



# 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

## NOTICE OF REGULAR BOARD MEETING JANUARY 15, 2026 A G E N D A

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

Next Resolution Number: 2026-01

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. Committee- the following committees met since the last regular Board meeting:
    1. 12/15/25 Operations Committee (Directors Rehfuß & Lee)
    2. 12/23/25 Budget & Finance Committee (Directors Ludecke & Lee)
    3. 1/9/26 Administrative Committee (Directors Brewster & Ludecke)
    4. 1/14/26 Operations Committee (Directors Lee & Rehfuß)
5. CONSENT CALENDAR
  - A. Minutes of a Regular Meeting on December 4, 2025.
  - B. Warrant List dated 01/09/2026 in the amount of \$87,648.04.
6. BUSINESS
  - A. Presentation of a 5-year Employee Service Award to Michael Kent.
  - B. Committee Assignments.
  - C. Announce 2026 Board President.
  - D. Announce 2026 Vice President.
  - E. Appointment of Board Officers for Calendar Year 2026.
  - F. Appointment of the District's JPIA Representative for the Calendar Year 2026.
  - G. Board to determine who will be the BVBGSA representative.
  - H. Administrative Committee (Ludecke & Brewster) recommend Resolution 2026-01 "Administrative Code – General Updates" for full Board discussion and possible approval.
  - I. Consider Approval of the Purchase of Dock Floats for East Public Launch Ramp.
  - J. Consider Approval of the Purchase of Welding Equipment for Maintenance Operations.

7. ITEMS REMOVED FROM CONSENT AND PLACED ON BUSINESS
8. ANNOUNCEMENTS
9. DIRECTOR COMMENTS
10. CLOSED SESSION
  - A. Conference with Legal Counsel – Anticipated Litigation Significant exposure to litigation pursuant to § 54956.9(b): one case
11. ADJOURNMENT

**NEXT MEETING:** Open Session at 1:00 P.M.  
Thursday, February 5, 2026  
40524 Lakeview Drive  
Big Bear Lake, CA 92315



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

[SEAL]

**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, DECEMBER 4, 2025**

**1. OPEN SESSION**

Vice 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 4, 2025.

**BOARD MEMBERS PRESENT:**

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

**2. PLEDGE OF ALLEGIANCE**

Tom Bradford, Vice President

**3. PUBLIC FORUM**

Dan Gulbranson, a resident of Big Bear Lake, distributed written materials and commented on the City's plans to update their General Plan. He expressed concern that the update may introduce additional regulations and questioned how the process will address environmental equity related to the lake. He also voiced concern about the projected \$1.7 million cost associated with the update for the City.

**4. REPORTS**

- A. General Manager Jared Cheek reported that all staff completed Bloodborne Pathogens training at MWD on November 21. That same day, the Budget & Finance Committee met to review quarterly financials. On November 25, the maintenance crew participated in forklift training and received certifications. Staff held a Thanksgiving lunch on November 27, which provided an opportunity for the team to gather. On December 1, GEI Consulting conducted an on-site review of the downstream dam concrete repairs after an initial in-house meeting; the project is progressing toward 90 percent plans within the next 45 days. East Ramp is now closed for the season. On December 3, Elsa Donoho, Michael Schermer, and Jared met with Caselle for an onboarding and implementation check-in, with biweekly meetings scheduled going forward.

Director Ludeke asked whether the system will improve operations once fully implemented. Michael Schermer confirmed that it will provide a more efficient accounting platform and streamline dock insurance tracking. The implementation period is expected to take approximately 18 months as the District works with Caselle to build a system tailored to its operational needs.

The District received notice last week that the Sierra Canyon legal case has been formally recorded with the court.

Season-end statistics were also reported: launch activity showed a 13 percent decrease, with 1,393 launches at the East Ramp and 961 at the West Ramp. A total of 483 private docks were licensed on the lake this year.

- B. Director Ludeke reported on the Budget and Finance Committee Meeting that the first property tax payment came in higher than anticipated, which will help determine the final in-lieu payment amount. The next revenue distributions are expected in December and April. Investments are performing well, litigation expenses have been paid, and the District remains fiscally on track.

#### **5. CONSENT CALENDAR**

- A. Minutes of a Regular Meeting on November 20, 2025.
- B. Warrant List dated 11/26/2025 in the amount of \$107,697.15.

#### **Discussion:**

No comments were made.

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

#### **6. BUSINESS**

N/A

#### **7. ITEMS REMOVED FROM CONSENT CALENDAR**

N/A

#### **8. ANNOUNCEMENTS**

General Manager Jared Cheek confirmed that the District office will be closed from December 25, 2025 through January 2, 2026 for the holiday period.

District Counsel Alex Lemieux announced upcoming changes related to Form 700 filings. Beginning next year, districts that are required to submit investment policies by April 1 will file those documents with the FPPC rather than the County. This applies to directors and managers involved in investment activities and does not change the Form 700 itself, only the filing destination. The State has also introduced a new mandatory training requirement: by 2028, all board members must complete a two-hour financial/budget training, similar in nature to AB 1234.

#### **9. DIRECTOR COMMENTS**

N/A

#### **10. ADJOURN**

There being no further business, the meeting was adjourned at 1:15PM.

**DATE AND TIME OF NEXT MEETING:**

Date: 12/18/2025  
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

[SEAL]

DRAFT

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01/09/26

**Big Bear MWD**  
**Warrant List Detail**  
November 27, 2025 through January 9, 2026

Num	Type	Date	Name	Account	Paid Amount
<b>162639</b>	<b>Bill Pmt -Check</b>	<b>12/04/2025</b>	<b>AMAZON CAPITAL SERVICES</b>	<b>1001-01 · Accounts Payable</b>	
177X-C...	Bill	10/15/2025		5570-31 · MAINT-Osha/Equipment	-176.88
1QMD-...	Bill	10/27/2025		5580-41 · OPS-Boat Maintenance-Patrol	-281.95
16CR-L...	Bill	10/30/2025		5650-02 · WATER-Watershed Mgt Equip&Maint	-24.97
1LT4-R...	Bill	12/01/2025		5503-01 · ADMIN-Office Supplies-Office	-8.17
1RGJ-L...	Bill	12/01/2025		5503-01 · ADMIN-Office Supplies-Office	-162.85
TOTAL					-654.82
<b>162658</b>	<b>Bill Pmt -Check</b>	<b>12/12/2025</b>	<b>AMAZON CAPITAL SERVICES</b>	<b>1001-01 · Accounts Payable</b>	
1LT7-4...	Bill	12/04/2025		5631-02 · OPS-Quagga Prevention Equip	-108.72
1TJX-N...	Bill	12/08/2025		5631-02 · OPS-Quagga Prevention Equip	-171.47
TOTAL					-280.19
<b>162669</b>	<b>Bill Pmt -Check</b>	<b>12/19/2025</b>	<b>AMAZON CAPITAL SERVICES</b>	<b>1001-01 · Accounts Payable</b>	
1HWR-...	Bill	12/10/2025		5630-30 · MAINT-Bldg/Facility Maint/Rep	-107.60
1HWR-...	Bill	12/10/2025		5570-41 · OPS-Equipment	-30.26
1YVX-...	Bill	12/12/2025		5510-07 · ADMIN-Empl Recognition-Winter	-24.23
TOTAL					-162.09
<b>162670</b>	<b>Bill Pmt -Check</b>	<b>12/19/2025</b>	<b>AUTOZONE INC</b>	<b>1001-01 · Accounts Payable</b>	
000483...	Bill	12/09/2025		5600-31 · MAINT-Vehicle Maint-ON ROAD	-97.46
TOTAL					-97.46
<b>162671</b>	<b>Bill Pmt -Check</b>	<b>12/19/2025</b>	<b>BEARCOM</b>	<b>1001-01 · Accounts Payable</b>	
5972963	Bill	11/14/2025		5506-41 · OPS-Radio Service Contract	-810.00
5985100	Bill	12/16/2025		5506-44 · OPS-Com/Radio - Handhelds	-590.00
TOTAL					-1,400.00
<b>162640</b>	<b>Bill Pmt -Check</b>	<b>12/04/2025</b>	<b>BEST BEST &amp; KRIEGER LLP</b>	<b>1001-01 · Accounts Payable</b>	
1046697	Bill	12/02/2025		5520-01 · ADMIN-District Counsel	-3,490.20
TOTAL					-3,490.20
<b>162659</b>	<b>Bill Pmt -Check</b>	<b>12/12/2025</b>	<b>BIG BEAR DISPOSAL</b>	<b>1001-01 · Accounts Payable</b>	
000012...	Bill	12/01/2025		5507-41 · OPS-Utilities-Main Office	-411.99
TOTAL					-411.99
<b>162660</b>	<b>Bill Pmt -Check</b>	<b>12/12/2025</b>	<b>BIG BEAR PAINT CENTER, INC</b>	<b>1001-01 · Accounts Payable</b>	
Y3TJF	Bill	12/05/2025		5640-02 · WATER-Dam Maintenance	-51.20
TOTAL					-51.20
<b>162672</b>	<b>Bill Pmt -Check</b>	<b>12/19/2025</b>	<b>BIG BEAR PAINT CENTER, INC</b>	<b>1001-01 · Accounts Payable</b>	
DKHB4	Bill	12/10/2025		5630-30 · MAINT-Bldg/Facility Maint/Rep	-93.46
LRN7C	Bill	12/15/2025		5630-10 · ADMIN-Bldg/Facility Maint/Rep	-6.94
TOTAL					-100.40
<b>162641</b>	<b>Bill Pmt -Check</b>	<b>12/04/2025</b>	<b>BUTCHER'S BLOCK AND BUILDING ...</b>	<b>1001-01 · Accounts Payable</b>	
2511-82...	Bill	11/10/2025		5630-42 · OPS-Bldg/Fac Mtn/Rep-EAST RAMP	-71.08
2511-83...	Bill	11/20/2025		5510-04 · ADMIN-Public Info-Ice Info/Sign	-37.85
TOTAL					-108.93

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01/09/26

**Big Bear MWD**  
**Warrant List Detail**  
November 27, 2025 through January 9, 2026

Num	Type	Date	Name	Account	Paid Amount
<b>162673</b>	<b>Bill Pmt -Check</b>	<b>12/19/2025</b>	<b>BVBGSA C/O DWP (V)</b>	<b>1001-01 · Accounts Payable</b>	
21252	Bill	12/09/2025		6000-03 · Lake Impr - Replenish BB (GSA)	-579.79
TOTAL					-579.79
<b>EFT</b>	<b>Bill Pmt -Check</b>	<b>12/15/2025</b>	<b>BVE (EFT)</b>	<b>1001-01 · Accounts Payable</b>	
112520...	Bill	11/25/2025		5507-43 · OPS-Utilities-Ramps	-205.50
112520...	Bill	11/25/2025		5507-21 · WATER-Utilities-Aerator	-603.02
112520...	Bill	11/25/2025		5507-22 · WATER-Utilities-Dam	-523.24
112620...	Bill	11/26/2025		5507-22 · WATER-Utilities-Dam	-81.65
120320...	Bill	12/03/2025		5507-41 · OPS-Utilities-Main Office	-534.99
120320...	Bill	12/03/2025		5507-41 · OPS-Utilities-Main Office	-15.05
120320...	Bill	12/03/2025		5507-42 · OPS-Utilities-Vacant Lot	-14.59
TOTAL					-1,978.04
<b>EFT</b>	<b>Bill Pmt -Check</b>	<b>12/19/2025</b>	<b>BVE (EFT)</b>	<b>1001-01 · Accounts Payable</b>	
120120...	Bill	12/01/2025		5507-43 · OPS-Utilities-Ramps	-1,157.65
120420...	Bill	12/04/2025		5507-41 · OPS-Utilities-Main Office	-1,228.49
TOTAL					-2,386.14
<b>162674</b>	<b>Bill Pmt -Check</b>	<b>12/19/2025</b>	<b>CA DEPT OF FISH AND WILDLIFE</b>	<b>1001-01 · Accounts Payable</b>	
2026 A...	Bill	12/17/2025		5670-01 · WATER-Fishery Management	-1,063.00
TOTAL					-1,063.00
<b>162675</b>	<b>Bill Pmt -Check</b>	<b>12/19/2025</b>	<b>COMPUTER VILLAGE</b>	<b>1001-01 · Accounts Payable</b>	
22977	Bill	12/15/2025		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>162676</b>	<b>Bill Pmt -Check</b>	<b>12/19/2025</b>	<b>CONNELLY PUMPING SERVICE</b>	<b>1001-01 · Accounts Payable</b>	
32110	Bill	12/18/2025		5632-03 · MAINT-Portables Pumping/ Rent	-420.01
32109	Bill	12/18/2025		5632-03 · MAINT-Portables Pumping/ Rent	-420.01
32108	Bill	12/18/2025		5632-03 · MAINT-Portables Pumping/ Rent	-235.01
TOTAL					-1,075.03
<b>162677</b>	<b>Bill Pmt -Check</b>	<b>12/19/2025</b>	<b>CSB SOLID WASTE MANAGEMENT ...</b>	<b>1001-01 · Accounts Payable</b>	
5426	Bill	12/03/2025		5630-30 · MAINT-Bldg/Facility Maint/Rep	-206.21
TOTAL					-206.21
<b>162642</b>	<b>Bill Pmt -Check</b>	<b>12/04/2025</b>	<b>CUMMINGS JIM (REIMBURSE)</b>	<b>1001-01 · Accounts Payable</b>	
11/21/2...	Bill	12/02/2025		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
TOTAL					-50.00
<b>162643</b>	<b>Bill Pmt -Check</b>	<b>12/04/2025</b>	<b>DIY HOME CENTER</b>	<b>1001-01 · Accounts Payable</b>	
40180	Bill	11/24/2025		5630-30 · MAINT-Bldg/Facility Maint/Rep	-33.20
40240	Bill	11/26/2025		5620-30 · MAINT-Equip Maintenance	-2.52
TOTAL					-35.72

