



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: NOVEMBER 10, 2023
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, November 15, 2023, at the hour of 9:00 am at the District Office located at 31242 Hilltop Boulevard, Running Springs, California. This agenda was posted prior to 5:00 pm on November 10, 2023, at the Running Springs Water District Office and Website.

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

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

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

AGENDA

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are expected to be routine and non-controversial and will be acted on at one time without discussion unless an item is withdrawn by a Board Member for questions or discussion.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

A. Approve Meeting Minutes **Page 3**

B. Ratify Expenditures and Cash Summary **Page 9**

- C. Consider Granting the Running Springs Area Chamber of Commerce Permission to Utilize the Running Springs Water District's Downtown Property for their 2024 Events **Page 17**
- D. Consider Approving 2024 PCF Wage Scale **Page 20**
- E. Consider Receiving and Filing the FYE 2023 Water Loss Audit **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 Receiving, Filing and Authorizing the Distribution of the District's Fiscal Year Ending 2022 Annual Financial Report and Audit Results **Page 27**
(Presenter: Van Lant & Fankhanel)
 - B. Financial Presentation **N/A**
(Presenter: RAMS)
 - C. Consider Approving Professional Services Contract for Design of the Harris Property Storage Building **Page 28**
(Presenter: Ryan Gross, General Manager)
 - D. Consider Request from Property Owner for Lease or Purchase of Property Near Fire Station #50 **N/A**
(Presenter: Ryan Gross, General Manager)
 - E. Consider Customer Request to Discount or Waive Water and Sewer Service Fees **Page 57**
(Presenter: Amie R. Crowder, Administration Supervisor)
 - F. Consider Authorizing Expenditure for Groundwater Well Siting Evaluation **Page 60**
(Presenter: Ryan Gross, General Manager)
 - G. Consider Authorizing Expenditures for SCADA System Migration and Davit Arm Mast Base and Extension **Page 68**
(Presenter: Trevor Miller, Operations Manager)
- 5. General Manager's Report
- 6. Board Member Comments/Meetings
- 7. Meeting Adjournment

Upcoming Meetings: Regular Board Meeting, December 20, 2023, at 9:00 am

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: November 15, 2023

TO: Board of Directors

FROM: Amie Crowder, Administration Supervisor, Board Secretary, Treasurer
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 September 20, 2023.

ATTACHMENTS

Attachment 1 – Draft Meeting Minutes for Regular Board Meeting held on September 20, 2023

MINUTES – September 20, 2023
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
September 20, 2023

A Regular Meeting of the Board of Directors of the Running Springs Water District was held on Wednesday, September 20, 2023, at the hour of 9:00 A.M. at the District office located at 31242 Hilltop Boulevard, Running Springs, California, and through teleconference.

The following Directors were present at the District:

Tony Grabow, President
Bill Conrad, Vice-President
Mark Acciani, Director

The following Directors were absent:

Mike Terry, Director
Laura Dyberg, Director

Also present at the District were the following:

Ryan Gross, General Manager
Andy Grzywa, Fire Chief
Rick Ellsberry, Battalion Fire Chief
Dixi Willemse, Administrative Assistant (left at 9:14 A.M.)
Ward Simmons, Legal Counsel, Best Best & Krieger, LLP
Amie R. Crowder, Secretary to the Board/Administration Supervisor

No visitors were present at the District.

MEETING MINUTES

AGENDA ITEMS

1. Call Meeting to Order and Pledge of Allegiance

The Running Springs Water District Board Meeting was called to order at 9:00 A.M. by President Grabow. Battalion Chief Rick Ellsberry led the assembly in the Pledge of Allegiance.

2. Recognize and Hear from Visitors/Public Comment

No Visitors Present

3. Approval of Consent Items

1. Approve Meeting Minutes

2. Ratify Expenditures

Vice-President Conrad asked for clarification on the Accounts Payable Check Register. Secretary Crowder provided explanation.

Upon motion by Vice-President Conrad, second by Director Acciani and carried by a 3 to 0 vote, the Consent Items were approved.

4. A 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

1. Open Public Hearing

The Public Hearing was opened at 9:07 A.M. by President Grabow

2. Fire Chief's Report

General Manager Gross, Fire Chief Grzywa, and Fire Administration Assistant Dixi Willemse reported on the Running Springs Fire Department Hazard Abatement Program. Ms. Willemse stated that four written complaints have been received. Dixi provided the following statistics:

2,097 initial notices were mailed in July 2023
1,697 properties were cleared by August 2, 2023
30 additional notices were mailed
413 14-day notices were mailed
89 properties have been reinspected and cleared
54 properties are still in progress to be cleared

Fees paid for 2023 were \$4,280.00

3. Written Objections or Protests

Four written objections were received. Three were resolved on Monday, September 18th, 2023 and one was resolved on Wednesday, September 20th, 2023.

4. Oral Objections or Protests

No oral objections or protests were received.

5. Board Discussion

None

6. Close Public Hearing

The Public Hearing was closed at 9:14 A.M. by President Grabow.

7. 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 Using the Lowest Bidder

Manager Gross confirmed there are no objections or protests to the proposed removal of weeds and/or wastes that have been declared a public nuisance.

Upon **motion** by Vice-President Conrad, **second** by Director Acciani and **carried by a 3 to 0 vote**, Whereupon the Board of Directors Shall Acquire Jurisdiction to Proceed and Perform the Work of Removing the Public Nuisance Using the Lowest Bidder, was approved.

B. Consider Authorizing Continued Participation in the Voluntary Rate Range Program (VRRP) Intergovernmental Transfer (IGT) Program – Federal Matching Funds for Emergency Medical Transportation

Manager Gross summarized the details of the Voluntary Rate Range Program (VRRP) Intergovernmental Transfer Program (IGT) and requested authorization to continue the District’s participation. Also summarized was the net additional funding the Fire Department has received from this program.

Upon **motion** by Director Acciani, **second** by Vice-President Conrad and **carried by a 3 to 0 vote**, Authorizing Continued Participation in the Voluntary Rate Range Program Intergovernmental Transfer Program, was approved.

C. Consider Approving Lease Agreement for Dog Park and Finding Project Categorically Exempt Pursuant to California Environmental Quality Act (CEQA) Guidelines Sections 15301, 15303, and 15331

The Dog Park Lease Agreement was reviewed by legal counsel and presented to the Board of Directors. Director Acciani asked if the washed-out area next to the Dog Park location would be an issue. Manager Gross confirmed that issue was due to a collapsed culvert and has been repaired by the County of San Bernardino.

Upon **motion** by Vice-President Conrad, **second** by Director Acciani and **carried by a 3 to 0 vote**, Lease Agreement for Dog Park and Finding Project Categorically Exempt Pursuant to California Environmental Quality Act (CEQA) Guidelines Sections 15301, 15303, and 15331, was approved.

D. Consider Parking Area Lease Near Fire Station #50 and Find that the Project is Categorically Exempt from California Environmental Quality Act (CEQA) Pursuant to CEQA Guidelines Sections 15061(b)(3) and 15301

Manager Gross and Fire Chief Grzywa provided an update on the staff parking situation near Fire Station #50. Bids for parking in various locations in the area and the drafted lease agreement were reviewed. Vice-President Conrad question the verbiage located in item #8 on page 39 of the Board packet. Upon discussion with Ward Simmons, Legal Counsel, Best Best & Krieger, L.L.P., the owner of said property should be responsible for this. The lease agreement will be redrafted to reflect this change.

Upon **motion** by Director Acciani, **second** by Vice-President Conrad and **carried by a 3 to 0 vote**, Parking Area Lease Near Fire Station #50 and Finding that the Project is Categorically Exempt from California Environmental Quality Act (CEQA) Pursuant to CEQA Guidelines Sections 15061(b)(3) and 15301, was approved.

E. Consider Approving Additional Operator Position

Manager Gross informed the Board of the recent vacant Water Department position, current staffing, and desired cross-training among Water, Collections, and Treatment Departments. Details of succession planning were also discussed.

Upon **motion** by Director Acciani, **second** by Vice-President Conrad and **carried by a 3 to 0 vote**, Approving Additional Operator Position, was approved.

F. Consider Approving Resolution No. 14-23, Declaring Surplus Land and Find that Such Declaration is Exempt from Environmental Review Under CEQA

Manager Gross and Ward Simmons, Legal Counsel, Best Best & Krieger, L.L.P. outlined the process of selling surplus land. President Grabow inquired about the financial impact this process will have on the District. Manager Gross stated the District will need to factor this into the price of the land.

Upon **motion** by Vice-President Conrad, **second** by Director Acciani and **carried by a 3 to 0 vote**, Resolution No. 14-23, Declaring Surplus Land and Find that Such Declaration is Exempt from Environmental Review Under CEQA, was approved.

5. General Manager's Report

Manager Gross provided a status update on the Valley View water main replacement. The boring process of the project is near completion, and Manager Gross requested the contractor add additional pipeline at the intersection of Wagon Wheel Dr. This would provide the District with the ability to determine which pressure zone to take CLAWA water. Director Acciani asked about the balancing system for pressure flow. Manager Gross explained that the logic is built into the SCADA system.

The Board of Directors were informed that the membranes at the Wastewater Treatment Plant are having warranty work completed on them. An update on the new modules was also provided.

The District is having 40-year-old valves replaced. Manager Gross is working on getting bids for additional valves, they are approximately \$5,000-\$10,000 each.

Manager Gross shared that Geotech is conducting hand boring at the Harris Property. This project will likely need to be pieced out for bidding due to this being such a small job.

The Snow Valley wastewater flow meter broke and is being replaced on Tuesday, September 26, 2023. President Grabow asked for additional information regarding Snow Valley. Manager Gross shared that Houston-Harris was at Snow Valley conducting an inspection of the sewer laterals. Due to their location, this work will be challenging. Vice-President Conrad inquired as to who's responsibility the wastewater flow meter is. Manager Gross confirmed it is Snow Valley's responsibility.

Manager Gross shared that the CEQA study for the West Coast Torah property was published on Tuesday, September 19th, 2023 and is available for review and comment. Community concerns were discussed.

Fire Chief Grzywa reviewed the storm damage the District encountered at both the Water District and Fire Station #51.

6. Report from Legal Counsel

Ward Simmons, Legal Counsel, Best Best & Krieger, L.L.P., informed the Board of Directors That Best Best & Krieger, L.L.P., will be sponsoring the Association of the San Bernardino County Special Districts meeting on October 23rd, 2023. Dave Lawrence of the Big Bear Area Regional Wastewater Agency will be presenting.

7. Board Member Comments/Meetings

No comments.

8. Meeting Adjourned

Upon motion by Director Acciani and second by Director Conrad, the meeting was adjourned at 10:03 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: November 15, 2023
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 October 2023 expenditures.

A copy of the District's Cash Reserve Fund Summary as of October 30, 2023, the Pooled Cash Balance History and Fire Department Operating Reserve Fund History is also included for review and information.

REASON FOR RECOMMENDATION

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

FISCAL INFORMATION

Refer to attachments.

ATTACHMENTS

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

Running Springs Water District

Accounts Payable Checks

October 2023

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Action Auto Repair Inc	'05 Chevy 2500HD: Mount and Balance Tires	10/13/23	122.16	109234	122.16
Allstar Fire Equipment	Fire Shelters - VFC 2023 Grant	10/27/23	21,143.79	109279	21,143.79
Altmeyer, Inc.	Valley View Water Pipeline Replacement	10/06/23	118,750.00	109219	118,750.00
American Family Life Assurance Company of Col	Additional Insurance Premiums - October 2023	10/24/23	214.89	DFT0002577	214.89
Amie Crowder	Reimbursement Claim 10/2023	10/06/23	125.00	109231	125.00
	Reimbursement Claim 10/18/23	10/19/23	540.00	109262	540.00
	Reimbursement Claim 10/23/23	10/25/23	314.10	109269	314.10
Aramark	Treatment Supplies	10/06/23	146.13	109221	146.13
	Treatment Supplies	10/13/23	139.66	109235	139.66
	Treatment Supplies	10/27/23	139.66	109280	279.32
	Treatment Supplies	10/27/23	139.66	109280	
AT&T Mobility	Internet: Treatment Plant 10/02/2023	10/25/23	43.24	109270	43.24
Bacon/Wagner Excavating, Inc.	Hauling Asphalt - Harris Property	10/06/23	881.30	109222	881.30
	Hauling of Bio: One Stop Two Loads - 10/05/23	10/13/23	1,100.80	109236	1,100.80
Best, Best & Krieger LLP	Legal Services September 2023	10/13/23	6,697.58	109237	6,697.58
Bound Tree	Medical Supplies	10/13/23	1,217.58	109238	1,217.58
BURR Group Inc.	Trash Service: 32151 Hunsaker Way - September	10/10/23	79.37	DFT0002492	79.37
	Trash Service: 31242 Hilltop Blvd. - September 2	10/10/23	223.08	DFT0002493	223.08
	Trash Service: 30505 Fredalba Rd. - September 2	10/10/23	1,004.67	DFT0002494	1,004.67
California Association of Professional Firefighter:	August 2023 Statement	10/25/23	147.50	109271	737.50
	July 2023 Statement	10/25/23	147.50	109271	
	June 2023 Statement	10/25/23	147.50	109271	
	October 2023 Statement	10/25/23	147.50	109271	
	September 2023 Statement	10/25/23	147.50	109271	
California Computer Options Inc	IT Services - September 2023	10/06/23	379.20	109223	379.20
	Fully Managed IT - September 2023	10/13/23	3,359.75	109239	3,359.75
CalPERS	Health Insurance Premiums October 2023	10/02/23	23,448.20	DFT0002464	23,448.20
	Employer Contributions - 10/02/23	10/05/23	26,563.46	DFT0002476	26,563.46
	Adjustment 09/18/2023	10/06/23	864.92	DFT0002475	864.92
	Adjustments 10/09/23	10/10/23	209.96	DFT0002528	209.96
Charter Communitcations	Internet: Collections 10/13/23 - 11/12/23	10/25/23	117.97	DFT0002565	117.97
	Internet: Station 50 10/13/23 - 11/12/23	10/25/23	127.97	DFT0002566	127.97
	Internet: District Office/Station 51 - October '23	10/25/23	250.34	DFT0002567	250.34
Citibank, N.A.	09/28/23 Statement Home Depot	10/27/23	684.85	387060	684.85
Compressed Air Specialties, Inc.	SCBA Compressor	10/13/23	44,819.76	109240	44,819.76
County of San Bernardino	Lien Release x 3	10/13/23	60.00	109241	60.00
	Lien Release	10/25/23	20.00	109272	20.00
	Lien Release X6	10/25/23	120.00	109273	120.00
Crestline-Lake Arrowhead Water Agency	Purchased Water - 09/2023	10/06/23	7,741.12	109224	7,741.12
Cypress Ancillary Benefits	Dental Premiums November 2023	10/13/23	638.02	109242	638.02
DATA FACTS	New Hire Background x2	10/06/23	160.38	109225	160.38
Don's Auto Inc	Ford F250 Vehicle Maintenance - Collections	10/13/23	1,371.13	109243	1,371.13
Don's Auto Supply 2 Inc.	Replace shifter, tires, check brakes/shocks	10/06/23	1,371.13	109226	1,306.18
	March Credit Memo	10/06/23	-64.95	109226	
Fire Apparatus Solutions	BE51 Annual testing and repair	10/27/23	15,426.02	109281	15,426.02

