

A G E N D A
BIG BEAR MUNICIPAL WATER DISTRICT

BOARD OF DIRECTORS
Regular Meeting
January 19, 2012

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

Next Resolution Number: 2012- 01

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 5, 2012
 - B. Warrant List Dated January 12, 2012 for \$117,179.95
 - C. Consider approval for the President to cast a vote for the ACWA Health Benefits Authority Board of Directors
- 6. BUSINESS**
 - A. Consider approval of modifications to the Year Round Employee Handbook
 - B. Consider approval of withdrawing from California State Disability Insurance plan and contracting with a private company for both short-term and long-term Disability Insurance
- 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 2, 2012
Big Bear Municipal Water District
40524 Lakeview Drive, Big Bear Lake, CA

PLEASE 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.

Agenda related writings or documents provided to the Board of Directors are available for public inspection at www.bbmwd.org or in the District office during business hours, 8:00 am – 4:30 pm Monday – Friday.

Big Bear Municipal Water District wishes to make all of its public meetings accessible to the public. If you need special assistance to participate in this meeting, please contact the Board Secretary. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting

**MINUTES OF A REGULAR MEETING OF
BIG BEAR MUNICIPAL WATER DISTRICT
HELD ON THURSDAY, JANUARY 5, 2012**

CALL TO ORDER

President Suhay called the Open Session to order at 1:00 PM. Those in attendance included Director Murphy, Director Fashempour, Director Eminger, Director Smith, General Manager Scott Heule, and Board Secretary Vicki Sheppard.

APPROVAL OF CONSENT CALENDAR

Upon a motion by Director Murphy, seconded by Director Fashempour, the following consent item was unanimously approved:

- Minutes of a Regular Meeting of December 15, 2011

REPORTS

President Suhay made a PowerPoint presentation summarizing some of the 2011 accomplishments:

Lake water levels up to full, the Lake remains Quagga Mussel free, Marina Point Shorezone Alteration Permit complete, and the new highway bridge is now complete. President Suhay thanked the Staff and the Board Members for a successful year.

APPOINTMENT OF BOARD OFFICERS FOR CALENDAR YEAR 2012

Director Eminger (representing Division 4) took his seat as President of the Board as determined by the automatic rotation of officers by divisions described in the District's Administrative Code. Director Smith (representing Division 5) will serve as Vice President this year.

APPOINTMENT OF COMMITTEE MEMBERS FOR CALENDAR YEAR 2012 AND PRESIDENT'S GOALS

President Eminger 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. President Eminger announced the committee members as follows:

ADMINISTRATIVE COMMITTEE

John Eminger

Vince Smith

Alternate: Todd Murphy

BUDGET AND FINANCE COMMITTEE

Todd Murphy

Vince Smith

Alternate: Paula Fashempour

FACILITIES COMMITTEE

John Eminger

Skip Suhay

Alternate: Todd Murphy

FOUNDATION COMMITTEE

Paula Fashempour

Todd Murphy

Alternate: Skip Suhay

LAKE IMPROVEMENT COMMITTEE

Vince Smith
Skip Suhay

Alternate: John Eminger

OPERATIONS COMMITTEE

Paula Fashempour
Todd Murphy

Alternate: Skip Suhay

WATERMASTER COMMITTEE

John Eminger
Skip Suhay

Alternate: Paula Fashempour

WATERSHED

John Eminger
Paula Fashempour

Alternate: Vince Smith

President Eminger thanked General Manager Scott Heule commenting that he is a "great General Manager. He also complimented Lake Manager Mike Stephenson for his hard work with the lake weeds and the Quagga Mussel program. He thanked the front office staff, Jim Weber Dam Keeper, John Tuttle who keeps things running, and the entire Staff for their hard work. He commented that many people take the Lake for granted explaining that the District keeps it healthy. President Eminger provided a short history of MWD and the Dam explaining the low lake levels back in the beginning and commenting on the in-lieu water program. He added that the lake is used for recreation in the summer and snow making/water sales for the ski areas in the winter. He ended by commenting that "God willing, we will have a good 2012 year".

APPOINTMENT OF THE DISTRICT'S JPIA REPRESENTATIVE FOR CALENDAR YEAR 2012

President Eminger reported that the District utilizes the services of the Joint Powers Insurance Authority (JPIA) for its property and liability insurance requirements. He announced that he is appointing Director Fashempour as the District's JPIA representative for calendar year 2012 explaining that this will be her third year as JPIA Representative.

PUBLIC FORUM

No comments were made

ANNOUNCEMENTS

Mr. Heule reported that Lake Manager, Mike Stephenson is on vacation and will be returning to work after three weeks off on January 17th adding that he is hunting in Arizona right now. Mr. Heule explained that he has been working with the City of Big Bear Lake and the County of San Bernardino on grants for funding projects to mitigate sediment runoff from the forest, expansion of the carp and weed harvester operations, sediment and debris removal from the outlet works on the Old Dam, alum treatment on two hot spots (about 100 acres), and debris detention basins on streams flowing to the lake. He added that he is also collaborating with the USFS in an advisory consultancy capacity on their grant application for dirt road improvements in the forest. He reported that the Watershed Committee will be hearing details on these proposals over the next couple of months. Mr. Heule reported that this summer, the District will continue collecting lake

water TMDL samples explaining that all costs will be borne by the City, County, and Resorts. He explained that the sampling frequency will probably be reduced and the samples will be delivered to a Southern California Lab Courier at the bottom of the hill by other than District staff. He added that the District will be reimbursed for all wages, materials, equipment, depreciation and fuel. Mr. Heule reported that Jim Weber and he met again with Caltrans to discuss the needs for access and protection at either end of the Dam. He added that we have had the same conversation with them on multiple occasions without seeing any progress. He explained that we are unsure if, after this latest meeting, they will actually begin to design the necessary fencing, retaining walls, catwalk access, and paving. Mr. Heule stated that staff wants to thank the Board for the great Christmas dinner party and gifts. He also thanked Directors for the very nice imprinted leather note binders that everyone received.

DIRECTOR COMMENTS

Each Director thanked President Suhay and entire staff for a great year.

ANNOUNCEMENTS:

Mr. Heule reported that Monday, January 16th is a District holiday explaining that the office will be closed. He commented that President Eminger will be out of town celebrating his anniversary starting the end of next week through most of the balance of the month. He explained that staff will begin the recruiting process for seasonal help beginning the middle of this month. He reported that there will be several items of business next meeting, January 19th, explaining that Vice President Smith will be leading the meeting.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:25 P.M.

