

## APPROVED

### Arrowbear Park County Water District

Regular Meeting

March 09, 2017

6:30 PM

The regular meeting of the Board of Directors of Arrowbear Park County Water District was held March 09, 2017 at the Water District office, 2365 Fir Drive, Arrowbear Lake, California.

#### Directors in attendance:

President Terisa Bonito

Vice President Pat Oberlies

Director Rick Weber

Director Mark Bunyea

Director Sheila Wymer

#### Directors who were absent:

#### Also present were the following:

General Manager Huff

Secretary Caroline Rimmer

Field Supervisor Paul Miller

#### Visitors who were present:

Ouida Rendelman

#### Open Session

President Bonito called the meeting to order. Director Weber led the recitation of the Pledge of Allegiance. President Bonito certified the posting of the agenda. President Bonito performed a roll call, all Directors were present.

#### Approval of Consent Agenda:

Director Wymer made a motion to accept the consent agenda. Second was by Vice President Oberlies. After a brief discussion regarding the Expenses and Budget for the month of February, the Consent Agenda was approved. Motion passed by unanimous vote.

#### Public Comments:

Ouida Rendelman asked if Green Valley Lake's sewer rates were going to be decreasing with General Manager Huff replying that they will be increasing, not decreasing.

#### Staff Reports:

- A) Supervisor Miller reported a total of 18 maintenance issues for the month of February. There were 8 turn-ons after water shut off, 7 customer requests to turn off/on water, 0 District initiated shut-offs, 0 District equipment repairs, 0 meter replaced, 1 meter reads/re-reads, 0 main repairs, 1 service line repairs, and 1 customer inquiries requiring investigation. There were also 1 new owners, 0 liens filed, 1 liens released, 57 shut-off notices and 12 non-payment shut-offs. Supervisor Miller reported that the Technicians were rehabbing the treatment plant by painting it and re-doing the hydraulic lines and that the work should be completed in approximately 2 weeks.
- B) Chief Hall was excused from the meeting.
- C) General Manager Huff relayed to the Board about the new Public Records Act that makes individual's personal devices accessible to the public should they contain District

information. General Manager Huff continued by stating that the District does not have a Privacy Policy and that he would have a preliminary one drafted by the next meeting that would include information from Government Code section 6254.16 referencing what information regarding customer's accounts should be kept private and under what terms this information may be released. General Manager Huff continued his report by informing the Board of his conversation with Brad Neufeld, District Legal Counsel regarding the Running Springs Water District's (RSWD) Waste Water Treatment Plant (WWTP) contract. General Manager Huff reported that District Legal Counsel Neufeld suggested and would draft a letter to be sent to RSWD formally stating the District's opposition to sewer treatment cost proportioning based on EDU methodology and enacted through a RSWD Ordinance rather than through a negotiated agreement as has been done for the past 40 years. General Manager Huff informed the Board that he was not sure what RSWD position was since his last communication with General Manager Gross and their Board at the last RSWD Board Meeting. General Manager Huff relayed that District Legal Counsel Neufeld asked him if RSWD had given notice of a Proposition 218 Hearing with General Manager Huff replying that RSWD had not. General Manager Huff voiced his concerns that RSWD wanted to treat Arrowbear Park County Water District as a customer rather than a partner in the Treatment Plan. When asked if all future Board discussions concerning the WWTP agreement should be in closed sessions, General Manager Huff expressed his desire to remain transparent unless our legal counsel felt otherwise. General Manager Huff reported that he would be meeting with our legal counsel to continue to explore options and would keep the Board apprised.

President Bonito excused any individuals who were not required for the balance of the meeting.

