

Arrowbear Park County Water District

REGULAR MEETING OF THE BOARD OF DIRECTORS

AGENDA

DATE: August 18, 2022
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
August 12, 2022 per Policy #5020.40

MEETING LOCATION
Arrowbear Park County Water District Office
2365 Fir Drive
Arrowbear Lake, CA 92382

OPEN SESSION

- A. CALL TO ORDER – Mark Bunyea, 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are expected to be routine and non-controversial and will be acted on at one time without discussion, unless an item is withdrawn by a Board member for questions or discussion.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 their hand and being recognized by the President.

- A) Minutes of Regular Meeting, July 21, 2022
- 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 their hand *and* are recognized by the President.

G. STAFF REPORTS

- A) Water & Sewer Field Operations Supervisor Weber
 - 1. Monthly Report
- B) Interim Chief Lindley
 - 1. Calls for the previous month.
- C) General Manager Huff
 - 1. Administrative Highlights.

Excuse Staff not needed for Action Items

H. DISCUSSION / ACTION ITEMS

- A) Fire Department
 - 1. Presentation regarding FEMA SAFER grant opportunity. Discussion with motion as needed to authorize the Fire Chief to pursue this grant opportunity.
 - 2. Discussion with motion to amend FD SOP 3510 Incident Assignments to clarify incident assignment and compensation.
 - 3. Discussion with motion to add FD SOP 1600 Reimbursement Policy to clarify reimbursable expenses and the process for reimbursement.
 - 4. Discussion with motion to designate the 1997 Ford Explorer Command Vehicle as surplus equipment and authorize Interim Chief Lindley to dispose of it in the most beneficial manner to the Fire Department..

Excuse Staff not needed for further Action Items

- B) Board
 - 1. Review Statements of Interest for the Board vacancy. Interview, as desired, those who submitted a Statement of Interest for the Board vacancy. Discussion with motion to appoint a Director to fill the current board vacancy to complete the remaining term ending December 2022. Appointment will be effective September 1, 2022 with newly appointed Director taking the oath of office at the Regular Board Meeting to be held September 15, 2022.
 - 2. Discussion with motion to nominate and elect a Vice-President.
 - 3. Discussion with motion to appoint a new signer for the District's accounts.
 - 4. Staff report on the Aug. 9th Community Forum on Rates. Discussion with motion as needed to approve submitting a proposed water and sewer rate increase to the District customers and authorize General Manager Huff to initiate Prop. 218 notification and hearing process with the Prop. 218 Public Hearing to be held at the Regular Board Meeting on October 21, 2022.

I. ADJOURNMENT OF OPEN SESSION

BRIEF RECESS

J. CLOSED SESSION

Closed session is being held pursuant to Code 54957(b) for the purpose of performing the annual Evaluation of Performance of the General Manager.

NOTE: Code 54957(b)(4) Closed sessions held pursuant to this subdivision *shall not* include discussion or action on proposed compensation except for a reduction of compensation that results from the imposition of discipline.

K. ADJOURNMENT OF CLOSED SESSION

L. OPEN SESSION

M. PUBLIC ANNOUNCEMENT OF ACTION TAKEN (IF ANY) IN CLOSED SESSION

N. DISCUSSION / ACTION ITEMS

A) Board

1. Discussion with motion to extend Employment Agreement between the District and General Manager Huff by mutual agreement of the parties per paragraph 4 of the Employment Agreement for a one-year period.

O. ANNOUNCEMENTS / REPORTS

A) President

B) Board Members

C) Staff

The next Regular Board Meeting will be September 15, 2022 at 6:30 p.m.

P. ADJOURNMENT

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.

NOT APPROVED

Arrowbear Park County Water District

Regular Meeting

July 21, 2022

6:30 PM

The regular meeting of the Board of Directors of Arrowbear Park County Water District was held July 21, 2022, at the District office located at 2365 Fir Drive, Arrowbear Lake, California.

Directors in attendance:

President Mark Bunyea

Director Terisa Bonito

Director Pat Oberlies

Director Sheila Wymer

Directors who were absent:

Vice President Rickey Weber

Also present were the following:

General Manager Huff

Secretary Rimmer

Interim Chief Lindley

Field Operations Supervisor Weber

Various visitors from the community

Open Session

President Bunyea called the meeting to order. Director Wymer led the recitation of the Pledge of Allegiance. President Bunyea certified the posting of the agenda. President Bunyea performed a roll call, Directors that were present: Directors Bonito, Oberlies, Bunyea, and Wymer

Directors that were absent: Director Weber

Approval of Consent Agenda:

Director Bonito made a motion to accept the consent agenda, second was by Director Wymer. After a brief discussion regarding the expenses and budget for the month of June, the consent agenda was approved. Motion passed by unanimous vote.

Ayes: Wymer, Oberlies, Bonito, Bunyea.

Nays: None

Abstain: None

Absent: Weber

Public Comments:

Public comments on non-agenda items was made by:

W. King

B. Balisky.

Staff Reports:

- A) Field Operations Supervisor Weber reported on the monthly repairs for June. There were 11 customer requests to turn off/on water, 1 District initiated shut-off, 2 District equipment repairs, 6 meters replaced, 4 meters read/re-read, 2 main repairs, 5 service line repairs, 0 customer inquiries requiring investigation, and 2 sewer issues/repairs. There

were also 9 new owners, 0 liens filed, 1 lien released, 39 shut-off notices, 13 non-payment shut-offs, and 10 turn-ons after water shut-off.

- B) Interim Chief Lindley reported on the Fire Department calls for the month of June. There were a total of 18 calls, 14 were in the District, and 4 were out of the District. Interim Chief Lindley reminded the Board of the Fire Fighter's Picnic on August 20, 2022 from 10:00 AM to 2:00 PM at Arrowbear Park – Tucker Field and that there is currently 24/7 coverage at the Fire Department.
- C) General Manager Huff reported to the Board that the District closed FY 2021-2022, that staff had started on FY 2022-2023, and that he attended a webinar regarding potential project funding from the National Infrastructure Bill which was hosted by the EPA.

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

DISCUSSION / ACTION ITEMS:

A) Board

- 1. The FY 2020-2021 Audit was presented by Chadrick Halliday of Halliday & Co. A motion to accept the FY 2020-2021 Audit as presented by Halliday & Co. was made by Director Bonito, seconded by Director Wymer and approved by unanimous vote.

Ayes: Wymer, Bunyea, Oberlies, and Bonito
Nays: None
Abstain: None
Absent: Weber

President Bunyea excused Halliday & Co.

- 2. There was a discussion to appoint Halliday & Co. as Auditors for the FY 2021-2022 audit. Motion to approve the appointment of Halliday & Co. as Auditors for the FY 2021-2022 audit was made by Director Wymer, seconded by Director Bonito, and passed by unanimous vote.

Ayes: Wymer, Bunyea, Oberlies, and Bonito
Nays: None
Abstain: None
Absent: Weber

- 3. There was a discussion to accept the resignation of Vice President Weber from the Board of Directors. Motion to accept the resignation of Vice President Weber from the Board of Directors was made by Director Wymer, seconded by Director Bonito, and passed by unanimous vote.

Ayes: Wymer, Bunyea, Oberlies, and Bonito
Nays: None
Abstain: None
Absent: Weber

- 4. There was a discussion to approve Resolution 2022-7-21 in Appreciation of the Dedicated Service to the Arrowbear Park County Water District by Rickey Weber. Motion to approve Resolution 2022-7-21 in Appreciation of the

Dedicated Service to the Arrowbear Park County Water District by Rickey Weber was made by Director Wymer, seconded by Director Bonito, and passed by unanimous vote.

Ayes: Wymer, Bunyea, Oberlies, and Bonito
Nays: None
Abstain: None
Absent: Weber

5. There was a discussion to approve, filling by appointment, the vacant position on the Board. Motion to approve filling by appointment, the vacant position on the Board was made by Director Wymer, seconded by Director Bonito, and passed by unanimous vote.

Ayes: Wymer, Bunyea, Oberlies, and Bonito
Nays: None
Abstain: None
Absent: Weber

6. There was Public Comment by the following regarding the proposed rate increases:

W. King

There was a discussion with a motion to approve General Manager Huff to conduct a Community Meeting regarding the rate increase. Motion to approve General Manager Huff conducting a Community Meeting regarding the rate increase was made by Director Bonito, seconded by Director Wymer and approved by unanimous vote.

Ayes: Wymer, Bunyea, Oberlies, and Bonito
Nays: None
Abstain: None
Absent: Weber

The President authorized a 10 minute break. The meeting resumed at 9:15 PM.

7. There was a discussion to amend the District Policies 5010 – 5070 Board Meetings. The first policy amended was 5010.20, calling for a majority of the Board to call a Special Meeting and to do so by motion in a Regular Board Meeting. A motion was made to amend Policy 5010.20 calling for a majority decision by the Board to hold a Special Meeting and to do so by motion in a Regular Board Meeting was made by Director Bonito, seconded by President Bunyea, and passed by a majority vote.

Ayes: Bunyea, Oberlies, and Bonito
Nays: Wymer
Abstain: None
Absent: Weber

The second policy discussed to be amended was policy 5020.10, calling for all Agenda items to be delivered, with any supporting documentation, to the General Manager no later than 12:00 PM on the Friday prior to the regularly scheduled Board meeting. A motion was made to amend Policy 5020.10, calling for all Agenda items to be delivered, with any supporting documentation, to the General Manager no later than 12:00 PM on the Friday prior to the regularly scheduled Board meeting by Director Bonito, seconded by Director Wymer, and passed by unanimous vote.

