

Arrowbear Park County Water District

REGULAR MEETING OF THE BOARD OF DIRECTORS

AGENDA

DATE: June 20, 2024

TIME: 6:00 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 14, 2024 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 – 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are expected to be routine and non-controversial and will be acted on at one time without discussion, unless an item is withdrawn by a Board member for questions or discussion.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 their hand and being recognized by the President.

- A) Minutes of Regular Meeting, May 16, 2024 and Budget/Finance Meeting May 30, 2024.
- 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. ADJOURNMENT OF OPEN SESSION

BRIEF RECESS (AS NEEDED)

H. CLOSED SESSIONS

First Closed Session: Conference with legal counsel – anticipated litigation. Significant exposure to litigation pursuant to paragraph 4 of subdivision (d) of Government code section 54956.9: one potential case.

I. ADJOURNMENT OF FIRST CLOSED SESSION

Excuse Legal for the remainder of the meeting

J. OPEN SESSION

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

L. ADJOURNMENT OF OPEN SESSION

BRIEF RECESS (AS NEEDED)

M. STATEMENT REGARDING THE PURPOSE OF THE CLOSED SESSION

Second Closed session is being held pursuant to Government Code section 54957(b)(1) to consider the appointment, employment, ... of a public employee. Position: General Manager

N. ADJOURNMENT OF SECOND CLOSED SESSION

O. OPEN SESSION

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

Q. STAFF REPORTS

A) Water & Sewer Field Operations Supervisor Weber (Interim General Manager)

1. Monthly Report

B) Chief Lindley

1. Calls for the previous month.

C) Interim General Manager Weber

1. Administrative Highlights.

Excuse Staff not needed for Action Items

R. DISCUSSION / ACTION ITEMS

A) Board

1. Discussion with motion to amend District Rules and Regulations #2060 Sewer Service Charges & Billing and #3050 Water Service Charges & Billing to reflect the Board approved rates effective for the July 2024 billing cycle.

Staff Recommendation: Approve Motion.

2. Discussion with motion to approve proposed FY 2024-2025 Master Plan with allocation of FY 2024-2025 master plan funds from unrestricted asset accounts to master plan expense accounts specified in FY 2023-2024 Unrestricted Funds Allocation Report (\$393,871.29).
Staff Recommendation: Approve Motion.
3. Discussion with motion to approve proposed FY 2024-2025 Budget (including Master Plan project allocations).
Staff Recommendation: Approve Motion.
4. Discussion with motion to approve Resolution #2024-06-20 and the Workplace Violence policy as required by SB553 and signed into law on September 20, 2023.
Staff Recommendation: Approve Motion
5. Discussion with motion to vote for one (1) candidate for the CSDA Board of Directors Election Ballot (Term 2024-2026; Seat C - Southern Network).

S. ANNOUNCEMENTS / REPORTS

- A) President
- B) Board Members
- C) Staff – Reminder of no July 2024 meeting.

The next Regular Board Meeting will be August 15, 2024, at 6:00 p.m.

T. 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 May 16, 2024 6:00 PM

The regular meeting of the Board of Directors of Arrowbear Park County Water District was held May 16, 2024, at the District office located at 2365 Fir Drive, Arrowbear Lake, California.

Directors in attendance:

President Sheila Wymer

Vice President Mark Bunyea

Director Seth Burt

Director Craig Carpenter

Director Paul Miller

Directors who were absent:

None

Also present were the following:

Interim General Manager Weber

Board Secretary Rimmer

Chief Lindley

Visitors present:

Open Session

President Wymer called the meeting to order. Director Burt led the recitation of the Pledge of Allegiance. President Wymer certified the posting of the agenda. President Wymer performed a roll call, Directors that were present: Directors Miller, Carpenter, Wymer, Bunyea, and Burt. Directors that were absent: None.

Public Comments:

There were no public comments.

Approval of Consent Agenda:

Director Miller made a motion to accept the consent agenda, second was by Director Carpenter. Motion passed by unanimous vote.

Ayes: Miller, Carpenter, Wymer, Bunyea, and Burt

Nays: None

Abstain: None

Absent: None

Staff Reports:

1. Interim General Manager Weber gave a field operations report on the monthly repairs and routine services performed in April and reported that the Technicians were performing plumbing repairs on filters, re-gen, brining, exercising hydrants and the Southern California Edison tested 5 pumps.
2. Chief Lindley reported on the Fire Department calls for the month of April, that the department participated in Wildland Training, and that offers were made for 3 volunteers.
3. Interim General Manager Weber reported that he and the office personnel were working on the time sensitive issues that had not been completed by prior management, that he is now having Clinical Labs pick up the District's water samples rather than driving to Colton every week, that

he was meeting with the District's Engineer, Amanda, with State Water Resources Control Board, Dougla Leal from RCAC and continuing the work with Erik at Engineering Resources on the Highway 18 Pipeline Project.

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

Discussion / Action Items:

A) Fire Department

1. There was a discussion and a motion to approve Resolution #2024-05-16-A, the annual adoption of the National Incident Management System (NIMS). Motion to approve Resolution #2024-05-16-A, the annual adoption of the National Incident Management System (NIMS) was made by Director Burt. Second was by Director Miller and approved by a unanimous vote.

Ayes: Miller, Carpenter, Wymer, Bunyea, and Burt

Nays: None

Abstain: None

Absent: None

2. There was a discussion and a motion to approve Resolution #2024-05-16-B, the annual adoption of the Terms and Conditions for Personnel Assigned to an Emergency Incident (CalOES). Motion to approve Resolution #2024-05-16-B, the annual adoption of the Terms and Conditions for Personnel Assigned to an Emergency Incident (CalOES) was made by Director Carpenter. Second was by Director Miller and approved by a unanimous vote.

Ayes: Miller, Carpenter, Wymer, Bunyea, and Burt

Nays: None

Abstain: None

Absent: None

B) Board

1. There was a discussion and a motion to approve Resolution #2024-05-16-C, the Annual Appropriations Limit. Motion to approve Resolution #2024-05-16-C, the annual Appropriations Limit was made by Director Burt. Second was by Director Miller and approved by a unanimous vote.

Ayes: Miller, Carpenter, Wymer, Bunyea, and Burt

Nays: None

Abstain: None

Absent: None

2. There was a discussion and a motion to approve Resolution #2024-05-16-D, the Sewer Standby Charges. Motion to approve Resolution #2024-05-16-D, the annual Sewer Standby Charges was made by Director Miller. Second was by Director Carpenter and approved by a unanimous vote.

Ayes: Miller, Carpenter, Wymer, Bunyea, and Burt

Nays: None

Abstain: None

Absent: None

3. There was a discussion and a motion to approve Resolution #2024-05-16-E, the Water Standby Charges. Motion to approve Resolution #2024-05-16-E, the annual Water Standby Charges was made by Director Carpenter. Second was by Director Miller and approved by a unanimous vote.

Ayes: Miller, Carpenter, Wymer, Bunyea, and Burt

Nays: None

Abstain: None

Absent: None

4. There was a discussion and a motion to approve the Agreement for Collection of Special Taxes, Fees, and Assessments with the County of San Bernardino for FY 2024-2025. Motion to approve the Agreement for Collection of Special Taxes, Fees, and Assessments with the County of San Bernardino for FY 2024-2025 was made by Director Miller. Second was by Director Carpenter and approved by a unanimous vote.
Ayes: Miller, Carpenter, Wymer, Bunyea, and Burt
Nays: None
Abstain: None
Absent: None
5. The discussion regarding office security was tabled to the Finance / Budget meeting on May 30, 2024.
6. Item #6 on the Agenda was removed and will be discussed in Closed Session.

STATEMENT REGARDING THE PURPOSE OF (2) CLOSED SESSIONS

1. Closed session pursuant to Government Code section 54957.6;
Conference with Labor Negotiators: District designated representatives Personnel Committee: Sheila Wymer, Craig Carpenter
Unrepresented Public Employee: Interim General Manager
2. Closed session pursuant to Government Code section 54957.6;
Conference with Labor Negotiator: Interim General Manager
Unrepresented Public Employee: Administrative Secretary

Adjournment of Open Session: 6:34 PM

Closed Session began: 7:15 PM

Adjournment of Closed Session: 7:35 PM

Open Session began: 7:35 PM

Public announcement of action taken (if any) during Closed Session.

President Wymer announced that the Board voted on a Stipend for the Interim General Manager and the Administrative Secretary, \$1,000 and \$762.67 per month respectively, during the transition for a General Manager. Motion to provide a Stipend was made by Director Miller and seconded by Vice President Bunyea and approved by a unanimous vote.

Ayes: Miller, Carpenter, Wymer, Bunyea, and Burt

Nays: None

Abstain: None

Absent: None

Discussion / Action Items:

A. Board

1. There was a discussion to change the current requirements for the position of General Manager and authorize Staff to post recruitment information for the General Manager as the Board desired. No action was taken regarding changing the policy for the

requirements for General Manager. A motion was made by Director Miller to direct Staff to post the position in the local newspapers, CSDA, and Indeed.com as well as have the Personnel Committee Co-Chair Craig Carpenter update the job posting to reflect the current policy. Second was by Director Burt and passed by unanimous vote.

Ayes: Miller, Carpenter, Wymer, Bunyea, and Burt

Nays: None

Abstain: None

Absent: None

Announcements:

A) The President had no announcements.

B) The Board members had no announcements.

C) Staff planned to meet with the Finance Committee on May 21, 2024, at 9:00 AM.

The next Regular Board Meeting will be June 20, 2024, at 6:00 PM.

Adjournment of Open Meeting

There being no further business, President Wymer adjourned the meeting at 8:14 PM.

Sheila Wymer, President

Caroline V. Rimmer, Secretary

NOT APPROVED

Arrowbear Park County Water District

Regular Meeting

May 30, 2024

1:00 PM

The regular meeting of the Board of Directors of Arrowbear Park County Water District was held May 30, 2024, at the District office located at 2365 Fir Drive, Arrowbear Lake, California.

Directors in attendance:

Chairperson Mark Bunyea

Co-Chair Sheila Wymer

Director Seth Burt

Director Craig Carpenter

Director Paul Miller

Also present were the following:

Interim General Manager Weber

Board Secretary Rimmer

Chief Lindley

Directors who were absent:

None

Visitors present:

None

Open Session

Chairperson Bunyea called the meeting to order. Chairperson Bunyea led the recitation of the Pledge of Allegiance. Chairperson Bunyea certified the posting of the agenda. Chairperson Bunyea performed a roll call, Directors that were present: Directors Miller, Carpenter, Wymer, Bunyea, and Burt. Directors that were absent: None.

Public Comments:

There were no public comments.

A) Fire Department

1. The Fire Chief and Board reviewed and discussed the current FY 2023-2024 Fire Department Budget YTD and projected year end numbers.
2. The Fire Chief and Board reviewed and discussed potential and/or significant Fire Department FY 2024-2025 events and budgetary impact.
3. The Fire Chief and Board reviewed and discussed FY 2024-2025 Preliminary Income & Operating Expense Budgets for the Fire Department by line item, compared major income and expense variances from FY 2023-2024. (FY 2024-2025 budget will be adopted with FY 2024-2025 budget approval action at Regular Board Meeting, June 2024.)

B) Board

4. The Interim General Manager and Board reviewed and discussed of current FY 2023-2024 Water and Sewer Departments Budget YTD and projected year end numbers.
5. The Interim General Manager and Board reviewed and discussed potential and/or significant Water and Sewer Departments FY 2024-2025 events and budgetary impact.
6. The Interim General Manager and Board reviewed and discussed FY 2024-2025 Preliminary Income & Operating Expense Budgets for the Water and Sewer Departments by line item, compared major income and expense variances from FY 2023-2024. (FY 2024-2025 budget

will be adopted with FY 2024–2025 budget approval action at Regular Board Meeting, June 2024.).

7. There was a discussion to approve COLA increases for FY 2024-2025. Policy 2150.25.1 is: “Annual Cost of Living Adjustment (COLA) increases will be determined by the Board and those annual COLA increases will be approved by motion as part of the next (FY) Fiscal Year budget approval process.” Informational note: previous 12 month CPI percentage (inflation) as of March 2024 = 4.3%, from the CPI-W reference index from the Riverside-San Bernardino-Ontario Region. Motion to approve a COLA of 4.3% for FY 2024-2025 was made by Director Wymer, seconded by Director Miller, and approved by majority vote.
Ayes: Miller, Wymer, Carpenter, and Burt.
Nays: None
Abstain: Bunyea
Absent: None
8. There was a discussion to approve Merit increases for next fiscal year. Policy 2150.25.2 is: “Annual merit increases will be calculated by the General Manager based on District budget constraints and employee retention goals. The percentage increase for annual merit increases will be determined by the Board and those annual merit increases will be approved by motion as part of the next (FY) Fiscal Year budget approval process. Disbursement of the annual merit increases will be at the General Managers discretion, based on the criteria outlined in 2150.30.” Motion to approve a Merit increase of 1.7% for FY 2024-2025 was made by Director Miller, seconded by Director Wymer, and approved by unanimous vote.
Ayes: Miller, Wymer, Bunyea, Carpenter, and Burt.
Nays: None
Abstain: None
Absent: None
9. There was a discussion regarding the FY 2024-2025 frequency and amount of Director’s Fees per Policy 4030. Motion made to decline the COLA of 4.3% for FY 2024-2025 was made by Director Burt, seconded by Director Miller, and passed by a majority vote.
Ayes: Miller, Carpenter, and Burt.
Nays: None
Abstain: Wymer and Bunyea
Absent: None
10. There was a discussion to approve proposed District Salary Ranges for FY 2024-2025 as adjusted for COLA increase, excluding the Board of Director’s. Motion to approve the District Salary Ranges for FY 2024-2025 as adjusted for COLA increase, excluding the Board of Director’s was made by Director Burt, seconded by Director Miller, and approved by majority vote.
Ayes: Miller, Carpenter, Burt.
Nays: None
Abstain: Wymer, Bunyea
Absent: None
11. There was a discussion of Projected Allocation of FY 2023-2024 Master Plan Surplus/Deficit and Revenue Surplus Funds to Unrestricted Net Asset Accounts. (Will be adopted with FY 2024-2025 budget approval action at Regular Board Meeting, June 2024.)

12. There was a discussion of funds allocation for Master Plan Projects in FY 2024-2025 Master Plan/Replacement Budget. (Will be adopted with FY 2024-2025 budget approval action at Regular Board Meeting, June 2024.)

Announcements:

- A) The President had no announcements.
- B) The Board members had no announcements.
- C) Staff discussed the Gas Company Contract for leasing space by the lift station.

The next Regular Board Meeting will be June 20, 2024, at 6:00 PM.

Adjournment of Open Meeting

There being no further business, Chairperson Bunyea adjourned the meeting at 6:21 PM.

Mark Bunyea, Chair

Caroline V. Rimmer, Secretary

SUMMARY OF BANK BALANCES

5/1/2024 to 5/31/2024

	GENERAL ACCOUNTS	RESTRICTED ACCOUNTS
	First Foundation Bank	CALPers OPEB
Account Beginning Balance	\$ 222,375.49	\$ 252,828.71
Total Cleared Deposits - 57	\$ 100,334.93	
Total Cleared Checks/Debits - 60	\$ (271,195.68)	
Interest earned (Investment Loss)	\$ 4.99	\$ -
Service Charge(s)	\$ -	\$ -
Ending Balance	\$ 51,519.73	\$ 252,828.71
Investment Accounts	LAIF GENERAL	CEPPT
Beginning Balance	\$ 489,992.61	\$ 41,867.01
Quarterly Interest	\$ -	
Service Charge(s)	\$ -	
Transfer From/To General Checking Account	\$ -	
Ending Balance	\$ 489,992.61	\$ 41,867.01
TOTALS	\$ 541,512.34	\$ 294,695.72

RESERVES
LAIF FUNDS
Water - \$104,368.43
Sewer - \$107,308.38
Fire - \$278,315.80
\$ 489,992.61

SUMMARY OF INCOME & EXPENSES

	May 2024	YEAR TO DATE	BUDGET	REMAINING	%
TOTAL INCOME	\$ 98,158.38	\$ 1,562,974.50	\$ 1,465,800.00	\$ (97,174.50)	106.63%
TOTAL OPERATING EXPENSES	\$ 126,434.63	\$ 1,816,038.44	\$ 1,363,958.05	\$ (452,080.39)	133.14%
NET SURPLUS / (DEFICIT)	\$ (28,276.25)	\$ (253,063.94)	\$ 101,841.95	\$ 354,905.89	

Arrowbear Park County Water District

Vendor Activity

From 5/1/2024 Through 5/31/2024

Vendor Name	Description	Expenses	
1-15 Auctions, Inc. DBS Bid Fast ...	MS Surface Pro / Charger FD	303.12	
		303.12	Transaction Total
Total 1-15 Auctions, Inc. DBS Bid ...		303.12	
Action Auto Repair	Vehicle Repair AC Escape	1,453.30	
		1,453.30	Transaction Total
Total Action Auto Repair		1,453.30	
Active 911	Subscription Renewal - FD	78.75	
		78.75	Transaction Total
Total Active 911		78.75	
All Star Fire Equipment, Inc.	Grant - Turnouts	10,297.67	
		10,297.67	Transaction Total
Total All Star Fire Equipment, Inc.		10,297.67	
Apple Valley Circle K	Fuel - FD	115.33	
		115.33	Transaction Total
Total Apple Valley Circle K		115.33	
AQMD	Cedar Annual Fee	161.81	
	Hwy 18/Dry Creek Annual Fee	161.81	
		323.62	Transaction Total
Total AQMD		323.62	
Benjamin Magana, Jr.	Severance - Magana	6,414.53	
	Work week 04/28/24 - 05/03/24	2,987.79	
		9,402.32	Transaction Total
Total Benjamin Magana, Jr.		9,402.32	
Blake Matthews	FD Coverage 04/14/24 - 04/27/24 (1) Hard Shift	150.00	
	FD Coverage 04/28/24 - 05/11/24 (2) Hard Shifts	300.00	
	FD Coverage 05/12/24 - 05/25/24 (2) Hard Shifts	300.00	
		750.00	Transaction Total
Total Blake Matthews		750.00	
California Water Envir Assoc	Annual Membership - Weber	221.00	
		221.00	Transaction Total

