

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
RUNNING SPRINGS WATER DISTRICT
COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA
November 17, 2022**

A Regular Meeting of the Board of Directors of the Running Springs Water District was held on Wednesday, November 17, 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:

Bill Conrad, Director
Mark Acciani, Director
Laura Dyberg, Director

The following Directors were absent:

Mike Terry, Vice-President

Also present at the District were the following:

Ryan Gross, General Manager
Andrew Grzywa, Fire Chief
Trevor Miller, Operations Manager
Amie R. Crowder, Secretary to the Board/Administration Supervisor

The following visitors were present through teleconference:

Tony Grabow, Running Springs Resident
Brett Van Lant, Van Lant & Fankhanel, L.L.P.
Scott Manno, Anderson, Malody & Scott, L.L.P.
Sunny Kim, Anderson, Malody & Scott, L.L.P.

No visitors were present at the District

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 Director William Conrad and Director Mark Acciani led the assembly in the Pledge of Allegiance.

2. Recognize and Hear from Visitors/Public Comment

No public comment.

3. Running Springs Water District Board Vacancy

A. Consider Filling the Running Springs Water District Board Vacancy by Appointment

Manager Gross stated Director Mackzum resigned on October 20, 2022, and the District has sixty (60) days to fill the vacancy, if by appointment. The District received one (1) Letter of Interest regarding the vacant Board seat. Candidate Tony Grabow expressed his interest in being considered for the position.

Upon **motion** by Director Conrad, **second** by Director Acciani and **carried by a 3 to 0 vote**, to appoint Tony Grabow to the Running Springs Water District Board of Directors, the Board Vacancy was filled.

B. Oath of Office

Board Secretary Crowder administered the Oath of Office to the appointed Director Tony Grabow

4. Election of Officers and Appointment of Standing Committees – Pursuant to Section 2.5 of the Running Springs Water District’s Resolution No. 14-17, Board Policy Manual, at the first Board meeting following each District general election, the Board shall convene and shall elect one of its members as President and one of its members as Vice-President and Appoint Members to the Finance and Personnel Committees with each to serve a two-year term.

Board Policy states the Board of Directors shall appoint a new President, Vice-President and Committee members following each District Election.

Upon **motion** by Director Conrad, **second** by Director Acciani and **carried by a 3 to 0 vote**, Director Grabow was elected President of the Board.

Upon **motion** by Director Dyberg, **second** by Director Acciani and **carried by a 3 to 0 vote**, Director Conrad was elected as Vice-President of the Board of Directors.

President Grabow appointed Director’s Conrad and Acciani to the Finance Committee. Board policy states the Vice-President shall serve on the Finance Committee.

President Grabow appointed Director’s Terry and Dyberg to the Personnel Committee.

5. Approval of Consent Items

A. Approve Meeting Minutes

B. Ratify Expenditures and Cash Summary

5. 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**

Vice-President Conrad sought clarification on the \$14k Edison expense located on page 17 of the Board Packet. Operations Manager Trevor Miller confirmed this is the monthly Edison electric bill for the Treatment Plan.

Upon **motion** by Director Dyberg, **second** by Director Acciani and **carried by a 3 to 0 vote**, the Consent Items were approved.

6. Action Items

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

A. Consider Receiving, Filing and Authorizing the Distribution of the District's Fiscal Year Ending 2022 Annual Financial Report and Audit Results

Brett Van Lant of Van Lant & Fankhanel, L.L.P. presented the Annual Financial Report and Audit Results for Fiscal Year 2021-2022. A copy of the presentation is available at the District office for review.

Upon **motion** by Director Acciani, **second** by Director Dyberg and **carried by a 3 to 0 vote**, Receiving, Filing and Authorizing the Distribution of the District's Fiscal Year Ending 2022 Annual Financial Report and Audit Results was approved.

B. Financial Presentation – No Action Required

Scott Manno and Sunny Kim of Rogers, Anderson, Malody & Scott, L.L.P. presented the Financial Statements of the District. A copy of the presentation is available at the District office for review. Minimal conversation between Manager Gross and Scott ensured, regarding Unfunded Accrued Liability (UAL).

No action taken.

C. Consider Approving Professional Services Agreement for Environmental Services

Manager Gross reviewed the Valley View Water Main Replacement staff report located on page 98 of the Board Packet. CalTrans is requiring six (6) environmental studies to be completed prior to proceeding with the project. Details of the bids and costs of each study were reviewed. Additional conversation between Manager Gross, Director Dyberg, and

Director Acciani ensued regarding CEQA requirements, the CalTrans encroachment permit process, and other utilities that could possibly share this expense. Manager Gross confirmed other utilities already have their lines in place.

Upon **motion** by Director Dyberg, **second** by Director Acciani and **carried by a 3 to 0 vote**, Approving Professional Services Agreement for Environmental Services with Tom Dodson & Associates, not to exceed \$30,100, was approved.

