2018</b>	<b>CSB SOLID WASTE MANAGEMENT ...</b>	<b>1001-01 · General Checking Account</b>	
061443	Bill	11/14/2018		5630-30 · MAINT-Bldg/Facility Maint/Rep	-166.57
TOTAL					-166.57

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**Big Bear MWD**  
**Warrant List Detail**  
 October 27 through November 30, 2018

Num	Type	Date	Name	Account	Paid Amount
<b>156998</b>	<b>Bill Pmt -Check</b>	<b>11/06/2018</b>	<b>CSB WATER AND SANITATION</b>	<b>1001-01 · General Checking Account</b>	
103120...	Bill	10/31/2018		5507-43 · OPS-Utilities-Ramps	-123.92
103120...	Bill	10/31/2018		5507-43 · OPS-Utilities-Ramps	-123.92
TOTAL					-247.84
<b>156971</b>	<b>Bill Pmt -Check</b>	<b>11/01/2018</b>	<b>CT &amp; T SPORTS</b>	<b>1001-01 · General Checking Account</b>	
3770	Bill	10/25/2018		5541-31 · MAINT-Uniform/Sm Equip-Reg Empl	-415.61
TOTAL					-415.61
<b>157031</b>	<b>Bill Pmt -Check</b>	<b>11/20/2018</b>	<b>CT &amp; T SPORTS</b>	<b>1001-01 · General Checking Account</b>	
3772	Bill	10/30/2018		5541-01 · ADMIN-Uniforms Employees	-195.77
TOTAL					-195.77
<b>156972</b>	<b>Bill Pmt -Check</b>	<b>11/01/2018</b>	<b>DIVERSIFIED MARINE PRODUCTS</b>	<b>1001-01 · General Checking Account</b>	
367961...	Bill	10/15/2018		5580-40 · OPS-Boat Maintenance	-291.10
TOTAL					-291.10
<b>156973</b>	<b>Bill Pmt -Check</b>	<b>11/01/2018</b>	<b>DIY HOME CENTER</b>	<b>1001-01 · General Checking Account</b>	
46086	Bill	10/22/2018		5631-02 · OPS-Quagga Prevention Equip	-8.51
TOTAL					-8.51
<b>156999</b>	<b>Bill Pmt -Check</b>	<b>11/06/2018</b>	<b>DIY HOME CENTER</b>	<b>1001-01 · General Checking Account</b>	
46168	Bill	10/26/2018		5631-03 · OPS-Quagga Prev Diesel/Fuel	-23.99
TOTAL					-23.99
<b>157032</b>	<b>Bill Pmt -Check</b>	<b>11/20/2018</b>	<b>DIY HOME CENTER</b>	<b>1001-01 · General Checking Account</b>	
46744	Bill	11/20/2018		5630-31 · MAINT-Bldg/Facil Maint/Rep-Shop	-25.54
TOTAL					-25.54
<b>157000</b>	<b>Bill Pmt -Check</b>	<b>11/06/2018</b>	<b>DWP</b>	<b>1001-01 · General Checking Account</b>	
102920...	Bill	10/29/2018		5507-41 · OPS-Utilities-Main Office	-179.75
102920...	Bill	10/29/2018		5507-41 · OPS-Utilities-Main Office	-16.39
102920...	Bill	10/29/2018		5507-43 · OPS-Utilities-Ramps	-139.10
102920...	Bill	10/29/2018		5507-43 · OPS-Utilities-Ramps	-21.85
102920...	Bill	10/29/2018		5507-41 · OPS-Utilities-Main Office	-73.51
TOTAL					-430.60
<b>157055</b>	<b>Bill Pmt -Check</b>	<b>11/29/2018</b>	<b>EGERER GAGE (REIMBURSE)</b>	<b>1001-01 · General Checking Account</b>	
12/03/2...	Bill	11/29/2018		5570-03 · ADMIN-Training/Seminars-Empl	-16.00
TOTAL					-16.00
<b>157001</b>	<b>Bill Pmt -Check</b>	<b>11/06/2018</b>	<b>EVENSON DON (REIMBURSE)</b>	<b>1001-01 · General Checking Account</b>	
10/22-1...	Bill	11/05/2018		5560-22 · WATER-Watermaster Meetings	-642.47
TOTAL					-642.47
<b>157002</b>	<b>Bill Pmt -Check</b>	<b>11/06/2018</b>	<b>FERRELLGAS</b>	<b>1001-01 · General Checking Account</b>	
110296...	Bill	10/10/2018		5631-03 · OPS-Quagga Prev Diesel/Fuel	-103.30
TOTAL					-103.30



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**Big Bear MWD**  
**Warrant List Detail**  
 October 27 through November 30, 2018

