

Arrowbear Park County Water District

REGULAR MEETING OF THE BOARD OF DIRECTORS

AGENDA

DATE: Mar. 21, 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
March 15, 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. ROLLCALL
- 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are expected to be routine and non-controversial and will be acted on at one time without discussion unless an item is withdrawn by a Board member for questions or discussion.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, February 15, 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 Magana
 - 1. Administrative Highlights.

Excuse Staff not needed for Action Items

H. DISCUSSION / ACTION ITEMS

A) Board

- 1. Presentation by Douglas Leal of Rural Community Assistance Corporation (RCAC) for the Highway 18 Pipeline Project.

Excuse RCAC for remaining Action Items

- 2. Discussion with motion to amend Policy 3045.20, to reflect Field Operations Supervisor replacing General Manager, and 3045.30.3, to reflect credit limit of \$20,000 replacing credit limit \$5,000.

Staff Recommendation: Approve

- 3. Discussion with motion to define the word frequent in Policy 2140.50 as it pertains to Advances of Wages.
- 4. Discussion with motion to approve repayment to the Internal Revenue Service for Quarters ending June 2020 (\$33,028.09), September 2020 (\$7,229.48), and December 2020 (6,269.20) for a total of \$46,526.77 for disputed Tax Credits, penalties and interest received based on the information submitted by Innovation Refunds.

Staff Recommendation: Approve

I. ANNOUNCEMENTS / REPORTS

- A) President
- B) Board Members
- C) Staff - Set date for Full Board Master Plan Meeting in April.

The next Regular Board Meeting will be April 18, 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 February 15, 2024 6:00 PM

The regular meeting of the Board of Directors of Arrowbear Park County Water District was held February 15, 2024, at the District office located at 2365 Fir Drive, Arrowbear Lake, California.

Directors in attendance:

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

Directors who were absent:

None

Also present were the following:

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

Visitors present:

T. Fernandez
A. Underwood
O. Rendelman
R. Barrett

Open Session

President Wymer called the meeting to order. Director Burt led the recitation of the Pledge of Allegiance. President Wymer certified the posting of the agenda. President Wymer performed a roll call, Directors that were present: Directors Miller, Carpenter, Wymer, Bunyea, and Burt. Directors that were absent: None

Public Comments:

There were no public comments.

Approval of Consent Agenda:

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

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

Nays: None

Abstain: None

Absent: None

Staff Reports:

1. Field Operations Supervisor Weber gave a field operations report on the monthly repairs and routine services performed in January and reported that Service Person Fernandez celebrated his 1-year anniversary, and that Service Person Stinson passed his D2 Cert. test.
2. Chief Lindley reported on the Fire Department calls for the month of January.
3. General Manager Magana reported that the District has not used any snow days this year, that he spent time with RCAC and the USDA regarding the Highway 18 Pipeline Project, electronic meters, and a wastewater treatment plant.

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

Discussion/ Action Items:

Ron Barrett - Rim Family Services

1. There was a presentation by Ron Barrett of Rim Family Services regarding the Prescription Institutional Policy Partnership and the proper disposal of prescription medication. There was a discussion with a motion to include providing the information from Rim Family Services in the Waterline, bills, etc. and on the District webpage. Motion to include providing information from Rim Family Services in the Waterline, bills, etc. and on the District webpage was made by Director Miller. Second was by Director Burt and approved by a unanimous vote.
Ayes: Miller, Carpenter, Wymer, Bunyea, and Burt
Nays: None
Abstain: None
Absent: None

General Manager Magana

2. There was a discussion regarding the review and adoption of District Policy 2090 (Water) and 3080 (Sewer) for the Control of Backflow and Cross-Connections as it pertains to water and sewer. Motion to adopt District Policy 2090 (Water), and 3080 (Sewer), for the Control of Backflow and Cross-Connections as it pertains to water and sewer was made by Director Miller. Second was by Director Burt and approved by a unanimous vote.
Ayes: Miller, Carpenter, Wymer, Bunyea, and Burt
Nays: None
Abstain: None
Absent: None
3. General Manager Magana presented the 2023 SSMP Audit. There was a discussion with a motion made by Director Miller to accept the 2023 SSMP Audit as performed by General Manager Magana, seconded by Vice President Bunyea, and approved by a unanimous vote.
Ayes: Miller, Carpenter, Wymer, Bunyea, and Burt
Nays: None
Abstain: None
Absent: None

Board

4. President Wymer assigned the Directors to their respective Committees for 2024. Motion to accept the assignments was made by Director Miller, seconded by Vice President Bunyea, and approved by a unanimous vote.
Ayes: Miller, Carpenter, Wymer, Bunyea, and Burt
Nays: None
Abstain: None
Absent: None
5. There was a discussion with no nominations for an APCWD Board Member to be a candidate for the SDRMA Board of Directors.
6. There was a discussion with no nominations for an APCWD Board Member to be a candidate for the CSDA Board of Directors (Seat C).
7. There was a discussion with a motion to approve Resolution 2024-02-ISA, annually authorizing the District investment in LAIF with the current signatories authorized on the

account. Motion to approve Resolution 2024-2-1 *SA* was made by Director Miller, seconded by Vice President Bunyea, and approved by a unanimous vote.

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

Nays: None

Abstain: None

Absent: None

8. There was a discussion with a motion to approve Resolution 2024-02-1SB, the annual District investment policy review. Motion to approve Resolution 2024-02-1SB was made by Director Miller, seconded by Vice President Bunyea, and approved by a unanimous vote.

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

Nays: None

Abstain: None

Absent: None

Fire Department

9. There was a discussion with a motion to approve the Master Instructional Services Agreement between San Bernardino County Community College District c/o Crafton Hills College and Arrowbear Lake Fire Department. Director Miller made a motion to approve the Master Instructional Services Agreement between San Bernardino County Community College District c/o Crafton Hills College and Arrowbear Lake Fire Department. Second was by Vice President Bunyea and approved by a unanimous vote.

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

Nays: None

Abstain: None

Absent: None

10. There was a discussion with a motion to approve Resolution 2024-02-1 *SC*, the 2023/2024 State Mandated Fire Inspections completion. Motion to approve the 2023/2024 State Mandated Fire Inspections completion was made by Director Carpenter. Second was by Director Burt and approved by a unanimous vote.

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

Nays: None

Abstain: None

Absent: None

11. There was a discussion with a motion to approve the sale of surplus vehicle Engine 271A. Motion to approve the sale of surplus vehicle Engine 271A was made by Director Miller. Second was by Vice President Bunyea and approved by a unanimous vote.

