



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 16, 2021
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 21, 2021, 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 16, 2021 at the Running Springs Water District Office and Website.

Consistent with the Governor's Executive Order in response to the COVID-19 emergency and suspension of certain provisions of the Brown Act, Running Springs Water District Board meetings will be held remotely via teleconference only.

To join the meeting:

<https://us02web.zoom.us/j/81564231467?pwd=WWVVelZuZjRhamxjdlcya1ZERTgzUT09>

Dial: 669-900-6833

Meeting ID: 815 6423 1467
Passcode: 844773

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

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

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

AGENDA

1. Call Meeting to Order and Pledge of Allegiance
2. Recognize and Hear from Visitors / Public Comment - This portion of the agenda is reserved for the public to make comments on matters within the jurisdiction of the Running Springs Water District that are **not on the agenda**. The Board, except to refer the matter to staff and/or place it on a future agenda, may take no action. It is in the best interest of the person speaking to the Board to be concise and to the point. A time limit of five minutes per individual will be allowed. Any person wishing to comment on an item that is on the agenda is requested to complete a request to speak

form prior to the item being called for consideration or to raise their hand and be recognized by the Board President.

3. Approval of Consent Items – The following consent items are expected to be routine and non-controversial and will be acted on at one time without discussion unless an item is withdrawn by a Board Member for questions or discussion. Any person wishing to speak on the consent agenda may do so by raising his/her hand and being recognized by the Board President.
 - A. Approve Meeting Minutes **Page 4**
 - B. Ratify Expenditures **Page 10**
 - C. Consider Adopting Resolution No. 04-21, Amending and Adopting Local Guidelines for Implementing the California Environmental Quality Act **Page 19**
 - D. Consider Declaring Certain Equipment as Surplus and Authorize Staff to Dispose of Property **Page 25**
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 Awarding Construction Contract for Nob Hill Water System Improvements
(Presenter: Ryan Gross, General Manager) **Page 28**
 - B. Consider Authorizing Expenditure for Conversion of Water and Sewer Atlas Maps to ArcGIS Online
(Presenter: Ryan Gross, General Manager) **Page 33**
 - C. Consider Authorizing Expenditure for Rental of Vactor iMPACT Combination Sewer Cleaner Truck
(Presenter: Trevor Miller, Operations Manager) **Page 47**
5. Information Items – The following information items do not require any action by the Board of Directors and are for informational purposes only.
 - A. Presentation of Draft Fiscal Years Ending 2022 and 2023 District Budget
(Presenters: Finance Committee, Ryan Gross, General Manager) **Page 59**
 - B. Discuss Various Fire Department Matters **Page 120**
 - C. Quarterly Investment Report **Page 124**
 - D. Quarterly Budget/Financial Update **Page 128**

E. Quarterly Operations Reports

Page 138

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

Upcoming Meetings: Regular Board Meeting, May 19, 2021 at 9:00 am

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: April 21, 2021
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 17, 2021 and the Finance Committee Meeting held on April 13, 2021.

ATTACHMENTS

Attachment 1 – Draft Meeting Minutes

MINUTES OF THE FINANCE COMMITTEE MEETING
RUNNING SPRINGS WATER DISTRICT
COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA
APRIL 13, 2021

A Finance Committee Meeting of the Running Springs Water District was held on Tuesday, April 13, 2021 at the hour of 10:00 A.M. at the District office located at 31242 Hilltop Boulevard, Running Springs, California.

Committee Members present:

Errol Mackzum, Director
Bill Conrad, Director

District Staff Present:

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

There were no members of the public present:

1. The meeting was called to order at 10:02 A.M.
2. Public Comment – There was no public comment.
3. Review Draft Fiscal Years Ending 2022/2023 Budgets – Committee members provided various input on the draft budgets which will be incorporated into the final draft.
4. Finance Committee Comments – No additional comments.
5. Meeting Adjournment – The meeting was adjourned at 12:00 P.M.

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
RUNNING SPRINGS WATER DISTRICT
COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA
March 17, 2021

A Regular Meeting of the Board of Directors of the Running Springs Water District was held on Wednesday, March 17, 2021 at the hour of 9:00 A.M. at the District office located at 31242 Hilltop Boulevard, Running Springs, California, and through teleconference.

The following Directors were present at the District:

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

Also present at the District were the following:

Ryan Gross, General Manager
Amie R. Crowder, Board Secretary/Treasurer/Administration Supervisor
Trevor Miller, Operations Manager
Mike Vasquez, Fire Chief
Cindy Strebel, Battalion Fire Chief
Mike Scotti, President, Running Springs Professional Firefighters, Local 5308
Zach Granzow, Engineer/Paramedic, Running Springs Fire Department

The following were present through teleconference:

Ward Simmons, Legal Counsel, Best, Best & Krieger
Fire Station #50, Running Springs Fire Department

MEETING MINUTES

AGENDA ITEMS

1. Call Meeting to Order and Pledge of Allegiance

The Running Springs Water District Regular Board Meeting was called to order at 9:00 A.M. by President Tony Grabow. Pledge of Allegiance was led by Director Mark Acciani.

2. Recognize and Hear from Visitors/Public Comment

No public comment.

3. Approval of Consent Items

- A. Approve Meeting Minutes**
- B. Ratify Expenditures and Cash Summary**
- C. Consider Adopting Resolution No. 01-21, Fixing and Levying Fire Suppression Availability Charges for Fiscal Year 2021-2022**
- D. Consider Adopting Resolution No. 02-21, Fixing Sewer Standby or Availability Charges for Fiscal Year 2021-2022**
- E. Consider Adopting Resolution No. 03-21, Fixing Water Standby or Availability Charges for Fiscal Year 2021-2022**

Vice-President Mackzum inquired about the Availability Billing process. General Manager Gross and Secretary Amie R. Crowder provided clarification.

Upon **motion** by Vice-President Mackzum, **second** by Director Acciani and **carried by a 5 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 Authorizing Additional Transfer of Funds in the Amount of \$151,789 for Intergovernmental Transfer (IGT) Program**

Fire Chief Mike Vasquez provided a synopsis of the Intergovernmental Transfer (IGT) Program, the reimbursement rates, and the benefits of being involved with this program. Minimal discussion continued.

Upon **motion** by Director Conrad, **second** by Vice-President Mackzum and **carried by a 5 to 0 vote**, Authorizing Additional Transfer of Funds in the Amount of \$151,789 for Intergovernmental Transfer (IGT) Program was approved.

- B. Consider Approving Limited Term Firefighter Positions and Issuing Request for Proposals**

Fire Chief Mike Vasquez reviewed the Limited Term Firefighter program and the benefits it would provide to the Running Springs Fire Department. Details of the agreement, staffing conditions, and sustainability were discussed. As a contingency effort, Fire Chief Vasquez also presented the recommendation of issuing a Request for Proposals to CalFIRE and Big Bear Fire Authority. Both agencies are open to the idea of providing a proposal. Chief

Vasquez explained this process can take up to one-year in determining both the feasibility and the final costs for services. With direction from the Board of Directors, drafting a Request for Proposals and networking with neighboring fire departments are the next steps. Minimal discussion continued.

Upon **motion** by Director Conrad, **second** by Director Terry and **carried by a 5 to 0 vote**, Approving Limited Term Firefighter Positions and Issuing a Request for Proposals was approved.

C. Consider Authorizing Expenditure for Replacement of Water Heater at Fire Station #50

Fire Chief Vasquez presented the current water heater conditions and the need for a new water heater for Fire Station #50. Details of the current issues were reviewed. Minimal discussion continued.

Upon **motion** by Director Conrad, **second** by Director Acciani and **carried by a 5 to 0 vote**, Authorizing Expenditure for Replacement of Water Heater at Fire Station #50 was approved.

D. Consider Providing Any Additional Direction to Staff in Preparation for Fiscal Year 2021-2022 and 2022-2023 Budgets

General Manager Gross presented the Fiscal Year 2021-2022 and 2022-2023 budget planning presentation. Vice-President Mackzum had questions regarding Availability Charges for the fire department, total population in Running Springs, and suggestion for a General Obligation Bond. Manager Gross provided clarification. Minimal discussion continued.

No Action Taken.

E. Consider Proposed Cost of Living Adjustment and Wage Scales

General Manager Gross reviewed the background of Cost-of-Living Adjustments and the proposed Administration salaries. Manager Gross outlined the salary survey the District conducted, in which demonstrated that the Running Springs Water District Administration department is the lowest paid department in comparison to neighboring Districts'. The Administration salaries for hourly employees is to include 2.2% for a total increase in wages of 7%. There is also to be a 15% gap between the highest Administration hourly employee to the lower Administration salary employee.

Manager Gross introduced the Cost-of-Living Adjustment the Running Springs Fire Department is requesting. Mike Scotti, President, Running Springs Professional Firefighters, Local 5308; and, Zach Granzow, Engineer/Paramedic, Running Springs Fire Department introduced themselves. In addition to the 2.2% COLA for fiscal year 2021-

2022, they are requesting an additional 3% COLA that was not given in 2020, to be averaged at 1% each year for the next three years. The 2020-2021 COLA was not provided to the Running Springs Water District employees. Mike Scotti and Zach Granzow outlined their reasoning for this request. The Board of Directors have requested for the Running Springs Fire Department to conduct a salary survey and tabled the discussion for a future Board Meeting.

Upon **motion** by Director Conrad, **second** by Director Terry and **carried by a 5 to 0 vote**, the Proposed 2.2% Cost of Living Adjustment and Wage Scales for Administration was approved.

5. General Manager’s Report

General Manager Gross reported the Running Springs Fire Department is entering into a Medical audit for the GEMT Program. Review of the previous audit was conducted. Minimal discussion continued.

Manager Gross reported the CDC Guidelines changed to now include utility workers in the definition of emergency services. This now allows the Water and Sewer staff to be eligible for vaccination.

6. Report from Legal Counsel

Ward Simmons, Legal Counsel, Best, Best & Krieger reported that San Bernardino County entered the red tier of the COVID-19 Pandemic; and Orange County is expected to enter the orange tier by early April.

7. Board Member Comments/Meetings

Vice-President Mackzum asked if the majority of the Running Springs Fire Department received their vaccination. Fire Chief Vasquez provided explanation.

8. Meeting Adjourned

The meeting was adjourned at 10:44 A.M.

Respectfully Submitted,

President, Board of Directors
Running Springs Water District

Secretary of the Board of Directors
Running Springs Water District

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: April 21, 2021
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 2021 expenditures.

A copy of the District's Cash Reserve Fund Summary as of March 31, 2021, 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.

FISCAL INFORMATION

Refer to attachments.

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 2021

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Airgas Inc.	CVR Lens	03/02/21	23.65	105689	23.65
	Large Helium	03/11/21	53.85	105731	53.85
	Argon Industrial	03/25/21	60.02	105768	60.02
Albert A. Webb Associates	Nob Hill Improve. Finalized site	03/09/21	6,101.50	105713	6,101.50
Allstar Fire Equipment	Workboot Wet Shoes	03/25/21	158.12	105769	158.12
American Family Life Assurance Company of Colun	Additional Insurance Prem March 2021	03/30/21	143.26	DFT0001466	143.26
American Reprographics Company, LLC	Nob Hill Plans and Specs	03/19/21	1,059.43	105752	1,059.43
Amie Crowder	Reimbursement Claim	03/30/21	829.00	105791	829.00
Andrew Martinez	ICEMA EMT-P Cert Reimbursement	03/02/21	120.00	105690	120.00
Aramark	Cleaning Supplies	03/11/21	335.60	105732	335.60
Arrowbear Park County Water District	Purchased Water Feb-Mar 2021	03/30/21	4,159.97	105792	4,159.97
Bacon/Wagner Excavating, Inc.	Hauling to Liberty	03/09/21	2,120.00	105714	2,840.00
	Hauling to SA Recycling	03/09/21	720.00	105714	
	Snow removal -Collections	03/25/21	94.00	105770	1,814.00
	Hauling of Bio to One Stop	03/25/21	800.00	105770	
	Hauling to SA Recycling	03/25/21	360.00	105770	
	Hauling Demo Asphalt to Agua Mansa	03/25/21	560.00	105770	
Best, Best & Krieger LLP	Legal Services February 2021	03/09/21	1,679.70	105715	1,679.70
Boot Barn Inc.	Uniform Purchases Black/Zeledon	03/11/21	460.46	105733	460.46
BURR Group Inc.	Trash Service Sta 50 Feb 2021	03/02/21	73.25	105691	491.61
	Trash Service Office Feb 2021	03/02/21	192.43	105691	
	Trash Service Treat Plnt Feb 2021	03/02/21	225.93	105691	
California Computer Options Inc	Network Maintenance and Monitor Mar 2021	03/02/21	3,023.25	105692	3,023.25
	Network Maintenance & Monitoring April 2021	03/30/21	3,023.25	105793	3,023.25
California Underground Facilities Safe Excavation B	California Fee for Reg Costs	03/02/21	207.92	105693	207.92
California Water Environment Association	Collections System Maint Grade 2 renewal	03/25/21	96.00	105771	96.00
CalPERS	Health Insurance Premiums March 2021	03/02/21	17,946.24	DFT0001453	17,946.24
	Employer Contribu Class/Pepra Safe/Misc PPE 3/8,	03/15/21	20,938.12	DFT0001459	20,938.12
	Employer Contribu Classic/Pepra Misc/Class 3/22/.	03/24/21	22,330.29	DFT0001465	22,330.29
Canon	Services and Usage Charges March 2021	03/25/21	461.96	105772	461.96
Charter Communitcations	Internet Feb-Mar 2021 Station 50	03/02/21	81.97	105694	81.97
	Internet Office /Station 51 March 2021	03/19/21	186.94	105753	186.94
	Internet Charges March-April 2021 Collections	03/25/21	81.97	105773	81.97
	Internet March-April 2021 Station 50	03/30/21	81.97	105794	81.97
Citibank, N.A.	Miscellaneous Parts and Supplies	03/09/21	91.51	105716	91.51
	Miscellaneous Office Supplies	03/19/21	317.21	105754	317.21
Classic Images	District Hats	03/09/21	606.53	105717	606.53
Clinical Laboratory of San Bernardino	Water Samples January 2021	03/02/21	1,161.00	105695	3,035.00
	Wastewater Samples January 2021	03/02/21	1,874.00	105695	
	Water Samples February 2021	03/30/21	2,800.00	105795	3,238.00
	Wastewater Samples February 2021	03/30/21	438.00	105795	
County of San Bernardino	Monthly Parcel Map Revisions March 2021	03/11/21	4.00	105734	4.00
County of San Bernardino Auditor-Controller/Trea	Unpaid Special Assessment Listing/Tax Reports	03/09/21	222.64	105718	222.64
Crestline-Lake Arrowhead Water Agency	Purchased water February 2021	03/02/21	11,188.32	105696	11,188.32
Cypress Ancillary Benefits	Dental Insurance Premiums April 2021	03/25/21	1,006.23	105774	1,006.23

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Dixi Willemse	Reimbursement Claim	03/11/21	67.68	105735	67.68
	Reimbursement Claim	03/30/21	1,797.00	105796	1,797.00
Don's Auto Inc	Oil Change and Window repair	03/19/21	332.32	105755	332.32
	Towing of Training Cars to Pick a part	03/30/21	250.00	105797	525.00
	Towing of training car to Pick a Part	03/30/21	275.00	105797	
Employment Development Department	Unemployment Insur Benefit PPE 12/31/20	03/11/21	102.50	105736	102.50
Federal Express Corporation	Shipping Charges February 2021	03/19/21	42.50	105756	103.37
	Shipping Charges	03/19/21	60.87	105756	
Fire Fighters Association	FFAD Dues March 2021	03/25/21	620.00	105775	620.00
Frontier Communications	Telephone Lift Stations. Treat Plant, Boost 9	03/09/21	896.10	105719	896.10
	Scada Line March-April 2021	03/25/21	76.18	105776	76.18
Harrington Industrial Plastics LLC	Miscellaneous parts and supplies	03/09/21	388.59	105720	388.59
HD Supply Facilities Maintenance LTD	Dispenser 5ml Sample 100 tests	03/25/21	77.13	105777	76.68
	Credit for Incorrect tax inv 478244	03/25/21	-0.29	105777	
	Credit for incorrect tax inv 464311	03/25/21	-0.16	105777	
	SLS 1-3 float switchs	03/30/21	487.99	105798	487.99
Hilman's Plumbing	Sidewalk Heater Repair at Office	03/19/21	225.00	105757	225.00
INFOSEND	Statement Data Processing February 2021	03/11/21	1,774.98	105737	1,774.98
Inland Desert Security & Communications	Answering Service March 2021	03/25/21	125.00	105778	125.00
Inland Water Works Supply Company	Miscellaneous parts and supplies	03/11/21	204.81	105738	2,067.83
	Ring Gaskett	03/11/21	21.60	105738	
	Blanket PO for Inventory Inland water works	03/11/21	1,814.91	105738	
	Blanket PO for Inventory Inland water works	03/11/21	26.51	105738	
	Hythrol Repair Kits	03/19/21	1,843.07	105758	1,843.07
Jeff Hill	Ambulance Operator 1B Class	03/02/21	289.00	105697	289.00
Kaiser Permanente	Ambulance Refund	03/02/21	2,574.40	105698	2,574.40
Karissa McAlonan	Ambulance Operator 1B Class Reimbursement	03/02/21	289.00	105699	289.00
Kerr Engineering & Sales	Link Seal, Stainless 1 belt of 9 links	03/11/21	359.85	105739	359.85
Leslie's Poolmart, Inc	NaOCl for MBR cleanings	03/09/21	479.96	105721	492.62
	Soda Ash	03/09/21	12.66	105721	
	Soda Ash	03/19/21	350.55	105759	350.55
Liberty Composting Inc	Tipping Fees February 2021	03/11/21	272.40	105740	272.40
Life-Assist, Inc	Ambulance Supplies	03/11/21	264.10	105741	264.10
	Epinephrine	03/25/21	250.08	105779	642.99
	Ambulance Supplies	03/25/21	230.47	105779	
	Ambulance Supplies	03/25/21	162.44	105779	
Linda Mayfield	Reimbursement Claim	03/19/21	434.00	105760	434.00
	Reimbursement Claim	03/30/21	408.00	105799	408.00
MCI	Long Distance February 2021	03/02/21	53.99	105700	53.99
McMaster-Carr Supply Company	Treatment plant maintenance	03/02/21	259.91	105701	362.65
	Treatment plant maintenance	03/02/21	66.90	105701	
	Treatment plant maintenance	03/02/21	35.84	105701	
	Treatment plant maintenance	03/11/21	117.32	105742	117.32
	45 Degree Fittings	03/19/21	105.32	105761	105.32
	Treatment plant maintenance	03/30/21	75.75	105800	256.38
	Treatment plant maintenance	03/30/21	60.72	105800	
	Treatment plant maintenance	03/30/21	119.91	105800	
Mike Scotti	Reimbursement Claim	03/30/21	677.12	105801	677.12
MMBR	SMU's for MBR 2	03/02/21	113,031.00	105702	113,031.00
Nationwide	Employee Contributions PPE 3/8/21	03/12/21	1,925.00	DFT0001457	1,925.00

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Nationwide	Employee Contributions PPE 3/22/21	03/26/21	1,925.00	DFT0001463	1,925.00
NBS Government Finance Group	Qrtly Admin Fees April-june 2021	03/25/21	1,558.04	105780	1,558.04
Nestle Waters North America	Drink Water for the Treatment Plant	03/25/21	102.73	105781	102.73
Nick Nikas	Reimbursement Claim	03/02/21	540.39	105703	540.39
One Stop Landscape Supply	Biosolids Disposal	03/11/21	3,190.20	105743	3,190.20
Patricia A. Monical	Toilet Paper, Antimic Soap, and Purell Sanitizer	03/19/21	112.31	105762	112.31
Plumbers Depot Inc	Sonde locator and transmitter	03/30/21	3,880.44	105802	3,880.44
Polydyne Inc.	Clarifloc Drum	03/11/21	1,405.17	105744	1,405.17
Principal Life Insurance Company	Vision Insurance Premiums April 2021	03/25/21	147.47	105782	147.47
Quadient Leasing USA, Inc.	Postage Machine lease April-July 2021	03/25/21	385.58	105783	385.58
Ram Software Systems, Inc	1 year Contract with Aim Ambulance Billing	03/30/21	2,000.00	105803	2,000.00
Ray's Plumbing	Water Heater Replace Sta 50	03/30/21	6,000.00	105804	6,000.00
Reliance Standard Life Insurance Company	Life Insurance Premiums April 2021	03/25/21	1,033.22	105784	1,033.22
Rim Forest Lumber Company, Inc.	Miscellaneous Parts and Supplies	03/02/21	75.93	105704	75.93
	Honda Snowblower	03/30/21	3,554.67	105805	3,554.67
Rocio Silva	Janitorial Services February 2021	03/19/21	485.00	105763	835.00
	Sanitization Services February 2021	03/19/21	350.00	105763	
Roger E. Fox, M.D.	DOT Exam	03/11/21	50.00	105745	50.00
Rogers Anderson Malody & Scott LLP	Consultant Costs February 2021	03/25/21	940.50	105785	940.50
Running Springs Professional Firefighters	Union Dues for March 2021	03/25/21	600.00	105786	600.00
Ryan Gross	Reimbursement Claim	03/09/21	168.58	105723	168.58
Ryan Riegelman	Window Replacement at Station 50	03/09/21	1,850.00	105724	1,850.00
South Coast Air Quality Management District	I C E Em Elec Gen- Diesel LS1	03/02/21	421.02	105705	2,229.68
	I C E Em Elec Gen-Diesel LS4	03/02/21	421.02	105705	
	I C E Em Elec Gen -Nat Gas LS6	03/02/21	421.02	105705	
	I C E EM Elec Gen-Diesel LS7	03/02/21	421.02	105705	
	Flat Fee for Last FY Emissions LS1	03/02/21	136.40	105705	
	Flat Fee for Last FY Emissions LS4	03/02/21	136.40	105705	
	Flat Fee for Last FY Emissions LS6	03/02/21	136.40	105705	
	Flat Fee For last FY emissions LS7	03/02/21	136.40	105705	
	Sewage Treat Aerobic - Payment Voucher	03/11/21	4,659.33	105746	4,659.33
	200-B Form for permit D97363	03/25/21	241.95	105787	241.95
	ICE EM Elec Gen-Diesel Loma Drive	03/30/21	421.02	105806	557.42
	Flaat Fee for Last FY Emissions Loma Drive	03/30/21	136.40	105806	
Southern California Edison Company	Electricity February 2021	03/02/21	744.47	105706	8,243.50
	Electricity February 2021	03/02/21	18.16	105706	
	Electricity February 2021	03/02/21	333.70	105706	
	Electricity February 2021	03/02/21	218.59	105706	
	Electricity February 2021	03/02/21	587.24	105706	
	Electricity February 2021	03/02/21	615.60	105706	
	Electricity February 2021	03/02/21	525.70	105706	
	Electricity February 2021	03/02/21	16.70	105706	
	Electricity February 2021	03/02/21	244.03	105706	
	Electricity Feb 2021	03/02/21	1,702.72	105706	
	Electricity Feb 2021	03/02/21	275.64	105706	
	Electricity February 2021	03/02/21	143.89	105706	
	Electricity February 2021	03/02/21	361.29	105706	
	Electricity February 2021	03/02/21	174.21	105706	
	Electricity February 2021	03/02/21	1,247.67	105706	
	Electricity February 2021	03/02/21	601.40	105706	

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Southern California Edison Company	Electricity February 2021	03/02/21	432.49	105706	8,243.50
	Electricity February 2021	03/09/21	114.24	105725	15,138.59
	Electricity February 2021	03/09/21	496.33	105725	
	Electricity February 2021	03/09/21	123.54	105725	
	Electricity February 2021	03/09/21	173.50	105725	
	Electricity February 2021	03/09/21	12,218.01	105725	
	Electricity February 2021	03/09/21	387.59	105725	
	Electricity February 2021	03/09/21	155.88	105725	
	Electricity February 2021	03/09/21	13.66	105725	
	Electricity February 2021	03/09/21	93.30	105725	
	Electricity February 2021	03/09/21	536.17	105725	
	Electricity February 2021	03/09/21	696.98	105725	
	Electricity February 2021	03/09/21	129.39	105725	
	Electricity March 2021	03/30/21	14.60	105807	9,397.09
	Electricity March 2021	03/30/21	216.34	105807	
	Electricity March 2021	03/30/21	666.25	105807	
	Electricity March 2021	03/30/21	1,499.91	105807	
	Electricity March 2021	03/30/21	16.50	105807	
	Electricity March 2021	03/30/21	295.84	105807	
	Electricity March 2021	03/30/21	250.25	105807	
	Electricity March 2021	03/30/21	122.58	105807	
	Electricity March 2021	03/30/21	202.99	105807	
	Electricity March 2021	03/30/21	307.10	105807	
	Electricity March 2021	03/30/21	589.31	105807	
	Electricity March 2021	03/30/21	584.96	105807	
	Electricity February 2021	03/30/21	142.59	105807	
	Electricity March 2021	03/30/21	1,043.36	105807	
	Electricity March 2021	03/30/21	519.32	105807	
	Electricity March 2021	03/30/21	512.04	105807	
	Electricity March 2021	03/30/21	362.91	105807	
	Electricity March 2021	03/30/21	84.79	105807	
	Electricity March 2021	03/30/21	377.36	105807	
	Electricity March 2021	03/30/21	101.01	105807	
	Electricity March 2021	03/30/21	131.09	105807	
	Electricity March 2021	03/30/21	248.56	105807	
	Electricity March 2021	03/30/21	117.34	105807	
	Electricity March 2021	03/30/21	74.25	105807	
	Electricity March 2021	03/30/21	384.84	105807	
	Electricity March 2021	03/30/21	517.34	105807	
	Electricity March 2021	03/30/21	13.66	105807	
Southern California Emergency Medicine	1/31/21 J. Black Visit	03/02/21	100.00	105708	100.00
	Hepb Vaccine	03/25/21	100.00	105788	100.00
Southern California Gas Company	Gas Usage February 2021	03/09/21	606.80	105726	606.80
	Gas Usage February 2021	03/11/21	372.99	105747	372.99
	Gas Usage February 2021	03/19/21	454.75	105764	1,053.07
	Gas Usage February 2021	03/19/21	582.54	105764	
	Gas Usage February 2021	03/19/21	15.78	105764	
Superior Automotive Warehouse	Miscellaneous Auto Parts and Supplies	03/09/21	327.49	105722	836.99
	Miscellaneous Auto Parts and Supplies	03/09/21	509.50	105722	
Tek-Collect Incorporated	Annual Computer Maint Fee	03/19/21	75.00	105765	75.00

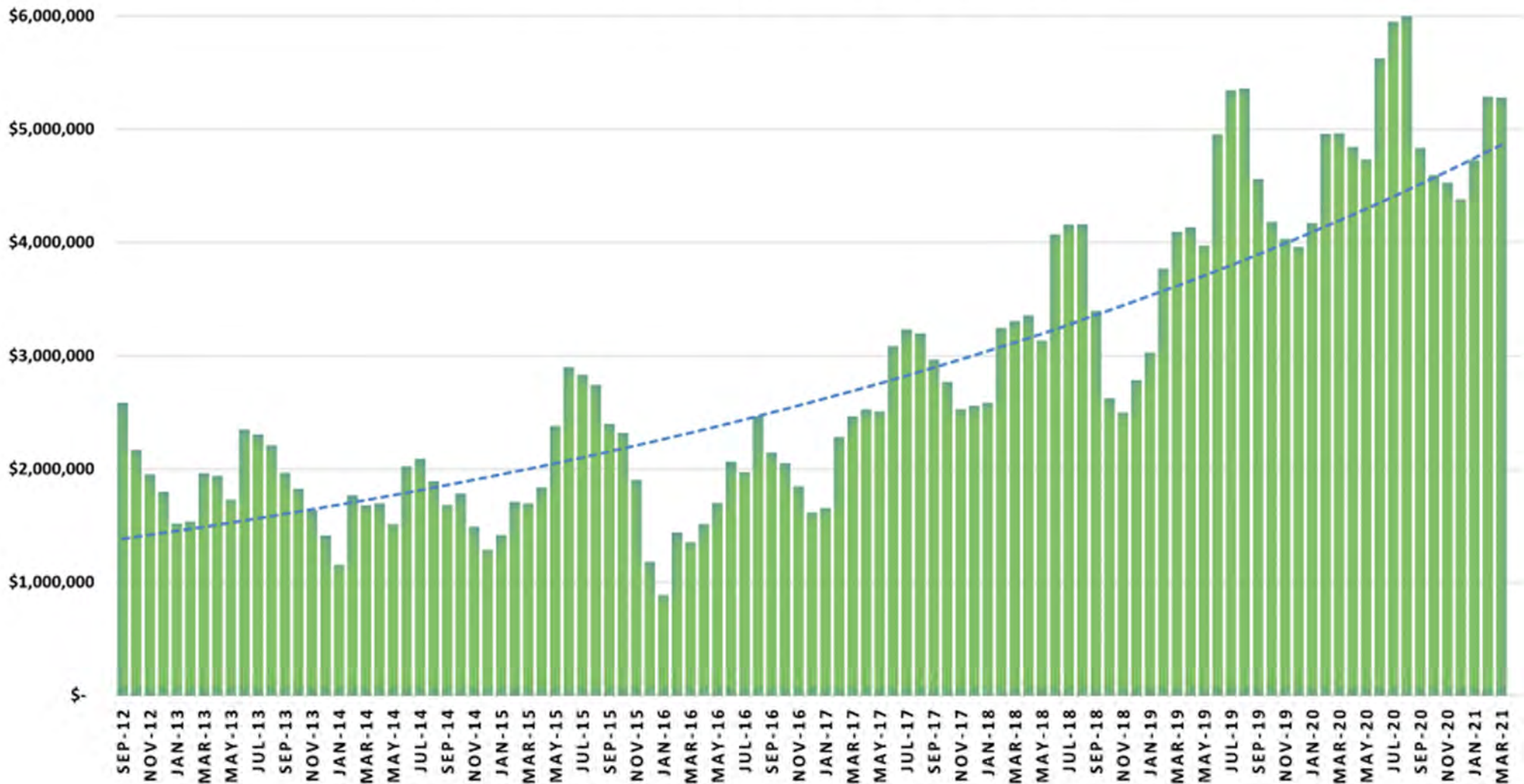
Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Terminix International Company LP	Pest Control Collections building	03/09/21	79.00	105727	139.00
	Pest Control Treatment	03/09/21	60.00	105727	
	Pest Control Treatment Plant	03/19/21	64.00	105766	64.00
The Standard Insurance Company	Disability Insurance Premiums April 2021	03/25/21	232.00	105789	232.00
Trevor Miller	Medical Reimbursement	03/09/21	1,967.60	105728	1,967.60
Underground Service Alert of Southern California	Dig Tickets and Maint Fee March 2021	03/02/21	29.80	105709	29.80
US Jetting, Inc	Swivel fitting for jetter	03/02/21	107.32	105710	107.32
	Swivel fitting for jetter	03/11/21	117.32	105748	117.32
	Non-Foam Cap for Cat Pump	03/25/21	46.95	105790	46.95
Valic	Employee Contributions PPE 3/8/21	03/10/21	1,320.09	DFT0001458	1,320.09
	Employee Contributions PPE 3/22/21	03/23/21	1,330.88	DFT0001464	1,330.88
Verizon Wireless Services LLC	Cell Phone Charges February 2021	03/11/21	294.26	105749	294.26
Visa	Crowder- Ink, Brd Mtg Supplies, Payroll Cert Class	03/09/21	772.83	105729	1,282.14
	Gross- Adobe acro bat, Spectrum and Zoom	03/09/21	174.22	105729	
	Strebel-GRP,Cleaning Supplies, Duffel Bag	03/09/21	234.83	105729	
	Vasquez- Community relations and adobe acropro	03/09/21	100.26	105729	
	Miller-Classes, Carhartt Smog Checks	03/11/21	1,343.10	105750	1,945.87
	Operator Printer	03/11/21	602.77	105750	
Vyanet Operating Group	Security Services April-June 2021	03/19/21	164.85	105767	164.85
York Risk Services Group, Inc	Wrkers Comp Admin Fee February 2021	03/02/21	112.00	105711	112.00
Zachary Granzow	Reimbursement Claim	03/30/21	683.20	105809	683.20
Zoll Medical Corporation GPO	Auto Pulse Purchase	03/09/21	30,860.57	105730	30,860.57

Totals

Payment Type	Payable Count	Payment Count	Payment
Regular Checks	209	117	289,721.08
Manual Checks	0	0	0.00
Voided Checks	0	3	-606.53
Bank Drafts	8	8	67,858.88
EFT's	0	0	0.00
Totals	217	128	356,973.43

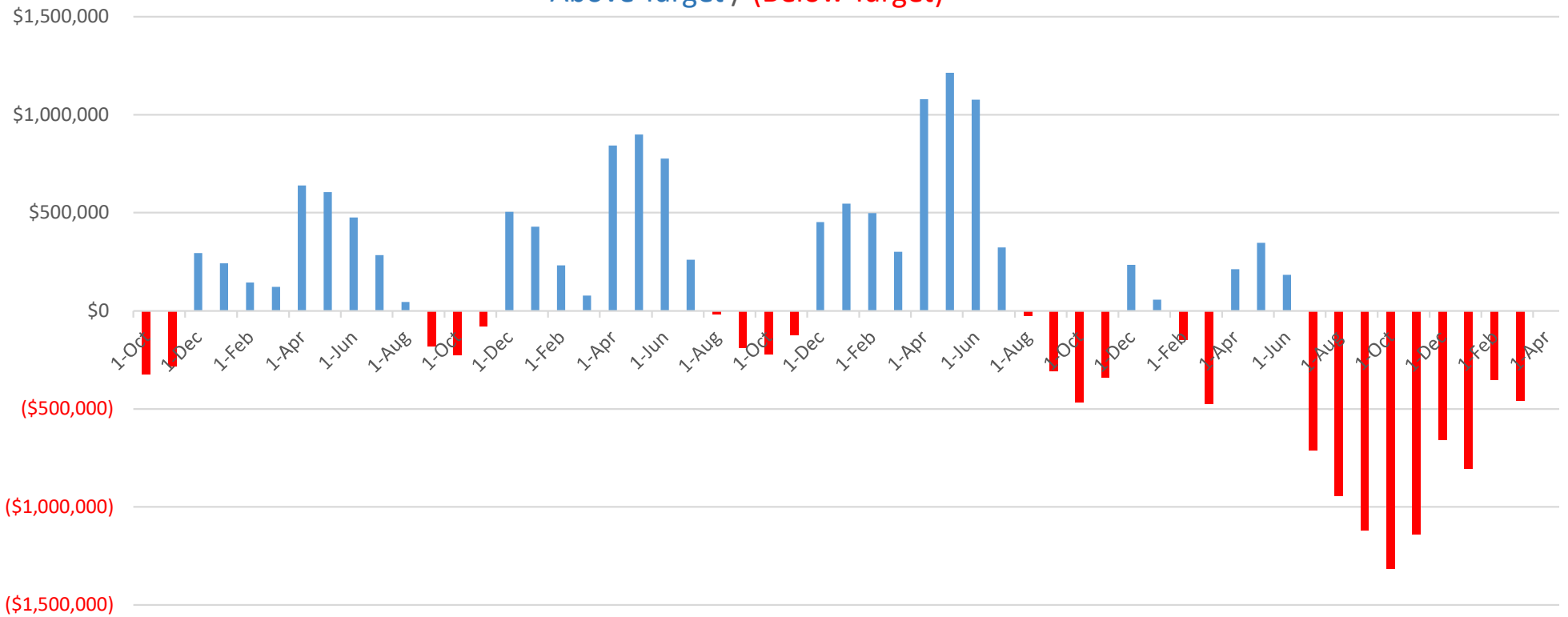
Fund Balances as of March 31, 2021	
Fire & Ambulance Department	
Fire Department Operating Reserve	\$704,168 received 4/19/2021
Ambulance Department Operating Reserve	989,910
Subtotal Fire & Ambulance Department Operating Reserve Funds	13,661
Recommended Operating Reserve Fund Target (6 Months Operating Expenses)	1,003,571
Fire & Ambulance Department Operating Reserve, Above Target / (Below Target)	(459,734)
Wastewater Division	
Wastewater Capital Improvement Project Reserve	1,053,394
Wastewater System Connection & Capacity Charges	297,470
CWSRF Loan Agreement 14-813 Debt Reserve (Restricted for SLS 1-3 Debt Service)	171,537
Wastewater Operating Reserve Fund	559,340
Recommended Operating Reserve Fund Target (4 Months Operating Expenses)	559,340
Wastewater Operating Reserve, Above Target / (Below Target)	-
Water Division	
Water Capital Improvement Project Reserve	1,787,879
Water System Connection & Capacity Charges	106,608
Water Infrastructure R&R Reserve (MFC & AMR SRF Debt Reserve)	89,334
Water Operating Reserve	527,365
Recommended Operating Reserve Fund Target (4 Months Operating Expenses)	527,365
Water Operating Reserve, Above Target / (Below Target)	-
Assessment Districts Restricted Funds	
Water Assessment District No. 9 Construction Funds	7,764
Water Assessment District No. 10 Construction Funds	26,421
Water Assessment District No. 10 O&M	115,789
Water Assessment District No. 10 Bond Reserve Fund	116,472
Subtotal Assessment Districts	266,446
Total District Designated & Operating Reserve Funds	5,596,499
Assessment District Funds	266,446
Combined Pooled Cash	5,862,945
Checking Account (General)	293,295
LAIF	5,437,561
York Insurance Deposit	14,617
BNY Mellon (AD #10 Bond Reserve)	116,472
Petty Cash	1,000
Combined Pooled Cash	5,862,945
	-

COMBINED POOLED CASH BALANCE



Fire Department Operating Reserve Policy Target is 6 Months of Budgeted Operating Expenses or \$1,463,305

Above Target / (Below Target)



RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: April 21, 2021

TO: Board of Directors

FROM: Ryan Gross, General Manager

SUBJECT: CONSIDER ADOPTING RESOLUTION NO. 04-21, APPROVING THE 2021 UPDATE TO THE LOCAL CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) GUIDELINES

RECOMMENDATION

It is recommended that the Board of Directors adopt Resolution No. 04-21, approving the 2021 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 2021 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 2021 changes to the Local CEQA Guidelines is included in Attachment 2 and the full 270 page 2021 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. 04-21

Attachment 2 – Summary of Changes to Local CEQA Guidelines

Attachment 3 – 2021 Local Guidelines for Implementing CEQA (Available for public inspection at the District office)

RESOLUTION NO. 04-21

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 “2021 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.

