

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.

A G E N D A
BIG BEAR MUNICIPAL WATER DISTRICT

BOARD OF DIRECTORS
Regular Meeting
September 15, 2011

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

Next Resolution Number: 2011-07

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 September 1, 2011
 - B. Consider approval for the President to cast a vote for the ACWA Region 9 Board ballot
 - C. Consider approval of a proposal from Tom Dodson & Associates to provide on-call CEQA/NEPA consulting services
- 6. BUSINESS**
 - A. Consider approval of proposed staffing reorganization and salary and wage scale
- 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)

AGENDA - Board of Directors – September 15, 2011

8. ANNOUNCEMENTS

9. DIRECTOR COMMENTS

10. ADJOURNMENT TO CLOSED SESSION

11. CLOSED SESSION

Conference with Legal Counsel

Potential litigation: Conroy vs. BBMWD

Government Code Section 54957: Public Employee Release, Customer Service

Clerk position

12. ADJOURNMENT

NEXT MEETING: Open Session at 1:00 P.M.
Thursday, October 6, 2011
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, SEPTEMBER 1, 2011***

CALL TO ORDER

President Suhay called the Open Session to order at 1:02 PM. Those in attendance included Director Murphy, Director Fashempour, Director Eminger, Director Smith, District Counsel Wayne Lemieux (via Web X), General Manager Scott Heule, Lake Manager Mike Stephenson, and Board Secretary Vicki Sheppard.

REPORTS

General Manager, Scott Heule reported that today we are trying out some new technology (Web X, instead of Skype). He commented that he believes it may be a better image on our end adding that Mr. Lemieux seems to have some connection issues however. He reported that we will give it a try for a few meetings explaining that for the time being we don't anticipate purchasing any new software. He stated that Carrie Shirreffs reported that we received a property tax check and along with what we receive for the Rathbun Creek fund from the City RDA, we are close to the estimated figure of \$130,000 under budget. Mr. Stephenson reported on the progress of weed harvesting adding that it is looking very good. He commented on the Kool Kids program explaining that there were 146 children the first day and 94 children the second day commenting that both days went very well. Director Fashempour asked if home-schooled children were included in the program. Mr. Stephenson explained that they were invited but because a parent needs to accompany them, no home schooled children participated this year. He reported on the latest limnological report explaining that the lake is re-stratifying and there is no significant algae bloom. He stated that the trout pond clean-up is slowly progressing. He added that all of the abandoned vehicles are gone and so far staff has taken at least 16 truckloads of debris to the dump. He reported that they try to work at the trout pond at least one day a week. Mr. Stephenson commented on a report from the Department of Boating & Waterways showing the three major causes of boating deaths: (1) alcohol and boating (2) lack of a proper look-out (3) no life vest. He explained that the report shows that 95% of boating deaths are attributed to one these three things. President Suhay asked if the harvester was still working at Stanfield Cutoff. Mr. Stephenson reported that they will have the harvester out until everything is gone. He added that the wind has been a negative factor explaining that staff is still working daily. He commented that they have taken over 100 loads of debris to the dump. District Counsel Wayne Lemieux reported that there will be a closed session next meeting regarding Conroy. Mr. Heule asked if there is just one draft (of the Conroy decision) and if it is ready to go to the Board. Mr. Lemieux reported that it is ready to be distributed to the Directors. Mr. Heule stated that he will re-distribute it.

APPROVAL OF CONSENT CALENDAR

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

- Minutes of a Regular Meeting of August 18, 2011
- Warrant List dated August 25, 2011 for \$29,584.69