Arrowbear Park County Water District

Vendor Activity

From 5/1/2024 Through 5/31/2024

Vendor Name	Description	Expenses	
Total California Water Envir Assoc		221.00	
CalPERS	04/10/24 - 04/23/24 PERS	1,438.48	
	04/24/24 - 05/07/24 PERS	1,261.25	
	05/08/24 - 05/21/24 PERS	<u>1,084.02</u>	
		3,783.75	Transaction Total
Total CalPERS		3,783.75	
CalPERS Health Ins	May 2024 Health Premium	<u>14,247.36</u>	
		14,247.36	Transaction Total
Total CalPERS Health Ins		14,247.36	
Charter Cable	Cable DO	179.97	
	Cable FD	<u>149.98</u>	
		329.95	Transaction Total
Total Charter Cable		329.95	
Clinical Laboratory of SB Inc	Water Testing May 2024	<u>152.00</u>	
		152.00	Transaction Total
Total Clinical Laboratory of SB Inc		152.00	
County of San Bernardino	Trash	<u>13.54</u>	
		13.54	Transaction Total
Total County of San Bernardino		13.54	
Customer Returned Transactions	05/01/24 Ret. Ck #0342	<u>77.98</u>	
		77.98	Transaction Total
Total Customer Returned Transact...		77.98	
D'Alesio, Inc.	7 Shields FD	<u>597.57</u>	
		597.57	Transaction Total
Total D'Alesio, Inc.		597.57	
De Lage Landen Financial Services...	Copier Lease	<u>65.61</u>	
		65.61	Transaction Total
Total De Lage Landen Financial Se...		65.61	
Edgar Santillan Castillo	FD Coverage 04/14/24 - 04/27/24 (1) Hard Shift	50.00	
	FD Coverage 04/28/24 - 05/11/24 (1) Hard Shift	<u>50.00</u>	

Arrowbear Park County Water District

Vendor Activity

From 5/1/2024 Through 5/31/2024

Vendor Name	Description	Expenses	
		100.00	Transaction Total
Total Edgar Santillan Castillo		100.00	
Engineering Resources of So. Calif...	Engineering Hwy Proj	11,217.50	
		11,217.50	Transaction Total
Total Engineering Resources of So...		11,217.50	
Freddie Rodriguez, Jr.	FD Coverage 04/14/24 - 04/27/24 (1) Hard Shift	150.00	
	FD Coverage 04/28/24 - 05/11/24 (1) Hard Shift	150.00	
	FD Coverage 05/12/24 - 05/25/24 (2) Hard Shifts	300.00	
		600.00	Transaction Total
Total Freddie Rodriguez, Jr.		600.00	
Frontier Communications	May 2024 Warehouse Phone	117.73	
		117.73	Transaction Total
Total Frontier Communications		117.73	
G & M Oil	Fuel - FD	86.44	
	Fuel FD	142.48	
		228.92	Transaction Total
Total G & M Oil		228.92	
Heartland PR Co	05/29/24 PR	127.73	
	PR 05/15/24	134.83	
		262.56	Transaction Total
Total Heartland PR Co		262.56	
Invoice Cloud	May 2024 CC Processing Chgs- Invoice Cloud	194.00	
		194.00	Transaction Total
Total Invoice Cloud		194.00	
Janelle Elms	Notary Fees for 4 Signatures	60.00	
		60.00	Transaction Total
Total Janelle Elms		60.00	
Jonathan Houhanessian	FD Coverage 04/14/24 - 04/27/24 (2) Hard Shifts	200.00	
	FD Coverage 04/28/24 - 05/11/24 (2) Hard Shifts	200.00	
	FD Coverage 05/12/24 - 05/25/24 (1) Hard Shift	100.00	
		500.00	Transaction Total

Arrowbear Park County Water District

Vendor Activity

From 5/1/2024 Through 5/31/2024

Vendor Name	Description	Expenses	
Total Jonathan Houhanessian		500.00	
Joseph Carpenter	FD Coverage 04/14/24 - 04/27/24 (2) Hard Shifts	270.00	
	FD Coverage 04/28/24 - 05/11/24 (2) Hard Shifts	270.00	
	FD Coverage 05/12/24 - 05/25/24 (2) Hard Shifts	270.00	
		810.00	Transaction Total
Total Joseph Carpenter		810.00	
Kaitlin Sanchez	FD Coverage 04/14/24 - 04/27/24 (2) Hard Shifts	200.00	
	FD Coverage 04/28/24 - 05/11/24 (1) Hard Shift	100.00	
	FD Coverage 05/12/24 - 05/25/24 (2) Hard Shifts	200.00	
		500.00	Transaction Total
Total Kaitlin Sanchez		500.00	
Kennedy Toscano	FD Coverage 04/14/24 - 04/27/24 (1) Hard Shift	100.00	
	FD Coverage 04/28/24 - 05/11/24 (2) Hard Shifts	200.00	
	FD Coverage 05/12/24 - 05/25/24 (4) Hard Shifts	400.00	
		700.00	Transaction Total
Total Kennedy Toscano		700.00	
LT Services	May 2024 Office Cleaning - Final	375.00	
		375.00	Transaction Total
Total LT Services		375.00	
Managsorn Mekchai	FD Coverage 04/14/24 - 04/27/24 (1) Hard Shift	125.00	
	FD Coverage 05/12/24 - 05/25/24 (2) Hard Shifts	250.00	

Arrowbear Park County Water District

Vendor Activity

From 5/1/2024 Through 5/31/2024

Vendor Name	Description	Expenses	
Total Municipal Emergency Services		383.28	
Nicholas Novelich	FD Coverage 04/28/24 - 05/11/24 (4) Hard Shifts	600.00	
	FD Coverage 05/12/24 - 05/25/24 (5) Hard Shifts	675.00	
		<u>1,275.00</u>	Transaction Total
Total Nicholas Novelich		1,275.00	
Paya CC Processing	May 2024 CC Processing Chgs - Paya	765.36	
		<u>765.36</u>	Transaction Total
Total Paya CC Processing		765.36	
Running Springs Water District	May 2024 WWTP	30,347.00	
		<u>30,347.00</u>	Transaction Total
Total Running Springs Water District		30,347.00	
Ryan Dorsett	FD Coverage 04/28/24 - 05/11/24 (4) Avail. Shifts	100.00	
		<u>100.00</u>	Transaction Total
Total Ryan Dorsett		100.00	
Ryder Malloy	FD Coverage 04/14/24 - 04/27/24 (1) Hard Shift	50.00	
		<u>50.00</u>	Transaction Total
Total Ryder Malloy		50.00	
San Bernardino County Recorder-...	Release Lien #0812	20.00	
	Release Lien #0962	20.00	
		<u>40.00</u>	Transaction Total
Total San Bernardino County Reco...		40.00	
Southern California Edison	Electric - DO	114.84	
	May 2024 Pumps	3,110.12	
		<u>3,224.96</u>	Transaction Total
Total Southern California Edison		3,224.96	
Superior Automotive Warehouse	Batteries FD	1,081.79	
		<u>1,081.79</u>	Transaction Total
Total Superior Automotive Wareho...		1,081.79	
SWRCB-DWOCP	T2 Certification T. Fernandez	60.00	
		<u>60.00</u>	Transaction Total

Arrowbear Park County Water District

Vendor Activity

From 5/1/2024 Through 5/31/2024

Vendor Name	Description	Expenses	
Total SWRCB-DWOCP		60.00	
Technical Duplicator Services, Inc.	Copier Actual Usage	42.45	
	Copies May 2024	<u>39.18</u>	
		81.63	Transaction Total
Total Technical Duplicator Service...		81.63	
The Gas Company	Gas - DO	71.93	
	Gas - Warehouse	<u>37.35</u>	
		109.28	Transaction Total
Total The Gas Company		109.28	
The Standard Life Insurance Com...	May 2024 Dental Premium	<u>796.56</u>	
		796.56	Transaction Total
Total The Standard Life Insurance...		796.56	
Underground Service Alert of So Cal	Dig Alerts May 2024	<u>122.00</u>	
		122.00	Transaction Total
Total Underground Service Alert of...		122.00	
Varner and Brandt	May 2024 Legal	<u>9,841.68</u>	
		9,841.68	Transaction Total
Total Varner and Brandt		9,841.68	
Verizon Wireless	May 2024 After Hours Phone	<u>84.50</u>	
		84.50	Transaction Total
Total Verizon Wireless		84.50	
Village Hardware	100ft Contractor hose	78.05	
	GM office key	3.22	
	Treatment Plant Repairs	<u>52.85</u>	
		134.12	Transaction Total
Total Village Hardware		134.12	
Walmart	Office Supplies - FD	<u>25.45</u>	
		25.45	Transaction Total
Total Walmart		25.45	
WEX Bank	Fuel May 2024	<u>1,401.17</u>	

Arrowbear Park County Water District

Vendor Activity

From 5/1/2024 Through 5/31/2024

Vendor Name	Description	Expenses	
		1,401.17	Transaction Total
Total WEX Bank		1,401.17	
Zoom	Zoom May 2024	15.99	
		15.99	Transaction Total
Total Zoom		15.99	
Report Opening/Current Balance			
Report Transaction Totals		109,543.35	
Report Current Balances			

Arrowbear Park County Water District

Statement of Revenues and Expenditures

Water

From 5/1/2024 Through 5/31/2024

		Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining
Income Categories						
4000	Sales And Fees	42,042.87	463,628.40	524,000.00	(60,371.60)	(11.52)%
4010	Sales To Other Agencies	0.00	57,025.43	65,000.00	(7,974.57)	(12.27)%
5000	Property Taxes	4,169.54	4,169.54	7,800.00	(3,630.46)	(46.54)%
5005	Standby Charges	900.29	33,693.41	37,000.00	(3,306.59)	(8.94)%
5010	Interest Income	2.99	8,098.32	3,600.00	4,498.32	124.95%
5015	Late Charge Income	512.89	5,535.13	7,000.00	(1,464.87)	(20.93)%
5020	Grant Income	0.00	0.00	500.00	(500.00)	(100.00)%
5030	Other Adjustment	31.78	(956.12)	(500.00)	(456.12)	91.22%
5035	Other Fees Charges	576.55	8,071.82	6,500.00	1,571.82	24.18%
	Total Income Categories	48,236.91	579,265.93	650,900.00	(71,634.07)	(11.01)%
Expense Categories						
6000	Salaries Wages Mgmt	19,207.27	113,348.75	80,777.64	(32,571.11)	(40.32)%
6005	Salaries Wages Office Reg	4,329.60	45,939.37	49,660.88	3,721.51	7.49%
6010	Salaries Wages Office Ot	0.00	327.36	858.76	531.40	61.88%
6015	Salaries Wages Field Reg	11,339.04	127,031.25	109,811.04	(17,220.21)	(15.68)%
6020	Salaries Wages Field Ot	1,208.07	13,602.27	12,290.22	(1,312.05)	(10.68)%
6035	Payroll Taxes	2,347.01	124,458.70	20,066.69	(104,392.01)	(520.23)%
6100	Benefits Retirement	2,325.17	20,236.61	19,516.44	(720.17)	(3.69)%
6105	Benefits Dental Insurance	477.94	4,291.54	4,289.33	(2.21)	(0.05)%
6110	Benefits Health Ins Active	5,496.39	56,104.20	52,806.06	(3,298.14)	(6.25)%
6115	Benefits Health Ins Retired	2,859.45	30,198.39	35,907.69	5,709.30	15.90%
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	2,224.09	900.00	(1,324.09)	(147.12)%
6200	Director Fees	0.00	6,242.70	8,911.14	2,668.44	29.94%
6205	Director Training Conference	0.00	0.00	120.00	120.00	100.00%
6210	Board Misc	9.59	588.40	240.00	(348.40)	(145.17)%
6300	Prof Svcs Legal	5,905.01	20,446.90	1,800.00	(18,646.90)	...035.94)%
6305	Prof Svcs Accounting	0.00	883.16	1,680.00	796.84	47.43%
6310	Prof Svcs Engineering	0.00	0.00	250.00	250.00	100.00%
6315	Prof Svcs Audit	0.00	13,575.00	11,560.00	(2,015.00)	(17.43)%
6320	Prof Svcs Dues Membership Fees	20.00	4,449.66	5,160.00	710.34	13.77%
6325	Prof Svcs Bank Fees Charges	658.76	11,197.81	5,920.00	(5,277.81)	(89.15)%
6330	Prof Svcs Regulatory Fees	221.81	8,662.05	4,400.00	(4,262.05)	(96.86)%
6335	Prof Svcs Testing Lab	152.00	5,474.86	4,500.00	(974.86)	(21.66)%
6340	Prof Svcs Computer Network	0.00	1,303.21	1,370.00	66.79	4.88%
6345	Prof Svcs Misc	61.00	5,636.29	1,080.00	(4,556.29)	(421.88)%
6400	Office Supplies	0.00	812.75	720.00	(92.75)	(12.88)%
6405	Office Printing	88.35	884.93	960.00	75.07	7.82%
6410	Office Postage	0.00	2,562.26	4,680.00	2,117.74	45.25%
6415	Office Software Computer	0.00	2,850.78	240.00	(2,610.78)	...087.83)%
6420	Office Equipment/Furniture	0.00	1,234.34	240.00	(994.34)	(414.31)%
6425	Office Misc	0.00	0.00	120.00	120.00	100.00%
6500	Insurance Workers Comp	0.00	17,142.53	18,122.92	980.39	5.41%
6505	Insurance Property Liability Vehicle	0.00	47,517.00	24,600.00	(22,917.00)	(93.16)%
6600	Vehicle Maintenance	871.98	3,832.17	3,300.00	(532.17)	(16.13)%

Arrowbear Park County Water District

Statement of Revenues and Expenditures

Water

From 5/1/2024 Through 5/31/2024

	Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining
6605 Vehicle Fuel	392.93	6,335.39	6,600.00	264.61	4.01%
6700 Utility Phone Internet	229.32	3,253.97	3,500.00	246.03	7.03%
6705 Utility Gas	65.57	2,367.33	2,880.00	512.67	17.80%
6710 Utility Electric Facilities	68.90	975.65	1,080.00	104.35	9.66%
6715 Utility Electric Pumping	2,135.59	31,510.16	30,000.00	(1,510.16)	(5.03)%
6720 Utility Security	0.00	691.50	768.00	76.50	9.96%
6800 Operations Routine Maint	0.00	3,771.05	3,000.00	(771.05)	(25.70)%
6805 Operations Repairs	52.85	9,784.54	6,500.00	(3,284.54)	(50.53)%
6810 Operations Inspecting/Testing	0.00	204.00	400.00	196.00	49.00%
6815 Operations Facilities	235.05	2,107.58	1,000.00	(1,107.58)	(110.76)%
6820 Operations Tools Equipment	0.00	43,053.26	2,000.00	(41,053.26)	..052.66)%
6825 Operations Uniforms	0.00	616.27	720.00	103.73	14.41%
6830 Operations Safety Equipment	0.00	886.23	900.00	13.77	1.53%
6837 Water Standby Purchase	0.00	2,463.00	2,463.00	0.00	0.00%
Total Expense Categories	<u>60,758.65</u>	<u>801,079.26</u>	<u>569,669.81</u>	<u>(231,409.45)</u>	<u>(40.62)%</u>
Net Surplus/(Deficit)	<u>(12,521.74)</u>	<u>(221,813.33)</u>	<u>81,230.19</u>	<u>(303,043.52)</u>	<u>(373.07)%</u>
Master Plan Expenses					
0059 Hwy 18 Pipeline	11,217.50	25,777.50	420,000.00	394,222.50	93.86%
0062 Pine Ridge	0.00	0.00	18,500.00	18,500.00	100.00%
0065 PortaJohn	0.00	6.44	0.00	(6.44)	0.00%
0066 Snowblower	0.00	300.00	0.00	(300.00)	0.00%
0070 Dewatering Pump	0.00	0.00	2,000.00	2,000.00	100.00%
0072 23-24 Main Repl Equip	0.00	2,250.00	3,000.00	750.00	25.00%
0073 Pump Sta Fence	0.00	882.18	3,200.00	2,317.82	72.43%
0075 Water Equip. Lease	0.00	27,833.31	12,440.05	(15,393.26)	(123.74)%
0076 Hydrant Testing Equip.	0.00	3,462.00	0.00	(3,462.00)	0.00%
Total Master Plan Expenses	<u>11,217.50</u>	<u>60,511.43</u>	<u>459,140.05</u>	<u>398,628.62</u>	<u>86.82%</u>

Arrowbear Park County Water District

Statement of Revenues and Expenditures

Sewer

From 5/1/2024 Through 5/31/2024

	Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining
Income Categories					
4000	Sales And Fees	44,029.82	484,220.65	532,000.00	(47,779.35) (8.98)%
5000	Property Taxes	2,779.70	2,779.70	5,200.00	(2,420.30) (46.54)%
5005	Standby Charges	1,447.56	67,100.72	75,000.00	(7,899.28) (10.53)%
5010	Interest Income	1.25	3,374.32	2,400.00	974.32 40.60%
5015	Late Charge Income	679.87	7,337.28	6,500.00	837.28 12.88%
5020	Grant Income	0.00	0.00	500.00	(500.00) (100.00)%
5030	Other Adjustment	44.28	807.21	400.00	407.21 101.80%
5035	Other Fees Charges	316.92	10,741.14	6,500.00	4,241.14 65.25%
	Total Income Categories	49,299.40	576,361.02	628,500.00	(52,138.98) (8.30)%
Expense Categories					
6000	Salaries Wages Mgmt	2,820.73	53,814.17	33,657.35	(20,156.82) (59.89)%
6005	Salaries Wages Office Reg	2,302.67	24,953.33	20,692.04	(4,261.29) (20.59)%
6010	Salaries Wages Office Ot	0.00	178.20	357.82	179.62 50.20%
6015	Salaries Wages Field Reg	6,182.56	65,671.93	73,207.36	7,535.43 10.29%
6020	Salaries Wages Field Ot	650.93	7,320.80	8,193.48	872.68 10.65%
6035	Payroll Taxes	693.77	66,560.49	10,696.31	(55,864.18) (522.28)%
6100	Benefits Retirement	4,230.45	13,926.68	13,010.96	(915.72) (7.04)%
6105	Benefits Dental Insurance	271.70	2,349.59	2,328.43	(21.16) (0.91)%
6110	Benefits Health Ins Active	0.00	27,383.76	29,642.80	2,259.04 7.62%
6115	Benefits Health Ins Retired	1,559.70	16,471.86	14,961.54	(1,510.32) (10.09)%
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	1,626.25	200.00	(1,426.25) (713.13)%
6200	Director Fees	0.00	3,208.42	3,712.98	504.56 13.59%
6205	Director Training Conference	0.00	0.00	50.00	50.00 100.00%
6210	Board Misc	4.00	245.25	100.00	(145.25) (145.25)%
6300	Prof Svcs Legal	2,628.42	9,051.41	750.00	(8,301.41) ...106.85)%
6305	Prof Svcs Accounting	0.00	367.98	700.00	332.02 47.43%
6310	Prof Svcs Engineering	0.00	0.00	200.00	200.00 100.00%
6315	Prof Svcs Audit	0.00	12,535.49	11,220.00	(1,315.49) (11.72)%
6320	Prof Svcs Dues Membership Fees	241.00	2,124.96	2,650.00	525.04 19.81%
6325	Prof Svcs Bank Fees Charges	700.39	12,458.49	4,680.00	(7,778.49) (166.21)%
6330	Prof Svcs Regulatory Fees	161.81	1,170.81	3,000.00	1,829.19 60.97%
6340	Prof Svcs Computer Network	0.00	1,421.63	1,150.00	(271.63) (23.62)%
6345	Prof Svcs Misc	61.00	1,267.21	720.00	(547.21) (76.00)%
6400	Office Supplies	0.00	362.39	300.00	(62.39) (20.80)%
6405	Office Printing	36.81	368.70	400.00	31.30 7.83%
6410	Office Postage	0.00	1,665.67	3,120.00	1,454.33 46.61%
6415	Office Software Computer	0.00	1,763.82	100.00	(1,663.82) ...663.82)%
6420	Office Equipment/Furniture	0.00	514.32	100.00	(414.32) (414.32)%
6425	Office Misc	0.00	0.00	50.00	50.00 100.00%
6500	Insurance Workers Comp	0.00	9,276.14	10,513.79	1,237.65 11.77%
6505	Insurance Property Liability Vehicle	0.00	31,655.50	16,400.00	(15,255.50) (93.02)%
6600	Vehicle Maintenance	581.32	1,972.08	2,200.00	227.92 10.36%
6605	Vehicle Fuel	261.96	4,222.60	4,400.00	177.40 4.03%
6700	Utility Phone Internet	125.88	1,875.41	1,750.00	(125.41) (7.17)%

