

**MINUTES OF A SPECIAL MEETING OF  
BIG BEAR MUNICIPAL WATER DISTRICT  
HELD ON THURSDAY, February 12, 2026**

**1. OPEN SESSION**

President Bradford opened the Special Board meeting at 9:00 AM at the Big Bear Municipal Water District located at 40524 Lakeview Drive, Big Bear Lake, CA 92315 on Thursday February 12, 2026.

**BOARD MEMBERS PRESENT:**

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

**2. PLEDGE OF ALLEGIANCE**

Tom Bradford, President

**3. PUBLIC FORUM**

N/A

**4. BUSINESS**

**A. ADMINISTRATIVE COMMITTEE (LUDECKE & BREWSTER) RECOMMEND EMPLOYEE HANDBOOK – GENERAL UPDATES FOR FULL BOARD DISCUSSION AND POSSIBLE APPROVAL.**

**Discussion:**

President Bradford stated he had requested this item be brought to a Special Meeting to discuss. He expressed interest in exploring alternatives to cashing out sick leave at termination. He noted that sick leave functions as a form of insurance for the agency and suggested reviewing practices at other agencies before making changes. He also requested clarification on how CalPERS retirement benefits apply to the agency.

General Manager Jared Cheek provided an overview of how other local agencies handle sick leave and noted that practices are not consistent across all agencies. He stated that the Administrative Code requires annual review and explained that the current effort was intended to align policies where appropriate. He said that policy refinement may require additional discussion and is not a one-time action. He also informed the Board that staff plans to consult with a retirement/CalPERS specialist to better understand retirement-related implications.

General Manager Jared Cheek outlined additional proposed administrative updates, including changing accrued leave calculation to be based on pay period rather than hours worked and aligning performance evaluations with employee anniversary dates.

Discussion followed regarding potential revisions to the sick leave policy. Jared suggested removing the proposed change related to sick leave cash-out at termination for further review.

Vice President Ludecke and Director Brewster discussed the possibility of capping sick leave accrual (e.g., at 400 hours) while allowing limited cash-outs provided employees maintain a minimum balance (e.g., 100 hours). Jared noted that, to his knowledge, other local districts do not cap sick leave. Vice President Ludecke also expressed interest in exploring a retirement health bank option for unused sick leave.

Director Bradford asked about the agency's practice regarding requests for sick leave as it relates to medical documentation from employees.

Jared asked whether there was interest in forming an Ad Hoc Committee to review employment benefits and the Administrative Code. The Board expressed support. It was suggested that President Bradford serve on the committee and that a retirement specialist be included in the review process. Legal Counsel confirmed that an Ad Hoc Committee could be formed. The President stated his intent to appoint himself and Director Ludecke to serve on the Ad Hoc Committee to review employee benefits.

With a motion made by Vice President Ludecke and seconded by Director Lee, a motion to remove the sick leave cash-out language referenced on page 14; Approve the remaining proposed administrative changes; and establish an Ad Hoc Committee to review employment benefits. was approved unanimously:  
AYES: Lee, Bradford, Brewster, Ludecke  
NO: -  
ABSTAIN: -

**B. THE ADMINISTRATIVE COMMITTEE (LUDECKE & BREWSTER) RECOMMEND RESOLUTION 2026-03 "RESOLUTION OF THE BOARD OF DIRECTORS OF BIG BEAR MUNICIPAL WATER DISTRICT AMENDING RESOLUTION NO. 2026-01 (ADMINISTRATIVE CODE) AS IT RELATES TO GENERAL UPDATES" FULL BOARD DISCUSSION AND POSSIBLE APPROVAL.**

**Discussion:**

General Manager Jared Cheek clarified the proposed change regarding CPI. He explained that the policy language specifies how CPI adjustments are calculated based on geographic location and the number of months available for calculation.

President Bradford asked what occurs if an employee does not meet performance standards. Jared responded that performance standards and related actions are addressed in the Employee Handbook. He explained that the Administrative Code outlines procedural steps, while progressive discipline would be addressed in the Employee Handbook.

Legal Counsel stated that although employees are at-will, appropriate documentation is still recommended when addressing performance or disciplinary matters.

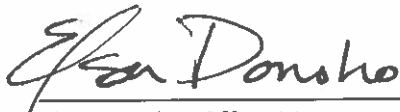
With a motion made by Vice President Ludecke and seconded by President Bradford, a motion to approve Resolution 2026-03 "RESOLUTION OF THE BOARD OF DIRECTORS OF BIG BEAR MUNICIPAL WATER DISTRICT AMENDING RESOLUTION NO. 2026-01 (ADMINISTRATIVE CODE) AS IT RELATES TO GENERAL UPDATES" was approved unanimously:  
AYES: Lee, Bradford, Brewster, Ludecke  
NO: -

**5. ADJOURN**

There being no further business, the meeting was adjourned at 9:52 AM .

**DATE AND TIME OF NEXT MEETING:**

Date: 02/19/2026  
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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