RECEIVE OPERATION COMMITTEE REPORT ON FIRE AIR OPERATIONS AND PROVIDE DIRECTION TO STAFF

Mr. Heule reported on an Operations Committee Meeting held on Wednesday, August 31st regarding Lake Operations during fixed wing aircraft scooping. He stated that according to Staff's recollection the Lake has only been closed or subjected to significant limited use on three occasions. He reported that the first was in September 2007 during the Butler fire and the second and third times were this past Saturday and Sunday August 27 and 28. He explained that unlike when helicopters are drafting water from the Lake, fixed wing aircraft require a very large area of the Lake to safely operate. He commented that this past weekend the District was informed the Lake was to be used by fixed wing aircraft for fighting several lightning strikes in the region. He explained that in order to keep boaters safe, the Lake Manager limited boating to the buoy line on the south shore and west of the line between Gilner and Windy Points. He stated that both public launch ramps were closed for a period of time, after which the East Ramp was closed except for vessel recovery and all operations were moved to the West Ramp with extended operating hours. Mr. Heule reported that the marinas were all notified by phone and communication with the Miss Liberty tour boat was maintained using radio. He commented that fixed wing operations were extensive on Saturday afternoon. He explained that the Lake Manager was in telephone communication with dispatch at the fire tanker base in San Bernardino; however the dispatch office did not provide accurate information about when fixed wing operations would begin or terminate. He reported that in spite of advising the Lake Manager in the morning that operations would be conducted all day on Sunday, no planes scooped from the Lake. Mr. Heule reported that he and the Operations Committee are satisfied that Lake operations during the weekend were appropriately managed. He explained that there would have been much less interruption of Lake recreation if fire tanker base communication to the District would have been accurate. He added that as a result boaters and marinas were unnecessarily impacted on Sunday. Mr. Heule reported that the Committee believes that the District can improve on its operations during these type events in two areas: The first is to develop a clear communication plan and secondly to prepare guidelines for Staff to follow as they consider how Lake use should be restricted to safely accommodate aerial fire-fighting operations. He added that the Committee would like him to identify the appropriate contact at fire tanker base operations and discuss with them the feasibility of developing an MOU that would guide our two agencies during these type events. He explained that one objective of the MOU would be to be sure that in considering locations for drafting water, and assuming all other variables are the same, the potential negative impact on recreation would be a consideration for Big Bear Lake. Mr. Heule stated that the Committee told the represented marinas that they would be asked to comment on any draft plan or policy before it goes back to the Board for formal consideration. Director Murphy stated that the Committee Meeting was a little tense but he believes Mr. Stephenson did a very good job considering the lack of communication from fire base. He explained that our main concern will always be human safety. President Suhay stated that we do need to establish a better communication with tanker base adding that overall Mr. Stephenson did a very good job with what information he had. Director Smith commented that the District was never given the word that the plan of action had changed. President Suhay added that one of the major problems was that there were over 25 spot fires in 15 to 20 different jurisdictions. Mr. Stephenson reported that communication was horrible with different crews working at different times and no one individual or entity in charge of the operation. President Suhay stated that one of the marinas asked that we not use the word "closure". He added that the committee will work on this and hook up with tanker base and come up with a plan of action. Director Smith stated that we can only do what we do if we get good

information from tanker base and will always do what is needed to fight fires and protect life and property. President Suhay stated that we need to get something in writing. Director Fashempour asked if MOU's are shared with all concerned and if they are a legal document. Mr. Heule responded that we don't have one at this time but when we do then hopefully the various agencies will get the agreement to the correct people. Director Fashempour commented that she appreciated being notified and updated by staff during the entire incident. Mr. Stephenson reported that he understands that the pilots need to be able to determine what the best course of action is at the time but he explained the frustration of having the forest service notify the District to say they are coming to scoop and then not showing up. Director Eminger commented that he feels the Forest Service should have admitted that they made a mistake acknowledging that they cost the community and local businesses a lot of money. It was the consensus that the Operations Committee will work on a plan of action.

PUBLIC FORUM

Kim (Eminger) stated that her husband is a fire fighter and they have an incident command plan that they all follow explaining that it works very well. She added that they also have a "unified command" that all area agencies work together to follow.

ANNOUNCEMENTS

Mr. Heule reported that President Suhay's summer staff BBQ is scheduled for Sunday, September 11th, with a "red, white & blue theme" adding that Director Murphy is working on the games that will include a salsa contest. He stated that the ACWA Conference is scheduled for November 29 through December 2 in Anaheim. He asked that the Directors let him know who is going. He added that the JPIA Conference is at the same time asking Director Fashempour to coordinate with Vicki Sheppard. Mr. Heule stated that the Christmas party is scheduled for December 3rd at Northwood's Resort. He explained that after the meeting is adjourned Directors should get a hard hat and meet for the Special Meeting to tour the new bridge and view the progress of the highway bridge demolition process.

DIRECTOR COMMENTS

No comments were made

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:39 P.M.

NEXT MEETING

Open Session at 1:00 P.M.
Thursday, September 15, 2011
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
REPORT TO BOARD OF DIRECTORS**

MEETING DATE: *September 15, 2011*

AGENDA ITEM: *5B*

SUBJECT:

CONSIDER APPROVAL FOR THE PRESIDENT TO CAST A VOTE FOR THE ACWA REGION 9 BOARD BALLOT

RECOMMENDATION:

The General Manager and the Administrative Committee (Directors Eminger & Suhay) recommend approval of this proposal.

DISCUSSION/FINDINGS:

Every two years new directors are elected to each of the ACWA Regions. The attached ballot details both the slate proposed by the nominating committee as well as individual Board Candidate nominations. The Committee recommends the Board authorize the President to cast a ballot for the Region 9 Nominating Committee's recommended slate.

OTHER AGENCY INVOLVEMENT: None

FINANCING: None

Submitted by: Scott Heule, General Manager

Region 9 Board Ballot

2012-2013 TERM



Association
of California
Water Agencies
Since 1910
Leadership
Advocacy
Information

**Please return completed ballot
by September 30, 2011**

E-mail: katied@acwa.com
Fax: 916-561-7124
Mail: ACWA
910 K Street, Suite 100
Sacramento, CA 95814

General Voting Instructions:

1. Please complete your agency information. The authorized representative is determined by your agency in accordance with your agency's policies and procedures.
2. You may either vote for the slate recommended by the Region 9 Nominating Committee or vote for individual region board members. Please mark the appropriate box to indicate your decision.

