



Arrowbear Park County Water District

REGULAR MEETING OF THE BOARD OF DIRECTORS

AGENDA

DATE: October 15th, 2026

TIME: 6:00 p.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, 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. GENERAL MANAGER'S REPORT (*Estimate time: 10 Minutes*)

- A) Customer Correspondence – Utility Billing Comment (*P.4*)
- B) Joint Grant-Funding Coordination with Running Springs Water District
- C) Miscellaneous Items

G. CONSENT AGENDA (*Estimated Time: 15 Minutes*)

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are expected to be routine and non-controversial and will be acted on at one time without discussion, unless an item is withdrawn by a Board member for questions or discussion.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) Summary of Bank Balances (P. 5)
- B) Summary of Income & Expenses (P. 6)
- C) Statement of Revenue & Expenditures (P. 7-12)
- D) Statement of Vendor Activity (P. 13-16)
- E) Vacation, Sick Leave & Comp Time Balances (P. 17)
- F) Monthly Operations & System Health Report (P. 18)
- G) Overtime and Comp Time Report (P. 19)
- H) Fire Department Coverage & Summary of Calls (P. 20-21)
- I) CalOES Designation of Applicant's Agent Resolution Non-State Agencies OES-FPD-130 (Rev. 10-2022) (P. 22-25)

H. DISCUSSION / ACTION ITEMS (Total Estimated Time: 27 Minutes)

- P. 26-30 1. Discussion and possible action to Amend Policy 1000 - Purpose of Board Policies and Policy 1010 - Adoption/Amendment of Policies.
Estimated Time: 5 Minutes
Staff Recommendation: Amend Policy 1000 and 1010 including the proposed title changes.
- P. 31 2. Discussion and possible action to Approve Resolution 2026-10-15A - Cash Rounding.
Estimated Time: 3 Minutes
Staff Recommendation: Approve Resolution 2026-10-15A - Cash Rounding.
- P. 32-53 3. Discussion and Possible Action to Review Draft Policy 2270 - Demerit, and Authorize Circulation for Volunteer Comment. Fire Policy 2500 attached for comparison.
Estimated Time: 10 Minutes
Staff Recommendation: Review the draft policy, provide direction as needed, and authorize staff to circulate the proposed policy for the required volunteer comment period.
- P. 54-59 4. Discussion and possible action regarding a proposed SBL(Small biz lending) line of credit with Sunflower Bank, N.A. (First Foundation Bank) for Fire Department cash-flow needs.
Estimated Time: 6 Minutes
Staff Recommendation: Authorized General Manager to sign and submit all documents necessary for the SBL line of credit with Sunflower Bank.
- P. 60 5. Discussion and possible action to Amend Policy 4000 - Board General Authority.
Estimated Time: 3 Minutes
Staff Recommendation: Amend Policy 4000 - Board General Authority.

I. ANNOUNCEMENTS

- A) President
- B) Board Members
- C) Staff - Fire Department Annual Open House: Saturday October 24th from 11 am to 2 pm.

The next Regular Board Meeting will be on November 19th, 2026, at 6:00 p.m.

Brief recess to allow preparation of draft meeting minutes.

J. APPROVE MINUTES AND ADJOURNMENT

Review and Approve Minutes of October 15, 2026 Regular Board Meeting and Adjourn the meeting.

Estimated Time: 5 Minutes

Staff Recommendation: Approve Minutes and record Adjournment time.

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 a 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.

Customer Comment

Hello my name is Jennifer Byler I am a customer of this District account number #####. I am writing to express the hardship of the rate increases, as the water bill has become a significant hardship as it has pretty much doubled in price in the last five to seven years. If there's anything that our district can do for people in a certain income range or family's on Medi-Cal we would appreciate them considering our demographic in the community \$140 to \$160 a month in water it's just another place that's stealing money from our grocery budgets which is already insane and gas budgets if there's anything you guys can think of to do we would sure appreciate it.
Love, your community

09/01/26 - 09/30/26

SUMMARY OF BANK BALANCES

Unrestricted Accounts		Water	Sewer	Fire	Combined Total	
First Foundation	Abilia		Abilia	Abilia	FFB	
Beginning Balance	\$44,970.75	\$105,485.98	\$274.07	\$153,211.56		
Total Cleared Deposits(Includes Interest)			\$ 145,412.15			
Total Cleared Checks/Debits			\$ (194,494.64)			
Interest earned (Investment Loss)			\$ 3.70			
Service Charge(s)			\$ -			
Ending Balance	\$49,181.76	\$101,966.67	-\$51,811.72	\$104,130.05		
LAIF	Abilia	Abilia	Abilia	LAIF		
Beginning Balance	\$22,043.63	\$6,371.43	\$62,294.45	\$90,709.29		
Transferred to Checking				\$ -		
Transferred from Checking						
Interest earned (Investment Loss)						
Ending Balance	\$22,043.63	\$6,371.43	\$62,294.45	\$90,709.29		
Unrestricted Accounts Total:	\$71,225.39	\$108,338.10	\$10,482.73	\$190,046.22		
25% Annual Operating Costs	\$190,082.20	\$215,592.91	\$181,745.38	\$587,420.49		
Difference	-\$118,856.81	-\$107,254.81	-\$171,262.65	-\$397,374.27		

FFB Totals do not match Abilia due to outstanding items

Restricted Accounts

	CERBT	CEPPT	Total
Beginning Balance 09/01/2026	\$336,205.78	\$52,160.72	
Transferred to Checking			
Transferred from Checking			
Interest earned (Investment Loss)			
Service Charge(s)			
Ending Balance 09/31/2026	\$336,205.78	\$52,160.72	\$388,366.50

SUMMARY OF INCOME & EXPENSES**FISCAL**

	September 2026	YEAR TO DATE	BUDGET
TOTAL INCOME	\$ 139,672.26	\$ 468,837.50	\$2,310,227.32
Water	\$ 71,199.68	\$ 215,938.97	\$773,965.96
Sewer	\$ 68,472.58	\$ 208,598.47	\$934,512.63
Fire	\$ -	\$ 44,300.06	\$601,748.73
TOTAL EXPENSES	\$ 86,971.14	\$ 550,497.28	\$2,349,681.96
Water	\$ 39,029.47	\$ 173,848.82	\$760,328.81
Sewer	\$ 19,259.91	\$ 104,986.00	\$862,371.64
Fire	\$ 28,581.76	\$ 271,662.46	\$726,981.51

Arrowbear Park County Water District

Statement of Revenues and Expenditures - Unposted Transactions Included In Report
Water
From 9/1/2026 Through 9/30/2026

		Current Period Actual	Current Year Actual	Total Budget - Revised	Total Budget Variance - Revised	Percent Total Budget Remaini... - Revised
Income Categories						
4000	Sales And Fees	67,693.75	190,309.10	669,239.00	(478,929.90)	(71.56)%
4010	Sales To Other Agencies	7,958.26	25,542.90	60,000.00	(34,457.10)	(57.43)%
5005	Standby Charges	0.00	1,047.77	29,392.29	(28,344.52)	(96.44)%
5010	Interest Income	0.00	384.04	500.00	(115.96)	(23.19)%
5015	Late Charge Income	1,217.30	3,459.10	8,734.67	(5,275.57)	(60.40)%
5020	Grant Income	0.00	0.00	500.00	(500.00)	...0.00)%
5025	Gain On Disposal Of Fixed Asset	0.00	0.00	100.00	(100.00)	...0.00)%
5030	Other Adjustment	(5,755.13)	(6,218.92)	(1,500.00)	(4,718.92)	314.59%
5035	Other Fees Charges	85.50	1,414.98	7,000.00	(5,585.02)	(79.79)%
	Total Income Categories	71,199.68	215,938.97	773,965.96	(558,026.99)	(72.10)%
Expense Categories						
6000	Salaries Wages Mgmt	6,588.48	26,362.56	85,844.30	59,481.74	69.29%
6005	Salaries Wages Office Reg	2,861.76	11,446.81	37,346.40	25,899.59	69.35%
6010	Salaries Wages Office Ot	0.00	0.00	323.19	323.19	100.00%
6015	Salaries Wages Field Reg	11,678.28	48,219.00	156,794.82	108,575.82	69.25%
6020	Salaries Wages Field Ot	1,561.06	4,724.91	17,526.34	12,801.43	73.04%
6035	Payroll Taxes	1,910.92	7,127.94	23,482.44	16,354.50	69.65%
6100	Benefits Retirement	3,067.26	17,264.01	38,252.55	20,988.54	54.87%
6105	Benefits Dental Insurance	484.85	1,478.38	6,436.56	4,958.18	77.03%
6110	Benefits Health Ins Active	0.00	6,375.15	84,081.54	77,706.39	92.42%
6115	Benefits Health Ins Retired	0.00	4,348.76	54,311.37	49,962.61	91.99%
6120	Training	0.00	0.00	3,000.00	3,000.00	100.00%
6200	Director Fees	1,633.71	1,633.71	9,124.92	7,491.21	82.10%
6205	Director Training Conference	0.00	0.00	540.00	540.00	100.00%
6210	Board Misc	16.77	56.00	650.00	594.00	91.38%
6300	Prof Svcs Legal	1,488.00	3,035.10	5,500.00	2,464.90	44.82%
6305	Prof Svcs Accounting	0.00	0.00	1,100.00	1,100.00	100.00%
6310	Prof Svcs Engineering	0.00	0.00	500.00	500.00	100.00%
6315	Prof Svcs Audit	5,673.60	5,673.60	17,492.46	11,818.86	67.57%
6320	Prof Svcs Dues Membership Fees	42.00	593.18	7,500.00	6,906.82	92.09%
6325	Prof Svcs Bank Fees Charges	87.72	1,674.72	8,000.00	6,325.28	79.07%
6330	Prof Svcs Regulatory Fees	19.27	955.82	5,500.00	4,544.18	82.62%
6335	Prof Svcs Testing Lab	310.00	2,670.36	9,000.00	6,329.64	70.33%
6340	Prof Svcs Computer Network	0.00	0.00	7,500.00	7,500.00	100.00%
6345	Prof Svcs Misc	26.94	62.94	5,333.00	5,270.06	98.82%
6400	Office Supplies	57.92	190.94	1,400.00	1,209.06	86.36%
6405	Office Printing	0.00	212.81	2,000.00	1,787.19	89.36%
6410	Office Postage	11.34	32.45	3,554.00	3,521.55	99.09%
6415	Office Software Computer	5.99	896.96	2,150.00	1,253.04	58.28%
6420	Office Equipment/Furniture	0.00	0.00	1,000.00	1,000.00	100.00%
6425	Office Misc	0.00	19.37	120.00	100.63	83.86%
6500	Insurance Workers Comp	0.00	8,733.87	8,733.87	0.00	0.00%
6505	Insurance Property Liability Vehicle	90.00	90.00	43,100.00	43,010.00	99.79%
6600	Vehicle Maintenance	5.17	24.29	6,000.00	5,975.71	99.60%
6605	Vehicle Fuel	429.74	1,823.31	7,500.00	5,676.69	75.69%

Arrowbear Park County Water District

Statement of Revenues and Expenditures - Unposted Transactions Included In Report Water

From 9/1/2026 Through 9/30/2026

		Current Period Actual	Current Year Actual	Total Budget - Revised	Total Budget Variance - Revised	Percent Total Budget Remaini... - Revised
6700	Utility Phone Internet	390.85	1,738.46	5,000.00	3,261.54	65.23%
6705	Utility Gas	24.97	101.92	1,800.00	1,698.08	94.34%
6710	Utility Electric Facilities	0.00	96.20	1,560.00	1,463.80	93.83%
6715	Utility Electric Pumping	0.00	9,633.50	35,150.00	25,516.50	72.59%
6720	Utility Security	0.00	0.00	1,200.00	1,200.00	100.00%
6800	Operations Routine Maint	0.00	259.22	6,000.00	5,740.78	95.68%
6805	Operations Repairs	517.65	1,384.25	20,000.00	18,615.75	93.08%
6810	Operations Inspecting/Testing	0.00	0.00	1,800.00	1,800.00	100.00%
6815	Operations Facilities	0.00	1,045.67	2,500.00	1,454.33	58.17%
6820	Operations Tools Equipment	45.22	475.12	6,000.00	5,524.88	92.08%
6821	MP - Replacement Equipment	0.00	0.00	12,440.05	12,440.05	100.00%
6825	Operations Uniforms	0.00	175.56	1,050.00	874.44	83.28%
6830	Operations Safety Equipment	0.00	34.90	2,000.00	1,965.10	98.25%
6837	Water Standby Purchase	0.00	3,177.07	3,131.00	(46.07)	(1.47)%
	Total Expense Categories	<u>39,029.47</u>	<u>173,848.82</u>	<u>760,328.81</u>	<u>586,479.99</u>	<u>77.14%</u>
	Net Surplus/(Deficit)	<u>32,170.21</u>	<u>42,090.15</u>	<u>13,637.15</u>	<u>28,453.00</u>	<u>208.64%</u>

Arrowbear Park County Water District

Statement of Revenues and Expenditures - Unposted Transactions Included In Report
Sewer
From 9/1/2026 Through 9/30/2026

