



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 14, 2020  
RE: REGULAR BOARD MEETING                      FROM:                      BOARD SECRETARY

The time for the regularly scheduled board meeting was changed from 9:00am on February 19, 2020 to 2:00pm on February 19, 2020 and therefore the meeting was adjourned to that later time.

The Regular Meeting of the Board of Directors of the Running Springs Water District will be held on Wednesday, February 19, 2020, at the hour of **2:00pm** at the District Office located at 31242 Hilltop Boulevard, Running Springs, California. This agenda was posted prior to 5:00pm on February 14, 2020 at the Running Springs Water District Office and Website.

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 3**
- B. Ratify Expenditures and Cash Summary **Page 8**
- 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 Approving Amendment of Leachate Disposal Contract with the County of San Bernardino **Page 17**  
(Presenter: Ryan Gross, General Manager)
  - B. Consider Ratifying InfoSend Master Service Agreement **Page 22**  
(Presenter: Ryan Gross, General Manager)
  - C. Consider Authorizing Staff to Reimburse the Department of Health Care Services (DHCS) for Overpayment of Ground Emergency Medical Transportation (GEMT) Medi-Cal Reimbursement Costs **Page 38**  
(Presenter: Mike Vasquez, 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. Update on Utility Bill Payment System Improvements **Page 64**  
(Presenter: Ryan Gross, General Manager)
  - B. Quarterly Investment Report **Page 65**
- 6. General Manager’s Report
- 7. Board Member Comments/Meetings
- 8. Meeting Adjournment

Upcoming Meetings: Regular Board Meeting, March 18, 2020 at 9:00 am

**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** February 19, 2020  
**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 Regular Board Meeting held on January 15, 2020.

**ATTACHMENTS**

Attachment 1 – Draft Meeting Minutes

**MINUTES – January 15, 2020**  
**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  
January 15, 2020**

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The Regular Meeting of the Board of Directors of the Running Springs Water District was held on Wednesday, January 15, 2020 at the hour of 9:00 A.M. at the District office located at 31242 Hilltop Boulevard, Running Springs, California.

The following Directors were present:

Tony Grabow, President  
Errol Mackzum, Vice-President  
Mike Terry, Director  
Bill Conrad, Director  
Mark Acciani, Director

Also present were the following:

Ryan Gross, General Manager  
Amie R. Crowder, Board Secretary/Treasurer/Administration Supervisor  
Cindy Strebel, Fire Battalion Chief  
Mike Vasquez, Fire Chief

Visitors Present:

Denise Acciani, Running Springs Resident

**MEETING MINUTES**

**AGENDA ITEMS**

**1. Call Meeting to Order and Pledge of Allegiance**

The Running Springs Water District Regular Board Meeting was called to order at 9:01 A.M. by President Tony Grabow and Fire Battalion Chief Cindy Strebel led the assembly in the pledge of allegiance to the flag.

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

The visitors introduced themselves for the record.

**3. Approval of Consent Items**

**A. Approve Meeting Minutes**

**B. Ratify Expenditures and Cash Summary**

**C. Consider Receiving and filing the Assessment District No. 10 Continuing Disclosure Annual Report for the Fiscal Year Ending June 30, 2019**

Upon motion by Director Terry, second by Vice President Mackzum and carried by a 5 to 0 vote, the Consent Items were approved.

**4. Action Items**

**A. Consider Appointing Ad-Hoc Committee for Planning and Developing Strategy for Ballot Measure Regarding Additional Future Funding for Fire Department**

Fire Chief Vasquez presented the development of an Ad-Hoc Committee to study potential additional funding sources for the Running Springs Fire Department. Fire Chief Vasquez discussed how he would like the committee to be made up of various individuals within our community. History of the Fire Availability Fee was discussed and the importance of educating our community on the impact the Fire Availability Fee has on both the District and the community was discussed. More specifically, the importance of educating our community on the services the Fire Department provides, how the Fire Department operates, and the dire straits of how this funding is fundamental to the community and operation of emergency services within the Community was discussed. As a result of the Ad-Hoc Committee discussion, President Grabow appointed Director Terry and Director Conrad as Ad-Hoc Committee Members, with Director Acciani being an alternate Ad-Hoc Committee Member. General Manager Gross will provide a memo to the Board of Directors, from BB&K regarding the parameters in which the District can operate regarding a committee. President Grabow would like to establish dates and times for Ad-Hoc Committee Meetings. Vice President Mackzum requested staff look into potential opportunities with the San Bernardino Associated Governments (SANBAG) for a study and/or grant funding for public safety improvements along Highway 330.

Upon motion by Director Conrad, second by Director Acciani and carried by a 5 to 0 vote, Appointing an Ad-Hoc Committee for Planning and Developing Strategy for Ballot Measure Regarding Additional Future Funding for Fire Department, was approved.

**B. Consider Adopting a New Employee Wage Scale for Fire Department**

Fire Chief Vasquez presented various fiscal concerns regarding the current Fire Department Wage Scale. Fire Chief Vasquez continued to share that the various wage scales that have been drafted are not going to be sustainable by the District. Chief Vasquez shared that he researched other fire departments similar in size and capacity of the Running Springs Fire Department and is presenting the median of those wage scales. Further discussion continued.

Upon motion by Director Terry, second by Director Conrad and carried by a 5 to 0 vote, Adopting a New Employee Wage Scale for the Fire Department was approved.

**C. Consider Authorizing Expenditure for Command Vehicle Conversion**

Fire Chief Vasquez is requesting \$15,000 in order to convert a fire utility vehicle into a command vehicle. Fire Chief Vasquez presented the Capital Improvement Plan (CIP) which demonstrated this request would not only save the District money, but it would also extend the timeframe in which a new command vehicle would need to be purchased.

Upon **motion** by Director Conrad, **second** by Vice President Mackzum and **carried by a 5 to 0 vote**, Authorizing Expenditure for Command Vehicle Conversion not to exceed \$15,000 was approved.

**D. Consider Setting Maximum 2020 District Contribution to Employee Health Insurance Benefit**

General Manager Gross presented the health insurance premium plans for 2020 to the Board, the historical contributions of the District, and the most recent Board agreement to contribute to the health insurance premium plans. General Manager Gross is seeking direction on setting the maximum contribution to the employee health plans for calendar year 2020. Further discussion continued.

Upon **motion** by Director Conrad, **second** by Director Acciani and **carried by a 5 to 0 vote**, Setting Maximum 2020 District Contribution to Employee Health Insurance Benefit, to make no adjustment for this calendar year was approved.

**5. Information Items**

**A. Quarterly Budget/Financial Update**

Manager Gross presented on the Quarterly Budget/Financial Reports; and, reported that all operating reserves are fully funded. Manager Gross provided clarification on how the Wastewater Operating Reserve Fund and Water Operating Reserve are calculated; and, why their respective balances are the same as the Recommended Operating Reserve Fund Target. Director Mackzum, Manager Gross and Fire Chief Vasquez had various discussions regarding overtime, property taxes, availability charges, and water purchasing.

**B. Quarterly Operations Reports**

President Grabow commended Manager Gross on the continued improvement on the Quarterly Operations Reports. Manager Gross shared that he reached out to a geologist for a proposal to do exploratory wells located on the Getaway property. Director Conrad inquired about any foreseen workflow changes based on SB 998. Manager Gross commented that SB 998 will not reduce the number of locks being placed but will change the way in which locks can be placed.

**6. General Manager’s Report**

Fire Chief Vasquez shared a recent incident in which a Cody Snow, Firefighter/Paramedic for the Fire Department saved a life; as a result of following proper protocol. Chief Vasquez would like to recognize him at our next Board Meeting. Director Acciani shared that this would be beneficial to share with the Community for the Ad-Hoc Meetings and inquired as to if these recognitions are being tracked. Battalion Chief Cindy Strebel stated that the District is currently working on capturing this information in ICEMA, the County system. Secretary of the Board, Amie, will look at how the District can capture awards and certificates for the District as a whole.

Manager Gross announced that long-time Water Collections employee, Richard Viero, will be retiring on February 20, 2020.

Manager Gross shared pictures of students enjoying the new water station the District donated. Pictures were sent from the Principal of Charles Hoffman Elementary.

Manager Gross announced that San Bernardino Valley Municipal Water District sent an e-mail requesting to partner with the District to improve the discharges for our disposal site in the Fredalba Creek area.

Director Conrad inquired about the NBS report on page 29; and, if the Camp is in default. Manager Gross shared that he will follow-up on this inquiry.

**7. Board Member Comments/Meetings**

Director Acciani commented that the District is operating optimally. Director Acciani also commended Trevor Miller, Wastewater Operations Manager for the tour he provided to Director Acciani and the hard work that his team is doing at the Wastewater Division.

**8. Meeting Adjourned**

The meeting was adjourned at 10:33 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 19, 2020  
**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 2020 expenditures.

A copy of the District's Cash Reserve Fund Summary as of January 31, 2020, the Pooled Cash Balance History and Fire Department Operating Reserve Fund Surplus/Shortfall 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 for January 2020
- Attachment 2 – Cash Summary as of January 31, 2020
- Attachment 3 – Pooled Cash Balance History
- Attachment 4 – Fire Department Operating Reserve Fund Surplus/Shortfall History



## Running Springs Water District Accounts Payable Checks January 2020

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
2 Hot Uniforms inc	Scotti- Uniform	01/21/20	684.00	104204	684.00
Action Automotive Repair Inc	LMC Snowcat Service	01/21/20	1,615.65	104205	3,660.23
	Snowcat trailer repair	01/21/20	1,141.94	104205	
	Utility Service	01/21/20	902.64	104205	
	Diagnose Fuel System Silverado	01/27/20	99.00	104235	161.75
	Smog Inspection Silverado	01/27/20	62.75	104235	
Airgas Inc.	Large Helium	01/13/20	51.92	104181	51.92
Allstar Fire Equipment	Chaplain Helmets	01/07/20	439.74	104160	439.74
	Roof ladder for engine	01/27/20	540.80	104236	540.80
American Family Life Assurance Company of Colum	Additional Insurance Premiums December 2019	01/08/20	309.87	DFT0001169	309.87
Ameripride Services, Inc	Cleaning Supplies December 2019	01/07/20	316.20	104142	316.20
Amie Crowder	Reimbursement Claim	01/21/20	70.00	104206	70.00
Aramark	30 Below Ins Cvrall	01/07/20	120.66	104143	120.66
Arrowbear Park County Water District	Purchased Water December 2019	01/07/20	4,098.45	104144	4,098.45
Bacon/Wagner Excavating, Inc.	Bacon/Wagner bio soilds hauling	01/07/20	2,120.00	104145	2,120.00
	Bacon/Wagner bio soilds hauling	01/21/20	1,380.00	104207	2,180.00
	Bacon/Wagner bio soilds hauling	01/21/20	800.00	104207	
Best, Best & Krieger LLP	Legal fees December 2019	01/13/20	204.15	104182	204.15
BURR Group Inc.	Trash Service and Load Treatment Plant	01/13/20	223.17	104183	223.17
	Trash Service December 2019	01/21/20	71.53	104208	259.45
	Trash Service December 2020	01/21/20	187.92	104208	
California Computer Options Inc	Network Maintenance & Monitoring January 20	01/07/20	3,006.75	104161	3,006.75
	Camera Installation	01/27/20	12,937.21	104237	12,937.21
California Special Districts Association	Board Secretary Conference /Human Resources	01/27/20	675.00	104238	675.00
California Water Environment Association	Collection System Maint Grade 1 Renewal	01/13/20	89.00	104184	89.00
	Collect System Maint 3 renewal	01/21/20	99.00	104209	99.00
CalPERS	Health Insurance Premiums January 2020	01/07/20	16,029.06	DFT0001175	16,029.06
	Employ Contribu Classic/Pepra PPE 12/30/19	01/08/20	23,007.62	DFT0001176	23,007.62
	Employ Contribut Classic/Pepra PPE 1/13/2020	01/17/20	23,706.89	DFT0001182	23,706.89
Canon	Service Charges and Meter Usage December 2010	01/21/20	646.88	104210	646.88
Charter Communitcations	Telephone and Internet Dec 19-Jan 20	01/07/20	207.25	104162	337.21
	Telephone and Internet Dec 19-Jan 20	01/07/20	129.96	104162	
	Telephone and Internet January 2020	01/27/20	209.47	104239	752.05
	Telephone and Internet January 2020	01/27/20	542.58	104239	
Citibank, N.A.	Miscellaneous Supplies	01/07/20	103.28	104146	103.28
	Office Supplies	01/27/20	96.78	104240	226.05
	Office Supplies	01/27/20	129.27	104240	
Clinical Laboratory of San Bernardino	Water Smaples November 2019	01/07/20	1,333.00	104147	2,203.00
	Wastewater Samples November 2019	01/07/20	870.00	104147	
County of San Bernardino	Road Permits for Enchnt, Hollow, & Secret	01/07/20	458.00	104163	458.00
	Monthly Parcel Map Revisions Jan 2020	01/13/20	2.00	104185	2.00
	EOA 19/20 3rd Qtr Jan-Mar 2020	01/21/20	649.00	104211	649.00
	Dump Fees December 2019	01/21/20	62.61	104212	62.61
	Lien Release X2	01/21/20	16.00	104213	16.00
	Lien Release x 2	01/27/20	16.00	104241	16.00

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
County of San Bernardino Auditor-Controller/Treasurer	Amended Tax Bill 328-272-04	01/07/20	26.00	104164	52.00
	Amended Tax Bill 328-243-01	01/07/20	26.00	104164	
Crestline-Lake Arrowhead Water Agency	Purchased Water December 2019	01/07/20	5,121.26	104148	5,121.26
Dixi Willemse	Reimbursement Claim	01/13/20	458.02	104186	508.65
	HCFA 1500 Form Reimbursement	01/13/20	50.63	104186	
	Reimbursement Claim	01/27/20	24.46	104242	24.46
	1/27/20 Payroll Correction.	01/29/20	219.38	104253	219.38
Don's Auto Supply 2 Inc.	Hydraulic Fittings	01/13/20	35.96	104187	35.96
ERLA INC	Stair Chair Parts - Handle release spring	01/21/20	67.08	104214	67.08
Evans-Hydro, Inc	Replacement plant washwater pump	01/13/20	3,372.58	104188	3,372.58
EWT Holding III Corp	flow meter for reuse water consumption	01/07/20	2,336.01	104165	2,336.01
Fairview Ford Sales, INC	MA50 Service	01/07/20	222.05	104149	222.05
	Door Handles	01/21/20	55.12	104215	55.12
Federal Express Corporation	Shipping Charges November 2019	01/07/20	40.15	104166	40.15
	Shipping Charges December 2019	01/21/20	259.25	104216	259.25
Fire Apparatus Solutions	Roll up door repairs	01/21/20	2,405.36	104217	13,966.71
	Air bag and coolant repairs	01/21/20	730.13	104217	
	E50 Coolant SVC	01/21/20	7,318.63	104217	
	E50 CAFS	01/21/20	3,512.59	104217	
Frontier Communications	Scada Line Dec 19-Jan20	01/07/20	118.59	104150	586.56
	Telephone Dec 19-Jan 20	01/07/20	81.96	104150	
	Telephone Dec 19- Jan 20	01/07/20	60.81	104150	
	Telephone Dec 19-Jan 20	01/07/20	81.96	104150	
	Telephone Dec19- Jan20	01/07/20	60.81	104150	
	Telephone Dec19-Jan 20	01/07/20	60.81	104150	
	Telephone Dec 19- Jan 20	01/07/20	60.81	104150	
	Telephone Dec 19-Jan 20	01/07/20	60.81	104150	
	Telephone and Internet January 2020	01/13/20	190.69	104189	252.03
	Telephone January 2020	01/13/20	61.34	104189	
	Telephone January 2020	01/27/20	61.33	104243	322.77
	Telephone Jan-Feb 2020	01/27/20	120.57	104243	
	Telephone Jan-Feb 2020	01/27/20	80.72	104243	
	Telephone Jan-Feb 2020	01/27/20	60.15	104243	
Harich Enterprises Co. Inc.	Complex Well Pump Replacement	01/21/20	9,595.00	104218	9,595.00
HD Supply Facilities Maintenance LTD	Glass Fiber Filter	01/07/20	92.43	104151	153.06
	Replace Syringe & Graduated Cylinder	01/07/20	60.63	104151	
	Mini Thermometer w/Probe	01/13/20	73.66	104190	73.66
	CI2 Pump Parts	01/27/20	1,242.52	104244	1,242.52
Inland Desert Security & Communications	Answering Service December 2019	01/21/20	156.80	104219	156.80
Kaman Industrial Technologies	CRI 55x80x10 HMSA Seal	01/27/20	21.51	104245	21.51
Liberty Composting Inc	Liberty composting bio solids disposal	01/13/20	222.60	104191	222.60
Life-Assist, Inc	Ambulance Supplies	01/07/20	61.86	104152	86.96
	Ambulance Supplies	01/07/20	25.10	104152	
	Ambulance Supplies	01/21/20	931.87	104220	931.87
Linda Mayfield	Reimbursement Claim	01/13/20	225.00	104192	225.00
	Reimbursement Claim	01/21/20	823.00	104221	854.16
	Reimbursement Claim	01/21/20	31.16	104221	
Lou's Gloves, Inc	Nitril Exam Gloves	01/21/20	84.00	104222	84.00
Matt Davis	Reimbursement Claim	01/13/20	770.75	104193	770.75
MCI	Long Distance December 2019	01/07/20	51.48	104167	51.48

