



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:                      SEPTEMBER 11, 2020  
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, September 16, 2020, at the hour of 9:00am at the District Office located at 31242 Hilltop Boulevard, Running Springs, California **BY VIDEO/CONFERENCE CALL**. This agenda was posted prior to 5:00pm on September 11, 2020 at the Running Springs Water District Office and Website. In an effort to protect the public from further spread of the virus that causes COVID-19, the County's Acting Health Officer ordered the cancellation of gatherings of any number of people within the county starting March 18, 2020. Please follow these directions to join the audio/video conference call:

**MEMBERS OF THE PUBLIC AUDIO CONFERENCE TELEPHONE NUMBER:**  
Please call 909-403-5380, enter the conference number 31242, when prompted the passcode 24213 followed by #.

To Join the Zoom Meeting:  
<https://us02web.zoom.us/j/87823151368?pwd=Tmw5MVBFQkNwUzVwMIR2dUdlYmNPQT09>

Meeting ID: 878 2315 1368  
Passcode: 2766

Dial by your location  
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Meeting ID: 878 2315 1368  
Passcode: 2766

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

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

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

**AGENDA**

1. Call Meeting to Order and Pledge of Allegiance
2. Recognize and Hear from Visitors/Public Comment
3. Public Hearing and Consideration to Allow or Overrule any or all Objections or Protests to the Proposed Removal of Weeds and/or Wastes that have been Declared as a Public Nuisance **Page 4**
  - A. Open Public Hearing;
  - B. Fire Chief's Report;
  - C. Written Objections or Protests;
  - D. Oral Objections or Protests;
  - E. Board Discussion;
  - F. Close Public Hearing;
  - G. Consider allowing or overruling any or all objections or protests to the proposed removal of weeds and/or wastes that have been declared a public nuisance, whereupon the Board of Directors shall acquire jurisdiction to proceed and perform the work of removing the public nuisance using Reliable Raul (**Motion Required**).
4. Approval of Consent Items – The following consent items are expected to be routine and non-controversial and will be acted on at one time without discussion unless an item is withdrawn by a Board Member for questions or discussion. Any person wishing to speak on the consent agenda may do so by raising his/her hand and being recognized by the Board President.
  - A. Approve Meeting Minutes **Page 6**
  - B. Ratify Expenditures and Cash Summary **Page 11**
  - C. Consider Adopting Resolution No. 12-20, authorizing the Fire Chief to renew the Cooperative Agreement for the USDA Forest Service Federal Excess Property (FEPP) Program **Page 19**
5. Action Items – The following action items will be considered individually and each **require a motion** by the Board of Directors for action.
  - A. Consider Request from St. Anne's Parish Council  
(Presenter: Ryan Gross, General Manager) **Page 30**
  - B. Consider Awarding Construction Contract for the Wastewater Treatment Plant Upper Access Road Realignment Project  
(Presenter: Ryan Gross, General Manager) **Page 32**

September 16, 2020 Regular Board Meeting Agenda  
Posted September 11, 2020

- C. Consider Approving Additional Design Fee for the Nob Hill Water Facilities Improvements Project with Albert A. Webb Associates  
(Presenter: Ryan Gross, General Manager) **Page 34**
- D. Consider Request from Running Springs Area Chamber of Commerce  
(Presenter: Ryan Gross, General Manager) **Page 37**
- E. Consider Approving Customer Service Field Representative Position  
(Presenter: Ryan Gross, General Manager) **Page 38**
- 6. General Manager's Report
- 7. Report from Legal Counsel
- 8. Board Member Comments/Meetings
- 9. Meeting Adjournment

Upcoming Meetings: Regular Board Meeting October 21, 2020 at 9:00am

**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** September 16, 2020

**TO:** Board of Directors

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

**SUBJECT: PUBLIC HEARING TO CONSIDER ALLOWING OR OVERRULING ANY OR ALL OBJECTIONS OR PROTESTS TO THE PROPOSED REMOVAL OF WEEDS AND/OR WASTES WHEREUPON THE BOARD OF DIRECTORS SHALL ACQUIRE JURISDICTION TO PROCEED AND PERFORM THE WORK OF REMOVING THE PUBLIC NUISANCE**

**RECOMMENDED BOARD ACTION**

It is recommended that the Board of Directors consider allowing or overruling any or all objections or protests to the proposed removal of weeds and/or wastes that have been declared a public nuisance, whereupon the Board of Directors shall acquire jurisdiction to proceed and perform the work of removing the public nuisance using Reliable Raul.

**REASON FOR RECOMMENDATION**

This is the next step in the process of the Running Springs Fire Department’s Hazard Abatement Program.

**BACKGROUND**

On July 15, 2020 the Board of Directors adopted Resolution 10-20 which effectively accomplished three things: (1) it declared that the properties listed in Exhibit A of the resolution constitute a public nuisance; (2) directed the Fire Inspector or his authorized representative to provide notice to the owners of the properties of a public hearing to be conducted on September 16, 2020 at 9:00 a.m., and; (3) that the Board of Directors shall hear and consider all objections or protests to the proposed removal of weeds and/or waste.

Prior to that on June 20, 2012 the Running Springs Water District (District) Board of Directors adopted Ordinance No. 38, amending Ordinance No. 37 and establishing procedures and fees for providing notice to abate weeds and fire hazard waste upon real property. Ordinance No. 36 was adopted on March 16, 2011, adopting procedures for abatement of hazardous weed and/or waste.

Running Springs Fire Department staff has inspected the properties listed in Exhibit A of Resolution 10-20 and found that those properties at the time of inspection materially hamper or interfere with the prevention or suppression of fire upon the property or adjacent properties or endanger the public safety by creating a fire hazard and therefore constitute a public nuisance.

**FISCAL INFORMATION**

None at this time.

**ATTACHMENTS**

None

**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** September 16, 2020  
**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 Meetings held on August 19, 2020.

**ATTACHMENTS**

Attachment 1 – Draft Meeting Minutes

**MINUTES – August 19, 2020**  
**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**  
**AUGUST 19, 2020**

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A Regular Meeting of the Board of Directors of the Running Springs Water District was held on Wednesday, August 19, 2020 at the hour of 9:00 A.M. at the District office located at 31242 Hilltop Boulevard, Running Springs, California, and through teleconference.

The following Directors were present through teleconference:  
 Errol Mackzum, Vice-President

The following Directors were present at the District:  
 Tony Grabow, President  
 Mike Terry, Director  
 Bill Conrad, Director  
 Mark Acciani, Director

Also present at the District were the following:  
 Ryan Gross, General Manager  
 Amie R. Crowder, Board Secretary/Treasurer/Administration Supervisor  
 Randy Bobroff, Water Operations Manager  
 Trevor Miller, Wastewater Operations Manager  
 Mike Vasquez, Fire Chief  
 Cindy Strebels, Battalion Fire Chief

The following were present through teleconference:  
 Ward Simmons, Legal Counsel, Best, Best & Krieger

The following visitors were present at the District:  
 Cody Snow, Running Springs Fire Department  
 Zach Granzow, Running Springs Fire Department  
 Tyler Citro, Running Springs Fire Department  
 Ray Gayk, Running Springs Fire Department  
 Devon Dean, Resident

**MEETING MINUTES**

**AGENDA ITEMS**

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

The Running Springs Water District Regular Board Meeting was called to order at 9:00 A.M. by President Tony Grabow. Pledge of Allegiance was led by President Tony Grabow. Roll call was led by Board Secretary, Amie R. Crowder.

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

No public comments from visitors.

**A. Special Recognition for Firefighter Cody Snow**

Fire Chief Vasquez recognized Firefighter Cody Snow for his superior performance on Thanksgiving Day, 2019, in which his experience, education, devotion, and courage gave him the ability to act decisively and save the life of a young child. Firefighter Cody Snow was presented with a Letter of Recognition and a belt buckle that commemorates his actions. Firefighter Cody Snow was also joined by his fellow firefighters and loved one.

**3. Approval of Consent Items**

**A. Approve Meeting Minutes**

**B. Ratify Expenditures and Review Reserves**

Vice-President Mackzum requested clarification on the abbreviation of PPE, located in the expenditures. General Manager Gross informed Vice-President Mackzum that, in the specific line items on the expenditures that Vice-President Mackzum was referencing, PPE stands for “Pay Period Ending.”

Upon **motion** by Director Conrad, **second** by Director Terry and **carried by a 5 to 0 Roll Call Vote**, the Consent Items were approved.

**4. Action Items**

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

**A. Consider Approving Agreements with Tesla, Inc. for the SGIP and Authorize the General Manager to Execute the Agreements**

General Manager Gross presented the details of the Self-Generation Incentive Program, which is a fully subsidized energy storage system that would have a significant savings on the Running Springs Water District’s monthly energy usage at the WWTP. It would also provide a full system backup power during a power outage. Manager Gross continued to outline that Tesla’s offering would be at no cost to the District. Various discussions occurred regarding other options that have been evaluated but proved to not be feasible. Minimal discussion continued.

Upon **motion** by Director Conrad, **second** by Director Terry and **carried by a 4 to 1 Roll Call Vote with Vice President Mackzum voting no**, Approving Agreements with Tesla,



Inc. for the SGIP and Authorizing the General Manager to Execute the Agreements, was approved.

**B. Consider Authorizing Staff to Upgrade Communications Equipment for Sewer Lift Stations and Water Booster Station 9 Telemetry**

Trevor Miller, Wastewater Operations Manager detailed the challenges of the current communication equipment which include false alarms, unreliable data, and other communication errors within the entire system. Trevor outlined both the upfront costs, long-term savings, and the benefits to switching the Sewer Lift Stations (SLS) and Water Booster Station 9 to broadband communication. Minimal discussion continued.

Upon motion by Director Conrad, second by Director Acciani and carried by a 5 to 0 Roll Call Vote, Authorizing Staff to Upgrade Communications Equipment for Sewer Lift Stations and Water Booster Station 9 Telemetry, not to exceed \$42,000, was approved.

**C. Consider Adopting a new Fire Department Logo**

Fire Chief Mike Vasquez presented the previous, current, and the proposed Fire Department Logos, as well as the minimal financial impact this would have on the Department. Fire Chief Mike Vasquez continued to share the positive team building experience the development of the new logo has provided to the Department. Minimal discussion continued.

Upon motion by Director Acciani, second by Director Terry and carried by a 5 to 0 Roll Call vote, Adopting a new Fire Department Logo, was approved.

**D. Consider Adopting Resolution No. 11-20, Commending Randy Bobroff for 30 Years of District Service**

General Manager Gross presented the details of Randy's retirement and Board Secretary Amie R. Crowder read Resolution No. 11-20, commending Randy for his professionalism and dedication to the District.

