



Big Bear Municipal Water District

Lake Management

Board of Directors

Steve Ludecke – Division 1
Bob Rehfuß – Division 2
Craig Brewster – Division 3
Mark Lee – Division 4
Tom Bradford – Division 5

Administrative Committee Meeting Minutes January 09, 2026

Present: President Brewster
Director Ludecke
Jared Cheek, General Manager
Elsa Donoho, Board Secretary
Michael Schermer, Assistant Financial Officer

Public: Larry Cooke

1. Public Comment – Dock Insurance Resolution 2024-01 Question

- a. Larry Cooke addressed the Committee regarding insurance requirements for Dock Builders under Resolution 2024-01.
 - i. Mr. Cooke stated he is a dock manufacturer and does not assemble, repair, or work on docks on lake or District property. He indicated he delivers docks above the high-water line and does not enter the lake.
 - ii. He clarified that dock insurance requirements differ from marina insurance and asserted that current requirements exceed the scope of his activities.
 - iii. Mr. Cooke stated he manufactures docks and that transportation and placement may be handled by others.
- b. General Manager Cheek reviewed the Dock Builder Application, explaining it applies to assembly and repair of docks on Big Bear Lake and permits transportation for placement and storage.
 - i. Mr. Cooke stated he avoids lake access specifically to avoid triggering dock builder requirements.
- c. Mr. Cooke suggested adding clarifying language to include dock builders and recommended the District consider dock warranties.
 - i. Director Ludecke asked how warranty work would be handled, noting such work would occur on lake and District property and would require dock builder insurance.
- d. District Staff will review the matter further and follow up.

2. Annual Fee Schedule Review

- a. Staff presented the annual fee schedule review, with analysis prepared by Assistant Financial Officer, Michael Schermer. Fees were increased in the prior year by 14% and Staff reported the program ended the year with a positive balance.
- b. General Manager Cheek noted the fee increase was effective and did not generate notable customer feedback.
 - i. Total permits issued in 2025 were fewer than in 2024.
- c. Staff did not recommend fee increases for the current year.
- d. Discussion occurred about year over year variances, noting variable impacts from weather, lake level, fires, seasonality, and staffing.

- e. Staff reiterated the District's historical approach of covering expenses rather than generating significant profit in line with the District's mission.
- f. A mid-year fee review was suggested for July.
- g. President Brewster and Director Ludecke expressed they are comfortable with no fee increase this season.
- h. Director Ludecke inquired about decontamination activity; staff reported approximately 100 complex boat decontaminations.

3. Administrative Code Review

- a. Director Ludecke asked about adding the Chief Operating Officer to the table of contents; Elsa confirmed it was a table of contents update only, that the position had been added previously.
- b. General Manager Cheek noted Section 2.202(b) regarding presidential succession.
- c. Committee appointment language was discussed; Director Brewster expressed approval of the formatting.
- d. Staff noted Section 5.102 should reference filing with the County rather than the State Controller's Office.
- e. Section 5.605 was discussed with direction to add "monthly" language.
- f. Section 5.503 purchasing authority limit was discussed; Director Ludecke suggested increasing the limit from \$5,000 to \$15,000, and Director Brewster agreed. This change will be brought forth at the meeting.
- g. Directors Ludecke and Brewster agreed to move the item forward the following week and were comfortable excluding clerical changes from further review.

4. Administrative Updates

- a. General Manager Cheek reported the forestry permit at East Ramp will be reapplied for.
 - i. Director Ludecke asked about permit costs; staff noted the permit has not been renewed since approximately the 90s and costs are currently unknown.
- b. Staff provided an update on the Hydro JPA with BVMWD and SBVMWD, noting the contract was revised again and is not expected to go to the Board until February 5 because of these changes.
 - i. Changes made to the contract related to arbitration were reviewed by the District's legal counsel.
 - ii. The agreement may need to return to SBVMWD Board due to revisions.
 - iii. SBVMWD selected 2 members of their Board to represent on this committee.
 - iv. Discussion occurred regarding potential future representation by the Watermaster Committee, with staff support continuing in the background.