

# Arrowbear Park County Water District

## REGULAR MEETING OF THE BOARD OF DIRECTORS

### AGENDA

DATE: Feb. 15, 2024

TIME: 6:00 p.m. Open Session

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

POSTING: This agenda was  
posted prior to 5:00 p.m. on  
February 9, 2024 per Policy #5020.40

### MEETING LOCATION

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

### OPEN SESSION

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

- F. 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are expected to be routine and non-controversial and will be acted on at one time without discussion, unless an item is withdrawn by a Board member for questions or discussion.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 18, 2024.
- B) Summary of Bank Balances / Income & Expense Summary.
- C) Expense & Budget Reports.
- D) Vacation and Sick Leave Balances.

- 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 Magaña

1. Administrative Highlights.

**Excuse Staff not needed for Action Items**

**H. DISCUSSION / ACTION ITEMS**

A) Ron Barrett – Rim Family Services

1. Presentation of Prescription Institutional Policy Partnership regarding the proper disposal of prescription medications.

Discussion with motion to consider approval of including provided information from Rim Family Services for District correspondence (i.e. Waterline, bill insert, etc.), and on the District website.

Staff Recommendation: Approve

B) General Manager Magaña

1. Review and adopt District Policy 2090 and 3080 for the Control of Backflow and Cross-Connections as it pertains to water and sewer.

Staff Recommendation: Approve

2. Presentation of the 2023 Annual SSMP Audit.

Discussion with motion to approve the Annual 2023 SSMP Audit as performed and presented by General Manager Magaña

Staff Recommendation: Approve

C) Board

1. Discussion with motion to approve committee assignments made by the Board President for 2024.

2. Discussion with motion as needed to nominate an APCWD Board Member to be a candidate for the SDRMA Board of Directors (1 seat up for appointment).

3. Discussion with motion as needed to nominate an APCWD Board Member to be a candidate for the CSDA Board of Directors (1 seat up for election, Southern Network).

4. Discussion with motion to approve Resolution 2024-02-15A, annually authorizing the District investment in LAIF with current signatories authorized on the account.

Staff Recommendation: Approve

5. Discussion with motion to approve Resolution 2024-02-15B, the annual District investment policy review and approval.

Staff Recommendation: Approve

D) Fire Department

1. Discussion with motion to review and approve the Master Instructional Services Agreement between San Bernardino County College District c/o Crafton Hills College and Arrowbear Lake Fire Department.

Staff Recommendation: Approve Amendment

2. Discussion with motion to approve Resolution 2024-02-15C, the 2023/2024 State Mandated Fire Inspections completion.

Staff Recommendation: Approve Amendment

3. Discussion with motion to approve the sale of surplus vehicle Engine 271A.

Staff Recommendation: Approve

**I. ANNOUNCEMENTS / REPORTS**

- A) President
- B) Board Members
- C) Staff

The next Regular Board Meeting will be March 21, 2024, at 6:00 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 18, 2024 6:30 PM

The regular meeting of the Board of Directors of Arrowbear Park County Water District was held January 18, 2024, at the District office located at 2365 Fir Drive, Arrowbear Lake, California.

#### Directors in attendance:

President Mark Bunyea  
Vice President Sheila Wymer  
Director Seth Burt  
Director Craig Carpenter  
Director Paul Miller

#### Directors who were absent:

None

#### Also present were the following:

General Manager Magaña  
Board Secretary Rimmer  
Chief Lindley  
Field Operations Supervisor Weber

#### Visitors present:

T. Fernandez  
A. Underwood

#### Open Session

President Bunyea called the meeting to order. Vice President Wymer 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, Carpenter, Bunyea, Wymer and Burt. Directors that were absent: None

#### Public Comments:

There were no public comments.

#### Approval of Consent Agenda:

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

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

Nays: None

Abstain: None

Absent: None

#### Staff Reports:

- A) Field Operations Supervisor Weber gave a field operations report on the monthly repairs and routine services performed in December and reported that Service Person Stinson passed his T2 Cert. test.
- B) Chief Lindley reported on the Fire Department calls for the month of December and that the department was starting a new training program with Volunteers graduating at the end of June.
- C) General Manager Magaña reported on investigating 2 properties that had additional dwellings on them for a potential sewer rate increase, discussed the new Cross Connections Survey requirements, and that he was continuing work with the USDA and RCAC to obtain Grants for the Highway 18 Project

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

Discussion / Action Items:

A) Board.

1. There was a presentation of the FY 2022-2023 Audit by Halliday & Co. and a motion to accept the FY 2022-2023 Audit and Engagement Letter for FY 2023-2024. Motion to accept the 2022-2023 Audit and Engagement Letter for FY 2023-2024 was made by Director Miller. Second was by Director Wymer and approved by a unanimous vote.

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

Nays: None

Abstain: None

Absent: None

2. There was a discussion regarding the annual election of Board Officers for the Arrowbear Park County Water District. President Bunyea nominated Vice President Wymer as President for the calendar year 2024. Second was by Director Miller and approved by a unanimous vote. The gavel was passed to the new President.

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

Nays: None

Abstain: None

Absent: None

There was a continuing discussion regarding the annual election of Board Officers for the Arrowbear Park County Water District. President Wymer nominated Director Bunyea as Vice President for the calendar year 2024. Second was by Director Miller and approved by a unanimous vote.

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

Nays: None

Abstain: None

Absent: None

3. There was a discussion and a motion to appoint Caroline Rimmer as Secretary to the Board of Directors for calendar year 2024. Motion was made by Director Miller, seconded by Vice President Bunyea, and approved by a unanimous vote.

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

Nays: None

Abstain: None

Absent: None

4. There was a discussion and a motion to approve Resolution 2024-01-18, appointing Secretary Rimmer, Field Operations Supervisor Weber 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 President Wymer and Director Burt. Motion was made by President Wymer, seconded by Director Burt, and approved by a unanimous vote.

Ayes: Miller, Carpenter, Bunyea, Wymer, 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. A motion was made by Director Burt to amend Policy 5010.10 and change

the time of the monthly meetings to 6:00 PM and continuing meeting monthly, and seconded by Director Miller, and approved by a unanimous vote.

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

Nays: None

Abstain: None

Absent: Wymer

6. There was a discussion regarding affirming the regular Board Meeting days and times for 2024, time and frequency of Regular Board Meetings. A motion was made by Director Miller to affirm the time (6:00 PM), and days (3<sup>rd</sup> Thursday of each month), and seconded by Vice President Bunyea, and approved by a unanimous vote.

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

Nays: None

Abstain: None

Absent: Wymer

#### B) Fire Department

1. There was a discussion regarding approving Chief Lindley to pursue the following Grants:

FEMA; Assist the Firefighter Grant (AFG) ≤ \$25,000

FEMA: Staffing for Adequate Fire and Emergency Response Grant (SAFER) ≤ \$25,000

CalFire: Volunteer Fire Capacity Grant (50/50 Grant) ≤ \$10,000

San Manual: CARES Grant ≤ \$100,000

OTS: Office of Traffic Safety Grant ≤ \$25,000

California Fire Foundation: Wildland Fire Grants ≤ \$25,000

Firehouse Subs: Public Safety Grant ≤ \$25,000

Leary Fire Foundation Grant ≤ \$25,000. Director Carpenter made a motion to approve Chief Lindley pursuing the above Grants. Second was by Director Miller and approved by a unanimous vote.

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

Nays: None

Abstain: None

Absent: None

2. There was a discussion with a motion to approve the Agreement between Arrowbear Lake Fire Department and San Bernardino County Information Technology Division regarding 800 MHz Radios for Mutual Aid incidents with Running Springs Fire Department and San Bernardino County Fire Department and made by Director Burt. Second was by Director Miller and approved by a unanimous vote.

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

Nays: None

Abstain: None

Absent: None

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

At 8:39 PM, President Wymer 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 Burt 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 2024. Motion was seconded by Director Miller. Motion passed by unanimous vote.

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

Nays: None

Abstain: None

Absent: None

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

President Wymer adjourned the Arrowbear Park County Water District Financing Corporation meeting at 8:40 PM. President Wymer reopened the regular Board meeting at 8:41 PM.

### Announcements:

- A) The President thanked the Board for their support.
- B) Director Carpenter discussed an Earthquake retrofitting Grant.
- C) Staff handed out the Boards required Form 700's.

The next Regular Board Meeting will be February 15, 2024, at 6:30 PM.

### Adjournment of Open Meeting

There being no further business, President Wymer adjourned the meeting at 8:44 PM.

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Sheila Wymer, President

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Caroline V. Rimmer, Secretary

**SUMMARY OF BANK BALANCES**

1/1/2024 to 1/31/2024

	GENERAL ACCOUNTS	RESTRICTED ACCOUNTS
	First Foundation Bank	CALPers OPEB
Account Beginning Balance	\$ 221,041.01	\$ 220,581.62
Total Cleared Deposits - 55	\$ 107,450.98	
Total Cleared Checks/Debits - 75	\$ (179,357.22)	
Interest earned (Investment Loss)	\$ 6.28	\$ 23,566.38
Service Charge(s)	\$ -	\$ (48.41)
<b>Ending Balance</b>	<b>\$ 149,141.05</b>	<b>\$ 244,099.59</b>
Investment Accounts	LAIF GENERAL	CEPPT
Beginning Balance	\$ 678,835.25	\$ 37,405.26
Quarterly Interest	\$ 6,911.44	\$ 3,536.38
Service Charge(s)		\$ (22.12)
Transfer From/To General Checking Account	\$ -	
<b>Ending Balance</b>	<b>\$ 685,746.69</b>	<b>\$ 40,919.52</b>
<b>TOTALS</b>	<b>\$ 834,887.74</b>	<b>\$ 285,019.11</b>

**SUMMARY OF INCOME & EXPENSES**

	January 2024	YEAR TO DATE	BUDGET	REMAINING	%
TOTAL INCOME	\$ 104,363.31	\$ 982,485.24	\$1,465,800.00	\$ 483,314.76	67.03%
TOTAL OPERATING EXPENSES	\$ 128,298.17	\$ 1,060,662.53	\$1,363,958.05	\$ 303,295.52	77.76%
<b>NET SURPLUS / (DEFICIT)</b>	<b>\$ (23,934.86)</b>	<b>\$ (78,177.29)</b>	<b>\$ 101,841.95</b>	<b>\$ 180,019.24</b>	



**Arrowbear Park County Water District**

Vendor Activity

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

Vendor Name	Description	Expenses	
2 Hot Activewear	Uniform - J. Hovhanessian	366.47	
		366.47	Transaction Total
Total 2 Hot Activewear		366.47	
Abila	Annual Renewal - Abila	1,471.93	
		1,471.93	Transaction Total
Total Abila		1,471.93	
Action Auto Repair	Vehicle Maintenance - Escape	1,414.29	
		1,414.29	Transaction Total
Total Action Auto Repair		1,414.29	
Alpenhorn Media Group LLC	Newspaper Subscription - FD	29.00	
		29.00	Transaction Total
Total Alpenhorn Media Group LLC		29.00	
American Water Works	Annual Dues	501.00	
		501.00	Transaction Total
Total American Water Works		501.00	
ATT	FD	104.47	
		104.47	Transaction Total
Total ATT		104.47	
Backflow Distributor	Backflow Test Kit	128.07	
		128.07	Transaction Total
Total Backflow Distributor		128.07	
Bacon Wagner Excavating, Inc.	Tools	4,000.00	
		4,000.00	Transaction Total
Total Bacon Wagner Excavating, I...		4,000.00	
Blake Matthews	01/07/24 - 01/20/24 (3) Hard Shifts	300.00	
	12/24/23 - 01/06/24 (2) Hard Shifts	300.00	
		600.00	Transaction Total
Total Blake Matthews		600.00	
Bound Tree Medical, LLC	Medical Supplies - FD	301.42	

**Arrowbear Park County Water District**

Vendor Activity

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

Vendor Name	Description	Expenses	
		301.42	Transaction Total
Total Bound Tree Medical, LLC		301.42	
California Association of Mutual W...	Annual Membership	500.00	
		500.00	Transaction Total
Total California Association of Mut...		500.00	
California Water Envir Assoc	Collections 3 - J. Weber	108.00	
		108.00	Transaction Total
Total California Water Envir Assoc		108.00	
CalPERS	01/03/24 - 01/16/24 PERS	1,420.05	
	12/20/23 - 01/02/24 PERS	1,401.62	
		2,821.67	Transaction Total
Total CalPERS		2,821.67	
CalPERS Health Ins	Jan 2024 Health Preium	16,370.89	
		16,370.89	Transaction Total
Total CalPERS Health Ins		16,370.89	
Caseys Tire	Tires - Engine / Water Tender	6,313.71	
		6,313.71	Transaction Total
Total Caseys Tire		6,313.71	
Charter Cable	Cable - DO	177.96	
	Cable FD	149.98	
		327.94	Transaction Total
Total Charter Cable		327.94	
Clinical Laboratory of SB Inc	Water Testing - December 2023	337.00	
		337.00	Transaction Total
Total Clinical Laboratory of SB Inc		337.00	
County of San Bernardino	Trash	13.54	
	Trash - FD	29.69	
		43.23	Transaction Total
Total County of San Bernardino		43.23	
Cross Connections Emergency Ser...	6 Radios - FD	11,990.16	

**Arrowbear Park County Water District**

Vendor Activity

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

Vendor Name	Description	Expenses	
		<u>11,990.16</u>	Transaction Total
Total Cross Connections Emergen...		11,990.16	
Customer Returned Transactions	Returned ACH - #0361	<u>77.89</u>	
		<u>77.89</u>	Transaction Total
Total Customer Returned Transact...		77.89	
Diane Waters	01/07/24 - 01/20/24 (1) Hard Shift	135.00	
	12/24/23 - 01/06/24 (3) Hard Shifts	<u>235.00</u>	
		<u>370.00</u>	Transaction Total
Total Diane Waters		370.00	
E-File	1099's FD	<u>98.75</u>	
		<u>98.75</u>	Transaction Total
Total E-File		98.75	
Flores Commerce	Cross Connection Control Policy	<u>3,510.00</u>	
		<u>3,510.00</u>	Transaction Total
Total Flores Commerce		3,510.00	
Freddie Rodriguez, Jr.	01/07/24 - 01/20/24 (2) Hard Shifts	300.00	
	12/24/23 - 01/06/24 (3) Hard Shifts	<u>450.00</u>	
		<u>750.00</u>	Transaction Total
Total Freddie Rodriguez, Jr.		750.00	
Frontier Communications	Warehouse Phone	<u>118.07</u>	
		<u>118.07</u>	Transaction Total
Total Frontier Communications		118.07	
Godaddycom	Annual Subscription for DO website	90.68	
	Website - FD	<u>383.52</u>	
		<u>474.20</u>	Transaction Total
Total Godaddycom		474.20	
Halliday & Company, CPA's	2023 Audit	<u>3,534.00</u>	
		<u>3,534.00</u>	Transaction Total
Total Halliday & Company, CPA's		3,534.00	
Heartland PR Co	01/10/24 PR	127.73	

**Arrowbear Park County Water District**

Vendor Activity

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

Vendor Name	Description	Expenses	
	01/24/24 PR	131.28	
		259.01	Transaction Total
Total Heartland PR Co		259.01	
Iconix Waterworks Inc	Repairs	621.88	
		621.88	Transaction Total
Total Iconix Waterworks Inc		621.88	
Imagine Systems	Computer for Admin Sec.	1,028.62	
		1,028.62	Transaction Total
Total Imagine Systems		1,028.62	
Invoice Cloud	Jan 2024 CC Processing Chgs-Inv. Cloud	191.20	
		191.20	Transaction Total
Total Invoice Cloud		191.20	
Janelle Elms	Notary Fee	15.00	
	Notary Fees (Release lien #0112, file lien #0734	30.00	
		45.00	Transaction Total
Total Janelle Elms		45.00	
Jonathan Houhanessian	01/07/24 - 01/20/24 (2) Hard Shifts	100.00	
		100.00	Transaction Total
Total Jonathan Houhanessian		100.00	
Joseph Carpenter	01/07/24 - 01/20/24 (2) Hard Shifts	200.00	
	12/24/23 - 01/06/24 (3) Hard Shifts	250.00	
		450.00	Transaction Total
Total Joseph Carpenter		450.00	
Kaitlin Sanchez	01/07/24 - 01/20/24 (3) Hard Shifts	300.00	
	12/24/23 - 01/06/24 (3) Hard Shifts	300.00	
		600.00	Transaction Total
Total Kaitlin Sanchez		600.00	
LT Services	Office Cleaning Jan 2024	300.00	
		300.00	Transaction Total
Total LT Services		300.00	

