



# 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* *May 1, 2025* *A G E N D A*

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

Next Resolution Number: 2025-04

**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. General Manager
- B. Chief Operations Officer
- C. Committee- the following committee met since the last regular Board meeting:
  - 1. Budget & Finance Committee 4/18 (Directors Ludecke & Lee)
  - 2. Watermaster Committee 4/30 (Directors Ludecke & Brewster)

**5. CONSENT CALENDAR**

- A. Minutes of a Regular Meeting on April 17, 2025.
- B. Warrant List dated 4/25/2025 in the amount of \$187,661.23.

**6. BUSINESS**

- A. General Manager recommends full Board discussion and possible approval of policy 2025-02 "Voucher Issuance Policy".

**7. ITEMS REMOVED FROM CONSENT AND PLACED ON BUSINESS**

**8. ANNOUNCEMENTS**

**9. DIRECTOR COMMENTS**

**10. ADJOURNMENT**

*AGENDA - Board of Directors/ May 1, 2025*

**NEXT MEETING:** Open Session at 1:00 P.M.  
Thursday, May 15, 2025  
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, APRIL 17, 2025***

**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 April 17, 2025.

**BOARD MEMBERS PRESENT:**

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

**2. PLEDGE OF ALLEGIANCE**

Daniel Gulbranson

**3. PUBLIC FORUM**

Daniel Gulbranson, resident of Big Bear Valley, brought a grand jury complaint that was filed with the County. Claims the hospital election is going to be coming up, by mail, looking into the cost. Told the Board about a current lawsuit that is filed by Jack Greenburg, he was a code enforcement officer with the City. He encouraged the Board and public to read these documents.

Larry Cooke, a resident of Big Bear Valley, handed out a letter that was written in 2014 and requested the Board digest the topics within. Just here to hand out the letter. Please read, it's something that has always really bothered me about this facilities layout and about more management of the lake shore.

**4. REPORTS**

**A.** Jared Cheek, General Manager, reported we've had a couple of great couple weeks. The sand has been removed from the residents that had the illegal fill on the Northshore. Took one afternoon and the work was done. He had a positive conversation with the homeowner and Mile High Equipment did a great job. The Admin committee met about the new fire dock land use agreement. He attended a two-day training at Valley District, it was really nice, classroom style training about their organization and future goals and another tour of the water infrastructure. Informative about our local water systems, recharge basins, and FIRO weather operations at Seven Oaks Dam. He also attended a tour of the Valley conservation water basins with Bear Valley Mutual and the Water Conservation District down in Redlands. Reviewing each site and individual group's interests, all related to our watermaster accounting. Last weekend we had some good weather, we had about 50 launches last week.

**B.** Mike Stephenson, Chief Operations Officer, reported on golden mussels and shared they hit the delta waterways about six months ago and are moving very rapidly. We already have a very robust program, so we did not have to change our current inspection program like many other lakes did.

However, they are out competing the quagga mussel, near Stockton. Since they were found in the Delta, 30 locations are already infested with this new mussel.

President Brewster asked if this meant they will eliminate the quagga mussel? Mr. Stephenson explained, yes, but the way they do this is growing over them and suffocating them, which is not a good thing even though it's eliminating them. They cause the same damages and cause it quicker than the quagga mussel. This is turning out to be more of a problem than originally thought. The State Water Projects water comes from there and the conveyances are all connected. Director Ludecke asked, potentially anywhere they pump, could have a potential risk of infestation? Mr. Stephenson responded, yes, it could.

Vice President Bradford asked if this mussel was only in our state? Mr. Stephenson confirmed, as of now. Director Rehfuss asked if there was a difference going east to west or west to east which how the mussel travels? Vice President Bradford asked if it will live out of water for longer? Mr. Stephenson explained direction does not matter, the difference in lifespan is we have enough calcium in the water to make them thrive. The Golden Mussel on needs 25% of the calcium of a quagga mussel to reproduce. The Delta is the problem right now, Valley District could have to take water from these areas. We can still use our current inspection system because it was done so well during its origination. The State Water Project is spending \$3.3M on early detection and prevention.

Director Rehfuss asked how we get this out to the public to cause heightened awareness? Vice President Bradford said it just seems like a matter of time at this point before we get it. Director Rehfuss asked what the backup plan is if we do get them? Mr. Stephenson explained we have plans, but there is nothing really that will irradicate the issue. It's literally draining the body of water and waiting 6 months. Then there is always a chance of them getting reintroduced. Unless in very small pond, they cannot be irradicated successfully. Director Rehfuss continued, once it's here, it just gets managed, not irradicated. Mr. Stephenson confirmed.

Mr. Stephenson closed with lake level data, lake is down 6'1", so we stopped rising, we are now evaporating.

C. President Brewster explained there was an admin committee meeting, this item is on the agenda to be discussed further.

## 5. CONSENT CALENDAR

- A. Minutes of a Regular Meeting on April 3, 2025.
- B. Warrant List dated 4/11/2025 in the amount of \$17,257.01.

### Discussion:

No comments were made.