D. Consider Authorizing Wastewater Expenditures

Operations Manager Trevor Miller reviewed the Wastewater Department's expenditures that are needed. Trevor detailed how purchasing the new service bed and service crane for the Collections utility truck would also benefit the District with the annexation of CSA-79. Details of the crane and safety factors built into it were also reviewed. Vice-President Conrad asked if we can take the bed off of the new truck and put it on another truck. Trevor confirmed this would be possible.

Upon **motion** by Vice-President Conrad, **second** by Director Acciani and **carried by a 3 to 0 vote**, Authorizing Wastewater Expenditures in the amount of \$59,522, was approved.

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

A. Annual Water Loss Audit

Manager Gross presented the new requirements the Urban Water Management Planning Act requires of all wholesale and retail urban water supplies, one of which is the Annual Water Loss Audit. Manager Gross reviewed the AWWA water audit software spreadsheet. Manager Gross shared that a Water Audit Validator has to review our information. This adds a significant expense to the District on an annual basis. Manager Gross shared that Katie Bellis, Administration Assistant, completed the training and received her Water Audit Validator Certificate. Katie Bellis completed this year's audit. Other items reviewed were the Data Validity Score, how the District is going to randomly select and test meters and production sites and establish a program to do meter accuracy testing throughout the year. Director Acciani questioned if this program is measuring water that was not accounted for. Manager Gross confirmed, yes.

B. Update on LAFCO 3254

Manager Gross provided an update on the November 16, 2022, LAFCO meeting. No question or public comment was received, and the annexation was unanimously approved. The transition plan with the County was reviewed. Director Conrad inquired how the operator shadowing process is going. Operations Manager Miller confirmed it is going well and there is an agenda to meet with the team in the near future. Operations Manager Miller also reviewed details of CSA-79's lift stations, and his familiarity with them. Manager Gross also provided

an update on exporting the customer accounts out of the County's system and into the District's system and the next steps. Vice-President Conrad commented this is good for the whole community.

8. General Manager's Report

Manager Gross deferred to Fire Chief Grzywa who shared some potentially good news with the Board of Directors. Chief Grzywa has been communicating regularly with the San Manual Fire Chief and the San Manual Fire Chief inquired as to how our apparatuses are doing. Chief Grzywa provided the current state of the District's apparatuses and the cost to replace them. San Manual has a great grant program in place for local agencies. San Manual would like to assist the Running Springs Water District in obtaining grant funding for new apparatuses. San Manual's goal is to be a part of and give back to the local communities. Chief Grzywa stated this grant agreement will need to be approved by the end of December.

9. Legal Counsel's Report

Ward Simmons, Legal Counsel, Best, Best & Krieger reported on the recent case regarding CEQA and the Brown Act requiring that CEQA items have to be agendaized.

Ward Simmons also provided an update on the Levine Act. The Levine Act will now impose two key duties on city council and district board members. It will first prohibit accepting, soliciting, or directing a campaign contribution of \$250 if the donor is involved in a proceeding involving a license, permit or other entitlement for use, including a contract award that is pending before the agency. The Levine Act will now require city council and district board members to recuse themselves from any proceeding involving a license, permit or other entitlement for use, including a contract award, if the member has received a campaign contribution from a person involved in the proceedings within the previous 12-months.

Lastly, Ward Simmons reported that Attorney General Rob Bonta is making sure water districts are complying with the Water Shutoff Protection Act – SB 998.

10. Board Member Comments/Meetings

Director Dyberg reported that the Mountain Communities Fire Safe Council applied for a Critical Infrastructure Grant for fuel reduction, which is a 4-year grant and that was approved. Director Dyberg reported how this will be beneficial to communities such as Running Springs, Crestline, and Green Valley Lake. Director Dyberg also reported on the CEQA Mitigated Negative Declaration for the various projects and other Mountain Communities Fire Safe Council projects.

Director Dyberg also shared the work Insurance Commissioner Ricardo Lara is requesting insurance companies to offer broader coverage options to consumers who are increasingly losing their homeowners' insurance due to the risk of wildfires. The goal is for this to be approved and offered to our local communities.

Director Dyberg would like to reach out to Chief Grzywa regarding Fire Risk Reduction Communities. Local agencies wishing to apply for the 2024 list should start this process in 2023. Director Dyberg would like to see the Running Springs Water District become involved.

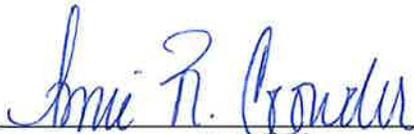
11. Meeting Adjourned

Upon **motion** by Director Acciani, **second** by Director Dyberg and **carried by a 3 to 0 vote**, the meeting was adjourned.

Respectfully Submitted,



President, Board of Directors
Running Springs Water District



Secretary of the Board of Directors
Running Springs Water District