

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**RUNNING SPRINGS WATER DISTRICT**  
**COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA**  
**September 21, 2022**

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A Regular Meeting of the Board of Directors of the Running Springs Water District was held on Wednesday, September 21, 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  
Bill Conrad, Director  
Mark Acciani, Director  
Laura Dyberg, Director, Left at 10:27 A.M.

The following Directors were absent:

Mike Terry, Vice-President

Also present at the District were the following:

Ryan Gross, General Manager  
Trevor Miller, Operations Manager  
Andrew Grzywa, Fire Chief  
Cindy Strebel, Battalion Fire Chief  
Tony Grabow, Retired Fire Chief  
Ward Simmons, Legal Counsel, Best Best & Krieger, LLP  
Amie R. Crowder, Secretary to the Board/Administration Supervisor  
Dixi Willemse, Administration Assistant, Fire Department, Left at 9:25 A.M.

The following visitors were present at the District

Gerhard Hilgenfeldt, Resident

The following visitors were present through teleconference:

Jenny Hueter, General Manager, Rim of the World Recreation and Park District, Left at 9:53 A.M.

**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 9:00 A.M. by President Errol Mackzum and Board Secretary Amie R. Crowder led the assembly in the Pledge of Allegiance.

**2. Recognize and Hear from Visitors/Public Comment**

Gerhard Hilgenfeldt, resident of Running Springs, introduced himself to the Board of Directors.

**3. Introduction of Fire Chief Andrew Grzywa**

Tony Grabow introduced Fire Chief Andrew Grzywa to the Board of Directors and Chief Grzywa stated, “I am humbled and honored to have been selected to serve as the next Running Springs Fire Chief. I am proud to be a part of the Running Springs Fire and Water District team and look forward to continuing and strengthening the tradition of outstanding customer service that is provided daily.”

**4. Public Hearing and Consideration to Allow or Overrule any or all Objections or Protests to the Proposed Removal of Weeds and/or Wastes that have been Declared as a Public Nuisance**

**A. Open Public Hearing:**

The Public Hearing was opened at 9:03 A.M. by President Mackzum

**B. Fire Chief’s Report:**

General Manager Gross, Tony Grabow, and Fire Administration Assistant Dixi Willemse reported on the Running Springs Fire Department Hazard Abatement Program that benefits the community through fire safety compliance. Dixi Willemse stated two written complaints have been received, but none were. Dixi provided the following statistics:

- 1,648 initial notices were mailed in July 2022
- 1,281 properties were cleared by August 2, 2022
- 368 14-day notices were mailed
- 64 properties have been reinspected and cleared
- 39 properties are still in progress to be cleared
- 50 properties have had their fees waived
- 11 properties did not have fees due to them being the incorrect property

**C. Written Objections or Protests:**

Two written letters requesting clarification were received.

**D. Oral Objections or Protests:**

There were no oral objections or protests.

**E. Board Discussion:**

The Board discussed trying to obtain three quotes for the weed abatement of any properties that go to warrant and authorizing the General Manager to proceed with clearing the remaining properties.

**F. Close Public Hearing:**

The Public Hearing was closed at 9:21 A.M. by President Mackzum.

**G. Consider Allowing or Overruling any or all Objections or Protests to the Proposed Removal of Weeds and/or Wastes that have been Declared a Public Nuisance, Whereupon the Board of Directors shall Acquire Jurisdiction to Proceed and Perform the Work of Removing the Public Nuisance Using the Lowest Responsive and Responsible Bidder**

Manager Gross confirmed there were two letters requesting clarification received , but no objections or protests to the proposed removal of weeds and/or wastes that have been declared a public nuisance.

Upon motion by Director Dyberg, second by Director Conrad and carried by a 4 to 0 roll call vote, Whereupon the Board of Directors Shall Acquire Jurisdiction to Proceed and Perform the Work of Removing the Public Nuisance using the Lowest Responsive and Responsible Bidder, was approved.

**5. Approval of Consent Items**

**A. Approve Meeting Minutes**

**B. Ratify Expenditures**

**C. Consider Reaffirming Resolution No. 11-21 and Authorizing Virtual Board and Committee Meetings Pursuant to AB 361**

Upon motion by Director Conrad, second by Director Acciani and carried by a 4 to 0 vote, the Consent Items were approved (Resolution No 11-21 is on file in the District office).

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

**A. Downtown Dog Park Conceptual Proposal**

Jenny Hueter, General Manager, Rim of the World Recreation and Park District presented the conceptual proposal of a dog park in Running Springs. The scope of the

work, estimates received so far, and details of the proposal were discussed in detail. The Board was supportive of the concept and staff will follow up and present additional information at a future Board meeting.

## 7. Action Items

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

### A. Consider Authorizing Continued Participation in the Voluntary Rate Range Intergovernmental Transfer Program

Manager Gross outlined the details of the Voluntary Rate Range Intergovernmental Transfer Program (IGT) and requested authorization to sign Contract No. 21-10249.

