



Arrowbear Park County Water District

PERSONNEL COMMITTEE MEETING OF THE BOARD OF DIRECTORS

AGENDA

DATE: July 14, 2026

TIME: 10:00 a.m.

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

POSTING: This agenda was posted
in compliance with Gov. Code §54954.2
at least 72 hours prior to the meeting.

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

OPEN SESSION

- A. CALL TO ORDER – Terisa Bonito, Chairperson
- 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. DISCUSSION / ACTION ITEMS

1. Review and Discussion of Policy 2400 - Continuity.
Estimated Time: 30 Minutes

Brief recess to allow preparation of draft meeting minutes.

2. Approve Minutes of July 14, 2026, Personnel Committee Board Meeting.

Estimated Time: 3 Minutes

Staff Recommendation: Approve Minutes

G. ANNOUNCEMENTS

A) President

B) Board Members

C) Staff: Determine Date/Time for Candidate Filing Guide Meeting

The next Regular Board Meeting will be on July 18, 2026, at 6:00 p.m.

H. 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 Courtney Arredondo, 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.

POLICY TITLE: Continuity
POLICY NUMBER: 2400

2400.10 Description and Purpose - This policy establishes a pre-approved continuity plan for extended and unplanned absences of the General Manager, Administrative Secretary, Field Operations Supervisor, and Fire Chief. The purpose is to maintain District operations, preserve existing chains of command, provide Board meeting continuity, define temporary assignment limits, and establish automatic temporary assignment pay when the duration and duties meet this policy.

2400.20 Scheduled Leave or Absence - This policy is intended for extended and unplanned absences, sudden inability to work, or a scheduled absence that becomes extended, unplanned, or materially different from the original coverage plan. It is not intended to replace routine vacation planning, scheduled leave coverage, conference coverage, or short-term planned absences. For scheduled absences, the General Manager shall establish a specific coverage plan before the absence when possible. If a scheduled absence becomes extended, unplanned, or materially different from the original coverage plan, this policy may be activated.

2400.30 Definitions - For purposes of this policy, "scheduled District workday" means a day the employee performing the temporary assignment is normally scheduled to work under the District's adopted work schedule. Durations under this policy are measured by consecutive scheduled District workdays, not calendar days. Non-scheduled days do not count unless the employee is required to perform assigned continuity duties on that day. "Acting Administrative Lead" means the Administrative Secretary serving as office manager and administrative continuity lead during a General Manager absence. "Deputy Board Secretary" means the employee designated to perform Board Secretary meeting functions when the Administrative Secretary is unavailable or is serving in the General Manager's meeting role. "Qualifying assignment" means a temporary assignment made under this policy that exceeds routine short-term coverage and meets the duty and duration requirements for temporary assignment pay.

2400.40 General Manager Extended and Unplanned Absence - During an extended and unplanned absence of the General Manager, the Administrative Secretary shall serve as Acting Administrative Lead and Office Manager for administrative continuity, unless unavailable or unless another person is lawfully designated. The Acting Administrative Lead shall coordinate District office operations, Board-related administrative workflow, agenda and meeting preparation, records, correspondence, customer service escalation, fiscal and payroll processing support, deadline tracking, and routing of matters requiring legal, budget, policy, or Board review.

2400.40.1 Limit on General Manager Authority - The Acting Administrative Lead designation does not automatically confer full General Manager authority. The Acting Administrative Lead may maintain administrative continuity and route matters for decision, but shall not create or eliminate positions, impose discipline, terminate employment, execute contracts beyond adopted authority, change employment status, approve compensation outside policy, or bind the District on legal, policy, or long-term staffing matters unless expressly authorized by District policy, written delegation, or Board action.

2400.40.2 Department Continuity During General Manager Absence - During a General Manager absence, the Field Operations Supervisor shall continue the duties of the position and shall serve as the operational point of contact for water and sewer matters. The Fire Chief shall continue fire department operational supervision and shall serve as the operational point of contact for fire matters. The Field Operations Supervisor and Fire Chief shall coordinate with the Acting Administrative Lead on matters requiring administrative action, Board communication, budget review, legal review, or General Manager-level follow-up.

2400.50 Administrative Secretary Absence or Meeting-Role Conflict - This section applies when the Administrative Secretary is either: (1) absent or unavailable; or (2) serving as Acting Administrative Lead during a General Manager absence and unable to also perform Board Secretary meeting-record functions.

When the Administrative Secretary is absent or unavailable, the General Manager shall remain responsible for higher-level administrative duties, Board workflow, fiscal oversight, payroll and accounts payable oversight, records, and customer-service escalation. Routine office support may be assigned to the Senior Service Person or another trained designee when operationally feasible.