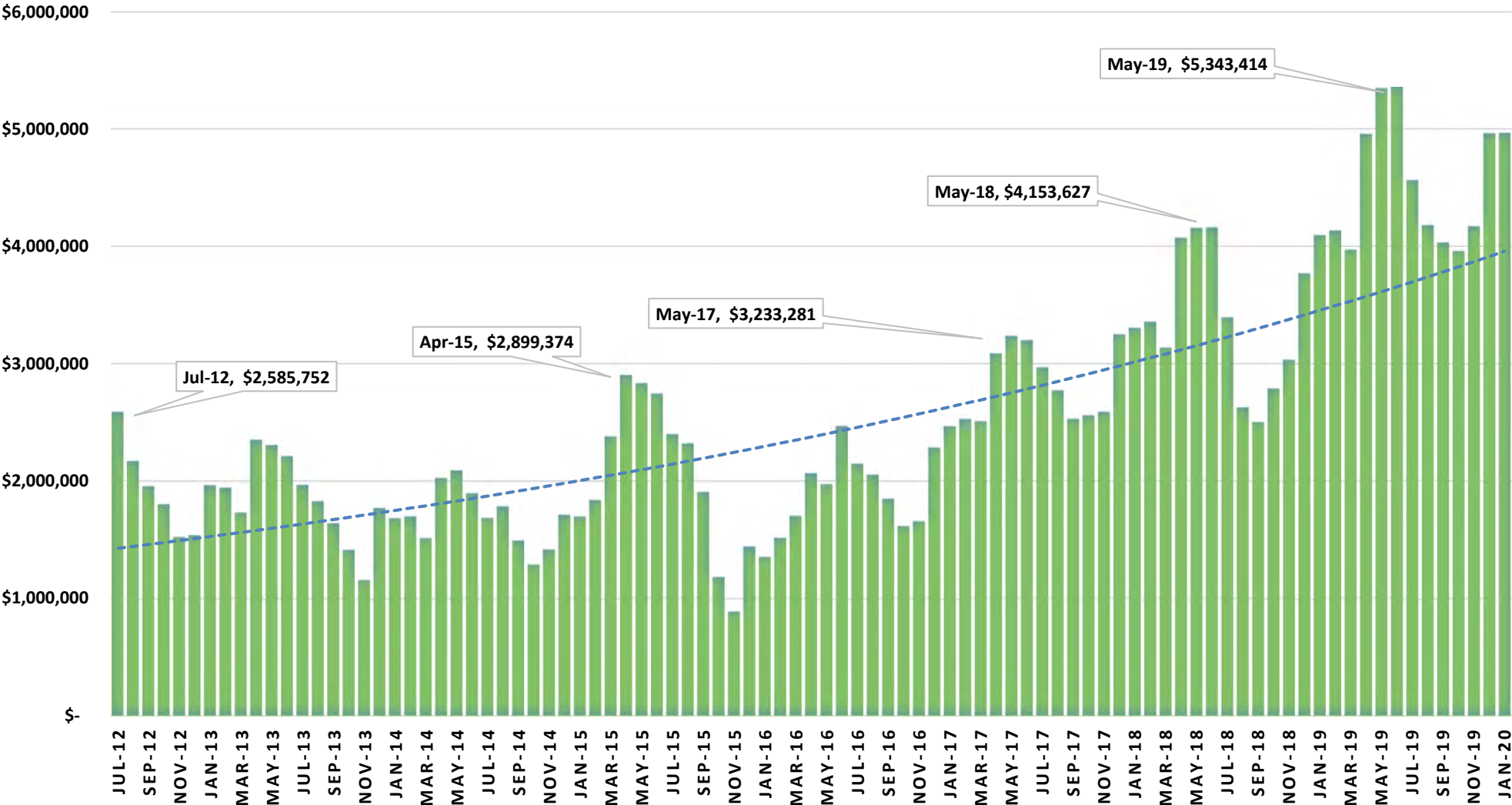
Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
McMaster-Carr Supply Company	Galvanized Steel Screw Pin Shackle	01/27/20	64.34	104246	152.89
	Microscope Slides and Glass Covers	01/27/20	88.55	104246	
Mike Scotti	Reimbursement Claim	01/21/20	1,284.21	104223	1,284.21
NAPA Auto Parts	Miscellaneous Parts and Supplies	01/07/20	1,816.94	104153	1,816.94
	Miscellaneous Auto Parts and Supplies	01/13/20	489.15	104194	489.15
Nationwide	Employee Contributions 457k PPE 12/30/19	01/03/20	1,575.00	DFT0001167	1,575.00
	Employee Contributions PPE 1/13/20	01/17/20	1,575.00	DFT0001181	1,575.00
	Employee Contributions 1/27/20-PPE	01/31/20	1,575.00	DFT0001185	1,575.00
NBS Government Finance Group	Assessment No 10 Qtr Admin fee Jan-Mar 20	01/13/20	1,536.35	104195	1,536.35
Neopost USA Inc	Red Ink Cartridge	01/21/20	197.17	104224	197.17
Nestle Waters North America	Drinking Water for Treatment Plant	01/07/20	59.11	104168	59.11
Neu-Art Studio, Inc	Acrylic Letters for District Sign and Address	01/21/20	692.12	104225	692.12
NFPA	Membership Dues	01/07/20	175.00	104169	175.00
Nick Nikas	Reimbursement Claim	01/07/20	127.36	104170	127.36
	Reimbursement Claim	01/21/20	541.55	104226	541.55
Nierman Industrial Materials	Miscellaneous Supplies	01/07/20	94.08	104171	94.08
Nuckles Oil Company, Inc	Fuel /Diesel Order	01/13/20	6,574.44	104196	6,810.01
	FPPR Polar Power	01/13/20	235.57	104196	
Petty Cash	Petty Cash Replenish for Supplies and Postage Due	01/27/20	76.25	104247	76.25
Polydyne Inc.	Bio Solids Polymer	01/21/20	1,405.17	104227	1,405.17
Reliable Raul	Weed Abate Warrant 30071 Enchanted	01/13/20	380.00	104197	3,349.00
	Weed Abate Warrant All View 0328-274-03	01/13/20	700.00	104197	
	Prop Tax Warrant Valley Ridge 0328-352-32	01/13/20	590.00	104197	
	Prop Tax Warrant Valley Ridge 0328-351-33	01/13/20	535.00	104197	
	0328-224-16 Weed Abatement Warrant	01/13/20	1,144.00	104197	
	Weed Abatement Tax Warrant Leprechaun 296331	01/27/20	590.00	104248	1,388.00
	Weed Abatement Tax Warrant Preston 29517429	01/27/20	378.00	104248	
	Weed Abatement Tax Warrant Valley Oak 328272:	01/27/20	420.00	104248	
Richard Viero	Reimbursement Claim	01/07/20	145.00	104172	145.00
Rim Forest Lumber Company, Inc.	Shear Bolts and Bolt Cutter	01/07/20	100.11	104173	100.11
Rocio Silva	Janitorial Services December 2019	01/21/20	485.00	104228	485.00
Roger E. Fox, M.D.	DOT Exams	01/21/20	50.00	104229	50.00
Rogers Anderson Malody & Scott LLP	Consultant Fees	01/13/20	1,183.34	104198	1,183.34
Ryan Gross	Reimbursement Claim	01/13/20	602.51	104199	692.50
	Reimb for RSWD Laptop Software	01/13/20	89.99	104199	
Safeguard Business Systems	DOOR TAGS	01/27/20	291.03	104249	291.03
San Bernardino County Fire Protection District	Cupa Permit for WWTP	01/07/20	1,101.00	104174	1,101.00
San Bernardino County Special Districts Department	Special District Meeting 1/27/20	01/21/20	24.00	104230	24.00
Scott Benson	ACLS Reimbursement	01/07/20	140.00	104175	140.00
Singer Carpets	Vinyl Flooring At Station 50	01/27/20	13,000.00	104250	13,000.00
Southern California Edison Company	Electricity December 2019	01/07/20	41.51	104154	13,126.75
	Electricity December 2019	01/07/20	241.62	104154	
	Electricity December 2019	01/07/20	409.89	104154	
	Electricity December 2019	01/07/20	201.35	104154	
	Electricity December 2019	01/07/20	989.65	104154	
	Electricity December 2019	01/07/20	359.42	104154	
	Electricity December 2019	01/07/20	88.26	104154	
	Electricity December 2019	01/07/20	421.31	104154	
	Electricity December 2019	01/07/20	126.98	104154	
	Electricity December 2019	01/07/20	337.09	104154	

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Southern California Edison Company	Electricity December 2019	01/07/20	14.51	104154	13,126.75
	Electricity December 2019	01/07/20	255.86	104154	
	Electricity December 2019	01/07/20	466.14	104154	
	Electricity December 2019	01/07/20	577.81	104154	
	Electricity December 2019	01/07/20	8,595.35	104154	
	Electricity December 19	01/07/20	108.82	104176	4,662.86
	Electricity December 2019	01/07/20	11.46	104176	
	Electricity December 2019	01/07/20	565.35	104176	
	Electricity December 2019	01/07/20	145.68	104176	
	Electricity December 2019	01/07/20	695.21	104176	
	Electricity December 2019	01/07/20	571.32	104176	
	Electricity December 2019	01/07/20	12.68	104176	
	Electricity December 2019	01/07/20	1,453.57	104176	
	Electricity December 2019	01/07/20	38.11	104176	
	Electricity December 2019	01/07/20	125.99	104176	
	Electricity December 2019	01/07/20	253.52	104176	
	Electricity December 2019	01/07/20	122.16	104176	
	Electricity December 2019	01/07/20	450.78	104176	
	Electricity December 2019	01/07/20	108.21	104176	
Southern California Gas Company	Gas Usage for December 2019	01/13/20	283.84	104200	283.84
	Gas Usage December 2019	01/21/20	550.59	104231	1,568.46
	Gas Usage December 2019	01/21/20	430.14	104231	
	Gas Usage December 2020	01/21/20	570.32	104231	
	Gas Usage December 2019	01/21/20	17.41	104231	
State of California - State Water Resource Control	Grade T2 Renewal	01/07/20	60.00	104156	60.00
	Grade T2 renewal	01/21/20	60.00	104232	60.00
Sun Badge Co	Badges - Chief, BC, Chaplain, FF	01/07/20	960.93	104177	960.93
Terminix International Company LP	Pest Control Collections Building	01/07/20	70.00	104178	125.00
	Pest Control Treatment Plant	01/07/20	55.00	104178	
Trevor Miller	Reimbursement Claim	01/07/20	78.18	104179	78.18
Underground Service Alert of Southern California	New Dig Ticket and Maint Fee January 20	01/07/20	47.95	104157	47.95
Valic	Employee Contributions PPE 1/13/2020	01/15/20	2,023.00	DFT0001180	2,023.00
	Employee Contributions PPE 1/27/20	01/28/20	2,023.00	DFT0001184	2,023.00
Verizon Wireless Services LLC	Cell phone charges	01/07/20	328.51	104158	328.51
Victor J Puglisi Jr	Embroider 5 Hats w/edited Logo	01/27/20	83.70	104251	83.70
Visa	Miller-Aerial lift and misc supplies	01/07/20	689.54	104159	689.54
	Gross- Training Doyens	01/13/20	379.00	104201	1,068.34
	Miller- WrkBoots, Door Tags, Misc Parts/Supplies	01/13/20	689.34	104201	
	Boboroff- Miscellaneous Supplies	01/21/20	25.55	104233	2,735.44
	Holiday Employee Recognition	01/21/20	970.01	104233	
	Strebel- Station supplies and Seat cover Refund	01/21/20	-79.29	104233	
	Vasquez- CPR cards, training, medallions	01/21/20	594.17	104233	
	Mold - Inspection Report for Station 50	01/21/20	1,225.00	104233	
Vyanet Operating Group	Security and monitoring Feb-Apr 2020	01/21/20	150.80	104234	150.80
York Risk Services Group, Inc	Wrkers Comp Admin Fee Dec 2019	01/13/20	112.00	104202	112.00
Zoll Medical Corporation GPO	Ambulance Supplies	01/27/20	325.14	104252	325.14

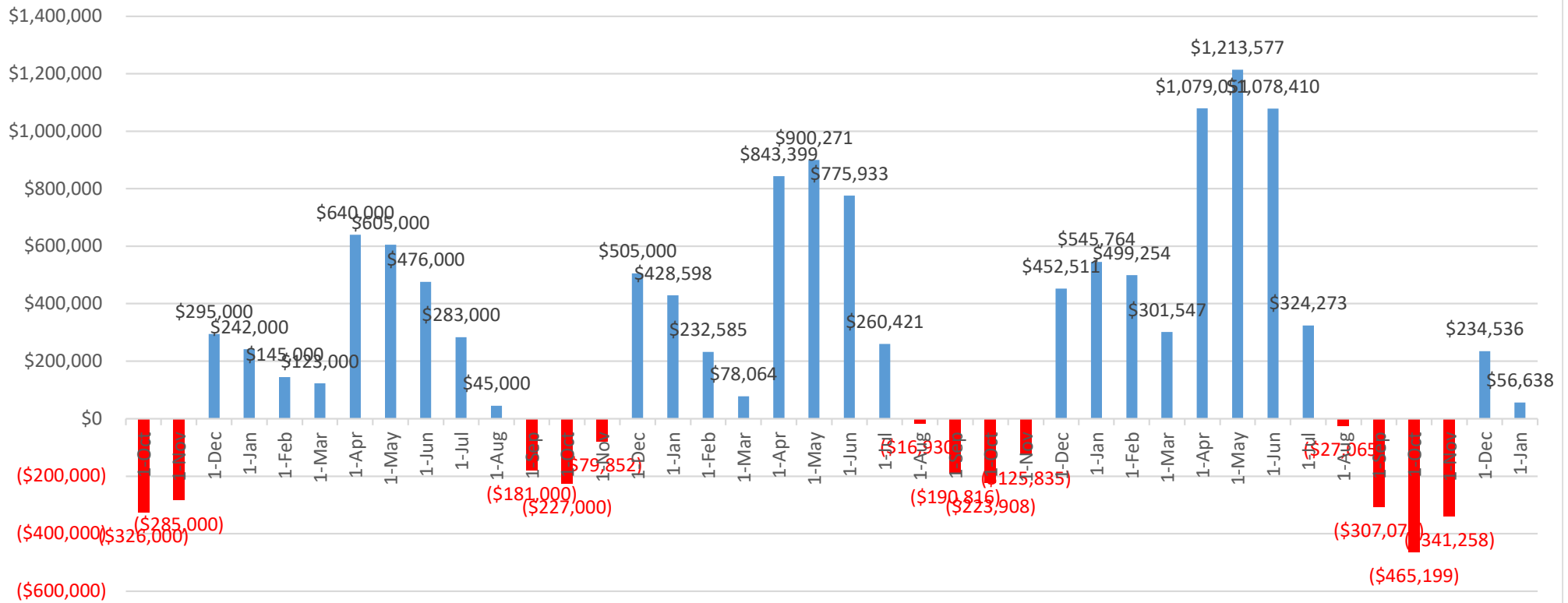
	<b>Totals</b>		
<b>Payment Type</b>	<b>Payable Count</b>	<b>Payment Count</b>	<b>Payment</b>
Regular Checks	182	109	143,194.73
Manual Checks	0	0	0.00
Voided Checks	0	3	-32.00
Bank Drafts	9	9	71,824.44
EFT's	0	0	0.00
<b>Totals</b>	<b>191</b>	<b>121</b>	<b>214,987.17</b>

<b>Fund Balances as of January 31, 2020</b>	
<b>Fire &amp; Ambulance Department</b>	
Fire Department Operating Reserve	1,030,095
Ambulance Department Operating Reserve	367,984
Subtotal Fire & Ambulance Department Operating Reserve Funds	1,398,080
<b>Recommended Operating Reserve Fund Target (6 Months Operating Expenses)</b>	<b>1,341,442</b>
<b>Fire &amp; Ambulance Department Operating Reserve Surplus / (Shortfall)</b>	<b>56,638</b>
<b>Wastewater Division</b>	
Wastewater Capital Improvement Project Reserve	676,741
Wastewater System Connection & Capacity Charges	245,135
CWSRF Loan Agreement 14-813 Debt Reserve (Restricted for SLS 1-3 Debt Service)	171,537
Wastewater Operating Reserve Fund	543,322
<b>Recommended Operating Reserve Fund Target (4 Months Operating Expenses)</b>	<b>543,322</b>
<b>Wastewater Operating Reserve Surplus / (Shortfall)</b>	<b>-</b>
<b>Water Division</b>	
Water Capital Improvement Project Reserve	994,669
Water System Connection & Capacity Charges	53,184
Water Infrastructure R&R Reserve (MFC & AMR SRF Debt Reserve)	89,334
Water Operating Reserve	534,926
<b>Recommended Operating Reserve Fund Target (4 Months Operating Expenses)</b>	<b>534,926</b>
<b>Water Operating Reserve Surplus / (Shortfall)</b>	<b>-</b>
<b>Assessment Districts Restricted Funds</b>	
Water Assessment District No. 9 Construction Funds	16,932
Water Assessment District No. 10 Construction Funds	26,421
Water Assessment District No. 10 O&M	95,942
Water Assessment District No. 10 Bond Reserve Fund	115,667
<b>Subtotal Assessment Districts</b>	<b>254,961</b>
<b>Total District Designated &amp; Operating Reserve Funds</b>	<b>4,706,929</b>
<b>Assessment District Funds</b>	<b>254,961</b>
<b>Combined Pooled Cash</b>	<b>4,961,889</b>
<b>Checking Account (General)</b>	<b>348,966</b>
<b>LAIF</b>	<b>4,481,656</b>
<b>York Insurance Deposit</b>	<b>14,601</b>
<b>BNY Mellon (AD #10 Bond Reserve)</b>	<b>115,667</b>
<b>Petty Cash</b>	<b>1,000</b>
<b>Combined Pooled Cash</b>	<b>4,961,889</b>
	<b>-</b>

### COMBINED POOLED CASH BALANCE



Fire Department Operating Reserve Policy Goal is 6 Months of Budgeted Operating Expenses or  
 \$1,341,442  
 Surplus / (Shortfall) of Goal





**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** February 19, 2020

**TO:** Board of Directors

**FROM:** Ryan Gross, General Manager

**SUBJECT:** CONSIDER APPROVING CONTRACT AMENDMENT WITH SAN BERNARDINO COUNTY FOR CONTINUED DISPOSAL AND TREATMENT OF LEACHATE

**RECOMMENDED BOARD ACTION**

Consider approving a contract with the County of San Bernardino (County) to continue accepting leachate waste from Heaps Peak Transfer Station for treatment and disposal at the Running Springs Water District Wastewater Treatment Plant and authorize the General Manager to execute the contract extension.

**REASON FOR RECOMMENDATION**

Representatives from the County have contacted the District requesting consideration to exercise their first option to extend the contract.

**BACKGROUND INFORMATION**

The current base rate is \$0.0305 per gallon to treat and dispose of the leachate through June 30, 2020. Effective July 1, 2020, and annually thereafter, the base rate will be adjusted based on the year over year change to the federally published Consumer Price Index for Urban Consumers (CPI-U) in the Los Angeles/Riverside area, as determined as of the preceding year ended December 31<sup>st</sup>. So as of July 1, 2020 the new base rate would be \$0.0315 per gallon.

On March 18, 2015, the District Board of Directors approved a contract extension with the County to renew the leachate contract to commence on July 1, 2015 and continue through June 30, 2020 with two five-year extension options.

On April 20, 2011, the District Board of Directors approved a contract extension with the County to renew the leachate contract to commence on May 1, 2011 and continue through June 30, 2015.

An amendment to the original contract was approved by the Board at the May 17, 2006 Board Meeting. This contract raised the rate to treat the leachate to \$0.0235 per gallon. The amendment also included an annual rate adjustment that corresponded to the Consumer Price Index. The term of the contract amendment was for a period of five (5) years.

On June 26, 2001, the District entered into an agreement with the County to accept leachate from the Heaps Peak Sanitary Landfill. The leachate was to be transported by the County to a disposal site located on the District's Harris Property to be offloaded and treated at the Wastewater Treatment Plant. The District was compensated \$0.020 for each gallon of leachate treated.

### **FISCAL INFORMATION**

The following table lists the total revenue the District has received from the existing and previous leachate disposal contracts:

Fiscal Year Ending	Leachate Revenue
2002	\$18,969
2003	\$70,152
2004	\$30,585
2005	\$77,236
2006	\$18,386
2007	\$19,799
2008	\$45,368
2009	\$82,875
2010	\$151,841
2011	\$222,036
2012	\$109,041
2013	\$66,544
2014	\$26,295
2015	\$12,207
2016	\$8,509
2017	\$41
2018	\$0
2019	\$0
<b>Total</b>	<b>\$959,884</b>

The future revenue is expected to continue to taper off as the County has installed a new leachate treatment system. Part of the County's permit requires them to have a contingency in place to dispose of the leachate if their treatment plant has any problems.