ADOPTED this 21st day of April, 2021, by the following majority:

Ayes:
Nays:
Absent:
Abstain:

Tony Grabow, President of the Board of Directors

ATTEST:

Amie R. Crowder, Secretary of the Board of Directors

Memorandum

TO: Project 5 District Client
FROM: Best Best & Krieger LLP
DATE: April 5, 2021
RE: 2021 Summary of Changes to Local CEQA Guidelines

REVISIONS TO LOCAL GUIDELINES

Revised and New Sections

1. SECTION 3.02(G) MINISTERIAL ACTIONS

The Local Guidelines include a list of ministerial actions not subject to CEQA review, and we have supplemented this list to reflect the California Legislature's adoption of AB 2421. Specifically, we added a subdivision (g) to Section 3.02 of the Local Guidelines to reflect that an application to install an emergency standby generator to serve a macro cell tower must be reviewed on an administrative, nondiscretionary basis where certain conditions are met. Because such an application requires only a ministerial approval, its approval is not subject to CEQA.

2. SECTION 3.21 TRANSIT PRIORITIZATION PROJECTS

Section 3.21 has been added to the Local Guidelines to reflect the Legislature's adoption of SB 288, which exempts certain transit prioritization and other transportation projects from CEQA, including projects relating to pedestrian and bicycle facilities; projects relating to signal coordination, signal modifications, the installation of ramp meters, the installation of dedicated transit or very high occupancy vehicle lanes; the installation of shared turning lanes; and projects carried out by a city or county to reduce minimum parking requirements. A full list of the projects exempt from CEQA under SB 288 is set forth in Section 3.21.

3. SECTION 3.22 RESTRIPIING STREETS AND HIGHWAYS FOR BICYCLE LANES

Section 3.22 has been added to the Local Guidelines to reflect codification of Public Resources Code section 21080.20. This section exempts from CEQA a bicycle transportation plan for an urbanized area for the restriping of streets and highways, bicycle parking and storage, signal timing to improve street and highway intersection operations, and the related signage for bicycles, pedestrians, and vehicles.

4. SECTION 3.23 SMALL DISADVANTAGED COMMUNITY WATER SYSTEM AND STATE SMALL WATER SYSTEM

With its adoption of SB 974, the Legislature has exempted from CEQA certain projects consisting solely of the installation, repair, or reconstruction of water infrastructure for small disadvantaged community water systems or state small water systems that (1) improve the water system's water quality, water supply, or water reliability; (2) encourage water conservation; or (3) provide safe drinking water service to existing residences within a disadvantaged community.

We have added Section 3.23 to the Local Guidelines to reflect these exemptions.

5. SECTION 5.09 DETERMINING THE SIGNIFICANCE OF TRANSPORTATION IMPACTS

In December 2018, the Office of Administrative Law adopted State CEQA Guidelines section 15064.3, which codified a change in how transportation impacts must be analyzed under CEQA. Section 15064.3 of the State CEQA Guidelines provides that “vehicle miles traveled,” or VMT, shall be the most appropriate measure of transportation impacts under CEQA. VMT refers to the amount and distance of automobile travel attributable to a project. Under Section 15064.3, VMT shall replace a proposed project’s effect on automobile delay—generally measured by “level of service” or LOS—as the appropriate measure for transportation impacts. Accordingly, a project’s effect on automobile delay shall no longer constitute a significant transportation environmental impact under CEQA.

Section 15064.3, however, provided that its provisions would not go into effect until July 1, 2020, unless a lead agency elected to be governed by its provisions earlier. In last year’s 2020 Local CEQA Guidelines, we made clear that unless the District established otherwise via a separate action, the District did not elect to be governed by the provisions of Section 15064.3 before July 1, 2020.

This year, we have amended the Local CEQA Guidelines to remove the language providing that the District has not elected to be governed by the provisions of Section 15064.3. Whether the District takes separate action or not, the District must now consider Section 15064.3 when addressing a project’s transportation impacts. This does not mean, however, that the District must necessarily adopt any new thresholds of significance relating to VMT, though the District may seek to adopt a threshold of significance if it is so inclined.

6. SECTIONS 6.04 & 7.28 PUBLIC REVIEW FOR NEGATIVE DECLARATION OR EIR

Sections 6.04 and 7.28 of the Local Guidelines discuss the length of the public review period for a negative declaration or EIR. We have revised these sections to clarify that the ending date for the relevant public review period may not fall on a weekend, legal holiday, or other day on which the lead agency’s offices are closed.

We understand that in response to the Covid-19 pandemic, many public agencies have closed their physical offices to the public; we are not suggesting that in such circumstance, the public review period should continue indefinitely until the agency opens its offices to the public. Accordingly, we have made clear that a public agency’s office is not considered closed for purposes of calculating the relevant public review period where the agency’s office may be physically closed, but the agency is nonetheless open for business and is operating remotely or virtually.

7. SECTIONS 6.11, 7.25 & 7.26 SUBMISSION OF DOCUMENTS TO STATE CLEARINGHOUSE

As of November 3, 2020, the State Clearinghouse no longer accepts printed copies of CEQA documents. Rather, all CEQA documents submitted to the State Clearinghouse must be

submitted electronically via the State Clearinghouse’s “CEQA Submit” database. A step-by-step discussion of how to submit documents to the State Clearinghouse can be found at <http://www.opr.ca.gov/clearinghouse/ceqa/document-submission.html>.

These developments have been memorialized in Sections 6.11, 7.25 and 7.26 of the Local Guidelines.

8. 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. The Legislature, however, has amended this process to provide for more robust tribal consultation and to provide for increased protection of tribal cultural resources. The new provisions relating to tribal cultural resources are set forth in Section 9.01(b) of the Local Guidelines.

Other Changes

Effective January 1, 2021, the Department of Fish and Wildlife has increased its fees. For a Negative Declaration or a Mitigated Negative Declaration, the new filing fee is \$2,480.25. For an EIR, the new filing fee is \$3,445.25. For an environmental document pursuant to a Certified Regulatory Program, the filing fee has been increased to \$1,171.25.

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 your District’s projects, please contact a BB&K attorney for assistance.

BEST BEST & KRIEGER LLP

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: April 21, 2021
TO: Board of Directors
FROM: Ryan Gross, General Manager
SUBJECT: CONSIDER CERTAIN EQUIPMENT AND MATERIALS BE DECLARED AS SURPLUS PROPERTY AND AUTHORIZE STAFF TO DISPOSE OF PROPERTY

RECOMMENDED BOARD ACTION

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

REASON FOR RECOMMENDATION

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

BACKGROUND

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

Administration Division:

Keyboards

Quantity: 6
Resale Value: 0
Brand: Dell and Logitech
Recommendation: Disposal



Printer

Quantity: 1
Resale Value: 0
Brand: HP Office Pro 6835
Recommendation: Disposal



Printer

Quantity: 1
Resale Value: 0
Brand: HP Office Jet 3830
Recommendation: Disposal



Computer Tower

Quantity: 1
Resale Value: 0
Brand: Dell Inspiration
Recommendation: Destroy/Dispose



Battery Back-ups

Quantity: 4
Resale Value: 0
Brand: APC
Recommendation: Disposal



Data Cartridges

Quantity: 15
Resale Value: 0
Brand: Quantum Cartridges
Recommendation: Disposal



Recording Devices

Quantity: 2
Resale Value: 0
Brand: Olympus/Sanyo
Recommendation: Disposal



Collection Division:

DVD Player

Quantity: 1
Resale Value: 0
Brand: Panasonic
Recommendation: Disposal



Printer
Quantity: 1
Resale Value: 0
Brand: HP
Recommendation: Disposal



RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: April 21, 2021

TO: Board of Directors

FROM: Ryan Gross, General Manager

SUBJECT: CONSIDER AWARDING A CONSTRUCTION CONTRACT FOR THE NOB HILL WATER SYSTEM IMPROVEMENTS PROJECT

RECOMMENDED BOARD ACTION

It is recommended that the Board of Directors:

1. Consider awarding a construction contract for the Nob Hill Water System Improvements Project (Project) to GM Excavating, Inc. for their low bid of \$305,765.86;
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 construction contract amount.

REASON FOR RECOMMENDATION

The bidding phase for the project is complete.

BACKGROUND INFORMATION

The bid opening was April 13, 2021. The following bids were received:

Contractor	Total
1. GM Excavating	\$305,765
2. Bacon Wagner Excavating	\$354,960
3. Pacific Hydrotech	\$427,618
4. TK Construction	\$622,018

The engineer's estimate was \$270,000. The project includes the replacement of the existing Nob Hill hydro pneumatic pump station.

It is the goal of the District staff to minimize change orders but as the need for contract change orders arises during the course of a project, there is typically not enough time to stop the progress of the work to obtain Board approval of each change order. Authorizing

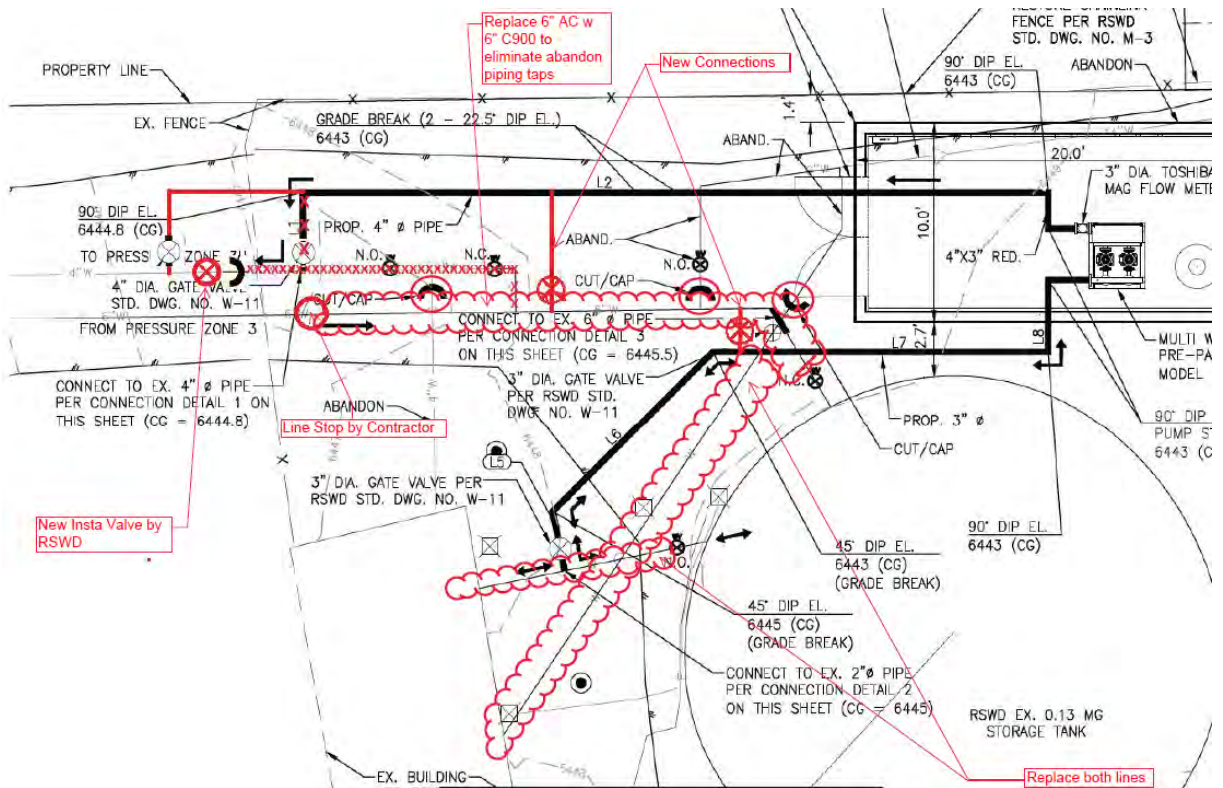
the General Manager to approve change orders as needed not to exceed 15% of the original contract value will allow for the project to progress without delays caused by the District.

The California Environmental Quality Act (CEQA) Notice of Exemption (NOE) was filed for this project in 2019.

The following are some photos of the Nob Hill Hydro Pneumatic Pumping System that serves Pressure Zone 3H.







FISCAL INFORMATION

If approved, the project would be funded from the Water Capital Improvement Project Reserve Fund which has a balance of \$1,787,879.

RUNNING SPRINGS WATER DISTRICT**MEMORANDUM**

DATE: April 21, 2021

TO: Board of Directors

FROM: Ryan Gross, General Manager

SUBJECT: CONSIDER AUTHORIZING EXPENDITURE FOR CONVERSION OF WATER AND SEWER ATLAS MAPS TO ARCGIS ONLINE

RECOMMENDED BOARD ACTION

It is recommended that the Board of Directors consider authorizing staff to proceed with converting the District's water and sewer atlas maps to ArcGIS Online in an amount not to exceed \$30,000.

REASON FOR RECOMMENDATION

The District's existing water and sewer atlas maps are in paper and AutoCAD format. Converting them to ArcGIS Online will allow for better access by staff in the field and more efficient update capabilities.

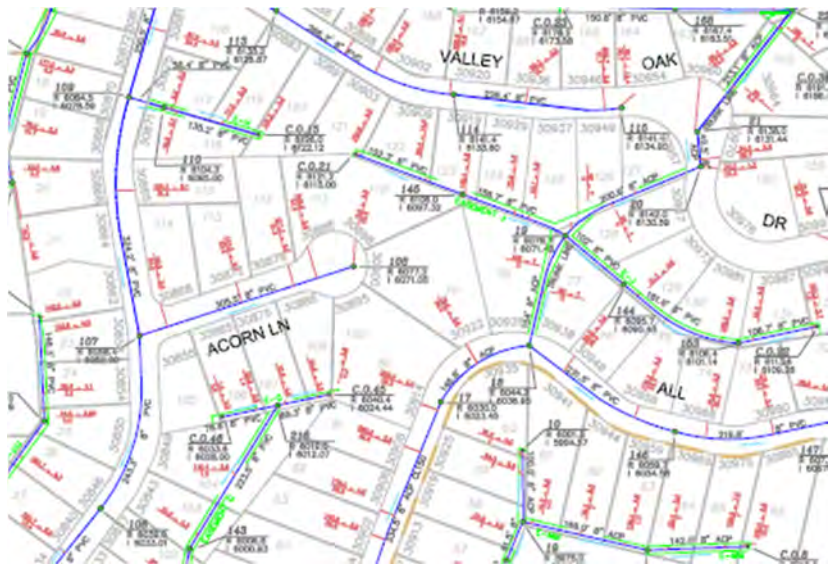
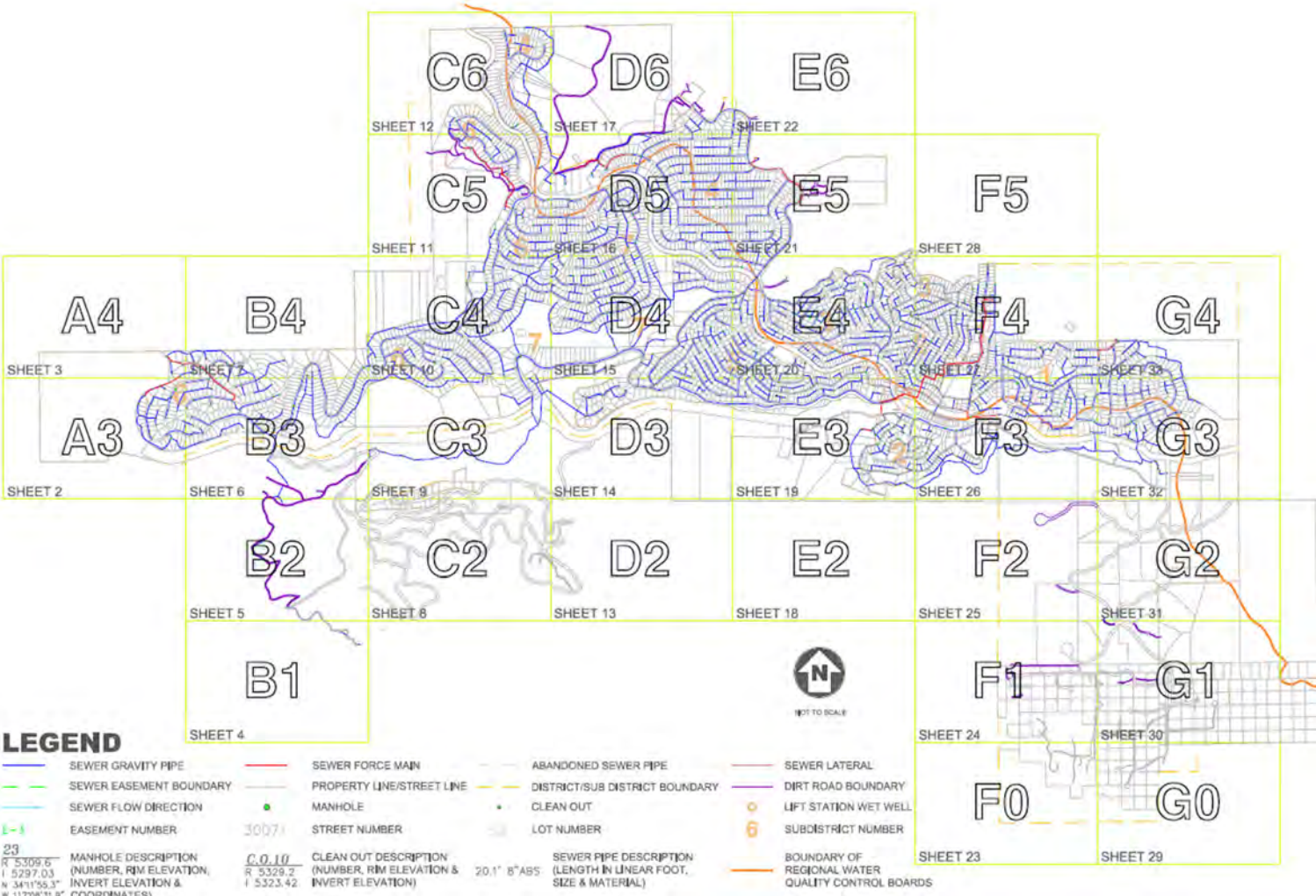
BACKGROUND

The District currently possesses AutoCAD atlas maps for both water and sewer systems, digitized with attributes extending throughout the service area. Converting the systems infrastructure from CAD linework to shapefiles to ultimately be viewed and edited using ArcGIS Online (AGOL) map viewer will improve access and update capabilities. Critical vector data including all point, polyline, and polygon data will be converted and mapped appropriately. Additional attributes will be available for District access using the AGOL map application such as links to record drawings, as-builts, and georeferenced photos. Using a cloud-based service such as AGOL, eliminates the need for the District to maintain and update data using AutoCAD. AGOL allows for a simplistic user interface accessible through a hyperlink and internet access. User permission layers will be established to allow specific control over viewing, editing, and publishing rights to the District's content.

The Running Springs Fire Department recently implemented a similar system for the Hazard Abatement program which has proven to increase efficiency.

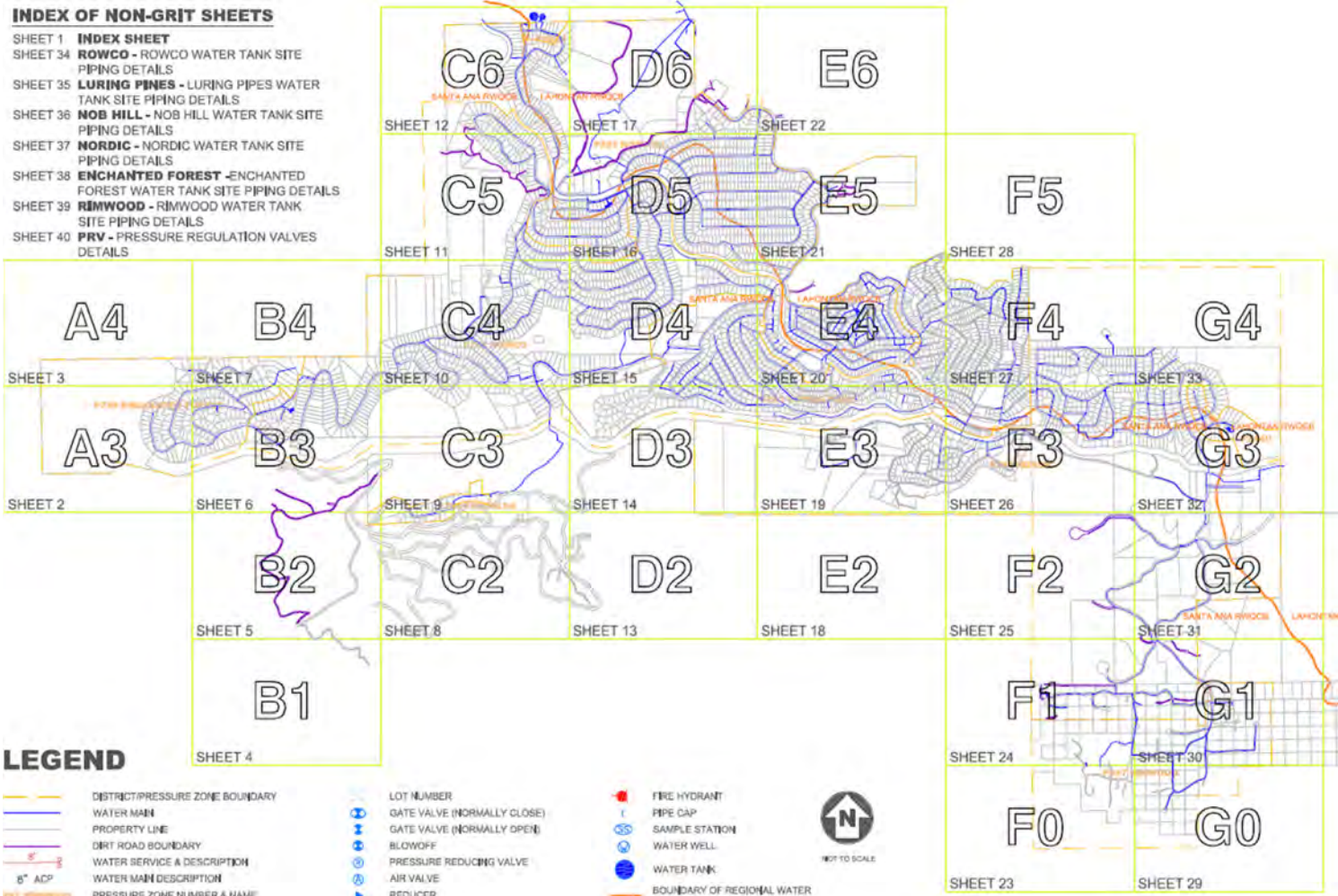
The project will require the assistance from Engineering Resources of Southern California, who was the original developer of our water and sewer atlas maps, Albert A. Webb Associates and Environmental Systems Research Institute (Esri).

The following are some screen shots of the existing water and sewer atlas maps:



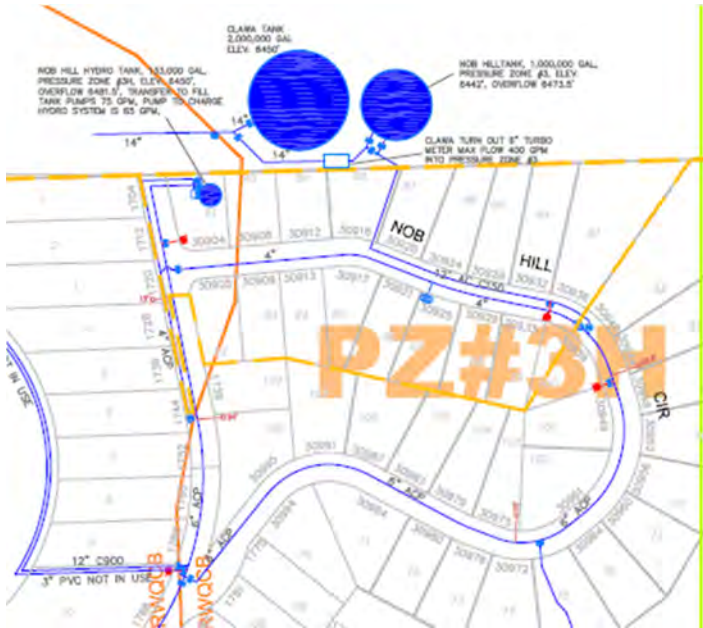
INDEX OF NON-GRIT SHEETS

- SHEET 1 **INDEX SHEET**
- SHEET 34 **ROWCO** - ROWCO WATER TANK SITE PIPING DETAILS
- SHEET 35 **LURING PINES** - LURING PINES WATER TANK SITE PIPING DETAILS
- SHEET 36 **NOB HILL** - NOB HILL WATER TANK SITE PIPING DETAILS
- SHEET 37 **NORDIC** - NORDIC WATER TANK SITE PIPING DETAILS
- SHEET 38 **ENCHANTED FOREST** - ENCHANTED FOREST WATER TANK SITE PIPING DETAILS
- SHEET 39 **RIMWOOD** - RIMWOOD WATER TANK SITE PIPING DETAILS
- SHEET 40 **PRV** - PRESSURE REGULATION VALVES DETAILS



LEGEND

- | | | |
|------------------------------------|-----------------------------|---|
| DISTRICT/PRESSURE ZONE BOUNDARY | LOT NUMBER | FIRE HYDRANT |
| WATER MAIN | GATE VALVE (NORMALLY CLOSE) | PIPE CAP |
| PROPERTY LINE | GATE VALVE (NORMALLY OPEN) | SAMPLE STATION |
| DIRT ROAD BOUNDARY | BLOWOFF | WATER WELL |
| 5" WATER SERVICE & DESCRIPTION | PRESSURE REDUCING VALVE | WATER TANK |
| 8" ACP WATER MAIN DESCRIPTION | AIR VALVE | BOUNDARY OF REGIONAL WATER QUALITY CONTROL BOARDS |
| 3" ACP PRESSURE ZONE NUMBER & NAME | REDUCER | NORTH TO SCALE |
| 77" STREET ADDRESS | CONTROL VALVE | |



FISCAL INFORMATION

If approved, the project will be funded from the Water Capital Improvement Project Reserve which has a balance of \$1,787,879 and the Wastewater Capital Improvement Project Reserve which has a balance of \$1,053,394.

ATTACHMENTS

Attachment 1 - Proposals



W.O. No.: Proposal 014680

Corporate Headquarters
3788 McCray Street
Riverside, CA 92506
951.686.1070

Palm Desert Office
74967 Sheryl Avenue
Palm Desert, CA 92260
951.686.1070

Murrieta Office
41870 Kalmia Street #160
Murrieta, CA 92562
T: 951.686.1070

March 22nd, 2021

Mr. Ryan Gross – General Manager
RUNNING SPRINGS WATER DISTRICT
31242 Hilltop Blvd
Running Springs, CA 92382

RE: Proposal for Water and Sewer System GIS Conversion
Services [District Project No. TBD]

Dear Mr. Gross:

Thank you for the opportunity to submit this proposal to provide GIS support services for the preparation of a GIS based water and sewer facility online viewer for Running Springs Water District in San Bernardino County, California.

We have attached our Scope of Services (Exhibit "A"), Compensation (Exhibit "B") and Preliminary Milestone Schedule (Exhibit "C") for your approval. If you find this proposal acceptable, please prepare an agreement for execution. We appreciate the opportunity to be of continued service and look forward to hearing from you.

If you have any questions, or require additional information, please call.

Sincerely,

ALBERT A. WEBB ASSOCIATES

Brian Knoll, P.E.
Senior Vice President

Enclosures: **Exhibit A** – Scope of Services
Exhibit B – Compensation
Exhibit C – Preliminary Milestone Schedule

Exhibit “A”

Scope of Services

SCOPE OF WORK

Running Springs Water District (RSWD or District) currently possesses AutoCAD atlas maps for both water and sewer systems, digitized with attributes extending throughout the service area. WEBB is proposing to assist the District in converting the systems infrastructure from CAD linework to shapefiles to ultimately be viewed and edited using ArcGIS Online (AGOL) map viewer. Critical vector data including all point, polyline, and polygon data will be converted and mapped appropriately. Additional attributes will be available for District access using the AGOL map application such as links to record drawings, as-builts, and georeferenced photos. Using a cloud-based service such as AGOL, eliminates the need for the District to maintain and update data using ESRI product services. AGOL allows for a simplistic user interface accessible through a hyperlink and internet access. User permission layers will be established to allow specific control over viewing, editing, and publishing rights to the District’s content. In an effort to maximize efficiency, WEBB has proposed to organize a joint AGOL account to connect to WEBB’s existing account streamlining data transfer, edits, and posting ability – giving the District full access to their data sets. All shapefiles uploaded to AGOL will also be available to share via a geodatabase if the District requests. Our anticipated scope of work is summarized below.

Task 1 – Establish AGOL Account for RSWD Use

- 1.1 Coordinate with RSWD and ESRI to purchase joint client account to obtain access to GIS features in AGOL for the District.
- 1.2 Confirm user accounts and permission layers from the District.
- 1.3 Configure map viewing application for WEBB and RSWD.

Task 2 – Data Acquisition

- 2.1 Coordinate with RSWD in obtaining all CAD files related to water and sewer infrastructure.
- 2.2 Confirm usability of imported files. Verify attributes/coordinate system. Identify any broken links.

- 2.3 Obtain all associated as-builts/photos from District that will be incorporated in final product.

Task 3 – Shapefile Conversion

- 3.1 Convert all feature class types (points, polylines, polygons) from .dwg files to .shp, able to be viewed and edited in any GIS software program.
- 3.2 Verify data links and accuracy of information.
- 3.3 Apply record drawings hyperlink to each specific feature where applicable.

Task 4 – Upload to AGOL

- 4.1 Create distinguishable map for both water and sewer systems using newly created shapefiles, with access to labels and pop outs for associated information and links to record drawings using ArcGIS Pro that will be shared as a service via AGOL.
- 4.2 Upload all shapefiles to AGOL server along with PDF as-builts via WEBB's active account.
- 4.3 Grant private access to RSWD regarding viewing, editing, and publishing.

Task 5 – Coordination with District

- 5.1 WEBB has budgeted time for the necessary meetings for the project with the District. WEBB will work with District staff to review the service area, confirm facility attributes, and QA/QC on-going products.

Exhibit "B"

Compensation

Total fees for services shown in "Exhibit A" shall be a lump sum total of \$31,056.

Charges for services will be billed monthly on a percent complete basis. Our fees are broken down as follows:

<u>ENGINEERING SERVICES TASK</u>	<u>ENGINEERING SERVICES BUDGET¹</u>
Establish AGOL Account	\$1,368
Data Acquisition	\$1,118
Shapefile Conversion	\$20,1094
Upload to AGOL	\$7,080
Coordination with District	\$1,181
Expenses	\$200
TOTAL BUDGET	<u>\$31,056</u>

Since the subject project is currently in the conceptual planning stage, unforeseen additional work activities may arise as the project progresses. As such, the District may wish to allocate an additional 10-15 percent of the total engineering services budget for internal budget allocation purposes only.

Should you have any questions or require additional information, please contact our office.

Sincerely,
ALBERT A. WEBB ASSOCIATES

Brian Knoll, P.E.
Senior Vice President

¹ The amounts indicated for each individual project task are estimated budget amounts, and accordingly, the actual amounts may be more or less than shown. However, the overall total for engineering services as described in the scope of work will not be exceeded without written authorization from the District.

EXHIBIT "B" - MANPOWER AND FEE ESTIMATE

RUNNING SPRINGS WATER DISTRICT Proposal for Atlas Map Conversion to GIS [District PN TBD]

Task Description	Personnel Hours					Total Hours	Budget
	Principal Engineer	Senior Engineer	Associate Engineer	Assistant Engineer	Project Coordinator		Labor/Sub/Expense
Task 1 - Establish AGOL Account							\$ 1,368.00
1.1 - Purchase joint account		1.0		3.0		4.0	\$ 565.00
1.2 - Confirm users and permissions				2.0		2.0	\$ 238.00
1.3 - Map view application configuration		1.0		3.0		4.0	\$ 565.00
Task 2 - Data Acquisition							\$ 1,118.00
2.1 - Obtain CAD files from District					2.0	2.0	\$ 202.00
2.2 - Confirm usability				6.0		6.0	\$ 714.00
2.3 - Obtain record-drawings					2.0	2.0	\$ 202.00
Task 3 - Shapefile Conversion							\$ 20,109.00
3.1 - Convert all vector data				60.0		60.0	\$ 7,140.00
3.2 - Verify data accuracy		8.0		15.0		23.0	\$ 3,449.00
3.3 - Attach as-builts and photos etc.				80.0		80.0	\$ 9,520.00
Task 4 - Upload to AGOL							\$ 7,080.00
4.1 - Prepare mapping for water and sewer		2.0		50.0		52.0	\$ 6,366.00
4.2 - Upload shapefiles to AGOL				4.0		4.0	\$ 476.00
4.3 - Grant RSWD access				2.0		2.0	\$ 238.00
Task 5 - Coordination with District	1.0			6.0	2.0	9.0	\$ 1,181.00
Expenses							\$ 200.00
TOTAL BUDGET	1.0	12.0	0.0	231.0	6.0	250.0	\$ 31,056.00

MAY NOT NEED

Exhibit "C"

Project Schedule

ID	Task Name	Duration	Start	Finish	Predecessors	Mar 28, '21							Apr 4, '21							Apr 11, '21							Apr 18, '21							Apr 25, '21							May 2, '21							May 9, '21		
						F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	S	M					
1	Project Authorization	1 day	Mon 3/29/21	Mon 3/29/21																																														
2	Establish AGOL Account	5 days	Mon 3/29/21	Fri 4/2/21																																														
3	Data Acquisition	3 days	Mon 4/5/21	Wed 4/7/21	2																																													
4	Shapefile Conversion	11 days	Wed 4/7/21	Wed 4/21/21																																														
5	Upload to AGOL	13 days	Wed 4/21/21	Fri 5/7/21																																														

Project: Schedule Date: Fri 3/19/21	Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline	
	Split		External Tasks		Inactive Summary		Manual Summary		Progress	
	Milestone		External Milestone		Manual Task		Start-only			
	Summary		Inactive Task		Duration-only		Finish-only			



59050164P

March 25, 2021

Mr. Ryan Gross
Running Springs Water District
31242 Hilltop Blvd,
Running Springs, CA 92382

RE: Proposal for GIS Conversion of Water and Sewer Atlas Maps

Dear Mr. Gross:

Engineering Resources of Southern California, Inc. (ERSC) is pleased to provide the following proposal for professional services for the GIS Conversion of Water and Sewer Atlas Maps.

