

A G E N D A
BIG BEAR MUNICIPAL WATER DISTRICT

BOARD OF DIRECTORS
Regular Meeting
August 2, 2012

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

Next Resolution Number: 2012-14

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 July 19, 2012
 - B. Warrant List Dated July 30, 2012 for \$48,376.11
 - C. Consider reimbursement for Director Suhay's Spring 2012 ACWA expenses
- 6. BUSINESS**
 - A. Consider award of Bear Valley Dam Steel Support Painting project
 - B. Consider approval of Tuition Reimbursement Policy
- 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, August 16, 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.bbawd.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, JULY 19, 2012***

CALL TO ORDER

President Eminger called the Open Session to order at 1:00 PM. Those in attendance included Director Murphy, Director Suhay, District Counsel Wayne Lemieux (via Skype), General Manager Scott Heule, Lake Manager Mike Stephenson, and Board Secretary Vicki Sheppard.

REPORTS

General Manager, Scott Heule reported that it has been a complex couple of weeks since the last Board meeting. He commented that things in the office have stacked up but by next Monday they should be pretty much back on schedule. He reported that he is submitting the first lake wide aquatic plant census tomorrow. He added that Mike Stephenson and his staff conducted a survey of plant species and density at 321 locations last summer. He explained that the survey is a requirement of the TMDL and the District volunteered to perform the sampling and then write the report. Mr. Heule reported that the City, County, and Forest Service are anxious to get the report because they are obligated to submit it by end of business tomorrow. He added that the report will show that dramatic progress has been made on reducing the Eurasian Watermilfoil infestation and as a result, native aquatic plants are thriving. He commented that there will be no need to take extra measures to foster new plant growth. On the contrary, the survey indicates that a return to more extensive use of the harvester or less expensive herbicide treatment on native plant beds will be needed. Mr. Heule reported that the General Managers Special District Leadership Conference that he attended earlier this week was a valuable time of learning and networking. He commented that having some one-on-one time with other special district general managers was really valuable and he is hoping that he will be able to attend again next year. He added that reminders about the role the GM plays in carrying out the policies of the Board and that the role of the Board is to direct and protect the agency was valuable. He reported that updates on pension reform provided additional insight into what might be coming down the road. He added that many other districts are doing exactly what we are in the process of doing regarding a two tiered pension system. Mr. Heule stated that there was also an interesting piece on public engagement and when it is most effective ... not in a "regular" board or committee meeting adding that public engagement happens best and is most productive outside of regular meetings in a "round table" setting. Mr. Heule reported that he spoke with Caltrans this morning. He explained that they said they would be preparing a reimbursement agreement to repay District expenses for the stairs and fencing at the dam. He added that they also said that they would pay for a new stairway from the catwalk to the control building at the right abutment of the dam. He reported that Mr. Stephenson will be securing a cost estimate for this work and we can expect to see a draft version of the agreement in a couple of weeks. He reported that we just finished being audited by the State for our Prop 13 Grant that included dredging the east end. He added that the auditors are satisfied with the backup for all but about 2% of the reimbursement requests, which amount to \$47,000. He explained that we believe these expenses

are employee wages for sample collection and monitoring work. He commented that he and Carrie Shirreffs will be doing some additional research on this in order to attempt to avoid a requirement to repay the money.

Lake Manager, Mike Stephenson reported that massive weed treatments are complete with good results. He commented that the water quality and clarity are a big factor in the natives coming back. He stated that night treatments were successful explaining that windy conditions were a challenge during the day and sometimes at night as well. He reported that there were a few areas that they went out and did contact treatments. He added that they will continue with harvester treatments for a few more weeks. Mr. Stephenson reported that carp eradication will be starting shortly. He explained that he is not seeing as many carp as usual adding that the water clarity and quality is a big factor. He reported that the trout pond renovation has begun. He stated that Kool Kids is scheduled for August 14th and 15th. Director Suhay asked about predictions for water temperatures and algae blooms. Mr. Stephenson reported that he feels it will be very similar to last year where algae blooms were non-existent adding that he does not predict any algae blooms. Director Murphy asked how the fishing is. Mr. Stephenson reported that the water is too warm for good trout fishing adding that they can be caught at certain water depths in various parts of the lake (mostly at the west end). He added that warm water species are booming however. Director Suhay reported on yesterdays Watermaster meeting that he and Mr. Heule attended commenting that it was an interesting meeting.