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

Nays: None

Abstain: None

Absent: None

Announcements:

- A) The President had no announcements.
- B) The Board members had no announcements.
- C) Staff had no announcements.

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

Adjournment of Open Meeting

There being no further business, President Wymer adjourned the meeting at 8:22 PM.

Sheila Wymer, President

Caroline V. Rimmer, Secretary

SUMMARY OF BANK BALANCES

2/1/2024 to 2/29/2024

	GENERAL ACCOUNTS		RESTRICTED ACCOUNTS		RESERVES
	First Foundation Bank		CALPers	OPEB	LAIF FUNDS
Account Beginning Balance	\$ 149,141.05		\$ 244,099.59		Water - \$146,064.04
					Sewer - \$150,178.54
Total Cleared Deposits - 46	\$ 104,044.36				Fire - \$389,504.11
Total Cleared Checks/Debits - 58	\$ (195,908.84)				
Interest earned (Investment Loss)					
Service Charge(s)	\$ 2.00				
Ending Balance	\$ 57,278.57		\$ 244,099.59		\$ 685,746.69
Investment Accounts	LAIF GENERAL		CEPPT		
Beginning Balance	\$ 685,746.69		\$ 40,919.52		
Quarterly Interest	\$ -		\$ -		
Service Charge(s)			\$ -		
Transfer From/To General Checking Account	\$ -				
Ending Balance	\$ 685,746.69		\$ 40,919.52		
TOTALS	\$ 743,025.26		\$ 285,019.11		

C-11
10
P.

SUMMARY OF INCOME & EXPENSES

	February 2024	YEAR TO DATE	BUDGET	REMAINING	%
TOTAL INCOME	\$ 103,756.25	\$ 1,086,251.49	\$1,465,800.00	\$ 379,548.51	74.11%
TOTAL OPERATING EXPENSES	\$ 124,234.81	\$ 1,187,571.51	\$1,363,958.05	\$ 176,386.54	87.07%
NET SURPLUS / (DEFICIT)	\$ (20,478.56)	\$ (101,320.02)	\$ 101,841.95	\$ 203,161.97	

Arrowbear Park County Water District

Vendor Activity

From 2/1/2024 Through 2/29/2024

Vendor Name	Description	Expenses	
2 Hot Activewear	Uniform - A. Gonzalez	375.00	
	Uniform - E. Santillan	375.00	
	Uniform - M. Delucia	375.00	
	Uniform - M. Vasquez	375.00	
	Uniform O. Amaya	<u>375.00</u>	
		<u>1,875.00</u>	Transaction Total
Total 2 Hot Activewear		1,875.00	
Amazon	Cable for Computer	<u>23.68</u>	
		23.68	Transaction Total
Total Amazon		23.68	
ATT	FD	<u>104.47</u>	
		104.47	Transaction Total
Total ATT		104.47	
Blake Matthews	01/21/24 - 02/03/24 (2) Hard Shifts	300.00	
	02/04/24 - 02/17/24 (2) Hard Shifts	<u>300.00</u>	
		600.00	Transaction Total
Total Blake Matthews		600.00	
Bound Tree Medical, LLC	Medical Supplies - FD	<u>106.20</u>	
		106.20	Transaction Total
Total Bound Tree Medical, LLC		106.20	
CalPERS	01/17/24 - 01/30/24 PERS	1,420.05	
	01/31/24 - 02/13/24 PERS	<u>1,438.48</u>	
		2,858.53	Transaction Total
Total CalPERS		2,858.53	
CalPERS Health Ins	February 2023 Health Premium	<u>14,247.36</u>	
		14,247.36	Transaction Total
Total CalPERS Health Ins		14,247.36	
Charter Cable	Cable DO	179.97	
	Feb 2024 Cable - FD	<u>149.98</u>	
		329.95	Transaction Total
Total Charter Cable		329.95	

Arrowbear Park County Water District

Vendor Activity

From 2/1/2024 Through 2/29/2024

Vendor Name	Description	Expenses	
County of San Bernardino	Trash	13.54	
		----- 13.54	Transaction Total
Total County of San Bernardino		13.54	
Creative Technologies	Upgrade for El Dorado SW	3,840.00	
		----- 3,840.00	Transaction Total
Total Creative Technologies		3,840.00	
Customer Returned Transactions	02/21/24 ACH RET #0183	77.83	
		----- 77.83	Transaction Total
Total Customer Returned Transact...		77.83	
De Lage Landen Financial Services...	Copier Lease Feb 2024	65.61	
	Copier Lease Paymnt	65.61	
		----- 131.22	Transaction Total
Total De Lage Landen Financial Se...		131.22	
Diane Waters	01/21/24 - 02/03/24 (1) Hard Shift	135.00	
	02/04/24 - 02/17/24 (2) Hard Shifts	270.00	
		----- 405.00	Transaction Total
Total Diane Waters		405.00	
Edgar Santillan Castillo	01/21/24 - 02/03/24 (1) Hard Shift	50.00	
	02/04/24 - 02/17/24 (1) Hard Shift	50.00	
		----- 100.00	Transaction Total
Total Edgar Santillan Castillo		100.00	
Eric Gomez	02/13/24 Notary Fees	30.00	
		----- 30.00	Transaction Total
Total Eric Gomez		30.00	
Freddie Rodriguez, Jr.	01/21/24 - 02/03/24 (3) Hard Shifts	375.00	
	02/04/24 - 02/17/24 (1) Hard Shift	150.00	
		----- 525.00	Transaction Total
Total Freddie Rodriguez, Jr.		525.00	
Frontier Communications	Feb 2024 Warehouse Phone	118.09	
		----- 118.09	Transaction Total

Arrowbear Park County Water District

Vendor Activity

From 2/1/2024 Through 2/29/2024

Vendor Name	Description	Expenses	
Total Frontier Communications		118.09	
G & M Oil	Fuel - FD	<u>140.10</u>	
		<u>140.10</u>	Transaction Total
Total G & M Oil		140.10	
Godaddycom	Website FD	<u>119.88</u>	
		<u>119.88</u>	Transaction Total
Total Godaddycom		119.88	
Halliday & Company, CPA's	State Controller's Report, consultations	<u>2,464.00</u>	
		<u>2,464.00</u>	Transaction Total
Total Halliday & Company, CPA's		2,464.00	
Heartland PR Co	02/07/24 PR	131.28	
	02/21/24 PR	<u>131.28</u>	
		<u>262.56</u>	Transaction Total
Total Heartland PR Co		262.56	
Iconix Waterworks Inc	Repairs	<u>552.45</u>	
		<u>552.45</u>	Transaction Total
Total Iconix Waterworks Inc		552.45	
Interstate Billing Services	Vehicle Maintenance FD	<u>2,931.15</u>	
		<u>2,931.15</u>	Transaction Total
Total Interstate Billing Services		2,931.15	
Invoice Cloud	Feb 2024 CC Processing Chgs	<u>190.80</u>	
		<u>190.80</u>	Transaction Total
Total Invoice Cloud		190.80	
J.C. Hunter Electric	Generator Maintenance - DO	<u>235.00</u>	
		<u>235.00</u>	Transaction Total
Total J.C. Hunter Electric		235.00	
Jonathan Houhanessian	01/21/24 - 02/03/24 (2) Hard Shifts	100.00	
	02/04/24 - 02/17/24 (2) Hard Shifts	<u>100.00</u>	
		<u>200.00</u>	Transaction Total

