

Arrowbear Park County Water District

REGULAR MEETING OF THE BOARD OF DIRECTORS

AGENDA

DATE: July 21, 2022

TIME: 6:30 p.m. Open Session

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

POSTING: This agenda was
posted prior to 5:00 p.m. on
July 15, 2022 per Policy #5020.40

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

OPEN SESSION

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

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are expected to be routine and non-controversial and will be acted on at one time without discussion, unless an item is withdrawn by a Board member for questions or discussion.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

- A) Minutes of Regular Meeting, June 16, 2022
- B) Summary of Bank Balances / Income & Expense Summary
- C) Expense & Budget Reports
- D) Vacation and Sick Leave Balances

F. PUBLIC COMMENT

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

G. STAFF REPORTS

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

Excuse Staff not needed for Action Items

H. DISCUSSION / ACTION ITEMS

- A) Board
 - 1. Presentation of FY 2020-2021 Audit by the auditors of Halliday & Co. Discussion with motion to accept FY 2020-2021 Audit. The full, FY 2020-2021 Audit is available in PDF format online at arrowbearwater.org or in print format, for review, at the District Office.
Staff Recommendation: Approve Motion

Excuse Halliday & Co. audit staff.

- 2. Discussion with motion to appoint Halliday & Co. as auditors for FY 2021-2022 Audit and authorize General Manager Huff to execute engagement agreement.
Staff Recommendation: Approve Motion
- 3. Discussion with motion to accept the resignation of Director Weber.
- 4. Discussion with motion to approve Resolution #2022-7-21 in Appreciation of the Dedicated Service to the Arrowbear Park County Water District by Rickey Weber.
Staff Recommendation: Approve Resolution.
- 5. Discussion with motion as needed to fill Board seat vacancy by appointment or election.
- 6. Tabled item from Regular Board Meeting 6/16/2022, Board discussion of proposed rate increases.
- 7. Discussion with motion as needed to review and/or amend District Policies 5010 - 5070 Board Meetings.

I. ANNOUNCEMENTS / REPORTS

- A) President
- B) Board Members
- C) Staff - Board Member Best Practice Workshop
 - GM Review evaluation forms for review at August Regular Board Meeting.

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

J. 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 Special Finance Meeting June 10, 2022 10:00 AM

The special finance meeting of the Board of Directors of Arrowbear Park County Water District was held June 10, 2022, at the District office located at 2365 Fir Drive, Arrowbear Lake, California.

Directors in attendance:

President Mark Bunyea
Director Sheila Wymer
Director Pat Oberlies
Director Terisa Bonito

Directors who were absent:

Vice President Rickey Weber

Also present were the following:

General Manager Huff
Secretary Rimmer
Field Operations Supervisor Weber

Visitors who were present:

Heather Felix
Seth Burt
Paul Miller
William King

Open Session

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

Directors that were absent: Vice President Weber

Public Comments:

There were no public comments on non-agenda items.

Staff Reports:

- A) General Manager Huff reported to the Board the general misconceptions individuals from the community have expressed to staff and on social media regarding the COLA and budgetary items supporting the Board's previous decisions made at the May 12, 2022 Finance meeting.

Public Comments:

Public comments were made by W. King, H. Felix, S. Burt, P. Miller, J. Weber, and C. Rimmer.

DISCUSSION / ACTION ITEMS:

A) Board

1. There was a discussion regarding the need to review and/or amend Policy 2150.25 Annual Increases. Director Wymer made a motion to amend Policy 2150.25.1 COLA Annual Increases to have the Board determine the COLA on an annual basis and not have the COLA be based on the Consumer Price Index, second was by Director Bunyea and approved by a unanimous vote.

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

2. There was a discussion regarding rescinding or amending the COLA increases for FY 2022-2023 as approved in the Budget/Finance Meeting 05/12/2022. Director Wymer made a motion to rescind the 10.0% COLA approved in the 05/12/2022 Finance/Budget Meeting, second was by Director Bunyea and approved by a unanimous vote.

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

3. There was a discussion regarding rescinding or amending District Salary Ranges for FY 2022-2023 as adjusted for the COLA increase and approved in the Budget/Finance Meeting 05/12/2022. Director Wymer made a motion to rescind District Salary Ranges for FY 2022-2023 as adjusted for the COLA increase and approved in the 05/12/2022 Finance/Budget Meeting, second was by Director Bunyea and approved by a unanimous vote.

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

4. There was a discussion regarding rescinding or amending FY 2022-2023 frequency and amount of Director's Fees per Policy 4030 (with 10.0% COLA Directors compensation would have increased from \$204.84 to \$223.12 per meeting), and approved in the Budget/Finance Meeting 05/12/2022. Director Bonito made a motion to amend FY 2022-2023 frequency and amount of Director's Fees per Policy 4030 back to \$204.84 per meeting, second was by Director Wymer and approved by a unanimous vote.

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

5. The discussion returned to approving a COLA increases for FY 2022-2023. Director Wymer made a motion to approve a 3.0% COLA for FY 2022-2023, there was no second. After further discussion, Director Wymer made a motion to approve a 5.0% COLA for FY 2022-2023 and adjust the District Salary Ranges accordingly, second was by Director Bunyea and approved by a unanimous vote.

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

6. There was a discussion to approve Annual Merit increases for FY 2022-2023, Policy 2150.25.2. Director Bonito made a motion to amend the Annual Merit increase up to 5.0% for FY 2022-2023, there was no second. Motion died. No Board action.

Announcements:

- A) Finance Committee Chair Bonito requested an item be placed on a future Agenda for the Board to discuss future Special Meetings policies.
- B) President Bunyea requested clarification on the Rate Increase process and stated he appreciated Staff, Director Wymer made a comment regarding her thoughts on not removing the 600 cubic feet of water allotted to customers currently, and Director Oberlies had comments regarding the COLA.
- C) Staff had no announcements.

The next Regular Board Meeting will be June 16, 2022, at 6:30 PM.

Adjournment of Open Meeting

There being no further business, Finance Committee Chair Bonito adjourned the meeting at 12:10 PM.

Terisa Bonito, Finance Chair

Caroline V. Rimmer, Secretary

NOT APPROVED

Arrowbear Park County Water District Regular Meeting June 16, 2022 6:30 PM

The regular meeting of the Board of Directors of Arrowbear Park County Water District was held June 16, 2022, at the District office located at 2365 Fir Drive, Arrowbear Lake, California.

Directors in attendance:

President Mark Bunyea
Vice President Rickey Weber
Director Pat Oberlies
Director Terisa Bonito

Directors who were absent:

Director Sheila Wymer

Also present were the following:

General Manager Huff
Secretary Rimmer
Interim Chief Lindley
Field Operations Supervisor Weber

Open Session

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

Directors that were absent: Director Wymer

Approval of Consent Agenda:

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

Ayes: Bonito, Bunyea, Weber, and Oberlies.

Nays: None

Abstain: None

Absent: Wymer

Public Comments:

There were no public comments on non-agenda items.

Staff Reports:

- A) Field Operations Supervisor Weber reported on the monthly repairs for May. There were 7 customer requests to turn off/on water, 0 District initiated shut-offs, 3 District equipment repairs, 0 meters replaced, 0 meters read/re-read, 0 main repairs, 2 service line repairs, 2 customer inquiries requiring investigation, and 0 sewer issues/repairs. There were also 8 new owners, 1 lien filed, 0 liens released, 45 shut-off notices, 10 non-payment shut-offs, and 3 turn-ons after water shut-off. Field Operations Supervisor

Weber reported about the 2 service line repairs and also updated the Board on the Willow and Encina pipeline replacement projects.

- B) Interim Chief Lindley reported on the Fire Department calls for the month of May. There were a total of 10 calls, 9 were in the District, and 1 was out of the District.
- C) General Manager Huff reported to the Board that Halliday and Company would be giving the Audit presentation in the July meeting.

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

DISCUSSION / ACTION ITEMS:

A) Board

- 1. The Audit presentation was moved to the July 21, 2022 Regular Board Meeting.

B) Public Hearing for proposed water and sewer rate increases opened at 6:37 PM

- 1. There was a brief presentation of the proposed rate increases by General Manager Huff.
- 2. There was public comment by the following individuals regarding the proposed rate increases:

W. King S. Burt A. Jorris L. Gregory
B. Hewlett K. Jenkins H. Felix
P. Miller P. Jorris U. Murphy

- 3. The Public Hearing for the proposed water and sewer rate increases closed at 7:33 PM.
- 4. There was a report from the Secretary of the Board on the total number of protest letters received by the close of the Public Hearing for proposed water and sewer rate increases.

There were a total of 96 protests received prior to the Board meeting.

There were a total of 8 protests received prior to the close of the Public Bearing.

Total protests received: 104 out of 953 possible (10.9%), total protests needed: 477 out of 953 possible (50.05%).

C) Board

- 1. There was a discussion regarding approving Resolution #2022-6-16, water and sewer rate structure and rate increases effective for billing periods of July 2022, 2023, 2024, 2025, and 2026. There was no motion made and no vote taken.
- 2. There was a discussion to approve the allocation of budgeted master plan surplus, unused, or over budgeted surplus funds from FY 2021-2022 (estimated \$-82315.11), and FY 2021-2022 budget surplus funds (estimated \$320,000.00), to unrestricted asset accounts specified in FY 2022-2023 Unrestricted Funds Allocation Report (for a total of an estimated \$237,684.89). The actual amounts to be distributed in like manner upon close of 2021-2022. Motion to approve the allocation of budgeted master plan surplus, unused, or over budgeted surplus

funds from FY 2021-2022 was made by Director Bonito, seconded by President Bunyea, and passed by unanimous vote.

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

3. There was a discussion to approve the proposed FY 2022-2023 Master Plan with an allocation of FY 2022-2023 master plan funds from unrestricted asset accounts to master plan expense accounts specified in FY 2022-2023 Unrestricted Funds Allocation Report (\$519,898.01). Motion to approve the proposed FY 2022-2023 Master Plan with an allocation of FY 2022-2023 master plan funds from unrestricted asset accounts to master plan expense accounts specified in FY 2022-2023 Unrestricted Funds Allocation Report was made by Director Bonito, seconded by President Bunyea, and passed by unanimous vote.

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

4. There was a discussion to approve the proposed FY 2022-2023 Budget. Motion to approve the proposed FY 2022-2023 Budget was made by Director Bonito, seconded by President Bunyea, and passed by unanimous vote.

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

5. There was a discussion to vote for (1) candidate in the CSDA Board of Directors Election Ballot – Term 2023-2025: Seat B – Southern Network. Motion to vote for candidate Beverli Marshall was made by President Bunyea, seconded by Director Bonito, and passed by unanimous vote.

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

6. There was a discussion to approve Resolution 2022-6-16A, adopting and certifying the District's 2022 update to the Sewer System Management Plan (SSMP). Motion to approve Resolution 2022-6-16A, adopting and certifying the District's 2022 update to the Sewer System Management Plan (SSMP) was made by Director Bonito, seconded by President Bunyea, and passed by unanimous vote.

Ayes: Bonito, Bunyea, Weber, and Oberlies

Nays: None
Abstain: None
Absent: Wymer

7. There was a discussion to perform a biennial review of the District's Conflict of Interest Code and approve/confirm the District's Conflict of Interest Code as written in Policy 1020, or with revisions or amendments if so proposed. Motion to approve the District's Conflict of Interest Code and approve/confirm the District's Conflict of Interest Code as written in Policy 1020 was made by Director Bonito, seconded by President Bunyea, and passed by unanimous vote.