SUBMIT FORM

Region 9 Nominating Committee's Recommended Slate

- I concur with the Region 9 Nominating Committee's recommended slate below.

Chair:

Craig A. Ewing, Desert Water Agency

Vice Chair:

John V. Rossi, Western Municipal Water District

Board Members:

Art Bishop, Mojave Water Agency
Joseph J. Kuebler, Eastern Municipal Water District
Steve Robbins, Coachella Valley Water District
Harvey R. Ryan, Elsinore Valley Municipal Water District
Kathleen J. Tiegs, Cucamonga Valley Water District

Region 9 Individual Board Candidate Nominations

- I do not concur with the Region 9 Nominating Committee's recommended slate. I will vote for individual candidates below as indicated.

Candidates for Chair: (Choose one)

- Craig A. Ewing, Desert Water Agency
 Kathleen J. Tiegs, Cucamonga Valley Water District

Candidates for Vice Chair: (Choose one)

- Craig A. Ewing, Desert Water Agency
 John V. Rossi, Western Municipal Water District

Candidates for Board Members: (Max of 5 choices)

- Art Bishop, Mojave Water Agency
 Craig A. Ewing, Desert Water Agency
 Joseph J. Kuebler, Eastern Municipal Water District
 Lawrence M. Libeu, Rancho California Water District
 Steve Robbins, Coachella Valley Water District
 Harvey R. Ryan, Elsinore Valley Municipal Water District
 Kathleen J. Tiegs, Cucamonga Valley Water District

AGENCY NAME

AUTHORIZED REPRESENTATIVE

DATE

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

MEETING DATE: *September 15, 2011*

AGENDA ITEM: *5C*

SUBJECT:

CONSIDER APPROVAL OF A PROPOSAL FROM TOM DODSON & ASSOCIATES TO PROVIDE ON-CALL CEQA/NEPA CONSULTING SERVICES

RECOMMENDATION:

The General Manager and the Administrative Committee (Directors Suhay & Eminger) recommend approval of this contract.

DISCUSSION/FINDINGS:

From time to time the District needs professional assistance related to complying with the California Environmental Quality Act (CEQA), especially for complex projects. The District has used the services of Tom Dodson and Associates to help analyze CEQA requirements and review CEQA documents in an on-call capacity in the past with good results. Knowing that a significant Shorezone Alteration Application for work at Marina Point is pending, Staff believes the advice from this firm is essential for the District to make fully informed decisions as they relate to environmental legalities. The previous on-call services contract with Tom Dodson and Associates has been used up. The attached proposal is for another not-to-exceed \$5000 budget contract that would be used to:

- Provide review and comment on the content of CEQA/NEPA (National Environmental Policy Act) documents as requested
- Assist the District with interpreting CEQA/NEPA procedural requirements for future projects, including compliance with new requirements, such as climate change and greenhouse gases
- Prepare limited CEQA documentation as directed by the District
- Provide guidance and assist with compilation of CEQA-Plus documentation for the State Water Resources Control Board
- Provide editing and CEQA/NEPA document revision support as requested
- Provide other CEQA/NEPA support as directed by the District.

OTHER AGENCY INVOLVEMENT: None

FINANCING: The non-reimbursed services will be paid from the professional services portion of the Administration budget.

Submitted by: Scott Heule, General Manager

TOM DODSON & ASSOCIATES
2150 N. ARROWHEAD AVENUE
SAN BERNARDINO, CA 92405
TEL (909) 882-3612 • FAX (909) 882-7015
E-MAIL tda@tdaenv.com



August 30, 2011

Mr. Scott Heule, General Manager
Big Bear Municipal Water District
P.O. Box 2863
40524 Lakeview Drive
Big Bear Lake, CA 92315

Re: Proposal to provide on-call CEQA / NEPA consulting services

Dear Scott:

As a follow-up to our recent discussions, I am submitting this proposal to provide assistance to your office as an expert advisor for compliance with the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA). Tom Dodson of Tom Dodson & Associates (TDA) has been responsible for several hundred CEQA and NEPA environmental documents since 1970, 40+ years of experience. It is my understanding that the Big Bear Municipal Water District (District) will be overseeing a number of capital improvement projects at the Lake over the next year or so that will require CEQA and/or NEPA compliance. I propose to provide the following support consulting services to your office on an on-call basis:

- Provide review and comment on the content of CEQA / NEPA documents as requested;
- Assist the District with interpreting CEQA / NEPA procedural requirements for future projects, including compliance with new requirements, such as climate change and greenhouse gases;
- Prepare limited CEQA documentation as directed by the District;
- Provide guidance and assist with compilation fo CEQA-Plus documentation for the State Water Resources Control Board;
- Provide editing and CEQA / NEPA document revision support as requested; and
- Provide other CEQA / NEPA support as directed by the District.

