

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
RUNNING SPRINGS WATER DISTRICT
COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA
December 20, 2023**

A Regular Meeting of the Board of Directors of the Running Springs Water District was held on Wednesday, December 20, 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
Mike Terry, Director
Laura Dyberg, Director

The following Directors were absent:

Mark Acciani, Director

Also present at the District were the following:

Ryan Gross, General 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 and 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

Manager Gross reviewed the Combined Pooled Cash Balance Sheet on page 13 of the Board packet. After the Board packet was distributed, the District received deposits from the County of San Bernardino for the Property Tax Apportionment, and the United States

Department of Agriculture, Forestry Service for Battalion Chief Ellsberry's assignment this past Summer.

Upon **motion** by Director Dyberg, **second** by Vice-President Conrad 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 Adopting Resolution No. 16-23, Approving a Revised Capital Asset Accounting Policy

Manager Gross reviewed Resolution No. 16-23, and the need to raise the capitalization threshold. By doing so, it would decrease the amount of time and effort District's financial consultants spend on fixed assets. It is recommended to increase the threshold from \$1,000 to \$25,000.

Upon **motion** by Vice-President Conrad, **second** by Director Terry and **carried by a 4 to 0 vote**, Resolution No. 16-23, Approving a Revised Capital Asset Account Policy, was adopted (Resolution No. 16-23 is on file at the District office).

B. Consider Approving an On-Call Maintenance Contract for Raising Sewer Manholes in Green Valley Lake

Manager Gross reviewed the On-Call Maintenance Contract for raising seventeen (17) sewer manhole rings and covers. Bids from GM Excavating and Elevated Excavating were also requested; however, they declined to bid the job. Altmeyer, Inc. was the only bidder for this project and is familiar with the work needing to be done. Manager Gross also reviewed in detail the need to get the manhole rings raised within the near future, the conditions of the manholes, and needing to rehabilitate them. Director Terry inquired about the current financial reserves for Green Valley Lake compared to the work needing to be done. Details of this were discussed.

Upon **motion** by Director Dyberg, **second** by Director Terry and **carried by a 4 to 0 vote**, Authorizing Expenditure for an On-Call Maintenance Contract for Raising Sewer Manholes in Green Valley Lake, in the amount of \$49,300 to Altmeyer, Inc., authorizing the General Manager to execute the contract and approve change orders, if needed, not to exceed 15% of the original contract, was approved.

C. Consider Approving a Professional Services Agreement for a Sewer Flow Monitoring Study in Green Valley Lake

Manager Gross reviewed the Sewer Flow Monitoring Study in Green Valley Lake, the desired locations for the monitors, and his working experience with both Utility Systems Science & Software and ADS Environmental Services. Vice-President Conrad and Director Dyberg inquired about the breakdown of services with each bid provided.

Manager Gross outlined the cost sheet for comparison. Manager Gross also explained the risk of installing the monitors and if it does not rain. Lastly, Manager Gross provided an explanation of how the collected data is calculated and deciphered.

Upon **motion** by Vice-President Conrad, **second** by Director Terry and **carried by a 4 to 0 vote**, a Professional Services Agreement for a three-month Sewer Flow Monitoring Study in Green Valley Lake, in the amount of \$92,042.50 plus an additional month, if needed, in the amount of \$16,372.50 with Utility Systems Science & Software, authorizing the General Manager to execute the agreement and approve change orders, if needed, not to exceed 15% of the original contract amount, and the purchase of seven sewer flow monitoring devices in the amount of \$72,821, was approved.

5. General Manager's Report

Manager Gross provided updates on the Property Tax Apportionment payment and the Forest Service reimbursement the District received, wastewater operations staffing shortage, and a status update on the new Water Operators.

6. Board Member Comments/Meetings

Director Dyberg provided various updates pertaining to CalFIRE grants the Running Springs Fire Department can apply for as it pertains to equipment. The Board of Forestry and Fire Protection posted their 2024 Fire Risk Reduction Communities List Application on December 1, 2023 and encourage the Running Springs Fire Department/Water District to apply. Several local government agencies are also applying. By participating in this program, it could assist local homeowners obtain up to 15% off their homeowner fire insurance premiums.


Director Dyberg also provided an update on Rim Communities Resource Alliance, which is a new organization that will be a non-profit. Their website will be www.rimcommunities.org and will provide a plethora of local resources for our community. In addition to the soon-to-come online platform, they will also provide hard copies of resources.

Lastly, Director Dyberg shared that the County of San Bernardino was awarded a Fire Coordinator grant. Mountain Rim Fire Safety Council has recently been approved as a San Bernardino County Coordinator. <https://prepare.sbcounty.gov/> is a resource where residents can receive disaster resources.

7. Meeting Adjourned

Upon motion by Director Terry, the meeting was adjourned at 9:43 A.M.

Respectfully Submitted,



President, Board of Directors
Running Springs Water District



Secretary of the Board of Directors
Running Springs Water District