### **ATTACHMENTS**

Attachment 1 – draft contract extension

THE INFORMATION IN THIS BOX IS NOT A PART OF THE CONTRACT AND IS FOR COUNTY USE ONLY



**Contract Number**

15-151 A1

**SAP Number**

44.0000.5754

**Public Works**

<b>Department Contract Representative</b>	<u>Darren J. Meeka, P.E.</u>
<b>Telephone Number</b>	<u>909 386-8688</u>
<b>Contractor</b>	<u>Running Springs Water District</u>
<b>Contractor Representative</b>	<u>Ryan Gross, General Manager</u>
<b>Telephone Number</b>	<u>909 867-2766</u>
<b>Contract Term</b>	<u>Five (5) Years</u>
<b>Original Contract Amount</b>	<u>\$750,000</u>
<b>Amendment Amount</b>	<u>\$750,000</u>
<b>Total Contract Amount</b>	<u>\$1,500,000</u>
<b>Cost Center</b>	<u>NA</u>

**IT IS HEREBY AGREED AS FOLLOWS:**

*(Use space below and additional bond sheets. Set forth service to be rendered, amount to be paid, manner of payment, time for performance or completion, determination of satisfactory performance and cause for termination, other terms and conditions, and attach plans, specifications, and addenda, if any.)*

WHEREAS, RUNNING SPRINGS WATER DISTRICT, ("DISTRICT") and the COUNTY OF SAN BERNARDINO ("COUNTY") have previously entered in Agreement, Contract No. 15-151, dated April 7, 2015, wherein the DISTRICT would provide treatment and disposal of landfill liquid collected (leachate) at the Heaps Peak Disposal Site, on an as-needed basis.

WHEREAS, the COUNTY and RUNNING SPRINGS desire to amend the Agreement, Contract No. 15-151, as amended by Amendment 1, to further extend the term of Contract 15-151 to June 30, 2025. This is the first of two 5-year extension terms.

NOW, THEREFORE, in consideration of the foregoing recitals, which are incorporated herein by reference, and the mutual covenants and conditions, the parties hereto agree to Amendment 1, amended as follows:

1. CHANGE first paragraph of Paragraph **5. Compensation**, which now reads:

"For the work authorized under this Contract, District shall be compensated for the work performed in an amount not to exceed \$750,000. The total Contract amount applies to the entire term of the Contract, not year to year. Beginning on July 1, 2015, the base charge for discharging leachate into the District's sewer system shall be at the rate of 2.75 cents per gallon. Effective July 1, 2016, and annually thereafter, the base rate shall be adjusted based upon the year over year change to

the federally published Consumer Price Index – Urban Consumers, for the Los Angeles/Riverside area, determined as the preceding year ended December 31<sup>st</sup>.” to read,

“For the work authorized under this Amendment 1, District shall be compensated for the work performed in an amount not to exceed \$750,000. The total Contract amount applies to the entire term of the Contract, not year to year. Beginning on July 1, 2020, the base charge for discharging leachate into the District’s sewer system shall be at the rate of 3.15 cents per gallon. Effective July 1, 2021, and annually thereafter, the base rate shall be adjusted based upon the year over year change to the federally published Consumer Price Index – Urban Consumers, for the Los Angeles/Riverside area, determined as the preceding year ended December 31<sup>st</sup>.”

2. CHANGE Paragraph **6. Term of Contract**, which now reads:

“The term of the Contract shall commence as of July 1, 2015, upon approval by the Board of Supervisors, and continue through June 30, 2020, with two 5-year extension options, unless terminated pursuant to Section 7 or as otherwise provided for in this Contract.” to read,

“The term of the Amendment 1 shall commence as of July 1, 2020, upon approval by the Board of Supervisors, and continue through June 30, 2025, with one 5-year extension option, unless terminated pursuant to Section 7 or as otherwise provided for in this Contract.”

COUNTY OF SAN BERNARDINO

Running Springs Water District

(Print or type name of corporation, company, contractor, etc.)

▶  
\_\_\_\_\_  
Curt Hagman, Chairman, Board of Supervisors

By \_\_\_\_\_  
(Authorized signature - sign in blue ink)

Dated: \_\_\_\_\_  
SIGNED AND CERTIFIED THAT A COPY OF THIS  
DOCUMENT HAS BEEN DELIVERED TO THE  
CHAIRMAN OF THE BOARD

Name Ryan Gross  
(Print or type name of person signing contract)

Lynna Monell  
Clerk of the Board of Supervisors  
of the County of San Bernardino

Title General Manager  
(Print or Type)

By \_\_\_\_\_  
Deputy

Dated: \_\_\_\_\_

Address 3142 Hilltop Blvd, P.O. Box 2206

\_\_\_\_\_  
Running Springs, California 92382

**FOR COUNTY USE ONLY**

Approved as to Legal Form  
\_\_\_\_\_  
▶  
Julie Surber or Kristina Robb, County Counsel  
Date \_\_\_\_\_

Reviewed for Contract Compliance  
\_\_\_\_\_  
▶  
Mohammad Ali, P.E.  
Date \_\_\_\_\_

Reviewed/Approved by Department  
\_\_\_\_\_  
▶  
Kevin Blakeslee, Director  
Date \_\_\_\_\_

**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** February 19, 2020  
**TO:** Board of Directors  
**FROM:** Ryan Gross, General Manager  
**SUBJECT: CONSIDER RATIFYING INFOSEND MASTER SERVICES AGREEMENT FOR UTILITY BILL PROCESSING, PRINTING AND MAILING**

**RECOMMENDED BOARD ACTION**

Considering ratifying master services agreement with InfoSend for processing, printing and mailing District utility bills.

**REASON FOR RECOMMENDATION**

This service improves the efficiency of processing, printing and mailing of the District's utility bills and provides a savings in postage expense.

**BACKGROUND INFORMATION**

The District has been investigating various vendors over the past several years and InfoSend provides for the lowest cost and best integration with our Tyler-Incode 10 utility billing software.

**FISCAL INFORMATION**

The District currently pays \$0.50 per piece of mail. InfoSend's pre-sorted first class postage rate is \$0.386 resulting in approximately \$4,500 to \$5,000 annual savings.

**ATTACHMENTS**

Attachment 1 – Master Service Agreement

## InfoSend Master Service Agreement

This Master Service Agreement (“**Agreement**”) is entered into as of February 06, 2020 (“**Effective Date**”) by and between **Running Springs Water District, CA**, a municipal corporation, having its main office at **31242 Hilltop Blvd. Running Springs CA, 92382** (“**Client**”) and **InfoSend, Inc.**, a California Corporation, having its main office at 4240 E. La Palma Avenue, Anaheim, California 92807 (“**InfoSend**”). Client and InfoSend are collectively referred to herein as the “**Parties**” and individually as a “**Party**.”

In consideration of the mutual promises and upon the terms and conditions set forth below, the Parties agree as follows:

### 1 Definitions

For the purposes of this Agreement, the following terms and words shall have the meaning ascribed to them, unless the context clearly indicates otherwise.

**1.1 “Agreement”** shall refer to this Agreement, as amended from time to time, which shall constitute an authorization for the term of this Agreement for InfoSend to provide the Services, described herein, to the Client.

**1.2 “User(s)”** shall mean a customer or employee of Client accessing InfoSend hosted applications via the Internet. Users of the System will agree to accept all the terms and conditions herein, and may be issued a unique User ID and/or password by InfoSend or Client.

**1.3 “Effective Date”** shall be the last date upon which the Parties signed this Agreement. The Agreement will not be effective against any Party until the said date.

**1.4 “Services”** shall include the performance of the Services outlined in Section 2 and detailed in Exhibits A and C of this Agreement.

**1.5 “System”** shall include all InfoSend hosted data and software applications.

### 2 Services Provided by InfoSend

#### 2.1 Scope of Services

Subject to the terms and conditions of this Agreement, InfoSend shall provide to Client, and Client shall purchase from InfoSend, the services listed in Exhibit A (“**Scope of Primary Services**”) to this Agreement at the price set forth in Exhibit B (“**InfoSend Fees**”). In the event Client requires other consulting, installation, development and/or customization services, InfoSend shall perform and Client shall purchase such services in accordance with the provisions of Exhibit C (“**Professional Services**”) of this Agreement.

### 2.2 Professionalism

InfoSend and Client shall operate in a professional manner under this Agreement: in providing and receiving Services under this Agreement, the Parties will perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession under similar circumstances.

### 2.3 Time of the Essence

InfoSend and Client acknowledge and agree that time is of the essence for the completion of the Services to be performed and each party’s respective obligations under this Agreement.

### 3 License Grant and Restrictions

#### 3.1 Grant of License

InfoSend agrees to provide to Users the right to use software and the provision of Services, but in all cases only in full and complete compliance with all of the terms and conditions of this Agreement. Subject to the terms of this Agreement, InfoSend hereby grants, and Client hereby accepts, for the Term (as defined herein) of this Agreement, a non-exclusive, non-transferable license to access and use and to permit its Users to access and use the System via the Internet (the “**License**”).

#### 3.2 License Restrictions

Client hereby agrees not to: (i) reproduce, download, modify, create derivative works from, distribute, or attempt to reverse engineer, decompile, disassemble, or access the source or object code for, the System; (ii) use the System, or any component thereof, in any manner contrary to applicable laws or government regulations; or (iii) otherwise affect or attempt to enable the unauthorized use (with or without User ID and/or password) of the System.

## 4 Privacy and Security

### 4.1 Regulatory Compliance

InfoSend will maintain compliance with required Payment Card Industry (PCI) Data Security Standards and Cardholder Information Security Standards, applicable rules and regulations of the Health Insurance Portability and Accountability Act (HIPAA), and applicable sections of the Gramm-Leach-Bliley Act of 1999.

### 4.2 Data and Human Resources Security

InfoSend takes great care in both data and human resources security. InfoSend company policy requires all new employees to pass a background check and a drug-screening test, both performed by outside companies. These practices will remain in place for the duration of the Agreement.

## 5 Term & Termination

### 5.1 Term

The initial term of this Agreement shall commence on the effective date of this Agreement and continue for a period of three (3) years ("Initial Term") from the effective date. This Agreement will automatically renew for successive two (2) year periods ("Renewal Terms") unless either Client or InfoSend provides the other party with at least sixty (60) days' written notice prior to the end of the current term indicating that such party elects not to automatically renew the term of this Agreement. The party giving non-renewal notice may indicate if it prefers for the contract to be terminated at the end of the current term or to continue on a month-to-month basis, if mutually agreeable to both parties.

### 5.2 Termination for Cause

This Agreement may be terminated for cause as follows:

#### (i) Material Breach

A material breach of this Agreement by either party shall be cured within thirty (30) days after a party notifies the other of such breach. For those breaches which cannot reasonably be cured within thirty (30) days, the breaching party shall promptly commence curing such breach and thereafter proceed with all due diligence to substantially cure such breach (the "Cure Period"). In the event that such material breach has not been cured within the Cure Period, the non-breaching party may terminate this Agreement in its entirety, or as it pertains to a particular Product,

Deliverable, Service or Professional Service, by providing the other party with thirty (30) days' written notice as of a date specified in such notice.

#### (ii) Failure to Pay

After sixty (60) days of nonpayment on undisputed invoices, InfoSend may, at InfoSend's option, terminate this Agreement in its entirety or as it pertains to a particular Product, Deliverable, Service or Professional Service, by giving written notice to Client, as of a date specified in such termination notice, pursuant to Section 6.3.

#### (iii) Insolvency or Bankruptcy

In the event that either party becomes or is declared insolvent or bankrupt, is the subject of any proceedings related to its liquidation, insolvency or for the appointment of a receiver or similar officer for it, makes an assignment for the benefit of all or substantially all of its creditors, or enters into an agreement for the composition, extension or readjustment of all or substantially all of its obligations, then the other party hereto may, by giving written notice thereof to such party, terminate this Agreement as of the date specified in such notice of termination.

#### (iv) Representations

This Agreement is predicated on Client abiding by Client's Representations and Warranties and Client's Volume Representations. Should Client's actual continuous volume and/or recurring frequency deviate from representations provided by Client to InfoSend, as defined in Exhibit B, Section 2, InfoSend reserves the right to invalidate the Fees listed in this Agreement. Should this rare situation arise, InfoSend will notify Client immediately and negotiate with Client in good faith to pass on any increased costs to Client, in line with actual Client and Client User transactional usage. Should InfoSend and Client be unable to agree upon updated Fees, InfoSend reserves the right to terminate this Agreement with one hundred eighty (180) days' notice.

### 5.3 Upon Termination

Upon termination of this Agreement, the Parties agree to cooperate with one another to ensure that all accounts receivable are accounted for. Upon termination, InfoSend shall cease all Services provided hereunder, unless otherwise directed by the Client in writing and assuming



all client fees remain current. Upon termination, Client will promptly pay to InfoSend any and all charges due, including but not limited to payables that are due pursuant to this Agreement, accrued finance charges, and the Discontinuance Fee set forth below, where applicable.

#### 5.4 Discontinuance Fee

The parties have mutually agreed upon the Fees for the Services to be provided hereunder based upon volumes Client has represented in Exhibit B, Section 2 and the Term of this Agreement. Because of the difficulty in ascertaining the actual damages to InfoSend that would result from a premature termination of the Agreement, Client agrees to pay a discontinuance fee to InfoSend in the event that (i) Client terminates the Agreement without cause prior to the expiration of the then-current term; or (ii) the Agreement is terminated due to a breach by Client prior to the expiration of the then-current term.

The discontinuance fee will be equal to two (2) months of the Client's average monthly billing for the previous six (6) months of Service (excluding any postage charges and professional services fees that were invoiced in that time period). Client agrees to pay the discontinuance fee prior to the effective date of such termination and in addition to all other payables then due and owing to InfoSend.

#### 5.5 Force Majeure

Neither party shall be liable, or deemed to be in default, to the other for any failure or delay in performing an obligation under this Agreement to the extent that its performance is delayed, impaired or rendered impossible by an event beyond its control ("Force Majeure Event") such as natural disasters, war, terrorist acts, riots, labor strikes, civil disturbances, extra-ordinary losses of utilities (including telecommunications services), computer "hacker" attacks on internet infrastructure, regulatory restrictions, change in law or regulation or other acts of government authority, including civil and military authorities and courts, fuel or energy shortages, transportation stoppages or slowdowns, the inability to procure parts or raw materials, and/or acts or omissions of common carrier. These causes will not excuse Client from paying previously accrued payables due to InfoSend through any available lawful means acceptable to InfoSend.

## 6 Invoicing and Payments

### 6.1 Invoicing

InfoSend will invoice Client monthly and Client will pay InfoSend the fees described in and/or computed in accordance with **Exhibit B (InfoSend Fees)**. Client payment of these invoices is due upon receipt in U.S. dollars and shall be paid NET 30 unless expressly agreed to by InfoSend.

### 6.2 Dispute of Invoice

Should Client dispute any invoices, it must do so within ninety (90) days of the invoice date or any dispute shall be deemed waived.

### 6.3 Late Payments

InfoSend may elect to assess finance charges on any or all undisputed invoices that become past due at a rate of 1.5% per month.

The recurring nature of InfoSend's Services result in a rapid rise in financial loss to InfoSend if a Client's accounts payable process is delayed, particularly when InfoSend is invoicing Client for postage charges. Therefore, InfoSend reserves the right to suspend Services until payments are brought current if past due account balances cannot be collected from Client. InfoSend's Accounting staff will notify Client in writing before Services are suspended and give it an opportunity to bring the account current before Services are put on hold. Should a hold be instigated, it will immediately be removed once the account is brought current.

## 7 Communications

### 7.1 Notices

Any notice hereunder must be in writing and sent by overnight courier service (such as FedEx or UPS), or USPS certified mail, all with delivery signature requested, to the other Party hereto at the respective address set forth below:

**To Client:**

C/O (Department): General Manager

Address: 31242 Hilltop Blvd., PO Box 2206

Running Springs, CA 92382

**To InfoSend:**

C/O: President

Address: 4240 E. La Palma Avenue

Anaheim, CA 92807

Notice shall be deemed to have been given and received one (1) business day after being sent via overnight courier service, or three (3) business days after being mailed by USPS certified mail. Each party may update its address or email address by providing written notice to the other party of such change in accordance with this section.

## **8 Confidentiality & Intellectual Property**

### **8.1 Confidentiality**

All information and data relating to Client's business, as well as all User information, submitted by Client to InfoSend under this Agreement shall be treated as confidential by InfoSend and shall not, except as required to perform the Services under this Agreement or otherwise required by law, be disclosed to any third party by InfoSend without Client's written consent. InfoSend shall promptly notify Client should InfoSend be served with a summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, requests for admission, or other discovery request or court order (a "Request to Disclose") from any third party regarding this Agreement, the Services performed under this Agreement, and/or seeking such information or data. Client shall be responsible to timely make appropriate objections to any Request to Disclose.

Client will not disclose to any third party or use for any purpose inconsistent with this Agreement any confidential or proprietary non-public information it obtains during the term of this Agreement about InfoSend's business (the "Confidential Information"), which Confidential Information shall include InfoSend's operations, financial condition, technology, systems, suppliers, clients or prospective clients, marketing data, plans, pricing, and models, or personnel, unless required by applicable law. Client will ensure that its employees and agents similarly abide by the requirements hereof. Client will promptly notify InfoSend of its receipt of a Request to Disclose and Confidential Information, and InfoSend shall be responsible to timely make appropriate objections thereto.

InfoSend, and its licensors, where applicable, owns all rights, title and interest, including all related Intellectual Property Rights, in and to InfoSend technology, the content and the Services. The InfoSend name, the InfoSend logo, and the product names associated with the Service are trademarks of InfoSend or third parties, and no right or license is granted to use them.

## **9 Representations & Warranties**

### **9.1 InfoSend Representations and Warranties**

InfoSend represents and warrants that it has the legal power and authority to enter into this Agreement and that Services will be provided in a professional and workmanlike manner.

InfoSend warrants that the Services will materially perform the functions that the Client has selected under normal use and circumstances and that InfoSend shall use commercially reasonable measures to protect Client Data to the extent that it retains such data in the operation of the Services. Provided that Client gives InfoSend written notice of failure to meet the foregoing warranty within sixty (60) days following delivery of any Services, or as otherwise specified in a Statement of Work ("SOW"), InfoSend warrants that it will use commercially reasonable efforts to correct any Services that fail to comply with the foregoing warranty. If there is no notice by Client within sixty (60) days following delivery of any Services, or as otherwise specified in a Statement of Work ("SOW"), it shall be deemed Client has accepted the Services and waived any claims to the otherwise.

### **9.2 Client Representations and Warranties**

Client represents and warrants that it has the legal power and authority to enter into this Agreement and provide to InfoSend all information and data necessary for InfoSend to perform the Services. Client further warrants that it will comply with all laws, regulations, and compliance requirements applicable to Client's and User's activities covered by this Agreement.

### **9.3 Warranty Disclaimer**

*Except as expressly set forth in Section 9.1 above, InfoSend disclaims all other representations or warranties, express or implied, made to Client or any other party, including without limitation, any warranties regarding quality, suitability, merchantability, fitness, for a particular purpose or otherwise of any services or any good provided incidental to the Services provided under this Agreement, to the extent permitted by applicable law.*

*InfoSend and its licensors and payment processors do not represent or warrant that (i) the use of the Services will be uninterrupted or error-free, or operate in combination with any other hardware, software, system or data; or (ii) the Services will not delay in processing or paying to the extent such delay is caused by things outside the control of*

*InfoSend. Service may be subject to the limitations, delays, and other problems inherent in the use of the Internet and electronic communications. InfoSend is not responsible for any delays, delivery failures, or other damage resulting from such problems.*

In performing the Services, InfoSend's is responsible for producing for print or online display the content that Client provides to InfoSend. InfoSend is not responsible for reviewing the content for spelling or typos, nor is InfoSend responsible for verifying the accuracy or legality of the content. It is Client's sole responsibility to verify that the content that InfoSend's applications will produce on Client's behalf is appropriate for distribution.

