



RUNNING SPRINGS WATER DISTRICT  
A MULTI-SERVICE INDEPENDENT SPECIAL DISTRICT

31242 Hilltop Boulevard • P.O. Box 2206  
Running Springs, CA 92382

TO: BOARD OF DIRECTORS                      DATE POSTED:                      FEBRUARY 10, 2023  
RE: REGULAR BOARD MEETING                      FROM:                      BOARD SECRETARY

The Regular Meeting of the Board of Directors of the Running Springs Water District will be held on Wednesday, February 15, 2023, at the hour of 9:00 am at the District Office located at 31242 Hilltop Boulevard, Running Springs, California. This agenda was posted prior to 5:00 pm on February 10, 2023, at the Running Springs Water District Office and Website.

Pursuant to AB 361 and state and local recommendations of social distancing in response to the COVID-19 emergency, the meeting will be conducted as a hybrid (in-person and via Zoom) meeting. In-Person Public Participation: Members wishing to attend the meeting in-person should be prepared to wear a face covering.

To join the meeting:

<https://us02web.zoom.us/j/85203725635?pwd=dE1lOWY1M2NiOFI3NjFGQlJkREdz09>

Dial:

669-900-6833

Meeting ID: 852 0372 5635

Passcode: 2766

The Board may take action on any item on the agenda, whether listed as an action item or as an information item.

Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to Amie Crowder, Board Secretary at (909) 867-2766 at least 48 hours before the meeting, if possible.

Copies of documents provided to members of the Board for discussion in open session may be obtained from the District at the address indicated above.

**AGENDA**

1. Call Meeting to Order and Pledge of Allegiance
2. Recognize and Hear from Visitors / Public Comment - This portion of the agenda is reserved for the public to make comments on matters within the jurisdiction of the Running Springs Water District that are **not on the agenda**. The Board, except to refer the matter to staff and/or place it on a future agenda, may take no action. It is in the best interest of the person speaking to the Board to be concise and to the point. A

time limit of five minutes per individual will be allowed. Any person wishing to comment on an item that is on the agenda is requested to complete a request to speak form prior to the item being called for consideration or to raise their hand and be recognized by the Board President.

3. Approval of Consent Items – The following consent items are expected to be routine and non-controversial and will be acted on at one time without discussion unless an item is withdrawn by a Board Member for questions or discussion. Any person wishing to speak on the consent agenda may do so by raising his/her hand and being recognized by the Board President.

A. Approve Meeting Minutes **Page 4**

B. Ratify Expenditures and Cash Summary **Page 9**

C. Consider Declaring Certain Equipment as Surplus and Authorize Staff to Dispose of Property **Page 17**

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. 01-23 Adopting Running Springs Water District 2023 Updated Sewer Management Plan (SSMP) **Page 22**  
(Presenter: Trevor Miller, Operations Manager)

B. Consider Authorizing Expenditure for Backhoe Repairs **Page 78**  
(Presenter: Trevor Miller, Operations Manager)

C. Consider Approval to Purchase Four Sets of Turnouts on Homeland Security/San Bernardino County Office of Emergency Services (OES) Grant **Page 87**  
(Presenter: Cindy Strebel, Battalion Chief)

D. Consider Approval of a Mutual Aid Agreement Between the Running Springs Fire Department and the Arrowbear Lake Fire Department **Page 90**  
(Presenter: Andy Grzywa, Fire Chief)

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

A. GVL Update N/A

B. Quarterly Budget – Financial Review **Page 96**

C. Quarterly Investment Report **Page 103**

D. Quarterly Operations Reports

**Page 106**

6. General Manager's Report
7. Board Member Comments/Meetings
8. Meeting Adjournment

Upcoming Meetings: Regular Board Meeting, March 15, 2023, at 9:00 am

**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** January 15, 2023  
**TO:** Board of Directors  
**FROM:** Amie Crowder, Administration Supervisor  
Ryan Gross, General Manager  
**SUBJECT:** CONSIDER APPROVING MEETING MINUTES

**RECOMMENDATION**

It is recommended that the Board of Directors review and approve the attached meeting minutes.

**REASON FOR RECOMMENDATION**

Approval of meeting minutes.

**BACKGROUND INFORMATION**

The attached draft meeting minutes are from the Special Board Meeting held on December 21, 2022.

**ATTACHMENTS**

Attachment 1 – Draft Meeting Minutes

**MINUTES – December 21, 2022**  
**PAGE 1 OF 4**

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**RUNNING SPRINGS WATER DISTRICT**  
**COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA**  
**December 21, 2022**

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A Regular Meeting of the Board of Directors of the Running Springs Water District was held on Wednesday, December 21, 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:

Tony Grabow, President  
 Bill Conrad, Vice-President  
 Mike Terry, 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 Strebels, Battalion Chief  
 Amie R. Crowder, Secretary to the Board/Administration Supervisor

The following visitors were present through teleconference:

Laura Dyberg, Director  
 Shayla Antrim, Resident, Green Valley Lake

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 Battalion Chief Cindy Strebels led the assembly in the Pledge of Allegiance.

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

Shayla Antrim, Resident of Green Valley Lake, introduced herself for the record with no public comment.

**3. Approval of Consent Items**

- A. Approve Meeting Minutes**
- B. Ratify Expenditures**
- C. Consider Reaffirming Resolution No. 11-21 and Authorizing Virtual Board and Committee Meetings Pursuant to AB 361**
- D. Consider Adopting Resolution No. 17-22, Setting the Schedule for Regular Board Meetings**
- E. Consider Authorizing Staff to Execute Memorandum of Understanding with Big Bear Fire Authority for Duty Chief Officer Coverage**

Vice-President Conrad identified a correction in the November 17, 2022, Board Meeting Minutes. Secretary Crowder made the correction.

Upon **motion** by Vice-President Conrad, **second** by Director Terry 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 Setting Maximum Calendar Year 2023 District Contribution to Employee Health Insurance Benefit**

Manager Gross presented the health insurance premium plans for 2023 to the Board and the 2019 Board Agreement to contribute to the health insurance premium plans. Manager Gross is seeking direction on maintaining the current maximum contribution or changing the 2023 maximum contribution. Page 34 of the Board Packet was reviewed in detail.

Upon **motion** by Vice-President Conrad, **second** by Director Terry and **carried by a 4 to 0 roll call vote**, a four percent (4%) increase to the District's Contribution for Health Insurance was approved.

**B. Consider Adopting Resolution No. 18-22, Accepting LAFCO Approval of Proposal No. 3254**

Manager Gross presented and clarified this is the action LAFCO took to approve dissolution of CSA-79, and the annexation of their sewer system into the Running Springs Water District. Manager Gross also reviewed the remaining schedule of this process including a protest hearing, billing, and Green Valley Lake resident notifications.

Upon **motion** by Vice-President Conrad, **second** by Director Terry and **carried by a 4 to 0 roll call vote**, Resolution No. 18-22, Accepting LAFCO Approval of Proposal No. 3254 was adopted (Resolution No. 18-22 on file in the District Office).

**C. Consider Approving Professional Services Agreement for Green Valley Lake SCADA Integration and Authorizing Expenditure for SmartCover Manhole Monitoring Equipment for Green Valley Lake Sewer Lift Stations**

Operations Manager, Trevor Miller, outlined the Professional Services Agreement and how the Green Valley Lake Sewer Lift Stations need to be integrated into the District’s SCADA system. Trevor also reviewed the Frontier copper foam line currently in place and how if everything fails, we will still receive notifications. Trevor is also requesting to have battery powered, satellite transducers, which data log and work immediately. Portability, costs, and permits were discussed.

Upon **motion** by Director Terry, **second** by Vice-President Conrad and **carried by a 4 to roll call 0 vote**, Approving Professional Services Agreement for Green Valley Lake SCADA Integration and Authorizing Expenditure for SmartCover Manhole Monitoring Equipment for Green Valley Lake Sewer Lift Stations, not to exceed \$42,116.42, was approved.

**D. Consider Authorizing Staff to Purchase Two 800 MHZ Radios on Homeland Security/San Bernardino County Office of Emergency Services Grant**

Battalion Chief Cindy Strebel presented San Bernardino County Office of Emergency Services Grant, and the Fire Department’s need for additional radios. The OES Grant will reimburse the District \$14,909.00, and the District will pay the remaining \$13,297.32. President Grabow inquired to where the District financial responsibility is coming from. Manager Gross, Secretary Crowder, and Battalion Chief Strebel provided responses.

Upon **motion** by Director Terry, **second** by Vice-President Conrad and **carried by a 4 to roll call 0 vote**, Authorizing Staff to Purchase Two 800 MHZ Radios on Homeland Security/San Bernardino County Office of Emergency Services Grant in the amount of \$28,206.32, was approved.

**E. Consider Authorizing Expenditure for Green Valley Lake Customer Account Conversion**

Manager Gross presented this action item. Approximately 1,170 customer utility billing accounts need to be established in the District’s existing Tyler Incode 10 UB system as new sewer only UB accounts. This is being requested as a back-up to the existing in-house manual conversion that has taken place over the last several months, in the event that this conversion is unsuccessful. Manager Gross provided details of the conversion process and the Tyler Technology quote.

Upon **motion** by Vice-President Conrad, **second** by Director Terry and **carried by a 4 to roll call 0 vote**, Authorizing Expenditure for Green Valley Lake Customer Account Conversion in the amount of \$7,990, 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.

#### **General Manager’s Report**

Manager Gross is working on a California State Water Resources Control Board grant for backup generators. The District should get an update on this early next year.

President Grabow requested a status update on GEMT. Manager Gross and Secretary Crowder confirmed the District received funds in the month of December 2022.

#### **6. Board Member Comments/Meetings**

Director Terry inquired about Arrowhead Lake Association (ALA) buying electric trucks. Manager Gross and Operations Manager Miller could not confirm the validity of this inquiry.

#### **7. Meeting Adjourned**

The meeting was adjourned at 9:36 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



**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** February 15, 2023  
**TO:** Board of Directors  
**FROM:** Ryan Gross, General Manager  
**SUBJECT:** RATIFY EXPENDITURES

**RECOMMENDED BOARD ACTION**

It is recommended that the Board of Directors review the attached accounts payable check register and ratify the District's January 2023 expenditures.

A copy of the District's Cash Reserve Fund Summary as of January 31, 2023, the Pooled Cash Balance History and Fire Department Operating Reserve Fund History is also included for review and information.

**REASON FOR RECOMMENDATION**

Each month staff presents the monthly check register and recommends that the Board of Directors ratify the District's expenditures.

**ATTACHMENTS**

- Attachment 1 – Accounts Payable Check Register
- Attachment 2 – Cash Summary
- Attachment 3 – Pooled Cash Balance History
- Attachment 4 – Fire Department Operating Reserve Fund History

## Running Springs Water District Accounts Payable Checks January 2023

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
2 Hot Uniforms inc	Uniform for new LT Martin Pereira	01/10/23	546.88	108291	709.94
	uniform new AO Alex Wingate	01/10/23	163.06	108291	
Allstar Fire Equipment	AFE Fit Tests x3	01/09/23	135.00	108251	135.00
American Family Life Assurance Company of Colun	Additional Insurance Premiums January 2023	01/25/23	143.26	DFT0001903	143.26
Amie Crowder	Reimbursement Claim	01/09/23	200.00	108252	302.91
	Reimbursement Claim	01/09/23	16.15	108252	
	Reimbursement Claim	01/09/23	86.76	108252	
	Reimbursement Claim	01/26/23	299.00	108356	299.00
Aramark	Cleaning Supplies	01/09/23	112.98	108253	112.98
	Cleaning Supplies	01/20/23	115.73	108332	115.73
	Cleaning Supplies	01/26/23	114.90	108336	114.90
Arrowbear Park County Water District	Purchased Water December 2022	01/09/23	10,591.11	108254	10,591.11
	Purchased water Dec 22-Jan 23	01/26/23	5,755.37	108337	5,755.37
AT&T Mobility	Internet Treatment Plant- January 2023	01/20/23	43.24	108306	43.24
Bacon/Wagner Excavating, Inc.	Haling of Bio to One Stop	01/09/23	880.00	108255	1,720.00
	Hauling of Bio to One Stop	01/09/23	840.00	108255	
	Snow removal from Crab Flats Pump Station	01/26/23	900.00	108338	900.00
Best, Best & Krieger LLP	Legal Services January 2023	01/05/23	726.00	DFT0001885	726.00
BURR Group Inc.	Trash Disposal Station 50	01/09/23	74.06	108256	1,176.44
	Trash Disposal Dist off/Station 51 December22	01/09/23	194.55	108256	
	Trash Disposal Treatment Plnt Dec 2022	01/09/23	907.83	108256	
California Association of Professional Firefighters	Disability Insurance Premiums Feb 2023	01/20/23	147.50	108307	147.50
California Computer Options Inc	Network Maintenance and Monitoring Jan 2023	01/09/23	3,426.50	108257	3,826.00
	Managed Cloud Backup	01/09/23	399.50	108257	
	District Telephones Jan-Feb 2023	01/20/23	639.83	108308	639.83
California Water Environment Association	CWEA Association Membership	01/20/23	202.00	108309	202.00
	Collect Plnt Main 3 and Mech Tech grd2 renewal	01/26/23	205.00	108339	395.00
	Electrical & Instrument Grd 1 Renew	01/26/23	95.00	108339	
	Mech Tech Grd1 renewal	01/26/23	95.00	108339	
CalPERS	Health Insurance Premiums January 2023	01/03/23	21,596.16	DFT0001877	21,596.16
	Replacement Benefit Contribution	01/09/23	8,434.56	DFT0001887	8,434.56
	Employer Contribut Class/Peptra Misc/Safe 1/9/23	01/12/23	26,973.81	DFT0001897	26,973.81
	Employer Contribut Class/Peptra Safety/Misc 1/23/	01/26/23	25,449.69	DFT0001904	25,449.69
Canon	Meter Usage and Maint Fee January 2023	01/20/23	403.45	108310	403.45
	Lease for map scanner	01/26/23	230.02	108340	230.02
Charter Communitcations	Internet Station 50 Dec 2022-Jan 2023	01/09/23	127.97	108258	127.97
	Internet Jan 2023 Dist Off/Station 51	01/20/23	249.74	108311	249.74
	Internet Colelctions Jan-Feb 2023	01/26/23	117.97	108341	117.97
Citibank, N.A.	Wheelbarrow for Headworks	01/09/23	149.78	108259	149.78
	Miscellaneous Office Supplies	01/26/23	197.41	108342	197.41
Clinical Laboratory of San Bernardino	Wastewater Samples December 2023	01/26/23	991.00	108343	1,165.00
	Water Samples December 2022	01/26/23	174.00	108343	
ConFire JPA	Dispatching & Radios Jan-Mar 23	01/12/23	17,021.77	108292	17,021.77
County of San Bernardino	Assessor Parcel Map Revisions January 2023	01/12/23	6.00	108293	6.00
County of San Bernardino Auditor-Controller/Trea:	Unpaid Special Assessment Listing	01/09/23	234.09	108260	234.09

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Crestline-Lake Arrowhead Water Agency	Purchased Water December 2022	01/09/23	7,154.28	108261	7,154.28
Cypress Ancillary Benefits	Dental Insurance February 2023	01/20/23	935.90	108312	935.90
DATA FACTS	New Hire Backgrounds x3	01/09/23	195.82	108262	195.82
Dixi Willemse	Reimbursement Claim	01/12/23	640.00	108294	640.00
	Reimbursement Claim	01/26/23	29.65	108344	29.65
Don's Auto Supply 2 Inc.	Hydraulic Hose and Fitting	01/09/23	44.65	108263	44.65
	Miscellaneous Parts & Supplies	01/26/23	55.22	108345	55.22
Fairview Ford Sales, INC	Unit 85 Repairs	01/09/23	75.32	108264	75.32
Federal Express Corporation	Shipping Charges	01/20/23	17.54	108313	42.65
	Shipping Charges	01/20/23	25.11	108313	
Fire Apparatus Solutions	KME Service and Repairs	01/09/23	9,520.03	108265	9,520.03
Fire Fighters Association	FFAD Dues January 2023	01/26/23	1,140.00	108346	1,140.00
Frontier Communications	Booster, LS's, Treatment Telephone Jan23	01/12/23	1,508.11	108295	1,508.11
	SCADA Line Jan-Feb 2023	01/26/23	139.39	108347	139.39
INFOSEND	Statement Data Processing December 2022	01/09/23	1,961.85	108266	1,961.85
Inland Desert Security & Communications	Answering Service January 2022	01/20/23	185.00	108314	185.00
Inland Water Works Supply Company	Misc Parts & Supplies	01/20/23	140.42	108315	918.25
	Misc Parts & Supplies	01/20/23	398.24	108315	
	Misc Parts & Supplies	01/20/23	64.42	108315	
	Misc Parts and Supplies	01/20/23	315.17	108315	
Landia, INC	Anoxic Mixer Repair	01/26/23	8,908.34	108348	8,908.34
Life-Assist, Inc	Ambulance Supplies	01/09/23	-36.95	108267	1,528.47
	Ambulance Supplies	01/09/23	1,565.42	108267	
	Ambulance Supplies	01/20/23	234.55	108316	234.55
	Ambulance Supplies	01/26/23	1,429.43	108349	1,429.43
Linda Mayfield	Reimbursement Claim	01/09/23	329.80	108268	329.80
	Reimbursement Claim	01/20/23	586.10	108317	586.10
Lou's Gloves, Inc	Nitrile Exam Gloves various Sizes	01/26/23	132.00	108350	132.00
Matt Davis	Reimbursement Claim	01/09/23	1,335.00	108269	1,335.00
McMaster-Carr Supply Company	Miscellaneous Parts & supplies	01/09/23	82.43	108270	361.45
	Miscellaneous Parts	01/09/23	71.01	108270	
	Miscellaneous Parts & Supplies	01/09/23	113.38	108270	
	Miscellaneous Parts & Supplies	01/09/23	94.63	108270	
	Miscellaneous Parts and Supplies	01/20/23	39.62	108318	39.62
Nationwide	Employee Contribution PPE 1/9/23	01/13/23	1,770.00	DFT0001896	1,770.00
	Employee Contributions PPE 1/23/23	01/27/23	1,770.00	DFT0001902	1,770.00
Nick Nikas	Reimbursement Claim	01/09/23	347.11	108271	347.11
	Reimbursement Claim	01/26/23	422.71	108351	422.71
Nierman Industrial Materials	Handrail for Headworks Grating	01/09/23	2,221.18	108272	2,221.18
Nuckles Oil Company, Inc	Gasoline and Diesel	01/20/23	8,213.01	108319	8,213.01
Occupational Health Centers of California	DOT Exam-Aberg	01/09/23	50.00	108273	50.00
One Stop Landscape Supply	Solids Handling	01/09/23	2,685.90	108274	2,685.90
Patricia A. Monical	Cleaning Supplies	01/20/23	130.95	108320	130.95
Petty Cash	Postage, Office Supplies, Repairs and maint	01/12/23	353.00	108296	353.00
Plumbers Depot Inc	Pneumatic tires for CCTV crawler	01/09/23	1,829.62	108275	1,829.62
Polydyne Inc.	Polymer for BioSolids	01/20/23	2,709.97	108321	2,709.97
Principal Life Insurance Company	Vision Insurance Premiums Feb 2023	01/20/23	142.83	108322	142.83
Ram Software Systems, Inc	AIM Online Software January 2023	01/03/23	257.50	DFT0001881	257.50
Raul Juarez	Fixture Replacements for 31772 Old City Creek	01/12/23	345.00	108297	345.00
Reliance Standard Life Insurance Company	Life Insurance Premiums Feb 2023	01/20/23	1,392.74	108323	1,392.74

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Rim Forest Lumber and Hardware	Miscellaneous Parts	01/09/23	5.38	108276	5.38
Rocio Silva	Janitorial Services December 2022	01/09/23	485.00	108277	485.00
Rogers Anderson Malody & Scott LLP	Consultant Costs December 2022	01/12/23	717.50	108298	717.50
Running Springs Professional Firefighters	Union Dues January 2023	01/26/23	400.00	108352	400.00
Ryan Gross	Reimbursement Claim	01/12/23	115.98	108299	210.97
	Bitefinder Laptop Software Reimbursement	01/12/23	94.99	108299	
	Reimbursement Claim	01/26/23	463.35	108353	463.35
Ryan Riegelman	Stair and Railing Fab- ThorTank	01/20/23	12,000.00	108324	12,000.00
Sedgwick Claims Management Services	Payments Issued	01/31/23	119.77	DFT0001906	119.77
Southern California Edison Company	Electricity December 2022	01/09/23	14.40	108278	25,026.59
	Electricity December 2022	01/09/23	671.73	108278	
	Electricity December 2022	01/09/23	871.67	108278	
	Electricity December 2022	01/09/23	424.64	108278	
	Electricity December 2022	01/09/23	666.67	108278	
	Electricity December 2022	01/09/23	115.99	108278	
	Electricity December 2022	01/09/23	274.93	108278	
	Electricity December 2022	01/09/23	14.90	108278	
	Electricity December 2022	01/09/23	934.92	108278	
	Electricity December 2022	01/09/23	597.93	108278	
	Electricity December 2022	01/09/23	533.40	108278	
	Electricity December 2022	01/09/23	1,419.51	108278	
	Electricity December 2022	01/09/23	321.42	108278	
	Electricity December 2022	01/09/23	1,891.41	108278	
	Electricity December 2022	01/09/23	498.09	108278	
	Electricity December 2022	01/09/23	334.95	108278	
	Electricity December 2022	01/09/23	5.37	108278	
	Electricity December 2022	01/09/23	101.13	108278	
	Electricity December 2022	01/09/23	113.70	108278	
	Electricity December 2022	01/09/23	515.24	108278	
	Electricity December 2022	01/09/23	756.45	108278	
	Electricity December 2022	01/09/23	150.71	108278	
	Electricity December 2022	01/09/23	243.97	108278	
	Electricity December 2022	01/09/23	490.56	108278	
	Electricity December 2022	01/09/23	12,836.62	108278	
	Electricity December 2022	01/09/23	226.28	108278	
Southern California Emergency Medicine	New Hire Physicals x3	01/26/23	235.00	108354	235.00
Southern California Gas Company	Electricity December 2022	01/09/23	1,106.60	108281	1,822.04
	Gas Usage December 2022	01/09/23	715.44	108281	
	Gas Usage Dist Office	01/12/23	841.33	108300	1,943.50
	Gas Usage Station 51 Dec 2022	01/12/23	1,086.88	108300	
	Gas usage LS6 Dec 2022	01/12/23	15.29	108300	
Special District Risk Management Authority	Auto Liability Deductible	01/09/23	250.00	108282	250.00
	Plow Truck Insurance & RIM Certificate	01/20/23	1,326.43	108325	1,326.43
State of California - Department of Forestry & Fire	Instructor 1 Cerification	01/20/23	100.00	108326	175.00
	Firefighter 2 Certification	01/20/23	75.00	108326	
	Firefighter 2 Certification	01/20/23	75.00	108333	75.00
	Instructor 1 Cerification	01/20/23	100.00	108334	100.00
State of California - State Water Resource Control	IT2 Renewal - Borrie	01/09/23	60.00	108283	60.00
State Water Resources Control Board	Water System Annual Fees	01/09/23	20,678.92	108284	20,678.92
Superior Automotive Warehouse	Miscellaneous Parts and Supplies	01/09/23	578.85	108285	1,963.10

