



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 30, 2020
RE: SPECIAL BOARD MEETING FROM: BOARD SECRETARY

A Special Meeting of the Board of Directors of the Running Springs Water District will be held on Wednesday, December 2, 2020, at the hour of 9:00 A.M. at the District Office located at 31242 Hilltop Boulevard, Running Springs, California. This agenda was posted prior to 9:00am on December 1, 2020 at the Running Springs Water District Office and Website.

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

To join the meeting:

<https://us02web.zoom.us/j/89860017803?pwd=djNCTHI2N1JSdzFTdUtxMUpacjRuUT09>

Meeting ID: 898 6001 7803
Passcode: 492786

Dial:
669 900 6833
253 215 8782
346 248 7799
312 626 6799
929 205 6099

Passcode: 492786

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. Election of Officers and Appointment of Standing Committees – Pursuant to Section 2.5 of the Running Springs Water District’s Resolution No. 14-17, Board Policy Manual, at the first Board meeting **following each District general election**, the Board shall convene and shall elect one of its members as President and one of its members as Vice-President, and Appoint Members to the Finance and Personnel Committees with each to serve a two-year term
(Presenter: Ryan Gross, General Manager) **Page 4**
4. Approval of Consent Items – The following consent items are expected to be routine and non-controversial and will be acted on at one time without discussion unless an item is withdrawn by a Board Member for questions or discussion. Any person wishing to speak on the consent agenda may do so by raising his/her hand and being recognized by the Board President.
 - A. Approve Meeting Minutes **Page 6**
5. Action Items – The following action items will be considered individually and each **require a motion** by the Board of Directors for action.
 - A. Consider Adopting Resolution No. 13-20, Setting the Schedule for Regular Board Meetings **Page 12**
(Presenter: Ryan Gross, General Manager)
 - B. Consider Setting Maximum Calendar Year 2021 District Contribution to Employee Health Insurance Benefit **Page 13**
(Presenter: Ryan Gross, General Manager)

December 2, 2020 Special Board Meeting Agenda
Posted November 30, 2020

6. Information Items – The following information items do not require any action by the Board of Directors and are for informational purposes only.
 - A. Discussion on Potential Joint Powers Agreement/Authority Alternatives
(Presenter: Mike Vasquez, Fire Chief)
7. General Manager’s Report
8. Report from Legal Counsel
9. Board Member Comments/Meetings
10. Meeting Adjournment

Upcoming Meetings: Regular Board Meeting, January 20, 2020 at 9:00 am

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: December 2, 2020

TO: Board of Directors

FROM: Ryan Gross, General Manager

SUBJECT: ELECTION OF OFFICERS OF THE BOARD OF DIRECTORS

RECOMMENDED BOARD ACTION

Consider conducting election of President and Vice President of the Running Springs Water District Board of Directors and Appoint Members to the Finance and Personnel Committees with each to serve a two-year term.

REASON FOR RECOMMENDATION

Pursuant to Section 2.5 of the Running Springs Water District's Resolution No. 14-17, Board Policy Manual, at the first Board meeting **following each District general election**, the Board shall convene and shall elect one of its members as President and one of its members as Vice-President, and Appoint Members to the Finance and Personnel Committees with each to serve a two-year term.

BACKGROUND INFORMATION

The procedure for the election should be as follows in accordance with Board Policy Manual, Section 2.5.2:

The General Manager shall chair the proceedings for election of the President, which shall be the first order of business after any newly elected Directors have been seated. The newly elected President shall assume office immediately, and shall chair the proceedings for the election of the Vice-President.

The President shall call for nominations from the members of the Board. A member need not be recognized by the President in order to make a nomination. No second shall be required for nominations, although one or more members may second a nomination to indicate endorsement. No member may nominate more than one person for the position. The President shall repeat each nomination until all nominations for the office have been made.

If an absent member has rendered a nomination by mail, which has been received by the Secretary of the Board prior to opening the meeting for nominations, such nomination shall be read by the President and shall be valid.

Once nominations have been completed, the President shall call for a vote which may be conducted either by a showing of hands or by voice vote. Voting shall be repeated as many times as necessary in order to obtain three votes for a single candidate. Where repeated voting is necessary, the nominee receiving the lowest number of votes shall not be removed from the next ballot unless a motion is duly carried requiring his/her elimination. The Secretary shall record the results of each vote in the minutes.

FISCAL INFORMATION

N/A

ATTACHMENTS

N/A

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: December 2, 2020
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 November 18, 2020.

ATTACHMENTS

Attachment 1 – Draft Meeting Minutes for Regular Board Meeting held on November 18, 2020

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
RUNNING SPRINGS WATER DISTRICT
COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA
November 18, 2020**

A Regular Meeting of the Board of Directors of the Running Springs Water District was held on Wednesday, November 18, 2020 at the hour of 9:00 A.M. at the District office located at 31242 Hilltop Boulevard, Running Springs, California, and through teleconference.

