

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
RUNNING SPRINGS WATER DISTRICT
COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA
June 15, 2022**

A Regular Meeting of the Board of Directors of the Running Springs Water District was held on Wednesday, June 15, 2022, at the hour of 9:00 A.M. at the District office located at 31242 Hilltop Boulevard, Running Springs, California, and through teleconference.

The following Directors were present at the District:

Errol Mackzum, President
Mike Terry, Vice-President

The following Directors were present through teleconference:

Bill Conrad, Director

The following Directors were absent:

Mark Acciani, Director
Laura Dyberg, Director

Also present at the District were the following:

Ryan Gross, General Manager
Tony Grabow, Interim Fire Chief
Ward Simmons, Legal Counsel, Best Best & Krieger, LLP
Amie R. Crowder, Secretary to the Board/Administration Supervisor

MEETING MINUTES

AGENDA ITEMS

1. Call Meeting to Order and Pledge of Allegiance

The Running Springs Water District Board Meeting was called to order at 9:01 A.M. by President Errol Mackzum and Vice-President Mike Terry led the assembly in the Pledge of Allegiance.

2. Recognize and Hear from Visitors/Public Comment

No Visitors.

3. Approval of Consent Items

- A. Approve Meeting Minutes**
- B. Ratify Expenditures and Cash Summary**

- C. Consider Adoption of Resolution No. 09-22, Establishing Appropriations Limits for Fiscal Year Ending 2023
- D. Consider Approving Ambulance Billing Write Offs
- E. Consider Reaffirming Effective Date for COLA and Salary Schedules
- F. Consider Reaffirming Resolution No. 11-21 and Authorizing Virtual Board and Committee Meetings Pursuant to AB 361
- G. Consider Adopting Resolution No. 10-22, Identifying the Terms and Conditions for the Fire Department Response Away from their Official Duty Station and Assigned to an Emergency Incident

Upon motion by Vice-President Terry, second by Director Conrad and carried by a 3 to 0 roll call vote, the Consent Items were approved.

4. Action Items

The following action items will be considered individually, and each require a motion by the Board of Directors for action.

A. Public Hearing and Consideration of Adopting Ordinance No. 57, Establishing Fees for Ambulance Services and Other Miscellaneous Fees

1. Open Public Hearing:

The Public Hearing was opened at 9:10 A.M. by President Mackzum

2. Staff Presentation:

Manager Gross and Interim Fire Chief Grabow reported on Ordinance No. 57 that establishes annual fees for ambulance services set by the Inland Counties Emergency Medical Agency (ICEMA). Chief Grabow stated that a Defensible Space Inspection Fee for \$50.00 is added to the Miscellaneous Fees. Residents are required to contact the Running Springs Fire Department to arrange a Defensible Space Inspections and the fee added is for the Fire Department to conduct these inspections.

3. Written Public Comment:

None received.

4. Oral Public Comment:

None received.

5. Board Discussion/Comments:

Vice-President Terry inquired about Airbnb fees. Interim Fire Chief Grabow confirmed the District has not received a status update from the County regarding

these fees. President Mackzum asked if there are any additional fee changes. Manager Gross confirmed there are none.

6. Close Public Hearing:

The Public Hearing was closed at 9:13 A.M. by President Mackzum.

7. Consider Adoption of Ordinance No. 57, Establishing Fees for Ambulance Services and Other Miscellaneous Fees

Upon motion by Director Conrad, second by Vice-President Terry and carried by a 3 to 0 vote roll call vote, Ordinance No. 57, Establishing Fees for Ambulance Services and Other Miscellaneous Fees, was adopted (Resolution No. 57 is on file in the District office).

B. Consider Approving Resolution No. 11-22, Adopting an Investment Policy

Manager Gross and Ward Simmons, Legal Counsel, Best Best & Krieger reviewed the adoption of the investment policy which was last updated in 1996. Best Best & Krieger, LLP assisted in drafting the policy. Manager Gross stated this investment policy allows the District to continue investing in the Local Agency Investment Fund (LAIF) or in other Federal Deposit Insurance Corporation insured investments.

Upon motion by Vice-President Terry, second by Director Conrad and carried by a 3 to 0 roll call vote, Resolution No. 11-22, Adopting an Investment Policy, was approved (Resolution No. 11-22 is on file in the District office).

C. Consider Authorizing Execution of Account Documents with Multi Bank Securities for Investment Broker Services

Manager Gross reviewed the staff report. Minimal conversation ensued.

Upon motion by Director Conrad, second by Vice-President Terry and carried by a 3 to 0 roll call vote, Authorizing the Execution of Account Documents with Multi Bank Securities for Investment Broker Services, was approved.

D. Consider Awarding Professional Services Contract for Valley View Pipeline Replacement Design Services

Manager Gross reviewed the two proposals the District received and is recommending the District move forward with the quote from Ardurra for their bid of \$40,000. Manager Gross continued to share that Ardurra does excellent pipeline work; and would like to have three different engineers working on the various District capital improvement projects. Details of the pipeline, open cutting vs. boring, and the potential challenges with CalTrans crossing the highway were discussed.

Upon motion by Director Conrad, second by Vice-President Terry and carried by a 3 to 0 roll call vote, Awarding a Professional Services Contract to Ardurra for the Valley View Pipeline Replacement Design Services not to exceed \$40,000, was approved.

E. Consider Approving Annual Water Supply and Demand Assessment

Manager Gross reviewed the requirements of the Annual Water Supply and Demand Assessment (AWSDA), and that the first draft must be submitted to AWSDA by June 1, 2022. Subsequently, the final draft must be submitted to the Department of Water Resources (DWR) before July 1, 2022, and annually thereafter. Manager Gross confirmed the first draft was submitted on June 1st, 2022. The District does not foresee a shortage at this time and Manager Gross is requesting permission to submit this final draft to DWR prior to the July 1, 2022, deadline.

