

Arrowbear Park County Water District

REGULAR MEETING OF THE BOARD OF DIRECTORS

AGENDA

DATE: Jan. 16, 2025

TIME: 6:00 p.m. Open Session

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

POSTING: This agenda was
posted prior to 5:00 p.m. on
January 13, 2025 per Policy #5020.40

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

OPEN SESSION

- A. CALL TO ORDER – Sheila Wymer, President
- B. PLEDGE OF ALLEGIANCE TO THE FLAG
- C. AGENDA POSTING CERTIFICATION
- D. ROLL CALL
- E. SWEARING IN OF DIRECTOR ELECTED IN NOVEMBER 2024 ELECTION -
Caroline Rimmer, Secretary of the Board
- 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. CONSENT AGENDA

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are expected to be routine and non-controversial and will be acted on at one time without discussion, unless an item is withdrawn by a Board member for questions or discussion.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

- A) Minutes of Regular Meeting, December 19, 2024.
- B) Summary of Bank Balances / Income & Expense Summary.
- C) Expense & Budget Reports.
- D) Vacation and Sick Leave Balances.

H. STAFF REPORTS

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

Excuse Staff not needed for Action Items

I. DISCUSSION / ACTION ITEMS

A) Board

- 1. Annual election of Board Officers for the Arrowbear Park County Water District. Call for nominations by way of motion for Officers of the Board for 2025 (President and Vice-President).
- 2. Motion to appoint Caroline Rimmer as Secretary to the Board of Directors for 2025. Staff Recommendation: Approve Motion.
- 3. Discussion with motion to amend Policy #3035 Financial & Accounting Staff Recommendation: Approve Motion.
- 4. Discussion with motion to approve Resolution 2025-01-16 appointing Secretary Rimmer, General Manager Dumas, and the President of the Board appointing two Board Members as signers on District bank accounts. Staff Recommendation: Approve Motion.
- 5. Discussion with motion to affirm regular Board Meeting days and times for 2025.
- 6. Discussion with motion to approve amended Policy #2120 Educational Reimbursement. Staff Recommendation: Approve Motion.

B) Fire Department

- 1. Discussion with motion to approve up to \$50,000 for a replacement command vehicle. Staff Recommendation: Approve amount needed for purchase of command vehicle.
- 2. Discussion with motion to approve four (4) drop Plymovent Diesel Exhaust Extrication System purchase and installation for \$46,058.30 for fire station 271 in accordance with San Manuel Band of Mission Indians Grant. Staff Recommendation: Approve quote from Plymovent for \$46,08.30

J. ANNOUNCEMENTS / REPORTS

A) President

B) Board Members

C) Staff

The next Regular Board Meeting will be February 20, 2025, at 6:00 p.m.

K. 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 to participate in a meeting should direct such a request to Caroline Rimmer, Board Secretary at (909) 867-2704 at least 48 hours before the meeting, if possible.

Materials related to an item on this agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the District's office located at 2365 Fir Dr., Arrowbear Lake, during normal business hours.

NOT APPROVED

Arrowbear Park County Water District
Regular Meeting
December 19, 2024
6:00 PM

The regular meeting of the Board of Directors of Arrowbear Park County Water District was held December 19, 2024, at the District office located at 2365 Fir Drive, Arrowbear Lake, California.

Directors in attendance:

President Sheila Wymer
Vice President Mark Bunyea
Director Paul Miller

Directors who were absent:

Director Seth Burt
Director Craig Carpenter

Also present were the following:

General Manager Dumas
Board Secretary Rimmer
Chief Lindley

Visitors present:

T. Bonito
O. Rendelman

Open Session

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

Swearing in of Director Elected in November 2024 Election – Terisa Bonito

Public Comments:

There were no public comments.

Approval of Consent Agenda

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

Ayes: Miller, Wymer, and Bunyea.

Nays: None

Abstain: None

Absent: Carpenter and Burt

Staff Reports:

1. Field Operations Supervisor Weber was excused and General Manager Dumas reviewed the November 2024 work orders.
2. Chief Lindley reported on the Fire Department calls for the month of November 2024.
3. General Manager Dumas discussed the Highway 18 recent road repair from the leak on the 6" main stating the District saved \$8,198 by fixing the asphalt utilizing District employees and discussed the status of the Rate Study with RCAC.

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

Discussion / Action Items:

A) Fire Department

1. There was a discussion with a motion to approve the bid for \$6,037.28 from All Hands Fire Equipment for a Circul Air Basic Express PRO – 22 Lb. Commercial Grade Extractor for fire station 271 in accordance with the San Manuel Band of Mission Indians Grant. Motion to approve the bid for \$6,037.28 from All Hands Fire Equipment for a Circul Air Basic Express PRO – 22 Lb. Commercial Grade Extractor for fire station 271 in accordance with the San Manuel Band of Mission Indians Grant, was made by Director Miller. Second was by Vice President Bunyea and approved by a unanimous vote.

Ayes: Miller, Bunyea, and Wymer.

Nays: None

Abstain: None

Absent: Carpenter and Burt

2. There was a discussion and a motion to approve the emergency repair work for the plumbing issues as station 271 for \$4,600. Motion to approve the emergency repair work for the plumbing issues as station 271 for \$4,600, was made by Director Miller. Second was by Vice President Bunyea and approved by a unanimous vote.

Ayes: Miller, Bunyea, and Wymer.

Nays: None

Abstain: None

Absent: Carpenter and Burt

B) Board

1. There was a discussion and a motion to approve Resolution #2024-12-19 in Appreciation of the Dedicated Service to the Arrowbear Park County Water District by Jeffrey “Mark” Bunyea. Motion to approve Resolution #2024-12-19 in Appreciation of the Dedicated Service to the Arrowbear Park County Water District by Jeffrey “Mark” Bunyea was made by President Wymer. Second was by Director Miller and approved by unanimous vote.

Ayes: Miller, Bunyea, and Wymer.

Nays: None

Abstain: None

Absent: Carpenter and Burt

2. There was a discussion with a motion to approve amended Policy # 6080 – Disposal of Surplus Property and Resolution #2024-12-19A, the disposal of surplus vehicles (1975 Chevrolet Dump Truck and the 1996 Ford F-150 in accordance with amended policy #6080. Motion to approve amended Policy #6080 and Resolution-12-19A was made by Director Miller. Second was made by Vice President Bunyea and approved by unanimous vote.

Ayes: Miller, Bunyea, and Wymer.

Nays: None

Abstain: None

Absent: Carpenter and Burt

Announcements:

- A) The President thanked Director Bunyea for his years of service to the community.

B) Director Miller thanked Director Bunyea for his service to the community.

C) Staff thanked Director Bunyea for his service to the community.

The next Regular Board Meeting will be January 16, 2025, at 6:00 PM.

Adjournment of Open Meeting

There being no further business, President Wymer adjourned the meeting at 6:46 PM.