Arrowbear Park County Water District

Statement of Revenues and Expenditures

Sewer

From 5/1/2024 Through 5/31/2024

	Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining
6705 Utility Gas	32.92	1,317.42	1,900.00	582.58	30.66%
6710 Utility Electric Facilities	45.94	650.43	450.00	(200.43)	(44.54)%
6715 Utility Electric Pumping	636.89	8,056.89	8,500.00	443.11	5.21%
6720 Utility Security	0.00	351.13	439.00	87.87	20.02%
6800 Operations Routine Maint	0.00	474.19	500.00	25.81	5.16%
6805 Operations Repairs	0.00	1,091.41	500.00	(591.41)	(118.28)%
6810 Operations Inspecting/Testing	0.00	0.00	17,000.00	17,000.00	100.00%
6815 Operations Facilities	97.95	885.76	600.00	(285.76)	(47.63)%
6820 Operations Tools Equipment	0.00	18,698.82	1,400.00	(17,298.82)	...235.63)%
6825 Operations Uniforms	0.00	340.13	480.00	139.87	29.14%
6830 Operations Safety Equipment	0.00	590.28	600.00	9.72	1.62%
6835 Operations Treatment	21,425.00	235,675.00	235,000.00	(675.00)	(0.29)%
Total Expense Categories	<u>45,753.80</u>	<u>645,916.80</u>	<u>553,583.86</u>	<u>(92,332.94)</u>	<u>(16.68)%</u>
Net Surplus/(Deficit)	<u>3,545.60</u>	<u>(69,555.78)</u>	<u>74,916.14</u>	<u>(144,471.92)</u>	<u>(192.84)%</u>
Master Plan Expenses					
0044 RS Treatment Plant	8,922.00	98,142.00	123,370.00	25,228.00	20.45%
0065 PortaJohn	0.00	4.30	0.00	(4.30)	0.00%
0066 Snowblower	0.00	200.00	0.00	(200.00)	0.00%
0071 Trash Pump	0.00	0.00	2,000.00	2,000.00	100.00%
0074 Sewer Equip. Lease	0.00	41,749.97	57,143.23	15,393.26	26.94%
Total Master Plan Expenses	<u>8,922.00</u>	<u>140,096.27</u>	<u>182,513.23</u>	<u>42,416.96</u>	<u>23.24%</u>

Arrowbear Park County Water District

Statement of Revenues and Expenditures

Fire

From 5/1/2024 Through 5/31/2024

		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	30,000.00	(30,000.00)	(100.00)%
5000	Property Taxes	0.00	386,007.96	332,000.00	54,007.96	16.27%
5010	Interest Income	0.75	2,024.55	3,600.00	(1,575.45)	(43.76)%
5020	Grant Income	0.00	7,208.48	30,000.00	(22,791.52)	(75.97)%
5025	Gain On Disposal Of Fixed Asset	0.00	8,250.00	0.00	8,250.00	0.00%
5035	Other Fees Charges	621.32	3,856.56	20,000.00	(16,143.44)	(80.72)%
	Total Income Categories	<u>622.07</u>	<u>407,347.55</u>	<u>415,600.00</u>	<u>(8,252.45)</u>	<u>(1.99)%</u>
Expense Categories						
6000	Salaries Wages Mgmt	5,261.35	64,388.44	64,845.79	457.35	0.71%
6005	Salaries Wages Office Reg	1,170.40	12,508.64	12,415.22	(93.42)	(0.75)%
6010	Salaries Wages Office Ot	0.00	88.44	214.69	126.25	58.81%
6025	Salaries Wages Coverage	7,110.00	61,787.50	93,080.00	31,292.50	33.62%
6035	Payroll Taxes	299.16	15,746.44	6,097.32	(9,649.12)	(158.25)%
6100	Benefits Retirement	734.66	30,989.45	30,748.42	(241.03)	(0.78)%
6105	Benefits Dental Insurance	46.92	511.44	531.13	19.69	3.71%
6110	Benefits Health Ins Active	0.00	5,201.80	5,561.24	359.44	6.46%
6115	Benefits Health Ins Retired	779.85	8,235.95	8,976.92	740.97	8.25%
6118	CEPPT Trust	0.00	0.00	3,000.00	3,000.00	100.00%
6120	Training	0.00	632.45	5,000.00	4,367.55	87.35%
6200	Director Fees	0.00	1,581.75	2,227.79	646.04	29.00%
6205	Director Training Conference	0.00	0.00	30.00	30.00	100.00%
6210	Board Misc	2.40	147.11	60.00	(87.11)	(145.18)%
6300	Prof Svcs Legal	1,308.25	9,827.06	750.00	(9,077.06)	...210.27)%
6305	Prof Svcs Accounting	0.00	220.79	420.00	199.21	47.43%
6315	Prof Svcs Audit	0.00	12,238.51	11,220.00	(1,018.51)	(9.08)%
6320	Prof Svcs Dues Membership Fees	78.75	1,335.92	3,480.00	2,144.08	61.61%
6325	Prof Svcs Bank Fees Charges	46.19	674.95	650.00	(24.95)	(3.84)%
6340	Prof Svcs Computer Network	0.00	1,295.07	4,645.00	3,349.93	72.12%
6345	Prof Svcs Misc	0.00	3,448.81	4,900.00	1,451.19	29.62%
6400	Office Supplies	0.00	1,234.36	955.00	(279.36)	(29.25)%
6405	Office Printing	22.08	221.22	340.00	118.78	34.94%
6410	Office Postage	0.00	4.24	55.00	50.76	92.29%
6415	Office Software Computer	0.00	1,352.34	560.00	(792.34)	(141.49)%
6420	Office Equipment/Furniture	303.12	1,424.06	750.00	(674.06)	(89.87)%
6425	Office Misc	0.00	72.16	180.00	107.84	59.91%
6500	Insurance Workers Comp	0.00	15,274.39	15,447.52	173.13	1.12%
6505	Insurance Property Liability Vehicle	0.00	42,865.50	19,965.00	(22,900.50)	(114.70)%
6600	Vehicle Maintenance	25.45	15,622.60	14,600.00	(1,022.60)	(7.00)%
6605	Vehicle Fuel	1,090.53	5,978.42	6,500.00	521.58	8.02%
6700	Utility Phone Internet	176.98	2,569.04	2,750.00	180.96	6.58%
6705	Utility Gas	10.79	5,614.35	7,500.00	1,885.65	25.14%
6710	Utility Electric Facilities	337.64	5,221.68	4,970.00	(251.68)	(5.06)%
6720	Utility Security	0.00	529.87	741.00	211.13	28.49%
6800	Operations Routine Maint	0.00	3.17	250.00	246.83	98.73%
6810	Operations Inspecting/Testing	383.28	5,083.09	6,000.00	916.91	15.28%
6815	Operations Facilities	136.81	3,120.95	2,500.00	(620.95)	(24.84)%

Arrowbear Park County Water District

Statement of Revenues and Expenditures

Fire

From 5/1/2024 Through 5/31/2024

	Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining
6820 Operations Tools Equipment	0.00	23.49	2,500.00	2,476.51	99.06%
6825 Operations Uniforms	0.00	4,546.56	4,800.00	253.44	5.28%
6830 Operations Safety Equipment	597.57	16,291.54	12,000.00	(4,291.54)	(35.76)%
6835 Operations Treatment	0.00	375.00	0.00	(375.00)	0.00%
6840 Operations Medical Supplies	0.00	943.16	3,000.00	2,056.84	68.56%
6845 Operations Dispatching	0.00	5,516.35	8,050.00	2,533.65	31.47%
6850 Operations Fire Prevention Weed Abatement	0.00	4,294.32	4,300.00	5.68	0.13%
Total Expense Categories	<u>19,922.18</u>	<u>369,042.38</u>	<u>377,567.04</u>	<u>8,524.66</u>	<u>2.26%</u>
Net Surplus/(Deficit)	<u>(19,300.11)</u>	<u>38,305.17</u>	<u>38,032.96</u>	<u>272.21</u>	<u>0.72%</u>
 Master Plan Expenses					
0000 No Project Related	0.00	245.65	0.00	(245.65)	0.00%
0003 2016 Engine Lease Payments	0.00	48,528.01	48,528.01	0.00	0.00%
0012 Turnouts	10,297.67	17,165.41	0.00	(17,165.41)	0.00%
0013 Radios	0.00	11,990.16	35,000.00	23,009.84	65.74%
0063 Station Modifications	0.00	16,183.45	17,500.00	1,316.55	7.52%
0077 Brush Patrol Bed/Box	0.00	43,352.64	0.00	(43,352.64)	0.00%
Total Master Plan Expenses	<u>10,297.67</u>	<u>137,465.32</u>	<u>101,028.01</u>	<u>(36,437.31)</u>	<u>(36.07)%</u>

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

Month of November 2023

Month of May 2024

	5/1/24			5/15/24			5/29/24			5/1/24			5/15/24			5/29/24			5/1/24			5/15/24			5/29/24			
	Start	Earned #1	Earned #2	Earned #3	Used #1	Used #2	Used #3	Accrued	Start	Earned #1	Earned #2	Earned #3	Used #1	Used #2	Used #3	Accrued	Start	Earned #1	Earned #2	Earned #3	Used #1	Used #2	Used #3	Accrued				
	32.18	3.69	0.00	0.00	8.00	27.87	0.00	14.78	1.54	0.00	0.00	0.00	16.32	0.00	-	39.920	0.000	0.000	0.000	0.000	0.000	0.000	0.000	39.920	Jason			
Jason	487.69	3.69	3.69	3.69	8.00	0.00	490.76	203.17	5.54	5.54	5.54	0.00	0.00	0.00	219.79	39.920	0.000	0.000	0.000	0.000	0.000	0.000	0.000	15.875	Caroline			
Caroline	222.11	3.69	3.69	3.69	4.25	0.00	228.93	117.89	5.23	5.23	5.23	8.00	0.00	0.00	129.58	9.750	4.500	0.000	5.625	0.000	0.000	0.000	0.000	4.000	Logan			
Logan	47.13	3.69	3.69	3.69	8.00	0.00	42.20	36.61	3.08	3.08	3.08	0.00	0.00	40.00	5.85	39.000	0.000	7.500	0.000	0.000	0.500	10.500	0.000	35.500	Tim			
Tim	72.64	3.69	3.69	3.69	8.00	0.00	75.71	27.42	3.08	3.08	3.08	0.00	0.00	0.00	36.66	29.750	0.000	0.000	0.000	14.750	0.000	0.000	0.000	15.000	Tim			

SICK TIME (HRS)

VACATION TIME (HRS)

COMP TIME (HRS)

SICK ACCRUAL CAP IS 500 HOURS

VACATION ACCRUAL CAP IS 240 HOURS

COMP TIME ACCRUAL CAP IS 40 HOURS

Notes:

MONTHLY MAINTENANCE AND REPAIR REPORT

May 2024

#	DATE	METER #	ADDRESS	SVC	NOTES
1	05/02/24	0867	Arrowbear	8	
2	05/03/24	0070	Arrowbear	1	
3	05/03/24	0838	Forest	1	
4	05/06/24	0300	Deep Creek	1	
5	05/16/24	0678	Arrowbear	1	
6	05/16/24	0117	Keller	1	
7	0/20/24	0040	Arrowbear	2	Neighbor saw water coming from property
8	05/27/24	0979	Spruce	6	Holiday repair
9	05/29/24	0979	Deep Creek	6	
10	05/31/24	0979	Eagle	6	

SVC	DESCRIPTION	CALLS	ADDITIONAL INFORMATION
1	Customer requested turn off/on	5	New Owners. 6
2	District initiated shut off (leak, etc.)	1	Liens filed 2
3	District equipment repair	0	Liens Released 2
4	Meter reads/re-reads	0	Total Liens 9
5	Main Repairs	0	Shut off notices 48
6	Service Line Repairs	3	Non-payment shut offs 8
7	Customer Inquiry Requiring Investigation	0	Turn on after shut off 8
8	Sewer Issues/Repairs	1	Meters replaced 1
	Total Calls	10	

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Houhanessian Novelich	2 Houhanessian Novelich	3 Dorsett Rodriguez	4 Matthews Toscano
			8 Carpenter Novelich	9 Houhanessian Novelich	10 Dorsett	11 Matthews Santillan
5	6	7	15 Carpenter Novelich	16 Houhanessian Novelich	17 Rodriguez	18 Matthews Novelich Toscano
12	13	14	22 Carpenter Novelich	23 Novelich	24 Matthews Rodriguez Toscano	25 Mekchai
19	20	21	28 Carpenter Novelich	29 Houhanessian Novelich	30 Rodriguez Matthews	
26	27	28	31 Rodriguez Matthews			

24 Hours - Station

12 Hours

24 Hours - Availability

12 Hours

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POLICY TITLE: Sewer Service Charges & Billing

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POLICY NUMBER: 2060

Revised and Approved 6/20/2024

2060.10 SEWER SERVICE WITHIN DISTRICT - The schedule for charges to be collected by the District for Sewer Service within the boundaries of the District are hereby fixed as follows:

<u>TYPE OF SERVICE</u>	<u>SERVICE CHARGE PER MONTH</u>
Residential:	
Each single family dwelling	\$47.27 Basic charge per unit (EDU)
Each unit in a duplex	per unit \$47.27
Apartment Building	per unit \$47.27

Commercial, Industrial, Schools and Camps:

Computed by the number of "equivalent dwelling units" (EDU) as determined by the General Manager subject to the approval of the Board of Directors \$47.27 Basic charge per unit (EDU)

2060.10.1 Equivalent Dwelling Unit (EDU) Based Wastewater Rate Policy

This equivalent dwelling unit policy is hereby adopted by the Arrowbear Park County Water District (APCWD) as part of Resolution #2022-10-20 to be used in the calculation to determine the number of equivalent dwelling units per type of use and the calculation of monthly user fees. If a use is not specifically listed, APCWD staff will determine the appropriate EDU calculation.

Definition: Equivalent Dwelling Unit or "EDU" shall mean the unit of measure by which the user fees shall be imposed upon each improved property, as determined in Resolution #2022-10-20 or in any subsequent resolution of the District, which shall be deemed to constitute the estimated equivalent amount of sanitary sewage discharge by a typical single-family dwelling unit.

APCWD may audit the sewer accounts of all residential or commercial users after the first year following connection, and approximately every three (3) years thereafter. Any alteration to a residential or business premises for which a building permit is required, expansion of the property, or expansion and/or alteration of the business's operations shall trigger an automatic review of the account and recalculation of the number of EDUs to be used in calculation of the monthly user fees. For the purpose of this section a fixture is any feature that has a water connection.

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EQUIVALENT DWELLING UNIT TABLE

Classification	Equivalent Dwelling Units
Residential:	
Single Family Residence, Vacation Home:	1.0
Per each fixture over 20 fixtures	0.1
Per each ADU	0.5
Duplex (on one account):	2.0
Per each fixture over 20 fixtures	0.1
Per each ADU	0.5
Apartment/Mobile Home Park (on one account):	
First unit	1.0
Additional per unit	1.0
Agricultural:	
General	Staff calculated
Commercial:	
Bank or savings and loan:	1.0
Per each fixture over 10 fixtures	0.1
Bar:	1.0
Per each seat over 20	0.05
Barbershop, Beauty Salon:	1.0
Per each fixture over 10 fixtures	0.1
Campsite (RV parks):	1.0
First campsite	0.3
For each additional campsite	0.15
First RV site (no hookups)	0.5
For each additional RV site (no hookups)	0.25
First RV site (with hookups)	0.5
For each additional RV site (with hookups)	0.3
Any site occupied by the same RV for 6 months or longer	0.5
Additional for shower/laundry rooms	1.0
Additional for RV dump	3.0
Pools up to 500 square feet	1.0
Pools over 500 square feet	2.0

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Car wash:	
Per bay (with water recycling system)	0.5
Per bay (without water recycling system)	1.0
Convenience store:	1.0
Doctor, dentist, medical professional:	1.0
Per each fixture over 20 fixtures	0.1
Drugstore:	1.0
Per each fixture over 20 fixtures	0.1
Fitness studio/gym:	1.0
Per each fixture over 20 fixtures	0.1
Additional for shower room	1.0
Garage, Automotive repair or Tire sales/installation:	1.0
Additional per stall over 2	0.25
Grocery store:	1.0
Additional with bakery	1.0
Additional with butcher	1.0
Additional with deli	1.0
Additional with floral	0.5
Group care facility/congregate living facility:	2.0
Additional per bed	0.25
Kitchen	1.0
Laundry	1.0
Hardware store:	1.0
Per each fixture over 20 fixtures	0.1
Hospital:	5.0
Additional per bed	0.3
Hotel/motel:	1.0
Additional per unit	0.3
Conference facility	1.0
Laundry room	1.0
Pools up to 500 square feet	1.0
Pools over 500 square feet	2.0
Laundry:	
Self-service up to 10 washing machines	3.0
Additional machines over 10	0.1

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Office building:	1.0
Per each fixture over 20 fixtures	0.1
Restaurant/cafe - sit down:	1.0
Per each seat over 20 seats	0.05
Additional for drive-up window	0.5
Restaurant - fast food:	1.0
Per each seat over 20 seats	0.05
Additional for drive-up window	0.5
Retail store:	1.0
Per each fixture over 20 fixtures	0.1
School/daycare (up to 25 students):	1.0
Per student over 25 based on maximum occupancy	0.05
Service station - gas and restroom only	1.0
Additional for convenience store	1.0
Spa/health center/salon:	1.0
Per each fixture over 20 fixtures	0.1
Summer Camp:	1.0
Additional per bed/cot	0.05
Additional for each shower room and/or laundry rooms	1.0
Kitchen	1.0
Pools up to 500 square feet	1.0
Pools over 500 square feet	2.0
Veterinarian:	1.0
Per each overnight animal housing unit	0.1
Industrial:	
General use	Staff calculated
Warehouse/storage unit:	1.0
Per each fixture over 20 fixtures	0.1
Public/semipublic/assembly/religious:	
Assembly hall or auditorium:	
Up to 50 seats	2.0
Per each seat over 50 based on maximum occupancy of largest room	0.05
Kitchen	1.0
Per fixture over 20 fixtures	0.1

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	Church	See assembly hall
	Club or lodge	See assembly hall
	Theater/performing arts center	See assembly hall
	Welcome/Visitor Center (with public restrooms):	2.0
	Fire Station:	1.0
	Per full-time staff	0.1

2060.10.2 In the event a District customer shall consider themselves aggrieved by the determination of the APCWD staff relative to the equivalent dwelling unit calculation on their property, or to their business, they shall within ten (10) days serve written notice to the District that they would like to appeal the findings of the APCWD staff to the APCWD Board of Directors. The APCWD Board of Directors shall within ten (10) days appoint a time and place for hearing the appeal (usually as an agenda item at the next, regularly scheduled Board Meeting. The decision of the APCWD Board of Directors will be final.

