



Arrowbear Park County Water District

REGULAR MEETING OF THE BOARD OF DIRECTORS

AGENDA

DATE: August 20, 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: 3 Minutes*)

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are expected to be routine and non-controversial and will be acted on at one time without discussion, unless an item is withdrawn by a Board member for questions or discussion.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.

P. 4	A) Summary of Bank Balances
P. 5	B) Summary of Income & Expenses
P. 6-8	C) Statement of Revenue & Expenditures
P. 9 - 12	D) Statement of Vendor Activity
P. 13	E) Vacation, Sick Leave & Comp Time Balances
P. 14	F) Monthly Operations & System Health Report
P. 15	G) Overtime and Comp Time Report
P. 16	H) Fire Department Coverage & Summary of Calls
P. 17 - 18	I) Resolution #2026-08-20A
P. 19 - 20	J) Resolution #2026-08-20B

H. DISCUSSION / ACTION ITEMS

- P. 21 - 29 1. Discussion and possible action to approve the Fiscal Year 2026/2027 Budget to include Master Plan, Salary Ranges, Volunteer Stipend and 1st read of Fee Schedule.
Estimated Time: 10 Minutes
Staff Recommendation: Approve the Fiscal Year 2026/2027 Budget to include Master Plan, Salary Ranges, Volunteer Stipends and 1st read of Fee Schedule.
- P. 30 - 36 2. Discussion and possible action to approve Policy 2280 Temporary Leadership Coverage.
Estimated Time: 5 Minutes
Staff Recommendation: Approve Policy 2280 Temporary Leadership Coverage.
- P. 37 - 39 3. Discussion and possible action to Approve Coordinated District Policy, Fire Department Policy, and Handbook Amendments.
Consider Coordinated amendments to the following District policies and Handbook: Policy 2010 - Hours of Work, Overtime, Reads, On-Call, and Callouts (Temp Assignment) Policy 2080 - Employee and Volunteer Status (Fire Chief, Fire SOP) Policy 2110 - Medical and Retirement Benefits (Fire Chief) Policy 2150 - Compensation (Fire Chief, Temp Assignment, Fire SOP) Policy 3040 - Expense Authorization (Temp Assignment, Fire SOP) Employee & Volunteer Handbook (Fire Chief)
The amendments collectively:
- P. 40 - 41 1. Establish the Part-Time Fire Chief as an hourly, non-exempt, for-cause position appointed and supervised by the General Manager without requiring an individual employment contract;
- P. 42 - 44 2. Align temporary-assignment pay provisions with Policy 2280; and
- P. 45 - 48 3. Incorporate appropriate Fire Department volunteer personnel, reimbursement, and administrative provisions into District policy.
- P. 49 - 50 *Estimated Time: 15 Minutes*
- P. 51 - 56 Staff Recommendation: Approve the coordinated policy and handbook amendments as presented.
- P. 57 - 64 4. Discussion and Possible Action to Rescind Fire Department Policies 3510 and 3602.
Estimated Time: 3 Minutes
Staff Recommendation: Rescind Fire Department Policies 3510 and 3602.

I. ANNOUNCEMENTS

- A) President

B) Board Members

C) Staff

The next Regular Board Meeting will be on September 17, 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 Aug 20, 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 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.

07/01/2026 - 07/30/2026

SUMMARY OF BANK BALANCES

Unrestricted Accounts		Water	Sewer	Fire	Combined Total	
First Foundation	Abilia		Abilia	Abilia	FFB	
Beginning Balance	\$35,198.99		\$48,514.98	\$76,217.24		\$161,605.41
Total Cleared Deposits(Includes Interest)					\$	255,343.76
Total Cleared Checks/Debits					\$	(215,813.46)
Interest earned (Investment Loss)					\$	5.65
Service Charge(s)					\$	-
Ending Balance	\$51,260.70		\$68,272.01	\$80,244.10		\$201,135.71
LAIF	Abilia	Abilia	Abilia	Abilia	LAIF	
Beginning Balance	\$37,659.59		\$11,251.41	\$179,398.24		\$228,309.02
Transferred to Checking	\$ (16,000.00)	\$ (5,000.00)	\$ (79,000.00)	\$ (100,000.00)	\$	-
Transferred from Checking	\$ 384.04	\$ 120.01	\$ 1,896.21	\$ 2,400.27	\$	\$130,709.29
Interest earned (Investment Loss)	\$22,043.63		\$6,371.43	\$102,294.45		
Ending Balance						
Unrestricted Accounts Total:	\$73,304.33		\$74,643.44	\$182,538.55		\$331,845.00
25% Annual Operating Costs	\$179,590.20		\$166,664.58	\$120,703.50		\$466,958.28
Difference	-\$106,285.87		-\$92,021.14	\$61,835.05		-\$135,113.28

FFB Totals do not match Abilia due to outstanding items

Restricted Accounts

	CERBT	CEPPT	Total
Beginning Balance 07/01/2026	\$307,267.11	\$48,897.05	
Transferred to Checking			
Transferred from Checking			
Interest earned (Investment Loss)	\$ 29,016.18	\$ 3,303.40	
Service Charge(s)	\$ (77.51)	\$ (39.73)	
Ending Balance 07/31/2026	\$336,205.78	\$52,160.72	\$388,366.50

SUMMARY OF INCOME & EXPENSES**FISCAL**

	July 2026	YEAR TO DATE	BUDGET
TOTAL INCOME	\$ 172,279.83	\$ 2,615,506.79	\$2,251,744.00
Water	\$ 74,390.27	\$ 799,378.82	\$778,684.00
Sewer	\$ 71,134.70	\$ 833,227.80	\$754,739.00
Fire	\$ 26,754.86	\$ 982,900.17	\$718,321.00
TOTAL OPERATING EXPENSES	\$ 240,034.68	\$ 2,357,407.28	\$1,867,833.12
Water	\$ 86,962.48	\$ 786,097.15	\$718,360.79
Sewer	\$ 67,339.24	\$ 693,717.96	\$666,658.33
Fire	\$ 85,732.96	\$ 877,592.17	\$482,814.00
TOTAL MP EXPENSES	\$ 5,430.58	\$ 59,910.20	\$230,084.28
Water	\$ -	\$ 60,530.75	\$34,940.05
Sewer	\$ 5,430.58	\$ 129,019.54	\$135,616.23
Fire	\$ -	\$ 179,639.07	\$59,528.00
TOTAL EXPENSES	\$ 245,465.26	\$ 2,726,596.64	\$2,097,917.40
Water	\$ 86,962.48	\$ 846,627.90	\$753,300.84
Sewer	\$ 72,769.82	\$ 822,737.50	\$802,274.56
Fire	\$ 85,732.96	\$ 1,057,231.24	\$542,342.00

Arrowbear Park County Water District

Statement of Revenues and Expenditures
Water
From 7/1/2026 Through 7/31/2026

	Current Period Actual	Current Year Actual
Income Categories		
4000 Sales And Fees	61,679.88	61,679.88
4010 Sales To Other Agencies	9,626.37	9,626.37
5005 Standby Charges	1,047.77	1,047.77
5010 Interest Income	384.04	384.04
5015 Late Charge Income	1,075.68	1,075.68
5030 Other Adjustment	228.83	228.83
5035 Other Fees Charges	347.70	347.70
Total Income Categories	<u>74,390.27</u>	<u>74,390.27</u>
Expense Categories		
6000 Salaries Wages Mgmt	6,591.36	6,591.36
6005 Salaries Wages Office Reg	2,861.17	2,861.17
6015 Salaries Wages Field Reg	12,252.63	12,252.63
6020 Salaries Wages Field Ot	898.09	898.09
6035 Payroll Taxes	1,732.49	1,732.49
6100 Benefits Retirement	14,155.93	14,155.93
6105 Benefits Dental Insurance	484.86	484.86
6110 Benefits Health Ins Active	12,750.30	12,750.30
6115 Benefits Health Ins Retired	8,697.52	8,697.52
6210 Board Misc	11.99	11.99
6300 Prof Svcs Legal	204.60	204.60
6320 Prof Svcs Dues Membership Fees	475.99	475.99
6325 Prof Svcs Bank Fees Charges	5,129.51	5,129.51
6335 Prof Svcs Testing Lab	457.50	457.50
6400 Office Supplies	79.49	79.49
6405 Office Printing	69.34	69.34
6410 Office Postage	8.70	8.70
6500 Insurance Workers Comp	8,733.87	8,733.87
6605 Vehicle Fuel	703.09	703.09
6700 Utility Phone Internet	780.77	780.77
6705 Utility Gas	33.55	33.55
6715 Utility Electric Pumping	6,259.15	6,259.15
6800 Operations Routine Maint	116.08	116.08
6805 Operations Repairs	887.13	887.13
6820 Operations Tools Equipment	12.28	12.28
6825 Operations Uniforms	64.64	64.64
6837 Water Standby Purchase	3,131.00	3,131.00
Total Expense Categories	<u>87,583.03</u>	<u>87,583.03</u>
Net Surplus/(Deficit)	<u>(13,192.76)</u>	<u>(13,192.76)</u>

Arrowbear Park County Water District

Statement of Revenues and Expenditures

Sewer

From 7/1/2026 Through 7/31/2026

		Current Period Actual	Current Year Actual
Income Categories			
4000	Sales And Fees	67,726.42	67,726.42
5005	Standby Charges	2,229.47	2,229.47
5010	Interest Income	120.02	120.02
5015	Late Charge Income	641.19	641.19
5030	Other Adjustment	155.30	155.30
5035	Other Fees Charges	262.30	262.30
	Total Income Categories	71,134.70	71,134.70
Expense Categories			
6000	Salaries Wages Mgmt	2,746.40	2,746.40
6005	Salaries Wages Office Reg	1,192.70	1,192.70
6015	Salaries Wages Field Reg	6,597.90	6,597.90
6020	Salaries Wages Field Ot	483.60	483.60
6035	Payroll Taxes	844.71	844.71
6100	Benefits Retirement	9,204.04	9,204.04
6105	Benefits Dental Insurance	273.46	273.46
6110	Benefits Health Ins Active	6,898.86	6,898.86
6115	Benefits Health Ins Retired	4,744.10	4,744.10
6210	Board Misc	5.00	5.00
6300	Prof Svcs Legal	136.40	136.40
6320	Prof Svcs Dues Membership Fees	198.33	198.33
6325	Prof Svcs Bank Fees Charges	2,331.61	2,331.61
6400	Office Supplies	33.12	33.12
6405	Office Printing	28.89	28.89
6500	Insurance Workers Comp	5,734.10	5,734.10
6605	Vehicle Fuel	469.30	469.30
6700	Utility Phone Internet	491.62	491.62
6705	Utility Gas	13.98	13.98
6715	Utility Electric Pumping	1,145.10	1,145.10
6800	Operations Routine Maint	48.38	48.38
6805	Operations Repairs	172.19	172.19
6820	Operations Tools Equipment	8.18	8.18
6825	Operations Uniforms	43.10	43.10
6835	Operations Treatment	23,494.17	23,494.17
	Total Expense Categories	67,339.24	67,339.24
	Net Surplus/(Deficit)	3,795.46	3,795.46
Master Plan Expenses			
0044	RS Treatment Plant	5,430.58	5,430.58
	Total Master Plan Expenses	5,430.58	5,430.58

Arrowbear Park County Water District

Statement of Revenues and Expenditures

Fire

From 7/1/2026 Through 7/31/2026

	Current Period Actual	Current Year Actual
Income Categories		
5000 Property Taxes	6,160.71	6,160.71
5010 Interest Income	1,896.21	1,896.21
5020 Grant Income	18,660.95	18,660.95
5030 Other Adjustment	36.99	36.99
Total Income Categories	<u>26,754.86</u>	<u>26,754.86</u>
Expense Categories		
6000 Salaries Wages Mgmt	4,287.84	4,287.84
6005 Salaries Wages Office Reg	715.74	715.74
6025 Salaries Wages Coverage	9,100.00	9,100.00
6035 Payroll Taxes	383.51	383.51
6100 Benefits Retirement	28,337.05	28,337.05
6105 Benefits Dental Insurance	49.76	49.76
6110 Benefits Health Ins Active	1,299.54	1,299.54
6115 Benefits Health Ins Retired	2,372.04	2,372.04
6120 Training	450.00	450.00
6210 Board Misc	3.00	3.00
6300 Prof Svcs Legal	7,136.00	7,136.00
6320 Prof Svcs Dues Membership Fees	119.00	119.00
6325 Prof Svcs Bank Fees Charges	9,222.22	9,222.22
6345 Prof Svcs Misc	135.00	135.00
6400 Office Supplies	19.86	19.86
6405 Office Printing	101.99	101.99
6415 Office Software Computer	1,235.20	1,235.20
6500 Insurance Workers Comp	7,910.29	7,910.29
6600 Vehicle Maintenance	5,772.60	5,772.60
6605 Vehicle Fuel	1,517.17	1,517.17
6700 Utility Phone Internet	463.44	463.44
6705 Utility Gas	8.39	8.39
6715 Utility Electric Pumping	1,795.32	1,795.32
6800 Operations Routine Maint	29.02	29.02
6805 Operations Repairs	5.52	5.52
6820 Operations Tools Equipment	2,447.47	2,447.47
6825 Operations Uniforms	815.99	815.99
Total Expense Categories	<u>85,732.96</u>	<u>85,732.96</u>
Net Surplus/(Deficit)	<u>(58,978.10)</u>	<u>(58,978.10)</u>

Arrowbear Park County Water District
Vendor Activity
From 7/1/2026 Through 7/31/2026

Vendor Name	Expenses	Document Description
2 Hot Activewear	815.99	FD - Uniforms
ADP	90.65	PR 07/08/26
	87.72	PR 07/22/2026
	324.74	Quarterly Taxes
	200.00	Wage Amendment
Adrian Gonzalez	500.00	FD COVERAGE 07/08/26 (3) Hard Shifts
	300.00	FD COVERAGE 07/22/2026 (2) Hard Shifts
Alejandro Flores	100.00	FD COVERAGE 07/22/26 (1) Hard Shifts
All Star Fire Equipment, Inc.	2,447.47	FD - Equipment
Amazon	36.82	DO - Materials
	99.62	Office Supplies
	20.46	Tools
Anthony Cabria	200.00	FD COVERAGE 07/08/26 (2) Hard Shifts
	250.00	FD COVERAGE 07/22/26 (3) Hard Shifts
Best Best & Krieger LLP	2,760.00	FD - Legal Fees
	4,717.00	Legal Fees
Brett Gibson	1,200.00	FD Coverage 07/08/26 (10) Hard Shifts
	1,050.00	FD COVERAGE 07/22/26 (8) Hard Shifts
Brian Cobian	200.00	FD COVERAGE 07/08/26 (2) Hard Shifts
	200.00	FD COVERAGE 07/22/26 (2) Hard Shifts
CalPERS	3,233.95	07/30/26 Cal PERS Retirement
	3,541.64	Cal PERS Retirement 07/16/26
CalPers Fiscal Services Division	27,541.00	Annual Unfunded Accrued Liability 06/30/2024 - 1201
	20,500.00	Annual Unfunded Liability 6/30/2024 - 26771

Arrowbear Park County Water District
Vendor Activity
From 7/1/2026 Through 7/31/2026