APPROVAL OF CONSENT CALENDAR

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

- Minutes of a Regular Meeting of July 5, 2012
- Warrant List Dated July 16, 2012 for \$36,327.60

CONSIDER PROCESS FOR FILLING UNEXPIRED TERM FOR DIVISION 2 DIRECTOR VACANCY

Mr. Heule reported that due to the sad loss of Director Paula Fashempour, the Division 2 seat on the Board of Directors is vacant. He added that the Board has a 60 day timeframe to take action on a replacement. He commented that because the last day to add a Director election to the November 6, 2012 ballot was June 29, 2012 and the Board was informed of the loss on July 9, the seat cannot be on the November 6th ballot. He explained that the Board can either call an election for the next established election or they can appoint a replacement to complete Director Fashempour's unexpired term which runs through calendar year 2014. He stated that if the Board appoints, the person must reside within the boundaries of the most recent Division 2 boundary. He explained the process as follows:

1. District was notified of Director Fashempour's death on Monday July 9, 2012.
2. Last day to notify County elections official to place another office on the ballot was June 29, 2012. The position cannot be placed on the November 2012 ballot.
3. Board can appoint a replacement to fill the balance of the term of Director Fashempour's office, which runs through 2014.
4. The appointee must be an elector within the most recent Division 2 boundary.

5. The District must notify the County Elections Official of the vacancy within 15 days of the date the District was notified.
6. The Board has until Friday September 7, 2012 (60 days) to appoint a replacement or call a special election for the next established election date, which is on August 27, 2013 for a mail in ballot or November 5, 2013 for a regular election.
7. The Board must place a notice in three conspicuous places that a vacancy on the Board will be filled at least 15 days prior to taking action.
8. After an appointment is made the District has 15 days to notify the County Elections Official that an appointment has been made.
9. An appointee cannot use the word "incumbent" in any voter information material until he/she wins an election for the position.

He explained that the Administrative committee met yesterday to discuss how the Board could proceed in filling the vacancy. He added that they considered an approach that begins with soliciting letters of interest from electors within Division 2 to either complete Director Fashempour's term of office or until the next established election date. He commented that the letters of interest could include:

1. Name and physical address
2. Summary of their occupational background
3. Description of their Big Bear history; that is when they moved to Big Bear, what activities they are or have been involved in, any volunteer work etc.
4. What particular interests they have concerning the work the MWD is responsible for
5. Why they would like to become a Director on the MWD Board

He added that the cost of a special election was quoted by the San Bernardino County elections office as costing between \$16,000 and \$34,000. He explained that was a quote for a valley wide election explaining that costs associated with an election for just Division 2 would most likely be less but we don't know how much at this time. He reported that the Administrative Committee came up with the attached proposed methodology for Board selection and appointment of vacant Division 2 seat. Director Murphy stated that he would like to add to this proposed methodology that the Administrative Committee will meet to develop questions that all applicants will be asked. He added that all of the Directors can submit their suggestions for these questions. Mr. Heule reported that the Committee considered the Brown Act closely when discussing options. He explained that they would like to ask candidates to come into the meeting one at a time adding that it will be a public meeting however so they could choose to attend the entire meeting. Director Suhay suggested that we have a timer and a time limit for answering each question so all candidates have equal time. Director Murphy commented that it would depend on the question how much time was allowed. He added that at the Administrative Committee meeting on August 17th the Committee could develop a recommendation on the timing and questions issue.

Director Suhay moved approval of the proposed methodology for Board selection and appointment of vacant Division 2 seat. Director Murphy seconded the motion and it was unanimously approved.

PUBLIC FORUM

No comments were made

ANNOUNCEMENTS

Mr. Heule reported that Kool Kids is scheduled for Tuesday and Wednesday August 14th & 15th. He announced that the August 16th Board Meeting will need to be adjourned to August 23rd.

DIRECTOR COMMENTS

Director Murphy reminded everyone of the Doo Dah Parade in Fawnskin on Saturday July 28th.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:33 P.M.