Sheila Wymer, President

Caroline V. Rimmer, Secretary

SUMMARY OF BANK BALANCES

12/1/2024 to 12/31/2024

	GENERAL ACCOUNTS		RESTRICTED ACCOUNTS		RESERVES
		First Foundation Bank		CALPers OPEB	LAIF FUNDS
Account Beginning Balance	\$	87,640.69	\$	275,357.76	Water - \$106,489.93
					Sewer - \$105,434.96
Total Cleared Deposits - 58	\$	421,939.26			Fire - \$137,974.73
Total Cleared Checks/Debits - 59	\$	(180,190.11)			
Interest earned (Investment Loss)	\$	7.71			
Service Charge(s)	\$	-			
Ending Balance	\$	329,397.55	\$	275,357.76	\$ 349,899.62

Investment Accounts	LAIF GENERAL	CEPPT
Beginning Balance	\$ 349,899.62	\$ 45,145.08
Quarterly Interest		
Service Charge(s)		
Transfer From/To General Checking Account		
Ending Balance	\$ 349,899.62	\$ 45,145.08
TOTALS	\$ 679,297.17	\$ 320,502.84

SUMMARY OF INCOME & EXPENSES

	December 2024	YEAR TO DATE	BUDGET	REMAINING	%
TOTAL INCOME	\$ 412,314.39	\$ 1,129,124.16	\$1,818,173.00	\$689,048.84	62.10%
TOTAL OPERATING EXPENSES	\$ 116,526.81	\$ 803,976.63	\$1,669,663.94	\$865,687.31	48.15%
TOTAL MASTER PLAN EXPENSES	\$ 81,487.03	\$ 179,076.44	\$393,871.29	\$214,794.85	45.47%
TOTAL ALL EXPENSES	\$ 198,013.84	\$ 983,053.07			
NET SURPLUS / (DEFICIT)	\$ 214,300.55	\$ 146,071.09	(\$245,362.23)		

Arrowbear Park County Water District

Vendor Activity

From 12/1/2024 Through 12/31/2024

Vendor Name	Description	Expenses	
Action Auto Repair	FD - Smog	62.75	
		<u>62.75</u>	Transaction Total
Total Action Auto Repair		62.75	
Adrian Gonzalez	FD Coverage 11/24/24 - 12/07/24 (2) Hard Shifts	200.00	
	FD Coverage 12/08/24 - 12/21/24 (1) Hard Shift	100.00	
		<u>300.00</u>	Transaction Total
Total Adrian Gonzalez		300.00	
Amazon	DO - Office Supplies	182.86	
		<u>182.86</u>	Transaction Total
Total Amazon		182.86	
American Water Works	DO - Annual Membership	525.00	
		<u>525.00</u>	Transaction Total
Total American Water Works		525.00	
Apple Valley Town & Country Tire,...	FD - Tire Mounting/Balancing	577.37	
		<u>577.37</u>	Transaction Total
Total Apple Valley Town & Countr...		577.37	
ATT	FD	104.47	
		<u>104.47</u>	Transaction Total
Total ATT		104.47	
Bound Tree Medical, LLC	FD - Medical Supplies	417.87	
		<u>417.87</u>	Transaction Total
Total Bound Tree Medical, LLC		417.87	
California Water Envir Assoc	Annual Renewal Collections 3 - Weber	116.00	
		<u>116.00</u>	Transaction Total
Total California Water Envir Assoc		116.00	
Calmat Co dba Vulcan Materials Co	DO Highway 18 Leak Repair	1,240.87	
		<u>1,240.87</u>	Transaction Total
Total Calmat Co dba Vulcan Materi...		1,240.87	
CalPERS	11/20/24 - 12/03/24 PERS	1,539.49	

Arrowbear Park County Water District

Vendor Activity

From 12/1/2024 Through 12/31/2024

Vendor Name	Description	Expenses	
	12/04/24 - 12/17/27 PERS	<u>1,539.49</u>	
		<u>3,078.98</u>	Transaction Total
Total CalPERS		3,078.98	
CalPERS Health Ins	Dec 2024 Health Premium	<u>14,236.00</u>	
		<u>14,236.00</u>	Transaction Total
Total CalPERS Health Ins		14,236.00	
Circle K Fuel	FD - Fuel	<u>30.11</u>	
		<u>30.11</u>	Transaction Total
Total Circle K Fuel		30.11	
Clinical Laboratory of SB Inc	Dec 2024 Water Testing	<u>151.50</u>	
		<u>151.50</u>	Transaction Total
Total Clinical Laboratory of SB Inc		151.50	
Core & Main	DO - Repairs	<u>1,009.77</u>	
		<u>1,009.77</u>	Transaction Total
Total Core & Main		1,009.77	
County of San Bernardino	DO - Trash	103.40	
	DO / FD - Trash	<u>15.01</u>	
		<u>118.41</u>	Transaction Total
Total County of San Bernardino		118.41	
David Gonzalez	FD Coverage 11/24/24 - 12/07/24 (3) Hard Shifts	<u>100.00</u>	
		<u>100.00</u>	Transaction Total
Total David Gonzalez		100.00	
De Lage Landen Financial Services...	DO / FD - Copier Lease	<u>65.61</u>	
		<u>65.61</u>	Transaction Total
Total De Lage Landen Financial Se...		65.61	
EasyID Solutions, Inc.	FD - ID Badges	<u>163.00</u>	
		<u>163.00</u>	Transaction Total
Total EasyID Solutions, Inc.		163.00	
Engineering Resources of So. Calif...	Highway 18 Project	<u>3,333.75</u>	

Arrowbear Park County Water District

Vendor Activity

From 12/1/2024 Through 12/31/2024

Vendor Name	Description	Expenses	
		<u>3,333.75</u>	Transaction Total
Total Engineering Resources of So...		3,333.75	
Fatima Heredia	FD Coverage 11/24/24 - 12/07/24 (4) Hard Shifts	125.00	
	FD Coverage 12/08/24 - 12/21/24 (2) Hard shifts	<u>100.00</u>	
		<u>225.00</u>	Transaction Total
Total Fatima Heredia		225.00	
Freddie Rodriguez, Jr.	FD Coverage 12/08/24 - 12/21/24 (2) Hard Shifts	<u>300.00</u>	
		<u>300.00</u>	Transaction Total
Total Freddie Rodriguez, Jr.		300.00	
Frontier Communications	DO - Warehouse phone	<u>119.39</u>	
		<u>119.39</u>	Transaction Total
Total Frontier Communications		119.39	
G & M Oil	FD - Fuel	<u>71.81</u>	
		<u>71.81</u>	Transaction Total
Total G & M Oil		71.81	
Godaddycom	FD	191.76	
	FD - Website	<u>95.88</u>	
		<u>287.64</u>	Transaction Total
Total Godaddycom		287.64	
Goldstar Asphalt Products	DO - Asphalt Repairs Items	<u>497.54</u>	
		<u>497.54</u>	Transaction Total
Total Goldstar Asphalt Products		497.54	
Heartland PR Co	12/24/24 PR	158.90	
	Bi-Weekly PR + W2 Charges for 2024	<u>339.55</u>	
		<u>498.45</u>	Transaction Total
Total Heartland PR Co		498.45	
Home Depot	DO - Tools	<u>56.89</u>	
		<u>56.89</u>	Transaction Total
Total Home Depot		56.89	
Imagine Systems	PC's Installation	<u>1,900.00</u>	

Arrowbear Park County Water District

Vendor Activity

From 12/1/2024 Through 12/31/2024

Vendor Name	Description	Expenses	
		<u>1,900.00</u>	Transaction Total
Total Imagine Systems		1,900.00	
Invoice Cloud	Dec CC Processing Chgs - Invoice Cloud	<u>163.20</u>	
		<u>163.20</u>	Transaction Total
Total Invoice Cloud		163.20	
Jacob Sanchez	FD Coverage 11/24/24 - 12/07/24 (6) Hard Shifts	825.00	
	FD Coverage 12/08/24 - 12/21/24 (7) Hard Shifts	<u>1,050.00</u>	
		<u>1,875.00</u>	Transaction Total
Total Jacob Sanchez		1,875.00	
James Pacelli	FD Coverage 11/24/24 - 12/07/24 (2) Hard Shifts	250.00	
	FD Coverage 12/08/24 - 12/21/24 (2) Hard Shifts	<u>200.00</u>	
		<u>450.00</u>	Transaction Total
Total James Pacelli		450.00	
Janelle Elms	12/06/24 Notary Fees	<u>45.00</u>	
		<u>45.00</u>	Transaction Total
Total Janelle Elms		45.00	
Jaret Trunnell	FD Coverage 11/24/24 - 12/07/24 (5) Hard Shifts	150.00	
	FD Coverage 12/08/24 - 12/21/24 (2) Hard Shifts	<u>100.00</u>	
		<u>250.00</u>	Transaction Total
Total Jaret Trunnell		250.00	
Jonathan Hovhanessian	FD Coverage 12/08/24 - 12/21/24 (2) Hard Shifts	<u>270.00</u>	
		<u>270.00</u>	Transaction Total
Total Jonathan Hovhanessian		270.00	
Joseph Carpenter	FD Coverage 11/24/24 - 12/07/24 (1) Hard Shift	135.00	
	FD Coverage 12/08/24 - 12/21/24 (1) Hard Shift	<u>135.00</u>	
		<u>270.00</u>	Transaction Total
Total Joseph Carpenter		270.00	
Leslies Pool Supply	Do - Chlorine	<u>343.77</u>	
		<u>343.77</u>	Transaction Total
Total Leslie Pool Supply		343.77	

