



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: MAY 10, 2019
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, May 15, 2019, at the hour of 9:00 a.m. at the District Office located at 31242 Hilltop Boulevard, Running Springs, California. This agenda was posted prior to 5:00p.m. on May 10, 2019 at the Running Springs Water District Office and Website.

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

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

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

AGENDA

1. Call Meeting to Order and Pledge of Allegiance
2. Recognize and Hear from Visitors / Public Comment - This portion of the agenda is reserved for the public to make comments on matters within the jurisdiction of the Running Springs Water District that are **not on the agenda**. The Board, except to refer the matter to staff and/or place it on a future agenda, may take no action. It is in the best interest of the person speaking to the Board to be concise and to the point. A time limit of five minutes per individual will be allowed. Any person wishing to comment on an item that is on the agenda is requested to complete a request to speak form prior to the item being called for consideration or to raise their hand and be recognized by the Board President.
3. Approval of Consent Items – The following consent items are expected to be routine and non-controversial and will be acted on at one time without discussion unless an item is withdrawn by a Board Member for questions or discussion. Any person wishing to speak on the consent agenda may do so by raising his/her hand and being recognized by the Board President.

A. Approve Meeting Minutes **Page 3**

B. Ratify Expenditures and Review Reserves **Page 9**

- C. Consider Approving Resolution No. 08-19, Adopting the Fire Department Terms for Response Away from Official Duty **Page 18**
- D. Consider Accepting Proposal for Fiscal Year 2018/2019 Financial Audit Services **Page 21**
- 4. Action Items – The following action items will be considered individually and each **require a motion** by the Board of Directors for action.
 - A. Consider Approving Ordinance No. 51, Amending the District Employment Standards and Provisions, Adopting a Revised Personnel Manual (Presenter: Ryan Gross, General Manager) **Page 27**
 - B. Consider Resolution No. 09-19, Adopting Sewer System Management Plan (SSMP) Self-Audit (Presenter: Ryan Gross, General Manager) **Page 193**
- 5. Information Items – The following information items do not require any action by the Board of Directors and are for informational purposes only.
 - A. Final Rate Study (Page 273) & Capacity Fee Reports (Page 345) **Page 273**
 - B. Quarterly Investment Report **Page 362**
 - C. Quarterly Operations Report Format **Page 366**
- 6. General Manager’s Report
- 7. Report from Legal Counsel
- 8. Board Member Comments/Meetings
- 9. Closed Session
 - A. Public Employee Performance Evaluation, Title: General Manager. Pursuant to Government Code Section 54957
- 10. Open Session
 - A. The Board and/or Legal Counsel will report any action taken in closed session.
- 11. Meeting Adjournment

Upcoming Meetings: Regular Board Meeting, June 19, 2019 at 6:00 pm

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: May 15, 2019
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 April 17, 2019.

ATTACHMENTS

Attachment 1 – Draft Meeting Minutes

MINUTES – April 17, 2019
PAGE 1 OF 5

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS RUNNING SPRINGS WATER DISTRICT
COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA
APRIL 17, 2019**

The Regular Meeting of the Board of Directors of the Running Springs Water District was held on Wednesday, April 17, 2019 at the hour of 9:00 A.M. at the District office located at 31242 Hilltop Boulevard, Running Springs, California.

The following Directors were present:

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

Also present were the following:

Ryan Gross, General Manager
Joan C. Eaton, Board Secretary/Treasurer/Administration Supervisor
George Corley, Fire Department Chief
Trevor Miller, Wastewater Treatment Division Supervisor
Randy Bobroff, Water Division Supervisor
Ward Simmons, Legal Counsel, Best, Best & Krieger

No Visitors Present

MEETING MINUTES

AGENDA ITEMS

1. Call Meeting to Order and Pledge of Allegiance

The meeting was called to order at 9:00 A.M. by President Grabow who also led the assembly in the pledge of allegiance to the flag.

2. Recognize and Hear From Visitors/Public Comment

No visitors present

3. Approval of Consent Items

A. Approve March 21, 2019 Rescheduled Board Meeting Minutes

A typographical error in the March 21, 2019 Board Meeting Minutes will be corrected.

B. Ratify March 2019 Expenditures

C. Consider Adopting Resolution No. 06-19, Resolution of Lodge, Association or Other Similar Organization Regarding New Bank Signature Cards for First Foundation Bank

D. Consider Adopting Resolution No. 07-19, Adopting Revisions to the District Purchasing Policy

Upon motion by Director Mackzum, second by Director Conrad and carried by a 5 to 0 vote, with a revision to the March 21, 2019 Rescheduled Board Meeting Minutes, the Consent Items were approved.

4. Action Items

A. Consider Providing Additional Direction to Staff on Draft Fiscal Year 2019/20 and 2020/21 District Budgets

Manager Gross presented the draft Fiscal Year 2019/2020 and 2020/2021 District Budgets in a revised format. The draft Budgets were reviewed by the Finance Committee on April 10, 2019 and Manager Gross has since restructured the document as discussed in the Finance Committee Meeting. The Proposition 218 Public Hearing Notices will be mailed before April 30, 2019 and the Proposition 218 Public Hearing and Board consideration of adopting the two-year budget will be scheduled on June 19, 2019 at 6:00 P.M. Raftelis Financial Consultants, Inc. (Raftelis) will attend the Public Hearing to address questions regarding the proposed revenue adjustments and District Rate Study that includes prepayment options for the CalPERS Unfunded Liability. Further clarification of the CalPERS Risk Mitigation Policy was requested by the Board and discussion continued. Manager Gross then reviewed the Capital Improvement Plan and District Debt Issuances that include the Clean Water State Revolving Fund (CWSRF) Program regarding the Sewer Lift Station Nos. 1-3 Improvements, Municipal Finance Corporation regarding the Ayers Acres Groundwater Well Project and the CWSRF Green Project Reserve Financing regarding the Automatic Meter Reading Technology Upgrade Project. Manager Gross summarized the draft Budgets by Division stating the Administration Budget historically was blended into the other Department Budgets and is now separate to clearly define administration expenses. The District's Combined and Comparative Statements of Revenues, Expenses and Changes in Net Position and the Rates and Fees were then reviewed with Manager Gross reporting on purchased wholesale water from Crestline-Lake Arrowhead Water Agency and Arrowbear Park County Water District. Manager Gross presented the Five-Year Cash Flows and Fund Balances saying the Wastewater Operating Fund is now fully funded. He also presented the Current and Proposed Rates and Fees and the individual Division Budget Core Functions, Goals and Objectives, Operating Expense Details, Employee Classifications/Wage Scales and Capital Improvement Plans.

The consensus of the Board was for staff to proceed with the Fiscal Year 2019/20 and 2020/21 District Budgets with no action required or taken.

B. Board Authorization to Hold a Public Hearing on June 19, 2019 to Consider Proposed Water and Wastewater Rate and Fee Adjustments for Fiscal Years Ending 2020-2024 and to Mail a Notice of the Public Hearing to all District Property Owners in Accordance with the Requirements of Proposition 218

The draft Proposition 218 Notice for Fiscal Years 2020 - 2024 was provided to the Board for review and discussion. The notice states the proposed 2019/20 rate adjustments for the average customer bill for combined water and sewer services, if approved, will increase approximately \$3.77 per month. The Proposition 218 Notice of Public Hearing will be published in the newspaper and District website and the notices will be mailed to all District property owners, or customer of record, in accordance with the requirements of Proposition 218.

Upon **motion** by Director Mackzum, **second** by Director Terry and **carried by a 5 to 0 vote**, Board Authorization to Hold a Public Hearing on June 19, 2019 to Consider Proposed Water and Wastewater Rate and Fee Adjustments for Fiscal Years Ending 2020-2024 and to Mail a Notice of the Public Hearing to all District Property Owners in Accordance with the Requirements of Proposition 218, was approved.

C. Consider Authorizing Staff to Proceed with Purchase of Budgeted Equipment and Services for Wastewater Division

Supervisor Miller reported on proceeding with several Wastewater Operations and Maintenance (O&M) and Capital Improvement Program (CIP) projects and the purchase of equipment and services that were approved in the Fiscal Year 2018/19 Wastewater Budget. Funding for the projects totaling approximately \$100,000 will come from the Wastewater Capital Improvement Project Reserve with a balance of \$287,199.

Upon **motion** by Director Conrad, **second** by Director Terry and **carried by a 5 to 0 vote**, Authorizing Staff to Proceed with the Purchase of Budgeted Equipment and Services listed in the staff report for the Wastewater Division, was approved.

D. Consider Authorizing Changes to Credit/Debit Card Processing for Water and Sewer Bill Payments

Manager Gross reported on the District credit/debit card processing fees that were previously considered by the Board of Directors. Currently, customers that pay water and/or sewer bills are charged a flat service fee of \$3.25 to utilize their credit cards which is collected by Paymentus, a third party agency. The District's new Tyler/Incode Utility Billing Software allows for the integration of an Electronic Transfer System (ETS) program for credit/debit card and e-check payment methods with no fee to the customer. The average estimated processing fee for a \$100 utility payment would be \$1.12 if the

District incurs or absorbs the processing fees into the water and sewer rates and considers the fee part of the cost of doing business. The District would incur an additional annual expense of approximately \$6,500 based on current data with Supervisor Eaton saying an analysis was conducted that indicates the expense would closely balance with District savings in postage, materials and Administration costs. The current contract with Paymentus expires in February of 2020.

Upon **motion** by Director Mackzum, **second** by Director Acciani and **carried by a 5 to 0 vote**, Authorizing Changes and Enter into a New Credit/Debit Card Processing Agreement for Water and Sewer Bill Payments, was approved.

5. Information Items

A. Update of Potential Voting by Districts

Attorney Simmons reported on voting by District and the California Voting Rights Act that was adopted in 2003. Attorney Simmons suggested that the District consider hiring a consultant to prepare a census analysis to determine if there are any concerns in the Running Springs area.

The consensus was for the District to obtain a proposal to conduct a demographic census analysis of the Running Springs area that will be reviewed by the Board on May 15, 2019.

B. Update on Senate Bill 998

Attorney Simmons reported on Senate Bill 998 that is effective in 2020 and increases the procedural mechanism for customers that do not pay their water bill. Senate Bill 998 will require revisions for District water termination policies and Best, Best & Krieger, Legal Consultants will assist the District with rewriting termination procedures. Attorney Simmons said the impact to the District will be more difficulty turning off customer water.

6. General Manager's Report

Manager Gross reported that he and Supervisor Miller recently met with Forest Service representatives regarding the Wastewater Treatment Plant Disposal Pond area that is operated under a Special Use Permit. The outcome of the meeting was that the District will submit a proposal to start the spray irrigation system to determine the water quality effect on the area. Discussion continued regarding the Wastewater Treatment Plant and Irrigation Site.

Chief Corley reported on the Forest Service fuels management project at road 1N09.

7. Report From Legal Counsel

Attorney Simmons reported on the State Water Project and current increase in reservoir conditions due to recent rainfall and he said the water allocation went from 35% to 70%.

Manager Gross and Supervisor Bobroff reported on District water well production that is at 100% and they confirmed that the District had some recent outside water purchases from Crestline-Lake Arrowhead Water Agency and Arrowbear Park County Water District. Supervisor Bobroff also reported on the automated meters saying the system is efficiently managing water leaks.

8. Board Member Comments/Meetings

The District received a formal demand letter from Parker Stanbury, LLP on behalf of customer Mark Towhidlow, regarding standard monthly customer water and sewer service fees with Director Conrad saying his is familiar with the firm and their practices. Mike Riddell, District Legal Counsel with Best, Best and Krieger has responded to the letter on behalf of the District.

Director Grabow recently attended the County Service Area 79 (CSA-79) Green Valley Lake Municipal Advisory Committee Meeting and he suggested the agency schedule a meeting with Running Springs Water District regarding proposed consolidation.

9. Meeting Adjournment

Upon **motion** by Director Mackzum, **second** by Director Terry and **carried by a 5 to 0 vote**, the meeting was adjourned at 11:20 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: May 15, 2019
TO: Board of Directors
FROM: Ryan Gross, General Manager
SUBJECT: RATIFY EXPENDITURES AND REVIEW RESERVES

RECOMMENDED BOARD ACTION

It is recommended that the Board of Directors review the attached accounts payable check register and ratify the District's April 2019 expenditures.

A copy of the District's Cash Reserve Fund Summary as of April 30, 2019, the Fire Department Operating Reserve Fund Surplus/Shortfall History and Pooled Cash Balance 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.

BACKGROUND INFORMATION

Attached is a list of expenditures for April 2019.

FISCAL INFORMATION

Refer to attached accounts payable check register.

ATTACHMENTS

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

Running Springs Water District

Accounts Payable Checks

April 2019

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
2 Hot Uniforms inc	Uniform and Boots for New PCF Gayk	04/01/19	375.70	103100	1,570.83
	Uniform for new PCF DeVault	04/01/19	472.55	103100	
	Uniform and Boots for New PCF Cardenas	04/01/19	237.70	103100	
	Uniform T-Shirts	04/01/19	484.88	103100	
	Uniform and Boots for PCF Vanderhooft	04/16/19	281.80	103161	281.80
	Uniform allowance new PCF Benson	04/23/19	387.67	103196	632.25
	Station Boots For Benson	04/23/19	244.58	103196	
Action Automotive Repair Inc	Smog Inspection	04/09/19	62.75	103129	62.75
	Mount and Balance summer tires	04/30/19	80.00	103215	2,665.23
	Swap out summer tires	04/30/19	80.00	103215	
	Mount and Balance 6 Tires and purchase	04/30/19	2,410.23	103215	
	Swap out summer tires	04/30/19	95.00	103215	
Airgas Inc.	Large Helium	04/09/19	47.60	103130	47.60
Albert A. Webb Associates	Nob Hill Improvements Services March 2019	04/16/19	21,342.50	103162	21,342.50
Allstar Fire Equipment	Safety Equipment	04/09/19	773.47	103131	773.47
American Family Life Assurance Company of Colun	Additional Insurance Premiums April 2019	04/01/19	367.50	103101	367.50
Ameripride Services, Inc	Cleaning Supplies March 2019	04/30/19	289.90	103216	289.90
Arrowbear Park County Water District	Purchased Water	04/01/19	7.23	103102	7.23
Bacon/Wagner Excavating, Inc.	Two Loads to One Stop	04/09/19	800.00	103132	800.00
	Bio Solids Hauling	04/23/19	800.00	103197	800.00
Best, Best & Krieger LLP	Legal Services March 2019	04/16/19	2,059.72	103163	2,059.72
BURR Group Inc.	Trash Service March 2019 - Station 50	04/01/19	69.04	103103	399.20
	Trash Service/Loads March 2019- Treatment Plant	04/01/19	330.16	103103	
	Trash Service March 2019	04/09/19	181.39	103133	181.39
Caldwell Electric Incorp	Replacement of Electricity Meter	04/09/19	325.00	103134	325.00
California Computer Options Inc	Network Maintenance and Monitoring April 19	04/01/19	2,375.00	103104	2,375.00
California Water Environment Association	Mech Tech Grade 2 Renewal - Shoopman	04/16/19	92.00	103164	179.00
	Plant Tech Maint Grade 1 renewal - Viero	04/16/19	87.00	103164	
CalPERS	Health Insurance Premiums April 2019	04/02/19	16,090.56	DFT0000907	16,090.56
	Employ Contribu Classic/Prepra 3/25/19	04/03/19	3,297.38	DFT0000908	3,297.38
	Employ Paid Contribu Classic/Prepra 4/8/19	04/16/19	3,249.44	DFT0000931	3,249.44
	2019 Replacement Charges	04/17/19	842.31	DFT0000932	842.31
Canon	Contract Charge and Meter Usage April 2019	04/19/19	637.31	103185	637.31
Charter Communitcations	Telephone and Internet April 2019	04/16/19	585.46	103165	783.18
	Internet and Telephone April-May 2019	04/16/19	197.72	103165	
	Telephone and Internet Apr-May 2019	04/23/19	129.96	103198	129.96
Citibank, N.A.	Miscellaneous Supplies	04/16/19	141.28	103166	141.28
	Office Supplies -March 2019	04/23/19	59.30	103199	547.73
	STAPLES -OFFICE SUPPLIES	04/23/19	488.43	103199	
Clinical Laboratory of San Bernardino	Water Samples March 2019	04/19/19	900.00	103186	900.00
	Wastewater Samples March 2019	04/23/19	891.00	103200	891.00
Compressed Air Specialties, Inc.	Air Compressor Supplies and parts	04/23/19	1,001.75	103201	1,001.75
ConFire JPA	April - June 2019 Radio/Dispatch	04/30/19	11,484.41	103217	11,484.41
County of San Bernardino	Lien Releases	04/01/19	16.00	103105	48.00
	Lien Releases	04/01/19	16.00	103105	

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
County of San Bernardino	2 Lien Releases	04/01/19	16.00	103105	48.00
	Lien Release	04/09/19	8.00	103135	8.00
	2 Lien Releases	04/16/19	16.00	103167	16.00
	Monthly Assessor Parcel Map Changes April 2019	04/16/19	2.00	103168	2.00
	2- Lien Releases	04/19/19	16.00	103187	16.00
	Lien Release	04/23/19	8.00	103202	8.00
Crestline-Lake Arrowhead Water Agency	Purchased Water March 2019	04/09/19	2,331.23	103136	2,331.23
Cypress Ancillary Benefits	Dental Insurance Premiums April 2019	04/01/19	924.26	103106	924.26
Dave Morgan	FF3 Station Boots for Morgan	04/23/19	244.58	103203	244.58
Dixi Willemse	Reimbursement Claim	04/16/19	48.93	103169	48.93
	Reimbursement Claim	04/30/19	24.40	103218	24.40
Federal Express Corporation	Shipping Charges March 2019	04/19/19	178.32	103188	178.32
Fire Apparatus Solutions	Brush E51 Annual Maint and Repairs	04/30/19	2,791.39	103219	2,791.39
Fire Fighters Association	Association Dues March 2019	04/01/19	700.00	103107	700.00
	April 2019 Dues	04/30/19	540.00	103220	540.00
Frank DeVault	Life Scan and Ambulance License Reimbursement	04/16/19	93.00	103170	93.00
Frontier Communications	Scada Line Mar-Apr 2019	04/01/19	120.82	103108	446.19
	Telephone Mar-Apr 2019	04/01/19	75.37	103108	
	Telephone Mar-Apr 2019	04/01/19	58.45	103108	
	Telephone Mar-Apr 2019	04/01/19	75.37	103108	
	Telephone Mar-Apr 2019	04/01/19	57.96	103108	
	Telephone Mar-Apr 2019	04/01/19	58.22	103108	
	Telephone April 2019	04/09/19	146.31	103137	201.57
	Telephone April 2019	04/09/19	55.26	103137	
	Telephone April -May 2019	04/23/19	55.33	103204	300.81
	Scada Line April-May 2019	04/23/19	112.65	103204	
	Telephone April-May 2019	04/23/19	74.99	103204	
	Telephone April-May 2019	04/23/19	57.84	103204	
	Telephone Mar-Apr 2019	04/30/19	128.41	103221	128.41
Hach Company	LDO probe sensor cap	04/30/19	158.56	103222	158.56
HD Supply Facilities Maintenance LTD	Leak Locating Device	04/01/19	4,000.22	103109	4,000.22
	Hog Meter Box and Hog Discharge Hose	04/16/19	229.40	103171	229.40
Inland Desert Security & Communications	Answering Service March 2019	04/01/19	241.60	103110	241.60
	Answering Service April 2019	04/16/19	109.30	103172	109.30
Jeff Kawell	Lift Miscellaneous -Remove wet well pump	04/01/19	375.00	103111	375.00
Joan Eaton	Reimbursement Claim	04/09/19	140.44	103138	140.44
	Reimbursement Claim	04/16/19	260.00	103173	260.00
	Reimbursement Claim	04/23/19	225.00	103205	225.00
	Reimbursement Claim	04/30/19	100.00	103223	100.00
Kerr Engineering & Sales	link seal for LS 4	04/01/19	187.79	103112	187.79
Leslie's Poolmart, Inc	Water Treatment	04/01/19	1,176.93	103113	868.77
	Price Adjustment	04/01/19	-308.16	103113	
	NaOCl for MBR cleaning	04/23/19	554.40	103206	1,484.91
	Soda Ash	04/23/19	930.51	103206	
Liberty Composting Inc	Tipping Fees Mar 2019	04/16/19	1,243.60	103174	1,243.60
Life-Assist, Inc	Ambulance Supplies	04/09/19	609.95	103139	1,593.67
	Ambulance Supplies	04/09/19	885.26	103139	
	Ambulance Supplies	04/09/19	98.46	103139	
	Ambulance Supplies	04/19/19	77.56	103189	77.56
	Ambulance Supplies	04/23/19	402.99	103207	592.15

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Life-Assist, Inc	A, bulance Supplies	04/23/19	148.43	103207	592.15
	Ambulance Supplies	04/23/19	40.73	103207	
Linda Mayfield	Reimbursement Claim	04/19/19	772.00	103190	772.00
	Reimbursement Claim	04/23/19	189.07	103208	189.07
Liquinox	Bioxide for lift stations	04/09/19	4,274.21	103140	4,274.21
Lou's Gloves, Inc	Nitrile Exam Glves Xlarge	04/30/19	96.00	103224	96.00
MCI	Long Distance March 2019	04/09/19	49.35	103141	49.35
McMaster-Carr Supply Company	ball end T-handle Key sets	04/16/19	111.33	103175	111.33
	Pressure gauges for LS 1, 3 and 5	04/23/19	118.45	103209	118.45
Metropolitan Life Insurance Company	Vision Insurance Premiums April 2019	04/01/19	153.43	103114	153.43
Motorola Solutions Inc	Digital Radio from Motorola	04/30/19	3,137.28	103225	3,137.28
Mountain Mutal Aid	2019 Membership Dues	04/09/19	24.00	103142	24.00
Myers-Stevens & Toohey Co. Inc	Pol # Prco-92281-Ca100	04/19/19	5,543.00	103191	5,543.00
NAPA Auto Parts	Miscellaneous Parts and Supplies	04/09/19	317.81	103143	425.87
	Miscellaneous Parts and Supplies	04/09/19	108.06	103143	
NBS Government Finance Group	Qtrly Admin Fees April-June 2019	04/01/19	1,488.35	103115	1,488.35
Neofunds By Neopost	Postage for postage machine	04/01/19	2,068.63	103116	2,068.63
Neopost USA Inc	Lease Payment	04/01/19	385.58	103117	385.58
Nestle Waters North America	Drinking Water for Treatment Plant March 2019	04/01/19	59.11	103118	59.11
Nick Nikas	Reimbursement Claim	04/09/19	1,076.63	103145	1,076.63
	Reimbursement Claim	04/30/19	411.99	103226	411.99
Odyssey Power	stand by generator repairs	04/09/19	2,019.57	103146	2,019.57
One Stop Landscape Supply	Bio Solids Hauling Jan. 19 to Jun.19	04/09/19	2,640.00	103147	2,640.00
Patricia A. Monical	Industrial Paper Towels and Toilet Paper-Plant	04/23/19	156.18	103210	156.18
Polydyne Inc.	Blanket PO for Polydyne	04/09/19	1,405.17	103148	1,405.17
	Blanket PO for Polydyne	04/30/19	1,405.17	103227	1,405.17
Radiation Detection Company	Quarterly TLD XBG Badges	04/01/19	684.77	103119	684.77
Rafetlis	Rate Study Services March 2019	04/16/19	11,538.75	103176	11,538.75
Ram Software Systems, Inc	Ambulance billing support contract	04/09/19	1,500.00	103149	1,500.00
Reliance Standard Life Insurance Company	Life Insurance Premiums April 2019	04/01/19	1,039.17	103120	1,039.17
Rene Vanderhooft	Wages for Pay period ending 3/25/19	04/01/19	355.59	103121	355.59
	Payroll Replacement Check for bad Direct Dep	04/09/19	69.35	103158	69.35
Richard Viero	Reimbursement Claim	04/16/19	94.31	103177	124.31
	Reimbursement Claim	04/16/19	30.00	103177	
Robert Aberg	Mileage Reimbursement for Classes	04/09/19	83.50	103150	1,002.00
	Mileage Reimbursement for Classes	04/09/19	125.25	103150	
	Mileage Reimbursement for Classes	04/09/19	208.75	103150	
	Mileage Reimbursement for Classes	04/09/19	208.75	103150	
	Mileage Reimbursement for Classes	04/09/19	167.00	103150	
	Mileage Reimbursement for Classes	04/09/19	208.75	103150	
Rocio Silva	Janitorial Service March 2019	04/19/19	485.00	103192	485.00
Roger E. Fox, M.D.	DOT Exam (2)	04/09/19	100.00	103151	100.00
Rogers Anderson Malody & Scott LLP	Consultant Charges March 2019	04/19/19	2,610.00	103193	2,610.00
Ryan Gross	Reimbursement Claim	04/01/19	367.73	103122	367.73
	Reimbursement Claim	04/19/19	240.00	103194	240.00
Ryan Taylor	Remove Pine and Oak Tree Fredalba	04/01/19	850.00	103123	850.00
Safeguard Business Systems	ENVELOPES -WINDOW	04/01/19	221.32	103124	221.32
	Printed Envelopes	04/30/19	345.95	103228	345.95
San Bernardino County Elections Office of the Regi	11/6/18 General Election Costs	04/09/19	844.00	103152	844.00
South Coast Air Quality Management District	EM Elec GVen Diesel Annual Fee	04/23/19	406.79	103211	406.79

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
South Coast Air Quality Management District	Emissions Fee Flat fee for 18-19	04/30/19	131.79	103229	131.79
Southern California Edison Company	Electricity March 2019	04/01/19	349.29	103125	349.29
	Electricity March 2019	04/09/19	345.95	103144	3,144.22
	Electricity March 2019	04/09/19	333.46	103144	
	Electricity March 2019	04/09/19	209.00	103144	
	Electricity March 2019	04/09/19	67.39	103144	
	Electricity March 2019	04/09/19	944.78	103144	
	Electricity March 2019	04/09/19	248.52	103144	
	Electricity March 2019	04/09/19	471.56	103144	
	Electricity March 2019	04/09/19	147.20	103144	
	Electricity March 2019	04/09/19	141.64	103144	
	Electricity March 2019	04/09/19	234.72	103144	
	Electricity March 2019	04/09/19	298.64	103153	1,207.42
	Electricity March 2018	04/09/19	44.33	103153	
	Electricity March 2019	04/09/19	258.84	103153	
	Electricity March 2019	04/09/19	73.52	103153	
	Electricity March 2019	04/09/19	181.01	103153	
	Electricity March 2019	04/09/19	13.19	103153	
	Electricity March 2019	04/09/19	185.44	103153	
	Electricity March 2019	04/09/19	11.37	103153	
	Electricity March 2019	04/09/19	141.08	103153	
	Electricity March 2019	04/16/19	1,369.29	103178	2,224.69
	Electricity March 2019	04/16/19	855.40	103178	
	Electricity March 2019	04/23/19	173.35	103212	10,911.19
	Electricity - March 2019	04/23/19	383.49	103212	
	Electricity March 2019	04/23/19	106.56	103212	
	Electricity March 2019	04/23/19	122.13	103212	
	Electricity March 2019	04/23/19	8,849.27	103212	
	Electricity March 2019	04/23/19	580.11	103212	
	Electricity March 2019	04/23/19	696.28	103212	
Southern California Gas Company	Gas Usage March 2019	04/09/19	365.81	103154	365.81
	Gas Usage March 2019	04/16/19	342.33	103179	941.65
	Gas Usage March 2019	04/16/19	300.99	103179	
	Gas Usage March 2019	04/16/19	282.91	103179	
	Gas Usage March 2019	04/16/19	15.42	103179	
Southern Water Services LLC	LS 7 and 8 pumps	04/30/19	9,325.44	103230	9,325.44
State of California - State Water Resource Control	Operator in Training - Hannay	04/01/19	125.00	103126	125.00
State Water Resources Control Board	Annual Permit Fee For Treatment Plant	04/23/19	1,400.00	103213	1,400.00
Sunbelt Rentals	Load bank for testing generators	04/16/19	662.89	103180	662.89
Terminix International Company LP	Pest Control Treatment Plant	04/01/19	49.00	103127	49.00
	Pest Control	04/23/19	49.00	103214	49.00
The Standard Insurance Company	Disability Insurance Premiums March and April 201	04/19/19	440.00	103195	440.00
Trevor Miller	Reimbursement Claim	04/01/19	124.70	103128	124.70
	Reimbursement Claim	04/16/19	256.28	103181	256.28
Underground Service Alert of Southern California	New Dig Tickets and Maintenance Fee April 2019	04/09/19	24.85	103155	24.85
US Postal Service	Postage for permit 14	04/30/19	6,000.00	103231	6,000.00
Verizon Wireless Services LLC	Cell Phone Charges March 2019	04/09/19	236.22	103156	236.22
Visa	Parts for Snow Cat Trailer- Drop Hitch	04/16/19	500.11	103182	6,506.66
	Bobroff -SIP- For Scada Line	04/16/19	31.53	103182	
	Corley- Safelite Glass repair/ CPR cards	04/16/19	283.59	103182	

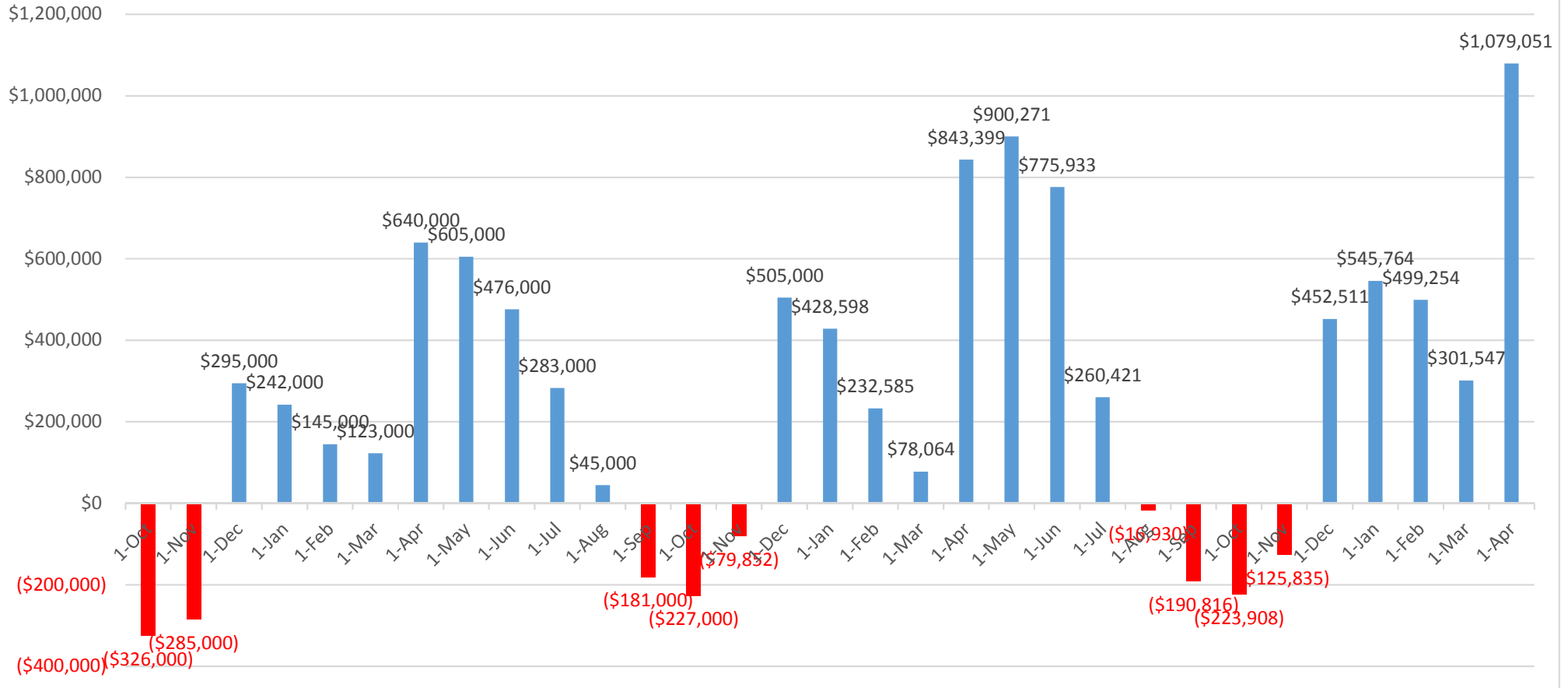
Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Visa	Laser Payable Checks (2500)	04/16/19	4,370.22	103182	6,506.66
	555c backhoe seat	04/16/19	1,076.81	103182	
	Staples External Hard Drive	04/16/19	244.40	103182	
Vyanet Operating Group	Security/Monitoring May-July 2019 Office	04/16/19	135.80	103183	135.80
W.W. Grainger, Inc	New transducer for EQ 1	04/09/19	135.94	103157	757.88
	New transducer for EQ 1	04/09/19	621.94	103157	
	Test Ball Plug	04/30/19	297.02	103232	297.02
York Risk Services Group, Inc	Workers Comp Admin Fees for March 2019	04/16/19	112.00	103184	112.00

Totals

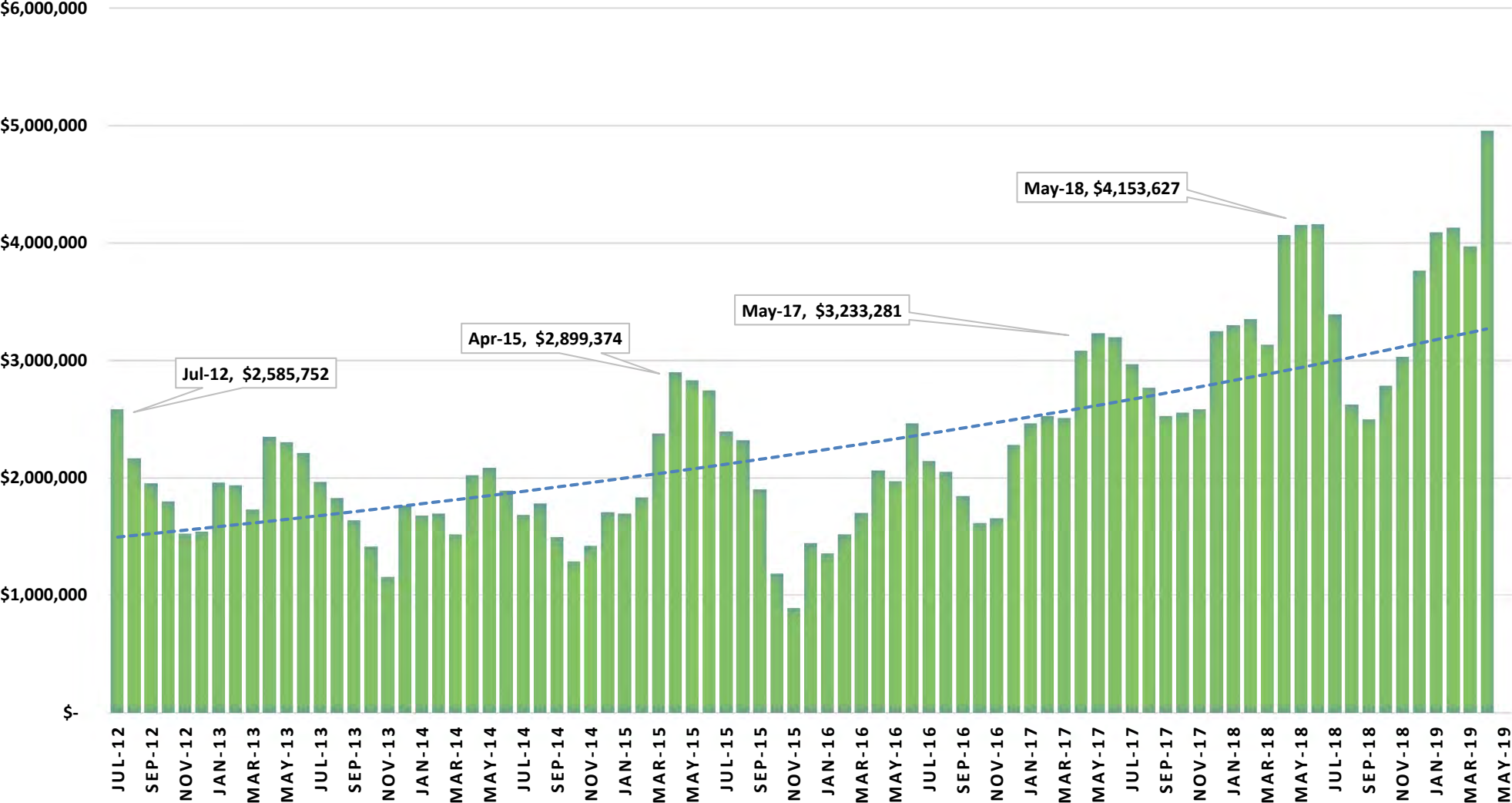
Payment Type	Payable Count	Payment Count	Payment
Regular Checks	199	131	169,189.95
Manual Checks	0	0	0.00
Voided Checks	0	0	0.00
Bank Drafts	4	4	23,479.69
EFT's	0	0	0.00
Totals	203	135	192,669.64

Fund Balances as of April 30, 2019	
Fire & Ambulance Department	
Fire Department Operating Reserve	1,866,304
Ambulance Department Operating Reserve	325,715
Subtotal Fire & Ambulance Department Operating Reserve Funds	2,192,019
Recommended Operating Reserve Fund Target (6 Months Operating Expenses)	1,112,969
Fire & Ambulance Department Operating Reserve Surplus / (Shortfall)	1,079,051
Wastewater Division	
Wastewater Capital Improvement Project Reserve	385,766
Wastewater System Connection & Capacity Charges	193,983
CWSRF Loan Agreement 14-813 Debt Reserve (Restricted for SLS 1-3 Debt Service)	171,537
Wastewater Operating Reserve Fund	554,896
Recommended Operating Reserve Fund Target (4 Months Operating Expenses)	554,896
Wastewater Operating Reserve Surplus / (Shortfall)	-
Water Division	
Water Capital Improvement Project Reserve	571,097
Water System Connection & Capacity Charges	18,348
Water Infrastructure R&R Reserve (MFC Debt Reserve)	65,341
Water Operating Reserve	528,461
Recommended Operating Reserve Fund Target (4 Months Operating Expenses)	528,461
Water Operating Reserve Surplus / (Shortfall)	-
Assessment Districts Restricted Funds	
Water Assessment District No. 9 Construction Funds	23,509
Water Assessment District No. 10 Construction Funds	26,421
Water Assessment District No. 10 O&M	108,965
Water Assessment District No. 10 Bond Reserve Fund	113,074
Subtotal Assessment Districts	271,969
Total District Designated & Operating Reserve Funds	4,681,447
Assessment District Funds	271,969
Combined Pooled Cash	4,953,416
Checking Account (General)	344,473
LAIF	4,480,268
York Insurance Deposit	14,601
BNY Mellon (AD #10 Bond Reserve)	113,074
Petty Cash	1,000
Combined Pooled Cash	4,953,416

Fire Department Operating Reserve Surplus / (Shortfall)



COMBINED POOLED CASH BALANCE



RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: May 15, 2019

TO: Board of Directors

FROM: George Corley, Fire Chief
Ryan Gross, General Manager

SUBJECT: **CONSIDER ADOPTING RESOLUTION NO. 08-19, IDENTIFYING THE TERMS AND CONDITIONS FOR THE FIRE DEPARTMENT RESPONSE AWAY FROM THEIR OFFICIAL DUTY STATION AND ASSIGNED TO AN EMERGENCY INCIDENT**

RECOMMENDED BOARD ACTION

Consider Adopting Resolution No. 08-19, Identifying the Terms and Conditions for the Fire Department Response Away from their Official Duty Station and Assigned to an Emergency Incident.

REASON FOR RECOMMENDATION

The terms and conditions of the Agreement for Local Government Fire and Emergency Assistancess under the (California Fire Assistance Agreement – CFAA) have changed. To continue the same terms of reimbursement we have received for our employees in the past, the Running Springs Fire Department will require either a Governing Board Resolution (GBR) or a Memorandum of Understanding (MOU) that addresses our payment with the Department’s Employees, to secure the same terms of reimbursement of the past under this agreement.

BACKGROUND INFORMATION

This year requirements covered under the California Fire Assistance Agreement for the reimbursement for emergency responses for all agencies have change. Agencies will need a GBR or MOU with employees addressing their method of payment to be reimbursed at their true cost under this new agreement. The GBR will allow Running Springs Fire Department to continue to pay its employees the same as in the past. Without the GBR the Running Springs Fire Department would be receiving reimbursement below the true cost incurred by the Department for emergency responses.

FISCAL INFORMATION

Since the way the Fire Department pays its employees doesn’t change, the GBR will ensure that the Fire Department is paid a full reimbursement rate that covers the true cost

of emergency responses from the Running Springs Fire Department covered under the California Fire Assistance Agreement and some other local fire agreements. Without the GBR the emergency responses of Running Springs Fire Department would revert to an Average Actual Rate set by the – CFAA, which would be below the cost that Running Springs Fire Department would incur to provide emergency responses under these agreements.

ATTACHMENTS

Attachment 1 – Resolution No. 08-19

RESOLUTION NO. 08-19

RESOLUTION OF THE BOARD OF DIRECTORS OF THE RUNNING SPRINGS WATER DISTRICT, ON BEHALF OF ITS FIRE DEPARTMENT, IDENTIFYING THE TERMS AND CONDITIONS FOR THE FIRE DEPARTMENT RESPONSE AWAY FROM THEIR OFFICIAL DUTY STATION AND ASSIGNED TO AN EMERGENCY INCIDENT

WHEREAS, Running Springs Water District, on behalf of its Fire Department (hereinafter the “Running Springs Fire Department”), is a public agency located in the County of San Bernardino, State of California and the Community of Running Springs

WHEREAS, it is the desire of the Board of Directors of the Running Springs Water District, on behalf of its Fire Department, to provide fair and legal payment to all its employees for time worked.

WHEREAS, the Running Springs Fire Department has in its employ, fire and emergency response personnel that include: Fire Chief, Battalion Chief, Fire Captain, Engineer, Firefighter/Paramedic and Firefighter/EMT positions.

WHEREAS, the Running Springs Fire Department will compensate its employees portal to portal while in the course of their employment and away from their official duty stations and assigned to an emergency incident, in support of an emergency incident or pre-positioned for emergency response. Personnel will be compensated (portal to portal) beginning at the time of dispatch outside of the Running Springs Fire Department jurisdiction to the time when equipment and personnel are back in service and available for responses within the jurisdiction of the Running Springs Fire Department.

WHEREAS, the Running Springs Fire Department will compensate its employees overtime in accordance with their current Running Springs Water District Personnel Policy, Rules and Regulations, Standard Operating Procedures and/or other directives that identifies personnel compensation for the Running Springs Fire Department.

ADOPTED this 15th day of May 2019.

Ayes:
Noes:
Abstentions:
Absent:

President, Board of Directors
Running Springs Water District

ATTEST:

Secretary of the Board of Directors
Running Springs Water District

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: May 15, 2019

TO: Board of Directors

FROM: Joan Eaton, Board Secretary/Administration Supervisor/Treasurer
Ryan Gross, General Manager

**SUBJECT: CONSIDER ACCEPTING PROPOSAL FOR FISCAL YEAR
2019/20 FINANCIAL AUDIT SERVICES**

RECOMMENDATION

It is recommended that the Board of Directors consider approving the attached proposal for Fiscal Year 2019/20 financial audit services.

REASON FOR RECOMMENDATION

To conduct the District's Fiscal Year 2019/20 Financial Audit.

BACKGROUND INFORMATION

Van Lant & Fankhanel (VLF) has conducted the District's last fiscal year audit. The principals of VLF have also worked on the District's last five fiscal year audits. A copy of VLF's proposal is attached.

FISCAL INFORMATION

VLF has proposed a fee of \$23,100 which is an increase of \$600 from last year. For information purposes, the proposed fee for a single audit is \$2,500 and would be required if the District had received federal funding of \$750,000 or more.

ATTACHMENTS

Attachment 1 – VLF Proposal

March 11, 2019

Board of Directors and Management
Running Springs Water District
31242 Hilltop Blvd.
Running Springs, California 92382

We are pleased to confirm our understanding of the services we are to provide Running Springs Water District (District) for the year ending June 30, 2019. We will audit the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the District as of and for the year ending June 30, 2019. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Pension Related Schedules
- 3) Budgetary Schedules

We have also been engaged to report on supplementary information other than RSI that accompanies the District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole.

- 1) Combining Statements

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information

- 1) Transmittal Letter and Other Introductory Section Information

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of District's financial statements. Our report will be addressed to Management and the Board of Directors of the District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We will also provide a report on agreed upon procedures performed on the District's calculation of its annual appropriations limit as required by Article XIII B of the California State Constitution. We will perform the procedures in the Article XIII B Appropriations Limit Uniform Guidelines as published by the League of California Cities. This report will include a statement that the report is intended solely for the information and use of management, District Board and specific legislative or regulatory bodies and is not intended to be and should not be used by anyone other than these specified parties.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our

responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of the District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedures or take any action that would be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles, as applicable. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Van Lant & Fankhanel, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State of California or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Van

Lant & Fankhanel, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the regulators. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in July/August of 2019 and to issue our reports no later than November 2019. Brett Van Lant is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be \$23,100, plus an additional \$2,500 if a single audit is required. These fees are based on the current audit scope, and the assumption the single audit will include no more than one major program. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended through the date of termination.

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

VAN LANT & FANKHANEL LLP



Brett Van Lant
Certified Public Accountant

RESPONSE:

This letter correctly sets forth the understanding of Running Springs Water District.

Management signature:

Title:

Date:

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: May 15, 2019
TO: Board of Directors
FROM: Ryan Gross, General Manager
SUBJECT: CONSIDER ADOPTING ORDINANCE NO. 51, AMENDING THE DISTRICT EMPLOYMENT STANDARDS AND PROVISIONS, ADOPTING A REVISED PERSONNEL MANUAL

RECOMMENDED BOARD ACTION

Consider Adopting Ordinance No. 51, Amending District Employment Standards and Provisions, Adopting a Revised Personnel Manual.

REASON FOR RECOMMENDATION

Various standalone personnel policies have been adopted over the years and this latest update incorporates those and other formatting revisions into the 2019 Personnel Manual.

BACKGROUND INFORMATION

The District's Personnel Manual was last updated in 2013. This 2019 update is minor including primarily housekeeping items and incorporation of various changes made since 2013. Attachment 1 is a draft of the proposed Ordinance No. 51. Attachment 2 lists the proposed changes and Attachment 3 contains the 2019 Personnel Manual Update with the proposed changes indicated in ~~strikethrough~~ and underline format.

FISCAL INFORMATION

The proposed revisions will have a minimal if any fiscal impact.

ATTACHMENTS

- Attachment 1 – Ordinance No. 39
- Attachment 2 – List of Proposed Changes
- Attachment 3 – Proposed 2019 Personnel Manual Update

ORDINANCE NO. 51**AN ORDINANCE OF THE OF THE BOARD OF DIRECTORS OF THE
RUNNING SPRINGS WATER DISTRICT AMENDING DISTRICT
EMPLOYMENT STANDARDS AND PROVISIONS, ADOPTING A REVISED
PERSONNEL MANUAL**

WHEREAS, the District Board adopted Ordinance No. 24, effective May 1, 2002, which set forth District employment standards and provisions; and

WHEREAS, the employment standards and provisions set forth by Ordinance No. 24 were identified in the District Personnel Manual; and

WHEREAS, the District Board adopted Ordinance No. 28, effective April 16, 2008, which amended the District employment standards and provisions by authorizing the District to pay and report the value of the Employer Paid Member Contribution (EPMC) on behalf of Public Employee Retirement System (PERS) Safety Plan and Miscellaneous Plan members; and

WHEREAS, the District Board adopted Ordinance No. 29, effective November 19, 2008, which amended the District employment standards and provisions to:

- Remove certain standards and provisions,
- Incorporate new standards and provisions that will result in more cost effective operations,
- Incorporate new standards and provisions that will enhance employee benefits in a cost effective manner and within budget constraints, and
- Incorporate new standards and provisions that are in compliance with current labor and employment law;

WHEREAS, the District Board adopted Ordinance No. 30, effective October 21, 2009, which amended the District employment standards and provisions to provide clarification to the District Personnel Manual;

WHEREAS, the District Board adopted Ordinance No. 39, effective January 16, 2013, which amended the District employment standards and provisions to provide clarification to the District Personnel Manual;

WHEREAS, the District Board now wishes to further amend the District employment standards and provisions to:

- Remove certain standards and provisions,
- Incorporate new standards and provisions that will result in more cost effective operations,
- Incorporate new standards and provisions for clarification purposes, and

- Incorporate new standards and provisions that are in compliance with current labor and employment law;

NOW, THEREFORE, BE IT ORDAINED by the Board of Directors of the Running Springs Water District that the District employment standards and provisions are hereby amended as reflected in the May 15, 2019 version of the District Personnel Manual, attached hereto and made a part hereof.

ADOPTED this 15th day of May, 2019.

ATTEST

President, Board of Directors
Running Springs Water District

Secretary, Board of Directors
Running Springs Water District

RSWD Personnel Manual Update (05-15-19) REDLINE.docx

Main document changes and comments	
Page 10: Inserted	5/3/2019 8:45:00 AM
after 12 months of part-time employment	
Page 10: Inserted	5/3/2019 8:58:00 AM
and/or medical expense reimbursement plan	
Page 10: Inserted	5/8/2019 3:39:00 PM
Enrollment changes can be made during the open enrollment period only, with the exception of a qualifying event. Please see the Administration Supervisor for Open Enrollment Dates.	
Page 10: Inserted	5/8/2019 3:37:00 PM
Enrollment changes can be made during the open enrollment period only, with the exception of a qualifying event. Please see the Administration Supervisor for Open Enrollment Dates.	
Page 11: Inserted	5/8/2019 3:38:00 PM
Enrollment changes can be made during the open enrollment period only, with the exception of a qualifying event. Please see the Administration Supervisor for Open Enrollment Dates.	
Page 11: Inserted	5/3/2019 9:01:00 AM
up to a maximum of \$225,000	
Page 13: Inserted	5/3/2019 9:13:00 AM
and the Company Nurse when applicable	
1.	
Page 13: Inserted	5/3/2019 9:06:00 AM
<u>Drug and Alcohol Testing</u> : Drug and alcohol testing shall be required for all Workers' Compensation job-related injuries.	
1.	
Page 13: Formatted	5/3/2019 9:06:00 AM
No underline	
Page 14: Deleted	5/6/2019 10:40:00 AM
District and reported as additional compensation	
a.	
Page 14: Inserted	5/6/2019 10:40:00 AM
employee	
a.	
Page 14: Deleted	5/6/2019 10:41:00 AM
District and reported as additional compensation	
a.	
Page 14: Inserted	5/6/2019 10:41:00 AM
employee	
a.	
Page 18: Deleted	5/2/2019 12:48:00 PM

fill out a vacation/

1.

Page 18: Deleted 3/7/2019 3:55:00 PM

holiday request form (Attachment E)

1.

Page 18: Inserted 4/6/2019 12:57:00 PM

request

1.

Page 18: Deleted 5/2/2019 12:48:00 PM

request

1.

Page 18: Inserted 5/2/2019 12:48:00 PM

use the Microsoft

1.

Page 18: Inserted 4/6/2019 12:57:00 PM

Outlook Calendar

1.

Page 18: Inserted 5/2/2019 12:47:00 PM

Meeting Invite Function to request time off

1.

Page 20: Inserted 5/3/2019 3:13:00 PM

use the Microsoft Outlook Calendar Meeting Invite Function to request time off

a.

Page 20: Deleted 5/3/2019 3:13:00 PM

fill out a vacation/holiday request form (Attachment E)

a.

Page 21: Inserted 5/3/2019 10:39:00 AM

An employee who, on or after July 1, 2015, works thirty (30) or more days within a year from the commencement of employment is eligible for Minimum Paid Sick Leave. This policy is intended to comply with the requirements of the Healthy Workplaces, Healthy Families Act of 2014 at Labor Code section 246 and should be interpreted consistently.

1.

Page 21: Inserted 5/8/2019 3:44:00 PM

Minimum Paid Sick Leave

a.

Page 21: Inserted 5/3/2019 10:40:00 AM

Employees who are eligible for the Minimum Paid Sick Leave entitlement as of July 1, 2015, will be granted one hour per every 30 hours worked, paid at the employee's regular wage rate. Accrual shall begin on the first day of employment or July 1, 2015, whichever is later. An employee shall be entitled to use accrued paid sick days beginning on the 90th day of employment, after which day the employee may use paid sick days as they are accrued. Accrued paid sick leave shall carry over to the following year of employment and is capped at 48 hours. Employees are not eligible to accrue unless their accrual bank is less than 48 hours. The Minimum Paid Sick Leave entitlement

and its use shall be reflected on the covered employee's regular pay stubs. Minimum Paid Sick Leave will not be paid out on termination.

Page 21: Inserted

5/3/2019 10:41:00 AM

Any paid leave assigned for use during the covered employee's own illness and Minimum Paid Sick Leave, shall be available for the following uses:

1.

Page 22: Inserted

5/3/2019 10:42:00 AM

An absence necessitated by an employee's own or a family member's illness or injury, defined to include diagnosis, care, or treatment of an existing health condition, among other things;

a.

Page 22: Inserted

5/3/2019 10:42:00 AM

An absence necessitated by the employee's own or a family member's need for preventative care, defined to include medical, dental, or vision appointments;

a.

Page 22: Inserted

5/3/2019 10:43:00 AM

An absence due to an employee's exposure to a contagious disease when quarantine is imposed by health authorities or on the advice of a physician when the presence of the employee at work could endanger the health of others;

a.

Page 22: Inserted

5/3/2019 10:43:00 AM

An absence required by an employee who is the victim of domestic violence, sexual assault, or stalking, to: (1) attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or his or her child; (2) seek medical attention for injuries caused by domestic violence, sexual assault, or stalking; (3) obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking; (4) obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking; or (5) participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation;

a.

Page 22: Inserted

5/3/2019 10:40:00 AM

Use of Minimum Paid Sick Leave. Minimum Paid Sick Leave may be used for any purpose sick leave is otherwise typically used pursuant to policy and consistent with those uses set forth in the Healthy Workplaces, Healthy Families Act of 2014 (AB 1522). These uses include, but are not limited to use by a covered employee for preventative care or diagnosis, care, or treatment of an existing health condition for the covered employee or his or her family member; and use by a covered employee who is a victim of domestic violence, sexual assault, or stalking. A covered employee may not be required to find a replacement worker in order to utilize Minimum Paid Sick Leave. Use of paid sick days is limited to 24 hours in each year of employment;

a.

Page 23: Inserted

5/3/2019 10:44:00 AM

For purposes of this Section, "family member" is defined consistent with Labor Code section 245.5(c), which generally includes child (including foster, legal ward, and those similarly situated), parent (including spouse's parent, guardian, and those similarly situated), spouse,

registered domestic partner, grandparent, grandchild, and sibling. Employer may require such paid leaves to be used, when available, in conjunction with any medical leave.

a.

Page 23: Inserted 5/3/2019 10:23:00 AM

by phone,

a.

Page 23: Deleted 5/3/2019 10:22:00 AM

(not

a.

Page 23: Inserted 5/3/2019 10:23:00 AM

or

a.

Page 23: Deleted 5/3/2019 10:23:00 AM

)

a.

Page 24: Deleted 5/3/2019 10:36:00 AM

PHYSICIAN'S RELEASE

1.

Page 24: Inserted 5/3/2019 10:36:00 AM

Medical Certification

1.

Page 24: Inserted 5/3/2019 10:37:00 AM

Employer may, at its discretion, require an employee who has a medically related absence for more than twenty four (24) hours of consecutively scheduled work days to furnish medical certification of the illness or injury necessitating the absence. If an employee cannot provide certification, the employee's supervisor has the option to deny the sick leave request and convert the time to unexcused absence. Employer may also, at its discretion, require an employee absent for more than twenty four (24) hours of consecutively scheduled work days to furnish medical certification that he or she is fit for duty prior to returning to service.

1.

Page 24: Deleted 5/3/2019 10:37:00 AM

If an employee is absent from work for a period of three (3) consecutive scheduled work days due to illness or accident, the Department Supervisor and/or General Manager may require the employee to furnish a physician's release stating that he or she is able to return to active, unrestricted duty.

1.

Page 26: Deleted 5/2/2019 4:23:00 PM

Office

1.

Page 26: Inserted 5/2/2019 4:23:00 PM

Administration

1.

Page 31: Inserted 5/6/2019 11:58:00 AM

1. Baby Bonding Leave: In accordance with the New Parent Leave Act, effective January 1, 2018, all eligible employees shall be entitled to up to twelve (12) weeks of unpaid parental leave to bond with a new child within one year of the child's birth, adoption, or foster care placement. An employee is eligible for parental leave under the New Parent Leave Act when (1) the employee has worked for the District for at least the preceding twelve consecutive months; (2) the employee has worked a minimum of 1,250 hours during that 12-month period; and (3) as of the date of the leave request, the District employs at least twenty employees within 75 miles of the employee's worksite. An employee eligible for Family and Medical Leave (see Section 8) baby bonding leave shall not also be entitled to baby bonding under this section.

Page 35: Deleted **5/8/2019 3:52:00 PM**

as long as the employee participates in accordance with established District procedures as set forth in Attachment G. If the employee fails to adhere to District policy, the employee will be required to reimburse the District for the unused portion of the membership cost

Page 35: Inserted **5/3/2019 11:15:00 AM**

Incentive for Early Notification of Retirement

A.

Page 35: Inserted **5/3/2019 11:18:00 AM**

For succession planning purposes, the District will provide employees an incentive for early notification of their retirement from the District as follows:

Page 35: Inserted **5/3/2019 11:17:00 AM**

Employees that give the District notice of their retirement from the District six (6) months in advance are eligible for an incentive of \$2,000.

Employees that give the District notice of their retirement from the District three (3) months in advance are eligible for an incentive of \$1,000.

These amounts may be prorated at the General Managers discretion anywhere in the range from one (1) to six (6) months advance notice of pending retirement form the District.

Page 39: Inserted **5/3/2019 10:45:00 AM**

and do accumulate seniority for award recognition

1.

Page 39: Inserted **5/8/2019 3:53:00 PM**

after 12-months of continued Part-Time employment

1.

Page 40: Inserted **5/2/2019 4:07:00 PM**

Operations Manager

Page 40: Formatted **5/2/2019 4:08:00 PM**

Justified, Indent: Left: 1.01", Hanging: 0.01", Right: 0", Tab stops: Not at 0.5" + 3.1"

Page 40: Inserted **5/2/2019 4:07:00 PM**

Operations Manager

Page 40: Inserted 5/2/2019 4:09:00 PM

and/or Operations Manager

1.

Page 46: Inserted 5/6/2019 11:17:00 AM

is listed in the District budget.

Page 46: Deleted 5/6/2019 11:17:00 AM

shall be an additional ten percent (10%) of the employee's current rate of pay

Page 46: Inserted 5/8/2019 3:55:00 PM

with prior approval from the General Manager

Page 46: Inserted 5/2/2019 2:31:00 PM

This section includes Paid Call Firefighters (PCFs) in accordance with FLSA.

Page 47: Deleted 3/7/2019 3:50:00 PM

three

Page 47: Inserted 3/7/2019 3:50:00 PM

two

Page 47: Deleted 3/7/2019 3:50:00 PM

3

Page 47: Inserted 3/7/2019 3:50:00 PM

2

Page 47: Deleted 3/7/2019 3:51:00 PM

all initial

(1)

Page 47: Inserted 5/2/2019 2:22:00 PM

and other

(1)

Page 47: Inserted 5/2/2019 2:23:00 PM

on the District's on-call cell phones

(1)

Page 47: Deleted 5/2/2019 12:50:00 PM

through

(1)

Page 47: Inserted 3/7/2019 3:51:00 PM

(1)

Page 47: Inserted 5/2/2019 12:50:00 PM

from

(1)

Page 47: Inserted 3/7/2019 3:51:00 PM

either

(1)

Page 47: Inserted 5/2/2019 2:23:00 PM

, Operations Managers, General Manager

(1)

Page 47: Inserted 3/7/2019 3:51:00 PM

or SCADA system's auto dialer

(1)

Page 48: Deleted 3/7/2019 3:48:00 PM

Collection

Page 48: Deleted 5/2/2019 12:50:00 PM

Department

Page 48: Inserted 5/2/2019 12:50:00 PM

Division

Page 48: Inserted 3/7/2019 3:49:00 PM

& wastewater treatment

Page 48: Inserted 3/7/2019 3:49:00 PM

Page 48: Deleted 3/7/2019 3:49:00 PM

and Wastewater Treatment Department personnel will assume primary responsibility for wastewater treatment related calls.

Page 48: Inserted 5/2/2019 4:10:00 PM

Operations Managers

Page 48: Deleted 5/2/2019 4:10:00 PM

Division Supervisors

Page 48: Deleted 3/7/2019 3:48:00 PM

five

Page 48: Inserted 3/7/2019 3:48:00 PM

four

Page 49: Inserted 5/3/2019 10:55:00 AM

Upon termination, for non-exempt employees who have a CTO balance, the General Manager can approve paying the employee at overtime rate for any CTO on the books since they earned the CTO instead of being paid overtime.

Page 49: Formatted 5/3/2019 10:55:00 AM

Justified, Indent: Left: 0.25", Right: 0", Space After: 0.15 pt, Line spacing: Multiple 1.04 li

Page 53: Inserted 5/6/2019 12:06:00 PM

The District maintains *zero tolerance* for unlawful workplace harassment. This policy applies to all employees, elected or appointed officials, vendors, contractors, interns or volunteers at the

District. Those covered under this policy are advised that they can be held *personally liable* under the law for harassment in violation of this policy.

1.

Page 53: Inserted 5/6/2019 12:07:00 PM

sexual orientation, gender identity or gender expression, race, color, ancestry, national origin, religion, sex (including pregnancy, childbirth and related medical conditions), disability, age, genetic information, marital status, and military or veteran status,

Page 53: Deleted 5/6/2019 12:07:00 PM

race, ethnicity, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, marital status, gender, sex, sexual orientation, age, pregnancy, childbirth, gender identity, gender expression or other related disabilities,

Page 54: Deleted 5/6/2019 12:08:00 PM

agent

1.

Page 54: Inserted 5/6/2019 12:08:00 PM

covered party

1.

Page 58: Inserted 5/6/2019 12:09:00 PM

(including but not limited to marijuana, whether or not obtained legally pursuant to state law)

1.

Page 61: Inserted 5/6/2019 12:10:00 PM

This prohibition includes any positive test for marijuana – regardless of intoxication level and regardless of whether obtained legally pursuant to state laws.

Page 62: Inserted 5/6/2019 12:11:00 PM

(defined to include marijuana, whether or not obtained legally pursuant to state law)

1.

Page 66: Deleted 5/8/2019 4:01:00 PM

Business Office

1.

Page 66: Inserted 5/8/2019 4:01:00 PM

Administration Supervisor

1.

Page 68: Inserted 5/8/2019 4:02:00 PM

General Manager and/or

1.

Page 68: Deleted 5/8/2019 4:02:00 PM

Business Office

1.

Page 68: Inserted 5/8/2019 4:02:00 PM

Administration Supervisor

1.

Page 87: Inserted 5/2/2019 4:10:00 PM

and/or Operations Managers

1.

Page 87: Inserted 5/2/2019 4:11:00 PM

, Operations Managers

1.

Page 118: Inserted 4/6/2019 10:29:00 AM

Any unused uniform allowance will be carried over to the next fiscal year up to a maximum cap of \$500

Page 124: Inserted 5/2/2019 2:35:00 PM

All Applicants must possess a valid California Ambulance Driver Certificate (DL 61).

1.

Page 124: Inserted 5/2/2019 2:35:00 PM

1. An Accredited California Fire Academy A Waiver from this qualification may be made by Fire Chief based on position such as Ambulance Operator.

Page 124: Deleted 5/2/2019 2:36:00 PM

15

1.

Page 124: Inserted 5/2/2019 2:36:00 PM

30

1.

Page 124: Inserted 5/2/2019 2:37:00 PM

with California Ambulance Drivers Certificate

1.

Page 125: Inserted 5/2/2019 2:38:00 PM

1.

6. PCF Employees that fail the 1 year probationary period or terminate employment within one year from start date may be held liable for 100% of reimbursement of all expenses. These expenses will include but are not limited to, certifications, licenses, uniforms, boots and any purchased equipment issued to PCF Employee. Waiver from this requirement can only be obtained from the Fire Chief.

Page 125: Formatted 5/2/2019 2:38:00 PM

List Paragraph, Right: 0", No bullets or numbering

Page 125: Formatted 5/2/2019 2:38:00 PM

Font: (Default) Times New Roman, 12 pt

Page 125: Formatted 5/2/2019 2:38:00 PM

Normal, Indent: Hanging: 0.5", Right: 0", Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

Page 125: Formatted 5/2/2019 2:38:00 PM

Font: (Default) Times New Roman, 12 pt, Font color: Black

Page 128: Deleted	5/2/2019 2:43:00 PM
Fire Hydraulics.	
Fire apparatus and equipment.	
Page 128: Inserted	5/2/2019 2:43:00 PM
Fire Apparatus,	
1.	
Page 128: Inserted	5/2/2019 2:44:00 PM
Pumper,	
1.	
Page 128: Deleted	5/2/2019 2:45:00 PM
7	
Page 128: Inserted	5/2/2019 2:45:00 PM
5	
Page 128: Deleted	5/2/2019 2:46:00 PM
Fire Company Organization and Procedure of Fire Manager I.	
1.	
Page 128: Inserted	5/2/2019 2:46:00 PM
Company Officer 2A, 2B, 2C, 2D and 2E.	
1.	
Page 128: Deleted	5/2/2019 2:47:00 PM
Firefighting Tactics and Strategy or Fire Command IA and IB.	
1.	
Page 128: Inserted	5/2/2019 2:47:00 PM
Instructor 1 Training.	
1.	
Page 128: Deleted	5/2/2019 2:47:00 PM
Instructor Training IA and IB	
1.	
Page 128: Inserted	5/2/2019 2:47:00 PM
Strategy and Tactics Workshop.	
1.	
Page 128: Inserted	5/2/2019 2:48:00 PM
Fire Investigation 1A.	
1.	
Page 128: Deleted	5/2/2019 2:48:00 PM
Introduction to Fire Prevention or Fire Prevention IA and IB.	
1.	
Page 129: Deleted	5/2/2019 2:48:00 PM
Fire Investigation IA.	

Page 129: Inserted	5/2/2019 2:49:00 PM
Company A.	
Page 129: Deleted	5/2/2019 2:50:00 PM
protection equipment and systems 1.	
Page 129: Inserted	5/2/2019 2:50:00 PM
Inspector 1A and 1B 1.	
Page 129: Deleted	5/2/2019 2:50:00 PM
Investigation IB 1.	
Page 129: Inserted	5/2/2019 2:50:00 PM
Investigator 1B and 1C 1.	
Page 129: Deleted	5/2/2019 2:50:00 PM
Fire 1.	
Page 129: Inserted	5/2/2019 2:51:00 PM
Certified Fire Inspector 1.	
Page 129: Deleted	5/2/2019 2:51:00 PM
Wildland Fire Control VII or Fire Command V 1.	
Page 129: Deleted	5/2/2019 2:51:00 PM
Public Education Officer I 1.	
Page 129: Inserted	5/2/2019 2:51:00 PM
Community Risk Educator 1.	
Page 129: Deleted	5/2/2019 2:51:00 PM
Prevention Officer I 1.	
Page 129: Inserted	5/2/2019 2:51:00 PM
Investigator 1.	
Page 130: Inserted	5/8/2019 11:11:00 AM
Minimum Requirements is the candidate must have been a fulltime Captain for two (2) years. A.	
Page 130: Deleted	5/8/2019 11:11:00 AM
Must have been a full-time Captain for two (2) years. A.	
Page 130: Inserted	5/8/2019 11:11:00 AM

(At the Discretion of the Fire Chief this may be an optional requirement).

1.

Page 130: Inserted 5/8/2019 11:10:00 AM

Starting salary will be depending on qualification or experience or a combination of both.

Page 130: Deleted 5/8/2019 11:10:00 AM

Requirements above must be completed before an employee may reach the top pay grade.

Page 131: Deleted 5/2/2019 2:06:00 PM

Department of Health Services

A.

Page 131: Inserted 5/2/2019 2:06:00 PM

Water Resources Control Board

A.

Page 131: Inserted 5/2/2019 2:07:00 PM

Water Resources Control Board

Page 131: Deleted 5/2/2019 2:07:00 PM

Department of Health Services

Page 131: Deleted 3/22/2019 10:00:00 AM

Plant Maintenance (Grades 1 only)

1.

Page 131: Deleted 3/22/2019 10:00:00 AM

Plant Maintenance

1.

Page 131: Deleted 3/22/2019 10:00:00 AM

2

1.

Page 131: Inserted 3/22/2019 10:00:00 AM

1

1.

Page 131: Deleted 3/22/2019 10:00:00 AM

Plant Maintenance

1.

Page 131: Deleted 3/22/2019 10:00:00 AM

2

1.

Page 131: Inserted 3/22/2019 10:00:00 AM

1

1.

Page 133: Deleted 3/22/2019 10:00:00 AM

Plant Maintenance (Grades 1 only)

1.

Page 133: Deleted 3/22/2019 10:00:00 AM

Plant Maintenance

1.

Page 133: Deleted 3/22/2019 10:00:00 AM

2

1.

Page 133: Inserted 3/22/2019 10:00:00 AM

1

1.

Page 133: Deleted 3/22/2019 10:00:00 AM

Plant Maintenance

1.

Page 133: Deleted 3/22/2019 10:00:00 AM

2

1.

Page 133: Inserted 3/22/2019 10:00:00 AM

1

1.

Page 134: Inserted 3/22/2019 9:56:00 AM

Page 134: Inserted 3/22/2019 9:58:00 AM

A. DISTRICT REQUIRED: Mechanical Technologist*
(Issued by CWEA, California Water Environment Association)

Page 134: Formatted 3/22/2019 10:04:00 AM

Indent: Left: 1.06"

Page 134: Formatted 3/22/2019 9:58:00 AM

List Paragraph, Left, Indent: Left: 1.56", Tab stops: 1.17", Left

Page 134: Formatted 3/22/2019 9:57:00 AM

Underline

Page 134: Deleted 5/2/2019 2:07:00 PM

Department of Health Services

Page 134: Inserted 5/2/2019 2:07:00 PM

Water Resources Control Board

Page 134: Deleted 3/22/2019 9:55:00 AM

Plant Maintenance (Grade 1 only)

1.

Page 134: Deleted 3/22/2019 9:59:00 AM

Plant Maintenance

1.

Page 134: Deleted 5/2/2019 2:12:00 PM

2

1.

Page 134: Inserted 5/2/2019 2:12:00 PM

1

1.

Page 134: Deleted 5/2/2019 2:12:00 PM

Plant Maintenance

1.

Page 134: Deleted 3/22/2019 9:59:00 AM

2

1.

Page 134: Inserted 3/22/2019 9:59:00 AM

1

1.

Page 135: Deleted 5/2/2019 2:07:00 PM

Department of Health Services

Page 135: Inserted 5/2/2019 2:07:00 PM

Water Resources Control Board

Page 135: Deleted 5/2/2019 2:07:00 PM

Department of Health Services

Page 135: Inserted 5/2/2019 2:07:00 PM

Water Resources Control Board

Page 145: Deleted 5/9/2019 3:44:00 PM

Running Springs Water District



Running Springs Fire Department



Personnel Manual

May 15, 2019

Ordinance No. 51

This page intentionally blank

Table of Contents

Section 1 – District History and Introduction	4
Mission Statement	4
Strategic Vision	4
District Formation History	5
Water Department History	5
Fire Department History	6
Wastewater Department History	7
Introduction to Personnel Manual	8
Section 2 – Benefits	10
Benefits Section Introduction	10
A. Medical Insurance	10
B. Dental Insurance	10
C. Vision Insurance	11
D. Health Insurance Plan Cost and Medical Expense Reimbursement Policy	11
E. Life Insurance	11
F. State Disability Insurance	11
G. Worker’s Compensation Insurance	12
H. Long Term Disability Insurance	13
I. CalPERS Retirement Plan	13
J. Deferred Compensation	15
K. Vacation Leave	15
L. Holiday Leave	19
M. Sick Leave	21
N. Other Leave	28
O. Educational Opportunities	33
P. Travel and Mileage Reimbursement	34
Q. Uniform Allowance	35
R. Physical Fitness Program	35
S. Incentive for Early Notification of Retirement	35
Section 3 – Employee Recruitment, Employee Status, and Seniority	37
A. Employee Recruitment	37
B. Employment Status	39

C.	Probationary Period	40
D.	Termination of Employment	40
E.	Seniority	41
F.	Staff Organization Structure and Job Descriptions	42
Section 4 –	Employee Compensation	43
A.	Position Classification	43
B.	Merit Advancement (Performance Evaluation)	43
C.	Payroll Calculation	44
D.	Pay Periods	44
E.	Certification	45
F.	Overtime – Non-Exempt	46
G.	Standby and On Call	47
H.	Non-Exempt Miscellaneous Employee Compensatory Time-Off (CTO)	49
I.	Non FLSA Compensatory Time-Off – (CTO) Exempt Employees	49
J.	24-Hour Shift Employees Work Schedule	50
K.	40-Hour Personnel Work Schedule	51
Section 5 –	Employment Polices	53
A.	Equal Employment Policy	53
B.	Policy against Employee Harassment	53
C.	Employment of Relatives or Co-Habitants	56
D.	Non-Smokers	58
E.	Physical Examinations	58
F.	Drug and Alcohol Use	58
G.	Personal Matters	66
H.	Tardiness	67
I.	Termination and Retirement Policy	68
J.	Anti-Violence Policy	70
K.	Employee Conduct and Discipline-Miscellaneous Employees	70
L.	Employee Conduct and Discipline-Safety Employees	77
M.	Computer and Electronic Systems Policy	82
N.	Cellular Phone, Smart Phone/PDA Policy	85
O.	Personal Appearance Standards/Dress Code Policy	87
P.	Customer Relations Policy	90

Q. Confidentiality	90
R. Cost Consciousness	91
Section 6 – Employee Recognition	92
Section 7 – Employee and Management Rights	94
Section 8 – Grievance Procedures	96
ATTACHMENTS	102
A. Health Insurance Plan Cost and Medical Expense Reimbursement Policy	103
B. Conversion adjustment of earned vacation, sick leave and holiday	115
C. Employee Sick Leave Transfer Request	116
D. Mileage and Travel Expense Reimbursement	117
E. Fire Department Uniform Allowance	118
F. Miscellaneous Employee Uniform Allowance	119
G. Physical Fitness Program/Allowance	121
H. Fire Department Recruitment, Educational Standards and Employment Classification	122
I. Water and Wastewater Department Certification Requirements	131
J. 24-Hour Shift Personnel Work Period	137
K. Personal Data Form	139
L. Job Description Format	140
M. Organizational Chart	142
N. Criteria for Level Advancement	143
O. Employee Performance Evaluation Format	145
P. Ordinance No. 51	146

This page intentionally blank

Running Springs Water District Personnel Manual

Section 1 – District History and Introduction

Mission Statement

The mission of the Running Springs Water 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.

