

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

**BOARD OF DIRECTORS**  
**Regular Meeting**  
**August 15, 2013**

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

Next Resolution Number: 2013-12

**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 August 1, 2013
  - B. Warrant List Dated August 12, 2013 for \$14,443.73
  - C. Consider approval of a revised Special Event Permit for the 2013 Hobie Cat Regatta scheduled for September 28<sup>th</sup> and 29<sup>th</sup>
  - D. Consider approval of ACWA Region 9 Board Ballot
- 6. BUSINESS**
  - A. Consider approval of changing the Administrative Clerk position to a year round full time position.
- 7. PUBLIC FORUM**

(The Board will receive comments from the public on items not on the agenda; no action is permitted on these items. Time set aside not to exceed 30 minutes total by all participants)
- 8. ANNOUNCEMENTS**
- 9. DIRECTOR COMMENTS**

**10. ADJOURNMENT**

**NEXT MEETING:** Open Session at 1:00 P.M.  
Thursday, September 5, 2013  
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, AUGUST 1, 2013***

**CALL TO ORDER**

President Smith called the Open Session to order at 1:01 PM. Those in attendance included Director Murphy, Director Lewis, Director Suhay, Director Eminger, District Counsel Wayne Lemieux (via Skype), General Manager Scott Heule, Lake Manager Mike Stephenson, and Board Secretary Vicki Sheppard.

**DISCUSSION AND ACTION ON CLOSED SESSION ITEMS**

District Counsel Wayne Lemieux reported that there was no reportable action from the closed session held on July 18<sup>th</sup>.

**REPORTS**

General Manager, Scott Heule reported that Valley District has requested a release from their Lake storage account. He explained that they are requesting a 600 AF release beginning after Labor Day in accordance with our 2012 MOU. He added that they currently have about 3000 AF in storage and the Lake is only 6.2 feet below full instead of 7.2 feet because of the agreement. He reported that in addition to satisfying our obligation to Valley District, this will provide an opportunity to test and evaluate our ability to make releases in the future and accurately record and monitor flow rates and quantities. He explained that the release is scheduled to begin sometime on September 4<sup>th</sup> at a flow rate of 20 CFS. He stated that at this rate the release would run about 15 days. Mr. Heule added that the release would be measured with the 36-inch meter and controlled by the 14-inch sluice gate. He reported that by the time the release is made we should have the new monitoring and recording equipment installed at Station A. He stated "to put all of this into a whole Lake perspective, the release will result in about a 2.5 inch lowering of the Lake level". He explained that a six hundred acre foot release is equivalent to about 12 days of average July evaporation adding that the actual release might stretch beyond 15 days because we will include a ramping down of the release rate in order to avoid stranding fish in isolated pools. Mr. Heule reported that the Inland Empire Resource Conservation District Field Ecologist visited the Trout Pond property last week and according to their District Manager Mandy Parks, he said he thought the property had tons of possibilities for restoration. He added that they are working on scheduling their engineer to visit the site in the near future. Mr. Heule reported that the 2005 Upper Santa Ana River Integrated Water Resources Management Plan is being updated and our partner Valley District is taking the lead on this effort. He added that the IRWMP, as it is called, is required by the State to secure grant funding for water resources projects. He explained that because Big Bear Lake is at the headwaters of the Santa Ana River, they would like to incorporate more water resources detail in the report. He reported that all the issues and efforts surrounding the TMDL were not included in the 2005 document and neither were any District projects. Mr. Heule stated that he has been recruited to help prepare the update for the discussion of Big Bear Valley and will be adding sections discussing Bear Valley Dam

operations, the nutrient TMDL, efforts to control sediment deposition in the Lake, and probably the need for and value of dredging. He added that he will keep the Board informed as we work through the process.