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01/09/26

**Big Bear MWD**  
**Warrant List Detail**  
November 27, 2025 through January 9, 2026

Num	Type	Date	Name	Account	Paid Amount
<b>162661</b>	<b>Bill Pmt -Check</b>	<b>12/12/2025</b>	<b>DIY HOME CENTER</b>	<b>1001-01 · Accounts Payable</b>	
40406	Bill	12/05/2025		5630-30 · MAINT-Bldg/Facility Maint/Rep	-36.76
40472	Bill	12/10/2025		5631-02 · OPS-Quagga Prevention Equip	-40.68
TOTAL					-77.44
<b>162667</b>	<b>Bill Pmt -Check</b>	<b>12/12/2025</b>	<b>DMV RENEWAL</b>	<b>1001-01 · Accounts Payable</b>	
CF2265...	Bill	12/09/2025		5580-40 · OPS-Boat Maintenance	-20.00
TOTAL					-20.00
<b>162668</b>	<b>Bill Pmt -Check</b>	<b>12/12/2025</b>	<b>DMV RENEWAL</b>	<b>1001-01 · Accounts Payable</b>	
CF2264...	Bill	12/09/2025		5580-40 · OPS-Boat Maintenance	-20.00
TOTAL					-20.00
<b>162644</b>	<b>Bill Pmt -Check</b>	<b>12/04/2025</b>	<b>DONOHO ELSA (REIMBURSE)</b>	<b>1001-01 · Accounts Payable</b>	
12/22/2...	Bill	12/02/2025		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
TOTAL					-50.00
<b>162678</b>	<b>Bill Pmt -Check</b>	<b>12/19/2025</b>	<b>DWP-CITY OF BIG BEAR LAKE</b>	<b>1001-01 · Accounts Payable</b>	
121120...	Bill	12/11/2025		5507-43 · OPS-Utilities-Ramps	-248.45
121120...	Bill	12/11/2025		5507-41 · OPS-Utilities-Main Office	-109.36
TOTAL					-357.81
<b>162645</b>	<b>Bill Pmt -Check</b>	<b>12/04/2025</b>	<b>EGERER GAGE (REIMBURSE)</b>	<b>1001-01 · Accounts Payable</b>	
12/21/2...	Bill	12/02/2025		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
TOTAL					-50.00
<b>162646</b>	<b>Bill Pmt -Check</b>	<b>12/04/2025</b>	<b>EVERON, LLC</b>	<b>1001-01 · Accounts Payable</b>	
160057...	Bill	11/20/2025		5630-10 · ADMIN-Bldg/Facility Maint/Rep	-277.95
160057...	Bill	11/20/2025		5630-42 · OPS-Bldg/Fac Mtn/Rep-EAST RAMP	-216.02
160057...	Bill	11/20/2025		5630-43 · OPS-Bldg/Fac Mtn/Rep-WEST RAMP	-117.72
160057...	Bill	11/20/2025		5640-02 · WATER-Dam Maintenance	-117.72
TOTAL					-729.41
<b>EFT</b>	<b>Bill Pmt -Check</b>	<b>12/15/2025</b>	<b>FRONTIER (EFT)</b>	<b>1001-01 · Accounts Payable</b>	
909866...	Bill	11/28/2025		5505-04 · ADMIN-Phone At the Dam	-103.95
909866...	Bill	12/01/2025		5505-02 · ADMIN-Phones Ramps Local Svc	-343.21
909866...	Bill	12/01/2025		5505-02 · ADMIN-Phones Ramps Local Svc	-186.89
909866...	Bill	12/01/2025		5505-01 · ADMIN-Phones Local/Hardware/Rep	-821.32
TOTAL					-1,455.37
<b>162662</b>	<b>Bill Pmt -Check</b>	<b>12/12/2025</b>	<b>GEI CONSULTANTS INC</b>	<b>1001-01 · Accounts Payable</b>	
003188...	Bill	11/05/2025		5560-24 · Watermaster Consultant	-5,683.20
TOTAL					-5,683.20
<b>162679</b>	<b>Bill Pmt -Check</b>	<b>12/19/2025</b>	<b>GEI CONSULTANTS INC</b>	<b>1001-01 · Accounts Payable</b>	
003191...	Bill	12/10/2025		6100-11 · Dam Concrete Work	-28,985.00
003191...	Bill	12/15/2025		6000-18 · Lake Impr- Lake Wide EIR Conslt	-13,105.60
003191...	Bill	12/16/2025		5560-24 · Watermaster Consultant	-2,682.50
TOTAL					-44,773.10

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01/09/26

**Big Bear MWD**  
**Warrant List Detail**  
 November 27, 2025 through January 9, 2026

Num	Type	Date	Name	Account	Paid Amount
<b>162647</b>	<b>Bill Pmt -Check</b>	<b>12/04/2025</b>	<b>GEIGER SUPPLY</b>	<b>1001-01 · Accounts Payable</b>	
218483	Bill	10/15/2025		5640-02 · WATER-Dam Maintenance	-47.37
TOTAL					-47.37
<b>162648</b>	<b>Bill Pmt -Check</b>	<b>12/04/2025</b>	<b>HELMUTS MARINE SERVICES</b>	<b>1001-01 · Accounts Payable</b>	
202515...	Bill	09/22/2025		5580-41 · OPS-Boat Maintenance-Patrol	-345.85
TOTAL					-345.85
<b>162663</b>	<b>Bill Pmt -Check</b>	<b>12/12/2025</b>	<b>HOOVER BEN (REIMBURSE)</b>	<b>1001-01 · Accounts Payable</b>	
12/16/2...	Bill	12/09/2025		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
TOTAL					-50.00
<b>162680</b>	<b>Bill Pmt -Check</b>	<b>12/19/2025</b>	<b>KENT MICHAEL (REIMBURSE)</b>	<b>1001-01 · Accounts Payable</b>	
12/17/2...	Bill	12/17/2025		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
TOTAL					-50.00
<b>162649</b>	<b>Bill Pmt -Check</b>	<b>12/04/2025</b>	<b>MCMASTER-CARR</b>	<b>1001-01 · Accounts Payable</b>	
55157171	Bill	11/10/2025		5630-42 · OPS-Bldg/Fac Mtn/Rep-EAST RAMP	-357.92
TOTAL					-357.92
<b>162664</b>	<b>Bill Pmt -Check</b>	<b>12/12/2025</b>	<b>MOONRIDGE FUEL RALPH W HAUPT</b>	<b>1001-01 · Accounts Payable</b>	
11302025	Bill	11/30/2025		5590-42 · OPS-Petroleum-VEHICLES	-89.29
TOTAL					-89.29
<b>162650</b>	<b>Bill Pmt -Check</b>	<b>12/04/2025</b>	<b>NAPA AUTO PARTS</b>	<b>1001-01 · Accounts Payable</b>	
667631	Bill	11/26/2025	NAPA AUTO PARTS	2200-00 · Accounts Payable Liability 5620-30 · MAINT-Equip Maintenance	0.54 -26.92
TOTAL					-26.38
<b>162681</b>	<b>Bill Pmt -Check</b>	<b>12/19/2025</b>	<b>NIGRO &amp; NIGRO</b>	<b>1001-01 · Accounts Payable</b>	
23156	Bill	10/31/2025		5530-01 · ADMIN-Prof&Spec-AUDITOR	-11,000.00
TOTAL					-11,000.00
<b>162682</b>	<b>Bill Pmt -Check</b>	<b>12/19/2025</b>	<b>OWL TELEPHONE EXCHANGE</b>	<b>1001-01 · Accounts Payable</b>	
1634	Bill	12/15/2025		5506-41 · OPS-Radio Service Contract	-200.00
TOTAL					-200.00
<b>162651</b>	<b>Bill Pmt -Check</b>	<b>12/04/2025</b>	<b>PAPPAS DREW (REIMBURSE)</b>	<b>1001-01 · Accounts Payable</b>	
11/30/2...	Bill	12/02/2025		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
TOTAL					-50.00
<b>162665</b>	<b>Bill Pmt -Check</b>	<b>12/12/2025</b>	<b>PEAC SOLUTIONS</b>	<b>1001-01 · Accounts Payable</b>	
41273350	Bill	11/29/2025		2950-03 · Copier Lease	-501.25
TOTAL					-501.25

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01/09/26

**Big Bear MWD**  
**Warrant List Detail**  
 November 27, 2025 through January 9, 2026

Num	Type	Date	Name	Account	Paid Amount
<b>162683</b>	<b>Bill Pmt -Check</b>	<b>12/19/2025</b>	<b>PITNEY BOWES SUPPLIES</b>	<b>1001-01 · Accounts Payable</b>	
102865...	Bill	12/16/2025		5501-01 · ADMIN-Post&Ship OFFICE	-121.62
TOTAL					-121.62
<b>162684</b>	<b>Bill Pmt -Check</b>	<b>12/19/2025</b>	<b>RABAGO CATRINA (REIMBURSE)</b>	<b>1001-01 · Accounts Payable</b>	
12/31/2...	Bill	12/17/2025		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
TOTAL					-50.00
<b>162652</b>	<b>Bill Pmt -Check</b>	<b>12/04/2025</b>	<b>SCHERMER MICHAEL (REIMBURSE)</b>	<b>1001-01 · Accounts Payable</b>	
12/22/2...	Bill	12/03/2025		5505-09 · ADMIN-Phone-Employee Reimb	-50.00
TOTAL					-50.00
<b>162685</b>	<b>Bill Pmt -Check</b>	<b>12/19/2025</b>	<b>SMITH ERIN E (REIMBURSE)</b>	<b>1001-01 · Accounts Payable</b>	
PC832 ...	Bill	12/19/2025		5570-40 · OPS-Training/Supplies	-548.00
TOTAL					-548.00
<b>EFT</b>	<b>Bill Pmt -Check</b>	<b>12/15/2025</b>	<b>SPECTRUM BUSINESS (EFT)</b>	<b>1001-01 · Accounts Payable</b>	
170406...	Bill	12/01/2025		5505-08 · ADMIN- Phone Office	-230.00
TOTAL					-230.00
<b>162686</b>	<b>Bill Pmt -Check</b>	<b>12/19/2025</b>	<b>SQUEEGEE CLEAN WINDOW SERVI...</b>	<b>1001-01 · Accounts Payable</b>	
892074	Bill	12/17/2025		5630-10 · ADMIN-Bldg/Facility Maint/Rep	-50.00
TOTAL					-50.00
<b>162653</b>	<b>Bill Pmt -Check</b>	<b>12/04/2025</b>	<b>STREAMLINE</b>	<b>1001-01 · Accounts Payable</b>	
C39A82...	Bill	11/28/2025		5509-03 · ADMIN-Memberships-Subscriptions	-150.00
C39A82...	Bill	12/01/2025		5509-03 · ADMIN-Memberships-Subscriptions	-500.00
TOTAL					-650.00
<b>162654</b>	<b>Bill Pmt -Check</b>	<b>12/04/2025</b>	<b>TWIN BEAR</b>	<b>1001-01 · Accounts Payable</b>	
150457	Bill	10/03/2025		5630-10 · ADMIN-Bldg/Facility Maint/Rep	-389.17
150793	Bill	10/23/2025		5630-30 · MAINT-Bldg/Facility Maint/Rep	-171.16
TOTAL					-560.33
<b>162655</b>	<b>Bill Pmt -Check</b>	<b>12/04/2025</b>	<b>ULINE</b>	<b>1001-01 · Accounts Payable</b>	
199887...	Bill	10/29/2025		5630-42 · OPS-Bldg/Fac Mtn/Rep-EAST RAMP	-1,966.71
200555...	Bill	11/12/2025		5630-30 · MAINT-Bldg/Facility Maint/Rep	-337.13
TOTAL					-2,303.84
<b>162687</b>	<b>Bill Pmt -Check</b>	<b>12/19/2025</b>	<b>VISUAL EDGE IT, INC</b>	<b>1001-01 · Accounts Payable</b>	
24AR31...	Bill	12/16/2025		5620-13 · ADMIN-Copier Copy Counts	-85.54
TOTAL					-85.54
<b>162666</b>	<b>Bill Pmt -Check</b>	<b>12/12/2025</b>	<b>VORTEX INDUSTRIES</b>	<b>1001-01 · Accounts Payable</b>	
05-2085...	Bill	10/22/2025		5630-30 · MAINT-Bldg/Facility Maint/Rep	-1,410.00
TOTAL					-1,410.00

**Big Bear MWD**  
**Warrant List Detail**  
 November 27, 2025 through January 9, 2026

<u>Num</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
<b>162656</b>	<b>Bill Pmt -Check</b>	<b>12/04/2025</b>	<b>WAXIE SANITARY SUPPLY</b>	<b>1001-01 · Accounts Payable</b>	
83655284	Bill	11/21/2025		5504-31 · MAINT-Janitorial Supplies-Admin	-297.27
TOTAL					-297.27
<b>162657</b>	<b>Bill Pmt -Check</b>	<b>12/04/2025</b>	<b>WEST MARINE PRO</b>	<b>1001-01 · Accounts Payable</b>	
3810910	Bill	11/13/2025		5580-41 · OPS-Boat Maintenance-Patrol	-423.13
TOTAL					-423.13
<b>162688</b>	<b>Bill Pmt -Check</b>	<b>12/19/2025</b>	<b>WEST MARINE PRO</b>	<b>1001-01 · Accounts Payable</b>	
3797656	Bill	11/07/2025		5580-41 · OPS-Boat Maintenance-Patrol	-38.91
TOTAL					-38.91