Strategic Vision

The vision of the Running Springs Water 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 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.
- 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 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.
- Administration Service: The Running Springs Administration Department will provide exceptional customer service to the community and support services to all District departments 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 Departments is actively encouraged.

District Formation History

The Running Springs Water District ("RSWD or District") is a local public agency charged under the laws of the United States of America and the State of California, as well as our own District policies and regulations, with the duty of supplying and maintaining water service, providing fire and emergency medical care services and operating wastewater collection and treatment facilities for the residents, users and taxpayers of this area.

The District is an independent special district that was formed in March 1958. "Special District" can be defined as a legally constituted governmental entity which is neither a city nor a county, and is established for the purpose of providing specific services within a specific boundary.

The District is a multi-service organization that presently operates three departments: a water department that provides retail water distribution, a fire department that provides fire protection and pre-hospital emergency medical aid service, and a wastewater department that collects, treats, and disposes of the area's wastewater. The District's service area is approximately five square miles.

The District's power and authority is primarily regulated and defined by Division 12, Sections 30000-33901 of the California Water Code. The District's operations are governed by a five member Board of Directors elected by the community.

Water Department History

The first service provided by the District was retail water sales and was the reason for the District's formation in 1958. This service is still the primary function of the Water District. To establish the newly formed district, the voters of Running Springs passed a bond issue which provided the funds to purchase the area's four existing private water companies and to correct the major water system deficiencies. The purpose of this consolidation was to provide stability, and to attempt to guarantee continuous service throughout the area. The inability of the existing companies to maintain consistent service, and the desire of the people, prompted the District's formation.

Over the years, the Water Department has used a number of different water sources ranging from pumping and treating surface water from Rainbow Lake (Deep Creek), purchasing water from the Arrowbear Park County Water District and using a variety of horizontal and vertical wells. In the late 1960's and the early 1970's, the Water Department experienced difficulty meeting its water consumption demands because of the increasing population growth and land development within the District. Further, the use of several of the District's sources of water had to be discontinued for failure to meet State Health Department standards.

Years of long, hard work ended in 1972 with the successful completion of the phase of construction of the State Water Project that brought water from Northern California into Southern California, and equally as important, into portions of the San Bernardino Mountains. The imported Northern California water is supplied from Silverwood Lake by the Crestline-Lake

Arrowhead Water Agency (CLAWA). This water is, and will continue to be, an extremely important source of water for the District and its customers.

In 1984, as part of the Water Department's water development plan, the District and the Arrowbear Park County Water District entered into a joint-venture construction project to connect the two agencies' water systems. The interconnection tie between the two systems provided the capability for the two Districts to transfer water to meet the needs of each community for both domestic water and fire flow demand.

In 1984, through a combination of local funds and a \$1.5 million loan by the State Department of Water Resources (Safe Drinking Water Bond Law of 1976), the Water District started a three-year system improvement/replacement project. Approximately eight miles of substandard deteriorated water mains were replaced and a one-million gallon storage tank and a radio frequency controlled water management telemetry system was added.

As of the date this Manual was updated, the District's Water Department operates approximately 43 miles of transmission and distribution mains ranging in size from 2" to 16". These mains transport water for domestic use and fire protection purposes to the approximately 3,000 customers in the District's service area. The water distribution system is divided into nine separate pressure zones with 14 booster pumping stations and 13 water storage reservoirs that have combined water storage of 2.73 million gallons. The primary local sources of water are vertical and horizontal wells located in Sidewinder Canyon and approximately 80 gallons per minute of vertical well groundwater purchased from the Arrowbear Park County Water District.

Fire Department History

In October 1962, fire protection became the second service provided for the community by the District. Until that time, fire protection for the area had been provided by an all-volunteer fire department comprised of a group of concerned citizens. Through donations and contributions, this group of dedicated citizens established a community fire department. As the needs of the community outgrew the ability of the volunteer fire department to provide and maintain this service, there was a recognized need for change. Because of the increased community need, a comprehensive study was conducted to determine the best method of providing fire protection. The alternatives considered were a County fire department, consolidating with existing mountaintop fire departments and contracting for fire protection. After adjacent agencies declined to provide fire services and after the feasibility of the other alternatives were ruled out, it was decided that the District had the authority and the ability to provide fire protection services. Primarily, it was determined this would be the most cost effective alternative, while at the same time, would allow local control by an already established governmental agency.

While the fundamental purpose of the District's Fire Department is the protection of life and property from fire, several operational functions are provided by the Fire Department as well. These functions include a variety of public assistance services, field emergency medical care services, ambulance transportation services, and community education and awareness programs.

Of the services provided, the greatest public emphasis and need has been in the area of field emergency medical care. Over the years, medical aid responses have grown to the point where they significantly outnumber fire related responses. In an attempt to provide better service and better meet the needs of the community, in September 1978 the District's Fire Department implemented advanced life support (ALS or paramedics) into its medical care services. With the implementation of advanced life support services, the District's Fire Department became the first fire agency in the San Bernardino Mountains to provide a 24-hour continuous paramedic program.

To enhance its emergency medical care system, the District's Board of Directors authorized the Fire Department to provide ambulance transportation services. Until this time, ambulance service had been provided by the Lake Arrowhead Fire Protection District. Improved patient care, public need and economics were the primary reasons for the Directors authorization of this additional service. The ambulance service boundary includes Running Springs, Smiley Park, Arrowbear, Green Valley Lake, Snow Valley and along State Highway 18 to Lake View Point. The ambulance coverage also includes State Highway 330 to City Creek Ranger Station.

As of the date this Manual was updated, the Fire Department operates from two fire stations located within the District boundaries.

Wastewater Department History

Wastewater collection and treatment was the third service to be provided by the District. The Wastewater Department of the District was formed in September 1968 as a result of an anticipated State mandated water quality control program. The District's water pollution control program was, in part, created to help ensure the water quality of the water discharged into the two watersheds adjoining the District boundaries. The service area of the District lies within two watershed drainage areas, Deep Creek Mojave River (Lahontan Region) and the Santa Ana River (Santa Ana Region). The formation and construction of the Wastewater Department's collection system and treatment plant was financed by a voter approved bond issue, a Federal grant, and seven assessment districts. The construction period spanned seven years and was completed in November 1975.

The District's treatment plant was designated as a regional facility by the State Water Resources Control Board and presently provides wastewater treatment and disposal, under contract, for the communities of Arrowbear Lake, Green Valley Lake and Snow Valley. The contract service with the Arrowbear Park County Water District began in January 1977. In May of that same year, the District entered into a wastewater service contract with the County of San Bernardino to provide wastewater treatment and disposal for County Service Area 79 (CSA 79), which includes Green Valley Lake, US Forest Service Recreation areas including campgrounds and a ski area located within Green Valley Lake, private camps along Green Valley Lake Road, and the Snow Valley Ski area recreation site located on Highway 18 at Snow Valley.

With the completion of the system in 1975 and the importance of the District's water pollution control program the demand for this service has increased significantly. Service contracts,

increased full-time resident population and the addition of several new subdivisions have resulted in modifications, additions and expansion to the originally constructed facilities. As of the date this Manual was updated, the District's Wastewater Treatment Division operates a 1.0 million gallon per day (MGD) membrane bioreactor (MBR) plant with advanced tertiary treatment. The facility includes a solids handling system built in 1989, an effluent disposal site consisting of the 13 original percolation and evaporation ponds and spray irrigation built in 1987, covering seven acres plus four acres of green belt.

As of the date this Manual was updated, the collection system consisted of 65 miles of pipe ranging in size from 6" to 15" and 9 sewage lift stations. It has 3 miles of sewage forced mains, 40 miles of sewer laterals, and approximately 2,840 sewer service lateral connections.

This section has briefly described the formation of the Running Springs Water District and its various departments. A recurring theme in the District's formation and the extension of its services is a response to public need and the desire to ensure continued responsiveness and efficient service through local control.

Introduction to Personnel Manual

While performing these operations, the District is engaged in public services requiring continuous operation and the recognition of this obligation in which continuous service is imposed both on the District and its personnel. The obligation and duty of the District and its work force is to maintain continuous service, insofar as humanly possible, is a basic condition of the District's formation and its right to continued existence.

Inherent in the relationship established between the District and its employees is the District's obligation to treat its employees justly and fairly, and the employee's obligation to cooperate with their fellow employees and the District in the performance of this public service obligation and in the preservation of the highest possible customer service, good name, goodwill, and property of the District.

This personnel manual was designed to serve as a source of information and provide a working guide for the District's personnel program. The manual contains personnel policies and procedures, which helps clarify the District's position, and promotes a better understanding of the District's personnel practices. The manual also provides a framework to help assure consistency and uniformity throughout the District. It is not, however, a contract.

The personnel policies, procedures and guidelines in this manual will remain in effect until changes are considered necessary as a result of internal conditions, technical and economic changes pertaining to our particular industry, or other legitimate reasons. All changes must first be approved by the District's governing Board of Directors; however, any changes will be made only after due consideration has been given to the mutual advantages, benefits and responsibilities of such changes. Should such changes be warranted and approved, employees will be notified and given the revised policy change(s) and/or attachment(s) which should be placed in the appropriate section of this manual.

We believe this manual will provide information essential to the implementation of the District's personnel program, and will help determine how well the program is meeting the needs of the employees and the District.

This most recent version of the personnel manual is a reflection of best management practices and the current requirements of law, adapted as appropriate for the specific needs of the District. Attachment P contains a copy of the Running Springs Water District Ordinance No. 51, Amending District Employment Standards and Provisions, Adopting a Revised Personnel Manual.

Section 2 – Benefits

Benefits Section Introduction

This section details information about the various employee benefits. Except as otherwise provided, these benefit programs are available for all full-time employees and all regular part-time employees who on a regular basis work at least 50% of the hours of full-time employees. Except as explicitly provided herein, paid-call employees are not eligible for benefits.

In addition to the revisions set forth below, any rules, policies, and/or procedures set by the various insurance providers also apply. These benefits, subject to applicable law or agreement, may be modified or terminated at any time at the discretion of the Board of Directors.

A. Medical Insurance

Regular full-time employees and their eligible dependents are provided with a comprehensive medical and hospitalization program. Currently, premiums are paid for by the District if the premium for the plan chosen falls within the maximum amount for insurance paid by the District. Regular part-time employees may participate in this coverage at their own expense [after 12 months of part-time employment](#). More detailed information on specific medical coverage can be obtained from the District Administration Supervisor. Additional information regarding maximum District medical insurance contributions appears in sub-section D below.

Probationary employees and their eligible dependents are eligible to participate in the District's medical and hospitalization program [and/or medical expense reimbursement plan](#) on the first day of the first full calendar month following 30 days of employment. Enrollment forms can be obtained through the District's Administration Department. [Enrollment changes can be made during the open enrollment period only, with the exception of a qualifying event. Please see the Administration Supervisor for Open Enrollment Dates.](#)

B. Dental Insurance

Dental insurance coverage is available for regular full-time employees and their eligible dependents. The premiums may be paid for by the District if the premium for the plan chosen falls within the maximum amount for insurance paid by the District. Regular part-time employees may participate in this coverage at their own expense. More detailed information on specific coverage can be obtained from the District Administration Supervisor. Additional information regarding maximum District dental insurance contributions appears in sub-section D below. Probationary employees and their eligible dependents are eligible to participate in the District's Dental Plan on the first day of the first full calendar month following 30 days of employment. Enrollment forms can be obtained through the District's Administration Department. [Enrollment changes can be made during the open enrollment period only, with the exception of a qualifying event. Please see the Administration Supervisor for Open Enrollment Dates.](#)

C. Vision Insurance

Vision insurance coverage is available for regular full-time employees and their eligible dependents. The premiums may be paid for by the District if the premium for the plan chosen falls within the maximum amount for insurance paid by the District. Regular part-time employees may participate in this coverage at their own expense. More detailed information on specific coverage can be obtained from the District Administration Supervisor. Additional information regarding maximum District vision insurance contributions appears in sub-section D below. Probationary employees and their eligible dependents are eligible to participate in the District's Vision Plan on the first day of the first full calendar month following 30 days of employment. Enrollment forms and claim forms can be obtained through the District's Administration Department. [Enrollment changes can be made during the open enrollment period only, with the exception of a qualifying event. Please see the Administration Supervisor for Open Enrollment Dates.](#)

D. Health Insurance Plan Cost and Medical Expense Reimbursement Policy

The District will contribute a maximum amount towards an employee's total cost for medical, dental, and vision coverage, as identified in Attachment A.

If an employee has an available medical insurance plan, in addition to the plan offered by the District, he or she may drop the District's plan and be reimbursed for the other plan if he or she pays for that plan. The amount of reimbursement may not exceed the amount allowed for the District's plan. The District will not reimburse an employee if he or she wants to drop the District's plan and does not have another plan or if the employee is included in a spouse's plan that is also paid for by an employer. The reimbursement amount shall not exceed the out of pocket expense of the employee in purchasing the plan. Additional information regarding maximum District Medical/Dental/Vision plans and medical expense reimbursement policy is included in Attachment A.

E. Life Insurance

Employees are provided with Life Insurance protection at no cost. Coverage is provided at two times annual salary plus \$25,000 [up to a maximum of \\$225,000](#) for miscellaneous employees and \$25,000 for safety employees. More detailed information on life insurance coverage can be obtained from the District Administration Supervisor.

F. State Disability Insurance

1. Overview of State Disability Insurance (SDI) Benefits: This benefit applies to all employees including Paid Call Firefighters. A percentage of each employee's gross pay each pay period is contributed towards his or her SDI. An employee is eligible to receive SDI payments if the employee is sick or injured in a non-work related injury, or if the employee is entitled to receive temporary workers' compensation benefits which are

payable at a lower rate than the employee's disability insurance benefit amount. An employee is not eligible to receive unemployment and disability insurance benefits during the same period.

2. Filing a Disability Claim: If an employee needs to file a claim for disability benefits, the employee should obtain a claim form from the Employment Development Department ("EDD") office nearest to the employee's home. The EDD will provide employees with additional information concerning benefits and will help employees complete the filing process.

G. Worker's Compensation Insurance

1. Safety Employees: This benefit applies to all safety employees including Paid Call Firefighters. Labor Code § 4850 provides for a leave of absence with salary, in lieu of temporary disability payments or maintenance allowance payments provided under Workers' Compensation for firefighters. Accordingly, because District firefighters participate in PERS, they are eligible for the paid leave of absence in accordance with Labor Code § 4850 as long as they meet the following eligibility requirements.
 - a. Eligibility: If a firefighter is either temporarily or permanently disabled by injury or illness arising out of and in the course of his or her duties, the employee shall be entitled, regardless of the period of service with the District, to a leave of absence while so disabled without loss of base salary and benefits in lieu of temporary disability payments, if any, which would be payable under the Workers' Compensation Law.
 - b. Terms of Compensation: If an employee meets the eligibility requirements set forth in subsection (a), his or her compensation shall continue for the period of the disability, but not exceeding one year, or until such earlier date as he or she is retired on permanent disability pension, and is actually receiving disability pension payments. If any employee covered under this section remains disabled past the one year limitation period and is not retired on permanent disability pension, he or she may use accrued sick leave and vacation benefits, if any, in addition to any Workers' Compensation benefits for which the employee is eligible. The District may replace the employee on disability leave based on operational needs.

If the District disputes that an employee employed by the District on a regular full-time basis has been disabled by injury or illness arising out of and in the course of their duties, the District may withhold the payments otherwise provided for in this policy. In the case of such a dispute, the employee may seek a determination from the Workers' Compensation Appeals Board to determine whether or not the disability in question arose out of and in the course of duty. The employee may also seek a determination from the Workers' Compensation Appeals Board as to when

a disability that arose out of and in the course of duty commenced and ceased, and the amount of benefits to which the employee is entitled during the period of such disability.

- c. Employee Examination: The District, at its expense, reserves the right to have an employee examined by a physician or physicians of its choice to determine the employee's fitness for duty or eligibility for any benefits.
2. Miscellaneous Employees: If an employee is injured while working on the job, the employee is entitled to Workers' Compensation Insurance as provided by State law.

The District is currently self-insured for Workers' Compensation coverage through the Special District Risk Management Authority (SDRMA), which is a non-profit public agency that provides workers' compensation coverage for all District personnel.

3. Reporting Job-Related Injuries: All job-related injuries shall immediately be reported to the Department Supervisor, regardless of the severity of the injury [and the Company Nurse when applicable](#). The Department Supervisor shall ensure that all necessary reports and forms are filled out and returned to the Administration Department. Additional information regarding reporting job-related injuries may be found in the Injury and Illness Prevention Program.
4. [Drug and Alcohol Testing: Drug and alcohol testing shall be required for all Workers' Compensation job-related injuries.](#)

H. Long Term Disability Insurance

Miscellaneous Employees: The District provides all full-time Miscellaneous Employees with a long term disability benefit. The District pays the entire cost of the program. The Administration Department can provide eligible employees with a group long term disability insurance certificate which provides a more detailed explanation of this benefit. More detailed information on specific Long Term Disability coverage can be obtained from the District Administration Supervisor.

I. CalPERS Retirement Plan

1. Classic Safety Members: This benefit applies to all classic safety employees including Paid Call Firefighters who have accumulated more than 1000 hours in a fiscal year period. All full-time firefighters hired on or before December 31, 2012 are defined by the California Public Employees' Retirement System ("CalPERS") as "Classic Safety Members" under the District's current retirement system. The District has contracted with CalPERS for the following retirement benefits for its Classic Safety Members:
 - a. 3% at age 50 retirement plan.
 - b. 1959 survivor benefits with increased benefit option.

- c. The normal Safety Member Contribution of 9% will be paid by the ~~District and reported as additional compensation~~ employee.

Additional information on Safety Members CalPERS Plan can be obtained from the District Administration Supervisor.

2. Classic Miscellaneous Members: All full-time and regular part-time Water Department, Wastewater Department and Administration Department employees hired on or before December 31, 2012 are defined by CalPERS as "Classic Miscellaneous Members" under the District's current retirement system. The District has contracted with CalPERS for the following retirement benefits for its Classic Miscellaneous Members:

- a. 2.7 % at age 55 retirement plan.
- b. 1959 survivor benefits with increased benefit option.
- c. The normal Miscellaneous Member contribution of 8% will be paid by the ~~District and reported as additional compensation~~ employee.

Additional information on Miscellaneous Members CalPERS Plan can be obtained from the District Administration Supervisor.

3. New Safety Members: This benefit applies to all new safety employees including Paid Call Firefighters who have accumulated more than 1000 hours in a fiscal year period. Assembly Bill (AB) 340 created the Public Employees' Pension Reform Act (PEPRA) that implemented new benefit formulas and final compensation period, as well as new contribution requirements for new safety members hired on or after January 1, 2013 who meet the definition of a new member as per PEPRA. The following retirement benefits, final compensation period and employer and member contribution rates are effective January 1, 2013 for any new safety members that meet the definition of a new member under PEPRA:

- a. Benefit Formula: 2.7% at age 57.
- b. Final Compensation Period: 3 Year Final Compensation.
- c. Employer Contribution Rate as a percentage of payroll: 11.50% of Reportable Compensation.
- d. Member Contribution Rate as a percentage of payroll: 11.50% of Reportable Compensation.

Additional information on the New Safety Members CalPERS Plan can be obtained from the District Administration Supervisor.

4. New Miscellaneous Members: This benefit applies to all new full-time and regular part-time Water Department, Wastewater Department and Administration Department employees. AB 340 created the PEPRA that implemented new benefit formulas and final compensation period, as well as new contribution requirements for new miscellaneous

members hired on or after January 1, 2013 who meet the definition of a new member as per PEPRRA. The following retirement benefits, final compensation period and employer and member contribution rates are effective January 1, 2013 for any new miscellaneous members that meet the definition of a new member under PEPRRA:

- a. Benefit Formula: 2% at age 62.
- b. Final Compensation Period: 3 Year Final Compensation.
- c. Employer Contribution Rate as a percentage of payroll: 6.25% of Reportable Compensation.
- d. Member Contribution Rate as a percentage of payroll: 6.25% of Reportable Compensation.

Additional information on the New Miscellaneous Members CalPERS Plan can be obtained from the District Administration Supervisor.

J. Deferred Compensation

All full-time District employees may participate in the District's deferred compensation program. Participation is voluntary and may be funded through payroll deduction. Employees may obtain additional information about the Deferred Compensation plans from the District Administration Supervisor.

K. Vacation Leave

1. Accruing Vacation Leave:

- a. Regular Full-Time Employees: Regular full-time employees shall accrue vacation time according to the following schedule:

Upon initial employment through five (5) years of continuous fulltime service - 2 work weeks per year.

At the beginning of six (6) through ten (10) years of continuous fulltime service - 3 work weeks per year.

At the beginning of eleven (11) through (15) years of continuous fulltime service - 4 work weeks per year.

All vacation leave will be accrued at 1/26th of the annual accrual rate each pay period.

- b. Additional Vacation Longevity Recognition:

In addition to four work weeks of vacation, at the beginning of the sixteenth (16) year of continuous service additional vacation days shall be earned per year as follows:

Miscellaneous and Safety Employees working a 40 hour work week

		<u>TOTAL</u>
16 th Yr.	= 8 hours	= 8 hours
17 th Yr.	= 8 hours	= 16 hours
18 th Yr.	= 8 hours	= 24 hours
19 th Yr.	= 8 hours	= 32 hours
20 th Yr.	= 8 hours	= 40 hours

Safety Employees working a 56 hour work week

		<u>TOTAL</u>
16 th Yr.	= 11.2 hours	= 11.2 hours
17 th Yr.	= 11.2 hours	= 22.4 hours
18 th Yr.	= 11.2 hours	= 33.6 hours
19 th Yr.	= 11.2 hours	= 44.8 hours
20 th Yr.	= 11.2 hours	= 56.0 hours

A total of 4 weeks + 1 week (5 work weeks) will be earned on a yearly basis from the 20th year forward.

"Work week" shall mean 56 hours for Safety employees working a 56 hour work week and 40 hours for Miscellaneous and Safety employees working a 40 hour work week.

- c. Regular Part-Time Employees: Regular part-time employees shall accrue vacation time on a pro-rata basis, as illustrated in the following example:

Example: Assume a part-time employee with two (2) years of continuous part time service works 1300 hours during the preceding year.

Full-time hours = 2080 per year (52 weeks x 40 hours).

1300 divided by 2080 = 62.5% of 80 = 50 hours of accrued vacation.

- d. No Accrual While On Unpaid Leave Status: Vacation time shall not accrue for regular full-time and part time employees who are on unpaid leave status.
2. Maximum Vacation Accrual: Vacation accruals shall be limited to the total vacation hours accrued during the preceding year in addition to the current year's accrual. Once this maximum limit is reached, all further accruals will cease. Vacation accruals will recommence after an employee has taken vacation and his or her accrued vacation has dropped below the maximum limit. Employees close to reaching maximum accrual levels should use due diligence in managing their use of vacation time to avoid reaching the maximum accrual limit.

3. Vacation Pay: Before going on vacation, employees may request their paycheck through the Administration Department for the number of approved vacation days to be taken, plus the number of days actually worked in the pay period. Pay for vacation will be at the current base wage rate.
4. Authorization: All vacations must be approved in advance. Accordingly, all employees must ~~fill out a vacation/holiday request form (Attachment E)~~ [request-use the Microsoft Outlook Calendar Meeting Invite Function to request time off](#) and obtain prior approval before taking any accrued vacation time. Employees shall have vacation requests authorized by the Department Supervisor. Department Supervisors shall have their vacation requests authorized by the General Manager. Employees should obtain authorization for vacations of up to three (3) or more consecutive work days at least one (1) week in advance. Vacations of five (5) days or more should be authorized at least two (2) weeks in advance.
5. Scheduling: Scheduling of vacations is accomplished in a manner consistent with the District's operational requirements. Accordingly, although the District will consider the preferences of the employee, a vacation request will not be granted if it will impair the work schedule or adversely impact the efficiency of the Department. If an employee has reached the maximum accrual limit and is unable to take vacation because of the Department's workload, the following alternatives may be made available: (1) the General Manager may approve a waiver on the limit of maximum hours that may be accrued; or (2) the employee may request that the District buy back the unused vacation time, in accordance with subsection (9). Any determinations in this regard are at the sole discretion of the General Manager.
6. Illness During Vacation: If an employee becomes ill or requires hospitalization while on vacation, the employee may substitute any accrued but unused sick leave in lieu of vacation time. The number of sick days that may be substituted for vacation days is limited to the number of days the employee was ill or hospitalized. To be eligible for the substitution, the employee must provide a statement of illness from a doctor or hospital. The employee may subsequently reschedule his or her vacation if authorized by the Department Supervisor.
7. Holidays During Vacation: If a District observed holiday occurs during an employee's scheduled vacation, no deduction from accrued vacation will be made for the holiday period. An employee may choose to have the time added to the vacation period or use the holiday time to reduce the number of vacation days that are taken.
8. Work Request During Vacation: If the District requests an employee to work during the employee's scheduled vacation, the employee will be paid for the hours worked, and no deduction from accrued vacation will be made for the time that was worked. If an employee then chooses to reschedule his or her vacation, every attempt will be made to give priority to the rescheduling request.

9. Accrued Vacation Buy-Back Program: Regular full and part-time employees who have completed two years of continuous service with the District are eligible to participate in the vacation buy-back program. Under this program, the District may buy back any unused accrued vacation time, to a maximum of fifty percent (50%) of the vacation time earned in the preceding year. The buy-back amount will be calculated based on the number of hours requested (subject to the limit set forth above), multiplied by the employee's current wage.

For the purpose of this section a year shall begin on an employee's anniversary date.

10. Conversion Adjustment of Accrued Vacation Time: If an employee is assigned to a "40 hour work schedule" then is reassigned to a "24 hour work schedule" or vice versa, the employee's vacation accrual will be adjusted based on the formula set forth in Attachment B.
11. Payment upon Termination: On termination of employment, an employee will be paid all accrued but unused vacation based on his or her current base pay.
12. Payment upon Death of Employee: Payment will be made according to Sections 13600 to 13605, inclusive, of the California Probate Code.

L. Holiday Leave

1. District Holidays:

The District observes the following holidays:

- 1-New Year's Day
- 2-Martin Luther King Day
- 3-President's Day
- 4-Memorial Day
- 5-Independence Day
- 6-Labor Day
- 7-Veteran's Day
- 8-Thanksgiving Day
- 9-Day after Thanksgiving
- 10-Christmas Eve
- 11-Christmas
- 12-New Year's Eve Day

2. Safety Employee Holiday Leave: An employee's holiday accumulation will be credited with the equivalent number of hours for his or her normal work day for each holiday that is observed by the District.

Example:

10 hour work day = 10 hours;

24 hour work day = 24 hours;

8 hour work day = 8 hours.

- a. Maximum Accrual: Unused holiday accruals shall be limited to 120 hours for 40 hour personnel and 288 hours for 24 hour personnel. Credited holiday hours shall be subject to the same rules as vacation hours with the approval of the Fire Chief.
 - b. Accrued Holiday Buy-Back Program: Safety employees may have the District buy back up to the maximum holiday accrual.
 - c. No Accrual While On Unpaid Leave Status: Holiday time shall not accrue for regular full-time and part-time employees who are on unpaid leave status.
 - d. Authorization: All employees must [use the Microsoft Outlook Calendar Meeting Invite Function to request time off](#) ~~fill out a vacation/holiday request form (Attachment E)~~ and obtain prior approval before taking any accrued holiday time. Employees shall have holiday requests authorized by the Fire Chief. The Fire Chief shall have his or her holiday requests authorized by the General Manager.
 - e. Scheduling: Scheduling of accrued holiday time is accomplished in a manner consistent with the District's operational requirements. Accordingly, although the District will consider the preferences of the employee, the employee's request will not be granted if it will impair the work schedule or adversely impact the efficiency of the Department. If an employee has reached the maximum accrual limit and is unable to take accrued holiday time because of the Department's workload, the General Manager may approve a waiver on the limit of maximum hours that may be accrued.
 - f. Conversion Adjustment of Accrued Holiday Time: If an employee is assigned to a "40 hour work schedule" then is reassigned to a "24 hour work schedule" or vice versa, the employee's holiday accrual will be adjusted based on the formula set forth in Attachment B.
3. Miscellaneous Employee Holiday Leave: A holiday will be observed on the actual calendar date upon which the holiday falls.

If the holiday falls on an employee's regularly scheduled day off, the employee will receive an additional day off in the work week, either before or after the observed holiday.

All regular full-time exempt employees will be paid eight (8) hours of pay at their normal base rate, regardless of whether the employee actually works or if the holiday falls on the employee's day off.

All regular full-time nonexempt employees who work on a scheduled holiday will be paid at 1.5 times their normal base rate for all hours worked, plus eight (8) hours of straight time pay for the holiday.

In addition, all full-time miscellaneous employees may be granted one (1) floating holiday per fiscal year. The floating holiday must be used within the fiscal year. Employees must obtain their supervisor's prior approval for using the holiday.

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

M. Sick Leave

1. Sick Leave Program: To help prevent loss of earnings that may result from accidents, illness, or other emergencies as well as preventative health maintenance, the District has established a paid sick leave program.
2. Eligibility: All regular full-time employees are eligible for paid sick leave upon the first day of employment. Regular part-time employees are eligible to accrue sick leave time on a pro-rata basis. An employee who, on or after July 1, 2015, works thirty (30) or more days within a year from the commencement of employment is eligible for Minimum Paid Sick Leave. This policy is intended to comply with the requirements of the Healthy Workplaces, Healthy Families Act of 2014 at Labor Code section 246 and should be interpreted consistently.
3. Sick Leave Accrual Limit: Sick leave shall be cumulative from year to year and there is no limit on the number of sick leave hours that an employee may accrue. However, sick leave shall not accrue for regular full-time and part-time employees who are on unpaid leave status.
 - a. Minimum Paid Sick Leave: Employees who are eligible for the Minimum Paid Sick Leave entitlement as of July 1, 2015, will be granted one hour per every 30 hours worked, paid at the employee's regular wage rate. Accrual shall begin on the first day of employment or July 1, 2015, whichever is later. An employee shall be entitled to use accrued paid sick days beginning on the 90th day of employment, after which day the employee may use paid sick days as they are accrued. Accrued paid sick leave shall carry over to the following year of employment and is capped at 48 hours. Employees are not eligible to accrue unless their accrual bank is less than 48 hours. The Minimum Paid Sick Leave entitlement and its use shall be reflected on the covered employee's regular pay stubs. Minimum Paid Sick Leave will not be paid out on termination.
4. Use Of Sick Leave: Any paid leave assigned for use during the covered employee's own illness and Minimum Paid Sick Leave, shall be available for the following uses:

- a. Sick leave may be taken for personal illness or disability such as injury or pregnancy or for family leave care;
- b. An absence necessitated by an employee's own or a family member's illness or injury, defined to include diagnosis, care, or treatment of an existing health condition, among other things;
- c. An absence necessitated by the employee's own or a family member's need for preventative care, defined to include medical, dental, or vision appointments;
- d. An absence due to an employee's exposure to a contagious disease when quarantine is imposed by health authorities or on the advice of a physician when the presence of the employee at work could endanger the health of others;
- e. An absence required by an employee who is the victim of domestic violence, sexual assault, or stalking, to: (1) attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or his or her child; (2) seek medical attention for injuries caused by domestic violence, sexual assault, or stalking; (3) obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking; (4) obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking; or (5) participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation;
- f. Hours taken for preventative maintenance visits including dental, health, eye care and routine doctor visits will be treated as sick leave;
- g. The District retains the right to request verification from a licensed health care provider for all absences due to illness or disability. Sick pay may be withheld if a satisfactory verification is not received;
- h. All employees who are absent from work on sick leave must accurately record the hours of the absence on the employee's time card;
- i. Except as specified in Section 2, K (6), Illness during Vacation, sick leave may not be used in lieu of, or in addition to, vacation time off.
- j. Use of Minimum Paid Sick Leave. Minimum Paid Sick Leave may be used for any purpose sick leave is otherwise typically used pursuant to policy and consistent with those uses set forth in the Healthy Workplaces, Healthy Families Act of 2014 (AB 1522). These uses include, but are not limited to use by a covered employee

for preventative care or diagnosis, care, or treatment of an existing health condition for the covered employee or his or her family member; and use by a covered employee who is a victim of domestic violence, sexual assault, or stalking. A covered employee may not be required to find a replacement worker in order to utilize Minimum Paid Sick Leave. Use of paid sick days is limited to 24 hours in each year of employment;

- k. For purposes of this Section, “family member” is defined consistent with Labor Code section 245.5(c), which generally includes child (including foster, legal ward, and those similarly situated), parent (including spouse’s parent, guardian, and those similarly situated), spouse, registered domestic partner, grandparent, grandchild, and sibling. Employer may require such paid leaves to be used, when available, in conjunction with any medical leave.

5. Crediting Sick Leave:

- a. 40-Hour Personnel: Regular full-time employees who are assigned to a 40-hour work week shall be credited with eight (8) hours of sick leave with pay for each full month of service.
- b. 24-Hour Shift Personnel: Regular full-time employees who are assigned to a 24-hour shift schedule shall be credited twelve (12) hours of sick leave with pay for each full month of service.
- c. All sick leave will be accrued at 1/26th of the annual accrual rate each pay period.

6. Pay In Lieu Of Sick Leave: Except as provided in subsection 10, no employee shall receive pay in lieu of sick leave under any circumstances.

7. Reporting Sick Leave:

- a. If an employee is aware, prior to scheduled shift, that he or she will be absent from work due to illness, injury or other reason authorized for sick leave use, the employee must notify the Department Supervisor or appropriate designee directly by phone, ~~(not or~~ by leaving a voicemail, text and/or email message) of the nature and approximate length of the leave prior to the beginning of the work day. If the Department Supervisor or the designee cannot be reached, the employee must notify the Administration Department of the absence. The employee may be required to provide daily reports, as required by his or her supervisor, during the sick leave period. Failure to provide the required notification or abuse of sick leave may result in a denial of sick leave pay or other disciplinary action.

- b. Any Department Supervisor and/or General Manager who will be absent from work on sick leave shall follow similar notification procedures, except that they shall notify the Administration Department.

- 8. ~~PHYSICIAN'S RELEASE~~ Medical Certification: Employer may, at its discretion, require an employee who has a medically related absence for more than twenty four (24) hours of consecutively scheduled work days to furnish medical certification of the illness or injury necessitating the absence. If an employee cannot provide certification, the employee's supervisor has the option to deny the sick leave request and convert the time to unexcused absence. Employer may also, at its discretion, require an employee absent for more than twenty four (24) hours of consecutively scheduled work days to furnish medical certification that he or she is fit for duty prior to returning to service. ~~If an employee is absent from work for a period of three (3) consecutive scheduled work days due to illness or accident, the Department Supervisor and/or General Manager may require the employee to furnish a physician's release stating that he or she is able to return to active, unrestricted duty.~~ If the Department Supervisor or General Manager has a reasonable suspicion that an employee is misusing sick leave, the employee may be required to provide a physician's certificate verifying his or her illness as of the first sick day.

The District may allow an employee to return to work on restricted duty, if a reasonable accommodation can be made for the employee's position, as determined by the General Manager.

- 9. Conversion Adjustment of Accrued Sick Leave: If an employee is assigned to a "40 hour work schedule" then is reassigned to a 24 hour shift schedule or vice versa, the employee's sick leave accrual will be adjusted based on the formula set forth in Attachment B.
- 10. Sick Leave Cash Reimbursement: On termination of employment from the District, eligible employees shall receive payment for accrued sick leave as set forth below.
 - a. Eligibility: If an employee has ten (10) or more years of continuous services with the District and voluntarily terminates his or her employment with the District, the employee is eligible for the sick leave cash reimbursement as long as the employee complies with the procedural requirements set forth below. If an employee otherwise meets the ten (10) year service requirement, but is terminated from the District for cause, the employee shall not be eligible for the cash reimbursement. All other employees who do not meet the service requirements are not eligible for the cash reimbursement.
 - b. Procedure: In order to receive the sick leave cash reimbursement, the eligible employee must provide the District with a minimum of two (2) weeks written notice prior to the employee's separation date. Further, the employee must return all District property and equipment to the District's designee prior to the separation date. If the employee fails to adhere to these procedures, the employee shall not be eligible for the sick leave cash out.

- c. Limit on Reimbursement: The maximum reimbursement limit shall be 2080 hours. However, in no event shall the percentage of reimbursement exceed 100% of the accrued amount. Sick leave reimbursement shall be calculated to the closest month of service, and will be paid as follows:

$3\% \times \text{length of service} = \text{ ______ } \% \text{ of reimbursement.}$

$\% \text{ of reimbursement} \times \text{sick leave hours accrued} = \text{reimbursable hours.}$

$\text{Reimbursable hours} \times \text{current hourly rate} = \text{cash payment.}$

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

$3\% \times 22.3 \text{ years} = 66.9\%$

$66.9\% \times 2080 \text{ hours} = 1391.52 \text{ hours}$

$1391.52 \times \$8.65/\text{hour} = \$12,036.65$

Appropriate payroll taxes will be deducted.

- d. Payment upon Death of Employee: Payment will be made according to Sections 13600 to 13605, inclusive, of the California Probate Code.
11. Bereavement Leave: Eligible employees may use a maximum of five days of accrued sick leave per fiscal year for absence due to the death of an "immediate family" member or for the death of any relative living with the employee. For the purposes of this subsection only, "immediate family" member is defined as spouse, registered domestic partner, child, foster child, grandchild, grandparent, mother, father, brother, sister, aunt, uncle or any in-laws or step relation defined herein. Requests for bereavement leave must have written or verbal approval of the Department Supervisor or General Manager. The request must set forth the reasons for the request and state the number of days the employee is asking to be absent from work.
12. Leave for Family Care: In each calendar year, eligible employees may use sick leave up to a maximum equivalent to the amount the employee accrues within a six (6) month period to care for members of the employee's "immediate family" or any relative living with the employee. For purposes of this subsection only, "immediate family" is defined as spouse, registered domestic partner, child, foster child, grandchild, grandparent, mother, father, brother, sister or any in-laws or step relation defined herein. Leave for family care is provided for situations in which the serious illness of an employee's immediate family or a relative requires the employee to stay home to provide care for that person. Request for such leave must have written or verbal approval of the Department Supervisor or General Manager. The request must set forth the reasons for the request and state the number of days the employee is requesting to be absent from work.

13. Transfer of Sick Leave from One Employee to Another: This policy will enable an employee to convey accrued sick leave to another employee facing a sickness or medical leave of absence. The rate of sick leave conveyed would be calculated on a dollar for dollar basis. Conveyed sick leave would be treated as if it were accrued by the employee receiving it.

Example # 1: An employee wants to convey 10 hours of sick leave to a seriously ill co-worker who has exhausted his/her accrued sick leave.

Conveying Employee Hourly Wage = \$20 / hr.
 Receiving Employee = \$10 / hr.
 Conveying Employee - Accrued Sick Leave Hours = 500
 Sick Leave Hours Conveyed = 10
 Remaining Sick Leave Hours = 490
 10 hours X \$20 = \$200 (Sick Leave Dollars)

\$200 of sick leave dollars from the conveying employee (at \$20/hr.) would be equivalent to 20 hours of sick leave to the receiving employee (at \$10/hr.)

$$\text{\$200} / \text{\$10} = 20 \text{ hours}$$

Receiving Employee – Accrued Sick Leave Hours = 0
 Sick Leave Hours Received = 20
 Sick Leave Hours to be Used = 20

Example #2: An employee wants to convey 10 hours of sick leave to a seriously ill co-worker who has exhausted his/her accrued sick leave.

Conveying Employee Hourly Wage = \$10 / hr.
 Receiving Employee = \$20 / hr.

Conveying Employee - Accrued Sick Leave Hours	=	500
Sick Leave Hours Conveyed	=	10
Remaining Sick Leave Hours	=	490

$$10 \text{ Hours} \times \text{\$10} = \text{\$100} \text{ (Sick Leave Dollars)}$$

\$100 of sick leave dollars from the conveying employee (at \$10/hr.) would be equivalent to 5 hours of sick leave to the receiving employee (at \$20/hr.).

$$\text{\$100} / \text{\$20} = 5 \text{ hours}$$

Receiving Employee - Accrued Sick Leave Hours = 0
 Sick Leave Hours Received = 5

Sick Leave Hours to Be Used = 5

Conveying of sick leave will conform to the following conditions:

1. An Employee wishing to convey sick leave to another employee must submit their written request to the ~~Office~~-Administration Supervisor.
2. It is understood that once sick leave has been conveyed, it cannot be taken back.
3. The employee conveying sick leave must have a minimum of 100 hours of sick leave remaining after the conveyance.
4. Sick leave cannot be conveyed by an employee to his/her immediate supervisor.
5. An anonymous transfer of sick leave may be requested by the conveying employee to the Administration Supervisor at the time of the transfer request.

The General Manager may authorize the transfer of leave balances from an originating balance other than sick leave (such as vacation or comp time) to another employee's sick leave balance, using the same approach as identified above.

Attachment C, Sick Leave Transfer Request Form, must be completed to document the leave balance transfer.

14. Abuse of Sick Leave: The use of sick leave in a manner inconsistent with applicable provisions of the Personnel Manual is not permitted. Misuse of sick leave shall be cause for disciplinary action. Employees that abuse sick leave disrupt the workload of fellow employees in a negative way. While in some instances the District has allowed for fellow employees to contribute time to other employees that are out for a major life threatening illness, donation of the time is voluntary and employees cannot rely on this, especially if they are abusers. To evaluate and monitor the use of sick leave, the following policy will be implemented immediately:

Absent extenuating circumstances, sick leave will be evaluated based on the following criteria in the employee's annual Performance Evaluation:

- 0 – 1 sick incidents = Outstanding
- 2 – 3 sick incidents = Exceeds Standards
- 4 – 5 sick incidents = Meets Standards
- 6 – 7 sick incidents = Improvement Needed
- 8 + sick incidents = Unsatisfactory

A sick incident may include multiple day sick events for the same cause. Any protected sick or medical leave does not count towards the above criteria. The evaluation period is the fiscal year.

Employee pay increases may be withheld if sick leave use is “Unsatisfactory”. In addition, employees whose sick leave use is “Unsatisfactory” for a second year in a row may be reduced one step (after following the required disciplinary process) for each year that sick leave use remains “Unsatisfactory” on the performance evaluation.

When an employee's use of unprotected sick leave reaches 8 sick incidents or more in a rolling 12-month period, or the employee is sick for three or more consecutive days, the employee will be required to provide a doctor's note certifying the need for the absence prior to returning to work. Said doctor's note shall include certification that the patient (either the employee or the employee's immediate family member) was examined by the physician and that, as a result of the medical issue, the employee was either unable to perform the essential functions of his or her job or required time away from work to care for his or her family member. The note must also include a certification that the returning employee is fit for duty. The employee shall provide the completed doctor's note to his or her Supervisor prior to being allowed to return to work.

The employee will also be required to certify any additional sick leave usage for the following 12 months or until he or she has reached a subsequent consecutive twelve-month period with less than 6 sick leave incidents, whichever is greater.

N. Other Leave

1. Military Leave: Employees will be granted a leave of absence for military purposes in accordance with the California Military Code and Veteran's Code, and any other requirements of law.
2. Jury Duty: If an employee is called for jury duty in a court of law, the employee shall continue to receive his or her regular benefits and wages, plus any wage incentives. The employee may keep any jury fees and jury duty leave time will not be deducted from the employee's accrued leave time. A leave slip for the period of the absence must be filled out as soon as the employee is aware of the need for such leave. If an employee is excused or released from jury duty during the employee's normal work hours, the employee must report to work. The District reserves the right to require verification of jury duty assignment.
3. Witness Leave: If an employee is required to be a witness regarding an event or transaction which he or she perceived or investigated in the course of his or her duties in a civil action or proceeding (i.e., responding to subpoenas, depositions, etc.), to which the District is not a party, the employee will receive his or her regular wages and benefits as well as the actual and reasonable travel expenses. The District does not pay for time away testifying at a case where the District is not a party and which is unrelated to the employee's work. The District

will seek reimbursement for such expenses from the subpoenaing or requesting party as provided by Government Code Sections 68096.1, 68097.2 and as otherwise provided by law.

For matters in which the District is a party, the employee will receive his or her wages and benefits while serving as a witness and any other benefits as required by law. Employees must notify their Department Supervisor as far in advance as possible of the need for time off to be a witness. The District reserves the right to require verification of an employee's need to be a witness.

4. Personal Necessity Leave of Absence: Upon an employee's written request for a leave of absence regarding personal necessities which are serious in nature, involving circumstances the employee cannot reasonably ignore, and require the employee's attention during normal working hours, the Supervisor(s) and General Manager may approve an unpaid leave of absence of up to one hundred and sixty (160) hours per fiscal year. Leave requests above this limit may be approved only by the Board of Directors.

Employees will not forfeit seniority during the period of the absence. However, the rate of accrued vacation, sick leave and paid holiday hours will be pro-rated on the first day of each month of the preceding absence, based upon the hours worked in relation to the employee's normal work week. The cost of medical/dental/vision insurance coverage will also be pro-rated as described below.

For example:

Assume an employee requests a 120 hour leave of absence during a 30 day period. The employee would normally have worked 176 hours during this period.

Pro-Rated Medical/Dental/Vision Insurance Calculation:

$$120 \div 176 = 68.18\%$$

Total monthly cost of group insurance = \$525

$\$525 \times 68.18\% = \357.95 amount owed by employee. (Failure to pay such costs will result in these costs being deducted from the next payroll check.)

Pro-Rated Vacation/Sick Leave Cancellation:

$$120 \div 176 = 68.18\%$$

8 Hours leave normally earned $\times 68.18\% = 5.45$ Hrs.

$$8 - 5.45 = 2.55 \text{ hours accrued for month}$$

The difference in cost of the medical/dental/vision insurance must be paid to the District on or before the first day of each month during the absence. Failure to submit timely payments shall result in termination of the employee's coverage.

If, during a leave of absence, the employee chooses not to continue the medical/dental/vision insurance it may be reinstated on the first of the month following the employee's return from leave and in accordance with the requirements of the plan(s).

5. Medical Leave Of Absence: If an employee uses all of his or her accrued sick leave and vacation hours, the employee may be granted a limited unpaid medical leave of absence of up to ninety (90) days for a related injury or illness. Such request must be supported by a physician's statement and must be approved in advance by the General Manager. The employee must provide a physician's release for unrestricted duty (as to all essential functions of the position) before the employee will be allowed to return to work. Upon written notification to the District, the employee shall have the option to continue group insurance coverage at his or her own expense, during the time the employee is on limited medical leave of absence. The employee must submit the premium payment to the District on the first day of each month during the leave. Failure to submit timely payments shall result in the employee's loss of coverage. The employee shall not accrue sick leave and vacation hours during a medical leave of absence. The District may allow an employee to return to work on restricted duty, if a reasonable accommodation can be made for the employee's position, as determined by the General Manager.
6. Pregnancy Leave: Pregnant employees may take an unpaid pregnancy leave of up to six (6) weeks or if an employee is disabled because of pregnancy, childbirth, or related medical conditions, the employee may take an unpaid pregnancy related disability leave of up to four (4) months.
 - a. Terms and Conditions of Leave: An employee is not required to take pregnancy leave in a single block of time. An employee may substitute any accrued sick leave time or accrued vacation time for all or a portion of the unpaid pregnancy leave; however, the substitution of paid leave does not extend the total duration of the leave to which an employee is entitled. Upon written notification to the District, an employee on pregnancy leave may continue her group insurance coverage, at her own expense. The employee must submit the premium payments to the District on the first day of each month during the leave. Failure to submit timely payments may result in the employee's loss of coverage. The employee shall not accrue vacation or sick leave during the unpaid portion of the leave.
 - b. Notice: A pregnant employee must give the District advanced written notice as well as a written doctor's confirmation of the need for such leave.
 - c. Return to Work: The employee must provide a physician's release for unrestricted duty (as to all essential functions of the position) before the employee is allowed to return to work. If an employee takes a pregnancy leave, the employee has a right to return to her original job unless (a) the job ceased to exist due to a legitimate

business reason unrelated to pregnancy or (b) preserving the job would undermine the ability to operate the District safely and efficiently. The District may allow an employee to return to work on restricted duty, if a reasonable accommodation can be made for the employee's position, as determined by the General Manager. If the District does not return the employee to her original job, the employee has a right to be returned to a "similar job" unless (a) none are available; or (b) it would undermine the District's ability to operate safely and efficiently.

- d. Transfers: The District will consider requests, supported by a physician's statement, for transfers from pregnant employees. The District will grant such requests if the transfer can be reasonably accommodated; however, the District shall not be required to create additional jobs that it would not otherwise have created in order to accommodate a pregnant employee under this policy. Further, the District shall not be required to discharge any employee, transfer any employee with more seniority or promote any employee who is not qualified to perform the job, in order to effectuate the transfer. As with the Pregnancy Leave, the employee shall have the right to return to her original job or a substantially similar job following the end of the need for transfer.

7. Baby Bonding Leave: In accordance with the New Parent Leave Act, effective January 1, 2018, all eligible employees shall be entitled to up to twelve (12) weeks of unpaid parental leave to bond with a new child within one year of the child's birth, adoption, or foster care placement. An employee is eligible for parental leave under the New Parent Leave Act when (1) the employee has worked for the District for at least the preceding twelve consecutive months; (2) the employee has worked a minimum of 1,250 hours during that 12-month period; and (3) as of the date of the leave request, the District employs at least twenty employees within 75 miles of the employee's worksite. An employee eligible for Family and Medical Leave (see Section 8) baby bonding leave shall not also be entitled to baby bonding under this section.

7.8. Family and Medical Leave: Under the Federal Family and Medical Leave Act of 1993 ("FMLA") and the California Family Rights Act of 1993 ("CFRA"), if you have more than 12 months of service with the District, have worked at least 1,250 hours in the past 12 months, and are employed at a worksite with 50 or more employees or the District employs at least 50 employees within 75 miles of your worksite, you may have a right to FMLA and/or CFRA leave. If eligible for such leave, you may be entitled to take up to 12 workweeks of unpaid, job protected leave in a 12-month period for the birth, adoption, or foster care placement of your child; for your own serious health condition; or for the care of your child, parent, or spouse. At yours or the District's option, certain kinds of paid and unpaid leave may be substituted for family leave.

- a. Pregnancy Disability Leave: Even if you are not eligible for FMLA and/or CFRA leave, if disabled by pregnancy, childbirth, or related medical conditions, you are entitled to take a pregnancy disability leave ("PDL") of up to four months,

depending on your period(s) of actual disability. If you are also FMLA/CFRA eligible, you have certain rights to take BOTH a PDL/FMLA leave and a CFRA leave in connection with the birth of your child. Both leaves contain a guarantee of reinstatement to the same or to a comparable position at the end of the leave, subject to any defense allowed under the law.

- b. Notice of Leave: If possible, you must provide at least 30 days' advance notice for foreseeable events (such as the expected birth of a child or a planned medical treatment for yourself or of a family member). For events which are unforeseeable, you need to notify the District, at least verbally, as soon as you learn of the need for the leave. Failure to comply with these notice requirements is grounds for and may result in deferral of the requested leave.

Medical Certification: The District may require certification from your health care provider before allowing you a leave for pregnancy or your own serious health condition, or certification from the health care provider of your child, parent, or spouse who has a serious health condition before allowing you a leave to take care of that family member. Under certain circumstances, the District may also require second or third opinions (at its expense) and a fitness for duty report prior to your return to work. When medically necessary, leave may be taken on an intermittent or reduced work schedule.

- c. Duration of CFRA Leave: If you are taking CFRA leave following the birth, adoption, or foster care placement of a child, the basic minimum duration for such leave is two weeks, and you must conclude the leave with one year of the birth or placement for adoption or foster care.
- d. Job Benefits and Protection: Where the FMLA and/or CFRA apply, the District will continue group health plan coverage (if any) for up to a maximum of 12 weeks in any 12-month period under the same terms and conditions as applied prior to your leave of absence. Upon return from leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. While taking a family care or pregnancy disability leave may impact certain of your benefits and your seniority date, use of FMLA, CFRA, and/or PDL leave cannot result in the loss of any employment benefit that accrued prior to the start of your leave of absence.
- e. Additional Information: For more information and/or a copy of the District's detailed policies regarding family leave and/or pregnancy disability leave, please contact your supervisor.
- f. Failure To Return From Leave: If an employee has been granted a leave of absence in accordance with the provisions of Subsections 4, 5 or 6, and does not return on or before the mutually agreed upon return date, the employee may be terminated.

O. Educational Opportunities

The District realizes that educational development is an important way to increase efficiency on the job and to help prepare employees for advancement. Accordingly, all employees are encouraged to pursue educational growth opportunities. With the General Manager's prior approval, employees may participate in a variety of development programs.

1. Educational Expenses:

- a. Terms of Reimbursement: The District will provide reimbursement for tuition, travel expenses, and other expenses, including purchases of materials, in addition to paid time off, if approved, for courses of instruction that are directly required for the performance of an employee's actual job duties, as determined by the General Manager. To be eligible for reimbursement, employees must obtain prior approval, in writing, from the Department Supervisor or General Manager. Approval may be limited due to budget constraints, work load, the educational needs of the department, and other relevant factors. Employees should schedule courses to avoid conflict with their regular hours of work whenever possible.

The District will provide up to two days per year of training, at District expense, for subject matter pertinent to an employee's position with the District. Such training will require prior approval by the employee's Supervisor and the General Manager.

- b. Safety Employees: This benefit applies to all safety employees including Paid Call Firefighters. Employees must obtain prior approval, in writing, from the Fire Chief or General Manager for all non-required training courses. If, in the sole discretion of the Fire Chief and/or General Manager the additional training will directly benefit the Fire Department, the District will reimburse the employee for class related materials and tuition for the approved course.
 - c. Miscellaneous Employees: The District will reimburse employees for educational expenses only, which include enrollment costs and class related materials, to obtain the certification which is one level above the required certification for the employee's current position classification. See Attachment I for required and optional certifications. To be eligible for reimbursement, employees must obtain prior approval, in writing, from their Department Supervisor or the General Manager.
2. Meeting Expenses: Employees will be reimbursed for related expenses in accordance with the following guidelines: Authorization for attendance at meetings at District expense may be granted if the meeting is directly related to a phase of the District's business and/or attendance at the meeting will benefit the District. The District may provide a District

vehicle for District-related meetings; however, if a District vehicle is not available and the employee uses his or her private vehicle, the employee shall be paid mileage reimbursement in accordance with Section 2. P.

3. Cash Advances: The District will endeavor to arrange for advance payment of educational and meeting expenses, With prior approval from the General Manager, employees may obtain advanced funds (based on estimated cost) for travel, meals, lodging, school, tuition or meeting expenses from the Administration Department. An accounting of actual expenses must be submitted to the Administration Department, as well as any remaining funds, on the first business day the employee returns to work. If the District prepays or advances an employee funds for tuition and related costs, the employee will be required to reimburse the District for the prepaid or advancement amount if the employee fails to obtain a passing grade or does not complete the course, unless the schooling was required by the District. Any money not returned or properly accounted for will be withheld from the employee's paycheck and the employee shall be required to sign a deduction authorization to this effect at the time of the advance.
4. Attendance of Spouse: An employee's spouse may accompany the employee to overnight seminars or meetings, provided, however, that the employee must use his or her private vehicle and pay all additional expenses for the spouse. The District will reimburse only those costs which are incurred by District employees for District business. The employee will be paid mileage reimbursement in accordance with Section 2. P.

P. Travel and Mileage Reimbursement

1. Use of Private Vehicle: If a District vehicle is not available for an employee to use while on District business, the employee may use his or her private automobile if the employee obtains prior approval from the General Manager. In such circumstances, the employee will be paid for the actual mileage that is accumulated while pursuing District business in accordance with Attachment D. The reimbursement amount based on the current IRS mileage rate shall be considered as complete payment for gasoline, insurance and all other transportation-related costs. An employee will not receive mileage reimbursement for the use of the employee's private automobile to attend courses or meetings in which attendance is not required by the District but rather, is elective.
2. Insurance Coverage: The District does not carry or provide insurance for private automobiles which are used while an employee is on District business. An employee must provide proof of personal liability and property damage insurance to the General Manager prior to the employee's use of a private automobile for District business. The owner/employee is responsible for the cost of maintenance and repairs on the automobile if it is damaged while being used on District business or while on District property.

3. Other Travel Reimbursement: If an employee must travel by other than a District vehicle or private automobile, the employee must obtain prior authorization from the General Manager in order to receive reimbursement or cash advances.
4. Meals Reimbursement: When District business requires an employee to be out of the District service area and to work through breakfast, lunch or dinner, the District may reimburse the employee for the cost of the meal, as provided in Attachment D. This is based on the current US GSA meal and incidental expense reimbursement rate for San Bernardino County. An alternate, higher, County USGSA rate may be used if applicable.
5. Lodging Reimbursement: When District business requires an employee to be out of the District service area over night, the District may reimburse the employee for lodging in an amount not to exceed the allotted amount in Attachment D, which is based on the current GSA Max lodging reimbursement rate for San Bernardino County. An alternate, higher, County USGSA rate may be used if applicable. Finally, if attending a conference, seminar, or workshop, that requires overnight lodging, the District will pay the lodging rate as provided by the event sponsor.

Q. Uniform Allowance

To ensure uniformity and professionalism, the District requires safety personnel to comply with the guidelines set forth in Attachment E and for miscellaneous personnel as set forth in Attachment F.

R. Physical Fitness Program

1. Purpose of Program: The District believes it is important for employees to maintain good physical and mental fitness. Accordingly, the District has established a physical fitness program as described below.
 - a. Safety Employees: Good physical condition is a necessary part of a safety employee's job. Accordingly, all safety employees must participate in the Fire Department Physical Fitness Program as set forth in Attachment G.
 - b. Miscellaneous Employees: The District will contribute toward an employee's enrollment in a recognized health club or exercise program ~~as long as the employee participates in accordance with established District procedures as set forth in Attachment G. If the employee fails to adhere to District policy, the employee will be required to reimburse the District for the unused portion of the membership cost.~~

S. Incentive for Early Notification of Retirement

For succession planning purposes, the District will provide employees an incentive for early notification of their retirement from the District as follows:

Employees that give the District notice of their retirement from the District six (6) months in advance are eligible for an incentive of \$2,000.

Employees that give the District notice of their retirement from the District three (3) months in advance are eligible for an incentive of \$1,000.

These amounts may be prorated at the General Managers discretion anywhere in the range from one (1) to six (6) months advance notice of pending retirement form the District.

Section 3 – Employee Recruitment, Employee Status, and Seniority

A. Employee Recruitment

1. General: Safety Employee recruitment is addressed in Attachment H to this manual. The remainder of this section describes Miscellaneous Employee recruitment.
2. Recruitment Method: The District will conduct an internal or external recruitment process for a vacant employee position, as determined appropriate by the General Manager. Generally, outside recruitments will be conducted for entry level positions. Internal or external recruitments, as determined by the General Manager, may be conducted for other positions.
3. External Recruitment:
 - a. Advertisement: When the General Manager has determined that an external recruitment is appropriate for a vacant position, the position will be advertised in newspapers and online employment sites determined to be appropriate for the position. Minimum requirements for the position will be identified in the job advertisement. In addition, for entry level positions, the District will consider applications on file for the position vacancy, so long as the application was received within the previous six months. Finally, while the recruitment will be external and not subject to seniority provisions, any current District employee meeting the minimum requirements for the position may apply for the vacant position.
 - b. Applicant Screening: Applications will be screened to determine candidates that most closely meet the requirements of the position, and the most qualified candidates will be further considered. The most qualified candidates may be requested to take a written exam for further screening, or may be directly interviewed.
 - c. Applicant Interviews: The most qualified applicants will be invited to an interview to identify the top candidates for the position. For entry level positions and other positions below the level of Supervisor, interview panels will generally consist of the position's immediate supervisor, the position's Department Head, and perhaps another supervisor or Department Head. For supervisory and Department Head level positions, an outside interview panel will generally be used. Outside panels will generally consist of three representatives from neighboring agencies in positions equivalent to the supervisor or manager of the position being interviewed.
 - d. Final Selection: Following interviews the top two or three candidates will be presented to the General Manager, who, together with the applicable supervisor and Department Head, will select the top candidate. The District will check the references of the top candidate to verify that the information provided in the

application was accurate. If references are acceptable, the District will proceed with making a conditional job offer.

- e. Job Offer: A conditional job offer will be made to the top candidate. The conditions being that the employee must pass a background criminal history and DMV check as well as a pre-employment physical and drug screening check if applicable. If the pre-employment checks are successful a formal letter of hire will be prepared indicating the start date, starting salary and other pertinent information regarding the new position. All new employees are subject to the probationary period identified in Section 3 (C) (1) of this manual.

4. Internal Recruitment:

- a. Advertisement: When the General Manager has determined that an internal recruitment is appropriate for a vacant position, a notice will be posted at each District job site announcing the position vacancy. Minimum requirements for the position will be identified and all District employees meeting the minimum job requirements will be invited to participate in the recruitment by submitting an application for the vacancy.
- b. Applicant Screening: Applications will be screened to determine candidates that meet the requirements of the position, and qualified candidates will be further considered. The qualified candidates may be required to take a written exam for further screening, or may be directly interviewed. If two or fewer internal candidates are determined to be qualified for the position, the General Manager may determine that an external recruitment is appropriate and proceed with an external recruitment process
- c. Applicant Interviews: The qualified applicants will be invited to an interview to identify the top candidates for the position. For internal recruitments, an outside interview panel will generally be used. Outside panels will generally consist of three representatives from neighboring agencies in positions equivalent to the supervisor or manager of the position being interviewed.
- d. Final Selection: Following interviews, the top two or three candidates will be presented to the General Manager, who, together with the applicable supervisor and Department Head, will select the top candidate. Seniority will be considered in an internal recruitment consistent with Section 3 (E) of this manual.
- e. Job Offer: The District will proceed with making a job offer to the top candidate. A formal letter of promotion or lateral transfer will be prepared indicating the start date, starting salary and other pertinent information regarding the new position. All employees that are promoted or that are transferred laterally are subject to the probationary period identified in Section 3 (C) (2) of this manual.

B. Employment Status

1. Temporary Employees: Temporary employees are employees hired for a specific period (such as summers) or for a specific purpose (such as emergencies). Paid-call members of the fire department are also classified as temporary employees and do accumulate seniority for award recognition. Unless explicitly provided for herein, temporary employees are not eligible to receive fringe benefits and shall not accumulate seniority. Temporary employees serve at the will and pleasure of the General Manager and may be dismissed without cause or right of appeal, grievance or hearing.
2. Probationary Employee: A probationary employee is any new District employee, promotional or inter-District transfer employee, who for a period of one (1) year has the opportunity to meet the position's training and education requirements and to demonstrate the ability to satisfactorily perform the duties of the position for which the employee was hired or transferred. Except as otherwise provided, probationary employees are eligible to receive District benefits and accumulate seniority. The probationary period is discussed further in Section 3 (C) of this manual.
3. Regular Part-Time Employees: A regular part-time employee is one who consistently and regularly works between 20 and 39 hours per week. In the case of an employee who works twenty-four (24) hour shifts, the hours of the regular part-time classification consist of consistent and regular work between 120 and 216 hours per month (five (5) to nine (9) shifts). Regular part-time employees are eligible to receive retirement benefits, sick leave and vacation. However, the sick leave and vacation accrued will be pro-rated based on hours worked in relation to full-time hours. Regular part-time employees may participate in the District's insurance plans at their own expense, through payroll deductions, and shall accumulate seniority on a pro-rated basis after 12-months of continued Part-Time employment.
4. Regular Non-Exempt Employees: A regular non-exempt employee is any full-time District employee who has successfully completed the probationary period and is regularly assigned to work 40 hours or more per week on a regular basis. Employees in this classification are not exempt from the provisions of the Fair Labor Standards Act (FLSA) and are required to maintain time cards.
5. Regular Exempt Employees: A regular exempt employee is any full-time District employee who is assigned to work 40 hours or more per week and is employed in an exempt supervisory or administrative capacity. Employees in this classification are exempt from certain provisions of the Fair Labor Standards Act (FLSA) and are required to work such hours which are necessary to meet the job requirements and to assure the efficient operation of the department and the District.

The following positions fall within the exempt employee classification:

- 1-General Manager
- 2-Fire Chief
- 3-Battalion Chief
- 4-Administration Supervisor / Board Secretary / Treasurer
- 5-Water [Operations Manager](#)
- 6-Wastewater [Operations Manager](#)

C. Probationary Period

1. New Employees: Every new District employee shall be on probationary status during the first year of employment. During the probationary period, the employee must complete the required training and educational requirements as outlined in Attachment H and I, and must receive satisfactory performance evaluations. A probationary employee may be terminated, at any time, without advance notice or cause during the probationary period. New employees terminated during their probationary period do not have the right to appeal or grieve their termination. The Division Supervisor [and/or Operations Manager](#), with the approval of the General Manager, may extend a probationary employee's probationary status in six (6) month increments.
2. Promoted and Transferred Employees: District employees who are promoted in position classification (not step advancements) or employees who receive an inter-District transfer shall be on probationary status for a period of one (1) year from the effective date of the promotion or transfer. During the promotional probationary period, the employee must complete any training and educational requirements as set forth in Attachments H and I, and must receive satisfactory performance evaluations. In the event that a promoted employee does not meet the probationary requirements, and if counseling and training have not resulted in sufficient progress, the employee may be returned to the position he or she originally held prior to the promotion or transfer, if available. If the employee's prior position is not available, the employee will be assigned to a similar position for which the employee is qualified, if available. The employee's rate of pay will return to the same rate held prior to the promotion or transfer. This reassignment procedure generally applies only to departmental promotions, but may be extended to internal District transfers if a position vacancy exists which is equal in classification within the department in which the employee worked prior to the transfer. The General Manager may, in his or her discretion, extend an employee's period of promotional probation in six (6) month increments.

D. Termination of Employment

1. Voluntary Termination: Employees who decide to leave the District's employment should notify their Department Supervisor in writing at least two (2) weeks prior to their termination date. This notification period will allow time to prepare the final paycheck and other necessary documents pertaining to the termination. Failure to give proper notification may result in delays in issuing the final paycheck and document processing. The General

Manager may give each employee a post-employment interview to help the District's management identify any concerns and evaluate operating policies.

There are occasions when employees who have voluntarily terminated return to District employment. Former employees who have voluntarily terminated their employment with the District and who are subsequently re-hired in the same classification as a full-time employee within ninety (90) days of their voluntary termination shall receive full restoration of salary position pay grade and seniority equal to that held at the time of voluntary termination.

2. Involuntary Termination: The Department Supervisor is continually interested in an employee's success on the job, and will attempt to discuss any problems which affect the employee's performance. However, sometimes it becomes necessary to terminate an employee. Possible reasons for dismissal include, but are not limited to those set forth in Section (5) (K) Employee Conduct and Discipline – Safety Employees.
3. Return of District Property: Upon termination of employment, an employee must return all District property prior to receiving their final paycheck.

E. Seniority

1. District Seniority: District seniority shall accrue from the employee's first day of employment with the District in a regular full or part-time position (except in cases of: (a) Reinstatement; and (b) Voluntary Termination and rehire within 90 days). If an employee has been rehired by the District following a separation period greater than 90 days, the new seniority date will be the first day of employment in the employee's new position. Also, an employee who has been rehired by the District following a separation period greater than 90 days will be required to serve a new probationary period.
2. Department Seniority: Department seniority shall accrue from the first day of full-time employment or regular part-time employment within a particular department.
3. Seniority Ranking: For promotions within a specific department, department seniority shall out-rank District seniority when ability, experience and qualifications are sufficient to meet the standards of the vacant position and the applicant's qualifications are otherwise equal. Accordingly, if the applicant's ability, qualifications, and experience meet the standards of position opening and in the opinion of the General Manager the applicant's qualifications are equal, the applicant with the highest departmental seniority ranking will be given the promotion or transfer within that department. However, the General Manager at all times has the sole discretion to determine the appropriate candidate regardless of seniority.
4. District Employee Consideration: When conducting an internal recruitment process, the following District seniority provisions will apply:

- a. For position openings in classifications below Supervisor, first consideration may be given to District employees whose ability, experience and qualifications meet the standards for the position to be filled.
- b. For Exempt Employee positions, the position may be filled by promotion consistent with the Internal Recruitment process identified in Section (3) (A) (4) of this manual. Final selection for a position opening will be made from the top three (3) applicants who, in the opinion of the General Manager, best meet the position standards through ability, qualification, and experience. Seniority may be observed if it is determined during the interviewing and/or testing processes that a District employee's total qualifications are equal to that of the remaining two applicants and the District employee meets the standards of the position to be filled. However, the General Manager at all times has the sole discretion to determine the appropriate candidate regardless of seniority.

F. Staff Organization Structure and Job Descriptions

1. Organizational Structure: A staff organization structure, as adopted and amended by the Board of Directors, appears as Attachment M to this Personnel Manual. The staff organization structure identifies positions in the District by position title and according to applicable District Department. Positions are further defined by position job descriptions. All job descriptions are written in a comparable fashion. The staff organization structure may be modified by action of the Board whenever determined necessary by the District. Positions with similar duties, authority and character of work will receive similar compensation, when appropriate.
2. Position Titles and Job Descriptions: The staff organization structure will include position titles and will refer to written position job descriptions for the various positions. Position titles will refer to positions, not to the individual filling a position, and will be used in all personnel, budget and financial records. The general format for the various job descriptions for employee positions appears as Attachment L to this Personnel Manual. Position job descriptions take into consideration the requirements of the job and are merely descriptive and explanatory of the work to be performed. They may not include all of the duties and are not intended to replace detailed work assignments. Position job descriptions will not be interpreted as restricting the right of management to change the duties and responsibilities of any position. Copies of position job descriptions for individual positions are available in the Administration Department.

Section 4 – Employee Compensation

A. Position Classification

1. Position Classification and Steps: Each position classification is arranged in a series of steps so that as employees improve their performance and skills, they will have the opportunity to increase their rate of pay. Required and optional certification for position classification and steps appears in Attachments H and I.
2. Starting Salary: Variable entrance pay may be authorized if justified by recruitment need and supported by the ability, education and experience of the prospective employee. In such cases, if approved by the General Manager, the prospective employee may be hired at a position classification up to and including “B” step. In order for an employee to start at a position classification above “B” step, the recommendation of the General Manager and approval of the District’s Board of Directors is required. (In the case of the General Manager’s position, hiring, wage, benefits and conditions of employment will be established by the District’s Board of Directors).

B. Merit Advancement (Performance Evaluation)

1. Performance Evaluations: Employees will receive periodic performance reviews, at least annually prior to the beginning of the next fiscal year. The review will be conducted by a Supervisor and/or General Manager, who will discuss it with the employee. An employee’s first performance evaluation will be before completion of his/her probationary period. After that review, performance evaluations will be conducted at least annually.

The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties or recurring performance problems, or any combination of these factors.

Performance evaluations may review such attributes as the quality and quantity of the work performed, knowledge of the job, initiative and teamwork. The performance evaluations are intended to help an employee become aware of progress, areas for improvement and objectives or goals for future work performance.

Positive performance evaluations do not guarantee increases in salary or promotions. See Section 4 (B) (2) for information regarding merit increases.

Performance evaluations shall be reviewed by the General Manager prior to the Supervisor providing the evaluation to the employee. After the performance evaluation, an employee will be required to sign the evaluation report simply to acknowledge that it has been presented and discussed with the employee by his or her Supervisor, and that the employee is aware of its content. Performance evaluation forms will have a section where the

employee can make comments, suggestions and provide any constructive criticism regarding the employee's supervisor and/or District management.

2. Merit Advancement: Any time during or following the completion of the probationary period, an employee may receive a merit advancement, subject to the Department Supervisor's recommendation and performance evaluation. If the employee is below the top step in the employee's wage range, and is evaluated as "Meets Standards" or better, the employee may be granted a merit advancement at the discretion of the District. If the employee receives an overall "Unsatisfactory" or "Improvement Needed" evaluation, the employee will not be granted a merit advancement. If an employee receives an "Unsatisfactory" or "Improvement Needed" evaluation, he or she will be re-evaluated six (6) months after the first evaluation. If the second evaluation is "Meets Standards", or better, the employee may be granted a merit advancement, which is effective the next pay period following the evaluation. Two (2) consecutive "Unsatisfactory" evaluations may result in disciplinary action, up to and including termination.
3. Criteria for Merit Advancement: Salary levels for each salary range are identified in the current fiscal year budget or can be obtained from the Administration Department. Additional criteria for employees to advance from level to level within a salary range is included in Attachment N.
4. Performance Evaluation Format: An example of the format for employee performance evaluations is included in Attachment O.

C. Payroll Calculation

1. Non-Exempt Employees: Pay checks for non-exempt personnel will be calculated based on the actual hours worked as recorded on the time card for the work period, multiplied by the employee's hourly wage, plus any overtime and/or additional incentives. Payment shall be based on an employee's position salary range and step as identified in the most recent copy of the District budget.
2. Exempt Employees: Pay checks for exempt employees will be calculated by dividing the annual salary by 26 pay periods, plus any additional compensation or incentives. (Any non-chargeable time such as unauthorized time off leave of absences without pay, etc. will be deducted based on the employee's daily rate of pay.) Payment shall be made based on an employee's position salary range and step as identified in the most recent copy of the District budget.

D. Pay Periods

Pay checks are issued on a bi-weekly basis, with the pay period ending every other Monday and payday being on the following Friday. If an approved District (single day) Holiday falls on a Tuesday through Friday of a pay day week, timecards will be turned into the

Administration Department on the Monday before the scheduled payday. Employees will complete their time cards through Monday with any anticipated hours they believe they will accumulate, including any scheduled overtime and on-call time. Any adjustments of the estimated work hours for Monday will be corrected on the following pay period.