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

Announcements:

- A) The President discussed items for the July 21, 2022 Agenda.
- B) Director Bonito requested a community meeting be set before the next Board meeting.
- C) Staff discussed challenges/requirements of a public meeting and said they would confer with the District's legal counsel regarding options for this type of meeting and next steps regarding the proposed rate increase.

The next Regular Board Meeting will be July 21, 2022, at 6:30 PM.

Adjournment of Open Meeting

There being no further business, President Bunyea adjourned the meeting at 7:56 PM.

Mark Bunyea, President

Caroline V. Rimmer, Secretary

SUMMARY OF BANK BALANCES

6/1/2022 to 6/30/2022

	GENERAL ACCOUNTS	RESTRICTED ACCOUNTS
	First Foundation Bank	CALPers OPEB
Account Beginning Balance	\$ 212,854.24	\$ 215,022.23
Total Cleared Deposits - 49	\$ 85,565.10	
Total Cleared Checks/Debits - 68	\$ (127,310.80)	
Interest earned (Investment Loss)	\$ 7.16	
Service Charge(s)	\$ -	
Ending Balance	\$ 171,115.70	\$ 215,022.23
Investment Accounts	LAIF GENERAL	CEPPT
Beginning Balance	\$ 826,970.08	\$ 19,260.72
Quarterly Interest		
Service Charge(s)		
Transfer From/To General Checking Account		
Ending Balance	\$ 826,970.08	\$ 19,260.72
TOTALS	\$ 998,085.78	\$ 234,282.95

SUMMARY OF INCOME & EXPENSES

	June 2022	YEAR TO DATE	BUDGET	REMAINING	%
TOTAL INCOME	\$ 87,641.16	\$ 1,488,544.95	\$ 1,434,700.00	\$ (53,844.95)	103.75%
TOTAL OPERATING EXPENSES	\$ 78,406.89	\$ 1,284,900.04	\$ 1,196,313.13	\$ (88,586.91)	107.40%
NET SURPLUS / (DEFICIT)	\$ 9,234.27	\$ 203,644.91	\$ 238,386.87	\$ 34,741.96	

Arrowbear Park County Water District

Vendor Activity

From 6/1/2022 Through 6/30/2022

Vendor Name	Description	Expenses	
Active 911	Active 911	15.00	
	Active 911 - T. Kempton	<u>15.00</u>	
		30.00	Transaction Total
Total Active 911		30.00	
Alyssa Villegas	05/15/22 - 05/28/22 (3) Hard Shifts	<u>200.00</u>	
		200.00	Transaction Total
Total Alyssa Villegas		200.00	
Arco	Fuel - FD	<u>172.93</u>	
		172.93	Transaction Total
Total Arco		172.93	
ATT	June 2022	<u>23.49</u>	
		23.49	Transaction Total
Total ATT		23.49	
Bacon Wagner Excavating, Inc.	Willow Paving	<u>8,087.00</u>	
		8,087.00	Transaction Total
Total Bacon Wagner Excavating, I...		8,087.00	
Big Bear Disposal Inc	Port-a-Potty Rental	<u>88.08</u>	
		88.08	Transaction Total
Total Big Bear Disposal Inc		88.08	
Blake Mathews	Reimbursement for Maint. FD	<u>13.36</u>	
		13.36	Transaction Total
Total Blake Mathews		13.36	
Blake Matthews	05/15/22 - 05/28/22 (3) Hard Shifts	300.00	
	05/29/22 - 06/11/22 (4) Hard Shifts	400.00	
	06/12/22 - 06/25/22 (3) Hard Shifts	<u>300.00</u>	
		1,000.00	Transaction Total
Total Blake Matthews		1,000.00	
CalPERS	05/11/22 - 05/24/22 PERS #1	1,031.51	
	05/11/22 - 05/24/22 PERS #2	83.40	
	05/25/22 - 06/07/22 PERS	1,120.42	
	06/08/22 - 06/21/22 PERS	<u>1,120.42</u>	

Arrowbear Park County Water District

Vendor Activity
From 6/1/2022 Through 6/30/2022

Vendor Name	Description	Expenses	
		<u>3,355.75</u>	Transaction Total
Total CalPERS		3,355.75	
Charter Cable	Cable - DO	177.96	
	June 2022	<u>260.98</u>	
		<u>438.94</u>	Transaction Total
Total Charter Cable		438.94	
Clinical Laboratory of SB Inc	Water Testing	<u>169.00</u>	
		<u>169.00</u>	Transaction Total
Total Clinical Laboratory of SB Inc		169.00	
Costco	Office Supplies	<u>92.64</u>	
		<u>92.64</u>	Transaction Total
Total Costco		92.64	
County of San Bernardino	Trash	<u>26.78</u>	
		<u>26.78</u>	Transaction Total
Total County of San Bernardino		26.78	
Frontier Communications	Warehouse Phone	<u>96.30</u>	
		<u>96.30</u>	Transaction Total
Total Frontier Communications		96.30	
Heartland PR Co	06/01/22 PR	116.55	
	06/15/22 PR	116.55	
	06/29/22 PR	<u>132.30</u>	
		<u>365.40</u>	Transaction Total
Total Heartland PR Co		365.40	
Iconix Waterworks Inc	4 Anti Seize	52.93	
	Encina Proj	671.85	
	Encina Proj.	<u>449.79</u>	
		<u>1,174.57</u>	Transaction Total
Total Iconix Waterworks Inc		1,174.57	
Image Source	Copier Chgs	86.40	
	June 2022 Copier	<u>107.09</u>	
		<u>193.49</u>	Transaction Total

Arrowbear Park County Water District

Vendor Activity

From 6/1/2022 Through 6/30/2022

Vendor Name	Description	Expenses	
Total Image Source		193.49	
Inland Water Works Supply Co	Encina Proj.	<u>2,508.73</u>	
		<u>2,508.73</u>	Transaction Total
Total Inland Water Works Supply Co		2,508.73	
Invoice Cloud	June 2022 CC Proc. Fees - Inv. Cloud	<u>141.60</u>	
		<u>141.60</u>	Transaction Total
Total Invoice Cloud		141.60	
Jacob Sanchez	05/15/22 - 05/28/22 (2) Hard Shifts	150.00	
	05/29/22 - 06/11/22 (2) Hard Shifts	100.00	
	06/12/22 - 06/25/22 (3) Hard Shifts	<u>250.00</u>	
		<u>500.00</u>	Transaction Total
Total Jacob Sanchez		500.00	
Josue Macuil	05/15/22 - 05/28/22 (3) Hard Shifts	300.00	
	05/29/22 - 06/11/22 (2) Hard Shifts	150.00	
	06/12/22 - 06/25/22 (2) Hard Shifts	<u>200.00</u>	
		<u>650.00</u>	Transaction Total
Total Josue Macuil		650.00	
Keith Ortiz	05/29/22 - 06/11/22 KO	50.00	
	06/12/22 - 06/25/22 (2) Avail. Shifts	<u>50.00</u>	
		<u>100.00</u>	Transaction Total
Total Keith Ortiz		100.00	
Lloyd Pest Control	Pest Control - FD	<u>80.00</u>	
		<u>80.00</u>	Transaction Total
Total Lloyd Pest Control		80.00	
Lowes	Facilities - FD	<u>91.52</u>	
		<u>91.52</u>	Transaction Total
Total Lowes		91.52	
Michael Vincent Schultz	Reimbursement - Boots	<u>190.66</u>	
		<u>190.66</u>	Transaction Total
Total Michael Vincent Schultz		190.66	
Nathanael Kahlen	05/15/22 - 05/28/22 (2) Hard Shifts	200.00	

Arrowbear Park County Water District

Vendor Activity

From 6/1/2022 Through 6/30/2022

Vendor Name	Description	Expenses	
	05/29/22 - 06/11/22 (2) Hard Shifts	200.00	
	06/12/22 - 06/25/22 (2) Hard Shifts	<u>200.00</u>	
		600.00	Transaction Total
Total Nathanael Kahlen		600.00	
Nicholas Novelich	05/15/22 - 05/28/22 (4) Hard Shifts	400.00	
	05/29/22 - 06/11/22 (4) Hard Shifts	400.00	
	06/12/22 - 06/25/22 (4) Hard Shifts	<u>350.00</u>	
		1,150.00	Transaction Total
Total Nicholas Novelich		1,150.00	
Paya CC Processing	June 2022 CC Proc. Fees - Paya	<u>598.38</u>	
		598.38	Transaction Total
Total Paya CC Processing		598.38	
Rick Mesa	06/12/22 - 06/25/22 (2) Avail. Shifts	<u>100.00</u>	
		100.00	Transaction Total
Total Rick Mesa		100.00	
Running Springs Water District	June 2022 WWTP	<u>31,904.00</u>	
		31,904.00	Transaction Total
Total Running Springs Water District		31,904.00	
Sams Club	Fuel	<u>51.91</u>	
		51.91	Transaction Total
Total Sams Club		51.91	
San Bernardino County Recorder-...	Release of Line #0983	<u>20.00</u>	
		20.00	Transaction Total
Total San Bernardino County Reco...		20.00	
Sean Aragon	Vehicle Maint. - Reimbursement	<u>77.26</u>	
		77.26	Transaction Total
Total Sean Aragon		77.26	
So. Calif. Fleet Services, Inc.	Pump Test	<u>650.00</u>	
		650.00	Transaction Total
Total So. Calif. Fleet Services, Inc.		650.00	

Arrowbear Park County Water District

Vendor Activity

From 6/1/2022 Through 6/30/2022

Vendor Name	Description	Expenses	
Sonjia Williams	05/01/22 - 05/14/22 (1) Hard Shift Probationary	50.00	
	05/15/22 - 05/28/22 (1) Hard Shift	50.00	
	05/29/22 - 06/11/22 (2) Hard Shifts	<u>200.00</u>	
		<u>300.00</u>	Transaction Total
Total Sonjia Williams		300.00	
Southern California Edison	Electric Jun 2022	116.16	
	June 2022 Pumps	<u>3,721.42</u>	
		<u>3,837.58</u>	Transaction Total
Total Southern California Edison		3,837.58	
Tad Marshall DC	G. Muller Xray	20.00	
	H. Harris Physical Drug Screen	90.00	
	M. Mekchai - Physical Drug Screen	90.00	
	R. Brewart Physical Drug Screen	90.00	
	T. Kempton Physical Drug Screen	<u>90.00</u>	
		<u>380.00</u>	Transaction Total
Total Tad Marshall DC		380.00	
The Gas Company	June 2022 - Fir	58.39	
	June 2022 Cedar	<u>31.93</u>	
		<u>90.32</u>	Transaction Total
Total The Gas Company		90.32	
The Standard Life Insurance Com...	Jun 2022 Dental Premium	<u>566.92</u>	
		<u>566.92</u>	Transaction Total
Total The Standard Life Insurance...		566.92	
Total Compensation Systems Inc	GASB 75 Full Valuation 2nd Installment	<u>1,350.00</u>	
		<u>1,350.00</u>	Transaction Total
Total Total Compensation System...		1,350.00	
Tyler Tran	05/15/22 - 05/28/22 (4) Hard Shifts Probationary	175.00	
	05/29/22 - 06/11/22 (#) Hard Shifts - Probationary	<u>150.00</u>	
		<u>325.00</u>	Transaction Total
Total Tyler Tran		325.00	
Ultimate Internet Access	2021-2022	<u>4.00</u>	
		<u>4.00</u>	Transaction Total