Arrowbear Park County Water District

Vendor Activity

From 2/1/2024 Through 2/29/2024

Vendor Name	Description	Expenses	
Total Jonathan Houhanessian		200.00	
Joseph Carpenter	01/21/24 - 02/03/24 (2) Hard Shifts	200.00	
	02/04/24 - 02/17/24 (2) Hard Shifts	200.00	
		<u>400.00</u>	Transaction Total
Total Joseph Carpenter		400.00	
Kaitlin Sanchez	01/21/24 - 02/03/24 (2) Hard Shifts	200.00	
	02/04/24 - 02/17/24 (2) Hard Shifts	200.00	
		<u>400.00</u>	Transaction Total
Total Kaitlin Sanchez		400.00	
Keith Ortiz	02/04/24 - 02/17/24 (1) Avail Shift	50.00	
		<u>50.00</u>	Transaction Total
Total Keith Ortiz		50.00	
Lloyd Pest Control	Pest control - FD	80.00	
		80.00	Transaction Total
Total Lloyd Pest Control		80.00	
LT Services	Office Cleaning Feb 2024	300.00	
		<u>300.00</u>	Transaction Total
Total LT Services		300.00	
Managsorn Mekchai	01/21/24 - 02/03/24 (1) Hard Shift	125.00	
	02/04/24 - 02/17/24 (2) Hard Shifts	250.00	
		<u>375.00</u>	Transaction Total
Total Managsorn Mekchai		375.00	
Manuel Vasquez	01/21/24 - 02/03/24 (1) Hard Shift	50.00	
	02/04/24 - 02/17/24 (1) Hard Shift	50.00	
		<u>100.00</u>	Transaction Total
Total Manuel Vasquez		100.00	
Mark Staggs	2 Backflow Device	865.00	
	2 inch Backflow Device	920.00	
		<u>1,785.00</u>	Transaction Total
Total Mark Staggs		1,785.00	

Arrowbear Park County Water District

Vendor Activity

From 2/1/2024 Through 2/29/2024

Vendor Name	Description	Expenses	
Matthew Delucia	02/04/24 - 02/17/24 (3) Hard Shifts	150.00	
		<u>150.00</u>	Transaction Total
Total Matthew Delucia		150.00	
Max Taylor	01/21/24 - 02/03/24 (2) Hard Shifts	200.00	
	02/04/24 - 02/17/24 (2) Hard Shifts	200.00	
		<u>400.00</u>	Transaction Total
Total Max Taylor		400.00	
Mesquit's Janitorial Supplies	Maintenance - FD	216.10	
		<u>216.10</u>	Transaction Total
Total Mesquit's Janitorial Supplies		216.10	
Nicholas Novelich	02/04/24 - 02/17/24 (4) Hard Shifts	600.00	
		<u>600.00</u>	Transaction Total
Total Nicholas Novelich		600.00	
Paya CC Processing	Feb 2024 CC Processing Chgs	790.30	
		<u>790.30</u>	Transaction Total
Total Paya CC Processing		790.30	
Rick Mesa	01/21/24 - 02/03/24 (2) Avail. Shifts	75.00	
		<u>75.00</u>	Transaction Total
Total Rick Mesa		75.00	
Running Springs Water District	Feb 2024	30,347.00	
		<u>30,347.00</u>	Transaction Total
Total Running Springs Water District		30,347.00	
Ryder Malloy	01/21/24 - 02/03/24 (1) Hard Shift	50.00	
	02/04/24 - 02/17/24 (2) Hard Shifts	100.00	
		<u>150.00</u>	Transaction Total
Total Ryder Malloy		150.00	
San Bern County Fire Chiefs Assoc	2024 Membership - FD	90.00	
		<u>90.00</u>	Transaction Total
Total San Bern County Fire Chiefs ...		90.00	

Arrowbear Park County Water District

Vendor Activity

From 2/1/2024 Through 2/29/2024

Vendor Name	Description	Expenses	
San Bernardino County Recorder- ...	Release Lien #0078	20.00	
		----- 20.00	Transaction Total
Total San Bernardino County Reco...		20.00	
SoCal Propane, LLC	Propane - FD	482.89	
	Propane FD	878.40	
	Tank Rental - FD	120.00	
		----- 1,481.29	Transaction Total
Total SoCal Propane, LLC		1,481.29	
Southern California Edison	Electric DO	147.85	
	Feb 2024 Pumps	4,941.53	
		----- 5,089.38	Transaction Total
Total Southern California Edison		5,089.38	
State Water Resources Control Bo ...	Annual Groundwater Extraction Fee	50.00	
		----- 50.00	Transaction Total
Total State Water Resources Contr...		50.00	
Stater Brothers	Board Mtg Refreshments	6.99	
		----- 6.99	Transaction Total
Total Stater Brothers		6.99	
Superior Automotive Warehouse	Chains for Jetter Trailer	252.70	
	Oil/Gloves	21.09	
		----- 273.79	Transaction Total
Total Superior Automotive Wareho...		273.79	
SWRCB-DWOCP	L. Stinson - D2 Cert	80.00	
		----- 80.00	Transaction Total
Total SWRCB-DWOCP		80.00	
Tad Marshall DC	Physical - Silva	110.00	
		----- 110.00	Transaction Total
Total Tad Marshall DC		110.00	
Technical Duplicator Services, Inc.	Copier Actual Usage	39.18	
	Toner - Copier	22.94	