**Arrowbear Park County Water District**

Vendor Activity

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

Vendor Name	Description	Expenses	
Managsorn Mekchai	01/07/24 - 01/20/24 (2) Hard Shifts	250.00	
	12/24/23 - 01/06/24 (2) Hard Shifts	<u>250.00</u>	
		500.00	Transaction Total
Total Managsorn Mekchai		500.00	
Mark Staggs	3" Fire Hydrant Meter, Backflow test kit	1,100.00	
	Backflow Prevention Equip.	875.00	
	Cement Mixer, Head Replacement, Valve Ring, Hose,...	<u>4,196.00</u>	
		6,171.00	Transaction Total
Total Mark Staggs		6,171.00	
Max Taylor	01/07/24 - 01/20/24 (2) Hard Shifts	200.00	
	12/24/23 - 01/06/24 (1) Hard Shift	<u>100.00</u>	
		300.00	Transaction Total
Total Max Taylor		300.00	
Nicholas Novelich	01/07/24 - 01/20/24 (3) Hard Shifts	450.00	
	12/24/23 - 01/06/24 (4) Hard Shifts	<u>600.00</u>	
		1,050.00	Transaction Total
Total Nicholas Novelich		1,050.00	
Office Depot	Monitor, Speakers	349.65	
	Office Supplies	<u>46.52</u>	
		396.17	Transaction Total
Total Office Depot		396.17	
Paya CC Processing	Jan 2024 CC Processing Chgs-Paya	<u>723.21</u>	
		723.21	Transaction Total
Total Paya CC Processing		723.21	
Radiation Detection Company	Radiation Dection Badges Annual Chg	<u>582.86</u>	
		582.86	Transaction Total
Total Radiation Detection Company		582.86	
Rick Mesa	01/07/24 - 01/20/24 (1) Avial Shift	50.00	
	12/24/23 - 01/06/24 (1) Avail. Shift	<u>50.00</u>	
		100.00	Transaction Total
Total Rick Mesa		100.00	

**Arrowbear Park County Water District**

Vendor Activity

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

Vendor Name	Description	Expenses	
Running Springs Water District	RSWWTP - January 2024	30,347.00	
		<u>30,347.00</u>	Transaction Total
Total Running Springs Water District		30,347.00	
Ryan Brewart	01/07/24 - 01/20/24 (1) Hard Shift	75.00	
		<u>75.00</u>	Transaction Total
Total Ryan Brewart		75.00	
Ryder Malloy	01/07/24 - 01/20/24 (3) Hard Shifts	125.00	
		<u>125.00</u>	Transaction Total
Total Ryder Malloy		125.00	
San Bernardino County Recorder-...	Release Lien #0112	20.00	
	Release Lien #0222	20.00	
		<u>40.00</u>	Transaction Total
Total San Bernardino County Reco...		40.00	
Santander Bank, N.A.	Lease Payment	69,583.28	
		<u>69,583.28</u>	Transaction Total
Total Santander Bank, N.A.		69,583.28	
SecureTech Security, Inc.	Security - DO	105.00	
	Security - FD	105.00	
	Security - Treatment Plant	105.00	
		<u>315.00</u>	Transaction Total
Total SecureTech Security, Inc.		315.00	
SoCal Propane, LLC	Propane - FD	1,314.80	
		<u>1,314.80</u>	Transaction Total
Total SoCal Propane, LLC		1,314.80	
Southern California Edison	Electric - DO	151.03	
	Jan 2024 Pumps	4,637.99	
		<u>4,789.02</u>	Transaction Total
Total Southern California Edison		4,789.02	
SWRCB-DWOCP	T-2 Logan Stinson	60.00	
		<u>60.00</u>	Transaction Total

**Arrowbear Park County Water District**

Vendor Activity

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

Vendor Name	Description	Expenses	
Total SWRCB-DWOCP		60.00	
Tad Marshall DC	Physical - Delucia	110.00	
	Physical/Drug Screen - E. Santillian	110.00	
	Physical/Drug Screen - Lopez	110.00	
	Physical/Drug Screen - Vasquez	<u>115.00</u>	
		445.00	Transaction Total
Total Tad Marshall DC		445.00	
Technical Duplicator Services, Inc.	Actual Copier Chgs	36.09	
	Copier	<u>0.00</u>	
		36.09	Transaction Total
Total Technical Duplicator Service...		36.09	
The Gas Company	Gas - DO	261.88	
	Jan 2024 Warehouse	<u>361.11</u>	
		622.99	Transaction Total
Total The Gas Company		622.99	
The Standard Life Insurance Com...	Dental Premium - Jan 2024	<u>595.36</u>	
		595.36	Transaction Total
Total The Standard Life Insurance...		595.36	
Timothy Richard, Sr.	12/24/23 - 01/06/24 (1) Hard Shift, (1) Avail.	<u>175.00</u>	
		175.00	Transaction Total
Total Timothy Richard, Sr.		175.00	
Underground Service Alert of So Cal	Dig Alert Jan 2024	<u>52.00</u>	
		52.00	Transaction Total
Total Underground Service Alert of...		52.00	
United States Postal Service	Postage	14.55	
	Postage - DO	30.19	
	Postage for CWEA	5.49	
	Radiation Badge Returns	<u>5.40</u>	
		55.63	Transaction Total
Total United States Postal Service		55.63	
Verizon Wireless	On Call Phone - DO	<u>84.53</u>	
		84.53	Transaction Total

**Arrowbear Park County Water District**

Vendor Activity

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

Vendor Name	Description	Expenses	
Total Verizon Wireless		84.53	
Village Hardware	Vehicle Maintenance	21.44	
		21.44	Transaction Total
Total Village Hardware		21.44	
Walmart	Board Mtg	51.82	
		51.82	Transaction Total
Total Walmart		51.82	
WEX Bank	Fuel Jan 2024	1,000.81	
		1,000.81	Transaction Total
Total WEX Bank		1,000.81	
William Hogan	01/07/24 - 01/20/24 (3) Hard Shifts	150.00	
		150.00	Transaction Total
Total William Hogan		150.00	
Zachary Kim	01/07/24 - 01/20/24 (3) Hard Shifts	312.50	
	12/24/23 - 01/06/24 (3) Hard Shifts	375.00	
		687.50	Transaction Total
Total Zachary Kim		687.50	
Report Opening/Current Balance			
Report Transaction Totals		180,708.38	
Report Current Balances			



# Arrowbear Park County Water District

## Statement of Revenues and Expenditures

### Water

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

	Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining
<b>Income Categories</b>					
4000	Sales And Fees	42,978.54	297,261.96	524,000.00	(226,738.04) (43.27)%
4010	Sales To Other Agencies	5,860.47	47,387.07	65,000.00	(17,612.93) (27.10)%
5000	Property Taxes	0.00	0.00	7,800.00	(7,800.00) (100.00)%
5005	Standby Charges	805.41	22,223.50	37,000.00	(14,776.50) (39.94)%
5010	Interest Income	3.77	7,917.46	3,600.00	4,317.46 119.93%
5015	Late Charge Income	522.32	3,487.01	7,000.00	(3,512.99) (50.19)%
5020	Grant Income	0.00	0.00	500.00	(500.00) (100.00)%
5030	Other Adjustment	(32.53)	(435.65)	(500.00)	64.35 (12.87)%
5035	Other Fees Charges	274.34	3,011.30	6,500.00	(3,488.70) (53.67)%
	Total Income Categories	<u>50,412.32</u>	<u>380,852.65</u>	<u>650,900.00</u>	<u>(270,047.35) (41.49)%</u>
<b>Expense Categories</b>					
6000	Salaries Wages Mgmt	5,077.29	76,372.96	80,777.64	4,404.68 5.45%
6005	Salaries Wages Office Reg	3,872.00	27,332.21	49,660.88	22,328.67 44.96%
6010	Salaries Wages Office Ot	108.90	327.36	858.76	531.40 61.88%
6015	Salaries Wages Field Reg	10,271.04	77,954.03	109,811.04	31,857.01 29.01%
6020	Salaries Wages Field Ot	1,283.02	8,761.90	12,290.22	3,528.32 28.71%
6035	Payroll Taxes	1,564.27	14,641.90	20,066.69	5,424.79 27.03%
6100	Benefits Retirement	1,709.12	12,688.24	19,516.44	6,828.20 34.99%
6105	Benefits Dental Insurance	357.22	2,400.72	4,289.33	1,888.61 44.03%
6110	Benefits Health Ins Active	6,872.29	34,118.64	52,806.06	18,687.42 35.39%
6115	Benefits Health Ins Retired	2,859.45	18,760.59	35,907.69	17,147.10 47.75%
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	192.47	900.00	707.53 78.61%
6200	Director Fees	388.06	4,608.99	8,911.14	4,302.15 48.28%
6205	Director Training Conference	0.00	0.00	120.00	120.00 100.00%
6210	Board Misc	31.09	440.25	240.00	(200.25) (83.44)%
6300	Prof Svcs Legal	0.00	9,738.24	1,800.00	(7,938.24) (441.01)%
6305	Prof Svcs Accounting	883.16	883.16	1,680.00	796.84 47.43%
6310	Prof Svcs Engineering	0.00	0.00	250.00	250.00 100.00%
6315	Prof Svcs Audit	1,178.00	11,862.67	11,560.00	(302.67) (2.62)%
6320	Prof Svcs Dues Membership Fees	821.00	4,204.66	5,160.00	955.34 18.51%
6325	Prof Svcs Bank Fees Charges	633.44	4,966.50	5,920.00	953.50 16.11%
6330	Prof Svcs Regulatory Fees	60.00	8,174.64	4,400.00	(3,774.64) (85.79)%
6335	Prof Svcs Testing Lab	919.86	3,830.86	4,500.00	669.14 14.87%
6340	Prof Svcs Computer Network	54.41	322.71	1,370.00	1,047.29 76.44%
6345	Prof Svcs Misc	3,536.00	5,032.01	1,080.00	(3,952.01) (365.93)%
6400	Office Supplies	27.91	753.14	720.00	(33.14) (4.60)%
6405	Office Printing	21.65	533.98	960.00	426.02 44.38%
6410	Office Postage	51.27	2,532.06	4,680.00	2,147.94 45.90%
6415	Office Software Computer	209.79	539.19	240.00	(299.19) (124.66)%
6420	Office Equipment/Furniture	617.17	617.17	240.00	(377.17) (157.15)%
6425	Office Misc	0.00	0.00	120.00	120.00 100.00%
6500	Insurance Workers Comp	0.00	17,142.53	18,122.92	980.39 5.41%
6505	Insurance Property Liability Vehicle	0.00	18,383.40	24,600.00	6,216.60 25.27%
6600	Vehicle Maintenance	861.43	2,956.08	3,300.00	343.92 10.42%

## Arrowbear Park County Water District

### Statement of Revenues and Expenditures

#### Water

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

	Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining
6605 Vehicle Fuel	536.72	4,120.91	6,600.00	2,479.09	37.56%
6700 Utility Phone Internet	303.34	2,111.70	3,500.00	1,388.30	39.67%
6705 Utility Gas	373.80	1,041.13	2,880.00	1,838.87	63.85%
6710 Utility Electric Facilities	90.62	695.41	1,080.00	384.59	35.61%
6715 Utility Electric Pumping	3,406.36	21,659.25	30,000.00	8,340.75	27.80%
6720 Utility Security	126.00	565.50	768.00	202.50	26.37%
6800 Operations Routine Maint	0.00	2,314.93	3,000.00	685.07	22.84%
6805 Operations Repairs	621.88	9,646.15	6,500.00	(3,146.15)	(48.40)%
6810 Operations Inspecting/Testing	0.00	204.00	400.00	196.00	49.00%
6815 Operations Facilities	188.12	1,035.30	1,000.00	(35.30)	(3.53)%
6820 Operations Tools Equipment	5,670.67	34,145.41	2,000.00	(32,145.41)	...607.27)%
6825 Operations Uniforms	0.00	562.37	720.00	157.63	21.89%
6830 Operations Safety Equipment	0.00	886.23	900.00	13.77	1.53%
6837 Water Standby Purchase	0.00	2,463.00	2,463.00	0.00	0.00%
Total Expense Categories	<u>55,586.35</u>	<u>452,524.55</u>	<u>569,669.81</u>	<u>117,145.26</u>	<u>20.56%</u>
Net Surplus/(Deficit)	<u>(5,174.03)</u>	<u>(71,671.90)</u>	<u>81,230.19</u>	<u>(152,902.09)</u>	<u>(188.23)%</u>
Master Plan Expenses					
0059 Hwy 18 Pipeline	0.00	11,227.50	420,000.00	408,772.50	97.33%
0062 Pine Ridge	0.00	0.00	18,500.00	18,500.00	100.00%
0065 PortaJohn	0.00	6.44	0.00	(6.44)	0.00%
0066 Snowblower	0.00	300.00	0.00	(300.00)	0.00%
0070 Dewatering Pump	0.00	0.00	2,000.00	2,000.00	100.00%
0072 23-24 Main Repl Equip	2,250.00	2,250.00	3,000.00	750.00	25.00%
0073 Pump Sta Fence	0.00	882.18	3,200.00	2,317.82	72.43%
0075 Water Equip. Lease	27,833.31	27,833.31	12,440.05	(15,393.26)	(123.74)%
0076 Hydrant Testing Equip.	0.00	3,462.00	0.00	(3,462.00)	0.00%
Total Master Plan Expenses	<u>30,083.31</u>	<u>45,961.43</u>	<u>459,140.05</u>	<u>413,178.62</u>	<u>89.99%</u>

## Arrowbear Park County Water District

### Statement of Revenues and Expenditures

#### Sewer

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

	Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining
<b>Income Categories</b>					
4000	44,029.82	308,101.37	532,000.00	(223,898.63)	(42.09)%
5000	0.00	0.00	5,200.00	(5,200.00)	(100.00)%
5005	1,700.12	44,956.52	75,000.00	(30,043.48)	(40.06)%
5010	1.57	3,298.96	2,400.00	898.96	37.46%
5015	692.37	4,622.32	6,500.00	(1,877.68)	(28.89)%
5020	0.00	0.00	500.00	(500.00)	(100.00)%
5030	40.07	461.95	400.00	61.95	15.49%
5035	363.66	4,659.99	6,500.00	(1,840.01)	(28.31)%
	<u>46,827.61</u>	<u>366,101.11</u>	<u>628,500.00</u>	<u>(262,398.89)</u>	<u>(41.75)%</u>
<b>Expense Categories</b>					
6000	2,768.54	41,301.52	33,657.35	(7,644.17)	(22.71)%
6005	2,112.00	14,862.22	20,692.04	5,829.82	28.17%
6010	59.40	178.20	357.82	179.62	50.20%
6015	5,530.56	39,168.93	73,207.36	34,038.43	46.50%
6020	690.99	4,715.70	8,193.48	3,477.78	42.45%
6035	847.04	7,723.90	10,696.31	2,972.41	27.79%
6100	925.11	6,869.30	13,010.96	6,141.66	47.20%
6105	193.91	1,270.90	2,328.43	1,057.53	45.42%
6110	3,714.13	18,463.95	29,642.80	11,178.85	37.71%
6115	1,559.70	10,233.06	14,961.54	4,728.48	31.60%
6116	0.00	0.00	6,000.00	6,000.00	100.00%
6118	0.00	0.00	5,000.00	5,000.00	100.00%
6120	0.00	94.98	200.00	105.02	52.51%
6200	0.00	2,317.32	3,712.98	1,395.66	37.59%
6205	0.00	0.00	50.00	50.00	100.00%
6210	12.96	183.49	100.00	(83.49)	(83.49)%
6300	0.00	4,296.22	750.00	(3,546.22)	(472.83)%
6305	367.98	367.98	700.00	332.02	47.43%
6310	0.00	0.00	200.00	200.00	100.00%
6315	1,178.00	11,342.91	11,220.00	(122.91)	(1.10)%
6320	328.00	1,843.96	2,650.00	806.04	30.42%
6325	668.41	4,945.95	4,680.00	(265.95)	(5.68)%
6330	0.00	918.60	3,000.00	2,081.40	69.38%
6340	22.67	757.87	1,150.00	392.13	34.10%
6345	26.00	823.69	720.00	(103.69)	(14.40)%
6400	11.63	333.47	300.00	(33.47)	(11.16)%
6405	9.02	222.47	400.00	177.53	44.38%
6410	4.36	1,658.22	3,120.00	1,461.78	46.85%
6415	87.41	224.66	100.00	(124.66)	(124.66)%
6420	257.16	257.16	100.00	(157.16)	(157.16)%
6425	0.00	0.00	50.00	50.00	100.00%
6500	0.00	9,276.14	10,513.79	1,237.65	11.77%
6505	0.00	12,233.10	16,400.00	4,166.90	25.41%
6600	574.30	1,388.02	2,200.00	811.98	36.91%
6605	356.82	2,746.28	4,400.00	1,653.72	37.58%
6700	175.53	1,221.90	1,750.00	528.10	30.18%