2060.20 SEWER SERVICE OUTSIDE OF THE DISTRICT - The schedule of charges to be collected by the District for sewer service to users outside of the boundaries of the District are hereby fixed as follows:

2060.20.1 Users within an operating district or public entity shall be charged per the basic agreement between the District and the entity.

2060.20.2 Other users shall be charged in accordance with the terms of the individual service agreement with each user.

2060.30 SEWER SERVICE TO TRAILER SEWAGE DISPOSAL STATIONS - At the option of the District Manager, subject to the approval of the Board of Directors: sewer service may be provided to the owner of an approved Trailer Sewer Disposal Station:

2060.30.1 At no charge if the use of the station is offered as a public service, that is, at a nominal or no charge.

2060.30.2 Other owners shall be charged in accordance with the terms of the individual service agreement with the owner.

2060.40 BASIC CHARGE PER UNIT - The basic charge per unit (EDU), as applicable to the service charges above, shall be \$47.27 per month.

2060.50 OWNER'S GUARANTEE - Excepting those properties where sewer service charges begin on or before January 1, 1977, by order of the Board of Directors, the sewer service charge begins when a building sewer has been connected to the District's sewer system, provided water service is available; otherwise, the sewer service charge shall not begin until water service is available. The property owner signing the application form for sewer service shall be held liable for sewer service charges until the District is notified in writing to transfer the account to another property owner.

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- 2060.60 **BILLS AGAINST PROPERTY** - Any and all bills rendered for the use of sewer service shall be deemed to be indebtedness against the property and, at the option of the District, legal action may be taken, making unpaid sewer bills a lien against the property.
- OWNER-TENANT AGREEMENT** - Where the Owner rents their premises to a Tenant. The bill for services will continue to be mailed to the Owner. The Tenant and the Owner may make an agreement regarding payment of the charges and the District may communicate to the Tenant current amount due and accept payment for the property from the Tenant. Said Tenant / Owner agreement does not relieve the owner of the responsibility of unpaid bills on the property.
- In the event where a premises with a Tenant is scheduled for discontinuation of residential service (shutoff) and the Tenant can provide evidence that the owner is responsible for sewer service charges for the premises or they were not the occupants of the premises at the time the past-due charges were incurred and there is an individual meter for the Tenant's premises, they can avoid shutoff and will not be responsible for past-due charges if, within ten (10) days of receipt of a Notice of Imminent Discontinuation of Residential Service for Nonpayment (shutoff), the Tenant: (1) pays the current amount due for service charges the Tenant incurred, (2) completes an application for service (which includes an agreement to be legally responsible for service charges for the premises from the date of application forward), (3) pays a one-time, non-refundable, application processing fee of \$10.00, and (4) pays a deposit of \$150.00 which will be applied to any Tenant incurred balances upon termination of services with any remainder of the deposit returned to the Tenant.
- Upon termination of a Tenant Service Agreement, legal responsibility for service charges immediately and automatically reverts back to the property owner.
- 2060.70 **MINIMUM MONTHLY CHARGE** - The minimum monthly charge will be paid each month by each property that has a structural improvement thereon and a connection to the District's sewer system. This charge will be paid regardless of the amount of water used, regardless of occupancy of structure, and regardless of water turned-on / turned-off status. This policy reflects the need for the District to spread the cost of maintaining the District's sewer system and infrastructure over all the properties serviced by it.
- 2060.80 **BILLING** - Water service charges for all users shall be charged and payable on a 12 month per year basis whether or not the facilities are occupied. The billing period shall be at the option of the District. Separate bills shall be rendered for each service installation.
- 2060.90 **PAYMENT OF BILLS** - Bills for water service shall be rendered at the end of each billing period. Bills shall be payable upon presentation. Office hours will be maintained for the convenience of customers and the public. Office hours will be conspicuously displayed outside the District Office.
- 2060.100 **DELINQUENT ACCOUNT LATE CHARGE** - Accounts not paid on or before the date in which they become delinquent, the 23rd of each month (or the next business day following the 23rd), will be subject to a late charge of \$1.50 per month.
- 2060.110 **DELINQUENT ACCOUNT INTEREST CHARGE** - Accounts not paid on or before the date in which they become delinquent, the 23rd of each month (or the next business day following the 23rd), will be subject to an interest charge of one and one-half (1½) percent

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per month on the unpaid balance. For a residential customer who demonstrates to the District household income below 200 percent of the federal poverty line, upon request by the customer, the District shall waive interest charges on delinquent bills once every twelve (12) months. The District shall deem a residential customer to have a household income below 200 percent of the federal poverty line if any member of the household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares that the household's annual income is less than 200 percent of the federal poverty level.

2060.120 **BILL CONTESTING AND APPEAL** - If a customer feels there has been an error in the bill presented they should call the District office at (909) 867-2704 or send an email to apcwdmail@gmail.com or send a letter to APCWD PO Box 4045, Arrowbear Lake, CA 92382. The District Staff will make a determination, based on current District policy, and will notify the customer in writing their determination to the mailing address on file within five (5) business days of receipt of the customer's request for review of bill. If the customer wishes to appeal the determination by District Staff, the customer may appeal to the General Manager in any of the forms listed above, within fifteen (15) days of receiving the District Staff determination. The General Manager will make a determination on the appeal within five (5) business days and will notify the customer in writing their determination to the customer's mailing address on file. The General Manager's determination will be final. Customers may appeal the contested water bill to any other administrative or legal body to which such an appeal may be lawfully taken.

No discontinuation of residential service (shutoff) will occur if bill contesting or appeal is in process. It is the customer's obligation to provide evidence of an appeal of the water bill to any other administrative or legal body to which such an appeal may be lawfully taken, upon receipt of a Notice of Imminent Discontinuation of Service for Nonpayment (shutoff).

2060.130 **DUE DATES, DELINQUENCIES, DISCONTINUATION OF SERVICE (SHUTOFF), AND AFTER HOURS/WEEKEND CHARGES** - Sewer service charges shall be due and payable at the office of the District on the date of mailing the bill to the property owner or their his agent, as designated in the application, and shall be delinquent the 23rd of the month following the close of the billing cycle.

Delinquent accounts (those which payment was not made by the due date) will have a "PAST DUE" notice on the next month's bill and a notice that if the past-due balance is not paid that after sixty (60) days the account will be subject to shutoff.

If an account remains delinquent in the next billing cycle after the written PAST DUE notice is included in the bill, the District will make a good faith effort to visit the residence and a Notice of Imminent Discontinuation of Service for Nonpayment (shutoff) will be placed in a conspicuous location on the property (usually on or near the front door) at least seven (7) business days prior to the account becoming at least sixty (60) days delinquent. This notice will advise the Customer/Occupant that service will be discontinued if payment or arrangement for payment is not made before the account becomes at least sixty (60) days delinquent (no more than seven (7) business days following the placement of the notice). The notice shall include, but is not limited to, all of the following

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information in a clear and legible format: the customer's name and address, the amount of the delinquency, the date by which payment or arrangement for payment is required in order to avoid discontinuation of service, a description of the process to apply for an extension of time to pay the delinquent charges through a deferred, amortized, or alternative payment schedule (provided they meet the three (3) minimum requirements listed in Section 2060.140), and a description of the procedure to petition for bill review and appeal. This written notice will provide compliance with the Health & Safety Code section 116908 for written notice prior to discontinuation of service (shutoff). If payment or payment arrangements of the past due amount is not made within the seven (7) business days from the placement of the notice, the Customer's water will be shut-off, the meter locked, and a thirty (\$30.00) dollar shut-off order dispatch fee added to the account. For a residential customer who demonstrates to the District household income below 200 percent of the federal poverty line, the District shall ensure the following: (1) The shut-off order dispatch fee or reconnection of service fee during normal operating shall not exceed fifty dollars (\$50) or the actual cost of shut-off and reconnection. (2) The shut-off order dispatch fee or reconnection of service fee outside normal operating hours or on the weekend shall not exceed one-hundred and fifty dollars (\$150) or the actual cost of shut-off and reconnection. Fees may be subject to an annual adjustment for changes in the Consumer Price Index beginning January 1, 2021.

Shutoff accounts (either due to nonpayment or customer request) will have the meter locked. Tampering with District property is addressed in Section 1010.80.

Customers requesting water/sewer services to be restored must do so during regular business hours and pay the past due amount in addition to the shut-off order dispatch fee. Customers requesting water/sewer services to be restored after regular business hours or on the weekend, will also be required to pay an additional call-out fee of fifty (\$50.00) dollars to cover the cost to the District for the overtime labor.

If a shut-off account remains delinquent for ninety (90) days, a Notice of Intent to Lien the property will be mailed to the mailing address on the Water Service Application. If payment of all past due amounts is not made within seven (7) days, a lien will be placed on the property and a one hundred twenty three (\$123.00) dollar lien fee will be added to the account. Liens must be satisfied before legal transfer of the property may occur. Minimum charges, late fees, and interest will continue to accrue on any delinquent or liened account.

2060.140

EXTENSION OF TIME TO PAY THE DELINQUENT CHARGES THROUGH A DEFERRED, AMORTIZED, OR ALTERNATIVE PAYMENT SCHEDULE - In specific and limited situations the District will provide an extension of time to pay a delinquent balance through alternative payment options in order to avoid discontinuation of residential service for nonpayment (shutoff).

The District shall not discontinue residential service for nonpayment if **all** 3 of the following conditions are met:

1. The customer, or a tenant of the customer, submits to the District the certification of a primary care provider, as that term is defined in subparagraph (A) of paragraph (1) of subdivision (b) of Section 14088 of the Welfare and Institutions Code which states; "Primary care provider" means either of the following: Any internist, general practitioner,

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obstetrician-gynecologist, pediatrician, family practice physician, nonphysician medical practitioner, or any primary care clinic, rural health clinic, community clinic or hospital outpatient clinic currently enrolled in the Medi-Cal program, which agrees to provide case management to Medi-Cal beneficiaries, that discontinuation of residential water/sewer service will be life threatening to, or pose a serious threat to the health and safety of, a resident of the premises where residential service is provided.

2. The customer demonstrates that he or she is financially unable to pay for residential service within the District's normal billing cycle. The customer shall be deemed financially unable to pay for residential service within the District's normal billing cycle if any member of the customer's household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares that the household's annual income is less than 200 percent of the federal poverty level.

3. The customer is willing to enter into an Installment Payment Agreement, consistent with the District's written policies. The District will arrange for payment of the delinquent charges over a period of not more than 6 months. Customer will sign an Installment Payment Agreement and the District will suspend delinquent account late and interest charges, provided the customer makes all agreed upon payment arrangements and continued monthly charges prior to the delinquent date. Failure to comply with the terms of this agreement will result in discontinuation of service (shutoff).

2060.150 INSTALLMENT PAYMENT AGREEMENT DEFAULT - Failure to comply with the terms of the Installment Payment Agreement will result in discontinuation of service (shutoff).

Residential service may be discontinued no sooner than five (5) business days after the District posts a final notice of intent to disconnect service in a prominent and conspicuous location at the property under either of the following circumstances: (1) the customer fails to comply with an Installment Payment Agreement, amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges for 60 days or more or (2) while undertaking an Installment Payment Agreement, amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges the customer does not pay their current residential service charges for 60 days or more.

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POLICY NUMBER: 3050

Revised and Approved 6/20/2024

3050.10 POLICY PUBLICATION - This policy, including specific District policy on discontinuation of residential service for nonpayment contained within, will be available in English, the languages listed in Section 1632 of the Civil Code, and any other language spoken by at least 10 percent of the people residing in the District's service area on the District's website: arrowbearwater.org or in writing if requested.

3050.20 WATER SERVICE WITHIN DISTRICT - The schedule for charges to be collected by the District for Water Service within the boundaries of the District are hereby fixed as follows:

<u>TYPE OF SERVICE</u>	<u>SERVICE CHARGE PER MONTH</u>
------------------------	---------------------------------

Residential or Commercial:

Monthly Water Minimum Rate	¾" Meter	\$ 36.91
Monthly Water Minimum Rate	1" Meter	\$ 78.16
Monthly Water Minimum Rate	1½" Meter	\$ 156.31
Monthly Water Minimum Rate	2" Meter	\$ 250.10
Monthly Water Minimum Rate	6" Meter	\$ 413.60
Cost per cu. ft. of water usage		\$.04

3050.30 WATER SERVICE OUTSIDE OF THE DISTRICT - The schedule of charges to be collected by the District for water service to users outside of the boundaries of the District are hereby fixed as follows:

3050.30.1 Users within an operating district or public entity shall be charged per the basic agreement between the District and the entity.

3050.30.2 Other users shall be charged in accordance with the terms of the individual service agreement with each user.

3050.40 OWNER'S GUARANTEE - The water service charge begins when a building water plumbing system has been connected to the District's water system, provided water service is available; otherwise, the water service charge shall not begin until water service is available. The property owner signing the application form for water service shall be held liable for water service charges until the District is notified in writing to transfer the account to another property owner.

3050.50 BILLS AGAINST PROPERTY - Any and all bills rendered for the use of water service shall be deemed to be indebtedness against the property and, at the option of the District, legal action may be taken, making unpaid water bills a lien against the property.

3050.60 OWNER-TENANT AGREEMENT - Where the Owner rents their premises to a Tenant, the bill for services will continue to be mailed to the Owner. The Tenant and the Owner may make an agreement regarding payment of the charges and the District may communicate to the Tenant current amount due and accept payment for the property from the Tenant. Said Owner-Tenant agreement does not relieve the owner of the responsibility of unpaid bills on the property.

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In the event where a premises with a Tenant is scheduled for discontinuation of residential service (shutoff) and the Tenant can provide evidence that the owner is responsible for water service charges for the premises or they were not the occupants of the premises at the time the past-due charges were incurred and there is an individual meter for the Tenant's premises, they can avoid shutoff and will not be responsible for past-due charges if, within ten (10) days of receipt of a Notice of Imminent Discontinuation of Residential Service for Nonpayment (shutoff), the Tenant: (1) pays the current amount due for service charges the Tenant incurred, (2) completes an application for service (which includes an agreement to be legally responsible for service charges for the premises from the date of application forward), (3) pays a one-time, non-refundable, application processing fee of \$10.00, and (4) pays a deposit of \$150.00 which will be applied to any Tenant incurred balances upon termination of services with any remainder of the deposit returned to the Tenant.

Upon termination of a Tenant Service Agreement, legal responsibility for service charges immediately and automatically reverts back to the property owner.

- 3050.70 MINIMUM MONTHLY CHARGE - The minimum monthly charge will be paid each month by each property that has a structural improvement thereon and a connection to the District's water system. This charge will be paid regardless of the amount of water used, regardless of occupancy of structure, and regardless of turned-on / turned-off status. This policy reflects the need for the District to spread the cost of maintaining the District's water system and infrastructure over all the properties serviced by it.
- 3050.80 BILLING - Water service charges for all users shall be charged and payable on a 12 month per year basis whether or not the facilities are occupied. The billing period shall be at the option of the District. Separate bills shall be rendered for each service installation.
- 3050.90 PAYMENT OF BILLS - Bills for water service shall be rendered at the end of each billing period. Bills shall be payable upon presentation. Office hours will be maintained for the convenience of customers and the public. Office hours will be conspicuously displayed outside the District Office.
- 3050.100 DELINQUENT ACCOUNT LATE CHARGE - Accounts not paid on or before the date in which they become delinquent, the 23rd of each month (or the next business day following the 23rd), will be subject to a late charge of \$1.50 per month.
- 3050.110 DELINQUENT ACCOUNT INTEREST CHARGE - Accounts not paid on or before the date in which they become delinquent, the 23rd of each month (or the next business day following the 23rd), will be subject to an interest charge of one and one-half (1½) percent per month on the unpaid balance. For a residential customer who demonstrates to the District household income below 200 percent of the federal poverty line, upon request by the customer, the District shall waive interest charges on delinquent bills once every twelve (12) months. The District shall deem a residential customer to have a household income below 200 percent of the federal poverty line if any member of the household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares that the household's annual income is less than 200 percent of the federal poverty level.

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3050.120 BILL CONTESTING AND APPEAL - If a customer feels there has been an error in the bill presented they should call the District office at (909) 867-2704 or send an email to apcwdmail@gmail.com or send a letter to APCWD PO Box 4045, Arrowbear Lake, CA 92382. The District Staff will make a determination, based on current District policy, and will notify the customer in writing their determination to the mailing address on file within five (5) business days of receipt of the customer's request for review of bill. If the customer wishes to appeal the determination by District Staff, the customer may appeal to the General Manager in any of the forms listed above, within fifteen (15) days of receiving the District Staff determination. The General Manager will make a determination on the appeal within five (5) business days and will notify the customer in writing their determination to the customer's mailing address on file. The General Manager's determination will be final. Customers may appeal the contested water bill to any other administrative or legal body to which such an appeal may be lawfully taken.

No discontinuation of residential service (shutoff) will occur if bill contesting or appeal is in process. It is the customer's obligation to provide evidence of an appeal of the water bill to any other administrative or legal body to which such an appeal may be lawfully taken, upon receipt of a Notice of Imminent Discontinuation of Residential Service for Nonpayment.

3050.130 LEAK DISCOUNT - In the event that a leak or broken pipe on the customer's property causes overage charges in a billing cycle, the District will, upon request by the customer, reduce the overage charges by 15%, provided the customer certifies that the leak has been repaired. The District will also, if requested by the customer, arrange for payment of the remaining overage charges over a period of not more than 6 months. Customer will sign an Installment Payment Agreement and the District will suspend delinquent account late and interest charges, provided the customer makes all agreed upon payment arrangements and continued monthly charges prior to the delinquent date.

