

***MINUTES OF A REGULAR MEETING OF  
BIG BEAR MUNICIPAL WATER DISTRICT  
HELD ON THURSDAY, JANUARY 3, 2013***

**CALL TO ORDER**

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

**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 December 12, 2012
- Warrant list dated December 20, 2012 for \$99,171.29

**REPORTS**

President Eminger thanked the staff for all their hard work adding that they did a great job. He gave his review of 2012 summarizing the following accomplishments:

100 year Dam celebration, the security fencing at the Dam, 14,000 launches at the public launch ramps, weed control, the carp eradication program, all the work at the Trout Pond including the new bridge that is coming. He commented about the snowmaking agreement with the ski resorts explaining that without this agreement there would not have been as much snow for skiing or crowds of visitors over the holidays.

**ADMINISTER OATH OF OFFICE TO JOHN EMINGER, DIVISION 4 AND VINCE SMITH, DIVISION 5**

Mr. Heule explained that in the November election John Eminger was appointed in lieu of election by the San Bernardino County Registrar of Voters as Director for Division 4 and Vince Smith was re-elected to the office of Director for Division 5. Board Secretary Vicki Sheppard administered the oath of office to the two Directors who then took their seats on the dais.

**APPOINTMENT OF BOARD OFFICERS FOR CALENDAR YEAR 2013**

Director Smith (representing Division 5) took his seat as President of the Board as determined by the automatic rotation of officers by divisions described in the District's Administrative Code. Director Murphy (representing Division 1) will serve as Vice President this year.

**APPOINTMENT OF COMMITTEE MEMBERS FOR CALENDAR YEAR 2013 AND PRESIDENT'S GOALS**

President Smith explained that each year, at the first meeting in January, the new Board President announces the Committee Members and distributes the committee descriptions for the upcoming year. President Smith announced the Committee Members as follows:

***ADMINISTRATIVE COMMITTEE***

Todd Murphy

Vince Smith

Alternate: Skip Suhay

***BUDGET AND FINANCE COMMITTEE***

Todd Murphy

Vince Smith

Alternate: Mary Ann Lewis

**FACILITIES COMMITTEE**

Mary Ann Lewis  
Vince Smith

Alternate: Todd Murphy

**LAKE IMPROVEMENT COMMITTEE**

John Eminger  
Mary Ann Lewis

Alternate: Skip Suhay

**OPERATIONS COMMITTEE**

Todd Murphy  
Skip Suhay

Alternate: John Eminger

**WATERMASTER COMMITTEE**

John Eminger  
Skip Suhay

Alternate: Mary Ann Lewis

**WATERSHED**

John Eminger  
Mary Ann Lewis

Alternate: Skip Suhay

President Smith thanked the Directors for all their help in Committees and the staff for their ongoing support. He stated his goals for 2013 by explaining that he hopes to be as successful as President Eminger was and by being "the best I can be".

**APPOINTMENT OF THE DISTRICT'S JPIA REPRESENTATIVE FOR CALENDAR YEAR 2013**

President Smith reported that the District utilizes the services of the Joint Powers Insurance Authority (JPIA) for its property and liability insurance requirements. He announced that he is appointing Director Lewis as the District's JPIA representative for calendar year 2013.

**CONSIDER APPROVAL OF A RESOLUTION OF THE BOARD OF DIRECTORS OF BIG BEAR MUNICIPAL WATER DISTRICT ADOPTING AN ADMINISTRATIVE CODE AND REPEALING PRIOR ADMINISTRATIVE CODES**

Mr. Heule reported that the District's Administrative Code describes the internal operations of the District. He explained that it is adopted by resolution and as needed, it is also amended by resolution. He stated that the current Administrative Code has not been updated for several years and 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 reported that the Administrative Committee worked with District Counsel to make the revisions and updates and over the last few months it reviewed about one third of the document at a time in Committee and then added the section to the Board agenda for review and comment by all Directors one piece at a time. Mr. Heule explained that the Administrative Committee, and subsequently the full Board, reviewed and commented on the entire document and now formal action is recommended to approve this new Administrative Code Resolution.

