

***MINUTES OF A REGULAR MEETING OF  
BIG BEAR MUNICIPAL WATER DISTRICT  
HELD ON THURSDAY, OCTOBER 18, 2012***

**CALL TO ORDER**

Vice President Smith called the Open Session to order at 1:00 PM. Those in attendance included Director Murphy, Director Lewis, Director Suhay, 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 the retaining wall, wall backfill, paving and drainage are finally complete at the right abutment of the Dam. He added that we will have a nice concrete slab area below the retaining wall adjacent to bay number 1 for a small storage building. He explained that the finished grades will allow easy access for a snow-blower and other equipment to be moved from storage out onto the Dam catwalk. Mr. Heule thanked the Directors for the extended amount of time spent yesterday for the workshop. He commented that we covered a lot of ground in a cursory manner adding that he hopes it was useful for everyone. He reported that the Administrative Committee will be working on a date for the next workshop to discuss the Trout Pond, define five to ten year plans for each designated fund and the anticipated retirement of half of the year-round staff in about five to six years from now.

Lake Manager Mike Stephenson reported that the Boardwalk Maintenance Repairs are three quarters complete. He explained that they are waiting on some material and hope to have it totally completed next week. He commented that the project went well and really looks good. Mr. Stephenson reported that they did a rush fish survey Tuesday night adding that Fish & Game made some good comments. He explained that Fish & Game is a year and a half behind on their reports. He reported that all of the buoys are out of the water and the hazard markers will be out next week. He explained that they plan to begin digging out the trout pond next week.

Director Smith commented that staff is doing a good job on the boardwalk. He explained that they are making the area much safer. He commented that they have been working with public present and have been courteous and helpful to all. Mr. Stephenson remarked that staff is doing an excellent job.

**APPROVAL OF CONSENT CALENDAR**

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

- Minutes of a Regular Meeting of October 4, 2012
- Consider extension of Marina Point Shorezone Alteration Permit

**REVIEW AND COMMENT ON ADMINISTRATIVE CODE UPDATES FIRST 20 PAGES – NO ACTION**

Mr. Heule reported that the District's Administrative Code has not been updated for several years. He explained that over this time period several policy changes have been made by the Board that should be incorporated into a single document instead of individual resolutions. He added that the language used in the current Administrative Code is more complex than it needs to be and contains confusing and unnecessary legal language. He commented that the Administrative Committee is in the process of working with District Counsel to make the

revisions and updates explaining that the Committee intends to review about one third of the document at a time in Committee and then add the section to the Board agenda for review and comment by all Directors one piece at a time. He added that after the Administrative Committee and subsequently the full Board has reviewed and commented on the entire document, formal action to adopt the new Administrative Code will be taken at a Board meeting probably in December.

District Counsel Wayne Lemieux explained that the Administrative Code is like the "District Charter" establishing our "Administrative Regulations". He reported that the proposed changes to the first 20 pages are mainly "housekeeping". He explained that they are not trying to change things, just clean them up. He commented that if the Directors have any questions he will try to answer them. Director Smith asked why the Directors were referred to as members of a tribunal. Mr. Lemieux explained that "tribunal is who you are" and it is a term that dates back many years and refers to a kind of court or administrative body that has authority in a specific area. Director Smith explained that he and Director Eminger (Administrative Committee) made a few adjustments to the pages. Mr. Lemieux reported that the Administrative Committee has started to review the next 20+ pages asking how many pages the Directors want to review next. Director Smith added that the next 20 pages are in the process of being reviewed but the pages after that are more complicated explaining that they may review fewer pages after that. It was the consensus of the Directors that 20+ pages were acceptable for the next review and after that whatever the Administrative Committee recommends is okay.

Mr. Joseph Kelly, member of the public, commented on the Administrative Code updates, page 7, where it talks about the Oath of Office being administered by the Secretary. He feels it should say "may be" administered by the secretary explaining that legally it can be administered by many others. District Counsel Lemieux stated that he doesn't think it is necessary to change this. Mr. Kelly also commented on page 12, last paragraph, where it states that meetings are recorded on "audio tape" explaining that most recordings are not using "tape" anymore. He added that it also says that once the minutes are approved the tape is erased. He stated that according to the Brown Act recordings need to be saved for 30 days. Mr. Lemieux stated that he has no problem with this.

Mr. Jack Williams commented that "audio recording" is the correct way to refer to the recording.

## **ANNOUNCEMENTS**

Mr. Heule reported that the ACWA Conference, December 4<sup>th</sup> to 7<sup>th</sup>, conflicts with the first Board meeting in December. He explained that with three Directors at the Conference, we will need to adjourn the meeting due to lack of a quorum. He reported that Adam Williams, Lake Operations Supervisor, is in Salt Lake City this week for American Waterworks Association management training. He explained that all of senior management staff has attended the training over the past 4 years. Director Smith asked if this training is regarding management of people instead of management of projects. Mr. Heule stated that it is management of people.

## **DIRECTOR COMMENTS**

Director Lewis thanked the Board and Staff for the workshop yesterday commenting that the information was very valuable.

## **ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:29 P.M.

**NEXT MEETING**

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