NEXT MEETING

Open Session at 1:00 P.M.
Thursday, August 2, 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)

Proposed methodology for Board selection and appointment of vacant Division 2 Seat

- a. Receive letters of interest at the District by August 10th. Staff will screen the letters to determine eligibility regarding residency requirements.
 - i. Full name and physical address
 - ii. Summary of occupational background
 - iii. Description of their Big Bear history; that is when they moved to Big Bear, what activities they are or have been involved in, any volunteer work etc.
 - iv. What particular interests they have concerning the work the MWD is responsible for
 - v. Why they would like to become a Director on the MWD Board
- b. Staff forwards letters of interest to all Board members by August 13th.
- c. If there are more than five candidates Board members individually prioritize the candidates and return their results to the General Manager by August 16th.
 - i. The individual prioritized rankings will be reviewed by the Administrative Committee at a meeting on August 17 at which time the five top ranked candidates will be identified and scheduled for an interview at a special Board meeting on August 23rd.
- d. If there are five or fewer candidates each candidate will be scheduled for an interview at a special Board meeting on August 23rd. Individual Board members will prioritize the candidates and provides their individual results to the General Manager by August 26th.
- e. The Administrative Committee meets on August 29th or 30th to review the prioritized results and prepares a report for Board consideration.
- f. The Board receives the Administrative Report and makes an appointment to fill the vacant Division 2 seat at the regular Board meeting on September 6th.
- g. At the Board meeting on September 6, 2012 the Board makes an appointment to fill the vacancy on the Division 2 Board seat.

**Big Bear Municipal Water District
 Computer & Manual Check Register
 Current and History Files, 07/14/12 to 07/29/12
 Account 10010-00-001, Sessions 000000 to 002712**

Check	Payment / Vendor Information	Ck Date	Prty	Invoice	Session	Reference	Amount
Checking Account: 10010-00-001							
150567	ACWAHB / ACWA/JPIA	07/17/12	2	08012012	002694	HEALTHINS	15288.19
						ACWAHB Subtotal :	15288.19
150568	BAUMGA / Richard A. Baumgartner, M.D.	07/17/12	2	110769	002694		358.00
						BAUMGA Subtotal :	358.00
150569	BBCANV / Big Bear Canvas Co.	07/17/12	2	2008	002694	PATROL	102.32
						BBCANV Subtotal :	102.32
150570	BBDSPL / Big Bear Disposal	07/17/12	2	277629	002694	UTIL-MAINT	377.42
						BBDSPL Subtotal :	377.42
150571	BMARIN / Big Bear Marina	07/17/12	2	10311172	002694	PETRO-BOAT	2064.60
						BMARIN Subtotal :	2064.60
150572		07/17/12	2	10311170	002694	PETRO-BOAT	1930.55
						BMARIN Subtotal :	1930.55
150573	BUTCHR / Butcher's Block & Building Materi	07/17/12	2	136199	002694	SHOPMAINT	11.94
150573		07/17/12	2	136328	002694	PATROLBOAT	11.90
150573		07/17/12	2	137109	002694	BBM	106.65
150573		07/17/12	2	137605	002694	BBM	10.74
150573		07/17/12	2	137858	002694	BBM	2.68
150573		07/17/12	2	138322	002694	SHOPMAINT	3.29
						BUTCHR Subtotal :	147.20
150574	BVELEC / Bear Valley Electric	07/17/12	2	07062012A	002694	UTIL-MAIN	92.72
150574		07/17/12	2	07062012B	002694	UTIL-RV	2004.74
150574		07/17/12	2	07062012C	002694	UTIL-MAIN	1581.01
150574		07/17/12	2	07092012	002694	UTIL-DAM	67.56
						BVELEC Subtotal :	3746.03
150575	CASH / Victoria Moore / CHANGE BANK	07/17/12	2	JULY	002694	CHANGE	100.00
						CASH Subtotal :	100.00
150576	CCONNE / CONNELLY PUMPING SERVICES	07/17/12	2	12374	002694	SSPUMPING	360.00
						CCONNE Subtotal :	360.00
150578	COMPVI / COMPUTER VILLAGE	07/17/12	2	125468	002694		750.00
						COMPVI Subtotal :	750.00
150579		07/17/12	2	125402	002694		2396.35