## Arrowbear Park County Water District

### Statement of Revenues and Expenditures

#### Sewer

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

	Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining	
6705	Utility Gas	209.91	555.64	1,900.00	1,344.36	70.76%
6710	Utility Electric Facilities	60.41	463.60	450.00	(13.60)	(3.02)%
6715	Utility Electric Pumping	650.88	5,027.61	8,500.00	3,472.39	40.85%
6720	Utility Security	68.25	282.88	439.00	156.12	35.56%
6800	Operations Routine Maint	0.00	425.62	500.00	74.38	14.88%
6805	Operations Repairs	0.00	1,080.81	500.00	(580.81)	(116.16)%
6810	Operations Inspecting/Testing	0.00	0.00	17,000.00	17,000.00	100.00%
6815	Operations Facilities	78.39	438.95	600.00	161.05	26.84%
6820	Operations Tools Equipment	2,378.40	18,566.40	1,400.00	(17,166.40)	...226.17)%
6825	Operations Uniforms	0.00	304.20	480.00	175.80	36.63%
6830	Operations Safety Equipment	0.00	590.28	600.00	9.72	1.62%
6835	Operations Treatment	21,425.00	149,975.00	235,000.00	85,025.00	36.18%
	Total Expense Categories	<u>47,352.87</u>	<u>379,953.06</u>	<u>553,583.86</u>	<u>173,630.80</u>	<u>31.36%</u>
	Net Surplus/(Deficit)	<u>(525.26)</u>	<u>(13,851.95)</u>	<u>74,916.14</u>	<u>(88,768.09)</u>	<u>(118.49)%</u>
	Master Plan Expenses					
0044	RS Treatment Plant	8,922.00	62,454.00	123,370.00	60,916.00	49.38%
0065	PortaJohn	0.00	4.30	0.00	(4.30)	0.00%
0066	Snowblower	0.00	200.00	0.00	(200.00)	0.00%
0071	Trash Pump	0.00	0.00	2,000.00	2,000.00	100.00%
0074	Sewer Equip. Lease	41,749.97	41,749.97	57,143.23	15,393.26	26.94%
	Total Master Plan Expenses	<u>50,671.97</u>	<u>104,408.27</u>	<u>182,513.23</u>	<u>78,104.96</u>	<u>42.79%</u>

## Arrowbear Park County Water District

### Statement of Revenues and Expenditures

#### Fire

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

		Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining
<b>Income Categories</b>						
4020	Paid Call From Other Agencies	0.00	0.00	30,000.00	(30,000.00)	(100.00)%
5000	Property Taxes	6,625.36	223,605.51	332,000.00	(108,394.49)	(32.65)%
5010	Interest Income	0.94	1,979.33	3,600.00	(1,620.67)	(45.02)%
5020	Grant Income	0.00	7,208.48	30,000.00	(22,791.52)	(75.97)%
5035	Other Fees Charges	497.08	2,738.16	20,000.00	(17,261.84)	(86.31)%
	<b>Total Income Categories</b>	<u>7,123.38</u>	<u>235,531.48</u>	<u>415,600.00</u>	<u>(180,068.52)</u>	<u>(43.33)%</u>
<b>Expense Categories</b>						
6000	Salaries Wages Mgmt	4,153.80	44,588.79	64,845.79	20,257.00	31.24%
6005	Salaries Wages Office Reg	1,056.00	7,444.24	12,415.22	4,970.98	40.04%
6010	Salaries Wages Office Ot	29.70	88.44	214.69	126.25	58.81%
6025	Salaries Wages Coverage	6,032.50	39,882.50	93,080.00	53,197.50	57.15%
6035	Payroll Taxes	397.62	4,006.02	6,097.32	2,091.30	34.30%
6100	Benefits Retirement	187.44	29,692.47	30,748.42	1,055.95	3.43%
6105	Benefits Dental Insurance	44.23	329.59	531.13	201.54	37.95%
6110	Benefits Health Ins Active	533.26	3,602.02	5,561.24	1,959.22	35.23%
6115	Benefits Health Ins Retired	779.84	5,116.55	8,976.92	3,860.37	43.00%
6118	CEPPT Trust	0.00	0.00	3,000.00	3,000.00	100.00%
6120	Training	0.00	632.45	5,000.00	4,367.55	87.35%
6200	Director Fees	0.00	1,136.18	2,227.79	1,091.61	49.00%
6205	Director Training Conference	0.00	0.00	30.00	30.00	100.00%
6210	Board Misc	7.77	110.05	60.00	(50.05)	(83.42)%
6300	Prof Svcs Legal	941.60	7,443.15	750.00	(6,693.15)	(892.42)%
6305	Prof Svcs Accounting	220.79	220.79	420.00	199.21	47.43%
6315	Prof Svcs Audit	1,178.00	11,194.42	11,220.00	25.58	0.23%
6320	Prof Svcs Dues Membership Fees	127.75	1,151.42	3,480.00	2,328.58	66.91%
6325	Prof Svcs Bank Fees Charges	46.68	488.84	650.00	161.16	24.79%
6340	Prof Svcs Computer Network	397.12	464.18	4,645.00	4,180.82	90.01%
6345	Prof Svcs Misc	549.47	2,870.40	4,900.00	2,029.60	41.42%
6400	Office Supplies	6.98	1,223.53	955.00	(268.53)	(28.12)%
6405	Office Printing	5.42	133.51	340.00	206.49	60.73%
6410	Office Postage	0.00	0.00	55.00	55.00	100.00%
6415	Office Software Computer	52.45	900.06	560.00	(340.06)	(60.73)%
6420	Office Equipment/Furniture	154.29	966.65	750.00	(216.65)	(28.89)%
6425	Office Misc	0.00	72.16	180.00	107.84	59.91%
6500	Insurance Workers Comp	0.00	15,274.39	15,447.52	173.13	1.12%
6505	Insurance Property Liability Vehicle	0.00	15,036.50	19,965.00	4,928.50	24.69%
6600	Vehicle Maintenance	6,313.71	7,773.99	14,600.00	6,826.01	46.75%
6605	Vehicle Fuel	107.27	3,697.18	6,500.00	2,802.82	43.12%
6700	Utility Phone Internet	176.67	1,861.12	2,750.00	888.88	32.32%
6705	Utility Gas	1,354.08	2,126.22	7,500.00	5,373.78	71.65%
6710	Utility Electric Facilities	580.75	3,542.22	4,970.00	1,427.78	28.73%
6720	Utility Security	120.75	409.12	741.00	331.88	44.79%
6800	Operations Routine Maint	0.00	0.00	250.00	250.00	100.00%
6810	Operations Inspecting/Testing	0.00	4,699.81	6,000.00	1,300.19	21.67%
6815	Operations Facilities	76.72	1,276.77	2,500.00	1,223.23	48.93%
6820	Operations Tools Equipment	0.00	23.49	2,500.00	2,476.51	99.06%

## Arrowbear Park County Water District

### Statement of Revenues and Expenditures

Fire

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

	Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining
6825 Operations Uniforms	366.47	2,653.99	4,800.00	2,146.01	44.71%
6830 Operations Safety Equipment	0.00	819.83	12,000.00	11,180.17	93.17%
6840 Operations Medical Supplies	301.42	657.13	3,000.00	2,342.87	78.10%
6845 Operations Dispatching	0.00	5,516.35	8,050.00	2,533.65	31.47%
6850 Operations Fire Prevention Weed Abatement	0.00	0.00	4,300.00	4,300.00	100.00%
Total Expense Categories	<u>25,358.95</u>	<u>228,184.92</u>	<u>377,567.04</u>	<u>149,382.12</u>	<u>39.56%</u>
Net Surplus/(Deficit)	<u>(18,235.57)</u>	<u>7,346.56</u>	<u>38,032.96</u>	<u>(30,686.40)</u>	<u>(80.68)%</u>
Master Plan Expenses					
0000 No Project Related	0.00	245.65	0.00	(245.65)	0.00%
0003 2016 Engine Lease Payments	0.00	48,528.01	48,528.01	0.00	0.00%
0012 Turnouts	0.00	3,979.21	0.00	(3,979.21)	0.00%
0013 Radios	11,990.16	11,990.16	35,000.00	23,009.84	65.74%
0063 Station Modifications	0.00	16,183.45	17,500.00	1,316.55	7.52%
0077 Brush Patrol Bed/Box	0.00	43,352.64	0.00	(43,352.64)	0.00%
Total Master Plan Expenses	<u>11,990.16</u>	<u>124,279.12</u>	<u>101,028.01</u>	<u>(23,251.11)</u>	<u>(23.01)%</u>

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

Month of January 2024

	SICK TIME (HRS)				VACATION TIME (HRS)				COMP TIME (HRS)										
	1/10/24	1/24/24	1/10/24	1/24/24	1/10/24	1/24/24	1/10/24	1/24/24	1/10/24	1/24/24	1/10/24	1/24/24							
Ben	38.35	3.69	3.69	2.00	0.00	42.04	7.70	1.54	1.54	0.00	0.00	9.24							Ben
Jason	493.57	3.69	3.69	0.00	0.00	497.26	212.39	5.54	5.54	8.00	8.00	209.93	23.420	12.750	0.000	0.000	0.000	0.000	23.420 Jason
Caroline	226.28	3.69	3.69	0.00	0.00	229.97	97.28	5.23	5.23	4.00	0.00	102.51	35.500	0.000	0.000	0.500	4.000	0.000	31.500 Caroline
Logan	53.3	3.69	3.69	0.00	0.00	56.99	15.05	1.54	1.54	0.00	0.00	18.13	40.000	0.000	0.000	0.000	0.000	0.000	40.000 Logan
Tim	62.81	3.69	3.69	0.00	0.00	66.50	36.94	1.54	1.54	0.00	0.00	38.48	3.000	3.000	12.000	40.000	0.250	14.500	Tim

Notes:

SICK ACCRUAL CAP IS 500 HOURS

VACATION ACCRUAL CAP IS 240 HOURS

COMP TIME ACCRUAL CAP IS 40 HOURS

# MONTHLY MAINTENANCE AND REPAIR REPORT

January 2024

#	DATE	METER #	ADDRESS	SVC	NOTES
1	01/05/24	0799	Pine	1	
2	01/05/24	0476	Lone Pine	1	
3	01/09/24	0898	Hilltop	2	Water leaking at back of property
4	01/09/24	0222	Squirrel	2	Neighbor called
5	01/10/24	0749	Crescent	1	
6	01/17/24	0622	Music Camp	2	Tech found spin while reading meters
7	01/17/24	0402	Pine	2	Tech found spin while reading meters
8	01/18/24	0037	Cougar	2	Tech found water coming from hose bib
9	01/18/24	0126	Deer	7	Additional dwelling on property, yes
10	01/18/24	0107	Bear	7	Additional dwelling on property, no
11	01/24/24	0469	Music Camp	1	
12	01/23/24	0978	Lone Pine	5	Clamp 6" steel hydrant lateral
13	01/29/24	0430	Hilltop	1	
14	01/29/24	0658	Oak	2	Cust. Using District shut off

SVC	DESCRIPTION	CALLS	ADDITIONAL INFORMATION
1	Customer requested turn off/on	5	New Owners. 3
2	District initiated shut off (leak, etc.)	6	Liens filed 0
3	District equipment repair	0	Liens Released 1
4	Meter reads/re-reads	0	Total Liens 7
5	Main Repairs	1	Shut off notices 55
6	Service Line Repairs	0	Non-payment shut offs 10
7	Customer Inquiry Requiring Investigation	2	Turn on after shut off 10
8	Sewer Issues/Repairs	0	Meters replaced 1
	<b>Total Calls</b>	<b>14</b>	





December

# January 2024

February

Sun

Mon

Tue

Wed

Thu

Fri

Sat

1

2

3

4

5

6

Richard

Carpenter  
Taylor

Rodriguez  
K. Sanchez

Rodriguez  
Waters

Matthews

Kim  
Mekchai  
Novellich  
K. Sanchez  
Waters

7

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Kim  
Novellich  
Sanchez, K.  
Waters

Hovhannessian  
Kim  
Sanchez, K.

Carpenter  
Taylor

Hogan  
Rodriguez

Hogan

Matthews  
Malloy

Mekchai  
Novellich

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Kim  
Novellich

Hovhannessian  
Sanchez, K.

Carpenter  
Taylor

Rodriguez

Malloy  
Matthews

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Malloy  
Mekchai  
Mesa

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Hogan  
Kim  
Mesa  
Rodriguez

Hovhannessian  
Sanchez, K.

Carpenter  
Taylor

Rodriguez  
Santillan

Vasquez

Matthews

Mekchai

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Kim  
Mesa

Hovhannessian  
Sanchez, K.

Carpenter

Rodriguez  
Taylor



# Recommended Dose is Don't

Collaborating on Community Awareness  
on the Dangers of Flushing Medications

## Who We Are



Rim Family Services is a 501(c)3 nonprofit organization primarily funded by the County of San Bernardino Department of Behavioral Health.

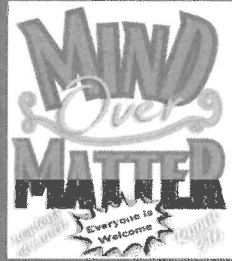
The environmental prevention department focuses on programs and education to limit or prevent access to drugs and/or alcohol.

Environmental prevention is based on the public health model of affecting health-related behaviors by addressing communities. This approach emphasizes the broader physical, social, cultural and institutional forces that contribute to the problems within a community.

## What We Do

### Coalitions & Clubs:

- Rim Communities for Youth Coalition
- Mind over Matter



### Designated Driver Programs

## What We Do *(cont'd)*



### Initiatives:

- Alcohol Prevention
- Marijuana Prevention
- Methamphetamine Prevention
- Opioid Prevention



### Strategies:

- Data Collection & Analysis
- Community Organizing
- Policy Development
- Media Advocacy
- Enforcement

# Prevention is Moving Mountains

... one program at a time

**Rim Prevention**  
MENU OF PROGRAMS

**RIM COMMUNITIES FOR YOUTH COALITION**  
Meets the 2nd Tuesday of every month from 12:00 to 1:00 p.m. online. Email: RCFY.Coalition@rimfamilyservices.org for login information.

**RIM DESIGNATED DRIVER PROGRAM**  
2 Part Program where the designated driver in your group receives discounts at restaurants and retailers throughout the Rim Communities.  
[rimfamilyservices.org/designated-driver-program/](http://rimfamilyservices.org/designated-driver-program/)

**PRESCRIPTION TAKE BACK BOX**  
Discard expired or unwanted prescriptions at the Prescription Take Back Box located at the Twin Peaks Sheriff Station and Running Springs Fire Department.

**Onfluence YOUTH EVENTS**  
Game of Skate Competitions - Dances - Movie Nights

**AVAILABLE PRESENTATION TOPICS**  
Alcohol - Opioids - Marijuana - Other Drugs  
Tobacco and E-Cigarettes - Naloxone Trainings

**COMMUNITY PERCEPTION SURVEYS**

Contact Jesse Rogers at  
[jrogers@rimfamilyservices.org](mailto:jrogers@rimfamilyservices.org)  
(909) 206-2928

English Spanish

# ??%

So what percentage of unused medications are improperly discarded by flushing or sewerage?

