



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:      APRIL 15, 2022  
RE: REGULAR BOARD MEETING                      FROM:              BOARD SECRETARY

The Regular Meeting of the Board of Directors of the Running Springs Water District will be held on Wednesday, April 20, 2022, at the hour of 9:00 am at the District Office located at 31242 Hilltop Boulevard, Running Springs, California. This agenda was posted prior to 5:00 pm on April 15, 2022 at the Running Springs Water District Office and Website.

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

To join the meeting:

<https://us02web.zoom.us/j/84591114393?pwd=NHA5dEZhK0NybmNGZFVMQjliZHdXdz09>

Dial:

669-900-6833

Meeting ID: 845 9111 4393

Passcode: 037154

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. Special Recognition – Employee Badge Pinning at Fire Station 51
4. Approval of Consent Items – The following consent items are expected to be routine and non-controversial and will be acted on at one time without discussion unless an item is withdrawn by a Board Member for questions or discussion. Any person wishing to speak on the consent agenda may do so by raising his/her hand and being recognized by the Board President.
  - A. Approve Meeting Minutes **Page 4**
  - B. Ratify Expenditures **Page 11**
  - C. Consider Reaffirming Resolution No. 11-21 and Authorizing Virtual Board and Committee Meetings Pursuant to AB 361 **Page 20**
  - D. Consider Adopting Resolution No. 08-22, Amending and Adopting Local Guidelines for Implementing the California Environmental Quality Act **Page 24**
5. Action Items – The following action items will be considered individually and each **require a motion** by the Board of Directors for action.
  - A. Consider Authorizing Expenditure for Supervisory Control and Data Acquisition Upgrade  
(Presenter: Ryan Gross, General Manager) **Page 31**
  - B. Consider Approving Professional Services Contract for ROWCO Water System Improvements Design Services  
(Presenter: Ryan Gross, General Manager) **Page 38**
  - C. Consider Allowing Use of Parking Lot for Blood Drive  
(Presenter: Ryan Gross, General Manager) **Page 40**
  - D. Consider Proposal for Contract Fire and Emergency Medical Services  
(Presenter: Tony Grabow, Interim Fire Chief) **Page 42**
6. Information Items – The following information items do not require any action by the Board of Directors and are for informational purposes only.
  - A. Quarterly Investment Report and Presentation from Multi-Bank Securities on Alternative Investment Strategies **Page 73**
  - B. Quarterly Budget/Financial Update **Page 77**

- C. Quarterly Operations Reports **Page 86**
- D. Water Conservation Update **Page 95**
- E. CSA 79 Fiscal Impact Analysis **Page 107**
- 7. Closed Session – The Board will go into Closed Session to discuss:
  - A. Conference with Labor Negotiators.  
Pursuant to Government Code Section 54957.6  
Agency Designated Representatives: Ryan Gross, General Manager, Tony Grabow, Interim Fire Chief and Ward Simmons, General Counsel  
Running Springs Firefighters’ Association, International Association of Firefighters Local 5308
- 8. Open Session – The Board will come out of Closed Session and report on any action taken.
  - A. Consider Approval of Two-Year Memorandum of Understanding (MOU) Between the Running Springs Water District and the Running Springs Firefighters’ Association, International Association of Firefighters Local 5308 and Authorize the President and General Manager to Execute the MOU Between and on Behalf of the District. **Page 157**
- 9. Consider Approving COLA & Salary Schedules for the Fiscal Year Ending 2023 (Presenter: Ryan Gross, General Manager) **Page 191**
- 10. General Manager’s Report
- 11. Report from Legal Counsel – Case Law Concerning Citizen-Sponsored Initiatives
- 12. Board Member Comments/Meetings
- 13. Meeting Adjournment

Upcoming Meetings: Regular Board Meeting, May 18, 2022 at 9:00 am

**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** April 20, 2022  
**TO:** Board of Directors  
**FROM:** 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 March 16, 2022 and the Special Board Meeting held on March 30, 2022.

**ATTACHMENTS**

Attachment 1 – Draft Meeting Minutes

**MINUTES – March 16, 2022**  
**PAGE 1 OF 4**

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**RUNNING SPRINGS WATER DISTRICT**  
**COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA**  
**March 16, 2022**

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A Regular Meeting of the Board of Directors of the Running Springs Water District was held on Wednesday, March 16, 2022, at the hour of 9:00 A.M. at the District office located at 31242 Hilltop Boulevard, Running Springs, California, and through teleconference.

The following Directors were present at the District:

Errol Mackzum, President  
Mark Acciani, Director  
Laura Dyberg, Director  
Bill Conrad, Director

Also present at the District were the following:

Ryan Gross, General Manager  
Tony Grabow, Interim Fire Chief  
Cindy Strebel, Battalion Chief  
Amie R. Crowder, Secretary to the Board/Administration Supervisor

The following Directors were absent:

Mike Terry, Vice-President

The following were present through teleconference:

Kevin Kenley, Cucamonga Valley Water District (left at 9:12 A.M.)

The following Visitors were present:

Gerhard Hilgenfeldt, Running Springs Resident (left at 9:42 A.M.)

**MEETING MINUTES**

**AGENDA ITEMS**

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

The Running Springs Water District Board Meeting was called to order at 9:00 A.M. by President Errol Mackzum and Director Bill Conrad led the assembly in the Pledge of Allegiance.

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

Gerhard Hilgenfeldt introduced himself for the record.

**3. Approval of Consent Items**

- A. Approve Meeting Minutes**
- B. Ratify Expenditures and Cash Summary**
- C. Consider Reaffirming Resolution No. 11-21 and Authorizing Virtual Board and Committee Meetings Pursuant to AB 361**
- D. Consider Adopting Resolution No. 04-22, Fixing and Levying Fire Suppression Availability Charges for Fiscal Year Ending 2023**
- E. Consider Adopting Resolution No. 05-22, Fixing Sewer Standby or Availability Charges for Fiscal Year Ending 2023**
- F. Consider Adopting Resolution No. 06-22, Fixing Water Standby or Availability Charges for Fiscal Year Ending 2023**

Upon **motion** by Director Dyberg, **second** by Director Conrad and **carried by a 4 to 0 vote**, the Consent Items were approved.

**4. Action Items**

The following action items will be considered individually, and each **require a motion** by the Board of Directors for action.

**A. Consider Vote for Regular Special District Member and Alternate Special District Member of the Local Agency Formation Commission for San Bernardino County**

Manager Gross informed the Board the Local Agency Formation Commission (LAFCO) official voting process for the Regular and Alternative Special District Members has commenced, and the deadline is April 18, 2022. Each District may vote for one candidate for each position, and the vote shall be cast as directed by the Board of Directors of the District through consideration at a Board Hearing.

Upon **motion** by Director Conrad, **second** by Director Dyberg and **carried by a 4 to 0 vote**, the candidate Steve Farrell, for Regular Special District Member of the Local Agency Formation Commission, was approved.

Upon **motion** by Director Dyberg, **second** by Director Acciani and **carried by a 4 to 0 vote**, the candidate Kevin Henley for Alternate Special District Member of the Local Agency Formation Commission, was approved.

**B. Consider Resolution No. 07-22, Adopting Sewer System Management Plan (SSMP) Self-Audit**

Manager Gross presented Resolution No. 07-22 and stated this is a requirement for the California State Water Resources Control Board (SWRCB). President Mackzum questioned data on page 42. Manager Gross clarified a correction to be made and stated the 2020 Census will be used. Minimal discussion continued.

Upon motion by Director Conrad, second by Director Acciani and carried by a 4 to 0 vote, Resolution No. 07-22, Adopting Sewer System Management Plan (SSMP) Self-Audit, was approved. (Resolution No. 07-22 on file in the District office).

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

**A. Status of Proposals for Contract Fire Service**

Interim Chief Grabow provided an update on the status of proposals for contract fire service. The District expects to have proposals available for review in the next month or two.

**6. Closed Session**

The Board went into Closed Session at 9:42 A.M.

**7. Open Session**

The Board came out of Closed Session at 10:42 A.M. Manager Gross reported that there was no reportable action.

**8. General Manager’s Report**

Manager Gross reported on several capital improvement projects that are currently in the planning and design phases.

The WWTP access road improvement project will be divided into multiple phases: 1.) Approximately 100-feet of slope area will be rebuilt and/or repaired, 2.) Underground conduit to fiber internet service, 2.) Lower access road and in-plant paving, and 3.) Upper access road paving.

Manager Gross reported the CLAWA Avian turnout improvements consist of extending approximately 100-feet of 8-inch PVC pipeline to connect the turnout to the ROWCO pressure zone. This will allow additional flexibility in moving CLAWA water throughout the District.

Lastly, the relocation of the ROWCO pump station and water storage tank replacement projects were reviewed. Manager Gross confirmed all projects have been budgeted for.

**9. Board Member Comments/Meetings**

Director Dyberg reported on a grant application for fuel reduction that the District is a part of.

President Mackzum asked for staff to follow-up on the availability of a potential Critical Nurse program in the District’s service area.

**10. Meeting Adjourned**

The meeting was adjourned at 11:07 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



**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS**  
**RUNNING SPRINGS WATER DISTRICT**  
**COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA**  
**March 30, 2022**

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A Special Meeting of the Board of Directors of the Running Springs Water District was held on Wednesday, March 30, 2022, at the hour of 2:00 P.M. at the District office located at 31242 Hilltop Boulevard, Running Springs, California, and through teleconference.

The following Directors were present at the District:

Errol Mackzum, President  
Bill Conrad, Director

The following Directors were present through teleconference:

Laura Dyberg, Director

The following were also present at the District:

Ryan Gross, General Manager  
Amie R. Crowder, Board Secretary/Treasurer/Administration Supervisor  
Tony Grabow, Interim Fire Chief

The following were absent:

Mike Terry, Vice-President  
Mark Acciani, Director

**MEETING MINUTES**

**AGENDA ITEMS**

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

The Running Springs Water District Special Board Meeting was called to order at 2:00 P.M. by President Errol Mackzum and Interim Fire Chief Tony Grabow led the assembly in the Pledge of Allegiance.

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

No public comment.

**3. Consider Extending Appointment of Interim Fire Chief**

Manager Gross reviewed CalPERS Circular Letter No. 200-025-22, Expiration of Provisions of Governor's Executive Orders Related to COVID-19. The executive order states that specified provisions in the above referenced order will expire after March 31, 2022. As a result, the post-retirement employment requirements for retired annuitants that were suspended by the

executive orders will resume on April 1, 2022. The District would like to extend Interim Fire Chief Anthony Grabow’s appointment during the recruitment for a full time Fire Chief through June 30, 2022 or until a full time Fire Chief is hired, whichever comes first.

Upon **motion** by Director Conrad, **second** by Director Dyberg and **carried by a 3 to 0 roll call vote**, Interim Fire Chief Anthony Grabow’s interim appointment during the current recruitment for a full time Fire Chief was extended to June 30, 2022 or until a full time Fire Chief is hired and the General Manager was authorized to execute the extension by letter agreement.

**4. General Manager’s Report**

No Report

**5. Board Member Comments/Meetings**

No Comments

**6. Meeting Adjourned**

The meeting was adjourned at 2:08 P.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:** April 20, 2022  
**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 March 2022 expenditures.

A copy of the District's Cash Reserve Fund Summary as of March 31, 2022, the Pooled Cash Balance History and Fire Department Operating Reserve Fund History is also included for review and information.

**REASON FOR RECOMMENDATION**

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

**ATTACHMENTS**

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

## Running Springs Water District Accounts Payable Checks March 2022

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
2 Hot Uniforms inc	FF3 Staion Boots - Ellsberry	03/22/22	250.13	107149	250.13
49er Communications	VHF Radio Purchase	03/28/22	14,898.02	107201	14,898.02
Albert A. Webb Associates	Water & Sewer GIS Services	03/31/22	3,145.00	107221	3,145.00
American Family Life Assurance Company of Colun	Additional Insurance Premiums Feb 22	03/01/22	143.26	DFT0001685	143.26
	Additional Insurance Premiums March 2022	03/29/22	143.26	DFT0001702	143.26
Amie Crowder	Reimbursement Claim	03/04/22	275.30	107108	475.30
	Reimbursement Claim	03/04/22	200.00	107108	
	Reimbursement claim	03/09/22	49.34	107109	49.34
	Reimbursement Claim	03/15/22	49.95	107147	49.95
	Reimbursement Claim	03/28/22	191.86	107175	191.86
Aramark	Cleaning Supplie-Treatment Plant	03/04/22	93.56	107082	187.15
	Cleaning Supplies	03/04/22	93.59	107082	
	Cleaning Supplies	03/15/22	93.59	107132	93.59
	Cleaning Supplies	03/22/22	93.59	107150	93.59
	Cleaning Supplies	03/28/22	96.59	107176	96.59
	Cleaning Supplies	03/31/22	96.59	107204	96.59
Arrowbear Park County Water District	Purchased Water Jan-Feb 22	03/04/22	3,194.06	107083	3,194.06
	Purchased Water Feb-Mar 2022	03/28/22	5,116.68	107177	5,116.68
Attachments Direct	Snow blower attachment for bobcat	03/22/22	9,085.48	107151	9,085.48
Bacon/Wagner Excavating, Inc.	Snow Removal 2/23/22-Collections	03/04/22	50.00	107084	50.00
	Hauling for Feb 2022	03/09/22	3,698.00	107110	3,698.00
	Snow Removal Collections 3/6/22	03/15/22	50.00	107133	50.00
	Hauling of Bio to One Stop	03/22/22	856.00	107152	856.00
Best, Best & Krieger LLP	Legal Services February 2022	03/09/22	3,401.14	107111	3,401.14
Bryan Wilson	Ambulance Refund	03/22/22	229.07	107153	229.07
BURR Group Inc.	Trash Service -Treatment March 2022	03/28/22	39.81	107178	39.81
California Association of Professional Firefighters	Disability Insurance March 2022	03/04/22	177.00	107085	177.00
	Disability Insurance Premiums April 2022	03/28/22	177.00	107179	177.00
California Computer Options Inc	Network Maintenance & Monitoring March 2022	03/04/22	3,215.25	107086	3,215.25
	Additional Storage	03/09/22	306.00	107112	306.00
	District Phones Mar-Apr 2022	03/22/22	622.91	107154	622.91
	Network Maintenance & Monitoring April 22	03/31/22	3,215.25	107205	3,215.25
CalPERS	Health Insurance Premiums March 2022	03/01/22	16,597.02	DFT0001679	16,597.02
	Employer Contribu Class/Pepra Misc/Safe PPE 2/2:	03/01/22	23,161.99	DFT0001684	23,161.99
	Employer Contribut-Class/Pepra Safe/Misc PPE 3/7	03/11/22	20,745.11	DFT0001693	20,745.11
	Health Insurance Premiums April 2022	03/28/22	18,615.97	DFT0001701	18,615.97
Canon	Meter Usage and Service March 2022	03/22/22	633.18	107155	633.18
Carpet Station	District Office Carpet Deposit	03/09/22	7,881.50	107113	7,881.50
	Dist Off Carpet Installation/bathroom floors	03/31/22	10,427.50	107206	10,427.50
Charter Communitcations	Internet Feb-Mar 2022 Station 50	03/04/22	127.97	107087	127.97
	Internet Collections Building Mar-Apr 2022	03/22/22	117.97	107156	357.69
	Internet March 2022 Dist Off/Station 51	03/22/22	239.72	107156	
	Internet Station 50 Mar-Apr 2022	03/28/22	127.97	107180	127.97
Christopher Ehe	Land Survey 0328-201-05 & 06	03/28/22	1,700.00	107181	1,700.00
Citibank, N.A.	Miscellaneous Parts and Supplies	03/15/22	335.11	107134	335.11

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Citibank, N.A.	Office Supplies	03/22/22	339.47	107157	827.50
	TP OFFICE SUPPLIES - EPSON INK CARTRIDGES	03/22/22	488.03	107157	
Clinical Laboratory of San Bernardino	Water Samples February 2022	03/28/22	3,190.00	107182	3,454.00
	Wastewater Samples February 2022	03/28/22	174.00	107182	
	5 Day Coliform Sample	03/28/22	90.00	107182	
County of San Bernardino	Lien Release x 4	03/09/22	80.00	107114	80.00
	Lien Release-mesna	03/28/22	20.00	107183	20.00
	Recording fee for Land Survey ROWCO	03/28/22	17.00	107184	17.00
	Lien Release x 5	03/31/22	100.00	107207	100.00
Crestline-Lake Arrowhead Water Agency	Purchased Water February 2022	03/04/22	4,485.42	107088	4,485.42
	Purchased Water March 2022	03/31/22	4,478.94	107208	4,478.94
Cypress Ancillary Benefits	Dental Insurance Premiums April 2022	03/28/22	931.65	107185	931.65
Department of Motor Vehicles	Additional Registration Fees Lic #4AN5647	03/15/22	15.00	107135	15.00
	Additional Registration Fees Lic#4AN3757	03/15/22	15.00	107136	15.00
Dixi Willemse	Reimbursement Claim	03/22/22	211.87	107158	236.13
	Reimbursement Claim	03/22/22	24.26	107158	
	Reimbursement Claim	03/28/22	647.50	107186	647.50
Don's Auto Inc	2011 Ford Ranger Repairs	03/04/22	569.57	107089	569.57
Emergency Vehicle Group, Inc	Switch Rocker	03/22/22	43.86	107159	43.86
Federal Express Corporation	Shipping Charges	03/09/22	90.35	107115	90.35
Fire Fighters Association	Association Dues March 2022	03/28/22	660.00	107187	660.00
Frontier Communications	Telephone Lift Station-Plnt and Booster	03/09/22	1,076.06	107116	1,076.06
	SCADA Line Mar-Apr 2022	03/22/22	105.02	107160	105.02
Hi-Desert Publishing-Mountain News	Public Hearing Notice/Cust Rep Job Annouce	03/04/22	893.00	107090	1,471.55
	Job Announcement Paper Ad	03/04/22	578.55	107090	
Hitt KUSTOM Garage Doorz	KPWS Keypad and Metal Frame	03/15/22	594.00	107137	594.00
Hughes Network Systems LLC	Internet for Treatment Plant February 2022	03/09/22	115.33	107117	115.33
I & G Screens	District Office Window Screens Replacement	03/04/22	633.57	107091	633.57
INFOSEND	Statement Data Processing February 2022	03/04/22	1,872.42	107092	1,872.42
Inland Desert Security & Communications	Answering Service March 2022	03/22/22	176.90	107161	176.90
Inland Tri-Tech Inc	Door Replace and Window trim	03/04/22	5,615.00	107093	5,615.00
	Exterior Gutters & Down Spouts	03/31/22	1,900.00	107209	1,900.00
Inland Water Works Supply Company	Miscellaneous Parts and Supplies	03/22/22	1,218.31	107162	1,218.31
	Miscellaneous Parts and Supplies	03/28/22	518.65	107188	518.65
Jaclyn Silvestri	Ambulance Refund	03/22/22	70.00	107163	70.00
James Kennard	Ambulance Refund	03/22/22	183.26	107164	183.26
Kurt Norlander Roofing	Installation metal flashing large vents	03/22/22	350.00	107165	350.00
Leslie's Poolmart, Inc	Chlor 53 gal drum	03/31/22	436.48	107210	436.48
Liberty Composting Inc	Tipping Fees - February 2022	03/04/22	692.80	107094	692.80
Life-Assist, Inc	Ambulance Supplies	03/04/22	98.77	107095	1,084.70
	Ambulance Supplies	03/04/22	90.24	107095	
	Ambulance Supplies	03/04/22	666.86	107095	
	Ambulance Supplies	03/04/22	228.83	107095	
	Ambulance Supplies	03/22/22	1,156.05	107166	1,156.05
Linda Mayfield	Ambulance Supplies	03/28/22	205.18	107189	205.18
	Reimbursement Claim	03/15/22	340.20	107138	340.20
	Reimbursement Claim	03/22/22	434.00	107167	434.00
Lou's Gloves, Inc	Nitrile Exam Gloves	03/09/22	219.00	107118	219.00
McMaster-Carr Supply Company	Miscellaneous Parts and Supplies	03/09/22	333.94	107119	590.29
	Miscellaneous Parts and Supplies	03/09/22	193.32	107119	

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
McMaster-Carr Supply Company	Miscellaneous parts and supplies	03/09/22	63.03	107119	590.29
	Strut-Mount Metal Clamp	03/15/22	27.47	107139	27.47
Mike Scotti	Reimbursement Claim	03/31/22	836.01	107211	836.01
Mountain Lifestyle	Job Announcement -CSFR	03/09/22	135.00	107120	135.00
Municipal Emergency Services Inc.	Safety gear flash hoods	03/15/22	264.86	107140	264.86
Nationwide	Employee Contributions PPE 3/7/22	03/11/22	2,025.00	DFT0001691	2,025.00
	Employee Contributions PPE 3/21/22	03/25/22	2,025.00	DFT0001698	2,025.00
Nestle Waters North America	Drinking Water-Treatment Plant	03/28/22	152.13	107190	152.13
Nick Nikas	Reimbursement Claim	03/15/22	214.30	107141	214.30
	Reimbursement Claim	03/22/22	81.00	107168	351.00
	Reimbursement Claim	03/22/22	270.00	107168	
Nierman Industrial Materials	material for grating framework	03/31/22	3,555.88	107212	3,555.88
Nuckles Oil Company, Inc	13349LB D-A GTD320	03/04/22	94.48	107096	94.48
	Gasoline and Diesel	03/15/22	2,064.74	107142	2,064.74
	Red dye diesel for WWTP	03/31/22	5,181.18	107213	5,181.18
One Stop Landscape Supply	Bio Solids disposal	03/04/22	1,573.20	107097	1,573.20
Petty Cash	Petty Cash	03/09/22	91.92	107121	91.92
Plumbers Depot Inc	wheels and spacers for CCTV	03/15/22	3,131.42	107143	3,131.42
Polydyne Inc.	Clarifloc	03/04/22	2,107.75	107098	2,107.75
Principal Life Insurance Company	Vision Insurance Premiums April 2022	03/28/22	127.57	107191	127.57
Priya Dawson	Ambulance Refund	03/04/22	223.51	107099	223.51
Quadient Leasing USA, Inc.	Postage Machine Lease Apr-Jun 2022	03/22/22	226.71	107169	226.71
Reliance Standard Life Insurance Company	Life Insurance Premiums April 2022	03/28/22	1,025.60	107192	1,025.60
Rim Forest Lumber and Hardware	Miscellaneous Parts and Supplies	03/04/22	132.50	107100	132.50
	Miscellaneous Parts and Supplies	03/31/22	78.08	107214	78.08
Rocio Silva	Janitorial Service February 2022	03/04/22	485.00	107101	485.00
Rogers Anderson Malody & Scott LLP	Consulting Costs Jan-Feb 2022	03/31/22	1,290.00	107215	1,290.00
Running Springs Professional Firefighters	Union Dues for March 2022	03/28/22	400.00	107193	400.00
Ryan Gross	Reimbursement Claim	03/28/22	593.07	107194	593.07
Ryan Taylor	Remove Oak Tree	03/28/22	2,500.00	107195	2,500.00
San Bernardino County Fire Chiefs Association	Fire Chief's Association Annual Dues 2022	03/28/22	126.00	107196	126.00
SCADA Integrations	Troubleshooting Ayers Acres & Nob Hill	03/09/22	2,362.50	107122	2,362.50
South Coast Air Quality Management District	I C E EM ELEC GEN-DIESEL LS1	03/04/22	440.15	107102	2,330.96
	I C E EM ELEC GEN-DIESEL LS4	03/04/22	440.15	107102	
	I C E EM ELC GEN-NAT GAS LS6	03/04/22	440.15	107102	
	I C E EM ELEC GEN-DIESEL LS7	03/04/22	440.15	107102	
	Flat Fee for last FY Emissions LS1	03/04/22	142.59	107102	
	Flat Fee For Last FY Emissions LS4	03/04/22	142.59	107102	
	Flat Fee for Last FY Emissions LS6	03/04/22	142.59	107102	
	Flat Fee for Last FY Emissions LS7	03/04/22	142.59	107102	
	I CE EM Elec Gen-Diesel -2689 Loma Drive	03/31/22	440.15	107216	582.74
	Flat Fee for Last FY Emissions 2689 Loma Drive	03/31/22	142.59	107216	
Southern California Edison Company	Electricity February 2022	03/04/22	688.50	107103	10,685.66
	Electricity February 2022	03/04/22	21.68	107103	
	Electricity February 2022	03/04/22	1,068.95	107103	
	Electricity February 2022	03/04/22	654.88	107103	
	Electricity February 2022	03/04/22	252.95	107103	
	Electricity February 2022	03/04/22	377.30	107103	
	Electricity February 2022	03/04/22	614.12	107103	
	Electricity February 2022	03/04/22	25.35	107103	

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Southern California Edison Company	Electricity February 2022	03/04/22	280.27	107103	10,685.66
	Electricity February 2022	03/04/22	64.94	107103	
	Electricity February 2022	03/04/22	573.71	107103	
	Electricity February 2022	03/04/22	373.08	107103	
	Electricity February 2022	03/04/22	1,148.86	107103	
	Electricity February 2022	03/04/22	295.24	107103	
	Electricity February 2022	03/04/22	456.23	107103	
	Electricity February 2022	03/04/22	470.78	107103	
	Electricity February 2022	03/04/22	345.61	107103	
	Electricity February 2022	03/04/22	173.67	107103	
	Electricity February 2022	03/04/22	144.07	107103	
	Electricity February 2022	03/04/22	667.94	107103	
	Electricity February 2022	03/04/22	113.24	107103	
	Electricity February 2022	03/04/22	783.87	107103	
	Electricity February 2022	03/04/22	676.37	107103	
	Electricity February 2022	03/04/22	144.32	107103	
	Electricity February 2022	03/04/22	269.73	107103	
	Electricity February 2022	03/09/22	14.01	107123	12,795.33
	Electricity February 2022	03/09/22	203.46	107123	
	Electricity February 2022	03/09/22	12,577.86	107123	
	Electricity March 2022	03/28/22	653.73	107197	3,612.99
	Electricity March 2022	03/28/22	1,002.53	107197	
	Electricity March 2022	03/28/22	727.90	107197	
	Electricity March 2022	03/28/22	232.22	107197	
	Electricity March 2022	03/28/22	419.69	107197	
	Electricity March 2022	03/28/22	576.92	107197	
	Electricity March 2022	03/31/22	104.57	107217	3,944.08
	Electricity March 2022	03/31/22	674.25	107217	
	Electricity March 2022	03/31/22	662.48	107217	
	Electricity March 2022	03/31/22	1,293.95	107217	
	Electricity March 2022	03/31/22	308.27	107217	
	Electricity March 2022	03/31/22	476.67	107217	
	Electricity March 2022	03/31/22	423.89	107217	
Southern California Emergency Medicine	New Employee Screening	03/09/22	95.00	107124	95.00
Southern California Gas Company	Gas Usage February 2022- Station 50	03/09/22	709.99	107125	709.99
	Gas Usage February 2022- District Office	03/15/22	489.20	107144	1,649.09
	Gas Usage February 2022- Station 51	03/15/22	653.85	107144	
	Gas Usage February 2022- LS6	03/15/22	14.79	107144	
	Gas Usage Collections February 2022	03/15/22	491.25	107144	
State of California - State Water Resource Control	D3 Renewal - Davis	03/22/22	90.00	107170	90.00
	Wstewater Treat Plant Grade 1 test	03/31/22	120.00	107218	120.00
Superior Automotive Warehouse	Miscellaneous Parts and Supplies	03/04/22	506.64	107105	1,162.66
	Miscellaneous Parts and Supplies	03/04/22	656.02	107105	
Terminix International Company LP	Pest Control- Treatment Plant	03/09/22	64.00	107126	147.00
	Pest Control- Collections Building	03/09/22	83.00	107126	
Tesco Controls Inc	Lift Station Network Changes	03/22/22	14,528.00	107171	14,528.00
The Alpine Mountaineer	Newspaper subscription 2022	03/28/22	22.00	107198	22.00
Uline	Pull Paper Towels	03/04/22	135.76	107106	135.76
Underground Service Alert of Southern California	Dig Tickets & Maintenance fee March 2022	03/04/22	29.80	107107	29.80
Universal Power Systems Inc	Nordic Generator Controller	03/31/22	4,000.00	107219	4,000.00

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
US Jetting, Inc	Jetter Parts	03/31/22	1,835.17	107220	1,835.17
Valic	Employee Contributions PPE 3/7/22	03/09/22	2,320.45	DFT0001692	2,320.45
	Employee Contributions PPE 3/21/22	03/22/22	2,307.78	DFT0001699	2,307.78
Verizon Wireless Services LLC	Cell Phone, IPAD and Hot Spots	03/09/22	445.46	107127	445.46
Visa	Crowder- CSDA, Office Supplies, Parcel Quest	03/15/22	1,481.50	107145	2,697.86
	Gross- Spectrum, Zoom and Adobe Acrobat	03/15/22	222.70	107145	
	Miller- Misc Supplie/Parts, Cert Renewal & Permit	03/15/22	589.96	107145	
	Uniform work pants	03/15/22	161.55	107145	
	Strebel- Ambulance Supplies and CPR Training	03/15/22	242.15	107145	
Vyanet Operating Group	Security Services Collection Building Apr-June 22	03/15/22	179.85	107146	179.85
W.W. Grainger, Inc	Miscellaneous Parts and Supplies	03/09/22	130.43	107128	130.43
Water Systems Consulting	UWMP Services February 2022	03/22/22	4,067.50	107172	4,067.50
Zachary Granzow	Reimbursement Claim	03/28/22	404.00	107199	404.00
Zoll Medical Corporation GPO	Ambulance Supplies	03/09/22	686.91	107129	686.91
	Ambulance Supplies	03/22/22	519.53	107173	519.53
	Ambulance Supplies	03/28/22	370.66	107200	370.66

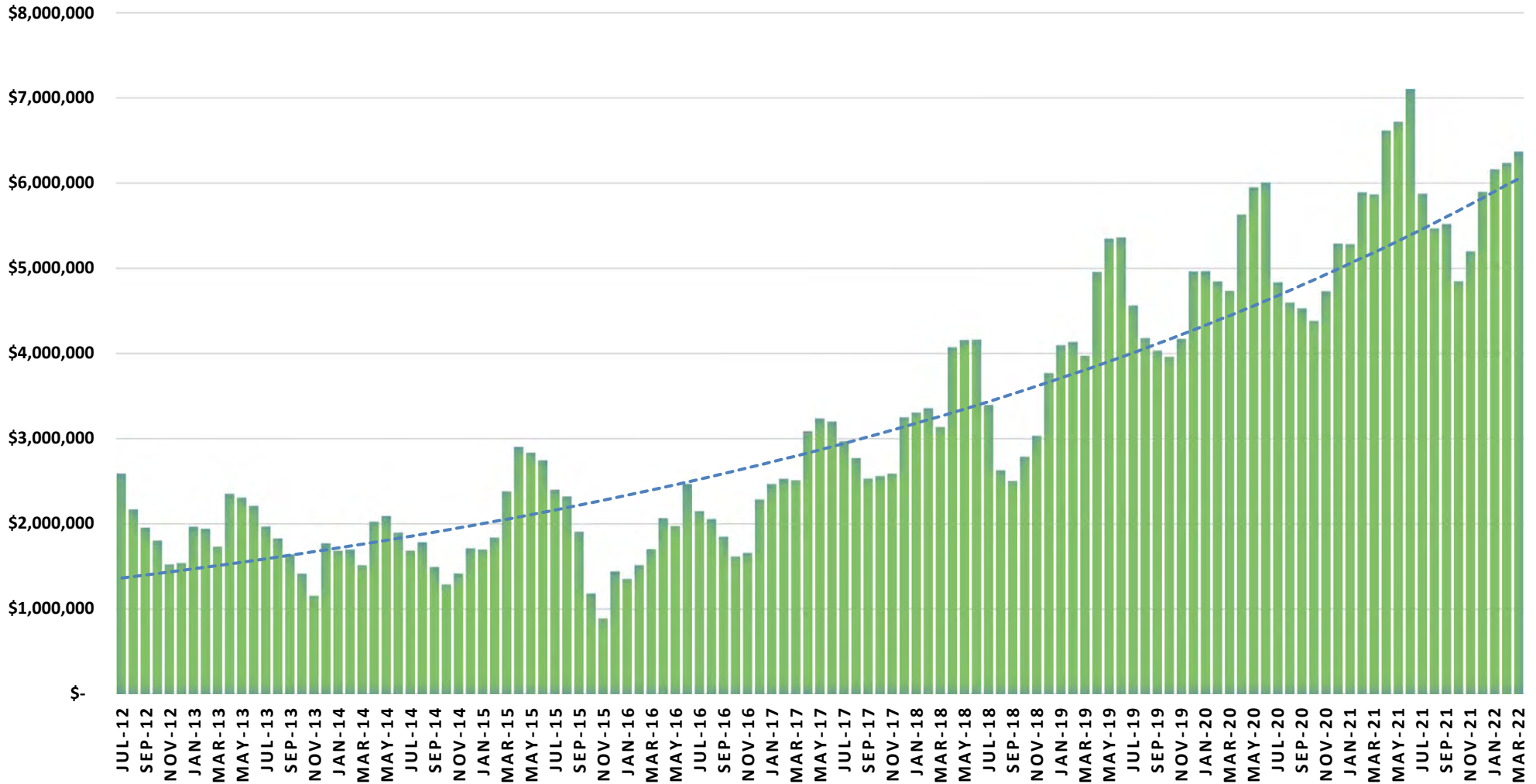
**Totals**

Payment Type	Payable Count	Payment Count	Payment
Regular Checks	201	133	209,712.68
Manual Checks	0	0	0.00
Voided Checks	0	4	0.00
Bank Drafts	10	10	88,084.84
EFT's	0	0	0.00
<b>Totals</b>	<b>211</b>	<b>147</b>	<b>297,797.52</b>



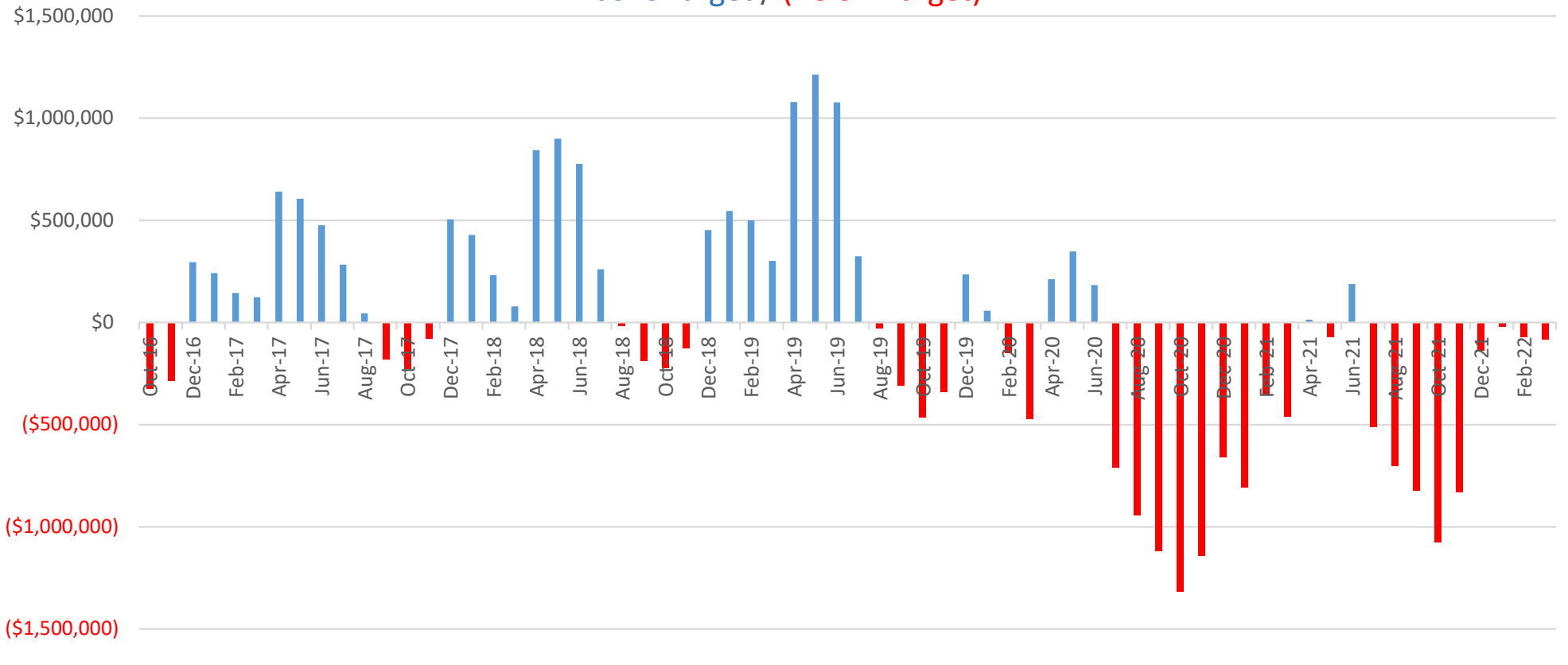
<b>Fund Balances as of March 31, 2022</b>	
<b>Fire &amp; Ambulance Department</b>	
Fire & Ambulance Department Operating Reserve	1,394,461
<b>Recommended Operating Reserve Fund Target (6 Months Operating Expenses)</b>	<b>1,477,565</b>
<b>Fire &amp; Ambulance Department Operating Reserve, Above Target / (Below Target)</b>	<b>(83,104)</b>
<b>Wastewater Division</b>	
Wastewater Capital Improvement Project Reserve	1,429,741
Wastewater System Connection & Capacity Charges	-
CWSRF Loan Agreement 14-813 Debt Reserve (Restricted for SLS 1-3 Debt Service)	171,537
Wastewater Operating Reserve Fund	596,698
<b>Recommended Operating Reserve Fund Target (4 Months Operating Expenses)</b>	<b>596,698</b>
<b>Wastewater Operating Reserve, Above Target / (Below Target)</b>	<b>-</b>
<b>Water Division</b>	
Water Capital Improvement Project Reserve	1,941,098
Water System Connection & Capacity Charges	128,868
Water Infrastructure R&R Reserve (MFC & AMR SRF Debt Reserve)	89,334
Water Operating Reserve	542,497
<b>Recommended Operating Reserve Fund Target (4 Months Operating Expenses)</b>	<b>542,497</b>
<b>Water Operating Reserve, Above Target / (Below Target)</b>	<b>-</b>
<b>Assessment Districts Restricted Funds</b>	
Water Assessment District No. 9 Construction Funds	2,609
Water Assessment District No. 10 Construction Funds	26,421
Water Assessment District No. 10 O&M	41,331
Water Assessment District No. 10 Bond Reserve Fund	1
<b>Subtotal Assessment Districts</b>	<b>70,361</b>
<b>Total District Designated &amp; Operating Reserve Funds</b>	<b>6,294,235</b>
<b>Assessment District Funds</b>	<b>70,361</b>
<b>Combined Pooled Cash</b>	<b>6,364,596</b>
<b>Checking Account (General)</b>	<b>328,563</b>
<b>LAIF</b>	<b>6,029,132</b>
<b>York Insurance Deposit</b>	<b>5,900</b>
<b>BNY Mellon (AD #10 Bond Reserve)</b>	<b>1</b>
<b>Petty Cash</b>	<b>1,000</b>
<b>Combined Pooled Cash</b>	<b>6,364,596</b>
	-

### COMBINED POOLED CASH BALANCE



**Fire Department Operating Reserve Policy Target is 6 Months of Budgeted Operating Expenses or \$1,477,565**

Above Target / (Below Target)



**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDU**

**DATE:** April 20, 2022

**TO:** Board of Directors

**FROM:** Ryan Gross, General Manager

**SUBJECT:** CONSIDER ADOPTION OF RESOLUTION NO. 11-21 TO CONTINUE VIRTUAL MEETINGS PURSUANT TO AB 361

**RECOMMENDED BOARD ACTION**

That the Running Springs Water District Board of Directors reaffirm Resolution No. 11-21 and vote to continue remote meetings pursuant to AB 361 based upon the continued state of emergency for COVID-19 and find that (1) declares that it has reconsidered the circumstances of the state of emergency declared by the Governor and at least one of the following is true: (a) the state of emergency, continues to directly impact the ability of the members of this legislative body to meet safely in person; and/or (b) state or local officials continue to impose or recommend measures to promote social distancing; and (2) this legislative body declares it will be conducting teleconferencing and virtual meetings pursuant to AB 361.

**REASON FOR RECOMMENDATION**

To continue virtual meetings if necessary.

**BACKGROUND INFORMATION**

AB 361 amended the Brown Act to allow local legislative bodies to continue using teleconferencing and virtual meeting technology as long as there is a “proclaimed state of emergency.” To accommodate individuals during these teleconferences and virtual meetings, a public comment period is offered where the public can address the legislative body directly in real time. Additionally, public comments are allowed up until the public comment period is closed at the meetings. The agenda includes information on the manner in which the public may access the meeting and provide comments remotely. If technical problems arise that result in the public’s access being disrupted, the legislative body does not take any votes or other official action until the technical disruption is corrected and public access is restored.

On October 20, 2021, the Board adopted Resolution No. 11-21 to authorize this legislative body to conduct remote “telephonic” meetings pursuant to AB 361. Government Code 54953(e)(3) authorizes this legislative body to continue to conduct these remote “telephonic” meetings under AB 361 provided that it has timely made the findings specified therein. Findings must include: (a) the state of emergency, continues to

directly impact the ability of the members of this legislative body to meet safely in person; and/or (b) state or local officials continue to impose or recommend measures to promote social distancing. In light of AB 361 and in order to promote social distancing and avoid an imminent safety risk to attendees, teleconferencing and virtual meetings may continue to take place until further notice.

The Board of Directors may also decide to not proceed with remote meetings pursuant to AB 361, which would result in a return to in person Board meetings and all Brown Act requirements.

## **ATTACHMENTS**

Attachment 1 – Resolution No. 11-21

## RESOLUTION NO. 11-21

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RUNNING SPRINGS  
WATER DISTRICT AUTHORIZING VIRTUAL BOARD AND COMMITTEE  
MEETINGS PURSUANT TO AB 361**

**WHEREAS**, the Running Springs Water District (“District”) is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

**WHEREAS**, all meetings of the District’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend and participate in the Agency’s meetings; and

**WHEREAS**, starting in March 2020, in response to the spread of COVID-19 in the State of California, the Governor issued a number of executive orders aimed at containing the COVID-19 virus; and

**WHEREAS**, among other things, these orders waived certain requirements of the Brown Act to allow legislative bodies to meet virtually; and

**WHEREAS**, pursuant to the Governor’s executive orders, the District has been holding virtual meetings during the pandemic in the interest of protecting the health and safety of the public, District staff and Directors; and

**WHEREAS**, the Governor’s executive order related to the suspension of certain provisions of the Brown Act expired on September 30, 2021; and

**WHEREAS**, on September 16, 2021 the Governor signed AB 361 (in effect as of October 1, 2021 – Government Code Section 54953(e)), which allows legislative bodies to meet virtually provided there is a state of emergency, and either (1) state or local officials have imposed or recommended measures to promote social distancing; or (2) the legislative body determines by majority vote that meeting in person would present imminent risks to the health and safety of attendees; and

**WHEREAS**, such conditions now exist in the District, specifically, a state of emergency has been proclaimed related to COVID-19, state or local officials are recommending measures to promote social distancing, or because of the ongoing threat of COVID-19, meeting in person would present imminent risks to the health and safety of attendees;

**NOW, THEREFORE, BE IT RESOLVED THE BOARD OF DIRECTORS OF THE RUNNING SPRINGS WATER DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:**

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Remote Teleconference Meetings. Consistent with the provisions of Government

Code Section 54953(e), the Board of Directors finds and determines that (1) a state of emergency related to COVID-19 is currently in effect; (2) state or local officials have recommended measures to promote social distancing in connection with COVID-19; or (3) due to the COVID-19 emergency, meeting in person would present imminent risks to the health and safety of attendees. Based on such facts, findings and determinations, the Board authorizes staff to conduct remote teleconference meetings of the Board of Directors, including Committee meetings, under the provisions of Government Code Section 54953(e).

Section 3. Effective Date of Resolution. This Resolution shall take effect November 1, 2021 and shall be effective for 30 days or until this Resolution is extended by a majority vote of the Board of Directors in accordance with Section 4 of this Resolution.

Section 4. Extension by Motion. The Board of Directors may extend the application of this Resolution by motion and majority vote by up to 30 days at a time, provided that it makes all necessary findings consistent with and pursuant to the requirements of Section 54953(e)(3).

**PASSED AND ADOPTED** by the Board of Directors of the Running Springs Water District this 20<sup>th</sup> day of October 2021, by the following vote:

**AYES:** TERRY, CONRAD, ACCIANI, DYBERG

**NOES:** 0

**ABSENT:** MACKZUM

**ABSTAIN:** 0



Mike Terry, Vice-President of the Board of Directors of the Running Springs Water District

ATTEST:



Amie R. Crowder, Secretary of the Running Springs Water District and to the Board of Directors



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

**DATE:** April 20, 2022

**TO:** Board of Directors

**FROM:** Ryan Gross, General Manager

**SUBJECT:** CONSIDER ADOPTING RESOLUTION NO. 08-22, APPROVING THE 2022 UPDATE TO THE LOCAL CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) GUIDELINES

**RECOMMENDATION**

It is recommended that the Board of Directors adopt Resolution No. 08-22, approving the 2022 Update to the Local California Environmental Quality Act (CEQA) Guidelines. A draft of the resolution is included as Attachment 1.

**REASON FOR RECOMMENDATION**

The State CEQA Guidelines requires local agencies to adopt “objectives, criteria and procedures” to implement the requirements of the CEQA statute and the State CEQA Guidelines. (State CEQA Guidelines Section 15022). The Running Springs Water District's Local CEQA Guidelines have been revised and amended to reflect the State CEQA Guidelines, the Public Resources Code, relevant court opinions and local practices.

**BACKGROUND INFORMATION**

The CEQA, as contained in Public Resources Code sections 21000 et seq., is California's most comprehensive environmental law. It requires all public agency actions. CEQA also aims to prevent significant environmental effects from occurring as a result of agency actions by requiring agencies to avoid or reduce, when feasible, the significant environmental impacts of their decisions.

To this end, CEQA requires all public agencies to adopt specific objectives, criteria and procedures for evaluating public and private projects that are undertaken or approved by such agencies.

The Running Springs Water District has prepared a proposed updated set of Local CEQA Guidelines for 2022 in compliance with CEQA's requirements. These Guidelines reflect recent changes in the Public Resources Code, the State CEQA Guidelines and relevant court opinions. These Local CEQA Guidelines also provide instructions and forms for preparing all environmental documents required under CEQA.



A summary of the 2022 changes to the Local CEQA Guidelines is included in Attachment 2 and the full 267 page 2022 CEQA Guidelines document will be provided at Board meeting.

**FISCAL INFORMATION**

No fiscal impact is anticipated from amending the Local CEQA Guidelines.

**ATTACHMENTS**

Attachment 1 – Resolution No. 08-22

Attachment 2 – Summary of Changes to Local CEQA Guidelines

Attachment 3 – 2022 Local Guidelines for Implementing CEQA (Available for public inspection at the District office)

**RESOLUTION NO. 08-22**

**A RESOLUTION OF THE RUNNING SPRINGS WATER DISTRICT AMENDING AND ADOPTING LOCAL GUIDELINES FOR IMPLEMENTING THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (PUBLIC RESOURCES CODE §§ 21000 ET SEQ.)**

**WHEREAS**, the California Legislature has amended the California Environmental Quality Act (“CEQA”) (Pub. Resources Code §§ 21000 et seq.), the Natural Resources Agency has amended portions of the State CEQA Guidelines (Cal. Code Regs, tit. 14, §§ 15000 et seq.), and the California courts have interpreted specific provisions of CEQA; and

**WHEREAS**, Public Resources Code section 21082 requires all public agencies to adopt objectives, criteria and procedures for (1) the evaluation of public and private projects undertaken or approved by such public agencies, and (2) the preparation, if required, of environmental impact reports and negative declarations in connection with that evaluation; and

**WHEREAS**, the Running Springs Water District must revise its local guidelines for implementing CEQA to make them consistent with the current provisions and interpretations of CEQA and the State CEQA Guidelines.

**NOW, THEREFORE**, the Running Springs Water District (“District”) hereby resolves as follows:

**SECTION 1.** The District hereby adopts the “2022 Local Guidelines for Implementing the California Environmental Quality Act,” a copy of which is on file at the offices of the District and is available for inspection by the public.

**SECTION 2.** All prior actions of the District enacting earlier guidelines are hereby repealed.

**PASSED AND ADOPTED** by the Board of Directors of the Running Springs Water District this 20<sup>th</sup> day of April, 2022, by the following vote:

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAIN:**

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Errol Mackzum, President of the  
Board of Directors of the Running Springs  
Water District

ATTEST:

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Amie Crowder, Secretary of the  
Running Springs Water District and to  
the Board of Directors

(SEAL)

## Memorandum

**TO:** Project 5 District Client  
**FROM:** Best Best & Krieger LLP  
**DATE:** April 11, 2022  
**RE:** 2022 Summary of Changes to Local CEQA Guidelines

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In 2021, the California Legislature took action to revise the California Environmental Quality Act (“CEQA”). Notably, Assembly Bill (“AB”) 819 (“AB 819”) amends the Public Resources Code to, among other things: (1) expand the scope of CEQA documents that must be submitted to the Office of Planning and Research’s (“OPR”) State Clearinghouse; (2) require lead agencies to submit such documents to OPR electronically; and (3) require a lead agency to post various environmental documents and notices on its website, if the lead agency has a website. In addition, the Legislature passed multiple bills to exempt certain categories of activity from CEQA.

These revisions to CEQA have been incorporated into the District’s 2022 Local Guidelines for Implementing the California Environmental Quality Act (“Local Guidelines”). This memorandum summarizes the substantive amendments to the District’s Local Guidelines. These Local Guidelines and this memorandum are designed to help the District assess the environmental implications of a project prior to its approval, as mandated by CEQA. We still recommend, however, that you consult with an attorney when you have specific questions on major, controversial, or unusual projects or activities.

The Local Guidelines, the related CEQA forms, and other important legal alerts may be accessed via the Best Best & Krieger LLP CEQA client portal at <http://clients.bbklaw.net/pfcc/>. For technical support, please contact Tammy Ingram at [tammy.ingram@bbklaw.com](mailto:tammy.ingram@bbklaw.com).

### REVISIONS TO LOCAL GUIDELINES

**1. SECTIONS 1.08, 1.09, 3.04, 6.04, 6.10, 6.11, 6.20, 7.03, 7.25, & 7.39: POSTING CEQA DOCUMENTS AND RELATED NOTICES ON LEAD AGENCY’S WEBSITE**

With AB 819, the California Legislature amended CEQA to require a Lead Agency to post the Draft Environmental Impact Report (“EIR”), Final EIR, Negative Declaration, or Mitigated Negative Declaration (“MND”) prepared for a project on the Lead Agency’s website, if the Lead Agency has a website.

In addition, AB 819 requires a Lead Agency to post various CEQA notices on its website. This requirement extends to any Notice of Exemption, Notice of Intent to Adopt a Negative Declaration or Mitigated Negative Declaration, Notice of Preparation, Notice of Availability, and Notice of Determination.

Sections 1.08, 3.04, 6.04, 6.11, 6.20, 7.03, 7.25, and 7.39 of the 2022 Local Guidelines have been revised to reflect these new requirements.

**2. SECTIONS 2.04 & 6.16 PROCEDURE TO APPEAL A CEQA DETERMINATION MADE BY A NON-ELECTED DECISIONMAKING BODY**

The District may charge a non-elected decisionmaking body with the responsibility of making an exemption determination or adopting or certifying environmental documents under CEQA. But, a determination made by a non-elected decisionmaking body must be appealable to the District's elected decisionmaking body. Sections 2.04 and 6.16 of the Local Guidelines have been revised to elaborate that any CEQA determination made by a non-elected decisionmaking body shall be final unless it is timely appealed to the District's Board of Directors.

**3. SECTION 3.04 NOTICES OF EXEMPTION**

Section 3.04 has been revised consistent with AB 819 to provide that (1) a Notice of Exemption must now be filed electronically with the County Clerk, if the County Clerk accepts electronic filing of Notices of Exemption; and (2) the District must post its Notices of Exemption on its website.

Additionally, Section 3.04 has been revised to update the procedure by which a project applicant, rather than the District, may file a Notice of Exemption for a project that the District has determined is exempt from CEQA. For a project applicant to file a Notice of Exemption, the project applicant must attach a Certificate of Determination from the District to the Notice of Exemption.

**4. SECTION 3.23 EXEMPTION RE: CONSERVATION AND RESTORATION OF CALIFORNIA NATIVE FISH AND WILDLIFE**

With its adoption of Senate Bill ("SB") 155, the Legislature has created a CEQA exemption for projects that have as their exclusive purpose the recovery of California fish and wildlife (including projects for habitat restoration), if certain conditions are met. Section 3.23 has been added to the Local Guidelines to reflect this new exemption.