If an approved District Holiday falls on a Thursday and Friday of a payday week, timecards will be turned into the Administration Department on the Monday before the scheduled payday. Employees will complete their timecards through Monday with any anticipated hours they believe they will accumulate, including any scheduled overtime and on-call time. Any adjustments of the estimated work hours will be corrected on the following pay period.

Employees must promptly turn in their time cards to their Department Supervisor the day timecards are due. Failure to do so may result in an employee not being paid on the scheduled payday.

Generally, pay checks will be ready at 11:00 A.M. on the scheduled payday. In special circumstances pay checks may be made available prior to that time if authorized in advance by the General Manager. The Administration Department will distribute a schedule of paydays for the calendar year.

E. Certification

1. Full-Time Safety Employees: Paramedics are required to complete 24 hours of continuing education per year. The District will provide continuing education or pay the costs for all required continuing education and provide coverage for on-duty personnel to attend. In circumstances where classes are not available while an employee is on duty, the employee may submit the class time hours on his or her current pay period time card with prior approval. All classes requested after meeting the yearly 24 hour requirement will be considered as additional training and shall be subject to those criteria.
2. Paid-Call Safety Employees:
 - a. Certification Training: Paid-Call Paramedics are required to complete 24 hours of continuing education per year. Further, paid-call paramedics must provide coverage for on-duty personnel to attend their required training courses. In circumstances where classes are not available while an employee is on duty, the employee may submit class time hours on his or her current pay period time card, with prior approval. All classes requested after meeting the yearly 24 hour requirement will be considered as additional training and shall be subject to those criteria.
 - b. Paramedic Pay: If an employee is assigned by management to perform paramedic functions on a regular Paid-Call basis, in addition to the employee's regular duties, the employee shall receive paramedic pay if he or she is licensed by the State of California and accredited by the County of San Bernardino as a paramedic.

Paramedic pay is listed in the District budget. ~~shall be an additional ten percent (10%) of the employee's current rate of pay.~~

3. Miscellaneous Employees: The District desires to have knowledgeable and experienced employees. Therefore, to promote these qualities, the District has adopted the following education policy regarding certification for all employees:
 - a. New employees in the Water and Wastewater Departments must have passed the required certification tests and been awarded the required certifications before the end of the employee's second year of employment;
 - b. Employees may also enroll in classes to enable them to obtain advanced certifications in categories which are related to the employee's job classification with prior approval from the General Manager;
 - c. See Attachment I for more detailed information concerning the certification policy.

F. Overtime – Non-Exempt

1. Overtime Requirements: From time to time, the District may require its employees to work additional hours of overtime. Overtime for non-emergency response must be authorized, in advance, by the Department Supervisor or General Manager. Overtime is defined in accordance with the FLSA. Exempt employees are not eligible for overtime compensation.
2. Compensation:
 - a. Safety Employees: If a regular non-exempt employee is authorized by the Fire Chief or his designee to work additional hours, and the total hours actually worked in the work period total at or below 106 hours, the employee shall be compensated at his or her straight time hourly rate for the additional hours worked. When the employee works additional hours and the total hours worked in the work period are greater than 106 hours, the employee shall be compensated at one and one-half (1.5) times the employee's regular rate, as defined by the FLSA. Overtime compensation entitlement is calculated using only actual hours worked. Hours of unpaid leave will not be considered "hours worked" in determining eligibility for overtime compensation. Recognized holidays, scheduled vacation days, compensatory time off, paid sick leave and floating holidays will be calculated as "hours worked" in computing overtime compensation. On-call hours paid for, but not actually worked, will not be included as hours worked for overtime purposes. This section includes Paid Call Firefighters (PCFs) in accordance with FLSA.
 - b. Miscellaneous Employees: When an employee works additional hours and the total hours worked in the work week are greater than forty (40) hours or greater than eight (8) hours per day, the employee shall be compensated at one and one-half

(1.5) times his or her regular rate, as defined by the FLSA. Overtime compensation entitlement is calculated using only actual hours worked. Hours of unpaid leave will not be considered “hours worked” in determining eligibility for overtime compensation. Recognized holidays, scheduled vacation days, compensatory time off, paid sick leave and floating holidays will be calculated as “hours worked” in computing overtime compensation. On-call hours paid for, but not actually worked, will not be included as hours worked for overtime purposes.

G. Standby and On Call

1. Safety Employee Standby:

- a. Standby Requirements: The District may assign safety employees standby duty. Employees on standby duty must: (1) be ready to respond immediately; (2) be able to be reached by telephone or other communication device; (3) be able to report to active duty within a specified period of time; and (4) refrain from activities which might impair the employee’s ability to perform assigned duties, such as consumption of alcohol and prescription drugs.
- b. Standby Compensation: Employees shall be compensated for standby duty at the applicable minimum wage.

2. Miscellaneous Employees On Call:

- a. On-Call Policy: The District has established an on-call procedure that will provide greater employee safety, improve the level of customer service, and ensure that the District will have a minimum of ~~three~~ two (2) personnel available to respond after normal work hours for water and wastewater emergencies.
- b. Procedures: The on-call procedures are as follows:
 - (1) On-call personnel will receive ~~all initial~~ emergency and other calls on the District’s on-call cell phones through from either the District’s answering service, Operations Managers, General Manager or SCADA system’s auto dialer. On-call personnel must respond to the District Office or emergency location within 30 minutes.
 - (2) On-call personnel will determine the nature of the emergency and whether additional staffing is needed. Additional staffing can be from any department or division.
 - (3) On-call personnel are responsible for water and wastewater emergencies during the regular work week from 3:45pm until 7:00am the following day.

- c. Responsibility: The nature of the call will determine which on-call personnel is in-charge and responsible for managing the call. Water Department personnel will assume primary responsibility for water related calls and Wastewater ~~Collection Department~~ Division personnel will assume primary responsibility for wastewater collection & wastewater treatment related calls, ~~and Wastewater Treatment Department personnel will assume primary responsibility for wastewater treatment related calls.~~ These responsibilities shall be allocated regardless of seniority. Employees should report any problems or difficulties in allocating responsibilities to the on-call Supervisor or the General Manager. The General Manager, Administration Supervisor and Operations Managers ~~Division Supervisors~~ will rotate on-call weekend supervisor duty every ~~five~~ four weeks.
- d. On-Call Scheduling & Trades: The District shall make every attempt to equally divide on-call coverage. Whenever possible, employee preference will be considered; however, the supervisor may make mandatory assignments. Employees who are on vacation, sick leave or otherwise unavailable may not be considered eligible during such periods. After the on-call assignments have been made, the assigned employee is responsible for answering and responding to any call.

Trades between employees for on-call coverage are permitted subject to supervisor approval. If an employee accepts a trade, he or she shall then assume responsibility for the coverage and response(s).

- e. Failure to Respond: Failure of the assigned/responsible employee to respond to a call may result in disciplinary action up to and including termination.
- f. Off-Duty Employees: Off-duty employees are required to respond to District emergencies if requested. An off-duty employee will be compensated for actual time worked at the overtime rate in accordance with established policy at a rate of 1.5 times his or her regular hourly rate.
- g. Compensation: Employees who are on-call shall be compensated for one hour of pay at the overtime rate of 1.5 times the employee's regular hourly rate for each day of on-call duty. If an employee responds to an after hour emergency, he or she will be compensated for a minimum of one hour of overtime for each call. However, a call out which is received within the same hour as a previous call will be counted as one hour, unless the total time exceeds one hour, in which case the employee will be paid for the total time worked, at a rate of 1.5 times his or her regular hourly rate.

An on-call employee who receives an alarm call which can be corrected using a remote computer will be compensated for one half hour of pay at the overtime rate of 1.5 times the employee's regular hourly rate. If the employee determines the problem cannot be corrected

without visiting the site, a minimum of one hour of overtime will be paid from the time the alarm was received.

- h. On-Call Vehicle Use Policy: Water and Wastewater Department employees who are on-call may take a District vehicle home at the end of their work day as long as the employee is scheduled to work the following day.

District vehicles may be used solely for the transportation of the on-call employee to and from the District work location, and for purposes of responding to water and wastewater call-outs and emergencies. The District vehicle shall not be used for personal use.

On-call employees may elect to take their Department's plow truck home during winter months. The plow truck may be used to clear a spot for parking District vehicles; however, the employee may not use the plow truck for any other purpose under any circumstance.

H. Non-Exempt Miscellaneous Employee Compensatory Time-Off (CTO)

Non-exempt miscellaneous employees can elect to accrue compensatory time off in lieu of receiving overtime compensation. CTO will be earned as one and a half (1.5) hours for each overtime hour worked. The maximum amount of compensatory time off that can be accrued is forty (40) hours. This applies to scheduled or call-back overtime only, not on-call compensation overtime. Once an employee has accumulated 40 hours of time, no more overtime can be accrued as CTO until the employee's CTO balance drops below forty (40) hours.

The employee will indicate on an overtime request form if they elect overtime pay or CTO as compensation for overtime worked, within the limitations set forth in this policy.

[Upon termination, for non-exempt employees who have a CTO balance, the General Manager can approve paying the employee at overtime rate for any CTO on the books since they earned the CTO instead of being paid overtime.](#)

I. Non FLSA Compensatory Time-Off – (CTO) Exempt Employees

1. Definition: Exempt employees may be granted Non FLSA compensatory time off ("CTO") in-lieu of pay for "overtime hours worked", standby hours worked, emergency call back hours worked, or conducting after hours authorized District business. Except as identified in Section 3 below, miscellaneous exempt employees shall not receive monetary compensation for overtime hours worked, standby hours worked, and emergency call back hours worked or conducting afterhours authorized District business. CTO shall be reported to the Administration Department for recordation.

2. Administration: Employees with accumulated CTO may use such hours at their discretion provided that: 1) prior approval is authorized by the General Manager; 2) the use of the CTO does not impair the work schedule or the efficiency of the Department; and 3) Fire Department employees must arrange for their own shift coverage.
3. Accumulation for Miscellaneous Exempt Employees: Compensatory time off may be credited at one and a half (1.5) hours for each overtime hour that is worked. For miscellaneous exempt employees the maximum number of accumulated CTO hours that may be carried forward from fiscal year to fiscal year is 60. (EXAMPLE: If 80 CTO hours are accumulated during a fiscal year, 20 of those hours must be used during that same fiscal year so that only 60 CTO hours are carried forward to the following fiscal year.) In addition, the miscellaneous exempt employees may elect to cash in up to 80 CTO hours per year at 25% of the employee's "hourly rate".
4. Accumulation for Safety Exempt Employees: For safety exempt employee's compensatory time off will be credited on an hour for hour basis (not 1.5 times). The maximum amount of compensatory time off that can be accrued by safety exempt employees is 400 hours.
5. Payment upon Death of Employee: Payment will be made according to Sections 13600 to 13605, inclusive, of the California Probate Code.

J. 24-Hour Shift Employees Work Schedule

1. 24-Hour Shift Employees: The normal work period for Fire Department shift personnel shall begin at 0730 on Tuesday and shall end at 0729 Tuesday 14 days later (i.e., a 14 day work period). This schedule is based on a 56-hour work week. Examples of approved 56 hour work schedules are provided in Attachment O.

The District will provide yearly shift calendars so that employees will generally know in advance what their work schedule will be. Holiday, weekend, overtime and on-call work is often required.

2. Changes: Under certain circumstances, it may be necessary to modify or change an employee's hours of work and/or assignment to meet the needs of the Department. These modifications may affect both shift and station assignments. Notice of changes in work schedules will be announced as far in advance as possible. No overtime compensation will be paid for such reassignment unless the hours worked in the work period qualify as overtime hours under the law and the District's policies.
3. Work Day: The normal work day for shift personnel shall consist of twenty-four hours. It will begin at 0730 and shall include all time until 0730 the following day. The scheduled work period will begin at 0730 and end at 1630 hours.

- a. Breaks/Rest Periods: A fifteen (15)-minute break/rest period may, at the District's discretion, be scheduled for every two hours of continuous work during the scheduled work day.
4. Meal Period: Each work day shall include a breakfast, lunch and dinner period. The breakfast period will begin at 0700 and end at 0730. The lunch period will begin at 12 Noon and end at 1300. The dinner period can occur any time after 1700. Shift personnel are to remain at the station and available for emergency responses during meal periods. Eating at restaurants may be permitted only with prior approval by the Chief Officer. The scheduled work period will begin at 0730 and end at 1630 hours. The unscheduled work period will begin at 1630 until 0730 the next morning. The scheduled work period may be adjusted depending on Department needs and emergency responses.
5. Shift Trades: Non-exempt employees may trade shifts if they follow these requirements. Shift trades shall be made on a full-time qualified member for full-time qualified member basis. Shift trades will not be used for coverage less than four hours and must be completed within the same pay period. Requests for shift trade must be in writing, signed by both employees, and approved by the Chief. An approved shift trade shall become an official change in the work schedule. The shift trades shall not be at any additional expense to the District. Shift trades are not intended to be used as a means of continuous relief from normally assigned shifts.

K. 40-Hour Personnel Work Schedule

1. Miscellaneous Employees:
 - a. 40-Hour Employees: The work week shall begin at 0001 Sunday through 2400 Saturday for personnel assigned to a 40-hour work week. The Department Supervisor and/or General Manager may vary the days of an employee's normal schedule to any five (5) day period within any given work week. Overtime compensation shall not be warranted unless an employee works more than 40 hours within the normal work week or 8 hours per day. Normal core duty hours for 40-hour exempt employees are between 0700 and 1800 hours. Workdays will consist of eight (8) hour, nine (9) hour or ten (10) hour days as approved by the General Manager. Holiday, weekend, overtime and on-call work may be required.
 - b. Lunch Period: Lunch periods shall be scheduled in order to provide the Department with a maximum level of constant staffing. Lunch periods for 40-hour personnel may be scheduled between the hours of 1100 and 1400. Lunch period scheduling shall be approved by the Department Supervisor. Whenever possible, lunch period scheduling should be arranged by mutual agreement between employees. However, in the event of conflicting scheduling, seniority may be used as the determining factor. The lunch period for 40- hour personnel is not considered hours worked for any purpose including overtime compensation. Administration staff shall notify

their supervisor and relieving staff of the break and lunch periods. Lunch may be missed for business necessity as determined by the employee's supervisor.

- c. Breaks: A 15-minute break may, at the District's discretion, be scheduled for every two hours of continuous work during the scheduled work day. Employees shall not use a District vehicle for personal use during breaks. An employee's supervisor may, at the District's discretion, schedule one break period in the morning and another in the afternoon. Employees are expected not to take more than fifteen (15) minutes for each break/rest period including any required travel time if the employee chooses to leave the premises of their work site during their break/rest period. Administration staff shall notify their supervisor and relieving staff of the break and lunch periods.

2. Safety Employees:

- a. 40-Hour Safety Employees: The work week shall begin at 0001 Sunday through 2400 Saturday for safety personnel assigned to a 40-hour work week. The days of the work week may be varied by the General Manager.
- b. Work Day: Normal core duty hours for 40-hour safety employees are between 0700 and 1800 hours. Workdays will consist of eight (8) hour, nine (9) hour or ten (10) hour days as approved by the General Manager.

Section 5 – Employment Polices

A. Equal Employment Policy

The District will not unlawfully discriminate against employees or applicants for employment on the basis of race, ethnicity, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, marital status, gender, sex, sexual orientation, age, pregnancy, childbirth, or related disabilities or any other basis protected by applicable federal, state, or local law. Any person who believes they have been discriminated against is encouraged to report the incident immediately to the General Manager for investigation. The allegations will be investigated, and if substantiated, corrective or disciplinary action will be taken.

B. Policy against Employee Harassment

1. The Board of Directors of the District (the "District") is proud of the District's tradition of maintaining a work environment in which all individuals are treated with respect and dignity. The Board recognizes that each employee has an equal right to enjoy the privileges and benefits of employment which include freedom from unlawful workplace harassment, whether verbal, physical, or environmental. [The District maintains zero tolerance for unlawful workplace harassment. This policy applies to all employees, elected or appointed officials, vendors, contractors, interns or volunteers at the District. Those covered under this policy are advised that they can be held personally liable under the law for harassment in violation of this policy.](#)

For purposes of this policy, unlawful workplace harassment (hereinafter "workplace harassment") includes sexual harassment, and harassment based on [sexual orientation, gender identity or gender expression, race, color, ancestry, national origin, religion, sex \(including pregnancy, childbirth and related medical conditions\), disability, age, genetic information, marital status, and military or veteran status.](#) ~~race, ethnicity, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, marital status, gender, sex, sexual orientation, age, pregnancy, childbirth, gender identity, gender expression or other related disabilities,~~ or any other basis protected by applicable federal, state or local law.

2. Sexual harassment is a form of workplace harassment and is illegal under both Federal and California law. It means any form of unwelcome or unwanted advances, requests for sexual favors and any other verbal, visual, or physical conduct of a sexual nature when: (1) submission to or rejection of this conduct by an individual is used as a factor in decisions affecting hiring, evaluation, retention, promotion or other aspects of employment; or (2) this conduct substantially interferes with an individual's employment or creates an intimidating, hostile, or offensive work environment. Examples of sexual harassment include, without limitation, any of the following forms of misconduct:

- a. Unwanted sexual advances;
 - b. Demands for sexual favors in exchange for favorable treatment or continued employment;
 - c. Threats and demands to submit to sexual requests in order to obtain or retain any employment benefit;
 - d. Verbal conduct such as epithets, derogatory or obscene comments, slurs or sexual invitations, sexual jokes, propositions, suggestive, insulting, obscene comments or gestures or other verbal abuse of a sexual nature;
 - e. Graphic verbal commentary about an individual's body, sexual prowess, or sexual deficiencies;
 - f. Flirtations, advances, leering, whistling, touching, pinching, assault, coerced sexual acts, or blocking normal movements;
 - g. Visual conduct such as derogatory or sexual posters, photographs, cartoons, drawings, or gestures or other displays in the workplace of sexually suggestive objects or pictures;
 - h. Conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
 - i. Retaliation for having reported or threatened to report sexual harassment or for cooperating with an investigation of a complaint of sexual harassment.
3. It is the District's policy that employees should enjoy a work environment free from all forms of discrimination and harassment, including sexual harassment. Specifically, no employee or agent of the District may threaten or insinuate, either directly or indirectly, either verbally or nonverbally, that another employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other term, condition, benefit, or privilege of employment or career development.
 4. Harassing behavior is unacceptable in the workplace itself, as well as in other work environments including, without limitation, business trips, court appearances, and social events sponsored by or related to the business of the District. Any agent-covered party or employee of the District, regardless of position, who is determined to have committed an act or acts of workplace harassment, will be subject to disciplinary action up to, and including, termination. An act of harassment or discrimination may violate this policy even though it is not illegal under state and federal law.

5. Supervisor's Role: Every employee who is in a supervisory position shall maintain his or her workplace free from workplace harassment and discuss this policy with all employees assuring them that the District is committed to providing a work environment in which any form of prohibited harassment is not tolerated. In addition, supervisors shall report any complaint of workplace harassment in accordance with the internal complaint procedure set forth below. Supervisors are responsible to report incidents of workplace harassment when the supervisor knows or should have known of the incident by nature of his or her supervisory position. Any supervisor who fails to take appropriate corrective action can and will be disciplined by this District. The supervisor may be held civilly liable if swift corrective action is not taken.

6. Employee's Role: In order to establish and maintain a work environment free from all forms of prohibited harassment, the District requires that employees refrain from participating in or provoking behavior in others that may reasonably be interpreted by a co-worker as offensive. The standard that shall be applied to an alleged harasser's behavior is that of a reasonable person of the same protected classification as the victim. Employees who believe they are being harassed are strongly encouraged to firmly and promptly notify the harasser that the offensive behavior is unwelcome and that he or she must cease and desist from such conduct. If you believe you have witnessed prohibited harassment of another employee, you must report it to your supervisor or the General Manager.

7. The District recognizes that power and status disparities between an alleged harasser and a victim may make a confrontation between them difficult. Therefore, the Board of Directors has implemented the following internal complaint procedure.
 - a. Any employee who believes that he or she is being harassed based on a prohibited classification shall promptly report the alleged act(s) to his or her immediate supervisor.
 - b. The supervisor shall immediately report each complaint of prohibited harassment to the General Manager.
 - c. The General Manager will ensure that all complaints of workplace harassment are promptly and thoroughly investigated and effectively resolved and that the identities of the complainant, as well as any other employees involved in the investigation, are not unnecessarily disclosed.
 - d. If the supervisor is implicated in the alleged workplace harassment, the employee shall submit his or her complaint directly to the General Manager.
 - e. If the General Manager is implicated in the alleged workplace harassment, the complainant's supervisor shall report the complaint directly to the President of the District's Board of Directors, who shall have the responsibility of ensuring that such complaint is promptly and thoroughly investigated and effectively resolved.

8. In addition to the District's internal complaint procedure, employees may file a complaint with the California Department of Fair Employment and Housing (the "DFEH") at its San Bernardino Office or the Equal Employment Opportunity Commission (the "EEOC") of the U.S. Department of Justice at its Los Angeles Office (their phone numbers are listed in the phone book).
9. California law prohibits retaliation against any employee who files a complaint alleging workplace harassment or who otherwise participates in an investigation of workplace harassment. The District will not tolerate retaliation of any kind.

C. Employment of Relatives or Co-Habitants

1. Purpose of The Policy: The District desires to avoid situations in which actual or potential conflicts of interest may exist. Further, in order to promote the efficient operation of the District and to avoid misunderstandings, complaints of favoritism, other problems of supervision, security, and morale, and possible claims of sexual harassment, the District has developed the following policy and established guidelines to implement these goals:
 - a. Assignment: The District will attempt to avoid assignments that involve actual or potential conflicts of interest, as well as working relationships among individuals that may potentially lead to complaints of favoritism, lack of objectivity, or employee morale and dissension problems that can result from such relationships.
 - b. Employment of Relatives and Those with Personal Relationships: Relatives of current employees may not be eligible for employment with the District in any situation where potential problems of supervision, safety, security or morale exist or where close personal relationships may create an actual or potential conflict of interest, cause disruption, or create a negative or unprofessional work environment. For purposes of this policy, relatives include an employee's parent, child, brother or sister, or a stepparent, stepchild, stepbrother or stepsister.

Relatives also include any parent, child, brother or sister of an employee's spouse. These rules also apply to unmarried couples or co-habitants who in the District's judgment, because of their work, have a greater potential for conflicts of interest or hazards than those without such a relationship.

With regard to spouses and registered domestic partners, the District does not discriminate based on marital status. However, for business reasons of supervision, safety, security, or morale, the District may refuse to place one spouse or registered domestic partner under the direct supervision of the other spouse or registered domestic partner. Further, where potential conflicts of interest exist or where other hazards exist that are greater for married couples or registered domestic partners

than for other persons, the District may refuse to place either spouses or registered domestic partners in the same department, division, or facility.

If two employees become subject to the restrictions of this policy after they are hired, one or both of the employees must seek a transfer or reassignment that eliminates the actual or potential conflict of interest as specified in this policy. For example, if two employees marry, become related, or develop a close personal relationship and the potential problems noted above exist, only one of the employees will be permitted to stay within the same department or shift. The decision as to which of the individuals will remain within the department and/or with the District must be made by the two employees within three months. The District will assist in attempting to resolve the conflict by transfer or reassignment; however, if there is no practical resolution during this time, the least senior employee will be terminated.

- c. Supervisory Personnel: The District desires to avoid misunderstandings, complaints of favoritism, security problems, possible claims of sexual harassment, and employee morale and dissension problems that can potentially result from personal or social relations involving managerial and supervisory employees in the District. Accordingly, managers and supervisors need to be aware that becoming romantically involved with any subordinate employee (regular full-time, regular part-time or temporary employee) in their chain-of-command may result in a conflict of interest that makes a change in employment status necessary.
 - d. Other Conflicts and Potential Conflicts: The District reserves the right to determine that other relationships that are not specifically delineated in this policy represent actual or potential conflicts of interest as well.
2. Actions to Avoid Actual or Potential Conflicts: In any case where the District determines that a relationship between two employees presents an actual or potential conflict of interest, the District, may take any action it determines to be appropriate to avoid the actual or potential conflict of interest. Such action may include, but is not necessarily limited to, transfers, reassignments, changing shifts or, where it deems such action appropriate, disciplinary action up to and including possible termination.
 3. Procedures: Application forms for employment will state the District's policy against hiring relatives in any situation where potential problems of supervision, safety, security or morale exist and to avoid situations where working relationships among individuals may potentially lead to complaints of favoritism, lack of objectivity, or employee morale and dissension problems that can result from such relationships. Employee applications for promotional opportunities or transfers will also contain a statement concerning the District's policy as described above.

When employees become involved in a relationship that might make them, or other employees, subject to the provisions of this policy, they should bring the information to

the attention of the appropriate supervisor(s). The supervisor(s) will notify the General Manager and they will evaluate the assignment(s) and notify the employee(s), in writing, that they see no potential for conflict or that there is a potential for conflict which may place their job or employment with the District in jeopardy. A copy of such notification will be placed in the employee's personnel file. If there is a potential for conflict, the District will make every reasonable effort to alleviate the potential conflict without transfer reassignment or termination.

4. Questions Concerning the Policy: Any questions regarding this conflict of interest policy should be directed to the General Manager.

D. Non-Smokers

1. Full-Time Safety: Because of the increase in health risks associated with smoking and other tobacco use, the necessity to maintain good physical condition, the substantial economic risks associated with industrial disability and workers' compensation claims and the recognized health benefits associated with not smoking or using other tobacco products, all public safety personnel are strongly recommended to be nonsmokers and tobacco free. Tobacco use for staff is restricted to designated tobacco use areas in the District. No tobacco use in District facilities or vehicles is allowed.
2. Miscellaneous Employees and Temporary Employees: For health and safety considerations, the District prefers all other District employees and applicants for employment be non-smokers. Further, the District has determined that the creation of a smoke and tobacco-free work environment is in the best interest of its employees. Therefore, all District employees are prohibited from smoking or using other tobacco products during business hours in any location on the District premises, including District vehicles with the exception of designated District smoking and tobacco use areas. Employees who violate this policy may be subject to disciplinary action, including the possibility of termination.

E. Physical Examinations

The District requires all new hires to have and pass a physical examination prior to commencing employment which will include drug screening for all positions, performed by a medical facility of the District's choice. If an employee exhibits signs of being unable to perform the essential functions of their position, the District may require such an employee to undergo a medical examination to determine an employees continuing ability to satisfy the physical requirements of their position.

F. Drug and Alcohol Use

1. Purpose: It is the policy of the District to prohibit its employees from using alcohol or drugs [\(including but not limited to marijuana, whether or not obtained legally pursuant to state](#)

| [law](#)) in connection with their employment, as it constitutes a threat to the safe and efficient performance of our public service.

With this in mind, the District has established the following policy with regard to use, being under the influence, possession, distribution or manufacture of alcohol or drugs.

2. Common Terminology:

- a. Drug-free Workplace Designation: Any location, at which District business is conducted, including District vehicles, is designated as a drug-free workplace. All employees of the District are absolutely prohibited from unlawfully manufacturing, distributing, dispensing, possessing or using drugs and/or alcohol in the workplace.
- b. Under the influence: For purposes of this Policy, “under the influence” occurs where an employee has any detectable amount of a legal or illegal drug or alcohol in his or her system. The symptoms of being under the influence are not confined to those consistent with misbehavior nor to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. A determination of an employee being under the influence can be established by a professional opinion, a scientifically valid test, and in some cases, by a layperson's opinion.
- c. Legal Drug: Includes prescribed drugs and over-the-counter drugs which have been legally obtained and are being used for the purpose for which they were prescribed or manufactured.
- d. Illegal Drug: Any drug which is not legally obtainable or which is legally obtainable but has not been legally obtained. The term further includes prescribed drugs not being used for prescribed purposes or in prescribed amounts. The following list is a partial list of controlled substances:
 - (1) Narcotics (heroin, morphine, etc.)
 - (2) Cannabis (marijuana, hashish)
 - (3) Stimulants (cocaine, diet pills, etc.)
 - (4) Depressants (tranquilizers) or
 - (5) Hallucinogens (PCP, LSD, "designer drugs", etc.).

3. Pre-Employment Testing Procedures For Safety Employees:

- a. Offers of employment for safety employee positions extended by the District shall be contingent upon the applicant submitting to and passing a fitness for duty examination which shall include testing for the use of drugs and alcohol. Applicants who refuse to sign a consent form permitting testing or the release of test results to the District will not be hired/rehired.

- b. Samples of the applicant's urine shall be collected in a medical environment, during the pre-employment physical, by persons unrelated to the employer.
 - c. Any medical history and other information provided by the applicant, as well as the results of the urinalysis, shall not be revealed to the District. Rather, the District shall be notified as to whether the result was negative or positive.
 - d. An applicant is entitled to know what portion of the test he or she failed and to question and challenge test results he or she believes to be erroneous. Any positive test may be retested independently using a more sensitive or alternative test.
4. Random Testing For Safety And Safety-Sensitive Employees:
- a. The District reserves the right to implement, at its discretion, a random drug testing policy for safety and safety-sensitive employees.
 - b. Random Testing: A system of drug testing imposed without individualized suspicion that a particular employee is using illegal drugs. It may be either of the following:
 - (1) Uniform, unannounced testing of designated employees occupying specific positions; or
 - (2) A statistical random sampling of such employees based on neutral criterion, such as social security numbers.
 - c. Notification: The employee(s) selected for random testing, and the employee's immediate supervisor shall be notified the same day the test is scheduled. The supervisor shall explain to the employee(s) that he or she is under no suspicion of taking drugs and that the employee's selection was random.
 - d. Deferral: An employee selected for random testing may obtain a deferral of the test if there is a compelling need which necessitates postponement. Being on a leave status (e.g., sick leave, annual, administrative or leave without pay); or vacation or on official travel away from the District, are examples of compelling needs for which a deferral may be obtained. Employees whose random testing is deferred will be subject to an unannounced test within a reasonable time following the deferral.
 - e. Refusal: If an employee refuses to cooperate with the administration of the random testing, the employee's refusal may result in disciplinary action, up to and including termination for even a first refusal or any subsequent refusal.

5. Reasonable Suspicion Drug and Alcohol Screening: The District may require a blood test, urinalysis, or other drug and/or alcohol screening of those persons reasonably suspected of using or being under the influence of drugs or alcohol at work or when on standby duty. An employee's consent to submit to such a test is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, up to and including termination for even a first refusal or any subsequent refusal.

6. Use Being Under the Influence Possession, Distribution or Manufacture of Drugs or Alcohol:
 - a. Alcohol: Possession, use or being under the influence of alcohol by any employee while performing District business, while on District property, including District vehicles, at any location at which District business is conducted, or while on standby is prohibited.

 - b. Legal Drugs: Use of or being under the influence of any legally obtained drug by any employee while performing District business, while on District property, including District vehicles, at any location at which District business is conducted, or while on standby is prohibited to the extent such use or influence may affect the safety of the employee, co-workers, members of the public, the employee's job performance, or the safe or efficient operation of District business. An employee may continue to work, even though under the influence of a legal drug, if after consulting with competent medical authority, who is licensed to practice medicine in the State of California, it is determined that the employee does not pose a threat to his or her own safety or the safety of coworkers or the general public and that the employee's job performance is not significantly affected by the legal drug. Otherwise, the employee may be required to take leave of absence or comply with other appropriate action as determined by the District.

 - c. Illegal Drugs: The use, being under the influence of, manufacture, distribution, purchase, transfer or possession of an illegal drug by an employee while on District property, including District vehicles at any location at which District business is conducted, while performing District business or while on standby is prohibited. [This prohibition includes any positive test for marijuana – regardless of intoxication level and regardless of whether obtained legally pursuant to state laws.](#)

7. Employee Reporting Requirements:
 - a. Legal Drugs: An employee's use of a legal drug can pose a significant risk to the safety of the employee or others. Employees who feel or have been informed that the use of a legal drug may present a safety risk are to report their use of such drug to their immediate supervisor. Employees who suspect a fellow employee or other's use of legal drugs poses a significant risk to the safety of the employee or others must report their suspicions to their immediate supervisor for further investigation

and appropriate action. Failure to do so may result in disciplinary action, up to and including termination.

Employees using any legally prescribed drug must submit documentation from the employee's personal physician certifying that the drug being used by the employee has been legally prescribed and stating a medical opinion as to whether or not the employee is capable of safely performing his/her assigned duties. Failure to submit the above described documentation may result in the employee being placed on leave without pay until such time as the employee provides such documentation.

- b. Illegal Drugs: Employee use of an illegal drug poses a significant risk to the safety of the employee or others. Employees who have been informed or suspect that a fellow employee has used, is in possession of or is under the influence of an illegal drug must report such suspicion to their immediate supervisor for further investigation and appropriate action. Failure to do so will result in disciplinary action, up to and including termination.
8. Disciplinary Action: Violation of this policy can result in disciplinary action up to and including termination, even for the first offense. Further, the District reserves the right to discipline or terminate employees convicted of an offense which involves the use, distribution, or possession of illegal drugs [\(defined to include marijuana, whether or not obtained legally pursuant to state law\)](#).

The District reserves the right to offer employees violating this policy participation in an approved rehabilitation or drug-abuse assistance program as an alternative to discipline. If such a program is offered, and accepted by the employee, then the employee must satisfactorily participate in the program as a condition of continued employment.

9. Searches: The District reserves the right to search lockers, storage areas, furniture, District vehicles and other places under the common control of the District and employees, and to enlist the assistance of legal counsel and law enforcement personnel in connection with the enforcement of this policy. The lockers, storage areas, furniture, District vehicles and other places under the common control of the District and employees remain sole property of the District and are provided to District employees only for their use and convenience. District employees have no expectation of privacy in any of these areas. To the extent the Firefighter Bill of Rights Act, or any other applicable law, provides District employees with greater rights, such rights will be recognized.

APPLICANT/EMPLOYEE CONSENT FOR DRUG AND ALCOHOL SCREENING

I hereby acknowledge receipt of the RUNNING SPRINGS WATER DISTRICT (hereinafter "District") Drug and Alcohol Policy (hereinafter "Policy"), and I fully understand its provisions. I acknowledge that compliance with the Policy is a condition of employment.

I hereby authorize _____
(Insert name of laboratory)

to perform a pre-employment physical or other examination, which includes, but is not limited to, physical and/or psychological examination, collection of the following specimens from me:

(Insert blood, urine, breath, or other specimens)

and the conducting of tests on such samples to determine, among other things, the presence of alcohol, drugs, or other substances that violate the Policy. I consent to the release of the results of the examination to representatives of the District for review and use in the decision-making process regarding employment, in accordance with the provisions in the attached AUTHORIZATION FOR USE OR DISCLOSURE OF MEDICAL INFORMATION. This consent is effective immediately and shall remain in effect until _____.
(Date)

I understand that I have a right to receive a copy of this authorization. **I further understand that if I refuse to consent to such examination and/or tests or sign this form, or if the test results are positive (that is, they show evidence of drug and/or alcohol use), I may not be hired or, if hired, I may be subject to disciplinary action up to and including termination of employment.**

CONSENT GIVEN:

Applicant/Employee's Name (Print) Signature Date

Witness Name (Print) Signature Date

CONSENT REFUSED:

Applicant/Employee's Name (Print) Signature Date

Explanation for refusal _____

Witness Name (Print) Signature Date

AUTHORIZATION FOR USE OR DISCLOSURE OF MEDICAL INFORMATION

A. EXPLANATION:

This authorization for use and disclosure of summary medical information is being requested of you to comply with the terms of the Confidentiality of Medical Information Act.

B. AUTHORIZATION:

I, _____, hereby authorize
(Name of Patient)

(Name of Physician, Hospital or Health Care Provider)

to furnish to RUNNING SPRINGS WATER DISTRICT (hereinafter "District") medical information in summary form pertaining to my general, overall fitness for duty and employment with the District.

C. USES:

I further authorize the District to receive and to use the summary medical information authorized hereunder for the purpose of making its determination regarding my application for and/or continued employment.

D. DURATION:

This authorization shall become effective immediately and shall remain in effect until _____.
(Date)

E. RESTRICTIONS:

I understand that the District may not further use or disclose the summary medical information received pursuant to this authorization unless another authorization is obtained from me or unless such use or disclosure is specifically required or permitted by law.

F. ADDITIONAL COPY:

I further understand that I have a right to receive a copy of this authorization upon my request. Copy requested and received:

YES _____ NO _____ Initial _____

G. CONSENT GIVEN:

Applicant/Employee's Name (Print) Signature Date

Witness Name (Print) Signature Date

CONSENT REFUSED:

Applicant/Employee's Name (Print) Signature Date

Explanation for refusal: _____

Witness Name (Print) Signature Date

G. Personal Matters

To ensure that personal matters do not interfere with employees' work and the work of others, the District has adopted the following policy on personal matters:

1. Personal Possessions: The District cannot assume responsibility for lost or stolen personal possessions. Therefore, employees are asked to use their own discretion when bringing such possessions to work. Employees shall remove personal possessions which are not necessary for the daily operation at the end of the workday, unless the employee obtains prior approval from the affected Department Supervisor.
2. Personal Business:
 - a. Safety Employees: Employees may conduct personal business after the scheduled work day. Personal business away from the station after the scheduled work day will be limited to 15 minutes per shift, but at no time will the ambulance crew be separated.
 - b. Miscellaneous Employees: Conducting personal business during work time or in working areas is prohibited unless an employee is on their morning, afternoon or lunch break.
3. Personal Data: It is extremely important that the District maintain accurate records of all employees. Therefore, employees shall advise the ~~Business—Office~~[Administration Supervisor](#) as soon as possible if any of the following personal information changes:
 - Home address
 - Telephone number
 - Person and/or number to notify in case of emergency
 - Name
 - Marital status
 - Change affecting income tax withholding
 - Change in beneficiary for insurance plans

Employees shall submit a notification of change by completing a personal data form (see Attachment K). Employees shall also notify the District of any legal restriction which would prohibit the employee from performing the essential functions of his or her job (Refer to Section 5.K.)

4. Personal Phone Calls: Employees should minimize receiving personal phone calls during working hours. In no case shall personal phone calls be disruptive to personnel business. If an employee must make personal call while on duty, the employee should do so during his or her break period.

Employees may not charge personal long distance phone calls to District phones. If due to an emergency an employee must use the District phone for long distance calls the District will be reimbursed for the cost of the call.

The District reserves the right to determine if this policy is violated. If the policy is violated the District will address the individual(s) on an individual basis.

Personal cell phones shall be set on vibrate during normal working hours and otherwise be subject to the applicable section of this provision. Cell phone use while driving is subject to the requirements of State Law.

5. Personal Visitors: Non-business visits by friends, acquaintances or family members are discouraged during an employee's work shift. However, Fire Department personnel assigned to a 24-hour shift are allowed visitors between the hours of 1700 and 2200 hours.
6. Use of District Facilities: Employees may use District facilities for personal business under the following conditions. At all times, the District reserves the right to restrict, limit, or prevent use of District facilities for personal business.
 - a. Employees may only use the facility/items to which they are assigned;
 - b. The use of consumable products is prohibited;
 - c. No personal items shall be left on/in District property without the Department Supervisor's prior approval;
 - d. Employees who wish to use another department's facilities/items shall be required to have prior approval from the Department Supervisor;
 - e. To reduce potential liability, employees may only use items for which they have been trained to use;
 - f. District's tools or equipment shall not be removed from District property for personal use;
 - g. The use of the facility will be limited to the needs of the immediate family; and
 - h. Fire Department personnel assigned to 24-hour shift will be allowed to use the facility during their shift. Vehicle maintenance will be limited to minor repairs and cleaning and must be completed by 2300 hours.

H. Tardiness

Because the District is a service-oriented business, punctuality and dependability are vitally important. Tardiness and absenteeism are problems for any employer because when an employee is late or absent he or she cannot share his or her part of the work load. While some tardiness or absences may be unavoidable, unjustified or excessive tardiness or absence will not be tolerated. If you must be late or absent, you must personally contact your supervisor. By giving as much notice as possible, the District is better able to compensate for your absence. Absences on Monday, Friday or work days immediately before or after a holiday will be closely scrutinized by Management.

Tardiness is defined as reporting to the work area after the scheduled starting time. Excessive tardiness will be the basis for disciplinary action and possible termination.

I. Termination and Retirement Policy

An employee who terminates or retires must adhere to the following policy to ensure "Termination in Good Standing."

1. The employee must submit a written resignation (notification) stating the intent and reason for termination to the [General Manager and/or](#) Department Supervisor.
2. If an employee is planning to resign, the District requests that the employee gives his or her Department Supervisor notice of his or her resignation as far in advance as possible of the effective date so that he or she can make plans to fill the job when the employee leaves. A minimum notice of two weeks is requested in all cases.
3. Complete a Confidential Termination Questionnaire - Exit Interview with an individual specified by the General Manager.
4. Return all District property to the Department Supervisor.
5. Clear any existing financial obligations with the ~~Business—Office~~[Administration Supervisor](#).

CONFIDENTIAL TERMINATION QUESTIONNAIRE - EXIT INTERVIEW

1. EMPLOYEE NAME _____
DEPARTMENT _____ DATE _____
JOB TITLE _____
EFFECTIVE DATE OF TERMINATION _____

2. REASON FOR TERMINATION (check appropriate reason or reasons)

Wages Military
 Leaving Locality Personal Problems
 Transportation Problems Temporary Employment
 Personal Health Retirement

Hours other (be specific; use comment section)

Family Problems

Working Conditions (be specific; use comment section)

Supervision (be specific; use comment section)

Returning to School

No Advancement Opportunities

3. _____ ADDITIONAL EMPLOYEE COMMENTS: (be specific)

EMPLOYEE'S SIGNATURE _____

EXIT INTERVIEWER'S SIGNATURE _____

J. Anti-Violence Policy

Possession while on duty or bringing onto District property unauthorized materials, such as explosives, weapons (including, but not limited to, firearms and knives), or other similar items, is strictly prohibited. Threats of violence, fighting, or any physical endangerment of customers or fellow employees may result in immediate suspension and termination, even for a first offense. An employee who is aware of a violation of this policy must immediately report it to his or her department supervisor, who shall then contact the General Manager, or his or her designee.

K. Employee Conduct and Discipline-Miscellaneous Employees

- a. MISCONDUCT GROUNDS: Disciplinary action, up to and including termination, may be imposed for behavior including, but not limited to, the following:
 1. Fraud or deception in securing employment including, but not limited to giving false or misleading information on an application form or interview.
 2. Using an official position or office for personal gain or advantage;
 3. Accepting favors or gratuities for services required or performed on the job;
 4. Disclosing confidential information;
 5. Using or possessing District property and/or equipment without authorization;
 6. Intentional or negligent destruction of District property or equipment;
 7. Commission of acts, which if proved, constitute a felony, misdemeanor or other violation of law as established by proper investigation;
 8. Using loud, abusive or obscene language; fighting; rude or discourteous behavior;
 9. Commission of a public offense involving moral turpitude;
 10. Incompetency or inefficiency
 11. Failure to carry out assigned work or supervisory responsibilities adequately, directly or promptly;
 12. Inattention to or dereliction of duty;

13. Loss of required motor vehicle operator's license or insurability to operate a vehicle on behalf of the District or other license or certification required to perform the duties of an employee's position;
14. Unexcused, excessive or patterned absenteeism;
15. Inexcusable absence without leave;
16. Abuse of sick leave;
17. Failure to make reasonable effort to notify supervisor of inability to report to work;
18. Leaving assigned work location without proper approval or appropriate reason;
19. Frequent and unexcused tardiness;
20. Sleeping on the job;
21. Exceeding authorized lunch or rest periods;
22. Refusal to perform reasonable work assignments or to cooperate with supervisors or management in the performance of duties (insubordination);
23. Failure to cooperate with other employees or the public;
24. Unnecessarily disrupting the work of other employees;
25. Using threats or attempting to harm another employee or the public;
26. Making false, vicious, or malicious statements concerning any employee, or concerning District government or management;
27. Possession or use of dangerous weapons, including but not limited to firearms or knives, on District property or on-duty;
28. Gambling on the job and/or on District property;
29. Conduct unbecoming an officer or employee of the District;
30. Failure to maintain satisfactory and harmonious working relationships with the public or fellow employees;

31. Discrimination and/or harassment against another employee on the basis of sex, sexual orientation, race, color, ancestry, national origin, religion, physical or mental disability, medical condition, age (over 40), marital status, gender identity, or any other protected class under applicable law;
32. Willful failure to follow the chain of command;
33. Violation of District rules, policies, and procedures;
34. Failure to perform the minimum requirements for the positions held by the employee;
35. Failure to exercise good judgment in connection with the requirements of the position held by the employee;
36. Violation of the District's Drug and Alcohol Use Policy (Section (5) (F));
37. Operating District equipment or vehicles unsafely or carelessly;
38. Causing or contributing to an accident by operating District equipment in an unsafe manner;
39. Violating safety rules or practices which endanger the employee or others or which damages District property or equipment or willful failure to use safety equipment or refusal to comply with safety rules;
40. Playing tricks or jokes, or engaging in horseplay on the job which may lead to physical injury to employees or others, or damage to District equipment or property;
41. Failure to report on the job injuries;
42. Soliciting, accepting, or offering a bribe;
43. Theft or aiding or encouraging the theft of cash, or District property or equipment;
44. Intentionally falsifying or destroying, without proper authorization, District records;
45. Unauthorized possession, control and/or duplication of District records, regardless of physical form or characteristics;

46. Deliberately withholding information related to work from supervisors or others requiring the information; and
 47. Falsifying time reports, mileage reports, expense accounts, or other work-oriented documents.
- b. **Written Reprimand and Oral Counseling:** District management may issue written reprimands and/or conduct oral counseling of employees based on misconduct as determined by District management. Employees shall have no right to appeal or otherwise grieve written reprimands and/or oral counseling's in any forum whatsoever. However, with regard to written reprimands, an employee may submit a written response to the General Manager within fourteen (14) days of the employee's receipt of the written reprimand which shall be attached to the written reprimand and placed in the employee's personnel file.
- c. **Minor Discipline:** In case of minor discipline, which shall include, but is not limited to, an unpaid suspension of five (5) days or less, and reduction of pay of less than one (1) month, an employee shall be afforded the following:
1. **Notice of Proposed Disciplinary Action, which shall include:**
 - a. A description of the discipline proposed;
 - b. A statement of the reasons for which the action has been proposed, which shall include a brief description of the alleged facts upon which the proposed action is being taken and a statement of any employer rules, regulations, or laws that are alleged to have been violated; and, if applicable, a list of any previous disciplinary actions, counseling, evaluations or other relevant actions which support the action proposed;
 - c. Copies of any documents relied upon in reaching a decision to propose the disciplinary action; and
 - d. A statement advising the employee that he/she may respond to the General Manager; or his/her designee, regarding the proposed disciplinary action, orally or in writing, before it takes effect.
 2. The employee shall have seven (7) working days from the date of the Notice of Proposed Disciplinary Action to respond to the charges, either orally or in writing. Upon a showing of good cause, the District may extend the time for response beyond seven (7) working days. In responding, either orally or in writing, the employee may designate a representative to assist in the presentation of the response.

- a. In the event that the employee chooses to respond orally, the employee must, within the period given to respond, make an appointment and meet with the District Manager or his/her designee.
- b. During this meeting the District official imposing the discipline and the employee or their respective representatives, may present oral argument and documentary evidence in support of their positions; however, neither party shall be permitted to call and examine witnesses.
- c. Any written response must be received in the office of the District Manager no later than 4:30 p.m. on the last day given to respond.
- d. The General Manager or his/her designee shall take the employee's timely response into consideration and shall make a final determination as to whether or not the proposed action, a different action, or no action shall be taken.
- e. The employee shall be given written notice of the final determination which shall be personally served on the employee or sent by registered or certified mail to the employee's last place of residence as last shown on the records of the District.
- f. Failure by the employee or the employee's representative, to respond to the Notice of Proposed Disciplinary Action within the period allowed shall result in disciplinary action taking effect as proposed.
- g. In the case of minor discipline, no right of appeal is provided, except for the right to respond as set forth above.

d. MAJOR DISCIPLINE:

- 1. Pre-disciplinary response: Prior to the imposition of a major disciplinary action, which shall include, but is not limited to, an unpaid suspension of more than five (5) days, demotion, reduction in pay of one (1) month or more, or termination, all regular employees shall be presented with a written Notice of Proposed Disciplinary Action informing the employee as to his/her right to provide a pre-disciplinary response.
- 2. The Notice of Proposed Disciplinary Action shall include:
 - a. A description of the discipline proposed;

- b. A statement of the reasons for which the action has been proposed, which shall include a brief description of the alleged facts upon which the proposed action is being taken, and a statement of any rules, regulations, or laws that are alleged to have been violated; and, if applicable, a list of any previous disciplinary actions, counseling, evaluations or other relevant actions which support the action proposed;
 - c. Copies of any documents relied upon in reaching a decision to propose the disciplinary action; and
 - d. A statement advising the employee that he/she may respond to the General Manager, or his/her designee, regarding the proposed disciplinary action, orally or in writing, before it takes effect.
3. The employee shall have seven (7) working days from the date of the Notice of Proposed Disciplinary Action to respond to the charges, either orally or in writing. Upon a showing of good cause, the District may extend the time for response beyond seven (7) working days. In responding, either orally or in writing, the employee may designate a representative to assist in the presentation of the response.
- a. In the event that the employee chooses to respond orally, the employee must, within the period given to respond, make an appointment and meet with the General Manager or his/her designee.
 - b. During this meeting, the employee, or the employee's representative, may present any reasons why the employee feels that the proposed action is not proper. The General Manager or his/her designee shall listen to the employee's presentation, but shall not present any evidence on behalf of the District, nor shall either party present witnesses for examination at this time.
 - c. Any written response must be received in the office of the General Manager no later than 4:30 p.m. on the last day given to respond.
 - d. The District Manager or his/her designee shall take the employee's timely response into consideration and shall make a determination as to whether or not the proposed action, a different action, or no action shall be taken.
 - e. The employee shall be given written notice of the final determination which shall be personally served on the employee or sent by registered

or certified mail to the employee's last place of residence as last shown on the records of the District.

- f. Failure by the employee, or the employee's representative, to respond to the Notice of Proposed Disciplinary Action within the period allowed shall result in the disciplinary action taking effect as proposed.

4. Post-Disciplinary Appeal.

- a. Any regular employee shall have the right to appeal any major disciplinary action, including, but not limited to, an unpaid suspension or more than five (5) days, a demotion, a reduction in pay of one (1) month or more, or a termination.
- b. Requests for appeal shall be made in writing, signed by the employee and filed with the General Manager within ten (10) working days of the receipt of the disciplinary action. Failure to do so shall constitute waiver of the right to appeal and failure to exhaust administrative remedies.
- c. At its next regular meeting following receipt of a timely notice of appeal of the decision from the General Manager or his/her designee, the President of the Board of Directors (or Vice President in the absence of the President) may appoint a Hearing Officer, Appeal Board, or Board Committee to hear the appeal and recommend a decision which it shall certify to the Board of Directors, or the Board of Directors may hear the appeal. Hearings shall be closed. However, where the matter is being heard by the Board of Directors, the employee shall be provided with a notice, at least 24 hours prior to the hearing, which provides the employee with the option of having the matter heard in open session.
- d. The employee shall appear personally before the Board of Directors, Board Committee, Hearing Officer or Appeal Board at the hearing and may be represented by counsel of his/her choice. In the event that the employee fails to personally appear, the appeal shall be deemed waived.
- e. All parties and witnesses to be heard at the hearing shall be sworn and shall testify under oath. The secretary of the Board, or any other person so authorized, shall swear in each witness or party that is to be heard. The hearing shall not be conducted according to technical rules relating to evidence.

- f. Upon conclusion of a hearing not conducted by the District Board of Directors, the Hearing Officer, Appeal Board, or Board Committee shall cause its findings and recommendations to be prepared in writing and shall certify the same to the Board of Directors. The Board of Directors may then adopt, reject, or modify such recommendations. Findings may be modified only upon a determination by the Board of Directors that such modification is supported by appropriate evidence in the hearing record. The decision of the Board of Directors shall be final for all purposes.

L. Employee Conduct and Discipline-Safety Employees

1. General: The Firefighters Procedural Bill of Rights Act (“FBRA”), as set forth in Government Code Sections 3250 through 3262, provides firefighters with certain due process rights in relation to disciplinary matters including providing certain rights in relation to investigations, predisciplinary procedures, and post-disciplinary appeal rights for certain types of disciplinary actions and other miscellaneous rights.

The District will comply with the FBRA to the extent required by the law. The policies and procedures set forth herein are not intended to, nor do they, grant any rights greater than those guaranteed by the FBRA. This policy is meant to be interpreted in accordance with the GBRA, as it is interpreted or defined by subsequent amendments or court decisions to the extent that other provisions of this Personnel Manual, including those regarding employee conduct and discipline, conflict with the FBRA, the policies provided herein shall apply unless otherwise required by law.

A firefighter shall not be subjected to punitive action, denied promotion, or threatened with such treatment because of his or her lawful exercise or rights under the FBRA or the exercise of any rights under any existing and applicable District grievance procedure.

When the procedures and rights of the FBRA are implicated, the District will work with legal counsel to ensure that its conduct and actions are in conformance with the requirements of the FBRA.

2. Applicability: This section applies only to firefighters as defined by the FBRA. It does not apply to any firefighter who has not successfully completed his or her probationary period. All other employees are subject to the other applicable provisions of this Personnel Manual.

3. Time Restriction: Punitive Action (any action that may lead to dismissal, demotion, suspension, reduction in salary, written reprimand, or transfer for purpose of punishment) or denial of promotion on grounds other than merit shall not be undertaken for any act, omission, or other allegation of misconduct if the investigation of the allegation is not completed within one year of discovery by the District except as provided otherwise by the FBRA. The firefighter shall also be notified of the district's purposed disciplinary action within that same period.

4. Investigations and Interrogation: When any firefighter is under investigation and subjected to interrogation that could lead to Punitive Action; the interrogation will be conducted according to the following provisions:
 - a. It will take place at a reasonable hour and at a time when the firefighter is on-duty unless there is an imminent threat to the public safety. The firefighter will be compensated for the time spent in the interrogation;
 - b. Prior to an interrogation, the firefighter will be informed of the rank, name, and command of the officer or person in charge of the interrogation, the interrogating officer, and any other persons present;
 - c. Questions shall be asked by no more than two interrogators at one time;
 - d. Prior to an interrogation, the firefighter will be informed of the nature of the investigation;
 - e. The interrogation will be of a reasonable duration and the firefighter will be allowed reasonable breaks;
 - f. The firefighter will not be subjected to offensive language or threats of Punitive Action, neither will a promise of reward be made in exchange for answers;
 - g. No visits from the press or news media are allowed without the written consent of the firefighter;
 - h. The firefighter's photograph, home address, telephone number, or other contact information will not be given to the press or news media without the written consent of the firefighter;
 - i. The interrogation may be recorded. If such a recording is made, the firefighter will have access to it if further proceedings are contemplated or prior to any further interrogation;

- j. The firefighter may record the interrogation with his or her own recording device;
- k. The firefighter is entitled to non-confidential notes of a stenographer or reports or complaints by the investigator;
- l. If prior to or during an interrogation, it is contemplated that the firefighter may be charged with a criminal offense; the District will suspend any interrogation of that firefighter. In recognition of the firefighter's right to be informed of his or her constitutional rights in such a situation, where appropriate, the District will refer the matter to the proper law enforcement agency or authority to either conduct its own investigation and take any necessary actions or to obtain the required grant of immunity. Any interrogation of that firefighter by the District will only recommence once the required immunity has been granted, it is no longer contemplated that the firefighter will be charged with a criminal offense or the firefighter, having been informed of his or her constitutional rights by the proper law enforcement agency, waives those rights.

Where the interrogation of a firefighter is not possible due to the implications of potential criminal charges, the District will, where possible, continue to conduct its own independent investigation into any matter that may warrant punitive action and may take appropriate action based thereon, including disciplinary action.

- m. A formal written grant of immunity from criminal prosecution is required before a firefighter can be compelled to answer incriminating questions. The District will not compel a firefighter to respond to incriminating questions unless the firefighter has been given the required grant of immunity. If such immunity is granted, the firefighter may be subjected to Punitive Action for failing to answer and will be informed of such potential consequences.
 - n. Upon the filing of a formal written statement of charges, or whenever an interrogation focuses on matters that may result in Punitive Action to the firefighter, the firefighter is entitled to be represented by a representative who may be present during the investigation. These conditions do not apply to counseling, informal verbal admonishment or other routine or unplanned contact.
5. Pre-Disciplinary Procedures: In the event the District intends to impose any form of Punitive Action upon a firefighter, the pre-disciplinary procedures set forth in Section 5, provisions (B), (C) and (D) shall be applied to the extent they do not conflict with the FBRA.

6. Discipline: In the event the District determines to impose a form of Punitive Action upon a firefighter, the appropriate procedures shall be followed:
- a. Notification: The District will notify the firefighter, in writing, of any decision to impose discipline within 30 days of its decision, but not less than 48 hours prior to imposing the discipline.
 - b. Written Accusation: When the form of Punitive Action taken requires (such as an unpaid suspension of more than five (5) days, demotion, reduction in pay of one (1) month or more, termination or as otherwise required by the FBRA), the District will provide the firefighter with the following:
 - i. A written Accusation which will include a statement of the acts or omissions with which the firefighter is charged and will specify the statutes or rules the firefighter is alleged to have violated;
 - ii. A Statement to Respondent which will provide notice to the firefighter of his or her rights to request an appeal, to object to the Accusation, to request discovery of specified information and other various rights; and
 - iii. A copy of Government Code sections 11507.5, 11507.6 and 11507.7.
 - c. Appeal Procedures: Punitive Action or denial of a promotion on grounds other than merit will not be undertaken without providing the firefighter an opportunity for an administrative appeal as required by the FBRA. Where appropriate and when required by the FBRA, the administrative appeal under this section will be conducted in accordance with Chapter 5 (commencing with section 11500) of Part 1 of Division 3 of Title 2 of the Government Code (the "APA"). For employees specifically covered under the FBRA, this appeal procedure supersedes the appeal procedures set forth in Section 5(K), provision (D) to the extent any conflict exists. The pre-disciplinary procedures set forth herein, however, remain in full force and effect. Where the FBRA does not require a post-disciplinary appeal, the pre-disciplinary procedures shall be the exclusive rights available to firefighters arising out of the imposition of any Punitive Action.
 - d. Request for Appeal/Appeal Hearing: In response to an accusation, the firefighter may request a hearing, object to the Accusation or take any other action permitted by the APA. Any request for a hearing, objection or other action may be made by returning a properly completed "Notice of Defense," a copy of which will be provided to the firefighter, or by delivering or mailing a notice of defense as provided in Government Code section 11506

to the General Manager. A firefighter has 15 days from the date of service of the Accusation and Statement to Respondent to request a hearing, make any available objections or take any other available action. Failure to meet this timeline will result in the forfeiture of the right to have a hearing, make any objections or take any other available action in response to the Accusation.

If a hearing is properly requested, the District will arrange to have a hearing date set and will select a neutral hearing officer (“hearing officer”), in accordance with the APA, to preside over the hearing. The District will provide all parties notice of the time and place of the hearing at least 10 days before the hearing. The District will, by itself, determine whether the hearing officer will hear the case alone or whether the District will hear the case with the hearing officer. Based on that decision, and based on any other powers the District may delegate to the hearing officer, the hearing will proceed and a decision will be issued as required by the APA.

7. Personnel File:

- a. Adverse Comments: Before any comment(s) adverse to the firefighter’s interest are entered into his or her personnel file, the firefighter will have the opportunity to read and sign the instrument, which will indicate the firefighter’s awareness of the comment(s). If the firefighter refuses to sign the instrument, such action will be documented on the instrument, the firefighter will be requested to sign or initial such documentation and the instrument will be placed in the firefighter’s personnel file. Within 30 days of the date the adverse comment is placed in the firefighter’s personnel file, he or she may file a written response, which will be attached to the adverse comment.
- b. Review of Personnel File: A firefighter has the right to inspect his or her personnel file that has been used to determine the firefighter’s qualifications, promotion, additional compensation, or termination or other discipline. If a firefighter believes that any portion of the personnel file is mistakenly or unlawfully placed in the file, the firefighter may request, in writing, to have the portion(s) corrected or deleted. This request must include a description of the portion(s) to be corrected or deleted and the reasons supporting such request. This written request will become part of the firefighter’s personnel file. The District will respond, in writing, within 30 days, which response will become part of the firefighter’s personnel file.
- c. Lie Detector Test: A firefighter may not be compelled to submit to a lie detector test and may not be subject to disciplinary action for refusing to do so.

- d. Personal Information: A firefighter will not be required or requested, for purposes of job assignment or other personnel action, to disclose any item of his or her property, income, assets, source of income, debts, or personal or domestic expenditures of his or her household.
- e. Lockers: A firefighter's locker or other storage space will not be searched except in his or her presence, with his or her consent, pursuant to a valid search warrant, or if he or she has been notified that a search will be conducted.
- f. Political Activity: Except as otherwise prohibited by law, or whenever on duty or in uniform, no firefighter shall be prohibited from engaging, or be coerced or required to engage, in political activity.
- g. Fire Chief: Before removing the fire chief, the District will provide him or her with written notice, the reason(s) for removal, and an opportunity for an administrative appeal

M. Computer and Electronic Systems Policy

1. Purpose:

The purpose of District computers and other electronic systems, including, but not limited to, word processing, electronic mail, voice mail, telephones, cell phones, texting devices, the Internet and any other form of electronic communication device are to provide an efficient and effective means of internal and external communications. This policy addresses access to and the disclosure of information from such electronic systems.

The District's computer, word processing, electronic mail, voice mail, and Internet systems are a business tool. These systems must be used in a professional manner for legitimate business purposes only and, at all times, remain the property of the District.

2. ACCESS AND DISCLOSURE:

All computer, word processing, electronic mail, voice mail, Internet, and electronic systems remain the property of the District and are for official use only. Records, files, transmissions, passwords, and other products or contents of these systems are not confidential; therefore, employees can have no expectation of privacy in any documents or other materials that they write, receive, store, or send in the use of these systems.

The District reserves the right to access and disclose all products and contents of these systems for any purpose. The District reserves the right to monitor use of these systems to prevent abuse, enforce District policies, and access information. Access may occur, but is

not limited to, situations indicating impropriety, violation of District policy, legal requirements, suspected criminal activities, breach of system security, or to locate substantive information or monitor employee performance and conduct.

The contents of these systems may be disclosed within or outside of the District without employee permission.

The District has unlimited access to protect the security of these systems or the District's property rights.

3. Guidelines for the use of District Mail:

1. The District's electronic mail system is for the official District business and shall not be used for unrelated purposes, including, but not limited to, the following:
 - a. To send "chain" or similar type "letters";
 - b. To send documents in violation of copyright or other laws;
 - c. To knowingly open mail not directed to you;
 - d. To use for personal or social purposes other than occasional, incidental use permitted by subsection E below;
 - e. To send messages in violation of District security policies;
 - f. To forward electronic messages without a legitimate business purpose under circumstances likely to lead to embarrassment of the sender and/or the District, or to violate the clearly expressed desire of the sender to restrict additional dissemination; and/or,
 - g. To send messages that are false, inaccurate, abusive, obscene, pornographic, profane, sexually oriented, threatening, offensive, discriminatory, illegal, etc.
2. Employees must avoid copying individuals on e-mails who have no direct involvement or "need-to-know" regarding the subject of a particular e-mail. E-mail communications should only be disclosed to authorized employees.
3. Employees must avoid forwarding e-mails to a third party unless necessary for a legitimate business purpose. When forwarding, employees must explain the reason for the forwarding action and edit out any potentially inappropriate content. If in doubt about the appropriateness of forwarding a given piece of mail, employees must check with the originator of the e-mail for guidance.

4. Employees must not “say” anything in an e-mail message that could prove embarrassing or compromising to the employee, the District, or others.
5. Employees must avoid potentially contentious exchanges through e-mail.
6. E-mail users are solely responsible for the management of their mailbox and its associated folders.

4. Guidelines for use of District Internet:

The District reserves the right to monitor and/or log all network and internet activity with or without notice, including all websites visited. Internet users shall have no expectation of privacy in the use of the District’s electronic systems. The District’s internet is intended to provide employees with the capability of engaging in authorized communications, information exchanges, and research directly relating to the mission of the District and assigned work tasks. Employees are prohibited from using the District’s internet and electronic systems for personal gain or for personal business transactions, or to access inappropriate websites such as those which contain pornographic material, sexually suggestive material, offensive material including material which could be considered discriminatory based on a legally protected class, and other material which is defamatory, false, abusive, illegal, etc.

5. Personal use of District Electronic Systems:

With written approval of the General Manager, incidental and occasional personal use of the electronic systems covered by this Policy is permitted within the District, but such use will be treated no differently from official use. There is no expectation of privacy with respect to such personal use as such use is subject to the same access and review rights of any other use of these systems.

6. Copyrighted Material:

Computer users who download copyrighted material must only do so within the guidelines posted by the author and/or pursuant to applicable copyright law. The federal Copyright Act at 17 U.S.C. 101 *et seq.*, protects and prohibits misuse of all original works of authorship in any tangible medium of expression. This includes a prohibition on plagiarism (using someone else’s ideas or writing and passing it on as one’s own).

7. Passwords:

Access to District computers and electronic systems are pursuant to individually issued passwords. Employees are prohibited from giving their password to any other person. Passwords remain the property of the District.

8. Violations:

Violation of this Policy will lead to discipline, up to and including, termination of employment.

N. Cellular Phone, Smart Phone/PDA Policy

This policy outlines the use of personal cell phones, smart phones and Personal Digital Assistant devices (PDA's) while at work, the personal use of business cell phones, smart phones and PDA's and the safe use of cell phones, smart phones and PDA's by employees while driving.

It is District policy that cellular phones, smart phones and PDA's shall be utilized for business purposes only and in a safe manner while employees are on paid District time.

1. During paid work time, employees are expected to exercise the same discretion in using personal cellular phones, smart phones and PDA's as is expected for the use of any District phones. Excessive personal calls during the work day, regardless of the phone used, can interfere with employee productivity and be distracting to others. A reasonable standard the District encourages is to limit personal calls during work time to an average of no more than two or three short-duration calls per day as needed. Employees are expected to make personal calls on non-work time, where possible, and to ensure that friends and family members are aware of the District's policy. Flexibility will be provided in circumstances demanding immediate personal phone use, but this immediate need should be communicated to, and approved by, the employee's supervisor prior to the circumstance.
2. The District will not be liable for the loss or damage of personal cellular phones brought to the workplace. The District does not expect and discourages employees from utilizing their personal cell phone for conducting District business.
3. Where job or business needs demand immediate access to an employee, the District may issue a District-owned and serviced cell phone to contact an employee for work-related communications. To protect the employee from incurring a tax liability for personal use of this equipment, such phones are to be used for business reasons only. Phone logs may be audited by the District to ensure no unauthorized use has occurred.
4. Employees in possession of District equipment such as cellular phones, smart phones and/or PDA's are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the phone for return or inspection. Employees unable to present the phone in good working condition within the time period requested (usually 24 hours) may be expected to bear the cost of a replacement.

5. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.
6. Cell phones, smart phones and/or PDA's will be turned off or set to silent or vibrate mode during meetings, conferences and in other locations where incoming calls may disrupt normal workflow.
7. Safety Issues for Cellular Phone/PDA Use: All employees are expected to follow applicable state and federal laws or regulations regarding the use of cell phones, smart phones or PDA's at all times. Senate Bill 28 prohibits writing, sending, or reading text-based communication, such as texts or emails, on a wireless device while driving. Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone, smart phone and/or PDA for business use shall not drive a motor vehicle while using a wireless telephone unless that telephone is specifically designed and configured to allow hands-free listening and talking, and is used in that manner while driving. Safety must come before all other concerns. If an employee is operating a District vehicle and receives a call, the employee may answer, but shall ask the caller to hold, put the phone down and pull to the side of the roadway, into a parking lot or other safe location to respond to the call. If acceptance of the call is unavoidable and pulling over is not an option, employees are expected to use hands-free options, keep the call short, refrain from discussion of complicated or emotional issues and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area.

In situations where job responsibilities include regular driving and accepting of business calls, hands-free equipment will be provided to facilitate the provisions of this policy.

Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a cell phone/PDA for business use, are also expected to abide by the above provisions. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.

8. Employees who are charged with traffic violations resulting from the use of a cellular phone, smart phone and/or PDA while driving will be solely responsible for and may be subject to disciplinary action and personal liability resulting from such traffic violations, whether on personal or District business.
9. The use of camera phones, PDA's and other audio or video recording devices within the District may constitute not only an invasion of employees' personal privacy, but may breach confidentiality of District protected information. Therefore, the use of camera or other video-capable recording devices within the District is prohibited

without the express prior permission of the employee's supervisor and the person(s) present at the time. This prohibition is specifically applicable to restrooms, locker rooms and work areas.

10. Violations of this policy will be subject to the highest forms of discipline, up to and including dismissal.
11. Special Responsibilities for Supervisory Staff: As with any policy, supervisory staff is expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.
12. Personal cell phones/smart phones used for District Business: The General Manager reserves the right to determine whether to provide a District owned cell phone or smart phone to designated classifications for business use or to provide a cell phone/smart phone allowance to designated classifications as compensation for business use of their personal cell phone/smart phone.

O. Personal Appearance Standards/Dress Code Policy

1. Philosophy and Purpose: It is Management's intent that work attire should complement an environment that reflects an efficient, orderly and professionally operated organization. Employees are expected to wear clothing appropriate for the nature of the District's business and the type of work performed. Clothing should be neat, clean and tasteful. Avoid clothing that can create a safety hazard. Hair color should remain a natural hue, employees shall engage in regular personal hygiene and refrain from excessive use of colognes and perfumes. Division Supervisors [and/or Operations Managers](#) may issue more specific guidelines.
2. Employees that routinely work in the field may be issued uniforms, for health and safety reasons in accordance with Attachments E and F of the Personnel Manual. Hats and jackets with the RSWD logo are acceptable for employees that work in the field. Shorts may be allowed at the discretion of the Division Supervisor, [Operations Managers](#) and/or General Manager for field employees as long as they do not pose any health and safety concerns and are acceptable in appearance.
3. Management recognizes the growing popularity of casual business dress and the positive effects of this shift to improve quality of work, encourage open communication and increase productivity. Because all casual clothing is not suitable for the office, these guidelines will help you determine what is appropriate to wear to work.
4. Clothing that works well for the beach, yard work, dance clubs, exercise sessions and sports contests does not project a professional appearance for our work environment. Clothing that reveals too much cleavage, your back, your chest, your feet, your stomach

or your underwear is not appropriate for a place of business, even in a business casual setting.

5. In a business casual work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing and shoes is unacceptable. All seams must be finished. Any clothing that has words, terms or pictures that may be offensive to other employees is unacceptable. Clothing that has the District logo is encouraged.
6. Guide to Business Casual Dressing for Work: This is a general overview of appropriate business casual attire; items that are not appropriate for the office are also listed. Neither list is all-inclusive; both are open to change. The lists tell you what is generally acceptable as business casual attire and what is generally not acceptable as business casual attire. No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, professional business casual attire for work, please ask your supervisor or the General Manager.
 - a. Skirts, Dresses, and Skirted Suits: Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.
 - b. Shirts, Tops, Blouses, and Jackets: Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the office, if they violate none of the listed guidelines. Inappropriate attire for work includes tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; sweatshirts without a District logo, and t-shirts without a District logo unless worn under another blouse, shirt, jacket, or dress.
 - c. Shoes and Footwear: Conservative walking shoes, loafers, clogs, boots, flats, dress heels, and leather deck-type shoes are acceptable for work. Flashy athletic shoes, thongs, flip-flops, and slippers are not acceptable in the office. Closed toe and closed heel shoes are required in any operations area.
 - d. Jewelry, makeup, perfume and cologne should be in good taste. Remember, that some employees are allergic to the chemicals in perfumes and make-up, so wear these substances with restraint.
 - e. Visible tattoos and facial/body piercings are to be discouraged and where present should not be offensive to others. Where tattoos and facial/body

piercings are deemed to be offensive they should be appropriately covered or removed.

- f. Facial/body piercing is not permitted and must be removed before being on duty.
- g. Hats and Head Covering: Uniform issued hats that have the “RSWD or RSFD” logo are acceptable to wear for employees that work in the field. Head Covers that are required for religious purposes or to honor cultural tradition are allowed.
- h. Reasonable reimbursement for shirts and/or hats with the RSWD logo will be made upon prior approval of the General Manager.

7. For your convenience, the following chart has been provided as an additional reference/resource.

DRESS CODE GUIDELINES

	ACCEPTABLE	NOT ACCEPTABLE
TOPS/DRESSES		
Polo-type shirts	X	
Collared shirts open at the collar Short-sleeved or sleeveless dresses, shirts or tops	X	
Dresses and skirts		
Note: length should be at a length at which you can sit comfortably in public	X	
Sun dresses, beach dresses or dresses/tops with spaghetti straps Low front or low back dresses, blouses, tops or shirts		X
Low-cut, sheer, halter, backless, short or midriff tops		X
Tank tops, midriff tops		X
PANTS/SKIRTS/BOTTOMS		
Suit pants	X	
Casual pants (khaki or "Dockers")	X	
Casual skirts or culottes	X	
Capri style pants	X	
Short or "mini" skirts		X
Shorts, skorts, dresses or		

jumpsuits that look like shorts	X
Gym or sweat pants or workout wear	X
Leggings (without skirt, dress or pants)	X
Spandex or other form-fitting pants	X

FOOTWEAR

Loafers	X
Flat shoes	X
Dress sandals	X
Sneakers/Tennis Shoes	X
Casual sandals (Thongs or flip-flops)	X
Slippers	X

8. Conclusion: In general, business casual means dressing professionally, looking relaxed yet neat and pulled together. If clothing fails to meet these standards, as determined by the employee’s supervisor and/or General Manager, the employee will be asked not to wear the inappropriate item to work again and may be sent home, without pay, to change their attire. If the problem persists the employee will receive a verbal warning for the first offense; progressive disciplinary action will be applied if dress code violations continue.

P. Customer Relations Policy

We are a services District and all of us must remember that the customer always comes first. Customers are to be treated courteously and given proper attention at all times. Never regard a customer’s question or concerns as an interruption or an annoyance. Customer inquiries, whether in person or by telephone, must be addressed promptly and professionally. Avoid placing a telephone caller on hold for an extended period. Direct incoming calls to the appropriate person and make sure the call is received. Through your conduct show your desire to assist the customer in obtaining the help he/she needs. If you are unable to help a customer, find someone who can. All correspondence and documents, whether to customers or others, must be neatly prepared and error-free. Attention to accuracy and detail in all paperwork demonstrates your commitment to those with whom we do business. Never argue with a customer. If a problem develops or if a customer remains dissatisfied, ask your supervisor or the General Manager for direction.