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Frontier Communications	Telephone Booster, Treat Plant, LS's: 10/2023	10/19/23	1,555.10	109263	1,555.10
Global Payments Integrated	September 2023 - Over the Counter Fees	10/02/23	307.16	DFT0002501	307.16
	September 2023 IVR-Web Fees	10/02/23	4,097.99	DFT0002502	4,097.99
Hadronex, Inc.	extended antenna's	10/27/23	1,880.69	109282	1,880.69
Harrington Industrial Plastics LLC	Valve Ball	10/25/23	161.51	109274	161.51
Hi-Desert Publishing-Mountain News	Job Announcement Advertising	10/13/23	427.50	109244	427.50
Hilltop Geotechnical , Inc.	Testing	10/13/23	1,450.00	109245	1,450.00
	Geotechnical Report	10/25/23	2,200.00	109275	2,200.00
Hurt Ink	Shirts and hats for water Mike and Mario	10/13/23	283.84	109246	283.84
INFOSEND	Statement Data Processing August 2023	10/06/23	2,530.96	109227	2,530.96
	Statement Data Processing September 2023	10/13/23	2,716.46	109247	2,716.46
Inland Desert Security & Communications	Answering Service September 2023	10/13/23	165.00	109248	165.00
Inland Water Works Supply Company	Misc Parts and Supplies	10/13/23	851.87	109249	851.87
Life-Assist, Inc	Ambulance Supplies	10/13/23	297.50	109250	470.19
	Ambulance Supplies	10/13/23	28.77	109250	
	Ambulance Supplies	10/13/23	143.92	109250	
Linda Mayfield	Reimbursement Claim 10/9/23	10/13/23	329.80	109251	329.80
	Reimbursement Claim 10/16/23	10/19/23	434.00	109264	434.00
McMaster-Carr Supply Company	Treatment: Misc. Parts & Supplies	10/13/23	95.07	109252	131.83
	Treatment: Misc. Parts & Supplies	10/13/23	36.76	109252	
Nationwide	Employee Contributions - PPE 10/02/23	10/06/23	1,770.00	DFT0002477	1,770.00
	Employee Contributions - PPE 10/16/2023	10/20/23	1,770.00	DFT0002531	1,770.00
Neu-Art Studio, Inc	Lettering on BC3602 Vehicle - Snow Storm Damage	10/13/23	782.06	109253	782.06
Nick Nikas	Reimbursement Claim 10/2023	10/06/23	382.54	109228	382.54
	Reimbursement Claim 10/17/23	10/19/23	850.00	109265	850.00
Nuckles Oil Company, Inc	Fuel 08/19/23 - 10/13/23	10/27/23	11,388.02	109283	11,388.02
Occupational Health Centers of California	DOT Physical - Bickel	10/13/23	54.00	109254	54.00
One Stop Landscape Supply	Solids Handling	10/27/23	1,708.00	109284	1,708.00
Paychex of New York	Paychex Flex - 10/01/2023	10/20/23	321.30	DFT0002562	321.30
Principal Life Insurance Company	Vision Insurance - November 2023	10/20/23	179.90	DFT0002569	179.90
Ram Software Systems, Inc	AIM Online Software - 10/01/23	10/16/23	257.50	DFT0002478	257.50
Reliance Standard Life Insurance Company	Life Insurance and AD&D - November 2023	10/31/23	1,502.74	DFT0002568	1,502.74
Robert Aberg	Reimbursement Claim 10/17/23	10/27/23	135.00	109285	135.00
Rocio Silva	Janitorial Service September 2023	10/13/23	485.00	109255	485.00
Rogers Anderson Malody & Scott LLP	Consulting Fees September 2023	10/13/23	3,711.72	109256	3,711.72
Ryan Gross	Reimbursement Claim 10/18/23	10/19/23	320.24	109266	320.24
Sacramento Metropolitan Fire District	GEMT DHCS SFY2018/2019	10/13/23	1,422.09	109257	5,328.81
	GEMT DHCS SFY 2019/2020	10/13/23	758.31	109257	
	GEMT CPT SFY 2020/2021	10/13/23	1,984.93	109257	
	GEMT CPT SFY 2021/2022	10/13/23	1,163.48	109257	
South Coast Fire Equipment	New Fire Engine	10/19/23	1,036,809.38	109267	1,036,809.38
Southern California Edison Company	31172 All View Dr. - 2023/09	10/01/23	2,116.16	DFT0002450	2,116.16
	31172 All View Dr. LWR - 2023/09	10/01/23	1,359.40	DFT0002452	1,359.40
	31085 Outer HWY 18 - 2023/09	10/01/23	25.59	DFT0002453	25.59
	40 Sidewinder 5 - 2023/09	10/01/23	263.92	DFT0002454	263.92
	3100 Alder Crt. LS5 - 2023/09	10/01/23	612.22	DFT0002455	612.22
	31050 Hilltop PMP - 2023/09	10/01/23	1,303.32	DFT0002457	1,303.32
	Owl Rock Well Site - 2023/09	10/01/23	1,042.48	DFT0002463	1,042.48
	30311 Leprechaun Crt. - 2023/09	10/05/23	19.03	DFT0002449	19.03
	30550 Fredalba - 2023/09	10/05/23	108.74	DFT0002451	108.74

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Southern California Edison Company	30904 Nob Hill Cir. - 2023/09	10/05/23	278.07	DFT0002456	278.07
	30929 Old City Creek - 2023/09	10/05/23	16.45	DFT0002458	16.45
	31242 HWY 18 - 2023/09	10/05/23	3,222.75	DFT0002459	3,222.75
	31242 Hilltop - 2023/09	10/05/23	980.66	DFT0002460	980.66
	31214 Old City Creek Dr. 2023/09	10/05/23	891.39	DFT0002461	891.39
	30155 Skyline LS7 -2023/09	10/05/23	420.26	DFT0002462	420.26
	Rimwood Well / 3320 Tackaberry - September 2	10/05/23	54.04	DFT0002526	54.04
	Weiss Canyon / 30550 Fredalba - September 20	10/05/23	63.64	DFT0002527	63.64
	LS3 / 32388 Parkland - September 2023	10/06/23	132.83	DFT0002523	132.83
	Collections / 2536 Hunsaker - September 2023	10/06/23	174.24	DFT0002524	174.24
	32555 Thor - September 2023	10/06/23	66.81	DFT0002525	66.81
	Rimwood Well / 3320 Tackaberry - 09/2023	10/07/23	72.95	DFT0002480	72.95
	32555 Thor Way - 09/2023	10/07/23	112.82	DFT0002481	112.82
	Booster 6 / 31696 Valley View - 09/2023	10/07/23	776.09	DFT0002482	776.09
	Booster 9 / 32149 West Dr. - 09/2023	10/07/23	32.25	DFT0002483	32.25
	LS1 / 2409 Hunsaker Dr. - 09/2023	10/07/23	916.53	DFT0002485	916.53
	Treatment Plant - 09/2023	10/07/23	15,102.92	DFT0002486	15,102.92
	Collections Bldg. - 09/2023	10/07/23	212.64	DFT0002488	212.64
	LS3 / 32388 Parkland - 09/2023	10/07/23	172.36	DFT0002489	172.36
	LS2 / 2740 Canon - 09/2023	10/07/23	838.30	DFT0002490	838.30
	Station 50 - 09/2023	10/07/23	489.37	DFT0002491	489.37
	GVL - September 2023	10/07/23	2,146.42	DFT0002500	2,146.42
	LS6 / 1942 Poplar - 09/2023	10/08/23	1,772.98	DFT0002484	1,772.98
	LS4 / 3103 Wilderness - September 2023	10/10/23	250.90	DFT0002505	250.90
	Seymour Tank & Booster - September 2023	10/11/23	83.06	DFT0002506	83.06
	31242 Hilltop 2023-09	10/16/23	169.88	DFT0002535	169.88
	Booster 6 / 31696 Valley View 09/2023	10/16/23	55.00	DFT0002536	55.00
	31214 Old City Creek 09/2023	10/16/23	144.56	DFT0002537	144.56
	LS7 / 30155 Skyline - 09/2023	10/16/23	62.47	DFT0002538	62.47
	GVL - 09/2023	10/16/23	635.15	DFT0002539	635.15
	LS1 / 2409 Hunsaker - 09/2023	10/16/23	137.65	DFT0002540	137.65
	LOT 43 - 09/2023	10/16/23	15.95	DFT0002541	15.95
	LS2 / 2740 Canon Way - 09/2023	10/16/23	108.92	DFT0002542	108.92
	31172 All View 09/2023	10/16/23	613.39	DFT0002543	613.39
	40 Sidewinder 5 - 09/2023	10/16/23	11.22	DFT0002544	11.22
	LS6 / 1942 Poplar - 09/2023	10/16/23	682.34	DFT0002545	682.34
	LS5 / 3100 Alder Ct. - 09/2023	10/16/23	132.54	DFT0002546	132.54
	Owl Rock - 09/2023	10/16/23	293.43	DFT0002547	293.43
	Hilltop Pump - 09/2023	10/16/23	379.12	DFT0002548	379.12
	31242 HWY 18 - 09/2023	10/16/23	652.50	DFT0002549	652.50
	Station 50 - 09/2023	10/16/23	19.07	DFT0002550	19.07
	Fredalba Rd. Gate - 05/10/21 thru 10/02/23	10/16/23	420.36	DFT0002551	420.36
	LS4 / Wilderness - 09/2023	10/16/23	10.26	DFT0002556	10.26
	Seymour Booster - 09/2023	10/16/23	0.12	DFT0002557	0.12
	Collections - 09/2023	10/16/23	0.75	DFT0002558	0.75
	LS3 / Parkland 0 09/2023	10/16/23	0.71	DFT0002559	0.71
	32555 Thor - 09/2023	10/16/23	0.65	DFT0002560	0.65
	30550 Fredalba - 09/2023	10/16/23	0.15	DFT0002561	0.15
	All View Lower - 09/2023	10/16/23	217.01	DFT0002563	217.01
	31172 All View Dr. LWR - 2023/09	10/16/23	217.01	DFT0002564	217.01

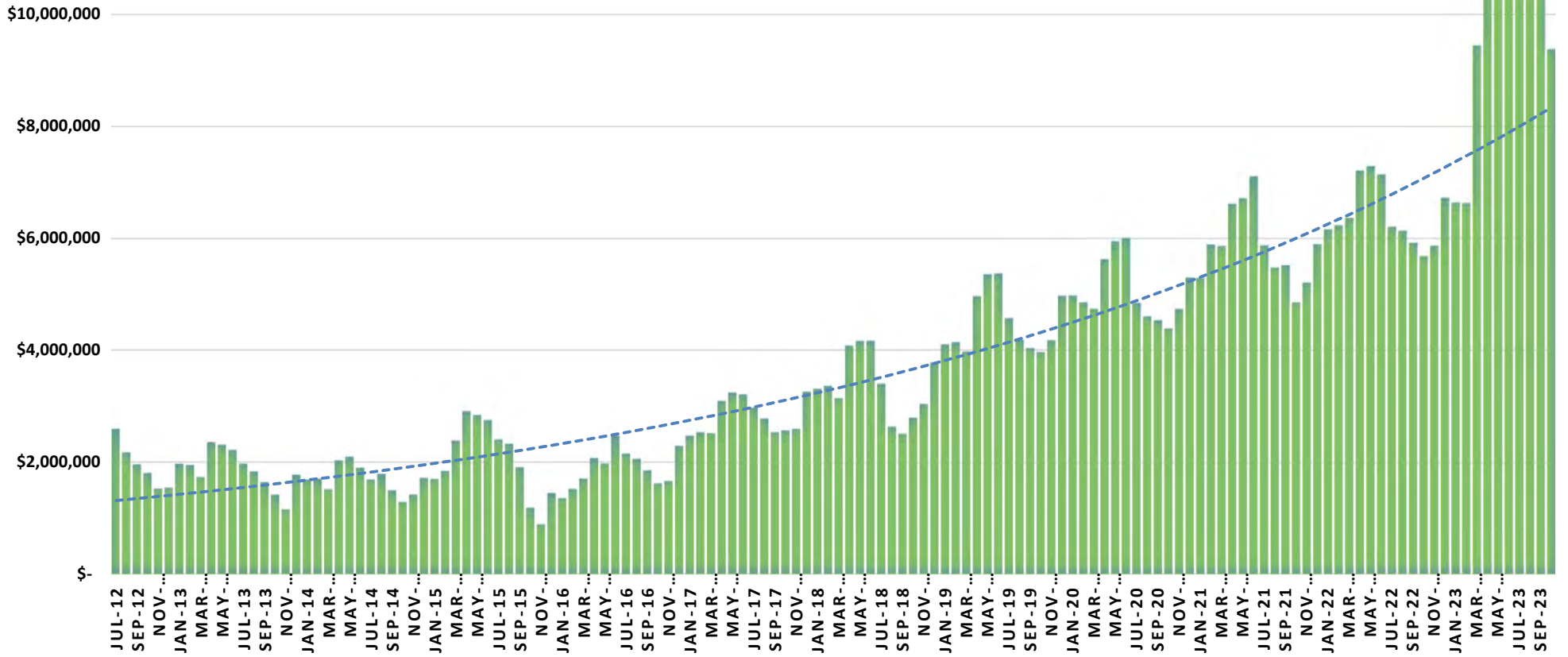
Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Southern California Gas Company	Gas Usage - September 2023	10/18/23	86.80	DFT0002479	86.80
	Gas Usage - September 2023	10/18/23	48.44	DFT0002499	48.44
	Gas Usage - LS6 / 1950 Poplar Dr	10/21/23	17.95	DFT0002532	17.95
	Gas Usage - Station 51 / 31250 Hilltop Blvd	10/21/23	113.94	DFT0002533	113.94
	Gas Usage - 31246 Hilltop Blvd	10/21/23	80.26	DFT0002534	80.26
State of California - State Water Resource Contr	Drinking Water Treatment Renewal - Nikas	10/27/23	60.00	109286	60.00
State Water Resources Control Board	D2 and T3 Duel Cert Renewal for Nick Nikas	10/25/23	110.00	109276	110.00
Superior Automotive Warehouse	'18 F250 / '05 Silverado Oil Change	10/25/23	270.91	109277	317.20
	Carburator Cleaner & Oil Dry	10/25/23	46.29	109277	
Terminix International Company LP	Pest Control: Treatment Plant	10/11/23	73.00	DFT0002504	73.00
Trevor Miller	Reimbursement Claim 10/2023	10/06/23	205.68	109232	205.68
	Claim Reimbursement 10/23/23	10/27/23	1,917.83	109287	1,917.83
Tyler Technologies, Inc	Insite Transaction Fees	10/13/23	9,436.50	109258	9,580.60
	Utility Billing Calls	10/13/23	144.10	109258	
Underground Service Alert of Southern Californi	New Tickets & Maintenance 10/01/23	10/13/23	134.25	109259	134.25
United Healthcare	Overpayment on services	10/06/23	287.21	109230	287.21
Universal Power Systems Inc	GVL lift station generator service	10/27/23	2,671.62	109288	7,158.94
	Deerlick generator	10/27/23	3,955.32	109288	
	Crab Flats generator E-stop botton	10/27/23	532.00	109288	
Valic	Employee Contributions PPE 10/02/23	10/05/23	1,624.82	DFT0002503	1,624.82
	Employee Contributions PPE 10/16/23	10/17/23	1,708.82	DFT0002530	1,708.82
Verizon Wireless Services LLC	Cell Phone	10/18/23	3.39	DFT0002578	3.39
Visa	10/01/23 Statment Crowder	10/24/23	1,345.35	405PBL	1,345.35
	10/01/23 Statement - Miller	10/24/23	1,204.47	5MBNBL	1,204.47
	10/01/23 Statement Gross	10/24/23	291.91	DTWNBL	291.91
	10/01/23 Statement Scotti	10/24/23	10.00	H3DPBL	10.00
	10/01/23 Statement Ellsberry	10/24/23	5,457.16	MMTNBL	5,457.16
	10/01/23 Statement Grzywa	10/24/23	489.39	TFWNBL	489.39
Vyanet Operating Group	Security Services 11/01/23 - 01/31/23 Dist. Offic	10/25/23	210.84	109278	210.84
W.W. Grainger, Inc	dewatering pump	10/27/23	1,863.98	109289	1,863.98