Arrowbear Park County Water District

Vendor Activity

From 12/1/2024 Through 12/31/2024

Vendor Name	Description	Expenses	
Lloyd Pest Control	FD - Pest Control	80.00	
		80.00	Transaction Total
Total Lloyd Pest Control		80.00	
Lowes	DO - Office Maintenance Supplies	53.83	
		53.83	Transaction Total
Total Lowes		53.83	
Managsorn Vu	FD Coverage 12/08/24 - 12/21/24 (2) Hard Shifts	225.00	
		225.00	Transaction Total
Total Managsorn Vu		225.00	
Mechanics on the Move	FD - Smog Test	50.00	
		50.00	Transaction Total
Total Mechanics on the Move		50.00	
Microsoft	DO - Licensing	13.98	
		13.98	Transaction Total
Total Microsoft		13.98	
Mountain News	DO/FD - Subscription	36.00	
		36.00	Transaction Total
Total Mountain News		36.00	
Nicholas Novelich	FD Coverage 11/24/24 - 12/07/24 (4) Hard Shifts	600.00	
	FD Coverage 12/08/24 - 12/21/24 (4) Hard Shifts	525.00	
		1,125.00	Transaction Total
Total Nicholas Novelich		1,125.00	
Paya CC Processing	Dec CC Processing Chgs - Paya	924.97	
		924.97	Transaction Total
Total Paya CC Processing		924.97	
Rim Forest Lumber Company	Radiator heater for GM office	65.48	
		65.48	Transaction Total
Total Rim Forest Lumber Company		65.48	
Running Springs Water District	Dec 2024 WWTP	29,854.00	

Arrowbear Park County Water District

Vendor Activity

From 12/1/2024 Through 12/31/2024

Vendor Name	Description	Expenses	
		<u>29,854.00</u>	Transaction Total
Total Running Springs Water District		29,854.00	
San Bernardino County Recorder-...	Release Lien #0066	20.00	
	Release Lien #0437	<u>20.00</u>	
		<u>40.00</u>	Transaction Total
Total San Bernardino County Reco...		40.00	
Santander Bank, N.A.	DO - Annual Lease Payment for Water/Sewer Equip.	<u>69,583.28</u>	
		<u>69,583.28</u>	Transaction Total
Total Santander Bank, N.A.		69,583.28	
Shell	FD - Fuel	<u>100.00</u>	
		<u>100.00</u>	Transaction Total
Total Shell		100.00	
SoCal Propane, LLC	FD - Propane	<u>635.74</u>	
		<u>635.74</u>	Transaction Total
Total SoCal Propane, LLC		635.74	
Sonsray Machinery LLC	DO - Block heater for tractor	173.30	
	DO - Cab Glass	<u>551.05</u>	
		<u>724.35</u>	Transaction Total
Total Sonsray Machinery LLC		724.35	
Southern California Edison	Dec 2024 Pumps	4,113.57	
	DO - Electric	<u>132.69</u>	
		<u>4,246.26</u>	Transaction Total
Total Southern California Edison		4,246.26	
Spectrum Cable	DO - Cable	181.22	
	FD - Cable	<u>149.98</u>	
		<u>331.20</u>	Transaction Total
Total Spectrum Cable		331.20	
State Water Resources Control Bo...	Annual Water Systems Renewal	3,561.32	
	DO - Annual Water Permit Fee	<u>3,945.00</u>	
		<u>7,506.32</u>	Transaction Total

Arrowbear Park County Water District

Vendor Activity

From 12/1/2024 Through 12/31/2024

Vendor Name	Description	Expenses	
Total State Water Resources Contr...		7,506.32	
State Water Resources Control Bo...	DO - Annual Groundwater Extraction Fee	50.00	
	Well #2 Permit	<u>50.00</u>	
		100.00	Transaction Total
Total State Water Resources Contr...		100.00	
Superior Automotive Warehouse	DO - Vehicle Maintenance	497.07	
	DO Vehicle Maintenance	13.77	
	FD - Vehicle Maintenance	<u>228.49</u>	
		739.33	Transaction Total
Total Superior Automotive Wareho...		739.33	
Technical Duplicator Services, Inc.	DO/FD - Monthly Copies Chgs	<u>39.18</u>	
		39.18	Transaction Total
Total Technical Duplicator Service...		39.18	
The Gas Company	DO - Gas Warehouse	128.10	
	DO/FD - Gas Dec 2024	<u>184.51</u>	
		312.61	Transaction Total
Total The Gas Company		312.61	
The Standard Life Insurance Com...	Dec - Dental Premium	<u>796.56</u>	
		796.56	Transaction Total
Total The Standard Life Insurance...		796.56	
Travis Cali	FD Coverage 11/24/24 - 12/07/24 (4) Hard Shifts	125.00	
	FD Coverage 12/08/24 - 12/21/24 (2) Hard Shifts	<u>100.00</u>	
		225.00	Transaction Total
Total Travis Cali		225.00	
Underground Service Alert of So Cal	DO - Dig Alerts Dec 2024	<u>54.40</u>	
		54.40	Transaction Total
Total Underground Service Alert of...		54.40	
Verizon Wireless	DO - After hours phone	<u>65.26</u>	
		65.26	Transaction Total
Total Verizon Wireless		65.26	

Arrowbear Park County Water District

Vendor Activity

From 12/1/2024 Through 12/31/2024

Vendor Name	Description	Expenses	
Village Hardware	FD - Training	51.41	
	Repairs	9.68	
		61.09	Transaction Total
Total Village Hardware		61.09	
Walmart	DO - (4) Tires F-250	708.55	
		708.55	Transaction Total
Total Walmart		708.55	
WEX Bank	Do / FD - Fuel Dec 2024	1,000.74	
		1,000.74	Transaction Total
Total WEX Bank		1,000.74	
Zoom	DO / FD - Zoom Chg	15.99	
		15.99	Transaction Total
Total Zoom		15.99	
Report Opening/Current Balance			
Report Transaction Totals		153,152.13	
Report Current Balances			