The following Directors were present at the District:

Tony Grabow, President
Mike Terry, Director
Bill Conrad, Director

Director Mark Acciani was absent

Also present at the District were the following:

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

The following were present through teleconference:

Errol Mackzum, Vice-President
Ward Simmons, Legal Counsel, Best, Best & Krieger
Brett Van Lant, Van Lant & Fankhanel, L.L.P.
Scott Manno, Rogers, Anderson, Malody & Scott, L.L.P.
Sunny Kim, Rogers, Anderson, Malody & Scott, L.L.P.

MEETING MINUTES

AGENDA ITEMS

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

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

2. Recognize and Hear from Visitors/Public Comment

No public comment.

3. Approval of Consent Items

A. Approve Meeting Minutes

Vice-President Mackzum identified a misspelled word on page 7 of the Board Meeting packet.

Vice-President Mackzum requested clarification on the word “prompt” located on page 8 of the Board Meeting packet. Board Secretary Amie R. Crowder provided explanation.

B. Ratify Expenditures and Cash Summary

Upon **motion** by Vice-President Mackzum, **second** by Director Conrad and **carried by a 4 to 0 roll call vote**, the Consent Items were approved.

4. Action Items

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

A. Consider Receiving, Filing, and Authorizing the Distribution of District’s Fiscal Year 2019-2020 Annual Financial Report and Audit Results

Brett Van Lant, with Van Lant & Fankhanel presented the financial audit. Brett continued to share that no internal control issues nor compliance inefficiencies were identified. Discussion regarding Other Post Employment Benefits (OPEB) and the Sensitivity Analysis occurred between Brett Van Lant and Vice-President Errol Mackzum, in which Brett was able to provide clarification as to when OPEB went into effect at the District; and, the purpose of the Sensitivity Analysis.

Upon **motion** by Vice-President Mackzum, **second** by Director Terry and **carried by a 4 to 0 roll call vote**, Receiving, Filing, and Authorizing the Distribution of District’s Fiscal Year 2019-2020 Annual Financial Report and Audit Results was approved.

B. Financial Presentation

Scott Manno of Rogers, Anderson, Malody and Scott (RAMS) presented the Financial Statements of the District. Discussion regarding the Mutual Aid budgets occurred between Vice-President Mackzum and General Manager Gross. Scott continued to review the Quick, Current and Debt Ratio. Manager Gross and Sunny Kim of RAMS discussed the vacant positions in the Collections Department and how this and the allocation of pension funds cause fluctuation within the financial statements. Vice-President Mackzum had inquiries about long-term debt. Manager Gross provided clarification. Director Conrad had several inquiries regarding the Ambulance Department, the Fire Department, and the

District's pension plan. Manager Gross and Scott Manno were able to provide clarification. Minimal discussion continued.

No action taken.

C. Consider Awarding Construction Contract for the Replacement of the Luring Pines Groundwater Well Pump and Motor

Operations Manager Trevor Miller detailed that the water production for this well was decreasing and upon investigation, identified that the motor was failing. Trevor continued to detail the area of greatest cost to this project is the labor and based on this, would also like to replace the pump at the same time. Minimal discussion continued.

Upon **motion** by Director Conrad, **second** by Director Terry and **carried by a 4 to 0 roll call vote**, Awarding Construction Contract for the Replacement of the Luring Pines Groundwater Well Pump and Motor, Authorizing the General Manager to execute the contract, and Authorizing the General Manager to approve change orders for the Project, not to exceed 15% of the low bid of \$11,125.55 was approved.

D. Consider Awarding Construction Contract for the Wastewater Treatment Plant Access Road Gate

Operations Manager Trevor Miller detailed the need for the gate at the access road and how moving the gates location will be safer for employees and any public/residents in the area. Trevor continued to explain that St. Anne's in the Mountains will be provided an access code to the gate also. Manager Gross shared that the Wastewater Treatment Plant received an official address and this will help the Wastewater Treatment Plant (WWTP) with receiving deliveries with greater ease.

Upon **motion** by Director Conrad, **second** by Director Terry and **carried by a 4 to 0 roll call vote**, Awarding Construction Contract for the WWTP Access Road Gate, Authorizing the General Manager to execute the contract, and Authorizing the General Manager to approve change orders for the Project, not to exceed 15% of the low bid of \$6,800.00 was approved.

E. Consider Awarding Construction Contract for the Wastewater Collections Building Header Modifications

Operations Manager Trevor Miller reviewed the current location and dimensions of the building and how it is cumbersome to park the video inspection van and other service trucks. Trevor continued to outline that this modification would also allow an additional truck to be parked in the garage during the winter. Minimal discussion continued.

