

# Arrowbear Park County Water District

## REGULAR MEETING OF THE BOARD OF DIRECTORS

### AGENDA

DATE: January 19, 2023  
TIME: 6:30 p.m. Open Session

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

POSTING: This agenda was  
posted prior to 5:00 p.m. on  
January 13, 2023 per Policy #5020.40

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

#### OPEN SESSION

- A. CALL TO ORDER – Mark Bunyea, President
- B. PLEDGE OF ALLEGIANCE TO THE FLAG
- C. AGENDA POSTING CERTIFICATION
- D. ROLL CALL
- E. CONSENT AGENDA

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are expected to be routine and non-controversial and will be acted on at one time without discussion, unless an item is withdrawn by a Board member for questions or discussion.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

- A) Minutes of Regular Meeting, December 15, 2022
- B) Summary of Bank Balances / Income & Expense Summary
- C) Expense & Budget Reports
- D) Vacation and Sick Leave Balances

#### F. PUBLIC COMMENT

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

**G. STAFF REPORTS**

A) Water & Sewer Field Operations Supervisor Weber

1. Monthly Report

B) Chief Lindley

1. Calls for the previous month.

C) General Manager Huff

1. Administrative Highlights.

**Excuse Staff not needed for Action Items**

**H. DISCUSSION / ACTION ITEMS**

A) Board

1. Customer #0281, 32864 Hilltop Blvd. (commercial property currently storing boats), has requested that the Board waive or reduce the assessed minimum monthly water/sewer charges for the account.
2. Annual election of Board Officers for the Arrowbear Park County Water District. Call for nominations by way of motion for Officers of the Board for 2023 (President and Vice-President).
3. Motion to appoint Caroline Rimmer as Secretary to the Board of Directors for 2023.
4. Discussion with motion to approve Resolution 2023-1-19 appointing General Manager Huff, Secretary Rimmer, and the President of the Board appointing two Board Members as signers on District bank accounts.
5. Discussion with motion as needed to amend Policy 5010.10, time and frequency of Regular Board Meetings.
6. Discussion with motion to affirm regular Board Meeting days and times for 2023.

B) Fire Department

1. Discussion with motion to approve Resolution 2023-1-19A acknowledging receipt of a report made by the Fire Chief of the Arrowbear Lake Fire Department regarding compliance with the annual inspection of certain occupancies pursuant to sections 13146.2 and 13146.3 of the California Health and Safety Code.  
Staff Recommendation: Approve
2. Discussion with motion to approve first reading/Board review of Ordinance 2023-2-16 adopting the 2022 California Fire Code with amendments.  
Staff Recommendation: Approve
3. Discussion with motion as needed to authorize the Fire Department to apply for an AFG Grant to replace E271A, 1984 Seagrave Type I Engine (currently designated as a reserve Engine) with a new Type I Engine (est. cost of \$900,000) and allocate up to \$45,000.00 from Unrestricted Vehicle Replacement Fund 3-3100 (current fund balance \$50,457.27) for the AFG Grant required 5% matching funds, if AFG Grant is approved.

**I. ADJOURN REGULAR MEETING**

**J. OPEN THE ANNUAL MEETING OF THE FINANCE CORPORATION**

A) Board

1. Motion to appoint newly sustained Officers of Board to the same positions for the Financing Corporation for the year 2023.

**K. ADJOURN THE ANNUAL MEETING OF THE FINANCE CORPORATION**

**L. RE-OPEN THE REGULAR MEETING**

**M. ANNOUNCEMENTS**

A) President

B) Board Members

C) Staff

1. Statement of Economic Interest (Form 700) needs to be completed and turned in by the March Board meeting. Included in Board Packets.

The next Regular Board Meeting will be February 16, 2023 at 6:30 p.m. (pending any action taken with Board discussion/action items 4 and 5).

**N. 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  
December 15, 2022  
6:30 PM

The regular meeting of the Board of Directors of Arrowbear Park County Water District was held December 15, 2022, at the District office located at 2365 Fir Drive, Arrowbear Lake, California.

Directors in attendance:

President Mark Bunyea  
Vice President Terisa Bonito  
Director Seth Burt  
Director Paul Miller

Directors who were absent:

Director Sheila Wymer

Also present were the following:

Secretary Rimmer  
Interim Chief Lindley  
Field Operations Supervisor Weber

Visitors present:

B. Burt      C. Miller      R. Rimmer  
R. Bonito      O. Rendelman  
M. Schultz & Family

Open Session

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

Approval of Consent Agenda:

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

Ayes: Miller, Bonito, Bunyea, and Burt  
Nays: None  
Abstain: None  
Absent: Wymer.

Public Comments:

There were no public comments.

Staff Reports:

- A) Field Operations Supervisor Weber gave a field operations report on the monthly repairs and routine services performed in November. Field Operations Supervisor also informed the Board that the District received the Port-A-Potty and were mounting it on a new trailer and that the Technicians were locating missing/buried valve cans throughout the District.
- B) Interim Chief Lindley reported on the Fire Department calls for the month of November. There were a total of 7 calls, 7 were in the District, and 0 were out of the District. Interim Chief Lindley also reported that Santa would visit the Fire Department on 12/17/22. Interim Chief Lindley requested that the Board authorize him to get a quote from ConFire JPA for dispatch services.

- C) General Manager Huff was excused from the meeting, Secretary Rimmer reported to the Board that the new copier was received and installed and that due to potential attrition in field staff, the District would be accepting applications through the end of December in order to gage potential applicant pool size and to provide the District with personnel options.

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

Discussion / Action Items:

A) Board.

1. There was a discussion with a motion to approve allocation of budgeted master plan surplus, unused, or over budgeted funds from FY 2021-2022 of -\$63,278.35 and FY 2021-2022 budget surplus funds of \$226,318.23 to unrestricted asset accounts specified in FY 2021-2022 Unrestricted Funds Allocation Report, by Director Bonito and seconded by Director Miller and approved by a unanimous vote.

Ayes: Miller, Bonito, Bunyea, and Burt

Nays: None

Abstain: None

Absent: Wymer

2. There was a discussion with a motion to appoint Interim Chief Paul Lindley to Fire Chief and approve the Employment Agreement for Fire Chief Paul Lindley, effective January 1, 2023 through December 31, 2023, by Director Bonito and seconded by Director Burt and approved by a unanimous vote.

Ayes: Miller, Bonito, Bunyea, and Burt

Nays: None

Abstain: None

Absent: Wymer

3. The Board opted to wait until Director Wymer was present to discuss Policy 5010.10, time and frequency of Regular Board meetings.

Announcements:

A) The President had no announcements.

B) The Board had no announcements.

C) Staff mentioned the appreciation of Field Operations Weber and Service Person Schultz for their efforts at snow removal for the December Board Meeting.

The next Regular Board Meeting will be January 19, 2023, at 6:30 PM.

Adjournment of Open Meeting

There being no further business, President Bunyea adjourned the meeting at 7:02 PM.

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Mark Bunyea, President

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Caroline V. Rimmer, Secretary

**SUMMARY OF BANK BALANCES**

**12/1/2022 to 12/31/2022**

	GENERAL ACCOUNTS	RESTRICTED ACCOUNTS
	First Foundation Bank	CALPers  OPEB
Account Beginning Balance	\$ 123,697.45	\$ 186,467.73
Total Cleared Deposits - 48	\$ 232,596.06	
Total Cleared Checks/Debits - 65	\$ (156,941.23)	
Interest earned (Investment Loss)	\$ 5.29	
Service Charge(s)	\$ -	
<b>Ending Balance</b>	<b>\$ 199,357.57</b>	<b>\$ 186,467.73</b>
Investment Accounts	LAIF GENERAL	CEPPT
Beginning Balance	\$ 831,294.94	\$ 16,250.46
Quarterly Interest		
Service Charge(s)		
Transfer From/To General Checking Account		
<b>Ending Balance</b>	<b>\$ 831,294.94</b>	<b>\$ 16,250.46</b>
<b>TOTALS</b>	<b>\$ 1,030,652.51</b>	<b>\$ 202,718.19</b>

**SUMMARY OF INCOME & EXPENSES**

	December 2022	YEAR TO DATE	BUDGET	REMAINING	%
TOTAL INCOME	\$ 245,986.59	\$ 769,059.13	\$1,465,800.00	\$ 696,740.87	52.47%
TOTAL OPERATING EXPENSES	\$ 95,653.25	\$ 717,247.20	\$1,363,958.05	\$ 646,710.85	52.59%
<b>NET SURPLUS / (DEFICIT)</b>	<b>\$ 150,333.34</b>	<b>\$ 51,811.93</b>	<b>\$ 101,841.95</b>	<b>\$ 50,030.02</b>	

**Arrowbear Park County Water District**

Vendor Activity

From 12/1/2022 Through 12/31/2022

<u>Vendor Name</u>	<u>Description</u>	<u>Expenses</u>	
Action Auto Repair	Smog - FD	<u>62.75</u>	
		<u>62.75</u>	Transaction Total
Total Action Auto Repair		62.75	
Active 911	Active 911	<u>30.00</u>	
		<u>30.00</u>	Transaction Total
Total Active 911		30.00	
Amazon	Port-a-Potty Materials	<u>38.80</u>	
		<u>38.80</u>	Transaction Total
Total Amazon		38.80	
Amerigas	Propane - FD	<u>1,837.19</u>	
		<u>1,837.19</u>	Transaction Total
Total Amerigas		1,837.19	
Amsoil	(8) Diesel Oil - FD	<u>1,238.26</u>	
		<u>1,238.26</u>	Transaction Total
Total Amsoil		1,238.26	
Apple Valley Cleaners	Dry Cleaning FD	<u>45.00</u>	
		<u>45.00</u>	Transaction Total
Total Apple Valley Cleaners		45.00	
Big Bear Disposal Inc	Port-a-Potty Rental Dec. 2022	<u>88.08</u>	
		<u>88.08</u>	Transaction Total
Total Big Bear Disposal Inc		88.08	
Blake Matthews	11/27/22 - 12/10/22 (2) Hard Shifts	200.00	
	12/11/22 - 12/24/22 (2) Hard Shifts	<u>200.00</u>	
		<u>400.00</u>	Transaction Total
Total Blake Matthews		400.00	
Bound Tree Medical, LLC	Medical Supplies - FD	<u>419.06</u>	
		<u>419.06</u>	Transaction Total
Total Bound Tree Medical, LLC		419.06	
CalPERS	11/09/22 - 11/22/22 PERS	1,202.35	