Sources: National Library of Medicine,  
<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC5972255/>

# Negative Environmental Impact



- Putting unused medications down the drain or flushing them down the toilet may impact downstream drinking water with chemicals. Many medications cause ecological harm, and our current sewage treatment systems are not completely effective in removing all drugs from waterways. (Source: California Department of Toxic Substances Control, <https://dts.ca.gov/pharmaceutical-waste/#effects>)
- ... disposing of a pharmaceutical by flushing the pills or tablets down the toilet can release considerably greater quantities of the biologically active drug into sewer waste water ... The U.S. Geologic Services has reported that PPCPs such as steroids, prescription and nonprescription drugs, antibiotics, hormones, and fragrances have been detected in water samples collected from streams considered susceptible to contamination from various wastewater sources such as those downstream from intense urbanization or livestock. (Source: CA Dept. of Toxic Substances Control Human and Ecological Risk Office, <https://dts.ca.gov/pharmaceutical-waste/>)
- Millions of us are flushing unused medications down the toilet and discharging them in our body waste—even though sewage treatment plants and septic systems were never designed to deal with such contaminants. Additional discharges by healthcare facilities exacerbate the problem. As a result, researchers have identified traces of pharmaceutical drugs in the drinking water supplies of some 40 million Americans. (Source: Scientific American, <https://www.scientificamerican.com/article/pharmaceuticals-in-the-water/>)

# Negative Environmental Impact (cont'd)



- There is a growing concern about the occurrence of pharmaceuticals in water bodies and in drinking water. Pharmaceuticals get into the water supply via human excretion and by drugs being flushed down the toilet. You might think wastewater treatment plants would take care of the situation, but pharmaceuticals pass through water treatment. (Source: United States Geological Survey, <https://www.egs.gov/spatial/learning/water-science-school/science/pharmaceuticals-in-water/>)
- In February of 2019, the Environmental Protection Agency (EPA) released its Final Rule on the management of hazardous waste pharmaceuticals. They wrote, "this final rule is projected to prevent the flushing of 1,644 to 2,300 tons of hazardous waste pharmaceuticals annually by banning the drain disposal (flushing, sewerage) of hazardous waste pharmaceuticals." (Source: Stericycle/Environmental Protection Agency, <https://www.stericycle.com/en-us/resource-center/info-sheet/the-effects-of-flushing-pharmaceuticals-info-a1>)
- Because of the unique chemical nature of many pharmaceuticals, compounds can remain in wastewater throughout the treatment and discharge process and have been detected in ambient rivers and streams throughout the United States. Once in the environment, they can result in detrimental effects on aquatic wildlife. (Source: National Center for Biotechnology Information, <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4976296/>)

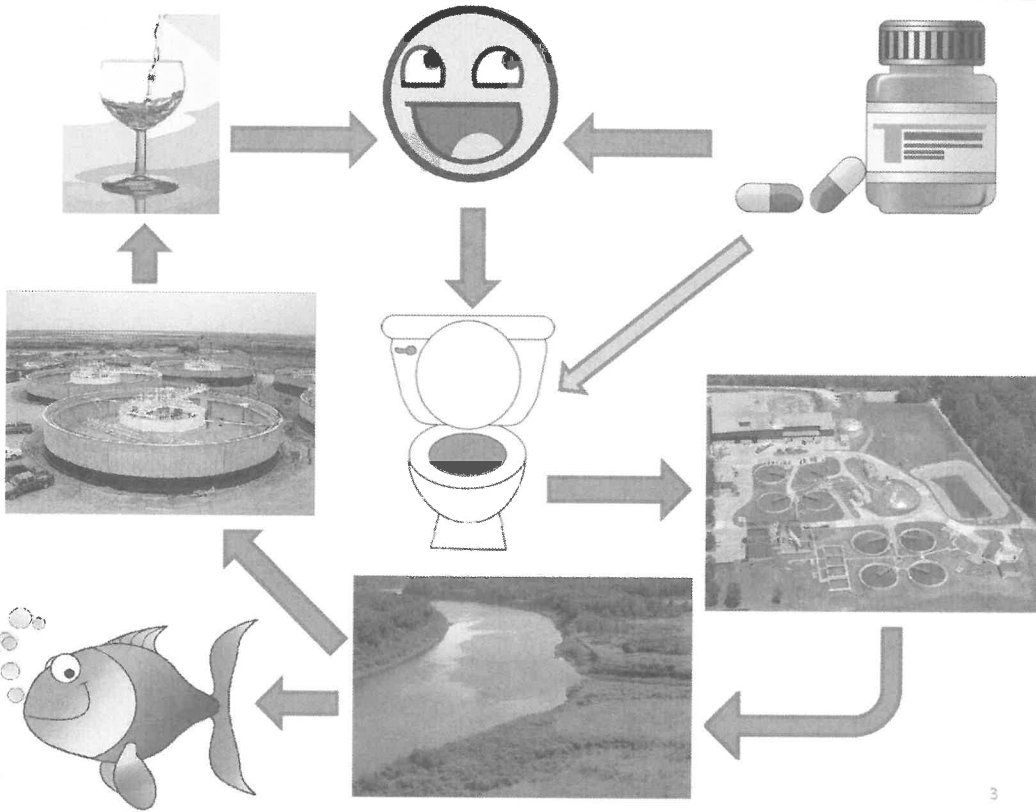


Image from a supplemental slide show to the EPA's water research topic entitled "Pharmaceutical Residues in Municipal Wastewater"

Source  
<https://www.epa.gov/water-research/pharmaceutical-residues-municipal-wastewater>

# Taking Back the Hazard

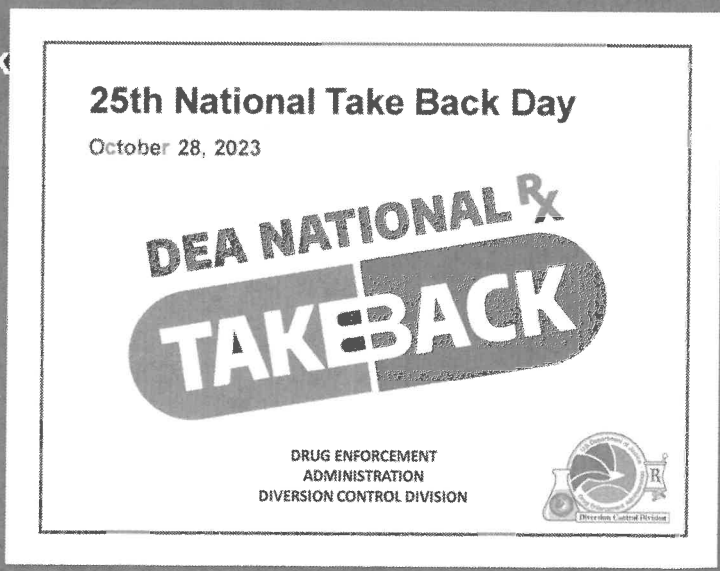
## 25th Annual National Drug Take Back Day Statistics:

### California:

Collections Sites - 216  
 Weight Collected - 27,988 lbs.  
 All Time - 1,372,361 lbs.

### Nationwide:

Collections Sites - 4,675  
 Weight Collected - 599,897 lbs. (300 tons)  
 All Time - 17,900,351 lbs. (8,950 tons)



# Partner with Institutional Policy



**SAFELY DISPOSE UNWANTED OR EXPIRED PRESCRIPTION MEDICATIONS**


In an effort to protect the environment and keep prescription drugs out of the hands of our youth, please take advantage of our local prescription drop box.

The Box is available 24/7 inside at the Twin Peaks Sheriff Station  
26010 CA-189, Twin Peaks, CA 92391  
&  
Monday through Friday 8a.m.-5p.m.  
Running Springs Fire Department  
31250 Hilltop Blvd, Running Springs, CA 92382

**FOLLOW THESE STEPS FOR SAFE DISPOSAL**

- 1** Take unwanted or expired prescription medications and empty them into a sealable plastic bag.
- 2** DROP the bag of medications in the prescription drop box
- 3** Remove labels with any personal information from empty prescription containers and recycle them.

 Aerosols, Liquids and Sharps are NOT accepted at the drop box. 



Rim Family Services would like to propose a partnership to prevent continued water contamination by improper disposal of prescription medications by:

- Including monthly mailers providing information about proper prescription drug disposal and the location of local Prescription Drug Take-Back Boxes
- Ongoing partnership in disseminating the dangers to the environment and our water supply when disposing of prescription medications by flushing them in the toilet



## Thank You

*For your consideration in partnering with us*



## SAFELY DISPOSE UNWANTED OR EXPIRED PRESCRIPTION MEDICATIONS

In an effort to protect the environment and keep prescription drugs out of the hands of our youth, please take advantage of our local prescription drop box.

**The Box is available 24/7 outside on the East side of the building at the Big Bear Sheriff Station  
477 Summit Blvd.  
Big Bear Lake, CA**



 **NEW  
Location**

### FOLLOW THESE STEPS FOR SAFE DISPOSAL

**1**

Take unwanted or expired prescription medications and empty them into a sealable plastic bag.

**2**

DROP the bag of medications in the prescription drop box at the Big Bear Sheriff Station.

**3**

Remove labels with any personal information from empty prescription containers and recycle them.



Aerosols, Liquids and Sharps are NOT accepted at the drop box.



# ARROWBEAR PARK COUNTY WATER DISTRICT

## Rules and Regulations Handbook

**POLICY TITLE:** Water Backflow and Cross Connection (as pertains to Sewer Policy) 1 of 8  
**POLICY NUMBER:** 2090

### 2090.1 SECTION 1. CROSS-CONNECTION CONTROL - GENERAL POLICY

#### 2090.1.1 PURPOSE. THE PURPOSE OF THIS ORDINANCE IS:

- 2090.1.1.1** To protect the public potable water supply of the Arrowbear Park County Water District from the possibility of contamination or pollution by isolating within the consumer's internal distribution system(s) or the consumer's private water system(s) such contaminants or pollutants which could backflow into the public water systems; and,
- 2090.1.1.2** To promote the elimination or control of existing cross-connections, actual or potential, between the consumer's in-plant potable water system(s) and non-potable water system(s), plumbing fixtures and industrial piping systems; and,
- 2090.1.1.3** To provide for the maintenance of a continuing program of cross-connection control which will systematically and effectively prevent the contamination or pollution of all potable water systems.

#### 2090.1.2. RESPONSIBILITY.

The Chief Operator shall be responsible for the protection of the public potable water distribution system from contamination or pollution due to the backflow of contaminants or pollutants through the water service connection. if, in the judgment of said chief operator, an approved backflow prevention assembly is required (at the consumer's water service connection; or, within the consumer's private water system) for the safety of the water system, the chief operator, or his designated agent, shall give notice in writing to said consumer to install such an approved backflow prevention assembly(s) at a specific location(s) on his premises. The consumer shall immediately install such an approved backflow prevention assembly(s) at the consumer's own expense; and, failure, refusal or inability on the part of the consumer to install, have tested and maintained said assembly(s), shall constitute grounds for discontinuing water service to the premises until such requirements have been satisfactorily met.

## SECTION 2. DEFINITIONS

### 2090.2.1 Chief Operator or Health Official.

The Chief Operator or Health Official in charge of the Water Department or Health Department of the Arrowbear Park County Water District or San Bernardino County Health Department is invested with the authority and responsibility for the implementation of an effective Cross-Connection Control-Program and for the enforcement of the provisions of the policy.

### 2090.2.2 Approved.

**2090.2.2.1** The term “**approved**” as herein used in reference to a water supply shall mean a water supply that has been approved by the Health Agency having jurisdiction.

**2090.2.2.2** The term “**approved as herein**” reference to an air gap, a double check valve assembly, a reduced pressure principle backflow prevention assembly or other backflow prevention assemblies or methods shall mean an approval by the administrative authority having jurisdiction.

# ARROWBEAR PARK COUNTY WATER DISTRICT

## Rules and Regulations Handbook

**POLICY TITLE:** Water Backflow and Cross Connection (as pertains to Sewer Policy) 2 of 8  
**POLICY NUMBER:** 2090

**2090.2.3 Auxiliary Water Supply.** Any water supply on or available to the premises other than the purveyor's approved public water supply will be considered as an auxiliary water supply. These auxiliary waters may include water from another purveyor's public potable water supply or any natural source(s) such as a well, spring, river, stream, harbor, etc., or used waters or industrial fluids. These waters may be contaminated or polluted or they may be objectionable and constitute an unacceptable water source over which the water purveyor does not have sanitary control.

**2090.2.4 Backflow.** The term "backflow" shall mean the undesirable reversal of flow of water or mixtures of waters and other liquids, gases or other substances into the distribution pipes of the potable supply of water from any source or sources. See terms Backsiphonage (2090.2.6) and Backpressure (2090.2.5)

**2090.2.5 Backpressure.** The term "backpressure" shall mean any elevation of pressure in the downstream piping system (by pump, elevation of piping, or stream and/or air pressure) above the supply pressure at the point of consideration which would cause, or tend to cause, a reversal of the normal direction of flow.

**2090.2.6 Backsiphonage.** The term "backsiphonage" shall mean a form of backflow due to a reduction in system pressure which causes a subatmospheric to pressure exist at a site in the water system.

**2090.2.7 Backflow Preventer.** An assembly or means designed to prevent backflow.

**2090.2.7.1 Air Gap.** The term "air gap" shall mean a physical separation between the free flowing discharge end of a potable water supply pipeline and an open or non-pressure receiving vessel. An "approved air gap" shall be at least double the diameter of the supply pipe measured vertically above the overflow rim of the vessel-in no case less than 1 inch.

**2090.2.7.2 Reduced Pressure Principle Backflow Prevention Assembly.** The term "reduced principle backflow prevention assembly" shall mean an assembly containing two independently acting approved check valves together with a hydraulically operating, mechanically independent pressure differential relief valve located between the check valves and at the same time below the first check valve. The unit shall include properly located resilient seated test cocks and tightly closing resilient seated shutoff valves at each end of the assembly. This assembly is designed to protect against a non-health (i.e., pollutant) or a health hazard (i.e., contaminant). This assembly shall not be used for backflow protection of sewage and reclaimed water.

## SECTION 3. REQUIREMENTS

**2090.3.1 Water System.**

**2090.3.1.1** The water system shall be considered as made up of two parts: The Water Supplier's System and the Consumer's System.

**2090.3.1.2** Water Supplier's System shall consist of the source facilities and the distribution system; and shall include all those facilities of the water system under the complete control of the utility, up to the point where the consumer's system begins.

# ARROWBEAR PARK COUNTY WATER DISTRICT

## Rules and Regulations Handbook

**POLICY TITLE:** Water Backflow and Cross Connection (as pertains to Sewer Policy) 3 of 8  
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**2090.3.1.3** The source shall include all components of the facilities utilized in the production, treatment, storage, and delivery of water to the distribution system.

**2090.3.1.4** The distribution system shall include the network of conduits used for the delivery of water from the source to the consumer's system.

**2090.3.1.5** The consumer's system shall include those parts of the facilities beyond the termination of the water supplier distribution system which are utilized in conveying potable water to points of use.

### **2090.3.2 Policy**

**2090.3.1** No water service connection to any premise shall be installed or maintained by the Water-Supplier unless the water supply is protected as required by the Arrowbear Park County Water District laws and regulations and this Cross-Connection Control Policy. Service of water to any premises shall be discontinued by the Water Supplier if a backflow prevention assembly required by this Cross-Connection Control Policy is not installed, tested and maintained, or if it's found that a backflow prevention assembly has been removed, bypassed, or an unprotected cross-connection exists on the premises. Service will not be restored until such conditions or defects are corrected.

**2090.3.2.2** The consumer's system should be open for inspection at all reasonable times to authorized representatives of the Arrowbear Park County Water District determine whether unprotected cross-connections or other structural or sanitary hazards, including violations of these regulations, exist. When such a condition becomes known, the Chief Operator or Health Officer shall deny or immediately discontinue service to the premises by providing for a physical break in the service line until the customer has corrected the condition(s) in conformance with the Arrowbear Park County Water District statutes relating to the plumbing and water supplies and the regulations adopted pursuant thereto.

**2090.3.2.3** An approved backflow prevention assembly shall also be installed on each service line to a consumer's water system at or near the property line or immediately inside the building being served; but, in all cases, before the first branch line leading off the service line wherever the following conditions exist:

**A.** In the case of the premises having an auxiliary water supply which is not or may not be of safe bacteriological or chemical quality and which is not acceptable as an additional source by the Chief Operator or Health Officer, the public water system shall be protected against backflow from the premises by installing an approved backflow prevention assembly in the service line commensurate with the degree of hazard.

**B.** In the case of premises on which any industrial fluids or any other objectionable substance is handled in such a fashion as to create an actual or potential hazard to the public water system, the public system shall be protected against backflow from the premises by installing an approved backflow prevention assembly in the service line commensurate with the degree of hazard. This shall include the handling of process waters and waters originating from the water supplier's system which have been subject to deterioration in quality.