Arrowbear Park County Water District

Statement of Revenues and Expenditures

Water

From 12/1/2024 Through 12/31/2024

		Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining
Income Categories						
4000	Sales And Fees	46,442.47	297,093.68	623,311.00	(326,217.32)	(52.34)%
4010	Sales To Other Agencies	6,804.94	43,710.14	55,000.00	(11,289.86)	(20.53)%
5000	Property Taxes	0.00	1,837.04	0.00	1,837.04	0.00%
5005	Standby Charges	13,479.93	23,162.37	35,000.00	(11,837.63)	(33.82)%
5010	Interest Income	4.63	4,940.60	3,000.00	1,940.60	64.69%
5015	Late Charge Income	564.54	3,381.56	70,000.00	(66,618.44)	(95.17)%
5020	Grant Income	0.00	0.00	500.00	(500.00)	(100.00)%
5030	Other Adjustment	(384.48)	(481.61)	(500.00)	18.39	(3.68)%
5035	Other Fees Charges	336.69	27,058.01	6,500.00	20,558.01	316.28%
	Total Income Categories	67,248.72	400,701.79	792,811.00	(392,109.21)	(49.46)%
Expense Categories						
6000	Salaries Wages Mgmt	5,288.80	17,188.60	79,206.25	62,017.65	78.30%
6005	Salaries Wages Office Reg	4,098.90	28,269.28	57,881.74	29,612.46	51.16%
6010	Salaries Wages Office Ot	0.00	0.00	500.68	500.68	100.00%
6015	Salaries Wages Field Reg	11,286.07	76,724.50	135,905.51	59,181.01	43.55%
6020	Salaries Wages Field Ot	971.91	13,234.23	16,164.11	2,929.88	18.13%
6035	Payroll Taxes	1,762.35	10,801.53	22,840.56	12,039.03	52.71%
6100	Benefits Retirement	1,867.00	15,030.74	26,532.02	11,501.28	43.35%
6105	Benefits Dental Insurance	477.94	2,549.10	5,735.23	3,186.13	55.55%
6110	Benefits Health Ins Active	5,496.39	28,486.54	66,534.96	38,048.42	57.19%
6115	Benefits Health Ins Retired	2,859.45	17,156.70	38,742.95	21,586.25	55.72%
6116	Benefits OPEB	0.00	0.00	9,000.00	9,000.00	100.00%
6118	CEPPT Trust	0.00	0.00	12,000.00	12,000.00	100.00%
6120	Training	0.00	1,271.63	900.00	(371.63)	(41.29)%
6200	Director Fees	1,517.02	3,267.42	8,911.14	5,643.72	63.33%
6205	Director Training Conference	0.00	0.00	120.00	120.00	100.00%
6210	Board Misc	9.59	85.32	240.00	154.68	64.45%
6300	Prof Svcs Legal	0.00	3,418.86	4,800.00	1,381.14	28.77%
6305	Prof Svcs Accounting	0.00	0.00	1,680.00	1,680.00	100.00%
6310	Prof Svcs Engineering	0.00	0.00	250.00	250.00	100.00%
6315	Prof Svcs Audit	0.00	3,385.83	12,240.00	8,854.17	72.34%
6320	Prof Svcs Dues Membership Fees	566.60	5,260.84	5,160.00	(100.84)	(1.95)%
6325	Prof Svcs Bank Fees Charges	809.94	5,205.71	5,920.00	714.29	12.07%
6330	Prof Svcs Regulatory Fees	7,606.32	8,451.68	4,400.00	(4,051.68)	(92.08)%
6335	Prof Svcs Testing Lab	151.50	3,311.52	4,500.00	1,188.48	26.41%
6340	Prof Svcs Computer Network	0.00	415.47	3,650.00	3,234.53	88.62%
6345	Prof Svcs Misc	27.20	1,263.18	1,080.00	(183.18)	(16.96)%
6400	Office Supplies	109.72	654.49	720.00	65.51	9.10%
6405	Office Printing	62.88	635.42	960.00	324.58	33.81%
6410	Office Postage	0.00	109.92	4,800.00	4,690.08	97.71%
6415	Office Software Computer	8.38	1,782.54	240.00	(1,542.54)	(642.73)%
6420	Office Equipment/Furniture	1,179.29	3,890.18	240.00	(3,650.18)	...520.91)%
6425	Office Misc	0.00	0.00	120.00	120.00	100.00%
6500	Insurance Workers Comp	0.00	26,903.33	25,675.45	(1,227.88)	(4.78)%
6505	Insurance Property Liability Vehicle	0.00	90.00	30,000.00	29,910.00	99.70%
6600	Vehicle Maintenance	1,166.24	1,402.14	3,300.00	1,897.86	57.51%

Arrowbear Park County Water District

Statement of Revenues and Expenditures
Water
From 12/1/2024 Through 12/31/2024

	Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining	
6605	Vehicle Fuel	448.30	3,737.26	6,600.00	2,862.74	43.37%
6700	Utility Phone Internet	294.52	1,681.01	3,500.00	1,818.99	51.97%
6705	Utility Gas	187.57	650.76	2,880.00	2,229.24	77.40%
6710	Utility Electric Facilities	79.61	458.67	1,080.00	621.33	57.53%
6715	Utility Electric Pumping	2,997.12	20,192.75	30,000.00	9,807.25	32.69%
6720	Utility Security	0.00	252.00	756.00	504.00	66.67%
6800	Operations Routine Maint	343.77	2,489.03	3,000.00	510.97	17.03%
6805	Operations Repairs	2,558.84	30,170.20	16,000.00	(14,170.20)	(88.56)%
6810	Operations Inspecting/Testing	0.00	178.25	400.00	221.75	55.44%
6815	Operations Facilities	103.35	224.25	1,000.00	775.75	77.58%
6820	Operations Tools Equipment	34.13	1,011.41	2,000.00	988.59	49.43%
6825	Operations Uniforms	0.00	336.88	720.00	383.12	53.21%
6830	Operations Safety Equipment	0.00	133.90	900.00	766.10	85.12%
6837	Water Standby Purchase	0.00	2,611.00	2,611.00	0.00	0.00%
	Total Expense Categories	<u>54,370.70</u>	<u>344,374.07</u>	<u>662,397.60</u>	<u>318,023.53</u>	<u>48.01%</u>
	Net Surplus/(Deficit)	<u>12,878.02</u>	<u>56,327.72</u>	<u>130,413.40</u>	<u>(74,085.68)</u>	<u>(56.81)%</u>
	Master Plan Expenses	0.00	0.00	109,540.05	109,540.05	100.00%
0059	Hwy 18 Pipeline	3,333.75	43,825.15	97,100.00	53,274.85	54.87%
0075	Water Equip. Lease	27,833.31	27,833.31	12,440.05	(15,393.26)	(123.74)%
	Total Master Plan Expenses	<u>31,167.06</u>	<u>71,658.46</u>	<u>219,080.10</u>	<u>147,421.64</u>	<u>67.29%</u>