NEXT MEETING

Open Session at 1:00 P.M.
Thursday, January 19, 2012
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, 11/30/11 to 01/11/12
 Account 10010-00-001, Sessions 000000 to 002537**

Check	Payment / Vendor Information	Ck Date	Prty	Invoice	Session	Reference	Amount
Checking Account: 10010-00-001							
149912	BBL / City of Big Bear Lake	12/10/11	2	12012011	002501	PERMITRVPA	257.00
BBL Subtotal :							257.00
149913	BBTODA / Big Bear Today	12/10/11	2	11-2011	002501	PUBLICINFO	700.00
BBTODA Subtotal :							700.00
149914	BMARIN / Big Bear Marina	12/10/11	2	10311158	002501	PETROLVES	185.72
149914		12/10/11	2	10311159	002501	PETROLVES	70.69
BMARIN Subtotal :							256.41
149915	BRL / Business Radio Licensing	12/10/11	2	37320	002501	RDIOCOMM	160.00
BRL Subtotal :							160.00
149916	BUTCHR / Butcher's Block & Building Materi	12/10/11	2	103215	002501	FCLTMAINT	5.11
149916		12/10/11	2	103682	002501	FCLTMAINT	95.73
149916		12/10/11	2	104152	002501	FCLTMAINT	23.80
149916		12/10/11	2	104235	002501	FCLTMAINT	12.85
BUTCHR Subtotal :							137.49
149917	BVELEC / Bear Valley Electric	12/10/11	2	12132011	002501	UTILITY	650.85
BVELEC Subtotal :							650.85
149918	CHARTE / CHARTER COMMUNICATIONS	12/10/11	2	11072011	002501	INTERNET	279.11
CHARTE Subtotal :							279.11
149919	COMSER / ComSerCo	12/10/11	2	502550	002501	RDIOCOMM	255.00
COMSER Subtotal :							255.00
149920	DIRECTV / DIRECTV	12/10/11	2	1652278285	002501	RV UTILITY	157.49
DIRECTV Subtotal :							157.49
149921	DWP / Department of Water and Power	12/10/11	2	11212011	002501	UTILITY	81.32
149921		12/10/11	2	11292011	002501	UTILITY	130.94
149921		12/10/11	2	11292011 A	002501		19.47
149921		12/10/11	2	11292011 B	002501	UTILITY	153.93
149921		12/10/11	2	11292011 C	002501	UTILITY	14.60
149921		12/10/11	2	11292011 D	002501	UTILITY	80.22
149921		12/10/11	2	11292011 E	002501	UTILITY	48.12
DWP Subtotal :							528.60
149922	EADIEP / Eadie & Payne	12/10/11	2	118137	002501	PROFSERV	1180.00
EADIEP Subtotal :							1180.00
149923	ENDERB / ENDERBY	12/10/11	2	2011	002501	REFUNDBLPL	335.00

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	PARTNERS, LLC						
						ENDERB Subtotal :	335.00
149924	ENTERP / Enterprise Rent-A-Car	12/10/11	2	926964-32H	002501	TRAVELEXPN	131.00
						ENTERP Subtotal :	131.00
149925	IDEARC / SUPERMEDIA LLC	12/10/11	2	12012011	002501	PHONCOMM	65.50
						IDEARC Subtotal :	65.50
149926	LAGONI / Lagonita Lodge	12/10/11	2	12032011	002501	REFUNDDEP	55.00
						LAGONI Subtotal :	55.00
149927	LEMIEU / LEMIEUX & O'NEILL	12/10/11	2	RETAIN148	002501	RETAINER	3500.00
						LEMIEU Subtotal :	3500.00
149928	LITTLE / The Little Green House	12/10/11	2	008525	002501	EMPLREC	57.37
						LITTLE Subtotal :	57.37
149929	LUDECK / Ludecke's Electric Service	12/10/11	2	6539	002501	DAM MAINT	393.60
						LUDECK Subtotal :	393.60
149930	MASTER / FIRST BANKCARD CENTER	12/10/11	2	M 112011	002501	MC CHARGE	1489.86
149930		12/10/11	2	S 112011	002501	EMPLREC	1053.13
						MASTER Subtotal :	2542.99
149931	MCMSTR / McMaster-Carr Supply Co.	12/10/11	2	11341548	002501	FCLTMAINT	19.77
149931		12/10/11	2	11969197	002501	FCLTMAINT	107.33
						MCMSTR Subtotal :	127.10
149932	NOCONT / NO CONTRACT VOIP	12/10/11	2	0002825	002501	PHON COMM	142.64
						NOCONT Subtotal :	142.64
149933	PERS / Public Employees' Retirement Syst	12/10/11	2	12201103	002501		5107.09
						PERS Subtotal :	5107.09
149934	QUILL / Quill Corporation	12/10/11	2	8120604	002501	OFFSUPLY	19.87
						QUILL Subtotal :	19.87
149935	ROTARY / Rotary Club of Big Bear Lake	12/10/11	2	11302011	002501	MBRSHP	92.00
						ROTARY Subtotal :	92.00
149936	SUPCIR / SUPER/CIRCUITS	12/10/11	2	750021A	002501		316.56
						SUPCIR Subtotal :	316.56

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149937	TERMIN / TERMINIX INTERNATIONAL	12/10/11	2	309663613	002501	FCLTMAINT	41.00
						TERMIN Subtotal :	41.00
149938	TUTTLE / JOHN TUTTLE	12/10/11	2	11 2011	002501	PHON REIMB	50.00
						TUTTLE Subtotal :	50.00
149939	UPS / UPS	12/10/11	2	11481	002501	SHIPPING	514.01
						UPS Subtotal :	514.01
149940	USBANK / US BANK	12/10/11	2	2999142	002501	PROFSERV	2750.00
						USBANK Subtotal :	2750.00
149941	VALERO / Valero Marketing and Supply Co.	12/10/11	2	11212011	002501	PETROLVEHC	1480.85
						VALERO Subtotal :	1480.85
149942	VERICO / Verizon Conferencing	12/10/11	2	11222011	002501	PHON COMM	173.32
						VERICO Subtotal :	173.32
149943	VERIZO / Verizon California	12/10/11	2	11282011	002501	PHON COMM	40.94
						VERIZO Subtotal :	40.94
149944	WEBER / JAMES WEBER	12/10/11	2	11 2011	002501		50.00
						WEBER Subtotal :	50.00
149945	XEROX / Xerox Corporation	12/10/11	2	058845119	002501	COPIRLEAS	559.16
						XEROX Subtotal :	559.16
149946	SMSFAB / SMS Fabrications	12/10/11	2	QU11-0989	002506	DAMREPAIR	4232.50
						SMSFAB Subtotal :	4232.50
149947	WAYNES / WAYNE'S ENGINE REBUILDERS	12/13/11	2	14897	002508	BOATMAINT	373.38
						WAYNES Subtotal :	373.38
149948	ALLPRO / All Protection Alarm Co.	12/22/11	2	227086	002520		38.85
149948		12/22/11	2	227278	002520	WR	85.05
149948		12/22/11	2	227390	002520		34.35
149948		12/22/11	2	227554	002520		183.75
						ALLPRO Subtotal :	342.00
149949	BBDSPL / Big Bear Disposal	12/22/11	2	266987	002520		210.20
						BBDSPL Subtotal :	210.20
149950	BUTCHR / Butcher's Block & Building Materi	12/22/11	2	105561	002520	FCLTMAINT	15.93
149950		12/22/11	2	106194	002520	FCLTMAINT	31.98
149950		12/22/11	2	106311	002520	FCLTMAINT	27.47

