

NOTE: If you wish to address the MWD Board of Directors during discussion of an agenda item, or during the PUBLIC FORUM, please complete a Speaker Request card (blue in color) and give it to the Board Secretary. Unless a detailed presentation of an agenda item is required by the Board of Directors, it is requested that each speaker limit comments to FIVE MINUTES. All testimony given before the Board of Directors is tape recorded.

<p><i>A G E N D A</i> <i>BIG BEAR MUNICIPAL WATER DISTRICT</i></p>
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BOARD OF DIRECTORS
Regular Meeting
January 21, 2010

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

Next Resolution Number: 2010- 02

OPEN SESSION: 1:00 P.M.

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. DISCUSSION AND ACTION ON CLOSED SESSION ITEMS**
- 4. REPORTS**
 - A. General Manager
 - B. Lake Manager
 - C. Legal
 - D. Committee
 - E. Other
- 5. CONSENT CALENDAR**
 - A. Minutes of a Regular Meeting of January 7, 2010
 - B. Warrant List Dated January 15, 2010 for \$118,753.26
- 6. BUSINESS**
 - A. Consider approval of new, year round Ramp Attendant Supervisor position
- 7. 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)

8. ANNOUNCEMENTS

9. DIRECTOR COMMENTS

10. ADJOURNMENT

NEXT MEETING: Open Session at 1:00 P.M.
Thursday, February 4, 2010
Big Bear Municipal Water District
40524 Lakeview Drive, Big Bear Lake, CA

***MINUTES OF A REGULAR MEETING OF
BIG BEAR MUNICIPAL WATER DISTRICT
HELD ON THURSDAY, JANUARY 7, 2010***

CALL TO ORDER

President Murphy called the Open Session to order at 1:00 PM. Those in attendance included Director Eminger, Director Suhay, Director Smith, Director Fashempour, District Counsel Steven O'Neill, General Manager Scott Heule, Lake Manager Mike Stephenson, and Board Secretary Vicki Sheppard.

APPROVAL OF CONSENT CALENDAR

Upon a motion by Director Suhay, seconded by Director Fashempour, the following consent items were unanimously approved:

- Minutes of a Regular Meeting of December 17, 2009
- Warrant list dated December 23, 2009 for \$76,703.32

REPORTS

President Murphy gave his review of 2009 summarizing the following accomplishments: Washington DC trip to secure \$577,000 for ACOE improvements to the lake; budget process improvements resulting in a concise, clean and readable budget; East Ramp office building completed; lake cleanup with continuation of the "Adopt-a-Shoreline" program; continuation of the carp initiative with a new disposal process; another successful Kool Kids program; and Big Bear Lake is still Quagga free.

President Murphy announced that Director Fashempour will be the first female MWD Board President.

APPOINTMENT OF BOARD OFFICERS FOR CALENDAR YEAR 2010

President Murphy stated that at the first meeting of each year Board Officers are appointed. He explained that the District's Administrative Code determines the selection of the Board Officers as follows:

"The office of President shall be rotated from Division to Division annually on a numerical basis. If a Director declines the office, or has served less than one year, the Director serving the next numerical Division shall be President. The office of Vice President shall be rotated from Division to Division annually on a numerical basis to the Director whose Division is scheduled as the following year's President. If the Director declines the office, or has served less than one year, the Director serving the next numerical Division shall be Vice President"

President Murphy, who is Division 1 Director, explained that Director Fashempour, Division 2, automatically rotates to the office of Board President for calendar year 2010 and Director Suhay of Division 3 automatically rotates to Vice President. Director Murphy passed the gavel and President Fashempour took her place on the dais. President Fashempour commented that she didn't realize she was the first woman president of the Board and she promised to make everyone proud. Director Eminger made a brief presentation to outgoing President Murphy handing him an umbrella hat and congratulating him on the recent rainfall that took place during his administration.

PUBLIC HEARING - CONSIDER APPROVAL OF A RESOLUTION OF THE BOARD OF DIRECTORS OF BIG BEAR MUNICIPAL WATER DISTRICT RE-ESTABLISHING FEES EFFECTIVE FEBRUARY 4, 2010 AND REPEALING RESOLUTION NO. 2009-04

Mr. Heule reported that District rates and fees are evaluated annually in order to balance program or operational expenses with income. He commented that the Budget & Finance Committee finalized work on the 2010 Fee Schedule Resolution with the following recommended changes:

- **Non-Registered Daily Boat Fees**
The present fee charged for a daily permit for non-registered vessels is \$25 for the first day and \$15 for each additional day. The Committee would like to see this fee reduced to \$15 for the first day and \$10 for each additional day. (These prices include the \$5 Quagga fee for the first day). They do not want a change to the annual permit fee. (If the District collects money from the RV Park for electricity, it is likely that it will offset the reduced revenue from a lower non-registered boat permit).
- **Special Event group rate:**
Motorized \$10 per day plus \$5 Quagga Protection Surcharge for the duration of the approved special event and Non-motorized \$5 per day plus \$5 Quagga Protection Surcharge for the duration of the approved special event (must comply with special event group rate policy)
- The “aquatic plant control” for dock access fee will be changed to “Invasive Species Management-Docks” in order to create opportunity to use a portion of dock fees for carp removal expenses provided funds are available. No increase in this fee is proposed.
- **RV Park Space Rental Fee**
The Committee reviewed the current District charges for daily and monthly space rent and compared them to the charges at Holloways. The consensus was that Holloways had more amenities than our park but they also charged for electrical use. The Committee did not believe there was good justification for any increase in space rent but did want to recover electrical costs that are presently not included in any of our charges. Staff researched the actual cost of utility use (electrical, gas, and cable TV) and based on this information, it is proposed that a fee of \$2.92 per day be charged to recoup actual costs.
- **Filming Permits on District Property**
The District currently charges an administration fee of \$150 for a permit to film on District property and \$50 for still photography, including the lake, regardless of how many hours or days the filming takes. We also collect \$110 per hour for use of a Patrol Officer and boat. This seems too low, especially for filming complex projects that require extra logistical support from the District. Staff compared the fees charged by other agencies and is recommending that fees be increased from \$150 to \$170 for film/video productions and from \$50 to \$110 for still photography. These fees are consistent with the City of Big Bear Lake and will help to more fully cover the actual costs to the District.
- **Dispatch Ads**
Ad sales in the Dispatch more than paid for the production and printing now that we have secured a less expensive printer for the work. It is suggested that new advertising rates should be used in 2010. These rates should be as follows; single \$350, double \$500, triple \$650 and full page \$1800. The half page ad would be eliminated.

- Shorezone Alteration

The CEQA document review and recommendation by the District Consultant will be the actual cost.

Director Suhay moved approval of the Resolution re-establishing fees effective February 4, 2010. Director Murphy seconded the motion. President Fashempour opened the Public Hearing at 1:19 pm.

The following comments were made:

Ms. Vicki Zietlow, RV Park summer resident, stated that she would like the Board to re-consider the utility fee charges. She commented that through the years the District has eliminated the park host, raised monthly rates, and not kept the bathrooms as clean as in past years. She suggested that the District consider a space fee increase instead of a utility charge.

Mr. Paul Hopson, RV Park summer resident, also asked that the District re-consider the utility charges. He stated that some of the park residents are only there part time, even though they pay for the entire month, and in that case they would not be using utilities a good part of the time. He commented that this rate increase would be a hardship to many of the renters. He stated that since eliminating the park host, the District has more spaces to rent and therefore should be getting additional rent money. He also suggested that the District raise space rental fees instead of charging a utility fee. Mr. Heule explained that the Committee did not believe there was good justification for any increase in space rent but did want to recover electrical costs that are presently not included in any of our charges. He added that staff researched the actual cost of utility use and based on this information will just be recouping actual costs. District Counsel Steven O'Neill added that the District cannot make a profit but can charge for the cost of utilities. Director Smith stated that the District has been remiss in not charging for utilities up to this point and did look at the actual costs of utilities and with the electric rates rising, decided it was justified in charging for utilities. Director Murphy stated that if utility rates go down the Committee will reassess the fees. Mr. Stephenson stated that there are numerous administrative costs as well as maintenance costs associated with the RV Park. He named the recent repaving as an example of just one.

No other comments were made and President Fashempour closed the Public Hearing at 1:32pm.

President Fashempour stated that the motion had been moved and seconded and she called for a vote. The motion was unanimously approved.

CONSIDER APPROVAL OF A PROPOSAL FROM MWH TO PROVIDE CONSULTING SERVICES ASSOCIATED WITH SOIL SAMPLING IN SUPPORT OF BIG BEAR MARINA DREDGE PROJECT

Mr. Heule reported that MWH was asked to provide a proposal for consulting services associated with soil characterization in support of the Big Bear Marina dredge project. He explained that work needed includes soil sampling for grain size and soil density to aid contractors during the dredge bidding process and determining the presence, absence, and extent of any gasoline contaminated soil in the dredge area adjacent to the soil contamination area that the District is presently monitoring on the marina parking lot. He stated that the work proposed by MWH will be completed in two phases. The first phase, with a cost of \$6,870, will include background materials review, preparation of a work plan and health and safety plan and solicitation of quotations from prospective drilling contractors and analytical laboratories. He reported that a detailed scope of work and cost will be provided to the District at the conclusion of Phase 1. Mr. Heule explained that MWH has already corresponded with Moffett and Nichol, dredge designers, and Moffett and Nichol will advise MWH on locations for needed soil characterization sampling

for the dredge project. He added that the Watershed/Lake Improvement Committee believes that the Phase 2 work of drilling, soil sampling, laboratory analysis and reporting should not exceed \$40,000. Mr. Heule stated that the committee recommends approval of Phase I of the proposal.

Director Murphy moved approval of a proposal from MWH to provide consulting services for soil sampling in support of Big Bear Marina dredge project Phase I in the amount of \$6,870. Director Suhay seconded the motion and it was unanimously approved.