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Accrual Basis

## Big Bear MWD Warrant List Total As of January 9, 2026

Type	Num	Date	Name	Memo	Amount
<b>1001-01 · Accounts Payable</b>					
Bill Pmt...	162639	12/04/2025	AMAZON CAPITAL SERVICES		-654.82
Bill Pmt...	162658	12/12/2025	AMAZON CAPITAL SERVICES		-280.19
Bill Pmt...	162669	12/19/2025	AMAZON CAPITAL SERVICES		-162.09
Bill Pmt...	162670	12/19/2025	AUTOZONE INC	011257766	-97.46
Bill Pmt...	162671	12/19/2025	BEARCOM		-1,400.00
Bill Pmt...	162640	12/04/2025	BEST BEST & KRIEGER LLP		-3,490.20
Bill Pmt...	162659	12/12/2025	BIG BEAR DISPOSAL	10176-001 UTIL-MAIN	-411.99
Bill Pmt...	162660	12/12/2025	BIG BEAR PAINT CENTER, INC		-51.20
Bill Pmt...	162672	12/19/2025	BIG BEAR PAINT CENTER, INC		-100.40
Bill Pmt...	162641	12/04/2025	BUTCHER'S BLOCK AND BUILDIN...	101410	-108.93
Bill Pmt...	162673	12/19/2025	BVBGSA C/O DWP (V)		-579.79
Bill Pmt...	EFT	12/15/2025	BVE (EFT)		-1,978.04
Bill Pmt...	EFT	12/19/2025	BVE (EFT)		-2,386.14
Bill Pmt...	162674	12/19/2025	CA DEPT OF FISH AND WILDLIFE		-1,063.00
Bill Pmt...	162675	12/19/2025	COMPUTER VILLAGE		-763.80
Bill Pmt...	162676	12/19/2025	CONNELLY PUMPING SERVICE		-1,075.03
Bill Pmt...	162677	12/19/2025	CSB SOLID WASTE MANAGEMEN...		-206.21
Bill Pmt...	162642	12/04/2025	CUMMINGS JIM (REIMBURSE)		-50.00
Bill Pmt...	162643	12/04/2025	DIY HOME CENTER	60-00061375-000	-35.72
Bill Pmt...	162661	12/12/2025	DIY HOME CENTER	60-00061375-000	-77.44
Bill Pmt...	162667	12/12/2025	DMV RENEWAL		-20.00
Bill Pmt...	162668	12/12/2025	DMV RENEWAL		-20.00
Bill Pmt...	162644	12/04/2025	DONOHO ELSA (REIMBURSE)		-50.00
Bill Pmt...	162678	12/19/2025	DWP-CITY OF BIG BEAR LAKE	UTILITIES	-357.81
Bill Pmt...	162645	12/04/2025	EGERER GAGE (REIMBURSE)		-50.00
Bill Pmt...	162646	12/04/2025	EVERON, LLC	70237631	-729.41
Bill Pmt...	EFT	12/15/2025	FRONTIER (EFT)		-1,455.37
Bill Pmt...	162662	12/12/2025	GEI CONSULTANTS INC		-5,683.20
Bill Pmt...	162679	12/19/2025	GEI CONSULTANTS INC		-44,773.10
Bill Pmt...	162647	12/04/2025	GEIGER SUPPLY		-47.37
Bill Pmt...	162648	12/04/2025	HELMUTS MARINE SERVICES		-345.85
Bill Pmt...	162663	12/12/2025	HOOVER BEN (REIMBURSE)		-50.00
Bill Pmt...	162680	12/19/2025	KENT MICHAEL (REIMBURSE)		-50.00
Bill Pmt...	162649	12/04/2025	MCMASTER-CARR	110748200	-357.92
Bill Pmt...	162664	12/12/2025	MOONRIDGE FUEL RALPH W HA...		-89.29
Bill Pmt...	162650	12/04/2025	NAPA AUTO PARTS	2800	-26.38
Bill Pmt...	162681	12/19/2025	NIGRO & NIGRO		-11,000.00
Bill Pmt...	162682	12/19/2025	OWL TELEPHONE EXCHANGE		-200.00
Bill Pmt...	162651	12/04/2025	PAPPAS DREW (REIMBURSE)		-50.00
Bill Pmt...	162665	12/12/2025	PEAC SOLUTIONS	409-3614	-501.25
Bill Pmt...	162683	12/19/2025	PITNEY BOWES SUPPLIES	1950-9767-86-9	-121.62
Bill Pmt...	162684	12/19/2025	RABAGO CATRINA (REIMBURSE)		-50.00
Bill Pmt...	162652	12/04/2025	SCHERMER MICHAEL (REIMBUR...		-50.00
Bill Pmt...	162685	12/19/2025	SMITH ERIN E (REIMBURSE)		-548.00
Bill Pmt...	EFT	12/15/2025	SPECTRUM BUSINESS (EFT)	8245100830140741 PHONE-WEB	-230.00
Bill Pmt...	162686	12/19/2025	SQUEEGEE CLEAN WINDOW SER...	SQUEEGEE CLEAN WINDOW SE...	-50.00
Bill Pmt...	162653	12/04/2025	STREAMLINE	C39A820A	-650.00
Bill Pmt...	162654	12/04/2025	TWIN BEAR		-560.33
Bill Pmt...	162655	12/04/2025	ULINE		-2,303.84
Bill Pmt...	162687	12/19/2025	VISUAL EDGE IT, INC	CON13364-IMS-01	-85.54
Bill Pmt...	162666	12/12/2025	VORTEX INDUSTRIES		-1,410.00
Bill Pmt...	162656	12/04/2025	WAXIE SANITARY SUPPLY	14992	-297.27
Bill Pmt...	162657	12/04/2025	WEST MARINE PRO		-423.13
Bill Pmt...	162688	12/19/2025	WEST MARINE PRO		-38.91
Total 1001-01 · Accounts Payable					-87,648.04
<b>TOTAL</b>					<b>-87,648.04</b>

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

**MEETING DATE:** *January 15, 2026*

**AGENDA ITEM:** *6A*

**SUBJECT:**

**PRESENTATION OF A 5-YEAR EMPLOYEE SERVICE AWARD TO MICHAEL KENT, LAKE DATA & GRANTS ANALYST IN THE ADMINISTRATION DEPARTMENT**

**RECOMMENDATION:**

Recognize Michael Kent, Lake Data & Grants Analyst in the Administration Department, for five years of dedicated service and contributions to the organization.

**DISCUSSION/FINDINGS:**

Presentation only, no action needed.

**OTHER AGENCY INVOLVEMENT:** None

**FINANCING:** None

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

**MEETING DATE:** January 15, 2026

**AGENDA ITEM: 6B**

**SUBJECT:**

**COMMITTEE ASSIGNMENTS**

**RECOMMENDATION:**

President will announce the committee assignments for calendar year 2026 for the following committees:

Administrative  
Budget and Finance  
Lake Improvement  
Operations  
Watermaster

**DISCUSSION/FINDINGS:**

President will assign committees for calendar year 2026.

**OTHER AGENCY INVOLVEMENT:** None

**FINANCING:** None

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

**MEETING DATE:** *January 15, 2026*

**AGENDA ITEM:** *6C*

---

**SUBJECT:**

**ANNOUNCE 2026 BOARD PRESIDENT.**

---

**RECOMMENDATION:**

Appoint Board President for 2026.

**DISCUSSION/FINDINGS:**

The Big Bear Municipal Water District rotates positions on an annual basis by Division.

**OTHER AGENCY INVOLVEMENT:** None

**FINANCING:** None

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

**MEETING DATE:** *January 15, 2026*

**AGENDA ITEM:** *6D*

---

**SUBJECT:**

**ANNOUNCE 2026 BOARD VICE PRESIDENT.**

---

**RECOMMENDATION:**

Appoint Board Vice President for 2026.

**DISCUSSION/FINDINGS:**

The Big Bear Municipal Water District rotates positions on an annual basis by Division.

**OTHER AGENCY INVOLVEMENT:** None

**FINANCING:** None

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

**MEETING DATE:** *January 15, 2026*

**AGENDA ITEM:** *6E*

---

**SUBJECT:**

**APPOINTMENT OF BOARD OFFICERS FOR CALENDAR YEAR 2026**

---

**RECOMMENDATION:**

President will announce Board Officers for 2026.

**DISCUSSION/FINDINGS:**

The Big Bear Municipal Water District establishes Board officers per the District's 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

**OTHER AGENCY INVOLVEMENT:** None

**FINANCING:** None

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

**MEETING DATE:** *January 15, 2026*

**AGENDA ITEM:** *6F*

---

**SUBJECT:**

**APPOINTMENT OF THE DISTRICT'S JPIA REPRESENTATIVE FOR THE CALENDAR YEAR 2026**

---

**RECOMMENDATION:**

President will announce the District's JPIA representative for 2026.

**DISCUSSION/FINDINGS:**

Director Craig Brewster is currently serving as the District's JPIA Representative. Historically, Directors serving on the Watermaster Committee have also been appointed as the JPIA Representative. Director Brewster may continue to serve in this role, or the President may choose to appoint a different representative for the 2026 calendar year.

**OTHER AGENCY INVOLVEMENT:** None

**FINANCING:** None

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

**MEETING DATE:** *January 15, 2026*

**AGENDA ITEM:** *6G*

---

**SUBJECT:**

**BOARD TO DETERMINE WHO WILL BE THE BVBGSA REPRESENTATIVE FOR 2026.**

---

**RECOMMENDATION:**

Board to discuss who will be BVBGSA representative for the District.

**DISCUSSION/FINDINGS:**

Director Steve Ludecke is currently serving as the District's BVBGSA Representative. Director Ludecke may continue to serve in this role upon Board approval, or the Board may choose to appoint a different representative for the 2026 calendar year.

**OTHER AGENCY INVOLVEMENT:** None

**FINANCING:** None

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

**MEETING DATE:** January 15, 2026

**AGENDA ITEM:** 6H

**SUBJECT:**

ADMINISTRATIVE COMMITTEE (DIRECTORS LUDECKE & BREWSTER) RECOMMEND RESOLUTION 2026-01 "BIG BEAR MUNICIPAL WATER DISTRICT ADMINISTRATIVE CODE" GENERAL UPDATES, EFFECTIVE JANUARY 2026 FOR FULL BOARD DISCUSSION AND POSSIBLE APPROVAL.

**RECOMMENDATION:**

Administrative Committee recommends the Administrative Code be reviewed on an annual basis and recommend Resolution 2026-01 for Board Approval.

**DISCUSSION/FINDINGS:**

The Administrative Code is reviewed annually to ensure accuracy and relevance. The current annual review resulted in minimal changes, mostly clerical in nature. Attachment A reflects the proposed revisions in redline format.

**OTHER AGENCY INVOLVEMENT:** None

**FINANCING:** None

**RESOLUTION NO. 2026-01**

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
BIG BEAR MUNICIPAL WATER DISTRICT  
AMENDING RESOLUTION NO. 2024-05 (ADMINISTRATIVE CODE) AS IT  
RELATES TO GENERAL UPDATES**

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF BIG BEAR MUNICIPAL WATER DISTRICT as follows:

**Section 1. Purpose**

This resolution amends Resolution 2024-05 (Administrative Code) as it relates to general updates. Revisions include updated titles, increased spending authority, formatting adjustments, and other clerical changes throughout the document.

**Section 2. Exhibit 'A' Administrative Code**

Exhibit 'A' of this resolution is the Administrative Code. The document, including red-lined revisions, will become rule upon the approval of the majority vote of the Board of Directors.

**Section 3. Other**

Except as provided herein, Resolution No. 2026-01 is hereby reaffirmed and readopted.

**PASSED, APPROVED AND ADOPTED** this 15th day of January, 2026.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Elsa Donoho, Secretary to the Board

(SEAL)



# Big Bear Municipal Water District Administrative Code

Resolution 2026-015-04 (Exhibit 'A')

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## CHAPTER 1. GENERAL PROVISIONS

### Section 1.101 Purpose.

This Resolution provides the members of the Board and the District's staff with a statement of instructions and policy to implement the Municipal Water District Law of 1911. This Resolution, and any future amendments thereto, may be referred to as the District's "Administrative Code."

### Section 1.102 Mission and Goals.

The mission of the District is to maintain Big Bear Lake for recreation and wildlife.

### Section 1.103 Scope.

This Code consists of the regulatory, penal, and administrative laws of general application, codified pursuant to the authority of the Municipal Water District Law of 1911 and authority provided to local agencies under the Government Code.

### Section 1.104 Effect of Code on Past Actions and Obligations.

The adoption of this Code or the repeal of a resolution by this Code shall not affect:

- (a) The prosecution for violations of resolutions committed prior to the effective date of this Code;
- (b) Any fee or penalty due and unpaid under such resolutions;
- (c) The validity of a bond required to be posted, filed, or deposited pursuant to any resolution;
- (d) Vested rights and obligations pertaining to such resolutions; or
- (e) Deposits or other matters of record referring to resolutions and not included within this Code.

### Section 1.105 Maintenance of Code.

(a) At least three (3) certified copies of this Code shall be maintained on file in the District offices as the official copies of this Code. Additional copies of this Code shall be distributed as directed by the General Manager.

(b) Each resolution making a change in this Code shall be filed by the Secretary in books for such purpose, properly indexed for ready reference.

(c) At least quarterly, the Secretary shall reproduce and distribute loose leaf pages of this Code in which changes have been made with a notation as to the resolution number and date on which such change is adopted.

### Section 1.106 Definitions.

The following terms are defined for the purposes of this Resolution:

- (a) "District" refers to the Big Bear Municipal Water District.
- (b) "Board" refers to the legislative body of the District made up of the Board of Directors.
- (c) "Board Member" refers to an individual Director elected or appointed to fill a seat on the Board.
- (c) "President" refers to the President of the Board.
- (d) "Vice President" refers to the Vice President of the Board.
- (e) "Secretary" refers to the Secretary of the Board.
- (f) "Treasurer" refers to the Treasurer of the Board.
- (g) "General Manager" refers to the chief executive officer of the District.

- (h) "Employee" refers to a District employee.
- (i) "Principal Act" refers to the Municipal Water District Law of 1911.
- (j) "Engineer" refers to the District Engineer.

**Section 1.107 Official Seal of Authority.**

The following design is hereby determined to be, and it is hereby adopted, as and for the official seal of the District:

The seal is circular in form and has engraved on the outer edge of the face with the words: "BIG BEAR MUNICIPAL WATER DISTRICT" and within the circle, the words: "INCORPORATED JANUARY 31, 1964, CALIFORNIA," as shown.

**Section 1.1089 Holidays.**

- (a) The offices of the District shall normally be closed on the following holidays:
 

January 1	New Year's Day
3rd Monday in January	Martin Luther King Day
3rd Monday in February	President's Day
Last Monday in May	Memorial Day
June 19	National Independence Day
July 4	Independence Day
First Monday in September	Labor Day
November 11	Veterans' Day
Thanksgiving	Thanksgiving Day
Friday following Thanksgiving	Thanksgiving Friday
December 25	Christmas
December 26	Day After Christmas
- (b) Any day designated as a paid holiday by the Board.

**Section 1.10910 Regular Holidays that Occur on a Weekend.**

Any regular holiday that occurs on Sunday will be observed on the following Monday. Any holiday occurring on Saturday will be observed on the preceding Friday.

## CHAPTER 2. BOARD OF DIRECTORS

### ARTICLE 1 - ELECTION, APPOINTMENT AND OATHS

#### Section 2.101 General.

The Board shall establish policies and give the General Manager the authority to implement policies. The Board is not responsible for the day-to-day management or operations of the District.