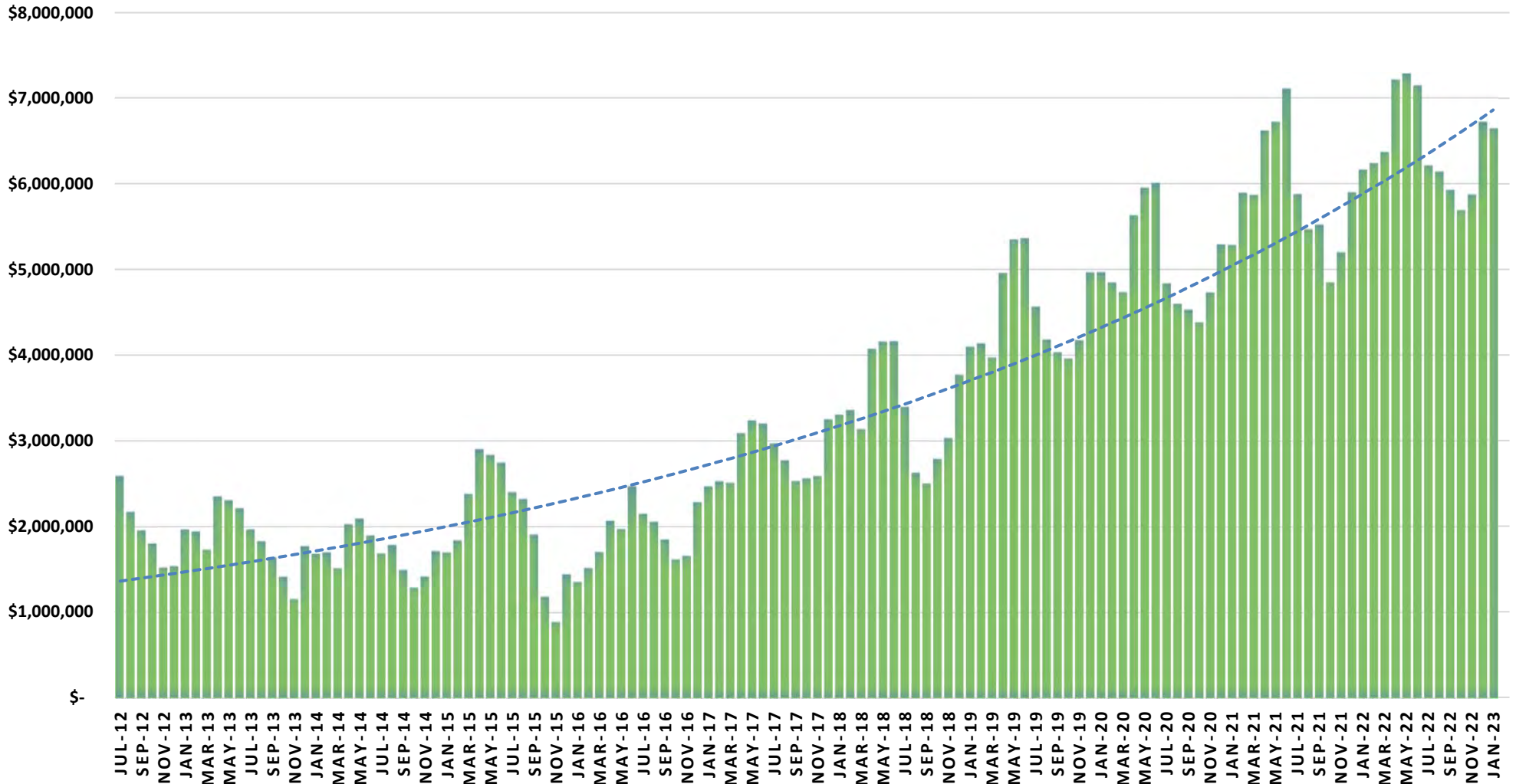
Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Superior Automotive Warehouse	Miscellaneous Parts and Supplies	01/09/23	1,384.25	108285	1,963.10
Tek-Collect Incorporated	Annual Computer Maintenance Fee	01/20/23	75.00	108327	75.00
Terminix International Company LP	Pest Control Treatment Plant	01/26/23	68.00	108355	68.00
The Alpine Mountaineer	Job Announcement Nov-Dec 2022	01/09/23	291.00	108286	291.00
Tom Dodson & Associates	Valley View Pipeline Repmnt Caltrans Encroach	01/20/23	2,400.00	108328	2,400.00
Trevor Miller	Reimbursement Claim	01/20/23	1,491.85	108329	1,491.85
Turnout Maintenance Company	Clen and Patch Turnouts	01/09/23	86.00	108287	86.00
Tyler Technologies, Inc	Insite Transaction Fees	01/12/23	4,978.75	108301	5,105.85
	UB Billing Notification Calls	01/12/23	127.10	108301	
Underground Service Alert of Southern California	New Tickets and Maintenance January 2023	01/09/23	31.00	108288	31.00
Universal Power Systems Inc	Generator Repairs at District Office	01/20/23	602.00	108330	1,204.00
	Generator Repair at District Office	01/20/23	602.00	108330	
Valic	Employee Contributions PPE 1/9/23	01/10/23	1,815.36	DFT0001895	1,815.36
	Employee Contributions PPE 1/23/23	01/24/23	1,812.93	DFT0001901	1,812.93
Vanbebber Landscaping LLC	Weed Abatement Warrant jobs completed	01/12/23	3,200.00	108302	9,160.00
	Weed Abatement Warrant jobs completed	01/12/23	5,960.00	108302	
Verizon Wireless Services LLC	Cell Phones, Ipads& Cradlepoints	01/09/23	532.32	108289	532.32
Village Hardware	Miscellaneous parts and supplies	01/12/23	775.71	108303	775.71
Visa	Crowder-Misc Office Supplies/Flags/Webinar	01/09/23	2,751.99	DFT0001888	2,751.99
	Miller- T2 Review Class/Well Meter/Filters	01/09/23	3,365.71	DFT0001889	3,365.71
	Strebel- Miscellaneous Station Supplies	01/09/23	98.20	DFT0001890	98.20
	Gross- Spectrum & Zoom	01/09/23	28.99	DFT0001891	28.99
Vyanet Operating Group	Security & Monitoring Feb-April 23 Dist Office	01/20/23	210.84	108331	210.84
W.W. Grainger, Inc	Heater Thermostat	01/09/23	122.83	108290	122.83

**Totals**

Payment Type	Payable Count	Payment Count	Payment
Regular Checks	153	101	196,857.23
Manual Checks	0	0	0.00
Voided Checks	0	6	-175.00
Bank Drafts	16	16	97,113.93
EFT's	0	0	0.00
<b>Totals</b>	<b>169</b>	<b>123</b>	<b>293,796.16</b>

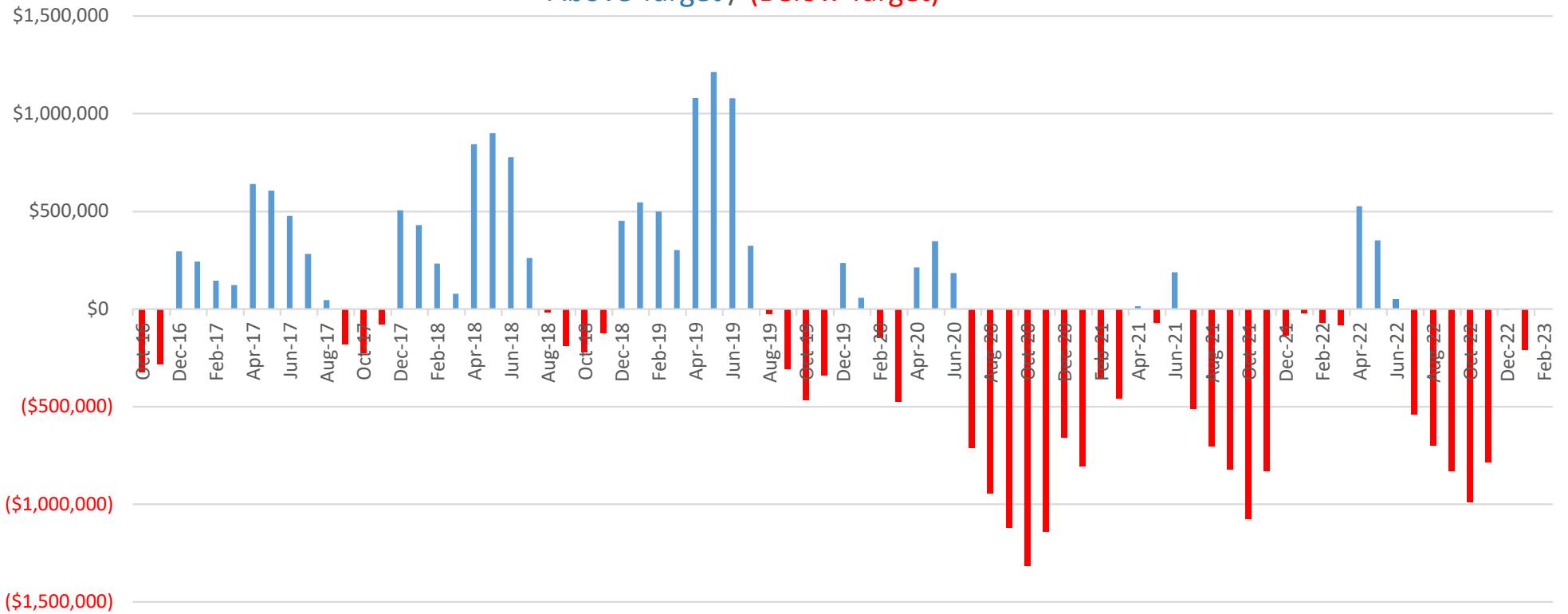
<b>Fund Balances as of January 31, 2023</b>	
<b>Fire &amp; Ambulance Department</b>	
Fire & Ambulance Department Operating Fund	1,373,174
<b>Recommended Operating Fund Target (6 Months Operating Expenses)</b>	<b>1,583,636</b>
<b>Fire &amp; Ambulance Department Operating Fund, Fully Funded or (Below Target)</b>	<b>(210,462)</b>
<b>Wastewater Division</b>	
Wastewater Capital Improvement Project Reserve	1,717,044
Wastewater System Connection & Capacity Charges	11,630
CWSRF Loan Agreement 14-813 Debt Reserve (Restricted for SLS 1-3 Debt Service)	171,537
Wastewater Operating Reserve Fund	619,190
<b>Recommended Operating Reserve Fund Target (4 Months Operating Expenses)</b>	<b>619,190</b>
<b>Wastewater Operating Reserve, Fully Funded or (Below Target)</b>	<b>Fully Funded</b>
<b>Green Valley Lake Wastewater Division (CSA 79)</b>	
Wastewater Operating Reserve Fund	(4,829)
<b>Recommended Operating Reserve Fund Target (4 Months Operating Expenses)</b>	<b>-</b>
<b>CSA 79 Wastewater Operating Reserve, Fully Funded or (Below Target)</b>	<b>(4,829)</b>
<b>Water Division</b>	
Water Capital Improvement Project Reserve	1,878,125
Water System Connection & Capacity Charges	155,580
Water Infrastructure R&R Reserve (MFC & AMR SRF Debt Reserve)	89,334
Water Operating Reserve	561,875
<b>Recommended Operating Reserve Fund Target (4 Months Operating Expenses)</b>	<b>561,875</b>
<b>Water Operating Reserve, Fully Funded or (Below Target)</b>	<b>Fully Funded</b>
<b>Assessment Districts Restricted Funds</b>	
Water Assessment District No. 10 Construction Funds	26,421
Water Assessment District No. 10 O&M	39,457
<b>Subtotal Assessment Districts</b>	<b>65,878</b>
<b>Total District Designated &amp; Operating Reserve Funds</b>	<b>6,572,660</b>
<b>Assessment District Funds</b>	<b>65,878</b>
<b>Combined Pooled Cash</b>	<b>6,638,538</b>
<b>Checking Account (General)</b>	<b>137,351</b>
<b>LAIF - Investment</b>	<b>5,307,398</b>
<b>MBS Investments (Laddered CDs)</b>	<b>1,187,796</b>
<b>York Insurance Deposit / Sedgwick</b>	<b>4,994</b>
<b>Petty Cash</b>	<b>1,000</b>
<b>Combined Pooled Cash</b>	<b>6,638,538</b>

## COMBINED POOLED CASH BALANCE



**Fire Department Operating Reserve Policy Target is 6 Months of Budgeted Operating Expenses or \$1,583,636**

Above Target / (Below Target)





**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** February 15, 2023

**TO:** Board of Directors

**FROM:** Ryan Gross, General Manager

**SUBJECT:** CONSIDER CERTAIN EQUIPMENT AND MATERIALS BE DECLARED AS SURPLUS PROPERTY AND AUTHORIZE STAFF TO DISPOSE OF PROPERTY

**RECOMMENDED BOARD ACTION**

It is recommended that the Board of Directors consider certain equipment and materials surplus property and authorize staff to properly dispose of the property.

**REASON FOR RECOMMENDATION**

District staff has determined that the equipment, materials and/or property is no longer of any use or value to the District and recommends it be declared surplus and disposed of.

**BACKGROUND**

Periodically the District performs an inventory of outdated and unused items and then develops a listing of surplus property that is no longer of value to the District, and that should be properly disposed of. The following is a list of the property staff is recommending be declared surplus at this time:

**Administration Division:**

**Verizon Sim Cards**

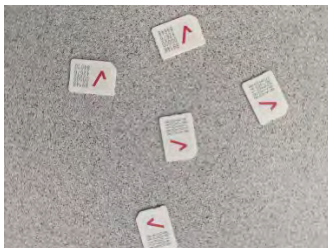
Quantity: 5

Make: Verizon

Year: Unknown

Resale Value: n/a

Recommendation:



**Dymo LetraTag**

Quantity: 1  
Make: Dymo  
Year: Unknown  
Resale Value: n/a  
Recommendation:



**Clock Radio**

Quantity: 1  
Make: ONN  
Year: Unknown  
Resale Value: n/a  
Recommendation:



**Flip Phones**

Quantity: 2  
Make: Samsung  
Year: Unknown  
Resale Value: n/a  
Recommendation:



**Hot Spot Devices w/ accessories**

Quantity: 4  
Make: Verizon  
Year: Unknown  
Resale Value: n/a  
Recommendation:



**Verizon Network Extender**

Quantity: 1

Make: Samsung

Year: 2020

Resale Value: n/a

Recommendation:



**Monitor 1**

Quantity: 1

Make: Dell

Year: Unknown

Resale Value: n/a

Recommendation:



**Monitor 2**

Quantity: 1

Make: HP

Year: 2014

Resale Value: n/a

Recommendation:



**Monitor 3**

Quantity: 1

Make: Samsung

Year: 2016

Resale Value: n/a

Recommendation:



**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** February 15, 2023

**TO:** Board of Directors

**FROM:** Trevor Miller, Wastewater Operations Manager  
Ryan Gross, General Manager

**SUBJECT:** CONSIDER ADOPTING RESOLUTION NO. 01-23 ADOPTING  
RUNNING SPRINGS WATER DISTRICT 2023 UPDATED SEWER  
SYSTEM MANAGEMENT PLAN (SSMP)

**RECOMMENDED BOARD ACTION**

It is recommended that the Board of Directors consider adopting Resolution No. 01-23 Adopting the Running Springs Water District 2023 Updated SSMP.

**REASON FOR RECOMMENDATION**

The California State Water Resources Control Board (SWRCB) requires that every five years the District's SSMP is updated and then approved and certified by the governing board. The recommended resolution will be included in the 2023 SSMP update which will satisfy the necessary certification. The SSMP has been updated to include the Green Valley Lake (GVL) wastewater system.

**BACKGROUND INFORMATION**

The SWRCB promulgated a waste discharge requirement ("WDR") permit on May 2, 2006, to regulate sanitary sewer systems. This permit is known as SWRCB Order No. 2006-0003, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems. On July 30, 2013, Attachment A to the Order was promulgated and became effective on September 9, 2013, and is known as Attachment A, SWRCB Order No. WQO 2013-0058-EXEC, amending the Monitoring and Reporting Program for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (together these documents constitute the "SSS WDR").

This permit, among other things, requires local public sewer collection system agencies, referred to as "Enrollees," to develop a SSMP. SSMPs must be self-audited at least every two (2) years and updated every five years from the original adoption date by the Enrollee's governing board. The District's original SSMP was approved by the governing board of the Enrollee at a public meeting and adopted on April 21, 2010. In August 2013, May 2017 and May 2019 the SSMP was updated. This 2023 SSMP Update includes the incorporation of the GVL sewer system.

The complete 793 page SSMP document with all appendices is available at the District office for review.

**FISCAL INFORMATION**

There is no fiscal impact associated with adopting the SSMP.

**ATTACHMENTS**

Attachment 1 – Resolution No. 09-19

Attachment 2 – 2023 SSMP Update (Available for review at District office)

## RESOLUTION NO. 01-23

**RESOLUTION OF THE RUNNING SPRINGS WATER DISTRICT, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, APPROVING AND CERTIFYING THE RUNNING SPRINGS WATER DISTRICT 2023 UPDATED SEWER SYSTEM MANAGEMENT PLAN**

**WHEREAS**, the California State Water Resources Control Board ("SWRCB") promulgated a waste discharge requirement ("WDR") permit on May 2, 2006, to regulate sanitary sewer systems. This permit is known as SWRCB Order No. 2006-0003, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems; and

**WHEREAS**, on July 30, 2013, Attachment A to the Order was promulgated and became effective on September 9, 2013, and is known as Attachment A, SWRCB Order No. WQO 2013-0058-EXEC, amending the Monitoring and Reporting Program for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (together these documents constitute the "SSS WDR"); and

**WHEREAS**, the SWRCB requires that every five years the District's Sanitary Sewer System Management Plan ("SSMP") is updated and then approved and certified by the governing board.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of Running Springs Water District that the District approves and certifies the District's 2023 SSMP Update.

**ADOPTED** this 15<sup>th</sup> day of February, 2023, at the meeting of the Board of Directors of Running Springs Water District by the following majority vote of the Board:

Ayes:

Noes:

Absent:

Abstain:

---

President of the Board of Directors  
Running Springs Water District

ATTEST:

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Secretary of the Board of Directors  
Running Springs Water District



# Running Springs Water District



## Sewer System Management Plan (SSMP)

FIRST CERTIFIED: MAY 2010

REVISION 1: MARCH 2013

REVISION 2: MAY 2017

REVISION 3: MAY 2019

REVISION 4 (ADDED GREEN VALLEY LAKE): FEBRUARY 2023

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## ABBREVIATIONS / ACRONYMS

ADWF	Average Dry Weather Flow
af	Acre-Foot
APCWD	Arrowbear Park County Water District
Cal OES	California Office of Emergency Services
cf	Cubic Foot
CIP	Capital Improvement Program
CLAWA	Crestline-Lake Arrowhead Water Agency
CSA79	San Bernardino County Service Area 79 (Green Valley Lake)
CIP	Capital Improvement Plan
CIWQS	California Integrated Water Quality System
DISPATCHER	Normal Operating Hours – Office Personnel After Hours – Answering Service
DISTRICT	Running Springs Water District
ENROLLEE	RSWD as Owner/Operator of Wastewater Collection and Treatment System (On-line Electronic Reporting)
EPA	US Environmental Protection Agency
EPS	Extended Period Simulation
ERSC	Engineering Resources of Southern California, Inc.
FOG	Fats, Oils, and Grease
FSE	Food Service Establishment
ft	Feet
FY	Fiscal Year
gal	Gallon
GIS	Geographic Information System
gpcpd	Gallons per Capita per Day
gpd	Gallons per Day
gpm	Gallons per Minute
gpdidm	Gallons per Day per Inch Diameter – Mile
GVL	Green Valley Lake
GWI	Groundwater Infiltration
IC	Incident Commander
I/I	Infiltration/Inflow
LF	Linear Foot
LRWQCB	Lohantan Regional Water Quality Control Board
LS	Lump Sum
MBR	Membrane Bioreactor
mg	Million Gallons

mgd	Million Gallons Per Day
mg/L	Milligrams per Liter
MPN/100 mL	Most Probable Number per 100 Milliliters
MRP	Monitoring and Reporting Program
NEPA	National Environmental Policy Act
NPDES	National Pollutant Discharge Elimination System
O&M	Operation and Maintenance
OES	Office of Emergency Services
Order	California State Water Resource Control Board Order No. 2006-003-DWQ
OSHA	Occupational Safety and Health Administration
PDWF	Peak Dry Weather Flow
POMP	Preventive Operation and Maintenance Program
PWWF	Peak Wet Weather Flow
RDI/I	Rainfall-Dependent Infiltration/Inflow
RSWD	Running Springs Water District
RWQCB	Regional Water Quality Control Board
SARWQB	Santa Ana Regional Water Quality Control Board
SCADA	Supervisory Control and Data Acquisition
SSO	Sanitary Sewer Overflow and any sewer spill or overflow of sewage
SSMP	Sewer System Management Plan
SWRCB	California State Water Resources Control Board
UPC	Uniform Plumbing Code
USGS	US Geological Survey
WDR	Waste Discharge Requirements or General Waste Discharge Requirements
WWTP	Wastewater Treatment Plant
yr	Year

# INTRODUCTION

This section describes background information regarding the purpose and organization of the Sewer System Management Plan (SSMP), and provides a brief overview of the Running Springs Water District's (RSWD) sewer system.

The California State Water Resources Control Board ("SWRCB") promulgated a waste discharge requirement ("WDR") permit on May 2, 2006 to regulate sanitary sewer systems. This permit is known as SWRCB Order No. 2006-0003, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems. On July 30, 2013, Attachment A to the Order was promulgated and became effective on September 9, 2013 and is known as Attachment A, SWRCB Order No. WQO 2013-0058-EXEC, amending the Monitoring and Reporting Program for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (together these documents constitute the "SSS WDR").

This permit, among other things, requires local public sewer collection system agencies, referred to as "Enrollees," to develop a Sewer System Management Plan ("SSMP"). SSMPs must be self-audited at least every two (2) years and updated every five (5) years from the original adoption date by the Enrollee's governing board. The original SSMP must have been approved by the governing board of the Enrollee at a public meeting and adopted.

The five-year SSMP update must also be approved and certified as do all significant updates to the SSMP. The SSMP, all references in the document, and the adoption documents by the governing board must be available on the agency website or submitted to the SWRCB upon adoption or recertification. Enrollees do not send their SSMP to the State or Regional Water Boards for review or approval, but must make it publicly available, and upload an electronic copy to the SSO database or provide a link to the Enrollees' website where the SSMP is posted.

This document will include all elements required to complete the SSMP and comply with WDR Order 2006-003-DWQ. It will be developed and implemented by RSWD and will be available to the State and Regional Water Quality Control Board as well as for public information. RSWD's board will approve each phase of the document at a public hearing.

This Plan is meant to be a "living document" subject to periodic updates and revisions as may be required either through legislative changes, or through refinements of procedures once policy implementation has begun. The last update of this plan was in May 2019.

## **SSMP REQUIREMENT BACKGROUND**

The California State Water Resources Control Board (SWRCB) adopted statewide Order No. 2006-0003-DWQ (see **Appendix A1**) on May 2, 2006. The General Waste Discharge Requirements (WDR) of this Order requires all public wastewater collection system agencies in California with greater than one mile of sewer pipes to be regulated and monitored. The SWRCB action mandates the development of a SSMP and requires the reporting of sanitary sewer overflows (SSOs) using the electronic online reporting system.

SWRCB also adopted a time schedule for when various sections of the SSMP are required to be completed by each agency based on its population size. RSWD's SSMP Development Plan and Schedule is presented in **Appendix A2**.

On July 30, 2013, SWRCB adopted Order No. WQ 2013-0058-EXEC (see **Appendix A3**) amending monitoring and reporting program (MRP) for the WDR for sanitary sewer systems.

## **DOCUMENT ORGANIZATION**

This SSMP is intended to meet the requirements of the statewide WDR. The organization of this document is consistent with the SWRCB's guideline. This SSMP includes eleven elements. Each of these elements listed below forms a complete, stand-alone section of the SSMP.

1. Element 1 – Goals
2. Element 2 – Organization
3. Element 3 – Legal Authority
4. Element 4 – Operation and Maintenance Program
5. Element 5 – Design and Performance Provisions
6. Element 6 – Overflow Emergency Response Plan
7. Element 7 – Fats, Oils, and Grease (FOG) Control Program
8. Element 8 – System Evaluation and Capacity Assurance Plan
9. Element 9 – Monitoring, Measurement, and Program Modifications
10. Element 10 – SSMP Program Audits
11. Element 11 – Communication Program

Each element section is organized into subsections as follows:

1. Description of SWRCB requirements for that element;

2. Identification of associated appendix and list of supporting information included in the appendix;
3. Discussion of element.

## **DISTRICT SERVICE AREA AND SEWER SYSTEM**

Running Springs Water District, formed in 1958, is located in the San Bernardino Mountains in the County of San Bernardino, California. The District's power and authority are primarily regulated and defined by Division 12, Sections 30000-33901 inclusive, of the California Water Code. Its five-member Board of Directors is elected from the communities of Running Springs and Green Valley Lake (GVL) at large to govern the District's operations and policies. RSWD is a multi service organization that operates three departments: a water department that provides retail water distribution, a fire department that provides fire protection and pre-hospital emergency medical aid service, and a wastewater department that collects, treats, and disposes of the area's wastewater. The District's entire wastewater service area encompasses approximately seventeen square miles. The District's wastewater service area consists of approximately 2,484 sewer manholes, 94.5 miles (500,000 feet) of gravity, trunk and interceptor sewer pipelines ranging in sizes from 6-inch to 15-inch, and consisting of Asbestos Cement Pipe, PVC Pipe, and Cement Truss Pipe. RSWD has one wastewater treatment plant (WWTP) designed for a maximum flow of 1.0 million gallons per day (MGD).

The District's services also include treating wastewater from Arrowbear Park County Water District (APCWD) WDID# 6SSO11493 and Green Valley Lake WDID# 6SSO11380. This SSMP does not cover the wastewater collection system for APCWD.

Based on a 2020 census, the service population of the RSWD Service Area is approximately 5,568; this does not include the population of APCWD. RSWD is located in both the Southern Lahontan and the Santa Ana watershed regions, which are governed by the Lahontan and Santa Ana Regional Water Quality Control Boards (RWQCBs), respectively. Lift station information for RSWD is summarized in Table 1-1.