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Check	Payment / Vendor Information	Ck Date	Prty	Invoice	Session	Reference	Amount
COMPVI Subtotal :							2396.35
150580	COMSER / ComSerCo	07/17/12	2	61228	002694	RADSVCCONT	260.00
COMSER Subtotal :							260.00
150581	DISH / Dish Network	07/17/12	2	07042012	002694	UTIL-RV	64.99
DISH Subtotal :							64.99
150582	DIY / DIY HOME CENTER	07/17/12	2	2704	002694	QUAGGAKERO	77.56
DIY Subtotal :							77.56
150583	HALBUR / BRIAN HALBUR	07/17/12	2	10749	002694	RVREFUND	40.00
HALBUR Subtotal :							40.00
150584	IDEARC / SUPERMEDIA LLC	07/17/12	2	07012012	002694	PHONE-MAIN	65.50
IDEARC Subtotal :							65.50
150585	INFINI / INFINITY TRUST	07/17/12	2	37008	002694		128.88
INFINI Subtotal :							128.88
150586	LINCON / Lincoln Financial Group	07/17/12	2	07192012	002694	DEFERDCOMP	1270.00
LINCON Subtotal :							1270.00
150587		07/17/12	2	07052012	002694	DEFERDCOMP	1170.00
LINCON Subtotal :							1170.00
150588	MARQJO / JOSE MARQUEZ	07/17/12	2	11619	002694	OVERPERMIT	25.00
MARQJO Subtotal :							25.00
150589	MCOYBR / Mountain Water Company	07/17/12	2	21224	002694	UTIL-RAMPS	125.00
150589		07/17/12	2	21256	002694	UTIL-RAMPS	106.00
MCOYBR Subtotal :							231.00
150590	MERITO / Merit Oil Company	07/17/12	2	175794	002694	QUAGGAKERO	326.13
MERITO Subtotal :							326.13
150591	MIDAME / MidAmerica Administrative Solutio	07/17/12	2	07052012	002694	APPLEPLAN	1001.44
MIDAME Subtotal :							1001.44
150592		07/17/12	2	07192012	002694	APPLEPLAN	1353.86
MIDAME Subtotal :							1353.86
150593	NOCONT / NO CONTRACT VOIP	07/17/12	2	07052012	002694	PHONE-MAIN	144.45
NOCONT Subtotal :							144.45
150594	QUILL / Quill Corporation	07/17/12	2	4119659	002694	OFFICESUPP	159.99

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Check	Payment / Vendor Information	Ck Date	Prty	Invoice	Session	Reference	Amount
						QUILL Subtotal :	159.99
150595	TURNEY / ERIC TURNEY	07/17/12	2	07062012	002694	PHONE-CELL	50.00
						TURNEY Subtotal :	50.00
150596	TUTTLE / JOHN TUTTLE	07/17/12	2	07072012	002694	PHONE-CELL	50.00
						TUTTLE Subtotal :	50.00
150597	UNUM / UNUM	07/17/12	2	07102012	002694	PREMIUM	887.50
						UNUM Subtotal :	887.50
150598	VERIZO / Verizon California	07/17/12	2	07012012A	002694	PHONE-DAM	62.65
150598		07/17/12	2	07012012B	002694	PHONE-RAMP	44.25
150598		07/17/12	2	07012012C	002694	PHONE-RAMP	56.25
150598		07/17/12	2	07012012D	002694	PHONE-MAIN	430.59
						VERIZO Subtotal :	593.74
150599	VERWIR / VERIZON WIRELESS	07/17/12	2	1098344179	002694	PHONE-CELL	152.04
						VERWIR Subtotal :	152.04
150600	WEBER / JAMES WEBER	07/17/12	2	07062012	002694	PHONE-CELL	50.00
						WEBER Subtotal :	50.00
150601	ALLPRO / All Protection Alarm Co.	07/24/12	2	301477	002701	FACILMAINT	38.85
150601		07/24/12	2	301483	002701	DAMMONITOR	135.45
150601		07/24/12	2	301680	002701	FACILMAINT	153.45
150601		07/24/12	2	301752	002701	FACILMAINT	34.35
150601		07/24/12	2	301814	002701	SHOPMAINT	66.15
150601		07/24/12	2	301912	002701	FACILMAINT	183.75
						ALLPRO Subtotal :	612.00
150602	BATES / JAMIE BATES	07/24/12	2	12324	002701	BOATPERMIT	75.00
						BATES Subtotal :	75.00
150603	BBCCSD / Big Bear City Community Serv. Dis	07/24/12	2	07132012	002701	OSHA	960.00
						BBCCSD Subtotal :	960.00
150604	BRANDT / CHRIS BRANDT	07/24/12	2	12019	002701	BOATPERMIT	35.00
						BRANDT Subtotal :	35.00
150605	BUTCHR / Butcher's Block & Building Materi	07/24/12	2	138921	002701	FACILMAINT	58.43
150605		07/24/12	2	139326	002701	PATROL	10.38
150605		07/24/12	2	139390	002701	PATROL	9.15
150605		07/24/12	2	139579	002701	PATROL	6.30

