

**MINUTES OF A REGULAR MEETING OF
BIG BEAR MUNICIPAL WATER DISTRICT
HELD ON THURSDAY, December 7, 2023**

1. OPEN SESSION

President Bradford 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 December 7, 2023.

BOARD MEMBERS PRESENT:

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

2. PLEDGE OF ALLEGIANCE

President Bradford

3. PUBLIC FORUM

No comments from the public in attendance.

4. REPORTS

A. Interim General Manager, Brittany Lamson, reported that our ramps are officially closed for the season and all docks and seasonal equipment is being stored at our main office. The Big Bear Marina fuel site is going to be closed from soil monitoring, that is a business item, so more detail during that report. We received one bid for the Dam Resurfacing project which will be going to the admin committee meeting for further review. It is much higher than originally anticipated. We have been working with counsel on completely updating both the employee handbook and administrative code. Those went through final reviews this week, so they will be in front of the Board for approval during our next regular meeting. There was a plane crash incident at Baker Pond last Saturday, fortunately no one was severely injured, and the plane was in the dry. The Big Bear Airport was the lead on scene.

B. Vice President Ludecke said all topics will be discussed during business.

5. CONSENT CALENDAR

A. Minutes of a Regular Meeting on November 16, 2023.

B. Warrant list dated 12/1/2023 in the amount of \$60,151.02.

Discussion:

Vice President Ludecke wanted to address one typo, the Board members present from last meeting said Director Bradford instead of President Bradford so this should be fixed.

With a motion made by Vice President Ludecke, and seconded by Brewster, the consent calendar pending the correct to President Bradford's title was approved unanimously:

AYES: Ludecke, Brewster, Lee, Bradford

NO:

ABSTAIN:

6. BUSINESS

The Administrative Committee (Directors Ludecke & Brewster) recommends Resolution 2023-06 'Fee Schedule' for full Board approval which will remove outdated language and increase staff related fees to cover cost.

Discussion:

Before Ms. Lamson started with the explanation for this item, Vice President Ludecke explained the Administrative Committee went through this resolution line item by line item, very thoroughly and are very confident with all the changes made. The committee is recommending a charge for the second tow in a season to help with the expense of towing. The Board further discussed other tow options but agreed to add a flat fee of \$100 for second-tow services, but wanted to leave the charge up to the discretion of the patrol officer who might be towing the same person over and over again.

With a motion made by Vice President Ludecke, and second by Director Lee, Resolution 2023-06, with the addition of the flat second tow fee of \$100 instead of time-based charge was unanimously approved:

AYES: Ludecke, Brewster, Lee, Bradford

NO:

ABSTAIN:

B. The Administrative Committee (Directors Ludecke & Brewster) recommends Policy 2023-03 'District Vehicle Use Policy' for full Board approval which will establish a policy when operating District vehicles.

Discussion:

Vice President Ludecke again explained that the Administrative Committee went through this document item by item and believes it incorporates all concerns about District vehicle use. Vice President Ludecke would like to add something in there about if personal vehicles are to be used for District purposes. Ms. Lamson explained that there is a line in the Admin Code that states employees in this situation are reimbursed at current federal travel rates and that same wording can be added into this policy as well.

With a motion made by Director Brewster, seconded by Vice President Ludecke, Policy 2023-03 'District Vehicle Use Policy' the was unanimously approved:

AYES: Ludecke, Brewster, Lee, Bradford

NO:

ABSTAIN:

C. The Administrative Committee (Directors Ludecke & Brewster) recommends Contamination Site Cleanup Close out efforts not to exceed \$10,500 proposal from EnviroMonitoring Services for full Board approval.

Discussion:

Ms. Lamson explained that the District consultant, EnviroMonitoring Services has received final approval for the destruction of the Big Bear Marina contamination clean up site. The Regional Control Board has deemed the site to be safe and did not receive any comments against the closure of the site. Although the Board did not approve any additional funds for this effort in anticipation of the closure, the remaining unused funds in our current contract with them will be enough to fund the project so I suggest using that rather than opening a new contract. If approved today, the destruction will begin on the site and should be completed by May 2024.

With a motion made by Director Brewster, seconded by Vice President Ludecke, the proposal for the Big Bear Marina Contamination Clean-Up Site was unanimously approved:

AYES: Ludecke, Brewster, Lee, Bradford

NO:

ABSTAIN:

D. The Administrative Committee (Directors Ludecke & Brewster) recommends the BVBGSA Annual Groundwater Report from Tom Harder not to exceed \$8,750 per partnering agency proposal for full Board approval.

Discussion:

Ms. Lamson explained this proposal is for work on the required annual report by the BVBGSA. Thomas Harder did the report last year, the first year of the report. The initial report requires substantial research which is why this year the cost is slightly less. Between the four partner agencies, the individual cost per agency will not exceed \$8,750. Last year, the effort did come in under budget so that might be the same case this year. Counsel Lemieux added that this is a report required by the state from all GSA's so there is no going around it.

With a motion made by Vice President Ludecke, seconded by Director Ludecke, the proposal from Thomas Harder regarding the GSA annual report not to exceed \$8, 750 per agency was unanimously approved:

AYES: Ludecke, Brewster, Lee, Bradford

NO:

ABSTAIN:

7. ITEMS REMOVED FROM CONSENT CALENDAR

N/A

8. ANNOUNCEMENTS

N/A

9. DIRECTOR COMMENTS

President Bradford asked about fish stocking, and was very sorry to hear about John Eminger's passing, he was a very influential person for this Valley and he will be missed.

10. ADJOURN


There being no further business, the meeting was adjourned at 1:42 PM.

DATE AND TIME OF NEXT MEETING

Date: December 7, 2023

Location: 40524 Lakeview Drive
Big Bear Lake, CA 92315

Time: 1:00 PM



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

[SEAL]