Vendor Name	Expenses	Document Description
CalPERS Health Ins	18,395.89	Health Insurance June 2026
	18,395.89	July 2026 Health Premium
Clinical Laboratory of SB Inc	457.50	Water Testing
County of San Bernardino	179.94	Trash Disposal
	13.54	Waste Disposal
Crestline Lake Arrowhead Water Agency	3,131.00	Annual Meter Connection Fee
De Lage Landen Financial Services, Inc.	115.57	Copier Lease
	84.65	FD - Copier Lease
Demetrious Herrera	50.00	FD COVERAGE 07/08/26 (1) Hard Shifts
	50.00	FD Coverage 07/22/26 (1) Hard Shift
Fairview Ford Sales, Inc.	182.35	FD - Vehicle Maintenance
Frontier Communications	212.14	July 2026 Warehouse Phones
	212.14	WH - Phones
H & S Mobile Fire Equipment Repair	3,892.25	FD - Vehicle Maintenance
	1,698.00	FD - Vehicle Maintenance`
Invoice Cloud	234.80	July 2026 CC Processing
Jacob J. Kaltman	500.00	FD COVERAGE 07/08/26 (5) Hard Shifts
	250.00	FD COVERAGE 07/22/26 (3) Hard Shifts
James Pacelli	300.00	FD COVERAGE 07/08/26 (2) Hard Shifts
	300.00	FD COVERAGE 07/22/26 (2) Hard Shifts
Jason Weber	107.74	J. Weber Uniforms Reimbursement
Javier Navarette	100.00	FD COVERAGE 07/08/26 (1) Hard Shifts
	200.00	FD COVERAGE 07/22/26 (2) Hard Shifts
Joshua Zuniga	150.00	FD COVERAGE 07/08/26 (2) Hard Shifts

Arrowbear Park County Water District
Vendor Activity
From 7/1/2026 Through 7/31/2026

Vendor Name	Expenses	Document Description
	100.00	FD COVERAGE 07/22/26 (2) Hard Shifts
Kyle A. Rosas	50.00	FD COVERAGE 07/08/26 (1) Hard Shifts
	200.00	FD COVERAGE 07/22/26 (2) Hard Shifts
Microsoft	9.99	DO Microsoft
Rick Mesa	450.00	FD COVERAGE 07/08/26 (2) Hard Shifts
	150.00	FD COVERAGE 07/22/26 (4) Available Shifts
	225.00	R. Mesa Training Reimb.
Rim Forest Lumber Company	407.47	DO - Materials
Running Springs Water District	28,924.75	WWTP - July 2026
San Bernardino County ATC Controller	728.33	Apportionment
San Bernardino County Innovation & Technology Dept	1,235.20	FD - Radio Access
San Bernardino County Recorder-Clerk	55.00	PIMS Access
SDRMA	22,378.26	SDRMA 26-27 WC Contributions
Southern California Edison	4,927.48	July 2026 Pumps
	4,272.09	June 2026 Pumps
Spectrum Cable	385.20	DO - Internet
	434.53	FD - Internet
	95.00	Warehouse Internet
Stater Brothers	19.99	Board Refreshments
T-Mobile	396.82	DO - Jul. 2026 Phones
Tad Marshall DC	135.00	J. Dvorak FFD, Drug Test, X-Ray
The Gas Company	55.92	DO - Gas
The Standard Life Insurance Company	808.08	July 2026 Dental
Travis Cali	850.00	FD COVERAGE 07/08/26 (5) Hard Shifts

Arrowbear Park County Water District
Vendor Activity
From 7/1/2026 Through 7/31/2026

Vendor Name	Expenses	Document Description
	1,175.00	FD COVERAGE 07/22/26 (7) Hard Shifts
United States Postal Service	8.70	Postage
Vista Printing	32.85	Office Decals
Western Water Works	620.55	Repair Equipment
WEX Bank	2,689.56	July 2026 Fuel Costs
Zachary Steele	225.00	FD COVERAGE 07/22/26 (2) Hard Shifts
	191,676.23	

MONTHLY MAINTENANCE AND REPAIR REPORT

July 2026

#	DATE	METER #	ADDRESS	SVC	NOTES	(OT) D/C
1	7/1/2026	0128	32807 Deer Lick	4		
2	7/1/2026	0438	33367 Music Camp	7	Cust. Request - Check for Leak	
3	7/3/2026	0049	2466 Ridge	1	After Hours Call - Turn On Friday	(1) D
4	7/7/2026	0710	32904 Chipmunk	3	Cust. Reporteded Damaged Meter	
5	7/7/2026	0586	2344 Lookout	7	Cust Request - Check for Leak	
6	7/8/2026	0710	32904 Chipmunk	3	Replaced Damaged Meter	
7	7/8/2026	0497	32991 Deer	1	Installment Agreement	
8	7/10/2026	0643	32900 Conifer Camp	1	After Hours Call - Turn On Friday	(1) D
9	7/11/2026	0364	2428 Oak	1	After Hours Call - Turn On	(1) C
10	7/13/2026	0978	Badger MH#291 - MH#290	8	4" Sewer Main Plugged (Hydrowash Main)	
11	7/14/2026	0887	32926 Lone Pine	3	Replaced Top Meter Box	
12	7/14/2026	0316	32975 Lone Pine	3	Replaced Top Meter Box	
13	7/14/2026	0978	Deer Lick MH #22 - MH#21	8	Hydrowash Rootball Restriction	
14	7/14/2026	0524	32825 Deer Lick	8	Excavate & Remove 5ft (Lateral and Rootball)	
15	7/14/2026	0217	2430 Fir	1		
16	7/16/2026	0815	33159 Ridge	4		
17	7/21/2026	0128	32807 Deer Lick	4		
18	7/22/2026	0915	33060 Keller	3	Replaced broken Meter Boxs	
19	7/22/2026	0781	33066 Keller	3	Replaced broken Meter Boxs	
20	7/22/2026	0202	2378 Birtch	3	Replaced broken Meter Boxs	
21	7/23/2026	0123	2356 Oak	3	Replaced Top Meter Box	
22	7/27/2026	0979	32878 Hilltop Blvd.	6	Repaired Service Line Leak (Installed Clamp)	
23	7/28/2026	0048	32760 Richmond	7	Cust Request - Check for Leak	
24	7/28/2026	0948	2359 Birch	4		
25	7/28/2026	0479	32757 Tulip	7	Cust Request - Check for Leak	
26	7/30/2026	0059	2232 Eagle	4		
Phone						31
					Total	34
SVC	DESCRIPTION			CALLS	ADDITIONAL INFORMATION	
1	Customer requested turn off/on			5	New Owners.	3
2	District initiated shut off (leak, etc.)			0	Liens filed	0
3	District equipment repair			8	Liens Released	1
4	Meter reads/re-reads			5	Total Liens	18
5	Main Repairs			0	Shut off notices	61
6	Service Line Repairs			1	Non-payment shut offs	15
7	Customer Inquiry Requiring Investigation			4	Turn on after shut off	15
8	Sewer Issues/Repairs			3	Meters replaced	1
	Total Calls			26		
	AQUIFER HEALTH				DISTRIBUTION SYSTEM HEALTH	
Well #	Previous Month		Current Month	+ / -	Well Production (in cu. ft.):	666,782.00
	Pumping		Pumping		Metered:	574,699.00
1	119		138	-19	Non-Revenue:	25,805.00
2	94		112	-18	Estimated Leak Loss	1,347.60
3	118		138	-20	Unaccounted Loss:	64,930.4 / 9.7%
4	112		135	-23	Prev. Month Unaccounted Loss	19,175 / 4%
5	118		140	-22		
Well #	Previous Month		Current Month	+/-	WASTEWATER SYSTEM	
	Static		Static		% of Sewer Contribution Current Month:	
1	95		115	-20		
2	75		94	-19	14.20%	
3	94		114	-20		
4	28		41	-13	% of Sewer Contribution Previous Month:	
5	96		116	-20	12.50%	

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		69.5	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		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	272.8		
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	39.0		
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026		

July 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 MESA, R KALTMAN, J ROSAS, K	2 PACELLI, J GIBSON, B STEELE, Z	3 CALI, T CABRIA, A GIBSON, B	4 MESA, R GIBSON, B ZUNIGA, J
5 MESA, R GIBSON, B CALI, T	6 GONZALEZ, A FLORES, A COBIAN, B	7 GIBSON, B HERRERA, D CALI, T	8 KALTMAN, J ROSAS, K CALI, T	9 PACELLI, J GIBSON, B STEELE, Z	10 CALI, T NAVARETTE, J CABIA, A	11 GIBSON, B ZUNIGA, J CABRIA, A (0600-1800) / MESA, R (1800-0600)
12 GIBSON, B MESA, R	13 GONZALEZ, A FLORES, A COBIAN, B	14 GIBSON, B KALTMAN, J CALI, T	15 KALTMAN, J ROSAS, K CALI, T	16 PACELLI, J GIBSON, B	17 CALI, T NAVARETTE, J CABRIA, A	18 GIBSON, B ZUNIGA, J MESA, R
19 MESA, R GIBSON, B (0600-1800) / CALI, T (1800-0600) COBIAN, B	20 GONZALEZ, A FLORES, A COBIAN, B	21 GIBSON, B HERERRA, D CALI, T	22 CARRASCO, J KALTMAN, J ROSAS, K	23 PACELLI, J GIBSON, B STEELE, Z	24 CALI, T NAVARETTE, J CABIRA, A	25 GIBSON, B ZUNIGA, J
26 GONZALEZ, A MESA, R GIBSON, B	27 GONZALEZ, A FLORES, A COBIAN, B	28 CARRASCO, J GIBSON, B HERRERA, D	29 KALTMAN, J ROSAS, K CALI, T	30 PACELLI, J GIBSON, B	31 CABRIA, A MEKA, M	

SUMMARY OF CALLS - JULY 2026

Date	Incident Type	Area	District	Mutual Aid	Out	Avail	Time	Personnel										Total
07/01/26	MED TC	ABL	IN	NONE	15:46	15:51	0:05	233	241									2
07/02/26	MEDICAL	ABL	IN	NONE	7:47	8:25	0:38	216	228	243								3
07/02/26	MEDICAL ASSIST	GVL	OUT	GIVEN	15:45	16:05	0:20	216	228	243								3
07/03/26	HAZ GAS	ABL	IN	NONE	21:22	21:44	0:22	223	237	228								3
07/03/26	FIRE VEH PASS	RSP	OUT	GIVEN	22:14	23:21	1:07	223	237	228	192							4
07/05/26	MEDICAL	ABL	IN	NONE	16:39	17:12	0:33	140	228									2
07/06/26	MED TC	BBL	OUT	GIVEN	7:40	8:02	0:22	209	228	236								3
07/08/26	MEDICAL	ABL	IN	NONE	10:53	11:57	1:04	233	241									2
07/09/26	PA PERSON	ABL	IN	NONE	13:36	13:57	0:21	216	243	228								3
07/11/26	MEDICAL	ABL	IN	NONE	1:16	1:46	0:30	223	236	227								3
07/15/26	MEDICAL	GVL	OUT	GIVEN	22:21	22:44	0:23	233	223	241								3
07/16/26	MEDICAL ASSIST	GVL	OUT	GIVEN	15:36	16:16	0:40	192	216	228								3
07/19/26	MEDICAL	ABL	IN	NONE	14:21	14:51	0:30	140	228									2
07/19/26	MED ASSIST	GVL	OUT	GIVEN	16:26	17:01	0:35	140	228									2
07/20/26	MED TC EXTRICATION	ABL	IN	NONE	9:30	10:18	0:48	192	209	227	236							4
07/21/26	MEDICAL	ABL	IN	NONE	16:36	17:15	0:39	228	238									2
07/26/26	MEDICAL	ABL	IN	NONE	0:33	1:06	0:33	140	228	246								3
07/26/26	MED TC	BBL	OUT	GIVEN	5:30	5:40	0:10	209	228									2
07/26/26	MEDICAL	ABL	IN	NONE	15:08	15:39	0:31	209	228									2
07/27/26	FIRE WILDLAND	BDC	OUT	GIVEN	18:15	10:45	16:00	209	236									2
07/29/26	MED TC	BDC	OUT	GIVEN	21:58	22:27	0:29	223	233	241	192							4
07/30/26	MEDICAL	ABL	IN	NONE	23:28	23:35	0:07	216	228									2
07/31/26	OES PREPOSITION ST	BDC	OUT	GIVEN	7:49	8:00	72	140	223	231	233							4

Total Calls:	23	140 Rick Mesa	5	230 Quade Ferguson	0	244 Ivan Gutierrez	0
Total in District:	13	192 Ryan Brewart	4	231 Javier Navarette	1	245 Alexis Figuerora	0
Total Out of District:	10	206 Jonathan Hovhanessi	0	233 Jacob Kaltman	5	246 Joshua Zuniga	1
		207 Joseph Carpenter	0	236 Alejandro Flores	4	247 Justin Carrasco	0
		209 Adrian Gonzalez	5	237 Anthony Cabria	2	248 Adam Nelson	0
		216 James Pacelli	5	238 Demetrious Herrera	1	249 Anthony Diaz	0
		223 Travis Cali	6	241 Kyle Rosas	4	250 Ian Ayala	0
		227 Brian Cobian	2	242 Jason Melton	0	251 Hayden Jeffers	0
		228 Brett Gibson	15	243 Zachary Steele	3	252 Matthew Meka	0

RESOLUTION #2026-08-20A

**AMENDED RESOLUTION OF THE GOVERNING BODY OF THE ARROWBEAR PARK
COUNTY WATER DISTRICT AUTHORIZING SEWER STANDBY CHARGES ON ALL
IMPROVED AND UNIMPROVED ACRES OR PARCELS SMALLER THAN AN ACRE**

BE IT RESOLVED, by the Board of Directors of the Arrowbear Park County Water District as follows.

That Standby Charges in the amount of \$30.00 per acre, or \$30.00 per parcel smaller than an acre, shall be levied in accordance with the County Assessor's records as of each assessment date.

Changes in parcel composition will be recognized only as records show on date of assessment each tax year.

The District confirms that it possesses governing authorization under California Water Code §31104 to fix, levy, and collect a sewage and waste service standby or availability charge, subject to the applicable notice, protest, and hearing requirements of Government Code §53753.

The Board of Directors hereby directs the San Bernardino County Auditor-Controller/Treasurer/Tax Collector (ATC) to place the foregoing Direct Charge on the current annual tax roll and to collect the charge in the same manner as property taxes.

The Board hereby authorizes the total District charge of \$30.00 per acre, or \$30.00 per parcel smaller than an acre, as applicable. Any applicable San Bernardino County administrative or processing fees are not included in the \$30.00 District charge and shall be handled separately and added as authorized by the County in connection with Direct Charge processing and tax roll placement.

This resolution is intended to provide the authorization necessary for Direct Charge processing and tax roll placement. The County's review is confined to Direct Charge processing requirements for tax roll placement and does not constitute a legal review or approval of this resolution.

ADOPTED this 20th day of August 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 20th day of August 2026, by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

Dated: August 20, 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 20th day of August, 2026.

Courtney Arredondo, Secretary of the Board
Arrowbear Park County Water District

RESOLUTION #2026-08-20B

**AMENDED RESOLUTION OF THE GOVERNING BODY OF THE ARROWBEAR PARK
COUNTY WATER DISTRICT AUTHORIZING SEWER STANDBY CHARGES ON ALL
IMPROVED AND UNIMPROVED ACRES OR PARCELS SMALLER THAN AN ACRE**

BE IT RESOLVED, by the Board of Directors of the Arrowbear Park County Water District as follows.

That Standby Charges in the amount of \$15.00 per acre, or \$15.00 per parcel smaller than an acre, shall be levied in accordance with the County Assessor's records as of each assessment date.

Changes in parcel composition will be recognized only as records show on date of assessment each tax year.

The District confirms that it possesses governing authorization under California Water Code §55501.5 to fix a water service standby or availability charge, subject to the applicable notice, protest, and hearing requirements of Government Code §53753.