#### **9.4 Inbound Communication Services Disclaimer**

InfoSend Inbound Communication services are intended to receive communications and data from clients to facilitate the performance of InfoSend Services. While the inbound services have been created with the best available tools and practices, they are dependent on infrastructure that is inherently not fail-proof, including but not limited to infrastructure such as United States Postal Service ("USPS") delivery standards, software, computer hardware, network services, telephone and SMS services, and e-mail. Examples of situations that could cause failure include but are not limited to: USPS failure to deliver, down phone lines, all lines busy, equipment failure, email address changes, and Internet service disruptions. Client acknowledges that it is aware of the potential hazards associated with using such infrastructure, and will be responsible for ensuring InfoSend is in receipt of any communication or data destined for InfoSend. Client releases InfoSend from any and all liability that results from a communication or data transfer to InfoSend which does not produce a confirmation receipt from InfoSend.

#### **9.5 Outbound Services Disclaimer**

InfoSend Outbound Communication services are intended to create additional methods of communication for Clients in support of existing processes. These services are not intended to replace all interaction with Client's end users or employees. While the outbound services have been created with the best available tools and practices, they are dependent on infrastructure that is inherently not fail-proof, including but not limited to infrastructure such as United States Postal Service ("USPS") delivery standards, software, computer hardware, network services, telephone and SMS services,

and e-mail. Examples of situations that could cause failure include but are not limited to: USPS failure to deliver, down phone lines, all lines busy, equipment failure, email address changes, and Internet service disruptions. For this reason, while outbound services are valuable in providing enhanced communication, they are specifically not designed to be used as the sole method to deliver critical messages. Client acknowledges that it is aware of the potential hazards associated with relying on an automated outbound service feature, when using InfoSend services, and Client acknowledges and agrees that it is giving up in advance any right to sue or make any claim against InfoSend, and that Client forever releases InfoSend from any and all liability caused by (a) any failed USPS delivery; (b) any failed email delivery; (c) any failed SMS or call attempts (including excess of calls over and above network or system capacity), incomplete calls, or any busy-outs; (d) any failure to transmit, obtain or collect data from callers or for human and machine errors, faulty or erroneous input, inarticulate caller communication, caller delays or call lengths exceeding estimated call lengths or omissions, delays and losses in connection with the Services provided hereunder; and (e) such release shall include instances where Client, Client's employees, or Client's end user suffer injury or damage due to the failure of outbound services to operate, even though InfoSend may know or suspect what or how extensive those injuries or damages might be, unless such losses were directly attributable to InfoSend's gross negligence or willful misconduct.

## **10 Insurance**

### **10.1 InfoSend's Insurance Provisions**

InfoSend will maintain the following minimum insurance levels during the Initial Term of this Agreement and any Renewal Terms:

- Commercial General Liability coverage in the amount of \$1,000,000.00 per occurrence and \$2,000,000.00 in aggregate.
- Automobile Liability Insurance coverage in the amount \$1,000,000.00 per occurrence.
- Umbrella Liability Insurance in the amount of \$5,000,000.00 per occurrence and in aggregate.
- Worker's Compensation Insurance with at least the minimum coverage amounts required by law.
- Errors & Omissions Insurance with a \$5,000,000.00 coverage limit.

## **11. Indemnification & Limitation of Liability**

### **11.1 Indemnification**

InfoSend is a service provider. As such, Client acknowledges that data processing involves the risk of human and machine errors and that InfoSend shall not be liable for any errors, omissions, delays or losses.

InfoSend will not be responsible for actions, omissions or delays to Services resulting from incomplete, late or faulty data and/or instructions transmitted by Client. No damages shall be assessed against InfoSend when any delay or breach on InfoSend's part is caused by failure of Client to perform Clients' responsibilities or any other reason beyond the control of InfoSend, including, without limitation, (a) failures or limitations on the availability of third-party telecommunications or other transmission facilities; (b) Client failure to maintain security or confidentiality of data or access credentials; (c) violation of the applicable terms of this Agreement or any applicable laws, regulations or industry standards.

### **11.2 Limitation of Liability**

In no event shall InfoSend be liable for indirect, special or consequential damages even if InfoSend has been advised of the possibility of such potential claim, loss or damage. The foregoing limitation of liability and exclusion of certain damages shall apply regardless of the success or effectiveness of other remedies.

## **12 General**

### **12.1 Independent Contractor**

Client and InfoSend agree and understand that the relationship between both Parties is that of an independent contractor. No joint venture, partnership, employment or agency relationship exists between Client and InfoSend as a result of this Agreement or use of the Service.

### **12.2 Governing Law**

This Agreement shall be governed by the substantive laws of the state of California without regard to the choice or conflicts of law provisions of any jurisdiction.

### **12.3 Amendment of Agreement**

Modifications or changes to this Agreement must be in writing and executed by the Parties.

### **12.4 Severability**

If a word, sentence or paragraph herein shall be declared illegal, unenforceable, or unconstitutional, the said word, sentence or paragraph shall be severed from this Agreement, and this Agreement shall be read as if said word, sentence or paragraph did not exist.

### **12.5 Assignment**

This Agreement may not be assigned by either Party without the prior written approval of the other Party, unless it is being assigned to (i) a parent or wholly owned subsidiary, (ii) an acquirer of assets, or (iii) a successor by merger. Any purported assignment in violation of this section shall be void.

### **12.6 Immigration Laws**

For Services performed within the United States, InfoSend will assign only personnel who are legally authorized to work in the United States. InfoSend represents and warrants that it complies with all applicable immigration laws with respect to the personnel assigned to Client.

### **12.7 Survival**

All of the terms of this Agreement which by their nature extend beyond the expiration or termination of the Agreement, including but not limited to indemnification obligations, confidentiality obligations and limitations of liability, shall survive expiration or termination of the Agreement and remain in full force and effect.

### **12.8 Attachments**

The following documents are attached hereto as Exhibits, and are incorporated by reference in their entirety:

**Exhibit A: Scope of Primary Services**

**Exhibit B: InfoSend Fees**

**Exhibit C: Professional Services**

### **12.9 Cooperative Agreement ("Piggybacking")**

The parties agree that InfoSend may offer the prices, terms and conditions offered herein to other government agencies that wish to participate in a cooperative purchase program with Client. InfoSend will review these requests from other government agencies on a case-by-case basis to decide whether this Agreement can be extended to the new agency. At minimum, the following requirements must be met for the prices in this Agreement to be extended to the new agency:

- The new agency must require similar types of service for similar document types (i.e., statements, late notices);
- The monthly document volume that InfoSend will produce must be similar, or at a minimum, acceptable;
- The new agency must agree to use InfoSend's standard materials; and,
- The prices in this Agreement must still be profitable.

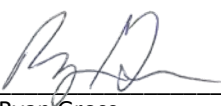
If the above conditions are not met then InfoSend will provide the new agency with revised pricing that it can elect to accept if it moves forward with the cooperative purchase program. Other agencies will be responsible for entering into separate Agreements with the contract and for all payments thereunder made directly to InfoSend. InfoSend reserves the right not to extend this Agreement's terms in whole or in part to other agencies for any reason.

**[The remainder of the page has intentionally been left blank. Signature page follows.]**

The Parties below hereby execute this Agreement as of the Effective Date:

**AGREED TO BY:**

**Client:**

By:   
Name: Ryan Gross  
Title: General Manager  
Date: February 06, 2020

**InfoSend:**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

## Exhibit A - Scope of InfoSend Primary Services

This Exhibit A is an integral part of and is subject to the terms and conditions of the Master Service Agreement (the “**Agreement**”) between InfoSend, Inc. (“**InfoSend**”) and **Running Springs Water District, CA (“Client”)**. This Exhibit A provides the Services which InfoSend shall deliver to Client to permit Client’s customers (“Users”) to use the products and services to view and pay their bills. To the extent that any term is not expressly defined herein, it shall have the meaning set forth in the Agreement.

Client will select one or more of InfoSend’s Primary Services from the list below by checking the box next to the Primary Service name. Any Primary Services not selected prior to the execution of this Agreement can be added at a later date via an Agreement Amendment.

<input checked="" type="checkbox"/>	<b>Data Processing, Printing and Mailing Service (“DPPM Service”):</b> During the term of this Agreement, InfoSend will provide data processing, printing and mailing services. The Service consists of processing data, printing documents, mail preparation, applying postage (where applicable) and sending via the United States Postal Service. Document types include but are not limited to bills, postcards and letters.
<input type="checkbox"/>	<b>eBusiness Services (the “eBusiness Services”):</b> During the term of this Agreement InfoSend will provide eBusiness Services. These services can include presenting bills online and/or accepting and reporting payment transaction information to facilitate ACH and/or credit card payments via web, Interactive-Voice-Response (IVR), SMS, or Bank Billpay (e-Lockbox).

### Section 1. Data Processing, Printing and Mailing (DPPM) Service Description

#### **A. Data Transfer and Processing**

- Client to transmit data to InfoSend in an agreed upon format. Should Client make changes to data file format after initial setup is complete, it agrees to pay for the professional services required to accommodate the new file format. See Exhibit C – Professional Services – for information on initial setup and ongoing programming changes.
- Client will monitor transfer confirmation emails to ensure InfoSend is in receipt of the data. Client acknowledges that InfoSend will not be responsible or liable for any transferred data which does not result in a confirmation receipt to Client.
- A File Transfer Report will be emailed to the Client representatives who have opted-in to this email. A copy of this report is also available to download from the InfoSend website.
- Client will have access to an online Job Tracking application that shows the progress of each file as it is processed and becomes a batch of documents to be printed and mailed. Client can see both the original input file name and the InfoSend-assigned “Job Code”.
- InfoSend will process the mailing addresses and perform the following functions:
  - Apply CASS-certified address validation
  - Comply with USPS requirements to obtain pre-sort automation rates for qualified client mail pieces
  - Stay current with all USPS regulations required to mail presorted first-class mail
- InfoSend will optionally provide proofs of the final print-ready PDF files to Client to be reviewed and approved before printing begins (if requested).

#### **B. Document Printing and Mailing**

- Batches are printed by InfoSend using a high-speed production process onto the agreed upon forms.
- Printed documents are put through a quality control process and then released to the mailing department to be inserted into outgoing envelope. A return envelope and any applicable inserts are included as defined by client workflow.
- After a batch of mail is completed in InfoSend’s system it will be marked as such in the online Job Tracker and a Process Confirmation Report will be emailed to the Client representatives who have opted-in to this email. A copy of this report is also available to download from the InfoSend website.

### Section 2. eBusiness Service Description

#### **A. General System Description**

- **Mobile-Ready Customer Engagement:** all products are mobile compatible out of the box, with no app store downloads required of customers. Powered by InfoSend's CCM platform, customer specific messaging and payment reminders are delivered electronically.

- Multi-Channel Payment Collection: InfoSend's payment platform will consolidate web, telephone, SMS, CSR, in-person EMV and bank payments into a single lockbox file.
- One-Time and Automatic Payments: allow customers to quickly make a one-time payment, as well as sign up to have their payment account auto debited with each billing cycle.
- Bill Notification and Presentment: notify customers via email when a new bill is available, and securely deliver exact replica of printed document to customers inbox or show online via the secure portal.
- Interactive Voice Response (IVR): accept customer payments via automated phone service with InfoSend-hosted phone number, enabling client phone systems to redirect customers with ease.
- SMS Text-to-Pay: enrolled customers may opt in to receive text notifications of new bills, and reply to have the registered payment method drafted for the amount due, speeding up the time to payment.
- Bank Payments (MasterCard RPPS): InfoSend can collect payments made via the customer bank and include them within the lockbox file.
- PCI-Compliant Cloud Based Solution: electronic billing and payment related products hosted in the cloud by InfoSend in a secure PCI-Level 1 compliant environment.

#### **B. Data Transfer and Processing**

- Client to transmit data to InfoSend in an agreed upon format, using the Data Transfer and Processing workflow described in Section 1.
- Client acknowledges that InfoSend will not be responsible or liable for any transferred data which does not result in a confirmation receipt to Client.
- If the Client is not using InfoSend's DPPM Service, USPS address workflow will not be applied.
- Data loaded into the eBusiness system is used to facilitate accurate payments via Web, IVR, SMS or Bank BillPay.

#### **C. Customer Enrollment and Bill Notification**

- Data loaded into the system will be used to facilitate customer enrollment, using two pieces of information specific to the customer bill.
- For enrolled customers, system will send a notification of the new bill available via email.
- For enrolled customers who have opted in, system will send an SMS alert.
- For customers using the IVR system, bill information will be dictated by text to voice.
- For customers paying via Bank BillPay, the account number can be validated by the system prior to accepting payment.
- The system may optionally be configured to display a PDF replica of the bill image.

#### **D. Customer Payment and Reporting**

- Customers can make payment via Web, SMS, IVR or Bank BillPay, depending on channels which Client has requested InfoSend setup.
- Payments can be configured to allow Users to pay by bank account and/or credit/debit card.
- All payments will be reported in a standard daily "lockbox" file.

### **Section 3. Implementation and Support Description**

#### **A. Implementation**

- Dedicated Account Manager acts as primary contact and project manager, coordinating all internal setup activities with InfoSend programming and operations staff.
- All setup and training performed virtually, using phone, email, and web-based tools for issue tracking and screen sharing.
- All communications, documentation and test files tracked and stored securely within the InfoSend CRM system, allowing other InfoSend personnel to contribute or take ownership of the project.
- Key milestones are established at kickoff, then tracked and reported throughout the project.
- During programming, InfoSend's Data Processing platform is configured to automate client-specific Quality Assurance (QA) during processing.
- Parallel Testing is run prior to go-live, ensuring all aspects of the application are validated before launch.
- Go-Live includes an "all-hands" approach, with all key InfoSend managers required to review the launch day activity and sign off before application output is final.

#### **B. Support**

- Dedicated Account Manager from implementation also assigned to monitor and provide support.



- Dedicated Support Staff for reviewing and responding to incoming issues.
- Multiple communication channels available for client preference: web support ticketing tool, email, and phone.
- Proactive support initiated by InfoSend staff when client data issues are detected by InfoSend Quality Control processes.
- Issues tracked via InfoSend CRM tool, ensuring full resolution before the ticket can be closed.

**Exhibit B - InfoSend Fees**

This Exhibit B is an integral part of and is subject to the terms and conditions of the Master Service Agreement (the “**Agreement**”) between InfoSend, Inc. (“**InfoSend**”) and **Running Springs Water District, CA (“Client”)**. This Exhibit B provides the Fees which InfoSend shall bill to Client in exchange for Services. To the extent that any term is not expressly defined herein, it shall have the meaning set forth in the Agreement.

**Section 1. Price Escalations to InfoSend Fees**

InfoSend Fees can be adjusted once every twelve (12) months to account for increases in the cost of materials, labor, and other overhead costs. InfoSend reserves the right to increase InfoSend Fees on a yearly basis (starting with the first anniversary of the Agreement date). The Client will be notified, in writing, at least thirty (30) days prior to such price increase. An amendment to the Agreement will not be required if the Fees are changed, unless the terms or conditions of the Agreement have otherwise changed. Postage fees can change at any time per USPS regulations and do not require an amendment to the Agreement.

In addition to this, if Client uses the Printing and Mailing Service, it accepts that InfoSend reserves the right to pass on any extraordinarily high increases to the cost of forms or envelopes at any time. The Client will be notified, in writing, at least thirty (30) days prior to such price increase.

InfoSend pricing is predicated on Client representations of Client and Client User transactional usage. Should Client’s actual continuous volume and/or recurring frequency deviate by more than thirty percent (30%) from what Client has represented to InfoSend in Section 2 below, then InfoSend reserves the right to invalidate the Fees listed in this Agreement. Should this rare situation arise then InfoSend will notify Client immediately and negotiate with Client in good faith to pass on any increased costs to Client, in line with actual Client and Client User transactional usage. As defined in Section 5.2(iv) of the Agreement, should InfoSend and Client fail to agree upon updated Fees, InfoSend reserves the right to terminate this Agreement with one hundred eighty (180) days’ notice.

**Section 2. Client Representations**

<b>Client Volume Representations</b>
<b><u>Customers Contacted or Billed Monthly</u></b> - Approximately 3,000
<b><u>Number of Batches Monthly</u></b> -Approximately two (2)

**Section 3. DPPM Fees:**

**InfoSend Data Processing, Print and Mail Pricing**

<b>Document Production Summary</b>	
<b>All Document Types</b> One 8.5" x 11" page, up to two color duplex (2/2), including InfoSend standard envelopes.  Pricing reflects and estimated volume of 3,000 documents a month, with an approximate 2 billing runs per week.	<b>\$0.143 per document</b>

The below provides the components of the summary price given above. Green highlighted cells below represent standard components of the print and mail package priced directly above. All pricing is based on "Client Volume Assumptions" listed and excludes applicable sales tax.

<b>Setup and Data Processing</b>	
Setup Fee - Express PDF Input Files	Waived
Setup Fee – Data Only Input Files	\$1,000.00
Document Re-Design Fee	\$500.00
<b>Data Processing Fee (per document)</b>	<b>\$0.020</b>

<b>Printing and Mailing Service</b>	
<b>USPS Postage</b>	<b>Pass-through</b> A postage deposit will be required prior to starting service.
<b>All Document Types Print Fee per Page with 2/2 Ink</b>	<b>\$0.076</b>
Print Color Options (colors per side)	\$0.081 for 3/1, 3/2 or 3/3 printing \$0.086 for 4/0 or 4/1 printing \$0.091 for 4/4 printing
Inline Insert Print Fee (Paper stock pricing in Materials Section below)	\$0.086 Black printing \$0.096 Color printing
Batch Fee (per mailing batch under 200 mail pieces)	\$10.00
Excess Pages Handwork Surcharge (per mail piece)	\$0.35
Address Updates	\$0.30 NCOA, or \$0.30 ACS

<b>Materials</b>	
<b>Standard Paper Stock (per sheet)</b>	<b>\$0.015</b>
<b>Standard Outgoing #10 Envelope</b>	<b>\$0.017</b>
<b>Standard Return #9 Envelope</b>	<b>\$0.015</b>
Outgoing Flat Envelope – used for mail pieces with excess pages	\$0.17

<b>Insert Services</b>	
Insert Printing – InfoSend Produced	Quoted based on specification
Machine Inserting Fee, Drop Shipped or InfoSend produced inserts (does not apply to Inline Inserts from previous section).	\$0.02 per insert, \$0.01 additional if folding is needed
Electronic Inserts	\$0.02

<b>Optional Services</b>	
Envelope Messaging (Snipes)	Quoted based on specification
Print Image Archiving (Per Document Image) <u>with included outbound USPS mail tracking.</u> Inbound remit tracking available for \$100/month.	\$0.015 - For 12 Months of Retention \$0.027 - For 24 Months of Retention \$0.032 - For 36 Months of Retention
Returned Mail Handling	\$0.35 per reported returned mail piece
Professional Services Rate (per hour)	\$175

### **Section 3.1. Custom Forms/Envelopes**

If Client has selected the Printing and Mailing Service and at any time requests that InfoSend Fees include the cost of custom Client-specific materials (either in this Agreement or since its execution), then Client understands and accepts that these materials will be purchased in bulk to achieve the lowest possible per-unit cost. Client agrees to purchase any remaining supplies of requested custom materials (normally forms or envelopes) if Client stops using InfoSend's Service for any reason. Client agrees to purchase the remaining supply of custom forms/envelopes upon Client's request to change the custom forms/envelopes before the supply has been depleted.