Upon motion by Vice-President Mackzum, second by Director Terry and carried by a 5 to 0 Roll Call vote, Adopting Resolution No. 11-20, Commending Randy Bobroff for 30-Years of District Service, was approved.

**5. Information Items**

**A. Quarterly Running Springs Fire Department Report**

Chief Vasquez shared that he would like to participate on a Type 2 Team. Chief Vasquez outlined the way Teams are structured for assignments within CalFIRE and the United States Forest Services, as well as his ability to leave an assignment, should an emergency

occur on our District. Chief Vasquez also shared how this would allow him to maintain his operation and management skills.

**6. General Manager’s Report**

General Manager Gross presented the Board Elections for this Fall and shared that the District did not have any candidates for the two vacancies. Manager Gross and Director Terry continued to share that Director Terry would like to continue with his seat for the next term. The District will obtain direction from the Board of Supervisors, on the process of appointing someone as a Board member.

**7. Report from Legal Counsel**

Ward Simmons, Legal Counsel, Best, Best & Krieger reported no changes.

**8. Board Member Comments/Meetings**

Director Acciani inquired as to whether the recent rain helped the District. Fire Chief Vasquez shared that the rain was helpful, but with the rain came numerous lightening strikes.

Various discussion occurred regarding the most recent Ad-Hoc Committee Meeting. Fire Chief Mike and the Board of Directors shared how the Fire Department is working on improving their local presence within the Community, Apple Valley Fire Department’s successful ballot measures; and, having the next Ad-Hoc Committee Meeting after the Elections.

Minimal discussion occurred regarding the construction project on Highway 330 and the Hazard Abatement Public Hearing on September 16<sup>th</sup>.

Vice-President Mackzum inquired about the construction on Treatment Plant Road because the construction will affect St. Anne’s Catholic Church. Manager Gross provided a timeline of this construction project, as well as the construction project that Bacon Wagner will be completing for the Library parking lot.

**9. Meeting Adjourned**

The meeting was adjourned at 10:03 A.M.

Respectfully Submitted,

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President, Board of Directors  
Running Springs Water District

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Secretary of the Board of Directors  
Running Springs Water District

**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** September 16, 2020  
**TO:** Board of Directors  
**FROM:** Ryan Gross, General Manager  
**SUBJECT:** RATIFY EXPENDITURES

**RECOMMENDED BOARD ACTION**

It is recommended that the Board of Directors review the attached accounts payable check register and ratify the District's August 2020 expenditures.

A copy of the District's Cash Reserve Fund Summary as of August 31, 2020, the Pooled Cash Balance History and Fire Department Operating Reserve Fund History is also included for review and information.

**REASON FOR RECOMMENDATION**

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

**ATTACHMENTS**

- Attachment 1 – Accounts Payable Check Register for August 2020
- Attachment 2 – Cash Summary as of August 31, 2020
- Attachment 3 – Pooled Cash Balance History
- Attachment 4 – Fire Department Operating Reserve Fund History

## Running Springs Water District Accounts Payable Checks August 2020

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
2 Hot Uniforms inc	Uniform Allowance Aberg	08/27/20	388.00	104992	388.00
49er Communications	BK Radio for 3602	08/07/20	1,546.38	104905	1,546.38
Action Automotive Repair Inc	Check for Fuel leak	08/12/20	14.54	104941	2,546.80
	Plow Truck Repairs	08/12/20	2,453.86	104941	
	Replace Amber Lenses with Red	08/12/20	78.40	104941	
Airgas Inc.	Large helium	08/12/20	55.00	104942	55.00
Allstar Fire Equipment	Regulator Hose Hud Broken	08/12/20	37.40	104943	37.40
American Family Life Assurance Company of Colun	Additional Insurance Premiums August 2020	08/20/20	143.26	DFT0001345	143.26
Ameripride Services, Inc	Cleaning Supplies July 2020	08/07/20	334.76	104906	334.76
Amie Crowder	Reimbursement Claim	08/27/20	11.64	104993	11.64
AW Associates, Inc.	CARB Rule 461 Testing	08/19/20	500.00	104969	500.00
Bacon/Wagner Excavating, Inc.	Hauling of Bio to One Stop	08/12/20	400.00	104944	2,520.00
	Hauling to One Stop	08/12/20	800.00	104944	
	Hauling of bio solids to Lost Hills	08/12/20	1,320.00	104944	
	Hauling of Bio	08/19/20	1,320.00	104970	2,700.00
	Hauling of Bio	08/19/20	1,380.00	104970	
	Hauling of Bio to One Stop	08/27/20	800.00	104994	8,105.00
	Change order WWTP HW and Drying bed	08/27/20	7,305.00	104994	
Best, Best & Krieger LLP	Legal Services July 2020	08/12/20	3,017.04	104945	3,017.04
Big Bear Electric	Time and Material for Electrical Repair Treat Plan	08/07/20	290.00	104907	290.00
BURR Group Inc.	Trash Service July 2020	08/07/20	73.25	104934	606.60
	Trash Service July 2020	08/07/20	192.43	104934	
	Trash Service July 2020	08/07/20	340.92	104934	
California Computer Options Inc	Domain Name Renewal	08/12/20	149.00	104946	149.00
California Water Environment Association	Coll Sys Main 3 and Mech Tech 2 Membership	08/19/20	389.00	104971	389.00
CalPERS	Health Insurance Premiums August 2020	08/03/20	15,829.48	DFT0001338	15,829.48
	Employ Contribut Classic/Prepra Misc/Safety 8/10,	08/13/20	21,970.39	DFT0001344	21,970.39
	Fees for GASB-68 Reports and Schedules 2020	08/27/20	1,400.00	DFT0001351	1,400.00
	Employ Contribut Classic/Prepra PPE 8/24/20	08/27/20	21,090.92	DFT0001352	21,090.92
Canon	Service Fee and Usage August 2020	08/27/20	430.24	104995	430.24
Charter Communitcations	Telephone and Internet Aug-Sept 2020	08/27/20	131.96	104996	406.55
	Internet August-Sept 2020	08/27/20	81.97	104996	
	Internet Aug-Sept 2020	08/27/20	192.62	104996	
Citibank, N.A.	Misc Parts/Supplies- Stolen Compactor	08/07/20	2,820.77	104909	2,820.77
	Office Supplies July-August 2020	08/27/20	457.43	104997	1,241.19
	Office Supplies -fire	08/27/20	783.76	104997	
ConFire JPA	July-Spet 2020 Dispatch Radio Services	08/12/20	10,546.35	104947	10,546.35
County of San Bernardino	Monthy Parcel Map Changes August 2020	08/12/20	2.00	104948	2.00
	Lien Release x9	08/27/20	180.00	104998	200.00
	Lien Release	08/27/20	20.00	104998	
Crestline-Lake Arrowhead Water Agency	Purchased Water July 2020	08/07/20	20,885.76	104910	20,885.76
Cypress Ancillary Benefits	Dental Premiums for September 2020	08/27/20	1,024.12	104999	1,024.12
Dixi Willemse	Reimbursement Claim	08/19/20	14.31	104972	402.63
	Reimbursement Claim	08/19/20	388.32	104972	
	Reimbursement Claim	08/27/20	906.49	105000	906.49

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Don's Auto Inc	Oil Change, Mount and Balance Tires	08/07/20	193.95	104911	193.95
Drain-Aid Plumbing	31571 Pleasant Snaking of line from garage	08/27/20	195.00	105001	195.00
Employment Development Department	Unemployment Insurance Benefit Charge Apr-June	08/07/20	3,322.92	104912	3,322.92
Evans-Hydro, Inc	New EQ Pump	08/12/20	9,993.82	104949	9,993.82
Federal Express Corporation	Shipping charges July-Aug 2020	08/19/20	235.43	104973	235.43
Fire Apparatus Solutions	Engine 50 Repairs and Maintenance	08/07/20	5,627.18	104913	5,627.18
Fire Fighters Association	Association Dues August 2020	08/27/20	680.00	105002	680.00
Frontier Communications	Telephone July-August 2020	08/07/20	60.66	104935	121.32
	Telephone July-August 2020	08/07/20	60.66	104935	
	Telephone August 2020	08/12/20	61.30	104950	185.80
	Telephone August 2020	08/12/20	124.50	104950	
	Telephone Aug-Sept 2020 LS5	08/19/20	61.32	104974	61.32
	Scada Line Aug-Sept 2020	08/27/20	71.96	105003	193.26
	Telephone Aug-Sept 2020	08/27/20	60.62	105003	
	Telephone Aug-Sept 2020	08/27/20	60.68	105003	
HD Supply Facilities Maintenance LTD	Glass Fiber Filter	08/07/20	79.56	104936	79.56
	Miscellaneous Supplies	08/12/20	86.37	104951	86.37
	DPD dispenser 5ml Sample Tests	08/19/20	74.88	104975	74.88
Hi-Desert Publishing-Mountain News	Employment Ad-Collections lead op	08/07/20	152.00	104937	152.00
	Collect Lead Operator Job Announcement	08/27/20	456.00	105004	456.00
INFOSEND	Statement Printing/Mailing June 2020	08/19/20	1,747.25	104976	5,936.93
	Statement Data Process/Late Notice/Abatement Ju	08/19/20	2,789.68	104976	
	Hazard Abatement Notices	08/19/20	1,400.00	104976	
Inland Bobcat, Inc.	hydraulic oil	08/12/20	317.88	104952	317.88
Inland Desert Security & Communications	Answering Service August 2020	08/19/20	117.00	104977	117.00
Lake Arrowhead Rentals, Inc.	Compactor Dirt wacker	08/12/20	667.73	104953	667.73
Liberty Composting Inc	Tipping Fees July 2020	08/12/20	440.00	104954	440.00
Life-Assist, Inc	Ambulance Supplies	08/07/20	174.64	104917	174.64
Linda Mayfield	Reimbursement Claim	08/19/20	434.00	104978	434.00
McMaster-Carr Supply Company	Adapter Cord 120v AC to 12v AC	08/12/20	29.30	104955	305.40
	parts for MBR 1 blower repair	08/12/20	177.98	104955	
	Microscope Slides	08/12/20	98.12	104955	
	Microscope Glass Cover Return	08/12/20	-9.84	104955	
	Microscope Cover Glasses	08/12/20	9.84	104955	
	Miscellaneous Parts and Supplies	08/19/20	107.93	104979	381.37
	Miscellaneous Parts and Supplies	08/19/20	104.18	104979	
	Jackhammer Hose	08/19/20	169.26	104979	
NAPA Auto Parts	Miscellaneous Parts and supplies	08/12/20	412.69	104956	412.69
Nationwide	Employee Contributions PPE 8/10/20	08/13/20	1,575.00	DFT0001343	1,575.00
	Employee Contributions PPE 8/24/20	08/28/20	1,725.00	DFT0001350	1,725.00
Nestle Waters North America	Drinking Water for Treat Plant	08/27/20	66.75	105005	66.75
Nick Nikas	Reimbursement Claim	08/12/20	211.40	104957	211.40
	Test Reimbursement	08/27/20	150.00	105006	150.00
Nuckles Oil Company, Inc	Gasoline and Diesel purchase	08/27/20	5,402.39	105007	5,402.39
Obe & Sons Inc	Dual Compactor	08/27/20	230.00	105008	230.00
One Stop Landscape Supply	Bio Solids disposal 7/20 to 12/20	08/07/20	1,919.40	104918	1,919.40
Parkhouse Tire Inc	Replaced Tube	08/07/20	45.00	104919	45.00
Patricia A. Monical	Industrial Trrash Bags	08/27/20	127.46	105009	127.46
Patrick R. Morin	Emergency Garage Door Repair- Insurance Claim	08/19/20	3,610.00	104980	3,610.00
Petty Cash	Petty Cash July 2020	08/07/20	206.25	104920	206.25