The Board of Directors hereby directs the San Bernardino County Auditor-Controller/Treasurer/Tax Collector (ATC) to place the foregoing Direct Charge on the current annual tax roll and to collect the charge in the same manner as property taxes.

The Board hereby authorizes the total District charge of \$15.00 per acre, or \$15.00 per parcel smaller than an acre, as applicable. Any applicable San Bernardino County administrative or processing fees are not included in the \$15.00 District charge and shall be handled separately and added as authorized by the County in connection with Direct Charge processing and tax roll placement.

This resolution is intended to provide the authorization necessary for Direct Charge processing and tax roll placement. The County's review is confined to Direct Charge processing requirements for tax roll placement and does not constitute a legal review or approval of this resolution.

ADOPTED this 20th day of August 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 20th day of August 2026, by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

Dated: August 20, 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 20th day of August, 2026.

Courtney Arredondo, Secretary of the Board
Arrowbear Park County Water District

APCWD FY 2026 - 2027 Final(Unapproved)

UNRESTRICTED NET ASSET ACCOUNTS					WATER	SEWER	FIRE	DISTRICT
3100	W	Unrestricted Replacement	Vehicles	Water	\$ -			\$ -
	S	Unrestricted Replacement	Vehicles	Sewer		\$ -		\$ -
	F	Unrestricted Replacement	Vehicles	Fire				\$ -
3110	W	Unrestricted Replacement	Facilities	Water	\$ -			\$ -
	S	Unrestricted Replacement	Facilities	Sewer		\$ -		\$ -
	F	Unrestricted Replacement	Facilities	Fire				\$ -
3115	W	Unrestricted Replacement	Equipment	Water	\$ -			\$ -
	S	Unrestricted Replacement	Equipment	Sewer		\$ -		\$ -
	F	Unrestricted Replacement	Equipment	Fire				\$ -
3120	W	Unrestricted Replacement	System	Water	\$ -			\$ -
	S	Unrestricted Replacement	System	Sewer		\$ -		\$ -
	F	Unrestricted Replacement	System	Fire				\$ -
3125	W	Unrestricted Reserve		Water	\$ 33,877.20			\$ 33,877.20
	S	Unrestricted Reserve		Sewer		\$ 48,514.98		\$ 48,514.98
	F	Unrestricted Reserve	Fire			\$ 76,217.24		\$ 76,217.24
3130	W	Unrestricted General Fund		Water	\$ 37,659.59			\$ 37,659.59
	S	Unrestricted General Fund		Sewer		\$ 11,251.41		\$ 11,251.41
	F	Unrestricted General Fund	Fire			\$ 179,398.24		\$ 179,398.24
3135	W	Unrestricted Unfunded Liabilities		Water				\$ -
	S	Unrestricted Unfunded Liabilities		Sewer				\$ -
	F	Unrestricted Unfunded Liabilities	Fire			\$ -		\$ -
3140	W	Unrestricted Capital Improvement		Water	\$ -			\$ -
	S	Unrestricted Capital Improvement		Sewer		\$ -		\$ -
	F	Unrestricted Capital Improvement	Fire			\$ -		\$ -
UNRESTRICTED TOTALS					\$ 71,536.79	\$ 59,766.39	\$ 255,615.48	\$ 386,918.66
					18.5%	15.4%	66.1%	

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INCOME/EXPENSE ACCOUNTS					WATER BUDGET	SEWER BUDGET	FIRE BUDGET	DISTRICT BUDGET
OPERATING REVENUES								
4000	W	Sales & Fees		Water	\$ 669,239.00			\$ 669,239.00
	S	Sales & Fees		Sewer		\$ 812,319.00		\$ 812,319.00
4010	W	Sales to other Agencies	RS	Water	\$ 60,000.00			\$ 60,000.00
4020	F	Paid Call from other Agencies		Fire			\$ 120,000.00	\$ 120,000.00
OPERATING REVENUE SUBTOTAL					\$ 729,239.00	\$ 812,319.00	\$ 120,000.00	\$ 1,661,558.00

NONOPERATING REVENUES					WATER	SEWER	FIRE	DISTRICT
5000	W	Property Taxes		Fire	\$ -			\$ -
	S	RS Reconciliation		Fire		\$ 39,153.00		\$ 39,153.00
5000	F	Property Taxes		Fire			\$ 437,348.73	\$ 437,348.73
5005	W	Standby Charges		Water	\$ 29,392.29			\$ 29,392.29
	S	Standby Charges		Sewer		\$ 63,222.42		\$ 63,222.42
5010	W	Interest Income		Water	\$ 500.00			\$ 500.00
	S	Interest Income		Sewer		\$ 500.00		\$ 500.00
	F	Interest Income		Fire			\$ 6,000.00	\$ 6,000.00
5015	W	Late Charge Income		Water	\$ 8,734.67			\$ 8,734.67
	S	Late Charge Income		Sewer		\$ 10,718.21		\$ 10,718.21
5020	W	Grant Income		Water	\$ 500.00			\$ 500.00
	S	Grant Income		Sewer		\$ 500.00		\$ 500.00
	F	Grant Income		Fire			\$ 20,000.00	\$ 20,000.00
5025	W	Gain on Disposal of Fixed Assets		Water	\$ 100.00			\$ 100.00
	S	Gain on Disposal of Fixed Assets		Sewer		\$ 100.00		\$ 100.00
	F	Gain on Disposal of Fixed Assets		Fire			\$ 5,000.00	\$ 5,000.00

%+/-	WATER	SEWER	FIRE	DISTRICT
#DIV/0!	\$ -	\$ -		\$ -
#DIV/0!		\$ -		\$ -
-100.00%			\$ (3,837.06)	\$ (3,837.06)
-100.00%	\$ 2,346.10			\$ 2,346.10
#DIV/0!		\$ -		\$ -
-100.00%			\$ 29,085.17	\$ 29,085.17
-100.00%	\$ (11,022.77)			\$ (11,022.77)
-100.00%		\$ (56,078.13)		\$ (56,078.13)
-100.00%			\$ 31,239.41	\$ 31,239.41
-100.00%	\$ 273,923.85			\$ 273,923.85
#DIV/0!		\$ -		\$ -
#DIV/0!			\$ -	\$ -
#DIV/0!	\$ -			\$ -
-45.31%		\$ -		\$ -
-118.83%	\$ (200,000.00)	\$ 4,167.38	\$ 108,586.28	\$ 108,586.28
#DIV/0!				\$ -
\$ -		\$ -		\$ -
-100.00%			\$ 11,987.08	\$ 11,987.08
\$ -				\$ -
-100.00%		\$ 61,705.51		\$ 61,705.51
-1.16%	\$ 65,247.18	\$ 9,794.76	\$ 316,432.64	\$ 391,474.58

WATER BUDGET	SEWER BUDGET	FIRE BUDGET	DISTRICT BUDGET
\$ 679,409.00			\$ 679,409.00
	\$ 672,000.00		\$ 672,000.00
20.88%			\$ 672,000.00
\$ 55,000.00			\$ 55,000.00
9.09%			\$ 55,000.00
\$ 20,000.00			\$ 20,000.00
500.00%			\$ 20,000.00
\$ 734,409.00	\$ 672,000.00	\$ 20,000.00	\$ 1,426,409.00
16.49%			\$ 235,149.00

WATER	SEWER	FIRE	DISTRICT
\$ -			\$ -
#DIV/0!	\$ -		\$ -
11.96%		\$ 390,621.00	\$ 390,621.00
-13.76%	\$ 34,080.00		\$ 34,080.00
-7.67%	\$ 68,475.00		\$ 68,475.00
-67.74%	\$ 1,550.00		\$ 1,550.00
-77.27%	\$ 2,200.00		\$ 2,200.00
-3.23%		\$ 6,200.00	\$ 6,200.00
86.80%	\$ 4,676.00		\$ 4,676.00
72.90%	\$ 6,199.00		\$ 6,199.00
0.00%	\$ 500.00		\$ 500.00
0.00%	\$ 500.00		\$ 500.00
-68.00%		\$ 62,500.00	\$ 62,500.00
\$ 450.00			\$ 450.00
	\$ 300.00		\$ 300.00
		\$ 209,000.00	\$ 209,000.00
			\$ (204,000.00)

APCWD FY 2026 - 2027 Final(Unapproved)

INCOME/EXPENSE ACCOUNTS					WATER	SEWER	FIRE	DISTRICT	
5030	W/ Other	Adjustments	Water	\$ (1,500.00)				\$ (1,500.00)	\$ (1,000.00)
	S/ Other	Adjustments	Sewer		\$ 500.00			\$ 500.00	\$ 100.00
	F/ Other	Adjustments	Fire				\$ -		\$ -
5035	W/ Other	Fees & Charges	Water	\$ 7,000.00				\$ 7,000.00	\$ 3,481.00
	S/ Other	Fees & Charges	Water	\$ 7,500.00				\$ 7,500.00	\$ 2,835.00
	F/ Other	Fees & Charges	Fire		\$ 13,400.00			\$ 13,400.00	\$ (16,600.00)
NONOPERATING REVENUE SUBTOTAL				\$ 44,726.96	\$ 122,193.63	\$ 481,748.73	\$ 648,669.32	\$ (176,666.68)	
REVENUE TOTALS				\$ 773,965.96	\$ 934,512.63	\$ 601,748.73	\$ 2,310,227.32	\$ 58,483.32	

OPERATING EXPENSES					WATER	SEWER	FIRE	DISTRICT	
6000	W/ Salaries & Wages	Mgmt	Water	\$ 85,844.30				\$ 85,844.30	\$ 4,589.30
	S/ Salaries & Wages	Mgmt	Sewer		\$ 35,768.46			\$ 35,768.46	\$ 1,912.21
	F/ Salaries & Wages	Mgmt	Fire			\$ 61,140.93		\$ 61,140.93	\$ (35,159.52)
6005	W/ Salaries & Wages	Office	Water	\$ 37,346.40				\$ 37,346.40	\$ (23,809.97)
	S/ Salaries & Wages	Office	Sewer		\$ 15,561.00			\$ 15,561.00	\$ (9,920.82)
	F/ Salaries & Wages	Office	Fire			\$ 9,336.60		\$ 9,336.60	\$ (5,952.49)
6010	W/ Salaries & Wages	Office	Water	\$ 323.19				\$ 323.19	\$ (206.05)
	S/ Salaries & Wages	Office	Sewer		\$ 134.66			\$ 134.66	\$ (85.85)
	F/ Salaries & Wages	Office	Fire			\$ 80.80		\$ 80.80	\$ (51.51)
6015	W/ Salaries & Wages	Field	Water	\$ 156,794.82				\$ 156,794.82	\$ 13,410.85
	S/ Salaries & Wages	Field	Sewer		\$ 84,427.98			\$ 84,427.98	\$ (11,161.33)
6020	W/ Salaries & Wages	Field	Water	\$ 17,526.34				\$ 17,526.34	\$ 485.03
	S/ Salaries & Wages	Field	Sewer		\$ 9,437.26			\$ 9,437.26	\$ (1,936.95)
6025	F/ Salaries & Wages	Coverage	Fire			\$ 125,000.00		\$ 125,000.00	\$ 9,560.00
6030	F/ Salaries & Wages	Calls/Drills	Fire			\$ 60,000.00		\$ 60,000.00	\$ 60,000.00
6035	W/ Payroll Taxes	Social Security/Medicare	Water	\$ 23,482.44				\$ 23,482.44	\$ (424.64)
	S/ Payroll Taxes	Social Security/Medicare	Sewer		\$ 11,408.55			\$ 11,408.55	\$ (1,621.24)
	F/ Payroll Taxes	Social Security/Medicare	Fire			\$ 5,572.23		\$ 5,572.23	\$ (3,149.01)
6100	W/ Benefits	Retirement	Water	\$ 38,252.55				\$ 38,252.55	\$ 5,161.29
	S/ Benefits	Retirement	Sewer		\$ 20,597.53			\$ 20,597.53	\$ (1,463.31)
	F/ Benefits	Retirement	Fire			\$ 29,992.50		\$ 29,992.50	\$ (15,053.22)
6105	W/ Benefits	Dental Ins.	Water	\$ 6,436.56				\$ 6,436.56	\$ 416.50
	S/ Benefits	Dental Ins.	Sewer		\$ 3,174.91			\$ 3,174.91	\$ (253.10)
	F/ Benefits	Dental Ins.	Fire			\$ 597.17		\$ 597.17	\$ 11.81
6110	W/ Benefits	Health Ins.	Water	\$ 84,081.54				\$ 84,081.54	\$ 10,507.79
	S/ Benefits	Health Ins.	Sewer		\$ 41,264.83			\$ 41,264.83	\$ (503.80)
	F/ Benefits	Health Ins.	Fire			\$ 8,230.73		\$ 8,230.73	\$ 950.20
6115	W/ Benefits	Health Ins.	Water	\$ 54,311.37				\$ 54,311.37	\$ 8,039.66
	S/ Benefits	Health Ins.	Sewer		\$ 22,629.74			\$ 22,629.74	\$ 3,349.86
	F/ Benefits	Health Ins.	Fire			\$ 13,577.84		\$ 13,577.84	\$ 2,009.92
6116	W/ Benefits	Health Ins.	Water	\$ -				\$ -	\$ -
	S/ Benefits	Health Ins.	Sewer		\$ -			\$ -	\$ -
6118	W/ Benefits	CEPPT	Water	\$ -				\$ -	\$ -
	S/ Benefits	CEPPT	Sewer		\$ -			\$ -	\$ -
	S/ Benefits	CEPPT	Fire			\$ -		\$ -	\$ -
6120	W/ Training		Water	\$ 3,000.00				\$ 3,000.00	\$ 600.00
	S/ Training		Sewer		\$ 3,000.00			\$ 3,000.00	\$ 1,224.00

APCWD FY 2026 - 2027 Final(Unapproved)