Arrowbear Park County Water District

Vendor Activity

From 2/1/2024 Through 2/29/2024

Vendor Name	Description	Expenses	
		62.12	Transaction Total
Total Technical Duplicator Service ...		62.12	
The Gas Company	Gas - DO	324.18	
	Gas - Warehouse	451.59	
		<u>775.77</u>	Transaction Total
Total The Gas Company		775.77	
The Standard Life Insurance Com ...	Dental Premium - Feb 2024	800.08	
		<u>800.08</u>	Transaction Total
Total The Standard Life Insurance ...		800.08	
The Stauber Survivors Trust	Refund for ACH account incorrectly debited - Cust Err ...	7,984.66	
		<u>7,984.66</u>	Transaction Total
Total The Stauber Survivors Trust		7,984.66	
Timothy Fernandez, Jr.	Reimburse for WTPOI Course	214.25	
		<u>214.25</u>	Transaction Total
Total Timothy Fernandez, Jr.		214.25	
Tire Chain.com	Tire Chains FD	1,815.07	
		<u>1,815.07</u>	Transaction Total
Total Tire Chain.com		1,815.07	
Underground Service Alert of So Cal	Dig Alert Feb 2024	164.00	
		<u>164.00</u>	Transaction Total
Total Underground Service Alert of ...		164.00	
United States Postal Service	Postage - Form 700's	2.11	
	Postage - water/sewer	2.79	
		<u>4.90</u>	Transaction Total
Total United States Postal Service		4.90	
Varner and Brandt	Feb 2024 Legal	1,210.40	
		<u>1,210.40</u>	Transaction Total
Total Varner and Brandt		1,210.40	
Verizon Wireless	Feb 2024 After Hours Phone	84.53	

Arrowbear Park County Water District

Vendor Activity

From 2/1/2024 Through 2/29/2024

Vendor Name	Description	Expenses	
		84.53	Transaction Total
Total Verizon Wireless		84.53	
Village Hardware	Jetter	7.36	
		7.36	Transaction Total
Total Village Hardware		7.36	
WEX Bank	Fuel DO/FD	1,297.37	
		1,297.37	Transaction Total
Total WEX Bank		1,297.37	
William Hogan	01/21/24 - 02/03/24 (2) Hard Shifts	100.00	
	02/04/24 - 02/17/24 (4) Hard Shifts	200.00	
		300.00	Transaction Total
Total William Hogan		300.00	
Xavier's Auto Services	Fire Department Vehicle Maint.	2,400.00	
		2,400.00	Transaction Total
Total Xavier's Auto Services		2,400.00	
Zachary Kim	01/21/24 - 02/03/24 (2) Hard Shifts	250.00	
	02/04/24 - 02/17/24 (2) Hard Shifts	250.00	
		500.00	Transaction Total
Total Zachary Kim		500.00	
Zoom	Feb 2024 Zoom	15.99	
		15.99	Transaction Total
Total Zoom		15.99	
Report Opening/Current Balance			
Report Transaction Totals		93,538.16	
Report Current Balances			

Arrowbear Park County Water District

Statement of Revenues and Expenditures

Water

From 2/1/2024 Through 2/29/2024

	Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining
Income Categories					
4000	Sales And Fees	41,609.10	338,871.06	524,000.00	(185,128.94) (35.33)%
4010	Sales To Other Agencies	3,874.18	51,261.25	65,000.00	(13,738.75) (21.14)%
5000	Property Taxes	0.00	0.00	7,800.00	(7,800.00) (100.00)%
5005	Standby Charges	543.15	22,766.65	37,000.00	(14,233.35) (38.47)%
5010	Interest Income	1.20	7,918.66	3,600.00	4,318.66 119.96%
5015	Late Charge Income	520.89	4,007.90	7,000.00	(2,992.10) (42.74)%
5020	Grant Income	0.00	0.00	500.00	(500.00) (100.00)%
5030	Other Adjustment	(123.75)	(559.40)	(500.00)	(59.40) 11.88%
5035	Other Fees Charges	276.49	3,287.79	6,500.00	(3,212.21) (49.42)%
	Total Income Categories	46,701.26	427,553.91	650,900.00	(223,346.09) (34.31)%
Expense Categories					
6000	Salaries Wages Mgmt	5,076.72	81,449.68	80,777.64	(672.04) (0.83)%
6005	Salaries Wages Office Reg	3,872.00	31,204.21	49,660.88	18,456.67 37.17%
6010	Salaries Wages Office Ot	0.00	327.36	858.76	531.40 61.88%
6015	Salaries Wages Field Reg	10,583.04	88,537.07	109,811.04	21,273.97 19.37%
6020	Salaries Wages Field Ot	901.88	9,663.78	12,290.22	2,626.44 21.37%
6035	Payroll Taxes	1,550.60	16,192.50	20,066.69	3,874.19 19.31%
6100	Benefits Retirement	1,733.08	14,421.32	19,516.44	5,095.12 26.11%
6105	Benefits Dental Insurance	480.05	2,880.77	4,289.33	1,408.56 32.84%
6110	Benefits Health Ins Active	5,496.39	39,615.03	52,806.06	13,191.03 24.98%
6115	Benefits Health Ins Retired	2,859.45	21,620.04	35,907.69	14,287.65 39.79%
6116	Benefits OPEB	0.00	0.00	9,000.00	9,000.00 100.00%
6118	CEPPTTrust	0.00	0.00	12,000.00	12,000.00 100.00%
6120	Training	128.55	321.02	900.00	578.98 64.33%
6200	Director Fees	0.00	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	13.78	463.62	240.00	(223.62) (93.17)%
6300	Prof Svcs Legal	726.24	10,464.48	1,800.00	(8,664.48) (481.36)%
6305	Prof Svcs Accounting	0.00	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	821.33	12,684.00	11,560.00	(1,124.00) (9.72)%
6320	Prof Svcs Dues Membership Fees	10.00	4,214.66	5,160.00	945.34 18.32%
6325	Prof Svcs Bank Fees Charges	4,026.14	8,992.64	5,920.00	(3,072.64) (51.90)%
6330	Prof Svcs Regulatory Fees	130.00	8,304.64	4,400.00	(3,904.64) (88.74)%
6335	Prof Svcs Testing Lab	0.00	4,449.86	4,500.00	50.14 1.11%
6340	Prof Svcs Computer Network	0.00	322.71	1,370.00	1,047.29 76.44%
6345	Prof Svcs Misc	82.00	5,114.01	1,080.00	(4,034.01) (373.52)%
6400	Office Supplies	14.21	767.35	720.00	(47.35) (6.58)%
6405	Office Printing	116.01	649.99	960.00	310.01 32.29%
6410	Office Postage	3.69	2,535.75	4,680.00	2,144.25 45.82%
6415	Office Software Computer	2,304.00	2,847.38	240.00	(2,607.38) ... 086.41)%
6420	Office Equipment/Furniture	0.00	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	0.00	2,956.08	3,300.00	343.92 10.42%