**C.** In the case of premises having (1) internal cross-connections that cannot be permanently corrected or protected against, or (2) intricate plumbing and piping arrangements or where entry to all portions of the premises is not readily accessible for inspection purposes, making it impracticable or impossible to ascertain whether or not dangerous cross-connections exist, the public water system shall be protected

# ARROWBEAR PARK COUNTY WATER DISTRICT

## Rules and Regulations Handbook

**POLICY TITLE:** Water Backflow and Cross Connection (as pertains to Sewer Policy) 4 of 8  
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against backflow from the premises by installing an approved backflow prevention assembly in the service line.

**2090.3.2.4** The type of protective assembly required under subsections 2090.3.2.3.A, and 2090.3.2.3.B, and shall depend upon the degree of hazard which exists as follows:

**A.** In the case of any premise where there is an auxiliary water supply as stated in subsection 2090.3.2.3.A, of this section and it is not subject to any of the following rules, the public water system shall be protected by an approved air gap or an approved reduced pressure principle backflow prevention assembly.

**B.** In case of any premise where there is water or substance that would be objectionable but not hazardous to health, if introduced into the public water system, the public water system shall be protected by an approved double check valve backflow prevention assembly.

**C.** In the case of any premise where there is any material dangerous to health, which is handled in such a fashion as to create an actual or potential hazard to the public water system, the public water system shall be protected by an approved air gap or an approved reduced pressure principle backflow prevention assembly. Examples of premises where these conditions will exist include sewage treatment plants, sewage pumping stations, chemical manufacturing plants, hospitals, and mortuaries and plating plants.

**D.** In the case of any premise where there are unprotected cross-connections, either actual or potential, the public water system shall be protected by an approved air gap or an approved reduced pressure principle backflow prevention assembly at the service connection.

**E.** In the case of any premise where, because of security requirements or other prohibitions or restrictions, it is impossible or impractical to make a complete in-plant cross-connection survey, the public water system shall be protected against backflow from the premises by either an approved air gap or an approved reduced pressure principle backflow prevention assembly on each service to the premise.

**2090.3.2.5** Any backflow prevention assembly required herein shall be a make, model and size approved by the Chief Operator or Health Official. The term "Approved Backflow Prevention Assembly" shall mean an assembly that has been manufactured in full conformance with the standards established by the American Water Works Association entitled:

**AWWA/ANSI CS10-2007 Standard for Double Check Valve Backflow Prevention Assemblies;**

**AWWA/ANSI CS11-2017 Standard for Reduced Pressure Principle Backflow Prevention Assemblies;**

and, have met completely the laboratory and field performance standard of the Foundation for Cross-Connection Control and Hydraulic Research of the University of Southern California (USC FCCCHR) established in: Standards of Backflow Prevention Assemblies Chapter 10 of the most current edition of the Manual of Cross-Connection Control. Said AWWA and USC FCCCHR standards have been adopted by the Chief Operator or Health Official. Final approval shall be evidenced by a "Certificate of Compliance" for the said AWWA standards; or the appearance of the specific model and size on the List of Approved Backflow Prevention Assemblies published by the USC FCCCHR along with a "Certificate of Approval" for the said USC FCCCHR Standards; issued by an approved testing laboratory. The following testing laboratory has been qualified by the Chief Operator or Health Officer to test and approve backflow prevention assemblies:

# ARROWBEAR PARK COUNTY WATER DISTRICT

## Rules and Regulations Handbook

**POLICY TITLE:** Water Backflow and Cross Connection (as pertains to Sewer Policy) 5 of 8  
**POLICY NUMBER:** 2090

Foundation for Cross-Connection Control and Hydraulic Research  
University of Southern California  
Los Angeles, California 90089-2531

Testing laboratories other than the laboratory listed above will be added to an approved list as they are qualified by the Chief Operator or Health Officer.

Backflow preventers, which may be subjected to backpressure or backsiphonage, that have been fully tested and have been granted a "Certificate of Approval" by said qualified laboratory and are listed on the laboratory's current list of approved backflow prevention assemblies may be used without further test or qualification.

**2090.3.2.6** It shall be the duty of the consumer at any premise where backflow prevention assemblies are installed to have a field test performed by a certified backflow prevention assembly tester who is also certified by San Bernardino County Environmental Health Services. A "Certificate of Competence" will be issued by the Environmental Health Services which is required to inspect, maintain, or test backflow prevention assemblies in San Bernardino County. All backflow prevention assembly devices are required to be tested at least once per year. In those instances where the Chief Operator or Health Officer deems the hazard to be great enough he/she may require field tests at more frequent intervals.

These tests shall be at the expense of the water user and shall be performed by the Arrowbear Park County Water District certified personnel or by a certified tester approved by the Chief Operator or Health Officer. It shall be the duty of the Chief Operator or Health Officer to see that these tests are made in a timely manner. The consumer shall notify the Chief Operator or Health Officer in advance when the tests are to be undertaken so that an official representative may witness the field tests if so desired. These assemblies shall be repaired, overhauled or replaced at the expense of the consumer whenever said assemblies are found to be defective. Records of such tests, repairs and overhaul shall be kept and made available to the Chief Operator or Health Officer.

**2090.3.2.7** All presently installed backflow prevention assemblies which do not meet the requirements of this section but were approved devices for the purposes described herein at the time of installation and which have been properly maintained, shall, except for the field testing and maintenance requirements under subsection 2090.3.2.6, be excluded from the requirements of these rules so long as the Chief Operator or Health Officer is assured that they will satisfactorily protect the water purveyor's system. Whenever the existing device is moved from the present location or requires more than minimum maintenance or when the Chief Operator or Health Officer finds that the maintenance constitutes a hazard to health, the unit shall be replaced by an approved backflow prevention assembly meeting the requirements of this section.

**2090.3.2.8** The Chief Operator or Health Officer is authorized to make all necessary and reasonable rules and policies with respect to the enforcement of this ordinance. All such rules and policies shall be consistent with the provisions of this ordinance and shall be effective (30) days after being voted upon by the Board of Director's and filed at the Office of the Arrowbear Park County Water District.

**2090.3.2.9** Pursuant to San Bernardino County Code and Regulations, Environmental Health Services Division, in regards to the rental of hydrant meters, the following rules will apply;

# ARROWBEAR PARK COUNTY WATER DISTRICT

## Rules and Regulations Handbook

**POLICY TITLE: Water Backflow and Cross Connection (as pertains to Sewer Policy) 6 of 8**  
**POLICY NUMBER: 2090**

A deposit and application fee will be paid and submitted in advance and is required for meter service;  
A backflow prevention device must be installed on all hydrant meters before water is consumed;  
Customer will be responsible for backflow assembly;

Authorized water consumption will not be granted until the backflow device has been successfully tested by a certified backflow tester and the passing results submitted to the **Arrowbear Park County Water District Office**, located at **2365 N. Fir Drive, Arrowbear Lake, CA 92382**. (To obtain a list of certified testers, please contact the **San Bernardino County Environmental Health Services Office at 1-800-442-223**);

- No part of the installation shall protrude into traffic or pose a safety hazard to pedestrians or vehicles. If necessary, safety warning device(s) must be in place; Use only a hydrant meter wrench to operate the hydrant;
- When using the service, slowly open and close the hydrant to prevent water hammer;
- Meter is subject to removal if bill payment is not received by indicated due date, or if deposit made is returned or does not clear, and will be subject to a Reconnect Fee;
- Applicant will be charged for meter repairs or a replacement meter if the meter is damaged, lost, or stolen;
- Drawing water from a District hydrant without the use of a meter, unauthorized removal of the meter, or tampering with the meter or locking device will result in a forfeiture of deposit;
- Only District staff is authorized to move hydrant meters. If relocation is required, the applicant must notify the District 24 hours in advance and pay for the hydrant meter relocation fee.

### **2090.3.3 Annual Testing.**

**A.** Per the State Water Resources Control Board (SWRCB) and the new Cross-Connection Control Policy Handbook, along with California Code of Regulations: Title 17 Sections 7583-7586, 7601-7605, 7625-7627, and 7269, The District shall require and notify the user of annual operating testing of backflow prevention assemblies. The user shall provide for the annual testing and maintenance off each assembly owned. It shall be the duty of the District to see that these tests are made in a timely manner in order to be in compliance with the SWRCB. In addition to annual testing, in those instances where the Board deems the hazard to be great enough, or where frequent or repeated maintenance is required on an assembly, the Board of Directors may require more frequent inspections.

**B.** The tester shall notify the user, and the District, in the event that a backflow prevention assembly fails to meet operational tests. The user/customer shall have the necessary repairs made to return the backflow prevention assembly to the proper operating condition. Repeated failure of a backflow prevention assembly to meet operational tests may require replacement of the entire assembly.

**C.** A testing and maintenance fee shall be established by the Board of Directors, to cover the reasonable costs of the program. Only those house effected by this program will pay for this and not the community. This fee is to be a flat rate and shall be charged to every user with an inventoried backflow assembly device. The fees shall be added to the customer's water bill during the Calendar year upon completion of the testing.

# ARROWBEAR PARK COUNTY WATER DISTRICT

## Rules and Regulations Handbook

**POLICY TITLE:** Water Backflow and Cross Connection (as pertains to Sewer Policy) 7 of 8  
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**D.** The Board will set up a convenient annual testing date for all customers involved to have everyone, preferably on the same dates, so the District can obtain the best prices from the assembly tester, from time to time by the district and Board of Directors or designated representative.

### **2090.3.3.4 Customer Notification.**

Customers shall be notified in a timely manner and shall follow procedures as established.

### **2090.3.4 Unapproved and/or homemade devices.**

**A.** Homemade devices shall not be allowed. When homemade devices are encountered, the company shall require that they be replaced with approved backflow prevention assemblies that are commensurate with the degree of hazard.

**B.** All other presently installed backflow prevention devices that do not meet the requirements of the company's regulations but were approved devices for the purposes described herein at the time of installation may remain in use so long as they meet the following conditions:

1. The device must be properly installed;
2. The device must be able to be tested, and pass the testing process, using the accepted procedures for approved assemblies;
3. In the case of once approved, repairs may only be made with readily available, manufactured approved parts;
4. The tester/company must be assured that the device is adequately protecting the District's system.

**C.** Whenever the device is removed from its present location or fails to meet with all of the above stated conditions, it must be replaced with an approved backflow prevention assembly commensurate with the degree of hazard.

### **2090.3.5 Installation.**

When the District determines that a backflow assembly is required, the backflow prevention assembly shall be installed on each service line to the user's property, at a location and in a manner as prescribed by the District, typically at the property line or immediately inside the building being served, but in all cases before the first branch line leading off the service line. All installations shall be made by the user/customer at the user/customer's expense. All assemblies shall be installed so that all set backs are met and in such a manner that they can be reasonably accessed by qualified individuals.

### **2090.3.6 Freeze Protection**

When a backflow prevention assembly is exposed to freezing conditions, freeze protection shall be provided to ensure the backflow preventer is not damaged or disabled by freezing conditions. It shall be the customer's responsibility to provide and maintain freeze protection in good working condition at all times. In all cases, the type of protection intended for use shall be subject to the company's approval.

### **2090.3.7 Auxiliary Water Systems.**

In the case of premises that have an auxiliary water supply which it not or may not be of safe bacteriological or chemical quality and which is not acceptable as an additional source by the company,



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the company's water system shall be protected against backflow from the premises by installing a backflow prevention assembly in the service line commensurate with the degree of hazard.

### **2090.3.8 Dual Services.**

The company shall require that the water user of any property being served by two or more water services to install on each of the water services leading to the property a backflow prevention assembly to prevent the recirculation of water through the systems. The type of protection required shall be commensurate with the degree of hazard as determined by the company, with non-toxic antifreeze recommended.

### **2090.3.9 Fire Suppression Systems.**

**A.** Any fire suppression system that has actual or potential cross-connections, contains antifreeze or other substances, or presents other hazards to the company's potable water system shall be protected in a manner commensurate with the degree of hazard.

**B.** The company, along with the local fire agency having jurisdiction over the fire suppression system, shall make a determination as to the type and location of backflow protection required.

**C.** Backflow prevention requirements shall be in accordance with the guidelines as set forth by the State Department of Health Services and the National Fire Protection Association.

#### **2090.3.9.1 Backflow Prevention Assembly Removal.**

Approval must be obtained from the District before a backflow prevention assembly is removed, relocated, or replaced.

**A.** Removal. The use of an assembly may be discontinued and the assembly removed from service upon presentation of sufficient evidence to the company that a hazard no longer exists and is not likely to be created in the future.

**B.** Relocation. An assembly may be relocated following confirmation by the company that the relocation will continue to provide the required protection and satisfy installation requirements. A retest will be required following the relocation of the assembly.

**C.** Repair. An assembly may be removed for repair provided the water use is either discontinued until the repair is completed and the assembly is returned to service, or the service connection is equipped with other backflow protection approved by the company. A retest will be required following the repair of the assembly.

**D.** Replacement. An assembly may be removed and replaced provided the water use is discontinued until the replacement assembly is installed and tested. All replacement assemblies must be approved by the company and must be commensurate with the degree hazard involved.

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**POLICY TITLE: Water Backflow and Cross Connection**  
**POLICY NUMBER: 3080**

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### 3080.1 SECTION 1. CROSS-CONNECTION CONTROL - GENERAL POLICY

#### 3080.1.1 PURPOSE. THE PURPOSE OF THIS ORDINANCE IS:

- 3080.1.1.1** To protect the public potable water supply of the Arrowbear Park County Water District from the possibility of contamination or pollution by isolating within the consumer's internal distribution system(s) or the consumer's private water system(s) such contaminants or pollutants which could backflow into the public water systems; and,
- 3080.1.1.2** To promote the elimination or control of existing cross-connections, actual or potential, between the consumer's in-plant potable water system(s) and non-potable water system(s), plumbing fixtures and industrial piping systems; and,
- 3080.1.1.3** To provide for the maintenance of a continuing program of cross-connection control which will systematically and effectively prevent the contamination or pollution of all potable water systems.

#### 3080.1.2. RESPONSIBILITY.

The Chief Operator shall be responsible for the protection of the public potable water distribution system from contamination or pollution due to the backflow of contaminants or pollutants through the water service connection. if, in the judgment of said chief operator, an approved backflow prevention assembly is required (at the consumer's water service connection; or, within the consumer's private water system) for the safety of the water system, the chief operator, or his designated agent, shall give notice in writing to said consumer to install such an approved backflow prevention assembly(s) at a specific location(s) on his premises. The consumer shall immediately install such an approved backflow prevention assembly(s) at the consumer's own expense; and, failure, refusal or inability on the part of the consumer to install, have tested and maintained said assembly(s), shall constitute grounds for discontinuing water service to the premises until such requirements have been satisfactorily met.

## SECTION 2. DEFINITIONS

### 3080.2.1 Chief Operator or Health Official.

The Chief Operator or Health Official in charge of the Water Department or Health Department of the Arrowbear Park County Water District or San Bernardino County Health Department is invested with the authority and responsibility for the implementation of an effective Cross-Connection Control-Program and for the enforcement of the provisions of the policy.

### 3080.2.2 Approved.

**3080.2.21** The term “**approved**” as herein used in reference to a water supply shall mean a water supply that has been approved by the Health Agency having jurisdiction.

**3080.2.22** The term “**approved as herein**” reference to an air gap, a double check valve assembly, a reduced pressure principle backflow prevention assembly or other backflow prevention assemblies or methods shall mean an approval by the administrative authority having jurisdiction.

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**3080.2.3 Auxiliary Water Supply.** Any water supply on or available to the premises other than the purveyor's approved public water supply will be considered as an auxiliary water supply. These auxiliary waters may include water from another purveyor's public potable water supply or any natural source(s) such as a well, spring, river, stream, harbor, etc., or used waters or industrial fluids. These waters may be contaminated or polluted or they may be objectionable and constitute an unacceptable water source over which the water purveyor does not have sanitary control.

**3080.2.4 Backflow.** The term "backflow" shall mean the undesirable reversal of flow of water or mixtures of waters and other liquids, gases or other substances into the distribution pipes of the potable supply of water from any source or sources. See terms Backsiphonage (3080.2.6) and Backpressure (3080.2.5)

**3080.2.5 Backpressure.** The term "backpressure" shall mean any elevation of pressure in the downstream piping system (by pump, elevation of piping, or stream and/or air pressure) above the supply pressure at the point of consideration which would cause, or tend to cause, a reversal of the normal direction of flow.

**3080.2.6 Backsiphonage.** The term "backsiphonage" shall mean a form of backflow due to a reduction in system pressure which causes a subatmospheric to pressure exist at a site in the water system.