APPOINTMENT OF COMMITTEE MEMBERS FOR CALENDAR YEAR 2010 AND PRESIDENT'S GOALS

President Fashempour explained that each year, at the first meeting in January, the new Board President announces the Committee Members and distributes the committee descriptions for the upcoming year. She stated that she has decided to combine the Executive Committee and the Administrative Committee.

President Fashempour announced the committee members for the 2010 year will be as follows:

Administrative Committee

Paula Fashempour

Skip Suhay

Alternate: Todd Murphy

Budget & Finance Committee

Todd Murphy

Paula Fashempour

Alternate: Vince Smith

Facilities Committee

Vince Smith

Paula Fashempour

Alternate: John Eminger

Operations Committee

Skip Suhay

Vince Smith

Alternate: John Eminger

Quagga Initiative Committee

John Eminger

Todd Murphy

Alternate: Vince Smith

Stanfield Marsh Committee

John Eminger

Skip Suhay

Alternate: Paula Fashempour

Water/Watermaster Committee

John Eminger

Skip Suhay

Alternate: Paula Fashempour

Watershed/Lake Improvement Committee

John Eminger

Todd Murphy

Alternate: Skip Suhay

President Fashempour thanked Director Murphy for a good year and also thanked all the Directors and staff for their ongoing support. She explained her goals for 2010 include keeping a full lake, keeping the dam secure, and raising fat and hungry fish. She commented that she feels things have been running very well and she will continue to maintain the integrity that this Board brings to the valley.

APPOINTMENT OF THE DISTRICT'S JPIA REPRESENTATIVE FOR CALENDAR YEAR 2010

President Fashempour reported that the District utilizes the services of the Joint Powers Insurance Authority (JPIA) for its property and liability insurance requirements. She announced that she is appointing herself as the District's JPIA representative for calendar year 2010.

PUBLIC FORUM

No comments were made

ANNOUNCEMENTS

Mr. Heule welcomed everyone back from the holidays and wished them a Happy New Year. He remarked that the District has a multitude of issues and projects facing them in 2010 stating that some issues are construction related and others are various government agency response driven. He explained that these projects will be summarized at the first Administrative Committee meeting and the newly appointed committee members can anticipate a rush of discussion over the next couple of weeks.

Mr. Heule reported that Lake water used by the resorts since October 1, 2009 has totaled 553.24 acre-feet. He commented that their payment to the District on March 1, 2010 will be \$353,382.26.

Mr. Heule reported that he, along with President Fashempour and Director Suhay, have secured dates for a lobbying trip to Washington DC. He explained that they might want to consider adding requests, on behalf of the San Bernardino National Forest Service, for erosion control for lake water quality protection since the Forest Service can't lobby for money.

Mr. Heule explained that the Santa Ana Regional Water Quality Control Board has new requirements for remediation of gasoline contamination at Big Bear Marina. He commented that additional details will be forthcoming however construction of a ground water collection trench will be required. He commented that staff has been busy keeping people off the ice. He explained that Mr. Carroll has been called out many times and has issued some citations. He stated that staff has placed numerous "stay off the ice" signs.

Mr. Stephenson thanked the Board for his vacation stating that he had a wonderful time. He reported that many of the things he predicted and hoped for regarding the lake came true. He reported that the weed program was successful, the algae bloom was small and almost non-existent, and there are twice the fish in rearing cages as last year. He explained that Fish & Game has been cutting back on the stocking of trout and no longer tells the District when or how many trout they are stocking. He stated that it is almost time to hire seasonal employees. Mr. Stephenson congratulated President Fashempour.

DIRECTOR COMMENTS

No comments were made

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:53 P.M.

NEXT MEETING

Open Session at 1:00 P.M.
Thursday, January 21, 2010
Big Bear Municipal Water District
40524 Lakeview Drive, Big Bear Lake, CA

Vicki Sheppard
Secretary to the Board
Big Bear Municipal Water District

(SEAL)

Big Bear Municipal Water District
 Computer & Manual Check Register
 Current and History Files, After 12/23/09
 Account 10010-00-001, Sessions 000000 to 001773