### **Section 3.2. USPS Postage Rates**

Postage rates are determined by the United States Postal Service. All postage rate changes are determined directly by USPS and are independent of any InfoSend service or materials fees. In no event shall any change in the postage rates affect the InfoSend service or materials fees. The Client will be invoiced the amount of excess for overweight and foreign mail.

### **Section 3.3. Postage Deposit**

InfoSend purchases the postage needed to mail Client documents on the day of mailing. The postage charges are later invoiced to Client based on the Client's payment terms. InfoSend requires Client to submit a postage deposit prior to the first mailing to facilitate the payment terms. This amount will remain in deposit for the duration of the Agreement. Upon Agreement expiration or termination Client must pay in full any outstanding invoices from InfoSend for payables created under this Agreement; the postage deposit will be refunded within fifteen (15) days of the date that the last open invoice is paid.

The postage deposit is subject to an annual review and may be adjusted to account for changes to Client average mailing volume or changes to USPS postage rates. There will be no more than one adjustment requested per year, if at all.

The postage deposit amount is calculated by multiplying the estimated number of mail pieces per month by the current 5-Digit pre-sorted first class postage rate and then multiplied by 2 due to the 2 months billing float InfoSend carries for the metered postage. The postage deposit amount due for your account is:

3,000 mail pieces per month x \$0.386 x 2 = \$2,316.

### **Section 4. eBusiness Service Fees:**

**Not applicable.**

### **Section 5. Implementation Project Cost Subsidization:**

InfoSend's internal costs to complete the project is higher than the Setup fees given. InfoSend has subsidized these fees by factoring in years of service given the term of the agreement. Should Client cancel the project or terminate the Agreement at its convenience less than two (2) years from the Agreement date then it must pay according to the below.

- **DPPM Setup Fee:** \$1,500 for Express PDF Setup Input files, which is waived. Or \$3,500 for Data-Only Input Files
- **EBPP Setup Fee:** 50% of Setup fees quoted.

## Exhibit C – Professional Services

This Exhibit C is an integral part of and is subject to the terms and conditions of the Master Service Agreement (the “**Agreement**”) between InfoSend, Inc. (“**InfoSend**”) and **Running Springs Water District, CA** (“**Client**”). This Exhibit C provides InfoSend’s Professional Services Fees which InfoSend shall bill to Client in exchange for Professional Services. To the extent that any term is not expressly defined herein, it shall have the meaning set forth in the Agreement.

### Section 1. Price Escalations to InfoSend Professional Services Fees

InfoSend Professional Services Fees can be adjusted once every twelve (12) months to account for increases to the cost of providing these services. InfoSend reserves the right to increase Professional Services Fees on an annual basis, starting with the first anniversary of the Agreement date, if needed. The Client will be notified, in writing, at least thirty (30) days prior to such price increase. An amendment to the Agreement will not be required if the Professional Services Fees are changed, unless the terms or conditions of the Agreement have changed.

### Section 2. Definition of Professional Services

InfoSend Professional Services are the technical services that are required to perform the initial setup of the InfoSend Primary Services defined in Exhibit A and the technical services required to make changes to these Primary Services after the initial setup is complete. Once any Primary Service is live and operational Professional Services will not be required unless Client requests a change or makes changes to its data file format or business rules which necessitates a change to InfoSend’s system configuration or programming.

Examples of InfoSend Professional Services:

- Project requirements gathering and analysis hours
- Project management and/or consulting hours
- Software development and system configuration hours related to the processing of Client’s data
- Software development and system configuration hours related to document design, web portal setup, business rule configuration, or any other applicable technical services
- Application testing and deployment hours

### Section 3. Professional Services Fee and Process for Approval and Payment of Fee

The current Professional Services Fee is \$175.00 per hour. In the event that a project will incur billable Professional Services hours, Client will be informed before work begins. InfoSend and Client will execute a Statement of Work for the project that Client wants InfoSend to undertake. The payment terms for the project depend on the size and scope of the project. The Statement of Work can include payment terms that are different than the terms listed in this Agreement for InfoSend Fees, otherwise these terms will apply and the project fees will be invoiced upon project completion. Small projects that incur less than five (5) hours of Professional Services can be initiated without a Statement of Work if Client accepts and executes a Programming Quote for this work.

Any project that will take more than five (5) hours of Professional Services work will require both parties to execute a formal Statement of Work. Depending on the nature of the work required, InfoSend will provide one of the following quotation methods:

- **Fixed Quote** – a fixed project cost will be set. InfoSend may elect to waive this cost in some circumstances. Client understands and accepts that it must accept the terms and conditions of the Statement of Work for the project and that changes made to the project requirements, data file structure, etc., after the Statement of Work and any amendments to it have been finalized will require Client to pay for these changes on a Time and Materials basis. Client will be notified immediately if this scenario arises and will be given an option to keep the original project specifications to keep the fixed quote in place.
- **Time and Materials Quote** – should it not be possible to provide a fixed quote due to the nature of a Client’s requested project, then InfoSend will provide an estimated number of hours to complete the project and bill the hours on a Time and Materials basis. The Statement of Work will include the terms and conditions for these project types and Client will be invoiced weekly for the hours spent on the project.

### Section 4. Initial Setup Cost: InfoSend Primary Services

The Initial Setup cost for the InfoSend Primary Services selected in Exhibit A are listed in Exhibit B. These costs have been provided using a Fixed Quote process, explained in Section 3 above. Client understands and agrees to these terms, and to the project-specific terms and conditions that will be provided in the Statement of Work that will be created to capture Client’s specific requirements and data types.

**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** February 19, 2020

**TO:** Board of Directors

**FROM:** Mike Vasquez, Fire Chief  
Ryan Gross, General Manager

**SUBJECT: CONSIDER AUTHORIZING STAFF TO REIMBURSE THE DEPARTMENT OF HEALTH CARE SERVICES (DHCS) FOR OVERPAYMENT OF GROUND EMERGENCY MEDICAL TRANSPORTATION (GEMT) MEDI-CAL REIMBURSEMENT COSTS**

**RECOMMENDED BOARD ACTION**

Consider Authorizing Staff to Reimburse the California Department of Health Care Services (DHCS) for Overpayment of Ground Emergency Medical Transportation (GEMT) Medi-Cal Reimbursement Costs in the amount of \$50,350.80.

**REASON FOR RECOMMENDATION**

The Californian Department of Health Care Services conducted an audit for Fiscal Period ending June 30<sup>th</sup>, 2016. For the Fiscal Period ending June 30<sup>th</sup>, 2016, Running Springs Fire Department's Net Federal Amount Reimbursement was \$137,787. After the recent Audit of the program, the adjusted amount was \$87,438 which amounted to an overpayment of \$50,350.

**BACKGROUND INFORMATION**

Running Springs Fire Department became a participant in the Ground Emergency Medical Transport (GEMT) Supplemental Reimbursement Program in the Fall of 2015. The Federal Aid Program was designed to provide reimbursement payments to eligible governmental agencies that accrue uncompensated costs for providing transport services to Affordable Health Care (AHC) Patients. The program has proved to be beneficial for the Fire Department, by providing supplemental funding for uncompensated cost due to the Affordable Health Care Act.

**FISCAL INFORMATION**

Since 2016, Running Springs Fire Department has received \$688,902 in Federal Reimbursement Funds from participating in the GEMT Program.

The Fire Department is currently in the process of being audited for three additional fiscal years. The total amount anticipated for the three fiscal years could likely be \$161,366. Combining the projected amount with the current amount that was audited, for Fiscal Period ending June 30<sup>th</sup>, 2016 would total \$211,716. for the entire audit. The actual balance received for reimbursed would be **\$477,186**.

The GEMT funding is a Federally Funded Reimbursement program, which allows Public Transport Agencies to offset the uncompensated transport costs of AHC Patients. The Local Fire Department Agencies within the San Bernardino and Riverside Counties, that provide Ambulance Transport services, participate in the GEMT Reimbursement Program. These Local Agencies are currently subject to the audit process and overpayment charges to The California Department of Health Care Services.

The participation of the program has allowed the Running Springs Fire Department to receive an approximately **\$477,186** of Federal Aid Reimbursement funding to offset \$542,794 of uncompensated cost for the four fiscal years reported.

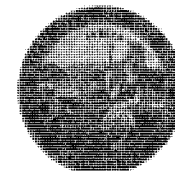
## **ATTACHMENTS**

- Attachment 1 – DHCS Demand Letter
- Attachment 2 – SFY 15-16 Adj Schedule 9 Report
- Attachment 3 – Audit Report
- Attachment 4 - GEMT Payments



RICHARD FIGUEROA  
ACTING DIRECTOR

State of California—Health and Human Services Agency  
Department of Health Care Services



GAVIN NEWSOM  
GOVERNOR

JAN 08 2020

George D. Corley, Fire Chief  
Running Springs Fire Department  
31250 Hilltop Boulevard  
P.O. Box 2206  
Running Springs, CA 92382

RUNNING SPRINGS FIRE DEPARTMENT  
NATIONAL PROVIDER IDENTIFIER: 1902939390  
FISCAL PERIOD ENDED JUNE 30, 2016  
AUDIT ISSUED TO PROVIDER: 10/30/2019

GROUND EMERGENCY MEDICAL TRANSPORTATION PROGRAM (GEMT)

The Department of Health Care Services audited the provider's GEMT Medi-Cal Cost Report for the above-referenced fiscal period. As a result of the audit, an overpayment was identified in the amount of **\$50,350.80**.

The final settlement amount includes reconciling the payment for the Affordable Care Act (ACA) transports as well as the Non-ACA transports. Please see Final Audited Adjusted Schedule 9 attached which shows final calculations.

Please remit payment via check to the address below within **60 days** of receipt of this letter:

Department of Health Care Services  
Safety Net Financing Division  
Attn: GEMT Program, Stacy Fox  
1501 Capitol Avenue, MS 4504, Suite 71.3024  
Sacramento, CA 95899

Should you have any questions please contact Stacy Fox at (916) 345-7879 or at [Stacy.Fox@dhcs.ca.gov](mailto:Stacy.Fox@dhcs.ca.gov).

Shiela Mendiola, Chief  
Medi-Cal Supplemental Payment Section  
Safety Net Financing Division  
Department of Health Care Services



**Ground Emergency Medical Transportation**

GMT Supplemental Reimbursement Program  
SPA 09-024

Interim Supplemental Payment	
Interim Supplemental Payment (CA-MMIS Transport # Adjustment)	
Removal of Unallowable Billing/Accounting Costs	
Interim Settlement	
<b>X Final Settlement</b>	

**FINAL AUDITED ADJUSTED SCHEDULE 9\***

PROVIDER LEGAL NAME	Running Springs Water District
CLAIMING PERIOD	7/1/15-6/30/16
AUDITED COST REPORT ISSUE DATE	10/30/2019
AVERAGE COST PER TRANSPORT (from Line 9 of accepted cost report)	\$3,446.63

Total transport totals below noted on Line 10, per quarter, are based on Audited Cost Report

Average Cost Per GEMT Service from Audited Cost Report		
1. Cost of MTS Services (from Sch.2)		\$1,081,189.00
2. Indirect Cost Factor Based on MTS Services? (please use drop down box)	No	\$0.00
3. If no, please enter the cos basis for calculating Indirect Cost	\$0.00	\$0.00
4. Indirect Cost Factor	0.00%	\$0.00
5. Administration & General Allocation from Sch. 5 (A)		\$0.00
6. Administration & General to be Included		\$0.00
7. Grand Total of MTS Expense (Sum Lines 1 & 6)		\$1,081,189.00

Medi-Cal					
Managed Care	Fee For Service Non-ACA	Fee For Service ACA	Medi-Medi	Other	
8. Total Number of MTS Transports (from submitted cost report)	67	37	24	51	299
9. AUDITED Average Cost Per Transport (Audited Total/Line 8)					\$2,261.90

ADJUSTED SCHEDULE 9 Calculation of Medi-Cal Settlement - NON-ACA						
	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Totals	SOURCE
	07/01 - 09/30	10/01 - 12/31	01/01 - 03/31	04/01 - 06/30		
10. Total No. of Medi-Cal Fee for Service GEMT Transports	11	11	9	6	37	CA-MMIS Report (Line 9 x Line 10)
11. Total Cost of Medi-Cal GEMT Transports (Line 9 x Line 10)	24,880.90	24,880.90	20,357.10	13,571.40	83,690.30	CA-MMIS Report (Line 11 - Line 12)
12. <Less: Amount Paid> (i.e. Medi-Cal FFS or Other Payments)	(2,023.63)	(2,371.15)	(2,005.32)	(1,171.79)	(7,571.89)	CA-MMIS Report (Line 13 * 50%)
13. Net Cost of Transports (CPE Amt.)	22,857.27	22,509.75	18,351.78	12,399.61	76,118.41	(Line 13 * 50%)
14. Non Federal Share	11,428.64	11,254.88	9,175.89	6,199.81	38,059.22	(Line 13 * 50%)
15. Net Federal Participation Amount (FFP Amt.)	11,428.63	11,254.87	9,175.89	6,199.80	38,059.19	(Line 13 * 50%)

ADJUSTED SCHEDULE 9 Calculation of Medi-Cal Settlement - ACA						
	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Totals	SOURCE
	07/01 - 09/30	10/01 - 12/31	01/01 - 03/31	04/01 - 06/30		
16. Total No. of Medi-Cal Fee for Service GEMT Transports	5	9	5	5	24	CA-MMIS Report (Line 9 x Line 16)
17. Total Cost of Medi-Cal GEMT Transports (Line 9 x Line 16)	11,309.50	20,357.10	11,309.50	11,309.50	54,285.60	CA-MMIS Report (Line 17 - Line 18)
18. <Less: Amount Paid> (i.e. Medi-Cal FFS or Other Payments)	(950.12)	(1,967.11)	(883.76)	(1,107.13)	(4,908.12)	(Line 13 = 0)
19. Net Cost of Transports (CPE Amt.)	10,359.38	18,389.99	10,425.74	10,202.37	49,377.48	(Line 13 = 100%)
20. Non Federal Share	-	-	-	-	-	(Line 13 = 100%)
21. Net Federal Participation Amount (FFP Amt.)	10,359.38	18,389.99	10,425.74	10,202.37	49,377.48	(Line 13 = 100%)

Summary Check Figures	
Total Transports	61
Total Amount Paid	(12,480.01)
Total Due to Provider	87,436.67

FINAL SETTLEMENT NON-ACA										
	a	b	c	d	e	f	g	h	i	
SFY Quarter	Non-ACA Transports from Interim Settlement	Non-ACA Interim Payment CPE Amount	Non-ACA Interim Settlement CPE Difference	Non-ACA Final Settlement CPE Amount	Non-ACA Final Settlement CPE Difference	Non-ACA Interim Payment FFP Paid	Non-ACA Interim Settlement FFP Paid	Final Settlement 50% FFP Non-ACA	Final Settlement 100% FFP Non-ACA	Final Settlement Reconciled 50% FFP Non-ACA h-(f+g)
22. Quarter 1	11	\$ 35,889.25	\$ -	\$ 22,857.27	\$ (13,031.98)	\$ 17,944.62	\$ -	\$ 11,428.63	\$ (6,515.99)	
23. Quarter 2	11	\$ 35,541.73	\$ -	\$ 22,509.75	\$ (13,031.98)	\$ 17,770.86	\$ -	\$ 11,254.87	\$ (6,515.99)	
24. Quarter 3	9	\$ 29,014.30	\$ -	\$ 18,351.78	\$ (10,662.52)	\$ 14,507.15	\$ -	\$ 9,175.89	\$ (5,331.26)	
25. Quarter 4	6	\$ 19,507.96	\$ -	\$ 12,399.61	\$ (7,108.35)	\$ 9,753.98	\$ -	\$ 6,199.80	\$ (3,554.18)	
26. Totals	37	\$ 119,953.24	\$ -	\$ 76,118.41	\$ (43,834.83)	\$ 59,976.61	\$ -	\$ 38,059.19	\$ (21,917.42)	

FINAL SETTLEMENT - ACA										
	j	k	l	m	n	o	p	q	r	
SFY Quarter	ACA Transports from Interim Settlement	ACA Interim Payment CPE Amount	ACA Interim Settlement CPE Difference	ACA Final Settlement CPE Amount	ACA Final Settlement CPE Difference m-(k+l)	ACA Interim Payment FFP Paid	ACA Interim Settlement FFP Paid	Final Settlement 100% FFP ACA	ACA q-(o+p)	Final Settlement Reconciled 100% FFP ACA
27. Quarter 1	5	\$ 16,283.00	\$ -	\$ 10,359.38	\$ (5,923.62)	\$ 16,283.00	\$ -	\$ 10,359.38	\$ (5,923.62)	
28. Quarter 2	9	\$ 29,052.51	\$ -	\$ 18,389.99	\$ (10,662.52)	\$ 29,052.51	\$ -	\$ 18,389.99	\$ (10,662.52)	
29. Quarter 3	5	\$ 16,349.36	\$ -	\$ 10,425.74	\$ (5,923.62)	\$ 16,349.36	\$ -	\$ 10,425.74	\$ (5,923.62)	
30. Quarter 4	5	\$ 16,125.99	\$ -	\$ 10,202.37	\$ (5,923.62)	\$ 16,125.99	\$ -	\$ 10,202.37	\$ (5,923.62)	
31. Totals	24	\$ 77,810.86	\$ -	\$ 49,377.48	\$ (28,433.38)	\$ 77,810.86	\$ -	\$ 49,377.48	\$ (28,433.38)	

**Net Over/Under Payment: \$ (50,350.80)**

Summary Check Figures

Adjustment Verification Non-ACA	\$ 38,059.19	f+g+i
Adjustment Verification ACA	\$ 49,377.48	o+p+r
<b>Adjustment Total</b>	<b>\$ 87,436.67</b>	
Total Due to Provider	\$ 87,436.67	
Check Figure	\$ -	



Department of Health Care Services  
**MEMORANDUM**

ELECTRONICALLY SUBMITTED TO N DRIVE

N:\Audit Report Issuance and Distribution\Action Notice Memo\Special Programs Action Notices\GEMT Action Notices

**DATE:** OCT 30 2019

**TO:** Cost Reporting and Tracking Section (CRTS)  
\_\_ Pages including this Memorandum

**FROM:** Michael Donohue, Supervisor  
Special Programs Section  
Audits and Investigations

**SUBJECT:** Action Notice Memorandum—Audit Issued by Audits Section—Special Programs Section

We issued the following audit to the provider via Certified mail on OCT 30 2019.  
We attached copies of the Audit Report Letter, Summary of Findings, and Schedule 1 for CRTS to prepare the necessary Action Notice.