TDA requests a budget not-to-exceed \$5,000. All work will be performed by Tom Dodson at the express direction of your office and the District and will be invoiced on a time and material basis. Work will be performed in a timely manner. Attached is a copy of our current Fee Schedule.

On behalf of Tom Dodson & Associates, I deeply appreciate the opportunity to submit this proposal and I look forward to the continued relationship between the District and TDA. Should you have any questions, please contact me.

Sincerely,

A handwritten signature in blue ink that reads "Tom Dodson".

Tom Dodson

Attachment

TOM DODSON & ASSOCIATES
2150 N. ARROWHEAD AVENUE
SAN BERNARDINO, CA 92405
TEL (909) 882-3612 • FAX (909) 882-7015
E-MAIL tda@tdaenv.com



2011 FEE SCHEDULE

Tom Dodson & Associates

Labor: Time spent on behalf of a client will be charged as follows:

Environmental Specialist	\$150.00 / hour
Regulatory Specialist	\$105.00 / hour
Biologist / Ecologist	\$105.00 / hour
Environmental Specialist II	\$105.00 / hour
Environmental Specialist III	\$72.00 / hour
Biologist II	\$58.00 / hour
Biologist III	\$53.00 / hour
Admin / WP / Graphics	\$48.00 / hour
Legal Expert Witness	\$225.00 / hour

Other Direct Costs: All other direct costs (travel, supplies, printing, subcontracts, etc.) are charged at actual cost plus a 10 percent management/handling charge. Mileage will be billed at \$0.65 per mile.

(effective 12-1-08; revised 7-1-11)

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

MEETING DATE: *September 15, 2011*

AGENDA ITEM: *6A*

SUBJECT:

CONSIDER APPROVAL OF PROPOSED STAFFING REORGANIZATION AND SALARY AND WAGE SCALE

RECOMMENDATION:

The General Manager and the Administrative Committee (Directors Suhay & Eminger) recommend that the Board approve the proposed reorganization and salary and wage scale.

DISCUSSION/FINDINGS:

For the past several weeks Staff has been analyzing job descriptions and duties with the specific intent to reduce costs, streamline customer service, improve after hours Lake Patrol response and place a higher level decision maker in the front office to administer all aspects of private docks and follow through on marina compensation. To accomplish this Staff proposes to eliminate the Customer Service Clerk and Launch Ramp Supervisor positions and add a new position, Lake Operations Analyst. Staff proposes that the Lake Operations Supervisor position be changed from salary to hourly, from exempt to non-exempt, and that certain private dock management responsibilities be eliminated from the job description. Staff proposes that the pay scale for the Lake Operations Supervisor also be reduced. In order to backfill the tasks left open by the Customer Service Clerk, cover the pieces removed from the Lake Operations Supervisor and Launch Ramp Supervisor, a new position is proposed, Lake Operations Analyst. The pay scale would be the same for this new position as the proposed pay scale for the Lake Operations Supervisor position. A summary of the rationale and operational approach for this reorganization is shown below.

Rationale:

1. Salary savings on the order of \$35,000 in current fiscal year after adjusting the salary for Lake Manager upwards.
2. Supplies higher level of technical/analytical expertise necessary to fully manage and implement
 - a. Private dock insurance
 - b. Private dock licensing renewals
 - i. Invoicing
 - ii. Collections
 - c. Private dock plan review and approval
 - d. Private dock inspection failure enforcement notifications
3. More responsive to private dock owners inquiries because position has authority to fully manage program

4. Highly trained and knowledgeable person available nearly all the time for customer inquiry at the counter
5. Increases the number of available full time/year round Lake Patrol Officers
6. Reduces some of the turnover on Lake Patrol staff
7. Still places responsibility of managing Launch Ramp Attendants with year round employee

Approach:

1. Both Lake Operations Supervisor and Lake Operations Analyst wage scale will be somewhat lower than current schedule for Lake Operations Supervisor.
2. Hire one Seasonal Customer Service Clerk/Dispatch employee for three weekdays for permit sales and data entry, and weekends for dispatch and data entry and possibly a part time seasonal office clerk/dispatch employee for two weekdays.
3. Lake Operations Analyst will assist with Lake Patrol weekends seasonally and both the Analyst and Supervisor positions will be assigned to the top of the on-call list duties on a rotating schedule instead of the Lake Manager.

Because the Customer Service Clerk position is being eliminated, Eric Gonzales would be laid off. In the case of the elimination of the Launch Ramp Supervisor position, Tyler Cockrell would be offered the new Lake Operations Analyst position in-lieu of being laid off. Copies of the two job descriptions are attached.

Another item discussed by the Committee was the salary and wage scale for the Supervisor and Analyst positions as well as an increase in the salary for the Lake Manager. Mike Stephenson's service to the District has become more valuable and his responsibilities have increased as a result of District personnel performing aquatic plant mapping and chemical control, GIS mapping and analysis, Quagga Mussel prevention and training among other things. The current and proposed salary and wage scales are attached as is a proposed revised organization chart.