INCOME/EXPENSE ACCOUNTS					WATER	SEWER	FIRE	DISTRICT	
	F Training		Fire				\$ 16,000.00	\$ 16,000.00	220.00%
6200	W Director Fees		Water	\$ 9,124.92			\$ 9,124.92	\$ 9,124.92	0.00%
	S Director Fees		Sewer		\$ 3,802.05		\$ 3,802.05	\$ 3,802.05	0.00%
	F Director Fees		Fire			\$ 2,281.23	\$ 2,281.23	\$ 2,281.23	0.00%
6205	W Director Training / Conferences		Water	\$ 540.00			\$ 540.00	\$ 540.00	0.00%
	S Director Training / Conferences		Sewer		\$ 225.00		\$ 225.00	\$ 225.00	0.00%
	F Director Training / Conferences		Fire		\$ 135.00		\$ 135.00	\$ 135.00	0.00%
6210	W Board Misc.	Refreshments	Water	\$ 650.00			\$ 650.00	\$ 650.00	116.67%
	S Board Misc.	Refreshments	Sewer		\$ 270.00		\$ 270.00	\$ 270.00	116.00%
	F Board Misc.	Refreshments	Fire			\$ 160.00	\$ 160.00	\$ 160.00	113.33%
6300	W Prof Svcs	Legal	Water	\$ 5,500.00			\$ 5,500.00	\$ 5,500.00	-5.175%
	S Prof Svcs	Legal	Sewer		\$ 2,500.00		\$ 2,500.00	\$ 2,500.00	-47.37%
	F Prof Svcs	Legal	Fire		\$ 10,000.00		\$ 10,000.00	\$ 10,000.00	159.74%
6305	W Prof Svcs	Accounting / Abilia	Water	\$ 1,100.00			\$ 1,100.00	\$ 1,100.00	-37.03%
	S Prof Svcs	Accounting / Abilia	Sewer		\$ 450.00		\$ 450.00	\$ 450.00	-38.19%
	F Prof Svcs	Accounting / Abilia	Fire		\$ 300.00		\$ 300.00	\$ 300.00	-31.35%
6310	W Prof Svcs	Engineering	Water	\$ 500.00			\$ 500.00	\$ 500.00	100.00%
	S Prof Svcs	Engineering	Sewer		\$ 500.00		\$ 500.00	\$ 500.00	150.00%
	F Prof Svcs	Engineering	Fire		\$ 500.00		\$ 500.00	\$ 500.00	
6315	W Prof Svcs	Audit	Water	\$ 17,492.46			\$ 17,492.46	\$ 17,492.46	9.46%
	S Prof Svcs	Audit	Sewer		\$ 17,492.46		\$ 17,492.46	\$ 17,492.46	12.78%
	F Prof Svcs	Audit	Fire		\$ 17,492.46		\$ 17,492.46	\$ 17,492.46	12.78%
6320	W Prof Svcs	Dues/Membership Fees	Water	\$ 7,500.00			\$ 7,500.00	\$ 7,500.00	26.90%
	S Prof Svcs	Dues/Membership Fees	Sewer		\$ 3,000.00		\$ 3,000.00	\$ 3,000.00	13.90%
	F Prof Svcs	Dues/Membership Fees	Fire		\$ 8,000.00		\$ 8,000.00	\$ 8,000.00	166.67%
6325	W Prof Svcs	Banking Fees / Charges	Water	\$ 8,000.00			\$ 8,000.00	\$ 8,000.00	-20.93%
	S Prof Svcs	Banking Fees / Charges	Sewer		\$ 8,000.00		\$ 8,000.00	\$ 8,000.00	6.98%
	F Prof Svcs	Banking Fees / Charges	Fire		\$ 1,200.00		\$ 1,200.00	\$ 1,200.00	84.62%
6330	W Prof Svcs	Regulatory Fees	Water	\$ 5,500.00			\$ 5,500.00	\$ 5,500.00	-38.89%
	S Prof Svcs	Regulatory Fees	Sewer		\$ 5,500.00		\$ 5,500.00	\$ 5,500.00	336.85%
	F Prof Svcs	Regulatory Fees	Fire		\$ 100.00		\$ 100.00	\$ 100.00	5.26%
6335	W Prof Svcs	Testing / Lab	Water	\$ 9,000.00			\$ 9,000.00	\$ 9,000.00	-10.00%
	S Prof Svcs	Testing / Lab	Sewer		\$ 150.00		\$ 150.00	\$ 150.00	
	F Prof Svcs	Testing / Lab	Fire		\$ -		\$ -	\$ -	
6340	W Prof Svcs	Computer / Network	Water	\$ 7,500.00			\$ 7,500.00	\$ 7,500.00	1150.00%
	S Prof Svcs	Computer / Network	Sewer		\$ 1,800.00		\$ 1,800.00	\$ 1,800.00	620.00%
	F Prof Svcs	Computer / Network	Fire		\$ 600.00		\$ 600.00	\$ 600.00	300.00%
6345	W Prof Svcs	Misc.	Water	\$ 5,333.00			\$ 5,333.00	\$ 5,333.00	67.97%
	S Prof Svcs	Misc.	Sewer		\$ 4,533.00		\$ 4,533.00	\$ 4,533.00	35.03%
	F Prof Svcs	Misc.	Fire		\$ 21,333.00		\$ 21,333.00	\$ 21,333.00	278.31%
6400	W Office	Supplies	Water	\$ 1,400.00			\$ 1,400.00	\$ 1,400.00	40.42%
	S Office	Supplies	Sewer		\$ 700.00		\$ 700.00	\$ 700.00	27.50%
	F Office	Supplies	Fire		\$ 1,400.00		\$ 1,400.00	\$ 1,400.00	49.57%
6405	W Office	Printing	Water	\$ 2,000.00			\$ 2,000.00	\$ 2,000.00	54.32%
	S Office	Printing	Sewer		\$ 1,200.00		\$ 1,200.00	\$ 1,200.00	122.22%
	F Office	Printing	Fire		\$ 2,200.00		\$ 2,200.00	\$ 2,200.00	418.87%
6410	W Office	Postage	Water	\$ 3,554.00			\$ 3,554.00	\$ 3,554.00	0.00%

WATER	SEWER	FIRE	DISTRICT	
\$ 9,124.92		\$ 5,000.00	\$ 5,000.00	\$ 11,000.00
\$ 3,802.05			\$ 9,124.92	\$ -
\$ 2,281.23			\$ 3,802.05	\$ -
\$ 540.00		\$ 2,281.23	\$ 2,281.23	\$ -
\$ 225.00			\$ 540.00	\$ -
\$ 135.00			\$ 225.00	\$ -
\$ 300.00			\$ 135.00	\$ -
\$ 125.00			\$ 300.00	\$ 350.00
\$ 75.00			\$ 125.00	\$ 145.00
		\$ 75.00	\$ 75.00	\$ 85.00
\$ 11,400.00			\$ 11,400.00	\$ (5,900.00)
\$ 4,750.00			\$ 4,750.00	\$ (2,250.00)
\$ 3,850.00			\$ 3,850.00	\$ 6,150.00
\$ 1,747.00			\$ 1,747.00	\$ (647.00)
\$ 728.00			\$ 728.00	\$ (278.00)
\$ 437.00			\$ 437.00	\$ (137.00)
\$ 250.00			\$ 250.00	\$ 250.00
\$ 200.00			\$ 200.00	\$ 300.00
\$ -			\$ -	\$ 500.00
\$ 15,980.00			\$ 15,980.00	\$ 1,512.46
\$ 15,510.00			\$ 15,510.00	\$ 1,982.46
\$ 15,510.00			\$ 15,510.00	\$ 1,882.46
\$ 5,910.00			\$ 5,910.00	\$ 1,590.00
\$ 2,634.00			\$ 2,634.00	\$ 366.00
\$ 3,000.00			\$ 3,000.00	\$ 5,000.00
\$ 10,117.00			\$ 10,117.00	\$ (2,117.00)
\$ 7,478.00			\$ 7,478.00	\$ 522.00
\$ 650.00			\$ 650.00	\$ 550.00
\$ 9,000.00			\$ 9,000.00	\$ (3,500.00)
\$ 1,259.00			\$ 1,259.00	\$ 4,241.00
\$ 95.00			\$ 95.00	\$ 5.00
\$ 10,000.00			\$ 10,000.00	\$ (1,000.00)
\$ 600.00			\$ 600.00	\$ 6,900.00
\$ 250.00			\$ 250.00	\$ 1,550.00
\$ 150.00			\$ 150.00	\$ 450.00
\$ 150.00			\$ 150.00	\$ 2,158.00
\$ 3,175.00			\$ 3,175.00	\$ 1,176.00
\$ 3,357.00			\$ 3,357.00	\$ 1,176.00
\$ 5,639.00			\$ 5,639.00	\$ 15,694.00
\$ 997.00			\$ 997.00	\$ 403.00
\$ 549.00			\$ 549.00	\$ 151.00
\$ 936.00			\$ 936.00	\$ 464.00
\$ 1,296.00			\$ 1,296.00	\$ 704.00
\$ 540.00			\$ 540.00	\$ 660.00
\$ 424.00			\$ 424.00	\$ 1,776.00
\$ 3,554.00			\$ 3,554.00	\$ -

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INCOME/EXPENSE ACCOUNTS					WATER	SEWER	FIRE	DISTRICT	
	F	Operations	Facilities	Fire			\$ 15,000.00	\$	8,000.00
6820	W	Operations	Tools / Equipment	Water	\$ 6,000.00		\$ 6,000.00	\$	-
	S	Operations	Tools / Equipment	Sewer		\$ 6,000.00	\$ 6,000.00	\$	5,400.00
	W	Operations	Tools / Equipment	Fire		\$ 20,000.00	\$ 20,000.00	\$	17,500.00
6825	W	Operations	Uniforms	Water	\$ 1,050.00		\$ 1,050.00	\$	-
	S	Operations	Uniforms	Sewer		\$ 700.00	\$ 700.00	\$	-
	F	Operations	Uniforms	Fire		\$ 7,500.00	\$ 7,500.00	\$	2,500.00
6830	W	Operations	Safety Equipment	Water	\$ 2,000.00		\$ 2,000.00	\$	1,010.00
	S	Operations	Safety Equipment	Sewer		\$ 1,200.00	\$ 1,200.00	\$	720.00
	F	Operations	Safety Equipment	Fire		\$ 19,500.00	\$ 19,500.00	\$	15,900.00
6835	S	Operations	Treatment	Sewer		\$ 274,584.00	\$ 274,584.00	\$	-5856
6837	W	Operations	Water Standby/CLAWA	Water	\$ 3,131.00		\$ 3,131.00	\$	520.00
6840	F	Operations	Medical Supplies	Fire		\$ 3,500.00	\$ 3,500.00	\$	210.00
6845	F	Operations	Dispatching	Fire		\$ 29,859.00	\$ 29,859.00	\$	11,859.00
6850	F	Operations	Fire Prevention/Weed Abat	Fire		\$ 3,785.00	\$ 3,785.00	\$	(515.00)
OPERATING EXPENSE SUBTOTAL					\$ 747,888.76	\$ 652,188.41	\$ 646,754.77	\$ 2,046,831.93	\$ 178,998.81
NONOPERATING EXPENSES					WATER	SEWER	FIRE	DISTRICT	
7100	W	Interest Expense		Water			\$ -	\$	F
	S	Interest Expense		Sewer			\$ -	\$	
	F	Interest Expense		Fire			\$ -	\$	
7200	W	Other		Water			\$ -	\$	
	S	Other		Sewer			\$ -	\$	
	F	Other		Fire			\$ -	\$	
NONOPERATING EXPENSE SUBTOTAL					\$ -	\$ -	\$ -	\$ -	

REPLACEMENT/MASTER PLAN EXPENSES					WATER	SEWER	FIRE	DISTRICT
8000	W	Replacement	Vehicles	Water	\$ -			\$ -
	S	Replacement	Flatbed Truck	Sewer		\$ 37,000.00		\$ 37,000.00
	F	Replacement	Vehicles	Fire				\$ -
8005	W	Replacement	Facilities	Water				\$ -
	S	Replacement	Facilities	Sewer				\$ -
	F	Replacement	Facilities	Fire				\$ -
8010	W	Replacement	Equipment	Lease	\$ 12,440.05			\$ 12,440.05
	S	Replacement	Equipment	Water		\$ 57,143.23		\$ 57,143.23
	F	Replacement	Equipment	Brush Engine			\$ 80,226.74	\$ 80,226.74
8015	W	Replacement	Temp	Water				\$ -
	S	Replacement	Temp	Sewer				\$ -
	F	Replacement	System	Fire				\$ -
8020	W	Replacement	Capital Improvement	Water				\$ -
	S	Replacement	Capital Improvement	Sewer				\$ -
	F	Replacement	Capital Improvement	Fire				\$ -
REPLACEMENT/MASTER PLAN EXPENSES TOTALS					\$ 12,440.05	\$ 210,183.23	\$ 80,226.74	\$ 302,850.02

REPLACEMENT/MASTER PLAN EXPENSES				WATER		SEWER		FIRE		DISTRICT		
8000	W/ Replacement	Vehicles		Water	\$	-			\$	\$	-	
	S/ Replacement	Vehicles	Flatbed Truck	Sewer			\$	37,000.00		\$	37,000.00	
	F/ Replacement	Vehicles		Fire						\$	-	
8005	W/ Replacement	Facilities		Water						\$	-	
	S/ Replacement	Facilities		Sewer						\$	-	
	F/ Replacement	Facilities		Fire						\$	-	
8010	W/ Replacement	Equipment	Lease	Water	\$	12,440.05				\$	12,440.05	
	S/ Replacement	Equipment	Lease	Sewer			\$	57,143.23		\$	57,143.23	
	F/ Replacement	Equipment	Bush Engine	Fire					\$	80,226.74		
8015	W/ Replacement	Temp		Water						\$	-	
	S/ Replacement	Temp		Sewer						\$	-	
	F/ Replacement	System		Fire						\$	-	
8020	W/ Capital Improvement			Water						\$	-	
	S/ Capital Improvement		RS CIP	Sewer			#####	##		\$	116,040.00	
	F/ Capital Improvement			Fire						\$	-	
REPLACEMENT/MASTER PLAN EXPENSES TOTALS					\$	12,440.05	\$	210,183.23	\$	80,226.74	\$	302,850.02

	WATER	SEWER	FIRE	DISTRICT	
			\$ 7,000.00	\$ 7,000.00	\$ 8,000.00
114.29%			\$ 6,000.00	\$ 6,000.00	\$ -
0.00%	\$ 6,000.00			\$ 600.00	\$ 5,400.00
900.00%		\$ 600.00		\$ 2,500.00	\$ 17,500.00
700.00%			\$ 2,500.00	\$ 1,050.00	\$ -
0.00%	\$ 1,050.00			\$ 700.00	\$ -
0.00%		\$ 700.00		\$ 5,000.00	\$ 2,500.00
50.00%			\$ 5,000.00	\$ 990.00	\$ 1,010.00
102.02%	\$ 990.00			\$ 480.00	\$ 720.00
150.00%		\$ 480.00		\$ 3,600.00	\$ 15,900.00
441.67%			\$ 3,600.00	\$ 280,440.00	-5856
-2%		\$ 280,440.00		\$ 2,611.00	\$ 520.00
19.92%	\$ 2,611.00			\$ 3,290.00	\$ 210.00
6.38%			\$ 18,000.00	\$ 4,300.00	\$ 11,859.00
65.88%			\$ 4,300.00		\$ (515.00)
-11.98%					
9.58%	\$ 718,360.79	\$ 666,658.33	\$ 482,814.00	\$ 1,867,833.12	\$ 178,998.81

Equipment Lease Payment Split

	Cube	\$ 107,933.18	\$ 107,933.18		
	Jetter	\$ 87,887.29	\$ 87,887.29		
	Skidsteer	\$ 76,784.59	\$ 38,392.30	\$ 38,392.30	
	blowdown	\$ 18,261.24	\$ 9,130.62	\$ 9,130.62	
	Sweeper	\$ 13,940.42	\$ 6,970.21	\$ 6,970.21	
		\$ 304,806.72	\$ 250,313.60	\$ 54,493.13	
			82.12%	17.88%	
	Payment	\$ 69,583.28	\$ 57,143.23	\$ 12,440.05	\$ 69,583.28
			41749.97	27883.31	

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INCOME/EXPENSE ACCOUNTS	WATER	SEWER	FIRE	DISTRICT	WATER	SEWER	FIRE	DISTRICT
MASTER PLAN EXPENSE TOTALS	\$ (12,440.05)	\$ (210,183.23)	\$ (80,226.74)	\$ (302,850.02)				
TOTAL EXPENSES	\$ (760,328.81)	\$ (862,371.64)	\$ (726,981.51)	\$ (2,349,681.95)				
NET SURPLUS/(DEFICIT) TOTALS	\$ 13,637.15	\$ 72,140.99	\$ (125,232.78)	\$ (39,454.63)				

UNRESTRICTED RESERVE TOTALS ENDING	\$ 85,173.94	\$ 131,907.38	\$ 130,382.70	\$ 347,464.03
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Approved Salary Ranges FY 2026 - 2027

Classification	Mo. Salary From	Per Hr. From	Mo. Salary To	Per Hr. to
General Manager	\$ 9,675.18	\$ 55.82	\$ 14,618.21	\$ 84.34
Admin. Secretary III	\$ 7,462.79	\$ 43.05	\$ 9,948.60	\$ 57.40
Admin. Secretary II	\$ 5,849.07	\$ 33.74	\$ 7,791.61	\$ 44.95
Admin. Secretary I	\$ 4,737.51	\$ 27.33	\$ 5,759.72	\$ 33.23
Accounts Clerk II	\$ 3,985.16	\$ 22.99	\$ 6,104.62	\$ 35.22
Accounts Clerk I	\$ 3,711.74	\$ 21.41	\$ 4,512.34	\$ 26.03
Field Operations Supervisor	\$ 7,155.41	\$ 41.28	\$ 9,948.60	\$ 57.40
Serviceperson III	\$ 5,995.61	\$ 34.59	\$ 7,648.65	\$ 44.13
Serviceperson II	\$ 5,643.56	\$ 32.56	\$ 6,842.68	\$ 39.48
Serviceperson I	\$ 4,823.29	\$ 27.83	\$ 6,404.85	\$ 36.95
Utility Worker	\$ 3,654.55	\$ 21.08	\$ 4,755.38	\$ 27.43
Fire Chief	\$ 6,528.15	\$ 37.66	\$ 6,648.83	\$ 38.36
*Fire Fighter II	\$ 5,191.43	\$ 29.95	\$ 5,900.89	\$ 34.04
*Fire Fighter I	\$ 3,861.85	\$ 22.28	\$ 4,389.04	\$ 25.32
Part-time Fire Chief (No Benefit, 18.5 Hrs Per Week)	\$ 3,306.65	\$ 41.25	\$ 3,306.65	\$ 41.25
Board Directors	\$ 212.17	(Per Meeting)		

Includes Board approved COLA (3.1%)

* Currently not Authorized

Pay Formula is: Hourly Rate X 40/hrs/wk X 52 wks/yr, 12 mo/yr = Monthly Rate

Figures are Monthly/Hourly Base Rates, without Overtime

FIRE DEPARTMENT VOLUNTEER STIPEND AND INCIDENT COMPENSATION SCHEDULE

This schedule is approved by the Board of Directors as part of the annual budget.