Type Code	Provider Name	NPI	FPE	Owner No.	Provider Type	Location Code	ACA (Y/N) If Yes, Include %	Admin (Y/N)	CRTS Issued Action Notice	
									Amount Due Provider (State)	Date
1304	Running Springs Fire Department	1902939390	06/30/16	N/A	030	N/A	N	N	\$ 38,059	
1304	Running Springs Fire Department	1902939390	06/30/16	N/A	030	N/A	100%	N	\$ 49,379	
<b>Total Amount due Provider (State)</b>									\$87,438	

If you have any questions, please call me at (916) 713-8824.

Received on \_\_\_\_\_

Received by \_\_\_\_\_

**REPORT ON THE  
GROUND EMERGENCY MEDICAL TRANSPORTATION  
COST REPORT REVIEW**

**RUNNING SPRINGS FIRE DEPARTMENT  
RUNNING SPRINGS, CALIFORNIA  
NATIONAL PROVIDER IDENTIFIER: 1902939390**

**FISCAL PERIOD ENDED  
JUNE 30, 2016**

**Special Programs Section  
Financial Audits Branch  
Audits and Investigations  
Department of Health Care Services**

**Section Chief: Alan J. Eng  
Audit Supervisor: Michael Donohue  
Auditor: Mandeep Kaur**



RICHARD FIGUEROA  
ACTING DIRECTOR

State of California—Health and Human Services Agency  
Department of Health Care Services



GAVIN NEWSOM  
GOVERNOR

OCT 30 2019

George D. Corley  
Fire Chief  
Running Springs Fire Department  
31250 Hilltop Boulevard  
P.O. Box 2206  
Running Springs, CA 92382

RUNNING SPRINGS FIRE DEPARTMENT  
NATIONAL PROVIDER IDENTIFIER (NPI) 1902939390  
FISCAL PERIOD ENDED JUNE 30, 2016

We examined the provider's Medi-Cal Cost Report for the above referenced fiscal period. We made our examination under the authority of Section 14170 of the Welfare and Institutions Code and, accordingly, included such tests of the accounting records and other auditing procedures, as we considered necessary under the circumstances.

In our opinion, the audited settlement for the fiscal period due the Provider in the amount of \$87,438 presented in the Summary of Findings represents a proper determination in accordance with the reimbursement principles of applicable programs.

This audit report includes the:

1. Summary of Findings
2. Computation of GEMT Medi-Cal Reimbursable Costs (Schedules 1 through 7)
3. Audit Adjustments Schedule

The audited settlement will be forwarded to DHCS Safety Net Financing Division (SNFD). Instructions regarding the supplemental payment will be initiated by SNFD Ground Emergency Medical Transportation (GEMT) unit.

Notwithstanding this audit report, overpayments to the provider are subject to recovery pursuant to Section 51458.1, Article 6 of Division 3, Title 22, and California Code of Regulations.

George D. Corley

Page 2


OCT 30 2019

The Welfare and Institutions Code, Section 14171 contains the procedures that govern an appeal. You may request a hearing for any disputed audit or examination finding by filing a Statement of Disputed Issues, as defined in the California Code of Regulations, Title 22, Section 51022. You must file the written request with the Department within 60 calendar days from the date you receive this letter.

Send the Statement of Disputed Issues and a copy of this letter to the following:

Lisa Alder, Chief  
Department of Health Care Services  
Office of Administrative Hearings and Appeals  
3831 North Freeway Boulevard, Suite 200  
Sacramento, CA 95834  
(916) 322-5603

If you have questions regarding this report, you may call the Special Programs Section at (916) 713-8824.

*afon* -   
Alan J. Eng, Chief  
Special Programs Section  
Financial Audits Branch

Certified



**GEMT SUMMARY OF FINDINGS**

**Fire Department / Agency Name:**  
RUNNING SPRINGS FIRE DEPARTMENT

**Fiscal Year End:**  
JUNE 30, 2016

**NPI Number:**  
1902939390

	Reported	Audited
1 Grand Total of MTS Expense (See Schedule 1 Line 7)	\$ 1,647,487	\$ 1,081,189
2 Total Transports (See Schedule 1 Line 8)	478	478
3 Average Rate Per Transport (See Schedule 1 Line 9)	\$ 3,446.63	\$ 2,261.90

FISCAL PERIOD: JULY 1, 2015 THROUGH JUNE 30, 2016

	Reported	Audited
4 Medi-Cal GEMT ACA Transports (See Schedule 1 Line 8 Quarter 1)	0	5
5 Medi-Cal GEMT Transports (See Schedule 1 Line 8 Quarter 1)	17	11
6 Medi-Cal GEMT ACA Transports (See Schedule 1 Line 8 Quarter 2)	0	9
7 Medi-Cal GEMT Transports (See Schedule 1 Line 8 Quarter 2)	22	11
8 Medi-Cal GEMT ACA Transports (See Schedule 1 Line 8 Quarter 3)	0	5
9 Medi-Cal GEMT Transports (See Schedule 1 Line 8 Quarter 3)	14	9
10 Medi-Cal GEMT ACA Transports (See Schedule 1 Line 8 Quarter 4)	0	5
11 Medi-Cal GEMT Transports (See Schedule 1 Line 8 Quarter 4)	12	6
12 Total Medi-Cal GEMT Transports	65	61
13 Net Federal Amount due the Provider	\$ 105,604	\$ 87,438

**SCHEDULE 1 - FINAL SETTLEMENT CALCULATION**

Fire Department / Agency Name: RUNNING SPRINGS FIRE DEPARTMENT  
NPI Number: 1902939390

Fiscal Year End: JUNE 30, 2016

**Average Cost per GEMT Service**

	Reported	Adj. No.	Audited	Reported	Audited
1. Cost of MTS Services (from Sch. 5)					
2. Indirect Cost Factor Based on MTS Services? (please use drop-down box to select Yes or No)	Yes \$ 1,647,487	No			
3. If no, please enter the total cost to be used for calculating the Indirect Cost	\$ -	\$ -			
4. Indirect Cost Factor Percentage (please see notes below)	0.00%	0.00%			
5. Administration & General Allocation from Sch 3 (A)	\$ -				
6. Administration & General to be included	\$ -				
7. Grand Total of MTS Expense (Sum Lines 1 thru 4)	\$ 1,647,487		\$ 1,647,487	\$ 1,647,487	\$ 1,081,189

8. Reported Number of MTS Transports

Fiscal Period	Medi-Cal											
	Reported Managed Care	Adj. No.	Audited Managed Care	Reported Fee for Service	Adj. No.	Audited Fee for Service	Reported Dual Eligible	Adj. No.	Audited Dual Eligible	Reported Other	Adj. No.	Audited Other
Qtr 1 - FFS ACA 07/01/2015 - 09/30/2015	1	2	3	4	5	6	7	8	9	10	11	12
Qtr 1 - FFS 07/01/2015 - 09/30/2015	16		16	17	4	11						
Qtr 2 - FFS ACA 10/01/2015 - 12/31/2015					4	9						
Qtr 2 - FFS 10/01/2015 - 12/31/2015	15		15	22	4	11						
Qtr 3 - FFS ACA 01/01/2016 - 03/31/2016					4	5						
Qtr 3 - FFS 01/01/2016 - 03/31/2016	24		24	14	4	9						
Qtr 4 - FFS ACA 04/01/2016 - 06/30/2016					4	5						
Qtr 4 - FFS 04/01/2016 - 06/30/2016	12		12	12	4	6						
Total Number of MTS Transports	67		67	65		61	51		51	295	6	299

9. Average Cost per MTS Transports (Line 7 / Line 8)

	\$ 3,446.63	\$ 2,261.90
	478	478

**Calculation of Medi-Cal Settlement FFS Non-ACA (FMAP is 50%)**

Reported Qtr.1	Audited Qtr.1	Reported Qtr.2	Audited Qtr.2	Reported Qtr.3	Audited Qtr.3	Reported Qtr.4	Audited Qtr.4	Reported Totals	Audited Totals
07/01/2015 - 09/30/2015	07/01/2015 - 09/30/2015	10/01/2015 - 12/31/2015	10/01/2015 - 12/31/2015	01/01/2016 - 03/31/2016	01/01/2016 - 03/31/2016	04/01/2016 - 06/30/2016	04/01/2016 - 06/30/2016	Totals	Totals
17	11	22	11	14	9	6	6	65	37
\$ 58,593	\$ 24,881	\$ 75,826	\$ 24,881	\$ 48,253	\$ 20,357	\$ 41,360	\$ 13,571	\$ 224,032	\$ 83,690
(3,163)	(2,024)	(4,428)	(2,371)	(2,953)	(2,005)	(2,279)	(1,172)	(12,823)	(7,572)
\$ 55,430	\$ 22,857	\$ 71,398	\$ 22,510	\$ 45,300	\$ 18,352	\$ 39,081	\$ 12,399	\$ 211,209	\$ 76,118
27,715	11,429	35,699	11,255	22,650	9,176	19,541	6,200	105,605	36,059
\$ 27,715	\$ 11,428	\$ 35,699	\$ 11,255	\$ 22,650	\$ 9,176	\$ 19,540	\$ 6,199	\$ 105,604	\$ 36,059

**SCHEDULE 1 - FINAL SETTLEMENT CALCULATION**

Fire Department / Agency Name: RUNNING SPRINGS FIRE DEPARTMENT  
NPI Number: 1902939390

Fiscal Year Ended: JUNE 30, 2016

Calculation of Medi-Cal Settlement - FFS ACA Optional Population (FMAP is 100%)										
	Reported Qtr.1	Audited Qtr.1	Reported Qtr.2	Audited Qtr.2	Reported Qtr.3	Audited Qtr.3	Reported Qtr.4	Audited Qtr.4	Reported	Audited
	07/01/2015 - 09/30/2015	07/01/2015 - 09/30/2015	10/01/2015 - 12/31/2015	10/01/2015 - 12/31/2015	01/01/2016 - 03/31/2016	01/01/2016 - 03/31/2016	04/01/2016 - 06/30/2016	04/01/2016 - 06/30/2016	Totals	Totals
16. Total No. of Medi-Cal Fee for Service ACA GEMT Transports (B)	-	5	-	9	-	5	-	5	-	24
17. Total Cost of Medi-Cal GEMT Transports (Line 9 x Line 17)	\$ -	\$ 11,310	\$ -	\$ 20,357	\$ -	\$ 11,310	\$ -	\$ 11,310	\$ -	\$ 54,287
18. Less Total Medi-Cal Revenue from FFS ACA Transports (Fr Sch 2)	-	(850)	-	(1,967)	-	(884)	-	(1,107)	-	(4,908)
19. Net Cost of FFS ACA Transports	\$ -	\$ 10,360	\$ -	\$ 18,390	\$ -	\$ 10,426	\$ -	\$ 10,203	\$ -	\$ 49,379

Calculation of Total Medi-Cal Settlement										
	Reported Qtr.1	Audited Qtr.1	Reported Qtr.2	Audited Qtr.2	Reported Qtr.3	Audited Qtr.3	Reported Qtr.4	Audited Qtr.4	Reported	Audited
	07/01/2015 - 09/30/2015	07/01/2015 - 09/30/2015	10/01/2015 - 12/31/2015	10/01/2015 - 12/31/2015	01/01/2016 - 03/31/2016	01/01/2016 - 03/31/2016	04/01/2016 - 06/30/2016	04/01/2016 - 06/30/2016	Totals	Totals
20. Total No. of Medi-Cal GEMT Transports (B)	17	16	22	20	14	14	12	11	65	61
21. Total Cost of Medi-Cal GEMT Transports (Line 11 + Line 17)	\$ 58,593	\$ 36,191	\$ 75,826	\$ 45,238	\$ 48,253	\$ 31,667	\$ 41,360	\$ 24,881	\$ 224,032	\$ 137,977
22. Less Total Medi-Cal Revenue from all Transports (Fr Sch 2)	(3,163)	(2,974)	(4,428)	(4,338)	(2,953)	(2,889)	(2,279)	(2,279)	(12,823)	(12,480)
23. Net Cost of all Transports	\$ 55,430	\$ 33,217	\$ 71,398	\$ 40,900	\$ 45,300	\$ 28,778	\$ 39,081	\$ 22,602	\$ 211,209	\$ 125,497
24. Non Federal Share Reduction	27,715	11,429	35,699	11,255	22,650	9,176	19,541	6,200	105,605	38,059
25. Net Federal participation Amount for all Transports	\$ 27,715	\$ 21,788	\$ 35,699	\$ 29,645	\$ 22,650	\$ 19,602	\$ 19,540	\$ 16,402	\$ 105,604	\$ 87,438



**SCHEDULE 2 - REVENUE / FUNDING SOURCES**

Fire Department / Agency Name: **RUNNING SPRINGS FIRE DEPARTMENT**  
 NPI Number: **1902939390**

Fiscal Year Ended: **JUNE 30, 2016**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14
	Reported Qtr. 1	Adj. No.	Audited Qtr. 1	Reported Qtr. 2	Adj. No.	Audited Qtr. 2	Reported Qtr. 3	Adj. No.	Audited Qtr. 3	Reported Qtr. 4	Adj. No.	Audited Qtr. 4	Reported Total	Audited Total
	07/01/2015 - 09/30/2015		07/01/2015 - 09/30/2015	10/01/2015 - 12/31/2015		10/01/2015 - 12/31/2015	01/01/2016 - 03/31/2016		01/01/2016 - 03/31/2016	04/01/2016 - 06/30/2016		04/01/2016 - 06/30/2016	Reported Total	Audited Total
<b>From Schedule 8 of Cost Report</b>														
1	Medi-Cal Fee for Service	3,163	5	2,024	5	2,371	2,953	5	2,005	2,279	5	1,172	12,823	7,572
2	Medi-Cal Managed Care	-	-	-	-	-	-	-	-	-	-	-	-	-
3	Medicare Dual Eligible	-	-	-	-	-	-	-	-	-	-	-	-	-
4	Medi-Cal Fee for Service (ACA)	-	5	950	5	1,967	-	5	884	-	5	1,107	-	4,908
5	Other - (Specify) *	-	-	-	-	-	-	-	-	-	-	-	-	-
6	Other - (Specify) *	-	-	-	-	-	-	-	-	-	-	-	-	-
	Total Medi-Cal Revenue from Transports (To Sch. 1, Line 12)	3,163	5	2,974	5	4,338	2,953	5	2,889	2,279	5	2,279	12,823	12,480
<b>OTHER REVENUE / FUNDING SOURCES</b>														
7	Medi-Cal Managed Care	3,780	-	3,780	2,921	2,921	5,007	-	5,007	2,240	-	2,240	13,948	13,948
8	Medi-Cal Managed Care Other - (Specify) **	-	-	-	-	-	-	-	-	-	-	-	-	-
9	Medi-Cal Managed Care Other - (Specify) **	-	-	-	-	-	-	-	-	-	-	-	-	-
10	Medi-Cal Managed Care Other - (Specify) **	-	-	-	-	-	-	-	-	-	-	-	-	-
11	Medi-Cal Managed Care Other - (Specify) **	-	-	-	-	-	-	-	-	-	-	-	-	-
12	Medi-Cal Managed Care Other - (Specify) **	-	-	-	-	-	-	-	-	-	-	-	-	-
	Total Other Revenue from Medi-Cal Managed Care Transports	3,780	-	3,780	2,921	2,921	5,007	-	5,007	2,240	-	2,240	13,948	13,948
<b>OTHER REVENUE / FUNDING SOURCES</b>														
13	Property Tax					1,134,000	1,134,000		1,134,000	266,000		266,000	1,400,000	1,400,000
14	Fire Availability Charges (Special Tax Assessment)					163,620	163,620		163,620	38,380		38,380	202,000	202,000
15	Miscellaneous Income					13,527	13,527		13,527	3,173		3,173	16,700	16,700
16	Interest Income					1,215	1,215		1,215	285		285	1,500	1,500
17	Hazard Abatement Revenue (Non-MTS)					-	-		-	15,000		15,000	15,000	15,000
18	Ambulance Service Fee					631,800	631,800		631,800	148,200		148,200	780,000	780,000
19	Ambulance Contractual Allowance					(202,500)	(202,500)		(202,500)	(47,500)		(47,500)	(250,000)	(250,000)
20	Ambulance Late Fees					3,240	3,240		3,240	760		760	4,000	4,000
21	Ambulance Division Net Income (Loss)					(128,034)	(128,034)		(128,034)	-		-	(128,034)	(128,034)
22						-	-		-	-		-	-	-
23						-	-		-	-		-	-	-
24						-	-		-	-		-	-	-
25						-	-		-	-		-	-	-
26						-	-		-	-		-	-	-
27						-	-		-	-		-	-	-
28						-	-		-	-		-	-	-
29						-	-		-	-		-	-	-
30						-	-		-	-		-	-	-
31						-	-		-	-		-	-	-
32						-	-		-	-		-	-	-
	Total Other Revenue					1,616,868	1,616,868		1,616,868	424,298		424,298	2,041,166	2,041,166
	<b>GRAND TOTAL [a+b+c]</b>												<b>2,067,937</b>	<b>2,067,937</b>

**SCHEDULE 3 - ALLOCATION OF ADMINISTRATION & GENERAL**

Fire Department / Agency Name: RUNNING SPRINGS FIRE DEPARTMENT  
NPI Number: 1902939390

Fiscal Year Ended: JUNE 30, 2016

Line No.	Cost Center	1	2	3	4	5	6	7
		Reported Expense to be Apportioned	Audited Expense to be Apportioned	Adj. No.	Reported MTS Allocation	Reported NON-MTS Allocation	Audited MTS Allocation	Audited NON-MTS Allocation
		C/R Sch. 5, Col 4 ** See Note Below			80.71%	19.29%	73.31%	26.69%
<b>Administrative and General</b>								
27.00	Administrative	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
28.00	Legal	-	-		-	-	-	-
29.00	Accounting	-	-		-	-	-	-
30.00	Advertising	-	-		-	-	-	-
31.00	Consulting Expenses	-	-		-	-	-	-
32.00	Contracted Labor	-	-		-	-	-	-
33.00	Interest - Other	-	-		-	-	-	-
34.00	Training	-	-		-	-	-	-
35.00	General Insurance	-	-		-	-	-	-
36.00	Supplies	-	-		-	-	-	-
37.00	Bad Debt	-	-		-	-	-	-
38.00	Plant Operations and Maintenance	-	-		-	-	-	-
39.00	Housekeeping	-	-		-	-	-	-
40.00	Utilities	-	-		-	-	-	-
41.00	Medical Supplies	-	-		-	-	-	-
42.00	Minor Medical Equipment	-	-		-	-	-	-
43.00	Minor Equipment	-	-		-	-	-	-
44.00	Fines and Penalties	-	-		-	-	-	-
45.00	Fleet Maintenance	-	-		-	-	-	-
46.00	Communications	-	-		-	-	-	-
47.00	Recruit Academy	-	-		-	-	-	-
48.00	Dispatch Service	-	-		-	-	-	-
49.00	Logistics	-	-		-	-	-	-
50.00	Postage	-	-		-	-	-	-
51.00	Dues and Subscriptions	-	-		-	-	-	-
52.00	Other - Capital Related Costs	-	-		-	-	-	-
53.00	Contracted Services - MTS	-	-		-	-	-	-
54.00	Contracted Services - MTS Billing	-	-		-	-	-	-
55.00	Other - Hazard Abatement (Non-MTS) Fi	-	-		-	-	-	-
56.00	Other -Medical Equipment Repair & Main	-	-		-	-	-	-
57.00	Other - (Specify)	-	-		-	-	-	-
<b>Total Administrative &amp; General</b>		<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Description	Reported Accum Expense	Reported Factor	Audited Accum Expense	Adj. Num.	Audited Reported Factor
Accumulated Cost of MTS Services (from Sch. 5, Col 5)	\$ 1,647,487	80.71%	\$ 1,081,189		73.31%
Accumulated Cost of NON-MTS Services (from Sch. 6, Col 5)	\$ 393,679	19.29%	\$ 393,679		26.69%
Total Accumulated Cost of MTS and NON-MTS Services	\$ 2,041,166	100.00%	\$ 1,474,868		100.00%