**3080.2.7 Backflow Preventer.** An assembly or means designed to prevent backflow.

**3080.2.7.1 Air Gap.** The term "air gap" shall mean a physical separation between the free flowing discharge end of a potable water supply pipeline and an open or non-pressure receiving vessel. An "approved air gap" shall be at least double the diameter of the supply pipe measured vertically above the overflow rim of the vessel-in no case less than 1 inch.

**3080.2.7.2 Reduced Pressure Principle Backflow Prevention Assembly.** The term "reduced principle backflow prevention assembly" shall mean an assembly containing two independently acting approved check valves together with a hydraulically operating, mechanically independent pressure differential relief valve located between the check valves and at the same time below the first check valve. The unit shall include properly located resilient seated test cocks and tightly closing resilient seated shutoff valves at each end of the assembly. This assembly is designed to protect against a non-health (i.e., pollutant) or a health hazard (i.e., contaminant). This assembly shall not be used for backflow protection of sewage and reclaimed water.

## SECTION 3. REQUIREMENTS

**3080.3.1 Water System.**

**3080.3.1.1** The water system shall be considered as made up of two parts: The Water Supplier's System and the Consumer's System.

**3080.3.1.2** Water Supplier's System shall consist of the source facilities and the distribution system; and shall include all those facilities of the water system under the complete control of the utility, up to the point where the consumer's system begins.

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**3080.3.1.3** The source shall include all components of the facilities utilized in the production, treatment, storage, and delivery of water to the distribution system.

**3080.3.1.4** The distribution system shall include the network of conduits used for the delivery of water from the source to the consumer's system.

**3080.3.1.5** The consumer's system shall include those parts of the facilities beyond the termination of the water supplier distribution system which are utilized in conveying potable water to points of use.

### **3080.3.2 Policy**

**3080.3.1** No water service connection to any premise shall be installed or maintained by the Water-Supplier unless the water supply is protected as required by the Arrowbear Park County Water District laws and regulations and this Cross-Connection Control Policy. Service of water to any premises shall be discontinued by the Water Supplier if a backflow prevention assembly required by this Cross-Connection Control Policy is not installed, tested and maintained, or if it's found that a backflow prevention assembly has been removed, bypassed, or an unprotected cross-connection exists on the premises. Service will not be restored until such conditions or defects are corrected.

**3080.3.2.2** The consumer's system should be open for inspection at all reasonable times to authorized representatives of the Arrowbear Park County Water District determine whether unprotected cross-connections or other structural or sanitary hazards, including violations of these regulations, exist. When such a condition becomes known, the Chief Operator or Health Officer shall deny or immediately discontinue service to the premises by providing for a physical break in the service line until the customer has corrected the condition(s) in conformance with the Arrowbear Park County Water District statutes relating to the plumbing and water supplies and the regulations adopted pursuant thereto.

**3080.3.2.3** An approved backflow prevention assembly shall also be installed on each service line to a consumer's water system at or near the property line or immediately inside the building being served; but, in all cases, before the first branch line leading off the service line wherever the following conditions exist:

**A.** In the case of the premises having an auxiliary water supply which is not or may not be of safe bacteriological or chemical quality and which is not acceptable as an additional source by the Chief Operator or Health Officer, the public water system shall be protected against backflow from the premises by installing an approved backflow prevention assembly in the service line commensurate with the degree of hazard.

**B.** In the case of premises on which any industrial fluids or any other objectionable substance is handled in such a fashion as to create an actual or potential hazard to the public water system, the public system shall be protected against backflow from the premises by installing an approved backflow prevention assembly in the service line commensurate with the degree of hazard. This shall include the handling of process waters and waters originating from the water supplier's system which have been subject to deterioration in quality.

**C.** In the case of premises having (1) internal cross-connections that cannot be permanently corrected or protected against, or (2) intricate plumbing and piping arrangements or where entry to all portions of the premises is not readily accessible for inspection purposes, making it impracticable or impossible to ascertain whether or not dangerous cross-connections exist, the public water system shall be protected

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**POLICY TITLE: Water Backflow and Cross Connection**

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against backflow from the premises by installing an approved backflow prevention assembly in the service line.

**3080.3.2.4** The type of protective assembly required under subsections 3080.3.2.3.A, and 3080.3.2.3.B, and shall depend upon the degree of hazard which exists as follows:

**A.** In the case of any premise where there is an auxiliary water supply as stated in subsection 3080.3.2.3.A, of this section and it is not subject to any of the following rules, the public water system shall be protected by an approved air gap or an approved reduced pressure principle backflow prevention assembly.

**B.** In case of any premise where there is water or substance that would be objection-able but not hazardous to health, if introduced into the public water system, the public water system shall be protected by an approved double check valve backflow prevention assembly.

**C.** In the case of any premise where there is any material dangerous to health, which is handled in such a fashion as to create an actual or potential hazard to the public water system, the public water system shall be protected by an approved air gap or an approved reduced pressure principle backflow prevention assembly. Examples of premises where these conditions will exist include sewage treatment plants, sewage pumping stations, chemical manufacturing plants, hospitals, and mortuaries and plating plants.

**D.** In the case of any premise where there are unprotected cross-connections, either actual or potential, the public water system shall be protected by an approved air gap or an approved reduced pressure principle backflow prevention assembly at the service connection.

**E.** In the case of any premise where, because of security requirements or other prohibitions or restrictions, it is impossible or impractical to make a complete in-plant cross-connection survey, the public water system shall be protected against backflow from the premises by either an approved air gap or an approved reduced pressure principle backflow prevention assembly on each service to the premise.

**3080.3.2.5** Any backflow prevention assembly required herein shall be a make, model and size approved by the Chief Operator or Health Official. The term “Approved Backflow Prevention Assembly” shall mean an assembly that has been manufactured in full conformance with the standards established by the American Water Works Association entitled:

**AWWA/ANSI CS10-2007 Standard for Double Check Valve Backflow Prevention Assemblies;**

**AWWA/ANSI CS11-2017 Standard for Reduced Pressure Principle Backflow Prevention Assemblies;**

and, have met completely the laboratory and field performance standard of the Foundation for Cross-Connection Control and Hydraulic Research of the University of Southern California (USC FCCCHR) established in: Standards of Backflow Prevention Assemblies Chapter 10 of the most current edition of the Manual of Cross-Connection Control. Said AWWA and USC FCCCHR standards have been adopted by the Chief Operator or Health Official. Final approval shall be evidenced by a “Certificate of Compliance” for the said AWWA standards; or the appearance of the specific model and size on the List of Approved Backflow Prevention Assemblies published by the USC FCCCHR along with a “Certificate of Approval” for the said USC FCCCHR Standards; issued by an approved testing laboratory. The following testing laboratory has been qualified by the Chief Operator or Health Officer to test and approve backflow prevention assemblies:

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Foundation for Cross-Connection Control and Hydraulic Research  
University of Southern California  
Los Angeles, California 90089-2531

Testing laboratories other than the laboratory listed above will be added to an approved list as they are qualified by the Chief Operator or Health Officer.

Backflow preventers, which may be subjected to backpressure or backsiphonage, that have been fully tested and have been granted a "Certificate of Approval" by said qualified laboratory and are listed on the laboratory's current list of approved backflow prevention assemblies may be used without further test or qualification.

**3080.3.2.6** It shall be the duty of the consumer at any premise where backflow prevention assemblies are installed to have a field test performed by a certified backflow prevention assembly tester who is also certified by San Bernardino County Environmental Health Services. A "Certificate of Competence" will be issued by the Environmental Health Services which is required to inspect, maintain, or test backflow prevention assemblies in San Bernardino County. All backflow prevention assembly devices are required to be tested at least once per year. In those instances where the Chief Operator or Health Officer deems the hazard to be great enough he/she may require field tests at more frequent intervals.

These tests shall be at the expense of the water user and shall be performed by the Arrowbear Park County Water District certified personnel or by a certified tester approved by the Chief Operator or Health Officer. It shall be the duty of the Chief Operator or Health Officer to see that these tests are made in a timely manner. The consumer shall notify the Chief Operator or Health Officer in advance when the tests are to be undertaken so that an official representative may witness the field tests if so desired. These assemblies shall be repaired, overhauled or replaced at the expense of the consumer whenever said assemblies are found to be defective. Records of such tests, repairs and overhaul shall be kept and made available to the Chief Operator or Health Officer.

**3080.3.2.7** All presently installed backflow prevention assemblies which do not meet the requirements of this section but were approved devices for the purposes described herein at the time of installation and which have been properly maintained, shall, except for the field testing and maintenance requirements under subsection 3080.3.2.6, be excluded from the requirements of these rules so long as the Chief Operator or Health Officer is assured that they will satisfactorily protect the water purveyor's system. Whenever the existing device is moved from the present location or requires more than minimum maintenance or when the Chief Operator or Health Officer finds that the maintenance constitutes a hazard to health, the unit shall be replaced by an approved backflow prevention assembly meeting the requirements of this section.

**3080.3.2.8** The Chief Operator or Health Officer is authorized to make all necessary and reasonable rules and policies with respect to the enforcement of this ordinance. All such rules and policies shall be consistent with the provisions of this ordinance and shall be effective (30) days after being voted upon by the Board of Director's and filed at the Office of the Arrowbear Park County Water District.

**3080.3.2.9** Pursuant to San Bernardino County Code and Regulations, Environmental Health Services Division, in regards to the rental of hydrant meters, the following rules will apply;

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A deposit and application fee will be paid and submitted in advance and is required for meter service;  
A backflow prevention device must be installed on all hydrant meters before water is consumed;  
Customer will be responsible for backflow assembly;

Authorized water consumption will not be granted until the backflow device has been successfully tested by a certified backflow tester and the passing results submitted to the **Arrowbear Park County Water District Office**, located at **2365 N. Fir Drive, Arrowbear Lake, CA 92382**. (To obtain a list of certified testers, please contact the **San Bernardino County Environmental Health Services Office at 1-800-442-223**);

- No part of the installation shall protrude into traffic or pose a safety hazard to pedestrians or vehicles. If necessary, safety warning device(s) must be in place; Use only a hydrant meter wrench to operate the hydrant;
- When using the service, slowly open and close the hydrant to prevent water hammer;
- Meter is subject to removal if bill payment is not received by indicated due date, or if deposit made is returned or does not clear, and will be subject to a Reconnect Fee;
- Applicant will be charged for meter repairs or a replacement meter if the meter is damaged, lost, or stolen;
- Drawing water from a District hydrant without the use of a meter, unauthorized removal of the meter, or tampering with the meter or locking device will result in a forfeiture of deposit;
- Only District staff is authorized to move hydrant meters. If relocation is required, the applicant must notify the District 24 hours in advance and pay for the hydrant meter relocation fee.

### **3080.3.3 Annual Testing.**

**A.** Per the State Water Resources Control Board (SWRCB) and the new Cross-Connection Control Policy Handbook, along with California Code of Regulations: Title 17 Sections 7583-7586, 7601-7605, 7625-7627, and 7269, The District shall require and notify the user of annual operating testing of backflow prevention assemblies. The user shall provide for the annual testing and maintenance off each assembly owned. It shall be the duty of the District to see that these tests are made in a timely manner in order to be in compliance with the SWRCB. In addition to annual testing, in those instances where the Board deems the hazard to be great enough, or where frequent or repeated maintenance is required on an assembly, the Board of Directors may require more frequent inspections.

**B.** The tester shall notify the user, and the District, in the event that a backflow prevention assembly fails to meet operational tests. The user/customer shall have the necessary repairs made to return the backflow prevention assembly to the proper operating condition. Repeated failure of a backflow prevention assembly to meet operational tests may require replacement of the entire assembly.

**C.** A testing and maintenance fee shall be established by the Board of Directors, to cover the reasonable costs of the program. Only those house effected by this program will pay for this and not the community. This fee is to be a flat rate and shall be charged to every user with an inventoried backflow assembly device. The fees shall be added to the customer's water bill during the Calendar year upon completion of the testing.

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**D.** The Board will set up a convenient annual testing date for all customers involved to have everyone, preferably on the same dates, so the District can obtain the best prices from the assembly tester, from time to time by the district and Board of Directors or designated representative.

### **3080.3.3.4 Customer Notification.**

Customers shall be notified in a timely manner and shall follow procedures as established.

### **3080.3.4 Unapproved and/or homemade devices.**

**A.** Homemade devices shall not be allowed. When homemade devices are encountered, the company shall require that they be replaced with approved backflow prevention assemblies that are commensurate with the degree of hazard.

**B.** All other presently installed backflow prevention devices that do not meet the requirements of the company's regulations but were approved devices for the purposes described herein at the time of installation may remain in use so long as they meet the following conditions:

1. The device must be properly installed;
2. The device must be able to be tested, and pass the testing process, using the accepted procedures for approved assemblies;
3. In the case of once approved, repairs may only be made with readily available, manufactured approved parts;
4. The tester/company must be assured that the device is adequately protecting the District's system.

**C.** Whenever the device is removed from its present location or fails to meet with all of the above stated conditions, it must be replaced with an approved backflow prevention assembly commensurate with the degree of hazard.

### **3080.3.5 Installation.**

When the District determines that a backflow assembly is required, the backflow prevention assembly shall be installed on each service line to the user's property, at a location and in a manner as prescribed by the District, typically at the property line or immediately inside the building being served, but in all cases before the first branch line leading off the service line. All installations shall be made by the user/customer at the user/customer's expense. All assemblies shall be installed so that all set backs are met and in such a manner that they can be reasonably accessed by qualified individuals.

### **3080.3.6 Freeze Protection**

When a backflow prevention assembly is exposed to freezing conditions, freeze protection shall be provided to ensure the backflow preventer is not damaged or disabled by freezing conditions. It shall be the customer's responsibility to provide and maintain freeze protection in good working condition at all times. In all cases, the type of protection intended for use shall be subject to the company's approval.

### **3080.3.7 Auxiliary Water Systems.**

In the case of premises that have an auxiliary water supply which it not or may not be of safe bacteriological or chemical quality and which is not acceptable as an additional source by the company,



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the company's water system shall be protected against backflow from the premises by installing a backflow prevention assembly in the service line commensurate with the degree of hazard.

### **3080.3.8 Dual Services.**

The company shall require that the water user of any property being served by two or more water services to install on each of the water services leading to the property a backflow prevention assembly to prevent the recirculation of water through the systems. The type of protection required shall be commensurate with the degree of hazard as determined by the company, with non-toxic antifreeze recommended.

### **3080.3.9 Fire Suppression Systems.**

**A.** Any fire suppression system that has actual or potential cross-connections, contains antifreeze or other substances, or presents other hazards to the company's potable water system shall be protected in a manner commensurate with the degree of hazard.

**B.** The company, along with the local fire agency having jurisdiction over the fire suppression system, shall make a determination as to the type and location of backflow protection required.

**C.** Backflow prevention requirements shall be in accordance with the guidelines as set forth by the State Department of Health Services and the National Fire Protection Association.

#### **3080.3.9.1 Backflow Prevention Assembly Removal.**

Approval must be obtained from the District before a backflow prevention assembly is removed, relocated, or replaced.

**A.** Removal. The use of an assembly may be discontinued and the assembly removed from service upon presentation of sufficient evidence to the company that a hazard no longer exists and is not likely to be created in the future.

**B.** Relocation. An assembly may be relocated following confirmation by the company that the relocation will continue to provide the required protection and satisfy installation requirements. A retest will be required following the relocation of the assembly.

**C.** Repair. An assembly may be removed for repair provided the water use is either discontinued until the repair is completed and the assembly is returned to service, or the service connection is equipped with other backflow protection approved by the company. A retest will be required following the repair of the assembly.

**D.** Replacement. An assembly may be removed and replaced provided the water use is discontinued until the replacement assembly is installed and tested. All replacement assemblies must be approved by the company and must be commensurate with the degree hazard involved.

## EXECUTIVE SUMMARY

Section D.13 of the SSS WDR, requires all Enrollees to develop an SSMP and make it available to the public and to the SWRCB and RWQCB. The SSS WDR further specifies eleven (11) mandatory Elements that must be addressed in the SSMP. The SSMP is required to include the elements listed below. However, if the District determines and provides justification that any element is not appropriate or applicable, the SSMP does not need to address that element.

1. Goals
2. Organization
3. Legal Authority
4. Operations and Maintenance Program
5. Design and Performance Provisions
6. Overflow Emergency Response Plan ("OERP")
7. Fats, Oils, and Grease (FOG) Control Program
8. System Evaluation and Capacity Assurance Plan ("SECAP")
9. Monitoring, Measurement and Program Modifications
10. SSMP Program Audits
11. Communications Program

The following Chapters will address the above elements of the Plan and represent the Arrowbear Park County Water District SSMP.

