

***MINUTES OF A REGULAR MEETING OF
BIG BEAR MUNICIPAL WATER DISTRICT
HELD ON THURSDAY, SEPTEMBER 15, 2011***

CALL TO ORDER

President Suhay called the Open Session to order at 1:00 PM. Those in attendance included Director Murphy, Director Fashempour, Director Eminger, Director Smith, 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 everyone seemed to have a great time at the District Barbeque last Sunday. He added that he was sorry that Director Eminger could not attend. He commented that there were no mishaps that he heard about and staff participation was nearly 100%. He reported that the Santa Ana Sucker lawsuit has been getting lots of good press and strong support. He added that the most recent was a very supportive letter from the Latino Water Coalition commenting that the Directors should have all gotten a copy of the letter. He stated that he should be getting an update next week at the Task Force meeting. Mr. Heule reported on the progress of the old highway bridge demolition on the dam. He explained that they are now finishing up the last pieces on Bay 7 adding that the chain link fencing is now in place across bays 8, 9, and 10. He reported that the District is partnering with the City of Big Bear Lake on a TMDL grant application that, if awarded, would provide funding to build sediment capture structures in tributaries at the forest/City boundary. He added that the preliminary screening grant application paperwork will be submitted later today or tomorrow. He explained that if selected a more detailed submittal will be prepared. He reported that Mr. Stephenson has had conversations with Fish and Game about de-watering and excavating the sediment from the Trout Pond. He explained that they were supposed to provide some approval for the work this week but we have not heard anything as yet. He commented that if we can get their approval, Karl Klouzer (Bear Mountain Resorts) has said that they are willing and anxious to help remove and dispose of the sediment (they can distribute it on the slopes).

Lake Manager, Mike Stephenson reported that the lake has flipped but unlike past years, there is no visible algae. He commented that he feels good about the condition of the lake adding that there are some weeds but they are not extensive at all. He reported that today is the last day the harvester will be out on the lake this season. He commented on his conversations with Fish & Game regarding the trout pond maintenance work adding that he has not heard back from them as yet so staff is just going to keep doing what they have been doing. President Suhay inquired about the Stanfield area asking if it has any problems with dying weeds. Mr. Stephenson reported that there are not a lot of dying weeds like there were before. He stated that the boating season is winding down and today they laid-off two seasonal lake patrol officers and one ramp attendant. He reported on the upcoming delivery of trout for the October Troutfest event (October 1 & 2). He explained that the event has experienced low sign-ups this year. Mr. Stephenson thanked Mr. Heule and his wife Jackie for all their hard work for the staff BBQ last Sunday. He also thanked the Directors for their participation and hard work. He announced that he is going on a fishing trip into Mexican waters tomorrow and coming back on Monday.

APPROVAL OF CONSENT CALENDAR

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

- Minutes of a Regular Meeting of September 1, 2011
- Consider approval for the President to cast a vote for the ACWA Region 9 Board ballot
- Consider approval of a proposal from Tom Dodson & Associates to provide on-call CEQA/NEPA consulting services

CONSIDER APPROVAL OF PROPOSED STAFFING REORGANIZATION AND SALARY AND WAGE SCALE

Mr. Heule reported that for the past several weeks Staff has been analyzing job descriptions and duties with the specific intent to reduce costs, streamline customer service, improve after hours Lake Patrol response and place a higher level decision maker in the front office to administer all aspects of private docks and follow through on marina compensation. He explained that to accomplish this Staff proposes to eliminate the Customer Service Clerk and Launch Ramp Supervisor positions and add a new position, Lake Operations Analyst. He reported that Staff proposes that the Lake Operations Supervisor position be changed from salary to hourly, from exempt to non-exempt, and that certain private dock management responsibilities be eliminated from the job description. He added that Staff also proposes that the pay scale for the Lake Operations Supervisor also be reduced. He explained that in order to backfill the tasks left open by the Customer Service Clerk, cover the pieces removed from the Lake Operations Supervisor and Launch Ramp Supervisor, a new position is proposed; Lake Operations Analyst. He stated that the pay scale would be the same for this new position as the proposed pay scale for the Lake Operations Supervisor position. Mr. Heule summarized the rationale and operational approach for this reorganization as follows:

Rationale:

1. Salary savings on the order of \$35,000 in current fiscal year after adjusting the salary for Lake Manager upwards.
2. Supplies higher level of technical/analytical expertise necessary to fully manage and implement
 - a. Private dock insurance
 - b. Private dock licensing renewals
 - i. Invoicing
 - ii. Collections
 - c. Private dock plan review and approval
 - d. Private dock inspection failure enforcement notifications
3. More responsive to private dock owners inquiries because position has authority to fully manage program
4. Highly trained and knowledgeable person available nearly all the time for customer inquiry at the counter
5. Increases the number of available full time/year round Lake Patrol Officers
6. Reduces some of the turnover on Lake Patrol staff
7. Still places responsibility of managing Launch Ramp Attendants with year round employee

Approach:

1. Both Lake Operations Supervisor and Lake Operations Analyst wage scale will be somewhat lower than current schedule for Lake Operations Supervisor.

2. Hire one Seasonal Customer Service Clerk/Dispatch employee for three weekdays for permit sales and data entry, and weekends for dispatch and data entry and possibly a part time seasonal office clerk/dispatch employee for two weekdays.
3. Lake Operations Analyst will assist with Lake Patrol weekends seasonally and both the Analyst and Supervisor positions will be assigned to the top of the on-call list duties on a rotating schedule instead of the Lake Manager.

Mr. Heule explained that because the Customer Service Clerk position is being eliminated, Eric Gonzales would be laid off. He added that in the case of the elimination of the Launch Ramp Supervisor position, Tyler Cockrell would be offered the new Lake Operations Analyst position in-lieu of being laid off. He reported that another item discussed by the Committee was the salary and wage scale for the Supervisor and Analyst positions as well as an increase in the salary for the Lake Manager. He stated that Mike Stephenson's service to the District has become more valuable and his responsibilities have increased as a result of District personnel performing aquatic plant mapping and chemical control, GIS mapping and analysis, and Quagga Mussel prevention and training among other things (current and proposed salary and wage scales are attached as is a proposed revised organization chart).

Director Fashempour asked if the Lake Operations Supervisor position would be filled soon. Mr. Heule reported that it would be filled very soon. Director Murphy stated "good job Administrative Committee". Director Smith concurred. Director Fashempour asked for clarification of insurance for dock owners. Mr. Heule explained that dock owners need to have liability insurance naming the District as additionally insured. Director Smith asked if the Committee is confident that they will be saving \$35,000 with these salary adjustments. Mr. Heule responded that they are confident. President Suhay stated that we will need to make sure that we know what the dock rules are because once something is said to the public it is hard to go back on it. Mr. Heule stated that detail will be worked on and will be carefully checked. Director Smith commented that we will be eliminating people in the decision making process and will have a trail to follow as far as responsibility for any decisions made to dock builders and owners.

Director Murphy moved approval of the proposed staffing reorganization and salary and wage scale. Director Smith seconded the motion and it was unanimously approved.

PUBLIC FORUM

No comments were made

ANNOUNCEMENTS

Mr. Heule reported that he, President Suhay, and Director Fashempour would be representing the District at the ACWA JPIA meeting in November.

DIRECTOR COMMENTS

Director Eminger commented that he was sorry to have missed the Barbeque. President Suhay stated that the games were fun and thanked Director Murphy for organizing them. He also thanked Mike Stephenson and Scott & Jackie Heule for all their hard work.

