

***MINUTES OF AN ADJOURNED REGULAR MEETING OF
BIG BEAR MUNICIPAL WATER DISTRICT
HELD ON MONDAY, JANUARY 25, 2010***

CALL TO ORDER

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

REPORTS

Mr. Heule reported that due to heavy snow the office closed at 3:30 pm on Wednesday, January, 20th. He stated that on Thursday the office opened late (about 9:00 am) and closed early at 2:00 pm, and on Friday, January 22, the office was closed all day. He commented that John Tuttle and Eric Turney came in early Thursday morning and worked hard plowing the parking lot. He added that Travis Carroll shoveled snow out of the patrol boat at Big Bear Marina Thursday afternoon and then again Friday and Sunday because it was threatening to swamp the boat. Mr. Heule reported that Saturday, the Big Bear Marina office nearly sank due to the weight of the snow. He added that the fire department helped Alan Sharp and his crew pump water and shovel snow. Mr. Heule reported that he has been in touch with Rob Richardson of Flatiron Construction to be sure we are on the same page should the need arise to release water from the lake. He explained that theoretically there is not any problem for their construction should the spillway gates need to be opened for a lake release. He added that we will need to reschedule the Watershed/Lake Improvement and Facilities Committee meetings that were cancelled last week. He added that the lake has come up a foot in the last few days.

Mr. Stephenson reported that he and Eric Turney have been plowing snow since 5am this morning. He explained that John Tuttle is out with the flu. He added that Jim Weber has been checking lake tributaries.

Mr. Heule reported that legal is working on the Conroy case.

APPROVAL OF CONSENT CALENDAR

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

- Minutes of a Regular Meeting of January 7, 2010
- Warrant List Dated January 15, 2010 for \$118,753.26

CONSIDER APPROVAL OF NEW, YEAR ROUND RAMP ATTENDANT SUPERVISOR POSITION

Mr. Heule reported that the past two boating seasons have required significant increases in seasonal staffing levels at the District's two public launch ramps. He explained that seasonal staffing increased from three full time positions in 2007, to 6 full time positions and one part time position in 2008, and five full time and two part time positions in 2009. He added that in 2009, seasonal ramp attendant positions were supplemented with once a week, four hour shifts, by two District office staffers. He stated that as a result of this increase in seasonal staffing, existing District staff has not been able to provide the supervision at the ramps that is necessary to assure that all District interests are being protected. He explained that current ramp supervisory responsibilities are included in the job description of the Lake Operations Supervisor who is also responsible for four Lake Patrol Officers, Dispatch, and the private dock program.

Mr. Heule made a PowerPoint presentation explaining that the Lake Operations Supervisor's span of control is too large to provide adequate oversight of seasonal launch ramp employees that provide staffing at the ramps seven days a week and up to 13 hours each day. He reported that employee morale, accountability, and customer service has suffered. He stated that staff is recommending adding a year round full time Launch Ramp Attendant Supervisor position with benefits who would report to the Lake Operations Supervisor. He explained that the responsibilities of this new position would include direct supervision of ramp attendants and part time ramp attendant duties in addition to occasional Lake Patrol fill-in and off season maintenance technician and during the boating season, this position will be scheduled for weekends with two weekdays off. Mr. Heule reported that this position would be advertised at a pay scale range of \$2,410 (\$15.06/hr) to \$3,230 per month (\$20.18/hr) depending on qualifications. He stated that adding this position beginning March 1, 2010 has a neutral impact on the current fiscal year budget for two reasons: (1) The District has realized savings due to vacating the Maintenance Technician position and postponed replacement of the Maintenance Coordinator position. The Maintenance Technician position will be eliminated. The Maintenance Coordinator position has been filled with an employee at the lowest step replacing an employee who had reached the highest step several years ago.