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Check	Payment / Vendor Information	Ck Date	Prty	Invoice	Session	Reference	Amount
150605		07/24/12	2	139985	002701	PATROL	12.71
150605		07/24/12	2	140369	002701	PATROL	5.78
						BUTCHR Subtotal :	102.75
150606	CHARTE / CHARTER COMMUNICATIONS	07/24/12	2	07162012	002701	PHONE-NET	274.99
						CHARTE Subtotal :	274.99
150607	CHEMPA / CHEM PAK PRODUCTS	07/24/12	2	78021	002701	FACILMAINT	72.62
						CHEMPA Subtotal :	72.62
150608	COMSER / ComSerCo	07/24/12	2	61410	002701	RADIOMOBIL	116.37
						COMSER Subtotal :	116.37
150609	DWP / Department of Water and Power	07/24/12	2	07192012	002701	UTIL-TROUT	81.32
						DWP Subtotal :	81.32
150610	HOPKIN / MARK HOPKINS	07/24/12	2	07022012	002701	TRAINING	64.00
						HOPKIN Subtotal :	64.00
150611	IDEARC / SUPERMEDIA LLC	07/24/12	2	07192012	002701	PHONE-ORG	29.95
						IDEARC Subtotal :	29.95
150612	INFINI / INFINITY TRUST	07/24/12	2	37808	002701	PREMIUM	128.88
						INFINI Subtotal :	128.88
150613	JAZZTR / JAZZTRAX	07/24/12	2	2012	002701	SPEVNTDEP	282.50
						JAZZTR Subtotal :	282.50
150614	MCMSTR / McMaster-Carr Supply Co.	07/24/12	2	31316479	002701	WEEDLAKE	133.35
150614		07/24/12	2	31341319	002701	WEEDLAKE	50.19
150614		07/24/12	2	31742975	002701	WESTMAINT	45.45
150614		07/24/12	2	31945770	002701	EASTMAINT	213.60
						MCMSTR Subtotal :	442.59
150615	MWH / MWH AMERICAS, INC.	07/24/12	2	1469966	002701		248.68
						MWH Subtotal :	248.68
150616		07/24/12	2	1469965	002701		5108.46
						MWH Subtotal :	5108.46
150617	NAPA / MCCONNELL MOTOR PARTS INC.	07/24/12	2	091015	002701	PATROL	88.74
150617		07/24/12	2	091733	002701	PATROL	53.87
						NAPA Subtotal :	142.61
150618	PITNY / PITNEY BOWES	07/24/12	2	JULY2012	002701	SHIPPING	121.00