**Arrowbear Park County Water District**

Vendor Activity

From 12/1/2022 Through 12/31/2022

Vendor Name	Description	Expenses	
	11/23/22 - 12/06/22 PERS	<u>1,101.79</u>	
		<u>2,304.14</u>	Transaction Total
Total CalPERS		2,304.14	
CalPERS Health Ins	Dec 2022 Health Premium	<u>11,171.73</u>	
		<u>11,171.73</u>	Transaction Total
Total CalPERS Health Ins		11,171.73	
Camping World	Port-a-Potty Materials	<u>91.11</u>	
		<u>91.11</u>	Transaction Total
Total Camping World		91.11	
Charter Cable	Dec. 2022 Cable - DO	177.96	
	Dec. 2022 Cable FD	<u>260.98</u>	
		<u>438.94</u>	Transaction Total
Total Charter Cable		438.94	
Costco	Fuel	<u>46.18</u>	
		<u>46.18</u>	Transaction Total
Total Costco		46.18	
County of San Bernardino	Trash	<u>59.57</u>	
		<u>59.57</u>	Transaction Total
Total County of San Bernardino		59.57	
Customer Returned Transactions	12/21/22 Chg Back #0212	800.00	
	Cust. #0212 Chg Back 12/08/22 #1	558.45	
	Cust. #0212 Chg Back 12/08/22 #2	600.00	
	Returned ACH #0583	<u>73.94</u>	
		<u>2,032.39</u>	Transaction Total
Total Customer Returned Transact...		2,032.39	
De Lage Landen Financial Services...	12/01/22 - 12/31/22 Copier	<u>146.43</u>	
		<u>146.43</u>	Transaction Total
Total De Lage Landen Financial Se...		146.43	
Freddie Rodriguez, Jr.	11/27/22 - 12/10/22 (2) Hard Shifts - Probationary	100.00	
	12/11/22 - 12/24/22 (2) Hard Shifts - Probationary	<u>100.00</u>	



**Arrowbear Park County Water District**

Vendor Activity

From 12/1/2022 Through 12/31/2022

Vendor Name	Description	Expenses	
		<u>200.00</u>	Transaction Total
Total Freddie Rodriguez, Jr.		200.00	
Frontier Communications	Warehouse phone	<u>112.26</u>	
		<u>112.26</u>	Transaction Total
Total Frontier Communications		112.26	
Godaddycom	FD	<u>119.76</u>	
		<u>119.76</u>	Transaction Total
Total Godaddycom		119.76	
Haim Ariel Harris	11/27/22 - 12/10/22 (2) Hard Shift - Probationary	<u>100.00</u>	
		<u>100.00</u>	Transaction Total
Total Haim Ariel Harris		100.00	
Harbor Freight	Port-a-Potty Trailer	<u>740.46</u>	
		<u>740.46</u>	Transaction Total
Total Harbor Freight		740.46	
Heartland PR Co	12/14/22 PR Chgs	293.01	
	12/28/22 PR	<u>140.61</u>	
		<u>433.62</u>	Transaction Total
Total Heartland PR Co		433.62	
Iconix Waterworks Inc	Encina Proj.	79.20	
	Inv - \$466.42 (U2216057659) less CR balance of (\$2...	236.19	
	Repairs	<u>215.35</u>	
		<u>530.74</u>	Transaction Total
Total Iconix Waterworks Inc		530.74	
Image Source	Final Invoice - Copier	<u>59.64</u>	
		<u>59.64</u>	Transaction Total
Total Image Source		59.64	
Invoice Cloud	Dec 2022 Inv. Cloud	<u>146.80</u>	
		<u>146.80</u>	Transaction Total
Total Invoice Cloud		146.80	
Jacob Sanchez	11/27/22 - 12/10/22 (2) Hard Shifts	200.00	

**Arrowbear Park County Water District**

Vendor Activity

From 12/1/2022 Through 12/31/2022

Vendor Name	Description	Expenses	
	12/11/22 - 12/24/22 (6) Hard Shifts	550.00	
		750.00	Transaction Total
Total Jacob Sanchez		750.00	
Josue Macuil	11/27/22 - 12/10/22 (2) Hard Shifts	200.00	
	12/11/22 - 12/24/22 (3) Hard Shifts	300.00	
		500.00	Transaction Total
Total Josue Macuil		500.00	
Keith Ortiz	11/27/22 - 12/10/22 (2) Avial. Shifts	100.00	
		100.00	Transaction Total
Total Keith Ortiz		100.00	
Lloyd Pest Control	Pest Control - FD	80.00	
		80.00	Transaction Total
Total Lloyd Pest Control		80.00	
Managsorn Mekchai	11/27/22 - 12/10/22 (1) Hard Shift	100.00	
	12/11/22 - 12/24/22 (1) Hard Shifts	100.00	
		200.00	Transaction Total
Total Managsorn Mekchai		200.00	
Max Taylor	11/27/22 - 12/10/22 (2) Hard Shifts - Probationary	100.00	
		100.00	Transaction Total
Total Max Taylor		100.00	
Mesquit's Janitorial Supplies	Janitorial Supplies - FD	114.09	
		114.09	Transaction Total
Total Mesquit's Janitorial Supplies		114.09	
Nathanael Kahlen	11/27/22 - 12/10/22 (2) Hard Shifts	200.00	
	12/11/22 - 12/24/22 (1) Hard Shift	100.00	
		300.00	Transaction Total
Total Nathanael Kahlen		300.00	
Nicholas Novelich	11/27/22 - 12/10/22 (5) Hard Shifts	500.00	
	12/11/22 - 12/24/22 (3) Hard Shifts	300.00	
		800.00	Transaction Total

**Arrowbear Park County Water District**  
 Vendor Activity  
 From 12/1/2022 Through 12/31/2022

Vendor Name	Description	Expenses	
Total Nicholas Novelich		800.00	
Paya CC Processing	Dec 2022 Paya Chg	759.80	
		<u>759.80</u>	Transaction Total
Total Paya CC Processing		759.80	
PolyJohn	Lock for Port-a-Potty	52.91	
	Port-a-Potty Purchase	1,487.04	
	Port-a-Potty Purchase - will be credited in Jan, chg'd ...	<u>1,511.19</u>	
		<u>3,051.14</u>	Transaction Total
Total PolyJohn		3,051.14	
Rick Mesa	11/27/22 - 12/10/22 (1) Avail. Shift	50.00	
		<u>50.00</u>	Transaction Total
Total Rick Mesa		50.00	
Rim Forest Lumber Company	Port-a-Potty Materials	200.15	
		<u>200.15</u>	Transaction Total
Total Rim Forest Lumber Company		200.15	
Running Springs Water District	Dec 2022 Wastewater Treatment Plant	29,907.00	
		<u>29,907.00</u>	Transaction Total
Total Running Springs Water District		29,907.00	
Ryan Brewart	11/27/22 - 12/10/22 (1) Hard Shift	100.00	
		<u>100.00</u>	Transaction Total
Total Ryan Brewart		100.00	
Ryan Dorsett	12/11/22 - 12/24/22 (2) Hard Shifts	200.00	
		<u>200.00</u>	Transaction Total
Total Ryan Dorsett		200.00	
Shell	Fuel FD	58.03	
		<u>58.03</u>	Transaction Total
Total Shell		58.03	
Southern California Edison	Dec 2022 - Pumps	3,632.24	
	DO Electric	<u>182.96</u>	
		<u>3,815.20</u>	Transaction Total

**Arrowbear Park County Water District**  
Vendor Activity  
From 12/1/2022 Through 12/31/2022

Vendor Name	Description	Expenses	
Total Southern California Edison		3,815.20	
Staples	Office Supplies FD	<u>31.76</u>	
		31.76	Transaction Total
Total Staples		31.76	
State Water Resources Control Bo...	Annual Permit	3,453.00	
	Water System Annual Renewal Fee	<u>2,998.52</u>	
		6,451.52	Transaction Total
Total State Water Resources Contr...		6,451.52	
Test Only All Star	Smog - FD	<u>30.00</u>	
		30.00	Transaction Total
Total Test Only All Star		30.00	
The Gas Company	Gas - Cedar Dec. 2022	276.63	
	Gas - Fir Dec. 2022	<u>372.45</u>	
		649.08	Transaction Total
Total The Gas Company		649.08	
The Public Safety Store	(4) Fire helmets	<u>997.16</u>	
		997.16	Transaction Total
Total The Public Safety Store		997.16	
The Standard Life Insurance Com...	DEC 2022 Dental Premium	<u>566.92</u>	
		566.92	Transaction Total
Total The Standard Life Insurance...		566.92	
Tyler Tran	11/27/22 - 12/10/22 (4) Hard Shifts	400.00	
	12/11/22 - 12/24/22 (4) Hard Shifts	<u>400.00</u>	
		800.00	Transaction Total
Total Tyler Tran		800.00	
Underground Service Alert of So Cal	Dec. 2022 Dig Alerts	<u>17.00</u>	
		17.00	Transaction Total
Total Underground Service Alert of...		17.00	
Verizon Wireless	On Call Phone	<u>83.35</u>	
		83.35	Transaction Total