Ayes: Bonito, Oberlies, Bunyea, and Wymer

Nays: None

Abstain: None

Absent: Weber

Announcements:

- A) The President had no announcements.
- B) The Board had no announcements.
- C) Staff set the General Manager evaluation for August 18, 2022 at 6:30 PM during the regularly scheduled Board meeting in a Closed Session. The General Manager suggested the Board Members try to attend LAFCO's upcoming Best Practices Seminar.

The next Regular Board Meeting will be August 18, 2022, at 6:30 PM.

Adjournment of Open Meeting

There being no further business, President Bunyea adjourned the meeting at 9:34 PM.

Mark Bunyea, President

Caroline V. Rimmer, Secretary

SUMMARY OF BANK BALANCES

7/1/2022 to 7/31/2022

	GENERAL ACCOUNTS	RESTRICTED ACCOUNTS
	First Foundation Bank	CALPers OPEB
Account Beginning Balance	\$ 171,115.70	\$ 215,022.23
Total Cleared Deposits - 46	\$ 93,864.81	
Total Cleared Checks/Debits - 73	\$ (207,928.02)	
Interest earned (Investment Loss)	\$ 4.10	
Service Charge(s)	\$ -	
Ending Balance	\$ 57,056.59	\$ 215,022.23
Investment Accounts	LAIF GENERAL	CEPPT
Beginning Balance	\$ 826,970.08	\$ 19,260.72
Quarterly Interest	\$ 1,548.26	
Service Charge(s)		
Transfer From/To General Checking Account		
Ending Balance	\$ 828,518.34	\$ 19,260.72
TOTALS	\$ 885,574.93	\$ 234,282.95

SUMMARY OF INCOME & EXPENSES

	July 2022	YEAR TO DATE	BUDGET	REMAINING	%
TOTAL INCOME	\$ 97,163.35	\$ 97,163.35	\$ 1,434,700.00	\$ 1,337,536.65	6.77%
TOTAL OPERATING EXPENSES	\$ 173,308.26	\$ 173,308.26	\$ 1,196,313.13	\$ 1,023,004.87	14.49%
NET SURPLUS / (DEFICIT)	\$ (76,144.91)	\$ (76,144.91)	\$ 238,386.87	\$ 314,531.78	

Arrowbear Park County Water District

Vendor Activity

From 7/1/2022 Through 7/31/2022

Vendor Name	Description	Expenses	
Active 911	Active 911 - M. Mekchai	15.00	
		<u>15.00</u>	Transaction Total
Total Active 911		15.00	
Advanced Infrastructure	Pipe Locator	1,902.87	
		<u>1,902.87</u>	Transaction Total
Total Advanced Infrastructure		1,902.87	
Amazon	Tools	203.42	
		<u>203.42</u>	Transaction Total
Total Amazon		203.42	
Apple Valley Town & Country Tire,...	Vehicle Maint. Command Vehicle	1,568.87	
		<u>1,568.87</u>	Transaction Total
Total Apple Valley Town & Countr...		1,568.87	
ATT	Jul 2022	23.49	
		<u>23.49</u>	Transaction Total
Total ATT		23.49	
Big Bear Disposal Inc	July 2022 Port-a-Potty	88.08	
		<u>88.08</u>	Transaction Total
Total Big Bear Disposal Inc		88.08	
Blake Matthews	06/26/22 - 07/09/22 (4) Hard Shifts	400.00	
	07/10/22 - 07/23/22 (4) Hard Shifts	400.00	
		<u>800.00</u>	Transaction Total
Total Blake Matthews		800.00	
Brickhouse Security	Vehicle Tracker	215.88	
		<u>215.88</u>	Transaction Total
Total Brickhouse Security		215.88	
CalPERS	06/22/22 - 07/05/22 New Rate	0.00	
	06/22/22 - 07/05/22 Old Rate	0.00	
	07/06/22 - 07/19/22 PERS	1,162.91	
	Cal PERS EFT 07/06/22 - 07/19/22	0.00	
	PERS 06/22/22 - 07/05/22 New Rate	1,140.73	
		<u>2,303.64</u>	Transaction Total

Arrowbear Park County Water District

Vendor Activity

From 7/1/2022 Through 7/31/2022

Vendor Name	Description	Expenses	
Total CalPERS		2,303.64	
CalPers Fiscal Services Division	Misc. Plan Unf. Liab. 2022/2023	278.00	
	PEPRA Unf. Liability 2022/2023	3,150.00	
	Safety Plan Unf. Liability - 2022/2023	<u>29,712.00</u>	
		<u>33,140.00</u>	Transaction Total
Total CalPers Fiscal Services Divisi...		33,140.00	
CalPERS Health Ins	Jul 2022 Health Premium	<u>11,840.85</u>	
		<u>11,840.85</u>	Transaction Total
Total CalPERS Health Ins		11,840.85	
Charter Cable	Cable - FD	260.98	
	July 2022 Cable - District Office	<u>177.96</u>	
		<u>438.94</u>	Transaction Total
Total Charter Cable		438.94	
Clinical Laboratory of SB Inc	Water Testing	<u>211.50</u>	
		<u>211.50</u>	Transaction Total
Total Clinical Laboratory of SB Inc		211.50	
Costco	Postage	<u>78.25</u>	
		<u>78.25</u>	Transaction Total
Total Costco		78.25	
Crestline Lake Arrowhead Water A...	Annual Meter Connection Fee	<u>2,323.00</u>	
		<u>2,323.00</u>	Transaction Total
Total Crestline Lake Arrowhead W...		2,323.00	
Custom Signs	Stencils for meter lids	<u>75.32</u>	
		<u>75.32</u>	Transaction Total
Total Custom Signs		75.32	
Customer Returned Transactions	Ret. ACH #0730 07/21/22	157.08	
	Returned Ck #0673	<u>72.13</u>	
		<u>229.21</u>	Transaction Total
Total Customer Returned Transact...		229.21	
Eric Gomez	Release of Lien #0646, 0733	<u>30.00</u>	

Arrowbear Park County Water District

Vendor Activity

From 7/1/2022 Through 7/31/2022

Vendor Name	Description	Expenses	
		<u>30.00</u>	Transaction Total
Total Eric Gomez		30.00	
Frontier Communications	Warehouse Phone	<u>99.66</u>	
		<u>99.66</u>	Transaction Total
Total Frontier Communications		99.66	
Godaddycom	Go Daddy Chg #1	47.88	
	Go Daddy Chg #2	47.88	
	Go Daddy Chgs #3	<u>71.88</u>	
		<u>167.64</u>	Transaction Total
Total Godaddycom		167.64	
Greg Fassett	Refund for Incorrect Amount Paid by Cust.	<u>357.50</u>	
		<u>357.50</u>	Transaction Total
Total Greg Fassett		357.50	
Haim Ariel Harris	06/26/22 - 07/09/22 (1) Hard Shift - Probationary	50.00	
	07/10/22/22 - 07/23/22 (2) Hard Shifts - Probationary	<u>100.00</u>	
		<u>150.00</u>	Transaction Total
Total Haim Ariel Harris		150.00	
Heartland PR Co	07/13/22 PR	116.55	
	07/27/22 PR	<u>116.55</u>	
		<u>233.10</u>	Transaction Total
Total Heartland PR Co		233.10	
Home Depot	Tools	<u>84.57</u>	
		<u>84.57</u>	Transaction Total
Total Home Depot		84.57	
Iconix Waterworks Inc	June Repair Parts	305.01	
	Willow Proj.	<u>0.00</u>	
		<u>305.01</u>	Transaction Total
Total Iconix Waterworks Inc		305.01	
Image Source	July 2022 - Copier	<u>175.40</u>	
		<u>175.40</u>	Transaction Total
Total Image Source		175.40	

Arrowbear Park County Water District

Vendor Activity

From 7/1/2022 Through 7/31/2022

Vendor Name	Description	Expenses	
Indeed, Inc.	Job Posting - FD	204.00	
		<u>204.00</u>	Transaction Total
Total Indeed, Inc.		204.00	
Inland County Insurance Services ...	Insurance Premium 2022-2023	15,999.00	
		<u>15,999.00</u>	Transaction Total
Total Inland County Insurance Ser...		15,999.00	
International Code Council	June 2022 CC Chgs	60.00	
		<u>60.00</u>	Transaction Total
Total International Code Council		60.00	
Invoice Cloud	CC Processing Chgs 07/2022 - Invoice Cloud	142.40	
		<u>142.40</u>	Transaction Total
Total Invoice Cloud		142.40	
Jacob Sanchez	06/26/22 - 07/09/22 (2) Hard Shifts	200.00	
	07/10/22 - 07/23/22 (3) Hard Shifts	300.00	
	Reimbursement for DOT Cert	171.00	
	Reimbursement for Driver Oper 1A	0.00	
	Reimbursement for Driver Oper. 1A	<u>250.00</u>	
		921.00	Transaction Total
Total Jacob Sanchez		921.00	
Jason Weber	Reimbursement for Boots	64.99	
		<u>64.99</u>	Transaction Total
Total Jason Weber		64.99	
Josue Macuil	06/26/22 - 07/09/22 (2) Hard Shifts	200.00	
	07/10/22 - 07/23/22 (2) Hard Shifts	<u>200.00</u>	
		400.00	Transaction Total
Total Josue Macuil		400.00	
Keith Ortiz	06/26/22 - 07/09/22 (1) Avail. Shift	25.00	
	07/10/22 - 07/23/22 (1) Avail Shift	50.00	
	Reimbursement for 1/2 of Recertifications	<u>258.23</u>	
		333.23	Transaction Total
Total Keith Ortiz		333.23	
Lowes	Replacement Facilities	<u>1,123.81</u>	