It is separate from the District Employee Salary Range Chart and may only be amended by the Board.

STATION COVERAGE STIPENDS (HARD)

Classification	6 Hours	12 Hours	24 Hours
Firefighter Trainee	\$12.50	\$25.00	\$50.00
Probationary Firefighter	\$12.50	\$25.00	\$50.00
Firefighter	\$25.00	\$50.00	\$100.00
Firefighter/Driver Operator	\$31.25	\$62.50	\$125.00
Engineer	\$37.50	\$75.00	\$150.00
Captain	\$37.50	\$75.00	\$150.00
Battalion Chief	\$50.00	\$100.00	\$200.00

SPECIALTY-ASSIGNMENT STIPENDS

Specialty Assignment	Stipend per Biweekly Pay Period
Fire Prevention	\$25.00
Fire/Background	\$25.00
Investigator	\$25.00
Public Information Officer	\$25.00
EMS Coordinator or Paramedic	\$50.00
Instructor/Training Officer	\$50.00

AVAILABILITY COVERAGE STIPENDS (SOFT)

Classification	6 Hours	12 Hours	24 Hours
Firefighter Trainee	\$6.25	\$12.50	\$25.00
Probationary Firefighter	\$6.25	\$12.50	\$25.00
Firefighter	\$12.50	\$25.00	\$50.00
Firefighter/Driver Operator	\$12.50	\$25.00	\$50.00
Engineer	\$12.50	\$25.00	\$50.00
Captain	\$12.50	\$25.00	\$50.00

CAL-OES

Classification	Base Rate	Salary Rate(ST)
Chief	38.16	90.15
Battalion Chief	38.16	52.13
Captain	29.98	44.17
Engineer	29.98	38.41
Firefighter	29.98	34.92

HOLIDAY AND EMERGENCY COVERAGE

A volunteer providing station coverage on a District-approved holiday or called in to provide emergency coverage may receive and additional fixed stipend of \$50.00 per 24-hour coverage period. The Fire Chief may authorize a reduced fixed amount for a shorter coverage

INCIDENT-ASSIGNMENT COMPENSATION

Personnel assigned to a compensated incident assignment shall be paid at the current Cal OES rate applicable to their assigned classification or at the rate authorized by the applicable resource order or reimbursement agreement.

Incident-assignment compensation shall be paid in place of a District coverage stipend for the same hours.

Qualifications, assignments, scheduling, duties, and required documentation shall be governed by Fire Department Standard Operating procedures.

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POLICY TITLE: Temporary Leadership Coverage
POLICY NUMBER: 2280

2280.10 Description and Purpose - This policy establishes a pre-approved continuity plan for extended and unplanned absences of the General Manager, Administrative Secretary, Field Operations Supervisor, and Fire Chief. The purpose is to maintain District operations, preserve existing chains of command, provide Board meeting continuity, define temporary assignment limits, and establish automatic temporary assignment pay when the duration and duties meet this policy.

2280.20 Scheduled Leave or Absence - This policy is intended for extended and unplanned absences, sudden inability to work, or a scheduled absence that becomes extended, unplanned, or materially different from the original coverage plan. It is not intended to replace routine vacation planning, scheduled leave coverage, conference coverage, or short-term planned absences. For scheduled absences, the General Manager shall establish a specific coverage plan before the absence when possible. If a scheduled absence becomes extended, unplanned, or materially different from the original coverage plan, this policy may be activated.

2280.30 Definitions - For purposes of this policy, "scheduled District workday" means a day the employee performing the temporary assignment is normally scheduled to work under the District's adopted work schedule. Durations under this policy are measured by consecutive scheduled District workdays, not calendar days. Non-scheduled days do not count unless the employee is required to perform assigned continuity duties on that day. "Acting Administrative Lead" means the Administrative Secretary serving as office manager and administrative continuity lead during a General Manager absence. "Deputy Board Secretary" means the employee designated to perform Board Secretary meeting functions when the Administrative Secretary is unavailable or is serving in the General Manager's meeting role. "Qualifying assignment" means a temporary assignment made under this policy that exceeds routine short-term coverage and meets the duty and duration requirements for temporary assignment pay.

2280.40 General Manager Extended and Unplanned Absence - During an extended and unplanned absence, *sudden inability to work, or a scheduled absence that becomes extended, unplanned, or materially different from the original coverage plan* of the General Manager, the Administrative Secretary shall serve as Acting Administrative Lead and Office Manager for administrative continuity, unless unavailable or unless another person is lawfully designated. The Acting Administrative Lead shall coordinate District office operations, Board-related administrative workflow, agenda and meeting preparation, records, correspondence, customer service escalation, fiscal and payroll processing support, deadline tracking, and routing of matters requiring legal, budget, policy, or Board review.

2280.40.1 Limit on General Manager Authority - The Acting Administrative Lead designation does not automatically confer full General Manager authority. The Acting Administrative Lead may maintain administrative continuity and route matters for decision, but shall not create or eliminate positions, impose discipline, terminate employment, execute contracts beyond adopted authority, change employment status,

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approve compensation outside policy, or bind the District on legal, policy, or long-term staffing matters unless expressly authorized by District policy, written delegation, or Board action.

2280.40.2 Department Continuity During General Manager Absence - During a General Manager absence, the Field Operations Supervisor shall continue the duties of the position and shall serve as the operational point of contact for water and sewer matters. The Fire Chief shall continue fire department operational supervision and shall serve as the operational point of contact for fire matters. The Field Operations Supervisor and Fire Chief shall coordinate with the Acting Administrative Lead on matters requiring administrative action, Board communication, budget review, legal review, or General Manager-level follow-up.

2280.40.3 Activation of Policy – Once the Administrative Secretary becomes aware of a situation where the General Manager is

2280.50 Administrative Secretary Absence or Meeting-Role Conflict - This section applies when the Administrative Secretary is either: (1) absent or unavailable; or (2) serving as Acting Administrative Lead during a General Manager absence and unable to also perform Board Secretary meeting-record functions.

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

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

2280.50.1 Automatic Deputy Board Secretary Designation - By adoption of this policy, the Board designates the Senior Service Person as Deputy Board Secretary for continuity purposes when the Administrative Secretary is absent, unavailable, or serving as Acting Administrative Lead and unable to perform Board Secretary meeting-record functions. If the Senior Service Person is unavailable, lacks the necessary training or system access, or is needed for essential field operations, the General Manager or Acting Administrative Lead may designate another trained employee to serve as Deputy Board Secretary for that meeting or temporary assignment. No additional Board action is required for implementation under this section.

2280.50.2 Deputy Board Secretary Duties and Limits - If the Administrative Secretary is serving as Acting Administrative Lead during a General Manager absence and a Board meeting occurs, the Administrative Secretary should serve in the General Manager/staff role for the meeting, and the Deputy Board Secretary shall perform Board Secretary meeting-record functions. The Deputy Board Secretary role is limited to duties

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appropriate to the employee's training and access level, including roll call, attendance, motion and vote tracking, public comment tracking, minute-taking, and preparation of draft minutes for review. The Deputy Board Secretary designation does not authorize closed session attendance, access to confidential personnel or legal materials, District Treasurer duties, financial approval authority, policy direction, or authority to speak for the District unless separately authorized by the Board, legal counsel, District policy, or written delegation.

2280.60 Service Person Assigned to Administrative or Board Secretary Backup - A Service Person assigned to temporary office, administrative support, or Deputy Board Secretary duties shall remain within the normal Field Operations Supervisor chain of command for employment supervision. For the limited administrative assignment, the employee may receive task direction from the General Manager, Administrative Secretary, or Acting Administrative Lead. The assignment does not alter the employee's classification, does not remove or reduce the Field Operations Supervisor's supervisory authority, and does not authorize access to confidential materials beyond the limited need of the assignment.

2280.70 Field Operations Supervisor Absence - During an extended and unplanned absence of the Field Operations Supervisor, the highest-classification qualified Service Person may provide temporary field operations continuity. If more than one employee holds the same classification, the most senior qualified employee shall serve, unless the General Manager designates another qualified employee based on certification, availability, safety, or operational need. This assignment may include field scheduling support, crew coordination, work-order tracking, emergency response coordination within training and certification limits, and communication of operational issues requiring higher-level review. The General Manager shall provide oversight when available. If the General Manager is also absent, the Acting Administrative Lead shall coordinate administrative routing, Board communication, legal review, budget review, and documentation, but shall not direct technical field operations beyond the employee's training, certification, or assigned authority.

2280.80 Fire Chief Absence - During an extended and unplanned absence of the Fire Chief, the highest-ranking qualified volunteer firefighter may provide temporary fire operations continuity. If more than one volunteer holds the same rank, the most senior qualified volunteer shall serve, unless the General Manager or Fire Chief designates another qualified volunteer based on availability, training, safety, or operational need. This assignment is subject to General Manager oversight, District policy, and applicable legal, compensation, employment-status, workers' compensation, and liability limitations. This assignment is limited to temporary fire operations continuity and does not automatically create employee status, Acting Fire Chief status, command authority beyond training and rank, or additional compensation unless separately authorized by Board-approved policy, written agreement, or Board action after legal review.

2280.90 Deferral of Reviews - If an employee review cannot be completed within the normal review period because the General Manager is unavailable and no authorized evaluator exists, the review may be deferred until the General Manager returns or until the Board designates an Acting General Manager or other authorized evaluator. Deferral under this section

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

2280.100 Personnel Authority During General Manager Absence - During an extended and unplanned absence of the General Manager, the Acting Administrative Lead may maintain personnel records, route personnel matters to the appropriate authority, coordinate with legal counsel when directed or necessary, and preserve administrative continuity for routine personnel-related deadlines and documentation. The Acting Administrative Lead shall not impose discipline, approve or deny merit increases, approve promotions or demotions, change compensation, alter employment status, make hiring or termination decisions, or take any other personnel action requiring General Manager or Board authority unless expressly authorized by District policy, written delegation, or Board action.

2280.110 Financial Processing During Absence - During an extended and unplanned absence of the General Manager or Administrative Secretary, routine financial processing may continue as necessary to maintain District operations, including payroll, accounts payable, deposits, financial records, check registers, ACH batches, and payment packets.

2280.110.1 ACH Two-Person Control - For ACH payments, the District shall maintain two-person control when reasonably possible. The employee preparing or submitting an ACH batch should not be the same person who provides final bank authorization.

2280.110.2 Temporary ACH Approval Credentials - During a General Manager or Administrative Secretary absence, an existing Board-approved signer may be added to the District's banking system as an online ACH approver when needed to maintain financial continuity. By adoption of this policy, the Board authorizes the General Manager, Acting Administrative Lead, or authorized designee to request that the District's bank add or activate online ACH approval credentials for an existing Board-approved signer. This authority does not authorize adding a new signer to District accounts without separate Board action.

2280.110.3 Check Signing Two-Person Control - For District checks, the District shall maintain two-person control when reasonably possible. The employee preparing, creating, or processing a check should not also sign the check unless necessary to maintain District operations, meet payroll, avoid penalties, comply with an existing obligation, or prevent disruption to essential District services.

2280.110.31 When feasible, checks prepared by the Acting Administrative Lead shall be signed by two Board-approved signers. If two Board-approved signers are not reasonably available, the Acting Administrative Lead may sign as an authorized signer with one Board-approved co-signer, provided the payment is routine, supported by appropriate documentation, and within adopted District authority.

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2280.110.32 The Acting Administrative Lead shall not sign checks payable to themselves outside ordinary payroll, approve compensation changes, approve unusual or non-routine payments, create new vendor obligations, approve unbudgeted expenditures, or execute payments beyond adopted authority unless expressly authorized by District policy, written delegation, banking authority, or Board action.

2280.110.4 Financial Authority Limits - The Acting Administrative Lead shall not approve compensation changes, unusual or non-routine payments, payments to themselves outside ordinary payroll, new vendor obligations, unbudgeted expenditures, fund transfers outside existing banking authority, or contract payments beyond adopted authority unless expressly authorized by District policy, written delegation, banking authority, or Board action.

2280.110.5 Payroll Verification - *When the General Manager is absent and the Administrative Secretary is serving as Acting Administrative Lead, the Field Operations Supervisor shall review the payroll submission as a secondary verification before processing. This review does not transfer payroll-processing or supervisory authority to the Field Operations Supervisor.*

2280.120 Temporary Assignment Pay - Temporary assignment pay under this policy is pre-approved by the Board upon adoption of this policy and shall apply automatically when the assignment, duties, and duration meet the criteria below. Temporary assignment pay is calculated as a percentage of the employee's base hourly rate or salary equivalent for the period of the qualifying assignment. Temporary assignment pay does not stack; when more than one premium could apply, the employee receives the highest applicable premium only. Temporary assignment pay begins on the scheduled District workday that the applicable threshold is reached and is not retroactive to earlier days unless expressly approved by the Board. Overtime, if applicable, shall be calculated in accordance with applicable wage-and-hour requirements and District payroll practices.

2280.120.1 Temporary Assignment Pay Schedule

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

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17 or more consecutive scheduled District workdays	+15%	+10%	Applies beginning on the 17th consecutive scheduled District workday. Long-term staffing options should also be evaluated.
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2280.130 No Board Operational Confirmation Required - Implementation of this policy shall not require the Board to confirm assignments, review workload, or approve day-to-day operational coverage decisions. Board approval of this policy is intended to authorize the described temporary assignments and pay triggers in advance.