Num	Type	Date	Name	Account	Paid Amount
<b>157003</b>	<b>Bill Pmt -Check</b>	<b>11/06/2018</b>	<b>FRONTIER COMMUNICATIONS</b>	<b>1001-01 · General Checking Account</b>	
909866...	Bill	10/28/2018		5505-04 · ADMIN-Phone At the Dam	-45.28
TOTAL					-45.28
<b>157017</b>	<b>Bill Pmt -Check</b>	<b>11/07/2018</b>	<b>FRONTIER COMMUNICATIONS</b>	<b>1001-01 · General Checking Account</b>	
909866...	Bill	11/01/2018		5505-03 · ADMIN-Phones Long Distance	-38.66
909866...	Bill	11/01/2018		5505-01 · ADMIN-Phones Local/Hardware/Rep	-478.28
909866...	Bill	11/01/2018		5505-02 · ADMIN-Phones Ramps Local Svc	-73.06
909866...	Bill	11/01/2018		5505-02 · ADMIN-Phones Ramps Local Svc	-128.76
909866...	Bill	11/01/2018		5505-02 · ADMIN-Phones Ramps Local Svc	-59.76
TOTAL					-778.52
<b>156988</b>	<b>Bill Pmt -Check</b>	<b>11/05/2018</b>	<b>GALLS</b>	<b>1001-01 · General Checking Account</b>	
011094...	Bill	10/25/2018		5541-31 · MAINT-Uniform/Sm Equip-Reg Empl	-93.59
TOTAL					-93.59
<b>157004</b>	<b>Bill Pmt -Check</b>	<b>11/06/2018</b>	<b>GRAINGER</b>	<b>1001-01 · General Checking Account</b>	
994744...	Bill	10/26/2018		5640-03 · WATER-Weir Maintenance	-220.69
TOTAL					-220.69
<b>156974</b>	<b>Bill Pmt -Check</b>	<b>11/01/2018</b>	<b>GRAPHICS DESIGNED INK</b>	<b>1001-01 · General Checking Account</b>	
0000022	Bill	10/26/2018		5510-44 · OPS-Quagga Mussel Printing	-447.16
				5510-04 · ADMIN-Public Info-Ice Info/Sign	-13.48
TOTAL					-460.64
<b>157005</b>	<b>Bill Pmt -Check</b>	<b>11/06/2018</b>	<b>GRAPHICS DESIGNED INK</b>	<b>1001-01 · General Checking Account</b>	
1007	Bill	11/05/2018		5510-04 · ADMIN-Public Info-Ice Info/Sign	-460.62
TOTAL					-460.62
<b>157033</b>	<b>Bill Pmt -Check</b>	<b>11/20/2018</b>	<b>GRAPHICS DESIGNED INK</b>	<b>1001-01 · General Checking Account</b>	
1009	Bill	11/10/2018		5510-01 · ADMIN-Public Info-Multimedia	-121.22
TOTAL					-121.22
<b>157047</b>	<b>Bill Pmt -Check</b>	<b>11/29/2018</b>	<b>GRAPHICS DESIGNED INK</b>	<b>1001-01 · General Checking Account</b>	
1028	Bill	11/27/2018		5502-01 · ADMIN-Printing	-160.96
1031	Bill	11/28/2018		5502-01 · ADMIN-Printing	-121.22
TOTAL					-282.18
<b>157006</b>	<b>Bill Pmt -Check</b>	<b>11/06/2018</b>	<b>HICKS &amp; HARTWICK INC</b>	<b>1001-01 · General Checking Account</b>	
7127	Bill	11/01/2018		5640-02 · WATER-Dam Maintenance	-1,720.00
TOTAL					-1,720.00
<b>156975</b>	<b>Bill Pmt -Check</b>	<b>11/01/2018</b>	<b>HOLLOWAYS MARINA</b>	<b>1001-01 · General Checking Account</b>	
28353CR	Bill	10/19/2018		5590-41 · OPS-Petroleum-VESSELS	-7,606.93
TOTAL					-7,606.93

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**Big Bear MWD**  
**Warrant List Detail**  
 October 27 through November 30, 2018