Totals

Payment Type	Payable Count	Payment Count	Payment
Regular Checks	81	65	1,327,029.77
Manual Checks	0	0	0.00
Voided Checks	0	14	-1,306.18
Bank Drafts	94	102	116,916.53
EFT's	0	0	0.00
Totals	175	181	1,442,640.12

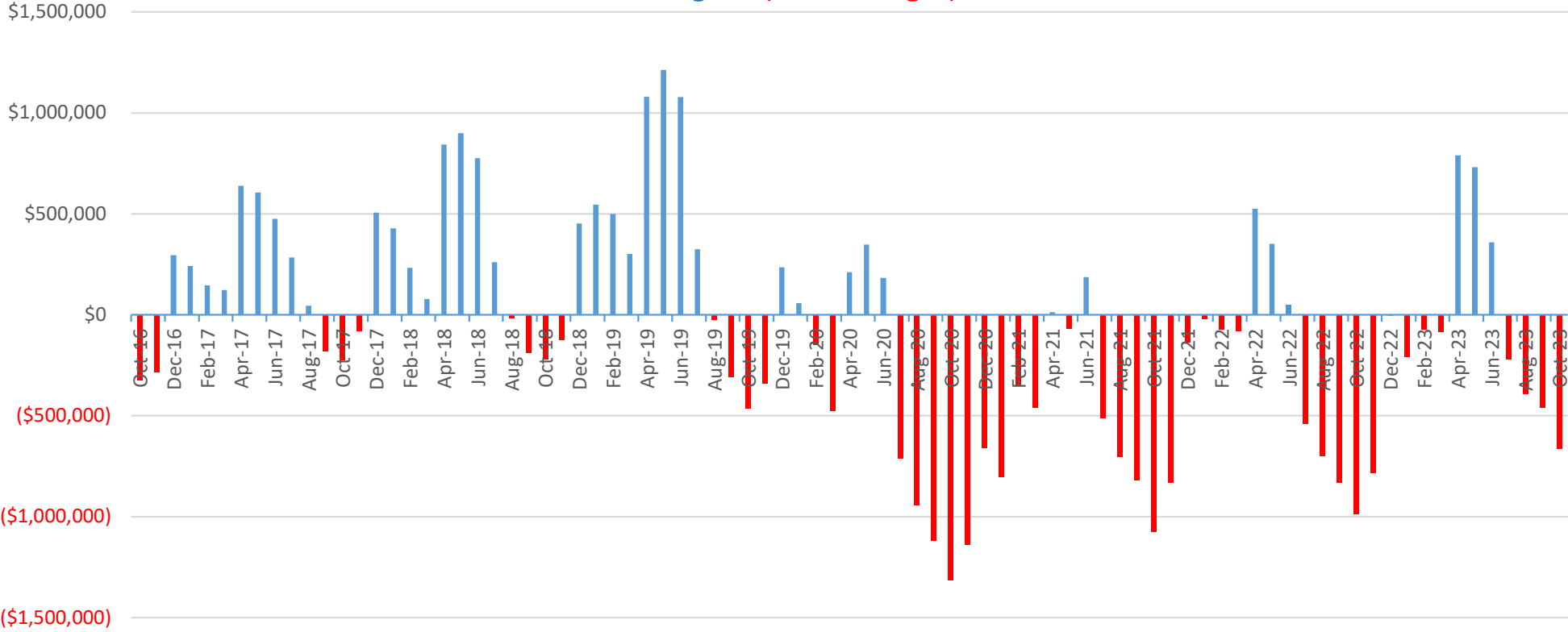
Fund Balances as of October 31, 2023	
Fire & Ambulance Department	
Fire & Ambulance Department Operating Fund	965,543
Recommended Operating Fund Target (6 Months Operating Expenses)	1,630,000
Fire & Ambulance Department Operating Fund, Above or (Below) Target	(664,457)
Wastewater Division	
Wastewater Capital Improvement Project Reserve	2,422,254
Wastewater System Connection & Capacity Charges	22,781
CWSRF Loan Agreement 14-813 Debt Reserve (Restricted for SLS 1-3 Debt Service)	171,537
Wastewater Operating Reserve Fund	523,000
Recommended Operating Reserve Fund Target (4 Months Operating Expenses)	523,000
Wastewater Operating Reserve, Fully Funded or (Below Target)	Fully Funded
Green Valley Lake (GVL) Wastewater Division	
Wastewater Capital Improvement Project Reserve	2,574,636
Wastewater System Connection & Capacity Charges	5,336
Wastewater Operating Reserve Fund	200,000
Recommended Operating Reserve Fund Target (4 Months Operating Expenses)	200,000
GVL Wastewater Operating Reserve, Fully Funded or (Below Target)	Fully Funded
Water Division	
Water Capital Improvement Project Reserve	1,637,299
Water System Connection & Capacity Charges	140,658
Water Infrastructure R&R Reserve (MFC & AMR SRF Debt Reserve)	89,334
Water Operating Reserve	560,000
Recommended Operating Reserve Fund Target (4 Months Operating Expenses)	560,000
Water Operating Reserve, Fully Funded or (Below Target)	Fully Funded
Assessment Districts Restricted Funds	
Water Assessment District No. 10 Construction Funds	26,421
Water Assessment District No. 10 O&M	36,891
Subtotal Assessment Districts	63,312
Total District Designated & Operating Reserve Funds	9,312,378
Assessment District Funds	63,312
Combined Pooled Cash	9,375,691
Checking Account (General)	222,315
LAIF - Investment	2,671,633
MBS Investments (Laddered CDs & US Treasury Bills)	6,475,749
York Insurance Deposit / Sedgwick	4,994
Petty Cash	1,000
Combined Pooled Cash	9,375,691

COMBINED POOLED CASH BALANCE



Fire Department Operating Reserve Policy Target is 6 Months of Budgeted Operating Expenses or \$1,630,000

Above Target / (Below Target)



RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: November 15, 2023
TO: Board of Directors
FROM: Ryan Gross, General Manager
SUBJECT: CONSIDER GRANTING THE RUNNING SPRINGS AREA CHAMBER OF COMMERCE PERMISSION TO UTILIZE THE RUNNING SPRINGS WATER DISTRICT'S DOWNTOWN PROPERTY FOR THEIR 2024 EVENTS

RECOMMENDED BOARD ACTION

It is recommended that the Board of Directors consider granting the Running Springs Area Chamber of Commerce (Chamber) permission to utilize the Running Springs Water District's (District) downtown property for their 2024 Farmers Market, Artisan Faire, Mountain Top Days, Easter Egg Roll and Home Expo Events and authorize the General Manager to execute the Right of Entry/Hold Harmless Agreement.

REASON FOR RECOMMENDATION

The Chamber is requesting permission to utilize our downtown property for their 2024 events.

BACKGROUND INFORMATION

Since 2012 the District Board of Director's has annually approved the Chamber's request to use the District's downtown property for their various events.

FISCAL INFORMATION

N/A

ATTACHMENTS

Attachment 1 – Chamber Letter
Attachment 2 – Right of Entry/Hold Harmless Agreement



Running Springs Area Chamber of Commerce

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

Arrowbear • Green Valley • Running Springs

October 11, 2023

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

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 season since 2012. It is nice being next to the playground, library, and two large parking lots.

The Running Springs Area Chamber of Commerce again requests use of Running Springs Water District's Downtown Property, next to the Running Springs Firehouse Playground, every Saturday 4am-5pm April 6 - November 23, 2024. Mountain Top Days might be longer, so use of the land 4am-8pm on Saturday, August 3, 2024 would be most appreciated. We also anticipate wanting to use the property for the Easter Egg Roll on Saturday March 30, 2024 as well.

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. A certificate will be provided. 2024 Saturday market dates include: April 6, April 13, April 20, April 27, May 4, May 11, May 18, May 25, June 1, June 8, June 15, June 22, June 29, July 6, July 13, July 20, July 27, August 3, August 10, August 17, August 24, August 31, September 7, September 14, September 21, September 28, October 5, October 12, October 19, October 26, November 2, November 9, November 16, and November 23.

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 annually for Agriculture/Weights and Measures Farmers Market event approval. We usually submit a copy of the Right of Entry / Hold Harmless Agreement as proof of permission.

Thank you for your time in considering these requests. Your generous support for the local community is greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "K Somes".

Kevin Somes
President, Running Springs Area Chamber of Commerce and Market Manager, Running Springs Area Chamber of Commerce Certified Farmers Market and Artisan Faire

**RUNNING SPRINGS WATER DISTRICT
2024 RIGHT OF ENTRY/HOLD HARMLESS AGREEMENT**

This Right of Entry/Hold Harmless Agreement (“Agreement”) is made and entered into as of the 15th day of November, 2024, by and between the Running Springs Water District (“District”) and the Running Springs Area Chamber of Commerce (“Chamber”) and is executed in connection with the use of the real property identified as Assessor’s Parcel No. 0295-105-11 (the “Downtown Property”) for the purpose of holding a regularly scheduled Farmer’s Market event held by the Chamber.

In consideration of the use of the Downtown Property, the District and Chamber hereby agree as follows:

1. The Chamber and its invitees are authorized to enter the Downtown Property for the purpose of holding a Farmer’s Market and Artisan Faire between the hours of 4:00 a.m. to 5:00 p.m. every Saturday from April 6 through November 23, 2024 (weather permitting). Additionally, the Chamber and its invitees are authorized to enter the Downtown Property for the purpose of holding an Easter Egg Event between the hours of 8:00 a.m. to 1:00 p.m. on Saturday, March 30, 2024, and for the purpose of Mountain Top Days between the hours of 5:00 p.m. to 8:30 p.m. on August 2nd and 4:00 a.m. to 8:30 p.m. on August 3rd, 2024.

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

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

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

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

RUNNING SPRINGS WATER DISTRICT

**RUNNING SPRINGS AREA CHAMBER OF
COMMERCE**

By: _____
Ryan Gross
General Manger

By: _____
Kevin Somes
President

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: November 15, 2023

TO: Board of Directors

FROM: Ryan Gross, General Manager

SUBJECT: CONSIDER APPROVING PCF MINIMUM WAGE INCREASE FOR THE FIRE DEPARTMENT

RECOMMENDED BOARD ACTION

Consider approving revised Paid Call Firefighter (PCF) wage scale for the Fire Department.

REASON FOR RECOMMENDATION

PCF wage scale is being adjusted to comply with 2024 California minimum wage law.

BACKGROUND INFORMATION

The State of California Department of Industrial Relations recently announced that the current minimum wage set at \$15.50 per hour will increase to \$16 per hour, effective January 1, 2024.

FISCAL INFORMATION

The minimum wage rate increases are only for PCFs. The current and proposed wage schedules are as follows:

RUNNING SPRINGS WATER DISTRICT FIRE DEPARTMENT FYE 2024 HOURLY WAGE SCHEDULE		
Paid Call Firefighters	EMT	Paramedic
Ambulance Operator / Entry Level Firefighter	\$15.50	\$16.50
Shift Qualified	\$16.50	\$17.50
RUNNING SPRINGS WATER DISTRICT FIRE DEPARTMENT FYE 2024 HOURLY WAGE SCHEDULE		
Paid Call Firefighters	EMT	Paramedic
Ambulance Operator / Entry Level Firefighter	\$16.00	\$17.00
Shift Qualified	\$17.00	\$18.00

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: November 15, 2023

TO: Board of Directors

FROM: Ryan Gross, General Manager

SUBJECT: ANNUAL WATER LOSS AUDIT

RECOMMENDED BOARD ACTION

Consider receiving and filing the Fiscal Year Ending 2023 Water Loss Audit.

REASON FOR RECOMMENDATION

Senate Bill 555 requires all urban retail water suppliers to annually submit a water audit to assess water loss.

BACKGROUND INFORMATION

Running Springs Water District (District) will be conducting these audits annually using the software provided by the American Water Works Association (AWWA). This top-down method takes into consideration many aspects of the system and provides a calculation for water loss and various scores that help identify areas for improvement. The Infrastructure Leakage Index (ILI) is a ratio of real losses to unavoidable losses and the Data Validity Score indicates a certainty level of the data that is input into the model.

This analysis has increased in relevance since the new water use efficiency legislation will include real water losses as part of the District's water allocation. The State Water Resources Control Board recently released its proposed regulations.

The District's Data Validity Score for the audit reporting period of Fiscal Year Ending (FYE) 2023 was 50. This score can be improved primarily by implementing annual meter accuracy testing.

The table below represents the data compiled by the AWWA from audits across the state.

Performance Indicator	FYE 2023
Infrastructure Leakage Index	0.6
Real Losses (gallons / connection / day)	10.4
Apparent Losses (gallons / connection / day)	0.5
Data Validity Score	50

FISCAL INFORMATION

This is an information item only.

ATTACHMENTS

Attachment 1 – Water Audit

Attachment 2 – Certified Validation Report

Attachment 3 – AWWA Article “Reporting Water Losses”

ATTACHMENT 1

AWWA Free Water Audit Software: Worksheet
FWAS v6.0
American Water Works Association.