Arrowbear Park County Water District

Vendor Activity

From 6/1/2022 Through 6/30/2022

Vendor Name	Description	Expenses	
Total Ultimate Internet Access		4.00	
Underground Service Alert of So Cal	Dig Alerts	<u>52.90</u>	
		<u>52.90</u>	Transaction Total
Total Underground Service Alert o...		52.90	
Varner and Brandt	June 2022 - Legal	<u>1,131.20</u>	
		<u>1,131.20</u>	Transaction Total
Total Varner and Brandt		1,131.20	
Verizon Wireless	After Hrs Phone	<u>77.37</u>	
		<u>77.37</u>	Transaction Total
Total Verizon Wireless		77.37	
Village Hardware	Facilities	<u>1.92</u>	
		<u>1.92</u>	Transaction Total
Total Village Hardware		1.92	
WEX Bank	Fuel June 2022	<u>2,325.12</u>	
		<u>2,325.12</u>	Transaction Total
Total WEX Bank		2,325.12	
Williamson Plumbing and Backflow	Keeter Back Flow Test	<u>75.00</u>	
		<u>75.00</u>	Transaction Total
Total Williamson Plumbing and Ba...		75.00	
Yolanda Flores	Notary Fees	<u>30.00</u>	
		<u>30.00</u>	Transaction Total
Total Yolanda Flores		30.00	
Zoom	June 2022	<u>14.99</u>	
		<u>14.99</u>	Transaction Total
Total Zoom		14.99	
Report Opening/Current Balance		<u> </u>	

Arrowbear Park County Water District

Vendor Activity

From 6/1/2022 Through 6/30/2022

<u>Vendor Name</u>	<u>Description</u>	<u>Expenses</u>
Report Transaction Totals		65,504.11
		<hr/>
Report Current Balances		<hr/> <hr/>

Arrowbear Park County Water District

Statement of Revenues and Expenditures

Water

From 6/1/2022 Through 6/30/2022

	Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining
Income Categories					
4000	Sales And Fees	35,189.37	432,216.52	440,000.00	(7,783.48) (1.77)%
4010	Sales To Other Agencies	7,760.07	57,079.51	62,000.00	(4,920.49) (7.94)%
5005	Standby Charges	0.00	38,944.82	36,000.00	2,944.82 8.18%
5010	Interest Income	3.94	1,432.75	6,000.00	(4,567.25) (76.12)%
5015	Late Charge Income	453.33	5,379.78	5,000.00	379.78 7.60%
5020	Grant Income	0.00	0.00	500.00	(500.00) (100.00)%
5030	Other Adjustment	(8.64)	(8,491.69)	(800.00)	(7,691.69) 961.46%
5035	Other Fees Charges	268.04	2,256.59	7,000.00	(4,743.41) (67.76)%
	Total Income Categories	<u>43,666.11</u>	<u>528,818.28</u>	<u>555,700.00</u>	<u>(26,881.72) (4.84)%</u>
Expense Categories					
6000	Salaries Wages Mgmt	5,040.64	65,455.66	65,427.05	(28.61) (0.04)%
6005	Salaries Wages Office Reg	2,564.03	33,244.34	33,221.50	(22.84) (0.07)%
6010	Salaries Wages Office Ot	0.00	0.00	718.58	718.58 100.00%
6015	Salaries Wages Field Reg	8,557.12	110,749.21	104,546.75	(6,202.46) (5.93)%
6020	Salaries Wages Field Ot	525.39	15,714.01	13,137.79	(2,576.22) (19.61)%
6035	Payroll Taxes	1,465.11	17,430.86	17,201.86	(229.00) (1.33)%
6100	Benefits Retirement	2,023.82	19,100.22	18,826.53	(273.69) (1.45)%
6105	Benefits Dental Insurance	340.42	4,073.17	4,614.34	541.17 11.73%
6110	Benefits Health Ins Active	0.00	48,869.60	46,470.60	(2,399.00) (5.16)%
6115	Benefits Health Ins Retired	0.00	26,928.02	32,284.81	5,356.79 16.59%
6116	Benefits OPEB	0.00	7,500.00	7,500.00	0.00 0.00%
6120	Training	0.00	583.21	500.00	(83.21) (16.64)%
6200	Director Fees	2,565.92	7,099.41	7,809.30	709.89 9.09%
6205	Director Training Conference	0.00	57.75	110.00	52.25 47.50%
6210	Board Misc	8.24	254.63	176.00	(78.63) (44.68)%
6300	Prof Svcs Legal	486.42	2,009.46	1,650.00	(359.46) (21.79)%
6305	Prof Svcs Accounting	0.00	1,807.23	1,540.00	(267.23) (17.35)%
6310	Prof Svcs Engineering	0.00	0.00	250.00	250.00 100.00%
6315	Prof Svcs Audit	742.50	9,003.25	12,920.00	3,916.75 30.32%
6320	Prof Svcs Dues Membership Fees	10.00	3,999.11	5,000.00	1,000.89 20.02%
6325	Prof Svcs Bank Fees Charges	473.16	6,239.27	5,340.00	(899.27) (16.84)%
6330	Prof Svcs Regulatory Fees	0.00	10,236.85	5,400.00	(4,836.85) (49.57)%
6335	Prof Svcs Testing Lab	169.00	4,541.60	5,000.00	458.40 9.17%
6340	Prof Svcs Computer Network	0.00	627.24	440.00	(187.24) (42.55)%
6345	Prof Svcs Misc	26.45	965.15	990.00	24.85 2.51%
6400	Office Supplies	27.89	594.09	825.00	230.91 27.99%
6405	Office Printing	106.42	675.01	880.00	204.99 23.29%
6410	Office Postage	0.00	4,111.02	3,800.00	(311.02) (8.18)%
6415	Office Software Computer	0.00	348.38	220.00	(128.38) (58.35)%
6420	Office Equipment/Furniture	0.00	167.47	220.00	52.53 23.88%
6425	Office Misc	0.00	31.36	110.00	78.64 71.49%
6500	Insurance Workers Comp	0.00	13,335.24	14,136.13	800.89 5.67%
6505	Insurance Property Liability Vehicle	0.00	28,907.50	10,784.00	(18,123.50) (168.06)%
6600	Vehicle Maintenance	0.00	1,237.79	3,500.00	2,262.21 64.63%
6605	Vehicle Fuel	714.47	7,597.34	4,000.00	(3,597.34) (89.93)%
6700	Utility Phone Internet	294.22	3,418.93	2,600.00	(818.93) (31.50)%

Arrowbear Park County Water District

Statement of Revenues and Expenditures

Water

From 6/1/2022 Through 6/30/2022

	Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining
6705 Utility Gas	52.86	2,002.62	2,740.00	737.38	26.91%
6710 Utility Electric Facilities	75.50	887.80	770.00	(117.80)	(15.30)%
6715 Utility Electric Pumping	2,676.71	31,317.42	24,000.00	(7,317.42)	(30.49)%
6720 Utility Security	0.00	622.74	512.00	(110.74)	(21.63)%
6800 Operations Routine Maint	0.00	3,768.85	3,000.00	(768.85)	(25.63)%
6805 Operations Repairs	0.00	5,837.81	5,000.00	(837.81)	(16.76)%
6810 Operations Inspecting/Testing	75.00	358.00	400.00	42.00	10.50%
6815 Operations Facilities	73.02	1,650.01	1,000.00	(650.01)	(65.00)%
6820 Operations Tools Equipment	0.00	1,232.26	1,000.00	(232.26)	(23.23)%
6825 Operations Uniforms	123.93	766.77	600.00	(166.77)	(27.80)%
6830 Operations Safety Equipment	0.00	36.85	900.00	863.15	95.91%
6837 Water Standby Purchase	0.00	2,171.00	2,323.00	152.00	6.54%
Total Expense Categories	<u>29,218.24</u>	<u>507,565.51</u>	<u>474,395.24</u>	<u>(33,170.27)</u>	<u>(6.99)%</u>
Net Surplus/(Deficit)	<u>14,447.87</u>	<u>21,252.77</u>	<u>81,304.76</u>	<u>(60,051.99)</u>	<u>(73.86)%</u>
Master Plan Expenses					
0057 Deer Lick	0.00	38,425.55	31,630.86	(6,794.69)	(21.48)%
0059 Hwy 18 Pipeline	0.00	33,909.26	40,000.00	6,090.74	15.23%
0060 Encina Dr.	3,662.13	20,224.12	33,583.00	13,358.88	39.78%
0061 Willow Ln.	8,108.17	18,355.70	26,121.00	7,765.30	29.73%
0062 Pine Ridge	0.00	0.00	18,500.00	18,500.00	100.00%
Total Master Plan Expenses	<u>11,770.30</u>	<u>110,914.63</u>	<u>149,834.86</u>	<u>38,920.23</u>	<u>25.98%</u>

Arrowbear Park County Water District

Statement of Revenues and Expenditures
Sewer
From 6/1/2022 Through 6/30/2022

	Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining
Income Categories					
4000	Sales And Fees	40,194.21	481,551.52	470,000.00	11,551.52 2.46%
5005	Standby Charges	0.00	77,634.38	72,000.00	5,634.38 7.83%
5010	Interest Income	2.15	781.50	4,000.00	(3,218.50) (80.46)%
5015	Late Charge Income	600.92	7,131.30	6,500.00	631.30 9.71%
5020	Grant Income	0.00	0.00	500.00	(500.00) (100.00)%
5030	Other Adjustment	90.38	(3,022.37)	(1,000.00)	(2,022.37) 202.24%
5035	Other Fees Charges	2,355.32	7,829.72	7,500.00	329.72 4.40%
	Total Income Categories	<u>43,242.98</u>	<u>571,906.05</u>	<u>559,500.00</u>	<u>12,406.05 2.22%</u>
Expense Categories					
6000	Salaries Wages Mgmt	2,749.44	35,683.01	35,687.48	4.47 0.01%
6005	Salaries Wages Office Reg	1,399.02	18,134.90	18,120.82	(14.08) (0.08)%
6010	Salaries Wages Office Ot	0.00	0.00	391.95	391.95 100.00%
6015	Salaries Wages Field Reg	4,607.68	61,171.88	56,294.40	(4,877.48) (8.66)%
6020	Salaries Wages Field Ot	282.88	8,458.59	7,074.19	(1,384.40) (19.57)%
6035	Payroll Taxes	794.35	9,458.46	9,319.87	(138.59) (1.49)%
6100	Benefits Retirement	1,095.80	10,336.96	10,137.36	(199.60) (1.97)%
6105	Benefits Dental Insurance	184.38	2,059.04	2,496.98	437.94 17.54%
6110	Benefits Health Ins Active	0.00	26,458.52	25,166.88	(1,291.64) (5.13)%
6115	Benefits Health Ins Retired	0.00	14,687.96	17,609.90	2,921.94 16.59%
6116	Benefits OPEB	0.00	7,500.00	7,500.00	0.00 0.00%
6120	Training	0.00	19.78	200.00	180.22 90.11%
6200	Director Fees	1,399.59	4,107.52	4,259.62	152.10 3.57%
6205	Director Training Conference	0.00	31.50	60.00	28.50 47.50%
6210	Board Misc	4.50	138.98	96.00	(42.98) (44.77)%
6300	Prof Svcs Legal	644.78	1,474.46	900.00	(574.46) (63.83)%
6305	Prof Svcs Accounting	0.00	1,488.79	840.00	(648.79) (77.24)%
6310	Prof Svcs Engineering	0.00	0.00	200.00	200.00 100.00%
6315	Prof Svcs Audit	405.00	8,165.11	12,540.00	4,374.89 34.89%
6320	Prof Svcs Dues Membership Fees	10.00	2,441.78	2,810.00	368.22 13.10%
6325	Prof Svcs Bank Fees Charges	464.41	6,312.62	3,840.00	(2,472.62) (64.39)%
6330	Prof Svcs Regulatory Fees	0.00	(2,422.95)	1,500.00	3,922.95 261.53%
6340	Prof Svcs Computer Network	0.00	1,288.24	240.00	(1,048.24) (436.77)%
6345	Prof Svcs Misc	26.45	476.54	540.00	63.46 11.75%
6400	Office Supplies	15.21	323.50	450.00	126.50 28.11%
6405	Office Printing	58.05	368.19	480.00	111.81 23.29%
6410	Office Postage	0.00	2,251.53	3,800.00	1,548.47 40.75%
6415	Office Software Computer	0.00	190.02	120.00	(70.02) (58.35)%
6420	Office Equipment/Furniture	0.00	91.35	120.00	28.65 23.88%
6425	Office Misc	0.00	16.88	60.00	43.12 71.87%
6500	Insurance Workers Comp	0.00	7,211.27	7,667.90	456.63 5.96%
6505	Insurance Property Liability Vehicle	0.00	28,870.00	10,784.00	(18,086.00) (167.71)%
6600	Vehicle Maintenance	0.00	666.49	3,500.00	2,833.51 80.96%
6605	Vehicle Fuel	384.72	4,090.88	4,000.00	(90.88) (2.27)%
6700	Utility Phone Internet	159.12	1,849.67	2,200.00	350.33 15.92%
6705	Utility Gas	28.70	1,084.34	2,040.00	955.66 46.85%
6710	Utility Electric Facilities	40.66	478.06	420.00	(58.06) (13.82)%