Q. Confidentiality

All records and files of the District are property of the District and are considered confidential. No employee is authorized to copy or disclose any file or record. Confidential information includes all letters or any other information concerning transactions with customers, customer

lists, payroll or personnel records of past or present employees, financial records of the District, all records pertaining to purchases from vendors or suppliers, correspondence and agreements with manufacturers or distributors or documents concerning operating procedures of the District. All telephone calls, letters, or other requests for information about current or former employees should be immediately directed to the Administration Supervisor, Fire Chief and/or the General Manager.

Personnel records are confidential. Employees may inspect their own personnel records as required by law. Any request to inspect an employee's own personnel file shall be made to the General Manager.

R. Cost Consciousness

District employees shall practice every economy possible in the discharge of their duties. Employees are encouraged to recommend to their supervisor work procedures, which will result in cost savings, or improved service to the public.

Section 6 – Employee Recognition

A. Employee Service Recognition

1. Full-Time, Part-Time and Temporary Employees: The District's Board of Directors and management recognizes the importance and value of the District's employees. In appreciation the Board of Directors has established a program to provide "SERVICE RECOGNITION" to employees for their dedication to the District and for their career service achievements.

In or around December of each year, at the District’s discretion, the District will host an Employee Recognition / Holiday Luncheon. During the annual District budget and planning process a budget will be established and an employee committee will be selected who will be responsible for planning and organizing this event.

5-Year Anniversaries: With the addition of each five years of full-time service by District employees, a presentation will be made at the annual Employee Recognition / Holiday Luncheon to recognize those employee's career achievements who hit their five year service milestone during the previous calendar year.

The presentation will include an appropriately prepared certificate of achievement and a Service Incentive Award. The Service Incentive Award for full-time employees will be a monetary award based on the following formula and will be awarded upon the anniversary date of the employee:

Years of Service	X	Factor =	Amount of Award
5		15	\$ 75
10		20	\$ 200
15		25	\$ 375
20		30	\$ 600
25		35	\$ 875
30		40	\$ 1,200
35		45	\$ 1,575
40		50	\$ 2,000

The Service Incentive Award for part-time and temporary employees will be a monetary award based on the following formula and will be awarded upon the anniversary date of the employee:

Years of Service	X	Factor =	Amount of Reward
5		10	\$ 50
10		10	\$ 100
15		10	\$ 150
20		10	\$ 200

The Administration Supervisor is responsible for seeing that each employee's five (5) year service anniversary is recognized at the annual Employee Recognition / Holiday Luncheon. The Administration Supervisor will also be responsible for seeing that the certificate of achievement is prepared for presentation at the annual Employee Recognition / Holiday Luncheon. Department Supervisors should encourage employees to participate in the annual Employee Recognition / Holiday Luncheon to receive their Achievement Award. However, participation will be at the employee's option.

B. Service Recognition upon Employee Retirement

When an employee that has served as a full-time employee for five (5) years or more retires from District service in good standing, the District will provide the employee with a service recognition award of \$500.

Section 7 – Employee and Management Rights

A. Management Rights

In order to ensure that the District is able to carry out the functions and responsibilities imposed by law, the District has and will retain the exclusive right to manage and direct the performance of the District services, and therefore the following matters will not be subject to the meet and confer process, but shall be within the exclusive discretion of the District:

1. To determine public policy;
2. To determine the merits, necessity or organization of service or activity conducted by the District;
3. To determine and change the facilities, methods, means of providing services;
4. To expand or diminish services;
5. To determine and change the number of locations, relocations and types of operations and the processes and materials to be employed in carrying out all District functions, including, but not limited to, the right to subcontract any work or operation;
6. To determine the size and composition of the work force, to assign work to the employees in accordance with the requirements as determined by the District, to establish and change work schedules and assignments, and to determine and change the days and hours when employees shall work;
7. To relieve employees from duty because of lack of work or funds or other legitimate reasons;
8. To discharge, suspend or discipline employees in accordance with established personnel rules;
9. To determine job classification;
10. To hire, transfer, promote and demote employees;
11. To determine policies, procedures and standards for selections, training and promotions of employees;
12. To establish employee performance standards, including but not limited to, quality and quantity standards;

13. To maintain the efficiency of District operations;
14. To take any and all necessary actions to carry out its missions in emergencies;
15. To exercise complete control and discretion over the District's organization and technology of performing its work and services;
16. To establish reasonable work and safety rules and regulations in order to maintain the efficiency and economy desirable in the performance of District services.

B. Employee Rights

Except as otherwise provided by law or by the District's Employer Employee Relations Resolution, employees of the District shall have the right to form, join and participate in the activities of an employee organization of their own choosing for the purpose of representation in the matters of employer-employee relations. District employees also have the right to refuse to join or participate in the activities of the employee organization and shall have the right to represent themselves individually in their employment relations with the District. No employee shall be interfered with, intimidated, restrained, coerced or discriminated against by the District or by an employee organization because of their exercise of these rights.

Section 8 – Grievance Procedures

A. General

In the event any grievance arises concerning a claim by an employee or a group of employees that any agreements or District personnel policies have been violated or any other grievance arises relating to rates of pay, wages, hours or other conditions of employment, the following procedure will apply. Every good faith effort shall be made by all parties to settle grievances at the earliest step.

B. Step One

Within 10 days of the occurrence of the alleged grievance, the employee may request that his or her immediate supervisor discuss and attempt to find a solution to the matter. Discussion should include:

- a. Nature of the actual grievance
- b. Facts or allegations upon which the grievance is based.
- c. Remedy or correction that employee desires.
- d. A statement of any District policies or agreements relied upon or claimed to have been violated.

Within 15 days of the occurrence of the alleged grievance, the employee's immediate supervisor shall give a verbal reply to the employee or employees.

In the event the parties are unable to arrive at a satisfactory decision and the employee decides to proceed further, the matter must be made in writing and Step 2 must be followed.

C. Step Two

The written grievance must be presented to the General Manager within 20 days of the occurrence of the alleged grievance. If so presented, the General Manager will make a written answer within ten (10) days after receipt.

When the grievance is reduced to writing by completing that part of the grievance form entitled "Request to General Manager" (See Attachment 8-A in this Section), all of the following must be set forth in the space provided:

- a. A statement of the grievance and the facts upon which it is based;
- b. The remedy or correction which it is desired the District make; and,

- c. A statement of any District policies or agreements relied upon or claimed to have been violated.

When a grievance involves a Department Supervisor whose immediate supervisor is the General Manager, the written grievance form "Request to Personnel Committee" (See Attachment 8-B in this Section) shall be completed and delivered to the Secretary of the Board of Directors in the District Administration Office.

D. Step Three

If the employee decides to appeal the written answer in Step Two, the employee shall make such an appeal in writing by completing that part of the grievance form entitled "Appeal to Board of Directors" (See Attachment 8-C in this section), showing date and time in the spaces provided and setting forth the following:

- a. A brief statement of the reason for appeal.
- b. A statement of the facts on which the grievance was based, including additional facts, if any, in support of the original statement provided for in #1 of Step Two.
- c. A statement of the remedy or correction requested of the District.
- d. A statement of any District policies or agreements relied upon or claimed to have been violated.
- e. Delivery of the completed Step Three grievance forms to the Secretary of the Board of Directors in the District Administration Office must be made within ten (10) days from the date the General Manager's written answer is delivered to the employee under Step Two.

The Secretary of the Board shall immediately notify the Board President and then forward confidential copies of the grievance forms as filed to all Board Members, along with the date of the meeting when the grievance can be heard.

These benefits, subject to applicable law or agreement, may be modified or terminated at any time at the discretion of the Board of Directors.

1. When the forms are properly completed and are received by the Board Secretary, the grievance will be added to the next regular Board meeting date or within 15 days, whichever is less.
2. Nothing shall prevent the Board from hearing the matter at a special meeting.

3. The employee claiming the grievance shall be given 48 hours' notice of such meeting.

The Board shall authorize a written reply within ten (10) days of the hearing date.

Failure to meet the timelines herein constitutes a waiver of an employee's right to grieve and the time limits may be waived only upon mutual written agreement of the parties.

ATTACHMENT 8-A

GRIEVANCE PROCEDURE

STEP TWO

"REQUEST TO GENERAL MANAGER"

Date _____ Department _____

Grievance of _____
(Print Name)

Date of Grievance _____ Time _____ A.M./P.M.

- A. Statement of grievance, and claims and facts upon which based:
- B. Remedy or correction which it is desired the District make
- C. Specific policies or agreements relied upon or claimed to have been violated (list all applicable sections and/or subdivisions):

Signature of Employee _____ Date _____

Received by General Manager: Date _____ Time _____ A.M./P.M.

General Manager's Answer

Signed: _____

Delivered to Employee _____ Date _____ Time _____ A.M. /P.M.

cc: District Employee (after answer)
General Manager Employee (before answer)

ATTACHMENT 8-B

GRIEVANCE PROCEDURE

STEP TWO (DEPARTMENT SUPERVISORS)

"REQUEST TO PERSONNEL COMMITTEE"

Date _____ Department _____

Grievance of _____
(Print Name)

Date of Grievance _____ Time _____ A.M. /P.M.

- A. Statement of grievance, and claims and facts upon which based:
- B. Remedy or correction which it is desired the District make:
- C. Specific policies or agreements relied upon or claimed to have been violated (list all applicable sections and/or subdivisions):

Signature of Employee _____ Date _____

Received by General Manager: Date _____ Time _____ A.M. /P.M.

General Manager's Answer

Signed: _____

Delivered to Employee _____ Date _____ Time _____ A.M. /P.M.

cc: District Employee (before answer)
General Manager Employee (after answer)

ATTACHMENT 8-C

GRIEVANCE PROCEDURE

STEP THREE

"APPEAL TO BOARD OF DIRECTORS"

Date _____ Department _____

Grievance of _____
(Print Name)

- A. Statement of the reason for appeal:
- B. A statement of the facts on which the grievance was based, including additional facts, if any, in support of the original statement:
- C. Statement of the remedy or correction requested of the District:
- D. Specific policies or agreements relied upon or claimed to have been violated (list all applicable sections and/or subdivisions):

Delivered to: Secretary of the Board of Directors

Date _____ Time _____ A.M. /P.M.

Signature of Employee

ANSWER:

Returned to Employee on: Date _____ Time _____ A.M. /P.M.

Signature _____

Title _____

cc: District File Employee (after answer)
General Manager Employee (before answer)

ATTACHMENTS

ATTACHMENT A

A. Health Insurance Plan Cost and Medical Expense Reimbursement Policy

The District will contribute a maximum amount towards an employee's Medical, Dental, and Vision Plans. This maximum amount may be obtained by the Administration Supervisor.

In the event an Employee enrolled in the District Medical Insurance Program does not use the maximum monthly amount towards his/her medical, dental and vision plan premiums, the unused amount may be applied towards reimbursement of Employee out-of-pocket expenses as outlined below:

Medical expenses eligible for reimbursement are limited to those expenses incurred by the participant or the participant's eligible dependents. Such expenses may include amounts paid for audio, dental, optical and medical services, purchases of prescription drugs, medical co-pays, medical deductibles and premiums on accident or health insurance (including hospitalization, surgical and medical insurance), and such other expenses as are covered by Section 213(d) of the code.

Benefits under this policy shall take the form of reimbursement by the employer for eligible medical expenses incurred by a participant during a period of participation subject to the provisions of this policy. However, reimbursement for eligible medical expenses incurred during a period of participation may be made after such participation ceases subject to the timing requirements for submitting a reimbursement request as specified in Section 7.3. Reimbursement shall not be made for any amount that does not qualify as an eligible medical expense and no participant or former participant shall receive any reimbursement which exceeds the amount actually incurred for the expense. No benefit shall be paid under the policy unless a participant has first submitted a written claim for benefits to the Policy Administrator on a form specified by the Policy Administrator.

Employer contributions and funding of this program will be regulated by Article V through Article VII.

2. DISTRICT MEDICAL EXPENSE REIMBURSEMENT PLAN

Refer to the most recent approved version of the District's Medical Reimbursement Plan.

The Employer hereby establishes the RUNNING SPRINGS WATER DISTRICT MEDICAL EXPENSE REIMBURSEMENT PLAN as of July 1, 2008, on the following terms and conditions

ARTICLE I TITLE AND PURPOSE

The Plan is intended as an uninsured health reimbursement arrangement for Employees not participating in an Employer sponsored medical plan, to provide reimbursement of Employee out-of-pocket expenses for medical benefit premium payments, medical hospitalization and expenses that exceed the deductible or copayment limits of any insurance policies covering such costs or which are otherwise not covered by insurance. The Employer intends that the Plan qualify as an accident and health plan within the meaning of Section 106 of the Internal Revenue Code (the “Code”) so that the Employer’s contributions on behalf of participating Employees will be excludable from gross income for federal income tax purposes and Section 105 of the Code so that the benefits provided under the Plan are eligible for exclusion from the Participant’s income.

ARTICLE II DEFINITIONS

The following words and phrases as used herein shall have the following meanings, unless a different meaning is plainly required by the context. Pronouns shall be interpreted so that the masculine pronoun shall include the feminine and the singular shall include the plural, and the following rules of interpretation shall apply in reading this instrument:

- 2.1 Benefit Credits. “Benefit Credits” means that amount of Employer Allowance allocated to a Participant’s reimbursement account under this Plan pursuant to Section 5.1 herein.
- 2.2 Employer Allowance allocated to a Participant’s reimbursement account under this Plan pursuant to Section 5.1 herein.
- 2.3 Benefits. “Benefits” means any amounts paid to a Participant in the Plan as reimbursement for Eligible Medical Expenses.
- 2.4 Code. “Code” means the Internal Revenue Code of 1986, and the same as may be amended from time to time.
- 2.5 Dependent. “Dependent” means an individual who is the spouse or legal dependent of a Participant as defined in Section 152 of the Code determined without regard to Section 152(b)(1), (b)(2) and (d)(1)(B) of Section 152.
- 2.6 Effective Date. “Effective Date” shall mean July 1, 2008, the date this Plan first became effective.
- 2.7 Eligible Medical Expenses. “Eligible Medical Expenses” means those expenses incurred by the Participant, or the Participant’s Dependents, after the Participant’s entry date. Such expenses shall include amounts paid for audio, dental, optical, and medical services, purchase of prescription drugs, medical deductibles and premiums on accident or health insurance (including hospitalization, surgical, and medical insurance), and such other expenses as are covered by Section 213(d) of the Code, as it may be amended from time to

time, which are not covered by any insurance plan of which the Participant, the Participant's Spouse or Dependents are beneficiaries, whether or not such insurance is paid for by the Employer.

Such Eligible Expenses shall not include an expense incurred for an illness or injury (or aggravation of an illness or injury) incurred by an Employee during a period of duty for Uniformed Service. For purposes of this Plan, an expense is "incurred" when the Participant or beneficiary is furnished the medical care or services giving rise to the claimed expense.

- 2.8 Employee. "Employee" means an Employee of the Employer who has satisfied the conditions for eligibility to participate in the Plan and, to the extent necessary, a retired or terminated Employee who is entitled to benefits under the Plan.
- 2.9 Employer. "Employer" means the Running Springs Water District, and any other organization which adopts this Plan with the consent of the Employer, and any successor of such Employer electing to continue this Plan.
- 2.10 Employer Allowance. "Employer Allowance" means the amount of the monthly contribution made by the Employer on behalf of each Participant under the Plan.
- 2.11 Participant. "Participant" means any Employee who has met the conditions for participation in the Plan.
- 2.12 Plan. "Plan" means the Running Springs Water District Medical Expense Reimbursement Plan, described herein.
- 2.13 Plan Administrator. "Plan Administrator" or "Administrator" means the Employer. The Plan Administrator shall be responsible for the administration of the Plan, including the delegation of various Plan responsibilities and duties.
- 2.14 Plan Year. "Plan Year" means each twelve-month period commencing each July 1 and ending June 30.
- 2.15 Uniformed Service. "Uniformed Service" means the Armed Forces, the Army National Guard, and the Air National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the commissioned corps of the Public Health Service, and any other category of persons designated by the President of the United States in time of war or emergency.

ARTICLE III
ELIGIBILITY AND PARTICIPATION

- 3.1 Commencement of Participation. Each employee that elects not to participate in a medical plan sponsored by the Employer shall become immediately eligible to participate in the plan.
- 3.2 Cessation of Participation. A Participant will cease to participate upon the earlier of his termination of employment or his election to participate in a group health insurance plan sponsored by the Employer. The coverage of a Participant may also be terminated if such Employee is absent for more than thirty-one (31) days for a period of duty in Uniformed Service. Nothing in this Section 3.2 shall prohibit the payment of Benefits with respect to claims received after the Participant's termination of participation provided the claim relates to the reimbursement of Eligible Medical Expenses incurred during the period of participation.
- 3.3 Recommencement of Participation. A former active Participant will recommence participation as of his date of reemployment.
- 3.4 Uniformed Service under USERRA & The Veterans Benefits Improvements Act of 2004. A Participant whose coverage under the Plan is terminated on account of his being in Uniformed Service, and is later reinstated, shall not be subject to a new waiting period or eligibility requirement, provided that such requirements would not have been imposed if coverage had not been terminated as a result of the Uniformed Service and Employee returns to active employment within ninety (90) days of completing a period of duty.

ARTICLE IV
AVAILABLE BENEFITS

- 4.1 Provision of Benefits. Benefits under this Plan shall take the form of reimbursement by the Employer for Eligible Medical Expenses incurred by a Participant during a period of participation subject to the provisions of this Plan. However, reimbursement for Eligible Medical Expenses incurred during a period of participation may be made after such participation ceases subject to the timing requirements for submitting a reimbursement request as specified in Section 7.3. Reimbursement shall not be made for any amount that does not qualify as an Eligible Medical Expense, and no Participant or former Participant shall receive any reimbursement which exceeds the amount actually incurred for the expense.
- 4.2 Claims for Benefits. No benefit shall be paid under the Plan unless a Participant has first submitted a written claim for Benefits to the Plan Administrator on a form specified by the Plan Administrator.
- 4.3 Nondiscriminatory Benefits. The Plan is intended not to discriminate in favor of "highly compensated individuals" (as defined under Section 105(h) of the Code) as to eligibility to participate, contributions and benefits, and to comply in this respect with the requirements of the Code. If, in the judgment of the Plan Administrator, the operation of the Plan in any

Plan Year would result in such discrimination, then the Plan Administrator shall select and exclude from coverage under the Plan such highly compensated individuals who are Participants, and/or reduce contributions under the Plan made on behalf of highly compensated individuals who are Participants, to the extent necessary to assure that, in the judgment of the Plan Administrator, the Plan does not discriminate.

ARTICLE V
EMPLOYER CONTRIBUTIONS AND FUNDING

- 5.1 Funding. The benefit provided herein shall be paid by the Employer; provided, however, that the Employer's payments under the Plan shall be limited to such amounts contributed by the Employer on a monthly basis in the form of an Employer Allowance. The amount of the Employer Allowance to be contributed each month shall be equal to the amount of the contribution the Employer would have otherwise made on behalf of the Employee for medical coverage for that month, as determined by the number of the Employee's eligible Dependents.
- 5.2 Participants Accounts. No money shall actually be allocated to any account(s) on behalf of Participants but shall be credited to a separate ledger account in the Participant's name. Such amounts or Benefit Credits credited to a Participant's account for any month shall be used only toward the payment of or reimbursement for Participant's Eligible Expenses, and only if the Participant applies for reimbursement.
- 5.3 Amount of Reimbursement. A Participant shall be entitled to benefits under this Plan in an amount that does not exceed his Benefit Credits. Each payment hereunder shall be a charge to the Participant's Benefit Credits. No Participants shall be permitted to maintain a negative account balance.
- 5.4 Forfeiture of Unused Benefits. In the event that, at the end of the Plan Year, a Participant's account contains Benefit Credits which are unused during a Plan Year, any such remaining amount shall be forfeited by the Participant and the account balance reduced to zero. A participant shall receive no refund of amounts which are not substantiated or used during a Plan Year, for any reason.

ARTICLE VI
ADMINISTRATION

- 6.1 Administrator. The Employer shall be the Plan Administrator of the Plan for purpose of ERISA.
- 6.2 Fiduciary. The Employer shall be the fiduciary responsible for administration of the Plan. The Employer may, however, delegate any of its powers or duties under the Plan in writing to any person or entity. The delegate shall become the fiduciary for only that part of the administration which has been delegated by the Employer and any references to the

Employer shall instead apply to the delegate. However, if the Employer assigns any the Employer's responsibility to an employee of Employer, it will not be considered a delegation of Employer responsibility but rather how the Employer internally is assigning responsibility.

- 6.3 Rules of Administration. The Employer may adopt such rules for administration of the Plan as it considers desirable, provided they do not conflict with the Plan, and may construe the Plan, correct defects, supply omissions and reconcile inconsistencies to the extent necessary to effectuate the Plan, and such action shall be conclusive. Records of administration of the Plan shall be kept, and Participants and their beneficiaries may examine records pertaining directly to themselves.
- 6.4 Services to the Plan. The Employer may contract for legal, actuarial, investment advisory, medical accounting, clerical, claims administration and other services to carry out the Plan. The costs of such services and other administrative expenses shall be paid by the Employer.
- 6.5 Funding Policy. The Employer may periodically, at its discretion, review and determine the funding policy of the Plan, with the advice of such experts as the Employer deems appropriate.
- 6.6 Claims Procedure
- a. To receive benefits under the Plan, a Participant must submit a written claim for benefits to the Plan Administrator.

The Plan Administrator will review the claim and will advise the Participant of any Benefit to which he is entitled.

If a Participant believes he/she has not been reimbursed in accordance with the Plan or has not been advised of his/her Benefits, he/she may submit a written request to the Plan Administrator to provide either an explanation of how Benefits are reimbursed or further information of his/her Benefits. The Plan Administrator must respond to such a request within a reasonable time.

Additionally, the Plan Administrator will provide to every claimant, who is denied a claim for Benefits, a written notice stating in a format determined to be understood by the claimant;

1. The specific reason or reasons for the denial;
2. Specific reference to pertinent plan provisions on which the denial is based;
3. A description of any additional material or information necessary for the claimant to perfect the claim; and

4. Explanation of the claim review procedure set forth in Paragraph (b) below.
- b. Within sixty (60) days of receipt by a claimant of a notice denying a claim under Paragraph (a), the claimant or his/her duly authorized representative may request in writing a full and fair review of the claim by the Plan Administrator or by the Administrator which may be appointed by the Employer for that purpose. The Plan Administrator may extend the sixty (60) day period where the nature of the benefit involved or other attendant circumstances make such extension appropriate. In connection with such review, the claimant or his/her duly authorized representative may review pertinent documents and may submit issues and comments in writing. The Plan Administrator or Administrator shall make a decision promptly, and not later than 60 days after the Plan Administrator's receipt of a request for review, unless special circumstances (such as the need to hold a hearing, if the Administrator deems one necessary.) require an extension of time for processing, in which case a decision shall be rendered as soon as possible, but not later than one hundred twenty (120) days after receipt of a request for review. The decision on review shall be in writing and shall include specific reasons for the decision, written in a manner calculated to be understood by the claimant, and specific references to the pertinent Plan provisions on which the decision is based. If the decision on review is not made within such period, the claim will be considered denied.
- 6.7 Nondiscriminatory Operation. All rules, decisions and designations by the Employer and each administrative committee under the Plan shall be made in a nondiscriminatory manner, and persons similarly situated shall be treated alike.
- 6.8 Liability of Administrative Personnel. Neither the Employer, nor any of its employees, nor any provider of services under Section 6.4 herein, shall be liable for any loss due to an error or omission in administration of the Plan unless the loss is due to the gross negligence or willful misconduct of the party so charged or is due to the failure of the party to be charged to exercise a fiduciary responsibility, if one is owed, with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent man acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with the aims.

ARTICLE VII
PAYMENT OF BENEFITS

- 7.1 Claims for Benefits. No benefit shall be paid under the Plan unless a Participant has first submitted a written claim for Benefits to the Plan Administrator on a form specified by the Plan Administrator, and pursuant to the procedures set out in Section 7.2.

- 7.2 Reimbursement of Eligible Medical Expenses. Each Participant who desires to receive reimbursement under the Plan for Eligible Medical Expenses shall submit to the Plan Administrator, at the times indicated in Section 7.3, on a form provided by the Employer, or responses to other supplementary factual requests, containing the following information:
- a. the name of the person or persons on whose behalf Eligible Medical Expenses have been incurred;
 - b. the nature of the expenses so incurred;
 - c. the date of the expenses so incurred;
 - d. the amount of the requested reimbursement; and
 - e. that such expenses have not otherwise been paid through insurance or reimbursed from any other source.

As soon as is administratively feasible at the beginning of each month during the Plan Year, the Plan Administrator or his/her designated claims administration representative shall review all the claim forms submitted by Participants during the prior month in accordance with the foregoing procedures and shall pay each Participant the Benefit Credits which each Participant is entitled to receive under the Plan.

- 7.3 Time Limit. No expense shall be reimbursed for any Plan Year unless the Participant submits a claim for such reimbursement within ninety (90) days after the end of such Plan Year or ninety (90) days following a Participant's date of termination of participation.
- 7.4 Source of Benefit Payments. The sole source for payment of benefits under this Plan shall be the unfunded accounts established for each Participant pursuant to Article V. The Plan Administrator shall pay to each Participant the benefits which he is entitled to receive under this Plan, and his reimbursement account under the Plan shall be debited accordingly. A Participant shall not be entitled to receive reimbursement for any Eligible Expenses or any portion thereof which exceeds the Participant's total Benefit Credits for a Plan Year.

ARTICLE VIII CONTINUATION OF COVERAGE

- 8.1 In General. During any Plan Year during which the Employer has 20 or more Employees, each person who is a Qualified Beneficiary shall have the right to elect to continue coverage under this Plan pursuant to the continuation coverage provisions of the Public Health Service Act, as set forth in 42 U.S.C. §300bb et seq., and any amendments thereto.
- 8.2 Definitions. For purposes of this Article VIII, the following words and phrases are intended to supplement, and in some instances replace, the defined terms listed generally in Article

III and to the extent of any conflict between the terms set forth herein and those of Article III, the defined terms set forth herein shall control:

- a. “Dependent” means an individual who meets the definition of dependent under this Plan.
- b. “Election Period” means the sixty (60) day period following the Qualifying Event during which a Qualified Beneficiary may elect continuation coverage. This sixty (60) day period begins not later than the date of termination of coverage and ends not earlier than the sixty (60) days after the later of such date of termination of coverage or the receipt of notice of the right to elect continuation coverage under this Plan.
- c. “Qualified Beneficiary” means an individual who, on the day before the Qualifying Event, is covered under this Plan as the covered Employee, the spouse of the covered Employee or dependent child of the covered Employee, and loses coverage under the Plan as a result of the Qualifying Event. Qualified Beneficiary shall also include a child who is born to (or placed for adoption with) a covered Employee during the coverage period. The term Qualified Beneficiary does not include an individual whose status as a covered Employee is attributable to a period in which such individual is a nonresident alien who received no earned income from the employer which constituted income from sources within the United States (within the meaning of Code Section 911(d)(2) and Section 861(a)(3)). The term Qualified Beneficiary also does not include a Covered Employee’s domestic partner regardless of whether such person was a covered dependent under the Plan prior to the Qualifying Event.
- d. “Qualifying Event” means with respect to a covered Employee, any of the following events which results in the loss of coverage of a Qualified Beneficiary: (1) the death of the covered Employee; (2) the termination (except by reason of such covered Employee’s gross misconduct) or reduction in hours of the covered Employee’s employment; (3) the divorce or legal separation of the covered Employee from such covered Employee’s spouse; (4) the covered Employee becoming entitled to benefits under Title XVIII of the Social Security Act (Medicare); (5) a dependent child who ceases to be a Dependent under the terms of this Plan; or (6) the Employer’s filing for Chapter 11 reorganization as it would affect retiree coverage.

8.3 Continuation Coverage. To the extent required by Section 8.1 above, a Qualified Beneficiary is entitled to elect continuation coverage pursuant to the timing requirements of this Article VIII. Coverage provided under this provision is on a contributory basis. No evidence of good health will be required. Unless otherwise specified in the election, any election by a Qualified Beneficiary who is a covered Employee or spouse of the covered Employee will be deemed to include an election for continuation coverage on behalf of any Qualified Beneficiaries who are Dependents of the Employee or Spouse.

Continuation coverage under this provision is coverage which is identical to the coverage provided under this Plan to similarly situated beneficiaries under this Plan with respect to whom a Qualifying Event has not occurred as of the time coverage is being provided. If coverage under the Plan is modified for any group of similarly situated beneficiaries, the coverage shall also be modified in the same manner for all qualified beneficiaries under this Plan in connection with such group.

8.4 Limitations on Continuation Coverage; Length of Coverage.

- a. Unavailability of Continuation Coverage. Continuation coverage under this Plan shall not be offered if the Participant's remaining Benefit Credits in his/her spending account is zero on the date of the Qualifying event.
- b. Limited Continuation Coverage. If a Participant is showing a remaining balance of Benefit Credits in his/her spending account as of the date of the Qualifying Event, the Employer shall offer continuation coverage under the Plan for the remainder of the Plan Year for the year in which the Qualifying Event occurred.

8.5 Notification Requirements.

- a. Notification by Qualified Beneficiary. Within sixty (60) days, each Qualified Beneficiary must notify the Employer of the occurrence of either the divorce or legal separation of the Employee or the covered Employee's dependent child ceasing to be a dependent child under the terms of this Plan.
- b. Notification to Qualified Beneficiary
 1. Upon commencement of participating in the Plan, the Administrator shall provide written notice to each covered Employee and his Spouse of the right to continuation coverage under the Plan.
 2. Within fourteen (14) days of receiving notice of the occurrence of a Qualifying Event, the Administrator shall notify any Qualified Beneficiary of the right to elect continuation coverage under the Plan. Notification to the spouse of a covered Employee shall be treated as notification to all other qualified beneficiaries residing with such spouse at the time notification is made.

- 8.6 Termination of Continuation Coverage. The continuation coverage provided hereunder shall be terminated prior to the last day of the Plan Year in which the Qualified Beneficiary experiences the Qualifying Event if the Qualified Beneficiary fails to make timely payment of the required contribution.

- 8.7 Contribution. The monthly cost or the premium for coverage hereunder shall be calculated as follows: “the total amount of the monthly Employer Allowance.” A Qualified Beneficiary shall only be entitled to continuation coverage provided such Qualified Beneficiary pays the applicable premium required by the Employer in full and in advance. A Qualified Beneficiary may elect to pay such premium in monthly installments. Notwithstanding, for an election made during the Election Period, this Plan will permit payment of the required premium for continuation coverage during the period preceding the election provided payment is made within forty-five (45) days of the date of the election.

ARTICLE IX
MISCELLANEOUS

- 9.1 Amendment and Termination. The Employer may amend or terminate this Plan at any time by action of the Employer. The Employer may amend or modify this Plan retroactively to enable the Plan to provide non-taxable medical expense reimbursement benefits under Section 105 of the Code. No amendment shall deprive any Participant or beneficiary of any benefit to which he or she is entitled under this Plan with respect to contributions previously made, and no amendment shall provide for the use of funds or assets other than for the benefit of Employees and their beneficiaries, except as may be specifically authorized by statute or regulation.
- 9.2 Effect of Plan on Employment. The Plan shall not be deemed to constitute a contract of employment or reemployment between the Employer and any Participant or to be a consideration or an inducement for the reemployment of any Participant or Employee. Nothing contained in this Plan shall be deemed to give any Participant or Employee the right to be retained in the service of the Employer.
- 9.3 Alienation of Benefits. No benefit under this Plan may be voluntarily or involuntarily assigned or alienated.
- 9.4 Payments to Beneficiary. Any benefits otherwise payable to a Participant or his/her Dependents following the date of death of such Participant or his/her Dependents relating to a claim arising before his/her death shall be paid to his/her spouse, or, if there is no surviving spouse, to the Participant’s or Dependent’s estate.
- 9.5 Facility of Payment. If the Employer deems any person incapable of receiving benefits to which he/she is entitled by reason of minority, illness, infirmity, or other incapacity, it may direct that payment be made directly for the benefit of such person or to any person selected by the Employer to disburse it, whose receipt shall be a complete acquittance therefore. Such payments shall, to the extent thereof, discharge all liability of the Employer.

- 9.6 Proof of Claim. As a condition of receiving benefits under the Plan, any person may be required to submit whatever proof the Employer may require (either directly to the Employer or to any person delegated by it.)
- 9.7 Status of Benefits. The Employer believes that this Plan is written in accordance with Section 105 of the Code and that it provides certain benefits to Employees which are free from Federal income tax under the Code. This Plan has not been submitted to the Internal Revenue Service for approval and thus there can be and is no assurance that intended tax benefits will be available. Any Participant, by accepting a benefit under this Plan, agree to be liable for any tax plus interest that may be imposed with respect to those Benefits.
- 9.8 Applicable Law. The Plan shall be construed and enforced according to the laws of the State of California to the extent not pre-empted by any federal law.
- 9.9 Lost Distributes. Any benefit payable hereunder shall be deemed forfeited if the Employer is unable to locate the Participant to whom payment is due, provided, however, that such benefit shall be reinstated if a claim is made by the Participant for the forfeited benefit.
- 9.10 Severability. If any provision of this Plan shall be held invalid or unenforceable, such invalidity or unenforceability shall not affect any other provision, and this Plan shall be construed and enforced as if such provision had not been included.
- 9.11 Heirs and Assigns. This Plan shall be binding upon the heirs, executors, administrators, successors, and assigns of all parties, including each Participant and Beneficiary.
- 9.12 Headings and Captions. The headings and captions set forth in this Plan are provided for convenience only, shall not be considered part of the Plan, and shall not be employed in construction of the Plan.
- 9.13 Multiple Functions. Any person or group of persons may serve in more than one fiduciary capacity with respect to the Plan.
- 9.14 Source of Payments. The Employer shall be the sole source of Benefits under the Plan. No Employee or beneficiary shall have any right to, or interest in, any assets of the Employer except as provided from time to time under the Plan, and then only to the extent of the Benefits which are payable under the Plan to such Employee or beneficiary.

ATTACHMENT B

B. Conversion adjustment of earned vacation, sick leave and holiday

EXAMPLE 1:

Assume an employee was assigned to a “40-hour” work schedule and during this time, accrued 96 hours of earned vacation, or sick time. The employee was then reassigned to a “24- hour” shift schedule:

To recalculate the amount of vacation and sick time due, a conversion in the accrued vacation and sick time is made by multiplying the total number of hours earned by a factor of 1.404.

96 hours x 1.404 factor = 134.78 hours

(134.78 HRS. ÷ 24 HRS. = 5.62 shifts)

EXAMPLE 2:

Assume an employee was assigned to a “24-hour” schedule and during this time, 144 hours of vacation and sick time accrued. The employee was then reassigned to a “40hour” work schedule:

To recalculate the amount of vacation and sick time a conversion in the accrued vacation and sick time will be made by dividing the total number of hours earned by 1.404.

144 hours ÷ 1.404 factor = 102.56 hours earned vacation.

(102.56 HRS. ÷ 8 HRS. = 12.82 days)

ATTACHMENT C

C. Employee Sick Leave Transfer Request

This form will allow an employee to convey accrued sick leave to another employee facing a sickness or medical leave of absence. Conveyed sick leave will be treated as if it were accrued by the receiving employee.

CONVEYING EMPLOYEE NAME _____ DATE _____

RECEIVING EMPLOYEE NAME _____

NUMBER OF SICK LEAVE HOURS BEING CONVEYED _____

CONVEYING EMPLOYING SIGNATURE _____

CONVEYING EMPLOYEE MUST HAVE A MINIMUM OF 100 HOURS OF SICK LEAVE REMAINING AFTER CONVEYANCE.

TO BE COMPLETED BY RUNNING SPRINGS WATER DISTRICT SUPERVISOR:

CONVEYING EMPLOYEE SICK LEAVE HOURS REMAINING _____

_____ X _____ = _____ HOURS
CONVEYED CON. EMP. HRLY. WAGE TOTAL \$ TO BE CONVEYED

_____ ÷ _____ = _____ \$ TO
BE CONVEYED REC. EMP HRLY WAGE TOTAL HRS. TO BE CONVEYED

ADMINISTRATION SUPERVISOR

DATE HOURS CONVEYED

ATTACHMENT D

D. Mileage and Travel Expense Reimbursement

Based on IRS Current Standard Mileage Rates

1. Mileage Reimbursement

Use of private vehicle for District business shall be reimbursed at the current year Standard Mileage Rate. This rate shall be maintained by the District office.

2. Meal Reimbursement shall not exceed the current United States Government Services Administration (USGSA) per diem Rate for meals and incidental expenses for San Bernardino County. An alternate, higher, county USGSA rate may be used if applicable. These rates shall be maintained by the District office.

The District will not reimburse employees for the cost of alcoholic beverages.

3. Lodging Reimbursement shall not exceed the current USGSA Per Diem Rate for maximum lodging, excluding taxes for San Bernardino County. An alternate, higher, County USGSA rate may be used if applicable. These rates shall be maintained by the District Office.

Additionally, costs shall be reimbursed at the maximum group rate published for a conference, seminar, workshop or other event being attended, if applicable. Otherwise, lodging cost shall be reimbursed as identified above.

ATTACHMENT E

E. Fire Department Uniform Allowance

a. UNIFORM ALLOWANCE – REGULAR FULL-TIME SAFETY EMPLOYEES:

The District provides regular full-time and part-time employees with a uniform allowance of up to \$500 per year for the purchase and replacement of Department approved uniforms. The District requires each employee to have a dress uniform in addition to the required work uniform. Employees will be reimbursed up to \$500 per fiscal year by submitting receipts to the Administration Department. Failure to submit receipts within a particular fiscal year will result in waiver of the reimbursement. [Any unused uniform allowance will be carried over to the next fiscal year up to a maximum cap of \\$500.](#)

b. UNIFORM ALLOWANCE – TEMPORARY EMPLOYEES:

The District provides regular paid-call employees with an initial uniform, which consists of pants, work shirt, belt, work boot, with the exception of safety boots. All additional clothing or replacement of the Department approved uniform will be the responsibility of the employee.

c. PAID-CALL EMPLOYEES:

The District will provide paid-call employees who are assigned to the Fire Department an initial uniform. Employees shall be responsible for maintaining the uniform in an acceptable manner.

d. UNIFORMITY AND PROFESSIONALISM:

To provide uniformity and professionalism while working for the Running Springs Fire Department, the District requires safety personnel to comply with the guidelines set forth in the Standard Operations Procedures Manual.

Employees who do not follow these guidelines will be counseled and/or disciplined.

The Fire Chief, with approval of the General Manager, maintains the overall authority for changes or exceptions to these procedures.

ATTACHMENT F

F. Miscellaneous Employee Uniform Allowance

1. MISCELLANEOUS EMPLOYEES:

The District will provide all miscellaneous full time and part time Water and Wastewater Operators and Managers with an annual uniform allowance. The allowance will be in the amount of \$350 per year. This allowance will be used for the purchase of work pants, button-up work shirts, coveralls, shorts, jackets, sweatshirts, cold weather jumpsuits, steel toe work shoes and cold weather/snow shoes. Any unused uniform allowance will be carried over to the next fiscal year up to a maximum cap of \$500.

In addition to the uniform allowance, the District will provide up to five (5) Carhartt navy blue work tee-shirts (short or long sleeved) annually with the RSWD logo silkscreened on.

a. ACCEPTABLE PANTS

Dickies brand, or an approved equal, navy blue, 65 % polyester / 35% cotton regular fit straight leg pants in the employee's choice of standard pant, 5-pocket, cargo, or double knee. Work shorts will also be of the same brand and color with an inseam of no less than 7 inches and overall length not to exceed the knee caps.

b. ACCEPTABLE JACKETS AND SWEATSHIRTS

Carhartt brand, or approved equal will be safety yellow, green or orange, sand or navy blue colored, zip-up or pullover, hooded or crew neck. All jackets, coats, etc. will have the RSWD logo embroidered, silkscreened or ironed on, with this expense also coming from the uniform allowance. The cold weather jumpsuit will also be of the same brand and color with logo. No jackets, coats, etc. will be issued or reimbursed for until they have the approved RSWD logo on them.

c. ACCEPTABLE BUTTON UP SHIRTS

Dickies brand or equal, button up light blue, long or short sleeve shirt.

d. PURCHASING

Uniform purchase requests will be made in accordance to the District's current purchasing policy.

Research and requests for purchase, of these uniform items shall be done on the employee's own time; this includes before and after work, during lunches and if the workload permits, break time. The district's resources may be used for the research and purchase requests.

All efforts must be made to purchase uniform items utilizing vendors the District has accounts with. If an item cannot be purchased from a vendor the District has an account with; or a lower cost option is found online from an alternate vendor, the items can be purchased using the managers district issued credit card.

Uniform purchase requests are to be emailed to the Operations Manager. With the email, an attachment should be included detailing the purchase. Once the email is received by the Operations Manager, they will have 5 business days to process the order. Once the item is ordered, confirmation of the order will be emailed to the employee.

In the event there is no purchase option, but for the employee to purchase the item using their own funds, the purchase will be reimbursed by the district. All purchases for reimbursements must be approved by the Operations Manager or General Manager prior to the employee making the purchase.

ATTACHMENT G

G. Physical Fitness Program/Allowance

1. Miscellaneous Members:

The District will contribute \$250 annually towards a full time employee's membership at a recognized health club.

2. Safety Members:

a. Policy: The District recognizes the need for fire service employees to maintain good physical conditioning in order to perform their duties and reduce injury. In support of this conditioning the District will provide a local health club membership for each full time employee and two memberships which will be available to the on duty PCF's each shift.

b. Responsibility: The Fire Chief maintains the overall authority and responsibility for administration of the physical fitness program. The duty officer is responsible for assuring the physical fitness program is maintained on a daily basis.

c. Procedures:

- Physical fitness training shall be conducted each day for one hour. This is a mandatory program for all employees on shift.
- The Duty Officer is responsible for establishing the time of day this training will take place. Normally it will take place in the morning after morning duties or in the afternoon between 1600 and 1700 hours.
- Employees will not allow physical fitness training to interfere with their ability to respond to emergencies within normally acceptable time frames.

ATTACHMENT H

H. Fire Department Recruitment, Educational Standards and Employment Classification

1. PREFACE

These standards set forth criteria for the attainment of ranks and positions within the professional fire service of the Running Springs Fire Department. These guidelines set forth both pre-employment and post-employment standards.

The material contained herein shall be used by the Department to establish uniform standards and shall serve as a guide to professional achievement.

These guidelines cover the following full-time firefighter/paramedic employment classifications:

- Paid Call Firefighter (Section 5 Below)
- Entry Level Firefighter/Paramedic (Section 6 Below)
- Probationary Firefighter/Paramedic (Section 7 Below)
- First Class Firefighter/Paramedic (Section 8 Below)
- Engineer/Paramedic (Section 9 Below)
- Captain/Paramedic (Section 10 Below)
- Battalion Chief (Section 11 Below)

2. PURPOSE OF STANDARDS

- a. To provide the most effective and efficient service possible to citizens within the Running Springs Water District;
- b. To enhance the fire service by setting minimum standards of employment and promotion of personnel;
- c. To increase public confidence in the fire service through the establishment and publicizing of minimum standards of ability and education, and proficiency testing; and

- d. To ensure the growth and development of employees to nationally recognized standards through proficiency testing.

3. MINIMUM STANDARDS FOR TRAINING & EDUCATION

- a. In lieu of the requirements listed below for all ranks, previous related experience may be considered and evaluated on an individual basis.
- b. When the required college courses are not available, approved correspondence courses may be considered and evaluated as an equivalent.
- c. There shall be a minimum one-year probationary period in all ranks.
- d. A report on the probationary employee shall be filled out every thirty (30) days during the first six months of the employee's probationary period and on his/her anniversary date by his/her immediate supervisor.
- e. The probationary employee must receive a "meets standard" or higher evaluation rating.

4. EMPLOYEE EVALUATION

The employee's supervisor(s) shall complete an employee evaluation. The evaluation is to be completed on the employee's anniversary date of each year and shall contain the following:

- a. Employee evaluation guide
- b. Report of performance evaluation and suggested comments for improvement.

5. PAID CALL FIREFIGHTER

For entry-level Paid Call Firefighter (PCF) positions, the Department shall publicly advertise utilizing the most effective means available. The Running Springs Fire Department has an open application process. Any person may apply for the PCF position at any time. If the applicant meets the minimum qualifications they will start the hiring process.

APPLICANT QUALIFICATIONS:

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

- 1. All Applicants must be at least 18 years of age at the time of application.

2. All Applicants must have received either a high school diploma or its equivalent.
3. All Applicants must verify their legal right to work in the United States upon employment.
4. All Applicants must hold a current local EMT accreditation.
5. All Applicants must possess a valid California driver's license and ability to obtain a firefighter endorsement within one year of employment.
6. [All Applicants must possess a valid California Ambulance Driver Certificate \(DL 61\).](#)
7. [An Accredited California Fire Academy A Waiver from this qualification may be made by Fire Chief based on position such as Ambulance Operator.](#)

CONDITIONS OF EMPLOYMENT REQUIREMENT:

All Applicants must fulfill the following requirements:

1. All Applicants must pass an entry-level oral examination.
2. All Applicants must pass a department specific physical agility test.
3. All Applicants must pass a background investigation.
4. All Applicants must live within a ~~15~~30-minute commute time to the District.

CONDITIONS OF CONTINUED EMPLOYMENT:

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

1. Employees must be physically fit to perform the work of the position and must maintain an acceptable fitness level throughout the course of employment;
2. All employees must maintain their EMT accreditation by the San Bernardino County EMS Agency throughout the course of employment;
3. All employees must maintain a valid California Driver's License [with California Ambulance Drivers Certificate](#) along with a driving record which

is acceptable to the District and the District's insurance carrier throughout the course of employment;

4. All employees must remain tobacco free while on duty due to the increased associated health risk and the necessity to maintain good physical condition; and
5. All employees must successfully complete a one year probationary period.
6. PCF Employees that fail the 1 year probationary period or terminate employment within one year from start date may be held liable for 100% of reimbursement of all expenses. These expenses will include but are not limited to, certifications, licenses, uniforms, boots and any purchased equipment issued to PCF Employee. Waiver from this requirement can only be obtained from the Fire Chief.

PROBATIONARY FIREFIGHTER

1. Complete the PCF Probationary firefighter/EMT packet;
2. Obtain a driver's license with a firefighter endorsement as well as maintain a driving record acceptable to the district and the District's insurance carrier.

6. ENTRY LEVEL FIREFIGHTER/PARAMEDIC

A. FIREFIGHTER RECRUITMENT:

For entry level firefighter positions without any employees that meet Section 3.A, Paragraph 4 of the District Policy Manual. The Department shall publicly advertise utilizing the most effective means available. This may include internet, mass mailing and printed news media.

B. APPLICANT QUALIFICATIONS:

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

1. Because of the increase in associated health risk and the necessity to maintain good physical condition, new employees are prohibited from the use of any tobacco products while on duty.
2. All Applicants must be at least 18 years of age at the time of application deadline;

3. All Applicants must have received either a high school diploma or its equivalent;
4. All Applicants must verify their legal right to work in the United States upon employment;
5. All Applicants must be a Licensed Paramedic by the State of California and accredited by San Bernardino County EMS Agency;
6. All Applicants must possess a State Firefighter I certificate;
7. All Applicants must be a Firefighter/Paramedic with a minimum of one year of previous experience or equivalent. If a District employee meets the position standard, Section 3.A, Paragraph 4 of the District Policy Manual will be utilized; and
8. All Applicants must possess a valid California driver's license and obtain a firefighter endorsement within one year of employment. Along with a driving record, which is acceptable to the District's insurance carrier.
9. Prior to employment provide verification of successfully completing CPAT, Biddle or an physical ability test approved by the Fire Chief dated within six (6) months of application.

C. CONDITION OF EMPLOYMENT REQUIREMENTS:

All Applicants must fulfill the following requirements:

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

D. CONDITIONS OF CONTINUED EMPLOYMENT:

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

1. Employees must be physically fit to perform the work of the position and must maintain an acceptable fitness level throughout the course of employment;
2. All employees must maintain their Paramedic License by the State of California and accreditation by San Bernardino County EMS Agency throughout the course of employment;
3. All employees must maintain a valid California Driver's License along with a driving record which is acceptable to the District and the District's insurance carrier throughout the course of their employment;
4. All employees must remain tobacco free while on duty due to the increase in associated health risk and the necessity to maintain good physical condition; and
5. All employees must successfully complete a one year probationary period.

7. PROBATIONARY FIREFIGHTER

Every probationary firefighter must:

1. Complete a basic probationary course at a recognized fire academy during which the probationary firefighter will receive a minimum of 240 hours of manipulative and technical training;
2. Obtain a driver's license with firefighter endorsement as well as maintain a driving record which is acceptable to the District and the District's insurance carrier; and
3. Complete the Probationary Firefighter Study Guide Section One.

8. FIRST CLASS FIREFIGHTER

While attaining First Class Firefighter status, the firefighter must successfully complete the following required courses:

1. Requirements for Probationary Firefighter.

2. Certified Firefighter I training.
3. Certified Firefighter II training.
4. Project approved by the Fire Chief.

Note: Requirements 1-4 above must be completed before an employee may reach the top pay grade.

9. ENGINEER

A. Must have been a firefighter for two (2) years.

B. Must have successfully completed:

1. Requirements for First Class Firefighter.

~~2. Fire Hydraulics.~~

~~3. Fire apparatus and equipment.~~

~~4.2.~~ Certified Fire Apparatus, Driver/Operator Pumper, 1A & 1B training.

~~5.3.~~ All Applicants must pass a Fire Engineer level written examination with a minimum grade of 70 percentile.

~~6.4.~~ All Applicants must pass manipulative examinations of; 1) pumping exercises, covering all aspects of the pumping processes as required by the Running Springs Fire Department's pumping apparatus configuration. And 2) a driving examination and/or "rodeo." The Testing will be graded by outside agency personnel, with a minimum grade of 70 percentile on each portion of the manipulative exams.

~~7.5.~~ All Applicants must pass a Fire Engineer's level oral examination, as established by the Fire Chief, with a minimum grade of 70 percentile.

Note: The above 1-~~7-5~~ requirements must be completed before attaining engineer probationary classification.

~~8.6. Fire Company Organization and Procedure of Fire Manager I.~~ Company Officer 2A, 2B, 2C, 2D and 2E.

~~9.7. Firefighting Tactics and Strategy or Fire Command IA and IB.~~ [Instructor 1 Training.](#)

~~10.8. Instructor Training IA and IB.~~ [Strategy and Tactics Workshop.](#)

~~11.9. Fire Investigation 1A.~~ ~~Introduction to Fire Prevention or Fire Prevention IA and IB.~~

~~12. Fire Investigation IA.~~

~~13.~~ [10.](#) Project approved by the Fire Chief.

Note: The above 8-13 requirements must be completed before reaching top pay grade.

10. CAPTAIN

- A. Must have been a full-time Engineer for two (2) years.
- B. Certified [Company](#) Officer training.
- C. Successfully completed:
 - 1. Requirements for top pay grade for Engineer.
 - 2. All Applicants must pass a Fire Captain level written examination with a minimum grade of 70 percentile.
 - 3. All Applicants must pass a Captain's level assessment-center type examination, as established by the Fire Chief. The testing will be graded by outside agency personnel, with a minimum grade of 70 percentile on each portion of the exam.
 - 4. All Applicants must pass a Fire Captain's level oral examination, as established by the Fire Chief, with a minimum grade of 70 percentile.
 - 5. Elements of supervision.
 - 6. Fire ~~protection equipment and systems~~ [Inspector 1A and 1B.](#)
 - 7. Fire ~~Investigation IB~~ [Investigator 1B and 1C.](#)
 - 8. Certified ~~Fire~~ Instructor 1.

Note: Requirements 5, 6, 7 and 8 must be completed during the probationary period.

9. ~~Certified Fire Inspector~~Wildland Fire Control VII or Fire Command V.
10. Certified ~~Public Education Officer I~~Community Risk Educator.
11. Certified Fire ~~Prevention Officer I~~Investigator.
12. Project approved by the Fire Chief.

Note: Requirements 9-12 above must be completed before an employee may reach the top pay grade.

11. BATTALION CHIEF

- A. Minimum Requirements is the candidate must have been a fulltime Captain for two (2) years.~~Must have been a full-time Captain for two (2) years.~~
- B. Successfully Completed:
 1. Requirements for top pay grade for Captain.
 2. All Applicants must pass a Fire Battalion Chief level written examination with a minimum grade of 70 percentile.
 3. All Applicants must pass a Fire Battalion Chief level assessment- center type examination, as established by the Fire Chief. The testing will be graded by outside agency personnel, with a minimum grade of 70 percentile on each portion of the exam.
 4. All Applicants must pass a Fire Battalion Chief's level oral examination, as established by the Fire Chief, with a minimum grade of 70 percentile.
 5. Project approved by the Fire Chief. (At the Discretion of the Fire Chief this may be an optional requirement).

Note: Starting salary will be depending on qualification or experience or a combination of both.~~Requirements above must be completed before an employee may reach the top pay grade.~~

ATTACHMENT I

I. Water and Wastewater Department Certification Requirements

WATER DEPARTMENT CERTIFICATION PROGRAM

1. Required Certifications:
 - A. STATE REQUIRED: Water Treatment Plant Operator 1 (State of California ~~Department of Health Services~~ [Water Resources Control Board](#))
 - B. STATE REQUIRED: Water Distribution Operator 2 (State of California [Water Resources Control Board](#) ~~Department of Health Services~~)

Grade 1 certification for Water Treatment and Grade 2 certification for Water Distribution are both mandatory before the end of the second year of employment. Failure to meet these requirements may result in termination.
2. Optional Training/Certifications:
 - A. Cross Connection Control
 1. Tester Training
 2. Specialist Training
 3. AWWA or Other Certified Tester
 2. AWWA or Other Certified Specialist
 - B. Collection System Maintenance Operator (California Water Environment Association)(CWEA)
 - C. CWEA Technical Certification Program
 1. Laboratory Analysis (Grades 1-4)
 2. ~~Plant Maintenance (Grades 1-only)~~
 3. ~~Plant Maintenance~~-Mechanical Technologist (Grades ~~2~~1-4)
 4. ~~Plant Maintenance~~-Electrical/Instrumentation (Grades ~~2~~1-4)
 - D. Other Optional Training/Certifications
 1. Obtain 30-hour Federal OSHA Card
 2. Successful completion of an approved welding course from San Bernardino Valley College or equivalent

- E. Additional optional certifications may be obtained that are directly related to District business for certification incentive pay with advanced approval by the General Manager.

3. Payment for Certification:

A. Required Certification

An employee who obtains a higher grade certification than is required for their job classification will be paid an additional 50 cents per hour incentive pay. However, only one grade level above their current job classification will be recognized for payment.

B. Optional Training/Certification

An employee may obtain any grade level from the list of optional training/certifications. However, only one certification incentive of 50 cents per hour will be paid in each of the certifications, regardless of the grade held.

C. Combined Certification Pay

Employees are encouraged to obtain multiple certifications in their respective required and optional categories. However, the District will pay no more than a maximum of six incentives for both required and optional certifications/training categories.

Note: Payment of incentive pay will be retroactive to the date the certification test was passed. Written certification demonstrating a passing grade must be received by the District prior to receiving incentive pay.

WASTEWATER DEPARTMENT CERTIFICATION PROGRAMS

I. TREATMENT PLANT DIVISION

1. Required Certifications:

- A. STATE REQUIRED: Wastewater Treatment Plant Operator *
(Issued by the State of California Water Resources Control Board)
- B. DISTRICT REQUIRED: Collection System Maintenance *
(Issued by CWEA, California Water Environment Association)

*Grade 1 Certification is mandatory before the end of the second year of employment. Failure to meet this requirement may result in termination. Employees are encouraged to obtain certifications above the Grade 1 level.

2. Payment for Required Certifications:

An employee who obtains a higher grade certification than is required for their job classification will be paid an additional 50 cents per hour incentive pay. However, only one grade level above their current job classification will be recognized for payment.

3. Optional Certifications:

- A. Water Distribution Operator (Grades 2-4)
(Issued by State of California Department of Health Service)
- B. CWEA Technical Certification Program
 - 1. Laboratory Analysis (Grades 1 – 4)
 - 2. ~~Plant Maintenance~~ (Grades 1 only)
 - 3. ~~Plant Maintenance~~-Mechanical Technologist (Grades ~~2~~1-4)
 - 4. ~~Plant Maintenance~~ Electrical/Instrumentation (Grades ~~2~~1-4)
- C. Additional optional certifications may be obtained that are directly related to District business for certification incentive pay with advanced approval by the General Manager.

4. Payment for Optional Certifications:

An employee may obtain any grade level from the list of optional certifications. However, only one certification incentive of 50 cents per hour will be paid in each of the certifications, regardless of the grade level.

5. Combined Certification Pay:

Employees are encouraged to obtain multiple certifications in their respective required and optional categories. However, the District will pay no more than a maximum of six incentives for both required and optional certification/training categories.

NOTE: Payment of incentive pay will be retroactive to the date that the certification test was passed. Written certification demonstrating a passing grade must be received by the District prior to receiving incentive pay.

II. COLLECTION SYSTEM DIVISION

1. Required Certification:

A. DISTRICT REQUIRED: Collection Systems Maintenance *
(Issued by CWEA, California Water Environment Association)

B. DISTRICT REQUIRED: Mechanical Technologist*
(Issued by CWEA, California Water Environment Association)

*Grade 1 Certification is mandatory before the end of the second year of employment. Failure to meet this requirement may result in termination. Employees are encouraged to obtain certifications above the mandatory Grade 1 level.

2. Payment for Required Certifications:

A. An employee who obtains a higher grade certification than is required for their job classification will be paid an additional 50 cents per hour incentive pay. However, only one grade level above their current job classification will be recognized for payment.

3. Optional Certifications:

A. Water Distribution Operator (Grade 2-4)
(Issued by State of California ~~Department of Health Services~~ [Water Resources](#)

[Control Board](#)

B. CWEA Technical Certification Program

1. Laboratory Analysis (Grades 1-4)
2. ~~Plant Maintenance (Grade 1 only)~~
3. ~~Plant Maintenance~~-Mechanical Technologist (Grades ~~2~~1-4)
4. ~~Plant Maintenance~~-Electrical/Instrumentation (Grades ~~2~~1-4)

C. Wastewater Treatment Plant Operator (All Grades)
(California State Water Resources Control Board)

D. Additional optional certifications may be obtained that are directly related to District business for certification incentive pay with advanced approval by the General Manager.

4. Payment for Optional Certifications:

An employee may obtain any grade level from the list of optional certifications. However, only one certification incentive of 50 cents per hour will be paid in each of the certifications, regardless of the grade level.

5. Combined Certification Pay:

Employees are encouraged to obtain multiple certifications in their respective required and optional categories. However, the District will pay no more than a maximum of six incentives for both required and optional certification/training categories.

NOTE: Payment of the incentive pay will be retroactive to the date that the test was passed. Written verification demonstrating a passing grade must be received by the District prior to receiving incentive pay.

OFFICE CERTIFICATION PROGRAM

1. Required Certification:

None

2. Optional Certification:

In an effort to better serve the public, office personnel are encouraged to obtain certification to understand District operations and answer customer service questions. The optional certification includes the following:

E. Water Distribution Operator (Grade 2)
(State of California ~~Department of Health Services~~ [Water Resources Control Board](#))

F. Water Treatment Plant Operator (Grade 1)
(State of California ~~Department of Health Services~~ [Water Resources Control Board](#))

G. Collection System Maintenance Operator (All Grades)
(California Water Environment Association (CWEA))

H. Wastewater Treatment Plant Operator (All Grades)
(California Water Resources Control Board)

I. Additional optional certifications may be obtained that are directly related to District business for certification incentive pay with advanced approval by the General Manager.

3. Payment for Optional Certifications:

An employee may obtain any grade level from the list of optional certifications. However, only one certification incentive of 50 cents per hour will be paid in each of the certifications, regardless of the grade held.

4. Combined Certification Pay:

Employees are encouraged to obtain multiple certifications in their respective required and optional categories. However, the District will pay no more than a maximum of six incentives for both required and optional certification categories.

ATTACHMENT J

J. 24-Hour Shift Personnel Work Period

24-Hour Shift Personnel: The normal work period for Fire Department shift personnel shall begin at 0730 on Thursday and shall end at 0729 Thursday 14 days later (i.e., a 14-day work period). The schedule is based on a three (3) platoon A, B and C shift, and 56-hour average work week system.

The following schedules are approved for use by the District’s Fire Department. All personnel assigned to the 24-hour schedule will work the same schedule.

“A” Shift	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Week 1	on	on	off	off	off	off	on
Week 2	on	off	off	off	off	on	on
Week 3	off	off	off	off	on	on	off
Week 4	off	off	off	on	on	off	off
“B” Shift	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Week 1	off	off	on	on	off	off	off
Week 2	off	on	on	off	off	off	off
Week 3	on	on	off	off	off	off	on
Week 4	on	off	off	off	off	on	on
“C” Shift	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Week 1	off	off	off	off	on	on	off
Week 2	off	off	off	on	on	off	off
Week 3	off	off	on	on	off	off	off

Week 4 off on on off off off off

Chief Officer Work Week: Chief Officers will be required to work a continuous 40hour work week. The work schedule will be arranged to meet the needs of the Fire Department and must be approved by the General Manager.

ATTACHMENT K

K. Personal Data Form

Name: _____
 Last First Middle

Physical Address: _____

P.O. Box: _____ City: _____

Home Phone: _____

Cell Phone: _____

Email: _____

Person(s) to notify in case of emergency: _____

Phone: _____ Phone: _____

Signature: _____ Date: _____

ATTACHMENT L

L. Job Description Format

General Format

The following is the General Format for District Job Descriptions.

Definition. This section provides a brief overview description of the position.

Supervision Received and Exercised. This section identifies who supervises and/or who is supervised by the position. This section also identifies if such supervision is general, direct, technical or functional.

Class Characteristics. This section identifies whether a position is entry level, journey level or supervisory. This section also identifies general requirements and duties of the position. This section also identifies how the position is distinguished from the next more advanced position.

Examples of Essential Functions. This section identifies certain example essential and non-essential functions of the position. Such listed functions are descriptive and explanatory of the work to be performed, and do not constitute a comprehensive listing.

Qualifications. This section includes three sub-sections, *Knowledge Of*, *Skill In* and *Other Requirements*.

Knowledge Of. This sub-section provides a non-comprehensive listing of the typical knowledge that an incumbent of this position would have.

Ability To. This sub-section provides a non-comprehensive listing of the typical skill that an incumbent of this position would have.

Other Requirements. This sub-section provides a non-comprehensive listing of the other requirements of incumbents in the position, including possible weekend, holiday and after work requirements, and emergency callback residency requirements.

Experience. This section identifies length and type of experience required for position incumbents.

Education. This section identifies specific education requirements for position incumbents. The minimum requirement for all positions is graduation from an accredited High School or GED equivalent.

License. This section identifies license requirements for position incumbents.

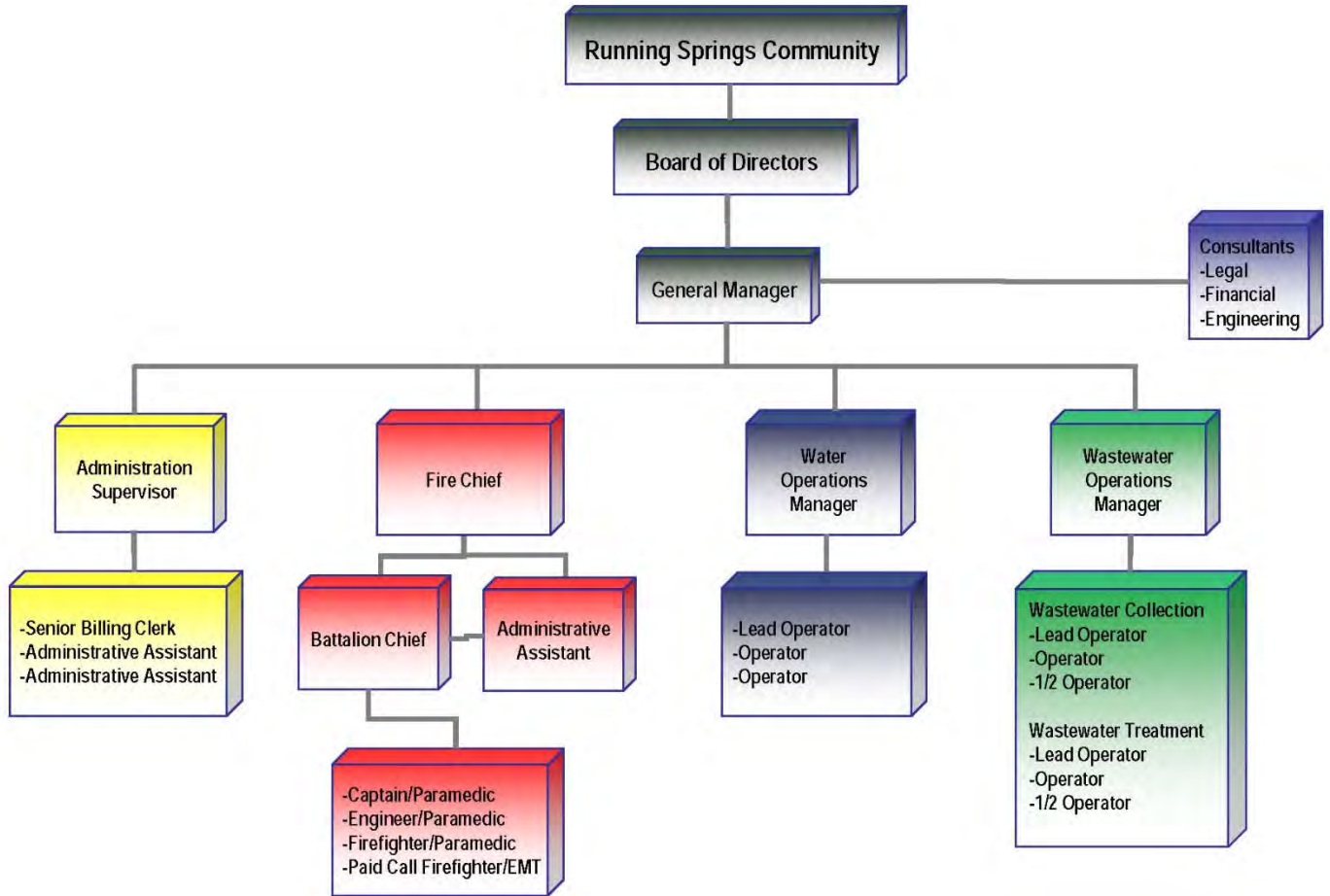
License requirements include as a minimum a valid Class C California Driver's license. In cases where a more advanced license is required, the specific requirement and, if applicable, the time frame for attaining the advanced license, will be specified.

Certification. This section identifies certification requirements for position incumbents. Minimum certification requirements are specified. In cases where more advanced certification is required, the specific requirements and, if applicable, the time frame for attaining the advanced certification, will be specified.

Physical Demands, Environmental Elements & Working Conditions. This section provides a non-comprehensive listing of the typical daily requirements and typical periodic requirements that an incumbent of this position would have.

M. Organizational Chart

Running Springs Water District Organizational Chart



ATTACHMENT N

N. Criteria for Level Advancement

General Criteria for Level Advancement

The following guidelines define the General Criteria for Level Advancement within a salary range.

1. Employee must have “Meets Standards” or better annual job performance evaluation.
2. Employee must have no recorded disciplinary action. A single written warning may be acceptable if the employee has since demonstrated compliance with the items cited in the warning.
3. Employee must not have a record of excessive sick leave use or tardiness. A single minor incidence of excessive use may be acceptable if the employee has since demonstrated compliance with the District attendance policies.
4. Employee must not have a record of safety violations. A single minor safety infraction may be acceptable if the employee has since demonstrated compliance with the District safety policies.
5. Employee must have demonstrated satisfactory progress in developing the skills and knowledge necessary for performing his/her job.
6. Employee must have demonstrated satisfactory progress in obtaining or maintaining the professional certification required for his/her position. This includes progress toward obtaining certification required for mandatory progression toward a higher-level position.
7. The criteria for Level Advancement will identify for each position the skills, certification, experience and job performance standards, which an employee must meet, in-order to advance to the next level in a salary range.
8. The criteria for Level Advancement will allow for a single level advancement each year, up to the top level in his/her position if the General Manager determines that an employee has demonstrated satisfactory job performance that merits such level advancement.
9. The criteria for Level Advancement will allow for greater than a single level advancement each year, up to the top level in his/her position, if the General Manager determines that an employee has demonstrated suitable extraordinary job performance to merit such advancement.

10. Each employee eligible for advancement will be evaluated by his/her Supervisor annually, prior to the beginning of the next fiscal year, to determine if he/she is qualified for level advancement. Evaluations will be in writing, reviewed with the employee and a copy will be provided to the employee. See Section 4, Performance Evaluations, for more information.
11. If the employee is qualified for level advancement, upon approval by the General Manager, the employee will receive a level advancement on July 1st.
12. In case of a promotion, the employee will be entitled to a minimum of a 5% increase if such increase will not result in a salary rate in excess of the top level of the class to which he/she is promoted.
13. An employee who is being paid on a salary level higher than Level "1" may be reduced by one or more levels on the basis of unsatisfactory work performance as determined by the employee's supervisor and at the discretion of the General Manager.
14. An incumbent employee reassigned from his/her position to a position with a lower salary range will retain his/her rate of pay for purposes of merit pay increases, or will be placed in the level of the lower salary range closest to his/her rate of pay.
15. An employee will not receive a salary greater than the top level for position to which he/she is assigned.
16. An employee that does not meet the minimum criteria for the position and salary level to which he/she is assigned will be provided eighteen (18) months to meet such criteria. If after eighteen (18) months the employee does not meet the minimum criteria, he/she will be reduced in salary to a position level for which he/she is qualified, if such a position is available.

ATTACHMENT O

O. Employee Performance Evaluation Format

Emp. Name:					Date:					Dept.:				
Position:					From:					To:				
0	1	2	3	4	SECTION A: Factor Check List Immediate Supervisor must check each factor in the appropriate column					SECTION C: Record Job Strengths & Superior Performance (Columns 3&4)				
Unsatisfactory	Improvement Needed	Meets Standards	Exceeds Standards	Outstanding										
					1. Observance of Work Hours					SECTION D: Record Specific Work that Needs Improvement (Columns 0&1)				
					2. Attendance									
					3. Grooming and Dress									
					4. Compliance with the Rules									
					5. Safety Practices									
					6. Public/Service Contacts									
					7. Employee Contacts					SECTION E: Record Progress Achieved from Previously Set Goals.				
					8. Knowledge of Work									
					9. Work Judgment									
					10. Planning and Organizing									
					11. Job Skill Level									
					12. Quality of Work									
					13. Volume of Acceptable Work									
					14. Meeting Deadlines					SECTION F: Record Goals Set for the Next Evaluation Period.				
					15. Accepts Responsibility									
					16. Accepts Direction									
					17. Accepts Change									
					18. Effectiveness Under Stress									
					19. Appearance of Work Area									
					20. Operation & Care for Equip.									
					21. Work Coordination									
					22. Initiative									
					23. Teamwork									
Non-Protected Sick Leave Incidents:					SECTION G: Verification of current drivers license & certifications ()									
SECTION B: Additional Factors for Supervisors					Rater: () I do ()Do Not Recommend Increase									
					1. Planning and Organizing					Reviewer: _____ Date: _____				
					2. Scheduling & Coordination					This employee performance evaluation is based on my observation and/or knowledge. It represents my best judgment of the employee's performance for the evaluation period.				
					3. Training and Instructing									
					4. Productivity & Effectiveness									
					5. Evaluating Subordinates									
					6. Judgment & Decisions					Employee: _____ Date: _____				
					7. Leadership					Employee: I certify that this evaluation has been discussed with me.				
					8. Operational Economy					I understand that my signature does not necessarily indicate agreement.				
					9. Supervisory Control									
OVERALL PERFORMANCE RATING														
()Unsatisfactory ()Improvement Needed ()Meets Standards ()Exceeds Standards ()Outstanding														
Comments by Reviewer:														
Comments by Employee:														

ATTACHMENT P

P. Ordinance No. 51

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: May 15, 2019

TO: Board of Directors

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

SUBJECT: CONSIDER ADOPTING RESOLUTION NO. 09-19 ADOPTING
RUNNING SPRINGS WATER DISTRICT 2019 UPDATED SEWER
SYSTEM MANAGEMENT PLAN (SSMP) AND INTERNAL AUDIT
FINDING

RECOMMENDED BOARD ACTION

It is recommended that the Board of Directors consider adopting Resolution No. 09-19 Adopting the Running Springs Water District 2019 Updated SSMP and Internal Audit Finding.

REASON FOR RECOMMENDATION

The California State Water Resources Control Board (SWRCB) requires that every five years the District's SSMP is updated and then approved and certified by the governing board. The recommended resolution will be included in the 2019 SSMP update which will satisfy the necessary certification. Element 10 of the SSMP requires the District to conduct periodic internal audits every two years.

BACKGROUND INFORMATION

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

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

the SMMP was updated. Changes in organizational structure and other various revisions are included in this 2019 SSMP Update.

Attachment 2 contains only the 68 pages of the SSMP that revisions were made to and are shown in ~~strike~~through and underline format. The complete SSMP document with all appendices is a total of 701 pages and is available at the District office for review.

Attachment 3 includes the required 2019 SSMP Internal Audit Form completed by District staff.

FISCAL INFORMATION

There is no fiscal impact associated with adopting the SSMP.

ATTACHMENTS

Attachment 1 – Resolution No. 09-19

Attachment 2 – 2019 SSMP Update

Attachment 3 – 2019 SSMP Internal Audit Form

RESOLUTION NO. 09-19

RESOLUTION OF THE RUNNING SPRINGS WATER DISTRICT, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, APPROVING AND CERTIFYING THE RUNNING SPRINGS WATER DISTRICT 2019 UPDATED SEWER SYSTEM MANAGEMENT PLAN AND INTERNAL AUDIT FINDING

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Running Springs Water District that the District approves and certifies the District's 2019 SSMP Update and Internal Audit Finding.