**Arrowbear Park County Water District**

Vendor Activity

From 12/1/2022 Through 12/31/2022

Vendor Name	Description	Expenses	
Total Verizon Wireless		83.35	
Village Hardware	Port-a-Potty Parts	33.89	
		<u>33.89</u>	Transaction Total
Total Village Hardware		33.89	
Wells Fargo Equipment Finance	Fire Engine Lease Payment	48,528.01	
		48,528.01	Transaction Total
Total Wells Fargo Equipment Fina...		48,528.01	
WEX Bank	Dec 2022 Fuel	1,075.94	
		<u>1,075.94</u>	Transaction Total
Total WEX Bank		1,075.94	
Zachary Hunt	11/27/22 - 12/10/22 (1) Hard Shift	100.00	
	12/11/22 - 12/24/22 (2) Hard Shifts	150.00	
		<u>250.00</u>	Transaction Total
Total Zachary Hunt		250.00	
Zachary Kim	12/11/22 - 12/24/22 (2) Hard Shifts	100.00	
		<u>100.00</u>	Transaction Total
Total Zachary Kim		100.00	
Zoom	Dec. 2022 Zoom	14.99	
		<u>14.99</u>	Transaction Total
Total Zoom		14.99	
Zoro	Lift Station timer	30.36	
		<u>30.36</u>	Transaction Total
Total Zoro		30.36	
Report Opening/Current Balance		-	
Report Transaction Totals		123,638.30	
Report Current Balances		-	

## Arrowbear Park County Water District

### Statement of Revenues and Expenditures

#### Water

From 12/1/2022 Through 12/31/2022

		Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining
<b>Income Categories</b>						
4000	Sales And Fees	35,292.47	214,874.87	440,000.00	(225,125.13)	(51.16)%
4010	Sales To Other Agencies	10,591.11	43,032.14	65,000.00	(21,967.86)	(33.80)%
5000	Property Taxes	0.00	7,800.00	7,800.00	0.00	0.00%
5005	Standby Charges	10,345.77	25,315.48	34,000.00	(8,684.52)	(25.54)%
5010	Interest Income	3.17	2,029.89	2,000.00	29.89	1.49%
5015	Late Charge Income	456.43	2,662.02	7,000.00	(4,337.98)	(61.97)%
5020	Grant Income	0.00	0.00	500.00	(500.00)	(100.00)%
5030	Other Adjustment	106.65	493.50	(2,000.00)	2,493.50	(124.67)%
5035	Other Fees Charges	124.70	5,218.54	6,500.00	(1,281.46)	(19.71)%
	<b>Total Income Categories</b>	<u>56,920.30</u>	<u>301,426.44</u>	<u>560,800.00</u>	<u>(259,373.56)</u>	<u>(46.25)%</u>
<b>Expense Categories</b>						
6000	Salaries Wages Mgmt	5,292.50	34,401.36	75,059.71	40,658.35	54.17%
6005	Salaries Wages Office Reg	3,273.60	18,955.20	43,336.57	24,381.37	56.26%
6010	Salaries Wages Office Ot	0.00	0.00	660.90	660.90	100.00%
6015	Salaries Wages Field Reg	6,485.44	55,900.25	101,870.50	45,970.25	45.13%
6020	Salaries Wages Field Ot	685.39	7,313.40	12,121.61	4,808.21	39.67%
6035	Payroll Taxes	1,315.81	9,097.78	18,479.99	9,382.21	50.77%
6100	Benefits Retirement	1,381.35	10,640.97	18,810.30	8,169.33	43.43%
6105	Benefits Dental Insurance	340.15	2,041.44	4,081.82	2,040.38	49.99%
6110	Benefits Health Ins Active	3,874.84	24,128.45	46,358.00	22,229.55	47.95%
6115	Benefits Health Ins Retired	2,572.36	15,434.16	34,853.08	19,418.92	55.72%
6116	Benefits OPEB	0.00	0.00	9,000.00	9,000.00	100.00%
6118	CEPPT Trust	0.00	0.00	12,000.00	12,000.00	100.00%
6120	Training	0.00	0.00	900.00	900.00	100.00%
6200	Director Fees	1,561.87	3,012.18	8,519.28	5,507.10	64.64%
6205	Director Training Conference	0.00	0.00	120.00	120.00	100.00%
6210	Board Misc	8.99	53.19	240.00	186.81	77.84%
6300	Prof Svcs Legal	0.00	1,787.76	1,800.00	12.24	0.68%
6305	Prof Svcs Accounting	0.00	825.38	1,680.00	854.62	50.87%
6310	Prof Svcs Engineering	0.00	0.00	250.00	250.00	100.00%
6315	Prof Svcs Audit	0.00	666.67	11,560.00	10,893.33	94.23%
6320	Prof Svcs Dues Membership Fees	0.00	3,619.12	5,160.00	1,540.88	29.86%
6325	Prof Svcs Bank Fees Charges	797.23	4,913.95	5,920.00	1,006.05	16.99%
6330	Prof Svcs Regulatory Fees	6,451.52	7,245.85	4,400.00	(2,845.85)	(64.68)%
6335	Prof Svcs Testing Lab	0.00	2,453.74	4,500.00	2,046.26	45.47%
6340	Prof Svcs Computer Network	0.00	0.00	1,370.00	1,370.00	100.00%
6345	Prof Svcs Misc	8.50	767.07	1,080.00	312.93	28.98%
6400	Office Supplies	0.00	543.47	720.00	176.53	24.52%
6405	Office Printing	123.64	975.06	960.00	(15.06)	(1.57)%
6410	Office Postage	0.00	2,378.10	4,680.00	2,301.90	49.19%
6415	Office Software Computer	0.00	18.13	240.00	221.87	92.45%
6420	Office Equipment/Furniture	0.00	35.12	240.00	204.88	85.37%
6425	Office Misc	0.00	20.78	120.00	99.22	82.68%
6500	Insurance Workers Comp	0.00	19,042.19	20,870.69	1,828.50	8.76%
6505	Insurance Property Liability Vehicle	0.00	13,468.12	22,800.00	9,331.88	40.93%
6600	Vehicle Maintenance	0.00	283.40	4,200.00	3,916.60	93.25%

## Arrowbear Park County Water District

### Statement of Revenues and Expenditures

#### Water

From 12/1/2022 Through 12/31/2022

	Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining	
6605	Vehicle Fuel	441.89	3,933.10	6,600.00	2,666.90	40.41%
6700	Utility Phone Internet	284.15	1,745.75	3,500.00	1,754.25	50.12%
6705	Utility Gas	389.45	925.20	2,880.00	1,954.80	67.88%
6710	Utility Electric Facilities	109.78	515.25	1,080.00	564.75	52.29%
6715	Utility Electric Pumping	2,796.33	17,848.43	30,000.00	12,151.57	40.51%
6720	Utility Security	0.00	370.74	768.00	397.26	51.73%
6800	Operations Routine Maint	0.00	1,383.32	4,200.00	2,816.68	67.06%
6805	Operations Repairs	451.54	6,857.16	6,500.00	(357.16)	(5.49)%
6810	Operations Inspecting/Testing	0.00	173.21	400.00	226.79	56.70%
6815	Operations Facilities	88.59	862.59	1,200.00	337.41	28.12%
6820	Operations Tools Equipment	0.00	2,383.65	1,200.00	(1,183.65)	(98.64)%
6825	Operations Uniforms	0.00	147.76	720.00	572.24	79.48%
6830	Operations Safety Equipment	0.00	223.68	900.00	676.32	75.15%
6837	Water Standby Purchase	0.00	2,323.00	2,323.00	0.00	0.00%
	<b>Total Expense Categories</b>	<u>38,734.92</u>	<u>279,715.13</u>	<u>541,233.45</u>	<u>261,518.32</u>	<u>48.32%</u>
	<b>Net Surplus/(Deficit)</b>	<u>18,185.38</u>	<u>21,711.31</u>	<u>19,566.55</u>	<u>2,144.76</u>	<u>10.96%</u>
	<b>Master Plan Expenses</b>					
0059	Hwy 18 Pipeline	0.00	0.00	301,090.74	301,090.74	100.00%
0060	Encina Dr.	79.20	8,827.07	13,358.00	4,530.93	33.92%
0062	Pine Ridge	0.00	0.00	18,500.00	18,500.00	100.00%
0064	Tractor Forklifts	0.00	1,320.07	1,300.00	(20.07)	(1.54)%
0065	PortaJohn	2,611.20	2,611.20	1,820.00	(791.20)	(43.47)%
	<b>Total Master Plan Expenses</b>	<u>2,690.40</u>	<u>12,758.34</u>	<u>336,068.74</u>	<u>323,310.40</u>	<u>96.20%</u>