		Current Period Actual	Current Year Actual	Total Budget - Revised	Total Budget Variance - Revised	Percent Total Budget Remaini... - Revised
Income Categories						
4000	Sales And Fees	67,726.42	203,179.26	812,319.00	(609,139.74)	(74.99)%
5000	Property Taxes	0.00	0.00	39,153.00	(39,153.00)	...0.00)%
5005	Standby Charges	0.00	2,229.47	63,222.42	(60,992.95)	(96.47)%
5010	Interest Income	0.00	120.02	500.00	(379.98)	(76.00)%
5015	Late Charge Income	682.68	1,996.91	10,718.21	(8,721.30)	(81.37)%
5020	Grant Income	0.00	0.00	500.00	(500.00)	...0.00)%
5025	Gain On Disposal Of Fixed Asset	0.00	0.00	100.00	(100.00)	...0.00)%
5030	Other Adjustment	(1.02)	145.69	500.00	(354.31)	(70.86)%
5035	Other Fees Charges	64.50	927.12	7,500.00	(6,572.88)	(87.64)%
	Total Income Categories	68,472.58	208,598.47	934,512.63	(725,914.16)	(77.68)%
Expense Categories						
6000	Salaries Wages Mgmt	2,746.40	10,985.60	35,768.46	24,782.86	69.29%
6005	Salaries Wages Office Reg	1,192.70	4,770.36	15,561.00	10,790.64	69.34%
6010	Salaries Wages Office Ot	0.00	0.00	134.66	134.66	100.00%
6015	Salaries Wages Field Reg	6,288.30	25,964.40	84,427.98	58,463.58	69.25%
6020	Salaries Wages Field Ot	840.76	2,544.80	9,437.26	6,892.46	73.03%
6035	Payroll Taxes	939.60	3,484.12	11,408.55	7,924.43	69.46%
6100	Benefits Retirement	1,685.75	10,911.87	20,597.53	9,685.66	47.02%
6105	Benefits Dental Insurance	273.47	796.58	3,174.91	2,378.33	74.91%
6110	Benefits Health Ins Active	0.00	3,449.43	41,264.83	37,815.40	91.64%
6115	Benefits Health Ins Retired	0.00	2,372.05	22,629.74	20,257.69	89.52%
6120	Training	0.00	0.00	3,000.00	3,000.00	100.00%
6200	Director Fees	891.10	891.10	3,802.05	2,910.95	76.56%
6205	Director Training Conference	0.00	0.00	225.00	225.00	100.00%
6210	Board Misc	6.99	23.34	270.00	246.66	91.36%
6300	Prof Svcs Legal	1,333.00	2,028.78	2,500.00	471.22	18.85%
6305	Prof Svcs Accounting	0.00	0.00	450.00	450.00	100.00%
6310	Prof Svcs Engineering	0.00	0.00	500.00	500.00	100.00%
6315	Prof Svcs Audit	2,364.00	2,364.00	17,492.46	15,128.46	86.49%
6320	Prof Svcs Dues Membership Fees	17.50	238.83	3,000.00	2,761.17	92.04%
6325	Prof Svcs Bank Fees Charges	49.70	1,163.44	8,000.00	6,836.56	85.46%
6330	Prof Svcs Regulatory Fees	12.84	596.57	5,500.00	4,903.43	89.15%
6335	Prof Svcs Testing Lab	0.00	0.00	150.00	150.00	100.00%
6340	Prof Svcs Computer Network	0.00	0.00	1,800.00	1,800.00	100.00%
6345	Prof Svcs Misc	17.96	41.96	4,533.00	4,491.04	99.07%
6400	Office Supplies	24.14	81.02	700.00	618.98	88.43%
6405	Office Printing	0.00	88.67	1,200.00	1,111.33	92.61%
6410	Office Postage	0.00	2.32	2,072.88	2,070.56	99.89%
6415	Office Software Computer	2.50	594.99	1,850.00	1,255.01	67.84%
6420	Office Equipment/Furniture	0.00	0.00	500.00	500.00	100.00%
6425	Office Misc	0.00	12.92	50.00	37.08	74.16%
6500	Insurance Workers Comp	0.00	5,734.10	5,734.10	0.00	0.00%
6505	Insurance Property Liability Vehicle	37.50	37.50	27,700.00	27,662.50	99.86%
6600	Vehicle Maintenance	2.15	14.07	4,000.00	3,985.93	99.65%
6605	Vehicle Fuel	275.09	1,190.83	5,100.00	3,909.17	76.65%

Arrowbear Park County Water District

Statement of Revenues and Expenditures - Unposted Transactions Included In Report Sewer

From 9/1/2026 Through 9/30/2026

		Current Period Actual	Current Year Actual	Total Budget - Revised	Total Budget Variance - Revised	Percent Total Budget Remaini... - Revised
6610	MP - Replacement Vehicles	0.00	0.00	37,000.00	37,000.00	100.00%
6700	Utility Phone Internet	217.92	1,058.54	2,500.00	1,441.46	57.66%
6705	Utility Gas	10.40	42.46	1,000.00	957.54	95.75%
6710	Utility Electric Facilities	0.00	40.09	770.00	729.91	94.79%
6715	Utility Electric Pumping	0.00	1,716.58	8,000.00	6,283.42	78.54%
6720	Utility Security	0.00	0.00	500.00	500.00	100.00%
6800	Operations Routine Maint	0.00	108.02	4,000.00	3,891.98	97.30%
6801	MP - Capitol Improvements	0.00	0.00	116,040.00	116,040.00	100.00%
6805	Operations Repairs	0.00	158.50	7,000.00	6,841.50	97.74%
6815	Operations Facilities	0.00	0.00	1,400.00	1,400.00	100.00%
6820	Operations Tools Equipment	30.14	316.73	6,000.00	5,683.27	94.72%
6821	MP - Replacement Equipment	0.00	0.00	57,143.23	57,143.23	100.00%
6825	Operations Uniforms	0.00	117.04	700.00	582.96	83.28%
6830	Operations Safety Equipment	0.00	23.27	1,200.00	1,176.73	98.06%
6835	Operations Treatment	0.00	21,021.12	274,584.00	253,562.88	92.34%
	Total Expense Categories	<u>19,259.91</u>	<u>104,986.00</u>	<u>862,371.64</u>	<u>757,385.64</u>	<u>87.83%</u>
	Net Surplus/(Deficit)	<u>49,212.67</u>	<u>103,612.47</u>	<u>72,140.99</u>	<u>31,471.48</u>	<u>43.62%</u>

Arrowbear Park County Water District

Statement of Revenues and Expenditures - Unposted Transactions Included In Report Fire

From 9/1/2026 Through 9/30/2026

		Current Period Actual	Current Year Actual	Total Budget - Revised	Total Budget Variance - Revised	Percent Total Budget Remaini... - Revised
Income Categories						
4020	Paid Call From Other Agencies	0.00	0.00	120,000.00	(120,000.00)	...0.00)%
5000	Property Taxes	0.00	6,160.71	437,348.73	(431,188.02)	(98.59)%
5010	Interest Income	0.00	1,896.21	6,000.00	(4,103.79)	(68.40)%
5020	Grant Income	0.00	33,456.15	20,000.00	13,456.15	67.28%
5025	Gain On Disposal Of Fixed Asset	0.00	0.00	5,000.00	(5,000.00)	...0.00)%
5030	Other Adjustment	0.00	36.99	0.00	36.99	0.00%
5035	Other Fees Charges	100.00	2,850.00	13,400.00	(10,550.00)	(78.73)%
	Total Income Categories	100.00	44,400.06	601,748.73	(557,348.67)	(92.62)%
Expense Categories						
6000	Salaries Wages Mgmt	4,617.84	17,522.61	61,140.93	43,618.32	71.34%
6005	Salaries Wages Office Reg	715.44	2,862.14	9,336.60	6,474.46	69.34%
6010	Salaries Wages Office Ot	0.00	0.00	80.80	80.80	100.00%
6025	Salaries Wages Coverage	12,988.00	39,927.00	125,000.00	85,073.00	68.06%
6030	Salaries Wages Paid Call	0.00	18,599.72	60,000.00	41,400.28	69.00%
6035	Payroll Taxes	447.77	1,601.51	5,572.23	3,970.72	71.26%
6100	Benefits Retirement	631.10	28,563.21	29,992.50	1,429.29	4.77%
6105	Benefits Dental Insurance	49.76	149.28	597.17	447.89	75.00%
6110	Benefits Health Ins Active	0.00	649.77	8,230.73	7,580.96	92.11%
6115	Benefits Health Ins Retired	0.00	1,186.02	13,577.84	12,391.82	91.27%
6120	Training	0.00	571.76	16,000.00	15,428.24	96.43%
6200	Director Fees	445.57	445.57	2,281.23	1,835.66	80.47%
6205	Director Training Conference	0.00	0.00	135.00	135.00	100.00%
6210	Board Misc	4.19	14.00	160.00	146.00	91.25%
6300	Prof Svcs Legal	495.00	7,966.62	10,000.00	2,033.38	20.33%
6305	Prof Svcs Accounting	0.00	0.00	300.00	300.00	100.00%
6310	Prof Svcs Engineering	0.00	0.00	500.00	500.00	100.00%
6315	Prof Svcs Audit	1,418.40	1,418.40	17,492.46	16,074.06	91.89%
6320	Prof Svcs Dues Membership Fees	60.45	193.25	8,000.00	7,806.75	97.58%
6325	Prof Svcs Bank Fees Charges	38.02	218.72	1,200.00	981.28	81.77%
6330	Prof Svcs Regulatory Fees	0.00	0.00	100.00	100.00	100.00%
6335	Prof Svcs Testing Lab	405.00	810.00	0.00	(810.00)	0.00%
6340	Prof Svcs Computer Network	0.00	0.00	600.00	600.00	100.00%
6345	Prof Svcs Misc	0.00	135.00	21,333.00	21,198.00	99.37%
6400	Office Supplies	14.47	82.41	1,400.00	1,317.59	94.11%
6405	Office Printing	0.00	222.50	2,200.00	1,977.50	89.89%
6410	Office Postage	0.00	0.16	60.00	59.84	99.73%
6415	Office Software Computer	1.50	1,238.19	3,600.00	2,361.81	65.61%
6420	Office Equipment/Furniture	0.00	0.00	100.00	100.00	100.00%
6425	Office Misc	0.00	0.00	10.00	10.00	100.00%
6500	Insurance Workers Comp	0.00	7,910.29	7,910.29	0.00	0.00%
6505	Insurance Property Liability Vehicle	22.50	22.50	55,700.00	55,677.50	99.96%
6600	Vehicle Maintenance	4,686.24	30,095.73	45,000.00	14,904.27	33.12%
6605	Vehicle Fuel	926.90	4,339.86	18,000.00	13,660.14	75.89%
6610	MP - Replacement Vehicles	0.00	75,226.74	0.00	(75,226.74)	0.00%
6700	Utility Phone Internet	707.37	2,834.66	4,500.00	1,665.34	37.01%

Arrowbear Park County Water District

Statement of Revenues and Expenditures - Unposted Transactions Included In Report Fire

From 9/1/2026 Through 9/30/2026

		Current Period Actual	Current Year Actual	Total Budget - Revised	Total Budget Variance - Revised	Percent Total Budget Remaini... - Revised
6705	Utility Gas	6.24	25.47	4,000.00	3,974.53	99.36%
6710	Utility Electric Facilities	0.00	1,186.99	7,000.00	5,813.01	83.04%
6715	Utility Electric Pumping	0.00	1,795.32	0.00	(1,795.32)	0.00%
6720	Utility Security	0.00	0.00	750.00	750.00	100.00%
6800	Operations Routine Maint	0.00	576.80	250.00	(326.80)	...0.72)%
6805	Operations Repairs	0.00	3,205.52	0.00	(3,205.52)	0.00%
6810	Operations Inspecting/Testing	0.00	0.00	5,500.00	5,500.00	100.00%
6815	Operations Facilities	0.00	0.00	15,000.00	15,000.00	100.00%
6820	Operations Tools Equipment	0.00	2,447.47	20,000.00	17,552.53	87.76%
6821	MP - Replacement Equipment	0.00	0.00	80,226.74	80,226.74	100.00%
6825	Operations Uniforms	0.00	1,287.94	7,500.00	6,212.06	82.83%
6830	Operations Safety Equipment	0.00	0.00	19,500.00	19,500.00	100.00%
6840	Operations Medical Supplies	0.00	0.00	3,500.00	3,500.00	100.00%
6845	Operations Dispatching	0.00	15,764.89	29,859.00	14,094.11	47.20%
6850	Operations Fire Prevention Weed Abatement	0.00	0.00	3,785.00	3,785.00	100.00%
	Total Expense Categories	<u>28,681.76</u>	<u>271,098.02</u>	<u>726,981.52</u>	<u>455,883.50</u>	<u>62.71%</u>
	Net Surplus/(Deficit)	<u>(28,581.76)</u>	<u>(226,697.96)</u>	<u>(125,232.79)</u>	<u>(101,465.17)</u>	<u>81.02%</u>

Arrowbear Park County Water District
Vendor Activity
From 9/1/2026 Through 9/30/2026

Vendor Name	Expenses	Document Description
7-Eleven	118.10	FD - Fuel
Active 911	16.65	FD - Subscription
	33.30	FD - Subscriptions
ADP	87.72	PR 09/02/26 Processing Fees
ADP	87.72	PR 09/16/26 Processing Fees
Adrian Gonzalez	625.00	FD Coverage 08/16/26 - 08/29/26 (4) Hard Shifts
	525.00	FD Coverage 09/16/26 (4) Hard Shifts
	150.00	FD Coverage 09/30/26 (1) Hard Shifts
Alejandro Flores	200.00	FD Coverage 08/16/26 - 08/29/26 (2) Hard Shifts
	200.00	FD Coverage 09/16/26 (2) Hard Shifts
	100.00	FD Coverage 09/30/26 (1) Hard Shifts
Amazon	49.98	DO - Office Supplies
	75.36	Field Equipment
	46.55	Office Supplies
Anthony Cabria	338.00	FD Coverage 08/16/26 - 08/29/26 (4) Hard Shifts
	200.00	FD Coverage 09/16/26 (2) Hard Shifts
	100.00	FD Coverage 09/30/26 (1) Hard Shift
Arco	63.87	FD -Fuel
Basecamp	45.00	Office Operations Subscription
Best Best & Krieger LLP	2,914.00	Legal Fees
	402.00	Legal Fees
Brett Gibson	950.00	FD Coverage 08/16/26 - 08/29/26 (7) Hard Shifts
	800.00	FD Coverage 09/16/26 (6) Hard Shifts

Arrowbear Park County Water District
Vendor Activity
From 9/1/2026 Through 9/30/2026