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

## **6. BUSINESS**

### **A. Administrative Committee (Directors Ludecke & Brewster) recommend the proposed Fire Dock Land Use Agreement for full Board approval.**

#### **Discussion:**

President Brewster explained the proposed fire dock land use contract is basically the same contract we had before, our previous contract was only a one-year term which expired this spring. Two-year term was suggested so they can establish a longer term agreement in the future, this was just a quick agreement to work on something longer term. Mr. Cheek continued, this is basically the same contract, with the change of the GM name and updated President's name, term date and construction terms have been removed. President Brewster asked if we had any issues with the agreement last year; Mr. Cheek confirmed, after the building process was done, no.

Director Rehfuss asked if everything work out well – director toward the Fire Department's representatives attending the meeting. Director Ludecke asked how many times it was used last year? The Fire Department representative responded, one to two times on holiday weekends, we use it for rescue, fire suppression, it has ice breaking capability. President Brewster asked if there were any reports of disabled boats tied on the fire dock? Director Rehfuss wanted clarification because previously the reason for the dock here was to keep the boat in the water all winter, has that changed? The Fire representative explained they we were worried about the damage to the dock, so that's why we moved it. Director Rehfuss continued, so now it's just during peak season? They confirmed. Director Ludecke explained it was the Board's understanding that you might be building a new fire station that is lakefront so you would have direct access to this boat? The Fire representative confirmed, it's still in the plans, but does require forest service and feasibility study. Director Ludecke concluded, so about another 5-10 years before that would happen.

Director Rehfuss is fine with the two- year terms, but he is concerned about the lack of communication from the fire department, we need to see improvements here. The dock was getting pulled in and taken out without any of our knowledge. Is there a plan to make sure the communication happened before events take place? Fire agreed. They are currently working on a plan for a five-year contract that way we did not have to keep coming back, but with the need to place the dock, we wanted to get this one approved and a longer-term agreement will now be proposed to the County.

With a motion made by Director Ludecke, and seconded by Director Lee, the Fire Dock Land Use Agreement for a two- year term was approved unanimously:

AYES: Ludecke, Rehfuss, Brewster, Lee, Bradford

NO: -

ABSTAIN: -

### **B. New boom-line installation update/presentation. (Information Only)**

#### **Discussion:**

President Brewster commented the new boom looks nice. Mr. Cheek explained the maintenance crew build, assembled, and placed all in the same day. Our old boom sustained damage from a previous storm. This one has an opening for our maintenance crew to go through with the new gate which makes it much easier to open. This is a very well built. Director Ludecke commented, you do not realize how large this is until you see it in person. Mr. Cheek continued, we have a couple extra pieces to adjust with the lake level as needed.

Mr. Cooper a member of the public, asked if we have signs that say no mooring? Mr. Cheek explained they are preprinted on the boom in big bold lettering.

Information Only – No Vote

**7. ITEMS REMOVED FROM CONSENT CALENDAR**

N/A

**8. ANNOUNCEMENTS**

Mr. Cheek said he will be in Training Mon – Thurs next week at a CSDA Conference with Director Ludecke.

**9. DIRECTOR COMMENTS**

Vice President Bradford shared he had been launching at the public ramps, once again the staff over there has been great. Malayna is very helpful and great. They did not know I was a board member, and she was great and it's great to see public service folks as good as what we are offering.

Director Rehfuss thanked the public for being here and looking forward to the continued communication.

**10. ADJOURN**

There being no further business, the meeting was adjourned at 1:48 PM.

**DATE AND TIME OF NEXT MEETING**

Date: May 1, 2025

Location: 40524 Lakeview Drive  
Big Bear Lake, CA 92315

Time: 1:00 PM

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

[SEAL]