Arrowbear Park County Water District

Statement of Revenues and Expenditures

Sewer

From 6/1/2022 Through 6/30/2022

	Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining
6715 Utility Electric Pumping	781.83	7,167.30	6,400.00	(767.30)	(11.99)%
6720 Utility Security	0.00	337.76	372.00	34.24	9.20%
6800 Operations Routine Maint	0.00	375.88	500.00	124.12	24.82%
6805 Operations Repairs	0.00	58.24	500.00	441.76	88.35%
6810 Operations Inspecting/Testing	0.00	14,463.50	15,000.00	536.50	3.58%
6815 Operations Facilities	39.44	716.92	800.00	83.08	10.38%
6820 Operations Tools Equipment	0.00	559.30	1,000.00	440.70	44.07%
6825 Operations Uniforms	66.73	413.29	600.00	186.71	31.12%
6830 Operations Safety Equipment	0.00	19.85	900.00	880.15	97.79%
6835 Operations Treatment	<u>17,934.00</u>	<u>215,208.00</u>	<u>180,000.00</u>	<u>(35,208.00)</u>	<u>(19.56)%</u>
Total Expense Categories	<u>33,576.74</u>	<u>504,283.91</u>	<u>459,539.35</u>	<u>(44,744.56)</u>	<u>(9.74)%</u>
Net Surplus/(Deficit)	<u>9,666.24</u>	<u>67,622.14</u>	<u>99,960.65</u>	<u>(32,338.51)</u>	<u>(32.35)%</u>
Master Plan Expenses					
0044 RS Treatment Plant	<u>13,970.00</u>	<u>167,640.00</u>	<u>64,240.00</u>	<u>(103,400.00)</u>	<u>(160.96)%</u>
Total Master Plan Expenses	<u>13,970.00</u>	<u>167,640.00</u>	<u>64,240.00</u>	<u>(103,400.00)</u>	<u>(160.96)%</u>

Arrowbear Park County Water District

Statement of Revenues and Expenditures

Fire

From 6/1/2022 Through 6/30/2022

	Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining
Income Categories					
4020	0.00	51,957.57	10,000.00	41,957.57	419.58%
5000	731.00	310,706.37	295,000.00	15,706.37	5.32%
5010	1.07	390.73	2,000.00	(1,609.27)	(80.46)%
5020	0.00	24,570.00	12,000.00	12,570.00	104.75%
5035	0.00	195.95	500.00	(304.05)	(60.81)%
	<u>732.07</u>	<u>387,820.62</u>	<u>319,500.00</u>	<u>68,320.62</u>	<u>21.38%</u>
Expense Categories					
6000	4,836.26	63,054.81	62,843.74	(211.07)	(0.34)%
6005	699.36	9,065.57	9,060.41	(5.16)	(0.06)%
6010	0.00	0.00	195.98	195.98	100.00%
6025	4,925.00	34,955.00	49,400.00	14,445.00	29.24%
6030	0.00	23,413.70	4,000.00	(19,413.70)	(485.34)%
6035	474.49	6,425.75	5,678.59	(747.16)	(13.16)%
6100	236.13	24,819.32	24,852.02	32.70	0.13%
6105	42.12	487.35	481.32	(6.03)	(1.25)%
6110	0.00	5,651.08	5,625.85	(25.23)	(0.45)%
6115	0.00	7,344.00	8,804.95	1,460.95	16.59%
6120	0.00	2,051.05	2,000.00	(51.05)	(2.55)%
6200	699.80	1,977.69	2,129.81	152.12	7.14%
6205	0.00	15.75	30.00	14.25	47.50%
6210	2.25	69.49	48.00	(21.49)	(44.77)%
6300	0.00	1,541.68	450.00	(1,091.68)	(242.60)%
6305	0.00	1,297.72	420.00	(877.72)	(208.98)%
6315	202.50	7,662.24	12,540.00	4,877.76	38.90%
6320	30.00	2,097.86	2,500.00	402.14	16.09%
6325	54.81	697.66	1,020.00	322.34	31.60%
6330	0.00	84.63	0.00	(84.63)	0.00%
6340	0.00	40.50	585.00	544.50	93.08%
6345	460.00	2,309.82	2,170.00	(139.82)	(6.44)%
6400	49.54	1,197.52	1,000.00	(197.52)	(19.75)%
6405	29.02	184.06	340.00	155.94	45.86%
6415	0.00	2,712.39	660.00	(2,052.39)	(310.97)%
6420	0.00	957.00	750.00	(207.00)	(27.60)%
6425	0.00	0.00	180.00	180.00	100.00%
6500	0.00	10,694.57	9,603.89	(1,090.68)	(11.36)%
6505	0.00	12,554.50	10,049.00	(2,505.50)	(24.93)%
6600	77.26	1,770.43	2,500.00	729.57	29.18%
6605	1,450.77	7,699.91	2,500.00	(5,199.91)	(208.00)%
6700	311.76	3,856.97	4,000.00	143.03	3.58%
6705	8.76	11,535.33	8,920.00	(2,615.33)	(29.32)%
6710	262.88	3,219.42	2,030.00	(1,189.42)	(58.59)%
6720	0.00	752.82	644.00	(108.82)	(16.90)%
6800	13.36	13.36	250.00	236.64	94.66%
6810	650.00	650.00	4,000.00	3,350.00	83.75%
6815	95.84	7,337.36	1,500.00	(5,837.36)	(389.16)%
6820	0.00	875.33	2,500.00	1,624.67	64.99%

Arrowbear Park County Water District

Statement of Revenues and Expenditures

Fire

From 6/1/2022 Through 6/30/2022

	Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining
6825 Operations Uniforms	0.00	3,927.62	3,000.00	(927.62)	(30.92)%
6830 Operations Safety Equipment	0.00	2,018.13	800.00	(1,218.13)	(152.27)%
6840 Operations Medical Supplies	0.00	1,705.59	3,000.00	1,294.41	43.15%
6845 Operations Dispatching	0.00	0.00	5,316.00	5,316.00	100.00%
6850 Operations Fire Prevention Weed Abatement	0.00	4,325.64	4,000.00	(325.64)	(8.14)%
Total Expense Categories	<u>15,611.91</u>	<u>273,050.62</u>	<u>262,378.56</u>	<u>(10,672.06)</u>	<u>(4.07)%</u>
Net Surplus/(Deficit)	<u>(14,879.84)</u>	<u>114,770.00</u>	<u>57,121.44</u>	<u>57,648.56</u>	<u>100.92%</u>
Master Plan Expenses					
0003 2016 Engine Lease Payments	0.00	48,528.01	48,528.01	0.00	0.00%
0011 Scba	0.00	16,592.42	0.00	(16,592.42)	0.00%
0012 Turnouts	0.00	0.00	3,702.00	3,702.00	100.00%
0058 Fire Station Weatherization	0.00	4,149.44	4,419.44	270.00	6.11%
Total Master Plan Expenses	<u>0.00</u>	<u>69,269.87</u>	<u>56,649.45</u>	<u>(12,620.42)</u>	<u>(22.28)%</u>

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

Payroll End Dates: 6/11/22 6/25/22 6/11/22 6/25/22 6/11/22 6/25/22 6/11/22 6/25/22 6/11/22 6/25/22

	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	472.04	3.69	3.69			479.42	54.43	4.62	4.62		24.00	39.67								Norm
Jason	455.41	3.69	3.69			462.79	144.25	4.92	4.92			154.09	40.045						40.045	Jason
Caroline	131.55	3.69	3.69		2.75	136.18	73.83	4.62	4.62	32.00		51.07	16.625	0.750	4.125				21.500	Caroline
Matt	20.29	3.69	3.69			27.67	46.37	3.08	3.08			52.53	12.750	3.000	4.500	11.250	4.250		4.750	Matt
MV	0.07	3.69	3.69			7.45	39.7	3.08	3.08	1.50	8.00	36.36	15.580	15.750	3.000	15.000	0.500		18.830	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

June 2022

#	DATE	METER #	ADDRESS	SVC	NOTES
1	06/02/22	0717	Music Camp	4	
2	06/03/22	0806	Richmond	1	
3	06/06/22	0985	Birch	8	Sewer Connection Inspection
4	06/07/22	0463	Deer Lick	1	
5	06/03/22	0767	Fox	1	
6	06/02/22	0979	Independence	6	
7	06/01/22	0715	Eagle	1	
8	06/10/22	0231	Oak	1	
9	06/10/22	0979	Garlock	6	
10	06/13/22	0434	Richmond	1	
11	06/14/22	0978	Lakeview	5	2" steel leak
12	06/15/22	0979	Lakeview	6	
13	06/17/22	0495	Robin	1	
14	06/17/22	0093	Lone Pine	1	
15	06/21/22	0924	Donner	3	Replaced meter box
16	06/20/22	0496	Elko	1	
17	06/20/22	0709	Independence	3	Tampering. Locked ON
18	06/21/22	0037	Cougar	4	
19	06/21/22	0039	Blue Jay	4	
20	06/21/22	0095	Big Bear Lake Dr.	8	
21	06/23/22	0148	Lookout	1	
22	06/27/22	0234	Lookout	1	
23	06/28/22	0979	Deep Creek	6	Clamped
24	06/28/22	0376	Hilltop	2	
25	06/29/22	0979	Cougar	6	Clamped
26	06/30/22	0416	Music Camp	4	
27	06/30/22	0978	Hwy 18 & Powers	5	Leak on 2" steel

SVC	DESCRIPTION	CALLS	ADDITIONAL INFORMATION
1	Customer requested turn off/on	11	New Owners. 9
2	District initiated shut off (leak, etc.)	1	Liens filed 0
3	District equipment repair	2	Liens Released 1
4	Meter reads/re-reads	4	Total Liens 6
5	Main Repairs	2	Shut off notices 39
6	Service Line Repairs	5	Non-payment shut offs 13
7	Customer Inquiry Requiring Investigation	0	Turn on after shut off 10
8	Sewer Issues/Repairs	2	Meters replaced 6
	Total Calls	27	

June 2022

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

12-Avail.