Vendor Name	Expenses	Document Description
	1,050.00	FD Coverage 09/30/26 (8) Hard Shifts
Brian Cobian	100.00	FD Coverage 08/16/26 - 08/29/26 (1) Hard Shift
	175.00	FD Coverage 09/16/26 (1) Hard Shift
	100.00	FD Coverage 09/30/26 (1) Hard Shifts
California Air Resources Board	32.11	2025 Compliance Fee
CalPERS	2,856.46	07/29/26 - 08/11/26 PP CalPERS Retirement
	2,856.46	09/24/26 CalPERS Retirement
	2,856.46	CalPERS Retirement 08/26/26 - 09/08/26
CalPERS Financial Reporting and Acct Serv	700.00	CalPERS GASB-68 Fee
CalPERS Health Ins	18,395.89	Sep. 2026 Cal PERS Health
Clinical Laboratory of SB Inc	310.00	Water Testing
Core & Main	517.65	DO - Materials
Devin Williams	100.00	FD Coverage 08/16/26 - 08/29/26 (2) Hard Shifts
Diamondback Fire & Rescue, Inc.	1,170.33	FD - Vehicle Maintenance
Frontier Communications	135.22	WH - Phones
H & S Mobile Fire Equipment Repair	3,514.62	FD - Vehicle Maintenance
Halliday & Company, CPA's	9,456.00	Audit - 1st Installment
Hayden Jeffers	100.00	FD Coverage 08/16/26 - 08/29/26 (2) Hard Shifts
	100.00	FD Coverage 09/16/26 (2) Hard Shifts
Ian Ayala	100.00	FD Coverage 08/16/26 - 08/29/26 (2) Hard Shifts
Jacob J. Kaltman	200.00	FD Coverage 09/16/26 (2) Hard Shifts
	225.00	FD Coverage 09/30/26 (3) Hard Shifts
Javier Navarette	200.00	FD Coverage 08/16/26 - 08/29/26 (2) Hard Shifts
	200.00	FD Coverage 09/16/26 (2) Hard Shifts
	150.00	FD Coverage 09/30/26 (2) Hard Shifts

Arrowbear Park County Water District
Vendor Activity
From 9/1/2026 Through 9/30/2026

Vendor Name	Expenses	Document Description
Jonathan Hovhanessian	275.00	FD Coverage 08/16/26 - 08/29/26 (2) Hard Shifts
Kyle A. Rosas	200.00	FD Coverage 09/16/26 (2) Hard Shifts
	200.00	FD Coverage 09/30/26 (2) Hard Shifts
Matthew Meka	100.00	FD Coverage 08/16/26 - 08/29/26 (2) Hard Shifts
	100.00	FD Coverage 09/16/26 (2) Hard Shifts
	150.00	FD Coverage 09/30/26 (4) Hard Shifts
Microsoft	9.99	DO - Office Subscription
Neos Pizza House	27.95	Board Lunch - Health Enrollment Fair
Nicholas Dvorak	300.00	FD Coverage 08/16/26 - 08/29/26 (2) Hard Shifts
	300.00	FD Coverage 09/16/26 (2) Hard Shifts
	700.00	FD Coverage 09/30/26 (4) Hard Shifts
Rick Mesa	450.00	FD Coverage 08/16/26 - 08/29/26 (3) Hard Shifts
	250.00	FD Coverage 09/16/26 (1) Hard Shifts
	200.00	FD Coverage 09/30/26 (0) Hard Shifts
Sean Aragon	400.00	FD Coverage 09/16/26 (2) Hard Shifts
	450.00	FD Coverage 09/30/26 (3) Hard Shifts
	0.00	System Generated Check/Voucher
Spectrum Cable	193.05	DO - Internet
	217.51	FD - Internet
	95.00	WH - Internet
Superior Automotive Warehouse	8.61	DO - Vehicle Maintenance
T-Mobile	228.15	DO - Phones
	447.21	FD - Phones
Tad Marshall DC	405.00	FD - N. Giccomin, G. Roller J. Casillas: FFD,
The Alpine Mountaineer	25.00	26-27 Mountaineer Subscription

Arrowbear Park County Water District
Vendor Activity
From 9/1/2026 Through 9/30/2026

Vendor Name	Expenses	Document Description
The Standard Life Insurance Company	808.08	September 2026 EE
Travis Cali	275.00	Dental
	450.00	FD Coverage 08/16/26 -
		08/29/26 (2) Hard Shifts
	300.00	FD Coverage 09/16/26 (3)
		Hard Shifts
		FD Coverage 09/30/26 (2)
		Hard Shifts
Underground Service Alert of So Cal	44.90	Dig Alerts
United States Postal Service	5.67	Rad. Badges Postage Aug.
	5.67	Rad. Badges Postage Sep.
WEX Bank	1,449.76	September Fuel CC Chgs
Zachary Steele	300.00	FD Coverage 08/16/26 -
		08/29/26 (2) Hard Shifts
	300.00	FD Coverage 09/16/26 (2)
		Hard Shifts
	300.00	FD Coverage 09/30/26 (2)
		Hard Shifts
Report Transaction Totals	63,701.00	

Status Report of Employee's Accumulated Days of Sick Leave & Vacation**Month of Sept 2026****Payroll End Dates: 9/2/26 9/16/26 9/30/26 9/2/26 9/16/26 9/30/26**

	SICK TIME (HRS)								
	Start	Earned #1	Earned #2	Earned #3	Used #1	Used #2	Used #3	Accrued	
Chris	97.212	3.692	3.692	3.692	0.00	14.29	32.760	61.238	Chris
Jason	568.332	3.692	3.692	3.692	0.00	0	10.000	569.408	Jason
Tim	60.032	3.692	3.692	3.692	0.00	0	0.000	71.108	Tim
Phillip	35.222	3.692	3.692	3.692	0.00	0	0.000	46.298	Phillip
Courtney	29.648	3.692	3.692	3.692	7.00	0	0.000	33.724	Courtney
Ryan	4.312	0.766	1.232	1.232	0.00	0	0.000	7.542	Ryan

9/2/26 9/16/26 9/30/26 9/2/26 9/16/26 9/30/26

	VACATION TIME (HRS)								
	Start	Earned #1	Earned #2	Earned #3	Used #1	Used #2	Used #3	Accrued	
Chris	83.190	3.080	3.080	3.080	0.000	0.000	0.000	92.430	Chris
Jason	240.002	6.461	6.461	6.461	6.460	10.000	3.000	239.925	Jason
Tim	181.300	3.080	3.080	3.080	0.000	0.000	0.000	190.540	Tim
Phillip	27.010	3.080	3.080	3.080	0.000	0.000	0.000	36.250	Phillip
Courtney	7.780	1.540	1.540	1.540	0.000	1.020	6.750	4.630	Courtney

9/2/26 9/16/26 9/30/26 9/2/26 9/16/26 9/30/26

	COMP TIME (HRS)								
	Start	Earned #1	Earned #2	Earned #3	Used #1	Used #2	Used #3	Accrued	
Jason	38.995	1.125	0	0.00	0.12	0.000	0.000	40.000	Jason
Tim	39.000	1.500	1.5	1.50	1.50	1.000	1.500	39.500	Tim
Phillip	40.000	0.000	3	0.00	0.00	3.000	0.000	40.000	Phillip
Courtney	0.775	3.000	0	3.42	1.50	2.230	0.000	3.465	Courtney

Notes:

SICK ACCRUAL CAP IS 2080 HOURS**VACATION ACCRUAL CAP IS 240 HOURS****COMP TIME ACCRUAL CAP IS 40 HOURS**

MONTHLY MAINTENANCE AND REPAIR REPORT							
September 2026							
#	DATE	METER #	ADDRESS	SVC	NOTES		(OT) D/C
1	9/2/2026	0646	32729 Scola	1			
2	9/3/2026	0979	Richmond	6	PE service line repair.		
3	9/5/2026	0475	32748 Encina	1	After hours turn on.		(1)C
4	9/9/2026	0638	33036 Arrowbear	7	Checked customer flow.		
5	9/11/2026	0978	Scola/Badger	8	4" sewer siphon repair.	Friday	(14.5) D
6	9/15/2026	0978	Scola/Badger	8	4" sewer siphon repair.		
7	9/16/2026	0576	2450 Spruce	3	Water in meter box		
8	9/17/2026	0188	32713 Scola	3	Replaced meter gasket.		
9	9/17/2026	0452	32750 Badger	2	Field tech reported customer leak.		
10	9/17/2026	0979	33423 Music Camp	6	PE service line repair.		
11	9/20/2026	0974	32818 Deer	7	After hours, sprinklers at CLAWA		(1)D
12	9/21/2026	0244	33122 Ridge	1			
13	9/21/2026	0244	33122 Ridge	1			
14	9/22/2026	0576	2450 Spruce	3	Meter freeze plate changeout		
15	9/22/2026	0759	32768 Evergreen	3	Meter freeze plate changeout		
16	9/22/2026	0529	32801 Deer Lick	3	Meter freeze plate changeout		
17	9/23/2026	0212	32873 Deer Lick	3	District equipment tampered with.		
18	9/27/2026	0321	33242 Sierra View	4			
19	9/28/2026	0785	2294 Deep Creek	7	Cust. requested meter inspection.		
20	9/29/2026	0529	32801 Deer Lick	4			
21	9/30/2026	0736	33417 Cedar Drive	7	Check for spin on meter.		
Phone							30
					Total		46.5
SVC	DESCRIPTION			CALLS	ADDITIONAL INFORMATION		
1	Customer requested turn off/on			4	New Owners.		3
2	District initiated shut off (leak, etc.)			1	Liens filed		0
3	District equipment repair			5	Liens Released		1
4	Meter reads/re-reads			2	Total Liens		18
5	Main Repairs			0	Shut off notices		64
6	Service Line Repairs			2	Non-payment shut offs		17
7	Customer Inquiry Requiring Investigation			3	Turn on after shut off		0
8	Sewer Issues/Repairs			2	Meters replaced		1
	Total Calls			19			
	AQUIFER HEALTH				DISTRIBUTION SYSTEM HEALTH		
Well #	Previous Month		Current Month	+ / -	Well Production (in cu. ft.):		555,578.00
	Pumping		Pumping		Metered:		525,839.00
1		165	155	10	Non-Revenue:		5,625.00
2		125	131	-6	Estimated Leak Loss		717.00
3		164	153	11	Unaccounted Loss:		24,114 / 4.3%
4		150	160	-10	Prev. Month Unaccounted Loss		55797 / 9.5%
5		167	156	11			
Well #	Previous Month		Current Month	+/-	WASTEWATER SYSTEM		
	Static		Static		% of Sewer Contribution Current Month:		
1		147	132	15	14.70%		
2		108	115	-7			
3		145	131	14			
4		56	64	-8	% of Sewer Contribution Previous Month:		
5		148	134	14	14.90%		

Overtime and Comp for Field Workers

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Monthly Average		
Jan	57.5	75.5	92.3	88.3	50.5	73.0	60.5	46.0	78.8	39.0	40.5	37.5	46	60.4	Jan	
Feb	94.0	58.5	52.0	52.0	48.3	75.3	62.0	59.3	64.0	97.0	37.0	35.8	44.5	60.0	Feb	
March	65.0	63.0	57.2	92.8	61.0	59.0	56.8	42.0	37.0	56.5	57.3	36.0	34	55.2	March	
April	60.0	64.0	60.0	73.0	78.8	83.7	50.0	37.0	33.0	34.8	41.8	32.0	32	52.3	April	
May	51.0	84.8	72.3	70.5	116.0	46.0	74.0	71.0	49.0	42.0	79.3	35.5	49.25	64.7	May	
June	90.0	59.0	72.0	76.5	58.5	46.3	105.0	54.0	36.3	39.3	57.5	33.3	33	58.5	June	
July	92.0	57.3	62.3	65.8	97.3	43.5	115.8	54.0	39.3	53.3	36.3	41.0	34	60.9	July	
Aug	77.8	66.5	67.0	62.3	97.3	66.3	62.0	83.0	85.3	60.5	63.5	42.8	64.25	69.1	Aug	
Sept	98.5	74.3	110.5	88.0	94.8	80.0	70.5	77.3	49.8	59.3	110.8	45.3	46.5	79.9	Sept	
Oct	60.0	65.3	74.0	86.5	96.3	69.0	51.3	49.5	68.3	51.5	105.8	33.8		67.6	Oct	
Nov	101.8	47.0	66.0	73.5	63.3	77.0	44.0	41.3	51.0	44.0	42.5	50.5		58.5	Nov	
Dec	54.0	57.0	60.5	77.8	60.0	66.5	57.0	98.5	32.5	65.0	36.0	40.3		58.8	Dec	
Annual Total:	901.5	772.0	846.0	906.8	921.8	785.5	808.8	712.8	624.0	642.0	708.0	463.5	383.5			
Annual Average:	75.1	64.3	70.5	75.6	76.8	65.5	67.4	59.4	52.0	53.5	59.0	38.6	42.6			
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026			

September 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Dvorak, N Gibson, B Mesa, R	2 Carrasco, J Kaltman, J Rosas, K	3 Pacelli, J Gibson, B Steele, Z	4 Cali, T Navarette, J Cabria, A	5 Mesa, R Gibson, B Meka, M
6 Gonzalez, A Jeffers, H Ayala, I	7 Gonzalez, A Flores, A Cobian, B	8 Dvorak, N Gibson, B Steele, Z	9 Herrera, D Kaltman, J Rosas, K	10 Aragon, S Gibson, B Mesa, R (1800-0600)	11 Cali, T Cabria, A Navarette, J	12 Mesa, R Gibson, B Meka, M
13 Aragon, S Jeffers, H Ayala, I	14 Gonzalez, A Flores, A Cobian, B	15 Dvorak, N Gibson, B	16 Carrasco, J Kaltman, J Rosas, K	17 Gibson, B Steele, Z Mesa, R	18 Cali, T Navarette, J Cabria, A	19 Dvorak, N Gibson, B Meka, M
20 Jeffers, H Ayala, I Mesa, R	21 Dvorak, N Gibson, B	22 Dvorak, N Gibson, B	23 Aragon, S Kaltman, J Rosas, K	24 Gibson, B Steele, J Mesa, R	25 Cali, T Navarette, J Gibson, B	26 Mesa, R Gibson, B Meka, M
27 Mesa, R Jeffers, H Ayala, I	28 Dvorak, N Gibson, B	29 Dvorak, N Gibson, B Giacomin, N	30 Kaltman, J Rosas, K Steele, Z			