Num	Type	Date	Name	Account	Paid Amount
<b>157007</b>	<b>Bill Pmt -Check</b>	<b>11/06/2018</b>	<b>IMAGE SOURCE</b>	<b>1001-01 · General Checking Account</b>	
AR8354...	Bill	10/24/2018		5620-13 · ADMIN-Copier Copy Counts	-289.63
TOTAL					-289.63
<b>156976</b>	<b>Bill Pmt -Check</b>	<b>11/01/2018</b>	<b>LAMSON BRITTANY (REIMBURSE)</b>	<b>1001-01 · General Checking Account</b>	
102920...	Bill	10/29/2018		5510-09 · ADMIN-Public Info - General	-38.34
TOTAL					-38.34
<b>157034</b>	<b>Bill Pmt -Check</b>	<b>11/20/2018</b>	<b>LONS ELECTRIC SERVICE, INC</b>	<b>1001-01 · General Checking Account</b>	
15860	Bill	11/18/2018		6100-00 · Dam Repair Fund Projects	-31,450.00
TOTAL					-31,450.00
<b>157048</b>	<b>Bill Pmt -Check</b>	<b>11/29/2018</b>	<b>MCMASTER-CARR</b>	<b>1001-01 · General Checking Account</b>	
19096	Bill	11/06/2018		5630-31 · MAINT-Bldg/Facil Maint/Rep-Shop	-344.43
TOTAL					-344.43
<b>157008</b>	<b>Bill Pmt -Check</b>	<b>11/06/2018</b>	<b>MERCER AUTOMOTIVE</b>	<b>1001-01 · General Checking Account</b>	
77334	Bill	10/30/2018		5600-31 · MAINT-Vehicle Maint-ON ROAD	-99.62
TOTAL					-99.62
<b>156977</b>	<b>Bill Pmt -Check</b>	<b>11/01/2018</b>	<b>MOUNTAIN WATER COMPANY</b>	<b>1001-01 · General Checking Account</b>	
4855-24	Bill	10/19/2018		5507-43 · OPS-Utilities-Ramps	-125.00
TOTAL					-125.00
<b>157009</b>	<b>Bill Pmt -Check</b>	<b>11/06/2018</b>	<b>MOUNTAIN WATER COMPANY</b>	<b>1001-01 · General Checking Account</b>	
4855-25	Bill	11/01/2018		5507-43 · OPS-Utilities-Ramps	-125.00
TOTAL					-125.00
<b>157035</b>	<b>Bill Pmt -Check</b>	<b>11/20/2018</b>	<b>MOUNTAIN WATER COMPANY</b>	<b>1001-01 · General Checking Account</b>	
4855-21-1	Bill	09/28/2018		5507-43 · OPS-Utilities-Ramps	-125.00
4757-335	Bill	10/31/2018		5507-43 · OPS-Utilities-Ramps	-58.00
4855-26	Bill	11/08/2018		5507-43 · OPS-Utilities-Ramps	-150.00
4855-27	Bill	11/13/2018		5507-43 · OPS-Utilities-Ramps	-125.00
TOTAL					-458.00
<b>157049</b>	<b>Bill Pmt -Check</b>	<b>11/29/2018</b>	<b>MOUNTAIN WATER COMPANY</b>	<b>1001-01 · General Checking Account</b>	
4855-29	Bill	11/23/2018		5507-43 · OPS-Utilities-Ramps	-150.00
TOTAL					-150.00
<b>157016</b>	<b>Bill Pmt -Check</b>	<b>11/07/2018</b>	<b>MT LASSEN TROUT FARMS INC</b>	<b>1001-01 · General Checking Account</b>	
23088	Bill	11/01/2018		2810-50 · DONATIONS Fish Funds	-19,600.00
TOTAL					-19,600.00
<b>157036</b>	<b>Bill Pmt -Check</b>	<b>11/20/2018</b>	<b>MT TROPHY AND PRO SHOP</b>	<b>1001-01 · General Checking Account</b>	
20180223	Bill	11/09/2018		5502-01 · ADMIN-Printing	-46.33
TOTAL					-46.33

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**Big Bear MWD**  
**Warrant List Detail**  
 October 27 through November 30, 2018

Num	Type	Date	Name	Account	Paid Amount
<b>156978</b>	<b>Bill Pmt -Check</b>	<b>11/01/2018</b>	<b>NAPA AUTO PARTS</b>	<b>1001-01 · General Checking Account</b>	
412991	Bill	10/05/2018		5630-31 · MAINT-Bldg/Facil Maint/Rep-Shop	-59.35
414512	Bill	10/17/2018		5580-41 · OPS-Boat Maintenance-Patrol	-235.30
414730	Bill	10/19/2018		5580-40 · OPS-Boat Maintenance	-39.66
415488	Bill	10/25/2018		5600-31 · MAINT-Vehicle Maint-ON ROAD	-195.31
415487	Bill	10/25/2018		5600-31 · MAINT-Vehicle Maint-ON ROAD	-166.88
TOTAL					-696.50
<b>157010</b>	<b>Bill Pmt -Check</b>	<b>11/06/2018</b>	<b>NAPA AUTO PARTS</b>	<b>1001-01 · General Checking Account</b>	
415536	Bill	10/25/2018		5600-31 · MAINT-Vehicle Maint-ON ROAD	-81.75
415537	Bill	10/25/2018		5630-31 · MAINT-Bldg/Facil Maint/Rep-Shop	-16.13
416167	Bill	10/30/2018		5600-31 · MAINT-Vehicle Maint-ON ROAD	-41.88
416440	Bill	11/01/2018		5580-40 · OPS-Boat Maintenance	-28.22
416429	Bill	11/01/2018		5632-01 · MAINT-SS Reliefs/Portables	-61.00
416972	Bill	11/06/2018		5630-31 · MAINT-Bldg/Facil Maint/Rep-Shop	-19.52
TOTAL					-248.50
<b>157037</b>	<b>Bill Pmt -Check</b>	<b>11/20/2018</b>	<b>NAPA AUTO PARTS</b>	<b>1001-01 · General Checking Account</b>	
416495	Bill	11/02/2018		5640-02 · WATER-Dam Maintenance	-116.83
417270	Bill	11/08/2018		5580-41 · OPS-Boat Maintenance-Patrol	-49.25
TOTAL					-166.08
<b>157038</b>	<b>Bill Pmt -Check</b>	<b>11/20/2018</b>	<b>OLIVAREZ MADRUGA LEMIEUX O'N...</b>	<b>1001-01 · General Checking Account</b>	
20.998 ...	Bill	10/31/2018		5520-01 · ADMIN-District Counsel Retainer	-16.78
20.999 ...	Bill	10/31/2018		5520-01 · ADMIN-District Counsel Retainer	-3,675.00
TOTAL					-3,691.78
<b>156979</b>	<b>Bill Pmt -Check</b>	<b>11/01/2018</b>	<b>OWL TELEPHONE EXCHANGE</b>	<b>1001-01 · General Checking Account</b>	
155NO...	Bill	10/26/2018		5630-10 · ADMIN-Bldg/Facility Maint/Rep	-160.00
TOTAL					-160.00
<b>157050</b>	<b>Bill Pmt -Check</b>	<b>11/29/2018</b>	<b>OWL TELEPHONE EXCHANGE</b>	<b>1001-01 · General Checking Account</b>	
155DEC...	Bill	12/01/2018		5630-10 · ADMIN-Bldg/Facility Maint/Rep	-160.00
155JAN...	Bill	01/01/2019		5630-10 · ADMIN-Bldg/Facility Maint/Rep	-160.00
TOTAL					-320.00
<b>156980</b>	<b>Bill Pmt -Check</b>	<b>11/01/2018</b>	<b>PITNEY BOWES PURCHASE POWER</b>	<b>1001-01 · General Checking Account</b>	
10192018	Bill	10/19/2018		5501-01 · ADMIN-Post&Ship OFFICE	-503.50
TOTAL					-503.50
<b>156981</b>	<b>Bill Pmt -Check</b>	<b>11/01/2018</b>	<b>PITNEY BOWES RENTAL</b>	<b>1001-01 · General Checking Account</b>	
310253...	Bill	10/18/2018		5501-01 · ADMIN-Post&Ship OFFICE	-320.49
TOTAL					-320.49
<b>156982</b>	<b>Bill Pmt -Check</b>	<b>11/01/2018</b>	<b>QUILL</b>	<b>1001-01 · General Checking Account</b>	
2079922	Bill	10/17/2018		5503-01 · ADMIN-Office Supplies-Office	-106.65
2186654	Bill	10/23/2018		5503-01 · ADMIN-Office Supplies-Office	-449.27
TOTAL					-555.92

