

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS  
RUNNING SPRINGS WATER DISTRICT  
COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA  
May 17, 2023**

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A Regular Meeting of the Board of Directors of the Running Springs Water District was held on Wednesday, May 17, 2023, 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:

Tony Grabow, President  
Bill Conrad, Vice-President  
Laura Dyberg, Director (arrived at 9:00 A.M.)  
Mike Terry, Director  
Mark Acciani, Director

Also present at the District were the following:

Ryan Gross, General Manager  
Andrew Grzywa, Fire Chief (left at 9:38 A.M.)  
Trevor Miller, Operations Manager (left at 9:21 A.M.)  
Amie R. Crowder, Secretary to the Board/Administration Supervisor

Visitors present:

Stan Howell, Crestline-Lake Arrowhead Water Agency, Board of Director (left at 9:52 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 Grabow. President Grabow led the assembly in the Pledge of Allegiance.

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

Stan Howell, 5<sup>th</sup> District Board of Director, Crestline-Lake Arrowhead Water Agency introduced himself to the Board.

**3. Approval of Consent Items**

**A. Approve Meeting Minutes**

**B. Ratify Expenditures**

- C. Consider Approving Contract for Fiscal Year Ending 2024 Financial Consulting Services
- D. Consider Approving Contract for Fiscal Year Ending 2023 Financial Audit Services
- E. Consider Adopting Resolution No. 06-23, Amending and Adopting Local Guidelines for Implementing the California Environmental Quality Act

Upon motion by Director Terry, second by Director Acciani and carried by a 5 to 0 vote, the Consent Items were approved (Resolution No. 06-23 is on file in the District office).

#### 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 Providing any Additional Direction to Staff on Draft Budget

Manager Gross reviewed the Draft Budget for FY 2024-2025. During the Finance Committee Meeting that took place on April 25, 2023, discussion regarding the Administration cost for the Fire Department and Green Valley Lake were discussed. Additional conversation ensued pertaining to the Change in Net Position of the District, the changes with the Ground Emergency Medical Transportation Intergovernmental Transfer (PP-GEMT IGT) Program, South Coast Air Quality Management District's desire for electric vehicles, and pending invoices that will be added to the budget as soon as they are received. President Grabow commended Manager Gross on the Draft Budget presentation.

No Action Taken.

##### B. Consider Authorizing Wastewater Expenditures

Operations Manager, Trevor Miller, reviewed the age of the current outside lighting at the Wastewater Treatment Plant and the difficulty in buying the lightbulbs they require. Minimal discussion ensued.

Upon motion by Vice-President Conrad, second by Director Terry and carried by a 5 to 0 roll call vote, Authorizing the Wastewater Expenditure for Exterior LED Lighting in the amount of \$6,736.52, the General Manager was authorized to execute the contract and approve change orders, if needed, not to exceed 15% of the original contract amount, was approved.

##### C. Consider Authorizing Staff to Make Calendar Year 2023 Annual Collection Amount Payments for the Public Provider Ground Emergency Medical Transportation Intergovernmental Transfer (PP-GEMT IGT) Program

Manager Gross reviewed the two individual programs of Ground Emergency Medical Transportation Program, and the Intergovernmental Transfer Program became one program, as of January 1, 2023. Manager Gross and Chief Grzywa outlined the authorization needed to make the necessary contributions for Calendar Year 2023. Review of the first invoice, for 1/3 of CY 2023, totaling \$13,631.26, took place. Vice-President Conrad inquired if this expense is reflected in the FY 2024-2025 Budget. Manager Gross confirmed it is.

Upon **motion** by Director Acciani, **second** by Director Conrad and **carried by a 5 to 0 vote**, Authorizing Staff to Make Calendar Year 2023 Annual Collection Amount Payments for the Public Provider Ground Emergency Medical Transportation Intergovernmental Transfer (PP-GEMT IGT) Program, was approved.

**D. Consider Authorizing Staff to Execute Purchase Agreement with South Coast Fire Equipment for New Fire Engine**

Chief Grzywa is requesting authorization to formalize the purchase of the new fire engine through South Coast Fire Equipment, byway of San Manuel. Review of the change in cost due to the addition of a phone system being incorporated into the engine were reviewed. Manager Gross clarified that the District is not advancing the funds, this signed purchase agreement is a necessity for San Manuel's ability to release payment to South Coast Fire Engine Equipment. President Grabow reviewed various specifications of the new fire engine, that need to be taken into consideration, due to the geographical area it will be operating in. More specifically a 1,500 GPM pump at 6,000-feet, and stainless-steel screws on the drip rail were reviewed.

Upon **motion** by Vice-President Conrad, **second** by Director Acciani and **carried by a 5 to 0 vote**, Authorizing Staff to Execute Purchase Agreement with South Coast Fire Equipment for New Fire Engine, contingent upon engine specifications to include a 1,500 GPM pump at 6,000-ft elevation, and stainless-steel screws on the drip rail, was approved.

**5. General Manager's Report**

Manager Gross provided an update on the Old City Creek failed culvert. The District's sewer interceptor pipeline is back online. In addition, the Nordic water system improvements are being started today.

The District is working with CalTrans on the Valley View water main replacement, which will go out to bid at the end of this week. Vice-President Conrad inquired if this is going to be an open-cut and if there can be a separate sleeve added. Manager Gross confirmed it is an open-cut and made notation to request a separate sleeve.

Manager Gross reviewed the comments from Snow Valley's Corporate Office, in Denver Colorado, regarding how to bill them. Minimal discussion ensued regarding Snow Valley's water usage.

Manager Gross informed the Board of Director's that Zenner USA's Automatic Meter Reading system was down for one-and-a-half-month. During this time the District had no meter data; however, we learned how to process billing without it. Zenner now has safeguards in place, so this does not happen again.

**6. Report from Legal Counsel**

Ward Simmons, Legal Counsel, Best, Best & Krieger reported the State Water Project allocation is at 100% for the first time in 17-years; and the reservoirs are higher than they were the month prior.

**7. Board Member Comments/Meetings**

No Comments

**8. Closed Session**

**A. Public Employee Performance Evaluation, Title: General Manager. Pursuant to Government Code Section 54957**

The meeting adjourned to Closed Session at 9:52 A.M.

**9. Open Session**

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

The Board of Directors came out of Closed Session at 10:27 A.M. and Attorney Simmons reported that there was no reportable action taken in Closed Session.

**B. Discuss the General Manager's Employment Agreement following annual performance evaluation and consider any changes to such.**

The Board reported that the General Manager's annual performance evaluation was completed in closed session. President Grabow asked if the Board had any recommended motions regarding any changes to the General Manager's Employment Agreement.


Upon motion by President Grabow, second by Vice President Conrad and carried by a 5 to 0 vote, it was approved to increase the General Manager's base pay by a 4% COLA effective June 27, 2023, to amend and restate the Employment Agreement with the General Manager with this change and authorize the Board President to execute the amended and restated Employment Agreement. A copy of the Employment Agreement with the General Manager is available at the District office.

**8. Meeting Adjourned**

Upon motion by President Grabow and second by Director Acciani, the meeting was adjourned at 10:30 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