ADJOURNMENT TO CLOSED SESSION

The meeting was adjourned to Closed Session at 1:30 P.M to:
Conference with Legal Counsel

Potential litigation: Conroy vs. BBMWD

Government Code Section 54957: Public Employee Release, Customer Service Clerk position

RECONVENE TO OPEN SESSION

The meeting was reconvened to Open Session at 1:54 P.M.

Director Eminger moved approval of a written statement of decision as proposed in the matter of the appeal of Crisann Conroy. Director Fashempour seconded the motion and it was unanimously approved.

No reportable action on Government Code Section 54957, Public Employee Release.

ADJOURNMENT

There being no further business, the meeting was adjourned at 2:00 P.M.

NEXT MEETING

Open Session at 1:00 P.M.
Thursday, October 6, 2011
Big Bear Municipal Water District
40524 Lakeview Drive, Big Bear Lake, CA



Vicki Sheppard
Secretary to the Board
Big Bear Municipal Water District

(SEAL)



BIG BEAR MUNICIPAL WATER DISTRICT

LAKE OPERATIONS SUPERVISOR

JOB CONCEPT:

Under direction, performs a variety of tasks involved with the administration and oversight of Lake operations, and District safety programs. Organizes and implements Lake Patrol functions. Incumbent provides supervision of the Lake Patrol Ranger unit.

SUPERVISION RECEIVED AND EXERCISED:

This position receives direction from the Lake Manager. This position receives only occasional instruction or assistance in new or unusual situations, and is fully aware of lake operation procedures and policies. Responsibilities include the direct supervision of Lake Patrol Rangers.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Plans, supervises, schedules, and participates in Lake operations; coordinates and plans work for Lake Patrol Rangers.
- Serves as District Safety Officer.
- Oversees and trains staff for proper radio dispatch procedures.
- Directs facility and maintenance activities in the Lake Manager's absence.
- Patrols lake to enforce State, local laws, and regulations as needed to support the work force.
- Responds to emergency situations and after hours call outs as necessary.
- Investigates boating complaints and boating accidents; provides assistance to the public; issues citations; investigates accidents and appears in court as a witness.
- Serves as liaison to the State and other agencies with respect to the investigation and reporting of boating accidents.
- Coordinates with the San Bernardino County Sheriffs' Department for joint patrol activities.
- Ensures compliance regulations with OSHA, SB 198, and Illness and Injury Prevention Program for the District
- Participates in Mountain Mutual Aid activities.

- Assumes responsibilities designated under SEMS.
- Oversees publication and distribution of annual Mountain Waters Dispatch.
- Provides training to staff and public in the areas of boating safety, first aid and boating laws.
- Plans and assigns work for personnel; trains new employees as required; prepares performance evaluations; recommends disciplinary action as necessary.
- Prepares and produces data to assist in the distribution of Lake use permits and public information handouts.
- Prepares special reports and analyzes impact on various lake data such as, lake use trends, citations, boat permit totals, commercial marina operations, and limnological reports.
- Coordinates and supervises commercial and private dock inspections.
- Gathers and prepares data to assist in the preparation and administration of operational expenditures and financial objectives.
- Establishes positive working relationships with representatives of community organizations, MWD Board of Directors, management and staff, and the public.
- Attends training sessions and meetings.
- Performs a variety of operational and administrative duties.
- Assists others in the completion of assigned duties as necessary.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Operational and administrative procedures to manage District safety programs.
- California boating laws.
- Compliance regulations and requirements for OSHA and SB 198.
- Boating safety practices and procedures.
- Boating equipment and supplies used in Lake Patrol operations.
- District dispatch radio protocol.
- Techniques of training and safety rules and regulations.
- Laws and regulations pertaining to safe boating; water safety programs.
- First aid and CPR.
- Good customer relation techniques and skills.
- District policies and procedures

SKILL/ABILITY TO:

- Plan, schedule and supervise Lake Patrol Ranger operations.
- Read and understand laws and regulations.
- Enforce applicable State and local laws and regulations.
- Investigate accidents.
- Draw valid conclusions and report findings.
- Gather and prepare data for a variety of reports using MS Office.