Arrowbear Park County Water District

Vendor Activity

From 7/1/2022 Through 7/31/2022

Vendor Name	Description	Expenses	
		<u>1,123.81</u>	Transaction Total
Total Lowes		1,123.81	
Managsorn Mekchai	06/26/22 - 07/09/22 (2) Hard Shifts	200.00	
	07/10/22 - 07/23/22 (2) Hard Shifts	<u>200.00</u>	
		<u>400.00</u>	Transaction Total
Total Managsorn Mekchai		400.00	
Municipal Emergency Services	Medical Supplies - FD	<u>1,433.99</u>	
		<u>1,433.99</u>	Transaction Total
Total Municipal Emergency Services		1,433.99	
Nathanael Kahlen	06/26/22 - 07/09/22 (2) Hard Shifts	200.00	
	07/10/22 - 07/23/22 (2) Hard Shifts	<u>200.00</u>	
		<u>400.00</u>	Transaction Total
Total Nathanael Kahlen		400.00	
Nicholas Novelich	06/26/22 - 07/09/22 (4) Hard Shifts	400.00	
	07/10/22 - 07/23/22 (4) Hard Shifts	400.00	
	Reimbersement for Recertifications	<u>247.00</u>	
		<u>1,047.00</u>	Transaction Total
Total Nicholas Novelich		1,047.00	
Office Depot	Office Supplies	<u>86.64</u>	
		<u>86.64</u>	Transaction Total
Total Office Depot		86.64	
Paya CC Processing	CC Processing Chgs 07/2022 - Paya	<u>662.23</u>	
		<u>662.23</u>	Transaction Total
Total Paya CC Processing		662.23	
Radiation Detection Company	Annual Radiation Badges Chg	<u>483.24</u>	
		<u>483.24</u>	Transaction Total
Total Radiation Detection Company		483.24	
Rick Mesa	06/26/22 - 07/09/22 (2) Avail. Shifts	100.00	
	07/10/22 - 07/23/22 (2) Avail. Shifts	<u>75.00</u>	
		<u>175.00</u>	Transaction Total
Total Rick Mesa		175.00	

Arrowbear Park County Water District

Vendor Activity

From 7/1/2022 Through 7/31/2022

Vendor Name	Description	Expenses	
Ryan Brewart	06/26/22 - 07/09/22 (1) Hard Shift	100.00	
		100.00	Transaction Total
Total Ryan Brewart		100.00	
Sams Club	Fuel	51.73	
		51.73	Transaction Total
Total Sams Club		51.73	
San Bernardino County ATC Contr...	2022-2023 Apportionment	22.45	
		22.45	Transaction Total
Total San Bernardino County ATC ...		22.45	
San Bernardino County Recorder-...	Release Lien #0646	20.00	
	Release Lien #0733	20.00	
		40.00	Transaction Total
Total San Bernardino County Reco...		40.00	
SDRMA	Est. Contributions 2022-2023	45,765.88	
		45,765.88	Transaction Total
Total SDRMA		45,765.88	
SecureTech Security, Inc.	Security - DO	105.00	
	Security - FD	105.00	
	Security - Warehouse	105.00	
		315.00	Transaction Total
Total SecureTech Security, Inc.		315.00	
Sonjia Williams	06/26/22 - 07/09/22 (2) Hard Shifts - Probationary	100.00	
		100.00	Transaction Total
Total Sonjia Williams		100.00	
Southern California Edison	July 2022	152.97	
	July 2022 Pumps	4,310.92	
		4,463.89	Transaction Total
Total Southern California Edison		4,463.89	
Tad Marshall DC	Physical - F. Rodriguez	90.00	
	Physical - S. Aragon	90.00	
	Physical - Z. Hunt	90.00	
	Physical / X-ray G. Mueller	70.00	
		70.00	

Arrowbear Park County Water District

Vendor Activity

From 7/1/2022 Through 7/31/2022

Vendor Name	Description	Expenses	
		<u>340.00</u>	Transaction Total
Total Tad Marshall DC		340.00	
The Gas Company	July 2022	<u>84.26</u>	
		<u>84.26</u>	Transaction Total
Total The Gas Company		84.26	
The Standard Life Insurance Com...	July 2022 Dental Premium	<u>566.92</u>	
		<u>566.92</u>	Transaction Total
Total The Standard Life Insurance...		566.92	
Travis Kempton	06/26/22 - 07/09/22 (1) Hard Shift - Probationary	50.00	
	07/10/22 - 07/23/22 (1) Hard Shift - Probationary	<u>50.00</u>	
		<u>100.00</u>	Transaction Total
Total Travis Kempton		100.00	
Tyler Tran	06/26/22 - 07/09/22 (4) Hard Shifts - Probationary	200.00	
	07/10/22 - 07/23/22 (3) Hard Shifts - Probationary	<u>150.00</u>	
		<u>350.00</u>	Transaction Total
Total Tyler Tran		350.00	
Underground Service Alert of So Cal	Dig Alert July 2022	<u>67.75</u>	
		<u>67.75</u>	Transaction Total
Total Underground Service Alert o...		67.75	
United States Postal Service	Postage	<u>1.08</u>	
		<u>1.08</u>	Transaction Total
Total United States Postal Service		1.08	
Valero Marketing and Supply	Fuel - FD	<u>100.00</u>	
		<u>100.00</u>	Transaction Total
Total Valero Marketing and Supply		100.00	
Varner and Brandt	July 2022 Legal	<u>3,089.60</u>	
		<u>3,089.60</u>	Transaction Total
Total Varner and Brandt		3,089.60	
Verizon Wireless	After Hours Phone	<u>77.54</u>	

Arrowbear Park County Water District

Vendor Activity

From 7/1/2022 Through 7/31/2022

Vendor Name	Description	Expenses	
		<u>77.54</u>	Transaction Total
Total Verizon Wireless		77.54	
Village Hardware	Facilities	21.54	
	Pull Cord Rope	<u>4.30</u>	
		<u>25.84</u>	Transaction Total
Total Village Hardware		25.84	
WEX Bank	Fuel - July 2022	<u>1,637.70</u>	
		<u>1,637.70</u>	Transaction Total
Total WEX Bank		1,637.70	
Xpress Tags	Tags for locks	<u>557.61</u>	
		<u>557.61</u>	Transaction Total
Total Xpress Tags		557.61	
Zoom	July 2022	<u>14.99</u>	
		<u>14.99</u>	Transaction Total
Total Zoom		14.99	
Report Opening/Current Balance		<u> </u>	
Report Transaction Totals		138,869.97	
Report Current Balances		<u> </u>	

Arrowbear Park County Water District

Statement of Revenues and Expenditures

Water

From 7/1/2022 Through 7/31/2022

		Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining
Income Categories						
4000	Sales And Fees	36,455.39	36,455.39	440,000.00	(403,544.61)	(91.71)%
4010	Sales To Other Agencies	6,596.31	6,596.31	65,000.00	(58,403.69)	(89.85)%
5000	Property Taxes	0.00	0.00	7,800.00	(7,800.00)	(100.00)%
5005	Standby Charges	1,573.28	1,573.28	34,000.00	(32,426.72)	(95.37)%
5010	Interest Income	853.80	853.80	2,000.00	(1,146.20)	(57.31)%
5015	Late Charge Income	427.57	427.57	7,000.00	(6,572.43)	(93.89)%
5020	Grant Income	0.00	0.00	500.00	(500.00)	(100.00)%
5030	Other Adjustment	(306.84)	(306.84)	(2,000.00)	1,693.16	(84.66)%
5035	Other Fees Charges	249.75	249.75	6,500.00	(6,250.25)	(96.16)%
	Total Income Categories	<u>45,849.26</u>	<u>45,849.26</u>	<u>560,800.00</u>	<u>(514,950.74)</u>	<u>(91.82)%</u>
Expense Categories						
6000	Salaries Wages Mgmt	5,292.69	5,292.69	75,059.71	69,767.02	92.95%
6005	Salaries Wages Office Reg	2,692.80	2,692.80	43,336.57	40,643.77	93.79%
6010	Salaries Wages Office Ot	0.00	0.00	660.90	660.90	100.00%
6015	Salaries Wages Field Reg	8,984.03	8,984.03	101,870.50	92,886.47	91.18%
6020	Salaries Wages Field Ot	621.29	621.29	12,121.61	11,500.32	94.87%
6035	Payroll Taxes	1,338.00	1,338.00	18,479.99	17,141.99	92.76%
6100	Benefits Retirement	3,618.14	3,618.14	18,810.30	15,192.16	80.77%
6105	Benefits Dental Insurance	340.42	340.42	4,081.82	3,741.40	91.66%
6110	Benefits Health Ins Active	4,314.55	4,314.55	46,358.00	42,043.45	90.69%
6115	Benefits Health Ins Retired	2,572.36	2,572.36	34,853.08	32,280.72	92.62%
6116	Benefits OPEB	0.00	0.00	9,000.00	9,000.00	100.00%
6118	CEPPT Trust	0.00	0.00	12,000.00	12,000.00	100.00%
6120	Training	0.00	0.00	900.00	900.00	100.00%
6200	Director Fees	(0.01)	(0.01)	8,519.28	8,519.29	100.00%
6205	Director Training Conference	0.00	0.00	120.00	120.00	100.00%
6210	Board Misc	8.24	8.24	240.00	231.76	96.57%
6300	Prof Svcs Legal	1,787.76	1,787.76	1,800.00	12.24	0.68%
6305	Prof Svcs Accounting	0.00	0.00	1,680.00	1,680.00	100.00%
6310	Prof Svcs Engineering	0.00	0.00	250.00	250.00	100.00%
6315	Prof Svcs Audit	0.00	0.00	11,560.00	11,560.00	100.00%
6320	Prof Svcs Dues Membership Fees	32.35	32.35	5,160.00	5,127.65	99.37%
6325	Prof Svcs Bank Fees Charges	758.10	758.10	5,920.00	5,161.90	87.19%
6330	Prof Svcs Regulatory Fees	0.00	0.00	4,400.00	4,400.00	100.00%
6335	Prof Svcs Testing Lab	694.74	694.74	4,500.00	3,805.26	84.56%
6340	Prof Svcs Computer Network	0.00	0.00	1,370.00	1,370.00	100.00%
6345	Prof Svcs Misc	33.88	33.88	1,080.00	1,046.12	96.86%
6400	Office Supplies	47.65	47.65	720.00	672.35	93.38%
6405	Office Printing	662.85	662.85	960.00	297.15	30.95%
6410	Office Postage	43.04	43.04	4,680.00	4,636.96	99.08%
6415	Office Software Computer	0.00	0.00	240.00	240.00	100.00%
6420	Office Equipment/Furniture	0.00	0.00	240.00	240.00	100.00%
6425	Office Misc	0.00	0.00	120.00	120.00	100.00%
6500	Insurance Workers Comp	19,042.19	19,042.19	20,870.69	1,828.50	8.76%
6505	Insurance Property Liability Vehicle	0.00	0.00	22,800.00	22,800.00	100.00%
6600	Vehicle Maintenance	0.00	0.00	4,200.00	4,200.00	100.00%