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Check	Payment / Vendor Information	Ck Date	Prty	Invoice	Session	Reference	Amount
	(RENTAL)						
						PITNY Subtotal :	121.00
150619	QUILL / Quill Corporation	07/24/12	2	4261065	002701	OFFICSUPPL	113.01
150619		07/24/12	2	4356489	002701	OFFICSUPPL	33.22
						QUILL Subtotal :	146.23
150620	SWSTGS / Southwest Gas Corp	07/24/12	2	07172012A	002701	UTIL-MAIN	11.99
150620		07/24/12	2	07172012B	002701	UTIL-RV	20.90
						SWSTGS Subtotal :	32.89
150621	TASC / TASC client invoices	07/24/12	2	07162012	002701	SUBSCRIPTI	683.00
						TASC Subtotal :	683.00
150622	UNUM / UNUM	07/24/12	2	07242012	002701	LTD STD	462.36
						UNUM Subtotal :	462.36
150623	VALERO / Valero Marketing and Supply Co.	07/24/12	2	07192012	002701	PETRO-AUTO	1173.33
						VALERO Subtotal :	1173.33
150624	VERIZO / Verizon California	07/24/12	2	07132012	002701	PHONE-MAIN	48.33
						VERIZO Subtotal :	48.33
150625	VERWIR / VERIZON WIRELESS	07/24/12	2	1100293435	002701	PHONE-CELL	201.30
						VERWIR Subtotal :	201.30
150626	WASTE / Solid Waste Management	07/24/12	2	010016	002701	FACILMAINT	233.02
						WASTE Subtotal :	233.02
150627	WEBER / JAMES WEBER	07/24/12	2	07182012	002701	PATROL	12.98
						WEBER Subtotal :	12.98
150628	HAVASU / HAVASU EMBROIDERY INC	07/25/12	2	15876	002710	UNIFORMS	292.50
						HAVASU Subtotal :	292.50
150629	UNIQUE / Unique Awards	07/25/12	2	6080	002710	CARPROUNDU	468.71
						UNIQUE Subtotal :	468.71
						Total For Check Account: 10010-00-001	48376.11
						Check Register Total :	48376.11

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

MEETING DATE: *August 2, 2012*

AGENDA ITEM: *5C*

SUBJECT:

CONSIDER REIMBURSEMENT FOR DIRECTOR SUHAY'S SPRING 2012 ACWA EXPENSES

RECOMMENDATION:

The General Manager and the Administrative Committee recommend approval of this reimbursement.

DISCUSSION/FINDINGS:

Director Suhay became ill while attending the May ACWA conference in Monterey, was hospitalized and then had surgery there. As a result Director Suhay's expenses were \$828.89 more than the typical conference expenses, including \$253.77 that was paid directly by Director Suhay. The Committee is recommending that the Board approve the entire expense and direct staff to reimburse Director Suhay \$253.77.

OTHER AGENCY INVOLVEMENT: None

FINANCING: Director travel expense

Submitted by: Scott Heule, General Manager

Breakdown of Expenses

Skip Suhay after ACWA emergency medical
5/12 - 5/18/12

Enterprise Rental Car	5/12 - 5/18	\$	244.16	district billed	receipt copy attached
Howard Johnson Express	5/11	\$	330.96	Scotts MC	receipt copy attached
Howard Johnson Express	5/14	\$	157.47	reimburse	receipt original attached
Ontario Airport parking	5/12 - 5/16	\$	80.00	reimburse	receipt original attached
Rental car fuel fill	5/18	\$	16.30	reimburse	receipt original attached

Total Expenses \$ 828.89

Reimbursement Total \$ 253.77

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

MEETING DATE: August 2, 2012

AGENDA ITEM: 6A

SUBJECT:

CONSIDER AWARD OF BEAR VALLEY DAM STEEL SUPPORT PAINTING PROJECT

RECOMMENDATION:

The General Manager and the Facilities Committee recommends that the Board reject all bids due to the high cost and direct Staff to prepare revised bid documents that are performance based in anticipation of an award in the spring of 2013.

DISCUSSION/FINDINGS:

Bid Results for Dam Strut Painting Project – Bid for the painting of the struts at the dam were opened on Tuesday July 24, 2012. Results were as follows:

1.	Cor-Ray Painting	\$257,000
2.	Everlast Builders Inc.	\$270,000
3.	CT Georgiou Painting	\$340,000
4.	Techno Coatings	\$377,720
5.	Industrial Coating Restorations	\$377,730
6.	Painting Décor LTD	\$415,000
7.	Olympus Painting	\$424,000

The engineers' estimate of probable cost for this work was \$68,000 with a possible range of between \$50,000 and \$100,000. Mike Rogers apologized on behalf of MWH for the significant disparity between their estimate and the bid results. He said that they have identified at least two reasons for their estimators missing the mark but they do not account for the entire amount. Their estimators missed two sets of cross braces and they significantly underestimated the cost for the full containment of the work area to prevent debris falling into Bear Creek. Mr. Rogers suggested that it now appears that the District could probably save some costs on the work if the project was re-bid with a performance specification that allows the bidder to determine how they want to perform the work, including the containment, rather than the way the engineer designed the work.