OTHER AGENCY INVOLVEMENT: None

FINANCING: While allocation of wages to the various programs might be changed, the overall impact to District expenses will be reduced.

Submitted by: Scott Heule, General Manager



BIG BEAR MUNICIPAL WATER DISTRICT LAKE OPERATIONS SUPERVISOR

JOB CONCEPT:

Under direction, performs a variety of tasks involved with the administration and oversight of Lake operations, and District safety programs. Organizes and implements Lake Patrol functions. Incumbent provides supervision of the Lake Patrol Ranger unit.

SUPERVISION RECEIVED AND EXERCISED:

This position receives direction from the Lake Manager. This position receives only occasional instruction or assistance in new or unusual situations, and is fully aware of lake operation procedures and policies. Responsibilities include the direct supervision of Lake Patrol Rangers.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Plans, supervises, schedules, and participates in Lake operations; coordinates and plans work for Lake Patrol Rangers.
- Serves as District Safety Officer.
- Oversees and trains staff for proper radio dispatch procedures.
- Directs facility and maintenance activities in the Lake Manager's absence.
- Patrols lake to enforce State, local laws, and regulations as needed to support the work force.
- Responds to emergency situations and after hours call outs as necessary.
- Investigates boating complaints and boating accidents; provides assistance to the public; issues citations; investigates accidents and appears in court as a witness.
- Serves as liaison to the State and other agencies with respect to the investigation and reporting of boating accidents.
- Coordinates with the San Bernardino County Sheriffs' Department for joint patrol activities.
- Ensures compliance regulations with OSHA, SB 198, and Illness and Injury Prevention Program for the District
- Participates in Mountain Mutual Aid activities.

- Assumes responsibilities designated under SEMS.
- Oversees publication and distribution of annual Mountain Waters Dispatch.
- Provides training to staff and public in the areas of boating safety, first aid and boating laws.
- Plans and assigns work for personnel; trains new employees as required; prepares performance evaluations; recommends disciplinary action as necessary.
- Prepares and produces data to assist in the distribution of Lake use permits and public information handouts.
- Prepares special reports and analyzes impact on various lake data such as, lake use trends, citations, boat permit totals, commercial marina operations, and limnological reports.
- Coordinates and supervises commercial and private dock inspections.
- Gathers and prepares data to assist in the preparation and administration of operational expenditures and financial objectives.
- Establishes positive working relationships with representatives of community organizations, MWD Board of Directors, management and staff, and the public.
- Attends training sessions and meetings.
- Performs a variety of operational and administrative duties.
- Assists others in the completion of assigned duties as necessary.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Operational and administrative procedures to manage District safety programs.
- California boating laws.
- Compliance regulations and requirements for OSHA and SB 198.
- Boating safety practices and procedures.
- Boating equipment and supplies used in Lake Patrol operations.
- District dispatch radio protocol.
- Techniques of training and safety rules and regulations.
- Laws and regulations pertaining to safe boating; water safety programs.
- First aid and CPR.
- Good customer relation techniques and skills.
- District policies and procedures

SKILL/ABILITY TO:

- Plan, schedule and supervise Lake Patrol Ranger operations.
- Read and understand laws and regulations.
- Enforce applicable State and local laws and regulations.
- Investigate accidents.
- Draw valid conclusions and report findings.
- Gather and prepare data for a variety of reports using MS Office.

- Recommend and implement new policies and procedures.
- Perform mathematical and statistical techniques.
- Ability to forecast, plan and implement department budgets.
- Ability to direct and organize department staffing.
- Exceptional written and oral communication skills.
- Give and follow verbal and written communication.
- Respond to requests and inquiries from the general public.
- Maintain effective working relationships with co-workers and the public; use patience, tact and courtesy in dealing with personnel and the public.
- Operate a variety of motorized equipment including patrol vehicles and boats.

TYPICAL QUALIFICATIONS:

Experience: A minimum of two years experience in boating enforcement or related field; public agency supervision experience desirable. Extensive background in boating and public relations required.

Education: Equivalent of two year college degree or any combination of training or education in progressive experience which demonstrates the ability to perform the duties of the position, and a high school diploma or equivalent.

Licenses and Certificates: Valid California driver's license, good driving record; PC 832 Law Enforcement training, Basic Boating training; current National Safety Council, American Red Cross or American Heart Association first aid and CPR certificates. EMT certified desirable.

SPECIAL REQUIREMENTS

Essential functions and duties require the following physical ability and work environment.

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift up to 100 lbs; endure exposure to cold, heat, noise, outdoors, and chemicals; ability to travel to different work locations.



BIG BEAR MUNICIPAL WATER DISTRICT LAKE OPERATIONS ANALYST

JOB CONCEPT:

Under direction, performs a variety of tasks involved with the administration and implementation of invasive species prevention, private dock program, marina compensation, RV Park, public launch ramps and lake patrol duties. Incumbent provides supervision of the Launch Ramp Attendants. Evaluates and reports statistical stream flow, water quality and climatological data.