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BUTCHR Subtotal :							75.38
149951	BVELEC / Bear Valley Electric	12/22/11	2	12212011	002520		457.92
149951		12/22/11	2	12212011 B	002520		315.88
149951		12/22/11	2	12212011 C	002520		14.47
149951		12/22/11	2	12212011 D	002520	DAM HOUSE	14.21
149951		12/22/11	2	12222011	002520	DAM	80.73
149951		12/22/11	2	12272011	002520		2436.46
149951		12/22/11	2	12272011 B	002520		53.49
149951		12/22/11	2	12282011 B	002520		191.34
BVELEC Subtotal :							3564.50
149952	COLONI / COLONIAL LIFE	12/22/11	2	1110518	002520	PAYROLL	404.54
COLONI Subtotal :							404.54
149953	DISH / Dish Network	12/22/11	2	DEC2011	002520		59.99
DISH Subtotal :							59.99
149954	ENDURA / Endura Steel, Inc.	12/22/11	2	5-444696	002520	FCLTMAINT	587.93
ENDURA Subtotal :							587.93
149955	FASHEM / Paula Fashempour	12/22/11	2	11282011	002520	REIMBRS	39.01
FASHEM Subtotal :							39.01
149956	FEDRAL / Federal Express, Corp.	12/22/11	2	721-01243	002520		23.19
FEDRAL Subtotal :							23.19
149957	HEALTH / HEALTH BENEFITS AUTHORITY	12/22/11	2	JAN2012	002520		20287.35
HEALTH Subtotal :							20287.35
149958	LABSAF / Lab Safety Supply, Inc.	12/22/11	2	1018250755	002520	OSHASUPLY	141.85
LABSAF Subtotal :							141.85
149959	NAPA / McConnell Motor Parts Inc.	12/22/11	2	059882	002520	VEHCLMAINT	43.20
149959		12/22/11	2	062512	002520	VEHCLMAINT	50.35
NAPA Subtotal :							93.55
149960	NICKS / Nick's Auto Care	12/22/11	2	3992	002520	VEHCLMAINT	51.75
149960		12/22/11	2	3993	002520		51.75
NICKS Subtotal :							103.50
149961	PAPERCLIP / The Paper Clip	12/22/11	2	045871	002520		13.20
PAPERCLIP Subtotal :							13.20
149962	PITINC / Pitney Bowes, Inc	12/22/11	2	DC11	002520		121.00

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						PITINC Subtotal :	121.00
149963		12/22/11	2	671244	002520	POSTSUPPLY	263.73
						PITINC Subtotal :	263.73
149964	PORTSU / PORT SUPPLY	12/22/11	2	0216933	002520		57.50
						PORTSU Subtotal :	57.50
149965	QUILL / Quill Corporation	12/22/11	2	8395492	002520		64.54
149965		12/22/11	2	8531462	002520	OFFSUPPLY	36.18
						QUILL Subtotal :	100.72
149966	SQUEEG / Squeegie Clean Window Service	12/22/11	2	12152011	002520		50.00
						SQUEEG Subtotal :	50.00
149967	STONER / StoneRiver	12/22/11	2	36212549	002520		25.25
						STONER Subtotal :	25.25
149968	SUHAY / Skip Suhay	12/22/11	2	NOV292011	002520	MILEAGE	44.00
						SUHAY Subtotal :	44.00
149969	SWSTGS / Southwest Gas Corp	12/22/11	2	12152011	002520	UTILITY	354.67
149969		12/22/11	2	12152011 B	002520	UTILITY	46.47
						SWSTGS Subtotal :	401.14
149970	TERMIN / TERMINIX INTERNATIONAL	12/22/11	2	310042351	002520		49.00
						TERMIN Subtotal :	49.00
149971	TIFCO / Tifco Industries	12/22/11	2	70730562	002520	FCLTMAINT	277.01
						TIFCO Subtotal :	277.01
149972	TURNEY / ERIC TURNEY	12/22/11	2	122011	002520	PHON REIMB	50.00
						TURNEY Subtotal :	50.00
149973	TUTTLE / JOHN TUTTLE	12/22/11	2	102011	002520		50.00
						TUTTLE Subtotal :	50.00
149974	USDAFS / USDA FOREST SERVICE	12/22/11	2	051252N000	002520		30.00
						USDAFS Subtotal :	30.00
149975	VERIZO / Verizon California	12/22/11	2	11252011	002520	WEATHERSTN	40.16
149975		12/22/11	2	12012011	002520	PHONCOMM	401.63
149975		12/22/11	2	12012011B	002520	WRAMP	46.71
						VERIZO Subtotal :	488.50
149976	VERONL / VERIZON COMMUNICATIONS	12/22/11	2	220708 06	002520	ERAMP	49.73

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149976		12/22/11	2	234284 03	002520	ERAMP	43.44
						VERONL Subtotal :	93.17
149977	VERWIR / VERIZON WIRELESS	12/22/11	2	1036043533	002520	WIRELESS	209.23
149977		12/22/11	2	1038015026	002520	CELLPHONS	692.02
						VERWIR Subtotal :	901.25
149978	VOLVOP / Volvo Penta of the Americas, Inc.	12/22/11	2	106005	002520	VESSLMAINT	66.06
						VOLVOP Subtotal :	66.06
149979	WASTE / Solid Waste Management	12/22/11	2	006948	002520	FCLTMAINT	416.67
						WASTE Subtotal :	416.67
149980	ACWAHB / ACWA Health Benefits Authority (H	01/10/12	2	02012012	002532	HEALTHINS	15269.67
						ACWAHB Subtotal :	15269.67
149981	BBDSPL / Big Bear Disposal	01/10/12	2	267689	002532	UTIL-MAIN	164.42
						BBDSPL Subtotal :	164.42
149982	BBTODA / Big Bear Today	01/10/12	2	454627	002532	PUBINFOICE	200.00
						BBTODA Subtotal :	200.00
149983	BVELEC / Bear Valley Electric	01/10/12	2	12212011-	002532	UTIL-RAMPS	360.43
149983		01/10/12	2	12272011-	002532	UTIL-RAMPS	198.37
149983		01/10/12	2	12282011	002532	UTIL-MAIN	10.58
149983		01/10/12	2	12282011B	002532	UTIL-DAM	416.14
149983		01/10/12	2	12282011C	002532	UTIL-DAM	10.32
149983		01/10/12	2	12282011D	002532	UTIL-AERAT	326.54
						BVELEC Subtotal :	1322.38
149984	CASH / Victoria Moore /Petty Cash	01/10/12	2	01102012	002532	PETTYCASH	83.86
						CASH Subtotal :	83.86
149985	CCONNE / CONNELLY PUMPING SERVICES	01/10/12	2	11572	002532	PORTABLES	290.00
149985		01/10/12	2	11573	002532	PORTABLES	220.00
149985		01/10/12	2	11574	002532	PORTABLES	255.01
149985		01/10/12	2	11575	002532	PORTABLES	290.00
						CCONNE Subtotal :	1055.01
149986	CHARTE / CHARTER COMMUNICATIONS	01/10/12	2	12162011	002532	PHONE-NET	274.99
						CHARTE Subtotal :	274.99

