

Arrowbear Park County Water District

REGULAR MEETING OF THE BOARD OF DIRECTORS

AGENDA

DATE: February 16, 2023
TIME: 6:30 p.m. Open Session

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

POSTING: This agenda was
posted prior to 5:00 p.m. on
February 10, 2023 per Policy #5020.40

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

OPEN SESSION

- A. CALL TO ORDER – Terisa Bonito, 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are expected to be routine and non-controversial and will be acted on at one time without discussion, unless an item is withdrawn by a Board member for questions or discussion.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, January 19, 2023
- B) Summary of Bank Balances / Income & Expense Summary
- C) Expense & Budget Reports
- D) Vacation and Sick Leave Balances

F. PUBLIC COMMENT

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

G. STAFF REPORTS

A) Water & Sewer Field Operations Supervisor Weber

1. Monthly Report

B) Chief Lindley

1. Calls for the previous month.

C) General Manager Huff

1. Administrative Highlights.
2. Discussion on Board Meeting seating layout.

Excuse Staff not needed for Action Items

H. DISCUSSION / ACTION ITEMS

A) Fire Department

1. Discussion with motion to approve second/final reading and Board review of Ordinance 2023-2-16 and approve Ordinance 2023-2-16 adopting the 2022 California Fire Code with amendments.

Staff Recommendation: Approve

2. Discussion with motion to a Mutual Assistance Agreement with Running Springs Fire Department.

Staff Recommendation: Approve

B) General Manager Huff

1. Presentation of the 2022 Annual SSMP Audit.

Discussion with motion to accept the 2022 Annual SSMP Audit as performed and presented by General Manager Huff.

Staff Recommendation: Accept

2. Discussion with motion to approve additions, revisions, and amendments to the Employee Handbook as prescribed by District's Legal Counsel and amend the relevant District Policies: 2010, 2040, 2050, 2190, and 2220 to comply with changes to current employment laws.

Staff Recommendation: Approve

C) Board

1. Discussion with motion to approve committee assignments made by Board President for 2023.
2. Discussion with motion as needed to nominate an APCWD Board Member(s) to be a candidate(s) for the CSDA Board of Directors (Seat C).
3. Discussion with motion as needed to nominate an APCWD Board Member(s) to be a candidate(s) for the SDRMA Board of Directors (3 seats up for election).
4. Discussion with motion to approve Resolution 2023-2-16A, annually authorizing the District investment in LAIF with current signatories authorized on the account.

Staff Recommendation: Approve

5. Discussion with motion to approve Resolution 2023-2-16B, the annual District investment policy review and approval.

Staff Recommendation: Approve

6. Discussion with motion as needed to adopt a policy allowing Board Member remote participation in Board Meetings.
7. Discussion with motion as needed to adopt a policy to live stream/broadcast Board Meetings.
8. Discussion with motion as needed to amend Policy 5010, time and frequency of Regular Board Meetings and authorization to call a meeting to conduct District business of a time-sensitive nature.
9. Discussion with motion to affirm regular Board Meeting frequency, days, and times for 2023.

I. ANNOUNCEMENTS / REPORTS

A) President

B) Board Members

C) Staff - Set date for Full Board Master Plan Meeting in April.

The next Regular Board Meeting will be _____ 2023 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

Regular Meeting

January 19, 2023

6:30 PM

The regular meeting of the Board of Directors of Arrowbear Park County Water District was held January 19, 2023, at the District office located at 2365 Fir Drive, Arrowbear Lake, California.

Directors in attendance:

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

Directors who were absent:

Director Sheila Wymer

Also present were the following:

Chief Lindley
Field Operations Supervisor Weber

Visitors present:

None

Open Session

President Bunyea called the meeting to order. Vice President 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 Miller, Bonito, Bunyea, and Burt. Director that was absent: Director Wymer

Approval of Consent Agenda:

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

Ayes: Miller, Bonito, Bunyea, and Burt

Nays: None

Abstain: None

Absent: Wymer.

Public Comments:

There were no public comments.

Staff Reports:

- A) Field Operations Supervisor Weber gave a field operations report on the monthly repairs and routine services performed in December.
- B) Chief Lindley reported on the Fire Department calls for the month of December. There were a total of 11 calls, 9 were in the District, and 2 were out of the District.
- C) General Manager Huff reported on the need to update the Employee Handbook and related District policies and the progress he and the District's legal counsel were making. He also summarized the merger of CSA 79 with RSWD and the minimal impact to APCWD. He also reported on the successful new hire of Logan Stinson and RSWD requesting to stop water purchases for now.

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

Discussion / Action Items:

A) Board.

1. There was a discussion with no action taken regarding customer #0281 who requested that the Board waive or reduce the assessed minimum monthly water/sewer charges for the account.
2. There was a discussion regarding the annual election of Board Officers for the Arrowbear Park County Water District. Vice President Bonito nominated herself as President for the calendar year 2023. Second was by Director Bunyea and approved by a unanimous vote. The gavel was passed to the new President.

Ayes: Miller, Bonito, Bunyea, and Burt

Nays: None

Abstain: None

Absent: Wymer

There was a continuing discussion regarding the annual election of Board Officers for the Arrowbear Park County Water District. Director Miller nominated Director Bunyea as Vice President for the calendar year 2023. Second was by President Bonito and approved by a unanimous vote.

Ayes: Miller, Bonito, Bunyea, and Burt

Nays: None

Abstain: None

Absent: Wymer

3. There was a discussion and a motion to appoint Caroline Rimmer as Secretary to the Board of Directors for calendar year 2023. Motion was made by Director Miller, seconded by President Bonito, and approved by a unanimous vote.

Ayes: Miller, Bonito, Bunyea, and Burt

Nays: None

Abstain: None

Absent: Wymer

4. There was a discussion and a motion to approve Resolution 2023-1-19, appointing General Manager Huff, Secretary Rimmer, and two Board Members as signers on the District bank account. The two Board Members appointed to be the signers on the District accounts are Director Bunyea and Director Miller. Motion was made by President Bonito, seconded by Director Bunyea, and approved by a unanimous vote.

Ayes: Miller, Bonito, Bunyea, and Burt

Nays: None

Abstain: None

Absent: Wymer

5. There was a discussion regarding amending Policy 5010.10, time and frequency of Regular Board Meetings. Direction was given to General Manager Huff to draft a policy allowing for the General Manager or Board President to call a meeting in odd numbered months (if the Board approved going to even numbered month meetings), if business deemed time sensitive needed to be conducted. In February, the General Manager will present an amended policy that the Board may vote on. No action was taken to change or amend time and frequency of Board Meetings.

6. Due to no action being taken on Item 5, the motion to affirm the regular Board Meeting days and times was postponed until the February 16, 2023, regular Board Meeting.

B) Fire Department

1. There was a discussion regarding Resolution 2023-1-19A, the acknowledgement of receipt of a report made by the Fire Chief of the Arrowbear Lake Fire Department regarding compliance with the annual inspection of certain occupancies pursuant to sections 13146.2 and 13146.3 of the California Health and Safety Code. Director Miller made a motion to approve Resolution 2023-1-19A. Second was by Vice President Bunyea and approved by a unanimous vote.

Ayes: Miller, Bonito, Bunyea, and Burt

Nays: None

Abstain: None

Absent: Wymer

2. There was a discussion regarding approving the first reading/Board review of Ordinance 2023-2-16, adopting the 2022 California Fire Code with amendments. Director Miller made a motion to approve the reading/Board review of Ordinance 2023-2-16 adopting the 2022 California Fire Code with amendments. Second was by Director Burt and approved by a unanimous vote.

Ayes: Miller, Bonito, Bunyea, and Burt

Nays: None

Abstain: None

Absent: Wymer

3. There was a discussion regarding authoring the Fire Department to apply for an AFG Grant to replace E271A, 1984 Seagrave Type I engine with a new Type I Engine (est. cost \$900,000 and allocate up to \$45,000.00 from Unrestricted Vehicle Replacement Fund 3-3100 for the AFG Grant requiring 5% matching funds, if the Grant is approved. Director Burt made a motion to approve the applying for the AFG Grant and replacing E271A with a new Type I engine. Second was by Director Miller and approved by a unanimous vote.

Ayes: Miller, Bonito, Bunyea, and Burt

Nays: None

Abstain: None

Absent: Wymer

Adjournment of the Regular Board Meeting to the Finance Corporation Annual Meeting

At 8:25 PM, President Bonito adjourned the regular meeting and opened the annual Arrowbear Park County Water District Financing Corporation meeting (See Minutes for Arrowbear Park County Water District Financing Corporation). Director Miller made a motion to appoint the newly sustained officers of the Arrowbear Park County Water District Board to fill the same positions on the Arrowbear Park County Water District Financing Corporation Board for 2023. Motion was seconded by Director Burt. Motion passed by unanimous vote.

Ayes: Miller, Bonito, Bunyea, and Burt

Nays: None

Abstain: None
Absent: Wymer

Adjournment of the Finance Corporation Annual Meeting to the Regular Board Meeting

President Bonito adjourned the Arrowbear Park County Water District Financing Corporation meeting at 8:26 PM. President Bonito reopened the regular Board meeting at 8:26 PM.

Announcements:

- A) The President had no announcements.
- B) Director Miller thanked staff for their assistance in answering questions. Vice President Bunyea discussed possible options for a new layout for the Board room.
- C) General Manager Huff handed out the Board's and required staff Form 700's.

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

Adjournment of Open Meeting

There being no further business, President Bonito adjourned the meeting at 8:37 PM.

Terisa Bonito, President

Caroline V. Rimmer, Secretary

SUMMARY OF BANK BALANCES

1/1/2023 to 1/31/2023

	GENERAL ACCOUNTS	RESTRICTED ACCOUNTS
	First Foundation Bank	CALPers OPEB
Account Beginning Balance	\$ 199,357.57	\$ 186,467.73
Total Cleared Deposits - 51	\$ 111,073.41	
Total Cleared Checks/Debits - 82	\$ (114,985.58)	
Interest earned (Investment Loss)		\$ 12,780.62
Service Charge(s)	\$ 7.78	\$ (42.04)
Ending Balance	\$ 195,453.18	\$ 199,206.31
Investment Accounts	LAIF GENERAL	CEPPT
Beginning Balance	\$ 781,294.94	\$ 16,250.46
Quarterly Interest	\$ 4,081.36	\$ 893.40
Service Charge(s)		\$ (9.85)
Transfer From/To General Checking Account		
Ending Balance	\$ 785,376.30	\$ 17,134.01
TOTALS	\$ 980,829.48	\$ 216,340.32

SUMMARY OF INCOME & EXPENSES

	January 2023	YEAR TO DATE	BUDGET	REMAINING	%
TOTAL INCOME	\$ 101,666.73	\$ 897,725.86	\$1,465,800.00	\$ 568,074.14	61.24%
TOTAL OPERATING EXPENSES	\$ 102,413.34	\$ 819,560.03	\$1,363,958.05	\$ 544,398.02	60.09%
NET SURPLUS / (DEFICIT)	\$ (746.61)	\$ 78,165.83	\$ 101,841.95	\$ 23,676.12	

Arrowbear Park County Water District

Statement of Revenues and Expenditures
Water
From 1/1/2023 Through 1/31/2023

	Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining
Income Categories					
4000	Sales And Fees	35,409.42	250,284.29	440,000.00	(189,715.71) (43.12)%
4010	Sales To Other Agencies	5,755.37	48,787.51	65,000.00	(16,212.49) (24.94)%
5000	Property Taxes	0.00	7,800.00	7,800.00	0.00 0.00%
5005	Standby Charges	1,694.25	27,009.73	34,000.00	(6,990.27) (20.56)%
5010	Interest Income	2,453.49	4,483.38	2,000.00	2,483.38 124.17%
5015	Late Charge Income	721.16	3,383.18	7,000.00	(3,616.82) (51.67)%
5020	Grant Income	0.00	0.00	500.00	(500.00) (100.00)%
5030	Other Adjustment	(427.39)	66.11	(2,000.00)	2,066.11 (103.31)%
5035	Other Fees Charges	352.60	5,571.14	6,500.00	(928.86) (14.29)%
	Total Income Categories	<u>45,958.90</u>	<u>347,385.34</u>	<u>560,800.00</u>	<u>(213,414.66) (38.06)%</u>
Expense Categories					
6000	Salaries Wages Mgmt	5,292.68	39,694.04	75,059.71	35,365.67 47.12%
6005	Salaries Wages Office Reg	3,273.60	22,228.80	43,336.57	21,107.77 48.71%
6010	Salaries Wages Office Ot	0.00	0.00	660.90	660.90 100.00%
6015	Salaries Wages Field Reg	8,189.56	64,089.81	101,870.50	37,780.69 37.09%
6020	Salaries Wages Field Ot	785.39	8,098.79	12,121.61	4,022.82 33.19%
6035	Payroll Taxes	1,335.40	10,433.18	18,479.99	8,046.81 43.54%
6100	Benefits Retirement	1,976.69	12,617.66	18,810.30	6,192.64 32.92%
6105	Benefits Dental Insurance	340.15	2,381.59	4,081.82	1,700.23 41.65%
6110	Benefits Health Ins Active	3,877.52	28,005.97	46,358.00	18,352.03 39.59%
6115	Benefits Health Ins Retired	2,650.19	18,084.35	34,853.08	16,768.73 48.11%
6116	Benefits OPEB	0.00	0.00	9,000.00	9,000.00 100.00%
6118	CEPPT Trust	0.00	0.00	12,000.00	12,000.00 100.00%
6120	Training	0.00	0.00	900.00	900.00 100.00%
6200	Director Fees	0.00	3,012.18	8,519.28	5,507.10 64.64%
6205	Director Training Conference	0.00	0.00	120.00	120.00 100.00%
6210	Board Misc	8.99	62.18	240.00	177.82 74.09%
6300	Prof Svcs Legal	0.00	1,787.76	1,800.00	12.24 0.68%
6305	Prof Svcs Accounting	0.00	825.38	1,680.00	854.62 50.87%
6310	Prof Svcs Engineering	0.00	0.00	250.00	250.00 100.00%
6315	Prof Svcs Audit	3,189.67	3,856.34	11,560.00	7,703.66 66.64%
6320	Prof Svcs Dues Membership Fees	300.00	3,919.12	5,160.00	1,240.88 24.05%
6325	Prof Svcs Bank Fees Charges	825.87	5,739.82	5,920.00	180.18 3.04%
6330	Prof Svcs Regulatory Fees	0.00	7,245.85	4,400.00	(2,845.85) (64.68)%
6335	Prof Svcs Testing Lab	0.00	2,453.74	4,500.00	2,046.26 45.47%
6340	Prof Svcs Computer Network	135.92	135.92	1,370.00	1,234.08 90.08%
6345	Prof Svcs Misc	195.00	1,091.67	1,080.00	(11.67) (1.08)%
6400	Office Supplies	99.23	642.70	720.00	77.30 10.74%
6405	Office Printing	39.37	1,014.43	960.00	(54.43) (5.67)%
6410	Office Postage	2,382.66	4,760.76	4,680.00	(80.76) (1.73)%
6415	Office Software Computer	0.00	18.13	240.00	221.87 92.45%
6420	Office Equipment/Furniture	0.00	35.12	240.00	204.88 85.37%
6425	Office Misc	0.00	20.78	120.00	99.22 82.68%
6500	Insurance Workers Comp	0.00	19,042.19	20,870.69	1,828.50 8.76%
6505	Insurance Property Liability Vehicle	0.00	13,468.12	22,800.00	9,331.88 40.93%
6600	Vehicle Maintenance	739.52	1,022.92	4,200.00	3,177.08 75.64%

Arrowbear Park County Water District

Statement of Revenues and Expenditures

Water

From 1/1/2023 Through 1/31/2023

	Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining
6605 Vehicle Fuel	329.25	4,262.35	6,600.00	2,337.65	35.42%
6700 Utility Phone Internet	228.26	1,974.01	3,500.00	1,525.99	43.60%
6705 Utility Gas	887.04	1,812.24	2,880.00	1,067.76	37.08%
6710 Utility Electric Facilities	83.05	598.30	1,080.00	481.70	44.60%
6715 Utility Electric Pumping	3,203.82	21,052.25	30,000.00	8,947.75	29.83%
6720 Utility Security	126.00	496.74	768.00	271.26	35.32%
6800 Operations Routine Maint	0.00	1,383.32	4,200.00	2,816.68	67.06%
6805 Operations Repairs	0.00	6,857.16	6,500.00	(357.16)	(5.49)%
6810 Operations Inspecting/Testing	0.00	173.21	400.00	226.79	56.70%
6815 Operations Facilities	84.37	946.96	1,200.00	253.04	21.09%
6820 Operations Tools Equipment	19.55	2,403.20	1,200.00	(1,203.20)	(100.27)%
6825 Operations Uniforms	398.34	546.10	720.00	173.90	24.15%
6830 Operations Safety Equipment	200.24	423.92	900.00	476.08	52.90%
6837 Water Standby Purchase	0.00	2,323.00	2,323.00	0.00	0.00%
Total Expense Categories	<u>41,197.33</u>	<u>321,042.06</u>	<u>541,233.45</u>	<u>220,191.39</u>	<u>40.68%</u>
Net Surplus/(Deficit)	<u>4,761.57</u>	<u>26,343.28</u>	<u>19,566.55</u>	<u>6,776.73</u>	<u>34.63%</u>
Master Plan Expenses					
0059 Hwy 18 Pipeline	0.00	0.00	301,090.74	301,090.74	100.00%
0060 Encina Dr.	0.00	9,117.65	13,358.00	4,240.35	31.74%
0062 Pine Ridge	0.00	0.00	18,500.00	18,500.00	100.00%
0064 Tractor Forklifts	0.00	1,320.07	1,300.00	(20.07)	(1.54)%
0065 PortaJohn	40.58	867.32	1,820.00	952.68	52.35%
Total Master Plan Expenses	<u>40.58</u>	<u>11,305.04</u>	<u>336,068.74</u>	<u>324,763.70</u>	<u>96.64%</u>