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Plumbers Depot Inc	CCTV equipment	08/19/20	147,133.70	104981	147,133.70
Polydyne Inc.	Polymer for Biosolids dewatering	08/12/20	702.58	104958	702.58
	Polymer for Biosolids dewatering	08/19/20	702.58	104982	702.58
Principal Life Insurance Company	Vision Insurance Premiums Sept 2020	08/27/20	134.95	105010	134.95
Reliance Standard Life Insurance Company	Life Insurance Premiums September 2020	08/27/20	1,016.62	105011	1,016.62
Rim Forest Lumber Company, Inc.	Stihl Hose	08/07/20	11.84	104921	3,340.69
	Roof training prop materials	08/07/20	3,328.85	104921	
Rocio Silva	Janitorial Services July 2020	08/12/20	485.00	104959	1,085.00
	Disinfection Services July 2020	08/12/20	600.00	104959	
Rogers Anderson Malody & Scott LLP	Consultant Costs July 2020	08/19/20	4,924.00	104983	4,924.00
Ron & Lori Jedlick	Damage Claim for 31571 Pleasant Drive	08/12/20	320.00	104960	320.00
Running Springs Area Chamber of Commerce	Membership Annual Dues 2020-21	08/12/20	125.00	104961	125.00
Ryan Gross	Reimbursement Claim	08/07/20	302.79	104922	397.34
	Reimburse Claim	08/07/20	94.55	104922	
	Reimbursement Claim	08/27/20	207.28	105012	207.28
Ryan Riegelman	Final Payment for Garage Door Repair - RC Const.	08/07/20	4,600.00	104938	4,600.00
San Bernardino County Fire Protection District	Dist Fac Complex CUPA Permit	08/27/20	1,192.00	105013	1,192.00
Servpro of Big Bear Lake	Bio Remediation	08/12/20	2,468.14	104962	2,468.14
South Coast Air Quality Management District	Gen Diesel	08/19/20	421.02	104984	421.02
	Flat Fee for last FY Emissions	08/27/20	136.40	105014	136.40
Southern California Edison Company	Electricity July 2020	08/07/20	901.68	104939	14,379.78
	Electricity July 2020	08/07/20	23.62	104939	
	Electricity July 2020	08/07/20	271.32	104939	
	Electricity July 2020	08/07/20	275.20	104939	
	Electricity July 2020	08/07/20	1,565.90	104939	
	Electricity July 2020	08/07/20	1,024.15	104939	
	Electricity July 2020	08/07/20	577.40	104939	
	Electricity July 2020	08/07/20	15.63	104939	
	Electricity July 2020	08/07/20	186.40	104939	
	Electricity July 2020	08/07/20	2,237.40	104939	
	Electricity June 2020	08/07/20	548.22	104939	
	Electricity July 2020	08/07/20	128.47	104939	
	Electricity July 2020	08/07/20	374.05	104939	
	Electricity July 2020	08/07/20	232.02	104939	
	Electricity July 2020	08/07/20	1,967.10	104939	
	Electricity July 2020	08/07/20	742.66	104939	
	Electricity July 2020	08/07/20	328.74	104939	
	Electricity July 2020	08/07/20	140.91	104939	
	Electricity July 2020	08/07/20	692.66	104939	
	Electricity July 2020	08/07/20	71.15	104939	
	Electricity July 2020	08/07/20	99.78	104939	
	Electricity July 2020	08/07/20	435.72	104939	
	Electricity July 2020	08/07/20	24.42	104939	
	Electricity July 2020	08/07/20	366.08	104939	
	Electricity July 2020	08/07/20	451.61	104939	
	Electricity July 2020	08/07/20	685.55	104939	
	Electricity July 2020	08/07/20	11.94	104939	
	Electricity July 2020	08/12/20	137.73	104963	13,977.92
	Electricity July 2020	08/12/20	13,840.19	104963	
Southern California Gas Company	Gas Usage July 2020	08/07/20	65.70	104926	98.58

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Southern California Gas Company	Gas Usage July 2020	08/07/20	32.88	104926	98.58
	Gas Usage July 2020	08/12/20	49.70	104964	123.09
	Gas Usage July 2020	08/12/20	56.48	104964	
	Gas Usage July 2020	08/12/20	16.91	104964	
Special District Risk Management Authority	Work Comp Reconciliation 2019-20	08/19/20	1,047.41	104985	1,047.41
State of California - Department of Forestry & Fire	FF2 Certs for Benson and Citro	08/07/20	80.00	104927	80.00
Steve Guidero Enterprises	SCADAPack logic and program install	08/19/20	600.00	104986	600.00
Tang Structural Engineers. Inc.	Structural Engineering Service	08/19/20	787.50	104987	787.50
Teleflex	Ambulance Supplies	08/07/20	708.94	104928	1,035.05
	Ambulance Supplies	08/07/20	326.11	104928	
Terminix International Company LP	Pest Control Treatmentt Plant	08/07/20	60.00	104929	60.00
Tesco Controls Inc	Blanket PO / Tesco	08/19/20	3,798.52	104988	3,798.52
The Standard Insurance Company	Disability Insurance Premium September 2020	08/27/20	220.00	105015	220.00
Tom Shoopman	Testing Reimbursement	08/27/20	150.00	105016	150.00
Turnout Maintenance Company	Turnout Maintenance	08/27/20	1,779.00	105017	1,779.00
Tyler Citro	Correction for Direct Deposit Account Error	08/19/20	784.47	104989	784.47
Underground Service Alert of Southern California	New Dig Tickets and Maint Fee Aug 2020	08/07/20	54.55	104930	54.55
Valic	Employee Contributions PPE 8/10/20	08/11/20	5,832.00	DFT0001342	5,832.00
	Employee Contributions PPE 8/24/20	08/25/20	4,450.00	DFT0001349	4,450.00
Verizon Wireless Services LLC	Cell phone and Ipad Charges July 2020	08/07/20	445.97	104931	445.97
Visa	Towing of the Chiefs Unit	08/12/20	225.00	104965	5,040.05
	Bobroff Miscellaneous parts,Uniform and CWEA	08/12/20	342.62	104965	
	Ellsberry-Charges will be reversed	08/12/20	31.80	104965	
	Gross-Charter, Zoom and Employ Advertise	08/12/20	1,387.09	104965	
	Miller- Miscellaneous parts, CWEA, Van transport	08/12/20	455.25	104965	
	Level wind w counter	08/12/20	1,084.78	104965	
	Strebel -EMS Authority, Misc Supplies	08/12/20	366.85	104965	
	Station supplies	08/12/20	774.14	104965	
	Vasquez- Adobe and Ipad app	08/12/20	72.52	104965	
	CPR Instructor renewal	08/12/20	300.00	104965	
W.W. Grainger, Inc	Snake Gaiters	08/07/20	110.71	104932	110.71
	Rocker Switch	08/12/20	31.02	104967	31.02
York Risk Services Group, Inc	Workers Compensation Admin Fee June 2020	08/07/20	112.00	104933	224.00
	Workers Comp Admin Fee July 2020	08/07/20	112.00	104933	
Zoll Medical Corporation GPO	CPR Stat-Padz Electrodes	08/19/20	363.66	104990	363.66