ADOPTED this 15th day of May, 2019, at the meeting of the Board of Directors of Running Springs Water District by the following majority vote of the Board:

- Ayes:
- Noes:
- Absent:
- Abstain:

President of the Board of Directors
Running Springs Water District

ATTEST:

Secretary of the Board of Directors
Running Springs Water District

Running Springs Water District



Sewer System Management Plan (SSMP)

FIRST CERTIFIED: MAY 2010

REVISION 1: MARCH 2013

REVISION 2: MAY 2017

[REVISION 3: MAY 2019](#)

INTRODUCTION

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

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

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

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

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

This Plan is meant to be a "living document" subject to periodic updates and revisions as may be required either through legislative changes, or through refinements of procedures once policy implementation has begun. The last update of this plan was in ~~August 2013~~ [May 2017](#).

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

DISTRICT SERVICE AREA AND SEWER SYSTEM

Running Springs Water District, formed in 1958, is located in the San Bernardino Mountains in the County of San Bernardino, California. The District's power and authority are primarily regulated and defined by Division 12, Sections 30000-33901 inclusive, of the California Water Code. Its five-member Board of Directors is elected from the community at large to govern the District's operations and policies. RSWD is a multi service organization that operates three departments: a water department that provides retail water distribution, a fire department that provides fire protection and pre-hospital emergency medical aid service, and a wastewater department that collects, treats, and disposes of the area's wastewater. The District's entire service area encompasses approximately seven square miles. RSWD has seven assessment districts, one interceptor system, and 3.22 miles or 17,000 feet of trunk or transmission lines. The existing collection system of RSWD consists of [approximately 2,000 sewer manholes](#), pipelines ranging in sizes from 6-inch to 15-inch, spanning 58.3 miles (308,000 feet) in length and includes Asbestos Cement Pipe, PVC Pipe, and Cement Truss Pipe. RSWD has one wastewater treatment plant (WWTP) designed for a maximum flow of 1.0 million gallons per day (MGD).

The District's services also include treating wastewater from Arrowbear Park County Water District (APCWD) WDID# 6SSO11493 and Green Valley Lake (San Bernardino County Service Area 79, CSA 79) WDID# 6SSO11380. This SSMP does not cover the collection systems for APCWD or CSA 79.

Based on a 2010 census, the service population of RSWD is approximately 4,862; this does not include the populations of CSA 79 and APCWD. RSWD is located in both the Southern Lahontan and the Santa Ana watershed regions, which are governed by the Lahontan and Santa Ana Regional Water Quality Control Boards (RWQCBs), respectively.

Lift station and sewer pipeline information for RSWD are summarized in Table 1-1 and Table 1-2, on pages 3 and 4 respectively.

Table 1-2. Force Main and Gravity Pipeline

System	Length	Pipe Size
Interceptor System	7,200'	15"
	1,550'	12"
	10,200'	10"
	1,450'	8"
Trunk Lines	7,100'	10"
	9,900'	8"
Assessment. District #1	27,100'	8"
	9,900'	6"
Assessment. District #2	26,500'	8"
	4,700'	6"
Assessment. District #3	26,600'	8"
	2,000'	6"
Assessment. District #4	700'	10"
	42,600'	8"
	1,900'	6"
Assessment. District #5	23,800'	8"
	2,800'	6"
Assessment. District #6	43,000'	8"
	2,000'	6"
Assessment. District #7	27,000'	8"
	1,500'	6"
Tract # 7568	8,300'	8"
Tract # 6801 & # 7931	18,600'	8"
	1,600'	6"
Total	308,000'	-

To date, RSWD has ~~2,969~~2,988 active residential or commercial services. During installation of the sewer mains, more than 4,000 tee connections were installed to the property lines to assist property owners to reduce construction costs when connecting to the sewer system.

ELEMENT 2 - ORGANIZATION

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

2.1. SWRCB REQUIREMENTS FOR ORGANIZATION ELEMENT

The District's SSMP must identify:

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

2.2. ELEMENT 2 APPENDIX

Supporting information for Element 2 is included in Appendices C1-~~C2~~C3, which include the following documents:

1. Table of District Sewer Staff/Consultant Names and Phone Numbers (**Appendix C1**)
- ~~2.~~ Running Springs Water District ~~Ordinance No. 47, Adopting a Rate Methodology, Terms and Conditions for Wastewater~~ Transportation, Treatment and Disposal ~~of Wastewater Received from Agreement for~~ Arrowbear Park County Water District ~~and from San Bernardino County Service Area No. 79~~ (**Appendix C2**)
- ~~2.3.~~ Running Springs Water District Wastewater Transportation, Treatment and Disposal Agreement for San Bernardino County Service Area No. 79 (**Appendix C3**)

2.3. ORGANIZATION DISCUSSION

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

2.3.1. ORGANIZATION CHART (SEE FIGURE 2-1)

RSWD has ~~seven (7)~~ six (6) employees for the management, operation and maintenance of the wastewater collections/treatment system. RSWD obtains legal, auditing, and engineering services from contracted consultants. The Organizational Chart for the sewer system is shown in Figure 2-1. The names and phone numbers of staff filling these positions and the consultants are included in Appendix C1. To ensure enough personnel under emergency situations, RSWD also entered into informal agreements with CSA79 and Arrowbear Park County Water District (APCWD) to provide emergency assistance.

2.3.2. GENERAL RESPONSIBILITIES

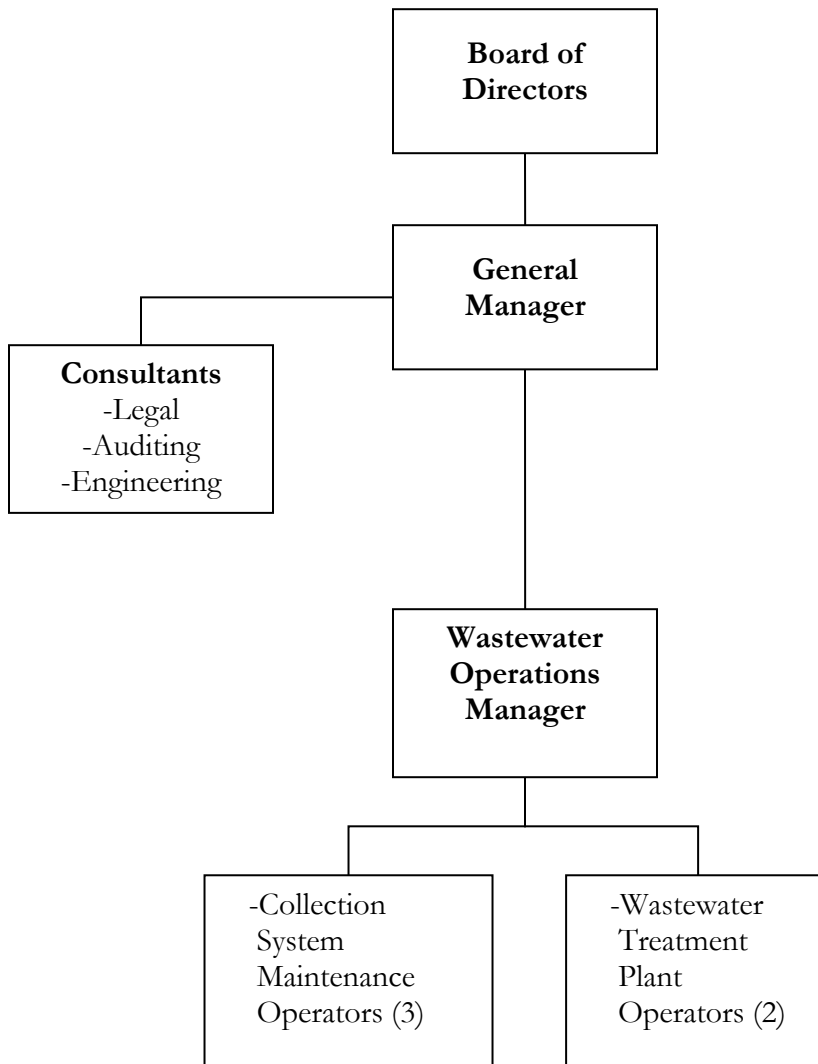
The responsibilities of each position are described as follows:

- Board of Directors – Establish policy.
- General Manager – Enforces RSWD policies; plans, organizes, directs, and supervises RSWD’s activities; advises the Board of Directors on engineering matters; prepares and controls RSWD budget; reviews project plans, specifications, and technical engineering planning studies for water and wastewater projects; authorizes outside contractors to perform services; delegates responsibility; serves as the public information officer; plans, organizes, and supervises the maintenance and repair of the District’s infrastructure, including the wastewater treatment plant and the sewer collection system; manages the Capital Improvement Program; reviews plans and specifications for sewer and other projects; makes recommendations regarding maintenance, construction, and operation aspects; controls budget expenditures for maintenance; confers with contractors, engineer, and members of the general public on construction, maintenance problems, and procedures; coordinates development and implementation of SSMP; implements contingency plans.
- Wastewater Operations Manager~~Collections Division Supervisor~~ – Supervises collection system maintenance work; prepares division budgets; investigates sewer-related complaints from the general public; personally assists in the cleaning and

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

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

Figure 2-1. Organization Chart of Sewer Staff



2.3.4. AUTHORIZED REPRESENTATIVE

RSWD’s authorized representative in all sewer system matters is the [Wastewater Operations Manager](#)~~Wastewater Collections Division Supervisor~~. The [Wastewater Operations Manager](#)~~Wastewater Collections Division Supervisor~~ is authorized to submit SSO reports to the appropriate government agencies and certify all electronic reports submitted to the SWRCB. The General Manager is authorized to act in the [Wastewater Operations Manager’s](#)~~Wastewater Collections Division Supervisor’s~~ absence.

2.3.5. RESPONSIBILITY FOR SSMP IMPLEMENTATION

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

2.4. SSO REPORTING CHAIN OF COMMUNICATION

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

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

Contact	Telephone Number
General Manager	909-867-2766
Wastewater Collections Division Supervisor	909-867-7352
Wastewater Operations Manager Wastewater Treatment Division Supervisor	909-867- 3689 2766
On-Duty Operator/After Hours Operator	909-867-2340 909-519-1528
Fire Chief	909-867-2630
Lift Station 1 – Internal Use Only	909-867-7637
Lift Station 2 – Internal Use Only	909-867-7690
Lift Station 3 – Internal Use Only	909-867-4971
Lift Station 4 – Internal Use Only	909-867-9289
Lift Station 5 – Internal Use Only	909-867-4354
Lift Station 6 – Internal Use Only	909-867-2608
Lift Station 7/8/9 – Internal Use Only	909-867-7936

ELEMENT 3 - LEGAL AUTHORITY

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

3.1. SWRCB REQUIREMENTS FOR LEGAL AUTHORITY ELEMENT

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

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

3.2. ELEMENT 3 APPENDIX

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

1. Running Springs Water District Ordinance No. ~~23 Regulating the Use and Construction of Public Sewer Facilities~~[49 Rules and Regulations for Water and Wastewater Service \(Appendix D1\)](#)
2. Running Springs Water District FOG [Program Ordinance](#) (~~Resolution No. 14-10 & Resolution No. 15-10, Appendix G1~~)

3.3. LEGAL AUTHORITY DISCUSSION

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

rehabilitated service laterals); (d) limit fats and greases and other debris that may cause blockage in the sewage collection system; and (e) implement the general and specific prohibitions of the national pretreatment program under 40 CFR 403.5.

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

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

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

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

3.3.1. COMPLIANCE SUMMARY

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

Legal authority for control of fats, oil, and grease (FOG) from Food Service Establishments (FSEs) was established by Running Springs Water District Resolution No. 14-10 (*Adoption Fats, Oil and Grease Control Program*) and Running Springs Water District Resolution No. 15-10 (*Establishing Fats, Oil and Grease Control Program Fees*), which were passed and adopted by the RSWD Board of Directors on April 21, 2010. RSWD's wastewater discharge regulations ordinance (Ordinance No. [49 Rules and Regulations for Water and Wastewater Service](#)~~23~~) implements the general and specific prohibitions of the national pretreatment program under 40 CFR 403.5. A copy of the FOG [Program Ordinance](#) (Resolutions No. 14-10 and No. 15-10) and a copy of the "FOG Control Program" are included in this Plan.

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

specifications is issued for property owner contractors and is available at the District's main office.

3.3.2. ROLES AND RESPONSIBILITIES

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

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

Ordinance No. [49 Rules and Regulations for Water and Wastewater Service](#)~~23~~, ~~effective revised May 20, 1998~~[July 19, 2017](#), is RSWD's main ordinance for regulating sewer use and wastewater discharges, and controlling inflow and infiltration (I/I) and illegal connections to the system. The RSWD ~~Collections~~[Wastewater](#) Division is responsible for maintaining and updating this ordinance as necessary.

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

4.3.2. PREVENTIVE OPERATION AND MAINTENANCE PROGRAM

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

The POMP consists of the following programs:

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

4.3.3. REHABILITATION AND REPLACEMENT PROGRAM

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

4.3.4. TRAINING PROGRAM

RSWD has developed a training program (**Appendix E5**) for staff in sanitary sewer system operations and maintenance. The program introduced the technical certificate requirements of the [Wastewater Operations Manager](#) ~~Division Supervisor~~ and the minimum technical certificate requirements of all other employees. The program consists of skill and safety training programs, including standard operation procedures, emergency response procedures,

ELEMENT 5 – DESIGN AND PERFORMANCE PROVISIONS

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

5.1. SWRCB REQUIREMENTS FOR DESIGN AND PERFORMANCE PROVISIONS ELEMENT

The SSMP must identify:

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

5.2. ELEMENT 5 APPENDIX

Supporting information for Element 1 includes the following compliance document:

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

5.3. OVERVIEW OF SANITARY SEWER DESIGN AND PERFORMANCE PROVISIONS

Running Springs Water District has existing Standards for domestic water and sewer facilities. RSWD hires experienced and qualified professionals to update this Standard from time to time. The last revision occurred in ~~2013~~[2017](#).

5.3.1. Sewer Design Standards

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

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

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

6.3.1.3. Public Notification

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

6.3.1.4. Agency Reporting and Record Keeping

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

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

6.3.1.5. Distribution, Update of the Plan

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

6.3.2. OVERFLOW EMERGENCY RESPONSE TRAINING PROGRAM

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

ELEMENT 7 - FATS, OILS AND GREASE CONTROL PROGRAM

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

7.1. SWRCB REQUIREMENTS FOR FOG CONTROL ELEMENT

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

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

7.2. ELEMENT 6 COMPLIANCE DOCUMENTS

Supporting information for Element 7 includes the following compliance documents:

1. Running Springs Water District FOG [Program Resolution No. 14-10 Ordinance](#) (Appendix G1)

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

7.3. FOG CONTROL DISCUSSION

RSWD has determined that a FOG control program is necessary per SSMP requirements. As of May 1, ~~2017~~2019, thirteen (13) food service facilities, which include commercial, camp and school kitchens, were located within RSWD's area limits which discharge to District controlled sewers. Operations and maintenance staff have also noted the tendency for grease buildup in specific sewer lines. This section discusses measures RSWD takes to control FOG.

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

7.3.1. IDENTIFICATION AND SEWER CLEANING

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

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

7.3.2. PLAN AND SCHEDULE OF DISPOSAL OF FOG GENERATED

The nearest facility for restaurant-generated FOG is the Running Springs Water District's wastewater treatment plant (WWTP). Disposal is to occur at the headworks or to other areas in the WWTP as directed by WWTP staff; FOG shall not be discharged into any upstream manhole. Residents may also obtain a list of where to dispose of grease and cooking oil at the RWQCB (Regional Water Quality Control Board) during normal business hours.

7.3.3. LEGAL AUTHORITIES

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

7.3.3.1. Authority to Prohibit Discharges

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

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

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

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

9.3.3. SSMP Update

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

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

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

The last update of this SSMP was in May ~~2017~~[2019](#).

LIST OF APPENDICES

- Appendix A1 California State Water Resources Control Board Order No. 2006-0003-DWQ
- Appendix A2 SSMP Development Plan and Schedule
- Appendix A3 California State Water Resources Control Board Order No WQ 2013-0058-Exec
- Appendix B1 California Regional Water Quality Control Board Santa Ana Region Order No. 87-8 Waste Discharge Requirements for Running Springs Water District San Bernardino County
- Appendix C1 Table of District Sewer Staff/Consultant's Names and Phone Numbers
- Appendix C2 Running Springs Water District Wastewater Transportation, Treatment and Disposal Agreement for Arrowbear Park County Water District
- Appendix C3 Running Springs Water District Wastewater Transportation, Treatment and Disposal Agreement for San Bernardino County Service Area No. 79
- Appendix D1 Running Springs Water District Ordinance No. 49 Rules and Regulations for Water & Wastewater Service
- Appendix E1 Running Springs Water District Water District Collection System 11" x 17" Atlas Map
- Appendix E2 Running Springs Water District Lift Station Information
- Appendix E3 Running Springs Water District Sewer System Preventive Operation and Maintenance Program
- Appendix E4 Running Springs Water District Sewer System Rehabilitation and Replacement Program Capital Improvement Plan
- Appendix E5 Running Springs Water District Sewer System Operation and Maintenance Training Program
- Appendix E6 Running Springs Water District Sewer System Contingency Equipment and Replacement Inventory
- Appendix F1 Running Springs Water District Sanitary Sewer Overflow Emergency Response Plan

- Appendix F2 Running Springs Water District Sanitary Sewer Overflow Emergency Response Training
- Appendix F3 Running Springs Water District Reported Sanitary Sewer Overflows Since May 2010
- Appendix G1 Running Springs Water District Resolution 14-10 (the FOG Ordinance)
- Appendix G2 List of Food Service EstablishmentS in the RSWD's Service Area
- Appendix G3 Running Springs Water District FOG Control Program
- Appendix G4 Fats, Oils and Grease Reduction A Guidebook for Commercial Kitchens
- Appendix G5 Residential FOG Public Outreach Poster
- Appendix G6 Running Springs Water District Grease Trap Inspection Form
- Appendix G7 Running Springs Water District Grease Trap and Interceptor Maintenance Log
- Appendix H1 Running Springs Water District System Evaluation and Capacity Assurance Plan
- Appendix H2 Running Springs Water District Standards for Sewer Facilities
- Appendix I1 Running Springs Water District Sanitary System Management Plan Internal Audit Finding Form and Guidance

f. Draft Report Submittal to RSWD	03/03/2010	
g. Report Finalization	03/15/2010	03/19/2010
h. Final Report Review by Project Manager	03/22/2010	03/26/2010
i. Final Report Submittal to RSWD	03/31/2010	
3). System Evaluation and Capacity Assurance Plan (Review/Update)	12/02/2009	04/07/2010
a. Kick Off Meeting	12/02/2009	12/02/2009
b. First Progress Meeting	01/25/2010	01/25/2010
c. Second Progress Meeting	02/15/2010	02/15/2010
d. Third Progress Meeting	03/15/2010	03/15/2010
e. Report Preparation	02/08/2010	03/05/2010
f. Report Review by Project Manager	03/08/2010	03/12/2010
g. Draft Report Submittal to RSWD	03/15/2010	
h. Report Finalization	03/22/2010	03/26/2010
i. Final Report Review by Project Manager	03/29/2010	04/02/2010
j. Final Report Submittal to RSWD	04/07/2010	
5. Final SSMP Report Preparation	04/07/2010	05/02/2010
1). Report Miscellaneous Change/Addition	04/07/2010	04/30/2010
a. Progress Meeting	04/21/2010	04/21/2010
2). Final SSMP Report Submittal to State, Due Date May 2, 2010	05/02/2010	
6. <u>SSMP Updates & Internal Audits</u>		
1). <u>SSMP Revision 1</u>		<u>March 2013</u>
2). <u>SSMP Revision 2</u>		<u>May 2017</u>
3). <u>SSMP Revision 3</u>		<u>May 2019</u>
4). <u>SSMP Internal Audit</u>		<u>May 2019</u>

APPENDIX C1

**TABLE OF DISTRICT SEWER
STAFF/CONSULTANT'S NAMES AND PHONE
NUMBERS**

Table C1-1. Sewer Staff/Consultants Name and Phone Numbers

Position	Name	Number
Staff		
General Manager	Ryan Gross	909-867-2766
Wastewater Collections Division Supervisor	Isaiah Hall	909-867-7352
Wastewater Treatment Division Supervisor <u>Operations Manager</u>	Trevor Miller	909-867- 3689 <u>2766</u>
Compliance/Safety Operator III	Kent Jenkins	909-867-2766
Wastewater Collections On-Duty Operator		<u>909-519-1528</u> 909-783-9664
Consultants		
Legal	Best, Best & Krieger, LLP	951-686-1450
Auditing	Rogers, Anderson, Malody & Scott, LLP	909-889-0871
Engineering	Engineering Resources of Southern California, Inc.	909-890-1255

NOTE: In the absence of the ~~Superintendent~~ Wastewater Operations Manager, the General Manager or his/her designee shall assume the duties and responsibilities of the Wastewater Operations Manager ~~Superintendent~~.

APPENDIX C2

~~RUNNING SPRINGS WATER DISTRICT
ORDINANCE NO. 47, ADOPTING A RATE
METHODOLOGY, TERMS AND CONDITIONS
FOR~~ RUNNING SPRINGS WATER DISTRICT
WASTEWATER TRANSPORTATION, TREATMENT
AND DISPOSAL ~~OF~~ AGREEMENT
FOR ~~WASTEWATER RECEIVED FROM~~
ARROWBEAR PARK COUNTY WATER DISTRICT
~~AND FROM SAN BERNARDINO COUNTY~~
~~SERVICE AREA NO. 79~~

APPENDIX C3

RUNNING SPRINGS WATER DISTRICT
WASTEWATER TRANSPORTATION, TREATMENT
AND DISPOSAL AGREEMENT FOR SAN
BERNARDINO COUNTY SERVICE AREA NO. 79

APPENDIX D1

RUNNING SPRINGS WATER DISTRICT

ORDINANCE NO. ~~23~~49

**~~REGULATING THE USE AND CONSTRUCTION~~
~~OF PUBLIC SEWER FACILITIES~~RULES AND
REGULATIONS FOR WATER & WASTEWATER
SERVICE**

- Record of the maintenance being done
- Follow up supervision work

RSWD keeps these records and maintenance task information on paper or electronic lists/spreadsheets. RSWD is considering the development of a Computerized Maintenance Management System (CMMS) in the near future to combine these asset inventory and maintenance records into CMMS, which will facilitate the on-line tracking and reporting of each asset.

2.2. SEWER MAIN MAINTENANCE FREQUENCIES

As described above, the frequencies for preventive maintenance tasks are assigned to each asset or groups of assets. The wastewater mains are examined on a periodic basis. RSWD generally contracts a cleaning/video crew to inspect sections of the mains yearly. RSWD's goal is to inspect the system at a frequency sufficient to identify and correct developing problems prior to an actual blockage or SSO occurring. The actual frequency will vary due to accessibility, condition and work load. In addition to inspection of assessment districts as a whole, there are sections that the District cleans on a semi-annually or quarterly basis due to historical problems.

The District reserves the right to complete these repairs using in-house labor and equipment which could significantly reduce the overall project cost, or to contract repair services to qualified construction firms as time and budget allow.

During the process of cleaning and inspecting the mains, RSWD also inspects access holes for corrosion, leakage, damage and debris. After the inspections, the field supervisor examines the video recordings to make an assessment to prioritize maintenance activities.

Preventive and predictive maintenance tasks are documented on paper or in the computer at the time of the event.

2.3. LIFT STATION MAINTENANCE FREQUENCIES

RSWD has 9 lift stations. The District ~~will ultimately be converting~~ has converted all of the dry well lift stations to submersible pump lift stations to eliminate confined space areas. Following is a list of stations and the major improvements the District has made or the planned improvements the District is making.

Table 2. Running Springs Water District Improvements of Lift Station.

Site	Pump Type	Pump Location	Confined	On Service Year/Status
Lift Station#1	Centrifugal	Submersible	No	1969/Rebuilt 2016
Lift Station#2	Centrifugal	Submersible	No	1969/Rebuilt 2016
Lift Station#3	Centrifugal	Submersible	No	1972/Rebuilt 2016
Lift Station#4	Centrifugal	Submersible	No	1972/Rebuilt 2004
Lift Station#5	Centrifugal	Submersible	No	1972/Rebuilt 2001
Lift Station#6	Positive disp.	Elevated	No	1972/Rebuilt 2008
Lift Station#7	Centrifugal	Submersible	No	1978/New pumps 2003
Lift Station#8	Centrifugal	Submersible	No	1978/New pumps 2003
Lift Station#9	Centrifugal	Submersible	No	1978/New pumps 2003

Lift Stations are ~~visited~~ checked daily between 0700 and 0900 to log run times and verify lift station flows via the District’s Supervisory Control and Data Acquisition (SCADA) system and visited once a week for ~~and~~ regular maintenance checkups. All lift stations are monitored by the SCADA system through radio telemetry systems which were upgraded in 2012 and checked daily for run times and irregularities. Regular maintenance practices vary with each lift station. Generally, the District follows the manufactures’ recommendations pertaining to each piece of equipment in use. RSWD has weekly and monthly procedures at each lift station that are performed. There is also a monthly generator check at each lift station. For detailed information on lift Stations, please refer to the Appendix E2 of the Sewer System Management Plan (*Running Springs Water District Lift Station Information*).

3. CORRECTIVE MAINTENANCE

The corrective maintenance tasks are performed in response to failure of an asset, component or part, or a critical utility outage. Low-risk items, such as light bulbs, pressure gauges, sensors, and small non-critical valves, are planned for run-to-failure, and as such, are not part of the preventive maintenance program. These items are replaced when they fail. When managed assets critical to the process fail, they are scheduled for corrective maintenance on an urgent basis on a priority schedule. Some of these repairs may be categorized as a follow-up activity depending on asset cost and life expectancy. These types of corrective maintenance repairs include but are not limited to:

- Emergency cleaning to eliminate a pipe blockage
- Spot repair or replacement of a failed pipe
- Replacing a rattling or failed manhole cover
- Manholes sealing to reduce inflow and infiltration (I/I)
- Repairing or replacing a pump that has become clogged or damaged by debris
- Respond to, investigate and mitigate customer complaints and sewer overflows
- Repair of earthquake damage and
- Repair of vandalism damage

Corrective maintenance tasks are documented on paper or in the computer at the time of the event.

Findings may lead to a ~~spot~~-point repair of the pipe, root cutting, root foaming with an herbicide, cleaning for grease or debris removal on a periodic preventive basis, or scheduling a manhole-to-manhole pipe replacement or rehabilitation in an urgent or lower priority planned manner. Major replacement or rehabilitation may be capitalized outside of the annual operation budget. The District is planning to ultimately replace sewer lines as needed to prevent I/I, wet weather inflow and to meet minimum pipe size diameter in order to satisfy the minimum requirements established by the District design standards.

1. INTRODUCTION

The California State Water Resources Control Board (SWRCB) adopted statewide Order No. 2006-0003-DWQ on May 2, 2006. This Order mandates all public wastewater collection system agencies in California with greater than one mile of sewer pipes to develop a Sewer System Management Plan (SSMP); the SSMP should include a training program on a regular basis for staff in sanitary sewer system operation and maintenance, and should require contractors to be appropriately trained. Running Springs Water District (RSWD)'s training program, which consists of a description of technical certificate requirements, skill and safety training program, and training requirements for contractor, meets the requirements of the Order No. 2006-0003-DWQ.

2. TECHNICAL CERTIFICATE REQUIREMENTS

A Grade 3 Collection System Maintenance Certificate issued by the California Water Environment Association (CWEA) [and a Grade 3 Wastewater Treatment Plant Operator License issued by the State Water Resources Control Board](#) ~~is~~ ~~are~~ currently required for ~~a Division Supervisor~~ [the Wastewater Operations Manager position](#). It is required to have a minimum Grade 1 Collection System Maintenance Certificate [and a Grade 1 Plant Maintenance Technologist Certificate issued by CWEA](#) [within](#) one year of employment when first employed by the District. The employees are also encouraged to continue their advancement with incentive programs. These certificates are to be properly maintained during the entire period of employment.

3. SKILL AND SAFETY TRAINING PROGRAM

Training is an essential part in safety for the employees. RSWD's safety training will begin as soon as the new employee is hired. After the initial safety training, the employee will be required to sign a statement agreeing to comply with the Code of Safe Practices for the work area (**Appendix A**). Continual training will take place during the entire time the person is employed.

Tailgate meetings, schooling (formal education), videos, manuals, literature, correspondence courses, workshops, etc. will be provided to the employee before he/she is required to perform respecting duties. The employee will also be trained in personal protective

RUNNING SPRINGS WATER DISTRICT



SANITARY SEWER OVERFLOW EMERGENCY RESPONSE PLAN

FIRST CERTIFIED: MAY 2010

REVISION 1: MARCH 2013

REVISION 2: MAY 2017

REVISION 3: MAY 2019

CIWQS Online SSO Database

<http://ciwqs.waterboards.ca.gov/>

3. OVERFLOW EMERGENCY RESPONSE TEAM

RSWD has ~~seven (7)~~six (6) employees for the wastewater/collections/treatment system, ~~five (5)~~four (4) employees ~~with one vacancy~~ for the water division, four (4) employees dedicated to administration, and overall District management provided by the General Manager. RSWD obtains engineering and legal consulting services from contracted consultants.

RSWD's overflow emergency response team members include:

- General Manager;
- Wastewater Operations Manager~~Collections Division Supervisor/Wastewater Treatment Division Supervisor~~;
- Operators/Operator in Training;
- Engineering Consultant;
- Legal Consultant.

In general, if any SSO or overflow at the Treatment Plant, Discharge Pond Facilities or Outfall Lines occurs the Wastewater Operations Manager~~Collections Division Supervisor (or the Wastewater Treatment Division Supervisor if the overflow occurs in the Treatment Plant, Discharge Pond Facilities or Outfall Lines) to be in charge of the cleaning up of said spills. During an emergency, the Division Supervisor~~ will assume the responsibilities of the Incident Commander (IC) for the clean-up activity.

If an incident occurs during after-hours or weekends, the IC will be the on-duty staff or the first operator on scene, when notified of an incident. The IC will be assisted during an emergency by other staff or augmented with personnel from the member agencies (i.e. CSA 79 and APCWD).

The responsibilities of each position during the overflow emergency are described as follows:

- The General Manager will be in direct contact with the Governing Board and arrange public statements regarding RSWD's emergency response. All media inquiries will be forwarded to the General Manager.
- The Wastewater Operations Manager~~Division Supervisor~~ will be in direct contact with the General Manager and will be responsible for performing duties of the IC until relieved by higher authority and providing assistance to the IC. The Wastewater Operations Manager~~Division Supervisor~~ will conduct an initial environmental assessment of the situation and submit SSO reports to the appropriate government

agencies. The Wastewater Operations Manager~~Division Supervisor~~ will notify and coordinate with appropriate regulatory agencies and ensure reports are completed in a timely manner. The Wastewater Operations Manager~~Wastewater Collection Division Supervisor~~ will certify spill reports submitted to CIWQS online SSO Database. The Wastewater Operations Manager~~Division Supervisor~~ will perform the General Manager's duties in the General Manger's absence.

- Operators/Operators in Training (Operators) are responsible for identifying, evaluating and assessing any suspected hazardous materials release; notifying management; safely applying control and clean-up measures; recommending safe hazard assessment techniques and personal protective equipment; and ensuring proper employee personal protection. Operators are also responsible for providing assistance to the IC or performing the duties of the IC until relieved by higher authority.
- The Engineering Consultant, if needed, will be responsible for providing technical assistance to the IC, coordinating internal and outside remediation efforts when necessary, and notifying and coordinating with appropriate regulatory agencies;
- The Legal Consultant will be responsible for providing legal advice to the IC.

The contact information for RSWD's overflow emergency response is presented in Appendix 1.

In emergency situations, RSWD may contact San Bernardino County Service Area 79 (CSA79) and Arrowbear Park County Water District (APCWD) to provide assistance in responding to an emergency situation. RSWD's operators are also authorized to request assistance from external companies for emergency pumping or to transport sewage, sludge and grit. The contact information for external assistance is presented in Appendix 2.

4. OVERFLOW RESPONSE PROCEDURE

The Overflow Response Procedure presents a strategy for RSWD to mobilize labor, materials, tools and equipment to correct or repair any condition that may cause or contribute to an unauthorized discharge.

RSWD's Overflow Emergency Action Flow Chart is presented in Appendix 2.

4.1. RECEIPT OF INFORMATION REGARDING A SANITARY SEWER OVERFLOW

An SSO may occur due to a ~~wastewater collection~~-system failure, or a wastewater treatment plant failure, or the failure of a lift station, force main or outfall line. RSWD has established various procedures to receive information regarding SSOs caused by various reasons.

4.1.1. SANITARY SEWER OVERFLOW DUE TO ~~WASTEWATER COLLECTION~~ SYSTEM FAILURE AND FORCE MAIN FAILURE

SSOs due to a ~~wastewater collection~~-system failure or a force main failure may be detected by a RSWD employee, public safety, or the general public. RSWD's main office during normal business hours (phone number 909-867-2766) is primarily responsible for receiving phone calls from the public indicating possible sewer overflows from the wastewater collection system, and for forwarding the information to the in-charge sewer personnel (usually the [Wastewater Operations Manager](#)~~Wastewater Collection Division Supervisor~~, or the On-Duty Staff if the [Wastewater Operations Manager](#)~~Wastewater Collection Division Supervisor~~ cannot be reached).

After hours, the emergency phone line at the district office is forwarded to an answering service that will notify on-call personnel. The On-Duty Staff, the [Wastewater Operations Manager](#)~~Wastewater Collection Division Supervisor~~, or the on-call person will then assume the responsibilities of IC for the clean-up activity until relieved by higher authority.

Residents who observe sewer overflow problems may call San Bernardino County Public Works Department or law enforcement to report the overflow. Under this circumstance, the County or law enforcement will forward the call to RSWD.

4.1.2. OVERFLOW DUE TO WASTEWATER TREATMENT PLANT OR OUTFALL LINE FAILURE

Overflows (or treated discharge) due to a wastewater treatment plant or outfall line failure may be detected by a RSWD employee or by public safety personnel. In the event of this

occurrence, the procedures as outlined in Section 4.1.1. are followed with the exception that the wastewater treatment on-call person is the first to be called.

4.1.3. SANITARY SEWER OVERFLOW DUE TO LIFT STATION FAILURE

An SSO may also occur due to the failure of a lift station. RSWD monitors all lift stations through the District Supervisory Control and Data Acquisition (SCADA) system utilizing radio telemetry. The SCADA system monitors each pump at each station including the emergency generators. These results can be accessed using remote computers from the RSWD office [and/or field operator tablets](#). In addition to monitoring run time, the SCADA system also monitors float and bubbler devices that will activate in case of high level in the wet wells. The float sends a signal to the computer at the office, which in turn activates a software dialer to call out the collections on-call person. These dialers will send out a voice message to the on-call personnel's cell phone; the lift stations also have separate backup auto dialers to monitor high levels at each lift station. These dialers are independent of the SCADA system telemetry alarms to allow for two separate means of communicating alarms to on-call personnel. These dialers will send the corresponding lift station number to the on-call cell phone to speed up the response process.

~~Collections Division and Treatment Division~~ [Water and Wastewater](#) on-call personnel are required to be within 30 minutes of responding to a call or if situations warrant, to stay within the District. If the on-call person fails to respond within 5 minutes by connecting with the computer or calling to acknowledge the dialer then the dialer will call and leave a message for the on-call water department personnel. Individuals will in turn try to contact the on-call collections person to respond to the alarm. If the proceeding fails, then the dialer will call the on-call supervisor to respond to the alarm. If there is still no response then the dialer will start calling the homes of all the supervisors in a pre-selected order.

The local auto dialers are set up to call the on-call person in case of an emergency. This dialer will dial the cell phone indefinitely every five minutes until the dialer is reset at the lift station.

4.2. DISPATCH OF APPROPRIATE CREWS TO SITE OF SANITARY SEWER OVERFLOW

Crews and equipment shall be available to respond immediately to any SSO (including discharge overflow) location. Crews will be dispatched to the site of a reported SSO immediately. Additional maintenance personnel shall be contacted should extra crews be needed.

4.2.1. DISPATCHING CREWS AND RESPONDING TO LIFT STATION ALARM

After receiving notification of sewer overflows as outlined in Section 4.1 the IC should dispatch a sewer investigator and/or the appropriate crews and resources as required.

Once the sewer investigator and/or the appropriate crews confirm(s) that RSWD is responsible for the sewer overflow, the IC shall notify the [Wastewater Operations Manager](#)~~Division Supervisor~~ (if the [Wastewater Operations Manager](#)~~Division Supervisor~~ is not the IC) regarding SSO and field crew locations. If the sewer investigator and/or the appropriate crews confirm(s) that RSWD is not responsible for the SSO, the IC shall notify the responsible party and offer necessary assistance to the responsible party as requested.

Laterals are the responsibility of the home/business owner. They are responsible for the system from their building to the wastewater main. If the blockage occurs in a lateral, RSWD shall contact the resident and advise them that they should not use any means of discharging wastewater into their lateral. The District will then instruct them how to alleviate the problem using a plumber or other services. The staff will monitor progress in order to insure that the blockage does not cause any more problems.

If necessary, the District may shut off water service to a property to prevent SSO from occurring in a lateral.

Where a lift station causes an alarm, the on-call person will check the SCADA system at either the main office, the collection building or at home (if he/she has the means), to find the location of the alarm. While Lift Stations 8 and 9 has alarms go through Lift Station 7, Lift Stations 1,2,3,4,5 and 7 have phone lines and will call cell phones separately from the radio and will indicate the lift station number on the message. On-call personnel will respond to the station and will determine the problem and alleviate it if possible.

4.2.2. CREW INSTRUCTION AND WORK ORDERS

Responding crews should be dispatched by personal notice, cell phone, or District radio. Sewer personnel should receive instruction from the initial responder or their supervisor regarding appropriate crews, materials supplies, and equipment needed.

The IC or the dispatcher shall ensure that the entire message has been received and acknowledged by the crews who were dispatched. All employees being dispatched to an SSO shall proceed immediately to the site of the overflow. Any delays or conflicts in assignments must be immediately reported to the IC for resolution.

Response crews should in all cases report their findings, including possible damage to private and public property, to the IC immediately upon making their investigation. If the IC has

not received findings from the field crew within one hour, the IC shall contact the response crew to determine the status of the investigation.

4.2.3. ADDITIONAL RESOURCES

The IC should receive and shall convey to appropriate parties requests for additional personnel, material suppliers and equipment from crews working at the site of a sewer overflow.

4.2.4. PRELIMINARY ASSESSMENT OF DAMAGE TO PRIVATE AND PUBLIC PROPERTY

The response crews should use discretion in assisting the property owner/occupant in order to avoid inflicting further damage to private property. Be aware that RSWD could face increased liability for any further damages inflicted to private property when providing such assistance. The response crew shall enter private property for the purpose of assessing damage. Appropriate still photographs and video footage, if possible, should be taken of the indoor and outdoor areas of the sewer overflow and any other impacted area in order to thoroughly document the nature and extent of impacts. Available photographs should be forwarded to RSWD office for filing with the SSO report.

4.2.5. COORDINATION WITH HAZARDOUS MATERIAL RESPONSE

Upon arrival at the scene of a sewer overflow, should a suspicious substance (e.g. oil sheen, foamy residue) be found on the ground surface, or should a suspicious odor, not common to the sewer system be detected, the sewer investigator or response crew should immediately contact the IC or the [Wastewater Operations Manager](#) ~~Division Supervisor~~ for guidance before taking further action.

Should the [Wastewater Operations Manager](#) ~~Division Supervisor~~ determine the need to alert the hazardous material response team, the sewer investigator or crew shall await the arrival of the fire department or appropriate regulatory agencies to take over the scene.

Only when that authority determines it is safe and appropriate for the sewer investigator and crew to proceed can they then proceed with the containment, clean-up activities and correction.

4.3. OVERFLOW CORRECTION, CONTAINMENT, AND CLEAN-UP

The objectives of SSO correction, containment and clean-up are:

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

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

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

- Determine what is needed to make the work area safe, and determine the equipment and personnel necessary to correct, contain and clean-up the overflow;
- If a camera is available, photograph or video record the affected area;
- If a GPS is available, record the GPS coordinates of the affected area;
- Make a rough estimate of the volume of the spill, including taking photos and taking all necessary measurements such as flow depths, distances, and size of water pools, etc.;
- Make an initial assessment
- Notify the IC or the Wastewater Operations Manager ~~Division Supervisor~~ immediately upon completion of the assessment;
- Inform the IC or the Wastewater Operations Manager ~~Division Supervisor~~ if any school (public or private) is in the vicinity of the affected overflow area; the RSWD IC or office will contact the school and inform them of the current situation;
- Determine if private property is impacted; if yes, the IC or the Wastewater Operations Manager ~~Division Supervisor~~ should be informed;
- If damage to private property has occurred, do not attempt any clean-up work until the area has been photographed and the Wastewater Operations Manager ~~Division Supervisor~~ is on site;
- If so instructed, post the area with proper warning signs;

If an SSO occurs due to the failure of a lift station and there is an upstream lift station feeding into the faulty lift station, the upstream station should be manually operated to accommodate flows to the faulty station.

4.3.4. NOTIFICATION TO CAL OES

Within 2 hours of becoming aware of any Category 1 SSO (as presented in Section 4.3.1) greater than or equal to 1,000 gallons, the response crew or the IC shall notify Cal OES at (800)752-7550 and obtain a notification control number. Cal OES will notify other agencies as required by law. See Section 6 for detailed requirements of notification.

4.3.5. CLEAN-UP

Sewer overflow sites are to be thoroughly cleaned after an overflow. No readily identified residue (e.g. sewage solids, papers, rags, plastic, rubber products) is to remain. Specific tasks during clean-up include:

- Before clean-up is begun, the response crew will photograph or video record the area affected. Photographs or videos footage should show all damage to property whether public or private. After the clean-up effort has been completed, the area should be photographed or video recorded again using, to the extent possible, the same camera angles.
- The overflow site is to be secured to prevent contact by members of the public until the site has been thoroughly cleaned; posting, if required, should be pursuant to Section 5 (Public Advisory Procedures).
- Samples of the spill material may be requested (see Section 4.3.6), the response crew shall check with the IC or the [Wastewater Operations Manager](#) ~~Division Supervisor~~ before disposing of liquids removed from the site.
- If the SSO has occurred on paved streets, the liquid can be vacuumed up to a truck and transported to the sewage treatment plant. The affected area should then be hosed down with clean water and the wash water contained, vacuumed up and disposed of in the same manner as the sewage. Neither raw sewage nor wash water should be allowed to flow to surface waters or to drainage structures which are not under immediate control.
- If the SSO occurs on unpaved surface, as much as liquid as possible should be removed by vacuuming as above and disposed of properly. If feasible, wash the area down and again remove the wash water.

- Regardless of the surface area where the SSO occurred, broadcast lime onto moist soil or standing sewage. Lime should never be spread on or adjacent to planted areas, however, as damage to plant growth can occur.
- Where the sewage has resulted in ponding, the pond should be pumped dry and the residue disposed of in accordance with applicable regulations and policies.
- If a ponded area contains sewage that cannot be pumped dry, it may be treated with bleach. If the sewage has discharged into a body of water that may contain fish or other aquatic life, bleach or other appropriate disinfectant should not be applied and the State fish and wildlife agency should be contacted for specific instructions.
- When an SSO occurs inside a building, clean-up should not be attempted unless a supervisor or his designee is present. The affected area should always be photographed both before and after clean-up. Mop, squeegee and wet vacuum all surfaces exposed to the sewage. Flush surfaces with clean water and re-mop and vacuum. If the problem resulted from failure of equipment or devices on private property, the owner may be notified of the need to install a backwater valve.
- Use of portable aerator may be required where complete recovery of sewage is not practical and where severe oxygen depletion in existing surface water is expected.

4.3.6. SAMPLING AND LAB TESTS

Per requirements of Amending MRP, water quality sampling shall be conducted within 48 hours after initial SSO notification for Category 1 SSOs in which 50,000 gallons or greater is spilled to surface waters. Samples must be taken upstream of the entry point, just downstream of the entry point and at a distance downstream of the entry point. The actual sample point chosen will vary on a case-by-case basis. The response crew shall call the IC or the [Wastewater Operations Manager](#) ~~Division Supervisor~~ and request that samples be taken at the spill location. Samples will be analyzed for ammonia, total Coliform, Fecal Coliform and Fecal Streptococcus or any other bacterial indicators per the applicable Basin Plan water quality objective or RWQCB's direction, by an accredited or certified laboratory.

4.4. OVERFLOW FIELD REPORT

Before leaving the overflow site, an Emergency Sewage Spill Report (as presented in Appendix 3) will be completed and the IC will be promptly notified when the overflow is eliminated. The Emergency Sewage Spill Report will include the following information:

- The location, address and GPS coordinates of the SSO;

5. PUBLIC ADVISORY PROCEDURE

RSWD has primary responsibility for determining when to post notices of polluted surface water bodies or ground surfaces that result from uncontrolled wastewater discharges from its facilities. The postings do not necessarily prohibit use of recreational areas, unless posted otherwise, but provide a warning of potential public health risks due to sewage contamination.

The Wastewater Operations Manager~~Division Supervisor~~ shall determine if posting of a confirmed overflow is undertaken or that there is reasonable potential for an overflow to occur and thus, the need to post in advance. If posting is deemed necessary, the Department of Environmental Health Service (EHS) of San Bernardino County shall be notified.

Should the posting of surface water bodies or ground surfaces subjected to an SSO be deemed necessary by the Wastewater Operations Manager~~Division Supervisor~~, he/she shall also determine the need for further public notification through the use of ~~prescribed~~ notices made available to the printed or electronic news media for immediate publication or airing, or by other measures (e.g., front door hangers).

6. REGULATORY AGENCY NOTIFICATION AND REPORTING PROCEDURE

Within 2 hours of becoming aware of any Category 1 SSO greater than or equal to 1,000 gallons, RSWD shall notify Cal OES at (800)752-7550 and obtain a notification control number. RSWD shall also report all SSOs to the CIWQS Online SSO Database (<http://ciwqs.waterboards.ca.gov/>) in a timely manner.

RSWD's authorized representative in all sewer system matters is the [Wastewater Operations Manager](#) ~~Wastewater Collections Division Supervisor~~ (also known as a Legally Responsible Official or LRO). The [Wastewater Operations Manager](#) ~~Wastewater Collections Division Supervisor~~ is authorized to submit SSO reports to the appropriate government agencies. The [Wastewater Operations Manager](#) ~~Wastewater Collections Division Supervisor~~ is registered with the State Water Board to certify all required report to CIWQS online SSO Database under penalty of perjury laws of the State. The other employees or contractors of RSWD may enter draft data in the CIWQS Online SSO Database on behalf of the District if authorized by the [Wastewater Operations Manager](#) ~~Wastewater Collections Division Supervisor~~ and registered with the State Water Board. However, only the [Wastewater Operations Manager](#) ~~Wastewater Collections Division Supervisor~~ may certify reports in CIWQS.

6.1. MANDATORY INFORMATION TO BE INCLUDED IN SSO NOTIFICATION TO CAL OES

For any Category 1 SSO greater than or equal to 1000 gallons that results or may result in a discharge to a surface water, either directly or by way of a drainage channel or municipal separate storm sewer system, RSWD shall, as soon as possible, but not later than two (2) hours after (A) the District has knowledge of the discharge by discovery or receipt of information from a public informant or other source(s), (B) notification is possible, and (C) notification can be provided without substantially impeding cleanup or other emergency measures, notify the Cal OES. The notification shall include the following information:

- i. Name of person notifying Cal OES and direct return phone number.
- ii. Estimated SSO volume discharged (gallons).
- iii. If ongoing, estimated SSO discharge rate (gallons per minute).
- iv. SSO Incident Description:

8. MEDIA NOTIFICATION PROCEDURE

When an SSO occurs and media personnel arrive at the overflow site the response crew shall refer them to the [Wastewater Operations Manager](#) ~~Division Supervisor~~ or the District office. All employees of RSWD are expected to be polite, courteous and professional. Employees should not give out any information.

When an overflow has been confirmed and it is determined that the overflow is a threat to public health, the response crew reports this information to the IC. The IC, if other than the [Wastewater Operations Manager](#) ~~Division Supervisor~~, shall inform the [Wastewater Operations Manager](#) ~~Division Supervisor~~ and the General Manager. The General Manager shall be the “first-line” of response to the media for any overflow. The contact information of news media to be notified is listed in Appendix 4.

APPENDIX 1

CONTACT INFORMATION FOR RUNNING SPRINGS WATER DISTRICT OVERFLOW EMERGENCY RESPONSE

General Manager: Ryan Gross

Working Hours: 909-867-2766 After Hours 909-938-8061

~~**Wastewater Collections Division Supervisor:**~~

~~Working Hours: 909-867-7352 After Hours 909-744-7149~~

~~**Wastewater Treatment Division Supervisor:**~~

~~Working Hours: 909-867-3689~~ [2766](tel:909-867-2766) After Hours 909-499-0477

On-Duty Operator: ~~909-867-2340~~ [519-1528](tel:909-519-1528)

Fire Chief: Working Hours: 909-867-2630 After Hours 951-317-5739

List Station 1 909-867-7637 (internal use only)

Lift Station 2 909-867-7690 (internal use only)

Lift Station 3 909-867-4971 (internal use only)

Lift Station 4 909-867-9289 (internal use only)

Lift Station 5 909-867-4354 (internal use only)

Lift Station 6 909-867-2608 (internal use only)

Lift Station 7/8/9 909-867-7936 (internal use only)

Engineering Consultant: Engineering Resources of Southern California, Inc.

Working Hours: 909-890-1255

Legal Consultant: Best, Best and Krieger LLP

Working Hours: 951-686-1450

Running Springs Water District

EMERGENCY SEWAGE SPILL REPORT

This report must be completed immediately upon notification of a spill to Running Springs Water District personnel. Notification of Supervisory personnel (Step 4 below) should be instituted regardless of time of day.

Address/Location of sewage spill _____

Date: _____ Time RSWD notified _____ am/pm.

1. Verify discharge _____ On property _____ Off property _____

Main line _____ Lateral _____ Other _____

2. RSWD responsible for discharge?

_____ Yes _____ No Describe _____

3. Immediately notify work crews to stop the discharge and begin clean up. Assist any affected entity as much as possible to prevent further damage. Time of work crew notification: Date _____ Time _____ am/pm.

4. Notify General Manager and Wastewater Operations Manager ~~Division Supervisor~~.

a. Begin notification of all organizations and individuals.

b. Document notification.

5. Name of owner where property damage occurred _____

Address _____

Phone number _____

Additional notes: _____

Total Material Cost \$ _____

18. Property damage cost estimate: \$ _____

19. RSWD has ~~four (4) treatment plant~~ six (6) wastewater operators, four (4) water operators plus emergency personnel available from CSA 79 and Arrowbear Park County Water District.

20. RSWD maintains the following equipment on site:

- Dump Truck;
- Loader;
- Two (2) 300 GPM Portable Pumps;
- Portable Generator;
- 3" Trash Pump;
- Equipment as needed from CSA 79 and Arrowbear Park County Water District.

U.S. Forest Service, Mountaintop Ranger District - Arrowhead Ranger Station

28104 Highway 18
P.O. Box 350
Skyforest, CA 92385
909-382-2782

U.S. Forest Service, Front County Ranger District - San Gorgonio Ranger Station

34701 Mill Creek Road
Mentone, CA 92359
909-382-2881, 2882

East Valley Water District

P.O. Box 3427
1155 Del Rosa Avenue
San Bernardino, CA 92413
909-889-9501 (24 Hours)

CSA79

[12402 Industrial Blvd,](#)
[Victorville, CA 92395](#)
[\(760\) 955-9885](#)

Green Valley Mutual Water Company

33274 Green Valley Lake Road
Green Valley Lake, CA 92341
909-867-2912

Arrowbear Park County Water District

2365 Fir Drive
Arrowbear Lake, CA 92382
909-867-2704

News Media

Mountain News
909-336-3555

LIST OF FOOD SERVICE ESTABLISHMENTS IN RUNNING SPRING
LAST UPDATED: MAY ~~2017~~2019

FACILITY NAME	SITE ADDRESS	Program/ Element
Camp Hinckley	2103 Wilderness Rd.	1650 Camp Kitchen
Charles Hoffman Elementary School	2851 Running Springs School Rd.	1656 School Limited Food Preparation
Dutch's Market & Liquor	31941 Hilltop Blvd.	1611 Food Handling Pl (500-2499 Sq. Ft.)
Fireside	32031 Holiday Ln.	1621 Public Eating Pl (25-99 Seats)
Hilltop Chinese Restaurant	31956 Hilltop Blvd.	1621 Public Eating Pl (60-90 Seats)
Jensen's Minute Shoppe	31987 Hilltop Blvd.	1619 Food Handling Pl (2500-Up Sq. Ft.) 1620 Public Eating Pl (0-24 Seats)
Neo's Pizza House	32000 Hilltop Blvd.	1621 Public Eating Pl (25-59 Seats)
Old Country Coffee Shop	32019 Holiday Ln.	1621 Public Eating Pl (25-59 Seats)
Pali Mountain Camp	30778 Hwy 18	1650 Camp Kitchen
Rocky's Roadhouse	32150 Hilltop Blvd.	1621 Public Eating Pl (25-99 Seats)
Shin's Union 76 Station	32124 Hilltop Blvd.	1611 Food Handling Pl (500-2499 Sq. Ft.)
Toto's Mexican Restaurant	31927 Hilltop Blvd.	1621 Public Eating Pl (25-59 Seats)
Village Market	31556 Hilltop Blvd.	1619 Food Handling Pl (2500-Up Sq. Ft.)

Reference: <http://www.sbcounty.gov/dph/dehs-restgrades/>

1. INTRODUCTION

Running Springs Water District (RSWD or the “District”) is committed to complying with the California State Water Resources Control Board (SWRCB) Order No. 2006-003-DWQ (hereinafter referred to as Order), entitled “Statewide General Waste Discharge Requirements for Sanitary Sewer Systems.” As part of this Order, RSWD is implementing a Fats, Oils and Grease (FOG) Control Program to limit the discharge of FOG and other debris that may cause sewerage collection system blockages or Sanitary Sewer Overflow (SSOs). This is accomplished through implementation and effective enforcement of RSWD’s FOG [Program Resolution No. 14-10](#) ~~Ordinance~~ by:

1. Administering a permitting program to control and regulate FOG discharges from Food Service Establishments (FSEs);
2. Requiring FSEs to implement Best Management Practices (BMPs) and install grease control devices, when applicable, to reduce FOG from their wastewater prior to discharge to the District’s sewerage system;
3. Tracking compliance through inspection of FSEs, monitoring of the sewer system to identify potential sources of sewer blockages, and monitoring compliance with BMP requirements and maintenance requirements for grease control devices;
4. Evaluating and screening the results of inspection and monitoring to identify violations; and
5. Consistently respond to all types of violations to ensure long-term compliance.

2. LEGAL AUTHORITY

To prevent SSOs caused by FOG blockage of sewers, RSWD has established a FOG ~~Program Resolution No. 14-10 ordinance~~ that provides the legal authority necessary for implementing the FOG Control Program. The District's scope of authority includes:

- (1) Authority to regulate all FSEs contributing FOG to the sewer system;
- (2) Authority to enter, inspect, and sample to verify information supplied by FSEs as well as assess the FSEs' compliance status;
- (3) Authority to require self-monitoring, record keeping, and reporting by FSEs;
- (4) Authority to enforce ordinance violations.

RSWD's Board of Directors ~~plans to adopt~~ adopted the FOG ~~Ordinance~~ Program Resolution No. 14-10 on ~~or before May 2, 2010~~ April 21, 2010, which ~~will be~~ became effective on May ~~23~~, 2010. The FOG Fee Resolution No. 15-10 establishing FOG fees applicable to FSEs ~~will be passed on or before May 2, 2010~~ was adopted on April 21, 2010, ~~which will be~~ and became effective on May ~~23~~, 2010.

The core requirements of the FOG ~~Program Resolution No. 14-10 Ordinance~~ are summarized as follows:

2.1. PROHIBITIONS

The following prohibitions shall apply to all FSEs in RSWD's service area. FSE means facilities defined in California Health And Safety Code Section 113785 and any entity, operating in a permanently or semi-permanently (camp) constructed structure such as a room, building, or place, or portion thereof, maintained, used, or operated for the purpose of storing, preparing, serving, or manufacturing, packaging, or otherwise handling food for sale to other entities, or for consumption by the public, its members or employees, and which has any process or device that uses or produces FOG, or grease vapors, steam, fumes, smoke or odors that are required to be removed by a type I or type II hood, as defined in CURFFL Section 113785, or any other facility that may contribute FOG to RSWD's sewer system.

- (1) The discharge into the sewer system of FOG that may accumulate and / or cause or contribute to blockages in the sewer system or at the sewer system lateral except as provided herein.
- (2) The installation of food grinders in the plumbing system of new constructions of FSEs. All existing food grinders shall be removed from FSEs within one hundred eighty (180) days of the date of Notice to Remove.

3. SYSTEM IDENTIFICATION AND INVENTORY OF FOG SOURCES

The District initially identified FSEs within its jurisdiction by inspection and characterizing each FSE and subsequently determined individual potential to generate and discharge FOG to the sewer system. The District mapped out its service area utilizing AutoCAD software; the map is used for any critical information such as streets, sewer lines and flow directions, location of FSEs and hot spots, location of historical SSOs, etc. This map enables the District to better understand occurrences of SSOs and to evaluate potential impacts of each FSE based on its proximity and relative location to hot spots.

A total of [thirteen \(13\)](#) FSEs were initially identified to be significant FOG discharges based on inspection and evaluation of each FSE.

The District updates its inventory of FSEs on a routine basis. The following are implemented to identify new or potential FSEs that are not in the District's inventory:

- (1) Upon notification, the District issues the prospective FSE a notification of FOG control requirements, and conducts an inspection to collect the necessary information, if necessary.
- (2) The District obtains and reviews, on a periodic basis, a list of FSEs from the County Business License Division to identify new FSEs.

4. ENFORCEMENT MANAGEMENT PROGRAM

RSWD's FOG Enforcement Management System includes four independent components: control mechanisms, monitoring, compliance screening, and enforcement. Each component is comprised of procedures on how and when to conduct each activity.

4.1. CONTROL MECHANISMS

The FOG [Program Resolution No. 14-10](#) ~~Ordinance~~ is the control mechanism that allows the District to implement the FOG Control Program. These control mechanisms serve as the regulatory foundation for providing the District with the legal authority to implement the program. The discussion of the Ordinance, Permit and permitting process are presented in previous sections.

4.2. MONITORING

4.2.1. METHODS OF INVESTIGATING INSTANCES OF NONCOMPLIANCE

The District's monitoring program is used to evaluate the compliance status of FSEs in relation to the ordinance requirements. The monitoring program consists of:

1. Tracking compliance with ordinance requirements through facility inspections;
2. Tracking status of implementation of BMPs and grease control device operations and maintenance through self-monitoring programs;
3. Receiving and evaluating reports as required by enforcement actions;
4. Investigating instances of noncompliance, producing admissible evidence through visual observation of sewer laterals and sewer lines downstream using CCTV, as necessary; and
5. Maintaining a computerized compilation of pertinent data regarding all FSEs that is complete and accurate, in order to facilitate the compliance screening process.

The following describes in detail the monitoring and tracking activities performed by the District.

4.2.2. FSE SELF-MONITORING

4.2.2.1. SELF-MONITORING TO TRACK IMPLEMENTATION OF REQUIRED BMPS

The District requires all FSEs to implement BMPs and to report the status of implementation periodically as required by the FOG Control Program Manager. Minimum

requirements for implementation of BMPs are specified in the FOG [Program Resolution No. 14-10 Ordinance](#). The self-monitoring results submitted to the District are evaluated and used as a means to determine compliance. If the results show noncompliance, the FSE is inspected to confirm the noncompliance and a Corrective Action Notice is issued accordingly, to require immediate implementation of corrective measures. A Notice of Violation is issued together with a Noncompliance Fee when the FSE fails to implement the required correction during a follow-up verification inspection.

4.2.2.2. SELF-MONITORING TO TRACK IMPLEMENTATION OF MAINTENANCE REQUIREMENTS OF GREASE REMOVAL DEVICES

The District also requires FSEs with grease removal devices to maintain their grease removal devices at a specified frequency and to report these activities periodically as required by the FOG control program manager. The Ordinance specifies the minimum requirements for grease control device or grease traps maintenance. Similar to the BMP self-monitoring, FSEs are also required to submit self-monitoring reports to the District. Reports submitted to the Agency are evaluated and used as a means to determine compliance. If the results show noncompliance, the FSE is inspected to confirm the noncompliance and a Corrective Action Notice is issued accordingly to require immediate implementation of corrective measure. A Notice of Violation is issued together with a Noncompliance Fee when the FSE fails to implement the required correction during a follow-up verification inspection.

4.2.3. INSPECTIONS

4.2.3.1. ROUTINE ONSITE FACILITY INSPECTIONS

On a routine basis, FSEs with grease control device requirements are inspected periodically to verify proper maintenance and operation of grease control devices and compliance with the 25% Rule. The District also conducts inspections of FSEs to determine instances of noncompliance with BMP requirements and other Ordinance requirements. The inspections may include interviews with a FSE representative, inspection of grease removal devices, and visual observation of kitchen practices as it relates to FOG generation.

4.2.3.2. FOLLOW-UP INSPECTION AND VERIFICATION

When a Corrective Action Notice is issued, a follow-up inspection and verification is conducted to determine if the FSE has complied with the required corrective actions to resolve the noncompliance problem. When a FSE fails to correct the problem based on the findings of this inspection, a Notice of Violation is issued together with a Noncompliance Fee.

detected during an onsite inspection, a Corrective Action Notice is then issued. Further tracking of the Corrective Action Notice is done to indicate whether the FSE has met compliance or a Notice of Violation together with a Noncompliance Fee needs to be issued, after conducting a Follow-up Inspection and Compliance Verification.

4.3.3.4. VIOLATIONS OF ORDINANCE DETECTED DURING INSPECTIONS

Compliance screening for violations occurring at the FSE's facility is determined by inspectors during the course of routine or non-routine inspections. When noncompliance is detected, a Corrective Action Notice is immediately issued requiring the FSE to immediately correct the problem within a specific number of days. Further tracking of the Corrective Action Notice is done to indicate whether the FSE has met compliance or a Notice of Violation together with a Noncompliance Fee needs to be issued, after conducting a Follow-up Inspection and Compliance Verification.

4.4. IMPLEMENTING ENFORCEMENT ACTIONS

The District uses a comprehensive range of enforcement mechanisms within the legal authorization granted by the Clean Water Act, the state legislature, and the District's [FOG Program Resolution No. 14-10 Ordinance](#) to respond to violations.

4.4.1. ENFORCEMENT RESPONSES

The following describes the range of enforcement options used by the District in responding to different types of violations:

4.4.1.1. CORRECTIVE ACTION NOTICE

Corrective Action Notices are informal notices used to initially address noncompliance and to provide the FSE with an opportunity to correct the problem before issuance of a formal Notice of Violation. The Corrective Action Notice specifies the problem that needs to be corrected and a due date for completion. After the required completion date, the District conducts a Compliance Follow-up Inspection and Verification to determine if FSE is in full compliance. Corrective Action Notice is tracked to ensure that appropriate follow-up is consistently conducted.

4.4.1.2. NOTICES OF VIOLATION

When a Corrective Action Notice for noncompliance with permit conditions or Ordinance provisions is issued, a Follow-up Inspection and Compliance Verification follows to determine if FSE has met compliance. When the FSE is found to have failed to correct the problem, a Notice of Violation is issued together with a Noncompliance Fee. The Notice of Violation describes the type of violation, and specifies that corrective actions must be taken to preclude escalated enforcement actions.

4.4.1.3. NONCOMPLIANCE FEES

When a Notice of Violation is issued, a Noncompliance Fee is typically imposed on the FSE. The fee recovers the District's administrative and field costs in dealing with the noncompliance.

4.4.1.4. COMPLIANCE FOLLOW-UP INSPECTION AND VERIFICATION

Following issuance of a Corrective Action Notice as a result of noncompliance, the District conducts a compliance follow-up inspection to determine whether the FSE has implemented corrective measures and has resolved problems. Based on this inspection, a Notice of Violation is issued together with a Noncompliance Fee if the FSE is found to have failed to correct the problem or the enforcement action is terminated if the noncompliance problem has been resolved.

4.4.1.5. INCREASED GREASE CONTROL DEVICE PUMPING/MAINTENANCE REQUIREMENTS

The District may impose more frequent grease control device pumping/maintenance requirements if an FSE has demonstrated continued or repeated violation of the 25% Rule.

4.4.1.6. ORDER TO CEASE NONCOMPLIANT DISCHARGE

When the District finds that the FSE has continued to discharge wastewater in violation of the District's FOG [Program Resolution No. 14-10 Ordinance](#), an order to Cease Noncompliant Discharge may be issued to stop noncompliance discharge. The Order also notifies the FSE of subsequent enforcement actions that could be taken should violations continue.

4.4.1.7. COMPLIANCE SCHEDULE AGREEMENT

Upon a determination that an FSE is in noncompliance with the provision of the District's FOG [Program Resolution No. 14-10 Ordinance](#), and that it needs to construct and/or acquire and install pretreatment equipment, the District may require the FSE to enter into a Compliance Schedule Agreement. The Compliance Schedule Agreement contains requirements and conditions by which an FSE must operate during its term and provide specific dates for construction and/or acquisition and installation of required equipment or implementation of corrective actions.

4.4.1.8. REVOCATION OF WAIVER FROM GREASE CONTROL DEVICE INSTALLATION

Upon determination that an FSE is a major FOG contributor, any existing Waiver from Grease control device Installation may be revoked. Upon revocation of the waiver, the

grease control device installation requirement is included in the permit and immediately implemented.

4.4.1.9. EMERGENCY SUSPENSION ORDER

The District may suspend sewer service when the General Manager determines that such suspension is necessary in order to stop an actual or impending discharge which presents or may present an imminent or substantial endangerment to the health and welfare of persons, or to the environment, or may cause SSOs, sewer blockages, interference to the District's sewer facilities, or may cause the District to violate any state or federal law or regulation. Any discharger notified of and subject to an emergency suspension order shall immediately cease the discharge of all wastewater containing FOG to the sewer system.

4.4.1.10. VIOLATIONS OF OTHER LAWS

Any person acting in violation of the FOG [Program Resolution No. 14-10](#)~~Ordinance~~ also may be acting in violation of the Federal Clean Water Act or the State Porter-Cologne Act and other laws and also may be subject to sanctions including civil liability. Accordingly, the enforcing attorney is authorized to file a citizen suit pursuant to Federal Clean Water Act Section 505(a), seeking penalties, damages, and orders compelling compliance, and other appropriate relief. The enforcing attorney may notify EPA Region IX, the California Regional Water Quality Control Board, or any other appropriate state or local agency, of any alleged violation of this Ordinance.

4.4.1.11. OTHER CIVIL REMEDIES

The enforcing attorney may file an action for civil damages in a court of competent jurisdiction seeking recovery of:

- (1) All costs incurred in enforcement of the Ordinance, including but not limited to costs relating to investigation, sampling, monitoring, inspection, administrative expenses, all other expenses as authorized by law, and consequential damages;
- (2) All costs incurred in mitigating harm to the environment or reducing the threat to human health; and
- (3) Damages for irreparable harm to the environment.

The remedies available to the District pursuant to the provisions of this article shall not limit the right of the District to seek any other remedy that may be available by law.

6. PUBLIC OUTREACH AND EDUCATION

The District recognizes that its ability to be proactive and effective is also dependent upon public outreach and education. The District's basic principle is working with FSEs to protect the environment and public health. The District strives not only to keep the public involved, but also to become partners with FSEs in developing and maintaining its environmental protection programs. It has been the District's experience that the FOG Control Program is more effective and successful if FSEs understand the purposes and goals of the program, and if FSEs are active partisans in developing a practical and equitable program.

Interaction with FSEs occurs on a frequent basis, as part of the on-going operation of the FOG Control Program and through a variety of forums and venues which bring together FSEs on the local level. Additionally, FSEs in RSWD's service area shall receive a copy of this Program, a copy of the FOG [Program Resolution No. 14-10](#)~~Ordinance~~ and a brochure entitled "Fats, Oils and Grease Reduction, A Guidebook for Commercial Kitchens", which includes all the important information on general BMPs, kitchen BMPs, food service waste reduction, and design, operation and maintenance guidelines for grease control devices. A residential FOG public outreach poster targeted to all residents shall also be provided to FSEs and residents who are affected by a blockage or backup.

Running Springs Water District



Sewer System Evaluation and Capacity Assurance Plan

FIRST CERTIFIED: MAY 2010

REVISION 1: MARCH 2013

REVISION 2: MAY 2017

REVISION 3: MAY 2019

reduces hazards of clogging plant pipelines, tanks and keeps tanks from accumulating a layer of heavy bottom deposits.

The grit removal facility in RSWD WWTP consists of a 13 feet by 10 feet, 10 inches by 8.5 feet side water depth grit chamber, an air diffusion system, an air lift grit pump, grit washer and classifier and wheelbarrows for grit. The equipment is manufactured by Walker Process Equipment. The air supply comes from a dedicated blower located at the headworks

5.1.3. INFLUENT FLOW METERING

The wastewater leaving the grit removal passes through a flow metering device for measurement of the total quantity of wastewater treated in the facility.

The flow measurement device consists of a ~~Plasti-Fab~~ Parshall Flume [metering manholr](#) with a ~~96~~-inch throat, ~~a Robert Shaw Model 165 ultrasonic~~ [Vegamet radar](#) level sensing and transmitting system and ~~a Robert Shaw Model 241 totalizing, indicating, and recording circular chart recorder~~ [Honeywell exTrend digital chart recorder](#).

5.1.4. INFLUENT EQUALIZATION CHAMBER

The raw wastewater leaving the headworks is then transported through a 10-inch pipe to the influent equalization chambers. The equalization chambers were converted from a previous round aerobic digestion tank. The modification of the previous digestion tank was completed in 2008, and the tank was partitioned into two influent equalization chambers, one wet well, one Permeate chlorine contact basin, one chlorinated Permeate storage chamber, and one sludge aerobic digester.

The Primary Influent Equalization Chamber has capacity of 167,494 gal. The Secondary Influent Equalization Chamber has capacity of 83, 741 gal. The total capacity is 251,235 gal. Each equalization chamber is equipped with a Submersible Mixer (Landia POP-1 9.0 hp) and a Venturi Aerator (Landia DG-1 12.2 hp) to help mix the influent in the chamber.

5.1.5. ANAEROBIC AND FLOW EQUALIZATION TANKS

The wastewater from the Influent Equalization Chambers is pumped to the Anaerobic/Flow Equalization Tanks with two submersible pumps (KJI Hydro Model 6: KSE 7.5T) from the wet well and through ~~48~~" PVC pipe. The Anaerobic/Flow Equalization Tanks are part of the Membrane Bioreactor (MBR) process. The tanks are located between the headwork and the Influent Equalization Chambers. Each tank has a volume of 80,000 gal with dimension

of 18 feet by 60 feet by 10 feet side water depth. These tanks were converted from previous clarifier tanks of the activated sludge process.

Currently as the first phase, there is only one Anaerobic/Flow Equalization Tank in service, with designed flow capacity of 1 mgd and peak flow of 1.8 mgd. The functions of the Anaerobic/Flow Equalization Tanks include flow equalization, and biological phosphorus removal with anoxic process. The tank is agitated with fine bubble diffuser equipment and gets the air supply from aeration blowers in the operation Building.

5.1.6. MICROFILTRATION MEMBRANE BIOREACTOR

The wastewater flow from the Anaerobic/Flow Equalization Tank(s) is then introduced to two Membrane Bioreactors (MBR). The flow into the Membrane Bioreactors is screened again through a coarse bar screen to remove any of the short-chained fibers that have gathered together into large rags.

These two Membrane Bioreactors were modified from previous two aeration tanks of activated sludge process, with dimension 29 feet by 29 feet by 20 feet side water depth each. The tanks maintain 8000 to 10,000mg/L mixed liquor biomass system. This is used in association with a control strategy to achieve simultaneous nitrification and denitrification to achieve a Permeate with low levels of nitrogen.

There are two Membrane Bioreactors; MBR 1 has ~~8 RW300 SMUs~~ 5 OV960 SMUs and MBR 2 has 5 OV960 OMUs. These units produce high quality water as they filter down to 0.4 microns which is effective against nearly all bacteria. The membrane system also consists of an aeration diffuser case located below the cassette that houses the membrane cartridges. The air passing through the cassettes provides the agitation to keep the membrane clean and also provide additional process air to oxidize the BOD and the nitrogen. These units are mounted inside the aeration tank and the filtered water is drawn off by pumps which pull the water through the membranes. The air is supplied by two blowers at ~~735~~ 380 standard cubic feet per minute (scfm) from each blower.

The current designed flow capacity of the Membrane Bioreactors is 1 mgd.

5.1.7. UV DISINFECTION

After the microfiltration membranes, the Permeate is disinfected with Suntech High Intensity Low Pressure UV system, this UV system has a cleaning system that consists of stainless steel wires that are square in cross section that form into triangular loops that fit around the quartz tubes. A large number of these are in a stainless steel holder that is moved

along the tube and the knife like edges clean the quartz without scratching it. The system was designed to meet a 23 MPN disinfection level, which means the water is oxidized and disinfected so that the median concentration of total coliform bacteria in the disinfected Permeate does not exceed a MPN of 23 per 100 milliliters utilizing the bacteriological results of the last seven days for which analyses have been completed, and the number of total coliform bacteria does not exceed an MPN of 240 per 100 milliliters in more than one sample in any 30 day period.

The system also equipped with a chemical dosing tank in case of the UV system is out of line.

5.1.8. PERMEATE CHLORINATION AND STORAGE

The Permeate from the MBR process was transported back to the southeastern side of the site, where Chlorine Contact Basin is located. The Chlorine Contact Basin was converted from the center well of the previous digestion basin. It has an effective volume approximately 48,284 gal. For the average daily flow rate of 0.3 mgd for irrigation and plant water, the retention time is approximately 150 minutes.

The chlorinated Permeate is then stored in the Chlorinated Permeate Storage Chamber next to the Chlorine Contact Basin, which has capacity of 70,179 gallons.