#### Section 2.102 Relationship Among Board Members.

A quorum of the Board shall not discuss the business of the District directly, seriatim, or through an intermediary except at a public meeting. A quorum of the Board may discuss the time, place, and agenda for a meeting at any time.

#### Section 2.103 Relationship with Officers and Employees.

(a) The Board and individual Board Members may question the General Manager with respect to the development and implementation of District policy. The Board, but not the individual Board Members, may direct the General Manager with respect to the development and implementation of District policy.

(b) The Board and individual Board Members are prohibited from dealing directly with any Employee regarding District business, except the General Manager and the Board Secretary. Continued violation to this section shall be referred to the full Board for discussion.

#### Section 2.104 Election.

(a) Members of the Board shall be elected to office in accordance with the provisions of the Principal Act.

(b) Board Members shall be elected on the following schedule, with terms commencing at the time stated and every fourth year thereafter:

Board Member representing:	Division 1 - January 202 <del>3</del> <u>6</u>
	Division 2 - January 202 <del>3</del> <u>6</u>
	Division 3 - January 202 <del>3</del> <u>6</u>
	Division 4 - January 202 <del>5</del> <u>8</u>
	Division 5 - January 202 <del>5</del> <u>8</u>

#### Section 2.105 Unscheduled Vacancies.

(a) The office of Board Member may become vacant before the end of the term because of death, resignation or other event causing vacancy. A written resignation is irrevocable and effective when filed with the Secretary. An oral resignation is irrevocable and effective when accepted by the Board.

(b) A notice of intention to fill the vacancy by appointment shall be posted by the Secretary immediately when an unscheduled vacancy on the Board occurs. At least ten (10) days after the notice is posted and within sixty (60) days after the effective date of the vacancy, the remaining Board Members may fill such vacancy by appointment or by calling an election. The San Bernardino County Board of Supervisors may fill the vacancy if the Board fails to act within sixty (60) days of the effective date of the vacancy.

(c) If a vacancy is not filled by appointment, an election shall be held at the next regular election date at least one hundred fourteen (114) days after the effective date of the vacancy.

(d) A person appointed or elected to fill an unexpired term shall hold office until the next regular district election held at least one hundred fourteen (114) days after the effective date of the vacancy.

Section 2.106 Oath of Office.

Persons elected or appointed to the Board shall take the oath of office prior to assuming office in the manner and at the time prescribed by law. The Secretary shall administer the oath.

## ARTICLE 2 - ORGANIZATION AND BOARD OFFICERS

Section 2.201 Divisions.

The District is divided into five (5) divisions as shown on the Official Map of Division Boundaries on file in the District offices. Each division is represented by one Board Member.

Section 2.202 Officers of the Board.

(a) The President and Vice President shall be appointed by the Board from its members at the first meeting in the month of January of every year.

(b) The office of the President shall be rotated from division to division annually on a numerical basis. If a Board Member declines the office, or has served less than one (1) year, the Board Member serving the next numerical division shall be President. If no one accepts the position, the current President may appoint the next President.

(c) The office of Vice President shall be rotated from division to division annually on a numerical basis to the Board Member whose division is scheduled as the following year's President. If the Board Member declines the office, or has served less than one (1) year, the Board Member serving the next numerical division shall be Vice President.

(d) The District's Executive Assistant shall also serve as Secretary to the Board, and the District's General Manager shall also serve as Treasurer and Deputy Secretary when the Secretary is absent.

Section 2.203 Powers, Duties and Responsibilities of Board.

Certain duties are delegated to Board Members beyond those provided for by statute:

(a) The President serves as presiding officer.

(b) The Vice President serves as Parliamentarian and as presiding officer in the absence of the President.

(c) The Secretary is responsible for the accuracy and availability of the minutes of Board meetings and the Official Record of ordinances, resolutions and orders passed or adopted by the Board. The Secretary shall certify to the passage and adoption of ordinances, resolutions and orders of the Board, to the filing of documents filed with, or by order of, the Board, to the official status, capacity and signature of all officers and Employees of the District, and to matters appearing of record in the files and records of the District and of its Board, or of any office or officer of the District.

(d) The Treasurer is responsible for receiving and depositing monies of the District, the certification that checks presented for Board approval in payment of obligations of the District are correct and supporting documents available, and the investment of District funds.

(e) Board members should always be guided by the best interests of the District and its constituents.

(f) The primary responsibility of a Board Member is to guide the policy and direction of the District. The General Manager administers the day-to-day activities and is solely responsible for personnel matters.

(g) The smooth working of the District is a team effort. All individuals should try to work together in the collaborative process, assisting each other in conducting the affairs of the District.

(h) Board Members should develop a working relationship with the General Manager wherein current issues, concerns, and District projects can be discussed comfortably and openly.

#### Section 2.204 Code of Behavior.

(a) Board Members should commit themselves to promote communication, courtesy, honesty, respect, and trust within the Board, Staff, and citizens.

(b) Board Members should commit themselves to emphasizing the positive, avoiding hidden agendas and other negative forms of interactions. Any degrading or malicious comments about the General Manager or any staff member will not be tolerated.

(c) Board Members should commit themselves to focusing on issues and not personalities.

(d) In seeking clarification on information, operations, and policy items, Board Members should directly approach the General Manager to obtain information needed to supplement, upgrade to enhance their knowledge to improve legislative decision making.

(e) In handling operational complaints from citizens, tenants, and property owners in the District, said complaints should be referred to the General Manager.

(f) In handling items related to safety, concerns for safety or hazards should be reported to the General Manager or to District personnel.

(g) No Board member intentionally shall impede the General Manager's powers and functions.

(h) Each Board Member is governed by the procedures set out in the Employee Handbook for dealing with a harassment complaint. In the event the General Manager is the subject of the harassment complaint, the complaint shall be reported to and handled by the District legal Counsel.

(i) The failure of a Board Member to comply with the provisions of this Section shall constitute grounds for disciplinary action against him/her. A majority of the Board may place a censure hearing on a District Board agenda. In taking such action, the Board shall identify the Board Member or Board Members involved and describe the conduct constituting the alleged violation.

(j) A Board Member who is the subject of an alleged violation shall be provided with written notice of the violation and the grounds for the proposed action. Such notice shall be prepared by District staff and reviewed by legal counsel. At the censure hearing, the Board Member shall have an opportunity to be heard concerning the allegations that led to the use of censure. The Board Member may submit a written response to the allegations in addition to, or in lieu of, speaking at the hearing if he/she so chooses.

(k) If, at the close of the censure hearing, the District Board finds that the Board Member's conduct does not comply with the District's standards, the District Board may direct staff to prepare a resolution of censure which may include the imposition of sanctions against the Board Member as a majority of the Board deems appropriate. Such sanctions may include removal from a committee and restrictions on District-related travel privileges. At the next District Board meeting, the Board may consider and adopt the resolution of censure including any sanctions imposed by the Board.

(l) A violation of this Section shall not be considered a basis for challenging the validity of a Board decision.

Section 2.205 Committee Structure.

(a) At the last Board meeting each year, the President shall announce the standing committee assignments. A standing committee shall be comprised of two (2) Board Members and formed to discuss assigned matters. As nearly as practicable, each Board Member shall participate as equally as possible in the committees.

(b) To the extent practicable, committees shall review and make recommendations on matters to appear on a Board agenda. No item shall be placed on an agenda at the request of one (1) Board Member. Such requests shall be directed to the appropriate committee for review. A committee decision not to place an item on a Board agenda can be overruled if three (3) Board Members make the request.

Section 2.206 Board Development

(a) New Board Members will:

1. Participate in AB1234 Ethics Training within the first year of taking office and every other year thereafter.
2. Participate in AB1825 Sexual Harassment Training pursuant to Govt. Code Sections 53237 et seq. within the six months of taking office and every other year thereafter.
3. Be given access to Board Development Webinars and any other applicable training.

(b) All Board Members will participate in:

1. Biennial Ethics Training in compliance with AB1234.
2. Biennial Sexual Harassment Training in compliance with Govt. Code Sections 53237 et seq.
3. Budget and Development Workshops.
4. Any other training as required by law or approved by a vote of the Board.

## ARTICLE 3 - MEETINGS AND MINUTES

Section 2.301 General.

(a) Meetings of the Board and advisory bodies shall be open to the public. No action shall be taken by secret ballot at such meetings.

(b) The terms used in this article have the same meaning as the Ralph M. Brown Act.

(c) Meetings of the Board and advisory bodies shall be held within the District boundaries, except: (1) to comply with State or Federal law or court order; (2) to inspect real property or personal property which cannot be moved; to meet with another public agency at the other agency on multi-agency matters; (3) to discuss legislative or regulatory matters with State or Federal officials; (4) to discuss matters relating to a District facility in the facility; or (5) to consult with legal counsel at counsel's office if so doing will result in a reduction in legal fees associated with the meeting.

(d) Secretary shall provide each member a copy of these regulations.

Section 2.302 Regular and Special Meetings.

(a) The Board shall hold regular meetings on the first and third Thursday of each month at the hour of 1:00 o'clock p.m. at the District's headquarters located at 40524 Lakeview Drive, Big Bear Lake, California.

Section 2.303 Attendance at Meetings

(a) Board Members are expected to attend all regular and special meetings of the Board.

(b) Board Members appointed to a committee are expected to attend all scheduled meetings of that committee.

(c) A Board Member absence may be excused when known by the Board President or Vice-President and General Manager no less than 24 hours before the time of the regular scheduled meeting or scheduled committee meeting. An unexcused absence, which is defined as a no-show, no-call, requires a finding by the Board and will be formally noted in their file.

(d) If an unexcused or repeated absence does occur, a censure hearing may be taken before the whole Board for review.

(e) Special meetings of the Board may be called by the President or three (3) Board Members by delivering written notice to each Board Member and to each local newspaper of general circulation, radio, or television station requesting notice in writing within the prior twelve (12) months. The notice shall be delivered at least twenty-four (24) hours before the time of each meeting. A Board Member may waive notice for his or herself by filing a written waiver of notice with the Secretary or by being present at the meeting when it convenes.

(f) The Board may hold an emergency meeting, but not a closed session, without twenty-four (24) hour notice in the case of a work stoppage, crippling disaster, or other activity severely impairing public health or safety and requiring prompt action due to the disruption or threatened disruption of public facilities. Each newspaper, radio, or television station requesting notice of special meetings shall be notified by the Secretary by telephone at least one (1) hour prior to an emergency meeting. If telephone service is not available, the newspapers, radio, or television stations shall be notified of the meeting, the purposes of the meeting and action taken as soon after the meeting as possible.

Section 2.304 Adjournment.

(a) A regular, adjourned regular, special, or adjourned special meeting may be adjourned to a time and place specified in the order of adjournment.

(b) If a quorum is not present for a regular or adjourned regular meeting, the Secretary or Deputy Secretary may declare the meeting adjourned to a stated time and place and cause a written notice of such adjournment to be given in the same manner as provided for a special meeting. When a regular or adjourned regular meeting is adjourned, the resulting adjourned meeting is a regular meeting for all purposes.

(c) A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special, or adjourned special meeting was held within twenty-four (24) hours after the time of adjournment. When an order of adjournment fails to state when the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings.

Section 2.305 Continuance of Hearings.

A hearing held, or noticed to be held at a meeting may be continued or recontinued to a subsequent meeting in the same manner and to the same extent as the adjournment of meetings. If the hearing is continued to a time less than twenty-four (24) hours after the time specified in the order, a notice of continuance of hearing shall be posted immediately following the meeting at which the order of continuance was made.

Section 2.306 Minutes of Board Meetings.

- (a) Meetings, except closed sessions, shall be recorded in written minutes.
- (b) The minutes of the emergency meeting showing persons notified or attempted to be notified, the roll call vote, and action taken shall be posted for at least ten (10) days as soon after the meeting as possible.
- (c) The written minutes of meetings need not be a verbatim transcription but shall reflect:
  - (1) official actions taken by the Board;
  - (2) disposition of items appearing on the agenda;
  - (3) the number and title of ordinances and resolutions.
- (d) The written minutes are not official minutes until approved by the Board. Upon approval, the minutes will be signed by the Secretary and the Seal of the District affixed.
- (e) Any person attending an open meeting of the Board may record the proceeding on audio or video media unless the Board finds the recording cannot continue without noise, illumination or obstruction of view constituting a persistent disruption of proceedings.

Section 2.307 Rules of Conduct.

- (a) The affirmative vote of at least three (3) Board Members is necessary for the Board to take action. The Board shall take action by motion, resolution, or ordinance. Motions and resolutions may be adopted on voice vote; roll call shall be taken if requested by any Board Member. Ordinances shall be adopted on roll call vote.
- (b) The District may use video teleconferencing to receive public comment or testimony and for deliberations of the Board in accordance with state law. If video teleconferencing is used, the agenda shall be posted at all video teleconference locations and reasonable rules shall be adopted to protect the statutory and constitutional rights of the parties and the public appearing before the Board.
- (c) Meetings shall be conducted in accordance with the latest edition of Robert's Rules of Order insofar as such rules are compatible with the Principal Act and other laws of the State of California. Committees shall adopt rules of order appropriate to their work.
- (d) If any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Board may order the meeting room cleared. Only matters appearing on the agenda may be considered in such a session. Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend the session. The Board may establish a procedure for readmitting individuals not responsible for willfully disturbing the orderly conduct of the meeting.
- (e) The Board shall not prohibit public criticism of the policies, procedures, programs, or services of the District or of the acts or decisions of the Board. However, no privilege or protection is hereby conferred for expression beyond that otherwise provided by law.

Section 2.308 Agenda.

- (a) At least seventy-two (72) hours before a regular meeting, or at least twenty-four (24) hours prior to a special meeting, the Secretary shall post an agenda containing a brief, general description of each item of business to be transacted or discussed at the meeting, including the items to be discussed in closed session. The posting shall be freely accessible to the public.
- (b) The agenda for all meetings shall include the opportunity for the public to address the Board prior to taking action on any matter. The agenda for regular and adjourned regular meetings shall

include the opportunity for the public to address the Board on matters within the jurisdiction of the District but not on the agenda.

(c) No action shall be taken on matters not shown on the posted agenda, except members may briefly respond to: (1) statements made or questions posed during public comment; (2) requests for clarification; (3) provide a reference to staff or other resources for factual information; (4) request staff to report back to the Board at a subsequent meeting; or (5) direct staff to place a matter of business on a future agenda.

