

Arrowbear Park County Water District

REGULAR MEETING OF THE BOARD OF DIRECTORS

AGENDA

DATE: June 17, 2021

TIME: 6:30 p.m. Open Session

APCWD BOARD OF DIRECTORS
P.O. Box 4045
Arrowbear Lake, CA 92382-4045

POSTING: This agenda was
posted prior to 5:00 p.m. on
June 11, 2021 per Policy #5020.40

MEETING LOCATION

Online (see attached instructions for virtual attendance/participation)

URL: <https://us02web.zoom.us/j/89881319979>

Originating from the Water District Office

2365 Fir Drive

Arrowbear Lake, CA 92382

OPEN SESSION

A. CALL TO ORDER – Sheila Wymer, President

B. PLEDGE OF ALLEGIANCE TO THE FLAG

C. AGENDA POSTING CERTIFICATION

D. ROLL CALL

E. CONSENT AGENDA

The following consent items are expected to be routine and non-controversial and will be acted on at one time without discussion, unless an item is withdrawn by a Board member for questions or discussion. Any person wishing to speak on the Consent or Open agenda may do so by raising his/her hand and being recognized by the President.

A) Minutes of Regular Meeting, May 20, 2021

B) Summary of Bank Balances / Income & Expense Summary

C) Expense & Budget Reports

D) Vacation and Sick Leave Balances

F. PUBLIC COMMENT

This portion of the agenda is reserved for the public to discuss matters of interest, within the District's jurisdiction, which are *not on the agenda*. For public comment on items not on the agenda, no action may be taken by the Board, except to refer the matter to staff and/or place it on a future agenda. It is in the best interest of the person speaking to the Board to be concise and to the point. *A time limit of five minutes per individual will be allowed.* Visitors are reminded to please refrain from making comments or talking amongst themselves while the meeting is in progress. Public comments may be made when a Discussion/Action Item is being discussed, provided the visitor raises his/her hand *and* is recognized by the President.

G. STAFF REPORTS

A) Water & Sewer Field Operations Supervisor Miller

1. Monthly Report

B) Chief Ozias

1. Calls for the previous month.

C) General Manager Huff

1. Administrative Highlights.
2. Report on SWRCB Drought Notice

Excuse Staff not needed for Action Items

H. DISCUSSION / ACTION ITEMS

A) Chief Ozias

1. Discussion with approval of Resolution #2021-6-17-A, annual adoption of the National Incident Management System (NIMS).
Staff Recommendation: Approve Motion.
2. Discussion with approval of Resolution #2021-6-17-B, annual adoption of the Terms and Conditions for Personnel Assigned to an Emergency Incident (CalOES).
Staff Recommendation: Approve Motion.
3. Discussion with motion to allocate \$7,419.44 from 3-3100 (Unrestricted Replacement - Facilities) to 3-8005 (Replacement Expense - Facilities) for weatherization improvements at the fire station (Crestline Glass - \$4,419.44 for replacement of all single pane windows with dual-glaze, low-e windows and Apple Valley Insulation - \$3,000.00 for 2MIL 12' x 200' cover existing and R-30 blow-in, non-compactable, 10" insulation).
Staff Recommendation: Approve Motion.
4. Discussion with motion to extend Part-time Fire Chief Ozias' Employment Agreement through December 31, 2021 (current Agreement expires 6/30/2021).
Staff Recommendation: Approve Motion.

B) Board

1. Discussion with motion to vote for one (1) candidate in CSDA's 2022-24 Board of Director's election.
2. Discussion with motion to amend Policy 21.50.25.1 to change COLA CPI-W reference index from the Los Angeles Region to the Riverside-San Bernardino-Ontario Region.
Staff Recommendation: Approve Motion.
3. Discussion with motion to approve COLA 4.1% increase for FY 2021-2022.
Staff Recommendation: Approve Motion.
4. Discussion with motion to approve Merit 0.9% increase for FY 2021-2022.
Staff Recommendation: Approve Motion.

5. Discussion with motion to maintain current amount and frequency for payment of Directors Fees per Ordinance 2014-11-20B with District approved COLA per Section 4 for FY 2021-2022.
Staff Recommendation: Approve Motion.
6. Discussion with motion to approve Salary Ranges for FY 2021-2022 with an increase in the Part-time Fire Chief monthly salary to \$2,500.00 and an increase in the Part-time Battalion Chief monthly salary to \$1,250.00, effective July 1, 2021.
Staff Recommendation: Approve Motion.
7. Discussion with motion to approve Appropriations Limit Resolution #2021-6-17-C.
Staff Recommendation: Approve Resolution.
8. Discussion with motion to approve Sewer Standby Charges Resolution #2021-6-17-D.
Staff Recommendation: Approve Resolution.
9. Discussion with motion to approve Water Standby Charges Resolution #2021-6-17-E.
Staff Recommendation: Approve Resolution.
10. Discussion with motion to approve Agreement for Collection of Special Taxes, Fees, and Assessments with the County of San Bernardino for FY 2021-2022.
Staff Recommendation: Approve Agreement.
11. Discussion with motion to approve allocation of budgeted master plan surplus, unused, or over budgeted funds from FY 2020-2021 (estimated \$9,176.38) and FY 2020-2021 budget surplus funds (estimated \$268,000.00) to unrestricted asset accounts specified in FY 2021-2022 Unrestricted Funds Allocation Report (for a total of an estimated \$277,176.38). Actual amounts to be distributed in like manner upon close of FY 2020-2021.
Staff Recommendation: Approve Motion.
12. Discussion with motion to approve proposed FY 2021-2022 Master Plan with allocation of FY 2021-2022 master plan funds from unrestricted asset accounts to master plan expense accounts specified in FY 2021-2022 Unrestricted Funds Allocation Report (\$234,674.01).
Staff Recommendation: Approve Motion.
13. Discussion with motion to approve proposed FY 2021-2022 Budget.
Staff Recommendation: Approve Motion.
14. Discussion with motion as needed to issue a Request for Proposal (RFP) to solicit proposals from accounting/audit firms to provide the District with audit services.

I. ANNOUNCEMENTS

- A) President
- B) Board Members
- C) Staff

The next Regular Board Meeting will be July 15, 2021 at 6:30 p.m.

J. ADJOURNMENT

Arrowbear Park County Water District

Notice Regarding the Virtual Regular Board Meeting

Due to the COVID-19 coronavirus restrictions on gatherings from the Governor and the CA and SB County Departments of Public Health the Arrowbear Park County Water District will be holding its Regular Board Meeting from a virtual setting -

URL: <https://us02web.zoom.us/j/89881319979>.

To view, listen, and participate you may attend in the following ways:

Smartphone or Tablet (Online with audio and video on a device with internet access, a speaker, microphone, and camera)

1. Download the ZOOM app.
2. Open the app, click on "Join a Meeting"
3. Enter the meeting ID - 898 8131 9979
4. Follow the prompts on the app.

Desktop or Laptop (Online with audio and video on a device with internet access, a speaker, microphone, and camera)

1. Go to ZOOM.com, click on "Join a Meeting"
2. Enter the meeting ID - 898 8131 9979
3. Follow the prompts on the website.

By Phone (landline or mobile phone)

1. Dial 1-301-715-8592
2. Enter the meeting ID - 898 8131 9979 and press"#"
3. When asked for a participant number, just press"#".

Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to Caroline Rimmer, Board Secretary at (909) 867-2704 at least 48 hours before the meeting, if possible.

Materials related to an item on this agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the District's office located at 2365 Fir Dr., Arrowbear Lake, during normal business hours.