When the Administrative Secretary is serving as Acting Administrative Lead during a General Manager absence and a Board meeting occurs, the Administrative Secretary should serve in the General Manager/staff role for the meeting. The Deputy Board Secretary shall perform Board Secretary meeting-record functions as provided in this policy.

2400.50.1 Automatic Deputy Board Secretary Designation - By adoption of this policy, the Board designates the Senior Service Person as Deputy Board Secretary for continuity purposes when the Administrative Secretary is absent, unavailable, or serving as Acting Administrative Lead and unable to perform Board Secretary meeting-record functions. If the Senior Service Person is unavailable, lacks the necessary training or system access, or is needed for essential field operations, the General Manager or Acting Administrative Lead may designate another trained employee to serve as Deputy Board Secretary for that meeting or temporary assignment. No additional Board action is required for implementation under this section.

2400.50.2 Deputy Board Secretary Duties and Limits - If the Administrative Secretary is serving as Acting Administrative Lead during a General Manager absence and a Board meeting occurs, the Administrative Secretary should serve in the General Manager/staff role for the meeting, and the Deputy Board Secretary shall perform Board Secretary meeting-record functions. The Deputy Board Secretary role is limited to duties appropriate to the employee's training and access level, including roll call, attendance, motion and vote tracking, public comment tracking, minute-taking, and preparation of draft minutes for review. The Deputy Board Secretary designation does not authorize closed session attendance, access to confidential personnel or legal materials, District Treasurer

duties, financial approval authority, policy direction, or authority to speak for the District unless separately authorized by the Board, legal counsel, District policy, or written delegation.

2400.60 Service Person Assigned to Administrative or Board Secretary Backup - A Service Person assigned to temporary office, administrative support, or Deputy Board Secretary duties shall remain within the normal Field Operations Supervisor chain of command for employment supervision. For the limited administrative assignment, the employee may receive task direction from the General Manager, Administrative Secretary, or Acting Administrative Lead. The assignment does not alter the employee's classification, does not remove or reduce the Field Operations Supervisor's supervisory authority, and does not authorize access to confidential materials beyond the limited need of the assignment.

2400.70 Field Operations Supervisor Absence - During an extended and unplanned absence of the Field Operations Supervisor, the highest-classification qualified Service Person may provide temporary field operations continuity. If more than one employee holds the same classification, the most senior qualified employee shall serve, unless the General Manager designates another qualified employee based on certification, availability, safety, or operational need. This assignment may include field scheduling support, crew coordination, work-order tracking, emergency response coordination within training and certification limits, and communication of operational issues requiring higher-level review. The General Manager shall provide oversight when available. If the General Manager is also absent, the Acting Administrative Lead shall coordinate administrative routing, Board communication, legal review, budget review, and documentation, but shall not direct technical field operations beyond the employee's training, certification, or assigned authority.

2400.80 Fire Chief Absence - During an extended and unplanned absence of the Fire Chief, the highest-ranking qualified volunteer firefighter may provide temporary fire operations continuity. If more than one volunteer holds the same rank, the most senior qualified volunteer shall serve, unless the General Manager or Fire Chief designates another qualified volunteer based on availability, training, safety, or operational need. This assignment is subject to General Manager oversight, District policy, and applicable legal, compensation, employment-status, workers' compensation, and liability limitations. This assignment is limited to temporary fire operations continuity and does not automatically create employee status, Acting Fire Chief status, command authority beyond training and rank, or additional compensation unless separately authorized by Board-approved policy, written agreement, or Board action after legal review.

2400.90 Deferral of Reviews - If an employee review cannot be completed within the normal review period because the General Manager is unavailable and no authorized evaluator exists, the review may be deferred until the General Manager returns or until the Board designates

an Acting General Manager or other authorized evaluator. Deferral under this section shall not be treated as discipline or negative action against the employee. No employee shall lose eligibility for a timely merit increase solely because a review is deferred under this section. If a deferred review results in an approved merit increase, the increase shall be applied retroactively to the employee's normal review or eligibility date, unless otherwise directed by the Board or prohibited by law.

2400.100 Personnel Authority During General Manager Absence - During an extended and unplanned absence of the General Manager, the Acting Administrative Lead may maintain personnel records, route personnel matters to the appropriate authority, coordinate with legal counsel when directed or necessary, and preserve administrative continuity for routine personnel-related deadlines and documentation. The Acting Administrative Lead shall not impose discipline, approve or deny merit increases, approve promotions or demotions, change compensation, alter employment status, make hiring or termination decisions, or take any other personnel action requiring General Manager or Board authority unless expressly authorized by District policy, written delegation, or Board action.

2400.110 Financial Processing During Absence - During an extended and unplanned absence of the General Manager or Administrative Secretary, routine financial processing may continue as necessary to maintain District operations, including payroll, accounts payable, deposits, financial records, check registers, ACH batches, and payment packets.