Active Sessions (Not Included in Report)
 001760

Check	Payment / Vendor Information	Ck Date	Prty	Invoice	Session	Reference	Amount
Checking Account: 10010-00-001							
147693	ACWAHB / ACWA Health Benefits Authority (H)	12/24/09	2	02012010	001768	HEALTHINS	17169.48
ACWAHB Subtotal :							17169.48
147694	AIM / Advanced Infrastructure Management	12/24/09	2	1091-03	001768	DATABASE09	1344.00
AIM Subtotal :							1344.00
147695	ALLPRO / All Protection Alarm Co.	12/24/09	2	30921	001768	FACILMAINT	30.00
147695		12/24/09	2	31032	001768	FACILMAINT	35.00
147695		12/24/09	2	31120	001768	MAINT-WEST	75.00
147695		12/24/09	2	31312	001768	FACILMAINT	175.00
ALLPRO Subtotal :							315.00
147696	ATT785 / AT&T	12/24/09	2	12132009	001768	PHONE-LD	29.79
ATT785 Subtotal :							29.79
147697	BBARWA / Big Bear Area Regional	12/24/09	2	140	001768	CARPREMEXP	1402.50
BBARWA Subtotal :							1402.50
147698	BUTCHR / Butcher's Block & Building Materi	12/24/09	2	289732	001768	SMALLTOOLS	34.19
147698		12/24/09	2	290790	001768	SHOPMAINT	5.94
147698		12/24/09	2	291012	001768	DAMMAINT	156.62
BUTCHR Subtotal :							196.75
147699	BVELEC / Bear Valley Electric	12/24/09	2	12162009	001768	UTIL-RAMPS	277.59
BVELEC Subtotal :							277.59
147700	CALCHA / California Chamber of Commerce	12/24/09	2	10375684	001768	SUBSCRIPTO	117.83
CALCHA Subtotal :							117.83
147701	CASH / Victoria Moore /Petty Cash	12/24/09	2	12232009	001768	PETTYCASH	125.42
CASH Subtotal :							125.42
147702	COMPVI / Computer Village	12/24/09	2	116422	001768	COMPCONSLT	500.00
COMPVI Subtotal :							500.00
147703	COMSER / ComSerCo	12/24/09	2	5039293	001768	RADIOMOBIL	234.90
147703		12/24/09	2	5039294	001768	RADIO-HAND	95.00
COMSER Subtotal :							329.90

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147704	DALEYH / Daley & Heft LLP	12/24/09	2	35878	001768	LEGALMARIN	5393.40
						DALEYH Subtotal :	5393.40
147705	DISH / Dish Network	12/24/09	2	12042009	001768	UTIL-MAIN	50.98
						DISH Subtotal :	50.98
147706	FREDPR / Fred Pryor Seminars	12/24/09	2	11337153	001768	TRAINING	199.00
						FREDPR Subtotal :	199.00
147707	GEI / GEI Consultants, Inc	12/24/09	2	502181	001768	WTRSHDMGMT	10141.79
						GEI Subtotal :	10141.79
147708	MOFFAT / MOFFATT & NICHOL ENGINEERS	12/24/09	2	50349	001768	LKMANGPLAN	929.50
						MOFFAT Subtotal :	929.50
147709	MWH / MWH America, Inc.	12/24/09	2	1294501	001768	DAMENGINER	9338.11
147709		12/24/09	2	1305562	001768	DAMENGINER	3040.01
						MWH Subtotal :	12378.12
147710	NAPA / McConnell Motor Parts Inc.	12/24/09	2	887768	001768	ONROADMAIN	99.60
147710		12/24/09	2	888734	001768	ONROADMAIN	99.60
						NAPA Subtotal :	199.20
147711	NICKS / Nick's Auto Care	12/24/09	2	765	001768	ONROADMAIN	49.75
147711		12/24/09	2	766	001768	ONROADMAIN	49.75
						NICKS Subtotal :	99.50
147712	PERS / Public Employees' Retirement Syst	12/24/09	2	1120094	001768	PERS	4292.52
						PERS Subtotal :	4292.52
147713		12/24/09	2	1220093	001768	PERS	4292.50
						PERS Subtotal :	4292.50
147714		12/24/09	2	1220094	001768	PERS	4292.50
						PERS Subtotal :	4292.50
147715	PITNY / PITNEY BOWES (RENTAL)	12/24/09	2	DC09	001768	POSTAGE	121.00
						PITNY Subtotal :	121.00
147716	QUILL / Quill Corporation	12/24/09	2	2018237	001768	OFFCSUPPLI	17.08
147716		12/24/09	2	2286612	001768	OFFSUPPLIE	123.75
						QUILL Subtotal :	140.83

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Check	Payment / Vendor Information	Ck Date	Prity	Invoice	Session	Reference	Amount
147717	RDIOSH / RadioShack	12/24/09	2	491203	001768	EQUIPMAINT	55.64
						RDIOSH Subtotal :	55.64
147718	SQUEEG / Squeegee Clean Window Service	12/24/09	2	12172009	001768	FACILMAINT	50.00
						SQUEEG Subtotal :	50.00
147719	STICKI / Stickies Office Supplies	12/24/09	2	29741	001768	OFFSUPPMAI	267.91
						STICKI Subtotal :	267.91
147720	SWRCB / State Water Resources Control Boa	12/24/09	2	WD-0010146	001768	WEED	1452.00
						SWRCB Subtotal :	1452.00
147721	SWSTGS / Southwest Gas Corp	12/24/09	2	12152009A	001768	UTIL-MAIN	185.59
147721		12/24/09	2	12152009B	001768	UTIL-RV	43.19
						SWSTGS Subtotal :	228.78
147722	TERMIN / TERMINIX INTERNATIONAL	12/24/09	2	291220299	001768	FACILMAINT	47.00
147722		12/24/09	2	291588025	001768	FACILMAINT	39.00
						TERMIN Subtotal :	86.00
147723	UPS / UPS	12/24/09	2	F33Y11479	001768	SHIPPING	447.70
						UPS Subtotal :	447.70
147724	USBANK / US Bank Trust National Associatio	12/24/09	2	2517744	001768	PROFSVCS	2750.00
						USBANK Subtotal :	2750.00
147725	VALERO / Valero Marketing and Supply Co.	12/24/09	2	12182009	001768	PETRO-AUTO	880.18
						VALERO Subtotal :	880.18
147726	VERIZO / Verizon California	12/24/09	2	11252009	001768	PHONE-WS	36.77
147726		12/24/09	2	11282009	001768	PHONE-DAM	42.32
147726		12/24/09	2	12012009A	001768	PHONE-MAIN	979.05
147726		12/24/09	2	12012009B	001768	PHONE-RAMP	40.60
147726		12/24/09	2	12012009C	001768	PHONE-RAMP	45.04
147726		12/24/09	2	12012009D	001768	PHONE-MAIN	52.04
147726		12/24/09	2	12012009E	001768	PHONE-RAMP	44.47
147726		12/24/09	2	12132009	001768	PHONE-MAIN	48.46
						VERIZO Subtotal :	1288.75
147727	VERONL / Verizon Online	12/24/09	2	51024162	001768	DSL OFFICE	159.95