## Arrowbear Park County Water District

### Statement of Revenues and Expenditures

#### Sewer

From 12/1/2022 Through 12/31/2022

	Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining	
<b>Income Categories</b>						
4000	Sales And Fees	40,727.35	242,241.54	470,000.00	(227,758.46)	(48.46)%
5000	Property Taxes	0.00	5,200.00	5,200.00	0.00	0.00%
5005	Standby Charges	20,493.40	51,635.60	68,000.00	(16,364.40)	(24.07)%
5010	Interest Income	1.32	1,164.00	1,600.00	(436.00)	(27.25)%
5015	Late Charge Income	605.03	3,528.76	6,500.00	(2,971.24)	(45.71)%
5020	Grant Income	0.00	0.00	500.00	(500.00)	(100.00)%
5030	Other Adjustment	1,905.73	2,972.10	(1,800.00)	4,772.10	(265.12)%
5035	Other Fees Charges	165.30	4,465.27	6,500.00	(2,034.73)	(31.30)%
	Total Income Categories	63,898.13	311,207.27	556,500.00	(245,292.73)	(44.08)%
<b>Expense Categories</b>						
6000	Salaries Wages Mgmt	2,886.82	18,764.38	31,274.88	12,510.50	40.00%
6005	Salaries Wages Office Reg	1,785.60	10,339.20	18,056.90	7,717.70	42.74%
6010	Salaries Wages Office Ot	0.00	0.00	275.37	275.37	100.00%
6015	Salaries Wages Field Reg	3,492.16	30,100.54	67,913.66	37,813.12	55.68%
6020	Salaries Wages Field Ot	369.31	3,937.47	8,081.07	4,143.60	51.28%
6035	Payroll Taxes	713.92	4,928.80	9,880.10	4,951.30	50.11%
6100	Benefits Retirement	748.28	5,755.31	12,540.20	6,784.89	54.11%
6105	Benefits Dental Insurance	184.65	1,107.36	2,215.78	1,108.42	50.02%
6110	Benefits Health Ins Active	2,098.85	13,066.65	25,279.48	12,212.83	48.31%
6115	Benefits Health Ins Retired	1,403.10	8,418.60	14,522.12	6,103.52	42.03%
6116	Benefits OPEB	0.00	0.00	6,000.00	6,000.00	100.00%
6118	CEPPT Trust	0.00	0.00	5,000.00	5,000.00	100.00%
6120	Training	0.00	0.00	200.00	200.00	100.00%
6200	Director Fees	851.93	1,643.02	3,549.70	1,906.68	53.71%
6205	Director Training Conference	0.00	0.00	50.00	50.00	100.00%
6210	Board Misc	3.75	23.25	100.00	76.75	76.75%
6300	Prof Svcs Legal	0.00	1,191.84	750.00	(441.84)	(58.91)%
6305	Prof Svcs Accounting	0.00	343.91	700.00	356.09	50.87%
6310	Prof Svcs Engineering	0.00	0.00	200.00	200.00	100.00%
6315	Prof Svcs Audit	0.00	666.66	11,220.00	10,553.34	94.06%
6320	Prof Svcs Dues Membership Fees	0.00	1,448.73	2,650.00	1,201.27	45.33%
6325	Prof Svcs Bank Fees Charges	2,542.11	6,613.88	4,680.00	(1,933.88)	(41.32)%
6330	Prof Svcs Regulatory Fees	0.00	944.80	3,000.00	2,055.20	68.51%
6340	Prof Svcs Computer Network	0.00	623.40	1,150.00	526.60	45.79%
6345	Prof Svcs Misc	8.50	455.94	720.00	264.06	36.67%
6400	Office Supplies	0.00	273.12	300.00	26.88	8.96%
6405	Office Printing	51.52	173.94	400.00	226.06	56.52%
6410	Office Postage	0.00	1,280.82	3,120.00	1,839.18	58.95%
6415	Office Software Computer	0.00	12.09	100.00	87.91	87.91%
6420	Office Equipment/Furniture	0.00	16.41	100.00	83.59	83.59%
6425	Office Misc	0.00	13.85	50.00	36.15	72.30%
6500	Insurance Workers Comp	0.00	10,303.81	12,112.72	1,808.91	14.93%
6505	Insurance Property Liability Vehicle	0.00	13,415.63	15,200.00	1,784.37	11.74%
6600	Vehicle Maintenance	0.00	188.92	2,800.00	2,611.08	93.25%
6605	Vehicle Fuel	294.59	2,519.08	4,400.00	1,880.92	42.75%
6700	Utility Phone Internet	162.73	985.02	1,750.00	764.98	43.71%



## Arrowbear Park County Water District

### Statement of Revenues and Expenditures

#### Sewer

From 12/1/2022 Through 12/31/2022

	Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining
6705 Utility Gas	203.76	493.70	1,900.00	1,406.30	74.02%
6710 Utility Electric Facilities	73.18	330.76	450.00	119.24	26.50%
6715 Utility Electric Pumping	479.94	4,012.16	8,500.00	4,487.84	52.80%
6720 Utility Security	0.00	201.26	439.00	237.74	54.15%
6800 Operations Routine Maint	0.00	0.00	500.00	500.00	100.00%
6805 Operations Repairs	0.00	75.91	500.00	424.09	84.82%
6810 Operations Inspecting/Testing	0.00	0.00	17,000.00	17,000.00	100.00%
6815 Operations Facilities	50.80	266.49	800.00	533.51	66.69%
6820 Operations Tools Equipment	30.36	282.76	1,000.00	717.24	71.72%
6825 Operations Uniforms	0.00	66.72	480.00	413.28	86.10%
6830 Operations Safety Equipment	0.00	141.21	600.00	458.79	76.47%
6835 Operations Treatment	<u>18,987.00</u>	<u>113,922.00</u>	<u>200,000.00</u>	<u>86,078.00</u>	<u>43.04%</u>
Total Expense Categories	<u>37,422.86</u>	<u>259,349.40</u>	<u>502,510.98</u>	<u>243,161.58</u>	<u>48.39%</u>
Net Surplus/(Deficit)	<u>26,475.27</u>	<u>51,857.87</u>	<u>53,989.02</u>	<u>(2,131.15)</u>	<u>(3.95)%</u>
Master Plan Expenses					
0044 RS Treatment Plant	10,920.00	65,520.00	123,370.00	57,850.00	46.89%
0064 Tractor Forklifts	0.00	710.80	700.00	(10.80)	(1.54)%
0065 PortaJohn	<u>1,544.35</u>	<u>1,544.35</u>	<u>980.00</u>	<u>(564.35)</u>	<u>(57.59)%</u>
Total Master Plan Expenses	<u>12,464.35</u>	<u>67,775.15</u>	<u>125,050.00</u>	<u>57,274.85</u>	<u>45.80%</u>

## Arrowbear Park County Water District

### Statement of Revenues and Expenditures

#### Fire

From 12/1/2022 Through 12/31/2022

	Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining
<b>Income Categories</b>					
4020	Paid Call From Other Agencies	0.00	0.00	24,000.00	(24,000.00) (100.00)%
5000	Property Taxes	125,167.36	177,773.82	292,000.00	(114,226.18) (39.12)%
5010	Interest Income	0.80	1,151.60	2,000.00	(848.40) (42.42)%
5020	Grant Income	0.00	0.00	30,000.00	(30,000.00) (100.00)%
5035	Other Fees Charges	0.00	4,500.00	500.00	4,000.00 800.00%
	<b>Total Income Categories</b>	<b>125,168.16</b>	<b>183,425.42</b>	<b>348,500.00</b>	<b>(165,074.58) (47.37)%</b>
<b>Expense Categories</b>					
6000	Salaries Wages Mgmt	5,078.03	33,007.17	66,014.93	33,007.76 50.00%
6005	Salaries Wages Office Reg	892.80	5,169.60	10,834.14	5,664.54 52.28%
6010	Salaries Wages Office Ot	0.00	0.00	165.22	165.22 100.00%
6025	Salaries Wages Coverage	4,950.00	31,475.00	72,800.00	41,325.00 56.77%
6035	Payroll Taxes	486.56	2,966.89	6,054.52	3,087.63 51.00%
6100	Benefits Retirement	174.51	30,706.05	31,923.05	1,217.00 3.81%
6105	Benefits Dental Insurance	42.12	252.72	505.44	252.72 50.00%
6110	Benefits Health Ins Active	483.65	2,901.95	5,625.85	2,723.90 48.42%
6115	Benefits Health Ins Retired	701.55	4,209.29	8,713.27	4,503.98 51.69%
6118	CEPPT Trust	0.00	0.00	3,000.00	3,000.00 100.00%
6120	Training	0.00	247.00	3,000.00	2,753.00 91.77%
6200	Director Fees	425.97	821.52	2,129.82	1,308.30 61.43%
6205	Director Training Conference	0.00	0.00	30.00	30.00 100.00%
6210	Board Misc	2.25	13.50	60.00	46.50 77.50%
6300	Prof Svcs Legal	0.00	198.00	750.00	552.00 73.60%
6305	Prof Svcs Accounting	0.00	206.35	420.00	213.65 50.87%
6315	Prof Svcs Audit	0.00	666.67	11,220.00	10,553.33 94.06%
6320	Prof Svcs Dues Membership Fees	30.00	934.55	2,500.00	1,565.45 62.62%
6325	Prof Svcs Bank Fees Charges	70.65	356.45	650.00	293.55 45.16%
6340	Prof Svcs Computer Network	0.00	0.00	645.00	645.00 100.00%
6345	Prof Svcs Misc	80.00	2,417.51	4,900.00	2,482.49 50.66%
6400	Office Supplies	31.76	180.61	955.00	774.39 81.09%
6405	Office Printing	30.91	104.36	340.00	235.64 69.31%
6410	Office Postage	0.00	12.81	0.00	(12.81) 0.00%
6415	Office Software Computer	119.76	356.45	2,260.00	1,903.55 84.23%
6420	Office Equipment/Furniture	0.00	7.00	750.00	743.00 99.07%
6425	Office Misc	0.00	0.00	180.00	180.00 100.00%
6500	Insurance Workers Comp	0.00	16,419.88	19,221.36	2,801.48 14.57%
6505	Insurance Property Liability Vehicle	0.00	16,021.50	15,999.00	(22.50) (0.14)%
6600	Vehicle Maintenance	1,331.01	6,108.01	2,500.00	(3,608.01) (144.32)%
6605	Vehicle Fuel	443.67	2,531.19	5,000.00	2,468.81 49.38%
6700	Utility Phone Internet	287.67	1,559.02	4,750.00	3,190.98 67.18%
6705	Utility Gas	1,893.06	4,278.54	8,920.00	4,641.46 52.03%
6710	Utility Electric Facilities	355.97	2,607.38	2,090.00	(517.38) (24.76)%
6720	Utility Security	0.00	273.88	741.00	467.12 63.04%
6800	Operations Routine Maint	0.00	0.00	250.00	250.00 100.00%
6810	Operations Inspecting/Testing	0.00	2,658.99	2,000.00	(658.99) (32.95)%
6815	Operations Facilities	122.35	824.62	2,500.00	1,675.38 67.02%
6820	Operations Tools Equipment	0.00	0.00	2,500.00	2,500.00 100.00%