Lake Manager, Mike Stephenson reported that chemical treatment of weeds is complete for the most part. He added that the harvester will be working until September 15<sup>th</sup>. He stated that carping has started explaining that about 1500 lbs were removed the first few days with a total of 10,000 lbs (including fish from the Carp Roundup) having been removed this season. He reported that plans for Kool Kids is coming along with Fallsvale School being added this year. He explained that Fallsvale is located in Forest Falls and is part of Bear Valley Unified School District. Director Lewis asked if Singing Pines private school is included in Kool Kids. Mr. Stephenson explained that since they are not part of Bear Valley Unified School District they are not included. He reported on the progress of the Marina Point dredge project adding that there was no activity today when he drove by. He mentioned that they have had several set-backs including vandalism. Director Murphy asked if the Marina Point docks are part of their lake front property or part of their Marina Permit. Mr. Stephenson explained that they are part of their lakefront property.

#### **APPROVAL OF CONSENT CALENDAR**

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

- Minutes of a Regular Meeting of July 18, 2013
- Warrant List dated July 25, 2013 for \$39,337.05
- Approval of a special event permit for Polar Plunge to be held 3/8/14 at Swim Beach

#### **CONSIDER APPROVAL OF BID AWARD FOR THE TROUT POND SEDIMENT EXCAVATION PROJECT**

Mr. Heule reported that the Lake Manager met with contractors on the Trout Pond property to solicit their bids for completing the excavation and hauling of the remaining sediment. He explained that the bids were to assume 4000 cubic yards remained to be removed and hauled to a location on Bear Mountain Resort. He added that bidders were asked to provide a cost per cubic yard for excavation and hauling dirt that exceeded 4000 cubic yards. He reported the results of the bidding process as listed below:

Bidder	Cost for 4000 cubic yards	Cost per cubic yard
Willis Construction	\$63,600	\$15.90
Mile High Equipment	\$58,000	\$14.50
Bear Valley Paving	\$41,285	\$10.32
Romans Construction	\$34,000	\$8.50

Mr. Heule explained that in addition to the dollar cost bid by Bear Valley Paving the District would have to pay to remove some trees from the site. He stated that the current plan is for the contractor to begin work within approximately 2 weeks after award explaining that the project will run roughly 10 or 12 working days and will be dependent on the weather. He added that approximately 400 truck round trips will be required explaining that the trucks will run from the trout pond up Catalina, along the golf course up to the disposal site on Bear Mountain. He stated that the Lake Manager will coordinate any required permitting and transportation issues with officials from the City of Big Bear Lake and will assure the cleanup of any dirt that might drop on the roadway from the trucks. Mr. Heule reported that the Watershed Committee recommends the Board award this project to the low bidder, Romans Construction, for a cost of \$34,000 and \$8.50 per cubic yard for the excavation and hauling of anything more than 4000 cubic yards. He added that this project is included in the District's MOU with the California Department of Fish & Wildlife and the CEQA document that was prepared for the MOU. Mr. Heule stated that he has to add a note explaining that Mile High Equipment reviewed their bid after it was submitted and realized that the secretary who typed up the bid added numbers twice asking if they could re-submit their bid. District Counsel Lemieux advised they can't change their bid now. Director Suhay asked if we want to proceed with this project if we are looking to sell the property. President Smith stated that if there is serious interest from the Inland Empire Resource Conservation District in the property, they might not want to excavate the area. Mr. Heule explained that we still want to remove nutrient rich sediment that could flow into the Lake. Director Suhay asked if the Conservation District did not want to do that themselves. Mr. Heule stated that there is no agreement yet and he feels we should proceed with the project. Mr. Stephenson explained that there are many years of nutrient laden sediment built up from the trout pond operations and he feels it needs to be removed.

Director Suhay moved approval of awarding the bid for the Trout Pond Excavation Project to the low bidder, Romans Construction. Director Murphy seconded the motion and it was unanimously approved.

Mr. Heule reported that when we have more information on when this project will begin we will mail out notices to the residents on Catalina Road.

