

**A G E N D A**  
**BIG BEAR MUNICIPAL WATER DISTRICT**

**BOARD OF DIRECTORS**  
**Regular Meeting**  
**January 5, 2012**

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

Next Resolution Number: 2012-01

**OPEN SESSION: 1:00 PM**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. DISCUSSION AND ACTION ON CLOSED SESSION ITEMS**
- 4. CONSENT CALENDAR**
  - A. Minutes of a Regular Meeting of December 15, 2011
- 5. REPORTS**
  - A. President Suhay reports on the 2011 accomplishments
- 6. BUSINESS**
  - A. Appointment of Board Officers for Calendar Year 2012
  - B. Appointment of Committee Members for Calendar Year 2012 & President's goals
  - C. Appointment of the District's JPIA Representative for Calendar Year 2012
- 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. REPORTS & ANNOUNCEMENTS**
  - A. General Manager
  - B. Lake Manager
- 9. DIRECTOR COMMENTS**
- 10. ADJOURNMENT**

**NEXT MEETING:** Open Session at 1:00 PM  
Thursday, January 19, 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](http://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, DECEMBER 15, 2011***

**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, District Counsel Wayne Lemieux (via Skype), Lake Manager Mike Stephenson, and Board Secretary Vicki Sheppard.

**REPORTS**

Lake Manager, Mike Stephenson reported that he met with SMS Fabricators, the contractor who will be doing the fabrication of stairs from the catwalk to the top of bay 7, last week. He explained that the bid came in at \$8,400 adding that they are a Riverside company. He reported that he wrote a letter to Caltrans asking for reimbursement and sent it yesterday. Mr. Stephenson stated that the ice program is in full swing adding that Stanfield Marsh is frozen. Director Murphy suggested we contact the schools and speak to them about an ice safety program. Mr. Stephenson reported that someone contacted the District regarding an ice rink on Big Bear Lake adding that he doesn't feel it will ever be safe to go out on the ice. He stated that the District will be helping the COP's (Citizens on Patrol) with some new equipment for ice rescue. He reported that Patrol Boat Operations has been moved closer to the main building. He commented that he really missed Director Fashempour at the annual Christmas party.

Director Fashempour reported on the JPIA Conference that she attended explaining that she felt it was very helpful. She added that she will attend both days next year. President Suhay reported that he attended the ACWA Conference adding that he feels they accomplished a lot.

**APPROVAL OF CONSENT CALENDAR**

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

- Minutes of a Regular Meeting of November 17, 2011
- Warrant list dated December 9, 2011 for \$27,860.20
- Approval of a Special Event Permit for the Polar Plunge being held on March 10, 2012 at Swim Beach
- Approval of Audit for Fiscal Year Ending June 30, 2011 prepared by Eadie and Payne Certified Public Accountants

**PUBLIC FORUM**

No comments were made

**ANNOUNCEMENTS**

Mr. Stephenson reported that he will be leaving after the first of the year on a hunting trip with his son to Arizona.

**DIRECTOR COMMENTS**

No comments were made

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:16 P.M.

**NEXT MEETING**

Open Session at 1:00 P.M.  
Thursday, January 5, 2012  
Big Bear Municipal Water District  
40524 Lakeview Drive, Big Bear Lake, CA

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Vicki Sheppard  
Secretary to the Board  
Big Bear Municipal Water District

(SEAL)

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

**MEETING DATE: JANUARY 5, 2012**

**AGENDA ITEM: 6A**

**SUBJECT:**

**APPOINTMENT OF BOARD OFFICERS FOR CALENDAR YEAR 2012**

**RECOMMENDATION:**

This process is described below.

**DISCUSSION/FINDINGS:**

At the first meeting of each year Board Officers are appointed. The District's Administrative Code determines the selection of the Board Officers as follows:

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

Director Suhay of Division 3 served as President during calendar year 2011. Division 4 is represented by Director Eminger who shall automatically rotate to the office of Board President for calendar year 2012. Additionally, Director Smith of Division 5 shall automatically become Vice President for 2012.

The Administrative Code establishes that the District's Administrative Assistant shall serve as Secretary to the Board, and the District's General Manager shall serve as Board Treasurer. The General Manager shall serve as Deputy Secretary to the Board to act in cases where the Secretary is not available.

**OTHER AGENCY INVOLVEMENT:** None

**FINANCING:** None

Submitted by: Scott Heule, General Manager

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

**MEETING DATE: JANUARY 5, 2012**

**AGENDA ITEM: 6B**

**SUBJECT:**

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

**RECOMMENDATION:**

It is recommended that the committees and committee assignments be announced at this meeting.

**DISCUSSION/FINDINGS:**

Each year, at the first meeting in January, the Board President announces the Committee Members and distributes the committee descriptions for the upcoming year. The President of the Board will announce the committees and assignments at today's meeting and will share his major goals for the upcoming year.

**OTHER AGENCY INVOLVEMENT:** None

**FINANCING:** None

Submitted by: Scott Heule, General Manager

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

**MEETING DATE: JANUARY 5, 2012**

**AGENDA ITEM: 6C**

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**SUBJECT:**

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

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**RECOMMENDATION:**

The President of the Board will appoint a member of the Board as the District's JPIA representative for calendar year 2012.

**DISCUSSION/FINDINGS:**

The District utilizes the services of the Joint Powers Insurance Authority (JPIA) for its property and liability insurance requirements. JPIA meetings are held for two days, twice a year in conjunction with the Association of California Water Agencies' (ACWA) conferences. The District's representative attends these meetings to keep the District informed about insurance issues. There may also be other occasional insurance meetings that would require attendance.

**OTHER AGENCY INVOLVEMENT:** None

**FINANCING:** None

Submitted by: Scott Heule, General Manager