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						VERONL Subtotal :	159.95
147728		12/24/09	2	51796591	001768	DSL-CREEK	89.99
						VERONL Subtotal :	89.99
147729	VERWIR / Verizon Wireless	12/24/09	2	821220702	001768	PHONE-CELL	197.18
147729		12/24/09	2	823414213	001768	PHONE-CELL	480.74
						VERWIR Subtotal :	677.92
147730	WASTE / Solid Waste Management	12/24/09	2	044198	001768	FACILMAINT	103.60
						WASTE Subtotal :	103.60
147731	YEP / Walter Yep, Inc.	12/24/09	2	594	001768	PROFSVCS	3825.80
						YEP Subtotal :	3825.80
147732	ACWAHB / ACWA Health Benefits Authority (H	01/10/10	2	03012010	001773	HEALTHINS	17169.48
						ACWAHB Subtotal :	17169.48
147733	ASPENP / Aspen Publishers, Inc.	01/10/10	2	66923603	001773	SUBSCRIPT	79.62
						ASPENP Subtotal :	79.62
147734	ATT785 / AT&T	01/10/10	2	01012010	001773	PHONE-LD	30.27
147734		01/10/10	2	12242009	001773	PHONES-LD	29.80
147734		01/10/10	2	12282009	001773	PHONE-LD	34.09
						ATT785 Subtotal :	94.16
147735	BBDSPL / Big Bear Disposal	01/10/10	2	221574	001773	UTIL-RAMPS	76.30
						BBDSPL Subtotal :	76.30
147736		01/10/10	2	221768	001773	UTIL-MAIN	159.60
						BBDSPL Subtotal :	159.60
147737	BBMMAA / BIG BEAR VALLEY MNT MUTUAL AID AS	01/10/10	2	2010	001773	MEMBERSHIP	25.00
						BBMMAA Subtotal :	25.00
147738	BMARIN / Big Bear Marina	01/10/10	2	1011440	001773	PETRO-BOAT	357.80
						BMARIN Subtotal :	357.80
147739	BVELEC / Bear Valley Electric	01/10/10	2	12152009	001773	UTIL-DAM	57.66
147739		01/10/10	2	12182009	001773	UTIL-RAMPS	544.40
147739		01/10/10	2	12282009A	001773	UTIL-DAM	170.25
147739		01/10/10	2	12282009B	001773	UTIL-MAIN	8.22
147739		01/10/10	2	12282009C	001773	UTIL-AERAT	527.73

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147739		01/10/10	2	12282009D	001773	UTIL-DAM	8.45
						BVELEC Subtotal :	1316.71
147740	BVPRIN / Bear Valley Printing	01/10/10	2	12850	001773	QUAGGAPRIN	245.76
						BVPRIN Subtotal :	245.76
147741	CALCHA / California Chamber of Commerce	01/10/10	2	10401102	001773	SUBSCRIPT	184.20
						CALCHA Subtotal :	184.20
147742	CNTYSV / Water & Sanitation	01/10/10	2	12312009	001773	UTIL-RAMPS	102.16
147742		01/10/10	2	12312009B	001773	UTIL-RAMPS	102.16
						CNTYSV Subtotal :	204.32
147743	COMSER / ComSerCo	01/10/10	2	MA50219129	001773	RADSVCCONT	255.00
						COMSER Subtotal :	255.00
147744	CONTAI / Container Storage Solutions	01/10/10	2	1072010	001773	MAINT-SHOP	108.75
						CONTAI Subtotal :	108.75
147745	CSDA / CSDA	01/10/10	2	2010	001773	MEMBR-CSDA	3799.00
						CSDA Subtotal :	3799.00
147746	DIRCTV / DIRECTV	01/10/10	2	1160233635	001773	UTIL-RV	137.89
						DIRCTV Subtotal :	137.89
147747	DWP / Department of Water and Power	01/10/10	2	12292009A	001773	UTIL-RAMPS	30.18
147747		01/10/10	2	12292009B	001773	UTIL-RAMPS	96.35
147747		01/10/10	2	12292009C	001773	UTIL-MAIN	25.85
						DWP Subtotal :	152.38
147748	IDEARC / Idearc Media Corp.	01/10/10	2	12192009	001773	PHONE-DSL	29.95
						IDEARC Subtotal :	29.95
147749	KENDAL / Kendall/Adams Group, Inc.	01/10/10	2	K2948	001773	CONTAMPROJ	500.00
						KENDAL Subtotal :	500.00
147750	LEMIEU / Lemieux & O'neill A Professional	01/10/10	2	20-999M125	001773	LEGALRETAN	3500.00
						LEMIEU Subtotal :	3500.00
147751	MASTER / FIRST BANKCARD CENTER	01/10/10	2	1231097379	001773	MASTER507	511.14
						MASTER Subtotal :	511.14

