

***MINUTES OF A REGULAR MEETING OF
BIG BEAR MUNICIPAL WATER DISTRICT
HELD ON THURSDAY, APRIL 18, 2013***

CALL TO ORDER

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

DISCUSSION AND ACTION ON CLOSED SESSION ITEMS

President Smith reported that there was no closed session meeting held on April 4, 2013

REPORTS

General Manager, Scott Heule thanked the Board for giving him vacation time a week ago. He added that he was sorry he missed the Board meeting. He commented that he understands that technology during his missed Board Meeting didn't live up to expectations and he apologized for that. He reported that he enjoyed seeing New York City but doesn't need to spend any more time there. He reported that all District Staff are busy with beginning of the season chores adding that Lake Permit sales are booming. He stated that we have received some negative comments about the increase in Lake Permit prices, but they have been few. He explained that our fees for recreation on the Lake continue to be lower than any other Lakes in southern California. Mr. Heule reported that the RV Park is fully booked for June, July, and August and even May, September, and October are nearly full. He added that Catrina Rabago is doing a very good job of filling the dates at the Park. Mr. Heule reported that the CALPERS Board adopted a new actuarial method in order for the pension fund to become 100% funded over a 30 year period of time. He explained that this will require increases in member agencies employer contribution rates adding that he has not had enough time to look into the details of this change but will work with the Administrative Committee to be sure we are as fully informed as possible over the next few months.

President Smith reported that he went to a KBHR function yesterday evening and received a comment on the Lake Permit increase. He explained to them that if the District was guilty of anything it was of not raising fees on a regular basis. He added that we were in the black so we didn't raise fees but now we have to. Director Eminger stated that Big Bear Lake Permit Fees are still some of the lowest in Southern California.

Lake Manager, Mike Stephenson reported that he is predicting a great season on the Lake but added that the Lake level is going down. He explained that on Monday it was 4' 5" down and today it is 4' 5 1/2" down. He reported that the fishing dock is ready to be installed explaining that

it has been too windy to place it or many of the buoys yet. He added that these tasks will be completed as soon as possible. He commented that boat traffic at the East Ramp is fairly busy for this early in the season. Mr. Stephenson explained that weeds are growing unseasonably early this year. He reported that Staff has revamped all the trash cans commenting that they look very nice. He stated that Catrina Rabago is doing a great job with docks and the RV Park. He reported that there was a Quagga training class last week with 20+ participants. He added that the next class is scheduled for May 7th. Mr. Stephenson reported that the District sent another employee (Ashley Wolcott) to Level 2 Quagga training explaining that now we have 4 certified employees who can train others (Mike Stephenson, Adam Williams, Mark Hopkins, and Ashley Wolcott). He reported that we are starting an in-house newsletter that will be produced weekly to update staff on what's happening at MWD. He added that it will also include a Quagga Quarantine form on the back that will go out to all employees as well as all the marinas.

Director Eminger remarked that he received reports that the restrooms at the East Ramp were not open during the bike event. Mr. Stephenson stated that was due to the possibility of pipes freezing explaining that there were portable restrooms available.

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 April 4, 2013
- Warrant List Dated April 12, 2013 for \$88,057.43
- Approval of a Resolution of the Board of Directors of Big Bear Municipal Water District requesting a grant for the operation and maintenance of the Floating Restroom(s) from the Department of Boating and Waterways
- Consider approval of a Boat Rental Concession at Lighthouse Landing Marina

CONSIDER APPROVAL OF DOCK PROGRAM AND RV PARK SOFTWARE

Mr. Heule reported that at a previous Administrative Committee meeting the Committee asked staff to complete some additional research into this software. He explained that compatibility with District hardware and integration with QuickBooks Enterprise (District accounting program) was researched by District consultants. He stated that in addition, Mike Stephenson and Catrina Rabago arranged a visit to a site in San Diego where the software has been in use for five years. Mr. Heule reported that the consultants advised that both hardware and software will be compatible with existing District facilities but both also suggested that its use should be phased in at the Administrative offices before it is installed at the ramps in the spring of 2014. He added that the San Diego facility using the software is very happy with the functionality of the program and they use it to track slip leases, insurance, boat locker rentals and several commercial buildings. He reported that the cost to purchase the software, two hours of online training and one year of maintenance would be \$5,790.00 adding that the maintenance provides phone or

internet consulting services workdays. He explained that if the purchase is approved the dock program, RV park, and winter boat storage will be transitioned immediately and the sale of lake permits will be explored over the next several months in order to decide how best to track permit inventory. Mr. Heule reported that once the inventory method is determined, ramp staff will be able to use a touch screen to sell permits. He stated that the Committee recommends the Board approve the purchase of the Marina Office software for a cost of \$5,790.00 with the funding taken from the Computer Maintenance budget. Director Suhay asked if this price would include the ramps when they are ready to begin use. President Smith explained that this is just the software and no additional software will be needed when the ramps are ready to start use but it does not include any hardware. He added that he feels the trip to San Diego to view the program in use was well worth the trip.

Director Suhay moved approval of the purchase of Dock and RV Park software from Scribble Software for a cost of \$5,790. Director Lewis seconded the motion and it was unanimously approved.

PUBLIC FORUM

No comments were made

ANNOUNCEMENTS

No announcements were made

DIRECTOR COMMENTS

No comments were made

ADJOURNMENT TO CLOSED SESSION

The meeting was adjourned to Closed Session under Government Code Section 54957 & 54957.6 to conduct the General Manager's Performance Evaluation and Contract Negotiation at 1:22 pm.

RECONVENE TO OPEN SESSION

The meeting was reconvened to Open Session at 2:32 P.M.
Counsel was instructed to draft an agreement.

ADJOURNMENT

There being no further business, the meeting was adjourned at 2:33 P.M.

SPECIAL MEETING

A special meeting was convened at 2:35pm. The meeting was adjourned to closed session regarding potential litigation disclosure of which will prejudice the District.

RECONVENE TO OPEN SESSION

The meeting was reconvened to Open Session at 2:42 P.M.

The Board authorized the General Manager to settle a claim.

ADJOURNMENT

There being no further business, the special meeting was adjourned at 2:43 P.M.

NEXT MEETING

Open Session at 1:00 P.M.

Thursday, May 2, 2013

Big Bear Municipal Water District

40524 Lakeview Drive, Big Bear Lake, CA



Vicki Sheppard

Secretary to the Board

Big Bear Municipal Water District

(SEAL)