Upon **motion** by Director Conrad, **second** by Director Dyberg and **carried by a 4 to 0 vote**, Authorizing Continued Participation in the Voluntary Rate Range Intergovernmental Transfer Program and authorizing the General Manager to sign Contract No. 21-10249, was approved.

### B. Consider Approving Revision to the Personnel Manual

Manager Gross and Tony Grabow presented the proposal to more clearly define Chief Duty Coverage Compensatory Time Off (CTO) accrual in the Personnel Manual. The proposed revision was for Chief duty coverage CTO accrual credited at 1-hour per night and 2-hours for each 24-hour Chief duty coverage (refer to staff report)..

Upon **motion** by Director Dyberg, **second** by Director Conrad and **carried by a 3 to 1 vote**, with President Mackzum opposing, this item was tabled for a future Board meeting to allow for Chief Grzywa and Manager Gross to further review.

### C. Consider Authorizing Expenditure for Wastewater Treatment Plant Membrane Bioreactor No. 1 Upper Module Replacement

Operations Manager Trevor Miller reviewed the details of the wastewater treatment plant Membrane Bioreactor No. 1 existing upper membrane modules experiencing mechanical failures and the issues with the luminescent dissolved oxygen (LDO) probes.

Upon **motion** by Director Conrad, **second** by Director Acciani and **carried by a 4 to 0 vote**, Authorizing Expenditure for Wastewater Treatment Plant Membrane Bioreactor No. 1 Upper Module Replacement and LDO probes purchase in the amount of \$186,183, was approved.

**D. Consider Authorizing Placement of Weather Station at Wastewater Treatment Plant**

Manager Gross and Operations Manager Trevor Miller presented the staff report, the location that can be used, and access to the data that will be generated from this project. Minimal discussion ensued.

Upon motion by Director Dyberg, second by Director Acciani and carried by a 4 to 0 vote, Authorizing Placement of Weather Station at Wastewater Treatment Plant, was approved.

**E. Consider Providing Direction to Staff on West Coast Torah Retreat Project Notice Comments**

Manager Gross informed the Board that he is not seeking formal action for this item; however, the item needs to be shared with the Board. Manager Gross reviewed the West Coast Torah Retreat Project Notice. Various issues were discussed. President Mackzum inquired if the District has a well on this property. Manager Gross confirmed there is not a District well on this property. Manager Gross informed the Board that he will be submitting a Comment Letter outlining the District's concerns. A copy of this letter will be accessible to the public, upon the District's receipt of a Public Records Request.

No action taken.

**8. General Manager's Report**

Manager Gross reported the success of the recent site visits with CSA-79, the upcoming Information Technology (IT) meeting, and the integration of the four CSA-79 wastewater pump station sites into the District's SCADA system. Manager Gross also shared that the CSA-79 Transition Plan was submitted to LAFCO and the transition of the CSA-79 Green Valley Lake wastewater collection system to the District will begin in October 2022, three months prior to the anticipated completion of the annexation. There will be a six to nine month transition period in which the County will provide necessary assistance, if needed.

Manager Gross reminded the Board that the following seats are up for election this year: Director Conrad, Director Acciani, and Director Dyberg. Director Conrad and Director Dyberg were the only ones that filed paperwork with the Registrar of Voters so they will be appointed in lieu of election. The Board of Supervisors will then appoint another individual to Director Acciani's seat. Director Acciani also expressed his continued interest in remaining on the Board. The election process was also reviewed.

Manager Gross also informed the Board that the Fire Department's Emergency Services Day is September 24, 2022.

**9. Report from Legal Counsel**

Ward Simmons, Legal Counsel, Best Best & Krieger, shared that 2022 Pocket Guides were provided to the Directors, and the Board Secretary has additional copies if needed. Ward also shared the Best Best & Krieger sponsored event on October 17, 2022, regarding Brown Act updates and instruction on how to RSVP, should they like to attend.

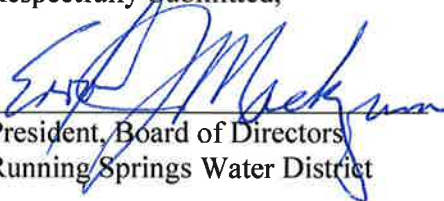
**10. Board Member Comments/Meetings**

President Mackzum inquired as to whether the District sustained any damage from the recent rainstorm. Manager Gross, Operations Manager Trevor Miller, and Battalion Chief Cindy Strebel confirmed various issues.

**11. Meeting Adjourned**

Upon motion by Director Acciani and second by Director Conrad, the meeting was adjourned at 10:42 A.M.

Respectfully Submitted,

  
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President, Board of Directors  
Running Springs Water District

  
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Secretary of the Board of Directors  
Running Springs Water District