Arrowbear Park County Water District

Statement of Revenues and Expenditures

Water

From 2/1/2024 Through 2/29/2024

	Current Period Actual	Current Year Actual	Total Budget \$	Total Budget\$ Variance	Percent Total Budget Remaining
6605 Vehicle Fuel	612.82	4,733.73	6,600.00	1,866.27	28.28%
6700 Utility Phone Internet	304.55	2,416.25	3,500.00	1,083.75	30.96%
6705 Utility Gas	465.46	1,723.26	2,880.00	1,156.74	40.16%
6710 Utility Electric Facilities	88.71	784.12	1,080.00	295.88	27.40%
6715 Utility Electric Pumping	3,445.38	25,104.63	30,000.00	4,895.37	16.32%
6720 Utility Security	0.00	565.50	768.00	202.50	26.37%
6800 Operations Routine Maint	12.65	2,327.58	3,000.00	672.42	22.41%
6805 Operations Repairs	0.00	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	329.12	1,364.42	1,000.00	(364.42)	(36.44)%
6820 Operations Tools Equipment	2,489.07	36,634.48	2,000.00	(34,634.48)	... 731.72)%
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>48,676.92</u>	<u>502,050.92</u>	<u>569,669.81</u>	<u>67,618.89</u>	<u>11.87%</u>
Net Surplus/(Deficit)	<u>(1,975.66)</u>	<u>(74,497.01)</u>	<u>81,230.19</u>	<u>(155,727.20)</u>	<u>(191.71)%</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	0.00	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	0.00	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>0.00</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 2/1/2024 Through 2/29/2024

	Current Period Actual	Current Year Actual	Total Budget \$	Total Budget\$ Variance	Percent Total Budget Remaining
Income Categories					
4000 Sales And Fees	44,029.82	352,131.19	532,000.00	(179,868.81)	(33.81)%
5000 Property Taxes	0.00	0.00	5,200.00	(5,200.00)	(100.00)%
5005 Standby Charges	1,090.65	46,047.17	75,000.00	(28,952.83)	(38.60)%
5010 Interest Income	0.50	3,299.46	2,400.00	899.46	37.48%
5015 Late Charge Income	690.49	5,312.81	6,500.00	(1,187.19)	(18.26)%
5020 Grant Income	0.00	0.00	500.00	(500.00)	(100.00)%
5030 Other Adjustment	43.62	505.57	400.00	105.57	26.39%
5035 Other Fees Charges	366.51	5,026.50	6,500.00	(1,473.50)	(22.67)%
Total Income Categories	46,221.59	412,322.70	628,500.00	(216,177.30)	(34.40)%
Expense Categories					
6000 Salaries Wages Mgmt	2,769.12	44,070.64	33,657.35	(10,413.29)	(30.94)%
6005 Salaries Wages Office Reg	2,112.00	16,974.22	20,692.04	3,717.82	17.97%
6010 Salaries Wages Office Ot	0.00	178.20	357.82	179.62	50.20%
6015 Salaries Wages Field Reg	5,698.56	44,867.49	73,207.36	28,339.87	38.71%
6020 Salaries Wages Field Ot	484.95	5,200.65	8,193.48	2,992.83	36.53%
6035 Payroll Taxes	839.64	8,563.54	10,696.31	2,132.77	19.94%
6100 Benefits Retirement	938.01	7,807.31	13,010.96	5,203.65	39.99%
6105 Benefits Dental Insurance	275.80	1,546.70	2,328.43	781.73	33.57%
6110 Benefits Health Ins Active	2,973.27	21,437.22	29,642.80	8,205.58	27.68%
6115 Benefits Health Ins Retired	1,559.70	11,792.76	14,961.54	3,168.78	21.18%
6116 Benefits OPEB	0.00	0.00	6,000.00	6,000.00	100.00%
6118 CEPPTTrust	0.00	0.00	5,000.00	5,000.00	100.00%
6120 Training	85.70	180.68	200.00	19.32	9.66%
6200 Director Fees	0.00	2,317.32	3,712.98	1,395.66	37.59%
6205 Director Training Conference	0.00	0.00	50.00	50.00	100.00%
6210 Board Misc	5.75	193.24	100.00	(93.24)	(93.24)%
6300 Prof Svcs Legal	427.85	4,724.07	750.00	(3,974.07)	(529.88)%
6305 Prof Svcs Accounting	0.00	367.98	700.00	332.02	47.43%
6310 Prof Svcs Engineering	0.00	0.00	200.00	200.00	100.00%
6315 Prof Svcs Audit	821.33	12,164.24	11,220.00	(944.24)	(8.42)%
6320 Prof Svcs Dues Membership Fees	10.00	1,853.96	2,650.00	796.04	30.04%
6325 Prof Svcs Bank Fees Charges	5,313.46	10,259.41	4,680.00	(5,579.41)	(119.22)%
6330 Prof Svcs Regulatory Fees	0.00	918.60	3,000.00	2,081.40	69.38%
6340 Prof Svcs Computer Network	0.00	757.87	1,150.00	392.13	34.10%
6345 Prof Svcs Misc	82.00	905.69	720.00	(185.69)	(25.79)%
6400 Office Supplies	5.92	339.39	300.00	(39.39)	(13.13)%
6405 Office Printing	48.34	270.81	400.00	129.19	32.30%
6410 Office Postage	0.90	1,659.12	3,120.00	1,460.88	46.82%
6415 Office Software Computer	1,536.00	1,762.41	100.00	(1,662.41)	... 662.41)%
6420 Office Equipment/Furniture	0.00	257.16	100.00	(157.16)	(157.16)%
6425 Office Misc	0.00	0.00	50.00	50.00	100.00%
6500 Insurance Workers Comp	0.00	9,276.14	10,513.79	1,237.65	11.77%
6505 Insurance Property Liability Vehicle	0.00	12,233.10	16,400.00	4,166.90	25.41%
6600 Vehicle Maintenance	0.00	1,388.02	2,200.00	811.98	36.91%
6605 Vehicle Fuel	408.54	3,154.82	4,400.00	1,245.18	28.30%
6700 Utility Phone Internet	176.04	1,397.94	1,750.00	352.06	20.12%