**Table 1-1. Lift Station Information**

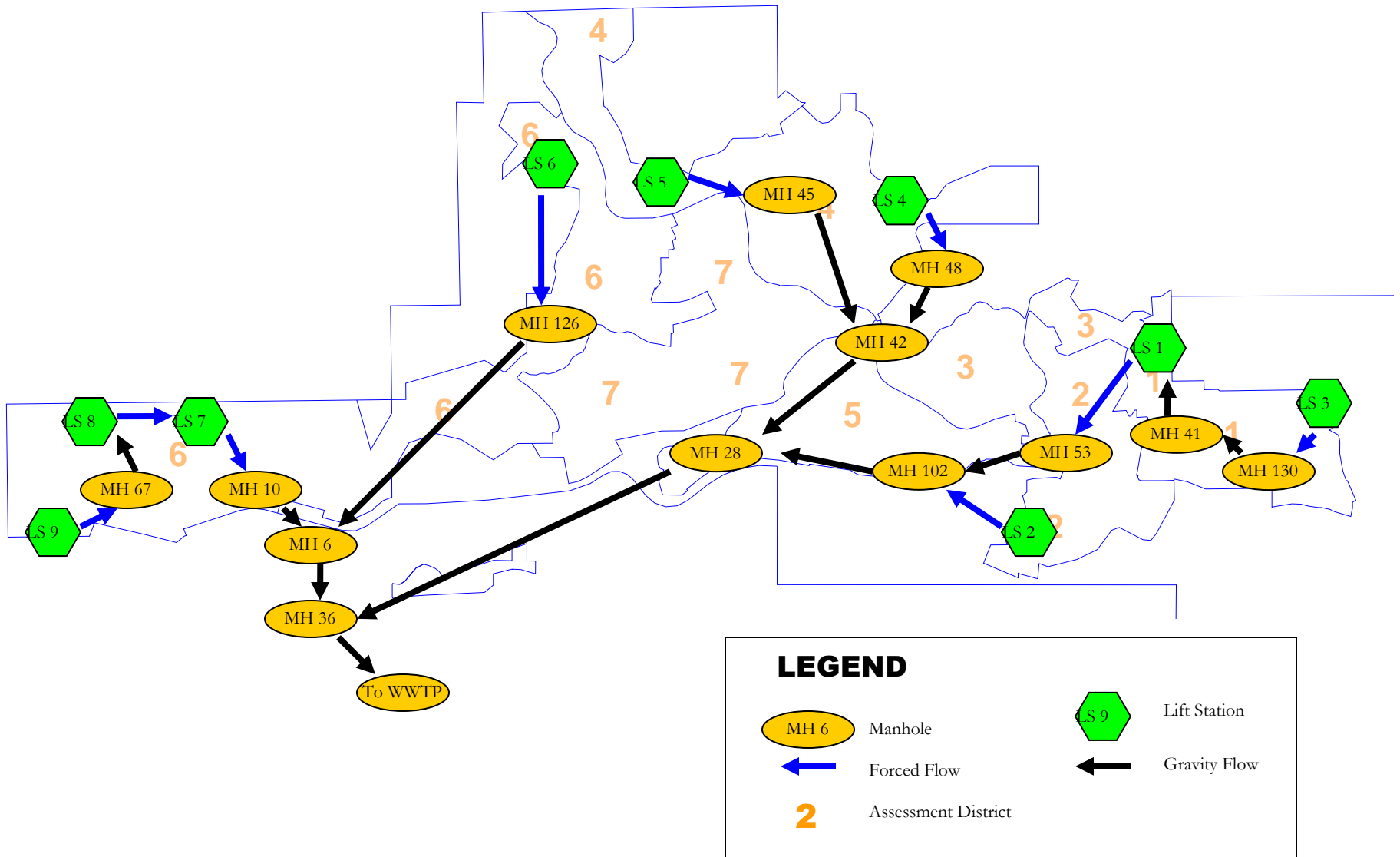
Station	Location	Type	Force Main Length (Size)	Generator	In Service
#1	AD #1	Submersible	2,515' (8")	80 kw	Replaced in 2016
#2	AD #2	Submersible	1000' (8")	125 kw	Replaced in 2016
#3	AD #1	Submersible	590' (4")	50 kw	Replaced in 2016
#4	AD #4	Submersible	1,079' (6")	25 kw	1972 / Rebuilt 2004
#5	AD #4	Submersible	1,800' (6")	125 kw	1972 / Rebuilt 2001
#6	AD #6	Progressive Cavity/Mazorator	2,453' (4")	42 kw	1972 / Rebuilt 2008
#7	AD #6	Submersible	1,020' (4")	30 kw	Aug. 1975
#8	AD #6	Submersible	600' (4")	(from LS #7)	Aug. 1975
#9	AD #6	Submersible	960' (4")	(from LS #7)	Aug. 1975
Deerlick	AB	Centrifugal	3,900' (8")	135 kw	1976
Ahwahnee	GVL	Centrifugal	2,775' (8")	130 kw	1976
Crab Flats	GVL	Centrifugal	1,140' (8")	80 kw	1976
Canyon	GVL	Centrifugal	116' (6")	40 kw	1976

AD = Assessment District

AB = Arrowbear

GVL = Green Valley Lake

To date, the RSWD wastewater service area has 4,048 active residential or commercial services. During installation of the sewer mains, more than 5,100 tee connections were installed to the property lines to assist property owners to reduce construction costs when connecting to the sewer system.



**Figure I-1.** Topological Structure of Running Springs Water District’s Sewer Collection System.

**Note:** The District’s sewer services also include treating wastewater from APCWD. The wastewater from APCWD is conveyed by Lift Station #2.

## **ELEMENT 1 - GOALS**

This section identifies goals that RSWD has set for the management, operation, and maintenance for all parts of the sewage system owned and/or operated by RSWD. This section fulfills the SWRCB Element 1 SSMP requirements.

### **1.1. SWRCB REQUIREMENTS FOR GOALS ELEMENT**

The Agency has developed goals to properly manage, operate, and maintain all parts of its wastewater collection system in order to minimize SSOs, while mitigating any SSOs that may occur.

### **1.2. ELEMENT 1 APPENDIX**

RSWD is required to comply with the order from the Santa Ana Regional Water Quality Control Board (SARWQCB), a copy of which is presented in Appendix B. Supporting information for Element 1 is also included in Appendix B, which contains the following documents:

1. Santa Ana Region Order No. 87-8 entitled “Waste Discharge Requirements for Running Springs Water District, San Bernardino County”. **(Appendix B1)** In addition to complying with the Santa Ana Regional Board, RSWD must notify the Lahontan Regional Water Quality Control Board (LRWQCB) for all spills occurring north of Highway 18.

### **1.3. GOALS DISCUSSION**

RSWD’s ultimate goals for the operation and maintenance of its sewer system are as follows:

1. Protect public health and the environment;
2. Perform all operations in a safe manner to avoid personal injury and property damage;
3. Minimize sanitary sewer overflows;
4. Ensure a timely response to any spills/release of untreated or treated wastewater; and
5. Protect the large investment in the collection system by maintaining adequate system capacity while extending the useful life of the collections and treatment system.

The SSMP prepared by RSWD will ensure full compliance with the SWRCB order by supporting high-level, consolidated guidelines and procedures for all aspects of management of its sewer collection and treatment system.

## ELEMENT 2 - ORGANIZATION

This section describes RSWD's organizational structure and chain of communication. This section identifies the administrative and maintenance positions responsible for implementing this SSMP, responding to SSO events, and meeting the SSO reporting requirements. This section also includes the designation of the authorized representative to meet SWRCB requirements for completing the certification of all spill reports. This section fulfills the organization requirement of SWRCB Element 2 SSMP requirements.

### 2.1. SWRCB REQUIREMENTS FOR ORGANIZATION ELEMENT

The District's SSMP must identify:

- (1) The name of the responsible or authorized representative (Table 2-1);
- (2) The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program, including lines of authority as shown in an organization chart or similar document with a narrative explanation (Table 2-1); and
- (3) The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES) (Figures 2-1 & 2-2).

### 2.2. ELEMENT 2 APPENDIX

Supporting information for Element 2 is included in Appendices C1-C3, which include the following documents:

1. Table of District Sewer Staff/Consultant Names and Phone Numbers (**Appendix C1**)
2. Running Springs Water District Wastewater Transportation, Treatment and Disposal Agreement for Arrowbear Park County Water District (**Appendix C2**)

### 2.3. ORGANIZATION DISCUSSION

This section discusses the organization and roles of sewer staff, the authorized representative to the SWRCB, and the key staff responsible for implementing and maintaining the SSMP.

### **2.3.1. ORGANIZATION CHART (SEE FIGURE 2-1)**

RSWD has six (7) employees for the management, operation and maintenance of the wastewater collections/treatment system. RSWD obtains legal, auditing, and engineering services from contracted consultants. The Organizational Chart for the sewer system is shown in Figure 2-1. The names and phone numbers of staff filling these positions and the consultants are included in Appendix C1. To ensure enough personnel under emergency situations, RSWD also entered into informal agreements with CSA79 and Arrowbear Park County Water District (APCWD) to provide emergency assistance.

### **2.3.2. GENERAL RESPONSIBILITIES**

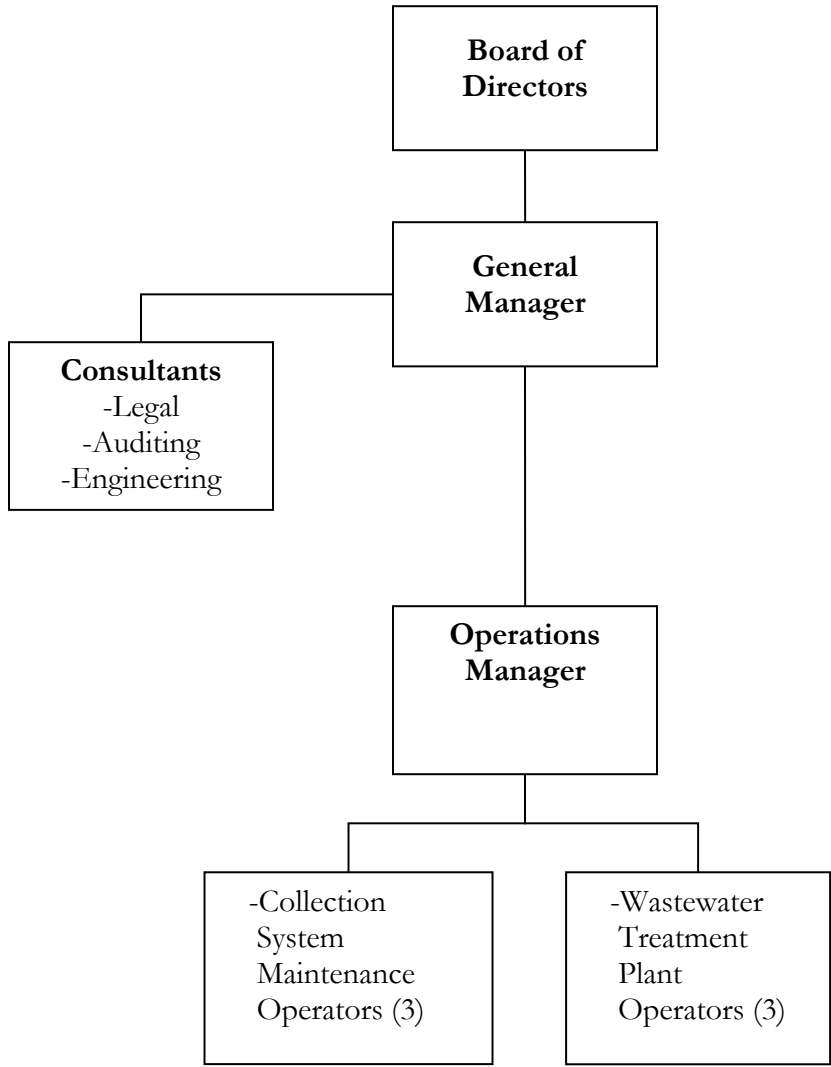
The responsibilities of each position are described as follows:

- Board of Directors – Establish policy.
  
- General Manager – Enforces RSWD policies; plans, organizes, directs, and supervises RSWD’s activities; advises the Board of Directors on engineering matters; prepares and controls RSWD budget; reviews project plans, specifications, and technical engineering planning studies for water and wastewater projects; authorizes outside contractors to perform services; delegates responsibility; serves as the public information officer; plans, organizes, and supervises the maintenance and repair of the District’s infrastructure, including the wastewater treatment plant and the sewer collection system; manages the Capital Improvement Program; reviews plans and specifications for sewer and other projects; makes recommendations regarding maintenance, construction, and operation aspects; controls budget expenditures for maintenance; confers with contractors, engineer, and members of the general public on construction, maintenance problems, and procedures; coordinates development and implementation of SSMP; implements contingency plans.
  
- Operations Manager – Supervises collection system maintenance work; prepares division budgets; investigates sewer-related complaints from the general public; personally assists in the cleaning and repair of sewer mains and lines; schedules work assignments, maintains records of sewage collection system projects assigned and completed, supplies and equipment used, and cost incurred; trains crew members in specific tasks, as needed, including collection system preventive maintenance and SSO response; checks work of assigned crew; ensures that new and rehabilitated assets meet District’s standards, confers with contractors, engineer, and members of the general public on construction, maintenance problems, and procedures;

coordinates development and implementation of SSMP; implements contingency plans, leads emergency response, investigates and reports SSOs, and trains field crews. The Operations Manager also Supervises treatment plant, outfall line and disposal facilities (ponds) operations and maintenance work; prepares division budget; personally assists in the cleaning and repair of treatment facilities; schedules work assignments, maintains records of treatment facility projects assigned and completed; tracks supplies and equipment used and cost incurred; makes estimates of needed equipment and equipment maintenance for treatment facilities; trains crew members in specific tasks, as needed, including treatment system preventive maintenance and SSO response; checks work of assigned crew, confers with contractors, engineer, and members of the general public on construction, maintenance problems, and procedures; coordinates development and implementation of SSMP; implements contingency plans, leads emergency response, investigates and reports SSOs, and trains field crews.

- Collection System Maintenance Operators – Conducts preventative and corrective maintenance activities of sewage collection system; mobilizes and responds to notification of stoppages and SSOs.
  
- Wastewater Treatment Operators – Operates wastewater treatment facilities; conducts preventative and corrective maintenance activities of wastewater treatment facilities; mobilizes and responds to notification of stoppages and SSOs.

**Figure 2-1.** Organization Chart of Sewer Staff



**2.3.4. AUTHORIZED REPRESENTATIVE**

RSWD’s authorized representative in all sewer system matters is the Operations Manager. The Operations Manager is authorized to submit SSO reports to the appropriate government agencies and certify all electronic reports submitted to the SWRCB. The General Manager is authorized to act in the Operations Manager’s absence.



### 2.3.5. RESPONSIBILITY FOR SSMP IMPLEMENTATION

The General Manager is responsible for implementing and maintaining all elements of this SSMP.

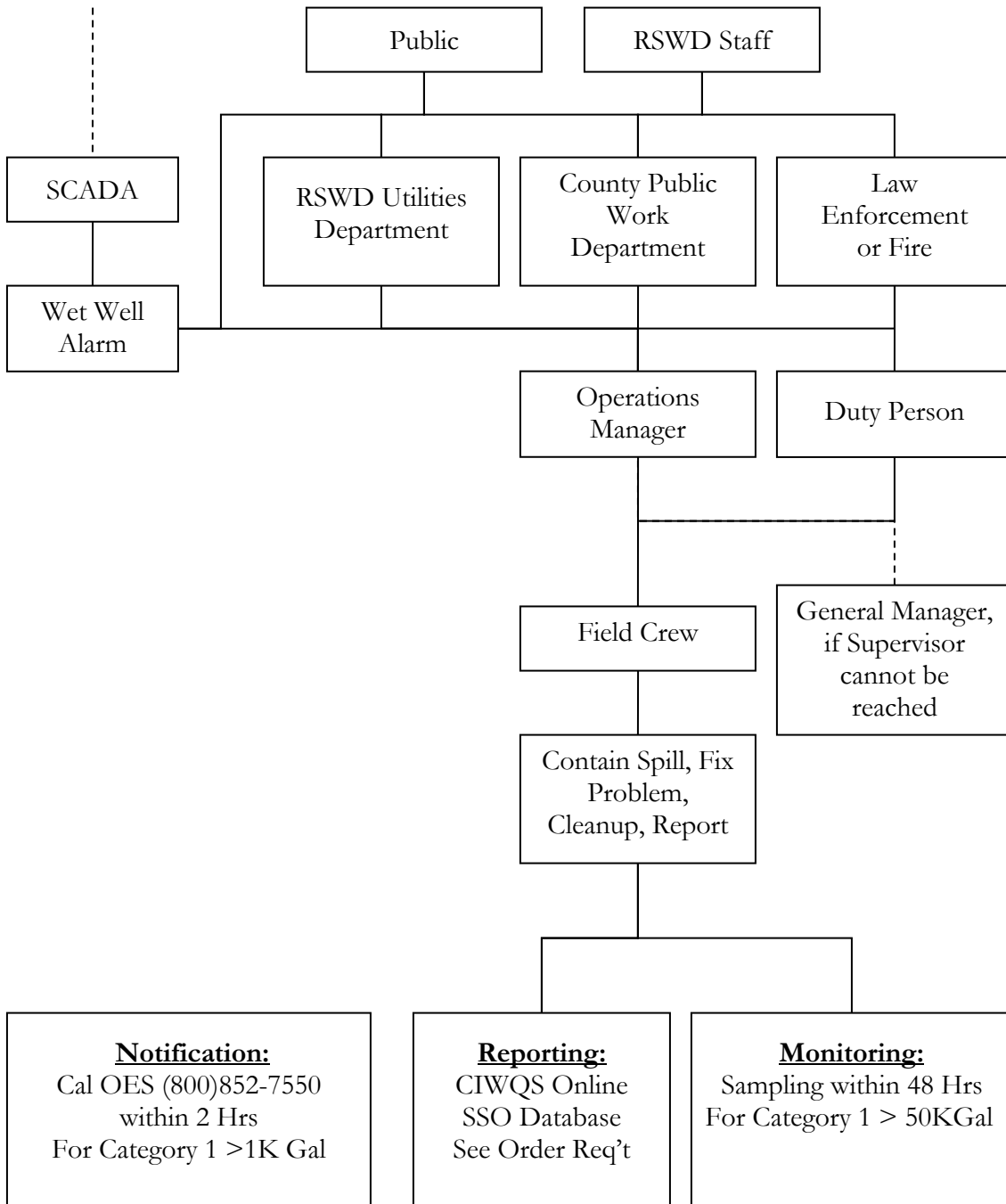
### 2.4. SSO REPORTING CHAIN OF COMMUNICATION

Figure 2-2 demonstrates RSWD’s chain of communication for responding to and reporting any spill. The contact phone numbers for the parties included in the chain of communication is listed in Table 2-1.

**Table 2-1.** Contact Numbers for SSO Chain of Communication

<b>Contact</b>	<b>Telephone Number</b>
General Manager	909-867-2766
Operations Manager	909-867-2766
On-Duty Operator/After Hours Operator	909-519-1528
Fire Chief	909-867-2630
Lift Station 1 – Internal Use Only	909-867-7637
Lift Station 2 – Internal Use Only	909-867-7690
Lift Station 3 – Internal Use Only	909-867-4971
Lift Station 4 – Internal Use Only	909-867-9289
Lift Station 5 – Internal Use Only	909-867-4354
Lift Station 6 – Internal Use Only	909-867-2608
Lift Station 7/8/9 – Internal Use Only	909-867-7936
Deerlick	909-867-2766
Ahwahnee	909-867-2766
Crab Flats	909-867-2766
Canyon	909-867-2766

**Figure 2-2.** SSO Response Chain of Communication



## **ELEMENT 3 - LEGAL AUTHORITY**

This section identifies the legal authority that RSWD has set to implement the SSMP plans and procedures. This section fulfills the SWRCB Element 3 SSMP requirements.

### **3.1. SWRCB REQUIREMENTS FOR LEGAL AUTHORITY ELEMENT**

The agency must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

- (1) Prevent illicit discharges into its sanitary sewer system (examples may include I/I, storm water, chemical dumping, unauthorized debris and cut roots, etc.);
- (2) Require that sewers and connections be properly designed and constructed;
- (3) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;
- (5) Limit the discharge of fats, oils, and grease and other debris that may cause blockages, and
- (6) Enforce any violation of its sewer ordinances.

### **3.2. ELEMENT 3 APPENDIX**

Supporting information for Element 3 is included the following compliance documents:

1. Running Springs Water District Ordinance No. 49 Rules and Regulations for Water and Wastewater Service (**Appendix D1**)
2. Running Springs Water District FOG Program Resolution No. 14-10 & Resolution No. 15-10, **Appendix G1**

### **3.3. LEGAL AUTHORITY DISCUSSION**

The SSMP must include the legal authority, through sewer use ordinances, service agreements, or other legally binding procedures, to (a) control infiltration and connections from inflow sources, including satellite systems; (b) require that sewers and connections be properly designed and constructed; (c) ensure proper installation, testing, and inspection of new and rehabilitated sewers (such as new or rehabilitated collector sewers and new or rehabilitated service laterals); (d) limit fats and greases and other debris that may cause

blockage in the sewage collection system; and (e) implement the general and specific prohibitions of the national pretreatment program under 40 CFR 403.5.

For part (a), the inflow sources may include items such as sump pumps, roof leaders, yard and stairwell drains, satellite systems, or any other materials that adversely affect the performance of the collection system and / or the WWTP.

For part (b), RSWD has developed and continues to update as needed construction standards for the District's pumping stations and collection system.

For part (c), the legally binding documents will also ensure that the testing is conducted, and baseline condition assessment is completed for sewer system construction projects (air test, CCTV, pump station performance, etc.) and that the procedures are in place to transfer the resulting test data to the end user. There is also a requirement for the development and implementation of technical requirements and training standards for construction inspectors.

For part (d), the grease, oils, and fats control program will be for commercial, industrial and institutional users and will combine source and field control to reduce SSOs caused by the discharge of FOG to the collection system.

### **3.3.1. COMPLIANCE SUMMARY**

This SSMP complies with the Order requirements for legal authority under the following enacted ordinances / resolutions or agency policies:

Legal authority for control of fats, oil, and grease (FOG) from Food Service Establishments (FSEs) was established by Running Springs Water District Resolution No. 14-10 (*Adoption Fats, Oil and Grease Control Program*) and Running Springs Water District Resolution No. 15-10 (*Establishing Fats, Oil and Grease Control Program Fees*), which were passed and adopted by the RSWD Board of Directors on April 21, 2010. RSWD's wastewater discharge regulations ordinance (Ordinance No. 49 Rules and Regulations for Water and Wastewater Service) implements the general and specific prohibitions of the national pretreatment program under 40 CFR 403.5. A copy of the FOG Program Resolutions No. 14-10 and No. 15-10 and a copy of the "FOG Control Program" are included in this Plan.

The construction and inspection of new lateral connections and bypass piping facilities is legally enforced through RSWD's connection permit program, as authorized by RSWD's Charter. RSWD issues permits to property owners and/or their contractors according to RSWD standards. Approved design and construction standards are situated in electronic files, and are also available in electronic format. A special standard derived from the master specifications is issued for property owner contractors and is available at the District's main office.

### **3.3.2. ROLES AND RESPONSIBILITIES**

The roles and responsibilities for enforcement of the legal authority to enact the SSMP programs and policies is derived from acts of RSWD's governing Board. Interpretation of the enabling state legislation giving authority to RSWD is provided by RSWD's General Counsel, Best, Best and Krieger of Riverside, California.

During the course of implementing FOG Source Control Program, programmatic changes are anticipated which may necessitate revision of the FOG Program Resolution No. 14-10. RSWD Collections Division will be responsible for periodically reviewing and updating these documents, as the need arises, to ensure that the legal authority is comprehensive and covers all aspects of the FOG Source Control Program.

Ordinance No. 49 Rules and Regulations for Water and Wastewater Service, revised July 19, 2017, is RSWD's main ordinance for regulating sewer use and wastewater discharges, and controlling inflow and infiltration (I/I) and illegal connections to the system. The RSWD Wastewater Division is responsible for maintaining and updating this ordinance as necessary.

## **ELEMENT 4 - OPERATION AND MAINTENANCE PROGRAM**

This section of the SSMP provides an overview and summary of the RSWD's operation and maintenance documents and procedures for sewer collection system. This section fulfills the Operation and Maintenance Program requirements of SWRCB Element 4 SSMP requirements.

### **4.1. SWRCB REQUIREMENTS FOR OPERATION AND MAINTENANCE PROGRAM ELEMENT**

The SSMP must include those elements listed below that are appropriate and applicable to the agency's system:

- (1) Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable storm water conveyance facilities;
- (2) Describe routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders;
- (3) Develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short- and long-term plans plus a schedule for developing the funds needed for the capital improvement plan;
- (4) Provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained; and
- (5) Provide equipment and replacement part inventories, including identification of critical replacement parts.

## 4.2. ELEMENT 4 APPENDIX

Supporting information for Element 4 includes the following documents:

1. Running Springs Water District Collection System 11" x 17" Atlas Map (**Appendix E1**)
2. Running Springs Water District Lift Station Information (**Appendix E2**)
3. Running Springs Water District Sewer System Preventive Operation and Maintenance Program (**Appendix E3**)
4. Running Springs Water District Sewer System Rehabilitation and Replacement Program Capital Improvement Plan (**Appendix E4**)
5. Running Springs Water District Sewer System Operation and Maintenance Training Program (**Appendix E5**)
6. Running Springs Water District Sewer System Contingency Equipment and Replacement Inventory (**Appendix E6**)

## 4.3. OVERVIEW OF OPERATION AND MAINTENANCE PROGRAM

RSWD's Operation and Maintenance Program consists of a Collection System Map and database, a Preventive Operation and Maintenance Program, a Capital Improvement Plan, a Training Program, and a Contingency Equipment and Replacement Inventory.

### 4.3.1. COLLECTION SYSTEM MAP

Because good mapping is essential to the operation and maintenance of any sewage collection system, RSWD has developed an AutoCAD Collection System Map (11" x 17" atlas map as in **Appendix E1**, also see the 24" x 36" atlas map in RSWD's office); this map is linked to a database file, with which operation and maintenance queries and reports can be produced if required. The Collection System Map and the database include all necessary information for operation and maintenance of sewer system. Currently the Map and the database include the following information:

1. Manhole:
  - 2.1) ID number;
  - 2.2) Location (Assessment District);
  - 2.3) Depth;
  - 2.4) Rim Elevation;

- 2.5) Pipe Invert elevation.
- 2. Gravity Pipes & Force Mains:
  - 2.1) ID number;
  - 2.2) Location
  - 2.3) Upstream manhole ID and downstream manhole ID
  - 2.4) Diameter (Size);
  - 2.5) Material type;
  - 2.6) Flow Direction;
  - 2.7) Length;
  - 2.8) Slope.
- 3. Lift Station:
  - 2.1) ID;
  - 2.2) Location (Assessment District);
  - 2.3) Pump control;
  - 2.4) Wet well capacity;
  - 2.5) Pump capacity;
  - 2.6) Pump type.
- 4. Land Use Information
  - 2.1) Land parcel line, land parcel area;
  - 2.2) Existing land use type;
  - 2.3) Planned land use type.
- 5. Topography
- 6. Other Information such as:
  - 2.1) Sewer lateral location;
  - 2.2) Water main and water lateral location;
  - 2.3) Fire hydrant location;
  - 2.4) Street name, address number;
  - 2.5) Satellite picture.

