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San Bernardino County

Arrowbear Park Water District
DISTRICT PROFILE SUMMARY SHEET

3137

District Contact Person(s):

Michael A. Scullin, General Manager

Address:

P.O. Box 4045

2365 Fir Drive, Arrowbear Lake, CA 92382-4045

E-mail Address:

apc wd@eee.org

Website Address:

www.arrowbearwater.org

Date of Formation:

April, 1953

Principal Act:

Water Code Section 30000 et seq.

Improvement District(s): YES NO

If yes, please indicate name and define area of service (include map).

Governing Body:

5 member Board of Directors- Elected at large by the community.

Membership:

Shelia Wymer	President
Jeffrey M. (Mark) Bunyea	Vice President
Ricky Weber	Director
Kent Jenkins	Director
John Smith	Director

Public Meetings:

2nd Friday of each month at 6:30pm at the District Office,
2365 Fir Drive, Arrowbear Lake, CA 92382

SERVICES

Currently Authorized Powers (Services):

SERVICE	FUNCTIONS
Water	Retail, domestic
Sewer	Collection, transportation
Fire Protection	Structural, watershed, suppression, prevention, first aid, rescue
Park and Recreation	Operation and maintenance
Sanitation	Refuse collection at parks

Latent Powers (Services) -- those services authorized by the Agency's principal act, but not activated through the LAFCO process:

SERVICE	FUNCTIONS

Area Served: 1.64 Square Miles/ 1047 Acres

Population: 680 (District Estimate)

Registered Voters: 431 As Of Nov, 2008 (Date)

Services Provided Outside Agency Boundaries:

SERVICE	PROVIDED TO WHOM	DATE OF CONTRACT	SUNSET DATE
Water	Run Spgs	Nov, 1983	No Expiration
Fire & Rescue	Mutual Aid Area		No Expiration

Special charges for service outside boundaries:

Special policies for providing service outside boundaries:

SPHERE OF INFLUENCE

Established:

LAFCO Number	Resolution No./ Date Adopted	Location
1288	Reso #903/1-17-1973	

CHANGES:

LAFCO Number	Resolution No./ Date Adopted	Type Of Change	Location
2239	Reso #1978/9-18-1985	Expansion	
2615	Reso #2303/12-19-1990	Reduction	

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MUNICIPAL SERVICE REVIEW
Arrowbear Park County Water District

LAFCO
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INTRODUCTION: The following provides an outline of the mandatory determinations for a municipal service review as set out in Government Code Section 56430. In addition, it provides an explanation of the purpose of the determination and the issues to be considered. While no agency will be required to respond to each of the issues identified below, this list is intended to be illustrative of the scope of issues that might be relevant to a local agency service review. Please review the list and identify those issues that are relevant to your agency and develop narrative responses to each determination.

I. Growth and Population

Purpose: To evaluate service needs based upon existing and anticipated growth patterns and population projections.

1. Population Information (include identification of source for growth projection)

a) Existing and projected within agency boundary

Arrowbear Park County Water District (APCWD) internal population
estimates: 2005- 600
2030- 738 (District predicts slower growth)

b) Existing and projected within sphere of influence (not to include area within agency's boundaries)
Not Known, Negligible

2. General Plan

a) Excerpts regarding existing and projected growth:

Arrowbear Park County Water District (APCWD) population
estimates: 2005- 600
2030- 964

(See Hilltop Plan, Table 3, Pg 21, % growth projections)

b) Other

3. Identify Significant Growth Areas

APCWD: Redevelopment of one existing commercial parcel to add storefront appeal and shopping opportunities.

II. Present and planned capacity of public facilities and adequacy of public services, including infrastructure needs or deficiencies

Purpose: To evaluate the infrastructure needs and deficiencies of a jurisdiction in terms of capacity, condition of facility, service quality and levels of services and its relationship to present and planned capacity. (Provide copies of documents where necessary).

1. Capital Improvement Plans/Studies

APCWD plan consists of replacing remaining 25% of aging, small size water mains with new, larger capacity pipelines. Budget reserves are being created annually to meet this goal.

Sewer plans consist of routine cleaning/ maintenance of existing lines. No new wastewater additions are anticipated.

2. Water Service Plans/Studies

a) Supply and demand information

APCWD uses 47% of its available production capacity. This available production capacity far exceeds any projected growth needs in the District for the next 25 years or more.

(See 2008 Well Production Table)

3. Sewer Service Plans/Studies

a) Capacity and demand information

APCWD existing flows are .082mg/d and design flow is .281mg/d or 29% of capacity. Available capacity exceeds growth projections for the next 25 years or more.