1:25 PM

04/25/25

**Big Bear MWD**  
**Warrant List Detail**  
 March 27 through April 25, 2025

Num	Type	Date	Name	Account	Paid Amount
<b>162096</b>	<b>Bill Pmt -Check</b>	<b>04/03/2025</b>	<b>AMAZON CAPITAL SERVICES</b>	<b>1001-01 · Accounts Payable</b>	
1XRR-F...	Bill	03/18/2025		5543-30 · MAINT-Small Tools/Tool Supplies	-295.55
TOTAL					-295.55
<b>162110</b>	<b>Bill Pmt -Check</b>	<b>04/16/2025</b>	<b>AMAZON CAPITAL SERVICES</b>	<b>1001-01 · Accounts Payable</b>	
1KFP-N...	Bill	04/02/2025		5570-44 · OPS-Osha/First Aid Expense (WC)	-18.96
173R-K...	Bill	04/04/2025		5541-42 · OPS-Uniform/Sm Equip Seas Empl	-110.95
1RDD-X...	Bill	04/07/2025		5541-42 · OPS-Uniform/Sm Equip Seas Empl	-26.91
1171-Q...	Bill	04/08/2025		5503-02 · ADMIN-Office Supplies-Ramps	-134.62
17C4-4...	Bill	04/08/2025		5620-12 · ADMIN-Computer Hardware	-213.35
				5580-41 · OPS-Boat Maintenance-Patrol	-190.55
TOTAL					-695.34
<b>162138</b>	<b>Bill Pmt -Check</b>	<b>04/24/2025</b>	<b>AMAZON CAPITAL SERVICES</b>	<b>1001-01 · Accounts Payable</b>	
1Q96-C...	Bill	04/14/2025		5503-02 · ADMIN-Office Supplies-Ramps	-136.77
1JXW-D...	Bill	04/14/2025		5503-01 · ADMIN-Office Supplies-Office	-22.60
1G31-K...	Bill	04/17/2025		5503-02 · ADMIN-Office Supplies-Ramps	-61.99
1QCP-...	Bill	04/18/2025		5503-01 · ADMIN-Office Supplies-Office	-43.08
1VQ7-Y...	Bill	04/21/2025		5541-32 · MAINT-Uniform/Sm Equip-Seas Emp	-200.00
1XVQ-V...	Bill	04/21/2025		5541-31 · MAINT-Uniform/Sm Equip-Reg Empl	-877.25
				5570-40 · OPS-Osha/Training/Supplies	-31.25
				5541-42 · OPS-Uniform/Sm Equip Seas Empl	-86.12
1P6M-X...	Bill	04/21/2025		5810-08 · Capital Boat Repairs	-48.35
				5630-40 · OPS-Bldg/Fac Mtn/Rep	-14.97
				5580-42 · OPS-Boat Maintenance-Work	-99.76
TOTAL					-1,622.14
<b>162111</b>	<b>Bill Pmt -Check</b>	<b>04/16/2025</b>	<b>AMLON INDUSTRIES INC</b>	<b>1001-01 · Accounts Payable</b>	
39808	Bill	03/31/2025		5510-40 · OPS-Public Info/Printing	-3,220.80
TOTAL					-3,220.80
<b>162097</b>	<b>Bill Pmt -Check</b>	<b>04/03/2025</b>	<b>ATWELL SHAWN (REIMBURSE)</b>	<b>1001-01 · Accounts Payable</b>	
03/30/2...	Bill	04/02/2025		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
TOTAL					-50.00
<b>162139</b>	<b>Bill Pmt -Check</b>	<b>04/24/2025</b>	<b>AUTOZONE INC</b>	<b>1001-01 · Accounts Payable</b>	
000480...	Bill	04/16/2025		5580-41 · OPS-Boat Maintenance-Patrol	-5.65
TOTAL					-5.65
<b>162112</b>	<b>Bill Pmt -Check</b>	<b>04/16/2025</b>	<b>BEAR VALLEY COMMUNITY HEALT...</b>	<b>1001-01 · Accounts Payable</b>	
03312025	Bill	03/31/2025		5540-42 · OPS-PreEmployment Physicals	-454.36
TOTAL					-454.36
<b>162113</b>	<b>Bill Pmt -Check</b>	<b>04/16/2025</b>	<b>BEST BEST &amp; KRIEGER LLP</b>	<b>1001-01 · Accounts Payable</b>	
1024272	Bill	04/02/2025		5520-01 · ADMIN-District Counsel	-54,401.61
TOTAL					-54,401.61
<b>162114</b>	<b>Bill Pmt -Check</b>	<b>04/16/2025</b>	<b>BIG BEAR DISPOSAL</b>	<b>1001-01 · Accounts Payable</b>	
000011...	Bill	04/01/2025		5507-41 · OPS-Utilities-Main Office	-392.37
TOTAL					-392.37