Arrowbear Park County Water District

Statement of Revenues and Expenditures

Sewer

From 2/1/2024 Through 2/29/2024

	Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining
6705 Utility Gas	261.69	961.77	1,900.00	938.23	49.38%
6710 Utility Electric Facilities	59.14	522.74	450.00	(72.74)	(16.16)%
6715 Utility Electric Pumping	993.32	6,020.93	8,500.00	2,479.07	29.17%
6720 Utility Security	0.00	282.88	439.00	156.12	35.56%
6800 Operations Routine Maint	5.27	430.89	500.00	69.11	13.82%
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	137.14	576.09	600.00	23.91	3.98%
6820 Operations Tools Equipment	108.44	18,674.84	1,400.00	(17,274.84)	... 233.92)%
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	171,400.00	235,000.00	63,600.00	27.06%
Total Expense Categories	<u>49,562.88</u>	<u>429,666.13</u>	<u>553,583.86</u>	<u>123,917.73</u>	<u>22.38%</u>
Net Surplus/(Deficit)	<u>(3,341.29)</u>	<u>{17,343.43}</u>	<u>74,916.14</u>	<u>(92,259.57)</u>	<u>(123.15)%</u>
Master Plan Expenses					
0044 RS Treatment Plant	8,922.00	71,376.00	123,370.00	51,994.00	42.14%
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	0.00	41,749.97	57,143.23	15,393.26	26.94%
Total Master Plan Expenses	<u>8,922.00</u>	<u>113,330.27</u>	<u>182,513.23</u>	<u>69,182.96</u>	<u>37.91%</u>

Arrowbear Park County Water District

Statement of Revenues and Expenditures

Fire

From 2/1/2024 Through 2/29/2024

		Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining
Income Categories						
4020	Paid Call From Other Agencies	0.00	0.00	30,000.00	(30,000.00)	(100.00)%
5000	Property Taxes	10,833.10	234,438.61	332,000.00	(97,561.39)	(29.39)%
5010	Interest Income	0.30	1,979.63	3,600.00	(1,620.37)	(45.01)%
5020	Grant Income	0.00	7,208.48	30,000.00	(22,791.52)	(75.97)%
5035	Other Fees Charges	0.00	2,738.16	20,000.00	(17,261.84)	(86.31)%
	Total Income Categories	<u>10,833.40</u>	<u>246,364.88</u>	<u>415,600.00</u>	<u>(169,235.12)</u>	<u>(40.72)%</u>
Expense Categories						
6000	Salaries Wages Mgmt	4,153.81	48,742.60	64,845.79	16,103.19	24.83%
6005	Salaries Wages Office Reg	1,056.00	8,500.24	12,415.22	3,914.98	31.53%
6010	Salaries Wages Office Ot	0.00	88.44	214.69	126.25	58.81%
6025	Salaries Wages Coverage	5,330.00	45,212.50	93,080.00	47,867.50	51.43%
6035	Payroll Taxes	395.33	4,401.35	6,097.32	1,695.97	27.82%
6100	Benefits Retirement	187.44	29,879.91	30,748.42	868.51	2.82%
6105	Benefits Dental Insurance	44.23	373.82	531.13	157.31	29.62%
6110	Benefits Health Ins Active	533.26	4,135.28	5,561.24	1,425.96	25.64%
6115	Benefits Health Ins Retired	779.85	5,896.40	8,976.92	3,080.52	34.32%
6118	CEPPTTrust	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	3.45	115.90	60.00	(55.90)	(93.17)%
6300	Prof Svcs Legal	56.31	7,499.46	750.00	(6,749.46)	(899.93)%
6305	Prof Svcs Accounting	0.00	220.79	420.00	199.21	47.43%
6315	Prof Svcs Audit	821.34	12,015.76	11,220.00	(795.76)	(7.09)%
6320	Prof Svcs Dues Membership Fees	90.00	1,257.17	3,480.00	2,222.83	63.87%
6325	Prof Svcs Bank Fees Charges	41.99	530.83	650.00	119.17	18.33%
6340	Prof Svcs Computer Network	119.88	584.06	4,645.00	4,060.94	87.43%
6345	Prof Svcs Misc	294.47	3,164.87	4,900.00	1,735.13	35.41%
6400	Office Supplies	3.55	1,227.08	955.00	(272.08)	(28.49)%
6405	Office Printing	28.99	162.50	340.00	177.50	52.21%
6410	Office Postage	0.31	0.31	55.00	54.69	99.44%
6415	Office Software Computer	0.00	901.11	560.00	(341.11)	(60.91)%
6420	Office Equipment/Furniture	0.00	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	7,146.22	14,920.21	14,600.00	(320.21)	(2.19)%
6605	Vehicle Fuel	416.11	4,113.29	6,500.00	2,386.71	36.72%
6700	Utility Phone Internet	176.98	2,038.10	2,750.00	711.90	25.89%
6705	Utility Gas	1,529.91	4,369.86	7,500.00	3,130.14	41.74%
6710	Utility Electric Facilities	502.83	4,045.05	4,970.00	924.95	18.61%
6720	Utility Security	0.00	409.12	741.00	331.88	44.79%
6800	Operations Routine Maint	3.17	3.17	250.00	246.83	98.73%
6810	Operations Inspecting/Testing	0.00	4,699.81	6,000.00	1,300.19	21.67%
6815	Operations Facilities	298.38	1,575.15	2,500.00	924.85	36.99%
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 2/1/2024 Through 2/29/2024

	Current Period Actual	Current Year Actual	Total Budget \$	Total Budget \$ Variance	Percent Total Budget Remaining
6825 Operations Uniforms	1,500.00	4,153.99	4,800.00	646.01	13.46%
6830 Operations Safety Equipment	0.00	819.83	12,000.00	11,180.17	93.17%
6835 Operations Treatment	375.00	375.00	0.00	(375.00)	0.00%
6840 Operations Medical Supplies	106.20	763.33	3,000.00	2,236.67	74.56%
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>25,995.01</u>	<u>255,854.46</u>	<u>377,567.04</u>	<u>121,712.58</u>	<u>32.24%</u>
Net Surplus/(Deficit)	<u>(15,161.61)</u>	<u>(9,489.58)</u>	<u>38,032.96</u>	<u>(47,522.54)</u>	<u>(124.95)%</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	0.00	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>0.00</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 Davs of Sick Leave & Vacation
Month of February 2024

	SICK TIME (HRS)						VACATION TIME (HRS)						COMP TIME (HRS)						
	Start	Earned #1	Earned#2	Used#1	Used#2	Accrued	Start	Earned#1	Earned#2	Used#1	Used#2	Accrued	Start	Earned#1	Earned#2	Used#1	Used#2	Accrued	
Ben	42.04	3.69	3.69	8.00	0.00	41.42	9.24	1.54	1.54	0.00	0.00	12.32							Ben
Jason	497.26	2.74	3.69	0.00	8.00	495.69	209.93	5.54	5.54	20.00	0.00	201.01	23.420	0.000	3.750	0.000	0.000	27.170	Jason
Caroline	229.97	3.69	3.69	8.00	0.00	229.35	102.51	5.23	5.23	8.00	0.00	104.97	31.500	0.750	6.000	0.000	6.750	31.500	Caroline
Loan	56.99	3.69	3.69	8.00	8.00	48.37	18.13	3.08	3.08	0.00	0.00	24.29	40.000	0.000	0.000	0.500	0.000	39.500	Loan
Tim	66.50	3.69	3.69	0.00	0.00	73.88	38.48	1.54	3.08	0.00	0.00	43.10	14.500	7.500	7.500	0.000	0.000	29.500	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