(See Hilltop Community Plan 2007, Table 7, Pg. 41)

4. Age and Condition of Facilities

a) Water supply and distribution system

75% water mains 1991 or newer, condition excellent;
25% 50-55 yrs age, condition fair.

b) Wastewater collection and treatment

Wastewater mains, 1977; condition excellent.

5. Capacity Analysis

a) Number of service units available: 2415

b) Number of service units currently allocated: 965

c) Total number of service units within agency boundaries: 2415

d) Total number of service units outside agencies boundaries: None

Are there out-of-agency contracts? Yes, Run Spgs Water District (RSWD), wholesale water sales only and CLAWA for emergency water service.

Is the out-of-agency rate different than the in-agency rate for service? N/A

6. Future Development

a) What additional infrastructure is needed?: Replace old Water Mains.

b) Description of additional facilities: Additional Water Storage Tanks.

- c) How will it be funded?: Standby Charges, possible Improvement Project.
- d) Is there a schedule for improvement?: 10 Year Master Plan.

7. Reserve Capacity

- a) What is the policy?: Excess capacity now exists for Water/ Sewer.
- b) Are there inter-ties with other agencies?
Yes, a connection with CLAWA for emergency water, standby charges/connection fee charged annually.

III. Financial ability to provide services

Purpose: To evaluate factors that affects the financing of providing services and needed improvements. To identify practices or opportunities that may help eliminate unnecessary costs. (Provide copies of documents where necessary).

1. Finance Documents/Plans for:

- a) Two most recent adopted budgets: See Fiscal Year 2007/2008 and Fiscal Year 2008/2009.
- b) Two most recent completed audits: See Fiscal Year 2006/2007 and Fiscal Year 2007/2008.
- c) Service upgrades: Refer to Budgets, Replacement Costs Section.
- d) Capital improvements: Refer to Budgets, Master Plan Costs Section.

2. Bond Rating N/A

3. Revenue Sources

- a) Identify:

Water:

Monthly Service Charges, Water Sales, Delinquent Fees, Installations, Lock off/reconnect Fees, Property Taxes, Standby Fees.

Sewer:

Monthly Service Charges, Delinquent Fees, Installations, Standby Fees, Property Taxes.

Fire Department:

Property Tax Revenues.

- b) Can they be expanded? Yes for Water and Service Charges, No for Property Taxes.

4. Major Expenditure Categories

- a) Identify: Wages, Benefits, Insurance, Utilities, Services, Maintenance.
(See Budgets- Expenses Section)
- b) What methods are used to control costs? Competitive pricing, In House Expense reviews.

5. Joint Financing Projects
 - a) Does agency participate? APCWD participates in Capital Improvement projects at Running Springs Wastewater Treatment Facility along with CSA 79 as well as for monthly operations based on a % of wastewater treated.
 - b) What are the policies? Financial obligations for Capital and maintenance expenditures based on % of flows.
 - c) Please provide a copy of the agreement. Available at LAFCO.
6. Overlapping/Duplicative Services
7. Rely on Other Agencies
 - a) Administrative functions
 - b) Grant management
 - c) In-house cost vs. outside cost
8. Per-Unit Service Costs
 - a) Identify: See most recent Rate analysis attached.
 - b) Comparison with others: See Comparison Chart attached.
9. Identify current rates and plans. Please identify any planned rate changes
See Current Rate/Fee Resolution attached.

IV. Status of, and opportunities for shared facilities

Purpose: To evaluate the opportunities for a jurisdiction to share facilities and resources to develop more efficient service delivery systems.

1. Shared Facilities
 - a) Existing – flood, parks, groundwater storage, etc.
Share use of Wastewater Treatment Plant at RSWD at approximately 14.02% of Costs.
 - b) Future opportunities/options
2. Duplication of Facilities
 - a) Existing duplication?
 - b) Planned/future duplication?
 - c) Excess capacity available to outside customers?
APCWD provides wholesale water to RSWD.
 - d) Productivity ratings, if any, for staff

V. Accountability for community service needs, including governmental structure and operational efficiencies

Purpose: To evaluate the accessibility and levels of public participation associated within the agency's decision-making and management processes, to consider the advantages and disadvantages of various government structures to provide public services, and to evaluate whether organizational changes to governmental structure can be made to improve the quality of public services in comparison to cost.

1. Budget

- a) Policies
- b) Policies for payment of stipend, benefits, travel, educational expenses of the governing body
- c) Preparation/public involvement
- d) Analysis – revenues/reserves/expenditures

All above activities are presented and discussed at public Board Meetings. Committee Reports are reviewed at Board Meetings and rate adjustments are administered via Prop. 218 Hearing/consent procedures. Active Web Site is available for agendas, minutes, and general information.