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04/25/25

**Big Bear MWD**  
**Warrant List Detail**  
 March 27 through April 25, 2025

Num	Type	Date	Name	Account	Paid Amount
<b>162098</b>	<b>Bill Pmt -Check</b>	<b>04/03/2025</b>	<b>BUTCHER'S BLOCK AND BUILDING ...</b>	<b>1001-01 · Accounts Payable</b>	
2503-69...	Bill	03/25/2025		5543-30 · MAINT-Small Tools/Tool Supplies	-130.09
2503-69...	Bill	03/26/2025		5630-42 · OPS-Bldg/Fac Mtn/Rep-EAST RAMP	-68.23
TOTAL					-198.32
<b>162115</b>	<b>Bill Pmt -Check</b>	<b>04/16/2025</b>	<b>BUTCHER'S BLOCK AND BUILDING ...</b>	<b>1001-01 · Accounts Payable</b>	
2503-69...	Bill	03/27/2025		5630-42 · OPS-Bldg/Fac Mtn/Rep-EAST RAMP	-228.32
2503-69...	Bill	03/28/2025		5630-40 · OPS-Bldg/Fac Mtn/Rep	-18.35
				5630-31 · MAINT-Bldg/Facil Maint/Rep-Shop	-18.35
TOTAL					-265.02
<b>162140</b>	<b>Bill Pmt -Check</b>	<b>04/24/2025</b>	<b>BUTCHER'S BLOCK AND BUILDING ...</b>	<b>1001-01 · Accounts Payable</b>	
2504-70...	Bill	04/09/2025		5630-31 · MAINT-Bldg/Facil Maint/Rep-Shop	-57.99
2504-70...	Bill	04/14/2025		5630-35 · MAINT-Bldg/Facility/Maint-Buoys	-183.37
2504-70...	Bill	04/15/2025		5670-03 · WATER-Fishery Mgmt-REARING PROG	-42.10
TOTAL					-283.46
<b>162116</b>	<b>Bill Pmt -Check</b>	<b>04/16/2025</b>	<b>BVBGSA C/O DWP (V)</b>	<b>1001-01 · Accounts Payable</b>	
21236	Bill	04/09/2025		6000-03 · Lake Impr - Replenish BB (GSA)	-1,250.37
TOTAL					-1,250.37
<b>EFT</b>	<b>Bill Pmt -Check</b>	<b>04/09/2025</b>	<b>BVE (EFT)</b>	<b>1001-01 · Accounts Payable</b>	
032420...	Bill	03/24/2025		5507-43 · OPS-Utilities-Ramps	-67.83
032420...	Bill	03/24/2025		5507-21 · WATER-Utilities-Aerator	-369.76
032420...	Bill	03/24/2025		5507-22 · WATER-Utilities-Dam	-519.52
TOTAL					-957.11
<b>EFT</b>	<b>Bill Pmt -Check</b>	<b>04/21/2025</b>	<b>BVE (EFT)</b>	<b>1001-01 · Accounts Payable</b>	
032820...	Bill	03/28/2025		5507-22 · WATER-Utilities-Dam	-74.56
033120...	Bill	03/31/2025		5507-43 · OPS-Utilities-Ramps	-91.64
040320...	Bill	04/03/2025		5507-41 · OPS-Utilities-Main Office	-1,279.35
040320...	Bill	04/03/2025		5507-41 · OPS-Utilities-Main Office	-119.16
TOTAL					-1,564.71
<b>162141</b>	<b>Bill Pmt -Check</b>	<b>04/24/2025</b>	<b>CAL-LIFT INC</b>	<b>1001-01 · Accounts Payable</b>	
20176746	Bill	04/01/2025		5600-32 · MAINT-Vehicle Maint-OFF ROAD	-109.80
TOTAL					-109.80
<b>162142</b>	<b>Bill Pmt -Check</b>	<b>04/24/2025</b>	<b>CANON SOLUTIONS AMERICA INC</b>	<b>1001-01 · Accounts Payable</b>	
140053...	Bill	04/15/2025		5503-01 · ADMIN-Office Supplies-Office	-306.76
				5503-02 · ADMIN-Office Supplies-Ramps	-34.08
140054...	Bill	04/16/2025		5503-02 · ADMIN-Office Supplies-Ramps	-170.42
TOTAL					-511.26
<b>162117</b>	<b>Bill Pmt -Check</b>	<b>04/16/2025</b>	<b>CAPITAL ONE PUBLIC FUNDING</b>	<b>1001-01 · Accounts Payable</b>	
001515...	Bill	04/15/2025		5760-00 · Interest Expense	-24,529.50
TOTAL					-24,529.50



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04/25/25

**Big Bear MWD**  
**Warrant List Detail**  
 March 27 through April 25, 2025

Num	Type	Date	Name	Account	Paid Amount
<b>162095</b>	<b>Bill Pmt -Check</b>	<b>03/28/2025</b>	<b>CASH CHANGE FUND</b>	<b>1001-01 · Accounts Payable</b>	
SOS 20...	Bill	03/28/2025		1002-01 · Change Fund	-150.00
				1002-01 · Change Fund	-150.00
				1002-01 · Change Fund	-150.00
				1002-01 · Change Fund	-150.00
				1002-01 · Change Fund	-300.00
				1002-01 · Change Fund	-300.00
				1002-01 · Change Fund	-100.00
				1002-01 · Change Fund	-100.00
				1002-01 · Change Fund	-100.00
				1002-01 · Change Fund	-100.00
				1002-01 · Change Fund	-100.00
				1002-01 · Change Fund	-300.00
TOTAL					-2,000.00
<b>162118</b>	<b>Bill Pmt -Check</b>	<b>04/16/2025</b>	<b>CHEEK JARED (REIMBURSE)</b>	<b>1001-01 · Accounts Payable</b>	
04/21/2...	Bill	04/15/2025		5570-01 · ADMIN-Training/Seminars-GM	-301.00
TOTAL					-301.00
<b>162099</b>	<b>Bill Pmt -Check</b>	<b>04/03/2025</b>	<b>CHEM-PAK</b>	<b>1001-01 · Accounts Payable</b>	
AR0026...	Bill	03/12/2025		5504-41 · OPS-Janitorial Supplies-Ramps	-753.34
TOTAL					-753.34
<b>162119</b>	<b>Bill Pmt -Check</b>	<b>04/16/2025</b>	<b>COMPUTER VILLAGE</b>	<b>1001-01 · Accounts Payable</b>	
15360	Bill	04/14/2025		5620-10 · ADMIN-Equip Maintenance	-150.00
				5509-13 · ADMIN - Microsoft 365 Subscript	-365.40
				5505-01 · ADMIN-Phones Local/Hardware/Rep	-248.40
TOTAL					-763.80
<b>162143</b>	<b>Bill Pmt -Check</b>	<b>04/24/2025</b>	<b>CSB DEPT OF INNOVATION &amp; TECH...</b>	<b>1001-01 · Accounts Payable</b>	
30855	Bill	03/31/2025		5506-41 · OPS-Radio Service Contract	-223.04
TOTAL					-223.04
<b>162144</b>	<b>Bill Pmt -Check</b>	<b>04/24/2025</b>	<b>CSB SOLID WASTE MANAGEMENT ...</b>	<b>1001-01 · Accounts Payable</b>	
4741	Bill	03/31/2025		5630-30 · MAINT-Bldg/Facility Maint/Rep	-78.23
TOTAL					-78.23
<b>162100</b>	<b>Bill Pmt -Check</b>	<b>04/03/2025</b>	<b>DIY HOME CENTER</b>	<b>1001-01 · Accounts Payable</b>	
36159	Bill	03/31/2025		5630-40 · OPS-Bldg/Fac Mtn/Rep	-54.17
TOTAL					-54.17
<b>162120</b>	<b>Bill Pmt -Check</b>	<b>04/16/2025</b>	<b>DIY HOME CENTER</b>	<b>1001-01 · Accounts Payable</b>	
35980	Bill	03/20/2025		5630-10 · ADMIN-Bldg/Facility Maint/Rep	-46.52
36153	Bill	03/31/2025		5631-02 · OPS-Quagga Prevention Equip	-21.98
36174	Bill	04/01/2025		5630-42 · OPS-Bldg/Fac Mtn/Rep-EAST RAMP	-7.82
36212	Bill	04/03/2025		5631-01 · OPS-Quagga Mussel Prevention	-28.23
TOTAL					-104.55