Arrowbear Park County Water District

Statement of Revenues and Expenditures

Sewer

From 1/1/2023 Through 1/31/2023

	Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining
Income Categories					
4000 Sales And Fees	40,747.85	282,989.39	470,000.00	(187,010.61)	(39.79)%
5000 Property Taxes	0.00	5,200.00	5,200.00	0.00	0.00%
5005 Standby Charges	3,355.13	54,990.73	68,000.00	(13,009.27)	(19.13)%
5010 Interest Income	1,022.29	2,186.29	1,600.00	586.29	36.64%
5015 Late Charge Income	955.95	4,484.71	6,500.00	(2,015.29)	(31.00)%
5020 Grant Income	0.00	0.00	500.00	(500.00)	(100.00)%
5030 Other Adjustment	54.72	3,026.82	(1,800.00)	4,826.82	(268.16)%
5035 Other Fees Charges	467.40	4,932.67	6,500.00	(1,567.33)	(24.11)%
Total Income Categories	46,603.34	357,810.61	556,500.00	(198,689.39)	(35.70)%
Expense Categories					
6000 Salaries Wages Mgmt	2,886.92	21,651.30	31,274.88	9,623.58	30.77%
6005 Salaries Wages Office Reg	1,785.60	12,124.80	18,056.90	5,932.10	32.85%
6010 Salaries Wages Office Ot	0.00	0.00	275.37	275.37	100.00%
6015 Salaries Wages Field Reg	4,283.65	34,384.19	67,913.66	33,529.47	49.37%
6020 Salaries Wages Field Ot	422.89	4,360.36	8,081.07	3,720.71	46.04%
6035 Payroll Taxes	712.53	5,641.33	9,880.10	4,238.77	42.90%
6100 Benefits Retirement	1,071.07	6,826.38	12,540.20	5,713.82	45.56%
6105 Benefits Dental Insurance	184.65	1,292.01	2,215.78	923.77	41.69%
6110 Benefits Health Ins Active	2,099.38	15,166.03	25,279.48	10,113.45	40.01%
6115 Benefits Health Ins Retired	1,445.56	9,864.16	14,522.12	4,657.96	32.07%
6116 Benefits OPEB	0.00	0.00	6,000.00	6,000.00	100.00%
6118 CEPPT Trust	0.00	0.00	5,000.00	5,000.00	100.00%
6120 Training	0.00	0.00	200.00	200.00	100.00%
6200 Director Fees	0.00	1,643.02	3,549.70	1,906.68	53.71%
6205 Director Training Conference	0.00	0.00	50.00	50.00	100.00%
6210 Board Misc	3.75	27.00	100.00	73.00	73.00%
6300 Prof Svcs Legal	0.00	1,191.84	750.00	(441.84)	(58.91)%
6305 Prof Svcs Accounting	0.00	343.91	700.00	356.09	50.87%
6310 Prof Svcs Engineering	0.00	0.00	200.00	200.00	100.00%
6315 Prof Svcs Audit	2,953.42	3,620.08	11,220.00	7,599.92	67.74%
6320 Prof Svcs Dues Membership Fees	305.00	1,753.73	2,650.00	896.27	33.82%
6325 Prof Svcs Bank Fees Charges	594.09	7,207.97	4,680.00	(2,527.97)	(54.02)%
6330 Prof Svcs Regulatory Fees	0.00	944.80	3,000.00	2,055.20	68.51%
6340 Prof Svcs Computer Network	56.64	680.04	1,150.00	469.96	40.87%
6345 Prof Svcs Misc	139.00	648.94	720.00	71.06	9.87%
6400 Office Supplies	65.94	339.06	300.00	(39.06)	(13.02)%
6405 Office Printing	16.40	190.34	400.00	209.66	52.41%
6410 Office Postage	1,584.84	2,865.66	3,120.00	254.34	8.15%
6415 Office Software Computer	0.00	12.09	100.00	87.91	87.91%
6420 Office Equipment/Furniture	0.00	16.41	100.00	83.59	83.59%
6425 Office Misc	0.00	13.85	50.00	36.15	72.30%
6500 Insurance Workers Comp	0.00	10,303.81	12,112.72	1,808.91	14.93%
6505 Insurance Property Liability Vehicle	0.00	13,415.63	15,200.00	1,784.37	11.74%
6600 Vehicle Maintenance	493.03	681.95	2,800.00	2,118.05	75.64%
6605 Vehicle Fuel	219.50	2,738.58	4,400.00	1,661.42	37.76%
6700 Utility Phone Internet	125.48	1,110.50	1,750.00	639.50	36.54%

Arrowbear Park County Water District

Statement of Revenues and Expenditures

Sewer

From 1/1/2023 Through 1/31/2023

	Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining
6705 Utility Gas	485.77	979.47	1,900.00	920.53	48.45%
6710 Utility Electric Facilities	55.36	386.12	450.00	63.88	14.20%
6715 Utility Electric Pumping	981.73	4,993.89	8,500.00	3,506.11	41.25%
6720 Utility Security	68.25	269.51	439.00	169.49	38.61%
6800 Operations Routine Maint	0.00	0.00	500.00	500.00	100.00%
6805 Operations Repairs	0.00	75.91	500.00	424.09	84.82%
6810 Operations Inspecting/Testing	0.00	0.00	17,000.00	17,000.00	100.00%
6815 Operations Facilities	35.23	301.72	800.00	498.28	62.28%
6820 Operations Tools Equipment	13.04	295.80	1,000.00	704.20	70.42%
6825 Operations Uniforms	265.56	332.28	480.00	147.72	30.77%
6830 Operations Safety Equipment	133.51	274.72	600.00	325.28	54.21%
6835 Operations Treatment	<u>18,987.00</u>	<u>132,909.00</u>	<u>200,000.00</u>	<u>67,091.00</u>	<u>33.55%</u>
Total Expense Categories	<u>42,474.79</u>	<u>301,878.19</u>	<u>502,510.98</u>	<u>200,632.79</u>	<u>39.93%</u>
Net Surplus/(Deficit)	<u>4,128.55</u>	<u>55,932.42</u>	<u>53,989.02</u>	<u>1,943.40</u>	<u>3.60%</u>
Master Plan Expenses					
0000 No Project Related	0.00	(573.65)	0.00	573.65	0.00%
0044 RS Treatment Plant	10,920.00	76,440.00	123,370.00	46,930.00	38.04%
0064 Tractor Forklifts	0.00	710.80	700.00	(10.80)	(1.54)%
0065 PortaJohn	<u>25.64</u>	<u>954.02</u>	<u>980.00</u>	<u>25.98</u>	<u>2.65%</u>
Total Master Plan Expenses	<u>10,945.64</u>	<u>77,531.17</u>	<u>125,050.00</u>	<u>47,518.83</u>	<u>38.00%</u>

Arrowbear Park County Water District

Statement of Revenues and Expenditures

Fire

From 1/1/2023 Through 1/31/2023

	Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining
Income Categories					
4020	0.00	0.00	24,000.00	(24,000.00)	(100.00)%
5000	8,491.13	186,264.95	292,000.00	(105,735.05)	(36.21)%
5010	613.36	1,764.96	2,000.00	(235.04)	(11.75)%
5020	0.00	0.00	30,000.00	(30,000.00)	(100.00)%
5035	0.00	4,500.00	500.00	4,000.00	800.00%
	<u>9,104.49</u>	<u>192,529.91</u>	<u>348,500.00</u>	<u>(155,970.09)</u>	<u>(44.75)%</u>
Expense Categories					
6000	4,169.41	37,176.58	66,014.93	28,838.35	43.68%
6005	892.80	6,062.40	10,834.14	4,771.74	44.04%
6010	0.00	0.00	165.22	165.22	100.00%
6025	4,875.00	36,350.00	72,800.00	36,450.00	50.07%
6035	388.12	3,355.01	6,054.52	2,699.51	44.59%
6100	261.77	30,967.82	31,923.05	955.23	2.99%
6105	42.12	294.84	505.44	210.60	41.67%
6110	447.76	3,349.71	5,625.85	2,276.14	40.46%
6115	722.78	4,932.07	8,713.27	3,781.20	43.40%
6118	0.00	0.00	3,000.00	3,000.00	100.00%
6120	230.00	477.00	3,000.00	2,523.00	84.10%
6200	0.00	821.52	2,129.82	1,308.30	61.43%
6205	0.00	0.00	30.00	30.00	100.00%
6210	2.25	15.75	60.00	44.25	73.75%
6300	0.00	198.00	750.00	552.00	73.60%
6305	0.00	206.35	420.00	213.65	50.87%
6315	2,885.91	3,552.58	11,220.00	7,667.42	68.34%
6320	466.00	1,400.55	2,500.00	1,099.45	43.98%
6325	268.22	624.67	650.00	25.33	3.90%
6340	33.98	33.98	645.00	611.02	94.73%
6345	549.00	2,682.40	4,900.00	2,217.60	45.26%
6400	50.29	230.90	955.00	724.10	75.82%
6405	9.84	114.20	340.00	225.80	66.41%
6410	3.60	16.41	0.00	(16.41)	0.00%
6415	287.52	643.97	2,260.00	1,616.03	71.51%
6420	522.52	529.52	750.00	220.48	29.40%
6425	0.00	0.00	180.00	180.00	100.00%
6500	0.00	16,419.88	19,221.36	2,801.48	14.57%
6505	0.00	16,021.50	15,999.00	(22.50)	(0.14)%
6600	0.00	6,108.01	2,500.00	(3,608.01)	(144.32)%
6605	476.05	3,007.24	5,000.00	1,992.76	39.86%
6700	287.67	1,846.69	4,750.00	2,903.31	61.12%
6705	340.35	4,618.89	8,920.00	4,301.11	48.22%
6710	407.51	3,014.89	2,090.00	(924.89)	(44.25)%
6720	120.75	394.63	741.00	346.37	46.74%
6800	0.00	0.00	250.00	250.00	100.00%
6810	0.00	2,658.99	2,000.00	(658.99)	(32.95)%
6815	0.00	824.62	2,500.00	1,675.38	67.02%
6820	0.00	0.00	2,500.00	2,500.00	100.00%

Arrowbear Park County Water District

Statement of Revenues and Expenditures

Fire

From 1/1/2023 Through 1/31/2023

	Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining
6825 Operations Uniforms	0.00	2,434.57	3,000.00	565.43	18.85%
6830 Operations Safety Equipment	0.00	997.16	2,000.00	1,002.84	50.14%
6840 Operations Medical Supplies	0.00	792.09	3,000.00	2,207.91	73.60%
6845 Operations Dispatching	0.00	3,464.39	5,316.00	1,851.61	34.83%
6850 Operations Fire Prevention Weed Abatement	0.00	0.00	4,000.00	4,000.00	100.00%
Total Expense Categories	<u>18,741.22</u>	<u>196,639.78</u>	<u>320,213.60</u>	<u>123,573.82</u>	<u>38.59%</u>
Net Surplus/(Deficit)	<u>(9,636.73)</u>	<u>(4,109.87)</u>	<u>28,286.40</u>	<u>(32,396.27)</u>	<u>(114.53)%</u>
 Master Plan Expenses					
0003 2016 Engine Lease Payments	0.00	48,528.01	48,528.01	0.00	0.00%
0012 Turnouts	0.00	15,573.05	9,000.00	(6,573.05)	(73.03)%
0013 Radios	0.00	0.00	35,000.00	35,000.00	100.00%
0063 Station Modifications	<u>0.00</u>	<u>1,123.81</u>	<u>9,000.00</u>	<u>7,876.19</u>	<u>87.51%</u>
Total Master Plan Expenses	<u>0.00</u>	<u>65,224.87</u>	<u>101,528.01</u>	<u>36,303.14</u>	<u>35.76%</u>

Arrowbear Park County Water District

Vendor Activity

From 1/1/2023 Through 1/31/2023

<u>Vendor Name</u>	<u>Description</u>	<u>Expenses</u>	
Amazon	Heating Kit	31.52	
	Port-a-Potty Parts	<u>16.98</u>	
		<u>48.50</u>	Transaction Total
Total Amazon		48.50	
Big Bear Disposal Inc	Port-a-Potty	<u>88.08</u>	
		<u>88.08</u>	Transaction Total
Total Big Bear Disposal Inc		88.08	
Blake Matthews	01/08/23 - 01/21/23 (2) Hard Shifts	200.00	
	12/25/22 - 01/07/23 (2) Hard Shifts	<u>200.00</u>	
		<u>400.00</u>	Transaction Total
Total Blake Matthews		400.00	
California Association of Mutual W...	2023 Membership Dues	<u>500.00</u>	
		<u>500.00</u>	Transaction Total
Total California Association of Mut...		500.00	
California Water Envir Assoc	Renewal Collection System Grade 3 - Jason Weber	<u>105.00</u>	
		<u>105.00</u>	Transaction Total
Total California Water Envir Assoc		105.00	
CalPERS	01/04/23 - 01/17/23 PERS	1,113.14	
	12/07/22 - 12/20/22 PERS	1,058.69	
	12/21/22 - 01/03/23 PERS	<u>1,137.70</u>	
		<u>3,309.53</u>	Transaction Total
Total CalPERS		3,309.53	
CalPERS Health Ins	Jan 2023 Health Premium	<u>11,280.30</u>	
		<u>11,280.30</u>	Transaction Total
Total CalPERS Health Ins		11,280.30	
Charter Cable	Cable - FD	260.98	
	Jan 2023 Cable DO	<u>177.96</u>	
		<u>438.94</u>	Transaction Total
Total Charter Cable		438.94	
Costco	Fuel	28.01	
	Office Equip. - FD	522.52	

Arrowbear Park County Water District

Vendor Activity

From 1/1/2023 Through 1/31/2023

<u>Vendor Name</u>	<u>Description</u>	<u>Expenses</u>	
	Office Supplies	7.89	
		<u>558.42</u>	Transaction Total
Total Costco		558.42	
Customer Returned Transactions	Charge Back #0049	331.45	
		<u>331.45</u>	Transaction Total
Total Customer Returned Transact...		331.45	
De Lage Landen Financial Services...	Jan 2023 Copier Lease Payment	65.61	
		<u>65.61</u>	Transaction Total
Total De Lage Landen Financial Se...		65.61	
Deer Lick Car Wash	02/01/22 - 12/31/22 Vehicle Washes	231.77	
		<u>231.77</u>	Transaction Total
Total Deer Lick Car Wash		231.77	
Euclid Fuel	Fuel - FD	47.05	
		<u>47.05</u>	Transaction Total
Total Euclid Fuel		47.05	
Freddie Rodriguez, Jr.	01/08/23 - 01/21/23 (2) Hard Shifts - Probationary	75.00	
	12/25/22 - 01/07/23 (2) Hard Shifts - Probationary	<u>100.00</u>	
		<u>175.00</u>	Transaction Total
Total Freddie Rodriguez, Jr.		175.00	
Frontier Communications	Jan 2023 Warehouse Phone	113.98	
		<u>113.98</u>	Transaction Total
Total Frontier Communications		113.98	
Godaddycom	Website - FD	287.52	
	Website Services Renewal	<u>226.54</u>	
		<u>514.06</u>	Transaction Total
Total Godaddycom		514.06	
Halliday & Company, CPA's	2022 Audit	8,354.00	
		<u>8,354.00</u>	Transaction Total
Total Halliday & Company, CPA's		8,354.00	

Arrowbear Park County Water District

Vendor Activity

From 1/1/2023 Through 1/31/2023

Vendor Name	Description	Expenses	
Heartland PR Co	01/11/23 PR	123.86	
	01/25/23 PR	<u>127.21</u>	
		<u>251.07</u>	Transaction Total
Total Heartland PR Co		251.07	
Home Depot	Port-a-Potty Supplies	<u>29.34</u>	
		<u>29.34</u>	Transaction Total
Total Home Depot		29.34	
Indeed, Inc.	FD	<u>466.00</u>	
		<u>466.00</u>	Transaction Total
Total Indeed, Inc.		466.00	
International Code Council	Training	230.00	
		<u>230.00</u>	Transaction Total
Total International Code Council		230.00	
Invoice Cloud	Jan 2023 CC Processing Fees - Invoice Cloud	<u>156.80</u>	
		<u>156.80</u>	Transaction Total
Total Invoice Cloud		156.80	
Jacob Sanchez	01/08/23 - 01/21/23 (4) Hard Shifts	<u>400.00</u>	
		<u>400.00</u>	Transaction Total
Total Jacob Sanchez		400.00	
Janelle Elms	Notary Fee	<u>30.00</u>	
		<u>30.00</u>	Transaction Total
Total Janelle Elms		30.00	
Josue Macuil	01/08/23 - 01/21/23 (2) Hard Shifts	200.00	
	12/25/22 - 01/07/23 (2) Hard Shifts	<u>200.00</u>	
		<u>400.00</u>	Transaction Total
Total Josue Macuil		400.00	
Keith Ortiz	01/08/23 - 01/21/23 (2) Avail. Shifts	<u>100.00</u>	
		<u>100.00</u>	Transaction Total
Total Keith Ortiz		100.00	