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149987	CNTYSV / Water & Sanitation	01/10/12	2	12312011A	002532	UTIL-RAMPS	108.38
149987		01/10/12	2	12312011B	002532	UTIL-RAMPS	108.38
CNTYSV Subtotal :							216.76
149988	COMPVI / COMPUTER VILLAGE	01/10/12	2	123793	002532	EQUIPMAINT	100.00
149988		01/10/12	2	123802	002532	COMPCONSULT	400.00
COMPVI Subtotal :							500.00
149989		01/10/12	2	123778	002532	COMPMAINT	1542.36
COMPVI Subtotal :							1542.36
149990	COMSER / ComSerCo	01/10/12	2	MA502550	002532	RADSVCCONT	255.00
COMSER Subtotal :							255.00
149991	DIRCTV / DIRECTV	01/10/12	2	1674495782	002532	UTIL-RV	157.49
DIRCTV Subtotal :							157.49
149992	DISH / Dish Network	01/10/12	2	01042012	002532	UTIL-MAIN	64.99
DISH Subtotal :							64.99
149993	DIVERS / Diversified Products, Inc.	01/10/12	2	12757907	002532	PATROLMANT	366.20
DIVERS Subtotal :							366.20
149994	DWP / Department of Water and Power	01/10/12	2	12292011A	002532	UTIL-RV	160.95
149994		01/10/12	2	12292011B	002532	UTIL-RAMPS	19.47
149994		01/10/12	2	12292011C	002532	UTIL-TROUT	80.22
149994		01/10/12	2	12292011D	002532	UTIL-RAMPS	123.92
149994		01/10/12	2	12292011E	002532	UTIL-MAIN	48.12
149994		01/10/12	2	12292011F	002532	UTIL-MAIN	14.60
DWP Subtotal :							447.28
149996	IDEARC / SUPERMEDIA LLC	01/10/12	2	01012012	002532	PHONE-MAIN	65.50
149996		01/10/12	2	12192011	002532	PHONE-ORG	29.95
IDEARC Subtotal :							95.45
149997	KBHR / KBHR-FM	01/10/12	2	20617	002532	PUBINFOICE	151.05
KBHR Subtotal :							151.05
149998	LEMIEU / LEMIEUX & O'NEILL	01/10/12	2	20-024M-3	002532	LEGAL-SAL	1349.60
LEMIEU Subtotal :							1349.60
149999		01/10/12	2	20-999M149	002532	LEGAL-RET	3500.00
LEMIEU Subtotal :							3500.00
150000	MASTER / FIRST BANKCARD CENTER	01/10/12	2	1230114817	002532	MASTER505	679.62

**Big Bear Municipal Water District
 Computer & Manual Check Register
 Current and History Files, 11/30/11 to 01/11/12
 Account 10010-00-001, Sessions 000000 to 002537**

<u>Check</u>	<u>Payment / Vendor Information</u>	<u>Ck Date</u>	<u>Prty</u>	<u>Invoice</u>	<u>Session</u>	<u>Reference</u>	<u>Amount</u>
						MASTER Subtotal :	679.62
150001		01/10/12	2	1230116888	002532	MASTER506	959.73
						MASTER Subtotal :	959.73
150002		01/10/12	2	1230113378	002532	MASTER102	1956.82
						MASTER Subtotal :	1956.82
150003	MWH / MWH America, Inc.	01/10/12	2	1438748	002532		7814.05
						MWH Subtotal :	7814.05
150004		01/10/12	2	1437564	002532		2080.41
						MWH Subtotal :	2080.41
150005		01/10/12	2	1437562	002532		1805.07
						MWH Subtotal :	1805.07
150006		01/10/12	2	1432340	002532		3812.85
						MWH Subtotal :	3812.85
150007	NAPA / McConnell Motor Parts Inc.	01/10/12	2	62691	002532	PATROLMAIN	21.85
150007		01/10/12	2	62798	002532	PATROLMAIN	92.34
						NAPA Subtotal :	114.19
150008	NOCONT / NO CONTRACT VOIP	01/10/12	2	2919	002532	PHONE-MAIN	142.07
						NOCONT Subtotal :	142.07
150009	PERS / Public Employees' Retirement Syst	01/10/12	2	1201203	002532	PERS	5167.14
						PERS Subtotal :	5167.14
150010		01/10/12	2	12201104	002532	PERS	5107.09
						PERS Subtotal :	5107.09
150011	QUILL / Quill Corporation	01/10/12	2	8677536	002532	FACILMAINT	461.15
150011		01/10/12	2	9022267	002532	OFFICSUPPL	127.93
						QUILL Subtotal :	589.08
150012	ROTARY / Rotary Club of Big Bear Lake	01/10/12	2	12312011	002532	MEMBERSHIP	92.00
						ROTARY Subtotal :	92.00
150013	TERMIN / TERMINIX INTERNATIONAL	01/10/12	2	310412131	002532	FACILMAINT	477.24
						TERMIN Subtotal :	477.24
150014		01/10/12	2	310817636	002532	FACILMAINT	570.36
						TERMIN Subtotal :	570.36

**Big Bear Municipal Water District
 Computer & Manual Check Register
 Current and History Files, 11/30/11 to 01/11/12
 Account 10010-00-001, Sessions 000000 to 002537**