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**Big Bear MWD**  
**Warrant List Detail**  
 October 27 through November 30, 2018

Num	Type	Date	Name	Account	Paid Amount
<b>157019</b>	<b>Check</b>	<b>11/15/2018</b>	<b>RESET CONTENT LLC</b>	<b>1001-01 · General Checking Account</b>	
4929	Credit Memo	11/15/2018		2800-04 · Filming Deposits	-385.00
TOTAL					-385.00
<b>157039</b>	<b>Bill Pmt -Check</b>	<b>11/20/2018</b>	<b>SOUTHWEST GAS CORPORATION</b>	<b>1001-01 · General Checking Account</b>	
111420...	Bill	11/14/2018		5507-41 · OPS-Utilities-Main Office	-71.45
111420...	Bill	11/14/2018		5507-42 · OPS-Utilities-Hatchery	-11.00
TOTAL					-82.45
<b>157051</b>	<b>Bill Pmt -Check</b>	<b>11/29/2018</b>	<b>SPECTRUM BUSINESS (CHARTER)</b>	<b>1001-01 · General Checking Account</b>	
11162018	Bill	11/16/2018		5505-08 · ADMIN- Phone Office DSL	-214.97
TOTAL					-214.97
<b>157011</b>	<b>Bill Pmt -Check</b>	<b>11/06/2018</b>	<b>SQUEEGEE CLEAN WINDOW SERVI...</b>	<b>1001-01 · General Checking Account</b>	
10312018	Bill	10/31/2018		5630-10 · ADMIN-Bldg/Facility Maint/Rep	-50.00
TOTAL					-50.00
<b>157040</b>	<b>Bill Pmt -Check</b>	<b>11/20/2018</b>	<b>STANTEC CONSULTING SERVICES I...</b>	<b>1001-01 · General Checking Account</b>	
1427111	Bill	10/16/2018		5810-03 · Hatchery Construction - Cap Imp	-8,195.72
				5810-03 · Hatchery Construction - Cap Imp	-204.28
1427240	Bill	10/26/2018		6100-06 · Dam Repair-Gen Engineering	-9,721.62
TOTAL					-18,121.62
<b>156986</b>	<b>Bill Pmt -Check</b>	<b>11/01/2018</b>	<b>STEPHENSON MIKE (REIMBURSE)</b>	<b>1001-01 · General Checking Account</b>	
110121...	Bill	11/01/2018		5510-09 · ADMIN-Public Info - General	-211.92
TOTAL					-211.92
<b>157041</b>	<b>Bill Pmt -Check</b>	<b>11/20/2018</b>	<b>TURNERY ERIC (REIMBURSE)</b>	<b>1001-01 · General Checking Account</b>	
NOVEM...	Bill	11/06/2018		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
TOTAL					-50.00
<b>156983</b>	<b>Bill Pmt -Check</b>	<b>11/01/2018</b>	<b>UR BRIGHT PROP REPAIR</b>	<b>1001-01 · General Checking Account</b>	
1512	Bill	10/19/2018		5580-41 · OPS-Boat Maintenance-Patrol	-140.00
TOTAL					-140.00
<b>157052</b>	<b>Bill Pmt -Check</b>	<b>11/29/2018</b>	<b>UR BRIGHT PROP REPAIR</b>	<b>1001-01 · General Checking Account</b>	
1579	Bill	11/28/2018		5580-40 · OPS-Boat Maintenance	-45.00
TOTAL					-45.00
<b>156984</b>	<b>Bill Pmt -Check</b>	<b>11/01/2018</b>	<b>VALERO</b>	<b>1001-01 · General Checking Account</b>	
10222018	Bill	10/22/2018		5590-42 · OPS-Petroleum-VEHICLES	-3,121.79
TOTAL					-3,121.79
<b>157053</b>	<b>Bill Pmt -Check</b>	<b>11/29/2018</b>	<b>VALERO</b>	<b>1001-01 · General Checking Account</b>	
11202018	Bill	11/20/2018		5590-42 · OPS-Petroleum-VEHICLES	-863.72
TOTAL					-863.72