Arrowbear Park County Water District

Statement of Revenues and Expenditures

Sewer

From 12/1/2024 Through 12/31/2024

		Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining
Income Categories						
4000	Sales And Fees	47,050.21	282,253.99	560,000.00	(277,746.01)	(49.60)%
5000	Property Taxes	0.00	2,755.58	0.00	2,755.58	0.00%
5005	Standby Charges	26,914.06	46,610.38	69,000.00	(22,389.62)	(32.45)%
5010	Interest Income	1.93	2,619.54	2,000.00	619.54	30.98%
5015	Late Charge Income	748.34	4,482.56	6,500.00	(2,017.44)	(31.04)%
5020	Grant Income	0.00	0.00	500.00	(500.00)	(100.00)%
5030	Other Adjustment	62.11	400.85	400.00	0.85	0.21%
5035	Other Fees Charges	446.31	17,402.09	8,000.00	9,402.09	117.53%
	Total Income Categories	<u>75,222.96</u>	<u>356,524.99</u>	<u>646,400.00</u>	<u>(289,875.01)</u>	<u>(44.84)%</u>
Expense Categories						
6000	Salaries Wages Mgmt	2,884.80	9,375.60	33,002.61	23,627.01	71.59%
6005	Salaries Wages Office Reg	2,235.76	15,235.48	24,117.39	8,881.91	36.83%
6010	Salaries Wages Office Ot	0.00	0.00	208.62	208.62	100.00%
6015	Salaries Wages Field Reg	6,077.12	41,756.51	90,603.68	48,847.17	53.91%
6020	Salaries Wages Field Ot	523.36	7,123.48	10,776.07	3,652.59	33.90%
6035	Payroll Taxes	954.77	5,846.41	12,423.23	6,576.82	52.94%
6100	Benefits Retirement	1,010.48	8,116.48	17,688.01	9,571.53	54.11%
6105	Benefits Dental Insurance	272.15	1,500.18	3,265.85	1,765.67	54.06%
6110	Benefits Health Ins Active	2,973.27	15,389.54	37,872.30	22,482.76	59.36%
6115	Benefits Health Ins Retired	1,559.69	9,358.14	16,142.90	6,784.76	42.03%
6116	Benefits OPEB	0.00	0.00	6,000.00	6,000.00	100.00%
6118	CEPPT Trust	0.00	0.00	5,000.00	5,000.00	100.00%
6120	Training	0.00	502.77	200.00	(302.77)	(151.38)%
6200	Director Fees	827.45	1,782.20	3,712.98	1,930.78	52.00%
6205	Director Training Conference	0.00	0.00	50.00	50.00	100.00%
6210	Board Misc	4.00	35.58	100.00	64.42	64.42%
6300	Prof Svcs Legal	0.00	1,935.61	2,000.00	64.39	3.22%
6305	Prof Svcs Accounting	0.00	0.00	700.00	700.00	100.00%
6310	Prof Svcs Engineering	0.00	0.00	200.00	200.00	100.00%
6315	Prof Svcs Audit	0.00	3,125.96	11,880.00	8,754.04	73.69%
6320	Prof Svcs Dues Membership Fees	145.00	2,225.87	2,650.00	424.13	16.00%
6325	Prof Svcs Bank Fees Charges	775.89	4,699.24	4,680.00	(19.24)	(0.41)%
6330	Prof Svcs Regulatory Fees	0.00	1,044.95	3,000.00	1,955.05	65.17%
6340	Prof Svcs Computer Network	0.00	801.02	2,100.00	1,298.98	61.86%
6345	Prof Svcs Misc	27.20	667.60	720.00	52.40	7.28%
6400	Office Supplies	45.72	337.08	300.00	(37.08)	(12.36)%
6405	Office Printing	26.20	320.72	400.00	79.28	19.82%
6410	Office Postage	0.00	45.00	3,200.00	3,155.00	98.59%
6415	Office Software Computer	3.50	117.75	100.00	(17.75)	(17.75)%
6420	Office Equipment/Furniture	491.37	1,765.26	100.00	(1,665.26)	...665.26)%
6425	Office Misc	0.00	0.00	50.00	50.00	100.00%
6500	Insurance Workers Comp	0.00	14,558.19	15,137.59	579.40	3.83%
6505	Insurance Property Liability Vehicle	0.00	37.50	20,000.00	19,962.50	99.81%
6600	Vehicle Maintenance	777.50	934.76	2,200.00	1,265.24	57.51%
6605	Vehicle Fuel	298.86	2,491.50	4,400.00	1,908.50	43.38%
6700	Utility Phone Internet	169.17	957.59	1,750.00	792.41	45.28%

Arrowbear Park County Water District

Statement of Revenues and Expenditures

Sewer

From 12/1/2024 Through 12/31/2024

	Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining	
6705	Utility Gas	97.37	340.17	1,900.00	1,559.83	82.10%
6710	Utility Electric Facilities	53.08	305.78	450.00	144.22	32.05%
6715	Utility Electric Pumping	765.44	4,023.85	8,500.00	4,476.15	52.66%
6720	Utility Security	0.00	136.50	315.00	178.50	56.67%
6800	Operations Routine Maint	0.00	1,245.40	500.00	(745.40)	(149.08)%
6805	Operations Repairs	199.02	661.01	500.00	(161.01)	(32.20)%
6815	Operations Facilities	58.57	68.74	600.00	531.26	88.54%
6820	Operations Tools Equipment	22.76	229.99	1,400.00	1,170.01	83.57%
6825	Operations Uniforms	0.00	180.60	480.00	299.40	62.38%
6830	Operations Safety Equipment	0.00	89.27	600.00	510.73	85.12%
6835	Operations Treatment	21,284.00	62,884.00	266,976.00	204,092.00	76.45%
	Total Expense Categories	<u>44,563.50</u>	<u>222,253.28</u>	<u>618,952.23</u>	<u>396,698.95</u>	<u>64.09%</u>
	Net Surplus/(Deficit)	<u>30,659.46</u>	<u>134,271.71</u>	<u>27,447.77</u>	<u>106,823.94</u>	<u>389.19%</u>
	Master Plan Expenses	0.00	0.00	225,803.23	225,803.23	100.00%
0044	RS Treatment Plant	8,570.00	17,140.00	168,660.00	151,520.00	89.84%
0074	Sewer Equip. Lease	41,749.97	41,749.97	57,143.23	15,393.26	26.94%
	Total Master Plan Expenses	<u>50,319.97</u>	<u>58,889.97</u>	<u>451,606.46</u>	<u>392,716.49</u>	<u>86.96%</u>

Arrowbear Park County Water District

Statement of Revenues and Expenditures

Fire

From 12/1/2024 Through 12/31/2024

	Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining
Income Categories					
4020	0.00	24,223.07	10,000.00	14,223.07	142.23%
5000	169,841.56	221,370.90	382,962.00	(161,591.10)	(42.20)%
5010	1.15	2,369.98	3,000.00	(630.02)	(21.00)%
5020	100,000.00	120,809.24	22,000.00	98,809.24	449.13%
5035	0.00	3,124.19	24,000.00	(20,875.81)	(86.98)%
	<u>269,842.71</u>	<u>371,897.38</u>	<u>441,962.00</u>	<u>(70,064.62)</u>	<u>(15.85)%</u>
Expense Categories					
6000	4,330.73	23,461.81	58,964.13	35,502.32	60.21%
6005	1,117.88	7,675.90	14,470.44	6,794.54	46.95%
6010	0.00	0.00	125.17	125.17	100.00%
6025	5,615.00	38,468.74	97,240.00	58,771.26	60.44%
6030	0.00	64,840.52	0.00	(64,840.52)	0.00%
6035	446.04	3,614.59	5,797.75	2,183.16	37.66%
6100	201.50	28,029.96	30,673.09	2,643.13	8.62%
6105	46.47	199.20	557.64	358.44	64.28%
6110	533.27	1,974.54	6,484.34	4,509.80	69.55%
6115	779.84	4,679.06	9,685.74	5,006.68	51.69%
6118	0.00	0.00	3,000.00	3,000.00	100.00%
6120	51.41	1,588.05	3,000.00	1,411.95	47.06%
6200	413.75	891.15	2,227.79	1,336.64	60.00%
6205	0.00	0.00	30.00	30.00	100.00%
6210	2.40	21.34	60.00	38.66	64.43%
6300	0.00	405.58	1,500.00	1,094.42	72.96%
6305	0.00	0.00	420.00	420.00	100.00%
6315	0.00	3,051.71	11,880.00	8,828.29	74.31%
6320	5.40	1,340.85	3,480.00	2,139.15	61.47%
6325	79.88	331.26	650.00	318.74	49.04%
6340	287.64	1,069.80	2,000.00	930.20	46.51%
6345	347.47	3,255.65	10,900.00	7,644.35	70.13%
6400	27.42	99.28	1,380.00	1,280.72	92.81%
6405	15.71	102.82	340.00	237.18	69.76%
6410	0.00	13.21	55.00	41.79	75.98%
6415	2.10	70.65	1,260.00	1,189.35	94.39%
6420	294.82	828.18	750.00	(78.18)	(10.42)%
6425	0.00	0.00	180.00	180.00	100.00%
6500	0.00	21,227.78	17,948.04	(3,279.74)	(18.27)%
6505	0.00	22.50	30,000.00	29,977.50	99.92%
6600	918.61	10,547.46	10,000.00	(547.46)	(5.47)%
6605	455.50	2,722.91	7,500.00	4,777.09	63.69%
6700	177.16	1,062.96	2,750.00	1,687.04	61.35%
6705	663.41	1,523.67	7,500.00	5,976.33	79.68%
6710	351.01	2,539.62	4,970.00	2,430.38	48.90%
6720	0.00	241.50	483.00	241.50	50.00%
6800	0.00	0.00	250.00	250.00	100.00%
6810	0.00	5,441.38	7,000.00	1,558.62	22.27%
6815	10.32	626.08	2,500.00	1,873.92	74.96%