#### **PUBLIC FORUM**

Mr. Jack Williams, Valley resident, discussed the article regarding the Aqua Flight noise level that was in the *Grizzly*. He explained that he is familiar with technology involving noise levels and feels some of the article comments need clarification. He explained noise decibels compared to the speed of sound and also explained that wind does not carry sound but it can have an effect on sound. Mr. Heule reported that the location of the Flyboard Concession has been moved out into the navigation channel and out of the Big Bear Marina area. Director Lewis asked if Liz Harris had gone out and observed the location. Mr. Heule explained that she did and now Supervisor Ramos is very pleased and he has no issue with the Flyboard Concession.

#### **ANNOUNCEMENTS**

Mr. Heule reported that Kool Kids will be taking place on Tuesday and Wednesday August 13<sup>th</sup> and 14<sup>th</sup> commenting on the availability for Directors participation. He advised that Director

Eminger will be out of the Country from August 15<sup>th</sup> through most of the latter half of the month. He commented that the next Board meeting is scheduled for August 15th. He reported on water sales to the resorts explaining that since October 1, 2012 they are 923.29 acre feet.

**DIRECTOR COMMENTS**

No comments were made

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:36 P.M.

**NEXT MEETING**

Open Session at 1:00 P.M.  
Thursday, August 15, 2013  
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)

8:27 AM  
08/12/13

**Big Bear MWD**  
**Warrant List Detail**  
July 25 through August 9, 2013

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
151630	8/1/2013	LINCOLN NATIONAL	1001-01 · General Checking Account	
08012013	8/1/2013		2101-01 · Deferred Compensation	-1,275.00
TOTAL				-1,275.00
151631	7/30/2013	HELMUTS MARINE SERVICES	1001-01 · General Checking Account	
2936	6/24/2013		5580-44 · OPS-Boat Maint-Engine/Outdrive	-12,000.00
TOTAL				-12,000.00
151632	8/7/2013	WAYNE'S ENGINE REBUILDIN...	1001-01 · General Checking Account	
PO 16348	8/7/2013		5580-44 · OPS-Boat Maint-Engine/Outdrive	-1,168.73
TOTAL				-1,168.73



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

**MEETING DATE:** *August 15, 2013*

**AGENDA ITEM:** *5C*

**SUBJECT:**

**CONSIDER APPROVAL OF A REVISED SPECIAL EVENT PERMIT FOR THE 2013 HOBIE CAT REGATTA SCHEDULED FOR SEPTEMBER 28th & 29th**

**RECOMMENDATION:**

The General Manager and the Operations Committee (Directors Suhay & Murphy) recommend approval of the revised permit.

**DISCUSSION/FINDINGS:**

This special event was approved for the weekend of September 28 and 29, 2013 at the Board meeting of March 7, 2013. The event was to take place at the Meadow Park swim beach. However, due to an internal oversight by the Recreation and Park District the venue was double booked and the regatta can no longer use the facilities. Reese Troublefield and one of the event coordinators (Scavone) have asked to move the event to the west side of the jetty at the East launch ramp. The Lake Manager met with Troublefield and Scavone at the ramp and discussed the use of the beach area immediately west of the jetty. The organizers were advised that no overnight camping could be permitted except for one security person and that clearing the beach area of lake weeds would be performed by District Staff at a cost deducted from the event \$500 deposit. Boat trailers would be allowed to be parked over Friday and Saturday nights in the launch ramp area at a location approved by the Lake Operations Supervisor. The Committee recommends approval of this change of venue for the event. Special event Exhibits A and C have been modified to reflect this change of venue and have been attached for Directors review.