ERSC understands that the District wishes to convert Water and Sewer Atlas Maps from current formats to GIS compatible formats. The Water and Sewer Atlas Map available in *ERSC's* files indicates the system has been extensively mapped by a previous consultant. The Atlas is comprehensive in that it is indicative of the entirety of the District's system including all transmission and distribution lines, but also valves, hydrants, structures, and even individual service laterals.

While the available Maps contain a large amount of information regarding the District's system, the data is only representative of the infrastructure at the time of collection. The copy of the District Atlas available to ERSC is dated 1999. It is expected that additional infrastructure or facilities will be added to the converted GIS data with the input of District staff.

Conversion will be performed utilizing ESRI ArcGIS software. ERSC's DWG copy of the Atlas Map will be utilized as the conversion file. Following conversion of the desired information, ERSC will assign attributes to the GIS features as available in the attributes of the DWG Atlas Map file. Certain features are limited to single attributes with the available CAD data.

When information is successfully converted, ERSC will deliver a completed dataset to the District for review of the available data. Upon review of the dataset by the District, ERSC will finalize for use.

ERSC does not currently have available the number of additional facilities that the District would like to update on the GIS Atlas Maps. Therefore, any work to include missing facilities will be negotiated as a separate task based on the quantity of facilities the District would like to include.

Scope of Services

The tasks outlined below will be completed and summarized to convert the Water and Sewer Atlas Map to a GIS compatible format.

Task 1:

Gather and compile record data for conversion. Obtain current data from County of San Bernardino for Parcel Boundaries, ROW Limits, and Street Centerlines. Create a project File Geodatabase for conversion storage and final delivery to District. AutoCAD .DWG format files will be copied and included for delivery to the District as a control set.

Fee: \$2,080.00

Task 2:

Setup .MXD file for data conversion, adjustments, and map creation. Verify coordinate system to .DWG file for spatial referencing in ArcGIS. Perform Georeferencing to generate .PRJ file. Correct Georeferencing to ensure accuracy in converted data as needed.

Fee: \$3,760.00

Task 3:

Convert to GIS format utilizing ESRI ArcMap software. Create separate layers for each facility type represented in the CAD Atlas file, approximately 40 facility types are anticipated. Assign distinguishable line types, sizes, and color per facility type. Assign attributes to features as available in the .DWG data.

Fee: \$6,560.00

Task 4:

Re-create Atlas grid in GIS as Data Driven Pages for plotting .PDF and physical map book at 11X17 size. Package and deliver File Geodatabase and symbolized layer files to the District for review. Upon receipt of comments related to the available data, finalize for District use.

Fee: \$2,560.00

Task 5:

Gather records of facilities omitted from the conversion data. Convert utilizing methods described above.

Fee: TBD **\$9,520 in WEBB'S PROPOSAL**

Fees

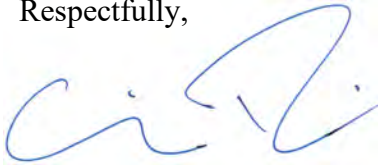
ERSC will provide the services outlined in Tasks 1 through 4 above for an estimated fee of \$14,960.00. Tasks proposed under Task 5 will be negotiated, assigned, and approved by District staff prior to initiating any work. Fees and charges associated with the completion of the Scope of Services will be billed as the work progresses and are due and payable upon receipt. Any services not explicitly outlined in the above Scope of Services are excluded from this proposal.

Schedule

ERSC will complete the above Tasks 1 through 4 within 25 working days from Notice to Proceed from District.

If you have any questions regarding this proposal, or its content, please contact me via email or at the number provided below.

Respectfully,



Craig Brudin
Sr. Engineering Associate
909-890-1255
cbrudin@erscinc.com

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: April 21, 2021

TO: Board of Directors

FROM: Ryan Gross, General Manager

SUBJECT: CONSIDER AUTHORIZING EXPENDITURE FOR RENTAL OF VACTOR iMPACT

RECOMMENDED BOARD ACTION

It is recommended that the Board of Directors consider authorizing expenditure for \$9,000 to rent a Vactor iMPACT combination sewer cleaner for one month.

REASON FOR RECOMMENDATION

District staff would like to rent this Vactor iMPACT combination sewer cleaner to evaluate its effectiveness on our wastewater collection system maintenance program's line cleaning operation. Phase 2 of the line cleaning operation is scheduled to begin first week in May.

BACKGROUND

On April 8th, 2021 Haaker Equipment Company brought their Vactor iMPACT combination sewer cleaner unit to the District for a demonstration. During the demo, the option to rent this equipment for our upcoming phase 2 in-house line cleaning was presented to the District.

Currently the District has a trailer mounted high pressure jetting machine that is used for line cleaning. This machine was used successfully during phase 1 of the line cleaning operation, but some limitations were noticed when the machine was used on a day-to-day basis. Some of these limitations were:

- Water pump volume – dirty lines required more time to get clean
- Water tank capacity – requires more fill ups while cleaning
- No Debris Capture – Only option is a basket inserted in the line, does not capture sand and gravel
- Set up time at manhole – need 2 operators to position jetter, backing up a trailer

The Vactor iMPACT combination sewer cleaner unit is a high-pressure jetting machine plus high volume vacuum in one unit. This machine addresses the limitations of our current unit with the following features:

- Water pump volume – double the volume of current machine 40 gpm vs 18 gpm
- Water tank capacity – three and half times the water tank capacity 1,100 gal vs 300 gal

- Debris Capture – On-board high-volume vacuum and debris storage tank for sands and gravels plus the option of a basket inserted in the line,
- Set up time at manhole – Camera located on the front to position truck over the manhole, rear facing camera for backing operations, all in one unit no backing up of trailer

For the demonstration, District staff selected areas to test the Vactor's maneuverability and line cleaning abilities under the severe conditions that exist within the District. District staff was given the opportunity to drive and operate the Vactor during the demonstration and the unit performed as advertised.





4. C.



4. C.



FISCAL INFORMATION

The rental cost for the month is \$9,000, staff is expecting to clean approximately 35,000 feet with the Vactor iMPACT during the rental period. This comes out to \$0.257/ft. for the rental and with the operators fully burden wage included, the total cost is \$0.528/ft. The last time the District contracted for line cleaning, the cost was \$1.18/ft.

At the end of the rental period, District staff will evaluate the results of the line cleaning operation and if the results are favorable, consider purchasing the equipment in the upcoming fiscal year budget.

If approved, the project will be funded from the Wastewater Capital Improvement Project Reserve which has a balance of \$1,053,394.

ATTACHMENTS

Attachment 1 – Brochure

COMPACT DESIGN. BIG iMPACT.™



VACTOR[®]
iMPACT

INTRODUCING iMPACT.

Ergonomic. Economic. Easy-to-operate.



Our newest combination sewer cleaner may be smaller than some of our other models, but it's no less powerful. Built with the same emphasis on performance and reliability, these machines offer outstanding versatility and the ability to maneuver through tight spaces. As with all Vactor® equipment, the iMPACT allows communities to protect, clean and repair their infrastructure. It is also engineered for optimal operator comfort and control. Features contributing to the ease of use include:

- The revolutionary IntuiTouch® control system
- Superior vacuum performance
- Low-maintenance Jet Rodder® water pump
- Exclusive Modul-Flex design
- Quiet engine design, high ground clearance, low water fill point, and twist-and-lock pipe restraints
- Hose reel that can rotate up to 180°
- Precise digital hose footage counter
- Water tanks featuring superior corrosion resistance and backed by a 10-year standard warranty

The new iMPACT makes the innovations of the 2100i more accessible without sacrificing Vactor's high standards.

STREAMLINE YOUR OPERATION AT THE TOUCH OF A BUTTON.

IntuiTouch In-Cab Controls

- One-Touch engagement to activate PTO – allowing operators to gain control of all operational systems
- Operator can engage road, combo, and recirculation mode with single push-button ease



IntuiTouch Control Panel

- Rotating controls with up/down adjustment for individualized maximum comfort
- Glove-friendly tactile buttons
- Reliable touch buttons enable the operator to know if a selected function is active
- Hose reel joystick significantly improves response time and pays in and out in the direction of the hose reel
- Boom joystick has a telescoping feature built in, giving the operator full mobility with multiple direction boom movement for quicker set up
- Allows for full proportional boom control with the addition of multiple functions at one time
- Operators have full control of the water system via a single Multi-Flow control dial – enabling them to precisely match the flow and pressure to the job requirements
- E-stops located at all operator control points bring the unit to a safe condition to protect both the operator and the equipment

IntuiTouch 

ADVANTAGES THAT MAKE AN iMPACT.

Powerful Positive Displacement (PD) Vacuum

With a unique and operator friendly design, our PD vacuum is great for pulling material long distances. Powered by the chassis engine, the blower is driven hydrostatically, allowing independent control of speed while boosting productivity and reliability.



Exceptional Jet Rodder Water Pump

Leading the industry in longevity and worry-free maintenance, the Jet Rodder water pump delivers smooth flow at the nozzle for general cleaning and root cutting. Includes the powerful "Jackhammer" action to break up the toughest blockages.

Robust Aluminum Water Tank

Backed by a 10-year warranty, the water tank on the iMPACT has a non-corrosive, rust- and crack-resistant design. A baffled cylindrical shape adds high strength and durability while the position at the frame rail allows for the best weight distribution.



CUSTOMIZABLE TO MEET YOUR UNIQUE NEEDS.

Enhanced Wireless Controls

Updated belly pack and handheld remotes feature two-way data transmission, including active pressure and flow information for the water and the ability to monitor and display essential information like the hose footage being paid out or retracted. Our wireless controls also allow:

- Extensive operation with greater control away from the main operator station
- Multiple control functions including hose reel control, boom control, e-stop and more



Choose from a wide variety of precision-engineered enhancements, including:

- Cold weather recirculation system
- Debris flush-out system
- Safety warning lighting packages
- Hydro-excavation kit
- Work-zone lighting packages
- Low water alarm
- Debris splash shield
- Digital debris body and water level indicators
- Expanded storage options including a back of cab toolbox
- Turn and hose reel mounted cameras



**Demo the Vactor
IMPACT today.**

Visit Vactor.com to learn more.

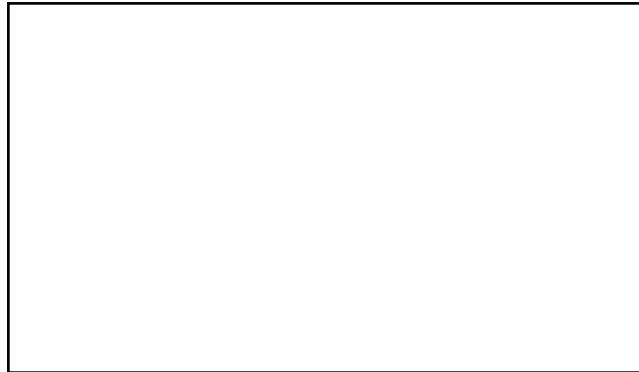
THE NEW VACTOR iMPACT.

Another innovation from the industry leader.



Powerful enough to tackle virtually any job a big machine can do, the iMPACT is a more affordable option that delivers greater economy and maneuverability. Ideal for municipalities needing a fast response, emergency back-up vehicle, small communities looking to keep up regular maintenance and storm water line problems, and contractors and utilities who prioritize versatility and a lower purchase price.

Vactor has proudly been dedicated to continuously improving combination sewer cleaners for over fifty years, and the compact and powerful iMPACT is just one of the highly customized solutions we offer.



Scan code
for more info



VACTOR[®]
Subsidiary of Federal Signal Corporation

vactor.com

Vactor Manufacturing, Inc. • 1621 South Illinois Street • Streator, IL 61364 USA
Phone 815.672.3171 • Fax 815.672.2779

Specifications subject to change without notice. Some product shown with optional equipment. Vactor®, Jet Rodder®, and IntuiTouch® are registered trademarks of Vactor Manufacturing. This product may be covered by one or more United States Patents and/or pending applications. Vactor is a subsidiary of Federal Signal Corp. Federal Signal is listed in the NYSE by the symbol FSS.

Effective Date 2/20 P/N 00254 ©2020 Vactor Manufacturing

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: April 21, 2021
TO: Board of Directors
FROM: Ryan Gross, General Manager
SUBJECT: DRAFT FISCAL YEARS ENDING 2022 AND 2023 DISTRICT BUDGET

RECOMMENDED BOARD ACTION

This is an information item only.

REASON FOR RECOMMENDATION

This is an information item only.

BACKGROUND INFORMATION

The draft budget document was reviewed and discussed with the Finance Committee on Tuesday, April 13, 2021.

The draft budget document was provided to the Directors on Friday, April 16, 2021 and is also available for public review at the District office.

FISCAL INFORMATION

Refer to draft Fiscal Years Ending 2022 and 2023 District Budget.

ATTACHMENTS

Attachment 1 – Draft Fiscal Years Ending 2022 and 2023 District Budget Document

Running Springs Water District Running Springs Fire Department



DRAFT Budget
Fiscal Years Ending 2022 and 2023
BOARD OF DIRECTORS REVIEW April 21, 2021

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Elected District Officials and Staff

Board of Directors

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

General Manager

Ryan Gross

Secretary to the Board of Directors, Treasurer

Amie R. Crowder

Management Team

Amie R. Crowder, Administration Division Supervisor
Trevor Miller, Operations Manager
Cindy Strebel, Fire Battalion Chief
Mike Vasquez, Fire Chief

**Running Springs Water District
Fiscal Years Ending (FYE) 2022 and 2023 Budget**

Executive Summary

Mission and Vision

The mission of the Running Springs Water District (RSWD or District) is to provide water, fire, emergency medical service, sewer, and other beneficial services to the community: The goal of the District shall be to do so with the highest level of integrity and ethical principles and in the most efficient and cost-effective manner possible.

The vision of the District is to acquire and sustain the resources necessary to provide for the current and projected service needs of the Running Springs community in the following areas:

- Water Service: The Water Division will provide excellent water quality that consistently meets or exceeds regulatory and customer requirements and water quantity that recognizes the limited availability of supply in our area yet satisfies the essential needs of our customers.
- Fire and Emergency Medical Service: The Running Springs Fire Department will be an exemplary organization dedicated to community service and acclaimed for our hometown attentiveness as we provide fire protection and life safety services whenever called to duty.
- Wastewater Collection and Treatment Service: The Wastewater Division will provide extraordinary wastewater collection service for the Running Springs area and wastewater transmission and treatment service for the Running Springs, Arrowbear, and Green Valley Lake areas that protects the environment, complies with regulatory requirements, satisfies the needs of our customers, and provides beneficial uses for our reclaimed water.
- Administration Service: The Administration Division will provide exceptional customer service to the community and support services to all District divisions in a manner that demonstrates professionalism, utilizing advanced levels of technology.

All services will be provided in a manner that makes use of community outreach, sound management principles, responsible financial practices, and appropriate levels of technology. The Board will provide sound governance and strive to attract and retain a highly qualified, productive workforce and maintain a workplace environment where excellence is valued and where creativity, teamwork, and open communication between divisions is actively encouraged.

The District has prepared this two-year budget with the District's mission and vision in mind and the staff and Board of Directors at the District are committed to ensuring the ongoing reliability of the extensive infrastructure that provides a foundation for the community of Running Springs. This budget continues the District's focus on operational efficiency, public health and safety, environmental stewardship and fiscal responsibility.

Budget Process & Schedule

In 2019, the District Board of Directors began adopting a two-year budget. The Finance Committee and Board of Directors have reviewed the draft Budget as follows:

February 1 – April 2	Prepare Draft Budgets
March 17, 2021	Budget Planning & Assumptions
April 13, 2021	Finance Committee Draft Budget Review
April 21, 2021	Board of Directors Draft Budget Review
June 16, 2021	Adoption of Two-Year Budget

District Profile

The Running Springs Water District is an independent special district that was formed in 1958 and established under Division 12 of the California Water Code. In 1962, the District established a Fire Department to provide fire protection services for its service area. In 1976, a sewage disposal system was completed to provide sewer service for the District. In 1983, ambulance service was established.

Government Activities

The District's Government Activities include fire protection services for the community of Running Springs.

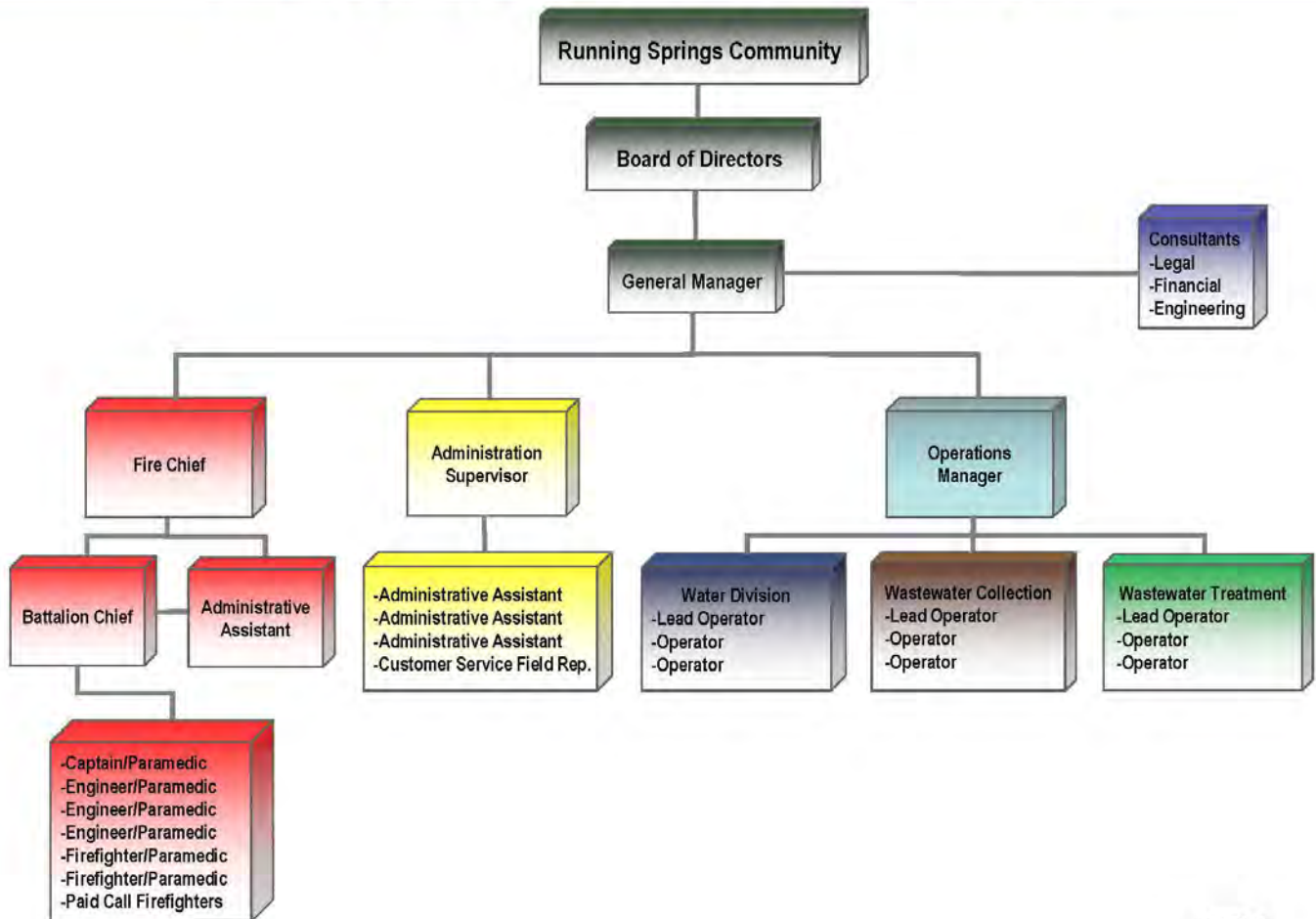
Business-Type Activities

The District's Business-Type Activities include water, ambulance and sewer services where the fees for these services typically cover all or most of the cost of operation including depreciation.

Staffing & Organizational Chart

The following figure shows the current organization of the District.

Running Springs Water District Organizational Chart



01/22/2021

Financial Policies

In 2019 the District conducted a comprehensive rate study and prepared a Water and Wastewater Financial Plan, Rates and Capacity Fees and a Fire and Ambulance Financial Plan.

The District continues its focus on maintaining the necessary cash fund balances for the financial stability of the District and has adopted a Cash Reserve Policy as a guideline to achieve minimum cash balances in each of its reserve funds. The District's Cash Reserve Policy is a guideline for the priorities of operational revenue sources with the Operating Funds receiving the highest priority. After operational costs and debt service are covered, any free cash flow from operations moves into the Capital Improvement Funds up to an amount equal to annual depreciation plus 10%. Any remainder goes to the Rate Stabilization Funds for a balance not to exceed 20% of annual budgeted revenue.

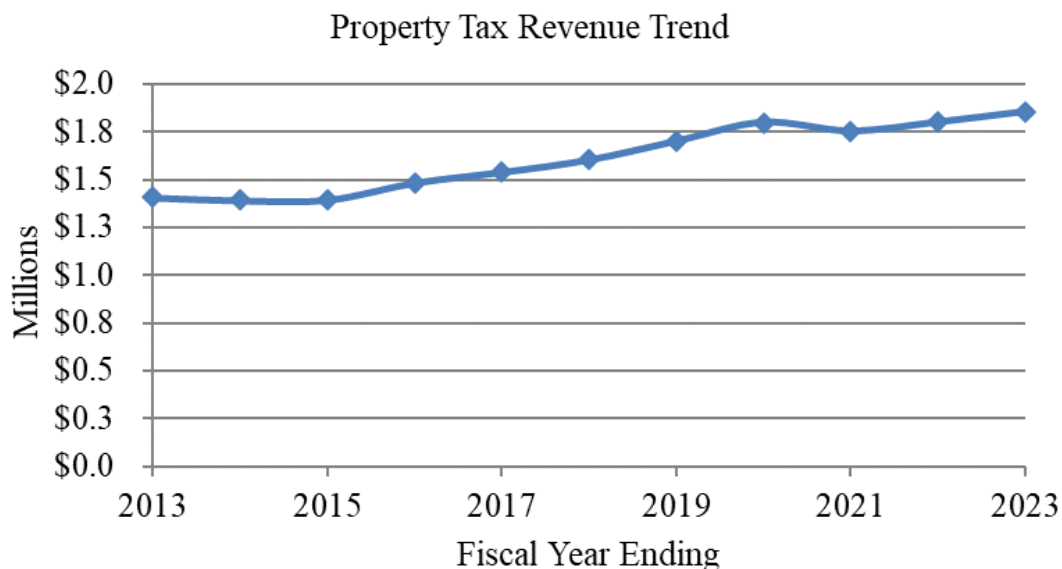
Revenue

The FYE 2022 budget includes total revenue of \$8.27 million, which is an increase of 6.4% as compared to the FYE 2021 budget. The FYE 2023 budget includes total revenue of \$8.73 million, which is an increase of 5.5% as compared to the FYE 2022 budget.

Total Revenue Summary					
	FYE 2021	FYE 2022	% Change	FYE 2023	% Change
	Budget	Budget	From Prior	Budget	From Prior
			Year		Year
Water	\$2,304,885	\$2,360,406	2.4%	\$2,432,276	3.0%
Collections	\$1,078,371	\$1,108,675	2.8%	\$1,145,314	3.3%
Treatment	\$1,510,736	\$1,782,128	18.0%	\$1,832,063	2.8%
Ambulance	\$ 898,114	\$ 899,000	0.1%	\$ 914,202	1.7%
Fire	\$1,984,047	\$2,125,000	7.1%	\$2,404,400	13.1%
District Total	\$7,776,153	\$8,275,209	6.4%	\$8,728,256	5.5%

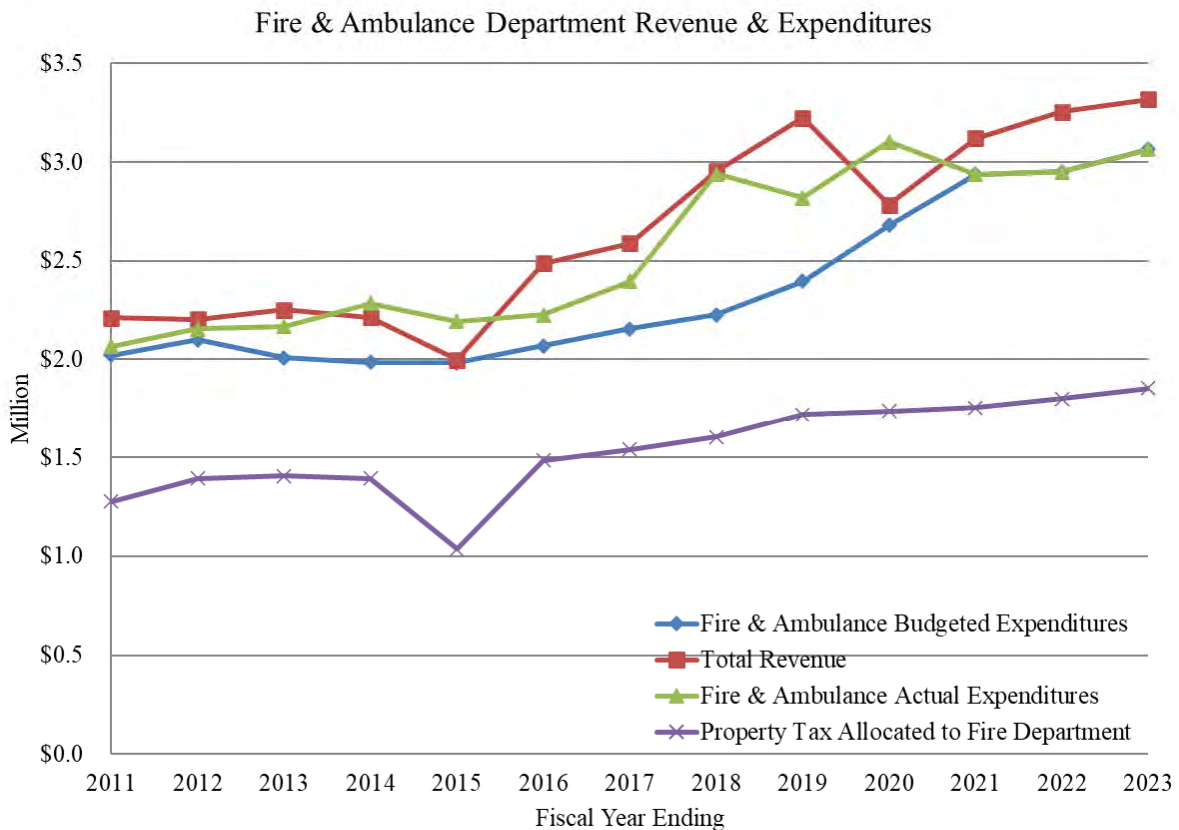
The District's Government Activities which include the Fire Department are funded by a combination of property taxes and a special tax (Fire Availability Fee) that was established in 1980. Ambulance services are funded by a combination of property taxes and ambulance fees and charges. For FYE 2022 and 2023, all of the anticipated property tax revenue has been allocated to fund the Fire Department and Ambulance Services.

Property tax revenues are showing a slight improvement. The District anticipates property tax revenue for FYE 2022 to increase 2.6% from the budgeted amount for FYE 2021. The following chart shows the historical actual property tax revenue for the District going back to 2013, the budgeted amount for FYE 2021 and the estimated property tax revenue for FYE 2022 and 2023.

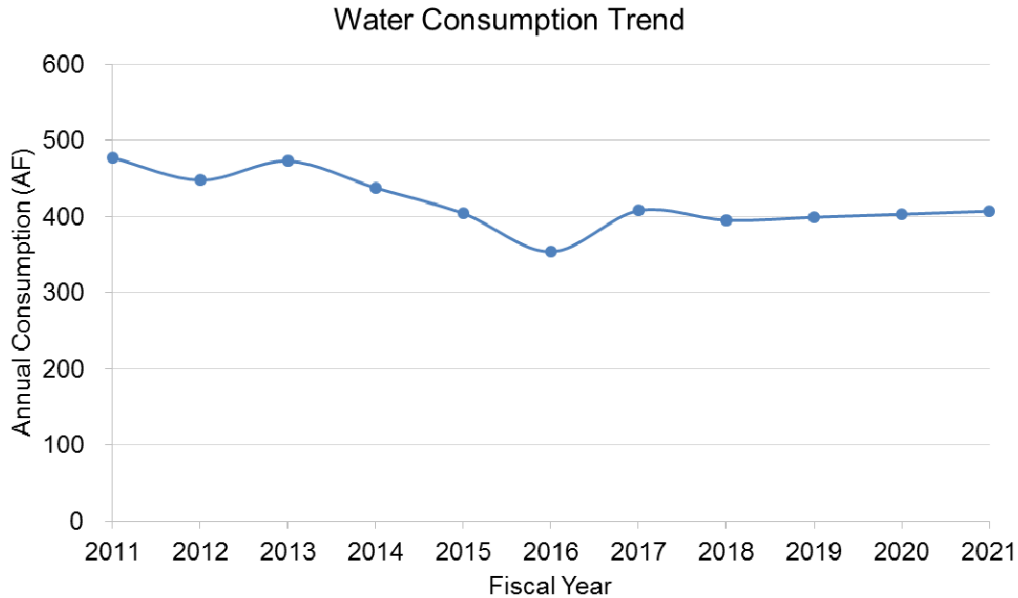


Fiscal Year Ending	Amount	% Change
2013	\$1,406,699	1%
2014	\$1,392,109	-1%
2015	\$1,395,269	0.2%
2016	\$1,483,527	6.3%
2017	\$1,539,135	3.7%
2018	\$1,603,236	4.2%
2019	\$1,700,578	6.1%
2020	\$1,798,692	5.8%
2021	\$1,754,047	-2.5%
2022	\$1,800,000	2.6%
2023	\$1,854,000	3.0%
FYE 2021 is budgeted amount.		
FYE 2022-2023 are estimated.		

The District’s Business-Type Activities or Water, Sewer and Ambulance services are funded by rates and fees with the Ambulance services being partially funded from a portion of the property tax revenue. Historically, a portion of the property tax revenue was also allocated to the water and sewer divisions, but in recent years all of property tax revenue has been allocated to the Fire Department. The Fire and Ambulance Department historical revenue and expenditures are shown graphically in the following figure.



For FYE 2022 and 2023, the District has projected water consumption to slightly increase. The following chart shows the historical water consumption for 2011-2021.



Rate & Fee Adjustments

Water rates have been adjusted to increase revenue which is needed in order to fund several deferred Capital Improvement Projects (CIP), to replace aging infrastructure and to fund cash reserves to the levels set forth in the District’s Cash Reserve Policy.

The Residential and Commercial Sewer Monthly Base Charge have also been adjusted to increase revenue which is needed in order to fund several deferred Capital Improvement Projects (CIP), to replace aging infrastructure and to fund cash reserves to the levels set forth in the District’s Cash Reserve Policy. The increase in wastewater rates is primarily due to the loss of the non-operating revenue that has been collected since 2002 from the County of San Bernardino for the disposal of leachate from the Heap’s Peak landfill. The loss of this non-operating revenue along with the need to move forward with several Capital Improvement Projects that were identified in the District’s Wastewater Master Plan, including the replacement of aging infrastructure that has been deferred is the driving force for this rate adjustment.

A Proposition 218 Notice of Public Hearing that was mailed to all District property owners and customers notifying them of the proposed rate and fee adjustments for the FYE 2020 through 2024. The notice contains a table that lists the specific rate and fee adjustments for the Water and Wastewater Divisions.

Expenditures

The District’s goal is to maintain the highest level of service at the lowest possible cost. Operating expenses are the on-going day to day costs of providing water, wastewater, fire, emergency medical service and other beneficial services to the community and are funded by

rates, fees and property taxes. Detailed lists of operating expenses for each division are included in the subsequent sections of this budget document.

The FYE 2022 budget includes total expenses of \$7.2 million which reflects essentially a 0% increase from the FYE 2021 budget. The FYE 2023 budget includes total expenses of \$7.5 million which reflects a 3.7% increase from the FYE 2022 budget.

Expenditure Summary by Department (Including Depreciation Expense)

	FYE 2021	FYE 2022	% Change	FYE 2023	% Change
	Budget	Budget	From Prior	Budget	From Prior
			Year		Year
Water	\$ 1,937,470	\$ 1,928,045	-0.5%	\$ 1,998,749	3.7%
Collections	\$ 937,059	\$ 936,039	-0.1%	\$ 963,968	3.0%
Treatment	\$ 1,295,727	\$ 1,309,046	1.0%	\$ 1,384,640	5.8%
Ambulance	\$ 900,679	\$ 2,165,059	140.4%	\$ 2,232,032	3.1%
Fire	\$ 2,299,783	\$ 1,077,087	-53.2%	\$ 1,109,423	3.0%
District Total	\$ 7,370,718	\$ 7,415,276	0.6%	\$ 7,688,812	3.7%

Expenditure Summary

	FYE 2021	FYE 2022	% Change	FYE 2023	% Change
	Budget	Budget	From Prior	Budget	From Prior
			Year		Year
Personnel Expense	\$ 4,629,266	\$ 4,697,148	1.5%	\$ 4,861,548	3.5%
Operations & Maintenance	\$ 1,407,190	\$ 1,471,656	4.6%	\$ 1,520,652	3.3%
Administrative Services	\$ 389,912	\$ 348,953	-10.5%	\$ 355,599	1.9%
Depreciation Expense	\$ 944,350	\$ 897,519	-5.0%	\$ 951,012	6.0%
District Total	\$ 7,370,718	\$ 7,415,276	0.6%	\$ 7,688,812	3.7%

Administrative Expenditure Summary

	FYE 2021 Budget	FYE 2022 Budget	% Change From Prior Year	FYE 2023 Budget	% Change From Prior Year
Personnel Expense	\$ 690,296	\$ 764,600	10.8%	\$ 791,361	3.5%
Services and Supplies	\$ 310,450	\$ 309,945	-0.2%	\$ 320,793	3.5%
Depreciation Expense	\$ -	\$ 2,692		\$ 4,212	56.5%
District Total	\$ 1,000,746	\$ 1,077,238	7.6%	\$ 1,116,367	3.6%

Water Expenditure Summary

	FYE 2021 Budget	FYE 2022 Budget	% Change From Prior Year	FYE 2023 Budget	% Change From Prior Year
Personnel Expense	\$ 727,020	\$ 599,332	-17.6%	\$ 620,309	3.5%
Operations & Maintenance	\$ 431,707	\$ 500,417	15.9%	\$ 517,931	3.5%
Administrative Services	\$ 495,493	\$ 534,506	7.9%	\$ 550,541	3.0%
Depreciation Expense	\$ 283,250	\$ 293,791	3.7%	\$ 309,968	5.5%
District Total	\$ 1,937,470	\$ 1,928,045	-0.5%	\$ 1,998,749	3.7%

Wastewater Collections Expenditure Summary

	FYE 2021 Budget	FYE 2022 Budget	% Change From Prior Year	FYE 2023 Budget	% Change From Prior Year
Personnel Expense	\$ 415,052	\$ 428,162	3.2%	\$ 443,148	3.5%
Operations & Maintenance	\$ 153,915	\$ 129,941	-15.6%	\$ 134,489	3.5%
Administrative Services	\$ 143,142	\$ 178,169	24.5%	\$ 183,514	3.0%
Depreciation Expense	\$ 224,950	\$ 199,767	-11.2%	\$ 202,818	1.5%
District Total	\$ 937,059	\$ 936,039	-0.1%	\$ 963,968	3.0%

Wastewater Treatment Expenditure Summary

	FYE 2021 Budget	FYE 2022 Budget	% Change From Prior Year	FYE 2023 Budget	% Change From Prior Year
Personnel Expense	\$ 473,569	\$ 523,746	10.6%	\$ 542,078	3.5%
Operations & Maintenance	\$ 343,175	\$ 339,031	-1.2%	\$ 350,897	3.5%
Administrative Services	\$ 154,153	\$ 178,169	15.6%	\$ 183,514	3.0%
Depreciation Expense	\$ 324,830	\$ 268,100	-17.5%	\$ 308,152	14.9%
District Total	\$ 1,295,727	\$ 1,309,046	1.0%	\$ 1,384,640	5.8%

Ambulance Expenditure Summary

	FYE 2021 Budget	FYE 2022 Budget	% Change From Prior Year	FYE 2023 Budget	% Change From Prior Year
Personnel Expense	\$ 536,524	\$ 1,785,980	232.9%	\$ 1,848,490	3.5%
Operations & Maintenance	\$ 243,795	\$ 254,077	4.2%	\$ 261,699	3.0%
Administrative Services	\$ 102,650	\$ 77,949	-24.1%	\$ 80,287	3.0%
Depreciation Expense	\$ 17,710	\$ 47,053	165.7%	\$ 41,556	-11.7%
District Total	\$ 900,679	\$ 2,165,059	140.4%	\$ 2,232,032	3.1%

Fire Expenditure Summary

	FYE 2021 Budget	FYE 2022 Budget	% Change From Prior Year	FYE 2023 Budget	% Change From Prior Year
Personnel Expense	\$ 1,786,805	\$ 595,327	-66.7%	\$ 616,163	3.5%
Operations & Maintenance	\$ 234,598	\$ 248,190	5.8%	\$ 255,636	3.0%
Administrative Services	\$ 184,770	\$ 144,762	-21.7%	\$ 149,105	3.0%
Depreciation Expense	\$ 93,610	\$ 88,808	-5.1%	\$ 88,519	-0.3%
District Total	\$ 2,299,783	\$ 1,077,087	-53.2%	\$ 1,109,423	3.0%

***Beginning in the FYE 2022 the District is budgeting 75% of the Personnel Expense to the Ambulance Division and 25% of the Personnel Expense to the Fire Department. This will more accurately reflect the actual allocation of the Personnel Expense based on staffs workload between the two services.**

Direct costs are budgeted for each division based on actual costs and staff time tracked for the prior two-to-three-year period and indirect costs are allocated based on an administrative services time study.