SUMMARY OF CALLS - SEPTEMBER 2026

Date	Incident Type	Area	District	Mutual Aid	Out	Avail	Time	Personnel						Total
09/01/26	MEDICAL	ABL	IN	NONE	19:36	20:05	0:29	228	253					2
09/03/26	MED TC	BDC	OUT	GIVEN	16:10	16:25	0:15	216	228					2
09/04/26	MEDICAL	ABL	IN	NONE	10:05	10:21	0:16	223	231	237				3
09/04/26	FIRE IMPROVEMENT	ABL	IN	NONE	21:46	22:10	0:24	223	237	231	192			4
09/05/26	FIRE WILDLAND	BDC	OUT	GIVEN	15:10	18:04	2:54	140	228	252	192			4
09/07/26	MEDICAL	BDC	OUT	GIVEN	18:43	19:20	0:37	209	227	236				3
09/08/26	MEDICAL	ABL	IN	NONE	2:41	2:56	0:15	209	227	236				3
09/08/26	PA PERSON	RSP	OUT	NONE	11:48	12:20	0:32	253	228					2
09/12/26	MEDICAL	GVL	OUT	GIVEN	9:47	10:45	0:58	140	228	252	192			4
09/12/26	MED TC	ABL	IN	NONE	14:59	15:10	0:11	140	228	252				3
09/16/26	MEDICAL	ABL	IN	NONE	2:08	2:58	0:50	253	228	254				3
09/17/26	TRAFFIC COLLISION	ABL	IN	NONE	8:41	8:45	0:04	228	243					2
09/17/26	VEHICLE FIRE	RSP	OUT	GIVEN	12:20	13:30	1:10	228	243					2
09/17/26	TRAFFIC COLLISION	BDC	OUT	GIVEN	16:42	17:15	0:33	228	243					2
09/19/26	VEHICLE FIRE	BDC	OUT	GIVEN	3:11	3:45	0:34	223	231	237				3
09/19/26	PUBLIC SERVICES	RSP	OUT	GIVEN	21:29	22:30	1:01	228	253					2
09/22/26	TRAFFIC COLLISION	GVL	OUT	GIVEN	22:18	22:40	0:22	228	253	192				3
09/24/26	MEDICAL	RSP	OUT	GIVEN	23:29	23:40	0:11	228	243					2
09/29/26	MEDICAL	ABL	IN	NONE	5:44	6:30	0:46	228	253	255				3
09/29/26	MEDICAL	ABL	IN	NONE	12:50	13:26	0:36	228	253	255				3
9/29/2026	MEDICAL	BDC	OUT	GIVEN	13:46	14:15	0:29	228	253	255				3
9/30/2026	MEDICAL	ABL	IN	NONE	17:27	18:04	0:37	233	241	243				3

Total Calls: 22
Total in District: 10
Total Out of District: 12

140 Rick Mesa	3	230 Quade Ferguson	0	245 Alexis Figuerora	0
192 Ryan Brewart	4	231 Javier Navarette	3	247 Justin Carrasco	0
206 Jonathan Hovhanessi	0	233 Jacob Kaltman	1	248 Adam Nelson	0
207 Joseph Carpenter	0	236 Alejandro Flores	2	249 Anthony Diaz	0
209 Adrian Gonzalez	2	237 Anthony Cabrera	3	250 Ian Ayala	0
216 James Paceilli	1	238 Demetrious Herrera	0	251 Hayden Jeffers	3
223 Travis Cali	3	241 Kyle Rosas	1	252 Matthew Meka	0
227 Brian Cobian	2	242 Jason Melton	0	253 Nick Dvorak	8
228 Brett Gibson	16	243 Zachary Steele	5	254 Sean Aragon	1
				255 Nick Giacomini	3
				256 Jason Casillas	0
				257 Gregory Roller	0
				258 Russell Shirley	0



Cal OES ID No: 071-91029

DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES

BE IT RESOLVED BY THE Board of Directors OF THE Arrowbear Park County Water District
(Governing Body) (Name of Applicant)

THAT General Manager, OR
(Title of Authorized Agent)

Fire Chief, OR
(Title of Authorized Agent)

(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the Arrowbear Park County Water District,
(Name of Applicant)

a public entity established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining federal financial assistance for any existing or future grant program, including, but not limited to any of the following:

- **Federally declared Disaster (DR), Fire Mitigation Assistance Grant (FMAG), California State Only Disaster (CDAA), Immediate Services Program (ISP), Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Legislative Pre-Disaster Mitigation Program (LPDM)**, under
- Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.
- **Flood Mitigation Assistance Program (FMA)**, under Section 1366 of the National Flood Insurance Act of 1968.
- **National Earthquake Hazards Reduction Program (NEHRP)** 42 U.S. Code 7704 (b) ((2) (A) (ix) and 42 U.S. Code 7704 (b) (2) (B) National Earthquake Hazards Reduction Program, and also The Consolidated Appropriations Act, 2018, Div. F, Department of Homeland Security Appropriations Act, 2018, Pub. L. No. 115-141
- **California Early Earthquake Warning (CEEW)** under CA Gov Code – Gov, Title 2, Div. 1, Chapter 7, Article 5, Sections 8587.8, 8587.11, 8587.12

That the Arrowbear Park County Water District, a public entity established under the
(Name of Applicant)

laws of the State of California, hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.



Please check the appropriate box below

- ☒ This is a universal resolution and is effective for all open and future disasters/grants declared up to three (3) years following the date of approval.
- ☐ This is a disaster/grant specific resolution and is effective for only disaster/grant number(s): _____

Passed and approved this 15 day of October, 2026

Terisa Bonito, Board President

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, Courtney Arredondo, duly appointed and Board Secretary of
(Name) (Title)
Arrowbear Park County Water District, do hereby certify that the above is a true and
(Name of Applicant)

correct copy of a resolution passed and approved by the Board of Directors
(Governing Body)
of the Arrowbear Park County Water District on the 15 day of October, 2026.
(Name of Applicant)

Board Secretary

(Signature)

(Title)



Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted resolution is older than three (3) years from the last date of approval, is invalid, or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on pages 1 and 2. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California.

Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the California Governor's Office of Emergency Services regarding grants for which they have applied. There are two ways of completing this section:

1. **Titles Only:** The titles of the Authorized Agents should be entered here, not their names. This allows the document to remain valid if an Authorized Agent leaves the position and is replaced by another individual. If "Titles Only" is the chosen method, this document must be accompanied by either a cover letter naming the Authorized Agents by name and title, or the Cal OES AA Names document. The supporting document can be completed by any authorized person within the Agency (e.g., administrative assistant, the Authorized Agent, secretary to the Director). It does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document, or their title changes.



Checking Universal or Disaster-Specific Box: A Universal resolution is effective for all past disasters and for those declared up to three (3) years following the date of approval. Upon expiration it is no longer effective for new disasters, but it remains in effect for disasters declared prior to expiration. It remains effective until the disaster goes through closeout unless it is superseded by a newer resolution.

Governing Body Representative: These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents. A minimum of three (3) approving board members must be listed. If less than three are present, meeting minutes must be attached in order to verify a quorum was met.

Certification Section:

Name and Title: This is the individual in attendance who recorded the creation and approval of this resolution.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member. If a person holds two positions (such as City Manager and Secretary to the Board) and the City Manager is to be listed as an Authorized Agent, then that person could sign the document as Secretary to the Board (not City Manager) to eliminate "Self-Certification."

ARROWBEAR PARK COUNTY WATER DISTRICT

Policy Handbook

POLICY TITLE: Purpose and Authority of Board Policies
POLICY NUMBER: 1000
EFFECTIVE DATE: 10/15/2026

1000.10 **Purpose.** Board policies establish District direction and provide a consistent framework for governance, administration, and decision-making.

1000.20 **Effect and Continuity.** Board policies state the Board's continuing direction and remain in effect despite changes in Board membership, management, or staffing.

1000.30 **Board Authority.** The Board acts collectively at duly noticed public meetings. Board-approved documents may be adopted, amended, repealed, rescinded, or replaced only by Board action unless otherwise provided by law.

1000.40 **Organization and Public Access.** The District shall maintain current Board policies in a Policy Handbook organized by subject and numbered for reference. Current policies shall be reasonably accessible to the Board, employees, and public, except as restricted by law. Superseded versions shall be retained under the District's records-retention requirements.

ARROWBEAR PARK COUNTY WATER DISTRICT

Policy Handbook

POLICY TITLE: Purpose of Board Policies
POLICY NUMBER: 1000

1000.10 It is the intent of the Board of Directors of the Arrowbear Park County Water District to maintain a Handbook of Policies. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Handbook of Policies will serve as a resource for Directors, staff, and members of the public in determining the manner in which matters of District business are to be conducted.

1000.20 If any policy or portion of a policy contained within the Handbook of Policies is in conflict with rules, regulations, or legislation having authority over Arrowbear Park County Water District, said rules, regulations or legislation shall prevail.

Original

ARROWBEAR PARK COUNTY WATER DISTRICT

Policy Handbook

POLICY TITLE: Adoption and Coordination of Board-Approved Documents
POLICY NUMBER: 1010
EFFECTIVE DATE: 10/15/2026

1010.10 Purpose. This policy governs the adoption and amendment of District policies and the coordination of Board-approved documents.

1010.20 Board-Approved Documents. A “Board-approved document” is any policy or other document expressly adopted, approved, or incorporated by reference by the Board. Agenda materials are not controlling unless expressly adopted or incorporated. Approved minutes record the Board’s action but do not expand or modify it.

1010.30 Initiation. Any Director or the General Manager may propose a policy or amendment. At a Director’s request, the General Manager shall place the matter on a future agenda, allowing reasonable time for preparation and review.

1010.40 Distribution and Review. Before Board action, each Director shall receive the proposed policy or amendment and a reasonable opportunity to review it. It may be distributed in the regular agenda packet or as supplemental material before or at the meeting, subject to applicable notice and disclosure requirements.

1010.50 Adoption and Amendment. The Board may adopt or amend a District policy at a regular meeting by a three-fifths affirmative vote of the entire Board.

1010.60 Related Documents. Before presenting a new or revised Board-approved document, staff shall reasonably review related District documents and report apparent conflicts or needed amendments. Related documents may be updated or repealed at the same or a later meeting, individually or in groups. Failure to identify or update a related document does not invalidate an otherwise lawful Board action.

1010.70 Controlling Language. Except as required by law, court or regulatory order, or binding agreement, the most recently approved Board language governing the specific subject controls when Board-approved documents conflict. Earlier language is superseded only to the extent of the conflict.

1010.80 Administrative Corrections. The General Manager may correct typographical, formatting, numbering, and cross-reference errors in working copies without changing their meaning or effect. The original Board-approved document shall be preserved. Any substantive change requires Board action.

ARROWBEAR PARK COUNTY WATER DISTRICT

Policy Handbook

POLICY TITLE: Adoption/Amendment of Policies
POLICY NUMBER: 1010

1010.10 Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director, or by the General Manager. The proposed adoption or amendment is initiated by submitting a written draft of the proposed adoption or amendment to each Director and the General Manager through the District office, and requesting that the item be included for consideration on the agenda of the appropriate regular meeting of the Board of Directors.

1010.20 Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors and shall require a 3/5 affirmative vote of the entire Board of Directors.

1010.30 Before considering to adopt or amend any policy, Directors shall have the opportunity to review the proposed adoption or amendment. Copies of the proposed policy adoption or amendment shall be included in the agenda information packet for any meeting consideration. The agenda information packets with said copies shall be made available to each Director for review at least seven (7) days prior to any meeting of consideration.

RESOLUTION NO. 2026-10-15A

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ARROWBEAR PARK
COUNTY WATER DISTRICT AUTHORIZING THE ROUNDING OF CASH
TRANSACTIONS PURSUANT TO GOVERNMENT CODE SECTION 6158**

The Board of Directors of the Arrowbear Park County Water District has resolved that:

WHEREAS, California Government Code Section 6158 authorizes the governing body of a local agency, by resolution, to make that section applicable to the agency and to round qualifying cash payment transactions to the nearest multiple of five cents; and

WHEREAS, the District's financial institution no longer accepts pennies for deposit, creating unnecessary cash-handling and reconciliation issues when exact-cent cash transactions require the use of pennies; and

WHEREAS, the Board desires to permit lawful cash rounding while preserving all District rates, fees, charges, credits, and account balances at their exact-cent amounts;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Arrowbear Park County Water District:

California Government Code Section 6158 is hereby made applicable to the Arrowbear Park County Water District.

Cash payments and cash refunds may be rounded to the nearest \$0.05 in accordance with Government Code Section 6158 and District Policy 3055, Cash Transaction Rounding.

Cash rounding shall apply only to the final amount of cash physically collected or disbursed and shall not change any District rate, fee, charge, penalty, or credit used to calculate the amount due. When cash rounding is applied, the customer's account balance shall be adjusted by the rounding difference so the amount recorded agrees with the cash actually collected or disbursed. The rounded amount shall be considered full satisfaction of the amount otherwise due for that transaction. Each cash-rounding adjustment shall be separately identified and recorded for accounting purposes. Non-cash transactions shall continue to be processed to the exact cent.

The General Manager is authorized to establish and implement administrative, accounting, cash-handling, and receipt procedures necessary to carry out this resolution and Policy 3055. This resolution shall take effect immediately upon adoption.

ADOPTED this 15th day of October 2026.

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 October 2026 by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

Dated: October 15, 2026 ARROWBEAR PARK COUNTY WATER DISTRICT

By _____

Terisa Bonito, President, Board of Directors

Certification of Resolution

Attest:

WITNESS MY HAND OR THE SEAL OF THE Arrowbear Park County Water District, on this 15th day of October 2026.

Courtney Arredondo, Board Secretary
Arrowbear Park County Water District

ARROWBEAR PARK COUNTY WATER DISTRICT

Policy Handbook

POLICY TITLE: Demerit
POLICY NUMBER: 2270
EFFECTIVE DATED: TBD

2270.10 This policy shall apply to all volunteer members of the Arrowbear Lake Fire Department (“Department”).

2270.20 The purpose of this policy is to establish a fair and consistent system for addressing violations of District or Department policies, procedures, lawful orders, and participation requirements. The Department relies on the commitment and participation of its volunteers to effectively serve the community. This policy is intended to promote safety, accountability, reliability, and professional conduct while recognizing the volunteer nature of the Department.