Water Audit Report for: **Running Springs Water District**
 Audit Year: **2023** | **Jul 01 2022 - Jun 30 2023** | **Fiscal**

To access definitions, click the **input name**

Click 'n' to add notes | Click 'g' to determine data validity grade | To edit water system info: [go to start page](#)

All volumes to be entered as: **ACRE-FEET PER YEAR**

Water Supplied Error Adjustments

choose entry option:

Category	Volume	Units	Value	Units	Value	Units	Value
VOS	Volume from Own Sources:	n g 3	262.660	Acre-ft/Yr	n g		percent
WI	Water Imported:	n g 3	121.630	Acre-ft/Yr	n g 9		percent
WE	Water Exported:	n g 6	3.140	Acre-ft/Yr	n g		percent
WATER SUPPLIED:			381.150	Acre-ft/Yr			

VOSEA
WIEA
WEEA

AUTHORIZED CONSUMPTION

BMAC	Billed Metered:	n g 9	342.940	Acre-ft/Yr			
BUAC	Billed Unmetered:	n g n/a	0.000	Acre-ft/Yr			
UMAC	Unbilled Metered:	n g 10	0.660	Acre-ft/Yr			
UUAC	Unbilled Unmetered:	n g 3	0.857	Acre-ft/Yr			
AUTHORIZED CONSUMPTION:			344.457	Acre-ft/Yr			

Default option selected for Unbilled Unmetered, with automatic data grading of 3

choose entry option:
0.25% default

WATER LOSSES

Apparent Losses

Default option selected for Systematic Data Handling Errors, with automatic data grading of 3

SDHE	Systematic Data Handling Errors:	n g 3	0.857	Acre-ft/Yr			
CMI	Customer Metering Inaccuracies:	n g 2	0.000	Acre-ft/Yr			
UC	Unauthorized Consumption:	n g 3	0.857	Acre-ft/Yr			
Apparent Losses:			1.715	Acre-ft/Yr			

Default option selected for Unauthorized Consumption, with automatic data grading of 3

choose entry option:
0.25% default

[under-registration](#)

Real Losses

Real Losses: 34.978 Acre-ft/Yr

WATER LOSSES: 36.693 Acre-ft/Yr

NON-REVENUE WATER

NON-REVENUE WATER: 38.210 Acre-ft/Yr

SYSTEM DATA

Lm	Length of mains:	n g 6	47.7	miles	(including fire hydrant lead lengths)	
Nc	Number of service connections:	n g 5	3,014		(active and inactive)	
Service connection density:			63	conn./mile main		
Lp	Are customer meters typically located at the curbstop/property line?	<input checked="" type="checkbox"/> Yes				
AOP	Average length of customer service line has been set to zero and a data grading of 10 has been applied					
Average Operating Pressure:			70.0	psi		

COST DATA

CRUC	Customer Retail Unit Charge:	n g 7	\$5.28	\$/100 cubic feet (ccf)		
VPC	Variable Production Cost:	n g 8	\$1,251.00	\$/acre-ft		
				Total Annual Operating Cost		
				\$2,033,405	\$/yr (optional input)	

WATER AUDIT DATA VALIDITY TIER:

*** The Water Audit Data Validity Score is in Tier II (26-50). See Dashboard tab for additional outputs. ***
[go to dashboard](#)

A weighted scale for the components of supply, consumption and water loss is included in the calculation of the Water Audit Data Validity Score

PRIORITY AREAS FOR ATTENTION TO IMPROVE DATA VALIDITY:

Based on the information provided, audit reliability can be most improved by addressing the following components:

1: Volume from Own Sources (VOS)
2: Water Imported (WI)
3: Customer Metering Inaccuracies (CMI)

KEY PERFORMANCE INDICATOR TARGETS:

OPTIONAL: If targets exist for the operational performance indicators, they can be input below:

Unit Total Losses:		gal/conn/day
Unit Apparent Losses ^A :		gal/conn/day
Unit Real Losses ^A :		gal/conn/day
Unit Real Losses ^B :		gal/mile/day

If entered above by user, targets will display on KPI gauges (see Dashboard)

Validator Provided

Certified Validation Report Template, Part A: Provided by Validator

Insert Logo (Optional)

Audit Information

Water System Name: Running Springs Water District

Public Water System Identification (PWSID)¹: 3610062

¹List only 1 PWSID, which should match the PWSID on the FWAS Instructions Tab. For Special cases where multiple water systems are connected with permanent two-way interties, list those additional PWSIDs in the Notes below and describe the water distribution system(s) configuration.

PWSID and Special Water System Configuration Notes (Provided to Validator by Water System)

Audit Period Start Date: 7/1/2022

Validation Date: 11/8/2023

Sufficient Supporting Documents Provided: Yes

Water System Representatives

Ryan Gross

Validation Findings & Confirmation Statement

Key Audit Metrics:

Data Validity Score: 50

Non-revenue water as percent of cost of operating system: 2.44%

Data Validity Tier II (26-50)

Real Loss: 10.4 gal/conn/day or gal/mile/day

Apparent Loss: 0.5 gal/conn/day

ILI: 0.6

Certification Statement by Validator:

This water loss audit report has been Level 1 validated per the requirements of California Code of Regulations Title 23, Division 2, Chapter 7 and the California Water Code Section 10608.34.

All recommendations on volume derivation and Data Validity Yes

Grades were incorporated into the water audit:

If not, rejected recommendations are included here:

Validator Information

Water Audit Validator Name: Katie Bellis

CA-NV AWWA WAV Certification Expiration Date: 9/23/2025

Email: kbellis@runningspringswd.com

Qualifications: Water Audit Validator Certificate issued by the CA-NV Section of the AWWA

Reporting Water Losses

Highlights from California's second year of water loss audits

By Kate Gasner and Sarah Reed-Guy

FOR THE SECOND YEAR IN A ROW, urban retail water suppliers in California submitted level 1 validated water audits to the California Department of Water Resources in compliance with Senate Bill 555, commonly known as the Water Loss Management Act. The water audit describes each distribution system's water losses — both real and apparent — and Level 1 validation is a process by which audit inputs are reviewed and data maintenance practices are acknowledged.

The 2018 submissions include water audits that describe the 2017 calendar year and the 2017-2018 fiscal year. As of early October 2018, 325 urban retail water suppliers submitted a level 1 validated water audit, representing nearly 79 percent of all water agencies required to report.

Last year's submission rate was higher at 93 percent of required water suppliers reporting. However, those submissions were a product of the Water Loss Technical Assistance Program, funded by the Environmental Protection Agency and the California State Water Resources Board and administered through the California-Nevada Section. This two-year program educated water suppliers on water audit methodology and provided the first round of level 1 validations at no cost to the supplier. This year, submissions required water suppliers to pursue validation on their own, either by having staff successfully secure a water audit validator certificate or by hiring a certified consultant.

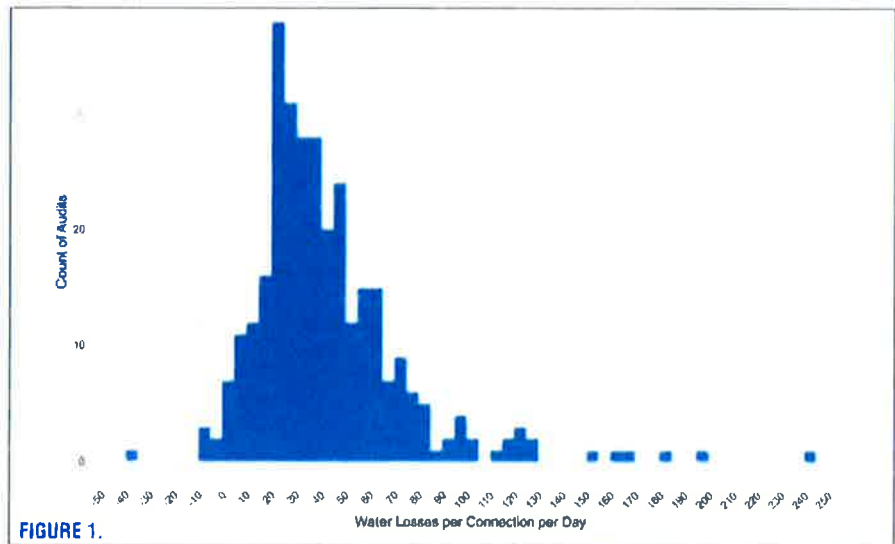
Water Audit Results

The 2018 validated water audit submissions provide the most recent snapshot of water loss and utility operations for large California water utilities. Table 1 summarizes the key performance indicators for the complete dataset of level 1 validated audits. All audit results — including those with outlier performance — are presented here.

Please note that it is not safe to assume each audit's leakage estimation is accurate. Level 1 validation does

Table 1: Key Performance Indicators for 2018 Water Audits

All Audits — Key Performance Indicators Summary (N = 325)				
Key Performance Indicator	Median	Mean	Min	Max
Volumetric				
Water Losses per Service Connection per Day (gal)	36.5	43.1	-37.9	244.5
Apparent Losses per Service Connection per Day (gal)	8.3	11.6	-6.3	205.4
Real Losses per Service Connection per Day (gal)	26.6	32.9	-41.4	240.3
Real Losses per Service Connection per Day per PSI	0.3	0.5	-0.7	4.8
Infrastructure Leakage Index (ILI)	1.5	2.0	-3.2	21.5
Financial				
Annual Cost of Apparent Losses	\$183,718	\$523,843	-\$109,883	\$24,433,925
Annual Cost of Real Losses	\$166,055	\$516,307	-\$1,883,349	\$24,299,856
Non-Revenue Water as a % of Total Operating Cost	3.7%	4.1%	-3.7%	43.9%
Data Validity Score	64	64	43	89



not guarantee a perfect calculation of water losses for each utility, but it does confirm that each utility is compiling the best audit possible given their current data sources.

Each performance indicator varies widely, highlighting the spread of water loss audit results throughout the state. The distribution of total water losses per connection per day is presented in Figure 1. Though it is critical to distinguish

between apparent losses and real losses for cost considerations and action planning, we present the total water loss indicator here to summarize audit results.

The middle 50 percent of reporting water suppliers report between 24 and 56 water losses per connection per day. The highest quarter of reporting water suppliers report water losses across a much wider range, between 56 and 245 water losses per connection per day.

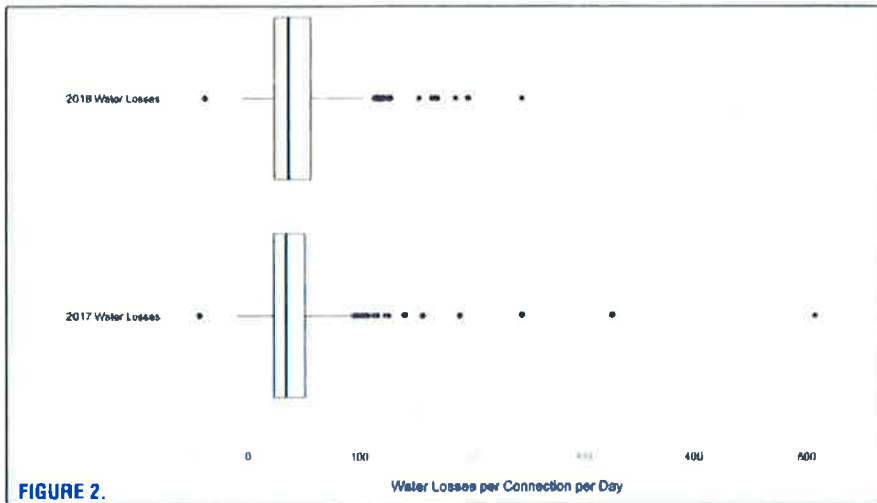


FIGURE 2.

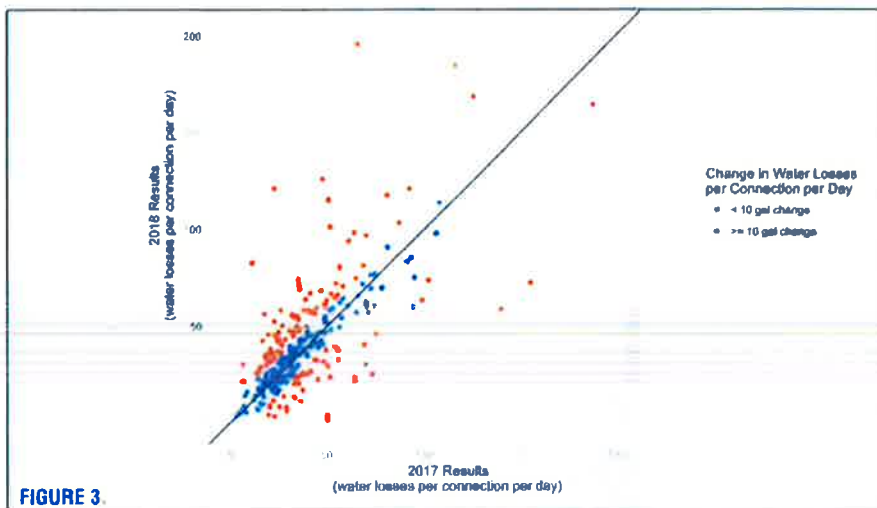


FIGURE 3.

Variation in Water Losses

Comparing the two years of level 1 validated water audit submissions, the population statistics remain similar. Figure 2 shows box plots for each year’s submission, presenting similar concentration of results around comparable medians (34.1 water losses per connection per day for 2017 submissions and 36.5 water losses per connection per day for 2018 submissions).

However, that consistency does not hold when examining changes between submissions for individual suppliers. Figure 3 shows results for each water supplier with both 2017 and 2018 submissions. A data point on the line presents a water supplier with the same results in each year of submission. Data points highlighted in blue did not change more than 10 gallons per connection per day; data points highlighted in red changed at least 10 gallons per connection

per day between submissions.

Variable water audits present challenges for water suppliers and regulatory agencies alike. Without more insight into the suppliers’ water loss efforts or data improvement work, we cannot easily distinguish between different sources of this variability. Some changes will be result of improving data sources and some changes will reflect shifts in water loss performance. As 2019 ushers in a phase of performance target setting, we encourage attention and sensitivity to the prevalence of variability in audit results. 💧



Kate Gasner is a director for Water Systems Optimization, where she manages water loss control programs for utilities throughout the country.



Sarah Reed-Guy works as a data analyst and associate project manager at Water Systems Optimization.

FURTHER READING

Sturm, R., Gasner, K., and Andrews, L. (2016). *Water audits in the United States: A review of water losses and data validity*. Water Research Foundation Project 4372B. <http://www.watort.org/Pages/Projects.aspx?PID=4372>

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RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: November 15, 2023

TO: Board of Directors

FROM: Ryan Gross, General Manager

SUBJECT: CONSIDER RECEIVING, FILING AND AUTHORIZING THE DISTRIBUTION OF THE DISTRICT'S FISCAL YEAR ENDING 2023 ANNUAL FINANCIAL REPORT AND AUDIT RESULTS

RECOMMENDED BOARD ACTION

It is recommended that the Board of Directors consider receiving, filing, and authorizing the distribution of the District's Fiscal Year Ending (FYE) 2023 Annual Financial Report and Audit Results.

REASON FOR RECOMMENDATION

The District is required to have an annual independent audit and to distribute financial information to parties interested in the finances of the District.

BACKGROUND INFORMATION

The District is required to have an annual independent financial audit. Van Lant & Fankhanel, LLP (VLF) will present their team's findings and the results from the audit of the District's financial data for FYE 2023. A copy of the FYE 2023 Annual Financial Report will be provided at the Board meeting and is also available at the District office for review by any interested member of the public.

FISCAL INFORMATION

The cost for VLF's services to perform this year's audit was \$24,800.

ATTACHMENTS

Attachment 1 - Fiscal Year Ending 2023 Annual Financial Report **(to be provided under separate cover)**.

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: November 15, 2023

TO: Board of Directors

FROM: Ryan Gross, General Manager

SUBJECT: **CONSIDER AWARDING PROFESSIONAL SERVICES AGREEMENT FOR THE DESIGN OF THE HARRIS PROPERTY STORAGE BUILDING AND FIND THAT THE PROJECT IS CATEGORICALLY EXEMPT FROM CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)**

RECOMMENDED BOARD ACTION

Consider awarding a Professional Services Contract in the amount of \$12,350 to Kadtec for the design of the Harris Property Storage Building Project (Project) and authorize the General Manager to execute the agreement.

REASON FOR RECOMMENDATION

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

BACKGROUND INFORMATION

The project includes a vehicle and equipment storage building at the Harris property.



The District received three proposals for engineering design services to prepare the plans and specifications for the project.

FISCAL INFORMATION

For the first design phase, if approved, the funding source for this contract would be split between all departments.