Arrowbear Park County Water District

Statement of Revenues and Expenditures

Water

From 7/1/2022 Through 7/31/2022

	Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining
6605 Vehicle Fuel	803.24	803.24	6,600.00	5,796.76	87.83%
6700 Utility Phone Internet	294.31	294.31	3,500.00	3,205.69	91.59%
6705 Utility Gas	49.67	49.67	2,880.00	2,830.33	98.28%
6710 Utility Electric Facilities	99.43	99.43	1,080.00	980.57	90.79%
6715 Utility Electric Pumping	3,084.05	3,084.05	30,000.00	26,915.95	89.72%
6720 Utility Security	244.74	244.74	768.00	523.26	68.13%
6800 Operations Routine Maint	0.00	0.00	4,200.00	4,200.00	100.00%
6805 Operations Repairs	305.01	305.01	6,500.00	6,194.99	95.31%
6810 Operations Inspecting/Testing	0.00	0.00	400.00	400.00	100.00%
6815 Operations Facilities	69.10	69.10	1,200.00	1,130.90	94.24%
6820 Operations Tools Equipment	2,168.18	2,168.18	1,200.00	(968.18)	(80.68)%
6825 Operations Uniforms	42.24	42.24	720.00	677.76	94.13%
6830 Operations Safety Equipment	0.00	0.00	900.00	900.00	100.00%
6837 Water Standby Purchase	2,323.00	2,323.00	2,323.00	0.00	0.00%
Total Expense Categories	<u>62,368.04</u>	<u>62,368.04</u>	<u>541,233.45</u>	<u>478,865.41</u>	<u>88.48%</u>
Net Surplus/(Deficit)	<u>(16,518.78)</u>	<u>(16,518.78)</u>	<u>19,566.55</u>	<u>(36,085.33)</u>	<u>(184.42)%</u>
Master Plan Expenses					
0059 Hwy 18 Pipeline	0.00	0.00	301,090.74	301,090.74	100.00%
0060 Encina Dr.	0.00	0.00	13,358.00	13,358.00	100.00%
0062 Pine Ridge	0.00	0.00	18,500.00	18,500.00	100.00%
Total Master Plan Expenses	<u>0.00</u>	<u>0.00</u>	<u>332,948.74</u>	<u>332,948.74</u>	<u>100.00%</u>

Arrowbear Park County Water District

Statement of Revenues and Expenditures

Sewer

From 7/1/2022 Through 7/31/2022

		Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining
Income Categories						
4000	Sales And Fees	40,194.21	40,194.21	470,000.00	(429,805.79)	(91.45)%
5000	Property Taxes	0.00	0.00	5,200.00	(5,200.00)	(100.00)%
5005	Standby Charges	3,398.24	3,398.24	68,000.00	(64,601.76)	(95.00)%
5010	Interest Income	465.71	465.71	1,600.00	(1,134.29)	(70.89)%
5015	Late Charge Income	566.79	566.79	6,500.00	(5,933.21)	(91.28)%
5020	Grant Income	0.00	0.00	500.00	(500.00)	(100.00)%
5030	Other Adjustment	41.00	41.00	(1,800.00)	1,841.00	(102.28)%
5035	Other Fees Charges	331.06	331.06	6,500.00	(6,168.94)	(94.91)%
	Total Income Categories	<u>44,997.01</u>	<u>44,997.01</u>	<u>556,500.00</u>	<u>(511,502.99)</u>	<u>(91.91)%</u>
Expense Categories						
6000	Salaries Wages Mgmt	2,886.92	2,886.92	31,274.88	28,387.96	90.77%
6005	Salaries Wages Office Reg	1,468.80	1,468.80	18,056.90	16,588.10	91.87%
6010	Salaries Wages Office Ot	0.00	0.00	275.37	275.37	100.00%
6015	Salaries Wages Field Reg	4,838.36	4,838.36	67,913.66	63,075.30	92.88%
6020	Salaries Wages Field Ot	334.87	334.87	8,081.07	7,746.20	95.86%
6035	Payroll Taxes	724.79	724.79	9,880.10	9,155.31	92.66%
6100	Benefits Retirement	1,952.37	1,952.37	12,540.20	10,587.83	84.43%
6105	Benefits Dental Insurance	184.38	184.38	2,215.78	2,031.40	91.68%
6110	Benefits Health Ins Active	2,335.62	2,335.62	25,279.48	22,943.86	90.76%
6115	Benefits Health Ins Retired	1,403.10	1,403.10	14,522.12	13,119.02	90.34%
6116	Benefits OPEB	0.00	0.00	6,000.00	6,000.00	100.00%
6118	CEPPT Trust	0.00	0.00	5,000.00	5,000.00	100.00%
6120	Training	0.00	0.00	200.00	200.00	100.00%
6200	Director Fees	0.00	0.00	3,549.70	3,549.70	100.00%
6205	Director Training Conference	0.00	0.00	50.00	50.00	100.00%
6210	Board Misc	4.50	4.50	100.00	95.50	95.50%
6300	Prof Svcs Legal	1,191.84	1,191.84	750.00	(441.84)	(58.91)%
6305	Prof Svcs Accounting	0.00	0.00	700.00	700.00	100.00%
6310	Prof Svcs Engineering	0.00	0.00	200.00	200.00	100.00%
6315	Prof Svcs Audit	0.00	0.00	11,220.00	11,220.00	100.00%
6320	Prof Svcs Dues Membership Fees	26.74	26.74	2,650.00	2,623.26	98.99%
6325	Prof Svcs Bank Fees Charges	886.89	886.89	4,680.00	3,793.11	81.05%
6330	Prof Svcs Regulatory Fees	0.00	0.00	3,000.00	3,000.00	100.00%
6340	Prof Svcs Computer Network	0.00	0.00	1,150.00	1,150.00	100.00%
6345	Prof Svcs Misc	33.87	33.87	720.00	686.13	95.30%
6400	Office Supplies	25.99	25.99	300.00	274.01	91.34%
6405	Office Printing	43.85	43.85	400.00	356.15	89.04%
6410	Office Postage	23.48	23.48	3,120.00	3,096.52	99.25%
6415	Office Software Computer	0.00	0.00	100.00	100.00	100.00%
6420	Office Equipment/Furniture	0.00	0.00	100.00	100.00	100.00%
6425	Office Misc	0.00	0.00	50.00	50.00	100.00%
6500	Insurance Workers Comp	10,303.81	10,303.81	12,112.72	1,808.91	14.93%
6505	Insurance Property Liability Vehicle	0.00	0.00	15,200.00	15,200.00	100.00%
6600	Vehicle Maintenance	0.00	0.00	2,800.00	2,800.00	100.00%
6605	Vehicle Fuel	432.52	432.52	4,400.00	3,967.48	90.17%
6700	Utility Phone Internet	159.16	159.16	1,750.00	1,590.84	90.91%