The Committee also discussed the need for the painting work and concluded that because the steel struts provide some additional lateral strength to the buttresses they should remain and if they remain they still should be recoated to stop their deterioration from corrosion.

The Committee recommends that the Board reject all bids due to the high cost and direct Staff to prepare revised bid documents that are performance based in anticipation of an award in the spring of 2013.

OTHER AGENCY INVOLVEMENT: None

FINANCING: None

Submitted by: Scott Heule, General Manager

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

MEETING DATE: August 2, 2012

AGENDA ITEM: 6B

SUBJECT:

CONSIDER APPROVAL OF TUITION REIMBURSEMENT POLICY

RECOMMENDATION:

The General Manager and the Administrative Committee recommend approval of this policy.

DISCUSSION/FINDINGS:

The committee recognizes the value of a well-educated staff and one that continues to learn job skills that can be put to use in current or potential future District jobs. When employees are encouraged to pursue job related continuing education the pool of qualified future District job applicants deepens. In anticipation of a variety of District positions becoming vacated due to retirement it is important that the District consider how it can best prepare. In order to encourage this job related continuing education a policy of tuition reimbursement has been drafted. The policy would be applicable to year round employees who have worked for the District at least one year. Eligible course work would be approved by the General Manager and would be limited to \$2000 per calendar year. Reimbursement would require receipts for all eligible expenses and would not include travel time or expenses. The study would be conducted on the employees own time outside of regular business hours at an approved accredited institution.

OTHER AGENCY INVOLVEMENT: None

FINANCING: Employee training

Submitted by: Scott Heule, General Manager

RESOLUTION NO. _____

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
BIG BEAR MUNICIPAL WATER DISTRICT
AMENDING THE ADMINISTRATIVE CODE
(RESOLUTION NO. 2006-13)
BY ADDING PROVISIONS CONCERNING
TUITION REIMBURSEMENT POLICY**

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF BIG BEAR MUNICIPAL WATER DISTRICT as follows:

1. Purpose.

This resolution amends the Administrative Code to add provisions for a tuition reimbursement policy for employees.

2. Amendment.

Section 4.304 is hereby added to Resolution No. 2006-13 to read as follows:

"Section 4.304 Education Reimbursement.

It is the policy of the District to promote continuing education of employees. Employees may be reimbursed for authorized education and training at an accredited educational institution within the constraints listed herein and within budget constraints. For the purpose of this policy, an accredited educational institution shall be defined as any technical, vocational, college, university, business or high school which has been accredited by a recognized governmental or professional accrediting body and has been approved by the General Manager:

(a) Eligibility: Employees of the District shall be eligible to receive reimbursement for General Manager approved courses at an accredited institution provided:

(1) Courses are satisfactorily completed. (Grade of "C" or better.)

(2) Appropriate proof of successful completion is submitted to the Human Resources department.

(3) The course of instruction will enable the employee to perform their present duties more effectively, or will prepare them for future opportunities into which they could reasonably expect promotion or transfer within the District.

(4) The hours of instruction for the course do not conflict with the employee's regular work schedule.

(b) Reimbursement:

(1) Employees shall be eligible for reimbursement up to \$2,000.00 per calendar year of tuition, textbooks, registration fees, parking fees and laboratory fees related to an approved course of instruction.

(2) Employees shall not be eligible for reimbursement of late registration penalties or fees, transportation costs, interest or any other charge not specified as reimbursable

above.

(3) Employees who successfully complete an approved course shall submit a request for reimbursement to the Human Resources department. Such request must include receipts for all items for which the employee wishes to be reimbursed and a copy of the final grade report with a grade of "C" or better. The Human Resources department must prepare a report with supporting documentation for submittal to the General Manager for approval of payment."

3. Other.

Except as provided herein, Resolution 2006-13 is hereby reaffirmed and reenacted.

PASSED, APPROVED AND ADOPTED on _____, 2012.

John Eminger, President

ATTEST:

Vicki Sheppard, Secretary to the Board

[SEAL]