February 2024

#	DATE	METER#	ADDRESS	SVC	NOTES
1	02/01/24	0049	Ridge	1	
2	02/02/24	0207	Cougar	7	
3	02/03/24	0402	Pine	1	After Hours Chg
4	02/05/24	0430	Hilltop	1	
5	02/08/24	0342	Independence	1	
6	02/13/24	0037	Cougar	1	
7	02/14/24	0254	Deep Creek	2	
8	02/14/24	0061	Ridge	2	
9	02/23/24	0978	Lift Station	8	Pump #1 seal replacement
10	02/28/24	0916	Arrowbear	3	Replaced meter box damaged by plow

SVC	DESCRIPTION	CALLS	ADDITIONAL INFORMATION
1	Customer requested turn off/on	5	New Owners. 3
2	District initiated shut off (leak, etc.)	2	Liens filed 0
3	District equipment repair	1	Liens Released 2
4	Meter reads/re-reads	0	Total Liens 6
5	Main Repairs	0	Shut off notices 58
6	Service Line Repairs	0	Non-payment shut offs 12
7	Customer Inquiry Requiring Investigation	1	Turn on after shut off 9
8	Sewer Issues/Repairs	1	Meters replaced 0
	Total Calls	10	

SUMMARY OF CALLS - FEBRUARY 2024

Date	Incident Tvoe	Area	District	Mutual Aid	Out	Avail	Time	Personnel											Total
02/02/24	DEBRIS FIRE	ABL	IN	NO	0:23	0:44	0:21	206											1
02/02/24	PUBLIC ASSIST	ABL	IN	NO	21:56	22:19	0:23	185	205										2
02/05/24	FLOODING	ABL	IN	NO	14:31	14:39	0:08	198	169										2
02/06/24	PA TREE DOWN	ABL	IN	NO	18:25	19:18	0:53	169	147	202									3
02/07/24	MEDICAL	ABL	IN	NO	0:25	1:18	0:53	147	202										2
02/07/24	HAZ ELECTRICAL	ABL	IN	NO	13:47	14:02	0:15	147	207										2
02/07/24	MEDICAL	ABL	IN	NO	19:11	20:03	0:52	147	207										2
02/08/24	PA LIFT ASSIST	ABL	IN	NO	13:32	14:22	0:50	212	206										2
02/08/24	HAZ ELECTRICAL	ABL	IN	RECVD	13:39	15:04	1:25	212	206										2
02/08/24	PA LIFT ASSIST	ABL	IN	NO	20:28	20:47	0:19	212	206										2
02/09/24	HAZ ELECTRICAL	ABL	IN	NO	10:20	10:35	0:15	185	205										2
02/10/24	PA LIFT ASSIST	ABL	IN	NO	16:43	17:00	0:17	193	207	208									3
02/10/24	PA LIFT ASSIST	ABL	IN	NO	21:27	21:40	0:13	193	207	208									3
02/11/24	MEDICAL	ABL	IN	NO	17:35	18:07	0:32	202	207	208									3
02/13/24	PA LIFT ASSIST	ASL	IN	NO	11:14	11:29	0:15	147	202										2
02/15/24	MEDICAL	ABL	IN	NO	23:33	0:15	0:42	208	206										2
02/17/24	MEDICAL	ABL	IN	NO	8:13	8:43	0:42	192	208	207									3
02/22/24	TRAFFIC COLLISION	ABL	IN	NO	7:21	7:38	0:17	206	208										2

Total Calls:	18	140 Rick Mesa	0	193 Joyce Mekchai	2	207 Matthew Delucia	6
Total in District:	18	146 Ryan Dorsett	0	198 Max Taylor	1	208 William Hogan	6
Total Out of District:	0	147 Nick Novelich	5	199 Freddie Rodriguez	0	209 Adrian Gonzales	0
		148 Keith Ortiz	0	200 Zachary Kim	0	210 Orlando Amaya	0
		169 Paul Lindley	2	202 Joseph Carpenter	4	211 Edgar Santillan	0
		177 Tim Richard	0	204 Diane Waters	0	212 Manuel Vasquez	3
		185 Blake Matthews	2	205 Ryder Malloy	2		
		192 Ryan Brewart	1	206 Jonathan Hovhanessian	6		

◀ January **February 2024** March ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
				1	2	3	
					Malloy Matthews	Hogan Waters	
4	5	6	7	8	9	10	
	Kim Waters	Sanchez Taylor	Carpenter Novelich	Delucia Novelich	Hovhanessian Vasquez	Malloy Matthews	Hogan Mekchai
	Ortiz						
11	12	13	14	15	16	17	
	Delucia Kim	Sanchez Santillan Taylor	Carpenter Novelich	Novelich	Hogan Hovhanessian Rodriguez	Hogan Malloy Matthews	Hogan Mekchai Waters
18	19	20	21	22	23	24	
	Delucia Kim Waters	Delucia Taylor	Carpenter Novelich	Rodriguez Novelich		Mekchai	
25	26	27	28	29			
		Sanchez Taylor Vasquez	Delucia Novelich	Rodriguez Novelich			

Page 2 of 2

- 24 Hours - Station
- 12 Hours
- 24 Hours - Availability
- 12 Hours

ARROWBEAR PARK COUNTY WATER DISTRICT

Policy Handbook

POLICY TITLE: District Credit Card
POLICY NUMBER: 3045

3045.10 PURPOSE: To provide policy direction and instructions on the proper use of a purchasing credit card for purchases of supplies, materials, equipment, travel, and all other district expenses, not to exceed individual limits established by the District's General Manager and within the Board approved budget.

3045.20 POLICY: One card shall be issued to the District with the name of the General Manager **Field Operations Supervisor** (hereinafter referred to as employee) listed on the card. One card may be issued to the District with the name of the Fire Chief (hereinafter also referred to as employee) listed on the card. Additional cards can only be issued with prior Board approval.

3045.30 GENERAL GUIDELINES:

3045.30.1. Authorization to use this card is restricted to the employee card holder. It may not be delegated.

3045.30.2. The card is to be used for OFFICIAL business and MAY NOT BE USED FOR PERSONAL PURCHASES AT ANY TIME.

3045.30.3. The credit limit for this District Credit Card will be \$5,000:00 **\$20,000.**

3045.30.4. Each single purchase may be comprised of multiple items, but the total, including tax, cannot exceed the single purchase dollar limit on the credit card.

