

**MINUTES OF A REGULAR MEETING OF  
BIG BEAR MUNICIPAL WATER DISTRICT  
HELD ON THURSDAY, JANUARY 15, 2026**

**1. OPEN SESSION**

President Brewster 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 January 15, 2026.

**BOARD MEMBERS PRESENT:**

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

**2. PLEDGE OF ALLEGIANCE**

Craig Brewster, President

**3. PUBLIC FORUM**

Dan Gulbranson, a resident of Big Bear Lake, addressed the Board regarding Agenda Item 1.10 from the City of Big Bear Lake's most recent agenda. He handed out material to all Directors, material is subsequently attached to the Agenda. Mr. Gulbranson stated concerns related to the City's legal expenditures and referenced issues he described as a lack of voluntary compliance.

**4. REPORTS**

- A. General Manager, Jared Cheek, stated that on December 15, North Shore Elementary kindergarten students visited the District to sing Christmas carols to staff, and an Operations Committee meeting was held the same day, with related items to be addressed later in the agenda. On December 16, BBMWD hosted a California Special Districts Association meeting attended by members from local agencies to learn about CSDA offerings, CSDA staff remained afterward to review internal policies with District staff. Also on December 16, Mr. Cheek virtually attended the San Bernardino Valley Municipal Water District Board meeting. On December 19, all District staff attended cold and flu awareness training. The Budget and Finance Committee met on December 23 to review the monthly financial report for November and that the District holiday party and staff lunch were held on December 24 to support team building and staff camaraderie before the holiday. On January 5, Ms. Donoho and himself attended CSDA training related to new SB 827 requirements. He also said that the Administrative Committee met on January 9 and a Special Operations Committee meeting was held on January 14, with both items to be covered later in Director Reports.

Director Rehfuss asked about the student carolers, and Mr. Cheek explained that the District was one of several stops on their caroling route throughout the valley.

- B. Director Rehfuss reported on the Operations Committee's met on 12/15/25 to discuss a special event application for an event for U.S. Rowing. The Committee reviewed the application, which included multiple types of boats, and noted that the presentation needed detail regarding event logistics. The Committee requested additional information from the event organizers.

Mr. Cheek responded that a revised application has since been submitted and will return to the Operations Committee later this month for further review. He said that event organizers indicated they are not asking for a full lake shut down, and participant identification was identified as a primary concern. The proposed timing of the event is in May, prior to Memorial Day. Potential conflicts with fishermen were discussed, and organizers stated the boats are maneuverable and do not require straight courses. Possible areas of use were discussed and the Committee requested that proposed event times be re-evaluated.

Director Rehfuss also reported on the Operations Committee's 12/14/25 hearing of a dock appeal involving a lakefront homeowner with an easement allowing two docks on the property, which is being disputed by the easement homeowners. No decision was reached between the parties. The Committee recommended bringing the item back to the Board on February 5 and intends to resolve the matter prior to the upcoming boating season. The Committee spent significant time discussing the issue with the involved parties, and Director Rehfuss stated this was a new situation for him so he looks forward to full board review and discussion.

- C. Director Ludecke reported that the Budget and Finance Committee on 12/23/25 stating that the District's finances continue to be in good shape.

Director Ludecke reported that the Administrative Committee met on 01/09/26 and received public comment from Mr. Larry Cook regarding dock building insurance requirements. The Committee also reviewed the Fee Schedule and decided not to make changes this year. They also reviewed proposed Administrative Code changes, which will be discussed later in the agenda as a business item.

## **5. CONSENT CALENDAR**

### **PUBLIC FORUM**

Dan Gulbranson, resident of Big Bear Lake, commented on the public comment process for the consent calendar and expressed concerns about the City's procedures. He also provided general remarks regarding other local agencies.

- A. Minutes of a Regular Meeting on December 4, 2025.
- B. Warrant List dated 01/09/2026 in the amount of \$87,648.04.