Personnel Expense

The FYE 2022 and 2023 budget includes 25 full-time equivalent (FTE) positions. The FYE 2022 budget includes a total personnel expense of \$4.7 million which reflects a 1.4% increase from the FYE 2021 budget. The FYE 2023 budget includes total personnel expense of \$4.9 million which reflects a 3.5% increase from the FYE 2022 budget. Increases in personnel expense are primarily due to increases in salaries, pension expense and health insurance.

The FYE 2022 budget includes a 2.2% Cost of Living Adjustment (COLA) for salaries. The COLA index to be used going forward will be the Bureau of Labor Statistics Consumer Price Index for All Urban Consumers (CPI-U) for Riverside-San Bernardino-Ontario with a future floor of 0% and maximum of 3%.

Future adjustments to the District's contribution for employee's health insurance and/or medical reimbursement plans will be made in January of each year.

CalPERS Pension

The District is a member of the California Public Employee Retirement System (CalPERS) which is the nation's largest public pension fund with investments of over \$355 billion in both domestic and international markets and one of the largest private equity investors in the world.

Since 1969, the District has participated in the CalPERS defined benefit plan. The District has four distinct plans within the Miscellaneous and Safety Risk Pools as follows:

- 2.7% @ 55 (10 Full Time Miscellaneous)
- 2.0% @ 62 (7 Full Time Miscellaneous PEPRAs) – all new employees who are not members of CalPERS before January 2013
- 3.0% @ 50 (6 Full Time and 4 Part Time Safety)
- 2.7% @ 57 (2 Full Time and 7 Part Time Safety PEPRAs) – all new employees who are not members of CalPERS before January 2013

FYE 2022 CalPERS Pension Contribution Rates				
Plan	Employer	Employee	Total	Number of Employees
Miscellaneous - Classic	14.02%	7.96%	21.98%	10
Miscellaneous - PEPRAs	7.59%	6.75%	14.34%	7
Safety – Classic	23.71%	8.99%	32.70%	6 FT + 4 PT
Safety - PEPRAs	13.13%	13.00%	26.13%	2 FT + 7 PT

CalPERS has implemented many pension plan changes over the past few years to ensure its sustainability including the following:

- Public Employee's Pension Reform Act (PEPRA) (effective 2012-13)
- Assumption Changes in mortality rate (effective 2016-17)
- Investment/Discount Rate Changes (effective 2017-18)
- Risk Mitigation Policy (effective 2017-18, suspended until 2020-21)
- Amortization Policy (effective 2018-19)

Of the plan changes above, assumption changes, investment/discount rate changes, and the amortization policy all directly impact the District's annual pension expense.

For FYE 2022 and 2023 the District is budgeting an additional lump sum prepayment to the CalPERS Unfunded Accrued Liability (UAL) in order to pay down the UAL and save on interest cost. The additional lump sum UAL prepayment amounts are as follows:

Administration Division = \$30,000
 Water Division = \$23,330
 Wastewater Division = \$36,660
 Fire Department (Miscellaneous) = \$10,010

Total = \$100,000 additional lump sum UAL prepayment for Miscellaneous plan only.

Capital Improvement Plan (CIP)

The District has a running five-year capital improvement plan that is included in each division's budget. Refer to the tables at the end of each division's budget for a specific list of the planned five-year capital improvement projects. Several capital improvement projects that were recommended in the 2010 Water and Sewer Master Plans have been deferred due to lack of available funding. There are also several key water system improvement projects that continue to be deferred such as replacing aging back yard steel water mains and rehabilitating or replacing water storage tanks.

The FYE 2022 and 2023 budgets include total capital expenditures of \$1.5 million and \$1.9 million respectively. The projects are funded by the Capital Improvement Plan Reserve Funds.

Capital Improvement Plan Summary		
	FYE 2022	FYE 2023
	Budget	Budget
Administration	\$ 36,316	\$ 40,450
Water	\$ 510,000	\$ 665,000
Collections	\$ 393,000	\$ 195,000
Treatment	\$ 747,500	\$ 185,000
Ambulance	\$ -	\$ 9,000
Fire	\$ 82,757	\$ 31,000
District Total	\$ 1,769,573	\$ 1,125,450

Debt

The District has three debt issuances from 2015, 2016 and 2018 have been included in this budget. One is an installment sale agreement with the State Water Resources Control Board (SWRCB) Clean Water State Revolving Fund (CWSRF) Program for the Sewer Lift Station Nos. 1-3 Improvements in the amount of \$2,800,000 on a 20-year term at a 1.9% interest rate. The second is an installment sale agreement with the Municipal Finance Corporation for a \$550,000 loan to help fund the construction of the Ayers Acres Groundwater Well Backbone Infrastructure Project with a 10-year term at a 3.4% interest rate. The third is a CWSRF Green Project Reserve Financing with 50% principal forgiveness for the District's Automatic Meter Reading (AMR) Technology Upgrade Project. This is an \$800,000 loan with a 20-year term at an interest rate of 1.8% and \$400,000 of the principal has been forgiven.

These three debt service issuances will help to spread the costs of this major capital outlay over the life of the projects and not burden the existing rate payers all at once. This is done mainly because these facilities provide services over many years, their large dollar costs can be difficult to pay for all at once and different generations of rate payers benefit from the facilities.

The District also has a bond issuance in its Assessment District No. 10 which is a water only service area in the southeastern part of the District also known as Rimwood Ranch and has a principal and interest balance of approximately \$225,000 in limited obligation improvement bonds outstanding with the final payment due in 2023.

Conclusion

The FYE 2022 and 2023 budget as developed by District staff is balanced and funds the District's costs to maintain services and its capital improvement plan. The budget is consistent with the Board's policy direction and continues to support the District's mission to provide water, wastewater, fire, emergency medical service and other beneficial services to the community with the highest level of integrity and ethical principles and in the most efficient and cost effective manner possible.

Financial Summary

The following financial summary section includes a Combined Statement of Revenues, Expenses and Changes in Net Position for FYE 2022 and 2023 for each fund.

A Comparative Statement of Revenues, Expenses and Change in Net Position is also included for each fund that shows the FYE 2019 and 2020 actuals compared to the FYE 2020, 2021 2022 Budgets.

Five-year operating and cash flow projections are also included for water and wastewater and a ten-year operating and cash flow projection is included for Fire and Ambulance.

FYE 2022 Budget

Combined Statements of Revenues, Expenses and Changes in Net Position

	Admin	Water	Wastewater Collection	Wastewater Treatment	Ambulance	Fire	Total
<u>OPERATING REVENUES</u>							
Service Charges	-	1,383,154	1,126,718	839,631	500,000	-	3,849,503
Usage Charges	-	872,100	-	148,124	-	-	1,020,224
Property Tax	-	-	-	-	1,270,000	530,000	1,800,000
Arrowbear & CSA 79 Charges	-	-	-	449,416	-	-	449,416
GEMT, IGT & Other Reimbursements	-	-	-	-	395,000	300,000	695,000
Other Revenues	-	47,500	7,224	5,383	4,000	25,000	89,107
Total Operating Revenues	-	2,302,754	1,133,942	1,442,554	2,169,000	855,000	7,903,250
<u>OPERATING EXPENSES</u>							
Salaries and Benefits	764,600	599,332	428,162	523,746	1,785,980	595,327	4,697,148
Operations & Maintenance	309,945	500,417	129,941	339,031	254,077	248,190	1,781,601
Administrative Services	(1,077,238)	534,506	178,169	178,169	77,949	144,762	36,316
Depreciation Expense	2,692	293,791	199,767	268,100	47,053	88,808	900,211
Total Operating Expenses	(0)	1,928,045	936,039	1,309,046	2,165,059	1,077,087	7,415,276
NET OPERATING INCOME	0	374,709	197,903	133,508	3,941	(222,087)	487,974
<u>NON-OPERATING REVENUES</u>							
Availability Charges	-	42,000	8,033	5,987	-	205,000	261,020
Investment Income	-	25,000	10,443	7,783	5,100	20,000	68,326
Miscellaneous Income	-	5,000	862	642	-	-	6,504
Arrowbear & CSA 79 CIP	-	-	-	325,163	-	-	325,163
Leasing Revenue	22,000	0	-	-	-	-	22,000
Interest on Long-term Debt	-	(14,348)	(44,605)	-	-	-	(58,953)
Total Non-operating Revenue	22,000	57,652	(25,266)	339,574	5,100	225,000	624,059
NET INCOME (LOSS)	22,000	432,361	172,636	473,082	9,041	2,913	1,112,033
<u>TOTAL REVENUES</u>	22,000	2,360,406	1,108,675	1,782,128	2,174,100	1,080,000	8,527,309
<u>TOTAL EXPENSES</u>	(0)	1,928,045	936,039	1,309,046	2,165,059	1,077,087	7,415,276
CHANGE IN NET POSITION	22,000	432,361	172,636	473,082	9,041	2,913	1,112,033
<u>CASH CONSIDERATIONS</u>							
Depreciation Non-Cash Expense	-	293,791	199,767	268,100	47,053	88,808	897,519
Principal Loan Payments	-	(74,986)	(126,932)	-	-	-	(201,918)
Capital Projects & Fixed Assets	(36,316)	(510,000)	(393,000)	(747,500)	-	(82,757)	(1,769,573)
CHANGE IN CASH BALANCE	(14,316)	141,166	(147,528)	(6,319)	56,094	8,964	38,061

FYE 2023 Budget

Combined Statements of Revenues, Expenses and Changes in Net Position

	Admin	Water	Wastewater Collection	Wastewater Treatment	Ambulance	Fire	Total
<u>OPERATING REVENUES</u>							
Service Charges	-	1,424,649	1,160,519	864,820	510,000	-	3,959,988
Usage Charges	-	898,263	-	152,568	-	-	1,050,831
Property Tax	-	-	-	-	1,308,100	545,900	1,854,000
Arrowbear & CSA 79 Charges	-	-	-	462,898	-	-	462,898
GEMT, IGT & Other Reimbursements	-	-	-	-	395,000	300,000	695,000
Other Revenues	-	48,925	7,441	5,545	4,000	25,000	90,910
Total Operating Revenues	-	2,371,837	1,167,960	1,485,830	2,217,100	870,900	8,113,627
<u>OPERATING EXPENSES</u>							
Salaries and Benefits	791,361	620,309	443,148	542,078	1,848,490	616,163	4,861,548
Operations & Maintenance	320,793	517,931	134,489	350,897	261,699	255,636	1,841,446
Administrative Services	(1,116,367)	550,541	183,514	183,514	80,287	149,105	30,593
Depreciation Expense	4,212	309,968	202,818	308,152	41,556	88,519	955,224
Total Operating Expenses	(0)	1,998,749	963,968	1,384,640	2,232,032	1,109,423	7,688,812
NET OPERATING INCOME	0	373,088	203,992	101,190	(14,932)	(238,523)	424,815
<u>NON-OPERATING REVENUES</u>							
Availability Charges	-	42,000	8,033	5,987	-	205,000	261,020
Investment Income	-	25,500	10,652	7,938	5,202	20,400	69,693
Miscellaneous Income	-	5,000	862	642	-	-	6,504
Arrowbear & CSA 79 CIP	-	-	-	331,666	-	-	331,666
Leasing Revenue	22,550	0	-	-	-	-	22,550
Interest on Long-term Debt	-	(12,060)	(42,193)	-	-	-	(54,254)
Total Non-operating Revenue	22,550	60,440	(22,646)	346,233	5,202	225,400	637,179
NET INCOME (LOSS)	22,550	433,528	181,346	447,423	(9,730)	(13,123)	1,061,994
<u>TOTAL REVENUES</u>							
	22,550	2,432,276	1,145,314	1,832,063	2,222,302	1,096,300	8,750,806
<u>TOTAL EXPENSES</u>							
	(0)	1,998,749	963,968	1,384,640	2,232,032	1,109,423	7,688,812
<u>CHANGE IN NET POSITION</u>							
	22,550	433,528	181,346	447,423	(9,730)	(13,123)	1,061,994
<u>CASH CONSIDERATIONS</u>							
Depreciation Non-Cash Expense	-	293,791	199,767	268,100	47,053	88,808	897,519
Principal Loan Payments	-	(\$77,274)	(\$129,344)	-	-	-	(206,617)
Capital Projects & Fixed Assets	(40,450)	(\$665,000)	(195,000)	(185,000)	(9,000)	(31,000)	(1,125,450)
CHANGE IN CASH BALANCE	(17,900)	(14,955)	56,769	530,522	28,324	44,685	627,445

FYE 2022 and 2023 Budget

Comparative Statements of Revenues, Expenses and Changes in Net Position

Combined Total District

DISTRICT TOTAL	FYE 2019 Actual	FYE 2020 Actual	FYE 2021 Budget	FYE 2022 Budget	FYE 2023 Budget	FYE 2022 vs. FYE 2021 Budget	FYE 2023 vs. FYE 2022 Budget
<u>OPERATING REVENUES</u>							
Service Charges	3,285,238	3,543,347	3,806,104	3,849,503	3,959,988	43,399	110,485
Usage Charges	888,147	953,929	982,045	1,020,224	1,050,831	38,179	30,607
Property Tax	1,700,578	1,798,692	1,754,047	1,800,000	1,854,000	45,953	54,000
Arrowbear & CSA 79 Charges	383,554	419,847	376,540	449,416	462,898	72,876	13,482
GEMT, IGT & Other Reimbursements	341,063	205,924	447,614	695,000	695,000	247,386	-
Other Revenues	745,412	205,178	150,196	89,107	90,910	(61,089)	1,803
Total Operating Revenues	7,343,992	7,126,917	7,516,546	7,903,250	8,113,627	386,704	210,377
						5.1%	2.7%
<u>OPERATING EXPENSES</u>							
Salaries and Benefits	4,735,426	4,933,092	4,629,266	4,697,148	4,861,548	67,882	164,400
Operations & Maintenance	1,305,098	1,247,580	1,407,190	1,471,656	1,520,652	64,466	48,997
Administrative Services*	255,066	266,732	389,912	348,953	355,599	(40,959)	6,646
Depreciation Expense	857,013	898,167	944,350	897,519	951,012	(46,831)	53,494
Total Operating Expenses	7,152,603	7,345,571	7,370,718	7,415,276	7,688,812	44,558	273,536
NET OPERATING INCOME	191,389	(218,654)	145,828	487,974	424,815	342,146	(63,159)
						0.6%	3.7%
<u>NON-OPERATING REVENUES</u>							
Availability Charges	254,916	253,310	252,987	261,020	261,020	8,033	-
Investment Income	83,648	87,607	54,858	68,326	69,693	13,468	1,367
Miscellaneous Income	14,567	9,565	642	1,504	1,504	862	-
Arrowbear & CSA 79 CIP	67,169	27,887	147,717	325,163	331,666	177,446	6,503
Leasing Revenue	11,060	17,350	11,204	-	-	(11,204)	-
Gain/(Loss) on Disposal of Assets	-	-	-	-	-	-	-
Interest on Long-term Debt	(64,936)	(67,563)	(63,537)	(58,953)	(54,254)	4,583	4,699
Total Non-operating Revenue	366,424	328,156	403,871	597,059	609,629	193,188	12,569
NET INCOME (LOSS)	557,813	109,502	549,699	1,085,033	1,034,444	535,334	(50,589)
<u>TOTAL REVENUES</u>							
	7,710,416	7,455,073	7,920,417	8,500,309	8,723,256	579,892	222,947
<u>TOTAL EXPENSES</u>							
	7,152,603	7,345,571	7,370,718	7,415,276	7,688,812	44,558	273,536
CHANGE IN NET POSITION	557,813	109,502	549,699	1,085,033	1,034,444	535,334	(50,589)
<u>CASH CONSIDERATIONS</u>							
Depreciation Non-Cash Expense	857,013	898,167	944,350	897,519	951,012	(46,831)	53,494
Principal Loan Payments	(193,730)	(193,505)	(197,334)	(201,918)	(206,617)	(4,583)	(4,699)
Capital Projects & Fixed Assets	(645,273)	(587,006)	(570,000)	(1,733,257)	(1,085,000)	(1,163,257)	648,257
CHANGE IN CASH BALANCE	575,823	227,158	726,715	47,377	693,839	(679,338)	646,462

*Administration personnel expense included in Salaries and Benefits.

FYE 2022 and 2023 Budget

Comparative Statements of Revenues, Expenses and Changes in Net Position

Water Proprietary Fund

WATER PROPRIETARY FUND	FYE 2019 Actual	FYE 2020 Actual	FYE 2021 Budget	FYE 2022 Budget	FYE 2023 Budget	FYE 2022 vs. FYE 2021 Budget	FYE 2023 vs. FYE 2022 Budget
<u>OPERATING REVENUES</u>							
Service Charges	1,165,999	1,267,594	1,310,362	1,383,154	1,424,649	72,792	41,495
Usage Charges	776,071	816,133	838,195	872,100	898,263	33,905	26,163
Other Revenues	110,023	65,461	38,110	47,500	48,925	9,390	1,425
Total Operating Revenues	2,052,093	2,149,188	2,186,667	2,302,754	2,371,837	116,087	69,083
						5.3%	3.0%
<u>OPERATING EXPENSES</u>							
Salaries and Benefits	1,098,320	878,225	727,020	599,332	620,309	(127,688)	20,977
Operations & Maintenance	408,394	273,758	431,707	500,417	517,931	68,710	17,515
Administrative Services	566,139	477,820	495,493	534,506	550,541	39,013	16,035
Depreciation Expense	240,626	286,137	283,250	293,791	309,968	10,541	16,177
Total Operating Expenses	2,313,479	1,915,940	1,937,470	1,928,045	1,998,749	(9,425)	70,703
NET OPERATING INCOME	(261,386)	233,248	249,197	374,709	373,088	125,512	(1,621)
						-0.5%	3.7%
<u>NON-OPERATING REVENUES</u>							
Availability Charges	39,325	38,093	42,000	42,000	42,000	-	-
Investment Income	22,092	31,123	18,360	25,000	25,500	6,640	500
Leasing Revenue*	11,060	17,350	11,204	-	-	(11,204)	-
Miscellaneous Income	3,559	2,877	18,360	5,000	5,000	(13,360)	-
Gain/(Loss) on Disposal of Capital Assets	4,675	-	-	-	-	-	-
Interest on Long-term Debt	(14,597)	(19,785)	(\$16,565)	(14,348)	(12,060)	2,217	2,288
Total Non-operating Revenue	66,114	69,658	73,359	57,652	60,440	(15,707)	2,788
NET INCOME (LOSS)	(195,272)	302,906	322,556	432,361	433,528	109,805	1,167
<u>TOTAL REVENUES</u>							
	2,118,207	2,218,846	2,260,026	2,360,406	2,432,276	100,380	71,870
<u>TOTAL EXPENSES</u>							
	2,313,479	1,915,940	1,937,470	1,928,045	1,998,749	(9,425)	70,703
<u>CHANGE IN NET POSITION</u>							
	(195,272)	302,906	322,556	432,361	433,528	109,805	1,167
<u>CASH CONSIDERATIONS</u>							
Depreciation Non-Cash Expense	240,626	286,137	283,250	293,791	309,968	10,541	16,177
Principal Loan Payments	(52,043)	(71,262)	(72,769)	(74,986)	(77,274)	(2,217)	(2,288)
Capital Projects & Fixed Assets	(413,262)	(41,155)	(32,000)	(510,000)	(665,000)	(478,000)	(155,000)
CHANGE IN CASH BALANCE	(419,951)	476,626	501,037	141,166	1,222	(359,871)	(139,944)

*Leasing revenue moved to Administration fund in FYE 2020.

FYE 2022 and 2023 Budget

Comparative Statements of Revenues, Expenses and Changes in Net Position

Wastewater Collections Proprietary Fund

WASTEWATER COLLECTIONS PROPRIETARY FUND	FYE 2019 Actual	FYE 2020 Actual	FYE 2021 Budget	FYE 2022 Budget	FYE 2023 Budget	FYE 2022 vs. FYE 2021 Budget	FYE 2023 vs. FYE 2022 Budget
<u>OPERATING REVENUES</u>							
Service Charges	884,192	1,045,050	1,091,691	1,126,718	1,160,519	35,027	33,802
Usage Charges	61,642	-	-	-	-	-	-
Other Revenues	201,372	25,803	7,441	7,224	7,441	(217)	217
Total Operating Revenues	1,147,206	1,070,853	1,099,132	1,133,942	1,167,960	34,810	34,018
						3%	3.0%
<u>OPERATING EXPENSES</u>							
Salaries and Benefits	186,168	446,002	415,052	428,162	443,148	13,110	14,986
Operations & Maintenance	138,943	166,440	153,915	129,941	134,489	(23,974)	4,548
Administrative Services	101,783	132,451	143,142	178,169	183,514	35,027	5,345
Depreciation Expense	206,355	199,261	224,950	199,767	202,818	(25,183)	3,051
Total Operating Expenses	633,249	944,154	937,059	936,039	963,968	(1,020)	27,929
NET OPERATING INCOME	513,957	126,699	162,073	197,903	203,992	35,830	6,089
						-0.1%	3.0%
<u>NON-OPERATING REVENUES</u>							
Availability Charges	7,586	8,796	0	8,033	8,033	8,033	-
Investment Income	8,021	15,299	(0)	10,443	10,652	10,444	209
Miscellaneous Income	9,642	2,951	(0)	862	862	862	-
Gain/(Loss) on Disposal of Capital Assets	1,710	-	-	-	-	-	-
Interest on Long-term Debt	(50,044)	(47,778)	(\$46,972)	(44,605)	(42,193)	2,367	2,412
Total Non-operating Revenue	(23,085)	(20,732)	(46,972)	(25,266)	(22,646)	21,706	2,621
NET INCOME (LOSS)	490,872	105,967	115,101	172,636	181,346	57,535	8,710
<u>TOTAL REVENUES</u>							
	1,124,121	1,050,121	1,052,160	1,108,675	1,145,314	56,515	36,639
<u>TOTAL EXPENSES</u>							
	633,249	944,154	937,059	936,039	963,968	(1,020)	27,929
<u>CHANGE IN NET POSITION</u>							
	490,872	105,967	115,101	172,636	181,346	57,535	8,710
<u>CASH CONSIDERATIONS</u>							
Depreciation Non-Cash Expense	206,355	199,261	224,950	199,767	202,818	(25,183)	3,051
Principal Loan Payments	(119,963)	(122,243)	(\$124,565)	(126,932)	(129,344)	(2,367)	(2,412)
Capital Projects & Fixed Assets	(41,489)	(79,123)	(183,000)	(393,000)	(195,000)	(210,000)	198,000
CHANGE IN CASH BALANCE	535,775	103,862	32,486	(147,528)	59,820	(180,014)	207,348

FYE 2022 and 2023 Budget

Comparative Statements of Revenues, Expenses and Changes in Net Position

Wastewater Treatment Proprietary Fund

WASTEWATER TREATMENT PROPRIETARY FUND	FYE 2019 Actual	FYE 2020 Actual	FYE 2021 Budget	FYE 2022 Budget	FYE 2023 Budget	FYE 2022 vs. FYE 2021 Budget	FYE 2023 vs. FYE 2022 Budget
<u>OPERATING REVENUES</u>							
Service Charges	723,430	793,739	817,551	839,631	864,820	22,080	25,189
Usage Charges	50,434	137,796	143,850	148,124	152,568	4,274	4,444
Arrowbear & CSA 79 Charges	383,554	419,847	376,540	449,416	462,898	72,876	13,482
Other Revenues	9,050	5,383	5,545	5,383	5,545	(162)	161
Total Operating Revenues	1,166,468	1,356,765	1,343,486	1,442,554	1,485,830	99,068	43,277
						7.4%	3.0%
<u>OPERATING EXPENSES</u>							
Salaries and Benefits	554,714	489,943	473,569	523,746	542,078	50,177	18,331
Operations & Maintenance	315,519	337,644	343,175	339,031	350,897	(4,144)	11,866
Administrative Services	107,050	142,639	154,153	178,169	183,514	24,016	5,345
Depreciation Expense	289,289	294,219	324,830	268,100	308,152	(56,730)	40,052
Total Operating Expenses	1,266,572	1,264,445	1,295,727	1,309,046	1,384,640	13,319	75,595
NET OPERATING INCOME	(100,104)	92,320	47,759	133,508	101,190	85,749	(32,318)
						1.0%	5.8%
<u>NON-OPERATING REVENUES</u>							
Availability Charges	7,317	5,798	5,987	5,987	5,987	(0)	-
Investment Income	8,889	15,614	7,938	7,783	7,938	(155)	156
Miscellaneous Income	250	-	642	642	642	0	-
Arrowbear & CSA 79 CIP	67,169	27,887	147,717	325,163	331,666	177,446	6,503
Gain/(Loss) on Disposal of Assets	-	-	-	-	-	-	-
Interest on Long-term Debt	-	-	-	-	-	-	-
Total Non-operating Revenue	83,625	49,299	162,284	339,574	346,233	177,290	6,659
NET INCOME (LOSS)	(16,479)	141,619	210,043	473,082	447,423	263,039	(25,659)
<u>TOTAL REVENUES</u>	1,250,093	1,406,064	1,505,770	1,782,128	1,832,063	276,358	49,936
<u>TOTAL EXPENSES</u>	1,266,572	1,264,445	1,295,727	1,309,046	1,384,640	13,319	75,595
CHANGE IN NET POSITION	(16,479)	141,619	210,043	473,082	447,423	263,039	(25,659)
<u>CASH CONSIDERATIONS</u>							
Depreciation Non-Cash Expense	289,289	294,219	324,830	268,100	308,152	(56,730)	40,052
Principal Loan Payments	-	-	-	-	-	-	-
Capital Projects & Fixed Assets	(124,995)	(66,196)	(320,000)	(747,500)	(185,000)	(427,500)	562,500
CHANGE IN CASH BALANCE	147,815	369,642	214,873	(6,319)	570,574	(221,192)	576,893

FYE 2022 and 2023 Budget

Comparative Statements of Revenues, Expenses and Changes in Net Position

Ambulance Proprietary Fund

AMBULANCE PROPRIETARY FUND	FYE 2019 Actual	FYE 2020 Actual	FYE 2021 Budget	FYE 2022 Budget	FYE 2023 Budget	FYE 2022 vs. FYE 2021 Budget	FYE 2023 vs. FYE 2022 Budget
<u>OPERATING REVENUES</u>							
Property Tax*	\$0	\$0	\$0	1,270,000	1,308,100	1,270,000	38,100
Service Charges	\$511,617	\$436,964	\$586,500	500,000	510,000	(86,500)	10,000
GEMT, IGT & Other Reimbursements	312,774	178,357	247,614	395,000	395,000	147,386	-
Other Revenues	126,860	-	69,100	4,000	4,000	(65,100)	-
Total Operating Revenues	\$951,251	\$615,321	\$903,214	2,169,000	2,217,100	1,265,786	48,100
						140.1%	2.2%
<u>OPERATING EXPENSES</u>							
Salaries and Benefits*	380,921	391,194	536,524	1,785,980	1,848,490	1,249,456	62,509
Operations & Maintenance**	218,373	224,281	243,795	254,077	261,699	10,282	7,622
Administrative Services	73,834	101,885	102,650	77,949	80,287	(24,701)	2,338
Depreciation Expense	22,429	31,916	17,710	47,053	41,556	29,343	(5,498)
Total Operating Expenses	695,557	749,276	900,679	2,165,059	2,232,032	1,264,380	66,973
NET OPERATING INCOME	255,694	(133,955)	2,535	3,941	(14,932)	1,406	(18,873)
						140.4%	3.1%
<u>NON-OPERATING REVENUES</u>							
Investment Income	7,220	5,181	-	5,100	5,202	5,100	102
Miscellaneous Income	-	6,614	-	-	-	-	-
Gain/(Loss) on Disposal of Assets	-	-	-	-	-	-	-
Interest on Long-term Debt	(295)	-	-	-	-	-	-
Total Non-operating Revenue	6,925	11,795	-	5,100	5,202	5,100	102
NET INCOME (LOSS)	262,619	(122,160)	2,535	9,041	(9,730)	6,506	(18,771)
<u>TOTAL REVENUES</u>	958,176	627,116	903,214	2,174,100	2,222,302	1,270,886	48,202
<u>TOTAL EXPENSES</u>	695,557	749,276	900,679	2,165,059	2,232,032	1,264,380	66,973
CHANGE IN NET POSITION	262,619	(122,160)	2,535	9,041	(9,730)	6,506	(18,771)
<u>CASH CONSIDERATIONS</u>							
Depreciation Non-Cash Expense	22,429	31,916	17,710	47,053	41,556	29,343	(5,498)
Principal Loan Payments	(21,724)	-	-	-	-	-	-
Capital Projects & Fixed Assets	-	(323,899)	(35,000)	-	(9,000)	35,000	(9,000)
CHANGE IN CASH BALANCE	263,324	(414,143)	(14,755)	56,094	22,826	70,849	(33,268)

*Beginning in the FYE 2022 the District is budgeting 75% of the Personnel Expense to the Ambulance Division and 25% of the Personnel Expense to the Fire Department. This will more accurately reflect the actual allocation of the Personnel Expense based on staffs workload between the two services.

**Uncollectible accounts expense was not budgeted for in FYE 2019-2021. Average of \$150,000 will be budgeted going forward.

FYE 2022 and 2023 Budget

Comparative Statements of Revenues, Expenses and Changes in Net Position

Fire Department Governmental Fund

FIRE GOVERNMENTAL FUND	FYE 2019 Actual	FYE 2020 Actual	FYE 2021 Budget	FYE 2022 Budget	FYE 2023 Budget	FYE 2022 vs. FYE 2021 Budget	FYE 2023 vs. FYE 2022 Budget
<u>OPERATING REVENUES</u>							
Property Tax*	1,700,578	1,798,692	1,754,047	530,000	545,900	(1,224,047)	15,900
GEMT, IGT & Other Reimbursements	28,289	27,567	200,000	300,000	300,000	100,000	-
Other Revenues	298,107	108,531	30,000	25,000	25,000	(5,000)	-
Total Operating Revenues	2,026,974	1,934,790	1,984,047	855,000	870,900	(1,129,047)	15,900
						-56.9%	1.9%
<u>OPERATING EXPENSES</u>							
Salaries and Benefits*	1,817,512	1,956,272	1,786,805	595,327	616,163	(1,191,478)	20,836
Operations & Maintenance	223,869	245,457	234,598	248,190	255,636	13,592	7,446
Administrative Services	104,051	183,393	184,770	144,762	149,105	(40,008)	4,343
Depreciation Expense	98,314	86,634	93,610	88,808	88,519	(4,802)	(289)
Total Operating Expenses	2,243,746	2,471,756	2,299,783	1,077,087	1,109,423	(1,222,696)	32,336
NET OPERATING INCOME	(216,772)	(536,966)	(315,736)	(222,087)	(238,523)	93,649	(16,436)
						-53.2%	3.0%
<u>NON-OPERATING REVENUES</u>							
Availability Charges	200,688	200,623	205,000	205,000	205,000	-	-
Investment Income	37,426	20,390	28,560	20,000	20,400	(8,560)	400
Miscellaneous Income	-	-	-	-	-	-	-
Interest on Long-term Debt	-	-	-	-	-	-	-
Total Non-operating Revenue	238,114	221,013	233,560	225,000	225,400	(8,560)	400
NET INCOME (LOSS)	21,342	(315,953)	(82,176)	2,913	(13,123)	85,089	(16,036)
<u>TOTAL REVENUES</u>	2,265,088	2,155,803	2,217,607	1,080,000	1,096,300	(1,137,607)	16,300
<u>TOTAL EXPENSES</u>	2,243,746	2,471,756	2,299,783	1,077,087	1,109,423	(1,222,696)	32,336
CHANGE IN NET POSITION**	21,342	(315,953)	(82,176)	2,913	(13,123)	85,089	(16,036)
<u>CASH CONSIDERATIONS</u>							
Depreciation Non-Cash Expense	98,314	86,634	93,610	88,808	88,519	(4,802)	(289)
Principal Loan Payments	-	-	-	-	-	-	-
Capital Projects & Fixed Assets	(65,526)	(76,633)	-	(82,757)	(31,000)	(82,757)	51,757
CHANGE IN CASH BALANCE	54,130	(305,952)	11,434	8,964	44,396	(2,470)	35,432

*Beginning in the FYE 2022 the District is budgeting 75% of the Personnel Expense to the Ambulance Division and 25% of the Personnel Expense to the Fire Department. This will more accurately reflect the actual allocation of the Personnel Expense based on staffs workload between the two services.

**Change in net position is different from financial statements for fire due to inflow/outflow, compensated absences and pension liability.

Operating Projection

The District relies on projections of operating revenues and expenses to determine cash availability for capital improvement projects and to determine if cash reserve goals will be met. These projections also serve as a strategic plan for rate setting. The operating projections included in this budget for each fund assumes that the rate increases will be necessary resulting in the following change in operating revenue:

Proprietary Fund	2019-20	2020-21	2021-22	2022-23	2023-24
Water	3%	3%	3%	3%	3%
Wastewater	3%	3%	3%	3%	3%

Projections for personnel and other operating expenses include maximum anticipated increases as detailed below in accordance with the recent rate study and other known or anticipated factors. Operating projections suggest that the Water Enterprise will be meeting all its cash reserve funding goals by the end of FYE 2021, if expenses hold and there is no increase in consumption. The Wastewater Enterprise is expected to meet all its cash targets in FYE 2021. Please see the Fund Balance section of this budget for further information.