Arrowbear Park County Water District

Statement of Revenues and Expenditures

Sewer

From 7/1/2022 Through 7/31/2022

	Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining
6705 Utility Gas	26.95	26.95	1,900.00	1,873.05	98.58%
6710 Utility Electric Facilities	53.54	53.54	450.00	396.46	88.10%
6715 Utility Electric Pumping	802.06	802.06	8,500.00	7,697.94	90.56%
6720 Utility Security	133.01	133.01	439.00	305.99	69.70%
6800 Operations Routine Maint	0.00	0.00	500.00	500.00	100.00%
6805 Operations Repairs	0.00	0.00	500.00	500.00	100.00%
6810 Operations Inspecting/Testing	0.00	0.00	17,000.00	17,000.00	100.00%
6815 Operations Facilities	37.29	37.29	800.00	762.71	95.34%
6820 Operations Tools Equipment	102.30	102.30	1,000.00	897.70	89.77%
6825 Operations Uniforms	22.75	22.75	480.00	457.25	95.26%
6830 Operations Safety Equipment	0.00	0.00	600.00	600.00	100.00%
6835 Operations Treatment	0.00	0.00	200,000.00	200,000.00	100.00%
Total Expense Categories	<u>30,439.76</u>	<u>30,439.76</u>	<u>502,510.98</u>	<u>472,071.22</u>	<u>93.94%</u>
Net Surplus/(Deficit)	<u>14,557.25</u>	<u>14,557.25</u>	<u>53,989.02</u>	<u>(39,431.77)</u>	<u>(73.04)%</u>
Master Plan Expenses					
0044 RS Treatment Plant	<u>0.00</u>	<u>0.00</u>	<u>123,370.00</u>	<u>123,370.00</u>	<u>100.00%</u>
Total Master Plan Expenses	<u>0.00</u>	<u>0.00</u>	<u>123,370.00</u>	<u>123,370.00</u>	<u>100.00%</u>

Arrowbear Park County Water District

Statement of Revenues and Expenditures

Fire

From 7/1/2022 Through 7/31/2022

	Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining
Income Categories					
4020	Paid Call From Other Agencies	0.00	0.00	24,000.00	(24,000.00) (100.00)%
5000	Property Taxes	6,084.23	6,084.23	292,000.00	(285,915.77) (97.92)%
5010	Interest Income	232.85	232.85	2,000.00	(1,767.15) (88.36)%
5020	Grant Income	0.00	0.00	30,000.00	(30,000.00) (100.00)%
5035	Other Fees Charges	0.00	0.00	500.00	(500.00) (100.00)%
	Total Income Categories	6,317.08	6,317.08	348,500.00	(342,182.92) (98.19)%
Expense Categories					
6000	Salaries Wages Mgmt	5,078.06	5,078.06	66,014.93	60,936.87 92.31%
6005	Salaries Wages Office Reg	734.40	734.40	10,834.14	10,099.74 93.22%
6010	Salaries Wages Office Ot	0.00	0.00	165.22	165.22 100.00%
6025	Salaries Wages Coverage	4,350.00	4,350.00	72,800.00	68,450.00 94.02%
6035	Payroll Taxes	442.10	442.10	6,054.52	5,612.42 92.70%
6100	Benefits Retirement	29,873.13	29,873.13	31,923.05	2,049.92 6.42%
6105	Benefits Dental Insurance	42.12	42.12	505.44	463.32 91.67%
6110	Benefits Health Ins Active	483.66	483.66	5,625.85	5,142.19 91.40%
6115	Benefits Health Ins Retired	701.55	701.55	8,713.27	8,011.72 91.95%
6118	CEPPT Trust	0.00	0.00	3,000.00	3,000.00 100.00%
6120	Training	247.00	247.00	3,000.00	2,753.00 91.77%
6200	Director Fees	0.00	0.00	2,129.82	2,129.82 100.00%
6205	Director Training Conference	0.00	0.00	30.00	30.00 100.00%
6210	Board Misc	2.25	2.25	60.00	57.75 96.25%
6300	Prof Svcs Legal	110.00	110.00	750.00	640.00 85.33%
6305	Prof Svcs Accounting	0.00	0.00	420.00	420.00 100.00%
6315	Prof Svcs Audit	0.00	0.00	11,220.00	11,220.00 100.00%
6320	Prof Svcs Dues Membership Fees	78.36	78.36	2,500.00	2,421.64 96.87%
6325	Prof Svcs Bank Fees Charges	39.46	39.46	650.00	610.54 93.93%
6340	Prof Svcs Computer Network	0.00	0.00	645.00	645.00 100.00%
6345	Prof Svcs Misc	1,223.23	1,223.23	4,900.00	3,676.77 75.04%
6400	Office Supplies	13.00	13.00	955.00	942.00 98.64%
6405	Office Printing	26.31	26.31	340.00	313.69 92.26%
6410	Office Postage	12.81	12.81	0.00	(12.81) 0.00%
6415	Office Software Computer	167.64	167.64	2,260.00	2,092.36 92.58%
6420	Office Equipment/Furniture	0.00	0.00	750.00	750.00 100.00%
6425	Office Misc	0.00	0.00	180.00	180.00 100.00%
6500	Insurance Workers Comp	16,419.88	16,419.88	19,221.36	2,801.48 14.57%
6505	Insurance Property Liability Vehicle	15,999.00	15,999.00	15,999.00	0.00 0.00%
6600	Vehicle Maintenance	1,568.87	1,568.87	2,500.00	931.13 37.25%
6605	Vehicle Fuel	553.67	553.67	5,000.00	4,446.33 88.93%
6700	Utility Phone Internet	311.16	311.16	4,750.00	4,438.84 93.45%
6705	Utility Gas	7.64	7.64	8,920.00	8,912.36 99.91%
6710	Utility Electric Facilities	424.81	424.81	2,090.00	1,665.19 79.67%
6720	Utility Security	153.13	153.13	741.00	587.87 79.33%
6800	Operations Routine Maint	0.00	0.00	250.00	250.00 100.00%
6810	Operations Inspecting/Testing	1,433.99	1,433.99	2,000.00	566.01 28.30%
6815	Operations Facilities	3.23	3.23	2,500.00	2,496.77 99.87%
6820	Operations Tools Equipment	0.00	0.00	2,500.00	2,500.00 100.00%

Arrowbear Park County Water District

Statement of Revenues and Expenditures

Fire

From 7/1/2022 Through 7/31/2022

	Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining
6825 Operations Uniforms	0.00	0.00	3,000.00	3,000.00	100.00%
6830 Operations Safety Equipment	0.00	0.00	2,000.00	2,000.00	100.00%
6840 Operations Medical Supplies	0.00	0.00	3,000.00	3,000.00	100.00%
6845 Operations Dispatching	0.00	0.00	5,316.00	5,316.00	100.00%
6850 Operations Fire Prevention Weed Abatement	0.00	0.00	4,000.00	4,000.00	100.00%
Total Expense Categories	<u>80,500.46</u>	<u>80,500.46</u>	<u>320,213.60</u>	<u>239,713.14</u>	<u>74.86%</u>
Net Surplus/(Deficit)	<u>(74,183.38)</u>	<u>(74,183.38)</u>	<u>28,286.40</u>	<u>(102,469.78)</u>	<u>(362.26)%</u>
Master Plan Expenses					
0003 2016 Engine Lease Payments	0.00	0.00	48,528.01	48,528.01	100.00%
0012 Turnouts	0.00	0.00	9,000.00	9,000.00	100.00%
0013 Radios	0.00	0.00	35,000.00	35,000.00	100.00%
0063 Station Modifications	<u>1,123.81</u>	<u>1,123.81</u>	<u>9,000.00</u>	<u>7,876.19</u>	<u>87.51%</u>
Total Master Plan Expenses	<u>1,123.81</u>	<u>1,123.81</u>	<u>101,528.01</u>	<u>100,404.20</u>	<u>98.89%</u>

Status Report of Employee's Accumulated Days of Sick Leave & Vacation
Month of July 2022

	SICK TIME (HRS)						VACATION TIME (HRS)						COMP TIME (HRS)						
	Start	Earned #1	Earned #2	Used #1	Used #2	Accrued	Start	Earned #1	Earned #2	Used #1	Used #2	Accrued	Start	Earned #1	Earned #2	Used #1	Used #2	Accrued	
Norm	479.42	3.69	3.69			486.8	39.67	4.62	4.62			48.91							Norm
Jason	462.79	3.69	3.69	8.00	12.50	449.67	154.09	4.92	4.92			163.93	40.045					40.045	Jason
Caroline	136.18	3.69	3.69		2.50	141.06	51.07	4.62	4.62	8.00	4.00	48.31	21.500		5.625	2.500		24.625	Caroline
Matt	27.67	3.69	3.69	8.00	16.00	11.05	52.53	3.08	3.08			58.69	4.750	3.000	4.500			12.250	Matt
MV	7.45	3.69	3.69			14.83	36.36	3.08	3.08		11.50	31.02	18.830	10.500	4.500	16.250	16.000	1.580	MV

Notes:
SICK ACCRUAL CAP IS 500 HOURS
VACATION ACCRUAL CAP IS 240 HOURS
COMP TIME ACCRUAL CAP IS 40 HOURS

MONTHLY MAINTENANCE AND REPAIR REPORT

July 2022

#	DATE	METER #	ADDRESS	SVC	NOTES
1	07/01/22	0148	Lookout	1	
2	07/05/22	N/A	Tulip/Rose	8	Restriction on 6" siphon / hydro-washed
3	07/07/22	0979	Scola	6	Repaired service line
4	07/08/22	0434	Richmond	1	
5	07/09/22	0949	Lone Pine	1	
6	07/11/22	0547	Music Camp	4	
7	07/12/22	0979	Truman	6	Install new service line
8	07/12/22	0979	Deep Creek	6	Install new service line
9	07/12/22	0978	Lupine	5	Installed clamp
10	07/12/22	0979	Lupine	6	Install new service line
11	07/14/22	0979	Lookout	6	Repair of leaking curb stop
12	07/18/22	0533	Hilltop	3	Customer broke meter
13	07/19/22	0709	Independence	1	
14	07/19/22	0580	Fir	1	
15	07/20/22	0148	Lookout	2	Spin found while reading meters
16	07/20/22	0533	Hilltop	1	
17	07/22/22	0923	Deer Lick	4	
18	07/22/22	0978	Ridge	5	Installed clamp
19	07/25/22	0828	Ridge	1	
20	07/25/22	0979	Richmond	6	Installed clamp on leak
21	07/25/22	N/A	Scola / Badger	8	Restriction on 4" siphon / hydro-washed
22	07/27/22	0979	Cougar	6	Install new service line
23	07/27/22	0978	Scola	5	Installed clamp
24	07/28/22	0979	Cougar	6	Install new service line