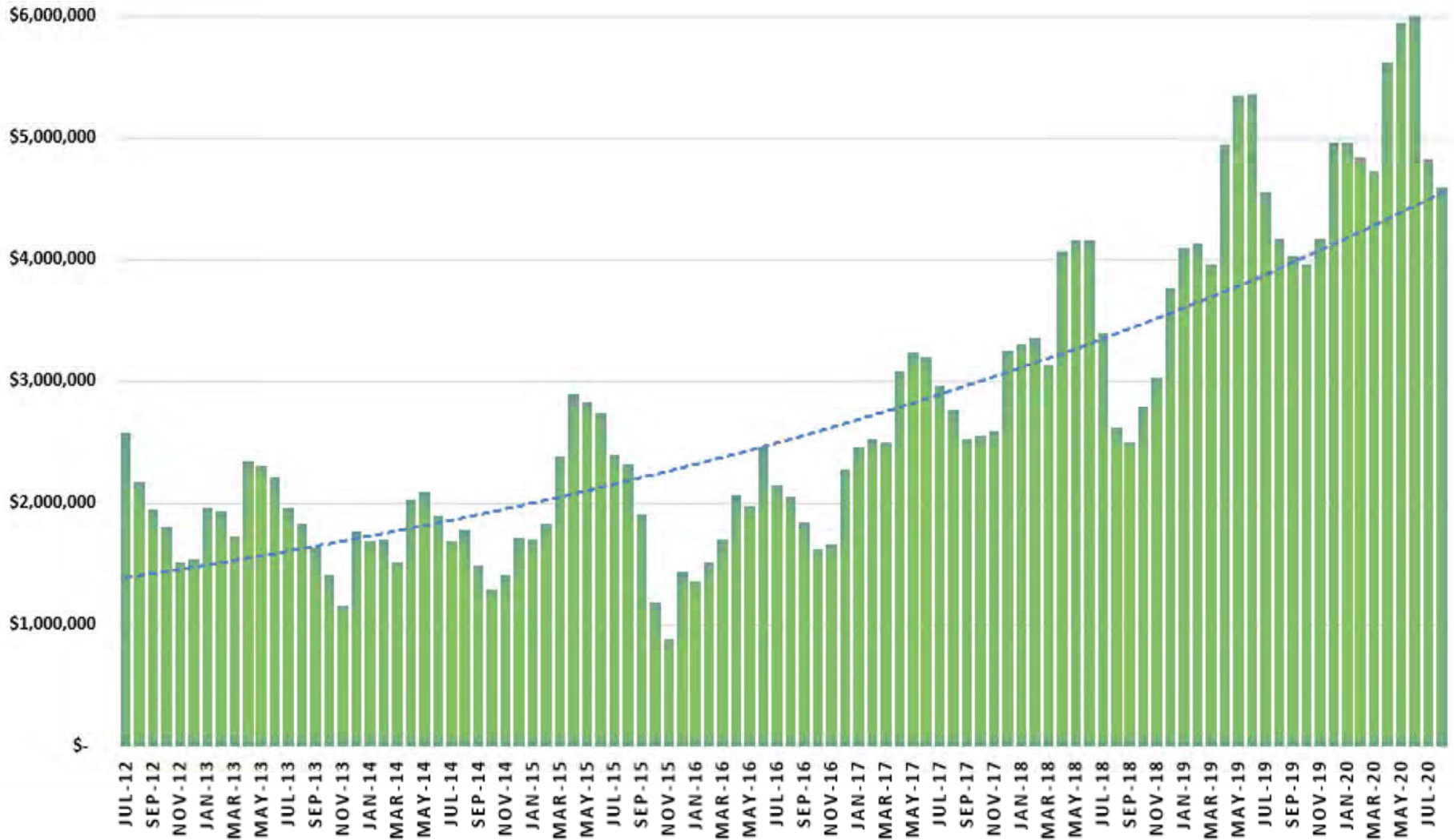
**Totals**

Payment Type	Payable Count	Payment Count	Payment
Regular Checks	171	102	318,976.40
Manual Checks	0	0	0.00
Voided Checks	0	9	0.00
Bank Drafts	9	9	74,016.05
EFT's	0	0	0.00
<b>Totals</b>	<b>180</b>	<b>120</b>	<b>392,992.45</b>

<b>Fund Balances as of August 31, 2020</b>	
<b>Fire &amp; Ambulance Department</b>	
Fire Department Operating Reserve	479,589
Ambulance Department Operating Reserve	43,606
Subtotal Fire & Ambulance Department Operating Reserve Funds	523,195
<b>Recommended Operating Reserve Fund Target (6 Months Operating Expenses)</b>	<b>1,463,305</b>
<b>Fire &amp; Ambulance Department Operating Reserve, Above Target / (Below Target)</b>	<b>(940,110)</b>
<b>Wastewater Division</b>	
Wastewater Capital Improvement Project Reserve	863,206
Wastewater System Connection & Capacity Charges	262,580
CWSRF Loan Agreement 14-813 Debt Reserve (Restricted for SLS 1-3 Debt Service)	171,537
Wastewater Operating Reserve Fund	559,340
<b>Recommended Operating Reserve Fund Target (4 Months Operating Expenses)</b>	<b>559,340</b>
<b>Wastewater Operating Reserve, Above Target / (Below Target)</b>	<b>-</b>
<b>Water Division</b>	
Water Capital Improvement Project Reserve	1,334,475
Water System Connection & Capacity Charges	75,444
Water Infrastructure R&R Reserve (MFC & AMR SRF Debt Reserve)	89,334
Water Operating Reserve	527,365
<b>Recommended Operating Reserve Fund Target (4 Months Operating Expenses)</b>	<b>527,365</b>
<b>Water Operating Reserve, Above Target / (Below Target)</b>	<b>-</b>
<b>Assessment Districts Restricted Funds</b>	
Water Assessment District No. 9 Construction Funds	11,692
Water Assessment District No. 10 Construction Funds	28,853
Water Assessment District No. 10 O&M	29,694
Water Assessment District No. 10 Bond Reserve Fund	116,464
<b>Subtotal Assessment Districts</b>	<b>186,703</b>
<b>Total District Designated &amp; Operating Reserve Funds</b>	<b>4,406,477</b>
<b>Assessment District Funds</b>	<b>186,703</b>
<b>Combined Pooled Cash</b>	<b>4,593,180</b>
Checking Account (General)	339,195
LAIF	4,121,905
York Insurance Deposit	14,617
BNY Mellon (AD #10 Bond Reserve)	116,464
Petty Cash	1,000
<b>Combined Pooled Cash</b>	<b>4,593,180</b>

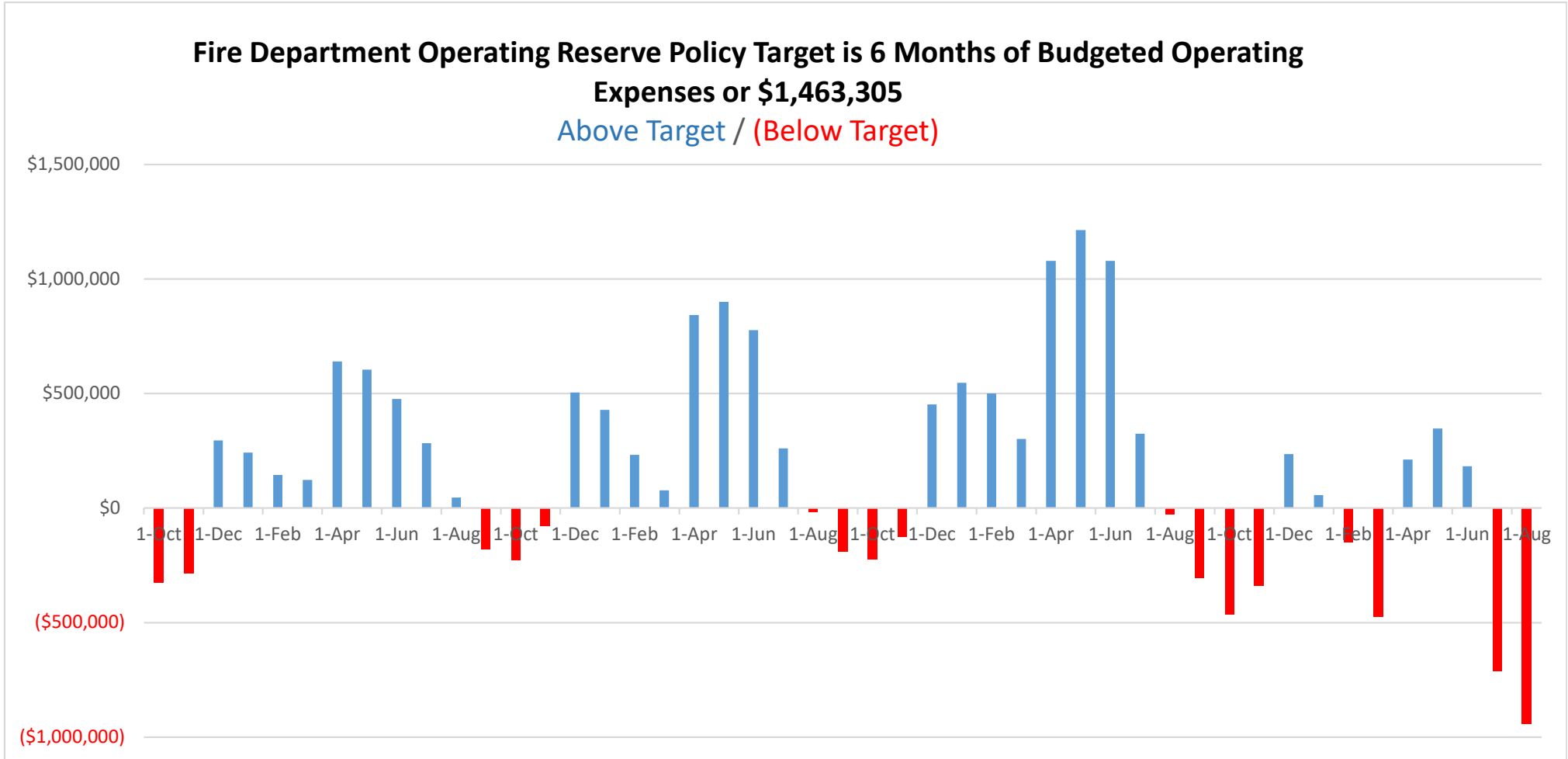


### COMBINED POOLED CASH BALANCE



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

Above Target / (Below Target)



**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** September 16, 2020

**TO:** Board of Directors

**FROM:** Michael Vasquez, Fire Chief

**SUBJECT: CONSIDER ADOPTING RESOLUTION NO. 12-20, RENEWING THE COOPERATIVE AGREEMENT FOR THE FEDERAL EXCESS PERSONAL PROPERTY (FEPP) PROGRAM**

**RECOMMENDED BOARD ACTION**

It is recommended that the Board of Directors consider adopting Resolution No. 12-20, authorizing the Fire Chief to renew the Cooperative Agreement for the USDA Forest Service Federal Excess Property (FEPP) Program.

**REASON FOR RECOMMENDATION**

To comply with the terms of the agreement, the Fire Department is required to renew the contract and complete a resolution from their governing board when a 5-year term has been reached or signatory change has occurred. The agreement will allow the Fire Department to take custody of FEPP/ federal surplus property for the use of wildland and rural community fire protection services.

**BACKGROUND INFORMATION**

The Fire Department has been involved in the program since 2010. The program allows the fire department to utilize federal excess property for the use of wildland fire protection.

The FEPP program is designed for cooperators to view property on the GSAXcess website and compete with other state cooperating agencies for the custody of federal surplus property such as, light and heavy duty fleet vehicles, firefighting equipment, heavy equipment, water tenders and other such equipment that might benefit the department's mission. All property is used, and the condition and maintenance level may vary.

The selection of property is governed through a Calfire State Representative which will then be reviewed through a competitive selection process.

## **FISCAL INFORMATION**

The fiscal responsibility will be the entire cost of transportation, retrofit, modification, maintenance, repairs, and operations of the acquired FEPP property while in the department's possession.