(d) Prior to discussion of any matter on the agenda, the Board may add matters to the agenda upon a majority finding an emergency exists or upon at least a two-thirds vote finding there is a need to take immediate action and the need for action came to the attention of the District subsequent to the posting of the agenda. If only three (3) Board Members are present, the finding of the need for action shall be by unanimous vote.

(e) Meetings to consider a new or increased assessment shall be preceded by at least forty-five (45) days notice as specified by law.

#### Section 2.309 Closed Sessions.

(a) The Board may conduct a closed session to:

(1) Consider the appointment, promotion, or job performance of an Employee under direct hiring of the Board;

(2) Consider charges levied against an Employee as a part of disciplinary proceedings unless the employee requests a public hearing;

(3) Establish the District's position for employee negotiations;

(4) Consider pending or potential claims or litigation;

(5) Consider property acquisition or disposition with negotiator; or

(b) The agenda shall state the purpose of the closed session, under Gov. Code, § 54954.5, unless the purpose of the closed session is to:

(1) Consider charges levied against an employee in which case, the identity of the employee shall not be disclosed unless already publicly known or requested by the employee;

(2) Discuss pending or potential claims or litigation and counsel announces disclosure of the identity of the claimant or litigant would prejudice the District; or

(c) Action taken in closed session shall be publicly announced at the same meeting as the closed session. If the action was taken by roll call vote, the vote shall be announced.

(d) When closed session held at the end of a meeting will result in a decision authorizing expenditures, the action shall be deferred until the next regular meeting and considered as a part of the regular agenda, unless the matter involves:

(1) Litigation with court-imposed deadlines before the next regular meeting;

(2) Appointment, removal, or dismissal of District officers or employees; or

(3) Response to emergency conditions.

(e) Counsel shall prepare a confidential memorandum stating the purpose of the closed session and action taken. This memorandum shall be filed with the General Manager in confidence.

## ARTICLE 4 - COMPENSATION AND EXPENSES

### Section 2.401 Compensation.

In accordance with Section 71255 of the Water Code, each Board Member shall be compensated in the amount established by Ordinance for each day's attendance at meetings of the Board or for each day's service rendered as a Board Member by request of the Board not to exceed six (6) days in any calendar month. A Board Member shall not be compensated for more than one (1) per diem per day even if more than one meeting is attended in one (1) day. At least annually, the Board shall determine the meetings for which Board Members shall be compensated. Board Members shall be compensated only for meetings approved by the Board.

### Section 2.402 Expenses.

(a) If expenses are expected to exceed the budgeted amount, a Board Member shall receive reasonable and necessary reimbursement for travel, meals, lodging, registration, and similar expenses incurred on District business. The rate for reimbursement shall not exceed the rate published by the IRS for deduction from taxes. Board Members shall submit expense reports within fifteen (15) days of the activity for which reimbursement is requested.

(b) During September of each year, the General Manager shall prepare a list of amounts paid during the prior fiscal year to reimburse a Board Member or Employee for individual expenses of one hundred dollars (\$100.00) or more. To determine the value of an item, the total charges for the item for the day shall be considered. For example, several transportation bills, each less than one hundred dollars (\$100.00), but totaling more than one hundred dollars (\$100.00), requires a report.

(c) The District shall pay for the attendance of up to two (2) Board Members at any one seminar, conference or other similar meeting or event, unless otherwise approved by the Board. Following an election, an incumbent choosing not to seek another term or who is defeated in the election, shall not be eligible for seminar attendance during the remaining months in office. The maximum fiscal-year expenditure per Board Member shall be set each year in the annual budget. First choice for seminar attendance shall be determined by the committee description most closely related to the seminar subject matter as determined by the President. Should a committee member be unable, or not wish, to attend a seminar, the option to attend shall then be extended first to the committee alternate.

(d) At the next Regular Board meeting after a Board Member's attendance at a conference or other event at District's expense, the Board Member shall provide a brief or written report regarding that conference. The written report may be provided on a form, which will be included with the agenda packet.

## CHAPTER 3. DISTRICT OFFICERS

### ARTICLE 1 - GENERAL MANAGER

#### Section 3.101 General Manager.

The General Manager shall be appointed by the Board as the chief executive officer and shall be responsible directly to the Board. The General Manager shall have full charge and control of the planning, design, construction, operation and maintenance of District facilities and the administration of the business affairs of the District within the program and policies established by the Board, as outlined in the job description approved by the Board.

#### Section 3.102 Administration of Business Affairs of the District.

The General Manager shall have full power and authority to administer the business affairs of the District within the program and policies established by the Board, including: placing items on Board agendas; purchasing; customer service; and employment matters (e.g., employing, promoting, transferring and discharging employees and assistants and prescribing the duties of employees and assistants and in fixing their compensation in accordance with the policies and schedules approved by the Board).

#### Section 3.103 Personnel Rules & Regulations.

The General Manager shall submit recommended personnel rules and regulations, including salary recommendations, from time to time to the Board for approval. Such recommendations may be in the form of a Memorandum of Understanding or Policy Memorandum. Such recommendations, when approved, shall supersede this Code to the extent there is any conflict between such recommendations and the personal rules and regulations in this Code.

#### Section 3.104 Emergency Powers.

If an emergency arises which would ordinarily be brought to the attention of the Board but insufficient time exists within which to give notice as required by law, the General Manager is authorized, in his/her discretion, to take such emergency action as he/she deems appropriate and reasonable.

#### Section 3.105 Collection of Delinquent Accounts.

The General Manager may engage a collection agency to collect accounts delinquent over three (3) months and collection efforts have proven unsuccessful.

### ARTICLE 2 - OTHER OFFICERS

#### Section 3.201 District Counsel.

- (a) District shall hire General Counsel based on the needs of the District.
- (b) Bond Counsel or special counsel shall be appointed by the Board. The compensation of the Bond Counsel will be set by the Board.
- (c) District Counsel shall report possible violations of District policy and State or Federal law to the General Manager. District Counsel shall report possible violations of District policy not corrected by the General Manager, General Manager's possible violations of State or Federal penal law, and violations of policy or law by a Board Member to the Board, and to the District Attorney or United States

Attorney, as the case may be, when instructed by the Board, or if the Board fails to act, as the District Counsel deems appropriate.

Section 3.202 Auditor.

An independent auditor shall be hired by the Board to annually review the financial records of the District.

Section 3.203 Engineer.

Consulting Engineers shall be hired by the Board to assist the District on an as-needed basis.

Section 3.204 Lake Rangers.

The District shall employ lake rangers in accordance with Water Code section 71341.5. The primary function of these lake rangers will be to protect the properties of the District and to protect persons on District property.

Section ~~3.205~~<sup>4</sup> Chief Operations Officer

The District may hire a Chief Operations Officer based on the needs of the District through a contractual employment agreement.

## CHAPTER 4. EMPLOYEES

### ARTICLE 1 - COMPENSATION

#### Section 4.101 Positions Authorized.

The Board shall, by resolution, approve positions necessary for the performance of the District's work. The resolution shall identify the position by job title and describe the requirements for and the duties of the position. All authorized positions, with the exception of contract employees, are considered "at-will" employment.

#### Section 4.102 Compensation.

- (a) The Board shall approve the compensation range for each authorized position. Newly-hired employees are typically assigned a wage on the first step in the compensation plan. In their sole discretion, the General Manager may assign any employee to a different step in the approved range.
- (b) An employee sent home from the work site by a Supervisor due to lack of work, either prior to or following commencement of work for the day, shall be paid for at least one half of the hours they were scheduled to work hours on that day. If more than one half of scheduled hours have been worked, the employee shall receive pay for actual hours worked.

#### Section 4.103 Cost-of-Living Adjustment ("COLA").

Subject to the following provisions, employees of the District may receive a Cost-of-Living Adjustment (COLA) on July 1 of each year if a favorable annual review is received by June 30. A favorable review is defined as a total score of 3 or higher on a 5-point scale. This adjustment, if any, is based on the most current available Consumer Price Index Urban Wage Earner of Los Angeles, Riverside and Orange County, CA areas. In any event, only adjustments of less than five percent (5%) can be granted without Board approval through the General Manager. Any proposed COLA of five percent (5%) or greater requires advance approval of the Board of Directors. COLAs are typically granted prospectively only. In no event will a COLA be granted retroactively for longer than thirty (30) days.

### ARTICLE 2 – EMPLOYEE BENEFITS

#### Section 4.201 Benefits.

Benefits provided to District employees are decided by the Board of Directors.

#### Section 4.~~202504~~ Employee Handbook.

The General Manager shall prepare an employee handbook which implements the provisions of this Administrative Code by providing detailed instructions concerning the terms and conditions of employment.

## CHAPTER 5. FINANCE

### ARTICLE 1 - BUDGET

#### Section 5.101 Establishment of Budget.

The General Manager shall present a proposed budget to the Board for consideration prior to the commencement of each fiscal year.

#### Section 5.102 Filing of Budget.

The ~~Senior Accountant~~ Assistant Financial Officer shall file a copy of the Audited Financial Statements with the ~~State Controller's~~ County of San Bernardino's office within the deadlines each year.

#### Section 5.103 Modification of Budget.

If the General Manager determines that the approved budget is inadequate to address District requirements due to changes occurring subsequent to the approval of the budget, he/she shall submit recommended modifications to the Board for action.

#### Section 5.104 Implementation of the Budget.

The General Manager shall implement the approved or revised budget, provided all capital expenditures shall be approved by the Board before they are undertaken.

### ARTICLE 2 - OFFICIAL BOOKS AND RECORDS

#### Section 5.201 General and Special Books of Account.

The Treasurer shall maintain books of account in accordance with the accepted accounting principles showing the status of all monies received and disbursed and shall also maintain such general and special fund accounts as are necessary to accomplish this purpose.

### ARTICLE 3 - DEPOSITORIES AND BONDS

#### Section 5.301 Bonds.

The Treasurer shall secure a bond in the amount of one hundred thousand dollars (\$100,000) per incident covering Employees who are authorized to receive or spend money. Premiums shall be paid by the District.

#### Section 5.302 Depositories.

The Board shall, from time to time, designate depositories to have custody of the funds of the District.

### ARTICLE 4 - CLAIMS AND CHECKS

#### Section 5.401 Claims: General.

The provisions of this Article apply to all claims filed against this District for money or damages, including but not limited to, claims filed by local governmental agencies.

Section 5.402 Filing of Claim Required.

A claim shall be presented in accordance with this Article in all cases described herein.

Section 5.403 Presentation of Claim.

A claim, or any amendment, shall be presented to the District by delivery to the Secretary of the District or by mailing it to the Secretary at the District's office.

Section 5.404 Contents of Claim.

A claim shall be presented to the District by the claimant or by a person acting on his behalf and shall show:

- (a) The mailing address of the claimant;
- (b) Mailing address to which the person presenting the claim desires notice to be sent;
- (c) The date, place and other circumstances of the occurrence or transaction which gave rise to the claim asserted;
- (d) The general description of the indebtedness, obligation, injury, damage or loss incurred so far as may be known at the time of presentation of the claim;
- (e) The name or names of the public employee or employees causing the injury, damage, or loss if known;
- (f) The amount claimed as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage, or loss insofar as it may be known at the time of presentation of the claim, together with the basis of computation of the amount claimed; and
- (g) The signature of the claimant or some person on his/her behalf.

Section 5.405 Time for Presentation of Claims.

A claim relating to a cause of action for death or for injury to person or to personal property or growing crop shall be presented not later than six (6) months after accrual of cause of action. A claim relating to any other cause of action shall be presented not later than one (1) year after the accrual of the cause of action.

Section 5.406 Leave to Present Late Claim.

When a claim is not presented within the required time, an application may be made to the District for leave to present such claim. Section 911.4 (b), and Section 911.6 through 912.2 inclusive, and Sections 946.4 and 946.6 of the Government Code are applicable to such application, and the time specified in this Article shall be the time specified in Government Code Sections 911.2, 911.6, and 946.6.

Section 5.407 Time for Action by the Board.

The Board shall act on the claim within forty-five (45) days after the claim has been presented to the District, if General Manager has not taken action.

Section 5.408 Notice of Rejection of Claim.

Written notice of any action taken pursuant to this Article rejecting a claim in whole or in part shall be given to the person who presented the claim.

Section 5.409 Claim as Prerequisite to Suit.

(a) No suit for money or damages may be brought against the District on a cause of action for which a claim is required until the written claim has been presented to the District and has been acted upon by the Board.

(b) No suit may be brought against the District on any cause of action for which a claim is required unless such suit commences within six (6) months after the date the claim is acted upon by the Board or is deemed to have been rejected by the Board.

Section 5.410 Claims Under \$500.

The General Manager may allow compromise or settle a claim against the District if the amount to be paid pursuant to such allowance, compromise or settlement does not exceed five hundred dollars (\$500). The General Manager shall advise the Board when a claim is allowed, settled, or compromised.

Section 5.41~~2~~<sup>2</sup> Approval of Warrants and Signature of Checks.

(a) No money shall be disbursed from the General Fund except upon prior approval of the General Manager. Checks drawn on the General Fund should be signed by two of the District's authorized signatories recognized by the District bank, if available, and shall have at least one signature per check, provided the General Manager may sign checks for payroll, in the amount approved by the Board and for usual and necessary utility bills.

(b) When possible, electronic bill-pay may be utilized for District bills if approved by the General Manager.

Section 5.41~~23~~<sup>3</sup> Check Register.

A check register showing the check number, payee, amount, the fund upon which it is drawn and the purpose of each check will be prepared by the Treasurer and provided to the Board no later than twenty-four (24) hours before each regular Board meeting.

Section 5.41~~34~~<sup>4</sup> Deposits.

(a) Monies received by the District shall be deposited in the General Fund.

(b) No money shall be deposited in the Revolving Fund except upon order of the Board.

## ARTICLE 5 - PURCHASING

Section 5.501 Purpose and Scope.

This Article provides criteria and procedures for the purchase of supplies and equipment for use by the District. This Article does not abrogate provisions of State or Federal Law establishing more stringent purchasing procedures.

Section 5.502 Purchasing Policy.

(a) Public Works Contracts:

(1) The District will follow all rules & guidelines stated within the California Uniform Cost Accounting Program.

(2) The District will follow all California prevailing wage rules and guidelines in accordance with current Department of Industrial Relations (DIR) regulations.

Section 5.503 Exceptions.