- Recommend and implement new policies and procedures.
- Perform mathematical and statistical techniques.
- Ability to forecast, plan and implement department budgets.
- Ability to direct and organize department staffing.
- Exceptional written and oral communication skills.
- Give and follow verbal and written communication.
- Respond to requests and inquiries from the general public.
- Maintain effective working relationships with co-workers and the public; use patience, tact and courtesy in dealing with personnel and the public.
- Operate a variety of motorized equipment including patrol vehicles and boats.

TYPICAL QUALIFICATIONS:

Experience: A minimum of two years experience in boating enforcement or related field; public agency supervision experience desirable. Extensive background in boating and public relations required.

Education: Equivalent of two year college degree or any combination of training or education in progressive experience which demonstrates the ability to perform the duties of the position, and a high school diploma or equivalent.

Licenses and Certificates: Valid California driver's license, good driving record; PC 832 Law Enforcement training, Basic Boating training; current National Safety Council, American Red Cross or American Heart Association first aid and CPR certificates. EMT certified desirable.

SPECIAL REQUIREMENTS

Essential functions and duties require the following physical ability and work environment.

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift up to 100 lbs; endure exposure to cold, heat, noise, outdoors, and chemicals; ability to travel to different work locations.



BIG BEAR MUNICIPAL WATER DISTRICT LAKE OPERATIONS ANALYST

JOB CONCEPT:

Under direction, performs a variety of tasks involved with the administration and implementation of invasive species prevention, private dock program, marina compensation, RV Park, public launch ramps and lake patrol duties. Incumbent provides supervision of the Launch Ramp Attendants. Evaluates and reports statistical stream flow, water quality and climatological data.

SUPERVISION RECEIVED AND EXERCISED:

This position receives direction from the Lake Manager. This position receives only occasional instruction or assistance in new or unusual situations, and is fully aware of Lake operating procedures and policies. Responsibilities include the direct supervision of Launch Ramp Attendants.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Plans, supervises, schedules and participates in Lake operations; coordinates and plans work for Launch Ramp Attendants.
- Patrols lake to enforce State, local laws and regulations as needed to support the workforce.
- Responds to emergency situations and after hours call outs as necessary.
- Manages Adopt -a-Shoreline program and coordinates annual clean-up days.
- Assumes responsibilities designated under SEMS.
- Provides training to staff and public in the areas of boating safety, first aid and boating laws.
- District's primary radio dispatcher.
- Manages and implements operational and administrative duties of District dock program; which includes inspections; supervising; administration; compliance with safety regulations and insurance requirements; trains the public on dock regulations and standards.
- Provides administrative assistance to the public; responds to customer inquiries and complaints according to District policies and procedures.

- Prepares and produces data to assist in the distribution of Lake use permits and public information handouts.
- Prepares special reports and analyzes impact on various Lake data such as, limnological reports, water quality data, lake releases and compliance with Bear Creek stream flow obligations; statistical support for Watermaster reports.
- Coordinates and trains District and private marina employees in accordance with invasive species inspection.
- Plans and assigns work for personnel; trains new employees as required; prepares performance evaluations; recommends disciplinary action as necessary.
- Gathers and prepares data to assist in the preparation and administration of operational expenditures and financial objectives.
- Establishes positive working relationships with representatives of community organizations, MWD Board of Directors, management and staff, and the public.
- Attends training sessions and meetings.
- Performs a variety of office administrative duties.
- Assists others in the completion of assigned duties as necessary.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Operational and administrative procedures to manage District private dock program.
- Boating safety practices and procedures.
- Boating equipment and supplies used in Lake Patrol operations.
- District dispatch radio protocol.
- Techniques of training and safety rules and regulations.
- Laws and regulations pertaining to safe boating.
- First aid and CPR.
- Good customer relation techniques and skill.
- District policies and procedures

SKILL/ABILITY TO:

- Plan, schedule and supervise Launch Ramp Attendant operations.
- Read and understand laws and regulations.
- Exceptional written and oral communication skills.
- Draw valid conclusions using organizational and analytical skills.
- Gather and prepare data for a variety of reports using MS Office.
- Ability to develop and organize spreadsheets in Excel.
- Ability to forecast, plan and implement department budgets.
- Ability to direct and organize department staffing.
- Give and follow verbal and written communication.