## **ATTACHMENTS**

Attachment 1 – Resolution No. 12-20

Attachment 2 – Agreement #: 993221

**RESOLUTION 12-20**

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
RUNNING SPRINGS WATER DISTRICT, ON BEHALF  
OF ITS RUNNING SPRINGS FIRE DEPARTMENT,  
AUTHORIZING APPLICATION FOR FEDERAL EXCESS  
PERSONAL PROPERTY (FEPP) PROGRAM IN  
ACCORDANCE WITH UNITED STATES FOREST  
SERVICE COOPERATIVE FORESTRY ASSISTANCE  
ACT (CFAA) OF 1978**

**WHEREAS**, there is a need for Federal Excess Personal Property to help fight wildland, rural, structural or other fires in the County of San Bernardino; and

**WHEREAS**, Mike Vasquez is the Fire Chief of the Running Springs Fire Department;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Running Springs Water District, on behalf of its Running Springs Fire Department, hereby accepts the agreement between the State of California, Department of Forestry and Fire Protection (CAL FIRE) and the Running Springs Water District, dated September 16, 2020 for the loan of Federal Excess Personal Property and authorizes the Fire Chief, Mike Vasquez, to sign the agreement on behalf of the Running Springs Fire Department.

**ADOPTED** this 16<sup>th</sup> day of September 2020

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President, Board of Directors  
Running Springs Water District

ATTEST:

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Secretary, Board of Directors  
Running Springs Water District

STATE OF CALIFORNIA  
THE NATURAL RESOURCES AGENCY  
DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE)

COOPERATIVE AGREEMENT FOR THE  
USDA FOREST SERVICE  
FEDERAL EXCESS PERSONAL PROPERTY (FEPP) PROGRAM  
Under the United States Forest Service Cooperative Forestry Assistance Act (CFAA) of 1978

This agreement is entered into by and between

THE STATE OF CALIFORNIA  
DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE)

AND

**RUNNING SPRINGS FIRE DEPARTMENT**

This agreement made and entered into this        day of        , 20        , by and between the State of California acting by and through the Director of the Department of Forestry and Fire Protection (CAL FIRE), hereinafter referred to as the STATE and the **Running Springs Fire Department**, hereinafter referred to as the COOPERATOR, covenants as follows:

I.        PURPOSE

The STATE has been approved as an agent of the United States Department of Agriculture (USDA) Forest Service for administering Federal Excess Personal Property (FEPP) as part of the Cooperative Fire Protection Program, which allows the COOPERATOR to take custody and use FEPP property for wildland and rural community fire protection services.

II.       MUTUAL INTEREST OF PARTIES

Both the STATE and the COOPERATOR have a mutual interest in the prevention, protection and suppression of all wildland and rural community fires near and adjacent to the property and the people of California.

III.      AUTHORITIES

The Federal Property and Administrative Services Act of 1949, as amended (40 U.S.C. § 483) and the Cooperative Forestry Assistance Act of 1978 (16 U.S.C. § 2106(c)) authorizes the FEPP Program as an element of the Cooperative Fire Protection Program (16 U.S.C. § 2106(b)). Under these authorities, the USDA Forest Service may lend FEPP property needed for wildland and rural community fire protection to the STATE and to local paid or unpaid fire departments for their use.

IV.      RESPONSIBILITIES

THE COOPERATOR AGREES:

1. Primary use of FEPP property must be 90 percent for activities directly related to wildland and rural community fire protection; however, situations may occur that make this exclusive use impractical. Non-fire emergency use of FEPP property is authorized and limited to no more than 10percent total usage. Abuse of the 10 percent non-fire use standard could result in recall of the property on loan, suspension from the program, or other sanctions.

2. FEPP property acquired by the COOPERATOR is not permitted to be rented, leased, loaned, or traded to another party; no exceptions. FEPP property is not permitted to be transferred or sold without prior approval from the STATE or the USDA Forest Service. FEPP property is for official use only; personal use of FEPP property is prohibited, violates the law, and this Cooperative agreement. Any personal use violations found, subjects the COOPERATOR to penalties and FEPP property recall as determined by the STATE and the USDA Forest Service.
3. To immediately notify the STATE of receipt of FEPP property during the acquisition process.
4. To bear the entire cost of transportation, retrofit, modification, maintenance, repairs, and operation of acquired FEPP property while in the COOPERATOR's possession.
5. The COOPERATOR must paint any FEPP rolling stock acquired directly from the USDA Forest Service that has the distinct Forest Service green color. If the FEPP property is acquired from the Department of Defense (DoD) and has military colors or markings, it must be painted. This is mandatory per the STATE and the USDA Forest Service. The painting of the FEPP vehicle must be accomplished within one (1) calendar year of the acquisition.
6. To register all FEPP rolling stock with the California Department of Motor Vehicles (DMV) within 60 days of receipt of property. Lien Holder will remain as the USDA Forest Service. This is mandatory as ownership remains with the USDA Forest Service. Registered Owner will be the COOPERATOR.
7. To obtain prior to operation of any FEPP property the minimum liability insurance in the amount required by State law to cover the operation of FEPP rolling stock. The COOPERATOR must maintain adequate insurance to cover damages or injuries to cover persons or property relating to the use of the property. Proof of insurance coverage must be provided to the STATE in the form of an insurance policy or a self-insured statement on an official letterhead.
8. Drivers of FEPP property must take the necessary equipment training and have a valid California operator license to operate the loaned vehicle(s).
9. To make FEPP property operable and ready to be placed into service for wildland and rural community fire protection, including fire suppression and prevention. Operational condition of the property will be achieved within one (1) year to the date of property pick up/receipt.
10. FEPP property cannot be modified or cannibalized without prior authorization from the STATE and the USDA Forest Service. The COOPERATOR shall contact the STATE with a request and justification to modify or cannibalize any FEPP property. The request must be submitted for approval before any modification or cannibalization to FEPP property takes place.
11. The COOPERATOR is responsible for the proper care, maintenance, security and storage of all acquired FEPP property.
12. All FEPP property must be identified as property belonging to the USDA Forest Service and for fire use only. The STATE will provide USDA Forest Service property tags along with a property number assigned to accountable FEPP property.

13. To promptly report any FEPP property when it is no longer needed by the COOPERATOR to the STATE and the USDA Forest Service for disposal authority. The COOPERATOR is not to release FEPP property to anyone unless the STATE and the USDA Forest Service have provided the proper authorization and documentation needed. The COOPERATOR is to provide reasonable access to authorized personnel for inspection and removal of FEPP property.
14. Ownership of all accessories, tools, light bars, sirens and equipment which is added to the loaned FEPP property remains with the COOPERATOR and must be removed prior to the disposal process.
15. Accidents involving FEPP property must be reported directly to the STATE within 10 days of the situation. This includes accidents that result in death, injury, illness, or property damage (more than \$350). Depending on the type of accident, the STATE will provide direction to the COOPERATOR on the information required to be submitted to the USDA Forest Service.
16. Lost, stolen, damaged or destroyed FEPP property shall be reported to the STATE for proper documentation and handling.
17. When FEPP property is lost, damaged, destroyed or stolen, a determination is required whether there was negligence on the part of the COOPERATOR. The STATE shall make a recommendation to the USDA Forest Service Property Management Officer (PMO) whether there was negligence or gross negligence.
  - a. Negligence: The failure to abide by Federal rules and regulations.
    - i. Repeated instances of negligent damage to FEPP property by staff of the COOPERATOR may be cause for the STATE to suspend further acquisitions by the COOPERATOR until the reasons for the negligence are identified and steps taken to prevent further instances.
  - b. Gross negligence: The intentional, willful, or wanton failure to exercise a reasonable degree of care to protect FEPP property in one's custody in reckless disregard of the consequences of the actions.
    - i. If the STATE determines that there is apparent gross negligence on the part of the COOPERATOR staff, the findings plus all supporting documentation shall be forwarded by the STATE to the USDA Forest Service PMO for a final determination.
    - ii. Should the USDA Forest Service submit the final determination is one of gross negligence and sends the STATE a Bill of Collection for FEPP property under the COOPERATOR's care, the COOPERATOR will reimburse the STATE for all the costs listed on the Bill of Collection.
    - iii. The COOPERATOR shall be suspended from acquiring any additional FEPP property for a set time as determined by the STATE.
    - iv. A second case of gross negligence will cause the COOPERATOR to lose all privileges of participation in the FEPP program as determined by the STATE.
18. To perform/participate in the physical inventory process on FEPP property in the COOPERATOR's possession every two (2) years.
19. The STATE and the USDA Forest Service will periodically conduct joint reviews of the FEPP program to ensure compliance with the USDA Forest Service and other applicable statutes, regulations and policies are being followed. The COOPERATOR must participate and provide access to all physical FEPP property along with access to all FEPP documentation during the review. The STATE is authorized to perform audits and reviews by STATE personnel, in between joint reviews, to provide the USDA Forest Service information for FEPP program improvements.



20. To retain all documentation on all inventoried FEPP property for six (6) years and three (3) months after the year designated for the disposal of the property. The STATE will send all mandatory documentation required for acquisition, management and disposal of FEPP property to the COOPERATOR as these processes occur.
21. The COOPERATOR must provide access to and the right to examine all records, books, papers or documents relating to the FEPP program to the USDA Forest Service, the USDA Office of the Inspector General (OIG), the Comptroller General of the United States, the STATE and their authorized representatives.
22. To comply with Title VI of the Civil Rights Act of 1964 (P. L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color, or natural origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination, under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement. To comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d) prohibiting discrimination where discriminatory practices will result in unequal treatment of persons who are or should be benefiting from the activity.

V. OTHER AGREEMENT TERMS  
IT IS MUTUALLY AGREED THAT:

1. Title to all FEPP property shall remain vested in the United States federal government.
2. The COOPERATOR shall complete a resolution, or a statement from their governing board/council, approving participation in the FEPP program. The resolution must be received with this Cooperative agreement as a requirement of the Terms and Conditions before the STATE will prepare or continue (in the case of a renewal agreement) the COOPERATOR's access to screen and manage FEPP property.
3. All FEPP property loaned to the COOPERATOR shall be for an indefinite period of time, unless the COOPERATOR is negligent of program requirements as detailed in the Terms and Conditions of this Cooperative agreement as well as any Federal regulations that govern the FEPP program. The agreement may be terminated by either party after giving notice 60 days in advance of such termination to the other party.
4. The STATE will not be responsible for furnishing spare parts for FEPP property and the COOPERATOR accepts all FEPP property "as is" without any warranties of any kind, either expressed or implied.
5. Amendments to this Cooperative agreement covering acquisitions and disposals of FEPP property will be submitted by the STATE to the COOPERATOR for review and signature. These Amendments will be sent upon completion of the action taken and must be returned signed and dated by the COOPERATOR to the STATE to maintain accurate record keeping as required by the USDA Forest Service.
6. COOPERATORS with any FEPP property will cooperate with regulatory agencies to ensure compliance with Federal and State regulations, program and property management requirements.
7. In the event of any dispute over FEPP loaned equipment or any terms or conditions contained herein, the dispute shall be decided by the STATE and its decision shall be binding and final.