Arrowbear Park County Water District

Statement of Revenues and Expenditures

Fire

From 12/1/2024 Through 12/31/2024

	Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining
6820 Operations Tools Equipment	0.00	0.00	2,000.00	2,000.00	100.00%
6825 Operations Uniforms	0.00	2,508.57	3,000.00	491.43	16.38%
6830 Operations Safety Equipment	0.00	1,776.86	10,000.00	8,223.14	82.23%
6840 Operations Medical Supplies	417.87	1,094.14	1,000.00	(94.14)	(9.41)%
6845 Operations Dispatching	0.00	0.00	10,000.00	10,000.00	100.00%
6850 Operations Fire Prevention Weed Abatement	0.00	0.00	4,300.00	4,300.00	100.00%
Total Expense Categories	<u>17,592.61</u>	<u>237,349.28</u>	<u>388,312.13</u>	<u>150,962.85</u>	<u>38.88%</u>
Net Surplus/(Deficit)	<u>252,250.10</u>	<u>134,548.10</u>	<u>53,649.87</u>	<u>80,898.23</u>	<u>150.79%</u>
 Master Plan Expenses					
	0.00	0.00	58,528.01	58,528.01	100.00%
0003 2016 Engine Lease Payments	0.00	48,528.01	48,528.01	0.00	0.00%
0013 Radios	0.00	0.00	10,000.00	10,000.00	100.00%
Total Master Plan Expenses	<u>0.00</u>	<u>48,528.01</u>	<u>117,056.02</u>	<u>68,528.01</u>	<u>58.54%</u>

Status Report of Employee's Accumulated Days of Sick Leave & Vacation
Month of December 2024

	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	
Chris	16.61	3.69	3.69	8.00	11.00	4.99	6.93	1.54	1.54	0.00	0.00	10.01							
Jason	487.73	3.69	3.69	0.00	8.25	486.86	238.60	5.85	5.85	8.00	8.00	234.30	39.920	0.000	0.000	0.000	0.000	39.920	Jason
Caroline	243.90	3.69	3.69	0.00	0.00	251.28	144.50	5.54	5.54	0.00	0.00	155.58	32.000	0.000	2.625	4.000	0.000	30.625	Caroline
Logan	58.17	3.69	3.69	0.00	8.00	57.55	45.89	3.08	3.08	0.00	0.00	52.05	39.250	0.000	6.000	1.000	16.000	28.250	Logan
Tim	89.43	3.69	3.69	0.00	16.00	80.81	52.70	3.08	3.08	0.00	0.00	58.86	39.000	0.000	0.000	8.250	0.250	30.500	Tim

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

MONTHLY MAINTENANCE AND REPAIR REPORT

December 2024

#	DATE	METER #	ADDRESS	SVC	NOTES
1	12/02/24	0898	Hilltop	8	Sewer lateral was disconnected
2	12/02/24	0514	Lone Pine	4	
3	12/03/24	0456	Encina	1	
4	12/02/24	0134	Arrowbear	4	
5	12/04/24	0811	Lakeview	4	
6	12/09/24	0978	Dove	5	Leak on 2" steel main
7	12/09/24	0979	Independence	6	Replace 12" riser
8	12/11/24	0210	Chipmunk	1	
9	12/16/24	0227	Blue Jay	4	
10	12/16/24	0112	Squirrel	1	
11	12/15/24	0732	Cedar	1	After hours call
12	12/17/24	0985	Birch	1	
13	12/18/24	0788	Pine	1	
14	12/19/24	0591	Music Camp	4	
15	12/23/24	0381	Arrowbear	4	
16	12/21/24	0049	Ridge	1	After hours call
17	12/24/24	0978	Hilltop	5	Leak on 6" MJ Tee Assembly
18	12/27/24	0521	Lone Pine	4	
19	12/31/24	0979	Independence	6	Replace service line

SVC	DESCRIPTION	CALLS	ADDITIONAL INFORMATION
1	Customer requested turn off/on	7	New Owners. 5
2	District initiated shut off (leak, etc.)	0	Liens filed 0
3	District equipment repair	0	Liens Released 2
4	Meter reads/re-reads	7	Total Liens 8
5	Main Repairs	2	Shut off notices 62
6	Service Line Repairs	2	Non-payment shut offs 11
7	Customer Inquiry Requiring Investigation	0	Turn on after shut off 18
8	Sewer Issues/Repairs	1	Meters replaced 0
	Total Calls	19	

SUMMARY OF CALLS - DECEMBER 2024

Date	Incident Type	Area	District	Mutual Aid	Out	Avail	Time	Personnel										Total				
12/01/24	MEDICAL	ABL	IN	NO	15:04	15:29	0:25	169	209												2	
12/02/24	MEDICAL	ABL	IN	NO	5:14	5:45	0:31	206														1
12/03/24	MEDICAL	ABL	IN	NO	18:19	19:04	0:45	147														1
12/05/24	MEDICAL	ABL	IN	NO	16:11	16:38	0:27	206	216													2
12/07/24	MEDICAL	ABL	IN	NO	13:03	13:36	0:33	177														1
12/09/24	MEDICAL	ABL	IN	NO	10:55	11:22	0:27	220	221													2
12/09/24	MEDICAL	ABL	IN	NO	11:33	11:41	0:08	220	221	169												3
12/18/24	FIRE WARMING	ABL	IN	NO	12:47	12:56	0:09	147														1
12/18/24	MED TC	GVL	OUT	NO	14:01	14:38	0:37	147														1
12/19/24	MEDICAL	ABL	IN	NO	3:07	3:47	0:40	177	140													2
12/19/24	FIRE SMOKE CHECK	ABL	IN	NO	16:45	17:01	0:16	206	216													2
12/20/24	MEDICAL	ABL	IN	NO	16:07	17:30	1:23	169	220													2
12/23/24	MEDICAL	ABL	IN	NO	19:12	19:25	0:13	199	220													2
12/28/24	MEDICAL	ABL	IN	NO	11:19	11:30	0:11	177	140													2
12/29/24	MEDICAL	ABL	IN	NO	13:52	14:13	0:21	220	209													2
							0:00															0
							0:00															0
							0:00															0
							0:00															0
							0:00															0
							0:00															0
							0:00															0

Total Calls:	15	140 Rick Mesa	2	193 Joyce Vu	0	215 Ronald Rivera	0
Total in District:	14	146 Ryan Dorsett	0	199 Freddie Rodriguez	1	216 James Pacelli	2
Total Out of District:	1	147 Nick Novelich	3	201 Kennedy Toscano	0	217 Wayne Eder	0
		148 Keith Ortiz	0	207 Joseph Carpenter	0	218 Yvonne Frayre	0
		169 Paul Lindley	3	206 Jonathan Hovhanessian	3	219 Sean Aragon	0
		177 Tim Richard	3	209 Adrian Gonzales	2	220 Jacob Sanchez	5
		192 Ryan Brewart	0	214 Brayden Wilmer	0	221 Fatima Heredia	2

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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1	Cali	2	3	4	5	6	7
	A. Gonzalez	Heredia	Novelich	Novelich	Pacelli	Cali	
	D. Gonzalez				Trunnell	Trunnell	
	Heredia						
	Trunnell						
	Sanchez	Sanchez	Sanchez				

8	9	10	11	12	13	14
	A. Gonzalez	Heredia		Hovhannessian	Cali	
		Novelich	Novelich	Pacelli	Sanchez	
		Rodriguez			Vu	Vu
	Sanchez	Sanchez				

15	16	17	18	19	20	21
	Heredia	Carpenter		Hovhannessian	Cali	
	Rodriguez	Novelich	Novelich	Pacelli	Sanchez	Sanchez
	Sanchez	Sanchez		Trunnell	Trunnell	

22	23	24	25	26	27	28
	A. Gonzalez	Rodriguez	Carpenter		Pacelli	Cali
	Sanchez	Sanchez				

29	30	31	
	A. Gonzalez	Rodriguez	
	D. Gonzalez		Carpenter
	Sanchez	Sanchez	Novelich

ARROWBEAR PARK COUNTY WATER DISTRICT

Policy Handbook

POLICY TITLE: Financial & Accounting
POLICY NUMBER: 3035

3035.10 Authorized Signers: The District will have a minimum of three authorized signers for all bank accounts, including the General Manager, District Secretary/Treasurer, and at least two members of the Board of Directors. The President of the Board will annually appoint two Directors as signers. Directors cannot serve as signers for consecutive years.