**OTHER AGENCY INVOLVEMENT:** None

**FINANCING:** None

Submitted by: Scott Heule, General Manager



## **EXHIBIT A – REVISED 8/5/13**

### **DESCRIPTION OF EVENT**

1. Name of Event: Big Bear Lake Hobie Cat Regatta
2. Location: Big Bear Lake, CA – BBMWD East Launch Ramp
3. Date(s): September 28 and 29, 2013
4. Describe Event: This will be a Hobie Cat Sailboat Race (Regatta)
5. Estimated Number of Participants: Our estimate is 30 small Sailboats, comprising of approximately 80 people and another 10 personnel for staffing, for a total of 90 people.
6. Estimated Number of Spectators: We do not expect spectators other than the personnel for staffing.
7. Method of Limiting Attendance: All attendance will be done on a pre-registration basis.
8. Method of Trash Collection & Disposal: Trash collection shall be done by all sailors on a personal basis. Disposal shall be authorized collection points within the ramp facility with a clean-up committee after the event provided by Fleet 434 of Lake Arrowhead, CA to insure the site is left in perfect order.
9. Method of First Aid Services: First Aid Services shall be provided by Fleet 434 of Lake Arrowhead, CA at Regatta Headquarters within East Launch Ramp.
10. Proposed Security Services: Security shall be provided by Fleet 434 of Lake Arrowhead, CA.
11. Proposed Fire Protection Services: Fire Protection Services shall be on an individual basis by each of the attendees.
12. Proposed Sanitation Facilities: Sanitation facilities within the East Launch Ramp shall be used.
13. Parking Arrangements: All vehicles shall be parked in East Launch Ramp. Boat Trailers shall be parked as directed by BBMWD.
14. Name, Address, and Telephone Number of Person Available Before and During Event with Authority to Control Event:
  - William Kanayan, PO Box 643, Rimforest, CA 92378
  - Daytime Phone: Office (909) 337-5428
  - Evenings: Residence (909) 337-2699
  - Cell Number: (951) 317-1010
15. Perimeter Control, if Applicable: Not applicable.

**EXHIBIT C**  
**SPECIAL CONDITIONS – REVISED 8/5/13**

**2013 HOBIE CAT REGATTA**

1. All boating participants will pay the established boat permit fees. The event organizer will sell Special Event daily boat permits through the tournament headquarters and will be responsible for any lost or missing permits.
2. Sponsors will coordinate with the Lake Operations Supervisor concerning vessel Quagga inspections and placement of event marker buoys.
3. Sponsors will coordinate with the Lake Operations Supervisor for approval of the marker locations in order to reduce navigational interference with fishermen.
4. Proof of Liability Insurance naming the District as additionally insured must be submitted to the District at least 30 days prior to the event.
5. No overnight camping permitted at the East Launch Ramp except for one vehicle used by overnight security personnel.
6. Trailer parking only overnight Friday and Saturday as directed by the Lake Operations Supervisor.

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

**MEETING DATE: AUGUST 15, 2013**

**AGENDA ITEM: 5D**

**SUBJECT:**

**CONSIDER APPROVAL OF ACWA REGION 9 BOARD BALLOT**

**RECOMMENDATION:**

The General Manager and the Administrative Committee (Directors Murphy & Smith) recommend the Board vote to approve the Nominating Committee's recommendation and that Director Suhay be appointed to be the authorized representative.

**DISCUSSION/FINDINGS:**

The Administrative Committee reviewed two options for the ACWA Region 9 Board Ballot. The first option was to recommend approval of the nominating Committee's recommendation and the second option was a slate of individual Board Candidate nominations (see attached). The Committee recommends the Board vote to approve the Nominating Committee's recommendation and that Director Suhay be appointed to be the authorized representative.

**OTHER AGENCY INVOLVEMENT:** None

**FINANCING:** None

Submitted by: Scott Heule, General Manager

OFFICIAL

# REGION 9 Board Ballot

2014-2015  
TERM



**Association  
of California  
Water Agencies**  
Since 1910  
Leadership • Advocacy  
Information • Service

**Please return completed ballot  
by September 30, 2013**

E-mail: anat@acwa.com  
Mail: ACWA  
910 K Street, Suite 100  
Sacramento, CA 95814

## General Voting Instructions:

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

## Region 9 Rules & Regulations:

The chair and vice chair shall be elected one from each area and the positions shall be rotated between the Western and Arid areas of Region 9.