- Perform mathematical and statistical techniques.
- Assist customers at front counter.
- Respond to requests and inquiries from the general public.
- Maintain effective working relationships with co-workers and the public; use patience, tact and courtesy in dealing with personnel and the public.
- Operate a variety of motorized equipment including patrol vehicles and boats.
- Investigate accidents.

TYPICAL QUALIFICATIONS:

Experience: A minimum of two years experience in boating enforcement and customer service; public agency supervision experience desirable.

Education: Equivalent of two year college degree or any combination of training or education in progressive experience which demonstrates the ability to perform the duties of the position, and a high school diploma or equivalent.

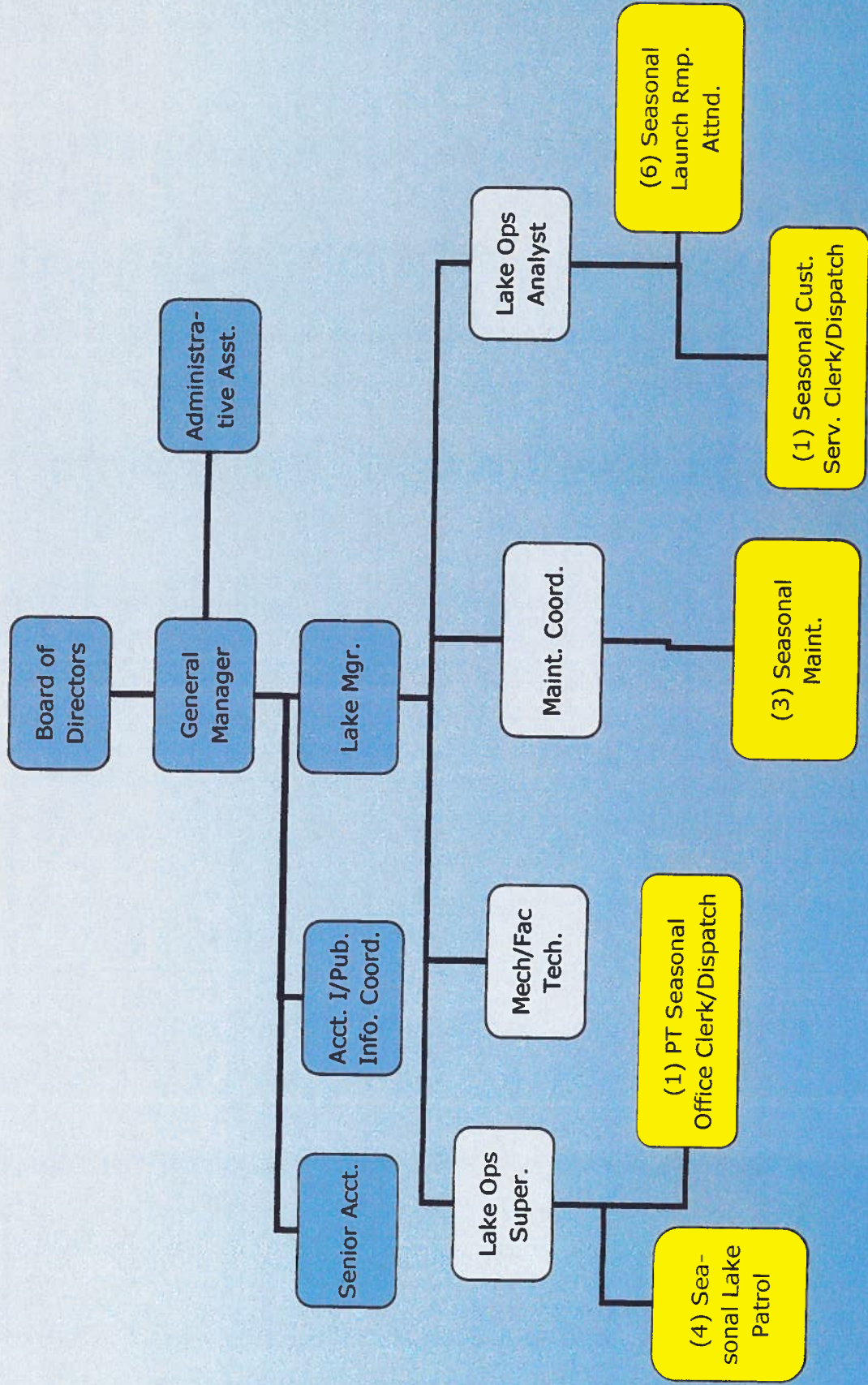
Licenses and Certificates: Valid California driver's license, good driving record; PC 832 Law Enforcement training, Basic Boating training; current National Safety Council, American Red Cross or American Heart Association first aid and CPR certificates. EMT certified desirable.