3050.140 DUE DATES, DELINQUENCIES, DISCONTINUATION OF SERVICE (SHUTOFF), AND AFTER HOURS/WEEKEND CHARGES - Water service charges shall be due and payable at the office of the District on the date of mailing the bill to the property owner or their agent, as designated in the application, and shall be delinquent the 23rd of the month following the close of the billing cycle.

Delinquent accounts (those which payment was not made by the due date) will have a "PAST DUE" notice on the next month's bill and a notice that if the past-due balance is not paid that after sixty (60) days the account will be subject to shutoff.

If an account remains delinquent in the next billing cycle after the written PAST DUE notice is included in the bill, the District will make a good faith effort to visit the residence and a Notice of Imminent Discontinuation of Service for Nonpayment (shutoff) will be placed in a conspicuous location on the property (usually on or near the front door) at least seven (7) business days prior to the account becoming at least sixty (60) days delinquent. This notice will advise the Customer/Occupant that service will be discontinued if payment or arrangement for payment is not made before the account becomes at least sixty (60) days delinquent (no more than seven (7) business days following the placement of the notice). The notice shall include, but is not limited to, all of the following information in a clear and

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legible format: the customer's name and address, the amount of the delinquency, the date by which payment or arrangement for payment is required in order to avoid discontinuation of service, a description of the process to apply for an extension of time to pay the delinquent charges through a a deferred, amortized, or alternative payment schedule (provided they meet the three (3) minimum requirements listed in section 3050.150), and a description of the procedure to petition for bill review and appeal. This written notice will provide compliance with the Health & Safety Code section 116908 for written notice prior to discontinuation of service (shutoff). If payment or payment arrangements of the past due amount is not made within the seven (7) business days from the placement of the notice, the Customer's water will be shut-off, the meter locked, and a thirty (\$30.00) dollar shut-off order dispatch fee added to the account. For a residential customer who demonstrates to the District household income below 200 percent of the federal poverty line, the District shall ensure the following: (1) The shut-off order dispatch fee or reconnection of service fee during normal operating shall not exceed fifty dollars (\$50.00) or the actual cost of shut-off and reconnection. (2) The shut-off order dispatch fee or reconnection of service fee outside normal operating hours or on the weekend shall not exceed one-hundred and fifty dollars (\$150.00) or the actual cost of shut-off and reconnection. Fees may be subject to an annual adjustment for changes in the Consumer Price Index beginning January 1, 2021.

Shutoff accounts (either due to nonpayment or customer request) will have the meter locked. Tampering with District property is addressed in Section 1010.80.

Customers requesting water to be turned on must do so during regular business hours and pay the past due amount in addition to the shut-off order dispatch fee. Customers requesting water to be turned on after regular business hours or on the weekend, customers whose property has a visually apparent leak and must be shut-off after hours or on the weekend, and customers requesting water shut-off or turn-on, will also be required to pay an additional call-out fee of fifty (\$50.00) dollars to cover the cost to the District for the overtime labor.

If a shut-off account remains delinquent for ninety (90) days, a Notice of Intent to Lien the property will be mailed to the mailing address on the Water Service Application. If payment of all past due amounts is not made within seven (7) days, a lien will be placed on the property and a one hundred twenty three (\$123.00) dollar lien fee will be added to the account. Liens must be satisfied before legal transfer of the property may occur. Minimum charges, late fees, and interest will continue to accrue on any delinquent or liened account.

3050.150

EXTENSION OF TIME TO PAY THE DELINQUENT CHARGES THROUGH A DEFERRED, AMORTIZED, OR ALTERNATIVE PAYMENT SCHEDULE - In specific and limited situations the District will provide an extension of time to pay a delinquent balance through alternative payment options in order to avoid discontinuation of residential service for nonpayment (shutoff).

The District shall not discontinue residential service for nonpayment if **all** 3 of the following conditions are met:

1. The customer, or a tenant of the customer, submits to the District the certification of a primary care provider, as that term is defined in subparagraph (A) of paragraph (1) of

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subdivision (b) of Section 14088 of the Welfare and Institutions Code which states; “Primary care provider” means either of the following: Any internist, general practitioner, obstetrician-gynecologist, pediatrician, family practice physician, nonphysician medical practitioner, or any primary care clinic, rural health clinic, community clinic or hospital outpatient clinic currently enrolled in the Medi-Cal program, which agrees to provide case management to Medi-Cal beneficiaries, that discontinuation of residential service will be life threatening to, or pose a serious threat to the health and safety of, a resident of the premises where residential service is provided.

2. The customer demonstrates that he or she is financially unable to pay for residential service within the District’s normal billing cycle. The customer shall be deemed financially unable to pay for residential service within the District’s normal billing cycle if any member of the customer’s household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares that the household’s annual income is less than 200 percent of the federal poverty level.

3. The customer is willing to enter into an Installment Payment Agreement, consistent with the District’s written policies. The District will arrange for payment of the delinquent charges over a period of not more than 6 months. Customer will sign an Installment Payment Agreement and the District will suspend delinquent account late and interest charges, provided the customer makes all agreed upon payment arrangements and continued monthly charges prior to the delinquent date. Failure to comply with the terms of this agreement will result in discontinuation of service (shutoff).

3050.160 INSTALLMENT PAYMENT AGREEMENT DEFAULT - Failure to comply with the terms of the Installment Payment Agreement will result in discontinuation of service (shutoff).

Residential service may be discontinued no sooner than five (5) business days after the District posts a final notice of intent to disconnect service in a prominent and conspicuous location at the property under either of the following circumstances: (1) the customer fails to comply with an Installment Payment Agreement, amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges for 60 days or more or (2) while undertaking an Installment Payment Agreement, amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges the customer does not pay their current residential service charges for 60 days or more.

Current Water Rate Pricing Section 3050.10 Approved by RESOLUTION NO. 2022-10-20 on 10/22/2022.
Policy amended for Health & Safety Code compliance by MOTION 11/21/2019.
Shut-off order dispatch fee name change, Section 3050.120 Approved by MOTION 10/20/2016.

FY 2022-2023 Unrestricted Funds Allocation FY 2022-2023 Master Plan Allocations

2023-2024 Master Plan / Replacement Unused or (Overbudget) Funds

	Est. 6/30/24	Act. 6/30/24		
Water			From/To Acct. #	To Acct.
- Dewatering Pump	\$ -	\$ 123.00	1-3115	Unrestricted Replacement - Equip. - W
- Main Replacement Equipment	\$ -	\$ 728.50	1-3115	Unrestricted Replacement - Equip. - W
- Equip. Lease Pymt. 1 of 5	\$ -	\$ -	1-3115	Unrestricted Replacement - Equip. - W
- Hydrant Testing Equipment	\$ -	\$ 38.00	1-3115	Unrestricted Replacement - Equip. - W
- Pump Station Fencing	\$ -	\$ 2,346.10	1-3110	Unrestricted Replacement - Fac. - W
- Pine Ridge	\$ -		1-3120	Unrestricted Replacement - Sys. - W
- Hwy 18 Project Engineering	\$ -	\$ 45,440.00	1-3120	Unrestricted Replacement - Sys. - W
- Hwy 18 Project	\$ -	\$ 360,000.00	1-3120	Unrestricted Replacement - Sys. - W
Sewer				
- Trash Pump	\$ -	\$ (1,471.71)	2-3115	Unrestricted Replacement - Equip. - S
- Equip. Lease Pymt. 1 of 5	\$ -	\$ -	2-3115	Unrestricted Replacement - Equip. - S
- RS Treatment Plant	\$ 235,000.00		2-3140	Unrestricted Capital Improvement - S
Fire				
- Station Modification (Ofc./Lockers)	\$ -	\$ 17,500.00	3-3110	Unrestricted Replacement - Fac. - F
- Radios	\$ -	\$ 23,009.84	3-3115	Unrestricted Replacement - Equip. - F
- Engine Lease	\$ -	\$ -	3-3100	Unrestricted Replacement - Veh. - F
- Brush Patrol Bed/Box	\$ -	\$ 15,000.00	3-3100	Unrestricted Replacement - Veh. - F
Total	\$ 235,000.00	\$ 462,713.73		

2023-2024 Budget Surplus Funds Allocation

	Est. 6/30/24	Act. 6/30/24	To Acct. #	To Acct.
Water	\$ (200,000.00)		1-3130	Unrestricted General Fund - W
Sewer	\$ (70,000.00)		2-3130	Unrestricted General Fund - S
Fire	\$ 58,000.00		3-3100	Unrestricted Replacement - Veh. - F
Total	\$ (212,000.00)	\$ -		

2024-2025 Master Plan / Replacement Funds Allocation

		Project #	From Acct. #	From Acct.
Water				
- Equip. Lease Pymt. 2 of 5	\$ 12,440.05	1-8010-0075	1-3115	Unrestricted Replacement - Equip. - W
- Hwy 18 Project Engineering	\$ 55,600.00	1-8015-0059	1-3120	Unrestricted Replacement - Sys. - W
- Hwy 18 Project Construction	\$ 41,500.00	1-8015-0059	1-3120	Unrestricted Replacement - Sys. - W
Sewer				
- Equip. Lease Pymt. 2 of 5	\$ 57,143.23	2-8010-0074	2-3115	Unrestricted Replacement - Equip. - S
- RS Treatment Plant	\$ 168,660.00	2-8020-0044	2-3140	Unrestricted Capital Improvement - S
Fire				
- Radios (50/50)	\$ 10,000.00	3-8010-0013	3-3115	Unrestricted Replacement - Equip. - F
- Engine Lease	\$ 48,528.01	3-8000-0003	3-3100	Unrestricted Replacement - Veh. - F
Total	\$ 393,871.29			

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INCOME/EXPENSE ACCOUNTS					WATER	SEWER	FIRE	DISTRICT
OPERATING REVENUES					BUDGET	BUDGET	BUDGET	BUDGET
4000	W	Sales & Fees		Water	\$ 623,311.00			\$ 623,311.00
	S	Sales & Fees		Sewer		\$ 560,000.00		\$ 560,000.00
4010	W	Sales to other Agencies	RS	Water	\$ 55,000.00			\$ 55,000.00
4020	F	Paid Call from other Agencies		Fire			\$ 10,000.00	\$ 10,000.00
OPERATING REVENUE SUBTOTAL					\$ 678,311.00	\$ 560,000.00	\$ 10,000.00	\$ 1,248,311.00

NONOPERATING REVENUES					WATER	SEWER	FIRE	DISTRICT
5000	W	Property Taxes		Fire	\$ -			\$ -
5000	S	Property Taxes		Fire		\$ -		\$ -
5000	F	Property Taxes		Fire			\$ 382,962.00	\$ 382,962.00
5005	W	Standby Charges		Water	\$ 35,000.00			\$ 35,000.00
	S	Standby Charges		Sewer		\$ 69,000.00		\$ 69,000.00
5010	W	Interest Income		Water	\$ 3,000.00			\$ 3,000.00
	S	Interest Income		Sewer		\$ 2,000.00		\$ 2,000.00
	F	Interest Income		Fire			\$ 3,000.00	\$ 3,000.00
5015	W	Late Charge Income		Water	\$ 7,000.00			\$ 7,000.00
	S	Late Charge Income		Sewer		\$ 6,500.00		\$ 6,500.00
5020	W	Grant Income		Water	\$ 500.00			\$ 500.00
	S	Grant Income		Sewer		\$ 500.00		\$ 500.00
	F	Grant Income		Fire			\$ 22,000.00	\$ 22,000.00
5025	W	Gain on Disposal of Fixed Assets		Water	\$ -			\$ -
	S	Gain on Disposal of Fixed Assets		Sewer		\$ -		\$ -
	F	Gain on Disposal of Fixed Assets		Fire			\$ -	\$ -
5030	W	Other	Adjustments	Water	\$ (500.00)			\$ (500.00)
	S	Other	Adjustments	Sewer		\$ 400.00		\$ 400.00
	F	Other	Adjustments	Fire			\$ -	\$ -
5035	W	Other	Fees & Charges	Water	\$ 6,500.00			\$ 6,500.00
	S	Other	Fees & Charges	Sewer		\$ 8,000.00		\$ 8,000.00
	F	Other	Fees & Charges	Fire			\$ 24,000.00	\$ 24,000.00
NONOPERATING REVENUE SUBTOTAL					\$ 51,500.00	\$ 86,400.00	\$ 431,962.00	\$ 569,862.00
REVENUE TOTALS					\$ 729,811.00	\$ 646,400.00	\$ 441,962.00	\$ 1,818,173.00

OPERATING EXPENSES					WATER	SEWER	FIRE	DISTRICT
6000	W	Salaries & Wages	Mgmt	Water	\$ 79,206.25			\$ 79,206.25
	S	Salaries & Wages	Mgmt	Sewer		\$ 33,002.61		\$ 33,002.61
	F	Salaries & Wages	Mgmt	Fire			\$ 58,964.13	\$ 58,964.13
6005	W	Salaries & Wages	Office Reg	Water	\$ 57,881.74			\$ 57,881.74
	S	Salaries & Wages	Office Reg	Sewer		\$ 24,117.39		\$ 24,117.39
	F	Salaries & Wages	Office Reg	Fire			\$ 14,470.44	\$ 14,470.44
6010	W	Salaries & Wages	Office O/T	Water	\$ 500.68			\$ 500.68
	S	Salaries & Wages	Office O/T	Sewer		\$ 208.62		\$ 208.62
	F	Salaries & Wages	Office O/T	Fire			\$ 125.17	\$ 125.17
6015	W	Salaries & Wages	Field Reg	Water	\$ 135,905.51			\$ 135,905.51
	S	Salaries & Wages	Field Reg	Sewer		\$ 90,603.68		\$ 90,603.68
6020	W	Salaries & Wages	Field O/T	Water	\$ 16,164.11			\$ 16,164.11
	S	Salaries & Wages	Field O/T	Sewer		\$ 10,776.07		\$ 10,776.07
6025	F	Salaries & Wages	Coverage	Fire			\$ 97,240.00	\$ 97,240.00

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INCOME/EXPENSE ACCOUNTS					WATER	SEWER	FIRE	DISTRICT
6030	F	Salaries & Wages	Calls/Drills		Fire		\$ -	\$ -
6035	W	Payroll Taxes	Social Security/Medicare		Water	\$ 22,840.56		\$ 22,840.56
	S	Payroll Taxes	Social Security/Medicare		Sewer		\$ 12,425.23	\$ 12,425.23
	F	Payroll Taxes	Social Security/Medicare		Fire		\$ 5,797.75	\$ 5,797.75
6100	W	Benefits	Retirement		Water	\$ 26,532.02		\$ 26,532.02
	S	Benefits	Retirement		Sewer		\$ 17,688.01	\$ 17,688.01
	F	Benefits	Retirement		Fire		\$ 30,673.09	\$ 30,673.09
6105	W	Benefits	Dental Ins.		Water	\$ 5,735.23		\$ 5,735.23
	S	Benefits	Dental Ins.		Sewer		\$ 3,265.85	\$ 3,265.85
	F	Benefits	Dental Ins.		Fire		\$ 557.64	\$ 557.64
6110	W	Benefits	Health Ins.	Act.	Water	\$ 66,534.96		\$ 66,534.96
	S	Benefits	Health Ins.	Act.	Sewer		\$ 37,872.30	\$ 37,872.30
	F	Benefits	Health Ins.	Act.	Fire		\$ 6,484.34	\$ 6,484.34
6115	W	Benefits	Health Ins.	Ret.	Water	\$ 38,742.95		\$ 38,742.95
	S	Benefits	Health Ins.	Ret.	Sewer		\$ 16,142.90	\$ 16,142.90
	F	Benefits	Health Ins.	Ret.	Fire		\$ 9,685.74	\$ 9,685.74
6116	W	Benefits	Health Ins.	OPEB	Water	\$ 9,000.00		\$ 9,000.00
	S	Benefits	Health Ins.	OPEB	Sewer		\$ 6,000.00	\$ 6,000.00
6118	W	Benefits	Retirement	CEPPT	Water	\$ 12,000.00		\$ 12,000.00
	S	Benefits	Retirement	CEPPT	Sewer		\$ 5,000.00	\$ 5,000.00
	S	Benefits	Retirement	CEPPT	Sewer		\$ 3,000.00	\$ 3,000.00
6120	W	Training			Water	\$ 900.00		\$ 900.00
	S	Training			Sewer		\$ 200.00	\$ 200.00
	F	Training			Fire		\$ 3,000.00	\$ 3,000.00
6200	W	Director Fees			Water	\$ 8,911.14		\$ 8,911.14
	S	Director Fees			Sewer		\$ 3,712.98	\$ 3,712.98
	F	Director Fees			Fire		\$ 2,227.79	\$ 2,227.79
6205	W	Director Training / Conferences			Water	\$ 120.00		\$ 120.00
	S	Director Training / Conferences			Sewer		\$ 50.00	\$ 50.00
	F	Director Training / Conferences			Fire		\$ 30.00	\$ 30.00
6210	W	Board Misc.			Water	\$ 240.00		\$ 240.00
	S	Board Misc.			Sewer		\$ 100.00	\$ 100.00
	F	Board Misc.			Fire		\$ 60.00	\$ 60.00
6300	W	Prof Svcs	Legal		Water	\$ 4,800.00		\$ 4,800.00
	S	Prof Svcs	Legal		Sewer		\$ 2,000.00	\$ 2,000.00
	F	Prof Svcs	Legal		Fire		\$ 1,500.00	\$ 1,500.00
6305	W	Prof Svcs	Accounting		Water	\$ 1,680.00		\$ 1,680.00
	S	Prof Svcs	Accounting		Sewer		\$ 700.00	\$ 700.00
	F	Prof Svcs	Accounting		Fire		\$ 420.00	\$ 420.00
6310	W	Prof Svcs	Engineering		Water	\$ 250.00		\$ 250.00
	S	Prof Svcs	Engineering		Sewer		\$ 200.00	\$ 200.00
	F	Prof Svcs	Engineering		Fire		\$ -	\$ -
6315	W	Prof Svcs	Audit		Water	\$ 12,240.00		\$ 12,240.00
	S	Prof Svcs	Audit		Sewer		\$ 11,880.00	\$ 11,880.00
	F	Prof Svcs	Audit		Fire		\$ 11,880.00	\$ 11,880.00
6320	W	Prof Svcs	Dues/Membership Fees		Water	\$ 5,160.00		\$ 5,160.00
	S	Prof Svcs	Dues/Membership Fees		Sewer		\$ 2,650.00	\$ 2,650.00
	F	Prof Svcs	Dues/Membership Fees		Fire		\$ 3,480.00	\$ 3,480.00