2270.30 The District has adopted this policy pursuant to its authority to establish rules governing the administration and operation of the Department, including reasonable rules governing the discipline and removal of volunteer firefighters. Nothing in this policy creates an employment relationship, employment contract, guarantee of continued service, or property right in any volunteer position. This policy does not limit any procedural or other rights provided by applicable law. If applicable law provides a volunteer member with greater or additional protections, the District will comply with those requirements.

2270.40 Demerit Structure. Volunteers may be subject to demerits for violations of applicable District or Department policies, procedures, lawful orders, or established participation requirements that have been communicated to the member. The number of demerits will be determined by the severity of the violation and the relevant circumstances. A “demerit” is a documented determination that a member violated a District or Department rule or requirement, based on a review of available facts. The examples provided in this policy are illustrative. Conduct not specifically listed may be assigned demerits when it is comparable in seriousness and operational effect to a listed violation.

2270.41 Minor Violation – (1) One Demerit. Minimal operational impact; typically, correctable through coaching. Examples include but are not limited to:

- Calling out of a scheduled assignment without securing coverage when required by Department policy, unless due to illness, emergency, or other reasonable justification
- Failure to complete assigned station duties after receiving notice of the assignment
- Failure to attend a required Department event or an event for which the member volunteered, without providing reasonable notice or justification
- Minor violations of established uniform or grooming requirements
- Late submission of paperwork
- Minor tardiness to training or shifts
- Failure to maintain assigned equipment when no operational impact occurs

ARROWBEAR PARK COUNTY WATER DISTRICT

Policy Handbook

2270.42 Moderate Violation – (2) Two Demerits. Conduct that materially affects Department operations, safety, readiness, or professional working relationships. Examples include but are not limited to:

- No Call / No Show for a scheduled shift, training, or duty assignment
- Excessive Absences (4 or more unexcused absences from required training or scheduled assignments during a rolling 12-month period)
- Failure to attend any department event within a calendar year
- Repeated minor violations after counseling
- Failure to follow SOPs
- Disrespectful, abusive, or disruptive conduct toward District or Department personnel or members of the public
- Failure to complete required training by the established deadline without an approved extension or reasonable justification
- Leaving a scheduled shift or duty assignment without authorization
- Negligent operation of Department apparatus or equipment that creates a material safety risk but does not result in damage or injury

2270.43 Major Violation – (3) Three Demerits(minimum). Intentional, reckless, grossly negligent, or other serious misconduct that jeopardizes safety, damages the department's reputation, or significantly disrupts operations. A major violation may also constitute grounds to initiate suspension or removal proceedings under Section 2270.90, regardless of the accumulated demerits. The Fire Chief may immediately relieve a member from operational duties when reasonably necessary to protect personnel, the public, District property, Department records, or the integrity of an investigation. Examples include but are not limited to:

- Intentional refusal to comply with a lawful order when the refusal materially affects Department operations or safety
- Intentional, reckless, or grossly negligent conduct that creates a substantial risk to personnel or public safety
- Reporting for or performing Department duties while impaired by alcohol, cannabis, a controlled substance, or the misuse of medication
- Harassment or discrimination
- Unauthorized use/misuse of apparatus or equipment
- Knowingly falsifying or omitting material information in a Department report or record
- Department-related conduct that has a demonstrable and substantial adverse effect on Department operations, the member's ability to perform assigned duties, or public trust in the Department

2270.44 Definitions. An "unexcused absence" means failure to attend a scheduled shift, required training, or required duty assignment without prior approval, timely notice, or reasonable justification. Absences related to injury, medical restrictions, or other legally protected reasons will not be treated as unexcused.

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Policy Handbook

“Securing coverage” means arranging for another qualified member to fill the assignment and notifying a supervisor in accordance with Department scheduling procedures.

A “required Department event” means a training, meeting, community event, or other Department activity that the Department has designated as mandatory and communicated to the affected members in advance.

2270.50 Administrative Authority. A Battalion Chief and/or the Fire Chief may document and investigate a potential violation and recommend the issuance and classification of a demerit. The Fire Chief will review the available facts and determine whether a demerit should be issued and, if so, the appropriate classification. A demerit recommended by a Battalion Chief will not become final unless reviewed and approved by the Fire Chief. Any adjustment from standard classifications must be documented and based on:

- The nature and seriousness of the conduct Safety impact
- Intent or negligence
- The actual or potential effect on Department operations
- Mitigating or aggravating factors
- Consistency with the treatment of comparable conduct

2270.60 Fair Procedures. Before a demerit becomes final, the Fire Chief will provide the volunteer member with written notice of the proposed demerit and a reasonable opportunity to respond orally or in writing. Unless additional time is approved by the Fire Chief, the member must respond within five business days after receiving the notice. The Fire Chief will consider any timely response before issuing a final decision. Each final demerit will be documented in a Corrective Memo. A Performance Improvement Plan (“PIP”) may be issued when the Fire Chief determines that additional corrective action, training, or demonstrated improvement is appropriate. A PIP is not required for every demerit.

2270.61 The Corrective Memo must include the following:

- The specific District or Department rule or requirement violated
- Summary of facts
- The date, time, and location of the alleged violation The name and title of the person issuing the memo. The proposed or final classification and number of demerits Any corrective action or PIP being imposed

2270.62 The Performance Improvement Plan may identify the corrective measures the member must complete, the deadline for completion, and the standards that will be used to determine satisfactory completion. The corrective measures must be reasonably related to the conduct or performance issue that resulted in the demerit. The PIP may state that satisfactory completion will cause the demerit to become inactive before the expiration of

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the ordinary 12-month period. Examples of appropriate corrective measures include: ons. Examples of how a demerit can be removed include, but are not limited to:

- Picking up additional shift coverage if the demerit was related to an unexcused absence
- Completion of overdue reports, records, or assigned duties
- Demonstration of required knowledge or operational competency
- Inspection, maintenance, or restoration of assigned equipment
- Additional or remedial training

2270.63 Review of Demerit. A volunteer member may request review of a final demerit by submitting a written request to the General Manager within seven business days after receiving the final Corrective Memo. The request must identify the factual or policy basis for the requested review. The General Manager will review the Corrective Memo, the available supporting information, and the member's response and will issue a written decision affirming, modifying, or rescinding the demerit. The General Manager's decision will be final.

2270.70 Demerit Tracking and Reset. Demerits will be tracked by Department administration in the volunteer member's file. Volunteers may request a current record of their demerits at any time. The Department will maintain accurate and confidential records.

Unless made inactive earlier through satisfactory completion of a PIP, a demerit will become inactive 12 months after the date of the final Corrective Memo. An inactive demerit will not be counted in determining accumulated demerits or eligibility under this policy.

2270.80 Eligibility Impacts. Active demerits may be considered in determining eligibility for training, testing, promotions, and specialty assignments. Any restriction must be reasonably related to the number or nature of the member's active demerits, the qualifications required for the position or assignment, safety considerations, or Department operational needs. Before imposing a restriction, the Fire Chief will provide the member with written notice of the proposed restriction and a reasonable opportunity to respond. Any final restriction must be documented in writing and identify its basis, scope, and duration. A restriction may not remain in effect after the applicable demerits become inactive unless an independent and documented qualification or safety concern supports the continued restriction.

2270.81 A volunteer member who receives a final demerit will be temporarily ineligible for Firefighter I/II testing, final task-book approval, or the commencement of a new task book for a 30-calendar day period. The hold will begin when the time to request review under Section 2270.63 expires or, if review is requested, when a final

ARROWBEAR PARK COUNTY WATER DISTRICT

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decision affirming the demerit is issued. Each subsequent demerit will begin a new hold based on the number of demerits assigned for that violation. During the hold, the member may continue participating in required or remedial training and may continue working toward completion of an existing task book, but may not receive final approval, test, or begin a new task book. The member must also complete any required corrective action before the hold may be lifted.

2270.82 A volunteer member with three or more active demerits may be determined ineligible for:

- an internal promotion
- a specialty assignment

2270.90 A volunteer member who accumulates five active demerits may be subject to removal from the Department. The accumulation of five active demerits does not automatically require removal. The District will consider the nature and seriousness of the underlying conduct, the member's disciplinary history, mitigating and aggravating circumstances, and the member's response to prior corrective action. A single major violation may also constitute grounds for removal, regardless of the member's accumulated demerits. If the Fire Chief believes removal is warranted, the Fire Chief shall submit a written recommendation to the General Manager. The General Manager shall determine whether to initiate removal proceedings. Before a member may be removed, the District shall provide the member with:

- Written notice of the proposed action
- A summary of the reasons and supporting facts
- An opportunity for the member to respond
- A written final decision

The General Manager shall issue a written decision stating the findings and the action taken. Where required by law or Department policy, members will be provided with an opportunity to appeal the decision in writing within 7 business days to the General Manager.

2270.100 Administration. The Fire Chief is responsible for administering this policy, including:

- Reviewing recommendations for demerits and determining whether a demerit should be issued, except as otherwise provided in this policy;
- Ensuring that members receive the notices and opportunities to respond required by this policy;
- Promoting consistent application of the demerit classifications and corrective measures; and
- Ensuring that final demerit decisions and related corrective actions are documented and transmitted to the District official responsible for maintaining personnel and membership records.

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The General Manager is responsible for administrative oversight of this policy, deciding appeals under Section 2270.63, determining whether to initiate removal proceedings under Section 2270.90.

If circumstances arise that are not addressed by this policy, the General Manager may issue a written interpretation consistent with the purpose of this policy and applicable law. An interpretation may not be applied retroactively to increase the disciplinary consequences of conduct occurring before the interpretation was issued.

2270.101 A person who is the complainant, the subject of the alleged violation, or a material witness to the underlying incident, or whose impartiality could reasonably be questioned, shall not serve as the final decisionmaker or decide an appeal concerning the demerit. The person may report the conduct, document the incident, provide relevant information, and make a recommendation. Routine supervisory involvement, including observing performance, providing direction, counseling a member, or receiving a report of possible misconduct, does not by itself disqualify a supervisor from participating in the process.

The Department shall not recommend, issue, or increase a demerit because a member, in good faith:

- Reports a safety concern or suspected violation of law or District policy Files a complaint or grievance
- Participating in an investigation, hearing, or appeal
- Engaging in lawful protected activity

2270.102 Consistent with Section 2270.50, a Battalion Chief may document an alleged violation and recommend that a demerit be issued to a volunteer member within the Battalion Chief's chain of command. The recommendation shall identify the alleged violation, the applicable classification, the supporting facts, and the number of demerits recommended. A Battalion Chief may not issue a final demerit.

The Fire Chief shall review the recommendation and determine whether a demerit should be proposed. Any demerit shall be issued only after completion of the notice and response process required by Section 2270.60.

The Fire Chief may propose and issue a demerit to a Battalion Chief in accordance with the same procedures applicable to other volunteer members. The Battalion Chief may seek review by the General Manager under Section 2270.63.

ARROWBEAR LAKE FIRE DEPARTMENT

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POLICY TITLE: DISCIPLINARY ACTION
POLICY NUMBER: 2500

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THE FIRE DEPARTMENT RESERVES THE RIGHT TO TAKE DISCIPLINARY ACTION AGAINST ANY MEMBER OF THE DEPARTMENT, ON THE GROUNDS SET FORTH IN THE PARAGRAPH BELOW.

GROUND'S FOR DISCIPLINARY ACTION

DISCIPLINARY ACTION WILL BE INITIATED ON ONE OR MORE OF THE FOLLOWING GROUNDS:

- A. INCOMPETENCY;
- B. INEFFICIENCY;
- C. NEGLIGENCE OF DUTY;
- D. INSUBORDINATION;
- E. ABSENCE WITHOUT LEAVE;
- F. CONVICTION OF A FELONY (CONVICTION MEANS A PLEA OF GUILTY OR NOLO CONTENDERE OR A DETERMINATION OF GUILT IN A COURT OF COMPETENT JURISDICTION);
- G. DISCOURTEOUS TREATMENT OF THE PUBLIC OR OTHER VOLUNTEERS;
- H. IMPROPER POLITICAL ACTIVITIES;
- I. WILLFUL DISOBEDIENCE;
- J. ILLEGAL STRIKE OR WORK STOPPAGE;
- K. ABUSE OF SICK LEAVE OR OTHER LEAVE;
- L. DRIVING RECORD UNACCEPTABLE TO THE FIRE DEPARTMENT'S INSURANCE CARRIER;
- M. FRAUD IN SECURING EMPLOYMENT;
- N. DISHONESTY;

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- O. USE OR UNDER THE INFLUENCE OF ALCOHOL OR ILLEGAL DRUGS WHILE ON DUTY;
- P. THEFT, DAMAGE, MISUSE OR UNAUTHORIZED USE OF FIRE DEPARTMENT PROPERTY;
- Q. DISCRIMINATION OR HARASSMENT;
- R. IMPROPER WORK ATTIRE;
- S. CONDUCTING PERSONAL BUSINESS DURING DUTY HOURS;
- T. USE OF PROFANITY OR RACIAL REMARKS;
- U. DISPARAGING REMARKS ABOUT WORK, VOLUNTEERS, SUPERVISORS, THE BOARD OF DIRECTORS, THE FIRE DEPARTMENT OR ITS CUSTOMERS;
- V. HORSEPLAY OR PRACTICAL JOKES OR FIGHTING;
- W. UNSAFE WORK PRACTICES;
- X. FAILURE TO RESPOND TO EMERGENCY WHILE ON DUTY;
- Y. OTHER CONDUCT EITHER DURING OR OUTSIDE OF DUTY HOURS WHICH CAUSES DISCREDIT TO THE FIRE DEPARTMENT.

TWO TYPES OF DISCIPLINARY ACTION

BEFORE TAKING DISCIPLINARY ACTION, THE FIRE DEPARTMENT SHALL PROVIDE PROCEDURAL DUE PROCESS RIGHTS TO PERMANENT, NON-PROBATIONARY VOLUNTEERS. PROBATIONARY VOLUNTEERS SHALL NOT BE ENTITLED TO THESE PROCEDURAL DUE PROCESS RIGHTS. AS USED HEREIN, "PROCEDURAL DUE PROCESS" CONSISTS OF NOTICE AND AN OPPORTUNITY TO BE HEARD PRIOR TO THE IMPOSITION OF DISCIPLINE.