The original SSMP was adopted by the Arrowbear Park County Water District Board of Directors at a public meeting on April 19, 2012.

The first update to the SSMP was adopted by the Arrowbear Park County Water District Board of Directors at a public meeting on April 20, 2017.

As required by the Order, the District makes the SSMP available to the State and/or Regional Water Board upon request. A copy of the SSMP is also publicly available for review at the office of the District General Manager at the District Offices at 2365 Fir Dr., Arrowbear Lake, CA 92382 and on the District's website at arrowbearwater.org.

### 1.1 Purpose

The purpose of the Order is to prevent sanitary sewer overflows (SSOs). To support this purpose and facilitate proper funding and management of the sanitary sewer system the Arrowbear Park County Water District is required to develop, implement, and maintain the SSMP. The District is also required to provide certification to the State Water Board by technically qualified and experienced persons to ensure that the SSMP is developed and implemented appropriately. (SSMP Audit)

## Sewer System Management Plan Annual Audit Report

<b>Name of Agency</b>	<b>Arrowbear Park County Water District</b>	
<b>Date of Audit</b>	<b>1/31/2024</b>	
<b>Name of Auditor(s)</b>	<b>Benjamin Magana, Jr. - GM</b>	
<b>System Overview</b>		
<b>Miles of Gravity Sewer Mains</b>		<b>12.0</b>
<b>Miles of Force Mains</b>		<b>.5</b>
<b>Total Miles of all Sewer Lines</b>		<b>12.5</b>
<b>Number of Pump Stations</b>		<b>1</b>
<b>Number of Private Sewer Mains, Excluding Laterals</b>		<b>0</b>
<b>Population Served</b>		<b>1396</b>
<b>Current Average Monthly Single-Family Residential Sewer Rate</b>		<b>\$44.28</b>

**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**

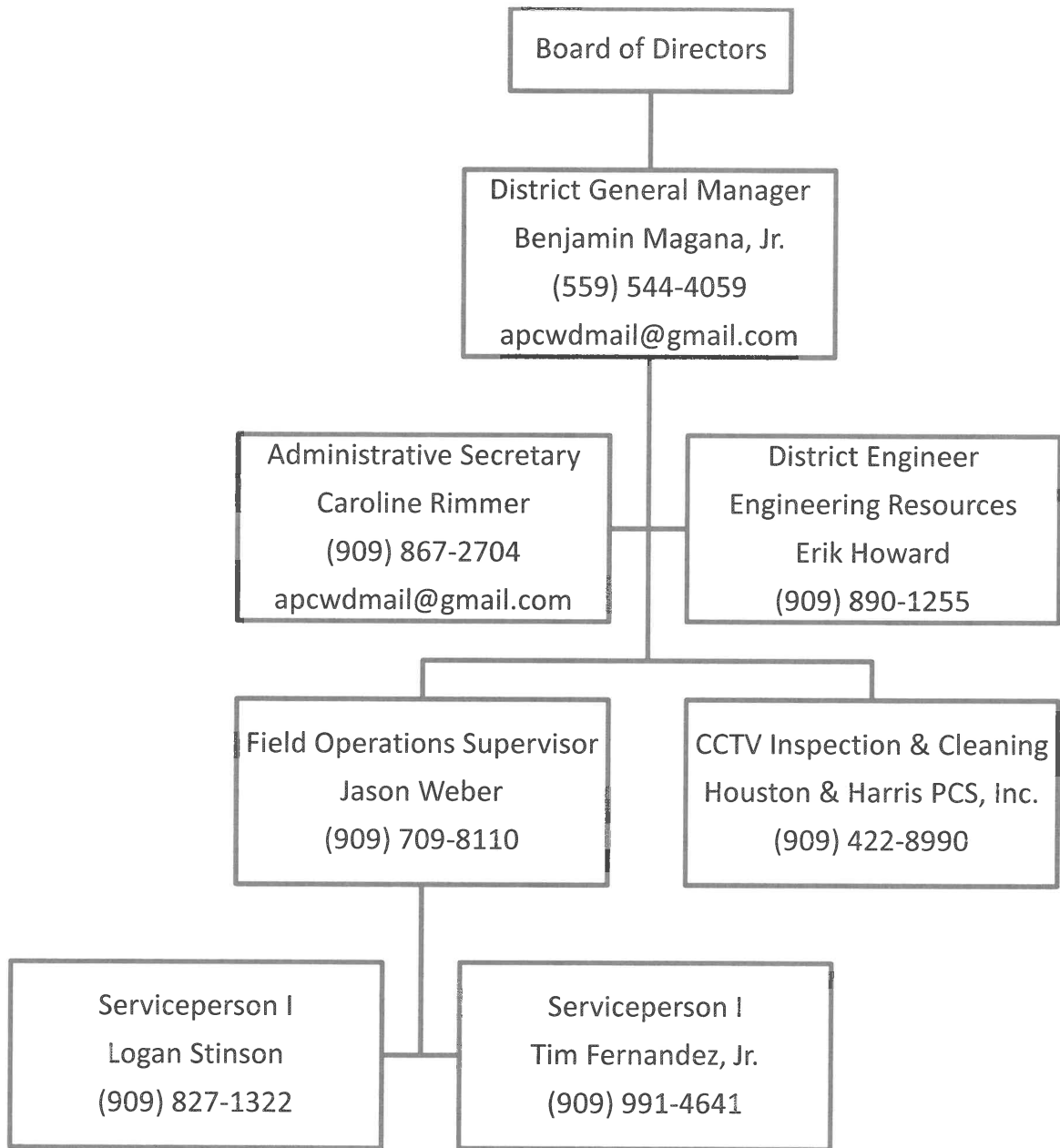
Reference Material

- 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:

- 8/24/2023, Updated org chart and phone list with current personnel.



**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**

<b>Indicator</b>	<b>YR 2020</b>	<b>YR 2021</b>	<b>YR 2022</b>	<b>YR 2023</b>
Number of SSOs (total)				
Wet season SSOs*	0	0	0	0
Dry season SSOs*	0	1	0	0
Number of SSOs (by volume range)				
< 10 gal	0	0	0	0
10 – 99 gal	0	1	0	0
100 – 999 gal	0	0	0	0
1000 – 9,999 gal	0	0	0	0
≥ 10,000 gal	0	0	0	0
Total SSO volume				
Volume reaching waters of the State	N/A	0	N/A	N/A
Volume not contained but not reaching waters of the State	N/A	0	N/A	N/A
Volume recovered	N/A	0	N/A	N/A
Net volume (total minus recovered)	N/A	0	N/A	N/A
Number of SSOs per 100 miles of sewer per Year	N/A	1	N/A	N/A
Volume of SSOs per 100 miles of sewer per Year	N/A	25	N/A	N/A
Total volume conveyed to treatment facilities (million gallons)	25.07	22.45	20.94	23.64
Total volume SSO / total volume conveyed, gallons / million gallons	N/A	< .00001	N/A	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	0	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	1	0	0
Average emergency response time (minutes)	N/A	4	N/A	N/A
Business hours	N/A	1	N/A	N/A
Non-business hours	N/A	0	N/A	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 2020	YR 2021	YR 2022	YR 2023
Number of SSOs caused by FOG	0	0	0	0
Planned cleaning (LF)	13,700	14,200	14,800	11,167
Unplanned cleaning (LF)	1,200	1,280	1,240	1,200
Ratio of planned to unplanned cleaning	8.7%	9.0%	8.4%	10.7%
Number of FOG inspections completed	90	92	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 2020	YR 2021	YR 2022	YR 2023
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**

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 with no SSO's.

2023 - 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 no SSO's. Going forward, acquisition of District owned cleaning (new jetter) and inspection (video system) equipment will allow the District to perform their own annual cleaning and inspection as well as real-time cleaning and inspection (especially during wet season periods) to identify potential I & I issues. As of late 2023 and early 2024, The District has already begun inspecting the sanitary sewer system and is in possession of video inspection equipment and a new jetter trailer for cleaning equipment.

# ARROWBEAR PARK COUNTY WATER DISTRICT

Regular Board Meetings: Third Thursday @ 6:00 PM

## Current Officers 2024

**President**            Sheila Wymer  
**Vice President**    Mark Bunyea

## Committee Assignments 2024

<b>Personnel</b>	Head - Sheila	Co - Craig
<b>Finance</b>	Head - Mark	Co - Sheila
<b>Master Plan</b>	Head - Paul	Co - Mark
<b>Public Relations</b>	Head - Craig	Co - Seth
<b>Fire &amp; Safety</b>	Head - Seth	Co - Paul

## 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.

January 31, 2024

Ms. Caroline Rimmer  
Secretary  
Arrowbear Park County Water District  
Post Office Box 4045  
Arrowbear Lake, California 92382-4045

NOTICE OF DIRECTOR VACANCY

Dear Ms. Rimmer:

On behalf of the SDRMA Board of Directors, I'm writing to notify members of a vacant Director's seat on SDRMA's Board of Directors effective December 23, 2023. The term of the current vacancy will expire on December 31, 2025 and will be filled by appointment of the Board of Directors based on an application and interview process.

The appointment will be based on the following procedures according to SDRMA Bylaws and Election/Appointment Policy No. 2023-05:

Candidate Qualifications

Interested candidates must be a Board member or a management employee (see Policy No. 2023-05, Section 4.1) and be an active member agency of both SDRMA's Property/Liability and Workers' Compensation Programs. Only one representative from any member agency may serve on the Board of Directors at one time. Member Districts/Agencies which already have representatives serving on the Board are:

Herlong Public Utility District  
Groveland Community Services District  
Honey Lake Valley Resource Conservation District  
Costa Mesa Sanitary District  
Kern Mosquito and Vector Control District  
Clovis Veterans Memorial District

These districts/agencies are not eligible to nominate another representative for the vacancy.

Candidate Documents and Information – Enclosed are candidate documents and information including a Board of Director fact sheet, sample resolution, Election/Appointment Policy No. 2023-05 and the 2024 Board Meeting Calendar.

Application Packet



Maximizing Protection. Minimizing Risk.

Page 60

Candidates shall submit the following;

- a) A letter of interest; and
- b) A resume, with particular emphasis on the candidate's knowledge of special districts and risk management; and
- c) A resolution from, or a letter approved by the candidate's Governing Body nominating the candidate.
- d) Completed application packets must be received in SDRMA's office no later than 5:00 P.M. **April 12, 2024.**

Interview Process

- a) Qualified candidates who have submitted an approved application packet will be advised via email acknowledging the receipt of their application packet and confirming the date, time and location of their interview.
- b) Interviews will be conducted by SDRMA's Board of Directors on Wednesday, May 1, 2024 in Sacramento at SDRMA's office.

Selection

The Board of Directors anticipates making the selection and notifying candidates of the final selection on May 2, 2024. Candidates will be advised via email of the Board's selection. The selected candidate will be seated at the June Board Meeting.

SPECIAL NOTE: As a part of our normal election process, four Board seats will be up for election during 2025. One of the four seats up for election in 2025 is being filled by this appointment for a 19 month term. Therefore, whichever candidate is appointed by the Board, that Board member must then stand for election during the regular election process in 2025 and be successful in order to remain in that seat beyond December 31, 2025.

*SDRMA is governed by its members for the benefit of its members.* This is an important opportunity for our members to participate in their Risk Management Program. Please contact Management Analyst, Candice Richardson, at 800-537-7790 if you have any questions regarding the Board vacancy or the appointment process.

Sincerely,



Sandy Seifert-Raffelson, President  
Board of Directors

cc: SDRMA Board of Directors

## CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS - SEAT A

**Deadline:** Coastal Network April 20, 2024. All other Networks April 10, 2024.

The California Special Districts Association Elections and Bylaws Committee is looking for independent special district board members or their general managers who are interested in leading the direction of CSDA for the 2025 - 2027 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 they seek to represent.

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 CSDA 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 summer/fall. (CSDA does **not** reimburse travel-related expenses for the two conferences even if a board or committee meeting is held in conjunction with the event; however, does comp registration for the two events.)
- 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.)
- Complete Annual Chief Executive Officer Evaluation.

Please review the [CSDA Board Policy 2.16 Board Commitments & Responsibilities](#).

### 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 along with the Candidate Information Sheet must accompany the Nomination Form. The deadline for receiving nominations is April 10, 2024 for all networks, except for the Coastal Network.** In the Coastal Network, there is also a vacant position for Seat B. Therefore the call for nominations deadline has been extended to April 20, 2024.

**[Candidate Information Sheet Here](#)**

**Nomination Form Here****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](mailto: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 10, 2024. All votes must be received through the system no later than 5:00 p.m. July 26, 2024. The successful candidates will be notified no later than July 30, 2024. All selected CSDA Board Members will be introduced at the Annual Conference in Indian Wells, CA in September 2024.

**Expiring Terms - All Seat A**

- Northern Network** – Greg Orsini, Director, McKinleyville Community Services District\*
- Sierra Network** – Noelle Mattock, El Dorado Hills Community Services District\*
- Bay Area Network** – Chad Davisson, CSDM, General Manager, Ironhouse Sanitary District\*
- Central Network** – Patrick Ostly, General Manager, North of River Sanitary District\*
- Coastal Network** – Elaine Magner, Director, Pleasant Valley Recreation & Park District\*
- Southern Network** – Jo MacKenzie, Director, Vista Irrigation 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 10, 2024. All votes must be received through the system no later than 5:00 p.m. July 26, 2024.*

Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail [amberp@csda.net](mailto:amberp@csda.net) **by April 10, 2024** in order to ensure that you will receive a paper ballot on time.

**CSDA will mail paper ballots on June 10, 2024 per district request only.**

If you have any questions, please contact Amber Phelen at [amberp@csda.net](mailto:amberp@csda.net)



## **Policy 2.16: Board Commitments & Responsibilities**

### **Overview:**

The Board of Directors is responsible for ensuring the Association's long-term financial stability and integrity. Directors ensure the Association fulfills its mission to promote good governance and improved core local services through professional development, advocacy and other services for all types of independent special districts. In order to foster the Association's continued viability and growth, effective member engagement and sufficient revenue are essential. Accordingly, Directors pledge to be active participants and promote the Association and its services.

### **Core Commitments:**

1. Support the approved CSDA mission statement, vision statement, and Board beliefs.
2. Advocate for the Association and its members.
3. Serve as a part of a unified governing body.
4. Govern within Board policies, standards and ethics.
5. Dedicate the time and energy necessary to be effective.
6. Represent and make policy decisions based on the impact to the entire special districts community.
7. Respect the individual views of Directors, then collectively support Board decisions.
8. Communicate as a cohesive Board of Directors with a common vision and voice.
9. Operate with the highest standards of integrity and trust.

Date Approved: 11/8/2013

Date Amended: 03/13/2015, 11/13/15, 09/02/16, 01/20/17, 01/19/18, 1/17/2020





## **Duties & Responsibilities:**

### General Participation

1. Regularly attend Board meetings – a Board member may be dismissed after three unexcused absences.
2. Actively participate in decision-making by being familiar with issues and prepared to address all agenda items.
3. Participate in setting CSDA policy, budget approval and establishing the direction for the Association through the Strategic Plan.
4. Actively participate as a member of at least one and no more than two CSDA committees – Board Officers may participate in more than two committees as required in the CSDA Bylaws and Board Policy Manual.
5. Attend the Association's annual conference and legislative days and participate in other meetings/events.

### Governance & Training

1. Complete all four modules of CSDA's Special District Leadership Academy (SDLA) within 2 years of being elected/appointed to the CSDA Board of Directors prior to the expiration of a CSDA Board Member's full-term of office. If not completed by the end of the full-term, the CSDA Board Member shall be ineligible to run for re-election on the CSDA Board of Directors unless they are registered to attend the next available SDLA event.
2. Attend Board member orientation training provided by CSDA.
3. Provide CSDA electronic certificates for posting on the CSDA website indicating current and successful completion of AB1234 (Ethics Training), AB1825 (Harassment Prevention Training), and graduation from the CSDA Special District Leadership Academy (SDLA).

### Association Programs

1. Actively understand and encourage participation in CSDA partner programs (SDRMA, CSDA Finance Corporation, SDLF) as well as other CSDA endorsed services within your district, chapter, Network service area and statewide.