SVC	DESCRIPTION	CALLS	ADDITIONAL INFORMATION	
1	Customer requested turn off/on	7	New Owners.	5
2	District initiated shut off (leak, etc.)	1	Liens filed	0
3	District equipment repair	1	Liens Released	2
4	Meter reads/re-reads	2	Total Liens	6
5	Main Repairs	3	Shut off notices	39
6	Service Line Repairs	8	Non-payment shut offs	7
7	Customer Inquiry Requiring Investigation	0	Turn on after shut off	9
8	Sewer Issues/Repairs	2	Meters replaced	2
	Total Calls	24		

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
					Mathews	Kahlen
					Macuil	Mekchai
3	4	5	6	7	8	9
Williams	Harris	Tran	Tran	Brewart	Macuil	Kahlen
	Novelich	Novelich	Sanchez	Kempton		Mesa
				Mathews	Mathews	Mekchai
10	11	12	13	14	15	16
Ortiz	Harris	Tran	Tran		Macuil	Kahlen
	Novelich	Novelich	Sanchez	Mathews	Mathews	Mekchai
17	18	19	20	21	22	23
Mesa	Harris	Sanchez	Sanchez	Kempton	Macuil	Kahlen
	Novelich	Novelich	Tran	Mathews	Mathews	Mekchai
						Mesa
24	25	26	27	28	29	30
Williams	Harris	Tran	Tran	Kempton	Macuil	Mekchai
	Novelich	Novelich	Sanchez	Mathews	Mathews	
31	Williams Crider Taylor					

12-Avail. 24-Avail.

12-Station 24-Station

SAFER GRANT
Arrowbear Lake Fire Department

SAFER Grant Background

- The Staffing for Adequate Fire and Emergency Response Grants (SAFER) was created to provide funding directly to fire departments and volunteer firefighter interest organizations to help them increase or maintain the number of trained, "front line" firefighters available in their communities.
- The goal of SAFER is to enhance the local fire departments' abilities to comply with staffing, response and operational standards established by the NFPA (NFPA 1710 and/or NFPA 1720). For details, review the National Fire Protection Association's code and standards.

Arrowbear Lake Fire Department Program Manager (Fire Chief)

Program Manager

- Manage and maintain ABLFD's communication, compliance, and reporting responsibilities.
- Coordinate and manage volunteer firefighter program (recruitment & retention).
- Provide training and documents volunteer training records.
- Monitors program success and researches new program to improve level of service provided by volunteer personnel to Arrowbear Lake.

Fire Chief

- Under direction of the District General Manager, serves as the executive officer overseeing the fire department and daily operational responsibility.
- Responsible for developing the strategic plan, annual report, triennial code and ordinance adoption, and mitigation plans.
- Respond to major incidents maintain command of emergency scene throughout mitigation.
- Oversees suppression, EMS, emergency management, and fire prevention.

Salary & Benefits

Salary & Benefits

- **Position is 100% Funded**
- **No cost to the district**
- Annual Salary
 - \$105,070
 - 2.5% Annual Increase
- Benefits
 - \$22,560
- Retirement (CalPERS Safety Plan)
 - \$14,226
- **TOTAL = \$141,856 (year one)**

Position Requirements

- 10 years of increasing responsibility in the California fire service.
- 10 years experience working directly with a paid-call and/or volunteer fire departments.
- 5 years experience in program development.
- Master Degree in Management or Administration.
- Required Certifications (CSFM)
 - Executive Chief Fire Officer
 - Chief Fire Officer
 - Fire Marshal
 - Plan Examiner
 - Fire Inspector 1 & 2
 - Firefighter 1 & 2

Salary Survey

- A salary survey was conducted on the three closest department by calculating the average salary for the position of Captain and Battalion Chief to develop a livable wage acceptable to the position and responsibilities.
 - Running Springs Fire Department
 - Battalion Chief
 - Captain
 - Big Bear Fire Authority
 - Battalion Chief
 - Captain
 - San Bernardino County Fire Department
 - Battalion Chief
 - Captain

Pros & Cons

Pros

- Full-time Fire Chief in-district at no cost.
- Consistent and constant level of supervision for volunteers.
- Existing PT Chief/BC Salary savings.
 - Potential moving of Battalion Chief PT position to volunteer position.
 - Higher stipends?
 - Increase coverage from 2/0 to 3/0?
 - Paramedic program?

Cons

- Only a 4-year grant and has to be applied for every 3-years.
- Potential loss of Battalion Chief PT position.

ARROWBEAR LAKE FIRE DEPARTMENT

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POLICY TITLE: INCIDENT ASSIGNMENTS
POLICY NUMBER: 3510

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THE FOLLOWING POLICY IS TO DETERMINE HOW PERSONNEL SHALL RESPOND TO AN INCIDENT ASSIGNMENT.

IN THE EVENT OF AN INCIDENT ASSIGNMENT, EXCEPT AN INITIAL ATTACK REQUEST, THE FIRE CHIEF OR DESIGNEE WILL BE RESPONSIBLE TO ASSIGN QUALIFIED PERSONNEL TO RESPOND. THE OFFICER ASSEMBLING PERSONNEL SHALL ENSURE THAT THE RESPONDING PERSONNEL HAVE ADEQUATE EXPERIENCE AND THE REQUIRED CERTIFICATIONS.

IN ORDER TO COMMIT TO AN INCIDENT ASSIGNMENT, PERSONNEL SHALL HAVE AN AVAILABILITY OF SEVEN (7) DAYS MINIMUM, PER CALOES RESPONSE REQUIREMENTS.

ALL EQUIPMENT WILL BE STAFFED WITH THE ICS REQUIREMENT FOR THAT PIECE OF EQUIPMENT.

THE FOLLOWING WILL ESTABLISH REIMBURSEMENT RATES FOR NON-SALARIED OR HOURLY FIREFIGHTERS OF THE DISTRICT. THESE RATES WILL BE IN ADDITION TO THE CURRENT CALL RATE.

ALL REIMBURSEMENTS FOR MEALS AND LODGING WILL BE REIMBURSED IN ACCORDANCE WITH CURRENT DISTRICT RATES AND SOP 1600.

DISTINCTION BETWEEN IMMEDIATE THREAT AND MUTUAL AID WILL BE MADE BY THE BOARD OF DIRECTORS.

IMMEDIATE THREAT:

IMMEDIATE THREAT INCIDENT ASSIGNMENTS WOULD BE ANY INCIDENT THAT WILL, OR COULD, IMMEDIATELY IMPACT THE OPERATIONAL AREA. THIS WOULD TYPICALLY INCLUDE INCIDENTS IN ARROWBEAR AND THE IMMEDIATE SURROUNDING AREA WHERE PERSONNEL ARE STAFFING THE EQUIPMENT AND/OR STATION IN READINESS FOR IMMEDIATE RESPONSE.

THE IMMEDIATE SURROUNDING AREA IS DEFINED AS A 5 MILE RADIUS OF THE ARROWBEAR FIRE STATION. (1)

THE ARROWBEAR LAKE FIRE DEPARTMENT WILL PAY ITS NON-SALARIED OR HOURLY FIREFIGHTERS OF THE DISTRICT IN ACCORDANCE TO THE CURRENT STATE O.E.S. WAGE SCALE APPLICABLE TO THEIR RANK FOR ALL HOURS WORKED IN LIEU OF DISTRICT COVERAGE, REGARDLESS OF

ARROWBEAR LAKE FIRE DEPARTMENT

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POLICY TITLE: INCIDENT ASSIGNMENTS
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REIMBURSEMENT BY LOCAL, STATE, OR FEDERAL AGENCIES. MONIES WILL BE TRANSFERRED FROM FIRE DEPARTMENT RESERVE FUNDS TO COVER THESE EMERGENCY EXPENSES.

MUTUAL AID:

MUTUAL AID INCIDENT ASSIGNMENTS WOULD BE WHEN THERE IS A REQUEST FOR EQUIPMENT OR PERSONNEL TO AN INCIDENT THAT IS NOT AN IMMEDIATE THREAT TO ARROWBEAR.

THE ARROWBEAR LAKE FIRE DEPARTMENT WILL PAY ITS NON-SALARIED OR HOURLY FIREFIGHTERS OF THE DISTRICT IN ACCORDANCE TO THE CURRENT STATE O.E.S. WAGE SCALE APPLICABLE TO THEIR RANK FOR ALL HOURS WORKED ON A MUTUAL-AID INCIDENT, REIMBURSABLE BY LOCAL, STATE, OR FEDERAL AGENCIES. IF REIMBURSEMENT IS AT A LOWER OR HIGHER PERCENTAGE, PAY TO PERSONNEL WILL BE AT THE SAME PERCENTAGE DIFFERENCE.