**5. SECTION 3.24 EXEMPTION RE: LINEAR BROADBAND DEPLOYMENT IN A RIGHT-OF-WAY**

The Legislature's enactment of SB 156 has created a CEQA exemption for projects that consist of linear broadband deployment in a right-of-way, if certain conditions are met. To qualify for the exemption, the project must be located in an area identified by the Public Utilities Commission as a component of the statewide open-access middle-mile broadband network; must be constructed along, or within 30-feet of, the right-of-way of any public road or highway; and must be either deployed underground where the surface area is restored to a condition existing before the project or placed aurally along an existing utility pole right-of-way. Additionally, the project is required to include conditions of approval to address potential environmental impacts, including, but not limited to, requiring monitors during construction activities or measures to address impacts to biological or cultural resources. We have added Section 3.24 to the Local Guidelines to reflect this new exemption.

**6. SECTION 3.25 EXEMPTION RE: NEEDLE AND SYRINGE EXCHANGE SERVICES**

Under existing law, cities and counties meeting certain requirements may apply to the State Department of Public Health for authorization to provide hypodermic needle and syringe exchange services consistent with state standards in any location where the State Department of Public Health determines that the conditions exist for the rapid spread of human immunodeficiency virus (HIV), viral hepatitis, or any other potentially deadly or disabling infections that are spread through the sharing of used hypodermic needles and syringes. In 2021, the Legislature enacted AB 1344 to expressly exempt from CEQA needle and syringe exchange services application submissions, authorizations, and operations. This exemption is reflected in Section 3.25 of the Local Guidelines.

**7. SECTION 6.11 SUBMISSION OF NEGATIVE DECLARATIONS AND RELATED NOTICES TO STATE CLEARINGHOUSE**

Under AB 819, all Negative Declarations and MNDs must be submitted electronically to the State Clearinghouse via the Office of Planning and Research’s “CEQA Submit” website, even if the Negative Declaration or MND does not require state agency review. When submitting the Negative Declaration or MND to the State Clearinghouse, the Lead Agency must also submit a Notice of Completion via the “CEQA Submit” website.

Section 6.11 of the Local Guidelines has been revised to reflect this change in the law, and it includes instructions on how to submit both documents that require state agency review and documents that do not require state agency review.

**8. SECTIONS 7.03, 7.25, 7.26 & 7.39 SUBMISSION OF EIRS AND RELATED NOTICES TO STATE CLEARINGHOUSE**

Under AB 819, all EIRs must be submitted electronically to the State Clearinghouse via the Office of Planning and Research’s “CEQA Submit” website, even if the EIR does not require state agency review. In addition, a Lead Agency must submit any Notice of Preparation, Notice of Completion, and Notice of Determination related to the EIR to the Office of Planning and Research via the “CEQA Submit” website. Sections 7.03, 7.25, 7.26, and 7.39 of the Local Guidelines have been revised to reflect these requirements.

**9. SECTION 7.05 STREAMLINED CEQA LITIGATION FOR ENVIRONMENTAL LEADERSHIP DEVELOPMENT PROJECTS**

In 2021, the Legislature passed the Jobs and Economic Improvement Through Environmental Leadership Act of 2021, which reenacts with certain changes the Jobs and Economic Improvement Through Environmental Leadership Act of 2011, which was repealed by its own terms on January 1, 2021. If the Governor certifies a project as an Environmental Leadership Development Project, any lawsuit challenging the project—including any appeals to the Court of Appeal or the California Supreme Court—must be resolved, to the extent feasible, within 270 days of the filing of the certified record of proceedings with the trial court. Section 7.05 of the Local Guidelines, which previously addressed the previous iteration of the law from 2011, has been updated to reflect the 2021 iteration of the law.

**10. SECTION 9.01 STREAMLINED MINISTERIAL APPROVAL PROCESS FOR AFFORDABLE HOUSING PROJECTS**

The Legislature has provided for a streamlined, ministerial approval process for certain affordable housing projects satisfying various conditions. This process is not new, and it is already included in the Local Guidelines in Section 9.01. In 2021, the Legislature adopted AB 1174 to further clarify the process. Under existing law, a development approved under the streamlined ministerial process can generally be valid indefinitely so long as it meets certain requirements. Among other things, AB 1174 clarifies that to be valid indefinitely, the project must include public investment in housing affordability, beyond tax credits, and have at least 50 percent of units affordable to households making at or below 80 percent of the area median income. Section 9.01 of the Local Guidelines has been revised to reflect AB 1174.

**11. SECTION 9.02 MINISTERIAL APPROVAL PROCESS FOR SPECIFIED URBAN LOT SPLITS AND HOUSING DEVELOPMENTS**

SB 9 provides for the ministerial approval (i.e., approval not subject to CEQA) of (1) proposed housing developments containing no more than two residential units within a single-family residential zone; and (2) urban lot splits. This is not a blanket exemption from CEQA, as SB 9 sets forth numerous conditions that must be met in order for a proposed project to qualify for ministerial approval. The ministerial approval process established by SB 9 is set forth in Section 9.02 of the Local Guidelines.

**12. SECTION 9.03 EXEMPTION RE: APPROVAL OF ORDINANCE TO ZONE ANY PARCEL FOR UP TO 10 UNITS OF RESIDENTIAL DENSITY PER PARCEL**

SB 10 provides that a local government may adopt an ordinance to zone a parcel for up to 10 residential units, and that such action (if certain conditions are met) does not qualify as a “project” subject to CEQA. Section 9.03 has been added to the Local Guidelines to reflect SB 10.

**Other Changes**

Effective January 1, 2022, the Department of Fish and Wildlife has increased its fees. For a Negative Declaration or a Mitigated Negative Declaration, the new filing fee is \$2,548.00. For an EIR, the new filing fee is \$3,539.25. For an environmental document prepared pursuant to a Certified Regulatory Program, the filing fee has been increased to \$1,203.25.

**Conclusion**

As always, CEQA remains complicated and, at times, challenging to apply. The only constant in this area of law is how quickly the rules change. Should you have questions about any of the provisions discussed above, or about the environmental review of any of the District’s projects, please contact a BB&K attorney for assistance.

**BEST BEST & KRIEGER LLP**

**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** April 20, 2022

**TO:** Board of Directors

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

**SUBJECT:** CONSIDER AUTHORIZING EXPENDITURE FOR SUPERVISORY CONTROL AND DATA ACQUISITION UPGRADE

**RECOMMENDED BOARD ACTION**

Authorize expenditures for the Supervisory Control and Data Acquisition (SCADA) upgrade including the following:

1. Consider awarding a Professional Services Contract for the SCADA Upgrade Project (Project) to Alloquent Industrial Controls for \$14,400;
2. Authorize the General Manager to execute the contract;
3. Authorize the General Manager to approve change orders for the Project during the course of the project as required not to exceed 15% of the original contract amount;
4. Authorize staff to purchase Wonderware InTouch HMI Version 2020 for \$2,489 and a Windows 10 Pro PC for \$1,200 plus a 15% contingency.

**REASON FOR RECOMMENDATION**

The current SCADA system is in need of an upgrade due to the age of the system, sunsetting technology and incompatibility of hardware and software.

This project is a budgeted Fiscal Year Ending (FYE) 2022 capital improvement project and the dollar amount of the project requires Board approval.

**BACKGROUND INFORMATION**

The SCADA system is comprised of three major components; 1) the human machine interface (HMI) application, 2) an alarm notification application and, 3) a personal computer (PC) for the applications to run on. The SCADA system is used to monitor the status of the water storage tanks and pumps, provides remote control and monitoring of the sewer lift stations and archives critical data points for future reference.

During the monitoring process, if any of the parameters being monitored either at the water storage tanks or sewer lift stations are out of range an alarm is sent from the HMI application to the alarm notification application which then sends an alarm notification to the on call cell phone and staff who is responsible for addressing the alarm.

The current HMI application, alarm notification application and the PC are approaching 10 years old. The PC is using Windows 7 operating system which is not compatible with the latest HMI application upgrade and the technology used by the alarm notification application will be obsolete soon.

### **FISCAL INFORMATION**

To perform the upgrade to the SCADA system, the district contacted 4 SCADA integration contractors. Of the 4 contractors contacted, 2 provided a quote for the upgrade:

- Alloquent Industrial Controls - \$14,400
- SCADA Integrations – \$21,750

To help reduce the overall cost of the project, the District will be purchasing the HMI application update and the PC for the applications to run on. The cost for these items are:

- Wonderware InTouch HMI Version 2020 - \$2,489
- Windows 10 pro PC - \$1,200

If approved, the total project cost will be approximately \$18,500 plus a 15% change order contingency using Alloquent Industrial Controls as the SCADA integration contractor. This project will be funded equally between from the Water and Wastewater Department's capital reserve funds.

### **ATTACHMENTS**

Attachment 1 - Proposals





April 11, 2022

RE: Proposal 1099 – Running Springs Water District HMI Upgrade

Dear Trevor,

## OVERVIEW

Thank you for the opportunity to provide this proposal to upgrade the existing Wonderware InTouch 2012 R2 and Win911 V7 for your SCADA system.

## Proposal Basis

- 4/5/2022 Email from Trevor Miller Subject: RSWD SCADA upgrade
- Dropbox contents linked to above email containing RFQ, screenshots, and the current HMI application.

Assumptions and clarifications:

- Running Springs Water District will be providing the PC for the applications to run on.
- Running Springs Water District will be providing the Aveva Intouch HMI 2020 upgrade license,
- Running Springs Water District will be providing the the WIN911 interactive license
- WIN-911 interactive will be configured to use the Win-911 Mobile App. If voice or text notifications are desired, there will be additional costs for hardware and configuration.
- Remote access to the PC will be provided
- Running Springs Water District will aid in the field work of proving out the functionality of the Intouch and WIN911 applications i.e.: tipping floats to simulate a high level; notification of alarm condition thru Intouch and WIN911 Interactive.
- It is assumed that all work will be performed remotely. If a site visit is required, then a separate quotation will be provided.

---

This quote encapsulates the following tasks extracted from the information provided in the invitation to bid.

### **Install Wonderware Intouch HMI 2020 update on District provided PC**

- Install InTouch,
- Install Database
- Install Win-911 Interactive
- Configure security (InTouch 2020 uses Windows security)
- Install activation licenses for InTouch and Win-911 Interactive.

### **Convert the Existing Application**

Migrating from InTouch 2012 R2 to Intouch 2020 is jumping several revisions. While there are some things that will port over to the new, many things have changed and will require rework. Some of these are:

- The old (legacy) system used a tag database. The new system uses System Platform IDE
- Legacy systems used rasterized graphics while the new system uses vector graphics. Trevor indicated that much of the graphics have been distorted previously from opening the application in a resolution other than what it was created in. Therefore these graphics will likely need to be redone.
- Legacy systems used Intouch historical data for trends while the new system uses a database
- Trend pages will need to be completely redone.

### **Modify the Application**

- Update two of the Water tank site screens to match the remaining water site screens
- Update Sewer Lift Station's 7, 8, and 9 screens to match the other Sewer Lift Station screens

### **Update WIN911 from “version 7” to “Interactive”**

- Configure to work with Win-911 Mobile phone app

### **Test the Functionality of the Intouch and WIN911 Interactive applications**

- Work with Running Springs Water District to prove out the functionality of the Intouch and WIN911 applications

---

**Provide a back up / restore solution in the event of a hardware and/or software failure.**

- Clone computer with Acronis True Image
- We recommend that Running Springs Water District purchase a subscription plan that backs up periodically to the cloud. This will ensure that you always have the latest copy as well as all your data.
- A VMware Virtual machine will be created. In the event of the PC failing, a new PC can be purchased and configured to run this virtual machine very quickly.. This can save days or even weeks of reconfiguring a new PC with all the software, setup, security, patches, applications, etc.

## **Pricing**

Alloquent proposes to provide the services outlined herein for the total price of \$14,400.

## **Terms and Conditions**

Payment terms are NET 15 days. No sales or use taxes are included in the fixed prices given.

50 % upon of receipt of order

50 % upon substantial completion

This proposal is valid for 90 days after issue.

Alloquent appreciates the opportunity to provide this control solutions proposal to you. After reviewing, please feel free to contact us with questions, comments, or requests for clarification.

Best Regards,

Russell Reed

Sr. Control Systems Specialist

(512) 962-8775

[russell@alloquent.com](mailto:russell@alloquent.com)



6965 El Camino Real Suite 105-109, Carlsbad, California 92009  
 E-Mail: Collin@ScadaIntegrations.com  
 818.212.9501

**Fixed price**

Customer: Running Springs Water District  
 Address: 31242 Hilltop Blvd, Running Springs, CA 92382  
 City, State, Zip: Running Springs, CA 92382  
 Attention: Trevor Miller  
 Quote no: 2022\_0406\_SCU\_CM\_1  
 Type: Site Upgrade

Item	Description	Total
1	Install Wonderware Intouch HMI 2020 update on District provided PC	\$1,740.00
2	Update two of the Water tank site screens to match the remaining water site screens	\$4,640.00
3	Update Sewer Lift Station's 7, 8, and 9 screens to match the other Sewer Lift Station screens	\$5,800.00
4	Update WIN911 from "version 7" to "Interactive"	\$2,320.00
5	Provide a back up / restore solution in the event of a hardware and/or software failure.	\$2,900.00
6	Test the Functionality of the Intouch and WIN911 Interactive applications once complete	\$4,350.00
<b>Total</b>		<b>\$21,750.00</b>

Terms: **Goods - NET: 15 days, Services - NET: 30-days**  
 Delivery: **As Required**  
 Origination Date: **April 6, 2022**  
 Estimate Valid: **Calendar year 2022**

Collin McGee

**Thank you for the opportunity to quote your requirements.**



126 Mill Street  
Healdsburg, CA 95448  
(866) WONDER N  
(866) 966-3376

AVEVA Distributor

**QUOTE 278935.1**

InTouch Upgrade

02/23/2022

Direct  
Revising

**Ship To:** Running Springs Water District  
31342 Hilltop Blvd  
Po Box 158  
Running Springs, CA 92382

**Attn:** Trevor Miller  
Running Springs Water District  
*direct* (909) 867-2766 ,8

*fax*

**Bill To:** Running Springs Water District  
31342 Hilltop Blvd  
Po Box 158  
Running Springs, CA 92382

**From:** Dylan Bree  
[dylan.bree@california.avevaselect.com](mailto:dylan.bree@california.avevaselect.com)  
*direct* (707) 473-3107  
*main* (866) 966-3376  
*fax* (707) 473-3190

Thank you for the opportunity to offer you this quote!

SiteID: 29314 Running Springs Water District, 31342 Hilltop Blvd, PO Box 158, Running Springs California 92382

Interested in additional training? Please visit our websites and view our events schedule at <http://www.eandm.com>

Access the status of your order on our Online Order Status system!! Just click on the link contained in your order confirmation to begin the login process. Once signed up you can access via <http://www.eandm.com>.

Quantity	Part Number/Description	Availability*	Tax	Price	Extension
1	INTCH-05-U-20	1 Estimated 1-2 Weeks	N	\$2,310.00	\$2,310.00
Line:1	Upg Lic# 488567, AVEVA InTouch HMI 2020 Workstation 3K Tag with I/O				

**Sub-Total** \$2,310.00

**Base Quotation Pricing Summary**

**Availability:**

- Part availability is subject to change and is based on the availability at the time this quote was created.
- Time in transit is subject to change depending on the "Ship To" address that is provided by the customer at the time the order is placed and the method in which customer requests that the part(s) ship.
- For "In Stock" parts, orders must be received by 3:00PM PST to ship same day.
- For Factory Stock parts, please allow approximately one week for delivery via our standard shipping methods.

<b>Taxable:</b>	\$0.00
<b>Non-Taxable:</b>	\$2,310.00
<b>Subtotal:</b>	\$2,310.00
<b>Tax (7.75%):</b>	\$0.00
<b>Freight:</b>	TBD
<b>TOTAL:</b>	<b>\$2,310.00</b>

**Freight is NOT included in this total. Your final invoice may include freight charges.**

**PO Number:**

**Duration:** This quote is valid for 30 days. **FOB:** Healdsburg, CA

**Freight:** Prepaid and Add

**Terms:**

**Pages:** 1 of 1

**Remit to:** E&M, Inc. 126 Mill Street, Healdsburg, CA 95448

**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** April 20, 2022

**TO:** Board of Directors

**FROM:** Ryan Gross, General Manager

**SUBJECT: CONSIDER AWARDING PROFESSIONAL SERVICES AGREEMENT FOR THE DESIGN OF THE ROWCO WATER FACILITIES IMPROVEMENTS PROJECT**

**RECOMMENDED BOARD ACTION**

Consider awarding a Professional Services Contract for the design of the ROWCO Water Facilities Improvements Project (Project) and authorize the General Manager to execute the agreement.

**REASON FOR RECOMMENDATION**

To complete the necessary design and construction bid documents for the project.

**BACKGROUND INFORMATION**

The project includes the replacement and relocation of the existing ROWCO Pump Station Facilities. The project also includes replacement of the two 100,000-gallon water storage tanks with a new 300,000-gallon water storage tank. The existing facilities are approaching 65 years in service!







The District received three proposals for engineering design services to prepare the plans and specifications for the project which will be provided at or before the Board meeting.

### **FISCAL INFORMATION**

For the first design phase, if approved, the funding source for this contract would be from the Water Capital Improvement Reserve Fund which has a balance of \$1,941,098 as of March 31, 2022.

The preliminary construction cost estimate for the pump station replacement and relocation is \$425,000 and the water storage tank replacement is \$700,000.

### **ATTACHMENTS**

Attachment 1 –Proposals (to be provided prior to or at the Board meeting)

**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** April 20, 2022  
**TO:** Board of Directors  
**FROM:** Ryan Gross, General Manager  
**SUBJECT:** CONSIDER GRANTING LIFESTREAM PERMISSION TO UTILIZE THE RUNNING SPRINGS WATER DISTRICT'S PARKING LOT FOR THEIR JULY 2, 2022 MOBILE BLOOD DRIVE

**RECOMMENDED BOARD ACTION**

It is recommended that the Board of Directors consider granting LifeStream permission to utilize the Running Springs Water District's (District) main office parking lot for their July 2, 2022 Mobile Blood Drive and authorize the General Manager to execute the Right of Entry/Hold Harmless Agreement.

**REASON FOR RECOMMENDATION**

LifeStream via Ed Brittain is requesting permission to utilize our main office parking lot for their July 2, 2022 Mobile Blood Drive.

**BACKGROUND INFORMATION**

Former Director and General Manager, Ed Brittain contacted the District to request the use of the District's main office parking lot for their July 2, 2022 Mobile Blood Drive.

**FISCAL INFORMATION**

N/A

**ATTACHMENTS**

Attachment 1 – Right of Entry/Hold Harmless Agreement



**RUNNING SPRINGS WATER DISTRICT  
2022 RIGHT OF ENTRY/HOLD HARMLESS AGREEMENT**

This Right of Entry/Hold Harmless Agreement (“Agreement”) is made and entered into as of the 1<sup>st</sup> day of July, 2022, by and between the Running Springs Water District (“District”) and LifeStream and is executed in connection with the use of the real property identified as Assessor’s Parcel No. 0328-321-05 (“District Main Office”) for the purpose of holding a Blood Drive.

In consideration of the use of the District Main Office Parking Lot, the District and LifeStream hereby agree as follows:

1. LifeStream and its invitees are authorized to enter the District Main Office Parking Lot for the purpose of holding a Blood Drive between the hours of 7:00 a.m. to 7:00 p.m. on Saturday, July 2<sup>nd</sup>, 2022.

2. LifeStream agrees to obtain insurance and insurance endorsements that are satisfactory to the District, naming the District as an additional insured.

3. LifeStream shall and does hereby agree to hold harmless and indemnify the District, its officials, officers, employees, contractors, agents and volunteers from any and all claims, demands, suits, causes of action, proceedings, damages, injuries, losses, and liabilities of any kind, whether to persons or property, in law or in equity, resulting from or arising out of or related to the use of the District Main Office Parking Lot pursuant to this Agreement. LifeStream also waives its own rights to claims, demands, suits, causes of action or proceedings that the LifeStream would or may have resulting from or arising out of or related to the use of the District Main Office Parking Lot.

4. LifeStream agrees that the hold harmless described herein shall apply to damages, losses, costs or expenses which are presently unknown and may arise in the future as a result of the use of the District Main Office Parking Lot pursuant to this Agreement. LifeStream hereby confirms that this hold harmless agreement has been negotiated and agreed upon in light of that, and LifeStream hereby expressly waives any and all rights which LifeStream may have under California Civil Code section 1542, or under any statute or common law or equitable principle of similar effect.

5. The individual who has signed this Agreement below warrants that he/she has the legal power, right, and authority to execute this Agreement on behalf of LifeStream.

**RUNNING SPRINGS WATER DISTRICT**

**LIFESTREAM**

By: \_\_\_\_\_  
Ryan Gross  
General Manger

By: \_\_\_\_\_

**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** April 20, 2022

**TO:** Board of Directors

**FROM:** Tony Grabow, Interim Fire Chief  
Ryan Gross, General Manager

**SUBJECT:** CONSIDER AND REVIEW COUNTY PROPOSAL FOR CONTRACT  
FIRE PROTECTION AND EMERGENCY MEDICAL SERVICES

**RECOMMENDED BOARD ACTION**

It is recommended that the Board of Directors consider and review the attached proposal for contract fire protection and emergency medical services and provide additional direction to staff.

**REASON FOR RECOMMENDATION**

To understand the costs associated with contract fire protection and emergency medical services by the San Bernardino County Fire Protection District.

**BACKGROUND INFORMATION**

On April 21, 2021, the Board President tasked the Ad-Hoc Committee for Fire Department Planning, consisting of Directors Mike Terry and Bill Conrad, to reconvene. The Ad-Hoc Committee met on April 27, 2021 with the General Manager, Fire Chief, Battalion Chief, President and Vice-President of the Running Springs Professional Firefighters, Local 5308. The committee recommendation was to bring a draft RFP to the full board with the intention of obtaining a proposal to get an idea of what contract fire protection and emergency medical services would look like and what the estimated potential costs would be to the taxpayers in Running Springs.

On July 21, 2021, the Board of Directors authorized staff to issue Requests for Proposals (RFPs) for Contract Fire and Emergency Medical Services.

**FISCAL INFORMATION**

Refer to attached draft proposal

**ATTACHMENTS**

Attachment 1 – Draft County Proposal

# RUNNING SPRINGS WATER DISTRICT

Proposal for Fire Protection Services



DRAFT

157 W 5<sup>th</sup> Street 2<sup>nd</sup> Floor  
San Bernardino, CA 92415

February 2, 2022

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**DRAFT**

PLAN OF SERVICE FOR FIRE PROTECTION, HAZARDOUS MATERIALS, AND EMERGENCY MEDICAL SERVICES FOR  
RUNNING SPRINGS WATER DISTRICT (DBA RUNNING SPRINGS FIRE DEPARTMENT) BY THE SAN BERNARDINO  
COUNTY FIRE PROTECTION DISTRICT

02/02/2022



## INTRODUCTION

At the request of the Running Springs Water Board of Directors (District), a study has been completed to analyze and propose conditions under which the San Bernardino County Fire Protection District (County Fire) could provide fire, rescue, hazardous materials, emergency medical and other related services to the District.

If, after review of the County Fire proposal, the District seeks to explore further action or negotiation of a contract or annexation agreement, a written request to County Fire will be required to engage in formal discussions of an agreement.

If the negotiation process was to take longer than 90 days, County Fire retains the right to update the proposal if necessary. If County Fire does not receive a written request from the District within six months of receipt to begin negotiations, County Fire retains the right to withdraw this proposal from consideration.

**DRAFT**



# SAN BERNARDINO COUNTY FIRE PROTECTION DISTRICT OVERVIEW

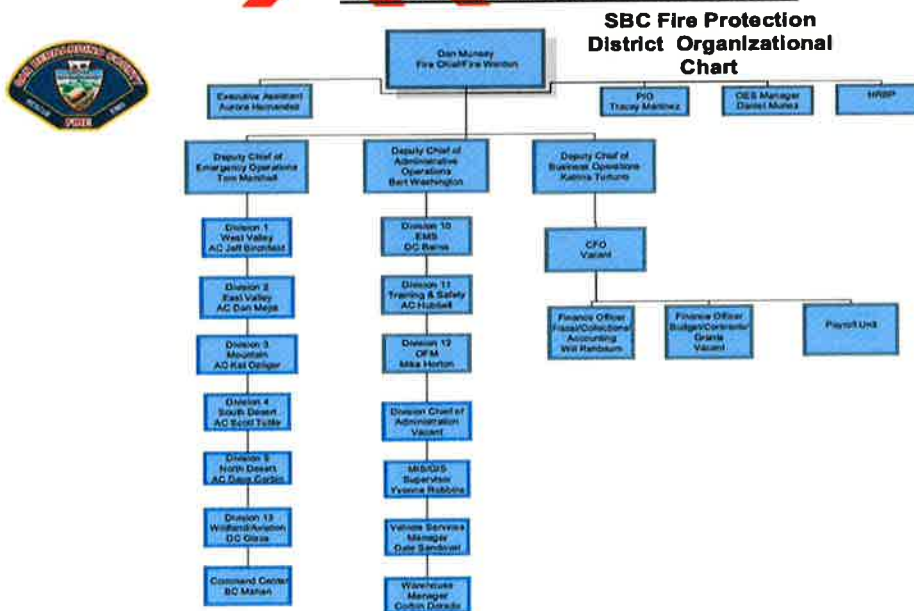
San Bernardino County Fire Protection District is an All-Hazard Emergency Service Organization serving ~1,000,000 citizens from 48 fire stations across 19,130 square miles of unincorporated territory. County Fire serves nine incorporated cities under contract or annexation, including Adelanto, Fontana, Grand Terrace, Hesperia, Needles, San Bernardino, Twentynine Palms, Upland, and Yucca Valley. County Fires ~1,000 employees include 640 fire suppression who responded to over 126,000 calls for service in CY2020.

County Fire provides All Hazard emergency services including but are not limited to fire suppression, patient transport, hazardous materials response, Urban Search and Rescue, maritime fire/rescue response, specialized response vehicles (all-terrain vehicles & snowcats), wildfire suppression hand crews & heavy equipment, Aircraft Rescue Firefighting, 24-hour Safety Officer coverage (NFPA 1500), Community Safety Services (Prevention, Investigation & CUPA) and disaster preparedness support (County OES).

The Mountain Service Zone (Division 3, Battalion 5), of which Running Springs would be included, consists of the following staffing/resources available 24 hours every day:

PERSONNEL		RESOURCES	
ASSISTANT CHIEF	1	TYPE 1 ENGINE	6
BATTALON CHIEF	1	TYPE 3 ENGINE	2
ADMINISTRATION	3	TYPE 6 ENGINE	2
CAPTAIN (SAFETY)	6	AMBULANCES	4
ENGINEER (SAFETY)	6	ALL-TERRAIN VEHICLE	3
FF/PM (SAFETY)	6	SNOW CAT	4
A/O PM (NON-SAFETY)	4	HEAVY RESCUE	1
A/O EMT (NON-SAFETY)	4	FIRE BOAT	2
		UTILITIES	7
		HEAVY EQUIPMENT	7

## ORGANIZATIONAL STRUCTURE



March 2021

Five Geographic/Operational divisions, four functional divisions, and three support services areas; effectively manage County Fire's vast territory and mission.

COUNTY FIRE DIVISIONS		
Division 1	West Valley	Assistant Chief Birchfield
Division 2	East Valley	Assistant Chief Mejia
Division 3	Mountain	Assistant Chief Opliger
Division 4	South Desert	Assistant Chief Tuttle
Division 5	North Desert	Assistant Chief Corbin
Division 10	EMS	Division Chief Barna
Division 11	Training / Safety	Assistant Chief Hubbell
Division 12	Office of the Fire Marshall	Fire Marshall Horton
Division 13	Wildland/Aviation	Division Chief Topoleski

Each Division has Assistant Chiefs assigned to oversee the delivery of Fire Rescue and EMS services. Managers and supervisors oversee Vehicle Services, Management Information Systems/Geospatial Information Systems (MIS/GIS), and the Support Services Warehouse.

The Assistant and Division Chiefs rotate into CDC (County-Wide Chief) duty, 24/7 support for implementing mutual & automatic aide agreements on complex incidents.

Each division contains one or two battalions staffed with a 24-hour Battalion Chief to supervise company operations and provide incident command at complex emergencies. County Fire's chief officers are trained to function at all levels of the incident command system, with several qualified to serve as command and general staff on Complex Incident Management Teams.

Each station has a minimum of one engine company staffed with a company officer (captain), apparatus operator (engineer), and firefighter/paramedic, on-duty 24/7/365. The captain supervises the facility, crew, and additional companies, maintaining a state of readiness for response to fire, rescue, and EMS incidents. The engineer maintains equipment and vehicles for operations at an emergency scene. The firefighter/paramedic provides ALS care and staffs hose lines on emergency scenes.

Ambulance companies (ALS/BLS) are responsible for treating and transporting the sick and injured with no firefighting responsibilities. Medic squad companies provide ALS treatment and firefighting responsibilities. Truck companies provide ALS services and enhance fire responses with an aerial ladder apparatus and focus on ventilation efforts.

### **DISPATCH SERVICES & RESPONSE PLANNING**

Dispatch services are provided by the CONFIRE JPA Center (Comm Center) is an accredited Public Safety Operations Complex (PSOC) with two redundant sites. CONFIRE utilizes a digital trunked 800MHz radio system, Computer-Aided Dispatch (CAD) system that integrates Automatic Vehicle Locators (AVL), traffic speed, road closures, and Emergency Medical Priority Dispatching (EMPD) to process all calls for service.

CAD response plans synthesize multiple data points to send the closest, most appropriate resources to all calls for service. For example, a single ambulance to low acuity medical calls, an area-specific first alarm assignment for a residential structure fire, or account for a multi-day extended incident involving hundreds of units.

County Fire employs a Battalion Chief in *Comm Center* to organize move-up units to core stations during extended attack incidents, make changes to the CAD to improve emergency responses plans, and provide chief officer input at the dispatch level.



Emergency response vehicles/crews utilize an iPad to receive and react to incident information.

### **EMERGENCY MEDICAL SERVICES (DIVISION 10)**

All companies (Engine, Squad, Truck, and Ambulance) provide advanced life support (ALS) and are capable of sophisticated medical procedures, including venous access, drug therapy, electrocardiograms with defibrillation, and narcotic administration. A staff of nurse educators provides BLS & ALS continuing education to the suppression and non-suppression staff. *Image Trend* our records management system (RMS) incorporates HIPAA compliant call reporting, billing information and provides quality assurance data for review by the nursing staff to justify and improve our ALS service delivery.

### **HAZARDOUS MATERIALS SERVICES**

County Fire provides a two-prong approach to hazardous materials response. 92 suppression personnel trained in Hazardous Materials response provide a 24-hour response to mitigate hazardous material releases. Station 73 staffs a Type 1 HazMat, and Station 22 staffs a Type 2 Cal OES unit; both units are available county-wide and on request to our cooperators. The Office of the Fire Marshall (OFM) provides Hazardous Material Response Team (HMRT) HazMat Specialists cross-trained as Industrial Hygienists to manage clean-up operations and operational support during a release. Mass Decontamination units provide a system to rapidly decontaminate up to 500 people and provide temporary clothing.

### **URBAN SEARCH AND RESCUE**

County Fire's Urban Search and Rescue (USAR) is a multi-hazard specialty discipline that is dispatched to a variety of emergencies or disasters, including earthquakes, floods, debris flows, building collapse, technical rope rescues, Swiftwater rescues, trench rescues, confined space rescues, large animal rescues, mine rescues, and terrorist activities. County Fire is one of the state's largest local government resources, with 110 qualified members. County Fire currently deploys three heavy rescue and two Swiftwater units daily. The valley, mountain, and desert divisions each house one heavy rescue unit with qualified personnel.

County Fire is certified by the State of California as a regional taskforce for USAR (RTF-6) for response throughout the state of California. Regional Urban Search & Rescue Task Force 6, hosted by San Bernardino County Fire, is a 30-person team specially trained and equipped for complex rescue operations. RTF6 is one of 10 teams strategically placed throughout the State of California governed by Cal OES. The team is multi-disciplinary and functional in the disciplines of Supervision, Technical Search, Technical Rescue, Medical, Hazardous Materials, Tool/Equipment support, as well as Swiftwater rescue.

The RTF's Technical Search capabilities include acoustic listening devices, search camera, building collapse search, wide-area search, and Drone search and reconnaissance. Our Technical Rescue capabilities include interior and exterior building shoring, heavy wall breaking & breaching, Heavy Equipment & Rigging Specialists, Technical Rope Rescue, Confined Space, and Trench Rescue. The Medical component includes care and treatment of team members and entrapped victims within the collapse zone.

### **OFFICE OF THE FIRE MARSHALL (DIVISION 12)**

The Office of the Fire Marshal (OFM) oversees the adoption and enforcement of the Fire Code, facilitates OSHA mandated CUPA reporting, manages the Hazardous Materials Response Team (HRMT), conducts underground tank inspections, accounts for Fire/Arson Investigations, and provides Community Services (Prevention, Plan Check, Household Hazardous Waste Collection).

## **Pre-development Planning**

County Fire currently assigns members of the OFM, Community Safety section, to coordinate and participate in the County development review process. This service will remain unchanged, allowing Community Safety staff to convey Fire Code requirements and conditions to contractors and coordinate and meet with Building Officials and Planners to make appropriate recommendations to developers.

## **Plan Submittal Review**

The Community Safety Section will review all residential, commercial/industrial building plans, tentative tract maps, and fire protection system plans for compliance with the California Fire Code, California Building Code, and National Fire Protection Organization standards, and local ordinances and standards. All applications for plan review or building permits are submitted entirely online through the EZOP/Accela Citizen Access portal, which provides for excellent convenience for customers. Fees are charged to offset the cost of providing these services. Community Safety staff will provide written comments to proposed developers or contractors regarding issues and requirements for their projects and/or proposed developments.

## **Development and Construction Inspections**

County Fire Community Safety will perform site inspections of all developments upon completion of a building's construction or fire protection system project for those requiring such inspections. Fire inspection staff will also coordinate with suppression personnel to perform pre-fire incident planning assessments for all high-risk occupancies using approved plans and water supply data.

## **California Fire & Building Code Administration**

County Fire adopts the San Bernardino County Fire Protection District Fire Code Ordinance as amended from the California Fire Code. This Ordinance is required to be ratified by local jurisdictions at each triennial code cycle. Among the amendments made to address local conditions such as those for access roads and water supply, the ordinance gives County Fire the legal authority to abate life safety hazards or dangerous buildings, enforce the administrative citations and fines for the use or sale of illegal fireworks, and recover the costs for providing services.

## **Occupancy Inspection**

Annual Permit Inspection and Permit Issuance - County Fire will provide annual operational permit inspections and issue such permits for occupancies as outlined in the San Bernardino County Fire Protection District Fire Code ordinance for low, medium, and high-hazard occupancies. County Fire will provide annual or semi-annual inspections on schools, multi-family buildings (e.g., hotel/motels and apartments), high rise, and detention facilities as required in the California Health and Safety Code. Such inspections are then reported to the State and the County Board of Supervisors. County Fire has a consistent record of achieving its goal of 100% completion each year.

## **ARSON INVESTIGATION SERVICES**

Arson investigation services are provided for all jurisdictions areas served by County Fire. The County Fire Office of the Fire Marshal (OFM) Fire Investigation Unit investigation bureau has six full-time investigators total, with two assigned and on duty 24 hours a day. An Assistant Fire Marshal leads the fire investigation unit. All Investigators are armed Peace Officer Standard of Training (POST) certified level I, which allows them full law

enforcement officer status. As such, fire investigators who carry weapons are trained quarterly on the use of force and other officer safety tactics. In addition, all fire investigators are certified by the office of the State Fire Marshal (OSFM) as Fire Investigator I or II, which is recognized statewide. Investigators' responsibilities include investigating origin and cause, conducting criminal investigations, and assisting local law enforcement agencies and the County District Attorney with prosecuting cases.

County Fire investigators work in conjunction with the San Bernardino County Sheriff Department Arson and Bomb on multi-agency crime scene investigations. The unit also has an accelerant detection dog (K-9), with a County Fire investigator as a handler. The K-9 has assisted in locating petroleum distillates used in arson fires. The Fire Investigation Unit conducts over 500 investigations annually.

### **TRAINING AND SAFETY (DIVISION 11)**

The San Bernardino County Fire District has a robust and diverse training program that addresses all stages of our firefighters' careers. With the size and complexity of the areas County Fire serves, it is necessary to have training that addresses those challenges. Additionally, the varied types of calls for service we respond to require a multitude of training opportunities to properly prepare for and maintain the skills associated with those needs.

Newly hired Firefighters attend a comprehensive 16-week initial training tower that meets and exceeds both the State of California Firefighter 1 and Firefighter 2 requirements. As an Accredited Local Academy for the State Fire Marshal, San Bernardino County Fire District trains, tests, and maintains accreditation for newly hired firefighters. The Fire District ensures competent and qualified initial and ongoing training with state-certified instructors in all required disciplines.

Our yearly training calendar for the entire Fire District ensures that each suppression employee meets or exceeds the required training for OSHA, State Fire Marshal, FEMA, NWCG, and local standards. With assigned Company Officers in each Division, who are responsible for supporting the training plan yearly, each Division is provided with the necessary tools and training to accomplish the required training.

Training Captains provide 24-hour Safety Officer coverage to greater alarm fires & complex incidents to satisfy NFPA 1500 guidelines.

### **WILDLAND / AVIATION (DIVISION 13)**

A fire camp at Glen Helen houses two Type 21A hand crews and a 24-hour staffed dozer for dispatch to wildland fires. A hand crew's primary mission is perimeter control at a vegetation fire but can provide a workforce for back-country rescues, commercial structure fires, debris flows, and mass casualty events. In the off-season, they are contracted for fuels modification throughout the County. The dozer also provides perimeter control at vegetation fires and cross staffs multiple pieces of heavy equipment (Excavator, wheeled loader & dump truck) for use in suppression repair and land use services clean-up projects.

Aviation Division staffs a Type 2 Multi-Mission Medium Helicopter (Bell 212 / 206) in cooperation with the San Bernardino County Sheriff's Department. One fire captain and one firefighter/paramedic crew the helicopter with a sheriff pilot and crew chief. The rotary-wing aircraft is capable of hoist operations (Day & Night), water dropping (Tank & Long Line Bucket), reconnaissance, and ALS patient transport. The aircraft is based at San Bernardino International Airport and serves county-wide.

### **PUBLIC INFORMATION OFFICE**

The office provides written communication and video production to reinforce Department messages internally and externally. Field Public Information Officers provide timely and accurate incident information to the media



during emergencies. All messaging is coordinated with our federal, state, and local partners. Careful consideration is given to our contract and annexed cities.

### **ADMINISTRATIVE SERVICES**

A Division Headquarters in County Fire is staffed with Staff Analysts and Office Assistants to prepare the division budget and pay ongoing operational expenses. Fire Department Headquarters provides Human Resources, payroll, ambulance billing/collections, grant administration, and budget support. A system of centralized administration supports the regionalized service delivery.

### **MIS / GIS SERVICES**

Management Information Systems (MIS) established and maintains a system of encrypted enterprise networks and servers to provide data, facility access control, wireless access points, and computer & network hardware to all County Fire sites. A helpline manages employee access to Office 365, RMS, Telestaff, and Department Intranet. GIS and data-driven report generation is done by Special Project personnel. An ever-growing number of wireless communications devices (e.g., cellphones, iPads, jetpacks, *Cradlepoint* AVL modems) are installed and managed by MIS.

### **VEHICLE SERVICES**

Centralized vehicle service is anchored by two facilities in San Bernardino and supported by a mobile mechanic in each division with 24-hour on-call repair and towing services. The Vehicle Services Manager & Supervisors monitor the fleet for maintenance and replacement costs, advise on new vehicle purchases, integrate emerging vehicle technology into the fleet, and apparatus/vehicle warranty follow-up. Fleet data is managed through a computer-based database that follows industry and manufacturer maintenance and replacement parts standards.

### **SUPPORT SERVICE / WAREHOUSE**

Purchase and distribute uniforms, safety gear, EMS supplies, firefighting equipment (Nozzles, hose, hand tools, small engine tools (Chainsaws, blowers, generators), and daily consumables to County Fire stations & facilities. Mail runners deliver to all facilities weekly. Facilities maintenance staff operate from the warehouse in San Bernardino, providing repairs and remodels at County Fire facilities. Warehouse staff provides 24-hour incident support to extended attack incidents in the form of hot meals, water/Gatorade, replacement safety gear, and a supply cache. Small engine maintenance, ladder repair and testing, and SCBA maintenance (Flow and Fit testing) are coordinated by the Warehouse.

## RUNNING SPRINGS FIRE DISTRICT OVERVIEW

The Running Springs Fire Department is an All-Hazards Emergency Service Organization serving ~4,071 citizens from two fire stations across ~52 square miles continuous with the Running Springs Water District boundary. The Fire Department is administrated by the Water District Board. The District provides ambulance service to the communities of Running Springs, Smiley Park, Green Valley Lake, Arrow Bear, Snow Valley, and southbound Hwy 330 to the San Bernardino City border. Two chief officers, one captain/paramedic, three engineer/paramedics, one firefighter/paramedic, and 14 paid-call/AO limited-term employees to supplement the full-time staffing to provide 4-person staffing 24/7/365 (2-person engine company & 2-person ALS ambulance company). Current station staffing is as follows:

RUNNING SPRINGS FIRE DEPT - STATION STAFFING		
Station	Crew Count	Unit Type
<b>Station 50</b> <b>32151 Hunsaker Way</b> <b>Running Springs, CA</b> <b>92382</b>	2	ALS Engine Company
	2	ALS Ambulance Company
<b>Station 51</b> <b>31250 Hilltop Blvd</b> <b>Running Springs, CA</b> <b>92382</b>	1	Battalion Chief
	4	CalFire Type 3 Engine Company*

\* Station 51 is occupied by a CalFire BLS type 3 engine company on State mission.

The District has dispatch services from CONFIRE JPA as an associate member of the JPA.

DRY

## SUMMARY OF PROPOSAL

County Fire deploys resources based on a regional service delivery system, assigning personnel and equipment to emergency incidents without regard to jurisdictional boundaries. Regional fire protection offers the citizens of San Bernardino County a wide range of services that translate into quality and strength beyond the fire station. The use of existing administrative resources for the District increases purchasing power for major expenditures and maximizes the use of operational & support services.

The District would integrate into the County Fire Mountain Service Zone's (Division 3) existing administrative services, Battalion 5 chief services, investigation/prevention/community safety services, and CUPA responsibilities resulting in cost reductions and increased service delivery. The Mountain Service Zone Assistant Chief will represent County Fire at District board and staff meetings to provide updates on fire department-related issues.

County Fire response for emergencies in Running Springs would be as follows:

<b>COUNTY FIRE EMERGENCY RESPONSES</b>	
<b>CALL TYPE</b>	<b>RESOURCES</b>
Medical Response	1 ALS Engine, 1 ALS Ambulance
Structure Fire	4 ALS Engines, 1 ALS Ambulance, 1 Chief Officer
Vegetation Fire	4 Engines, 1 Chief Officer, 1 Dozer, 1 Hand Crew
Traffic accident with extrication	2 ALS Engines, 1 ALS Ambulance, 1 Heavy Rescue, 1 Chief Officer
Technical Rescue	2 ALS Engines, 1 ALS Ambulance, 1 Heavy Rescue, 1 Chief Officer
Hazardous Materials	1 ALS Engine, 1 Hazardous Materials unit, 1 Chief Officer

DRAFT

## OPTION A: CONTRACTING OF FIRE AND EMS SERVICES WITH COUNTY FIRE

### CONTRACT COST

INCLUDES GEMT & IGT REVENUE

	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	5 Year Projection
Suppression Total	\$2,162,745	\$2,299,834	\$2,391,827	\$2,487,500	\$2,587,000	\$11,928,907
Non-Suppression Total	\$527,856	\$575,939	\$598,977	\$622,936	\$647,853	\$2,973,562
Chief Officers (13.64%)	\$213,679	\$211,594	\$220,058	\$228,860	\$238,014	\$1,112,205
<b>Total Salaries/Benefits</b>	<b>\$2,904,280</b>	<b>\$3,087,367</b>	<b>\$3,210,862</b>	<b>\$3,339,296</b>	<b>\$3,472,868</b>	<b>\$16,014,674</b>
Services and Supplies	\$352,226	\$366,315	\$380,967	\$396,206	\$412,054	\$1,907,768
Station Cost	\$139,310	\$144,882	\$150,678	\$156,705	\$162,973	\$754,548
<b>Total</b>	<b>\$491,536</b>	<b>\$511,197</b>	<b>\$531,645</b>	<b>\$552,911</b>	<b>\$575,027</b>	<b>\$2,662,316</b>
<b>Administrative Overhead</b>	<b>\$145,831</b>	<b>\$151,664</b>	<b>\$157,730</b>	<b>\$160,040</b>	<b>\$170,601</b>	<b>\$785,866</b>
<b>Operating Expenses</b>	<b>\$3,541,647</b>	<b>\$3,750,228</b>	<b>\$3,900,237</b>	<b>\$4,052,247</b>	<b>\$4,218,496</b>	<b>\$19,462,856</b>
Estimated Ambulance Revenue	\$850,000	\$850,000	\$850,000	\$850,000	\$850,000	\$4,250,000
Mountain Service Zone Charge Back	\$162,594	\$175,597	\$189,644	\$204,815	\$221,200	\$953,850
<b>Revenues</b>	<b>\$1,012,594</b>	<b>\$1,025,597</b>	<b>\$1,039,644</b>	<b>\$1,054,815</b>	<b>\$1,071,200</b>	<b>\$5,203,850</b>
<b>TOTAL EXPENSES</b>	<b>\$2,529,053</b>	<b>\$2,724,631</b>	<b>\$2,860,593</b>	<b>\$2,997,432</b>	<b>\$3,147,296</b>	<b>\$14,259,006</b>

### ANNUAL CONTRACT INCREASES

COUNTY FIRE ANNUAL CONTRACT COST INCREASES			
	ADELANTO	FONTANA	HESPERIA
2016	2%	2%	2%
2017	2%	2%	2%
2018	2%	2%	2%
2020	3%	3%	3%
2021	2.5%	2.5%	2.5%
2022	3%	3%	3%
2023	3%	3%	3%
<b>Avg. Annual Cost</b>	<b>2.5%</b>	<b>2.5%</b>	<b>2.5%</b>

### BUDGET COMPARISON

	FY 21/22	FY 22/23
County Fire Service Charge	\$2,529,053	\$2,724,631
District Budget Fire/EMS	\$3,040,272 *	\$3,335,655 *
Savings	\$511,219	\$611,024
<b>Cumulative Savings</b>	<b>\$511,219</b>	<b>\$1,122,243</b>

\*District budget combines total operating expenses of both fire and ambulance funds.



In addition to the contract cost of services, necessary one-time startup costs shall be charged to Running Springs. These costs facilitate the hiring of District employees and standardizing equipment and facilities to County Fire specifications. Facility startup costs are to be negotiated prior to the start of a contract. Startup costs may be paid prior to the start of a contract for service or a negotiated payment plan over no more than three years.

<b>STARTUP COSTS</b>		
<b>FUNCTIONAL AREA</b>	<b>DETAILS</b>	<b>AMOUNT</b>
MIS	Attachment A	\$5,700.00
Apparatus	Attachment B	\$45,000.00
Facilities	Attachment C & D	TBD
Warehouse	Attachment E	\$109,426.00
EMS	2 Stryker Power Lift Gurney	\$58,200
<b>TOTAL:</b>		<b>\$218,326</b>

**TERM OF CONTRACT**

Contract term of 10 years with no option to terminate prior to the end of the term. If the district chooses not to renew a contract with county fire, a written request must be submitted 18 months before the end of the 10-year term. All subsequent contracts for services beyond the first 10-year term shall contain the same termination provisions.

Should the contract be terminated at the end of the initial term, County Fire will return to the district vehicles and fixed assets of a comparable type, condition, and age as the vehicles and assets received at the time the initial contract was put in place.

Under contract, the ambulance EOA currently served by Running Springs would be contracted to County Fire. In the event a contract is not renewed, the Running Springs Ambulance EOA that is in place at the time of this proposal would be transitioned back to Running Springs, and they would assume responsibility for the ambulance service in this EOA.

**PERSONNEL**

County Fire will hire all sworn safety personnel that are current full-time Running Springs Fire employees whose qualifications and experience mirror the minimum requirements for the same rank with County Fire. Employees must have held their rank as of July 21, 2021. County Fire has a policy of not transitioning ranks above Fire Captain. Any employees who hold a rank of Battalion Chief or above will transition into County Fire as a Fire Captain, should the employee meet the minimum requirements for the position.

County Fire agrees to maintain employees Running Springs service dates for the following purposes.

1. County Fire's retirement contributions, with the rate to be determined by San Bernardino County Employees Retirement Association (SBCERA).
  - a. Only applies to employees who establish reciprocity.
2. Participation in the Retiree Medical Trust Fund.
3. MOU benefits are based on service hours.

Non-sworn employees who wish to transition to County Fire will be considered for an Ambulance Operator, hand crew, or administrative position based on a review of their qualifications. One benefit of these positions is the ability for internal hiring into the suppression rank if desired.



County Fire will match District employees with the closest comparable base pay on County Fires salary scale. An employee who falls between two steps will receive the higher step.

All personnel will be subject to a medical examination, drug screen, and personnel background review prior to acceptance as a County Fire employee. Those who do not qualify will remain the obligation of the District.

Employees transitioning from the District to County Fire will become SBCERA members. CalPERS and SBCERA retirement systems are reciprocal. As of the contract date, the District will retain all liability for any unfunded retirement plan liability for all District employees hired by County Fire.

## **ADMINISTRATION**

Under the contract, the Assistant Fire Chief of Division 3 and a Battalion Chief will oversee the day-to-day operations of fire and EMS services in Running Springs. The Assistant Fire Chief will serve as the liaison between the County and the District Board of Directors. The Assistant Fire Chief or Battalion Chief will be responsible for attending all district meetings and other meetings or events at the board's request.

It is understood that both the Board of Directors and County Fire would be responsible to the citizens for fire protection and emergency services. Both parties will discuss and provide input on the staffing and deployment of resources in Running Springs before making any changes to the deployment model. However, the final decision-making authority will lie with County Fire for staffing and equipment deployment in Running Springs.

County Fire will assume responsibility for the billing and reimbursement claims for ambulance services.

## **FACILITIES**

The District will retain ownership of the facilities, and will lease to County Fire, the real property-related fire stations, together with the fixtures and furnishings, for the sum of one dollar (\$1.00) per year for the duration of the contract. During the contract, County Fire will provide normal daily operation and maintenance for the stations. County Fire will be responsible for all utilities and trash removal unless other entities share those facilities.

Repairs of major items will be covered through a station maintenance fund that the District will fund and replenish each year. The station maintenance fund will be established with a deposit of \$20,000 for each station. In the event County Fire withdrawals from the station maintenance fund, the district will be responsible for replenishing the funds withdrawn and bringing the fund back to \$20,000 each July. Major repairs include but are not limited to apparatus doors, HVAC, plumbing, alerting systems, etc.

The District will be responsible for any capital improvement projects in excess of \$5,000.00. A written request with justification will be submitted to the District by the Assistant Chief for consideration by the Board of Directors.

It will be assumed that the facilities will be operational, and any items listed as needing repair in the station survey have been completed or funded by the district prior to the initiation of the contract.

## **APPARATUS & EQUIPMENT**

The District will retain ownership and responsibility for major repair or replacement of all fire, EMS, and utility apparatus. County Fire will be financially responsible for the preventive maintenance and repair of all vehicles. The District will be financially responsible for all repairs in excess of \$5,000.00 for district-owned fire apparatus and repairs in excess of \$2,000.00 for utility vehicles, including labor costs. The District will be financially

responsible for the purchase of new and replacement equipment, apparatus, and utility vehicles. The District shall provide for such in their annual budget.

The District will lease, at no cost, all department vehicles and apparatus needed to provide services in Running Springs. Apparatus will be subject to County Fire's vehicle rotation, maintenance, and replacement plan. County Fire adheres to NFPA 1911 recommendations for inspection, maintenance, testing, and retirement of in-service emergency vehicles. All County Fire vehicles are considered for replacement under the following conditions:

1. Vehicle age and overall condition
2. Vehicles that reach 200,000 miles
3. When a vehicle's maintenance and repair costs exceed 80% of the original purchase price
4. In accordance with applicable state or federal regulations

The two Type 1 Fire Engines currently operated by the District are outside of County Fire replacement criteria and need replacement. Both exceed vehicle age criteria, and are out of compliance with the California Air Resources Board (CARB.) Multi-Regulation Summary (MRS). The District and County Fire may negotiate purchasing and leasing options of new or replacement equipment.

Apparatus and equipment currently assigned to the District and not requested by County Fire shall remain with the District.