ATTACHMENTS

Attachment 1 –Proposals



ENGINEERING • TITLE 24 • DRAFTING

Phone: (909) 336-6970

Fax: (909) 337-2211

U.S. Mail only:

Physical Office address:

P.O. Box 6885

26748 HWY 189

Crestline, CA 92325

Blue Jay, CA 92317

AMENDED CONTRACT

October 6, 2023

PREPARED FOR

Owner: Running Springs Water District

Address: P.O. Box 2206

Running Springs, CA 92382

Phone: 909-867-2766

Email: rgross@runningspringswd.com

General Manager: Ryan Gross

G.M. Phone: 909-867-2766

PROJECT ADDRESS:

Running Springs, CA 92382

LEGAL DESCRIPTION

Parcels:

1-3

TRACT:

-

APN:

0328-091-78, 79 & 80

JOB #:

Estimate #001

CIVIL ENGINEERING AND COMPLETE PROJECT DESIGN AGREEMENT

This agreement for the Civil Engineering and Project Design Agreement (hereinafter referred to as "AGREEMENT") is executed by Bergeson & Associates, Inc., a California corporation, doing business as Kadtec (hereinafter referred to as "KADTEC"), California Engineer's License #48805, physical address 26748 Highway 189, Blue Jay, California 92317 with mailing address of Post Office Box 6885, Crestline, California 92325

Running Springs Water District

(hereinafter referred to as "OWNER") on the date set forth hereafter. KADTEC and OWNER may be collectively referred to as the "PARTIES". The PARTIES agree that the site where improvements and/or new construction shall be done is located at

0 Running Springs, CA 92382

(the "PROPERTY").

AGREEMENT is made with respect to the following:

KADTEC is a civil engineering and design consulting firm that will assist in the design, civil engineering, and submittal of the completed plans to the necessary governmental agencies for OWNERS construction project (the "PROJECT"). The PARTIES wish to enter this AGREEMENT whereby KADTEC shall provide a scope of work as set forth hereafter and all subsequent written Change Orders that may arise during the course and scope of the PROJECT until completion, suspension, and/or cancellation of the PROJECT. California law requires that this AGREEMENT be in writing and signed by all PARTIES.

NOW, THEREFORE, in consideration of the foregoing and the terms and conditions set forth herein, the PARTIES agree as follows:

- 1. **Description of the Project** - The PARTIES have had a preliminary meeting and/or exchanged written communications wherein they have discussed the general parameters of the PROJECT prior to executing this AGREEMENT. OWNER has been provided attached "Addendum 1 - Survey and Topography Waiver" to be signed by OWNER. The PARTIES agree that based on the information exchanged by the PARTIES at the preliminary meeting and/or through written communications that the attached "Addendum 2 - Project Cost Summary and Schedule of Progress Payments" has been generated by KADTEC. The general parameters of the PROJECT, may include but are not limited to, the OWNER estimated living space square footage, the OWNER estimated garage square footage, the OWNER estimated storage square footage, the OWNER estimated unconditioned square footage, exterior decks, exterior parking decks, carports, patio roof covers, retaining walls, and PROPERTY conditions. The PROJECT design may require KADTEC at an additional cost(s) to prepare a grading plan, obtain a soils



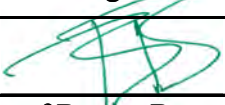
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Bergeson & Associates, Inc.

INITIAL HERE
Owner's Initials


report, obtain a geology report, conduct planning applications, obtain topography plans, obtain survey plans, address encroachment issues, interact with architectural committees, design additional retaining walls, design of moment frames, design of steel frames, prepare Title 24 energy calculations, interact with governmental agencies, and/or obtain Will Serve letters. All design decisions are the sole responsibility of OWNER. The PROJECT will proceed by phases as follows:

KADTEC shall begin the Design Consultation Phase upon payment by OWNER to KADTEC as set forth in “Addendum 2 - Project Cost Summary and Schedule of Payments”. The Design Consultation Phase will help the Architect facilitate the exploration and creation of floor plans, elevations, roof plans, and plot plans that meet the OWNER’s specifications for the project. The time frame from the initial meeting to the sign-off varies according to OWNER’s project parameters. During the Design Consultation Phase, KADTEC will encourage OWNER to carefully consider available design options prior to making final decisions. “Addendum 2 - Project Cost Summary and Schedule of Progress Payment” is the cost for the scope of work initially agreed to by the PARTIES based on the OWNER’s description of the project as of the date of the signing of this AGREEMENT. All changes to the AGREEMENT shall be made by consecutively numbered signed Change Orders as set forth in Section 2 hereafter. OWNER shall be responsible for all additional costs and fees associated with any alterations, modifications, changes, additions, and scope of work alterations that are not set forth in the “Addendum 2 - Project Cost Summary and Schedule of Progress Payments”.

OWNER shall acknowledge in writing acceptance of the final PROJECT plans by executing and approving both the “Floor and Plot Plans” and “Elevation and Roof Plans” as set forth in “Addendum 4 - Owner’s Design Phase Completion Sign-Off”.
acknowledges that further changes requested after signing will incur additional charges



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b. STRUCTURAL PHASE

The Structural Layout Phase will be scheduled upon receipt of preliminary sign-off and receipt of the progress payment. This phase includes, but is not limited to, layout of roof framing, floor framing, foundation, sections and structural details.

c. ENGINEERING PHASE

The Engineering phase will occur when plans are submitted to the Engineer of Record. This phase includes, but is not limited to, structural design, calculations, and Title-24. Once the plans have been engineered, they are returned to the draftsman for final changes. After those changes have been made, the plans are then submitted for final review by the engineer, and prepared for building department submittal.

d. COMPLETION PHASE

The completed plans with structural engineering calculations and building department requirements attached, stamped and signed, by the Engineer of Record, will then be submitted to the building department. At this time the remaining balance will be due for the completed project. OWNER is responsible for plan check fees, which will be due and payable at the time of submittal to the building department. Failure to pay plan check fees will result in a delay of the plan check by building and safety.

2. **Change Orders** - Each and every consecutively numbered Change Order (hereinafter referred to as "ORDER") shall become part of the AGREEMENT once the ORDER is prepared in writing and signed by the PARTIES prior to the commencement of any additional work by KADTEC as set forth in the ORDER. ORDER shall describe the scope of the additional work to be conducted by KADTEC, the cost to be added or subtracted from the AGREEMENT, and any change the ORDER will have on the schedule of payments. A copy of a standard "Blank Change Order" is attached hereto as Addendum 3. KADTEC will not provide any work product, drawings, or engineering advice that are not specifically set forth in Addendum 2 or subsequent written Change Orders. KADTEC's failure to comply with the requirements of this paragraph does not preclude the recovery of compensation for work performed based upon legal or equitable remedies designed to prevent unjust enrichment.

3. **Project Cost** - The cost of the PROJECT is
Twelve Thousand Three Hundred Fifty Dollars and No Cents

\$ **12,350.00**



4. **Licensing and Insurance** - KADTEC is licensed by the California State License Board as required by California law.

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KADTEC maintains Worker's Compensation Insurance and Commercial General Liability Insurance.

5. **Severability** - If any provision of this AGREEMENT as applied to any of the PARTIES or to any circumstance shall be adjudged by a court of competent jurisdiction to be void or unenforceable, the same shall in no way affect:

- (a) Any other provision of this AGREEMENT;
- (b) The application of such provision in any other circumstances;
- (c) The validity or enforceability of the AGREEMENT as a whole.


6. **Entire Agreement** - This AGREEMENT, addendums, and any written Change Orders are the entire understanding between the PARTIES hereto with respect to the matters referred to herein. No other representations, covenants, undertakings or other prior or contemporaneous agreements, oral or written, respecting such matters, which are not specifically incorporated herein, shall be deemed in any way to exist or bind any of the PARTIES hereto. The PARTIES hereto acknowledge that the PARTIES have not executed this AGREEMENT in reliance on any such promise, representation or warranty.

7. **Construction of Agreement** - This AGREEMENT shall not be construed against the party preparing it but shall be construed as if all PARTIES jointly prepared this AGREEMENT and any uncertainty and ambiguity shall not be interpreted against any one party. This AGREEMENT is to be governed by and under the laws of the State of California.

8. **Modification** - This AGREEMENT shall not be modified by any of the PARTIES by oral representation made before, during, or after the execution of this AGREEMENT. All modifications to this AGREEMENT must be in writing and signed by all PARTIES. Requests for additional civil engineering services to be conducted by KADTEC at OWNER's request must be in writing and shall be identified by consecutively numbered and signed Change Orders.

9. **Arising of Unforeseen Issues** - KADTEC shall not be liable for any delay in the completion of this AGREEMENT arising from adverse weather conditions, fire, flood, natural disaster, riot, war, force majeure, subsurface conditions, hazardous materials, unforeseen labor conditions, unavailability of sub-contractors, and/or materials. KADTEC is not liable for any defects in any material supplied per this AGREEMENT. KADTEC is not liable for any malfunction of any appliances installed at the PROPERTY.

10. **Owner's Responsibilities** - OWNER is ultimately responsible for obtaining any approval from any architectural committees, homeowners associations, or other agencies regarding the construction at the PROPERTY. KADTEC will consult with and act on behalf of the owner for submittals and meetings as needed.



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11. **Disclaimer of Liability by KADTEC** - KADTEC disclaims all liability for and shall not be held liable for any costs involving subsurface conditions that are not specifically set forth in this AGREEMENT by OWNER. KADTEC disclaims all liability for and shall not be held liable for any costs involving hazardous materials, including but not limited to asbestos, lead, or mold by OWNER. KADTEC disclaims all liability for and shall not be held liable for any costs involving relocation of any utilities by OWNER. KADTEC disclaims all liability for and shall not be held liable by OWNER for any costs arising out of conditions that may exist at the PROPERTY but that cannot be seen until demolition of the original structure begins. If any unforeseen conditions become evident, KADTEC shall notify OWNER before work continues at the PROPERTY. KADTEC and OWNER agree that a written and numbered "Change Order" will be signed by the PARTIES detailing any additional scope of work increases based upon the discovery of any and all unforeseen conditions.

12. **Suspension and/or Termination of Agreement** - If OWNER fails to make any payment due under this AGREEMENT, KADTEC shall have the right to suspend the work to be performed under this AGREEMENT. If OWNER does not timely cure the payment issue, KADTEC may at KADTEC'S sole discretion terminate this AGREEMENT. KADTEC retains all moneys due to KADTEC by OWNER under this AGREEMENT. In the event of such a suspension or termination, KADTEC shall not be liable for any of OWNER'S costs resulting from such suspension or termination.

13. **List of Documents to be Incorporated into the Agreement** -

Addendum 1 - Survey and Topography Waiver

Addendum 2 - Project Cost Summary and Schedule of Progress Payments

Addendum 3 - Blank Change Order

Addendum 4 - Owner's Design Phase Completion Sign-Off

BINDING ARBITRATION CLAUSE

ALL PARTIES TO THIS AGREEMENT HEREBY WAIVE THEIR RIGHT TO A JURY TRIAL. **OWNER** HEREBY GIVES UP ALL RIGHTS TO PARTICIPATE AS A CLASS REPRESENTATIVE OR CLASS MEMBER ON ANY CLASS CLAIM **OWNER** MAY HAVE AGAINST **KADTEC** INCLUDING ANY RIGHT TO CLASS ARBITRATION OR ANY CONSOLIDATION OF INDIVIDUAL ARBITRATIONS. ANY CONTROVERSY OR CLAIM ARISING OUT OF CONTRACT, TORT, STATUTE OR OTHERWISE (INCLUDING THE INTERPRETATION OF THIS ARBITRATION CLAUSE, AND THE ARBITRABILITY OF THIS CLAIM OR DISPUTE) BETWEEN THE PARTIES HERETO AND/OR ANY OF THEIR RESPECTIVE EMPLOYEES, AGENTS, SUCCESSORS,



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Bergeson & Associates, Inc.

Page 5 of 7

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SHALL BE SETTLED BY ARBITRATION ADMINISTERED BY JUDICIAL ARBITRATION AND MEDIATION SERVICES, INC. (“JAMS”), UNDER JAMS COMPREHENSIVE ARBITRATION RULES & PROCEDURES. THE NUMBER OF ARBITRATORS SHALL BE ONE (1). THE PARTIES AGREE THAT THEY SHALL EACH BE RESPONSIBLE FOR THEIR OWN ARBITRATION FEES AND COSTS UNTIL SUCH TIME AS THE ARBITRATOR AWARDS ARBITRATION COSTS TO THE PREVAILING PARTY. THE ARBITRATION SHALL BE HELD WITHIN THE COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA. JUDGMENT ON THE AWARD RENDERED BY THE ARBITRATOR MAY BE ENTERED IN ANY COURT HAVING JURISDICTION THEREOF. THIS AGREEMENT SHALL BE CONSTRUED AND INTERPRETED ACCORDING TO THE LAWS OF THE STATE OF CALIFORNIA. FEDERAL LAW AND CALIFORNIA LAW APPLY TO THIS AGREEMENT. IF ANY ACTION BASED ON THE PERFORMANCE, BREACH OR INTERPRETATION OF THIS AGREEMENT IS BROUGHT, THE PREVAILING PARTY IN SUCH ACTION AS DETERMINED BY THE ARBITRATOR SHALL BE ENTITLED TO RECOVER FROM THE LOSING PARTY ALL ACTUAL COSTS, EXPENSES OF ARBITRATION, AND ATTORNEY'S FEES. ANY AWARD OF THE ARBITRATOR SHALL BE IN WRITING AND WILL BE FINAL AND BINDING ON ALL PARTIES, SUBJECT TO ANY LIMITED RIGHT OF APPEAL UNDER THE FEDERAL ARBITRATION ACT.


THE PARTIES RETAIN THE RIGHT TO SEEK REMEDIES IN SMALL CLAIMS COURT FOR DISPUTES OR CLAIMS WITHIN THAT COURT’S JURISDICTION, UNLESS SUCH ACTION IS TRANSFERRED, REMOVED OR APPEALED TO A DIFFERENT COURT. IF ANY PART OF THIS ARBITRATION PROVISION, OTHER THAN WAIVERS OF CLASS ACTION RIGHTS, IS DEEMED OR FOUND TO BE UNENFORCEABLE FOR ANY REASON, THE REMAINDER SHALL REMAIN ENFORCEABLE. IF A WAIVER OF CLASS ACTION RIGHTS IS DEEMED OR FOUND TO BE UNENFORCEABLE FOR ANY REASON IN A CASE IN WHICH CLASS ACTION ALLEGATIONS HAVE BEEN MADE, THE REMAINDER OF THIS ARBITRATION PROVISION SHALL BE UNENFORCEABLE.

OWNER IS ENTITLED TO A COMPLETELY FILLED IN COPY OF THIS AGREEMENT, SIGNED BY BOTH OWNER AND KADTEC, BEFORE ANY WORK IS STARTED.

OWNER AGREES TO THE TERMS OF THIS AGREEMENT. OWNER AGREES THAT BEFORE SIGNING THIS AGREEMENT THAT OWNER READ THE ENTIRE AGREEMENT BEFORE INITIALING AND SIGNING THE AGREEMENT. OWNER CONFIRMS THAT OWNER WAS PROVIDED A COPY OF THIS AGREEMENT AND WAS FREE TO REVIEW AND TAKE THIS AGREEMENT TO REVIEW IT PRIOR TO SIGNING AND INITIALIZING THIS AGREEMENT.



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Bergeson & Associates, Inc.

Owner's Initials 

**BY EXECUTING THE TERMS OF THIS AGREEMENT I HEREBY
AUTHORIZE KADTEC TO PROCEED WITH THE SCOPE OF WORK
AS DEFINED IN THIS CONTRACT.**

IN WITNESS WHEREOF, the PARTIES have executed this AGREEMENT effective on the

_____ **Day of** _____, _____ ✓

SIGN HERE

Running Springs Water District
Owner's Signature



Bryant Bergeson, President
Bergeson & Associates, Inc.