Date Approved: 11/8/2013

Date Amended: 03/13/2015, 11/13/15, 09/02/16, 01/20/17, 01/19/18, 1/17/2020



### CEO Performance Evaluation

1. Complete and submit the annual Chief Executive Officer (CEO) performance evaluation form by the designated due date. A written request to be excused from submitting the CEO evaluation form may be submitted to the CSDA President for consideration. The CSDA President shall determine if the request is approved or denied using Board Policy: 2.17-Excused Absences as guidance. If the CEO evaluation is not completed by a CSDA Board Member that has not been excused, that individual shall be ineligible to run for re-election on the CSDA Board of Directors upon completion of their term.

### Advocacy, Recruitment & Retention

1. Encourage timely responses from your district and service area to CSDA legislative calls to action and other grassroots efforts. Play an active grassroots role within your service area and participate in grassroots campaigns coordinated by CSDA.
2. Advocate for CSDA with an emphasis on building relationships and furthering the understanding/awareness of special districts and the Association within your service area, chapter and statewide.
3. Promote CSDA membership and engagement opportunities in ways appropriate within your service area (i.e. sponsorships, advertisers, exhibitors, speakers, professional development opportunities, services, programs, etc.).

### Finance

1. Read and understand CSDA financial statements and otherwise assist the Board in fulfilling its fiduciary responsibility.

Date Approved: 11/8/2013

Date Amended: 03/13/2015, 11/13/15, 09/02/16, 01/20/17, 01/19/18, 1/17/2020



Dated: February 15, 2024,

ARROWBEAR PARK COUNTY WATER DISTRICT

By \_\_\_\_\_

Sheila Wymer, 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 #2024-02-15A.

WITNESS MY HAND OR THE SEAL OF THE Arrowbear Park County Water District, on this 15th day of February 2024.

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

**RESOLUTION NO. 2024-02-15B**

**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 15th day of February, 2024.

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 15th day of February, 2024, by the following vote:

- AYES:
- NAYS:
- ABSTAIN:
- ABSENT:

Dated: February 15, 2024                      ARROWBEAR PARK COUNTY WATER DISTRICT

By \_\_\_\_\_  
Sheila Wymer, 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 #2024-02-15B.

WITNESS MY HAND OR THE SEAL OF THE Arrowbear Park County Water District, on this 15th day of February, 2024.

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



## **MASTER INSTRUCTIONAL SERVICES AGREEMENT**

This Inter-Agency Instructional Services Agreement is made and entered into as of **January 1, 2024** ("Effective Date"), by and between **San Bernardino Community College District c/o Crafton Hills College** ("SBCCD") and **Arrowbear Lake Fire Department** ("AGENCY").

### **WITNESSETH**

**WHEREAS**, SBCCD is authorized by the California Education Code ("Education Code") and Title 5 of the California Code of Regulations ("Title 5"), to conduct Contract Instruction, Assessment and Counseling Services to serve community needs; and

**WHEREAS**, AGENCY desires to contract with SBCCD to provide educational services to its in-service personnel as set forth herein; and

**WHEREAS**, the parties mutually desire cooperation of the parties to provide quality instruction and training to meet community needs, as set forth herein;

### **AGREEMENT**

**Now, therefore**, in consideration of the foregoing and of the covenants, conditions, and promises hereinafter contained to be kept and performed by the respective parties, SBCCD and AGENCY mutually agree as follows:

#### **Section 1. RESPONSIBILITIES OF SBCCD**

- a. SBCCD shall offer approved courses to meet educational needs and requirements of the AGENCY in-service personnel (all class participants are in-service fire personnel and shall hereafter be referred to as "students"), as specified by AGENCY.
- b. SBCCD shall provide a coordinator to work with AGENCY. Said coordinator shall act as the AGENCY's co-director for all SBCCD affiliated educational courses. Under no circumstances, however, shall the coordinator have authority over the remaining operations of AGENCY, including but not limited to, personnel issues concerning AGENCY employees, operational budget, or the use, maintenance, or scheduling of AGENCY facilities.
- c. SBCCD and AGENCY will mutually ensure ancillary and support services are provided for the students. (e.g., Counseling, Guidance, & Placement Assistance).
- d. SBCCD shall assist the AGENCY in registration and other support services to students in order to adequately manage and control its course offerings.

- e. SBCCD shall approve of the selection of instructors and facilitators and evaluate the quality of instruction to ensure that it meets the needs of the students and the accreditation requirements of SBCCD. SBCCD shall have the primary right to control and direct the instructional activities of all instructors.
- f. SBCCD shall ensure that course offerings meet all appropriate requirements of the Education Code and Title 5.
- g. SBCCD shall consult the AGENCY on any revisions to existing SBCCD courses designed for the AGENCY program, initiation of new courses, or any other changes, in order to ensure the quality of educational services and to meet the needs of the AGENCY.
- h. SBCCD shall provide the use of its facilities and equipment free of charge for use by the AGENCY, on an as-needed, space available, basis for affiliated programs. SBCCD shall attempt to provide use of said facilities and equipment during normal business hours.
- i. SBCCD shall demonstrate control and direction through such actions as: providing the instructor of record an orientation, instructor's manual, Title 5 course outlines, curriculum materials, testing and grading procedures and any other materials and services it would provide its hourly instructors on campus.
- j. SBCCD shall waive the health fee for all AGENCY students.
- k. By signing this Agreement, SBCCD certifies it does not receive full compensation for direct education costs of the course from any public or private agency, individual or group.
- l. SBCCD has the primary right and responsibility to control and direct the activities of the person or persons furnished by the AGENCY during the provision of fire and public safety training programs and other services under this Agreement.

## **Section 2. RESPONSIBILITIES OF AGENCY**

- a. AGENCY shall provide classroom space, on an as-needed, space available, basis, for use as off-campus sites by SBCCD, free of charge for affiliated programs. AGENCY shall make a good faith effort to schedule use of said facilities during normal business hours.
- b. AGENCY shall provide instructors, facilitators, equipment, materials, day-to-day management support, and all other related overhead necessary to conduct SBCCD's affiliated educational programs.
- c. AGENCY shall cooperate with SBCCD to ensure all personnel, equipment, and materials used in carrying out its responsibilities under this Agreement conform to Education Code and Title 5 mandated standards governing instructional programs, including minimum qualifications for instructors.

- d. AGENCY shall consider the funds received as compensation for services under this Agreement for educational and training related purposes as they relate to fire and public safety training programs.
- e. AGENCY shall assist SBCCD in collecting all instructional fees associated with the class offerings under this Agreement.
- f. Records of student attendance and achievement shall be maintained by AGENCY. Records will always be open for review by officials of SBCCD and submitted on a schedule developed by SBCCD.
- g. By signing this Agreement, AGENCY certifies the training facility is open to the public and the instructional activities agreed upon herein will not be fully funded by other sources.

### **Section 3. PAYMENT FOR SERVICES**

- a. In consideration of the services provided herein, SBCCD shall pay AGENCY \$3.50 per student instructional hour eligible for state general apportionment.
- b. For Fiscal Year 2023/2024 (for purposes of this Agreement, "Fiscal Year" begins July 1 of each calendar year and ends June 30 of the following calendar year), said hours shall not exceed 20,000 Student Instructional Hours or 38 Full Time Equivalent Students (FTES), unless mutually agreed **prior to August 1, 2023**. The same limits shall apply in each subsequent fiscal year, unless otherwise agreed in writing by the parties.
- c. Any subsequent fiscal year's student instructional hour cap shall be determined at least sixty (60) days prior to the start of such fiscal year.
- d. AGENCY shall submit to SBCCD an invoice of all mutually agreed upon instructional hours provided under this Agreement. SBCCD shall pay AGENCY the agreed contract price within 45 days. The registration fees for courses under this contract will be deducted from the total amount of said invoice. SBCCD shall consider this payment for the registration fees and AGENCY shall consider the contracted price, minus the registration fees, as payment in full.
- e. Instructional hours are defined as those hours reported on SCCCD's CCFS-320, California Community Colleges Apportionment Attendance Reports, which are subject to audit by SCCCD's independent auditor and the California Community Colleges Chancellor's Office.

### **Section 4. INDEMNIFICATION**

- a. AGENCY shall indemnify, hold harmless and defend SBCCD, and each of its officers, officials, agents, and volunteers from and all third-party loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage), and from any and all claims, demands and actions in law or equity (including attorney's fees and litigation expenses), arising or alleged to have arisen directly or indirectly from the negligent or intentional acts or omissions of AGENCY or any of its

officers, officials, employees, agents or volunteers in the performance of this Agreement; provided, however, that AGENCY's indemnification obligations shall not apply to the extent any such claims are caused by the gross negligence or willful misconduct of SBCCD; provided, further, nothing herein shall constitute a waiver by AGENCY of governmental immunities including California Government Code Section 810 et seq.

- b. SBCCD shall indemnify, hold harmless and defend AGENCY, and each of its officers, officials, employees, agents and volunteers from any and all third-party loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage), and from any and all claims, demands and actions in law or equity (including attorney's fees and litigation expenses), arising or alleged to have arisen directly or indirectly from the negligent or intentional acts or omissions of SBCCD or any of its officers, officials, employees, agents or volunteers in the performance of this Agreement; provided, however, that SBCCD's indemnification obligations shall not apply to the extent any such claims are caused by the gross negligence or willful misconduct of AGENCY; provided, further, nothing herein shall constitute a waiver by SBCCD of governmental immunities including California Government Code Section 810 et seq.
- c. In the event of concurrent negligence on the part of SBCCD or any of its officers, officials, employees, agents or volunteers, and AGENCY or any of its officers, officials, employees, agents or volunteers, the liability for any and all such claims, demands and actions in law or equity for such losses, fines, penalties, forfeitures, costs, and damages shall be apportioned under the State of California's theory of comparative negligence as presently established or as may be modified hereafter.
- d. This section shall survive expiration or termination of this Agreement.

#### **Section 5. INSURANCE**

- a. Each party shall insure its activities in connection with this Agreement and maintain at all times insurance in coverage and limit amounts reasonably necessary to protect itself against injuries and damages arising from the acts or omissions caused by each party, their respective Boards, officers, employees and agents in the performance of this Agreement. This insurance requirement may be satisfied through a program of self-insurance, or insurance coverage afforded to public entities through a Joint Powers Authority (JPA) risk pool.

#### **Section 6. MISCELLANEOUS PROVISIONS**

- a. If any provisions of this Agreement are found to be, or become, contrary to applicable law or regulations, or court decisions, SBCCD and AGENCY agree that the Agreement shall be renegotiated as it relates to said provision, and the remainder of the Agreement shall remain in full force and effect.

- b. Term and Termination. The term of this Agreement shall start on January 1, 2024, and expire on June 30, 2029.

Notwithstanding the foregoing, either party may terminate this Agreement as of the end of the term in which classes are currently in session, with or without cause, upon written notice given to the other party at least thirty (30) days in advance. In the event of such termination, each party shall fully pay and discharge all obligations accruing to the other party up to and including the date of termination. Neither party shall incur any additional liability to the other by reason of such termination.

- c. Either party hereto maintains the right to cancel services at least sixty (60) days prior to the beginning of each course at no cost to either party to this Agreement.
- d. Nondiscrimination. To the extent required by controlling federal, state and local law, the parties shall not employ discriminatory practices in the provision of services, course instruction, employment of personnel, or in any other respect on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, status as a disabled veteran or veteran of the Vietnam era.
- e. This Agreement contains the entire understanding between the Parties, and supersedes any prior understanding and/or written or oral agreements between them, respecting the subject matter of this Agreement. There are no representations, agreements, arrangements, or understandings, oral or written, by and between the Parties relating to the subject matter of this Agreement that are not fully expressed herein. Any modification to this Agreement shall be effective only if it is in writing and signed by the AGENCY and SBCCD in the form of an amendment to this Agreement.
- f. Compliance with Law. In providing the services required under this Agreement, SBCCD shall at all times comply with all applicable laws of the United States, the State of California and San Bernardino County, and with all applicable regulations promulgated by federal, state, regional, or local administrative and regulatory agencies, now in force and as they may be enacted, issued, or amended during the term of this Agreement.
- g. Governing Law and Venue. This Agreement shall be governed by and interpreted in accordance with the laws of the State of California, excluding any choice of law provision that would apply the laws of any other jurisdiction. Any action taken to enforce this Agreement shall be maintained exclusively in the Superior Court of the State of California, San Bernardino County. Each Party expressly consents to the exclusive jurisdiction of said court and waives any right it may otherwise have to challenge the appropriateness of such forum, whether on the basis of the doctrine of forum *non conveniens* or otherwise.

- h. Cumulative Remedies. No remedy or election hereunder shall be deemed exclusive but shall, wherever possible, be cumulative with all other remedies at law or in equity.
- i. No Third-Party Beneficiaries. The rights, interests, duties and obligations defined within this Agreement are intended for the specific parties hereto as identified in the preamble of this Agreement. Notwithstanding anything stated to the contrary in this Agreement, it is not intended that any rights or interests in this Agreement benefit or flow to the interest of any third parties.
- j. Attorney's Fees. If either party is required to commence any proceeding or legal action to enforce or interpret any term, covenant or condition of this Agreement, the prevailing party in such proceeding or action shall be entitled to recover from the other party its reasonable attorney's fees and legal expenses.
- k. Any notice to be given or to be served upon either Party hereto in connection with this Agreement must be in writing and shall be deemed to have been given and received: (a) when personally delivered; (b) two (2) days after it is sent by Federal Express or similar overnight courier, postage prepaid and addressed to the Party for whom it is intended, at that Party's address specified below; (c) three (3) days after it is sent by certified or registered United States mail, return receipt requested, postage prepaid and addressed to the Party for whom it is intended, at that Party's address specified below; or (d) as of the date of electronic mail transmission addressed to the Party for whom it is intended, at that Party's electronic mail address specified below, and provided that an original of such notice is also sent to the intended addressee by means described in clauses (a), (b), or (c) within two (2) business days after such transmission. Either Party may change the place for the giving of notice to it by thirty (30) days prior written notice to the other Party as provided herein.

**If to SBCCD:**

San Bernardino Community College District  
Attn: Steve J. Sutorus, Business Manager  
550 E. Hospitality Lane, Suite 200  
San Bernardino, CA, 92408  
909-382-4031  
E-Mail: \_\_\_\_\_

**If to AGENCY:**

Arrowbear Lake Fire Department  
Attn: Paul Lindley, Fire Chief  
P.O. Box 4045  
Arrowbear Lake, CA 92382  
909-867-3479  
E-Mail: \_\_\_\_\_

- I. The specific courses covered under this Agreement are described in Attachment 1, which are incorporated herein by this reference.
- m. In addition to the specific courses noted above, the parties may offer additional courses under this Agreement on the same terms and conditions. AGENCY shall inform SBCCD of its desire to add a class at least 40 days before the desired class start date. Each additional course of instruction shall require a written agreement to offer the course signed by AGENCY's Fire Chief or designee and the SBCCD Business Manager or designee. The course details must be set forth in writing as with the courses listed above and will become attachments to this Agreement.
- n. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which when taken together shall constitute one and the same instrument. Signatures may be delivered electronically and shall be binding upon the parties as if they were originals.

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement:

San Bernardino Community College District

Arrowbear Lake Fire Department

\_\_\_\_\_  
BY: Steven J. Sutorus, Business Manager

\_\_\_\_\_  
BY: Paul Lindley, Fire Chief

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date:

# Attachment 1

Rope Rescue Operations  
Truck Operations  
Fire Hose Evolutions  
Ground Ladder Evolutions  
Recruit Orientation  
Academy  
State Mandated EMS Curriculum – 24 Hour Minimum (Annually)  
EVOG (Emergency Vehicle Operator Course)  
Confined Space Awareness  
Hazard Material First Responder  
Engine Company Operations  
Wildland

**NFPA:**

1500 Occupational Safety

1561 Incident Command System

1584 Rehabilitation for Emergency Responders



**RESOLUTION NO. 2024 – 02 – 15C**

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

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Arrowbear Park County Water District, California: expressly acknowledges the measure of compliance of the Arrowbear Lake Fire Department with Health and Safety Code sections 13146.2 and 13146.3 in the Arrowbear Park County Water District for the time period of July 1, 2023 to June 30, 2024, as follows:

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

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

**Section 3.** The Board Clerk shall certify to the adoption of this resolution.

**PASSED, APPROVED AND ADOPTED** by the Board of Directors of the Arrowbear Park County Water District on this 15th day of February 2024.

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 15th day of February 2024, by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

Dated: February 15, 2024,                      ARROWBEAR PARK COUNTY WATER DISTRICT

By \_\_\_\_\_

Sheila Wymer, 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 #2024-02-15C.

WITNESS MY HAND OR THE SEAL OF THE Arrowbear Park County Water District, on this 15th day of February 2024.

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