**Submit**

1

### Nominating Committee's Recommended Slate

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

**Chair:**

- **West – Harvey Ryan**, Elsinore Valley Municipal Water District

**Vice Chair:**

- **Arid – Craig Ewing**, Desert Water Agency

**Board Members:**

- **West – Joe Kuebler**, Eastern Municipal Water District
- **West – Mary Ann Melleby**, San Geronio Pass Water Agency
- **Arid – Ed Pack**, Coachella Valley Water District
- **West – Kathy Tiegs**, Cucamonga Valley Water District
- **Arid – Jim Ventura**, Mojave Water Agency

### Individual Board Candidate Nominations

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

**Candidates for Chair: (Choose one)**

- West – Harvey Ryan**, Elsinore Valley Municipal Water District

**Candidates for Vice Chair: (Choose one)**

- Arid – Craig Ewing**, Desert Water Agency

**Candidates for Board Members: (Max of 5 choices)**

- West – Harvey Ryan**, Elsinore Valley Municipal Water District
- West – Joe Kuebler**, Eastern Municipal Water District
- West – Mary Ann Melleby**, San Geronio Pass Water Agency
- West – James Morales**, East Valley Water District
- Arid – Ed Pack**, Coachella Valley Water District
- West – Kathy Tiegs**, Cucamonga Valley Water District
- Arid – Jim Ventura**, Mojave Water Agency

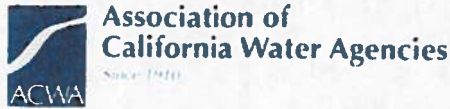
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AGENCY NAME

AUTHORIZED REPRESENTATIVE

DATE





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# Rules and Regulations for Region 9

***Each region shall organize and adopt rules and regulations for the conduct of its meetings and affairs not inconsistent with the Articles of Incorporation or bylaws of the Association (ACWA Bylaw V, 6.).***

### Officers

The chair and vice chair shall be elected, one from each area, and the positions shall be rotated between the Western and Arid areas of Region 9.

The chair will appoint a secretary to the Board if one is deemed necessary.

When possible, alternates should be selected from the same Arid or Western regions as their corresponding chair or vice chair.

Western area which shall include:	Arid area which shall include:
<ul style="list-style-type: none"> <li>▶ Beaumont-Cherry Valley WD ( Beaumont)</li> <li>▶ Chino Basin WCD (Montclair)</li> <li>▶ Chino Basin Watermaster (Rancho Cucamonga)</li> <li>▶ City of Corona Dept of Water and Power (Corona)</li> <li>▶ Crestline Village WD (Crestline)</li> <li>▶ Crestline-Lake Arrowhead WA (Crestline)</li> <li>▶ Cucamonga Valley WD (Rancho Cucamonga)</li> <li>▶ DWP, City of Big Bear (Big Bear Lake)</li> <li>▶ East Valley WD (San Bernardino)</li> <li>▶ Eastern MWD (Perris)</li> <li>▶ Elsinore Valley MWD (Lake Elsinore)</li> <li>▶ Inland Empire Utilities Agency (Chino)</li> <li>▶ Jurupa CSD (Mira Loma)</li> <li>▶ Lake Arrowhead CSD (Lake Arrowhead)</li> <li>▶ Lake Hemet MWD (Hemet)</li> <li>▶ Monte Vista WD (Montclair)</li> <li>▶ Rancho California WD (Temecula)</li> <li>▶ Riverside County FC &amp; WCD (Riverside)</li> <li>▶ Riverside Public Utilities (Riverside)</li> <li>▶ San Bernardino Valley MWD (San Bernardino)</li> <li>▶ San Bernardino Valley WCD (Redlands)</li> <li>▶ San Geronimo Pass WA (Beaumont)</li> <li>▶ Santa Ana Watershed Project Authority (Riverside)</li> <li>▶ West Valley WD (Rialto)</li> <li>▶ Western MWD (Riverside)</li> </ul>	<ul style="list-style-type: none"> <li>▶ Apple Valley Foothill CWD (Apple Valley)</li> <li>▶ Apple Valley Heights CWD (Apple Valley)</li> <li>▶ Bard WD (Winterhaven)</li> <li>▶ Big Bear Area Regional Wastewater Agency (Big Bear City)</li> <li>▶ Big Bear CSD (Big Bear City)</li> <li>▶ Big Bear MWD (Big Bear City)</li> <li>▶ Bighorn-Desert View WA (Yucca Valley)</li> <li>▶ Cabazon WD (Cabazon)</li> <li>▶ Coachella Valley WD (Coachella)</li> <li>▶ County of San Bernardino, Special District D (Victorville)</li> <li>▶ Desert Water Agency (Palm Springs)</li> <li>▶ Heber PUD (Heber)</li> <li>▶ Hi-Desert WD (Yucca Valley)</li> <li>▶ Idyllwild WD (Idyllwild)</li> <li>▶ Imperial ID (Imperial)</li> <li>▶ Joshua Basin WD (Joshua Tree)</li> <li>▶ Mariana Ranchos CWD (Apple Valley)</li> <li>▶ Mission Springs WD (Desert Hot Springs)</li> <li>▶ Mojave Water Agency (Apple Valley)</li> <li>▶ Palo Verde ID (Blythe)</li> <li>▶ Phelan Pinon Hills CSD (Phelan)</li> <li>▶ Pinyon Pines CWD (Mountain Center)</li> <li>▶ Twentynine Palms WD (Twentynine Palms)</li> </ul>