With a contract, all vehicles that serve the District will have the County Fire logo prominently displayed with reference to the District on both sides of the apparatus.

The following apparatuses would transition to County Fire from the District:

- 2 Type I Fire Engines
  - 2003 KME
  - 1999 KME
- 1 Type III Fire Engine
  - 2005 International/BME
- 2 Ambulances
  - 2019 Ford F450
  - 2016 Ford F450
- 1 Squad
  - 2015 Ford F550
- 2 Command Vehicles
  - 2018 Ford F250
  - 2005 Chevy Silverado

## **DEPLOYMENT**

County Fire will staff one 3-person ALS engine and one 2-person ALS ambulance each day out of Fire Station 51. Fire Station 50 will house reserve equipment used when frontline equipment is out of service. Station 50 will serve as a move-up station and be utilized when units from outside of Running Springs are moved up to provide extra coverage, upstaffing of resources is indicated due to high fire danger, or there is an expected increase in call volume.

When it is anticipated that the engine or ambulance will be extended on a call for service, additional companies will be dispatched to station 51 to provide coverage for any subsequent emergency that may occur within the District.

<b>EQUIPMENT AND PERSONNEL DEPLOYMENT COMPARISON</b>				
	<b>STATION 50</b>	<b>STATION 51</b>	<b>DAILY STAFFING</b>	<b>TOTAL STAFFING</b>
<b>COUNTY FIRE DEPLOYMENT</b>	<ul style="list-style-type: none"> <li>• Reserve equipment</li> <li>• Move up station</li> </ul>	<ul style="list-style-type: none"> <li>• 3 Person ALS engine</li> <li>• 2 Person ALS ambulance</li> </ul>	5 Full Time	15 Full Time
<b>RUNNING SPRINGS DEPLOYMENT</b>	<ul style="list-style-type: none"> <li>• 2 Person ALS engine</li> <li>• 2 Person ALS ambulance</li> </ul>	<ul style="list-style-type: none"> <li>• Admin staff</li> <li>• Cal Fire leases building for their state mission</li> </ul>	2 Full Time 2 Part Time	6 Full Time 6 Part Time

County Fires' regionalized services delivery model affords the residents of Running Springs the following resources available within 7 miles of the District boundaries every day:

<b>REGIONALIZED SERVICE EQUIPMENT AND PERSONNEL</b>			
	<b>EQUIPMENT</b>	<b>DAILY STAFFING</b>	<b>TOTAL STAFFING</b>
<b>SBCoFD Station 91</b>	<ul style="list-style-type: none"> <li>• 3 Person ALS Type 1 Engine</li> <li>• 2 Person ALS Ambulance</li> <li>• Type 1 Heavy Rescue (Cross Staffed)</li> <li>• Snow Cat (Cross Staffed)</li> <li>• Type 2 Front End Loader (Cross Staffed)</li> <li>• Reserve vehicles</li> </ul>	5 Full Time	15 Full Time
<b>SBCoFD Station 92</b>	<ul style="list-style-type: none"> <li>• 3 Person ALS Type 1 Engine</li> <li>• Snow Cat (Cross Staffed)</li> <li>• All-Terrian Vehicle (Cross Staffed)</li> <li>• Type 4 Skid Steer Loader (Cross Staffed)</li> </ul>	3 Full Time	9 Full Time
<b>SBCoFD Station 94</b>	<ul style="list-style-type: none"> <li>• 3 Person ALS Type 1 Engine</li> <li>• 2 Person ALS Ambulance</li> <li>• Type 4 Skid Steer Loader (Cross Staffed)</li> </ul>	5 Full Time	15 Full Time
<b>TOTALS:</b>		13 Full time	39 Full Time

## **OPTION B – ANNEXATION**

### **ANNEXATION TERMS**

The District would annex in to County Fire, its Mountain Service Zone, and Fire Protection Service Zone 5 (FP-5) for the provision of fire suppression and emergency medical services. The reorganization of County Fire and annexation of the District would result in the complete assumption of fire, rescue, and EMS services by County Fire for the District. Annexation will allow the District to reduce the amount of revenue allocated for fire and EMS delivery, freeing up resources to address other critical service delivery needs in the community. Annexation also brings further revenue into the District from the Mountain Service Zone budget to help in supporting the regionalization effort of fire and EMS delivery.

Through the reorganization process, an agreement would be developed to transfer a percentage of District tax revenue to County Fire to support the short-term and long-term cost of providing sufficient fire, rescue, and emergency services. Following completion of a reorganization and execution of the property tax reallocation agreement, the District will have no further funding obligations for fire, rescue, or emergency services.

With annexation, the EOA currently served by Running Springs would become the responsibility of County Fire.

### **PERSONNEL**

County Fire will hire all sworn safety personnel that are current full-time Running Springs Fire employees whose qualifications and experience mirror the minimum requirements for the same rank with County Fire. Employees must have held their rank as of July 21, 2021. County Fire has a policy of not transitioning ranks above Fire Captain. Any employees who hold a rank of Battalion Chief or above will transition into County Fire as a Fire Captain should the employee meet the minimum requirements for the position.

County Fire agrees to maintain employees Running Springs service dates for the following purposes:

1. County Fire's retirement contributions, with the rate to be determined by San Bernardino County Employees Retirement Association (SBCERA).
  - a. Only applies to employees who establish reciprocity.
2. Participation in the Retiree Medical Trust Fund.
3. MOU benefits are based on service hours.

Non-sworn safety employees who wish to transition to County Fire will be considered for an Ambulance Operator, hand crew, or administrative position based on a review of their qualifications. One benefit of these positions is the ability for internal hiring into the suppression rank if desired.

County Fire will match Running Springs employees with the closest comparable base pay on County Fires salary scale. An employee who falls between two steps will receive the higher step.

All personnel will be subject to a medical examination, drug screen, and personnel background review prior to acceptance as a County Fire employee. Those who do not qualify will remain the obligation of the District.

Employees transitioning from the District to County Fire will become SBCERA members. CalPERS and SBCERA retirement systems are reciprocal. The District will retain all liability for any unfunded retirement plan liability, as of the contract date, for all District employees hired by County Fire.

### **ADMINISTRATION**



The Assistant Fire Chief of Division 3 and a Battalion Chief will oversee the day-to-day operations of fire and EMS services in Running Springs. The Assistant Fire Chief will serve as the liaison between the County and the District Board of Directors. The Assistant Fire Chief or Battalion Chief will be responsible for attending all district meetings and other meetings or events at the board's request.

It is understood that both the Board of Directors and County Fire would be responsible to the citizens for fire protection and emergency services; both parties will discuss and provide input on the staffing and deployment of resources in Running Springs prior to making any changes to the deployment model. However, the final decision-making authority will lie with County Fire for staffing and equipment deployment in Running Springs.

County Fire will assume responsibility for the billing and reimbursement claims for ambulance services.

## **FACILITIES**

All District buildings and properties, including fixtures and furnishings, will become the property of County Fire following the completion of a reorganization. The transfer of the property will be at no cost to County Fire. The District will have no more funding obligations for facility maintenance, repair, or replacement, as County Fire will assume complete responsibility for these obligations. Quit Claim Deeds shall be ready for filing prior to the date of the reorganization.

## **APPARATUS & EQUIPMENT**

The District would transfer ownership to County Fire, the following apparatus, any equipment essential to the operation of the vehicles, and all its major firefighting equipment:

- 2 Type I Fire Engines
  - 2003 KME
  - 1999 KME
- 1 Type III Fire Engine
  - 2005 International/BME
- 2 Ambulances
  - 2019 Ford F450
  - 2016 Ford F450
- 1 Squad
  - 2015 Ford F550
- 2 Command Vehicles
  - 2018 Ford F250
  - 2005 Chevy Silverado

County Fire would assume responsibility for the preventive maintenance, repairs, and replacement of all vehicles serving the District.

Apparatus serving the District will be subject to County Fire's vehicle rotation, maintenance, and replacement plan. County Fire adheres to NFPA 1911 recommendations for inspection, maintenance, testing, and retirement of in-service emergency vehicles. Under the following conditions, all county fire vehicles are considered for replacement:

1. Vehicle age and overall condition
2. Vehicles that reach 200,000 miles
3. When a vehicle's maintenance and repair costs exceeds 80% of the original purchase price

4. In accordance with applicable state or federal regulations

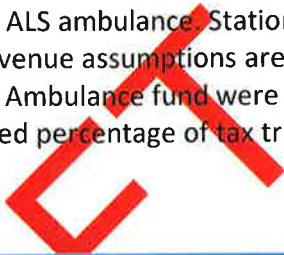
The two Type 1 Fire Engines currently operated by the District are outside of County Fire replacement criteria and need replacement. Both exceed vehicle age criteria, and both are out of compliance with the California Air Resources Board (CARB.) Multi-Regulation Summary (MRS). Purchasing a new Type 1 fire engine will be the responsibility of County Fire. The replacement of this engine will be moved to the top of the Mountain Division vehicle replacement plan, which may include the use of service zone reserve funds for the purchase.

Apparatus and equipment currently assigned to the District and not requested by County Fire shall remain with the District.

With annexation, all County Fire-owned vehicles that serve the District will have the County Fire logo prominently displayed with reference to the District on both sides of the apparatus.

**DEPLOYMENT**

The deployment of resources for the district will have full-time staffing at both stations 50 and 51. Station 50 will staff a two person ALS brush patrol and a two person ALS ambulance. Station 51 will be staffed with a three person ALS engine. For purpose of this proposal, revenue assumptions are based on the FY 2022 budget. Total revenues of both the Fire Department fund and the Ambulance fund were combined for a total of \$3,044,100. Actual revenue will be based on the negotiated percentage of tax transferred from the District to County Fire.



<b>EQUIPMENT AND PERSONNEL DEPLOYMENT COMPARISON</b>				
	<b>STATION 50</b>	<b>STATION 51</b>	<b>DAILY STAFFING</b>	<b>TOTAL STAFFING</b>
<b>COUNTY FIRE DEPLOYMENT</b>	<ul style="list-style-type: none"> <li>• 2 Person ALS Brush Patrol</li> <li>• 2 Person ALS ambulance</li> </ul>	<ul style="list-style-type: none"> <li>• 3 Person ALS engine</li> </ul>	7 Full Time	21 Full Time
<b>RUNNING SPRINGS DEPLOYMENT</b>	<ul style="list-style-type: none"> <li>• 2 Person ALS engine</li> <li>• 2 Person ALS ambulance</li> </ul>	<ul style="list-style-type: none"> <li>• Admin staff</li> <li>• Cal Fire leases building for their state mission</li> </ul>	2 Full Time 2 Part Time	6 Full Time 6 Part Time

\*Anticipate staffing one additional 2 person ALS ambulance at station 51 with the completion of CIP projects.

## DISTRICT COST SAVINGS

The District will realize associated savings from a contract or annexation specific to management and support of County Fire service delivery:

- Human resource services including recruitment, promotions, employee record maintenance, labor relations negotiations, discipline, grievances, ADA & OSHA compliance, benefits management regarding FMLA / FSLA / Workers Compensation, Diversity & harassment training, and EEOC compliance.
- Risk Management services inclusive of compressed air equipment inspections, fuel distribution, and generator maintenance.
- Media relations, video production, and field PIO service.
- Management Information Systems/Geospatial Information System services inclusive of network, hardware, and software installation & maintenance. GIS support of advanced data processing for planning services.
- Warehouse/Support Services provides facilities & property maintenance, 24/7/365 safety gear & firefighting equipment supply and
- Incident records (Fire & EMS) management, subpoenas processing, and FOIA request processing.
- Dispatch services through County Fire membership in CONFIRE JPA, with battalion chief involvement for real-time resource deployment adjustment by a line officer.
- Quality Assurance/Improvement review of EMS delivery, with associated nurse educator and paramedic program medical director services.
- Fire investigation (with K-9 support), prevention, and CUPA services.
- Disaster planning and coordination through County OES.
- Fiscal management, budgeting, and payroll services.
- 24/7/365 fire mechanic and towing, regional mobile mechanic service supported by two shop locations, and vehicle procurement and purchasing.

## ATTACHMENT A

### Estimated MIS Costs for RSP

Item - Hardware/Network	One-time (low)	Notes	On-going (annual)
Station Connectivity (WAN connection)	\$5,700.00	**see assumptions below	\$2,500.00
Station (phone service)	\$0.00		\$1,200.00
Station computers	\$2,300.00		\$0.00
Station printer	\$900.00		\$0.00
Tablet Command/ImageTrend ipads (MDC, E-pcr)	\$3,600.00		\$2,400.00
Cradlepoint (AVL modem)	\$7,600.00		\$1,200.00
Ambulance cell phone	\$150.00		\$600.00
Station Alerting	\$10,000.00	***see assumptions below	\$3,500.00
	<b>\$30,250.00</b>		<b>\$11,400.00</b>

Software	One-time (low)	Notes	On-going (annual)
Telestaff	\$0.00		\$1,095.00
Tablet Command (license)	\$0.00		\$1,400.00
Airwatch (mobile device management)	\$0.00		\$193.25
Active 911	\$0.00		\$176.25
First Arriving (Digital dashboards)	\$400.00		\$300.00
Office 365	\$0.00		\$3,750.00
Meraki (license)	\$0.00		\$450.00
	<b>\$400.00</b>		<b>\$7,364.50</b>

**Assumptions:**

One standard fire station, 2 front line units (1 engine, 1 ambulance), 5 full-time staff members on each shift

No radio costs are included - see Mahan

No costs for Image Trend are included

No costs for Target Solutions are included - see Stacy Powell

No one-time costs assumed for telephones, if the plan is just to transfer over service

Not a HQ, standard FS only

No BCs assigned to station

No security cameras or door access

\*\*Need to check for existing Spectrum service to the station (to verify that there are no construction costs for Internet service)

\*\*\*Station Alerting is not in every station yet, but the plan is to get there



## ATTACHMENT B

### Running Springs Apparatus

11/30/2021

**E50:** 2003 KME Type 1, GSO # 5397, 60 Series Detroit Diesel, 88,113 miles (odometer incorrect, should be around 15-29k actual miles)

Captain's doorstep is bent  
Possible cab crack at front grille  
Growler mounted backward and inop.  
Most compartment inner door panels are loose  
Several compartment door stays are bent  
Under cab insulation is coming off in the engine compartment  
Cab rest stops need to be shimmed (cab latches are rubbing striker plate)  
Cab lift rams bleed down and do not hold cab up.  
Right cab latch leaks  
Class 2 leak at engine oil pan  
Class 1 leak near transmission cooler at the radiator  
Class 1 leak at transmission output shaft seal  
Class 3 three leak near cab lift pump. (possible CAFS system oil leak)  
Rear leaf springs rubbing rear hanger bolts



**Amb. 50** 2019 Ford F450, Type 1 Wheeled Coach, Build # 410106, Powerstroke Diesel, 26,011 miles  
No major issues



**Amb. 50A** 2016 Ford F450, Type 1 Wheeled Coach, Build # 361068, Powerstroke Diesel, 80,267 miles

Hydraulic suspension leak at left rear  
Rear brakes need replacement (pads are crumbling)  
left side valve cover leaking oil  
A/C compressor leaking  
Rear tire will need replacing soon



**E51** 1999 KME Type 1, GSO # 4168, 60 Serise Detroit Diesel, 15,821 miles

Cab lift rams bleed down and do not hold cab up  
Air cleaner to cab boot torn  
Power steering box leaking oil  
Power steering pump leaking oil  
A/C compressor bracket bolt broken, compressor loose.  
A/C freon leak at compressor  
Front leaf springs unevenly sagging (front springs need to be replaced)  
Cab rest stops need to be shimmed (cab latches are rubbing striker plate)  
Several compartment door gas shocks need to be replaced  
Several compartment door stays are bent  
Most compartment inner door panels are loose  
Under cab insulation is coming off in engine compartment  
Front shock are leaking and need to be replaced  
Oil pan gasket leaking



**BE51** 2005 International/BME Type 3, 2WD, Navistar DT570, 19,870 miles  
Rear automatic slack adjusters are not adjusting properly and need to be replaced.

**Amb. 51** 2007 Chevrolet Type 2, Salem Kroger 4x4 Conversion, Duramax Diesel, 92,883 miles

Driver's door lock broken  
Right side anti-sway bay link needs to be replaced  
Left upper ball joint needs to be replaced



**S51** 2015 Ford F550, CTEC Body, Powerstroke Diesel, 80,267 miles

No major issues



DRAFT

## ATTACHMENT C

December 16, 2021

### **San Bernardino County – Fire Department Fire Station #50 Assessment**

31251 Hunsaker Way, Running Springs, CA 92382  
Site Visit 12/16/21

STK Architecture, Inc. attended at the above property to observe and report on the existing condition of the building. County Fire has requested services to evaluate and provide recommendations on the current conditions of each of its Fire Stations. STK performed a visual evaluation for deficiencies, and below are our findings:

#### **General Information:**

- Constructed originally circa late '40s. Various additions and remodeling have occurred over the decades. The upper level was constructed circa the 1970's.
- The FS is a two-story structure. The lower level is CMU construction, and the upper level is wood frame. The lower level contains one bathroom, Laundry, and the Apparatus Bay. The second level contains the living quarters.
- The FS currently houses four staff, including a Captain.
- There are four single-person bunk rooms.
- There are two bathrooms. One bathroom is located on the lower level and contains a shower and a toilet. This bathroom is currently in the middle of reconstruction and is not fully operational. The second bathroom is located on the upper level and contains one toilet, one shower, and dual vanity.
- The roof appears to be composition shingle and is 4-5 years old.
- Three truck bays doors. Two are in the front of the station, and one is on the side. None of the bays are pull-thru. The bays are approximately 35' deep each. No vehicle exhaust system is installed.
- No Fire Sprinklers and no Fire Alarm is installed.
- Building is unsecured by fencing and gates. There is no onsite parking for staff.

#### **Observation / Recommendations:**

1. The upper level has been remodeled within the last year. Includes flooring, Lighting, Kitchen, and bathroom.
2. The day room has been constructed by enclosing most of the existing outdoor deck area.
3. Apparatus Bay – Space is tight in this station. The station currently houses two ambulances, one squad, and one engine. No equipment is outside.
4. Bay door motors were replaced a few months ago.
5. One bedroom has no secondary emergency egress. This is not allowed by the current code.
6. Stairs - The interior stairway serves as the primary means of access to the upper level. The stairs are not designed for comfortable circulation. The risers are high, and the treads are too narrow, making the stairs a potential hazard if care is not taken when in use.
7. Disabled access – Since the building is circa 1940s and 1970s, most of the basic disabled access paths are not in place and may require significant updates to be in current compliance.
8. HVAC System – The current HVAC system consists of one split system with a gas furnace. The entire system was replaced five years ago.

9. Electrical System – According to the staff, the electrical system is in good working order. The main service is a small 240V 100 amp.
10. Emergency Generator – A small emergency generator carrying a partial building load is located under the outdoor exit stairway.

**Findings:**

1. CMU Wall – The CMU wall that divides the fire station from the property next door appears to have some water infiltration issues. The wall appears to have some deterioration and is leaking into the apparatus bay.
2. Apparatus Bay Beam - The apparatus bay once had a fire pole. To install this, it appears that the existing wood beam was once cut, and retrofit reinforcing was installed. Recommend having a structural engineer look at this and provide a more detailed assessment.
3. Maintenance items recommended
  - a. Install waterproofing on the apparatus bay CMU wall
  - b. The vehicle exhaust system is scheduled to be installed in February 2022
  - c. The concrete driveway is scheduled to be replaced in 2023
  - d. Kitchen countertops are scheduled to be replaced in 2022
4. Parts of this fire station are 70ish years old. The station will continue to serve its purpose if important maintenance repairs are made.

**DRAFT**

## ATTACHMENT D

December 16, 2021

### **San Bernardino County – Fire Department Running Springs Fire Station #51 Assessment**

31250 Hilltop Blvd., Running Springs, CA 92382

Site Visit 12/16/21

STK Architecture, Inc. attended at the above property to observe and report on the existing condition of the building. County Fire has requested services to evaluate and provide recommendations on the current conditions of each of its Fire Stations. STK performed a visual evaluation for deficiencies, and below are our findings:

#### **General Information:**

- Constructed in 1971.
- The FS is a one-story wood-frame structure.
- The FS currently houses four staff, including a Captain.
- There are four beds in one shared bunk room
- There is one bathroom with a shower, urinal, and toilet. There are also two single-person restrooms with no showers.
- The roof appears to be composition shingle.
- Two truck bays approximately 50' deep each, with no vehicle exhaust system.
- No Fire Sprinklers and no Fire Alarm is installed.
- No secured parking or yard area.
- Serviced by municipal water and sewer system
- The gym is in the apparatus bay. The truck must pull out to use the equipment.

#### **Observation / Recommendations:**

1. Renovations - The facility appears not to have been renovated but simply maintained. The interior will, at some point, soon require a kitchen, bath, and flooring renovations.
2. Apparatus Bay – Space in the apparatus bay is tight. The width is narrow, making circulation around the equipment difficult to impossible. There are currently two snowcats parked outside as there is no room in the apparatus bay.
3. Cascade Oxygen System – There is an oxygen tank refill station in the medic room.
4. Disabled access – Since the building is circa 1971 and in the mountains, most of the basic disabled access paths are not in place and may require significant updates to be in current compliance.
5. HVAC System – The current HVAC system consists of a single split system with a gas-fired furnace. The furnace has been recently replaced, and the air conditioning system's age is unknown.
6. Electrical System – Generator backup system is shared with the water district building next door. The main switchboard and panel are located in the water district building and are shared. It is believed that a sub-meter exists to track fire station electric consumption.
7. Roof – The existing composition shingle roof is approximately ten years old. The gutter/roof does not have a snowmelt system.



**Findings:**

1. Maintenance items recommended
  - a. Exposed wires in Bunk Room require cover. (see photo)
  - b. Plymovent installation is scheduled for January / February 2022
  - c. Investigate various areas around the base of the building where the wood siding has deteriorated for water intrusion and repair.
  - d. New apparatus bay door motors are scheduled to be installed soon.
  - e. Roof gutter work is scheduled to be performed soon.
2. Cascade System – there appears to be a cascade oxygen refill station in the medic room. There are a total of 5 large cylinders. This should be further researched to see if the room containing the oxygen tanks is required to be fire-rated. This could be a building code safety violation.
3. Gym – The construction of a separate building or an expansion of the existing building for a gym would be helpful to the staff.
4. Bathroom – Since there is only one shower, the addition of a second bathroom will be helpful to the staff in the future.
5. This fire station is well over 50 years old and still appears to be in sound condition. Remodeling the interior and proactively maintaining the facility will ensure many more years of service.

**DRAFT**

**ATTACHMENT E**

FF Safety Gear Full Compliment	
Item	Cost
Turnouts x2	\$6,617.14
Structure Helmet (complete)	\$310.10
Leather Shield	\$28.50
Leather Boots	\$519.18
PBI Hoods x 2	\$200.00
Structure Gloves x2	\$150.00
Canteen Holders x2	\$28.50
Wildland Shirt	\$150.80
Wildland Pants x 2	\$126.68
Badges x2	\$178.00
Medical Pouch	\$24.10
Pelican Headlamp	\$28.65
Fire Shelter	\$412.40
Hose Clamp	\$181.90
Hose Clamp Holder	\$12.02
Webbing with Harness	\$56.21
Canteen Holders x2	\$6.38
Wildland Gloves	\$36.15
Wildland Helmet	\$54.98
Traffic Safety Vest	\$13.90
Bungee	\$10.74
Gear Bag	\$54.37
Helmet Decals	\$7.37
Wildland Goggles	\$9.50
	<u>\$9,217.57</u> +Tax

FF Class B Uniform:	
Item	Cost
Pant	\$53.50
Shirt	\$59.95
Belt	\$7.67
Belt buckle	\$22
Name plate	\$5.79
Tie	\$7.29
Tie bar	\$2.99
Hat	\$84.19
Hat device	\$14.95
Shoes	\$47.73
Haix boots	\$268.35
	<u>\$574.41</u>

Class C Uniform:	
Item	Cost
Station Pants x2	\$260.60
Workrite Shirts x2	\$229.90
T-shirts x4	\$36.00
Shorts	\$13.26
Crewneck	\$12.95
Hat	\$14.00
Belt	\$13.00
Belt buckle	\$22.00
	<u>\$601.71</u>

Ambulance Operator Cost of Safety  
Gear Full Compliment

Item	Cost
Structure Helmet Complete	\$310.10
Leather Shield	\$28.50
Step-In Gear Bag	\$36.12
Driver Gloves	\$8.19
Traffic Safety Vest	\$13.90
Wildland Shirt	\$150.80
	<u>\$547.61</u>

AO Uniform

Item	Cost
Polos x2	\$79.63
T-shirts x2	\$16.04
Wildland Pants x2	\$225.98
Belt	\$14.31
Belt Buckle	\$22.01
Zipper Hoodie	\$22.95
	<u>\$380.92</u>

SCBA for FF and AO

Mask	\$335.95
Filter Adapter	\$91.25
Filter	\$20.00
	<u>\$447.20</u>

Total cost for FF

Safety Gear	\$9,217.57
Class B Uniform	\$574.41
Class C Uniform	\$601.71
SCBA	\$547.61
	<u>\$10,941.30</u>

Total Cost for AO

Safety Gear	\$547.61
SCBA	\$447.20
Uniform	\$380.92
Clothing PO	\$450.00
	<u>\$1,825.73</u>



**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** April 20, 2022  
**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.

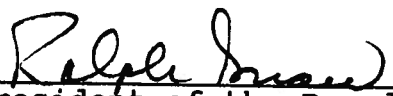
2. This Board of Directors determines that the most feasible and flexible method of implementing this policy, at least expense to the District, is to invest all surplus District funds in the Local Agency Investment Fund of the State of California.

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

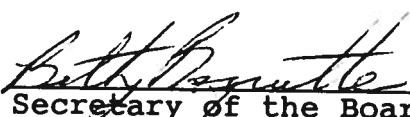
4. At least quarterly, the General Manager will provide the Board of Directors with the most recent copies of statements from the Local Agency Investment Fund indicating amounts invested and rates of return. With each such quarterly report, the General Manager shall also indicate to the Board of Directors 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 04/15/2022, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 03/31/2022.

Earnings Ratio		.00000875657176851
Interest Rate		0.32%
Dollar Day Total	\$	523,686,070.80
Quarter End Principal Balance	\$	6,029,131.66
Quarterly Interest Earned	\$	4,585.69

**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** April 20, 2022  
**TO:** Board of Directors  
**FROM:** Ryan Gross, General Manager  
**SUBJECT:** Quarterly Budget/Financial Summary

**BACKGROUND INFORMATION**

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

**ATTACHMENTS**

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

<b>Fund Balances as of March 31, 2022</b>	
<b>Fire &amp; Ambulance Department</b>	
Fire & Ambulance Department Operating Reserve	1,394,461
<b>Recommended Operating Reserve Fund Target (6 Months Operating Expenses)</b>	<b>1,477,565</b>
<b>Fire &amp; Ambulance Department Operating Reserve, Above Target / (Below Target)</b>	<b>(83,104)</b>
<b>Wastewater Division</b>	
Wastewater Capital Improvement Project Reserve	1,429,741
Wastewater System Connection & Capacity Charges	-
CWSRF Loan Agreement 14-813 Debt Reserve (Restricted for SLS 1-3 Debt Service)	171,537
Wastewater Operating Reserve Fund	596,698
<b>Recommended Operating Reserve Fund Target (4 Months Operating Expenses)</b>	<b>596,698</b>
<b>Wastewater Operating Reserve, Above Target / (Below Target)</b>	<b>-</b>
<b>Water Division</b>	
Water Capital Improvement Project Reserve	1,941,098
Water System Connection & Capacity Charges	128,868
Water Infrastructure R&R Reserve (MFC & AMR SRF Debt Reserve)	89,334
Water Operating Reserve	542,497
<b>Recommended Operating Reserve Fund Target (4 Months Operating Expenses)</b>	<b>542,497</b>
<b>Water Operating Reserve, Above Target / (Below Target)</b>	<b>-</b>
<b>Assessment Districts Restricted Funds</b>	
Water Assessment District No. 9 Construction Funds	2,609
Water Assessment District No. 10 Construction Funds	26,421
Water Assessment District No. 10 O&M	41,331
Water Assessment District No. 10 Bond Reserve Fund	1
<b>Subtotal Assessment Districts</b>	<b>70,361</b>
<b>Total District Designated &amp; Operating Reserve Funds</b>	<b>6,294,235</b>
<b>Assessment District Funds</b>	<b>70,361</b>
<b>Combined Pooled Cash</b>	<b>6,364,596</b>
<b>Checking Account (General)</b>	<b>328,563</b>
<b>LAIF</b>	<b>6,029,132</b>
<b>York Insurance Deposit</b>	<b>5,900</b>
<b>BNY Mellon (AD #10 Bond Reserve)</b>	<b>1</b>
<b>Petty Cash</b>	<b>1,000</b>
<b>Combined Pooled Cash</b>	<b>6,364,596</b>
	-

# Budget Report

## Account Summary

Running Springs Water District

For Fiscal: 2021-2022 Period Ending: 03/31/2022

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 100 - Administration Operating Fund</b>							
<b>Revenue</b>							
<a href="#">100-74000-00</a>	Interest Income	0.00	0.00	18.06	156.37	156.37	0.00 %
<a href="#">100-77000-00</a>	Property Lease Revenue	22,000.00	22,000.00	1,872.91	16,217.71	-5,782.29	73.72 %
<a href="#">100-78000-00</a>	Miscellaneous Income-Non Op	0.00	0.00	0.00	2,000.00	2,000.00	0.00 %
	<b>Revenue Total:</b>	<b>22,000.00</b>	<b>22,000.00</b>	<b>1,890.97</b>	<b>18,374.08</b>	<b>-3,625.92</b>	<b>83.52%</b>
<b>Expense</b>							
<a href="#">100-50100-00</a>	Salaries and Wages	469,547.00	469,547.00	34,879.97	359,837.23	109,709.77	76.63 %
<a href="#">100-50110-00</a>	Salaries and Wages - Overtime	1,000.00	1,000.00	35.92	1,515.25	-515.25	151.53 %
<a href="#">100-50120-00</a>	Medicare Tax	6,823.00	6,823.00	494.94	5,209.26	1,613.74	76.35 %
<a href="#">100-50130-00</a>	Worker's Compensation Insurance	3,607.00	3,607.00	0.00	3,268.22	338.78	90.61 %
<a href="#">100-50140-00</a>	Employee Benefits-Group Insurance	64,280.00	64,280.00	5,419.16	32,965.13	31,314.87	51.28 %
<a href="#">100-50150-00</a>	Employee Benefits-Retirement	217,950.00	217,950.00	6,237.78	200,553.93	17,396.07	92.02 %
<a href="#">100-52200-00</a>	Bank charge	0.00	0.00	0.00	10.00	-10.00	0.00 %
<a href="#">100-53120-00</a>	Director's Compensation Fees	9,000.00	9,000.00	700.00	5,800.00	3,200.00	64.44 %
<a href="#">100-53200-00</a>	Education & Seminars	4,000.00	4,000.00	875.00	1,818.42	2,181.58	45.46 %
<a href="#">100-56100-00</a>	Memberships & Subscriptions	12,525.00	12,525.00	392.82	9,582.14	2,942.86	76.50 %
<a href="#">100-57100-00</a>	Permits & Fees	10,533.00	10,533.00	0.00	10,225.16	307.84	97.08 %
<a href="#">100-57140-00</a>	Professional Services	219,200.00	219,200.00	8,744.92	137,989.94	81,210.06	62.95 %
<a href="#">100-57310-00</a>	Repairs and maintenance	19,270.00	19,270.00	1,118.57	9,951.86	9,318.14	51.64 %
<a href="#">100-57440-00</a>	Office Supplies & Expenses	29,425.00	29,425.00	3,687.09	34,987.90	-5,562.90	118.91 %
<a href="#">100-58250-00</a>	Utilities - Electric, Gas, Phone, Trash	17,144.00	17,144.00	1,482.76	11,163.08	5,980.92	65.11 %
<a href="#">100-60000-00</a>	Depreciation	2,692.00	2,692.00	97.66	878.94	1,813.06	32.65 %
<a href="#">100-86000-00</a>	Administrative Expense Reimbursem...	-1,101,312.00	-1,101,312.00	-91,776.00	-825,984.00	-275,328.00	75.00 %
	<b>Expense Total:</b>	<b>-14,316.00</b>	<b>-14,316.00</b>	<b>-27,609.41</b>	<b>-227.54</b>	<b>-14,088.46</b>	<b>1.59%</b>
	<b>Fund: 100 - Administration Operating Fund Surplus (Deficit):</b>	<b>36,316.00</b>	<b>36,316.00</b>	<b>29,500.38</b>	<b>18,601.62</b>	<b>-17,714.38</b>	<b>51.22%</b>
<b>Fund: 200 - Water Operating Fund</b>							
<b>Revenue</b>							
<a href="#">200-40100-00</a>	Service Charges - Residential	1,316,123.00	1,316,123.00	107,813.16	968,280.79	-347,842.21	73.57 %
<a href="#">200-40200-00</a>	Service Charges - Commercial	53,762.00	53,762.00	4,384.21	39,120.05	-14,641.95	72.77 %
<a href="#">200-40300-00</a>	Service Charges - Landscape Irrigation	1,902.00	1,902.00	72.56	653.04	-1,248.96	34.33 %
<a href="#">200-40500-00</a>	Service Charges - Fire Meter Base Cha...	11,368.00	11,368.00	1,317.58	11,280.21	-87.79	99.23 %
<a href="#">200-41100-00</a>	Water Usage / metered charges - Res...	784,890.00	784,890.00	48,236.66	597,457.32	-187,432.68	76.12 %
<a href="#">200-41200-00</a>	Water Usage / metered charges - Co...	69,768.00	69,768.00	3,326.73	54,093.40	-15,674.60	77.53 %
<a href="#">200-41400-00</a>	Water Usage / metered charges - Out...	8,721.00	8,721.00	319.20	2,926.13	-5,794.87	33.55 %
<a href="#">200-41500-00</a>	Water Usage / metered charges - Fire...	4,361.00	4,361.00	19.08	646.82	-3,714.18	14.83 %
<a href="#">200-41600-00</a>	Water Usage - Landscape	4,361.00	4,361.00	100.09	3,568.62	-792.38	81.83 %
<a href="#">200-43000-00</a>	Meter Turn-on & Shut-Off Charge	20,000.00	20,000.00	3,050.00	8,400.00	-11,600.00	42.00 %
<a href="#">200-44000-00</a>	Delinquent Fees	27,500.00	27,500.00	2,442.22	23,891.12	-3,608.88	86.88 %
<a href="#">200-45000-00</a>	Inventory Sales - Water	0.00	0.00	0.00	224.77	224.77	0.00 %
<a href="#">200-49000-00</a>	Other service fees	0.00	0.00	105.00	770.00	770.00	0.00 %
<a href="#">200-71000-00</a>	Availability Charges	42,000.00	42,000.00	0.00	38,570.93	-3,429.07	91.84 %
<a href="#">200-71200-00</a>	Availability Charge - Penalties & cost ...	0.00	0.00	197.06	1,078.94	1,078.94	0.00 %
<a href="#">200-72000-00</a>	Connection Fee	0.00	0.00	0.00	2,804.67	2,804.67	0.00 %
<a href="#">200-74000-00</a>	Interest Income	25,000.00	25,000.00	0.00	2,877.60	-22,122.40	11.51 %
<a href="#">200-78000-00</a>	Miscellaneous Income-Non Op	5,000.00	5,000.00	0.00	0.15	-4,999.85	0.00 %
	<b>Revenue Total:</b>	<b>2,374,756.00</b>	<b>2,374,756.00</b>	<b>171,383.55</b>	<b>1,756,644.56</b>	<b>-618,111.44</b>	<b>73.97%</b>
<b>Expense</b>							
<a href="#">200-50100-00</a>	Salaries and Wages	300,410.00	300,410.00	20,606.56	235,639.11	64,770.89	78.44 %
<a href="#">200-50110-00</a>	Salaries and Wages - Overtime	33,254.00	33,254.00	4,365.27	37,833.45	-4,579.45	113.77 %
<a href="#">200-50120-00</a>	Medicare Tax	4,840.00	4,840.00	371.63	4,018.18	821.82	83.02 %



**Budget Report**

For Fiscal: 2021-2022 Period Ending: 03/31/2022

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">200-50130-00</a>	Worker's Compensation Insurance	9,885.00	9,885.00	0.00	6,750.04	3,134.96	68.29 %
<a href="#">200-50140-00</a>	Employee Benefits-Group Insurance	60,922.00	60,922.00	3,426.19	43,140.81	17,781.19	70.81 %
<a href="#">200-50150-00</a>	Employee Benefits-Retirement	174,173.00	174,173.00	5,035.47	163,023.36	11,149.64	93.60 %
<a href="#">200-50160-00</a>	Employee Benefits-Uniform Allowance	1,827.00	1,827.00	161.55	738.13	1,088.87	40.40 %
<a href="#">200-53200-00</a>	Education & Seminars	3,000.00	3,000.00	0.00	1,030.69	1,969.31	34.36 %
<a href="#">200-54100-00</a>	Gas, Fuel & Oil	8,670.00	8,670.00	56.54	6,341.75	2,328.25	73.15 %
<a href="#">200-54300-00</a>	Insurance - liability	40,842.00	40,842.00	0.00	40,731.84	110.16	99.73 %
<a href="#">200-56100-00</a>	Memberships & Subscriptions	6,641.00	6,641.00	0.00	1,716.98	4,924.02	25.85 %
<a href="#">200-56150-00</a>	Miscellaneous Supplies, Tools & Expe...	8,498.00	8,498.00	95.90	2,006.52	6,491.48	23.61 %
<a href="#">200-57100-00</a>	Permits & Fees	28,345.00	28,345.00	201.45	20,620.76	7,724.24	72.75 %
<a href="#">200-57313-00</a>	Repairs and Maintenance - Main Offi...	0.00	0.00	0.00	860.61	-860.61	0.00 %
<a href="#">200-57314-00</a>	Repairs and maintenance - Source of ...	31,335.00	31,335.00	3,335.69	18,744.49	12,590.51	59.82 %
<a href="#">200-57440-00</a>	Office Supplies & Materials	0.00	0.00	0.00	138.54	-138.54	0.00 %
<a href="#">200-58250-00</a>	Utilities - Electric, Gas, Phone, Trash	7,322.00	7,322.00	833.00	6,198.22	1,123.78	84.65 %
<a href="#">200-58253-00</a>	Utilities - Power for Pumping	88,120.00	88,120.00	5,639.66	59,002.57	29,117.43	66.96 %
<a href="#">200-58300-00</a>	Vehicle Maintenance	6,600.00	6,600.00	0.00	4,793.82	1,806.18	72.63 %
<a href="#">200-59100-00</a>	Water Purchases	256,322.00	256,322.00	9,486.77	226,560.37	29,761.63	88.39 %
<a href="#">200-59200-00</a>	Water Testing & Analysis	27,858.00	27,858.00	3,190.00	31,445.40	-3,587.40	112.88 %
<a href="#">200-60000-00</a>	Depreciation	293,791.00	293,791.00	23,022.23	207,328.68	86,462.32	70.57 %
<a href="#">200-84000-00</a>	Interest Expense	14,348.00	14,348.00	3,636.33	7,757.98	6,590.02	54.07 %
<a href="#">200-86000-00</a>	Administrative Expense	528,630.00	528,630.00	44,272.50	396,209.49	132,420.51	74.95 %
	<b>Expense Total:</b>	<b>1,935,633.00</b>	<b>1,935,633.00</b>	<b>127,736.74</b>	<b>1,522,631.79</b>	<b>413,001.21</b>	<b>78.66%</b>
	<b>Fund: 200 - Water Operating Fund Surplus (Deficit):</b>	<b>439,123.00</b>	<b>439,123.00</b>	<b>43,646.81</b>	<b>234,012.77</b>	<b>-205,110.23</b>	<b>53.29%</b>

**Fund: 300 - Sewer Collection**

<b>Revenue</b>							
<a href="#">300-40100-00</a>	Service Charges - Residential	1,047,848.00	1,047,848.00	92,373.80	827,435.64	-220,412.36	78.97 %
<a href="#">300-40200-00</a>	Service Charges - Commercial	78,870.00	78,870.00	5,935.17	53,408.57	-25,461.43	67.72 %
<a href="#">300-44000-00</a>	Delinquent Fees	7,224.00	7,224.00	2,605.31	21,323.22	14,099.22	295.17 %
<a href="#">300-49000-00</a>	Other service fees	0.00	0.00	75.00	850.00	850.00	0.00 %
<a href="#">300-70500-00</a>	In lieu of taxes	0.00	0.00	60.00	540.00	540.00	0.00 %
<a href="#">300-71000-00</a>	Availability Charges	8,033.00	8,033.00	0.00	7,885.36	-147.64	98.16 %
<a href="#">300-71200-00</a>	Availability Charge - Penalties & cost ...	0.00	0.00	67.02	250.60	250.60	0.00 %
<a href="#">300-73000-00</a>	Sewer Hot Taps & Septic Waste Dump..	862.00	862.00	0.00	0.00	-862.00	0.00 %
<a href="#">300-74000-00</a>	Interest Income	10,443.00	10,443.00	0.00	1,017.78	-9,425.22	9.75 %
	<b>Revenue Total:</b>	<b>1,153,280.00</b>	<b>1,153,280.00</b>	<b>101,116.30</b>	<b>912,711.17</b>	<b>-240,568.83</b>	<b>79.14%</b>

<b>Expense</b>							
<a href="#">300-50100-00</a>	Salaries and Wages	262,908.00	262,908.00	20,029.66	199,383.49	63,524.51	75.84 %
<a href="#">300-50110-00</a>	Salaries and Wages - Overtime	12,647.00	12,647.00	1,505.13	16,088.30	-3,441.30	127.21 %
<a href="#">300-50120-00</a>	Medicare Tax	3,994.00	3,994.00	305.43	3,068.54	925.46	76.83 %
<a href="#">300-50130-00</a>	Worker's Compensation Insurance	11,444.00	11,444.00	0.00	10,497.70	946.30	91.73 %
<a href="#">300-50140-00</a>	Employee Benefits-Group Insurance	26,513.00	26,513.00	1,959.92	19,168.92	7,344.08	72.30 %
<a href="#">300-50150-00</a>	Employee Benefits-Retirement	100,066.00	100,066.00	3,203.20	91,559.90	8,506.10	91.50 %
<a href="#">300-50160-00</a>	Employee Benefits-Uniform Allowance	1,557.00	1,557.00	0.00	700.00	857.00	44.96 %
<a href="#">300-53200-00</a>	Education & Seminars	2,000.00	2,000.00	0.00	647.00	1,353.00	32.35 %
<a href="#">300-54100-00</a>	Gas, Fuel & Oil	4,552.00	4,552.00	0.00	5,702.42	-1,150.42	125.27 %
<a href="#">300-54300-00</a>	Insurance - liability	32,065.00	32,065.00	0.00	32,493.09	-428.09	101.34 %
<a href="#">300-56100-00</a>	Memberships & Subscriptions	4,801.00	4,801.00	-106.00	2,165.49	2,635.51	45.10 %
<a href="#">300-56300-00</a>	Office Supplies	1,000.00	1,000.00	0.00	231.94	768.06	23.19 %
<a href="#">300-57100-00</a>	Permits & Fees	12,473.00	12,473.00	582.74	5,109.03	7,363.97	40.96 %
<a href="#">300-57310-00</a>	Repairs and maintenance - Collection	27,230.00	27,230.00	734.50	7,378.86	19,851.14	27.10 %
<a href="#">300-57311-00</a>	Repairs and maintenance - Lift Station	19,378.00	19,378.00	-46.16	3,514.44	15,863.56	18.14 %
<a href="#">300-57440-00</a>	Supplies & Materials	4,793.00	4,793.00	18.68	1,609.20	3,183.80	33.57 %
<a href="#">300-58252-00</a>	Utilities - Lift Station	31,269.00	31,269.00	3,912.13	29,624.17	1,644.83	94.74 %
<a href="#">300-58300-00</a>	Vehicle Maintenance - Collections	5,900.00	5,900.00	266.89	3,493.61	2,406.39	59.21 %
<a href="#">300-60000-00</a>	Depreciation	199,767.00	199,767.00	16,232.28	146,803.38	52,963.62	73.49 %
<a href="#">300-84000-00</a>	Interest Expense	44,605.00	44,605.00	0.00	51,195.18	-6,590.18	114.77 %
<a href="#">300-86000-00</a>	Administrative Expense	176,210.00	176,210.00	15,520.17	132,993.53	43,216.47	75.47 %

Budget Report

To move WW Capacity Charge Reserve Balance from 300 to 350 for MBR project

For Fiscal: 2021-2022 Period Ending: 03/31/2022

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">300-90000-00</a>	Interfund Transfer	0.00	0.00	0.00	132,874.88	-132,874.88	0.00 %
	<b>Expense Total:</b>	<b>985,172.00</b>	<b>985,172.00</b>	<b>64,118.57</b>	<b>896,303.07</b>	<b>88,868.93</b>	<b>90.98%</b>
	<b>Fund: 300 - Sewer Collection Surplus (Deficit):</b>	<b>168,108.00</b>	<b>168,108.00</b>	<b>36,997.73</b>	<b>16,408.10</b>	<b>-151,699.90</b>	<b>9.76%</b>
<b>Fund: 320 - Sewer Capacity Charge Fund - Restricted</b>							
<b>Revenue</b>							
<a href="#">320-72100-00</a>	Fac. Capacity Chg.	0.00	0.00	0.00	5,815.00	5,815.00	0.00 %
	<b>Revenue Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,815.00</b>	<b>5,815.00</b>	<b>0.00%</b>
<b>Expense</b>							
<a href="#">320-90000-00</a>	Interfund Transfer	0.00	0.00	0.00	23,260.00	-23,260.00	0.00 %
	<b>Expense Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23,260.00</b>	<b>-23,260.00</b>	<b>0.00%</b>
	<b>Fund: 320 - Sewer Capacity Charge Fund - Restricted Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-17,445.00</b>	<b>-17,445.00</b>	<b>0.00%</b>
<b>Fund: 350 - Sewer Treatment</b>							
<b>Revenue</b>							
<a href="#">350-40100-00</a>	Service Charges - Residential (TR)	780,857.00	780,857.00	66,144.90	595,304.27	-185,552.73	76.24 %
<a href="#">350-40200-00</a>	Service Charges - Commercial (TR)	58,774.00	58,774.00	0.00	0.00	-58,774.00	0.00 %
<a href="#">350-41100-00</a>	Sewer Usage - Residential (TR)	137,755.00	137,755.00	8,768.46	102,968.61	-34,786.39	74.75 %
<a href="#">350-41200-00</a>	Sewer Usage - Commercial (TR)	10,369.00	10,369.00	611.74	7,237.28	-3,131.72	69.80 %
<a href="#">350-42100-00</a>	O&M Payments-Arrowbear CWD	199,156.00	199,156.00	17,934.00	161,406.00	-37,750.00	81.05 %
<a href="#">350-42200-00</a>	O&M Payments-CSA 79	253,891.00	253,891.00	21,460.00	193,140.00	-60,751.00	76.07 %
<a href="#">350-44000-00</a>	Delinquent Fees	5,383.00	5,383.00	448.60	4,037.40	-1,345.60	75.00 %
<a href="#">350-71000-00</a>	Availability Charges	5,987.00	5,987.00	0.00	5,987.00	0.00	100.00 %
<a href="#">350-73000-00</a>	Sewer Hot Taps & Septic Waste Dump..	642.00	642.00	0.00	0.00	-642.00	0.00 %
<a href="#">350-74000-00</a>	Interest Income	7,783.00	7,783.00	0.00	1,258.54	-6,524.46	16.17 %
<a href="#">350-75100-00</a>	Capital Payments - Arrowbear CWD	160,856.00	160,856.00	13,970.00	125,730.00	-35,126.00	78.16 %
<a href="#">350-75200-00</a>	Capital Payments-CSA 79	207,807.00	207,807.00	17,564.00	158,076.00	-49,731.00	76.07 %
<a href="#">350-78100-00</a>	Gain or Loss on Sales of Capital Assets	0.00	0.00	0.00	10,437.13	10,437.13	0.00 %
	<b>Revenue Total:</b>	<b>1,829,260.00</b>	<b>1,829,260.00</b>	<b>146,901.70</b>	<b>1,365,582.23</b>	<b>-463,677.77</b>	<b>74.65%</b>
<b>Expense</b>							
<a href="#">350-50100-00</a>	Salaries and Wages	271,641.00	271,641.00	21,313.94	212,529.14	59,111.86	78.24 %
<a href="#">350-50100-02</a>	Salaries and Wages - SLS #2	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
<a href="#">350-50110-00</a>	Salaries and Wages - Overtime	20,225.00	20,225.00	1,895.64	19,889.74	335.26	98.34 %
<a href="#">350-50120-00</a>	Medicare Tax	4,232.00	4,232.00	325.65	3,278.46	953.54	77.47 %
<a href="#">350-50130-00</a>	Worker's Compensation Insurance	11,444.00	11,444.00	0.00	10,973.39	470.61	95.89 %
<a href="#">350-50140-00</a>	Employee Benefits-Group Insurance	45,532.00	45,532.00	2,880.62	26,578.32	18,953.68	58.37 %
<a href="#">350-50150-00</a>	Employee Benefits-Retirement	159,395.00	159,395.00	3,876.24	149,688.42	9,706.58	93.91 %
<a href="#">350-50160-00</a>	Employee Benefits-Uniform Allowance	1,557.00	1,557.00	0.00	842.73	714.27	54.13 %
<a href="#">350-53200-00</a>	Education & Seminars	2,500.00	2,500.00	173.53	846.53	1,653.47	33.86 %
<a href="#">350-53300-00</a>	Effluent Disposal	8,500.00	8,500.00	0.00	0.00	8,500.00	0.00 %
<a href="#">350-54100-00</a>	Gas, Fuel & Oil	4,875.00	4,875.00	5,181.18	10,777.49	-5,902.49	221.08 %
<a href="#">350-54300-00</a>	Insurance - liability	32,295.00	32,295.00	0.00	31,988.42	306.58	99.05 %
<a href="#">350-56100-00</a>	Memberships & Subscriptions	3,835.00	3,835.00	120.00	650.52	3,184.48	16.96 %
<a href="#">350-57100-00</a>	Permits & Fees	31,100.00	31,100.00	0.00	32,116.22	-1,016.22	103.27 %
<a href="#">350-57100-02</a>	Permits & Fees (SLS #2)	2,000.00	2,000.00	0.00	682.00	1,318.00	34.10 %
<a href="#">350-57310-00</a>	Repairs & Maintenance - Sewer Inter...	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
<a href="#">350-57310-02</a>	Repairs and Maintenance (SLS #2)	2,850.00	2,850.00	0.00	187.49	2,662.51	6.58 %
<a href="#">350-57314-00</a>	Repairs & Maintenance - Treatment P...	62,250.00	62,250.00	2,436.30	51,303.65	10,946.35	82.42 %
<a href="#">350-57430-00</a>	Solids Handling	62,040.00	62,040.00	4,741.40	47,993.35	14,046.65	77.36 %
<a href="#">350-57440-00</a>	Miscellaneous Supplies & Materials	7,443.00	7,443.00	157.20	4,269.52	3,173.48	57.36 %
<a href="#">350-57444-00</a>	Supplies - Office	6,500.00	6,500.00	1,762.70	1,762.70	4,737.30	27.12 %
<a href="#">350-58251-00</a>	Utilities - Joint Use Facilities	102,322.00	102,322.00	27,117.83	110,890.97	-8,568.97	108.37 %
<a href="#">350-58251-02</a>	Utilities - SLS#2	7,000.00	7,000.00	849.42	7,258.32	-258.32	103.69 %
<a href="#">350-58300-00</a>	Vehicle Maintenance - Treatment	6,850.00	6,850.00	226.37	3,897.06	2,952.94	56.89 %
<a href="#">350-59200-00</a>	Wastewater Testing & Analysis	12,200.00	12,200.00	174.00	8,097.85	4,102.15	66.38 %
<a href="#">350-60000-00</a>	Depreciation	268,100.00	268,100.00	19,248.40	174,724.84	93,375.16	65.17 %
<a href="#">350-86000-00</a>	Administrative Expense	176,210.00	176,210.00	14,684.17	132,157.53	44,052.47	75.00 %

Budget Report

To move WW Capacity Charge Reserve Balance from 300 to 350 for MBR project

For Fiscal: 2021-2022 Period Ending: 03/31/2022

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">350-90000-00</a> Interfund Transfer	0.00	0.00	0.00	-156,134.88	156,134.88	0.00 %
<b>Expense Total:</b>	<b>1,317,396.00</b>	<b>1,317,396.00</b>	<b>107,164.59</b>	<b>887,249.78</b>	<b>430,146.22</b>	<b>67.35%</b>
<b>Fund: 350 - Sewer Treatment Surplus (Deficit):</b>	<b>511,864.00</b>	<b>511,864.00</b>	<b>39,737.11</b>	<b>478,332.45</b>	<b>-33,531.55</b>	<b>93.45%</b>