Big Bear Municipal Water District
 Computer & Manual Check Register
 Current and History Files, After 12/23/09
 Account 10010-00-001, Sessions 000000 to 001773

Active Sessions (Not Included in Report)
 001760

Check	Payment / Vendor Information	Ck Date	Prty	Invoice	Session	Reference	Amount
147752		01/10/10	2	1231094817	001773	MASTER505	1213.29
						MASTER Subtotal :	1213.29
147753		01/10/10	2	1231098541	001773	MASTER102	3194.94
						MASTER Subtotal :	3194.94
147754		01/10/10	2	1231092328	001773	MASTER320	2935.54
						MASTER Subtotal :	2935.54
147755	MCOYBR / Mountain Water Company	01/10/10	2	17358	001773	UTIL-MAIN	39.65
						MCOYBR Subtotal :	39.65
147756	MNTROP / Mountain Trophy & Awards	01/10/10	2	7544	001773	PUBLICINFO	27.19
						MNTROP Subtotal :	27.19
147757	NOS / NOS Communications, Inc.	01/10/10	2	12182009	001773	PHONE-LD	261.76
						NOS Subtotal :	261.76
147758	PERS / Public Employees' Retirement Syst	01/10/10	2	1220095	001773	PERS	4292.50
						PERS Subtotal :	4292.50
147759	PHOTOG / LOUIS G. WEINER PHOTOGRAPHY	01/10/10	2	145	001773	PUBLICINFO	271.88
						PHOTOG Subtotal :	271.88
147760	QUILL / Quill Corporation	01/10/10	2	2320868	001773	OFFICSUPPL	24.46
147760		01/10/10	2	2321975	001773	OFFICSUPPL	160.52
147760		01/10/10	2	2526335	001773	OFFICSUPPL	529.22
						QUILL Subtotal :	714.20
147761	ROTARY / Rotary Club of Big Bear Lake	01/10/10	2	12312009	001773	MEMBERHSIP	73.00
						ROTARY Subtotal :	73.00
147762	SQUEEG / Squeegee Clean Window Service	01/10/10	2	2	001773	FACILMAINT	50.00
						SQUEEG Subtotal :	50.00
147763	UPS / UPS	01/10/10	2	F33Y11519	001773	SHIPPING	26.86
						UPS Subtotal :	26.86
147764	VERIZO / Verizon California	01/10/10	2	12282009	001773	PHONE-DAM	42.07
						VERIZO Subtotal :	42.07

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

MEETING DATE: JANUARY 21, 2010

AGENDA ITEM: 6A

SUBJECT:

CONSIDER APPROVAL OF NEW, YEAR ROUND RAMP ATTENDANT SUPERVISOR POSITION

RECOMMENDATION:

The General Manager, Lake Manager and Lake Operations Supervisor recommend approval of this position.

DISCUSSION/FINDINGS:

The past two boating seasons have required significant increases in seasonal staffing levels at the Districts two public launch ramps. Seasonal staffing increased from three full time positions in 2007, to 6 full time positions and one part time position in 2008, and five full time and two part time positions in 2009. Also, in 2009 seasonal ramp attendant positions were supplemented with once a week, four hour shifts, by two District office staffers. As a result of this increase in seasonal staffing, existing District staff has not been able to provide the supervision at the ramps that is necessary to assure that all District interests are being protected. Current ramp supervisory responsibilities are included in the job description of the Lake Operations Supervisor who is also responsible for four Lake Patrol Officers, Dispatch, and the private dock program. The Lake Operations Supervisor's span of control is too large to provide adequate oversight of seasonal launch ramp employees that provide staffing at the ramps seven days a week, and up to 13 hours each day. Staff is recommending adding a year round full time Launch Ramp Attendant Supervisor position with benefits who would report to the Lake Operations Supervisor. The responsibilities of this new position would include direct supervision of ramp attendants and part time ramp attendant duties in addition to occasional Lake Patrol fill-in and off season maintenance technician. During the boating season, this position will be scheduled for weekends with two weekdays off. The proposed job description of this new position is attached.