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**Big Bear MWD**  
**Warrant List Detail**  
 October 27 through November 30, 2018

Num	Type	Date	Name	Account	Paid Amount
<b>157054</b>	<b>Bill Pmt -Check</b>	<b>11/29/2018</b>	<b>VASQUEZ &amp; COMPANY LLP</b>	<b>1001-01 · General Checking Account</b>	
218094...	Bill	11/15/2018		5530-01 · ADMIN-Prof&Spec-AUDITOR	-10,432.97
TOTAL					-10,432.97
<b>157042</b>	<b>Bill Pmt -Check</b>	<b>11/20/2018</b>	<b>VERIZON WIRELESS</b>	<b>1001-01 · General Checking Account</b>	
981770...	Bill	11/03/2018		5505-11 · ADMIN-Phones Ramp Aircards	-45.02
981804...	Bill	11/09/2018		5505-11 · ADMIN-Phones Ramp Aircards	-45.02
				5505-06 · ADMIN-Phone Cell Phones	-84.13
TOTAL					-174.17
<b>157012</b>	<b>Bill Pmt -Check</b>	<b>11/06/2018</b>	<b>VISA UNION BANK</b>	<b>1001-01 · General Checking Account</b>	
102920...	Bill	10/29/2018		5510-07 · ADMIN-Empl Recognition-Winter	-24.76
				5530-14 · ADMIN Professional Service Gen	-372.96
				5507-41 · OPS-Utilities-Main Office	-24.99
				5510-03 · ADMIN-Empl Recognition-Pub Info	-21.38
				5501-01 · ADMIN-Post&Ship OFFICE	-20.00
				5510-46 · ADMIN -Public Info Emp Wellness	-79.23
				5509-03 · ADMIN-Memberships-Subscriptions	-2.50
				5509-03 · ADMIN-Memberships-Subscriptions	-107.00
				5510-09 · ADMIN-Public Info - General	-125.92
102920...	Bill	10/29/2018		5509-13 · ADMIN - Microsoft 365 Subscript	-161.47
102920...	Bill	10/29/2018		5570-40 · OPS-Training & Supplies	-248.00
				5630-40 · OPS-Bldg/Fac Mtn/Rep	-128.43
				5630-40 · OPS-Bldg/Fac Mtn/Rep	-145.88
				5660-02 · Aquatic Plant Control LAKE	-1,400.74
				5543-30 · MAINT-Small Tools/Tool Supplies	-193.92
				5543-30 · MAINT-Small Tools/Tool Supplies	-20.22
				5543-30 · MAINT-Small Tools/Tool Supplies	-22.16
				5503-01 · ADMIN-Office Supplies-Office	-285.98
				5510-46 · ADMIN -Public Info Emp Wellness	-62.53
				5510-08 · ADMIN-Empl Recognition-End of S	-219.53
				5510-08 · ADMIN-Empl Recognition-End of S	-110.26
				5630-32 · MAINT-Bldg/Fac Mnt/Rep-BBMarina	-3,757.84
				5509-03 · ADMIN-Memberships-Subscriptions	-19.00
				5570-03 · ADMIN-Training/Seminars-Empl	-55.00
				5560-22 · WATER-Watermaster Meetings	-12.39
				5510-46 · ADMIN -Public Info Emp Wellness	-80.65
				5510-09 · ADMIN-Public Info - General	-111.71
				5510-46 · ADMIN -Public Info Emp Wellness	-462.89
TOTAL					-8,277.34
<b>157013</b>	<b>Bill Pmt -Check</b>	<b>11/06/2018</b>	<b>VOICE CARRIER</b>	<b>1001-01 · General Checking Account</b>	
103554	Bill	11/01/2018		5505-01 · ADMIN-Phones Local/Hardware/Rep	-119.33
TOTAL					-119.33
<b>156985</b>	<b>Bill Pmt -Check</b>	<b>11/01/2018</b>	<b>VOLVO PENTA OF THE AMERICAS L...</b>	<b>1001-01 · General Checking Account</b>	
100071...	Bill	10/16/2018		5580-41 · OPS-Boat Maintenance-Patrol	-842.71
TOTAL					-842.71
<b>157014</b>	<b>Bill Pmt -Check</b>	<b>11/06/2018</b>	<b>WEBER JAMES (REIMBURSE)</b>	<b>1001-01 · General Checking Account</b>	
SEPTE...	Bill	09/06/2018		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
OCTOB...	Bill	10/06/2018		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
TOTAL					-100.00
<b>157043</b>	<b>Bill Pmt -Check</b>	<b>11/20/2018</b>	<b>XEROX FINANCIAL SERVICES</b>	<b>1001-01 · General Checking Account</b>	
1361546	Bill	11/03/2018		2950-03 · Copier Lease	-359.65
TOTAL					-359.65