- A) PROCEDURAL DUE PROCESS IS REQUIRED WHENEVER A DISCIPLINARY ACTION WILL RESULT IN A SIGNIFICANT DEPRIVATION OF AN VOLUNTEER'S PROPERTY INTEREST. THIS INCLUDES TERMINATION, REDUCTION IN PAY, DEMOTION, TRANSFER WITH LOSS OF PAY, AND SUSPENSION WITHOUT PAY.

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POLICY TITLE: DISCIPLINARY ACTION
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- B) PROCEDURAL DUE PROCESS SHALL NOT BE ACCORDED TO A VOLUNTEER WHENEVER A DISCIPLINARY ACTION DOES NOT RESULT IN THE LOSS OF THE VOLUNTEER'S PAY OR BENEFITS. EXAMPLES INCLUDE WRITTEN REPRIMANDS, RECLASSIFICATION, TRANSFER WITHOUT LOSS OF PAY, A NEGATIVE PERFORMANCE EVALUATION, AND/OR AN ECONOMIC LAYOFF FOR BUDGETARY REASONS.

PROCEDURE FOR INITIATING "PROCEDURAL DUE PROCESS" DISCIPLINARY ACTION

THE PURPOSE OF A PRE-DISCIPLINARY PROCEEDING IS TO PROVIDE AN INITIAL CHECK AGAINST MISTAKEN DECISIONS. THEREFORE, A FORMAL EVIDENTIARY HEARING IS NOT REQUIRED. ALL THAT IS REQUIRED IS AN OPPORTUNITY FOR A MEETING WITH A SENIOR SUPERVISOR WHO IS NOT DEMONSTRABLY BIASED, IN ORDER TO GIVE THE AFFECTED VOLUNTEER AN OPPORTUNITY TO EXPLAIN HIM OR HERSELF. THE THREE STEPS TO BE FOLLOWED ARE:

1. SERVICE OF WRITTEN NOTICE. IF THERE ARE GROUNDS FOR DISCIPLINARY ACTION, THE TO BE DISCIPLINED SHALL BE SERVED (PERSONAL DELIVERY OR FIRST CLASS MAIL AND CERTIFIED MAIL, RETURN RECEIPT REQUESTED) WITH A NOTICE OF DISCIPLINARY ACTION, WHICH NOTICE WILL BE SERVED AT LEAST FIVE CALENDAR DAYS PRIOR TO THE EFFECTIVE DATE OF ANY DISCIPLINARY ACTION. THE NOTICE OF DISCIPLINARY ACTION SHALL INCLUDE:
 - a. A DESCRIPTION OF THE DISCIPLINARY ACTION PROPOSED TO BE TAKEN AND ITS EFFECTIVE DATE;
 - b. A CLEAR AND CONCISE STATEMENT OF THE REASONS FOR SUCH ACTION INCLUDING THE ACTS OR OMISSIONS ON WHICH THE DISCIPLINARY ACTION IS BASED;
 - c. A STATEMENT ADVISING THE VOLUNTEER OF THE RIGHT TO RESPOND, EITHER ORALLY OR IN WRITING, TO THE FIRE CHIEF (OR TO THE GENERAL MANAGER IF THE FIRE CHIEF INITIATES THE DISCIPLINARY ACTION), AND THE TIME WITHIN WHICH THE RESPONSE MUST BE MADE;

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- d. A STATEMENT THAT A COPY OF THE MATERIALS UPON WHICH THE ACTION IS BASED IS ATTACHED (OR AVAILABLE FOR INSPECTION UPON REQUEST IF ATTACHMENT IS IMPRACTICAL).
2. RIGHT TO RESPOND TO CHARGES PRIOR TO DISCIPLINARY ACTION. IF THE VOLUNTEER WISHES TO RESPOND TO THE CHARGES UPON WHICH PROPOSED DISCIPLINARY ACTION IS BASED, THE AFFECTED VOLUNTEER MUST REQUEST A MEETING WITH THE FIRE CHIEF (OR GENERAL MANAGER), EITHER VERBALLY OR IN WRITING, WITHIN FIVE (5) BUSINESS DAYS FOLLOWING THE DATE OF SERVICE OF THE NOTICE OF DISCIPLINARY ACTION. FAILURE TO REQUEST A MEETING WITH THE FIRE CHIEF (OR GENERAL MANAGER) WITHIN THE 5-DAY PERIOD SHALL BE DEEMED A WAIVER BY THE VOLUNTEER OF THE RIGHT TO RESPOND, AND THE DISCIPLINARY ACTION SHALL THEREUPON BE TAKEN WITHOUT FURTHER NOTICE TO THE VOLUNTEER.
3. CONDUCT OF THE MEETING. IF A MEETING IS REQUESTED BY THE AFFECTED VOLUNTEER, THE DATE OF THE MEETING SHOULD BE NO EARLIER THAN TWO DAYS AFTER THE REQUEST FOR MEETING IS MADE, IN ORDER TO GIVE THE AFFECTED VOLUNTEER AN OPPORTUNITY TO PREPARE A RESPONSE. THE MEETING SHALL BE INFORMAL. THE MEETING SHALL NOT BE TAPE-RECORDED. THE FIRE DEPARTMENT SHALL HAVE ANOTHER REPRESENTATIVE PRESENT AS A WITNESS TO THE PROCEEDINGS. THE MEETING SHALL BE USED TO HEAR AND EVALUATE THE VOLUNTEER'S RESPONSE TO THE PROPOSED DISCIPLINE AND NOT TO ENGAGE IN CROSS-EXAMINATION OF WITNESSES, ACCUSATIONS, OR PERSONAL ATTACKS. THE MEETING MAY BE CONTINUED IF THE VOLUNTEER REASONABLY REQUESTS IT, OR THE VOLUNTEER'S RESPONSE REQUIRES REVIEW AND EVALUATION, OR THE CONDUCT OF THE PARTICIPANTS INTERFERES WITH THE SUCCESSFUL COMPLETION OF THE MEETING. AT THE CONCLUSION OF THE MEETING, BUT NO LATER THAN 24 HOURS THEREAFTER, THE FIRE CHIEF (OR GENERAL MANAGER AS APPROPRIATE) SHALL ISSUE HIS DECISION TO AFFIRM, MODIFY, OR DENY THE RECOMMENDED DISCIPLINARY ACTION. IF DISCIPLINE IS TO BE IMPOSED, IT MAY TAKE EFFECT IMMEDIATELY OR THEREAFTER, AS DECIDED BY THE FIRE CHIEF OR GENERAL MANAGER.

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POST-DISCIPLINARY PROCEEDINGS

A) **RIGHT OF APPEAL.** THE AFFECTED VOLUNTEER HAS THE RIGHT TO APPEAL THE DISCIPLINARY ACTION TO A NEUTRAL HEARING OFFICER, BY SUBMITTING TO THE GENERAL MANAGER A WRITTEN NOTICE OF APPEAL WITHIN FIVE (5) BUSINESS DAYS AFTER THE PRE-DISCIPLINARY DECISION IS RENDERED BY THE FIRE CHIEF (OR THE GENERAL MANAGER). FAILURE TO DELIVER THE WRITTEN NOTICE OF APPEAL TO THE GENERAL MANAGER WITHIN THE FIVE (5) DAY PERIOD SHALL BE DEEMED A WAIVER BY THE VOLUNTEER OF THE RIGHT TO APPEAL AND THE DECISION WILL BECOME FINAL AND CONCLUSIVE FOR ALL PURPOSES.

B) **HEARING OFFICER.** THE HEARING OFFICER SHALL BE APPOINTED BY THE PRESIDENT OF THE BOARD OF DIRECTORS. THE HEARING OFFICER SHALL BE IMPARTIAL; THAT IS, HE OR SHE MUST NOT BE "DEMONSTRABLY BIASED" OR HAVE A "PERSONAL OR FINANCIAL INTEREST" IN THE MATTER.

C) **DATE OF THE HEARING.** THE HEARING OFFICER SHALL SELECT A DATE OF THE HEARING, WHICH SHALL BE HELD REASONABLY PROMPTLY AFTER THE DISCIPLINE IS IMPOSED, BUT UPON NOTICE SUFFICIENT TO PERMIT THE VOLUNTEER TO PREPARE A RESPONSE TO THE CHARGES. THERE SHALL BE NO EX PARTE COMMUNICATIONS BETWEEN THE HEARING OFFICER AND THE REPRESENTATIVES OF EITHER THE DEPARTMENT OR VOLUNTEER.

D) **CONDUCT OF THE HEARING.** BOTH THE VOLUNTEER AND THE DEPARTMENT SHALL HAVE THE RIGHT TO BE REPRESENTED BY LEGAL COUNSEL. THE HEARING OFFICER SHALL REVIEW THE CHARGES AGAINST THE VOLUNTEER AND PERMIT THE VOLUNTEER'S SUPERVISOR TO MAKE A PRESENTATION AND TO INTRODUCE ANY WITNESSES AND DOCUMENTATION IN SUPPORT OF THE CHARGES. THE VOLUNTEER SHALL BE ENTITLED TO CONFRONT AND CROSS-EXAMINE ADVERSE WITNESSES. AT THE CONCLUSION OF THE SUPERVISOR'S PRESENTATION, THE VOLUNTEER SHALL THEN BE PERMITTED TO PRESENT HIS OR HER CASE, AND TO PRESENT EVIDENCE AND WITNESSES, SUBJECT TO CROSS-EXAMINATION. AT THE CONCLUSION OF THE VOLUNTEER'S PRESENTATION, THE SUPERVISOR MAY REBUT ANY OF THE VOLUNTEER'S EVIDENCE AND TESTIMONY. THE BURDEN OF PROOF LIES WITH THE SUPERVISOR, NOT THE VOLUNTEER. THE HEARING OFFICER MAY ASK QUESTIONS OF EITHER SIDE. AT THE CONCLUSION OF THE HEARING, THE HEARING OFFICER SHALL DECIDE THE MATTER AND ISSUE A WRITTEN OPINION WITHIN FIFTEEN (15) BUSINESS

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DAYS AFTER THE CONCLUSION OF THE HEARING. THE HEARING OFFICER'S DECISION SHALL BE PROMPTLY DELIVERED TO THE VOLUNTEER AND TO THE FIRE CHIEF AND GENERAL MANAGER.

A RECORD OF THE HEARING SHALL BE PRESERVED BY STENOGRAPHIC TRANSCRIPT OR TAPE RECORDING IN CASE OF SUBSEQUENT REVIEW BY THE BOARD OF DIRECTORS.

APPEAL TO THE BOARD OF DIRECTORS

THE HEARING OFFICER'S NOTICE OF DECISION SHALL CONTAIN A STATEMENT TO THE EFFECT THAT THE VOLUNTEER MAY APPEAL THE DECISION OF THE HEARING OFFICER TO THE BOARD OF DIRECTORS, PROVIDED THAT THE VOLUNTEER FILES A WRITTEN REQUEST TO APPEAL WITH THE GENERAL MANAGER, WITHIN 5 DAYS AFTER THE DECISION IS ISSUED BY THE HEARING OFFICER. FAILURE TO NOTIFY THE GENERAL MANAGER WITHIN THE 5-DAY PERIOD WILL BE DEEMED TO BE A WAIVER OF THE VOLUNTEER'S RIGHT TO APPEAL AND THE DECISION OF THE HEARING OFFICER SHALL BE FINAL AND CONCLUSIVE FOR ALL PURPOSES. THE APPEAL TO THE BOARD OF DIRECTORS SHALL BE CONDUCTED AS FOLLOWS:

1. A WRITTEN TRANSCRIPT OF THE TAPE-RECORDED HEARING CONDUCTED BY THE HEARING OFFICER SHALL BE PREPARED;
2. THE BOARD OF DIRECTORS SHALL SET AN APPEAL HEARING DATE. THE HEARING SHALL BE HELD PROMPTLY, BUT WITH SUFFICIENT TIME TO PREPARE THE TRANSCRIPT OF THE TAPE-RECORDED PROCEEDINGS AND TO PERMIT THE VOLUNTEER TO PREPARE FOR THE APPEAL HEARING;
3. PROMPTLY UPON RECEIPT OF THE WRITTEN TRANSCRIPT OF THE RECORDED HEARING, THE FIRE CHIEF (OR THE GENERAL MANAGER, AS APPROPRIATE) SHALL PREPARE 10 COPIES OF THE ADMINISTRATIVE RECORD, WHICH RECORD SHALL CONSIST OF THE FOLLOWING:
 - a. THE NOTICE OF DISCIPLINARY ACTION WITH THE ATTACHMENTS THERETO;
 - b. THE WRITTEN TRANSCRIPT OF THE POST-DISCIPLINARY HEARING;

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- c. DOCUMENTS RECEIVED IN EVIDENCE BY THE HEARING OFFICER; AND
 - d. THE HEARING OFFICER'S DECISION.
4. THE ADMINISTRATIVE RECORD SHALL BE DISTRIBUTED AS FOLLOWS: ONE COPY TO EACH MEMBER OF THE BOARD OF DIRECTORS, ONE COPY FOR THE SECRETARY TO THE BOARD, ONE COPY TO THE GENERAL MANAGER, ONE COPY TO THE FIRE CHIEF, ONE COPY TO LEGAL COUNSEL TO THE BOARD OF DIRECTORS, AND ONE COPY TO THE VOLUNTEER OR HIS LEGAL COUNSEL.
5. SUBMISSION OF WRITTEN BRIEFS. THE APPELLANT AND THE DEPARTMENTS REPRESENTATIVE MAY EACH SUBMIT A WRITTEN BRIEF TO THE BOARD OF DIRECTORS, NOT LESS THAN FIVE BUSINESS DAYS BEFORE THE APPEAL HEARING. THE BRIEFS SHALL BE DELIVERED TO THE SECRETARY OF THE BOARD OF DIRECTORS, AND SERVED ON THE OPPOSING PARTY. EACH BRIEF SHALL NOT EXCEED 15 PAGES IN LENGTH.
6. CONDUCT OF THE APPEAL HEARING. THE APPEAL HEARING SHALL CONSIST OF AN ORAL PRESENTATION BY THE APPELLANT OR THEIR REPRESENTATIVES AND THE DEPARTMENTS REPRESENTATIVE. SINCE THE DEPARTMENT HAS THE BURDEN OF PROOF, THE VOLUNTEER SHALL BE ENTITLED TO MAKE THE OPENING ARGUMENT AND THE CLOSING ARGUMENT. THE DECISION OF THE BOARD OF DIRECTORS SHALL BE FINAL AND CONCLUSIVE FOR ALL PURPOSES.