2280.140 When Board or Legal Review is Required - Board action, legal review, or both shall be required when a matter involves a budget amendment, formal Acting General Manager appointment, employment-status change, compensation outside this policy, discipline, termination, promotion, demotion, new position, contract authority beyond adopted limits, closed-session authority, or a long-term staffing or service-level decision.

2280.150 Multiple Simultaneous Absences - If multiple key personnel are absent at the same time and the normal continuity assignments under this policy cannot be implemented, essential services shall continue through the remaining available department heads, qualified employees, mutual aid, temporary staffing, or other lawful support. The Board President, General Manager if available, Acting Administrative Lead if designated, or legal counsel may assist in coordinating a special meeting or other appropriate action if Board authorization is required.

2280.160 Documentation - The General Manager, Acting Administrative Lead, or authorized designee shall document the start date, expected duration if known, assigned duties, employees assigned, pay trigger, and end date of any temporary assignment made under this policy. Documentation shall be maintained with payroll or personnel records as appropriate.

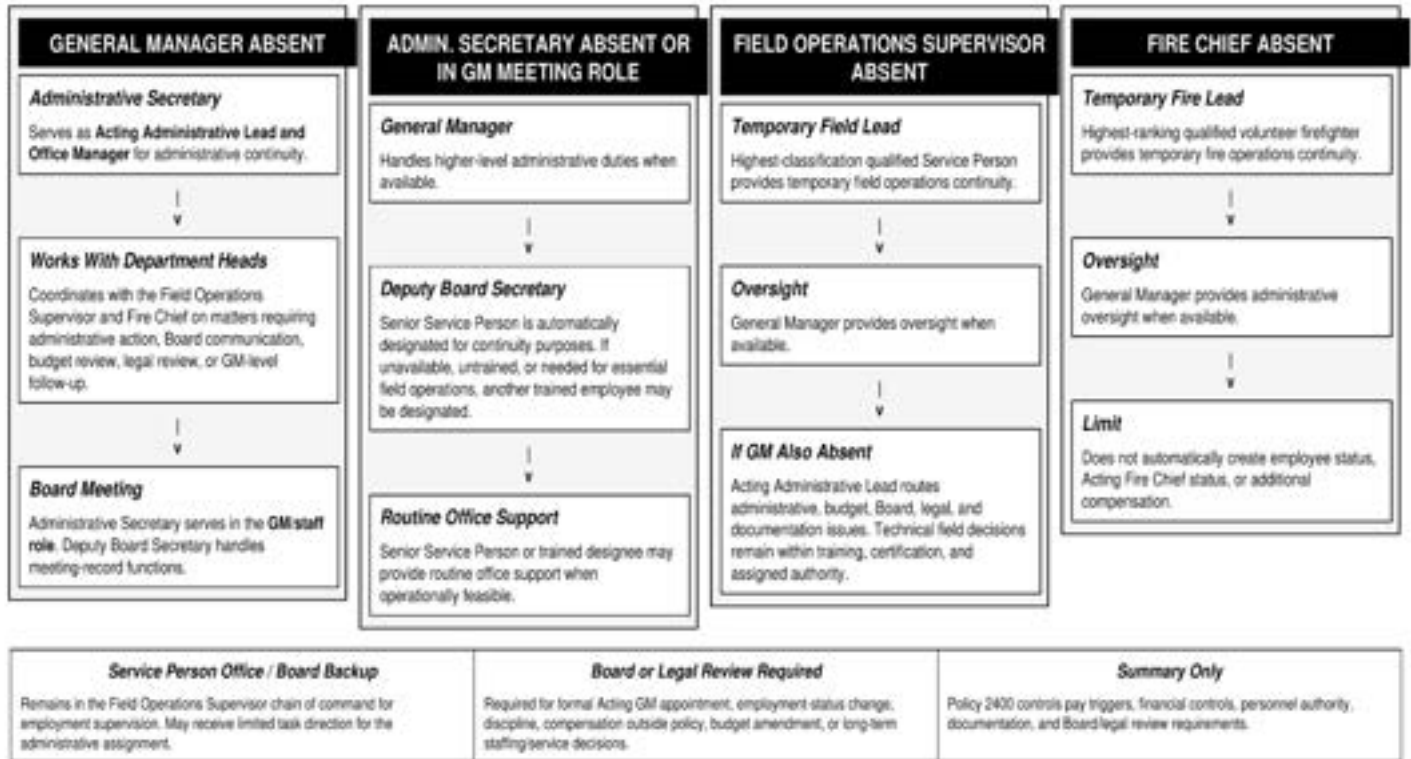
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Policy 2400 Continuity Flow Chart

Extended and Unplanned Absences - Who Goes Where

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



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

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

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

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

2010.40 OVERTIME - Overtime is defined as:

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

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

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

2010.40.4 Time worked on a designated holiday.

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

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

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

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

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

2010.70.1 WEEKEND/HOLIDAY "READS" DISTRICT COVERAGE -

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

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

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

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

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

2010.80 ON CALL COVERAGE AND CALLOUT PAID OVERTIME COMPENSATION

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

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

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

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

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

2010.90 ON-CALL COVERAGE AND CALLOUT COMP TIME COMPENSATION
– In lieu of receiving paid overtime compensation specified in 2010.80, employees may elect to be credited comp time for on-call, call-out, and actual time at the rate of 1-1/2 times the hours worked. Employees will select whether they elect to be compensated with paid overtime or comp time by placing the hours in the corresponding column on their timecard and signing their timecard.

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

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

2010.110 TEMPORARY ASSIGNMENT PAY – *Temporary assignment pay is compensation for an employee who assumes additional responsibilities pursuant to Policy 2280, Temporary Leadership Coverage. Temporary assignment pay is calculated as a percentage of an employee’s base hourly rate or salary equivalent for the duration of a qualifying assignment. Refer to Policy 2280 for the current Temporary Assignment Pay Schedule.*

Amended and Approved by Motion on 8/20/2026

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POLICY TITLE: Employee & Volunteer Status
POLICY NUMBER: 2080

2080.10 A "Full-time" employee is one who has been hired to fill a full-time position in any job classification and has completed his/her probationary period.

2080.20 A "Temporary" employee is one who is hired to work within any job classification, but whose position is not full-time in nature. The duration of the work assignment of a temporary employee may range from one (1) day to a maximum of six (6) months of continuous service. (Temporary employees are only entitled to benefits required by applicable law.)

2080.30 A "Part-time" employee is one who is hired to work within any job classification, but whose position is not full-time in nature. ~~The part-time employee works whenever the District's work load increases to a level that full time employees cannot accommodate it.~~ He/she also works standby as discussed in Policy #2010, "Hours of Work and Overtime."

~~**2080.40** Part time and temporary employees serve at the will and pleasure of the General Manager and may be dismissed with or without cause, with or without prior notice and without right of appeal or hearing.~~

2080.40 Under the California Emergency Services Act, all District employees are required to act as disaster service workers during emergencies. The intent of this policy is to ensure all employees are available to support the mission of the District. The *District's Standard Operating Procedures* will address Administrative Leave, Remote Work, and Imminent Danger Pay.

2080.50 Fire Department Volunteers

2080.50.1 *A Fire Department volunteer is an individual who freely provides services to the District for civic, charitable, or humanitarian purposes without the promise or expectation of wages. A volunteer does not become a full-time, part-time, temporary, or contract employee solely because the volunteer receives an authorized reimbursement, reasonable benefit, or nominal stipend.*

2080.50.2 *Fire Department volunteers may receive:*

a. Reimbursement of authorized expenses pursuant to Policy 3040;

b. Reasonable benefits approved by the Board or required by law;

c. Nominal coverage or specialty-assignment stipends pursuant to Policy 2150;

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d. Compensation for separately authorized incident assignments pursuant to Policy 2150.

2080.50.3 *Fire Department volunteers shall receive workers' compensation coverage and any other protections required by applicable law. Nothing in this policy limits any status or protection provided by law.*

2080.50.4 *A volunteer assigned to a separately compensated incident assignment shall be treated for those compensated hours in accordance with Policy 2150 and applicable wage, payroll, tax, and workers' compensation requirements. Compensation for an incident assignment does not automatically convert the individual to regular District employee status for other assignments or periods of service.*

2080.50.5 *Volunteer service does not guarantee any minimum number of calls, shifts, assignments, hours, stipends, or continued service. Appointment, qualifications, assignments, scheduling, supervision, and separation shall be administered under the Employee & Volunteer Handbook, District policy, and Fire Department Standard Operating Procedures.*

Amended and Adopted by Motion on 8/20/2026

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POLICY TITLE: Medical and Retirement Benefits
POLICY NUMBER: 2110

2110.10 On-the-Job Injuries and Illnesses. The District provides all employees with workers' compensation insurance which covers job-related injuries and illnesses.

2110.20 Non-Job Related Injuries and Illness. The District offers health benefits plans for all employees and their eligible family members to cover non-work-related injuries and illnesses. The District currently uses CalPERS to provide this insurance. It is the policy of the Board of Directors to pay for each full-time employee or annuitant the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to:

- \$981* for employees or annuitants enrolled for self alone.
- \$1,729* for employees or annuitants enrolled for self with one family member.
- \$2,251* for employees or annuitants enrolled for self with two or more family members.

*plus administrative fees and Contingency Reserve Fund assessments.

If the cost of the selected health plan is more than the District's maximum contribution, the employee is responsible for paying the difference.

These contribution limits are reviewed every year, before CalPERS' January premium changes. The District may increase its contribution in line with premium increases. The Board of Directors also reserves the right to change the coverage options or how much the District pays at any time.

2110.20.1 Dental Insurance. The District also provides basic dental to all **full-time** employees and their family members. For full-time employees the District pays the full cost of enrollment in dental, including coverage for eligible dependents.

2110.20.2 Part-Time Employees. Part-time employees who are hired into regular positions and are regularly scheduled to work 20 or more hours per week may be eligible to participate in certain District benefit programs, including CalPERS health insurance, in accordance with CalPERS and District policies.

Eligibility for benefits and the level of District contribution shall be determined based on the employee's average scheduled weekly hours, as outlined in the District's Health Insurance Contribution Proration Schedule.

Employees working fewer than 20 hours per week are not eligible for District-paid health benefits, but may be eligible for other limited benefits as required by law.

All eligible employees must meet CalPERS enrollment criteria and will be offered the same plan options as full-time employees. Employees are responsible for paying the portion of the premium not covered by the District contribution through automatic payroll deduction.

2110.20.3 District Contribution Scale.

<u>Average Weekly Hours</u>	<u>Proration Level</u>	<u>District Contribution Toward Premium</u>
30–40 hours	100% (Full-time)	Full District contribution (per vesting)
25–29 hours	75%	75% of the full-time District contribution
20–24 hours	50%	50% of the full-time District contribution
Under 20 hours	0%	Not eligible for District-paid health benefits

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2110.30 Retirement Benefits. All employees who qualify under CalPERS rules, including some part-time, seasonal, and temporary employees, must be enrolled in the retirement plan. Eligibility is usually based on job type and how many hours you work. For example, if you work 1,000 or more hours in a fiscal year (July 1–June 30), you may be required to join CalPERS.

If an employee was previously enrolled in CalPERS through another participating public agency, that prior service may be combined with service at the District for purposes of determining overall retirement benefits, including vesting and benefit formulas. However, for retiree health benefits under the District's vesting schedule (Government Code §22893), at least five years of service credit must be earned specifically while employed at Arrowbear Park County Water District, regardless of prior CalPERS membership.

The rules for retirement age, benefit amounts, and contribution rates are set by CalPERS, the District's contract with CalPERS, and the California Government Code, including the Public Employees' Pension Reform Act (PEPRA).

You can find detailed information about the plan at www.calpers.ca.gov, or request a printed copy from the District Secretary.

As of July 1, 2015, the District pays the employer's share of the retirement cost. Employees are responsible for paying their own share, which is automatically deducted from each paycheck, following CalPERS and IRS rules.

2110.30.1 Retiree Health Benefit Vesting. The District has adopted a vesting schedule for retiree health insurance under Government Code Section 22893. This applies to employees hired on or after October 1, 2011, and outlines the percentage of District-paid health premiums available to eligible retirees based on years of CalPERS service credit with the District.

To qualify for any District contribution toward retiree health insurance, an employee must:

- Be enrolled in CalPERS and retire with CalPERS within 120 days of separating from District employment,
- Have at least five years of CalPERS *retirement service credit* performed at the District, and
- Have a minimum of ten (10) years of CalPERS service credit, which may include service earned at other CalPERS-covered agencies that have adopted a resolution under Government Code Section 22893 (Electing to Establish a Health Benefit Vesting Requirement for Future Retirees under the Public Employees' Medical and Hospital Care Act).

Please see the included "Public Agency Vesting (GC 22893) attached to this policy for more information.

Additional details, including the full vesting table and service credit requirements, are available from CalPERS or the District Secretary.

2110.30.2 Surviving Annuitant Health Benefits

In accordance with the District's participation in the Public Employees' Medical and Hospital Care Act (PEMHCA) and its vesting resolution filed under Government Code Section 22893, a surviving spouse or registered domestic partner of a retired annuitant may be eligible to continue health benefit coverage through CalPERS following the death of the annuitant.

To qualify for continued coverage as a surviving annuitant, the spouse or domestic partner must:

- Have been properly enrolled under the annuitant's CalPERS health plan at the time of death; and
- Remain eligible for coverage under CalPERS rules and regulations.

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The District's monthly contribution toward the health premiums of a surviving annuitant shall not exceed the percentage and dollar amount that the retired annuitant was eligible to receive at the time of death, as determined by the District's vesting schedule and the applicable provisions of Government Code Section 22893.

Coverage continuation and contribution levels are subject to all applicable CalPERS eligibility requirements, administrative procedures, and plan rules.

2110.40 Out-of-State Retirees: Medical Insurance Benefit. If you retire and move out of California, your CalPERS health insurance may not cover you in your new state. The District only provides medical insurance through CalPERS. We do not offer coverage through any other insurance provider, even if you're living in another state.

Revised and Approved by Motion on 8/20/2026

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POLICY TITLE: Compensation
POLICY NUMBER: 2150

2150.1 This policy applies to all District employees and to Fire Department volunteers only to the extent expressly provided in Section 2150.9.

2150.2 **Salary Ranges.** The District has a salary range chart that the Board approves annually as part of the budget process.

2150.3 **Pay Structure.** All employees covered by this policy are paid hourly unless they hold an exempt salaried position as defined by federal and state labor laws.

2150.4 **Starting Pay**

2150.4.1 **New Employees.** New employees start at the lowest pay level for their position unless otherwise stated. Relevant experience may warrant higher pay.

2150.4.2 **Hiring Above the Minimum Pay Level.** If the General Manager cannot find qualified applicants at the starting pay level, they may request Board approval for a higher starting wage. If approved, the Board will also review salaries of current employees in the same role to ensure fairness and prevent pay discrepancies. Salary adjustments for existing employees will be considered based on experience, tenure, and performance but are not automatic.

2150.4.3 **Rehiring Former Employees.** Employees who left in good standing and return within one year may be rehired at a rate within the approved pay range, considering their prior experience and tenure with the District. Pay placement will be determined based on equity with existing employees in the same role.

2150.5 **Annual Pay Increases**

2150.5.1 **Cost of Living Adjustments (COLA).** Each year, the Board decides whether to approve a cost-of-living increase (COLA) and at what percentage for employees. If approved, COLA increases take effect on July 1st and apply to all employees.

2150.5.2 **Merit-Based Raises.** Merit-based raises are determined by the General Manager based on the District's budget and employee retention goals. The Board approves the percentage increase as part of the budget process.