This position would be advertised at a pay scale range of \$2,410 (\$15.06/hr) to \$3,230 per month (\$20.18/hr) depending on qualifications. Adding this position beginning March 1, 2010 has a neutral impact on the current fiscal year budget for two reasons. The District has realized savings due to vacating the Maintenance Technician position and postponed replacement of the Maintenance Coordinator position. The Maintenance Technician position will be eliminated. The Maintenance Coordinator position has been filled with an employee at the lowest step replacing an employee who had reached the highest step several years ago. Also, during the boating season the Launch Ramp Attendant Supervisor will eliminate one part time position at the ramps, saving the District a minimum of 16 hours weekly.

OTHER AGENCY INVOLVEMENT: None

FINANCING: The financial impact for FY 2009-10 should show a budget savings of about \$30,000. If summer staffing remains similar to existing conditions in subsequent years payroll costs will decrease below FY2009-10 budget levels by about \$28,000. Detailed information on payroll impacts will be presented for review at the Board meeting.

Submitted by: Scott Heule, General Manager

BIG BEAR MUNICIPAL WATER DISTRICT

I. JOB DESCRIPTION

TITLE: Launch Ramp Supervisor/Maintenance Technician

DEPARTMENT: Operations and Maintenance

REPORTS TO: Lake Operations Supervisor

JOBS SUPERVISED: Launch Ramp Attendants (up to 7 positions)

JOB PURPOSE: OVERSEE OPERATIONS AT DISTRICT LAUNCH RAMP FACILITIES BY:

Supervising and managing seasonal ramp attendants; coordinating maintenance and supply needs; providing customer service; processing boat permits; vessel inspections and decontamination; assist accounting with cash handling audits; perform routine maintenance activities.

ESSENTIAL JOB RESULTS:

% of Time

50% SUPERVISES RAMP ATTENDANTS BY:
Preparing staffing schedules; coordinating with Lake Manager and Lake Operations supervisor for special event coverage; perform job orientation for seasonal employees; check money balancing for ramp attendants; advise and direct vessel inspection and decontamination; coordinate Quagga invasive species training; Quagga marina liaison; schedule routine ramp facility cleaning and consumables resupply; prepare performance evaluations for ramp attendants

10% GREETES AND INFORMS PUBLIC IN PERSON OR BY PHONE BY:
Answering questions and disseminating information about Big Bear Lake and the surrounding area; advising visitors of Lake use fees; Lake regulations and

% of Time

District policies; resolving complaints at ramp facilities.

5% LAKE PATROL BACKUP BY:
Fill in as Lake Patrol backup as needed, patrolling the lake, enforcing California boating laws and District ordinances, safe boating skills, ice patrols, document ramp incidences.

10% OPERATION AND MAINTENANCE OF VESSEL DECONTAMINATION EQUIPMENT BY:
Maintaining fuel levels; inspecting parts and equipment; removal and replacement of equipment parts; maintaining supply of disposable spare parts; investigating and applying methods to safely decontaminate all vessels entering launch ramp facilities.

% of Time

10% COLLECTS BOAT PERMIT FEES AND BALANCES CASH DRAWER BY:
Accepting cash, check, or charge payments from the public; making change for cash customers; balancing sales totals with currency, checks and credit card transactions on a daily basis; safely secures all funds per District policies and procedures; provides bank as requested for random audits.

5% ORGANIZES BOAT PERMIT SALES BY:
Completing boat permit applications neatly and accurately; completing daily tally sheets; completing daily permit log for permits sold; investigating any missing or void permits; daily transmission of credit card purchases.

5% MAINTAINS DISTRICT FACILITIES BY:
Cleaning restrooms; collecting and disposing of trash; performing a variety of basic landscape and maintenance work; performing heavy physical labor; safely operating hand and power tools and equipment.

1% CONSERVES MAINTENANCE RESOURCES BY:
Using equipment and supplies as needed to accomplish job results.

% of Time

1% FABRICATES, CONSTRUCTS AND REPAIRS STRUCTURAL WOODWORK AND WOOD PRODUCTS BY:
Following blueprints, drawings and oral instructions; using carpentry tools and equipment.

1% MAINTAINS SAFE AND CLEAN WORKING ENVIRONMENT BY:
Cleaning work area after each shift; complying with procedures, rules and regulations; assisting with OSHA/safety training.

1% PREVENTS LOSSES AND DAMAGE BY:
Reporting vandalism or other irregularities; informing violators of District rules and regulations.

1% MINIMIZES PERSONAL INJURY AND DOCUMENTS PERSONAL INJURIES AND ACCIDENTS BY:
Providing trained first aid and CPR when needed; radioing or telephoning for emergency assistance; following proper safety procedures; wearing personnel protective equipment as required.

While achieving the above job results, the following objectives must always be met:

MAINTAINS DISTRICT STABILITY AND REPUTATION BY:
Complying with District Rules and Regulations; wearing and maintaining appropriate District uniform per established policies and procedures; applying professional and diplomatic behavior at all times.

MAINTAINS OPERATIONS BY:
Following policies and procedures; reporting needed changes; performing other job related duties as assigned.

CONTRIBUTES TO DISTRICT’S TEAM EFFORT BY:
Practicing strong interpersonal communication skills; accomplishing related results as needed.