Detailed lift station information is also listed in **Appendix E2** (Running Springs Water District Lift Station Information).



The Collection System Map and the database are able to duplicate, expand, update and zoom in for easily displayed details. RSWD updates the map and the database to include the renewal and maintenance information.

#### **4.3.2. PREVENTIVE OPERATION AND MAINTENANCE PROGRAM**

RSWD's on-going Preventive Operation and Maintenance Program (POMP) (**Appendix E3**) describes what work is performed on a regular basis with respect to the collection pipes, lift stations and associated equipment to prevent them from failing and causing SSOs. POMP also identifies and prioritizes system deficiencies based on the inspection records and SSO reports.

The POMP consists of the following programs:

1. Preventive Maintenance: inspection, cleaning, replacing parts, and other maintenance activities at pre-determined times.
2. Predictive Maintenance: inspection and conditional assessment maintenance performed.
3. Corrective Maintenance: tasks are performed in response to a failure of an asset, component or part, or a critical utility outage.

#### **4.3.3. REHABILITATION AND REPLACEMENT PROGRAM**

RSWD's sewer infrastructure rehabilitation and replacement projects are identified in the adopted Wastewater Master Plan and through ongoing condition assessment programs. Condition assessment programs include CCTV inspections, manhole inspections, sewer flushing/cleaning, etc. Once the deficiencies have been identified and a priority list was established, a Capital Improvement Plan (CIP) was developed. The District's Sewer System Rehabilitation and Replacement Program is shown in **Appendix E4**. The District's Wastewater Master Plan and CIP can be found in the District's Office.

#### **4.3.4. TRAINING PROGRAM**

RSWD has developed a training program (**Appendix E5**) for staff in sanitary sewer system operations and maintenance. The program introduced the technical certificate requirements of the Operations Manager and the minimum technical certificate requirements of all other employees. The program consists of skill and safety training programs, including standard operation procedures, emergency response procedures, OSHA trainings, etc. RSWD also has detailed requirements for the contractors' safety and skills training.

#### **4.3.5. EQUIPMENT AND REPLACEMENT INVENTORY**

RSWD's Equipment and Replacement Inventory (**Appendix E6**) is in a dynamic worksheet. This worksheet records critical components to help assure interrupted service.

## **ELEMENT 5 – DESIGN AND PERFORMANCE PROVISIONS**

This section of the SSMP provides an overview of the RSWD’s sewer system design criteria. This section fulfills the Overflow Emergency Response Plan requirements of SWRCB Element 5 SSMP requirements.

### **5.1. SWRCB REQUIREMENTS FOR DESIGN AND PERFORMANCE PROVISIONS ELEMENT**

The SSMP must identify:

- (1) Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems; and
- (2) Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

### **5.2. ELEMENT 5 APPENDIX**

Supporting information for Element 1 includes the following compliance document:

1. Running Springs Water District Standards for Sewer Facilities (**Appendix H2**)

### **5.3. OVERVIEW OF SANITARY SEWER DESIGN AND PERFORMANCE PROVISIONS**

Running Springs Water District has existing Standards for domestic water and sewer facilities. RSWD hires experienced and qualified professionals to update this Standard from time to time. The last revision occurred in 2017.

#### **5.3.1. Sewer Design Standards**

The RSWD’s Sewer Design Standard includes the following sections as well as standard drawings:

- (1) General Sewer Design Criteria including
  - 1.1) General
  - 1.2) Oversizing Required by District
  - 1.3) Manholes and Cleanouts

- 1.4) Sewage Lift Stations
- 1.5) Plan Preparation
- 1.6) Technical Specifications
- 1.7) Standard Drawings
- 1.8) Pre-Design Conference
- 1.9) District Engineer Certification
- 1.10) Improvement Plan Qualification
- (2) Detailed Technical Provisions
  - 2.1) Earthwork
  - 2.2) Concrete Construction
  - 2.3) Conductor Pipe
  - 2.4) Erosion Control
  - 2.5) Removal and Replacement of Paved Surfaces
  - 2.6) Criteria for the Separation of Water Mains and Non-Potable Pipelines
  - 2.7) Water Quality Sample Station (not a part of SSMP)
  - 2.8) Water Service (not a part of SSMP)
  - 2.9) Pipe, Fittings and Installation for Water System (not a part of SSMP)
  - 2.10) Water Pipeline Testing and Disinfection (not a part of SSMP)
  - 2.11) Fire Hydrant Assemblies (not a part of SSMP)
  - 2.12) Flush-Out and Blow-Off Assemblies
  - 2.13) Valves, Valve Boxes and Covers
  - 2.14) Air Valves Assemblies
  - 2.15) Concrete Thrust Blocks and Blankets
  - 2.16) Backflow Preventers (not a part of SSMP)
  - 2.17) Chain-Link Fence and Gate
  - 2.18) Furnish and Install Plastic Sewer Pipe System
  - 2.19) Manholes and Cleanouts
  - 2.20) Machine Tapping into Existing Sewer for Laterals
- (3) Standard Drawings

### **5.3.2. INSPECTION FOR NEW AND REHABILITATED FACILITIES**

The inspection and testing of new facilities is important to ensure that the standards established are actually implemented in the field. It is important that completed construction not be accepted by the wastewater collection division until inspection and testing have been completed. This approach will help to ensure a proper operation and maximum life expectancy of the system.

Inspections by the District or the Engineer are usually performed during construction and at the completion of the project. Acceptance testing for gravity sewers include low pressure air test or water test to identify leakage, mandrel test to identify deflection in flexible pipe, water or vacuum test of manholes to identify leakage, and television inspection to identify grade variations or other construction defects.

### **5.3.3. DESIGN AND PERFORMANCE STANDARDS MODIFICATION/CHANGE**

If design and performance standards require modification or change, the District will require the District Engineer to process that change. The Governing Board will approve said modifications or changes.

## **ELEMENT 6 - OVERFLOW EMERGENCY RESPONSE PLAN**

This section of the SSMP provides an overview and summary of the RSWD's emergency response documents and procedures for sewer overflow. This section fulfills the Overflow Emergency Response Plan requirements of SWRCB Element 6 SSMP requirements.

### **6.1. SWRCB REQUIREMENTS FOR OVERFLOW EMERGENCY RESPONSE PLAN ELEMENT**

The agency shall develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment. This plan must include the following:

- (1) Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner;
- (2) A program to ensure an appropriate response to all overflows;
- (3) Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, Regional Water Boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the Monitoring and Reporting Program (MRP). All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDRs or National Pollutant Discharge Elimination System (NPDES) permit requirements. The SSMP should identify the officials who will receive immediate notification;
- (4) Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained;
- (5) Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
- (6) A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

### **6.2. ELEMENT 6 APPENDIX**

Supporting information for Element 6 includes the following compliance documents:

1. Running Springs Water District Sanitary Sewer Overflow Emergency Response Plan (**Appendix F1**)
2. Running Springs Water District Sanitary Sewer Overflow Emergency Response Training (**Appendix F2**)
3. Running Springs Water District Reported Sanitary Sewer Overflows Since May 2010 (**Appendix F3**)

### **6.3. OVERVIEW OF SANITARY SEWER OVERFLOW RESPONSE PROGRAM**

RSWD’s SSO emergency response program includes the elements of Response, Notification, Reporting, Impact Mitigation and Training, pursuant to the requirements of the Order.

#### **6.3.1. SUMMARY OF OVERFLOW EMERGENCY RESPONSE PLAN**

The element of Response, Notification, Reporting and Impact mitigation are detailed in the Running Springs Water District Sanitary Sewer Overflow Response Plan (**Appendix F1**) and its appendices. This plan is divided into nine sections, as follows:

- (1) Authority
- (2) Introduction, including plan objectives
- (3) Overflow Emergency Response Team
- (4) Overflow Response Procedure
- (5) Public Advisory Procedure
- (6) Regulatory Agency Notification Procedure
- (7) Sanitary Sewer Overflow Record Keeping
- (8) Media Notification Procedure
- (9) Distribution and Maintenance of this Plan

The objectives of RSWD’s overflow response plan are to:

- Protect public health, water, the environment and beneficial uses of receiving waters;
- To mitigate any adverse impacts on the public and to the environment;
- Insure a timely response to uncontrolled release of untreated or partially treated wastewater;
- Establish a basis for corrective action to prevent uncontrolled release of wastewater;

- Satisfy regulatory agency requirements and minimize risk of enforcement actions against the District.

Additional objectives of the Plan include providing appropriate customer service and protecting District personnel, the collection system and facilities, and private and public property.

#### **6.3.1.1. Overflow Emergency Response Resources**

The section regarding the Overflow Emergency Response Team as listed in the Response Plan, describes the available resources for RSWD's overflow emergency response. This section also clarifies the responsibilities of each team member under emergency situations and the personnel assumed responsibility of the Incident Commander (IC). The appendix to this section provides daytime and after hours telephone number of the response team member.

#### **6.3.1.2. Initial Notification and Response**

The Overflow Response Procedure detailed in the Response Plan covers response procedures from initial notification through field response and internal reporting. An Overflow Emergency Response Flow Chart is presented in the appendix to this section. Subsections include the following:

- (1) Receipt of Information Regarding an SSO: provides for the chain of communication for receiving overflow reports. Refer to Element 2 of this SSMP for a flow chart depicting the chain of communication.
- (2) Dispatch of Appropriate Crews to Site of SSO: details protocols for dispatching appropriate crews and equipment and discusses additional communication between the response crew and supervisors, guidelines for completing and documenting a preliminary damage assessment are provided, and coordination with any hazardous material response is explained.
- (3) Overflow Correction, Containment and Clean-up: describes the responsibilities of the response crew while on-site. Upon arrival, the crew is responsible for determining the cause of the overflow, assessing the need for additional equipment or assistance, notifying the dispatcher if the private property is impacted and if any school is in the vicinity of the affected area, and taking immediate steps to stop the overflow. This subsection also discusses measures that should be taken for containment, sampling and site clean-up.



- (4) Overflow Report: details the information to be included in the field report, including an indication whether the overflow reached surface waters, duration of the overflow, overflow volume, damage assessment, and the description of the actions taken to control, contain and clean up the overflow. A sample of the spill report is presented in the appendix to this subsection.

#### **6.3.1.3. Public Notification**

The Public Advisory Procedure and the Media Notification Procedure described in the Response Plan discuss circumstances under which the public should be notified of an SSO and establish responsibilities for posting notices or contacting the media. Potential public notification measures include temporary signage to indicate any polluted surface water or groundwater due to an SSO and notification through media outlets. The Operations Manager is responsible for determining whether temporary signage and further notification are necessary. The General Manager is the contact person for all media notification.

#### **6.3.1.4. Agency Reporting and Record Keeping**

The Regulatory Agency Notification Procedure portion of the Response Plan details reporting requirements to the SWRCB, the State Office of Emergency Services (OES), and all other authority agencies. The appendix to this section provides contact information for agencies that may need to be contacted.

The section of Sanitary Sewer Overflow Record Keeping details the mandatory requirements by the Order to keep all SSO records (see **Appendix F3**). All records shall be made available for review upon SWRCB or RWQCB staff's request.

#### **6.3.1.5. Distribution, Update of the Plan**

The section of Distribution and Maintenance of this Response Plan specifies that all departments and staff should receive the plan. This section also provides for annual review and updates of the plan.

### **6.3.2. OVERFLOW EMERGENCY RESPONSE TRAINING PROGRAM**

RSWD reviews and updates, as needed, the various contact persons listed in the response plan, and conducts annual training sessions with appropriate personnel. A sample of the training material is presented in the **Appendix E5**.

# **ELEMENT 7 - FATS, OILS AND GREASE CONTROL PROGRAM**

This section of the SSMP discusses RSWD's Fats, Oils and Grease (FOG) control measures, including identification of problem areas, focused cleaning, and source control. This section fulfills the FOG Control requirement of SWRCB Element 7 SSMP requirements.

## **7.1. SWRCB REQUIREMENTS FOR FOG CONTROL ELEMENT**

The agency must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. This plan shall include the following as appropriate:

- (1) An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;
- (2) A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area;
- (3) The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;
- (4) Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;
- (5) Authority to inspect grease producing facilities, enforcement authorities, and whether the agency has sufficient staff to inspect and enforce the FOG Program Resolution No. 14-10;
- (6) An identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section; and
- (7) Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified in (6) above.

## **7.2. ELEMENT 6 COMPLIANCE DOCUMENTS**

Supporting information for Element 7 includes the following compliance documents:

1. Running Springs Water District FOG Program Resolution No. 14-10 (**Appendix G1**)

2. List of Food Service Establishments in Running Springs (potential grease dischargers, **Appendix G2**)
3. Running Springs Water District FOG Control Program (**Appendix G3**)
4. Fats, Oils and Grease Reduction, A Guidebook for Commercial Kitchens (**Appendix G4**)
5. Residential FOG Public Outreach Poster (**Appendix G5**)
6. Running Springs Water District Grease Trap Inspection Form (**Appendix G6**)
7. Running Springs Water District Grease Trap and Interceptor Maintenance Log (**Appendix G7**)

### **7.3. FOG CONTROL DISCUSSION**

RSWD has determined that a FOG control program is necessary per SSMP requirements. As of January 31, 2023, twenty-one food service facilities, which include commercial, camp and school kitchens, were located within RSWD's service area limits and discharge to RSWD controlled sewers. Operations and maintenance staff have also noted the tendency for grease buildup in specific sewer lines. This section discusses measures RSWD takes to control FOG.

Pursuant to SWRCB Element 7 SSMP requirements, RSWD's FOG control program (as presented in **Appendix G3**) consists of identification and cleaning of grease-prone areas, legal authority to prohibit grease discharge and to require a grease removal device, facility inspection, and FOG public education outreach program.

#### **7.3.1. IDENTIFICATION AND SEWER CLEANING**

RSWD keeps a list of all food service establishments (FSEs) in the RSWD's service area, as presented in **Appendix G2**. RSWD also inspects manholes and pipelines yearly to locate potential sources of stoppages or spills caused by accumulation of FOG, roots or debris. Observations are recorded; debris type and severity will be noted and will be compared with previous inspection reports. The problem areas will be labeled as hot spots in the system. Areas with several restaurants or grease-producing facilities are also considered likely potential grease problem areas. If the source of the grease in a lateral can be identified, RSWD contacts that restaurant or source of grease.

The gravity section of the collection system is hydro-cleaned and videoed (CCTV) by Assessment District as determined by the collections staff. Cleaning and inspection schedules are adjusted when visual or CCTV inspection identifies a problem area. At this time, the cleaning schedule appears sufficient to prevent FOG overflows.

### **7.3.2. PLAN AND SCHEDULE OF DISPOSAL OF FOG GENERATED**

A list of where to dispose of Food Service Facility generated FOG can be obtained from the RWQCB (Regional Water Quality Control Board) during normal business hours.

Residents may also obtain a list of where to dispose of grease and cooking oil from the RWQCB (Regional Water Quality Control Board) during normal business hours. FOG shall not be discharged into any upstream manhole.

### **7.3.3. LEGAL AUTHORITIES**

Legal measures available to RSWD to control sources of FOG are included in the RSWD's Resolution 14-10 (FOG Program Resolution No. 14-10, as presented in **Appendix G1**). Legal authorities include the authority to prohibit discharges, the requirements of grease removal device, and enforcement measures, as appropriate.

#### **7.3.3.1. Authority to Prohibit Discharges**

The Ordinance prohibits all FSEs to discharge of FOG into the sewer system which may accumulate and/or cause or contribute to blockages in the sewer system or at the sewer system lateral. The Ordinance also regulates or prohibits:

- The installation of food grinders in the plumbing system of new construction of FSEs;
- The introduction of any additives into a FSEs wastewater system for the purpose of emulsifying FOG;
- The disposal of cooking oil into drainage pipes;
- The discharge of wastewater from dishwashers to any grease trap or grease interceptor;
- The discharge of wastewater with temperatures in excess of 140°F to any grease control device;
- The use of biological additives for grease remediation or as a supplement to interceptor maintenance;
- The discharge of waste from toilets, urinals, washbasins, and other fixtures containing fecal materials to sewer lines intended for grease interceptor service;
- The discharge of any waste including FOG and solid materials removed from the grease control device to the sewer system;
- Dishwashers and food waste disposal units connected to or discharged into any grease trap;

- Operation of grease interceptors with FOG and solids accumulation exceeding 25% of the design hydraulic depth of the grease interceptor.

### **7.3.3.2. Requirement of Grease Removal Device**

The Ordinance requires that all FSEs shall implement best management practices (BMPs) in their operation, and all newly constructed FSEs, or existing FSEs undergoing remodeling or a change in operations, or existing FSEs that currently are or have the reasonable potential to adversely impact the sewer system shall install grease removal devices prior to commencing the discharge of wastewater to the sewer system.

Grease interceptors shall be constructed in accordance with the design approved by the FOG control program manager and in accordance with the California Plumbing Code (CPC) design requirements and shall have a minimum of two (2) compartments with fittings designed for grease retention.

All grease interceptors and grease traps shall be operated in accordance with the manufacturer's specifications and shall be maintained in efficient operating condition by periodic removal of the full contents of the interceptor. The maintenance records shall be maintained for a minimum two (2) years and shall be provided to the District upon written request.

### **7.3.3.2. Inspection and Enforcement Authorities**

The Ordinance includes authority to allow RSWD to inspect grease producing facilities, and to enforce the Ordinance. The FSE shall allow the District access to the FSE premises, during normal business hours for inspection purpose. The FOG control program manager or his/her designee shall have the right to place or order the placement on the FSEs property such devices as are necessary to conduct sampling or metering operations. Enforcement measures for violations of any sewer protection measure, including grease discharge range from issuance of a notice of non-compliance to criminal penalties.

### **7.3.4. PUBLIC EDUCATION OUTREACH**

RSWD recognizes that its ability to be proactive and effective is also dependent upon public outreach and education. RSWD's outreach activities include newsletters and working with other local agencies to bring about regulations that "make sense" to FSEs and the community.

RSWD's interaction with FSEs occurs on a day-to-day basis, as part of the daily operation of the FOG Control Program. Additionally, RSWD has a brochure entitled "*Fats, Oils and Grease Reduction, A Guidebook for Commercial Kitchens*" (as presented in **Appendix G4**) mailed to all of the FSEs in the RSWD's service area along with the copies of FOG Program Resolution No. 14-10 and RSWD FOG Control Program. This brochure includes important information on general BMPs, kitchen BMPs, food service waste reduction, and design, operation and maintenance guidelines for grease interceptors.

RSWD has produced a residential FOG public outreach poster targeted to all residents. This poster is displayed at RSWD office and provided to FSEs and residents who are affected by a blockage or backup. A copy of the poster is included in **Appendix G5**.

## **ELEMENT 8 - SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN**

This section of the SSMP discusses RSWD's System Evaluation and Capacity Assurance Plan to provide hydraulic capacity of key sewer system elements under peak flow conditions. This section fulfills the System Evaluation and Capacity Assurance Plan requirement of SWRCB SSMP Element 8.

### **8.1. SWRCB REQUIREMENTS FOR SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN ELEMENT**

The agency has prepared and will implement a Capital Improvement Plan (CIP) through the wastewater master plan which provides hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as wet weather events. At a minimum, the plan must include:

- (1) Evaluation: Actions needed to evaluate the sanitary sewer system that may experience or contribute to an SSO discharge caused by hydraulic deficiency. The evaluation provides estimates of peak flows (including flows from SSOs that escape from the system) associated with conditions similar to those which may cause overflow events; estimates of the capacity of key system components; hydraulic deficiencies (including components of the system with limiting capacities); and the major sources that contribute to the peak flows associated with overflow events;
- (2) Design Criteria: Where design criteria did not exist or were deficient, the evaluation identified in (1) above was used to establish appropriate design criteria; and
- (3) Capacity Enhancement Measures: The steps needed to establish a short- and long-term CIP which addresses identified hydraulic deficiencies, and includes prioritization, alternatives analysis, and schedules for the CIP. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacities, and storage facilities. The CIP includes an implementation schedule and identifies funding sources.
- (4) Schedule: The agency has developed a schedule of completion dates for all portions of the capital improvement program developed in (1)-(3) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements.

### **8.2. ELEMENT 8 APPENDIX**

Supporting information for Element 8 is included the following compliance document:

1. Running Springs Water District System Evaluation and Capacity Assurance Plan (**Appendix H1**).
2. Running Springs Water District Standards for Sewer Facilities (**Appendix H2**)

### **8.3. SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN DISCUSSION**

Running Springs Water District's Sanitary Sewer System Evaluation and Capacity Assurance Plan evaluate the impact of additional flows from growth within the service area in both the near and distant future. If the evaluation determines that capacity problems exists or will develop in the future, then a pipeline capacity Capital Improvement Plan (CIP) may be developed per District's Standards for Sewer Facilities (**Appendix H2**) to construct the needed facilities.

This Sanitary Sewer System Evaluation and Capacity Assurance Plan includes the projection of the future (to the year of 2028) sewer loads in Running Springs area, the review of the existing RSWD sewer system data, the description of the sewer model development, the evaluation of the sewer system capacities for the existing and future sewer loads, and recommended Capacity Improvement Projects.

#### **8.3.1. Existing and Projected Sewer Flows**

This section describes the approach for the projection of sewer flows (for both dry weather and wet weather) over the next 20 years.

Sewer flows are composed of three components: (1) Sanitary base flow generated by homes, businesses, etc., sanitary base flows are roughly equal to a certain percentage of the water demand which approximates the customers' water demand which is returned to the sanitary sewer; (2) Infiltration due to normal groundwater levels (dry weather infiltration); and (3) Infiltration/inflow (I/I) due to rainfall and high groundwater levels (rainfall-dependent I/I, or RDI/I)

The projection of sanitary base flow is based on the projection of the water demand. A disaggregated method was used in the Plan to compute the future water demands in the Running Springs Area. The disaggregated method separated water demands into more uniform groups of users as the basis for future projections. This approach was paired with land use information and water duties to develop water demands. It provided more accuracy and flexibility in analyzing the future water demands (accordingly sanitary base flows) and



allowed us to build conservatism into the sizing of facilities and piping in the latter stages of the planning process, thereby minimizing the amount of rework required to update plans and proposed improvement projects.

The planned land use types and acreage information were obtained from San Bernardino County General Land Use Map. Based on the land use information, the average day water demand of the entire District service area is expected to increase from 0.552 mgd (2008) to 0.742 mgd under buildout conditions. It should be noted that while there exists fewer than 300 buildable lots within the District's Boundaries, we cannot know or predict upstream contribution due to upstream developmental growth. As such, we have used Census Data for projected population growth in the Running Springs area as a conservative estimate to account for this upstream growth and contribution.

Historical sewer flow rates at the Wastewater Treatment Plant were carefully reviewed in order to estimate the GWI and percentage rate of water consumption returning to the sanitary sewer.

The historical data indicated that the components of sewer flows in the area were significantly different in dry weather months (June to November) than the wet weather months (December to May). During wet weather months, rainfall-dependent infiltration / inflow had considerable contribution to the WWTP sewer flows. It is estimated that the amount of water consumed when combined with the GWI rate is estimated to be 100 gpdidm.

Average daily sewer flow during the dry weather months is expected to increase from 0.458 mgd (2008) to 0.508 mgd under buildout conditions. The projected average daily sewer flows in dry weather months for the Year 2013, 2018, 2023, 2028 are 0.483 mgd, 0.507 mgd, 0.523 mgd and 0.530 mgd, respectively.

Peak day sewer flow during the wet weather months is expected to increase from 0.892 mgd (2006) to 0.951 mgd under buildout conditions. The projected peak day sewer flows in wet weather months for the Year 2013, 2018, 2023, 2028 are 0.908 mgd, 0.923 mgd, 0.932 mgd and 0.937 mgd, respectively.

Peak hour sewer flow during the wet weather months was expected to increase to 1.489 mgd under buildout conditions. The projected peak hour sewer flows in wet weather months for the Year 2013, 2018, 2023, 2028 are 1.504 mgd, 1.519 mgd, 1.528 mgd and 1.533 mgd, respectively.

### **8.3.2. Collection System Modeling**

This section describes the process of H2OMap Sewer hydraulic modeling development for the sewer collection system evaluation, and the resultant collection system deficiencies identified by the model.

The sewer system model was obtained and based on an inventory of sewer piping and facilities identified in RSWD's system map (LINKS). Pipes in the model were represented by line segments and were defined by an upstream manhole, a downstream segment of pipe and a downstream manhole. The model considered manholes, cleanouts and wet wells as "nodes", and pipes, force mains and lift stations as "links".

RSWD's sewer planning and design criteria were used as the evaluation basis to assess the sewer collection system and to plan future improvements, upgrades, and expansions of facilities. RSWD's planning and design criteria proposed for use in this Plan were comparable to the criteria used by similar agencies in the region. The criteria include elements of pipe roughness, slope, diameter etc.

A series of hydraulic model simulations were conducted in the H2OMap Sewer model to evaluate the sewer system capacity under various scenarios (dry weather average daily flow, wet weather peak day flow and wet weather peak hour flow) for the Years 2008, 2013, 2018, 2023, 2028 and through buildout conditions. Projected sewer loads including sanitary base flow, GWI, RDI/I were allocated to each manhole, based on land use type and acreage.