2. Governing Body

- a) Selection process: Elected at Large by the Arrowbear Community.
- b) Representation (Districts, area-wide): At Large
- c) Frequency of meetings: Monthly, 2nd Friday at District Office.
- d) Brown Act compliance: Yes
- e) Number of elections over last decade: Election every 2 years.

3. Level of Service

- a) Meets or exceeds customer needs? Yes
- b) Customer satisfaction
 - i) Surveys: No
 - ii) Complaint tracking: Required by DHS annually.

4. Customer/Community Access

- a) Hours: 8 – 5pm daily (Closed 12-1pm Lunch), Closed Sat/Sun.
- b) Newsletters: Occasional & annual CCR Report to customers.
- c) Website: Yes, www.arrowbearwater.org.
- d) Media coverage: Occasional.
- e) Cable/public access TV: No

5. Regular Progress Reports

- a) Budget – major projects: Monthly at Board Meetings.
- b) Operations: Monthly at Board Meetings.
- c) Voter participation: Public invited to monthly Board Meetings.

6. Does the agency recommend any government structure options (consolidation, reorganization, status quo)?

- a) Benefit to customers
- b) Services to be provided
- c) What would the hurdles be to consolidation/reorganization?

APCWD supports the status quo as the District is self-sustaining.

7. Does the agency have strategies or policies for future service delivery?
- a) Strategies for directing growth
 - b) Infill
 - c) Conservation
 - d) Annexation policies
 - e) Policies related to providing service outside agency boundaries

8. Operational Efficiencies

- a) Staffing Levels: 7 full time employees.
- b) Technology (e.g. billing systems): In House computer assisted programs for billing (RVS System) and QuickBooks for Accounting. Meters are hand-read and recorded in computer for billing.
- c) Joint Powers Agreements
 - i) Identify and describe
 - ii) Please provide copy of agreement
 - iii) Generally describe service area
 - iv) Describe any specific policies related to the agreement

Attachment Documents Included for Report:

1. Hilltop Community Plan, Table 3, Pg 21
2. 2008 Monthly Water Production Report APCWD
3. Hilltop Community Plan, Table 7, Pg. 41
4. Fiscal Year 2007/2008 APCWD Operating Budget
5. Fiscal Year 2008/2009 APCWD Operating Budget
6. Fiscal Year 2006/2007 Audit Report
7. Fiscal Year 2007/2008 Audit Report
8. Rate Analysis/ Comparison Chart APCWD
9. Resolution 2008-09-12A Rate Schedule
10. APCWD Water Master Plan Update November 1997
11. APCWD Sewer Master Plan Update January 1999
12. APCWD Fire Master Plan Update November 1998

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**MANDATORY FIVE YEAR
SPHERE OF INFLUENCE UPDATE**

3137

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INTRODUCTION: The questions on this form are designed to obtain data about the entity's existing sphere of influence to allow the Commission and its staff to begin to assess the mandated sphere update process. You are encouraged to include any additional information that you believe is pertinent to the process. Use additional sheets where necessary and/or include any relevant documents.

1. NAME OF AGENCY: Arrowbear Park County Water District (APCWD)
2. Provide an identification of the entities that provide service to your agency. Please indicate whether they are public or private entities and include subsidiary districts in this description. Please include a description of City or District-governed agencies (i.e., redevelopment agency, development corporations, joint powers authorities, improvement districts, etc.):

Crestline-Lake Arrowhead Water Agency (CLAWA)	Public
Ahern Adcock Devlin LLP, Certified Public Accountants	Private
Aklufi & Wysocki, Attorneys at Law	Private
Engineering Resources, Inc., Engineers	Private
Various Commercial Vendors, Misc. Services	Private

3. Provide a narrative description of anticipated alterations in the agency's current sphere of influence that should be considered in this review. This identification should include any potential development that would require a sphere of influence amendment for implementation, etc. (If additional room for response is necessary, please attach additional sheets to this form.)

No alterations or changes in the District's Sphere of Influence is anticipated or desired at this time.

4. **CITIES:** Provide an outline of negotiations with the County of San Bernardino related to any sphere change anticipated. Please include an outline of agreements on boundaries, development standards, zoning requirements, if any. This is required pursuant to Government Code Section 56425(b).

N/A

5. **CITIES:** Provide an outline of the dates for adoption and plans for update, if any, for:

General Plan Elements if adopted separately NAME	DATE OF ADOPTION/UPDATE PLANS
_____	_____
_____	_____
_____	_____
_____	_____

6. **CITIES/SPECIAL DISTRICTS:** For the services provided by the agency identify the appropriate document below and provide an outline of the date of adoption, schedule for update, copy of the document and copy of environmental document, if applicable:

Master Plan for Water Utility	November, 1997 – Planned Update 2012
Master Plan for Sewer Utility	November, 1999 – Planned Update 2014
Master Plan for Fire Service	November, 1998 – Planned Update 2010
Master Plan for Park Service	N/A
Urban Water Management Plan	N/A

(with copy of certification from Department of Water Resources)
Other (Please name):

_____	_____
_____	_____
_____	_____

7. **SPECIAL DISTRICTS:** Provide an outline of the following items related to the services provided by the District. This response is specifically required by Government Code Section 56425(i) et seq.

a) Provide a written statement specifying the functions and/or classes of service provided by your District.