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04/25/25

**Big Bear MWD**  
**Warrant List Detail**  
 March 27 through April 25, 2025

Num	Type	Date	Name	Account	Paid Amount
<b>162101</b>	<b>Bill Pmt -Check</b>	<b>04/03/2025</b>	<b>DWP-CITY OF BIG BEAR LAKE</b>	<b>1001-01 · Accounts Payable</b>	
032720...	Bill	03/27/2025		5507-43 · OPS-Utilities-Ramps	-21.36
032720...	Bill	03/27/2025		5507-43 · OPS-Utilities-Ramps	-135.79
032720...	Bill	03/27/2025		5507-41 · OPS-Utilities-Main Office	-16.01
032720...	Bill	03/27/2025		5507-41 · OPS-Utilities-Main Office	-87.88
TOTAL					-261.04
<b>162121</b>	<b>Bill Pmt -Check</b>	<b>04/16/2025</b>	<b>EGERER GAGE (REIMBURSE)</b>	<b>1001-01 · Accounts Payable</b>	
04/21/2...	Bill	04/15/2025		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
TOTAL					-50.00
<b>162122</b>	<b>Bill Pmt -Check</b>	<b>04/16/2025</b>	<b>ENDURA STEEL</b>	<b>1001-01 · Accounts Payable</b>	
223053	Bill	04/02/2025		5630-43 · OPS-Bldg/Fac Mtn/Rep-WEST RAMP	-136.33
223054	Bill	04/02/2025		5630-42 · OPS-Bldg/Fac Mtn/Rep-EAST RAMP	-98.93
TOTAL					-235.26
<b>162102</b>	<b>Bill Pmt -Check</b>	<b>04/03/2025</b>	<b>EVENSON DON (REIMBURSE)</b>	<b>1001-01 · Accounts Payable</b>	
TOTAL					0.00
<b>162123</b>	<b>Bill Pmt -Check</b>	<b>04/16/2025</b>	<b>EVENSON DON (REIMBURSE)</b>	<b>1001-01 · Accounts Payable</b>	
03/17-0...	Bill	04/02/2025		5560-21 · WATER-Watermaster Report	-17.19
				5560-23 · WATER-Watermaster Travel Expens	-870.82
TOTAL					-888.01
<b>162124</b>	<b>Bill Pmt -Check</b>	<b>04/16/2025</b>	<b>EVERON, LLC</b>	<b>1001-01 · Accounts Payable</b>	
158345...	Bill	03/20/2025		5630-10 · ADMIN-Bldg/Facility Maint/Rep	-277.95
158345...	Bill	03/20/2025		5630-42 · OPS-Bldg/Fac Mtn/Rep-EAST RAMP	-216.02
158345...	Bill	03/20/2025		5630-43 · OPS-Bldg/Fac Mtn/Rep-WEST RAMP	-117.72
158345...	Bill	03/20/2025		5640-02 · WATER-Dam Maintenance	-117.72
TOTAL					-729.41
<b>162125</b>	<b>Bill Pmt -Check</b>	<b>04/16/2025</b>	<b>FERRELLGAS</b>	<b>1001-01 · Accounts Payable</b>	
113005...	Bill	03/19/2025		5631-03 · OPS-Quagga Prev Fuel/Kerosine	-11.84
TOTAL					-11.84
<b>EFT</b>	<b>Bill Pmt -Check</b>	<b>04/21/2025</b>	<b>FRONTIER (EFT)</b>	<b>1001-01 · Accounts Payable</b>	
909866...	Bill	03/28/2025		5505-04 · ADMIN-Phone At the Dam	-84.12
909866...	Bill	04/01/2025		5505-02 · ADMIN-Phones Ramps Local Svc	-314.70
909866...	Bill	04/01/2025		5505-02 · ADMIN-Phones Ramps Local Svc	-186.45
909866...	Bill	04/01/2025		5505-01 · ADMIN-Phones Local/Hardware/Rep	-673.58
TOTAL					-1,258.85
<b>162126</b>	<b>Bill Pmt -Check</b>	<b>04/16/2025</b>	<b>GALLS LLC</b>	<b>1001-01 · Accounts Payable</b>	
030789...	Bill	03/19/2025		5541-41 · OPS-Uniform/Sm Equip-Reg Empl	-137.98
TOTAL					-137.98
<b>162145</b>	<b>Bill Pmt -Check</b>	<b>04/24/2025</b>	<b>GALLS LLC</b>	<b>1001-01 · Accounts Payable</b>	
030939...	Bill	04/03/2025		5541-42 · OPS-Uniform/Sm Equip Seas Empl	-50.08
TOTAL					-50.08