Sewer pipes and lift stations must be able to deliver wet weather peak hour flow, thus wet weather peak hour flow was considered as the design and evaluation basis for sewer pipes and lift stations. The model simulations indicated that under all scenarios, all 9 lift stations have adequate capacities for the peak hour flows. The model simulations also identified surcharging gravity pipelines and suggested diameters for replacement pipes. For the worst situation (buildout and wet weather peak hour flow conditions), the total length of failed or undersized sewer gravity pipelines is approximately 2,485 linear feet. There exist 13,337 feet of 6-inch diameter pipe which may need to be upgraded to a minimum 8-inch diameter pipe in order to satisfy requirements under current District Standards.

### **8.3.3. Treatment System Capacity Evaluation and Improvements**

This section evaluates the treatment capacity of RSWD's wastewater treatment plant (WWTP). The purpose of the evaluation was to ensure the treatment plant had adequate capacity to treat or store wastewater under peak conditions in order to prevent an SSO occurrence at the plant.

RSWD's wastewater treatment facility is equipped and is designed to produce a tertiary treated effluent utilizing a Microfiltration Membrane Bioreactor (MBR) system. The effluent from the WWTP is discharged to ponds in the US Forrest Service (USFS) lands and for spray irrigation of a green belt adjacent to the treatment plant.

With the existing EQ basin and the existing MBR treatment capacity of 1.0 mgd, the treatment plant can treat any instantaneous flows under 1.0 mgd; flows in excess of the 1.0 mgd may cause the system to overload. Utilizing the equalization basin, the District can defer treatment for up to 5.9 hours until the peak instantaneous flows have subsided to a more manageable rate.

In 2016, the District expanded the MBR system to 1.0 mgd and the treatment plant can defer treatment by utilizing the equalization basin for up to 9.7 hours until the peak instantaneous flows have subsided.

Under the worst situation, the plant can employ more options to trim off the peak flow including using the Anaerobic / Flow Equalization Tanks as a buffer with each tank of 80,000 gal capacity, temporarily using Aerobic Digestion Chamber to store the influent, and using the peak capacity of the MBR itself.

#### **8.3.4. Costs and Schedule for Recommended Improvements**

This section summarizes the costs and schedules for recommended wastewater CIP improvements. The total cost of the CIP till the year of 2028 is estimated to be \$1,600,000.

## **ELEMENT 9 - MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS**

This section of the SSMP discusses RSWD's Monitoring, Measurement, and Program Modifications of SSMP. This section fulfills the Monitoring, Measurement, and Program Modifications requirement of SWRCB SSMP Element 9.

### **9.1. SWRCB REQUIREMENTS FOR MONITORING, MEASUREMENT, AND PROGRAM MODIFICATION ELEMENT**

The agency shall:

- (1) Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;
- (2) Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;
- (3) Assess the success of the preventative maintenance program;
- (4) Update program elements, as appropriate, based on monitoring or performance evaluations; and
- (5) Identify and illustrate SSO trends, including: frequency, location, and volume.

### **9.2. ELEMENT 9 APPENDIX**

Supporting information for Element 9 is included the following compliance document:

1. Running Springs Water District Reported Sanitary Sewer Overflows Since May 2010  
(Appendix F3)

### **9.3. MONITORING, MEASUREMENT, AND PROGRAM MODIFICATION DISCUSSION**

#### **9.3.1. SSO Database**

RSWD keeps all operation and maintenance records of the sewer system. RSWD also has developed database files to document SSOs. For each SSO, the following information was recorded:

- Event date;
- Event location;
- Total SSO volume;
- Contained SSO volume;
- Response time;
- The reason causing the SSO including roots, grease, debris, pipe failure, pump station failure, capacity and other.

The locations of each SSO were marked in the Sewer System Map in AutoCAD.

### **9.3.2. Effectiveness of the SSMP**

With the record files and the Sewer System Map, the District is able to track each SSO and sewer stoppage, and conduct periodic statistical analyses on SSO trends. Some examples of these statistics may include:

- Number of SSOs over the past 12 months, distinguishing between dry and wet weather overflows;
- Volume distribution of SSOs (e.g. number of SSOs <100 gallons, 100 to 999 gallons, 1,000 to 9,999 gallons, and >10,000 gallons);
- Volume of SSOs that was contained in relation to total volume of SSOs;
- SSOs by cause (e.g. roots, grease, debris, pipe failure, pump station failure, capacity, other);
- Number of stoppages over the past 12 months;
- Average time to respond to an SSO;
- Relationship of capacity-related SSOs to storm event return frequency;
- Ratio of planned sewer cleaning to unplanned sewer cleaning;
- Backlog of repair, rehabilitation, and replacement projects;
- Plans and/or implementation of activities to target specific problems identified, such as roots, structural deficiencies, or fats, oil, and great (FOG).

The statistics will be used to monitor the implementation of SSMP and evaluate the effectiveness of each elements of the SSMP.

### 9.3.3. SSMP Update

The elements of the SSMP are updated at periodic interval based on the monitoring or performance evaluations. There are several ways for RSWD to keep the SSMP updated in order to meet the requirements.

- Obtain specific funding to carry out periodic reviews and to participate in any related coordinating meetings;
- Assign staff to review the SSMP periodically to check effectiveness and timeliness;
- Check with the collection system staff at periodic intervals to review the effectiveness and identify potential areas for improvement, either individually or through meetings;
- Prepare progress reports documenting effectiveness, potential changes, and / or a summary of program activities on a periodic basis;
- Obtain internal approval to update the SSMP with specific revisions;
- Solicit peer review by another sewer collection system agency.

As this is meant to be a “living document,” there will be necessary revisions and updates to RSWD’s Sewer System Management Plan; major changes may need to be approved by the Board of Directors. If changes are identified for implementation in the SSMP, other related documentation may also be affected which may need to be revised as well.

The last update of this SSMP was in May 2019.

## **ELEMENT 10 - SSMP PROGRAM AUDITS**

This section of the SSMP discusses the RSWD's internal audit covering the agency's compliance with all SSMP requirements. This section fulfills the SSMP Program Audits requirement of SWRCB SSMP Element 10.

### **10.1. SWRCB REQUIREMENTS FOR SSMP PROGRAM AUDITS ELEMENT**

The agency shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the agency's compliance with the SSMP requirements, including the identification of any deficiencies in the SSMP and outlining necessary steps to correct them.

### **10.2. ELEMENT 10 APPENDIX**

Supporting information for Element 10 included the following compliance documents, some of the documents are presented in **Appendix I1**:

1. Running Springs Water District Sanitary System Management Plan Internal Audit Finding Form and Guidance (**Appendix I1**)

### **10.3. SSMP PROGRAM AUDIT DISCUSSION**

#### **10.3.1. RSWD's Internal Audit Program**

Running Springs Water District is required to conduct an appropriate internal SSMP audit and submit a report of the audit, with an evaluation of the SSMP and RSWD's compliance, including what deficiencies have been encountered and what steps have been taken to correct them. The audit programs are used to provide controls for ensuring that all elements of the SSMP are being implemented and managed appropriately by RSWD. The audit outcomes should provide information about challenges and success implementing the SSMP and identify any program or policy changes which are required to ensure the effectiveness of SSMP implementation.

### 10.3.2. Internal Audit Program Requirements

The requirements for the internal audit program include the following:

- Development of an audit find form (**Appendix I1**);
- Assigning staff to perform the internal audit program. Staff will need to focus on the internal audit program and be fairly removed from the day-to-day activities;
- The internal audit person will have enough authority to carry out all necessary data gathering. RSWD will fully support and authorize the audit procedures;
- The auditor will submit the findings and reports to the District's management personnel.

### 10.3.3 Roles and Responsibilities of the Auditors

The positions, roles, and responsibilities of the audit staff are as follows:

- The auditor has the responsibility of scheduling and conducting audits, or using a third party to conduct the audits.
- Any deficiencies identified as a result of the audits will be brought to the attention of each responsible RSWD division / staff.
- Deficiencies and corrective actions will be identified, verified, and documented by the auditor using the Audit Finding Form.

At a minimum, audits will be conducted every two years; a report of the findings must be prepared and kept on file. Strategies to correct deficiencies, if identified, will be developed by the responsible RSWD staff member(s). The audit will identify any deficiencies in RSWD's SSMP programs and include steps to correct the issue.



## **ELEMENT 11 - COMMUNICATION PROGRAM**

This section of the SSMP discusses RSWD's communication program which allows input from interested parties with respect to the development, implementation and performance of the SSMP. This section fulfills the Communication Program requirement of SWRCB SSMP Element 11.

### **11.1. SWRCB REQUIREMENTS FOR COMMUNICATION PROGRAM ELEMENT**

The District shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the District as the program is developed and implemented.

The agency shall also create a plan of communication with systems that are tributary and / or satellite to the District's sanitary sewer system, i.e., CSA79 and Arrowbear Park County Water District.

### **11.2. ELEMENT 11 APPENDIX**

Supporting information for Element 11 is included the following compliance documents:

1. Fats, Oils and Grease Reduction, A Guidebook for Commercial Kitchens (**Appendix G5**)
2. Residential FOG public outreach poster (**Appendix G6**)

### **11.3. COMMUNICATION PROGRAM DISCUSSION**

RSWD's General Manager is the individual who will be responsible for the development of the communication program.

The District recognizes that its ability to be proactive and effective is also dependent upon public outreach. RSWD has identified the key stakeholders who may be interested in the SSMP as in Table 11-1.

The Running Springs Water District's primary customers are the residential and commercial customers that connect to the sewers located within the District's area. In addition, two neighbor agencies, APCWD and CSA79, contribute flow to the Running Springs Water

District sanitary sewer collection system. The primary customers of the neighbor agencies are also the residential and commercial customers that connect to the collector sewers located within the service areas of each of the contributing agencies.

**Table 11-1.** Running Springs Water District SSMP Key Stakeholders.

<b>Stakeholder Group</b>	<b>Potential Issues of Interest</b>
Ratepayers and local neighborhood associations	Proposed rate increase, FOG program, local impacts from capital program
Food Service Establishments	FOG Program
County of San Bernardino / Law Enforcement.	Emergency response plans, SSMP program audits
Engineering consultants	Design standards, capital programs, consulting opportunities
Contractors	Capital programs, proposed contracting of maintenance activities
Governing board	SSMP progress, costs, public impacts, communication program
APCWD and CSA79	Operating parameters, capacity management, I / I reduction programs

### **11.3.1. Communications with Contributing Neighbor Agencies**

The District has developed and implemented a communications program with its contributing agencies (upstream users). The plan has established a collaborative approach to communicate with contributing agencies and work together during the development and implementation of, and future improvements, to the SSMP. Subsequent meetings will be held periodically with representatives who are responsible for development and maintenance of the SSMP at each contributing agency.

### **11.3.2. Communications with and Outreach to Customers and the General Public.**

Running Springs Water District provides public outreach and education to residents and businesses related to sanitary sewer overflows, preventing grease blockages and Best Management Practices for handling of grease waste. Residential education includes targeted

advertisements and public service announcements, distribution of information at community events and water bills inserts. For example, in the past years, after identifying a common cause of facility pump failures in Running Springs was sanitary wipes dumped to the sanitary sewer system by the residents, the District has included knowledge of “preventing clogs in the sewer system” in quarterly newsletters mailed to all residents. The District also periodically mails information flyers to all residential and business property owners and tenants describing the negative impacts of discharging fats, oil and grease into the sanitary sewer system. Additionally, the District inspects food service facilities in the service area periodically for compliance with Best Management Practices and grease removal device maintenance, and distributes educational materials during these inspections.

## **LIST OF APPENDICES**

- Appendix A1 California State Water Resources Control Board Order No. 2006-0003-DWQ
- Appendix A2 SSMP Development Plan and Schedule
- Appendix A3 California State Water Resources Control Board Order No WQ 2013-0058-Exec
- Appendix B1 California Regional Water Quality Control Board Santa Ana Region Order No. 87-8 Waste Discharge Requirements for Running Springs Water District San Bernardino County
- Appendix C1 Table of District Sewer Staff/Consultant's Names and Phone Numbers
- Appendix C2 Running Springs Water District Wastewater Transportation, Treatment and Disposal Agreement for Arrowbear Park County Water District
- Appendix D1 Running Springs Water District Ordinance No. 54 Rules and Regulations for Water & Wastewater Service
- Appendix E1 Running Springs Water District Water District Collection System Maps
- Appendix E2 Running Springs Water District Lift Station Information
- Appendix E3 Running Springs Water District Sewer System Preventive Operation and Maintenance Program
- Appendix E4 Running Springs Water District Sewer System Rehabilitation and Replacement Program Capital Improvement Plan
- Appendix E5 Running Springs Water District Sewer System Operation and Maintenance Training Program
- Appendix E6 Running Springs Water District Sewer System Contingency Equipment and Replacement Inventory
- Appendix F1 Running Springs Water District Sanitary Sewer Overflow Emergency Response Plan
- Appendix F2 Running Springs Water District Sanitary Sewer Overflow Emergency Response Training
- Appendix F3 Running Springs Water District Reported Sanitary Sewer Overflows Since

- Appendix G1 Running Springs Water District Resolution 14-10 (the FOG Ordinance)
- Appendix G2 List of Food Service EstablishmentS in the RSWD’s Service Area
- Appendix G3 Running Springs Water District FOG Control Program
- Appendix G4 Fats, Oils and Grease Reduction A Guidebook for Commercial Kitchens
- Appendix G5 Residential FOG Public Outreach Poster
- Appendix G6 Running Springs Water District Grease Trap Inspection Form
- Appendix G7 Running Springs Water District Grease Trap and Interceptor Maintenance  
Log
- Appendix H1 Running Springs Water District System Evaluation and Capacity  
Assurance Plan
- Appendix H2 Running Springs Water District Standards for Sewer Facilities
- Appendix I1 Running Springs Water District Sanitary System Management Plan  
Internal Audit Finding Form and Guidance

**RUNNING SPRINGS WATER DISTRICT****MEMORANDUM**

**DATE:** February 15, 2023

**TO:** Board of Directors

**FROM:** Trevor Miller, Operations Manager  
Ryan Gross, General Manager

**SUBJECT: CONSIDER AUTHORIZING EXPENDITURE FOR BACKHOE REPAIRS**

**RECOMMENDED BOARD ACTION**

Consider authorizing staff to proceed with the expenditure for repairs to the standby backhoe.

**REASON FOR RECOMMENDATION**

Staff is recommending this expenditure to make necessary repairs to the standby backhoe and extend the usefulness and increase reliability of the machine.

**BACKGROUND INFORMATION**

In September 2022, the District took delivery of a new primary backhoe for water and wastewater operations. The existing backhoe was then moved to standby / backup position and is used on a limited basis. The existing machine needs repairs and some of the needed repairs are out of the scope of District staff. The needed repairs are due to the age of the machine and are considered maintenance items. The machine will be taken to the service center for the repairs that cannot be completed by District staff. The remaining repairs will be performed in house by District staff.

**FISCAL INFORMATION**

The cost for the repairs that will be performed by the service center is \$7,776.43. In November 2022, the District received \$11,700 for the surplus backhoe at auction.

If approved, the funding source for these expenditures would be from the Wastewater Capital Improvement Reserve Fund which has a balance of \$1,721,905 as of January 31, 2023.

**ATTACHMENTS**

Attachment 1 – Quote



909-822-2200 • Fax: 909-822-4850  
www.scottequip.com



**KOBELCO DOOSAN DYNAPAC**

**ATTACHMENT 1**

**Ship To:** RUNNING SPRINGS WATER DISTRICT  
FONTANA SHOP  
TREVOR/ 909-499-0447

**Invoice To:** RUNNING SPRINGS WATER DIS  
P.O. BOX 2206  
RUNNING SPRINGS CA 92382

Branch 01 - Scott Equipment		
Date 02/02/2023	Time 7:17:04 (O)	Page 1
Account No 79204E	Phone No 9098672766	Est No 02 007980
Ship Via	Purchase Order REQ1938	
Tax ID No		
	Salesperson AMB	

ESTIMATE EXPIRY DATE: 03/01/2023

**SERVICE ESTIMATE - NOT AN INVOICE**

This is an estimate for service and/or repairs. If upon tear down, we find additional repairs are needed, you will be notified and a revised estimate will be submitted for approval. This estimate does not include freight or transport. If you agree, please sign this estimate and return via fax or email.

\*THERE WILL BE A 3% SURCHARGE ON ALL ORDERS PAID FOR WITH CREDIT/DEBIT CARDS  
THIS INCLUDES NEW HOLLAND CHARGE ACCOUNTS  
\*AS OF AUGUST 1ST 2020, WE NO LONGER ACCEPT AMERICAN EXPRESS

\*\*\*\*\* Segment 01 \*\*\*\*\*

Stock #: COS02648 CUSTOMER OWNED MS #: 31010383  
Make: NH Model: XXXX  
Is to have the following work done by 02/24/2023 (Estimated)

ENGINE OIL LEAK  
COMPLAINT:  
CUSTOMER REPORTED ENGINE HAS AN OIL LEAK. INSPECT AND ADVISE ON LEAK REPAIR

Authorization: \_\_\_\_\_

Labor: 647.50  
Subtotal: 647.50

\*\*\*\*\* Segment 02 \*\*\*\*\*

STABILIZER RAM MAY NEED TO BE RESEALED  
COMPLAINT:  
CUSTOMER REPORTED STABILIZER RAM NEEDS TO BE RESEALED. INSPECT AND ADVISE ON CONDITION OF RAM TO HAVE RESEAL PERFORMED.  
CORRECTION:  
CUSTOMER REQUESTS PARTS ONLY FOR THIS WORK ORDER SEGMENT. NO LABOR TO BE PERFORMED BY DEALER.



909-822-2200 • Fax: 909-822-4850  
www.scottequip.com



**KOBELCO DOOSAN DYNAPAC**

**Ship To:** RUNNING SPRINGS WATER DISTRICT  
FONTANA SHOP  
TREVOR/ 909-499-0447

**Invoice To:** RUNNING SPRINGS WATER DIS  
P.O. BOX 2206  
RUNNING SPRINGS CA 92382

Branch 01 - Scott Equipment		
Date 02/02/2023	Time 7:17:04 (O)	Page 2
Account No 79204E	Phone No 9098672766	Est No 02 007980
Ship Via	Purchase Order REQ1938	
Tax ID No		
		Salesperson AMB

ESTIMATE EXPIRY DATE: 03/01/2023

**SERVICE ESTIMATE - NOT AN INVOICE**

Part#	Description	Qty	Price	Amount
85802567	KIT, SEALS	2	323.40	646.80

Parts: 646.80  
Labor: 462.50  
Subtotal: 1109.30

Authorization: \_\_\_\_\_

\*\*\*\*\* Segment 03 \*\*\*\*\*

OIL AND OIL FILTER CHANGE

COMPLAINT:

CUSTOMER REQUESTED TO HAVE ENGINE OIL AND OIL FILTER CHANGED

CORRECTION:

RECOMMEND PERFORMING 1000HR PM

Part#	Description	Qty	Price	Amount
84565927	FILTER, FU	1	51.13	51.13
84214564	FILTER, FUEL	1	34.29	34.29
84284907	FILTER, EN	1	25.90	25.90
87682966	FILTER, EL	1	50.40	50.40
T1950555	FILTER, EL	1	201.60	201.60
15W40	ENG OIL (GAL)	5	31.67	158.35
85801619	FILTER, CAB	1	95.55	95.55
85824365	FILTER, ELEMENT	1	39.58	39.58
85824366	FILTER, ELEMENT	1	99.30	99.30

Parts: ~~756.10~~  
Labor: ~~1110.00~~  
Subtotal: ~~1866.10~~

Authorization: \_\_\_\_\_





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**KOBELCO DOOSAN DYNAPAC**

**Ship To:** RUNNING SPRINGS WATER DISTRICT  
FONTANA SHOP  
TREVOR/ 909-499-0447

**Invoice To:** RUNNING SPRINGS WATER DIS  
P.O. BOX 2206  
RUNNING SPRINGS CA 92382

Branch 01 - Scott Equipment		
Date 02/02/2023	Time 7:17:04 (O)	Page 3
Account No 79204E	Phone No 9098672766	Est No 02 007980
Ship Via	Purchase Order REQ1938	
Tax ID No		
		Salesperson AMB

ESTIMATE EXPIRY DATE: 03/01/2023

**SERVICE ESTIMATE - NOT AN INVOICE**

\*\*\*\*\* Segment 04 \*\*\*\*\*

HYDRAULIC RESERVOIR INSPECTION PLATE LEAKING

COMPLAINT:

CUSTOMER REPORTED A LEAK COMING FROM HYDRAULIC RESERVOIR PLATE. INSPECT AND ADVISE ON REPAIRS.

<u>Part#</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>	<u>Amount</u>
85801217	filter	1	124.95	124.95
85801215	GASKET	1	108.85	108.85

Parts: 233.80  
Labor: 1295.00  
Subtotal: 1528.80

Authorization: \_\_\_\_\_

\*\*\*\*\* Segment 05 \*\*\*\*\*

SHOCK ABSORBER FOR SEAT

COMPLAINT:

CUSTOMER REPORTED SHOCK ABSORBER FOR SEAT MAY NEED TO BE REPLACED. INSPECT AND ADVISE ON REPLACEMENT

CORRECTION:

CUSTOMER REQUESTS PARTS ONLY FOR THIS WORK ORDER SEGMENT. NO LABOR TO BE PERFORMED BY DEALER.

<u>Part#</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>	<u>Amount</u>
9969300	KIT	1	221.20	221.20
9969306	KIT	1	840.00	840.00

Parts: 1061.20  
Subtotal: ~~1061.20~~

Authorization: \_\_\_\_\_



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Date 02/02/2023	Time 7:17:04 (O)	Page 4
Account No 79204E	Phone No 9098672766	Est No 02 007980
Ship Via	Purchase Order REQ1938	
Tax ID No		
		Salesperson AMB

ESTIMATE EXPIRY DATE: 03/01/2023

**SERVICE ESTIMATE - NOT AN INVOICE**

\*\*\*\*\* Segment 06 \*\*\*\*\*

ENGINE VALVE ADJUSTMENT

COMPLAINT:

CUSTOMER REQUESTED ENGINE VALVE ADJUSTMENT TO BE PERFORMED.  
INSPECT AND ADVISE ON NECESSARY ADJUSTMENTS NEEDED TO BE PERFORMED

Authorization: \_\_\_\_\_

Labor: 1110.00  
Subtotal: 1110.00

\*\*\*\*\* Segment 07 \*\*\*\*\*

AIR FILTER INSPECTION

COMPLAINT:

CUSTOMER REPORTED AIR FILTER MAY NEED TO BE REPLACED.  
INSPECT AND ADVISE ON REPLACEMENT.

ADDITIONAL DESCRIPTION:

AIR FILTERS TO BE REPLACED ON 1000 HR SERVICE

Authorization: \_\_\_\_\_

Subtotal: .00

\*\*\*\*\* Segment 08 \*\*\*\*\*

HYDRAULIC FLUID AND FILTER CHANGE

COMPLAINT:

CUSTOMER REQUESTS HYDRAULIC FLUID AND FILTER CHANGE.  
INSPECT AND ADVISE ON REPLACEMENT

Part#	Description	Qty	Price	Amount
84406710	FILTER, HY	1	123.55	123.55
85801217	filter	1	121.45	121.45
85801215	GASKET	1	104.65	104.65



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RUNNING SPRINGS CA 92382

Branch 01 - Scott Equipment		
Date 02/02/2023	Time 7:17:04 (O)	Page 5
Account No 79204E	Phone No 9098672766	Est No 02 007980
Ship Via	Purchase Order REQ1938	
Tax ID No		
		Salesperson AMB

ESTIMATE EXPIRY DATE: 03/01/2023

**SERVICE ESTIMATE - NOT AN INVOICE**

Part#	Description	Qty	Price	Amount
HYD	HYD FLUID (GAL)	15	32.13	481.95

Parts: 831.60  
Labor: 2220.00  
Subtotal: ~~3051.60~~

Authorization: \_\_\_\_\_

\*\*\*\*\* Segment 09 \*\*\*\*\*

REPLACE OR REPAIR CAB STEP

COMPLAINT:

CUSTOMER REPORTED CAB STEP IS DAMAGED. INSPECT AND ADVISE ON REPLACEMENT.

CORRECTION:

CUSTOMER REQUESTS PARTS ONLY FOR THIS WORK ORDER SEGMENT. NO LABOR TO BE PERFORMED BY DEALER.

Part#	Description	Qty	Price	Amount
85801218	FOOT REST	2	208.60	417.20

Parts: 417.20  
Subtotal: ~~417.20~~

Authorization: \_\_\_\_\_

\*\*\*\*\* Segment 10 \*\*\*\*\*

DIPPER LEVER HAS EXCESSIVE PLAY

COMPLAINT:

CUSTOMER REPORTED DIPPER HAS EXCESSIVE PLAY. ADJUST BACKHOE CONTROL LEVERS IF NECESSARY

ADDITIONAL DESCRIPTION:

CURRENTLY STILL DIAGNOSING FOR FAILURE



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Branch 01 - Scott Equipment		
Date 02/02/2023	Time 7:17:04 (O)	Page 6
Account No 79204E	Phone No 9098672766	Est No 02 007980
Ship Via	Purchase Order REQ1938	
Tax ID No		
		Salesperson AMB

ESTIMATE EXPIRY DATE: 03/01/2023

**SERVICE ESTIMATE - NOT AN INVOICE**

Authorization: \_\_\_\_\_

Subtotal: .00

\*\*\*\*\* Segment 11 \*\*\*\*\*

A/C AND HEATER FUNCTIONS

COMPLAINT:

CUSTOMER REPORTED A/C AND HEATER FUNCTIONS MAY NOT BE OPERABLE. INSPECT AND ADVISE ON ANY NECESSARY REPAIRS.