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INCOME/EXPENSE ACCOUNTS				WATER	SEWER	FIRE	DISTRICT
6325	W	Prof Svcs	Banking Fees / Charges	Water	\$ 5,920.00		\$ 5,920.00
	S	Prof Svcs	Banking Fees / Charges	Sewer		\$ 4,680.00	\$ 4,680.00
	F	Prof Svcs	Banking Fees / Charges	Fire		\$ 650.00	\$ 650.00
6330	W	Prof Svcs	Regulatory Fees	Water	\$ 4,400.00		\$ 4,400.00
	S	Prof Svcs	Regulatory Fees	Sewer		\$ 3,000.00	\$ 3,000.00
	F	Prof Svcs	Regulatory Fees	Fire		\$ -	\$ -
6335	W	Prof Svcs	Testing / Lab	Water	\$ 4,500.00		\$ 4,500.00
	S	Prof Svcs	Testing / Lab	Sewer		\$ -	\$ -
	F	Prof Svcs	Testing / Lab	Fire		\$ -	\$ -
6340	W	Prof Svcs	Computer / Network	Water	\$ 3,650.00		\$ 3,650.00
	S	Prof Svcs	Computer / Network	Sewer		\$ 2,100.00	\$ 2,100.00
	F	Prof Svcs	Computer / Network	Fire		\$ 2,000.00	\$ 2,000.00
6345	W	Prof Svcs	Misc.	Water	\$ 1,080.00		\$ 1,080.00
	S	Prof Svcs	Misc.	Sewer		\$ 720.00	\$ 720.00
	F	Prof Svcs	Misc.	Fire		\$ 10,900.00	\$ 10,900.00
6400	W	Office	Supplies	Water	\$ 720.00		\$ 720.00
	S	Office	Supplies	Sewer		\$ 300.00	\$ 300.00
	F	Office	Supplies	Fire		\$ 1,380.00	\$ 1,380.00
6405	W	Office	Printing	Water	\$ 960.00		\$ 960.00
	S	Office	Printing	Sewer		\$ 400.00	\$ 400.00
	F	Office	Printing	Fire		\$ 340.00	\$ 340.00
6410	W	Office	Postage	Water	\$ 4,800.00		\$ 4,800.00
	S	Office	Postage	Sewer		\$ 3,200.00	\$ 3,200.00
	F	Office	Postage	Fire		\$ 55.00	\$ 55.00
6415	W	Office	Software / Computer	Water	\$ 240.00		\$ 240.00
	S	Office	Software / Computer	Sewer		\$ 100.00	\$ 100.00
	F	Office	Software / Computer	Fire		\$ 1,260.00	\$ 1,260.00
6420	W	Office	Equipment / Furniture	Water	\$ 240.00		\$ 240.00
	S	Office	Equipment / Furniture	Sewer		\$ 100.00	\$ 100.00
	F	Office	Equipment / Furniture	Fire		\$ 750.00	\$ 750.00
6425	W	Office	Misc.	Water	\$ 120.00		\$ 120.00
	S	Office	Misc.	Sewer		\$ 50.00	\$ 50.00
	F	Office	Misc.	Fire		\$ 180.00	\$ 180.00
6500	W	Insurance	Workers' Comp	Water	\$ 25,675.45		\$ 25,675.45
	S	Insurance	Workers' Comp	Sewer		\$ 15,137.59	\$ 15,137.59
	F	Insurance	Workers' Comp	Fire		\$ 17,948.04	\$ 17,948.04
6505	W	Insurance	Property/Liability/Vehicles	Water	\$ 30,000.00		\$ 30,000.00
	S	Insurance	Property/Liability/Vehicles	Sewer		\$ 20,000.00	\$ 20,000.00
	F	Insurance	Property/Liability/Vehicles	Fire		\$ 30,000.00	\$ 30,000.00
6600	W	Vehicle	Maintenance	Water	\$ 3,300.00		\$ 3,300.00
	S	Vehicle	Maintenance	Sewer		\$ 2,200.00	\$ 2,200.00
	F	Vehicle	Maintenance	Fire		\$ 10,000.00	\$ 10,000.00
6605	W	Vehicle	Fuel	Water	\$ 6,600.00		\$ 6,600.00
	S	Vehicle	Fuel	Sewer		\$ 4,400.00	\$ 4,400.00
	F	Vehicle	Fuel	Fire		\$ 7,500.00	\$ 7,500.00
6700	W	Utility	Phone/Internet	Water	\$ 3,500.00		\$ 3,500.00
	S	Utility	Phone/Internet	Sewer		\$ 1,750.00	\$ 1,750.00
	F	Utility	Phone/Internet	Fire		\$ 2,750.00	\$ 2,750.00

APCWD Approved FY 2024-2025 Budget

INCOME/EXPENSE ACCOUNTS					WATER	SEWER	FIRE	DISTRICT
6705	W	Utility	Gas	Water	\$ 2,880.00			\$ 2,880.00
	S	Utility	Gas	Sewer		\$ 1,900.00		\$ 1,900.00
	F	Utility	Gas	Fire			\$ 7,500.00	\$ 7,500.00
6710	W	Utility	Electric	Facilities	\$ 1,080.00			\$ 1,080.00
	S	Utility	Electric	Facilities		\$ 450.00		\$ 450.00
	F	Utility	Electric	Facilities			\$ 4,970.00	\$ 4,970.00
6715	W	Utility	Electric	Pumping	\$ 30,000.00			\$ 30,000.00
	S	Utility	Electric	Pumping		\$ 8,500.00		\$ 8,500.00
6720	W	Utility	Security	Water	\$ 756.00			\$ 756.00
	S	Utility	Security	Sewer		\$ 315.00		\$ 315.00
	F	Utility	Security	Fire			\$ 483.00	\$ 483.00
6800	W	Operations	Routine Maintenance		\$ 3,000.00			\$ 3,000.00
	S	Operations	Routine Maintenance			\$ 500.00		\$ 500.00
	F	Operations	Routine Maintenance				\$ 250.00	\$ 250.00
6805	W	Operations	Repairs	Water	\$ 16,000.00			\$ 16,000.00
	S	Operations	Repairs	Sewer		\$ 500.00		\$ 500.00
6810	W	Operations	Inspecting / Testing		\$ 400.00			\$ 400.00
	S	Operations	Inspecting / Testing			\$ -		\$ -
	F	Operations	Inspecting / Testing				\$ 7,000.00	\$ 7,000.00
6815	W	Operations	Facilities	Water	\$ 1,000.00			\$ 1,000.00
	S	Operations	Facilities	Sewer		\$ 600.00		\$ 600.00
	F	Operations	Facilities	Fire			\$ 2,500.00	\$ 2,500.00
6820	W	Operations	Tools / Equipment		\$ 2,000.00			\$ 2,000.00
	S	Operations	Tools / Equipment			\$ 1,400.00		\$ 1,400.00
	F	Operations	Tools / Equipment				\$ 2,000.00	\$ 2,000.00
6825	W	Operations	Uniforms	Water	\$ 720.00			\$ 720.00
	S	Operations	Uniforms	Sewer		\$ 480.00		\$ 480.00
	F	Operations	Uniforms	Fire			\$ 3,000.00	\$ 3,000.00
6830	W	Operations	Safety Equipment		\$ 900.00			\$ 900.00
	S	Operations	Safety Equipment			\$ 600.00		\$ 600.00
	F	Operations	Safety Equipment				\$ 10,000.00	\$ 10,000.00
6835	S	Operations	Treatment	Sewer		\$ 266,976.00		\$ 266,976.00
6837	W	Operations	Water Standby/Purchase		\$ 2,611.00			\$ 2,611.00
6840	F	Operations	Medical Supplies				\$ 1,000.00	\$ 1,000.00
6845	F	Operations	Dispatching				\$ 10,000.00	\$ 10,000.00
6850	F	Operations	Fire Prevention/Weed Abatement				\$ 4,300.00	\$ 4,300.00
OPERATING EXPENSE SUBTOTAL					\$ 662,397.61	\$ 618,954.22	\$ 388,312.11	\$ 1,669,663.94

NONOPERATING EXPENSES					WATER	SEWER	FIRE	DISTRICT
7100	W	Interest Expense		Water				\$ -
	S	Interest Expense		Sewer				\$ -
	F	Interest Expense		Fire				\$ -
7200	W	Other		Water				\$ -
	S	Other		Sewer				\$ -
	F	Other		Fire				\$ -
NONOPERATING EXPENSE SUBTOTAL					\$ -	\$ -	\$ -	\$ -

APCWD Approved FY 2024-2025 Budget

INCOME/EXPENSE ACCOUNTS	WATER	SEWER	FIRE	DISTRICT
BUDGET SUMMARY				
	WATER	SEWER	FIRE	DISTRICT
REVENUE TOTALS	\$ 729,811.00	\$ 646,400.00	\$ 441,962.00	\$ 1,818,173.00
OPERATING EXPENSE TOTAL	\$ (662,397.61)	\$ (618,954.22)	\$ (388,312.11)	\$ (1,669,663.94)
NONOPERATING EXPENSE TOTAL	\$ -	\$ -	\$ -	\$ -
EXPENSE TOTALS	\$ (662,397.61)	\$ (618,954.22)	\$ (388,312.11)	\$ (1,669,663.94)
NET SURPLUS/(DEFICIT) TOTALS	\$ 67,413.39	\$ 27,445.78	\$ 53,649.89	\$ 148,509.06
NET ASSET ACCOUNT ALLOCATION TOTALS	\$ (67,413.39)	\$ (27,445.78)	\$ (53,649.89)	\$ (148,509.06)
NET BUDGET	\$ -	\$ -	\$ -	\$ -

REPLACEMENT/MASTER PLAN EXPENSES					WATER	SEWER	FIRE	DISTRICT
8000	W	Replacement	Vehicles	Water				\$ -
	S	Replacement	Vehicles	Sewer				\$ -
	F	Replacement	Vehicles	Fire			\$ 48,528.01	\$ 48,528.01
8005	W	Replacement	Facilities	Water				\$ -
	S	Replacement	Facilities	Sewer				\$ -
	F	Replacement	Facilities	Fire				\$ -
8010	W	Replacement	Equipment	Water	\$ 12,440.05			\$ 12,440.05
	S	Replacement	Equipment	Sewer		\$ 57,143.23		\$ 57,143.23
	F	Replacement	Equipment	Fire			\$ 10,000.00	\$ 10,000.00
8015	W	Replacement	System	Water	\$ 97,100.00			\$ 97,100.00
	S	Replacement	System	Sewer				\$ -
	F	Replacement	System	Fire				\$ -
8020	W	Capital Improvement		Water				\$ -
	S	Capital Improvement		Sewer		\$ 168,660.00		\$ 168,660.00
	F	Capital Improvement		Fire				\$ -
REPLACEMENT/MASTER PLAN EXPENSES TOTALS					\$ 109,540.05	\$ 225,803.23	\$ 58,528.01	\$ 393,871.29

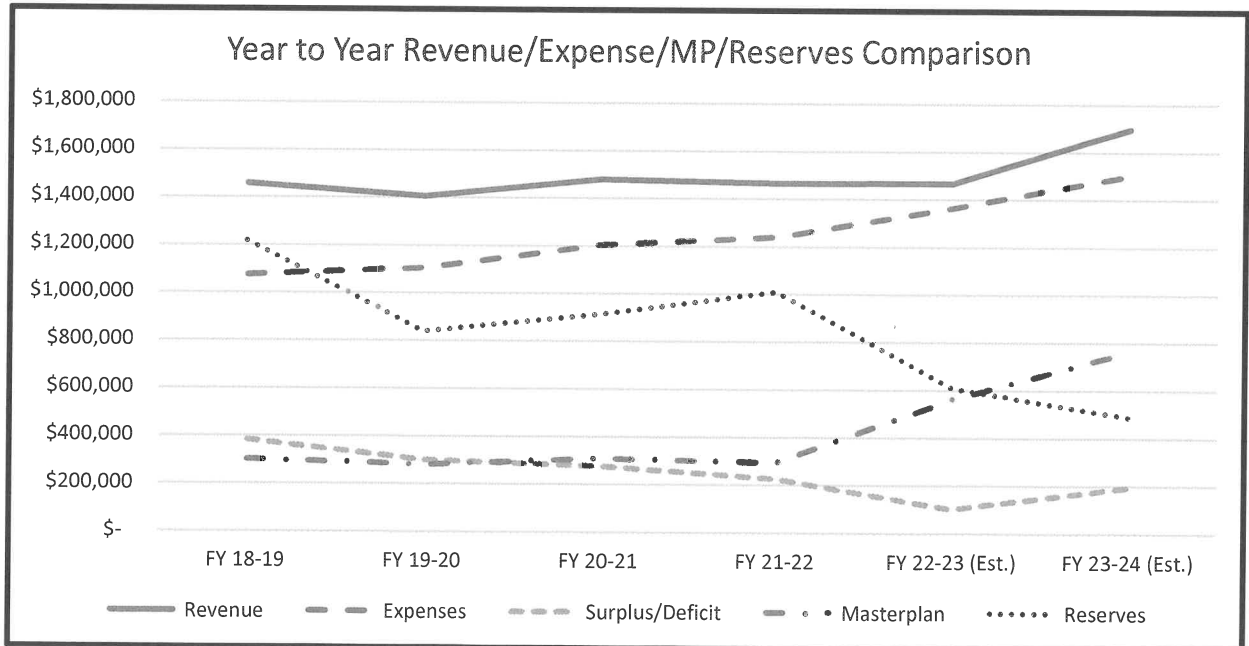
YEAR TO YEAR BUDGET COMPARISON

	WATER BUDGET 2023-2024	WATER BUDGET 2024-2025	% CHG
REVENUE TOTALS	\$ 650,900.00	\$ 729,811.00	12.1%
OPERATING EXPENSE TOTAL	\$ (568,855.55)	\$ (662,397.61)	16.4%
NET SURPLUS/(DEFICIT) TOTALS	\$ 82,044.45	\$ 67,413.39	-17.8%

	SEWER BUDGET 2023-2024	SEWER BUDGET 2024-2025	% CHG
REVENUE TOTALS	\$ 628,500.00	\$ 646,400.00	2.8%
OPERATING EXPENSE TOTAL	\$ (553,183.57)	\$ (618,954.22)	11.9%
NET SURPLUS/(DEFICIT) TOTALS	\$ 75,316.43	\$ 27,445.78	-63.6%

	FIRE BUDGET 2023-2024	FIRE BUDGET 2024-2025	% CHG
REVENUE TOTALS	\$ 415,600.00	\$ 441,962.00	6.3%
OPERATING EXPENSE TOTAL	\$ (374,397.56)	\$ (388,312.11)	3.7%
NET SURPLUS/(DEFICIT) TOTALS	\$ 41,202.44	\$ 53,649.89	30.2%

	DISTRICT BUDGET 2023-2024	DISTRICT BUDGET 2024-2025	% CHG
REVENUE TOTALS	\$ 1,695,000.00	\$ 1,818,173.00	7.3%
OPERATING EXPENSE TOTAL	\$ (1,496,436.68)	\$ (1,669,663.94)	11.6%
NET SURPLUS/(DEFICIT) TOTALS	\$ 198,563.32	\$ 148,509.06	-25.2%



RESOLUTION 2024-06-20

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING A NEW DISTRICT WORKPLACE VIOLENCE PREVENTION PLAN UNDER SENATE BILL NO. 553

WHEREAS, the Arrowbear Park County Water District (herein referred to as District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

WHEREAS, on September 20, 2023, Governor Newsom signed Senate Bill No. 553 (“SB 553”) into law, which requires certain California employers to take steps to prevent and respond to workplace violence; and

WHEREAS, notably, SB 553 added Section 6401.9 to the California Labor Code, which, effective July 1, 2024, requires covered employers to adopt a comprehensive workplace violence prevention plan; and

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE ARROWBEAR PARK COUNTY WATER DISTRICT DOES HEREBY adopt Resolution 2024-06-24 approving a New District Workplace Violence Prevention Plan Under Senate Bill No. 553 as follows:

- The names or job titles of the individuals responsible for implementing and maintaining the workplace violence prevention plan.
- Procedures to obtain the active involvement of employees in developing, implementing, and reviewing the workplace violence prevention plan, including their participation in identifying, evaluating, and correcting workplace violence hazards, designing and implementing training, and reporting and investigating workplace violence incidents.
- Methods the employer will use to coordinate the implementation of the workplace violation prevention plan among employees in the same facility or department.
- Procedures for the employer to respond to workplace violence and to prohibit retaliation against employees who make reports of workplace violence.
- Procedures for ensuring compliance with the workplace violence prevention plan.
- Procedures for communicating with employees regarding workplace violence matters.
- Procedures for developing and providing training on the employer’s workplace violence prevention plan.
- Assessment procedures to identify and evaluate workplace violence hazards.
- Procedures for correcting workplace violence hazards in a timely manner.
- Procedures for post-incident response and investigation.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Arrowbear Park County Water District on June 20, 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT

APPROVE:

Sheila Wymer, Board President

ATTEST:

Caroline Rimmer, Board Secretary

CERTIFICATE OF SECRETARY

I, Caroline Rimmer, the duly appointed and acting Secretary of the Board of Directors of the Arrowbear Park County Water District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Arrowbear Park County Water District, duly called and held on June 20, 2024.

DATED: _____

WORKPLACE VIOLENCE PREVENTION PLAN GENERAL INDUSTRY

Date: March 8, 2024

Instructions

Senate Bill ([SB553](#)) was signed into law on September 20, 2023. This Plan template is provided to assist with the development and implementation of the new workplace violence prevention requirements for general industry, which are effective on **July 1, 2024**.

The [Cal/OSHA model Plan](#) was used as a starting point. We have added several sample processes and procedures for your convenience; however, a thorough review is recommended along with modifications where warranted. **Highlighted** content indicates customization is needed.

The following employers, employees, and places of employment are exempt from these requirements:

- Those who are required to comply with [CCR 3342](#), Violence Prevention in Healthcare. This includes firefighters and other emergency responders when providing emergency medical services and medical transport.
- POST participating law enforcement agencies and the Department of Corrections.
- Employers with less than 10 employees and no public access.
- Employees teleworking from a location of the employee's choice, which is not under the control of the employer.

Resources:

[SDRMA MemberPlus Risk Control Page](#)

- [Manager's Advisory](#)
- [Workplace Violence Prevention Plan Template](#)
- [Incident Log](#)
- [Hazard Assessment & Correction form](#)

[Cal/OSHA](#)

- [Workplace Violence FAQs](#)
- [WPV Employer Factsheet](#)
- [WPV Worker Factsheet](#)
- [All Cal/OSHA Publications](#)

Questions? Contact Henri Castro, SDRMA Risk Control Manager, at hcastro@sdrma.org or Eric Lucero, Sr. Risk Control Specialist, at elucero@sdrma.org.

Please remove this page when developing your Plan.