**Big Bear MWD**  
**Warrant List Detail**  
 March 27 through April 25, 2025

<u>Num</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
<b>162103</b>	<b>Bill Pmt -Check</b>	<b>04/03/2025</b>	<b>GEI CONSULTANTS INC</b>	<b>1001-01 · Accounts Payable</b>	
003172...	Bill	03/05/2025		6100-02 · Dam Repair- Sluice Gates 6100-02 · Dam Repair- Sluice Gates	-8,085.00 -159.00
TOTAL					-8,244.00
<b>162127</b>	<b>Bill Pmt -Check</b>	<b>04/16/2025</b>	<b>GEI CONSULTANTS INC</b>	<b>1001-01 · Accounts Payable</b>	
003175...	Bill	04/14/2025		6100-02 · Dam Repair- Sluice Gates	-25,149.25
TOTAL					-25,149.25
<b>162146</b>	<b>Bill Pmt -Check</b>	<b>04/24/2025</b>	<b>GEI CONSULTANTS INC</b>	<b>1001-01 · Accounts Payable</b>	
003175...	Bill	04/18/2025		6100-02 · Dam Repair- Sluice Gates	-298.00
003175...	Bill	04/22/2025		6100-02 · Dam Repair- Sluice Gates	-954.00
003175...	Bill	04/22/2025		6100-02 · Dam Repair- Sluice Gates 6100-02 · Dam Repair- Sluice Gates	-7,314.00 -6,149.31
TOTAL					-14,715.31
<b>162147</b>	<b>Bill Pmt -Check</b>	<b>04/24/2025</b>	<b>GRAINGER</b>	<b>1001-01 · Accounts Payable</b>	
945437...	Bill	03/27/2025		5630-40 · OPS-Bldg/Fac Mtn/Rep	-232.79
TOTAL					-232.79
<b>162148</b>	<b>Bill Pmt -Check</b>	<b>04/24/2025</b>	<b>HELMUTS MARINE SERVICES</b>	<b>1001-01 · Accounts Payable</b>	
202505...	Bill	04/14/2025		5580-41 · OPS-Boat Maintenance-Patrol	-414.06
TOTAL					-414.06
<b>162128</b>	<b>Bill Pmt -Check</b>	<b>04/16/2025</b>	<b>HOOVER BEN (REIMBURSE)</b>	<b>1001-01 · Accounts Payable</b>	
04/22/2...	Bill	04/15/2025		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
TOTAL					-50.00
<b>162129</b>	<b>Bill Pmt -Check</b>	<b>04/16/2025</b>	<b>KENT MICHAEL (REIMBURSE)</b>	<b>1001-01 · Accounts Payable</b>	
04/11/2...	Bill	04/15/2025		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
TOTAL					-50.00
<b>162130</b>	<b>Bill Pmt -Check</b>	<b>04/16/2025</b>	<b>LAMSON BRITTANY (REIMBURSE)</b>	<b>1001-01 · Accounts Payable</b>	
04/11/2...	Bill	04/14/2025		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
TOTAL					-50.00
<b>162149</b>	<b>Bill Pmt -Check</b>	<b>04/24/2025</b>	<b>LINCOLN NATIONAL</b>	<b>1001-01 · Accounts Payable</b>	
22269	Bill	12/16/2024		5509-03 · ADMIN-Memberships-Subscriptions	-100.00
TOTAL					-100.00
<b>162131</b>	<b>Bill Pmt -Check</b>	<b>04/16/2025</b>	<b>LUDECKE STEVE (REIMBURSE)</b>	<b>1001-01 · Accounts Payable</b>	
04/21/2...	Bill	04/15/2025		5570-01 · ADMIN-Training/Seminars-GM	-301.00
TOTAL					-301.00
<b>162158</b>	<b>Bill Pmt -Check</b>	<b>04/25/2025</b>	<b>LUDECKE STEVE (REIMBURSE)</b>	<b>1001-01 · Accounts Payable</b>	
4/21-4/2...	Bill	04/25/2025		5570-01 · ADMIN-Training/Seminars-GM	-681.75
TOTAL					-681.75

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**Big Bear MWD**  
**Warrant List Detail**  
 March 27 through April 25, 2025