Arrowbear Park County Water District

Vendor Activity

From 1/1/2023 Through 1/31/2023

Vendor Name	Description	Expenses	
Logan Stinson	Boots / Pants - Reimbursement	200.00	
		<u>200.00</u>	Transaction Total
Total Logan Stinson		200.00	
Managsorn Mekchai	01/08/23 - 01/21/23 (1) Hard Shift	100.00	
	12/25/22 - 01/07/23 (1) Hard Shift	<u>100.00</u>	
		<u>200.00</u>	Transaction Total
Total Managsorn Mekchai		200.00	
Max Taylor	01/08/23 - 01/21/23 (3) Hard Shifts - Probationary	150.00	
	12/25/22 - 01/07/23 (3) Hard Shifts - Probationary	<u>150.00</u>	
		<u>300.00</u>	Transaction Total
Total Max Taylor		300.00	
Michael Vincent Schultz	Sick / Vacation Pay	<u>229.49</u>	
		<u>229.49</u>	Transaction Total
Total Michael Vincent Schultz		229.49	
MROSupply Company	Safety Equip.	<u>95.44</u>	
		<u>95.44</u>	Transaction Total
Total MROSupply Company		95.44	
Nathanael Kahlen	12/25/22 - 01/07/23 (2) Hard Shifts	<u>150.00</u>	
		<u>150.00</u>	Transaction Total
Total Nathanael Kahlen		150.00	
Neutron Industries	Janitorial Products	<u>157.50</u>	
		<u>157.50</u>	Transaction Total
Total Neutron Industries		157.50	
Nicholas Novelich	01/08/23 - 01/21/23 (5) Hard Shifts	500.00	
	12/25/22 - 01/07/23 (8) Hard Shifts	<u>750.00</u>	
		<u>1,250.00</u>	Transaction Total
Total Nicholas Novelich		1,250.00	
Office Supply	Office Supplies - FD	<u>50.07</u>	
		<u>50.07</u>	Transaction Total
Total Office Supply		50.07	

Arrowbear Park County Water District

Vendor Activity

From 1/1/2023 Through 1/31/2023

Vendor Name	Description	Expenses	
Paya CC Processing	Jan 2023 CC Processing Fees - Paya	686.75	
		686.75	Transaction Total
Total Paya CC Processing		686.75	
Queensboro Shirt Co	Logo Work Clothing	463.90	
		463.90	Transaction Total
Total Queensboro Shirt Co		463.90	
Rick Mesa	12/25/22 - 01/07/23 (1) Avail. Shift	50.00	
		50.00	Transaction Total
Total Rick Mesa		50.00	
Running Springs Water District	Jan 2023 Wastewater Treatment	29,907.00	
		29,907.00	Transaction Total
Total Running Springs Water District		29,907.00	
Ryan Brewart	01/08/23 - 01/21/23 (1) Hard Shift	100.00	
	12/25/22 - 01/07/23 (1) Hard Shift	100.00	
		200.00	Transaction Total
Total Ryan Brewart		200.00	
SecureTech Security, Inc.	Security - DO	105.00	
	Security - FD	105.00	
	Security - Warehouse	105.00	
		315.00	Transaction Total
Total SecureTech Security, Inc.		315.00	
SoCal Propane, LLC	Propane - FD	234.75	
		234.75	Transaction Total
Total SoCal Propane, LLC		234.75	
Southern California Edison	Jan 2023 District Office	138.41	
	Jan 2023 Pumps	4,593.06	
		4,731.47	Transaction Total
Total Southern California Edison		4,731.47	
Superior Automotive Warehouse	Vehicle Maint.	168.85	
	Vehicle Maintenance	831.93	

Arrowbear Park County Water District

Vendor Activity

From 1/1/2023 Through 1/31/2023

Vendor Name	Description	Expenses	
		<u>1,000.78</u>	Transaction Total
Total Superior Automotive Wareho...		1,000.78	
Tad Marshall DC	Rodriguez, Mueller, Hunt, Aragon, Taylor, Kim, Stinso...	<u>610.00</u>	
		<u>610.00</u>	Transaction Total
Total Tad Marshall DC		610.00	
The Alpine Mountaineer	Advertisement	190.00	
	FD Newspaper Subscription	<u>29.00</u>	
		219.00	Transaction Total
Total The Alpine Mountaineer		219.00	
The Gas Company	Jan 2023 - Fir	703.99	
	Jan 2023 Gas - Warehouse	<u>774.42</u>	
		1,478.41	Transaction Total
Total The Gas Company		1,478.41	
The Standard Life Insurance Com...	JAN 2023 Dental Premium	<u>566.92</u>	
		<u>566.92</u>	Transaction Total
Total The Standard Life Insurance...		566.92	
Timothy Richard, Sr.	12/25/22 - 01/07/23 (1) Hard Shift	<u>100.00</u>	
		100.00	Transaction Total
Total Timothy Richard, Sr.		100.00	
Total Compensation Systems Inc	GASB 75 1st Installment	<u>675.00</u>	
		<u>675.00</u>	Transaction Total
Total Total Compensation Systems...		675.00	
TransUnion	FD	<u>225.00</u>	
		<u>225.00</u>	Transaction Total
Total TransUnion		225.00	
Tyler Tran	01/08/23 - 01/21/23 (3) Hard Shifts	300.00	
	12/25/22 - 01/07/23 (1) Hard Shift	<u>100.00</u>	
		<u>400.00</u>	Transaction Total
Total Tyler Tran		400.00	
Underground Service Alert of So Cal	Dig Alerts Jan 2023	<u>24.00</u>	

Arrowbear Park County Water District

Vendor Activity

From 1/1/2023 Through 1/31/2023

Vendor Name	Description	Expenses	
		24.00	Transaction Total
Total Underground Service Alert of...		24.00	
United States Postal Service	Postage	24.00	
	Pre-posted envelopes	3,947.10	
		3,971.10	Transaction Total
Total United States Postal Service		3,971.10	
Verizon Wireless	Jan 2023 After hrs Phone	88.49	
		88.49	Transaction Total
Total Verizon Wireless		88.49	
Village Hardware	Port-a-Potty	19.90	
		19.90	Transaction Total
Total Village Hardware		19.90	
Walmart	Tools	32.59	
		32.59	Transaction Total
Total Walmart		32.59	
WEX Bank	Fuel Jan 2023	949.74	
		949.74	Transaction Total
Total WEX Bank		949.74	
Zachary Hunt	01/08/23 - 01/21/23 (2) Hard Shifts	200.00	
	01/22/23 - 02/04/23 (2) Hard Shifts - Final	200.00	
		400.00	Transaction Total
Total Zachary Hunt		400.00	
Zachary Kim	01/08/23 - 01/21/23 (5) Hard Shifts - Probationary	250.00	
	12/25/22 - 01/07/23 (2) Hard Shifts - Probationary	100.00	
		350.00	Transaction Total
Total Zachary Kim		350.00	
Zoom	Jan 2023 Zoom	14.99	
		14.99	Transaction Total
Total Zoom		14.99	
Zoro	Boots	238.31	

Arrowbear Park County Water District

Vendor Activity

From 1/1/2023 Through 1/31/2023

<u>Vendor Name</u>	<u>Description</u>	<u>Expenses</u>	
		238.31	Transaction Total
Total Zoro		238.31	
Report Opening/Current Balance		—	
Report Transaction Totals		79,210.50	
Report Current Balances		—	

Status Report of Employee's Accumulated Days of Sick Leave & Vacation
Month of January 2023

	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	487.39	3.69	3.69			494.77	83.73	4.62	4.62			92.97							Norm
Jason	459.01	3.69	3.69		6.00	460.39	201.46	5.23	5.23			211.92	35.545	4.500				40.045	Jason
Caroline	157.15	3.69	3.69		3.00	161.53	83.13	4.62	4.62	24.00	16.00	52.37	34.125				5.250	28.875	Caroline
Matt	8.14	3.69	3.69			15.52	28.07	3.08	3.08		8.00	26.23	3.000	6.000		1.750		7.250	Matt
Logan	0	0	1.05			1.05	0	0	0.55			0.55	0.000					0.000	Logan
MV	5.17	3.69	1.05		9.91	0.00	24.65	3.08	0.88	24.00	4.61	0.00	4.705			4.000	0.705	0.000	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

January 2023

#	DATE	METER #	ADDRESS	SVC	NOTES
1	01/06/23	0836	Music Camp	1	
2	01/12/23	0524	Deerlick	1	
3	01/13/23	0536	Deerlick	3	Cust. Using District Shut Off
4	01/13/23	0452	Badger	4	Possible leak
5	01/14/23	0476	Lone Pine	1	Possible leak
6	01/24/23	0117	Keller	1	
7	01/24/23	0090	Blue Jay	1	
8	01/25/23	0682	Deer	1	
9	01/26/23	0393	Keller	1	
10	01/26/23	0399	Ridge	1	
11	01/26/23	0150	Independence	2	
12	01/28/23	0850	Oak	1	

SVC	DESCRIPTION	CALLS	ADDITIONAL INFORMATION	
1	Customer requested turn off/on	9	New Owners.	3
2	District initiated shut off (leak, etc.)	1	Liens filed	2
3	District equipment repair	1	Liens Released	0
4	Meter reads/re-reads	1	Total Liens	7
5	Main Repairs	0	Shut off notices	40
6	Service Line Repairs	0	Non-payment shut offs	13
7	Customer Inquiry Requiring Investigation	0	Turn on after shut off	13
8	Sewer Issues/Repairs	0	Meters replaced	1
	Total Calls	12		

SUMMARY OF CALLS - JANUARY 2023

Date	Incident Type		District	Out		Time	Personnel						Total		
01/01/23	TC	AB	IN	3:16	9:16	6:00	169	191	147	180	200				5
01/01/23	TC	AB	IN	11:17	11:44	0:27	169	200							2
01/01/23	Medical Aid	AB	IN	21:05	21:35	0:30	169	200							2
01/01/23	TC	RS	OUT	22:56	23:42	0:45	169	200							2
01/02/23	TC	RS	OUT	9:42	9:51	0:09	169	147	200						2
01/03/23	Hazmat	AB	IN	15:34	15:54	0:20	147	198							2
01/03/23	Medical Aid	AB	IN	18:18	18:28	0:10	147	198							2
01/03/23	Medical Aid	AB	IN	18:59	19:20	0:21	147	198							2
01/05/23	TC	COUNTY	OUT	13:30	13:46	0:16	192	199							2
01/07/23	Residential Alarm	AB	IN	18:50	19:07	0:17	140	193	198						3
01/08/23	Medical Aid	GVL	OUT	13:47	14:34	0:47	146	181	200						3
01/09/23	PSA	AB	IN	17:14	17:56	0:38	147	200							2
01/10/23	PSA	AB	IN	7:33	7:38	0:05	147	198							2
01/10/23	PSA	AB	IN	8:25	8:59	0:34	147	198							2
01/10/23	Structure Fire	RS	OUT	11:21	12:42	1:21	169	147	189	198					5
01/13/23	Medical Aid	AB	IN	9:51	10:24	0:34	167	185							2
01/16/23	PSA	AB	IN	8:51	9:30	0:39	147	189							2
01/18/23	Investigation	AB	IN	18:49	19:12	0:23	196	181							2
01/20/23	TC	AB	IN	19:37	19:53	0:16	167	185							2
01/22/23	Medical Aid	AB	IN	11:49	12:15	0:16	148	198	200						2
01/23/23	PSA	RS	OUT	9:34	9:46	0:12	169	181	189						3
01/25/23	Medical Aid	AB	IN	17:46	18:20	0:34	196	198							2
01/28/23	Medical Aid	AB	IN	13:31	14:01	0:30	180	193							2
01/28/23	Medical Aid	AB	IN	21:17	21:32	0:15	180	193							2
01/28/23	TC	AB	IN	22:52	23:44	0:52	180	193							2
01/30/23	Medical Aid	AB	IN	4:29	5:26	0:51	169	198	200						3
01/31/23	Medical Aid	AB	IN	9:12	9:22	0:10	181	189							2

Total Calls:	27	169 Paul Lindley	8	191 Lamond Brooks	1
Total in District:	21	140 Rick Mesa	1	192 Ryan Brewart	1
Total Out of District:	6	146 Ryan Dorsett	1	193 Joyce Mekchai	4
		147 Nick Novelich	10	196 Zachary Hunt	2
		148 Keith Ortiz	1	198 Max Taylor	10
		167 Josue Macuil	2	199 Freddie Rodriguez	1
		177 Tim Richard	0	200 Zachary Kim	9
		180 Nathan Kahlen	4		0
		181 Jacob Sanchez	4		0
		185 Blake Matthews	2		0
		189 Tyler Tran	4		

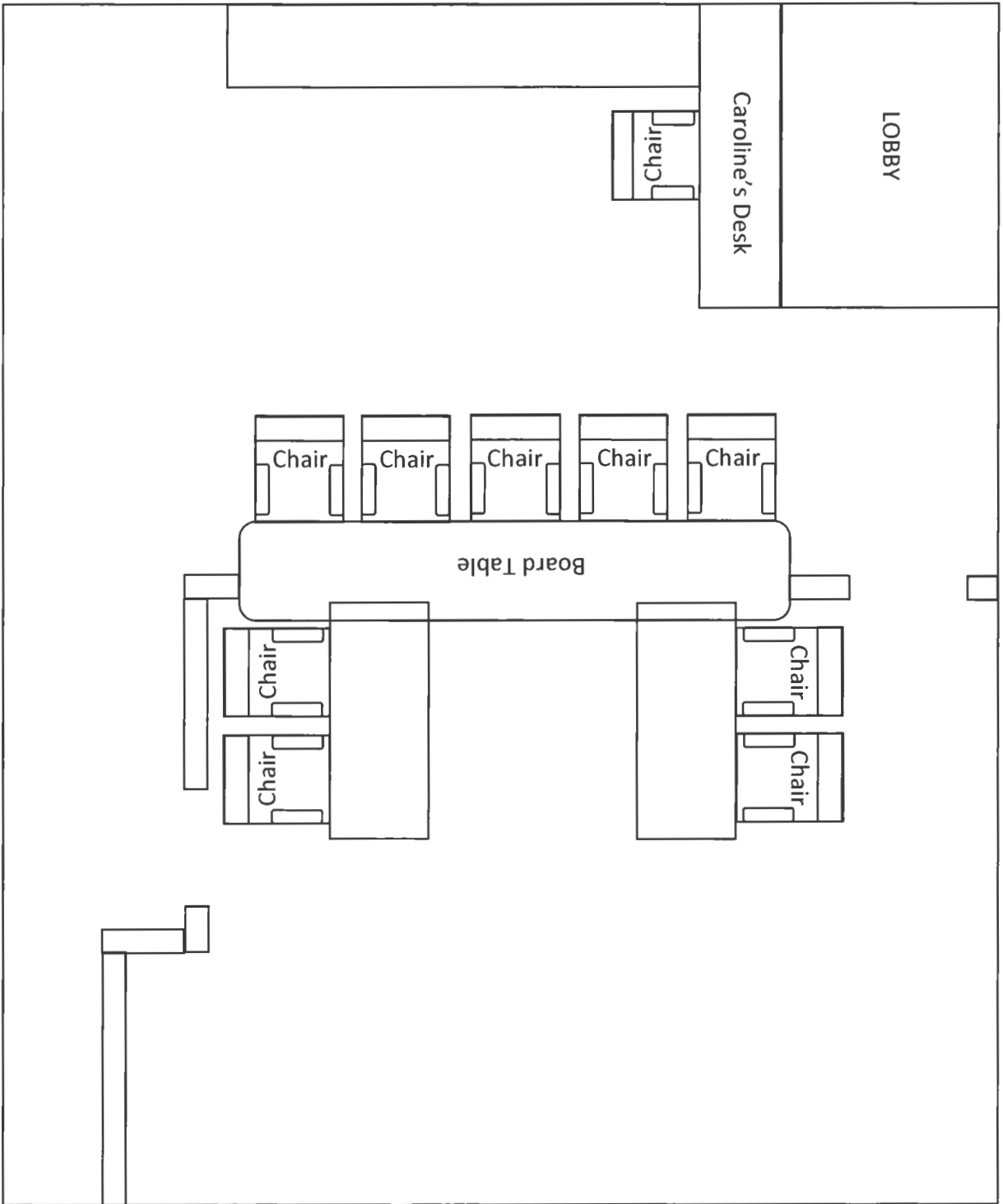
January 2023

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	Kahlen						
	Kim				Brewart	Macuil	Mekchai
	Taylor	Taylor		Tran		Matthews	Mesa
	Novelich	Novelich	Novelich	Novelich	Rodriguez		Taylor
8							
	Kim	Kim	Taylor	Sanchez	Hunt	Macuil	Kim
	Sanchez	Novelich	Novelich	Tran	Rodriguez	Matthews	Novelich
	Ortiz						
15							
	Kim	Novelich	Novelich	Hunt	Brewart	Macuil	Mekchai
	Taylor	Tran	Tran		Rodriguez	Matthews	
	Ortiz			Sanchez	Sanchez		
22							
	Kim	Sanchez	Sanchez	Hunt	Hunt		Kahlen
	Ortiz		Taylor	Taylor		Macuil	Mekchai
	Taylor	Tran	Tran			Matthews	
29							
	Kim		Sanchez				
	Taylor	Tran	Tran				