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

***MEETING DATE:*** December 6, 2018

***AGENDA ITEM:*** 6A

***SUBJECT:***

**THE ADMINISTRATIVE COMMITTEE RECOMMEND THE MARINA USE INSURANCE AGREEMENT BE APPROVED BY THE BOARD**

***RECOMMENDATION:***

The General Manager and Administrative Committee (Directors Smith & Ludecke) recommend this Marina Use Insurance Agreement be approved by full Board.

***DISCUSSION/FINDINGS:***

The General Manager and Administrative Committee discussed this agreement and presented it to the operating Marinas during an Admin Committee meeting on July 31, 2018. This agreement was created because of increased insurance requirements set by our insurance group, JPIA. Although most of our Marinas are already operating with the new set limit, some are not. JPIA suggested creating an agreement that all Marina's must sign to ensure they are meeting the new District insurance requirement to continue operation on our lake.

If approved, this agreement will be distributed to all Marinas for signature and a fully executed copy will be returned. This agreement will go into effect August 2019.

***OTHER AGENCY INVOLVEMENT:*** None

***FINANCING:*** None

Submitted by: Mike Stephenson, General Manager



# Big Bear Municipal Water District

## Lake Management

### Board of Directors

Bob Ludecke – Division 1  
Frank Howes – Division 2  
Charlie Brewster – Division 3  
John Eminger – Division 4  
Vince Smith – Division 5

### Marina Use Insurance Agreement

**Recommended Indemnification Language** - To the extent permitted by law, Concessionaire shall indemnify and hold harmless and defend Big Bear Municipal Water District, its directors, officers, employees, and authorized volunteers, from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation), of every kind or nature arising out of or in connection with Concessionaire's use of marina or its failure to comply with any of its obligations contained in the agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of Big Bear Municipal Water District, or its directors, officers, employees, or authorized volunteers.

**Minimum Insurance Requirements** – The Concessionaire shall procure and maintain for the duration of the use of the marina, insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the use of the marina and the activities of the Concessionaire, guests, agents, representatives, employees or subcontractors. The Concessionaire shall provide and maintain the following commercial general liability, automobile liability, workers' compensation and liquor liability insurance:

**Coverage** - Coverage shall be at least as broad as the following:

1. **Marine General Liability (MGL)** - including property damage, bodily injury, premise liability, contractual liability, products and completed operations, Marina Operators Legal Liability, Owned Vessels Coverage. OR **General Liability with no waterborne exclusions**, as broad as: Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) and including property damage, bodily injury, personal & advertising injury, products and completed operations and Marina Operators Legal Liability, Owned Vessels Coverage.

**Limits** of at least three million dollars (\$3,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater. If Commercial General Liability Insurance or other form with a general aggregate limit, either the general aggregate limit shall apply separately to the project/location (with the ISO CG 25 03, or ISO CG 25 04, or insurer's equivalent endorsement provided to Big Bear Municipal Water District) or the general aggregate limit shall be twice the required occurrence limit.

2. **Automobile Liability** - Insurance Services Office (ISO) Business Auto Coverage (Form CA 00 01), covering Symbol 1 (any auto) with limit of one million dollars (\$1,000,000) for bodily injury and property damage each accident.
2. **Workers' Compensation Insurance** - The Concessionaire shall provide workers' compensation coverage as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. **Waiver of Subrogation:** The insurer(s) named above agree to waive all rights of subrogation against the Big Bear Municipal Water District, its directors, officers, employees, and authorized volunteers for

losses paid under the terms of this policy which arise from work performed by the Named Insured for the Agency, but this provision applies regardless of whether or not the Big Bear Municipal Water District has received a waiver of subrogation from the insurer.

3. **Liquor Liability (if applicable)** – Three million dollars (\$3,000,000) per occurrence or the full per occurrence limits of the policies available for bodily injury and property damage. If a form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the event (with the ISO CG 2503, or ISO CG 2504, provided to Big Bear Municipal Water District) or the general aggregate limit shall be twice the required occurrence limit.
4. **Sudden and Accidental Pollution Liability (if applicable)** – Three million dollars (\$3,000,000) per occurrence or the full per occurrence limits of the policies available for bodily injury and property damage due to sudden and accidental pollution.

If the Concessionaire maintains broader coverage and/or higher limits than the minimums shown above, the Big Bear Municipal Water District requires and shall be entitled to the broader coverage and/or higher limits maintained by the Concessionaire. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Big Bear Municipal Water District.