Fund: 400 - Ambulance Operating Fund

Revenue						
<a href="#">400-40000-00</a> Service Charges	1,120,000.00	1,120,000.00	113,370.78	971,473.68	-148,526.32	86.74 %
<a href="#">400-40050-00</a> Ambulance Contractural Allowance	-600,000.00	-600,000.00	-56,442.97	-446,813.65	153,186.35	74.47 %
<a href="#">400-44000-00</a> Ambulance Late Fees	4,000.00	4,000.00	-20.00	3,310.00	-690.00	82.75 %
<a href="#">400-49500-00</a> Other service fees - Fire Payroll Reim...	30,000.00	30,000.00	0.00	29,644.28	-355.72	98.81 %
<a href="#">400-70000-00</a> Property Taxes	1,319,000.00	1,319,000.00	86,935.79	947,444.77	-371,555.23	71.83 %
<a href="#">400-74000-00</a> Interest Income	5,100.00	5,100.00	0.00	-292.67	-5,392.67	5.74 %
<a href="#">400-76000-00</a> Medi-Cal GEMT Support Reimburse...	0.00	0.00	0.00	-8,322.39	-8,322.39	0.00 %
<a href="#">400-76010-00</a> Medi-Cal IGT Program	185,000.00	185,000.00	0.00	133,515.68	-51,484.32	72.17 %
<a href="#">400-77000-00</a> Property Lease Revenue	0.00	0.00	2,625.00	18,375.00	18,375.00	0.00 %
<b>Revenue Total:</b>	<b>2,063,100.00</b>	<b>2,063,100.00</b>	<b>146,468.60</b>	<b>1,648,334.70</b>	<b>-414,765.30</b>	<b>79.90%</b>

Expense						
<a href="#">400-50100-00</a> Salaries and Wages	1,035,446.00	1,035,446.00	61,250.91	593,305.04	442,140.96	57.30 %
<a href="#">400-50110-00</a> Salaries and Wages - Overtime	187,500.00	187,500.00	13,099.38	219,596.25	-32,096.25	117.12 %
<a href="#">400-50120-00</a> Medicare Tax	17,734.00	17,734.00	1,077.81	12,404.64	5,329.36	69.95 %
<a href="#">400-50130-00</a> Worker's Compensation Insurance	32,331.00	32,331.00	0.00	40,240.39	-7,909.39	124.46 %
<a href="#">400-50140-00</a> Employee Benefits-Group Insurance	76,334.00	76,334.00	6,091.96	49,231.87	27,102.13	64.50 %
<a href="#">400-50150-00</a> Employee Benefits-Retirement	412,050.00	412,050.00	18,527.70	339,750.70	72,299.30	82.45 %
<a href="#">400-50160-00</a> Employee Benefits-Uniform Allowance	7,875.00	7,875.00	0.00	1,830.11	6,044.89	23.24 %
<a href="#">400-54100-00</a> Gas, Fuel & Oil	9,750.00	9,750.00	0.00	7,165.65	2,584.35	73.49 %
<a href="#">400-54300-00</a> Insurance - liability	21,233.00	21,233.00	0.00	21,233.37	-0.37	100.00 %
<a href="#">400-56100-00</a> Memberships & Subscriptions	19,020.00	19,020.00	0.00	6,301.34	12,718.66	33.13 %
<a href="#">400-57143-00</a> Professional Services - Dispatching Se...	51,225.00	51,225.00	0.00	30,349.10	20,875.90	59.25 %
<a href="#">400-57310-00</a> Repairs and maintenance - Spec. Pur...	4,000.00	4,000.00	0.00	2,360.93	1,639.07	59.25 %
<a href="#">400-57441-00</a> Supplies & Materials - Medical	27,500.00	27,500.00	2,465.57	29,934.86	-2,434.86	108.85 %
<a href="#">400-57442-00</a> Supplies & Materials - Misc	6,000.00	6,000.00	0.00	2,150.60	3,849.40	35.84 %
<a href="#">400-57443-00</a> Supplies & Materials - Station	6,200.00	6,200.00	35.01	789.61	5,410.39	12.74 %
<a href="#">400-58100-00</a> Communications	1,200.00	1,200.00	222.16	1,922.60	-722.60	160.22 %
<a href="#">400-58200-00</a> Uncollectible Accounts	150,000.00	150,000.00	0.00	0.00	150,000.00	0.00 %
<a href="#">400-58250-00</a> Utilities - Electric, Gas, Phone, Trash	16,788.00	16,788.00	1,664.41	16,022.30	765.70	95.44 %
<a href="#">400-58300-00</a> Vehicle Maintenance	19,350.00	19,350.00	66.36	5,209.27	14,140.73	26.92 %
<a href="#">400-60000-00</a> Depreciation	47,053.00	47,053.00	3,921.11	35,290.06	11,762.94	75.00 %
<a href="#">400-86000-00</a> Administrative Expense	110,131.00	110,131.00	9,755.08	86,394.84	23,736.16	78.45 %
<b>Expense Total:</b>	<b>2,258,720.00</b>	<b>2,258,720.00</b>	<b>118,177.46</b>	<b>1,501,483.53</b>	<b>757,236.47</b>	<b>66.47%</b>
<b>Fund: 400 - Ambulance Operating Fund Surplus (Deficit):</b>	<b>-195,620.00</b>	<b>-195,620.00</b>	<b>28,291.14</b>	<b>146,851.17</b>	<b>342,471.17</b>	<b>-75.07%</b>

Fund: 500 - Fire Operating Fund

Revenue						
<a href="#">500-44500-00</a> Fire College Course Revenue	0.00	0.00	0.00	2,067.75	2,067.75	0.00 %
<a href="#">500-46000-00</a> Hazard Abatement Program	20,000.00	20,000.00	0.00	10,659.00	-9,341.00	53.30 %
<a href="#">500-49000-00</a> Other service fees	5,000.00	5,000.00	501.00	4,147.70	-852.30	82.95 %
<a href="#">500-49500-00</a> Other service fees - Fire Payroll Reim...	200,000.00	200,000.00	0.00	125,019.66	-74,980.34	62.51 %
<a href="#">500-70000-00</a> Property Taxes	531,000.00	531,000.00	27,958.77	291,317.30	-239,682.70	54.86 %
<a href="#">500-70100-00</a> Property Taxes - PY Taxes and Assess...	0.00	0.00	1,019.82	17,140.82	17,140.82	0.00 %
<a href="#">500-70200-00</a> Property Tax - Penalties & cost on del...	0.00	0.00	298.99	737.56	737.56	0.00 %
<a href="#">500-70300-00</a> Property Tax - Homeowners Property...	0.00	0.00	0.00	7,356.79	7,356.79	0.00 %
<a href="#">500-71000-00</a> Availability Charges	205,000.00	205,000.00	0.00	203,937.50	-1,062.50	99.48 %
<a href="#">500-74000-00</a> Interest Income	20,000.00	20,000.00	0.00	1,234.05	-18,765.95	6.17 %
<a href="#">500-77000-00</a> Property Lease Revenue	0.00	0.00	875.00	6,125.00	6,125.00	0.00 %
<b>Revenue Total:</b>	<b>981,000.00</b>	<b>981,000.00</b>	<b>30,653.58</b>	<b>669,743.13</b>	<b>-311,256.87</b>	<b>68.27%</b>

Expense						
<a href="#">500-50100-00</a> Salaries and Wages	345,149.00	345,149.00	26,791.46	315,720.67	29,428.33	91.47 %
<a href="#">500-50110-00</a> Salaries and Wages - Overtime	62,500.00	62,500.00	4,366.49	73,766.90	-11,266.90	118.03 %

Budget Report

For Fiscal: 2021-2022 Period Ending: 03/31/2022

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">500-50120-00</a>	Medicare Tax	5,910.00	5,910.00	432.73	4,844.99	1,065.01 81.98 %
<a href="#">500-50130-00</a>	Worker's Compensation Insurance	10,777.00	10,777.00	0.00	13,787.93	-3,010.93 127.94 %
<a href="#">500-50140-00</a>	Employee Benefits-Group Insurance	25,445.00	25,445.00	2,030.64	16,200.13	9,244.87 63.67 %
<a href="#">500-50150-00</a>	Employee Benefits-Retirement	137,350.00	137,350.00	6,175.88	121,064.87	16,285.13 88.14 %
<a href="#">500-50160-00</a>	Employee Benefits-Uniform Allowance	2,625.00	2,625.00	0.00	610.01	2,014.99 23.24 %
<a href="#">500-50170-00</a>	Unemployment Benefit Expenses	0.00	0.00	0.00	328.95	-328.95 0.00 %
<a href="#">500-53200-00</a>	Education & Seminars	12,500.00	12,500.00	28.00	2,782.60	9,717.40 22.26 %
<a href="#">500-54100-00</a>	Gas, Fuel & Oil	12,350.00	12,350.00	0.00	8,891.55	3,458.45 72.00 %
<a href="#">500-54200-00</a>	Hazard Abatement Expense	18,500.00	18,500.00	0.00	1,801.00	16,699.00 9.74 %
<a href="#">500-54300-00</a>	Insurance - liability	26,191.00	26,191.00	0.00	26,190.55	0.45 100.00 %
<a href="#">500-56100-00</a>	Memberships & Subscriptions	5,255.00	5,255.00	126.00	4,449.16	805.84 84.67 %
<a href="#">500-56300-00</a>	Office Expense	6,400.00	6,400.00	0.00	2,820.82	3,579.18 44.08 %
<a href="#">500-57100-00</a>	Permits & Fees	3,850.00	3,850.00	0.00	598.11	3,251.89 15.54 %
<a href="#">500-57143-00</a>	Professional Services - Dispatching Se...	17,075.00	17,075.00	0.00	10,116.35	6,958.65 59.25 %
<a href="#">500-57310-00</a>	Repairs and Maintenance - Structures...	10,000.00	10,000.00	0.00	3,271.77	6,728.23 32.72 %
<a href="#">500-57400-00</a>	Safety Equipment & Clothing	34,200.00	34,200.00	369.34	9,361.28	24,838.72 27.37 %
<a href="#">500-58250-00</a>	Utilities - Electric, Gas, Phone, Trash	5,596.00	5,596.00	554.80	5,567.49	28.51 99.49 %
<a href="#">500-58300-00</a>	Vehicle Maintenance	41,660.00	41,660.00	93.12	22,396.32	19,263.68 53.76 %
<a href="#">500-81000-00</a>	Tax fee	0.00	0.00	287.81	3,122.76	-3,122.76 0.00 %
<a href="#">500-85000-00</a>	Capital Expenditures	82,757.00	82,757.00	14,898.02	22,440.52	60,316.48 27.12 %
<a href="#">500-86000-00</a>	Administrative Expense	110,131.00	110,131.00	9,370.08	89,378.74	20,752.26 81.16 %
	<b>Expense Total:</b>	<b>976,221.00</b>	<b>976,221.00</b>	<b>65,524.37</b>	<b>759,513.47</b>	<b>216,707.53 77.80%</b>
	<b>Fund: 500 - Fire Operating Fund Surplus (Deficit):</b>	<b>4,779.00</b>	<b>4,779.00</b>	<b>-34,870.79</b>	<b>-89,770.34</b>	<b>-94,549.34 -1,878.43%</b>

## Group Summary

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 100 - Administration Operating Fund</b>						
Revenue	22,000.00	22,000.00	1,890.97	18,374.08	-3,625.92	83.52%
Expense	-14,316.00	-14,316.00	-27,609.41	-227.54	-14,088.46	1.59%
<b>Fund: 100 - Administration Operating Fund Surplus (Deficit):</b>	<b>36,316.00</b>	<b>36,316.00</b>	<b>29,500.38</b>	<b>18,601.62</b>	<b>-17,714.38</b>	<b>51.22%</b>
<b>Fund: 200 - Water Operating Fund</b>						
Revenue	2,374,756.00	2,374,756.00	171,383.55	1,756,644.56	-618,111.44	73.97%
Expense	1,935,633.00	1,935,633.00	127,736.74	1,522,631.79	413,001.21	78.66%
<b>Fund: 200 - Water Operating Fund Surplus (Deficit):</b>	<b>439,123.00</b>	<b>439,123.00</b>	<b>43,646.81</b>	<b>234,012.77</b>	<b>-205,110.23</b>	<b>53.29%</b>
<b>Fund: 300 - Sewer Collection</b>						
Revenue	1,153,280.00	1,153,280.00	101,116.30	912,711.17	-240,568.83	79.14%
Expense	985,172.00	985,172.00	64,118.57	896,303.07	88,868.93	90.98%
<b>Fund: 300 - Sewer Collection Surplus (Deficit):</b>	<b>168,108.00</b>	<b>168,108.00</b>	<b>36,997.73</b>	<b>16,408.10</b>	<b>-151,699.90</b>	<b>9.76%</b>
<b>Fund: 320 - Sewer Capacity Charge Fund - Restricted</b>						
Revenue	0.00	0.00	0.00	5,815.00	5,815.00	0.00%
Expense	0.00	0.00	0.00	23,260.00	-23,260.00	0.00%
<b>Fund: 320 - Sewer Capacity Charge Fund - Restricted Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-17,445.00</b>	<b>-17,445.00</b>	<b>0.00%</b>
<b>Fund: 350 - Sewer Treatment</b>						
Revenue	1,829,260.00	1,829,260.00	146,901.70	1,365,582.23	-463,677.77	74.65%
Expense	1,317,396.00	1,317,396.00	107,164.59	887,249.78	430,146.22	67.35%
<b>Fund: 350 - Sewer Treatment Surplus (Deficit):</b>	<b>511,864.00</b>	<b>511,864.00</b>	<b>39,737.11</b>	<b>478,332.45</b>	<b>-33,531.55</b>	<b>93.45%</b>
<b>Fund: 400 - Ambulance Operating Fund</b>						
Revenue	2,063,100.00	2,063,100.00	146,468.60	1,648,334.70	-414,765.30	79.90%
Expense	2,258,720.00	2,258,720.00	118,177.46	1,501,483.53	757,236.47	66.47%
<b>Fund: 400 - Ambulance Operating Fund Surplus (Deficit):</b>	<b>-195,620.00</b>	<b>-195,620.00</b>	<b>28,291.14</b>	<b>146,851.17</b>	<b>342,471.17</b>	<b>-75.07%</b>
<b>Fund: 500 - Fire Operating Fund</b>						
Revenue	981,000.00	981,000.00	30,653.58	669,743.13	-311,256.87	68.27%
Expense	976,221.00	976,221.00	65,524.37	759,513.47	216,707.53	77.80%
<b>Fund: 500 - Fire Operating Fund Surplus (Deficit):</b>	<b>4,779.00</b>	<b>4,779.00</b>	<b>-34,870.79</b>	<b>-89,770.34</b>	<b>-94,549.34</b>	<b>-1,878.43%</b>

**Fund Summary**

<b>Fund</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>
100 - Administration Operating Fund	36,316.00	36,316.00	29,500.38	18,601.62	-17,714.38
200 - Water Operating Fund	439,123.00	439,123.00	43,646.81	234,012.77	-205,110.23
300 - Sewer Collection	168,108.00	168,108.00	36,997.73	16,408.10	-151,699.90
320 - Sewer Capacity Charge Fund -	0.00	0.00	0.00	-17,445.00	-17,445.00
350 - Sewer Treatment	511,864.00	511,864.00	39,737.11	478,332.45	-33,531.55
400 - Ambulance Operating Fund	-195,620.00	-195,620.00	28,291.14	146,851.17	342,471.17
500 - Fire Operating Fund	4,779.00	4,779.00	-34,870.79	-89,770.34	-94,549.34
590 - Fire - GW (Govenment Wide)	-6,051.00	-6,051.00	7,955.16	-5,346.41	704.59
<b>Report Surplus (Deficit):</b>	<b>958,519.00</b>	<b>958,519.00</b>	<b>151,257.54</b>	<b>781,644.36</b>	<b>-176,874.64</b>

**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:**        **January 19, 2022**

**TO:**           **Board of Directors**

**FROM:**       **Staff**

**SUBJECT:    QUARTERLY ADMINISTRATION DIVISION**

**3<sup>rd</sup> Quarter January – March 2022**

- Adjust to COVID-19 Guidelines and Requirements for both business and personnel purposes
- Recruit and onboard for vacant Administrative Assistant position.
- Recruit and onboard for vacant Customer Service Field Representative position.
- Exterior and Interior Painting of Main District Office completed.
- Replaced flooring at Main District Office.
- Received Water Use Arrearage Funding from the State Water Resources Control Board.
- Apply for Wastewater Arrearages through the State Water Resources Control Board.

The following are various statistics for the Administration Division:

<b>Billing</b>	January	February	March
Rereads	6	12	9
Closings	21	26	39
Delinquent Bill	450	406	408
Door Tags	10	12	110
Locked Meters	0	0	12
Disconnected Meters	0	1	0
Reconnected Meters	0	0	1
Liens Applied	2	1	0
Liens Released	3	1	6



<b>Accounts Receivable</b>	January	February	March
Phone/Online Payment	1193	1153	1311
Credit Card Payments	50	54	67
Leak Letters	41	1	1
Hydrant Meters	1	1	1
Co-Customer Accounts	2	6	4

<b>Accounts Payable</b>	January	February	March
Requisitions Processed	21	10	17
POs Processed	18	17	14
Invoices Processed	178	182	201
New Owner Packets	43	20	41

**STATE WATER RESOURCES CONTROL BOARD  
WATER USE ARREARAGES  
(3-4-2020 TO 6-15-2021)**

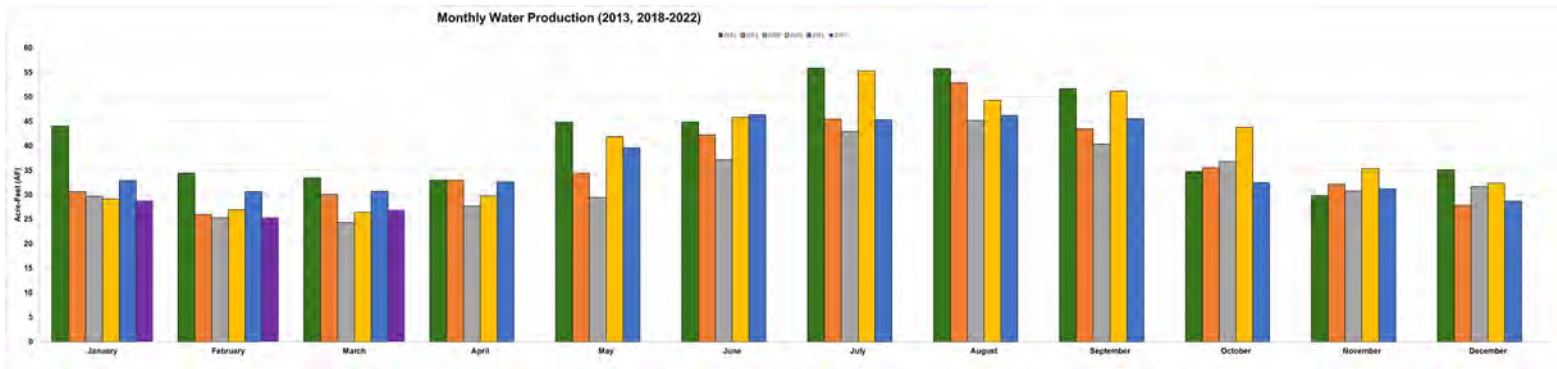
<b>Cost</b>	<b>Amount Issued to Water System</b>	<b>No. of Accounts Credited</b>	<b>Amount Credited</b>	<b>Amount Not Used</b>
Residential	15,823.71	46	15823.71	0.00
Commercial	276.54	1	276.54	0.00
Administrative	483.01	N/A	483.01	0.00
<b>Grand Total</b>	16,583.26	47	16,583.26	0.00

**STATE WATER RESOURCES CONTROL BOARD  
WASTEWATER ARREARAGES  
(3-4-2020 TO 6-15-2021)**

	<b>NO. OF ACCOUNTS</b>	<b>PAYMENT AMOUNT REQUESTED</b>
<b>RESIDENTIAL</b>	64	20,411.92
<b>COMMERCIAL</b>	2	400.28
<b>SUBTOTAL</b>	66	20,812.20
<b>ADMINISTRATIVE COSTS (Maximum of 3% OF SUBTOTAL UP TO \$1 MILLION)</b>		624.37
<b>GRAND TOTAL OF PAYMENT AMOUNT REQUESTED</b>		21,436.57

### WATER DIVISION

RSWD Total Water Production (Acre-Feet)												
	2013			2021				2022				
	Precipitation (Inches)	(AF)	(gallons)	Precipitation (Inches)	(AF)	(gallons)	% Reduction from 2013	Precipitation (Inches)	(AF)	(gallons)	% Reduction from 2013	% Change from 2021
January	3.90	44	14,348,960	7.50	33	10,724,166	25%	0.90	29	9,397,494	35%	-12%
February	3.60	34	11,222,900	0.00	31	9,984,918	11%	2.63	25	8,275,201	26%	-17%
March	2.40	33	10,897,679	4.30	31	10,014,237	8%	4.60	27	8,772,352	20%	-12%
April	0.35	33	10,743,916	0.44	33	10,635,029	1%					
May	0.90	45	14,601,449	0.00	40	12,891,601	12%					
June	0.00	45	14,610,203	0.00	46	15,105,685	-3%					
July	0.10	56	18,206,345	0.25	45	14,769,081	19%					
August	0.00	56	18,170,122	0.13	46	15,069,832	17%					
September	0.00	52	16,831,647	0.06	45	14,827,696	12%					
October	2.60	35	11,312,308	4.44	32	10,580,129	6%					
November	3.40	30	9,723,378	0.00	31	10,151,380	-4%					
December	1.25	35	11,433,417	9.13	29	9,342,087	18%					
<b>Total</b>	<b>18.50</b>	<b>497</b>	<b>162,102,324</b>	<b>26.24</b>	<b>442</b>	<b>144,095,843</b>	<b>11%</b>	<b>8.13</b>	<b>81</b>			<b>-5%</b>



<b>Water Accounting Report</b>				
<b>Water Production (gallons)</b>	<b>Fiscal Year Ending 2022</b>			
<b>District Groundwater Wells</b>	<b>1Q</b>	<b>2Q</b>	<b>3Q</b>	<b>4Q</b>
Ayers Acres	2,494,909	2,418,935	0	
Sidewinder Canyon	6,075,854	5,016,836	7,423,601	
Luring Canyon	1,061,891	872,122	970,433	
Weiss Canyon	1,241,448	953,482	791,190	
Rimwood	1,540,581	1,370,710	2,227,170	
Owl Rock	1,362,467	1,270,627	1,231,619	
Luring Pines	1,109,254	2,218,313	1,273,500	
Complex	0	0	1,667,292	
Harris	2,590,765	2,344,322	2,517,596	
<b>Total District Groundwater Wells</b>	<b>17,477,169</b>	<b>16,465,347</b>	<b>18,102,400</b>	
<b>PURCHASED SOURCES:</b>				
CLAWA	24,313,740	10,845,252	5,244,228	
APCWD	2,826,542	2,606,331	3,303,841	
<b>TOTAL PURCHASED SOURCES:</b>	<b>27,140,282</b>	<b>13,451,583</b>	<b>8,548,069</b>	
<b>TOTAL PRODUCTION:</b>	<b>44,617,452</b>	<b>29,916,930</b>	<b>26,650,469</b>	
<b>TANKS (Gain/Loss) PRODUCTION:</b>	49,158	156,666	-205,423	
<b>TOTAL ADJUSTED PRODUCTION:</b>	<b>44,666,609</b>	<b>30,073,596</b>	<b>26,445,047</b>	
<b><u>WATER CONSUMPTION</u></b>				
Metered Sales to Customers	40,772,119	26,688,206	24,647,355	
Metered Sales Thru Fire Hydrants	21,655	9,051	0	
Metered Sales to Smiley Park	490,389	59,915	134,864	
Metered District Consumption	101,287	68,562	59,369	
Known Unmetered Estimated Consumption	517,000	158,500	204,000	
<b>TOTAL CONSUMPTION:</b>	<b>41,902,449</b>	<b>26,984,233</b>	<b>25,045,589</b>	
<b>UNACCOUNTABLE WATER</b>	2,764,161	3,089,363	1,399,458	
	6.6%	11.4%	5.6%	
	FYE 22 Water Loss:		7.17%	

<b>Water Operations Report</b>				
	<b>Fiscal Year Ending 2022</b>			
	<b>1Q</b>	<b>2Q</b>	<b>3Q</b>	<b>4Q</b>
Potable Water Meter - Residential	4	2	1	
Fire Service Water Meter - Residential	4	0	0	
Potable Water Meter - Commercial	0	0	0	
Fire Service Water Meter - Commercial	0	0	0	
Water Service Line Replacement	3	4	0	
Leak Detection (feet)	1000	1500	1000	
Leak Repair - Service Lateral	12	4	2	
Leak Repair - Main	6	2	0	
Fire Hydrant Maintenance	2	2	0	
Fire Hydrant Replacement	0	0	0	
Fire Hydrant Repair	2	2	0	
Pipe Bollard/Pole Installation/Replacement	4	5	6	
Water Quality Samples	323	331	302	
Valve Replacement	8	10	6	
Valve Can Repair	10	10	5	
Valves Exercised	150	183	0	
Curb Stop Replacement	8	10	5	
Water Meter Change Outs/Swaps	5	5	6	
Water Meter Relocations	1	0	0	
Dead End Line Flushing	40	0	0	
Road Patches Permanently Paved	0	0	0	
<b>Service Order &amp; Other Work</b>				
Underground Service Alert (DigAlert) Tickets	232	104	207	
AMR Repair/Replace	30	11	10	
Check for Leak	83	56	104	
Check Meter Box	4	6	9	
Check Pressure	4	2	3	
Connect	8	7	2	
Disconnect	2	3	1	
Hydrant Meter	2	2	1	
Leak Report	1	2	2	
Lock Meter	0	0	22	
Meter Installation	1	1	0	
Occupant Change	131	123	85	
Re-Read Meter	65	33	31	
Service Action Miscellaneous	2	0	2	
Sewer Leak Report	1	0	0	
Sewer Odor Complaint	1	0	0	
Meter Swap	3	1	0	
Turn Water Off	15	23	66	
Turn Water On	26	19	36	
Valve Repair/Replace	2	3	3	
Water Quality Check	0	2	2	
<b>TOTAL</b>	<b>613</b>	<b>398</b>	<b>586</b>	

## Fiscal Year Ending 2022 Water Leak Report

Date	Address/Location	Service Leak	Main Related Leak	Pipe Material	Size (inches)	Estimated GPM	Estimated Loss	Dechlor.	BMP's	Notes
7/12/2021	31982 Encina Way		X	P.E.	1"	1	1,500	X	X	1" P.E. service line leak
7/12/2021	2345 Deep Creek Dr.	X		A.C.	6"	1	20,000	X	X	6" AC main break
7/18/2021	30954 O.C.C.		X	Meter	3/4"	1	1,500	X	X	Meter bottom blow out
7/20/2021	2490 Palo Alto		X	P.E.	1"	5	15,000	X	X	1" P.E. service line leak
7/21/2021	30538 Live Oak		X	P.E.	3/4"	10	10,000	X	X	3/4" service line leak
7/26/2021	31194 outer hwy n.		X	A.C.	6"	50	72,000	X	X	4" AC main break
7/29/2021	30748 Knoll View	X		P.E.	1"	1	12,000	X	X	1" P.E. service line leak
7/30/2021	31117 outer hwy. s.		X	A.C.	8"	50	72,000	X	X	8" AC main break
7/30/2021	30300 Live Oak dr.	X		P.E.	1"	10	100000	X	X	1" P.E. service line leak
7/30/2021	P.Z.4						25,000			Fire Dept. Training
8/10/2021	30301 Live Oak	X		Meter	3/4"	1	15,000			
8/12/2021	32008 Hunsaker Way	X		Meter	3/4"	1	15,000			
8/20/2021	31456 Firwood Dr.	X		Meter	3/4"		15,000			
8/21/2021	P.Z.3						15,000			Fire Dept. Training
9/2/2021	2390 Palo Alto	X		P.E.	1"	5	15,000	X	X	1" P.E. service line leak
9/4/2021	30542 Live Oak	X		P.E.	1"	40	14,000	X	X	1" P.E. service line leak
9/6/2021	2020 Wilderness Rd.	X		P.E.	1"	5	7,500	X	X	1" P.E. service line leak
9/7/2021	30936 Nob Hill Cir.	X		P.E.	1"	5	15,000	X	X	1" P.E. service line leak
9/13/2021	Spring Oak Dr.			Copper	5/8"	5	20,000			Leaking CRD and bonnet lines
9/14/2021	31761 Silver Spruce	X		P.E.	1"	5	21,500	X	X	
9/16/2021	3011 Blue Bird	X		Brass	1.5"	1	7,500			Leaking angle stop
9/17/2021	32168 cove cir.			Meter	3/4"	1	7500			
9/30/2021	P.Z.3						20,000			Fire Dept. Training
10/7/2021	30896 Live Oak		X	C-900	12"	150	55,000	X	X	Cracked pipe due to rocks
10/17/2021	Fernside and Pinehurst		X	A.C.	4"	100	72,000	X	X	4" AC main break
10/26/2021	Spring Oak Dr.	X		Galv.	3/4"	2	5,000	X	X	Service line leak
11/10/2021		X		Meter	3/4"	1	1,500	X	X	Meter bottom blow out
11/23/2021	32302 Inadale Ct.	X		P.E.	1"	25	7,500	X	X	1" P.E. service line leak
11/24/2021	31101 All View Dr.	X		pack joint	1"	10	2,500	X	X	u-branch pack joint leaking
12/29/2021	P.Z. 4						15,000			Fire Department Car Fire
1/11/2022	2345 Spring Dr.	X		P.E.	1"	10	40,000	X	X	1" P.E. service line leak
2/3/2022	P.Z. 4						20,000			
2/4/2022	Easy Street	X		Nylon Bushing		50	144,000	X	X	Nylon bushing in tapped saddle leaking
4/5/2022	31903 Encina Way	X		Galv.	3/4"	1	1,500	X	X	Service line leak

**WASTEWATER COLLECTION****Wastewater Collections Operations Report**

	<b>FYE 2022</b>			
	<b>1Q</b>	<b>2Q</b>	<b>3Q</b>	<b>4Q</b>
<b>Sewer Pipeline Cleaning</b>				
In-House Hydro Jetting/Flushing (feet)	4,785	4,378	2,996	
Contractor Cleaning (feet)	0	0		
Debris Removed (gallons)	0	80	45	
<b>Water Use for Cleaning</b>				
Potable (gallons) approximate				
Reclaimed (gallons)	0			
<b>Sewer Pipeline &amp; Manhole Inspections</b>				
Contractor Video Inspection (feet)	0	0	0	
In-House Video Inspection (feet)	15,340	23,021	5,218	
Smoke Testing (feet)	300	0		
Fats, Oils & Grease (FOG) Inspections	10	10	9	
Hot Spot Inspections & Cleaning		6	6	
<b>Manhole Rehabilitation</b>				
Manholes Inspected/Sealed	0	0	0	
Manholes Raised to Grade	0	3		
Manholes Seal Coated	0	0	0	
Manhole Repairs	0	0	0	
New Manhole Installation	0	0	0	
<b>Pipeline Rehabilitation</b>				
Cured In Place Pipe Sliplining (feet)	0	0	0	
Pipeline Point Repairs	0	0	0	
New Pipeline Installation (feet)	0	0	0	
<b>Sewer Pipeline Odor Control &amp; Inhibitors</b>				
Bioxide Usage (gallons)	1500	0	0	
Grease Inhibitor	0	0	0	
Root Foam Inhibitor	0	0	0	
<b>Sewer Lift Station Inspections &amp; Maintenance</b>				
SLS 1-9 Site Visits	18	14	12	
Other Maintenance Activities			20	
<b>Service Order &amp; Other Work</b>				
Underground Service Alert (Digalert) Tickets	250	62	101	
Door Tags	0	0	0	
Odor Complaints	2	0	0	
Sewer Lateral Inspections	9	1	2	
Sewer Saddle Connection Inspections	0	0	0	
Dye Testing	1	0	0	
District Sewer Issues	0	0	0	
Private Sewer Issues	0	0	0	
<b>Sanitary Sewer Overflows (SSOs)</b>				
Category 1	0	0	0	
Category 2	0	0	0	
Category 3	0	0	0	
Private	0	0	0	
Flooded Home	0	0	0	



## WASTEWATER TREATMENT

### MAJOR SYSTEM COMPONENT AND EQUIPMENT OPERATION / MAINTENANCE

- Brush Replaced on Vulcan Washer/Compactor
- Rebuilt RAS pump in service
- Rebuilt EQ Basin Pump in service

### BIO SOLIDS

- 6 Loads to One Stop Recycling
- 1 Loads to Liberty Composting
- Total gallons Waste Activated Sludge = 759,679

### MONTHLY WATER QUALITY TESTING RESULTS

Total Number of Samples: 15  
 Regional Board Waste Discharge Requirements Met: Yes  
 Quarterly PFAS sample collected.

### GREEN ACRES IRRIGATION

0 Hours of runtime

### WASTEWATER TREATMENT PLANT FLOWS

#### THIRD QUARTER

	Flows *	Percentages**
<i>ARROWBEAR</i>	<i>6,067,271</i>	<i>15.58</i>
<i>CSA-79</i>	<i>9,070,800</i>	<i>23.29</i>
<i>RUNNING SPRINGS WATER DISTRICT</i>	<i>23,814,234</i>	<i>61.14</i>

### SPRAY IRRIGATION / EFFLUENT DISPOSAL DATA

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

### EFFLUENT DISPOSAL PONDS DATA

As of Memorandum date:  
 Ponds 3, 4, 5, 7-12 = 48" of capacity.



**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** April 20, 2022  
**TO:** Board of Directors  
**FROM:** Ryan Gross, General Manager  
**SUBJECT:** WATER CONSERVATION UPDATE

**RECOMMENDED BOARD ACTION**

This is an information item only.

**REASON FOR RECOMMENDATION**

This is an information item only.

**BACKGROUND INFORMATION**

On March 28, 2022, Executive Order N-7-22 (Attachment 1) was signed by the Governor. Attachment 2 contains a BB&K Legal Alert on the Order that discusses some of the ramifications of the order. Attachment 3 contains a WSC Memo on the highlights of the Order.

**FISCAL INFORMATION**

This is an information item only.

**ATTACHMENTS**

Attachment 1 – Executive Order N-7-22  
Attachment 2 – BB&K Legal Alert on Executive Order N-7-22  
Attachment 3 – WSC Memo on Executive Order N-7-22

**EXECUTIVE ORDER N-7-22**

**WHEREAS** on April 12, 2021, May 10, 2021, July 8, 2021, and October 19, 2021, I proclaimed states of emergency that continue today and exist across all the counties of California, due to extreme and expanding drought conditions; and

**WHEREAS** climate change continues to intensify the impacts of droughts on our communities, environment, and economy, and California is in a third consecutive year of dry conditions, resulting in continuing drought in all parts of the State; and

**WHEREAS** the 21st century to date has been characterized by record warmth and predominantly dry conditions, and the 2021 meteorological summer in California and the rest of the western United States was the hottest on record; and

**WHEREAS** since my October 19, 2021 Proclamation, early rains in October and December 2021 gave way to the driest January and February in recorded history for the watersheds that provide much of California's water supply; and

**WHEREAS** the ongoing drought will have significant, immediate impacts on communities with vulnerable water supplies, farms that rely on irrigation to grow food and fiber, and fish and wildlife that rely on stream flows and cool water; and

**WHEREAS** the two largest reservoirs of the Central Valley Project, which supplies water to farms and communities in the Central Valley and the Santa Clara Valley and provides critical cold-water habitat for salmon and other anadromous fish, have water storage levels that are approximately 1.1 million acre-feet below last year's low levels on this date; and

**WHEREAS** the record-breaking dry period in January and February and the absence of significant rains in March have required the Department of Water Resources to reduce anticipated deliveries from the State Water Project to 5 percent of requested supplies; and

**WHEREAS** delivery of water by bottle or truck is necessary to protect human safety and public health in those places where water supplies are disrupted; and

**WHEREAS** groundwater use accounts for 41 percent of the State's total water supply on an average annual basis but as much as 58 percent in a critically dry year, and approximately 85 percent of public water systems rely on groundwater as their primary supply; and

**WHEREAS** coordination between local entities that approve permits for new groundwater wells and local groundwater sustainability agencies is important to achieving sustainable levels of groundwater in critically overdrafted basins; and



**WHEREAS** the duration of the drought, especially following a multiyear drought that abated only five years ago, underscores the need for California to redouble near-, medium-, and long-term efforts to adapt its water management and delivery systems to a changing climate, shifting precipitation patterns, and water scarcity; and

**WHEREAS** the most consequential, immediate action Californians can take to extend available supplies is to voluntarily reduce their water use by 15 percent from their 2020 levels by implementing the commonsense measures identified in operative paragraph 1 of Executive Order N-10-21 (July 8, 2021); and

**WHEREAS** to protect public health and safety, it is critical the State take certain immediate actions without undue delay to prepare for and mitigate the effects of the drought conditions, and under Government Code section 8571, I find that strict compliance with various statutes and regulations specified in this Proclamation would prevent, hinder, or delay the mitigation of the effects of the drought conditions.

**NOW, THEREFORE, I, GAVIN NEWSOM**, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes, including the California Emergency Services Act, and in particular, Government Code sections 8567, 8571, and 8627, do hereby issue the following Order to become effective immediately:

**IT IS HEREBY ORDERED THAT:**

1. The orders and provisions contained in my April 21, 2021, May 10, 2021, July 8, 2021, and October 19, 2021 Proclamations remain in full force and effect, except as modified by those Proclamations and herein. State agencies shall continue to implement all directions from those Proclamations and accelerate implementation where feasible.
2. To help the State achieve its conservation goals and ensure sufficient water for essential indoor and outdoor use, I call on all Californians to strive to limit summertime water use and to use water more efficiently indoors and out. The statewide Save Our Water conservation campaign at [SaveOurWater.com](http://SaveOurWater.com) provides simple ways for Californians to reduce water use in their everyday lives. Furthermore, I encourage Californians to understand and track the amount of water they use and measure their progress toward their conservation goals.
3. By May 25, 2022, the State Water Resources Control Board (Water Board) shall consider adopting emergency regulations that include all of the following:
  - a. A requirement that each urban water supplier, as defined in section 10617 of the Water Code, shall submit to the Department of Water Resources a preliminary annual water supply and demand assessment consistent with section 10632.1 of the Water Code no later than June 1, 2022, and submit a final annual water



supply and demand assessment to the Department of Water Resources no later than the deadline set by section 10632.1 of the Water Code;

- b. A requirement that each urban water supplier that has submitted a water shortage contingency plan to the Department of Water Resources implement, at a minimum, the shortage response actions adopted under section 10632 of the Water Code for a shortage level of up to twenty percent (Level 2), by a date to be set by the Water Board; and
- c. A requirement that each urban water supplier that has not submitted a water shortage contingency plan to the Department of Water Resources implement, at a minimum, shortage response actions established by the Water Board, which shall take into consideration model actions that the Department of Water Resources shall develop for urban water supplier water shortage contingency planning for Level 2, by a date to be set by the Water Board.

To further conserve water and improve drought resiliency if the drought lasts beyond this year, I encourage urban water suppliers to conserve more than required by the emergency regulations described in this paragraph and to voluntarily activate more stringent local requirements based on a shortage level of up to thirty percent (Level 3).

- 4. To promote water conservation, the Department of Water Resources shall consult with leaders in the commercial, industrial, and institutional sectors to develop strategies for improving water conservation, including direct technical assistance, financial assistance, and other approaches. By May 25, 2022, the Water Board shall consider adopting emergency regulations defining "non-functional turf" (that is, a definition of turf that is ornamental and not otherwise used for human recreation purposes such as school fields, sports fields, and parks) and banning irrigation of non-functional turf in the commercial, industrial, and institutional sectors except as it may be required to ensure the health of trees and other perennial non-turf plantings.
- 5. In order to maximize the efficient use of water and to preserve water supplies critical to human health and safety and the environment, Public Resources Code, Division 13 (commencing with section 21000) and regulations adopted pursuant to that Division are hereby suspended, with respect to the directives in paragraphs 3 and 4 of this Order and any other projects and activities for the purpose of water conservation to the extent necessary to address the impacts of the drought, and any permits necessary to carry out such projects or activities. Entities that desire to conduct activities under this suspension, other than the directives in paragraphs 3 and 4 of this Order, shall first request that the Secretary of the Natural Resources Agency make a determination that the proposed activities are eligible to be conducted under this suspension. The Secretary shall use sound discretion in applying this Executive Order to ensure that the suspension serves the purpose of accelerating conservation projects that are necessary to address impacts of the drought, while at the same time



protecting public health and the environment. The entities implementing these directives or conducting activities under this suspension shall maintain on their websites a list of all activities or approvals for which these provisions are suspended.

6. To support voluntary approaches to improve fish habitat that would require change petitions under Water Code section 1707 and either Water Code sections 1425 through 1432 or Water Code sections 1725 through 1732, and where the primary purpose is to improve conditions for fish, the Water Board shall expeditiously consider petitions that add a fish and wildlife beneficial use or point of diversion and place of storage to improve conditions for anadromous fish. California Code of Regulations, title 23, section 1064, subdivisions (a)(1)(A)(i)-(ii) are suspended with respect to any petition that is subject to this paragraph.
7. To facilitate the hauling of water for domestic use by local communities and domestic water users threatened with the loss of water supply or degraded water quality resulting from drought, any ordinance, regulation, prohibition, policy, or requirement of any kind adopted by a public agency that prohibits the hauling of water out of the water's basin of origin or a public agency's jurisdiction is hereby suspended. The suspension authorized pursuant to this paragraph shall be limited to the hauling of water by truck or bottle to be used for human consumption, cooking, or sanitation in communities or residences threatened with the loss of affordable safe drinking water. Nothing in this paragraph limits any public health or safety requirement to ensure the safety of hauled water.
8. The Water Board shall expand inspections to determine whether illegal diversions or wasteful or unreasonable use of water are occurring and bring enforcement actions against illegal diverters and those engaging in the wasteful and unreasonable use of water. When access is not granted by a property owner, the Water Board may obtain an inspection warrant pursuant to the procedures set forth in Title 13 (commencing with section 1822.50) of Part 3 of the Code of Civil Procedure for the purposes of conducting an inspection pursuant to this directive.
9. To protect health, safety, and the environment during this drought emergency, a county, city, or other public agency shall not:
  - a. Approve a permit for a new groundwater well or for alteration of an existing well in a basin subject to the Sustainable Groundwater Management Act and classified as medium- or high-priority without first obtaining written verification from a Groundwater Sustainability Agency managing the basin or area of the basin where the well is proposed to be located that groundwater extraction by the proposed well would not be inconsistent with any sustainable groundwater management program established in any applicable Groundwater Sustainability Plan adopted by that Groundwater Sustainability



Agency and would not decrease the likelihood of achieving a sustainability goal for the basin covered by such a plan; or

- b. Issue a permit for a new groundwater well or for alteration of an existing well without first determining that extraction of groundwater from the proposed well is (1) not likely to interfere with the production and functioning of existing nearby wells, and (2) not likely to cause subsidence that would adversely impact or damage nearby infrastructure.

This paragraph shall not apply to permits for wells that will provide less than two acre-feet per year of groundwater for individual domestic users, or that will exclusively provide groundwater to public water supply systems as defined in section 116275 of the Health and Safety Code.

10. To address household or small community drinking water shortages dependent upon groundwater wells that have failed due to drought conditions, the Department of Water Resources shall work with other state agencies to investigate expedited regulatory pathways to modify, repair, or reconstruct failed household or small community or public supply wells, while recognizing the need to ensure the sustainability of such wells as provided for in paragraph 9.
11. State agencies shall collaborate with tribes and federal, regional, and local agencies on actions related to promoting groundwater recharge and increasing storage.
12. To help advance groundwater recharge projects, and to demonstrate the feasibility of projects that can use available high water flows to recharge local groundwater while minimizing flood risks, the Water Board and Regional Water Quality Control Boards shall prioritize water right permits, water quality certifications, waste discharge requirements, and conditional waivers of waste discharge requirements to accelerate approvals for projects that enhance the ability of a local or state agency to capture high precipitation events for local storage or recharge, consistent with water right priorities and protections for fish and wildlife. For the purposes of carrying out this paragraph, Division 13 (commencing with section 21000) of the Public Resources Code and regulations adopted pursuant to that Division, and Chapter 3 (commencing with section 85225) of Part 3 of Division 35 of the Water Code and regulations adopted pursuant thereto are hereby suspended to the extent necessary to address the impacts of the drought. This suspension applies to (a) any actions taken by state agencies, (b) any actions taken by local agencies where the state agency with primary responsibility for the implementation of the directives concurs that local action is required, and (c) permits necessary to carry out actions under (a) or (b). The entities implementing these directives shall maintain on their websites a list of all activities or approvals for which these provisions are suspended.
13. With respect to recharge projects under either Flood-Managed Aquifer Recharge or the Department of Water Resources Sustainable



Groundwater Management Grant Program occurring on open and working lands to replenish and store water in groundwater basins that will help mitigate groundwater conditions impacted by drought, for any (a) actions taken by state agencies, (b) actions taken by a local agency where the Department of Water Resources concurs that local action is required, and (c) permits necessary to carry out actions under (a) or (b), Public Resources Code, Division 13 (commencing with section 21000) and regulations adopted pursuant to that Division are hereby suspended to the extent necessary to address the impacts of the drought. The entities implementing these directives shall maintain on their websites a list of all activities or approvals for which these provisions are suspended.

14. To increase resilience of state water supplies during prolonged drought conditions, the Department of Water Resources shall prepare for the potential creation and implementation of a multi-year transfer program pilot project for the purpose of acquiring water from willing partners and storing and conveying water to areas of need.
15. By April 15, 2022, state agencies shall submit to the Department of Finance for my consideration proposals to mitigate the worsening effects of severe drought, including emergency assistance to communities and households and others facing water shortages as a result of the drought, facilitation of groundwater recharge and wastewater recycling, improvements in water use efficiency, protection of fish and wildlife, mitigation of drought-related economic or water-supply disruption, and other potential investments to support short- and long-term drought response.

**IT IS FURTHER ORDERED** that as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

**IN WITNESS WHEREOF** I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 28th day of March 2022.



GAVIN NEWSOM  
Governor of California

**ATTEST:**

\_\_\_\_\_  
SHIRLEY N. WEBER, PH.D.  
Secretary of State



# California Issues New Drought Executive Order

Potential Ramifications for Urban Water Suppliers and Well-Permitting Entities

Gov. Newsom has signed Executive Order N-7-22 (Order) in response to intensifying drought conditions. The Order, signed earlier this week, builds on his four 2021 orders relating to California's drought, which is now in its third year. The governor has instructed that the information be widely publicized, and water providers should consider informing their customers about these drought developments.

Among other requirements, the Order limits a county, city or other public agency's ability to permit modified or new groundwater wells, and instructs the State Water Resource Control Board (Water Board) to consider (1) requiring certain water conservation measures from urban water suppliers and (2) banning non-functional or decorative grass at businesses and institutions.

The Order recognizes that California is facing dire hydrologic conditions. The promising rains at the end of 2021 were followed by the driest January and February in California's recorded history. Numerous water supply reservoirs are below historical averages; surface water supplies may be limited, and groundwater pumping will likely increase; and the Department of Water Resources (DWR) has reduced anticipated deliveries from the State Water Project to 5% of requested supplies. The Order imposes immediate requirements and suggests impending regulations from the Water Board.

## **Immediate Requirements**

Before local entities can permit new or modified groundwater wells in high and medium priority groundwater basins, the Order requires the Groundwater Sustainability Agency monitoring the basin to verify in writing that the permitted action is not inconsistent with the Groundwater Sustainability Plan or other groundwater management program for the basin. Additionally, the permitting entity must determine that the well will not interfere with nearby wells and will not cause subsidence that could negatively affect nearby infrastructure. Certain de minimis exceptions apply.

To allow communities that need emergency hauled or bottled water to receive that water more easily, the Order also encourages the hauling water for domestic use where local domestic water users are threatened with the loss of water supply or degraded water from drought. Accordingly, any local regulation prohibiting the hauling of water by truck or bottle for human consumption, cooking or sanitation out of the basin of origin or agency's jurisdiction is suspended.

### **Potential New Water Board Regulations**

By May 25, 2022, the Water Board must consider adopting regulations requiring the following:

Urban water suppliers shall submit a draft annual water supply and demand assessment, as required in Water Code section 10632.1, by June 1, 2022. The final draft remains due on July 1, 2022.

Urban water suppliers shall activate their Water Shortage Contingency Plan (WSCP) Level 2 requirements (anticipating up to a 20% reduction in supplies), or an equivalent standard if there is no adopted WSCP, by a date to be determined by the Water Board. CEQA requirements for projects relating to implementing WSCP Level 2 requirements are suspended.

The Water Board shall consider defining non-functional turf and banning the irrigation of non-functional turf for commercial, industrial and institutional properties.

### **Additional Key Takeaways from the Order**

The Water Board must expeditiously facilitate voluntary actions to improve fish habitat; expand inspections to prevent illegal, wasteful or unreasonable uses of water; and streamline projects designed to capture precipitation for local storage or recharging water projects.

DWR must prepare for the possibility of a continuing drought, including consulting with leaders in various sectors to strategize for improved conservation and preparing for the potential creation of a multi-year water transfer project. Additionally, DWR shall assist with repairing drought-related failed household or small community groundwater wells on an expedited basis.

groundwater recharge and storage, and prioritize projects that capture high precipitation events for groundwater storage and recharge.

Finally, the Order encourages more stringent conservation on a voluntary basis, e.g., activation of WSCP Level 3, anticipating shortage levels of up to 30%. It also encourages all Californians to limit their summertime water use and generally use water more efficiently both indoors and out.

*Disclaimer: BB&K Legal Alerts are not intended as legal advice. Additional facts, facts specific to your situation or future developments may affect subjects contained herein. Seek the advice of an attorney before acting or relying upon any information herein.*

## CA Governor's Executive Order (EO) N-7-22 Highlights

By May 25, 2022\*, the State Water Resources Control Board (SWRCB) shall consider adopting emergency regulations that include those listed below. \*Note that clients should proceed as if the regulations are going to be adopted by the SWRCB as shown:

- **Preliminary** (new requirement) annual water supply and demand assessment (**Annual Assessment**) now due to DWR by **June 1, 2022** and final by **July 1, 2022** (existing requirement described in Annual Assessment section below)
- Urban water **suppliers must implement** shortage response actions adopted in their Water Shortage Contingency Plan (**WSCP**) for a **shortage level of up to 20% (Level 2)**, by a date to be set by the SWRCB
  - o this does not mean that all agencies will require 20% conservation per se, rather it just means they will consider taking actions (may include supply augmentation/operational changes/conservation) listed in Stage 2 of their WSCP that could address up to a 20% shortage (even though they may not technically be in a shortage)
  - o those without a WSCP adopted must implement shortage response actions to be established by the SWRCB and DWR, by a date to be set by the Water Board
- Directs the SWRCB to consider a ban on the watering of “non-functional”, decorative grass at businesses and institutions
- More info through the [news post](#), [Executive Order](#), and [this article](#).

## Annual Assessment Highlights

Suppliers' WSCPs describe procedures for the Annual Assessment required under SB606 and AB1668 due to DWR by July 1, 2022. However, the EO now requires a preliminary assessment by June 1, 2022. A draft guidebook and templates are currently available and a final version is coming out in April. See DWR's summary of Annual Assessment components in the figure below and key information bullets below for more detail.

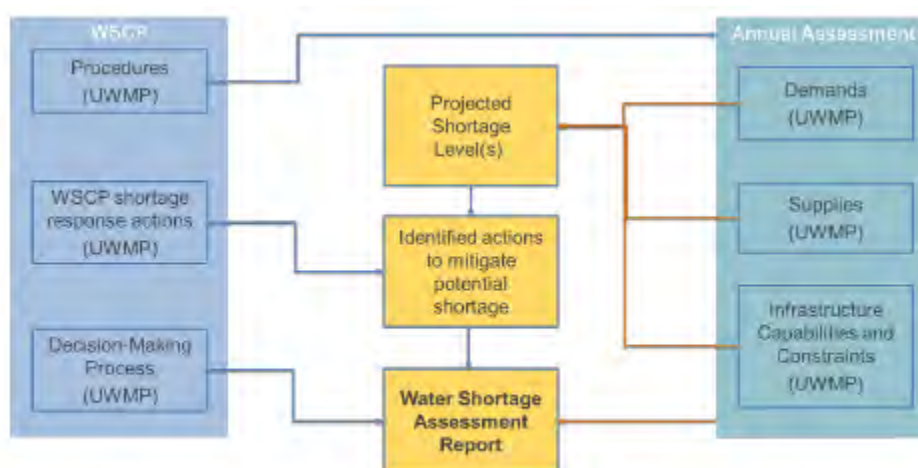


Figure 4. Water Supply and Demand Assessment Components

- The results of the Annual Assessment are submitted as the Annual Water Shortage Report (Shortage Report), which includes five simple tables (no written report required).
- Assess supply/demand based on the current year (July 2021-June 2022) and one dry year (FY 2022-23)
  - o Dry year is defined by the supplier and should be aligned with UWMP
  - o Estimate and use “unconstrained demands”, aka demands assuming no demand-suppressing actions are in effect. This is hard to estimate, but we have some optional methods to use as starting points described in WSC’s Support Options below.
  - o Monthly data reporting is preferred, but you can report annual data
- Depending on the anticipated shortage, report anticipated shortage response actions, compliance and enforcement actions, and communication actions consistent with the WSCP
- Approval by a governing board is optional and dependent on procedures in WSCP.