24-Avail.

12-Station

24-Station

July 21, 2022

Jeffrey M. Bunyea
President (Director)

Arrowbear Park County Water District
2365 Fir Dr
Arrowbear Lake Ca 92382

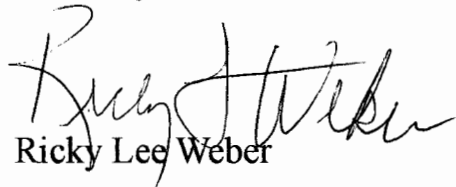
Dear Jeffrey M. Bunyea

This letter is to inform you (Arrowbear Park County Water District & Board of Directors) that I am resigning from my current position as a Board Director of the Arrowbear Park County Water District.

These past few months have been a little difficult for me, due to some health issues.

I have thoroughly enjoyed my time serving the Arrowbear Community as an elected Director and have enjoyed working with some great people. I would like to thank you all for your support.

Sincerely



Ricky Lee Weber

RESOLUTION NO. 2022-7-21

A RESOLUTION OF THE ARROWBEAR PARK COUNTY WATER DISTRICT IN APPRECIATION OF DEDICATED SERVICE TO THE ARROWBEAR PARK COUNTY WATER DISTRICT BY RICKEY WEBER

WHEREAS, Rickey Weber served on the Arrowbear Park County Water District Board of Directors from December 7, 2001 to July 21, 2022; and

WHEREAS, while a Director on the Arrowbear Park County Water District Board of Directors Rickey served as Board President and Vice-president on multiple occasions and served the community with honor and distinction; and

WHEREAS, He was respected and admired by his fellow board members, staff members, and the community for his commitment, hard work, and dedication to the Arrowbear Park County Water District; and

WHEREAS, Rickey was committed to the success of Arrowbear Park County Water District and the accomplishment of its vision and mission; and

NOW, THEREFORE, be it resolved that the Board of Directors of the Arrowbear Park County Water District does hereby approve Resolution number 2022-7-21 in Appreciation of the Dedicated Service to the Arrowbear Park County Water District by Rickey Weber and wish him success and happiness in his future endeavors.

ADOPTED this 21st day of July, 2022.

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 21st day of July, 2022 by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

Dated: July 21, 2022

ARROWBEAR PARK COUNTY WATER DISTRICT

By _____
Jeffrey Mark Bunyea, President, Board of Directors

Certification of Resolution

Attest:

WITNESS MY HAND OR THE SEAL OF THE Arrowbear Park County Water District, on this 21st day of July, 2022.

Caroline Rimmer, Secretary of the Board
Arrowbear Park County Water District

Government Code - GOV

TITLE 1. GENERAL [100 - 7914]

(Title 1 enacted by Stats. 1943, Ch. 134.)

DIVISION 4. PUBLIC OFFICERS AND EMPLOYEES [1000 - 3599]

(Division 4 enacted by Stats. 1943, Ch. 134.)

CHAPTER 4. Resignations and Vacancies [1750 - 1782]

(Chapter 4 enacted by Stats. 1943, Ch. 134.)

ARTICLE 2. Vacancies [1770 - 1782]

(Article 2 added by Stats. 1943, Ch. 134.)

1780.

(a) Notwithstanding any other provision of law, a vacancy in any elective office on the governing board of a special district, other than those specified in Section 1781, shall be filled pursuant to this section.

(b) The district shall notify the county elections official of the vacancy no later than 15 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.

(c) The remaining members of the district board may fill the vacancy either by appointment pursuant to subdivision (d) or by calling an election pursuant to subdivision (e).

(d) (1) The remaining members of the district board shall make the appointment pursuant to this subdivision within 60 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later. The district shall post a notice of the vacancy in three or more conspicuous places in the district at least 15 days before the district board makes the appointment. The district shall notify the county elections official of the appointment no later than 15 days after the appointment.

(2) If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

(3) If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.

(e) (1) In lieu of making an appointment the remaining members of the board may within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the district board calls the election.

(f) (1) If the vacancy is not filled by the district board by appointment, or if the district board has not called for an election within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, then the city council of the city in which the district is wholly located, or if the district is not wholly located within a city, the board of supervisors of the county representing the larger portion of the district area in which the election to fill the vacancy will be held, may appoint a person to fill the vacancy within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, or the city council or board of supervisors may order the district to call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the city council or board of supervisors calls the election.

(g) (1) If within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, the remaining members of the district board or the appropriate board of supervisors or city council have not filled the vacancy and no election has been called for, then the district board shall call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the district board calls the election.

(h) (1) Notwithstanding any other provision of this section, if the number of remaining members of the district board falls below a quorum, then at the request of the district secretary or a remaining member of the district board, the appropriate board of supervisors or the city council shall promptly appoint a person to fill the vacancy, or may call an election to fill the vacancy.

(2) The board of supervisors or the city council shall only fill enough vacancies by appointment or by election to provide the district board with a quorum.

(3) If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold the office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

(4) If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.

(5) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is held 130 or more days after the date the city council or board of supervisors calls the election.

(Amended by Stats. 2007, Ch. 343, Sec. 4. Effective January 1, 2008.)

ARROWBEAR PARK COUNTY WATER DISTRICT

Policy Handbook

POLICY TITLE: Attendance at Meetings & Board Seat Vacancy
POLICY NUMBER: 4020

4020.10 Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.

4020.20 Any Board of Director unable to attend a meeting shall give appropriate notice to the office.

4020.30 In the event any Director intends to be absent from a meeting of the Board of Directors, or is ill, the Director shall notify the District's Board in person or in writing of the intention to be absent and cite reasons for the intended absence, giving as much notice as is reasonably possible prior to the meeting which is to be missed. In the event the Director is absent from the District prior to the time of the intended absence due to illness, absence from the State, or other conditions which preclude notification in person, the Director shall notify the Board in writing of the intended absence and shall cite reasons for the absence prior to the meeting from which he will be absent. In the event that a Director is unable to notify the Board of an expected absence, either in person or in writing, the Director shall, prior to the meeting immediately following the meeting in which the absence occurred, notify the Board in writing, or in person at the next meeting, of the reason for the absence and the reason for failure to notify the Board. The requirement for notification shall be considered met if the Director notifies the Board in writing, delivered in person or by the United States Postal Service, or in person to a duly elected officer of the Board (the President, Vice President, or Secretary of the Board) or by telephone to the District Office, or by delivering a copy to the, District's office in which case the District's staff shall notify the Board of the intended absence.

4020.40 No Director shall be paid for any meeting at which the Director is absent.

4020.50 The Board of Directors shall determine by Motion and Vote whether absences rise to the level of ceasing to discharge the duties of his or her office for a period of three consecutive months and constitute vacation of the seat as set forth in Government Code Section 1770, Subdivision G, and applicable law.

4020.60 The Board of Directors shall declare by Motion and Vote any and all vacancies as described in Government Code 1770 and other relative sections of the law and initiate action to fill the vacancy as required in Government Code Section 1780 and applicable law.

Policy ammendment approved by motion 3/21/2019

This Policy supersedes and replaces Resolution 84-12-14, passed Dec. 14, 1984.

NOTICE OF VACANCY

Interested persons are hereby notified that pursuant to Government Code §1780 there is a vacancy on the **ARROWBEAR PARK COUNTY WATER DISTRICT** Board of Directors as of July 21, 2022. Pursuant to, and in accordance with, the provisions of Government Code §1780, the remaining Directors intend to fill the vacancy by appointment at the Board's August 18, 2022 Meeting. Minimum legal qualifications for appointment to the Board of Directors require that those desiring appointment complete a Statement of Interest, be 18 years of age or older, and be legally domiciled within the boundaries and jurisdiction of Arrowbear Park County Water District.


The position to be filled by appointment is a 4-year term ending December 2022.

Individuals who desire to serve as an elected Board Member for the 4-year term from December 2022 through December 2026 will need to file by August 12, 2022 to run for this seat and be a top vote winner in the November 2022 election.

Statements of Interest are available at the Arrowbear Park County Water District located at: 2365 Fir Dr., Arrowbear Lake CA 92382, or on the District's website: <http://www.arrowbearwater.org/important-messages.html>

Statements of Interest can be returned to the District office at 2365 Fir Dr., Arrowbear Lake CA 92382, mailed to the District at PO Box 4045, Arrowbear Lake CA 92382, or by email to apcwmail@gmail.com. **All Statements of Interest are due by 5:00 p.m. on August 11, 2022.**

Pursuant to Government Code §1780, this notice will be posted for at least 15 days in 3 or more conspicuous locations in the District from July 22, 2022 to August 11, 2022, prior to an appointment being made. This Notice of Vacancy was posted on July 22, 2022.



Norman Huff
General Manager
Arrowbear Park County Water District

**STATEMENT OF INTEREST FOR APPOINTMENT TO AN
ARROWBEAR PARK COUNTY WATER DISTRICT BOARD OF
DIRECTORS VACANCY**

Instructions

If you are interested in serving on the Arrowbear Park County Water District's Board of Directors as an appointed director, please complete this Statement of Interest and return it to the District office at: 2365 Fir Dr., Arrowbear Lake CA 92382 or email to apcwmail@gmail.com **by 5:00 p.m. on August 11, 2022.**

Individuals completing a Statement of Interest are encouraged to be in attendance at the Regular Meeting of the Arrowbear Park County Water District's Board of Directors to be held on August 18, 2022 at 6:30 p.m.; where Individuals completing a Statement of Interest may be interviewed and an appointment may be made.

The position to be filled by appointment is a 4-year term ending December 2022.

Individuals who desire to serve as an elected Board Member for the 4-year term from December 2022 through December 2026 will need to file with the County of San Bernardino Registrar of Voters Office located at 777 E. Rialto Ave., San Bernardino, CA 92415. For additional information visit the Registrar of Voters Office website at sbcountyelections.com or call 909-387-8300. Candidate filing must be done between July 18, 2022 and August 12, 2022, at 5:00 PM. The Directors to fill the available seats will be the top vote winners in the November 2022 election.

Thank you for your interest.

Name: _____ Date: _____

Residence Address: _____

Years of Residency in Arrowbear: _____

Mailing Address: _____

Phone (Cell): _____ Phone (Home): _____

E-Mail: _____

Yes No I have read and understand the District's Residency requirements for Candidates and for Elected Board Members (Policy # 4005 - Available at: the District office or on the District's website at: <http://www.arrowbearwater.org/elections.html>).

Yes No I am a registered voter of the District.

Yes No I am domiciled within the District and can provide documentation at time of appointment.

Education			
Institution	Major	Degree	Year

Work / Volunteer Experience				
Organization	City	Position	From	To

STATEMENT OF QUALIFICATIONS:

Please briefly describe your qualifications and why you are interested in serving on the Board of Directors.

CERTIFICATION:

I certify that the information contained in this Statement of Interest is true and correct. I authorize the verification of the information in this Statement of Interest.

Signature _____

Date _____

Staff Report - Current Status of Proposed Rate Increase

Summary of Prop. 218 Public Hearing June 16, 2022.