(a) Procedures relating to the purchase of supplies or equipment estimated to cost ~~five-~~<sup>fifteen</sup> thousand dollars (\$~~15,000~~<sup>15,000</sup>) or less may be dispensed with when:

(1) The cost of the supplies or equipment is established by Federal, State or local regulation such as is the case with certain types of utility service, e.g., telephone, telegraph, light, power and water, and supplies and equipment appurtenant thereto.

(2) The supplies and equipment are by their nature difficult and expensive to describe by appropriate specifications, in which event, suppliers of known repute shall be requested to submit proposals for designing or supplying the supplies and equipment in the same manner as professional services are obtained. Such proposal shall contain cost estimates and a sufficient explanation to permit the Board to decide upon alternative proposals.

(3) An emergency exists with respect to supplies or equipment.

(4) The supply or equipment is readily available from only one (1) or two (2) sources in which event the reason for specifying the acceptable article shall be noted on the purchase order.

(b) Labor and material necessary for emergency repair or replacement of public facilities of the District damaged by unanticipated calamity may be undertaken without giving notice for competitive bids as follows:

(1) By 4/5's vote, the Board may authorize procurement of labor or material without bidding to make emergency repairs or replacements. Such authorization shall be based on substantial evidence set forth in the minutes of the meeting that the emergency will not permit delay and action is necessary to respond to the emergency. The need to continue or terminate the authorization shall be reviewed at each subsequent regular meeting until the emergency subsides or the work is complete.

(2) The General Manager may authorize the procurement of labor or material without bidding to make emergency repairs or replacements when a meeting of the Board cannot be commenced to authorize emergency action in a timely manner. The General Manager shall report to the Board within seven (7) days of the emergency or at the next regular meeting scheduled within fourteen (14) days after the action. The report shall describe the emergency and reasons justifying the emergency action. At every regular meeting following the General Manager's action, the Board shall determine by 4/5's vote whether the need for emergency action continues.

#### Section 5.504 Professional Services.

Professional services shall be obtained in accordance with procedures recommended by the ethics of the discipline involved. In general, the General Manager shall solicit proposals from qualified professionals. Proposals shall consist of outlines of the work to be accomplished. The General Manager shall recommend what is the best proposal to the Board who will accept or reject it. The General Manager will then negotiate a contract for Board approval with the firm acceptable to the Board.

#### Section 5.505 Ancillary Procedures.

The procedure, personnel, and system of forms to be used in the purchasing of supplies and equipment shall be determined by the General Manager and set forth in clear and concise written form consistent with this Article. The directive shall be made available to employees and be the guide for all purchases.

## ARTICLE 6 - INVESTMENT POLICY

#### Section 5.601 Permitted Investments.

(a) The General Manager may invest surplus monies of the District without first securing further Board approval in the following types of investments:

(1) Local Agency Investment Fund of the State of California.

(2) Time certificates of deposits issued by a nationally or state-chartered bank or a state or federal association located within the State of California if secured by federal insurance or fully

collateralized at one hundred ten percent (110%) of principal for government securities, collateral and one hundred fifty percent (150%) of principal for first mortgage collateral. No more than thirty percent (30%) of the District's general fund investment portfolio or one million dollars (\$1,000,000), whichever is less, shall be invested in any single institution. For investments greater than one hundred thousand dollars (\$100,000), the institution shall maintain one hundred million dollars (\$100,000,000) in assets. For investments greater than three hundred thousand dollars (\$300,000), the institution shall maintain at least three hundred million dollars (\$300,000,000) in assets. The institution shall maintain a net worth to asset ratio of at least two and one half percent (2.5%) and a positive earnings record for at least four (4) years.

(3) United States treasury notes, bonds, bills, or certificates of indebtedness or those for which the full faith and credit of the United States are pledged for payment of principal and interest.

(4) Passbook Saving Account secured by federal insurance or collateralized in the same manner as certificates of deposit.

(b) The Board may authorize the General Manager to invest surplus monies of the District in the following additional types of investment:

(1) Bonds issued by the District.

(2) Registered state warrants or treasury notes or bonds of the State of California or by a department board, agency, or authority of the State.

(3) Bonds, notes, warrants for other evidences of indebtedness of any local agency within this state.

(4) Obligations issued by banks or cooperatives, federal land banks, federal intermediate credit banks, federal home loan banks, the Federal Home Loan Bank Board, the Tennessee Valley Authority, or in obligations, participation or other instruments of or issued by or fully guaranteed as to principal and interest by the Federal National Mortgage Association; or in guaranteed portions of Small Business Administration notes; or in obligations, participation or other instruments of, or issued by a federal agency, or a United States Government sponsored enterprise.

(5) Time certificates of deposit issued by a nationally or state-chartered bank or a state or federal association located outside of the State of California if secured by federal insurance.

(c) No investment shall be purchased:

(1) On margin;

(2) "Forward" or "in the future";

(3) Which are based upon foreign currency;

(4) Which are shares of beneficial interest issued by diversified management companies as described in Government Code Section 53601(l);

(5) Which are inverse floaters, range notes, interest only strips derived from a pool of mortgages or any security resulting in zero (0) interest if held to maturity.

(d) Investments may be short-term or long-term in nature. Long-term investments are those which comply with the requirements of Government Code Sections 53601 et seq. and with a maturity date greater than five (5) years from the date of purchase. No long-term investment shall be made unless the Board has granted express authority to make that investment either specifically or as a part of an investment program no less than three months prior to the investment purchase date."

#### Section 5.602 Investments.

(a) The General Manager shall invest the monies of the District taking into consideration: first, the safety of the investment; second, the liquidity of the investment; and third, the yield of the investment.

(b) The General Manager shall present a quarterly report to the Board showing the status of all investments as required by law.

(c) The District's Investment Policy shall be reviewed annually.

#### Section 5.603 Delegation of Authority

Government Code Section 53600 et seq. delegates the authority to invest public funds to the Board for subsequent re-delegation to the General Manager. Investments shall be limited to instruments in which the General Manager has been authorized to invest by the Board as follows:

(a) Inactive Public Deposits (must be backed by one hundred ten percent (110%) of amount of deposit in security pool or federal deposit insurance);

(b) Federal Funds;

(c) Local Agency Investment Fund (limited to total investment of five million dollars (\$5,000,000));

(d) Certificate of Deposit (limited to total investment of ten million dollars (\$10,000,000); and

(e) Bank Savings Accounts (for use over weekends/holidays).”

#### Section 5.604 Inactive Public Deposits.

(a) The General Manager has authority under the Government Code to place surplus money in collateralized, inactive public deposits without direction of the Board, but inactive public deposits shall be considered part of the investment program.

(b) The following criteria will be used in evaluating financial institutions eligible for deposits:

(1) Should be financially sound, insured, and in business for at least three (3) years.

(2) Should be willing to post collateral, either individually or in a pool, equal to one hundred ten percent (110%) of all District deposits.

(3) Should have excellent reputation within the area.

(4) When the above factors are equal, appropriate consideration will be given to a financial institution that bids on or makes a substantial investment in Big Bear Municipal Water District's bonds, or contributes service or significant assistance to Big Bear Municipal Water District.”

#### Section 5.605 Reporting Requirements.

The ~~General Manager~~ Assistant Financial Officer shall submit monthly, quarterly, and annual reports of investments to the Board.

#### Section 5.606 Diversification.

(a) The investments in Federal agency obligations shall not exceed two-thirds of investments immediately after such investment is made.

(b) Investments in the Local Agency Investment Fund of the State of California shall not exceed five million dollars (\$5,000,000).

(c) Investments in the Certificate of Deposit shall not exceed ten million dollars (\$10,000,000).

(d) Collateralized inactive public deposits shall be limited to not exceed two-thirds of investments in effect immediately after such deposit is made, and no more than two-thirds of such deposits be in one (1) institution immediately after such deposit is made.

#### Section 5.607 Adoption of Investment Policy.

The investment policy shall be reviewed by the Board of Board Members annually, and as frequently as necessary, to enable the General Manager to respond to changing market conditions.

## CHAPTER 6. ENVIRONMENTAL REVIEW OF DISTRICT PROJECTS

### ARTICLE 1 – GENERAL

#### Section 6.101 General.

District projects shall be undertaken with due regard for the environmental consequences as required by this Chapter.

#### Section 6.102 Purpose.

(a) The regulations contained in this Chapter implement the guidelines promulgated by the Secretary of Resources (hereinafter “State Guidelines”) for local agencies to satisfy the California Environmental Quality Act (“CEQA”).

(b) This Chapter applies if the District has discretion over an activity and:

- (1) The activity is directly undertaken by the District,
- (2) The activity is financed in whole or in part by the District, or
- (3) A private activity requires approval from the District.

#### Section 6.103 Scope.

(a) Environmental documents shall be prepared by a lead agency and considered by responsible agencies before a decision is made to proceed with a project. The District will sometimes act as the lead agency and sometimes act as a responsible agency.

(b) These guidelines set forth the process for determining:

- (1) Whether the District is a lead agency or responsible agency;
- (2) The District’s duties as a responsible agency; and
- (3) The District’s duties as a lead agency.

#### Section 6.104 Delegation of Responsibilities.

(a) The General Manager or designee shall:

- (1) Determine whether the District is a lead agency or responsible agency.
- (2) Determine whether an activity is exempt or a project subject to review.
- (3) Conduct an initial study.
- (4) Prepare or cause a negative declaration or environmental impact report (“EIR”) to be prepared.
- (5) Respond to public comments.
- (6) Provide required notices.
- (7) Respond to requests for consultation by lead agencies.

(b) The Board shall:

- (1) Consider, approve, and certify an exemption certificate, negative declaration, draft and final EIR prior to approving a project.
- (2) Make findings as required by law.

## ARTICLE 2. ROLE OF DISTRICT AS RESPONSIBLE AGENCY

### Section 6.201 Lead Agency Concept.

The lead agency shall prepare the negative declaration or EIR for a project carried out or approved by more than one public agency. The determination of which agency is the lead agency shall be made after consultation in accordance with criteria set forth in the State Guidelines.

### Section 6.202 Consultation with Lead Agency.

(a) When the District is a responsible agency, the General Manager shall respond to requests for consultation and assist the lead agency in preparing adequate environmental documents.

(b) As soon as possible, but not longer than forty-five (45) days after receiving a notice of preparation from the lead agency, the General Manager shall send a written reply by certified mail. The reply shall specify the scope and content of the environmental information relevant to the District's statutory responsibilities in connection with the proposed project.

(c) Prior to the close of the public review period for a draft EIR or mitigated negative declaration, the General Manager shall submit complete and detailed objectives for mitigation measures addressing significant environmental effects identified by the General Manager, or refer the lead agency to appropriate readily available guidelines or reference documents.

### Section 6.203 Challenge to Lead Agency.

If the General Manager believes the final EIR or negative declaration prepared by the lead agency is not adequate for use by the District, the District must:

(a) Take the issue to court within thirty (30) days after the lead agency files a notice of determination; or

(b) Prepare a subsequent EIR if permitted under the State Guidelines.

### Section 6.204 Use of Environmental Documents.

(a) Prior to reaching a decision on the project, the Board must consider the environmental effects of the project as shown in the lead agency's EIR or negative declaration.

(b) When an EIR has been prepared for a project, the Board shall not approve the project as proposed if the Board finds any feasible alternative or feasible mitigation measures within its powers would substantially lessen any significant environmental impact. When considering alternatives and mitigation measures, the District is more limited than a lead agency. The District has responsibility for mitigating or avoiding only the environmental effects of those activities which it decides to carry out, finance, or approve.

(c) The Board shall make the findings required for each significant effect of the project.

(d) The District shall file a notice of determination in the same manner as a lead agency except the District does not need to state the EIR or negative declaration complies with CEQA. The District shall state it considered the EIR or negative declaration as prepared by a lead agency.

## ARTICLE 3. ROLE OF DISTRICT AS LEAD AGENCY

### Section 6.301 General.

The District is a lead agency when a project is only approved or carried out by the District or when the District has been designated the lead agency. This Article describes the process used by the District when acting as a lead agency.

Section 6.302                      Review of Application for Completeness.

The General Manager shall determine whether an application for a permit or other entitlement for use is complete within thirty (30) days from the receipt of the application. If no written determination of the completeness of the application is made within that period, the application will be deemed complete on the thirtieth (30th) day.

Section 6.303                      Initial Review.

(a) If the General Manager determines a project is exempt, or an emergency, he shall prepare a notice of exemption. The notice shall be filed after approval of the project and include:

- (1) A brief description of the project;
- (2) A finding that the project is exempt, including a citation to the State Guidelines section under which it is found to be exempt; and
- (3) A brief statement of reasons to support the finding.

(b) Unless an exemption applies or unless the General Manager determines an EIR is required for the project, the General Manager shall conduct an "initial study" to determine whether the project may have a significant effect on the environment. An initial study shall contain in brief form:

- (1) A description of the project including the location of the project;
- (2) An identification of the environmental setting;
- (3) An identification of environmental effects by use of a checklist, matrix, or other

method;

- (4) A discussion of ways to mitigate the significant effects identified, if any;
- (5) An examination of whether the project would be consistent with existing

zoning, plans, and other applicable land use controls; and

- (6) The name of the person or persons who prepared or participated in the initial

study.

(c) When the General Manager determines an initial study will be required for the project, the General Manager shall consult informally with responsible agencies and trustee agencies responsible for resources affected by the project to obtain the recommendations of those agencies whether an EIR or a negative declaration should be prepared.

Section 6.304                      Negative Declaration.

(a) A negative declaration shall be prepared for a nonexempt project when:

- (1) The initial study shows there is no substantial evidence the project may have a significant effect on the environment, or
- (2) The initial study identifies potentially significant effects but the project has been revised by changes in project plans or an enforcement commitment to mitigation measures to avoid or mitigate the effects to a point where clearly no significant effects would occur.

(b) Before approving a negative declaration as a lead agency, the General Manager shall consult with responsible agencies and trustee agencies concerned with the project. This consultation may take place during the public review period for the proposed negative declaration.

(c) The draft negative declaration shall include:

- (1) A brief description of the project; including a commonly used name for the project if any;

- (2) The location of the project and the name of the project proponent;
- (3) A finding the project will not have a significant effect on the environment;
- (4) An attached copy of the Initial Study documenting reasons to support the

finding; and

(5) Mitigation measures, if any, to avoid potentially significant effects.