PRIVATE HEARINGS

ALL HEARINGS SHALL BE CONDUCTED IN PRIVATE, UNLESS THE VOLUNTEER REQUESTS A PUBLIC HEARING. AT THE REQUEST OF ANY PARTY, THE HEARING OFFICER (OR PRESIDENT OF THE BOARD) MAY EXCLUDE FROM THE HEARING ROOM ANY WITNESSES NOT IMMEDIATELY REQUIRED AT THAT TIME FOR EXAMINATION. A PARTY TO THE PROCEEDING, OR A PARTY'S COUNSEL OR OTHER PERSON REPRESENTING A PARTY, SHALL NOT BE EXCLUDED.

JUDICIAL REVIEW

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SECTION 1094.6 OF THE CODE OF CIVIL PROCEDURE IS HEREBY INCORPORATED HEREIN, BY THIS REFERENCE, AS THOUGH SET FORTH IN FULL. THUS, ANY DISCIPLINED VOLUNTEER SEEKING JUDICIAL REVIEW MUST FILE HIS OR HER COMPLAINT NOT LATER THAN 90 DAYS AFTER THE DISCIPLINARY ACTION BECOMES FINAL.

DISCIPLINARY ACTION INVOLVING THREAT TO HEALTH AND SAFETY

VOLUNTEERS ARE SUBJECT TO DISCIPLINARY ACTION WITHOUT PRIOR NOTICE AND HEARING IN THE EVENT THE VOLUNTEER'S CONDUCT CREATES A THREAT TO THE HEALTH AND SAFETY OF THE VOLUNTEER, HIS OR HER CO WORKERS, AND/OR MEMBERS OF THE PUBLIC. AN EXAMPLE OF SUCH ACTION IS IMMEDIATE TERMINATION OR SUSPENSION FOR BEING UNDER THE INFLUENCE OF ALCOHOL OR DRUGS WHILE OPERATING FIRE DEPARTMENT EQUIPMENT. THE AFFECTED VOLUNTEER SHALL, HOWEVER, BE ENTITLED TO NOTICE AND HEARING AFTER THE DISCIPLINARY ACTION IS TAKEN. THE PROCESS WILL BE INITIATED BY THE FIRE DEPARTMENT, UPON DELIVERY TO THE AFFECTED VOLUNTEER, OF THE NOTICE AND MATERIALS DESCRIBED IN PARAGRAPH 4 ABOVE.

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NOTICE OF TERMINATION DURING PROBATIONARY PERIOD

DATE

NAME OF VOLUNTEER

VOLUNTEER NUMBER

CLASSIFICATION

DEPARTMENT

VOLUNTEER HOME ADDRESS

YOU ARE HEREBY NOTIFIED THAT YOU ARE TERMINATED EFFECTIVE

_____, FROM YOUR POSITION OF:

_____.

ARROWBEAR LAKE FIRE DEPARTMENT

FIRE DEPARTMENT REPRESENTATIVE NAME (PRINT)

FIRE DEPARTMENT REPRESENTATIVE NAME (SIGNATURE)

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NOTICE OF TERMINATION

DATE

NAME OF VOLUNTEER

VOLUNTEER NUMBER

CLASSIFICATION

DEPARTMENT

VOLUNTEER HOME ADDRESS

YOU ARE HEREBY NOTIFIED THAT YOU WILL BE DISMISSED FROM YOUR POSITION WITH THE ARROWBEAR LAKE FIRE DEPARTMENT. THE REASON FOR YOUR DISMISSAL IS AS FOLLOWS:

A COPY OF ALL CHARGES AND MATERIALS UPON WHICH YOUR DISMISSAL IS BASED IS ATTACHED HERETO, OR IS AVAILABLE IN THE FIRE DEPARTMENT OFFICE UPON REQUEST.

YOUR DISMISSAL WILL BE EFFECTIVE AT THE END OF THE FIFTH BUSINESS DAY FOLLOWING THE DATE OF SERVICE OF THIS NOTICE ON YOU, UNLESS YOU RESPOND TO THIS NOTICE, EITHER ORALLY OR IN WRITING, BEFORE THAT TIME, AND REQUEST A MEETING. THE REQUEST MUST BE MADE TO THE GENERAL MANAGER OR FIRE CHIEF. IF YOU FAIL TO RESPOND WITHIN FIVE DAYS, THE ABOVE DESCRIBED ACTION WILL BE TAKEN AND SHALL BE FINAL.

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UNTIL SUCH TIME AS ALL MATTERS HEREIN ARE FINALIZED, YOU ARE
HEREBY PLACED ON A TEMPORARY LEAVE OF ABSENCE WITH PAY.

ARROWBEAR LAKE FIRE DEPARTMENT

FIRE DEPARTMENT REPRESENTATIVE NAME (PRINT)

FIRE DEPARTMENT REPRESENTATIVE NAME (SIGNATURE)

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NOTICE OF DEMOTION

DATE

NAME OF VOLUNTEER

VOLUNTEER NUMBER

CLASSIFICATION

DEPARTMENT

VOLUNTEER HOME ADDRESS

YOU ARE HEREBY NOTIFIED THAT YOU WILL BE DEMOTED FROM YOUR POSITION WITH THE ARROWBEAR LAKE FIRE DEPARTMENT FROM THE ABOVE REFERENCED CLASSIFICATION TO THE FOLLOWING CLASSIFICATION:

THIS ACTION WILL BE TAKEN FOR THE FOLLOWING REASONS:

A COPY OF ALL CHARGES AND MATERIALS UPON WHICH THIS DEMOTION IS BASED IS ATTACHED HERETO, OR IS AVAILABLE IN THE FIRE DEPARTMENT OFFICE UPON REQUEST.

YOU DEMOTION WILL CONTINUE THROUGH AND CONCLUDE AT 5:00 P.M. ON _____. THIS DEMOTION WILL BE EFFECTIVE AT THE END OF THE FIFTH BUSINESS DAY FOLLOWING THE SERVICE OF THIS NOTICE ON

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YOU, UNLESS YOU RESPOND, EITHER ORALLY OR IN WRITING, TO THE UNDERSIGNED BEFORE THAT TIME AND REQUEST A HEARING. IF YOU FAIL TO RESPOND WITHIN THE FIVE DAYS, THE ABOVE DESCRIBED ACTION WILL BE TAKEN AND SHALL BE FINAL.

ARROWBEAR LAKE FIRE DEPARTMENT

FIRE DEPARTMENT REPRESENTATIVE NAME (PRINT)

FIRE DEPARTMENT REPRESENTATIVE NAME (SIGNATURE)

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NOTICE OF SUSPENSION

DATE

NAME OF VOLUNTEER

VOLUNTEER NUMBER

CLASSIFICATION

DEPARTMENT

VOLUNTEER HOME ADDRESS

YOU ARE HEREBY NOTIFIED THAT YOU WILL BE SUSPENDED WITHOUT PAY FROM YOUR POSITION WITH THE ARROWBEAR LAKE FIRE DEPARTMENT.

THIS ACTION WILL BE TAKEN FOR THE FOLLOWING REASONS:

A COPY OF ALL CHARGES AND MATERIALS UPON WHICH YOUR SUSPENSION IS BASED IS ATTACHED HERETO, OR IS AVAILABLE IN THE FIRE DEPARTMENT OFFICE UPON REQUEST.

YOUR SUSPENSION WILL BE EFFECTIVE AT THE END OF THE FIFTH BUSINESS DAY FOLLOWING THE SERVICE OF THIS NOTICE ON YOU, UNLESS YOU RESPOND, EITHER ORALLY OR IN WRITING, TO THE UNDERSIGNED BEFORE THAT TIME, AND REQUEST A HEARING. YOUR REQUEST MUST BE MADE TO THE GENERAL MANAGER OR FIRE CHIEF. IF YOU FAIL TO RESPOND WITHIN

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FIVE DAYS, THE ABOVE DESCRIBED ACTION WILL BE TAKEN AND SHALL BE FINAL.

YOUR SUSPENSION WILL CONTINUE THROUGH AND CONCLUDE ON _____, AT 5:00 P.M.

ARROWBEAR LAKE FIRE DEPARTMENT

FIRE DEPARTMENT REPRESENTATIVE NAME (PRINT)

FIRE DEPARTMENT REPRESENTATIVE NAME (SIGNATURE)

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DECLARATION OF SERVICE

I, _____, DECLARE:
(NAME OF PERSON SERVING NOTICE)

I AM AND WAS AT THE TIME OF THE SERVICE OF THE ATTACHED PAPER
OVER THE AGE OF EIGHTEEN YEARS AND NOT A PARTY TO THE
PROCEEDINGS INVOLVED.

ON _____, I SERVED THE ATTACHED NOTICE
OF _____
TO: _____
(NAME OF VOLUNTEER SERVED)

SAID SERVICE WAS ACCOMPLISHED AS FOLLOWS:

- ☐ PERSONAL SERVICE.
- ☐ SERVICE BY CERTIFIED MAIL, BY PLACING A TRUE COPY THEREOF IN
A SEALED ENVELOPE ADDRESSED TO THE LAST KNOWN ADDRESS OF SAID
VOLUNTEER AT THE ADDRESS SET FORTH BELOW AND DEPOSITING SAID
ENVELOPE IN THE MAIL CERTIFIED WITH RETURN RECEIPT REQUESTED AND
POSTAGE THEREON FULLY PREPAID AT _____,
CALIFORNIA

ADDRESS: _____

I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE
AND CORRECT.

EXECUTED ON _____, AT _____, CALIFORNIA.

ARROWBEAR LAKE FIRE DEPARTMENT

FIRE DEPARTMENT REPRESENTATIVE NAME (PRINT)

FIRE DEPARTMENT REPRESENTATIVE NAME (SIGNATURE)



SMALL BUSINESS CREDIT APPLICATION DISCLOSURES & NOTICES

The Applicant is to retain this page of Disclosures and Notices for your records.

The Small Business Express Credit Application (completed in full) is all that is required to submit a credit request for Applicants that have (1.) Aggregate Credit Exposure of \$350,000 or LESS (2.) for-profit businesses that (3.) have recorded an operating profit in each of the last two fiscal years, (4.) are in an industry other than retail or hospitality, and (5.) the proposed collateral is NOT commercial or residential real estate. If ALL FIVE ITEMS above do not apply, please contact a Bank Representative for more information about other great Small Business Loan Program options.

APPLICANT NOTICE: To help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to verify certain information about the applicant(s) while processing the credit application. You may be asked several questions and to provide one or more forms of identification to fulfill this requirement. In some instances, we may use outside sources to confirm the information. The information you provide is protected by our privacy policy and federal law. Willful misrepresentation of any information could result in a violation of Federal Law

REGULATION B: The federal government requires all financial institutions to provide the following notice to commercial applicants with gross revenues of one million dollars or less.

ECOA NOTICE: The federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with this law concerning this creditor is Office of the Comptroller of the Currency, Customer Assistance Group, P.O. Box 53570, Houston, Texas 77052.

IMPORTANT INFORMATION: If an application for business credit is denied, the applicant has the right to a written statement of the specific reasons for the denial. To obtain the statement, the applicant should contact their banker or write to Sunflower Bank, N.A., Attention: Credit Department, 3025 Cortland Circle Salina, KS 67401, within 60 days from the date the applicant is notified of our decision. A written statement of reasons for the denial will be sent within 30 days of receiving the request.

RIGHT TO A COPY OF APPRAISAL NOTICE: We may order an appraisal to determine the property's value and charge you for this appraisal. We will promptly give you a copy of any written appraisal developed in connection with the application, even if the loan does not close. The undersigned agree that the copy may be provided to the applicant(s) in electronic form. You can pay for an additional appraisal for your own use at your own cost.

CoBorrower REQUIREMENT NOTICE: All 20% or greater business owners are REQUIRED to be CoBorrowers, however, due to a number of contributing factors the Bank may also require any/all business owners with less than 20% ownership to be CoBorrower.

IMPORTANT APPLICANT INFORMATION: An applicant is any person or entity seeking to obtain credit on which (a) whose name(s) appear on loan documents, (b) whose income, assets, and credit history are used to qualify for the credit, and (c) have an obligation to repay the loan.

APPLICATION CERTIFICATION/AUTHORIZATION: Each Owner/Officer of the Business that signed the Business Credit Application certifies that: (1) the information provided in the Business Credit Application with respect to the Business (including any attachments) is true, correct, and complete in all material respects; (2) the personal information provided in the Business Credit Application with respect to such Owner/Officer is true and correct; and (3) the signers are authorized to sign and submit the Business Credit Application on behalf of the Business. Sunflower Bank, N.A., is hereby authorized, from time to time at its discretion, (1) to check the credit history of the Business, (2) the personal credit and employment history of each person signing the Business Credit Application, (3) to answer questions about the Bank's credit experience with the Business and each person; and (4) to retain the Business Credit Application, whether or not Sunflower Bank, N.A. approves any extension of credit. The signers also agree to notify Sunflower Bank, N.A. immediately in writing of any significant adverse change in such financial condition.



SMALL BUSINESS CREDIT APPLICATION

APPLICANT NOTICE: To help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to verify certain information about the applicant(s) while processing the credit application. You may be asked several questions and to provide one or more forms of identification to fulfill this requirement. In some instances, we may use outside sources to confirm the information. The information you provide is protected by our privacy policy and federal law. ***Willful misrepresentation of any information could result in a violation of Federal Law.***

SECTION A: CREDIT REQUEST INFORMATION:

Additional Information Attached ☐

Business Credit Application Date: _____

Loan Request #1. Amount & Type: \$ ☐ -Line of Credit: ☐ -Term Loan: ☐ -Other: _____

What is the Purpose of the Loan? _____

What is the Collateral & Value? _____

Loan Request #2. Amount & Type: \$ ☐ -Line of Credit: ☐ -Term Loan: ☐ -Other: _____

What is the Purpose of the Loan? _____

What is the Collateral & Value? _____

SECTION B: NOTICE OF INTENT OF JOINT CREDIT APPLICATION:

Additional Information Attached ☐

NOTICE: Federal Regulation B (Equal Credit Opportunity Act) requires the Lender to obtain clear evidence of an applicant's intent to apply for joint credit.