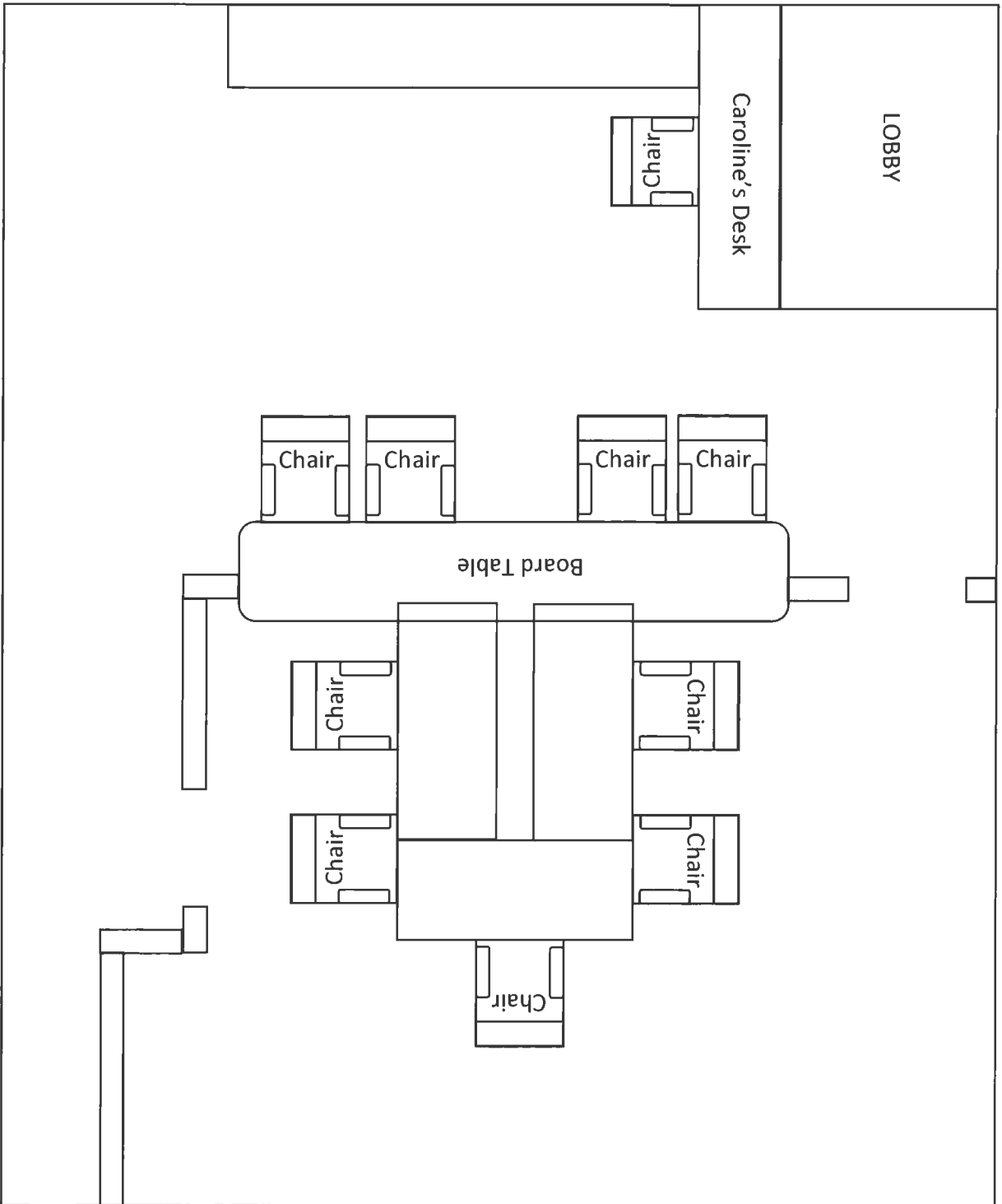
12-Avail. 24-Avail.

12-Station 24-Station

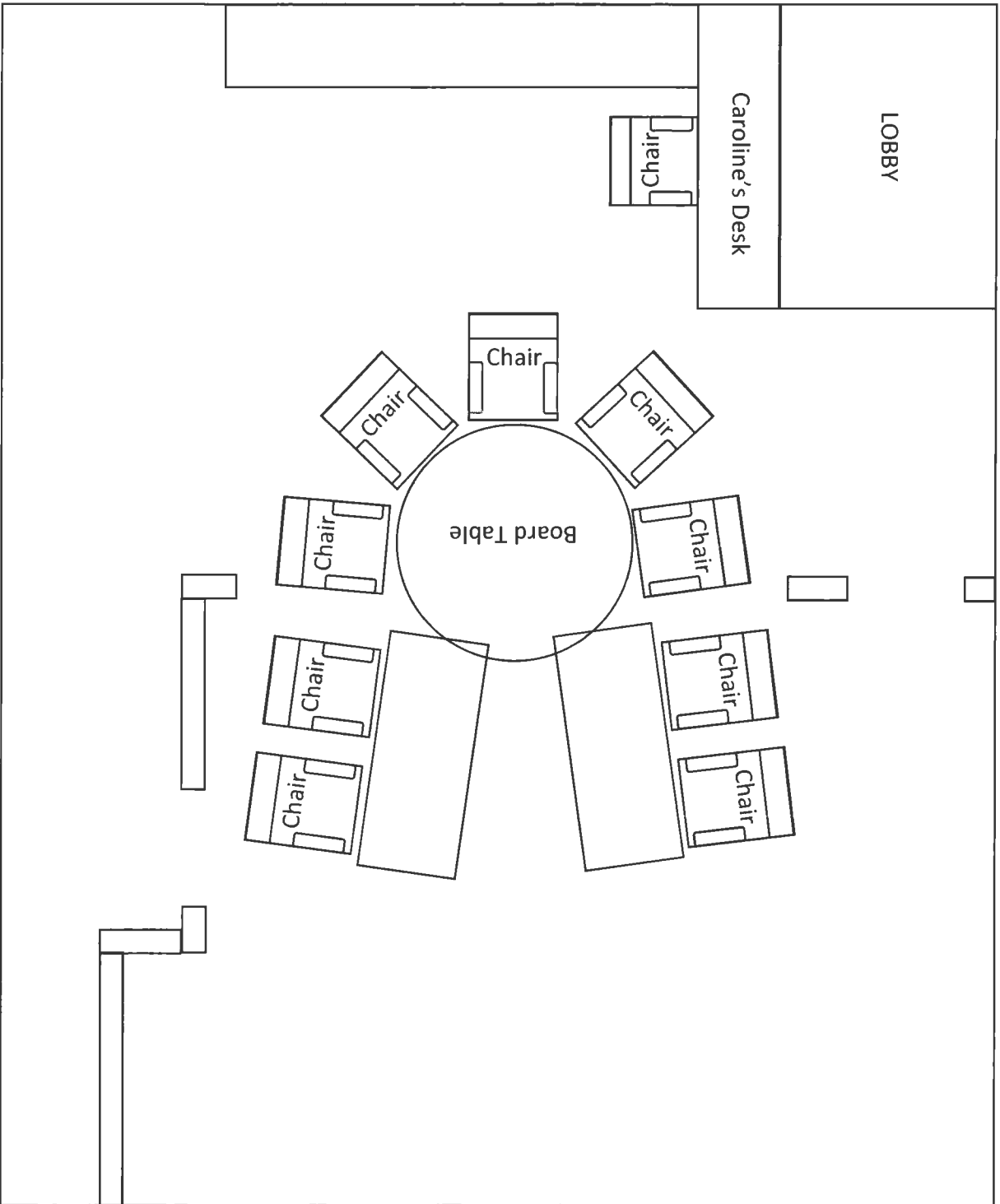
TRADITIONAL BOARD MEETING SEATING



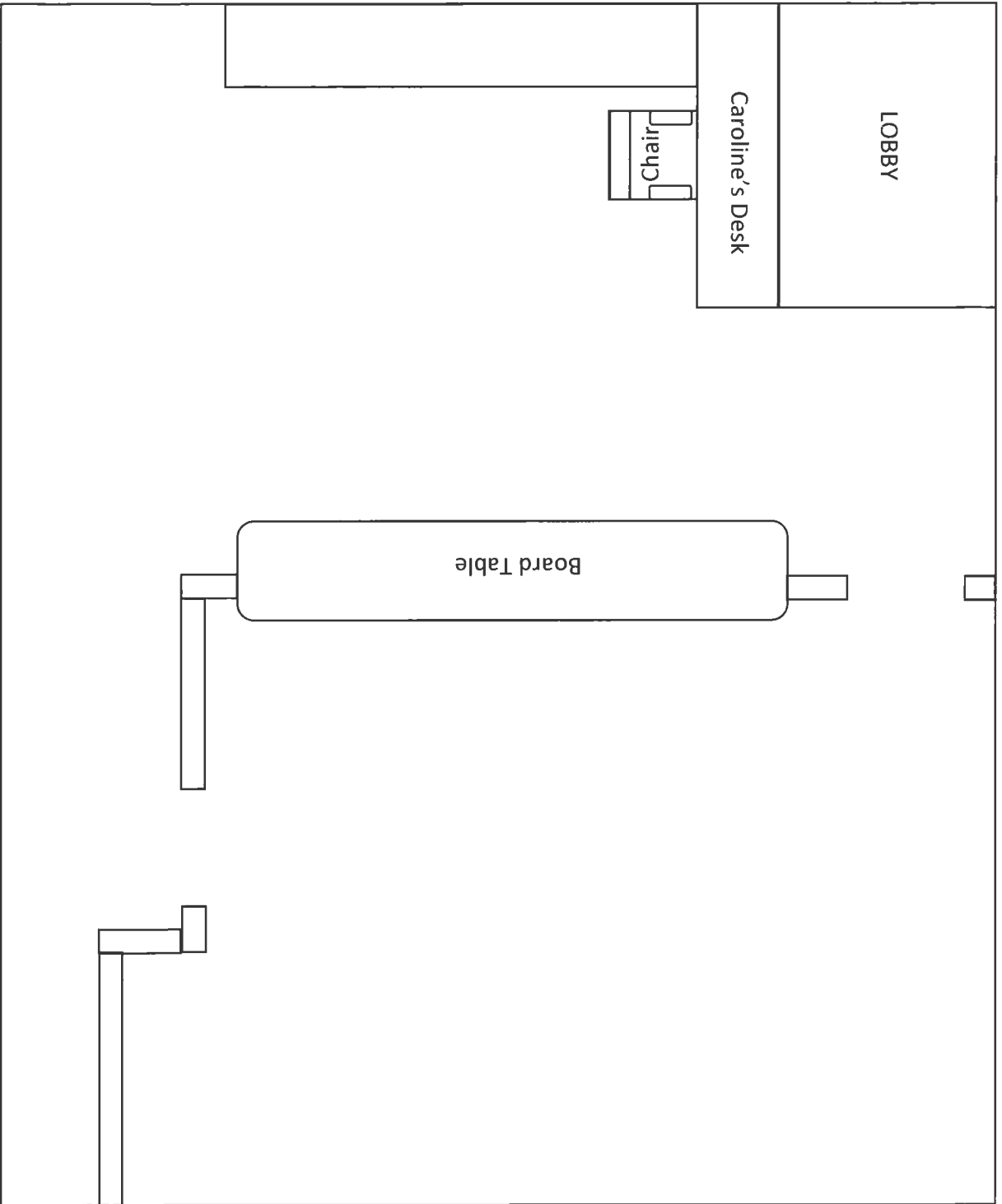
COVID BOARD MEETING SEATING



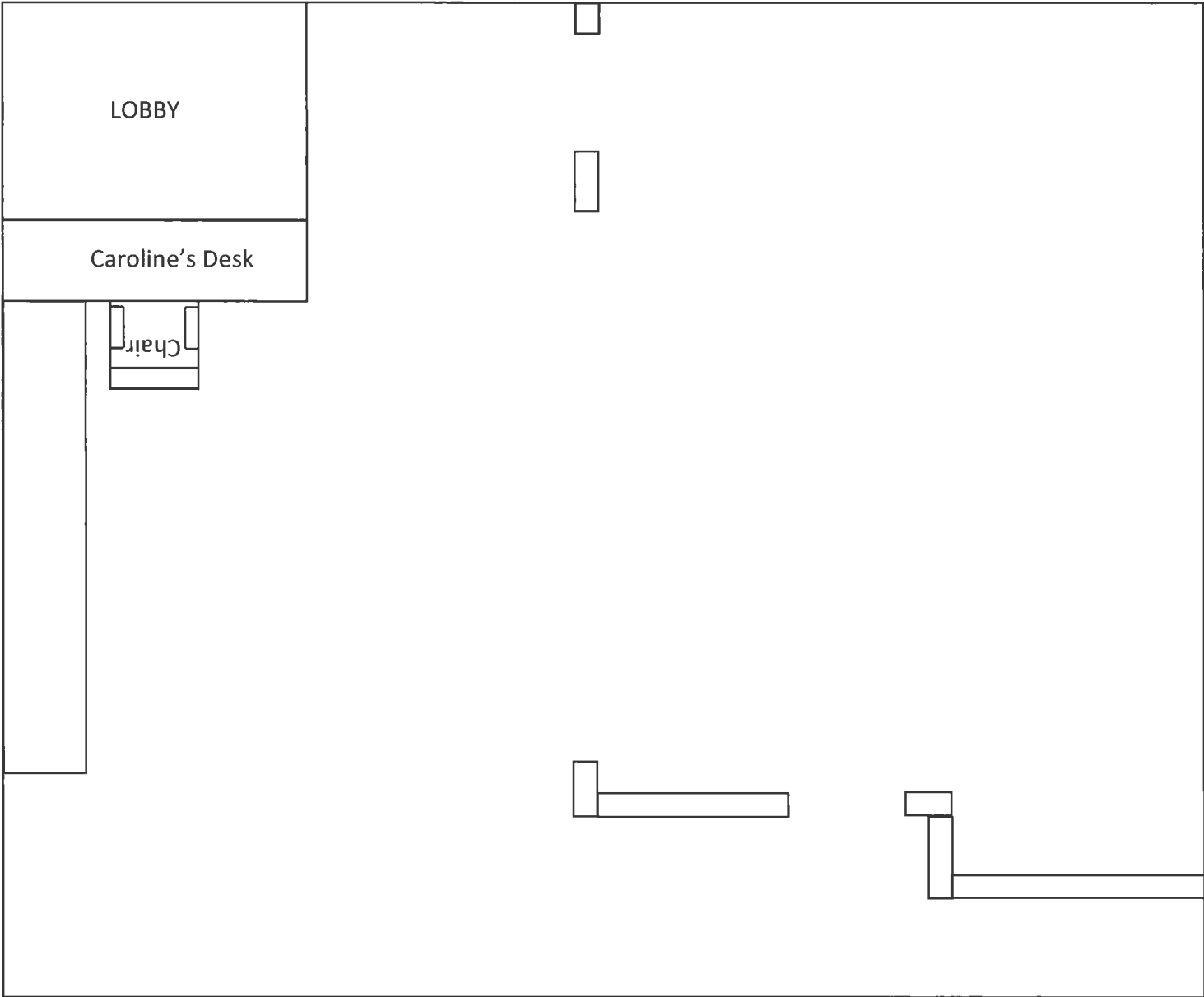
BOARD MEETING SEATING - ALTERNATE



BOARD ROOM LAYOUT



BOARD ROOM LAYOUT



ORDINANCE NO. 2023-2-16

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

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

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

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

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

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

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

FIRE CODE

Sections:

1.010 Adoption of 2022 California Fire Code

1.020 Amendments to the 2022 California Fire Code

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

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

A. SCOPE AND GENERAL REQUIREMENTS

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

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

B. APPLICABILITY

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

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

1. Construction and design provisions of this code pertaining to the exterior of the structure shall apply including, but not limited to, premises identification, fire apparatus access and water supplies. Where interior or exterior systems or devices are installed, construction permits required by Section 105.6 of this code shall apply.

2. Administrative, operational and maintenance provisions of this code shall apply.

3. Automatic fire sprinkler system requirements of this code shall apply to detached accessory buildings 3,600 square feet or greater in accordance with Section 903.2. The provisions contained in Section 903.2.18 of the California Fire Code or Section R309.6 of the California Residential Code may be used for the design of the automatic fire sprinkler system for detached private garages.

C. DUTIES AND POWERS OF THE FIRE CODE OFFICIAL.

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

104.1.1 Authority of the Fire Chief and Fire Department.

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

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

- 2.1. The prevention of fires.
- 2.2. The suppression or extinguishment of dangerous or hazardous fires.
- 2.3. The storage, use and handling of hazardous materials.
- 2.4. The installation and maintenance of automatic, manual and other private fire alarm systems and fire extinguishing equipment.
- 2.5. The maintenance and regulation of fire escapes.
- 2.6. The maintenance of fire protection and the elimination of fire hazards on land, in buildings, structures and other property, including those under construction.
- 2.7. The maintenance of means of egress.
- 2.8. The investigation of the cause, origin and circumstances of fire and unauthorized releases of hazardous materials.

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

- 3.1. The Fire Chief, Peace Officers and Public Officers of the Arrowbear Lake Fire Department.
- 3.2. Peace Officers and Public Officers of the California Department of Forestry and Fire Protection.
- 3.3. Peace Officers and Public Officers of the San Bernardino County Fire Protection District.
- 3.4. The San Bernardino County Sheriff and any deputy sheriff.
- 3.5. Officers of the California Highway Patrol.
- 3.6. Code Officers of the San Bernardino County Land Use Services.
- 3.7. Peace Officers of the California Department of Fish and Wildland.
- 3.8. Peace Officers of the Department of Agriculture United States Forest Service.

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

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

D. FEES

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

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

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

107.7 Cost recovery. Fire suppression, investigation, rescue or emergency medical costs are recoverable in accordance with Health and Safety Code Sections 13009 and 13009.1, as may be amended from time to time. Additionally, any person who negligently, intentionally or in violation of law causes an emergency response, including, but not limited to, a traffic accident, spill of toxic or flammable fluids or chemicals is liable for the costs of securing such emergency, including those

costs pursuant to Government Code Section 53150, et seq, as may be amended from time to time. Any expense incurred by the Arrowbear Lake Fire Department for securing such emergency shall constitute a debt of such person and shall be collectable by Arrowbear Park County Water District in the same manner as in the case of an obligation under contract, express or implied.

E. MEANS OF APPEALS

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

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

F. VIOLATIONS.

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

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

G. DEFINITIONS.

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

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

H. OPEN FLAMES.

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

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

I. FIRE APPARATUS ACCESS ROADS.

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

503.2.1 Dimensions. Fire apparatus access roads shall have an unobstructed width of not less than 24 feet (7315 mm), exclusive of shoulders, except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 13 feet 6 inches (4115 mm).