<u>Check</u>	<u>Payment / Vendor Information</u>	<u>Ck Date</u>	<u>Prity</u>	<u>Invoice</u>	<u>Session</u>	<u>Reference</u>	<u>Amount</u>
150015	UPS / UPS	01/10/12	2	F33Y11521	002532	SHIPPING	40.61
UPS Subtotal :							40.61
150016	VALERO / Valero Marketing and Supply Co.	01/10/12	2	12202011	002532	PETRO-AUTO	916.57
VALERO Subtotal :							916.57
150017	VERIZO / Verizon California	01/10/12	2	12132011	002532	PHONE-MAIN	47.37
150017		01/10/12	2	12252011	002532	PHONE-WEAT	40.16
150017		01/10/12	2	12282011	002532	PHONE-DAM	41.21
VERIZO Subtotal :							128.74
150018	XEROX / Xerox Corporation	01/10/12	2	59311978	002532	COPIERLEAS	508.78
XEROX Subtotal :							508.78
150021	SUHAY / Skip Suhay	01/11/12	2	01112012	002534	TRAVEL	57.00
SUHAY Subtotal :							57.00
Total For Check Account: 10010-00-001							117179.95
Check Register Total :							117179.95

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

MEETING DATE: *January 19, 2012*

AGENDA ITEM: *5C*

SUBJECT:

**CONSIDER APPROVAL FOR THE PRESIDENT TO CAST A VOTE FOR THE ACWA
HEALTH BENEFITS AUTHORITY BOARD OF DIRECTORS**

RECOMMENDATION:

The General Manager and the Administrative Committee recommend approval of voting for Joan Finnegan.

DISCUSSION/FINDINGS:

The District is asked to cast a ballot for one of four candidates to serve on the Board until December 31, 2012. Four candidates are on the ballot, Steven Ruetters who is the Business Manager for Kern County Water Agency, Judy Corl-Lorono elected as a Director at Bighorn-Desert View Water Agency in Landers (since 2007), Joan Finnegan President of the Municipal Water District of Orange County (25 years experience) and Ronald Richard (no background information provided). The Committee recommends the Board vote for Joan Finnegan.

OTHER AGENCY INVOLVEMENT: None

FINANCING: None

Submitted by: Scott Heule, General Manager

ASSOCIATION OF CALIFORNIA WATER AGENCIES
HEALTH BENEFITS AUTHORITY

BALLOT - PAGE A

This Ballot is to vote on the selection of the ACWA Health Benefits Authority (HBA) Board of Directors as provided in Article III, Section 8 of the HBA Bylaws Amended and Restated as of June 1, 2010. For this election to be valid, the HBA Inspectors of Election must receive properly completed Ballots during the Balloting Period from no less than 20% of the HBA Membership.

This entire Ballot is comprised of two separate pages; Page A and Page B. **Please follow the instructions below to ensure that your Ballot is properly cast and valid.**

INSTRUCTIONS:

- **Ballot Page A:**
 1. **Fill in the information block indicating your Agency name and address.**
 2. **Ballot Page A must be signed by the designated Agency Representative to the HBA that was appointed according to Article III, Section 1 of the HBA Bylaws.**
- **Ballot Page B:**
 1. **Mark your selection for ONE Director from the selection listed.**
 2. **Do not place your signature or Agency name on Ballot Page B.**
- **Ballot Return:**
 1. **Place the entire Ballot comprised of both Ballot Page A and Ballot Page B in the envelope provided.**
 2. **The entire Ballot must be received by the HBA's Inspector of Election during the Balloting Period which begins on December 23, 2011 and ends at 5:00 P.M. on January 23, 2012.**
 3. **The sealed envelope containing the entire Ballot may be mailed or hand-delivered to:**

Bruce McLaughlin, ACWA HBA Inspector of Election
ACWA Health Benefits Authority
4600 Northgate Blvd., Suite 100
Sacramento, CA 95834-1121

This information block MUST be completed in order for this Ballot to be valid.	
Agency name	
Agency address	
Agency representative (printed)	
Agency representative (signature)	

The Ballots shall be counted publicly by the Inspectors of Election at 10:00 A.M. on January 26, 2012 at: ACWA Health Benefits Authority, 4600 Northgate Blvd., Suite 100, Sacramento, CA 95834

ASSOCIATION OF CALIFORNIA WATER AGENCIES
HEALTH BENEFITS AUTHORITY

BALLOT - PAGE B

1. There is one (1) ACWA HBA Director position currently open. ACWA HBA Member Agencies may cast ONE (1) vote for this position.
2. Do not place your signature or Agency name on this page (Ballot Page B).

Vote for no more than ONE (1) of the following nominees

- The person selected will serve on the ACWA HBA Board until December 31, 2012. **Steven M. Ruettgers** (*bio included*)
- The person selected may come from any ACWA HBA Agency. There is no requirement on the number of participating employees. **Judy Corl-Lorono**
- *Please note that ACWA HBA Agencies of any size and location may vote for this representative.* **Joan C. Finnegan**
- Ronald S. Richard**

**JOAN C. FINNEGAN
BOARD PRESIDENT
DIRECTOR, DIVISION 4
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

Joan Finnegan currently serves as Board President of the Municipal Water District of Orange County (MWDOC) and represents the Division 4 communities of Costa Mesa, Huntington Beach and Seal Beach. She was elected to the MWDOC Board of Directors in 2000 as part of a consolidation with Coastal Municipal Water District. Director Finnegan also served on that district's Board of Directors from 1985 until the consolidation, including two terms as board president and vice president.

Director Finnegan is a past president of the Water Advisory Committee of Orange County (WACO) and is the current treasurer of the Independent Special Districts of Orange County (ISDOC). She was active with the County of Orange Water Task Force and has is a past president and lifetime member of the Orange County Water Association.

Director Finnegan has also served as an Association of California Water Agencies (ACWA) Region 10 board member, as the elected vice president and acting president of ACWA's Joint Powers Insurance Authority (ACWA/JPIA), and as a member of the ACWA Board of Directors.

Director Finnegan was selected in 2003 by then-Assemblyman Ken Maddox as Woman of the Year for the 68th Assembly District. She was also selected as Costa Mesa Woman of the Year in 1980. She served on the Orange County Grand Jury in 1980-81 and was employed by Mesa Consolidated Water District for more than 21 years as its office manager and auditor.

Finnegan has lived in Orange County for six decades and resides in Costa Mesa with her husband, Robert. They are the parents of two children and the grandparents of four. Her interest in water also extends to an interest in Japanese Koi fish.

Judy Corl-Lorono

Born in Redbluff, California, Judy is a mom to three great children and has seven grandchildren, one of whom lives with her. She has lived in several places including Hawaii, Santa Maria, Costa Mesa, Palm Desert, and Landers.

Judy's career includes credit union management experience and a range of small business experience. She was a bookkeeper for a lumber mill near Eureka, a licensed real estate broker, ran a slipcover and drapery business, was office administrator for a security company, and more recently ran a thrift store in Yucca Valley.

Judy became interested in the Bighorn-Desert View Water Agency after attending several meetings. At that time she believed she could make a difference in helping Bighorn's effectiveness in continuing to deliver clear, affordable water to the community.

