

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS  
RUNNING SPRINGS WATER DISTRICT  
COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA  
October 19, 2022**

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A Regular Meeting of the Board of Directors of the Running Springs Water District was held on Wednesday, October 19, 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  
Bill Conrad, Director  
Laura Dyberg, Director

The following Directors were absent:

Mark Acciani, Director

Also present at the District were the following:

Ryan Gross, General Manager  
Andrew Grzywa, Fire Chief  
Cindy Strelbel, Battalion Fire Chief  
Tony Grabow, Retired Fire Chief  
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 9:00 A.M. by President Errol Mackzum and General Manager Ryan Gross led the assembly in the Pledge of Allegiance.

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

No public comment.

**3. Approval of Consent Items**

- A. Approve Meeting Minutes**
- B. Ratify Expenditures and Cash Summary**
- C. Consider Reaffirming Resolution No. 11-21 and Authorizing Virtual Board and Committee Meetings Pursuant to AB 361**

President Mackzum questioned two expenditures. Manager Gross provided clarification on each item. Regarding the odorizer that is used at Sewer Station #5 by the Harris property, the odorizer assists with minimizing odor in the area and complaints from residents. The second inquiry regarded the Wastewater Arrearage Program. Manager Gross explained this program was administered by the State Water Resource Control Board, for unpaid bills related to the COVID-19 pandemic.

Upon **motion** by Vice-President Terry, **second** by Director Conrad and **carried by a 4 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. Consider Authorizing Expenditures for New Utility Pickup Truck**

Manager Gross detailed both the cost and items needed to equip the new utility truck. Manager Gross also stated that the current plow is in decent shape and simply needs to be fit onto the new utility truck, which is more cost efficient than purchasing a new plow.

Upon **motion** by Vice-President Terry, **second** by Director Conrad and **carried by a 4 to 0 roll call vote**, Authorizing Expenditures for New Utility Pickup Truck not to exceed \$7,500, was approved.

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

As noted as an agenda item at the September 2022 Board Meeting, the standby duty compensation for on-call and weekend coverage was presented by Fire Chief Andy Grzywa. Chief Grzywa reviewed the study he completed with several agencies within the region. The proposed revision includes the following:

1. Chief duty coverage should be credited two (2) hours per night.
2. Weekend Chief coverage should be credited four (4) hours for 24-hour Chief duty coverage.

Director Dyberg commended the department for taking the additional time to complete this study.

Upon **motion** by Director Conrad, **second** by Vice-President Terry and **carried by a 4 to 0 roll call vote**, Approving Revision to the Personnel Manual was approved.

##### **C. Consider Adopting Resolution No. 16-22, Approving California Department of Forestry and Fire Protection Agreement #7GF22098 Rural Fire Capacity (RFC) Program**

Battalion Chief Cindy Strebel reviewed the staff's recommendation and information in the staff Report. She also shared the department will be receiving an increase of funds compared to the prior year.

Upon **motion** by Vice-President Terry, **second** by Director Dyberg and **carried by a 4 to 0 roll call vote**, Adopting Resolution No. 16-22, Approving California Department of Forestry and Fire Protection Agreement #7GF22098 Rural Fire Capacity (RFC) Program, 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. Quarterly Budget/Financial Update**

Manager Gross presented the financial summary for the 1<sup>st</sup> quarter of the fiscal year. President Mackzum asked for clarification on the fire department's operating reserve fund. Manager Gross explained the functionality of the operating reserve fund and it was unanimously agreed upon that "reserve" should be omitted from the account name.

**B. Quarterly Operations Reports**

Manager Gross reviewed the operations reports and shared that the District is down 24% in water production from 2021. The District is confident this is a result of both the community's assistance in conserving water and the recent rainfall we received. In addition, the leak report shows an overall water loss of less than 8%, which is within the industry standard.

Director Conrad expressed his content with all the work the District has completed with the equipment that has either been purchased or rented. The CCTV van, specifically, was mentioned. Manager Gross shared that only small findings have been located within the District service lines, nothing major has been found. Also discussed was the bi-annual maintenance on the reactor is currently in progress. Director Conrad inquired if this is warrantied for 5-years. Manager Gross confirmed it is.

**C. Quarterly Investment Report**

Manager Gross reviewed the LAIF quarterly report and the MBS CD maturities. Review of the dividend payouts was also conducted. President Mackzum expressed satisfaction with the financial comparative between LAIF and MBS.

**6. General Manager's Report**

Manager Gross informed the Board of Directors that the Wastewater Operation staff have been shadowing the CSA-79 staff on Mondays, Wednesdays, and Fridays since the beginning of this month; and, detailed what the shadowing includes.

Manager Gross also shared the next items needing to be purchased, PLCs, which will assist with the CSA-79 lift stations.

Manager Gross also provided an update on the Valley View 4-inch Steel Water Main Project. Caltrans is allowing the District to complete an open cut, rather than underground “boring.” However, Caltrans is going to require the District to complete seven (7) studies.

Lastly, Manager Gross informed the Board of Directors that the next Regular Board Meeting scheduled for Wednesday, November 16, 2022, at 9:00 A.M. needs to be rescheduled for Thursday, November 17, 2022, at 9:00 A.M., due to a LAFCO meeting being held on the same date as our Regular Board Meeting. Board Members unanimously confirmed to re-schedule the meeting to the suggested date and time.

**7. Board Member Comments/Meetings**

President Mackzum inquired about the West Coast Torah Retreat Project. Manager Gross provided an update which included the final list of concerns the District presented to the owner.

President Mackzum inquired if there is an update any developments of the possible dog park. Manager Gross confirmed no updates at this time.

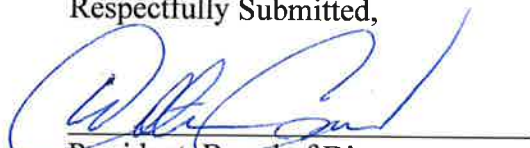
Tony Grabow, Retired Fire Chief, share that hydrant maintenance needs to be scheduled. Vice-President Terry inquired about the ISO rating. Manager Gross and Tony Grabow confirmed the rating is 3.


President Mackzum inquired on the election status. Manager Gross outlined the election process for those being appointed in-lieu of an election; and the process if the Board of Supervisors appoints a candidate.

**8. Meeting Adjourned**

Upon motion by Director Conrad, the meeting was adjourned at 9:58 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