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

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

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

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

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

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

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

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

J. FIRE PROTECTION AND UTILITY EQUIPMENT IDENTIFICATION AND ACCESS

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

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

K. AUTOMATIC SPRINKLER SYSTEMS.

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

903.2 Where required. In all new non-residential buildings and structures an approved automatic sprinkler system shall be provided regardless of occupancy classification. Where the Sections 903.2.1 – 903.2.21 of the California Fire Code require more restrictive requirements than those listed below, the more restrictive requirement shall take precedence.

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

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

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

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

- a. Exception in Section 903.2.3

b. Exception in Section 903.2.11.3

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

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

L. FIRE HAZARD SEVERITY ZONES.

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

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

M. APPENDIX B.

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

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

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

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

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

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

N. APPENDIX C.

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

C103.1 Hydrant spacing. New fire apparatus access roads and public streets providing required access to buildings in accordance with Section 503 of the International Fire Code shall be provided with one or more fire hydrants, as determined by Section C102.1. Where more than one fire hydrant is required, the distance between required fire hydrants shall be in accordance with Sections C103.2 and C103.3. Fire hydrants shall be provided at street intersections. When a water main is installed or replaced, Section 102.1 spacing shall be used. Exceptions allowed will be for currently installed fire hydrant spacing.

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

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

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

AYES: Miller, Bonito, Bunyes, Burt
NOES: None
ABSENT: Wymer
ABSTAIN: None

ADOPTED this 16th day of February, 2023.

The foregoing Ordinance 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 February, 2023, by the following vote:

AYES:
NAYS:
ABSTAIN:
ABSENT:

Dated: February 16, 2023

ARROWBEAR PARK COUNTY WATER DISTRICT

By _____
Terisa Bonito, President of the Board of Directors

Certification of Ordinance

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 Ordinance #2023-2-16.

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

Caroline Rimmer, Secretary of the Board

EXHIBIT A

FINDINGS

I. Climatic Conditions:

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

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

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

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

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

II. Topographical conditions

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

response. This variety in regions contributes to an increased emergency response time, which necessitates cooperation between local agencies.

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

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

III. Geological Conditions

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

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

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

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

IV. Modifications

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

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

ARROWBEAR PARK COUNTY WATER DISTRICT STAFF REPORT

TO: Board of Directors

FROM: Norman Huff, General Manager

PREPARED BY: Paul Lindley, Fire Chief

MEETING DATE: February 16, 2023

SUBJECT: Mutual Assistance Agreement with Running Springs Fire Department

RECOMMENDATION:

Staff recommends the Board of Directors approves the Fire Department's request to enter into a Mutual Assistance Agreement with the Running Springs Fire Department.

BACKGROUND:

Arrowbear Lake Fire Department and Running Springs Fire Department wish to enter into a Mutual Assistance Agreement with each other. Historically both departments have operated on a verbal agreement. This has made it difficult at times for our respective emergency communication dispatch centers to effectively dispatch our departments. These difficulties have resulted in delayed dispatches and response delays. With a written Mutual Assistance Agreement in place we hope to minimize these difficulties.

FISCAL IMPACT:

There is no fiscal impact to the Arrowbear Park County Water District or Arrowbear Lake Fire Department.

ALTERNATIVES:

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

ATTACHMENTS:

Mutual Assistance Agreement
Presentation will be provided on day of the board meeting.

Approved by:

Norman Huff
General Manager

**UNIFORM MUTUAL ASSISTANCE AGREEMENT FOR FIRE PROTECTION
AND RESCUE SERVICES BETWEEN THE RUNNING SPRINGS WATER
DISTRICT/RUNNING SPRINGS FIRE DEPARTMENT AND THE ARROWBEAR PARK
COUNTY WATER DISTRICT/ARROWBEAR LAKE FIRE DEPARTMENT**

This MUTUAL ASSISTANCE AGREEMENT ("Agreement") is made and entered into this ____ day of _____, 2023, by and between the Running Springs Water District/Running Springs Fire Department, hereinafter referred to as the "DISTRICT," and the Arrowbear Park County Water District/Arrowbear Lake Fire Department, hereinafter referred to as the "DEPARTMENT." DISTRICT AND DEPARTMENT are hereinafter individually referred to as "party" and collectively referred to as the "parties".

WITNESSETH

WHEREAS, the parties to this Agreement provide fire protection, emergency medical and rescue services within their respective jurisdictional boundaries; and

WHEREAS, it is to the mutual advantage and benefit of the parties to this Agreement to render mutual assistance for fire protection, emergency medical and rescue services to each other in the event of a fire or other emergency incident which is or is likely to be beyond the control or capability of the services, resources, personnel, equipment, and facilities of the party having jurisdiction over the locality in which the fire or emergency occurs and which requires the mutual assistance of the other party to control or mitigate; and

WHEREAS, the exchange of services under such conditions is authorized by Sections 13050 and 13052.5 of the Health and Safety Code, Sections 53019-53023, Sections 55600-55605, and Sections 55631-55634 of the Government Code.

NOW, THEREFORE, IT IS HEREBY AGREED BY AND BETWEEN EACH OF THE PARTIES HERETO, AS FOLLOWS:

I.

In the event of a fire or other emergency occurring within the boundaries of the DISTRICT, which is or is likely to be beyond the control or capability of the services, resources, personnel, equipment, or facilities of the DISTRICT, the DEPARTMENT agrees upon DISTRICT'S request to

1 furnish assistance to the DISTRICT upon either an actual or standby basis if the DEPARTMENT
2 determines that DEPARTMENT apparatus and personnel are immediately available for this
3 purpose.

4 II.

5 In the event of a fire or other emergency occurring within the boundaries of the
6 DEPARTMENT which is or is likely to be beyond the control or capability of the services,
7 resources, personnel, equipment, or facilities of the DEPARTMENT, the DISTRICT agrees upon
8 DEPARTMENT's request to furnish assistance to the DEPARTMENT upon either an actual or
9 standby basis, if the DISTRICT determines that apparatus and personnel are immediately available
10 for this purpose.

11 III.

12 The rendering of assistance under the terms of this Agreement shall be optional, not
13 mandatory, but the party receiving the request for assistance should immediately inform the
14 requesting party if, for any reason, assistance cannot be rendered.

15 IV.

16 When a party to this Agreement responds to a fire or other emergency initially reported to be
17 in its jurisdiction and finds, subsequently, that the fire or other emergency is within the jurisdiction
18 of the other party to this Agreement, the responding party shall by any available expeditious means
19 immediately notify the other party having jurisdiction over the area of its response, and until advised
20 by such other party to discontinue its services at such fire or emergency, the responding party shall,
21 for the purposes of this Agreement only, be deemed to have been requested to respond.

22 V.

23 The assistance to be rendered pursuant to this Agreement is to be supplementary in nature
24 and the extent of the aid to be furnished is subject to the exercise of discretion on the part of the
25 party furnishing such assistance and the protection of lives and property within the jurisdictional
26 boundaries of the furnishing party shall not be impaired.

27 VI.

28 The details as to methods of requesting assistance, and such other planning as may be
29 necessary to effectuate the purpose of this Agreement, may be covered by supplemental agreements
30 between the Fire Chiefs of the DISTRICT and DEPARTMENT.

1 VII.

2 The personnel furnished under this Agreement will work insofar as possible under the
3 direction of their own supervisors, and the equipment furnished will insofar as possible be operated
4 by the personnel of the party furnishing the equipment. The overall command of the forces engaged
5 in controlling a particular fire or emergency situation shall be retained by the appropriate officers of
6 the party requesting the assistance unless command officers of the other party have been requested
7 by the party requesting assistance to assume command functions.

8 VIII.

9 No party furnishing aid pursuant to this Agreement shall be entitled to compensation for
10 services rendered to the requesting party, it being understood that the mutual covenants and
11 promises contained in this Agreement shall constitute the sole consideration for such services.

12 IX.

13 It is mutually understood and agreed that this Agreement does not relieve either party hereto
14 from the necessity and obligation of furnishing adequate fire and rescue protection within their own
15 areas of jurisdiction.

16 X.

17 It is mutually understood and agreed that in accordance with the provisions of Section 850.6
18 of the Government Code, the party requesting assistance is not required to indemnify the party
19 furnishing assistance as to any liability or damage imposed by law upon the assisting party by
20 reason of an act or omission of its employees occurring in the performance of the service under this
21 Agreement. The requesting party shall be responsible for the acts of the employees of the
22 responding party performed at the scene of the emergency if and only if performed at the specific
23 direction of an employee of the requesting party.

24 XI.

25 This Agreement is not and shall not be construed as or deemed to be an agreement for the
26 benefit of any third party or parties, and no third party or parties shall have any right of action
27 hereunder for any cause whatsoever.

28 XII.

1 Any services performed or expenditures made in connection with the furnishing of assistance
2 under this Agreement shall conclusively be presumed to be for the direct protection of the
3 inhabitants and property of the party furnishing the assistance.

4 XIII.

5 This Agreement shall become effective when approved and executed by the Board of
6 Directors of the Arrowbear Park County Water District/Arrowbear Lake Fire Department as the
7 governing body of the DEPARTMENT and the Board of Directors of the Running Springs Water
8 District/Running Springs Fire Department as the governing body of the DISTRICT and shall remain
9 operative and effective until this Agreement is terminated by either party upon the giving of written
10 notice to the other party at least thirty (30) days prior to the effective date of termination.

11
12 IN WITNESS WHEREOF, this Agreement has been approved and executed and is
13 effective and operative as to each of the parties as herein provided.

14
15 **ARROWBEAR PARK COUNTY WATER**
16 **DISTRICT/ARROWBEAR LAKE FD**

**RUNNING SPRINGS WATER DISTRICT/
RUNNING SPRINGS FIRE DEPARTMENT**

17
18 By _____
19 Paul Lindley, Fire Chief

By _____
Andy Grzywa, Fire Chief

20
21 **ATTEST:**

ATTEST:

22
23 By _____
24 Board Secretary

By _____
Board Secretary

Sewer System Management Plan Annual Audit Report

Name of Agency	Arrowbear Park County Water District	
Date of Audit	1/26/2023	
Name of Auditor(s)	Norman Huff - GM	
System Overview		
Miles of Gravity Sewer Mains		12.0
Miles of Force Mains		.5
Total Miles of all Sewer Lines		12.5
Number of Pump Stations		1
Number of Private Sewer Mains, Excluding Laterals		0
Population Served		1396
Current Average Monthly Single-Family Residential Sewer Rate		\$41.00

I. GOALS

1. Are the goals stated in the SSMP still appropriate and accurate? **YES** / NO
2. If you answered NO to question 1, describe the content and schedule for updates.

Notes/Comments:

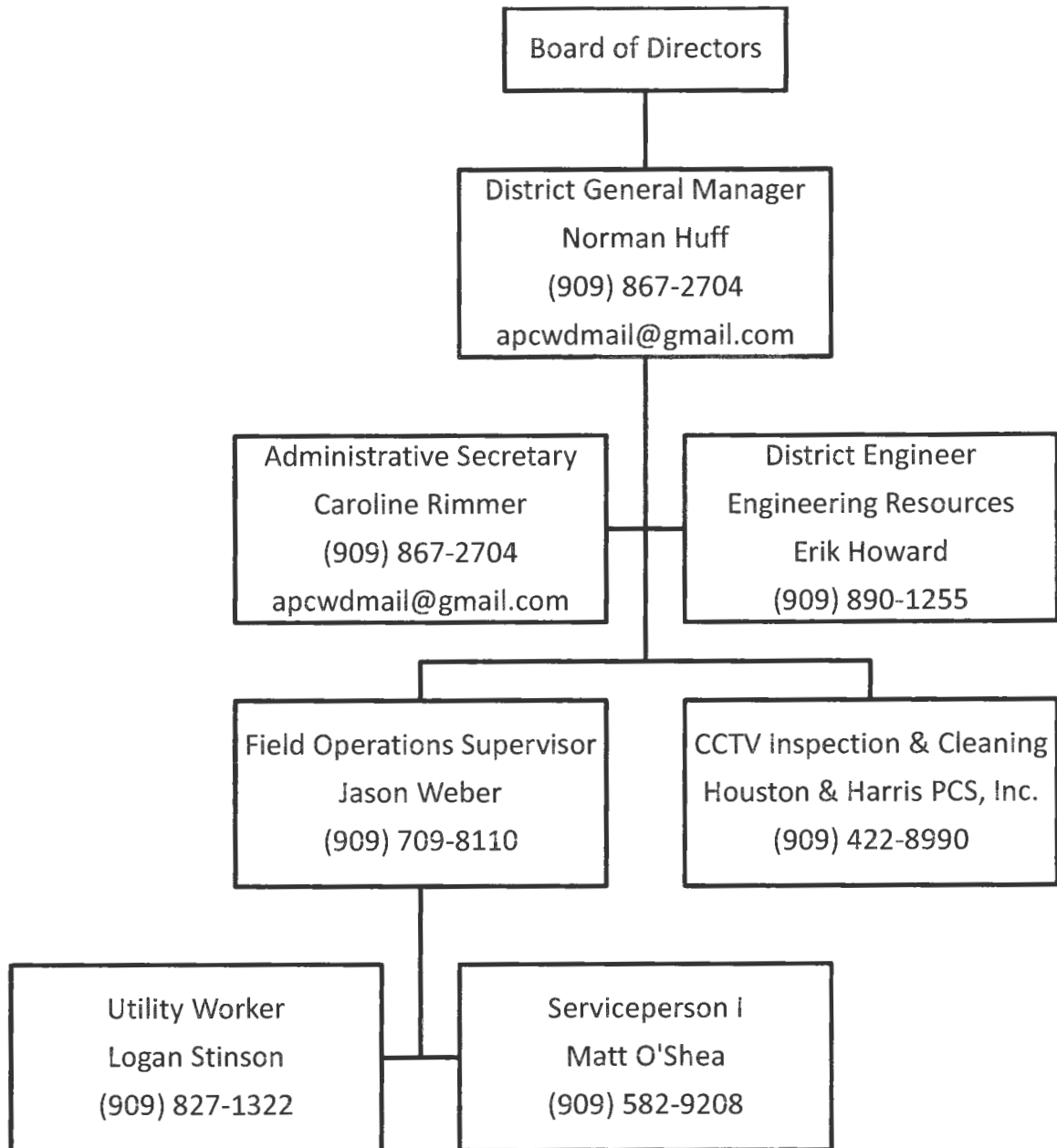
II. ORGANIZATION

Reference Material

- Organization Chart
 - Phone List
1. Is the SSMP up-to-date with agency organization and staffing contact information? **YES** / NO
 2. If you answered NO to question 1, describe content and schedule for updates.

Notes/Comments:

- 1/26/2023, Updated org chart and phone list with current Board President and new employee – Logan Stinson.



III. LEGAL AUTHORITY

Reference Material

- Ordinances
 - Enforcement Actions
1. Does the SSMP contain up-to-date information about your agency's legal authority? **YES** / NO
 2. Does your agency have sufficient legal authority to control sewer use and maintenance? **YES** / NO
 3. If you answered NO to questions 1 or 2, describe content and schedule for changes.

Notes/Comments:

IV. OPERATION AND MAINTENANCE

A. Collection System Maps

Reference Material

- Sanitary Sewer System Maps

1. Does the SSMP contain up-to-date information about your agency's maps?
YES / NO
2. Are your agency's collection system maps complete, up-to-date, and sufficiently detailed?
YES / NO
3. If you answered NO to questions 1 or 2, describe content and schedule for changes.

Notes/Comments:

B. Resources and Budget

Reference Material

- Current Capital Improvement Plan (CIP)
- Current Operating Budget

1. Does the SSMP contain up-to-date information about your agency's resources and budget?
YES / NO
2. Are your agency's resources and budget sufficient to support effective sewer system management?
YES / NO
3. Do your agency's planning efforts support long-term goals?
YES / NO
4. If you answered NO to questions 1, 2 or 3, describe content and schedule for necessary changes.

Notes/Comments:

C. Preventative Maintenance

Reference Material

- Cleaning Schedule
- List or Map of Hot Spots
- Work Orders
- Service Call Data
- Customer Feedback

1. Does the SSMP contain up-to-date information about your agency's preventative maintenance program?
YES / NO
2. Are you agency's preventative maintenance activities sufficient and effective in reducing and preventing SSOs and blockages?
YES / NO
3. If you answered NO to questions 1 or 2, describe content and schedule for necessary changes.

Notes/Comments:

D. REHABILITATION AND REPLACEMENT PLAN

1. Does the SSMP contain up-to-date information about your agency's rehabilitation and replacement plan?
YES / NO
2. Is your agency's rehabilitation and replacement plan effective in locating, identifying, and addressing deficiencies?
YES / NO

3. If you answered NO to questions 1 or 2, describe content and schedule for necessary changes.

Notes/Comments:

E. EQUIPMENT AND REPLACEMENT PARTS INVENTORIES

1. Does the SSMP contain up-to-date information about equipment and replacement parts inventories? **YES** / NO
2. Are contingency equipment and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance? **YES** / NO
3. If you answered NO to questions 1 or 2, describe content and schedule for necessary changes.

Notes/Comments:

F. TRAINING

1. Does the SSMP contain up-to-date information about your agency's training expectations and programs? **YES** / NO
2. Do supervisors believe that their staff is sufficiently trained? **YES** / NO
3. Are staff satisfied with the training opportunities and support offered to them? **YES** / NO
4. If you answered NO to questions 1, 2 or 3, describe content and schedule for necessary changes.