Prior to the Public Hearing, Staff answered questions from community members, encouraged reading the rate studies, explained the rate setting process, and many community members expressed support for the need to provide for future financial needs of the District while others submitted official protests to the proposed rate increase. In total, the District received 104 protest letters (11.33%) of the 953 customers. At the beginning of the Public Hearing Staff provided a short presentation to explain the rate study history and methodologies and the need to be Prop. 218 compliant with rate structure while providing for the costs (operational and future infrastructure) to provide the services. There were about 40 people at the Public Hearing. Most of the public comment and protests centered on these points.

- The District tried to sneak the rate increase through (people don't read what comes in their bills, notice was not clear, District should have done more to let the community know what was happening, etc.).
- The Prop. 218 notice was too vague/confusing, did not lay out how drastic the increase was.
- Doing the rate increase now with how everyone's household budgets are being squeezed by inflation is not fair.
- The Prop. 218 argument was just a smokescreen to take away the free 600 cu. ft. and drastically increase rates with a usage fee.
- The Prop. 218 argument is just the District's interpretation of the fair and equitable portion of Prop. 218.
- The 600 cu. ft. is part of what makes our community special.
- If the free 600 cu. ft. was illegal under Prop. 218 since 1996, why hasn't the District been sued.
- If we have been out of compliance with Prop. 218 since it passed in 1996 then not doing anything about it until now constitutes mismanagement.
- People on fixed incomes will not be able to afford it, they will have to choose between water or food.
- People on fixed income do not get the Median Household Income (MHI) so the affordability index is flawed.
- The District did not need to act on the proposed rate increase now.

- The District should have a community meeting to let the community have more input on rate structures and increases.

After the public comment, the Board decided to table the decision on a rate increase to a future meeting. They thought meeting with the public to try to come up with a workable rate structure and amount would be the best course of action.

Summary of Staff consultation with Rural Community Assistance Corporation (RCAC) Rate Study authors, Mary Fleming and Samantha van Breukelen.

They stand behind their rate study methodologies and conclusions regarding rate structures and needed rates to provide the revenues to adequately provide the services desired while also providing for reserves that will provide for needed future infrastructure and equipment replacement at the end of their useful lifespan. They use industry standards applicable to the services we provide and in accordance with with applicable legal requirements (especially with Prop. 218 compliance).

We discussed additional water rate options that **would** provide the needed revenue amounts to provide for operations and future infrastructure costs with total contributions to reserves over the next 5 years of \approx \$1.43 million. *See attached alternative options.*

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

We discussed other additional options for water rates that **did not** provide the needed revenue amounts to provide for operations and future infrastructure costs with total contributions to reserves over the next 5 years. One was to minimize the impact of new usage rates by starting with \$.02/cu. ft. and increasing it by 1 cent/cu. ft. each year (up to \$.06/cu. ft.) without adjusting the base rate to compensate for the reduced usage revenues. This option would result in only \approx \$1.24 million in reserves over the next 5 years (a shortfall of \approx \$260,000). Another option would be similar but would increase the base rate slightly (though not as much as Alternative Option #1) to compensate for the reduced usage revenues. This option would result in only \approx \$1.34 million in reserves over the next 5 years (a shortfall of \approx \$100,000).

Summary of Staff consultation with District Legal Counsel from Varner & Brandt attorneys, Bradley Neufeld and Scott Heil.

They affirmed the importance for the District to be Prop. 218 compliant when it came to rate structures, rate amounts, rate fairness, and rate justification. *See attached memo.*

They emphasized that due to the general nature of the wording in Prop. 218 there has been an evolution of the legal requirements, based on Prop. 218 legal challenges and subsequent court determinations. This is why the District may not have had to worry so much about potential perceived issues of unfairness in rate structures in the past but should make every effort now to ensure equity of rates.

The best way to minimize the risk of a rate challenge with an expensive legal defense is to ensure that rate structures do not have even the slightest potential to be perceived as unfair or charging one customer a different amount for the same measured amount of service (ie: amount per gallon/cu.ft.).

Options going forward

It's my understanding that the Board would like to provide more information to the community as well as get the community's input and ideas regarding how best to provide for the District's financial needs, now and for the future. District's Legal Counsel confirmed that typical Brown Act meeting format *does not* provide for a back and forth, Q & A style dialogue. Typical Brown Act meeting format just provides for public comment (without engaging the commenter or answering posed questions) and then Board discussion and then Board action by motion, resolution, or ordinance.

If it is the Board's desire to provide more information to the community and get their input then the Board should authorize (by motion) the General Manager to set a date and time for a community forum meeting and inform the community of it through bill inserts and the website. This meeting could be in person and live streamed, but to avoid a Brown Act violation, Board members could not attend in person or communicate with each other regarding District matters outside of a Brown Act noticed meeting.

District's Legal Counsel also confirmed that if the Board wishes to act on the originally proposed rate increase or comes up with a new proposed rate increase based on more community input they would need to go through a whole new Prop. 218 notice/public hearing process.

Additional Rate Options

Proposed Rate	Year 1	Year 2	Year 3	Year 4	Year 5
3/4" Meter	\$33.55	\$ 36.91	\$ 40.60	\$ 44.66	\$ 49.12
1" Meter	\$71.05	\$ 78.16	\$ 85.97	\$ 94.57	\$ 104.02
1 1/2" Meter	\$142.10	\$ 156.31	\$ 171.94	\$ 189.14	\$ 208.05
2" Meter	\$227.36	\$ 250.10	\$ 275.11	\$ 302.62	\$ 332.88
6" Meter	\$376.00	\$ 413.60	\$ 454.96	\$ 500.46	\$ 550.50
Usage Rate per CF	\$ 0.050	\$ 0.0513	\$ 0.0525	\$ 0.0538	\$ 0.0552

Alternative Option #1	Year 1	Year 2	Year 3	Year 4	Year 5
3/4" Meter	\$33.55	\$ 38.53	\$ 44.25	\$ 50.83	\$ 58.37
1" Meter	\$71.05	\$ 81.60	\$ 93.72	\$ 107.64	\$ 123.62
1 1/2" Meter	\$142.10	\$ 163.20	\$ 187.44	\$ 215.27	\$ 247.24
2" Meter	\$227.36	\$ 261.12	\$ 299.90	\$ 344.43	\$ 395.58
6" Meter	\$376.00	\$ 431.84	\$ 495.96	\$ 569.61	\$ 654.20
Usage Rate per CF	\$ 0.020	\$ 0.030	\$ 0.040	\$ 0.050	\$ 0.060

Alternative #2	Year 1	Year 2	Year 3	Year 4	Year 5
3/4" Meter	\$33.55	\$ 36.91	\$ 40.60	\$ 44.66	\$ 49.12
1" Meter	\$71.05	\$ 78.16	\$ 85.97	\$ 94.57	\$ 104.02
1 1/2" Meter	\$142.10	\$ 156.31	\$ 171.94	\$ 189.14	\$ 208.05
2" Meter	\$227.36	\$ 250.10	\$ 275.11	\$ 302.62	\$ 332.88
6" Meter	\$376.00	\$ 413.60	\$ 454.96	\$ 500.46	\$ 550.50
Usage Rate per CF	\$ 0.020	\$ 0.034	\$ 0.052	\$ 0.070	\$ 0.087

Alternative #3	Year 1	Year 2	Year 3	Year 4	Year 5
3/4" Meter	38.58	39.74	40.93	42.16	43.42
1" Meter	81.71	84.16	86.68	89.28	91.96
1 1/2" Meter	163.42	168.32	173.37	178.57	183.93
2" Meter	261.46	269.31	277.39	285.71	294.28
6" Meter	432.40	445.37	458.73	472.50	486.67
Usage Rate per CF	\$ 0.020	\$ 0.034	\$ 0.052	\$ 0.070	\$ 0.087

Proposed Rate	Year 1	Year 2	Year 3	Year 4	Year 5	Five Year Total
Operating Revenue	\$ 608,179	\$ 649,933	\$ 699,718	\$ 752,033	\$ 811,412	\$ 3,521,275
Less Uncollectible Receivables	\$ (1,216)	\$ (1,300)	\$ (1,399)	\$ (1,504)	\$ (1,623)	\$ (7,043)
Total Operating Revenue	\$ 606,962	\$ 648,633	\$ 698,319	\$ 750,528	\$ 809,790	\$ 3,514,232
Operating Costs	\$ 488,627	\$ 503,286	\$ 518,384	\$ 533,936	\$ 549,954	\$ 2,594,188
Total Costs	\$ 488,627	\$ 503,286	\$ 518,384	\$ 533,936	\$ 549,954	\$ 2,594,188
Operating Revenue over/(Under) Operating Costs (Contributed to Reserves)	\$ 118,335	\$ 145,347	\$ 179,934	\$ 216,592	\$ 259,835	\$ 920,045
Non-Operating Revenue/(Expenses)	\$ 99,551	\$ 101,458	\$ 103,421	\$ 105,445	\$ 107,528	\$ 517,403
Net Revenue/ (Loss) (Contribution to Reserves)	\$ 217,886	\$ 246,805	\$ 283,355	\$ 322,037	\$ 367,363	\$ 1,437,448

Alternative #1	Year 1	Year 2	Year 3	Year 4	Year 5	Five Year Total
Operating Revenue	\$ 487,173	\$ 585,569	\$ 694,070	\$ 811,247	\$ 941,782	\$ 3,519,840
Less Uncollectible Receivables	\$ (974)	\$ (1,171)	\$ (1,388)	\$ (1,622)	\$ (1,884)	\$ (7,040)
Total Operating Revenue	\$ 486,198	\$ 584,397	\$ 692,682	\$ 809,625	\$ 939,898	\$ 3,512,800
Operating Costs	\$ 488,627	\$ 503,286	\$ 518,384	\$ 533,936	\$ 549,954	\$ 2,594,188
Total Costs	\$ 488,627	\$ 503,286	\$ 518,384	\$ 533,936	\$ 549,954	\$ 2,594,188
Operating Revenue over/(Under) Operating Costs (Contributed to Reserves)	\$ (2,429)	\$ 81,112	\$ 174,297	\$ 275,689	\$ 389,944	\$ 918,613
Non-Operating Revenue/(Expenses)	\$ 99,551	\$ 101,458	\$ 103,421	\$ 105,445	\$ 107,528	\$ 517,403
Net Revenue/ (Loss) (Contribution to Reserves)	\$ 97,122	\$ 182,570	\$ 277,718	\$ 381,134	\$ 497,472	\$ 1,436,016

Alternative #2	Year 1	Year 2	Year 3	Year 4	Year 5	Five Year Total
Operating Revenue	487,173	581,680	699,040	813,919	936,241	\$ 3,518,053
Less Uncollectible Receivables	-974	-1,163	-1,398	-1,628	-1,872	\$ (7,036)
Total Operating Revenue	\$ 486,198	\$ 580,517	\$ 697,642	\$ 812,291	\$ 934,368	\$ 3,511,017
Operating Costs	\$ 488,627	\$ 503,286	\$ 518,384	\$ 533,936	\$ 549,954	\$ 2,594,188
Total Costs	\$ 488,627	\$ 503,286	\$ 518,384	\$ 533,936	\$ 549,954	\$ 2,594,188
Operating Revenue over/(Under) Operating Costs (Contributed to Reserves)	\$ (2,429)	\$ 77,231	\$ 179,258	\$ 278,355	\$ 384,414	\$ 916,829
Non-Operating Revenue/(Expenses)	\$ 99,551	\$ 101,458	\$ 103,421	\$ 105,445	\$ 107,528	\$ 517,403
Net Revenue/ (Loss) (Contribution to Reserves)	\$ 97,122	\$ 178,689	\$ 282,679	\$ 383,800	\$ 491,942	\$ 1,434,232