**SCHEDULE 4 - ALLOCATION OF CAPITAL RELATED AND SALARIES & BENEFITS (CRSB) EXPENSE**

Fire Department / Agency Name: RUNNING SPRINGS FIRE DEPARTMENT  
NPI Number: 1902939390

Fiscal Year Ended: JUNE 30, 2016

Line No.	Cost Center	1	2	3	4	5	6	7	8	9
		Reported Expense to Be Apportioned	Audited Expense to Be Apportioned	Adj. No.	Reported MTS Allocation	Audited MTS Allocation	Variance	Reported NON-MTS Allocation	Audited NON-MTS Allocation	Variance
		From Cost Report Sch. 4, Col 4			69.25%	69.25%	To Sch. 5, Col 4	30.75%	30.75%	To Sch. 6, Col 4
<b>Capital Related</b>										
1.00	Depreciation - Buildings and Improvements	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2.00	Depreciation - Leasehold Improvements	-	-		-	-	-	-	-	-
3.00	Depreciation - Equipment	-	-		-	-	-	-	-	-
4.00	Depreciation and Amortization - Other	-	-		-	-	-	-	-	-
5.00	Leases and Rentals	-	-		-	-	-	-	-	-
6.00	Property Taxes	-	-		-	-	-	-	-	-
7.00	Property Insurance	-	-		-	-	-	-	-	-
8.00	Interest - Property, Plant, and Equipment	-	-		-	-	-	-	-	-
9.00	Capital expenditures adjustment	-	-		-	-	-	-	-	-
10.00	Fire Department net income loss	-	-		-	-	-	-	-	-
	<b>Total Capital Related (Lines 1.00 thru 10.00)</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Capital Related Allocation Statistics for Direct Service Cost Allocation					
Description	Reported Square Ft	Reported Factor	Audited Square Ft	Adj. No.	Audited Factor
MTS Square Footage	5,427	69.25%	5,427		69.25%
Non-MTS Square Footage	2,410	30.75%	2,410		30.75%
Total Square Feet to be Apportioned	7,837	100.00%	7,837		100.00%

Line No.	Cost Center	1	2	3	4	5	6	7	8	9
		Reported Expense to Be Apportioned	Audited Expense to Be Apportioned	Adj. No.	Reported MTS Allocation	Audited MTS Allocation	Variance	Reported NON-MTS Allocation	Audited NON-MTS Allocation	Variance
		From Cost Report Sch. 4, Col 4			80.71%	80.71%	To Sch. 5, Col 4	19.29%	19.29%	To Sch. 6, Col 4
<b>Salaries</b>										
11.00	Administrative Chief	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12.00	Chief	-	-		-	-	-	-	-	-
13.00	Non-MTS Salaries	-	-		-	-	-	-	-	-
14.00	MTS Salaries	-	-		-	-	-	-	-	-
15.00	Other - (Specify)	-	-		-	-	-	-	-	-
16.00	Other - (Specify)	-	-		-	-	-	-	-	-
17.00	Other - (Specify)	-	-		-	-	-	-	-	-
18.00	Other - (Specify)	-	-		-	-	-	-	-	-
	<b>Subtotal Salaries (Lines 11.00 thru 18.00)</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Fringe Benefits</b>										
19.00	Administrative Chief	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20.00	Chief	-	-		-	-	-	-	-	-
21.00	Non-MTS Salaries	-	-		-	-	-	-	-	-
22.00	MTS Salaries	-	-		-	-	-	-	-	-
23.00	Other - (Medicare Tax)	-	-		-	-	-	-	-	-
24.00	Other - (Specify)	-	-		-	-	-	-	-	-
25.00	Other - (Specify)	-	-		-	-	-	-	-	-
26.00	Other - (Specify)	-	-		-	-	-	-	-	-
	<b>Subtotal Fringe Benefits (Lines 19.00 thru 26.00)</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Salaries &amp; Fringe Benefits</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Salaries/Benefits Allocation Statistics for Direct Service Cost Allocation					
Description	Reported Total Hrs.	Reported Factor	Audited Total Hrs.	Adj. No.	Audited Factor
Hours Logged for MTS Duty	23,511	80.71%	23,511		80.71%
Hours Logged for NON-MTS Duty	5,619	19.29%	5,619		19.29%
Total Hours to be Apportioned	29,130	100.00%	29,130		100.00%

**SCHEDULE 5 - MEDICAL TRANSPORTATION SERVICES (MTS) EXPENSE**

Fire Department / Agency Name: RUNNING SPRINGS FIRE DEPARTMENT  
NPI Number: 1902939390

Fiscal Year Ended: JUNE 30, 2016

Line No.	Cost Center	1	2	3	4	5
		Reported MTS Expense	Adjustments to MTS Expense	Adj. No.	Audited MTS Allocation Variance	Total Audited MTS Expense
		From Cost Report Sch. 2, Col 5			From Sch. 4, Col 6	To Sch. 7, Col 2
<b>Capital Related</b>						
1.00	Depreciation - Buildings and Improvements	\$ 62,613	\$ (23,963)	1	\$ -	\$ 38,650
2.00	Depreciation - Leasehold Improvements	-	-		-	-
3.00	Depreciation - Equipment	33,118	-		-	33,118
4.00	Depreciation and Amortization - Other	-	-		-	-
5.00	Leases and Rentals	-	-		-	-
6.00	Property Taxes	-	-		-	-
7.00	Property Insurance	-	-		-	-
8.00	Interest - Property, Plant, and Equipment	-	-		-	-
9.00	Capital expenditures adjustment	20,655	(7,905)	1	-	12,750
10.00	Fire Department net income loss	(105,424)	105,424	2	-	-
	<b>Total Capital Related (Lines 1.00 thru 10.00)</b>	<b>\$ 10,962</b>	<b>\$ 73,556</b>		<b>\$ -</b>	<b>\$ 84,518</b>
<b>Salaries</b>						
11.00	Administrative Chief	\$ -	\$ -		\$ -	\$ -
12.00	Chief	102,701	(39,306)	1	-	63,395
13.00	Non-MTS Salaries	157,326	(60,211)	1	-	97,115
14.00	MTS Salaries	670,706	(265,994)	1,3	-	404,712
15.00	Other - (Specify)	-	-		-	-
16.00	Other - (Specify)	-	-		-	-
17.00	Other - (Specify)	-	-		-	-
18.00	Other - (Specify)	-	-		-	-
	<b>Subtotal Salaries (Lines 11.00 thru 18.00)</b>	<b>\$ 930,733</b>	<b>\$ (365,511)</b>		<b>\$ -</b>	<b>\$ 565,222</b>
<b>Fringe Benefits</b>						
19.00	Administrative Chief	\$ -	\$ -		\$ -	\$ -
20.00	Chief	42,463	(16,252)	1	-	26,211
21.00	Non-MTS Salaries	71,414	(27,332)	1	-	44,082
22.00	MTS Salaries	304,447	(120,740)	1,3	-	183,707
23.00	Other - (Medicare Tax)	11,496	(4,400)	1	-	7,096
24.00	Other - (Specify)	-	-		-	-
25.00	Other - (Specify)	-	-		-	-
26.00	Other - (Specify)	-	-		-	-
	<b>Subtotal Fringe Benefits (Lines 19.00 thru 26.00)</b>	<b>\$ 429,820</b>	<b>\$ (168,724)</b>		<b>\$ -</b>	<b>\$ 261,096</b>
	<b>Total Salaries &amp; Fringe Benefits</b>	<b>\$ 1,360,553</b>	<b>\$ (534,235)</b>		<b>\$ -</b>	<b>\$ 826,318</b>
	<b>Total Capital Related, Salaries, and Fringe Benefits</b>	<b>\$ 1,371,515</b>	<b>\$ (460,679)</b>		<b>\$ -</b>	<b>\$ 910,836</b>
<b>Administrative and General</b>						
27.00	Administrative	\$ 65,983	\$ (25,253)	1		\$ 40,730
28.00	Legal	16,200	(6,200)	1		10,000
29.00	Accounting	-	-			-
30.00	Advertising	2,106	(806)	1		1,300
31.00	Consulting Expenses	-	-			-
32.00	Contracted Labor	-	-			-
33.00	Interest - Other	-	-			-
34.00	Training	5,265	(2,015)	1		3,250
35.00	General Insurance	46,462	(17,782)	1		28,680
36.00	Supplies	5,378	(2,058)	1		3,320
37.00	Bad Debt	-	-			-
38.00	Plant Operations and Maintenance	3,645	(1,395)	1		2,250
39.00	Housekeeping	-	-			-
40.00	Utilities	14,337	(5,487)	1		8,850
41.00	Medical Supplies	9,518	(3,643)	1		5,875

**SCHEDULE 5 - MEDICAL TRANSPORTATION SERVICES (MTS) EXPENSE**

Fire Department / Agency Name: RUNNING SPRINGS FIRE DEPARTMENT  
NPI Number: 1902939390

Fiscal Year Ended: JUNE 30, 2016

Line No.	Cost Center	1	2	3	4	5
		Reported MTS Expense	Adjustments to MTS Expense	Adj. No.	Audited MTS Allocation Variance	Total Audited MTS Expense
		From Cost Report Sch. 2, Col 5			From Sch. 4, Col 6	To Sch. 7, Col 2
42.00	Minor Medical Equipment	-	-			-
43.00	Minor Equipment	17,820	(6,820)	1		11,000
44.00	Fines and Penalties	-	-			-
45.00	Fleet Maintenance	43,359	(16,594)	1		26,765
46.00	Communications	3,596	(1,376)	1		2,220
47.00	Recruit Academy	-	-			-
48.00	Dispatch Service	29,160	(11,160)	1		18,000
49.00	Logistics	-	-			-
50.00	Postage	-	-			-
51.00	Dues and Subscriptions	11,523	(4,410)	1		7,113
52.00	Other - Capital Related Costs	-	-			-
53.00	Contracted Services - MTS	-	-			-
54.00	Contracted Services - MTS Billing	-	-			-
55.00	Other - Hazard Abatement (Non-MTS) Fire Only	-	-			-
56.00	Other -Medical Equipment Repair & Maintenance	1,620	(620)	1		1,000
57.00	Other - (Specify)	-	-			-
	<b>Total Administrative &amp; General</b>	<b>\$ 275,972</b>	<b>\$ (105,619)</b>			<b>\$ 170,353</b>
	<b>Total Fire District / Agency</b>	<b>\$ 1,647,487</b>	<b>\$ (566,298)</b>		<b>\$ -</b>	<b>\$ 1,081,189</b>



**SCHEDULE 6 - NON-MTS EXPENSE**

Fire Department / Agency Name: RUNNING SPRINGS FIRE DEPARTMENT  
NPI Number: 1902939390

Fiscal Year Ended: JUNE 30, 2016

Line No.	Cost Center	1	2	3	4	5
		Reported NON-MTS Expense	Adjustments to NON-MTS Expense	Adj. No.	Audited NON-MTS Allocation Variance	Audited NON-MTS Expense
		From Cost Report Sch. 3, Col 5			From Sch. 4, Col 9	To Sch. 7, Col 3
<b>Capital Related</b>						
1.00	Depreciation - Buildings and Improvements	\$ 14,687	\$ 23,963	1	\$ -	\$ 38,650
2.00	Depreciation - Leasehold Improvements	-	-		-	-
3.00	Depreciation - Equipment	-	-		-	-
4.00	Depreciation and Amortization - Other	-	-		-	-
5.00	Leases and Rentals	-	-		-	-
6.00	Property Taxes	-	-		-	-
7.00	Property Insurance	-	-		-	-
8.00	Interest - Property, Plant, and Equipment	-	-		-	-
9.00	Capital expenditures adjustment	4,845	7,905	1	-	12,750
10.00	Fire Department net income loss	(24,729)	-		-	(24,729)
	<b>Total Capital Related (Lines 1.00 thru 10.00)</b>	<b>\$ (5,197)</b>	<b>\$ 31,868</b>		<b>\$ -</b>	<b>\$ 26,671</b>
<b>Salaries</b>						
11.00	Administrative Chief	\$ -	\$ -		\$ -	\$ -
12.00	Chief	24,090	39,306	1	-	63,396
13.00	Non-MTS Salaries	36,904	60,211	1	-	97,115
14.00	MTS Salaries	157,326	256,690	1	-	414,016
15.00	Other - (Specify)	-	-		-	-
16.00	Other - (Specify)	-	-		-	-
17.00	Other - (Specify)	-	-		-	-
18.00	Other - (Specify)	-	-		-	-
	<b>Subtotal Salaries (Lines 11.00 thru 18.00)</b>	<b>\$ 218,320</b>	<b>\$ 356,207</b>		<b>\$ -</b>	<b>\$ 574,527</b>
<b>Fringe Benefits</b>						
19.00	Administrative Chief	\$ -	\$ -		\$ -	\$ -
20.00	Chief	9,960	16,252	1	-	26,212
21.00	Non-MTS Salaries	16,751	27,332	1	-	44,083
22.00	MTS Salaries	71,414	116,517	1	-	187,931
23.00	Other - (Medicare Tax)	2,696	4,400	1	-	7,096
24.00	Other - (Specify)	-	-		-	-
25.00	Other - (Specify)	-	-		-	-
26.00	Other - (Specify)	-	-		-	-
	<b>Subtotal Fringe Benefits (Lines 19.00 thru 26.00)</b>	<b>\$ 100,821</b>	<b>\$ 164,501</b>		<b>\$ -</b>	<b>\$ 265,322</b>
	<b>Total Salaries &amp; Fringe Benefits</b>	<b>\$ 319,141</b>	<b>\$ 520,708</b>		<b>\$ -</b>	<b>\$ 839,849</b>
	<b>Total Capital Related, Salaries, and Fringe Benefits</b>	<b>\$ 313,944</b>	<b>\$ 552,576</b>		<b>\$ -</b>	<b>\$ 866,520</b>
<b>Administrative and General</b>						
27.00	Administrative	\$ 15,477	\$ 25,253	1		\$ 40,730
28.00	Legal	3,800	6,200	1		10,000
29.00	Accounting	-	-			-
30.00	Advertising	494	806	1		1,300
31.00	Consulting Expenses	-	-			-
32.00	Contracted Labor	-	-			-
33.00	Interest - Other	-	-			-
34.00	Training	1,235	2,015	1		3,250
35.00	General Insurance	10,899	17,782	1		28,681
36.00	Supplies	1,262	2,058	1		3,320
37.00	Bad Debt	-	-			-
38.00	Plant Operations and Maintenance	855	1,395	1		2,250
39.00	Housekeeping	-	-			-
40.00	Utilities	3,363	5,487	1		8,850
41.00	Medical Supplies	2,232	3,643	1		5,875

**SCHEDULE 6 - NON-MTS EXPENSE**

Fire Department / Agency Name: RUNNING SPRINGS FIRE DEPARTMENT  
NPI Number: 1902939390

Fiscal Year Ended: JUNE 30, 2016

Line No.	Cost Center	1	2	3	4	5
		Reported NON-MTS Expense	Adjustments to NON-MTS Expense	Adj. No.	Audited NON-MTS Allocation Variance	Audited NON-MTS Expense
		From Cost Report Sch. 3, Col 5			From Sch. 4, Col 9	To Sch. 7, Col 3
42.00	Minor Medical Equipment	-	-			-
43.00	Minor Equipment	4,180	6,820	1		11,000
44.00	Fines and Penalties	-	-			-
45.00	Fleet Maintenance	10,171	16,594	1		26,765
46.00	Communications	844	1,376	1		2,220
47.00	Recruit Academy	-	-			-
48.00	Dispatch Service	6,840	11,160	1		18,000
49.00	Logistics	-	-			-
50.00	Postage	-	-			-
51.00	Dues and Subscriptions	2,703	4,410	1		7,113
52.00	Other - Capital Related Costs	-	-			-
53.00	Contracted Services - MTS	-	-			-
54.00	Contracted Services - MTS Billing	-	-			-
55.00	Other - Hazard Abatement (Non-MTS) Fire Only	15,000	-			15,000
56.00	Other -Medical Equipment Repair & Maintenance	380	620	1		1,000
57.00	Other - (Specify)	-	-			-
	<b>Total Administrative &amp; General</b>	<b>\$ 79,735</b>	<b>\$ 105,619</b>			<b>\$ 185,354</b>
	<b>Total Fire District / Agency</b>	<b>\$ 393,679</b>	<b>\$ 658,195</b>		<b>\$ -</b>	<b>\$ 1,051,874</b>

**SCHEDULE 7 - TOTAL EXPENSE**

Fire Department / Agency Name: RUNNING SPRINGS FIRE DEPARTMENT Fiscal Year Ended: JUNE 30, 2016  
 NPI Number: 1902939390