## Arrowbear Park County Water District

### Statement of Revenues and Expenditures

#### Fire

From 12/1/2022 Through 12/31/2022

	Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining
6825 Operations Uniforms	45.00	2,434.57	3,000.00	565.43	18.85%
6830 Operations Safety Equipment	997.16	997.16	2,000.00	1,002.84	50.14%
6840 Operations Medical Supplies	419.06	792.09	3,000.00	2,207.91	73.60%
6845 Operations Dispatching	0.00	3,464.39	5,316.00	1,851.61	34.83%
6850 Operations Fire Prevention Weed Abatement	0.00	0.00	4,000.00	4,000.00	100.00%
Total Expense Categories	<u>19,495.47</u>	<u>178,182.67</u>	<u>320,213.60</u>	<u>142,030.93</u>	<u>44.36%</u>
Net Surplus/(Deficit)	<u>105,672.69</u>	<u>5,242.75</u>	<u>28,286.40</u>	<u>(23,043.65)</u>	<u>(81.47)%</u>
 Master Plan Expenses					
0003 2016 Engine Lease Payments	48,528.01	48,528.01	48,528.01	0.00	0.00%
0012 Turnouts	0.00	15,573.05	9,000.00	(6,573.05)	(73.03)%
0013 Radios	0.00	0.00	35,000.00	35,000.00	100.00%
0063 Station Modifications	0.00	1,123.81	9,000.00	7,876.19	87.51%
Total Master Plan Expenses	<u>48,528.01</u>	<u>65,224.87</u>	<u>101,528.01</u>	<u>36,303.14</u>	<u>35.76%</u>

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

	SICK TIME (HRS)						VACATION TIME (HRS)						COMP TIME (HRS)						
	Start	Earned #1	Earned #2	Used #1	Used #2	Accrued	Start	Earned #1	Earned #2	Used #1	Used #2	Accrued	Start	Earned #1	Earned #2	Used #1	Used #2	Accrued	
Norm	480.01	3.69	3.69			487.39	90.49	4.62	4.62		16.00	83.73							Norm
Jason	451.63	3.69	3.69			459.01	211	5.23	5.23	20.00		201.46	26.545	1.500	7.500			35.545	Jason
Caroline	156.77	3.69	3.69	7.00		157.15	73.89	4.62	4.62			83.13	33.500		4.125	2.750	0.750	34.125	Caroline
Matt	0.76	3.69	3.69			8.14	21.91	3.08	3.08			28.07	3.000					3.000	Matt
MV	5.79	3.69	3.69		8.00	5.17	18.49	3.08	3.08			24.65	4.955			0.250		4.705	MV

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

# MONTHLY MAINTENANCE AND REPAIR REPORT

December 2022

#	DATE	METER #	ADDRESS	SVC	NOTES
1	12/01/22	0979	Lupine	6	Re-install Clamp
2	12/01/22	0212	Deerlick	3	Meter re-installed
3	12/02/22	0382	Cougar	1	
4	12/02/22	0834	Richmond	1	
5	12/14/22	0913	Arrowbear	1	
6	12/19/22	0806	Richmond	1	
7	12/28/22	0978	Dove	5	Leak on 2" Steel Main
8	12/30/22	0593	Spruce	3	Replace curbstop

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



# December 2022

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

12-Avail.    24-Avail.

12-Station    24-Station

**RESOLUTION NO. 2023-1-19**

**A RESOLUTION OF THE  
ARROWBEAR PARK COUNTY WATER DISTRICT  
APPOINTING BANK ACCOUNT SIGNERS**

WHEREAS, Pursuant to APCWD District Policy #3035.10, which states, “Authorized Signers: All bank accounts of the District shall have a minimum of three (3) authorized signers including but not limited to: the General Manager, District Secretary/Treasurer, and at least two (2) members of the Board of Directors. Annually, when the Officers of the Board are elected, the newly elected President of the Board will appoint two (2) Directors to be signers on the District accounts. One will be appointed as the primary signer who will weekly sign the checks of the District along with a secondary signer (General Manager or District Secretary/Treasurer). The second Director appointed as a signer will act as an alternate signer in case of one of the other signers is unavailable to do so. Director signers shall not serve for consecutive years as signers. All-signers on the bank accounts of the District shall be bonded with a \$7,500.00 bond. The District will pay the cost of the bond.”

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors does hereby authorize the elected President of the Board to appoint account signers.

BE IT FURTHER RESOLVED, that the following Arrowbear Park County Water District officers **or their successors in office** shall be authorized signers for the District’s bank accounts:

<u>Norman Huff</u>	<u>Caroline Rimmer</u>	_____	_____
Name	Name	Name	Name
<u>General Manager</u>	<u>Board Secretary</u>	<u>Director</u>	<u>Director</u>
Title	Title	Title	Title
_____	_____	_____	_____
Signature	Signature	Signature	Signature

ADOPTED this 19<sup>th</sup> day of January, 2023.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Arrowbear Park County Water District, at a regular meeting thereof, held on the 19<sup>th</sup> day of January, 2023, by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:



Dated: January 19, 2023

ARROWBEAR PARK COUNTY WATER DISTRICT

By \_\_\_\_\_  
President of the Board of Directors

Certification of Resolution

Attest: I, Caroline Rimmer, Secretary of the Board of the Arrowbear Park County Water District, County of San Bernardino, California do hereby certify that this is a true and correct copy of the original resolution #2023-1-19.

WITNESS MY HAND OR THE SEAL OF THE Arrowbear Park County Water District, on this 19<sup>th</sup> day of January, 2023.

\_\_\_\_\_  
Caroline Rimmer, Secretary of the Board

# ARROWBEAR PARK COUNTY WATER DISTRICT

## Policy Handbook

**POLICY TITLE:** Board Meetings  
**POLICY NUMBER:** 5010

**5010.10** Regular meetings of the Board of Directors shall be held on the third Thursday of *each calendar month (1)* at 6:30 P.M. in the District Office, 2365 Fir Dr. The date, time and place of regular Board meetings shall be reconsidered annually at the annual organizational meeting of the Board.

**5010.20** Special meetings (non-emergency) of the Board of Directors may be called *by motion and a majority vote of the Board of Directors at a regular meeting of the Board of Directors.(2)*

**5010.21** All Directors, the General Manager, District Counsel and [other desired staff] shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least twenty-four (24) hours prior to the meeting.

**5010.22** Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone during business hours as soon after the meeting is scheduled as practicable.

**5010.23** An agenda shall be prepared as specified for regular Board meetings in Policy #5020 and shall be delivered with the notice of the special meeting to those specified above.

**5010.24** Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

**5010.30** Special Meetings (emergency). In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the twenty-four (24) hour notice required in 5010.21, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by the General Manager, Board President or Vice President in the President's absence.

**5010.31** Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by at least one (1) hour prior to the emergency special meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but

# ARROWBEAR PARK COUNTY WATER DISTRICT

## Policy Handbook

the General Manager, or his/her designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.

**5010.32** No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the twenty-four (24) hour notice. The minutes of the emergency special meeting, a list of persons the General Manager or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten (10) days in the District office as soon after the meeting as possible.

**5010.40** Adjourned Meeting. A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the General Manager may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in 5010.22 above.

**5010.50** Annual Organizational Meeting The Board of Directors shall hold an annual organizational meeting at its regular meeting in January. At this meeting the Board will elect a President, Vice President and Clerk from among its members to serve during the coming calendar year, and will appoint the Administrative Secretary as the Board's Secretary and Treasurer.

**5010.60** The Chairperson of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

**5010.70** The Chairperson and the General Manager shall insure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

*(1) December Board Meeting exclusion approved by motion at the Jan. 17, 2019 Regular Board Meeting. December Board Meeting exclusion removed by motion at the Feb. 20, 2020 Regular Board Meeting.*

*(2) Amended to only allow for calling of a special meeting by Board majority. 7/21/2022*

**ARROWBEAR PARK COUNTY WATER DISTRICT  
STAFF REPORT**

TO: Board of Directors

FROM: Norman Huff, General Manager

PREPARED BY: Paul Lindley, Fire Chief

MEETING DATE: January 19, 2023

SUBJECT: Resolution No. 2023-1-19A

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**RECOMMENDATION:**

Staff recommends that the Board of Directors adopt proposed Resolution No. 2023-1-19A, A Resolution of the Arrowbear Park County Water District, acknowledging receipt of a report made by the Fire Chief of the Arrowbear Lake Fire Department regarding compliance with the annual inspection of certain occupancies pursuant to sections 13146.2 and 13146.3 of the California Health and Safety Code (**Attachment 1**).

**BACKGROUND:**

In 2018, California Health and Safety Code Section 13146.4 was added by Senate Bill 1205 (SB1205) and became effective January 1, 2019. Section 13146.4 requires all fire departments that provide fire protection services, to report annually to their administering authority on their compliance with Health and Safety Code Sections 13146.2 and 13146.3. Sections 13146.2 and 13146.3 require annual inspections of every building used as a public or private school (used by more than 6 persons for educational purpose through the 12<sup>th</sup> grade), hotel, motel, lodging house, apartment house (3 units or more) and certain residential care facilities for compliance with building standards.

The attached Resolution demonstrates the required compliance.

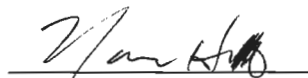
**FISCAL IMPACT:**

There is no fiscal impact associated with adoption of this resolution.