Alternative #3	Year 1	Year 2	Year 3	Year 4	Year 5	Five Year Total
Operating Revenue	\$ 548,148	\$ 616,029	\$ 703,120	\$ 783,690	\$ 867,231	\$ 3,518,218
Less Uncollectible Receivables	\$ (1,096)	\$ (1,232)	\$ (1,406)	\$ (1,567)	\$ (1,734)	\$ (7,036)
Total Operating Revenue	\$ 547,052	\$ 614,797	\$ 701,713	\$ 782,123	\$ 865,497	\$ 3,511,182
Operating Costs	\$ 488,627	\$ 503,286	\$ 518,384	\$ 533,936	\$ 549,954	\$ 2,594,188
Total Costs	\$ 488,627	\$ 503,286	\$ 518,384	\$ 533,936	\$ 549,954	\$ 2,594,188
Operating Revenue over/(Under) Operating Costs (Contributed to Reserves)	\$ 58,424	\$ 111,512	\$ 183,329	\$ 248,187	\$ 315,542	\$ 916,994
Non-Operating Revenue/(Expenses)	\$ 99,551	\$ 101,458	\$ 103,421	\$ 105,445	\$ 107,528	\$ 517,403
Net Revenue/ (Loss) (Contribution to Reserves)	\$ 157,975	\$ 212,970	\$ 286,750	\$ 353,632	\$ 423,070	\$ 1,434,397

BOARD OF DIRECTORS MEMORANDUM

TO: ARROWBEAR PARK COUNTY WATER DISTRICT
FROM: VARNER & BRANDT LLP
SUBJECT: EQUITABLE CONSIDERATIONS FOR WATER SERVICE RATE STRUCTURES UNDER PROPOSITION 218
DATE: JULY 21, 2022

CONFIDENTIAL – ATTORNEY-CLIENT PRIVILEGED

On June 16, 2022, the Board of Directors (“*Board*”) of Arrowbear Park County Water District (“*Arrowbear*”) held a public hearing to consider a new rate structure for water service. In light of protest letters received prior to the hearing, and public comment received at the hearing, the Board tabled the decision on the proposed rate structure to a future meeting.

Among the protests and comments received, a significant number raised variations on the theme that the proposed rate structure was unfair or inequitable. We have been asked to draft a brief legal analysis of the overarching requirement under Proposition 218 that a rate structure be “fair.”

LEGAL ANALYSIS

Proposition 218, approved by voters in 1996, added articles XIII C and XIII D to the California Constitution.¹ “Article XIII C concerns voter approval for many types of local taxes other than property taxes. Article XIII D addresses property-based taxes and fees.” (*Plantier v. Ramona Municipal Water District* (2019) 7 Cal. 5th 372, 380, 381 (“*Plantier*”).) Water rates generally fall within the definition of “property-based taxes and fees” and are therefore subject to the procedural requirements and substantive limitations of article XIII D.

This memorandum assumes compliance with applicable procedural requirements and focuses on the substantive limitations of article XIII D.² The California Supreme Court recently restated these substantive limitations as follows:

¹ All statutory references shall be to the California Constitution unless otherwise stated.

² As an aside, note article XIII D places the burden of proving compliance with Proposition 218 on the public agency, rather than on the person challenging the agency’s action. (Cal. Const.,

Even when an agency is generally authorized to impose or modify fees, so long as it complies with the notice and hearing requirements, Proposition 218 places other substantive limitations on the agency. Those substantive limitations on property-related fees appear in subdivision (b) of article XIII D, section 6. Under these limitations: (1) *revenues derived from the fee may not exceed the cost of providing the property-related service [citation]*; (2) those revenues may not be used for any purpose other than the one for which the fee was imposed [citation]; (3) *the amount of the fee ‘shall not exceed the proportional cost of the service attributable to the parcel’ [citation]*; (4) a fee may not be imposed for a service unless that service is available to the property owner [citation]; and (5) a fee may not be imposed upon property owners for a general governmental service, like fire protection, if the service is available to the general public in substantially the same manner as it is to property owners [citation].

(*Plantier, supra*, 7 Cal. 5th at 382 (italics added).)

For present purposes, subdivisions (b)(1) and (3) are most relevant. Both of these requirements can be characterized as “equitable” or “fair” in nature. Of course, the “cost of providing the property-related service” and the “proportional cost of the service provided to [each] parcel” are closely connected, and court analyses often overlap when discussing them.

The seminal cases of *Howard Jarvis Taxpayers Assn. v. City of Roseville* (2002) 97 Cal. App. 4th 637 (“*Roseville*”) and *Howard Jarvis Taxpayers Assn. v. City of Fresno* (2005) 127 Cal. App. 4th 914 (“*Fresno*”) both addressed compliance with article XIII D when adopting fees and charges. In each case, the city had adopted an in-lieu fee imposed upon its enterprise utilities to compensate the city for expenses related to the utilities. These amounted to transfers to the cities’ general funds of proceeds of utility rates, which were then used for general fund, rather than utility, purposes, raising questions under section 6(b)(2) of article XIII D. In each case, the courts concluded the city could recover general fund costs attributable to its water, wastewater, and solid waste disposal utilities based upon an analysis of actual costs. However, in each case the court determined the fee violated section 6(b) of article XIII D because neither city had analyzed or documented the actual costs to be recovered by the general fund transfer. *Roseville* articulated the requirement as follows:

The theme of these sections is that fee or charge revenues may not exceed what it costs to provide fee or charge services. Of course, what it costs to provide such services includes all the required costs of providing service, short-term and long-term, including operation, maintenance, financial, and capital expenditures. The key is that the revenues derived from the fee or charge are required to provide the service, and may be used only for the service. In short, the section 6(b) fee or charge must reasonably represent the cost of providing service.

art. XIII D, § 6(b)(5); *KCSFV I, LLC v. Florin County Water District* (2021) 64 Cal. App. 5th 1015, 1022-1023.)

In line with this theme, Roseville may charge its water, sewer, and refuse utilities for the street, alley and right-of-way costs attributable to the utilities and Roseville may transfer those revenues to its general fund to pay for such costs.... Here, however there has been no showing that the in lieu fee reasonably represents these costs.

(*Roseville, supra*, 97 Cal. App. 4th at 647-648 (citations omitted).)

Fresno focused more on proportionality, articulating the requirement as follows:

Cities are entitled to recover all of their costs of utility services through user fees. The manner in which they do so, however, is restricted by another portion of Proposition 218: “The amount of the fee or charge imposed ... shall not exceed the proportional cost of the service attributable to the parcel.” Together, subdivision (b)(1) and (3) of article XIII D, section 6, make it necessary — if Fresno wishes to recover all of its utilities’ costs from user fees — that it reasonably determine the unbudgeted costs of utilities enterprises and that those costs be recovered through rates proportional to the cost of providing service to each parcel. Undoubtedly this is a more complex process than the assessment of the in lieu fee and the blending of that fee into the rate structure. Nevertheless, such a process is now required by the California Constitution.

(*Fresno, supra*, 127 Cal. App. 4th at 922-923 (citations omitted).)

These concepts were recently reiterated in *KCSFVI, LLC v. Florin County Water District* (2021) 64 Cal. App. 5th 1015 (“*KCSFV I*”), where the court addressed whether a rate structure could properly seek to establish or replenish reserves as part of the cost of providing property-related services. The court, citing *Roseville*, held that reserves may be included in the rate structure, but once again found that the public agency had failed to meet its burden of proof:

We generally agree with defendants’ first argument that reserves may appropriately be included as a component of a property-related fee. As this court previously explained: “The theme of [section 6] is that fee or charge revenues may not exceed what it costs to provide fee or charge services. Of course, what it costs to provide such services includes all the required costs of providing service, short-term and long-term, including operation, maintenance, financial, and capital expenditures. The key is that the revenues derived from the fee or charge are required to provide the service, and may be used only for the service. In short, the section 6(b) fee or charge must reasonably represent the cost of providing service.” (*Howard Jarvis Taxpayers Assn. v. City of Roseville* (2002) 97 Cal. App. 4th 637, 647-648.)

That said, defendants failed to meet their burden of demonstrating the rate increase at issue here does not exceed what it costs to provide the water service. (§ 6, subd. (b)(5).) Defendants provide only conclusory arguments; they fail to support the arguments with evidence.

...

Nothing in the record identifies or quantifies historic or projected reserves needed for the service provided by the district. Nor does anything in the record pledge the net revenue for any specific purpose.

(*KCSFV I*, *supra*, 64 Cal. App. 5th at 1029, 1030.)

Most often the determination of what it costs to provide water service is determined as part of a rate study prepared by a rate-making consultant. Local governments and their consultants frequently rely on industrywide ratemaking principles such as those developed by the American Water Works Association (“AWWA”). (See *Griffith v. Pajaro Valley Water Management Agency* (2013) 220 Cal. App. 4th 586, 600 [approving AWWA M1 Manual], disapproved on other grounds by *City of San Buenaventura v. United Water Conservation District* (2017) 3 Cal. 5th 1191; *Morgan v. Imperial Irrigation District* (2014) 223 Cal. App. 4th 892, 899-900 [approving AWWA M1 Manual]; but see *Capistrano Taxpayers Association v. City of San Juan Capistrano* (2015) 235 Cal. App. 4th 1493, 1514 [M1 Manual cannot trump the plain language of the California Constitution].)

Whatever method a local government uses for determining its rates for property-related fees, the process for complying with the provisions of section 6(b)(1) is a matter of balancing the local government’s total costs of service with its total revenues. (See *Capistrano Taxpayers Association v. City of San Juan Capistrano*, *supra*, 235 Cal. App. 4th at 1506.) While overall “fairness” is critical, there is no requirement that the cost-of-service calculations be perfect. (*Morgan v. Imperial Irrigation District* (2014) 223 Cal. App. 4th 892, 915.) And in some instances, an informal process may be used, provided the fee or charge “reasonably represents the cost of providing service.” (*Moore v. City of Lemon Grove* (2015) 237 Cal. App. 4th 363, 368, 373; *Roseville*, *supra*, 97 Cal. App. 4th at 647-648; but see *Capistrano Taxpayers Association v. City of San Juan Capistrano*, *supra*, 235 Cal. App. 4th at 380 [AWWA M1 Manual might show that a working backwards methodology in setting rates is reasonable, but it cannot excuse utilities from ascertaining cost of service].)

CONCLUSION

In general, the more equitable the fee structure imposed, the greater likelihood that fee structure will satisfy the substantive limitations of Proposition 218 and withstand legal challenge. Rate-setting is not purely a mathematical exercise. The administrative record should also include narrative language explaining the equitable considerations supporting the numbers in order to convince the hypothetical judge. As the League of California Cities phrased it:

Because local governments bear the burden of demonstrating compliance with article XIII D, section 6, subdivision (b), a local government should clearly demonstrate through detailed data and computations and articulate through a comprehensive narrative explanation the methodology used and the justification for the allocation of costs among its various customer classes and within each customer class. Ultimately, the cost of service study is at the core of meeting this burden and should be reviewed by counsel before it is complete. But to assist courts in reaching a favorable outcome for a local government in any challenge to its rates, a local government should maintain as part of its administrative record any other relevant

data and information used to derive its rates. While rate-making consultants tend to be strong on math and, occasionally, weak on other forms of expression, there are more English than Math majors on the bench. The record must speak in terms judges can understand and this will typically require more than just spreadsheets.