Director Eminger moved approval of a Resolution of the Board of Directors of Big Bear Municipal Water District adopting an Administrative Code and Repealing prior Administrative Codes. Director Lewis seconded the motion and it was unanimously approved.

### **CONSIDER APPROVAL OF EAST LAUNCH RAMP OFFICE REMODEL BY DISTRICT STAFF**

Mr. Heule reported that in order to have a District Administration presence at the East Ramp an office must be provided for the Lake Operations Supervisor. He commented that Staff believes that the office should provide privacy and have a locking door. He explained that the Facilities Committee reviewed plans showing the existing layout of the office and he identified where new walls could be constructed that would provide the necessary privacy. He also indicated that one of the walls could include a large stationary window to assure visual sight lines from the permit sales station outside to the decontamination station. He stated that although the Board authorized a bid process to secure a contractor to complete this remodel, he would like this work to be done by District Staff. Mr. Heule added that the construction is straight forward and will provide a good winter project for Staff. He explained that the work will involve construction of two walls, a door, a stationary window, an electrical outlet, switch and two fluorescent light fixtures. He reported that Staff has estimated materials cost for the remodel at less than \$3,000. Mr. Heule reported that the Facilities Committee felt that additional measures should be taken to provide remote viewing of decontamination station activity using a camera and monitor set up at the permit sales desk so the new office walls would not interfere with observations of ramp activities. He explained that Staff has not completed the necessary research to identify vendors who can provide this high resolution camera equipment but when three vendors are identified, the Facilities Committee will review their bids and bring a recommendation to the Board for consideration. Mr. Heule stated that he recommends approval of the remodel of the East Ramp office by District Staff. He reported that he spoke to Scott Tangenberg, US Forest Service, regarding working during the winter season and Mr. Tangenberg has no objection as long as the work is done inside of the building. Director Suhay discussed the high resolution cameras commenting that more cameras would be better. Mr. Heule explained that the estimates have not been received for the cameras and the \$3,000 estimate is just for the office remodel, but as soon as the quotes have been received they will be discussed in a Facilities Committee meeting.

Director Suhay moved approval of East Launch Ramp Office Remodel by District Staff for an amount not to exceed \$3,000. Director Lewis seconded the motion and it was unanimously approved.

### **REVIEW AND DISCUSS PROPOSED CHANGES TO THE DISTRICT FEE SCHEDULE**

Mr. Heule reported that every year the Budget and Finance committee assesses the District Fee schedule to determine if it will generate the revenue necessary to equitably defray the expenses associated with recreation on Big Bear Lake. He stated that fees proposed to be increased include the Quagga protection surcharge and the daily utility charge for the RV park. He added that the proposed changes also include fees for shared docks in the west Eagle Point area, an angler fee during fishing events to defray costs for fish plants, and a new fee for seasonal use of the public launch ramps. He explained that the proposed boat launch access pass of \$25 and increased Quagga surcharge will help to recover expenses associated with boater's use of the two public launch ramps. Mr. Heule reported that the Budget and Finance Committee estimates that annual District operating expenses for recreation on Big Bear Lake is \$1,064,000. He added that

revenue from District operations amounts to \$910,000 indicating that property taxes must make up a shortfall of roughly \$154,000. He explained that the District has a goal of having recreation revenue on the Lake support recreation expenses without being subsidized by property taxes. He reported that these new and increased fees are projected to generate approximately \$127,000 annually. He added that we need the new fee schedule before we can send out the Permit and Dock letters. Director Eminger commented that Big Bear Lake fees are still significantly less than most other lakes. President Smith stated that the Budget & Finance Committee was not excited about charging for parking because if someone paid for parking we could not assure that a space would always be available. He added that by charging for launching they felt that we would be charging the people using the service. He explained that this is not in concrete and the Budget & Finance Committee can look at other suggestions. Director Lewis stated that she likes the idea of charging the people who actually use the lake and not just property owners through taxes. President Smith stated that there will always be people who won't be happy but he feels it will be fair to charge the people who actually use the lake adding that most other lakes have launch, parking, and permit fees. Mr. Heule reported that he has one edit to the fee schedule (8, Miscellaneous, d [2]) change "Truck tractor with operator" to "Truck or backhoe with operator". President Smith stated that he would like to wait until Director Murphy is back to finalize the Fee Schedule adding that if anyone has any suggestions or changes to let them know.

