



Big Bear Municipal Water District

Lake Management

Board of VPs

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

Administrative Committee Meeting Minutes January 27, 2026

Present: VP Ludecke
Director Brewster
Jared Cheek, General Manager
Elsa Donoho, Board Secretary

Public: None.

1. Purchasing Policy

- a. VP Ludecke confirmed the new \$15,000 purchasing threshold per Administrative Code.
- b. Jared updated the purchase order threshold from \$500 to \$1,000 and added language addressing fish purchases.
- c. Committee recommends moving the Purchasing Policy forward to the full Board for approval.

2. Employee Handbook

- a. VP Ludecke requested clarification regarding mileage reimbursement.
 - i. Current IRS mileage reimbursement rate is 72.5 cents per mile
 - ii. Elsa clarified that per the Handbook employees are encouraged to use District vehicles when on District business
- b. Jared explained a suggested change in vacation accrual from per-hour worked to per-pay-period.
 - i. VP Ludecke and Dir Brewster confirmed the change of accrual rate from “per hour worked” to of 3.08 hours per pay period.
- c. Sick leave was discussed, including:
 - i. Committee suggested implementing a sick leave cap of 400 hours for employee banks.
 1. Proposal to cap accrual at 400 hours and pay out any additional accrued hours beyond the cap.
 - ii. Dir Brewster asked whether sick leave cash-out upon termination is included in the historical handbook.
 1. Committee recommends to add language providing for sick leave payout upon termination.
- d. Jared explained new language regarding the distinction between Cost of Living Adjustments (COLA) and merit (step) increases. COLA would occur at the start of the fiscal year, with merit increases based on annual anniversary performance evaluations.
- e. Jared reviewed seasonal employee wage practices and proposed starting seasonal employees at consistent rates throughout the season, with no mid-season changes, noting the District remains competitive with their hourly wages for seasonals.
- f. Elsa to print updated employee handbooks (“blue books”) for VPs, as current copies are outdated.

- g. VP Ludecke and Dir Brewster requested revisions to add paid sick leave language and they are comfortable recommending moving the Employee Handbook forward to the full Board for approval.
- h. Would like to revisit the Handbook to clarify the sick leave cap and payout provisions that were discussed today.

3. Administrative Code

- a. Jared reviewed proposed COLA language. Consistent with the changes suggested in the Employee Handbook.
 - i. VP Ludecke requested a wording change to reflect the GM has authority to grant “no more than 5%” without Board approval.
- b. Jared discussed Consumer Price Index options and noted the potential to revise the index to better reflect employee cost-of-living areas.
 - i. Committee agreed to have the index as San Bernardino County.
- c. Committee consensus to forward the Administrative Code revisions to the full Board for approval.

4. Administrative Issues & Updates

- a. Maintenance title revisions were discussed and approved for presentation to the full Board on February 5.
- b. CalPERS-related item for Mike Stephenson’s Seasonal time was discussed. Committee asked Staff to come back with more information after review.
- c. VP Ludecke thanked Jared for his continued work improving administrative processes.
- d. Work boat update:
 - i. The work boat on order will not meet all our operational needs due to crane limitations (400 lbs versus the current 10,000 lbs).
 - ii. Staff confirmed the existing work boat must be retained.
 - 1. VP Ludecke asked about the condition of the existing boat; Jared stated it is in good condition and has a newer engine and drive.
 - iii. VP Ludecke and Brewster suggested using the new boat for multipurpose functions.
 - iv. Confirmed the District will retain the existing work boat.
- e. VP Ludecke asked about weather impacts on work; Jared stated work levels remain high.
- f. Jared asked for the Committee’s approval to proceed with the General Manager performance review with consultant, this contract was approved at the full board already.
 - i. Approval of proceeding with the GM Performance Evaluation.