Judy became a Director in 2007 for two years and was appointed to the Board again to fill a vacancy in 2010. During her time with Bighorn, she has attended many courses and meetings of other agencies and water organizations to keep up with the ever changing field of water management. She earned the Director of Distinction certification after four CSDA courses and an examination.

Of particular importance to Bighorn is its relationship to the community and the wise use of water resources. Judy contributed to this effort by presenting a seminar to the Landers Elementary School, which was well received and appreciated.

Kern County Water Agency

3200 Rio Mirada Drive

Bakersfield, California

(661) 634-1400

Candidate Statement: ACWA HBA Board of Directors

Steven M. Ruetters

Business Manager, Kern County Water Agency

Steven Ruetters has been with the Kern County Water Agency since 1990 and as Business Manager for the past 14 years. The 2010 ACWA HBA bylaw changes expanded the ACWA HBA Board to 11 members: 10 elected seats and 1 appointed seat. Currently, Steven fills the appointed seat, which term ends on December 31, 2011, and is seeking an elected position to continue to serve the ACWA HBA member districts. Additionally, the ACWA HBA Board is currently in the process of an Executive Director search and choosing professional support services. It is important at this time that the ACWA HBA Board maintains stability and continuity. I would appreciate your support to continue to serve the ACWA HBA member districts, and am available to answer questions at any time.

Current Committee/Board Work:

ACWA – Insurance and Personnel Committee (16 years)

Kern County Special Districts Association Board of Directors (14 years)

ACWA Joint Powers Insurance Authority – Audit-Finance Committee (10 years)

ACWA Health Benefits Authority (appointed seat, term ending December 31, 2011)

Education:

Oregon State University – B.S., Business Administration (Finance), minor in Economics

California State University, Bakersfield – Master of Business Administration

Community Involvement:

Standard School Board Trustee, 13 years

North of the River Recreation & Park District Director, 10 years

North of River Sanitary District No. 1 Director, 4 years



December 15, 2011

Street Address:
18700 Ward Street
Fountain Valley, California 92708

Mailing Address:
P.O. Box 20895
Fountain Valley, CA 92728-0895

(714) 963-3058
Fax: (714) 964-9389
www.mwdoc.com

Joan C. Finnegan
President

Jeffery M. Thomas
Vice President

Brett R. Barbre
Director

Wayne A. Clark
Director

Larry D. Dick
Director

Susan Hinman
Director

Ed Royce, Sr.
Director

Kevin P. Hunt, P.E.
General Manager

MEMBER AGENCIES

City of Brea
City of Buena Park
East Orange County Water District
El Toro Water District
Emerald Bay Service District
City of Fountain Valley
City of Garden Grove
Golden State Water Co.
City of Huntington Beach
Irvine Ranch Water District
Laguna Beach County Water District
City of La Habra
City of La Palma
Mesa Consolidated Water District
Moulton Niguel Water District
City of Newport Beach
City of Orange
Orange County Water District
City of San Clemente
City of San Juan Capistrano
Santa Margarita Water District
City of Seal Beach
Serrano Water District
South Coast Water District
Trabuco Canyon Water District
City of Tustin
City of Westminster
Yorba Linda Water District

Mr. Scott Heule
Big Bear Municipal Water District
PO Box 2863
Big Bear Lake, CA 92315

Dear Mr. Heule,

I am writing to respectfully ask for Big Bear Municipal Water District's vote in electing me to the vacant seat on the Association of California Water Agencies Health Benefits Authority (ACWA/HBA) Board of Directors. I am a longtime member of ACWA who has served as vice president and interim president of the ACWA Joint Powers Insurance Authority (ACWA/JPIA), as an ACWA Region 10 board member, and as a member of the ACWA Board of Directors. I am seeking election to the ACWA/HBA Board so I may continue to serve the ACWA membership and ensure that their health insurance coverage and related employee benefits needs continue to be met in an effective and efficient manner.

I have had the privilege and honor of serving the water industry as an elected water policy maker for more than 25 years, including the past 11 years on the Municipal Water District of Orange County (MWDOC) Board and 15 years before that as a board member of Coastal Municipal Water District, prior to its consolidation with MWDOC. Additionally, I have held other leadership positions including past president of the Water Advisory Committee of Orange County (WACO), past president of the Orange County Water Association, and appointed member to the Orange County Water Taskforce.

I am eager to serve your district and the entire ACWA/HBA membership and believe that my experience, knowledge, and personal commitment will allow me to do so effectively for the duration of the current term. It would be my honor to earn the support of Big Bear Municipal Water District and receive your vote in electing me to the ACWA Health Benefits Authority Board of Directors.

If you have any questions, please do not hesitate to contact me directly at (949) 548-3690.

Sincerely,

Joan C. Finnegan
Board President

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

MEETING DATE: *January 19, 2012*

AGENDA ITEM: *6A*

SUBJECT:

CONSIDER APPROVAL OF MODIFICATIONS TO THE YEAR ROUND EMPLOYEE HANDBOOK

RECOMMENDATION:

The General Manager and the Administrative Committee (Directors Eminger & Smith) recommend approval of these modifications.

DISCUSSION/FINDINGS:

The Committee reviewed four edits to the year round Employee Handbook; use of compensatory time before vacation time, vacation hour accrual limitation, method of designation of District paid holidays and defining the medical insurance plan the District will pay for employees and their families (see attached). Instead of paying employees for overtime the District provides compensatory time off. The proposed modification to the handbook requires an employee to use all accrued compensatory time over 40 hours before using vacation hours. This helps to limit the District's financial obligation to pay off unused compensatory time when an employee terminates employment with the District. Currently the District policy is to limit carry over vacation time to 240 hours annually. This practice results in a difficult bookkeeping process and payouts of unused vacation hours over the 240 hour limit each year. The new policy will limit the accrual of vacation time to 320 hours. Once an employee accrues 320 hours of vacation no further accrual will be posted until the employee uses vacation time. This change will encourage employees to use the vacation hours they are given and eliminates the added cost to buy out unused vacation hours at the end of each year. The change to the District holiday policy will make it clear that only holidays specifically designated by the Board of Directors will be compensable to District employees. Finally, a clarification of the medical insurance benefit to stipulate that the District will pay the premium of the Association of California Water Agencies Health Benefit Agency HMO for the employee and employee family. If employees want a more expensive insurance policy they will have to pay the cost difference out of their own pocket.

OTHER AGENCY INVOLVEMENT: None

FINANCING: None

Submitted by: Scott Heule, General Manager

WAGES

PAYMENT OF WAGES

All employees of the District are paid every two weeks on Thursday for work performed during the previous two-week pay period. Forty hours constitutes a normal workweek. The workday (a consecutive 24-hour period) begins at 12:01 a.m. and ends at midnight. The workweek begins on Thursday and ends on Wednesday.