**Required Provisions** - The Marine General Liability/Commercial General Liability, Sudden & Accidental Pollution Liability and Liquor Liability policies are to contain, or be endorsed to contain, the following provisions:

1. **Additional Insured Status:** Big Bear Municipal Water District, its directors, officers, employees, and authorized volunteers are to be given insured status (at least as broad as ISO Form CG 20 12), as respects: liability arising out of the use of the marina, work or activities performed by or on behalf of the Concessionaire including materials, parts, or equipment furnished in connection with such work or operations, marine vessels and automobiles owned, leased, hired or borrowed by the Concessionaire. The coverage shall contain no special limitations on the scope of protection afforded to Big Bear Municipal Water District, its directors, officers, employees, and authorized volunteers.
2. **Primary Coverage:** For any claims related to this marina use, the Concessionaire's insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to the Big Bear Municipal Water District, its directors, officers, employees, and authorized volunteers. Any insurance or self-insurance maintained by the Big Bear Municipal Water District, its directors, officers, employees, and authorized volunteers; shall be excess of the Concessionaire's insurance and shall not contribute with it.

**Notice of Cancellation:** Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Big Bear Municipal Water District.

**Acceptability of Insurers** - Insurance is to be placed with insurers having a current A.M. Best rating of no less than A:VII or as otherwise approved by Big Bear Municipal Water District.

The Concessionaire agrees and he/she will comply with such provisions before operations begin. All of the insurance shall be provided on policy forms and through companies satisfactory to Big Bear Municipal Water District. The Big Bear Municipal Water District reserves the right to require complete, certified copies of all required insurance policies, including policy Declaration pages and Endorsement pages. Failure to continually satisfy the Insurance requirements is a material breach of contract.

**Verification of Coverage** - Concessionaire shall furnish the Big Bear Municipal Water District with certificates and amendatory endorsements effecting coverage required by the above provisions. All certificates and



endorsements are to be received and approved by the Big Bear Municipal Water District *at least Three days* before the Concessionaire use of marina or operations begin.

**Other Contractual Requirements:** \_\_\_\_\_

**Liquor Liability**

If Concessionaire is using a caterer or other vendor to supply alcohol that vendor must have liquor liability coverage.

If Concessionaire intends to sell alcohol either the Concessionaire or vendor providing the alcohol for sale must have a valid liquor sales license and liquor liability insurance covering the sale of alcohol.

**Sudden and Accidental Pollution**

If Concessionaire is operates a fuel dock, then Concessionaire must provide Sudden and Accidental Pollution liability coverage.

\_\_\_\_\_  
'Marina' Signature

\_\_\_\_\_  
President of the Board

\_\_\_\_\_  
Attest

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

**MEETING DATE:** December 6, 2018

**AGENDA ITEM: 6B**

**SUBJECT:**

**CONSIDER ADOPTION OF RESOLUTION 2018-12 NEW ADMINISTRATIVE CODE**

**RECOMMENDATION:**

The General Manager, staff, and District legal counsel recommend a new, updated, and clarified administrative code be adopted through resolution 2018-12.

**DISCUSSION/FINDINGS:**

The General Manager, staff and District legal counsel recommend resolution 2018-12 be approved. This will updated the entire Administrative Code which was last updated as a whole in 2013. There were several policies and procedures that were either not ever used or no longer used by the District.

If this resolution is approved, all changes seen in the admin code will be incorporated into the seasonal and full-time employee handbooks.

**OTHER AGENCY INVOLVEMENT:** None

**FINANCING:** None

Submitted by: Mike Stephenson, General Manager

**RESOLUTION NO. 2018-12**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
BIG BEAR MUNICIPAL WATER DISTRICT  
ADOPTING AN ADMINISTRATIVE CODE  
AND REPEALING PRIOR  
ADMINISTRATIVE CODES**

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

**1. Purpose and Scope.**

This resolution adopts rules and regulations to be observed by officers and employees when conducting District business. This resolution may be called the "Administrative Code."

This Administrative Code is adopted under the authority of Water Code Section 71281 and Government Code Section 50020 *et seq.*

**2. Code.**

The Administrative Code of the Big Bear Municipal Water District is adopted as set forth on Exhibit "A" attached hereto and hereby incorporated by this reference.

**3. Other.**

Resolution No. 2013-01, and amendments thereto, are hereby repealed.

This resolution is effective immediately.

**PASSED, APPROVED AND ADOPTED** on December 6, 2018.

\_\_\_\_\_  
Vince Smith, President

ATTEST:

\_\_\_\_\_  
Brittany Lamson, Secretary to the Board

[SEAL]

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

***MEETING DATE:*** December 6, 2018

***AGENDA ITEM:*** 6C

***SUBJECT:***

**THE ADMINISTRATIVE COMMITTEE RECOMMENDS PURCHASE OF MANAGER PLUS, A FACILITY INVENTORY AND SERVICE TRACKING PROGRAM**

***RECOMMENDATION:***

The General Manager and Administrative Committee (Directors Smith & Ludecke) recommend this purchase be approved by full Board.