5.1.9. PERMEATE DISPOSAL

The un-chlorinated Permeate is conveyed from UV Disinfection to the Permeate standpipe at the southern edge of the plant. The water then flows by gravity in a southeasterly direction through a 9,000-foot outfall line consisting of 6-, 8-, 10-, and 12- inch sections. The outfall line drops approximately 1700 feet in elevation over this span. There are 13 disposal ponds located on USFS property with total surface area of about 3.2 acres as well as a 7-acre spray irrigation site on USFS lands.

The permeate is also used to irrigate the green belt around the plant site to protect the plant from wild fires.

5.1.10. WASTE ACTIVATED SLUDGE

Waste Activated Sludge (WAS) from the MBR process is partially aerobically digested while in the MBR. The WAS is then sent directly to the Huber Screw Press for dewatering and disposal. If there is a problem with the screw press, ~~we can send~~ WAS [can be sent](#) to the Solids Holding Basin. This Basin has a volume of approximately 69,000 gal.

Table 12. Maximum Holding Time of Flow Equalization Chambers.

Year	Peak Flow	Maximum Holding Time (hour)	
			Existing MBR
2017	Peak Hour 1.60 mgd		5 days
	Peak Day 0.97 mgd		Indefinite
2022	Peak Hour 1.62 mgd		5 days
	Peak Day 0.99 mgd		Indefinite
2027	Peak Hour 1.64 mgd		5 days
	Peak Day 1.01 mgd		32 days
2032	Peak Hour 1.65 mgd		4.8 days
	Peak Day 1.02 mgd		16 days
2037	Peak Hour 1.65 mgd		4.8 days
	Peak Day 1.02 mgd		16 days
Buildout	Peak Hour 1.67 mgd		4.8 days
	Peak Day 1.04 mgd		8 days

Table 12 indicated with the current MBR capacity of 1 mgd, the plant can stand the peak hour flow for 5 days. The plant can also stand the peak day flow indefinitely. Since peak day flow is likely to sustain for over 24 hours, the current MBR capacity may fail to treat the peak day flow under this situation.

Under the worst case scenario, the plant can employ more options to trim off the peak flow:

- Temporarily use Solids Holding Basin to store the influent, the solids holding basin has a slide gate connected to the Secondary Inflow Equalization Chamber. The chamber has volume of 69,000 gal.
- Use the peak capacity of the MBR itself.
- Implement the “Blending Procedure”

5.3. RECOMMENDED TREATMENT FACILITY IMPROVEMENTS

Wastewater treatment facility improvements were proposed based on sewer load projection, capacity analysis and the evaluation of existing system. Proposed improvements include:

- [Upgrade Grit Removal System and Screenings Conditioning Equipment at Headworks](#)~~Installation of new OMUs for MBR 1.~~
- [Replacement Fine Bubble Aeration System MBR 2](#)~~Headworks Upgrade~~

6. COSTS AND SCHEDULE FOR RECOMMENDED IMPROVEMENTS

This section summarizes the costs and schedules for recommended wastewater system capital improvement projects (CIPs).

Project costs to be incorporated into the District's capital improvements program were generated by adding allowances to the estimated construction costs. Construction cost estimates were converted to total project costs by adding an allowance of 25% for engineering, legal and administrative fees. Project cost estimates are intended for use in budget development, wherever site-specific costs are not utilized. They represent typical experience and should be adjusted, where appropriate, to meet special needs.

The timing for implementation of the proposed improvements is based on projected demands and hydraulic modeling of the capabilities of the existing system facilities. A number of factors may dictate that projects be accelerated or deferred (e.g., timing of sewer flows or developments, physical condition of facilities or piping, upcoming maintenance expenditures, etc.).

~~Table 13 shows the cost estimates for the wastewater system improvements identified in this Plan.~~ Tables ~~14-13~~ and 14 shows the proposed expenditure schedule for the improvements identified in this Plan. It is recommended that RSWD conduct an annual review of the proposed projects and revise the project costs and implementation schedule as necessary.

Table 13: Wastewater Collections Division 5-Year CIP Plan

Project Description	2020	2021	2022	2023	2024	TOTAL
Collection System Improvements - I&I Reduction						
Purchase Video Inspection & Line Cleaning Equipment	\$ 100,000	\$ 100,000				\$ 200,000
Seal Coat Sewer Manholes 5 per year at \$1,500 each	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 37,500
Point Repairs Utilizing Pipe Liner 5 per year at \$1,500 each	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 37,500
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	\$ 8,000	\$ 8,000	\$ 8,000	\$ 40,000
Collection System - I&I Improvements Subtotal	\$ 128,000	\$ 128,000	\$ 28,000	\$ 28,000	\$ 28,000	\$ 340,000
Pump Stations						
Upgrade Control Panels & SCADA Screens at Sewer Lift Stations Nos. 7, 8 & 9	\$ 10,000					\$ 10,000
SCADA Communications Improvements	\$ 25,000					\$ 25,000
Install Flow Meter & Vault at Sewer Lift Station 7		\$ 35,000				\$ 35,000
Pump Stations Subtotal	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	\$ 70,000
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 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	\$ 48,000	\$ -	\$ 120,000	\$ 85,000	\$ 115,000	\$ 368,000
Collections Division Improvements Subtotal	\$ 211,000	\$ 183,000	\$ 148,000	\$ 263,000	\$ 143,000	\$ 948,000

Table 14: Wastewater Treatment Division 5-Year CIP Plan

Project Description	2020	2021	2022	2023	2024	TOTAL
Upgrade Screenings Conditioning Equipment at Headworks	\$ 120,000					\$ 120,000
Upgrade Grit Removal System at Headworks	\$ 165,000					\$ 165,000
Mixer & Submersible Pump Rebuilds	\$ 20,000	\$ 20,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 130,000
Upgrade, R&R Treatment SCADA, Pumps, Mixers, Etc.	\$ 40,000					\$ 40,000
Replacement Fine Bubble Aeration System MBR 2	\$ 7,500					\$ 7,500
Solids Handling Loading Area Improvements	\$ 15,000					\$ 15,000
Plant Road Paving (54,000 SF)	\$ 1,000	\$ 150,000				\$ 151,000
Replacement of Disposal Ponds Piping & Valve Structures		\$ 150,000				\$ 150,000
Grit Removal Equipment			\$ 300,000			\$ 300,000
Replace UV System				\$ 350,000		\$ 350,000
Utility Truck Unit 69 Replacement		\$ 35,000				\$ 35,000
Plow Truck Unit 39 Replacement			\$ 35,000			\$ 35,000
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	\$ 368,500	\$ 355,000	\$ 365,000	\$ 440,000	\$ 365,000	\$ 1,893,500
Net Cost to RS Rate Payers (62%):	\$ 228,470	\$ 220,100	\$ 226,300	\$ 272,800	\$ 226,300	\$ 1,173,970

7. PLAN COMPLETION AND UPDATE SCHEDULE

The latest update of this Plan was completed in May ~~2017~~[2019](#).

This Plan should be reviewed annually and amended as appropriate to reflect all changes in the collection and treatment system. This Plan should also be updated every five years or when the new monitoring data is available to improve the hydraulic modeling.

RUNNING SPRINGS WATER DISTRICT

SSMP INTERNAL AUDIT FINDING FORMS & GUIDANCE

Name of Agency: Running Springs Water District
Date of Audit: 5/8/2019 Name of Auditor: Ryan Gross

SYSTEM OVERVIEW

LF of Gravity Interceptor Trunk: 17,000
LF of Gravity Sewer Mains: 308,000 LF of Force Mains: 12,017
Total LF of All Sewer Lines: 337,017 Number of Lift Stations: 9
Population Served: 4,862
Current Average Monthly Single Family Residential Sewer Rate: \$49.74

I. GOALS

- 1. Are the goals stated in the SSMP still appropriate and accurate? (check one)
YES NO
- 2. If you answered NO to question 1, describe content and schedule for updates.

II. ORGANIZATION

REFERENCE MATERIAL
 Organization chart
 Phone list

- 3. Is the SSMP up-to-date with agency organization and staffing contact information?
YES NO Updated May 2019
- 4. If you answered NO to question 3, describe content and schedule for updates.

III. OVERFLOW EMERGENCY RESPONSE PLAN

REFERENCE MATERIAL
 Data submitted to RWQCB
 Service call data

Table 1. Running Springs Water District Annual SSO Statistics.

	2015	2016	2017	2018	2019
Number of dry weather SSOs				1	1
Number of wet weather SSOs					
Total number of SSOs				1	1
Number of SSOs per 100 miles of sewer per year				< 1	<1
Number of SSOs < 100 gallons				1	1
Number of SSOs 100 to 999 gallons					
Number of SSOs 1,000 to 9,999 gallons					
Number of SSOs >10,000 gallons					
Total volume of SSOs					
Total volume recovered					
Net volume of SSOs (total minus recovered)					
Total volume conveyed to wastewater treatment plant					
Percent volume conveyed (100 x (Total volume conveyed – Volume of SSOs) / Total volume conveyed)					
SSOs caused by:					
Roots					
Grease					
Debris					
Pipe failure					
Pump station failure					
Capacity-limited pipe segment (no debris)					
Other (foam from manholes)					1
Number of locations with more than one SSO in the past year					
Average response time – during business hours				<30 minutes	
Average response time - after business hours				<30 minutes	

5. Does the SSMP contain an up-to-date version of your agency’s Overflow Emergency Response Plan? YES NO
6. Considering the information in Table 1, is the Overflow Emergency Response Plan effective in handling SSOs? YES NO
7. If you answered NO to questions 5 and/or 6, describe content and schedule for necessary revisions and implementation.

IV. FATS, OILS, AND GREASE (FOG) CONTROL PLAN

REFERENCE MATERIAL

- List or map of FOG sources in service area
- List or map of hotspots
- Cleaning schedules
- Restaurant inspection reports or summaries
- Data submitted to CIWQS
- Service call data

Table 2. Running Springs Water District FOG Control Statistics.

	2015	2016	2017	2018	2019
Number of SSOs caused by FOG					
Planned cleaning (LF)	22,000		12,500		
Unplanned cleaning (LF)					500
Ratio of planned to unplanned cleaning (LF)					
Number of FOG inspections completed	28	28	28	28	32

8. Does the SSMP contain up-to-date information about your agency’s FOG control program? YES NO
9. Considering the information in Table 2, is the current FOG program effective in documenting and controlling FOG sources? YES NO
10. If you answered NO to questions 8 and/or 9, describe content and schedule for necessary changes.

V. LEGAL AUTHORITY

REFERENCE MATERIAL

- Ordinances
- Enforcement actions

11. Does the SSMP contain up-to-date information about your agency’s legal authority? YES NO
12. Does your agency have sufficient legal authority to control sewer use and maintenance? YES NO

13. If you answered NO to questions 11 and/or 12, describe content and schedule for necessary changes.

VI. MEASURES AND ACTIVITIES

a. COLLECTION SYSTEM MAPS

REFERENCE MATERIAL

Summary of information included in mapping system

14. Does the SSMP contain up-to-date information about your agency's maps?

YES NO

15. Are your agency's collection system maps complete, up-to-date, and sufficiently detailed?

YES NO

16. If you answered NO to questions 14 and/or 15, describe content and schedule for necessary changes.

b. RESOURCES AND BUDGET

REFERENCE MATERIAL

Current Capital Improvement Plan (CIP)

Current operating budget

17. Does the SSMP contain up-to-date information about your agency's resources and budget?

YES NO

18. Are your agency's resources and budget sufficient to support effective sewer system management?

YES NO

19. Do your agency's planning efforts support long-term goals? YES NO

20. If you answered NO to questions 17, 18, and/or 19, describe content and schedule for necessary changes.

c. PRIORITIZED PREVENTIVE MAINTENANCE

REFERENCE MATERIAL

- Cleaning schedules
- List or map of hotspots
- Work orders
- Service call data
- Customer feedback

Table 3. Running Springs Water District Annual Blockage Statistics and Preventive Maintenance Activities.

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Blockages in the past year					
Blockages due to:					
Roots				1	
Grease					
Debris					
Other					
Average response time					
Ratio of planned cleaning to unplanned cleaning(LF)					
Number of customer complaints in the last year					
Number of positive customer responses					3

21. Does the SSMP contain up-to-date information about your agency’s preventive maintenance activities? YES NO

22. Considering the information in Tables 1 – 3, are your agency’s preventive maintenance activities sufficient and effective in reducing and preventing SSOs and blockages?
YES NO

23. If you answered NO to questions 22 and/or 23, describe content and schedule for necessary improvements.

d. SCHEDULED INSPECTIONS AND CONDITION ASSESSMENT

REFERENCE MATERIAL

- Inspection reports
- Infiltration and Inflow (I/I) monitoring studies and reports
- Pipe and manhole condition data

24. Does the SSMP contain up-to-date information about your agency's inspections and condition assessment? YES NO

25. Are your agency's scheduled inspections and condition assessment system effective in locating, identifying, and addressing deficiencies? YES NO

26. If you answered NO to questions 24 and/or 25, describe content and schedule for necessary changes.

e. CONTINGENCY EQUIPMENT AND REPLACEMENT INVENTORIES

REFERENCE MATERIAL

- Funds spent on equipment and materials
- Equipment and parts inventory

27. Does the SSMP contain up-to-date information about equipment and replacement inventories? YES NO

28. Are contingency equipment and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance? YES NO

29. If you answered NO to questions 27 and/or 28, describe content and schedule for necessary arrangements.

f. TRAINING

REFERENCE MATERIAL

Employee training records

30. Does the SSMP contain up-to-date information about your agency's training expectations and programs? YES NO
31. Do supervisors believe that their staff is sufficiently trained? YES NO
32. Are staff satisfied with the training opportunities and support offered to them? YES NO
33. If you answered NO to questions 30, 31, and/or 32, describe content and schedule for necessary improvements.

g. OUTREACH TO PLUMBERS AND BUILDING CONTRACTORS

REFERENCE MATERIAL

Fliers/mailings

Mailing lists

34. Does the SSMP contain up-to-date information about your agency's outreach to plumbers and building contractors? YES NO
35. Has your agency conducted or participated in any outreach activities to plumbers and building contractors? YES NO
36. If you answered NO to questions 34 and/or 35, describe content and schedule for future activities.

VII. DESIGN AND CONSTRUCTION STANDARDS

REFERENCE MATERIAL

Design and construction standards

~ **Ordinances**

37. Does the SSMP contain up-to-date information about your agency's design and construction standards? **YES** **NO**

38. Are design and construction standards, as well as standards for inspection and testing of new and rehabilitated facilities sufficiently comprehensive and up-to-date?
 YES **NO**

39. If you answered NO to questions 38 and/or 39, describe content and schedule for necessary revisions.

VIII. CAPACITY MANAGEMENT

REFERENCE MATERIAL

Capacity assessment reports

CIP

SSO data

Table 4. Running Springs Water District SSOs Caused by Hydraulic Limitations.

	<u>2015</u>	<u>20¹⁶</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Number of SSOs caused by capacity limitations					

40. Does the SSMP contain up-to-date information about your agency's capacity assessment?
 YES **NO**

41. Has your agency completed a capacity assessment and identified and addressed any hydraulic deficiencies in the system? **YES** **NO**

42. If you answered NO to questions 41 and/or 42, describe content and schedule for necessary activities.

IX. MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS

43. Does the SSMP contain up-to-date information about your agency’s data collection and organization? YES NO
44. Is your agency’s data collection and organization sufficient to evaluate the effectiveness of your SSMP? YES NO
45. If you answered NO to questions 44 and/or 45, describe content and schedule for necessary improvements.

X. SSMP AUDITS

46. Will this SSMP Audit be submitted with the Annual Report to the Regional Water Board by March 15? YES NO

XI. COMMUNICATION PROGRAM

REFERENCE MATERIAL

- Mailings and mailing lists
- Website
- Other communication records such as newspaper ads, site postings, or other outreach
- Customer feedback

47. Does the SSMP contain up-to-date information about your agency’s public outreach activities? YES NO
48. Does the SSMP contain up-to-date information about your agency’s communications with satellite and tributary agencies? YES NO
49. Has your agency effectively communicated with the public and other agencies about the SSMP, and addressed feedback? YES NO
50. If you answered NO to questions 47, 48, and/or 49, describe content and schedule for necessary improvements.

Running Springs Water District

Water and Wastewater Rate Study and Fire and Ambulance Financial Plan

Final Report / April 2019





April 29, 2019

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

Subject: Water and Wastewater Rate Study and Fire and Ambulance Financial Plan

Dear Mr. Gross:

Raftelis is pleased to present this Water and Wastewater Rate Study and Fire and Ambulance Financial Plan Report. The report describes how we projected revenues and expenses and the revenue adjustments and rates needed to maintain financially healthy enterprises.

It was a pleasure working with you and we wish to express our thanks for your support during the project. If you have any questions, please call me at 714.351.2013.

Sincerely,

A handwritten signature in blue ink that reads 'Steve Gagnon'.

Steve Gagnon, PE (AZ)
Manager

Table of Contents

TABLE OF CONTENTS	3
1.1. LIST OF TABLES	7
1.2. LIST OF FIGURES	8
1.3. LIST OF APPENDICES	8
1. EXECUTIVE SUMMARY	1
1.1. BACKGROUND	1
1.2. RESULTS AND RECOMMENDATIONS	1
1.2.1. Factors Affecting Revenue Adjustments	1
1.3. WATER ENTERPRISE	2
1.3.1. Current Water Rates	2
1.3.2. Proposed Water Rates	2
1.3.3. Proposed Fixed Monthly Service Charge	2
1.3.4. Proposed Volumetric Rate	3
1.3.5. Proposed Monthly Private Fire Service Charge	3
1.4. WASTEWATER ENTERPRISE	4
1.4.1. Proposed Wastewater Rates	4
1.5. FIRE AND AMBULANCE	5
1.5.1. Financial Plan Review	5
2. WATER ENTERPRISE	6
2.1. WATER SYSTEM BACKGROUND	6
2.2. FINANCIAL PLAN ASSUMPTIONS	6
2.2.1. Number of Accounts, Account growth	6
2.2.2. Water Use	7
2.2.3. Inflationary and Water Purchase Cost Assumptions	7
2.3. WATER SYSTEM EXPENSES	9
2.3.1. O&M Expenses	9
2.3.2. Capital Improvement Plan (CIP)	9
2.3.3. Existing Debt Service	9

2.4.	REVENUE ADJUSTMENTS	10
2.4.1.	Cash Flow Analysis (i.e., the Financial Plan).....	10
2.4.2.	Graphical Financial Plan.....	11
3.	COST OF SERVICE ANALYSIS.....	15
3.1.	ALLOCATION OF EXPENSES TO COST COMPONENTS.....	15
3.2.	REVENUE REQUIREMENT DETERMINATION	20
3.3.	ALLOCATION OF COSTS TO COST COMPONENTS.....	21
3.4.	PUBLIC AND PRIVATE FIRE PROTECTION COSTS.....	23
3.4.1.	Fire Protection Costs.....	23
4.	RATE DERIVATION	26
4.1.	EXISTING RATE STRUCTURE AND RATES	26
4.2.	PROPOSED RATE STRUCTURE.....	27
4.2.1.	Proposed Monthly Service Charge.....	27
	<i>4.2.1.1. Meter Service and Capacity Costs</i>	<i>29</i>
	<i>4.2.1.2. Customer Component</i>	<i>29</i>
	<i>4.2.1.3. Total Monthly Service Charge</i>	<i>29</i>
	<i>4.2.1.4. Five-Year Monthly Service Charge.....</i>	<i>30</i>
4.2.2.	Proposed Private Fire Service Charges	31
4.3.	VOLUMETRIC RATES.....	32
4.3.1.	Total Volumetric Charge Revenue	32
4.3.2.	Volumetric Rate Derivation	32
4.3.3.	Cost Component Definitions	32
4.3.4.	Derivation of the Cost Component Unit Costs	33
	<i>4.3.4.1. Supply Unit Costs (\$ / HCF)</i>	<i>33</i>
	<i>4.3.4.2. Delivery Cost.....</i>	<i>34</i>
	<i>4.3.4.3. Peaking Rate.....</i>	<i>34</i>
	<i>4.3.4.4. Conservation Rate.....</i>	<i>34</i>
4.3.5.	Final Rate Derivation.....	35
4.3.6.	Five-Year Volumetric Rates.....	35
5.	BILL IMPACTS.....	36

5.1.	MONTHLY SINGLE FAMILY RESIDENTIAL BILL IMPACTS	36
5.2.	COMMERCIAL AND OTHER CUSTOMERS	36
6.	WASTEWATER ENTERPRISE	37
6.1.	CURRENT WASTEWATER RATES	37
6.2.	WASTEWATER EXPENSES	38
6.2.1.	O&M Expenses	38
6.2.2.	Capital Improvement Program	38
6.3.	PROPOSED FINANCIAL PLAN	39
6.3.1.	Graphical Financial Plan.....	40
7.	WASTEWATER COST OF SERVICE AND RATE DERIVATION	43
7.1.	COST ALLOCATION TO WASTEWATER FUNCTIONS.....	43
7.2.	REVENUE REQUIREMENT DERIVATION	44
7.3.	ALLOCATING THE REVENUE REQUIREMENT TO COLLECTION AND TREATMENT	45
7.4.	RATE DERIVATION.....	46
7.5.	FIVE-YEAR PROPOSED RATES	47
7.6.	CUSTOMER BILL IMPACTS	47
8.	FIRE AND AMBULANCE.....	49
8.1.	FIRE AND AMBULANCE BACKGROUND.....	49
8.2.	FINANCIAL PLAN ASSUMPTIONS	49
8.2.1.	Revenue Forecast Assumptions.....	49
8.2.2.	Expense Forecast Assumptions	51
8.3.	FIRE AND AMBULANCE EXPENSES	51
8.3.1.	O&M Expenses	51
8.3.2.	Capital Improvement Plan (CIP).....	51
8.3.3.	Cash Flow Analysis (i.e. Financial Plan)	53
8.3.4.	Graphical Financial Plan.....	55

8.3.5. Results56

1.1. List of Tables

Table 1-1: Recommended Yearly Revenue Adjustments	1
Table 1-2: Current Water Rates	2
Table 1-3: Proposed Monthly Service Charge (\$/Meter Size)	3
Table 1-4: Proposed Volumetric Rates (\$/CF)	3
Table 1-5: Proposed Private Fire Charges	4
Table 1-6: Current Wastewater Rates	4
Table 1-7: Proposed Wastewater Rates.....	4
Table 2-1: Account Growth and Water Use Assumptions.....	6
Table 2-2: Projected Potable and Private Fire Service Accounts by Meter Size.....	7
Table 2-3: Accounts and Water Use in Cubic Feet by Customer Class	7
Table 2-4: O&M and Water Purchase Inflationary Assumptions.....	8
Table 2-5: Projected Water Purchases Costs	8
Table 2-6: Current & Projected O&M Expenses	9
Table 2-7: Capital Improvement Plan Summary.....	9
Table 2-8: Existing Water Annual Debt Service	10
Table 2-9: Proposed Revenue Adjustments.....	10
Table 2-10: Water Enterprise Proposed Financial Plan (Cash Flow Projections).....	11
Table 3-1: System-Wide Peaking Factors and Allocation to Cost Components.....	16
Table 3-2: Allocation of O&M Expenses to Cost Causation Components	17
Table 3-3: Allocation of Assets to Cost Causation Components	19
Table 3-4: Revenue Requirement Determination	21
Table 3-5: Expense Allocation to Cost Components.....	22
Table 3-6: Derivation of Total, Public and Private Fire Protection Costs.....	23
Table 3-7: Derivation of Potential Flow to Private and Public Fire Connections.....	24
Table 3-8: Final Cost of Service Allocation to Cost Components	25
Table 4-1: Existing Rate Structure and Rates	26
Table 4-2: Fixed vs Volumetric Charge Revenue Collection.....	27
Table 4-3: Derivation of Equivalent Meter Units	29
Table 4-4: Monthly Meter and Capacity Charge Derivation.....	30
Table 4-5: Derivation of the Monthly Service Charge (\$/Meter Size)	30
Table 4-6: Five-Year Rates of Monthly Fixed Service Charge (\$/Meter Size)	30
Table 4-7: Calculation of Monthly Private Fire Service for 1” and Smaller Connections.....	31
Table 4-8: Derivation of Monthly Rates for Private Fire Service Charge for Larger Meter Sizes (\$/Meter Size).....	31
Table 4-9: Five-Year Monthly Private Service Fire Charges (\$/Meter Size)	32
Table 4-10: Supply Cost Derivation for All Customers.....	34
Table 4-11: Derivation of the Delivery Unit Cost.....	34
Table 4-12: Derivation of Conservation Unit Costs	34
Table 4-13: Derivation of Volumetric Rate.....	35
Table 4-14: Five-Year Volumetric Rates (\$/CF)	35
Table 5-1: Single Family Residential Monthly Bill Impacts (5/8”x 3/4” Meter)	36
Table 5-2: Commercial Monthly Bill Impacts (5/8” Meter)	36
Table 6-1: Current Sewer Service Charges	37
Table 6-2: Number of Accounts and Billed Water Use (CF) by Customer Class	38

Table 6-3: Wastewater Capital Improvement Projects.....	38
Table 6-4: Proposed Wastewater Revenue Adjustments	39
Table 6-5: Sewer Enterprise Proposed Financial Plan (Cash Flow Projection)	40
Table 7-1: Operating Expense Allocation to Cost Components	43
Table 7-2: Allocation of the District’s Wastewater Assets to Cost Components	44
Table 7-3: Revenue Requirement Derivation	45
Table 7-4: FY 2020 Revenue Requirement Allocation to Cost Components and Rate Calculation	46
Table 7-5: Sewer Flow Estimation Methodology.....	46
Table 7-6: Wastewater Rate Calculation.....	47
Table 7-7: Proposed Five-Year Fixed and Variable Sewer Rates.....	47
Table 7-8: Single Family Residential Wastewater Monthly Bill Impact.....	48
Table 7-9: Commercial Wastewater Bill Impacts	48
Table 8-1: Account Growth and Water Use Assumptions.....	50
Table 8-2: O&M and Water Purchase Inflationary Assumptions.....	51
Table 8-3: Detailed Capital Improvement Plan	52
Table 8-4: Ten-Year Fire and Ambulance Operating Cash Flow	54

1.2. List of Figures

Figure 1-1: Fire and Ambulance Projected Reserve Balances	5
Figure 2-1: Revenue Adjustments and Debt Coverage	12
Figure 2-2: Revenue and Expenses	13
Figure 2-3: Projected Fiscal Year Ending Reserve Balances.....	14
Figure 6-1: Wastewater Revenue Adjustments and Debt Coverage.....	41
Figure 6-2: Proposed Wastewater Operating Financial Plan	41
Figure 6-3: Wastewater Enterprise Ending Balances	42
Figure 8-1: Revenue and Expenses	55
Figure 8-2: Fiscal Year Ending Reserve Balances.....	56

1.3. List of Appendices

- APPENDIX A: Water, Wastewater and Fire and Ambulance Capital Improvement Plan Detail**
- APPENDIX B: Projected Reserves Balances as a Result of Two Additional CalPERS Payment Options**

1. Executive Summary

1.1. Background

In the Fall of 2018, the Running Springs Water District (District) engaged Raftelis Financial Consultants, Inc. (Raftelis) to conduct a Water and Wastewater Rate Study and well as a Financial Plan review for the Fire and Ambulance Department (Study). The Study included a Financial Plan, Cost of Service Study and rate calculation for the Water and Wastewater Enterprises and a Financial Plan for the Fire and Ambulance Department. This report presents the resulting rates for Water and Wastewater for implementation in July 2019.

The District wishes to establish fair and equitable rates that:

1. Meet the District’s fiscal needs in terms of operational expenses, reserve goals, and capital investment to maintain the system;
2. Are fair, equitable, and proportionately allocate the costs of providing service in accordance with California Constitution Article XIII D, section 6 (commonly referred to as Proposition 218); and
3. Result in stable charges for customers and stable revenues for the District over time.

1.2. Results and Recommendations

Note: In this report, the numbers shown are the raw numbers from Microsoft excel calculations. Numbers in excel have many decimal places and therefore the totals shown in some of the tables may not add exactly to the total shown in the Table because of not rounding numbers in Excel.

Table 1-1 shows the revenue adjustments for the water and wastewater enterprises as selected by the Board of Directors after a presentation in January 2019. The revenue adjustments are the additional amount of revenue collected for each enterprise compared to the prior year and do not necessarily reflect what the proposed change in any particular customers actual bill would be.

Table 1-1: Recommended Yearly Revenue Adjustments

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Water Enterprise	3.0%	3.0%	3.0%	3.0%	3.0%
Wastewater Enterprise	3.0%	3.0%	3.0%	3.0%	3.0%

1.2.1. Factors Affecting Revenue Adjustments

The following items affect the District’s revenue requirement (revenues that are necessary to recover its costs) and thus its rates for each enterprise. The District’s expenses include Operations and Maintenance (O&M) expenses, capital expenses, debt service (for water and wastewater) and reserve funding.

1. O&M Expenses: The District’s O&M expenses increase each year in line with general cost inflation and the increasing cost of employee benefits.

2. Water Purchased Costs: The District purchases water from the Crestline Lake Arrowhead Water Agency (CLAWA) and Arrowbear Park County Water District (APCWD). These wholesale rates are expected to increase; however, the District is uncertain as to how much at this time.
3. Capital Investment: The District plans to invest over \$2 Million in the water system and \$2.5 Million in the wastewater system over the next five years.

1.3. Water Enterprise

1.3.1. Current Water Rates

Table 1-2 shows the District’s current water rates, which consist of a fixed monthly service charge, an infrastructure repair and replacement charge, a volumetric charge, and a private fire service charge. The District currently charges different volumetric rates for properties that are served by the District but located outside of the District’s boundaries. Raftelis recommends discontinuing the different rates for customers outside District boundaries. Raftelis also recommends that the monthly service charge for Irrigation customers be the same as all other customers. Lastly, we recommend that the costs currently funded by the infrastructure repair and replacement charge be funded by the monthly service charge.

Table 1-2: Current Water Rates

Meter Size	Monthly Service Charge	Monthly Service Charge -Irrigation	Meter Size	Private Fire Service Charge
5/8" x 3/4"	\$31.42	\$13.13	1" and Smaller	\$15.75
1"	\$70.77	\$32.78	1.5"	\$26.21
1.5"	\$136.29	\$65.54	2"	\$43.58
2"	\$214.95	\$104.87	3"	\$60.95
3"	\$463.97		4"	\$78.32
			6"	\$95.65
			8"	\$113.02
Infrastructure Repair & Replacement	\$1.88			
Volumetric Rate	\$/ cubic foot			
Inside District	\$0.0469			
Outside District	\$0.0519			

1.3.2. Proposed Water Rates

The District’s proposed water rate structure maintains two components: (1) a fixed monthly service charge, and (2) a volumetric charge. Customers that have a private fire suppression system on their property are also charged a separate private fire service in addition to the fixed monthly service charge and volumetric charge. Each of these charges is described below.

1.3.3. Proposed Fixed Monthly Service Charge

The District’s proposed fixed monthly service charge includes two cost components. The first cost component is the meter service charge and it is based on the meter size serving a property. The meter service charge is

calculated to recover the costs to maintain and replace meters as well as capacity costs (fixed costs associated with providing service). The rate structure assumes the cost is proportional to the size of the meter and goes up with meter size according to standards set forth by the American Water Works Association (AWWA). The second cost component is the customer service component. This component recovers costs associated with answering customer calls and billing customers. These costs are not related to meter size. The full derivation of the total service charge is described in Section 5, and the total proposed monthly service charge is shown in Table 1-3. Note that the monthly service charge is set in proportion to the potential flow through each meter size, according to published values by the American Water Works Association. Therefore, realigning this charge in proportion to potential flows caused the rates for the service charge for larger meter sizes to increase more than the 5/8" x 3/4" meters. Table 1-3 shows the proposed rates for the monthly service charge for the next five fiscal years.

Table 1-3: Proposed Monthly Service Charge (\$/Meter Size)

Meter Size	Current Charge	July 2019	July 2020	July 2021	July 2022	July 2023
Revenue Adjustment ----->>			3.0%	3.0%	3.0%	3.0%
5/8" x 3/4"	\$33.30	\$34.19	\$35.22	\$36.28	\$37.36	\$38.49
1"	\$72.65	\$79.01	\$81.38	\$83.82	\$86.33	\$88.93
1.5"	\$138.17	\$153.70	\$158.31	\$163.06	\$167.95	\$172.99
2"	\$216.83	\$243.33	\$250.63	\$258.15	\$265.89	\$273.87
3"	\$465.85	\$482.34	\$496.81	\$511.72	\$527.07	\$542.88

1.3.4. Proposed Volumetric Rate

Table 1-4 shows the proposed volumetric rates which are used to calculate a customer’s volumetric charge for the next 5 fiscal years. Note that “CF” stands for cubic feet of water.

Table 1-4: Proposed Volumetric Rates (\$/CF)

	Current Rate	July 2019 Rate	July 2020 Rate	July 2021 Rate	July 2022 Rate	July 2023 Rate
Revenue Adjustment			3%	3%	3%	3%
Volumetric Rate (\$ / CF)	\$0.0469	\$0.0483	\$0.0498	\$0.0513	\$0.0528	\$0.0544

1.3.5. Proposed Monthly Private Fire Service Charge

Table 1-5 shows the proposed monthly private fire charges. These charges are applicable to customers with private fire service connections.

Table 1-5: Proposed Private Fire Charges

Line No.	Meter Size	Current Charge	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
1	1" & Smaller	\$15.75	\$3.20	\$3.30	\$3.40	\$3.50	\$3.60
2	1.5"	\$26.21	\$5.40	\$5.56	\$5.73	\$5.90	\$6.07
3	2"	\$43.58	\$9.18	\$9.46	\$9.74	\$10.03	\$10.34
4	3"	\$60.95	\$22.77	\$23.45	\$24.16	\$24.88	\$25.63
5	4"	\$78.32	\$46.20	\$47.59	\$49.02	\$50.49	\$52.00
6	6"	\$95.65	\$130.30	\$134.21	\$138.24	\$142.39	\$146.66
7	8"	\$113.02	\$275.36	\$283.62	\$292.13	\$300.89	\$309.92

1.4. Wastewater Enterprise

1.4.1. Proposed Wastewater Rates

The District’s current wastewater rates include a fixed service charge per Equivalent Dwelling Unit (EDU) and a volumetric charge as shown in Table 1-6. The flow associated with one EDU is based on the District’s Master Plan assumptions for a typical single family residential dwelling. The District can reassess the number of assigned EDUs for each customer to properly estimate sewer flow. For example, if the District determines that a particular camp or other commercial customer is generating significantly more wastewater per EDU per day than a typical single family residential customer, then the District may adjust the number of EDUs for the camp or commercial customer to account for the additional flow. The volumetric portion of a customer’s bill is based on a percentage of the customer’s monthly water usage. Raftelis recommends revising the volumetric charge¹ to be based on estimated sewer discharges, instead of the water bill, and incorporating the infrastructure repair and replacement charge into the fixed service charge. Table 1-7 shows the proposed wastewater rates for the next 5 fiscal years.

Table 1-6: Current Wastewater Rates

Wastewater Current Rates	FY 2019
Fixed Service Charge	\$44.49
Infrastructure R&R	\$5.25
Total Fixed Charge per Equivalent Dwelling Unit	\$49.74
Plus a volumetric charge:	
SFR & Outside District	15% of the water bill
Commercial/Schools	33.3% of the water bill

Table 1-7: Proposed Wastewater Rates

Rate Component	Current Rates	July 2019 FY 2020	July 2020 FY 2021	July 2021 FY 2022	July 2022 FY 2023	July 2023 FY 2024
Revenue Adjustment			3%	3%	3%	3%
Sewer Fixed Charge (Includes IR&R C)	\$49.74	\$50.98	\$52.51	\$54.08	\$55.71	\$57.38
Sewer Volumetric Rate (\$/CF)	15% of water bill 33% of water bill	\$0.0099	\$0.0102	\$0.0105	\$0.0109	\$0.0112

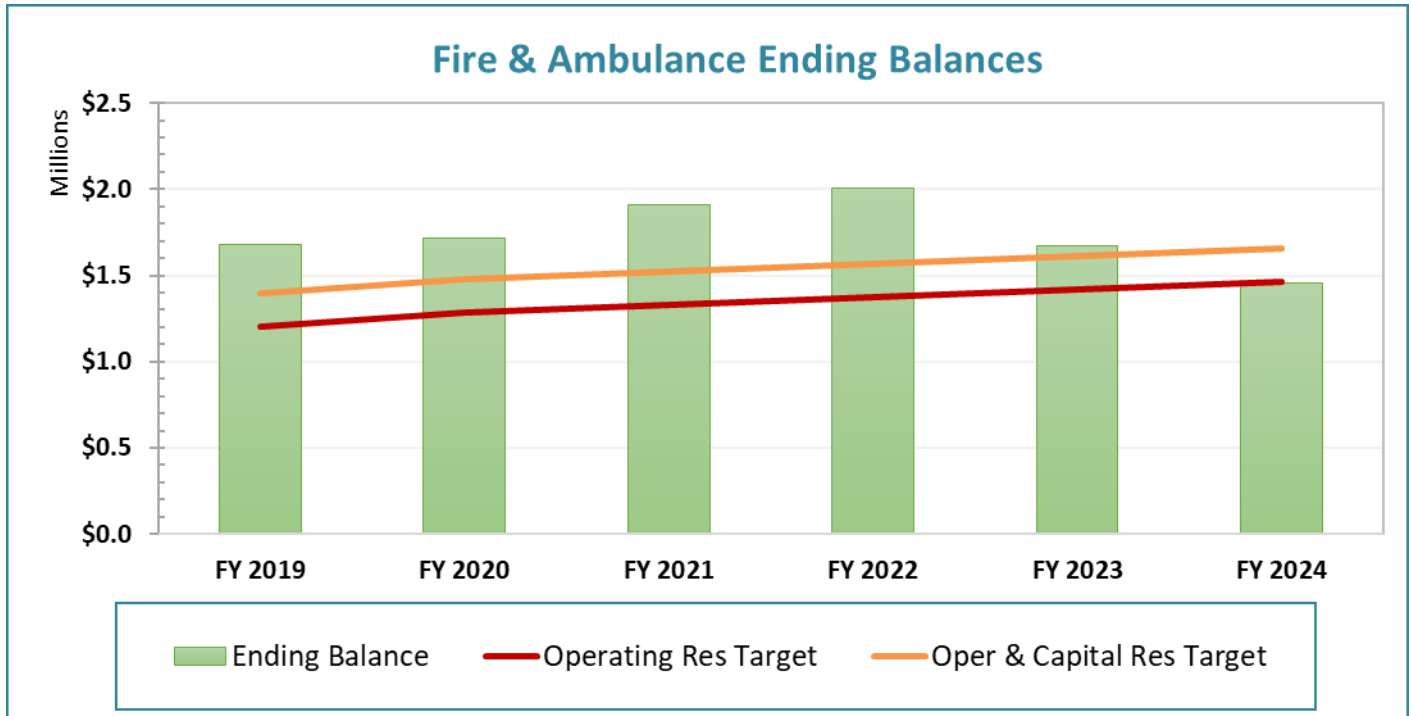
¹ Not that often the terms rate and charge are used interchangeably, however the term rate implies a dollar amount per unit of use (\$/CF) that is applied to a customer’s use to yield a charge.

1.5. Fire and Ambulance

1.5.1. Financial Plan Review

Raftelis prepared a Fire and Ambulance financial plan to project the financial health of the enterprise. We assumed that the only revenue growth was a 1% yearly increase in property tax revenue and that expenses would grow 3 to 4% per year (5% for electricity). The resulting projected reserve balances are shown in Figure 1-1. Fire and Ambulance reserves decrease in FY 2023 due to the planned purchase of a new fire engine. The full Financial Plan is detailed in Section 8.

Figure 1-1: Fire and Ambulance Projected Reserve Balances



2. Water Enterprise

Section 2 describes the water enterprise rate study, starting with the water financial plan, followed by the cost of service analysis, rate design, and customer bill impacts.

2.1. Water System Background

The District’s water distribution system consists of 9 pressure zones, 13 storage reservoirs, and 14 booster pumping stations that lift water to upper zones or to replenish storage and meet demand. The District has approximately 43 miles of water mains ranging in size from 2 to 16 inches in diameter. The 2-inch lines are back-lot lines planned to be systematically replaced.

The District acquires water from local wells and two wholesale water suppliers: CLAWA and APCWD.

2.2. Financial Plan Assumptions

2.2.1. Number of Accounts, Account growth

The District provided water use and account data which Raftelis used to project revenue and develop a financial plan for fiscal years (FY) 2019 through FY 2024 (also known as the study period). Raftelis calculated rate revenue (without rate adjustments) by multiplying the number of accounts by the fixed monthly service charge and multiplying the total water use by the volumetric charge rates (in \$/cf, where cf stands for cubic foot).

The revenue calculated for each fiscal year in the Financial Plan is a function of the number of accounts, account growth, water use trends, and existing rates. Table 2-1 shows the assumed account growth rates and water demand growth. The account growth equates to about two or three new homes a year and we assumed water use would remain unchanged over the study period given the low projected account growth rate. We projected the number of accounts using FY 2018 account data provided by the District and escalated the number of accounts using the account growth factor shown in Table 2-1.

Table 2-1: Account Growth and Water Use Assumptions

Revenue Growth	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
SFR Account Growth	0.07%	0.07%	0.07%	0.07%	0.07%	0.07%
Water Use	100%	100%	100%	100%	100%	100%

Based on the assumptions in Table 2-1, Table 2-2 shows the projected number of water accounts, including private fire service accounts (i.e., accounts that have private fire suppression systems), by meter size for the study period. FY 2020 is known as the “test year” or the year used to develop rates. Raftelis projected the number of meters using FY 2018 meter data provided by the District. The number of accounts is used to forecast the amount of fixed revenue the District will receive from fixed monthly service charges.

Table 2-2: Projected Potable and Private Fire Service Accounts by Meter Size

Meter Size	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
5/8" x 3/4"	2,928	2,930	2,932	2,934	2,936	2,938
1"	30	30	30	30	30	30
1.5"	1	1	1	1	1	1
2"	5	5	5	5	5	5
3"	1	1	1	1	1	1
Total	2,965	2,967	2,969	2,971	2,973	2,975
Private Fire Connections						
1"	20	20	20	20	20	20
1.5"	-	-	-	-	-	-
2"	1	1	1	1	1	1
3"	-	-	-	-	-	-
4"	3	3	3	3	3	3
6"	1	1	1	1	1	1
8"	2	2	2	2	2	2
10"	-	-	-	-	-	-
Total	27	27	27	27	27	27

2.2.2. Water Use

Table 2-3 shows the estimated FY 2020 number of accounts and water use by customer class. The number of accounts and water use were projected from FY 2018 account and water use data using an escalation factor based on the account and water use growth assumptions shown in Table 2-1.

Table 2-3: Accounts and Water Use in Cubic Feet by Customer Class

Customer Class	FY 2020 No. of Accounts	FY 2020 Water Use (cubic feet)	Percent of Water Use
Single Family Residential	2,903	15,537,925	92.2%
Commercial	59	1,121,568	6.7%
Schools	1	109,692	0.7%
Irrigation	3	49,345	0.3%
Outside District	1	30,950	0.2%
Total	2,967	16,849,480	100%

2.2.3. Inflationary and Water Purchase Cost Assumptions

To ensure future O&M costs are reasonably projected, Raffelis, in consultation with District staff, made informed assumptions about inflationary factors, water costs and water use projections. Table 2-4 shows the inflationary categories that were used to escalate the District's FY 2020 O&M expense budget (for the water, wastewater and fire/ambulance enterprises). The inflationary factors shown in Table 2-4 reflect long-term

averages for general inflation and energy prices. The District provided the salary and benefit inflationary factors reflecting employee salary and benefit obligations. Note that the personnel budget for FY 2020 was lower due to the elimination of one position.

The District’s wholesale water suppliers have not raised rates in 26 years, resulting in the conservative water wholesale cost escalation factors from the customer’s point of view as shown in Table 2-4. The District has three potable water sources: 1) local groundwater wells; 2) Arrowbear Park County Water District; and 3) Crestline Lake Arrowhead Water Agency. Table 2-4 shows the estimated increases in wholesale water rates from these two agencies. Should the wholesale rates increase significantly more than as shown in Table 2-4, the District could rely on reserves and/or elect to pass-through wholesale rate increases that are greater than 2%. The District plans on describing a Pass Through Adjustment provision in its Public Hearing Notice.

Table 2-4: O&M and Water Purchase Inflationary Assumptions

O&M (Cost) Inflation	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
General	Budget	Budget	3.0%	3.0%	3.0%	3.0%
Salary	Budget	Budget	3.0%	3.0%	3.0%	3.0%
Benefits	Budget	Budget	4.0%	4.0%	4.0%	4.0%
Electricity	Budget	Budget	5.0%	5.0%	5.0%	5.0%
Water Purchase Cost Escalation						
Arrowbear Park County Water District (APCWD)	Budget	Budget	2.0%	2.0%	2.0%	2.0%
Crestline Lake Arrowhead Water Agency (CLAWA)	Budget	Budget	2.0%	2.0%	2.0%	2.0%

Table 2-5 shows the estimated water purchase costs in the bottom line, over the study period. It assumes an average rainfall year. Actual water purchase costs may vary depending on rainfall and drought conditions.

Table 2-5: Projected Water Purchases Costs

Water Purchase Costs	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Groundwater	\$300	\$309	\$318	\$328	\$338	\$348
APCWD	\$1,050	\$1,071	\$1,092	\$1,114	\$1,137	\$1,159
CLAWA	\$1,150	\$1,173	\$1,196	\$1,220	\$1,245	\$1,270
Volume from Each Agency (Acre Feet)						
Groundwater - Acre Feet (All Wells)	246	240	265	265	265	265
APCWD	70	32	32	32	32	32
CLAWA	110	154	128	129	129	129
Total	426	426	425	426	426	426
Water Purchase Cost						
Groundwater	\$73,800	\$74,160	\$84,342	\$86,872	\$89,478	\$92,162
APCWD	\$73,500	\$34,272	\$34,957	\$35,657	\$36,370	\$37,097
CLAWA	\$126,500	\$180,642	\$153,555	\$156,961	\$160,443	\$164,001
Total	\$273,800	\$289,074	\$272,854	\$279,490	\$286,290	\$293,260

Raftelis used the assumptions shown in Table 2-1 through Table 2-5 to project revenues and costs used in the District’s Water Financial Plan. The plan uses projected annual operating expenses and revenues, capital expenditures, reserve fund balances, and annual debt service coverage ratios to estimate the amount of

additional rate revenue needed per year. The following section provides a discussion of projected O&M expenses, the Capital Improvement Plan (CIP), reserve funding, projected revenue under existing rates, and the revenue adjustments necessary to ensure the fiscal sustainability and solvency of the water enterprise.

2.3. Water System Expenses

The District’s expenses include O&M expenses, capital expenses, and debt service payments, each of which is described below.

2.3.1. O&M Expenses

The District’s current and projected O&M expenses are shown by fiscal year in Table 2-6, which incorporate the inflationary factors discussed in Table 2-4. In FY 2020, water purchase costs make up approximately 14% of the total annual O&M budget. The FY 2020 budget includes expense reductions due to the elimination of one position.

Table 2-6: Current & Projected O&M Expenses

Expenses	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Salaries and Benefits	\$656,722	\$694,577	\$717,911	\$742,044	\$767,006	\$792,824
Repairs & Maint, Supplies, Utilities	\$30,720	\$30,652	\$31,572	\$32,519	\$33,494	\$34,499
Pumping Power and Vehicles	\$6,600	\$6,600	\$6,798	\$7,002	\$7,212	\$7,428
Water Purchases	\$273,800	\$289,074	\$272,854	\$279,490	\$286,290	\$293,260
Water Testing & Analysis	\$25,848	\$23,358	\$24,059	\$24,781	\$25,524	\$26,290
Administrative	\$593,475	\$543,407	\$559,709	\$576,500	\$593,796	\$611,609
Total	\$1,587,165	\$1,587,668	\$1,612,902	\$1,662,336	\$1,713,322	\$1,765,910

2.3.2. Capital Improvement Plan (CIP)

Table 2-7 shows the District’s Capital Improvement Plan (CIP) summary. The District is planning to fund capital investments through rate revenue and reserve funds (also known as PAY-GO funding). The detailed CIP showing project names and projected costs is included in Appendix A. The FY 2019 budget accounts for a \$400,000 grant received for automated meter infrastructure.

Table 2-7: Capital Improvement Plan Summary

Water Capital Expenses	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
All Other Projects	\$798,250	\$631,000	\$391,750	\$182,000	\$172,000	\$282,000
Tank Replacement 0.1 to 0.5 MGD						\$650,000
Total Water	\$798,250	\$631,000	\$391,750	\$182,000	\$172,000	\$932,000

2.3.3. Existing Debt Service

Table 2-8 shows the District’s existing annual debt service payments. The Financial Plan presented in this section assumes no additional debt.

Table 2-8: Existing Water Annual Debt Service

Water Debt Service	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
2015 Ayers Acres Groundwater Well Loan	\$65,341	\$65,341	\$65,341	\$65,341	\$65,341	\$65,341
AMR Technology Upgrade	\$0	\$24,043	\$24,043	\$24,043	\$24,043	\$24,043
Total	\$65,341	\$89,384	\$89,384	\$89,384	\$89,384	\$89,384

2.4. Revenue Adjustments

Using the number of accounts, water use and current rates, Raftelis estimated annual revenue and subtracted the expenses discussed in the prior sections to develop a financial plan for the study period (FY 2020 to FY 2024). The financial plan is used to determine the overall revenue adjustments required to ensure water enterprise financial stability. This study establishes rates from FY 2020 to FY 2024.

The proposed revenue adjustments allow the District to fund operating expenses, capital expenditures, and comply with bond covenants. Financial Plan modeling assumes the FY 2020 revenue adjustment will occur in July of 2019, with subsequent annual adjustments occurring every July. The proposed revenue adjustments would enable the District to cover operating expenses (shown in Table 2-6) and execute the CIP (shown in Table 2-7) and meet its debt service coverage requirement of 115% in each year beyond FY 2020.

Table 2-9 shows the proposed revenue adjustments selected by the District Board at a Board Meeting in January 2019. The rates presented in Section 5 are based on these revenue adjustments.

Table 2-9: Proposed Revenue Adjustments

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Revenue Adjustment	3.0%	3.0%	3.0%	3.0%	3.0%

2.4.1. Cash Flow Analysis (i.e., the Financial Plan)

Table 2-10 shows the District’s cash flow projections over the study period, assuming the revenue adjustments shown in Table 2-9. Line 10 shows the total additional revenue from the revenue adjustments. Line 37 shows the yearly ending cash flow after subtracting expenses, debt service and capital expenses from total projected revenue. The District has a yearly operating surplus to fund reserves for the tank replacement in FY 2024. Line 38 shows that the District meets its debt service coverage requirement of 115% each year. Debt service coverage is calculated by subtracting O&M expenses from revenues (net revenues) and dividing the net revenue by debt service (line 20 - line 29 / line 33).

Table 2-10: Water Enterprise Proposed Financial Plan (Cash Flow Projections)

Line		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
1	Service Charge Revenue	1,226,551	1,227,373	1,228,016	1,228,839	1,229,663	1,230,488
2	Volumetric Revenue	789,886	790,395	790,905	791,416	791,927	792,438
3							
4	FY 2020		\$60,533	\$60,568	\$60,608	\$60,648	\$60,688
5	FY 2021			\$62,385	\$62,426	\$62,467	\$62,508
6	FY 2022				\$64,299	\$64,341	\$64,384
7	FY 2023					\$66,271	\$66,315
8	FY 2024						\$68,305
9	Revenue Adjustments		\$60,533	\$122,952	\$187,332	\$253,727	\$322,200
10	Total Revenue from Rates	\$2,016,437	\$2,078,302	\$2,141,874	\$2,207,588	\$2,275,317	\$2,345,125
11	Credit Card Fee Revenue	\$1,567	\$1,571	\$1,575	\$1,579	\$1,583	\$1,587
12	Meter Turn-on & Shut-Off Charge	\$17,000	\$17,043	\$17,085	\$17,128	\$17,171	\$17,214
13	Delinquent Fees	\$20,000	\$20,050	\$20,100	\$20,150	\$20,201	\$20,251
14	Admin Expense Reimbursements	\$159,792	\$0	\$0	\$0	\$0	\$0
15	Water Service Standby/Avail Charges	\$38,750	\$38,750	\$38,847	\$38,944	\$39,041	\$39,139
16	Connection Charges	\$3,180	\$3,180	\$3,188	\$3,196	\$3,204	\$3,212
17	Interest Income	\$19,126	\$16,687	\$17,498	\$23,114	\$31,244	\$32,732
18	Misc Income	\$25,000	\$25,000	\$25,063	\$25,125	\$25,188	\$25,251
19	San Bernardino Library Leasing	\$11,060	\$11,204	\$11,232	\$11,260	\$11,288	\$11,316
20	Total Revenue	\$2,311,912	\$2,211,787	\$2,276,462	\$2,348,084	\$2,424,237	\$2,495,827
21							
22	Expenses						
23	Salaries and Benefits	\$656,722	\$694,577	\$717,911	\$742,044	\$767,006	\$792,824
24	Repairs & Maint, Supplies, Utilities	\$30,720	\$30,652	\$31,572	\$32,519	\$33,494	\$34,499
25	Pumping Power and Vehicles	\$6,600	\$6,600	\$6,798	\$7,002	\$7,212	\$7,428
26	Water Purchases	\$273,800	\$289,074	\$272,854	\$279,490	\$286,290	\$293,260
27	Water Testing & Analysis	\$25,848	\$23,358	\$24,059	\$24,781	\$25,524	\$26,290
28	Administrative	\$593,475	\$543,407	\$559,709	\$576,500	\$593,796	\$611,609
29	Subtotal Expenses	\$1,587,165	\$1,587,668	\$1,612,902	\$1,662,336	\$1,713,322	\$1,765,910
30							
31	Net Revenue	\$724,747	\$624,119	\$663,559	\$685,749	\$710,916	\$729,917
32							
33	Debt Service	\$89,384	\$89,384	\$89,384	\$89,384	\$89,384	\$89,384
34							
35	Capital Projects	\$798,250	\$631,000	\$391,750	\$182,000	\$172,000	\$932,000
36							
37	Net Cash Flows (All Reserves)	\$ (162,887)	\$ (96,265)	\$ 182,426	\$ 414,365	\$ 449,532	\$ (291,467)
38	Debt Coverage Ratio	8.11	6.98	7.42	7.67	7.95	8.17

2.4.2. Graphical Financial Plan

Figure 2-1 through Figure 2-3 display the Financial Plan from Table 2-10 in graphical format. The blue bars in Figure 2-1 signify the projected revenue adjustments and the green line shows the calculated debt coverage ratio. As shown, the debt coverage ratio exceeds the minimum required debt coverage ratio of 1.15 or 115%.

Figure 2-1: Revenue Adjustments and Debt Coverage

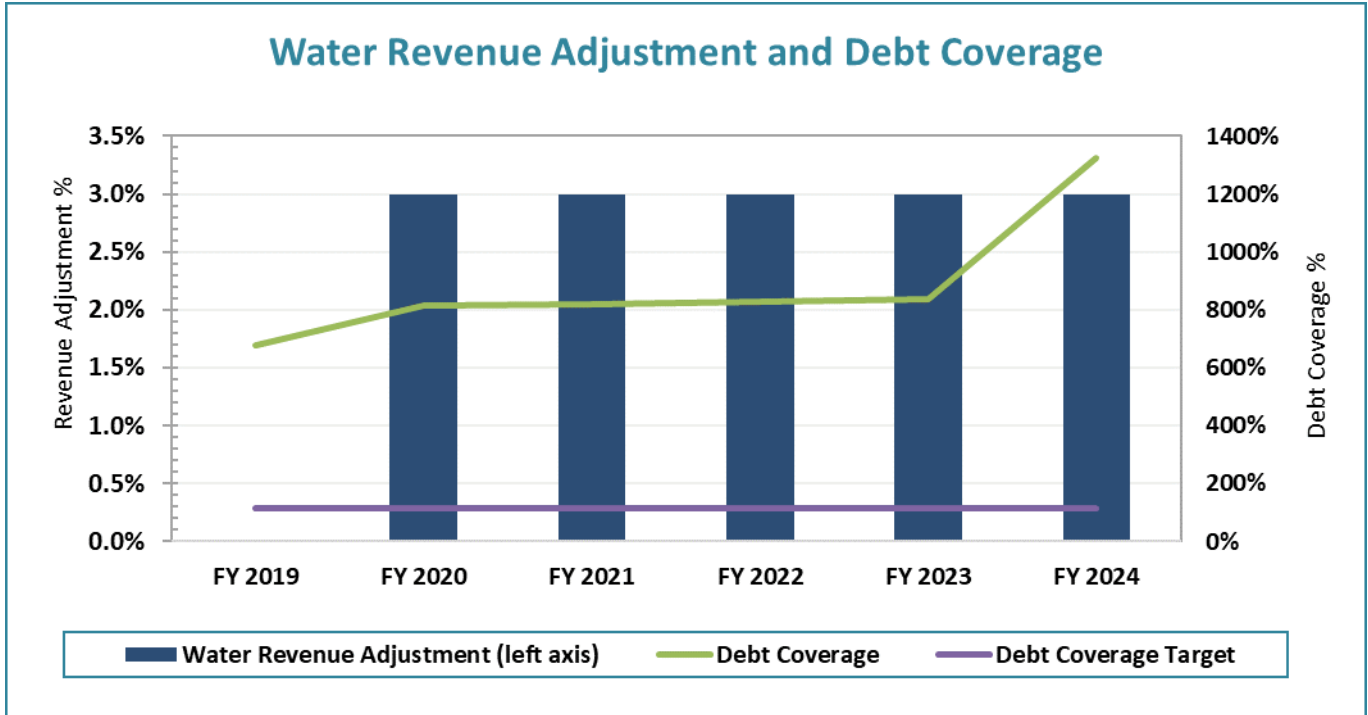


Figure 2-2 compares projected current (blue line) and proposed (orange line) revenue against expenses shown by the stacked bars broken down into the categories shown in the legend. The District has a large capital expenditure planned in FY 2024 (a tank expansion and replacement) and will use reserves to fund this project, as shown by the purple area below the x-axis.

Figure 2-2: Revenue and Expenses

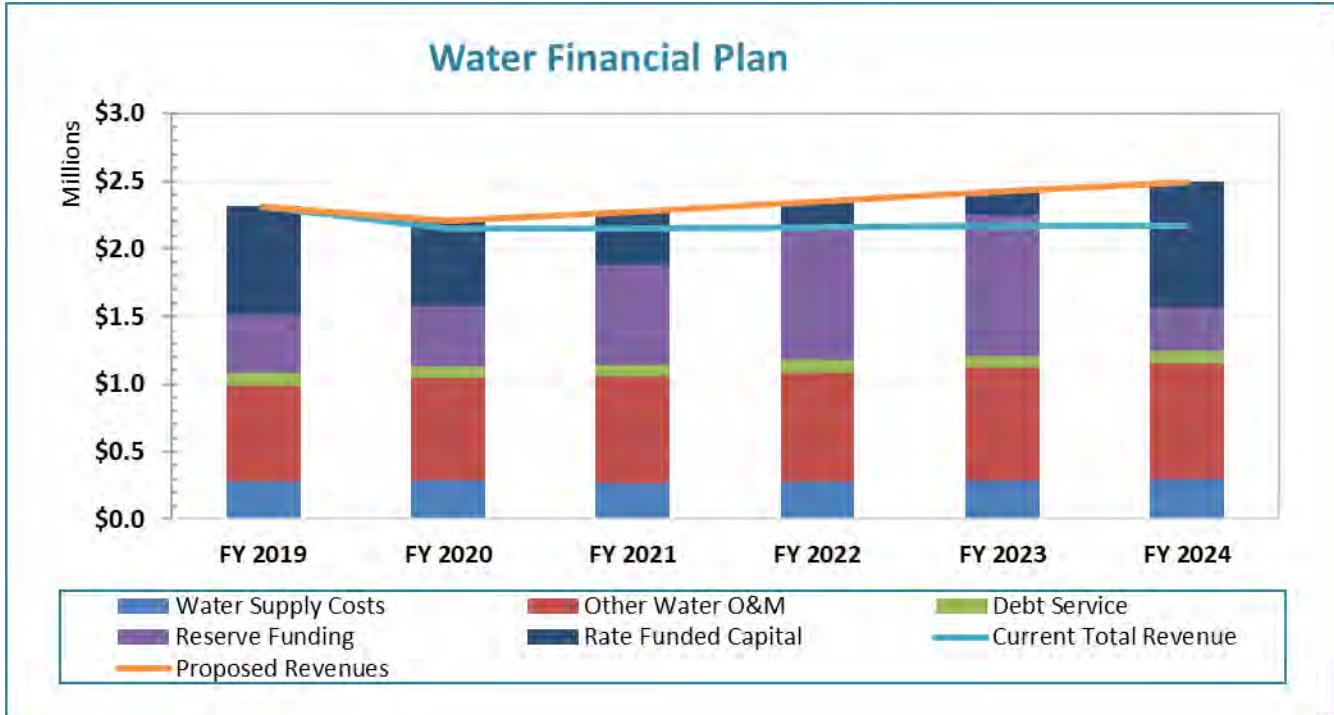
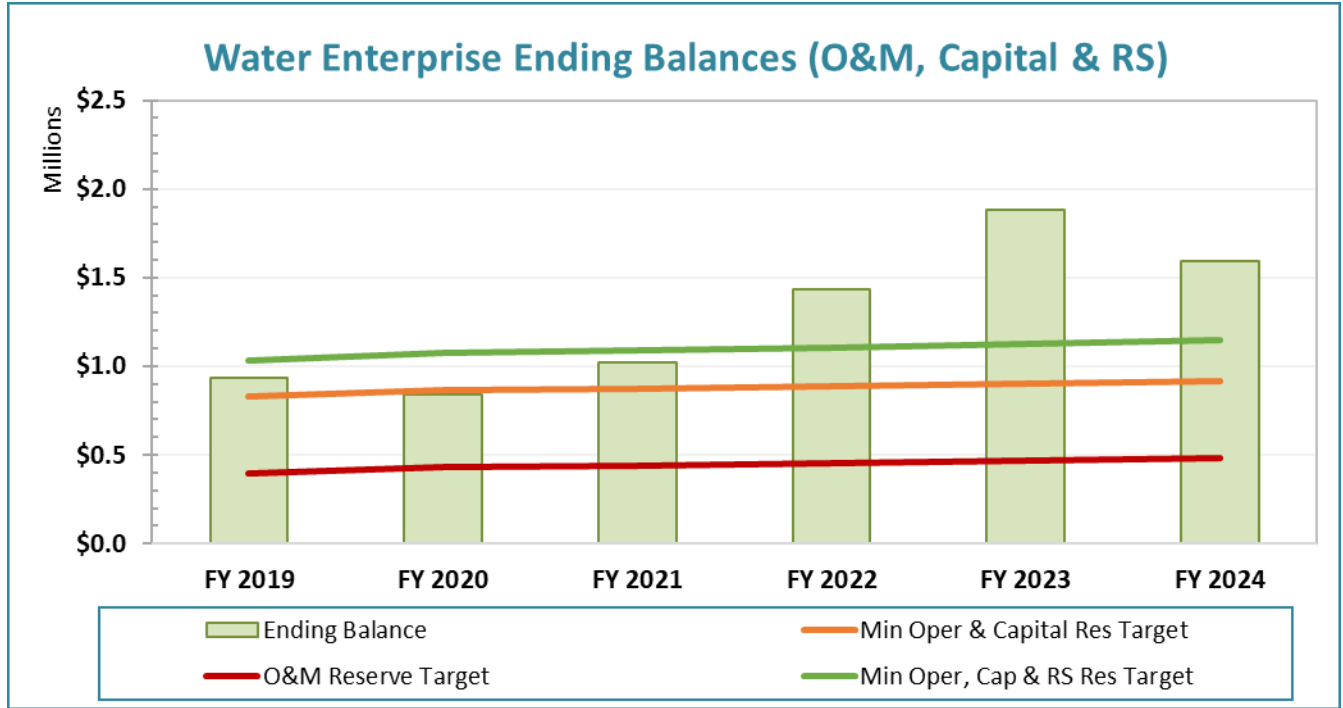


Figure 2-3 shows the District’s projected ending reserve balances. The red line is the Operating and Maintenance Reserve (25% of O&M expenses), the orange line is the sum of the O&M and capital reserve target (the average yearly capital expense), and the green line is the sum of the O&M, capital and rate stabilization reserve (10% of rate revenue). Note that in any given year, should actual reserves vary from projected reserves, the District Board can choose to implement revenue adjustments lower than those shown in Table 2-9. Appendix B shows the projected reserve balances with two options for additional CalPERS pension obligation payments.

Figure 2-3: Projected Fiscal Year Ending Reserve Balances



3. Cost of Service Analysis

The water rates were developed using cost of service principles set forth by the American Water Works Association M1 Manual titled *Principles of Water Rates, Fees, and Charges* (AWWA M1 Manual). Cost of service principles endeavor to distribute costs to customer classes in accordance with the way each class uses the water system. Raftelis allocated the District's revenue requirement (yearly revenue needed) using the Base-Extra Capacity Method of the AWWA M1 Manual to distribute costs. Cost causation components are the cost centers used to distribute costs to customer classes based on their water use characteristics. The cost causation components include:

1. Base (average) costs
2. Peaking costs (maximum day and maximum hour)
3. Meter service
4. Billing and customer service
5. Fire protection
6. Conservation
7. General and administrative costs

Base costs are costs that are associated with meeting average daily demand needs and include operations and maintenance costs and capital costs designed to meet average load conditions. A cost of service study analysis considers both the average quantity of water consumed (base costs) and the peak rate at which it is consumed. Peaking costs (i.e., extra capacity costs) are costs associated with meeting peak demand.² Peaking costs are further divided into maximum day and maximum hour demand. The maximum day demand is the maximum amount of water used in a single day in a year. The maximum hour demand is the maximum hour usage on the maximum usage day. Both maximum day and maximum hour peaking demand is used to calculate peaking unit rates to distribute costs to customer classes. Certain facilities, such as distribution and storage facilities, are designed to meet the peaking demands of customers. Therefore, extra capacity costs include the O&M and capital costs associated with meeting peak customer demand. Billing and customer service costs are costs associated with serving customers, such as meter reading, billings and collections, customer service, etc. Fire protection costs are related solely to the fire protection function of a water system, such as fire hydrants and related branch mains and valves. Conservation costs are costs associated with the District's water conservation and efficiency program. General and administrative costs are all other costs not otherwise assigned to any of the other cost causation components.

3.1. Allocation of Expenses to Cost Components

To allocate costs to cost components, Raftelis used system-wide peaking factors, as provided in the District's Water Master Plan, which are shown in column B, Table 3-1. The system-wide peaking factors are used to derive the cost component allocation bases (i.e., percentages) shown in columns C through E of Table 3-1.

² System capacity is the system's ability to supply water to all delivery points at the time when demanded. Coincident peaking factors are calculated for each customer class at the time of greatest system demand. The time of greatest demand is known as peak demand. Both the operating costs and capital asset related costs incurred to accommodate the peak flows are allocated to each customer class based upon the class's contribution to the peak day and hour event.

Expenses are *functionalized* or grouped into the various cost categories related to providing water service. For the water utility, this typically includes supply, treatment, transmission and distribution, storage, meter servicing, customer billing, direct fire protection, direct private fire protection, general and administration, and conservation cost categories. This step is largely accomplished by the utility’s accounting system. For this study, the functionalized expenses are then allocated to the cost components using the allocation bases shown in column A. To understand the interpretation of the percentages shown in columns B through E we must first establish the base use as the average daily demand during the year – which is assigned an allocation basis of 1.0. If the base allocation basis is used to allocate an expense, it means that the costs associated with that expense are to meet average daily demand (base) related costs.

Expenses that are allocated to the cost causation components using the maximum day bases (line 2) attribute 50% (1.00/2.00) of the demand (and therefore costs) to base (average daily demand) use and the remaining 50% to maximum day (peaking) use. Expenses allocated using the maximum hour bases assume 25% (1.00/4.00) of costs are due to base demands, 25% due to max day ((2.00-1.00/4.00)) and 50% ((4.00-2.00)/4.00) are due to max hour costs. Collectively, the maximum day and hour cost components are known as peaking costs. These allocation bases are used to allocate District O&M functions, shown in column A of Table 3-2, to the cost causation components also shown across the top of Table 3-2. Note that the total expenses in line 11 equal the expenses shown in Table 2-10 for FY 2020.

Table 3-1: System-Wide Peaking Factors and Allocation to Cost Components

Line No.	Allocation Basis (A)	Peaking Factor (B)	Base (C)	Max Day (D)	Max Hour (E)	Total (F)	System MDD/ System	Max Hour /Max Day
1	Base	1.00	100%			100%		
2	Max Day	2.00	50%	50%		100%	1.31	
3	Max Hour	4.00	25%	25%	50%	100%		2.00

Table 3-2: Allocation of O&M Expenses to Cost Causation Components

Line No.	Functions (A)	FY 2020 Budget (B)	Allocation Basis (C)	Supply (D)	Base (E)	Max Day (F)	Max Hour (G)	Meter Service (H)	Customer Billing (I)	Con servation (J)	Direct Fire Protection (K)	Direct Private Fire Protection (L)	Gen & Admin (M)	Sub -Total (N)
1	Supply	\$384,844	Base	100%										100%
2	Treatment	\$65,793	Max Day		50%	50%								100%
3	Transmission & Distribution	\$139,639	Max Day		50%	50%								100%
4	Storage	\$139,639	Max Hour		25%	25%	50%							100%
5	Meter Service	\$119,030	Meter					100%						100%
6	Customer Billing	\$118,078	Customer						100%					100%
7	Direct Fire Protection	\$9,484	Direct Fire								100%			100%
8	Direct Costs -Private Fire Proteciton	\$534	Private Fire									100%		100%
9	Gen & Admin	\$593,226	General										100%	100%
10	Conservation	\$17,402	Conservation							100%				100%
11	Total	\$1,587,668		\$384,844	\$137,626	\$137,626	\$69,819	\$119,030	\$118,078	\$17,402	\$9,484	\$534	\$593,226	\$1,587,668
12	O&M Expense Allocation			24.2%	8.7%	8.7%	4.4%	7.5%	7.4%	1.1%	0.6%	0.03%	37.4%	100.00%

Total Expenses equal FY 2020 Expenses Shown in Table 2-10

The allocation bases, shown in Column C, are used to allocate the functionalized costs, shown in Column A, to each cost causation component. For example, 25% of the storage expense is allocated to the base cost component. Lines 11 and 12 show the total O&M costs allocated to each cost component and the corresponding percentage of the O&M budget allocated to each cost component, respectively.

We chose the allocation bases, in column C, based on the type of cost for each line item and the proportion of those costs associated with each cost causation component (maximum day, maximum hour, general, conservation, etc.). For example, Transmission & Distribution costs, line 3, are allocated using the maximum day basis since transmission & distribution costs are associated with serving both average day demands and peak day demands. This is because the transmission & distribution system must be sized and operated to meet maximum and average day demands. Certain cost bases are identical to the cost causation components – such as Meter Service and Customer Billing – and therefore are easily allocated to the cost component with the same name.

The total O&M expenses in line 11, column N, equals the total FY 2020 O&M in line 29 of Table 2-10. This resulting allocation is used to allocate the District's operating revenue requirement (discussed in Section 3.2) to the cost components.

The District provided a database of their current assets and allocated these assets to the cost causation components as shown in Table 3-3. The resulting total asset allocation is derived in the same manner as the O&M allocation in Table 3-2. Raftelis functionalized, shown in lines 1 through 10, the District's assets and then allocated them to the cost causation components in the same manner as O&M expenses. Part of the District's revenue requirement includes rate funded capital – which is discussed in Section 3-2. The capital portion of the revenue requirement is allocated to the cost causation components using the asset allocation shown in line 14 of Table 3-3.

Table 3-3: Allocation of Assets to Cost Causation Components

Line No.	Functions (A)	RCLD (B)	Allocation Basis (C)	Supply (D)	Base (E)	Max Day (F)	Max Hour (G)	Meter Service (H)	Customer Billing (I)	Con servation (J)	Direct Fire Protection (K)	Direct Private Fire Protection (L)	Gen & Admin (M)	Capital (N)	Sub -Total (P)
1	Land	\$1,695,744	Base		100%										100%
2	Supply	\$2,079,500	Max Day	100%											100%
3	Treatment	\$69,869	Max Day		50%	50%	0%								100%
4	Storage	\$1,430,061	Max Hour		25%	25%	50%								100%
5	Trans/Dist	\$7,725,844	Max Day		50%	50%	0%								100%
6	Fire Hydrants	\$105,113							100%						100%
7	Meter Service	\$128,928						100%							100%
8	General & Admin	\$602,679											100%		100%
9	Vehicles	\$0											100%		100%
10	Total	\$13,837,738		\$2,079,500	\$5,951,116	\$4,255,372	\$715,030	\$128,928	\$105,113	\$0	\$0	\$0	\$602,679	\$0	\$13,837,738
11	Allocation w/o Gen & Admin			16%	45%	32%	5%	1%	1%	0%	0%	0%			100%
12	Reallocated Gen & Admin			\$94,693	\$270,993	\$193,775	\$32,560	\$5,871	\$4,786	\$0	\$0	\$0	\$0	\$0	\$602,679
13	Total Capital Allocation to Cost Components			\$2,174,194	\$6,222,109	\$4,449,147	\$747,590	\$134,798	\$109,899	\$0	\$0	\$0		\$0	\$13,837,738
14	Capital Alloc			15.7%	45.0%	32.2%	5.4%	1.0%	0.8%	0.0%	0.0%	0.0%	0.0%	0.0%	100%

3.2. Revenue Requirement Determination

Table 3-4 shows the revenue requirement derivation. The total revenue required from water rates is shown on line 28. The total in line 28, column B, is the O&M revenue requirement that is allocated to the cost components using the percentages derived in line 12 of Table 3-2. The capital revenue requirement in line 28, column C, is allocated to the cost components using the percentages derived in line 14 of Table 3-3.

Raftelis calculated the revenue requirement using FY 2020 expenses (this is known as the test year), which include the items shown in lines 2 – 9 of Table 3-4. To arrive at the rate revenue requirement in line 28, column D, the total revenue offsets (shown in line 22) are subtracted from the total revenue requirement in line 10 and an adjustment is made for the yearly ending balance in line 25. The adjustment, shown as negative values, are subtracted (therefore added, as a result of subtracting a negative number) to arrive at the total revenue required from District rates in line 28, column D. This is the total amount the District's fixed service charges and volumetric rates are designed to collect in FY 2020 if rates were applied for a full Fiscal Year.