(d) Notice of the preparation of a proposed negative declaration shall be provided to the public at least thirty (30) days prior to submission to the Board. The review period on the notice shall be long enough to provide the public with sufficient time to respond to the proposed finding before the negative declaration is approved. Notice shall be given to organizations and individuals who previously requested such notice. Notice shall be given in one or more of the following ways as determined by the General Manager:

(1) Publication once in a newspaper of general circulation in the area affected by the proposed project;

(2) Posting by the Agency on and off site where the project is to be located; and

(3) Direct mail notice to property owners contiguous to the project as shown on the latest equalized assessment roll.

(e) At the time and place stated in the notice and prior to approving the project, the Board shall consider the negative declaration and comments received during the public review process. The Board may approve the negative declaration if it finds on the basis of the initial study and comments there is no substantial evidence the project will have a significant effect on the environment.

(f) With a private project, the negative declaration must be completed and ready for approval within a reasonable amount of time from when the lead agency accepted the application as complete.

(g) The General Manager shall file a notice of determination with the County Clerk after the Board decides to carry out or approve a project for which a negative declaration has been approved.

#### Section 6.305 Environmental Impact Report.

(a) The General Manager shall prepare or cause an environmental impact report ("EIR") to be prepared if the General Manager determines there is substantial evidence the project may have a significant effect on the environment.

(b) Immediately after deciding an EIR is required, the General Manager shall send each responsible agency a "notice of preparation" stating an EIR will be prepared. This notice shall also be sent to every federal agency involved in approving or funding the project and to each trustee agency responsible for natural resources affected by the project. The General Manager may begin work on the draft EIR immediately without awaiting responses to the notice of preparation. A draft EIR may be revised based on responses to the notice of preparation. The General Manager shall not circulate a draft EIR for public review before the time period for responses to the notice of preparation has expired. When a state agency is a responsible agency or a trustee agency, the General Manager shall send a notice of preparation to each state responsible agency and each trustee agency with a copy to the State Clearinghouse in the Office of Planning and Research. The State Clearinghouse will ensure the state responsible agencies and trustees reply to the lead agency within the required time.

(c) Prior to completing the draft EIR, the General Manager may consult with any person or organization concerned with the environmental effects of the project. This early consultation is called "scoping." Scoping is mandatory when preparing an EIR/EIS jointly with a federal agency. The General Manager shall convene a meeting with responsible agency representatives to discuss the scope and content of the environmental information a responsible agency will need in the EIR within thirty (30) days after receiving a request for the meeting.

(d) The General Manager may choose one of the following arrangements or a combination for preparing a draft EIR:

(1) Preparing the draft EIR directly with staff;

(2) Contracting with another entity, public or private, to prepare the draft EIR;

(3) Accepting a draft prepared by another entity, either the applicant, a consultant retained by the applicant, or other person independent review and analysis; or

(4) Using a previously prepared EIR.

(e) A draft EIR sent out for public review must reflect the independent judgment of the General Manager. The General Manager is responsible for the adequacy and objectivity of the draft EIR.

(f) A notice of completion must be filed with the Secretary for Resources when the draft EIR is completed. If the EIR is reviewed through the review process handled by the State Clearinghouse, the cover form required by the State Clearinghouse will serve as the notice of completion, and no notice of completion need be sent to the Resources Agency. With a private project, the lead agency shall complete and certify the final EIR within one year after the lead agency accepts the application as complete. An unreasonable delay by an applicant in providing information requested by the lead agency for the preparation of a negative declaration or an EIR shall suspend the running of the time periods for the period of the delay. At the request of an applicant, the lead agency may waive the one (1) year time limit for completing and certifying a final EIR or the reasonable amount of time extended under section 6.304, subdivision f for completing a negative declaration if:

(1) The project will be subject to CEQA and to the National Environmental Policy Act;

(2) Additional time will be required to prepare a combined EIR-EIS or combined negative declaration-finding of no significant impact as provided herein; and

(3) The time required to prepare the combined document will be shorter than the time required to prepare the documents separately.

(f) The time limits for taking final action on a permit for a development project may also be waived where a combined EIR-EIS will be prepared. The time limits for processing permits for development projects under Government Code Sections 65950 shall not apply if federal statutes or regulations requires time schedules which exceed the state time limits.

(g) The District shall provide notice of the availability of a draft EIR at the same time as it sends a notice of completion to the Resources Agency. Notice shall be given to organizations and individuals previously requesting notice by at least one (1) of the following procedures:

(1) Publication at least one (1) time in a newspaper of general circulation in the area affected by the proposed project;

(2) Posting of notice on and off the site in the area where the project is to be located; or

(3) Direct mailing to owners of property contiguous to the project as those owners are shown on the latest equalized assessment roll.

(h) Review periods for draft EIRs should not be less than thirty (30) days nor longer than ninety (90) days except in unusual situations. The review period for draft EIRs when a state agency is a responsible agency shall be at least forty-five (45) days unless a shorter period is approved by the State Clearinghouse. The District shall use the State Clearinghouse to distribute draft EIRs for review and should use area wide clearinghouses to distribute the documents to regional and local agencies.

(i) The District shall consult with and request comments on the draft EIR from:

(1) Responsible agencies;

(2) Trustee agencies with resources affected by the project; and

(3) Other state, federal, and local agencies which exercise authority over resources which may be affected by the project.

(j) The Board shall evaluate comments on the draft EIR and prepare a written response.

(k) The final EIR shall include:

(1) The draft EIR or a revision of the draft;

(2) Comments and recommendations received on the draft EIR verbatim or in

- summary;
  - (3) A list of persons, organizations, and public agencies commenting on the draft EIR;
  - (4) The responses of the Lead Agency to significant environmental points raised in the review and consultation process; and
  - (5) The Board shall certify the final EIR is completed in compliance with CEQA and the Board has reviewed and considered the information contained in the EIR prior to approving the project.
- (l) The General Manager shall file a notice of determination following each project approval for which an EIR was considered. The notice shall include:
- (1) As identification of the project, including its common name where possible, and its location;
  - (2) A brief description of the project;
  - (3) The date when the Board approved the project;
  - (4) The determination of the Board whether the project in its approved form will have a significant effect on the environment;
  - (5) A statement an EIR was prepared and certified pursuant to the provisions of CEQA;
  - (6) A description of the mitigation measures and method of monitoring the mitigation measures;
  - (7) Whether a statement of overriding considerations was adopted for the project; and
  - (8) The address where a copy of the EIR and the record of project approval may be examined.

Section 6.306 Use of Environmental Documents.

The District shall not approve or carry out a project as proposed unless significant effects are reduced to an acceptable level. The Board shall make one (1) or more written findings for each significant effect, accompanied by a statement of the facts supporting each finding.

## CHAPTER 7. MISCELLANEOUS

### ARTICLE 1 - CONFLICT OF INTEREST DISCLOSURE

#### Section 7.101 Purpose.

The Political Reform Act, Government Code Sections 8100 et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted 2 California Code of Regs. Section 18730, which contains the terms of a standard Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings. Therefore, the terms of 2 California Code of Regs. Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and constitute the Conflict of Interest Code of the District.

#### Section 7.102 Designated Positions and Categories of Disclosure.

(a) Category 1 – Persons in this category shall disclose all interests in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two (2) miles outside the boundaries of the jurisdiction or within two (2) miles of any land owned or used by the agency. Persons shall not be required to disclose property used primarily as their residence or for personal recreational purposes.

(b) Category 2 – Persons in this category shall disclose all investments. "Investment" means any financial interest in a security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options debt instruments and any partnership or other ownership interest, if the business entity or any parent, subsidiary or otherwise related business entity has an interest in real property in the jurisdiction, or does business or plans to do business in the jurisdiction, or has done business within the jurisdiction at any time during the two (2) years prior to the time any statement or other action is required under this title. No asset shall be deemed an investment unless its fair market value exceeds one thousand dollars (\$1,000). The term "investment" does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, interest in a diversified mutual fund registered with the Securities and Exchange Commission under the Investment Company Act of 1940 or a common trust fund which is created pursuant to Section 1564 of the Financial Code, or any bond or other debt instrument issued by any government or government agency. Investments of an individual include a pro rata share of investments of any business entity mutual fund or trust in which the individual or spouse owns directly, indirectly or beneficially, a ten percent interest or greater (Government Code Section 82034).

(c) Category 3 – Persons in this category shall disclose all income received from any source located or doing business within the jurisdiction or expecting to do business within the jurisdiction. Income received from a public agency need not be disclosed.

(d) Category 4 – Persons in this category shall disclose all income from and investments in businesses that provide or sell services or supplies of the type associated with the job assignment and utilized by the agency.

(e) Category 5 – Persons in this category shall disclose all income from and investments in businesses that provide, manufacture or sell services, supplies, provisions or other property of a type utilized by the agency in an aggregate amount of ten thousand dollars (\$10,000) or more per annum.

(f) Category 6 – Persons in this category shall disclose interest in categories assigned to the designated position for whom the consultant is performing the duties and as required by the General Manager.

Public Official Designated	Category to be Disclosed
Board Members	1, 5
General Manager	1, 2, 3
General Counsel	1, 2, 3
Consultants	6

Section 7.103 Filing of Disclosure Statements.

(a) All officials and employees required to submit a statement of economic interest shall file their statement with the General Manager, or his or her designee. The District shall make and retain a copy of all statements filed by its Board Members and General Manager, and forward the originals of such statements to the Executive Office of the Board of Supervisors of San Bernardino County.

(b) The District shall retain the originals of statements for all other designated positions named in the conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction pursuant to Government Code section 81008.

Section 7.104 Ethical Behavior.

Officers and employees shall disclose potential conflicts of interest and shall not participate in decisions which could materially affect a financial interest.

ARTICLE 2 - RECORDS INSPECTION

Section 7.201 Purpose and Scope.

This Article provides criteria and procedures for the public inspection of District records under the Public Records Act ("Act"). This Article may be cited as the District's "Regulations for the Public Inspection of District Records".

Section 7.202 Definitions.

As used in this Article:

(a) "Public Records" includes any writing containing information relating to the conduct of District's business prepared, owned, used, or retained by the District regardless of physical form or characteristics.

(b) "Writing" means any handwriting, typewriting, printing, photostating, photographing, and every other means of recording upon any form of communication or representation, including letters, words, pictures, sounds or symbols, or combinations thereof, and all papers, maps, magnetic or paper tapes, photographic films, and prints, magnetic or punched cards, discs, drums or other documents.

(c) Emails and texts are "writings" subject to the Act. The Supreme Court of California has held that the writings of a public employee may be subject to disclosure under the CPRA when that employee uses a personal account or device to communicate about the conduct of public business. Therefore, all District employees, officers, and Board Members are advised that the communications they make that relate to public business on either District devices and accounts or on personal devices and accounts may be subject to production in response to a public records request. Public business includes those writings communicated in the course and scope of your employment with the District or in your capacity as an elected official. The District recommends that personal devices and accounts be used for work-related communications only when necessary. The District may be required to request that employees and officials search their own personal files, accounts, and devices for material responsive to a public records request. Employees may be asked to submit an affidavit with facts

sufficient to show that the information is not a “public record” should an Employee’s personal files, accounts or devices be subject to a record request.

Section 7.203            General.

District records are open to inspection at all times during the office hours of the District and every citizen has a right to inspect any District records, except as hereinafter provided.

Section 7.204            Exceptions.

Nothing in this Article shall be construed to require disclosure of records that are:

- (a) Preliminary drafts, notes, intra-agency or inter-agency memoranda which are not retained by the District in the ordinary course of business, provided that the public interest in withholding such records clearly outweighs the public interest in disclosure;
- (b) Records pertaining to pending litigation to which the District is a party or to claims made pursuant to Division 3.6 (commencing with Section 810) of Title 1 of the Government Code, until such litigation or claim has been finally adjudicated or otherwise settled;
- (c) Personnel, medical or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy;
- (d) Geological, geographic Information system data, and geophysical data, plant production data and similar information relating to utility systems development which are obtained in confidence from any person;
- (e) Test questions, scoring keys, and other examination data use to administer examinations for employment;
- (f) The contents of real estate appraisals, engineering or feasibility estimates and evaluations made for or by the District relative to the acquisition of property, or to prospective supply and construction contracts, until such time as all property has been acquired or all of the contract agreement obtained, provided, however, the law of eminent domain shall not be affected by this provision;
- (g) Records the disclosure of which is exempted or prohibited pursuant to provisions of Federal or State law, including, but not limited to, provisions of the Evidence Code relating to privilege;
- (h) Records not subject to disclosure under the Act.

Section 7.205            Additional Public Records.

Notwithstanding the foregoing:

- (a) Every employment contract between the District and any public official or public employee is a public record.
- (b) An itemized statement of the total expenditures and disbursements of the District provided for in Article VI of the California Constitution shall be open for inspection.

Section 7.206            Justification for Withholding of Records.

The District shall justify withholding any records by demonstrating that the record in question is exempt under the express provisions of this Article or that on the facts of the particular case the public interest served by not making the record public clearly outweighs the public interest served by disclosure of the record.

Section 7.207            Copies of Records.

A person may receive a copy of any identifiable District record. Upon request, an exact copy shall be provided in a form determined by the District. Officers, agents and employees of the District

are not required to comply with this section to obtain documents when acting within the course and scope of District employment or office holding.

Section 7.208 Public Counter Files.

(a) The General Manager shall maintain a duplicate copy of all approved minutes, the agenda for the next scheduled Board meeting and any written material distributed to members of the Board for discussion or consideration at the next scheduled Board meeting, at the public counter located in the District's offices, provided any writing exempt from public exposure pursuant to the Public Record Act shall not be maintained at the public counter, provided, further, writing which are public records and which are discussed during a public meeting but which were not previously available shall be made available prior to the commencement of, and during, their discussion at such meeting and shall be made available for public inspection immediately or as soon thereafter as practicable.

(b) No charge will be imposed upon any person for the use of the records described in this section, unless a copy thereof is requested in which case the charges set forth herein shall be imposed.

(c) The General Manager shall also maintain a record of all requests for inspection from the public that are declined for reasons set forth in this Article.

Section 7.209 Inspection by Board Members.

Notwithstanding any other provision in this Article to the contrary, all records of the District, including records excluded from public inspection by virtue of the provisions hereof, shall be made available for inspection by any member of the Board at all reasonable times. No fee or charge shall be imposed upon any member of the Board for obtaining a copy of such record or for any search relating to the location of such record.

Section 7.210 Other Law.