ADDENDUM 1

CURRENT SURVEY AND TOPOGRAPHY WAIVER

KADTEC HAS ADVISED AND DIRECTED OWNER TO CAUSE A SURVEY AND TOPOGRAPHY REPORT TO BE PREPARED BY A LICENSED SURVEYOR OF OWNER'S CHOOSING.

_____ OWNER HAS PROVIDED A CURRENT SURVEY AND TOPOGRAPHY PREPARED BY A LICENSED SURVEYOR TO KADTEC.

_____ OWNER HAS DECLINED TO PROVIDE A CURRENT SURVEY AND TOPOGRAPHY PREPARED BY A LICENSED SURVEYOR TO KADTEC. OWNER ACKNOWLEDGES THAT BY DECLINING TO PROVIDE A CURRENT SURVEY AND TOPOGRAPHY FOR THIS PROJECT THAT DURING THE DESIGN, STRUCTURAL, AND ENGINEERING PHASES THE LOCATION AND OR ELEVATION OF THE STRUCTURE MAY NOT BE ACCURATELY REPRESENTED ON THE LOT BY KADTEC DUE TO KADTEC'S LACK OF A CURRENT SURVEY AND TOPOGRAPHY. AS A RESULT OF THE PLACEMENT OF THE STRUCTURE DURING CONSTRUCTION, FIELD ADJUSTMENTS MAY BE NECESSARY AND OWNER ACKNOWLEDGES THAT OWNER WILL BE RESPONSIBLE FOR ANY COSTS, FEES, AND DAMAGES OF ANY TYPE WHATSOEVER INCURRED TO CORRECT ANY AND ALL ISSUES RELATED TO STRUCTURE LOCATION AND/OR ELEVATION. OWNER HEREBY WAIVES ALL CLAIMS OF ANY TYPE WHATSOEVER AGAINST KADTEC ARISING FROM OR ATTRIBUTED TO THE ERRONEOUS PLACEMENT OF THE STRUCTURE INCLUDING, BUT NOT LIMITED TO, ANY AND ALL COSTS, DAMAGES, LEGAL FEES, GOVERNMENTAL FEES, AND/OR ANY OTHER DAMAGES OF ANY TYPE WHATSOEVER ARISING OUT OF OR FROM THE ERRONEOUS PLACEMENT OF THE STRUCTURE BY KADTEC DUE TO KADTEC'S LACK OF A CURRENT SURVEY AND TOPOGRAPHY.

PLEASE INITIAL THE ABOVE SECTION STATING THAT A CURRENT SURVEY AND TOPOGRAPHY HAS OR HAS NOT BEEN PROVIDED TO KADTEC AND THEN SIGN

DATE: _____ ✓

OWNER'S SIGNATURE: _____



ADDENDUM 2

(Grading & Fnd Plans) PROJECT COST SUMMARY AND SCHEDULE OF PROGRESS PAYMENTS

Project name: Running Springs Water District

Job #: Estimate #001

Footage & Price Breakdown:

Area Summary:	Rate	Sq.Ft./ Qty.	Cost
Base AutoCAD File:	Provided By Others		
Erosion Control & Site Plan:	\$750.00	1	\$ 750.00
Grading Notes & Plan:	\$2,500.00	1	\$ 2,500.00
Grading Sections:	\$750.00	1	\$ 750.00
Basic Drainage Notes & Plan:	\$2,200.00	1	\$ 2,200.00
Additional Drainage Plans & Calculations:	TBD		\$ -
Steel Building Details & Plans:	By Others		
Steel Building Struct Engineering:	By Others		
Building M.E.P. Plans & Calculations:	By Others		
Foundation Struct Details & Plans:	\$2,800.00	1	\$ 2,800.00
Foundation Struct Engineering:	\$1,200.00	1	\$ 1,200.00
Retaining Wall Details & Plans:	Not Included		
Retaining Wall Engineering:	Not Included		
Title-24 Calculations:	Not Included		
Building, Struct, Soils, M.E.P. Coordination:	\$650.00	1	\$ 650.00
Coordination Review Meetings:	\$500.00	2	\$ 1,000.00
Sub-Total:			\$ 11,850.00

County-Required Letters/Fees:	Required: (Y/N)	Cost
Address Request:	Yes, By Others	\$ -
Water Will Serve Letter:	Yes, By Others	\$ -
Sewer Will Serve Letter:	Yes, By Others	\$ -
Hydrant Flow & Fire Sprinkler Plans:	Yes, By Others	\$ -
Fire Department Letter:	Yes, By Others	\$ -
Fire Department Processing:	Yes, By Others	\$ -
Road Encroachment Processing:	Not Included (Est \$1250)	\$ -
Road Encroachment Fee:	Not Included (Est \$605)	\$ -
Soils and/or Geology Report:	Yes, By Others	\$ -
Planning Department Approvals:	Yes, By Others	\$ -
Building Department Processing Fee:	TBD (Est \$350)	\$ -
Administrative Services:	Yes by Kadtec	\$ 500.00
Sub-Total:		\$ 500.00
Total:		\$ 12,350.00

Schedule of Payments:	Rec'vd Date	Payment	Amount
Initial Payment:			\$ 3,462.50
Design Phase Completion Payment:			\$ 2,962.50
Structural Phase Completion Payment:			\$ 2,962.50
Engineering Phase Completion Payment:			\$ 2,962.50
Balance Due:			\$ -

_____ **Date Signed**

_____ **Owner's Signature**

SIGN HERE

ADDENDUM 4
OWNER'S DESIGN PHASE COMPLETION SIGN-OFF

SIGN-OFF NUMBER: Estimate #001 -01

OWNER: Running Springs Water District

PROPERTY: 0 _____ Running Springs, CA 92382 _____

JOB NUMBER: Estimate #001

DATE: 10/6/2023

FLOOR AND PLOT PLANS:

_____ I approve drawings as they are presented, with no changes required.

_____ I approve drawings with changes marked on this set of plans.

_____ Not approved. Revise preliminary drawings with changes made to this set of plans.

ELEVATION AND ROOF PLANS:

_____ I approve drawings as they are presented, with no changes required.

_____ I approve drawings with changes marked on this set of plans.

_____ Not approved. Revise preliminary drawings with changes made to this set of plans.

PLEASE INITIAL ONE OF THE ABOVE APPROVAL OPTIONS TO PROCEED WITH THE FINAL WORKING DRAWINGS AND THEN SIGN BELOW. IF OTHER PRELIMINARY DRAWINGS ARE REQUIRED, INITIAL "NOT APPROVED" AND DO NOT SIGN AT THIS TIME.

OWNER'S SIGNATURE ACKNOWLEDGES THAT FURTHER CHANGES REQUESTED AFTER SIGNING WILL INCUR ADDITIONAL CHARGES AND REQUIRE A CHANGE ORDER TO BE SIGNED BY OWNER PRIOR TO ANY FURTHER CHANGES BEING MADE BY KADTEC.

BUILDING INFORMATION:

Geo Report: YES or NO

Foundation Type: _____

Floor Joist Type Floor: _____

Rafter Type: _____

Roofing Material: _____

Structural Notes: _____

ARCHITECTURAL COMMITTEE INFORMATION:

Architectural Committee Staking By: OWNER or CONTRACTOR or KADTEC

Roof Material: _____ Roof Color: _____

Exterior Body Colors: _____ Exterior Trim Colors: _____

Rock Material: _____ Rock Color: _____

Architectural Committee Notes: _____

I, _____, OWNER, HEREBY APPROVE THE PRELIMINARY DRAWINGS AND AFFIRM THAT THE FOLLOWING “BUILDING INFORMATION” IS ACCURATE AND COMPLETE DATED THIS 10/6/2023 I HEREBY AUTHORIZE KADTEC TO PROCEED WITH THE FINAL WORKING DRAWINGS BASED ON THE BUILDING INFORMATION AND/OR ARCHITECTURAL COMMITTEE(S) INFORMATION SET FORTH ABOVE.

August 3, 2023



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

Subject: Proposal to Provide Professional Engineering Services for The Harris Property Equipment Shade Structure

Dear Mr. Gross:

Ardurra Group Inc. (Ardurra) is pleased to submit this proposal to The Running Springs Water District (District) to provide professional engineering services for the procurement of a prefabricated equipment shade structure. The prefabricated steel shade structure will be 30-feet wide, 50-feet long, and 12 feet tall at the lowest end of a continuously sloped roof and intended for vehicle and equipment storage. The structure will be located at the District's Harris property which is at the intersection of Rim of the World Highway (CA Route 18)/Hilltop Boulevard and Hollywood Drive in the city of Running Springs. We propose using a reinforced concrete pad with an apron extending 10-feet from the open side. The prefabricated steel structure is to comply with the California Building Code and American Society of Civil Engineers "Minimum Design Loads and Associated Criteria for Buildings and Other Structures" 2016 edition (ASCE/SEI 7-16).

Scope of Work

Refer to **Exhibit A** for a map of the Project. This scope includes final design of:

1. Site civil work
2. Concrete pad design
3. Coordination with prefabricated steel building manufacturer
4. Storm Drain BMPs

Task 1 – Project Management and Administration

1.1 Meetings: Ardurra will conduct two meetings with the District throughout the project. It is assumed one meeting will be conducted at the District's office and the second meeting will be virtual. The meetings will consist of the following:

- 1) Kickoff/Field Review meeting
- 2) Draft Review Meeting

1.2 Quality Assurance/Quality Control (QA/QC): Ardurra will provide quality assurance and quality control (QA/QC) reviews throughout the course of the project. The project manager shall assign a QA/QC manager who shall review the documents for technical accuracy, coordination of disciplines, completeness appropriate to the level of submittal, and consistency with the District's standards.

1.3 Management: This task addresses the management responsibilities associated with project setup, proper scheduling, budget control, invoice preparation and coordination with the District's and the Ardurra project team.



Task 2 – Data Collection and Review

2.1 Field Review: This scope includes one (1) site visit to confirm the existing site conditions. This scope includes documenting existing conditions that may affect the design that are not evident in the available documentation and updating maps and the design accordingly.

2.2 Data Collection and Review: This scope includes reviewing the relevant engineering drawings, aerial/topographic maps, utility mapping, and additional information available from the District.

Task 3 – Design and Prepare Construction Drawings

3.1 Prepare Construction Drawings: This scope includes preparing construction drawings for the project to be reviewed and approved by the District. The construction drawings will include the notes and details pertinent to the Project. The project manager, a registered Civil Engineer in the state of California and the Engineer of Record for the project, will sign and seal each original final mylar. ARDURRA will prepare a preliminary plan, elevation, and section views of the shade structure and will locate the structure as agreed upon with the District (**Exhibit A**).

A complete set of construction plans will be prepared to indicate construction elements. The design shall conform to the District's Standards. The deliverable of this task shall be a complete set of construction drawings prepared in accordance with said standards. Plans will be prepared on "D" size 24"x36" sheets at 1" =20' horizontal scale. The following sheets are anticipated in the project plans:

DWG	Title
G-1	Title Sheet, Index of Drawings, Key Map
G-2	General Notes, Legend, Abbreviations
D-1	Demolition Plan
C-1	Site Plan
C-2	Grading Plan
C-3	Detail Sheet
EC-1	Erosion Control Plan
SW-1	SWPPP
SW-2	SWPPP
S-1	Foundation Design/Details
S-2	Prefabricated Building Elevations/Sections

3.2 The District will prepare Front End Documents and Ardurra will prepare the Technical Specifications: This scope includes preparing contract documents and technical specifications in accordance with the District's Standards. The District will review two (2) milestone submittals as described in paragraph 3.3 below.

3.3 Submittals: Submittals shall consist of construction drawings, specifications, and opinion of probable construction costs. This proposal includes two (2) milestone submittals:

- 50% of Plans, Specifications, and Estimates (PS&E) completed
- 100% of PS&E completed
 - one (1) set of full-size (24"x36") drawings
 - four (4) sets of half-size (11"x17")

This scope assumes the District will provide all their comments during the two milestone submittals. Ardurra will incorporate their comments and changes. This scope assumes obtaining project acceptance following the second submittal. The third submittal will be final signed mylars.



Task 4 – Coordination with Building Fabricator

4.1 Coordination: This scope includes coordination with the building fabricator to ensure proper incorporation of the prefabricated steel building into the site. This scope assumes the fabricator will obtain the building permit from the County.

Exclusions

The following services are excluded from the Scope of Work at this time; however, these services can easily be added upon approval or as work tasks progress and these services are needed.

1. Geotechnical report and investigations (District will provide)
2. Topographical mapping, surveying, or right-of-way mapping (District will provide)
3. Construction management and inspection service
4. Bidding support
5. Caltrans Encroachment permit if required
6. Demolition permit if required
7. Grading permit if more than 100 cubic yards of earthwork
8. Tree removal coordination/permitting
9. County Encroachment permit
10. Drainage study
11. Wall and fence permits should grading operations require it
12. Existing utility relocation
13. Water Quality Management Plan (WQMP)/Post Construction Management Plan (PCMP)
14. Alder Court roadway realignment

Project Team

Our project team has prior experience with Prefabricated Steel Buildings incorporation into various types of facilities and has excellent knowledge of industry standards and expectations.

- Principal-in-Charge: Mr. Robert S. Weber, PE
- Sr. Project Manager: Ms. Dolores Salgado, PE
- Project Engineer: Mr. Omar Khelifi
- Design Engineer: Mr. Emmanuel Limaco
- Structural Design: Mr. Melesio Ballardo

Project Timeline

Once provided a Notice to Proceed, the project can be completed within Four (4) months. We will provide a project schedule upon award of the contract.

Fee Summary

A tabular summary of the proposed work tasks, level of effort, and fee is provided in **Exhibit B**. We propose to complete the work on a total, not-to-exceed basis of \$50,000 with monthly progress invoices. Other payment arrangements shall be requested in writing for consideration.

We look forward to working with you, thank you for the opportunity. Please contact me if you have any questions or require additional information.