Upon **motion** by Director Conrad, **second** by Director Terry and **carried by a 4 to 0 roll call vote**, Awarding Construction Contract for the Wastewater Collections Building Header Modifications, Authorizing the General Manager to execute the contract, and Authorizing the General Manager to approve change orders for the Project, not to exceed 15% of the low bid of \$5,690.00 was approved.

F. Consider Authorizing Purchase of Zoll AutoPulse Mechanical Chest Compression Devices

Battalion Chief Cindy Strebel presented both the details and the importance of the Fire Department having the Zoll AutoPulse Mechanical Chest Compression devices. Discussions between Director Conrad, Vice-President Mackzum, Manager Gross, Battalion Chief Strebel and Fire Chief Vasquez regarding the lifespan of these devices, potential grant funding, COVID-19 reimbursement, and trainings for these devices continued.

Upon **motion** by Director Conrad, **second** by Director Terry and by Director Terry and **carried by a 4 to 0 roll call vote**, Authorizing Purchase of Zoll AutoPulse Mechanical Chest Compression Devices, not to exceed \$30,644.10 was approved.

5. Information Items

A. Director Appointments

General Manager Gross shared that the County of San Bernardino Board of Supervisors presented their Consent Item #80 at 12:30 p.m. on Tuesday, November 17, 2020 to appoint in lieu of election Errol Mackzum and Mike Terry as Directors for the next 4-year term. Manager Gross explained that the County of San Bernardino will provide the District with the appropriate paperwork within the next few weeks and the District can then proceed to swearing Director Terry and Vice-President Mackzum into their term.

6. General Manager's Report

No additional General Manager comments.

7. Operations Manager's Report

Operation Manager Trevor Miller provided an update that the drum screen and drying bed improvements project is near completion and the annual membrane bio-reactor (MBR) maintenance is complete. Trevor outlined a significant future purchase the WWTP will need to prepare for, which will be replacement membranes. Trevor continued to detail the rapidly evolving MBR technology and the long-term benefits this replacement and upgrade will provide.

8. Fire Chief’s Report

Fire Chief Vasquez provided an update that the CalFire reimbursement for fire assignments should be received within a few weeks, COVID-19 Reimbursements are being recorded so they can be submitted to FEMA upon completion of the COVID pandemic, and presented information on a potential Joint Powers Agreement or Joint Powers Authority with the Arrowbear Fire Department which will be added to the December Board Meeting agenda for further discussion.

9. Report from Legal Counsel

Ward Simmons, Legal Counsel, Best, Best & Krieger shared an update on that the California Supreme Court accepted the Pico Neighborhood case against the City of Santa Monica. Details of this case will be available next year.

10. Board Member Comments/Meetings

No comments.

11. Meeting Adjourned

The meeting was adjourned at 10:48 A.M.

Respectfully Submitted,

President, Board of Directors
Running Springs Water District

Secretary of the Board of Directors
Running Springs Water District

RESOLUTION NO. 13-20

**RESOLUTION OF THE BOARD OF DIRECTORS OF RUNNING SPRINGS
WATER DISTRICT SETTING THE SCHEDULE FOR REGULAR BOARD
MEETINGS**

WHEREAS, the Regular Board Meetings of the Board of Directors of the Running Springs Water District are currently conducted on the third Wednesday of each month at 9:00 a.m.; and

WHEREAS, Government Code Section 54954 states that the Board of Directors shall provide, by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by the Board of Directors, the time and place for holding regular meetings;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Running Springs Water District that beginning in January, 2021 the Regular Board Meetings of the Board of Directors in each month shall continue to be conducted on the third Wednesday of each month at 9:00 a.m. at the District's Boardroom located at 31242 Hilltop Boulevard, Running Springs, California.

ADOPTED by the Board of Directors of the Running Springs Water District on the 2nd day of December 2020

President of the Board of Directors
Running Springs Water District

ATTEST:

Secretary of the Board of Directors
Running Springs Water District

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: December 2, 2020

TO: Board of Directors

FROM: Ryan Gross, General Manager

SUBJECT: CONSIDER SETTING MAXIMUM 2021 DISTRICT CONTRIBUTION TO EMPLOYEE HEALTH INSURANCE BENEFITS

RECOMMENDATION

It is recommended that the Board of Directors provide direction to staff on the calendar year 2021 District contribution to employee's health insurance benefit.

REASON FOR RECOMMENDATION

To set the maximum amount the District will contribute towards an employee's health insurance plan premiums and/or qualified medical expense reimbursement plan.

BACKGROUND INFORMATION

On March 21, 2019 and Beginning with the Fiscal Year Ending (FYE) 2020 District Budget, the Board agreed to consider any future increases in the District's Employee Health Insurance cap amounts due to any CalPERS Health Insurance Premium increases, in January of each year based on half of what the CalPERS HMO premium increase is for the lowest cost CalPERS HMO premium.