O&M (Cost) Inflation	FYE 2021	FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026
General	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Salary	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Benefits	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%
Electricity	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
Water Purchase Cost Escalation						
Arrowbear Park County Water District (APCWD)	9.0%	8.0%	7.0%	6.0%	6.0%	2.0%
Crestline Lake Arrowhead Water Agency (CLAWA)	9.0%	8.0%	7.0%	6.0%	6.0%	2.0%

For FYE 2021, the cost of CLAWA imported water is \$3.12 per hundred cubic feet (HCF) or \$1,359 per acre foot (AF). The District currently charges its retail customers \$4.98 per HCF or \$2,169 per AF.

Fund Balance Summary as of March 31, 2021

Fire & Ambulance Department	
Fire Department Operating Reserve	989,910
Ambulance Department Operating Reserve	13,661
Subtotal Fire & Ambulance Department Operating Reserve Funds	1,003,571
Recommended Operating Reserve Fund Target (6 Months Operating Expenses)	1,463,305
Fire & Ambulance Department Operating Reserve, Above Target / (Below Target)	(459,734)
Wastewater Division	
Wastewater Capital Improvement Project Reserve	1,053,394
Wastewater System Connection & Capacity Charges	297,470
CWSRF Loan Agreement 14-813 Debt Reserve (Restricted for SLS 1-3 Debt Service)	171,537
Wastewater Operating Reserve Fund	559,340
Recommended Operating Reserve Fund Target (4 Months Operating Expenses)	559,340
Wastewater Operating Reserve, Above Target / (Below Target)	-
Water Division	
Water Capital Improvement Project Reserve	1,787,879
Water System Connection & Capacity Charges	106,608
Water Infrastructure R&R Reserve (MFC & AMR SRF Debt Reserve)	89,334
Water Operating Reserve	527,365
Recommended Operating Reserve Fund Target (4 Months Operating Expenses)	527,365
Water Operating Reserve, Above Target / (Below Target)	-
Assessment Districts Restricted Funds	
Water Assessment District No. 9 Construction Funds	7,764
Water Assessment District No. 10 Construction Funds	26,421
Water Assessment District No. 10 O&M	115,789
Water Assessment District No. 10 Bond Reserve Fund	116,472
Subtotal Assessment Districts	266,446
Total District Designated & Operating Reserve Funds	5,596,499
Assessment District Funds	266,446
Combined Pooled Cash	5,862,945
Checking Account (General)	293,295
LAIF	5,437,561
York Insurance Deposit	14,617
BNY Mellon (AD #10 Bond Reserve)	116,472
Petty Cash	1,000
Combined Pooled Cash	5,862,945

Rates & Fees

The District is committed to providing the highest quality water and wastewater services at the lowest possible rates for our customers. To meet this commitment, the District engaged an independent rate consultant to perform a water and wastewater rate study that evaluates the infrastructure, programs and operations and maintenance costs of the District's water and wastewater services and the rates necessary to recover the costs of those services for the next five years. A cost of service and rate study demonstrates what it costs the District to provide these services and the appropriate rates to fairly and appropriately allocate the costs of providing them to our customers. The District's 2019 Rate Study, Cash Reserve Policy, Facilities Master Plans, as well as the draft FYE 2022 and 2023 District budgets were used as the basis upon which the proposed rates and charges were calculated. The rate adjustments were not the only measures used to generate a balanced budget. Other measures required to balance the budget included reductions in operating expenses where possible and deferral of nonessential activities and projects.

The results of the rate study demonstrate that adjustments in the water and wastewater rates are needed to recover increases in the costs of providing water and wastewater services. These costs include, among others, the costs of needed repairs and replacements of aging water and wastewater infrastructure, increased water purchase and electricity costs and the costs of developing additional local groundwater supplies.

The proposed water rate structure has four customer classes - residential, commercial, schools, and irrigation - and is comprised of three components - a fixed monthly base charge, a variable volumetric rate, and a fixed monthly private fire service water meter base charge. The base charge is determined on the basis of the size of the water meter serving a property (in inches) and is designed to recover a portion of the District's fixed costs of operating and maintaining the water system, such as billing and collection, and repair and replacement of infrastructure. The volumetric rate is the same for all customer classes and is imposed per unit of delivered water, with one unit equal to one cubic foot (cf) or 7.48 gallons. The volumetric rate is calculated to recover a portion of the District's fixed costs and its variable costs of purchasing and providing water service. The private fire service water meter base charge is only imposed on customers who have private fire suppression systems. It is designed to recover the proportionate share of the costs of sizing the water system necessary to provide private fire suppression service and the costs of managing and inspecting backflow prevention devices for these private systems.

Under the current water rate structure, a different rate for the base charge is imposed on landscape irrigation customers than is imposed on all other customers, and a different rate for the consumption charge is imposed on customers who are served by but are located outside of the District's boundaries. Under the proposed rate structure, the same base charge and volumetric rate will be applicable to all customers. The current water rate structure also imposes a fixed monthly infrastructure repair and replacement charge to fund water infrastructure projects. This charge is proposed to be eliminated from the District's water rate structure. As proposed under the new rate structure, the costs of repairing and replacing water infrastructure will be recovered from the District's base charge.

The proposed wastewater rate structure has two customer classes - commercial and residential -

and is comprised of two components - a fixed monthly wastewater base charge and a variable wastewater volumetric rate. The wastewater base charge is determined on a per equivalent dwelling unit (EDU) basis and is designed to recover a portion of the District's fixed costs of operating and maintaining the wastewater system. The wastewater volumetric rate is based on a customer's estimated monthly wastewater discharge and is designed to recover a portion of the District's fixed costs and its variable costs of providing wastewater services. The method for estimating customers' wastewater discharge is proposed to be revised under the new wastewater rate structure from a percentage of the billed monthly water usage.

Under the current wastewater rate structure, a different rate for the volumetric rate is imposed on commercial customers than is imposed on residential customers. Under the proposed rate structure, the same wastewater volumetric rate will be applicable to all customers. The current wastewater rate structure also imposes a fixed monthly infrastructure repair and replacement charge to fund wastewater infrastructure projects. This charge is proposed to be eliminated from the District's wastewater rate structure. As proposed under the new rate structure, the costs of repairing and replacing wastewater infrastructure will be recovered from the District's monthly wastewater base charge. The proposed water and wastewater rate adjustments are identified in the tables below.

CURRENT RESIDENTIAL, COMMERCIAL, AND IRRIGATION CUSTOMERS' MONTHLY WATER BASE CHARGE RATES (\$/METER SIZE)			
Meter Size	Residential and Commercial	Monthly Infrastructure Repair and Replacement Charge	Irrigation
5/8" X 3/4"	\$31.42	\$1.88/EDU	\$13.13
1"	\$70.77	\$1.88/EDU	\$32.78
1 1/2"	\$136.29	\$1.88/EDU	\$65.54
2"	\$214.95	\$1.88/EDU	\$104.87
3"	\$463.97	\$1.88/EDU	-

PROPOSED RESIDENTIAL, COMMERCIAL, AND IRRIGATION CUSTOMERS' MONTHLY WATER BASE CHARGE RATES (\$/METER SIZE)					
Meter Size	7/1/2019	7/1/2020	7/1/2021	7/1/2022	7/1/2023
5/8" x 3/4"	\$34.19	\$35.22	\$36.28	\$37.36	\$38.49
1"	\$79.01	\$81.38	\$83.82	\$86.33	\$88.93
1 1/2"	\$153.70	\$158.31	\$163.06	\$167.95	\$172.99
2"	\$243.33	\$250.63	\$258.15	\$265.89	\$273.87
3"	\$482.34	\$496.81	\$511.72	\$527.07	\$542.88

CURRENT AND PROPOSED PRIVATE FIRE SERVICE WATER METER BASE CHARGE (\$/METER SIZE)						
Meter Size	Current	7/1/2019	7/1/2020	7/1/2021	7/1/2022	7/1/2023
1" and smaller	\$15.75	\$3.20	\$3.30	\$3.40	\$3.50	\$3.60
1 1/2"	\$26.21	\$5.40	\$5.56	\$5.73	\$5.90	\$6.07
2"	\$43.58	\$9.18	\$9.46	\$9.74	\$10.03	\$10.34
3"	\$60.95	\$22.77	\$23.45	\$24.16	\$24.88	\$25.63
4"	\$78.32	\$46.20	\$47.59	\$49.02	\$50.49	\$52.00
6"	\$95.65	\$130.30	\$134.21	\$138.24	\$142.39	\$146.66
8"	\$113.02	\$275.36	\$283.62	\$292.13	\$300.89	\$309.92

CURRENT AND PROPOSED WATER VOLUMETRIC RATES (\$/CF)*					
Current Inside the District	7/1/2019	7/1/2020	7/1/2021	7/1/2022	7/1/2023
\$0.0469	\$0.0483	\$0.0498	\$0.0513	\$0.0528	\$0.0544
Current Outside the District**					
\$0.0519	\$0.0483	\$0.0498	\$0.0513	\$0.0528	\$0.0544

*One cubic foot (CF) = 7.48 gallons.

CURRENT RESIDENTIAL AND COMMERCIAL WASTEWATER RATES AND CHARGES			
Customer Class	Monthly Base Charge	Wastewater Volumetric Rate	Monthly Infrastructure Repair and Replacement Charge
Residential	\$44.49	15% of Monthly billed Water Consumption Charge	\$5.25/EDU
Commercial	\$44.49	1/3 of Monthly billed Water Consumption Charge	\$5.25/EDU

PROPOSED RESIDENTIAL AND COMMERCIAL WASTEWATER RATES AND CHARGES					
	July 1, 2019	July 1, 2020	July 1, 2021	July 1, 2022	July 1, 2023
Monthly Base Charge (\$/EDU)*	\$50.98	\$52.51	\$54.08	\$55.71	\$57.38
Wastewater Volumetric Rate (\$/CF)	\$0.0099	\$0.0102	\$0.0105	\$0.0109	\$0.0112

*One EDU is the flow associated with a typical single-family dwelling. The District can reassess EDUs for each customer to properly estimate sewer flow. **Sewer use (CF) = Water use (CF) x 90%.

The District purchases wholesale water from Crestline-Lake Arrowhead Water Agency (CLAWA) and Arrowbear Park County Water District (APCWD). These costs are recovered through the water volumetric rate. In developing its rates, the District included projected increases in these wholesale water costs as part of its long-range financial plan. To ensure that there are sufficient revenues to provide water services to our customers, the District is also proposing to annually pass through to our customers: (1) any increases in the rates for wholesale water and any other charges that either CLAWA or APCWD imposes on the District that are greater than those projected in the District’s long-range financial plan (each a “Pass-Through Adjustment”). A Pass-Through Adjustment will only impact the rates of the water volumetric rate set forth in the tables above. If approved by the Board of Directors, the District may implement a Pass-Through Adjustment for either CLAWA or APCWD rate increases for a five-year period commencing July 1, 2019, and at any time through and including June 30, 2024. Provided, however, that: (1) any increase in the water volumetric rate described above as a result of any Pass-Through Adjustment for either a CLAWA rate increase or a APCWD increase shall not exceed 8% per year; and (2) in no event shall the rates be increased as a result of a Pass-Through Adjustment by more than the cost of providing water service. Prior to implementing any Pass-Through Adjustment, the District will provide written notice to customers not less than 30 days prior to their effective date.

For FYE 2021, the cost of CLAWA imported water is \$3.12 per hundred cubic feet (HCF) or \$1,359 per acre foot (AF). The District currently charges its retail customers \$4.98 per HCF or \$2,169 per AF. At this time it is not anticipated that the District will need to implement any Pass-Through Adjustments based on CLAWA’s rate increases over the next three years.

WHAT THIS MEANS TO OUR AVERAGE CUSTOMERS WATER & WASTEWATER BILL

For an average District customer who uses 500 cubic feet (3,740 gallons) of water per month, the monthly impacts would be as follows:

CURRENT RATES & CHARGES (7/1/2018-6/30/2019)		PROPOSED RATES & CHARGES (7/1/2019-6/30/2020)	
Water Rates			
Monthly Water Base Charge	\$31.42	Monthly Water Base Charge	\$34.19
Monthly Water Volumetric Rate	\$23.45	Monthly Water Volumetric Rate	\$24.15
Infrastructure Repair/Replacement Charge	\$1.88		
Total Water Charges:	\$56.75	Total Water Charges:	\$58.34
Wastewater Rates			
Monthly Wastewater Base Charge	\$44.49	Monthly Wastewater Base Charge	\$50.98
Monthly Wastewater Volumetric Rate	\$3.52	Monthly Wastewater Volumetric Rate	\$4.46
Infrastructure Repair/Replacement Charge	\$5.25		
Total Wastewater Charges:	\$53.26	Total Wastewater Charges:	\$55.44
Total Water & Wastewater Charges			
Total Current Water & Wastewater Charges:	\$110.01	Total Proposed Water & Wastewater Charges:	\$113.78
			Total Proposed Monthly Adjustment: \$3.77

As you can see from the information in the table above, for an average use customer with a 3/4-inch water meter, **the proposed rate and fee adjustments for the fiscal year ending 2020 would result in a \$3.77 per month increase in the total bill for water and wastewater services.** The proposed rates and charges being considered for the fiscal years ending 2020-2024 are as indicated in the table on Pages 28 and 29.

Administration Division

Vision: The Running Springs Water District Administration Division will provide exceptional customer service to the community and support services to all District divisions in a manner that demonstrates professionalism, utilizing advanced levels of technology.

As part of the Administration Division, the General Manager is responsible for the overall management of the District. The General Manager is responsible for the effective management and administration of all aspects of the District's operations such as; developing and maintaining short and long range plans for the District, preparing the budget, directing the operation of efficient administrative control and accounting procedures, staffing plans, employee relations officer, personnel transactions, managing consultants, board meetings, public relations, emergency planning, legal compliance, legislative matters and execution of Board policy.

Core Functions, Goals & Objectives

Core Functions	Goals & Objectives
General Administration	
Administrative Costs (District-Wide) <ul style="list-style-type: none"> • Administrative Support – All Divisions • Professional Services (Engineering & Financial Consultants, Legal Counsel) • Paychex Payroll Reporting • Public Notices/Public Records Requests • Insurance/Property Liability/Workers Comp • Computer Technical Support • Office Supplies & Materials/Furniture & Equipment • Printing & Publications • Memberships & Subscription • Office Utilities & Janitorial Service 	<ul style="list-style-type: none"> • Review & Update District Policies • Develop & Maintain Short & Long Range Plans • Refine Administration Procedures Manual • Obtain Funds to Support Plans • Evaluate Outside Funding & Grant Options
Board Administration	
<ul style="list-style-type: none"> • Public Records Act Requests • Board Meeting Administration • Form 700 Statements of Economic Interest • Maintain Resolutions, Ordinances & Minutes • Registrar of Voters/Board Election Coordination • Director Training 	<ul style="list-style-type: none"> • Records Management/Retention Program • Implement & Enforce Board Policy • Recommend New Policies & Procedures • Records Retention Implementation
Customer Service	
<ul style="list-style-type: none"> • Customer Relations • Customer Correspondence • Customer Payments • Billing 	<ul style="list-style-type: none"> • Continue to Improve Customer Service • Cross Training Staff • Refine Administration Procedures • Records Retention Implementation

<ul style="list-style-type: none"> • Accounts Payable • Accounts Receivable • Customer Account Analysis 	<ul style="list-style-type: none"> • Refine Administration for AMR Project • Prepare for SB 998 (Restrictions Water Service Discontinuation)
Public Outreach & Information	
<ul style="list-style-type: none"> • Provide Public Outreach Support to all Divisions • Design/Distribution of Public Outreach Materials/District Newsletters • District Representation at Community Events 	<ul style="list-style-type: none"> • Fine Tune District Website • Inform Customers on District Core Functions
Budget & Finance	
<ul style="list-style-type: none"> • Prepare Annual Budget • Annual Financial Audit • Payroll Processing • Accounts Payable • Accounts Receivable • Investment & Fund Balance Administration • Availability/Standby Charges to Tax Roll • Maintain General Ledger • Billing • Cash Management & Projections • Financial Reporting & Analysis • State Controller's Compensation Reporting 	<ul style="list-style-type: none"> • Improve Financial Reporting Capabilities • Continue to Explore Investment Options • Refine Budget & Investment Policies • Recommend/Develop Policies & Procedures • Records Retention Implementation • Refine allocation of Administrative Costs • Ambulance Billing Procedures Manual • Tyler Technologies Efficiency and Productivity Training
Personnel & Risk Management	
<ul style="list-style-type: none"> • Human Resources • Succession Planning • Staffing Plans • Benefits Administration • Medical Reimbursement Administration • Health/Life/Disability Insurance Admin. • Property & Liability Insurance Admin. • Workers Compensation Administration • CalPERS (Pension Administration) • Risk Management & Loss Control • Employee Recruitment & Retention • Employee Development, Orientation & Training • Employee & Labor Relations 	<ul style="list-style-type: none"> • Continue to Administer Employee/Labor Relations & Benefits • Records Retention Implementation • Annual Staff Training/Target Safety • Update Emergency Plan Manual
Information Technology	
<ul style="list-style-type: none"> • Administer Computer Support Services 	<ul style="list-style-type: none"> • Continue to Administer Support Services/Liaison for Computer Technical Issues and Upgrades

Budgeted Operating Expense Details

Administrative Expenditure Summary

	FYE 2021	FYE 2022	% Change	FYE 2023	% Change
	Budget	Budget	From Prior	Budget	From Prior
			Year		Year
Personnel Expense	\$ 690,296	\$ 764,600	10.8%	\$ 791,361	3.5%
Services and Supplies	\$ 310,450	\$ 309,945	-0.2%	\$ 320,793	3.5%
Depreciation Expense	\$ -	\$ 2,692		\$ 4,212	56.5%
District Total	\$1,000,746	\$1,077,238	7.6%	\$1,116,367	3.6%

ADMINISTRATION	FYE 2019 Actual	FYE 2020 Actual	FYE 2021 Budget	FYE 2022 Budget	FYE 2023 Budget	FYE 2022 vs. FYE 2021 Budget	FYE 2023 vs. FYE 2021 Budget		
Wages	492,275	535,169	434,391	470,547	487,016	36,156	8%	16,469	3%
Medicare Tax (FICA)	7,138	7,001	6,519	6,823	7,062	304	5%	239	3%
Workers Comp	-	4,505	5,175	5,000	5,175	(175)	-3%	175	4%
Group Insurance	58,215	58,189	68,325	64,280	66,530	(4,045)	-6%	2,250	3%
CalPERS Retirement*	140,163	171,098	175,886	217,950	225,578	42,064	24%	7,628	3%
Director's Compensation	8,000	6,170	9,004	9,000	9,315	(4)	0%	315	4%
Education & Seminars	1,500	2,179	3,105	4,000	4,140	895	29%	140	4%
Memberships & Subscriptions	3,000	10,411	12,704	12,525	12,963	(179)	-1%	438	3%
Fees & Permits	10,310	10,533	10,670	10,533	10,902	(137)	-1%	369	3%
Professional Services	263,200	156,595	189,301	208,048	215,330	18,747	10%	7,282	4%
Repair & Maintenance (Main Office)	12,320	10,225	12,492	19,270	19,944	6,778	54%	674	3%
Office Supplies & Expenses	62,326	54,906	59,719	29,425	30,455	(30,294)	-51%	1,030	3%
Utilities (Electricity, Gas, Internet, Phon	17,500	11,332	13,455	17,144	17,744	3,689	27%	600	3%
Total Administrative Expenses	1,075,947	1,038,311	1,000,746	1,074,545	1,112,154	73,799	7%	37,609	3%

*Additional lump sum UAL payment of \$30,000.

The percent allocation of administrative services expenses to each division is based on a combination of an administrative services time study and percent of O&M expenses for each division. The following is the current allocation in the fiscal year 2019-20 and 2020-21 budgets:

- Water = 48%
- Wastewater Collections = 16%
- Wastewater Treatment = 16%
- Ambulance = 7%
- Fire = 13%

Employee Classifications and Wage Scales

**ADMINISTRATION DIVISION
FYE 2022 HOURLY WAGE SCHEDULE**

Exempt Positions

CLASSIFICATION		STEP				
		A	B	C	D	E
AS2	Hourly	\$42.64	\$43.70	\$44.79	\$45.91	\$47.06
Administration Supervisor, Board Secretary, Treasurer	Monthly	\$7,391	\$7,575	\$7,764	\$7,958	\$8,157
	Annual	\$88,691	\$90,896	\$93,163	\$95,493	\$97,885
AS1	Hourly	\$37.69	\$38.63	\$39.59	\$40.58	\$41.60
Administration Supervisor, Board Secretary, Treasurer	Monthly	\$6,533	\$6,696	\$6,862	\$7,034	\$7,211
	Annual	\$78,395	\$80,350	\$82,347	\$84,406	\$86,528

Non-Exempt Positions

CLASSIFICATION		STEP				
		A	B	C	D	E
A5	Hourly	\$29.69	\$30.43	\$31.19	\$31.97	\$32.77
Customer Account Specialist (Billing) Accounts Payable/Payroll Specialist	Monthly	\$5,146	\$5,275	\$5,406	\$5,541	\$5,680
	Annual	\$61,755	\$63,294	\$64,875	\$66,498	\$68,162
A4	Hourly	\$26.24	\$26.90	\$27.57	\$28.26	\$28.97
Customer Service Specialist	Monthly	\$4,548	\$4,663	\$4,779	\$4,898	\$5,021
	Annual	\$54,579	\$55,952	\$57,346	\$58,781	\$60,258
A3	Hourly	\$23.20	\$23.78	\$24.37	\$24.98	\$25.60
Administrative Assistant	Monthly	\$4,021	\$4,122	\$4,224	\$4,330	\$4,437
	Annual	\$48,256	\$49,462	\$50,690	\$51,958	\$53,248
A2	Hourly	\$20.50	\$21.01	\$21.54	\$22.08	\$22.63
Administrative Assistant	Monthly	\$3,553	\$3,642	\$3,734	\$3,827	\$3,923
	Annual	\$42,640	\$43,701	\$44,803	\$45,926	\$47,070
A1	Hourly	\$18.52	\$18.98	\$19.45	\$19.94	\$20.44
Customer Service Field Representative	Monthly	\$3,210	\$3,290	\$3,371	\$3,456	\$3,543
	Annual	\$38,522	\$39,478	\$40,456	\$41,475	\$42,515

Five-Year Capital Improvement Program (CIP) Plan

Administration Division 5-Year CIP Plan						
Project Description	2022	2023	2024	2025	2026	TOTAL
EOL Computer Workstation Replacements	\$11,616					\$11,616
Tyler/Incode Server Replacement		\$20,750				\$20,750
Miscellaneous Information Technology	\$2,700	\$ 2,700				\$5,400
Security Camera System Maintenace	\$2,000	\$ 2,000				\$4,000
Paint Interior of Administration Building	\$5,000					\$5,000
Paint Exterior of Administration Building	\$10,000					\$10,000
Replace Administration Building Carpet		\$ 15,000				\$15,000
Replace Administration Building Windows			\$ 20,000			\$20,000
Replace Paper Shredder	\$ 5,000					\$5,000
Administration Projects Subtotal	\$36,316	\$40,450	\$20,000	\$0	\$0	\$96,766

Water Division

Vision: The Running Springs Water Division will provide excellent water quality that consistently meets or exceeds regulatory and customer requirements and water quantity that recognizes the limited availability of supply in our area yet satisfies the essential needs of our customers.

Core Functions, Goals & Objectives

Core Functions	Goals & Objectives
Operations & Maintenance Administration	
<ul style="list-style-type: none"> • Manage safe & reliable water supplies • Operation & Maintenance (O&M) of over 43 miles of water pipelines • Manage security in the distribution system • Public health protection • Maintain a good relationship with customers & employees • Operate efficiently & meet customer expectations • Technical advice & training of system operators • Day to day management of the system • Reporting to State & Local regulatory agencies 	<ul style="list-style-type: none"> • Improve safety & emergency response programs • Manage backflow prevention & cross connection program for 90+ devices • Access source & storage facilities to meet today's standards • Reduce power for pumping costs • Succession Planning • Records Retention Implementation
Regulatory Compliance	
<ul style="list-style-type: none"> • Monitor State Water Boards regulatory requirements • Monitor South Coast Air Quality Management District (AQMD) requirements • Monitor Certified Unified Program Agency (CUPA) requirements • Monitor disinfection, treatment, sampling & lab analysis • Update, revise & review safety practices & programs within the District 	<ul style="list-style-type: none"> • Continue monitoring updates & requirements from State & Local regulatory agencies to maintain compliance in the District
Repair & Maintenance	
<ul style="list-style-type: none"> • Preventative maintenance of water system • Annual valve maintenance • Leak detection program & repairs • Box & valve repairs • Annual dead end main flushing program • Conduct weekly distribution sampling • Fire hydrant repairs 	<ul style="list-style-type: none"> • Review District Operating plan with the State Water Boards • Underground Service Alerts (USA) • Continue monitoring Automatic Meter Reading (AMR) system

Water Division Core Functions & FY 2019/2020 Goals & Objectives (continued)

Core Functions	Goals & Objectives
Groundwater Wells	
<ul style="list-style-type: none"> • O&M of 11 vertical & 16 horizontal groundwater wells • O&M of 5 remote treatment plants • Monitor well head protection • Monitor source water protection plan • Conduct weekly sampling of sources 	<ul style="list-style-type: none"> • Continue researching sources for future water well development
Pump Stations & Storage Tanks	
<ul style="list-style-type: none"> • O&M of 8 booster pump stations • O&M of 11 water storage tanks • O&M of 5 fore bays & 2 hydro-pneumatic systems • O&M of 3 standby generators 	<ul style="list-style-type: none"> • Annual inspection, cleaning and repairs of a minimum of two water storage tanks • Improve security, safety & access to storage tanks
SCADA System	
<ul style="list-style-type: none"> • O&M of Supervisory Control & Data Acquisition (SCADA) system for remote management of storage tanks & pump stations 	<ul style="list-style-type: none"> • Continue to fine tune and optimize the District's SCADA system
Vehicle Maintenance	
<ul style="list-style-type: none"> • Maintain safe operating vehicles for all weather conditions • O&M of snow cats & backhoe • O&M of main office generator & portable emergency generator 	<ul style="list-style-type: none"> • Continue current maintenance schedule
Safety, Training & Certifications	
<ul style="list-style-type: none"> • Maintain required certifications • Emergency operations training • Safety training 	<ul style="list-style-type: none"> • Provide opportunities for training & classes to maintain District approved certifications • Provide annual training for emergency response & preventative maintenance • Provide safety training at least weekly to minimize injuries & to ensure a safe work environment

Budgeted Operating Expense Details

Water Expenditure Summary

	FYE 2021 Budget	FYE 2022 Budget	% Change From Prior Year	FYE 2023 Budget	% Change From Prior Year
Personnel Expense	\$ 727,020	\$ 599,332	-17.6%	\$ 620,309	3.5%
Operations & Maintenance	\$ 431,707	\$ 500,417	15.9%	\$ 517,931	3.5%
Administrative Services	\$ 495,493	\$ 534,506	7.9%	\$ 550,541	3.0%
Depreciation Expense	\$ 283,250	\$ 293,791	3.7%	\$ 309,968	5.5%
District Total	\$ 1,937,470	\$ 1,928,045	-0.5%	\$ 1,998,749	3.7%

WATER PROPRIETARY FUND	FYE 2019 Actual	FYE 2020 Actual	FYE 2021 Budget	FYE 2022 Budget	FYE 2023 Budget	FYE 2022 vs. FYE 2021 Budget	FYE 2023 vs. FYE 2021 Budget		
Wages	714,527	634,671	450,470	333,663	345,342	(116,807)	-26%	11,678	3%
Medicare Tax (FICA)	11,799	7,762	6,532	4,838	5,007	(1,694)	-26%	169	4%
Workers Comp	20,461	18,751	24,744	23,908	24,745	(836)	-3%	837	3%
Group Insurance	110,228	44,435	59,551	60,922	63,055	1,371	2%	2,132	3%
CalPERS Retirement	239,579	171,086	184,192	174,173	180,269	(10,019)	-5%	6,096	3%
Uniforms	1,727	1,519	1,531	1,827	1,891	296	19%	64	4%
Education & Seminars	-	911	3,105	3,000	3,105	(105)	-3%	105	3%
Fuel & Oil	9,199	7,214	10,164	8,670	8,973	(1,494)	-15%	303	3%
Property/Liability Insurance	26,336	24,904	28,831	27,856	28,831	(975)	-3%	975	3%
Memberships & Subscriptions	4,114	1,603	2,432	6,141	6,356	3,709	153%	215	3%
Miscellaneous Supplies, Tools & Expenses	42,506	1,841	4,707	8,498	8,795	3,791	81%	297	3%
Permits & Fees	20,786	31,826	23,324	28,695	29,699	5,371	23%	1,004	3%
Repair & Maintenance (Water System)	22,782	18,775	22,088	31,335	32,432	9,247	42%	1,097	4%
Utilities (Electricity, Gas, Internet, Phone, Trash)	14,967	823	466	7,322	7,578	6,856	1471%	256	3%
Utilities - Power for Pumping	61,738	76,657	74,520	88,120	91,204	13,600	18%	3,084	4%
Vehicle Maintenance	6,368	7,287	6,831	6,600	6,831	(231)	-3%	231	3%
Water Purchases	174,133	82,415	226,406	256,322	265,293	29,916	13%	8,971	3%
Water Testing & Analysis	25,465	19,502	28,833	27,858	28,833	(975)	-3%	975	4%
Administrative Services	566,139	477,820	495,493	534,506	550,541	39,013	8%	16,035	3%
Total Water Expenses	2,072,853	1,629,803	1,654,220	1,634,254	1,688,781	(19,966)	-1%	54,526	3%

Employee Classifications and Wage Scales

WATER DIVISION FYE 2022 HOURLY WAGE SCHEDULE Non-Exempt Positions

CLASSIFICATION*		STEP				
		A	B	C	D	E
LEAD OPERATOR	Hourly	\$37.52	\$38.46	\$39.42	\$40.40	\$41.41
Water Distribution Grade 3	Monthly	\$6,503	\$6,666	\$6,833	\$7,003	\$7,178
Water Treatment Grade 2	Annual	\$78,042	\$79,997	\$81,994	\$84,032	\$86,133
Collection System Maintenance Grade 1						
OPERATOR 3	Hourly	\$33.16	\$33.99	\$34.84	\$35.71	\$36.60
Water Distribution Grade 3	Monthly	\$5,748	\$5,892	\$6,039	\$6,190	\$6,344
Water Treatment Grade 2	Annual	\$68,973	\$70,699	\$72,467	\$74,277	\$76,128
OPERATOR 2	Hourly	\$28.65	\$29.37	\$30.10	\$30.85	\$31.62
Water Distribution Grade 3	Monthly	\$4,966	\$5,091	\$5,217	\$5,347	\$5,481
Water Treatment Grade 1	Annual	\$59,592	\$61,090	\$62,608	\$64,168	\$65,770
OPERATOR 1	Hourly	\$24.72	\$25.34	\$25.97	\$26.62	\$27.29
Water Distribution Grade 2	Monthly	\$4,285	\$4,392	\$4,501	\$4,614	\$4,730
Water Treatment Grade 1	Annual	\$51,418	\$52,707	\$54,018	\$55,370	\$56,763
		33%				
OPERATOR IN TRAINING	Hourly	\$21.33	\$21.86	\$22.41	\$22.97	\$23.54
Entry Level/ No Certification Required	Monthly	\$3,697	\$3,789	\$3,884	\$3,981	\$4,080
	Annual	\$44,366	\$45,469	\$46,613	\$47,778	\$48,963

Five-Year Capital Improvement Program (CIP) Plan

Water Division 5-Year CIP Plan						
Project Description	2021	2022	2023	2024	2025	TOTAL
Replace Nob Hill Hydropneumatic Pumping System		\$ 350,000				\$ 350,000
SCADA Communications Improvements	\$ 12,000					\$ 12,000
Groundwater Pumping Equipment Replacements	\$ 20,000					\$ 20,000
Relocate Back Lot Meters (80 Total) 27 / year		\$ 40,000	\$ 40,000	\$ 40,000		\$ 120,000
Replace 4X4 Vehicle Unit # 60 with 1 Ton Service Truck						\$ -
Replace Water & Fire 50kw Generator shared cost 50%		\$ 35,000				\$ 35,000
Replace Rowco Booster's and Building			\$ 425,000			\$ 425,000
Replace 4X4 Vehicle Unit # 68						\$ -
Nob Hill 0.133 MG Tank Rehabilitation			\$ 80,000			\$ 80,000
Purchase New Backhoe Tractor Shared Cost 50%			\$ 60,000			\$ 60,000
Vehicle & Equipment Storage Building at Harris Property			\$ 60,000			\$ 60,000
Replace 4X4 Vehicle Unit # 58 Flatbed Snowplow		\$ 60,000				\$ 60,000
Rowco 0.3 MG Tank Rehabilitation				\$ 90,000		\$ 90,000
Replace 4X4 Vehicle Unit # 76				\$ 50,000		\$ 50,000
Replace Dump Truck (shared cost 1/3 each division)				\$ 25,000		\$ 25,000
Replace Rowco 0.1 MG Tanks with one 0.5 MG Tank					\$ 650,000	\$ 650,000
Nob Hill 1 MG Tank Rehabilitation					\$ 167,000	\$ 167,000
SCADA Computer Upgrade		\$ 25,000			\$ 50,000	\$ 75,000
Replace Portable 50Kw Generator					\$ 40,000	\$ 40,000
Replace Portable Compressor and Jackhammer					\$ 25,000	\$ 25,000
Water Division Improvements Subtotal	\$ 32,000	\$ 510,000	\$ 665,000	\$ 205,000	\$ 932,000	\$ 2,344,000

Vehicle & Equipment Replacement Schedule

Water Division Vehicle & Equipment Replacement Schedule							
Vehicle Description	Year	Mileage	Hours	Use Status	Replacement Year	Age (Years)	Replacement Cost
Water & Fire Complex Generator	1984		918	Limited	2021	37	\$50,000
Ford 4X4 Plow Truck (Unit #58)	1997	126,172		Utility	2022	24	\$60,000
Ford 555 Backhoe (Unit #42)	1990		3,740	Treatment	2022	31	\$120,000
Portable Cat Generator	1996		177	Limited	2026	25	\$40,000
Ford 4X4 Ranger Truck (Unit #76)	2007	49,850		Daily	2027	14	\$50,000
Portable Compressor	1998		599	Limited	2028	23	\$25,000
Ford 4X4 Ranger Truck (Unit #82)	2011	35,048		Daily	2031	10	\$35,000
Ford 4X4 Ranger Truck (Unit #83)	2011	26,549		Daily	2031	10	\$35,000
Portable Welder	2002		151	Limited	2032	19	\$10,000
Ford 575E Backhoe (Unit #59)	1998		4,498	Special	Deferred	23	\$120,000
Thiokol - Snow Cat (Unit #36)	1965		819	Winter	Deferred	56	\$100,000
Honda Snow Blower	2021			Winter	2036	0	\$4,000

Wastewater Collections Division

Vision: The Running Springs Wastewater Division will provide extraordinary wastewater collection service for the Running Springs area and wastewater transmission and treatment service for the Running Springs, Arrowbear, and Green Valley Lake areas that protects the environment, complies with regulatory requirements, satisfies the needs of our customers, and provides beneficial uses for our reclaimed water.