This Article is adopted for the purpose of implementing the provisions contained in Chapter 3.5 (commencing with Section 6250) of Title 1 of the Government Code. Nothing herein contained shall be deemed to abridge or otherwise modify said provisions.

## ARTICLE 3 - RETENTION OF RECORDS

Section 7.301 Purpose and Scope.

This Article provides criteria and procedures for the retention or destruction of District records. This Article may be cited as the District's "Regulations for the Retention of District Records".

Section 7.302 Retention of Original Records.

The following original records shall be maintained in perpetuity in the District's files:

- (a) The Certificate of Incorporation of the District;
- (b) Any certification of annexation proceedings;
- (c) Any certificate of the Secretary of State reciting the filing of annexation papers by the District in his office;
- (d) Any certification by the Secretary of State that detachment papers have been received and that he has excluded area from the District;
- (e) Resolutions and Ordinances;
- (f) Minutes of Meetings of the Board of Board Members;
- (g) Certificate of Assessed Valuation prepared by the Auditor of each County in which property taxable by the District lies;

- (h) Documents received from tax assessors detailing District taxes collected;
- (i) Ballot arguments pro or contra on bond issues;
- (j) Results of bond propositions received from the canvassing bodies;
- (k) Results of elections for the office of member of Board of Board Members received from the canvassing body;
- (l) Records of securities acquired with surplus District moneys;
- (m) Receipts for securities from banks;
- (n) Documents received relating to claims brought against the District;
- (o) Documents received pursuant to eminent domain proceedings brought by the District;
- (p) Records that are determined by the Board of Board Members to be of significant and lasting historical, administrative, legal, fiscal or research value; and
- (q) Records required by law to be filed and preserved.

**Section 7.303 Retention of Duplicate Original Records.**

The following original records, copy of such original record, shall be maintained in perpetuity in the District's files:

- (a) Financial record summarizing the financial status of the District other than reports prepared pursuant to Article 9 (commencing with Section 53891) of Part 1 of Division 2 of the Government Code;
- (b) Records affecting title to land or liens thereon;
- (c) Oaths of Office and related materials depicting the authenticity of the appointment of any Board Member or officer of the District;
- (d) Paid vouchers with attached documents, summary of collections, registers of demands issued and journals of warrants paid, provided the original thereof has been maintained in the District's files for a period of five (5) years;
- (e) Reports of the District in correspondence not covered in any other section of this Article; and
- (f) Records received pursuant to state statute which are not expressly required by law to be filed and preserved.

**Section 7.304 Retention of Record for Time Certain.**

The following original records may be destroyed after the passage of time, as indicated, without the maintenance of a microfilm copy thereof:

- (a) Unaccepted bids or proposals for construction may be destroyed without microfilming after two (2) years;
- (b) Work orders or in-house records of time spent on various District work assignments may be destroyed without microfilming after two (2) years;
- (c) Records created for a specific event or action may be destroyed without microfilming after five (5) years following the end of the fiscal year in which the event or action was completed, unless there is pending litigation involving the records;
- (d) Canceled checks for the payment of bond interest and redemption may be destroyed by an executive officer without microfilming after ten (10) years;
- (e) Tapes and records of minutes of the Board of Board Members may be erased thirty (30) days after approval of minutes;
- (f) Any record, paper or document which is more than two (2) years old and which was prepared or received in any manner other than pursuant to state statute.

Section 7.305 Retention of Other Records.

The following records may be destroyed at any time without the maintenance of a microfilm copy thereof:

- (a) All duplicates, the original or a permanent photographic record of which is on file;
- (b) Rough drafts, notes and working papers accumulated in the preparation of a communication, study or other document, unless of a formal nature contributing significantly to the preparation of the document representing the work of any department of the District, after the contents thereof have been transferred to other records;
- (c) Cards, listings, non-permanent indices, other papers used for controlling work and transitory files including letters of transmittal, suspense letters and tracer letters;
- (d) Canceled coupon sheets from registered bonds; and
- (e) Shorthand note books, telephone messages and inter departmental notes.

Section 7.306 Other Laws.

Provisions of this Article are intended to implement the provisions of Chapter 7 (commencing with Section 60200) of Division 2, Title 6 of the Government Code. Nothing herein contained shall be deemed to abridge or amend said provisions.

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

**MEETING DATE:** January 15, 2026

**AGENDA ITEM:** 6I

**SUBJECT:**

**CONSIDER APPROVAL OF THE PURCHASE OF DOCK FLOATS FOR EAST PUBLIC LAUNCH RAMP**

**RECOMMENDATION:**

The General Manager and Facility Manager recommend the purchase of forty (40) dock floats for the courtesy docks at the East Public Launch Ramp. Upon replacement, the existing dock floats will be declared surplus in accordance with District policy.

**DISCUSSION/FINDINGS:**

Staff is requesting approval to replace the dock floats for East Public Launch Ramp in the amount of \$20,003.20. The existing dock floats at the courtesy docks have experienced significant wear and tear, have reached the end of their useful life, and are no longer suitable for continued use. Funding for this purchase is included in the FY 2025-26 Operations, Building and Facility Maintenance budget.

Staff solicited pricing from vendors, and local vendor, Bear Valley Paving, submitted the lowest cost proposal.

**OTHER AGENCY INVOLVEMENT:** None

**FINANCING:** General Fund





- ✓ Shipping
- ✓ Review & Payments

**Estimated Total**  
**\$20,134.32**

Log In [Home](#) > X  
 X

Log In

Email Address \*

Password \*

40

[Forgot Your Password?](#)

Payment Method

Pay with Credit Card (Visa, Mastercard, American Express or Discover)

*If your order does not process, it is most likely due to the billing address of your credit card not matching your shipping address. If this happens, uncheck the box directly below this message to enter the correct billing address of your credit card.*

My billing and shipping address are the same

**Billing Address:**

Credit Card Type \*

Credit Card Number \*

Expiration Date \*

Card Verification Number \*



I'm not a robot  
reCAPTCHA is changing its terms of service. [Take action.](#)

reCAPTCHA  
 Privacy - Terms

How will this purchase be used? (Choose the option that best fits)

For my home or personal use

For a business or client project

PLACE ORDER

 **PayPal** [What is PayPal?](#)

Apply Discount Code ▼

Order Summary

Cart Subtotal	<b>\$16,248.80</b>
Shipping - Freight Truck	<b>\$3,885.52</b>
Order Total	<b>\$20,134.32</b>

40 Items in Cart ^

 Eagle Dock Float 36" x 96" x 20" Qty: 40	<b>\$16,248.80</b>
---	--------------------

 We don't have as many quantity as you requested, but we'll back order the remaining 40.

Ship To: ⚙️

James Cummings  
Big Bear Municipal Water District  
40524 Lakeview Dr  
Big Bear Lake, CA 92315

[\(909\) 866-5796](tel:(909)866-5796)

Shipping Method: ⚙️

Freight Truck



# THE DOCK SHOP

A TEN TALENTS COMPANY

Order summary

**\$21,615.04**



**Eagle Float | Dock Float 3' X 8' (36" x 96")**  
3'x8'x20" - 2080 lbs.

**\$14,559.20**

Subtotal

\$14,559.20

Shipping

\$7,055.84

**Total**

**USD \$21,615.04**

Express checkout



Show more options

OR

Contact

[Sign in](#)

Email or mobile phone number

jcummings@bbmwd.net

Email me with news and offers

## Delivery

Ship



Pick up



Country/Region  
United States



First name  
James

Last name  
Cummings

Company (optional)  
Big Bear Municipal Water District

Address  
40524 Lakeview Drive



Apartment, suite, etc. (optional)

City  
Big Bear Lake

State  
California



ZIP code  
92315

Phone  
(909) 866-5796







Save this information for next time


### Shipping Options

- Freight - LTL (Expected delivery by 01-02-2026) \$7,055.84
- 53' Truckload \$7,585.57


### Payment


All transactions are secure and encrypted.

Credit card 






Card number 

Expiration date (MM / YY)


Security code 

Name on card   
James Cummings

Use shipping address as billing address

PayPal 

### Order summary

-  <sup>40</sup> Eagle Float | Dock Float 3' X 8' (36" x 96") \$14,559.20  
3'x8'x20" - 2080 lbs.

Subtotal	\$14,559.20
Shipping 	\$7,055.84

**Total**

USD **\$21,615.04**

Pay now

---

[Refund policy](#) [Shipping](#) [Privacy policy](#) [Terms of service](#) [Contact](#)

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

**MEETING DATE:** *January 15, 2026*

**AGENDA ITEM:** *6J*

**SUBJECT:**

**CONSIDER APPROVAL OF THE PURCHASE OF WELDING EQUIPMENT FOR MAINTENANCE OPERATIONS**

**RECOMMENDATION:**

The General Manager and Facility Manager recommend the purchase of welding equipment to support ongoing maintenance operations. Upon replacement, the existing welding equipment will be declared surplus in accordance with District policy.

**DISCUSSION/FINDINGS:**

Staff is requesting approval to replace existing welding equipment for the Maintenance Department at a cost of \$5,335.06. The District's existing welding equipment is from the 1980's and has exceeded its useful life. Due to age and wear, the equipment is no longer reliable and requires frequent maintenance, impacting efficiency and safety. Funding for this purchase was approved in the FY 2025-26 Maintenance Budget. Replacement of the welding equipment will support ongoing maintenance activities and ensure the Maintenance Department has safe and dependable tools to perform assigned work.

Staff solicited pricing from vendors, and WestAir, submitted the lowest cost proposal.

**OTHER AGENCY INVOLVEMENT:** None

**FINANCING:** General Fund



Family-owned and operated since 1970

www.westairgases.com  
For Inquiries Contact:  
Phone:(866) 937 - 6247

Quote # :2867913

12/17/2025

Customer: BIG BEAR MUNICIPAL WATER DISTRICT  
Customer #: 58211  
Address:  
BIG BEAR LAKE , CA 92315  
Phone #: (909) 868-5786

Terms: NET 30  
Ship Method: SALESPERSON  
P/O #:  
Salesperson: STEVE MCMULLIN  
Quoted by: mcmullins

WestAir Gases & Equipment Inc. is pleased to Quote the following:

Item Number	Description	UOM	Qty	Unit Price	Extended Price
MIL 907322	MILLERMATIC 252 230/480	EA	1.00	\$4,656.610	\$4,656.61
MIL 1880276	CONSUMABLES KIT, STANDARD.035	EA	1.00	\$67.870	\$67.87
MIL 195142	PROTECTIVE COVER MILLERMA	EA	1.00	\$226.850	\$226.85
Z11 DELIVERYSP	DELIVERY / PICK UP BY SALESPERSN	EA	1.00	\$0.000	\$0.00

Subtotal	4,951.33
Delivery	0.00
Freight	0.00
Total Tax	383.73
<b>Grand Total</b>	<b>\$5,335.06</b>

IMPORTANT: Acceptance of this quotation is subject to standard terms and conditions of WestAir Gases & Equipment Inc. Prices quoted are based upon quantities specified. Changes in quantity may necessitate price revisions. Please note that the prices listed are subject to change due to the volatility of steel, chemical, and other raw material prices. Effective February 12, 2025, the price for all products is the price at the time of shipment.

ALL PRICES ARE NET AND VALID UNTIL 1/19/2028  
ACCEPTANCE: THE ABOVE PRICES, SPECIFICATIONS, AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED:

WestAir Gases & Equipment Inc.

BY: \_\_\_\_\_

Location: 000804

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_



### shop

jcummings@bbmwd.net

Ship to

James Cummings, 40524 Lakeview Drive, Big Bear Lake CA 92315, US

Shipping method

Ground Commercial · FREE

Payment option

Pay now  
Pay the entire amount today

Pay in monthly installments  
You'll choose your plan on another step

Payment method

Visa .... 8969

Sign me up for news and offers from this store

### Order summary



Millermatic / Syncrowave 210 Protective Cover 195142 \$226.85



Miller MDX-250 Acculock MDX .035 Consumables Kit 1880276 \$68.10



Millermatic 252 MIG Welder 230/460/575 Volt 907322 \$4,839.00

Discount code	Apply
---------------	-------

Subtotal - 3 items	\$5,133.95
Shipping ⓘ	FREE
Estimated taxes ⓘ	\$397.89
<b>Total</b>	<b>USD \$5,531.84</b>

Pay now

[Check out as guest](#)

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[Refund policy](#) [Shipping](#) [Privacy policy](#) [Terms of service](#) [Contact](#)



[← Back To Cart](#)

**Checkout** [Submit Order](#)

**Order Summary**

Subtotal	\$5,731.22	Estimated Tax	\$444.17	Estimated Standard Shipping	FREE
Estimated Other Shipping	\$159.00				

**Estimated Total \$6,334.39**

Availability, shipping, tax & promotions are not final until you complete your order.

**Purchase Order Number**

PO Number	Optional
-----------	----------

**Shipping Method**

- Ground - Fewer Shipments (Standard)** **\$159.00**  
Order arrives on **Thu. Dec 18 - Fri. Dec 19.**
- Expedited - via 2 Day Air** **\$815.47**  
Order arrives on **Thu. Dec 18.**
- Rush - via 1 Day Air** **\$943.98**  
Order arrives on **Wed. Dec 17.**

### Carrier Options

Preferred Carrier  
Use Best Carrier



### Payment Method

My Grainger Account

[Change](#)



### Shipping Label / Packing List

[Show More Fields](#)

PO Release #

Optional

Project/Job

Optional

### My Products

Reference Info



MILLER ELECTRIC

**MIG Welder: Millermatic 252, MIG Pack w/Running Gear**

Item # 2RVD2

Qty  
1

Your Price  
**\$5,375.86** / each

Availability

Expected to arrive **Thu. Dec 18 - Fri. Dec 19.**

This item requires special shipping, additional charges may apply.

[+](#) Add Extended Protection Plan for **\$1,562.50** / each



[Plan Details & Exclusions](#)



MILLER ELECTRIC

Qty  
1

Your Price  
**\$62.36** / each

**MILLER ELECTRIC Consumable Kit: For M-10/15/100/150 Series, 0.035 in Max Wire Dia, 234609**

Item # 5CGA6

Availability

Expected to arrive **Thu. Dec 18 - Fri. Dec 19.**



MILLER ELECTRIC

**Protective Cover: Blue**

Item # 800VP7

Qty  
1

Your Price  
**\$293.00** / each

Availability

Expected to arrive **Thu. Dec 18 - Fri. Dec 19.**