Please evidence your credit intent by checking the appropriate box (Individual or Joint) and signing your initials below (all applicants).

☐ I INTEND TO APPLY FOR INDIVIDUAL CREDIT in my own name and I am relying on my own income and assets, not the income and/or assets of another person (entity) as the basis for repayment of the credit request.

☒ WE INTEND TO APPLY FOR JOINT CREDIT: (an application of credit by a business entity and sole owner is considered joint credit)

Applicant Initials

☒ -Bus. Entity

Applicant Initials

☒ -Bus. Entity

Applicant Initials

☐ -Bus. Entity

Applicant Initials

☐ -Bus. Entity

Applicant Initials

☐ -Bus. Entity

SECTION C: APPLICANT BUSINESS INFORMATION:

Applicant Legal Name: (under which tax returns are filed)

Company Trade (or d/b/a) Name: (if different)

Federal Tax I.D. #:

Business Street Address: (No P.O. Box) ☐ Own or ☐ Rent

City, State, Zip Code:

Business Mail Address: (if different; can be P.O. Box)

City, State, Zip Code:

Primary Contact Name:

Title:

Business Telephone:

Email Address:

Business Type: ☐ Limited Liability Company (LLC) ☐ C-Corporation
☐ S-Corporation ☐ DBA:

State of Incorporated /
Organized:

Date of Established:
Month: Year:

Number. of
Employees:

Description of Business:

Nature of Business: ☐ Manufacturing ☐ Wholesale ☐ Retail ☐ Service
☐ Agricultural ☐ Construction ☐ Other(specify):

Website Address (URL):

List any affiliated companies:

SECTION D: APPLICANT BUSINESS DECLARATIONS:

Please answer the following questions: (If any of the following questions are answered "Yes", please provide additional detail.)

- ☐ Yes ☐ No 1. Has the business and/or any owner ever declared bankruptcy?
☐ Yes ☐ No 2. Are the business and/or any owner party to past due taxes or credit obligations?
☐ Yes ☐ No 3. Is the business currently listed for sale or under an agreement to materially change the ownership?
☐ Yes ☐ No 4. Are the business and/or any owner party to any claim or lawsuit?
☐ Yes ☐ No 5. Are the business and/or any owner a political party, campaign, candidate, public official or foreign political official or an immediate family member of such an official, or a business entity formed by or for the benefit of any public official?
☐ Yes ☐ No 6. Is the business and/or any owner engaged in Internet Gambling?
☐ Yes ☐ No 7. Is the business and/or any owner Listed with FinCen as MSB?
☐ Yes ☐ No 8. Is the business and/or any owner Own or Operate an ATM?
☐ Yes ☐ No 9. Is the business and/or any owner Product and/or Manufacture of Marijuana?

SECTION E: INTERNAL USE ONLY:

Date Application Received:	Lender Name & Officer Number:	☐ HMDA Reportable Credit Request – HMDA Reporting Form required if HMDA reportable.
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SECTION F: APPLICANT BUSINESS FINANCIAL INFORMATION:Additional Information Attached ☐

Primary Bank (and how long):		Average Checking Account Balances: \$	Average MMA/Sweep Balances: \$
Other/Secondary Bank(s) (and how long):		Average Checking Account Balances: \$	Average MMA/Sweep Balances: \$
Merchant Service Provider (and how long):		Average Number of Monthly Transactions:	Contract End Date:
Gross Annual Revenue for Last Fiscal Year: \$	Net Profit for Last Fiscal Year: \$	Total Business Assets: \$	Total Business Liabilities: \$
Total Business Net Worth: \$			

Business Assets – Check if Proposed Loan Collateral	Estimated Current Asset Value:	Pledged to Other Debt?	Asset Description (& Other Debt information if not included below):
☐ Equipment/Machinery	\$	☐ Yes	
☐ Vehicles/Trailers	\$	☐ Yes	
☐ Accounts Receivable	\$	☐ Yes	(Exclude all accounts >90-days past due)
☐ Inventory	\$	☐ Yes	(Exclude Work in Process)
☐ Certificates of Deposit	\$	☐ Yes	(Must be at Sunflower Bank)
☐ Other	\$	☐ Yes	

Include all term loans, credit lines, commercial mortgages, business credit cards, etc. (Continue on separate sheet if necessary ☐ See Sec. G)

To Whom Payable:	Limit or Original Amount:	Current Balance:	Monthly Payment:	Int. Rate:	Collateral:	Pay Off?
	\$	\$	\$			☐ Yes
	\$	\$	\$			☐ Yes
	\$	\$	\$			☐ Yes
	\$	\$	\$			☐ Yes
	\$	\$	\$			☐ Yes

SECTION G: BUSINESS OWNERSHIP & COBORROWER INFORMATION:Additional Information Attached ☐

Please list all Business Owners and percentage of ownership. If applicable, please list all Non-Business Owners.

Co Borrower REQUIREMENT NOTICE: All 20% or greater business owners are REQUIRED to be a Co Borrower on all Small Business Express Credit Facilities. However, due to a number of contributing factors the Bank may also require any/all business owners to be Co Borrowers.

Name: First, MI, and Last:	Street Address, City, State, Zip Code:	Ownership %:	Co-Borrower: ☐ Yes
Name: First, MI, and Last:	Street Address, City, State, Zip Code:	Ownership %:	Co-Borrower: ☐ Yes
Name: First, MI, and Last:	Street Address, City, State, Zip Code:	Ownership %:	Co-Borrower: ☐ Yes
Name: First, MI, and Last:	Street Address, City, State, Zip Code:	Ownership %:	Co-Borrower: ☐ Yes

SECTION H: AUTOMATIC PAYMENT DEDUCTION:

Automatic Payment Deduction (APD) from your Sunflower Bank Checking Account may save you time & money by automatically deducting your monthly payment(s): Your Sunflower Bank Checking Account No. for Automatic Payment Deduction is _____

SECTION I: BUSINESS CREDIT APPLICATION CERTIFICATION AND AUTHORIZATION: Additional Information Attached ☐

CERTIFICATION/AUTHORIZATION: Each Owner/Officer of the Business signing below certifies that: (1) the information provided in this Application with respect to the Business (including any attachments) is true, correct, and complete in all material respects; (2) the personal information provided in this Application with respect to such Owner/Officer is true and correct; and (3) the undersigned are authorized to sign and submit this Application on behalf of the Business. Sunflower Bank, N.A., is hereby authorized, from time to time at its discretion, (1) to check the credit history of the Business, (2) the personal credit and employment history of each person signing this Application, (3) to answer questions about the Bank's credit experience with the Business and each person; and (4) to retain this Application, whether or not Sunflower Bank, N.A. approves any extension of credit. The undersigned also agrees to notify Sunflower Bank, N.A. immediately in writing of any significant adverse change in such financial condition.

1. _____
Authorized Signer Signature: Printed Name: Title: Date:

2. _____
Authorized Signer Signature: Printed Name: Title: Date:

Attach an additional Section G. if more than two (2) Business Authorized Signers are required.

SECTION J: PERSONAL FINANCIAL STATEMENT INFORMATION ON THE COBORROWER / BUSINESS OWNERS:

# 1 Co Borrower Name: First, MI, and Last:		Social Security Number:	Date of Birth:	Home Phone:
Home Street Address (No P.O. Box):		City, State, Zip Code:		How Long? yrs
Previous Home Street Address (If at current address less than 2 years):		City, State, Zip Code:		How Long? yrs
Ownership % in Business:	Title/Position/Occupation & How Long?	Per. Annual Income: \$	Per. Net Worth: \$ ☐ Joint or ☐ Individual	Housing: ☐ Own or ☐ Rent Monthly Payment: \$

NOTICE: Income from child support, alimony, or separate maintenance need not be revealed if you do not want it to be considered in determining your creditworthiness.

CERTIFICATION: For the purpose of procuring credit, I (we) furnish the foregoing as a true and accurate personal financial condition statement as of the date signed below. Authorization is hereby given to Sunflower Bank, N.A. to verify in any manner it deems appropriate any and all items indicated on this statement. The undersigned also agrees to notify Sunflower Bank, N.A. immediately in writing of any significant adverse change in such financial condition.

#1 Co Borrower Signature Date

# 2 – Co Borrower Name: First, MI, and Last:		Social Security Number:	Date of Birth:	Home Phone:
Home Street Address (No P.O. Box):		City, State, Zip Code:		How Long? yrs
Previous Home Street Address (If at current address less than 2 years):		City, State, Zip Code:		How Long? yrs
Ownership % in Business:	Title/Position/Occupation & How Long?	Per. Annual Income: \$	Per. Net Worth: \$ ☐ Joint or ☐ Individual	Housing: ☐ Own or ☐ Rent Monthly Payment: \$

NOTICE: Income from child support, alimony, or separate maintenance need not be revealed if you do not want it to be considered in determining your creditworthiness.

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#2 Co Borrower Signature Date

# 3 –Co Borrower Name: First, MI, and Last:		Social Security Number:	Date of Birth:	Home Phone:
Home Street Address (No P.O. Box):		City, State, Zip Code:		How Long? yrs
Previous Home Street Address (If at current address less than 2 years):		City, State, Zip Code:		How Long? yrs

Ownership % in Business:	Title/Position/Occupation & How Long?	Per. Annual Income: \$	Per. Net Worth: \$	☐ Joint or ☐ Individual	Housing: ☐ Own or ☐ Rent Monthly Payment: \$
NOTICE: Income from child support, alimony, or separate maintenance need not be revealed if you do not want it to be considered in determining your creditworthiness. CERTIFICATION: For the purpose of procuring credit, I (we) furnish the foregoing as a true and accurate personal financial condition statement as of the date signed below. Authorization is hereby given to Sunflower Bank, N.A to verify in any manner it deems appropriate any and all items indicated on this statement. The undersigned also agrees to notify Sunflower Bank, N.A immediately in writing of any significant adverse change in such financial condition.					
			#3 Co Borrower Signature		Date
# 4 – Co Borrower Name: First, MI, and Last:		Social Security Number:		Date of Birth:	Home Phone:
Home Street Address (No P.O. Box):		City, State, Zip Code:			How Long? yrs
Previous Home Street Address (If at current address less than 2 years):		City, State, Zip Code:			How Long? yrs
Ownership % in Business:	Title/Position/Occupation & How Long?	Per. Annual Income: \$	Per. Net Worth: \$	☐ Joint or ☐ Individual	Housing: ☐ Own or ☐ Rent Monthly Payment: \$
NOTICE: Income from child support, alimony, or separate maintenance need not be revealed if you do not want it to be considered in determining your creditworthiness. CERTIFICATION: For the purpose of procuring credit, I (we) furnish the foregoing as a true and accurate personal financial condition statement as of the date signed below. Authorization is hereby given to Sunflower Bank, N.A to verify in any manner it deems appropriate any and all items indicated on this statement. The undersigned also agrees to notify Sunflower Bank, N.A immediately in writing of any significant adverse change in such financial condition.					
			#4 Co Borrower Signature		Date

Board Memo Regarding: Sunflower Bank Line of Credit

Information for Board Review | October 8 2026

The District has been working with Sunflower Bank on a line of credit of up to \$100,000 for Fire Department cash-flow needs. The information below reflects the bank's October 5 email. The application still has to go through underwriting, so the line has not been approved.

Terms Provided by the Bank

Item	Bank information
Maximum line	\$100,000
Line period	Two years, with interest-only payments
Interest rate	Wall Street Journal Prime Rate plus 3.25%, variable. The bank's example was 10.00% based on a 6.75% Prime Rate.
After two years	Any outstanding balance converts to a 60-month loan with equal principal and interest payments
Estimated fees	Approximately \$1,500: \$1,000 origination fee and \$500 documentation fee
Collateral	UCC blanket lien on District business assets

Items the Bank Clarified

- The 1-to-1 deposit-to-loan ratio will be waived.
- No personal guarantor will be required because the District is a public agency.
- The authorized signer will sign the application and closing documents, but the bank will not run the signer's personal credit report.

Documents Requested

- District-prepared financial statements, including a Profit and Loss Statement and Balance Sheet, dated within 90 days. The bank requested August 31, 2026, if available.
- A completed application showing a requested line amount of \$100,000 and signed by the authorized District signer.
- Two months of bank statements for all District operating accounts.

Staff Note

The bank's standard application is written for private businesses and includes language concerning owners, personal guaranties, and credit checks. The bank's later email confirms that those requirements do not apply to the District. Staff should make sure the final application and loan documents reflect those exceptions before anything is signed. Any material change to the amount, rate, collateral, or repayment terms should be brought back to the Board.

Source: Emails from Talin Simon, Sunflower Bank, dated October 5, 2026 & September 10, 2026

ARROWBEAR PARK COUNTY WATER DISTRICT

Policy Handbook

POLICY TITLE: Board General Authority

POLICY NUMBER: 4000

EFFECTIVE DATE: 10/15/2026

4000.10 General Authority - The Board of Directors of Arrowbear Park County Water District has general authorities as granted by law, statute, code, rule, motion, resolution, and ordinance which shall be incorporated herein by reference.

4000.20 Board Appointments - The Board of Directors of Arrowbear Park County Water District shall appoint the following by motion, resolution, or ordinance:

4000.20.1 General Manager.

4000.20.2 Board Secretary.

4000.20.3 District Treasurer.

4000.20.4 District General Counsel.

4000.20.5 District Engineer.

4000.20.6 District Accountant.

4000.20.7 District Auditor.

~~**4000.20.8** Any professional service where the annual compensation totals over \$2,000.00 in any fiscal year.~~

~~Policy 4000 Added/Approved by Motion at Regular Board Meeting 8/21/2014.~~