Core Functions, Goals & Objectives

Core Functions	Goals & Objectives
Operations & Maintenance Administration	
<ul style="list-style-type: none"> • Manage, repair & replacement of wastewater collection system • Ensure the California Integrated Water Quality System (CIWQS) requirements pertaining to Sanitary Sewer Overflow (SSO) reporting procedures are adhered to • Customer service related to service orders • Ensure Fats, Oils & Grease (FOG) program is administered 	<ul style="list-style-type: none"> • Respond to USA to accurately mark sewer mains to prevent contractors, or agencies from exposing or destroying infrastructure • Maintain accurate records of all preventative maintenance, maps & improvements • Inspect all Food Service Establishments (FSE's) to ensure full compliance with FOG. ordinance • Maintain compliance with state, regional & local requirements of sewer collection system • Ensure a safe, efficient & educated work force • Maintain an outstanding level of customer service
Repair & Maintenance	
<ul style="list-style-type: none"> • Preventative maintenance • Inspection & maintenance of 60 miles of sewer collection pipeline • Clean and video inspect the entire sewer collection system every five years • Inspection of sewer manholes & lift station wet wells for infiltration & inflow (I&I) & degradation 	<ul style="list-style-type: none"> • Implement smoke testing program to minimize illegal connections & I&I • Clean & video inspect sewer collection pipeline & manholes in-house • Repair several mainline deficiencies identified in CCTV work throughout the District • Repair broken mortar on sewer manhole grade rings throughout the District
Sewer Collection System	
<ul style="list-style-type: none"> • O&M of over 60 miles of sewer collection pipeline • O&M of 2.25 miles of sewer force mains • O&M of over 2,000 sewer manholes • Raise manholes to ensure proper accessibility • Control odors to minimize harmful & corrosive gasses & customer complaints 	<ul style="list-style-type: none"> • Reduce I&I by sealing manhole & cleanout lids throughout the District • Prevent sewer backups or spills by cleaning known hot spots every three months • Install locking manhole covers at key inspection & hot spot locations

Wastewater Collection Division Core Functions, Goals & Objectives (continued)

Core Functions	Goals & Objectives
Sewer Lift Stations	
<ul style="list-style-type: none"> • O&M of 9 sewer lift stations • O&M of 8 standby generators Control odors to minimize harmful & corrosive gasses & customer complaints 	<ul style="list-style-type: none"> • General maintenance, monthly testing, inspection & repairs of 7 lift station generators and 1 portable generator • Inspect pumps for performance, efficiency & premature wear to prevent failures
SCADA System	
<ul style="list-style-type: none"> • O&M of Supervisory Control & Data Acquisition (SCADA) system 	<ul style="list-style-type: none"> • Testing at least monthly of SCADA alarms to ensure proper performance • Testing at least monthly of AD 2000 back up alarms to ensure proper performance
Vehicle Maintenance	
<ul style="list-style-type: none"> • O&M of District vehicles & equipment 	<ul style="list-style-type: none"> • General maintenance of all Division vehicles & equipment • Inspections weekly, monthly & annually of all vehicles & equipment to ensure maximum operation & efficiency
Safety, Training & Certifications	
<ul style="list-style-type: none"> • Maintain required certifications • Emergency operations training • Safety training 	<ul style="list-style-type: none"> • Provide opportunities for training & classes to maintain District approved certifications • Provide monthly, bi-annual & annual training for emergency response & preventative maintenance • Provide safety training at least weekly to minimize injuries & to ensure a safe work environment • Work closely with District Compliance Safety Officer to improve Safety Program

Budgeted Operating Expense Details

Wastewater Collections Expenditure Summary

	FYE 2021	FYE 2022	% Change	FYE 2023	% Change
	Budget	Budget	From Prior	Budget	From Prior
			Year		Year
Personnel Expense	\$ 415,052	\$ 428,162	3.2%	\$ 443,148	3.5%
Operations & Maintenance	\$ 153,915	\$ 129,941	-15.6%	\$ 134,489	3.5%
Administrative Services	\$ 143,142	\$ 178,169	24.5%	\$ 183,514	3.0%
Depreciation Expense	\$ 224,950	\$ 199,767	-11.2%	\$ 202,818	1.5%
District Total	\$ 937,059	\$ 936,039	-0.1%	\$ 963,968	3.0%

WASTEWATER COLLECTIONS PROPRIETARY FUND	FYE 2019	FYE 2020	FYE 2021	FYE 2022	FYE 2023	FYE 2022 vs. FYE 2021	FYE 2023 vs. FYE 2021		
	Actual	Actual	Budget	Budget	Budget	Budget	Budget		Budget
Wages	25,751	305,301	263,375	275,555	285,199	12,180	5%	9,644	3%
Medicare Tax (FICA)	4,966	3,738	3,819	3,996	4,135	177	5%	140	3%
Workers Comp	18,214	14,277	21,193	20,476	21,193	(717)	-3%	717	3%
Group Insurance	31,772	19,385	22,977	26,513	27,441	3,536	15%	928	4%
CalPERS Retirement	104,361	102,049	102,156	100,066	103,568	(2,090)	-2%	3,502	4%
Uniforms	1,105	1,252	1,532	1,557	1,611	25	2%	54	3%
Education/Seminars	497	711	2,070	2,000	2,070	(70)	-3%	70	4%
Fuel & Oil	4,974	5,372	6,743	4,552	4,711	(2,191)	-32%	159	3%
Property/Liability Insurance	16,233	20,029	17,641	17,045	17,641	(596)	-3%	597	3%
Memberships & Subscriptions	4,853	2,486	5,255	4,301	4,452	(954)	-18%	151	4%
Office Supplies	7,045	358	1,035	1,000	1,035	(35)	-3%	35	4%
Permits/Fees	12,817	10,652	12,219	12,473	12,910	254	2%	437	3%
Collection System Maintenance	28,646	87,687	29,673	27,230	28,183	(2,443)	-8%	953	4%
Sewer Lift Station Repair & Maintenance	21,381	5,700	32,217	19,378	20,056	(12,839)	-40%	678	4%
Miscellaneous Supplies	4,054	1,537	6,203	4,793	4,961	(1,410)	-23%	168	3%
Utilities (Electricity, Gas, Internet, Phone,	30,670	28,222	34,080	31,269	32,363	(2,811)	-8%	1,094	3%
Vehicle & Equipment Maintenance	7,775	3,686	6,779	5,900	6,107	(879)	-13%	206	3%
Administrative Services	101,783	132,451	143,142	178,169	183,514	35,027	24%	5,345	3%
Total Wastewater Collections Expenses	426,895	744,892	712,109	736,272	761,151	24,163	3%	24,879	3%

Employee Classifications and Wage Scales

COLLECTIONS DIVISION FYE 2022 HOURLY WAGE SCHEDULE Non-Exempt Positions

CLASSIFICATION		STEP					
LEAD OPERATOR		A	B	C	D	E	
Collection System Maintenance Grade 3	Hourly	\$37.52	\$38.46	\$39.42	\$40.40	\$41.41	
Mechanical Technologist Grade 2	Monthly	\$6,503	\$6,666	\$6,833	\$7,003	\$7,178	
Electrical/Instrumentation Grade 1	Annual	\$78,042	\$79,997	\$81,994	\$84,032	\$86,133	
OPERATOR 3		Hourly	\$33.16	\$33.99	\$34.84	\$35.71	\$36.60
Collection System Maintenance Grade 3	Monthly	\$5,748	\$5,892	\$6,039	\$6,190	\$6,344	
Mechanical Technologist Grade 1	Annual	\$68,973	\$70,699	\$72,467	\$74,277	\$76,128	
OPERATOR 2		Hourly	\$28.65	\$29.37	\$30.10	\$30.85	\$31.62
Collection System Maintenance Grade 2	Monthly	\$4,966	\$5,091	\$5,217	\$5,347	\$5,481	
Mechanical Technologist Grade 1	Annual	\$59,592	\$61,090	\$62,608	\$64,168	\$65,770	
OPERATOR 1		Hourly	\$24.72	\$25.34	\$25.97	\$26.62	\$27.29
Collection System Maintenance Grade 1	Monthly	\$4,285	\$4,392	\$4,501	\$4,614	\$4,730	
Mechanical Technologist Grade 1	Annual	\$51,418	\$52,707	\$54,018	\$55,370	\$56,763	
OPERATOR IN TRAINING		Hourly	\$21.33	\$21.86	\$22.41	\$22.97	\$23.54
Entry Level/ No Certification Required	Monthly	\$3,697	\$3,789	\$3,884	\$3,981	\$4,080	
	Annual	\$44,366	\$45,469	\$46,613	\$47,778	\$48,963	

Five-Year Capital Improvement Program (CIP) Plan

Wastewater Collections Division 5-Year CIP Plan						
Project Description	2021	2022	2023	2024	2025	TOTAL
Collection System Improvements - I&I Reduction						
Purchase Smoke Testing Equipment	\$ 25,000					\$ 25,000
Seal Coat Sewer Manholes 5 per year at \$2,000 each	\$ 7,500	\$ 10,000	\$ 7,500	\$ 7,500	\$ 7,500	\$ 40,000
Point Repairs Utilizing Pipe Liner 5 per year at \$2,000 each	\$ 7,500	\$ 10,000	\$ 7,500	\$ 7,500	\$ 7,500	\$ 40,000
Point Repairs (in house) 10 per year at \$500 each O&M	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000
Purchase Sewer Manhole Lids 20 per year at \$400 each				\$ 8,000	\$ 8,000	\$ 16,000
Collection System - I&I Improvements Subtotal	\$ 45,000	\$ 25,000	\$ 20,000	\$ 28,000	\$ 28,000	\$ 146,000
Pump Stations						
Upgrade Control Panels & SCADA Screens at Sewer Lift Stations Nos. 7, 8 & 9		\$ 15,000				\$ 15,000
SCADA Computer Improvements		\$ 25,000				\$ 25,000
Install Flow Meter & Vault at Sewer Lift Station 7			\$ 35,000			\$ 35,000
Pump Stations Subtotal	\$ -	\$ 40,000	\$ 35,000	\$ -	\$ -	\$ 75,000
Pipeline Rehab & Replacement						
Wagon Wheel Easement E-W between MH's 108 and 109				\$ 150,000		\$ 150,000
Increase 120' of mainline from 10" to 15" on school trunk MH 52-51			\$ 20,000			\$ 20,000
Pipeline Rehab & Replacement Subtotal	\$ -	\$ -	\$ 20,000	\$ 150,000		\$ 170,000
Other Wastewater System Improvements						
Purchase New Vector/Hydro Jetting Truck		\$ 300,000				\$ 300,000
Purchase New Bypass Pump Equipment		\$ 20,000				\$ 20,000
Purchase Service Bed & Crane for Utility Truck		\$ 28,000		\$ 30,000		\$ 58,000
Replace Unit 70 Light Utility Service Truck				\$ 30,000		\$ 30,000
Replace Dump Truck (shared cost 1/3 each division)				\$ 25,000		\$ 25,000
Replace Unit 77 Light Utility Service Truck					\$ 30,000	\$ 30,000
Replace Unit 75 Medium Utility / Snow Plow / Jetter Tow / Service Truck					\$ 50,000	\$ 50,000
Replace Unit 84 Light Utility Service Truck					\$ 30,000	\$ 30,000
Replace Collection Building Generator					\$ 5,000	\$ 5,000
Vehicle & Equipment Storage Building at Harris Property			\$ 60,000			\$ 60,000
Purchase New Backhoe Tractor Shared Cost 50%			\$ 60,000			\$ 60,000
Other Wastewater System Improvements Subtotal	\$ -	\$ 348,000	\$ 120,000	\$ 85,000	\$ 115,000	\$ 668,000
Collections Division Improvements Subtotal	\$ 45,000	\$ 413,000	\$ 195,000	\$ 263,000	\$ 143,000	\$ 1,059,000

Vehicle & Equipment Replacement Schedule

Collections Division Vehicle & Equipment Replacement Schedule							
Vehicle Description	Year	Mileage	Hours	Use Status	Replacement Year	Age (Years)	Replacement Cost
Utility Truck (Unit # 70)	2003	67,596		Daily	2023	18	\$30,000
Utility Truck (Unit # 77)	2007	47,183		Daily	2024	14	\$30,000
Medium Utility Truck (Unit # 75)	2007	17,813		As-Needed	2024	14	\$50,000
Utility Truck (Unit # 84)	2011	25,915		Daily	2024	10	\$30,000
Dump Truck (Unit # 62)	1995	121,500		Limited	2025	26	\$75,000
Collections Building Generator	2008		51	Limited	2028	13	\$5,000
Hydro	2010		110	As-Needed	2030	11	\$50,000
Air Compressor	2019			As-Needed	2034	2	\$25,000
CCTV Van	2020			As-Needed	2040	1	\$200,000

Wastewater Treatment Division

Vision: The Running Springs Wastewater Division will provide extraordinary wastewater collection service for the Running Springs area and wastewater transmission and treatment service for the Running Springs, Arrowbear, and Green Valley Lake areas that protects the environment, complies with regulatory requirements, satisfies the needs of our customers, and provides beneficial uses for our reclaimed water.

Core Functions, Goals & Objectives

Core Functions	Goals & Objectives
Operations & Maintenance Administration	
<ul style="list-style-type: none"> • Manage treatment plant & disposal facilities • Maintain compliance with Santa Ana Regional Water Quality Control Board (SARWQCB) Waste Discharge Requirements (WDR) • Maintain United States Forest Service (USFS) Special Use Permit (SUP) • Train staff on new processes & procedures • Review & implement staff recommended process & procedure changes • Reporting to regulatory agencies 	<ul style="list-style-type: none"> • Implement changes identified by continued process evaluation
Repair & Maintenance	
<ul style="list-style-type: none"> • Preventative maintenance • Perform necessary repairs revealed by routine / preventative maintenance • Respond to equipment / machinery failures 	<ul style="list-style-type: none"> • Upgrade SCADA System • Replace Fine Bubble Aeration System in MBR 2 • Perform Annual MBR take down & mechanical inspection
Wastewater Treatment Plant	
<ul style="list-style-type: none"> • O&M of 1MGD MBR plant • Perform process control laboratory analysis • Manage disposal of 648 wet tons per year of biosolids • Continue to evaluate treatment processes to maintain an efficient operation • Respond to after hour emergencies & equipment failures • Complying with unfunded mandates from regulatory agencies 	<ul style="list-style-type: none"> • Continue to evaluate effluent reuse options • Optimize New US500 OMUs in MBR 1
Treated Wastewater Disposal Facilities	
<ul style="list-style-type: none"> • O&M of 1.58 miles of outfall pipeline • O&M of 18 acre disposal site • O&M of 13 percolation ponds 	<ul style="list-style-type: none"> • Grade roads around ponds to maintain access

**Wastewater Treatment Division Core Functions, Goals & Objectives
(continued)**

Core Functions	Goals & Objectives
SCADA System	
<ul style="list-style-type: none"> • O&M of Supervisory Control & Data Acquisition (SCADA) system to provide remote monitoring & operation of treatment plant processes & disposal facilities • Log, analyze & archive operational data • Continued improvement of process automation 	<ul style="list-style-type: none"> • Evaluate SCADA system • Upgrade SCADA based on the continuing treatment process evaluation
Safety, Training & Certifications	
<ul style="list-style-type: none"> • Maintain required certifications • Emergency operations training • Safety training 	<ul style="list-style-type: none"> • Provide opportunities for training & classes to maintain District approved certifications • Provide monthly, bi-annual & annual training for emergency response & preventative maintenance • Provide safety training at least weekly to minimize injuries & to ensure a safe work environment • Work closely with District Compliance Safety Officer to improve Safety Program

Budgeted Operating Expense Details

Wastewater Treatment Expenditure Summary

	FYE 2021	FYE 2022	% Change	FYE 2023	% Change
	Budget	Budget	From Prior Year	Budget	From Prior Year
Personnel Expense	\$ 473,569	\$ 523,746	10.6%	\$ 542,078	3.5%
Operations & Maintenance	\$ 343,175	\$ 339,031	-1.2%	\$ 350,897	3.5%
Administrative Services	\$ 154,153	\$ 178,169	15.6%	\$ 183,514	3.0%
Depreciation Expense	\$ 324,830	\$ 268,100	-17.5%	\$ 308,152	14.9%
District Total	\$1,295,727	\$1,309,046	1.0%	\$1,384,640	5.8%

WASTEWATER TREATMENT PROPRIETARY FUND	FYE 2019	FYE 2020	FYE 2021	FYE 2022	FYE 2023	FYE 2022 vs.		FYE 2023 vs.	
	Actual	Actual	Budget	Budget	Budget	FYE 2021 Budget	% Change	FYE 2021 Budget	% Change
Wages	380,882	339,887	263,376	293,866	304,151	30,490	12%	10,285	3%
Medicare Tax (FICA)	4,937	3,974	4,256	4,232	4,380	(24)	-1%	148	4%
Workers Comp	18,587	14,323	19,835	19,165	19,835	(670)	-3%	671	4%
Group Insurance	57,632	27,459	41,908	45,532	47,126	3,624	9%	1,594	3%
CalPERS Retirement*	91,261	103,034	112,922	159,395	164,973	46,473	41%	5,579	4%
Uniforms	1,415	1,265	1,149	1,557	1,612	408	36%	55	4%
Education/Seminars	653	862	2,588	2,500	2,588	(88)	-3%	88	4%
Effluent Disposal Site Maintenance	177	-	4,140	8,500	8,798	4,360	105%	298	4%
Fuel & Oil	5,928	4,894	7,400	4,875	5,046	(2,525)	-34%	171	4%
Property/Liability Insurance	13,587	20,236	14,765	14,266	14,765	(499)	-3%	499	4%
Memberships & Subscriptions	3,611	2,116	2,934	3,835	3,969	901	31%	134	4%
Permits/Fees (Treatment)	27,414	28,360	28,362	31,100	32,189	2,738	10%	1,089	3%
Permits/Fees (SLS #2)	647	557	1,770	2,000	2,070	230	13%	70	4%
Interceptor Pipeline Maintenance	2,633	-	8,409	2,500	2,588	(5,909)	-70%	88	4%
SLS #2 & Interceptor Pipeline Maintenance	42	-	5,900	2,850	2,950	(3,050)	-52%	100	3%
Treatment Plant Maintenance	42,135	39,133	69,345	62,250	64,429	(7,095)	-10%	2,179	3%
Biosolids Handling & Disposal	73,978	86,184	59,036	62,040	64,211	3,004	5%	2,171	3%
Miscellaneous Supplies	7,051	8,659	7,704	7,443	7,704	(261)	-3%	261	4%
Office Supplies	8,381	1,529	6,728	6,500	6,728	(228)	-3%	227	3%
Utilities (Joint Use Facilities)	104,537	121,764	96,491	102,322	105,903	5,831	6%	3,581	3%
Utilities (SLS #2)	6,835	7,231	6,334	7,000	7,245	666	11%	245	3%
Vehicle & Equipment Maintenance	7,314	4,981	6,572	6,850	7,090	278	4%	240	3%
Wastewater Testing & Analysis	10,595	11,136	14,697	12,200	12,627	(2,497)	-17%	427	3%
Administrative Services	107,050	142,639	154,153	178,169	183,514	24,016	16%	5,345	3%
Total Wastewater Treatment Expenses	977,283	970,226	940,774	1,040,946	1,076,489	100,172	11%	35,542	3%

Arrowbear O&M Reimbursement (18.98% of O&M Costs + SLS #2) \$ 197,572 \$ 16,464 per month

CSA 79 O&M Reimbursement (24.52% of O&M Costs - SLS #2) \$ 255,240 \$ 21,270 per month

*Additional lump sum UAL payment of \$23,330.

Employee Classifications and Wage Scales

TREATMENT DIVISION FYE 2022 HOURLY WAGE SCHEDULE

Exempt Positions

CLASSIFICATION		STEP				
		A	B	C	D	E
OPERATIONS MANAGER 3						
Grade 3 WWTP Operator	Hourly	\$66.21	\$67.86	\$69.56	\$71.29	\$73.07
Collection System Maintenance Grade 4	Monthly	\$11,476	\$11,762	\$12,057	\$12,357	\$12,665
Mechanical Technologist Grade 1	Annual	\$137,717	\$141,149	\$144,685	\$148,283	\$151,986
Water Distribution Grade 1						
Water Treatment Grade 1						
OPERATIONS MANAGER 2	Hourly	\$53.88	\$55.23	\$56.61	\$58.03	\$59.48
Grade 3 WWTP Operator	Monthly	\$9,339	\$9,573	\$9,812	\$10,059	\$10,310
Collection System Maintenance Grade 2	Annual	\$112,070	\$114,878	\$117,749	\$120,702	\$123,718
Mechanical Technologist Grade 1						
OPERATIONS MANAGER 1	Hourly	\$47.63	\$48.82	\$50.04	\$51.28	\$52.57
Grade 3 WWTP Operator	Monthly	\$8,256	\$8,462	\$8,674	\$8,889	\$9,112
Collection System Maintenance Grade 2	Annual	\$99,070	\$101,546	\$104,083	\$106,662	\$109,346
Mechanical Technologist Grade 1						

Non-Exempt Positions

CLASSIFICATION*		STEP				
		A	B	C	D	E
LEAD OPERATOR	Hourly	\$37.52	\$38.46	\$39.42	\$40.40	\$41.41
Grade 3 WWTP Operator	Monthly	\$6,503	\$6,666	\$6,833	\$7,003	\$7,178
Mechanical Technologist Grade 2	Annual	\$78,042	\$79,997	\$81,994	\$84,032	\$86,133
Collection System Maintenance Grade 1						
OPERATOR 3	Hourly	\$33.16	\$33.99	\$34.84	\$35.71	\$36.60
Grade 3 WWTP Operator	Monthly	\$5,748	\$5,892	\$6,039	\$6,190	\$6,344
Collection System Maintenance Grade 1	Annual	\$68,973	\$70,699	\$72,467	\$74,277	\$76,128
OPERATOR 2	Hourly	\$28.65	\$29.37	\$30.10	\$30.85	\$31.62
Grade 2 WWTP Operator	Monthly	\$4,966	\$5,091	\$5,217	\$5,347	\$5,481
Collection System Maintenance Grade 1	Annual	\$59,592	\$61,090	\$62,608	\$64,168	\$65,770
OPERATOR 1	Hourly	\$24.72	\$25.34	\$25.97	\$26.62	\$27.29
Grade 1 WWTP Operator	Monthly	\$4,285	\$4,392	\$4,501	\$4,614	\$4,730
Collection System Maintenance Grade 1	Annual	\$51,418	\$52,707	\$54,018	\$55,370	\$56,763
OPERATOR IN TRAINING	Hourly	\$21.33	\$21.86	\$22.41	\$22.97	\$23.54
Entry Level / No Certification Required	Monthly	\$3,697	\$3,789	\$3,884	\$3,981	\$4,080
	Annual	\$44,366	\$45,469	\$46,613	\$47,778	\$48,963

Five-Year Capital Improvement Program (CIP) Plan

Wastewater Treatment Division 5-Year CIP Plan						
Project Description	2021	2022	2023	2024	2025	TOTAL
MBR 2 SMU Replacement	\$ 230,000	\$ 230,000				\$ 460,000
Upgrade Screenings Conditioning Equipment at	\$ 120,000					\$ 120,000
Upgrade Grit Removal System at Headworks		\$ 185,000				\$ 185,000
Mixer & Submersible Pump Rebuilds	\$ 20,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 140,000
Upgrade, R&R Treatment SCADA, Pumps, Mixers, Etc.	\$ 40,000	\$ 40,000				\$ 80,000
Solids Handling Loading Area Improvements	\$ 15,000					\$ 15,000
Plant Road Paving (54,000 SF)	\$ 1,000	\$ 250,000				\$ 251,000
Replacement of Disposal Ponds Piping & Valve Structures			\$ 150,000			\$ 150,000
Snow Blower Attachment for Bobcat		\$ 7,500				\$ 7,500
Replace UV System					\$ 350,000	\$ 350,000
MCC Replacement Buckets		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 20,000
Utility Truck Unit 67 Replacement				\$ 35,000		\$ 35,000
Replace Dump Truck (shared cost 1/3 each division)				\$ 25,000		\$ 25,000
Utility Truck Unit 80 Replacement					\$ 35,000	\$ 35,000
Wheel Loader Replacement					\$ 150,000	\$ 150,000
Generator & ATS Replacement					\$ 150,000	\$ 150,000
Treatment Plant Improvements Subtotal	\$ 426,000	\$ 747,500	\$ 185,000	\$ 95,000	\$ 720,000	\$ 2,173,500
Net Cost to RS Rate Payers (56.5%):	\$ 240,690	\$ 422,338	\$ 104,525	\$ 53,675	\$ 406,800	\$ 1,228,028

owbear Proportionate Share of Capital Improvements (18.98%) \$ 80,855 \$ 6,738 per month
 CSA 79 Proportionate Share of Capital Improvements (24.52%) \$ 104,455 \$ 8,705 per month

Vehicle & Equipment Replacement Schedule

Treatment Division Vehicle & Equipment Replacement Schedule							
Vehicle Description	Year	Mileage	Hours	Use Status	Replacement Year	Age (Years)	Replacement Cost
Plant Plow Truck (Unit #39)	1990	26,618		Limited	2022	31	\$35,000
Plant Utility (Unit # 67)	1999	91,672		Daily	2023	22	\$25,000
Plant Utility (Unit # 80)	2008	23,162		Daily	2024	13	\$25,000
Backup Power Generator	1979		911	Limited	2024	42	\$150,000
John Deere Loader	1992		2,942	3 times/week	2024	29	\$150,000
Plant Utility (Unit # 85)	2011	7,876		Daily	2025	10	\$40,000
Ford Sport Tract/Utility (Unit # 78)	2007	18,441		Daily	2027	14	\$35,000
Bobcat Skid Steer	2014			Daily	2040	7	\$75,000

Fire Department

Vision: The Running Springs Fire Department will be an exemplary organization dedicated to community service and acclaimed for our hometown attentiveness as we provide fire protection and life safety services whenever called to duty.

Core Functions, Goals & Objectives

Core Functions	Goals & Objectives
Fire Department	
<ul style="list-style-type: none"> • The protection of life & property within the boundaries of the Fire District. • The prevention of public losses by education, public awareness & an active fire suppression & prevention program. • Maintaining the safety & welfare of the Firefighters that work for the Fire Department. • The pre-planning of emergencies to reduce losses in the event of a local disaster. • To be an active participant in the Fire Service & with other emergency service agencies, to meet the needs of the public. • Maintaining a positive involvement within the community by the Fire Department. 	<ul style="list-style-type: none"> • To reduce cost of maintaining the programs of the Fire Department whenever possible. • Maintain staffing numbers to meet the needs of the community & to maintain the mission of the Fire Department. • Reduction of job related injuries. • Conduct 2 to 5 community functions such as an Open House, Christmas Function, Community Emergency Response Team (CERT) Meetings, Senior Blood Pressure Testing, etc. during the fiscal year.

Fire Department Core Functions, Goals & Objectives (continued)

Core Functions	Goals & Objectives
Hazard Abatement Program	
<ul style="list-style-type: none"> • Reduce the potential harm to human life & the destruction of property by the abatement of hazardous fire receptive fuels that would pose a threat within the Fire District. • Awareness to the public of the dangers of not abating & decreasing fire hazards on their property. • Advocate fire safe communities by education & enforcement of the Hazard Abatement Program. • Continue to be an active member of the interagency efforts of hazardous fuels reduction. 	<ul style="list-style-type: none"> • Compliance of 100% of the reduction of fire fuel hazards & needed abatement in the Community of Running Springs. • Inspect 100% of the properties within the Fire District for compliance with the hazard abatement program. • Continue to pursue & support cost recovery efforts to support the expenditures of management of non-compliant properties of the hazard abatement program.
Vehicle Maintenance	
<ul style="list-style-type: none"> • To have & maintain a fleet of vehicles to meet the demands of the Fire Department's mission. • To have vehicles with suitable equipment, to provide for the safety & needs of the public & the Fire Department's employees. 	<ul style="list-style-type: none"> • To pursue cost cutting measures for the operation & the owning of vehicles needed for the operations of the Fire Departments mission. • To pursue cost cutting measures for maintaining & owning emergency equipment needed in the operations of the Fire Departments mission.
Training	
<ul style="list-style-type: none"> • Continued training & maintaining skills of the fire staff to provide the best & safest service possible to the public & the emergency service employees of the Fire Department. • Continued learning of new skills & technology to enhance the ability to protect life & property, while protecting Fire Department employees from hazards. 	<ul style="list-style-type: none"> • Train & maintain skills & abilities of staff to 100% of current standards. • Recruit & train 2 to 5 new Paid Call Firefighters (PCFs) during the fiscal year.

Budgeted Operating Expense Details

Fire Expenditure Summary

	FYE 2021 Budget	FYE 2022 Budget	% Change From Prior Year	FYE 2023 Budget	% Change From Prior Year
Personnel Expense	\$ 1,786,805	\$ 595,327	-66.7%	\$ 616,163	3.5%
Operations & Maintenance	\$ 234,598	\$ 248,190	5.8%	\$ 255,636	3.0%
Administrative Services	\$ 184,770	\$ 144,762	-21.7%	\$ 149,105	3.0%
Depreciation Expense	\$ 93,610	\$ 88,808	-5.1%	\$ 88,519	-0.3%
District Total	\$ 2,299,783	\$ 1,077,087	-53.2%	\$ 1,109,423	3.0%

FIRE GOVERNMENTAL FUND	FYE 2019 Actual	FYE 2020 Actual	FYE 2021 Budget	FYE 2022 Budget	FYE 2023 Budget	FYE 2022 vs. FYE 2021 Budget	FYE 2023 vs. FYE 2021 Budget		
Wages	1,199,250	1,151,986	980,975	407,649	421,916	(573,326)	-58%	14,268	3%
Medicare Tax (FICA)	18,037	18,996	15,425	5,911	6,118	(9,514)	-62%	207	3%
Workers Comp Insurance	64,921	68,391	67,679	16,348	16,920	(51,331)	-76%	572	3%
Group Insurance	95,945	106,246	97,358	25,445	26,335	(71,913)	-74%	891	3%
CalPERS Retirement*	435,323	606,195	619,158	137,350	142,157	(481,808)	-78%	4,807	3%
Uniform Allowance	4,036	4,458	6,210	2,625	2,717	(3,585)	-58%	92	4%
Education, Training & Seminars	11,737	8,560	13,905	13,500	13,905	(405)	-3%	405	3%
Fuel & Oil	11,888	9,786	14,193	12,350	12,721	(1,843)	-13%	371	3%
Hazard Abatement Program	11,452	11,074	10,300	18,500	19,055	8,200	80%	555	3%
Property/Liability Insurance	15,998	21,665	16,265	15,791	29,040	(474)	-3%	13,249	84%
Memberships & Subscriptions	4,237	5,042	6,000	5,255	5,413	(745)	-12%	158	3%
Office Supplies	8,391	8,930	8,240	6,400	6,592	(1,840)	-22%	192	3%
Fees & Permits	7,146	8,981	4,635	3,850	3,966	(785)	-17%	116	3%
Dispatching Services	41,185	52,450	58,710	64,300	66,229	5,590	10%	1,929	3%
General Station Maintenance	10,002	30,387	9,785	10,000	10,300	215	2%	300	3%
Safety Clothing, Supplies & Equipment	31,951	26,615	31,106	34,200	35,226	3,094	10%	1,026	3%
Utilities (Electricity, Gas, Internet, Phone, Trash)	23,923	25,320	23,349	22,384	23,056	(965)	-4%	672	3%
Vehicle & Equipment Repair & Maintenance	45,959	36,647	38,110	41,660	42,910	3,550	9%	1,250	3%
Administrative Services	104,051	183,393	184,770	144,762	149,105	(40,008)	-22%	4,343	3%
Total Fire Expenses	2,145,432	2,385,122	2,206,173	988,279	1,033,679	(1,217,894)	-55%	45,401	5%

Employee Classifications and Wage Scales

**FIRE DEPARTMENT
FYE 2022 HOURLY WAGE SCHEDULE
Exempt Positions**

CLASSIFICATION		STEP				
		A	B	C	D	E
CHIEF (40-hr Work Week)	Hourly	\$68.63	\$70.34	\$72.10	\$73.90	\$75.75
	Monthly	\$11,896	\$12,192	\$12,497	\$12,809	\$13,130
	Annual	\$142,750	\$146,307	\$149,968	\$153,712	\$157,560
		STEP				
		A	B	C	D	E
BATTALION CHIEF (40-hr Work Week)	Hourly	\$60.65	\$62.17	\$63.72	\$65.32	\$66.95
	Monthly	\$10,513	\$10,776	\$11,045	\$11,322	\$11,605
	Annual	\$126,152	\$129,314	\$132,538	\$135,866	\$139,256

**FIRE DEPARTMENT
FYE 2022 HOURLY WAGE SCHEDULE
Non-Exempt Positions (Hired Prior to July 1, 2019)**

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
ADMINISTRATIVE ASSISTANT (40-hr Work Week)	Hourly	\$30.37	\$31.13	\$31.91	\$32.70	\$33.52	\$34.36	\$35.22	\$36.10	\$37.00	\$37.92	\$38.87	\$39.84
	Monthly	\$5,264	\$5,396	\$5,531	\$5,668	\$5,810	\$5,956	\$6,105	\$6,257	\$6,413	\$6,573	\$6,737	\$6,905.60
	Annual	\$63,170	\$64,750	\$66,373	\$68,016	\$69,722	\$71,469	\$73,258	\$75,088	\$76,960	\$78,874	\$80,850	\$82,867

FYE 2022 HOURLY WAGE SCHEDULE

Paid Call Firefighters	EMT	Paramedic
Ambulance Operator / Entry Level Firefighter	\$15.00	\$16.00
Shift Qualified	\$16.00	\$17.00

Non-Exempt Positions (**NEW HIRES in FYE 2020**)

CLASSIFICATION		STEP				
		A	B	C	D	E
CAPTAIN/PARAMEDIC (56 Hour Work Week)	Hourly	\$33.07	\$33.90	\$34.75	\$35.62	\$36.51
	Monthly	\$8,240	\$8,447	\$8,659	\$8,875	\$9,097
	Annual	\$98,879	\$101,361	\$103,903	\$106,504	\$109,165
ENGINEER/PARAMEDIC (56 Hour Work Week)	Hourly	\$28.53	\$29.25	\$29.98	\$30.73	\$31.50
	Monthly	\$7,109	\$7,288	\$7,470	\$7,657	\$7,849
	Annual	\$85,305	\$87,458	\$89,640	\$91,883	\$94,185
FIREFIGHTER/PARAMEDIC (56 Hour Work Week)	Hourly	\$24.62	\$25.23	\$25.87	\$26.51	\$27.17
	Monthly	\$6,134	\$6,286	\$6,446	\$6,605	\$6,770
	Annual	\$73,614	\$75,438	\$77,351	\$79,265	\$81,238

NEW HIRES BEGINNING JULY 1, 2020 HOURLY WAGE SCALE

		NON-EXEMPT POSITIONS/ NEW HIRES						
Classification		A	B	C	D	E	F	G
Captain/Paramedic (56 Hour Work Week)	Hourly	\$31.27	\$32.05	\$32.85	\$33.68	\$34.52	\$35.38	\$36.26
	Monthly	\$7,792	\$7,986	\$8,186	\$8,391	\$8,601	\$8,816	\$9,036
	Annual	\$93,500	\$95,838	\$98,234	\$100,690	\$103,207	\$105,787	\$108,432
Engineer/Paramedic (56 Hour Work Week)	Hourly	\$25.68	\$26.32	\$26.98	\$27.66	\$28.35	\$29.06	\$29.78
	Annual	\$76,786	\$78,705	\$80,673	\$82,690	\$84,757	\$86,876	\$89,048
Firefighter/Paramedic (56 Hour Work Week)	Hourly	\$21.09	\$21.62	\$22.16	\$22.71	\$23.28	\$23.86	\$24.46
	Monthly	\$5,255	\$5,386	\$5,521	\$5,659	\$5,800	\$5,945	\$6,094
	Annual	\$63,059	\$64,636	\$66,251	\$67,908	\$69,605	\$71,346	\$73,129

No COLA Increase for the first 3 yrs of implementation. After three years will adjust to the COLA

Except for promotions all step advancements shall be based upon one (1) step increment in the base salary range