8. The parties hereto agree that the COOPERATOR, their officers, employees, agents, servants, contractors, volunteers, paid firefighters, and all others acting on behalf of the COOPERATOR, performing under the terms of this Cooperative agreement, are not acting as officers, employees or agents of the State or the Federal government.
9. The COOPERATOR agrees to defend, indemnify, save and hold harmless the STATE as defined herein, and the Department of Forestry and Fire Protection (CAL FIRE), their officers, agents and employees against all claims, demands, causes of action or liability of any kind whatsoever arising out of the acts of the COOPERATOR, its agents or employees in the performance of any function provided for under the terms of this agreement or the use of property transferred.
10. The period of this agreement is for five (5) years from the date of last signature on page six (6) and entered on page one (1), if no violations or signatory changes occur. Thereafter, the agreement shall be reviewed every other year for compliance by the STATE during the agreement review process and extended if no violations or changes have occurred, not to exceed a five (5) year term renewal. This Cooperative agreement supersedes all prior agreements related to the FEPP program.
11. Either party may terminate this agreement by providing written notice to the other party 60 days prior to the termination date. If the agreement is terminated, the COOPERATOR shall be ineligible to continue participation in the FEPP program. Upon termination of this Cooperative agreement, all FEPP property assigned to the COOPERATOR shall be returned to the STATE. Prior to terminating a COOPERATOR's eligibility for cause, the STATE shall attempt alternative resolutions.
12. Any information provided to the STATE under this Cooperative agreement is subject to the Freedom of Information Act (5 U.S.C. §§ 551 *et seq.*).
13. The primary contact information of the parties hereto, for all notices, payments, repayments, or any other activity required or contemplated under the terms of this Cooperative agreement are:

Cooperator Name: Running Springs Fire Department	Department of Forestry and Fire Protection (CAL FIRE) Federal Property Programs
Contact Name: Mike Vasquez	
Title: Fire Chief	
Street Address: 31250 Hilltop Blvd	Street Address: 710 Riverpoint Court West Sacramento, CA 95605
Mailing Address: P.O. Box 2206	Mailing Address: P.O. Box 944246
City: Running Springs	City: Sacramento
Zip: 92382	Zip: 94244-2460
Phone Number: (909) 403-5390 Ext.	Phone Number: (916) 894-9804
Cell Phone Number: ( ) -	Fax Phone Number: (916) 894-9880
Email: m.vasquez@runningspringsfd.org	Email: <a href="mailto:FederalProperty@fire.ca.gov">FederalProperty@fire.ca.gov</a>

14. Local CAL FIRE Unit contact information:

CAL FIRE Unit: San Bernardino Unit (BDU)	Point of Contact: BDU Forestry Logistics Officer
Physical Address: 3800 North Sierra Way	
City: San Bernardino	Zip Code: 92405
Phone Number: (909) 881-6900 Ext.        :	

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement as of the day and year of the last signature below.

<b>COOPERATOR</b>	
NAME OF COOPERATOR: <b>Running Springs Fire Department</b>	
BY (Authorized Signature): 	DATE SIGNED:
PRINTED NAME AND TITLE OF PERSON SIGNING: <b>Mike Vasquez, Fire Chief</b>	
<b>STATE OF CALIFORNIA</b> <b>Department of Forestry and Fire Protection (CAL FIRE)</b>	
BY (CAL FIRE Unit Chief): 	DATE SIGNED:
PRINTED NAME AND TITLE OF PERSON SIGNING: <b>Shane Littlefield, Unit Chief, San Bernardino Unit (BDU)</b>	
BY (CAL FIRE Property and Local Services Manager): 	DATE SIGNED:
PRINTED NAME AND TITLE OF PERSON SIGNING: <b>Nicole Harner, Property and Local Services Manager</b>	

STATE OF CALIFORNIA  
 THE NATURAL RESOURCES AGENCY  
 DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE)

COOPERATIVE AGREEMENT FOR THE  
 USDA FOREST SERVICE  
 FEDERAL EXCESS PERSONAL PROPERTY (FEPP) PROGRAM  
 Under the United States Forest Service Cooperative Forestry Assistance Act (CFAA) of 1978

**ATTACHMENT A**

**RUNNING SPRINGS FIRE DEPARTMENT**

	<b>ITEM:</b>	<b>SERIAL #:</b>	<b>PROPERTY #</b>
1.	No Property At This Time		
2.			
3.			
4.			
5.			
6.			
7.			

Rev. June 2020

RESOLUTION AUTHORIZING APPLICATION  
FOR FEDERAL EXCESS PERSONAL PROPERTY (FEPP) PROGRAM  
IN ACCORDANCE WITH  
United States Forest Service Cooperative Forestry Assistance Act (CFAA) of 1978

\_\_\_\_\_ Date

The Board of Directors of the \_\_\_\_\_ Fire Department has resolved:

WHEREAS, there is a need for Federal Excess Personal Property to help fight wildland,  
rural, structure or other fires in the County of \_\_\_\_\_, and

WHEREAS, \_\_\_\_\_ is the Chief of the \_\_\_\_\_ Fire Department,

THEREFORE, be it resolved that the Board of Directors of the \_\_\_\_\_

Fire Department accepts the agreement between the State of California, Department of Forestry and

Fire Protection (CAL FIRE) and the \_\_\_\_\_ Fire Department,

\_\_\_\_\_ for the loan of Federal Excess Personal Property, and, authorizes

Dated

Fire Chief \_\_\_\_\_ to sign the agreement for the Board of Directors.

\_\_\_\_\_  
Secretary

Board of Directors of the \_\_\_\_\_ Fire Department

**Ryan Gross**

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**From:** Ryan Gross  
**Sent:** Tuesday, September 1, 2020 1:39 PM  
**To:** [REDACTED]  
**Cc:** Trevor Miller  
**Subject:** RSWD WWTP Access Road  
**Attachments:** 062919 Letter from St. Annes.pdf  
**Importance:** High

Hello [REDACTED] St. Anne's Parish Council,

The Running Springs Water District is planning to start construction of the realigned access road later this month. In regards to the attached letter, I would like to confirm the following:

1. Running Springs Water District will provide copies to St. Anne's of the drawings and legal descriptions for public record of easement change and that the District assumes liabilities regarding that new easement on St. Anne's property.
2. Running Springs Water District will provide continued access to your garage.
3. The construction schedule is tentatively to start later in September 2020 and be completed by the end of October 2020. The proposed new easement area has been staked out.
4. The existing easement access to the Wastewater Treatment Plant will be blocked off.
5. We will be discussing with our Board of Directors on 9/16/20 what options we may be able to offer for either providing some wrought iron fencing and gates for your parking lot, seal coating your parking lot or making some kind of payment for the new easement. We need to be very cautious of gifting any public funds.

We hope that you find this acceptable and understand that by moving our access road we will be out of your parking lot area all together which is the main benefit to St. Anne's. If we were to continue to use the existing easement we would need to relocate the existing access road into the actual existing easement area which cuts through the area where your sign, fire hydrant and landscaping island is located. This was staked out last year and because of where the existing actual easement is located we agreed to move it to completely get out of the parking lot area. If you have any questions or concerns please let me know.

Thanks,  
Ryan

Ryan Gross, P.E., BCEE, SDA  
General Manager  
Running Springs Water District  
[rgross@runningspringswd.com](mailto:rgross@runningspringswd.com)

**To:** Water District  
**From:** St. Anne's Parish Council  
**cc:** [REDACTED]  
**Date:** 6/29/19  
**Re:** Granting Easement to Water District for Relocating Access to Water Treatment Plant

---

To Water District Board

As we all heard from your Trevor the 2<sup>nd</sup> time on 6/20/19, you would like to relocate your easement on our property for a variety of reasons.

Here is what we propose to the District:

*For consideration and agreement to immediate Easement change access to Water Treatment Plant Smiley Park*

1. *Water District to provide copies to St. Anne's the drawings and legal descriptions for public record of easement change and that the District assumes liabilities regarding that new easement on St. Anne's property.*
2. *Water District to provide continued access to our garage,*
3. *Water District to provide St. Anne's a construction schedule of relocated easement in order to eliminate interference of St. Anne's business,*
4. *Water District to block off and/or remove other easement access to Treatment Plant, and*
5. *Finally provide a new top coat of highway grade asphalt and sealer on the existing parking lot.*

Sincerely,

St. Anne's Parish Council

RECEIVED

JUL 08 2019

Living Springs Water District

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**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** September 16, 2020  
**TO:** Board of Directors  
**FROM:** Ryan Gross, General Manager  
**SUBJECT:** CONSIDER AWARDING CONTRACT FOR WASTEWATER TREATMENT PLANT UPPER ACCESS ROAD REALIGNMENT

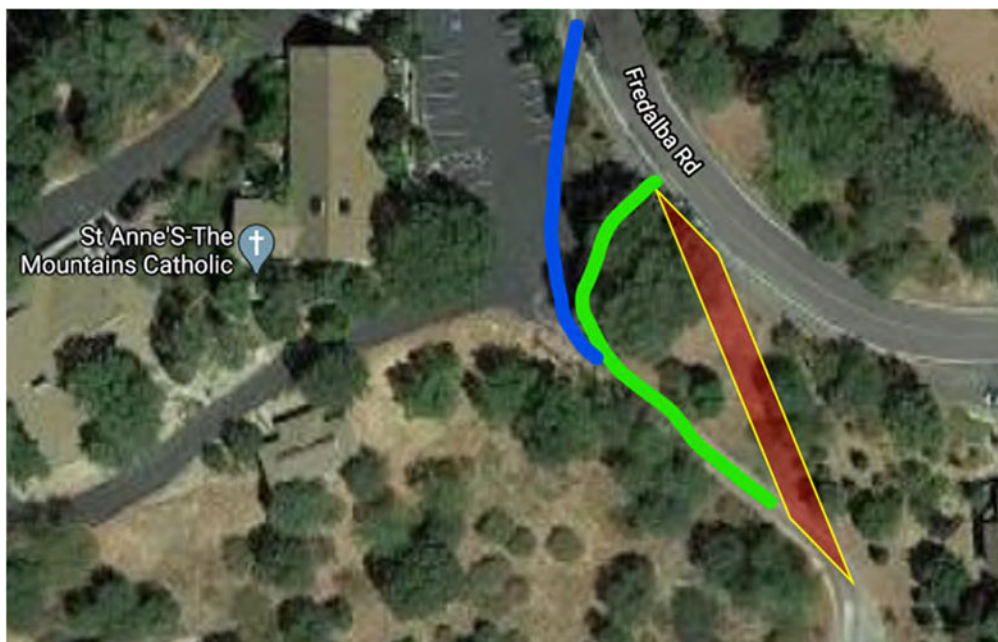
**RECOMMENDED BOARD ACTION**

It is recommended that the Board of Directors:

1. Consider awarding a construction contract to Bacon/Wagner Excavating, Inc. for their low bid of \$38,370, for the Wastewater Treatment Plant (WWTP) Upper Access Road Realignment;
2. Authorize the General Manager to execute the contract, and;
3. Authorize the General Manager to approve change orders for the Project during the course of the project as required not to exceed 15% of the original construction contract amount.