Notes/Comments:

V. DESIGN AND PERFORMANCE PROVISIONS

Reference Material

- Design and Construction Standards
- Ordinances

1. Does the SSMP contain up-to-date information about your agency's design and construction standards? **YES** / NO
2. Are design and construction standards, as well as standards for inspection and testing of new and rehabilitated facilities sufficiently comprehensive and up-to-date? **YES** / NO
3. If you answered NO to questions 1 or 2, describe content and schedule for necessary changes.

Notes/Comments:

VI. OVERFLOW EMERGENCY RESPONSE PLAN

Reference Material

- Data Submitted to CIWQS
- Service Call Data

1. Does the SSMP contain an up-to-date version of your agency's Overflow Emergency Response Plan? **YES** / NO
2. Considering the information in Table 1, is the Overflow Emergency Response Plan effective in handling SSOs? **YES** / NO
3. If you answered NO to questions 1 or 2, describe content and schedule for necessary changes.

Notes/Comments:

Table 1. Annual SSO Statistics

Indicator	YR 2019	YR 2020	YR 2021	YR 2022
Number of SSOs (total)				
Wet season SSOs*	0	0	0	0
Dry season SSOs*	1	0	1	0
Number of SSOs (by volume range)				
< 10 gal	0	0	0	0
10 – 99 gal	0	0	1	0
100 – 999 gal	0	0	0	0
1000 – 9,999 gal	1	0	0	0
≥ 10,000 gal	0	0	0	0
Total SSO volume				
Volume reaching waters of the State	1400	N/A	0	N/A
Volume not contained but not reaching waters of the State	1396	N/A	0	N/A
Volume recovered	0	N/A	0	N/A
Net volume (total minus recovered)	2796	N/A	0	N/A
Number of SSOs per 100 miles of sewer per Year	1	N/A	1	N/A
Volume of SSOs per 100 miles of sewer per Year	2796	N/A	25	N/A
Total volume conveyed to treatment facilities (million gallons)	25.12	25.07	22.45	20.94
Total volume SSO / total volume conveyed, gallons / million gallons	< .00001	N/A	< .00001	N/A
Number of SSOs (by cause)				
Blockages	0	0	0	0
Roots	0	0	0	0
Grease	0	0	0	0
Debris	0	0	0	0
Debris from laterals	0	0	0	0
Animal carcass	0	0	0	0
Construction debris	0	0	0	0
Multiple causes	0	0	0	0
Infrastructure failure	1	0	0	0
Inflow & Infiltration	0	0	0	0
Natural disaster	0	0	0	0
Flow capacity deficiency	0	0	0	0
Bypass	0	0	0	0
Cause unknown	0	0	1	0
Average emergency response time (minutes)	5	N/A	4	N/A
Business hours	0	N/A	1	N/A
Non-business hours	1	N/A	0	N/A
Number of locations with multiple SSOs	0	0	0	0

*Wet season is defined as November-April, dry season May-October. Seasonal categorization does not necessarily reflect weather conditions at time of SSO.

VII. FOG CONTROL PROGRAM

Reference Material

- List or Map of FOG Sources in Service Area
- List or Map of Hotspots
- Data Submitted to CIWQS
- Service Call Data

Table 2. FOG Control Statistics

	YR 2019	YR 2020	YR 2021	YR 2022
Number of SSOs caused by FOG	0	0	0	0
Planned cleaning (LF)	15,000	13,700	14,200	14,800
Unplanned cleaning (LF)	960	1200	1280	1240
Ratio of planned to unplanned cleaning	6.4%	8.7%	9.0%	8.4%
Number of FOG inspections completed	94	90	92	92

1. Does the SSMP contain up-to-date information about your agency's FOG control program? **YES** / NO
2. Considering the information in Table 2, is the current FOG program effective in documenting and controlling FOG sources? **YES** / NO
3. If you answered NO to questions 1 or 2, describe content and schedule for necessary changes.

Notes/Comments:

VIII. SYSTEM EVALUATION AND CAPACITY ASSURANCE PLANS

Reference Material

- CIP
- SSO Data

Table 3. Capacity Assurance Statistics

	YR 2019	YR 2020	YR 2021	YR 2022
Number of SSOs caused by capacity limitations	0	0	0	0

1. Does the SSMP contain up-to-date information about your agency's capacity assessment? **YES** / NO
2. Has your agency completed a capacity assessment and identified and addressed any hydraulic deficiencies in the system? **YES** / NO
3. If you answered NO to questions 1 or 2, describe content and schedule for necessary changes.

Notes/Comments:

IX. MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS

1. Does the SSMP contain up-to-date information about your agency's data collection and organization? **YES** / NO

2. Is your agency's data collection and organization sufficient to evaluate the effectiveness of your SSMP? **YES / NO**
3. If you answered NO to questions 1 or 2, describe content and schedule for necessary changes.

Notes/Comments:

X. SSMP PROGRAM AUDITS

Will this SSMP audit be submitted with the annual report to the Regional Water Board by March 15? **YES / NO**

XI. COMMUNICATION PROGRAM

Reference Material

- Website
- Other communication such as mailings, newspaper ads, or other outreach
- Customer Feedback

1. Does the SSMP contain up-to-date information about your agency's public outreach activities? **YES / NO**
2. Does the SSMP contain up-to-date information about your agency's communications with satellite and tributary agencies? **YES / NO**
3. Has your agency effectively communicated with the public and other agencies about the SSMP, and addressed feedback? **YES / NO**
4. If you answered NO to questions 1, 2 or 3, describe content and schedule for necessary changes.

Notes/Comments:

XII. MANAGEMENT NARRATIVE

2019 - Upon review of this audit, it is the management's opinion that the 8/8/2019 SSO that resulted in the overflow of approx. 2796 gallons, due to lift station control failure, highlighted the need for additional redundancy which was accomplished with lift station control replacement that was completed in Jan. 2020. However, continued ongoing successful annual cleaning and video inspection of a significant amount of the collections system is evidence that the system and the management of the system is still very good. In the last year a significant number (around 35) of manholes were located and raised to grade which continues to enhance the ability to clean, inspect, and quickly access the collections system in the event of a blockage.

2020 - Upon review of this audit, it is the management's opinion that due to lift station control replacement completed in Jan. 2020, vigilant regular inspections, and ongoing annual cleaning and video inspection of a significant amount of the collections system the result was a year without any SSO's. In addition, completion of the District's manhole locating and raising project in 2020, prior to the paving of the community's streets, will provide an enhanced ability to clean, inspect, and quickly access the collections system in the event of a blockage.

2021 - Upon review of this audit, it is the management's opinion that the lift station control replacement done in Jan. 2020, continuing regular inspections, and ongoing

annual cleaning and video inspection of a significant amount of the collections system resulted in a year with only one minor SSO. That SSO was contained through quick response and the partial blockage contributed to only about 25 gallons of wastewater spilling and being absorbed into the ground. The entire upstream section of sewer main was thoroughly cleaned, resulting in no further blockages or spills. Operators will continue to monitor this section of the collection system.

2022 - Upon review of this audit, it is the management's opinion that the lift station control replacement done in Jan. 2020, continuing regular inspections, and ongoing annual cleaning and video inspection of a significant amount of the collections system resulted in a year no SSO's.

ARROWBEAR PARK COUNTY WATER DISTRICT

Policy Handbook

POLICY TITLE: Hours of Work, Overtime, Reads, On-call, and Callouts
POLICY NUMBER: 2010

2010.10 APPLICATION - This policy shall apply to all non safety employees.

2010.20 REGULAR WORK HOURS - The regular hours of work each day shall be consecutive except for interruptions for meal periods.

2010.30 WORK WEEK - The work week shall consist of seven (7) consecutive days from 12:01 o'clock A.M. Monday, through midnight Sunday.

2010.40 OVERTIME - Overtime is defined as:

2010.40.1 Time worked in excess of forty (40) hours in a work week;

2010.40.2 Time worked in excess of eight (8) hours on a scheduled workday if a five (5) day, eight (8) hour per day workweek is in effect; or,

2010.40.3 Time worked in excess of ten (10) hours on a scheduled workday if a four (4) day, ten (10) hour per day workweek is in effect; or,

2010.40.4 Time worked on a designated holiday.

2010.50 EMERGENCY OVERTIME - Other than regular hours of work, any time worked by an employee in emergency repair or emergency maintenance of facilities of the District shall be compensated at the overtime rate of pay.

2010.60 ON-CALL - A schedule shall be maintained by Field Operations Supervisor whereby maintenance employees shall be assigned, on a rotational basis, to be "on-call" on weekends, holidays and other times not considered regular hours of work for District employees.

When an employee is on-call, he/she shall be provided a cell phone, which will provide notification by phone call, email, alert, message, or text, in the event of an emergency incident/repair/maintenance work need. Said cell phone shall be kept on and in the on-call employee's possession during the entire on-call period of time. Notification of an emergency incident/repair/maintenance work need may also be given verbally, in person or telephonically, by the General Manager or Field Operations Supervisor.

When an employee is on-call, he/she shall be free to utilize his/her time as desired, but must remain within the general Arrowbear Lake, Running Springs area, going no farther than 20 minutes travel time away from any District facility.

2010.70 OVERTIME ASSIGNMENTS - After hour callout work assignments fall into four categories for hourly employees:

2010.70.1 WEEKEND/HOLIDAY "READS" DISTRICT COVERAGE -

For "Reads" coverage, employees are scheduled, usually on a rotating basis to perform daily well pump and lift station meter readings and general system operational checks to verify normal operations. These duties require that the scheduled "Reads" coverage employee make routine

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Policy Handbook

morning rounds at each read site determined by the District management to record meter readings and make corresponding entries in the district log books.

2010.70.2 EMERGENCY CALLOUT “CELL PHONE MONITORING” DISTRICT COVERAGE - For “Cell Phone Monitoring” coverage, the assigned employee carries the district emergency callout cell phone with him or her and is responsible to answer the cell phone as needed in case of emergency calls. The employee will answer the cell phone and in a courteous and professional manner determine the details of the call and inform the caller of the course of action that will be taken to respond to the reported emergency. If there is any doubt as to the course of action to take with the emergency, the employee should contact the Field Operations Supervisor or General Manager for consultation.

2010.70.3 OTHER CALLOUTS FOR “ADDITIONAL EMERGENCY” RESPONSE TO EMERGENCIES - “Additional Emergency” callouts for assistance during off-hours may still be necessary from time to time and will be coordinated by the employee who has the “Cell Phone Monitoring” responsibilities and the Field Operations Supervisor or General Manager. In these cases additional personnel may be called out to respond to the emergency. Generally, the “Reads” employee for that off-hours day will be the first employee called if needed to assist with the emergency. Additional manpower may be approved by the Field Operations Supervisor or General Manager when necessary.

2010.70.4 SNOW REMOVAL CALLOUT - “Snow Removal” callout is for weekends or Holidays when snow accumulation exceeds 6” overnight or during the day. The employee responsible for “Cell Phone Monitoring” is designated as the one who will respond to do plowing as needed to clear snow from the Fire Department tarmac, office, warehouse, or other needful district property. Generally, only the Fire Department tarmac and warehouse needs be plowed on such weekend or Holiday snow days; however, depending on the severity of the conditions, the other district areas may also be deemed necessary to plow at the discretion of the Field Operations Supervisor or General Manager. Generally, the District Office will only be plowed on weekends when snow accumulation exceeds 12”. Snowplowing is not to be done after dark. If adverse or other conditions prevent the “Cell Phone Monitoring” employee from performing this assignment, another employee may be called out to respond to this duty after consultation with the Field Operations Supervisor or General Manager.

2010.80 ON CALL COVERAGE AND CALLOUT PAID OVERTIME COMPENSATION

2010.80.1 “Reads” coverage employees shall be compensated for one hour of pay at the rate of 1-1/2 times the employee’s regular hourly rate for each day they perform the duties of reading and recording the meters and system checks of the district.

2010.80.2 “Cell Phone Monitoring” coverage employees shall be compensated for one hour of pay at the rate of 1-1/2 times the employee’s regular hourly rate for each day they carry the cell phone. (The one hour of pay compensates for any phone calls, emails or text messages, read and responded to, while on call. If the actual time spent exceeds one hour, this time should be recorded and will be paid.) In addition, if called out, the employee will be compensated additionally for one hour of pay as overtime for responding to the call as a minimum or will be compensated as overtime for the actual time used for the callout, whichever is greater.

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Time in addition to the one hour minimum will be paid in fifteen (15) minute increments, rounded to the nearest one-quarter (1/4) hour.

2010.80.3 “Other Emergency” callouts for employees called out will be compensated for actual time worked at the overtime rate in accordance with established policy at a rate of 1-1/2 times the employee’s regular hourly rate, with a one hour minimum compensation. Time in addition to the one hour minimum will be paid in fifteen (15) minute increments, rounded to the nearest one-quarter (1/4) hour.

2010.80.4 “Snowplowing” on weekends/Holidays will constitute a callout and will be compensated for actual time at the rate of 1-1/2 times the employee’s regular hourly rate, with a one hour minimum compensation. Time in addition to the one hour minimum will be paid in fifteen (15) minute increments, rounded to the nearest one-quarter (1/4) hour.

2010.90 ON-CALL COVERAGE AND CALLOUT COMP TIME

COMPENSATION – In lieu of receiving paid overtime compensation specified in 2010.80, employees may elect to be credited comp time for on-call, call-out, and actual time at the rate of 1-1/2 times the hours worked. Employees will select whether they elect to be compensated with paid overtime or comp time by placing the hours in the corresponding column on their timecard and signing their timecard.

Comp time hours will be paid at the employees regular rate at the time they are used. Employees may accumulate a maximum of forty (40) comp time hours. Any hours over forty (40) or if the employees makes no election, will be paid as paid overtime.

2010.100 CALLOUT REPORTING - All callouts must be reported and recorded in writing to the Field Operations Supervisor or General Manager with details of date, time of day, time worked customer or incident information of address, location, etc. in order to be compensated for the callout.

Amended and Adopted by Motion with inclusion in District Employee Handbook 1/21/21.
Approved and Adopted by Motion with inclusion in District Employee Handbook 3/19/2015.

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Policy Handbook

POLICY TITLE: Sick Leave
POLICY NUMBER: 2040

2040.10 This policy shall apply to part-time, and full-time employees in all classifications. In order to help prevent the loss of earnings caused by accident or illness, District will provide paid sick leave as follows:

2040.20 Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures shall be subject to sick leave provided prior notice is provided to District Office. Sick leave may be used for the diagnosis, care or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member. "Family member" is defined as: a child (whether biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis) regardless of the age of the child or dependency status, a parent (whether biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person or stood in loco parentis when the employee was a minor child, a spouse, a registered domestic partner, a grandparent, a grandchild, a sibling, and a designated person. (A "designated person" means a person identified by the employee at the time the employee requests paid sick days. The District limits an employee to one (1) designated person per twelve (12) month period for paid sick days.). The District will also approve of the use of an employee's accrued paid sick time if the employee is a victim of domestic violence, sexual assault or stalking.

2040.30 Sick leave is not a privilege which an employee may use at his/her discretion, but shall be allowed only in case of necessity and actual sickness or disability of the employee, or as set forth above.

2040.40 In order to receive compensation while on sick leave, the employee shall notify his/her supervisor prior to the time for beginning the regular work day, or as soon thereafter as practical.

2040.50 When electing to use paid sick time, the employee must use a minimum increment of two (2) hours. Paid sick leave used as well as paid sick leave remaining will be reflected on the Employee's wage statement no later than the pay date for the next regular pay period. Employees wishing to utilize paid sick leave must indicate it on their timecard.

2040.60 Paid Sick Leave Accrual

2040.60.1 Full-time Employees

2040.60.1.1 Full-time employees shall earn sick leave at the rate of one (1) day per month cumulative from year to year. The determination of total accumulated sick leave days is reported monthly on payroll check stubs. Once a full-time employee has accrued 500 hours, that employee will stop accruing paid sick leave hours.

2040.60.1.2 Full-time employees, upon retirement or termination may elect to "sell" to the District unused sick leave time or convert such time to additional PERS service time. The "buy back" shall be limited to the schedule in Table 1. The purchase price of the buyback shall be at the hourly rate paid the employee at the time of retirement or termination.

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Table 1 – Optional Cash Buyback Schedule (500 hour limit)

Up to 10 yrs service	50%
10 – 15 yrs	60%
15 – 20 yrs	70%
20 – 25 yrs	80%
25 – 30 yrs	90%
30 or more yrs	100%

2040.60.2 Part-time Employees

2040.60.2.1 Part-time employees are eligible for three (3) days sick leave per year. ~~beginning July 1, 2015.~~ Part-time employees are entitled to use sick leave beginning on the 90th day of employment with the District. ~~On July 1, 2016, and e~~ Every July 1 of ~~subsequent years,~~ all part-time employees' sick leave balances will reset to three (3) days. Any unused sick leave will be forfeited on June 30 of each year and will not roll over to the next calendar year. Part-time employees may not cash out any accrued but unused sick time for any reason during employment at the District. Sick leave will not be paid out upon termination of part-time employee's employment.

Approved and Adopted by Motion with inclusion in District Employee Handbook 3/19/2015.

ARROWBEAR PARK COUNTY WATER DISTRICT

Policy Handbook

POLICY TITLE: Bereavement Leave
POLICY NUMBER: 2050

2050.10 This policy shall apply to full-time employees in all classifications.

2050.20 In the event of a death in the immediate family, a full time employee may be granted a paid leave of absence not to exceed three (3) days and 2 unpaid days. Other employees will be provided 5 days of unpaid leave. This is addition to regular sick leave and vacation time. Certification may be required by the General Manager.

2050.30 “Immediate family” is defined as being spouse, registered domestic partner, parents, children, brother, sister, grandparents, father-in-law, mother-in-law, sister-in-law, brother-in-law or any other person who is a legal dependent of the full time employee.