**ATTACHMENTS:**

1. Resolution for compliance with California Health and Safety Code 13146.4

Approved by:



Norman Huff  
General Manager

**RESOLUTION NO. 2023-1-19A**

**A RESOLUTION OF THE ARROWBEAR PARK COUNTY WATER DISTRICT  
ACKNOWLEDGING RECEIPT OF A REPORT MADE BY THE FIRE CHIEF OF THE  
ARROWBEAR LAKE FIRE DEPARTMENT REGARDING COMPLIANCE WITH THE  
ANNUAL INSPECTION OF CERTAIN OCCUPANCIES PURSUANT TO SECTIONS 13146.2  
AND 13146.3 OF THE CALIFORNIA HEALTH AND SAFETY CODE**

**WHEREAS**, California Health & Safety Code Section 13146.4 was added in 2018, and became effective on January 1, 2019; and

**WHEREAS**, California Health & Safety Code Section 13146.4 requires all fire departments, including the Arrowbear Lake Fire Department, that provide fire protection services to report annually to its administering authority on its compliance with Health & Safety Code sections 13146.2 and 13146.3; and

**WHEREAS**, California Health & Safety Code Section 13146.2 and 13146.3 requires all fire departments, including the Arrowbear Lake Fire Department, that provide fire protection services to perform annual inspections in every building used as a public or private school, hotel, motel, lodging house, apartment house, and certain residential care facilities for compliance with fire and building standards, as provided; and

**WHEREAS**, the Board of Directors of the Arrowbear Park County Water District intends that this Resolution fulfill the requirements of the California Health & Safety Code 13146.4 regarding acknowledgment of the Arrowbear Lake Fire Department's compliance with California Health and Safety Code Sections 13146.2 and 13146.3.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Arrowbear Park County Water District expressly acknowledges the measure of compliance of the Arrowbear Lake Fire Department with Health and Safety Code sections 13146.2 and 13146.3 in the Arrowbear Park County Water District for the time period of July 1, 2022 to June 30, 2023, as follows:

**Section 1.** Residential Group R occupancies, for the purposes of this Resolution, are generally those occupancies containing sleeping units, and include hotels, motels, apartments (three units or more), etc. as well as other residential occupancies (including a number of residential care facilities). These residential care facilities have a number of different sub-classifications, and they may contain residents or clients that have a range of needs, including those related to custodial care, mobility impairments, cognitive disabilities, etc. The residents may also be non-ambulatory or bedridden. The Arrowbear Lake Fire Department completed 100% of the annual inspections of the identified Group R occupancies, buildings, structures and/or facilities in the Community of Arrowbear Lake.

**Section 2.** Camp Group C occupancies, for the purposes of this Resolution, are generally those occupancies containing sleeping units, and include an organized camp is a site with programs and facilities established for the primary purpose of providing an outdoor group living experience with social, spiritual, educational or recreational objectives, for five days or more during one or more seasons of the year. The Arrowbear Lake Fire Department completed 100% of the annual inspections of the identified Group C occupancies, buildings, structures and/or facilities in the Community of Arrowbear Lake.

**ADOPTED** this 19<sup>th</sup> day of January, 2023.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Arrowbear Park County Water District, at a regular meeting thereof, held on the 19<sup>th</sup> day of January, 2023, by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

Dated: January 19, 2023

ARROWBEAR PARK COUNTY WATER DISTRICT

By \_\_\_\_\_  
President of the Board of Directors

Certification of Resolution

Attest: I, Caroline Rimmer, Secretary of the Board of the Arrowbear Park County Water District, County of San Bernardino, California do hereby certify that this is a true and correct copy of the original resolution #2023-1-19A.

WITNESS MY HAND OR THE SEAL OF THE Arrowbear Park County Water District, on this 19<sup>th</sup> day of January, 2023.

\_\_\_\_\_  
Caroline Rimmer, Secretary of the Board

**ORDINANCE NO. 2023-2-16**

**AN ORDINANCE OF THE ARROWBEAR PARK COUNTY WATER DISTRICT APPROVING THE ADOPTION OF THE 2022 EDITION OF THE CALIFORNIA BUILDING STANDARDS CODE, (CALIFORNIA CODE OF REGULATIONS TITLE 24), PART 9, 2022 CALIFORNIA FIRE CODE WITH AMENDMENTS SPECIFIED HEREIN.**

BE IT ORDAINED BY ARROWBEAR PARK COUNTY WATER DISTRICT, ARROWBEAR LAKE, SAN BERNARDINO COUNTY, STATE OF CALIFORNIA AS FOLLOWS:

**SECTION 1. CEQA.** The Board of Directors finds that the actions contemplated by this Ordinance are exempt from the California Environmental Quality Act (“CEQA”) pursuant to 15061(b)(3), CEQA review is not required because there is no possibility that this Ordinance may have a significant effect upon the environment and the proposed text amendments constitute a minor alteration in a land use limitation under CEQA Guidelines Section 15305, and such a land use limitation is a permissible exercise of the San Bernardino County Planning Department's zoning powers.

**SECTION 2. Severability.** The Board of Directors hereby declares that if any provision, section, paragraph, sentence, or word of this Ordinance is rendered or declared to be invalid or unconstitutional by any final court action in a court of competent jurisdiction, or by reason of any preemptive legislation, such invalidity shall not affect the other provisions, sections, paragraphs, sentences, or words of this Ordinance, and to this end the provisions of this Ordinance are severable. The Board of Directors declares that it would have adopted this Ordinance irrespective of the invalidity of any particular portion thereof and intends that the invalid portions should be severed, and the balance of the Ordinance enforced.

**SECTION 3. Prosecution of Prior Ordinances.** Neither the adoption of this Ordinance nor the repeal of any other ordinance of this District shall in any manner affect the prosecution of any violation of any District ordinance or provision of the Arrowbear Park County Water District, committed prior to the effective date hereof, nor be construed as a waiver of any penalty or the penal provisions applicable to any violation thereof.

**SECTION 4. Findings.** The Board of Directors hereby finds that pursuant to California Health & Safety Code Section 17958, 17958.5, 17958.7, and/or 18941.5 that the proposed amendments to the 2022 edition of the California Building Standards Code, (California Code of Regulations, Title 24), Part 9, 2022 California Fire Code are (1) necessary because of local climatic, geological, or topographical conditions, or (2) are of an administrative or procedural nature, and/or do not modify building standards and are reasonably necessary to safeguard life and property within the District; and findings are set forth on Exhibit A, which exhibit is attached hereto and made a part hereof.

**SECTION 5.** The Board of Directors hereby amends the California Fire Code, entitled “Fire Code” to the Arrowbear Park County Water District Ordinance 2023-2-16, to read as:

## **FIRE CODE**

### **Sections:**

#### **1.010 Adoption of 2022 California Fire Code**

#### **1.020 Amendments to the 2022 California Fire Code**

**1.010 Adoption of 2022 California Fire Code.** Except as otherwise provided in this Chapter, the California Fire Code, Title 24, California Code of Regulations, Part 9, including Chapter 1, Division II - Scope and Administration, except that Section 103.2 and 111.3 are not adopted, and Chapters 3, 25, and Sections 403.11, 503, 510.2, 1103.2, and 5707 are adopted, including any and all amendments set forth in this chapter, and including any and all amendments thereto that may hereafter be made and adopted by the State of California, is hereby adopted as the District's Fire Code.

**1.020 Amendments to the 2022 California Fire Code.** The 2022 California Fire Code is amended in part as follows:

### **A. SCOPE AND GENERAL REQUIREMENTS**

1. Section 101.4 of the California Fire Code is deleted in its entirety and replaced with the following:

**101.4 Severability.** If any provision, clause, sentence or paragraph of this ordinance or the application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect the other provisions of this ordinance which can be given effect without the invalid provision or application, and to this end, the provisions of this ordinance are hereby declared to be severable.

### **B. APPLICABILITY**

1. Section 102.5 of the California Fire Code is amended as follows:

**102.5 Application of residential code.** Where structures are designed and constructed in accordance with the California Residential Code, the provisions of this code shall apply as follows:

1. Construction and design provisions of this code pertaining to the exterior of the structure shall apply including, but not limited to, premises identification, fire apparatus access and water supplies. Where interior or exterior systems or devices are installed, construction permits required by Section 105.6 of this code shall apply.
2. Administrative, operational and maintenance provisions of this code shall apply.
3. Automatic fire sprinkler system requirements of this code shall apply to detached accessory buildings 3,600 square feet or greater in accordance with Section 903.2. The provisions contained in Section 903.2.18 of the California Fire Code or Section R309.6 of the California Residential Code may be used for the design of the automatic fire sprinkler system for detached private garages.

### **C. DUTIES AND POWERS OF THE FIRE CODE OFFICIAL.**

1. A new Section 104.1.1 is added to Section 104.1 of the California Fire Code to read as follows:



### **104.1.1 Authority of the Fire Chief and Fire Department.**

1. The Fire Chief is authorized and directed to enforce all applicable State fire laws and provisions of this ordinance and to perform such duties as directed by the Board of Directors.

2. The Fire Chief is authorized to administer, interpret and enforce this ordinance. Under the Fire Chief's direction, the Arrowbear Lake Fire Department is authorized to enforce ordinances of the Arrowbear Park County Water District pertaining to the following:

2.1. The prevention of fires.

2.2. The suppression or extinguishment of dangerous or hazardous fires.

2.3. The storage, use and handling of hazardous materials.

2.4. The installation and maintenance of automatic, manual and other private fire alarm systems and fire extinguishing equipment.

2.5. The maintenance and regulation of fire escapes.

2.6. The maintenance of fire protection and the elimination of fire hazards on land, in buildings, structures and other property, including those under construction.