3045.40 BILLING STATEMENTS:

3045.40.1. At the receipt of every billing statement, the bill will be paid in full.

3045.40.2. The DISTRICT SECRETARY will provide the employee cardholder with a copy of the monthly statement.

3045.40.3. The employee cardholder is required to review and attest to the accuracy of the purchases for their respective card.

3045.40.4. The employee cardholder will indicate the appropriate budget account number by each transaction and forward it along with ALL RECEIPTS to the DISTRICT SECRETARY within seven (7) calendar days of receipt.

3045.40.5. The DISTRICT SECRETARY will be responsible for receiving completed transaction coding and receipts from the cardholder, reviewing them, resolving questions that he/she may have on the purchases, and completing payment PRIOR to the due date.

3045.50 LOST/STOLEN CREDIT CARDS: Should any employee lose or have his/her purchasing credit card stolen, it is their responsibility to contact the credit card company immediately. The employee losing the card must also notify the Office Secretary within one (1) working day.

Advancement of Wages

Board Approved District Policy States:

2140.10 *This policy shall apply to all District employees.*

2140.20 *Employees requesting payment of wages in advance of regular pay days as defined in Policy No. 2130, "Pay Periods," shall submit said request to the General Manager.*

2140.30 *The General Manager may authorize the requested advancement of wages if the amount requested does not exceed the wages accrued (excluding applicable deductions) by the employee to the date of said request.*

2140.40 *Advancement of wages prior to a regular pay day is not a privilege which an employee may use as his/her discretion but may be authorized by the General Manager at his/her discretion in case of employee necessity and/or personal financial emergency.*

2140.50 *Requests for advancement of wages may be submitted only once in any pay period, and **frequent** requests shall be grounds for denial of authorization.*

Notice	CP220
Tax period	June 30, 2020
Notice date	March 4, 2024
Employer ID number	95-2417611
Page 3 of 3	

Interest charges

We are required by law to charge interest when you do not pay your liability on time. Generally, we calculate interest from the due date of your return (regardless of extensions) until you pay the amount you owe in full, including accrued interest and any penalty charges. Interest on some penalties accrues from the date we notify you of the penalty until it is paid in full. Interest on other penalties, such as failure to file a tax return, starts from the due date or extended due date of the return. Interest rates are variable and may change quarterly. (Internal Revenue Code section 6601)

We multiply your unpaid tax, penalties, and interest (the amount due) by the interest rate factor to determine the interest due each quarter.

Period	Days	Interest rate	Interest rate factor	Amount due	Interest charge
05/29/2023 - 06/30/2023	32	7.0%	0.006155264	31169.19	191.85
06/30/2023 - 09/30/2023	92	7.0%	0.017798686	31361.04	558.19
09/30/2023 - 12/31/2023	92	8.0%	0.020366804	31919.23	650.09
12/31/2023 - 03/04/2024	64	8.0%	0,014085826	32569.32	458.77
Total interest					\$1,858.90

Additional information

- Visit [IRS.gov/cp220](https://www.irs.gov/cp220).
- Find tax forms or publications by visiting [IRS.gov/forms](https://www.irs.gov/forms) or calling 800-TAX-FORM (800-829-3676).
- You can contact us by mail at the address at the top of the first page of this notice. Be sure to include your employer ID number and the tax period and form number you are writing about.
- Keep this notice for your records.



Notice	CP220
Tax period	September 30, 2020
Notice date	March 4, 2024
Employer ID number	95-2417611
Page 3 of 3	

Interest charges

We are required by law to charge interest when you do not pay your liability on time. Generally, we calculate interest from the due date of your return (regardless of extensions) until you pay the amount you owe in full, including accrued interest and any penalty charges. Interest on some penalties accrues from the date we notify you of the penalty until it is paid in full. Interest on other penalties, such as failure to file a tax return, starts from the due date or extended due date of the return. Interest rates are variable and may change quarterly. (Internal Revenue Code section 6601)

We multiply your unpaid tax, penalties, and interest (the amount due) by the interest rate factor to determine the interest due each quarter.

Period	Days	Interest rate	Interest rate factor	Amount due	Interest charge
05/29/2023 - 06/30/2023	32	7.0%	0.006155264	6822.59	41.99
06/30/2023 - 09/30/2023	92	7.0%	0.017798686	6864.58	122.18
09/30/2023 - 12/31/2023	92	8.0%	0.020366804	6986.76	142.30
12/31/2023 - 03/04/2024	64	8.0%	0.014085826	7129.06	100.42
Total interest					\$406.89

AdditiQnal information

- Visit [IRS.gov/cp220](https://www.irs.gov/cp220).
- Find tax forms or publications by visiting [IRS.gov/forms](https://www.irs.gov/forms) or calling 800-TAX-FORM (800-829-3676).
- You can contact us by mail at the address at the top of the first page of this notice. Be sure to include your employer ID number and the tax period and form number you are writing about.
- Keep this notice for your records.



Notice	CP220
Tax period	December 31, 2020
Notice date	March 4, 2024
Employer ID number	95-2417611
Page 3 of 3	

Interest charges

We are required by law to charge interest when you do not pay your liability on time. Generally, we calculate interest from the due date of your return (regardless of extensions) until you pay the amount you owe in full, including accrued interest and any penalty charges. Interest on some penalties accrues from the date we notify you of the penalty until it is paid in full. Interest on other penalties, such as failure to file a tax return, starts from the due date or extended due date of the return. Interest rates are variable and may change quarterly. (Internal Revenue Code section 6601)

We multiply your unpaid tax, penalties, and interest (the amount due) by the interest rate factor to determine the interest due each quarter.

Period	Days	Interest rate	Interest rate factor	Amount due	Interest charge
05/29/2023 - 06/30/2023	32	7.0%	0.006155264	5916.35	36.42
06/30/2023 - 09/30/2023	92	7.0%	0.017798686	5952.77	105.95
09/30/2023 - 12/31/2023	92	8.0%	0.020366804	6058.72	123.40
12/31/2023 - 03/04/2024	64	8.0%	0.014085826	6182.12	87.08
Total interest					\$352.85

Additional information

- Visit [IRS.gov/cp220](https://www.irs.gov/cp220).
- Find tax forms or publications by visiting [IRS.gov/forms](https://www.irs.gov/forms) or calling 800-TAX-FORM (800-829,3676).
- You can contact us by mail at the address at the top of the first page of this notice. Be sure to include your employer ID number and the tax period and form number you are writing about.
- Keep this notice for your records.