Arrowbear Park County Water District is a local, public Agency with a 5 member elected Board. The District provides water service, sewer collections, and maintains a volunteer fire service for residents and users in the district and within the adjacent mutual aid area.

b) Provide a written description of the nature, location, and extent of the functions and/or classes of service outlined above. Where the service area is less than the boundaries of the District provide a map depiction of the location.

Water: APCWD is located along State Highway 18, adjacent to Running Springs in the San Bernardino Mountains. The District produces water for its customers from wells in the district and distributes the water through approximately 11.7 miles of district pipelines. The district provides 100% of its water needs for its customers and sells its excess capacity to the Running Springs Water District when available.

Sewer: The district operates and maintains a 11 mile sewer collection system for its customers and pumps the wastewater into the sewer collection system of the Running Springs Water District. From there the wastewater flows into the treatment plant maintained by RSWD. The capital investment and maintenance costs for the treatment plant located within the RSWD is shared by APCWD, CSA 79, and RSWD according a percentage of costs: Capital Investment cost for APCWD is a fixed 14.02% of any expenditures and monthly maintenance costs are computed as a percentage of the metered gallons of APCWD wastewater treated compared to the total flows treated at the RSWD plant.

Fire Protection: The District provides fire protection and emergency medical response services with a volunteer Fire Department, budgeted annually from property tax revenues. The District Fire Station is centrally located on State Highway 18 and is ideally located to provide timely responses to emergencies within the district boundaries. Regular training and drills prepare the volunteers to meet EMT certified requirements and equipment and procedures are continually monitored to provide for the best possible ISO ratings for the District.

- c) Provide a brief outline of master plans adopted for each of the services listed above including a summary of their findings and the date of their adoption. If master plans are required to be filed with a County, State or Federal agency please note the date of their acceptance. Provide a copy of the master plans with this document if not previously provided to the LAFCO staff office including a copy of the environmental determination associated with the document.

Water Master Plan: The plan, adopted in November, 1997 provides for upgrading older steel pipelines to larger, more reliable lines. Line improvements are prioritized by greatest need. Additionally, long range plans call for an additional water storage tank. Finally, as funding becomes available, an additional well site is planned.

Sewer Master Plan: The plan, adopted in November, 1999 outlines the current status of the wastewater collection system, its current capacities and projected capacities based on assumed growth projections. Limited growth in the district has occurred over the past 10 years resulting in a stable 30% of capacity flows percentage. Routine maintenance and equipment replacement plans are on schedule.

Fire Master Plan: The plan, adopted in November, 1998 makes an analysis of the fire service needs for the community of Arrowbear Lake and specifies recommendations for equipment and staffing needs for the volunteer fire department. Included in the plan are projections for replacement of fire engines and other essential equipment based on availability of funds and/or grant monies. Additionally the plan calls for close coordination with the Water Master Plan to assist in the prioritizing of water pipeline replacement projects based on fire flow needs and safety/fire risk areas in the district.

8. Provide a response to the four factors outlined in Government Code Section 56425 required for a sphere of influence review outlined as follows:
- a) The present and planned land uses in the area, including agricultural and open-space lands.

There are residential, commercial, and recreational use areas present within the district boundaries. It does not appear that additional land uses are needed in the area.

b) The present and probable need for public facilities and services in the area.

The district area is serviced by water, sewer, and volunteer fire protection with existing mutual aid agreements and will most likely be the only public services needed in the foreseeable future.

c) The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.

The present capacity of the services provided by the APCWD is adequate to meet the needs of the customer and visitor base in the area and there are sufficient reserve capacities for water supply and wastewater flows to insure availability for future growth based on the past 10 years experience of negligible growth. Volunteer fire department services also meet the present needs and will be adequate for the future as projected.

d) The existence of any social or economic communities of interest in the area.

The District is not aware of any social or economic communities of interest within its boundaries or in the adjacent areas unless the Group Camps owned and operated by various organizations along the Green Valley Lake Road are defined as such.

CERTIFICATION

I hereby certify that the statements furnished above and in the attached supplements, exhibits, and documents present the date and information required for this mandatory review to the best of my ability, and that the facts, statements, and information presented herein are true and correct to the best of my knowledge and belief.

DATE: 4/28/2009



Signature of Official

Michael A. Scullin

Printed Name

General Manager

Title