SUPERVISION RECEIVED AND EXERCISED:

This position receives direction from the Lake Manager. This position receives only occasional instruction or assistance in new or unusual situations, and is fully aware of Lake operating procedures and policies. Responsibilities include the direct supervision of Launch Ramp Attendants.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Plans, supervises, schedules and participates in Lake operations; coordinates and plans work for Launch Ramp Attendants.
- Patrols lake to enforce State, local laws and regulations as needed to support the workforce.
- Responds to emergency situations and after hours call outs as necessary.
- Manages Adopt -a-Shoreline program and coordinates annual clean-up days.
- Assumes responsibilities designated under SEMS.
- Provides training to staff and public in the areas of boating safety, first aid and boating laws.
- District's primary radio dispatcher.
- Manages and implements operational and administrative duties of District dock program; which includes inspections; supervising; administration; compliance with safety regulations and insurance requirements; trains the public on dock regulations and standards.
- Provides administrative assistance to the public; responds to customer inquiries and complaints according to District policies and procedures.

- Prepares and produces data to assist in the distribution of Lake use permits and public information handouts.
- Prepares special reports and analyzes impact on various Lake data such as, limnological reports, water quality data, lake releases and compliance with Bear Creek stream flow obligations; statistical support for Watermaster reports.
- Coordinates and trains District and private marina employees in accordance with invasive species inspection.
- Plans and assigns work for personnel; trains new employees as required; prepares performance evaluations; recommends disciplinary action as necessary.
- Gathers and prepares data to assist in the preparation and administration of operational expenditures and financial objectives.
- Establishes positive working relationships with representatives of community organizations, MWD Board of Directors, management and staff, and the public.
- Attends training sessions and meetings.
- Performs a variety of office administrative duties.
- Assists others in the completion of assigned duties as necessary.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Operational and administrative procedures to manage District private dock program.
- Boating safety practices and procedures.
- Boating equipment and supplies used in Lake Patrol operations.
- District dispatch radio protocol.
- Techniques of training and safety rules and regulations.
- Laws and regulations pertaining to safe boating.
- First aid and CPR.
- Good customer relation techniques and skill.
- District policies and procedures

SKILL/ABILITY TO:

- Plan, schedule and supervise Launch Ramp Attendant operations.
- Read and understand laws and regulations.
- Exceptional written and oral communication skills.
- Draw valid conclusions using organizational and analytical skills.
- Gather and prepare data for a variety of reports using MS Office.
- Ability to develop and organize spreadsheets in Excel.
- Ability to forecast, plan and implement department budgets.
- Ability to direct and organize department staffing.
- Give and follow verbal and written communication.

- Perform mathematical and statistical techniques.
- Assist customers at front counter.
- Respond to requests and inquiries from the general public.
- Maintain effective working relationships with co-workers and the public; use patience, tact and courtesy in dealing with personnel and the public.
- Operate a variety of motorized equipment including patrol vehicles and boats.
- Investigate accidents.

TYPICAL QUALIFICATIONS:

Experience: A minimum of two years experience in boating enforcement and customer service; public agency supervision experience desirable.

Education: Equivalent of two year college degree or any combination of training or education in progressive experience which demonstrates the ability to perform the duties of the position, and a high school diploma or equivalent.