The District's CalPERS Health Insurance Plan Premium adjustments are typically published in July and take effect January 1st of each year. Therefore, in order to better align any adjustments in CalPERS Health Insurance Premium increases and District contribution adjustments, the Board agreed to consider any adjustments take place in January.

FISCAL INFORMATION

The following tables show the 2020 and 2021 CalPERS Health Insurance Premium adjustments and the amounts the District contributes as well as a proposed 3.3% and a 1.5% increase in the District's maximum contribution for calendar year 2021. The 3.3% proposed increase is based on one half of the average premium increase. The 1.5% proposed increase is based on what the Board has previously agreed to which is one half of the increase for the lowest cost HMO premium increase.

CalPERS 2020 & 2021 Health Premiums - San Bernardino County								
HMO	2020			2021			% Change (+/-)	Employees Enrolled
	Single	2-Party	Family	Single	2-Party	Family		
Anthem Blue Cross Select HMO	\$ 620	\$ 1,240	\$ 1,612	\$ 639	\$ 1,278	\$ 1,662	3.08%	1
Blue Shield Access+	\$ 813	\$ 1,626	\$ 2,114	\$ 835	\$ 1,670	\$ 2,171	2.68%	1
Kaiser Permanente	\$ 664	\$ 1,329	\$ 1,727	\$ 670	\$ 1,340	\$ 1,742	0.84%	5
United Health Care	\$ 668	\$ 1,337	\$ 1,738	\$ 721	\$ 1,442	\$ 1,874	7.84%	3
PPO								
PERS Choice	\$ 710	\$ 1,421	\$ 1,702	\$ 761	\$ 1,522	\$ 1,979	16.31%	1
PERS Select	\$ 436	\$ 871	\$ 1,094	\$ 459	\$ 920	\$ 1,196	9.31%	4
RSWD Contribution to Health Insurance (\$/month)	\$ 558	\$ 1,116	\$ 1,450	\$ 577	\$ 1,153	\$ 1,498	6.7%	Avg Increase
% Paid by RSWD of half the average premium increase	90%	90%	90%	90%	90%	90%	3.3%	1/2 Avg Increase
Out of Pocket for half the average premium increase	\$ 62	\$ 124	\$ 162	\$ 62	\$ 125	\$ 163		

*6.7% is the average increase for the plans we have employees enrolled in.

**Total additional annual cost to the District (for half the average premium increase) would be approximately \$8,000 - \$10,000. This includes those enrolled in the District's Medical Reimbursement Plan.

CalPERS 2020 & 2021 Health Premiums - San Bernardino County								
HMO	2020			2021			% Change (+/-)	Employees Enrolled
	Single	2-Party	Family	Single	2-Party	Family		
Anthem Blue Cross Select HMO	\$ 620	\$ 1,240	\$ 1,612	\$ 639	\$ 1,278	\$ 1,662	3.08%	1
Anthem Blue Cross Traditional HMO	\$ 903	\$ 1,805	\$ 2,347	\$ 984	\$ 1,968	\$ 2,559	9.03%	
Blue Shield Access+	\$ 813	\$ 1,626	\$ 2,114	\$ 835	\$ 1,670	\$ 2,171	2.68%	1
Health Net SmartCare	\$ 648	\$ 1,297	\$ 1,686	\$ 691	\$ 1,383	\$ 1,798	6.63%	
Kaiser Permanente	\$ 664	\$ 1,329	\$ 1,727	\$ 670	\$ 1,340	\$ 1,742	0.84%	5
United Health Care	\$ 668	\$ 1,337	\$ 1,738	\$ 721	\$ 1,442	\$ 1,874	7.84%	3
PPO								
PERS Choice	\$ 710	\$ 1,421	\$ 1,702	\$ 761	\$ 1,522	\$ 1,979	16.31%	1
PERS Select	\$ 436	\$ 871	\$ 1,094	\$ 459	\$ 920	\$ 1,196	9.31%	4
PERS Care	\$ 931	\$ 1,862	\$ 2,194	\$ 1,036	\$ 2,072	\$ 2,694	22.79%	
RSWD Contribution to Health Insurance (\$/month)	\$ 558	\$ 1,116	\$ 1,450	\$ 567	\$ 1,133	\$ 1,472	3.1%	Lowest \$ HMO
% Paid by RSWD of Lowest Cost HMO Plan Premium	86%	86%	86%	89%	89%	89%	1.5%	1/2 Lowest \$ HMO
Out of Pocket for Lowest Cost HMO Plan Premium	\$ 90	\$ 181	\$ 236	\$ 73	\$ 145	\$ 189		

*1.5% is half of the lowest cost HMO premium increase.

**Total additional annual cost to the District would be approximately \$3,700 - \$4,500. This includes those enrolled in the District's Medical Reimbursement Plan.