2.7. The maintenance of means of egress.

2.8. The investigation of the cause, origin and circumstances of fire and unauthorized releases of hazardous materials.

3. The following persons are hereby authorized to interpret and enforce the provisions of this ordinance and to make arrests and issue citations as authorized by law:

3.1. The Fire Chief, Peace Officers and Public Officers of the Arrowbear Lake Fire Department.

3.2. Peace Officers and Public Officers of the California Department of Forestry and Fire Protection.

3.3. Peace Officers and Public Officers of the San Bernardino County Fire Protection District.

3.4. The San Bernardino County Sheriff and any deputy sheriff.

3.5. Officers of the California Highway Patrol.

3.6. Code Officers of the San Bernardino County Land Use Services.

3.7. Peace Officers of the California Department of Fish and Wildland.

3.8. Peace Officers of the Department of Agriculture United States Forest Service.

2. Sections 104.7 and 104.7.1 of the California Fire Code are deleted in their entirety and replaced with the following:

**104.7 Liability.** Any liability against Arrowbear Park County Water District or the Arrowbear Lake Fire Department or any officer or employee for damages resulting from the discharge of their duties shall be as provided by law.

### **D. FEES**

1. Section 107.2 of the California Fire Code is deleted in its entirety and replaced with the following:

**107.2 Schedule of permit fees.** Fees for services and permits shall be as set forth in the Arrowbear Park County Water District fee schedule.

2. A new Section 107.7 is added to Section 107 of the California Fire Code to read as follows:

**107.7 Cost recovery.** Fire suppression, investigation, rescue or emergency medical costs are recoverable in accordance with Health and Safety Code Sections 13009 and 13009.1, as may be amended from time to time. Additionally, any person who negligently, intentionally or in violation of law causes an emergency response, including, but not limited to, a traffic accident, spill of toxic or flammable fluids or chemicals is liable for the costs of securing such emergency, including those costs pursuant to Government Code Section 53150, et seq, as may be amended from time to time. Any expense incurred by the Arrowbear Lake Fire Department for securing such emergency shall constitute a debt of such person and shall be collectable by Arrowbear Park County Water District in the same manner as in the case of an obligation under contract, express or implied.

#### **E. MEANS OF APPEALS**

1. Section 111.1 of the California Fire Code is deleted in its entirety and replaced with the following:

**111.1 Board of appeals established.** The Board of Appeals shall be the General Manager. If he or she determines an outside board is needed, he or she shall designate an outside hearing officer to hear the appeal. The Fire Chief shall be notified of any appeal and the Fire Chief or designee shall be in attendance at the appeal hearing. Depending on the subject of the appeal, specialized expertise may be solicited, at the expense of the applicant, for the purpose of providing input to the Appeals Board.

#### **F. VIOLATIONS.**

1. Section 112.4 of the California Fire Code is deleted in its entirety and replaced with the following:

**112.4 Violation and penalties.** It shall be unlawful for any person, firm, corporation or association of persons to violate any provision of this ordinance, or to violate the provisions of any permit granted pursuant to this code or Ordinance. Punishments and penalties for violations shall be in accordance with the Arrowbear Park County Water District ordinances, fee schedule and Health and Safety Code Sections 17995 through 17995.5.

#### **G. DEFINITIONS.**

1. Section 202, definition of "Fire Chief" in the California Fire Code is deleted in its entirety and replaced with the following:

**FIRE CHIEF.** The Fire Chief of Arrowbear Lake Fire Department or the Fire Chief's designee.

#### **H. OPEN FLAMES.**

1. Section 308.1.6.3 of the California Fire Code is deleted in its entirety and replaced with the following:

**308.1.6.3 Sky lanterns or similar devices.** A person shall not release or cause to be released a sky lantern or similar device.

## **I. FIRE APPARATUS ACCESS ROADS.**

1. Section 503.2.1 of the California Fire Code is deleted in its entirety and replaced with the following:

**503.2.1 Dimensions.** Fire apparatus access roads shall have an unobstructed width of not less than 20 feet (7315 mm), exclusive of shoulders, except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 13 feet 6 inches (4115 mm).

2. Section 503.2.2 of the California Fire Code is deleted in its entirety and replaced with the following:

**503.2.2 Authority.** The fire code official shall be the only authority authorized to designate fire apparatus access roads and fire lanes and to modify the minimum fire lane access widths for fire or rescue operations.

3. A new Section 503.6.1 is added to Section 503.6 of the California Fire Code to read as follows:

**503.6.1 Automatic opener.** New motorized gates shall be provided with means to be automatically opened remotely by emergency vehicle in accordance.

**Exception:** Gates serving individual one- and two-family dwelling parcels.

4. A new Section 503.7 is added to Section 503 of the California Fire Code to read as follows:

**503.7 Loading areas and passenger drop-off areas.** On private properties, where fire apparatus access roads are utilized for loading or unloading or utilized for passenger drop-off or pick-up, an additional eight (8) feet of width shall be added to the minimum required width for the fire apparatus access road.

**508.1.1 Location and access.** The fire command center shall be located adjacent to the main lobby and shall be accessible from fire department vehicular access or as approved by the fire code official. The room shall have direct access from the building exterior at the lowest level of fire department access.

3. Section 508.1.3 of the California Fire Code is amended as follows:

## **J. FIRE PROTECTION AND UTILITY EQUIPMENT IDENTIFICATION AND ACCESS**

1. Section 509.2.1 of the California Fire Code is amended to add the following:

**509.2.1 Minimum clearances.** A 3-foot (914 mm) clear space shall be maintained around the circumference of exterior fire protection system control valves, or any other exterior fire protection system component that may require immediate access, except as otherwise required or approved.

## **K. AUTOMATIC SPRINKLER SYSTEMS.**

1. Section 903.2 of the California Fire Code is deleted in its entirety and replaced with the following:

**903.2 Where required.** In all new buildings and structures which are 3,600 square feet or greater, an approved automatic sprinkler system shall be provided regardless of occupancy classification. Where the Sections 903.2.1 – 903.2.21 of the California Fire Code require more restrictive requirements than those listed below, the more restrictive requirement shall take precedence.

**Exception:** Unless required elsewhere in this code or the California Building Code, automatic fire sprinkler systems shall not be required for the following:

1. Detached Group U occupancies used for agricultural purposes constructed in accordance with the California Building Code.
2. Detached non-combustible equestrian arena shade canopies that are open on all sides and used for riding only - no commercial, assembly or storage uses.
3. Detached fabric or non-combustible shade structures that are open on all sides and used to shade playground equipment, temporary storage of vehicles and dining areas with no cooking.
4. Where determined by the Fire Chief that no major life safety hazard exists, and the fuel load does not pose a significant threat to firefighter safety or to other structures or property, automatic fire sprinklers may be exempted.

One- and two-family dwellings shall have an automatic fire sprinkler system regardless of square footage in accordance with the California Residential Code. Fire sprinkler systems shall be installed in mobile homes, manufactured homes and multifamily manufactured homes with two dwelling units in accordance with Title 25 of the California Code of Regulations.

The following exceptions in the California Fire Code shall not be allowed:

- a. Exception in Section 903.2.3
- b. Exception in Section 903.2.11.3

2. A new Section 903.3.5.3 is added to Section 903 of the California Fire Code to read as follows:

**903.3.5.3 Hydraulically calculated systems.** The design of hydraulically calculated fire sprinkler systems shall not exceed 90% of the water supply capacity.

#### **L. FIRE HAZARD SEVERITY ZONES.**

1. A new Section 4904.2.1 is added to Section 4904 of the California Fire Code to read as follows:

**4904.2.1 High Fire Hazard Severity Zone Maps.** In accordance with Government Code Sections 51175 through 51189, Very High Fire Hazard Severity Zones (VHFHSZ), located in the Local Responsibility Area (LRA), are designated as shown on the most recently published VHFHSZ IN LRA map, as recommended and published by the Director of the California Department of Forestry and Fire Protection (CAL FIRE), which may be revised from time to time. The most recent VHFHSZ IN LRA map is on file at the office of the Fire Chief, which supersedes other maps previously adopted designating high fire hazard areas.

#### **M. APPENDIX B.**

1. Table B105.2 of the California Fire Code is amended as follows:

**TABLE B105.2  
REQUIRED FIRE-FLOW FOR BUILDINGS OTHER THAN ONE- AND  
TWO-FAMILY DWELLINGS, GROUP R-3 AND R-4 BUILDINGS AND TOWNHOUSES**

AUTOMATIC SPRINKLER SYSTEM (Design Standard)	MINIMUM FIRE-FLOW (gallons per minute)	FLOW DURATION (hours)
No automatic sprinkler system	Value in Table B105.1(2)	Duration in Table B105.1(2)
Section 903.3.1.1 of the <i>California Fire Code</i>	50% of the value in Table B105.1(2) <sup>a</sup>	Duration in Table B105.1(2) at the reduced flow rate
Section 903.3.1.2 of the <i>California Fire Code</i>	50% of the value in Table B105.1(2) <sup>b</sup>	Duration in Table B105.1(2) at the reduced flow rate

For SI: 1 gallon per minute = 3.785 L/m.

- a. The reduced fire-flow shall be not less than 1,000 gallons per minute.
- b. The reduced fire-flow shall be not less than 1,500 gallons per minute.

**N. APPENDIX C.**

1. Section C103.1 of the California Fire Code is deleted in its entirety and replaced with the following:

**C103.1 Hydrant spacing.** Fire apparatus access roads and public streets providing required access to buildings in accordance with Section 503 of the International Fire Code shall be provided with one or more fire hydrants, as determined by Section C102.1. Where more than one fire hydrant is required, the distance between required fire hydrants shall be in accordance with Sections C103.2 and C103.3. Fire hydrants shall be provided at street intersections.