II. JOB QUALIFICATIONS AND JOB EVALUATION DOCUMENTATION

KNOWLEDGE:

EDUCATION: High School Diploma or equivalent (GED)

EXPERIENCE: Employee management and supervision; operation of a variety of hand tools, power tools; collection and balancing of cash; any position with strong public contact; use of computer for word processing and simple spreadsheets.

SKILLS AND ABILITIES: Ability to lead, motivate and direct seasonal employees; excellent public communication skills; phone operation and courtesy; basic math and calculator operation; ability to explain boating laws; radio dispatching; follow oral and written directions with minimum supervision; encourage and maintain cooperative and professional relationships with subordinates and other employees; safely operate vehicles and motor driven equipment; ability to perform a variety of maintenance and construction work; ability to use computer skills for report preparation, data entry and spreadsheets; excellent organizational skills.

SPECIAL REQUIREMENTS: Valid California driver's license; good driving record with no multiple or serious accidents or violations during the past two years; must possess or obtain a National Safety Council, American Red Cross, or American Heart Association first aid and CPR certificate; PC832 (training may be offered through the District).

INFORMATION PROCESSING

Identifies and answers public's questions and concerns; ability to think and react quickly and implement an effective course of action; request appropriate emergency services; principles of work safety; supervises the collection and reporting of statistics as directed by the Lake Operations Supervisor.

SCOPE OF RESPONSIBILITY

Proper operation and control of District launch ramp facilities, supervision of launch ramp employees, minor maintenance of equipment and tools used at the ramps per established procedures and in a timely manner; completion of various maintenance assignments with and without supervision; provide training in launch ramp procedures and the operation of equipment and tools; follow all safety standards in operation of tools and equipment.

SCOPE OF FINANCIAL RESPONSIBILITY

Collect fees as needed at District facilities; follows proper purchasing procedures for budget control

INTERPERSONAL COMMUNICATION

Oral communication with the public and staff in one on one or group situations; often works closely with other employees; written reports of incidents and ramp activities

IMPACTS ON RESULTS

Incorrect information is an inconvenience to visitors and other employees; incomplete or inaccurate work and inappropriate behavior causes a negative perception of the District; inaccurate revenue collection is detrimental to the District's functions; improper response to safety issues could jeopardize the safety of visitors and other employees.

DESCRIBE CONTROLS

Evaluations and reviews as needed to ensure that all job requirements are met; counseling sessions, if necessary, to improve work habits, attendance and/or behavior; debriefing sessions after incidents if necessary.

CONFIDENTIAL AND SENSITIVE INFORMATION

Visitor phone numbers and credit card information, and all employee/personnel information

WORK SCHEDULE

Full-time position, 40 hours per week, work weeks will vary; all summer holidays, overtime and every boating season weekend work will be required; respond to emergency call-out after hours

III. ENVIRONMENT

PHYSICAL DEMANDS:

- | | | | |
|---|---|--|--|
| <input checked="" type="checkbox"/> Balancing | <input checked="" type="checkbox"/> Crouching | <input checked="" type="checkbox"/> Kneeling | <input checked="" type="checkbox"/> Standing |
| <input checked="" type="checkbox"/> Carrying | <input checked="" type="checkbox"/> Feeling | <input checked="" type="checkbox"/> Lifting | <input checked="" type="checkbox"/> Stooping |
| <input checked="" type="checkbox"/> Climbing | <input checked="" type="checkbox"/> Fingering | <input checked="" type="checkbox"/> Pulling | <input checked="" type="checkbox"/> Walking |
| <input checked="" type="checkbox"/> Crawling | <input checked="" type="checkbox"/> Grasping | <input checked="" type="checkbox"/> Sitting | <input checked="" type="checkbox"/> Talking |

VISION:

20/30 corrected OK

- | | | | |
|---|---|---|---|
| <input checked="" type="checkbox"/> Close | <input checked="" type="checkbox"/> Far | <input checked="" type="checkbox"/> Color | <input checked="" type="checkbox"/> Depth |
|---|---|---|---|

HEARING:

Must be within normal range

EXPOSURES:

- | | | | |
|---|--|---|--|
| <input checked="" type="checkbox"/> Airborne Particles | <input checked="" type="checkbox"/> Extreme Weather | <input checked="" type="checkbox"/> High Places | <input checked="" type="checkbox"/> Physical Abuse |
| <input checked="" type="checkbox"/> Caustics | <input type="checkbox"/> Explosives | <input checked="" type="checkbox"/> Moving Parts | <input checked="" type="checkbox"/> Toxicants |
| <input checked="" type="checkbox"/> Cleaning Chemicals | <input checked="" type="checkbox"/> Extreme Temperatures | <input checked="" type="checkbox"/> Muscular Strain | <input checked="" type="checkbox"/> Verbal Abuse |
| <input checked="" type="checkbox"/> Cleaning Fumes | <input checked="" type="checkbox"/> Flammables | <input checked="" type="checkbox"/> Noise | <input checked="" type="checkbox"/> Vibration |
| <input checked="" type="checkbox"/> Electrical Currents | | <input checked="" type="checkbox"/> Odors | <input checked="" type="checkbox"/> Vision Strain |