#### **PUBLIC FORUM**

No comments were made

#### **ANNOUNCEMENTS**

Mr. Heule reported that Mike Stephenson is not here today adding that he is on his annual winter hunt in Arizona and will be back in the office by January 14. He reported that an adjustment to the Directors Per Diem rate has been made based on the November 2012, 12 month CPI of 2.1%. He explained that effective January 1, 2013 the new per diem rate is \$140.11 per qualifying meeting. He added that the mileage reimbursement rate for 2013 will be 56.5 cents per mile. Mr. Heule reported that the annual Bear Creek report in response to the order from the State Water Resources Control Board was mailed on Friday December 21<sup>st</sup>. He added that he placed a copy of the report in Director's boxes for review. He explained that based on the monitoring of the past couple years it is apparent that the District must continue with an elevated release rate of flow from the dam during dry and average years in order to satisfy minimum flow requirements at Station A. He stated that the District engineer will have to review the data to modify the Station B compliance plan so that we do not continually violate minimum flow rates in Bear Creek. He added that, even with the increased release rates measured at Station B, the District missed the Station A seven day running average flow requirement of 1.2 cfs on 15 days, all in June of 2012. Mr. Heule reported that Don Evenson completed a mid-year accounting water in Lake storage for San Bernardino Valley Municipal Water District and our 2012 MOU. He explained that, based on Mr. Evenson's analysis, they have been credited with 2863 AF as of the end of November resulting in a lake level about one foot higher than we would otherwise have experienced. He commented that a copy of his summary was placed in Director's boxes. Mr. Heule reported that the Watermaster Committee will be spending some extra time, especially over the next couple months, monitoring and reviewing possibilities for an amendment to our In-

Lieu Agreement based on the outcome of the 2012 MOU and hopes to avoid the large increase in the in lieu payment in 2017. Mr. Heule reported that he and Mike Stephenson have been working for the past couple months with the City and the County to prepare a second round grant application to address TMDL issues. He stated that, because of certain restrictions on how the money must be awarded, the District will be the grant applicant with the City being a cooperator. He explained that the grant would fund construction of sediment capture basins on City property on streams exiting the Forest as well as a multi-year effort to achieve a maintenance level Eurasian Water Milfoil operation. He stated that the objective on our part will be to reach and then maintain milfoil percentage lake coverage at or below the area stipulated in the TMDL. He added that the grant would provide additional dollars to purchase chemicals, and the District would supply the application equipment and manpower. He reported that if it is funded, work could begin in 2014. He stated that he will provide additional updates to the Watershed Committee as additional information develops. Mr. Heule commented that we received the \$77,000 check from Caltrans over the Christmas holiday. He explained that SMS ordered all the material for the stairs, landings, ramp and railings and materials should arrive today and they will begin fabrication right away. He added that as soon as fabrication is complete they will come to Big Bear to install, weather permitting. Mr. Heule reported that the Board Workshop on January 16<sup>th</sup> will begin at 9:00 am adding that we will have some continental type food and drink at the beginning of the workshop, but will be finishing up before lunch. He explained that topics will include the Trout Pond, reserve fund planning, and long term planning issues. Mr. Heule reported that the next Watermaster meeting will be Tuesday January 15 and the next Board meeting will be January 17.

#### **DIRECTOR COMMENTS**

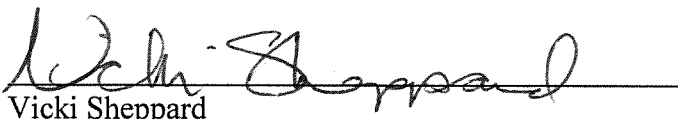
Director Lewis suggested that everyone take their Administrative Code papers from their Board Agenda books and put them in their Blue Books. She congratulated President Smith and thanked Director Eminger for his term as President.

#### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:50 P.M.

#### **NEXT MEETING**

Open Session at 1:00 P.M.  
Thursday, January 17, 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)