<u>Part#</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>	<u>Amount</u>
47126949	PANEL CONTROL	1	249.20	249.20
85817570	DASHBOARD	1	499.80	499.80
47131536	HARNESS WIRE	1	228.00	228.00
1-34-784-288	THERMOSTAT	1	104.00	104.00

Parts: 1081.00

Labor: 925.00

Authorization: \_\_\_\_\_

Subtotal: 2006.00

\*\*\*\*\* Segment 12 \*\*\*\*\*

HAZARD BUTTON INOP

COMPLAINT:

CUSTOMER REPORTED HAZARD BUTTON IS INOP. INSPECT AND ADVISE ON REPLACEMENT

CORRECTION:

CUSTOMER REQUESTS PARTS ONLY FOR THIS WORK ORDER SEGMENT. NO LABOR TO BE PERFORMED BY DEALER.

<u>Part#</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>	<u>Amount</u>
85806133	PUSH BUTTON	1	145.60	145.60



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**Invoice To:** RUNNING SPRINGS WATER DIS  
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Branch 01 - Scott Equipment		
Date 02/02/2023	Time 7:17:04 (O)	Page 7
Account No 79204E	Phone No 9098672766	Est No 02 007980
Ship Via	Purchase Order REQ1938	
Tax ID No		
		Salesperson AMB

ESTIMATE EXPIRY DATE: 03/01/2023

**SERVICE ESTIMATE - NOT AN INVOICE**

Authorization: \_\_\_\_\_ Parts: 145.60  
Subtotal: ~~145.60~~

\*\*\*\*\* Segment 13 \*\*\*\*\*

R & R OIL PAN GASKET

Part#	Description	Qty	Price	Amount
89832923	GASKET SET	1	144.45	144.45

Authorization: \_\_\_\_\_ Parts: 144.45  
Labor: 925.00  
Subtotal: 1069.45

\*\*\*\*\* Segment 14 \*\*\*\*\*

R & R BELTS

ADDITIONAL DESCRIPTION:

UPON VISUAL, RECOMMEND REPLACING A/C BELT AND FAN BELT

Part#	Description	Qty	Price	Amount
85804035	BELT	1	107.10	<del>107.10</del>
85804036	BELT	1	170.80	<del>170.80</del>

MISCELLANEOUS CHARGES:	Description	Price	Amount
	CONVENIENCE FEE	19.44	19.44
	HAZARD MATERIAL	65.00	65.00
	SHOP SUPPLIES	55.00	55.00

Parts: ~~277.90~~  
Labor: ~~370.00~~  
Miscellaneous: 139.44



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**Invoice To:** RUNNING SPRINGS WATER DIS  
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RUNNING SPRINGS CA 92382

Branch 01 - Scott Equipment		
Date 02/02/2023	Time 7:17:04 (O)	Page 8
Account No 79204E	Phone No 9098672766	Est No 02 007980
Ship Via	Purchase Order REQ1938	
Tax ID No		
		Salesperson AMB

ESTIMATE EXPIRY DATE: 03/01/2023

**SERVICE ESTIMATE - NOT AN INVOICE**

Authorization: \_\_\_\_\_

Subtotal: 787.34

Parts: ~~2105.35~~ 5595.65  
 Labor: ~~5355~~ 9065.00  
 Miscellaneous: 139.44  
 Tax: ~~176.69~~ 444.47  
**TOTAL: 7776.43** ~~15244.56~~

**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** February 15, 2023  
**TO:** Board of Directors  
**FROM:** Cindy Strebel, Battalion Chief  
**SUBJECT:** CONSIDER APPROVAL TO PURCHASE FOUR SETS OF  
TURNOUTS ON HOMELAND SECURITY/ SAN BERNARDINO  
COUNTY OFFICE OF EMERGENCY SERVICES (OES) GRANT

**RECOMMENDED BOARD ACTION**

Consider approval to purchase four (4) sets of turnout.

**REASON FOR RECOMMENDATION**

Running Springs Fire Department has been awarded grant monies from the fiscal year 2021 Homeland Security Grant Program.

**BACKGROUND INFORMATION**

The National Fire Protection Association (NFPA) 1500 outlines the use of protective clothing and equipment for firefighters. It is recommended that turnout gear be replaced every 10 years. We have some gear that has exceeded the 10-year recommendation and some that is nearing the 10-year mark.

**FISCAL INFORMATION**

The price for 4 sets of turnouts (jacket and pants) is \$13,228.12. The OES grant will reimburse \$12,458.00 of the purchase. Running Springs Fire Department will be responsible for the remaining \$770.12.

**ATTACHMENTS**

Attachment 1 – Quote for turnouts  
Attachment 2 – Grant award amount

**Western Fire Supply**  
 3941 Park Dr. #20-142  
 El Dorado Hills, CA  
 95762-4549 US  
 accounting@s3dvbe.com  
 www.WesternFireSupply.com

**Quote**



**WESTERN FIRE  
 SUPPLY**  
 An S3 DVBE Company

ADDRESS
Z. Granzow Running Springs Fire Department P.O. Box 2206 Running Springs, CA 92382

SHIP TO
Z. Granzow Running Springs Fire Department 31250 Hilltop BLVD Running Springs, CA 92382

QUOTE #	DATE	EXPIRATION DATE
2353	10/21/2022	12/07/2022

**SALES REP**  
 Mike Scotti

ACTIVITY	QTY	RATE	AMOUNT
<b>Veridian - TVNG-830-D37-C1-GBT - Vanguard Trousers Compliance Level NFPA 1971</b> Vanguard Trousers Compliance Level NFPA 1971 *See Attached Spec Sheet*	4	1,331.44	5,325.76T
<b>Veridian - CVNG-830-D37-C1-GBT - Vanguard Coat Compliance Level NFPA 1971</b> Vanguard Coat Compliance Level NFPA 1971 *See Attached Spec Sheet*	4	1,737.73	6,950.92T
<b>Freight:Shipping</b> Free Shipping	1	0.00	0.00

\*Please Review the Attached Spec Sheet Carefully Before Ordering\*

SUBTOTAL	12,276.68
TAX	951.44
<b>TOTAL</b>	<b>\$13,228.12</b>

Accepted By

Accepted Date



FY2021 HOMELAND SECURITY GRANT PROGRAM

Jurisdiction: Running Springs Fire

Project #	Description	AEL #	AEL Title	Hold Trigger	Total Cost	Amount Paid by Grant	Remaining Balance	Comments
11	Structural Firefighter Protective Suits (6)	01SF-01-GARM	Garment Protective Structural Fire Fighting, NFPA 1971	N/A	\$12,458		\$12,458	
							\$0	
							\$0	
							\$0	
					\$12,458		\$12,458	

**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** February 15, 2023  
**TO:** Board of Directors  
**FROM:** Andy Grzywa, Fire Chief  
**SUBJECT: CONSIDER APPROVAL OF A MUTUAL AID AGREEMENT  
BETWEEN THE RUNNING SPRINGS FIRE DEPARTMENT AND  
THE ARROWBEAR LAKE FIRE DEPARTMENT**

**RECOMMENDATION**

Consider authorizing the Fire Chief to execute a Mutual Aid Agreement between the Running Springs Fire Department and the Arrowbear Lake Fire Department.

**REASON FOR RECOMMENDATION**

To provide a clear delineation of services currently being provided by both agencies to the other department's respective jurisdiction under the California Master Mutual Aid Plan. It will also place in writing clear and concise indemnification from liability for both jurisdictional fire departments for potential issues that could arise while operating in the others respective jurisdiction.

**BACKGROUND INFORMATION**

For many years, the Running Springs Fire Department and the Arrowbear Lake Fire Department have mutually worked together to control fires and other major incidents within each other's respective jurisdictional area. This assistance was provided without written agreement between the departments and was provided under the California Master Mutual Aid Plan. Although effective, this assistance has never been clearly delineated and has occasionally been problematic. This agreement seeks to formally outline both departments' ability and desire to assist the other and provide a clearly defined indemnification for each agency while operating in each other's jurisdictional boundaries.

**FISCAL INFORMATION**

There is no fiscal impact to the district from this agreement.

## **ATTACHMENTS**

Attachment 1 – Mutual Aid Agreement



1 furnish assistance to the DISTRICT upon either an actual or standby basis if the DEPARTMENT  
2 determines that DEPARTMENT apparatus and personnel are immediately available for this  
3 purpose.

4 II.

5 In the event of a fire or other emergency occurring within the boundaries of the  
6 DEPARTMENT which is or is likely to be beyond the control or capability of the services,  
7 resources, personnel, equipment, or facilities of the DEPARTMENT, the DISTRICT agrees upon  
8 DEPARTMENT's request to furnish assistance to the DEPARTMENT upon either an actual or  
9 standby basis, if the DISTRICT determines that apparatus and personnel are immediately available  
10 for this purpose.

11 III.

12 The rendering of assistance under the terms of this Agreement shall be optional, not  
13 mandatory, but the party receiving the request for assistance should immediately inform the  
14 requesting party if, for any reason, assistance cannot be rendered.

15 IV.

16 When a party to this Agreement responds to a fire or other emergency initially reported to be  
17 in its jurisdiction and finds, subsequently, that the fire or other emergency is within the jurisdiction  
18 of the other party to this Agreement, the responding party shall by any available expeditious means  
19 immediately notify the other party having jurisdiction over the area of its response, and until advised  
20 by such other party to discontinue its services at such fire or emergency, the responding party shall,  
21 for the purposes of this Agreement only, be deemed to have been requested to respond.

22 V.

23 The assistance to be rendered pursuant to this Agreement is to be supplementary in nature  
24 and the extent of the aid to be furnished is subject to the exercise of discretion on the part of the  
25 party furnishing such assistance and the protection of lives and property within the jurisdictional  
26 boundaries of the furnishing party shall not be impaired.

27 VI.

28 The details as to methods of requesting assistance, and such other planning as may be  
29 necessary to effectuate the purpose of this Agreement, may be covered by supplemental agreements  
30 between the Fire Chiefs of the DISTRICT and DEPARTMENT.

1 VII.

2 The personnel furnished under this Agreement will work insofar as possible under the  
3 direction of their own supervisors, and the equipment furnished will insofar as possible be operated  
4 by the personnel of the party furnishing the equipment. The overall command of the forces engaged  
5 in controlling a particular fire or emergency situation shall be retained by the appropriate officers of  
6 the party requesting the assistance unless command officers of the other party have been requested  
7 by the party requesting assistance to assume command functions.

8 VIII.

9 No party furnishing aid pursuant to this Agreement shall be entitled to compensation for  
10 services rendered to the requesting party, it being understood that the mutual covenants and  
11 promises contained in this Agreement shall constitute the sole consideration for such services.

12 IX.

13 It is mutually understood and agreed that this Agreement does not relieve either party hereto  
14 from the necessity and obligation of furnishing adequate fire and rescue protection within their own  
15 areas of jurisdiction.

16 X.

17 It is mutually understood and agreed that in accordance with the provisions of Section 850.6  
18 of the Government Code, the party requesting assistance is not required to indemnify the party  
19 furnishing assistance as to any liability or damage imposed by law upon the assisting party by  
20 reason of an act or omission of its employees occurring in the performance of the service under this  
21 Agreement. The requesting party shall be responsible for the acts of the employees of the  
22 responding party performed at the scene of the emergency if and only if performed at the specific  
23 direction of an employee of the requesting party.

24 XI.

25 This Agreement is not and shall not be construed as or deemed to be an agreement for the  
26 benefit of any third party or parties, and no third party or parties shall have any right of action  
27 hereunder for any cause whatsoever.

28 XII.

1 Any services performed or expenditures made in connection with the furnishing of assistance  
2 under this Agreement shall conclusively be presumed to be for the direct protection of the  
3 inhabitants and property of the party furnishing the assistance.

4 XIII.

5 This Agreement shall become effective when approved and executed by the Board of  
6 Directors of the Arrowbear Park County Water District/Arrowbear Lake Fire Department as the  
7 governing body of the DEPARTMENT and the Board of Directors of the Running Springs Water  
8 District/Running Springs Fire Department as the governing body of the DISTRICT and shall remain  
9 operative and effective until this Agreement is terminated by either party upon the giving of written  
10 notice to the other party at least thirty (30) days prior to the effective date of termination.

11  
12 IN WITNESS WHEREOF, this Agreement has been approved and executed and is  
13 effective and operative as to each of the parties as herein provided.

14  
15 **ARROWBEAR PARK COUNTY WATER**  
16 **DISTRICT/ARROWBEAR LAKE FD**

**RUNNING SPRINGS WATER DISTRICT/  
RUNNING SPRINGS FIRE DEPARTMENT**

17  
18 By \_\_\_\_\_

By \_\_\_\_\_

19 Andy Grzywa, Fire Chief

20  
21 **ATTEST:**

**ATTEST:**

22  
23 By \_\_\_\_\_

By \_\_\_\_\_

24 Board Secretary

Board Secretary

**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** February 15, 2023  
**TO:** Board of Directors  
**FROM:** Ryan Gross, General Manager  
**SUBJECT:** Quarterly Budget/Financial Summary

**BACKGROUND INFORMATION**

Attachment 1 lists the Running Springs Water District designated reserve fund balances as of December 31, 2022. Attachment 2 contains the budget report and account summary through the second quarter of the fiscal year ending 2023.

**ATTACHMENTS**

Attachment 1 – Designated reserve fund balances as of December 31, 2022.  
Attachment 2 – Quarterly Budget Report and Account Summary



<b>Fund Balances as of December 31, 2022</b>	
<b>Fire &amp; Ambulance Department</b>	
Fire & Ambulance Department Operating Fund	1,583,814
<b>Recommended Operating Fund Target (6 Months Operating Expenses)</b>	<b>1,583,636</b>
<b>Fire &amp; Ambulance Department Operating Fund, Fully Funded or (Below Target)</b>	<b>178</b>
<b>Wastewater Division</b>	
Wastewater Capital Improvement Project Reserve	1,622,060
Wastewater System Connection & Capacity Charges	11,630
CWSRF Loan Agreement 14-813 Debt Reserve (Restricted for SLS 1-3 Debt Service)	171,537
Wastewater Operating Reserve Fund	619,190
<b>Recommended Operating Reserve Fund Target (4 Months Operating Expenses)</b>	<b>619,190</b>
<b>Wastewater Operating Reserve, Fully Funded or (Below Target)</b>	<b>Fully Funded</b>
<b>Green Valley Lake Wastewater Division (CSA 79)</b>	
Wastewater Operating Reserve Fund	(2,450)
<b>Recommended Operating Reserve Fund Target (4 Months Operating Expenses)</b>	<b>-</b>
<b>CSA 79 Wastewater Operating Reserve, Fully Funded or (Below Target)</b>	<b>(2,450)</b>
<b>Water Division</b>	
Water Capital Improvement Project Reserve	1,842,161
Water System Connection & Capacity Charges	155,580
Water Infrastructure R&R Reserve (MFC & AMR SRF Debt Reserve)	89,334
Water Operating Reserve	561,875
<b>Recommended Operating Reserve Fund Target (4 Months Operating Expenses)</b>	<b>561,875</b>
<b>Water Operating Reserve, Fully Funded or (Below Target)</b>	<b>Fully Funded</b>
<b>Assessment Districts Restricted Funds</b>	
Water Assessment District No. 10 Construction Funds	26,421
Water Assessment District No. 10 O&M	39,683
<b>Subtotal Assessment Districts</b>	<b>66,104</b>
<b>Total District Designated &amp; Operating Reserve Funds</b>	<b>6,654,731</b>
<b>Assessment District Funds</b>	<b>66,104</b>
<b>Combined Pooled Cash</b>	<b>6,720,835</b>
<b>Checking Account (General)</b>	<b>242,193</b>
<b>LAIF - Investment</b>	<b>5,284,501</b>
<b>MBS Investments (Laddered CDs)</b>	<b>1,188,148</b>
<b>York Insurance Deposit / Sedgwick</b>	<b>4,994</b>
<b>Petty Cash</b>	<b>1,000</b>
<b>Combined Pooled Cash</b>	<b>6,720,835</b>

## Budget Report

## Account Summary

Running Springs Water District

For Fiscal: 2022-2023 Period Ending: 12/31/2022

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 100 - Administration Operating Fund</b>							
<b>Revenue</b>							
<a href="#">100-74000-00</a>	Interest Income	0.00	0.00	28.03	116.46	116.46	0.00 %
<a href="#">100-77000-00</a>	Property Lease Revenue	22,700.00	22,700.00	1,892.91	11,277.46	-11,422.54	49.68 %
	<b>Revenue Total:</b>	<b>22,700.00</b>	<b>22,700.00</b>	<b>1,920.94</b>	<b>11,393.92</b>	<b>-11,306.08</b>	<b>50.19%</b>
<b>Expense</b>							
<a href="#">100-50100-00</a>	Salaries and Wages	500,506.00	500,506.00	57,578.22	256,835.04	243,670.96	51.32 %
<a href="#">100-50110-00</a>	Salaries and Wages - Overtime	1,500.00	1,500.00	0.00	944.46	555.54	62.96 %
<a href="#">100-50120-00</a>	Medicare Tax	7,062.00	7,062.00	823.38	3,499.76	3,562.24	49.56 %
<a href="#">100-50130-00</a>	Worker's Compensation Insurance	-880.93	-880.93	0.00	-880.93	0.00	100.00 %
<a href="#">100-50140-00</a>	Employee Benefits-Group Insurance	66,530.00	66,530.00	10,045.47	33,598.83	32,931.17	50.50 %
<a href="#">100-50150-00</a>	Employee Benefits-Retirement	228,891.00	228,891.00	6,682.38	169,438.97	59,452.03	74.03 %
<a href="#">100-53050-00</a>	Deposits Over and Short	0.00	0.00	0.00	-0.20	0.20	0.00 %
<a href="#">100-53120-00</a>	Director's Compensation Fees	9,315.00	9,315.00	600.00	2,500.00	6,815.00	26.84 %
<a href="#">100-53200-00</a>	Education & Seminars	4,140.00	4,140.00	493.08	3,328.16	811.84	80.39 %
<a href="#">100-56100-00</a>	Memberships & Subscriptions	12,963.00	12,963.00	314.99	11,607.03	1,355.97	89.54 %
<a href="#">100-57100-00</a>	Permits & Fees	10,902.00	10,902.00	234.09	10,234.09	667.91	93.87 %
<a href="#">100-57140-00</a>	Professional Services	226,872.00	226,872.00	17,286.49	140,318.37	86,553.63	61.85 %
<a href="#">100-57310-00</a>	Repairs and maintenance	19,944.00	19,944.00	533.64	3,478.00	16,466.00	17.44 %
<a href="#">100-57440-00</a>	Office Supplies & Expenses	30,455.00	30,455.00	3,249.52	25,592.09	4,862.91	84.03 %
<a href="#">100-58250-00</a>	Utilities - Electric, Gas, Phone, Trash	17,744.00	17,744.00	1,230.82	7,696.61	10,047.39	43.38 %
<a href="#">100-60000-00</a>	Depreciation	4,212.00	4,212.00	1,468.61	8,811.69	-4,599.69	209.20 %
<a href="#">100-86000-00</a>	Administrative Expense Reimburse...	-1,131,204.00	-1,131,204.00	-94,267.00	-565,602.00	-565,602.00	50.00 %
	<b>Expense Total:</b>	<b>8,951.07</b>	<b>8,951.07</b>	<b>6,273.69</b>	<b>111,399.97</b>	<b>-102,448.90</b>	<b>1,244.54%</b>
	<b>Fund: 100 - Administration Operating Fund Surplus (Deficit):</b>	<b>13,748.93</b>	<b>13,748.93</b>	<b>-4,352.75</b>	<b>-100,006.05</b>	<b>-113,754.98</b>	<b>-727.37%</b>
<b>Fund: 200 - Water Operating Fund</b>							
<b>Revenue</b>							
<a href="#">200-40100-00</a>	Service Charges - Residential	1,355,607.00	1,355,607.00	110,791.10	665,658.19	-689,948.81	49.10 %
<a href="#">200-40200-00</a>	Service Charges - Commercial	55,375.00	55,375.00	4,249.40	25,366.08	-30,008.92	45.81 %
<a href="#">200-40300-00</a>	Service Charges - Landscape Irrigation	1,959.00	1,959.00	74.72	448.32	-1,510.68	22.89 %
<a href="#">200-40500-00</a>	Service Charges - Fire Meter Base Cha...	11,709.00	11,709.00	1,323.62	13,276.18	1,567.18	113.38 %
<a href="#">200-41100-00</a>	Water Usage / metered charges - Res...	808,437.00	808,437.00	49,206.29	393,125.00	-415,312.00	48.63 %
<a href="#">200-41200-00</a>	Water Usage / metered charges - Co...	71,861.00	71,861.00	2,721.35	35,297.90	-36,563.10	49.12 %
<a href="#">200-41400-00</a>	Water Usage / metered charges - Out...	8,983.00	8,983.00	268.53	2,221.55	-6,761.45	24.73 %
<a href="#">200-41500-00</a>	Water Usage / metered charges - Fire...	4,492.00	4,492.00	220.32	638.85	-3,853.15	14.22 %
<a href="#">200-41600-00</a>	Water Usage - Landscape	4,492.00	4,492.00	69.54	2,780.87	-1,711.13	61.91 %
<a href="#">200-43000-00</a>	Meter Turn-on & Shut-Off Charge	20,600.00	20,600.00	1,300.00	8,100.00	-12,500.00	39.32 %
<a href="#">200-44000-00</a>	Delinquent Fees	28,325.00	28,325.00	2,082.52	12,580.42	-15,744.58	44.41 %
<a href="#">200-49000-00</a>	Other service fees	0.00	0.00	30.00	2,243.84	2,243.84	0.00 %
<a href="#">200-71000-00</a>	Availability Charges	42,000.00	42,000.00	0.00	38,114.39	-3,885.61	90.75 %
<a href="#">200-71200-00</a>	Availability Charge - Penalties & cost ...	0.00	0.00	3.23	159.30	159.30	0.00 %
<a href="#">200-72000-00</a>	Connection Fee	0.00	0.00	1,606.38	8,321.14	8,321.14	0.00 %
<a href="#">200-74000-00</a>	Interest Income	25,500.00	25,500.00	0.00	7,377.19	-18,122.81	28.93 %
<a href="#">200-74500-00</a>	Unrealized Gain/Loss	0.00	0.00	3,529.38	-12,999.35	-12,999.35	0.00 %
<a href="#">200-78000-00</a>	Miscellaneous Income-Non Op	5,000.00	5,000.00	0.00	0.00	-5,000.00	0.00 %
<a href="#">200-78100-00</a>	Gain or Loss on Sales of Capital Assets	0.00	0.00	0.00	11,700.00	11,700.00	0.00 %
	<b>Revenue Total:</b>	<b>2,444,340.00</b>	<b>2,444,340.00</b>	<b>177,476.38</b>	<b>1,214,409.87</b>	<b>-1,229,930.13</b>	<b>49.68%</b>
<b>Expense</b>							
<a href="#">200-50100-00</a>	Salaries and Wages	314,739.00	314,739.00	37,492.79	162,448.12	152,290.88	51.61 %
<a href="#">200-50110-00</a>	Salaries and Wages - Overtime	48,000.00	48,000.00	3,701.92	19,391.09	28,608.91	40.40 %
<a href="#">200-50120-00</a>	Medicare Tax	5,009.00	5,009.00	603.75	2,838.20	2,170.80	56.66 %