### Meetings

The region will hold at least quarterly meetings, including the ACWA spring and fall conferences.

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

**MEETING DATE: AUGUST 15, 2013**

**AGENDA ITEM: 6A**

**SUBJECT:**

**CONSIDER APPROVAL OF CHANGING THE ADMINISTRATIVE CLERK POSITION TO A YEAR ROUND FULL TIME POSITION**

**RECOMMENDATION:**

The General Manager and the Administrative Committee (Directors Murphy & Smith) recommend the Board change the job description for the Administrative Clerk position to become a year round full time position.

**DISCUSSION/FINDINGS:**

In March last year (2012) the Board approved a part time year round Administrative Clerk position. Responsibilities for this position included:

- collecting fees for weeds and dock licenses
- managing dock license files for insurance
- managing new dock license applications
- correct billing per the new payment schedule
- managing the RV Park reservation system
- managing the indoors winter boat storage
- answering questions about new dock design
- answering inquiries about property dock privilege's and
- answering questions about weeds and other counter duties

The position is full time from March through mid-October and part time the balance of the year (1560 hours). Since the District instituted this new position, collections of dock fees, organization and insurance documentation, and operation of RV park reservations has all improved dramatically. The revenue from private dock licensing has increased over previous years because more docks have been licensed.

With the purchase of new marina management software last spring the District is now ready to take the next step of entering all the private dock licensing, payment and insurance information into the computer management system. Once this work is complete private dock management will be more efficient allowing an expansion of responsibilities and to cross train with District accounting staff. Setting up the software and entering the dock data will be a time consuming job that cannot be accomplished over the winter on a part time basis. In order to complete this work, and in light of the additional revenue generated by the position, the General Manager requests that the Board approve for this position to become a full time year round title. Anticipated future office staff realignment will obligate this position to perform some limited accounting functions in addition to the current duties.

The position has reduced the number of uninsured private docks from 58 to 9, increased the number of paid licensed docks from 438 to 469, and has more effectively managed RV park reservations. Dock license fee revenue was increased by \$12,360.

Making this a full time year round position would cost the District another \$10,524. The Committee agreed with the General Manager's request and recommends that the Board change the job description for the Administrative Clerk position to become a year round full time position.

***OTHER AGENCY INVOLVEMENT:*** None

***FINANCING:*** Split between Administration and Operations Budget

Submitted by: Scott Heule, General Manager