SPECIAL REQUIREMENTS

Essential functions and duties require the following physical ability and work environment.

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift up to 100 lbs; endure exposure to cold, heat, noise, outdoors, and chemicals; ability to travel to different work locations.

Proposed—Big Bear Municipal Water District



POSITION	CURRENT WAGE AND SALARY	MINIMUM (Monthly)	MAXIMUM (Monthly)
GENERAL MANAGER		\$8,714	\$11,678
	8,714 - 9,150 - 9,607 - 10,088 - 10,592 - 11,122 - 11,678		
LAKE MANAGER		\$5,947	\$7,970
	5,947 - 6,245 - 6,557 - 6,885 - 7,229 - 7,591 - 7,970		
SR. ACCOUNTANT/HUMAN RESOURCES		\$4,481	\$6,004
	4,481 - 4,705 - 4,940 - 5,187 - 5,446 - 5,718 - 6,004		
LAKE OPERATIONS SUPERVISOR		\$4,481	\$6,004
	4,481 - 4,705 - 4,940 - 5,187 - 5,446 - 5,718 - 6,004		
MECHANICAL AND FACILITY TECHNICIAN		\$3,649	\$4,890
	3,649 - 3,831 - 4,023 - 4,224 - 4,435 - 4,657 - 4,890		
MAINTENANCE COORDINATOR		\$3,334	\$4,469
	3,334 - 3,501 - 3,676 - 3,860 - 4,053 - 4,256 - 4,469		
ADMINISTRATIVE ASSISTANT		\$3,246	\$4,350
	3,246 - 3,408 - 3,579 - 3,757 - 3,945 - 4,143 - 4,350		
ACCOUNTANT I/PUBLIC INFORMATION COORDINATOR		\$3,246	\$4,350
	3,246 - 3,408 - 3,579 - 3,757 - 3,945 - 4,143 - 4,350		
CUSTOMER SERVICE CLERK		\$2,564	\$3,436
	2,564 - 2,692 - 2,827 - 2,968 - 3,117 - 3,273 - 3,436		
LAUNCH RAMP SUPERVISOR		\$2,564	\$3,436
	2,564 - 2,692 - 2,827 - 2,968 - 3,117 - 3,273 - 3,436		