- Merit raises take effect on July 1st.
- Employees must meet performance standards to qualify.
- Employees must have worked at least 90 days before July 1st to be eligible.

2150.5.3 **COLA & Merit Combined Cap.** The combined total of Cost of Living Adjustments (COLA) and Merit raises shall not exceed 5% per employee unless explicitly approved by the Board of Directors. If the COLA reaches or exceeds 5%, Merit raises may not be granted.

2150.5.4 **Unauthorized Increases.** Pay increases outside of the annual Cost of Living Adjustments (COLA) and Merit-Based Raises described in this policy are not authorized. Any exception, such as retention incentives or equity adjustments, must be included in the approved budget and supported by a written justification from the General

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Manager. The Board of Directors may approve the budget authority for such exceptions but shall not approve or review individual employee raise amounts.

2150.6 Rules for Merit-Based Raises

2150.6.1 Performance Review Requirement. Merit raises are only given after a satisfactory performance review, which must be documented and placed in the employee's file.

2150.6.2 Eligibility for Merit Raises.

- **New Employees:** Must have worked at least 90 days before July 1st to qualify.
- **Promotions:** Employees promoted within 90 days of July 1st will receive either the minimum salary for the new position or the merit increase—whichever is higher.
- **Demotions:** Employees who are demoted (voluntarily or involuntarily) remain eligible for a merit increase based on their new salary if they receive a satisfactory performance review.
- **Position Reclassification or Pay Range Changes:** If an employee's position is reclassified or their pay range is adjusted within 90 days before July 1st, they will receive either the minimum salary for the reclassification or the merit increase—whichever is higher.

2150.6.3 When Merit Raises Take Effect. Merit raises always take effect on July 1st, at the start of the District's fiscal year.

2150.7 Promotions. When an employee is promoted, their new pay rate will be either the minimum salary for the new role or the merit increase they would have received on July 1st—whichever is higher.

2150.7.1 Promotions take effect July 1st, unless necessary for District operations and approved by the General Manager.

2150.8 Effective Raise Date. Although July 1st marks the start of the fiscal year and the date when COLA, Merit, and Promotional raises take effect, pay periods may begin before and end after July 1st. As a result, raises effective on July 1st will apply to the entire pay period that includes July 1st.

2150.9 Fire Department Personnel & Volunteer Compensation. Fire Department positions approved by the Board are paid according to the Board-Approved Salary Range Chart and Volunteer Stipend and Incident Compensation Schedule.

2150.9.1 Part-time Fire Chief

- The Part-time Fire Chief is a salaried, exempt contract position—an hourly, non-exempt position appointed by the General Manager and compensated according to the Board-approved hourly salary range.
- Appointed by the General Manager, the Fire Chief earns the monthly salary for a part-time Fire Chief based on the Board-Approved Salary Range and Board-Approved Contract.
- The Fire Chief is not eligible for District-provided benefits, except those required by law. All hours worked, including administrative duties, District coverage, emergency

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response, calls, and training drills shall be compensated at the applicable hourly rate.

- The Fire Chief is not eligible for additional compensation for District coverage or for unpaid call firefighting duties.
- The Fire Chief may be eligible for additional compensation for calls and training drills as well as FMAG incidents at the current Fire Management Assistance Grant percentage approved for that incident (The District would cover costs not covered by FMAG) Outside agency work must be approved in advance to prevent conflicts of interest.
- The Part-time Fire Chief is not subject to a 980-hour limit, ensuring they can fully respond to fires, disasters, and emergencies as needed.
- *The position is normally scheduled for approximately 18.5 hours per week. Weekly hours may fluctuate and may exceed 18.5 when necessary to meet operational needs or respond to fires, disasters, and other emergencies. Additional non-emergency hours are subject to General Manager approval. All hours worked shall be compensated at the applicable hourly rate.*
- *The Fire Chief may be disciplined or removed by the General Manager only for cause.*

2150.9.2 Fire Department Compensation Schedule *The Board shall approve a separate Fire Department Volunteer Stipend and Incident Compensation Schedule as part of the annual budget. The schedule may establish coverage stipends, specialty-assignment stipends, and incident-assignment compensation, (incident rates are determined by the control agency and are subject to change). Its inclusion in the budget does not change a volunteer's personnel status except as required by law.*

2150.9.3 Administration *The Fire Chief may establish Standard Operating Procedures governing eligibility, qualifications, assignments, staffing, scheduling, duties, and documentation. Only the Board may establish or change compensation.*

2150.10 Compliance with Labor Laws. The District will ensure all pay policies comply with applicable federal, state, and local labor laws, including the **Fair Labor Standards Act (FLSA)** and **California wage and hour laws (if applicable)**. The General Manager is responsible for ensuring proper classification of employees and compliance with wage regulations.

2150.11 Temporary Assignment Pay. *Temporary assignment pay is compensation for an employee who assumes additional responsibilities pursuant to Policy 2280, Continuity. Temporary assignment pay is temporary in nature and is not considered a promotion. Temporary assignment pay pursuant to Policy 2280 does not need to be listed in the approved budget or require Board approval.*

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Approved and Adopted by Motion on 8/20/2026

Draft

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POLICY TITLE: Expense Authorization
POLICY NUMBER: 3040

3040.10 All purchases made for the District by staff shall be authorized by the General Manager or Fire Chief for Fire Department expenditures, and shall be in conformance with the approved District budget.

3040.20 Any commitment of District funds for a purchase or expense greater than \$10,000 shall first be submitted to the Board of Directors for approval or shall be in conformance with prior Board action and/or authorizations.

3040.21 Emergency Repairs/Purchases exceeding \$10,000 can only be made at the General Manager's discretion or Department head if the General Manager is unavailable, and must be for emergency repairs that are essential for the functionality of the District. The Board of Directors will be made known of said purchase as soon as possible.

3040.22 Any commitment of District funds for a purchase or expense greater than \$2000.00 by the Fire Chief shall be approved by the General Manager first, unless it is in conformance with prior Board action and/or authorizations.

3040.23 *Temporary assignment pay pursuant to Policy 2280 is compensation for an employee who assumes additional responsibilities under that policy. Temporary assignment pay is neither a purchase nor expense which would require Board action and/or authorizations beyond the Board's adoption of Policy 2280.*

3040.30 A "petty cash" fund shall be maintained in the District office having a balance-on-hand maximum of \$100.00 per fund (Water/Sewer/Fire).

3040.31 Petty cash may be advanced to District staff or Directors upon their request and the execution of a receipt for same, for the purpose of procuring item(s) or service(s) appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same shall be submitted to the District Treasurer, and any remaining advanced funds shall be returned. The maximum petty cash advance shall be \$100.00 per fund (Water/Sewer/Fire).

3040.32 No personal checks shall be cashed in the petty cash fund.

3040.33 The petty cash fund shall be included in the District's annual independent accounting audit.

ARROWBEAR PARK COUNTY WATER DISTRICT

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3040.40 Whenever employees or Directors of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash shall be reimbursed upon request from the District's petty cash fund. In those instances when a receipt is not obtainable, the requested reimbursement shall be approved by the General Manager prior to remuneration.

3040.50 Whenever employees or Directors request reimbursement for "out-of-pocket" expenses the latest State per diem and mileage schedule shall be used.

3040.60 ***Volunteer Expenses** Authorized District volunteers may be reimbursed for reasonable and necessary expenses incurred while performing authorized District business or completing training, certifications, or other requirements related to their assigned District duties. Expenses must be approved in advance by the appropriate Department Head, comply with the approved District budget and the authorization limits established by this policy, and be supported by appropriate receipts or documentation. Personal expenses, fines, unauthorized purchases, expenses reimbursed by another source, and expenses unrelated to District service shall not be reimbursed.*

Amended and Adopted by Motion on 8/20/26.

MESSAGE FROM THE GENERAL MANAGER

Welcome to the Arrowbear Park County Water District family.

Whether you work in the field, the office, or serve as part of the Arrowbear Lake Fire Department, your efforts protect and sustain this mountain community every day. Our District is small but mighty, we provide clean drinking water, safe sewer service, and dependable fire protection for our customers and visitors alike.

This handbook is here to guide you through the essentials of working for a public agency. It's written in plain language, so you can read it easily after a long shift or a busy workday. If something isn't clear, ask, we're a team, and communication is part of what keeps our District strong.

Thank you for your service, your dedication, and your care for Arrowbear Lake. What you do truly matters.

— **Chris Dumas, General Manager**
Arrowbear Park County Water District

Board of Directors Approval

This Arrowbear Park County Water District Employee & Volunteer Handbook (2026) was reviewed and approved by the Board of Directors of the Arrowbear Park County Water District at a duly noticed public meeting.

Adopted and Effective this *20th day of August 2026*

Board Member

Title

Signature

Terisa Bonito

Board President

SECTION 2 – WORKING FOR THE DISTRICT

Purpose of This Section

This section explains what it means to be an employee or volunteer with the Arrowbear Park County Water District, how the working relationship is structured, and the values that guide how we treat one another. No matter where you serve, in the field, the office, or on a fire crew, this section explains how the District handles fairness, accountability and professional conduct.

Who This Handbook Applies To

This handbook applies to:

All District employees, full-time, part-time, temporary, and seasonal.

All Volunteer members of the Arrowbear Lake Fire Department.

It also provides general guidance for other individuals who may perform services under contract or mutual-aid agreements, although contractors and partner agencies operate under separate agreements.

Our Employment Relationship

Working for the Arrowbear Park County Water District means working for a public agency, not a private company. Every employee and volunteer is part of a team that serves the residents of Arrowbear Lake and operates under State and Federal laws that govern public employment, safety, and ethics.

Regular Employees and Part-Time Employees (For Cause):

Regular full-time and Part-Time employees who have successfully completed their probationary period may be disciplined or separated only for cause, in accordance with Board-adopted personnel policies, applicable District resolutions, and state and federal law.

This for-cause status arises from formal action of the Board of Directors and not from this handbook itself. This handbook summarizes applicable procedures but does not create, expand, or modify any vested employment rights beyond those established by Board policy or law.

Part-Time and Temporary Employees (At Will):

Part-time, Seasonal, and temporary employees serve at will, meaning their employment may be ended by either the employee or the District at any time, with or without cause or notice, consistent with applicable law.

Volunteer Service:

Members of the Arrowbear Lake Fire Department serve as volunteers appointed by the Fire Chief. Volunteers are not employees and do not have employment status,

SECTION 3 – JOB CLASSIFICATIONS & ROLES

Purpose of This Section

Everyone who works or volunteers for the District plays a specific role in keeping our systems and community safe. This section explains how the District organizes those roles, how they connect, and how you can grow within them.

How Positions Are Structured

The District uses job classifications to group positions with similar duties, responsibilities, and qualifications. These classifications ensure consistency and fairness across all departments.

Each classification has:

- A title (for example, *Utility Worker I*, *Administrative Secretary*, or *Fire Captain*).
 - A general description of duties.
 - Required licenses, experience or certifications.
 - A pay range approved by the Board of Directors.
-

Regular, Part-Time, Temporary Employment & Volunteers

Regular Employees: Work full-time in ongoing positions and are eligible for District benefits. Employment continues in accordance with District policies, applicable laws, and Board direction.

Part-Time Employees: Work a limited schedule as determined by the District. ~~They are at will and may be released at any time.~~ *Employment continues in accordance with District policies, applicable laws, and Board direction. Only eligible for benefits where legally required or approved by the Board.*

Temporary or Seasonal Employees: Assist with special projects or high-demand periods such as summer repairs or wildfire season. These positions are also at-will and do not earn long-term benefits unless specifically stated by the Board.

Volunteers:

Volunteer members serve in appointed, non-compensated roles in support of the Arrowbear Lake Fire Department. Volunteers are not employees and do not receive employee benefits unless specifically authorized by law or Board action. Volunteers serve at the discretion of the Fire Chief and are subject to applicable District policies and departmental standards.

Overtime and Comp Time

Overtime Eligibility:

Non-exempt employees earn overtime for hours worked beyond 40 hours in a week *or, hours worked beyond the 8 or 10 hour scheduled workday.*

Overtime must be pre-approved by a supervisor except in true emergencies.

Minimum Call-Out Pay:

Employees who are called out after regular working hours receive overtime compensation for the actual time worked, subject to a minimum of one (1) hour.

Comp Time:

Eligible employees may elect compensatory time off at one and one-half (1.5) hours for each overtime hour worked, subject to approval. Comp time balances are capped at forty (40) hours and are paid at the employee's regular rate when used or paid out.

Standby / On-Call Duty

Certain positions require rotating on-call responsibility.

Water and Sewer Staff:

Employees assigned standby duty receive one hour of overtime pay for each day they are on call, whether they are called out or not. If they are called out, overtime rules apply for the actual time worked.

Fire Department Volunteers:

Volunteers who participate in standby coverage or scheduled station duty receive a stipend as determined by the Fire Chief and approved by the Board. This stipend recognizes their availability and readiness but is not considered hourly pay.

Scheduling:

Standby and volunteer duty schedules are posted in advance and generally rotate among qualified personnel. Employees and volunteers are expected to respond promptly when called and must remain fit for duty while on standby.

Shift Swaps and Coverage

Employees may swap shifts with prior approval from their supervisor if coverage remains adequate and no overtime results. This is outlined in the "On-Call SOP". Volunteers may coordinate coverage through the Fire Chief or duty officer, following department procedure.

Weather and Emergency Operations

The District provides essential public-safety services and is expected to operate during most weather events. Because water, sewer, and fire protection services are critical to the community,

SECTION 5 – BENEFITS, LEAVE & TIME OFF

Purpose of This Section

This section explains what benefits the District provides to support your health, financial security, and work-life balance. Benefits differ for full-time, part-time, and volunteer members.

Health and Medical Coverage

The District participates in the CalPERS Health Benefits Program, which provides medical insurance for eligible employees and their dependents.

Eligibility:

Regular full-time employees are eligible for medical coverage as determined by the District, subject to planning requirements and administrative processing. Coverage may begin on the employee's date of hire, the first day of the month following hire, or another date approved by the District. Part-time employees may qualify for prorated contributions depending on average hours worked.

Premiums:

The District contributes toward the monthly premium based on Board-approved amounts. Employees pay the difference (if any) through payroll deduction.

Dental:

The District also provides dental coverage for eligible **full-time** employees. Details of coverage levels, copays, and claim procedures are available from Administrative Staff.

Waiving Coverage:

Employees with other qualifying coverage may waive District medical coverage by providing proof of other insurance.

Retirement – CalPERS

The District participates in the California Public Employees' Retirement System (CalPERS).

Classic Members: Employees with prior CalPERS membership (or reciprocal service with another CalPERS agency) who have not had a break in service exceeding six (6) months are enrolled under the applicable "classic" formula.

PEPRA Members: Employees without qualifying prior membership are enrolled under the Public Employees' Pension Reform Act of 2013 (PEPRA) formula applicable to their classification, including miscellaneous or safety membership as determined by CalPERS eligibility rules.

Contributions: Employees contribute the required member share as established by law. The District contributes the employer share based on the current CalPERS rate schedule.

Retiree Health: Retirees may be eligible for continued District medical coverage in accordance with Board-approved policy and CalPERS PEMHCA rules.