THE REIMBURSABLE OES WAGES WILL BE PAID TO FIREFIGHTERS IN LIEU OF A DISTRICT APPROVED SHIFT STIPEND IN THE DISTRICT PAY PERIOD WHEN THE ASSIGNMENT IS PERFORMED. THE FIRE CHIEF WILL COMPLETE THE FIREFIGHTERS' TIMECARDS TO ENSURE PERSONNEL ARE RECEIVING THE CORRECT COMPENSATION WHILE ASSIGNED TO REIMBURSABLE MUTUAL-AID INCIDENTS. MONIES WILL BE TRANSFERRED FROM FIRE DEPARTMENT RESERVE FUNDS TO COVER THESE PRE-REIMBURSEMENT EXPENSES. RESERVE FUNDS WILL BE REPLENISHED WHEN DISTRICT IS REIMBURSED BY LOCAL, STATE, OR FEDERAL AGENCIES.

- (1) POLICY REVISION BOARD APPROVED 9/17/2015.
- (2) POLICY REVISION BOARD APPROVED 10/15/2020.

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FORM TITLE: REIMBURSEMENT POLICY
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THE FOLLOWING IS THE EXPENSE REIMBURSEMENT POLICY FOR THE ARROWBEAR LAKE FIRE DEPARTMENT.

DEPARTMENT RELATED EXPENSES INCURRED BY DEPARTMENT PERSONNEL WHICH ARROWBEAR LAKE FIRE DEPARTMENT COVERS ARE:

- EXPENSES PAID DIRECTLY BY ARROWBEAR LAKE FIRE DEPARTMENT ON BEHALF OF PERSONNEL.
- EXPENSES PAID BY PERSONNEL AND ARE REIMBURSABLE BY ARROWBEAR LAKE FIRE DEPARTMENT PERSONNEL.

PERSONNEL MAY BE ENTITLED TO FULL OR PARTIAL REIMBURSEMENT AT THE SOLE DISCRETION OF THE FIRE CHIEF. REIMBURSEMENTS SHALL BE MADE IN THE DENOMINATION OF 50% OR 100%.

REIMBURSABLE DEPARTMENT-RELATED EXPENSES:

DEPARTMENT-RELATED EXPENSES THAT ARE REIMBURSABLE MAY INCLUDE:

- TRAINING.
- CONTINUING EDUCATION.
- UNIFORMS.
- EXPENSE RELATED TO AN OUT-OF-AREA FIRE ASSIGNMENT.
- APPROVED ITEMS DIRECTLY RELATED TO THE DEPARTMENT OPERATIONS THAT BENEFIT THE ARROWBEAR LAKE FIRE DEPARTMENT

NOTE: ALL REIMBURSABLE, DEPARTMENT-RELATED EXPENSES SHALL BE APPROVED BY THE FIRE CHIEF PRIOR TO ANY PERSONNEL SEEKING REIMBURSEMENT OF ANY ITEM(S). IF PERSONNEL SPEND MORE THAN THE AMOUNT THE FIRE CHIEF APPROVED, THE EXTRA COST IS AT THE EXPENSE OF THAT PERSONNEL.

UNREIMBURSABLE EXPENSES:

THE FOLLOWING ARE SOME EXAMPLES OF WHAT WILL NOT BE CONSIDERED AS A REIMBURSABLE EXPENSE AND ARROWBEAR LAKE FIRE DEPARTMENT WILL NOT COVER THEM:

- AN UNAUTHORIZED PURCHASE FOR EQUIPMENT OR FACILITY MAINTENANCE.
- FINES OR OFFENSES WHILE DRIVING A DEPARTMENT VEHICLE.

ARROWBEAR LAKE FIRE DEPARTMENT

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- A NON-BUSINESS SUBSCRIPTION OR NON-DEPARTMENT RELATED TRAINING.
- EMT CONTINUING EDUCATION UNITS WHEN PERSONNEL ARE EMPLOYED BY OTHER ORGANIZATIONS WHO GAIN BENEFIT.
- EMT CONTINUING EDUCATION UNITS IF THE DEPARTMENT OFFERS NO-COST CONTINUING EDUCATION UNITS, AND PERSONNEL REJECT THIS OFFER.
- EMT LICENSURE OR ACCREDITATION IF PERSONNEL ARE EMPLOYED ELSEWHERE AS AN EMT.
- FIRE SERVICE TRAINING THAT DOES NOT BENEFIT THE ARROWBEAR LAKE FIRE DEPARTMENT, OR CAN BE USE BY PERSONNEL'S EMPLOYER FOR BENEFIT.
- A PERSONAL ITEM(S) WANTED DURING A DEPARTMENT TRAINING EVENT OR FIRE ASSIGNMENT.

PLEASE NOTE: THE ABOVE SERVES AS A FEW EXAMPLES, SPEAK WITH THE FIRE CHIEF FOR ADDITIONAL CLARIFICATION REGARDING REIMBURSABLE EXPENSES, **BEFORE YOU SUBMIT A CLAIM.**

REIMBURSEMENT PROCEDURE

ARROWBEAR LAKE FIRE DEPARTMENT PERSONNEL ARE RESPONSIBLE FOR SUBMITTING ALL REQUIRED DOCUMENTATION TO GAIN APPROVAL OF THEIR REIMBURSEMENT CLAIM(S). ONCE APPROVED, PERSONNEL WILL RECEIVE THE REIMBURSEMENT WITHIN TWO PAY PERIODS.

1. SEEK THE FIRE CHIEF'S APPROVAL PRIOR TO REGISTRATION OR PURCHASE VIA THE REIMBURSEMENT REQUEST AND APPROVAL FORM.
2. COMPLETE THE REQUEST FOR REIMBURSEMENT BY SUBMITTING A COMPLETED REIMBURSEMENT REQUEST AND APPROVAL FORM WITH ATTACHED RELEVANT DOCUMENTATION (RECEIPTS, CERTIFICATION OF COMPLETION, TRANSCRIPT, ETC.).

EXPENSE REIMBURSEMENTS MAY BE INVESTIGATED AND IF CASES OF FALSIFIED OR EXAGGERATED CLAIMS ARE FOUND, ARROWBEAR LAKE FIRE DEPARTMENT WILL TAKE DISCIPLINARY ACTION AND PREVIOUSLY REIMBURSED AMOUNTS WILL BE RETURNED TO THE DEPARTMENT.

**Arrowbear Park County Water District
Arrowbear Lake Fire Department**

2365 Fir Dr., P. O. Box 4045
Arrowbear Lake, CA 92382-4045
(909) 867-2704



Expense Reimbursement Form

Expense Approval

NAME OF PERSON REQUESTING APPROVAL

DATE OF APPROVAL REQUEST

ESTIMATED ACTUAL AMOUNT REQUESTED

DATE OF PROPOSED EXPENDITURE

EXPENSE PURPOSE / PROPOSED BENEFIT: _____

SIGNATURE OF PERSON APPROVING REQUEST

DATE OF REQUEST APPROVAL

Reimbursement Disbursement

NAME OF PERSON / ENTITY TO PAY

DATE OF PAYMENT REQUEST

EXPENSE DOCUMENTATION ATTACHED: RECEIPT

CREDIT CARD STATEMENT

TRANSCRIPT

COMPLETION CERTIFICATE

SIGNATURE OF PERSON REQUESTING DISBURSEMENT

DATE OF DISBURSEMENT REQUEST

SIGNATURE OF PERSON APPROVING DISBURSEMENT

DATE OF DISBURSEMENT APPROVAL

NAME OF PERSON DISBURSING FUNDS

DATE OF DISBURSEMENT

CHECK NUMBER

Staff Report - Current Status of Proposed Rate Increase

Summary of Community Forum on Rates, August 9, 2022.

There were about 20 people present at the meeting and a couple others joining on Zoom. The meeting went from 6 p.m. to 9 p.m. Staff presented an interactive presentation of information (slides are available on the website: <http://www.arrowbearwater.org/important-messages.html>) that included topics like: fiscal responsibility, how rates are determined, the rate study, Prop. 218, the affordability index, operating costs, infrastructure projects, rate equity, and responses to questions raised by the proposed rate increases. Staff presented District transparency and communication efforts and solicited suggestions for additional communication channels and efforts. Suggestions were made by community members to include more information on the District's Facebook page, streamline the information on the website, and have a voluntary text alert system. A community member said she first heard of the proposed rate increases from the pink Prop. 218 Notice in her bill; but, when asked what more the District could do she could not think of anything. Throughout the presentation, staff answered multiple questions from community members.

Most of the community members present expressed support for the need to provide for current and future financial needs of the District and the need to raise rates to accomplish that. They also expressed an understanding of the need for the District to mitigate the risk of a Prop. 218 rate challenge by being fully compliant to Prop. 218's rate equity provisions (removing the 600 cu. ft. allotment). While they understood that the substantial amount of the rate increase currently proposed might be because rates were not gradually increased over time in the past, they felt that it was too much all at once and should be reduced or spread out over a longer time frame. There was some skepticism expressed by one individual as to the accuracy of the future cost projections. A few people expressed concerns that if the District ended up with too much in reserve that it would be squandered or rates would not be reduced. Staff shared examples of how the District has been very fiscally conservative and innovative in cost-saving measures in the past and pledged that that would continue in the future. Community members were reminded that consistent participation in the process would be beneficial in holding their elected officials accountable for the proper governance of the District. There was some discussion on sewer rates and how we could reduce sewer costs. Staff explained that most of the sewer costs (current operational and WWTP capital expenses) were out of our control and governed by contract with RSWD. Most did not feel that the sewer increases were the issue. The primary issues from the community were with the change in the water rate structure, water rates, and paying for usage. The combination of the resulting total water bill and the timing of it during a period of high inflation were the triggering factors.

Most of those attending felt that a workable compromise would be to spread out the increases over a longer period of time or reduce the amounts of the increases.