(2) During the boating season the Launch Ramp Attendant Supervisor will eliminate one part time position at the ramps, saving the District a minimum of 16 hours weekly. Mr. Heule explained that the financial impact for FY 2009-10 should show a budget savings of about \$30,000 adding that if summer staffing remains similar to existing conditions in subsequent years, payroll costs will decrease below FY2009-10 budget levels by about \$20,000. (See PowerPoint attached)

Director Suhay asked what the new person would be doing in the off season. Mr. Heule stated that they would be stationed at the East Ramp during the boating season and during the off season would work maintenance and be stationed at the Lake Patrol desk in the main office.

President Fashempour asked if seasonal Lake Patrol would be excused earlier in the season due to this new position. Mr. Stephenson stated that the Lake Patrol officers are usually used in maintenance as the season winds down. Mr. Heule stated that the District will capitalize on the strong points of the new employee depending on his skills (Lake Patrol and/or Maintenance).

President Fashempour asked how many projects will be carried over to the off season. Mr. Heule explained that there will be plenty of work to keep the new person busy in the off season.

Director Smith commented that if the new person is going to be responsible for supervising the launch ramp attendants, shouldn't that person have been a ramp attendant so they understand first-hand the duties of the position. He asked if there was a seasonal employee that the District could move up into this position instead of having to re-train someone new. Mr. Heule stated that there is a chance that no ramp attendants will be returning but there is one seasonal who may be applying for the new position.

Director Smith asked for clarification of the employee morale issue. Mr. Heule explained that seasonal employees are physically removed from the main office employees and they feel isolated. He added that they receive low pay and in order to keep morale up they need to be kept in the loop of day to day District activities and information.

Director Suhay moved approval of new, year round ramp attendant supervisor position.

Director Murphy seconded the motion and it was unanimously approved.

PUBLIC FORUM

No comments were made

ANNOUNCEMENTS

Mr. Heule reported that the Operations Committee has concluded that enough time and effort has gone into the issue of kayak rental businesses and is ready to make a recommendation to the full Board for consideration. He commented that so far there has been good response to the Ramp Attendant and Maintenance positions that are being advertised.

DIRECTOR COMMENTS

No comments were made

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:32 P.M.

NEXT MEETING

Open Session at 1:00 P.M.
Thursday, February 4, 2010
Big Bear Municipal Water District
40524 Lakeview Drive, Big Bear Lake, CA



Vicki Sheppard
Secretary to the Board
Big Bear Municipal Water District

(SEAL)

January 25, 2010
Consider Approval of New
Ramp Attendant Supervisor Position

Big Bear Municipal Water District



Recommendation

- Conceptually discussed with Administrative Committee on October 27, 2009
- Scheduling conflict prevented a Committee recommendation
- New position being proposed by Staff

Background

- During 2007 and earlier three full time ramp attendants
- In 2008 staffing increased to six full time and one part time seasonal ramp attendants
- In 2009 staffing included five full time, two part time and weekly four hour shifts by two office staffers
- Lake Operations Supervisor supervises Lake Patrol, Ramp Attendants , Dispatch and manages the lake dock program (12 seasonals)

The Need

- Seasonal employees need closer supervision and more attention than year round employees
- Span of control of Lake Operations Supervisor is too wide
- Morale suffers - customer service suffers – employee frustration
- Accountability is lacking (financial and job duties) and Districts' interests are suffering

Proposed Job Duties

- Reports to Lake Operations Supervisor
- Summertime work includes weekends
- Onsite direct supervision of Ramp Attendants
- Manage all ramp operations
- Schedules, assign duties, cash handling oversight, off season maintenance/Lake Patrol
- Replace one part time Ramp Attendant (16-24 hrs/week)

Finances

	Budget FY 09-10	Actual FY 09-10	Proposed Actual FY 09-10	Proposed Budget FY 10-11
Maintenance Coordinator	\$54,974	\$33,997	\$33,997	\$39,062
Maintenance Technician	\$30,388	\$10,519	\$10,519	\$0.00
Proposed Ramp Supervisor	\$0.00	\$0.00	\$10,304	\$35,148
Total	\$85,362	\$44,516	\$54,820	\$74,210

(Spreadsheet does not show salary savings of one part time
Ramp Attendant position, \$9,069 min.)