Arrowbear Park County Water District Key District Contacts

General Manager

Chris Dumas
Arrowbear Park County Water District
Office: (909) 721-4793
Email: Apcwdmail@gmail.com

Administrative Office

Courtney Arredondo
Billing, payroll, and HR questions
Office: (909) 867-2704
Email: info@arrowbearwater.org

Field Operations Supervisor

Jason Weber
Arrowbear Park County Water District
Office: (909) 893-5798
Apcwd3@gmail.com
For water, sewer, or maintenance concerns

Fire Chief – Arrowbear Lake Fire Department

Ryan Brewart
Arrowbear Lake Fire Department
Cell: (909) 909-7247
R.brewart@ablfd.org
For volunteer, training, or emergency operations

Reporting Resources and Hotlines

If you believe workplace laws, ethics, or safety rules have been violated, or if you ever feel unsafe, you may contact any of the following without fear of retaliation:

Topic	Contact / Agency	Phone / Website
Harassment, discrimination, retaliation	California Civil Rights Department (CRD)	(800) 884-1684 / calcivilrights.ca.gov
Federal equal employment rights	EEOC	(800) 669-4000 / eeoc.gov
Workplace safety, heat, and injury reporting	Cal/OSHA	(833) 579-0927 / dir.ca.gov/dosh
Workers' compensation claims	District Administration	(909) 867-2704
Fraud, misuse of funds, or ethics concerns	General Manager or any Board Director	N/A
Violence or immediate danger	911	N/A

ARROWBEAR LAKE FIRE DEPARTMENT

Standard Operating Policy Handbook

POLICY TITLE:
INCIDENT ASSIGNMENTS
POLICY NUMBER: 3510

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THE FOLLOWING POLICY IS TO DETERMINE HOW PERSONNEL SHALL RESPOND TO AN INCIDENT ASSIGNMENT.

IN THE EVENT OF AN INCIDENT ASSIGNMENT, EXCEPT AN INITIAL ATTACK REQUEST, THE FIRE CHIEF OR DESIGNEE WILL BE RESPONSIBLE TO ASSIGN QUALIFIED PERSONNEL TO RESPOND. THE OFFICER ASSEMBLING PERSONNEL SHALL ENSURE THAT THE RESPONDING PERSONNEL HAVE ADEQUATE EXPERIENCE AND THE REQUIRED CERTIFICATIONS.

IN ORDER TO COMMIT TO AN INCIDENT ASSIGNMENT, PERSONNEL SHALL HAVE AN AVAILABILITY OF SEVEN (7) DAYS MINIMUM, PER CALOES RESPONSE REQUIREMENTS.

ALL EQUIPMENT WILL BE STAFFED WITH THE ICS REQUIREMENT FOR THAT PIECE OF EQUIPMENT.

THE FOLLOWING WILL ESTABLISH REIMBURSEMENT RATES FOR NON-SALARIED OR HOURLY FIREFIGHTERS OF THE DISTRICT. THESE RATES WILL BE IN ADDITION TO THE CURRENT CALL RATE.

ALL REIMBURSEMENTS FOR MEALS AND LODGING WILL BE REIMBURSED IN ACCORDANCE WITH CURRENT DISTRICT RATES AND SOP 1600.

DISTINCTION BETWEEN IMMEDIATE THREAT AND MUTUAL AID WILL BE MADE BY THE BOARD OF DIRECTORS.

IMMEDIATE THREAT:

IMMEDIATE THREAT INCIDENT ASSIGNMENTS WOULD BE ANY INCIDENT THAT WILL, OR COULD, IMMEDIATELY IMPACT THE OPERATIONAL AREA. THIS WOULD TYPICALLY INCLUDE INCIDENTS IN ARROWBEAR AND THE IMMEDIATE SURROUNDING AREA WHERE PERSONNEL ARE STAFFING THE EQUIPMENT AND/OR STATION IN READINESS FOR IMMEDIATE RESPONSE.

THE IMMEDIATE SURROUNDING AREA IS DEFINED AS A 5 MILE RADIUS OF THE ARROWBEAR FIRE STATION. (1)

THE ARROWBEAR LAKE FIRE DEPARTMENT WILL PAY ITS NON-SALARIED OR HOURLY FIREFIGHTERS OF THE DISTRICT IN ACCORDANCE TO THE CURRENT STATE O.E.S. WAGE SCALE APPLICABLE TO THEIR RANK FOR ALL HOURS WORKED IN LIEU OF DISTRICT COVERAGE, REGARDLESS OF

ARROWBEAR LAKE FIRE DEPARTMENT

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REIMBURSEMENT BY LOCAL, STATE, OR FEDERAL AGENCIES. MONIES WILL BE TRANSFERRED FROM FIRE DEPARTMENT RESERVE FUNDS TO COVER THESE EMERGENCY EXPENSES.

MUTUAL AID:

MUTUAL AID INCIDENT ASSIGNMENTS WOULD BE WHEN THERE IS A REQUEST FOR EQUIPMENT OR PERSONNEL TO AN INCIDENT THAT IS NOT AN IMMEDIATE THREAT TO ARROWBEAR.

THE ARROWBEAR LAKE FIRE DEPARTMENT WILL PAY ITS NON-SALARIED OR HOURLY FIREFIGHTERS OF THE DISTRICT IN ACCORDANCE TO THE CURRENT STATE O.E.S. WAGE SCALE APPLICABLE TO THEIR RANK FOR ALL HOURS WORKED ON A MUTUAL-AID INCIDENT, REIMBURSABLE BY LOCAL, STATE, OR FEDERAL AGENCIES. IF REIMBURSEMENT IS AT A LOWER OR HIGHER PERCENTAGE, PAY TO PERSONNEL WILL BE AT THE SAME PERCENTAGE DIFFERENCE.

THE REIMBURSABLE OES WAGES WILL BE PAID TO FIREFIGHTERS IN LIEU OF A DISTRICT APPROVED SHIFT STIPEND IN THE DISTRICT PAY PERIOD WHEN THE ASSIGNMENT IS PERFORMED. THE FIRE CHIEF WILL COMPLETE THE FIREFIGHTERS' TIMECARDS TO ENSURE PERSONNEL ARE RECEIVING THE CORRECT COMPENSATION WHILE ASSIGNED TO REIMBURSABLE MUTUAL-AID INCIDENTS. MONIES WILL BE TRANSFERRED FROM FIRE DEPARTMENT RESERVE FUNDS TO COVER THESE PRE-REIMBURSEMENT EXPENSES. RESERVE FUNDS WILL BE REPLENISHED WHEN DISTRICT IS REIMBURSED BY LOCAL, STATE, OR FEDERAL AGENCIES. (3)

Destination	Existing authority	What it covers
District policy	2080.60.2(d) and 2080.60.4	Volunteer status and treatment during separately compensated incident assignments.
District policy	2150.9.2 and 2150.9.3	Board authority for the Incident Compensation Schedule and staff authority to issue operating procedures.
District policy	3040.50 and 3040.60	Mileage, per diem, and authorized volunteer expense reimbursement.
Adopted budget	Not yet located as a separate schedule	The actual OES-based incident compensation terms and reserve-funding authority must be included before rescission.
Staff SOP	To be issued	Assignment, qualification, seven-day availability, ICS staffing, incident classification, timecards, and deployment administration.

ARROWBEAR LAKE FIRE DEPARTMENT

- (1) POLICY REVISION BOARD APPROVED 9/17/2015.
- (2) POLICY REVISION BOARD APPROVED 10/15/2020.
- (3) POLICY REVISION BOARD APPROVED 8/18/2022.



Arrowbear Lake Fire Department

Standard Operating Procedure

Title: District Coverage		
Policy: 3602	Page 1 of 5	Approved: 1/15/2026

1. PURPOSE

This policy establishes the criteria for assigning members responsible for district coverage, including required qualifications, defined responsibilities, and the associated stipend.

2. SCOPE

This policy applies to all uniformed members, including full-time, reserve, and volunteer members, while on duty, attending training, or representing the department at public or official functions. Nothing in this policy is intended to alter the employment classification of any member. Volunteers receiving stipends under this policy do so in accordance with applicable exemptions under California law and District policy. Stipends shall not be construed as wages unless otherwise required by law.

3. MINIMUM QUALIFICATIONS

Minimum qualifications for district station coverage:

Emergency Medical Technician (EMT) / BLS C.P.R.

Successful completion of Arrowbear Lake Fire Department internal academy, California State Fire Marshal basic firefighter academy, or Firefighter I (California State Fire Marshal)

HazMat FRO (California State Fire Marshal or California Specialized Training Institute)

Minimum qualifications for district availability coverage:

Public Safety-First Aid (Title 22) / BLS C.P.R.

Successful completion of Arrowbear Lake Fire Department internal academy, California State Fire Marshal basic firefighter academy, or Firefighter I (California State Fire Marshal)

HazMat FRO (California State Fire Marshal or California Specialized Training Institute)

4. RESPONSIBILITIES

District coverage consists of a minimum of three (3) qualified members assigned to provide coverage during a 24-hour operational period from 0600 to 0600 hours. Shifts may be structured as 6, 12, or 24-hour assignments to align with member availability and operational needs. When practical and subject to available resources, the department strives to staff a minimum of four (4) members daily in order to exceed automatic and mutual aid agreement requirements and to maintain compliance with applicable National Fire Protection Association (NFPA) and Insurance Services Office (ISO) standards.

In emergent situations, the Fire Chief may staff a minimum of two (2) qualified members to maintain operational capability and response readiness.



Arrowbear Lake Fire Department

Standard Operating Procedure

Title: District Coverage		
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The person(s) taking duty coverage shall be responsible for, but not limited to, the following duties at the direction of their company officer:

- Flags go up no later than 0800 and come down no earlier than 1700, weather permitting.
- All responsibilities listed in the daily log, the completion, printing, and filing of the daily log.
- Any additional tasks or duties that may arise.
- Respond to all emergency and non-emergency incidents in accordance with the operating policy and procedures. After incidents, complete all National Emergency Response Information Systems (NERIS) reports and Inland County Emergency Medical Agency (ICEMA) patient care reports.
- Ensure all equipment used during incidents is cleaned, restocked, inspected for serviceability, and promptly returned to operational service.
- Remain within the Primary Response Area (PRA) while on duty, except when conducting department business. Personnel may travel to Running Springs for meals with notification to the on-duty Chief Officer. All other travel outside the PRA must be requested and approved by the on-duty Chief Officer.
- Answer and/or forward any inquiries, correspondence, and complaints to the appropriate person.
- General cleaning and maintenance of the station and department equipment.
- Fuel equipment as needed.

5. SCHEDULE:

The schedule for district coverage will be assigned at the discretion of the fire chief or designee and based on the department's needs.

Members assigned to district station coverage shifts shall complete a minimum of 48 hours in shifts of 24-hour increments per compensated period. Members assigned to district availability coverage shall complete a minimum of 12 hours per compensated period.

Once a person has been scheduled for district coverage, it is that person's responsibility for the entire shift. If a person becomes unable to fulfill that responsibility, they must notify an officer and try to find a qualified replacement.

Any person providing district availability coverage will cover the shift from their home, provided they live within a 2.5-mile radius of the fire station, are not the primary caretakers of children during the shift, and refrain from the use of alcohol, controlled substances, or medications that impair the member's ability to safely perform assigned duties, unless such medication is lawfully prescribed and does not impair performance.



Arrowbear Lake Fire Department

Standard Operating Procedure

Title: District Coverage		
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Any person providing district station coverage will be required to cover their shift from the fire station.

6. COVERAGE STIPEND

Definitions for coverage stipend categories

Firefighter Trainee

- Minimum qualification: EMT-B.

Probationary Firefighter

- EMT-B.
- Successful completion of an internal and/or external fire academy.

Firefighter

- Minimum of one (1) year of fire service experience.
- EMT-B.
- Successful completion of an academy or possession of Firefighter I certification.

Firefighter / Driver Operator

- Minimum of one (1) year of fire service experience.
- EMT-B.
- Successful completion of an academy or possession of Firefighter I certification.
- Driver Operator 1A certification.
- Valid California Class C driver's license with firefighter endorsement or California Class B CDL or higher.

Engineer

- Minimum of three (3) years of fire service experience.
- EMT-B.
- Successful completion of an academy or possession of Firefighter I certification.
- Driver Operator 1A and 1B certifications.
- Valid California Class C driver's license with firefighter endorsement or California Class B CDL or higher.
- Must obtain CSFM Driver Operator certification upon successful completion of probation.



Arrowbear Lake Fire Department

Standard Operating Procedure

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Captain

- Minimum of five (5) years of fire service experience, including at least one (1) year with the Arrowbear Lake Fire Department or 1 year of experience as a fire suppression company officer with a fire department.
- EMT-B.
- Firefighter I.
- CSFM Driver Operator 1A and 1B certification.
- Valid California Class C driver's license with firefighter endorsement or California Class B CDL or higher.
- Successful completion of Company Officer coursework by the end of probation.

Fire Department members assigned to District availability coverage shifts may receive a coverage stipend, as detailed below.

	6-hour shift	12-hour shift	24-hour shift
Firefighter trainee:	\$6.25	\$12.50	\$25.00
Probationary firefighter:	\$6.25	\$12.50	\$25.00
Firefighter:	\$12.50	\$25.00	\$50.00
Firefighter/driver operator:	\$12.50	\$25.00	\$50.00
Engineer:	\$12.50	\$25.00	\$50.00
Captain:	\$12.50	\$25.00	\$50.00

Fire Department members assigned to District station coverage shifts may receive a coverage stipend, as detailed below.

	6-hour shift	12-hour shift	24-hour shift
Firefighter trainee:	\$12.50	\$25.00	\$50.00
Probationary firefighter:	\$12.50	\$25.00	\$50.00
Firefighter:	\$25.00	\$50.00	\$100.00
Firefighter/driver operator:	\$31.25	\$62.50	\$125.00
Engineer:	\$37.50	\$75.00	\$150.00
Captain:	\$37.50	\$75.00	\$150.00
Battalion Chief:	\$50.00	\$100.00	\$200.00



Arrowbear Lake Fire Department

Standard Operating Procedure

Title: District Coverage		
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Members providing District station coverage on a District-approved holiday, or who are called in to provide emergency coverage, may receive a fixed coverage stipend of fifty dollars (\$50.00) per 24-hour coverage period. When coverage is provided on short notice or for less than a full 24-hour period, the Fire Chief may authorize a reduced coverage stipend, as necessary, to maintain minimum staffing or operational readiness.

Members providing district coverage (station or availability) will submit a signed coverage timecard to the fire chief for approval, and the district office will make payments based on the district's bi-weekly payroll schedule. Personnel in the classification of firefighter trainee or probationary firefighter status shall be stipend at 50% of the approved coverage stipend (actual stipend amount is shown in coverage charts above).

Specialty Assignment Stipends

Specialty stipends shall be provided for the following assignments:

- Fire Prevention.
- Fire/Background Investigator.
- Public Information Officer (PIO).
- Emergency Medical Services (EMS) Coordinator or Paramedic.
- Instructor / Training Officer.

Eligibility

- Members must be formally assigned to the specialty role by the Fire Chief or designee.
- Members must maintain all required certifications, training, and qualifications associated with the specialty assignment.
- Stipends are payable only while the members are actively assigned and performing the duties associated with the specialty role.

Stipend Amount (provided only while serving in an acting specialty assignment)

- A specialty stipend of \$25 shall be provided for the following assignments:
 - Fire Prevention.
 - Fire Investigator.
 - Public Information Officer (PIO).
- A specialty stipend of \$50 shall be provided for the following assignments due to increased responsibility:
 - Emergency Medical Services (EMS) Coordinator.
 - Instructor / Training Officer.

Stipend Disclaimer

Coverage stipends are provided as a fixed, flat-rate stipend and are not intended to compensate members on an hourly basis, nor to replace or supplement wages required by law. Nothing in this policy shall be construed to create a guarantee of hours, employment status, or entitlement to compensation beyond that expressly approved by the District governing board and permitted under applicable state and federal law.