**Budget Report**

For Fiscal: 2022-2023 Period Ending: 12/31/2022

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">200-50130-00</a>	Worker's Compensation Insurance	9,292.06	9,292.06	0.00	9,292.06	0.00	100.00 %
<a href="#">200-50140-00</a>	Employee Benefits-Group Insurance	63,054.00	63,054.00	10,044.41	34,138.17	28,915.83	54.14 %
<a href="#">200-50150-00</a>	Employee Benefits-Retirement	182,678.00	182,678.00	13,001.55	134,615.59	48,062.41	73.69 %
<a href="#">200-50160-00</a>	Employee Benefits-Uniform Allowance	1,891.00	1,891.00	0.00	467.72	1,423.28	24.73 %
<a href="#">200-53200-00</a>	Education & Seminars	3,105.00	3,105.00	0.00	3,125.69	-20.69	100.67 %
<a href="#">200-54100-00</a>	Gas, Fuel & Oil	8,973.00	8,973.00	0.00	5,777.84	3,195.16	64.39 %
<a href="#">200-54300-00</a>	Insurance - liability	45,348.55	45,348.55	500.00	47,079.06	-1,730.51	103.82 %
<a href="#">200-56100-00</a>	Memberships & Subscriptions	6,873.00	6,873.00	75.00	502.33	6,370.67	7.31 %
<a href="#">200-56150-00</a>	Miscellaneous Supplies, Tools & Expe...	8,795.00	8,795.00	183.16	4,389.29	4,405.71	49.91 %
<a href="#">200-57100-00</a>	Permits & Fees	29,337.00	29,337.00	21,472.92	23,529.97	5,807.03	80.21 %
<a href="#">200-57314-00</a>	Repairs and maintenance - Source of ...	32,432.00	32,432.00	2,196.10	31,245.99	1,186.01	96.34 %
<a href="#">200-58250-00</a>	Utilities - Electric, Gas, Phone, Trash	7,578.00	7,578.00	659.10	3,979.52	3,598.48	52.51 %
<a href="#">200-58253-00</a>	Utilities - Power for Pumping	91,204.00	91,204.00	7,324.81	47,611.92	43,592.08	52.20 %
<a href="#">200-58300-00</a>	Vehicle Maintenance	6,831.00	6,831.00	3,440.47	7,526.77	-695.77	110.19 %
<a href="#">200-59100-00</a>	Water Purchases	265,293.00	265,293.00	17,685.60	177,123.09	88,169.91	66.77 %
<a href="#">200-59200-00</a>	Water Testing & Analysis	28,833.00	28,833.00	1,378.00	5,812.52	23,020.48	20.16 %
<a href="#">200-60000-00</a>	Depreciation	309,968.00	309,968.00	23,766.54	143,093.38	166,874.62	46.16 %
<a href="#">200-84000-00</a>	Interest Expense	12,060.00	12,060.00	0.00	3,142.75	8,917.25	26.06 %
<a href="#">200-86000-00</a>	Administrative Expense	542,978.00	542,978.00	45,248.17	271,489.02	271,488.98	50.00 %
	<b>Expense Total:</b>	<b>2,024,271.61</b>	<b>2,024,271.61</b>	<b>188,774.29</b>	<b>1,138,620.09</b>	<b>885,651.52</b>	<b>56.25%</b>
	<b>Fund: 200 - Water Operating Fund Surplus (Deficit):</b>	<b>420,068.39</b>	<b>420,068.39</b>	<b>-11,297.91</b>	<b>75,789.78</b>	<b>-344,278.61</b>	<b>18.04%</b>
<b>Fund: 220 - Water Capacity Charge Fund - Restricted</b>							
<b>Revenue</b>							
<a href="#">220-72100-00</a>	Fac. Capacity Chg.	0.00	0.00	0.00	13,356.00	13,356.00	0.00 %
	<b>Revenue Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>13,356.00</b>	<b>13,356.00</b>	<b>0.00%</b>
	<b>Fund: 220 - Water Capacity Charge Fund - Restricted Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>13,356.00</b>	<b>13,356.00</b>	<b>0.00%</b>
<b>Fund: 300 - Sewer Collection</b>							
<b>Revenue</b>							
<a href="#">300-40100-00</a>	Service Charges - Residential	1,079,283.00	1,079,283.00	96,652.73	580,026.04	-499,256.96	53.74 %
<a href="#">300-40200-00</a>	Service Charges - Commercial	81,236.00	81,236.00	6,002.40	35,729.60	-45,506.40	43.98 %
<a href="#">300-44000-00</a>	Delinquent Fees	7,441.00	7,441.00	1,926.77	11,522.50	4,081.50	154.85 %
<a href="#">300-49000-00</a>	Other service fees	0.00	0.00	0.00	550.00	550.00	0.00 %
<a href="#">300-70500-00</a>	In lieu of taxes	0.00	0.00	60.00	300.00	300.00	0.00 %
<a href="#">300-71000-00</a>	Availability Charges	8,033.00	8,033.00	0.00	13,726.02	5,693.02	170.87 %
<a href="#">300-71200-00</a>	Availability Charge - Penalties & cost ...	0.00	0.00	1.62	-27.60	-27.60	0.00 %
<a href="#">300-73000-00</a>	Sewer Hot Taps & Septic Waste Dump..	862.00	862.00	0.00	0.00	-862.00	0.00 %
<a href="#">300-74000-00</a>	Interest Income	10,652.00	10,652.00	0.00	3,072.74	-7,579.26	28.85 %
<a href="#">300-74500-00</a>	Unrealized Gain/Loss	0.00	0.00	1,461.04	-5,558.97	-5,558.97	0.00 %
	<b>Revenue Total:</b>	<b>1,187,507.00</b>	<b>1,187,507.00</b>	<b>106,104.56</b>	<b>639,340.33</b>	<b>-548,166.67</b>	<b>53.84%</b>
<b>Expense</b>							
<a href="#">300-50100-00</a>	Salaries and Wages	276,238.00	276,238.00	32,217.93	140,626.65	135,611.35	50.91 %
<a href="#">300-50110-00</a>	Salaries and Wages - Overtime	20,000.00	20,000.00	1,995.47	9,180.34	10,819.66	45.90 %
<a href="#">300-50120-00</a>	Medicare Tax	4,134.00	4,134.00	489.30	2,134.76	1,999.24	51.64 %
<a href="#">300-50130-00</a>	Worker's Compensation Insurance	8,810.96	8,810.96	0.00	8,810.96	0.00	100.00 %
<a href="#">300-50140-00</a>	Employee Benefits-Group Insurance	27,441.00	27,441.00	4,746.44	17,325.60	10,115.40	63.14 %
<a href="#">300-50150-00</a>	Employee Benefits-Retirement	104,984.00	104,984.00	3,449.81	77,354.18	27,629.82	73.68 %
<a href="#">300-50160-00</a>	Employee Benefits-Uniform Allowance	1,611.00	1,611.00	0.00	691.55	919.45	42.93 %
<a href="#">300-53200-00</a>	Education & Seminars	2,070.00	2,070.00	0.00	0.00	2,070.00	0.00 %
<a href="#">300-54100-00</a>	Gas, Fuel & Oil	4,711.00	4,711.00	0.00	6,938.50	-2,227.50	147.28 %
<a href="#">300-54300-00</a>	Insurance - liability	39,232.60	39,232.60	0.00	39,232.60	0.00	100.00 %
<a href="#">300-56100-00</a>	Memberships & Subscriptions	4,969.00	4,969.00	1,385.00	2,113.33	2,855.67	42.53 %
<a href="#">300-56300-00</a>	Office Supplies	1,035.00	1,035.00	0.00	211.99	823.01	20.48 %
<a href="#">300-57100-00</a>	Permits & Fees	12,910.00	12,910.00	0.00	2,581.75	10,328.25	20.00 %
<a href="#">300-57310-00</a>	Repairs and maintenance - Collection	28,183.00	28,183.00	670.91	11,602.67	16,580.33	41.17 %
<a href="#">300-57311-00</a>	Repairs and maintenance - Lift Station	20,056.00	20,056.00	348.55	3,880.22	16,175.78	19.35 %
<a href="#">300-57440-00</a>	Supplies & Materials	4,961.00	4,961.00	246.75	1,450.36	3,510.64	29.24 %
<a href="#">300-58252-00</a>	Utilities - Lift Station	32,363.00	32,363.00	3,653.59	20,463.54	11,899.46	63.23 %

**Budget Report**

For Fiscal: 2022-2023 Period Ending: 12/31/2022

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">300-58300-00</a>	Vehicle Maintenance - Collections	6,107.00	6,107.00	676.15	5,148.73	958.27	84.31 %
<a href="#">300-60000-00</a>	Depreciation	202,818.00	202,818.00	17,543.87	105,426.91	97,391.09	51.98 %
<a href="#">300-84000-00</a>	Interest Expense	42,193.00	42,193.00	6,276.85	48,470.22	-6,277.22	114.88 %
<a href="#">300-86000-00</a>	Administrative Expense	180,993.00	180,993.00	15,082.75	93,748.17	87,244.83	51.80 %
	<b>Expense Total:</b>	<b>1,025,820.56</b>	<b>1,025,820.56</b>	<b>88,783.37</b>	<b>597,393.03</b>	<b>428,427.53</b>	<b>58.24%</b>
	<b>Fund: 300 - Sewer Collection Surplus (Deficit):</b>	<b>161,686.44</b>	<b>161,686.44</b>	<b>17,321.19</b>	<b>41,947.30</b>	<b>-119,739.14</b>	<b>25.94%</b>

**Fund: 350 - Sewer Treatment**

**Revenue**

<a href="#">350-40100-00</a>	Service Charges - Residential (TR)	804,283.00	804,283.00	66,144.90	396,869.40	-407,413.60	49.34 %
<a href="#">350-40200-00</a>	Service Charges - Commercial (TR)	60,537.00	60,537.00	0.00	0.00	-60,537.00	0.00 %
<a href="#">350-41100-00</a>	Sewer Usage - Residential (TR)	141,888.00	141,888.00	8,794.30	69,211.32	-72,676.68	48.78 %
<a href="#">350-41200-00</a>	Sewer Usage - Commercial (TR)	10,680.00	10,680.00	650.13	4,260.86	-6,419.14	39.90 %
<a href="#">350-42100-00</a>	O&M Payments-Arrowbear CWD	205,131.00	205,131.00	18,987.00	113,922.00	-91,209.00	55.54 %
<a href="#">350-42200-00</a>	O&M Payments-CSA 79	261,508.00	261,508.00	21,080.00	126,480.00	-135,028.00	48.37 %
<a href="#">350-44000-00</a>	Delinquent Fees	5,544.00	5,544.00	448.60	2,691.60	-2,852.40	48.55 %
<a href="#">350-71000-00</a>	Availability Charges	5,987.00	5,987.00	0.00	0.00	-5,987.00	0.00 %
<a href="#">350-73000-00</a>	Sewer Hot Taps & Septic Waste Dump..	642.00	642.00	0.00	0.00	-642.00	0.00 %
<a href="#">350-74000-00</a>	Interest Income	7,938.00	7,938.00	0.00	3,862.76	-4,075.24	48.66 %
<a href="#">350-74500-00</a>	Unrealized Gain/Loss	0.00	0.00	1,746.82	-6,739.76	-6,739.76	0.00 %
<a href="#">350-75100-00</a>	Capital Payments - Arrowbear CWD	123,370.00	123,370.00	10,920.00	65,520.00	-57,850.00	53.11 %
<a href="#">350-75200-00</a>	Capital Payments-CSA 79	159,380.00	159,380.00	12,724.00	76,344.00	-83,036.00	47.90 %
	<b>Revenue Total:</b>	<b>1,786,888.00</b>	<b>1,786,888.00</b>	<b>141,495.75</b>	<b>852,422.18</b>	<b>-934,465.82</b>	<b>47.70%</b>

**Expense**

<a href="#">350-50100-00</a>	Salaries and Wages	276,196.00	276,196.00	33,709.99	146,952.88	129,243.12	53.21 %
<a href="#">350-50100-02</a>	Salaries and Wages - SLS #2	2,070.00	2,070.00	0.00	0.00	2,070.00	0.00 %
<a href="#">350-50110-00</a>	Salaries and Wages - Overtime	25,000.00	25,000.00	1,819.75	9,325.23	15,674.77	37.30 %
<a href="#">350-50120-00</a>	Medicare Tax	4,380.00	4,380.00	503.96	2,205.42	2,174.58	50.35 %
<a href="#">350-50130-00</a>	Worker's Compensation Insurance	18,081.72	18,081.72	0.00	18,081.72	0.00	100.00 %
<a href="#">350-50140-00</a>	Employee Benefits-Group Insurance	47,126.00	47,126.00	5,460.97	22,702.27	24,423.73	48.17 %
<a href="#">350-50150-00</a>	Employee Benefits-Retirement	167,857.00	167,857.00	4,193.97	127,602.86	40,254.14	76.02 %
<a href="#">350-50160-00</a>	Employee Benefits-Uniform Allowance	1,611.00	1,611.00	0.00	740.63	870.37	45.97 %
<a href="#">350-53200-00</a>	Education & Seminars	2,588.00	2,588.00	0.00	1,402.84	1,185.16	54.21 %
<a href="#">350-53300-00</a>	Effluent Disposal	8,798.00	8,798.00	0.00	0.00	8,798.00	0.00 %
<a href="#">350-54100-00</a>	Gas, Fuel & Oil	5,046.00	5,046.00	0.00	1,703.14	3,342.86	33.75 %
<a href="#">350-54300-00</a>	Insurance - liability	36,970.36	36,970.36	0.00	36,970.36	0.00	100.00 %
<a href="#">350-56100-00</a>	Memberships & Subscriptions	3,969.00	3,969.00	575.00	1,359.34	2,609.66	34.25 %
<a href="#">350-57100-00</a>	Permits & Fees	32,189.00	32,189.00	29,276.00	36,165.19	-3,976.19	112.35 %
<a href="#">350-57100-02</a>	Permits & Fees (SLS #2)	2,070.00	2,070.00	0.00	682.00	1,388.00	32.95 %
<a href="#">350-57310-00</a>	Repairs & Maintenance - Sewer Inter...	2,588.00	2,588.00	0.00	0.00	2,588.00	0.00 %
<a href="#">350-57310-02</a>	Repairs and Maintenance (SLS #2)	2,950.00	2,950.00	0.00	45.00	2,905.00	1.53 %
<a href="#">350-57314-00</a>	Repairs & Maintenance - Treatment P...	64,429.00	64,429.00	6,179.72	43,901.73	20,527.27	68.14 %
<a href="#">350-57430-00</a>	Solids Handling	64,211.00	64,211.00	4,435.90	27,816.64	36,394.36	43.32 %
<a href="#">350-57440-00</a>	Miscellaneous Supplies & Materials	7,704.00	7,704.00	149.78	1,081.34	6,622.66	14.04 %
<a href="#">350-57444-00</a>	Supplies - Office	6,728.00	6,728.00	0.00	527.17	6,200.83	7.84 %
<a href="#">350-58251-00</a>	Utilities - Joint Use Facilities	105,903.00	105,903.00	30,248.97	84,450.66	21,452.34	79.74 %
<a href="#">350-58251-02</a>	Utilities - SLS#2	7,245.00	7,245.00	768.25	4,983.60	2,261.40	68.79 %
<a href="#">350-58300-00</a>	Vehicle Maintenance - Treatment	7,090.00	7,090.00	358.68	4,689.35	2,400.65	66.14 %
<a href="#">350-59200-00</a>	Wastewater Testing & Analysis	12,627.00	12,627.00	6,748.95	9,358.89	3,268.11	74.12 %
<a href="#">350-60000-00</a>	Depreciation	308,152.00	308,152.00	25,748.62	154,500.93	153,651.07	50.14 %

**Budget Report**

For Fiscal: 2022-2023 Period Ending: 12/31/2022

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">350-86000-00</a>	Administrative Expense	180,993.00	180,993.00	15,082.75	90,496.50	90,496.50	50.00 %
	<b>Expense Total:</b>	<b>1,404,572.08</b>	<b>1,404,572.08</b>	<b>165,261.26</b>	<b>827,745.69</b>	<b>576,826.39</b>	<b>58.93%</b>
	<b>Fund: 350 - Sewer Treatment Surplus (Deficit):</b>	<b>382,315.92</b>	<b>382,315.92</b>	<b>-23,765.51</b>	<b>24,676.49</b>	<b>-357,639.43</b>	<b>6.45%</b>
<b>Fund: 370 - CSA 79 - Sewer Only</b>							
<b>Expense</b>							
<a href="#">370-58252-00</a>	Utilities - Lift Station	0.00	0.00	160.04	351.12	-351.12	0.00 %
	<b>Expense Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>160.04</b>	<b>351.12</b>	<b>-351.12</b>	<b>0.00%</b>
	<b>Fund: 370 - CSA 79 - Sewer Only Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>160.04</b>	<b>351.12</b>	<b>-351.12</b>	<b>0.00%</b>
<b>Fund: 400 - Ambulance Operating Fund</b>							
<b>Revenue</b>							
<a href="#">400-40000-00</a>	Service Charges	1,142,400.00	1,142,400.00	75,430.39	611,806.99	-530,593.01	53.55 %
<a href="#">400-40050-00</a>	Ambulance Contractural Allowance	-612,000.00	-612,000.00	-68,986.76	-280,213.58	331,786.42	45.79 %
<a href="#">400-44000-00</a>	Ambulance Late Fees	4,000.00	4,000.00	760.00	2,160.00	-1,840.00	54.00 %
<a href="#">400-70000-00</a>	Property Taxes	1,584,707.00	1,584,707.00	598,887.53	871,965.73	-712,741.27	55.02 %
<a href="#">400-74000-00</a>	Interest Income	5,202.00	5,202.00	0.00	-347.29	-5,549.29	6.68 %
<a href="#">400-76010-00</a>	Medi-Cal IGT Program	185,000.00	185,000.00	0.00	0.00	-185,000.00	0.00 %
<a href="#">400-76020-00</a>	Medi-Cal GEMT Support Reimburse...	0.00	0.00	134,860.69	134,860.69	134,860.69	0.00 %
<a href="#">400-77000-00</a>	Property Lease Revenue	0.00	0.00	2,625.00	15,750.00	15,750.00	0.00 %
	<b>Revenue Total:</b>	<b>2,309,309.00</b>	<b>2,309,309.00</b>	<b>743,576.85</b>	<b>1,355,982.54</b>	<b>-953,326.46</b>	<b>58.72%</b>
<b>Expense</b>							
<a href="#">400-50100-00</a>	Salaries and Wages	1,068,884.00	1,068,884.00	83,017.28	385,474.64	683,409.36	36.06 %
<a href="#">400-50110-00</a>	Salaries and Wages - Overtime	262,500.00	262,500.00	30,778.33	106,963.93	155,536.07	40.75 %
<a href="#">400-50120-00</a>	Medicare Tax	18,353.00	18,353.00	1,766.02	7,544.20	10,808.80	41.11 %
<a href="#">400-50130-00</a>	Worker's Compensation Insurance	44,638.11	44,638.11	0.00	44,638.11	0.00	100.00 %
<a href="#">400-50140-00</a>	Employee Benefits-Group Insurance	79,006.00	79,006.00	12,013.37	42,976.71	36,029.29	54.40 %
<a href="#">400-50150-00</a>	Employee Benefits-Retirement	421,262.00	421,262.00	23,929.99	330,493.09	90,768.91	78.45 %
<a href="#">400-50160-00</a>	Employee Benefits-Uniform Allowance	8,151.00	8,151.00	0.00	-15.11	8,166.11	-0.19 %
<a href="#">400-54100-00</a>	Gas, Fuel & Oil	10,091.00	10,091.00	0.00	6,398.87	3,692.13	63.41 %
<a href="#">400-54300-00</a>	Insurance - liability	23,209.02	23,209.02	0.00	23,209.02	0.00	100.00 %
<a href="#">400-56100-00</a>	Memberships & Subscriptions	19,686.00	19,686.00	325.00	9,223.27	10,462.73	46.85 %
<a href="#">400-57143-00</a>	Professional Services - Dispatching Se...	52,779.00	52,779.00	0.00	20,670.46	32,108.54	39.16 %
<a href="#">400-57310-00</a>	Repairs and maintenance - Spec. Pur...	4,140.00	4,140.00	0.00	2,340.57	1,799.43	56.54 %
<a href="#">400-57441-00</a>	Supplies & Materials - Medical	28,463.00	28,463.00	1,634.54	13,514.83	14,948.17	47.48 %
<a href="#">400-57442-00</a>	Supplies & Materials - Misc	6,210.00	6,210.00	494.07	1,629.14	4,580.86	26.23 %
<a href="#">400-57443-00</a>	Supplies & Materials - Station	6,417.00	6,417.00	0.00	46.31	6,370.69	0.72 %
<a href="#">400-58100-00</a>	Communications	1,242.00	1,242.00	220.10	1,546.18	-304.18	124.49 %
<a href="#">400-58200-00</a>	Uncollectible Accounts	150,000.00	150,000.00	0.00	5,684.53	144,315.47	3.79 %
<a href="#">400-58250-00</a>	Utilities - Electric, Gas, Phone, Trash	17,292.00	17,292.00	2,110.17	10,847.91	6,444.09	62.73 %
<a href="#">400-58300-00</a>	Vehicle Maintenance	20,027.00	20,027.00	35.58	7,310.41	12,716.59	36.50 %
<a href="#">400-60000-00</a>	Depreciation	41,556.00	41,556.00	4,037.85	25,045.04	16,510.96	60.27 %
<a href="#">400-86000-00</a>	Administrative Expense	113,120.00	113,120.00	9,426.67	56,560.02	56,559.98	50.00 %
	<b>Expense Total:</b>	<b>2,397,026.13</b>	<b>2,397,026.13</b>	<b>169,788.97</b>	<b>1,102,102.13</b>	<b>1,294,924.00</b>	<b>45.98%</b>
	<b>Fund: 400 - Ambulance Operating Fund Surplus (Deficit):</b>	<b>-87,717.13</b>	<b>-87,717.13</b>	<b>573,787.88</b>	<b>253,880.41</b>	<b>341,597.54</b>	<b>-289.43%</b>
<b>Fund: 500 - Fire Operating Fund</b>							
<b>Revenue</b>							
<a href="#">500-46000-00</a>	Hazard Abatement Program	20,000.00	20,000.00	510.00	17,370.00	-2,630.00	86.85 %
<a href="#">500-49000-00</a>	Other service fees	5,000.00	5,000.00	0.00	3,097.00	-1,903.00	61.94 %
<a href="#">500-49500-00</a>	Other service fees - Fire Payroll Reim...	200,000.00	200,000.00	0.00	0.00	-200,000.00	0.00 %
<a href="#">500-70000-00</a>	Property Taxes	528,236.00	528,236.00	195,445.45	267,334.95	-260,901.05	50.61 %
<a href="#">500-70100-00</a>	Property Taxes - PY Taxes and Assess...	0.00	0.00	2,067.06	21,203.62	21,203.62	0.00 %
<a href="#">500-70200-00</a>	Property Tax - Penalties & cost on del...	0.00	0.00	82.44	-231.61	-231.61	0.00 %
<a href="#">500-70300-00</a>	Property Tax - Homeowners Property...	0.00	0.00	2,116.66	2,116.66	2,116.66	0.00 %
<a href="#">500-71000-00</a>	Availability Charges	205,000.00	205,000.00	0.00	204,327.50	-672.50	99.67 %
<a href="#">500-74000-00</a>	Interest Income	20,400.00	20,400.00	0.00	3,168.05	-17,231.95	15.53 %
<a href="#">500-74500-00</a>	Unrealized Gain/Loss	0.00	0.00	2,819.19	-8,554.01	-8,554.01	0.00 %
<a href="#">500-76000-00</a>	Grants	0.00	0.00	0.00	7,302.50	7,302.50	0.00 %

Budget Report

For Fiscal: 2022-2023 Period Ending: 12/31/2022

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">500-77000-00</a> Property Lease Revenue	0.00	0.00	875.00	5,250.00	5,250.00	0.00 %
<b>Revenue Total:</b>	<b>978,636.00</b>	<b>978,636.00</b>	<b>203,915.80</b>	<b>522,384.66</b>	<b>-456,251.34</b>	<b>53.38%</b>
<b>Expense</b>						
<a href="#">500-50100-00</a> Salaries and Wages	356,295.00	356,295.00	60,259.90	242,683.95	113,611.05	68.11 %
<a href="#">500-50110-00</a> Salaries and Wages - Overtime	87,500.00	87,500.00	10,271.25	36,692.03	50,807.97	41.93 %
<a href="#">500-50120-00</a> Medicare Tax	6,117.00	6,117.00	908.09	3,548.94	2,568.06	58.02 %
<a href="#">500-50130-00</a> Worker's Compensation Insurance	28,507.01	28,507.01	112.00	29,067.01	-560.00	101.96 %
<a href="#">500-50140-00</a> Employee Benefits-Group Insurance	26,336.00	26,336.00	4,004.45	16,393.52	9,942.48	62.25 %
<a href="#">500-50150-00</a> Employee Benefits-Retirement	140,421.00	140,421.00	7,976.65	108,096.24	32,324.76	76.98 %
<a href="#">500-50160-00</a> Employee Benefits-Uniform Allowance	2,717.00	2,717.00	0.00	1,582.56	1,134.44	58.25 %
<a href="#">500-50170-00</a> Unemployment Benefit Expenses	0.00	0.00	0.00	689.97	-689.97	0.00 %
<a href="#">500-53200-00</a> Education & Seminars	12,875.00	12,875.00	400.00	1,746.02	11,128.98	13.56 %
<a href="#">500-54100-00</a> Gas, Fuel & Oil	12,721.00	12,721.00	0.00	7,598.95	5,122.05	59.74 %
<a href="#">500-54200-00</a> Hazard Abatement Expense	19,055.00	19,055.00	5,960.00	17,805.99	1,249.01	93.45 %
<a href="#">500-54300-00</a> Insurance - liability	30,802.99	30,802.99	0.00	30,802.99	0.00	100.00 %
<a href="#">500-56100-00</a> Memberships & Subscriptions	5,413.00	5,413.00	180.00	4,471.45	941.55	82.61 %
<a href="#">500-56300-00</a> Office Expense	6,592.00	6,592.00	83.76	2,700.58	3,891.42	40.97 %
<a href="#">500-57100-00</a> Permits & Fees	3,966.00	3,966.00	0.00	617.06	3,348.94	15.56 %
<a href="#">500-57143-00</a> Professional Services - Dispatching Se...	17,593.00	17,593.00	0.00	6,890.15	10,702.85	39.16 %
<a href="#">500-57310-00</a> Repairs and Maintenance - Structures...	10,300.00	10,300.00	60.00	2,389.34	7,910.66	23.20 %
<a href="#">500-57400-00</a> Safety Equipment & Clothing	35,226.00	35,226.00	1,306.12	8,296.34	26,929.66	23.55 %
<a href="#">500-58250-00</a> Utilities - Electric, Gas, Phone, Trash	5,764.00	5,764.00	703.37	3,615.84	2,148.16	62.73 %
<a href="#">500-58300-00</a> Vehicle Maintenance	42,910.00	42,910.00	10,854.08	33,769.44	9,140.56	78.70 %
<a href="#">500-81000-00</a> Tax fee	0.00	0.00	1,991.85	2,860.32	-2,860.32	0.00 %
<a href="#">500-85000-00</a> Capital Expenditures	31,000.00	31,000.00	0.00	0.00	31,000.00	0.00 %
<a href="#">500-86000-00</a> Administrative Expense	113,120.00	113,120.00	9,426.66	56,559.96	56,560.04	50.00 %
<b>Expense Total:</b>	<b>995,231.00</b>	<b>995,231.00</b>	<b>114,498.18</b>	<b>618,878.65</b>	<b>376,352.35</b>	<b>62.18%</b>
<b>Fund: 500 - Fire Operating Fund Surplus (Deficit):</b>	<b>-16,595.00</b>	<b>-16,595.00</b>	<b>89,417.62</b>	<b>-96,493.99</b>	<b>-79,898.99</b>	<b>581.46%</b>

**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** February 15, 2023  
**TO:** Board of Directors  
**FROM:** Ryan Gross, General Manager  
**SUBJECT:** QUARTERLY INVESTMENT REPORT

**RECOMMENDED BOARD ACTION**

This is an information item only.