Sincerely,

Mr. Gross
August 3, 2023
Page 4 of 4

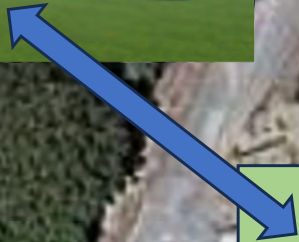


Dolores Salgado, PE
Senior Project Manager
661.529.2190 extension 101
dsalgado@ardurra.com

Robert S. Weber, P.E.
Principal-in-charge
858.842.6970
rweber@ardurra.com

enclosures: EXHIBIT A Scope of Work Map
 EXHIBIT B Fee Schedule

Exhibit A:
Scope of Work Map



30'Wx50'Lx12'H



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Exhibit B:
Fee Schedule

FEE ESTIMATE
Running Springs Water District
Equipment Shade Structure

		Ardurra Personnel									
Task/ Subtask	Task/Subtask Description	<i>Principal-in-Charge QA/QC</i>	<i>Senior Project Manager</i>	<i>Project Engineer</i>	<i>Design Engineer</i>	<i>Structural Design</i>	<i>Admin</i>	Subtask Labor- Hours	Subtask Labor Cost	Direct Cost	Total Cost
		<i>R. Weber</i>	<i>D. Salgado</i>	<i>O. Khelifi</i>	<i>E. Limaco</i>	<i>M. Ballard</i>					
		\$320.00	\$280.00	\$240.00	\$160.00	\$160.00	\$100.00				
Task 1	Project Management and Administration										\$11,060
1.1	Meetings (2)	2	2	4				8	\$2,160		\$2,160
1.2	QA/QC	4	8					12	\$3,520	\$500	\$4,020
1.3	Management	4	8	4			4	20	\$4,880		\$4,880
Task 2	Data Collection and Review										\$5,700
2.1	Field Review			6				6	\$1,440	\$500	\$1,940
2.2	Data Collection & Review			3	15	4		22	\$3,760		\$3,760
Task 3	Design and Prepare Construction Drawings										\$29,880
3.1	50% PS&E		4	20	70	40		134	\$23,520	\$500	\$24,020
3.2	100% PS&E		2	4	16	8		30	\$5,360	\$500	\$5,860
Task 4	Coordination with Building Fabricator										\$3,360
4.1	Coordination		4	4		8		16	\$3,360		\$3,360
		10	28	45	101	60	4	248			
		\$3,200	\$7,840	\$10,800	\$16,160	\$9,600	\$400		\$48,000	\$2,000	\$50,000

TOTAL NOT-TO-EXCEED FEE: \$50,000





August 9, 2023

Mr. Ryan Gross, P.E.
General Manager
Running Springs Water District
31242 Hilltop Boulevard
Running Springs, CA 92382

Subject: Proposal to Provide Professional Engineering Services for the Design of the Harris Storage Building Project

Dear Mr. Gross:

Thank you for the opportunity to submit a proposal to provide professional engineering services for the subject project. The District desires to retain a consultant to prepare plans, specifications, and estimates for the construction of a new vehicle and equipment building, together with electrical, lighting, and security for the building and site improvements (i.e., grading, drainage, and paving). The proposed building is expected to be 30' wide and 50' long, located at the existing Harris property near the intersection of Highway 18 and Hollymont Drive. Per discussions with the District, our proposal assumes the District will provide the field survey for use in the project design.

SCOPE OF SERVICES

TKE's scope of services for the proposed Harris Storage Building is presented in the following paragraphs:

Task 1. Meetings and Coordination

Upon authorization to provide services, TKE will meet with District Staff at the site to familiarize ourselves with the project site, review field conditions, and discuss desired scope of site improvements. In addition, TKE will provide coordination with the prefabricated steel building manufacturer throughout the design process to provide technical information, oversight and technical review, and insure consistency with the different disciplines. We also propose to provide coordination with the District throughout the course of the project to ensure that the conceptual design and design documents are progressing in accordance with District Staff design requirements.

Task 2. *Records Research*

We will thoroughly research existing utility records and acquire copies of all available records. The purpose of the records research is to assemble record field data and technical data to assist with the project design. The research will consist of assembling copies of record maps, street improvement plans, and utility drawings. We will notify Underground Service Alert to acquire a complete list of underground utility purveyors. The utility drawings will include existing drawings from the District, including the existing site boundary survey, and drawings and/or atlas maps from all private utility companies, and/or agencies. All correspondence with other agencies will be documented.

Task 3. *Preliminary Design*

Following receipt of the survey data from the District, TKE will prepare a preliminary design identifying proposed building location and size. The preliminary site plan will include call outs identifying proposed site improvements including demolitions and removals, new building, building pad grading, drainage, driveway, parking, building electrical and lighting, and other pertinent project data. After the preliminary design is complete, TKE will forward it to the District for review and to the building manufacturer to initiate the building design. Upon completion of the District's and manufacturer's review, TKE will meet with staff to gather comments and receive direction for the 75% design.

Task 4. *Geotechnical Analysis*

TKE will contract with Aragón Geotechnical Inc. (AGI) to complete the geotechnical evaluations for the project site. TKE and AGI will work together to provide a geotechnical report evaluating excavation characteristics, subsurface water, trench stability conditions, earthwork for support of building foundations and the slab-on-grade floor, allowable soil bearing and lateral pressures, including friction coefficients and seismic load parameters, the suitability of excavated local materials for re-use, sample specifications for pavement subgrade preparation, soil corrosivity conditions, and a preliminary structural section for new yard pavements.

Task 5. *Environmental Compliance*

Upon completion of preliminary design, we will begin preparation of environmental compliance documents. All Public Works projects are subject to the analytical and disclosure provisions of the California Environmental Quality Act (CEQA) and its implementing guidelines. TKE has assumed the project will qualify for a categorical exemption and will determine if more stringent analysis is required during the initial phases of the project. Any additional studies determined to be required will be additional work and TKE will present additional costs to the District prior to beginning the work.

Task 6. 75% Design

The 75% design will consist of a title sheet, construction notes sheets, demolition sheet, civil plan sheets, and detail sheets.

The title sheets shall include the title of the job, a vicinity map showing the District's service area in relationship to surrounding communities, a location map showing the project limits, a list of abbreviations used, benchmark data, general notes, construction quantities, an index for the drawings, and references.

The construction notes will include requirements for notifications, existing utility protection and relocation, materials, excavation, shoring, bedding, backfilling, compaction, improvement restoration, testing, flushing, video inspection, and construction sequencing.

The demolition sheet will include all required removals to complete construction (e.g. containers, paved surfaces, fencing, trees, etc.).

The site plan will show digital topographic data, existing improvements and utilities, centerline control, proposed site improvements, and drainage improvements.

TKE will contract with JCA Engineering, Inc. (JCA) regarding the building electrical component of the project. TKE and JCA will work together to provide the electrical designs, details, and coordination with Southern California Edison as it relates to providing power to the new building. The electrical design will include the new metered main switchboard, power distribution panel(s), building interior lighting with Title 24 calculations, emergency lighting system, exterior building lighting, interior and exterior power, communication/data outlet boxes and raceways, and coordination with District on power connection needs for equipment.

TKE will contract with Apply Valley Communications, Inc. (AVC) regarding the building security component of the project. TKE and AVC will work together to provide the security system designs, including building exterior cameras and motion detectors, door and window intrusion sensors, and interior motion detectors.

It is assumed that the structure engineering components will be provided by the building manufacturer. TKE will coordinate with the building manufacturer regarding the building design, including the floor plan, roof plan, elevations, sections, and details (e.g., framing, slabs and embedment, bracing, wall section, man-doors, roll up doors, jambs, trims, flashings, fasteners, windows, hardware, etc.).

The construction details will include grading sections, pavement details, building electrical single line diagrams, and related details, etc., as required, all at appropriate drawing scales.

After 75% design is complete, we will forward electronic copies to the District for review and comment. Thereafter, TKE will meet with District staff to gather comments and receive direction for 95% design.

Task 7. 95% Design

We will incorporate the District's 75% comments, refine the design as required, including coordination with the building manufacturer, and provide the District revised drawings. In addition, TKE will prepare project specifications (Bid Schedule and Special Provisions) in accordance with District standards and in Microsoft Word format. The specifications will include bid schedules with special bid instructions on the District's award intentions. They will also include technical specifications for the building, electrical, and structural requirements. Further, we will prepare an engineer's estimate. We will use the bid schedule to prepare the estimates. The bidding schedule will include all material and construction requirements as shown on the drawings. After 95% design is complete, we will forward electronic copies to the District for final review and comment. Thereafter, the District will provide comments via email for final design.

Task 8. Final Design

We will incorporate the District's 95% comments and provide the District with hard (mylar drawings and specifications) and digital (PDF and Word) copies of the drawings, and specifications for final approval and bidding. In addition, we will prepare a final construction cost estimate for the project.

Task 9. Bidding Assistance

TKE will provide project pre-award services as needed including but not limited to preparation of response to RFI's during bid period, preparation of addenda as required, and attend pre-bid job walk for technical assistance. Lastly, TKE will assist the District with review of bid proposals in accordance with the contract documents.

FEE

Our budget to provide the services described is as follows:

Task Description	Amount
1. Meetings and Coordination	\$ 5,105
2. Records Research	\$ 1,000
3. Preliminary Design	\$ 11,860
4. Geotechnical Analysis	\$ 10,360
5. Environmental Compliance	\$ 1,000
6. 75% Design	\$ 19,360
7. 95% Design	\$ 11,680
8. Final Design	\$ 7,840
9. Bidding Assistance	\$ 4,000
Total:	\$72,205

TKE's proposed Harris Storage Building project fee of \$71,405 will include preparation of construction drawings which will include 12 sheets (i.e. title sheet, note sheet, demolition sheet, grading and drainage plan, site plan, detail sheet, and six electrical sheets for notes, site plan, single line diagram, panel layouts, elevations and schematics, lighting, security, and related details). It also includes geotechnical and electrical subconsultant costs in the amount of \$32,770. In addition, we are budgeting 30 hours for coordination with the building manufacturer. We will invoice the District monthly on a time and materials basis, in accordance with our attached rate schedule. Our invoice will not exceed the amount presented above without prior approval.

SCHEDULE

TKE anticipates completing preliminary design of the building within 60 days of receiving notice to proceed and required survey information. Thereafter, TKE anticipates turning around subsequent plan sets (i.e. 75%, 95%, and Final) within 6-weeks of receiving District comments.

Again, thank you for the opportunity to submit our proposal to provide professional engineering services for the District. If you have any questions, please contact me at (951) 680-0440.

Sincerely,



Steven W. Ledbetter, P.E.
Vice President
TKE Engineering, Inc.

Attachments: Rate Schedule



RATE SCHEDULE 2023 - 2024

	<u>HOURLY RATE</u>
Principal in Charge	\$180.00
Project Manager/Construction Manager/Licensed Surveyor	\$170.00
Traffic Engineer (TE)	\$160.00
Senior Engineer/Project Engineer (PE)/Senior Plan Checker	\$160.00
Assistant Project Manager/Associate Engineer	\$150.00
Assistant Engineer/Plan Checker/Designer	\$140.00
AutoCAD Technician.....	\$130.00
Engineering Technician	\$100.00
Clerical	\$ 90.00
Forensic Engineering	\$275.00
Expert Witness Testimony	\$375.00

SURVEYING SERVICES

2-Man Survey Crew (Prevailing Wage)	\$250.00
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CONSTRUCTION SERVICES

Senior Construction Inspector (Prevailing Wage)	\$130.00
Construction Inspector (Prevailing Wage)	\$120.00

REIMBURSABLE COSTS

In-house Reproduction	Cost
Printing and Materials	Cost + 10%
Express Mail/Courier/Next Day Service	Cost + 10%
Special Subconsultant Services	Cost + 10%

RUNNING SPRINGS WATER DISTRICT**MEMORANDUM**

DATE: November 15, 2023

TO: Board of Directors

FROM: Amie R. Crowder, Administration Supervisor

SUBJECT: CONSIDER CUSTOMER REQUEST TO DISCOUNT OR WAIVE WATER AND SEWER SERVICE FEES

RECOMMENDED BOARD ACTION

It is recommended that the Board of Directors consider the attached request to refund the monthly water and sewer service fees.

REASON FOR RECOMMENDATION

The customer submitted the attached email and requested that the Board of Directors consider it at their next regularly scheduled Board meeting.

BACKGROUND INFORMATION

The customer purchased the home in July 2023. Welcome Packets were mailed to the customer on July 28, 2023, August 15, 2023, and September 6, 2023 without any response. Customer emailed the District on August 28, 2023 to disconnect services. The Meter Deactivation Request was provided to the customer, and we received the signed Deactivation Meter Request on September 19, 2023. Upon receipt, the customer's meter was deactivated. In the meantime, the customer accrued water and sewer service charges for August 2023 and September 2023. During the week of October 9, 2023, the customer called the District requesting to have the water and sewer service fees refunded and for her services to be disconnected. Ordinance 54, Rules and Regulations for Water and Wastewater Service was reviewed with the customer and she was informed that this request would need to be made to the Board of Directors. On October 23, 2023, the attached email was sent to the District, requesting the water and sewer services fees for August 2023 and September 2023 be waived.

FISCAL INFORMATION

The monthly water service fees are \$38.49, and the monthly sewer service fee is \$57.38 for a monthly total of \$95.87. The August 2023 bill was prorated at \$74.22, and the September 2023 bill is \$95.87 for a total of \$170.09. There has been no water usage.

ATTACHMENTS

Attachment 1 – Customer Email

Ryan Gross

From: Ryan Gross
Sent: Tuesday, October 24, 2023 9:14 AM
To: 'Cherise Arnott'
Subject: RE: Formal contest to water bill

Hello Cherise,

Thank you for your email. We do not have the discretion to deviate from our Rules & Regulations on this matter so I will have our Board of Directors consider your request at our next Board meeting on 11/15/23.

Ryan Gross, P.E., BCEE
 General Manager
 Running Springs Water District
rgross@runningspringswd.com

From: [REDACTED]
Sent: Monday, October 23, 2023 10:11 PM
To: Info <info@runningspringswd.com>
Subject: Formal contest to water bill

[REDACTED]

[REDACTED]

To the Board of the Running Springs Water District and whom it may concern,

I am writing to you today to formally contest a water bill I received. My husband and I have lived in Running Springs since 2018. We began by renting a home here and have loved being a part of this amazing community! When we moved into our initial home in 2018 we were told by our landlord to set up our utilities in our name to initiate services, and so we did. We have always paid our bills on time and were excited when the automatic pay feature became active on the RSWD website portal, creating an ease of payment access.

In August of this year we finally purchased our first home! With the housing market the way it is, we could only afford a fixer-upper home. We immediately began working on the home to make it ours, and are still actively working on it. We were not told by escrow or any entity that utilities are automatically changed to our name when purchasing a home. Assuming it would be the same experience as when we moved into our first home, we planned on reaching out to turn on utilities when the home updates were complete and we would be ready to move in.

We received a bill in late August just prior to going out of town for two weeks. Confused by receiving a bill for this property since I hadn't called to activate it, I reached out via email to the RSWD and inquired. I asked to have the water turned off as I couldn't afford to pay for a service that I'm not using. They did disconnect the water, however soon after I received the same bill with a late fee.

I would like to formally contest this bill as I was unaware that this was something the Water District automatically assigns to new home-owners, and was not activated by me. Traditionally I wouldn't push the issue and would just appease the water district. However, my husband and I are in a difficult financial position

[REDACTED]

Additionally, we are still working on our new home to be able to move in while still maintaining our existing expenses. We cannot currently afford to pay for services we didn't initiate and didn't anticipate having for a few months.

Thank you very much for your review and consideration,
Cherise Arnott

Property Address: [REDACTED]

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: November 15, 2023
TO: Board of Directors
FROM: Ryan Gross, General Manager
SUBJECT: CONSIDER AUTHORIZING EXPENDITURE FOR
GROUNDWATER WELL SITING STUDY

RECOMMENDED BOARD ACTION

It is recommended that the Board of Directors consider authorizing expenditure for a groundwater well siting study.

REASON FOR RECOMMENDATION

To investigate potential groundwater well locations at the Getaway House property.

BACKGROUND INFORMATION

In 2013, the District's hydrogeologist completed an Investigation of Potential Opportunities to Increase Groundwater Production in the Running Springs Water District. One of the potential areas of interest for new groundwater wells was the Camp Helendade property which is now owned by Getaway House. The District has obtained the groundwater rights from Getaway House and the next step is to site 2 or 3 groundwater well sites on the property for test drilling.

FISCAL INFORMATION

We obtained two proposals for the groundwater well siting study which are attached.