Please contact us if you would like more information, including the draft guidebook.

**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** April 20, 2022  
**TO:** Board of Directors  
**FROM:** Ryan Gross, General Manager  
**SUBJECT:** CSA 79 FISCAL IMPACT ANALYSIS

**RECOMMENDED BOARD ACTION**

This is an information item only.

**REASON FOR RECOMMENDATION**

This is an information item only.

**BACKGROUND INFORMATION**

The County of San Bernardino has completed the update to the attached CSA 79 Fiscal Impact Analysis report.

Refer to Page 29 of the report regarding the Pension Liability issue. CSA 79 has no direct employees. The pension liability of \$318,808 that is proposed to be deducted from the ending available cash balance of approximately \$2,000,000 represents 3.08 percent of the Special District Department's proportionate share of the County's net pension liability.

**METHODOLOGY FOR THE CALCULATION WILL BE PROVIDED ONCE RECEIVED**

The findings and conclusions are on Pages 30-31 and the projected net savings in overall operating costs is listed in the tables on Pages 44-47.

**FISCAL INFORMATION**

This is an information item only.

**ATTACHMENTS**

Attachment 1 – CSA 79 Fiscal Impact Analysis

**SAN BERNARDINO COUNTY, ADMINISTRATIVE OFFICE**  
385 N. ARROWHEAD AVENUE, 5<sup>TH</sup> FLOOR  
SAN BERNARDINO, CA 92415-0110

**SAN BERNARDINO  
COUNTY SERVICE AREA 79  
REORGANIZATION**

**FISCAL IMPACT ANALYSIS**

APRIL 1, 2022

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## **INTRODUCTION**

San Bernardino County (“County”) is considering reorganizing County Service Area (“CSA”) 79, a dependent special district of the County. CSA 79 provides sewer and road maintenance services to a portion of the Hilltop community near Green Valley Lake in the San Bernardino Mountains. The reorganization would annex CSA 79 territory into the Running Springs Water District (“RSWD”), an independent special district that would take over sewer services. A new zone within CSA 70 would be created to continue providing road maintenance services through the County’s Special Districts Department. Figure 1 presents a map of each district (at the end of the “CSA 79 and RSWD Background” section).

The reorganization of CSA 79 has been discussed for decades to provide more efficient services to residents, most recently in a Municipal Service Review (“MSR”) on water completed by the Local Agency Formation Commission for San Bernardino County (“LAFCO”) in July 2017. Residents of CSA 79 requested that the County and RSWD proceed with the reorganization. RSG prepared this Fiscal Impact Analysis (“Analysis”) to assess the financial, operational, and political implications of reorganization.

RSG prepared this Analysis in accordance with the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code §§56000 et seq.) (“CKH Act”) and the Annexation, Detachment, and Reorganization Proposals form provided in LAFCO’s Policy & Procedures Manual. It examines the revenues and financial obligations of CSA 79, considering historical changes in revenues and expenditures by category over a five-year period from Fiscal Years (“FY”) 2016-17 through 2020-21. This Analysis presents ten-year financial projections for CSA 79 and RSWD sewer services, both as independent agencies and with sewer services consolidated under RSWD. The purpose of the Analysis is to assist the County and others in making a balanced and well-informed decision on merits of the proposed CSA 79 reorganization.

## **CSA 79 & RSWD BACKGROUND**

CSA 79 and RSWD have an existing contractual agreement in which RSWD provides wastewater treatment services to CSA 79. The districts were previously considered for reorganization in 2018. The sections that follow outline the history, scope of services, governance structure, and annual budget for CSA 79 and RSWD.

### **COUNTY SERVICE AREA 79 (CSA 79)**

CSA 79 currently provides sewer collection services to the Green Valley Lake Area in the San Bernardino Mountains, and road maintenance, paving, and snow removal services to an area of Green Valley Lake known as “The Meadow.”

### **HISTORY AND OVERVIEW**

CSA 79 Green Valley Lake was established by the San Bernardino County Board of Supervisors (“Board of Supervisors”) on September 7, 1971 to provide sewer and fire protection services. Fire protection services were later removed, as explained later in this section. CSA 79 R-1 Green Valley was established by the Board of Supervisors on September 14, 1993 to maintain 0.65 miles of paved roads. Collectively, CSA 79 segregates these two components with separate funds and budgets: “CSA 79 R-1 Green Valley Lake” and “CSA 79 R-1 Meadow Green Valley Lake” (collectively referred to as “CSA 79”).

While CSA 79 is responsible for all sewer services in the district territory, CSA 79 does not do so independently. CSA 79 maintains a sewer collection system and interceptor; sewage treatment is provided through an agreement with RSWD. The original Wastewater Transportation, Treatment and Disposal Agreement between CSA 79 and RSWD dates back to January 20, 1977. In 2019, CSA 79 and RSWD signed a new Wastewater Transportation, Treatment and Disposal Agreement, wherein CSA 79 will compensate RSWD for their wastewater services for a ten-year term. The term will automatically renew unless either party provides a cancellation notice.

CSA 79 sewer collection services are funded mostly by service charges to 1,255 equivalent dwelling units (“EDUs”) in the Green Valley Lake area of the San Bernardino mountains. Other revenues include special assessments for a standby fee charged to 373 parcels that have the ability to connect to the sewer system but have not because they remain undeveloped. CSA 79 also collects a small amount of revenues from interest and fees.

CSA 79 R-1 provides road maintenance, paving, and snow removal for Meadow Lane, a 0.65-mile paved road in the “The Meadow” area of Green Valley Lake. On August 7, 2007, voters approved an annual \$352 per parcel special tax with a 2.5 percent inflationary factor to fund these services. The FY 2021-22 special tax is \$497.39, billed on 63 parcels.<sup>1</sup>

The same year in which the voters approved the special tax for road services, CSA 79 coincidentally ceased to provide fire services within its territory as a result of the LAFCO approval

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<sup>1</sup> Number of CSA 79 parcels subject to road maintenance special tax as of February 2022.

**FISCAL IMPACT ANALYSIS  
SAN BERNARDINO COUNTY SERVICE AREA 79**

of the reorganization of fire services throughout the County that resulted in the formation of the San Bernardino County Fire Protection District and its Mountain Service Zone.

**GOVERNANCE AND STAFFING**

CSA 79 is overseen by the Board of Supervisors and has no direct employees or payroll. It operates with pooled personnel and supplies from CSA 70 within the County Special Districts Department. Although CSA 70 has multiple staff members that contribute to CSA 79 operations, CSA 79 funds the equivalent of approximately one full-time staff position.

**BUDGET**

CSA 79's FY 2021-22 Modified Budget was \$926,178 for sewer services (Fund 4850) and \$26,926 for road maintenance (Fund 1798), or \$953,104 total.

Of the CSA 79 sewer budget, \$1,007,300 is funded from service charges and \$34,900 is derived from other sources such as interest. Special Districts noted that approximately \$225,000 to \$250,000 of the budget is a contingency for as-needed repairs, therefore it may not be necessary to use the sewer fund balance.

The CSA 79 R-1 road maintenance budget of \$26,926 is funded entirely from the special tax. The Budget for CSA 79 sewer and CSA 79 R-1 road maintenance is presented in Table 1.

**Table 1: CSA 79 Modified Budget for FY 2021-22**

	<b>CSA 79 Sewer</b>	<b>CSA 79 R-1</b>	<b>Total</b>
<b>Revenues</b>	\$1,042,200	\$28,900	\$1,071,100
<b>Expenditures</b>	(926,178)	(26,926)	(953,104)
<b>Use of Net Position</b>	\$116,022	\$1,974	\$117,996
<i>Sources: San Bernardino County Finance Department and FY 2021-22 Modified Budget for Funds 4850 and 1798</i>			

**RUNNING SPRINGS WATER DISTRICT (RSWD)**

RSWD is contracted by CSA 79 to provide sewer transportation, treatment, and disposal. RSWD also provides fire protection and ambulance services within its jurisdiction. The sections that follow outline RSWD's history, scope of services, governance, and annual budget. Figure 1, which follows the RSWD detailed discussion, illustrates the CSA 79, CSA 79 R-1, and RSWD district boundaries.

**HISTORY AND OVERVIEW**

RSWD is an independent special district formed in March 1958 to provide retail water to its constituents. RSWD established a Fire Department in 1962 to provide fire protection services. A sewage disposal system was completed in 1976 to provide sewer service. Ambulance service was established in 1976.

**FISCAL IMPACT ANALYSIS  
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**POWERS AND SERVICES**

RSWD operates three departments: a water department that provides retail water distribution, a fire department that provides fire protection and ambulance services, and a wastewater department that collects, treats, and disposes of wastewater. RSWD services a five-square mile area of unincorporated San Bernardino County that includes Running Springs, Enchanted Forest, and portions of Smiley Park and Fredalba of the Hilltop community. The FY 2022-23 Budget accounted for 2,992 residential and commercial EDUs. RSWD’s power and authority is regulated by Division 12, Sections 30000-33901 of the California Water Code.

**GOVERNANCE AND STAFFING**

RSWD is governed by a five-member Board of Directors elected from the community. A General Manager oversees five department heads: Fire Chief, Administration Supervisor, Water Division Supervisor, Collections Division Supervisor, and Treatment Division Supervisor. At the time the FY 2022-23 budget was adopted, RSWD had approximately 25 employees and an annual salaries and benefits payroll of approximately \$4.8 million (of which \$1.4 million is for the water and administrative departments).

**BUDGET**

RSWD’s budget for FY 2022-23 is \$1,010,858 for wastewater collection (including interest) and \$1,393,292 for wastewater treatment, or \$2,404,150 total.

The wastewater collection budget is funded almost entirely by service charges and fees, with a small portion funded by interest income (\$10,652). The majority of the wastewater treatment budget is funded by service charges and fees to its rate payers. RSWD also receives revenues from wastewater treatment contracts with the Arrowbear Park County Water District (“Arrowbear”) and CSA 79 (\$842,675 budgeted). Table 2 presents the RSWD budget for FY 2022-23.

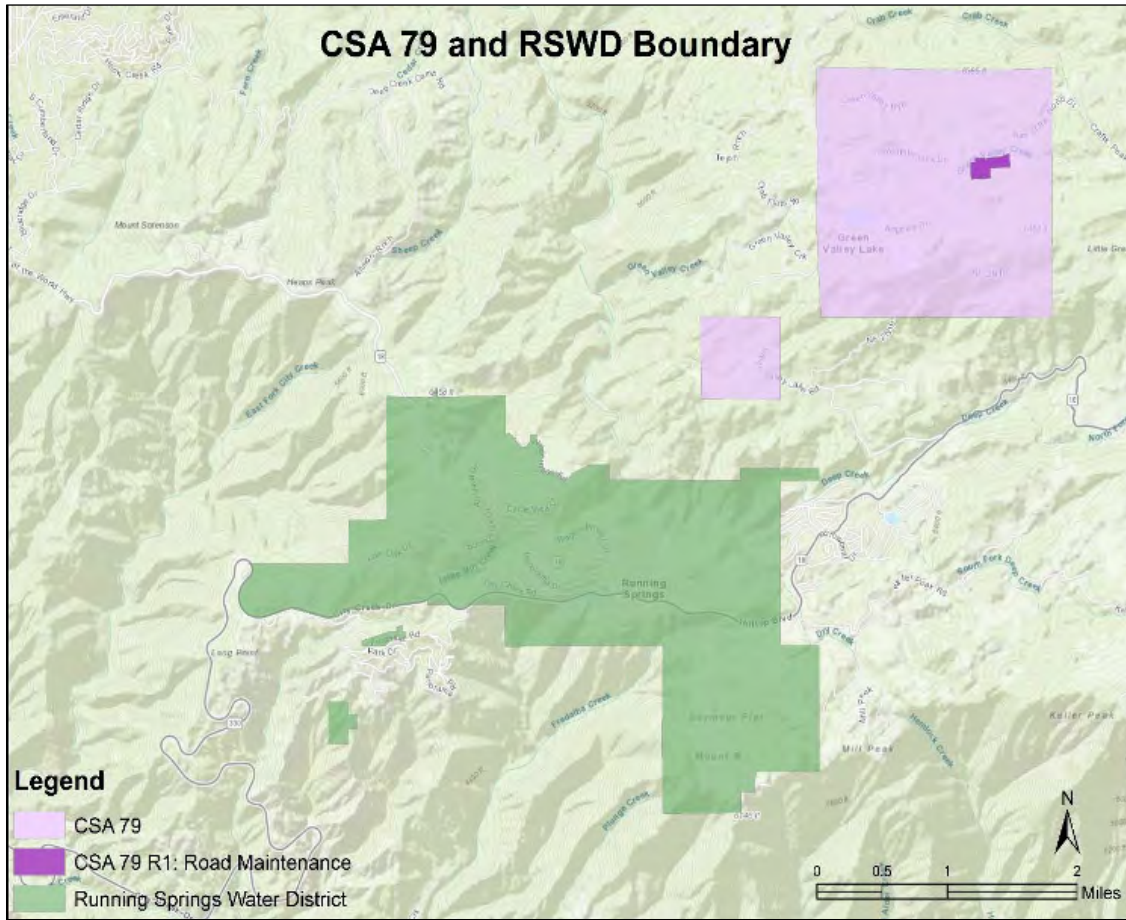
**Table 2: RSWD FY 2021-22 and 2022-23 Budget**

	<b>2021-22</b>	<b>2022-23</b>
<b>Wastewater Revenues</b>	\$2,982,540	<b>\$3,067,682</b>
<b>Wastewater Expenditures</b>	(2,302,667)	<b>(2,404,150)</b>
<b>Use of Net Position</b>	\$679,873	<b>\$663,532</b>

*Source: RSWD Final Budget Fiscal Years Ending 2022 and 2023*

FISCAL IMPACT ANALYSIS  
SAN BERNARDINO COUNTY SERVICE AREA 79

Figure 1: CSA 79 & RSWD Boundary Map



PLAN FOR SERVICES

The Preliminary Plan for Services describes services currently provided by CSA 79 and the proposed Plan for Services considered in this Analysis. The earliest the reorganization could take effect is most likely FY 2022-23 based on LAFCO’s review schedule. Table 3 presents a summary of the Preliminary Plan for Services.

<b>Table 3: Preliminary Plan For Services</b>			
<b>EXISTING PROVIDER</b>	<b>DESCRIPTION</b>	<b>CURRENT FUNDING &amp; STAFFING</b>	<b>NEW PROVIDER</b>
<b>CSA 79 Sewer</b>	CSA 79 maintains a sewer collection system and interceptor. Sewage treatment is provided through an agreement with RSWD.	Sewer services are funded through sewer fees. CSA 79 is staffed by pooled staff from CSA70, and overseen by the County Board of Supervisors.	RSWD would take over sewer maintenance and collection and continue providing sewer treatment. All sewer-related activities would be staffed and funded by RSWD.
<b>CSA 79 R-1 Road Maintenance</b>	CSA 79 R-1 maintains and provides snow removal for Meadow Lane, a 0.65-mile pavedroad in the “The Meadow” area of Green Valley Lake.	Snow removal is funded by a special tax approved by voters in 2007 that increases each year for inflation. The FY 2021-22 special tax is \$497.39 per parcel, billed on 63 parcels. Road maintenance is staffed by CSA 70.	A new zone in CSA 70 would be created to continue providing road maintenance services, which would continue to be provided by the County. The special tax would remain the same and be accounted for under the new CSA 70 zone. There would be no change to level of service, staffing, or Board oversight.
<i>Source: San Bernardino County</i>			



## **FISCAL IMPACT ANALYSIS**

The sections that follow outline RSG’s approach and methodology, an evaluation of historical revenue and expenditure trends, forecast assumption details for CSA 79 and RSWD, RSG’s consolidated district ten-year forecast assumptions, and a summary of assets and liabilities.

### **APPROACH & METHODOLOGY**

This section of the Analysis provides a due diligence assessment of the financial issues involved in the proposed reorganization. It considers the following components required by the CKH:

- Sufficiency of Revenues: “The ability of the newly formed or receiving entity to provide the services which are the subject of the application to the area, including the sufficiency of revenues for those services following the proposed boundary change” (§56668(k)).
- Public Service Costs: “Public service costs of a proposal that the commission is authorizing are likely to be less than or substantially similar to the costs of alternative means of providing the service” (§56881(b)(1)).
- Financial Accountability: “A change of organization or reorganization that is authorized by the commission promotes public access and accountability for community services needs and financial resources” (§56881(b)(2)).

RSG prepared a historical trends analysis of CSA 79’s actual revenues and expenditures from FYs 2016-17 through 2020-21 using year-end audited financial reports, as well as budgeted amounts for FYs 2021-22 and 2022-23. This information was used to prepare ten-year cash flow projections for CSA 79 sewer services and RSWD as independent districts, and for RSWD providing consolidated sewer services. RSG did not prepare financial projections for CSA 79 R-1 road maintenance because these services would remain with County Special Districts in CSA 70.

The major findings are summarized in the following sections. Detailed tables are provided in the “Appendix” section at the end of this report.

### **TRENDS ANALYSIS**

The following sections outline historical revenue, expenditure, and net position trends for CSA 79 sewer and CSA 79 R-1 road maintenance.

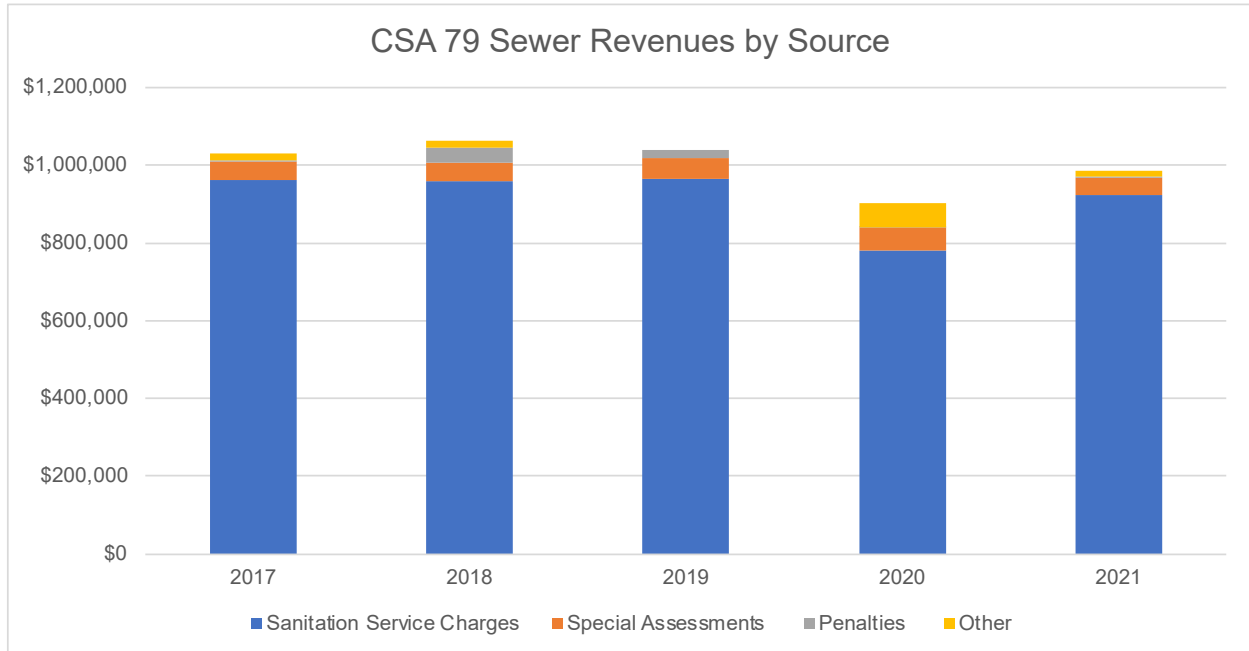
#### **CSA 79 SEWER**

Over the past five years from FYs 2016-17 through 2020-21, revenues have decreased by one percent, ranging from \$902,051 to \$1,064,438 per year. There was a 20 percent drop in revenue between 2019 and 2020 due to unpaid bills during the COVID-19 pandemic. CSA 79 is seeking reimbursement from the State for unpaid bills during this time. Revenues in 2021 returned to pre-pandemic levels. Sanitation service charges are the primary revenue source, accounting for 94 percent of total (operating and non-operating) revenues in FY 2020-21. The sanitation service fee as of February 2022 is \$65.77 monthly charged to 1,255 EDUs. Other revenue sources include non-recurring permit and inspection fees, connection fees, and other miscellaneous sources such

**FISCAL IMPACT ANALYSIS  
SAN BERNARDINO COUNTY SERVICE AREA 79**

as interest revenue. Appendix 1 at the end of this report presents a five-year history of CSA 79's sewer revenues and expenditures. Chart 1 illustrates the historical revenues and expenditures over the last five years.

**Chart 1: CSA 79 Sewer Revenues by Source**



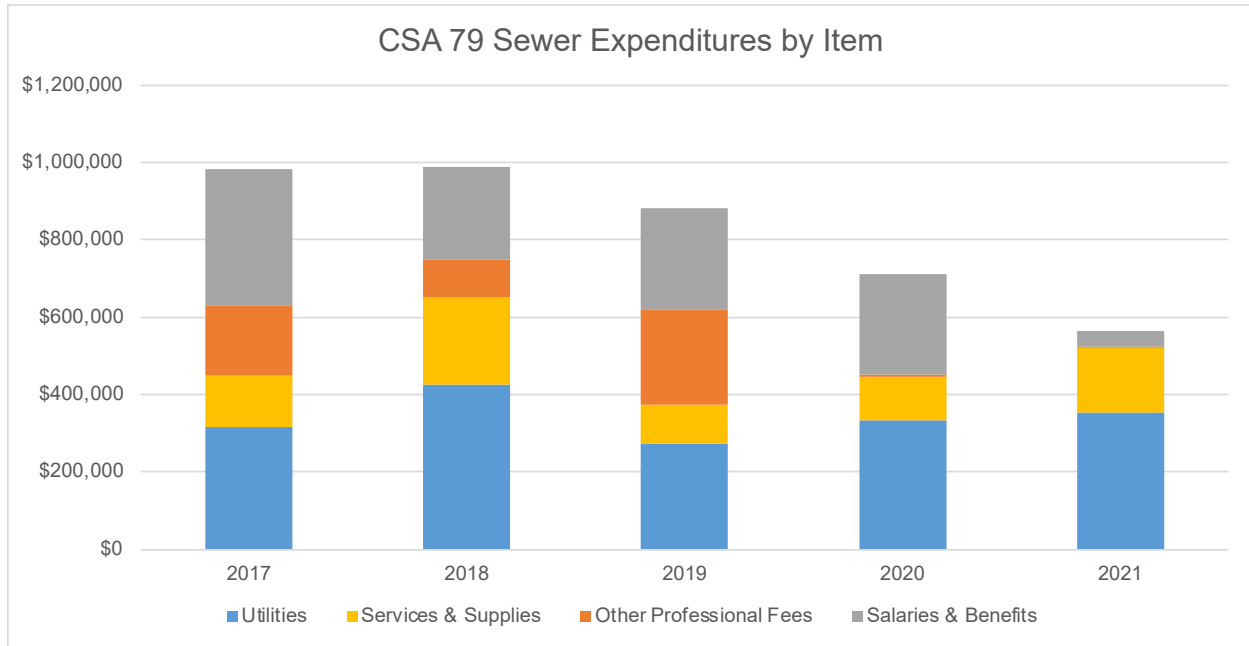
Source: CSA 79 Audited Financial Statements



**FISCAL IMPACT ANALYSIS  
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Total CSA 79 sewer expenditures have decreased by eleven percent over the past five years, ranging from \$700,000 to \$1.1 million per year with depreciation, or \$564,000 and \$989,000 excluding depreciation. This Analysis focuses on expenditures excluding depreciation, which is a cost allocation for the depreciating value of assets. The largest expense was for operations and maintenance, which comprised 93 percent of expenditures (net of depreciation) in FY 2020-21. Operations and maintenance costs include the RSWD agreement for sewage treatment, professional fees and services, services and supplies, and utilities. Transfers out to the County for CSA 79’s proportionate share of pooled labor accounted for the remaining seven percent of expenditures. Chart 2 illustrates CSA 79’s annual sewer expenditures by item.

**Chart 2: CSA 79 Sewer Expenditures by Item**



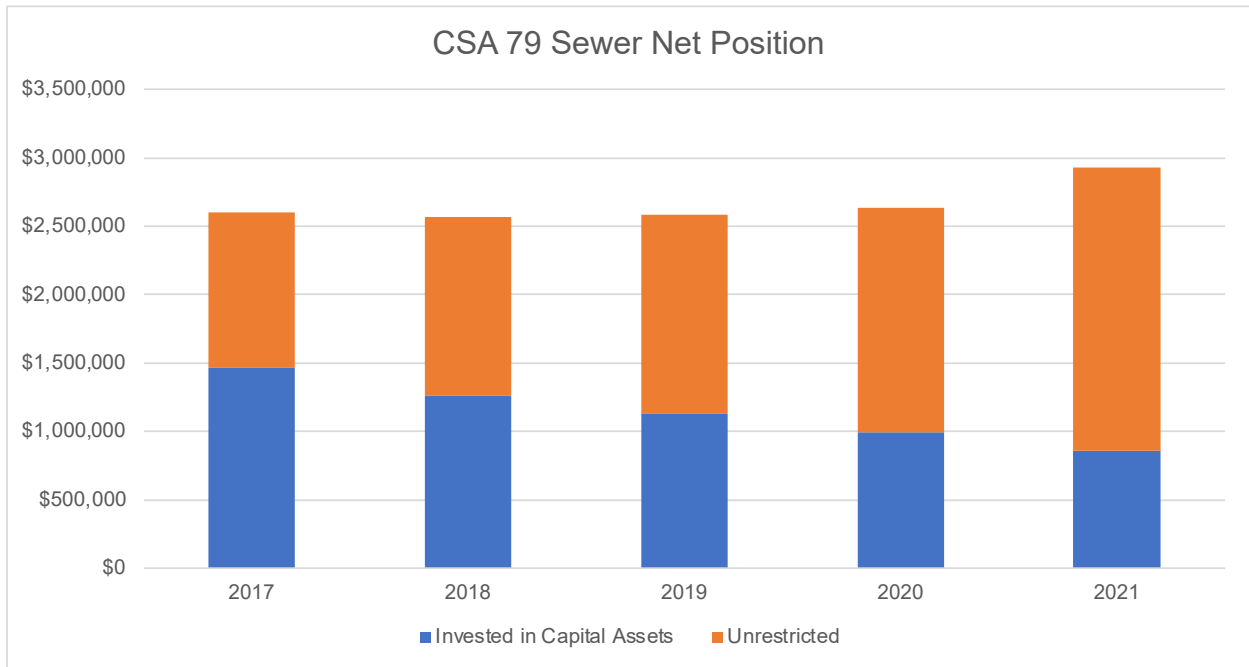
Source: CSA 79 Audited Financial Statements

Although CSA 79’s sewer fund shows a net operating deficit each year from 2017 to 2020 when comparing revenues minus expenditures, the loss is primarily attributable to depreciation. The fund had a positive net position over three of the past five years net of depreciation.

**FISCAL IMPACT ANALYSIS  
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As of June 30, 2021, the fund had \$3.2 million in current assets, including approximately \$2.3 million in unrestricted cash, \$25,000 in receivables, and \$857,000 in capital assets (primarily fixed infrastructure such as lift stations). Liabilities totaled approximately \$439,000, including \$82,900 in payables and a \$318,808 pension liability. As previously noted, CSA 79 has no direct employees; the pension liability represents 3.08 percent of the Special District Department's proportionate share of the County's net pension liability. Appendix 2 at the end of this report presents CSA 79's assets, liabilities, and net position from FYs 2016-17 through 2020-21. Chart 3 illustrates the CSA 79 sewer service net position between FYs 2016-17 and 2020-21.

**Chart 3: CSA 79 Sewer Net Position**

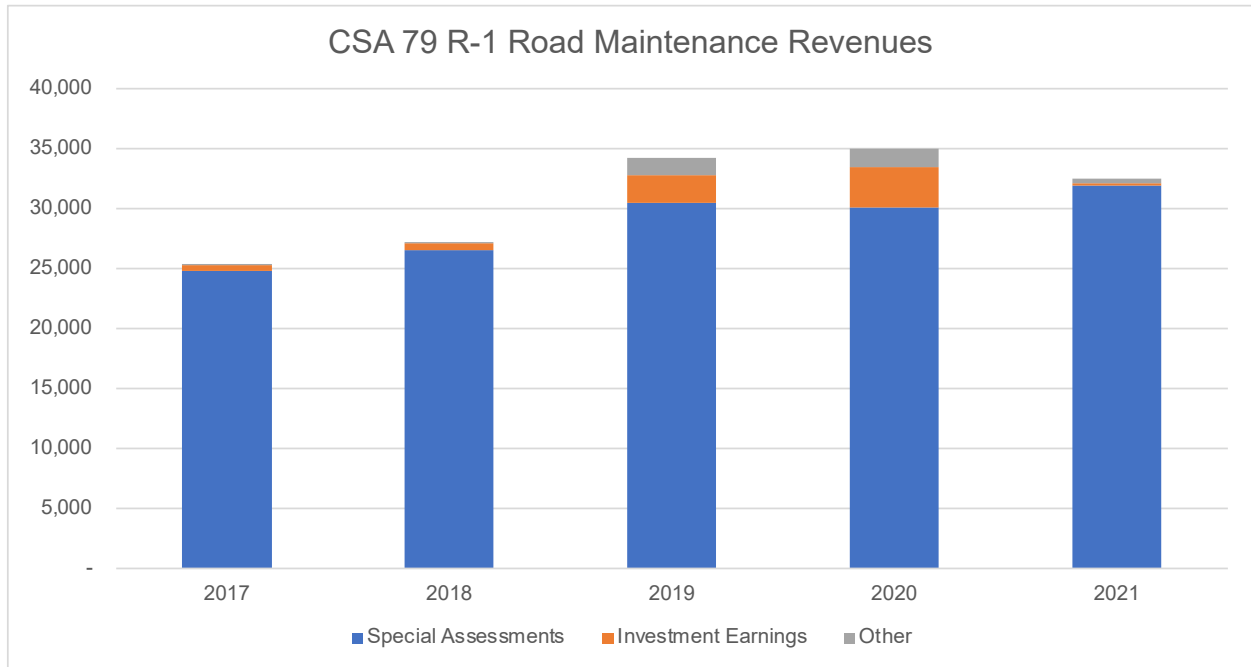


Source: CSA 79 Audited Financial Statements

CSA 79 R-1 ROAD MAINTENANCE

CSA 79 R-1 Road Maintenance is funded primarily by the special parcel tax. Revenues ranged between \$25,000 to \$35,000 over the past five years, and expenditures ranged between \$4,000 and \$45,000. The largest expense is services and supplies. Chart 4 illustrates the historical CSA 79 R-1 road maintenance revenues between FYs 2016-17 and 2020-21.

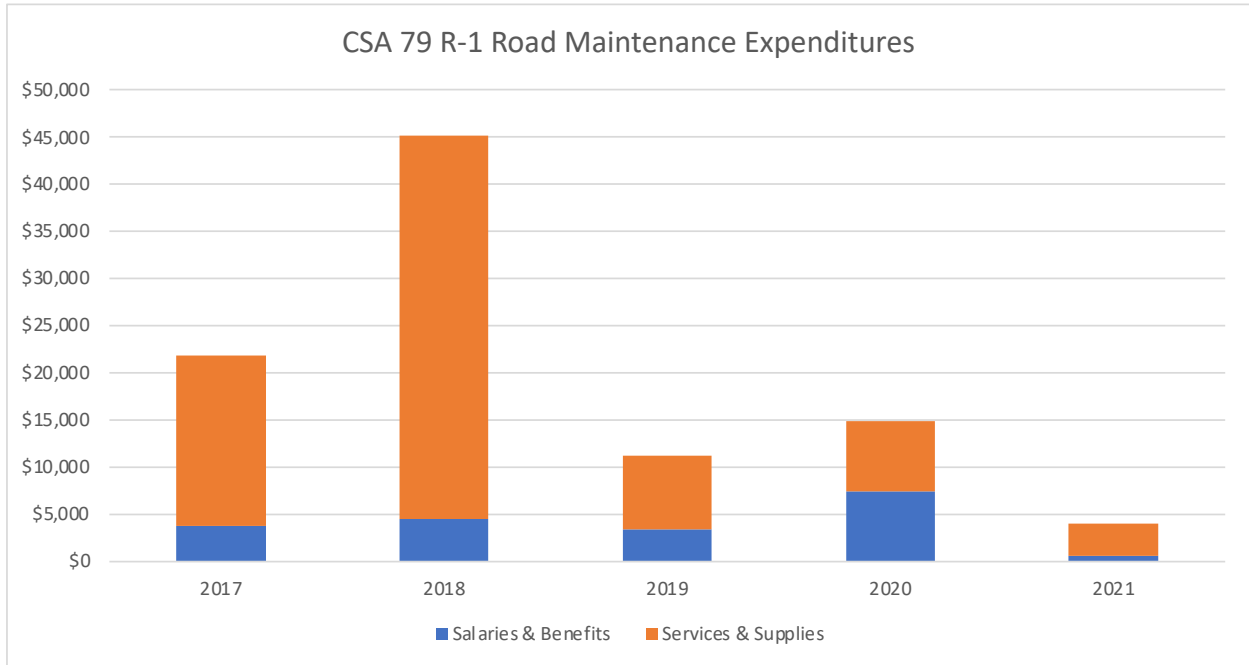
**Chart 4: CSA 79 R-1 Road Maintenance Revenues**



Source: CSA 79 Audited Financial Statements

CSA 79 R-1 expenditures dropped by 75 percent from 2018 to 2019 due to the completion of a chip seal capital improvement project in 2017-18. Historical CSA 79 R-1 Road Maintenance expenditures are illustrated in Chart 5.

**Chart 5: CSA 79 R-1 Road Maintenance Expenditures**

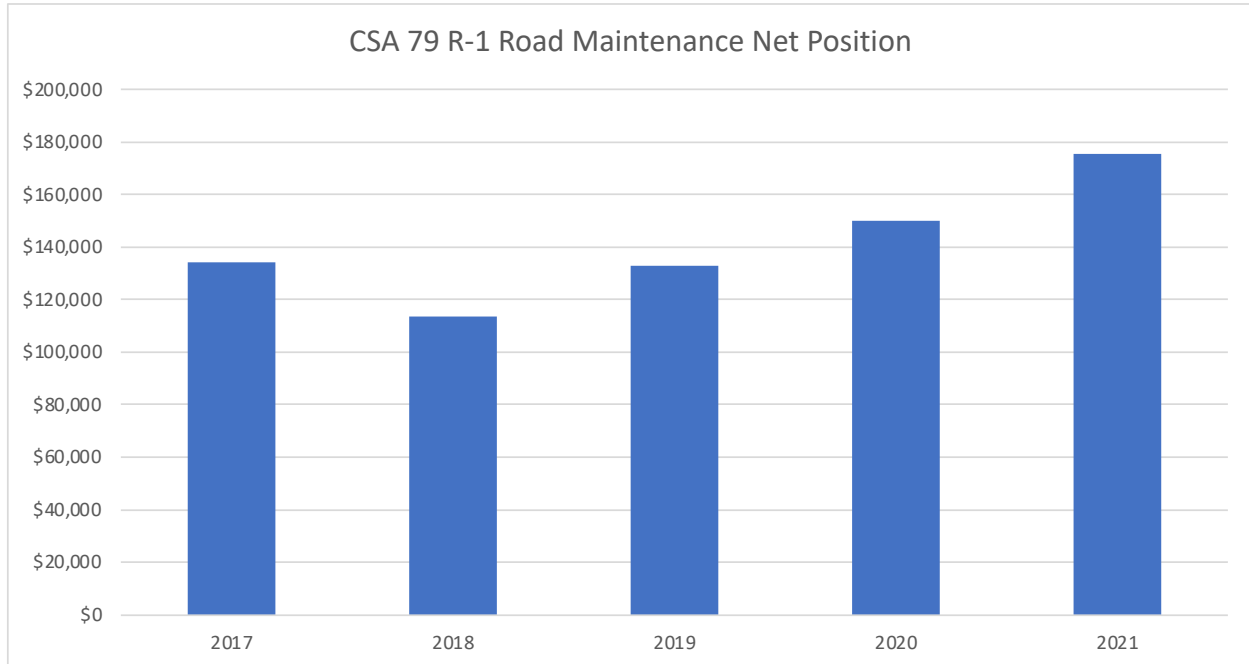


Source: CSA 79 Audited Financial Statements

**FISCAL IMPACT ANALYSIS  
SAN BERNARDINO COUNTY SERVICE AREA 79**

The fund had a positive net position with revenues exceeding expenditures four of the past five years. The cash balance was \$136,487 as of June 30, 2021. Appendices 3 and 4 provide a detailed five-year history of revenues, expenditures, assets, liabilities, and net position from FYs 2016-17 through 2020-21. Chart 6 illustrates the CSA 79 R-1 road maintenance net position between FY 2016-17 and FY 2020-21.

**Chart 6: CSA 79 R-1 Road Maintenance Net Position**



*Source: CSA 79 Audited Financial Statements*

The proposed reorganization of CSA 79 will have minimal impact on CSA 79 R-1 road maintenance services and operations since its services will remain with County Special Districts, and revenues have exceeded expenditures each of the past five years. Therefore, this Analysis does not include a baseline projection of revenues and expenditures for the CSA 79 R-1 road maintenance fund.

## FORECAST ASSUMPTIONS

To prepare a baseline projection of revenues and expenditures for CSA 79 sewer services, RSG identified revenues and expenditures that are reasonably expected to continue into the future based on historic trends and consultations with the County Special District Department's Finance Department. The following charts discuss the forecast methodology for projecting future values by category from fiscal years ending ("FYE") in 2023 through 2032, considering actual revenues and expenditures from FYE 2017 through 2021 and budgeted figures from FYE 2022 and 2023.

### CSA 79 SEWER REVENUES (INDEPENDENT)

Using CSA 79's audited financial reports, RSG compiled assumptions about CSA 79's revenues over a ten-year period beginning in fiscal year 2022-23. Two different revenue scenarios are presented for CSA 79:

- Scenario 1: Monthly fees remain constant over the 10-year projection period. County staff noted that this scenario is expected to result in an operating deficit.
- Scenario 2: Monthly fees remain constant for a period of 5 years followed by a 3 percent annual increase beginning in 2028.

Table 4 details the assumptions used in the ten-year forecast.

**FISCAL IMPACT ANALYSIS  
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**Table 4: CSA 79 Sewer Revenues (Independent)**

ITEM	DESCRIPTION	FORECAST METHODOLOGY	DISCUSSION
<b>Sanitation Services</b>	Fees charged for CSA 79 sanitation services	<p>Scenario 1: Monthly fee of \$65.77 remains constant with 0% increase.</p> <p>Scenario 2: Monthly fee of \$65.77 remains constant until 2027, then increases by 3% annually beginning in 2028.</p> <p>Number of EDUs increase by 2 EDUs annually, from 1,255 EDUs in 2022 to 1,275 EDUs in 2032.</p>	<p>The current CSA 79 sewer rate has not been adjusted since FYE 2014.</p> <p>The County conducted a sewer rate study in March 2017 (completed by Black &amp; Veatch) that resulted in recommendations to increase the current monthly sewer fee by 7% annually over five years.</p> <p>In 2022, Special Districts is considering a potential increase of 2.8% annually over three years. At the time of this report, this increase has not been implemented.</p> <p>This Analysis makes projections for both the rate remaining constant and a 3% increase in fees after five years.</p> <p>The number of EDUs grew from 1,227 in 2018 to 1,255 in 2022, or an average of 7 EDUs per year. A smaller growth rate of 2 EDUs per year has been assumed for this Analysis due to taking into account staff recommendation for long term trending.</p>
<b>Special Assessments</b>	Standby fee charged to 373 parcels that have ability to connect but are undeveloped	\$50,000 per year	<p>Special assessment revenues averaged \$51,000 from FYE 2017-2021, ranging from \$43,000 to \$59,000. The County budgeted \$53,300 for 2022.</p> <p>The projections estimate \$50,000 per year.</p>
<b>Penalties &amp; Delinquent Taxes</b>	Penalties for late fees or taxes	\$5,900 per year	<p>Revenues from penalties averaged \$14,000 from FYE 2017-2021, ranging from \$1,300 to \$38,000. The audited financials do not identify revenues from delinquent taxes. The County budgeted \$5,900 from both sources combined in FYE 2022.</p> <p>Assume no change at \$5,900 per year.</p>
<b>Permit &amp; Inspection Fees</b>	Permit and inspection fees for new development	\$75 per new connection, assuming 2 new connections annually	<p>CSA 79 received \$75 in annual revenues in this category in FYE 2017 and \$150 in FYE 2019.</p> <p>Assume \$75 is the average fee per new connection.</p>

**FISCAL IMPACT ANALYSIS  
SAN BERNARDINO COUNTY SERVICE AREA 79**

<b>Table 4: CSA 79 Sewer Revenues (Independent)</b>			
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>FORECAST METHODOLOGY</b>	<b>DISCUSSION</b>
<b>Connection Fees</b>	Fees charged to connect new EDUs	\$5,336 per EDU, assuming 2 new EDUs are connected annually	<p>CSA 79 received \$6,510 in connection fees in FYE 2019; the only year fees were collected over the past five years.</p> <p>Assume 2 new EDUs connected annually at a rate of \$5,336 per EDU.</p>
<b>Investment Earnings / Interest</b>	Interest earned on cash in bank accounts	\$10,000 annually	<p>Earnings over the past five years ranged from \$5,000 to \$57,000 annually. The County budgeted \$10,000 in FYE 2022.</p> <p>Actual interest earned will vary based on interest rates and cash balances. RSG has estimated \$10,000 per year for the purposes of these projections.</p> <p>County staff noted that, if CSA 79 begins to utilize cash balances to offset annual operating deficits, this figure will decrease over time.</p>
<b>Other</b>	Miscellaneous revenues	\$0 per year	<p>These revenues have varied widely since FYE 2017, ranging from \$4,000 to \$9,000 annually. The County budgeted \$23,000 for FYE 2022 (under residential sales “other” and residual equity transfers in).</p> <p>Assume an average of \$0 per year.</p>
<p><i>Sources: CSA 79 Audited Financial Statements, San Bernardino County Finance Department and 2021-2022 Adopted Budget, RSG, Inc.</i></p>			



**FISCAL IMPACT ANALYSIS  
SAN BERNARDINO COUNTY SERVICE AREA 79**

CSA 79 SEWER EXPENDITURES (INDEPENDENT)

Based on RSG’s review of historical expenditure trends and conversations with County staff, RSG developed assumptions for CSA 79’s sewer expenditures. Table 5 outlines CSA 79’s sewer expenditures assumptions.

<b>Table 5: CSA 79 Sewer Expenditures (Independent)</b>			
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>FORECAST METHODOLOGY</b>	<b>DISCUSSION</b>
<b>RSWD Contract O&amp;M</b>	Payment to RSWD for wastewater treatment under negotiated agreement	\$350,000 in FY 2022 increased by 0.16% annually	<p>The RSWD agreement was renegotiated in 2019 for CSA 79 to pay a proportionate share of monthly costs based on average annual wastewater flow to Joint Use Facilities plus a peaking capacity factor of 28 percent. The estimated fee for FYE 2022 is \$29,167 per month, or \$350,000 annually.</p> <p>The projections assume the fee will grow by 0.16% annually to match the growth rate of 2 EDUs per year in CSA 79. The actual rate will vary based on wastewater flow.</p>
<b>RSWD Contract CIP</b>	Payment to RSWD for proportionate share of wastewater treatment capital improvements	RSWD budgeted CIP amounts through 2025 x CSA 79’s share (24.52% as of FYE 2022). Held constant after FYE 2025.	<p>CSA 79 pays for a proportionate share of RSWD wastewater treatment capital improvement projects (24.52% as of FYE 2022). The estimated fee for FYE 2022 is \$17,317 per month or \$207,807 annually.</p> <p>RSWD’s budget includes cash flow projections from FYE 2019 to 2025 that estimate annual capital improvement costs from FYEs 2019 to 2025.</p> <p>The CSA 79 projections in this Analysis multiply 24.52% by RSWD’s budgeted CIP costs through 2025. The CIP costs are held constant after 2025.</p>
<b>Professional Services – O&amp;M</b>	Fees paid to third parties contracted for operating and maintenance expenses, including	\$255,000 per year	Over the past five years, “other” professional fees ranged from \$2,029 to \$180,284. The County budgeted \$250,655 in FYE 2022.

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**Table 5: CSA 79 Sewer Expenditures (Independent)**

ITEM	DESCRIPTION	FORECAST METHODOLOGY	DISCUSSION
	collection system inspection, cleaning, repair and replacement.		The projections assume a \$255,000 expense annually.
<b>Services &amp; Supplies</b>	Direct operating and maintenance costs such as equipment and grounds maintenance, tools, and infrastructure insurance.	FYE 2022 budgeted amount of \$34,917 increased by 2.9% annually for inflation (average CPI-U for the Riverside region from 2018-2021).	<p>Over the past five years, costs ranged from \$101,000 to \$255,000, varying up and down each year.</p> <p>This Analysis assumes services and supply costs will continue to remain relatively constant, with a slight annual increase for inflation based on the average Consumer Price Index for the past five years.</p>
<b>Salaries &amp; Benefits</b>	CSA 79's proportionate share of the County Special Districts Department's pooled employees	FYE 2018 <sup>2</sup> budgeted amount of \$241,064 increased by 2.9% annually for inflation (average CPI-U for the Riverside region from 2018-2021).	<p>Over the past five years, this expense ranged from \$40,000 to \$353,000, decreasing from FYEs 2017 to 2021. This decrease is due to both a change in methodology of the way salaries are budgeted, and due to the completion of a capital improvement project.</p> <p>This Analysis assumes salaries and benefits will stabilize at the FYE 2018 rate and increase for cost of living based on the average Consumer Price Index for the past five years.</p>
<b>Utilities</b>	Utility costs	FYE 2022 budgeted amount of \$28,300 increased by 2.9% annually for inflation (average CPI-U for the Riverside region from 2018-2021).	<p>Over the past five years, this expense ranged from \$25,000 to \$427,000. The increase is due to the RSWD contract being classified as a utility cost in the annual audited financial statements.</p> <p>This Analysis assumes utilities (separate from the RSWD sewer contract) will continue to remain relatively constant, with a slight annual increase for</p>

<sup>2</sup> This analysis assumes salaries and benefits will stabilize at the FYE 2018 rate after the completion of the capital improvement manhole project.

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**Table 5: CSA 79 Sewer Expenditures (Independent)**

ITEM	DESCRIPTION	FORECAST METHODOLOGY	DISCUSSION
			inflation based on the average Consumer Price Index for the past five years.
<b>Operating Transfers Out – CIP Reserve</b>	Transfers out to Capital Improvement Project Reserve Fund	Variable	<p>The County transfers available fund balances to a reserve to pay for Capital Improvement Projects as needed. \$218,074 was budgeted for FYE 2022.</p> <p>The transfers out are tied to the capital improvement plan provided by the County.</p>
<p><i>Sources: CSA 79 Audited Financial Statements, San Bernardino County Finance Department and 2021-2022 Adopted Budget, CSA 79 Fund 4850 Budget for RSWD and Actual Expenditures, and RSWD 5 Year Capital Improvement Program Plan</i></p>			

Appendices 5-A through 5-D present a ten-year projection of revenues and expenditures for CSA 79 continuing to operate as an independent district. It is discussed in greater detail in the “Baseline Budget Projections” section.

**RSWD REVENUES & EXPENDITURES (INDEPENDENT)**

Appendices 6-A and 6-B present a ten-year projection of revenues and expenditures for RSWD continuing to operate as an independent district. RSWD revenues and expenditures were taken directly from the FYE 2022 and 2023 budget for wastewater collection and treatment. RSWD’s FYE 2022 and 2023 budget includes cash flow projections from FYE 2019 through 2025, which assumes O&M reimbursements from both Arrowbear and CSA 79 will increase by three (3) percent annually, CIP reimbursements from both agencies will increase by two (2) percent annually, and other revenues will increase by zero percent. RSWD also assumes expenditures will increase by four (4) percent annually, with the exception of long-term debt principal which will increase by two (2) percent annually and long-term debt interest which will decrease by five (5) percent annually. This Analysis assumes the same growth rates.

**RSWD & CSA 79 CONSOLIDATED REVENUES**

Appendices 7-A and 7-B presents a ten-year projection of revenues for RSWD with CSA 79 sewer services consolidated under the district. Table 6 details the forecast methodology for projections under the consolidated model. According to the Draft Plan for Service created by RSWD, after an initial five-year period a rate study will be prepared so that a uniform wastewater rate will be applied for all wastewater customers of RSWD.<sup>3</sup> This analysis keeps the fees constant.

<sup>3</sup> Source: Draft Plan for Service and Fiscal Impact Analysis, Reorganization to include Annexation to the Running Springs Water District, Running Springs Water District (Not Dated)

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**Table 6: CSA 79 and RSWD Sewer Revenues**

ITEM	DESCRIPTION	FORECAST METHODOLOGY	DISCUSSION
<b>RSWD Service Charges</b>	Fees charged for wastewater collection and treatment services to existing RSWD customers	Current fees with no increase in rates or EDUs. <sup>4</sup>	<p>Assume no growth in revenues to match cash flow model in RSWD’s FYE 2023 budget.</p> <p>RSWD charges a \$54.08 base service charge to 2,992 residential and commercial units. An additional usage charge is billed at \$0.0105 x 15% of water usage for residential units and 1/3 of water usage for commercial units.</p>
<b>CSA 79 Service Charges</b>	Fees charged for wastewater collection and treatment services to existing CSA 79 customers	<p>Current fees of \$65.77 monthly with no increase in rates.</p> <p>Number of EDUs increased by 2 EDUs annually, from 1,257 EDUs in 2023 to 1,275 EDUs in 2032.</p> <p>Divided evenly between RSWD’s Wastewater Collection and Wastewater Treatment budget categories.</p>	<p>RSWD has stated they do not plan to change CSA 79 sewer fees. This will be reevaluated after an initial transition period, however RSWD does not anticipate a need for an increase.</p> <p>The number of EDUs is assumed to grow at the same rate as CSA 79 operating independently.</p>
<b>CSA 79 Special Assessments and Penalties</b>	CSA 79 Special Assessments, Penalties, and Delinquent Taxes	\$55,900 per year allocated to RSWD’s Wastewater Collection budget category.	Assume these are transferred to RSWD. Same budget assumptions as CSA 79 operating as an independent district.

<sup>4</sup> In this analysis, fees are left constant under the reorganization based on RSG’s conversations with RSWD. It is possible the fees will increase after reorganization per the plan for services originally proposed by RSWD.

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**Table 6: CSA 79 and RSWD Sewer Revenues**

ITEM	DESCRIPTION	FORECAST METHODOLOGY	DISCUSSION
<b>RSWD Other Revenues – Wastewater Collection</b>	Outside sewer service charges, infrastructure repair and replacement, non-operating charges, and interest income.	FYE 2023 budgeted amount of \$8,303 with no annual increase.	Matches RSWD FYE 2023 budgeted cash flow assuming no growth in revenues.
<b>RSWD Other Revenues – Wastewater Treatment</b>	Outside sewer services charges, nonoperating charges, interest income, and a wastewater treatment agreement with Arrowbear. CSA 79 Agreement removed.	FYE 2023 budgeted amount of \$6,187 minus \$473,471 for CSA 79 wastewater treatment agreement payments.	Removes revenues from CSA 79 payments under its wastewater treatment agreement. For RSWD, their revenues from the agreement will be replaced by CSA 79 service charges paid directly to RSWD. Other revenues match the RSWD FYE 2023 budgeted cash flow assuming no growth in revenues.
<b>CSA 79 Other Revenues</b>	Permit & Inspection Fees, Connection Fees, Investment Earnings / Interest, Miscellaneous	None	<p>This Analysis assumes these revenues (totaling \$20,411 annually) will not transfer from CSA 79 to RSWD. RSWD will have its own permit, inspection, and connection fees.</p> <p>Investment Earnings / Interest will be based on RSWD's investing practices; revenues from this category are nominal.</p> <p>RSWD will have its own miscellaneous revenues.</p>

Source: RSWD Final Budget Fiscal Years Ending 2022 and 2023

**RSWD & CSA 79 CONSOLIDATED EXPENDITURES**

Appendices 7-A and 7-B present ten-year projections of expenditures for RSWD with CSA 79 sewer services consolidated under the district. Table 7 presents the key assumptions utilized in the CSA 79 and RSWD consolidated expenditures forecast.