3035.10.1 All authorized signers will be bonded with a \$7,500 bond, paid for by the District.

3035.20 Required Signatures: All checking accounts of the District shall require two (2) signatures on checks.

3035.30 Funds Transfers: All transfers of District funds shall be reported on the Summary of Bank Balances and presented in the appropriate Board Agenda packet.

3035.40 Resolutions: All accounts of the District shall be in conformance with the current approved District resolution establishing an investment policy for public funds.

3035.50 Independent Audit: The District will have an independent audit performed on an annual basis in compliance with regulatory requirements to ensure fiscal accountability.

3035.60 Restricted & Unrestricted General, Reserve, Capital Improvement, and Replacement Fund Policy Objectives:

1. Ensure adequate funding for the District's short-term and long-term plans.
2. Minimize unexpected financial impacts.
3. Maintain financial stability.

3035.60.1 Reserves: Each department (Water, Sewer, and Fire) will maintain unrestricted reserve and general funds, with a combined minimum balance of 25% of their annual operating expenditures as a reserve for economic uncertainties. Replenishment of reserves used in emergencies or to stabilize revenues should occur within two years.

3035.60.2 Unrestricted Funds: Unrestricted funds will support the District's short term and long-term plans as determined annually.

3035.60.3. Restricted Funds: Restricted funds will be used only for their designated purposes as required by law or other regulations.

Section 3035.10 Amended by Motion to change General Manager to Field Operations Supervisor 09-21-23

Section 3035.70.1 Amended by Motion to increase Reserve requirement from 20% to 25%, Regular Board Meeting 5/28/2015

Policy 3035.10-60 Approved by motion, Regular Board Meeting 4/17/2014

Policy 3035.70 Approved by motion, Full Board Finance Committee Meeting 7/1/2014

Policy 3035.10, 3035.10.1, & 3035.50 Revisions approved by motion, Regular Board Meeting 8/21/2014

RESOLUTION NO. 2025-01-16

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

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

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

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

<u>Chris Dumas</u>	<u>Caroline Rimmer</u>	_____	_____
Name	Name	Name	Name
<u>General Manager</u>	<u>Board Secretary</u>	<u>Director</u>	<u>Director</u>
Title	Title	Title	Title
_____	_____	_____	_____
Signature	Signature	Signature	Signature

ADOPTED this 16th day of January 2025.

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 16th day of January 2025, by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

Dated: January 16, 2025

ARROWBEAR PARK COUNTY WATER DISTRICT

By _____
President of the Board of Directors

Certification of Resolution

Attest: I, Caroline Rimmer, Secretary of the Board of the Arrowbear Park County Water District, County of San Bernardino, California do hereby certify that this is a true and correct copy of the original resolution #2025-01-16.

WITNESS MY HAND OR THE SEAL OF THE Arrowbear Park County Water District, on this 16th day of January 2025.

Caroline Rimmer, Secretary of the Board

ARROWBEAR PARK COUNTY WATER DISTRICT

Policy Handbook

POLICY TITLE: Board Meetings
POLICY NUMBER: 5010

5010.10 Regular meetings of the Board of Directors shall be held on the third Thursday of *each calendar month (1)* at 6:00 P.M. in the District Office, 2365 Fir Dr. The date, time and place of regular Board meetings shall be reconsidered annually at the annual organizational meeting of the Board.

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

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

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

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

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

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

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

ARROWBEAR PARK COUNTY WATER DISTRICT

Policy Handbook

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 and Vice President 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 President/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 President/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.

5010.80 Live Streaming and Recording of a Board Meeting The Board of Directors will, as available, provide a live stream and a recording of the live stream through a YouTube, or similar channel, hosted by the District. This method of transparency will allow District constituents to view the Board's meetings live, or at a time convenient to them, view the recorded video of the meeting. While community members may view the meeting through live streaming or the recording, should a community member desire to participate through public comments, they will need to attend the meeting in person or send an email or written comments to the District's address on arrowbearwater.org. A notice will be placed at the Board meeting location advising participants and visitors that streaming/recording is in progress and that their attendance constitutes consent to be videoed and recorded. Should there be a failure of technology, the Board will not be obligated to provide a live stream or recording.

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

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

(3) December Board Meeting on Dec. 21, 2023 Board approved to change Regular Board Meeting Time from 6:30 P.M. to 6:00 P.M. 01/24/24

ARROWBEAR PARK COUNTY WATER DISTRICT

Policy Handbook

POLICY TITLE: Educational Assistance
POLICY NUMBER: 2120

2120.10 District employees are encouraged to pursue educational opportunities that are relevant to their current roles or that will equip them for potential future opportunities within the District.

2120.20 The District will offer educational assistance by covering the costs for necessary training and testing upfront for all employees. This approach ensures that employees won't face any out-of-pocket expenses that could hinder their educational pursuits or requirements.

2120.40 Types of Classes Eligible for Educational Assistance:

2120.40.1 Job-related certifications and Continuing Education Units (CEUs). The District will provide educational assistance covering 100% of the cost for all approved courses.

2120.40.2 Job-related vocational training. The District will cover 100% of the cost for all approved courses.

2120.40.3 Online or in-person courses must be from an approved or accredited institution.

2120.40.4 The District reserves the right to determine which courses and educational expenses are necessary and eligible for educational assistance.

2120.50 Merit Increase Eligibility

2120.50.1 If an employee fails the course or test and does not obtain the associated certification, they will be ineligible for a merit increase until they successfully pass the test or earn the certification.

2120.50.2 If the test is paid for before the annual review, but the course duration or test date is after the review, the employee remains eligible for the merit increase.

2120.50.3 If an employee achieves the course completion or certification after a merit increase has been denied, they will become eligible for the merit increase effective on the completion date. The increase amount will be based on their review.

2120.50.4 Employees who repay the District for a failed or incomplete course/test become eligible for a merit increase on the repayment date, based on their review.

2120.60 Employees may choose to pay for courses and tests out of pocket. Upon successful completion and certification, they will be reimbursed if the District deems the education necessary.

2120.70 Upon receiving educational assistance, the employee will sign an acknowledgment of receipt and agree to reimburse the District for the funds if they voluntarily leave the District within twelve (12) months.

Quotation

Delivery Address:

Arrowbear Lake Fire Department
33045 HWY 18
Running Springs CA 92382
United States

Invoice Address:

Arrowbear Lake Fire Department
Attn. Paul Lindley
33045 HWY 18
Running Springs CA 92382
United States

Delivery Terms : Delivered at place, Delivered at place
Payment Terms : 30 days net
Currency : USD
Email : info@airexchange.com

Quotation Number : 6058011
Quotation Date : December 16, 2024
Customer Number : 2253148
Your Reference : PLYMOVENT SYSTEM 4 BACK IN SBTA
Valid to : January 15, 2025

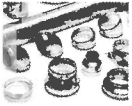
Dear Mister Lindley,

Thank you for your interest. We offer the following items:

Quantity	Item	Description	Gross amount per unit	Discount	Net amount
4 Piece	0000116564	SBTA-20 TRACK PACK, ONE SECTION OF TRACK	490.16		1,960.64
4 Piece	0000116686	MG UP,4IN ST HSPK,TRK20,FRT 2DRP/TRK,SBT	1,340.24		5,360.96
4 Piece	0000116411	MID,ST HS 4IN x 10FT,1 PCS, ALL RAILS	459.36		1,837.44
4 Piece	0000003303	MG 5IN,LWR KIT,4IN ST HS,SBT	1,208.34		4,833.36
4 Piece	0000112505	Tailpipe adapter TPA+ clamp 125mm/5" (G)	305.00		1,220.00
4 Piece	0000105232	SBT-MKV	77.44		309.76
1 Piece	0000102930	TEV-3110 216 NEMA UVD	2,972.64		2,972.64
1 Piece	0000100339	TOL-250 / Outlet transition	132.00		132.00
					