Approved and Adopted by Motion with inclusion in District Employee Handbook 3/19/2015.

ARROWBEAR PARK COUNTY WATER DISTRICT

Policy Handbook

POLICY TITLE: Drug and Alcohol Abuse
POLICY NUMBER: 2190

2190.10 Definition: The term "drug" as used in this policy shall mean and include narcotics, drugs, controlled substances and alcohol. The term "reasonable suspicion" as used in this policy shall mean an apparent state of facts found to exist upon reasonable inquiry, (that is, such inquiry as the given case renders convenient and proper,) which would induce a reasonably intelligent and prudent ~~man~~ person to believe that the accused person had committed the crime charged, or, in a civil case, that a cause of action existed.

2190.20 Job Applicant Testing: All water, sewer, and/or fire job applicants shall be required, before assuming duties, to submit to a drug test conducted by a doctor or lab designated by the District at the District's expense. Effective January 1, 2024, drug tests shall not test for non-psychoactive cannabis metabolites.

2190.30 Current District Personnel Testing.

2190.30.1 Random Testing. In view, of the potentially catastrophic consequences of an accident involving an emergency vehicle or the treatment of ill or injured public citizens, the General Manager and the Fire Chief shall have the authority to require random drug testing of District personnel operating emergency apparatus and/or providing emergency medical services.

2190.30.2 Post-Accident Drug Tests. All personnel of the District involved in accidents resulting in property damage and/or personal injury and/or death shall be required to submit to a drug test; provided, however, such requirement shall be based upon reasonable suspicion.

2190.30.3 General Job Impairment. District personnel shall be required to submit to a drug test when it appears to the General Manager and Fire Chief, or either of them, that an individual is impaired or otherwise unable to perform his or her duties because of use of drugs. The decision to require such individual to submit to a drug test shall be based upon probable cause.

2190.30.4 Effective January 1, 2024, drug tests shall not test for non-psychoactive cannabis metabolites.

2190.40 Rehabilitation Programs. Employees using, selling or possessing drugs are urged to seek the assistance of his/her immediate supervisor, the Fire Chief and/or the General Manager. The General Manager and the Fire Chief shall, to the extent required by law, reasonably accommodate any employee wishing to participate in a drug rehabilitation program. Employees voluntarily seeking rehabilitation shall not be subject to disciplinary action for seeking such assistance.

Approved and Adopted by Motion with inclusion in District Employee Handbook 3/19/2015.

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POLICY TITLE: Prohibition of Unlawful Harrassment or Discrimination
POLICY NUMBER: 2220

2220.10 Policy Statement. District strictly prohibits unlawful harassment and discrimination. This includes harassment and discrimination on the basis of sex, sexual orientation, race, color, ancestry, national origin, religious creed, mental or physical disability, medical condition, age (40 or over), genetic information, military and veteran status, marital status, gender, gender identity, gender expression, or any other protected class under applicable law.

2220.20 Application.

2220.20.1 This policy applies to all phases of the employment relationship, including, but not limited to, recruitment, testing, hiring, upgrading, promotion/demotion, transfer, layoff, termination, rates of pay, benefits, and selection for training.

2220.20.2 This policy applies to all officers and employees of the District, including, but not limited to, full- and part-time employees, per diem employees, temporary employees, and persons working under contract for the District.

2220.30 Harassment Defined. Harassment may consist of offensive verbal, physical, or visual conduct when such conduct is based on or related to an individual's sex and/or membership in one of the above-described protected classifications, and:

2220.30.1 Submission to the offensive conduct is an explicit or implicit term or condition of employment;

2220.30.2 Submission to or rejection of the offensive conduct forms the basis for an employment decision affecting the employee; or

2220.30.3 The offensive conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

2220.40 Examples of Harassment. Examples of what may constitute prohibited harassment include, but are not limited to, the following:

2220.40.1 Kidding or joking about sex or membership in one of the protected classifications;

2220.40.2 Hugs, pats, and similar physical contact;

2220.40.3 Assault, impeding or blocking movement, or any physical interference with normal work or movement;

2220.40.4 Cartoons, posters, e-mails, texts and other materials referring to sex or membership in one of the protected classifications;

2220.40.5 Threats intended to induce sexual favors;

2220.40.6 Continued suggestions or invitations to social events outside the workplace after being told such suggestions are unwelcome;

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2220.40.7 Degrading words or offensive terms of a sexual nature or based on the individual's membership in one of the protected classifications;

2220.40.8 Prolonged staring or leering at a person;

2220.40.9 Similar conduct directed at an individual on the basis of race, color, national origin, sex, ancestry, religious creed, physical or mental disability, medical condition, age (40 or over), marital status, military and veteran status, genetic information, sexual orientation, gender, gender identity, gender expression, or any other protected classification under applicable law.

2220.50 Internal Reporting Procedure. Any employee who believes that he or she has been the victim of sexual or other prohibited harassment or discrimination by coworkers, supervisors, clients or customers, visitors, vendors, or others should immediately notify his or her supervisor or, in the alternative, the General Manager, depending on which individual the employee feels most comfortable in contacting.

Additionally, supervisors who observe or otherwise become aware of harassment or discrimination that violates this policy have a duty to take steps to investigate and remedy such harassment or discrimination and prevent its recurrence.

2220.60 External Reporting Procedure. Any employee who believes that he or she has been the victim of sexual or other prohibited harassment by coworkers, supervisors, clients or customers, visitors, vendors, or others may file a complaint with the California Civil Rights Department of Fair Employment & Housing ("the CRD"). The CRD website is www.crd.ca.gov.

2220.70 Investigation. Upon the filing of a complaint with the District, the complainant will be provided with a copy of this policy. The complainant shall be notified in a timely manner that their complaint has been received and will be investigated. The General Manager is the person designated by the District to investigate complaints of harassment and/or discrimination. The General Manager may, however, delegate the investigation to qualified, impartial personnel at his/her discretion. In the event the harassment or discrimination complaint is against the General Manager, a different investigator shall be appointed by the District's General Counsel. A fair, timely and thorough investigation will be conducted. All parties to the investigation will receive appropriate due process.

Charges filed with the CRD are investigated by the CRD.

2220.80 Internal Documentation Procedure. When an allegation of harassment or discrimination is made by an employee, the person to whom the complaint is made shall immediately prepare a report of the complaint according to the preceding section and submit it to the General Manager.

The investigator shall make and keep a written record of the investigation, including notes of verbal responses made to the investigator by the person complaining of harassment or discrimination, witnesses interviewed during the investigation, the person against whom the complaint of harassment or discrimination was made, and any other person contacted by the investigator in connection with the investigation. The investigator's notes shall be made at the time the verbal interview is in progress. Any other documentary evidence shall be retained as part of the record

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of the investigation. Upon completion of the investigation, the results shall be given to the complainant, the alleged harasser, and the General Manager.

Based on the report and any other relevant information, the General Manager shall, within a reasonable period of time, determine whether the conduct of the person against whom a complaint has been made constitutes unlawful harassment or discrimination. In making that determination, the General Manager shall look at the record as a whole and at the totality of circumstances, including the nature of the conduct in question; the context in which the conduct, if any, occurred; and the conduct of the person complaining of harassment or discrimination. The determination of whether harassment or discrimination occurred will be made on a case-by-case basis by the General Manager. All investigations will be closed in a timely manner.

2220.90 Confidentiality. All records and information relating to the investigation of any alleged harassment or discrimination and resulting disciplinary action shall be confidential, except to the extent disclosure is required by law, as part of the investigatory or disciplinary process, or as otherwise reasonably necessary.

2220.100 Remedies.

2220.100.1 Disciplinary Action. If the General Manager determines that the complaint of harassment or discrimination is founded, the General Manager shall take immediate and appropriate disciplinary action consistent with the requirements of law and any personnel rules or regulations pertaining to employee discipline. Other steps may be taken to the extent reasonably necessary to prevent recurrence of the harassment or discrimination and to remedy the complainant's loss, if any.

2220.100.2 Disciplinary action shall be consistent with the nature and severity of the offense, the rank of the harasser, and any other factors relating to the fair and efficient administration of the District's operations.

2220.100.3 In the event a complaint is filed with the CRD, and the CRD finds that the complaint has merit, the CRD will attempt to negotiate a settlement between the parties. If not settled, the CRD may issue a determination on the merits of the case.

2220.100.4 Where a case is not settled, the CRD may pursue litigation in civil court with the Complainant as the Real Party in Interest. Legal remedies available through the CRD for a successful claim by an applicant, employee, or former employee include possible reinstatement to a former job; award of a job applied for; back pay; front pay; reasonable attorneys' fees; and under appropriate circumstances, actual damages and/or punitive damages, out-of-pocket losses, affirmative relief, training and emotional distress damages.

2220.100.5 In the alternative, the CRD may grant the employee permission to withdraw the case and pursue a private lawsuit seeking similar remedies.

2220.110 Retaliation. Retaliation against anyone for opposing conduct prohibited by this policy or for filing a complaint with or otherwise participating in an investigation, proceeding or hearing conducted by the District or the CRD, is strictly prohibited by the District and state regulations. It may subject the offending person to, among other things, disciplinary action, up to and including, termination of employment.

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2220.120 Employee Obligation. Employees are not only encouraged to report instances of harassment or discrimination, they are obligated to report instances of harassment or discrimination.

2220.120.1 Employees are obligated to cooperate in every investigation of harassment or discrimination, including, but not necessarily limited to:

2220.120.1.1 Coming forward with evidence, both favorable and unfavorable to a person accused of harassment or discrimination; and

2220.120.1.2 Fully and truthfully making a written report or verbally answering questions when required to do so during the course of a District investigation of alleged harassment or discrimination.

2220.120.2 Knowingly, falsely accusing someone of harassment or discrimination or otherwise knowingly giving false or misleading information in an investigation of harassment or discrimination shall be grounds for disciplinary action, up to and including, termination of employment.

Amended and Adopted by Motion with inclusion in District Employee Handbook 1/21/21.
Approved and Adopted by Motion with inclusion in District Employee Handbook 3/19/2015.

ARROWBEAR PARK COUNTY WATER DISTRICT

Regular Board Meetings: Third Thursday @ 6:30 PM

Current Officers 2023

President Terisa Bonito
Vice President Mark Bunyea

Committee Assignments 2023

Personnel Head - _____
Finance Head - _____
Master Plan Head - _____
Public Relations Head - _____
Fire & Safety Head - _____

Special Board Meetings

<u>Workshop</u>	<u>Frequency</u>	<u>Attendees</u>
Master Plan	Annual / April	Full Board Mandatory
Budget Workshop	Annual / May	Full Board Mandatory

Committee Meetings

<u>Committee</u>	<u>Frequency</u>	<u>Participant(s)</u>
Personnel	As Needed	Committee Members / 2 max.
Finance	As Needed	Committee Members / 2 max.
Master Plan	As Needed	Committee Members / 2 max.
Public Relations	As Needed	Committee Members / 2 max.
Fire & Safety	As Needed	Committee Members / 2 max.



**California Special
Districts Association**
Districts Stronger Together

DATE: January 30, 2023
TO: CSDA Voting Member Presidents and General Managers
FROM: CSDA Elections and Bylaws Committee
**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT C**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2024 - 2026 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent.
(See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*

Nomination Procedures: Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations for the Northern, Sierra, Coastal and Southern Networks is April 6, 2023. Where there is no incumbent running in the Bay Area and Central Networks the deadline for receiving nominations is April 17, 2023. Nominations and supporting documentation may be mailed or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814
Fax: 916.442.7889
E-mail: amberp@csda.net

Once received, nominees will receive a candidate's letter. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on June 5, 2023. All votes must be received through the system no later than 5:00 p.m. July 14, 2023. The successful candidates will be notified no later than July 18, 2023. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in August 2023.

Expiring Terms

(See enclosed map for Network breakdown)

Northern Network	Seat C – Fred Ryness, Burney Water District*
Sierra Network	Seat C – Pete Kampa, Groveland Community Services District*
Bay Area Network	Seat C – <i>Vacant</i>
Central Network	Seat C – Steve Perez, GM, Rosamond Community Services District
Coastal Network	Seat C – Vince Ferrante, Moss Landing Harbor District*
Southern Network	Seat C – Arlene Schafer, Costa Mesa Sanitary District*

(* = Incumbent is running for re-election)

CSDA will be using a web-based online voting system allowing your district to cast your vote easily and securely. Electronic Ballots will be emailed to the main contact in your district June 5, 2023. All votes must be received through the system no later than 5:00 p.m. July 14, 2023.

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail amberp@csda.net by **April 6, 2023** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on June 5, 2023 per district request only.

If you have any questions, please contact Amber Phelen at amberp@csda.net.

**Notification of Nominations – 2023 Election
SDRMA Board of Directors**

January 18, 2023

Board President
Arrowbear Park County Water District
Post Office Box 4045
Arrowbear Lake, California 92382-4045

Notice of Nominations for the Special District Risk Management Authority (SDRMA) Board of Directors 2023 Election is being provided in accordance with the SDRMA Sixth Amended and Restated Joint Powers Agreement. The following nomination information has been posted to the SDRMA website: Nomination Packet Checklist, Board of Director Fact Sheet, Nomination/Election Schedule, SDRMA Election Policy No. 2022-06, Sample Resolution for Candidate Nomination and Candidate Statement of Qualifications.

General Election Information - Three (3) Directors seats are up for election. The nomination filing deadline is Monday, May 1, 2023. Nomination submissions must be received by 4:30 pm at the SDRMA office on May 1, 2023, in original format with wet signatures. *Digital/Electronic signatures will not be accepted.* Ballots will be mailed to all SDRMA member agencies in mid-May. Mail-in ballots will be due Tuesday, August 8, 2023.

Nominee Qualifications - Nominees must be a member or the agency's governing body or full-time management employee (see SDRMA Election Policy 2022-06, Section 4.1) and be an active member agency of both SDRMA's property/liability and workers' compensation programs. Candidates must be nominated by resolution of their member agency's governing body and complete and submit a "Statement of Qualifications".

Nomination Documents and Information - Nomination documents (Nominating Resolution and Candidates Statement of Qualifications) and nomination guideline information may be obtained on SDRMA's website at www.sdrma.org. To obtain documents electronically:

From the SDRMA homepage, click on the "2023 Nomination & Election Information" button. All necessary nomination documents and election information may be downloaded and printed.



Nomination Filing Deadline – Nomination documents must be received in SDRMA's office no later than 5:00 P.M. on Monday, May 1, 2023.

Please do not hesitate to contact us memberplus@sdrma.org or 800-537-7790, if you have any questions regarding the 2023 SDRMA Board of Director Nominations or the election process.

Sincerely,
Special District Risk Management Authority

A handwritten signature in blue ink that reads "Ellen Doughty".

Ellen Doughty, ARM
Chief Member Services Officer

**SDRMA BOARD OF DIRECTORS
ROLE AND RESPONSIBILITIES**

Special District Risk Management Authority (SDRMA) is a public entity Joint Powers Authority established to provide cost-effective property/liability, worker’s compensation, health benefit coverages and comprehensive risk management programs for special districts and other public agencies throughout California. SDRMA is governed by a Board of Directors elected from the membership by the programs’ members.

Number of Board Members	SDRMA Board of Directors consists of seven Board Members , who are elected at-large from members participating in both programs.
Board of Directors’ Role	SDRMA Board of Directors provide effective governance by supporting a unified vision, ensuring accountability, and setting direction based on SDRMA’s mission and purpose, as well as establishing and approving policy to ensure SDRMA meets its obligations and commitment to its members.
Board of Directors’ Responsibilities	Board Member responsibilities include a commitment to: serve as a part of a unified governance body; govern within Board of Directors’ policies, standards and ethics; commit the time and energy to be effective; represent and make policy decisions for the benefit, and in the best interest, of all SDRMA members; support collective decisions; communicate as a cohesive Board of Directors with a common vision and voice; and, operate with the highest standards of integrity and trust.
Three Seats For this Election	Elections for Directors are staggered and held every two years, four seats during one election and three seats in the following election. Three seats are up for election this year.
Term of Directors	Directors are elected for four-year terms . Terms for directors elected this election begin January 1, 2024 and end on December 31, 2027.
Board Member Travel Reimbursement	Board Members are reimbursed for reasonable travel and lodging in accordance with SDRMA Board Ordinance No. 2022-01 and applicable laws and are allowed to claim a stipend of \$235 per meeting day or for each day’s service rendered as a Member of the Board.
Number of Meetings per Year	The Board meets from seven to ten times annually with an average of eight board meetings per year. Generally, the Board does not meet more than one meeting per month.
Meeting Location	SDRMA office in Sacramento, CA and at two conference locations.
Meeting Dates	Typically the first Wednesday and Thursday of the month.
Meeting Starting Times	Meetings are typically held 3:00 to 5:30 p.m. Wednesday and 8:00 to 10:00 a.m. Thursday.
Meeting Length	Meetings are four to six hours on average.
Average Time Commitment	Commitment per month ranges from 15 to 20 hours .

“The mission of Special District Risk Management Authority is to provide excellent risk financing and risk management services through a financially sound pool to California public agencies, delivered in a timely and responsive cost-efficient manner.”

Dated: February 16, 2023

ARROWBEAR PARK COUNTY WATER DISTRICT

By _____
Terisa Bonito, President, Board of Directors

Certification of Resolution

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

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

Caroline Rimmer, Secretary of the Board

RESOLUTION NO. 2023-2-16B

**A RESOLUTION OF THE
ARROWBEAR PARK COUNTY WATER DISTRICT
AFFIRMING THE INVESTMENT POLICY FOR PUBLIC FUNDS
(Gov. Code Sec. 53646)**

WHEREAS, the Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern; and

WHEREAS, a local agency may invest surplus monies not required for the immediate necessities of the local agency in accordance with the provisions of Government Code Section 53600 et seq.; and

WHEREAS, it is the purpose of this Resolution to reaffirm the established Investment Policy and to state the terms and conditions thereof, thereby assuring that all financial assets of the Arrowbear Park County Water District are accounted for.