Num	Type	Date	Name	Account	Paid Amount
162132	Bill Pmt -Check	04/16/2025	MARLIN LEASING CORPORATION	1001-01 · Accounts Payable	
TOTAL					0.00
EFT	Bill Pmt -Check	04/17/2025	MARLIN LEASING CORPORATION	1001-01 · Accounts Payable	
40355799	Bill	03/30/2025		2950-03 · Copier Lease	-494.74
TOTAL					-494.74
162133	Bill Pmt -Check	04/16/2025	MOONRIDGE FUEL RALPH W HAUPT	1001-01 · Accounts Payable	
03312025	Bill	03/31/2025		5590-42 · OPS-Petroleum-VEHICLES	-521.33
TOTAL					-521.33
162104	Bill Pmt -Check	04/03/2025	NAPA AUTO PARTS	1001-01 · Accounts Payable	
646130	Bill	03/26/2025	NAPA AUTO PARTS	2200-00 · Accounts Payable Liability 5810-08 · Capital Boat Repairs	3.24 -162.15
TOTAL					-158.91
162134	Bill Pmt -Check	04/16/2025	NAPA AUTO PARTS	1001-01 · Accounts Payable	
646669	Bill	04/02/2025	NAPA AUTO PARTS	2200-00 · Accounts Payable Liability	1.66
646668	Bill	04/02/2025		5580-41 · OPS-Boat Maintenance-Patrol 5580-41 · OPS-Boat Maintenance-Patrol	-8.18 -75.10
TOTAL					-81.62
162150	Bill Pmt -Check	04/24/2025	NATIVESCAPES	1001-01 · Accounts Payable	
120854	Bill	04/21/2025		5630-10 · ADMIN-Bldg/Facility Maint/Rep	-285.00
TOTAL					-285.00
162151	Bill Pmt -Check	04/24/2025	OWL TELEPHONE EXCHANGE	1001-01 · Accounts Payable	
1589	Bill	05/01/2025		5630-10 · ADMIN-Bldg/Facility Maint/Rep	-200.00
TOTAL					-200.00
162152	Bill Pmt -Check	04/24/2025	PITNEY BOWES PURCHASE POWER	1001-01 · Accounts Payable	
04202025	Bill	04/20/2025		5501-01 · ADMIN-Post&Ship OFFICE	-502.25
TOTAL					-502.25
162135	Bill Pmt -Check	04/16/2025	QUILL LLC	1001-01 · Accounts Payable	
43459758	Bill	03/26/2025		5503-01 · ADMIN-Office Supplies-Office	-129.69
TOTAL					-129.69
162153	Bill Pmt -Check	04/24/2025	SCAQMD	1001-01 · Accounts Payable	
4515030	Bill	04/01/2025		5509-05 · ADMIN-Member/Subs/Permit-SCAQMD	-165.96
4512242	Bill	04/01/2025		5509-05 · ADMIN-Member/Subs/Permit-SCAQMD	-541.04
TOTAL					-707.00
162154	Bill Pmt -Check	04/24/2025	SCHERMER MICHAEL (REIMBURSE)	1001-01 · Accounts Payable	
04/22/2...	Bill	04/23/2025		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
TOTAL					-50.00

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## Big Bear MWD Warrant List Detail March 27 through April 25, 2025

Num	Type	Date	Name	Account	Paid Amount
162137	Check	04/23/2025	SPECIAL OLYMPICS	1001-01 · Accounts Payable	
10937	Credit Memo	04/23/2025		2800-02 · Special Event Deposits	-500.00
TOTAL					-500.00
EFT	Bill Pmt -Check	04/21/2025	SPECTRUM BUSINESS (EFT)	1001-01 · Accounts Payable	
170406...	Bill	04/01/2025		5505-08 · ADMIN- Phone Office	-230.00
TOTAL					-230.00
162155	Bill Pmt -Check	04/24/2025	STATE OF CA DEPT OF WATER RES...	1001-01 · Accounts Payable	
180017...	Bill	03/10/2025		5509-21 · WATER-BV Dam Permits	-23,595.00
TOTAL					-23,595.00
162105	Bill Pmt -Check	04/03/2025	STEPHENSON MIKE (REIMBURSE)	1001-01 · Accounts Payable	
030420...	Bill	04/02/2025		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
TOTAL					-50.00
162136	Bill Pmt -Check	04/16/2025	STEPHENSON MIKE (REIMBURSE)	1001-01 · Accounts Payable	
04/01/2...	Bill	04/15/2025		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
TOTAL					-50.00
162106	Bill Pmt -Check	04/03/2025	STREAMLINE	1001-01 · Accounts Payable	
C39A82...	Bill	04/01/2025		5509-03 · ADMIN-Memberships-Subscriptions	-500.00
TOTAL					-500.00
162107	Bill Pmt -Check	04/03/2025	TIMELESS ENTERPRISES APPAREL	1001-01 · Accounts Payable	
9605	Bill	03/25/2025		5541-02 · ADMIN-Uniforms Directors	-231.63
TOTAL					-231.63
162108	Bill Pmt -Check	04/03/2025	UR BRIGHT PROP REPAIR	1001-01 · Accounts Payable	
2155	Bill	03/25/2025		5580-40 · OPS-Boat Maintenance	-1,460.00
TOTAL					-1,460.00
EFT	Bill Pmt -Check	04/22/2025	US BANK (EFT)	1001-01 · Accounts Payable	
04032025	Bill	04/03/2025		5509-12 · ADMIN-Software Subscriptions	-3.72
				5503-01 · ADMIN-Office Supplies-Office	-85.10
				5509-12 · ADMIN-Software Subscriptions	-97.55
				5507-41 · OPS-Utilities-Main Office	-47.37
				5503-02 · ADMIN-Office Supplies-Ramps	-71.21
				5560-21 · WATER-Watermaster Report	-51.68
				5503-01 · ADMIN-Office Supplies-Office	-159.71
				5570-01 · ADMIN-Training/Seminars-GM	-1,816.34
				5503-01 · ADMIN-Office Supplies-Office	-400.80
				5570-02 · ADMIN-Training/Seminars-Mgmt	-17.55
				5570-02 · ADMIN-Training/Seminars-Mgmt	-8.58
				5509-12 · ADMIN-Software Subscriptions	-296.14
				5560-23 · WATER-Watermaster Travel Expens	-119.67
				5570-01 · ADMIN-Training/Seminars-GM	-240.63
				5570-01 · ADMIN-Training/Seminars-GM	-240.63
				5510-03 · ADMIN-Empl Recognition-Pub Info	-38.65
				5570-40 · OPS-Osha/Training/Supplies	-801.86
				5570-40 · OPS-Osha/Training/Supplies	-225.95
				5541-41 · OPS-Uniform/Sm Equip-Reg Empl	-110.10
				5630-42 · OPS-Bldg/Fac Mtn/Rep-EAST RAMP	-131.56
				5560-21 · WATER-Watermaster Report	-15.71
				5580-41 · OPS-Boat Maintenance-Patrol	-111.16