**Discussion:** No comments were made.

With a motion made by Director Bradford and seconded by Director, the consent calendar was approved unanimously:  
AYES: Lee, Bradford, Brewster, Reh fuss, Ludecke  
NO: -  
ABSTAIN: -

## **6. BUSINESS**

### **A. Presentation of a 5-year Employee Service Award to Michael Kent. (Presentation Only)**

**Discussion:**

General Manager Jared Cheek presented Michael Kent, Grants and Data Analyst, with a 5-year service award. Jared stated the District will begin formal recognition of employees at milestone anniversaries. An overview of Kent's history with the District was shared, along with recognition of significant contributions, including maintaining a required herbicide license and serving as a key contributor to the TMDL process. He highlighted Kent's involvement and expertise in invasive species detection. Kent's expertise earned him an invitation to serve on a state panel focused on mussel protocols and enforcement, highlighting the significant professional value he brings to the District. His additional duties include reviewing and managing all District grant opportunities from initiation through completion, conducting extensive research, and presenting information objectively to support informed decision-making. Jared thanked Kent for his continued contributions made to the District.

No vote needed, Presentation Only.

### **B. Committee Assignments.**

**Discussion:**

President Brewster stated that, under the Administrative Code, the outgoing president is responsible for appointing committee assignments and that he intends to keep the assignments the same as last year. The appointments are as follows:

Administrative – Director Ludecke and Director Brewster, Alternate: Director Lee  
Budget and Finance – Director Ludecke and Director Lee, Alternate: Director Reh fuss  
Lake Improvement – Director Brewster and Director Bradford, Alternate: Director Lee  
Operations – Director Lee and Director Reh fuss, Alternate: Director Bradford  
Watermaster – Director Ludecke and Director Brewster, Alternate: Director Reh fuss

No vote needed, set by Board President.

### **C. Announce 2026 Board President.**

**Discussion:**

Director Brewster stated that the Administrative Code dictates that the Board rotate President every calendar year based on division. The next division up for the Board President seat is District 4, which is Director Lee.

Director Lee stated that he declines the President seat.

Director Brewster stated the next division in line is District 5, Director Bradford.

Director Bradford stated he accepts the President seat.

Director Brewster stated that Director Bradford will be new president for 2026.

No vote needed, set by District Administrative Code.

**D. Announce 2026 Vice President.**

**Discussion:**

Director Bradford stated that the Vice President seat is dictated by the Administrative Code which rotates the seat every year by District. The next District up for the Vice President seat is District 1, Director Ludecke.

Director Ludecke accepted the Vice President seat for 2026.

No vote needed, set by District Administrative Code.

**E. Appointment of Board Officers for Calendar Year 2026.**

**Discussion:**

Incoming President Bradford announced Board officers which are set by the District Administrative Code:

Chief Executive Office: Jared Cheek, General Manager  
Treasurer: Jared Cheek, General Manager  
Secretary to the Board: Elsa Donoho, Board Secretary  
Deputy Secretary: Jared Cheek, General Manager

No vote needed, set by District Administrative Code.

**F. Appointment of the District's JPIA Representative for the Calendar Year 2026.**

**Discussion:**

The JPIA Representative will remain the same as last year, Director Brewster.

No vote needed, set by District Administrative Code.

**G. Board to determine who will be the BVBGSA representative.**

**Discussion:**

The BVBGSA Representative will remain the same as last year, Director Ludecke.

No vote needed, set by District Administrative Code.
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**H. Administrative Committee (Ludecke & Brewster) recommend Resolution 2026-01  
"Administrative Code – General Updates" for full Board discussion and possible approval.**

**Public Comment:**

Dan Gulbranson, a resident of Big Bear Lake, stated that the City's in-house spending authority is \$25k and expressed concern that this level may be subject to misuse. He emphasized that he believes it is the Board's responsibility to review purchase items and noted that he has observed troubling examples at other agencies. He added that he sees no issue with double-checking expenditures of this size, except in emergency situations, and commented that fraud is widespread throughout the state.

**Discussion:**

Incoming Vice President Ludecke explained that the draft Administrative Code included with this resolution contains redline edits consisting primarily of updates to dates, formatting, and numbering. He stated that several department title changes had not been previously updated and are corrected in this version. He also stated that the language regarding financial reporting has been revised to include monthly reporting.

General Manager Jared Cheek clarified that the Table of Contents has been updated to include the Chief Operating Officer, a section already present within the document but previously absent from the index. He also called attention to Section 5.503, which proposes increasing the General Manager's spending authority to \$15k.

Incoming Vice President Ludecke stated that the Administrative Committee had recommended increasing the spending authority from \$5k to \$15k, stating that this adjustment is appropriate given rising costs since the threshold was last established.

Director Reh fuss commented that the spending authority should be reviewed annually and said that the General Manager should have the flexibility to procure necessary items. Director Ludecke confirmed that the Administrative Code undergoes an annual review, during which spending authority is evaluated.

