

***MINUTES OF A SPECIAL MEETING OF
BIG BEAR MUNICIPAL WATER DISTRICT
HELD ON WEDNESDAY, FEBRUARY 1, 2012***

CALL TO ORDER

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

REPORTS

Mr. Heule reported that Lake Manager Mike Stephenson, Lake Operations Supervisor Adam Williams, and Lake Operations Analyst Tyler Cockrell are all attending a Quagga Mussel education/training class in San Diego today and tomorrow. He explained that this is allowing them to maintain their state of the art knowledge necessary to protect the Lake from Quagga Mussel infestation. He commented that Jim Weber is out on medical leave for the next 4 to 6 weeks adding that we are expecting a full recovery in time for him to finish preparations necessary to get our fleet back on the water before the beginning of the summer season. He added that we also expect John Tuttle will be out for 4 to 6 weeks on medical leave beginning in the next couple of weeks. He reported that he and Mike Stephenson have worked the past couple of weeks collaborating with the City of Big Bear Lake on their grant applications for projects that will plan, engineer, and design structures to reduce and control sediment and associated TMDL pollutants on channels leaving the forest boundary and entering the City of Big Bear Lake. He explained the three Proposition 84 grant applications including a \$3.15M one for paving dirt roads and constructing sediment control structures in the City; one for \$1M for a 117 acre alum treatment, funding carp removal for two years, and replacing the 25 hp aerator with a 50 hp model. He added that the notice of award for these grant applications will come by the end of March then there will be a long time period for bureaucratic contract and resolution processing before the work would actually get started two years from now. He commented that there has been an emphasis on awarding these grants as "shovel ready" and the number of jobs these projects will generate has been of interest to those who will be responsible for making award decisions. Mr. Heule stated that, as of this morning, we have about 45 applications for the seasonal positions we need to fill. He reported that he attended a Countywide Vision, Water Vision Element meeting yesterday. He explained that it was a follow-up workshop to identify how to define a vision for the water supply element within the context of the entire Countywide Vision Statement. He commented that he placed some background paperwork on the Director's desks for them to review at their leisure. He reported that the meeting was organized by the Supervisors at the County and based on the idea of County CEO Greg Deveroux. He added that Celeste Cantu (SWAPA) and Kirby Brill (General Manager Mojave Water Agency) facilitate the meeting. He explained the next steps will be to identify a vehicle for gathering input from all water related agencies in the County to inventory water supplies and then report back to the County with a revised vision statement for the water supply element of the Countywide Vision. Mr. Heule reported on an article that is in the San Bernardino Sun today regarding the flying squirrel and the potential of having it added to the endangered species list. Director Smith inquired about the grant for paving dirt roads commenting that we do not want run-off getting into the lake but do want it to be able to get back into the ground water. Mr. Heule explained that paving will direct the water run-off where we want it to go and will be designed with the intent to capture water so it does not run into the lake. Director Suhay asked about the aerator

grant and if we could relocate the old one. Mr. Heule reported that we will receive a new unit that will double the capacity of the current unit.

District Counsel Wayne Lemieux updated the Board on the Salazar litigation (Santa Ana Sucker Fish) explaining that there are arguments on who can participate. He commented that he is monitoring the case for Big Bear.

APPROVAL OF CONSENT CALENDAR

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

- Minutes of a Regular Meeting of January 19, 2012
- Warrant List Dated January 25, 2012 for \$25,427.75
- Approval of a Special Event Permit for the Big Bear Lake Rotary Club's annual 4th of July Fireworks Display
- Approval of a Special Event Permit for Big Bear Paddlefest to be held July 7th & 8th

CONSIDER APPROVAL OF A RESOLUTION OF THE BOARD OF DIRECTORS OF BIG BEAR MUNICIPAL WATER DISTRICT RE-ESTABLISHING FEES EFFECTIVE FEBRUARY 1, 2012 AND REPEALING RESOLUTION NO. 2011-01

Mr. Heule reported that only three items on the District fee schedule are being considered for revision listing them as follows:

(1) Trailer Storage - In order to clarify existing District policy reference to outdoor storage for a fee of \$35 per month, language will be added noting that the storage of boat trailers is limited to RV Park guests and trailers of boats already being stored inside the District shop.

(2) Administrative Services Research - Although the District can charge a per page fee for making copies of requested public records, there is no provision for recouping expenses associated with research and preparation of new reports, lists, or performing analysis to generate a new document requested by the public. Administrative time cannot be charged for searching for existing documents or records no matter how long it takes to provide them to the individual making the request. He commented that the Committee recommends that a new item "Administrative Services Research" be added to the fee schedule at the rate of \$35 per hour with a ½ hour minimum and billed in 15 minute increments

(3) RV Park Utility Charge - For the past two years the District has charged a daily utility fee to campers in the RV Park. The daily fee is calculated based on the actual number of camper days and the previous seasons' costs for sewer, water, electricity and cable television expense during the months of May through October. For the 2011 season the fee was \$3.42 per day. Actual 2011 costs for the utilities listed above were \$11,804.57 and a total of 2712 camper days. He reported that the Committee recommends the Board approve a new RV park daily utility fee of \$4.35.

Director Suhay inquired about the Photocopying fees asking what the difference was in the "Administrative Services" fee and the "Researched Material" fee. Mr. Heule stated that we need to delete the .50 cent "Researched Material" fee and add the "Administrative Services" fee.

Director Suhay moved approval of Resolution No. 2012-01 Re-establishing Fees effective February 1, 2012 and Repealing Resolution No. 2011-01 with one change; deleting the Researched Material fee and replacing it with the Administrative Services fee. Director Fashempour seconded the motion and it was unanimously approved.

CONSIDER APPROVAL OF A SOCIAL NETWORKING POLICY FOR THE EMPLOYEE HANDBOOK

Mr. Heule reported that the District has experienced some situations this past summer that highlighted the need to establish a policy to regulate employee's social networking while on the job and representing the District. He explained that an example employee handbook policy for social networking was downloaded from the ACWA JPIA web page and was drafted for District use. He added that the Committee believes that there is a real need to establish this policy and recommends the Board approve adding it to the employee handbook. Director Smith explained that this gives the District the ability to go to an employee and discuss it with them since the rules are laid out in the handbook adding that it is a moving target and we will look at it each year.

Director Fashempour moved approval of a Social Networking Policy for the Employee Handbook. Director Smith seconded the motion and it was unanimously approved

PUBLIC FORUM

No comments were made

ANNOUNCEMENTS

Mr. Heule announced that he, President Eminger, and Directors Suhay and Smith will be attending Ethics and Brown Act training in Rancho Cucamonga tomorrow. He reported that the Santa Ana River Watershed 2012 Conference is scheduled for April 25th at the Orange Show in San Bernardino asking who might like to attend. Mr. Heule reported that on February 28th there is going to be a Foundation Committee meeting as a follow up to one that was held earlier in January. He asked the Directors to review the minutes from that meeting and get back to him with their thoughts.

DIRECTOR COMMENTS

Director Fashempour reported that she received a Liability and Risk Assessment report from ACWA/JPIA assessing the District's risk. She explained that we had a very good report with no formal recommendations. She complimented Adam Williams for his handling of the District safety program. She asked if the District ever uses Webinars. Mr. Heule reported that the District has tried a few but prefers a more formal training situation so people pay attention.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:46 P.M.

NEXT MEETING

Open Session at 1:00 P.M.
Thursday, February 16, 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)