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**Big Bear MWD**  
**Warrant List Detail**  
 March 27 through April 25, 2025

<u>Num</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
				5630-40 · OPS-Bldg/Fac Mtn/Rep	-94.25
				5580-44 · OPS-Boat Maint-Engine/Outdrive	-274.08
				5507-43 · OPS-Utilities-Ramps	-958.45
TOTAL					-6,418.45
<b>EFT</b>	<b>Bill Pmt -Check</b>	<b>04/09/2025</b>	<b>VALERO (EFT)</b>	<b>1001-01 · Accounts Payable</b>	
03232025	Bill	03/23/2025		5590-41 · OPS-Petroleum-VESSELS	-545.35
				5590-42 · OPS-Petroleum-VEHICLES	-996.35
TOTAL					-1,541.70
<b>162156</b>	<b>Bill Pmt -Check</b>	<b>04/24/2025</b>	<b>VERIZON WIRELESS</b>	<b>1001-01 · Accounts Payable</b>	
611058...	Bill	04/09/2025		5505-11 · ADMIN-Phones Ramp Aircards	-40.01
				5505-11 · ADMIN-Phones Ramp Aircards	-61.62
				5505-06 · ADMIN-Phone Cell Phones	-413.46
TOTAL					-515.09
<b>162157</b>	<b>Bill Pmt -Check</b>	<b>04/24/2025</b>	<b>VISUAL EDGE IT, INC</b>	<b>1001-01 · Accounts Payable</b>	
24AR25...	Bill	04/16/2025		5620-13 · ADMIN-Copier Copy Counts	-241.45
TOTAL					-241.45
<b>162109</b>	<b>Bill Pmt -Check</b>	<b>04/03/2025</b>	<b>WAXIE SANITARY SUPPLY</b>	<b>1001-01 · Accounts Payable</b>	
83100380	Bill	03/13/2025		5504-41 · OPS-Janitorial Supplies-Ramps	-501.24
TOTAL					-501.24

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

**MEETING DATE:** May 1, 2025

**AGENDA ITEM:** 6A

**SUBJECT:**

**GENERAL MANAGER RECOMMENDS FULL BOARD DISCUSSION AND POSSIBLE APPROVAL OF POLICY 2025-02 "VOUCHER ISSUANCE POLICY".**

**RECOMMENDATION:**

General Manager recommends this policy for approval.

**DISCUSSION/FINDINGS:**

The District, on rare circumstances, issues lake use vouchers as a good faith effort to our customers when issues occurs and they are unable to use their vessel shortly after purchasing a lake use permit. This policy clearly defines who can issue the voucher and under what circumstances. Outside of these defined situations, our lake use permits are not refundable or eligible for a one-day voucher as originally outlined.

**OTHER AGENCY INVOLVEMENT:** None

**FINANCING:** None

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

<b>Category:</b>	Operations	<b>Policy # 2025-02</b>
<b>Title:</b>	Voucher Policy Issuance	

**I. PURPOSE:**

The District needs to clearly outline which circumstances would qualify for a lake use permit voucher. The lake use permits are NON-REFUNDABLE, and when a customer purchases one, they agree they understand the terms and conditions of the permit. However, the District understands there are some circumstances that are out of customer control. In these circumstances, a voucher may be considered. Vouchers are good for a one-day permit ONLY.

**II. RESPONSIBILITY**

Upon review of a voucher request, the Lake Operations Manager, General Manager or Assistant General Manager may authorize the issuance of a lake use permit voucher which is good for use within the same calendar year, expiring December 31 of each year. The voucher can be redeemed at either the public launch ramps or the main office.

**III. VOUCHER QUALIFYING CIRCUMSTANCES**

1. Vessels that are functioning during launching/inspection and then experience mechanical or equipment failure prior to use of the lake.
2. A customer experiences a medical emergency prior to use of the lake.

**IV. INELIGIBLE**

1. Inclement Weather
2. Changed your mind about recreating
3. Equipment not prepared/ missing pieces
4. Seasonal Permits

**ACKNOWLEDGEMENT**

I have read and agree to the requirements and expectations of the voucher issuance policy. I agree to abide by the policy and guidelines as a condition of my employment at the Big Bear Municipal Water District. I understand that if I have questions regarding this policy, I will consult with my immediate supervisor or Human Resources Department. Failure to comply with this policy will result in disciplinary action up to termination.

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

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

Approved by Big Bear Municipal Water District General Manager	Approved on: May 1, 2025 by X -X Board vote
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