<b>Table 7: CSA 79 and RSWD Sewer Expenditures</b>			
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>FORECAST METHODOLOGY</b>	<b>DISCUSSION</b>
<b>Wastewater Collection</b>			
<b>RSWD Personnel</b>	Salaries and benefits to staff wastewater collection	FYE 2023 budgeted amount of \$615,295 increased by 4% annually	Matches RSWD FYE 2023 budgeted cash flow. RSWD has stated they do not anticipate a need to increase staff by consolidating CSA 79 sewer services. This will be reevaluated after an initial transition period.
<b>RSWD Operations &amp; Maintenance</b>	Costs to operate and maintain wastewater collection for existing RSWD customers	FYE 2023 budgeted amount of \$150,552 increased by 4% annually	Matches RSWD FYE 2023 budgeted cash flow.  CSA 79 O&M costs are estimated separately.
<b>RSWD Depreciation</b>	Accounting adjustment to depreciate capital assets. Non-cash expense.	The FYE 2023 budgeted amount of \$202,818 increased by 4% annually.  Depreciation is net out at the end of the cash flow.	Matches RSWD FYE 2023 budgeted cash flow.  Depreciation is net out and has no impact on expenditures.
<b>RSWD Long-Term Debt</b>	Bond debt service payments	No change	Based on bond debt service schedule provided by RSWD.
<b>RSWD Capital Projects &amp; Fixed Assets</b>	Estimated capital improvement project costs	No change	Matches projections in RSWD FYE 2023 budget.

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<b>Table 7: CSA 79 and RSWD Sewer Expenditures</b>			
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>FORECAST METHODOLOGY</b>	<b>DISCUSSION</b>
<b>Wastewater Collection</b>			
<b>CSA 79 O&amp;M, Services &amp; Supplies</b>	Direct operating and maintenance costs to CSA 79 collection system, grounds, and equipment. Indirect operating costs borne by RSWD such as office space and overhead.	FYE 2023 pro rata cost of \$52.33 per EDU, increased by 4% annually. Assumes 1,257 EDUs in FYE 2023 plus 2 new EDUs added per year.	Assumes that CSA 79 operating costs will be similar to those currently borne by RSWD due to practices and expenses unique to the district.  According to Special Districts staff, there are no outstanding professional services contracts that would need to be transferred and fulfilled by RSWD.
<b>CSA 79 Utilities</b>	Utility costs (excluding sewer) for CSA 79 capital assets that are transferred to RSWD	FYE 2023 forecasted amount of \$28,725 increased by 2.9% annually for inflation (average CPI-U for the Riverside region from 2018-2021).	Same assumption applied to CSA 79 operating independently.  This Analysis assumes that reorganization will not impact utility costs for capital assets transferred from CSA 79 to RSWD.
<b>CSA 79 Excluded Expenditures</b>	RSWD Contract Salaries & Benefits (including pension liabilities)  Operating Transfers Out for CIP Projects	Excluded from consolidated forecast	This Analysis assumes that these costs incurred by CSA 79 will not be transferred to RSWD.  The RSWD Contract will be obsolete.  CSA 79 Salaries & Benefits will be replaced by RSWD Personnel Costs with no change in staffing levels.  RSWD will absorb CSA 79 CIP expenses into its own budget.



**Table 7: CSA 79 and RSWD Sewer Expenditures**

ITEM	DESCRIPTION	FORECAST METHODOLOGY	DISCUSSION
<b>Wastewater Collection</b>			
<b>All RSWD Expenses</b>	Personnel, Operations & Maintenance, and Depreciation	FYE 2023 budgeted amount of \$1,393,292 increased by 4% annually.  Depreciation of \$308,152 is net out as a non-cash expense.	Matches RSWD FYE 2023 budgeted cash flow.  Assume no impact to costs due to consolidation.  RSWD already provides wastewater treatment to CSA 79 customers.

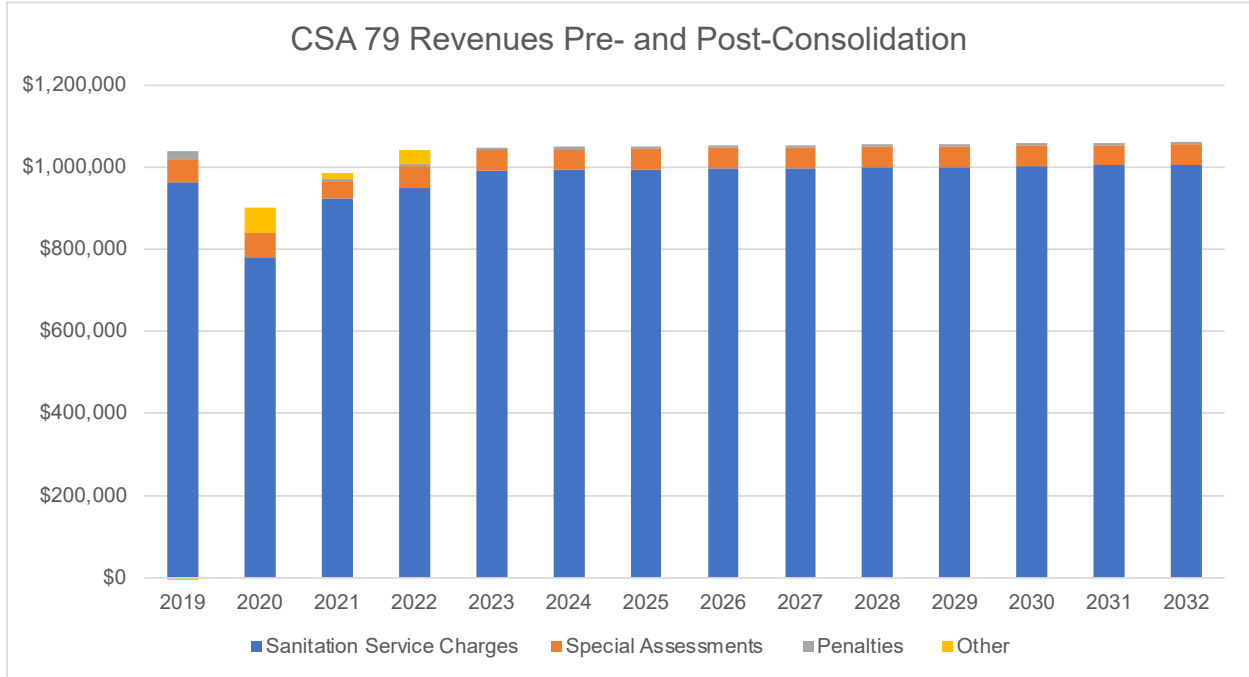
*Source: RSWD Final Budget Fiscal Years Ending 2022 and 2023*

**BASELINE BUDGET PROJECTIONS**

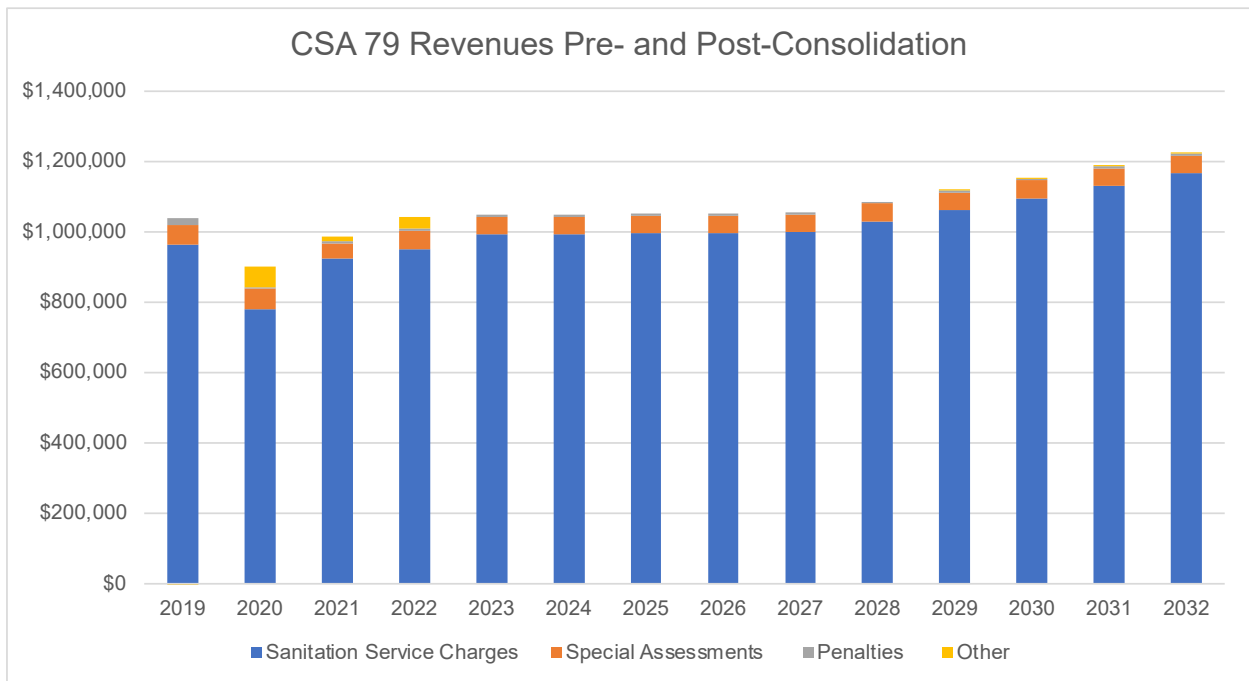
Using the forecasting methodologies described in the previous section, revenues and expenditures were forecasted for a period of ten years from FYs 2022-23 through 2032-33 for CSA 79 Sewer as an independent district (Appendices 5-A through 5-D), RSWD as an independent district (Appendices 6-A and 6-B), and RSWD with CSA 79 Sewer reorganized into the district (Appendices 7-A and 7-B). The projections reveal there are considerable cost savings when consolidating the districts due to economies of scale. While revenues from service fees remain relatively constant, CSA 79 personnel and operating and maintenance costs are expected to significantly decrease. Revenues before and after the reorganization (which is assumed to take place in FY 2022-23) are illustrated in Chart 7 under Scenario 1 (no fee inflation over time), and Chart 8 under Scenario 2 (no fee inflation for five years, followed by 3 percent annual inflation thereafter), while expenditures before and after the reorganization (FY 2022-23) are presented in Chart 9.

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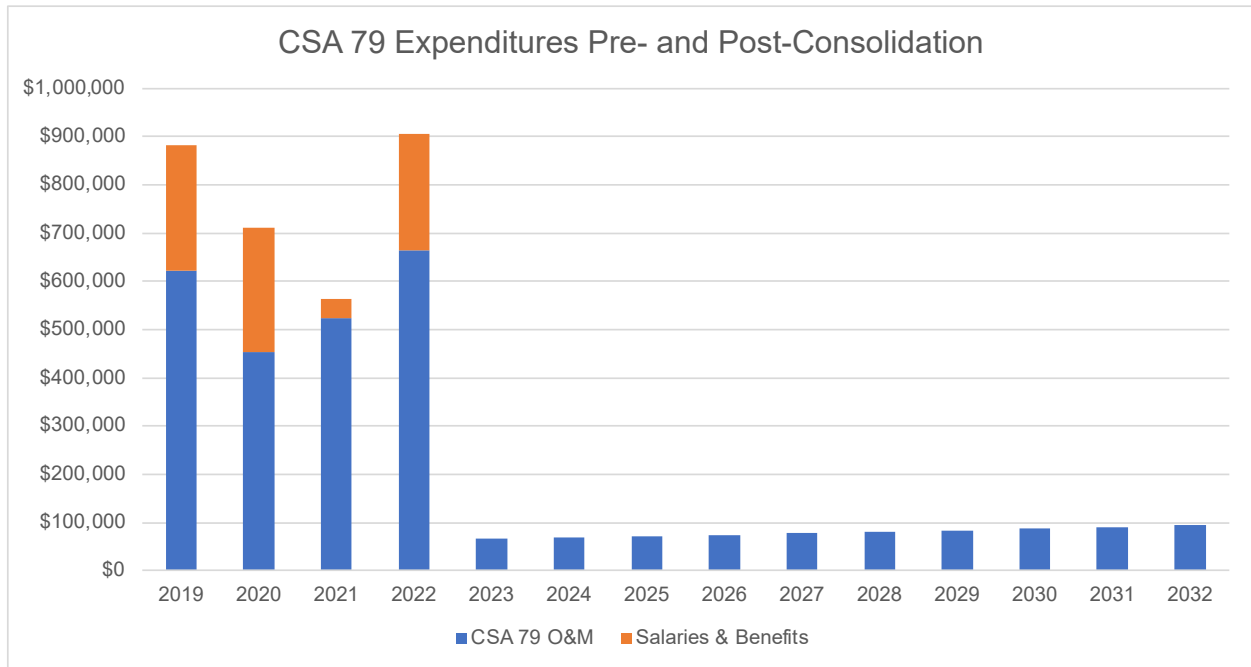
**Chart 7: CSA 79 Revenues Pre- and Post-Consolidation, Scenario 1: No Change in Fees**



**Chart 8: CSA 79 Revenues Pre- and Post-Consolidation, Scenario 2: 3% Increase in Fees After 5 Years**



**Chart 9: CSA 79 Expenditures Pre- and Post-Consolidation**



Appendices 8-A and 8-B detail the estimated amount of savings by category, which total approximately \$814,000 in 2022-23 and \$1 million by 2031-32. Savings are from:

- **Reduced Personnel Costs:** RSWD does not anticipate a need to change staffing levels under consolidation. CSA 79’s salaries and benefits costs, budgeted at \$44,232 in FYE 2022, are removed and reallocated to different CSAs staffed by the County Special Districts Department.
- **Reduced Water Treatment Contract Costs:** CSA 79’s payment to RSWD under its water treatment agreement will be obsolete. RSWD’s water treatment costs will not increase because they already treat CSA 79 sewer. Although RSWD will lose revenues collected from the CSA 79 agreement, they are replaced by service charges collected from CSA 79.
- **Reduced Operating Costs:** CSA 79’s operating costs are significantly higher per EDU than RSWD. CSA 79’s FYE 2022 budgeted cost was \$285,572 for 1,255 EDUs (\$227.55 per EDU). In comparison, RSWD’s budgeted costs total \$145,561 for 2,992 EDUs (\$48.65 per EDU).

CSA 79’s FYE 2022 budget allocated \$250,655 for Professional Services (collection system inspection, cleaning, repair, and replacement) and \$34,917 for Services & Supplies. In contrast, RSWD’s FYE 2022 budget allocated \$145,561 for all Wastewater Collection Operations & Maintenance.

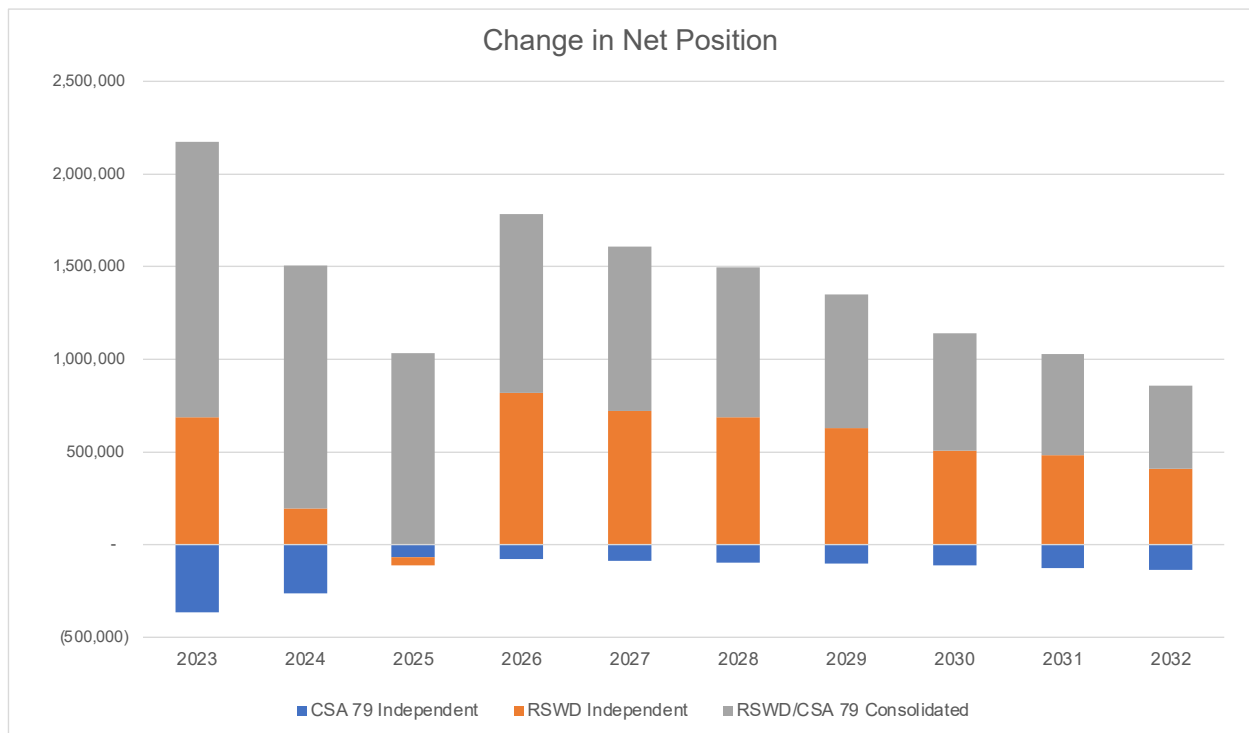
This Analysis assumes that RSWD would operate CSA 79 wastewater collection at a similar cost under its existing system based on a pro rata cost per EDU. Although it’s possible that CSA 79’s

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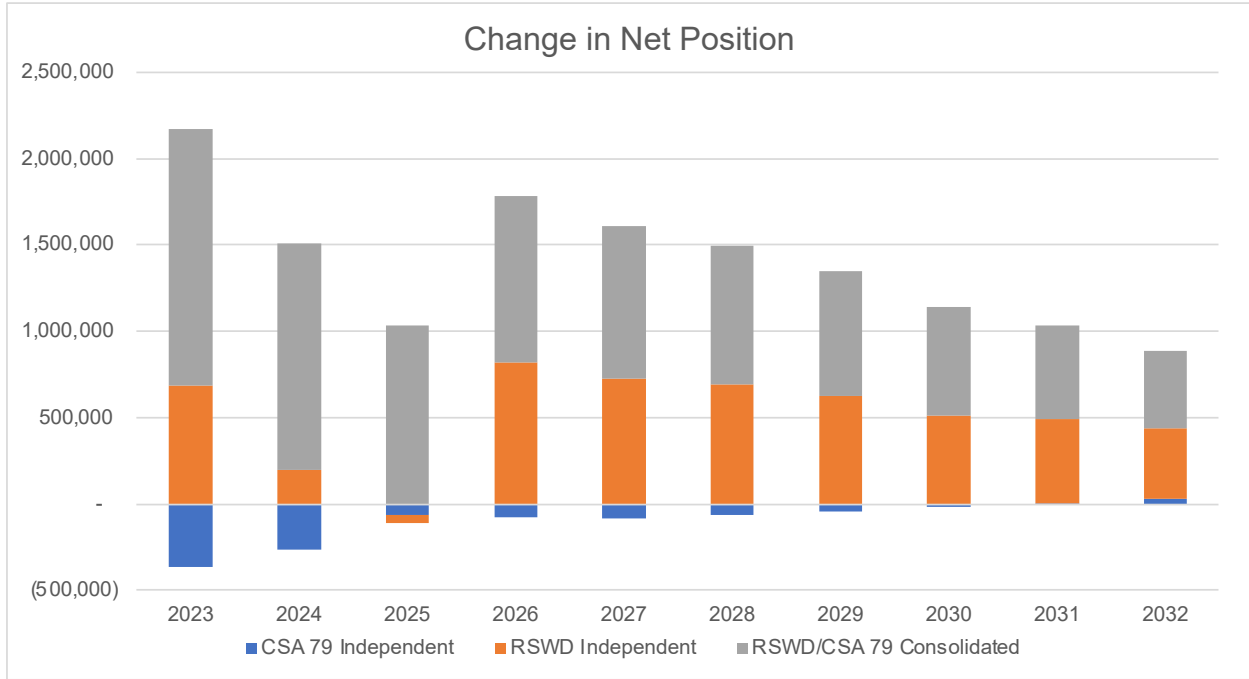
wastewater collection system could cost more to operate than RSWD’s system due to unique circumstances, removing the cost of Services & Supplies alone would reduce the wastewater collection expense to \$199.73 per EDU.

Appendices 9-A and 9-B provide a comparison of ten-year projected revenues, expenditures, and net position (beginning cash balance minus ending cash balance) for CSA 79 and RSWD independently and as consolidated districts. As shown in Chart 10, which is based on Scenario 1 (no change in fees), consolidating the districts would result in a positive net position, or cash balance, after considering changes in revenues and expenditures. Chart 11 reflects Scenario 2 (no change in fees for 5 years followed by 3 percent inflation thereafter) and also presents a positive net position.

**Chart 10: Change in Net Position Post-Consolidation, Scenario 1: No Increase in Fees**



**Chart 11: Change in Net Position Post-Consolidation, Scenario 2: 3% Increase in Fees After 5 Years**



It is worthwhile to note that based on this Analysis’ projections, RSWD is projected to have a negative net operating income beginning in FYE 2031 (Year 8) if it continues to operate as an independent district. If CSA 79 is reorganized into RSWD, the revenues from CSA 79’s current service charges would offset expenses and result in a positive net position at least through FYE 2032 (Year 10). If CSA 79 were to remain an independent district, it is projected to have a positive net position through FYE 2032 (Year 10).

If RSWD maintains current service charges, an operating deficit of \$3,776 could result beginning in FYE 2031 that would continue to grow annually thereafter. RSWD may need to consider a service charge increase to cover its operational costs and capital improvements. Since a deficit is projected even without reorganization, RSWD would need to consider how much to increase rates for current RSWD customers versus CSA 79 customers.

RSWD has indicated that it does not expect to change CSA 79 customers’ sewer rates if it is reorganized into RSWD, at least for an initial transition period while it evaluates actual revenues and expenditures after reorganization. It is possible that sewer fees would increase regardless of reorganization in order to cover capital improvement project costs and unanticipated repairs.

**ASSETS & LIABILITIES**

Appendix 2 lists assets and liabilities identified in CSA 79’s audited financial statements over the last five years. The following discusses key variables that affected parties should consider in its deliberations.

### **PENSION LIABILITY**

As of June 30, 2021, CSA 79 had a \$318,808 pension liability. Although CSA 79 has no direct staff, it utilizes pooled staff and resources within the County Special Districts Department. The FYE 2021 audited financials note that CSA 79's pension liability represents 3.08 percent of the Special Districts Department's proportionate share of the County's net pension liability.

LAFCO does not have an official position on how pension liabilities should be transferred under special district reorganization. Based on historical practices LAFCO has seen in other reorganizations, there are two options:

- Transfer the pension liability from CSA 79 to RSWD.
- Payoff the pension liability using CSA 79's available cash balance.

The County and RSWD will negotiate the payoff of the pension liability.

### **CSA 79 UNRESTRICTED CASH**

The projected FYE 2022 ending cash balance is \$2,008,111 after capital improvement projects. The actual pension obligation as of June 30, 2021 was \$318,808 and will be different based on the date reorganization goes into effect. The County and RSWD need to negotiate the amount of unrestricted cash to transfer to RSWD after considering all receivables, payables, and liabilities. Appendix 7B presents a conservative scenario in which no cash would be transferred to RSWD, however the beginning balance could increase by the amount of cash that is negotiated between RSWD and CSA 79, net of receivables, payables, and liabilities (including CSA 79's pension obligation) and reorganization costs.

### **CSA 79 CAPITAL ASSETS**

The FYE 2021 audited financials identified \$857,276 in non-current assets. This consists primarily of fixed infrastructure related to CSA 79's the wastewater collection system. There are no vehicles or equipment to transfer. Capital assets should be clearly identified for transfer.

## **FINDINGS AND CONCLUSIONS**

The following findings and conclusions address the financial factors LAFCO must consider in reviewing a consolidation proposal and the Commission's determinations required by the CKH Act. It is important to emphasize that these findings and conclusions should be weighed in the context of all the decision-making factors required by the CKH Act, both financially and as a matter of public policy. Beyond the assumptions used in the Analysis, the Commission should consider the operational efficiencies gained by consolidation through economies of scale and scope, as well as RSWD's ability to absorb CSA 79's operations from a management perspective.

### **SUFFICIENCY OF REVENUES**

"The ability of the newly formed or receiving entity to provide the services which are the subject of the application to the area, including the sufficiency of revenues for those services following the proposed boundary change" (§56668(j)).

The Analysis evaluated the sufficiency and reliability of anticipated revenues that RSWD proposes to use to fund CSA 79 wastewater collection and treatment activities assumed upon consolidation. The Analysis's baseline budget projection indicated that, if RSWD maintains current service charges, a modest deficit of \$3,776 could result in FYE 2031 that would continue to grow annually thereafter. RSWD may need to consider a service charge increase to cover its operational costs and capital improvements. Since a deficit is projected even without reorganization, RSWD would need to consider how much to increase rates for current RSWD customers versus CSA 79 customers. A March 2017 sewer rate study concluded that an increase is necessary to cover operational costs and capital improvements.

### **PUBLIC SERVICE COSTS**

"Public service costs of a proposal that the commission is authorizing are likely to be less than or substantially similar to the costs of alternative means of providing the service" (§56881(b)(1)).

CSA 79 public services costs are projected to be significantly less if reorganized to RSWD by eliminating redundancies. The largest expenditures in the baseline budget projections are the RSWD wastewater treatment agreement, salaries and benefits, and operating and maintenance costs. The wastewater treatment agreement and salaries and benefits would be removed if reorganized. The agreement would be obsolete upon reorganization; RSWD would fund the wastewater treatment services it already provides to CSA 79 customers directly from service charges. The County would no longer staff CSA 79, and RSWD does not expect a need to increase its staffing levels.

Operations and maintenance costs are also projected to be significantly reduced. CSA 79's operating costs are significantly higher per EDU than RSWD, at \$227.55 per EDU compared to \$48.65 per EDU. This Analysis assumes that RSWD will operate CSA 79's wastewater collection system at \$48.65 per EDU. Although it is possible that CSA 79's wastewater collection system could cost more to operate than RSWD's system due to unique circumstances. Removing the cost of Indirect Services & Supplies alone would reduce CSA 79's wastewater collection expense



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to \$199.73 per EDU. Indirect Services & Supplies are payments made by CSA 79 to the County Special Districts department for its proportionate share of County operating costs.

**FINANCIAL ACCOUNTABILITY**

“A change of organization or reorganization that is authorized by the commission promotes public access and accountability for community services needs and financial resources” (§56881(b)(2)).

CSA 79 customers would be served directly by RSWD rather than the County. RSWD already provides wastewater treatment services to CSA 79 customers. Consolidating wastewater collection services would improve economies of scale and reduce redundancies. CSA 79 customers would have the opportunity to vote for RSWD Board members and contact RSWD directly for customer service. RSWD’s power and authority is regulated by the California Water Code and is held to high standard of governmental accountability and transparency.

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**APPENDICES**

**Historic Five-Year Revenues & Expenditures (FYE 2017-2021)**

**Appendix 1**

**CSA 79 Sewer Enterprise Fund**

	2017	2018	2019	2020	2021	CAGR
<b>Operating Revenues</b>						
Sanitation Service Charges	\$960,972	\$960,446	\$964,543	\$780,591	\$923,437	-0.79%
Permit & Inspection Fees	75	-	150	-	-	-100%
Connection Fees	-	-	6,510	-	-	N/A
Other	3,002	240	-	78	763	-23.96%
<b>Total Operating Revenues</b>	<b>\$964,049</b>	<b>\$960,686</b>	<b>\$971,203</b>	<b>\$780,669</b>	<b>\$924,200</b>	<b>-0.84%</b>
<b>Expenditures</b>						
Other Professional Fees	\$180,284	\$95,510	\$245,798	\$4,431	\$2,029	-59.24%
Salaries & Benefits	353,480	241,064	260,965	258,213	40,143	-35.28%
Services & Supplies	134,098	225,468	101,218	112,949	166,886	4.47%
Utilities <sup>1</sup>	25,272	427,334	274,008	334,963	354,926	69.63%
RSWD Agreement	221,212	-	-	-	-	-100%
RSWD Filtration Project	69,645	-	-	-	-	-100%
Depreciation	131,493	137,107	136,846	136,064	136,063	0.69%
<b>Total Operating Expenses</b>	<b>\$1,115,484</b>	<b>\$1,126,483</b>	<b>\$1,018,835</b>	<b>\$846,620</b>	<b>\$700,047</b>	<b>-8.90%</b>
<i>Excluding Depreciation</i>	<i>\$983,991</i>	<i>\$989,376</i>	<i>\$881,989</i>	<i>\$710,556</i>	<i>\$563,984</i>	<i>-10.53%</i>
<b>Net Operating Gain/Loss</b>	<b>(\$151,435)</b>	<b>(\$165,797)</b>	<b>(\$47,632)</b>	<b>(\$65,951)</b>	<b>\$224,153</b>	<b>-208.16%</b>
<i>Excluding Depreciation</i>	<i>(\$19,942)</i>	<i>(\$28,690)</i>	<i>\$89,214</i>	<i>\$70,113</i>	<i>\$360,216</i>	<i>-278.39%</i>
<b>Nonoperating Revenues</b>						
Property Taxes	-	-	-	-	-	N/A
Special Assessments	48,813	47,231	55,107	59,213	43,585	-2.24%
Investment Earnings	7,019	10,156	45,413	56,912	4,689	-7.75%
Penalties	3,330	38,140	20,398	1,280	4,896	8.01%
Other	6,254	8,225	(54,907)	3,977	9,376	8.44%
<b>Total Nonoperating Revenues</b>	<b>\$65,416</b>	<b>\$103,752</b>	<b>\$66,011</b>	<b>\$121,382</b>	<b>\$62,546</b>	<b>-0.89%</b>
<b>Change in Net Position</b>	<b>(\$86,019)</b>	<b>(\$62,045)</b>	<b>\$18,379</b>	<b>\$55,431</b>	<b>\$286,699</b>	<b>-227.22%</b>
<i>Excluding Depreciation</i>	<i>\$45,474</i>	<i>\$75,062</i>	<i>\$155,225</i>	<i>\$191,495</i>	<i>\$422,762</i>	<i>56.19%</i>
<b>Fund Balance</b>						
Beginning	2,688,113	2,602,094	2,565,049	2,583,428	2,641,424	-0.35%
Ending	2,602,094	2,565,049	2,583,428	2,638,859	2,928,123	2.39%
<b>Net Change</b>	<b>(\$86,019)</b>	<b>(\$37,045)</b>	<b>\$18,379</b>	<b>\$55,431</b>	<b>\$286,699</b>	<b>-227.22%</b>

1: The CSA 79 Financial Statements began reporting expenditures associated with the RSWD Agreement and Filtration Project within the Utilities category in 2018.

Source: County Service Area No. 79 R-1 Green Valley Lake Financial Statements: Statement of Revenues, Expenses, and Changes in Net Position: Proprietary Funds

**FISCAL IMPACT ANALYSIS  
SAN BERNARDINO COUNTY SERVICE AREA 79**

**Historic Five-Year Statement of Net Position (FYE 2017-2021)**

**Appendix 2**

**CSA 79 Sewer Enterprise Fund**

	2017	2018	2019	2020	2021
<b>Assets</b>					
<b>Current Assets</b>					
Cash and investments	\$1,313,762	\$1,300,538	\$1,467,370	\$1,919,426	2,340,897
Accounts receivable	210,874	211,017	218,877	23,097	24,870
Interest receivable	9,299	-	-	-	-
Taxes receivable	-	-	3,011	151	-
Special assessment receivable	1,283	4,804	-	3,090	1,895
Due from other government	-	-	1,246	-	-
<b>Total Current Assets</b>	<b>\$1,535,218</b>	<b>\$1,516,359</b>	<b>\$1,690,504</b>	<b>\$1,945,764</b>	<b>\$2,367,662</b>
<b>Non-Current Assets</b>					
Improvements to land	5,216,517	5,328,771	5,328,771	5,328,771	5,328,771
Structures and improvements	159,050	159,050	159,050	159,050	159,050
Vehicles	64,440	64,440	64,440	64,440	64,440
Equipment	31,006	31,006	31,006	31,006	31,006
Construction in progress	173,406	-	1,335	-	-
Accumulated depreciation	(4,179,910)	(4,317,017)	(4,453,863)	(4,589,927)	(4,725,991)
<b>Total Non-Current Assets</b>	<b>\$1,464,509</b>	<b>\$1,266,250</b>	<b>\$1,130,739</b>	<b>\$993,340</b>	<b>\$857,276</b>
<b>Total Assets</b>	<b>\$2,999,727</b>	<b>\$2,782,609</b>	<b>\$2,821,243</b>	<b>\$2,939,104</b>	<b>\$3,224,938</b>
<b>Deferred Outflows of Resources</b>					
Pensions	\$136,783	\$133,135	\$112,507	\$92,172	\$156,998
<b>Liabilities</b>					
<b>Current Liabilities</b>					
Accounts payable	131,834	-	19,737	25,774	82,900
Retention payable	-	-	-	-	-
Due to other governments	63,086	17,273	21,624	92,651	37,352
<b>Total Current Liabilities</b>	<b>\$194,920</b>	<b>\$17,273</b>	<b>\$41,361</b>	<b>\$118,425</b>	<b>\$120,252</b>
<b>Long-Term Liabilities</b>					
Net pension liability	277,203	269,885	253,480	245,069	318,808
<b>Total Liabilities</b>	<b>\$472,123</b>	<b>\$287,158</b>	<b>\$294,841</b>	<b>\$363,494</b>	<b>\$439,060</b>
<b>Deferred Inflows of Resources</b>					
Pensions	\$62,293	\$60,281	\$55,481	\$28,923	\$14,753
<b>Net Position</b>					
Invested in Capital Assets	1,464,509	1,266,250	1,130,739	993,340	857,276
<b>Unrestricted</b>	<b>1,137,585</b>	<b>1,298,799</b>	<b>1,452,689</b>	<b>1,645,519</b>	<b>2,070,847</b>
<b>Total Net Position</b>	<b>\$2,602,094</b>	<b>\$2,565,049</b>	<b>\$2,583,428</b>	<b>\$2,638,859</b>	<b>\$2,928,123</b>

Source: County Service Area No. 79 R-1 Green Valley Lake Financial Statements: Statement of Net Position, Proprietary Funds

**FISCAL IMPACT ANALYSIS  
SAN BERNARDINO COUNTY SERVICE AREA 79**

**Historic Five-Year Revenues & Expenditures (FYE 2017-2021)  
CSA79 R-1 Meadow Green Valley Lake**

**Appendix 3**

	2017	2018	2019	2020	2021	CAGR
<b>Revenues</b>						
Special Assessments	24,831	26,563	30,480	30,110	31,923	5.15%
Investment Earnings	435	535	2,349	3,404	215	-13.15%
Other	151	95	1,448	1,520	340	17.63%
<b>Total Revenues</b>	<b>\$25,417</b>	<b>\$27,193</b>	<b>\$34,277</b>	<b>\$35,034</b>	<b>\$32,478</b>	<b>5.03%</b>
<b>Expenditures</b>						
Salaries & Benefits	3,814	4,529	3,381	7487	625	-30.35%
Services & Supplies	18,005	40,599	7,873	7328	3,356	-28.54%
Contingencies	-	-	-	0	-	N/A
Professional Fees	-	-	-	0	-	N/A
<b>Total Expenditures</b>	<b>\$21,819</b>	<b>\$45,128</b>	<b>\$11,254</b>	<b>\$14,815</b>	<b>\$3,981</b>	<b>-28.84%</b>
<b>Fund Balance</b>						
Beginning	81,316	84,720	66,785	\$ 89,808	\$ 110,027	6.23%
Ending	84,914	66,785	89,808	\$110,027	\$ 138,524	10.28%
<b>Net Change</b>	<b>\$3,598</b>	<b>(\$17,935)</b>	<b>\$23,023</b>	<b>\$20,219</b>	<b>\$28,497</b>	<b>51.27%</b>

*Source: County Service Area No. 79 R-1 Green Valley Lake Financial Statements: Statement of Revenues, Expenditures and Changes in Fund Balances, Governmental Funds*

**FISCAL IMPACT ANALYSIS  
SAN BERNARDINO COUNTY SERVICE AREA 79**

**Historic Five-Year Statement of Net Position (FYE 2017-2021)  
CSA79 Sewer Enterprise Fund - R1**

**Appendix 4**

	2016	2017	2018	2019	2020	2021
<b>Assets</b>						
Cash and investments	82,087	86,177	65,658	89,346	111,326	136,487
Accounts receivable	-	-	-	-	-	-
Interest receivable	156	263	-	-	-	-
Taxes receivable	-	880	-	-	-	-
Special assessment receivable	215	880	1,127	462	1,184	2,132
<b>Total Assets</b>	<b>\$ 82,458</b>	<b>\$88,200</b>	<b>\$66,785</b>	<b>\$89,808</b>	<b>\$112,510</b>	<b>\$138,619</b>
<b>Deferred outflows of resources</b>						
Pension	-	84,720	-	-	-	-
<b>Liabilities</b>						
Due to other funds	-	-	-	-	-	-
Due to other governments	-	-	-	-	2,483	95
Accounts payable	-	2,600	-	-	-	-
<b>Total Liabilities</b>	<b>\$ -</b>	<b>\$2,600</b>	<b>\$-</b>	<b>\$-</b>	<b>\$2,483</b>	<b>\$95</b>
<b>Fund Balance</b>						
Restricted for Road Maintenance	81,316	84,720	66,785	89,808	110,027	138,524
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 81,316</b>	<b>\$87,320</b>	<b>\$66,785</b>	<b>\$89,808</b>	<b>\$112,510</b>	<b>\$138,619</b>
<b>Total Fund Balance - Governmental Fund</b>	<b>\$ 81,316</b>	<b>\$84,720</b>	<b>\$66,785</b>	<b>\$89,808</b>	<b>\$110,027</b>	<b>\$138,524</b>
Capital Assets	131,675					
Accumulated depreciation	(79,005)					
<b>Net capital assets</b>	<b>\$ 52,670</b>	<b>\$49,378</b>	<b>\$46,997</b>	<b>\$42,997</b>	<b>\$39,907</b>	<b>\$36,818</b>
<b>Net position of governmental activities</b>	<b>\$ 133,986</b>	<b>\$134,098</b>	<b>\$113,782</b>	<b>\$132,805</b>	<b>\$149,934</b>	<b>\$175,342</b>

*Source: County Service Area No. 79 R-1 Green Valley Lake Financial Statements: Balance Sheet, Governmental Funds*

**FISCAL IMPACT ANALYSIS  
SAN BERNARDINO COUNTY SERVICE AREA 79**

**Ten-Year Projected Revenues & Expenditures  
CSA 79 Sewer Enterprise Fund - No Reorganization, Constant Service Charges** Appendix 5A

	Projected										
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
<b>Service Charges</b>											
EDJUs	1,255	1,257	1,259	1,261	1,263	1,265	1,267	1,269	1,271	1,273	1,275
Monthly Service Charge	\$65.77	\$65.77	\$65.77	\$65.77	\$65.77	\$65.77	\$65.77	\$65.77	\$65.77	\$65.77	\$65.77
Total Annual Charge	\$990,496	\$992,075	\$993,653	\$995,232	\$996,810	\$998,389	\$999,967	\$1,001,546	\$1,003,124	\$1,004,703	\$1,006,281
<b>Revenues</b>											
Sanitation Service Charge	\$950,000	\$992,075	\$993,653	\$995,232	\$996,810	\$998,389	\$999,967	\$1,001,546	\$1,003,124	\$1,004,703	\$1,006,281
Special Assessments	53,300	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Penalties & Delinquent Taxes	5,900	5,900	5,900	5,900	5,900	5,900	5,900	5,900	5,900	5,900	5,900
Investment Earnings/Interest	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Permit, Inspection, & Conn. Fees	0	10,822	10,822	10,822	10,822	10,822	10,822	10,822	10,822	10,822	10,822
Other	23,000	-	-	-	-	-	-	-	-	-	-
Total Revenues	1,042,200	1,068,797	1,070,375	1,071,954	1,073,532	1,075,111	1,076,689	1,078,268	1,079,846	1,081,425	1,083,003
<b>Expenditures</b>											
Utilities - Sewer (RSWD)	\$350,000	\$350,560	\$351,121	\$351,683	\$352,245	\$352,809	\$353,373	\$353,939	\$354,505	\$355,072	\$355,640
Utilities - Other	28,300	29,121	29,965	30,834	31,728	32,649	33,595	34,570	35,572	36,604	37,665
Professional and Special Services	250,655	255,000	255,000	255,000	255,000	255,000	255,000	255,000	255,000	255,000	255,000
Services & Supplies - General	34,917	35,930	36,972	38,044	39,147	40,282	41,450	42,653	43,889	45,162	46,472
Salaries & Benefits	241,064	248,055	255,248	262,651	270,268	278,105	286,170	294,469	303,009	311,796	320,838
Transfers Out	218,074	514,000	404,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Total Operating Expenses	\$1,123,010	\$1,432,665	\$1,332,306	\$1,138,211	\$1,148,388	\$1,158,845	\$1,169,590	\$1,180,630	\$1,191,976	\$1,203,634	\$1,215,616
Net Operating Income / (Deficit)	\$(80,810)	\$(363,868)	\$(261,931)	\$(66,258)	\$(74,856)	\$(83,734)	\$(92,900)	\$(102,363)	\$(112,130)	\$(122,210)	\$(132,613)
Excl. CIP Transfers Out	\$137,264	\$150,132	\$142,069	\$133,742	\$125,144	\$116,266	\$107,100	\$97,637	\$87,870	\$77,790	\$67,377
<b>Beginning Cash (Unrestricted)</b>	\$2,070,847	\$2,208,111	\$2,358,243	\$2,500,312	\$2,634,054	\$2,759,198	\$2,875,463	\$2,982,563	\$3,080,200	\$3,168,071	\$3,245,861
<b>Ending Cash Before CIP</b>	\$2,208,111	\$2,358,243	\$2,500,312	\$2,634,054	\$2,759,198	\$2,875,463	\$2,982,563	\$3,080,200	\$3,168,071	\$3,245,861	\$3,313,248

Source: County Budget for FYE 2022; RSG Projections from FYE 2023



**FISCAL IMPACT ANALYSIS  
SAN BERNARDINO COUNTY SERVICE AREA 79**

**Ten-Year Projected Revenues & Expenditures  
CSA 79 Sewer Enterprise Fund - No Reorganization, Increased Service Fees After Five Years**

Appendix 5B

	Projected										
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
<b>Service Charges</b>											
EDUs	1,255	1,257	1,259	1,261	1,263	1,265	1,267	1,269	1,271	1,273	1,275
Monthly Service Charge	\$65.77	\$65.77	\$65.77	\$65.77	\$65.77	\$65.77	\$67.74	\$69.78	\$71.87	\$74.02	\$76.25
Total Annual Charge	\$990,496	\$992,075	\$993,653	\$995,232	\$996,810	\$998,389	\$1,029,966	\$1,062,540	\$1,096,141	\$1,130,802	\$1,166,555
<b>Revenues</b>											
Sanitation Service Charge	\$950,000	\$992,075	\$993,653	\$995,232	\$996,810	\$998,389	\$1,029,966	\$1,062,540	\$1,096,141	\$1,130,802	\$1,166,555
Special Assessments	53,300	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Penalties & Delinquent Taxes	5,900	5,900	5,900	5,900	5,900	5,900	5,900	5,900	5,900	5,900	5,900
Investment Earnings/Interest	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Permit, Inspection, & Conn. Fees	0	10,822	10,822	10,822	10,822	10,822	10,822	10,822	10,822	10,822	10,822
Other	23,000	-	-	-	-	-	-	-	-	-	-
Total Revenues	1,042,200	1,068,797	1,070,375	1,071,954	1,073,532	1,075,111	1,106,688	1,139,262	1,172,863	1,207,524	1,243,277
<b>Expenditures</b>											
Utilities - Sewer (RSWD)	\$350,000	\$350,560	\$351,121	\$351,683	\$352,245	\$352,809	\$353,373	\$353,939	\$354,505	\$355,072	\$355,640
Utilities - Other	28,300	29,121	29,965	30,834	31,728	32,649	33,595	34,570	35,572	36,604	37,665
Professional and Special Services	250,655	255,000	255,000	255,000	255,000	255,000	255,000	255,000	255,000	255,000	255,000
Services & Supplies - General	34,917	35,930	36,972	38,044	39,147	40,282	41,450	42,653	43,889	45,162	46,472
Salaries & Benefits	241,064	248,055	255,248	262,651	270,268	278,105	286,170	294,469	303,009	311,796	320,838
Transfers Out	218,074	514,000	404,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Total Operating Expenses	\$1,123,010	\$1,432,665	\$1,332,306	\$1,138,211	\$1,148,388	\$1,158,845	\$1,169,590	\$1,180,630	\$1,191,976	\$1,203,634	\$1,215,616
Net Operating Income / (Deficit)	\$(80,810)	\$(363,868)	\$(261,931)	\$(66,258)	\$(74,856)	\$(83,734)	\$(62,901)	\$(41,369)	\$(19,113)	\$3,889	\$27,662
Excl. CIP Transfers Out	\$137,264	\$150,132	\$142,069	\$133,742	\$125,144	\$116,266	\$137,099	\$158,631	\$180,887	\$203,889	\$227,662
<b>Beginning Cash (Unrestricted)</b>	\$2,070,847	\$2,208,111	\$2,358,243	\$2,500,312	\$2,634,054	\$2,759,198	\$2,875,463	\$3,012,562	\$3,171,193	\$3,352,081	\$3,555,970
<b>Ending Cash Before CIP</b>	\$2,208,111	\$2,358,243	\$2,500,312	\$2,634,054	\$2,759,198	\$2,875,463	\$3,012,562	\$3,171,193	\$3,352,081	\$3,555,970	\$3,783,631

Source: County Budget for FYE 2022; RSG Projections from FYE 2023





FISCAL IMPACT ANALYSIS  
SAN BERNARDINO COUNTY SERVICE AREA 79

Ten-Year Projected Revenues & Expenditures  
CSA 79 Sewer Enterprise Fund - No Reorganization, Constant Service Charges

Appendix 5C

	Projected										
	Budgeted 2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
<b>Beginning Cash (Unrestricted)</b>	\$2,070,847	\$2,208,111	\$2,358,243	\$2,500,312	\$2,634,054	\$2,759,198	\$2,875,463	\$2,982,563	\$3,080,200	\$3,168,071	\$3,245,861
<b>Ending Cash Before CIP</b>	\$2,208,111	\$2,358,243	\$2,500,312	\$2,634,054	\$2,759,198	\$2,875,463	\$2,982,563	\$3,080,200	\$3,168,071	\$3,245,861	\$3,313,248
<b>Capital Improvements</b>											
Ongoing Repair/Replacement of Main Sewer Lines	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
Raise Manholes (\$1,200 x 340 manholes)		204,000	204,000								
Pump Upgrade - Canyon Lift Station		20,000									
Driveway Replacement - Deerlick & Crab Flats		75,000									
Transducer - Snow Valley		10,000									
Ahwannee Level Sensors		5,000									
Total	\$200,000	\$514,000	\$404,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
<b>Ending Cash After CIP</b>	\$2,008,111	\$1,844,243	\$2,096,312	\$2,434,054	\$2,559,198	\$2,675,463	\$2,782,563	\$2,880,200	\$2,968,071	\$3,045,861	\$3,113,248
<i>Change in Net Position</i>	\$(62,736)	\$(363,868)	\$(261,931)	\$(66,258)	\$(74,856)	\$(83,734)	\$(92,900)	\$(102,363)	\$(112,130)	\$(122,210)	\$(132,613)

Source: CSA 79 Capital Improvement Budgets for FYEs 2022-2027; RSG Projections from FYE 2027



FISCAL IMPACT ANALYSIS  
SAN BERNARDINO COUNTY SERVICE AREA 79

Appendix 5D

Ten-Year Projected Revenues & Expenditures  
CSA 79 Sewer Enterprise Fund - No Reorganization, Increased Service Fees After Five Years

	Budgeted					Projected					
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
<b>Beginning Cash (Unrestricted)</b>	\$2,070,847	\$2,208,111	\$2,358,243	\$2,500,312	\$2,634,054	\$2,759,198	\$2,875,463	\$3,012,562	\$3,171,193	\$3,352,081	\$3,555,970
<b>Ending Cash Before CIP</b>	\$2,208,111	\$2,358,243	\$2,500,312	\$2,634,054	\$2,759,198	\$2,875,463	\$3,012,562	\$3,171,193	\$3,352,081	\$3,555,970	\$3,783,631
<b>Capital Improvements</b>											
Ongoing Repair/Replacement of Main Sewer Lines	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
Raise Manholes (\$1,200 x 340 manholes)		204,000	204,000								
Pump Upgrade - Canyon Lift Station		20,000									
Driveway Replacement - Deerlick & Crab Flats		75,000									
Transducer - Snow Valley		10,000									
Ahwannee Level Sensors		5,000									
<b>Total</b>	\$200,000	\$514,000	\$404,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
<b>Ending Cash After CIP</b>	\$2,008,111	\$1,844,243	\$2,096,312	\$2,434,054	\$2,559,198	\$2,675,463	\$2,812,562	\$2,971,193	\$3,152,081	\$3,355,970	\$3,583,631
<b>Change in Net Position</b>	\$(62,736)	\$(363,868)	\$(261,931)	\$(66,258)	\$(74,856)	\$(83,734)	\$(62,901)	\$(41,369)	\$(19,113)	\$3,889	\$27,662

Source: CSA 79 Capital Improvement Budgets for FYEs 2022-2027; RSG Projections from FYE 2027



FISCAL IMPACT ANALYSIS  
SAN BERNARDINO COUNTY SERVICE AREA 79

Ten-Year Projected Revenues & Expenditures  
RSWD - No Reorganization



	Budgeted					Projected						
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
<b>Operating Revenues</b>												
Wastewater Collection												
Service Charges (Base & System)	\$1,126,718	\$1,160,519	\$1,160,519	\$1,160,519	\$1,160,519	\$1,160,519	\$1,160,519	\$1,160,519	\$1,160,519	\$1,160,519	\$1,160,519	\$1,160,519
Availability Charges	8,033	8,033	8,033	8,033	8,033	8,033	8,033	8,033	8,033	8,033	8,033	8,033
Interest Income	10,443	10,652	10,652	10,652	10,652	10,652	10,652	10,652	10,652	10,652	10,652	10,652
Other	8,086	8,303	8,303	8,303	8,303	8,303	8,303	8,303	8,303	8,303	8,303	8,303
<b>Subtotal</b>	<b>\$1,153,280</b>	<b>\$1,187,507</b>	<b>\$1,187,507</b>	<b>\$1,187,507</b>	<b>\$1,187,507</b>	<b>\$1,187,507</b>	<b>\$1,187,507</b>	<b>\$1,187,507</b>	<b>\$1,187,507</b>	<b>\$1,187,507</b>	<b>\$1,187,507</b>	<b>\$1,187,507</b>
<b>Wastewater Treatment</b>												
Service Charges	\$839,631	\$864,820	\$864,820	\$864,820	\$864,820	\$864,820	\$864,820	\$864,820	\$864,820	\$864,820	\$864,820	\$864,820
Usage Charges	148,124	152,568	152,568	152,568	152,568	152,568	152,568	152,568	152,568	152,568	152,568	152,568
Availability Charges	5,987	5,987	5,987	5,987	5,987	5,987	5,987	5,987	5,987	5,987	5,987	5,987
Interest Income	7,783	7,938	7,938	7,938	7,938	7,938	7,938	7,938	7,938	7,938	7,938	7,938
Arrowbear O&M Reimb	199,156	205,131	211,285	217,623	224,152	230,876	237,803	244,937	252,285	259,853	267,649	275,678
CSA 79 O&M Reimb	253,891	261,508	269,353	277,434	285,757	294,329	303,159	312,254	321,622	331,270	341,208	351,445
Arrowbear & CSA 79 CIP	160,856	164,073	167,355	170,702	174,116	177,598	181,150	184,773	188,468	192,238	196,083	200,004
CSA 79 CIP	207,807	211,963	216,202	220,526	224,937	229,436	234,024	238,705	243,479	248,349	253,316	258,382
Other	6,025	6,187	6,187	6,187	6,187	6,187	6,187	6,187	6,187	6,187	6,187	6,187
<b>Subtotal</b>	<b>\$1,829,260</b>	<b>\$1,880,175</b>	<b>\$1,901,695</b>	<b>\$1,923,785</b>	<b>\$1,946,461</b>	<b>\$1,969,739</b>	<b>\$1,993,636</b>	<b>\$2,018,169</b>	<b>\$2,043,354</b>	<b>\$2,069,210</b>	<b>\$2,095,755</b>	<b>\$2,123,009</b>
<b>Total Wastewater Revenues<sup>2</sup></b>	<b>\$2,982,540</b>	<b>\$3,067,682</b>	<b>\$3,089,202</b>	<b>\$3,111,292</b>	<b>\$3,133,968</b>	<b>\$3,157,246</b>	<b>\$3,181,143</b>	<b>\$3,205,676</b>	<b>\$3,230,861</b>	<b>\$3,256,717</b>	<b>\$3,283,262</b>	<b>\$3,310,516</b>

2: Revenues estimated to grow 0% annually to match RSWD cash flow projections in 2022-23 budget.