(League of California Cities, *Proposition 26 and 218 Implementation Guide*, May 2019, p. 94.)

ARROWBEAR PARK COUNTY WATER DISTRICT

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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* 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 the Board President or a majority of the member of the Board.

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 the General Manager, or his/her designee, shall notify such newspapers, radio stations, or

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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.

* 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.

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POLICY TITLE: Board Meeting Agenda
POLICY NUMBER: 5020

5020.10 The General Manager, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may call the General Manager and request any item to be placed on the agenda no later than 5:00 o'clock P.M. on the Monday prior to the meeting date.

5020.20 Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

5020.21 The request must be in writing and be submitted to the General Manager [or other responsible managing employee] together with supporting documents and information, if any, at least five (5) business days prior to the date of the meeting;

5020.22 The General Manager shall be the sole judge of whether the public request is or is not a "matter directly related to District business."

5020.23 No agenda item which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy;

5020.24 The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

5020.30 This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

5020.40 At least seventy-two (72) hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review within the District office, *Fire Department, and other District sites governed by the District as deemed favorable by the Board (1).*

5020.41 The agenda for a special meeting shall be posted at least twenty-four (24) hours before the meeting in the same location.

(1) Revised and adopted by the Board 12/14/2007

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POLICY TITLE: Board Meeting Conduct
POLICY NUMBER: 5030

5030.10 Meetings of the Board of Directors shall be conducted by the Chairperson in a manner consistent with the policies of the District. The latest edition of Robert's Rules of Order, Revised shall also be used as a general guideline for meeting protocol. District policies shall prevail whenever they are in conflict with Robert's Rules of Order, Revised.

5030.20 All Board meetings shall commence at the time stated on the agenda and shall be guided by same.

5030.30 The conduct of meetings shall, to the fullest possible extent, enable Directors to:

5030.30.1 Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and,

5030.30.2 Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

5030.40 Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as followed:

5030.40.1 Five (5) minutes may be allotted to each speaker and a maximum of twenty (20) minutes may be allotted to each subject matter;

5030.40.2 No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.

5030.40.3 No oral presentation shall include charges or complaints against any District employee, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify. All charges or complaints against employees shall be submitted to the Board of Directors under provisions contained in Policy #1030.

5030.40.4 Photographing and recording with audio, video still or motion picture camera of meetings are permitted if it does not disrupt the proceedings.

5030.50 Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the Chairperson finds that there is in fact willful disruption of any meeting of the Board, he/she may order the room cleared and subsequently conduct the Board's business without the audience present.

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5030.50.1 In such an event, only matters appearing on the agenda may be considered in such a session.

5030.50.2 After clearing the room, the Chairperson may permit those persons who, in his/her opinion, were not responsible for the willful disruption to re-enter the meeting room.

5030.50.3 Duly accredited representatives of the news media, whom the Chairperson finds not to have participated in the disruption, shall be admitted to the remainder of the meeting.

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POLICY TITLE: Board Actions and Decisions
POLICY NUMBER: 5040

5040.10 Actions by the Board of Directors include but are not limited to the following:

- 5040.10.1** Adoption or rejection of regulations or policies;
- 5040.10.2** Adoption or rejection of a resolution;
- 5040.10.3** Adoption or rejection of an ordinance;
- 5040.10.4** Approval or rejection of any contract or expenditure;
- 5040.10.5** Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel; and,
- 5040.10.6** Approval or disapproval of matters which require or may require the District or its employees to take action and/or provide services.

5040.20 Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors represent a quorum for the conduct of business. Actions taken at a meeting where only a quorum is present, therefore, require all three (3) votes to be effective (unless a 4/5 vote is required by policy or other law).

5040.20.1 A member abstaining in a vote is considered as absent for that vote.

5040.20.1.1 **Example.** If 3 of 5 Directors are present at a meeting, a quorum exists and business can be conducted. However, if 1 Director abstains on a particular action and the other 2 cast "aye" votes, no action is taken because a "majority of the Board" did not vote in favor of the action.

5040.20.1.2 **Example.** If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, 3 Directors must vote in favor of the appointment for it to be approved. If 2 of the 4 Directors present abstain, the appointment is not approved.

5040.30 The Board may give directions which are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the General Manager.

5040.30.1 The Chairperson shall determine by consensus a Board directive and shall state it for clarification. Should any two Directors challenge the statement of the Chairperson, a voice vote may be requested.

5040.30.2 A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the General Manager for review and recommendation, etc.).

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5040.30.3 Informal action by the Board is still Board action and shall only occur regarding matters which appear on the agenda for the Board meeting during which said informal action is taken.

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POLICY TITLE: Review of Administrative Decisions
POLICY NUMBER: 5050

5050.10 The provisions of §1094.6 of the Code of Civil Procedure of the State of California shall be applicable to judicial review of all administrative decisions of the Board of Directors pursuant to the provisions of §1094.5 of said code. The provisions of §1094.6 shall prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of the District, affecting the subject matter of an appeal.

5050.20 This policy affects those administrative decisions rendered by the Board of Directors governing acts of the District, in the conduct of the District's operations and those affecting personnel operating policies.

5050.30 The purpose of this policy is to insure efficient administration of the District, and the expeditious review of decisions rendered by the Board of Directors.

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POLICY TITLE: Minutes of Board Meetings
POLICY NUMBER: 5060

5060.10 The Secretary of the Board of Directors shall keep minutes of all regular and special meetings of the Board.

5060.10.1 Copies of said minutes shall be made for distribution to Directors with the agenda for the next regular Board meeting.

5060.10.2 The official minutes of the regular and special meetings of the Board shall be kept in a fire-proof vault or in fire-resistant, locked cabinets.

5060.20 A video and/or audio tape recording of any meeting of the Board of Directors, including closed sessions, may be made at the request of the Secretary, General Manager or any Director when such request is approved by a majority of the whole Board.

5060.20.1 The Chairperson will announce the fact that a recording is being made at the beginning of the meeting, and the recording device shall be placed in plain view of all present, so far as is possible.

5060.20.2 Recordings made during closed sessions of the Board are deemed not to be public records.

5060.20.3 The recordings, tapes, discs or other electronic data/information storage devices shall be kept in fire-resistant, locked cabinets or in a fire-proof, locked vault.

5060.30 Motions, resolutions or ordinances shall have the votes recorded unless voting is unanimous.

5060.30.1 All resolutions and ordinances adopted by the Board shall be numbered consecutively starting new at the beginning of each fiscal year.

5060.40 The minutes of Board meetings shall be maintained as hereinafter outlined.

5060.40.1 Procedure:

5060.40.1.1 Date, place and type of each meeting;

5060.40.1.2 Directors present and absent by name;

5060.40.1.3 Call to order;

5060.40.1.4 Arrival of tardy Directors by name;

5060.40.1.5 Pre-adjournment departure of Directors by name, or if absence takes place when any agenda items are acted upon;

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- 5060.40.1.6 Adjournment of the meeting;
- 5060.40.1.7 Record of written notice of special meetings; and,
- 5060.40.1.8 Record of items to be considered at special meetings.

5060.4.2 Board Actions:

- 5060.40.2.1 Approval or amended approval of the minutes of preceding meetings;
- 5060.40.2.2 Complete information as to each subject of the Board's deliberation;
- 5060.40.2.3 Complete information as to each subject including the roll call record of the vote on a motion if not unanimous;
- 5060.40.2.4 All Board resolutions and ordinances in complete context, numbered serially for each fiscal year;
- 5060.40.2.5 A record of all contract entered into;
- 5060.40.2.6 All employments and resignations or terminations of employment within the District;
- 5060.40.2.7 A record of all bid procedures, including calls for bids authorized, bids received, and other action taken;
- 5060.40.2.8 A record by number of all warrants approved for payment;
- 5060.40.2.9 Adoption of the annual budget;
- 5060.40.3.10 Financial reports, including collections received and deposited and sales of District property, shall be presented to the Board every month;
- 5060.40.2.11 A record of all important correspondence;
- 5060.40.2.12 A record of the General Manager's report to the Board;
- 5060.40.2.13 Approval of all policies and Board-adopted regulations; and,
- 5060.40.2.14 A record of all visitors and delegations appearing before the Board.

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POLICY TITLE: Rules of Order for Board and Committee Meetings
POLICY NUMBER: 5070

5070.10 General.

5070.10.1 Action items shall be brought before and considered by the board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules Robert's Rules of Order.

5070.10.1.1 If a director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second -to the chairperson. If the ruling of the chairperson is not satisfactory to the director, then it may be appealed to the board. A majority of the board will govern and determine the point of order.

5070.20 Obtaining the Floor.

5070.20.1 Any director desiring to speak should address the chairperson and, upon recognition by the chairperson, may address the subject under discussion.

5070.30 Motions.

5070.30.1 Any director, including the chairperson, may make or second a motion. A motion shall be brought and considered as follows:

5070.30.1.1 A director makes a motion; another director seconds the motion; and the chairperson states the motion.

5070.30.2 Once the motion has been stated by the chairperson, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the chairperson will call for the vote.

5070.30.2.1 If the public in attendance has had an opportunity to comment on the proposed action, any director may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the board.

5070.40 Secondary Motions. Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business are considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

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5070.40.1 Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the directors who moved and seconded, or by a new motion and second.

5070.40.2 Motion to Table. A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the board.

5070.40.3 Motion to Postpone. A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the board.

5070.40.4 Motion to Refer to Committee. A main motion may be referred to a board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the board.

5070.40.5 Motion to Close Debate and Vote immediately. As provided above, any director may move to close debate and immediately vote on a main motion.

5070.40.6 Motion to Adjourn. A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the board before voting on a main motion.

5070.50 Decorum.

5070.50.1 The chairperson shall take whatever actions are necessary and appropriate to preserve order and decorum during board meetings, including public hearings. The chairperson may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the chairperson, or otherwise disrupting the meeting or hearing.

5070.50.2 The chairperson may also declare a short recess during any meeting.

5070.60 Amendment of Rules of Order.

5070.60.1 By motion made, seconded and approved by a majority vote, the board may, at its discretion and at any meeting: a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) both.

FREE WORKSHOP

Board members/trustees, staff, and others welcome!



California Special Districts Association

Districts Stronger Together

SAN BERNARDINO COUNTY

BOARD MEMBER BEST PRACTICE 101

Tuesday, August 2, 2022

10:00 a.m. – 12:00 p.m.

Mojave Water Agency
13846 Conference Center Drive
Apple Valley, CA 92307

Instructor: David Aranda, CSDM

Sponsored by the San Bernardino LAFCO, this fast-paced and informative session covers all of the essential best practices of serving as a board member or trustee of a special district: the roles of board members and staff, policies and procedures your district should consider to ensure effective governance, general ethics principles related to special districts including an overview of the laws affecting special districts.

This is an in-person workshop for San Bernardino County Special Districts ONLY

SCHEDULE:

9:30 – 10:00 a.m.	Registration
10:00 a.m. – 12:00 p.m.	Workshop

REGISTRATION FORM (NO CHARGE)

Name: _____

Title: _____

District: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Mail or fax completed form to:

CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814 • fax: 916.520.2465

Questions?

Please contact us toll-free at 877.924.2732.

**Arrowbear Park County Water District
General Manager**

Performance Appraisal – Director Notes

General Manager _____

Review Date _____

Reviewed by _____

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

Rating Definitions:

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

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

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