District Counsel Alex Lemieux informed the Board that the spending authority could legally be raised up to \$25k. In response to a question from Director Reh fuss, Counsel clarified that this maximum applies to organizations of the District's size.

With a motion made by Director Ludecke and seconded by Director Bradford, Resolution 2026-01 establishing Administrative Code Updates was approved unanimously:

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

NO: -

ABSTAIN: -

**I. Consider Approval of the Purchase of Dock Floats for East Public Launch Ramp.**

**Discussion:**

General Manager Jared Cheek explained that the existing dock floats have reached the end of their service life, and staff has been replacing individual floats as needed. He noted that funding for new floats was built into the East Ramp maintenance budget for fiscal year 2025–26. Staff solicited bids for the replacement, and the lowest bid was submitted by local vendor Bear Valley Paving.

Director Brewster asked whether the new floats would increase the size of the current ramps at the East Boat Launch Ramp. John Bishop of Bear Valley Paving confirmed that the new floats are specified to match the existing dimensions.

Incoming President Bradford inquired about the material composition of the floats, and John Bishop, Bear Valley Paving, stated that they are made of polyethylene.

Incoming Vice President Ludecke asked why the quote did not include labor costs. General Manager Cheek clarified that the request is for approval of the purchase only, as District maintenance staff will install the floats upon delivery.

With a motion made by Director Ludecke and seconded by Director Brewster, the Purchase of Dock Floats for East Public Launch Ramp were approved unanimously:

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

NO: -

ABSTAIN: -

**J. Consider Approval of the Purchase of Welding Equipment for Maintenance Operations.**

**Discussion:**

General Manager Jared Cheek explained that the maintenance department needs to replace the existing wire-feed welder because it malfunctions during use. Since the District performs a significant amount of in-house welding, this replacement is necessary. The request includes purchasing a new welder, accessory kit, and cover. Staff obtained three quotes.

Incoming President Bradford asked which staff members perform in-house welding at the District. Jared responded that the entire maintenance team, including the manager, conducts welding.

Incoming Vice President Ludecke asked for confirmation that the vendor submitting the winning bid is a legitimate manufacturer. Jared confirmed.

With a motion made by Director Rehfuss and seconded by Director Ludecke, Purchase of Welding Equipment for Maintenance Operations was approved unanimously:  
AYES: Ludecke, Brewster, Lee, Rehfuss, Bradford  
NO: -  
ABSTAIN: -

**7. ITEMS REMOVED FROM CONSENT CALENDAR**

N/A

**8. ANNOUNCEMENTS**

General Manager Jared Cheek announced that the District office will be closed on Monday, January 19, in observance of Martin Luther King Jr. Day. He also reported that, as of Monday, the lake level is seven feet down.

**9. DIRECTOR COMMENTS**

Director Bradford stated that he appreciates the lack of drama on this Board and noted that all Directors work well together. He emphasized the Board's continued support of the General Manager and staff, with no "backward angle" motives, and thanked everyone for doing the job they signed up to do in a professional and drama-free manner. Director Bradford expressed excitement about new perspectives and change within the District and he is looking ahead to the future.

Director Rehfuss thanked Jared for bringing forward employee appreciation and achievements, noting the importance of recognizing staff. He shared that he wishes Kent were still in the room and described him as an exemplary employee who consistently goes out of his way to help others, setting a great example for staff. He also stated that all purchases will continue to come before the Board whether through check signatures or monthly and quarterly reports. He thanked Director Brewster for his contributions as President and stated that he looks forward to Director Bradford serving as President.

**10. CLOSED SESSION**

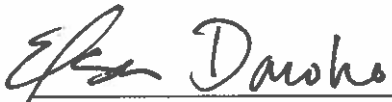
- A. Conference with Legal Counsel – Anticipated Litigation Significant exposure to litigation pursuant to § 54956.9(b): one case
  - a. The Board took no reportable action.

**11. ADJOURN**

There being no further business, the meeting was adjourned at 2:25 PM.

DATE AND TIME OF NEXT MEETING:

Date: 02/05/2026  
Location: 40524 Lakeview Drive  
Big Bear Lake, CA 92315  
Time: 1:00 PM



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Elsa Donoho, Office Manager  
Secretary to the Board of  
Big Bear Municipal Water District



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