**SECTION 6. Effective Date and Publication.** The Board President shall sign and the Board Secretary shall certify to the passage of this Ordinance and cause the same or a summary thereof to be published within 15 days after adoption in accordance with Government Code Section 36933. This Ordinance shall take effect 30 days after adoption in accordance with Government Code Section 36937.

**NOW, THEREFORE, BE IT ORDAINED** that the Board of Directors of the Arrowbear Park County Water District, Arrowbear Lake, California, approves adoption of the 2022 edition of the California Building Standards Code, (California Code of Regulations Title 24), part 9, 2022 California Fire Code with amendments specified herein.

**INTRODUCED AND READ** for the first time, and ordered posted, at a regular meeting of the Board of Directors of the Arrowbear Park County Water District, Arrowbear Lake, California, held on the 19th day of January, 2023, by the following roll call vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

**ADOPTED** this 16<sup>th</sup> day of February, 2023.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Arrowbear Park County Water District, at a regular meeting thereof, held on the 16<sup>th</sup> day of February, 2023, by the following vote:

AYES:  
NAYS:  
ABSTAIN:  
ABSENT:

Dated: February 16, 2023

ARROWBEAR PARK COUNTY WATER DISTRICT

By \_\_\_\_\_  
President of the Board of Directors

**Certification of Resolution**

Attest: I, Caroline Rimmer, Secretary of the Board of the Arrowbear Park County Water District, County of San Bernardino, California do hereby certify that this is a true and correct copy of the original resolution #2023-2-16.

WITNESS MY HAND OR THE SEAL OF THE Arrowbear Park County Water District, on this 16<sup>th</sup> day of February, 2023.

\_\_\_\_\_  
Caroline Rimmer, Secretary of the Board

## EXHIBIT A

### FINDINGS

#### I. Climatic Conditions:

A. Arrowbear Lake located in San Bernardino County is located in Southern California and covers a vast and varied mountainous terrain area. The San Bernardino Mountain Range terrain annually experience extended periods of high temperatures with little or no precipitation. Hot, dry winds, which may reach speeds of 70 M.P.H. or greater, are common to the area. Examples are: Santa Ana/ Foehn winds, afternoon surface-heating generated winds, and prevailing desert winds.

These climatic conditions cause extreme drying of vegetation and common building materials. Frequent periods of drought and low humidity add to the fire danger. This predisposes the area to large destructive fires (conflagration) which necessitates rapid identification, locating and extinguishment of all fires in the smallest stage possible. In addition to directly damaging or destroying buildings, these fires are also prone to disrupt utility services throughout the Community. Obstacles generated by a strong wind, such as fallen trees, street lights and utility poles, will greatly impact the response time to reach an incident scene. During these winds, the inability to use aerial type firefighting apparatus would further decrease our ability to stop fires in large buildings and place rescue personnel at increased risk of injury.

B. Although Arrowbear Lake occasionally experiences periods of significant drought, Arrowbear Lake can also experience periods of substantial rainfall. Annual rainfall varying about thirty-three (33) inches. When Arrowbear Lake does experience heavy rain, or rain over a period of days or weeks, many areas of the Community are subject to flooding. Runoff from rain drains either naturally into rivers, washes, and creeks or into flood control facilities. Flash flooding is also a common problem, in the Arrowbear Lake Community. Flash flooding is typically associated with short duration, high intensity precipitation events often associated with summer thunderstorms. Such events can occur even during a drought.

C. Water demand in densely populated Southern California far exceeds the quantity supplied by natural precipitation; and although the population continues to grow, the already-taxed water supply does not. California is projected to increase in population by nearly 10 million over the next quarter of a century with 50 percent of that growth centered in Southern California. Due to storage capacities and consumption, and a limited amount of rainfall future water allocation is not fully dependable. This necessitates the need for additional and on-site fire protection features. It would also leave tall buildings vulnerable to uncontrolled fires due to a lack of available water and an inability to pump sufficient quantities of available water to floors in a fire.

D. These dry climatic conditions and winds contribute to the rapid spread of even small fires originating in high-density housing or vegetation. These fires spread very quickly and create a need for increased levels of fire protection. The added protection of fire sprinkler systems and other fire protection features such as identification and notification will supplement normal fire department response by providing immediate protection for the building occupants and by containing and controlling the fire spread to the area of origin. Fire sprinkler systems will also reduce the use of water for firefighting by as much as 50 to 75 percent.

## II. Topographical conditions

A. Natural: The topographical conditions of Arrowbear Lake sits six-thousand and eighty-six (6,086) feet above sea-level, in Alpine-like areas of the San Bernardino Mountain Range. A large number of sensitive habitats for various animal species and vegetation consist within large open space areas between major urban centers that impact building and structure location, which impedes emergency access and response. This variety in regions contributes to an increased emergency response time, which necessitates cooperation between local agencies.

B. Traffic and circulation congestion is an artificially created, obstructive topographical condition, which is common throughout Arrowbear Lake and the San Bernardino Mountain Range.

C. These topographical conditions combine to create a situation, which places fire department response time to fire occurrences at risk, and makes it necessary to provide automatic on-site fire-extinguishing systems and other protection measures to protect occupants and property.

## III. Geological Conditions

Located within San Bernardino County are several known active and potentially active earthquake faults, including the San Andreas, San Bernardino, Mojave, San Gorgonio Pass Fault. In the event of an earthquake, the location of the epicenter as well as the time of day and season of the year would have a profound effect on the number of deaths and casualties, as well as property damage.

The major form of direct damage from most earthquakes is damage to construction. Bridges are particularly vulnerable to collapse, and dam failure may generate major downstream flooding. Buildings vary in susceptibility, dependent upon construction and the types of soils on which they are built. Earthquakes destroy power and telephone lines; gas, sewer, or water mains; which, in turn, may set off fires and/or hinder firefighting or rescue efforts. The hazard of earthquakes varies from place to place, dependent upon the regional and local geology. Ground shaking may occur in areas 65 miles or more from the epicenter (the point on the ground surface above the focus). Ground shaking can change the mechanical properties of some fine grained, saturated soils, where upon they liquefy and act as a fluid (liquefaction).

A. Previous earthquakes in southern California have been accompanied by disruption of traffic flow and fires. A severe seismic event has the potential to negatively impact any rescue or fire suppression activities because it is likely to create obstacles similar to those indicated under the high wind section above. With the probability of strong aftershocks there exists a need to provide increased protection for anyone on upper floors of buildings.

B. Road circulation features located throughout the County also make amendments reasonably necessary. Located through the County are major roadways, highways and flood control channels that create barriers and slow response times. Hills, slopes, street and storm drain design accompanies with occasional heavy rainfall, causes roadway flooding and landslides and at times may make an emergency access route impassable. There are areas in Arrowbear Lake and the San Bernardino Mountain Range that naturally have extended emergency response times that exceed the 5 minute goal.



California Health and Safety Code Sections 17958.7 and 18941.5 require that the modification or change be expressly marked and identified as to which each finding refers. Therefore, the Board or Directors finds that the following table sets forth the 2022 California Fire Code sections that have been modified and the associated local climatic, geological and/or topographical conditions described above supporting the modification.

<b>2022 CODE SECTION</b>	<b>TITLE/SUBJECT</b>	<b>FINDINGS I, II, III</b>
101.4	Severability	Administrative
102.5	Application of residential code	I, II & III
104.1.1	Authority of the Fire Chief and Fire Department	Administrative
104.7 and 104.7.1	Liability	Administrative
107.2	Schedule of permit fees	Administrative
107.7	Cost Recovery	Administrative
111.1	Board of Appeals established	Administrative
202	Fire Chief	Administrative
308.1.6.3	Sky Lanterns or similar devices	I, II & III
503.7	Loading areas and passenger drop-off areas	Administrative
509.2.1	Minimum clearances	I & III
903.2	Where required (automatic sprinkler systems)	I, II & III
903.3.5.3	Hydraulically calculated systems	I & II
3204.2.1	Minimum requirements for client leased or occupant owned warehouses	Administrative
4904.2.1	High Fire Hazard Severity Zone Maps	Administrative
App Ch B, Table B105.2	Fire-Flow - Buildings other than one- or two-family dwellings	I, II & III
App Ch C, C103.1	Hydrant spacing	I, II & III

**ARROWBEAR PARK COUNTY WATER DISTRICT  
STAFF REPORT**

TO: Board of Directors  
FROM: Norman Huff, General Manager  
PREPARED BY: Paul Lindley, Fire Chief  
MEETING DATE: January 19, 2023  
SUBJECT: AFG Grant Replacement of E271A

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**RECOMMENDATION:**

Staff recommends the Board of Directors approves by motion the Fire Department's request to apply for an upcoming AFG Grant to replace E271A, 1984 Seagrave Type I Engine (currently designated as a reserve Engine), with a new Type I Engine.

**BACKGROUND:**

E271A is a 1984 Seagrave Type I Engine. E271A is considered non-complaint with both NFPA 1901 (Standard of Automotive Fire Apparatus) and CARB (CA Air Resources Board). E271A is currently unable to have its pump certified for operational use due to failing the dry vac test. Costs to repair the unit would be excessive. E271A also does not meet the closed cab safety requires as recommended by NFPA. The replacement of E271A is part of Fire Department's master plan for vehicle replacement

**FISCAL IMPACT:**

If the AFG grant is approved, the fiscal impact to APCWD of the purchase of a new Type I Engine will be 5% of the total cost. The cost of a new Type I engine shall not exceed \$900,000.00, with a fiscal commitment from APCWD of 5% or up to \$45,000.00. Funds to be allocated from Unrestricted Vehicle Replacement Fund 3-3100 (current fund balance \$50,457.27).

**ALTERNATIVES:**

1. Approve as recommended.
2. Do not approve and provide alternative direction.

**ATTACHMENTS:**

Presentation will be provided on day of the board meeting.

Approved by:

  
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Norman Huff  
General Manager