**Merit Advancement refer to policy manual Section 4 (B)

Five-Year Capital Improvement Program (CIP) Plan

Fire Department 5-Year CIP Plan

Project Description	2022	2023	2024	2025	2026	TOTAL	DEFERRED
Radios 800mhz - 2x Radios FY20 HSGP Grant	\$ 12,457					\$ 12,457	
Radios 800mhz 5 x Radios - AFG Grant match cost	\$ 5,685					\$ 5,685	
Radios VHF Digital 6 x Radios- RFC Grant	\$ 20,000					\$ 20,000	
Plymovent Project - AFG Grant match cost	\$ 6,115					\$ 6,115	
Replace Water & Fire 50Kw Generator shared cost 50%		\$ 25,000				\$ 25,000	
Replace Air Conditioning Unit at Station 51		\$ 6,000				\$ 6,000	
Station 50 Downstairs Bathroom Remodel	\$ 8,500					\$ 8,500	
Garage Door Motor Replacements Station 50 & 51	\$ 10,000					\$ 10,000	
Kitchen Remodel Counter Tops and Cabinets Station 50			\$ 6,000			\$ 6,000	
Heavy Duty Air Compressor	\$ 5,000						
Replace Concrete Aprons at Station 50 and Station 51			\$ 60,000			\$ 60,000	
Snow Plow Vehicle and Plow	\$ 15,000						
Vehicle & Equipment Storage Building at Harris Property			\$ 60,000			\$ 60,000	
Brush Engine 51						\$ -	\$ 600,000
Replace (2005 Chevrolet Staff Vehicle - BC3602)					\$ 60,000	\$ 60,000	
Replace 1999 Type 1 KME Engine (E-51)						\$ -	\$ 785,000
Replace 2003 KME Pumper						\$ -	\$ 785,000
Fire Department Subtotal	\$ 82,757	\$ 31,000	\$ 126,000	\$ -	\$ 60,000	\$ 279,757	\$ 2,170,000

***Deferred major capital purchases for Fire Engines until a feasible funding source can be determined. Some of the alternatives are:**

- 1. Consider special tax measure based on a percentage of assessed value for 15 years.**
- 2. Finance through California Special District's Association (CSDA) Municipal Finance Corporation (MFC).**
- 3. Grants.**
- 4. Certified rebuilds of existing apparatus.**

Vehicle & Equipment Replacement Schedule

Fire & Ambulance Department Vehicle & Equipment Replacement Schedule							
Vehicle Description	Year	Mileage	Hours	Use Status	Replacement Year	Age (Years)	Replacement Cost
2005 Chevrolet Utility	2005	45035		Daily	2012	16	\$50,000
2007 Chevy MA50A	2007	113579		Daily	2020	14	\$150,000
2007 Chevy MA51	2009	88855		Daily	2025	12	\$150,000
2003 Dodge	2003	79702		Daily	2019	18	\$55,000
1999 KME Pumper	2000	130001		Daily	2023	21	\$500,000
2003 KME Pumper	2003	15102		Daily	2024	18	\$500,000
2005 BME Engine	2005	13525		Daily	2025	16	\$500,000
2015 Ford F450 Squad 51	2015	19321		Daily	2025	6	\$100,000
2016 Ford F450 MA50	2016	61091		Daily	2026	5	\$200,000
1969 Thiokol Snow Cat 51	2011		835	Winter	n/a	10	Donation
1985 Thiokol Snow Cat 51A	2011		824	Winter	n/a	10	Donation
1993 Chevy Cheyanne	1993	113,078		Daily/Winter	2019	28	\$50,000
		Quantity					
Zoll E Series	2004	3	\$25,000	Daily	2019	17	\$85,000
2001 TNT Rescue Tool	2000	1 Set	\$13,873	Daily	2019	21	\$20,000
Breathing Support	2002	1	\$24,000	Daily	2019	19	\$35,000
Oxygen Generator	2012	1	\$20,000	Daily	2019	9	\$25,000
Sparky Suit	1991	1	\$1,358	Daily	2021	30	\$2,000
CAFS in Squad 51	2006	1	\$7,920	Daily	2021	15	\$12,000
Honda Snow Blower	2015	1	\$1,358	Winter	2025	6	\$3,500
SCOTT Packs w/full components	2018	15	\$4,500	Daily	2030	3	\$70,000
SCBA Masks	2018	13	\$300	Daily	2030	3	\$5,000
RIC Pack	2018	3	\$2,650	Daily	2030	3	\$5,000
SCBA Bottles/ Spare	Varied	3	\$500	Daily	Variable		\$2,000
		Quantity					
Personal Computer/Chief	2011	1	\$800	Daily	2019	10	\$1,000
Personal Computer/Chief	2014	1	\$800	Daily	2019	7	\$1,000
Laptop Computer/Fire Cief	2020	1	\$900	Daily	2025	1	\$1,000
Tablets/Station 50/Prevention	2019	3	\$2,400	Daily	2024	2	\$2,800
Tablets/Admin/Station 50	2021	2	\$1,600	Daily	2025	0	\$1,800
Tablets/Chief	2019	2	\$1,600	Daily	2024	2	\$1,800
Washing Machine Sta.50	2013	1	\$446	Daily	2019	8	\$1,000
Continental Extractor	2008	1	\$7,500	Daily	2023	13	\$12,000
Personal Computer/ Admin	2018	1	\$1,500	Daily	2023	3	\$2,000
Personal Computer/ST. 50	2019	1	\$1,200	Daily	2024	2	\$1,500
Personal Computer Training	2019	1	\$2,000	Daily	2024	2	\$2,500
Washing Machine Sta. 51	2016	1	\$650	Daily	2036	5	\$1,000
Clothes Dryer Sta. 51	2016	1	\$650	Daily	2036	5	\$1,000

Ambulance Division

Vision: The Running Springs Fire Department will be an exemplary organization dedicated to community service and acclaimed for our hometown attentiveness as we provide fire protection and life safety services whenever called to duty.

Core Functions, Goals & Objectives

Core Functions	Goals & Objectives
Ambulance Service	
<ul style="list-style-type: none"> • The protection of life & bodily harm by rendering aid to the sick & injured. • Maintaining a highly efficient staff to provide pre-hospital medical attention to the public we provide service to. • Maintaining & using medical emergency equipment to serve the needs of the public. 	<ul style="list-style-type: none"> • Dedication to community service and hometown attentiveness as we provide fire protection and life safety services whenever called to duty. • Continue to pursue & support cost recovery efforts to support the expenditures to maintain the Ambulance Service. • Seek out additional revenue sources to support the Ambulance Service.
Vehicle Maintenance	
<ul style="list-style-type: none"> • To have & maintain a fleet of vehicles to meet the demands of the Fire Department’s mission. • To have vehicles with suitable equipment, to provide for the safety & needs of the public & the Fire Department’s employees. 	<ul style="list-style-type: none"> • To pursue cost cutting measures for the operation & the owning of vehicles needed for the operations of the Fire Departments mission. • To pursue cost cutting measures for maintaining & owning emergency equipment needed in the operations of the Fire Departments mission.
Training	
<ul style="list-style-type: none"> • Continued training & maintaining skills of the fire staff to provide the best & safest service possible to the public & the emergency service employees of the Fire Department. • Continued learning of new skills & technology to enhance the ability to protect life & property, while protecting Fire Department employees from hazards. 	<ul style="list-style-type: none"> • Train & maintain skills & abilities of staff to 100% of current standards.

Budgeted Operating Expense Details

Ambulance Expenditure Summary

	FYE 2021	FYE 2022	% Change	FYE 2023	% Change
	Budget	Budget	From Prior	Budget	From Prior
			Year		Year
Personnel Expense	\$ 536,524	\$ 1,785,980	232.9%	\$ 1,848,490	3.5%
Operations & Maintenance	\$ 243,795	\$ 254,077	4.2%	\$ 261,699	3.0%
Administrative Services	\$ 102,650	\$ 77,949	-24.1%	\$ 80,287	3.0%
Depreciation Expense	\$ 17,710	\$ 47,053	165.7%	\$ 41,556	-11.7%
District Total	\$ 900,679	\$ 2,165,059	140.4%	\$ 2,232,032	3.1%

AMBULANCE PROPRIETARY FUND	FYE 2019 Actual	FYE 2020 Actual	FYE 2021 Budget	FYE 2022 Budget	FYE 2023 Budget	FYE 2022 vs. FYE 2021 Budget	FYE 2023 vs. FYE 2021 Budget
Wages	375,056	385,504	528,218	1,222,946	1,265,749	694,728	132%
Medicare Tax (FICA)	5,865	5,690	8,306	17,733	18,353	9,427	113%
Workers Comp Insurance	-	-	-	49,043	50,759	49,043	n/a
Group Insurance	-	-	-	76,334	79,006	76,334	n/a
CalPERS Retirement*	-	-	-	412,050	426,472	412,050	n/a
Uniform Allowance	-	-	-	7,875	8,151	7,875	n/a
Fuel & Oil	9,284	6,649	10,604	9,750	10,091	(854)	-8%
Property/Liability Insurance	10,426	12,985	11,444	11,057	11,444	(387)	-3%
Memberships & Subscriptions	8,816	11,629	13,248	19,020	19,686	5,772	44%
Equipment Repair & Maintenance	1,826	2,369	3,830	4,000	4,140	170	4%
Medical Supplies	24,803	26,315	26,703	27,500	28,463	797	3%
Miscellaneous Supplies & Expenses	5,070	1,730	6,210	6,000	6,210	(210)	-3%
Office Supplies	-	1,334	1,760	6,200	6,417	4,440	252%
Communications	4,210	3,512	2,401	1,200	1,242	(1,201)	-50%
Vehicle Repair & Maintenance	10,737	11,503	17,595	19,350	20,027	1,755	10%
Uncollectable Accounts	143,200	146,257	150,000	150,000	150,000	-	-
Administrative Services	73,834	101,885	102,650	77,949	80,287	(24,701)	-24%
Total Ambulance Expenses	673,128	717,360	882,969	2,118,006	2,186,496	1,235,037	140%

Five-Year Capital Improvement Program (CIP) Plan

Ambulance Division 5-Year CIP Plan							
Project Description	2022	2023	2024	2025	2026	TOTAL	
Replace MA51 (2007 Chevrolet)			\$ 210,000			\$ 210,000	
3 x Stair Chairs		\$ 9,000		\$ 5,000		\$ 14,000	
Oxygen Generator				\$ 40,000		\$ 40,000	
Replace MA50A (2016 FORD)					\$ 250,000	\$ 250,000	
Ambulance Department Subtotal	\$ -	\$ 9,000	\$ 210,000	\$ 45,000	\$ 250,000	\$ 514,000	

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: April 21, 2021
TO: Board of Directors
FROM: Ryan Gross, General Manager
SUBJECT: DISCUSS VARIOUS FIRE DEPARTMENT MATTERS

RECOMMENDED BOARD ACTION

This is an information item only.

REASON FOR RECOMMENDATION

This is an information item only.

BACKGROUND INFORMATION

On March 17, 2021, the Board of Directors requested staff to conduct a salary survey and return to the Board for further discussion.

Attachment 1 includes a comparison of the Fire Departments sorted in order from lowest to highest maximum salary.

Attachment 2 includes the salary survey that was provided by Running Springs Professional Firefighters IAFF Local 5308.

FISCAL INFORMATION

This is an information item only.

ATTACHMENTS

Attachment 1 – RSFD Salary Comparison
Attachment 2 – Running Springs Professional Firefighters IAFF Local 5308 Salary Survey

ATTACHMENT 1

		Minimum	Median	Maximum
Idyllwild Fire	Firefighter / Paramedic	\$ 50,000	\$ 55,500	\$ 61,000
Mammoth Lakes Fire	Firefighter / Paramedic	\$ 65,000	\$ 71,500	\$ 78,000
RSFD	Firefighter / Paramedic (Beginning 7/1/2020)	\$ 63,059	\$ 68,094	\$ 73,129
RSFD	Firefighter / Paramedic (Hired in FYE 2020)	\$ 73,614	\$ 77,426	\$ 81,238
Apple Valley Fire	Firefighter / Paramedic	\$ 67,116	\$ 79,500	\$ 91,883
San Bernardino County Fire	Firefighter / Paramedic	\$ 72,451	\$ 82,599	\$ 92,747
Rialto Fire	Firefighter / Paramedic	\$ 69,745	\$ 81,605	\$ 93,465
Loma Linda Fire	Firefighter / Paramedic	\$ 71,467	\$ 82,508	\$ 93,548
Big Bear Fire	Firefighter / Paramedic	\$ 80,205	\$ 88,965	\$ 97,724
Redlands Fire	Firefighter / Paramedic	\$ 81,199	\$ 89,811	\$ 98,423
RSFD	Firefighter / Paramedic (Prior to 7/1/2019)	\$ 76,096	\$ 87,951	\$ 99,806
Rancho Cucamonga Fire	Firefighter / Paramedic	\$ 89,402	\$ 95,301	\$ 101,199
		Minimum	Median	Maximum
Mammoth Lakes Fire	Engineer / Paramedic	\$ 67,000	\$ 73,500	\$ 80,000
Idyllwild Fire	Engineer / Paramedic	\$ 67,000	\$ 74,500	\$ 82,000
RSFD	Engineer / Paramedic (Beginning 7/1/2020)	\$ 76,786	\$ 82,917	\$ 89,048
RSFD	Engineer / Paramedic (Hired in FYE 2020)	\$ 85,305	\$ 89,745	\$ 94,185
Apple Valley Fire	Engineer / Paramedic	\$ 74,928	\$ 87,156	\$ 99,384
Rialto Fire	Engineer / Paramedic	\$ 76,941	\$ 90,025	\$ 103,108
Loma Linda Fire	Engineer / Paramedic	\$ 81,793	\$ 93,965	\$ 106,137
San Bernardino County Fire	Engineer / Paramedic	\$ 87,657	\$ 98,068	\$ 108,479
Redlands Fire	Engineer / Paramedic	\$ 80,589	\$ 90,742	\$ 100,895
RSFD	Engineer / Paramedic (Prior to 7/1/2019)	\$ 82,842	\$ 95,814	\$ 108,786
Big Bear Fire	Engineer / Paramedic	\$ 91,342	\$ 101,487	\$ 111,632
Rancho Cucamonga Fire	Engineer / Paramedic	\$ 100,184	\$ 106,939	\$ 113,693
		Minimum	Median	Maximum
Mammoth Lakes Fire	Captain / Paramedic	\$ 68,000	\$ 75,000	\$ 82,000
Idyllwild Fire	Captain / Paramedic	\$ 75,000	\$ 83,500	\$ 92,000
RSFD	Captain / Paramedic (Beginning 7/1/2020)	\$ 93,500	\$ 100,966	\$ 108,432
RSFD	Captain / Paramedic (Hired in FYE 2020)	\$ 98,879	\$ 104,022	\$ 109,165
Loma Linda Fire	Captain / Paramedic	\$ 89,869	\$ 103,289	\$ 116,708
Apple Valley Fire	Captain / Paramedic	\$ 87,888	\$ 102,444	\$ 117,000
Redlands Fire	Captain / Paramedic	\$ 94,336	\$ 106,221	\$ 118,106
Rialto Fire	Captain / Paramedic	\$ 89,227	\$ 104,400	\$ 119,573
RSFD	Captain / Paramedic (Prior to 7/1/2019)	\$ 92,212	\$ 106,579	\$ 120,946
San Bernardino County Fire	Captain / Paramedic	\$ 101,606	\$ 113,735	\$ 125,863
Big Bear Fire	Captain / Paramedic	\$ 104,250	\$ 116,001	\$ 127,752
Rancho Cucamonga Fire	Captain / Paramedic	\$ 115,025	\$ 125,855	\$ 136,684

SALARY SURVEY 2021

DEPARTMENT	Running Springs Fire
DATE PREPARED	April 2021
PREPARED BY:	Local 5308



*** RSFD salary table includes 21/22 COLA (2.2%)

** All department salary tables effective July 1, 2021.

Rank / Paramedic	Salary Scale
Captain / Paramedic	Prior to 7/1/2019
Engineer / Paramedic	Prior to 7/1/2019
Firefighter / Paramedic	Prior to 7/1/2019
Firefighter / Paramedic	Fiscal Ending 2020

Running Springs Fire ***			
	Low	Median	High
COLA 2.2%	\$92,223.24	\$106,585.41	\$120,947.57
	\$82,842.30	\$95,814.04	\$108,785.77
	\$76,088.92	\$87,944.69	\$99,801.37
	\$73,613.64	\$77,433.36	\$81,253.09

Running Springs Fire +1%			
	Low	Median	High
2020 COLA Additional 1%	\$93,145.47	\$107,651.26	\$122,157.05
	\$83,670.72	\$96,817.18	\$109,873.63
	\$76,849.81	\$88,824.57	\$100,799.33
	\$74,349.77	\$77,707.70	\$82,065.62

Big Bear Fire		
Low	Median	High
\$104,249.78	\$116,001.07	\$127,752.36
\$91,342.00	\$101,487.18	\$111,632.35
\$80,205.47	\$88,964.71	\$97,723.95

Rank / Paramedic	Salary Scale
Captain / Paramedic	Effective 07/1/2021
Engineer / Paramedic	Effective 07/1/2021
Firefighter / Paramedic	Effective 07/1/2021

Apple Valley Fire		
Low	Median	High
\$87,888.00	\$102,444.00	\$117,000.00
\$74,928.00	\$87,156.00	\$99,384.00
\$67,116.00	\$79,499.58	\$91,883.16

Rancho Cucamonga		
Low	Median	High
\$115,025.00	\$125,331.14	\$136,683.68
\$100,184.10	\$108,968.11	\$113,693.09
\$89,402.35	\$97,076.43	\$101,198.86

Redlands Fire		
Low	Median	High
\$94,336.00	\$106,221.00	\$118,106.00
\$80,589.00	\$90,742.00	\$100,895.00
\$81,198.75	\$89,810.75	\$98,422.75
(FIRE MEDIC +15% Medic Incentive)		

Rank / Paramedic	Salary Scale
Captain / Paramedic	Effective 07/1/2021
Engineer / Paramedic	Effective 07/1/2021
Firefighter / Paramedic	Effective 07/1/2021

Rialto Fire		
Low	Median	High
\$89,226.90	\$104,399.93	\$119,572.95
\$76,940.85	\$90,024.38	\$103,107.90
\$69,745.00	\$81,605.00	\$93,465.00

San Bernardino County Fire (10/2021)		
Low	Median	High
\$101,606.40	\$113,734.88	\$125,863.36
\$87,657.92	\$98,068.32	\$108,478.72
\$72,450.56	\$82,598.88	\$92,747.20

Loma Linda Fire		
Low	Median	High
\$89,868.75	\$103,288.55	\$116,708.35
\$81,792.51	\$93,964.67	\$106,136.83
\$71,467.13	\$82,507.64	\$93,548.14

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STIPENDS / INCENTIVES

THIS COLOR DENOTES AMOUNTS THAT ARE NOT INCLUDED IN THE SALARY TABLE CALCULATIONS



Running Springs Fire		
%	STIPEND	NOTES
\$500/annually	Uniform Allowance	

Big Bear Fire		
%	STIPEND	NOTES
\$9000 Annually	Paramedic Stipend - Included in salary table	
-	Minimum Call Back Time	2 Hrs. OT Min
\$1200 Annually	Uniform Allowance	
3%	Planned COLA effective July 1, 2022	
3%	Planned COLA effective July 1, 2023	
3%	Education Incentive: Bachelor's in related field activity (July 1, 2022)	
3%	Education Incentive: Associate's in related field activity (July 1, 2022)	
2.5% Each	Longevity Pay 5yr, 10yr, 15yr & 20yr milestones (July 1, 2023)	
10%	Working out of class pay (Engineer -> Captain)	

Apple Valley Fire		
%	STIPEND	NOTES
\$550 / Mo.	Paramedic Stipend - Included in salary table	
\$850 / Annually	Uniform Allowance	
2.50%	Longevity Pay-Included in Step L of city salary table = Longevity Step 1	
3.50%	Longevity Pay-Included in Step M of city salary table = Longevity Step 2	

Rancho Cucamonga		
%	STIPEND	NOTES
\$1173.19/ Mo.	Paramedic Stipend - Included in salary table	
-	Call Back Pay	2 Hrs. OT Min.
\$317/ Annually	BA, BS or Fire Officer Certification	\$3804 Annually
\$1302/ Annually	Uniform Allowance	
2%	Planned COLA (July 2022)	
2%	Planned COLA (June 2023)	
5%	Acting Pay (Engineer -> Captain)	5+ Days

Redlands Fire		
%	STIPEND	NOTES
15%	Paramedic Stipend - Included in salary table (FFPM ONLY)	RSFD REQ.
--	Call Back Pay	6 Hrs. OT Min
\$1100 Annually	Uniform Allowance	-
\$1125 +2%/ Yr.	Deferred Compensation Contribution by the City (Annual)	-
7.5% - 10%	Education Incentive Pay	-
-	Paramedic Recertification Pay	PD OVERTIME

Rialto Fire		
%	STIPEND	NOTES
5%	Paramedic Stipend (Captains & Engineers Only) - Included in salary table	
3.50%	Firefighter II Certification Pay	
2.50%	Driver/ Operator Certification Pay (Engineers not eligible)	
2.50%	Company Officer Certification Pay (Captains not eligible)	
5% - 7.5%	Education Incentive - Points bases on college units and degree held	
\$500/ Mo.	Deferred Compensation Plan contributed by City	10 Year Emp.
\$100/ Mo.	Deferred Compensation Plan contributed by City	5-9 Year Emp.
\$1600/ Annually	Uniform Allowance	
5%	Acting Pay (Engineer -> Captain)	3+ Days
-	Call Back Pay	3 Hrs. OT Min.
6%	Longevity Pay	10+ Year Emp.
3%	Longevity Pay	5+ Year Emp.

San Bernardino County Fire		
%	STIPEND	NOTES
\$350/ Mo.	Paramedic Pay	
-	Call Back Pay	3 Hrs. OT Min.
\$150/ Mo.	Company Officer Certification	
7.50%	Training Officer	
-	Assignment to VACANT Higher Position (Eams Bottom Step Captain Wage) ((Engineer working as Captain for 5 days or more))	

Loma Linda Fire		
%	STIPEND	NOTES
\$250/month	Paramedic Pay-Included in salary table	
\$1000 Annually	Uniform Allowance	
\$1700/month	Deferred Comp/Insurance Cafeteria plan	Cashout eligible
\$170-\$298 /Mo.	Educational Incentive Benefit	Rank Dependent

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: April 21, 2021
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.

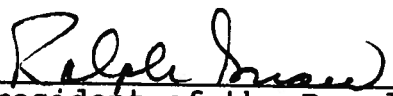
2. This Board of Directors determines that the most feasible and flexible method of implementing this policy, at least expense to the District, is to invest all surplus District funds in the Local Agency Investment Fund of the State of California.

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.

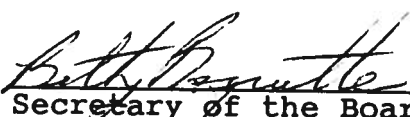
5. This policy shall be reviewed by the Board of Directors at least on an annual basis, and any modifications must be approved by the Board of Directors.

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 04/15/2021, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 03/31/2021.

Earnings Ratio		.00001214175683392
Interest Rate		0.44%
Dollar Day Total	\$	463,788,463.90
Quarter End Principal Balance	\$	5,437,561.39
Quarterly Interest Earned	\$	5,631.21

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: April 21, 2021
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, 2021. Attachment 2 contains the budget report and account summary through the third quarter of the fiscal year ending 2021.

ATTACHMENTS

Attachment 1 – Designated reserve fund balances as of March 31, 2021.
Attachment 2 – Net Position and Liquidity Ratio Summary
Attachment 3 – Quarterly Budget Report and Account Summary

Fund Balances as of September 30, 2020

Fire & Ambulance Department

Fire Department Operating Reserve	342,866
Ambulance Department Operating Reserve	2,126
Subtotal Fire & Ambulance Department Operating Reserve Funds	344,992
Recommended Operating Reserve Fund Target (6 Months Operating Expenses)	1,463,305
Fire & Ambulance Department Operating Reserve, Above Target / (Below Target)	(1,118,313)

Wastewater Division

Wastewater Capital Improvement Project Reserve	891,774
Wastewater System Connection & Capacity Charges	280,025
CWSRF Loan Agreement 14-813 Debt Reserve (Restricted for SLS 1-3 Debt Service)	171,537
Wastewater Operating Reserve Fund	559,340
Recommended Operating Reserve Fund Target (4 Months Operating Expenses)	559,340
Wastewater Operating Reserve, Above Target / (Below Target)	-

Water Division

Water Capital Improvement Project Reserve	1,383,586
Water System Connection & Capacity Charges	97,704
Water Infrastructure R&R Reserve (MFC & AMR SRF Debt Reserve)	89,334
Water Operating Reserve	527,365
Recommended Operating Reserve Fund Target (4 Months Operating Expenses)	527,365
Water Operating Reserve, Above Target / (Below Target)	-

Assessment Districts Restricted Funds

Water Assessment District No. 9 Construction Funds	11,080
Water Assessment District No. 10 Construction Funds	26,421
Water Assessment District No. 10 O&M	26,109
Water Assessment District No. 10 Bond Reserve Fund	116,465
Subtotal Assessment Districts	180,075

Total District Designated & Operating Reserve Funds	4,345,656
Assessment District Funds	180,075
Combined Pooled Cash	4,525,731
Checking Account (General)	271,744
LAIF	4,121,905
York Insurance Deposit	14,617
BNY Mellon (AD #10 Bond Reserve)	116,465
Petty Cash	1,000
Combined Pooled Cash	4,525,731
	-

Running Springs Water District

Executive Summary - QE 3/31/2021

SUMMARY STATEMENT OF NET POSITION

	<u>3/31/2021</u>	<u>3/30/2020</u>	<u>Change</u>
Cash and investments	5,863,078.56	\$ 4,741,288	\$ 1,121,791
Receivables	1,381,015.32	1,193,335	187,681
Other current assets	379,764	282,775	96,990
Total current assets	<u>7,623,858</u>	<u>6,217,397</u>	<u>1,406,461</u>
Capital assets, net	20,768,358	20,931,430	(163,072)
Other noncurrent assets	-	-	-
Deferred outflows of resources	2,175,460	2,197,083	(21,623)
Total Assets and Deferred Outflows of Resources	<u>30,567,676</u>	<u>29,345,910</u>	<u>1,221,766</u>
Current liabilities	601,859	519,431	82,428
Noncurrent liabilities	12,174,127	11,271,843	902,284
Deferred inflows of resources	415,006	440,446	(25,440)
Total Liabilities and Deferred Inflows of Resources	<u>13,190,992</u>	<u>12,231,720</u>	<u>959,271</u>
Net Position	<u>\$ 17,376,685</u>	<u>\$ 17,114,190</u>	<u>\$ 262,495</u>

SUMMARY STATEMENT OF CHANGES IN NET POSITION

	<u>QE Actual 03/31/21</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance to Budget: Favorable (Unfavorable)</u>	<u>PY QE Actual 03/30/20</u>	<u>PY YTD Actual</u>	<u>Variance to PY YTD: Favorable (Unfavorable)</u>
Operating revenues	\$ 1,371,648	\$ 4,741,227	\$ 4,144,143	\$ 597,084	\$ 1,177,476	\$ 3,861,190	\$ 880,037
Operating expenses	(1,516,138)	(5,510,281)	(5,478,803)	(31,478)	(1,584,967)	(5,158,995)	(351,287)
Other income	219,083	1,803,993	1,894,918	(90,924)	167,120	1,483,982	320,011
Other expenses	(5,988)	(68,503)	(43,917)	(24,586)	(5,530)	(68,066)	(437)
Change in net position	<u>\$ 68,606</u>	<u>\$ 966,436</u>	<u>\$ 516,340</u>	<u>\$ 450,097</u>	<u>\$ (245,900)</u>	<u>\$ 118,112</u>	<u>\$ 848,324</u>

LIQUIDITY RATIOS

	<u>3/31/2021</u>	<u>3/30/2020</u>	<u>Change</u>
Quick Ratio (cash and investments / current liabilities)	9.74	9.13	0.61
Current Ratio (current assets / current liabilities)	12.67	11.97	0.70
Working capital (current assets - current liabilities)	\$ 7,021,999	\$ 5,697,966	\$ 1,324,033

Liquidity is the ability to cover short-term obligations.

Quick Ratio is more rigorous form of the ratio that includes only cash, temporary investments and receivables.

Current Ratio indicates the extent to which current liabilities are covered by assets expected to be converted into cash in the near future.

Budget Report

Account Summary

Running Springs Water District

For Fiscal: 2020-2021 Period Ending: 03/31/2021

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 100 - Administration Operating Fund							
Revenue							
100-74000-00	Interest Income	0.00	0.00	15.51	179.73	179.73	0.00 %
100-77000-00	Rental & Leasing Of Property	0.00	0.00	1,783.60	15,835.60	15,835.60	0.00 %
100-78000-00	Miscellaneous Income-Non Op	0.00	0.00	0.00	2,000.00	2,000.00	0.00 %
	Revenue Total:	0.00	0.00	1,799.11	18,015.33	18,015.33	0.00 %
Expense							
100-50100-00	Salaries and Wages	522,093.00	522,093.00	34,204.63	342,000.49	180,092.51	65.51 %
100-50110-00	Salaries and Wages - Overtime	1,000.00	1,000.00	0.00	437.92	562.08	43.79 %
100-50120-00	Medicare Tax	7,585.00	7,585.00	493.84	4,946.47	2,638.53	65.21 %
100-50130-00	Worker's Compensation Insurance	5,175.00	5,175.00	0.00	4,041.13	1,133.87	78.09 %
100-50140-00	Employee Benefits-Group Insurance	68,634.00	68,634.00	6,210.19	35,408.46	33,225.54	51.59 %
100-50150-00	Employee Benefits-Retirement	185,575.00	185,575.00	13,756.38	123,477.92	62,097.08	66.54 %
100-53120-00	Director's Compensation Fees	9,005.00	9,005.00	700.00	5,500.00	3,505.00	61.08 %
100-53200-00	Education & Seminars	3,105.00	3,105.00	550.00	2,048.74	1,056.26	65.98 %
100-56100-00	Memberships & Subscriptions	12,704.00	12,704.00	154.72	8,724.66	3,979.34	68.68 %
100-57100-00	Permits & Fees	10,670.00	10,670.00	0.00	10,230.64	439.36	95.88 %
100-57140-00	Professional Services	189,301.00	189,301.00	9,017.57	137,283.34	52,017.66	72.52 %
100-57310-00	Repairs and maintenance	12,492.00	12,492.00	1,156.22	10,809.68	1,682.32	86.53 %
100-57440-00	Office Supplies & Expenses	59,719.00	59,719.00	1,499.89	31,428.41	28,290.59	52.63 %
100-58250-00	Utilities - Telephone, Heat & Lights	13,455.00	13,455.00	517.10	12,105.91	1,349.09	89.97 %
100-60000-00	Depreciation	0.00	0.00	97.66	878.94	-878.94	0.00 %
100-86000-00	Administrative Expense Reimbursem...	-1,105,916.00	-1,105,916.00	-83,343.79	-750,094.11	-355,821.89	67.83 %
	Expense Total:	-5,403.00	-5,403.00	-14,985.59	-20,771.40	15,368.40	384.44 %
	Fund: 100 - Administration Operating Fund Surplus (Deficit):	5,403.00	5,403.00	16,784.70	38,786.73	33,383.73	717.87 %
Fund: 200 - Water Operating Fund							
Revenue							
200-40100-00	Service Charges - Residential	1,310,362.00	1,310,362.00	103,905.03	930,356.58	-380,005.42	71.00 %
200-40200-00	Service Charges - Commercial	0.00	0.00	4,174.98	36,819.29	36,819.29	0.00 %
200-40300-00	Service Charges - Landscape Irrigation	0.00	0.00	70.44	631.90	631.90	0.00 %
200-40500-00	Service Charges - Fire Hydrant Base C...	0.00	0.00	1,271.74	11,063.02	11,063.02	0.00 %
200-41100-00	Water Usage / metered charges - Res...	838,195.00	838,195.00	49,683.57	630,222.42	-207,972.58	75.19 %
200-41200-00	Water Usage / metered charges - Co...	0.00	0.00	3,735.65	67,015.03	67,015.03	0.00 %
200-41400-00	Water Usage / metered charges - Out...	0.00	0.00	254.12	2,414.58	2,414.58	0.00 %
200-41500-00	Water Usage / metered charges - Fire...	0.00	0.00	7.07	697.11	697.11	0.00 %
200-41600-00	Water Usage - Landscape	0.00	0.00	39.04	3,729.83	3,729.83	0.00 %
200-43000-00	Meter Turn-on & Shut-Off Charge	17,510.00	17,510.00	550.00	6,567.50	-10,942.50	37.51 %
200-44000-00	Delinquent Fees	20,600.00	20,600.00	3,206.21	22,789.02	2,189.02	110.63 %
200-49000-00	Other service fees	0.00	0.00	30.00	1,578.14	1,578.14	0.00 %
200-71000-00	Availability Charges	42,000.00	42,000.00	0.00	39,197.93	-2,802.07	93.33 %
200-71200-00	Availability Charge - Penalties & cost ...	0.00	0.00	0.00	965.17	965.17	0.00 %
200-72000-00	Connection Fee	16,630.00	16,630.00	0.00	31,659.82	15,029.82	190.38 %
200-74000-00	Interest Income	18,360.00	18,360.00	0.00	6,882.45	-11,477.55	37.49 %
200-78000-00	Miscellaneous Income-Non Op	25,000.00	25,000.00	0.00	0.15	-24,999.85	0.00 %
	Revenue Total:	2,288,657.00	2,288,657.00	166,927.85	1,792,589.94	-496,067.06	78.32 %
Expense							
200-50100-00	Salaries and Wages	411,699.00	411,699.00	24,235.13	239,002.87	172,696.13	58.05 %
200-50110-00	Salaries and Wages - Overtime	38,771.00	38,771.00	1,794.88	28,202.25	10,568.75	72.74 %
200-50120-00	Medicare Tax	6,532.00	6,532.00	384.18	5,286.08	1,245.92	80.93 %
200-50130-00	Worker's Compensation Insurance	24,744.00	24,744.00	0.00	24,570.34	173.66	99.30 %
200-50140-00	Employee Benefits-Group Insurance	59,551.00	59,551.00	4,015.41	31,674.27	27,876.73	53.19 %