1 Piece	0000116122	OS-3 3HP, 208/230V, 1PH, 14.6A	1,765.28		1,765.28
4 Piece	0000100716	PC-500	42.02		168.08
8 Piece	0000104680	HOSECLAMP 100X12MM	11.22		89.76
8 Piece	0000116472	EPDM RUBBER BAND,HT,4IN, FOR HOSE CLAMPS	9.02		72.16
8 Piece	0000004009	2 SQ X .120 TUBE, .250 RADS, 6061 T6 20'	167.00		1,336.00
1 Piece	0000004071	Antenna, 433 MHz, 7' cable w/out 800015	51.00		51.00
4 Piece	0000004150	TRANSMITTER, 433mhz, WIRED, 2.5Xmit TIME	76.00		304.00
1 Piece	0000004194	433mhz RECEIVER, RELAY OUTPUT 3ch 12-24V	228.00		228.00
1 Piece	0000004329	ACCELERATOR CAP 10"	450.00		450.00
4 Piece	0000004341	VIBRATION ISOLATOR, 180 LB MAX, 3/8-16	20.00		80.00
1 Meter	0000201730	Misc. Structural and duct etc.	3,000.00		3,000.00

Quotation

Page: 2/2
Quotation Number: 6058011

Quantity	Item	Description	Gross amount per unit	Discount	Net amount
					
1 Each	0000201717	Rental costs platform / climb material	1,300.00		1,300.00
1 Each	0000000007	Shipping and Handling	1,495.00		1,495.00
1 Each	0000004387	Labor at Prevailing Wage Rates	14,963.21		14,963.21
1 Each	0000201717	Sales Tax @ 7.75%	2,129.01		2,129.01
Sub total				46,058.30	
Net total					46,058.30

Scope of Work: 4 ea SBTA-21B with complete magnetic hose drops, 3 hp 1 ph TEV Fan, OS-3 Control Panel Includes removal of Legacy system. Includes Silencer, conical tailpipe adapters for 4 vehicle. Includes Misc Structural materials, and duct, as needed. Also includes Labor at Prevailing Wage Rates, Scissor lift, and Sales Tax at the current rate.

*****DOES NOT INCLUDE, electrical load calculations, structural calculations, Bonds (can be added if required) Blocking & painting of any kind, Carbon monoxide sensors, Structural or electrical Engineering costs of any kind or any material or labor as the result of any required Structural or electrical Engineering calculations, Any other Engineering fees or drawings of any kind beyond what is supplied with the quote tailpipe conversions, permits for project. Terms are NET 30 DAYS, unless agreed upon in advance*****

Best Regards,

Sales taxes not included, unless otherwise specified.

Steve Harris
Air Exchange
Steve.Harris@airexchange.com

Our general conditions of sales and delivery shall apply.

Signature when agreed (if appropriate)

TEST COPY

Date: 12/09/2024	Customer: Arrowbear Lake Fire Department Contact: Capt. Ryan Brewart Phone: 909-867-3479 Email: r.brewart@ablfd.org
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Proposal #: 12092024AB	Address: 33045 Hwy 18 Arrowbear Lake, CA 92382 Job Location: Station 271
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> **Scope of Work:** Weidner Fire will provide a MagneGrip 100% source capture exhaust removal system. This turnkey proposal includes: site survey, equipment, installation, startup, and training.

> **Project Overview:** Four MagneGrip Pro sliding balancer track systems, all for back-in apparatus parking configuration. Wireless pressure sensors, control panel, and system fan. Total of four vehicle hose connections and 525 CFM per vehicle/hose connection.

QTY	P/N	DESCRIPTION	PRICE EA.	EXT. PRICE
4	SBTMPR O 241-05	MagneGrip 24 ft. Pro sliding balancer track system, includes (4) sections of 6 ft. Track, support legs, foot kits, 5" blue and white hose, 5" x 24" Pro hi temp solid blue lower hose, knob handle, riser plate, blue balancer, lifting elbow, pressure sensor, standard transmitter, blast gate, Pro lower elbow with boot, and Pro tailpipe adapter.	3,995.00	15,980.00
4	Misc.	MagneGrip misc. tailpipe reducers and exhaust clamps.	79.00	316.00
12	500006-06	MagneGrip 6 ft track sections to span extra wide bay doors.	75.00	900.00
10	530201-01	MagneGrip track connector kits to span extra wide doors.	20.00	200.00
1	CF361-3	MagneGrip Cincinnati fan/motor assembly, 3 HP, single phase, 2100 CFM at 6" sp, 10" inlet and outlet. Made in the USA.	4,525.00	4,525.00
1	500176-05	MagneGrip control panel for 3 HP single phase fan, wireless capabilities, stop button, UL certified, NEMA 4 enclosure, variable timer, compatible with the above motor and fan.	1,567.80	1,567.80
1	500157-10	MagneGrip 10" up blast and rain damper, specifically designed for exhaust removal systems, galvanized	278.00	278.00
1	Install	Install includes: travel, equipment installation, equipment rental, electrical installation, spiral duct, hardware, start up, calibration, and training.	17,728.00	17,728.00
1	Freight	Estimated shipping for delivery to zip code 98370.	2,900.00	2,900.00
TOTAL:			44,394.80	

Delivery of system will be within 8 weeks of proposal acceptance. Quotation is valid for 90 day.

Payment Terms: Net 30 days from completion of project.

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the quotation. All agreements contingent upon acts of God, such as severe acts of nature or weather events including floods, fires, earthquakes, hurricanes, explosions, war, acts of terrorism, epidemics, pandemics, strikes and labor disputes, or other delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Weidner Fire is licensed and insured according to all laws and regulations.

TERMS & CONDITIONS

EXCLUSIONS TO THE PROJECT PROPOSED:

1. Permits, fees, bid/performance bonds, and insurance requirements, unless expressly requested in bid documents and listed in Weidner Fire proposal are not included in this proposal; including but not limited to, load calculations, technical drawings, submittals, shop drawings, and permit drawings of any kind. Should any of these items be required, a separate quote will be required.
2. Outside services, not limited to but including, concrete work, exterior penetrations, fork or scissor lift rentals, etc. are not included, unless indicated in proposal.
3. Payment terms are noted on the proposal. Should you require different terms than noted, an addendum to this contract will need to be fully executed before revised terms will be accepted.
4. This proposal includes electrical work as quoted. Weidner Fire's electrical modifications to the building are specific to this project only, and include running wiring from building's existing electrical panel to exhaust system control panel, and from exhaust system control panel to fan and motor. Weidner Fire is assuming the building is currently equipped with electrical conditions sufficient to operate the proposed control panel and exhaust fan/motor. Electrical improvements/modifications required to enable proper operation of the proposed equipment are not the responsibility of Weidner Fire, but of the customer/owner of the building.
5. Weidner Fire is not responsible for installation of vehicle-mounted transmitter(s). If specified in proposal, Weidner Fire will provide hardware, with customer assuming responsibility and expense of installation on vehicles.

SIGNATURE: _____ Date: _____
<i>(Acceptance of Terms & Conditions)</i>
(Pages 1 and 2, inclusively.) The above prices, specifications, and Terms and Conditions are satisfactory and are hereby accepted. Weidner Fire is authorized to do the work as specified. By signing where indicated, _____, as agent for the organization proposed, hereby authorizes Weidner Fire. to perform the work as specified on Page 1 of 2 of this proposal and agree and accept the Terms and Conditions (Page 2 of 2) of this proposal. Payment will be made as outlined above.