#### Discussion / Action Items:

##### A) General Manager

1. There was a discussion and then a motion to approve Resolution 2017-3-9, moving governing Board elections to even-numbered years to comply with SB 415 and extend current directors terms by one year (until the next even-numbered year general election). Motion made by Director Wymer, seconded by Director Bunyea and passed by unanimous vote.
2. There was a discussion and then a motion to approve Resolution 2017-3-9A, the annual District investment policy review and approval. Motion made by Director Weber, seconded by Director Wymer and passed by unanimous vote.
3. There was a discussion and then a motion to approve Resolution 2017-3-9B, authorizing District investment in LAIF with current staff authorized on the account. Motion made by Director Wymer, seconded by Director Weber and passed by unanimous vote.
4. There was a discussion and then a motion to authorize Board President Bonito to sign the Incumbency Certificate, Acceptance Certificate, Payment Request, and any additional forms necessary and required, contingent on Chief Hall's final acceptance of the new fire engine, in order to fulfill the terms of the Lease-Purchase Agreement dated December 15, 2016. Motion made by Director Wymer, seconded by Director Weber and passed by unanimous vote.

##### B) Board

1. Ad Hoc Committee Chairperson Wymer reported on the latest meeting for the Fire Department Ad Hoc Committee since the last Board meeting stating that the committee

- C) General Manager Huff  
1. Administrative Highlights.

**Excuse Staff not needed for Action Items**

**H. DISCUSSION / ACTION ITEMS**

A) Board

1. Presentation of FY 2015-16 Audit by Linda Devlin, of Ahern Adcock Devlin, a Division of SingerLewak. Discussion with motion to accept FY 2015-16 Audit. The full, FY 2015-16 Audit was emailed to the Board on Apr. 14, 2017, in PDF format and is also available in print format, for review, at the District Office.
2. Discussion with motion to engage Ahern Adcock Devlin, a Division of SingerLewak as auditors for FY 2016-17.
3. Report from Committee Chairperson Wymer on the Fire Department Resource Assessment & Scope of Services Ad-Hoc Committee Meetings. Discussion and motions as needed by the Board on committee recommendations.

B) General Manager

1. Discussion with motion to approve expenditure of \$9,520 from account 3115S, Unrestricted Replacement – Equip., Sewer for complete overhaul of sewer lift station pump.  
Staff Recommendation: Approve
2. Discussion with motion to approve Resolution 2017-4-20, adopting and certifying the District's 2017 update to the Sewer System Management Plan (SSMP). The full, updated SSMP was emailed to the Board on Apr. 14, 2017, in PDF format and is also available in print format, for review, at the District Office.  
Staff Recommendation: Approve
3. Discussion with motion to approve FY 2017-2018 Master Plan as discussed at the Apr. 6, 2017, Full Board Master Plan Meeting. (Funds for Master Plan items will be discussed and approved as part of the FY 2017-2018 budget process in June.)  
Staff Recommendation: Approve
4. Discussion with motion to approve addition of Policy #3075, Customer Information Confidentiality, to the District Policy Handbook.  
Staff Recommendation: Approve
5. Discussion with motion to approve disposal of surplus/scrap material and equipment no longer serviceable for District use, in one lot, offered to the highest sealed bid received at the District Office by 5:00 pm May 31, 2017.  
Staff Recommendation: Approve
6. Discussion with motion to approve amending Rules and Regulations Handbook, Policy #3020, Water Conservation Policy & Emergency Drought Pricing to reflect rate changes effective Jan. 2017.  
Staff Recommendation: Approve
7. Discussion with motion to approve relaxing the water conservation policy from Stage 3 to Stage 2, based on the Apr. 7, 2017, Governor's Executive Order B-40-17 terminating the Jan. 17, 2014, Drought State of Emergency Executive Order. Water conservation measures outlined in Stage 2 continue to encourage conservation

met with Kathleen Opliger from San Bernardino County Fire Department and discussed what services the County could provide the residents of Arrowbear Lake.

Announcements:

- A) The President had no announcements.
- B) The Board decided that they would meet April 6, 2017 at 5:30 PM for the Full Board Master Plan Meeting.
- C) Staff had no announcements

The next board meeting was to be April 20, 2017 at 6:30 PM

Adjournment of Open Meeting:

There being no further business, President Bonito adjourned the Regular Meeting at 7:52 PM.

  
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Terisa Bonito, President

  
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Caroline V. Rimmer, Secretary