Time off for lunch shall not be included in calculating the number of hours worked. If a regular payday falls on a holiday, employees will be paid on the preceding workday. If a regular payday falls during a scheduled vacation, an employee will be paid on the last day prior to commencement of vacation.

Paychecks are normally available by 8:00 a.m. at the District office. If there is an error on your check, please report it immediately to your supervisor.

ADVANCES OF WAGES

The District does not permit advances against paychecks or against unaccrued vacation.

OVERTIME

As necessary, employees may be required to work overtime. For purposes of determining which hours constitute overtime, only actual hours worked in a given workweek will be counted. The District will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by a supervisor. All hours worked in excess of 40 hours in one workweek will be treated as overtime. A workweek begins each Wednesday at midnight.

Seasonal employees, who are not exempt from the provisions of the Fair Labor Standards Act (FLSA), and who are authorized or required to work overtime, shall be paid at the rate of 1-1/2 times regular salary for such overtime. Full-time employees who are not exempt, shall accrue 1-1/2 hours of time off for every hour of overtime worked, hereinafter "compensatory time off", which shall be taken when approved by his supervisor. All compensatory time off shall be used within a reasonable time after accrual. Not more than 40 hours shall be carried over from year to year. All compensatory time off not taken within a reasonable time or not carried over shall be paid upon termination, at the end of the reasonable period or the end of the calendar year, as the case may be. Accrued compensatory time in excess of 40 hours must be used prior to using vacation hours.

Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees. To qualify as an exempt employee, an employee's salary can never be reduced for: absences for entire days or parts of days to serve as a witness, juror or in the military; absences for entire days or parts of days due to insufficient work; and absences for less than a day.

V EMPLOYEE BENEFITS

HOLIDAYS

The District observes the following paid holidays:

January 1	New Year's Day
3rd Monday in January	Martin Luther King Day
February 12	Lincoln's Birthday
3rd Monday in February	President's Day
Last Monday in May	Memorial Day
July 4	Independence Day
1st Monday in September	Labor Day
November 11	Veterans' Day
The Thursday in November designated each year as Thanksgiving Day	Thanksgiving Day
Friday following Thanksgiving Day	Thanksgiving Friday
December 25	Christmas Day

Any day designated as a paid holiday by the Board of Directors ~~or any day declared a paid holiday for all public employees by the Governor or the President of the United States~~ shall be declared a paid holiday for District employees. Lincoln's Birthday is considered a floating holiday and can be taken at the discretion of the employee when approved by their supervisor.

For all eligible employees, the following shall apply: when a paid holiday falls on Sunday, the following Monday shall be deemed the paid holiday; when a paid holiday falls on a Saturday, the previous Friday shall be deemed the paid holiday; however, the District may close on another day or grant compensating time off instead of closing. Holiday observance will be announced in advance. When a paid holiday falls on an employee's scheduled day off, the following workday shall be deemed the paid holiday.

All full-time employees who are regularly scheduled to work 40 hours per week shall be eligible for holiday compensation. Seasonal employees who work a total of 72 hours in any two-week payroll period shall be eligible for holiday compensation when the holiday falls within that period. All others, including temporary employees are not eligible for holiday compensation, regardless of the number of hours worked.

Any full-time employee who is required by the District to work on a holiday shall receive compensatory time off at the normal hourly rate. Any full-time employee who is on vacation or leave of absence for illness when a holiday occurs will not be charged for that day. Any seasonal employee who is required by the District to work on a holiday shall be compensated at the rate of two times the normal rate of pay for the first eight (8) hours worked.

VACATIONS

Full-time employees shall be eligible to accrue up to the amount of vacation shown below based upon the number of years of continuous service:

<u>Years of Service</u>	<u>Accrual Rate</u>	<u>Vacation Amount</u>
1 through 5	.0385 hrs. per hr. worked	10 working days
6 through 9	.0577 hrs. per hr. worked	15 working days
10 or more	.0770 hrs. per hr. worked	20 working days

~~Not more than 240 hours of vacation time shall be carried over at the end of each calendar year. Employees may accrue up to but not more than 320 hours of vacation. No vacation time buy out will be made except upon employee termination.~~

Accrued vacation benefits shall be paid the employee upon termination of employment.

Vacations shall be scheduled to provide adequate coverage of job responsibilities and staffing requirements. Your supervisor will make final determinations and must approve your vacation schedule in advance.

Employees on unpaid leave do not accrue vacation time. If a holiday occurs during your vacation period, you will be granted one additional day of vacation to be taken at a time approved in advance by your supervisor.

REQUIRED USE OF VACATION BEFORE UNPAID SICK LEAVE

You are required to take accrued and unused vacation before taking unpaid leave, or having unpaid absences. Family and Medical Leave (under both state and federal law) is included in this requirement, unless the absence is pregnancy-related.

If you are absent for a reason that qualifies you for Paid Family Leave (PFL) payments, you are required to first use any accrued and unused vacation, up to a maximum of two weeks in a 12-month period. If you do not have accrued vacation, you will be required to use accrued sick leave for the first 7 days before PFL payments begin.

PFL benefits do not replace all of your usual wages. Your PFL benefits will be supplemented with any accrued and unused sick leave. If you have no sick leave, or once you exhaust your sick leave, accrued and unused vacation will be used to supplement your PFL benefits.

Employees who are absent because of their own disability may be eligible for State Disability Insurance (SDI) benefits. SDI payments do not begin until after you have been absent from work for 7 calendar days. If you have accrued sick leave, sick leave will be used for the first 7 days before SDI payments begin. If you do not have accrued sick leave, but do have accrued vacation, vacation will be substituted for the unpaid absence.

SDI benefits do not replace all of your usual wages. Your SDI benefits will be supplemented with any accrued and unused sick leave. If you have no sick leave, or once you exhaust your sick leave, accrued and unused vacation will be used to supplement your SDI benefits.

INSURANCE BENEFITS

MEDICAL AND DENTAL INSURANCE

The District provides, at District expense ~~the ACWA/HBA HMO, a comprehensive~~ medical insurance plan and dental Plan for full-time employees and their dependents. Dependent refers to the dependent coverage provided by the District's group health plan or the following, whichever is more restrictive: the employee's spouse and unmarried children under the age of 25 who are full-time students at a college or university, and dependent children regardless of age who are physically or mentally incapacitated. A full-time employee is eligible for these benefits upon completion of the waiting period established by the insurance carrier.

DISABILITY INSURANCE

Each employee contributes to the State of California to provide disability insurance pursuant to the California Unemployment Insurance Code. Contributions are made through a payroll deduction. Disability insurance is payable when you cannot work because of illness or injury not caused by employment at the District or when you are entitled to temporary workers' compensation at a rate less than the daily disability benefit amount. Deductions to your sick leave account shall be limited to the same percentage not compensated by disability insurance. Specific rules and regulations governing disability are available from the General Manager.