Line 10, column B, is the same as line 29 for FY 2020 in Table 2-10. The revenue offsets are taken from lines 11 through 19, in the FY 2020 column in Table 2-10. These non-rate revenues decrease the revenue required from rates. The adjustment for cash balance, in line 25, is the net cash balance taken from Table 2-10.

Table 3-4: Revenue Requirement Determination

Line No.	FY 2020 (A)	Operating (B)	Capital (C)	Total (D)
1	Revenue Requirement			
2	Salaries and Benefits	\$694,577		\$694,577
3	Repairs & Maint, Supplies, Utilities	\$30,652		\$30,652
4	Pumping Power and Vehicles	\$6,600		\$6,600
5	Water Purchases	\$289,074		\$289,074
6	Water Testing & Analysis	\$23,358		\$23,358
7	Administrative	\$543,407		\$543,407
8	Existing Debt Service		\$89,384	\$89,384
9	Rate Funded Capital		\$631,000	\$631,000
10	Total - Revenue Requirement	\$1,587,668	\$720,384	\$2,308,052
11				
12	Revenue Offsets			
13	Credit Card Fee Revenue	\$1,571		\$1,571
14	Meter Turn-on & Shut-Off Charge	\$17,043		\$17,043
15	Delinquent Fees	\$20,050		\$20,050
16	Administrative Expense Reimbursement	\$0		\$0
17	Water Service Standby / Avail Charges	\$38,750		\$38,750
18	Connection Charges		\$3,180	\$3,180
19	Interest Income	\$16,687		\$16,687
20	Misc Income		\$25,000	\$25,000
21	San Bernardino County Library Leasing	\$11,204		\$11,204
22	Total - Revenue Offsets	\$105,305	\$28,180	\$133,485
23				
24	Adjustments			
25	Adjustment for Cash Balance	\$96,265		\$96,265
26	Total - Adjustments	\$96,265	\$0	\$96,265
27				
28	Revenue Required from Rates	\$1,386,098	\$692,204	\$2,078,302

3.3. Allocation of Costs to Cost Components

The next step is to allocate the total revenue requirement in Table 3-4, to the cost components as shown in Table 3-5. Lines 1 and 2 in Table 3-5 allocate the operating and capital revenue requirements (for operating and capital revenue requirement in Table 3-5, lines 1 and 2 respectively, add lines 28 and line 22 in Table 3-4) and line 3 allocates the revenue offsets (column D, line 22) to the cost components in proportion to the O&M and capital allocations from Table 3-2 and Table 3-3, respectively. Lines 5 and 6 reallocate general costs (column M) to the other cost components in proportion to each component's share of total costs. This reflects the fact that general costs support the other functions in proportion to their share of costs. The total revenue requirement by cost component is shown in line 7 which is then divided by the units of service (line 9) to yield the unit cost of service in line 11. Line 10 shows the units for the unit costs of service.

Table 3-5: Expense Allocation to Cost Components

Line Nc	Cost of Service Allocation	Allocation Bases	Supply	Base	Max Day	Max Hour	Meter Service	Customer Billing	Con servation	Direct Fire Protection	Direct Private Fire Protection	Gen & Admin	Capital	Sub Total	
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	FY
1	Operating Expenses	O&M Alloc	\$361,510	\$129,281	\$129,281	\$65,586	\$111,813	\$110,919	\$16,347	\$8,909	\$501	\$557,257	\$0	\$1,491,403	
2	Capital Expenses	Capital Cost	\$113,187	\$323,919	\$231,620	\$38,919	\$7,018	\$5,721	\$0	\$0	\$0	\$0	\$0	\$720,384	
3	Revenue Offset	Revenue Offsets	-\$23,772	-\$48,107	-\$35,210	-\$6,882	-\$3,442	-\$3,241	-\$360	-\$196	-\$11	-\$12,265	\$0	-\$133,485	
4	Total Cost of Service		\$450,925	\$405,093	\$325,691	\$97,623	\$115,389	\$113,399	\$15,987	\$8,713	\$490	\$544,992	\$0	\$2,078,302	
5	Percent Excluding Gen & Admin		29.4%	26.4%	21.2%	6.4%	7.5%	7.4%	1.0%	0.6%	0.0%			100.00%	
6	Allocation of General Admin		\$160,274	\$143,984	\$115,762	\$34,699	\$41,013	\$40,306	\$5,682	\$3,097	\$174	-\$544,992		\$0	
7	Total Adjusted Cost of Service		\$611,199	\$549,077	\$441,453	\$132,322	\$156,402	\$153,705	\$21,669	\$11,809	\$664	\$0	\$0	\$2,078,302	
8	Rev Req. Allocated to Cost Components		29.4%	26.4%	21.2%	6.4%	7.5%	7.4%	1.0%	0.6%	0.0%	0.0%			
9	Unit of Service		168,495	168,495	651	4,322	3,066	2,967	168,495	3,066	27	3,066	3,066		
10	Units		hcf	hcf	hcf/day	hcf/day	equiva- lent meters	bills	hcf	hcf	hcf	hcf	equiva- lent meters		
11	Unit Cost of Service		\$3.63	\$3.26	\$677.67	\$30.62	\$51.01	\$51.80	\$0.13	\$3.85	\$24.61	\$0.00	\$0.00		

HCF = Hundred Cubic Feet

3.4. Public and Private Fire Protection Costs

3.4.1. Fire Protection Costs

Line 11 of Table 3-5 shows the max day and max hour unit costs in dollars per hundred cubic feet per day (\$/hcf /day). Converting these costs into dollars per thousand gallons per day (\$/1,000 gal/day) yields the unit cost of service shown in line 1 of Table 3-6. These are used to calculate public and private fire protection costs. Raftelis derived the total costs to maintain fire capacity in the water system by assuming a two-hour fire requiring 2,000 gallons per minute (gpm) – and therefore requiring a maximum day and maximum hour capacity (in 1,000 gallons per day) as shown in line 4 of Table 3-6. A 2-hour fire needing 2,000 gpm is appropriate for residential neighborhoods. Line 5, which is the total cost to maintain the capacity to fight a 2-hour fire, is line 4 multiplied by line 1. We allocate the total fire protection costs in line 5, to public and private fire costs in proportion to the potential flow to fire hydrants and private fire connections. The potential flow for public and private fire connections is shown in Table 3-7.

Table 3-6: Derivation of Total, Public and Private Fire Protection Costs

Line No.	Fire Protection Cost Allocation	Max Day	Max Hour	Total
	(A)	(B)	(C)	(D)
1	Unit Cost of Service	\$905.97	\$40.93	
2	Unit	\$ / 1,000 gal /day	\$ / 1,000 gal /day	
3	Fire Protection			
4	Units of Service (1,000 gallons)	240	2,640	
5	Allocated Cost of Service	\$217,434	\$108,066	\$325,500
6	Public Fire Protection	\$210,720	\$104,729	\$315,450
7	Private Fire Service	\$6,713	\$3,337	\$10,050

In Table 3-7, we calculate the potential fire demand (known as equivalent demand) of public and private fire accounts in lines 3 and 14 of Table 3-7, respectively. Line 1 calculates the potential flow through public fire hydrants using the Hazen Williams equation for pipe flow. Lines 5 through 13 calculate the potential flow through private fire connections also using the Hazen Williams equation³. The resulting potential fire demand, and therefore cost allocation for public fire and private fire costs, is shown in lines 16 and 17 of Table 3-7. The total demand units in column D are calculated by multiplying the potential demand (column B) by the number of connections/hydrants in service (column C). Table 3-7, lines 16 and 17, show the proportion of public and private fire protection costs allocated to public and private fire accounts.

³ The Hazen Williams equation states that the flow through a conduit is proportional to the diameter raised to the 2.63 power.

Table 3-7: Derivation of Potential Flow to Private and Public Fire Connections

Line No.	Fire Line Size - Public Hydrants (A)	Fire Demand (B)	Number of Fire Hydrants (C)	Equivalent Demand (D)
1	1-4" x 2-2" Type	50.70	450	22,815
2				
3	Total		450	22,815
4	Fire Line Size - Private Fire	Fire Demand	Number of Lines	Equivalent Demand
5	3/4"	0.47	0	0.0
6	1"	1.00	20	20.0
7	1.5"	2.90	0	0.0
8	2"	6.19	1	6.2
9	3"	17.98	0	0.0
10	4"	38.32	3	115.0
11	6"	111.31	1	111.3
12	8"	237.21	2	474.4
13	10"	426.58	0	0.0
14	Total		27	727
15				
16	Percent Allocated to Public Fire Protection			96.9%
17	Percent Allocated to Private Fire Protection			3.1%

After calculating public and private fire protection costs, we complete the cost of service cost component allocation by making final adjustments for fire protection costs shown in Table 3-8.

Line 1 in Table 3-8 is the same as line 7 in Table 3-5. We reallocate costs to other cost components so that the District can collect these costs through the fixed monthly meter service charge to meet revenue stability goals. This is further discussed in Section 4-3.

In line 2 of Table 3-8, we reallocate the private fire protection costs we derived above to the private fire cost component in column K. In line 3 we reallocate public fire protection costs from the max day and hour component, derived in line 6 of Table 3-6, to the meter service component in column F so that public fire protection costs will be collected through the meter service charge. Direct private fire protection, in column J, is the cost to manage backflow prevention devices. This cost will be collected through private fire protection charges and will be derived in Section 4.

The last adjustment is shown in line 4 of Table 3-8. The District collects a majority of its revenue through a fixed charge to 1) meet fixed revenue goals for revenue stability and 2) equitably charge absentee customers for costs associated with maintaining a water system in a ready-to-serve status. To do so we reallocate maximum day, maximum hour, and base costs as shown in columns C, D and E to the meter service & capacity component, so that the District can collect these costs through a fixed charge. Reallocating peaking to the Meter Service & Capacity component is a common way to provide greater revenue stability. It also increases equity between full-time District residents and absentee owners who don't use as much water as full-time residents, as it causes full time residents to bear the cost burden associated with fixed water system costs.

The final Cost of Service allocation to the cost components is shown in line 5 of Table 3-8. Once we have allocated the District’s expenses to the cost causation components, the total costs shown in column L of Table 3-8 are proportionately allocated to each customer class. The allocation is based on each customer class’s cost causation (i.e., benefits received from and burdens placed on the system and its resources). Once costs are allocated, we can derive the revenues from each customer class required to achieve cost-based rates. This process is discussed in detail in Section 4.

Table 3-8: Final Cost of Service Allocation to Cost Components

Line No.	Cost of Service Allocation (A)	Supply (B)	Base (C)	Max Day (D)	Max Hour (E)	Meter Service & Capacity (F)	Customer Billing (G)	Con-servation (H)	Direct Fire Protection (I)	Direct Private Fire Protection (J)	Capacity for Private Fire Protection (K)	Sub Total (L)
1	Cost of Service	\$611,199	\$549,077	\$441,453	\$132,322	\$156,402	\$153,705	\$21,669	\$11,809	\$664		\$2,078,302
2	Private Fire Protection			-\$6,713	-\$3,337						\$10,050	\$0
3	Alloc Public Fire to Meter Service			-\$210,720	-\$104,729	\$315,450			\$0			
4	Allocation of Peaking to Meter		-\$367,333	-\$224,019	-\$24,256	\$615,608						\$0
5	Total Adjusted Cost of Service	\$611,199	\$181,745	\$0	\$0	\$1,087,460	\$153,705	\$21,669	\$11,809	\$664	\$10,050	\$2,078,302
6	% Allocated to Cost Component	29.4%	8.7%	0.0%	0.0%	52.3%	7.4%	1.0%	0.6%	0.0%	0.5%	100%

4. Rate Derivation

4.1. Existing Rate Structure and Rates

The District’s existing rate structure consists of a fixed monthly service charge determined by meter size. The current rates are the same for all customers except irrigation customers as shown in Table 4-1. The District also charges a monthly infrastructure repair and replacement (IR&R) charge, which is also the same for each meter size. The volumetric charges have different rates for customers located within District boundaries except for customer located outside District boundaries. Table 4-1 also shows the current private fire service charges. This charge is imposed only on customers that have private fire suppression systems. Raftelis recommends three changes to the rate structure and rates:

- 1) Discontinue imposing different rates for the volumetric charge for the one customer located outside of the District charges to meet Proposition 218 requirements;
- 2) Implement the same monthly fixed service charge for all customers, thereby eliminating the separate irrigation monthly fixed service charge; and
- 3) Eliminate the IR&R charge and instead recover the infrastructure repair and replacement costs from the monthly service charge in proportion to meter size. Recovering these costs in proportion to meter size is one reason why the proposed rates of the monthly fixed service charge increase more for larger meter sizes than compared to the 5/8” x 3/4” meters.

Table 4-1: Existing Rate Structure and Rates

Meter Size	Monthly Service Charge	Monthly Service Charge -Irrigation	Meter Size	Private Fire Service Charge
5/8" x 3/4"	\$31.42	\$13.13	1" and Smaller	\$15.75
1"	\$70.77	\$32.78	1.5"	\$26.21
1.5"	\$136.29	\$65.54	2"	\$43.58
2"	\$214.95	\$104.87	3"	\$60.95
3"	\$463.97		4"	\$78.32
			6"	\$95.65
			8"	\$113.02
Infrastructure Repair & Replacement	\$1.88			
Volumetric Rate	\$/ cubic foot			
Inside District	\$0.0469			
Outside District	\$0.0519			

4.2. Proposed Rate Structure

Note: In this report, the numbers shown are the raw numbers from Microsoft excel calculations. Numbers in excel have many decimal places and therefore the totals shown in some of the tables may not add exactly to the total shown in the Table because of not rounding numbers in Excel.

In Table 3-8, the District’s revenue requirement was allocated to each cost causation component. Table 4-2 shows how the District will collect each cost component – through a fixed monthly service charge, private fire service charge, or a volumetric charge. The total in Table 4-2 matches the total in column L of Table 3-8. Table 4-2 shows that the District will collect approximately 60% (including private fire service protection in line 12) through the monthly service charge and private fire service charges, and 40% through volumetric charges. The percentage of revenue collected through the fixed service charge is slightly higher than the norm to account for a large proportion of absentee ownership and provide revenue stability. The District has many seasonal vacation homes which are vacant for weeks or months at a time, hence these properties consume little water. A rate structure which collects more fixed costs through the volumetric charge would charge full-time residents a disproportionately greater share of these costs. The District’s fixed costs of operating and maintaining the water system are incurred regardless of whether the District treats or sells any water. Thus, charging a higher fixed service charge to recover the District’s fixed costs proportionately allocates these costs to all customers and ensures that the system is ready and available to be used upon demand.

Table 4-2: Fixed vs Volumetric Charge Revenue Collection

Line No.	Cost Component	Revenue	%
1	Supply	\$611,199	
2	Delivery	\$181,745	
3	Conservation	\$21,669	
4	Subtotal Volumetric Revenue	\$814,613	39.2%
5	Meter Service & Extra Capacity	\$772,010	
6	Customer Billing	\$153,705	
7	Public Fire Protection	\$315,450	
8	Direct Public Fire Protection	\$11,809	
9	Subtotal Fixed Charge	\$1,252,975	60.3%
10	Direct Private Fire Protection	\$664	
11	Capacity for Private Fire Protection	\$10,050	
12	Subtotal Private Fire Protection	\$10,714	0.5%
13	Total	\$2,078,302	100.0%

4.2.1. Proposed Monthly Service Charge

To derive the rates of the monthly service charge we must first calculate the number of equivalent meters by meter size as shown in Table 4-3. This is used to derive the rates of the monthly service charge to collect the amount shown in Table 4-2, line 9. Equivalent meter units account for the potential flow through larger meters and equate this flow to the total flow through the smallest meter – in this case - the 5/8” x 3/4”-inch meter. Equivalent meter units are calculated by multiplying the number of meters by the American Water

Works Association (AWWA) capacity ratios to yield equivalent meters in the right most column. The capacity ratios, which are a function of a meter's safe maximum flow rate, are used to increase the meter service component for larger capacity meters. The meter capacity ratios are shown in column B of Table 4-5. This assumes that the potential capacity (peaking) demand is proportional to the potential flow through each meter size as established by the AWWA hydraulic capacity ratios. The ratios shown in column B of Table 4-5 are the ratio of potential flow through each meter size compared to the flow through a 5/8" x 3/4" meter. The 5/8" x 3/4" meter is used as the base since it is the smallest and most numerous meter size. Larger meters have the potential to demand more peak capacity. For example, column B of Table 4-5 shows that the hydraulic capacity of a 2-inch meter is 8.0 times that of a 5/8" x 3/4" meter and therefore the meter service component is 8.0 times that of the 5/8" x 3/4" meter.

Table 4-3: Derivation of Equivalent Meter Units

Meter Size - All Customer Classes	Capacity (gpm)	AWWA Ratio	Number of Meters	Equivalent Meters
5/8" x 3/4"	20	1.0	2,930	2,930
1"	50	2.5	30	75
1.5"	100	5.0	1	5
2"	160	8.0	5	40
3"	320	16.0	1	16
4"	500	25.0	0	0
6"	1,000	50.0	0	0
8"	1,600	80.0	0	0
10"	2,300	115.0	0	0
Total			2,967	3,066

There are two cost components that comprise the monthly service charge: 1) **meter service and capacity** and 2) **customer service**, described below.

4.2.1.1. Meter Service and Capacity Costs

The meter service and capacity component recovers three types of costs: 1) costs associated with maintaining and servicing meters (meter service component); 2) capacity (also known as peaking costs) costs; and 3) public fire protection costs. The District is collecting capacity costs through the meter service charge to attain revenue stability and to equitably allocate costs discussed in Section 4.2.

The total meter, capacity and public fire protection costs, lines 5,7 and 8 in Table 4-2, are recovered through the monthly service charge and shown on lines 1 and 2 of Table 4-4. We derive the monthly meter and capacity charge components by dividing the total cost in line 3 by the number of equivalent meters to yield the monthly service charge per equivalent meter (i.e., a 5/8" or 3/4" meter) in line 5.

The meter service and capacity charge components is scaled up using the AWWA capacity ratios shown in column B of Table 4-5 to yield the charges shown in column E of Table 4-5.

4.2.1.2. Customer Component

The customer component derivation, shown in lines 7 through 9 of Table 4-4, recovers costs associated with meter reading, customer billing and collection, as well as answering customer calls. These costs are shown in line 6 of Table 4-2. These costs are the same for all meter sizes, as it costs the same amount to read and bill a small meter as it does a larger meter.

4.2.1.3. Total Monthly Service Charge

Table 4-5 shows the derivation of the total monthly service charge by meter size in column G, which is the addition of the meter service and capacity component and the customer service bill component (columns E and F). The total estimated revenue from the monthly service charge is equal to the amount shown in line 9 of Table 4-2.

Table 4-4: Monthly Meter and Capacity Charge Derivation

Line No.	Costs	Amount
1	Total Meter Service & Capacity Costs	\$772,010
2	Public and Direct Public Fire Protection	\$327,259
3	Subtotal	\$1,099,269
4	Number of Equivalent Meters	3,066
5	Monthly Charge per Equivalent Meter	\$29.88
6		
7	Total Customer Billing costs	\$153,705
8	Number of Meters	2,967
9	Monthly Charge per Meter	\$4.32

Table 4-5: Derivation of the Monthly Service Charge (\$/Meter Size)

Line No.	Meter Size (A)	Meter Ratio (5/8" Meter as the Base) (B)	Number of Meters (C)	Equivalent Meters (D)	Meter Service & Capacity (E)	Customer Bill (F)	Proposed Monthly Fixed Charge (G)
1	5/8" x 3/4"	1.00	2,930	2,930	\$29.88	\$4.32	\$34.19
2	1"	2.50	30	75	\$74.69	\$4.32	\$79.01
3	1.5"	5.00	1	5	\$149.38	\$4.32	\$153.70
4	2"	8.00	5	40	\$239.01	\$4.32	\$243.33
5	3"	16.00	1	16	\$478.03	\$4.32	\$482.34
6	4"	25.00	0	0	\$746.92	\$4.32	\$751.23
7	Total		2,967	3,066			

4.2.1.4. Five-Year Monthly Service Charge

Table 4-6 shows the recommended rates for the monthly service charge for the next five fiscal years. They are derived by applying the revenue adjustments shown in Table 2-9 to the service charges for FY 2020 and beyond as shown in Table 4-5.

Table 4-6: Five-Year Rates of Monthly Fixed Service Charge (\$/Meter Size)

Meter Size	Current Charge	July 2019	July 2020	July 2021	July 2022	July 2023
Revenue Adjustment ----->>			3.0%	3.0%	3.0%	3.0%
5/8" x 3/4"	\$33.30	\$34.19	\$35.22	\$36.28	\$37.36	\$38.49
1"	\$72.65	\$79.01	\$81.38	\$83.82	\$86.33	\$88.93
1.5"	\$138.17	\$153.70	\$158.31	\$163.06	\$167.95	\$172.99
2"	\$216.83	\$243.33	\$250.63	\$258.15	\$265.89	\$273.87
3"	\$465.85	\$482.34	\$496.81	\$511.72	\$527.07	\$542.88

4.2.2. Proposed Private Fire Service Charges

The total costs associated with public and private fire protection were derived at the end of Section 3 in Table 3-6. Table 4-7 derives the two components of the monthly private fire service charge: 1) the charge for fire capacity in line 3, and 2) the charge to manage the testing of backflow devices in line 6. The monthly private fire service charge shown in line 3 is calculated by dividing line 1 by line 2. Line 2, the equivalent demand, was derived in column D of Table 3-7. The private fire service charge is divided by 12 to create a monthly rate for the private fire service charge.

The monthly backflow charge in line 6 of Table 4-7, is line 4 divided by the number of private fire service connections. This charge is also divided by 12 to create a monthly charge.

Table 4-7: Calculation of Monthly Private Fire Service for 1" and Smaller Connections

Line No.	Private Fire Protection Derivation	
1	Capacity Costs for Private Fire Protection	\$10,050
2	Equivalent Demand	727
3	Monthly Private Fire Charge for 1" & Smaller	\$1.15
4	Backflow Management Costs	\$664
5	Number of Connections	27
6	Monthly Backflow Management Charge	\$2.05

Table 4-8 shows the derivation of the total monthly rates for the private fire service charge in column I. It is the summation of columns E and F. Note that private fire charge shown in column F is scaled up in proportion to the potential flow through each connection size shown in column C. Private fire charges are calculated in accordance with principles set forth in the AWWA M1 Manual, *Principles of Water Rates, Fees, and Charges*.

Table 4-8: Derivation of Monthly Rates for Private Fire Service Charge for Larger Meter Sizes (\$/Meter Size)

Line No.	Meter Size	Number of Meters	Potential Demand	Equivalent Demand	Backflow Maintenance	Monthly Private Fire Charge	Proposed Total Monthly Rate
	(A)	(B)	(C)	(D)	(E)	(F)	(I)
1	1" & Smaller	20	1.00	20.0	\$2.05	\$1.15	\$3.20
2	1.5"	0	2.90	0.0	\$2.05	\$3.35	\$5.40
3	2"	1	6.19	6.2	\$2.05	\$7.13	\$9.18
4	3"	0	17.98	0.0	\$2.05	\$20.72	\$22.77
5	4"	3	38.32	115.0	\$2.05	\$44.15	\$46.20
6	6"	1	111.31	111.3	\$2.05	\$128.25	\$130.30
7	8"	2	237.21	474.4	\$2.05	\$273.31	\$275.36
8		27		726.9			

The total projected private fire service charge revenue is equal to the amount shown in line 12 of Table 4-2. Rates will increase in subsequent years by the adjustments shown in Table 2-9. The private fire service charges for the study period are shown in Table 4-9.

Table 4-9: Five-Year Monthly Private Service Fire Charges (\$/Meter Size)

Line No.	Meter Size	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
1	1" & Smaller	\$3.20	\$3.30	\$3.40	\$3.50	\$3.60
2	1.5"	\$5.40	\$5.56	\$5.73	\$5.90	\$6.07
3	2"	\$9.18	\$9.46	\$9.74	\$10.03	\$10.34
4	3"	\$22.77	\$23.45	\$24.16	\$24.88	\$25.63
5	4"	\$46.20	\$47.59	\$49.02	\$50.49	\$52.00
6	6"	\$130.30	\$134.21	\$138.24	\$142.39	\$146.66
7	8"	\$275.36	\$283.62	\$292.13	\$300.89	\$309.92

4.3. Volumetric Rates

4.3.1. Total Volumetric Charge Revenue

Table 4-2, line 4 shows the total amount of revenue the volumetric rates are designed to collect. The next step is to derive each component of the volumetric rate.

4.3.2. Volumetric Rate Derivation

The total volumetric rates (\$/CF) is the summation of unit rates for each cost component: Supply, Delivery, Peaking (also known as extra capacity or maximum day and hour), and Conservation. We derive each unit rate and add them together to get the total volumetric rates for all customers. Each cost component is defined below.

4.3.3. Cost Component Definitions

Raftelis derived the volumetric rates by summing the unit rates (\$ / HCF or \$ / CF)⁴ for:

1. Water Supply
2. Delivery
3. Peaking
4. Conservation

Water Supply costs are costs associated with obtaining and treating water to make it ready for delivery from each District source:

1. Groundwater
2. Arrowbear Park County Water District

⁴ \$ /HCF stands for dollars per hundred cubic feet of water
 \$ / CF stand for dollars per cubic foot of water
 There are 100 cubic feet of water in one HCF

3. Crestline Lake Arrowhead Water Agency

Delivery costs are the operating and capital costs associated with delivering water to all customers through the distribution system (pipelines and storage reservoirs) at a constant average rate of use – also known as serving customers under average daily demand conditions. Therefore, delivery costs are spread over all units of water which results in an equal delivery unit cost for all customers.

Peaking costs, or extra-capacity costs, represent costs incurred to meet customer peak demands in excess of base use (or in excess of average daily demand). Peaking costs are the sum of columns D and E in Table 3-8 – that is maximum day and maximum hour costs. However, in the final derivation of the costs by cost component in Table 3-8, we reallocated the peaking costs in columns D and E to the meter and capacity component to collect these costs through a fixed charge for two reasons:

- 1) To meet the District’s revenue stability goals, and
- 2) To ensure that fixed water system costs are proportionately allocated amongst full-time residents and absentee owners (vacation homes).

The reallocation of peaking costs to the meter and capacity component means we are allocating peaking costs in proportion to the potential flow through each meter size. This is a common way to increase revenue stability, and proportional allocation as described in item 2 above. Therefore, the volumetric rate derivation consists of the three remaining cost components: 1) supply, 2) delivery, and 3) conservation.

Conservation costs are costs which cover water conservation and efficiency programs and efforts. These programs exist to reduce customer demands.

4.3.4. Derivation of the Cost Component Unit Costs

4.3.4.1. Supply Unit Costs (\$ / HCF)⁵

Table 4-10 shows the supply cost derivation for all customers. Line 4 shows the projected water purchase costs for FY 2020 (known as the test year). Line 6 includes water purchase costs plus other costs that are associated with obtaining water supply such as general management and capital costs. It is known as the supply revenue requirement. The supply revenue requirement is allocated to each water supply source in line 6 in proportion to the amount of water from each source. Line 7 shows the weighted average supply rate from all three sources in column E. This is the weighted average water supply rate considering the three District’s water sources. Note that in the following tables we have restated the unit rates in dollars per cubic feet, as this is the unit the District uses to bill customers.

⁵ \$ / HCF = dollars per hundred cubic feet of water

\$ / CF = dollars per cubic foot of water, 1 HCF = 100 cubic feet of water

Table 4-10: Supply Cost Derivation for All Customers

Line No.		Groundwater	Arrowbear Park County Water District	Crestline Lake Arrowhead Water Agency	Total	Source
	(A)	(B)	(C)	(D)	(E)	(F)
1	Acre Feet (AF)	240	32	154	426	
2	Percent of Supply (%)	56%	8%	36%	100%	
3	Water Use by Source (HCF)	94,927	12,657	60,911	168,495	
4	Water Cost (\$)	\$74,160	\$34,272	\$180,642	\$289,074	Table 2-6
5	Proportion of Water Cost (%)	26%	12%	62%	100%	
6	Water Supply Revenue Requirement (\$)	\$156,799	\$72,462	\$381,938	\$611,199	Table 4-2, Line 1
7	Unit Cost (\$ / HCF)	\$1.65	\$5.73	\$6.27	\$3.63	
8	Unit Cost (\$ / CF)	\$0.0165	\$0.0573	\$0.0627	\$0.0363	

4.3.4.2. Delivery Cost

The delivery rate, derived in Table 4-11, is calculated by dividing total delivery costs by total water use and is shown in line 3 of Table 4-11. This is the rate to deliver water under average daily demand conditions.

Table 4-11: Derivation of the Delivery Unit Cost

Line No.	Delivery Rate	\$ / HCF	Source
1	Delivery Costs	\$181,745	Table 5-2, Line 2
2	Total Use	168,495	
3	Delivery Rate (\$ / HCF)	\$1.08	
4	Delivery Rate (\$ / CF)	\$0.0108	

4.3.4.3. Peaking Rate

As described at the beginning of Section 4.3.3, peaking costs (also known as extra capacity costs) were identified and will be collected through the meter and capacity charge component of the volumetric rates, in proportion to the flow through each meter size.

4.3.4.4. Conservation Rate

Table 4-12 shows the conservation rate derivation. The conservation rate, shown in line 3, is derived by dividing the conservation costs, shown in line 1, by total water use, shown in line 2.

Table 4-12: Derivation of Conservation Unit Costs

Line No.	Conservation Rate	\$ / HCF	Source
1	Conservation Cost	\$21,669	Table 5-2, Line 3
2	Total Use (HCF)	168,495	
3	Conservation Rate (\$ / HCF)	\$0.13	
4	Conservation Rate (\$ / CF)	\$0.0013	

4.3.5. Final Rate Derivation

Table 4-10 through Table 4-12 derive the unit rates for each cost component - supply, delivery and conservation. Table 4-13 shows the total volumetric rate derivation, which is the summation of all rate components. The total volumetric rate shown is designed to collect the total volumetric costs shown in line 4 of Table 4-2.

Table 4-13: Derivation of Volumetric Rate

Volumetric Rate	Supply	Base Delivery	Con-servation	Total Volumetric Rate (\$ / CF)	Current Rate (\$ / CF)
All Customers	\$0.0363	\$0.0108	\$0.0013	\$0.0483	\$0.0469

4.3.6. Five-Year Volumetric Rates

Table 4-14 shows the proposed volumetric rates for the next five fiscal years by escalating the volumetric rate derived in Table 4-13 by the proposed revenue adjustments shown in Table 2-9. Customer bill impacts are discussed in Section 5.

Table 4-14: Five-Year Volumetric Rates (\$/CF)

	Current Rate	July 2019 Rate	July 2020 Rate	July 2021 Rate	July 2022 Rate	July 2023 Rate
Revenue Adjustment			3%	3%	3%	3%
Volumetric Rate (\$ / CF)	\$0.0469	\$0.0483	\$0.0498	\$0.0513	\$0.0528	\$0.0544

5. Bill Impacts

5.1. Monthly Single Family Residential Bill Impacts

Table 5-1 shows the monthly Single Family Residential customer bill impacts for various usage levels, assuming a 5/8 x 3/4-inch meter, which is the most common meter size for Single Family Residential customers. Column F shows the percentage of bills that fall below specific usage levels, shown in column A, during the year. For example, 65% of the annual bills are for customers who use 400 cubic feet (CF) or less. The average monthly Single Family Residential water usage is approximately 445 CF. Note that a 5/8 inch x 3/4-inch meter is a meter with 3/4-inch connections but with a 5/8 inch chamber, which means the flow is that of a 5/8 inch meter.

Table 5-1: Single Family Residential Monthly Bill Impacts (5/8"x 3/4" Meter)

Use (CF) (A)	Current Monthly Bill (B)	Proposed	Dollar Difference (D)	Percent Difference (E)	% of Customers (F)
		Monthly Bill (C)			
200	\$42.68	\$43.86	\$1.18	2.8%	48%
400	\$52.06	\$53.53	\$1.47	2.8%	65%
600	\$61.44	\$63.20	\$1.76	2.9%	78%
800	\$70.82	\$72.87	\$2.05	2.9%	86%
1000	\$80.20	\$82.54	\$2.34	2.9%	91%
1200	\$89.58	\$92.21	\$2.63	2.9%	94%

5.2. Commercial and Other Customers

Table 5-2 shows commercial and other customer class bill impacts for various usage levels, assuming a 5/8-inch meter, which is also the most common meter size for commercial customers. The approximate average monthly water usage for commercial customers is 1,580 CF.

Table 5-2: Commercial Monthly Bill Impacts (5/8" Meter)

Use (CF) (A)	Current Monthly Bill (B)	Proposed	Dollar Difference (D)	Percent Difference (E)
		Monthly Bill (C)		
500	\$56.75	\$58.37	\$1.62	2.8%
1000	\$80.20	\$82.54	\$2.34	2.9%
1500	\$103.65	\$106.71	\$3.06	3.0%
2000	\$127.10	\$130.89	\$3.79	3.0%
2500	\$150.55	\$155.06	\$4.51	3.0%

6. Wastewater Enterprise

The District’s sewer system consists of one interceptor system and 3.2 miles of trunk lines. The collection system has pipelines ranging from 6 inches to 15 inches spanning 58.3 miles. The District has one wastewater treatment plant with a maximum treatment capacity of 1 million gallons per day (MGD) or more depending on the size of the cassettes installed in the Membrane Bioreactor System.

6.1. Current Wastewater Rates

Table 6-1 shows current wastewater rates effective January 1, 2017. All users are billed a monthly fixed sewer service charge, an IR&R charge and a volumetric charge. The volumetric charge is a percent of the customer’s water bill by customer class, as shown in Table 6-1. For example, if a Single Family Residential customers water bill is \$5, then the sewer volumetric charge is $0.15 \times \$5 = \0.75 . Raftelis proposes to eliminate the sewer IR&R charge and recover sewer infrastructure and replacement costs from the proposed sewer fixed charge and to bill customers based on estimated sewer discharge instead of using a percent of the water bill as shown in Table 6-1.

Table 6-1: Current Sewer Service Charges

Wastewater Current Rates	FY 2019
Fixed Service Charge	\$44.49
Infrastructure R&R	\$5.25
Total Fixed Charge per Equivalent Dwelling Unit	\$49.74
Plus a volumetric charge:	
SFR & Outside District	15% of the water bill
Commercial/Schools	33.3% of the water bill

Table 6-2 shows the number of wastewater equivalent dwelling units (EDUs)⁶ and the billed yearly water usage that is used to calculate *current* customer wastewater bills in cubic feet (CF) for each customer class. The EDU count increased in FY 2020 due to the annexation of Pali Mountain Camp.

⁶ EDU or Equivalent Dwelling Units is the sewer flow associated with one Single Family dwelling. Customers in the commercial class are assigned EDUs in proportion to their flow compared to a Single Family dwelling. An account with an EDU of 2, discharges twice the sewer flow compared to typical single family home.

Table 6-2: Number of Accounts and Billed Water Use (CF) by Customer Class

Number of Equivalent Dwelling Unit	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Residential	2,874	2,876	2,878	2,880	2,882
Commercial	136	136	136	136	136
Outside District	4	4	4	4	4
Schools	16	16	16	16	16
Subtotal	3,030	3,032	3,034	3,036	3,038
Billed Water Use (CF)					
Residential	15,496,210	15,507,057	15,517,912	15,528,775	15,539,645
Commercial	1,120,633	1,120,633	1,120,633	1,120,633	1,120,633
Outside District	30,950	30,950	30,950	30,950	30,950
Schools	18,175	18,175	18,175	18,175	18,175
Subtotal (CF)	16,665,968	16,676,815	16,687,670	16,698,533	16,709,403

Raftelis estimated current sewer utility revenue by multiplying the current sewer service charge by the number of accounts and billed water usage as described in Table 6-2 for each fiscal year. This revenue is shown at the top of Table 6-5, lines 1 through 3.

6.2. Wastewater Expenses

6.2.1. O&M Expenses

Raftelis projected wastewater O&M expenses by applying the inflationary factors shown in Table 2-4 (the same inflationary factors were applied to water, sewer and fire and ambulance) to the FY 2019 O&M budget. The projected expenses are shown in lines 18 through 21 in Table 6-5.

6.2.2. Capital Improvement Program

The District’s wastewater capital improvement program through the end of the Study period is shown in Table 6-3. The proposed capital improvement program will be funded entirely through rate revenue and is a main driver for the proposed revenue adjustments. Note that the table shows the District’s share of treatment capital expenses.

Table 6-3: Wastewater Capital Improvement Projects

Wastewater Capital Expenses	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Collection	\$58,000	\$171,000	\$58,000	\$58,000	\$58,000	\$58,000
Pump Stations	\$68,500		\$35,000	\$0	\$0	\$25,000
Pipeline Rehab & Replacement	\$0		\$20,000	\$0	\$150,000	\$0
Other Wastewater System Improvements	\$48,000		\$89,000	\$92,000	\$56,975	\$2,000
Treatment (Running Springs Share = 60%)	\$122,532	\$196,798	\$260,108	\$200,442	\$273,330	\$200,442
Total Wastewater CIP	\$297,032	\$367,798	\$462,108	\$350,442	\$538,305	\$285,442

Table shows Running Springs share of treatment CIP which is 60.7%

6.3. Proposed Financial Plan

To ensure that the Wastewater Enterprise has adequate revenue to fund operating and capital expenditures as well as sufficient reserves, the Board selected revenue adjustments at a meeting in January 2019, as shown in Table 6-4. The first revenue adjustment is assumed to take effect in July 2019.

Table 6-4: Proposed Wastewater Revenue Adjustments

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Revenue Adjustment	3.0%	3.0%	3.0%	3.0%	3.0%

Table 6-5 shows the cash flow projections, also known as the financial plan, with the proposed revenue adjustments from Table 6-4. The proposed financial plan meets the District’s long-term reserve goals. Lines 1 and 2 show the District’s current revenue, line 3 shows the total revenue from the revenue adjustments shown in Table 6-4. Lines 6 through 14 show non-rate revenue sources. Lines 18 through 21 show the District’s projected expenses. Line 30 shows the resulting yearly cash flow which is used to fund prudent reserves.

Table 6-5: Sewer Enterprise Proposed Financial Plan (Cash Flow Projection)

Line No.	Wastewater Revenue	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
1	WW Fixed Charge (Include IR&R)	\$1,778,708	\$1,808,379	\$1,809,580	\$1,810,781	\$1,811,984	\$1,813,187
2	Volumetric Revenue	\$126,984	\$127,060	\$127,136	\$127,213	\$127,289	\$127,366
3	Total Revenue Adjustments	\$0	\$58,063	\$117,946	\$179,704	\$243,396	\$309,080
4	Total Revenue from Rates	\$1,905,692	\$1,993,502	\$2,054,662	\$2,117,699	\$2,182,669	\$2,249,633
5	Other and Non-Operating Revenue						
6	Delinquent Charges & Service Fees	\$10,000	\$12,607	\$12,638	\$12,670	\$12,701	\$12,733
7	Outside Service Agrmnt Charges	\$38,789	\$0	\$0	\$0	\$0	\$0
8	Other Service Fees	\$0	\$0	\$0	\$0	\$0	\$0
9	Arrowbear O&M Reimbursement	\$158,568	\$156,673	\$161,373	\$166,214	\$171,201	\$176,337
10	CSA 79 O&M Reimbursement	\$195,054	\$195,335	\$201,195	\$207,231	\$213,448	\$219,851
11	Property Taxes	\$0	\$0	\$0	\$0	\$0	\$0
12	Sewer Service Availability Charges	\$14,000	\$14,020	\$14,040	\$14,061	\$14,081	\$14,101
13	Sewer Hot Taps and Septic Dumping	\$1,500	\$1,504	\$1,508	\$1,511	\$1,515	\$1,519
14	Interest	\$9,000	\$18,226	\$22,348	\$27,145	\$31,755	\$37,528
15	Total Revenue	\$2,332,603	\$2,391,867	\$2,467,764	\$2,546,531	\$2,627,370	\$2,711,702
16							
17	Expenses						
18	Personnel Expense - Collection	\$587,597	\$387,834	\$400,830	\$414,271	\$428,172	\$442,548
19	Services and Supplies - Collection	\$228,303	\$285,442	\$294,005	\$302,825	\$311,910	\$321,267
20	Personnel Expense - Treatment	\$512,136	\$447,555	\$460,982	\$474,811	\$489,055	\$503,727
21	Services and Supplies - Treatment	\$425,444	\$478,818	\$493,183	\$507,978	\$523,217	\$538,914
22	Subtotal Expenses	\$1,753,480	\$1,599,649	\$1,649,000	\$1,699,886	\$1,752,354	\$1,806,456
23							
24	Net Revenue	\$579,123	\$792,218	\$818,764	\$846,645	\$875,015	\$905,245
25							
26	Total Debt Service	\$171,537	\$171,537	\$171,537	\$171,537	\$171,537	\$171,537
27							
28	Total Capital Improvement Projects*	\$297,032	\$367,798	\$462,108	\$350,442	\$538,305	\$285,442
29							
30	Net Cash Flow	\$110,554	\$252,883	\$185,119	\$324,666	\$165,173	\$448,266
31	* CIP Shown includes Running Springs' Share of Treatment Projects						

6.3.1. Graphical Financial Plan

Figures Figure 6-1 through Figure 6-3 show the financial plan in graphical format. The blue bars in Figure 6-1 signify the proposed revenue adjustments and the green line shows the calculated debt coverage ratio. As shown, the calculated debt coverage ratio exceeds the minimum required debt coverage ratio of 1.15 or 115%.

Figure 6-1: Wastewater Revenue Adjustments and Debt Coverage

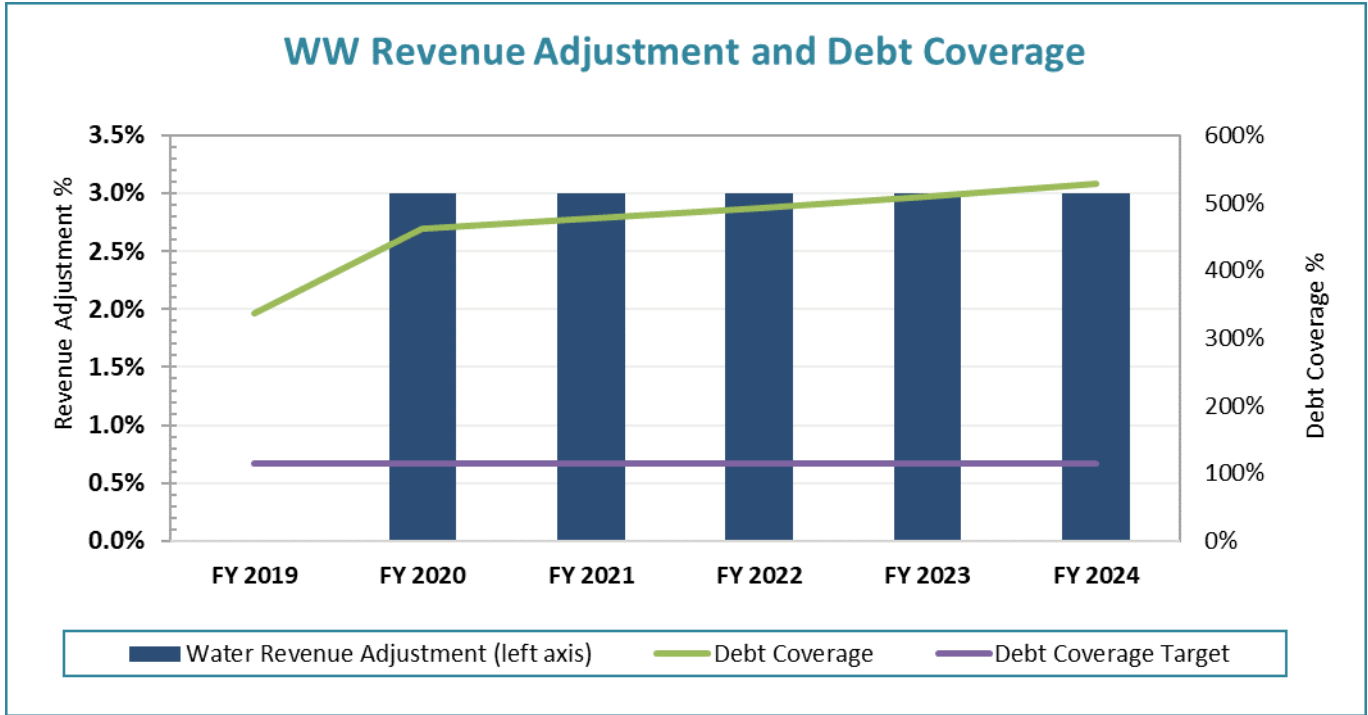


Figure 6-2 shows the financial plan in a graphical format. The stacked bars convey the expenses, and the light blue and orange lines show the current and proposed revenue, respectively.

Figure 6-2: Proposed Wastewater Operating Financial Plan

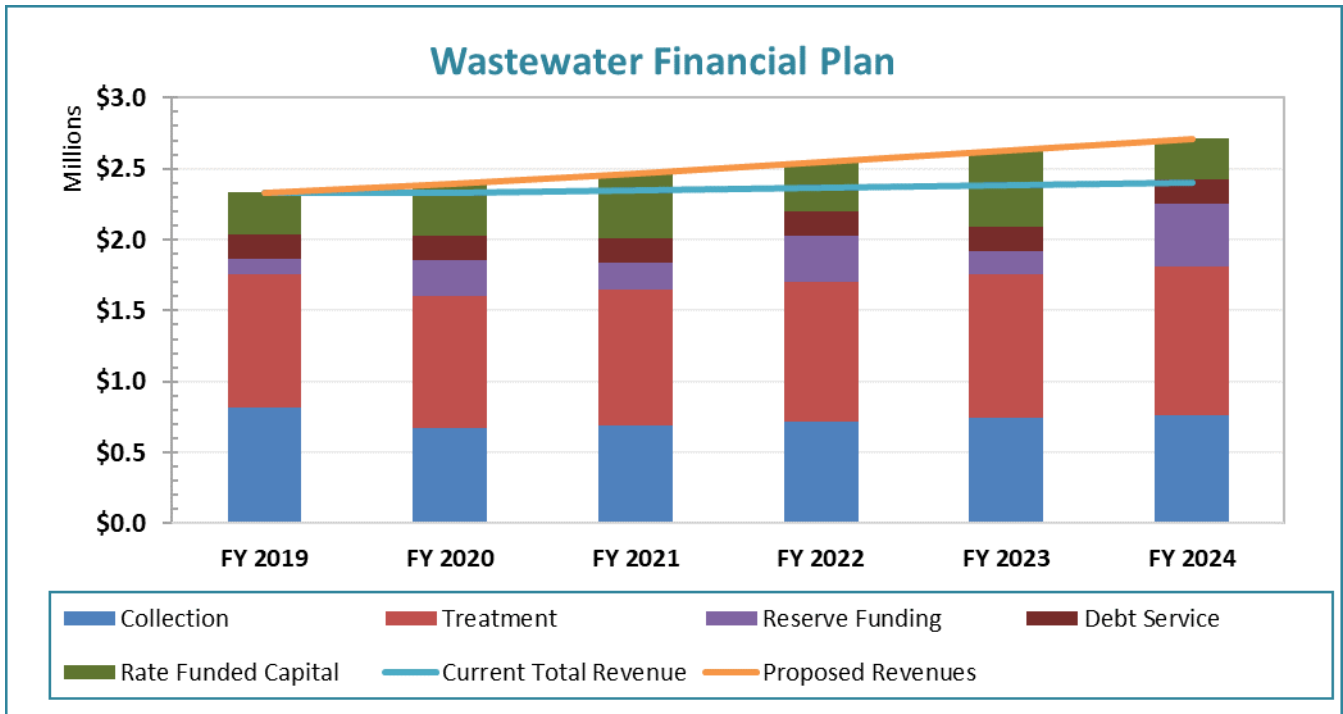
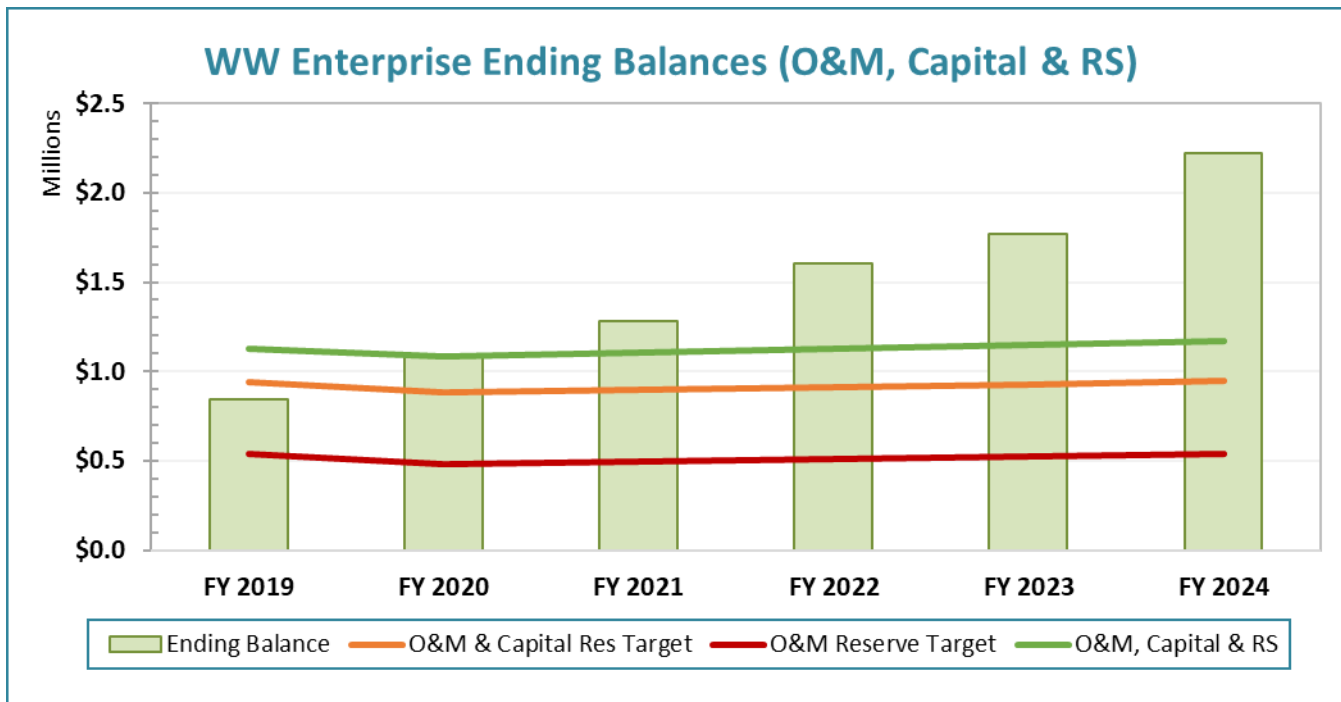


Figure 6-3 shows the District’s projected ending reserve balances as a result of the revenue adjustments in Table 6-4. The horizontal lines are the reserve targets. The O&M reserve target is equal to four months of operating expenses. The orange line adds the capital reserve target to the O&M reserve target, which is equal to an average year’s capital expense. The green reserve target includes the O&M and capital reserve targets and adds the rate stabilization reserve target, equal to 10% of wastewater rate revenue. Note that as the Board monitors yearly cash reserve, it can choose to implement lower revenue adjustments than those shown without a public hearing. However, higher revenue adjustments than those shown require a public hearing. Appendix B shows the projected reserve balances with two options for additional CalPERS pension obligation payments.

Figure 6-3: Wastewater Enterprise Ending Balances



7. Wastewater Cost of Service and Rate Derivation

The District collects and treats wastewater. The District prepares separate budgets for wastewater collection and treatment. The proposed rate structure maintains the current level of fixed revenue collected from monthly sewer service charges – which is approximately 90%. To maintain this fixed revenue level, a major portion of collection and treatment costs are collected through the fixed service charge as discussed below.

7.1. Cost Allocation to Wastewater Functions

Table 7-1 shows the District’s operating expense allocation to collection and treatment. The total allocation in line 14 is used to allocate the District’s revenue requirement in Table 7-5.

Table 7-1: Operating Expense Allocation to Cost Components

Line No.	Budget Item	Collection	Treatment	Total
1	Personnel Expense - Collection	100%	0.0%	100%
2	Services and Supplies - Collection	100%	0.0%	100%
3	Personnel Expense - Treatment	0%	100.0%	100%
4	Services and Supplies - Treatment	0%	100.0%	100%
5				
6				
7	Budget Item	Collection	Treatment	Total
8	Personnel Expense - Collection	\$387,834	\$0	\$387,834
9	Services and Supplies - Collection	\$285,442	\$0	\$285,442
10	Personnel Expense - Treatment	\$0	\$447,555	\$447,555
11	Services and Supplies - Treatment	\$0	\$478,818	\$478,818
12				
13	Total O&M Expenses	\$673,276	\$926,373	\$1,599,649
14	Percent Allocation	42%	58%	100%

Table 7-2 shows the District’s asset allocation to each wastewater function. Raftelis reviewed the District’s assets and assigned functions based on asset type. The asset items displayed in Table 7-2 are summed in line 15, showing the approximate percentage of the District’s assets that are related to collection and treatment. This allocation is used to distribute the capital wastewater revenue requirement to each function.

Table 7-2: Allocation of the District’s Wastewater Assets to Cost Components

Line					
No.	Asset Item	Collection	Treatment	General	Total
1	Land	25%	75%		100%
2	Collection	100%			100%
3	Treatment		100%		100%
4	Disposal		100%		100%
5	General & Admin			100%	100%
6	Vehicles (Gen & Admin)			100%	100%
7	Asset Item	Collection	Treatment	General	Total
8	Land	\$205,268	\$615,805	\$0	\$821,073
9	Collection	\$17,886,218	\$0	\$0	\$17,886,218
10	Treatment	\$0	\$5,728,961	\$0	\$5,728,961
11	Disposal	\$0	\$982,016	\$0	\$982,016
12	General & Admin	\$0	\$0	\$113,045	\$113,045
13	Vehicles (Gen & Admin)	\$0	\$0	\$0	\$0
14	Total Assets	\$18,091,487	\$7,326,782	\$113,045	\$25,531,314
15	Allocation with reallocated General	71%	29%		100%

7.2. Revenue Requirement Derivation

The revenue required from rates is the amount of revenue required to cover all wastewater expenses in FY 2020, also known as the test year. Table 7-3 shows the derivation of the revenue requirement for FY 2020. Line 19, column C, shows the District yearly revenue required from rates.

Table 7-3: Revenue Requirement Derivation

Line No.	Revenue Requirement	FY 2020		Total (C)
		Operating (A)	Capital (B)	
1	O&M Expenses	\$1,599,649		\$1,599,649
2	Debt Service		\$171,537	\$171,537
3	Rate Funded CIP		\$367,798	\$367,798
4	Subtotal	\$1,599,649	\$539,335	\$2,138,984
5				
6	Less Other Revenue			
7	Delinquent Charges & Service Fees	\$12,607		\$12,607
8	Arrowbear O&M Reimbursement	\$156,673		\$156,673
9	CSA 79 O&M Reimbursement	\$195,335		\$195,335
10	Sewer Service Availability Charges		\$14,020	\$14,020
11	Sewer Hot Taps and Septic Dumping		\$1,504	\$1,504
12	Interest		\$18,226	\$18,226
13	Subtotal	\$364,615	\$33,750	\$398,364
14				
15	Less Adjustments			
16	Adjustments for Annual Cash Balance		(\$252,883)	(\$252,883)
17	Subtotal	\$0	(\$252,883)	(\$252,883)
18				
19	Revenue to be Recovered from Rates	\$1,235,034	\$758,468	\$1,993,502

The total wastewater revenue requirement includes O&M, debt service and capital expenses shown in lines 1 through 3. Revenue from other sources is subtracted and shown in line 13. In line 16, another adjustment is made for the yearly ending cash balance. This negative value is subtracted, adding the cash balance (subtracting a negative number is the same as adding a positive number) shown in line 16 to the revenue requirement. Line 19 shows that the total revenue required from rates in FY 2020 is almost \$2 million.

7.3. Allocating the Revenue Requirement to Collection and Treatment

The total revenue requirement in Table 7-3 is allocated to collection and treatment. The operating revenue required from rates is shown in line 1, of Table 7-4 for FY 2020. It is derived by applying the percentages shown at the bottom of Table 7-1 to the total operating revenue requirement in column A of Table 7-3. The capital revenue required from rates is shown in line 2, of Table 7-4 for FY 2020. It is derived by applying the percentages shown at the bottom of Table 7-2 to the capital revenue requirement in column B of Table 7-3. The total revenue required from rates is shown in column D, Table 7-4 is the same as column C, Table 7-3.

Table 7-4: FY 2020 Revenue Requirement Allocation to Cost Components and Rate Calculation

Line No.	Revenue Requirement (A)	Collection (B)	Treatment (C)	Total (D)
1	Operating Expenses	\$519,813	\$715,221	\$1,235,034
2	Capital Expenses	\$539,840	\$218,627	\$758,468
3	Subtotal	\$1,059,654	\$933,848	\$1,993,502

To calculate rates based on sewer discharges (flow), Raftelis estimated the sewer flows for each customer class. Raftelis estimated annual sewer flow for all customers by applying a **return to sewer factor** to customer’s monthly water usage as shown in Table 7-5. Raftelis estimated the return to sewer factors, shown in columns B and C by comparing the difference between winter and summer water use. For example, using schools, Raftelis annualized winter water usage (December through April) and compared annualized winter water usage to actual yearly usage. If a school used water throughout the year like it does in the winter, it would generate monthly wastewater flows of about 46% of its actual water use. Therefore, it is reasonable to conclude that approximately 54% of water usage is for outdoor irrigation and 46% of water usage is returned to the sewer system. We used the same approach for all other customer classes to determine return to sewer factors. Ninety percent is an industry-accepted standard for a single family (90% was confirmed for SFR by looking at winter water usage versus year-round usage) and a commercial return to sewer factor. Table 7-5 shows how the District will estimate each of the customer classes’ sewer flows in column C.

Table 7-5: Sewer Flow Estimation Methodology

Customer Class (A)	Sewer Flow Calculation (B)	District Monthly Sewer Bill Calculation (C)
Residential	90% x Annual Water Use	Monthly Water Use x 90%
Commercial	90% x Annual Water Use	Monthly Water Use x 90%
Outside District	64% x Annual Water Use	Monthly Water Use x 64%
Schools	46% x Annual Water Use	Monthly Water Use x 46%

7.4. Rate Derivation

As with the water rates, we propose to eliminate the IR&R charge and recover infrastructure repairs and replacement costs from the fixed sewer service charge. Table 7-6 shows this rate calculation. Line 1 restates the collection and treatment revenue requirement from Table 7-4. Column B shows that 100% of collection-related costs are collected from the fixed sewer service charge. The sewer service charge rates are derived by dividing line 1, column B by the number of equivalent dwelling units⁷ shown in line 7 to yield the fixed sewer service charge rates in line 10. This portion of the fixed sewer service charge covers collection-related costs. Column C shows the percentage of treatment costs that are also collected from the fixed charge; the treatment charge shown in line 10 is equal to line 4 divided by line 7. The two fixed charges in line 10 are added to yield the total fixed charge.

⁷ Equivalent Dwelling Units or EDUs. The District can reassess EDUs based on the observed or estimated flow from each customers. For customers such as the Pali Mountain Camp, when actual sewer flow is measured, the District will adjust the EDU value accordingly based on actual gallons per day per EDU.

A portion of treatment charges, as shown in column E, are collected from the volumetric rate derived in column E, line 12. The volumetric rate, in dollars per cubic feet of estimated sewer flow, is equal to line 5 divided by line 8 yielding line 12. Line 8 shows the estimated sewer flow for all District customers.

Table 7-6: Wastewater Rate Calculation

Line No.	(A)	Collection		Treatment	
		(B)	(C)	(E)	(F)
1	Total Cost of Service	\$1,059,654	\$933,848		\$1,993,502
2		Fixed Charge %	Fixed Charge %	Volumetric Rate %	
3		100%	85%	15%	
4	Collected through Fixed Service Charge	\$1,059,654	\$793,771		\$1,853,425
5	Collected through Volumetric Rate			\$140,077	\$140,077
6					
7	Units of Service (EDUs)	3,030	3,030		
8	Sewer Use (CF)			14,107,051	
9					
10	Proposed Fixed Charge per EDU (\$/ EDU)	\$29.15	\$21.83		
11					
12	Proposed Volumetric Rate (\$/CF) - Line 5 / Line 8			\$0.0099	

7.5. Five-Year Proposed Rates

Table 7-7 shows the proposed five-year sewer rates for all customer classes. The volumetric charge will be calculated by multiplying the proposed sewer rate by a customer’s water use and the return to sewer factor for the customer’s class shown in Table 7-4. The out-year rates are derived by escalating the rates derived in Table 7-6 by the revenue adjustments from Table 6-4.

Table 7-7: Proposed Five-Year Fixed and Variable Sewer Rates

Rate Component	Current Rates	July 2019 FY 2020	July 2020 FY 2021	July 2021 FY 2022	July 2022 FY 2023	July 2023 FY 2024
Revenue Adjustment			3%	3%	3%	3%
Sewer Fixed Charge (Includes IR&R Charge)	\$49.74	\$50.98	\$52.51	\$54.08	\$55.71	\$57.38
	15% of water bill					
Sewer Volumetric Rate (\$/CF)	33% of water bill	\$0.0099	\$0.0102	\$0.0105	\$0.0109	\$0.0112

7.6. Customer Bill Impacts

Raftelis estimated Single Family Residential monthly bill impacts as shown in Table 7-8. Based on the return to sewer factor for Single Family Residential (90%) shown in Table 7-4, we estimate the average Single Family Residential sewer discharge to be 377 CF per month. A Single Family customer’s volumetric portion of his/her bill would be equal to his/her water use multiplied by 90% (return to sewer factor) which yields an estimate of their sewer flow, multiplied by the volumetric rate shown in Table 7-6.

Table 7-8: Single Family Residential Wastewater Monthly Bill Impact

Single Family Residential	Water Use (CF)	Sewer Use		Current Monthly SFR Bill	Proposed Bill	Dollar Difference (\$)	Percent Difference (%)
		= Water Use x 0.90 (CF)					
Low	356	321		\$52.25	\$54.16	\$1.92	3.7%
Avg	419	377		\$52.69	\$54.73	\$2.04	3.9%
High	482	434		\$53.13	\$55.29	\$2.16	4.1%
Very High	545	491		\$53.57	\$55.85	\$2.28	4.2%

Table 7-9 shows anticipated commercial monthly bill impacts for several commercial customers with water usage levels near the median usage for this class. As shown, commercial bills will decrease slightly due to the difference in how the volumetric rate is calculated. The current commercial volumetric rate is based on 33.3% of a commercial customer’s monthly water usage, however will now be calculated using the volumetric rate shown in Table 7-7. A commercial customer’s volumetric portion of his/her bill would be equal to his/her monthly water usage multiplied by 90% (return to sewer factor), yielding an estimate of his/her monthly sewer flow, multiplied by the rate shown in Table 7-6.

Table 7-9: Commercial Wastewater Bill Impacts

Sewer Use (CF)	Equivalent Dwelling Units	Current Monthly Bill	Proposed Yearly Bill	Dollar Change (\$)	Percent Change (%)
3,640	1	\$55.01	\$53.99	-\$1.02	-1.9%
4,357	1	\$56.05	\$54.58	-\$1.46	-2.6%
4,611	1	\$56.41	\$54.79	-\$1.62	-2.9%
4,858	1	\$56.77	\$55.00	-\$1.77	-3.1%
4,985	2	\$106.70	\$106.08	-\$0.61	-0.6%
5,320	1	\$57.44	\$55.38	-\$2.06	-3.6%
10,805	1	\$65.38	\$59.92	-\$5.46	-8.4%
11,325	1	\$66.13	\$60.35	-\$5.78	-8.7%

8. Fire and Ambulance

Raftelis developed a 10-year financial plan for the Fire and Ambulance Departments (combined) in the same manner as modeled for Water and Wastewater. This section presents the results of the financial plan.

8.1. Fire and Ambulance Background

While the fundamental purpose of the District's Fire Department is the protection of life and property, several operational functions are provided by the Fire Department as well. These functions include a variety of public assistance services, field emergency medical care services, ambulance transportation services, and community education and awareness programs. Of the services provided, the greatest public emphasis and need has been on field emergency medical care. Over the years, medical aid responses have grown to the point where they significantly outnumber fire-related responses. To provide improved service and better meet the needs of the community, in September 1978 the District's Fire Department implemented advanced life support (paramedics) into its medical care services. With the implementation of advanced life support procedures, the District's Fire Department became the first fire agency in the San Bernardino Mountains to provide a 24-hour continuous paramedic program.

To enhance its emergency medical care system, the District's Board of Directors authorized the Fire Department to provide ambulance transportation services. Prior to this decision, ambulance service had been provided by the Lake Arrowhead Fire Protection District. Improved patient care, public need and economics were the primary reasons for the Directors' authorization of this additional service. The ambulance service boundary includes Running Springs, Smiley Park, Arrowbear, Green Valley Lake, Snow Valley and along State Highway 18 to Lake View Point. The ambulance coverage also includes State Highway 330 to City Creek Ranger Station. The District's Fire Department is designated EOA 19 as the Exclusive Operating Area for the Ambulance service provided. The Fire Department currently operates from two fire stations located within the District's boundaries.

8.2. Financial Plan Assumptions

8.2.1. Revenue Forecast Assumptions

Table 8-1 shows the assumptions used in predicting future revenues for the next 10 years. As shown, we assumed that all revenue sources except property tax would remain unchanged. Property tax revenue fluctuates with property values; however, 1% growth is a conservative assumption based on a review of historical property tax growth over the last decade. As noted at the bottom of the table, we assumed a 1.9% interest rate on cash reserves.

Table 8-1: Account Growth and Water Use Assumptions

Revenue Escalation Factors	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Fire										
Property Tax	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%
Fire Availability Charge (Special Tax Assessment)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Hazard Abatement Program	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Other Revenue (Plan check, grants, community contributor)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Outside District Assignments Reimbursement Income	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Ambulance										
Property Tax	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Ambulance Service Fees	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Ground Emergency Medical Transport (GEMT) Reimbursement	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Intergovernmental Transfer (IGT) Reimbursement	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Ambulance Late Fees	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Ambulance Contractual Allowance (expense)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Population Growth	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Interest on Cash Reserves	1.9%	1.9%	1.9%	1.9%	1.9%	1.9%	1.9%	1.9%	1.9%	1.9%

8.2.2. Expense Forecast Assumptions

Raftelis, in consultation with District staff, made informed assumptions about inflationary factors utilized in the model. Table 8-2 shows the inflationary factors used to escalate the District’s FY 2019 O&M expenses budget. They are the same inflationary factors used for the Water and Sewer Enterprises. The inflationary factors shown in Table 8-2 reflect long-term averages for general inflation and energy prices. The District provided the salary and benefit inflationary factors which reflect employee salaries and benefit obligations.

Table 8-2: O&M and Water Purchase Inflationary Assumptions

O&M Escalation Factors	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
General	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	0.0%
Salary	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	0.0%
Benefits	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	0.0%
Electricity	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	0.0%

8.3. Fire and Ambulance Expenses

The District’s Fire and Ambulance expenses include O&M expenses, capital expenses, and debt service payments, each of which is described below.

8.3.1. O&M Expenses

The District’s Fire and Ambulance projected O&M expenses are shown in lines 19 through 25 in Table 8-4. The projected O&M expenses incorporate the respective inflationary factors as displayed in Table 8-2.

8.3.2. Capital Improvement Plan (CIP)

Table 8-3 shows the Fire and Ambulance CIP. The District is funding capital investment through operating revenue. To estimate CIP expenditures beyond FY 2023, Raftelis averaged the CIP expense for the prior five years as shown in FY 2024 through FY 2028.

Table 8-3: Detailed Capital Improvement Plan

Fire CIP	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Flooring replaced Station 50	\$ 22,000									
Furniture (Recliners)/ Kithcen Table		\$ 3,200								
Computer with monitor Station 51/BC	\$ 1,700									
Command Tablets		\$ 2,500								
New Windows downstairs Station 50 (double pane)			\$ 2,000							
Kitchen Remodel				\$ 6,000						
Exterior Paint Station 50			\$ 4,000							
Breathing Apparatus Purcahse- 3 SCBAs		\$ 15,000								
Breathing Appartus Support Service Equipment	\$ 13,000									
Replace Staff Vehicle (2003 Dodge)	\$ 55,000									
Replace 1999 Type 1 KME Engine (E-51)					\$ 450,000					
Replace Concrete Aprons at Station 50 and Station 51			\$ 50,000							
Replace (2005 Chevrolet Utility)				\$ 55,000						
Replace 2003 Type 1 KME Engine (E-50)										
Radios 800mhz x 6	\$ 48,000									
Radios VHF Digital x 6		\$ 15,000								
15 Voice Amps for SCBA Masks		\$ 4,641								
Total Fire CIP	\$ 139,700	\$ 40,341	\$ 56,000	\$ 61,000	\$ 450,000	\$ 149,408	\$ 149,408	\$ 149,408	\$ 149,408	\$ 149,408
Ambulance CIP		\$ 235,000								
Ambulance CIP		\$ 235,000								
Replace MA 50A (2007 Chevrolet)	\$ 190,000									
Replace MA 51 (2007 Chevrolet)	\$ -									
Replace Zoll M Series Monitors	\$ 25,000	\$ -		\$ 25,000						
Subtotal	\$ 215,000	\$ 235,000	\$ -	\$ 25,000	\$ -	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000
Fire & Amb Share of Admin CIP	\$ 5,250	\$ -	\$ 5,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fire & Ambulance CIP	\$ 359,950	\$ 275,341	\$ 61,250	\$ 86,000	\$ 450,000	\$ 244,408	\$ 244,408	\$ 244,408	\$ 244,408	\$ 244,408

8.3.3. Cash Flow Analysis (i.e. Financial Plan)

Table 8-4 shows the 10-year Fire and Ambulance cash flow projections. Lines 16 and 24 show total revenue and expenses, respectively. Line 28 shows the yearly cash flows, which turn negative in FY 2023 and thereafter due to the large expense of a fire truck. The CIP for FY 2024 and beyond is an estimate based on the average of the prior 5 years.

Table 8-4: Ten-Year Fire and Ambulance Operating Cash Flow

Line No.	Fire and Ambulance Cash Flow	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
1	Fire										
2	Property Tax	\$1,635,300	\$1,651,653	\$1,668,170	\$1,684,851	\$1,701,700	\$1,718,717	\$1,735,904	\$1,753,263	\$1,770,796	\$1,635,300
3	Fire Availability Charges (Special Tax Assessment)	\$205,000	\$205,000	\$205,000	\$205,000	\$205,000	\$205,000	\$205,000	\$205,000	\$205,000	\$205,000
4	Hazard Abatement Program Revenue	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
5	Ambulance										
6	Ambulance Service Fees	\$1,125,000	\$1,125,000	\$1,125,000	\$1,125,000	\$1,125,000	\$1,125,000	\$1,125,000	\$1,125,000	\$1,125,000	\$1,125,000
7	Ground Emergency Medical Transportation (GEMT) Reimb	\$170,000	\$170,000	\$170,000	\$170,000	\$170,000	\$170,000	\$170,000	\$170,000	\$170,000	\$170,000
8	Intergovernmental Transfer (IGT) Reimb	\$77,614	\$77,614	\$77,614	\$77,614	\$77,614	\$77,614	\$77,614	\$77,614	\$77,614	\$77,614
9	Other Revenue										
10	Total Revenue from Rates	\$3,222,914	\$3,239,267	\$3,255,784	\$3,272,465	\$3,289,314	\$3,306,331	\$3,323,518	\$3,340,877	\$3,358,410	\$3,222,914
11	Other Revenue (Plan Check Fees, Grants, Comm Contrib)	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
12	Interest Income	\$31,945	\$34,138	\$36,867	\$34,599	\$29,376	\$24,544	\$18,104	\$9,965	\$36	\$31,945
13	Fire Outside District Assignments Reimb Income	\$175,000	\$175,000	\$175,000	\$175,000	\$175,000	\$175,000	\$175,000	\$175,000	\$175,000	\$175,000
14	Ambulance Late Fees	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
15	Ambulance Contractual Allowance	-\$550,000	-\$550,000	-\$550,000	-\$550,000	-\$550,000	-\$550,000	-\$550,000	-\$550,000	-\$550,000	-\$550,000
16	Total Revenue	\$2,888,859	\$2,907,405	\$2,926,650	\$2,941,064	\$2,952,689	\$2,964,875	\$2,975,622	\$2,984,842	\$2,992,446	\$2,888,859
17											
18	Fire Expenses										
19	Personnel	\$1,507,960	\$1,559,776	\$1,613,409	\$1,668,924	\$1,726,390	\$1,785,876	\$1,847,454	\$1,911,199	\$1,977,189	\$1,507,960
20	Other Expenses	\$413,084	\$425,477	\$438,241	\$451,388	\$464,930	\$478,878	\$493,244	\$508,041	\$523,282	\$413,084
21	Ambulance Expenses										
22	Personnel	\$454,614	\$468,252	\$482,300	\$496,769	\$511,672	\$527,022	\$542,833	\$559,118	\$575,891	\$454,614
23	Other Expenses	\$195,799	\$201,673	\$207,723	\$213,955	\$220,373	\$226,985	\$233,794	\$240,808	\$248,032	\$195,799
24	Subtotal Expenses	\$2,571,457	\$2,655,177	\$2,741,673	\$2,831,036	\$2,923,365	\$3,018,760	\$3,117,325	\$3,219,166	\$3,324,396	\$2,571,457
25											
26	CIP Expenditures	\$275,341	\$61,250	\$86,000	\$450,000	\$244,408	\$244,408	\$244,408	\$244,408	\$244,408	\$275,341
27											
28	Net Cash Flows	\$42,061	\$190,978	\$98,978	-\$339,972	-\$215,084	-\$298,293	-\$386,111	-\$478,732	-\$576,358	\$42,061

8.3.4. Graphical Financial Plan

Figures Figure 8-1 through Figure 8-2 display the Financial Plan from Table 8-4 in graphical format. The stacked bars show the expense categories and the black line is the yearly Fire and Ambulance revenue. Red bars below the axis show that expenses are greater than the revenue for that year, also known as an operating deficit.