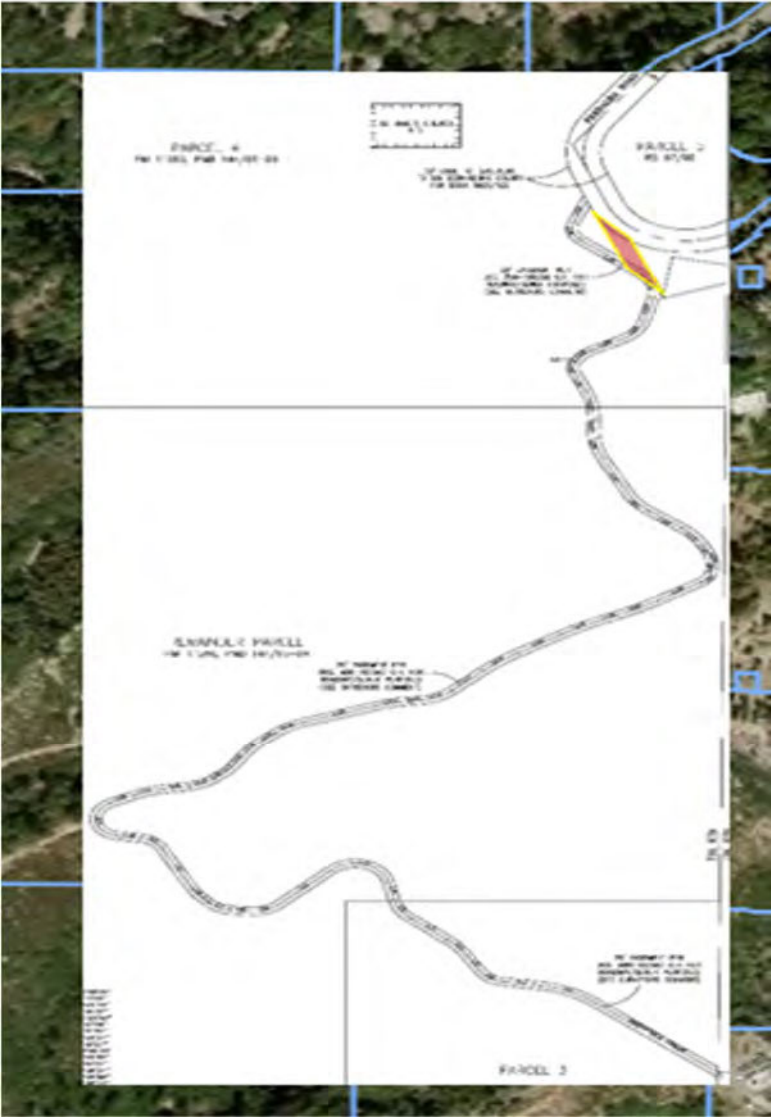
**BACKGROUND INFORMATION**

The upper section of the WWTP Access Road currently cuts through the St. Anne's Church parking lot and is not in the existing easement.





The remaining portion of the WWTP access road and the WWTP is planned to be repaved in the summer of 2021.



**FISCAL INFORMATION**

The District received the following quotes from local contractors for the work:

Bacon/Wagner	\$38,370
Altmeyer, Inc.	\$49,378
GM	\$52,675
Trinity	\$82,094

The FYE 2021 budget includes \$150,000 for WWTP Access Road Improvements. If approved the project would be funded from the Wastewater Capital Improvement Reserve Fund which had a balance of \$864,375 as of August 31, 2020.

**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** September 16, 2020  
**TO:** Board of Directors  
**FROM:** Ryan Gross, General Manager  
**SUBJECT:** **CONSIDER APPROVING ADDITIONAL DESIGN FEE FOR THE NOB HILL WATER FACILITIES IMPROVEMENTS PROJECT**

**RECOMMENDED BOARD ACTION**

Consider approving an additional \$26,200 for the redesign of the Nob Hill Water Facilities Improvements Project (Project) with Albert A. Webb Associates (Webb).

**REASON FOR RECOMMENDATION**

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

**BACKGROUND INFORMATION**

In 2018, the Board of Directors awarded a Professional Services Agreement to Webb in the amount of \$84,380 to prepare construction bid documents for the original project that included:

1. The replacement of the existing Nob Hill Hydro Pneumatic System Facilities which are more than 40 years old.
2. A new pumping system to be installed on the interconnecting pipeline between the Crestline Lake Arrowhead Water Agency (CLAWA) and Running Springs Water District water storage tanks to alleviate the unreliable and unpredictable delivery of purchased CLAWA water due to the tank elevations being within 8 feet of each other.

The low bid received in July 2019 was just under \$1 million and all bids were rejected by the Board.

The project is now proposed to be split into two phases and to restructure the bid documents to include only the replacement of the existing Nob Hill Hydro Pneumatic System Facilities for phase 1 and then reconsider the CLAWA transfer pumping system at a later date.

**FISCAL INFORMATION**

This project is included in the FYE 2021 Water Capital Improvement Project list with a budgeted amount of \$275,000. A better estimate of the construction cost will be part of the design work.

If approved, the funding source for this contract would be from the Water Capital Improvement Reserve Fund which has a balance of \$1,336,422 as of August 31, 2020.

**ATTACHMENTS**

Attachment 1 – Webb Proposal



## MEETING AGENDA

Subject: RSWD Nod Hill Re-Design  
 Date: August 27, 2020  
 Time: 2:00 PM – 3:00 PM  
 Place: Zoom Meeting  
 Participants: Ryan Gross, Brian Knoll, Sinnaro Yos

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1. General Re-Design Work
  - Review hydraulics of RSWD pre-purchased pump system: Multi W Systems
  - Sheet 3 – Remove elements for the CLAWA turnout & pumps and update paving plan for RSWD Nob Hill site
  - Sheet 4 – Remove elements for the CLAWA turnout & pumps and update piping layouts and connections as well as building layout
  - Sheet 5 – Move and renumber Details 3, 6, 7, and 8 to Sheet 4 and Delete Sheet 5
  - Electrical Sheets will be fully updated for only the RSWD site
  - Specifications – Removal elements for the CLAWA turnout & pumps, replace with new Multi W Systems specs (as pre-purchased to be installed by the Contractor), add wood frame building as performance specs, revise special requirements and bid items

2. Proposed cost of re-design:

Task 1 Check Pump Hydraulics	\$ 900
Task 2 Update Plans	\$ 5,300
Task 3 Wood Frame Building Spec*	\$ 1,500
Task 4 Update Specifications	\$ 5,100
Task 5 Electrical Design & Plans	\$10,900
Task 6 Bidding Services**	\$ 2,500
<b>Total</b>	<b>\$26,200</b>

\* Wood frame building specifications to be performance based requiring the contractor to provide design submittal and calculations for review during construction.

\*\* Attend pre-bid meeting and site tour and respond to bidders' questions.



## Running Springs Area Chamber of Commerce

Post Office Box 96  
Running Springs, CA 92382  
(909) 867-2411

Arrowbear • Green Valley • Running Springs

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September 9, 2020

Running Springs Water District  
31242 Hilltop Boulevard  
Running Springs, CA 92382

Dear Running Springs Water District Board of Directors:

Thank you for allowing the Running Springs Area Chamber of Commerce Certified Farmers Market and Artisan Faire to use the Running Springs Water District Downtown Property during our market seasons since 2012.

The Running Springs Area Chamber of Commerce requests use of Running Springs Water District's Downtown Property, next to the Running Springs Firehouse Playground, every Saturday 3am-5pm during October 2020 as we wish to expand the market season this year. Local residents and visitors have found our market to be both a great shopping experience for essentials like vegetables and seafood plus a nice place to be safely outdoors.

The Running Springs Water District is named as additionally insured on the Running Springs Area Chamber of Commerce's insurance for the Farmers Market and Artisan Faire. October 2020 Saturday market dates include: October 3, October 10, October 17, October 24 and October 31.

A letter clarifying that the Running Springs Area Water District is granting permission to use owned land on the above dates and times is needed for Agriculture/Weights and Measures Farmers Market event extension of season approval. We usually submit a copy of the Right of Entry / Hold Harmless Agreement as proof of permission. A certificate will be provided.

Thank you for your time in considering our request. Your continued and generous support of the local community is greatly appreciated.

Sincerely,

Kevin Somes  
President  
Running Springs Area Chamber of Commerce

**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** September 16, 2020

**TO:** Board of Directors

**FROM:** Ryan Gross, General Manager

**SUBJECT:** CONSIDER APPROVING CUSTOMER SERVICE FIELD REPRESENTATIVE POSITION

**RECOMMENDED BOARD ACTION**

Consider approving a Customer Service Field Representative position.

**REASON FOR RECOMMENDATION**

With the recent changes to the District's organizational structure staff recommends incorporating this new position in order to alleviate the Water and Wastewater Operations staff from performing customer service related tasks such as:

- Assist with management of the Automatic Meter Reading (AMR) systems
- Completing service orders
- Water service turn on/off
- Hanging door tags
- Checking leaks
- Manually reading water meters when needed
- Completing Underground Service Alert (Digalert) tickets
- AMR annual read/verification process
- Field service calls
- Maintenance of water meter boxes and related equipment
- Inspecting customer property for leaks and other billing related issues
- Assisting office staff with document management
- Refer to the Attachment 1 Job Description for other duties

**BACKGROUND INFORMATION**

Over the past several years the District has adjusted its organizational structure to consolidate the Water Division Supervisor, Wastewater Collections Division Supervisor and Wastewater Treatment Division Supervisor into an Operations Manager position and added three Lead Operator positions.

Attachment 1 shows the District's organizational structure in 2017 and Attachment 2 shows the current proposed organizational structure.

In order to keep the water and wastewater operations staff focused on their core functions of operating and maintaining the water and wastewater facilities it is recommended that a Customer Service Field Representative position be filled to conduct the various duties that can be accomplished by a non-certified individual at an entry level pay.

**FISCAL INFORMATION**

The proposed wage scale would be entry level with no certification required but encouraged in the first 2 years.