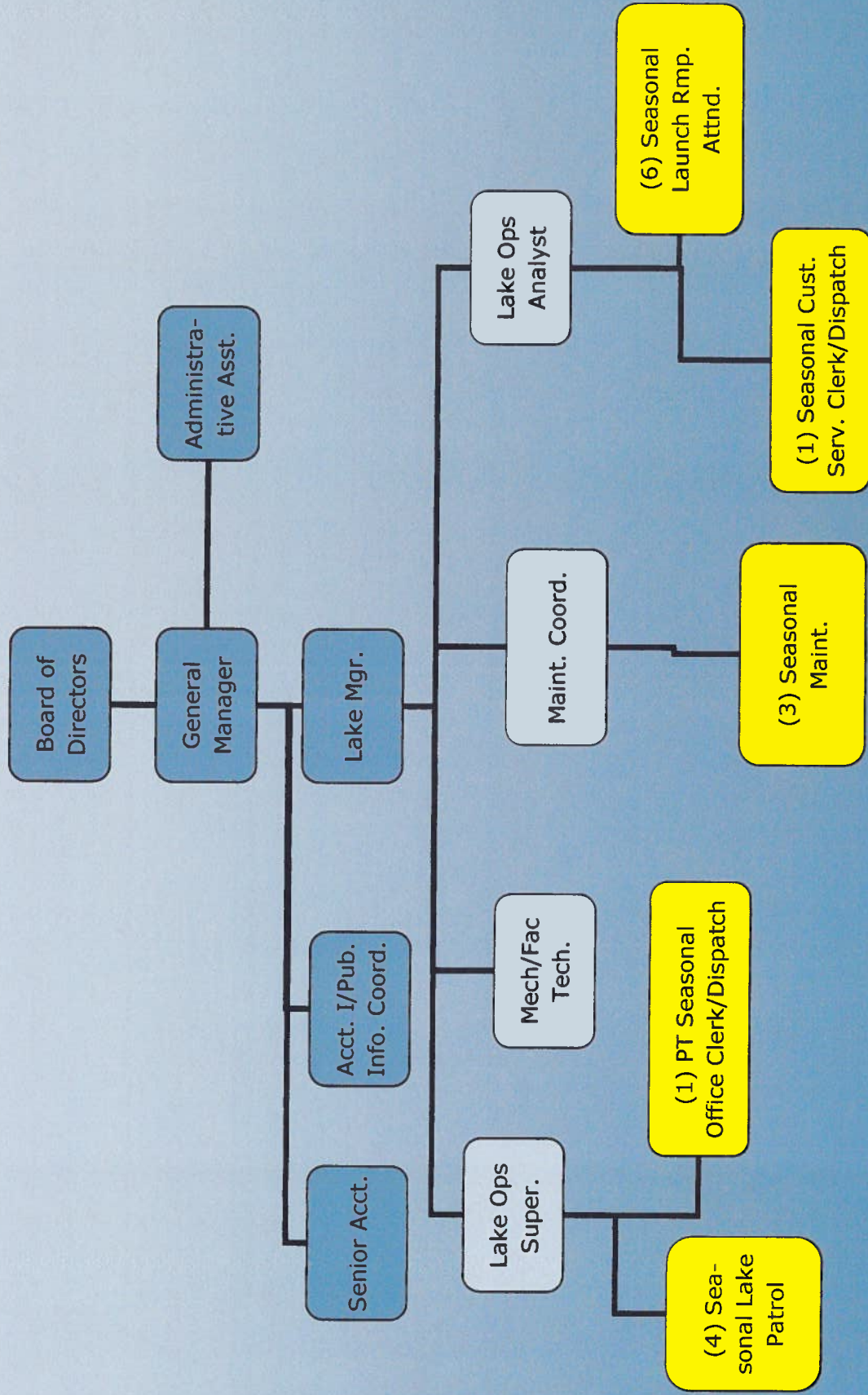
Licenses and Certificates: Valid California driver's license, good driving record; PC 832 Law Enforcement training, Basic Boating training; current National Safety Council, American Red Cross or American Heart Association first aid and CPR certificates. EMT certified desirable.

SPECIAL REQUIREMENTS

Essential functions and duties require the following physical ability and work environment.

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift up to 100 lbs; endure exposure to cold, heat, noise, outdoors, and chemicals; ability to travel to different work locations.

Proposed—Big Bear Municipal Water District



POSITION	CURRENT WAGE AND SALARY	MINIMUM (Monthly)	MAXIMUM (Monthly)
GENERAL MANAGER		\$8,714	\$11,678
	8,714 - 9,150 - 9,607 10,088 10,592 11,122 11,678		
LAKE MANAGER		\$5,947	\$7,970
	5,947 - 6,245 - 6,557 - 6,885 - 7,229 - 7,591 - 7,970		
SR. ACCOUNTANT/HUMAN RESOURCES		\$4,481	\$6,004
	4,481 - 4,705 - 4,940 - 5,187 - 5,446 - 5,718 - 6,004		
LAKE OPERATIONS SUPERVISOR		\$4,481	\$6,004
	4,481 - 4,705 - 4,940 - 5,187 - 5,446 - 5,718 - 6,004		
MECHANICAL AND FACILITY TECHNICIAN		\$3,649	\$4,890
	3,649 - 3,831 - 4,023 - 4,224 - 4,435 - 4,657 - 4,890		
MAINTENANCE COORDINATOR		\$3,334	\$4,469
	3,334 - 3,501 - 3,676 - 3,860 - 4,053 - 4,256 - 4,469		
ADMINISTRATIVE ASSISTANT		\$3,246	\$4,350
	3,246 - 3,408 - 3,579 - 3,757 - 3,945 - 4,143 - 4,350		
ACCOUNTANT I/PUBLIC INFORMATION COORDINATOR		\$3,246	\$4,350
	3,246 - 3,408 - 3,579 - 3,757 - 3,945 - 4,143 - 4,350		
CUSTOMER SERVICE CLERK		\$2,564	\$3,436
	2,564 - 2,692 - 2,827 - 2,968 - 3,117 - 3,273 - 3,436		
LAUNCH RAMP SUPERVISOR		\$2,564	\$3,436
	2,564 - 2,692 - 2,827 - 2,968 - 3,117 - 3,273 - 3,436		