POSITION	PROPOSED WAGE AND SALARY	MINIMUM	MAXIMUM
	6-Sep-11	(Monthly)	(Monthly)
Proposed changes shown in red.			
GENERAL MANAGER		\$8,714	\$11,678
	8,714 - 9,150 - 9,607 - 10,088 - 10,592 - 11,122 - 11,678		
LAKE MANAGER		\$6,245	\$8,901
	6,245 - 6,557 - 6,885 - 7,229 - 7,970 - 8,477 - 8,901		
SR. ACCOUNTANT/HUMAN RESOURCES		\$4,481	\$6,004
	4,481 - 4,705 - 4,940 - 5,187 - 5,446 - 5,718 - 6,004		
LAKE OPERATIONS SUPERVISOR		\$4,091	\$5,482
	4,091 - 4,296 - 4,511 - 4,735 - 4,973 - 5,222 - 5,482		
LAKE OPERATIONS ANALYST		\$4,091	\$5,482
	4,091 - 4,296 - 4,511 - 4,735 - 4,973 - 5,222 - 5,482		
MECHANICAL AND FACILITY TECHNICIAN		\$3,649	\$4,890
	3,649 - 3,831 - 4,023 - 4,224 - 4,435 - 4,657 - 4,890		
MAINTENANCE COORDINATOR		\$3,334	\$4,469
	3,334 - 3,501 - 3,676 - 3,860 - 4,053 - 4,256 - 4,469		
ADMINISTRATIVE ASSISTANT		\$3,246	\$4,350
	3,246 - 3,408 - 3,579 - 3,757 - 3,945 - 4,143 - 4,350		
ACCOUNTANT I/PUBLIC INFORMATION COORDINATOR		\$3,246	\$4,350
	3,246 - 3,408 - 3,579 - 3,757 - 3,945 - 4,143 - 4,350		

Proposed 2011-12 Salary & Benefits with Reorganization							
<u>Position - Full-Time</u>	<u>2011-12 Hourly</u>	<u>2011-12 Annual Salary</u>	<u>2011-12 FICA</u>	<u>2011-12 PERS</u>	<u>2011-12 WC</u>	<u>Totals</u>	
General Manager	\$ 67.36	\$ 140,108.80	\$ 8,686.75	\$ 26,240.98	\$ 1,947.51	\$ 176,984.04	
Lake Manager	\$ 48.91	\$ 101,732.80	\$ 6,307.43	\$ 19,053.54	\$ 1,414.09	\$ 128,507.86	
Sr. Accountant/HR	\$ 32.65	\$ 67,912.00	\$ 4,210.54	\$ 12,719.24	\$ 943.98	\$ 85,785.76	
Lake Operations Supervisor	\$ 23.60	\$ 49,088.00	\$ 3,043.46	\$ 9,193.69	\$ 682.32	\$ 62,007.47	
Accountant/Public Info Coord.	\$ 23.90	\$ 49,712.00	\$ 3,082.14	\$ 9,310.56	\$ 561.75	\$ 62,666.45	
Mechanical Technician	\$ 29.62	\$ 61,609.60	\$ 3,819.80	\$ 11,538.86	\$ 7,183.68	\$ 84,151.94	
Facility Technician	\$ 29.62	\$ 61,609.60	\$ 3,819.80	\$ 11,538.86	\$ 7,183.68	\$ 84,151.94	
Maintenance Coordinator	\$ 22.04	\$ 45,843.20	\$ 2,842.28	\$ 8,585.97	\$ 5,345.32	\$ 62,616.77	
Administrative Assistant	\$ 25.09	\$ 52,187.20	\$ 3,235.61	\$ 9,774.14	\$ 589.72	\$ 65,786.66	
Lake Operations Analyst	\$ 23.60	\$ 49,088.00	\$ 3,043.46	\$ 9,193.69	\$ 682.32	\$ 62,007.47	
Customer Service Clerk	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		<u>Position eliminated</u>					
		\$ -	\$ -	\$ -	\$ -	\$ -	
		\$ 678,891.20	\$ 42,091.25	\$ 127,149.53	\$ 26,534.36	\$ 874,666.35	
							<u>2011-12 w/o reorg. \$913,857.49</u>