CUSTOMER SERVICE FIELD REP	Hourly	\$16.00	\$17.00	\$18.00	\$19.00	\$20.00
Entry Level / No Certification Required	Monthly	\$2,773	\$2,947	\$3,120	\$3,293	\$3,467
	Annual	\$33,280	\$35,360	\$37,440	\$39,520	\$41,600

The current Water and Wastewater Divisions organizational structure results in an approximate base salary decrease of \$350,000 for the Division Supervisor consolidation and Lead Operator positions, not including benefits.

The Wastewater Collection Lead Operator position is currently being recruited for and remains unfilled.

With the addition of the Customer Service Field Representative position total wages and benefits will still be significantly less than they were three years ago. Additionally, it makes more financial sense to have an entry level position performing the types of tasks included above rather than a more highly paid, skilled and certified operator that should be more beneficially utilized in the core functions of operating and maintaining the water and wastewater systems.

**ATTACHMENTS**

- Attachment 1 – Draft Job Description
- Attachment 2 – 2017 Organizational Chart
- Attachment 3 – 2020 Organizational Chart



September 2020  
FLSA: NON-EXEMPT

## CUSTOMER SERVICE FIELD REPRESENTATIVE

### DEFINITION

Under general supervision, performs fieldwork in reading water meters and recording amounts consumed for billing purposes; performs a variety of routine to skilled work in the installation, repair and maintenance of the District's water meter boxes and related equipment; makes field service calls to customers to perform a variety of service and collection tasks; turns water service on and off per customer request or District policy; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Administration Supervisor and/or Operations Manager. Technical or functional supervision and/or training may also be provided by the Water Division Operators. No direct supervision of staff is exercised.

### CLASS CHARACTERISTICS

This is a skilled level classification responsible for turning water services on or off, setting, maintaining, repairing and reading meters, collecting delinquent bills and inspecting customer property for leaks and other billing related issues. Responsibilities require the use of tact, discretion, independent judgment and frequent interaction with the public. Responsibilities include inspecting and attending to assigned areas in a timely manner and performing a wide variety of tasks related to the installation, maintenance and repair of water meters. This class is distinguished from the Water Division Operator series in that the latter is responsible for performing the operation, installation, repair and maintenance of the District's water distribution and treatment system.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Reads water meters in varied terrains and in all weather conditions; records figures using handheld computers for billing purposes.
- Activates, programs and troubleshoots handheld meter reading devices; loads meter reading data in to and out of meter reading device(s).
- Performs a variety of skilled work to inspect, maintain and repair valves, meters, water distribution pipelines and related appurtenances.
- Performs customer service duties by performing courtesy turn-ons and shut-offs, checking for leaks or dead meters; reports water use violations; assists customers in resolving water volume and pressure problems.



- Observes condition of meter or other unusual conditions relative to need for repair; maintains meters, boxes, lids and landscape around meter boxes; installs water meters and customer valves.
- Enforces and explains to customers the District's water conservation plan and related ordinances; assists customers with best practices for water conservation.
- Completes and hangs door tags in order to provide customers with specialized information about their water service (e.g., when consumption is unusually high, when an obstruction prevents reading of meter, and/or when service shut-offs may be required for maintenance purposes).
- Reads and interprets maps and diagrams in the performance of the work.
- Performs valve maintenance and leak detection with the use of electronic devices.
- Answers customer inquiries and refers customers to the proper District personnel if additional information is requested.
- Assist with creating maps using GPS to identify all meter locations in the District.
- May assist other Division staff in emergency or relief situations.
- Prepares clear and concise daily operational reports.
- Adheres to proper operational, safety and hazardous material procedures.
- Follows District policies, procedures and safety regulations.
- Maintains a clean and safe work area and adheres to all safety requirements.
- Answers inquiries from citizens regarding work performed; maintains accurate records of work performed.
- May assist other divisions in emergency or relief situations.
- Responds to after-hours emergencies.
- Performs on call duties as needed and or assigned.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Meter reading devices and sizes and types of water meters.
- Methods and procedures for installing, testing, maintaining and repairing water meters.
- Utility billing procedures.
- The operation and minor maintenance of a variety of hand and power tools, vehicles and power equipment.
- Maintenance principles, practices, tools and materials for maintaining and repairing water distribution systems and other related facilities and equipment.
- Basic traffic control procedures and traffic sign regulations.
- Shop arithmetic.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Safe driving rules and practices.
- Basic computer software related to work, including handheld computer devices for meter reading purposes.
- English usage, spelling, vocabulary, grammar and punctuation.

- Applicable Federal, State, and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
- Techniques for providing a high level of customer service and dealing effectively with the public, vendors, contractors and District staff, in person, by electronic means and over the telephone.

**Ability to:**

- Meet the physical requirements necessary to safely and effectively perform required duties.
- Install, read and repair a variety of styles of water meters.
- Post data accurately on forms and prepare simple records.
- Read and interpret street maps.
- Perform construction, modification, maintenance and repair work on streets, water distribution and wastewater collection systems, facilities and equipment such as found in the District.
- Set up and operate traffic area construction zones, including cones, barricades and flagging.
- Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Make accurate arithmetic calculations.
- Read and interpret construction drawings and specifications.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Perform routine equipment maintenance.
- Maintain accurate logs, records and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Organize own work, set priorities and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Observe safe work practices.
- Operate modern office equipment, including computer equipment and software programs.

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and one (1) year of increasingly responsible experience in meter reading, the operations, maintenance and repair of water distribution and treatment facilities or other related field.

### **Required License(s)/Certifications:**

- Valid California driver's license Class C with acceptable driving record.
- Within 18 months of the date of entry into the position, must obtain either a Grade 1 Water Distribution Operator Certificate or Grade 1 Water Treatment Certificate issued by the State of California Department of Public Health or a Grade 1 Collection System Maintenance Certificate issued by the California Water Environment Association (CWEA).
- Within 24 months of the date of entry into the position, must obtain a Grade 1 Water Distribution Operator Certificate, a Grade 1 Water Treatment Certificate issued by the State of California Department of Public Health AND a Grade I Collection System Maintenance Certificate issued by the CWEA.

### **PHYSICAL DEMANDS**

Must possess mobility to work outdoors in the field; strength, stamina and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds and heavier weights with the use of proper equipment.

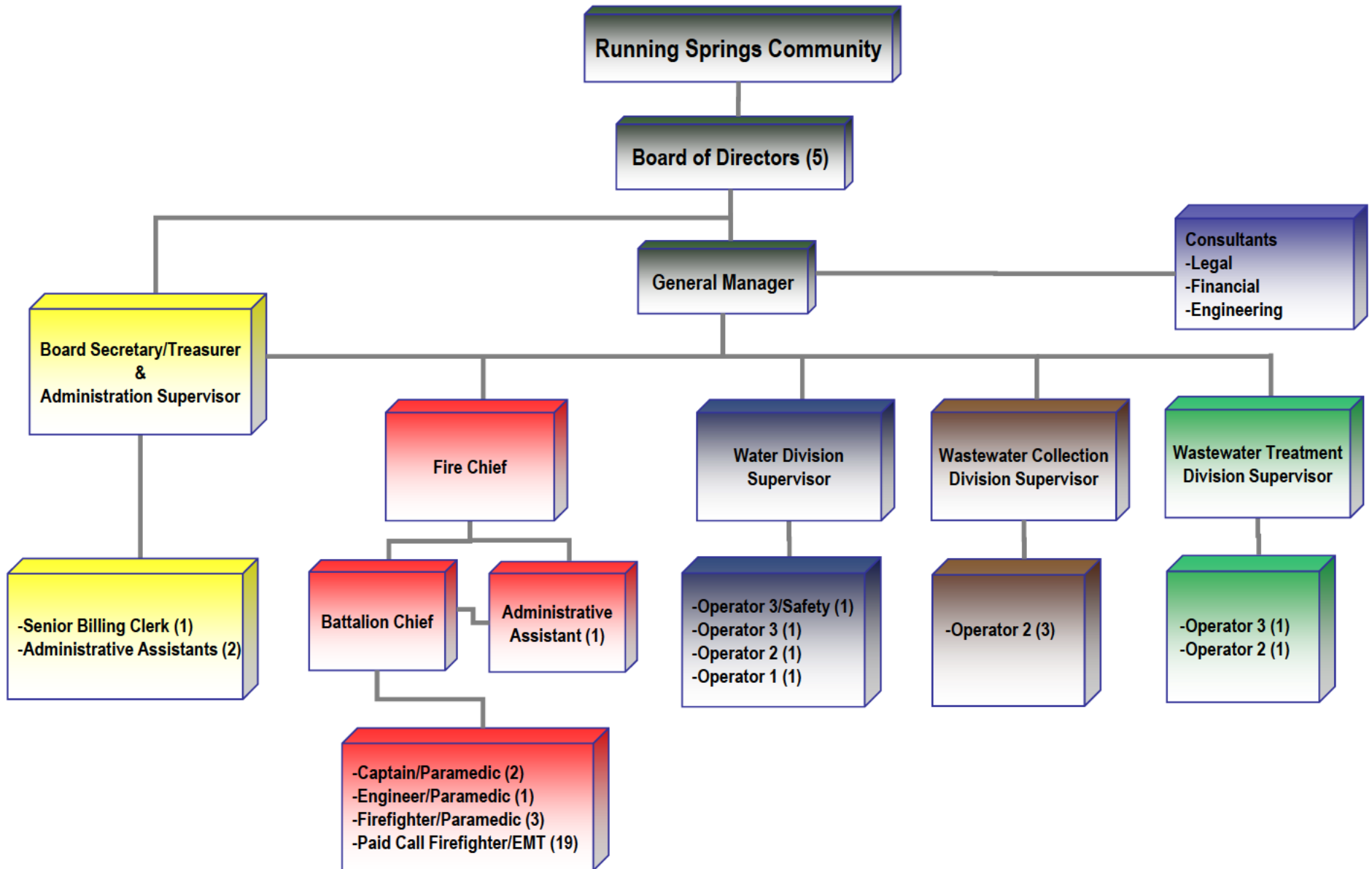
### **ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, dirt, grease, wastewater, mud, mechanical and/or electrical hazards and hazardous physical substances, fumes, odors, infectious waste, etc. Employees may interact with other staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

- Must be willing to work weekends, holidays, and off-hour shifts and must live within 30 minutes of the District for emergency on-call response.
- May be required to be on-call outside of normally scheduled work hours and available for dispatch to emergencies during those periods.
- Working conditions may be extremely hazardous.

# Running Springs Water District Organizational Chart



# Running Springs Water District Organizational Chart