**REASON FOR RECOMMENDATION**

This is an information item only.

**BACKGROUND INFORMATION**

The District's Policy for Investment of Surplus Funds is set forth in Resolution No. 11-22 which was adopted June 15, 2022. In accordance with this policy Attachment 1 contains a copy of the latest Local Agency Investment Fund (LAIF) remittance advice indicating the amount invested and the rate of return. Attachment 2 includes the MBS CD investment summary. The District's surplus funds are invested in accordance with this policy and the District is able to meet its anticipated expenditure requirements for the next subsequent six months.

**FISCAL INFORMATION**

This is an information item only.

**ATTACHMENTS**

Attachment 1 – LAIF Remittance Advice  
Attachment 2 – MBS CD Investment Summary





**Running Springs Water District eConnectDirect - Account exx-xx0630, Running Springs Water District - Account Rxx-xx0767**

Month Ending	Beginning Accrued	Ending Accrued	Net Accrued	Unearned Interest	Paid Interest	Interest Earned	Paid Principal
July 2022	\$0.00	\$443.46*	\$443.46	0	\$0.00	\$443.46	\$0.00
August 2022	\$443.46	\$3,968.84*	\$3,525.38	0	\$0.00	\$3,525.38	\$0.00
September 2022	\$3,968.84	\$7,314.27*	\$3,345.43	0	\$0.00	\$3,345.43	\$0.00
October 2022	\$7,314.27	\$10,771.19*	\$3,456.92	0	\$0.00	\$3,456.92	\$0.00
November 2022	\$10,771.19	\$14,116.60*	\$3,345.41	0	\$0.00	\$3,345.41	\$0.00
December 2022	\$14,116.60	\$17,573.52*	\$3,456.92	0	\$0.00	\$3,456.92	\$0.00
January 2023	\$17,573.52	\$4,148.94*	(\$13,424.58)	0	\$16,881.51	\$3,456.93	\$0.00
February 2023	\$4,148.94	\$7,271.32*	\$3,122.38	0	\$0.00	\$3,122.38	\$0.00
<b>Report Totals:</b>					\$16,881.51	\$24,152.83	\$0.00

\* Indicates a user-adjusted value.

**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** February 15, 2023

**TO:** Board of Directors

**FROM:** Staff

**SUBJECT:** QUARTERLY OPERATIONS REPORTS

**ADMINISTRATION DIVISION**

**2<sup>nd</sup> Quarter October - December 2022**

- Employee Relations – CalPERS Employee Health Insurance, Dental, and Vision Open Enrollment 2023.
- Continue scanning all historical maps in the Vault Room.
- Adjust to COVID-19 Guidelines and Requirements for both business and personnel purposes.
- Assist with CSA-79 Annexation items as needed.
- Onboarding for the Fire Department.

The following are various statistics for the Administration Division:

<b>Billing</b>	October	November	December
Rereads	13	24	13
Closings	27	16	25
Delinquent Bill	423	376	428
Door Tags	55	60	70
Locked Meters	12	10	2
Disconnected Meters	5	3	3
Reconnected Meters	2	3	3
Liens Applied	0	1	1
Liens Released	6	1	0

<b>Accounts Receivable</b>	October	November	December
Phone/Online Payment	1311	1338	1353
Credit Card Payments	56	57	49
Leak Letters Mailed	15	34	30
Hydrant Meters	2	3	2
Co-Customer Accounts	3	3	3
Paperless Billing	3	2	1
New ACH Enrollments	6	5	4
New Owner Packet	19	8	20

<b>Accounts Payable</b>	October	November	December
Requisitions Processed	24	25	15
POs Processed	12	31	9
Invoices Processed	134	181	131

The following are the year-over-year Water and Sewer Revenue Statistics for 2021/2022:

<b>Group Summary</b>	<b>October 2021</b>	<b>November 2021</b>	<b>December 2021</b>
<b>Fund: 200 – Water Operating Fund Revenue</b>	\$197,547.89	\$180,403.60	\$174,447.99
<b>Fund: 300 – Sewer Collection Revenue</b>	\$100,698.05	\$100,689.00	\$100,480.62
<b>Fund: 350 – Sewer Treatment Revenue</b>	\$151,083.51	\$158,259.48	\$147,914.58
<b>Total:</b>	<b>\$449,329.45</b>	<b>\$439,352.08</b>	<b>\$422,843.19</b>

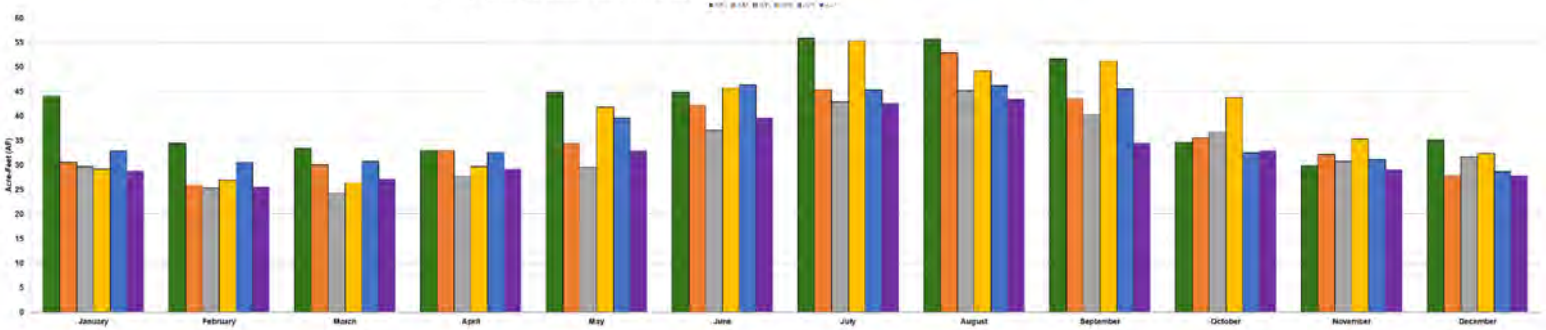
<b>Group Summary</b>	<b>October 2022</b>	<b>November 2022</b>	<b>December 2022</b>
<b>Fund: 200 – Water Operating Fund Revenue</b>	\$202,757.32	\$183,196.33	\$173,947.00
<b>Fund: 300 – Sewer Collection Revenue</b>	\$107,717.34	\$102,155.99	\$171,237.02
<b>Fund: 350 – Sewer Treatment Revenue</b>	\$146,417.61	\$137,595.49	\$73,155.43
<b>Total:</b>	<b>\$456,892.27</b>	<b>\$422,947.81</b>	<b>\$418,339.45</b>

## WATER DIVISION

RSWD Total Water Production (Acre-Feet)

	2013			2021			% Reduction from 2013	2022			% Reduction from 2013	% Change from 2021
	Precipitation (Inches)	(AF)	(gallons)	Precipitation (Inches)	(AF)	(gallons)		Precipitation (Inches)	(AF)	(gallons)		
January	3.90	44	14,348,960	7.50	33	10,724,166	25%	0.90	29	9,397,494	35%	-12%
February	3.60	34	11,222,900	0.00	31	9,984,918	11%	2.63	26	8,335,535	26%	-17%
March	2.40	33	10,897,679	4.30	31	10,014,237	8%	4.60	27	8,858,604	19%	-12%
April	0.35	33	10,743,916	0.44	33	10,635,029	1%	1.75	29	9,512,099	11%	-11%
May	0.90	45	14,601,449	0.00	40	12,891,601	12%	0.00	33	10,721,180	27%	-17%
June	0.00	45	14,610,203	0.00	46	15,105,685	-3%	0.00	40	12,910,585	12%	-15%
July	0.10	56	18,206,345	0.25	45	14,769,081	19%	0.20	43	13,911,640	24%	-6%
August	0.00	56	18,170,122	0.13	46	15,069,832	17%	0.00	43	14,159,574	22%	-6%
September	0.00	52	16,831,647	0.06	45	14,827,696	12%	5.88	35	11,273,493	33%	-24%
October	2.60	35	11,312,308	4.44	32	10,580,129	6%	0.75	33	10,719,279	5%	1%
November	3.40	30	9,723,378	0.00	31	10,151,380	-4%	10.45	29	9,485,323	2%	-7%
December	1.25	35	11,433,417	9.13	29	9,342,087	18%	9.98	28	9,080,188	21%	-3%
<b>Total</b>	<b>18.50</b>	<b>497</b>	<b>162,102,324</b>	<b>26.24</b>	<b>442</b>	<b>144,095,843</b>	<b>11%</b>	<b>37.13</b>	<b>394</b>	<b>128,364,993</b>	<b>21%</b>	<b>-11%</b>

Monthly Water Production (2013, 2018-2022)



<b>Water Accounting Report</b>		
<b>Water Production (gallons)</b>	<b>FYE 2023</b>	
<b>District Groundwater Wells</b>	<b>1Q</b>	<b>2Q</b>
Ayers Acres	1,674,435	2,739,894
Sidewinder Canyon	5,862,600	4,877,110
Luring Canyon	982,610	925,052
Weiss Canyon	639,173	480,291
Rimwood	1,661,981	1,428,605
Owl Rock	1,149,661	1,167,561
Luring Pines	1,737,634	1,490,188
Complex	1,156,311	840,759
Harris	2,286,112	2,200,788
<b>Total District Groundwater Wells</b>	<b>17,150,518</b>	<b>16,150,248</b>
<b>PURCHASED SOURCES:</b>		
CLAWA	17,085,068	7,883,920
APCWD	5,267,865	5,170,625
<b>TOTAL PURCHASED SOURCES:</b>	<b>22,352,933</b>	<b>13,054,545</b>
<b>TOTAL PRODUCTION:</b>	<b>39,503,451</b>	<b>29,204,792</b>
<b>TANKS (Gain/Loss) PRODUCTION:</b>	-158,744	79,998
<b>TOTAL ADJUSTED PRODUCTION:</b>	<b>39,344,707</b>	<b>29,284,791</b>
<b><u>WATER CONSUMPTION</u></b>		
Metered Sales to Customers	35,811,143	25,745,681
Metered Sales Thru Fire Hydrants	55,576	0
Metered Sales to Smiley Park	127,160	30,294
Metered District Consumption	72,249	76,595
Known Unmetered Estimated Consumption	343,000	266,000
<b>TOTAL CONSUMPTION:</b>	<b>36,409,129</b>	<b>26,118,570</b>
<b>UNACCOUNTABLE WATER</b>	2,935,578	3,166,220
	8.1%	12.1%

<b>Water Operations Report</b>				
	<b>Fiscal Year Ending 2023</b>			
	<b>1Q</b>	<b>2Q</b>	<b>3Q</b>	<b>4Q</b>
Potable Water Meter - Residential	6	1		
Fire Service Water Meter - Residential	1	3		
Potable Water Meter - Commercial	0	0		
Fire Service Water Meter - Commercial	0	0		
Water Service Line Replacement	1	1		
Leak Detection (feet)	3,000	10,000		
Leak Repair - Service Lateral	18	3		
Leak Repair - Main	2	2		
Fire Hydrant Maintenance	2	0		
Fire Hydrant Replacement	0	0		
Fire Hydrant Repair	2	0		
Pipe Bollard/Pole Installation/Replacement	1	0		
Water Quality Samples	321	280		
Valve Replacement	8	6		
Valve Can Repair	8	6		
Valves Excercised	162	53		
Curb Stop Replacement	8	5		
Water Meter Change Outs/Swaps	0	0		
Water Meter Relocations	0	0		
Dead End Line Flushing	0	0		
Road Patches Permanently Paved	2	0		
<b>Service Order &amp; Other Work</b>				
Underground Service Alert (DigAlert) Tickets	207			
AMR Repair/Replace	38	34		
Check for Leak	118	91		
Check Meter Box	11	9		
Check Pressure	1	0		
Connect	8	8		
Disconnect	5	12		
Hydrant Meter	1	3		
Leak Report	3	1		
Lock Meter	62	60		
Meter Installation	1	0		
Occupant Change	83	70		
Re-Read Meter	28	6		
Service Action Miscellaneous	4	7		
Sewer Leak Report	0	0		
Sewer Odor Complaint	0	0		
Meter Swap	0	0		
Turn Water Off	35	51		
Turn Water On	14	38		
Unlock Meter	0	12		
Valve Repair/Replace	7	4		
Water Quality Check	1	0		
<b>TOTAL</b>	<b>627</b>	<b>406</b>	<b>0</b>	<b>0</b>

**Fiscal Year Ending 2023 Water Leak Report**

Date	Address/Location	Service Leak	Main Related Leak	Pipe Material	Size (inches)	Estimated GPM	Estimated Loss	Dechlor.	BMP's	Notes
7/7/2022	30504 Live Oak	X		Valve	3/4"	50	18,000	X	X	Broken winglock valve
7/10/2022	32139 Cove Circle	X		Meter	3/4"	20	4,500			Meter bottom blow out
7/12/22	2170 Wilderness Rd.		X	A.C.	4"	120	170,000	X	X	4" AC coupling
7/14/2022	31704 Hilltop Blvd.	X		Galv.	3/4"	1	5,000	X	X	Leaking swing joint
7/20/2022	30521 Live Oak Dr.	X		P.E.	1"	1	5,000	X	X	1" P.E. service line leak
7/21/2022	Leprechaun Dr. & Ct.	X		P.E.	1"	1	5,000	X	X	1" P.E. service line leak
7/27/2022	31744 Panorama	X		Galv.	1"	30	21,500	X	X	1" Galv. line ripped out by Edison contractor
8/4/2022	30230 Enchanted Way	X		P.E.	1"	1	5,000	X	X	1" P.E. service line leak
8/4/2022	31981 Hilltop Blvd.	X		brass	3/4"	1	5,000	X	X	Broken winglock valve
8/5/2022	Parkland Dr.	X		Meter	3/4"	1	5,000			Meter bottom blow out
8/6/2022	31089 Mtn. Oak	X		Meter	3/4"	1	5,000			Meter bottom blow out
8/10/2022	31783 Cristmas Tree Ln.		X	Galv.	2"	15	21,500			Leakning 2" Galv. back lot main
8/11/2022	31108 All View Dr.	X		Meter	3/4"	1	5,000			Meter bottom blow out
8/19/2022	30179 Enchanted Way	X		P.E.	1"	1	5,000	X	X	1" P.E. service line leak
8/23/2022	2477 Rim of the world Dr.	X		Meter	3/4"	1	5,000			Meter bottom blow out
9/1/2022	31001 O.C.C.	X		P.E.	1"	5	7,500	X	X	1" P.E. service line leak
9/25/2022	Pinecone Dr.	X			1"	10	14,400	X	X	Service line leak
9/25/2022	31211 All View Dr.	X		Meter	3/4"	15	21,600			Meter bottom blow out
9/26/2022	Gremlin Ct.	X		P.E.	1"	2	9,000	X	X	1" P.E. service line leak
9/27/2022	Parkland Dr.	X		Meter	3/4"	1	5,000			Meter bottom blow out
10/1/2022	30331 Live Oak Dr.	X		Galv.	1"	60	29,000	X	X	Service line leak
10/5/2022	30360 Leprechaun Dr.		X	A.C.	6"	1	10,000	X	X	A.C. shear main break
10/10/2022	30344 Live Oak	X		Galv.	1"	1	5,000	X	X	Service line leak
10/15/2022	30500 Live Oak	X		Meter	3/4"	5	72,000			Meter bottom blow out
11/15/2022	31808 O.C.C.		X	A.C.	6"	150	145,000	X	X	6" A.C. shear main break
12/22/2022	30754 Live Oak	X		Meter	3/4"	1	5,000			Meter bottom blow out

## WASTEWATER COLLECTION

### Wastewater Collections Operations Report

	FYE 2023			
	1Q	2Q	3Q	4Q
<b>Sewer Pipeline Cleaning</b>				
In-House Hydro Jetting/Flushing (feet)	18,664	4,399		
Contractor Cleaning (feet)	0	0		
Debris Removed (gallons)	50	10		
<b>Water Use for Cleaning</b>				
Potable (gallons) approximate				
Reclaimed (gallons)	0	0		
<b>Sewer Pipeline &amp; Manhole Inspections</b>				
Contractor Video Inspection (feet)	0	0		
In-House Video Inspection (feet)	23,718	1,162		
Smoke Testing (feet)	0	0		
Fats, Oils & Grease (FOG) Inspections	8	8		
Hot Spot Inspections & Cleaning	0	9		
<b>Manhole Rehabilitation</b>				
Manholes Inspected/Sealed	0	0		
Manholes Raised to Grade	0	0		
Manholes Seal Coated	0	0		
Manhole Repairs	0	0		
New Manhole Installation	0	0		
<b>Pipeline Rehabilitation</b>				
Cured In Place Pipe Sliplining (feet)	0	0		
Pipeline Point Repairs	0	0		
New Pipeline Installation (feet)	0	0		
<b>Sewer Pipeline Odor Control &amp; Inhibitors</b>				
Bioxide Usage (gallons)	1,430	510		
Grease Inhibitor	0	0		
Root Foam Inhibitor	0	0		
<b>Sewer Lift Station Inspections &amp; Maintenance</b>				
SLS 1-9 Site Visits	14	13		
Other Maintenance Activities	7	9		
<b>Service Order &amp; Other Work</b>				
Underground Service Alert (Digalert) Tickets	208	118		
Door Tags				
Odor Complaints	0	0		
Sewer Lateral Inspections		2		
Sewer Saddle Connection Inspections	0	0		
Dye Testing	0	0		
District Sewer Issues	0	0		
Private Sewer Issues	0	0		
<b>Sanitary Sewer Overflows (SSOs)</b>				
Category 1	0	0		
Category 2	0	0		
Category 3	0	0		
Private	0	0		
Flooded Home	0	0		



**Sanitary Sewer Overflow (SSO) Information**

<b>Date</b>	<b>SSO Category</b>	<b>Location</b>	<b>Volume of Spill (gallons)</b>	<b>Volume Recovered (gallons)</b>	<b>Volume to Surface Water (gallons)</b>	<b>Cause</b>	<b>Pipe Size (inches)</b>	<b>Pipe Material</b>	<b>Approximate Age of Pipe (years)</b>

Category 1 - The Discharges of untreated or partially treated wastewater of any volume resulting from the District's sanitary sewer system failure or flow condition that:

- 1) Reach surface water and/or reach a drainage channel tributary to a surface water; or
- 2) Reach a municipal separate storm sewer system and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the municipal separate storm sewer system is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or ground water infiltration basin (e.g., infiltration pit, percolation pond).

Category 2 - Discharges of untreated or partially treated wastewater of 1,000 gallons or greater resulting from the District's sanitary sewer system failure or flow condition that do not reach surface water, a drainage channel, or a municipal separate storm sewer system unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.

Category 3 - All other discharges of untreated or partially treated wastewater resulting from the District's sanitary sewer system failure or flow condition.

Private Lateral Sewage Discharge (PLSD) - Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately owned sewer lateral connected to the District's sanitary sewer system or from other private sewer assets. PLSDs that the District becomes aware of may be voluntarily reported to the CIWQS Online SSO Database.

## WASTEWATER TREATMENT

### ACTIVITIES AND ENDEAVORS

The Wastewater Operations Manager will report on activities and endeavors for the Second Quarter

### MAJOR SYSTEM COMPONENT AND EQUIPMENT OPERATION / MAINTENANCE

- MBR 2 take down and warranty inspection. Removed 4 modules for service
- Completed Drum Screen catwalk.
- Rebuilt 1 Anoxic Mixer and purchased spare
- Rebuilt 2 Anoxic recirculation pumps
- Rebuilt 1 EQ Pump
- 974 Completed work orders

### BIO SOLIDS

- 6 Loads to One Stop Recycling
- 1 Load to Liberty Composting
- Total gallons Waste Activated Sludge = 528,217

### MONTHLY WATER QUALITY TESTING RESULTS

Total Number of Samples: 16  
Regional Board Waste Discharge Requirements Met: Yes

### GREEN ACRES IRRIGATION

0 Hours of runtime

### WASTEWATER TREATMENT PLANT FLOWS

#### SECOND QUARTER

	Flows	Percentages
Arrowbear	5,120,980	15.31
CSA-79	5,578,600	16.68
Running Springs Water District	22,753,870	68.01

### SPRAY IRRIGATION / EFFLUENT DISPOSAL DATA

No spray irrigation for effluent disposal was used in the upper, middle or lower areas for this reporting period.

### EFFLUENT DISPOSAL PONDS DATA

As of Memorandum date:

Pond 6 - 8" of capacity, 3 thru 8 and 10 thru 13, 48" of capacity.

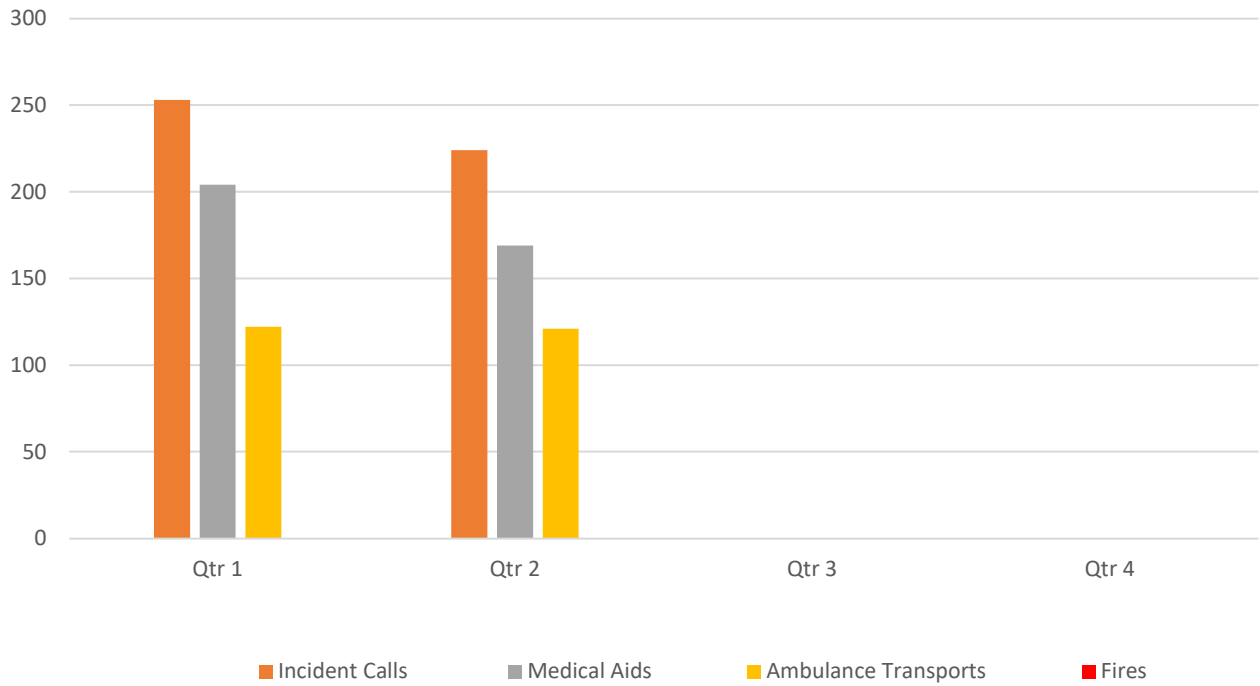
<b>FIRE DEPARTMENT OPERATIONS REPORT</b>				
<b>FISCAL YEAR 2022-23</b>				
REPORTABLE OPERATIONS	Qtr 1	Qtr 2	Qtr 3	Qtr 4
<b>Fire Ground Operations</b>				
Incident Calls	253	224		
Medical Aids	204	169		
Ambulance Transports	122	121		
Fires	0	0		
FIRE/EMS Training Hrs.	430	510		
<b>Ambulance Enterprise</b>				
Ambulance Billing	\$334,127.80	\$342,577.90		
Ambulance Billing Write-Offs	\$70,952.47	\$40,688.64		
Colltectables	\$263,175.33	\$301,889.26		
Paid To Date	\$130,121.31	\$51,089.74		
GEMT	\$0.00			
IGT	\$0.00			
Collection Percentage	0.00%			
<b>Weed Abatement</b>				
Warrants Fees Collected				
Weed Abatement Fees Collected	\$15,266.00	\$2,100.00		
Residential Inspections	676	287		
Residential Violations	160	42		
<b>Community Risk Reduction</b>				
Commercial Inspections	2			
Commercial Violations	2			
Plans Checks/Review	7	3		
Sprinkler Plans Checks	2			
Sprinkler Inspections	6			
Hydrant Inspections	0			
<b>Fees Collected</b>				
Commercial Fire Sprinkler Inspection/Hood & Duct	\$0.00			
Commercial Plans Review	\$0.00			
Residential Fire Sprinkler Plans	\$197.00			
Residential Plans Review	\$2,020.00	\$560.00		
Mulit Family Fire Sprinkler Plans	\$0.00			
Mulit Family Plans Review	\$0.00			
Special Event Fees	\$0.00	\$6,220.00		
Flow Tests	\$0.00			
Public Education	\$0.00			
Cost Recovery	\$0.00			



# FIRE DEPARTMENT OPERATIONS REPORT

**FISCAL YEAR 2022-23**

## Fire Ground Operations



## Ambulance Enterprise