2400.110.1 ACH Two-Person Control - For ACH payments, the District shall maintain two-person control when reasonably possible. The employee preparing or submitting an ACH batch should not be the same person who provides final bank authorization.

2400.110.2 Temporary ACH Approval Credentials - During a General Manager or Administrative Secretary absence, an existing Board-approved signer may be added to the District's banking system as an online ACH approver when needed to maintain financial continuity. By adoption of this policy, the Board authorizes the General Manager, Acting Administrative Lead, or authorized designee to request that the District's bank add or activate online ACH approval credentials for an existing Board-approved signer. This authority does not authorize adding a new signer to District accounts without separate Board action.

2400.110.3 Check Signing Two-Person Control - For District checks, the District shall maintain two-person control when reasonably possible. The employee preparing, creating, or processing a check should not also sign the check unless necessary to maintain District operations, meet payroll, avoid penalties, comply with an existing obligation, or prevent disruption to essential District services.

2400.110.31 When feasible, checks prepared by the Acting Administrative Lead shall be signed by two Board-approved signers. If two Board-approved signers are not reasonably available, the Acting Administrative Lead may sign as an authorized signer with one Board-approved co-signer, provided the payment is routine, supported by appropriate documentation, and within adopted District authority.

2400.110.32 The Acting Administrative Lead shall not sign checks payable to themselves outside ordinary payroll, approve compensation changes, approve unusual or non-routine payments, create new vendor obligations, approve unbudgeted expenditures, or execute payments beyond adopted authority unless expressly authorized by District policy, written delegation, banking authority, or Board action.

2400.110.4 Financial Authority Limits - The Acting Administrative Lead shall not approve compensation changes, unusual or non-routine payments, payments to themselves outside ordinary payroll, new vendor obligations, unbudgeted expenditures, fund transfers outside existing banking authority, or contract payments beyond adopted authority unless expressly authorized by District policy, written delegation, banking authority, or Board action.

2400.120 Temporary Assignment Pay - Temporary assignment pay under this policy is pre-approved by the Board upon adoption of this policy and shall apply automatically when the assignment, duties, and duration meet the criteria below. Temporary assignment pay is calculated as a percentage of the employee's base hourly rate or salary equivalent for the period of the qualifying assignment. Temporary assignment pay does not stack; when more than one premium could apply, the employee receives the highest applicable premium only. Temporary assignment pay begins on the scheduled District workday that the applicable threshold is reached and is not retroactive to earlier days unless expressly approved by the Board. Overtime, if applicable, shall be calculated in accordance with applicable wage-and-hour requirements and District payroll practices.

2400.120.1 Temporary Assignment Pay Schedule

Duration	Acting Lead / Higher-Level Assignment	Routine Office Backfill / Deputy Board Secretary	Notes
1-4 consecutive scheduled District workdays	No temporary percentage increase	No temporary percentage increase	Routine short-term coverage; overtime or meeting time paid if applicable.
5-16 consecutive scheduled District workdays	+10%	+5%	Applies beginning on the 5th consecutive scheduled District workday of the qualifying assignment. Pay is not retroactive to earlier days unless expressly approved by the Board.
17 or more consecutive scheduled District workdays	+15%	+10%	Applies beginning on the 17th consecutive scheduled District workday. Long-term staffing options should also be evaluated.

2400.130 No Board Operational Confirmation Required - Implementation of this policy shall not require the Board to confirm assignments, review workload, or approve day-to-day

operational coverage decisions. Board approval of this policy is intended to authorize the described temporary assignments and pay triggers in advance.

2400.140 When Board or Legal Review is Required - Board action, legal review, or both shall be required when a matter involves a budget amendment, formal Acting General Manager appointment, employment-status change, compensation outside this policy, discipline, termination, promotion, demotion, new position, contract authority beyond adopted limits, closed-session authority, or a long-term staffing or service-level decision.

2400.150 Multiple Simultaneous Absences - If multiple key personnel are absent at the same time and the normal continuity assignments under this policy cannot be implemented, essential services shall continue through the remaining available department heads, qualified employees, mutual aid, temporary staffing, or other lawful support. The Board President, General Manager if available, Acting Administrative Lead if designated, or legal counsel may assist in coordinating a special meeting or other appropriate action if Board authorization is required.

2400.160 Documentation - The General Manager, Acting Administrative Lead, or authorized designee shall document the start date, expected duration if known, assigned duties, employees assigned, pay trigger, and end date of any temporary assignment made under this policy. Documentation shall be maintained with payroll or personnel records as appropriate.

Policy 2400 Continuity Flow Chart

Extended and Unplanned Absences - Who Goes Where

POLICY ACTIVATED: Extended and unplanned absence, or scheduled leave that becomes extended, unplanned, or materially different.