Source: RSWD Budgets for FYE 2022 and 2023; RSG Projections from FYE 2024

FISCAL IMPACT ANALYSIS  
SAN BERNARDINO COUNTY SERVICE AREA 79

Ten-Year Projected Revenues & Expenditures  
RSWD - No Reorganization



Appendix 6B

	Budgeted		Projected										
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	
<b>Expenditures</b>													
Wastewater Collection													
Personnel	\$595,339	\$615,295	\$639,907	\$665,503	\$692,123	\$719,808	\$748,600	\$778,544	\$809,686	\$842,074	\$875,757	\$910,787	
Operations & Maintenance	145,561	150,552	156,574	162,837	169,351	176,125	183,170	190,496	198,116	206,041	214,282	222,854	
Depreciation	199,767	202,818	210,931	219,368	228,143	237,268	246,759	256,629	266,895	277,570	288,673	300,220	
Long-Term Debt - Interest	44,605	42,193	40,083	38,079	36,175	34,366	32,648	31,016	29,485	27,992	26,592	25,263	
Subtotal	\$985,272	\$1,010,858	\$1,047,495	\$1,085,787	\$1,125,792	\$1,167,568	\$1,211,177	\$1,256,686	\$1,304,162	\$1,353,677	\$1,405,304	\$1,459,123	
Wastewater Treatment													
Personnel	\$692,235	\$715,582	\$744,205	\$773,973	\$804,932	\$837,130	\$870,615	\$905,440	\$941,657	\$979,323	\$1,018,496	\$1,059,236	
Operations & Maintenance	357,060	369,558	384,340	399,714	415,702	432,331	449,624	467,609	486,313	505,766	525,996	547,036	
Depreciation	268,100	308,152	320,478	333,297	346,629	360,494	374,914	389,911	405,507	421,727	438,596	456,140	
Subtotal	\$1,317,395	\$1,393,292	\$1,449,024	\$1,506,985	\$1,567,264	\$1,629,955	\$1,695,153	\$1,762,959	\$1,833,477	\$1,906,816	\$1,983,089	\$2,062,413	
Total Wastewater Expenses	\$2,302,667	\$2,404,150	\$2,496,519	\$2,592,772	\$2,693,056	\$2,797,522	\$2,906,330	\$3,019,645	\$3,137,639	\$3,260,493	\$3,388,393	\$3,521,536	
% Change <sup>3</sup>		4%	4%	4%	4%	4%	4%	4%	4%	4%	4%	4%	
Net Operating Income / (Deficit)	\$679,873	\$663,532	\$592,683	\$518,520	\$440,912	\$359,724	\$274,813	\$186,031	\$93,222	(\$3,776)	(\$105,131)	(\$211,020)	
Beginning Cash	\$825,366	\$585,674	\$1,272,832	\$1,471,993	\$1,430,608	\$2,251,031	\$2,975,512	\$3,666,192	\$4,295,101	\$4,804,149	\$5,290,123	\$5,699,684	
Non-Cash Depreciation	467,867	510,970	531,409	552,665	574,772	597,763	621,673	646,540	672,402	699,298	727,270	756,360	
Long-Term Debt - Principal	(126,932)	(129,344)	(131,931)	(134,569)	(137,261)	(140,006)	(142,806)	(145,662)	(148,576)	(151,547)	(154,578)	(157,670)	
Capital Projects & Fixed Assets	(1,260,500)	(358,000)	(793,000)	(978,000)	(58,000)	(93,000)	(63,000)	(58,000)	(108,000)	(58,000)	(58,000)	(58,000)	
<b>Ending Cash</b>	\$ 585,674	\$ 1,272,832	\$ 1,471,993	\$ 1,430,608	\$ 2,251,031	\$ 2,975,512	\$ 3,666,192	\$ 4,295,101	\$ 4,804,149	\$ 5,290,123	\$ 5,699,684	\$ 6,029,355	
Change in Net Position	(\$239,692)	\$687,158	\$199,161	(\$41,384)	\$620,423	\$724,481	\$690,680	\$628,908	\$509,048	\$485,975	\$409,561	\$329,671	

3: Expenditures estimated to increase 4% annually to match RSWD cash flow projections in 2022-23 budget

Source: RSWD Budgets for FYE 2022 and 2023; RSG Projections from FYE 2024

**FISCAL IMPACT ANALYSIS  
SAN BERNARDINO COUNTY SERVICE AREA 79**

**Ten-Year Projected Revenues & Expenditures  
RSWD - With CSA 79 Sewer**

Appendix 7A

	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
<b>CSA 79 Sewer Charge<sup>4</sup></b>										
EDUs	1,257	1,259	1,261	1,263	1,265	1,267	1,269	1,271	1,273	1,275
Monthly Service Charge	\$65.77	\$65.77	\$65.77	\$65.77	\$65.77	\$65.77	\$65.77	\$65.77	\$65.77	\$65.77
	\$ 992,075	\$ 993,653	\$ 995,232	\$ 996,810	\$ 998,389	\$ 999,967	\$ 1,001,546	\$ 1,003,124	\$ 1,004,703	\$ 1,006,281
<b>Operating Revenues</b>										
Wastewater collection										
RSWD Service Charges	\$ 1,160,519	\$ 1,160,519	\$ 1,160,519	\$ 1,160,519	\$ 1,160,519	\$ 1,160,519	\$ 1,160,519	\$ 1,160,519	\$ 1,160,519	\$ 1,160,519
CSA 79 Service Charges	496,037	496,827	497,616	498,405	499,194	499,984	500,773	501,562	502,351	503,141
CSA 79 Special Assessments & Penalties	55,900	55,900	55,900	55,900	55,900	55,900	55,900	55,900	55,900	55,900
RSWD Other Revenues	8,303	8,303	8,303	8,303	8,303	8,303	8,303	8,303	8,303	8,303
CSA 79 Other Revenues	-	-	-	-	-	-	-	-	-	-
Subtotal	\$ 1,720,759	\$ 1,721,549	\$ 1,722,338	\$ 1,723,127	\$ 1,723,916	\$ 1,724,706	\$ 1,725,495	\$ 1,726,284	\$ 1,727,073	\$ 1,727,863
<b>Wastewater Treatment</b>										
RSWD Service Charges	\$864,820	\$864,820	\$864,820	\$864,820	\$864,820	\$864,820	\$864,820	\$864,820	\$864,820	\$864,820
CSA 79 Service Charges	496,037	496,827	497,616	498,405	499,194	499,984	500,773	501,562	502,351	503,141
RSWD Other Revenues	6,187	6,187	6,187	6,187	6,187	6,187	6,187	6,187	6,187	6,187
CSA 79 Other Revenues	-	-	-	-	-	-	-	-	-	-
Arrowbear O&M and CIP	360,012	369,204	378,639	388,325	398,268	408,474	418,953	429,710	440,753	452,091
Subtotal	\$ 1,727,056	\$ 1,737,037	\$ 1,747,262	\$ 1,757,737	\$ 1,768,469	\$ 1,779,465	\$ 1,790,732	\$ 1,802,279	\$ 1,814,112	\$ 1,826,239
<b>Total Wastewater Revenues</b>	\$ 3,447,816	\$ 3,458,586	\$ 3,469,600	\$ 3,480,864	\$ 3,492,385	\$ 3,504,170	\$ 3,516,227	\$ 3,528,563	\$ 3,541,185	\$ 3,554,101
<b>% Change</b>		0.3%	0.3%	0.3%	0.3%	0.3%	0.3%	0.4%	0.4%	0.4%

4: CSA 79 service charges are divided evenly between the Wastewater Collection and Wastewater Treatment revenue categories

Source: RSG, Inc.



**FISCAL IMPACT ANALYSIS  
SAN BERNARDINO COUNTY SERVICE AREA 79**

**Ten-Year Projected Revenues & Expenditures  
RSWD - With CSA 79 Sewer** **Appendix 7B**

Expenditures	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
<b>Wastewater Collection</b>										
RSWD Personnel	\$615,295	\$639,907	\$665,503	\$692,123	\$719,808	\$748,600	\$778,544	\$809,686	\$842,074	\$875,757
RSWD Operations & Maintenance	150,552	156,574	162,837	169,351	176,125	183,170	190,496	198,116	206,041	214,282
RSWD Depreciation	202,818	210,931	219,368	228,143	237,268	246,759	256,629	266,895	277,570	288,673
RSWD Long-Term Debt - Interest	42,193	40,083	38,079	36,175	34,366	32,648	31,016	29,465	27,992	26,592
CSA 79 O&M, Services, & Supplies	65,780	68,520	71,374	74,347	77,443	80,668	84,027	87,526	91,170	94,966
CSA 79 Utilities	29,121	29,965	30,834	31,728	32,649	33,595	34,570	35,572	36,604	37,665
<b>Subtotal</b>	<b>\$1,105,759</b>	<b>\$1,145,980</b>	<b>\$1,187,995</b>	<b>\$1,231,867</b>	<b>\$1,277,659</b>	<b>\$1,325,441</b>	<b>\$1,375,283</b>	<b>\$1,427,260</b>	<b>\$1,481,451</b>	<b>\$1,537,936</b>
<b>Wastewater Treatment</b>										
Personnel	\$715,582	\$744,205	\$773,973	\$804,932	\$837,130	\$870,615	\$905,440	\$941,657	\$979,323	\$1,018,496
Operations & Maintenance	369,558	384,340	399,714	415,702	432,331	449,624	467,609	486,313	505,766	525,996
Depreciation	308,152	320,478	333,297	346,629	360,494	374,914	389,911	405,507	421,727	438,596
<b>Subtotal</b>	<b>\$1,393,292</b>	<b>\$1,449,024</b>	<b>\$1,506,985</b>	<b>\$1,567,264</b>	<b>\$1,629,955</b>	<b>\$1,695,153</b>	<b>\$1,762,959</b>	<b>\$1,833,477</b>	<b>\$1,906,816</b>	<b>\$1,983,089</b>
<b>Total Wastewater Expenses</b>	<b>\$2,499,051</b>	<b>\$2,595,004</b>	<b>\$2,694,980</b>	<b>\$2,799,131</b>	<b>\$2,907,614</b>	<b>\$3,020,593</b>	<b>\$3,138,242</b>	<b>\$3,260,737</b>	<b>\$3,388,267</b>	<b>\$3,521,025</b>
<b>Net Operating Income / (Deficit)</b>	<b>\$948,765</b>	<b>\$863,582</b>	<b>\$774,620</b>	<b>\$681,733</b>	<b>\$584,772</b>	<b>\$483,577</b>	<b>\$377,986</b>	<b>\$267,825</b>	<b>\$152,918</b>	<b>\$33,077</b>
<b>Beginning Cash</b>	<b>\$585,674</b>	<b>\$2,072,065</b>	<b>\$3,381,125</b>	<b>\$4,415,840</b>	<b>\$5,377,085</b>	<b>\$6,261,613</b>	<b>\$7,066,057</b>	<b>\$7,786,920</b>	<b>\$8,420,572</b>	<b>\$8,963,240</b>
Non-Cash Depreciation	510,970	531,409	552,665	574,772	597,763	621,673	646,540	672,402	699,298	727,270
Long-Term Debt - Principal	(129,344)	(131,931)	(134,569)	(137,261)	(140,006)	(142,806)	(145,662)	(148,576)	(151,547)	(154,578)
RSWD Capital Projects & Fixed Assets	(358,000)	(358,000)	(358,000)	(358,000)	(358,000)	(358,000)	(358,000)	(358,000)	(358,000)	(358,000)
CSA 79 Capital Projects	514,000	404,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
<b>Ending Cash<sup>5</sup></b>	<b>\$2,072,065</b>	<b>\$3,381,125</b>	<b>\$4,415,840</b>	<b>\$5,377,085</b>	<b>\$6,261,613</b>	<b>\$7,066,057</b>	<b>\$7,786,920</b>	<b>\$8,420,572</b>	<b>\$8,963,240</b>	<b>\$9,411,008</b>
<b>Change in Net Position</b>	<b>\$1,486,391</b>	<b>\$1,309,060</b>	<b>\$1,034,715</b>	<b>\$961,244</b>	<b>\$884,528</b>	<b>\$804,444</b>	<b>\$720,863</b>	<b>\$633,652</b>	<b>\$542,669</b>	<b>\$447,768</b>

5: Cash balance is based on RSWD's cash balance, and could change based on negotiations regarding CSA 79's cash balance and pension liability upon reorganization.  
Source: RSG, Inc.



**FISCAL IMPACT ANALYSIS  
SAN BERNARDINO COUNTY SERVICE AREA 79**

**Projected Ten-Year Cost Savings/Difference  
CSA 79 Reorganization into RSWD - Constant Fees**

Appendix 8A

	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
<b>Revenues Lost</b>										
Sanitation Service Charge	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Special Assessments	-	-	-	-	-	-	-	-	-	-
Penalties & Delinquent Taxes	-	-	-	-	-	-	-	-	-	-
Permit, Inspection & Connection Fees	(27,055)	(27,055)	(27,055)	(27,055)	(27,055)	(27,055)	(27,055)	(27,055)	(27,055)	(27,055)
Investment Earnings/Interest	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
Other	-	-	-	-	-	-	-	-	-	-
<b>Total Revenues Lost</b>	<b>(\$37,055)</b>	<b>(\$37,055)</b>	<b>(\$37,055)</b>	<b>(\$37,055)</b>	<b>(\$37,055)</b>	<b>(\$37,055)</b>	<b>(\$37,055)</b>	<b>(\$37,055)</b>	<b>(\$37,055)</b>	<b>(\$37,055)</b>
<b>Expenditures Saved</b>										
RSWD Contract - O&M	\$261,508	\$269,353	\$277,434	\$285,757	\$294,329	\$303,159	\$312,254	\$321,622	\$331,270	\$341,208
RSWD Contract - CIP	211,963	216,202	220,526	224,937	229,436	234,024	238,705	243,479	248,349	253,316
Other Professional Fees - O&M	255,000	255,000	255,000	255,000	255,000	255,000	255,000	255,000	255,000	255,000
Services & Supplies - Direct & Indirect	(29,850)	(31,548)	(33,330)	(35,200)	(37,161)	(39,218)	(41,375)	(43,637)	(46,008)	(48,494)
Salaries & Benefits	248,055	255,248	262,651	270,268	278,105	286,170	294,469	303,009	311,796	320,838
Utilities	-	-	-	-	-	-	-	-	-	-
Transfers Out - CIP Reserve	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Total Expenses Saved</b>	<b>\$946,675</b>	<b>\$964,255</b>	<b>\$982,280</b>	<b>\$1,000,761</b>	<b>\$1,019,710</b>	<b>\$1,039,136</b>	<b>\$1,059,053</b>	<b>\$1,079,473</b>	<b>\$1,100,407</b>	<b>\$1,121,868</b>
<b>Net Savings</b>	<b>\$909,620</b>	<b>\$927,200</b>	<b>\$945,225</b>	<b>\$963,706</b>	<b>\$982,655</b>	<b>\$1,002,081</b>	<b>\$1,021,998</b>	<b>\$1,042,418</b>	<b>\$1,063,352</b>	<b>\$1,084,813</b>

Source: RSG, Inc.





**FISCAL IMPACT ANALYSIS  
SAN BERNARDINO COUNTY SERVICE AREA 79**

Appendix 8B

**Projected Ten-Year Cost Savings/Difference  
C-SA 79 Reorganization into RSWD - 3% Increase in Fees After Five Years**

	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
<b>Revenues Lost</b>										
Sanitation Service Charge	\$0	\$0	\$0	\$0	\$0	(\$29,999)	(\$60,994)	(\$93,017)	(\$126,099)	(\$160,274)
Special Assessments	-	-	-	-	-	-	-	-	-	-
Penalties & Delinquent Taxes	-	-	-	-	-	-	-	-	-	-
Permit, Inspection & Connection Fees	(27,055)	(27,055)	(27,055)	(27,055)	(27,055)	(27,055)	(27,055)	(27,055)	(27,055)	(27,055)
Investment/Earnings/Interest	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
Other	-	-	-	-	-	-	-	-	-	-
<b>Total Revenues Lost</b>	<b>(\$37,055)</b>	<b>(\$37,055)</b>	<b>(\$37,055)</b>	<b>(\$37,055)</b>	<b>(\$37,055)</b>	<b>(\$67,054)</b>	<b>(\$98,049)</b>	<b>(\$130,072)</b>	<b>(\$163,154)</b>	<b>(\$197,329)</b>
<b>Expenditures Saved</b>										
RSWD Contract - O&M	\$261,508	\$269,353	\$277,434	\$285,757	\$294,329	\$303,159	\$312,254	\$321,622	\$331,270	\$341,208
RSWD Contract - CIP	211,963	216,202	220,526	224,937	229,436	234,024	238,705	243,479	248,349	253,316
Other Professional Fees - O&M	255,000	255,000	255,000	255,000	255,000	255,000	255,000	255,000	255,000	255,000
Services & Supplies - Direct & Indirect	(29,850)	(31,548)	(33,330)	(35,200)	(37,161)	(39,218)	(41,375)	(43,637)	(46,008)	(48,494)
Salaries & Benefits	248,055	255,248	262,651	270,268	278,105	286,170	294,469	303,009	311,796	320,838
Utilities	-	-	-	-	-	-	-	-	-	-
Transfers Out - CIP Reserve	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Total Expenses Saved	\$946,675	\$964,255	\$982,280	\$1,000,761	\$1,019,710	\$1,039,136	\$1,059,053	\$1,079,473	\$1,100,407	\$1,121,868
<b>Net Savings</b>	<b>\$909,620</b>	<b>\$927,200</b>	<b>\$945,225</b>	<b>\$963,706</b>	<b>\$982,655</b>	<b>\$972,082</b>	<b>\$961,004</b>	<b>\$949,401</b>	<b>\$937,253</b>	<b>\$924,538</b>

Source: RSG, Inc.



**FISCAL IMPACT ANALYSIS  
SAN BERNARDINO COUNTY SERVICE AREA 79**

**Projected Ten-Year Cost Savings/Difference  
CSA 79 Reorganization into RSWD - Constant Fees** Appendix 9A

	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
<b>Revenues</b>										
CSA 79 Independent	\$1,068,797	\$1,070,375	\$1,071,954	\$1,073,532	\$1,075,111	\$1,076,689	\$1,078,268	\$1,079,846	\$1,081,425	\$1,083,003
RSWD Independent	3,067,682	3,089,202	3,111,292	3,133,968	3,157,246	3,181,143	3,205,676	3,230,861	3,256,717	3,283,262
RSWD/CSA 79 Consolidated	3,447,816	3,458,586	3,469,600	3,480,864	3,492,385	3,504,170	3,516,227	3,528,563	3,541,185	3,554,101
Additional Revenues to RSWD	380,134	369,384	358,308	346,896	335,139	323,027	310,552	297,702	284,468	270,839
<b>Expenditures</b>										
CSA 79 Independent	\$1,432,665	\$1,332,306	\$1,138,211	\$1,148,388	\$1,158,845	\$1,169,590	\$1,180,630	\$1,191,976	\$1,203,634	\$1,215,616
RSWD Independent	2,404,150	2,496,519	2,592,772	2,693,056	2,797,522	2,906,330	3,019,645	3,137,639	3,260,493	3,388,393
RSWD/CSA 79 Consolidated	2,499,051	2,595,004	2,694,980	2,799,131	2,907,614	3,020,593	3,138,242	3,260,737	3,388,267	3,521,025
Additional Expenditures to RSWD	94,901	98,485	102,208	106,075	110,092	114,263	118,597	123,098	127,774	132,631
<b>Change in Net Position</b>										
CSA 79 Independent	(\$363,868)	(\$261,931)	(\$66,258)	(\$74,856)	(\$83,734)	(\$92,900)	(\$102,363)	(\$112,130)	(\$122,210)	(\$132,613)
RSWD Independent	687,158	199,161	(41,384)	820,423	724,481	690,680	628,908	509,048	485,975	409,561
RSWD/CSA 79 Consolidated	1,486,391	1,309,060	1,034,715	961,244	884,528	804,444	720,863	633,652	542,669	447,768
Difference to RSWD	799,233	1,109,899	1,076,100	140,821	160,047	113,764	91,955	124,604	56,694	38,208
<b>CSA 79 Consolidated</b>										
Revenues	\$1,031,742	\$1,033,320	\$1,034,899	\$1,036,477	\$1,038,056	\$1,039,634	\$1,041,213	\$1,042,791	\$1,044,370	\$1,045,948
Difference - Revenue Lost	(37,055)	(37,055)	(37,055)	(37,055)	(37,055)	(37,055)	(37,055)	(37,055)	(37,055)	(37,055)
Expenditures	\$485,990	\$368,051	\$155,931	\$147,627	\$139,136	\$130,453	\$121,577	\$112,503	\$103,228	\$93,748
Difference - Expenditure Savings	946,675	964,255	982,280	1,000,761	1,019,710	1,039,136	1,059,053	1,079,473	1,100,407	1,121,868
<b>Net Savings in Operating Costs</b>	<b>\$909,620</b>	<b>\$927,200</b>	<b>\$945,225</b>	<b>\$963,706</b>	<b>\$982,655</b>	<b>\$1,002,081</b>	<b>\$1,021,998</b>	<b>\$1,042,418</b>	<b>\$1,063,352</b>	<b>\$1,084,813</b>

Source: RSG, Inc.



**FISCAL IMPACT ANALYSIS  
SAN BERNARDINO COUNTY SERVICE AREA 79**

Appendix 9B

**Projected Ten-Year Cost Savings/Difference  
CSA 79 Reorganization into RSWD - 3% Increase in Fees After Five Years**

	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
<b>Revenues</b>											
CSA 79 Independent	\$1,068,797	\$1,070,375	\$1,071,954	\$1,073,532	\$1,075,111	\$1,106,688	\$1,139,262	\$1,172,863	\$1,207,524	\$1,243,277	
RSWD Independent	3,067,682	3,089,202	3,111,292	3,133,968	3,157,246	3,181,143	3,205,676	3,230,861	3,256,717	3,283,262	
RSWD/CSA 79 Consolidated	3,447,816	3,458,586	3,469,600	3,480,864	3,492,385	3,504,170	3,516,227	3,528,563	3,541,185	3,554,101	
Additional Revenues to RSWD	380,134	369,384	358,308	346,896	335,139	323,027	310,552	297,702	284,468	270,839	
<b>Expenditures</b>											
CSA 79 Independent	\$1,432,665	\$1,332,306	\$1,138,211	\$1,148,388	\$1,158,845	\$1,169,590	\$1,180,630	\$1,191,976	\$1,203,634	\$1,215,616	
RSWD Independent	2,404,150	2,496,519	2,592,772	2,693,056	2,797,522	2,906,330	3,019,645	3,137,639	3,260,493	3,388,393	
RSWD/CSA 79 Consolidated	2,499,051	2,595,004	2,694,980	2,799,131	2,907,614	3,020,593	3,138,242	3,260,737	3,388,267	3,521,025	
Additional Expenditures to RSWD	94,901	98,485	102,208	106,075	110,092	114,263	118,597	123,098	127,774	132,631	
<b>Change in Net Position</b>											
CSA 79 Independent	(\$363,868)	(\$261,931)	(\$66,258)	(\$74,856)	(\$83,734)	(\$62,901)	(\$41,369)	(\$19,113)	\$3,889	\$27,662	
RSWD Independent	687,158	199,161	(41,384)	820,423	724,481	690,680	628,908	509,048	485,975	409,561	
RSWD/CSA 79 Consolidated	1,486,391	1,309,060	1,034,715	961,244	884,528	804,444	720,863	633,652	542,669	447,768	
Difference to RSWD	799,233	1,109,899	1,076,100	140,821	160,047	113,764	91,955	124,604	56,694	38,208	
<b>CSA 79 Consolidated</b>											
Revenues	\$1,031,742	\$1,033,320	\$1,034,899	\$1,036,477	\$1,038,056	\$1,039,634	\$1,041,213	\$1,042,791	\$1,044,370	\$1,045,948	
Difference - Revenue Lost	(37,055)	(37,055)	(37,055)	(37,055)	(37,055)	(67,054)	(98,049)	(130,072)	(163,154)	(197,329)	
Expenditures	\$485,990	\$368,051	\$155,931	\$147,627	\$139,136	\$130,453	\$121,577	\$112,503	\$103,228	\$93,748	
Difference - Expenditure Savings	946,675	964,255	982,280	1,000,761	1,019,710	1,039,136	1,059,053	1,079,473	1,100,407	1,121,868	
<b>Net Savings in Operating Costs</b>	<b>\$909,620</b>	<b>\$927,200</b>	<b>\$945,225</b>	<b>\$963,706</b>	<b>\$982,655</b>	<b>\$972,082</b>	<b>\$961,004</b>	<b>\$949,401</b>	<b>\$937,253</b>	<b>\$924,538</b>	

Source: RSG, Inc.



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

**DATE:** April 20, 2022

**TO:** Board of Directors

**FROM:** Ryan Gross, General Manager

**SUBJECT:** **CONSIDER APPROVAL OF TWO-YEAR MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE RUNNING SPRINGS WATER DISTRICT AND THE RUNNING SPRINGS FIREFIGHTERS' ASSOCIATION, INTERNATIONAL ASSOCIATION OF FIREFIGHTERS LOCAL 5308 AND AUTHORIZE THE PRESIDENT AND GENERAL MANAGER TO EXECUTE THE MOU BETWEEN AND ON BEHALF OF THE DISTRICT**

**RECOMMENDED BOARD ACTION**

Consider Approval of Two-Year Memorandum of Understanding (MOU) Between the Running Springs Water District and the Running Springs Firefighters' Association, International Association of Firefighters Local 5308 and Authorize the President and General Manager to Execute the MOU Between and on Behalf of the District.

**REASON FOR RECOMMENDATION**

Negotiations have been completed and this is the next step to finalize the MOU.

**BACKGROUND INFORMATION**

The Running Springs Firefighters' Association, International Association of Firefighters Local 5308 submitted a recognition petition to the District's Employer-Employee Relations Officer (EERO), which is the General Manager, on January 8, 2021. On January 20, 2021, the EERO formally acknowledged the recognition petition and the Board of Directors was informed on February 17, 2021.

The District received the first draft of the MOU on September 21, 2021 and began negotiations with the Union. Several meeting took place between the Union and District management as well as three closed session conferences between the Board and Labor Negotiators.

**FISCAL INFORMATION**

N/A

**ATTACHMENTS**

Attachment 1 – Final MOU

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**THE RUNNING SPRINGS FIREFIGHTERS'  
ASSOCIATION, INTERNATIONAL ASSOCIATION OF  
FIRE FIGHTERS LOCAL 5308**



**AND**

**THE RUNNING SPRINGS WATER DISTRICT**



**COVERING THE PERIOD OF**

**APRIL 20, 2022**

**THROUGH**

**JUNE 30, 2024**

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**MEMORANDUM OF UNDERSTANDING**  
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**MEMORANDUM OF UNDERSTANDING BETWEEN  
THE RUNNING SPRINGS FIREFIGHTERS ASSOCIATION, INTERNATIONAL  
ASSOCIATION OF FIREFIGHTERS LOCAL 5308  
AND  
RUNNING SPRINGS WATER DISTRICT**

**ARTICLE 1. APPROVAL AND TERM OF MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding (MOU) has been unanimously approved by the Board of Directors of the Running Springs Water District (hereinafter referred to as the "District") on April 20, 2022. The term of this MOU shall be April 20, 2022, through June 30, 2024. Either party may request modification by January 1<sup>st</sup> of the year the MOU will expire, in which event, meeting and conferring shall begin no later than January 31<sup>st</sup> of that year. Any changes from the prior MOU shall not be effective until the execution of an updated MOU. All items in this MOU are retroactive to the beginning of this MOU, unless otherwise stated.

**ARTICLE 2. RECOGNITION**

The District recognizes Local 5308 (hereinafter referred to as "Union" or "Local 5308") as a sole and exclusive bargaining unit for all full-time, permanent classifications in the Running Springs Fire Department (hereinafter referred to as the "Department") unit, including but not limited to, Fire Paramedic, Fire Engineer Paramedic and Fire Captain Paramedic.

**ARTICLE 3. REGULATIONS, POLICIES AND PROCEDURES**

The District and Union (hereinafter referred to collectively as "Parties") acknowledge that District policies and procedures apply to members of the Local 5308. Where such District policies and procedures conflict with this MOU, the terms and conditions outlined in this MOU shall control.

**ARTICLE 4. NON-DISCRIMINATION**

The provisions of this MOU shall be applied equally to all employees covered hereby without discrimination because of any basis protected under federal, state, or local law.

Employees may elect to exercise their right to join and participate in the activities of Local 5308 for purposes of representation in all matters of their working conditions and employee-employer relations. The parties agree that there shall be no restraint, coercion, or interference with any employee with respect to or because of the employee's membership in Local 5308. The District and Local 5308 agree that all District and Union staff, management as well as members of the Board of Directors shall be treated equally, fairly, and with dignity and respect.

**ARTICLE 5. UNION RIGHTS**

- A. Local 5308 shall provide the District with a list of all authorized Local 5308 representatives and the list shall be kept current.

- B. Any member and/or his/her Local 5308 representative may, when and to the extent necessary, take official District time without loss of compensation in order to participate in the investigation and processing of a grievance, as provided for in this MOU, upon notification to the immediate supervisor or his/her designee.
- C. The District will approve one employee and/or Local 5308 representative to take official District time to investigate and process a grievance, when and to the extent necessary, and assuming it does not adversely affect the operational, security, or safety requirements of the District. It is understood that the member and/or Local 5308 representative shall make every reasonable effort to perform any of the above activities on off-duty time.
- D. The District agrees that members of the local 5308 who are working when a union meeting is scheduled, shall be permitted to attend the meeting, provided such hours do not interfere with completing the daily work duties. Local 5308 shall schedule such meetings in coordination with management and make every effort to schedule at times that are the least disruptive to operations.

**ARTICLE 6. DUES DEDUCTIONS**

The District agrees to deduct dues and remit them to Local 5308, as approved by the Local 5308 and authorized in writing by Local 5308, on forms currently accepted by the District and the Local 5308 for such deductions. Requests for changes in and cancellation of dues shall be promptly processed and put into effect by the District.

**ARTICLE 7. FIRE DEPARTMENT RECRUITMENT, EDUCATIONAL STANDARDS AND EMPLOYMENT CLASSIFICATIONS**

These standards set forth criteria for the attainment of ranks and positions within the professional fire service of the Department. These guidelines set forth both pre-employment and post-employment standards. The material contained herein shall be used by the Department to establish uniform standards and shall serve as a guide to professional achievement.

These guidelines cover the following employment classifications:

- Entry Level Firefighter Paramedic (Paragraph 4 Below)
- Probationary Firefighter Paramedic (Paragraph 5 Below)
- Engineer Paramedic (Paragraph 6 Below)
- Captain Paramedic (Paragraph 7 Below)

1. PURPOSE OF STANDARDS

- a. To provide the most effective and efficient service possible to citizens within the District;

- b. To enhance the fire service by setting minimum standards of employment and promotion of personnel;
- c. To ensure the growth and development of employees to state and nationally recognized standards through proficiency testing.
- d. To increase public confidence in the fire service through the establishment and publicizing of minimum standards of ability and education, and proficiency testing.

2. MINIMUM STANDARDS FOR TRAINING & EDUCATION

- a. In lieu of the requirements listed below for all ranks, previous related experience may be considered and evaluated on an individual basis.
- b. When the required college courses are not available, approved correspondence courses may be considered and evaluated as an equivalent.
- c. There shall be a minimum one-year probationary period in all ranks.
- d. A report on the probationary employee shall be at 6 months and on his/her anniversary date by his/her immediate supervisor.
- e. The probationary employee must receive a “meets standard” or higher evaluation rating.

3. EMPLOYEE EVALUATION

The employee’s supervisor(s) shall complete an employee evaluation. The first evaluation is to be completed on the employee’s anniversary date of each year with subsequent evaluations being completed at the end of each fiscal year and shall contain the following:

- a. Employee evaluations will be conducted in accordance with the District Personnel Manual.
- b. Report of performance evaluation and suggested comments for improvement.
- c. To be considered for any promotion, the employee must have had all meets or exceeds standards on last performance evaluation.

4. ENTRY LEVEL FIREFIGHTER/PARAMEDIC

A. FIREFIGHTER RECRUITMENT:

For entry level firefighter positions. The Department shall publicly advertise utilizing the most effective means available. This may include internet, mass mailing and printed news media. Refer to ARTICLE 39 Position Vacancies.

B. APPLICANT QUALIFICATIONS:

All Entry Level Firefighter/Paramedic applicants must meet the following requirements:

1. Because of the increase in associated health risk and the necessity to maintain good physical condition, employees are prohibited from the use of any tobacco products while on duty.
2. All Applicants must be at least 18 years of age at the time of application deadline;
3. All Applicants must have received either a high school diploma or its equivalent;
4. All Applicants must verify their legal right to work in the United States upon employment;
5. All Applicants, at time of hire, must be a Licensed Paramedic by the State of California and accredited by San Bernardino County Emergency Medical Services (EMS) Agency;
6. All Applicants must possess a State Firefighter I (FF1) certificate and/or International Fire Service Accreditation Congress (IFSAC)/Pro Board FF1 and FF2;
7. All Applicants must possess a valid California driver's license and obtain a firefighter endorsement within one year of employment. Along with a driving record, which is acceptable to the District's insurance carrier.
8. Prior to employment provide verification of successfully completing Candidate Physical Ability Test (CPAT), Biddle or a physical ability test approved by the Fire Chief dated within one (1) year of application.

C. CONDITION OF EMPLOYMENT REQUIREMENTS:

All Applicants must fulfill the following requirements:

1. After a conditional offer of employment has been made, each applicant is required to undergo a medical examination. The offer of employment is contingent upon the applicant passing the job-related medical examination.
2. All Applicants must pass an entry-level firefighter written examination with a minimum grade of 70 percentile; and an entry level firefighter oral examination, with a minimum grade of 70 percentile; and an assessment Exam with a minimum grade of 70 percentile; as established by the Fire Chief.
3. All qualified Applicants will have a Fire Chief interview.

4. All Applicants must pass a background investigation.

D. CONDITIONS OF CONTINUED EMPLOYMENT:

All employees must meet the following requirements as a condition of continued employment

1. Employees must be physically fit to perform the work of the position and must maintain an acceptable fitness level throughout the course of employment;
2. All employees must maintain their Paramedic License by the State of California and accreditation by San Bernardino County EMS Agency throughout the course of employment;
3. All employees must maintain a valid California Driver's License along with a driving record which is acceptable to the District and the District's insurance carrier throughout the course of their employment;
4. All employees must successfully complete a one year probationary period.

5. PROBATIONARY FIREFIGHTER PARAMEDIC

Every probationary firefighter must:

1. Complete Driver/Operator 1A.
2. Obtain a driver's license with firefighter endorsement as well as maintain a driving record which is acceptable to the District and the District's insurance carrier; and
3. Obtain a State Fire Marshal Firefighter II Certificate;
4. Complete a special project approved by the Fire Chief and completed prior to the end of probation.

6. ENGINEER PARAMEDIC

- A. Must have been a firefighter for two (2) years.
- B. Must have successfully completed:
  1. Certified Fire Apparatus, Driver/Operator Pump Apparatus Certification.
  2. Certified Fire Apparatus, Driver/Operator Wildland Apparatus Certification.
  3. All Applicants must pass a Fire Engineer level written examination with a minimum grade of 70 percentile.

4. All Applicants must pass manipulative examinations of; 1) pumping exercises, covering all aspects of the pumping processes as required by the Department's pumping apparatus configuration, and 2) a driving examination and/or "rodeo." The Testing will be graded with a minimum grade of 70 percentile on each portion of the manipulative exams.
5. All Applicants must pass a Fire Engineer's level oral examination, as established by the Fire Chief.
6. Complete a special project approved by the Fire Chief and completed prior to the end of probation.

7. CAPTAIN PARAMEDIC

- A. Must have been a full-time Engineer for two (2) years.
- B. Certified Company Officer training.
- C. Successfully completed:
  1. All Applicants must pass a Fire Captain level written examination with a minimum grade of 70 percentile.
  2. All Applicants must pass a Captain's level assessment-center type examination, as established by the Fire Chief. The testing will be graded with a minimum grade of 70 percentile on each portion of the exam.
  3. All Applicants must pass a Fire Captain's level oral examination, as established by the Fire Chief, with a minimum grade of 70 percentile.
  4. Complete a special project approved by the Fire Chief and completed prior to the end of probation.

**ARTICLE 8. WAGES**

- A. Local 5308 represents the following employee classifications: Firefighter Paramedic, Fire Engineer Paramedic and Fire Captain Paramedic.
- B. The District and Local 5308 agree that the classifications listed in subsection A, shall receive wages as set forth in the District's Board approved budget, based on rank and merit.
- C. The Wage Ranges are attached as Exhibit A to this MOU and will be updated each year based on any Board approved Cost of Living Adjustment (COLA) and the Board approved budget.



- D. Each year for the term of this MOU, an annual COLA will be made on July 1<sup>st</sup> using the Consumer Price Index for All Urban Consumers (CPI-U) for Riverside-San Bernardino-Ontario for the 12-month period from January to January with a floor of 0% and a cap of 4%.

#### **ARTICLE 9. ADVANCEMENT IN SALARY (Step Increases)**

All members entering the permanent, full-time employment of the Department shall be paid at the first step of the salary range. Salary step increases, as provided herein, are not automatic but are based on performance and merit. Members receiving an annual evaluation of “meets expectations” or greater shall advance to their next salary step. The General Manager and/or Fire Chief have the discretion to make exceptions to this general rule based on qualifications and experience.

A performance evaluation on each employee whether recommended for salary advancement or not shall be prepared annually by the employee’s supervisor.

Performance evaluations must be completed no later than thirty (30) days after the fiscal year concludes. If a performance evaluation is not completed timely, it will be assumed that the member has performed satisfactorily, and no concerns exist. The member shall then be granted a step increase.

An employee must always continue to maintain an acceptable level of performance. Members shall retain his or her anniversary date held prior to the step increase.

#### **ARTICLE 10. UNIFORM AND EQUIPMENT ALLOWANCE**

Upon the hiring of a Fire Department employee, the District will provide applicable safety equipment and initial uniforms and ancillary equipment as specified by Fire Department policy. The District will provide replacement safety equipment as necessary.

- A. Thereafter, members will receive an annual uniform allowance of \$500 per fiscal year, upto \$250 may be carried over to the following year.
- B. The District provided uniform, at time of hire, will be compliant with National Fire Protection Association (NFPA) Standard 1500, and shall include items specified in D, below.
- C. Safety clothing (including safety boots) required in the performance of duties shall be provided by the District. Members shall be required to report for work in the required uniform and shall wear the required safety clothing when performing hazardous duties.
- D. Employees are required to maintain these standards, including maintenance, repair and cleaning. Uniforms to be purchased by the District for new employees include:

1. Pants (1 uniform pair, 1 dual compliant pair)
2. Uniform shirts (1 Short-sleeve or 1 Long-sleeve)
3. T-Shirts (4)
4. Jacket w/liner (1)
5. Job Shirt quarter-zip sweatshirts (1)
6. Belt and buckle (1)
7. Ball cap (1)
8. Nameplate & insignias, including patches
9. One (1) Pair of Station Boots
10. One-time purchase of Wildland Boots (maximum of \$300)

The above list may be modified with approval of the District and the Union.

- E. An account will be set-up with a local uniform provider and employees may charge their approved items to the account using a purchase requisition in accordance with the District's Purchasing Policy. The uniform provider will then bill the District for payment. In the case that items are not available through the local uniform provider, employees can purchase the items and be reimbursed by the District with prior approval by a Chief Officer.
- F. The District shall provide safety prescription glasses and lenses for employees who require them for the performance of their duties. Glasses and lenses shall comply with Occupational Safety and Health Administration (OSHA) standards.
- G. The District shall provide (1 Set) of Class A Uniforms to all full time members who have completed the probationary period.

## **ARTICLE 12. REIMBURSEMENT FOR LOST OR DAMAGED PROPERTY**

- A. When uniform and equipment items authorized by the Fire Department are lost or damaged on duty, other than by normal wear and tear, the District shall replace the items.
- B. All claims shall be filed in writing, verified and approved by the Fire Chief. Members shall not be entitled to reimbursement for loss or damage caused by the employee's gross negligence. If negligence is determined, the employee may be responsible for replacing the equipment.

## **ARTICLE 13. HOURS OF WORK AND OVERTIME**

### **A. Work Shift**

A work shift is defined as twenty-four (24) hours, commencing at 0730 and ending at 0730 the following day. The normal work period shall begin at 0730 on Tuesday and shall end at 0729 Tuesday 14 days later (i.e., a 14-day work period). This schedule is based on a 56-hour work week.

B. Workweek

The normal workweek shall average fifty-six (56) hours of work over the course of a year.

C. Shift Schedule

1. The regular work schedule shall be six (6) twenty-four (24) hour shifts in a fourteen (14) day cycle.

X = 24-hour on-duty period

0 = 24-hour off-duty period

Schedule: XX0000XX0000XX

D. Overtime

Overtime shall be paid at time and one-half of the employee's Fair Labor Standards Act (FLSA) regular rate of pay. Any work performed outside of a member's regularly assigned work schedule shall be paid at the overtime rate of pay. Vacation, sick, injury leave, bereavement, jury duty, as well as all other forms of paid leave shall be counted towards time worked for the purposes of calculating overtime.

E. Modified Duty

Modified duty shall not be guaranteed within our Department. Solely at the discretion of the Fire Chief, modified duty may be granted to meet the needs of the Department.

**ARTICLE 14. SHIFT EXCHANGES**

Employees shall have the right to exchange assigned shifts. The exchange shall be voluntary and at the employees' discretion. Such shift exchanges shall be repaid within twelve (12) calendar months. Each shift exchange will be subject to approval by the Fire Chief or a designee prior to the schedule change.

A shift exchange is the responsibility of the affected employees and becomes an official work schedule change. An official work schedule change is for purposes of personnel accountability and positional coverage. At no time does it transfer the responsibility or liability of coverage for an unavailable employee to the District. An unavailable employee may result from on or off-duty injury, illness, disciplinary leave or any additional leaves identified in this MOU. At no time will the consequences of a shift exchange fiscally impact the District. The hours worked shall be excluded by the employer in the calculation of the hours for which the substituting employee would otherwise be entitled to overtime compensation under the FLSA. Where one employee substitutes for another, each employee will be credited as if he or she had worked his or her normal work schedule for that shift.

Employees that are on Workers' Compensation or Modified Duty leave must address any trades that are calendared during their leave.

### Trade Remedies

If an employee is on Workers' Compensation or Modified Duty leave, has worked a trade and is owed a trade payback that falls within his/her Workers' Compensation or Modified Duty leave, the trade payback may be canceled and moved to a date following his/her return to regular schedule.

If an employee is on Workers' Compensation or Modified Duty leave and has a trade calendared within the Worker's Compensation or Modified Duty leave but neither side of the trade has been completed, the trade will be canceled.

If an employee is on Workers' Compensation or Modified Duty leave and owes a trade payback that is calendared within his/her Workers' Compensation or Modified Duty leave, the appropriate deduction will be made from the employee's annual leave time bank to fulfill the trade payback. This can also be remedied upon mutual agreement of the affected employees to move the trade payback date outside of the Workers' Compensation or Modified Duty leave.

In the event of an outstanding trade obligation, an employee who has not fulfilled their trade obligation and chooses to separate, or resigns from their employment with the district, or has not fulfilled their obligation within 12 calendar months, authorizes the district to deduct 2 hours from the employee's annual leave time bank, for every hour of the trade obligation unfulfilled. The employee that has fulfilled their obligation, shall then be compensated at their overtime rate for the shift exchange hours worked. This is to prevent the district from being fiscally impacted.

### **ARTICLE 15. MINIMUM STAFFING**

The District will make every effort to, at a minimum, staff at least two full time employees but reserves the right to make adjustments based on circumstances that would not allow for this.

### **ARTICLE 16. CALLBACK PAY**

Callback is defined as the circumstances that requires a member to unexpectedly return to work after the employee has left work at the end of the employee's work day or work week. A member called back to work will receive a minimum two (2) hour overtime pay. A member called in early to start his/her work shift will receive a minimum two (2) hour overtime pay. All callback shall have prior Chief Officer approval.

### **ARTICLE 17. SENIORITY**

"Seniority" shall be defined as the length of service as a regular, full-time employee with the Fire Department. When determining seniority for regular, full-time positions within a classification subject to layoff, only regular, full-time service shall be considered.

**ARTICLE 18. VACATION LEAVE**

- A. The purpose of vacation leave is to enable members to take time off, recover and rehabilitate, and return to work mentally and physically refreshed.
- B. Vacation leave with pay shall accrue in accordance with the following schedules:

56 Hour Members	
Years of CalPERS Service:	Hours Accrued Per Year:
0-5	112
Beginning of 6 <sup>th</sup> year – 10 years	168
Beginning of 11 <sup>th</sup> year – 15 years	224
Beginning of 16 <sup>th</sup> year	235.2
Beginning of 17 <sup>th</sup> year	246.4
Beginning of 18 <sup>th</sup> year	257.6
Beginning of 19 <sup>th</sup> year	268.8
Beginning of 20 <sup>th</sup> year +	280

- C. All vacation leave will be accrued at 1/26th of the annual accrual rate each pay period.
- D. If for any reason a member becomes sick during a vacation, the affected members shall be entitled to utilize such available sick leave in lieu of vacation leave.
- E. Vacation leave may be taken as it accrues. Vacation shall be scheduled at the discretion and convenience of each individual member, with the approval of the appropriate District Chief Officer.
- F. Vacation accruals shall be limited to the total vacation hours accrued during the preceding year in addition to the current year's accrual. Once this maximum limit is reached, all further accruals will cease. Vacation accruals will recommence after an employee has taken vacation and his or her accrued vacation has dropped below the maximum limit. Employees close to reaching maximum accrual levels should use due diligence in managing their use of vacation time to avoid reaching the maximum accrual limit.
- G. Members may accrue vacation leave up to a maximum of two times the member's annual accrual. In the event that a member is denied vacation requests, the member's maximum accrual will be increased by the amount of vacation time off sought in the denied request. In addition, in the event that staffing does not permit members to utilize vacation, the maximum accrual will increase such that members shall not be penalized.
- H. In the event the scheduling preferences of two (2) or more employees conflict, the preferences of the more senior employee shall govern.
- I. In the event a member's accrued vacation leave exceeds the maximum allowable, the member shall be paid at his/her hourly wage rate for those hours accrued in excess of the maximum allowable. Payment shall be made on his/her regular payday date.
- J. Members may cash out once per quarter or 4 times during the fiscal year. Members may cash out up to fifty percent (50%) of their accrued vacation leave. The cash out shall be paid in a check separate from the normal payroll check.

## ARTICLE 19. HOLIDAY LEAVE

- A. The following days shall be paid annual holidays for members:
1. January 1 - New Year's Day
  2. January - Third Monday, Martin Luther King Day
  3. February - Third Monday, Presidents Day
  4. May - Last Monday, Memorial Day
  5. July 4 - Independence Day
  6. September - First Monday, Labor Day
  7. November 11 - Veterans Day
  8. November - Fourth Thursday, Thanksgiving Day
  9. November - Fourth Friday, Day Following Thanksgiving
  10. December 24 - Christmas Eve
  11. December 25 - Christmas Day
  12. December 31 - New Year's Eve
- B. Members working a 56 hour work schedule shall accrue 288 hours per year (12 holidays x 24 hour work shift), which shall be placed in a holiday bank.
- C. All holiday hours will be accrued for each holiday that is observed by the District during the pay period that the holiday is observed.
- D. For the term of this MOU, Members may utilize up to 144 hours of accrued holiday leave as paid time off. Holiday leave may be taken as it accrues. Holiday leave shall be scheduled at the discretion and convenience of each individual member, with the approval of the appropriate District supervisor.
- E. If for any reason a member becomes sick during a holiday leave, the affected members shall be entitled to utilize such available sick leave in lieu of holiday leave.
- F. For the term of this MOU, Members shall cash out at least 144 hours (6 days) of accrued holiday leave each fiscal year. Members may also choose to cash out up to one hundred percent (100%) of their accrued holiday leave. The cash out shall be paid in a check separate from the normal payroll check or as otherwise agreed to by the General Manager.

## ARTICLE 20. SICK LEAVE

- A. To help prevent the loss of earnings that may result from accidents, illness, or other emergencies as well as preventative health maintenance, the District has established a paid sick leave program.
- B. 24-Hour Shift Personnel: Members who are assigned to a 24-hour shift schedule shall be credited twelve (12) hours of sick leave with pay for each full month of service.
- C. All sick leave will be accrued at 1/26<sup>th</sup> of the annual accrual rate each pay period.
- D. Sick leave shall be cumulative from year to year and there is no limit on the number of sick leave hours that a member may accrue.

- E. Members may transfer sick leave on a voluntary basis to a fellow District employee who has exhausted all his/her sick leave and vacation leave due to an extended illness or injury. The transfer shall be based on each employee's hourly rate of pay. The transfer shall be requested on a form provided by the District and be completed by both employees who mutually request such transfer.
- F. Sick Leave Cash Reimbursement: On termination of employment from the District, members shall receive payment for accrued sick leave as set forth below.
1. Eligibility: If an employee has ten (10) or more years of continuous services with the District and voluntarily terminates his or her employment with the District, the employee is eligible for the sick leave cash reimbursement as long as the employee complies with the procedural requirements set forth below. If an employee otherwise meets the ten (10) year service requirement, but is terminated from the District for cause, the employee shall not be eligible for the cash reimbursement. All other employees who do not meet the service requirements are not eligible for the cash reimbursement.
  2. Procedure: In order to receive the sick leave cash reimbursement, the eligible employee must provide the District with a minimum of two (2) weeks written notice prior to the employee's separation date. Further, the employee must return all District property and equipment to the District's designee prior to the separation date. If the employee fails to adhere to these procedures, the employee shall not be eligible for the sick leave cash out.
  3. Limit on Reimbursement: The maximum reimbursement limit shall be 2080 hours. However, in no event shall the percentage of reimbursement exceed 100% of the accrued amount. Sick leave reimbursement shall be calculated to the closest month of service, and will be paid as follows:
 

3% x length of service = \_\_\_% of reimbursement.  
 % of reimbursement x sick leave hours accrued = reimbursable hours.  
 Reimbursable hours x current hourly rate = cash payment.

Example: An employee with 22.3 years of service has accumulated 2,112 hours of sick leave. The employee's current hourly rate is \$8.65/hr.

3% x 22.3 years = 66.9%  
 66.9% x 2080 hours = 1391.52 hours  
 1391.52 x \$8.65/hour = \$12,036.65

Appropriate payroll taxes will be deducted.
  4. Payment upon Death of Employee: Payment will be made according to Sections 13600 to 13605, inclusive, of the California Probate Code.

**ARTICLE 21. BEREAVEMENT LEAVE**

Eligible employees may use a maximum of five days of accrued sick leave per fiscal year for absence due to the death of an "immediate family" member or for the death of any relative living with the employee. For the purposes of this subsection only, "immediate family" member is defined as spouse, registered domestic partner, child, foster child, grandchild, grandparent,



mother, father, brother, sister, aunt, uncle or any in-laws or step relation defined herein. Requests for bereavement leave must have written or verbal approval of the Department Supervisor or General Manager. The request must set forth the reasons for the request and state the number of days the employee is asking to be absent from work.

## **ARTICLE 22. FAMILY LEAVE**

Pursuant to the State and Federal Leave Acts, the following is provided for all employees who have been employed a minimum of twelve (12) months and have worked at least 1,250 hours during the 12-month period preceding leave:

- A. Up to twelve (12) weeks unpaid leave in a twelve (12) month period. Intermittent leave is allowed.
- B. Leave may be taken for: 1) birth of and care of newborn child; 2) placement of child with employee for adoption or foster care; 3) to care for spouse, child, or parent having serious health condition; 4) employee's own serious health condition.
- C. The employee's insurance including medical, dental, vision, and life insurance will be maintained under the same conditions as if the employee were still working.
- D. Request for leave must be made 30 days prior to leave, when the need is foreseeable and such notice is practical.
- E. Employee may use accrued vacation, holiday, or personal leave during family leave. Sick leave may be used for employee and/or immediate family illness or disability.
- F. Upon return to work, employee will be restored to same or equivalent position with equivalent benefits.

All other provisions of the federal Family Medical Leave Act ("FMLA") and state California Family Rights Act ("CRFA"), and Pregnancy Disability Leave ("PDL") apply.

