

**MINUTES OF A REGULAR MEETING OF  
BIG BEAR MUNICIPAL WATER DISTRICT  
HELD ON THURSDAY, March 5, 2026**

**1. OPEN SESSION**

President Bradford opened the regularly scheduled Board meeting at 1:00 PM at the Big Bear Municipal Water District located at 40524 Lakeview Drive, Big Bear Lake, CA 92315 on Thursday February 19, 2026.

**BOARD MEMBERS PRESENT:**

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

**2. PLEDGE OF ALLEGIANCE**

Tom Bradford, President

**3. PUBLIC FORUM**

None.

**4. REPORTS**

- A. General Manager Jared Cheek reported that since the last meeting, staff met with GEI Consultants regarding the Lake wide Environmental Impact Report (EIR). The anticipated timeframe for completion of the process remains within the 2026 calendar year. Mr. Cheek also reported that staff have been interviewing seasonal applicants over the past week.

Vice President Ludecke asked how the seasonal recruitment process is progressing and how many returning employees there are. Mr. Cheek reported that approximately three returning employees have been identified and that the patrol staffing level is in good shape.

Mr. Cheek also noted that staff attended another meeting of the California Lake Management Society (CALMS) during the past week.

Also, Mr. Cheek shared website analytics that show continued strong public use of the District website. The top five most visited pages include: current lake statistics, the weekly water level report, historical lake data, and employment opportunities. Vice President Ludecke expressed interest in understanding what pages users typically visit next and whether there may be a correlation between busy weekends on the lake and increased website traffic.

- B. Vice President Ludecke reported that the Budget and Finance monthly overview for February was completed and that the financials appear to be tracking well.

**5. CONSENT CALENDAR**

**PUBLIC FORUM**

N/A

- A. Minutes of a Regular Meeting on February 19, 2026.
- B. Warrant List dated 02/27/2026 in the amount of \$42,716.31
- C. Authorization for Director Brewster and Vice President Ludecke to attend CSDA Special District Leadership Academy May 11, 2026 to May 14, 2026.

**Discussion:** No comments were made.

With a motion made by Director Brewster and seconded by Vice President Ludecke, the consent calendar was approved unanimously:

AYES: Bradford, Brewster, Ludecke

NO: -

ABSTAIN: -

**6. BUSINESS**

**A. PUBLIC HEARING: ASSEMBLY BILL 2561 VACANT POSITIONS STATUS**

**PUBLIC FORUM**

None.

**DISCUSSION**

- a. President Bradford opened the public hearing.

General Manager Jared Cheek reported that public agencies are required to provide an annual report regarding vacant positions pursuant to Assembly Bill 2561. He stated that the District currently has two vacant full-time positions, with one recruitment currently open. No changes to the District's recruitment process are proposed currently. Mr. Cheek noted that the District is satisfied with its current recruitment methods, which include postings on Facebook, the Grizzly newspaper, and the District website.

District Counsel confirmed that the report and process are consistent with the requirements of Assembly Bill 2561.

President Bradford then closed the public hearing.

**B. GENERAL MANAGER RECOMMENDS FULL BOARD DISCUSSION AND POSSIBLE APPROVAL OF POLICY 2026-01 "VOUCHER ISSUANCE POLICY".**

**PUBLIC FORUM**

None.

**DISCUSSION**

- a. General Manager Jared Cheek explained the proposed Voucher Issuance Policy. He stated that historically the District maintained a no-refund policy for permits. The voucher policy was originally implemented to address situations where a permit holder purchased a day permit but was unable to launch their vessel, allowing the permit holder to receive a voucher for future use rather than a refund. Mr. Cheek clarified that the proposed update would extend the voucher option to multi-day permits as well. He noted that the policy change is not expected to have any financial impact to the District and that all issued vouchers would continue to expire on December 31 of the applicable year.

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

**7. ITEMS REMOVED FROM CONSENT CALENDAR**

N/A

**8. ANNOUNCEMENTS**

General Manager Jared Cheek announced that the District received two letters of interest for the District 2 Board vacancy and that interviews are tentatively planned for March 19.

President Bradford said he appreciated the recent Special Board Meeting for the Wake Workshop.

**9. DIRECTOR COMMENTS**

None.

**10. CLOSED SESSION**

N/A

**11. ADJOURN**

There being no further business, the meeting was adjourned at 1:12 PM.

**DATE AND TIME OF NEXT MEETING:**

Date: 03/19/2026  
Location: 40524 Lakeview Drive  
Big Bear Lake, CA 92315  
Time: 1:00 PM



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



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