***DISCUSSION/FINDINGS:***

The General Manager and Administrative Committee recommend this program for purchase because the District is in need of an electronic tracking software that can be referenced in an instant. This Manager Plus program will do several things, including but not limited to:

- Equipment Asset tracking and depreciation
- Equipment service tracking (Example: will notify our facilities team when equipment is due for service)
- SS Relief automated counts and external communication with plumbing vendor
- Employees can request services orders (Example: light bulb is out in the kitchen)
- Will notify facilities staff if a patrol boat if overheating while in route, on the water somewhere. This could save having to replace engines and motors by knowing issues because they become a replaceable problem
- Potential for GPS tracking services to know where trucks, tractors and boats are at all times

If this software purchase is approve, Mr. Bowman will begin inputting all our equipment details and train staff how to use this program efficiently.

***OTHER AGENCY INVOLVEMENT:*** None

***FINANCING:*** Professional Services-Memberships/ Subscriptions

Submitted by: Mike Stephenson, General Manager



Manage + Maintain Your Assets With Simplicity + Power

## Quote for BBMWD

Valid through : December 12th, 2018

**Prepared For:**

Tim Bowman  
 BBMWD  
 P.O. Box 2863  
 Big Bear Lake, California 92315  
 United States

**Prepared By:**

Michael Criner  
 ManagerPlus Solutions, LLC  
 9350 South 150 East  
 Salt Lake City, Utah 84070

**Message:**

1 year quote discount only on the Onboarding

### software

Description	Quantity	Term	Price	Total
Professional - Cloud Subscription License	1	na	0.00	0.00
			<b>Subtotal</b>	<b>\$0.00</b>

### subscriptions

Description	Quantity	Term	Price	Total
Professional - Cloud Package 5 5 Named Users, 5 Mobile Users includes the Request Management, BI, Connectors and API 12 months : Dec 3rd, 2018 through Dec 3rd, 2019	1	12 months	400.00	4,800.00
			<b>Subtotal</b>	<b>\$4,800.00</b>

### services

Description	Quantity	Term	Price	Total
Onboarding Advanced Package The Advanced Package includes up to 60-days of on-boarding from the date of purchase and up to 12 hours of education to be used during your first 60-days, a kick-off and discovery call, customized on-boarding plan development, Instructions on how to use the in-app importing tool, a Data Solutions Specialist will assist in reviewing your data prior to importing (Includes: assets, vendors and inventory), weekly one-on-one educational calls, regular focused data configuration calls, cloud account setup and database activation, and a dedicated Customer Success Manager.	1	na	2,495.00	2,495.00
			<b>Subtotal</b>	<b>\$2,495.00</b>

			<b>Total</b>	<b>\$7,295.00</b>
			<b>Sales Tax</b>	<b>\$0.00</b>
			<b>Shipping &amp; Handling</b>	<b>\$0.00</b>
			<b>Grand Total</b>	<b>\$7,295.00</b>

Note: All quotes are in US Dollars (USD).

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

***MEETING DATE:*** December 6, 2018

***AGENDA ITEM:*** 6D

***SUBJECT:***

**CONSIDER APPROVAL OF CONSENT TO ASSIGNMENT OF GRAYS LANDING  
COMMERCIAL MARINA PERMIT**

***RECOMMENDATION:***

The General Manager and Administrative Committee (Directors Smith & Ludecke) recommend this consent to assignment of Grays Landing commercial permit be approved and issued.

***DISCUSSION/FINDINGS:***

The General Manager and Administrative Committee recommend this assignment be approved. This permit is a change in commercial marina ownership from Richard E. and Jean E. Medenwald, which was assigned to them in 1985, to the new owners as written Hafen Family Trust.

If approved, President Smith will sign the new consent to assignment for Grays Landing commercial permit and the executed copy will be added to the master marina permit.

***OTHER AGENCY INVOLVEMENT:*** None

***FINANCING:*** None

Submitted by: Mike Stephenson, General Manager

**CONSENT TO ASSIGNMENT  
GRAYS LANDING  
COMMERCIAL MARINA PERMIT**

Big Bear Municipal Water District, (District), as "Owner" under a certain "Commercial Boat Landing Permit" dated February 23, 1955, recorded in Book 3582, Page 321 in the records of the County Recorder, County of San Bernardino, State of California, consents to the assignment, of all the interest, rights, privileges, estate and leasehold entitled to the holder of said permit to the HAFEN FAMILY TRUST dated 08/07/08.

Executed at Big Bear Lake, California, this \_\_\_\_ day of \_\_\_\_\_, 2018.

BIG BEAR MUNICIPAL WATER DISTRICT

BY: \_\_\_\_\_  
Vince Smith, President

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

**MEETING DATE:** December 6, 2018

**AGENDA ITEM: 6E**

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**SUBJECT:**

**PRESENTATION ON BIG BEAR LAKE MARINA SILT REMOVAL RESULTS/ BENEFIT ANALYSIS (INFORMATION ONLY)**

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**RECOMMENDATION:**

The General Manager will be giving a presentation of the completion of our most recent completed project.

**DISCUSSION/FINDINGS:**

The General Manager's presentation- INFORMATION ONLY.

**OTHER AGENCY INVOLVEMENT:** None

**FINANCING:** None

Submitted by: Mike Stephenson, General Manager