POSITION	PROPOSED WAGE AND SALARY							MINIMUM (Monthly)	MAXIMUM (Monthly)				
	6-Sep-11												
Proposed changes shown in red.													
GENERAL MANAGER								\$8,714	\$11,678				
	8,714	-	9,150	-	9,607	10,088	10,592	11,122	11,678				
LAKE MANAGER								\$6,245	\$8,901				
	6,245	-	6,557	-	6,885	-	7,229	-	7,970	-	8,477	-	8,901
SR. ACCOUNTANT/HUMAN RESOURCES								\$4,481	\$6,004				
	4,481	-	4,705	-	4,940	-	5,187	-	5,446	-	5,718	-	6,004
LAKE OPERATIONS SUPERVISOR								\$4,091	\$5,482				
	4,091	-	4,296	-	4,511	-	4,735	-	4,973	-	5,222	-	5,482
LAKE OPERATIONS ANALYST								\$4,091	\$5,482				
	4,091	-	4,296	-	4,511	-	4,735	-	4,973	-	5,222	-	5,482
MECHANICAL AND FACILITY TECHNICIAN								\$3,649	\$4,890				
	3,649	-	3,831	-	4,023	-	4,224	-	4,435	-	4,657	-	4,890
MAINTENANCE COORDINATOR								\$3,334	\$4,469				
	3,334	-	3,501	-	3,676	-	3,860	-	4,053	-	4,256	-	4,469
ADMINISTRATIVE ASSISTANT								\$3,246	\$4,350				
	3,246	-	3,408	-	3,579	-	3,757	-	3,945	-	4,143	-	4,350
ACCOUNTANT I/PUBLIC INFORMATION COORDINATOR								\$3,246	\$4,350				
	3,246	-	3,408	-	3,579	-	3,757	-	3,945	-	4,143	-	4,350

Proposed 2011-12 SALARY & BENEFITS WITH REORGANIZATION

<u>POSITION - Full-Time</u>	2011-12		2011-12		2011-12		2011-12		2011-12	
	<u>Hourly</u>	<u>Annual Salary</u>	<u>FICA</u>	<u>PERS</u>	<u>WC</u>	<u>Totals</u>	<u>Totals</u>	<u>Totals</u>	<u>Totals</u>	<u>Totals</u>
General Manager	\$ 67.36	\$ 140,108.80	\$ 8,686.75	\$ 26,240.98	\$ 1,947.51	\$ 176,984.04	\$ 8,686.75	\$ 26,240.98	\$ 1,947.51	\$ 176,984.04
Lake Manager	\$ 48.91	\$ 101,732.80	\$ 6,307.43	\$ 19,053.54	\$ 1,414.09	\$ 128,507.86	\$ 6,307.43	\$ 19,053.54	\$ 1,414.09	\$ 128,507.86
Sr. Accountant/HR	\$ 32.65	\$ 67,912.00	\$ 4,210.54	\$ 12,719.24	\$ 943.98	\$ 85,785.76	\$ 4,210.54	\$ 12,719.24	\$ 943.98	\$ 85,785.76
Lake Operations Supervisor	\$ 23.60	\$ 49,088.00	\$ 3,043.46	\$ 9,193.69	\$ 682.32	\$ 62,007.47	\$ 3,043.46	\$ 9,193.69	\$ 682.32	\$ 62,007.47
Accountant/Public Info Coor.	\$ 23.90	\$ 49,712.00	\$ 3,082.14	\$ 9,310.56	\$ 561.75	\$ 62,666.45	\$ 3,082.14	\$ 9,310.56	\$ 561.75	\$ 62,666.45
Mechanical Technician	\$ 29.62	\$ 61,609.60	\$ 3,819.80	\$ 11,538.86	\$ 7,183.68	\$ 84,151.94	\$ 3,819.80	\$ 11,538.86	\$ 7,183.68	\$ 84,151.94
Facility Technician	\$ 29.62	\$ 61,609.60	\$ 3,819.80	\$ 11,538.86	\$ 7,183.68	\$ 84,151.94	\$ 3,819.80	\$ 11,538.86	\$ 7,183.68	\$ 84,151.94
Maintenance Coordinator	\$ 22.04	\$ 45,843.20	\$ 2,842.28	\$ 8,585.97	\$ 5,345.32	\$ 62,616.77	\$ 2,842.28	\$ 8,585.97	\$ 5,345.32	\$ 62,616.77
Administrative Assistant	\$ 25.09	\$ 52,187.20	\$ 3,235.61	\$ 9,774.14	\$ 589.72	\$ 65,786.66	\$ 3,235.61	\$ 9,774.14	\$ 589.72	\$ 65,786.66
Lake Operations Analyst	\$ 23.60	\$ 49,088.00	\$ 3,043.46	\$ 9,193.69	\$ 682.32	\$ 62,007.47	\$ 3,043.46	\$ 9,193.69	\$ 682.32	\$ 62,007.47
Customer Service Clerk	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		<u>Position eliminated</u>								
	\$ 678,891.20		\$ 42,091.25	\$ 127,149.53	\$ 26,534.36	\$ 874,666.35	\$ 42,091.25	\$ 127,149.53	\$ 26,534.36	\$ 874,666.35

2011-12 w/o reorg. \$913,857.49