Line No.	Cost Center	1	2	3	4	5
		Reported Total Expense	Audited MTS Expense	Audited NON-MTS Expense	Audited Administration & General	Audited Total Expense
		Sch. 5, Col 1 + Sch. 6, Col 1	From Sch. 5, Col 5	From Sch. 6, Col 5	From Sch 3, Col 2	Col 2 + Col 3
<b>Capital Related</b>						
1.00	Depreciation - Buildings and Improvements	\$ 77,300	\$ 38,650	\$ 14,687		\$ 53,337
2.00	Depreciation - Leasehold Improvements	-	-	-		-
3.00	Depreciation - Equipment	33,118	33,118	-		33,118
4.00	Depreciation and Amortization - Other	-	-	-		-
5.00	Leases and Rentals	-	-	-		-
6.00	Property Taxes	-	-	-		-
7.00	Property Insurance	-	-	-		-
8.00	Interest - Property, Plant, and Equipment	-	-	-		-
9.00	Capital expenditures adjustment	25,500	12,750	4,845		17,595
10.00	Fire Department net income loss	(130,153)	-	(24,729)		(24,729)
	<b>Total Capital Related (Lines 1.00 thru 10.00)</b>	<b>\$ 5,765</b>	<b>\$ 84,518</b>	<b>\$ (5,197)</b>		<b>\$ 79,321</b>
<b>Salaries</b>						
11.00	Administrative Chief	\$ -	\$ -	\$ -		\$ -
12.00	Chief	126,791	63,395	24,090		87,485
13.00	Non-MTS Salaries	194,230	97,115	36,904		134,019
14.00	MTS Salaries	828,032	404,712	157,326		562,038
15.00	Other - (Specify)	-	-	-		-
16.00	Other - (Specify)	-	-	-		-
17.00	Other - (Specify)	-	-	-		-
18.00	Other - (Specify)	-	-	-		-
	<b>Subtotal Salaries (Lines 11.00 thru 18.00)</b>	<b>\$ 1,149,053</b>	<b>\$ 565,222</b>	<b>\$ 218,320</b>		<b>\$ 783,542</b>
<b>Fringe Benefits</b>						
19.00	Administrative Chief	\$ -	\$ -	\$ -		\$ -
20.00	Chief	52,423	26,211	9,960		36,171
21.00	Non-MTS Salaries	88,165	44,082	16,751		60,833
22.00	MTS Salaries	375,861	183,707	71,414		255,121
23.00	Other - (Medicare Tax)	14,192	7,096	2,696		9,792
24.00	Other - (Specify)	-	-	-		-
25.00	Other - (Specify)	-	-	-		-
26.00	Other - (Specify)	-	-	-		-
	<b>Subtotal Fringe Benefits (Lines 19.00 thru 26.00)</b>	<b>\$ 530,641</b>	<b>\$ 261,096</b>	<b>\$ 100,821</b>		<b>\$ 361,917</b>
	<b>Total Salaries &amp; Fringe Benefits</b>	<b>\$ 1,679,694</b>	<b>\$ 826,318</b>	<b>\$ 319,141</b>		<b>\$ 1,145,459</b>
	<b>Total Capital Related, Salaries, and Fringe Benefits</b>	<b>\$ 1,685,459</b>	<b>\$ 910,836</b>	<b>\$ 313,944</b>		<b>\$ 1,224,780</b>
<b>Administrative and General</b>						
27.00	Administrative	\$ 81,460	\$ 40,730	\$ 15,477	\$ -	\$ 56,207
28.00	Legal	20,000	10,000	3,800	-	13,800
29.00	Accounting	-	-	-	-	-
30.00	Advertising	2,600	1,300	494	-	1,794
31.00	Consulting Expenses	-	-	-	-	-
32.00	Contracted Labor	-	-	-	-	-
33.00	Interest - Other	-	-	-	-	-
34.00	Training	6,500	3,250	1,235	-	4,485
35.00	General Insurance	57,361	28,680	10,899	-	39,579
36.00	Supplies	6,640	3,320	1,262	-	4,582
37.00	Bad Debt	-	-	-	-	-
38.00	Plant Operations and Maintenance	4,500	2,250	855	-	3,105
39.00	Housekeeping	-	-	-	-	-
40.00	Utilities	17,700	8,850	3,363	-	12,213
41.00	Medical Supplies	11,750	5,875	2,232	-	8,107



**SCHEDULE 7 - TOTAL EXPENSE**

Fire Department / Agency Name: RUNNING SPRINGS FIRE DEPARTMENT Fiscal Year Ended: JUNE 30, 2016  
 NPI Number 1902939390

Line No.	Cost Center	1	2	3	4	5
		Reported Total Expense	Audited MTS Expense	Audited NON-MTS Expense	Audited Administration & General	Audited Total Expense
		Sch. 5, Col 1 + Sch. 6, Col 1	From Sch. 5, Col 5	From Sch. 6, Col 5	From Sch 3, Col 2	Col 2 + Col 3
42.00	Minor Medical Equipment	-	-	-	-	-
43.00	Minor Equipment	22,000	11,000	4,180	-	15,180
44.00	Fines and Penalties	-	-	-	-	-
45.00	Fleet Maintenance	53,530	26,765	10,171	-	36,936
46.00	Communications	4,440	2,220	844	-	3,064
47.00	Recruit Academy	-	-	-	-	-
48.00	Dispatch Service	36,000	18,000	6,840	-	24,840
49.00	Logistics	-	-	-	-	-
50.00	Postage	-	-	-	-	-
51.00	Dues and Subscriptions	14,226	7,113	2,703	-	9,816
52.00	Other - Capital Related Costs	-	-	-	-	-
53.00	Contracted Services - MTS	-	-	-	-	-
54.00	Contracted Services - MTS Billing	-	-	-	-	-
55.00	Other - Hazard Abatement (Non-MTS) Fire Only	15,000	-	15,000	-	15,000
56.00	Other -Medical Equipment Repair & Maintenance	2,000	1,000	380	-	1,380
57.00	Other - (Specify)	-	-	-	-	-
	<b>Total Administrative &amp; General</b>	<b>\$ 355,707</b>	<b>\$ 170,353</b>	<b>\$ 79,735</b>	<b>\$ -</b>	<b>\$ 250,088</b>
	<b>Total Fire District / Agency</b>	<b>\$ 2,041,166</b>	<b>\$ 1,081,189</b>	<b>\$ 393,679</b>	<b>\$ -</b>	<b>\$ 1,474,868</b>

Provider Name		Fiscal Period		NPI		Adjustments	
RUNNING SPRINGS FIRE DEPARTMENT		JULY 1, 2015 THROUGH JUNE 30, 2016		1902939390		6	
Adj. No.	Report References		Explanation of Audit Adjustments				
	Schedule	Line	Schedule	Line	As Reported	Increase (Decrease)	As Adjusted
<b>RECLASSIFICATION TO REPORTED COSTS</b>							
1	5	1	2	1	\$62,613	(\$23,963)	\$38,650
	5	9	2	9	20,655	(7,905)	12,750
	5	12	2	12	102,701	(39,306)	63,395
	5	13	2	13	157,326	(60,211)	97,115
	5	14	2	14	670,706	(256,690)	414,016 *
	5	20	2	20	42,463	(16,252)	26,211
	5	21	2	21	71,414	(27,332)	44,082
	5	22	2	22	304,447	(116,517)	187,930 *
	5	23	2	23	11,496	(4,400)	7,096
	5	27	2	27	65,983	(25,253)	40,730
	5	28	2	28	16,200	(6,200)	10,000
	5	30	2	30	2,106	(806)	1,300
	5	34	2	34	5,265	(2,015)	3,250
	5	35	2	35	46,462	(17,782)	28,680
	5	36	2	36	5,378	(2,058)	3,320
	5	38	2	38	3,645	(1,395)	2,250
	5	40	2	40	14,337	(5,487)	8,850
	5	41	2	41	9,518	(3,643)	5,875
	5	43	2	43	17,820	(6,820)	11,000
	5	45	2	45	43,359	(16,594)	26,765
	5	46	2	46	3,596	(1,376)	2,220
	5	48	2	48	29,160	(11,160)	18,000
	5	51	2	51	11,523	(4,410)	7,113
	5	56	2	56	1,620	(620)	1,000
	6	1	3	1	14,687	23,963	38,650
	6	9	3	9	4,845	7,905	12,750
	6	12	3	12	24,090	39,306	63,396
	6	13	3	13	36,904	60,211	97,115
	6	14	3	14	157,326	256,690	414,016
	6	20	3	20	9,960	16,252	26,212
	6	21	3	21	16,751	27,332	44,083
	6	22	3	22	71,414	116,517	187,931

-Continued on next page-

\*Balance carried forward from prior/to subsequent adjustments

Provider Name		Fiscal Period		NPI		Adjustments		
RUNNING SPRINGS FIRE DEPARTMENT		JULY 1, 2015 THROUGH JUNE 30, 2016		1902939390		6		
Adj. No.	Report References		Line	Schedule	Line	As Reported	Increase (Decrease)	As Adjusted
	Audit Report	Cost Report						

**RECLASSIFICATION TO REPORTED COSTS**

Adj. No.	Audit Report	Cost Report	Line	Schedule	Line	As Reported	Increase (Decrease)	As Adjusted
-Continued from previous page-								
6	23	23	23	3	23	\$2,696	\$4,400	\$7,096
6	27	27	27	3	27	15,477	25,253	40,730
6	28	28	28	3	28	3,800	6,200	10,000
6	30	30	30	3	30	494	806	1,300
6	34	34	34	3	34	1,235	2,015	3,250
6	35	35	35	3	35	10,899	17,782	28,681
6	36	36	36	3	36	1,262	2,058	3,320
6	38	38	38	3	38	855	1,395	2,250
6	40	40	40	3	40	3,363	5,487	8,850
6	41	41	41	3	41	2,232	3,643	5,875
6	43	43	43	3	43	4,180	6,820	11,000
6	45	45	45	3	45	10,171	16,594	26,765
6	46	46	46	3	46	844	1,376	2,220
6	48	48	48	3	48	6,840	11,160	18,000
6	51	51	51	3	51	2,703	4,410	7,113
6	56	56	56	3	56	380	620	1,000

Other - (Medicare Tax)  
 Administrative  
 Legal  
 Advertising  
 Training  
 General Insurance  
 Supplies  
 Plant Operations and Maintenance  
 Utilities  
 Medical Supplies  
 Minor Equipment  
 Fleet Maintenance  
 Communications  
 Dispatch Service  
 Dues and Subscriptions  
 Other - Medical Equipment Repair & Maintenance  
 To reclassify MTS expenses to Non-MTS for proper allocation of costs.  
 42 CFR 413.24 / CMS Pub. 15-1, Section 2302.8

Provider Name		Fiscal Period		NPI		Adjustments	
RUNNING SPRINGS FIRE DEPARTMENT		JULY 1, 2015 THROUGH JUNE 30, 2016		1902939390		6	
Report References							
Adj. No.	Audit Report		Cost Report		As Reported	Increase (Decrease)	As Adjusted
	Schedule	Line	Schedule	Line			
2	5	10	2	10	(\$105,424)	\$105,424	\$0
Fire Department net income loss To adjust negative expenses for proper allocation of costs. 42 CFR 413.24 / CMS Pub. 15-1, Section 2302.8							
3	5	14	2	14	\$414,016	(\$9,304)	\$404,712
	5	22	2	22	187,930	(4,223)	183,707
MTS Salaries MTS Salaries To abate Miscellaneous Income (Revenues) against MTS expenses. 42 CFR 413.5 / CMS Pub. 15-1, Sections 2302.5 and 2328B							

**ADJUSTMENTS TO REPORTED COSTS**

\*Balance carried forward from prior/to subsequent adjustments

Provider Name		Fiscal Period		NPI		Adjustments	
RUNNING SPRINGS FIRE DEPARTMENT		JULY 1, 2015 THROUGH JUNE 30, 2016		1902939390		6	
Report References							
Adj. No.	Audit Report	Cost Report		As Reported	Increase (Decrease)	As Adjusted	
	Schedule	Line	Schedule				

**ADJUSTMENTS TO REPORTED MEDI-CAL SETTLEMENT DATA**

4	1	8	N/A	N/A		0	5	5
	1	8	9	8	Medi-Cal Fee for Service Transports - 1st Quarter ACA	17	(6)	11
	1	8	N/A	N/A	Medi-Cal Fee for Service Transports - 1st Quarter	0	9	9
	1	8	9	8	Medi-Cal Fee for Service Transports - 2nd Quarter ACA	22	(11)	11
	1	8	N/A	N/A	Medi-Cal Fee for Service Transports - 2nd Quarter	0	5	5
	1	8	9	8	Medi-Cal Fee for Service Transports - 3rd Quarter ACA	14	(5)	9
	1	8	N/A	N/A	Medi-Cal Fee for Service Transports - 3rd Quarter	0	5	5
	1	8	9	8	Medi-Cal Fee for Service Transports - 4th Quarter ACA	12	(6)	6
	1	8	9	8	Medi-Cal Fee for Service Transports - 4th Quarter			
5	2	1	8	1	Medi-Cal Fee for Service Payments - 1st Quarter	\$3,163	(\$1,139)	\$2,024
	2	4	N/A	N/A	Medi-Cal Fee for Service Payments - 1st Quarter ACA	0	950	950
	2	1	8	1	Medi-Cal Fee for Service Payments - 2nd Quarter	4,428	(2,057)	2,371
	2	4	N/A	N/A	Medi-Cal Fee for Service Payments - 2nd Quarter ACA	0	1,967	1,967
	2	1	8	1	Medi-Cal Fee for Service Payments - 3rd Quarter	2,953	(948)	2,005
	2	4	N/A	N/A	Medi-Cal Fee for Service Payments - 3rd Quarter ACA	0	884	884
	2	1	8	1	Medi-Cal Fee for Service Payments - 4th Quarter	2,279	(1,107)	1,172
	2	4	N/A	N/A	Medi-Cal Fee for Service Payments - 4th Quarter ACA	0	1,107	1,107

To adjust Medi-Cal Settlement Data to agree with the following

Fiscal Intermediary Payment Data:

Service Period: July 1, 2015 through June 30, 2016

Payment Period: July 1, 2015 through June 5, 2019

Report Date: June 5, 2019

42 CFR 413.20, 413.24, 413.50, 413.53, 413.60, 413.64, and 433.139

CMS Pub. 15-1, Sections 2300, 2304, 2404, and 2408

CCR, Title 22, Section 51511

Provider Name		Fiscal Period		NPI		Adjustments	
RUNNING SPRINGS FIRE DEPARTMENT		JULY 1, 2015 THROUGH JUNE 30, 2016		1902939390		6	
Report References							
Adj. No.	Audit Report		Cost Report		As Reported	Increase (Decrease)	As Adjusted
	Schedule	Line	Schedule	Line			
6	1	8	9	8	295	4	299
Explanation of Audit Adjustments <b>ADJUSTMENT TO OTHER TRANSPORTS</b> Other Transports To adjust Other Transports in conjunction with adjustment 4. 42 CFR 413.20 and 413.50 CMS Pub. 15-1, Sections 2205, 2300, and 2304							



**RUNNING SPRINGS WATER DISTRICT  
A MULTI-SERVICE INDEPENDENT SPECIAL DISTRICT**

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

**RUNNING SPRINGS WATER DISTRICT  
MEMORANDUM**

**DATE:** February 5, 2020  
**TO:** Mike Vasquez  
**FROM:** Whitney Mesna  
**RE:** Department of Healthcare Services

The following payments were found:

<b>Date</b>	<b>Check No.</b>	<b>Amount</b>	
05/01/2016	07-574254	59,976.61	
06/10/2016	06-852671	156,690.92	
10/30/2017	08-027174	61,527.86	
11/16/2017	08-053290	16,283.00	
11/21/2017	08-062914	61,367.08	
04/17/2018	08-346112	149,317.00	
04/30/2019	08-897988	183,740.82	Total: 688,903.29

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

**DATE:** February 19, 2020  
**TO:** Board of Directors  
**FROM:** Ryan Gross, General Manager  
**SUBJECT:** UPDATE ON UTILITY BILL PAYMENT SYSTEM

**RECOMMENDED BOARD ACTION**

This is an information item only.

**REASON FOR RECOMMENDATION**

This is an information item only.

**BACKGROUND INFORMATION**

On April 17, 2019, the Board of Directors authorized staff to proceed with implementing improvements to the District's Electronic Bill Payment Systems and to enter into the necessary service agreements.

The new systems are now in place and staff is notifying customers of the changes. The Interactive Voice Response (IVR) system allows customers to make a payment over the phone by calling 866-259-2151. The over the counter credit card terminal in the main office allows credit card, debit card, Apple Pay and Android Pay payments. The online payment platform allows customers to log in to their accounts, view and manage account and payment information and make and schedule one time and recurring automatic payments and also view water usage data. All of these systems are fully integrated in real time with our Tyler-Incode Utility Billing Software.

**FISCAL INFORMATION**

As approved by the Board of Directors on April 17, 2019, the District now absorbs credit card processing fees. Credit card payments that qualify for the Utility Program receive a special discount on processing fees for cards that qualify under the Utility Program. If enrolled in the Utility Program the credit card companies do not allow for any fee to be charged to customers for any type of utility payment. The discounted processing fees vary anywhere from 25% to 50% of what customers currently pay but the District absorbs the fee and considers these processing fees as part of the cost of doing business similar to postage expense. These credit card processing fees were considered and factored into the current rate structure.



**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** January 15, 2020  
**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 the attached Resolution No. 1-96. In accordance with this policy Attachment 2 contains a copy of the latest Local Agency Investment Fund (LAIF) remittance advice indicating the amount invested and the rate of return. 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 – Resolution No. 1-96  
Attachment 2 – LAIF Remittance Advice

**RESOLUTION NO. 1-96**

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
RUNNING SPRINGS WATER DISTRICT SETTING FORTH  
A POLICY FOR INVESTMENT OF SURPLUS FUNDS**

**WHEREAS**, the Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of State-wide concern; and

**WHEREAS**, the Legislature has directed that the treasurer or chief fiscal officer of each local agency shall annually render to the legislative body of the local agency a statement of investment policy, which the legislative body of the local agency shall consider at a public meeting; and

**WHEREAS**, the Legislature has also directed that the treasurer or chief fiscal officer of each local agency shall render a quarterly report to the legislative body of each local agency which includes the type of investment, issuer, date of maturity par and dollar amount invested on all securities, investments and monies held by the local agency, a description of any of the local agency's funds, investments, or programs that are under the management of contracted parties, and shall include a statement whether the investment portfolio is in compliance with the local agency's investment policy and a statement denoting the ability of the local agency to meet its expenditure requirements for the next subsequent six months; and

**WHEREAS**, the Legislature has determined that if a local agency has placed all of its investments in the Local Agency Investment Fund or in Federal Deposit Insurance Corporation-insured accounts in a bank or savings and loan association, the treasurer or chief fiscal officer may satisfy the above reporting requirements by simply supplying to the governing body and to the auditor of the local agency the most recent statement or statements received by the local agency from these institutions; and

**WHEREAS**, Government Code Section 16429.1 provides that notwithstanding any other provision of law, a local governmental official, with the consent of the governing body of that agency, having money in its treasury not required for immediate needs, may remit such surplus funds to the State Treasurer for deposit in the Local Agency Investment Fund for the purpose of investment;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Running Springs Water District as follows:

1. It is the policy of the Running Springs Water District to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all statutes governing the investment of Running Springs Water District funds.

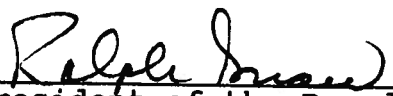
2. This Board of Directors determines that the most feasible and flexible method of implementing this policy, at least expense to the District, is to invest all surplus District funds in the Local Agency Investment Fund of the State of California.

3. Responsibility for deposits into and withdrawals from the Local Agency Investment Fund is hereby delegated to the District's General Manager.

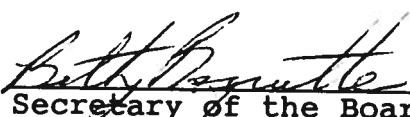
4. At least quarterly, the General Manager will provide the Board of Directors with the most recent copies of statements from the Local Agency Investment Fund indicating amounts invested and rates of return. With each such quarterly report, the General Manager shall also indicate to the Board of Directors whether the District's surplus funds are invested in accordance with this policy, and whether the District is able to meet its anticipated expenditure requirements for the next subsequent six months.

5. This policy shall be reviewed by the Board of Directors at least on an annual basis, and any modifications must be approved by the Board of Directors.

**ADOPTED** this 21st day of February, 1996.

  
\_\_\_\_\_  
President of the Board of  
Directors of Running Springs  
Water District

**ATTEST:**

  
\_\_\_\_\_  
Secretary of the Board of  
Directors of Running Springs  
Water District



BETTY T. YEE

California State Controller

LOCAL AGENCY INVESTMENT FUND  
REMITTANCE ADVICE

Agency Name

RUNNING SPRINGS WATER DISTRICT

Account Number

90-36-002

As of 01/15/2020, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 12/31/2019.

Earnings Ratio		.00006250085778970
Interest Rate		2.29%
Dollar Day Total	\$	345,020,251.38
Quarter End Principal Balance	\$	4,235,091.78
Quarterly Interest Earned	\$	21,564.06