Arrowbear Park County Water District Workplace Violence Prevention Plan

July 1, 2024

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Appendices

- A. Workplace Violent Incident Log
- B. Workplace Violence Prevention Hazard Assessment & Correction Form
- C. Workplace Violence Emergency Response Scenarios & Procedures
 - Workplace Violence Act or Threats
 - Active Shooter
 - Bomb Threat
 - Civil Unrest
 - Medical Emergencies
 - Suspicious Package

Arrowbear Park County Water

Policy

Arrowbear Park County Water District is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client, or visitor. Our policy is to establish, implement, and maintain an effective Workplace Violence Prevention Plan (Plan) that addresses the hazards known to be associated with four types of workplace violence as defined by Labor Code Section 6501.9. Our written Plan is located at 2365 Fir Drive.

The following employers, employees, and places of employment are exempt from these requirements:

- Those who are required to comply with CCR 3342, Violence Prevention in Healthcare. This includes firefighters and other emergency responders when providing emergency medical services and medical transport.
- Employers with less than 10 employees and no public access.

Definitions

Emergency: Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Engineering Controls: An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Log: The violent incident log required (Appendix A).

Plan: The workplace violence prevention Plan.

Serious Injury or Illness: Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of Violence: Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Work Practice Controls: Procedures and rules which are used to effectively reduce workplace violence hazards.

Workplace Violence: Any act of violence or threat of violence that occurs in a place of employment. Includes, but is not limited to the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:
 - **Type 1 violence** - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
 - **Type 2 violence** - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
 - **Type 3 violence** - Workplace violence against an employee by a present or former employee, supervisor, or manager.
 - **Type 4 violence** - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.
 - Workplace violence does not include lawful acts of self-defense or defense of others.

Responsibility and Authority

Workplace Violence Prevention Plan Administrator

The Administrative Secretary or General Manager, are the designated Workplace Violence Plan Administrators and have the authority and responsibility for developing, implementing, and maintaining this Plan.

Managers and Supervisors

Responsibilities include:

- Implementing the Plan in their respective work areas.
- Providing input to the Administrator regarding the Plan.
- Participating in investigations of workplace violence reports.
- Answering employee questions concerning this Plan.

Employees

Responsibilities include:

- Complying with the Plan.
- Maintaining a violence-free work environment.
- Attending all training.
- Following all directives, policies, and procedures.
- Reporting suspicious persons in the area and alerting the proper authorities when necessary.

Employee Active Involvement

The District ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the Plan.

- Management will work with and allow employees and authorized employee representatives to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence. This includes, but is not limited to, periodic safety meetings with employees and their representatives to discuss the identification of workplace violence related concerns and hazards, and to evaluate the concerns to identify corrective action.
 - Designing and implementing training by encouraging employees to provide feedback and suggestions to help customize the training materials and sessions.
 - Reporting and potentially assisting in the investigating of workplace violence incidents.
- Management will ensure that all workplace violence policies and procedures within this Plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
- All employees will follow all directives, policies, and procedures, as outlined in this Plan, and assist in maintaining a safe work environment.
- The Plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

Compliance

The Administrator is responsible for ensuring the Plan is clearly communicated and understood by all employees. The following techniques are used to ensure all employees understand and comply with the Plan:

- Informing all employees of the Plan during new employee safety orientation training and ongoing workplace violence prevention training.

- Providing comprehensive workplace violence prevention training to managers and supervisors concerning their roles and responsibilities for Plan implementation.
- Managers and supervisors will also be knowledgeable of the Plan to ensure that the employees they supervise are taking the proper precautions for protections against any specific hazards they may incur at the workplace.
- Evaluating employees to ensure their compliance with the Plan, and recognizing employees who demonstrate safe work practices that promote the elements of the Plan.
- Disciplining employees for failure to comply with the Plan in accordance with the compliance requirements outlined in our District's Injury & Illness Prevention Program.

Communication

We recognize that open, two-way communication between our management team, staff, and other employers, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training, at least annually.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards.
- Effective communication between employees and supervisors about workplace violence prevention and concerns.
- Posted or distributed workplace violence prevention information.
- Encouraging employees to inform their supervisors about any threats of violence or workplace violence. Employees may use the Workplace Violent Incident Log (Appendix A) to assist in their reporting of incidents. No employee will be disciplined for reporting any threats of violence or workplace violence.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated in a timely manner and they will be informed of the results of the investigation and any corrective actions to be taken.

Coordination with Other Employers

The District will implement the following effective procedures to coordinate implementation of our Plan with other employers to ensure those employers and their employees understand their respective roles:

- All employees will be trained in workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.
- At a multiemployer worksite, the District will ensure that if our employees experience a workplace violence incident, we will record the information in the Violent Incident Log and provide a copy to the controlling employer.

Workplace Violence Incident Reporting Procedures

Employees should report all threats or acts of workplace violence to their supervisor or manager. The supervisor or manager will be required to inform the Administrator. In the event a supervisor or manager is not available, the employee can report an incident directly to the Administrator or Human Resources. Anonymous reporting, can be done by contacting Bradley Neufeld of Varner Brandt at (951) 274-7777 . A strict non-retaliation policy is in place.

Emergency Response Procedures

In the event of an actual or potential workplace violence emergency, the employee should determine the best immediate reporting option based on the situation and circumstances. The methods of reporting emergencies include, but are not limited to:

- Dialing 911.
- Immediately notifying the manager, supervisor, Administrator, or Human Resources.

Upon being notified of a workplace violence emergency the Administrative Secretary or General Manager will call, message, or email employees to alert them of the presence, location, and nature of workplace violence emergencies.

Refer to Appendix C for procedures on how to respond to specific workplace violence emergency scenarios.

Workplace Violence Hazard Assessment

A Workplace hazard assessment will be conducted by the Administrator, and other selected employees, utilizing the Workplace Violence Prevention Hazard Assessment & Correction Form (Appendix B). An annual review of the past year's workplace violence incidents will be conducted.

Inspections are performed according to the following schedule:

- When the Plan is first established.
- Annually.
- When new, previously unidentified workplace violence/security hazards are recognized.
- After each workplace violence incident or threats occur.

Workplace Violence Hazard Correction

Workplace violence hazards will be evaluated and corrected in a timely manner. The Administrator will implement the following procedures to correct the identified workplace violence hazards:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection, depending on the exposure.
- All corrective actions taken will be documented and dated on the appropriate forms. Such as the Workplace Violence Hazard Assessment and Correction form (Appendix C), or other tracking measures.

Post Incident Response and Investigation

After a workplace incident, the Administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Complete the Violent Incident log (see Appendix A) for every workplace violence incident and ensure corrective actions are taken.
- Obtain any reports completed by law enforcement.

Training & Instruction

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices.

Training will occur:

- When the Plan is first established.
- When hired.
- Annually to ensure all employees understand and comply with the Plan.
- When a new or previously unrecognized workplace violence hazard has been identified

and when changes are made to the Plan.

Employee training on workplace violence will include:

- A review of the Plan, how to obtain a copy of the Plan, at NO COST, and how to participate in the development and implementatoin of the Plan.
- How to report workplace violence incidents or concerns to the District or law enforcement,without fear of reprisal.
- Workplace violence risks that employees may encourter in their jobs.
- How to recognize the potential for violence and escalating behavior.
- General and personal safety measures.
- Strategies to de-escalate behaviors and to avoid physical harm.
- The District's alerts, alarms, or systems that are in place to warn of emergencies.
- Information about the Violent Incident Log and how to obtain copies of records pertaining to completed logs, hazard identification, evaluation and correction, and training records.

Employees will always have opportunities for interactive questions and answers with the Administrator or a person knowledgeable about the District's Plan.

Recordkeeping

Records of violent incidents (Violent Incident Log), workplace violence hazard identification, evaluation and correction, and incident investigations will be maintained for (5) five years. No records shall contain medical information.

Training for each employee, including the employee's name, training dates, type of training, and training provider will be maintained for a minimum of one (1) year.

Records of workplace violence hazard identification, evaluation, and correction, training records, and violent incident logs shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request.**

Cal/OSHA Reporting of Work Related Fatalities and Serious Injuries

The District will immediately, but no later than 8 hours after awareness, report to Cal/OSHA any work-related death or serious injury or illness, including any due to workplace violence, of an employee occurring at the workplace or in connection with any employment.

A serious injury or illness (CCR330) is defined as:

- Any inpatient hospitalization for more than observation
- Amputation
- Loss of an eye

- Serious degree of permanent disfigurement.

It does not include any injury or illness or death caused by an accident on a public street or highway unless the accident occurred in a construction zone.

Annual Review

The District's Workplace Violence Prevention Plan will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or become apparent.
- After a workplace violence incident.
- As needed.

Review of the Plan will include measures outlined in the Employee Active Involvement section as well as the following:

- A review of the incident investigations and Violent Incident Log.
- Assessment of the effectiveness of security systems, including alarms, emergency response, and available security personnel, if applicable.
- Review if violence risks are being properly identified, evaluated, and corrected.
- Any revisions should be made promptly and communicated to all employees.

“I, Jason Weber, the Acting General Manager for the District, hereby authorize and ensure the establishment, implementation, and maintenance of this Plan and the documents/forms within this Plan. I believe that these policies and procedures will bring positive changes to the workflow, business operations, and overall health and safety as it relates to workplace violence prevention.”

Jason Weber, Acting General Manager

Signature

Date

Appendix A

WORKPLACE VIOLENT INCIDENT LOG

This form must be completed for every record of violence in the workplace.

Incident ID # *:	Date and Time of Incident:	Department:
-------------------------	-----------------------------------	--------------------

* Do not identify employee by name, employee #, or SSI. The Incident ID must not reflect the employee's identity.

Describe Incident (provide detailed description and information on the violence incident type. Include additional pages if needed):

Specific Location(s) of Incident & Workplace Violence Type (see definitions, enter 1, 2, 3 or 4)

	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

Where Incident Occurred:

<input type="checkbox"/> Workplace	<input type="checkbox"/> Parking lot	<input type="checkbox"/> Outside of Building	<input type="checkbox"/> Outside of workplace
------------------------------------	--------------------------------------	--	---

Type of Incident (check as many apply):

<input type="checkbox"/> Robbery	<input type="checkbox"/> Grabbed	<input type="checkbox"/> Pushed
<input type="checkbox"/> Verbal threat/harassment	<input type="checkbox"/> Kicked	<input type="checkbox"/> Scratched
<input type="checkbox"/> Sexual threat/harassment/assault	<input type="checkbox"/> Hit with an object	<input type="checkbox"/> Bitten
<input type="checkbox"/> Animal attack	<input type="checkbox"/> Shot (or attempted)	<input type="checkbox"/> Slapped
<input type="checkbox"/> Threat of physical force	<input type="checkbox"/> Bomb threat	<input type="checkbox"/> Hit with fist
<input type="checkbox"/> Threat of use of weapon or object	<input type="checkbox"/> Vandalism (of victim's property)	<input type="checkbox"/> Knifed (or attempted)
<input type="checkbox"/> Assault with a weapon or object	<input type="checkbox"/> Vandalism (of employer's property)	<input type="checkbox"/> Arson
<input type="checkbox"/> Robbery	<input type="checkbox"/> Other:	

Workplace violence committed by:

<input type="checkbox"/> Family or friend	<input type="checkbox"/> Client	<input type="checkbox"/> Coworker
<input type="checkbox"/> Partner/Spouse	<input type="checkbox"/> Family or friend of client	<input type="checkbox"/> Manager/Supervisor
<input type="checkbox"/> Former Partner/Spouse	<input type="checkbox"/> Customer	<input type="checkbox"/> Stranger w/criminal intent
<input type="checkbox"/> Parent/Relative	<input type="checkbox"/> Family or friend of customer	<input type="checkbox"/> Other:

Circumstances at time of incident:

<input type="checkbox"/> Employee performing normal duties	<input type="checkbox"/> Working in poor lighting	<input type="checkbox"/> Employee rushed
<input type="checkbox"/> Employee isolated or alone	<input type="checkbox"/> Unable to get help or assistance	<input type="checkbox"/> Working during low staffing levels
<input type="checkbox"/> Working in a community setting	<input type="checkbox"/> Working in unfamiliar/new location	<input type="checkbox"/> Other:

Consequences of incident:

Law enforcement/Security called? Yes No. If yes, explain:

Were actions taken to protect employees from continuing threat or other hazards? Yes No. If yes, explain:

Any injuries? Yes No. If yes, explain:

Emergency medical responders contacted, including on-site First Aid/CPR? Yes No. If yes, explain:

Did severity of injuries require reporting to Cal/OSHA? Yes No. If yes, enter date, time, and representative contacted:

Completed by:

Name:	Title:
Date:	Signature

Appendix B Customize checklist as warranted.

**WORKPLACE VIOLENCE PREVENTION
HAZARD ASSESSMENT & CORRECTION FORM**

Assessed by:	Title:
Location(s) Assessed:	

This checklist is designed to evaluate the workplace and job tasks to help identify situations that may place employees at risk of workplace violence.

Step 1: Identify risk factors that may increase the District’s vulnerability to workplace violence events.

Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities.

Step 3: Develop a corrective action Plan with measurable goals and target dates.

STEP 1: IDENTIFY RISK FACTORS

Yes	No	Risk Factors	Comments:
		Does staff have contact with the public?	
		Does staff exchange money with the public?	
		Does staff work alone?	
		Is the workplace often understaffed?	
		Is the workplace located in an area with a high crime rate?	
		Does staff enter areas with high crime rates?	
		Does staff have mobile workplaces?	
		Does staff perform public safety functions that might put them in conflict with others?	
		Does staff perform duties that may upset people?	
		Does staff work with people known or suspected to have a history of violence?	
		Do any employees have a history of threats of violence?	

STEP 2: CONDUCT ASSESSMENT

Yes	No	Building Interior	Comments:
		Are employee ID badges required?	
		Are employees notified of past workplace violence events?	
		Are trained security personnel or staff accessible to employees?	
		Are bullet resistant windows or similar barriers used when money is exchanged with the public?	
		Are areas where money is exchanged visible to others?	
		Is a limited amount of cash kept on hand with appropriate signage?	
		Could someone hear an employee who called for help?	
		Do employees have a clear line of sight of visitors in waiting areas?	
		Do areas used for client or visitor interviews allow co-employees to observe problems?	
		Are waiting and work areas free of objects that could be used as weapons?	
		Is furniture in waiting and work areas arranged to prevent employee entrapment?	
		Are clients and visitors clearly informed how to use the department services so they will not become frustrated?	
		Are private, locked restrooms available for employees?	
		Do employees have a secure place to store personal belonging?	

Yes	No	Security Measures	Comments:
		Is there a response Plan for workplace violence emergencies?	
		Are there physical barriers? (between staff and clients)	
		Are there security cameras?	
		Are there panic buttons?	
		Are there alarm systems?	
		Are there metal detectors?	
		Are there X-ray machines?	
		Do doors lock?	
		Does internal telephone system activate emergency assistance?	
		Are telephones with an outside line programed for 911?	
		Are there two-way radios, pagers, or cell phones?	
		Are there security mirrors?	
		Is there a secured entry?	
		Are there personal alarm devices?	
		Are there "drop safes" to limit available cash?	
		Are pharmaceuticals secured?	
		Is there a system to alert staff of the presence, location, and nature of a security threat?	
		Is there a system in place for testing security measures?	

WORKPLACE VIOLENCE EMERGENCY RESPONSE SCENARIOS & PROCEDURES

WORKPLACE VIOLENCE ACTS OR THREATS

Workplace violence is any act or threat of violence that occurs at the workplace. These incidents can include acts or threats of physical violence, intimidation, or harassment. Verbal abuse, physical assault, and homicide are all examples of workplace violence. We have zero tolerance toward all forms of violence.

FOUR TYPES OF WORKPLACE VIOLENCE

- **Type 1 violence** - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
- **Type 2 violence** - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
- **Type 3 violence** - Workplace violence against an employee by a present or former employee, supervisor, or manager.
- **Type 4 violence** - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

EMPLOYEE WARNING SIGNS

Often, warning signs are observed in employees, customers, and others who may behave violently on a work site. These behaviors may include:

- Intimidation.
- Rude behavior toward fellow employees.
- Frequent arguments with co-workers or clients.
- General aggressive behavior like hitting or kicking objects, breaking things, or screaming.
- Acts of revenge like stealing or property damage.
- Verbal wishes to harm other workers.

While there is no perfect way to predict violence will occur, any combination of these behaviors may be a signal. Employees are encouraged to report these actions to the **Administrative Secretary or General Manager** to prevent further escalation of any type of violent situation.

WARNING SIGNS FROM CUSTOMERS

- The person is not satisfied with any solutions you offer.
- Unreasonably agitated.
- Physical posturing (clenched fists).

If the verbal confrontation starts to escalate, remain calm, courteous, and stay neutral. Let them know you are contacting a manager to further assist them. Trust your intuition to determine if help is needed.

WHEN HELP IS NEEDED

- Continue to try and help the person by listening and providing feedback until law enforcement has arrived.
- If at any time you believe you are potentially in physical danger, yell for Help!
- If you are being assaulted:
 - Yell for help.
 - Look for a way to escape.
 - Act with aggression.

PERSONAL SAFETY

- When leaving the building:
 - Be alert to your surroundings and look around the area outside before exiting the building. Do not use or look at your phone.
 - Attackers expect passive victims, so walk with a steady pace, appear purposeful, and project confidence.
- While in your vehicle:
 - Have your keys in your hand as you approach your vehicle so that you do not have to search for them.
 - Before entering your vehicle quickly check the back seat and around the vehicle for anything unusual.
 - Always lock your car doors as soon as you enter the vehicle.

ACTIVE SHOOTER

The three most common response options for an active shooter event are evacuate, hide out, or take action. During an active shooter event, employees need to be able to determine their best course of action for the situation they are facing.

CHARACTERISTICS OF AN ACTIVE SHOOTER SITUATION

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated areas, typically through the use of firearms. Victims are typically selected at random. The event is unpredictable and evolves quickly. Law enforcement is usually required to end an active shooter situation.

HOW TO RESPOND

- 1. EVACUATE**
 - Have an escape route in mind.
 - Leave immediately.
 - Keep hands visible.
- 2. HIDE OUT**
 - Hide in an area out of the shooter's view.
 - Block the entry to your hiding place and lock doors, if possible.
 - Silence your cell phone.
- 3. TAKE ACTION**
 - Last resort when your life is in imminent danger.
 - Attempt to incapacitate the shooter.
 - Act with physical aggression and throw items at shooter.
 - Have an escape route in mind.

CALL 911 WHEN IT IS SAFE TO DO SO

When law enforcement arrives remain calm and follow all instructions.

- Put down any items in your hands (i.e., bags, jackets).
- Raise hands and spread fingers.
- Always keep your hands visible.
- Avoid quick movements toward officers.
- Avoid pointing, screaming or yelling.
- Do not stop to ask officers for help or direction when evacuating.

Information to provide law enforcement when asked:

- Location of the active shooter.
- Number of shooters.
- Physical description of shooters.
- Type of weapons if known.