UNEMPLOYMENT COMPENSATION

The District contributes thousands of dollars each year to the California Unemployment Insurance Fund on behalf of its employees.

SOCIAL SECURITY

Social Security is an important part of every employee's retirement benefit. The District pays a matching contribution to each employee's Social Security taxes.

WORKERS' COMPENSATION

The District, in accordance with state law, provides insurance coverage for employees in case of work-related injury. The workers' compensation benefits provided to injured employees may include: medical care; cash benefits, tax free, to replace lost wages; assistance to help qualified injured employees return to suitable employment.

To ensure that you receive any workers' compensation benefits to which you may be entitled, you will need to: immediately report any work-related injury to your supervisor; seek medical treatment and follow-up care if required; complete a written Employee's Claim Form (DWC Form 1) and return it to District; provide the District with a certification from your health care provider regarding the need for workers' compensation disability leave, as well as your eventual ability to return to work from the leave.

Upon submission of a medical certification that an employee is able to return to work from a workers' compensation leave under most circumstances, the employee will be reinstated to his/her same position held at the time the leave began or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement

SICK LEAVE

Sick leave is accumulated in order to provide a cushion for incapacitation due to illness. It is to be used only when actually required to recover from illness or non-work related injury; sick leave is not for "personal" absences. Time off for medical and dental appointments will be treated as sick leave. Abuse or misuse of your sick leave privilege will not be tolerated by the District. If desired, accrued sick leave may be used to supplement income received from workers' compensation or disability insurance, so long as it does not exceed the percentage not compensated by either program.

The District shall pay sick leave to all full-time employees who have completed at least six (6) months of continuous service to the District. Each full-time eligible employee shall accumulate one day of sick leave entitlement for each calendar month of District service or .0462 hours for each hour worked beginning on the date of hire and ending on the date of termination. The amount of sick leave paid shall not exceed the amount of accumulated sick leave entitlement. When sick leave is paid, the amount shall be deducted from sick leave entitlement. A full-time employee who has exhausted sick leave accrual and who is unable to work due to illness or injury will be placed on vacation status for the duration of the employee's vacation accrual, if any. If the employee has exhausted all accrued sick leave, vacation leave and compensatory leave, the employee shall be placed on unpaid status.

~~Seasonal employees shall accumulate no more than 40 hours of sick leave entitlement during a season. Sick leave shall accumulate at the rate of .0462 hours for each hour worked beginning on the date of hire and ending on the date of the end of the season. A seasonal employee who anticipates returning to work during the next following season may carry over up to 40 hours of sick leave from one season to the next. No sick leave shall be taken until at least six (6) months service has been completed. When sick leave is paid, the amount shall be deducted from sick leave entitlement. If the seasonal employee has exhausted all accrued sick leave, the employee shall be placed on unpaid status.~~

Sick leave shall be paid when: the employee is ill; a member of the employee's immediate family is ill and the employee must care for a family member (child, parent, spouse), for visits to doctors, dentists and optometrists for physicals, treatment or preventative care, and up to four (4) months for pregnancy.

For purposes of sick leave use, a "child" is defined as a biological, foster, or adopted child; stepchild; or a legal ward. A "child" also may be someone for whom you have accepted the duties and responsibilities of raising, even if he or she is not your legal child.

A "parent" is your biological, foster, or adoptive parent; stepparent; or legal guardian.

A "spouse" is your legal spouse according to the laws of California, which do not recognize "common law" spouses (a union that has not been certified by a civil or religious ceremony). All conditions and restrictions placed on an employee's use of sick leave apply also to sick leave used for care of a child, parent, or spouse.

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

MEETING DATE: *January 19, 2012*

AGENDA ITEM: *6B*

SUBJECT:

CONSIDER APPROVAL OF WITHDRAWING FROM CALIFORNIA STATE DISABILITY INSURANCE PLAN AND CONTRACTING WITH A PRIVATE COMPANY FOR BOTH SHORT-TERM AND LONG-TERM DISABILITY INSURANCE

RECOMMENDATION:

The General Manager and the Budget and Finance Committee (Directors Smith and Murphy) recommend the District: 1. withdraw from the State of California Disability Insurance Plan and 2. contract with UNUM for short-term and long-term disability benefits.

DISCUSSION/FINDINGS:

Staff received a presentation by Keenan Associates, an Insurance and Employee Assistance Insurance Broker, concerning alternatives to the Districts' State Disability insurance program. For a slightly lower annual premium the District can replace short-term State Disability Insurance with a private plan that also includes long-term disability. The long-term disability insurance would extend coverage until age 65 compared to only 12 months for the State Disability program. The premium rates are guaranteed for two years. The Committee is recommending the Board make this change, however they note that if after two years the costs for the private plan escalate substantially, the District might need to go back to the State Disability program and the long-term disability coverage would be eliminated as an employee benefit. This caveat would need to be memorialized in the employee handbook so there are not expectations that the long-term disability is a guarantee should circumstances change in the future. Making this change will reduce District expenses by about \$850 per year (see attached).

OTHER AGENCY INVOLVEMENT: None

FINANCING: None

Submitted by: Scott Heule, General Manager

Big Bear Municipal Water District

Compare Rates - STD Rates With No CASDI and LTD With No CASDI

CURRENT PLAN		Proposed Plan		Proposed Plan	
Plan Type	STD	STD	LTD		
Carrier	State Disability	UNUM	UNUM		
Plan	All Eligible Employees	All Eligible Employees	All Eligible Employees		
Effective Date	1/1/2012	2/1/2012	2/1/2012		
Plan Design	Weekly Benefit 55%; Max Weekly Benefit \$1011; Minimum Benefit \$51.00 Waiting Period 7 Days; Maximum Benefit Period 52 Weeks	Weekly Benefit 60%; Max Weekly Benefit \$1385; Minimum Benefit \$25.00; Waiting Period 7 Days; Maximum Benefit Period 12 Weeks.	Monthly Benefit 60%; Max Monthly Benefit \$6,000; Minimum Benefit \$100.00; Waiting Period 90 Days; Maximum Benefit Period	SSNRA. <i>Normal Retirement Age</i>	
Rate Guarantee	N/A	2 Years	2 Years		
Number of EEs	15	15	15		
	Benefit Volume	Rate	Benefit Volume	Rate	
Base	\$56,783.70	1.00	\$7,441.00	0.29	per \$10 Benefit Volume
			Per total Payroll up to \$95,585		per \$100 Benefit Volume
Total Monthly Premium	\$567.84	\$215.79	\$280.87		
Total Annual Premium	\$6,814.04	\$2,589.47	\$3,370.41		
Total Annual Savings	\$0.00	-\$4,224.58	-\$854.17		