Budget Report

For Fiscal: 2020-2021 Period Ending: 03/31/2021

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
200-50150-00	Employee Benefits-Retirement	184,192.00	184,192.00	12,397.47	132,559.13	51,632.87	71.97 %
200-50160-00	Employee Benefits-Uniform Allowance	1,531.00	1,531.00	161.74	1,325.60	205.40	86.58 %
200-53200-00	Education & Seminars	3,105.00	3,105.00	164.53	189.83	2,915.17	6.11 %
200-54100-00	Gas, Fuel & Oil	10,163.00	10,163.00	0.00	4,675.74	5,487.26	46.01 %
200-54300-00	Insurance - liability	28,830.00	28,830.00	0.00	33,743.67	-4,913.67	117.04 %
200-56100-00	Memberships & Subscriptions	2,432.00	2,432.00	0.00	1,301.96	1,130.04	53.53 %
200-56150-00	Miscellaneous Supplies, Tools & Expe...	4,707.00	4,707.00	646.59	2,617.57	2,089.43	55.61 %
200-57100-00	Permits & Fees	23,323.00	23,323.00	0.00	16,394.86	6,928.14	70.29 %
200-57314-00	Repairs and maintenance - Source of ...	22,088.00	22,088.00	2,856.27	27,592.21	-5,504.21	124.92 %
200-57440-00	Office Supplies & Materials	0.00	0.00	247.71	352.71	-352.71	0.00 %
200-58250-00	Utilities - Cell Phone Charges	465.00	465.00	539.32	4,487.45	-4,022.45	965.04 %
200-58253-00	Utilities - Power for Pumping	74,520.00	74,520.00	6,123.99	60,542.41	13,977.59	81.24 %
200-58300-00	Vehicle Maintenance	6,831.00	6,831.00	203.54	8,836.05	-2,005.05	129.35 %
200-59100-00	Water Purchases	226,406.00	226,406.00	13,016.55	209,184.79	17,221.21	92.39 %
200-59200-00	Water Testing & Analysis	28,833.00	28,833.00	3,240.34	18,775.75	10,057.25	65.12 %
200-60000-00	Depreciation	283,250.00	283,250.00	23,286.43	212,657.34	70,592.66	75.08 %
200-84000-00	Interest Expense	0.00	0.00	4,598.87	16,564.80	-16,564.80	0.00 %
200-86000-00	Administrative Expense	495,493.00	495,493.00	38,478.18	346,303.62	149,189.38	69.89 %
	Expense Total:	1,937,466.00	1,937,466.00	136,391.13	1,426,841.30	510,624.70	73.64 %
	Fund: 200 - Water Operating Fund Surplus (Deficit):	351,191.00	351,191.00	30,536.72	365,748.64	14,557.64	104.15 %
Fund: 210 - Water Capital Improvement Fund							
Revenue							
210-49100-00	Bid Set Revenue	0.00	0.00	495.00	495.00	495.00	0.00 %
	Revenue Total:	0.00	0.00	495.00	495.00	495.00	0.00 %
	Fund: 210 - Water Capital Improvement Fund Total:	0.00	0.00	495.00	495.00	495.00	0.00 %
Fund: 220 - Water Capacity Charge Fund - Restricted							
Revenue							
220-72100-00	Fac. Capacity Chg.	0.00	0.00	0.00	71,232.00	71,232.00	0.00 %
	Revenue Total:	0.00	0.00	0.00	71,232.00	71,232.00	0.00 %
	Fund: 220 - Water Capacity Charge Fund - Restricted Total:	0.00	0.00	0.00	71,232.00	71,232.00	0.00 %
Fund: 230 - Water Restricted for Debt Service							
Expense							
230-84000-00	Interest Expense	16,430.00	16,430.00	0.00	0.00	16,430.00	0.00 %
	Expense Total:	16,430.00	16,430.00	0.00	0.00	16,430.00	0.00 %
	Fund: 230 - Water Restricted for Debt Service Total:	16,430.00	16,430.00	0.00	0.00	16,430.00	0.00 %
Fund: 300 - Sewer Collection							
Revenue							
300-40100-00	Service Charges - Residential	1,091,690.00	1,091,690.00	86,238.38	769,907.43	-321,782.57	70.52 %
300-40200-00	Service Charges - Commercial	0.00	0.00	5,973.14	53,568.45	53,568.45	0.00 %
300-44000-00	Delinquent Fees	7,440.00	7,440.00	2,487.96	18,250.65	10,810.65	245.30 %
300-49000-00	Other service fees	0.00	0.00	150.00	1,438.55	1,438.55	0.00 %
300-70500-00	In lieu of taxes	0.00	0.00	60.00	540.00	540.00	0.00 %
300-71000-00	Availability Charges	8,033.00	8,033.00	0.00	14,067.15	6,034.15	175.12 %
300-71200-00	Availability Charge - Penalties & cost ...	0.00	0.00	0.00	114.10	114.10	0.00 %
300-73000-00	Sewer Hot Taps & Septic Waste Dump..	861.00	861.00	0.00	0.00	-861.00	0.00 %
300-74000-00	Interest Income	10,652.00	10,652.00	0.00	3,011.12	-7,640.88	28.27 %
	Revenue Total:	1,118,676.00	1,118,676.00	94,909.48	860,897.45	-257,778.55	76.96 %
Expense							
300-50100-00	Salaries and Wages	241,817.00	241,817.00	18,972.06	138,532.98	103,284.02	57.29 %
300-50110-00	Salaries and Wages - Overtime	21,559.00	21,559.00	1,207.93	8,738.55	12,820.45	40.53 %
300-50120-00	Medicare Tax	3,819.00	3,819.00	287.03	2,156.48	1,662.52	56.47 %
300-50130-00	Worker's Compensation Insurance	21,193.00	21,193.00	0.00	16,915.05	4,277.95	79.81 %
300-50140-00	Employee Benefits-Group Insurance	22,977.00	22,977.00	1,885.87	12,534.59	10,442.41	54.55 %
300-50150-00	Employee Benefits-Retirement	102,156.00	102,156.00	8,140.56	72,072.22	30,083.78	70.55 %
300-50160-00	Employee Benefits-Uniform Allowance	1,532.00	1,532.00	0.00	1,371.38	160.62	89.52 %

Budget Report

For Fiscal: 2020-2021 Period Ending: 03/31/2021

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
300-53200-00	Education & Seminars	2,070.00	2,070.00	0.00	540.00	1,530.00	26.09 %
300-54100-00	Gas, Fuel & Oil	6,743.00	6,743.00	0.00	1,626.30	5,116.70	24.12 %
300-54300-00	Insurance - liability	17,641.00	17,641.00	0.00	30,234.87	-12,593.87	171.39 %
300-56100-00	Memberships & Subscriptions	5,255.00	5,255.00	0.00	1,097.36	4,157.64	20.88 %
300-56300-00	Office Supplies	1,035.00	1,035.00	0.00	341.43	693.57	32.99 %
300-57100-00	Permits & Fees	12,219.00	12,219.00	557.42	5,486.55	6,732.45	44.90 %
300-57310-00	Repairs and maintenance - Collection	29,673.00	29,673.00	610.91	8,561.45	21,111.55	28.85 %
300-57311-00	Repairs and maintenance - Lift Station	32,217.00	32,217.00	697.62	6,963.44	25,253.56	21.61 %
300-57440-00	Supplies & Materials	6,203.00	6,203.00	40.10	1,372.44	4,830.56	22.13 %
300-58252-00	Utilities - Lift Station	34,080.00	34,080.00	3,659.30	23,678.51	10,401.49	69.48 %
300-58300-00	Vehicle Maintenance - Collections	6,779.00	6,779.00	630.11	1,663.58	5,115.42	24.54 %
300-60000-00	Depreciation	224,950.00	224,950.00	16,493.85	148,782.94	76,167.06	66.14 %
300-84000-00	Interest Expense	46,971.00	46,971.00	0.00	46,971.81	-0.81	100.00 %
300-86000-00	Administrative Expense	143,142.00	143,142.00	11,115.88	100,042.92	43,099.08	69.89 %
	Expense Total:	984,031.00	984,031.00	64,298.64	629,684.85	354,346.15	63.99 %
	Fund: 300 - Sewer Collection Surplus (Deficit):	134,645.00	134,645.00	30,610.84	231,212.60	96,567.60	171.72 %
Fund: 320 - Sewer Capacity Charge Fund - Restricted							
Revenue							
320-72100-00	Fac. Capacity Chg.	11,630.00	11,630.00	0.00	63,965.00	52,335.00	550.00 %
	Revenue Total:	11,630.00	11,630.00	0.00	63,965.00	52,335.00	550.00 %
	Fund: 320 - Sewer Capacity Charge Fund - Restricted Total:	11,630.00	11,630.00	0.00	63,965.00	52,335.00	550.00 %
Fund: 350 - Sewer Treatment							
Revenue							
350-40100-00	Service Charges - Residential (TR)	817,550.00	817,550.00	66,144.90	595,304.10	-222,245.90	72.82 %
350-41100-00	Sewer Usage - Residential (TR)	143,849.00	143,849.00	8,997.79	110,891.71	-32,957.29	77.09 %
350-41200-00	Sewer Usage - Commercial (TR)	0.00	0.00	544.12	5,584.59	5,584.59	0.00 %
350-42100-00	O&M Payments-Arrowbear CWD	163,893.00	163,893.00	15,510.00	139,590.00	-24,303.00	85.17 %
350-42200-00	O&M Payments-CSA 79	198,602.00	198,602.00	18,745.00	168,705.00	-29,897.00	84.95 %
350-44000-00	Delinquent Fees	5,544.00	5,544.00	448.60	4,037.40	-1,506.60	72.82 %
350-71000-00	Availability Charges	5,987.00	5,987.00	0.00	0.00	-5,987.00	0.00 %
350-73000-00	Sewer Hot Taps & Septic Waste Dump..	642.00	642.00	0.00	0.00	-642.00	0.00 %
350-74000-00	Interest Income	7,938.00	7,938.00	0.00	3,293.19	-4,644.81	41.49 %
350-75100-00	Capital Payments - Arrowbear CWD	62,480.00	62,480.00	10,479.00	94,311.00	31,831.00	150.95 %
350-75200-00	Capital Payments-CSA 79	77,035.00	77,035.00	13,538.00	121,842.00	44,807.00	158.16 %
350-78000-00	Miscellaneous Income-Non Op	0.00	0.00	0.00	6.18	6.18	0.00 %
	Revenue Total:	1,483,520.00	1,483,520.00	134,407.41	1,243,565.17	-239,954.83	83.83 %
Expense							
350-50100-00	Salaries and Wages	242,096.00	242,096.00	20,676.69	208,174.82	33,921.18	85.99 %
350-50100-02	Salaries and Wages - SLS #2	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
350-50110-00	Salaries and Wages - Overtime	19,280.00	19,280.00	1,221.65	20,124.53	-844.53	104.38 %
350-50120-00	Medicare Tax	4,256.00	4,256.00	308.31	3,314.73	941.27	77.88 %
350-50130-00	Worker's Compensation Insurance	19,835.00	19,835.00	0.00	14,825.63	5,009.37	74.74 %
350-50140-00	Employee Benefits-Group Insurance	41,902.00	41,902.00	2,793.14	18,863.56	23,038.44	45.02 %
350-50150-00	Employee Benefits-Retirement	112,922.00	112,922.00	8,611.54	90,547.17	22,374.83	80.19 %
350-50160-00	Employee Benefits-Uniform Allowance	1,149.00	1,149.00	400.00	1,651.37	-502.37	143.72 %
350-53200-00	Education & Seminars	2,588.00	2,588.00	451.06	451.06	2,136.94	17.43 %
350-53300-00	Effluent Disposal	4,140.00	4,140.00	0.00	0.00	4,140.00	0.00 %
350-54100-00	Gas, Fuel & Oil	7,400.00	7,400.00	0.00	781.94	6,618.06	10.57 %
350-54300-00	Insurance - liability	14,765.00	14,765.00	0.00	26,606.39	-11,841.39	180.20 %
350-56100-00	Memberships & Subscriptions	2,934.00	2,934.00	90.00	1,203.28	1,730.72	41.01 %
350-57100-00	Permits & Fees	28,362.00	28,362.00	0.00	29,474.17	-1,112.17	103.92 %
350-57100-02	Permits & Fees (SLS #2)	1,770.00	1,770.00	0.00	647.00	1,123.00	36.55 %
350-57310-00	Repairs & Maintenance - Sewer Inter...	8,409.00	8,409.00	0.00	0.00	8,409.00	0.00 %
350-57310-02	Repairs and Maintenance (SLS #2)	5,900.00	5,900.00	0.00	1,418.27	4,481.73	24.04 %
350-57314-00	Repairs & Maintenance - Treatment P...	69,345.00	69,345.00	3,051.14	47,471.68	21,873.32	68.46 %
350-57430-00	Solids Handling	59,036.00	59,036.00	7,526.77	72,575.64	-13,539.64	122.93 %
350-57440-00	Miscellaneous Supplies & Materials	7,704.00	7,704.00	124.26	3,417.00	4,287.00	44.35 %

Budget Report

For Fiscal: 2020-2021 Period Ending: 03/31/2021

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
350-57444-00	Supplies - Office	6,728.00	6,728.00	0.00	431.61	6,296.39 6.42 %
350-58251-00	Utilities - Joint Use Facilities	96,491.00	96,491.00	12,425.20	95,114.01	1,376.99 98.57 %
350-58251-02	Utilities - SLS#2	6,334.00	6,334.00	1,322.64	6,275.03	58.97 99.07 %
350-58300-00	Vehicle Maintenance - Treatment	6,572.00	6,572.00	479.26	7,288.37	-716.37 110.90 %
350-59200-00	Wastewater Testing & Analysis	14,697.00	14,697.00	438.00	7,287.09	7,409.91 49.58 %
350-60000-00	Depreciation	324,830.00	324,830.00	23,652.33	216,066.89	108,763.11 66.52 %
350-86000-00	Administrative Expense	154,153.00	154,153.00	11,970.95	107,738.55	46,414.45 69.89 %
	Expense Total:	1,265,598.00	1,265,598.00	95,542.94	981,749.79	283,848.21 77.57 %
Fund: 350 - Sewer Treatment Surplus (Deficit):		217,922.00	217,922.00	38,864.47	261,815.38	43,893.38 120.14 %

Fund: 400 - Ambulance Operating Fund

Revenue						
400-40000-00	Service Charges	1,136,500.00	1,136,500.00	87,862.84	829,214.46	-307,285.54 72.96 %
400-40050-00	Ambulance Contractual Allowance	-550,000.00	-550,000.00	-49,524.22	-329,261.97	220,738.03 59.87 %
400-44000-00	Ambulance Late Fees	4,000.00	4,000.00	510.00	2,250.00	-1,750.00 56.25 %
400-49500-00	Other service fees - Fire Payroll Reim...	60,000.00	60,000.00	1,012.34	156,298.72	96,298.72 260.50 %
400-74000-00	Interest Income	5,100.00	5,100.00	0.00	255.16	-4,844.84 5.00 %
400-76000-00	Medi-Cal GEMT Support Reimburseme...	100,000.00	100,000.00	-3,165.40	-15,735.91	-115,735.91 15.74 %
400-76010-00	Medi-Cal IGT Program	147,614.00	147,614.00	0.00	0.00	-147,614.00 0.00 %
400-78000-00	Miscellaneous Income-Non Op	0.00	0.00	0.00	29,675.00	29,675.00 0.00 %
	Revenue Total:	903,214.00	903,214.00	36,695.56	672,695.46	-230,518.54 74.48 %

Expense						
400-50100-00	Salaries and Wages	441,286.00	441,286.00	19,572.84	207,310.59	233,975.41 46.98 %
400-50110-00	Salaries and Wages - Overtime	122,500.00	122,500.00	6,498.66	144,805.32	-22,305.32 118.21 %
400-50120-00	Medicare Tax	6,725.00	6,725.00	377.71	5,178.11	1,546.89 77.00 %
400-54100-00	Gas, Fuel & Oil	10,604.00	10,604.00	0.00	4,881.81	5,722.19 46.04 %
400-54300-00	Insurance - liability	11,444.00	11,444.00	0.00	20,259.61	-8,815.61 177.03 %
400-56100-00	Memberships & Subscriptions	13,248.00	13,248.00	2,075.00	16,904.58	-3,656.58 127.60 %
400-57310-00	Repairs and maintenance - Spec. Pur...	3,830.00	3,830.00	0.00	2,299.80	1,530.20 60.05 %
400-57441-00	Supplies & Materials - Medical	26,703.00	26,703.00	2,852.87	27,615.07	-912.07 103.42 %
400-57442-00	Supplies & Materials - Misc	6,210.00	6,210.00	524.88	4,091.51	2,118.49 65.89 %
400-57443-00	Supplies & Materials - Station	1,760.00	1,760.00	-1,698.77	421.83	1,338.17 23.97 %
400-58100-00	Communications	2,401.00	2,401.00	79.08	1,712.15	688.85 71.31 %
400-58200-00	Uncollectible Accounts	0.00	0.00	0.00	2,694.60	-2,694.60 0.00 %
400-58300-00	Vehicle Maintenance	17,595.00	17,595.00	1,563.79	9,203.71	8,391.29 52.31 %
400-60000-00	Depreciation	17,710.00	17,710.00	3,921.11	32,604.37	-14,894.37 184.10 %
400-86000-00	Administrative Expense	110,110.00	110,110.00	7,793.63	70,142.67	39,967.33 63.70 %
	Expense Total:	792,126.00	792,126.00	43,560.80	550,125.73	242,000.27 69.45 %
Fund: 400 - Ambulance Operating Fund Surplus (Deficit):		111,088.00	111,088.00	-6,865.24	122,569.73	11,481.73 110.34 %

Fund: 500 - Fire Operating Fund

\$704,168 property tax revenue received 4/19/2021. Total = \$1,959,173

Revenue						
500-44500-00	Fire College Course Revenue	0.00	0.00	0.00	2,523.50	2,523.50 0.00 %
500-46000-00	Hazard Abatement Program	17,000.00	17,000.00	0.00	19,524.00	2,524.00 114.85 %
500-49000-00	Other service fees	5,000.00	5,000.00	505.00	5,628.14	628.14 112.56 %
500-49500-00	Other service fees - Fire Payroll Reim...	240,000.00	240,000.00	3,037.02	473,392.70	233,392.70 197.25 %
500-70000-00	Property Taxes	1,754,047.00	1,754,047.00	33,962.34	1,079,962.42	-674,084.58 61.57 %
500-70100-00	Property Taxes - PY Taxes and Assess...	0.00	0.00	424.85	14,661.27	14,661.27 0.00 %
500-70200-00	Property Tax - Penalties & cost on del...	0.00	0.00	0.00	380.58	380.58 0.00 %
500-70300-00	Property Tax - Homeowners Property...	0.00	0.00	0.00	7,428.15	7,428.15 0.00 %
500-71000-00	Availability Charges	205,000.00	205,000.00	0.00	203,612.50	-1,387.50 99.32 %
500-74000-00	Interest Income	28,560.00	28,560.00	0.00	2,214.65	-26,345.35 7.75 %
500-76000-00	Grants	0.00	0.00	0.00	12,437.00	12,437.00 0.00 %
	Revenue Total:	2,249,607.00	2,249,607.00	37,929.21	1,821,764.91	-427,842.09 80.98 %

Expense						
500-50100-00	Salaries and Wages	819,533.00	819,533.00	70,090.40	736,085.91	83,447.09 89.82 %
500-50110-00	Salaries and Wages - Overtime	227,500.00	227,500.00	12,635.95	272,361.65	-44,861.65 119.72 %
500-50120-00	Medicare Tax	12,489.00	12,489.00	1,170.37	14,316.33	-1,827.33 114.63 %

Budget Report

For Fiscal: 2020-2021 Period Ending: 03/31/2021

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
500-50130-00	Worker's Compensation Insurance	67,679.00	67,679.00	112.00	62,438.14	5,240.86	92.26 %
500-50140-00	Employee Benefits-Group Insurance	97,358.00	97,358.00	9,909.72	69,093.65	28,264.35	70.97 %
500-50150-00	Employee Benefits-Retirement	619,158.00	619,158.00	49,305.09	484,152.04	135,005.96	78.20 %
500-50160-00	Employee Benefits-Uniform Allowance	6,210.00	6,210.00	0.00	3,940.93	2,269.07	63.46 %
500-50170-00	Unemployment Benefit Expenses	0.00	0.00	102.50	2,371.81	-2,371.81	0.00 %
500-53200-00	Education & Seminars	13,905.00	13,905.00	275.00	11,098.21	2,806.79	79.81 %
500-54100-00	Gas, Fuel & Oil	14,193.00	14,193.00	0.00	6,736.50	7,456.50	47.46 %
500-54200-00	Hazard Abatement Expense	10,300.00	10,300.00	0.00	19,779.50	-9,479.50	192.03 %
500-54300-00	Insurance - liability	16,265.00	16,265.00	0.00	27,793.80	-11,528.80	170.88 %
500-56100-00	Memberships & Subscriptions	6,000.00	6,000.00	184.99	3,633.40	2,366.60	60.56 %
500-56300-00	Office Expense	8,240.00	8,240.00	34.35	3,715.39	4,524.61	45.09 %
500-57100-00	Permits & Fees	4,635.00	4,635.00	0.00	630.71	4,004.29	13.61 %
500-57143-00	Professional Services - Dispatching Se...	58,710.00	58,710.00	0.00	43,707.04	15,002.96	74.45 %
500-57310-00	Repairs and Maintenance - Structures...	9,785.00	9,785.00	1,850.00	4,348.19	5,436.81	44.44 %
500-57400-00	Safety Equipment & Clothing	31,106.00	31,106.00	278.76	23,595.09	7,510.91	75.85 %
500-58250-00	Utilities - Phone, Heat & Lights	23,349.00	23,349.00	2,803.81	18,663.39	4,685.61	79.93 %
500-58300-00	Vehicle Maintenance	38,110.00	38,110.00	397.14	32,571.74	5,538.26	85.47 %
500-81000-00	Tax fee	0.00	0.00	85.16	2,727.81	-2,727.81	0.00 %
500-85000-00	Capital Expenditures	0.00	0.00	6,000.00	31,629.15	-31,629.15	0.00 %
500-86000-00	Administrative Expense	198,197.00	198,197.00	14,881.65	128,104.85	70,092.15	64.64 %
	Expense Total:	2,282,722.00	2,282,722.00	170,116.89	2,003,495.23	279,226.77	87.77 %
	Fund: 500 - Fire Operating Fund Surplus (Deficit):	-33,115.00	-33,115.00	-132,187.68	-181,730.32	-148,615.32	548.79 %
Fund: 590 - Fire - GW (Government Wide)							
Expense							
590-50100-00	Salaries and Wages	0.00	0.00	0.00	-6,083.00	6,083.00	0.00 %
590-60000-00	Depreciation	93,610.00	93,610.00	7,343.35	66,090.09	27,519.91	70.60 %
590-85000-00	Capital Expenditures	0.00	0.00	-6,000.00	-31,629.15	31,629.15	0.00 %
	Expense Total:	93,610.00	93,610.00	1,343.35	28,377.94	65,232.06	30.32 %
	Fund: 590 - Fire - GW (Government Wide) Total:	93,610.00	93,610.00	1,343.35	28,377.94	65,232.06	30.32 %
	Report Surplus (Deficit):	688,724.00	688,724.00	-23,104.54	945,716.82	256,992.82	137.31 %

Group Summary

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 100 - Administration Operating Fund						
Revenue	0.00	0.00	1,799.11	18,015.33	18,015.33	0.00 %
Expense	-5,403.00	-5,403.00	-14,985.59	-20,771.40	15,368.40	384.44 %
Fund: 100 - Administration Operating Fund Surplus (Deficit):	5,403.00	5,403.00	16,784.70	38,786.73	33,383.73	717.87 %
Fund: 200 - Water Operating Fund						
Revenue	2,288,657.00	2,288,657.00	166,927.85	1,792,589.94	-496,067.06	78.32 %
Expense	1,937,466.00	1,937,466.00	136,391.13	1,426,841.30	510,624.70	73.64 %
Fund: 200 - Water Operating Fund Surplus (Deficit):	351,191.00	351,191.00	30,536.72	365,748.64	14,557.64	104.15 %
Fund: 210 - Water Capital Improvement Fund						
Revenue	0.00	0.00	495.00	495.00	495.00	0.00 %
Fund: 210 - Water Capital Improvement Fund Total:	0.00	0.00	495.00	495.00	495.00	0.00 %
Fund: 220 - Water Capacity Charge Fund - Restricted						
Revenue	0.00	0.00	0.00	71,232.00	71,232.00	0.00 %
Fund: 220 - Water Capacity Charge Fund - Restricted Total:	0.00	0.00	0.00	71,232.00	71,232.00	0.00 %
Fund: 230 - Water Restricted for Debt Service						
Expense	16,430.00	16,430.00	0.00	0.00	16,430.00	0.00 %
Fund: 230 - Water Restricted for Debt Service Total:	16,430.00	16,430.00	0.00	0.00	16,430.00	0.00 %
Fund: 300 - Sewer Collection						
Revenue	1,118,676.00	1,118,676.00	94,909.48	860,897.45	-257,778.55	76.96 %
Expense	984,031.00	984,031.00	64,298.64	629,684.85	354,346.15	63.99 %
Fund: 300 - Sewer Collection Surplus (Deficit):	134,645.00	134,645.00	30,610.84	231,212.60	96,567.60	171.72 %
Fund: 320 - Sewer Capacity Charge Fund - Restricted						
Revenue	11,630.00	11,630.00	0.00	63,965.00	52,335.00	550.00 %
Fund: 320 - Sewer Capacity Charge Fund - Restricted Total:	11,630.00	11,630.00	0.00	63,965.00	52,335.00	550.00 %
Fund: 350 - Sewer Treatment						
Revenue	1,483,520.00	1,483,520.00	134,407.41	1,243,565.17	-239,954.83	83.83 %
Expense	1,265,598.00	1,265,598.00	95,542.94	981,749.79	283,848.21	77.57 %
Fund: 350 - Sewer Treatment Surplus (Deficit):	217,922.00	217,922.00	38,864.47	261,815.38	43,893.38	120.14 %
Fund: 400 - Ambulance Operating Fund						
Revenue	903,214.00	903,214.00	36,695.56	672,695.46	-230,518.54	74.48 %
Expense	792,126.00	792,126.00	43,560.80	550,125.73	242,000.27	69.45 %
Fund: 400 - Ambulance Operating Fund Surplus (Deficit):	111,088.00	111,088.00	-6,865.24	122,569.73	11,481.73	110.34 %
Fund: 500 - Fire Operating Fund						
Revenue	2,249,607.00	2,249,607.00	37,929.21	1,821,764.91	-427,842.09	80.98 %
Expense	2,282,722.00	2,282,722.00	170,116.89	2,003,495.23	279,226.77	87.77 %
Fund: 500 - Fire Operating Fund Surplus (Deficit):	-33,115.00	-33,115.00	-132,187.68	-181,730.32	-148,615.32	548.79 %
Fund: 590 - Fire - GW (Government Wide)						
Expense	93,610.00	93,610.00	1,343.35	28,377.94	65,232.06	30.32 %
Fund: 590 - Fire - GW (Government Wide) Total:	93,610.00	93,610.00	1,343.35	28,377.94	65,232.06	30.32 %
Report Surplus (Deficit):	688,724.00	688,724.00	-23,104.54	945,716.82	256,992.82	137.31 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
100 - Administration Operating Fund	5,403.00	5,403.00	16,784.70	38,786.73	33,383.73
200 - Water Operating Fund	351,191.00	351,191.00	30,536.72	365,748.64	14,557.64
210 - Water Capital Improvement Fund	0.00	0.00	495.00	495.00	495.00
220 - Water Capacity Charge Fund -	0.00	0.00	0.00	71,232.00	71,232.00
230 - Water Restricted for Debt Service	-16,430.00	-16,430.00	0.00	0.00	16,430.00
300 - Sewer Collection	134,645.00	134,645.00	30,610.84	231,212.60	96,567.60
320 - Sewer Capacity Charge Fund -	11,630.00	11,630.00	0.00	63,965.00	52,335.00
350 - Sewer Treatment	217,922.00	217,922.00	38,864.47	261,815.38	43,893.38
400 - Ambulance Operating Fund	111,088.00	111,088.00	-6,865.24	122,569.73	11,481.73
500 - Fire Operating Fund	-33,115.00	-33,115.00	-132,187.68	-181,730.32	-148,615.32
590 - Fire - GW (Government Wide)	-93,610.00	-93,610.00	-1,343.35	-28,377.94	65,232.06
Report Surplus (Deficit):	688,724.00	688,724.00	-23,104.54	945,716.82	256,992.82

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: April 21, 2021

TO: Board of Directors

FROM: Staff

SUBJECT: QUARTERLY OPERATIONS REPORTS

ADMINISTRATION DIVISION

3rd Quarter January – March 2021

- Adjust to COVID-19 Guidelines and Requirements for both business and personnel purposes.
- Administration Budget Preparation
- CalPERS Employer Paid Member Contribution Audit (10/1/2017 – 09/30/2020)
- Cross training the Administration Team in A/R, A/P, Billing and Payroll

The following are various statistics for the Administration Division:

Billing	January	February	March
Rereads	15	11	8
Closings	16	29	33
Delinquent Bill	479	415	471
Door Tags	15	10	16
Locked Meters	0	0	0
Disconnected Meters	0	1	1
Reconnected Meters	2	0	1
Liens Applied	15	5	2
Liens Released	0	2	0
Accounts Receivable	January	February	March
Phone/Online Payment	1072	968	1218
Credit Card Payments	26	29	43
Leak Letters Mailed	42	52	44
Hydrant Meters	2	2	1
Co-Customer Accounts	39	42	42
Paperless Billing	375	379	372

Accounts Payable	January	February	March
Requisitions Processed	16	12	22
POs Processed	35	26	18
Invoices Processed	193	154	209
New Owner Packets	22	28	27

Water and Wastewater Operations Reports to be provided at Board Meeting

FIRE DEPARTMENT OPERATIONS REPORT

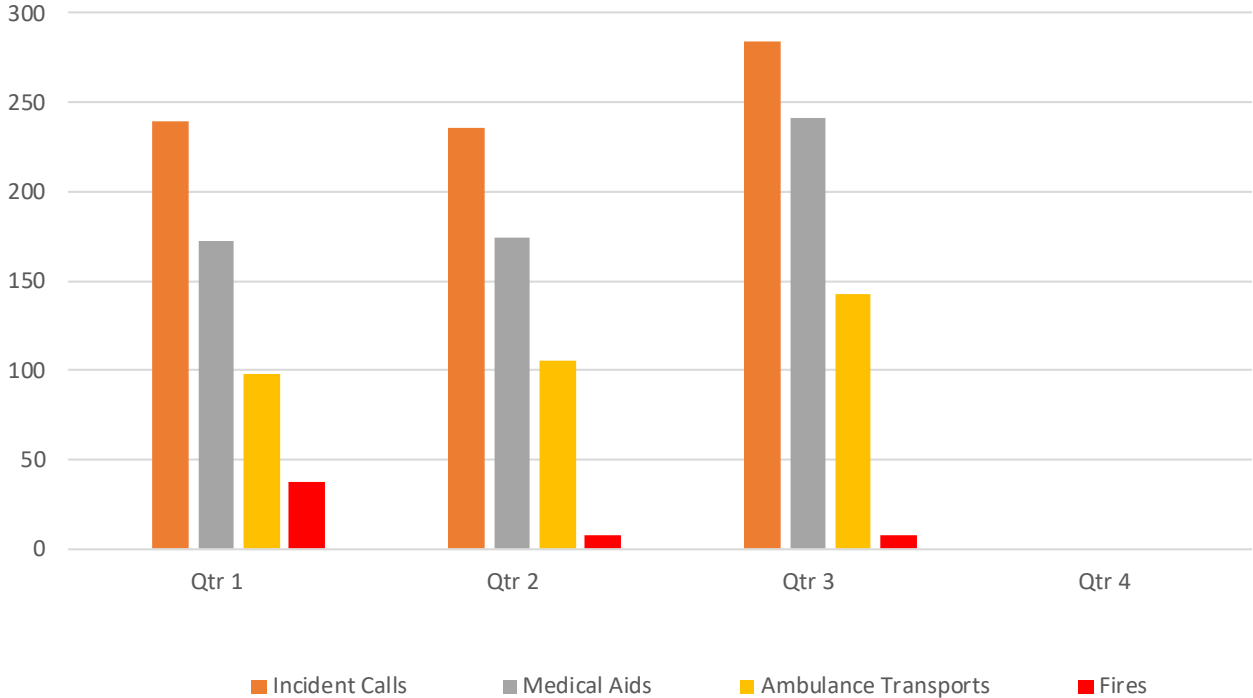
FISCAL YEAR 2021

REPORTABLE OPERATIONS	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Fire Ground Operations				
Incident Calls	239	236	284	0
Medical Aids	172	174	241	0
Ambulance Transports	98	105	143	0
Fires	37	8	8	0
FIRE/EMS Training Hrs.	118	322	290	0
Ambulance Enterprise				
Ambulance Billing	\$239,666.57	\$258,989.44	\$345,492.17	\$0.00
Ambulance Billing Write-Offs	\$114,942.36	\$114,879.70	\$54,542.24	\$0.00
Colltectables	\$124,724.21	\$144,109.74	\$290,949.93	\$0.00
Paid To Date	\$63,426.16	\$67,016.91	\$40,708.39	\$0.00
GEMT	\$0.00	\$0.00	\$0.00	\$0.00
IGT	\$0.00	\$0.00	\$0.00	\$0.00
Weed Abatement				
Warrants Fees Collected	\$0.00	\$3,966.00	\$1,961.00	\$0.00
Weed Abatement Fees Collected	\$9,550.00	\$3,986.00	\$0.00	\$0.00
Residential Inspections	4250	225	9	0
Residential Violations	411	22	2	0
Community Risk Reduction				
Commercial Inspections	0	0	10	0
Commercial Violations	0	0	0	0
Plans Checks/Review	1	1	2	0
Sprinkler Plans Checks	2	0	3	0
Sprinkler Inspections	0	2	5	0
Hydrant Inspections	0	0	0	0
Fees Collected				
Commercial Fire Sprinkler Inspection/Hood & Duct	\$0.00	\$0.00	\$0.00	\$0.00
Commercial Plans Review	\$0.00	\$0.00	\$0.00	\$0.00
Residential Fire Sprinkler Plans	\$197.00	\$0.00	\$591.00	\$0.00
Residential Plans Review	\$157.00	\$157.00	\$314.00	\$0.00
Mulit Family Fire Sprinkler Plans	\$0.00	\$0.00	\$0.00	\$0.00
Mulit Family Plans Review	\$0.00	\$0.00	\$0.00	\$0.00
Special Event Fees	\$0.00	\$0.00	\$0.00	\$0.00
Flow Tests	\$0.00	\$0.00	\$0.00	\$0.00
Public Education	\$0.00	\$0.00	\$0.00	\$0.00
Cost Recovery	\$0.00	\$0.00	\$0.00	\$0.00

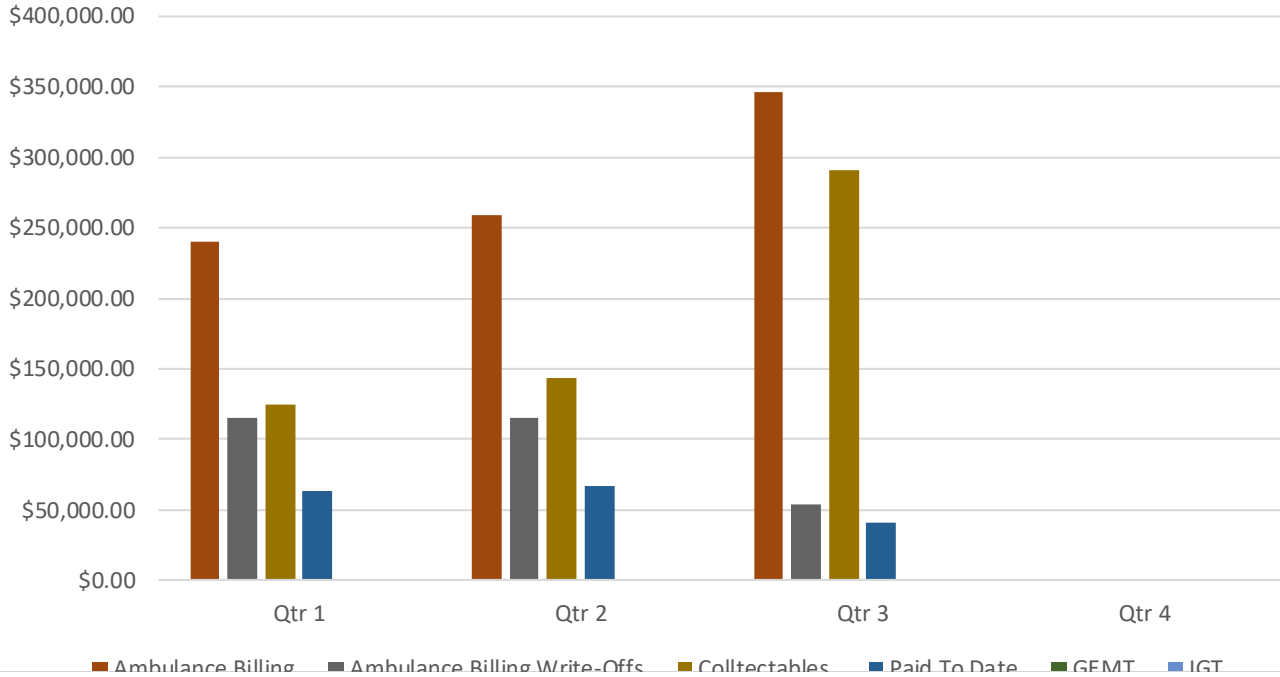
FIRE DEPARTMENT OPERATIONS REPORT

FISCAL YEAR 2021

Fire Ground Operations



Ambulance Enterprise



FIRE DEPARTMENT OPERATIONS REPORT

FISCAL YEAR 2021