Figure 8-1: Revenue and Expenses

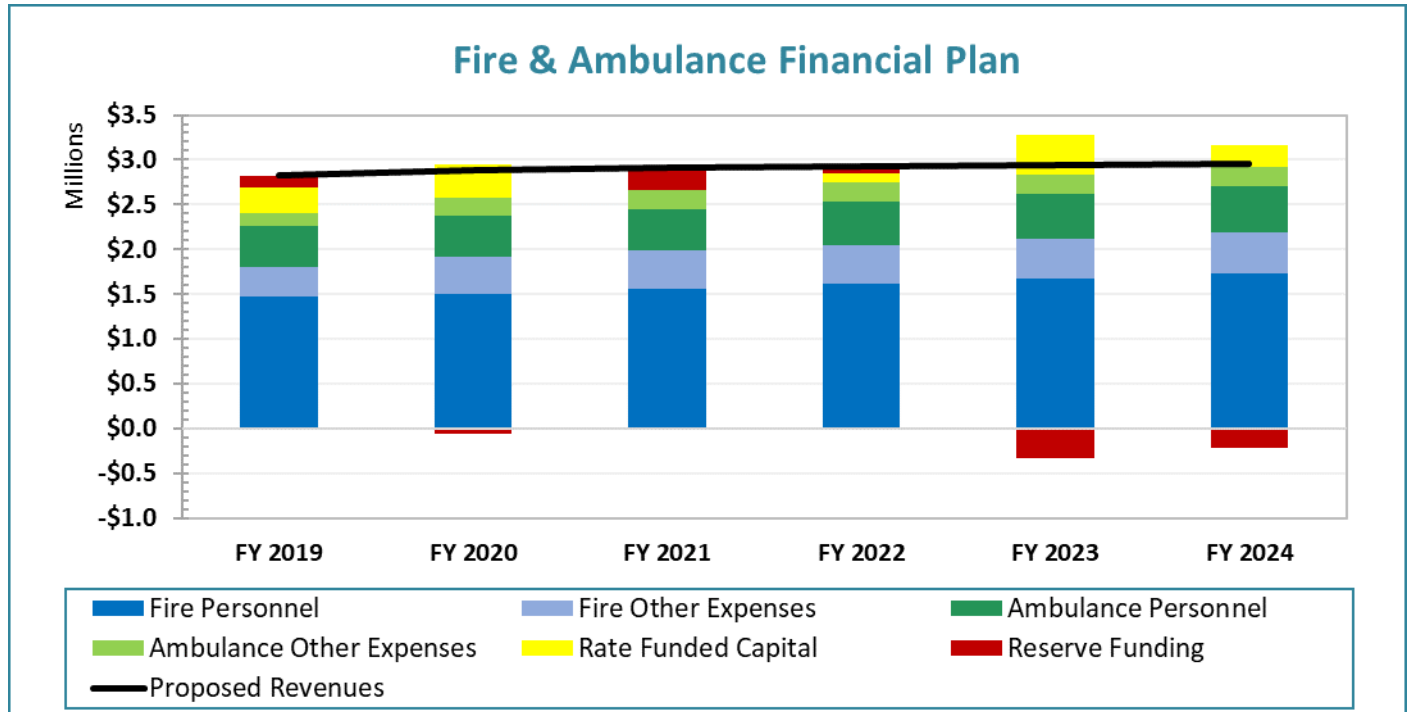
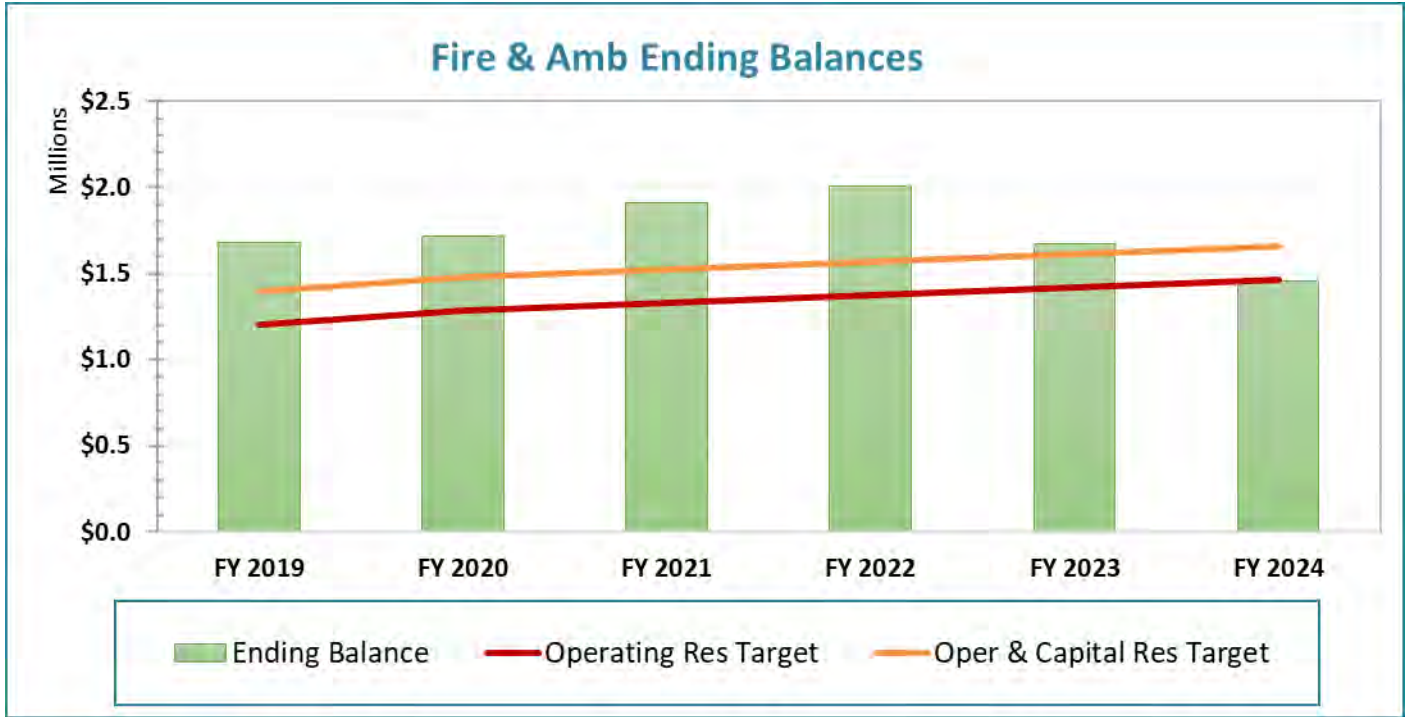


Figure 8-2 shows the Fire and Ambulance fiscal year ending reserve balances. The red line is the Operating and Maintenance Reserve (25% of O&M expenses), while the orange line is the sum of the O&M and capital reserve target (equal to average yearly capital expense). As shown, the District builds reserves until FY 2022. In FY 2023, the District plans to use reserves to replace a fire engine. Appendix B shows the projected reserve balances with two options for additional CalPERS pension obligation payments.

Figure 8-2: Fiscal Year Ending Reserve Balances



8.3.5. Results

Our results assume no revenue growth aside from a 1% growth in property tax revenue, and growth in expenses as described in Section 8.3.2. As shown in the above graphs, the District should be able to fund operations for the next five years.

APPENDIX A:

Capital Improvement Programs

Water Capital Improvement Program

Water CIP	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Source: CIP Summary in Budget file sent 2-16-2018						
Installation of 2,900 (AMR) Meters	\$ 400,000					
Relocate Back Lot Meters (80 Total)			\$ 32,000	\$ 32,000	\$ 32,000	
Replace Nob Hill SCADA Communication Building	\$ 241,000					
Nob Hill & CLAWA Tank Interconnection Improvements	\$ 50,000					
Groundwater Pumping Equipment Replacements	\$ 20,000					
Heath Aqua-Scope Leak Detector	\$ 3,000					
Water Department Inventory	\$ 7,500					
Replace Computer Workstations	\$ 2,000					
Paint Main Office Interior	\$ 5,000					
Replace Rowco Booster's and Building (used to be 200k in 2020)			\$ 200,000			
Replace Rowco 0.1 MG Tanks with one 0.5 MG Tank						\$ 650,000
Nob Hill 1 MG Tank Rehabilitation						\$ 167,000
Replace Water & Fire Complex 50Kw Generator			\$ 35,000			
Purchase new backhoe tractor shared cost 50%				\$ 60,000		
Vehicle & Equipment Storage Building at Harris Property				\$ 30,000		
Nob Hill 0.133 MG Tank Rehabilitation			\$ 80,000			
Rowco 0.3 MG Tank Rehabilitation					\$ 90,000	
Replace 4X4 Vehicle Unit # 60 with 1 Ton Service Truck	\$ 60,000					
Replace 4X4 Vehicle Unit # 68			\$ 35,000			
Replace 4X4 Vehicle Unit # 58 Flatbed Snowplow				\$ 60,000		
Replace 4X4 Vehicle Unit # 76					\$ 50,000	
Replace 1965 Thiokol Snow Cat with Truck Mounted Tracks						\$ 50,000
Replace Portable 50Kw Generator						\$ 40,000
Replace Portable Compressor and Jackhammer						\$ 25,000
Water Dept Inventory		\$ 7,500				
Water Facility CIP		\$ 623,500				
Uninflated Subtotal	\$788,500	\$631,000	\$382,000	\$182,000	\$172,000	\$932,000
<hr/>						
Water CIP	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Debt Funded (Current Debt) CIP	\$400,000	\$0	\$0	\$0	\$0	\$0
Admin CIP	\$9,750	\$0	\$9,750	\$0	\$0	\$0
Full Water & Admin CIP	\$ 798,250	\$ 631,000	\$ 391,750	\$ 182,000	\$ 172,000	\$ 932,000

Wastewater Capital Improvement Program

Wastewater CIP	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Collection						
Collection System Improvements - I&I Reduction						
Annual line cleaning and video inspection	\$ 30,000		\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Seal coat sewer manholes 5 per year at \$1,500 each	\$ 7,500		\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
Point repairs utilizing pipe liner 5 per year at \$1,500 each	\$ 7,500		\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
Point repairs (in house) 10 per year at \$500 each O&M	\$ 5,000		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Purchase new sewer manhole lids 20 per year at \$400 each	\$ 8,000		\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
Collection Division CIP		\$ 169,000				
Collection Division Inventory		\$ 2,000				
Collection System - I&I Improvements Subtotal	\$ 58,000	\$ 171,000	\$ 58,000	\$ 58,000	\$ 58,000	\$ 58,000
Pump Stations						
Seal coat wet well at Sewer Lift Stations No. 8	\$ 8,500					
Upgrade SCADA system shared cost 50% with water. Total \$50,000 (internet based comms)						\$ 25,000
Install flow meter and vault at Sewer Lift Station 7			\$ 35,000			
Upgrade control panels and SCADA at Sewer Lift Stations Nos. 7, 8 & 9						
Replace Generator at Sewer Lift Station No. 7	\$ 60,000					
Pump Stations Subtotal	\$ 68,500	\$ -	\$ 35,000	\$ -	\$ -	\$ 25,000
Pipeline Rehab & Replacement						
Wagon Wheel Easement E-W between MH's 108 and 109 52-51					\$ 150,000	
			\$ 20,000			
Pipeline Rehab & Replacement Subtotal	\$ -	\$ -	\$ 20,000	\$ -	\$ 150,000	\$ -
Other Wastewater System Improvements						
Repave Road to Sewer Lift Stations No. 5	\$ 12,000		\$ 12,000			
Annual updates to sewer maps						
Purchase new bypass pump equipment						
Replace Unit 70 light utility service truck					\$ 30,000	
Replace dump truck shared cost 1/3 each division. Water, WWC, WWT \$75,000					\$ 24,975	
Replace Unit 77 light utility service truck						
Replace Unit 75 medium utility / snow plow / jetter tow / service truck						
Replace Unit 84 light utility service truck						
Replace portable air compressor and jackhammer	\$ 25,000					
Replace Sewer jetter						
Replace Collection Building generator						
Replace Unit 69 with full size pump service truck with crane			\$ 70,000			
Vehicle and equipment storage building at Harris Property				\$ 30,000		
Purchase new backhoe tractor shared cost 50%				\$ 60,000		
Wastewater Collections Department Inventory	\$ 2,000		\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Purchase Trailer to Mount Old Sewer Lift Station No. 3						
Generator to Make it Portable	\$ 4,000					
Other Wastewater System Improvements Subtotal	\$ 43,000	\$ -	\$ 84,000	\$ 92,000	\$ 56,975	\$ 2,000
Admin CIP	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	\$ -
Collections Division Improvements Subtotal (Includes Admin CIP)	\$ 174,500	\$ 171,000	\$ 202,000	\$ 150,000	\$ 264,975	\$ 85,000
Treatment (Total CIP)						
Upgrade, R&R Treatment SCADA, Pumps, Mixers, Etc.	\$ 40,000					
Replacement Fine Bubble Aeration System MBR 2	\$ 7,500					
Replacement Motor and Impeller for MBR Blower	\$ 18,000					
Replacement Actuators and Flow Control Valves For MBR 1	\$ 12,000					
Mixer & Submersible Pump Rebuilds	\$ 20,000		\$ 20,000	\$ 30,000	\$ 30,000	\$ 30,000
Purchase new solids handling bins & improve loading area	\$ 30,000					
Repair Plant Wash Water System	\$ 65,000					
Plant Road Paving (54,000 SF)	\$ 1,000					
Screenings Conditioning Equipment			\$ 250,000			
Replacement of Disposal Ponds Piping & Valve Structures			\$ 150,000			
Grit Removal Equipment				\$ 300,000		
Replace UV System					\$ 350,000	
Unit 67 Replacement					\$ 35,000	
Unit 80 Replacement					\$ 35,000	
Wheel Loader Replacement						\$ 150,000
Generator & ATS Replacement						\$ 150,000
Treatment Facilities CIP (Allocation to Run Springs is below)		\$ 324,000				
Subtotal	\$ 193,500	\$ 324,000	\$ 420,000	\$ 330,000	\$ 450,000	\$ 330,000
Admin CIP	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	\$ -
Allocation to Running Springs (60.7%)	\$ 122,532	\$ 196,798	\$ 260,108	\$ 200,442	\$ 273,330	\$ 200,442
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Full WW & Admin CIP	\$297,032	\$367,798	\$462,108	\$350,442	\$538,305	\$285,442

Fire and Ambulance Capital Improvement Program

Fire CIP	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Source: CIP Summary in Budget file sent 2-16-2018						
Flooring replaced Station 50	\$ 22,000					
Furniture (Recliners)/ Kithcen Table		\$ 3,200				
Computer with monitor Station 51/BC	\$ 1,700					
Command Tablets		\$ 2,500				
New Windows downstairs Station 50 (double pane)			\$ 2,000			
Kitchen Remodel				\$ 6,000		
Exterior Paint Station 50			\$ 4,000			
Breathing Apparatus Purcahse- 3 SCBAs		\$ 15,000				
Breathing Appartus Support Service Equipment	\$ 13,000					
Replace Staff Vehicle (2003 Dodge)	\$ 55,000					
Replace 1999 Type 1 KME Engine (E-51)					\$ 450,000	
Replace Concrete Aprons at Station 50 and Station 51			\$ 50,000			
Replace (2005 Chevrolet Utility)				\$ 55,000		
Replace 2003 Type 1 KME Engine (E-50)						
Radios 800mhz x 6	\$ 48,000					
Radios VHF Digital x 6		\$ 15,000				
15 Voice Amps for SCBA Masks		\$ 4,641				
Uninflated Subtotal	\$139,700	\$40,341	\$56,000	\$61,000	\$450,000	\$149,408
Ambulance CIP	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Replace MA 50A (2007 Chevrolet)	\$ 190,000					
Replace MA 51 (2007 Chevrolet)						
Replace Zoll M Series Monitors	\$ 25,000	\$ -		\$ 25,000		
Ambulance CIP		\$ 235,000				
Spaceholder						
Uninflated Subtotal	\$215,000	\$235,000	\$0	\$25,000	\$0	\$95,000
						average
Admin CIP	\$5,250	\$0	\$5,250	\$0	\$0	\$0
Total Fire and Ambulance	\$359,950	\$275,341	\$61,250	\$86,000	\$450,000	\$244,408

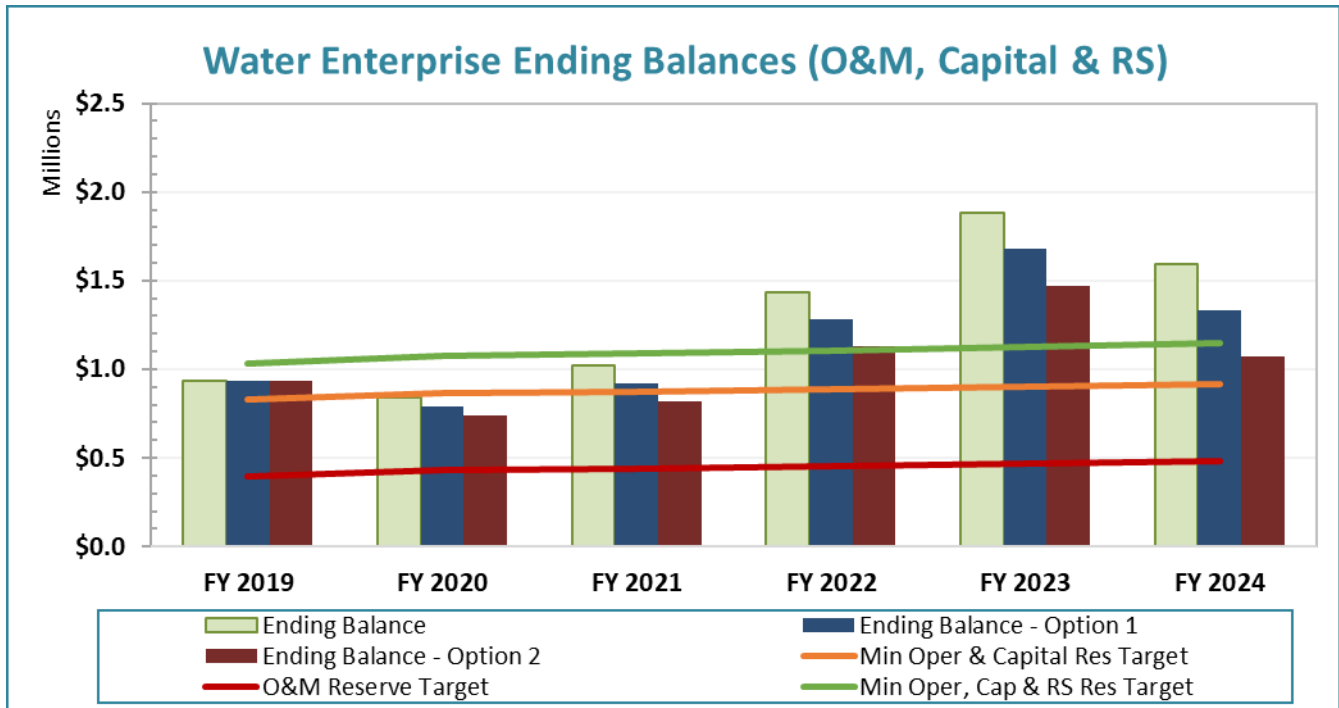
APPENDIX B:

Resulting Reserve Balances with Additional CalPERS Payments to Pay Down Pension Costs (Water, Wastewater, Fire and Ambulance)

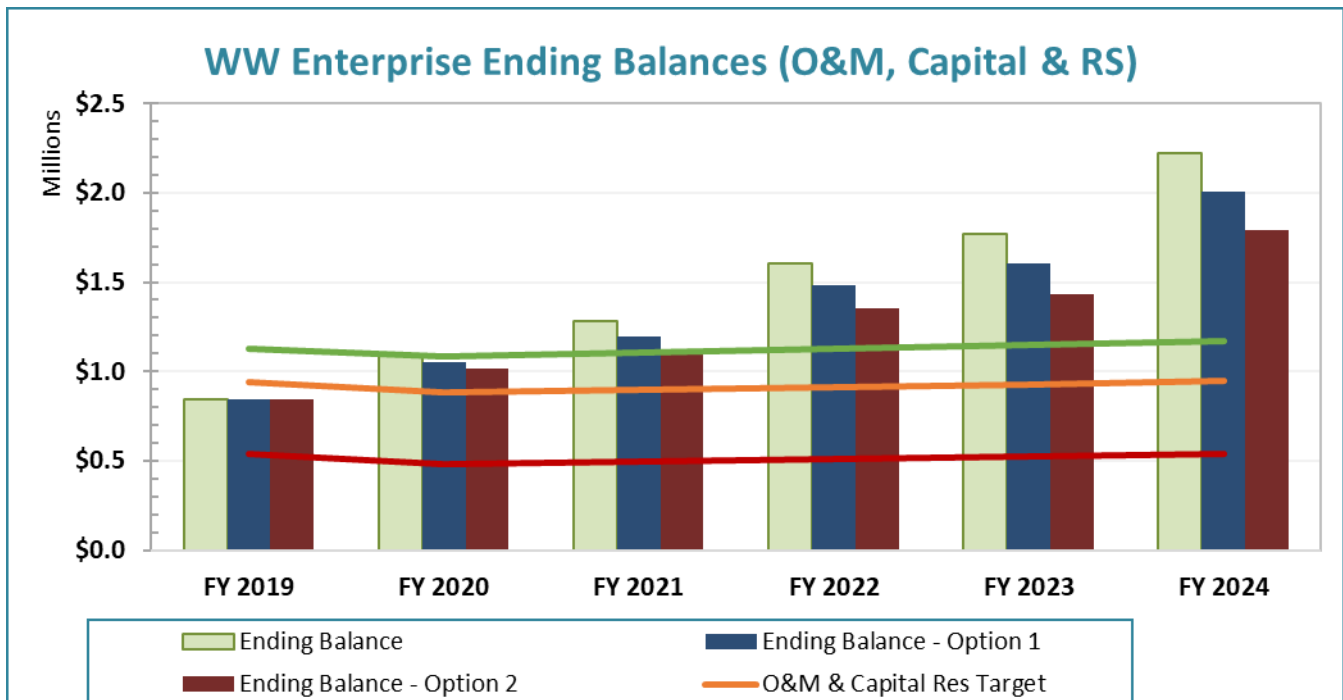
Total Interest Savings Shown in the CalPERS Table at the end of
Appendix B

Utility	Option 1 - Payment Each Year for 5 Years	Option 2 - Payment Each Year for 5 Years
Water	\$50,000	\$100,000
Wastewater	\$25,000	\$50,000
Fire and Ambulance	\$100,000	\$200,000

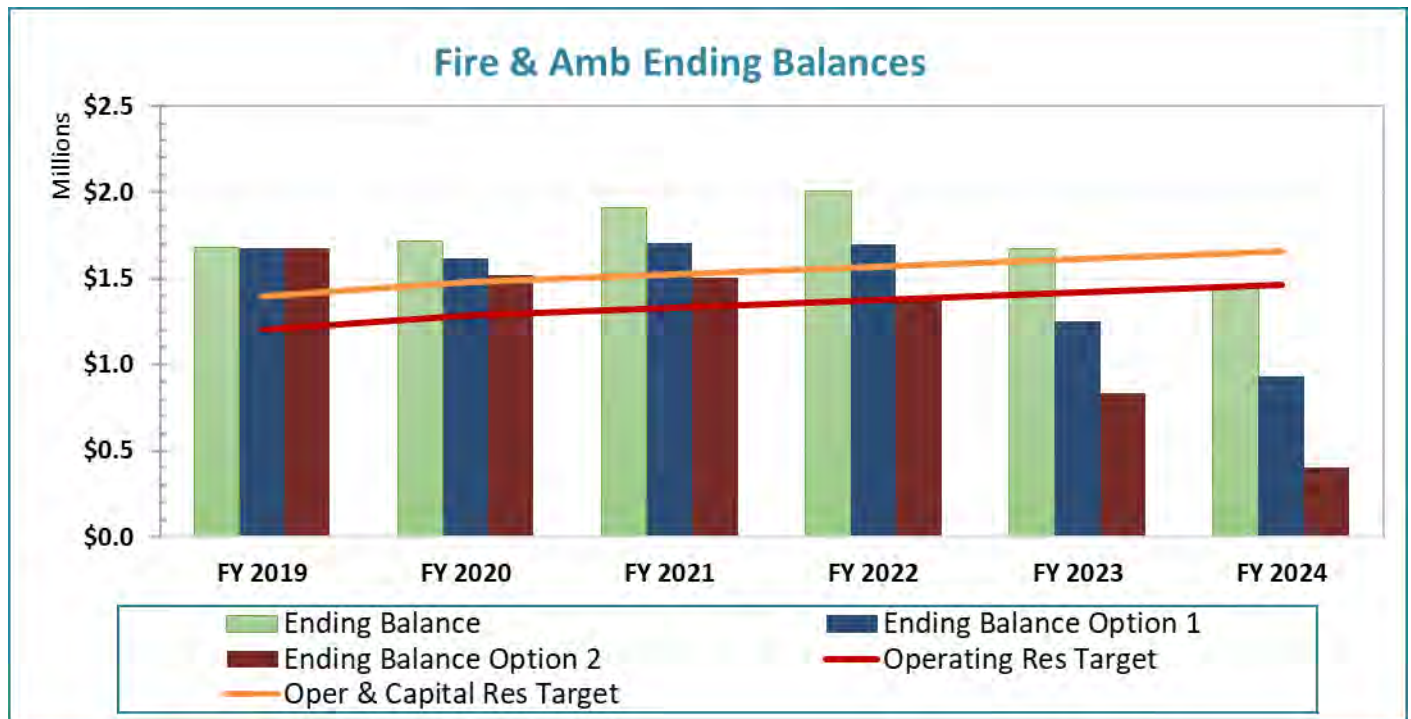
Water



Wastewater



Fire and Ambulance



Year	Original		Extra \$50,000 per year for five years		Extra \$100,000 per year for five years	
	Beginning of Year Balance	Payment During Fiscal Year	Beginning of Year Balance	Payment During Fiscal Year	Beginning of Year Balance	Payment During Fiscal Year
2018-19	\$ 3,238	\$ 242	\$ 3,188	\$ 241	\$ 3,188	\$ 241
2019-20	\$ 3,214	\$ 281	\$ 3,111	\$ 278	\$ 3,009	\$ 276
2020-21	\$ 3,149	\$ 303	\$ 2,991	\$ 297	\$ 2,834	\$ 291
2021-22	\$ 3,055	\$ 235	\$ 2,895	\$ 226	\$ 2,735	\$ 218
2022-23	\$ 3,026	\$ 253	\$ 2,814	\$ 239	\$ 2,601	\$ 225
2023-24	\$ 2,976	\$ 260	\$ 2,763	\$ 245	\$ 2,550	\$ 231
2024-25	\$ 2,916	\$ 267	\$ 2,703	\$ 252	\$ 2,490	\$ 237
2025-26	\$ 2,844	\$ 274	\$ 2,631	\$ 259	\$ 2,418	\$ 244
2026-27	\$ 2,759	\$ 282	\$ 2,547	\$ 266	\$ 2,335	\$ 251
2027-28	\$ 2,660	\$ 290	\$ 2,450	\$ 274	\$ 2,240	\$ 258
2028-29	\$ 2,547	\$ 298	\$ 2,339	\$ 281	\$ 2,130	\$ 265
2029-30	\$ 2,417	\$ 306	\$ 2,211	\$ 289	\$ 2,006	\$ 272
2030-31	\$ 2,270	\$ 314	\$ 2,067	\$ 297	\$ 1,865	\$ 279
2031-32	\$ 2,104	\$ 323	\$ 1,905	\$ 305	\$ 1,706	\$ 287
2032-33	\$ 1,917	\$ 317	\$ 1,723	\$ 298	\$ 1,529	\$ 280
2033-34	\$ 1,724	\$ 310	\$ 1,535	\$ 291	\$ 1,346	\$ 272
2034-35	\$ 1,523	\$ 297	\$ 1,341	\$ 278	\$ 1,159	\$ 258
2035-36	\$ 1,323	\$ 283	\$ 1,148	\$ 263	\$ 973	\$ 243
2036-37	\$ 1,122	\$ 268	\$ 956	\$ 248	\$ 790	\$ 227
2037-38	\$ 923	\$ 155	\$ 767	\$ 134	\$ 610	\$ 113
After 2037-38		\$ 1,047		\$ 856		\$ 664
Total Scheduled Payments		\$ 6,605		\$ 6,117		\$ 5,632
Total Extra Payments		\$ -		\$ 250		\$ 500
Total Payments		\$ 6,605		\$ 6,367		\$ 6,132
Interest Savings				\$ (238)		\$ (473)

All numbers are in thousands.

This is based on the Amortization Bases from the June 30, 2016 Annual Valuation.

The discount rate and payroll growth are based on a 7% discount rate, and a 2.75% payroll growth rate.

These estimates are the assumptions that will be in place for the June 30, 2018 Annual Valuation.

Due to bases dropping off and payments changing payments after 2037-38 are grouped

Running Springs Water District

Water and Wastewater Capacity Fee Report

March 2019



March 22, 2019

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

Subject: 2019 Water and Wastewater Capacity Fee Report

Dear Mr. Gross:

Raftelis is pleased to present to the Running Springs Water District (District) the attached Water and Wastewater Capacity Fee Report. The enclosed recommendations are based on sound principles and defensible methodologies resulting in fair and equitable fees reflective of the current value of the water and wastewater utilities.

We enjoyed the opportunity to help the District develop water and wastewater capacity fees as well as water and wastewater rates (described in a separate report). Should you have any questions or comments regarding this report please contact me at (714) 351-2013.

Sincerely,

A handwritten signature in blue ink that reads "Steve Gagnon".

Steve Gagnon, PE (AZ)
Manager

1. Executive Summary

This document describes the purpose, methodology, and calculation of water and wastewater capacity fees for the Running Springs Water District (District). This executive summary summarizes the results of the capacity fee calculations.

Economic and Legal Framework

Capacity fees can be levied on new customers connecting to a utility or customers requiring more capacity in the water or wastewater system. Capacity fees are one-time fees paid up-front as a condition of new development or expansion and are designed to recover the cost of the facilities required to provide service. Capacity fees reimburse existing customers for their past capital investment which they have funded through payment of monthly/bi-monthly fees to cover capital costs and debt service payments. Using this approach, all customers, both existing and new, will equally contribute to the construction costs of capital facilities.

The legal grounds for charging capacity fees are established in Government Code Sections 66013, 66016, 66022, and 66023. Per Section 66013, capacity fees imposed by an agency “shall not exceed the estimated reasonable cost of providing the service for which the fee or charge is imposed...” This report establishes the nexus between the capacity fee and the cost of providing capacity in the water and wastewater utilities.

Approach

There are three accepted methods to calculate capacity fees. The two that are most prevalent are the buy-in approach and the incremental cost approach. The third is a hybrid of these two approaches. The buy-in approach is most appropriate for agencies that have capacity available in their current facilities. Capacity fees calculated using the buy-in methodology collect the cost of existing facilities. By contrast, the incremental approach is most appropriate for agencies anticipating construction of new facilities to meet new demand. The costs of the new facilities are distributed to customers based on their expected utilization of the new plant/system capacity. All methodologies are designed to ensure that “growth pays for growth.”

Raftelis recommends that the District use the buy-in approach to determine its capacity fees since the District has capacity in existing facilities to serve new and expanding customers in the near term. These users will need to “buy into” the current system by paying for their share of capacity.

Buy-in Approach Calculation

There are two types of buy-in approaches; the **system buy-in** approach and the **equity buy-in** approach. The equity buy-in approach includes cash reserves while the system buy-in approach does not. The equity buy-in approach divides by *current* customer demand while the system buy-in approach divides by *total* (ultimate) system capacity. The differences are fully explained in Section 4 and the results are shown in Tables 1-1 and Table 1-2.

There are several methods used to value utility infrastructure and assets. Raftelis recommends that the District value its system based on the Replacement Cost Less Depreciation (RCLD) method, which recognizes that the District’s water system assets are not new. This method escalates each asset’s purchase value and accumulated depreciation to current dollars using the asset’s acquisition date and the Engineering News Record’s nation-wide Construction Cost Index (ENR-CCI). The ENR-CCI is a widely-used index for determining construction cost inflation.

Raftelis calculated the water and wastewater systems’ asset value using the RCLD method. We then used the resulting total asset value to calculate the capacity fees based on the system buy-in and equity buy-in methodologies. Table 1 and 2 show the water and wastewater capacity fees respectively using these two methods. Note that the capacity fees for the water system are based on meter size and the capacity fees for the wastewater system are based on equivalent dwelling units (EDUs), which the District will calculate at the time of connection. The District can select one of the methodologies with input from its legal counsel. The full derivation and calculations for these fees are described in Section 4. Note that the District can charge fees lower than those shown in Tables 1-1 and 1-2.

Table 1-1: Proposed Water Capacity Fees

Current Capacity Fee per EDU	Meter Size	System Buy-in Proposed Capacity Fee	Equity Buy-in Proposed Capacity Fee
\$4,322	5/8" x 3/4"	\$4,010	\$4,626
	1"	\$10,026	\$11,565
	1.5"	\$20,052	\$23,129
	2"	\$32,083	\$37,007
	3"	\$64,166	\$74,014
	4"	\$100,259	\$115,646
	6"	\$200,518	\$231,292

Table 1-2: Proposed Wastewater Capacity Fees

Current Capacity Fee per EDU	System Buy-in Capacity Fee per EDU	Equity Buy-in Capacity Fee per EDU
\$5,646	\$2,341	\$7,840

2. Introduction

The District engaged Raftelis to perform a water and wastewater rate study and calculate capacity fees. The results of the water rate study are contained in a separate report. This report describes the Capacity fee calculation. Capacity fees are one-time fees paid up front as a condition of new or expanded real estate development when the development connects to or expands its connection to (i.e. increases its meter size) the water and wastewater system. Capacity fees are designed to recover the cost of the facilities needed to provide water and wastewater service. Per California Government Code Section 66013, the fees “shall not exceed the reasonable cost of providing service.” Therefore, the fees are required to reflect the estimated cost of the existing or additional system capacity needed to serve them. Other common terms for capacity fees are connection fees, impact fees, system development charges, development impact fees, plant and facility connection charges, and capital facility charges.

Current Fees

The District currently charges water and wastewater capacity fees for new and expanded connections. The current fees are levied per Equivalent Dwelling Unit (EDU), which reflects the portion of system capacity used by the utility customer. The proposed water capacity fees will instead be levied by meter size while wastewater will continue to be levied by EDU. Table 2-1 shows the District’s current water and wastewater capacity fees.

Table 2-1: Current Water and Wastewater Capacity Fees

Current Water Capacity Fee per EDU	Current Wastewater Capacity Fee per EDU
\$4,322	\$5,646

The proposed capacity fees reflect the current value of the water system as described in **Section 4**, which provides the nexus required by California Government Code Section 66013 between water and wastewater capacity fees and the cost to provide water system capacity.

3. Capacity Fee Economic and Legal Environment

Economic Basis

For publicly owned utilities, capital facilities are often funded by existing customers through (monthly or bimonthly) rate and charge revenue, among other sources. Existing customers' investment in system capacity allows newly connecting customers to take advantage of unused surplus capacity. Through the implementation of capacity fees, new and expanding customers pay for the cost of the excess system capacity that will serve them so existing customers are not subsidizing capital costs for new customers. This effectively puts new customers on par with existing customers for the capital costs to build the utility. In other words, the new users are *buying into* the existing system, and this revenue will be used for expansion capital, thereby benefitting existing customers for their prior investment. Thus, the term "buy-in."

The philosophy that those using the capacity should pay for the cost of capacity is often referred to using the phrase "growth should pay for growth." This principal is summarized in the American Water Works Association (AWWA) *Manual M1, Principles of Water Rates and Charges* in the Section on System Development Charges.

Legal Framework¹

The District has the authority to price and implement water capacity fees. The most salient limitation on this authority is the requirement that fees imposed on new and expanding development must bear a reasonable relationship to the needs and benefits brought about by the development. Courts have long used a standard of reasonableness to evaluate the legality of capacity fees. The basic statutory standards governing water (and wastewater) capacity fees are embodied by California Government Code Sections 66013, 66016, 66022, and 66023. Government Code Section 66013, in particular, contains requirements specific to pricing water and wastewater capacity fees:

"Notwithstanding any other provision of law, when a local agency imposes fees for water connections or sewer connections, or imposes capacity charges, those fees or charges shall not exceed the estimated reasonable cost of providing the service for which the fee or charge is imposed, unless a question regarding the amount the fee or charge in excess of the estimated reasonable cost of providing the services or materials is submitted to, and approved by, a popular vote of two-thirds of those electors voting on the issue."

Section 66013 also includes the following general requirements:

- Local agencies must follow a process set forth in the law, making certain determinations regarding the purpose and use of the fee; they must establish a nexus or relationship between a development project and the public improvement being financed with the fee.

¹ Raftelis does not practice law nor does it provide legal advice. The above discussion is to provide a general review of state institutional constraints and is labeled "legal framework" for literary convenience only. The District should consult with its legal counsel for clarification of any of the topics discussed in this section.

- If the agency is a City, the capacity fee revenue must be segregated from the general fund to avoid commingling of capacity fees and the general fund.
- Section 66013 also requires annual reporting requirements for capacity fees revenue.

4. Capacity Fee Methodologies

There are three main methods to calculate capacity fees. Each approach has evolved largely based on changing public policy, legal requirements, and the unique and special circumstances of each local agency. The three main methods are the “buy-in”, “incremental-cost”, and “hybrid” approaches.

Buy-In Method

The buy-in approach rests on the premise that new customers “buy-in” to the utility to reimburse existing customers who have already constructed and maintain the facilities that will serve new customers, including the costs associated with financing those services. Under this approach, a new single-family customer pays an amount equal to the value of the capacity required to serve a new home – which is measured in either gallons per day, equivalent dwelling units or equivalent meter size. One equivalent dwelling unit is the amount of water or wastewater used by an average single-family home.

To determine the value of capacity, the total value of the water utility is divided by either the system *ultimate capacity* (system buy-in approach) or the *current system demand* (equity buy-in approach). The equity buy-in approach also includes the system reserve balances.

To provide an example of the system buy-in approach: if an existing system can serve 100 single-family homes and a new customer wants to build a new single-family home (and connect to the water system), then the new customer would pay 1/100th of the total existing system net value. By paying the capacity fee, the new customer has bought into the existing system – thus, the term **buy-in**. The user has effectively acquired a financial position on par with existing customers and will face future capital and operating costs on equal financial footing with existing customers. This approach is suited for agencies that have excess capacity in their existing system. This is the methodology that Raftelis used for the District’s capacity fee study because the District does not have a major plant/system expansion planned to serve new customers.

Incremental Cost Method

While the buy-in method was chosen for the District, we will describe the two other methodologies to provide a more complete understanding of capacity fees. When new users connect to a utility system, they use either surplus capacity from the existing system or they require construction of new capacity to accommodate their needs. When a substantial amount of new facility construction is required to support growth, the incremental cost method may be used. Under the incremental cost approach, new customers pay for the cost of additional capacity regardless of the value of past investments made by existing customers.

For instance, if it costs X dollars to construct new infrastructure (additional capacity) to serve 100 new single-family homes and a new customer builds a home, then the new user would pay $\$X/100$ to connect to the system. In other words, a new customer pays the *incremental cost of capacity*. As with the equity buy-in approach, new connectors will effectively acquire a financial position that is on par with existing customers. This approach is best suited for growing communities where additional facilities are needed to accommodate growth and is not recommended for the District at this time.

Hybrid Method

In addition to the above two methodologies, there is also a hybrid approach which uses aspects of both the buy-in approach and the incremental cost approach. This is appropriate when agencies have some existing reserve (unused) capacity available, but are also in the process of planning or building additional capacity. The fee produced by the hybrid approach recognizes that new customers benefit from both existing infrastructure and planned capital improvements.

5. Capacity Fee Calculation

Capacity Fee Methodology

Raftelis used the **buy-in** approach to calculate water and wastewater capacity fees since there is enough capacity in each system to serve new users.

Utility System Valuation Methodology

There are several ways to establish the value of a utility including:

1. Original Cost (also known as book cost or historical cost)
2. Original Cost Less Depreciation (which subtracts depreciation)
3. Replacement Cost
4. Replacement Cost Less Depreciation

The most common valuation method is the Replacement Cost Less Depreciation (RCLD). It is often preferred because of its defensibility. Barring, for example, instances of water and wastewater systems that have depreciated significantly due to lack of replacement and repair, RCLD is the most legally-defensible option for valuation because the total asset value:

1. Is inflation-adjusted by the Engineering News Record nationwide Construction Cost Index (ENR-CCI), and thus recovers the cost of replacing the infrastructure in current dollars.
2. Accounts for depreciation thus addresses the fact that the water system is not new and equipment and facilities have depreciated in value.

Water Capacity Fee

Table 5-1 shows the capacity fee calculation. We will walk the reader through each calculation for the system buy-in and equity buy-in calculations.

Table 5-1: Capacity Fee System and Equity Buy-in Calculations

Water Capacity Fee Calculation		System Buy-in	Equity Buy-in
Buy-In Methodology		(B)	(C)
(A)		Replacement	Replacement
Line No.		Cost Less	Cost Less
1	Land	\$1,695,744	\$1,695,744
2	Supply	\$2,079,500	\$2,079,500
3	Treatment	\$69,869	\$69,869
4	Storage	\$1,430,061	\$1,430,061
5	Trans/Dist	\$7,725,844	\$7,725,844
6	Fire	\$105,113	\$105,113
7	Meter Service	\$128,928	\$128,928
8	General & Admin	\$602,679	\$602,679
9	Vehicles (Gen & Admin)	\$0	\$0
10	Total	\$13,837,738	\$13,837,738
11	Check		
12	Less Outstanding Debt Principal	\$751,952	\$751,952
13	Total Water System Valuation - System Buy-in	\$13,085,786	\$13,085,786
14	Add Reserve Balances		\$1,097,651
15	Total Water System Valuation incl. Reserves - Equity Buy -in		\$14,183,437
16	Ultimate Equivalent Meters	3,263	
17	Current Equivalent Meters		3,066
18	System Buy-In Method charge per 5/8" Meter (line 13/16)	\$4,010	
19			
20	Equity Buy-in Method charge per 5/8" Meter (line 15/17)		\$4,626
21			
22	Current Capacity Fee	\$4,322	\$4,322

System Buy-in uses ultimate capacity and no reserves

Equity Buy-in uses "currently served" capacity and adds reserves

Lines 1 through 9 in Table 5-1 show the asset valuation of the water utility using the RCLD method and categorized by function. Land assets (line 1) were escalated by the consumer price index rather than the ENR-CCI². Depreciation was not factored into the valuation of land assets since land is not normally depreciated.

Line 12 subtracts the outstanding principal debt from the total asset value because this would otherwise double charge customers – once through the capacity fees and again through monthly rates and charges. Line 13 shows the RCLD value of the water system less outstanding debt principle for the system buy-in calculation.

For the equity buy-in calculation, shown in column C, the utility value includes water enterprise reserves, as shown in line 14. The basis for including reserves is that past customers have accumulated these reserves through their monthly bill payments and future users will benefit from these cash reserves since the reserves may lower rate revenue requirements. Thus, reserves can be counted as part of the value of the utility. This is similar to valuing a business in which cash equivalents are added to the discounted value of future cash flows to ascertain the total business value. The system value under the equity buy-in is shown in line 15.

Line 16, Column B shows the ultimate equivalent meters -- i.e. the total estimated equivalent number of 5/8-inch meters the District could serve – which is used for the system buy-in calculation. Line 17 shows the current number of in-service equivalent meters, which is derived and shown at the bottom of Table 5-2.

The system buy-in fee, shown in line 18, is line 13 divided by line 16 – the value of the system divided by the *ultimate*³ number of equivalent meters. The equity buy-in calculation, in Line 20, uses the system value shown in Line 15, which includes reserves, and divides by *current* equivalent meters shown in Line 17.

² The Consumer Price Index is not a perfect measure of land value inflation. Since we don't have access to comparable sales data it is reasonable to assume that real estate values generally keep pace with salaries and inflation. The Bureau of Labor Statistics recommends using the CPI- All Urban Consumers when adjusting prices because the regional CPIs are subject to high levels of volatility and sampling error due to the smaller sample size. Raftelis used the CPI-All Urban Consumers. The same argument is made for national and regional Engineering News Record Construction Cost Indexes.

³ The term ultimate is often used to mean the condition in which the system/plant can no longer serve new customers without capacity expansion.

Table 5-2: Current Equivalent Meters Calculation

Meter Size	AWWA Hydraulic		Meter Count	Equivalent Meters
	Capacity Factor	Ratio to 5/8 Inch Meter		
3/4"	20	1.0	2,930	2,930
1"	50	2.5	30	75
1.5"	100	5.0	1	5
2"	160	8.0	5	40
3"	320	16.0	1	16
4"	500	25.0	-	-
6"	1,000	50.0	-	-
8"	1,600	80.0	-	-
10"	2,300	115.0	-	-
			2,967	3,066

Table 5-3 includes the proposed capacity fees for larger size meters for each method. The capacity fee for larger meters is escalated in proportion to the safe potential flow through each meter size as estimated by the American Water Works Association, shown in Table 5-1. For example, the flow through a 1-inch meter is 2.5 times (3rd column) that of a 5/8-inch meter, thus the capacity fee for a 1-inch meter is 2.5 times higher. Table 5-2 shows the proposed capacity fees using both the system buy-in and the equity buy-in calculation approaches. The District will select one capacity fee method with input from its legal counsel.

Table 5-3: Capacity Fees for Larger Meter Sizes

Current Capacity Fee per EDU	Meter Size	System Buy-in Proposed Capacity Fee	Equity Buy-in Proposed Capacity Fee
\$4,322	5/8" x 3/4"	\$4,010	\$4,626
	1"	\$10,026	\$11,565
	1.5"	\$20,052	\$23,129
	2"	\$32,083	\$37,007
	3"	\$64,166	\$74,014
	4"	\$100,259	\$115,646
	6"	\$200,518	\$231,292

Wastewater Capacity Fee

Table 5-4 shows the wastewater capacity fee calculation. We will walk the reader through each calculation for the system buy-in and equity buy-in calculations.

Lines 1 through 8 in Table 5-3 show the wastewater asset valuation using the RCLD method and categorized by function, with total asset value summed in line 8. Land assets were escalated by the consumer price index rather than the ENR-CCI⁴. Depreciation was not factored into the valuation of land assets since land is not normally depreciated.

Lines 1 through 6 show the valuation assets for the water system. Line 11 subtracts the outstanding principal debt (line 10) from the total asset value (line 8) because this would otherwise double charge customers – once through the capacity fees and again through monthly rates and charges. Line 11 is the wastewater RCLD for the *system* buy-in calculation.

For the *equity* buy-in calculation, shown in column C, the utility value includes wastewater enterprise reserves, as shown in line 12. The basis for including them is that past customers have accumulated these reserves through their monthly bill payments and future users will benefit from these cash reserves since the reserves may lower rate revenue requirements. Thus, reserves can be counted as part of the value of the utility. Reserves are excluded from the system buy-in calculation. This is like valuing a business in which cash equivalents are added to the discounted value of future cash flows to ascertain the total business value. The system value, under the equity buy-in, is shown in line 13.

Lines 14 and 15 show the ultimate and current EDUs as provided by the District. Line 16, the system buy-in calculation is line 11 divided by line 14. Line 18, the equity system buy-in, is line 13 divided by line 15. As with water, the District will consult its legal counsel and select a capacity fee. The District can choose to charge a lower capacity fee than those shown. The District would also evaluate the EDU's of the new development and charge for each EDU.

⁴ The Consumer Price Index is not a perfect measure of land value inflation; however, under normal circumstances (barring local/regional recessions) and over time, real estate values generally tend to keep pace with salaries and inflation and, therefore, is a reasonable method of estimating a property's value in the absence of other reliable information. The Bureau of Labor Statistics recommends using the CPI- All Urban Consumers when adjusting prices because the regional CPIs are subject to high levels of volatility and sampling error due to the smaller sample size. Raftelis used the CPI-All Urban Consumers. The same argument is made for national and regional Engineering News Record Construction Cost Indexes.

Table 5-4: Wastewater Capacity Fee Calculation

Wastewater Buy-In Methodology		System Buy-In	Equity Buy-In
(A)		(B)	(C)
Line No.	Asset Type	Replacement Cost Less Depreciation	Replacement Cost Less Depreciation
1	Land	\$821,073	\$821,073
2	Collection	\$17,886,218	\$17,886,218
3	Treatment	\$5,728,961	\$5,728,961
4	Disposal	\$982,016	\$982,016
5	General & Admin	\$113,045	\$113,045
6	Vehicles (Gen & Admin)	\$0	\$0
7			
8	Total	\$25,531,314	\$25,531,314
9	Check		
10	Less Outstanding Debt Principal	\$2,594,435	\$2,594,435
11	Total WW System Valuation - System Buy-in	\$22,936,879	\$22,936,879
12	Add Reserve Balances		\$731,372
13	Total WW System Valuation incl. Reserves - Equity Buy-in		\$23,668,251
14	Ultimate Plant Equivalent Dwelling Units	9,799	
15	Current "In-Service" EDUs		3,019
16	System Buy-In Methodology (Line 11/14)	\$2,341	
17			
18	Equity Buy-in Methodology (Line 13/15)		\$7,840
19			
20	Current Capacity Fee per EDU	\$5,646	\$5,646

6. Discussion

Capacity fees are established to promote equity between past and new customers so that new customers contribute to the investment made by current and past customers to build and maintain a valuable utility. Raftelis calculated capacity fees for the District's consideration based on system value using both the system buy-in and the equity buy-in methodologies. Both are acceptable methods to establish capacity fees and have been used in the past. In-light of the regulations surrounding impact fees for other facility types (fire, library, police, parks etc.) one could argue that the system buy-in is the method least susceptible to legal challenge. However, water and wastewater capacity fees are unique and exempt from certain requirements. The equity method has been used in the past and results in a higher capacity fee since the methodology includes reserves in the valuation and divides by current customer demand (capacity) instead of ultimate capacity. Raftelis suggests the District consult its legal counsel in determining which fee to implement. The District can choose to establish a fee based on either method upon legal review or can choose to establish a lower fee than those presented in this report.

Annual Update

The District can choose to update their capacity fees annually or, at least, every few years. The easiest way to update the fees is to multiply the current fee by the yearly change in the (nationwide) ENR-CCI, which tracks changes in construction costs. For example, if the ENR –CCI for FYE 2019 is 3% higher than the ENR-CCI for FYE 2018, then the District could increase the capacity fees by 3%. This method of escalating the District's capacity fees should be used for no more than four to five years. After four to five years, Raftelis recommends that the District update the fees based on the updated valuation of the District's infrastructure to reflect depreciation and additions to system assets to maintain capacity fee defensibility.

7. Conclusion

The proposed fees are viable and defensible capacity fees which are reflective of the value of the District's water system. These fees follow generally accepted fee design criteria, adhere to the requirements of California government code, and reflect the District's current water and wastewater asset value. The proposed fees are reflective of the cost to provide the capacity to serve new customers and are based on the cost to "buy-in" to the water utility so that new customers are on par with the past investment made by existing customers.

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: May 15, 2019
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.

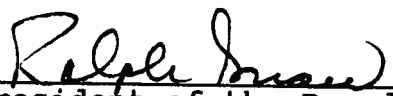
2. This Board of Directors determines that the most feasible and flexible method of implementing this policy, at least expense to the District, is to invest all surplus District funds in the Local Agency Investment Fund of the State of California.

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.

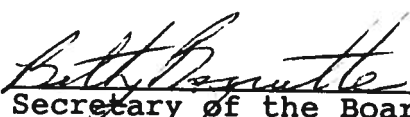
5. This policy shall be reviewed by the Board of Directors at least on an annual basis, and any modifications must be approved by the Board of Directors.

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 04/15/2019, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 03/31/2019.

Earnings Ratio		.00006976322349099
Interest Rate		2.55%
Dollar Day Total	\$	327,150,147.34
Quarter End Principal Balance	\$	3,657,444.76
Quarterly Interest Earned	\$	22,823.05

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: May 15, 2019
TO: Board of Directors
FROM: Ryan Gross, General Manager
SUBJECT: QUARTERLY OPERATIONS REPORT FORMAT

Beginning in July staff will be presenting quarterly operations reports. The attachments contain the draft format. Staff would like to receive input from the Board of Directors and any suggestions or other information they would like to see included.

ATTACHMENTS

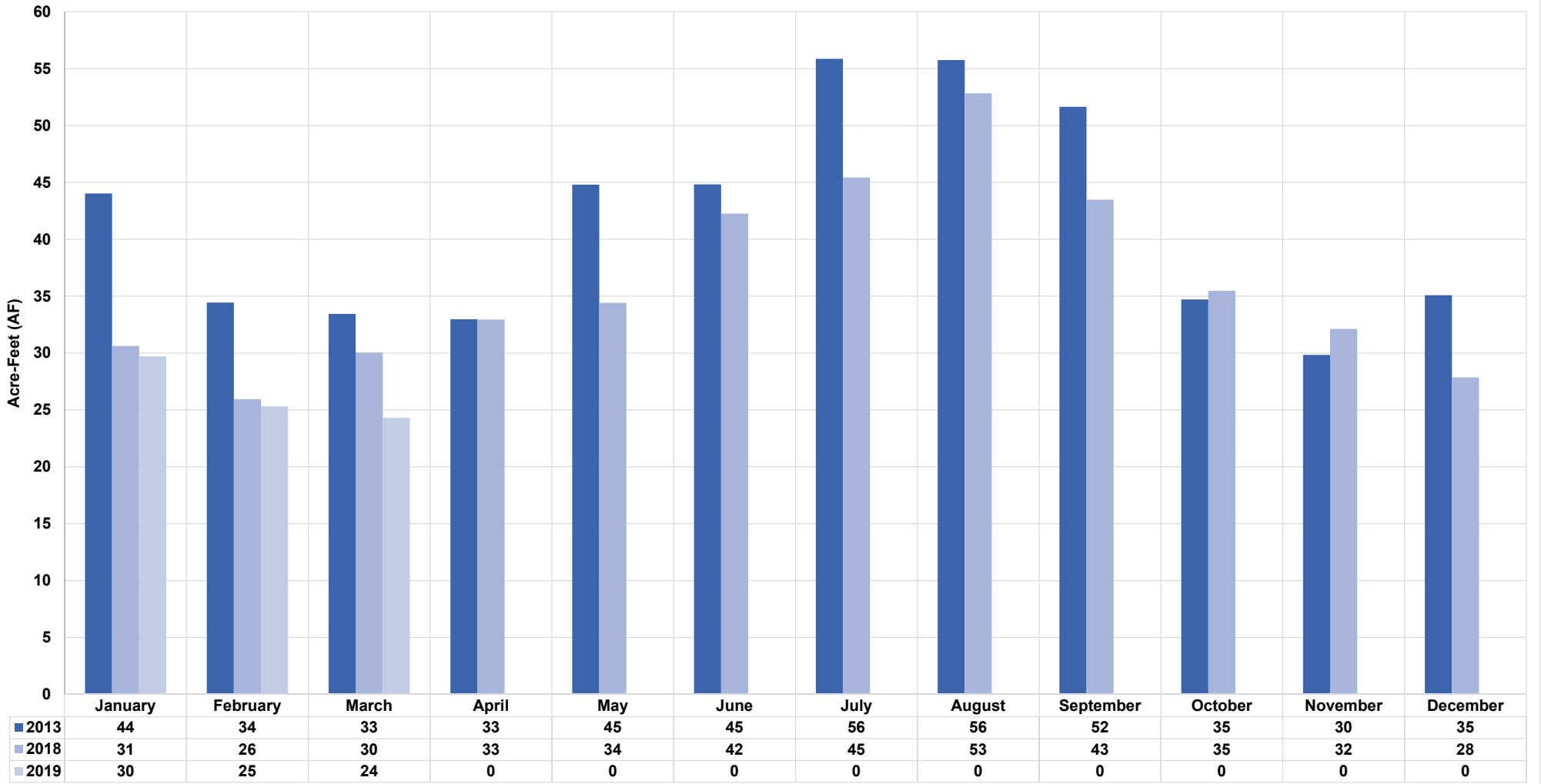
Attachment 1 – Draft Quarterly Operations Report Format

Water Operations Report				
	2019			
Water Service Installations	1Q	2Q	3Q	4Q
Potable Water Meter - Residential				
Fire Service Water Meter - Residential				
Potable Water Meter - Commercial				
Fire Service Water Meter - Commercial				
Water Service Line Replacement				
Leak Detection (feet)				
Leak Repair - Service Lateral				
Leak Repair - Main				
Fire Hydrant Maintenance				
Fire Hydrant Replacement				
Fire Hydrant Repair				
Fire Flow Tests				
Pipe Bollard/Pole Installation/Replacement				
Valve Replacement				
Valve Can Repair				
Valves Excercised				
Curb Stop Replacement				
Water Meter Change Outs				
Water Meter Relocations				
Water Meter Box Repair/Replacements				
Water Line Flushing				
Road Patches Permanently Paved				
Service Order & Other Work				
Check for Leaks				
Door Tags				
Underground Service Alert (DigAlert) Tickets				
Turn On/Off Water Meters				
Physical Meter Readings				
Check Water Pressure/No Water Calls				
Dirty Water Calls				
Install/Remove Fire Hydrant Water Meter				
Customer Shut Off Valve Checks				
Meet in Field with Customer Calls				
Water Meter Box Leak				
Non-Revenue Water (gallons)				
Known Leaks (estimated loss)				
Water Distribution Flushing				
Fire Hydrant Flow Testing				

Water Accounting Report				
Water Production (gallons)	2019			
District Groundwater Wells	1Q	2Q	3Q	4Q
Ayers Acres				
Sidewinder Canyon				
Luring Canyon				
Weiss Canyon				
Rimwood				
Owl Rock				
Luring Pines				
Complex				
Harris				
Total District Groundwater Wells				
PURCHASED SOURCES:				
CLAWA				
APCWD				
TOTAL PURCHASED SOURCES:				
TOTAL PRODUCTION:				
TANKS (Gains/Loss) PRODUCTION:				
TOTAL ADJUSTED PRODUCTION:				
<u>WATER CONSUMPTION</u>				
Metered Sales to Customers				
Metered Sales Thru Fire Hydrants				
Metered Sales to Smiley Park				
Metered District Consumption				
Known Unmetered Estimated Consumption				
TOTAL CONSUMPTION:				
TOTAL ADJUSTED PRODUCTION				
UNACCOUNTABLE WATER				

RSWD Total Water Production (Acre-Feet)										
	2013		2018				2019			
	Precipitation (Inches)	(AF)	Precipitation (Inches)	(AF)	(gallons)	% Reduction from 2013	Precipitation (Inches)	(AF)	(gallons)	% Reduction from 2013
January	3.90	44	8.05	31	9,978,886	30%	14.85	30	9,682,215	33%
February	3.60	34	2.75	26	8,454,420	25%	27.02	25	8,249,389	26%
March	2.40	33	12.20	30	9,788,679	10%	6.00	24	7,918,460	27%
April	0.35	33	0.00	33	10,736,656	0%		0		100%
May	0.90	45	1.37	34	11,214,444	23%		0		100%
June	0.00	45	0.00	42	13,771,262	6%		0		100%
July	0.10	56	0.06	45	14,804,716	19%		0		100%
August	0.00	56	0.00	53	17,218,608	5%		0		100%
September	0.00	52	0.00	43	14,171,236	16%		0		100%
October	2.60	35	1.63	35	11,561,692	-2%		0		100%
November	3.40	30	5.00	32	10,467,582	-8%		0		100%
December	1.25	35	4.53	28	9,080,857	21%		0		100%
Total	18.50	497	35.59	433	141,249,038	13%	47.87	79	25,850,064	84%

Monthly Water Production (2013, 2018 & 2019)



Wastewater Collections Operations Report				
	2019			
	1Q	2Q	3Q	4Q
Sewer Pipeline Cleaning				
In-House Hydro Jetting/Flushing (feet)				
Contractor Cleaning (feet)				
Debris Removed (gallons)				
Water Use for Cleaning				
Potable (gallons)				
Reclaimed (gallons)				
Sewer Pipeline & Manhole Inspections				
Contractor Video Inspection (feet)				
In-House Video Inspection (feet)				
Smoke Testing (feet)				
Fats, Oils & Grease (FOG) Inspections				
Hot Spot Inspections & Cleaning				
Manhole Rehabilitation				
Manholes Inspected/Sealed				
Manholes Raised to Grade				
Manholes Seal Coated				
Manhole Repairs				
New Manhole Installation				
Pipeline Rehabilitation				
Cured In Place Pipe Sliplining (feet)				
Pipeline Point Repairs				
New Pipeline Installation (feet)				
Sewer Pipeline Odor Control & Inhibitors				
Bioxide Usage (gallons)				
Grease Inhibitor				
Root Foam Inhibitor				
Sewer Lift Station Inspections & Maintenance				
SLS 1-9 Site Visits				
Other Maintenance Activities				
Service Order & Other Work				
Underground Service Alert (DigAlert) Tickets				
Door Tags				
Odor Complaints				
Sewer Lateral Inspections				
Sewer Saddle Connection Inspections				
Dye Testing				
District Sewer Issues				
Private Sewer Issues				

Sanitary Sewer Overflow (SSO) Information

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

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

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

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

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

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

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: November 21, 2018

TO: Ryan Gross, General Manager

FROM: George Corley, Fire Chief

SUBJECT: FIRE DEPARTMENT MONTHLY SUMMARY REPORT

MEETINGS AND EVENTS ATTENDED

The following is a listing of the key meetings and events that have taken place since reporting at the last Board Meeting.

1. Oct. 2, Con-fire Meeting
2. Oct. 4, Conference Call, Operational Area
3. Oct. 6, Pine Cone Festival
4. Oct. 9, Golden Oaks Meeting
5. Oct. 9, EMS Officers Meeting
6. Oct. 9, Trail Alliance Meeting
7. Oct. 10, Fire Safe Meeting
8. Oct. 10, Meeting With Cal-Fire Chief
9. Oct. 11, Staff Meeting
10. Oct. 11, Conference Call, Operational Area
11. Oct. 17, LAFCO Meeting
12. Oct. 17, MMA Meeting
13. Oct. 18, Conference Call, Operational Area
14. Oct. 18, Winter Meeting CHP

15. Oct. 25 County Chiefs Meeting

16. Oct. 27, Fall Festival

**COMPARISON REPORT OF FIRE DEPARTMENT STATISTICS BETWEEN
FISCAL YEAR 2017/2018 AND 2018/2019 THROUGH OCTOBER 31, 2018**

	FY17/18	FY 17/18 to 10/31	FY 18/19 to 10/31
Total Runs	1003	363	361
Total Transport	494	159	193
Total Billed	\$1,155,403.20	\$373,758.72	\$458,127.34
Write-offs*	\$566,428.27	\$194,582.11	\$54,978.70
Collectible	\$588,974.93	\$179,176.61	\$403,148.64
Total Paid to Date	\$349,989.46	\$130,858.43	\$48,784.14
Collection (%)	72%	72%	
Collection (%)	Fiscal 06/07	72%	
	Fiscal 07/08	71%	
	Fiscal 08/09	70%	
	Fiscal 09/10	70%	
	Fiscal 10/11	61%	
	Fiscal 11/12	64%	
	Fiscal 12/13	61%	
	Fiscal 13/14	62%	
	Fiscal 14/15	73%	
	Fiscal 15/16	72%	
	Fiscal 16/17	Still active	
Average Collection (%)		67.6%	

*Refer to Resolution No. 09-12 for Uncollectible Write-off Policy

**MONTHLY COMPARISON STATISTICS FOR FISCAL YEAR 2017/2018 AND
2018/2019**

	FY17/18	FY 18/19	Difference
--	---------	----------	------------

	July		
Total Runs	115	101	-14
Total Transport	47	60	13
Total Billed	\$112,000.03	\$145,515.63	\$33,515.60
Write-offs	\$50,332.87	\$38,614.82	-\$11,718.05
Collectible	\$61,667.16	\$106,900.81	\$45,233.65
Total Paid to Date	\$46,440.49	\$24,708.79	-\$21,731.70
	August		
Total Runs	85	87	2
Total Transport	36	44	8
Total Billed	\$86,274.99	\$101,581.72	\$15,306.73
Write-offs	\$46,785.15	\$12,674.30	-\$34,110.88
Collectible	\$39,489.81	\$88,907.42	\$49,417.61
Total Paid to Date	\$33,384.12	\$14,025.42	-\$19,358.70

	September		
Total Runs	79	87	8
Total Transport	36	39	3
Total Billed	\$85,233.22	\$93,309.72	\$8,076.50
Write-offs	\$42,100.66	\$3,689.58	-\$38,411.08
Collectible	\$43,132.56	\$89,620.14	\$46,487.58
Total Paid to Date	\$28,337.71	\$10,049.93	-\$18,287.78

	October		
Total Runs	84	86	2
Total Transport	40	50	10
Total Billed	\$90,250.48	\$117,720.07	\$27,469.59
Write-offs	\$55,363.40	\$	-\$55,363.40
Collectible	\$34,887.08	\$117,720.07	\$82,832.99
Total Paid to Date	\$22,696.11	\$	-\$22,696.11

	November		
--	----------	--	--

Total Runs	64		
Total Transport	28		
Total Billed	\$67,247.26		
Write-offs	\$42,844.71		
Collectible	\$24,402.55		
Total Paid to Date	\$16,421.11		
	December		
Total Runs	104		
Total Transport	52		
Total Billed	\$117,783.89		
Write-offs	\$69,190.51		
Collectible	\$48,593.38		
Total Paid to Date	\$30,345.74		
	January		
Total Runs	104		
Total Transport	66		
Total Billed	\$154,079.13		
Write-offs	\$67,992.72		
Collectible	\$86,086.41		
Total Paid to Date	\$46,457.92		
	February		
Total Runs	88		
Total Transport	39		
Total Billed	\$91,761.61		
Write-offs	\$44,612.89		
Collectible	\$47,148.72		
Total Paid to Date	\$29,632.10		
	March		
Total Runs	88		
Total Transport	43		

Total Billed	\$102,788.24		
Write-offs	\$42,737.47		
Collectible	\$60,500.77		
Total Paid to Date	\$31,086.28		
	April		
Total Runs	51		
Total Transport	24		
Total Billed	\$57,781.03		
Write-offs	\$33,669.59		
Collectible	\$24,111.44		
Total Paid to Date	\$17,078.72		
	May		
Total Runs	72		
Total Transport	38		
Total Billed	\$89,480.57		
Write-offs	\$44,250.09		
Collectible	\$45,230.48		
Total Paid to Date	\$30,061.45		
	June		
Total Runs	69		
Total Transport	45		
Total Billed	\$100,722.85		
Write-offs	\$31,548.18		
Collectible	\$69,174.67		
Total Paid to Date	\$18,047.71		

FIRE DEPARTMENT STATISTICS TO DATE FOR FISCAL YEAR 2018/2019

Total Runs	361
Medical Aids	300
Total Transports	193

Investigations/Public Service	36
Fires	25
Total Billed	\$458,127.34
Total Medicare/Medical Write-Offs	\$54,978.70
Total Amount Collectible	\$403,148.64
Total Amount Collected Since July 1, 2018	\$125,754.25
*Includes all prior years	
FY 2017/2018 Monthly Detail	
July 2018	
Total Runs	101
Medical Aids	89
Total Transports	60
Investigations/Public Service	5
Fires	7
Total Billed	\$145,515.63
Total Medicare/Medi-Cal Write-Offs	\$38,614.82
Total Amount Collectible	\$106,900.81
Total Paid for Accounts	\$24,708.79
August 2018	
Total Runs	87
Medical Aids	65
Total Transports	44
Investigations/Public Service	13
Fires	9
Total Billed	\$101,581.72
Total Medicare/Medi-Cal Write-Offs	\$12,674.30
Total Amount Collectible	\$88,907.42
Total Paid for Accounts	\$14,025.42
September 2018	
Total Runs	87
Medical Aids	71

Total Transports	39
Investigations/Public Service	10
Fires	6
Total Billed	\$93,309.72
Total Medicare/Medi-Cal Write-Offs	\$3,689.58
Total Amount Collectible	\$89,620.14
Total Paid for Accounts	\$10,049.93

October 2018

Total Runs	86
Medical Aids	75
Total Transports	50
Investigations/Public Service	8
Fires	3
Total Billed	\$117,720.07
Total Medicare/Medi-Cal Write-Offs	
Total Amount Collectible	\$117,720.07
Total Paid for Accounts	

November 2018

Total Runs	
Medical Aids	
Total Transports	
Investigations/Public Service	
Fires	
Total Billed	
Total Medicare/Medi-Cal Write-Offs	
Total Amount Collectible	
Total Paid for Accounts	

December 2018

Total Runs	
Medical Aids	

Weed Abatement 2018

1403 - Initial notices sent out

Book 295 – 572 notices

Book 296 – 368 notices

Book 328 – 463 notices

302 - 14 day notices sent out

Book 295 – 103

Book 296 – 88

Book 328 – 111

161 - 14 Day notices that were cleared

Book 295 – 66 completed

Book 296 – 41 completed

Book 328 – 54 completed

There are 39 properties that are being considered for warrants – 20 of these are high priority.

Fees collected as of 11/13/2018 is \$7,133.00

Total Transports	
Investigations/Public Service	
Fires	
Total Billed	
Total Medicare/Medi-Cal Write-Offs	
Total Amount Collectible	
Total Paid for Accounts	
January 2019	
Total Runs	
Medical Aids	
Total Transports	
Investigations/Public Service	
Fires	
Total Billed	
Total Medicare/Medi-Cal Write-Offs	
Total Amount Collectible	
Total Paid for Accounts	
February 2019	
Total Runs	
Medical Aids	
Total Transports	
Investigations/Public Service	
Fires	
Total Billed	
Total Medicare/Medi-Cal Write-Offs	
Total Amount Collectible	
Total Paid for Accounts	
March 2019	
Total Runs	

Medical Aids	
Total Transports	
Investigations/Public Service	
Fires	
Total Billed	
Total Medicare/Medi-Cal Write-Offs	
Total Amount Collectible	
Total Paid for Accounts	
April 2019	
Total Runs	
Medical Aids	
Total Transports	
Investigations/Public Service	
Fires	
Total Billed	
Total Medicare/Medi-Cal Write-Offs	
Total Amount Collectible	
Total Paid for Accounts	
May 2019	
Total Runs	
Medical Aids	
Total Transports	
Investigations/Public Service	
Fires	
Total Billed	
Total Medicare/Medi-Cal Write-Offs	
Total Amount Collectible	
Total Paid for Accounts	
June 2019	
Total Runs	
Medical Aids	

Total Transports	
Investigations/Public Service	
Fires	
Total Billed	
Total Medicare/Medi-Cal Write-Offs	
Total Amount Collectible	
Total Paid for Accounts	

FIRE DEPARTMENT MONTHLY INSPECTION REPORT

	Residential Inspections			Hydrants	
	Includes Weed Abatement Program and *Previous Months Inspections				
Month		No. Violations			

	Number of Inspections	Found	*Re-Inspections	Plan Checks	Inspection/Maintenance	Flowed
July	352	27	0	1	1	0
August	1523	302	0	1	0	0
September	74	34	0	0	0	0
October	11	0	0	4	0	0
November	0	0	0	0	0	0
December	0	0	0	0	0	0
January	0	0	0	0	0	0
February	0	0	0	0	0	0
March	0	0	0	0	0	0
April	0	0	0	0	0	0
May	0	0	0	0	0	0
June	0	0	0	0	0	0
Totals to Date	1960	363	0	6	1	0
Commercial Fire Prevention Inspections						
Includes New Construction Inspections and *Previous Months Inspection						
Month	Number of Buildings	Number of Occupancies	No. Violations Found	Sprinkler Acceptance	Number of Re-Inspections	*No. Violations Corrected
July	17	0	0	0	0	0
August	1	0	0	0	0	0
September	1	0	0	0	0	0
October	0	0	0	0	0	0
November	1	0	0	0	0	0
December	0	0	0	0	0	0
January	3	0	0	0	0	0
February	1	0	0	0	0	0
March	1	0	0	0	0	0
April	0	0	0	0	0	0
May	0	0	0	0	0	0
June	0	0	0	0	0	0
Totals to Date	23	0	0	0	0	0

FIRE DEPARTMENT MONTHLY TRAINING REPORT

FIRE DEPARTMENT MONTHLY TRAINING REPORT				
Date and Subject	Hrs	# Pers	Total Hrs	Total

<i>Jul-18</i>			230	
7/19/18 ICS Training	3	9	27	27
FF Training			183	183
Target Safety			20	20
Total to date				230
<i>Aug-18</i>			253	
8/22/18 Pumping and Drafting	3	10	30	30
On Shift Drill – Mobile Pumping	2	7	14	14
FF Training			173	173
Target Safety			36	36
Total to date				483
<i>Sept-18</i>			147	
Drill Cancelled – Auto Ex – no car available			0	0
FF Training			139	139
Target Safety			8	8
Total to date				630
<i>Oct-18</i>			412	
10/13/18 Auto Extrication Classroom	8	15	120	120
10/14/18 Auto Extrication Practical	8	17	136	136
10/24/18 TXA & King Airway	3	14	42	42
FF Training			98	98
Target Safety			16	16
Total to date				1042
<i>Nov-18</i>				
November Drill				
FF Training				
Target Safety				

<i>No Drill – Community Christmas Party</i>				
FF Training				
Target Safety				
<i>Jan-19</i>				
On Shift-				
FF Training				
Target Safety				
<i>Feb-19</i>				
On Shift-Interior Communications				
On Shift – Metro Pack				
On Shift – Triple Fold				
FF Training				
Target Safety				
<i>March-19</i>				
Drill Ketamine/ePCR				
On Shift – MCI				
FF Training				
Target Safety				
<i>April-19</i>				

King Airway/IN/IM Narcan Admin				
On Shift – Pack Test				
FF training				
Target Safety				
<i>May-19</i>				
Wildland – Sand Table / Hoselays				
On shift Drill– Wildland Line Construction				
FF Training				
Target Safety				
<i>June-19</i>				
June On Shift Drill - RIC				
FF Training				
Target Safety				
Total to date				

PERSONNEL RECAP FOR FY 2017 through 6/30/18

	Hours
Total hours of sick leave used:	125
Total hours of vacation/comp time used:	392
Total workers comp/injury claim hours lost:	0
Total holiday hours accrued:	328
Total holiday hours used:	318
Total overtime hours:	+3259
Total comp time hours accrued:	282

+includes reimbursable overtime from fires assignments.