Upon motion by Vice-President Terry, second by Director Conrad and carried by a 3 to 0 vote roll call vote, the Annual Water Supply and Demand Assessment, was approved and the General Manager was directed to file the AWSDA with the DWR.

F. Consider Adopting Resolution No. 12-22, Implementing Phase 2 Demand Reduction Actions

Manager Gross reviewed that the State Water Control Resource Board adopted an emergency regulation on May 24, 2022. The District is required to implement Phase 2 Water Demand Reduction Actions by June 10, 2022, in which it has done. Manager Gross reported that the District consumption is down close to 30% since 2013. President Mackzum requested the District send out a positive message to customers thanking them for their responsible water use.

Upon motion by Director Conrad, second by Vice-President Terry and carried by a 3 to 0 vote roll call vote, Resolution No. 12-22, Implementing Phase 2 Demand Reduction Actions, was adopted (Resolution No. 12-22 is on file in the District office).

G. Consider Authorizing Expenditure for Watchdog Telemetry Hardware

Manager Gross reported that Watchdog Telemetry is a continuous monitoring system that will assist with the groundwater well site at Owl Rock. Owl Rock well site is located in a remote area without access to an internet connection. This system would aid the District's workforce in providing well water levels, chemical tank levels, system pressure, unauthorized entry into the well building, and equipment or piping failures.

Upon motion by Vice-President Terry, second by Director Conrad and carried by a 3 to 0 vote roll call vote, Authorizing Expenditure for Watchdog Telemetry Hardware, in the amount of \$9,000, was approved.

5. Information Items – The following information items do not require any action by the Board of Directors and are for informational purposes only.

A. June 2022 District Newsletter

Manager Gross shared the June 2022 District Newsletter that was sent to all customers. Board Secretary Amie Crowder shared the phone calls the District is receiving in response to the newsletter.

6. Closed Session

The Board, Manager Gross, Ward Simmons, Interim Fire Chief Grabow, and Ms. Crowder went into Closed Session at approximately 9:52 A.M. to discuss item 6.A.

A. Conference with Labor Negotiators.

Agency Designated Representative: Ryan Gross, General Manager

Unrepresented Employees: Miscellaneous Employees

7. Open Session

A. The Board and/or Legal Counsel will report any action taken in closed session.

The Board came out of closed session at 10:20 A.M. and Ward Simmons, Legal Counsel, stated there was no reportable action taken in closed session.

B. Discuss Miscellaneous Employee benefits and consider any changes to such.

Manager Gross reviewed the proposed Ordinance No. 58, Personnel Manual Revision requests.

President Mackzum inquired about “on-call” verbiage on page 48. Manager Gross provided clarification.

Interim Fire Chief Grabow requested a revision to page 49 regarding compensatory time off (CTO). The maximum amount of compensatory time off that can be accrued by safety exempt employees is currently 400 hours. This will need to be looked at in the future as the maximum amount results in too much time off and away from the Fire Department for the Chiefs. CTO shall be credited at 1.5 hours per night of Chief duty coverage.

Several other requests that were made by staff were reviewed and discussed and the Board agreed to the following revisions to the Personnel Manual:

1. Remove sections related to the Fire Department that are now covered in the Local 5308 Memorandum of Understanding (MOU).

2. Miscellaneous employees will be paid double time when working over 12 hours in a day with prior approval by the Operations Manager and/or General Manager.
3. The Miscellaneous employees' telecommunications or cell phone allowance will be increased from \$30 to \$45 per month.
4. The Miscellaneous employees' health club membership reimbursement amount will be increased to \$500 per fiscal year.
5. The Administration staff uniform allowance was set at \$250 per fiscal year.

A draft Ordinance No. 58, Amending District Employment Standards and Provisions, Adopting a Revised Personnel Manual was presented for consideration.

Manager Gross reported on Ordinance No. 58 that Amends the District Employment Standards and Provisions and adopts the District Personnel Manual which was last updated in 2019. If approved, the revisions listed above will be incorporated into the final Ordinance and 2022 Personnel Manual update.

Upon motion by Vice-President Terry, second by Director Conrad and carried by a 3 to 0 roll call vote, Ordinance No. 58, Amending District Employment Standards and Provisions, Adopting a Revised Personnel Manual, was adopted (Ordinance No. 58 is on file in the District office).

8. General Manager's Report

Manager Gross ported on his meeting with LAFCO regarding the CSA-79 Annexation.

9. Report from Legal Counsel

Ward Simmons, Legal Counsel, revisited a case regarding the Downieville Fire Protection District.

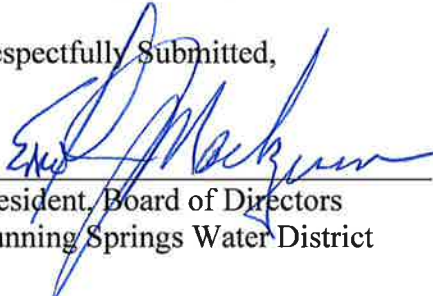
10. Board Member Comments/Meetings

President Mackzum inquired about the Fire Chief position. Manager Gross and Interim Fire Chief Grabow retorted.

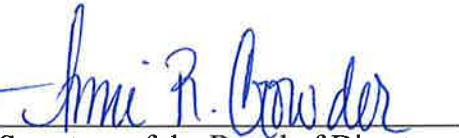
11. Meeting Adjourned

The meeting was adjourned at 10:46 A.M.

Respectfully Submitted,



President, Board of Directors
Running Springs Water District



Secretary of the Board of Directors
Running Springs Water District