As part of the solution/compromise discussion, we discussed the additional water rate options that **would** provide the needed revenue amounts to provide for operations and future infrastructure costs with total contributions to reserves over the next 5 years of ≈ \$1.43 million that were discussed in the July Board Meeting.

- Alternative Option #1 would minimize the impact of new usage rates by starting with \$.02/cu. ft. and increasing it by 1 cent/cu. ft. each year (up to \$.06/cu. ft.) and adjusting the base rate to compensate for the reduced usage revenues.
- Alternative Option #2 would also minimize the impact of new usage rates by starting with \$.02/cu. ft. but increase it to \$.087/cu. ft. by year 5 to compensate for the reduced usage revenues in the first couple of years while still keeping the originally proposed base rate increases.
- Alternative Option #3 would also minimize the impact of new usage rates by starting with \$.02/cu. ft. but increase it to \$.087/cu. ft. by year 5 to compensate for the reduced usage revenues in the first couple of years while increasing the base rate more significantly in year 1, thus allowing more minor base rate increases in years 2-5.

We discussed other additional options for water rates that **did not** provide the needed revenue amounts to provide for operations and future infrastructure costs with total contributions to reserves over the next 5 years.

- Alternative Option #4 (presented below as Proposed Rate) would also minimize the impact of new usage rates by starting with \$.02/cu. ft. and increasing it by 1 cent/cu. ft. each year (up to \$.06/cu. ft.) **without** adjusting the base rate to compensate for the reduced usage revenues. This option would result in only ≈ \$1.24 million in reserves over the next 5 years (a shortfall of ≈ \$260,000) but would reach the target annual contribution to reserves by year 5.

Most of those attending felt that Option #4 would be a workable compromise the community could support.

Proposed Water Rates

Proposed Rate	Current	Year 1	Year 2	Year 3	Year 4	Year 5
3/4" Meter	\$ 30.50	\$ 33.55	\$ 36.91	\$ 40.60	\$ 44.66	\$ 49.12
1" Meter		\$ 71.05	\$ 78.16	\$ 85.97	\$ 94.57	\$ 104.02
1 1/2" Meter		\$ 142.10	\$ 156.31	\$ 171.94	\$ 189.14	\$ 208.05
2" Meter		\$ 227.36	\$ 250.10	\$ 275.11	\$ 302.62	\$ 332.88
6" Meter		\$ 376.00	\$ 413.60	\$ 454.96	\$ 500.46	\$ 550.50
Usage Rate per CF	\$ 0.07	\$ 0.02	\$ 0.03	\$ 0.04	\$ 0.05	\$ 0.06

Proposed Rate	Year 1	Year 2	Year 3	Year 4	Year 5	Five Year Total
Operating Revenue	\$ 487,173	\$ 565,853	\$ 650,132	\$ 736,964	\$ 830,251	\$ 3,270,372
Less Uncollectible Receivables	\$ (974)	\$ (1,132)	\$ (1,300)	\$ (1,474)	\$ (1,661)	\$ (6,541)
Total Operating Revenue	\$ 486,198	\$ 564,722	\$ 648,831	\$ 735,490	\$ 828,590	\$ 3,263,831
Operating Costs	\$ 488,627	\$ 503,286	\$ 518,384	\$ 533,936	\$ 549,954	\$ 2,594,188
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Liabilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Costs	\$ 488,627	\$ 503,286	\$ 518,384	\$ 533,936	\$ 549,954	\$ 2,594,188
Operating Revenue over/(Under) Operating Costs	\$ (2,429)	\$ 61,436	\$ 130,447	\$ 201,554	\$ 278,636	\$ 669,644
Non-Operating Revenue/(Expenses)	\$ 99,551	\$ 101,458	\$ 103,421	\$ 105,444	\$ 107,527	\$ 517,401
Net Revenue/ (Loss) (Contribution to Reserves)	\$ 97,122	\$ 162,893	\$ 233,868	\$ 306,998	\$ 386,164	\$ 1,187,045

Proposed Sewer Rates

Proposed Base Sewer	Current	Year 1	Year 2	Year 3	Year 4	Year 5
Per Equivalent Dwelling Unit (EDU)	\$ 41.00	\$ 44.28	\$ 47.27	\$ 50.46	\$ 53.87	\$ 57.50

Budget Assuming 3% Inflation per year	6/30/2023	6/30/2024	6/30/2025	6/30/2026	6/30/2027	5 Year Total
Total Monthly Required Reserves Fund	\$ 9,309	\$ 9,309	\$ 9,309	\$ 9,309	\$ 9,309	
Total yearly required reserve fund	\$ 111,710	\$ 112,065	\$ 112,431	\$ 112,807	\$ 113,195	\$ 562,209
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Budget	\$ 473,326	\$ 487,525	\$ 502,151	\$ 517,216	\$ 532,732	\$ 2,512,950
Total Operating Budget	\$ 585,036	\$ 599,590	\$ 614,582	\$ 630,023	\$ 645,927	\$ 3,075,158

**Arrowbear Park County Water District
General Manager
Performance Appraisal – Board Summary**

General Manager Norman Huff

Review Date Aug. 18, 2022

Instructions: Appraise General Manager using a scale of 1 to 10 (10 being the highest – circle one number only) according to the following rating definitions. Add at least one positive comment *and* at least one comment under improvement. Written comments should explain the factual basis of the rating in each category.

Rating Definitions:

ABOVE EXPECTATION Performs exceptionally and consistently exceeds the requirements of the
8 9 10 position.

AT EXPECTATION Performs consistently with expectations and requirements of the position.
5 6 7 Competent and dependable level of performance. Individual is on track for advancement and provides performance of high quality which meets and occasionally exceeds the high quality standards of the District. Overall, meets the performance expectations for the individual in this position.

BELOW EXPECTATION Results are below the expectation for this individual in this area and
1 2 3 4 performance requires improvement before they can satisfactorily complete their duties. If this category is used, there must be specific comments regarding how performance is to be improved.

STAFF MANAGEMENT AND DEVELOPMENT: Counsels and advises subordinates in the interest of improving their overall performance. Provides staff with guidance and direction to enhance their professional knowledge, skills, and leadership. Completes performance evaluations and career counseling sessions in a timely and thorough manner.

1 2 3 4 5 6 7 8 9 10

Positive	
Improvement	

TEAMWORK AND COMMUNICATIONS: Creates a work climate of trust, openness and sound relations among personnel and Board members. Places the Districts success above that of self. Considers the positions and perspectives of others when planning, making decisions and performing duties. Uses own ideas and the ideas of others to facilitate the group process. Sells ideas, obtains acceptance and action. Demonstrates effective oral and written expression.

1 2 3 4 5 6 7 8 9 10

Positive	
Improvement	

QUALITY ASSURANCE: Demonstrates a knowledge of business needs, expectations and objectives with respect to quality assurance. Establishes effective relationships to accomplish objectives and goals. Meets all regulatory and organizational requirements and quality standards.

1 2 3 4 5 6 7 8 9 10

Positive	
Improvement	

FINANCIAL MANAGEMENT: Aware of District’s financial objectives. Considers financial impact of decisions and adheres to budget guidelines. Demonstrates innovative approaches to maximizing financial efficiency. Ensures timely updates to financial records and provides updates to the Board of Directors at least quarterly.

1 2 3 4 5 6 7 8 9 10

Positive	
Improvement	

BUDGET PREPARATION AND AUDIT MANAGEMENT: Prepares a clean and concise budget that meets the goals and objectives of the District. Follows established District policies and procedures to maintain good audit control, demonstrated by audit results.

1 2 3 4 5 6 7 8 9 10

Positive	
Improvement	

PRODUCTIVITY AND INITIATIVE: Effectively uses time and resources to maximize volume of work performed to achieve both short-term and long-term objectives. Demonstrates ability to oversee multiple projects. Accomplishes personal goals in a manner that complements the District and others. Stays current with new technology, equipment, programs and services in order to effectively and efficiently serve the District. Strives for self-improvement and skill development.

1 2 3 4 5 6 7 8 9 10

Positive	
Improvement	

PLANNING AND ORGANIZATION: Effectively plans work for all facets of the organization, establishing priorities and scheduling activities. Organizes work to ensure accurate and timely completion. Coordinates work flow and channels of communication with appropriate staff and Board members. Clarifies areas of responsibility and effectively exercises control over other aspects of the job.

1 2 3 4 5 6 7 8 9 10

Positive	
Improvement	

LEADERSHIP: Demonstrates a positive attitude toward the organization, its employees and its constituents. Effectively serves as role model for staff. Interacts in a positive manner with other agencies and community leaders. Inspires staff to achieve objectives and develops a sense of teamwork in the organization.

1 2 3 4 5 6 7 8 9 10

Positive	
Improvement	

DECISION MAKING AND ANALYTICAL ABILITY: Recognizes problems, develops relevant facts, formulates alternative solutions and decides on appropriate conclusions for presentation to Board members and/or constituents. Thoroughly researches issues and assesses all available information before developing options or final recommendations for an event, problem or opportunity.

1 2 3 4 5 6 7 8 9 10

Positive	
Improvement	

COMMUNITY OUTREACH: Maintains positive District image in the community by effective communication of District goals and policy through the District newsletter, making presentations to community organizations and businesses on District activities and/or projects as needed, and through attendance at appropriate community events. Understands the need to keep the public informed about the District's mission, maintains a positive relationship with the local media and responds promptly to inquiries from the general public and/or other agencies.

1 2 3 4 5 6 7 8 9 10

Positive	
Improvement	

Additional comments. _____

General Manager Signature Date

President of the Board Signature Date