

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
RUNNING SPRINGS WATER DISTRICT
COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA
November 15, 2023**

A Regular Meeting of the Board of Directors of the Running Springs Water District was held on Wednesday, November 15, 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
Mark Acciani, Director
Laura Dyberg, Director

The following Directors were absent:

Mike Terry, Director

Also present at the District were the following:

Ryan Gross, General Manager
Andy Grzywa, Fire Chief
Rick Ellsberry, Battalion Fire Chief
Trevor Miller, Operation Manager
Amie R. Crowder, Secretary to the Board/Administration Supervisor

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 President Grabow. Vice-President Conrad led the assembly in the Pledge of Allegiance.

2. Recognize and Hear from Visitors/Public Comment

No Visitors Present

3. Approval of Consent Items

A. Approve Meeting Minutes

B. Ratify Expenditures

C. Consider Granting the Running Springs Area Chamber of Commerce Permission to Utilize the Running Springs Water District's Downtown Property for their 2024 Events

Running Springs Chamber of Commerce would like to use the District's Downtown Property for their 2024 events. The Board of Directors commended the Running Springs Chamber of Commerce for the events they provide to the Running Springs community.

D. Consider Approving 2024 PCF Wage Scale

Manager Gross reviewed the 2024 California minimum wage law and that the increase will be effective January 1, 2024.

E. Consider Receiving and Filing the FYE 2023 Water Loss Audit

Manager Gross reviewed the annual Water Loss Audit for FYE 2023.

Upon **motion** by Vice-President Conrad, **second** by Director Acciani and **carried by a 4 to 0 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 Receiving, Filing and Authorizing the Distribution of the District's Fiscal Year Ending 2022 Annual Financial Report and Audit Results

The District's Fiscal Year Ending 2022 Annual Financial Report and Audit Results were provided to the Board of Directors. Manager Gross asked the Board if they would like additional time to review and have an official presentation from the auditors, Van Lant and Fankhanel, L.L.P. The Board of Directors declined a presentation and would like to move forward with the Action Item. Manager Gross reviewed the Annual Financial Report and Audit Results with the Board of Directors, specifically highlighting that since the annexation, Green Valley Lake Sewer Service is now reflected in the District's financials. Also reviewed on page 8 of the Financial Report, was the District's increase of Change in Net Position.

Upon **motion** by Director Dyberg, **second** by President Grabow and **carried by a 4 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 Taken.

C. Consider Approving Professional Services Contract for Design of the Harris Property Storage Building

Manager Gross presented the design option and quote from Kadtec for the Harris Property Storage Building Project. This is the third quote the District received to prepare the plans and specifications for the District. Minimal conversation regarding the County Planning Department process, building specifications and functionality ensued.

Upon motion by Director Acciani, second by Vice-President Conrad and carried by a 4 to 0 vote, the Professional Services Contract for Design of the Harris Property Storage Building in the amount of \$12,350, was approved.

D. Consider Request from Property Owner for Lease or Purchase of Property Near Fire Station #50

Manager Gross and Fire Chief Grzywa provided an update on the staff parking situation near Fire Station #50 and are seeking direction. Various options were discussed.

No Action Taken.

E. Consider Customer Request to Discount or Waive Water and Sewer Service Fees

Secretary Crowder presented the written customer request to discount or waive water and sewer service fees for August 2023 and September 2023.

Upon motion by Vice-President Conrad, second by Director Dyberg and carried by a 4 to 0 vote, Customer Request to Discount or Waive Water and Sewer Service Fees, was denied.

F. Consider Authorizing Expenditure for Groundwater Well Siting Evaluation

Manager Gross informed the Board of Directors that one area that has high potential for groundwater is the Getaway House property. Manager Gross stated this is only for making the identification of potential groundwater well sites the District should test. The two bids received were reviewed.

Upon motion by Vice-President Conrad, second by Director Acciani and carried by a 4 to 0 vote, Awarding a Professional Services Agreement for a Groundwater Well Siting Evaluation, to KYLE Groundwater, for their price of \$12,146, was approved.

G. Consider Authorizing Expenditures for SCADA System Improvements and Davit Arm Mast Base and Extension

Operations Manager, Trevor Miller, reviewed in detail, the necessity for both the SCADA System Improvements and the Davit Arm Mast Base and Extension. The SCADA System

Improvements quote is a time and materials quote. The Davit Arm Mast Base and Extension is an approved system, certified, and required by OSHA and would be utilized throughout the District's confined spaces rather than just the one-meter vault at the Deerlick lift station.

Upon motion by Director Acciani, second by Vice-President Conrad and carried by a 4 to 0 vote, Authorizing Expenditures for SCADA System Improvements and Davit Arm Mast Base and Extension, in the amount of \$8,120 and \$6,571.60 respectively, were approved.

5. General Manager's Report

Manager Gross reported that the lot next to the Luring Pines water storage tank site is for sale. Manager Gross suggested the District may want to consider repurchasing this lot. It is currently listed for \$35,000. An update on The Valley View Pipeline Replacement Project was provided. The project is over 95% complete.

Secretary Crowder reported on the District Annual Holiday Luncheon and Battalion Chief Ellsberry reported on the Paid Call Firefighter Badge Pinning Ceremony.

Lastly, Manager Gross reported on a recent incident at the Farmer's Market.


6. Board Member Comments/Meetings

No comments.

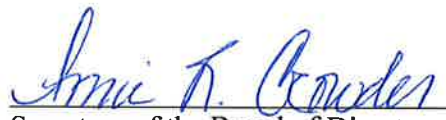
7. Meeting Adjourned

Upon motion by President Grabow and second by Vice-President Conrad, the meeting was adjourned at 10:08 A.M.

Respectfully Submitted,



President, Board of Directors
Running Springs Water District



Secretary of the Board of Directors
Running Springs Water District