## **ARTICLE 23. MATERNITY LEAVE**

The District shall provide leave to eligible employees as required by the California Family Rights Act, the Family and Medical Leave Act, and the California Pregnancy Disability Law.

## **ARTICLE 24. MILITARY LEAVE**

Every member shall be granted military leaves of absence and other benefits as provided by federal law and Division II, part I, Chapter VII of the Military and Veteran's Code of the State of California and any applicable amendments. All employees applying for military leave shall give the District, within the limits of military regulations, an opportunity to determine when such leaves shall be taken. Reemployment rights are governed under the Uniformed Services Employment and Reemployment Rights Act ("USERRA"). Members taking approved military leave shall be entitled to full pay and benefits as required by law.

## **ARTICLE 25. MEDICAL LEAVE**

Medical leave without pay may be granted for the purpose of recovery from prolonged illness or injury or to restore health, or to restore health for pregnancy, upon employee's written request to the District, subject to submission of medical certification. If an employee uses all of his or her accrued sick leave, holiday leave and vacation hours, the employee may be granted a limited unpaid medical leave of absence of up to ninety (90) days for a related injury or illness. Such request must be supported by a physician's statement and must be approved in advance by the General Manager. The employee must provide a physician's release for unrestricted duty (as to all essential functions of the position) before the employee will be allowed to return to work. Upon written notification to the District, the employee shall have the option to continue group insurance coverage at his or her own expense, during the time the employee is on limited medical leave of absence. The employee must submit the premium payment to the District on the first day of each month during the leave. Failure to submit timely payments shall result in the employee's loss of coverage. The employee shall not accrue sick leave, holiday leave or vacation hours during a medical leave of absence. The District may allow an employee to return to work on restricted duty, if a reasonable accommodation can be made for the employee's position, as determined by the General Manager.

## **ARTICLE 26. JURY DUTY**

Members shall be granted leave, with full pay and no loss in benefits, when called for jury duty if the member remits jury fees received for such jury duty. The member may retain all travel pay or subsistence pay granted by the court because of the employee's participation in jury duty. The member shall be responsible for notifying his/her supervisor as soon as possible upon receiving notice to appear for jury duty, make every reasonable effect to keep his/her supervisor advised as to the anticipated length of service, and return to work immediately following the end of jury duty service.

## **ARTICLE 27. MEDICAL INSURANCE**

Members and their eligible dependents shall be provided with a comprehensive District sponsored medical insurance program. Premiums are paid for by the District up to the maximum District contribution, which is typically approved by the Board of Director's each year in October, November or December. The annual adjustment to the maximum District contribution will not be a decrease.

The member shall pay any amount in excess of the District contribution. In the event an Employee enrolled in the District sponsored medical insurance program does not use the maximum monthly amount towards his/her medical, dental and vision plan premiums, the unused amount may be applied towards reimbursement of Employee out-of-pocket expenses in accordance with the District's Medical Reimbursement Plan.

Upon providing the District with written proof that the member has medical insurance coverage through another source, the member may opt out of the District sponsored medical insurance plan and receive the contribution they would otherwise qualify for as medical reimbursement in

accordance with the District's Medical Reimbursement Plan.

#### **ARTICLE 28. DENTAL INSURANCE**

Dental insurance coverage is available for Union Members and their eligible dependents. The premiums may be paid for by the District if the premium for the plan chosen falls within the maximum amount for insurance paid by the District. Union Members may participate in this coverage at their own expense. Probationary employees and their eligible dependents are eligible to participate in the District's Dental Plan on the first day of the first full calendar month following 30 days of employment. Enrollment changes can be made during the open enrollment period only, with the exception of a qualifying event.

#### **ARTICLE 29. VISION INSURANCE**

Vision insurance coverage is available for Union Members and their eligible dependents. The premiums may be paid for by the District if the premium for the plan chosen falls within the maximum amount for insurance paid by the District. Union Members may participate in this coverage at their own expense. Probationary employees and their eligible dependents are eligible to participate in the District's Vision Plan on the first day of the first full calendar month following 30 days of employment. Enrollment changes can be made during the open enrollment period only, with the exception of a qualifying event.

#### **ARTICLE 30. LIFE INSURANCE & LONG TERM DISABILITY**

Members shall be provided Life Insurance protection at no cost to the member. Coverage will be provided at two time's the annual salary plus \$25,000, up to a maximum of \$225,000. In addition, the Fire Department Personnel may choose to pay for their long term disability coverage, enhanced individual plan, for each member with the California Association of Professional Firefighters (CAPF).

#### **ARTICLE 31. BURN INJURIES**

The Grossman Burn Center is in network with our SDRMA/Sedgwick workers compensation insurance.

#### **ARTICLE 32. RETIREMENT**

All full-time firefighters hired on or before December 31, 2012 are defined by the California Public Employees' Retirement System (CalPERS) as "Classic Safety Members" under the District's current retirement system. Assembly Bill (AB) 340 created the Public Employees' Pension Reform Act (PEPRA) that implemented new benefit formulas and final compensation period, as well as new contribution requirements for new safety members hired on or after January 1, 2013 who meet the definition of a new member as per PEPRA. The District has contracted with CalPERS for the following retirement benefits:

A. CalPERS Retirement Contributions / "Classic" Personnel

The District shall provide the PERS 3% @ 50 retirement formula for all members hired prior to January 1, 2013. Members will pay the 9% member contribution.

1. The CalPERS Plan shall be based upon single highest year.
2. Employees will receive credit for unused sick leave.

B. CalPERS Retirement Contributions / "PEPRA" Personnel

1. The District shall provide the CalPERS 2.7% @ 57 retirement formula for all members hired on or after January 1, 2013, and classified as a new member, as defined by PEPRA.
2. Pursuant to PEPRA, these members and the District are each responsible for paying one-half of the normal cost of this retirement plan.
3. The CalPERS Plan shall be based upon highest 36 consecutive months.

C. All members will receive credit for unused sick leave (sick leave conversion) and Classic members shall receive the 1959 survivor benefits with increased benefit option paid for by the District.

D. Retiree Medical

1. Upon retirement, at the retired employees' expense, retirees are allowed to purchase medical insurance coverage through CalPERS at the then current rates offered by CalPERS, subject to applicable plan and the Public Employees Medical and Hospital Care Act (PEMCHA) requirements. The medical insurance premium is deducted from the retiree's monthly pension allowance.

E. Deferred Compensation: Members may participate in the District's deferred compensation program. Participation is voluntary and may be funded through a pre-tax payroll deduction.

F. Incentive for Early Notification of Retirement

For succession planning purposes, the District shall provide members that have a minimum of five (5) years of continuous employment with the District an incentive for early notification of their retirement from the District. Members that give the District notice of their retirement from the District six (6) months in advance shall receive an incentive of \$2,000. Members that give the District notice of their retirement from the District three (3) months in advance shall receive an incentive of \$1,000. These amounts may be prorated at the General Managers discretion anywhere in the range from one (1) to six (6) months advance notice of pending retirement from the District.

### **ARTICLE 33. PHYSICAL FITNESS**

Purpose of Program: The District believes it is important for employees to maintain good physical and mental fitness. Accordingly, the District has established a physical fitness program as described below.

- A. Good physical condition is a necessary part of a safety employee's job. The District recognizes the need for fire service employees to maintain good physical conditioning in order to perform their duties and reduce injury. The District will continue to fund the maintenance of the gym equipment at Fire Station 51 as needed up to a maximum of \$1,500 per fiscal year.
- B. Members shall be allotted up to one and one half (1.5) hours per twenty-four (24) hour shift (including shower/cleanup time) for physical fitness workouts. The time for the workout shall be designated by the Shift Supervisor. If mission requirements do not allow for the completion of the physical fitness workouts, the workout period may be extended or rescheduled during the shift.

### **ARTICLE 34. PROBATIONARY PERIOD**

All appointments by the District shall be tentative and subject to a probationary period of twelve (12) months. The probationary period shall be regarded as a part of a continuing testing process and shall be utilized for closely observing the member's work, for securing the most effective adjustment of a new employee to his/her position, and for rejecting any probationary employee whose performance does not meet the required standards of work. The District may extend the probation of a probationary member for any period of time in which the member is absent from work. However, notice of said extension must be provided to the member in writing in advance of the extension.

### **ARTICLE 35. PERFORMANCE REVIEWS**

Employee performance review forms and self-review forms shall be provided by Human Resources. An employee's immediate supervisor shall prepare, sign and date an employee performance review for each employee fifteen (15) days preceding the conclusion of six (6) months of service after regular appointment from an employment list, and after any change in status of any employee; and, an employee performance review shall be prepared within fifteen (15) days preceding the conclusion of twelve (12) months of service, and annually thereafter. The employee's self-review form should be completed as soon as reasonably possible. In the event that a performance review has not been prepared within thirty (30) days preceding the conclusion of the twelve (12) month period, it will be concluded that the employee has performed satisfactorily and no concerns exist resulting in a favorable review for the employee.

The original employee performance review form and the self-review form shall be filed in the employee's official personnel file and a copy shall be handed to the employee for review and retention. After an employee has been given an opportunity examine performance review reports, such reports may be considered in promotional examinations and actions relating to transfer, demotion, removal or other changes affecting the status of an employee.

## **ARTICLE 36. POSITION CLASSIFICATION**

All positions in the Fire Department and the District are classified according to their duties and responsibilities. Positions that are similar in type of work, level of difficulty and level of responsibility are grouped together into a class. All positions in a class shall be treated alike in such matters as salary, examinations, and minimum qualifications. One purpose of the system is to ensure equal pay for equal work through the Fire Department and the District.

The District agrees to conduct a classification and compensation study of like Departments covering all positions in the calendar year preceding the expiration of this MOU, for use in collective bargaining. The method of conducting and implementation of that study will be the subject of future negotiations between the parties.

## **ARTICLE 37. LAYOFFS AND DISPLACEMENT**

The District shall determine when and if lay-offs are to occur. The District shall be responsible for the implementation of a lay-off order in accordance with the procedures outlined below.

- A. After determining a lay-off is needed within the District, the order of lay-offs shall be as follows:
  - 1. Probationary, temporary, provisional, part-time, per diem and seasonal employees (promotional probation excluded) within the Union and District, shall be laid off first;
  - 2. Regular full-time employees within the Union, lay-offs shall be governed by seniority. Seniority is defined by this agreement. The laid-off member shall be the employee with the least seniority. Employees in Category 1 with the lowest seniority will be laid-off first, followed by employees in Category 2.

### **B. Recall List**

Names of employees laid-off shall be placed on a recall list for a period of two years. Laid-off employees will be recalled in reverse order of lay-off only once before being removed from the list for the job they held before being laid-off. Recall list shall be used for filling those classes requiring substantially the same minimum qualifications, duties and responsibilities of the class from which the lay-off was made.

### **C. Appointment of Laid-Off Employees to Vacant Class**

The District, in agreement with the employee, may appoint an employee who is to be laid-off to a vacancy in a class for which he/she is qualified. He/she will still remain on the recall list for the job from which he/she was laid-off.

### **D. Employee Reassignments (bump back procedure)**

- 1. Employees who have been promoted during their service with the District and previous departments may bump back in their career series to a position they formerly held, if there is an employee in the lower classification with less seniority than the employee

who wants to bump back. The intent is to have the last person hired be the first person to be laid-off.

- Reassignment rights may be exercised only once in connection with any one lay-off, and shall be exercised within twenty (20) calendar days from the date of the notice of the lay-off, by written notice from the employee.
- The bumping right shall be considered exercised by the displacement of another employee with lesser total seniority or by the acceptance of a vacant position in the class with the same or lower salary.
- Employees who bump back will be placed on the salary range for the position they bumped back to at the step closest to their salary in the position they vacated.

2. Employees who are reassigned (bump back) are to be placed on a recall list for the position they have vacated.
3. Employees on lay-off shall be recalled in the inverse order of lay-off, provided no intervening factors have occurred which essentially change the ability of the employee to perform the offered employment.

E. The District will notify recognized employee organizations of the effective date of any reduction in force concurrent with the notice to the affected employee(s) pursuant to F. below.

F. Notice of Lay-off to Employees

1. An employee to be laid-off shall be notified in writing of the impending action at least sixty (60) calendar days in advance of the effective date of the lay-off. The notice shall include the following information:
  - a. Reason for lay-off.
  - b. Effective date of lay-off
  - c. Employee rights as provided in these rules.
2. Local 5308 shall receive concurrent notice and shall be granted an opportunity to meet and consult with the District to discuss proposed alternatives to a reduction in force.

G. Removal of Names from Recall Lists

1. The District may remove an employee's name from a recall list if any of the following occur:
  - a. The individual indicates that he/she will be unable to return to employment with the District during the life of the list; or
  - b. The individual cannot be reached after reasonable efforts have been made to do so. The District shall utilize certified mail when contacting individuals; or
  - c. The individual refuses one recall offer at his/her previous job. Individuals shall have ten (10) calendar days to respond to the offer of recall and an additional thirty (30) calendar days to return to work.



## H. Employee Rights and Responsibilities

1. In addition to others identified herein, employees affected by these procedures shall have the following rights:
  - a. An employee who has been laid-off shall be paid in full for his/her unused accrued vacation leave on their final paycheck.
  - b. When an individual is recalled, he/she shall be entitled to:
    - (1) Retain his/her seniority date and anniversary date less the amount of time of the lay-off.
    - (2) Accrue vacation leave at the same rate at which it was accrued at the time of the lay-off.
    - (3) Have any unused sick leave reinstated.
    - (4) The same retirement formula prior to lay-off, assuming that the employee has not withdrawn his/her CalPERS funds and the break in service does not exceed six (6) months from the date of lay-off. If an employee has withdrawn funds, he/she will be reinstated to the retirement formula which is currently in effect for all newly hired employees unless the employee notifies CalPERS prior to being reinstated that he/she wishes to redeposit the withdrawn funds and CalPERS allows the employee to be reinstated at the previous retirement formula.
2. An individual recalled into the job from which he/she was laid-off shall be assigned to the same salary range and step he/she held at the time of the lay-off. An individual recalled into a job classification other than the classification from which he/she was laid-off shall be assigned to the salary range of the new classification at the amount closest to the salary he/she earned at the time of the lay-off.
3. If an employee bumps back to a lower job classification in lieu of a lay-off, he/she will not be considered laid-off. He/she will, however, be placed on a recall list for the higher job classification held prior to bumping back.
4. A probationary employee who is recalled shall be responsible for completing his/her probationary time commitment.
5. An individual who is recalled shall complete, upon return to the job, the same work time he/she would have had to work at the time of the lay-off to attain a higher vacation leave accrual rate or to become eligible for a salary step increase.
6. The intent of the lay-off policy is to have the last hired the first laid-off.

## **ARTICLE 38. PERSONNEL FILES**

An employee or his/her designee may inspect his/her personnel file and obtain copies of any and all items in that file at the employer's expense. A copy of all materials placed in an employee's personnel file shall be provided to the employee upon the employee's request.

No adverse comment may be entered into a personnel file without the employee having first read and signed the instrument. If, after reading the instrument the employee refuses to sign it,

that fact shall be noted on that document, and signed or initialed by the employee. He/she then has thirty (30) calendar days to prepare a written response to any adverse comment entered into his/her file. The written response shall be attached to, and shall accompany, the adverse comment.

If an employee believes there is material in his/her file that is mistaken or unlawful, he/she may submit a request to correct or delete the disputed material. The agency then has thirty (30) calendar days to respond to the request.

## **ARTICLE 39. POSITION VACANCIES**

### **A. General provisions.**

Selection procedure and job description information will be attached or incorporated into a job-posting notice, which will be announced in at least one newspaper of general circulation in the District. Techniques used in the examination process shall be impartial, of a practical nature, and shall relate to those subjects which are pertinent to the duties and responsibilities of the position. Any tests used shall be reasonably predictive of success in the classification; and tests may not be biased with respect to race, gender, religion, creed, political affiliation, sexual orientation, color, national origin, ancestry, or age.

### **B. Selection procedures.**

#### **1. Application**

Both inside and outside candidates will submit applications on forms specified by the Administration Supervisor, after an opening has been announced (accepting temporary or emergency employment situations). The time for filing applications will be included in the initial posting and may be extended or re-opened as determined by the Administration Supervisor provided such notice is also posted.

#### **2. Screening**

Applications will be screened by the Administration Department to ascertain whether candidates meet minimum requirements as outlined in the job description for the classification as adopted by the District Council. Applicants screened out at this level will receive a written response explaining such action.

#### **3. Written and/or Manipulative Testing**

Applicants that successfully pass the screening phase may be invited to participate in written and manipulative examinations, consisting of material based off the most current industry standards, for the classification applied for.

#### **4. Interviews/Appraisals**

Interviews may be conducted individually or by interview panels and will be qualifying. Interview panels may be composed of one or more members of the department and other qualified and unbiased people. If individual interviews or an interview panel is used, a majority of the individuals or panel members may recommend a candidate in order for the candidate to qualify for appointment.

#### **5. Appointment**

Candidates who successfully complete all phases of the selection procedure will be recommended to the District for appointment, from among those recommended

candidates who are most qualified as determined by objective review of selection procedure results and background materials.

6. Unfilled Positions.

Should the District determine that a vacancy will not be filled; such determination shall be made within 120 working days of the date upon which the worker vacated the position. Upon said determination the District will notify the workers in the affected Department and Local 5308.

## **ARTICLE 40. OUTSIDE EMPLOYMENT**

No full-time employee shall engage in outside employment or an enterprise that is in conflict with their municipal duties or responsibilities or that lessens their effectiveness as a District employee.

## **ARTICLE 41. DISCIPLINARY ACTIONS, NOTICE, AND APPEALS**

A. Disciplinary actions may range from informal conversations and counseling to formal discharge, with the objective of reinforcing or shaping employee behavior in a direction that is reasonable and necessary for actualizing agency goals. Such actions are therefore corrective rather than punitive, progressively more severe if necessary to further reinforce the objective and fit the nature of the problem.

1. Counseling. If an employee's performance or conduct is unsatisfactory or needs improvement, the employee's lead or immediate supervisor ordinarily shall provide informal oral or written counseling. Counseling will be conducted in private, and should address performance or conduct which, if not modified, may result in further disciplinary action. When appropriate, an employee should be verbally counseled about her/his performance or conduct prior to receiving a written counseling memo or reprimand or other disciplinary action.
2. Letter of Concern or Written Reprimand. If an employee's performance or conduct fails to improve after counseling by the employee's supervisor, the supervisor ordinarily will prepare a report of the unfavorable performance or conduct, including specific suggestions for corrective action as appropriate. The report shall be placed in an employee's personnel file. Nothing in this section shall impair the right of the District to impose more severe discipline without a report of unfavorable performance or conduct when extraordinary circumstances warrant such action. The member may request and the District shall remove such written letter of concern or written reprimand from the employee's file after a period of two years has past with the employee having received no discipline for similar poor performance.
3. Suspension. When circumstances warrant, an employee may be placed on administrative leave with pay by the District with or, when appropriate, without prior counseling or an unfavorable performance or conduct report. In such event the District shall thereafter issue a Notice of Disciplinary Action as set forth below, and the employee shall be entitled to challenge that action as provided for in this MOU.

B. Notice of Disciplinary Actions and Appeals

The following procedures apply to all represented employees and are adopted pursuant to Government Code Section 3254.5 of the California Firefighter Procedural Bill of Rights Act (FBOR) and shall apply to any administrative appeal of a punitive action. Prior to taking punitive action involving discipline, suspension without pay, reduction in pay, demotion or discharge, the employee shall be given notice of the action to be taken, the effective date for such action, the evidence or materials upon which the action is based, and notified of his/her right to be represented by an attorney or other representative at further proceedings.

1. Pre-Discipline Process - The employee will be given an opportunity to respond to the Fire Chief either orally or in writing, provided the employee requests the opportunity within seven (7) calendar days of the notice of the intended action.
2. Notice of Discipline - After conclusion of the pre-disciplinary conference and within fifteen (15) days of the department's final decision, but not less than forty-eight (48) hours prior to imposing discipline, the Fire Chief shall notify the employee in writing of the nature and extent of the discipline, if any, and the time of commencement thereof.

The notice shall also contain a statement of charges which shall set forth the acts or omissions with which the employee is charged in order that the employee will be able to prepare his/her defense. Also, the notice shall specify the district rules, regulations, policies and procedures which the employee is alleged to have violated. The notice of discipline shall also advise the employee of his/her right to request an appeal hearing by filing a notice of appeal. The Notice of Appeal must be filed within seven (7) business days after service upon the employee of the Notice of Discipline. Failure to request an appeal hearing within the seven (7) business day period, will constitute waiver of the employee's right of appeal. The Notice of Discipline shall be served personally to the employee and require a signature upon delivery. A copy of the signed delivery form shall be given to the employee and the original form shall be retained by the department.

3. Burden of Proof - The burden of proof and production of evidence shall be borne by the district. The standard of proof shall be determined by factual evidence gathered during the investigative process and shall be presented to the employee. Rules regarding orally stated complaints or charges shall comply with Chapter 5, Section 11513 of the Government Code and shall have corroborating testimony to substantiate any claim made against an employee.
4. Decision - The written decision shall be served in person to the employee when practical. The employee shall acknowledge receipt in writing and shall be informed of the time within which punitive action shall take place. In the event the decision cannot be delivered in person, the decision will be delivered to the employee and his/her attorney or representative by first class mail.
5. Right to Appeal - An employee has the right to appeal punitive action according to the appeals procedure. A written notice of discipline shall inform and remind the disciplined employee of this right. An entry level employee who is unsuccessful during their probationary period shall not be entitled to the appeals process. Consistent with the provisions of FBOR, the District Board shall hear the appeal with a sitting Administrative Law Judge present. The District Board makes the final decision and the Administrative Law Judge is there to run the hearing and make evidentiary rulings.

## ARTICLE 42. GRIEVANCE PROCEDURE

### Purpose:

- A. This grievance procedure shall be the exclusive process to resolve grievances as the term is defined herein below;
- B. The purpose of this procedure is:
  - 1. To resolve grievances informally at the lowest level; and
  - 2. To provide an orderly procedure for reviewing and resolving grievances promptly.

### Definitions:

- A. Grievance means "a complaint by an employee concerning the interpretation or application of the provisions of this MOU or of rules or regulations governing personnel practices or conditions, or other unfair or inequitable working conditions, which complaint has not been resolved satisfactorily in an informal manner between the employee and his/her immediate supervisor."
- B. As used in this procedure, the term "immediate supervisor" means the individual so designated by the District who assigns, reviews, and directs the work of an employee at the first level.

### Time Limits:

Each party involved in a grievance shall act quickly so that the grievance may be resolved promptly. Every effort should be made to complete action within the time limits contained in the grievance procedure; however, with the written consent of all parties, the time limitation for any step may be extended.

### STEP 1

The grievance initially shall be personally discussed between the employee and his/her immediate supervisor. Within thirty (30) work days of the meeting, the immediate supervisor shall give his/her decision or response.

### STEP 2

- A. If the grievance is not informally resolved to the satisfaction of the grievant in Step 1, a formal grievance may be initiated. A formal grievance must be initiated no later than:
  - 1. Thirty (30) work days after the event of circumstances occasioning the grievance; or
  - 2. Within thirty (30) calendar days of the Step 1 decision rendered in the informal grievance procedure, whichever is later.

- B. However, if the Step 1 informal grievance procedure is not initiated within the period specified in subsection (1) above, the period in which to bring the grievance shall not be extended by subsection (2) above.
- C. A Step 2 grievance shall be initiated in writing on a form prescribed by the District and shall be filed with the person designated by the District as the first level of appeal. The employee may be represented by a representative of his/her choice.
- D. The grievant shall cite the specific provision(s) of the current MOU, ordinance, resolution, practice, procedure, or written rule claimed to have been violated, set forth the facts that purportedly constitute such violation, and the specific remedy sought.
- E. Within ten (10) calendar days after the initiation of the Step 2 grievance, the first level of appeal person shall investigate the grievance and give his/her decision in writing to the grievant.

### STEP 3

- A. If the grievant is not satisfied with the decision rendered pursuant to Step 2, he/she may appeal the decision within ten (10) calendar days to the Fire Chief or District Manager. The employee may be represented by a representative of his/her choice.
- B. The Fire Chief or District or his/her designated representative shall respond in writing within ten (10) calendar days of receipt of the grievance to the grievant. If the Fire Chief or District Manager or his/her designated representative determines it is desirable, he/she shall hold a conference(s) or otherwise investigate the matter.

### STEP 4

- A. If the grievant is not satisfied with the decision rendered pursuant to Step 3, he/she may, within ten (10) calendar days of receipt of the decision, invoke the right to have the grievance resolved through mediation utilizing the California State Mediation and Conciliation Service.

### STEP 5

- A. If the original action or decision being grieved was made by the Fire Chief or General Manager, and the grievant is not satisfied by the decision rendered pursuant to Step 4, he/she may appeal the decision within ten (10) calendar days of the receipt of the decision to binding arbitration.

The employee may be represented by a representative of his/her choice. The arbitrator shall render a decision and respond in writing within forty-five (45) calendar days of the receipt of the grievance. The decision of the arbitrator shall be final and binding.

#### **ARTICLE 43. UNION ACCESS TO WORK LOCATIONS**

The District agrees that the authorized Local 5308 representative shall be granted paid time off to access work location(s) to participate in investigation and processing of grievances per the grievance procedure of the MOU or to observe working conditions, to carry out the running and functions of the Union, and to engage in collective bargaining and/or the resolution of working disputes with the District.

#### **ARTICLE 44. UNION USE OF DISTRICT FACILITIES**

- A. Local 5308 shall, with prior approval of the District, be granted the use of District facilities for meetings of Union members, provided space is available.
- B. The District agrees to furnish bulletin board or superior and space of reasonable size for posting of Local 5308 materials.

#### **ARTICLE 45. NO STRIKE & NO LOCKOUT**

The Union agrees that during the term of the MOU, neither the Union nor the employees it represents will engage in, encourage, sanction, support, or suggest any strikes. The District agrees that it will not lockout any of its employees during the term of this MOU.

#### **ARTICLE 46. MOU IMPLEMENTATION**

Both parties agree that the terms of this MOU supersede provisions of all other practices, MOU, resolutions, and rules of the District that conflict with provisions of this Agreement. Both parties understand and agree that this initial MOU, created for the first time in 2022, may not contain all working conditions presently enjoyed. In the event that either party discovers a working condition that should have been incorporated into this MOU, notice may be given to meet and confer about adding it.

#### **ARTICLE 47. MAINTENANCE OF BENEFITS AND TERMS AND CONDITIONS**

All working conditions, including wages, hours, terms and conditions of employment and benefits, presently enjoyed by unit employees shall remain in full force and effect during the term of this MOU, unless modified by a subsequent MOU.

#### **ARTICLE 48. SAVINGS CLAUSE**

Should any provision of this agreement be held inoperative, void, or invalid by a Court of competent jurisdiction, the remaining provisions of this Agreement shall not be affected thereby, and the parties shall meet and confer for the sole purpose of arriving at a mutually satisfactory replacement of such provision.

**ARTICLE 49. EMERGENCY LEAVE**

Emergency leave without pay may be granted to any permanent employee who, upon written request to and approved by the District, demonstrates that the leave is necessary for personal reasons beyond his/her control or will serve to improve his/her ability as an employee of the District. Emergency leaves may be granted up to a maximum of ninety (90) days and if available a Limited Term Firefighter will be used to backfill. Upon expiration of an approved emergency leave, the employee shall be reinstated in the position held at the time leave was granted. The leave period shall not be credited to employee seniority or credited toward time served with the District. Failure on the part of the employee on leave to report promptly at the leave's expiration shall be cause for discharge. During the leave period the District will not pay employee benefits; however, the employee may elect to maintain District medical insurance coverage for employee and dependents at employee's sole expense if such coverage of all individuals is in effect sixty (60) days prior to leave application to the District Administrator.

**ARTICLE 50. OBLIGATION TO MEET AND WAIVER CLAUSE**

Except as otherwise expressly provided in this Agreement or, where the parties mutually agree to meet and confer on a matter, the District and Local 5308 expressly waive and relinquish the right, and each agrees that the other shall not be obligated to meet and confer with respect to any subject or matter, including mandatory subjects of negotiation, whether or not referred to in this MOU during the term of this MOU.

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**PRESIDENT, RUNNING SPRINGS FIREFIGHTERS  
ASSOCIATION, INTERNATIONAL ASSOCIATION  
OF FIREFIGHTERS LOCAL 5308**

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**PRESIDENT, BOARD OF DIRECTORS  
RUNNING SPRINGS WATER DISTRICT**

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**GENERAL MANAGER  
RUNNING SPRINGS WATER DISTRICT**



# THE WAGE SCALE GOES INTO EFFECT JULY 1, 2022

## Exhibit A

RUNNING SPRINGS WATER DISTRICT FIRE DEPARTMENT FYE 2023 HOURLY WAGE SCHEDULE Non-Exempt Positions													
CLASSIFICATION		STEP											
		A	A-1	B	B-1	C	C-1	D	D-1	E	E-1	F	F-1
CAPTAIN/PARAMEDIC (56 Hour Work Week)	Hourly	\$32.07	\$32.87	\$33.70	\$34.53	\$35.39	\$36.28	\$37.18	\$38.11	\$39.06	\$40.04	\$41.04	\$42.07
	Monthly	\$7,991	\$8,190	\$8,397	\$8,604	\$8,818	\$9,040	\$9,264	\$9,496	\$9,732	\$9,977	\$10,226	\$10,482
	Annual	\$95,889	\$98,281	\$100,763	\$103,245	\$105,816	\$108,477	\$111,168	\$113,949	\$116,789	\$119,720	\$122,710	\$125,789
ENGINEER/PARAMEDIC (56 Hour Work Week)	Hourly	\$28.82	\$29.54	\$30.28	\$31.03	\$31.81	\$32.60	\$33.43	\$34.27	\$35.13	\$36.02	\$36.91	\$37.84
	Monthly	\$7,181	\$7,360	\$7,545	\$7,732	\$7,926	\$8,123	\$8,330	\$8,539	\$8,753	\$8,975	\$9,197	\$9,428
	Annual	\$86,172	\$88,325	\$90,537	\$92,780	\$95,112	\$97,474	\$99,956	\$102,467	\$105,039	\$107,700	\$110,361	\$113,142
FIREFIGHTER/PARAMEDIC (56 Hour Work Week)	Hourly	\$26.47	\$27.12	\$27.81	\$28.48	\$29.18	\$29.93	\$30.67	\$31.44	\$32.23	\$33.03	\$33.86	\$34.72
	Monthly	\$6,595	\$6,757	\$6,929	\$7,096	\$7,271	\$7,458	\$7,642	\$7,834	\$8,031	\$8,230	\$8,437	\$8,651
	Annual	\$79,145	\$81,089	\$83,152	\$85,155	\$87,248	\$89,491	\$91,703	\$94,006	\$96,368	\$98,760	\$101,241	\$103,813
Cost of Living Adjustment (COLA):		4.0%											
Yearly hours for 56 hour week = 2,990 (53 hours X 52 weeks plus 234 hours FLSA overtime (6 x 26 x 1.5 = 234))													

# EFFECTIVE APRIL 20, 2022 NEW HIRES AND ONE EXISTING FIREFIGHTER WILL MOVE TO THE FYE 2022 CLASSIC WAGE SCALE BELOW

RUNNING SPRINGS WATER DISTRICT FIRE DEPARTMENT FYE 2022 HOURLY WAGE SCHEDULE Non-Exempt Positions													
CLASSIFICATION		STEP											
		A	A-1	B	B-1	C	C-1	D	D-1	E	E-1	F	F-1
CAPTAIN/PARAMEDIC (56 Hour Work Week)	Hourly	\$30.84	\$31.61	\$32.40	\$33.20	\$34.03	\$34.88	\$35.75	\$36.64	\$37.56	\$38.50	\$39.46	\$40.45
	Monthly	\$7,684	\$7,876	\$8,073	\$8,272	\$8,479	\$8,691	\$8,908	\$9,129	\$9,359	\$9,593	\$9,832	\$10,079
	Annual	\$92,212	\$94,514	\$96,876	\$99,268	\$101,750	\$104,291	\$106,893	\$109,554	\$112,304	\$115,115	\$117,985	\$120,946
ENGINEER/PARAMEDIC (56 Hour Work Week)	Hourly	\$27.71	\$28.40	\$29.12	\$29.84	\$30.59	\$31.35	\$32.14	\$32.95	\$33.78	\$34.63	\$35.49	\$36.38
	Monthly	\$6,904	\$7,076	\$7,256	\$7,435	\$7,622	\$7,811	\$8,008	\$8,210	\$8,417	\$8,629	\$8,843	\$9,065
	Annual	\$82,853	\$84,916	\$87,069	\$89,222	\$91,464	\$93,737	\$96,099	\$98,521	\$101,002	\$103,544	\$106,115	\$108,776
FIREFIGHTER/PARAMEDIC (56 Hour Work Week)	Hourly	\$25.45	\$26.08	\$26.74	\$27.38	\$28.06	\$28.78	\$29.49	\$30.23	\$30.99	\$31.76	\$32.56	\$33.38
	Monthly	\$6,341	\$6,498	\$6,663	\$6,822	\$6,992	\$7,171	\$7,348	\$7,532	\$7,722	\$7,914	\$8,113	\$8,317
	Annual	\$76,096	\$77,979	\$79,953	\$81,866	\$83,899	\$86,052	\$88,175	\$90,388	\$92,660	\$94,962	\$97,354	\$99,806
Cost of Living Adjustment (COLA):		2.2%											
Yearly hours for 56 hour week = 2,990 (53 hours X 52 weeks plus 234 hours FLSA overtime (6 x 26 x 1.5 = 234))													
Yearly hours for 40 hour week = 2,080													

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

**DATE:** April 20, 2022

**TO:** Board of Directors

**FROM:** Ryan Gross, General Manager

**SUBJECT:** CONSIDER COST OF LIVING ADJUSTMENT AND PROPOSED WAGE SCALES FOR FISCAL YEAR ENDING 2023

**RECOMMENDATION**

It is recommended that the Board of Directors (BOD) consider approving a four percent (4%) Cost of Living Adjustment (COLA) and proposed wage scales for the fiscal year ending (FYE) 2023.

**REASON FOR RECOMMENDATION**

COLA for the FYE 2023.

**BACKGROUND INFORMATION**

In 2019, the BOD agreed that going forward and prior to July 1<sup>st</sup> each year, the BOD will determine if an annual COLA will be made using the Consumer Price Index for All Urban Consumers (CPI-U) for Riverside-San Bernardino-Ontario for the 12-month period from January to January with a floor of 0% and a cap of 3%.

The CPI-U for Riverside-San Bernardino-Ontario for the 12-month period from January 2021 to January 2022 was 8.6% (Refer to Attachment 1). The FYE 2023 wage scales including a proposed 4.0% COLA are included in Attachment 2.

**FISCAL INFORMATION**

Assuming that the BOD approves the 4.0% COLA for all full time positions, the resulting total change in base wages including expected merit increases would be an increase of approximately \$66,000 or 2.5% from FYE 2022. This includes the assumption that the vacant positions are filled.

**ATTACHMENTS**

Attachment 1 – News Release Bureau of Labor Statistics  
Attachment 2 – Proposed Wage Scales















## Western Information Office

 
[Western Home](#)[Western Geography](#)[Western Subjects](#)[Western Archives](#)[Contact Western](#)[Bureau of Labor Statistics](#) > [Geographic Information](#) > [Western](#) > [CPI Summary](#)

## Western Consumer Price Index Card

- [Monthly and Bimonthly Indexes](#)
- [1-Page PDF Version of Pacific Cities Card](#) the PDF is preferred for printing (note that the tables below are updated several hours before the PDF version).

Monthly and Bimonthly Indexes**Consumer Price Index for All Urban Consumers (CPI-U): Selected areas, all items index, not seasonally adjusted (1982-84=100 unless otherwise noted)**

Area (Links provide news releases)	Back data	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Percent change to Jan 2022 from			Percent change to Dec 2021 from		
						Jan 2021	Nov 2021	Dec 2021	Dec 2020	Oct 2021	Nov 2021
<a href="#">U.S. City Average</a>		276.589	277.948	278.802	281.148	7.5	1.2	0.8	7.0	0.8	0.3
<a href="#">West region(1)</a>		293.397	294.986	296.102	298.705	7.7	1.3	0.9	7.1	0.9	0.4
<a href="#">West - Size Class A (over 2.5 million)</a>		301.670	303.213	304.574	307.206	7.4	1.3	0.9	6.8	1.0	0.4
<a href="#">West - Size Class B/C (2.5 million or less)(2)</a>		171.226	172.214	172.722	174.269	8.1	1.2	0.9	7.4	0.9	0.3
<a href="#">Mountain(3)</a>		115.325	116.065	116.728	117.592	9.0	1.3	0.7	8.6	1.2	0.6
<a href="#">Pacific(3)</a>		113.530	114.103	114.454	115.521	7.3	1.2	0.9	6.5	0.8	0.3
<b>Metropolitan areas published monthly</b>											
<a href="#">Los Angeles-Long Beach-Anaheim, CA</a>		294.961	296.790	297.925	301.209	7.5	1.5	1.1	6.6	1.0	0.4
<b>Metropolitan areas published in January, March, May, July, September, and November</b>											
<a href="#">Phoenix-Mesa-Scottsdale, AZ(4)</a>		157.254		159.850					9.7	1.7	
<a href="#">San Francisco-Oakland-Hayward, CA</a>		313.265		315.805					4.2	0.8	
<a href="#">Seattle-Tacoma-Bellevue, WA</a>		303.099		304.856					7.6	0.6	
<a href="#">Urban Alaska</a>		242.708		243.568					7.2	0.4	
<b>Metropolitan areas published in February, April, June, August, October, and December</b>											
<a href="#">Riverside-San Bernardino-Ontario, CA(3)</a>			117.206		118.963	8.6	1.5				
<a href="#">San Diego-Carlsbad, CA</a>			326.422		332.990	8.2	2.0				
<a href="#">Urban Hawaii</a>			302.332		304.988	6.0	0.9				

**Footnotes**

(1) The West region includes the Mountain and Pacific divisions.

The Mountain division includes Arizona, Colorado, Idaho, Montana, Nevada, New Mexico, Utah, and Wyoming.

The Pacific division includes Alaska, California, Hawaii, Oregon, and Washington.

(2) December 1996=100.

(3) December 2017=100.

(4) December 2001=100.

Source: [Consumer Price Index](#)

The Consumer Price Index (CPI) measures changes in prices of all goods and services purchased for consumption by urban households.

RUNNING SPRINGS WATER DISTRICT ADMINISTRATION DIVISION FYE 2023 HOURLY WAGE SCHEDULE						
Exempt Positions						
CLASSIFICATION		A	B	STEP C	D	E
AS2	Hourly	\$44.35	\$45.45	\$46.58	\$47.75	\$48.94
Administration Supervisor,	Monthly	\$7,687	\$7,878	\$8,074	\$8,277	\$8,483
Board Secretary, Treasurer	Annual	\$92,248	\$94,536	\$96,886	\$99,320	\$101,795
AS1	Hourly	\$39.20	\$40.18	\$41.17	\$42.20	\$43.26
Administration Supervisor,	Monthly	\$6,795	\$6,965	\$7,136	\$7,315	\$7,498
Board Secretary, Treasurer	Annual	\$81,536	\$83,574	\$85,634	\$87,776	\$89,981
Non-Exempt Positions						
CLASSIFICATION		A	B	STEP C	D	E
A5	Hourly	\$30.88	\$31.65	\$32.44	\$33.25	\$34.08
Customer Account Specialist (Billing)	Monthly	\$5,353	\$5,486	\$5,623	\$5,763	\$5,907
Accounts Payable/Payroll Specialist	Annual	\$64,230	\$65,832	\$67,475	\$69,160	\$70,886
A4	Hourly	\$27.29	\$27.98	\$28.67	\$29.39	\$30.13
Customer Service Specialist	Monthly	\$4,730	\$4,850	\$4,969	\$5,094	\$5,223
	Annual	\$56,763	\$58,198	\$59,634	\$61,131	\$62,670
A3	Hourly	\$24.13	\$24.73	\$25.34	\$25.98	\$26.62
Administrative Assistant	Monthly	\$4,183	\$4,287	\$4,392	\$4,503	\$4,614
	Annual	\$50,190	\$51,438	\$52,707	\$54,038	\$55,370
A2	Hourly	\$21.32	\$21.85	\$22.40	\$22.96	\$23.54
Administrative Assistant	Monthly	\$3,695	\$3,787	\$3,883	\$3,980	\$4,080
	Annual	\$44,346	\$45,448	\$46,592	\$47,757	\$48,963
A1	Hourly	\$18.66	\$19.13	\$19.61	\$20.10	\$20.60
Administrative Assistant	Monthly	\$3,234	\$3,316	\$3,399	\$3,484	\$3,571
Customer Service Field Representative	Annual	\$38,813	\$39,790	\$40,789	\$41,808	\$42,848
Water Distribution Grade 1						
Collection System Maintenance Grade 1						
Cost of Living Adjustment (COLA):	4.00%					

**RUNNING SPRINGS WATER DISTRICT**  
**WATER DIVISION**  
**FYE 2023 HOURLY WAGE SCHEDULE**  
Non-Exempt Positions

CLASSIFICATION*		STEP				
		A	B	C	D	E
<b>LEAD OPERATOR</b>	Hourly	\$39.02	\$40.00	\$41.00	\$42.02	\$43.07
Water Distribution Grade 3	Monthly	\$6,763	\$6,933	\$7,107	\$7,283	\$7,465
Water Treatment Grade 2	Annual	\$81,162	\$83,200	\$85,280	\$87,402	\$89,586
Collection System Maintenance Grade 1						
<b>OPERATOR 3</b>	Hourly	\$34.49	\$35.35	\$36.23	\$37.14	\$38.06
Water Distribution Grade 3	Monthly	\$5,978	\$6,127	\$6,280	\$6,438	\$6,597
Water Treatment Grade 2	Annual	\$71,739	\$73,528	\$75,358	\$77,251	\$79,165
<b>OPERATOR 2</b>	Hourly	\$29.80	\$30.54	\$31.30	\$32.08	\$32.88
Water Distribution Grade 3	Monthly	\$5,165	\$5,294	\$5,425	\$5,561	\$5,699
Water Treatment Grade 1	Annual	\$61,984	\$63,523	\$65,104	\$66,726	\$68,390
<b>OPERATOR 1</b>	Hourly	\$25.71	\$26.35	\$27.01	\$27.68	\$28.38
Water Distribution Grade 2	Monthly	\$4,456	\$4,567	\$4,682	\$4,798	\$4,919
Water Treatment Grade 1	Annual	\$53,477	\$54,808	\$56,181	\$57,574	\$59,030
Customer Service Field Representative						
Water Distribution Grade 1						
Collection System Maintenance Grade 1						
<b>OPERATOR IN TRAINING</b>	Hourly	\$22.18	\$22.73	\$23.31	\$23.89	\$24.48
Entry Level / No Certification Required	Monthly	\$3,845	\$3,940	\$4,040	\$4,141	\$4,243
Customer Service Field Representative	Annual	\$46,134	\$47,278	\$48,485	\$49,691	\$50,918
Water Distribution Grade 1						
Collection System Maintenance Grade 1						
Cost of Living Adjustment (COLA):	4.0%					

**RUNNING SPRINGS WATER DISTRICT  
COLLECTIONS DIVISION  
FYE 2023 HOURLY WAGE SCHEDULE  
Non-Exempt Positions**

CLASSIFICATION		STEP				
LEAD OPERATOR		A	B	C	D	E
Collection System Maintenance Grade 3	Hourly	\$39.02	\$40.00	\$41.00	\$42.02	\$43.07
Mechanical Technologist Grade 2	Monthly	\$6,763	\$6,933	\$7,107	\$7,283	\$7,465
Electrical/Instrumentation Grade 1	Annual	\$81,162	\$83,200	\$85,280	\$87,402	\$89,586
OPERATOR 3	Hourly	\$34.49	\$35.35	\$36.23	\$37.14	\$38.06
Collection System Maintenance Grade 3	Monthly	\$5,978	\$6,127	\$6,280	\$6,438	\$6,597
Mechanical Technologist Grade 1	Annual	\$71,739	\$73,528	\$75,358	\$77,251	\$79,165
OPERATOR 2	Hourly	\$29.80	\$30.54	\$31.30	\$32.08	\$32.88
Collection System Maintenance Grade 2	Monthly	\$5,165	\$5,294	\$5,425	\$5,561	\$5,699
Mechanical Technologist Grade 1	Annual	\$61,984	\$63,523	\$65,104	\$66,726	\$68,390
OPERATOR 1	Hourly	\$25.71	\$26.35	\$27.01	\$27.68	\$28.38
Collection System Maintenance Grade 1	Monthly	\$4,456	\$4,567	\$4,682	\$4,798	\$4,919
Mechanical Technologist Grade 1	Annual	\$53,477	\$54,808	\$56,181	\$57,574	\$59,030
OPERATOR IN TRAINING	Hourly	\$22.18	\$22.73	\$23.31	\$23.89	\$24.48
Entry Level / No Certification Required	Monthly	\$3,845	\$3,940	\$4,040	\$4,141	\$4,243
	Annual	\$46,134	\$47,278	\$48,485	\$49,691	\$50,918
Cost of Living Adjustment (COLA):	4.0%					

**RUNNING SPRINGS WATER DISTRICT  
TREATMENT DIVISION  
FYE 2023 HOURLY WAGE SCHEDULE**

Exempt Positions

CLASSIFICATION		STEP				
		A	B	C	D	E
<b>OPERATIONS MANAGER 3</b>						
Grade 3 WWTP Operator	Hourly	\$68.86	\$70.57	\$72.34	\$74.14	\$75.99
Collection System Maintenance Grade 4	Monthly	\$11,936	\$12,232	\$12,539	\$12,851	\$13,172
Mechanical Technologist Grade 1	Annual	\$143,229	\$146,786	\$150,467	\$154,211	\$158,059
Water Distribution Grade 1						
Water Treatment Grade 1						
<b>OPERATIONS MANAGER 2</b>	Hourly	\$54.83	\$56.20	\$57.61	\$59.05	\$60.53
Grade 3 WWTP Operator	Monthly	\$9,504	\$9,741	\$9,986	\$10,235	\$10,492
Collection System Maintenance Grade 2	Annual	\$114,046	\$116,896	\$119,829	\$122,824	\$125,902
Mechanical Technologist Grade 1						
<b>OPERATIONS MANAGER 1</b>	Hourly	\$48.46	\$49.68	\$50.92	\$52.19	\$53.50
Grade 3 WWTP Operator	Monthly	\$8,400	\$8,611	\$8,826	\$9,046	\$9,273
Collection System Maintenance Grade 2	Annual	\$100,797	\$103,334	\$105,914	\$108,555	\$111,280
Mechanical Technologist Grade 1						

Non-Exempt Positions

CLASSIFICATION*		STEP				
		A	B	C	D	E
<b>LEAD OPERATOR</b>	Hourly	\$39.02	\$40.00	\$41.00	\$42.02	\$43.07
Grade 3 WWTP Operator	Monthly	\$6,763	\$6,933	\$7,107	\$7,283	\$7,465
Mechanical Technologist Grade 2	Annual	\$81,162	\$83,200	\$85,280	\$87,402	\$89,586
Collection System Maintenance Grade 1						
<b>OPERATOR 3</b>	Hourly	\$34.49	\$35.35	\$36.23	\$37.14	\$38.06
Grade 3 WWTP Operator	Monthly	\$5,978	\$6,127	\$6,280	\$6,438	\$6,597
Collection System Maintenance Grade 1	Annual	\$71,739	\$73,528	\$75,358	\$77,251	\$79,165
<b>OPERATOR 2</b>	Hourly	\$29.80	\$30.54	\$31.30	\$32.08	\$32.88
Grade 2 WWTP Operator	Monthly	\$5,165	\$5,294	\$5,425	\$5,561	\$5,699
Collection System Maintenance Grade 1	Annual	\$61,984	\$63,523	\$65,104	\$66,726	\$68,390
<b>OPERATOR 1</b>	Hourly	\$25.71	\$26.35	\$27.01	\$27.68	\$28.38
Grade 1 WWTP Operator	Monthly	\$4,456	\$4,567	\$4,682	\$4,798	\$4,919
Collection System Maintenance Grade 1	Annual	\$53,477	\$54,808	\$56,181	\$57,574	\$59,030
<b>OPERATOR IN TRAINING</b>	Hourly	\$22.18	\$22.73	\$23.31	\$23.89	\$24.48
Entry Level / No Certification Required	Monthly	\$3,845	\$3,940	\$4,040	\$4,141	\$4,243
	Annual	\$46,134	\$47,278	\$48,485	\$49,691	\$50,918

Cost of Living Adjustment (COLA): 4.0%

**FIRE DEPARTMENT**  
**FYE 2023 HOURLY WAGE SCHEDULE**

Exempt Positions

CLASSIFICATION		STEP				
		A	B	C	D	E
CHIEF (40-hr Work Week)	Hourly	\$71.38	\$73.15	\$74.98	\$76.86	\$78.78
	Monthly	\$12,373	\$12,679	\$12,997	\$13,322	\$13,655
	Annual	\$148,470	\$152,152	\$155,958	\$159,869	\$163,862
		STEP				
		A	B	C	D	E
BATTALION CHIEF (40-hr Work Week)	Hourly	\$63.08	\$64.66	\$66.27	\$67.93	\$69.63
	Monthly	\$10,934	\$11,208	\$11,487	\$11,775	\$12,069
	Annual	\$131,206	\$134,493	\$137,842	\$141,294	\$144,830

Cost of Living Adjustment (COLA): 4.0%

Yearly hours for 40 hour week = 2,080

**RUNNING SPRINGS WATER DISTRICT**  
**FIRE DEPARTMENT**  
**FYE 2023 HOURLY WAGE SCHEDULE**

<b>Paid Call Firefighters</b>	EMT	Paramedic
Ambulance Operator / Entry Level Firefighter	\$15.00	\$16.00
Shift Qualified	\$16.00	\$17.00



RUNNING SPRINGS WATER DISTRICT  
FIRE DEPARTMENT

FYE 2023 HOURLY WAGE SCHEDULE

Non-Exempt Positions

CLASSIFICATION		STEP											
		A	A-1	B	B-1	C	C-1	D	D-1	E	E-1	F	F-1
CAPTAIN/PARAMEDIC (56 Hour Work Week)	Hourly	\$32.07	\$32.87	\$33.70	\$34.53	\$35.39	\$36.28	\$37.18	\$38.11	\$39.06	\$40.04	\$41.04	\$42.07
	Monthly	\$7,991	\$8,190	\$8,397	\$8,604	\$8,818	\$9,040	\$9,264	\$9,496	\$9,732	\$9,977	\$10,226	\$10,482
	Annual	\$95,889	\$98,281	\$100,763	\$103,245	\$105,816	\$108,477	\$111,168	\$113,949	\$116,789	\$119,720	\$122,710	\$125,789
ENGINEER/PARAMEDIC (56 Hour Work Week)	Hourly	\$28.82	\$29.54	\$30.28	\$31.03	\$31.81	\$32.60	\$33.43	\$34.27	\$35.13	\$36.02	\$36.91	\$37.84
	Monthly	\$7,181	\$7,360	\$7,545	\$7,732	\$7,926	\$8,123	\$8,330	\$8,539	\$8,753	\$8,975	\$9,197	\$9,428
	Annual	\$86,172	\$88,325	\$90,537	\$92,780	\$95,112	\$97,474	\$99,956	\$102,467	\$105,039	\$107,700	\$110,361	\$113,142
FIREFIGHTER/PARAMEDIC (56 Hour Work Week)	Hourly	\$26.47	\$27.12	\$27.81	\$28.48	\$29.18	\$29.93	\$30.67	\$31.44	\$32.23	\$33.03	\$33.86	\$34.72
	Monthly	\$6,595	\$6,757	\$6,929	\$7,096	\$7,271	\$7,458	\$7,642	\$7,834	\$8,031	\$8,230	\$8,437	\$8,651
	Annual	\$79,145	\$81,089	\$83,152	\$85,155	\$87,248	\$89,491	\$91,703	\$94,006	\$96,368	\$98,760	\$101,241	\$103,813
ADMINISTRATIVE ASSISTANT (40-hr Work Week)	Hourly	\$31.58	\$32.38	\$33.19	\$34.01	\$34.86	\$35.73	\$36.63	\$37.54	\$38.48	\$39.44	\$40.42	\$41.43
	Monthly	\$5,474	\$5,613	\$5,753	\$5,895	\$6,042	\$6,193	\$6,349	\$6,507	\$6,670	\$6,836	\$7,006	\$7,181
	Annual	\$65,686	\$67,350	\$69,035	\$70,741	\$72,509	\$74,318	\$76,190	\$78,083	\$80,038	\$82,035	\$84,074	\$86,174

Cost of Living Adjustment (COLA): 4.0%

Yearly hours for 56 hour week = 2,990 (53 hours X 52 weeks plus 234 hours FL/SA overtime (6 x 26 x 1.5 = 234)

Yearly hours for 40 hour week = 2,080