Training resource:

- [Department of Homeland Security](#)
- [DHS Active Shooter Preparedness Video](#)

BOMB THREAT

Most bomb threats are false and primarily intended to elicit a response from building occupants. However, no bomb threat should be assumed fake. If a potentially harmful device is found, call 911 for assistance.

PHONE THREAT

- Remain calm.
- Immediately use the Bomb Threat Checklist for guidance and to document the call.
- After the caller has ended the call, notify the Administrator.
- If the threat was left on your voicemail, do not erase and immediately notify the Administrator.

WRITTEN THREAT

- Handle the document as little as possible and immediately notify the Administrator.
- If the threat should come via e-mail, save the information.

POSSIBLE EVACUATION

- The Administrator will call law enforcement and follow their instructions.
- The decision to evacuate is handled on a case-by-case basis on instructions given by law enforcement.

BOMB THREAT CHECKLIST

REMAIN CALM			
Time call received:	Time call ended:		
Document any information from the phone display window:			
Engage caller as long as possible and document their words:			
Attempt to obtain information about the device:			
When will the device detonate or activate?			
Where is the device located?			
What kind of device is it?			
What does the device look like?			
Voice Description			
<input type="checkbox"/> Male	<input type="checkbox"/> Young	<input type="checkbox"/> Calm	Accent? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Female	<input type="checkbox"/> Adult	<input type="checkbox"/> Nervous	Describe:
	<input type="checkbox"/> Senior		
<i>Did you recognize the voice? Who?</i>			
<i>Did caller have knowledge of building?</i>			
<i>Unusual phrases:</i>			
<i>Any background noise or distinctive sounds?</i>			
Name of person received call			

CIVIL UNREST

Civil unrest events are often associated with riots, looting, or protests. In these instances, sheltering-in-place is an action taken to protect the building occupants from external hazards, minimizing the chance of injury and/or providing the time necessary to allow for a safe evacuation.

SHELTER IN PLACE

If there is a need to shelter-in-place the Administrator or person-in-charge will advise employees and guests of the emergency. Please note employees and guests cannot be forced to shelter-in-place.

- The person-in-charge will collect the names of everyone in the shelter area.
- If possible, the business voicemail recording will be updated to indicate the building is closed due to the emergency.
- If the civil unrest includes hazardous chemicals, the HVAC systems may be shut off.
- If in danger of broken glass, window shades will be closed.
- Emergency supplies will be moved to the shelter area.
- The District will listen/read available mediums (radio, internet) for further instructions until we are told all is safe or to evacuate.

MEDICAL EMERGENCY

CPR/AED

NON-Trained Responder:

- Call 911 and designate a person to direct EMS personnel as they arrive.
- Do not move person unless absolutely necessary.

Trained and Certified CPR Responder Only:

- Designate someone to call 911 and direct EMS when they arrive.
- Check the person for responsiveness.
- Conduct a primary assessment (breathing) while checking responsiveness.
- Initiate CPR and/or AED if necessary.

FIRST AID ONLY

Non-Trained First Aid Responder:

- Call 911 and designate a person to direct EMS as they arrive.
- Do not move person unless absolutely necessary.
- Use universal precautions, such as disposable gloves, face mask if comforting person while waiting.

Trained First Aid Responder Only:

- Designate someone to call 911 (if necessary) and direct EMS as they arrive.
- Do not move the person unless absolutely necessary.
- Use universal precautions, such as disposable gloves, face mask.
- Follow any directions provided by the 911 operator.
- Designate a person to direct EMS personnel as they arrive.
- Provide person information to the EMS personnel.

SUSPICIOUS PACKAGE

Explosives or other life-threatening items can be enclosed in either a parcel or an envelope, and its outward appearance is limited only by the imagination of the sender. However, suspicious packages have exhibited some unique characteristics that might assist you. To apply these factors, it is important to know the type of mail normally received.

CHARACTERISTICS TO LOOK FOR IN A SUSPICIOUS PACKAGE OR LETTER

- Restricted endorsements such as "personal" or "private." This is important when the addressee does not normally receive personal mail at the office.
- The addressee's name and/ title might be inaccurate.
- Distorted handwriting, or the name and address might be prepared with homemade labels or cut-and-paste lettering.
- Protruding wires, aluminum foil or oil stains visible.
- Emit a peculiar odor.
- Envelope might feel rigid or appear uneven or lopsided.
- Unprofessionally wrapped with several combinations of tape. Might be endorsed "Fragile-Handle With Care" or "Rush-Do Not Delay."
- Making a buzzing or ticking noise or sloshing sound.

IF YOU SUSPECT A SUSPICIOUS PACKAGE OR LETTER

- Do not take a chance. Immediately call 911.
- Do not move, alter, open, examine, or disturb the article.
- Do not put in water or a confined space such as a desk drawer or filing cabinet.
- Isolate the suspicious package or article and clear the immediate area until law enforcement arrives.



2024 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: JO MacKENZIE

District/Company: Vista Irrigation District, *CSDA District of Distinction, Platinum Level*

Title: Director, Certificate in Special District Governance

Elected/Appointed/Staff: Elected

Length of Service with District: 32 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

- ✦ CSDA Board of Directors, President 2011, Vice President 2010, Treasurer 2008-2009
- ✦ CSDA Finance Corporation Board of Directors, 2007-present; President 2012, 2013, 2015- present
- ✦ Special District Leadership Foundation Board of Director, Treasurer, currently Vice President
- ✦ Fiscal and Audit Committees, rewrote 'Treasurer Job Description'; Membership Committee 2011-present; Chair 2020-2021, 2022 and 2024
- ✦ Legislative Committee 2004-present; Chair, 2006-2010 and 2012
- ✦ CSDA San Diego Chapter, Board of Directors, 1993-present; President 1998-2000; presently serve on the Chapter Executive Board
- ✦ Attend all Annual Conferences and Legislative Days

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

- ✦ ACWA: Past Board Director; Local Government, Chair 2014-2015 and Membership Committee
- ✦ ACWA Region 10 Board of Directors, Vice Chair, Alternate Chair, Director 1997-2010
- ✦ The California Association of Local Agency Formation Commissions (CALAFCO), Board Member and Legislative Committee member, 2017-2023

3. List local government involvement (such as LAFCO, Association of Governments, etc.):

- ✦ San Diego LAFCO, 1994-present: Commission Chair 2018 & 2019; Alternate 5 years; Special District Advisory Committee 14 years, Chair 2005-2009
- ✦ City of San Marcos Planning and Traffic Commissions
- ✦ Personally initiated the City of San Marcos Budget Review Committee in 1980, Chair 1996-2006
- ✦ Resource Conservation District of Greater San Diego County, Association Director, 2016 to present

4. List civic organization involvement and recognitions

- ✦ Special District Official of the Year by PublicCEO
- ✦ CSDA Legislative Advocate of the Year, 2011
- ✦ Graduate of CSDA's Special District Leadership Academy
- ✦ San Marcos Chamber of Commerce, Lifetime Ambassador
- ✦ Graduate of Leadership 2000, Cal State San Marcos
- ✦ Vista Community Development Associates, Treasurer
- ✦ Soroptimist International



**RE-ELECT
JO MACKENZIE**

**PROVEN EXPERIENCE LEADING
SPECIAL DISTRICTS**

- **DEDICATED**
- **FISCALLY RESPONSIBLE**
- **COMMITTED TO SPECIAL DISTRICTS**

It has been a privilege and honor to serve on the CSDA Board of Directors (Board) representing the Southern Network. Serving on the Board requires a commitment of time; I am in Sacramento at least twice a month for CSDA meetings. I have served as President, Vice President and Treasurer, and served as a Chair and/or member of the various committees. In 2010 and 2011, respectively, I was recognized as CSDA's Legislative Advocate of the Year and by PublicCEO as Special District Official of the Year.

During my tenure on the CSDA Board, I have formed working relationships throughout the Network and State that have given me an insight regarding the needs of special districts. Based on these insights and input from other CSDA directors, CSDA has worked to provide webinars at no cost to its members, begun offering the leadership academy three times a year and on-line, and the SDLF Board eliminated budget limits for scholarships. I serve on the CSDA and SDLF Boards, and I am proud of the collaboration that allows all special districts to take advantage of CSDA's programs.

During my term, I have been committed to continue building on the present foundation of CSDA's educational programs, state and federal legislative advocacy, and public outreach. CSDA is now the "voice of Special Districts", "the third leg of local government", and the 'go-to' association for legislative issues.

My proven leadership and public service experience, commitment to fiscal responsibility, and comprehensive LAFCO and special district knowledge make me the most qualified candidate to represent the Southern Network.

I have a true passion for and proven experience in leading Special Districts. I would be honored to continue serving on the CSDA Board as your Southern Network Director.

I am asking for your **Vote**.

ELECTRONIC VOTING ENDS JULY 26 AT 5:00 P.M.

**50+ CSDA EDUCATIONAL OPPORTUNITIES ARE LISTED ON
CSDA'S HOME PAGE**



1391 Engineer Street • Vista, California 92081-8840
Phone (760) 597-3100 • Fax: (760) 598-8757
www.vidwater.org

Board of Directors

Richard L. Vásquez, *President, Division 2*
Marty Miller, *Division 1*
Peter Kuchinsky II., *Division 3*
Patrick H. Sanchez, *Division 4*
Jo MacKenzie, *Division 5*

Administrative Staff

Brett L. Hodgkiss
General Manager
Ramae A. Ogilvie
Board Secretary
Elizabeth A. Mitchell
General Counsel

June 5, 2024

Re: Jo MacKenzie for CSDA Board of Directors, Southern Network, Seat A

Dear Board President:

On February 20, 2024, the Vista Irrigation District (VID) Board nominated Jo MacKenzie to the California Special Districts Association (CSDA) Board of Directors for the Southern Network, Seat A. As President of the Board, I'm requesting that your Board cast its vote for Jo MacKenzie, CSDA Board of Directors. Electronic ballot voting begins on June 10, 2024.

Jo's enthusiasm, commitment, and comprehensive knowledge of special districts have brought a high level of experience to the CSDA Board of Directors. Jo believes it is important that CSDA continue to be the voice of all special districts and build on the present foundation of legislative advocacy, educational programs, and public outreach.

Currently serving on the CSDA Board of Directors (Past President, 2011), Jo serves on the CSDA Legislative Committee; she served as the Committee Chair from 2006-2010 and in 2012 and was named Legislative Advocate of the Year in 2010. Jo currently serves as President of the CSDA Finance Corporation, and Vice President of the Special District Leadership Foundation. She also serves on the CSDA Member Services Committee and is very active with the San Diego Chapter of CSDA, serving as its President 1998-2000.

Jo was elected to the VID Board of Directors in 1992 and has since served as President nine times. She is currently a Commissioner on the San Diego Local Agencies Formation Commission (LAFCO) and served as Chair in 2019-2020; Jo has continuously served in various capacities on LAFCO since 1994. She has also served on the California Association LAFCO Board of Directors. Jo is a past Board Director for the Association of California Water Agencies and currently serves on its Membership and Local Government committees.

Jo is active in her local community, having served on the City of San Marcos Planning Commission, Traffic/Safety Commission, Budget Review Committee and Affordable Housing Task Force. She has also been active in the San Marcos Chamber of Commerce for over 30 years, serving as a Board Member and a Life Member Ambassador.

Jo is extremely active and engaged in all aspects of California special districts and her wealth of experience makes her the obvious choice for Southern Network, Seat A. I urge your Board to vote for Jo MacKenzie to continue her service as Seat A Director for the Southern Network. Thank you for your support!

Very truly yours,

Richard L. Vásquez
President, Board of Directors



Caroline Rimmer <carolineapcwg@gmail.com>

Jo MacKenzie for CSDA Board of Directors, Southern Network, Seat A

1 message

Ramae Ogilvie <ROgilvie@vidwater.org>

Wed, Jun 5, 2024 at 3:21 PM

On behalf of the Vista Irrigation District (VID), I am requesting your agency's support and vote for Jo MacKenzie for the California Special Districts Association (CSDA) Board of Directors for the Southern Network, Seat A. We are fortunate to have such a qualified candidate in Director MacKenzie. She has the unanimous support of VID's Board, as noted in the attached letter from VID's Board President Richard Vásquez.

Having known Director MacKenzie for more than 20 years and working with her at VID, I can attest to her very active involvement in special districts and her acquired comprehensive knowledge in statewide and local special districts issues. Attached you will find a candidate's statement summarizing Director MacKenzie's qualifications. As you will see, she possesses the knowledge and experience necessary to be an outstanding, engaged and highly effective CSDA Board member.

I urge your Board of Directors to vote for Jo MacKenzie to continue her service as Seat A Director for the Southern Network on the CSDA Board; electronic ballots will be emailed to your district's contact person on June 10, 2024 and must be received by CSDA by 5:00 PM on July 26, 2024. Please do not hesitate to contact me if have any questions or need additional information. Thank you for your consideration.

Regards,

Brett Hodgkiss

General Manager

bhodgkiss@vidwater.org

2 attachments

 **2024 Jo MacKenzie CSDA Candidate Statement.pdf**
166K

 **6.5.2024 Letter of Support from VID President Richard Vasquez.docx.pdf**
248K



2024 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Jason Dafforn

District/Company: Valley Sanitary District

Title: General Manager

Elected/Appointed/Staff: Staff

Length of Service with District: 1 year

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Attend CSDA Conference and Leadership Academy

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

ACWA, CASA

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

N/A

4. List civic organization involvement:

Desert Recreation Foundation Board of Directors

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**



JASON DAFFORN

for CSDA Board of Directors – Southern Network

My name is Jason Dafforn and I am excited to announce my candidacy for the CSDA Board of Directors, representing the Southern Network, which includes Los Angeles, Orange, San Diego, San Bernardino, Riverside and Imperial counties. I may be new to Valley Sanitary District in Indio, California, but I am not new to special districts.

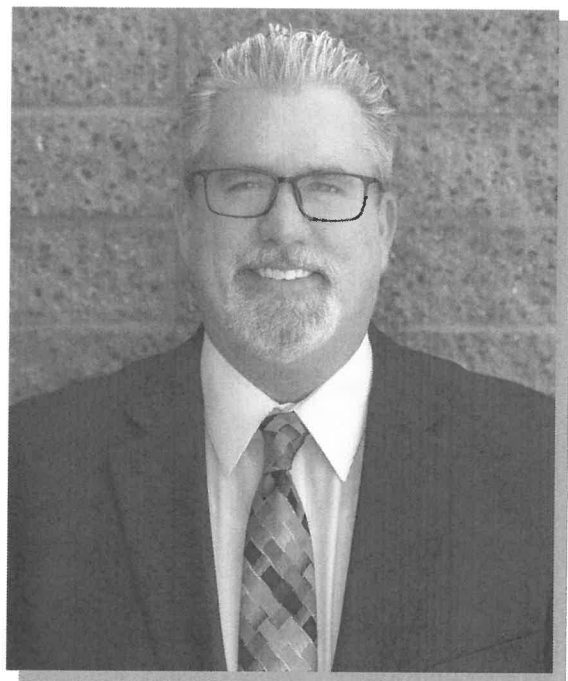
As a Licensed Civil Engineer with over 30 years of experience in the water and wastewater industry, I bring a wealth of knowledge and expertise to this position. My 17 years of experience as a utility manager for California local governments, including over eight years working for a special district, have given me a deep understanding of the unique challenges and opportunities that our special districts face.

I have dedicated my career to improving water and wastewater services, providing safe and reliable infrastructure for communities. My role as General Manager at Valley Sanitary District has equipped me with the skills to lead and innovate, always striving to find effective solutions to complex problems. I am passionate about the critical role that special districts play in our daily lives. For special districts including irrigation, water, wastewater, park and recreation, cemetery, fire, police protection, library, utility, harbor, healthcare and community services districts—to name a few—I am committed to supporting the essential services we all provide. I aim to bring a strategic and forward-thinking perspective to the Board of Directors, addressing current issues and future challenges to keep CSDA ahead of the curve.

Together, we can shape a stronger, more resilient future for California's special districts. By leveraging the resources and advocacy provided by CSDA, we can enhance the quality of life for all residents and keep our districts at the forefront of delivering essential services.

Thank you for your support!

Jason Dafforn, PE
General Manager, Valley Sanitary District, Indio, California



My name is Jason Dafforn. I am a Licensed Civil Engineer in the State of California with over 30 years of experience in the water and wastewater industry. I have 17 years of experience as a utility manager working for California local governments, including over eight years working for a special district.

California's special districts play a crucial role in the daily lives of millions, providing essential services ranging from water and sanitation to fire protection, healthcare, and many others. The California Special District Association (CSDA) provides resources, training, state and federal advocacy, and professional development to help special districts across the State flourish.

Today, special districts are confronted with unprecedented challenges. As a special district manager, I have gained a comprehensive understanding of these challenges, which positions me to provide valuable guidance and develop effective resolutions. My fresh ideas and unique perspective will enable the Board of Directors to proactively address current issues and future challenges, keeping CSDA ahead of the curve.

Together, we hold the power to shape the future and provide exceptional resources for special districts in California. By ensuring they remain at the forefront of delivering essential services and improving the quality of life for all residents, we can make a significant impact.

Let us build a stronger, more resilient future for California's special districts and the communities they serve.



2024 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: ROSS A. LEJA

District/Company: JURUPA AREA RECREATION & PARK DISTRICT

Title: DIRECTOR DIVISION 5

Elected/Appointed/Staff: ELECTED

Length of Service with District: 6 YEARS

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

NO

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

NO

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

NONE

4. List civic organization involvement:

JURUPA CHILDRENS CHRISTMAS PARTY

JURUPA DISTRICT LIONS CLUB

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**

I am running for the open board position to bring representation for the Inland Empire to CSDA and grow CSDA in the Inland Empire. San Bernardino and Riverside Counties, together known as the Inland Empire, is one of the fastest growing regions of California and home to over 80 special districts. However, the Inland Empire currently has no representation on the Southern District Board.

I currently serve on the Board of Directors for the Jurupa Area Recreation and Parks District (JARPD). Our district serves the city of Jurupa Valley and a portion of the city of Eastvale. I have been in this position for six years. During this time we have grown our district by fourteen facilities. I have made it a mission to develop relationships with the other special districts in our area to help JARPD better serve its residents. I look forward to expanding this mission to the other special districts in the Inland Empire if I am elected to the Board representing the Southern District

I am an eight year Air Force Veteran, husband, father and grandfather. My wife of 49 years and I have made our home in Jurupa Valley for over three decades. I have served on the City of Jurupa Valley Traffic Safety Committee, acting as its first chair for three years. I also served on the Jurupa Unified School District Citizen Oversight Committee for a \$144 million bond measure as both Vice Chair and Chair. A cause close to my heart is my work with the Jurupa Children's Christmas Party, an organization that has distributed presents to underprivileged in Jurupa Valley for over 40 years.

I have always considered service to my country and community a privilege and would like to continue by serving on the board of the California Special Districts Association.