NOW, THEREFORE, the Board of Directors of the Arrowbear Park County Water District hereby resolves as follows:

1. General Statement of Policy. It shall be the policy of this District to invest funds in a manner which provides maximum return consistent with optimum security while meeting the daily cash flow demands of the District and conforming to all statutes governing the investment of the District's funds. Investments shall be made with prudent judgment and care, not for speculation but for investment, considering the probable safety of the District's capital as well as the probable income to be derived therefrom.

2. Scope. This investment policy applies to all financial assets of the Arrowbear Park County Water District and which shall be accounted for in the District's annual audit.

3. Quarterly Report.

a. The Treasurer of the District shall render a quarterly report to the Board of Directors of this District, and to the General Manager and to the District's independent auditor, which report shall include the type of investment, issuer, date of maturity par and dollar amount invested on all securities, investments and monies held by the District, and shall additionally include a description of any of the District's funds, investments, or programs, that are under the management of contracted parties, including lending programs. With respect to all securities held by the District, and under the management of any outside party that is not also a public agency or the State of California Local Agency Investment Fund, the report shall also include a current market value as of the date of the report, and shall include the source of this same valuation.

b. The quarterly report shall state compliance of the portfolio to this Statement of Investment Policy, or manner in which the portfolio is not in compliance.

c. The quarterly report shall include a statement denoting the ability of the District to meet its pool's expenditure requirements for the next six months, or provide an explanation as to why sufficient money shall, or may, not be available.

d. In the quarterly report, a subsidiary ledger of investments may be used in accordance with accepted accounting practices.

e. If the District has placed all of its investments in the Local Agency Investment Fund, created by Section 16429.1 of the Government Code, or in National Credit Union Share Insurance Fund-insured accounts in a credit union, in accounts insured or guaranteed pursuant to Section 14858 of the Financial Code, or in Federal Deposit Insurance Corporation-insured accounts in a bank or savings and loan association, in a county investment pool, or any combination of these, the Treasurer may supply to the Board of Directors, to the General Manager and to the District's auditor the most recent statement or statements received by the District from these institutions in lieu of the information required by Subparagraph (a) above.

4. Annual Review of Statement of Investment Policy. This Resolution and the Statement of Investment Policy herein shall be reviewed periodically by the Board of Directors, but not less than once per fiscal year.

5. Investment Objectives. The primary objectives of the investment of District funds shall be in the following order:

a. Safety: investment shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio;

b. Liquidity: the portfolio shall remain sufficiently liquid to enable the District to meet all operating requirements which may be reasonably anticipated;

c. Return on Investment: investments shall be undertaken to produce an acceptable rate of return after first considering safety of principal and liquidity.

6. Authorized Investments. The investment activities of the District are governed by Section 53600 et seq. of the Government Code and as follows:

a. Negotiable Certificates of Deposit: issued by a commercial bank, savings bank, savings and loan association or credit union, provided that the purchases of certificates of deposit do not, in total, exceed 30% of the District's funds, and otherwise comply with the requirements of Section 53601.8 of the Government Code.

b. State of California Local Agency Investment Fund ("LAIF"): pursuant to Government Code Section 16429.1, the District may invest in the LAIF up to the maximum permitted by the LAIF.

c. U.S. Treasury Notes, Bonds, Bills or Certificates of Indebtedness: Government Code Section 53601(b) authorizes the District to purchase U.S. Treasuries with no limitations on the amount.

d. Passbook Savings Account: Government Code Section 53635.2 authorizes the District to maintain a passbook savings account at a federally-insured institution.

Investments in instruments other than those identified in Subparagraphs 6a through 6d, inclusive, may be made only with the express authorization of the Board of Directors of this District.

7. Prohibited Investments and Restrictions. In accordance with Government Code Section 53061.5, the District shall not invest its funds in the following manner:

a. In inverse floaters, range notes, or mortgage-derived, interest-only strips;
and

b. In any security that could result in zero interest accrual if held to maturity;
and

c. The proceeds of sales and/or funds set aside for the repayment of debt shall not be invested for a term that exceeds the term of the debt, in accordance with Government Code Sections 53821.5, 53841.5 and 53852.5.

8. Authorized Financial Institutions and Dealers. The District shall transact business only with banks and registered investment securities dealers as selected and approved by the Board of Directors on the basis of credit worthiness, financial strength, experience, and possessed with adequate capitalization.

No public deposit shall be made except in a qualified public depository as established by state law. Brokers/dealers must be licensed, in good standing with the California Department of Securities, the Securities and Exchange Commission, and/or the National Association of Securities Dealers.

All institutions which do business with the District shall be investigated in order to determine if they are adequately capitalized, make markets in securities appropriate to the District's needs, and agree to abide by the conditions set forth in this Investment Policy. A certification, signed by the institution, shall attest that the individual responsible for the District's account with that firm has reviewed, and understands this Investment Policy.

9. Keeping of Securities. All security transactions entered into by the District shall be conducted on a "delivery-versus-payment" basis. All securities purchased or acquired shall be

delivered to the District by book entry, physical delivery, or by third-party custodial agreement, as required by Government Code Section 53601.

10. Investment Controls. The District shall maintain, and periodically review, a system of internal investment controls and a segregation of responsibilities of investment functions in order to assure an adequate system of internal control over the investment function.

AFFIRMED this 16th day of February, 2023.

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

AYES:

NAYS:

ABSTAIN:

ABSENT:

Dated: February 16, 2023

ARROWBEAR PARK COUNTY WATER DISTRICT

By _____
Terisa Bonito, President, Board of Directors

Certification of Resolution

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

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

Caroline Rimmer, Secretary of the Board



POLICY TITLE: Board Member Teleconferencing Policy
POLICY NUMBER: 4240

4240.1 Policy:

The foregoing policy ("Policy") shall govern the Agency's use of teleconferencing for the attendance at Meetings of the members of its Legislative Bodies. The Global Teleconference Policies (Article III) and Standard Teleconferencing Procedures (Article IV) shall apply in all instances, except when (1) a Board member has either "just cause" or an "emergency circumstance" so as to permit the use the Expanded Teleconferencing Procedures (Article V) or (2) a State of Emergency issued by the California Governor is in effect sufficient to trigger the use of the Emergency Teleconferencing Procedures (Article VI).

4240.2 Definitions:

Unless otherwise defined herein, the following definitions shall apply to this policy:

Agency – shall refer to the public agency that is the subject of this Policy.

Brown Act / Ralph M. Brown Act – shall reference to Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the California Government Code, known as the "Ralph M. Brown Act" pursuant to Government Code section 54950.5, as such shall be amended from time to time.

Legislative Body – shall have the same meaning as provided by Government Code section 54952, including the Agency's governing board.

Member – shall have the same meaning as provided by Government Code section 54952.1.

Meeting – shall have the same meaning as provided by Government Code section 54952.2.

State – shall mean the State of California.

State of Emergency – shall mean a state of emergency proclaimed by the California Governor or such others as may be empowered pursuant to Section 8625 of the California Emergency Services Act, as set forth in Article 1 (commencing with Section 8550) of Chapter 7 of Division 1 of Title 2 of the California Government Code.

Teleconferencing – attendance from different locations, other than the physical location of a meeting, by way of an audio device, whether it be telephone, audio-only internet connection, or otherwise.

Videoconferencing – attendance from different locations, other than the physical location of a meeting, by way of a dual audio and visual device, whereby participants can be both seen and heard. For purposes of this policy, videoconferencing may include attendance by way of a single device or software package, or attendance via an audio-device with synced camera or webcasting.

4240.3 Global Teleconferencing Policies:

At the discretion of the Legislative Body and/or the General Manager, any employee, consultant, vendor, or individual presenting or attending a Meeting of a Legislative Body, other than a Member of the Legislative Body, shall be permitted to attend via teleconference or videoconference without compliance with the rules or conditions set forth herein. Members of a Legislative Body, inclusive of the governing board members and other committees or bodies required to comply with the Brown Act, may only participate via teleconference or videoconference as permitted by the foregoing policies



To the extent a Member desires to attend a Meeting via teleconference or videoconference, the Member shall generally be required to comply with the foregoing "Standard Teleconferencing Procedures" (Article IV) unless the circumstances exist to justify the use of the "Expanded Teleconferencing Procedures" (Article V) or "Emergency Teleconferencing Procedures" (Article VI).

A Member not in compliance with any such procedures, as applicable, shall not be permitted to attend a Meeting via Teleconference or Videoconference for any purpose, whether to participate in or listen to such meeting.

In all instances in which a Member is attending a Meeting via teleconference or videoconference, teleconferencing or videoconferencing, the Legislative Body shall:

1. Take all votes by roll-call;
2. Conduct the meeting in a manner that protects the statutory and constitutional rights of the parties and public appearing before the Legislative Body;
3. Provide notice and post agendas as otherwise required by the Brown Act;
4. Permit members of the public access to the meeting and an opportunity to address the Legislative Body as required by the Brown Act.

4240.4 Standard Teleconferencing Procedures:

A Member may attend a Meeting via teleconference or videoconference if the following conditions are satisfied:

1. At least a quorum of the members of the Legislative Body participate in the meeting from locations within the boundaries of the agency;
2. The agenda posted for the Meeting is posted at all teleconference locations, each of which are identified in the notice and the agenda for the meeting;
3. Each teleconference location is accessible to the public, and the public is permitted to comment at each teleconference location.

4240.5 Expanded Teleconferencing Procedures (Effective Through January 1, 2026):

A Member may attend a Meeting via videoconference only (teleconference will not be permitted under these procedures), without the need to comply with the Standard Teleconferencing Procedure requirements to notice and post at the agenda locations or make such locations accessible to the public, if the following conditions are satisfied:

1. At least a quorum of the members of the Legislative Body participate in-person from a single physical location accessible to the public, which is within the boundaries of the agency and clearly identified in the posted agenda;
2. The public is permitted to attend the meeting either by teleconference or videoconference in a manner such that the public can remotely attend and offer real-time comment during the meeting;
3. Notice of the means by which the public can remotely attend the meeting via teleconference or videoconference and offer comment during the meeting is included within the posted agenda;
4. The Member(s) attending remotely have either "just cause" or an "emergency circumstance" that justifies their attendance via videoconference.
 - a. A Member shall only have "just cause" for remote attendance if such participation is for one of the following reasons:



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- i. To provide childcare or caregiving need to a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner, with such terms having the same meaning as those terms are defined in Government Code section 12945.2;
 - ii. Due to a contagious illness that prevents the Member from attending in-person;
 - iii. Due to a need related to a physical or mental disability as defined in Government Code sections 12926 and 12926.1 not otherwise accommodated; and
 - iv. Due to travel while on official business of the Legislative Body or another state or local agency;
 - b. A Member shall have an "emergency circumstance" if such participation is due to a physical or family medical emergency that prevents the Member from attending in person.
 5. The Member(s) have not attended a meeting remotely on the basis of "just cause" for more than two meetings in the current calendar year; and
 6. The Member(s) have not attended a meeting remotely on the basis of "just cause" or "emergency circumstance" for more than three consecutive months or more than *[agency to number that would be 20% of the regular meetings of an agency in a calendar year, rounded down to nearest whole number]* in a calendar year.
 7. The Legislative Body has, and has implemented, a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and resolving any doubt in favor of accessibility. In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, the Legislative Body shall also give notice of the procedure for receiving and resolving requests for accommodation.

In order to utilize the Expanded Teleconference Procedures, a Member shall:

1. For a "just cause" circumstance, notify the Legislative Body at the earliest opportunity, including at the start of a regular meeting, of their need to participate remotely for just cause, including a general description of the circumstance relating to their need to appear remotely at the given meeting;
2. For an "emergency circumstance," request to participate at a meeting due to an "emergency circumstance" as soon as possible, preferably before the posting of the agenda but up to the start of the meeting, with such request including a general description of the circumstances relating to their need to appear remotely at the given meeting, though any description for emergency circumstances need not exceed 20 words and need not include any medical diagnosis or disability or personal medical information exempt from disclosure by law;
3. The Member shall publicly disclose at the meeting before any action is taken whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the Member's relationship with such individuals;
4. Participate through videoconferencing, with both audio and visual technology.

Upon receipt of a request from a Member to utilize the Expanded Teleconference Procedures, the Legislative Body shall:



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1. Take action by majority vote on a request to participate remotely due to an “emergency circumstance” at its earliest opportunity, which may be taken as a noticed agenda item or as an added item if sufficient time was not provided to place the proposed action on the agenda;
 2. In the event of a disruption that prevents the broadcast of the meeting to members of the public, or in the event of a disruption within the Agency’s control that prevents members of the public from offering public comment using the teleconferencing or videoconferencing options, take no further action during a meeting until such access is restored.

4240.6 Emergency Teleconferencing Procedures (Effective Through January 1, 2024):

Notwithstanding the Standard Teleconferencing Procedures, a Legislative Body may elect to use these “Emergency Teleconferencing Procedures” to allow teleconferencing if any of the following circumstances apply:

1. The Legislative Body holds a meeting during a proclaimed State of Emergency and state or local officials have imposed or recommended measures to promote social distancing;
2. The Legislative Body holds a meeting during a proclaimed State of Emergency for the purpose of determining, by a majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or
3. The Legislative Body holds a meeting during a proclaimed State of Emergency and the Legislative Body has determined, by majority vote, that as a result of the emergency, meeting in person would present imminent risks to the health and safety of attendees.

If utilizing the Emergency Teleconferencing Procedures, the Legislative Body shall:

1. Give notice in the agenda for such Meeting of the means by which members of the public may access the meeting and offer public comment via a teleconferencing or videoconferencing option, which shall include an opportunity for public comment in real-time;
2. In the event of a disruption that prevents the broadcast of the meeting to members of the public, or in the event of a disruption within the Agency’s control that prevents members of the public from offering public comment using the teleconferencing or videoconferencing options, take no further action during a meeting until such access is restored.
3. [*Policy Should be Amended To Reflect Applicable Circumstance for Agency*]:
 - If agency provides a timed public comment period:* not close the public period for an agenda item, or the opportunity to register to comment, until that timed comment period has elapsed;
 - If agency has no timed public comment period, but takes public comment separately on each agenda item:* allow a reasonable amount of time per agenda item to allow members of the public the opportunity to provide public comment, including time for members of the public to register to comment or otherwise be recognized for the purpose of providing public comment;
 - If agency provides a general public comment period for all agendized items:* not close the public comment period, or the opportunity to register to comment, until the timed general public comment period has elapsed.



The Legislative Body may continue use of the Emergency Teleconferencing Procedures for as long as the State of Emergency remains active, provided that, not later than 30 days after teleconferencing for the first time, and every 30 days thereafter, the Legislative Body finds by majority vote that:

1. The Legislative Body has reconsidered the circumstance of the State of Emergency; and
2. Any of the following circumstances exist:
 - a. The State of Emergency continues to directly impact the ability of the members to meet safely in person; or
 - b. State or local officials continue to impose or recommend measures to promote social distancing.

In the event of the use of these Emergency Teleconferencing Procedures, it shall not be necessary for the Agency to provide a physical location from which the public may attend or comment.

4240.7 Miscellaneous Provisions:

With respect to the Standard Teleconferencing Procedures, Expanded Teleconferencing Procedures, and Emergency Teleconferencing Procedures set forth herein, such are intended to comply with Government Code sections 54953(b), (f), and (e), respectively, and, as such, in the event of a conflict between this Policy and such statutory provisions, the statutory provisions shall control and be implemented as if set forth in full in this Policy.

This AALRR handout is intended for informational purposes only and should not be relied upon in reaching a conclusion in a particular area of law. Applicability of the legal principles discussed may differ substantially in individual situations. Receipt of this or any other AALRR presentation/publication does not create an attorney-client relationship. The Firm is not responsible for inadvertent errors that may occur in the publishing process. This handout should be utilized in conjunction with your legal counsel to develop an agency specific policy.

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 even numbered calendar month at 6:30 P.M. in the District Office, 2365 Fir Dr. The frequency, date, time and place of regular Board meetings shall be reconsidered annually at the annual organizational meeting of the Board.

5010.15 Odd Number Month Meetings (of a time-sensative or urgent nature) of the Board of Directors may be called by the Board President or the General Manager to conduct Board of Director business that is deemed to be of a time-sensative or urgent nature that needs to be conducted before the next Regular Board Meeting is held. When called, these meetings will be held on the same day and time as Regular Meetings.

5010.15.1 All Directors, the General Manager, District Counsel and [other desired staff] shall be notified of the Odd Number Month Board Meeting and the purpose or purposes for which it is called. Said notification and supprting documents shall be in writing, delivered to them at least seventy-two (72) hours prior to the meeting.

5010.15.2 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. Notification will also be made by a posting on the District Office window and on the District's website.

5010.15.3 An agenda shall be prepared as specified for regular Board meetings in Policy #5020 and shall be delivered with the notice of the Odd Number Month Board Meeting to those specified above.

5010.15.4 Only those items of business listed in the call for the Odd Number Month Board Meeting shall be considered by the Board at any Odd Number Month Board Meeting meeting.

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.

5010.20.1 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.

5010.20.2 Newspapers of general circulation in the District, radio stations and

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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. Notification will also be made by a posting on the District Office window and on the District's website.

5010.20.3 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.

5010.20.4 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.

5010.30.1 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. Notification will also be made by a posting on the District Office window and on the District's website. 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 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.

5010.30.2 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 5010.20.2 above.

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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 ~~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 Board President shall be 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 Board 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.

5010.10 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.

5010.20 Amended to only allow for calling of a special meeting by Board majority. 7/21/2022