ATTACHMENTS

Attachment 1 – Proposals



November 8, 2023

Ryan Gross, P.E., BCEE
General Manager
Running Springs Water District
31242 Hilltop Blvd.
Running Springs, California 92382

**Re: Proposed Scope of Work and Cost Estimate to Identify Potential Well Sites near
Camp Helendade in Running Springs, California**

Dear Mr. Gross,

As per your request, Thomas Harder & Co. (TH&Co) has prepared this scope of work to provide hydrogeological services for Running Springs Water District (RSWD) to identify potential groundwater production well locations in the Camp Helendade area (now Getaway House) in Running Springs, California. This work follows our April 2013 well siting report¹ that identified the Camp Helendade area for potential future test drilling. It is our understanding that the purpose of this work is to identify two to three specific locations within the Camp Helendade area for future test drilling or well construction.

Our proposed detailed scope of work is as follows:

Task 1 – Identification of Potential Test Drilling Sites and Site Reconnaissance

Subtask 1.1 – Identification of Potential Well Sites

TH&Co will identify up to three potential sites within the Camp Helendade area for future test drilling and/or well construction. Initial site locations will be selected based on review of the TH&Co (2013) data and analysis, review of aerial photos, and review of Geographic Information

¹ TH&Co, 2013. Investigation of Potential Opportunities to Increase Groundwater Production in the Running Springs Water District. Prepared for the Running Springs Water District. Dated April 26, 2013.

Systems (GIS) parcel data from San Bernardino County. Areas designated as vacant land and open space will be prioritized for confirmation in the field.

Subtask 1.2 – Site Visit

Upon identification of potential well sites, TH&Co will conduct a site visit to Camp Helendade to verify and document geological conditions, and the existing conditions at the three proposed test drilling locations. The investigation will consider site access, location with respect to underground and overhead utilities, sewer lines and manholes, or septic tanks, potential contaminating sources, potential sources of potable water for drilling, discharge water options, adequate space to drill and access for monitoring and data collection.

The budget for this task assumes that the sites can be inspected in one day.

Task 2 – Prepare a Well Siting Evaluation Technical Memorandum

TH&Co will prepare a Technical Memorandum (TM) that summarizes the well site evaluation. The TM will include a local map showing the location of the recommended well sites. TH&Co will also provide a more detailed site map of each site showing the recommended test drilling/well location with respect to site boundaries, roads, buildings, and other features. Well site recommendations will be based on the following criteria:

- Distance from bedrock
- Rig access from the main roads
- Levelness of the property
- Presence of overhead utilities
- Signs of underground utilities (sewer manholes or sewer lines or septic tanks, if applicable)
- Site dimensions
- Potential source of water for drilling (i.e. fire hydrants)
- Amount of traffic surrounding the Site
- Proximity to RSWD’s existing water distribution system

Further work to identify subsurface utilities will be necessary to finalize the exact drilling location on each Site.

The TM will provide a recommendation for the best well site based on the analysis. TH&Co will also provide a recommended approach for developing the well site(s) as potential water supplies, including test drilling, additional data collection, and well construction.

It is assumed that the TM will be submitted to the RSWD in draft form for review and approval (electronic submittal). TH&Co will finalize the TM after addressing RSWD’s comments. The



cost for this task assumes preparation of one draft version and one final version of the TM (electronic submittal).

The total estimated cost to perform the scope of work described above is \$13,475 as detailed in Table 1.

We appreciate the opportunity to provide consulting services for Running Springs Water District. If you have any questions, don't hesitate to contact me at (714) 394-4449.

Sincerely,



Thomas Harder, P.G., C.HG.
Principal Hydrogeologist



**Cost Estimate for Hydrogeological Services
Identify Potential Well Sites in the Camp Helendade Area near Running Springs, California**

Task	Subtask	Description	Principal Hydro-Geologist \$220/hr	Associate Hydro-Geologist \$190/hr	Senior Geo-Scientist \$150/hr	Staff Geoscientist \$115/hr	Graphics \$100/hr	Clerical \$80/hr	Total Labor	Reimbursable Expenses ¹	Total Cost	
1 Identification of Potential Test Drilling Sites and Site Reconnaissance												
	1.1	Site Identification: Identify up to three potential test drilling sites.	1	4	16		8		\$4,180	\$0	\$4,180	
	1.2	Site Visit: Conduct site visit to Camp Helendade.	1	4	12				\$2,780	\$115	\$2,895	
									Subtotal Task 1	\$6,960	\$115	\$7,075
2 Prepare a Well Siting Evaluation Technical Memorandum												
		Prepare Well Siting Evaluation Technical Memorandum ²	4	6	18	8	6	2	\$6,400	\$0	\$6,400	
									Subtotal Task 2	\$6,400	\$0	\$6,400
									Total Estimated Cost:	\$13,360	\$115	\$13,475

Notes:

¹ Reimbursable expenses include driving mileage

² Includes preparation of one draft version of the Technical Memorandum (electronic submittal only) and one final version with electronic files and one hard copy.



October 16, 2023

Mr. Ryan Gross, PE, BCEE
General Manager
Running Springs Water District
31242 Hilltop Blvd.
Running Springs, CA 92382

**Subject: Proposal for Professional Hydrogeological Services in Support of
Siting Water Supply Wells at the Camp Helendade Property**

Dear Ryan:

KYLE Groundwater, Inc., (KGI) is pleased to present this proposal to Running Springs Water District (RSWD) for professional hydrogeological services to identify up to three (3) potential municipal drinking water well sites in the Camp Helendade area identified within the April 2013 well siting study. Our detailed scope of work and cost proposal are provided on the following pages.

SCOPE OF WORK

Task 1.0 – General Project Management and Meetings

KGI will provide general project management and coordination, and will prepare for and attend up to two (2) conference calls as the need arises during the project. Meeting agendas will be prepared for all project meetings and meeting minutes will be provided, as necessary.

Task 2.0 – Data Acquisition and Review

KGI will acquire and review readily available hydrogeologic data, reports, and published literature within the project area and vicinity, including location of known faults and photo lineaments, existing and proposed facilities, details of well construction for nearby active, inactive, and destroyed/abandoned wells, static and pumping groundwater levels, instantaneous pumping rates, specific capacity data, historical plant efficiency tests, and existing well pump curves. Historical groundwater quality data will be obtained from the California Division of Drinking Water online database. The location and details of sites of environmental concern will be queried from the California State Water Resources Control Board GeoTracker database. The location of petroleum and/or hazardous liquid pipelines will be obtained from the National Pipeline Mapping System (NPMS) online database. It is assumed that RCSD will provide available information (if any) pertaining to the Camp Helendade area, including maps, pertinent

KYLE Groundwater, Inc.
2377 W. Foothill Blvd., Suite 7
Upland, CA 91786
(626) 379-7569

GIS and/or CAD files for existing facilities and utilities infrastructure, groundwater wells, existing conveyance piping, and preferred properties from an engineering and water supply storage and conveyance feasibility perspective. KGI personnel will perform a field reconnaissance of the Camp Helendade area to investigate the hydrogeological and topographic setting, and identify easily accessible areas suitable for well drilling.

Task 3.0 – Prepare Well Siting Technical Memorandum and Basis of Design

KGI will prepare a technical memorandum presenting the results of the well siting study, and recommendations as to the most suitable well sites to pursue. The report will also include a basis of design for each site, including a summary of the hydrogeologic setting, anticipated groundwater quality (if available), nearby sites of environmental concern, groundwater elevations (if available), production potential (if available), construction constraints, logistics and conflicts, regulatory issues, and permitting constraints. Logistical constraints will be identified, assessed, and summarized, including site access, available space for drilling, overhead obstructions, above ground and underground utilities, location of construction water sources, potential waste water discharge options, noise constraints, and potential permitting constraints (i.e., sanitary setbacks, control zone requirement, discharge requirements, etc.) Preliminary well designs will be prepared based on existing information, including planning-level estimates of contractor costs. RSWD design preferences will be incorporated into the well designs.

KGI will submit an electronic copy of the well siting technical memorandum to RSWD at the draft stage for review and comment. Upon incorporation of comments, KGI will submit an electronic copy of the final technical memorandum in addition to three (3) bound hard copies (as necessary).

We are able to begin work on this task order within two weeks of notice to proceed and estimate approximately six weeks to eight weeks to complete the study depending upon the length of time needed for data acquisition and client review.

Thank you for considering our proposal and please do not hesitate to contact me at 626.379.7569 or russell.kyle@kylegroundwater.com should you have any questions or concerns. We welcome the opportunity to develop a mutually beneficial working relationship with RSWD.

Sincerely,



Russell John Kyle, PG, CHG
President / Principal Hydrogeologist

RUNNING SPRINGS WATER DISTRICT
Cost Proposal for Professional Hydrogeological Services
in Support of Siting Water Supply Wells at the Camp Helendade Property

		Principal Hydrogeologist	Project Hydrogeologist	Staff Hydrogeologist	GSI Technician	Project Coordinator	Clerical	Labor	Direct Costs	Total Cost
<i>Hourly Rate:</i>		\$200	\$150	\$140	\$120	\$105	\$80			
1.1	General project management, coordination, and as-needed conference calls.	2	2			1		\$ 805	\$ -	\$ 805
1.2	Acquire and review readily available reports, information, data, aerial photography, and maps. Conduct field reconnaissance of Camp Helendade area.	8	8	4	4			\$ 3,840	\$ 101	\$ 3,941
1.3	Prepare summary Technical Memorandum identifying suitable well sites, including preliminary design, hydrogeology, production potential, anticipated groundwater quality, logistical constraints, permitting constraints, and planning-level cost estimates of well construction (assumes Draft and Final Submittals).	12	12	16	8			\$ 7,400	\$ -	\$ 7,400
<i>TOTAL HOURS AND COST:</i>		22	22	20	12	1		\$ 12,045	\$ 101	\$ 12,146

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: November 15, 2023

TO: Board of Directors

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

SUBJECT: CONSIDER AUTHORIZING WATER AND WASTEWATER DEPARTMENT EXPENDITURES

RECOMMENDED BOARD ACTION

Consider authorizing staff to proceed with the following expenditures:

1. SCADA system upgrades for Water Department water storage reservoir monitoring and control system - \$8,120.
2. Purchase 3M DBI / SALA davit arm base and extension for Collection Division confined space entry equipment - \$6,571.60.

REASON FOR RECOMMENDATION

1. **SCADA system upgrades** – This item is needed to get the new Front-End Processor (FEP) to communicate quicker and more reliably with the existing SCADA system.
2. **3M DBI / SALA davit arm base and extension** – This item is needed to complete the confined space entry equipment upgrade.

BACKGROUND INFORMATION

SCADA Upgrades – At the December 16, 2022 board meeting, the Board of Directors approved an agreement with Scada Integrations to upgrade the Water Department’s water storage reservoir control system’s FEP. The project consisted of replacing the existing Tesco PLC FEP with a new Modicon PLC. As the project progressed, SCADA Integrations had difficulty getting the system to function the same way it did with Tesco PLC.

Through the troubleshooting process, Scada Integrations tried multiple fixes to improve the performance of the system and they have determined that the original SCADA software program and the original PC are not compatible with the new Modicon PLC FEP.

Scada Integrations solution for the compatibility issues are to utilize the new SCADA PC and software that is currently being used for the Running Springs and Green Valley Lake lift station monitoring. This software and PC were purchased as a replacement for the entire system, but it could not be configured to work with the Water Department's water storage reservoir control system Tesco PLC FEP. Scada Integrations has been using this PC to compare functionality and test programming and have determined will complete the FEP upgrade and restore the functionality to 100%.

3M DBI / SALA davit arm base and extension – Two months ago the District had to purchase a davit arm and adapter for confined space entry into the flow meter vault at the Deerlick sewer lift station. After purchasing the davit arm and inspecting the current confined space equipment and realizing its limitations, staff decided an upgrade to the equipment was needed. The davit arm base and extension will allow the davit arm system to be utilized throughout the District's confined spaces rather than just the meter vault at the Deerlick lift station.



FISCAL INFORMATION

SCADA System Upgrades – The total cost for the SCADA Upgrade will be \$8,120.

3M DBI / SALA davit arm base and extension – Total cost for the 3M DBI / SALA davit arm base and extension is \$6,571.60.

ATTACHMENTS

Attachment 1 – Quotes

Customer: Running Springs Water District
 Address: 31242 Hilltop Blvd, Running Springs, CA 92382

 City, State, Zip: Running Springs, CA 92382
 Attention: Trevor Miller
 Quote no: 2023_1107_MM
 Type: Wonderware application corrections

Item	Qty/Hrs	Description	Each	Total
1	16	Offsite review of current Wonderware 2021 application and correction of the following items: *History screen is a lift station, not the tank levels as it should be *Currently there is no data to any of the water tank sites *TSU not updating on the tanks site *TSU is counting backwards from -3598 for the lift stations *Screen resolution is off, needs to be developed for 1920x1080 *Enchanted RTU 5 will not enable *Nob Hill RTU 4 will not enable *Rimwood screen needs updated (was updated before the GVL project) *Enchanted screen needs to be updated (was updated before the GVL project) *RTU 99 says it is in standby mode *Individual SCADA screens for lift stations 7, 8 and 9 (they were there before the GVL project) *Lift station 2 trend does not update to the current day and time automatically.	145.00	\$2,320.00
2	40	Onsite integration and testing of Wonderware application (two integrators for two onsite days)	145.00	\$5,800.00
Total			\$8,120.00	

Terms: **Goods - NET: 15 days, Services - NET: 30-days**
 Delivery: **As Required**
 Origination Date: **November 7, 2023**
 Estimate Valid: **90 days**



 Mark Maxfield

Thank you for the opportunity to quote your requirements.

Estimate

Quote# SQ-24963

Bill To

Running Springs Water District
Brandon Hannay
31242 Hilltop Blvd Running
Springs, California 92382
U.S.A
909 867 7352

Ship To

Running Springs Water District
Brandon Hannay
31242 Hilltop Blvd
Running Springs, California 92382
909 867 7352

Quote Date : 10/23/2023
Expiry Date : 11/21/2023
Payment Terms : COD

#	Item & Description	Qty	Rate	Amount
1	8518008 DBI-SALA 8518008 Confined Space Portable Freestanding Expandable 3-Piece Davit Mast Base, 70- 97 in Width	1 Ea	4,937.98	4,937.98
			Sub Total	4,937.98
			California State 7.75 (7.75%)	382.69
			ISP20	(-) 20.00
			Total	\$5,300.67

Looking forward to your business.

Terms & Conditions

Sales rep: Jhon Anderson Betancur ext 503
Free shipping applied
Courtesy discount \$20 off applied

Estimate

Quote# SQ-25282

Bill To

Running Springs Water District
Brandon Hannay
31242 Hilltop Blvd Running
Springs, California 92382
U.S.A
909 867 7352

Ship To

Running Springs Water District
Brandon Hannay
31242 Hilltop Blvd
Running Springs, California 92382
909 867 7352

Quote Date : 11/08/2023
Expiry Date : 11/23/2023
Payment Terms : COD

#	Item & Description	Qty	Rate	Discount	Amount
1	8518002 DBI-SALA 8518002 Confined Space Lower Davit Mast Extension, 33 in Height	1 Ea	1,216.00	3.00%	1,179.52
Sub Total					1,179.52
California State 7.75 (7.75%)					91.41
Total					\$1,270.93

Looking forward to your business.

Terms & Conditions

Sales rep: Jhon Anderson Betancur ext 503
Free shipping applied
Courtesy discount 3% off applied - Valid until 11/15