

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF DIRECTORS RUNNING SPRINGS WATER DISTRICT  
COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA  
JUNE 17, 2015**

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The Regular Meeting of the Board of Directors of the Running Springs Water District was held on Wednesday, June 17, 2015 at the hour of 9:00 A.M. at the District office located at 31242 Hilltop Boulevard, Running Springs, California.

The following Directors were present:

Kenneth Ayers, President  
Mike Terry, Director  
Henry Heredia, Director  
Everett "Ed" Brittain, Director  
Pamella Bennett, Director

Also present were the following:

Ryan Gross, General Manager  
Joan C. Eaton, Secretary/Treasurer/Administration Supervisor  
George Corley, Fire Chief  
Mike Vasquez, Fire Battalion Chief  
Randy Bobroff, Water Division Supervisor  
Isaiah Hall, Wastewater Collections Division Supervisor  
Ward Simmons, Attorney, Best, Best & Krieger (BB&K)

No Visitors Were Present:

**MEETING MINUTES**

**AGENDA ITEMS**

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

The meeting was called to order at 9:02 A.M. by President Ayers who also led the assembly in the pledge of allegiance to the flag.

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

There were no visitors present.

**3. Approval of Consent Items**

The following consent items were listed for approval:

**A. Approval of Meeting Minutes for May 27, 2015 Regular Board Meeting**

**B. Ratify May 2015 Expenditures**

Upon motion by Vice-President Brittain, second by President Ayers and carried by a 5 to 0 vote, the May 2015 Expenditures were ratified and the Consent Items were approved.

**4. Action Items**

**A. Consider Approving Resolution No. 13-15, Adopting the Fiscal Year 2015/2016 District Budget**

Manager Gross reported on the proposed Fiscal Year 2015/2016 District Budget that has been reviewed by the Finance Committee and full Board of Directors. Manager Gross stated the only changes since the last review were the Board approved increases to the Employee Medical Caps and he stated the total combined District Budget for all Divisions held expenses to a 1.45% increase that was within the 3% goal. There were no questions regarding the final proposed Fiscal Year 2015/2016 Budget.

Upon motion by Director Heredia, second by Director Bennett and carried by a 5 to 0 vote, RESOLUTION NO. 13-15, ADOPTING THE FISCAL YEAR 2015/2016 DISTRICT BUDGET, was approved. (Resolution No. 13-15 on file in the District office)

**B. Consider Adopting Resolution No. 14-15, Calling an Election on November 3, 2015 to Submit to the Voters of the District a Measure to Increase the Maximum Amount of the Availability Charge for Fire Suppression Service and Requesting Consolidation with the State-Wide Election**

Manager Gross reported on Ordinance No. 43, Authorizing an Increase to the Availability Charge for Fire Suppression Service that was adopted by the Board on April 23, 2015 and he said Resolution No. 14-15 will allow the District to submit a ballot measure to the Registrar of Voters for the November 3, 2015 Election. Manager Gross stated that the Fire Availability charges of \$65 per year will increase to \$158 phased over 2-3 years and each year thereafter will include an annual inflationary increase based on the Consumer Price Index (CPI). Chief Corley stated the biggest obstacle is the CalFire fee that is not in any way affiliated with the Running Springs Water District or Running Springs Fire Department with Manager Gross noting that the hearing regarding the CalFire fee by the Howard Jarvis Tax Payers Association has been delayed. Discussion continued regarding the proposed increase and the importance of notifying the community that the fee includes Emergency Medical Services. Attorney Simmons said the resolution could be altered to include Emergency Medical Services and the wording in the resolution can also be changed from Fire Suppression to Local Fire Protection.

Upon motion by Director Bennett, second by Director Brittain and carried by a 5 to 0 vote, RESOLUTION NO. 14-15, CALLING AN ELECTION ON NOVEMBER 3, 2015 TO SUBMIT TO THE VOTERS OF THE DISTRICT A MEASURE TO INCREASE THE MAXIMUM AMOUNT OF THE AVAILABILITY CHARGE FOR FIRE SUPPRESSION

SERVICE AND REQUESTING CONSOLIDATION WITH THE STATE-WIDE ELECTION, was adopted as amended. (Resolution No. 14-15 on file in the District office)

**C. Consider Adopting Resolution No. 15-15, for the Election of Directors to the Special District Risk Management Authority**

Manager Gross reported on the Special District Risk Management Authority (SDRMA) Directors Election for 2015 that was discussed briefly in Board Correspondence at the May, 2015 Board Meeting. At that time, the Board suggested preparing a resolution to vote for incumbents Ed Gray and Sandy Seifert-Raffelson.

Upon motion by Director Terry, second by Director Heredia and carried by a 5 to 0 vote, RESOLUTION NO. 15-15, FOR THE ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT MANAGEMENT AUTHORITY, was adopted. (Resolution No. 15-15 on file in the District office)

**D. Consider Adopting Resolution No. 16-15, Adopting Water Use Restrictions Consistent with State Water Resources Control Board Emergency Regulations**

Manager Gross reported on the State Water Resources Control Board (SWRCB) Drought Emergency Water Conservation Regulations that require distributors of a public water supply that are not urban water suppliers to take one or more of the following actions (A) limit outdoor irrigation of ornamental landscapes or turf with potable water by persons it serves to no more than two days per week; or (B) reduce by 25 percent its total potable water production relative to the amount produced in 2013. The District's existing Resolution No. 18-14 limits outdoor irrigation to two days a week with proposed Resolution No. 16-15 specifying which two days that outdoor irrigation is permitted and provides clarification to the State Board that Running Springs Water District is enforcing conservation. Discussion continued and Manager Gross suggested the Board change the Water Use Restriction days listed in Resolution No. 16-15 from Monday and Friday to Thursday and Sunday from 12:01 a.m. to 8:00 a.m. and from 6:00 p.m. to midnight to accommodate weekend customers. Manager Gross stated the District will mail a Notice of Violation letter to offending customers and repeat offenders will be reported to Code Enforcement. Manager Gross provided the Board with the RSWD Total Water Production Chart and Supervisor Bobroff confirmed there is a 25% reduction in water consumption from ten years ago. Director Heredia suggested amending Resolution No. 16-15 to clarify by adding the word "any" to include "anything". Water Conservation Regulation information will be posted on the District website and a newsletter will be included in the July customer billings. Attorney Simmons confirmed the Water Use Restriction expiration date will be January, 2016 but said the restrictions could be discontinued early.

Upon motion by Director Heredia, second by President Ayers and carried by a 5 to 0 vote, RESOLUTION NO. 16-15, ADOPTING WATER USE RESTRICTIONS CONSISTENT WITH STATE WATER RESOURCES CONTROL BOARD EMERGENCY REGULATIONS was adopted as amended. (Resolution No. 16-15 on file in the District office)

**E. Consider Approval and Adoption of Resolution No. 17-15, Establishing Appropriations Limits for Fiscal Year 2015/2016**

Manager Gross reported on the annual Appropriations Limits that each local jurisdiction is required to establish, provide documentation used in determining the limits and make available to the public fifteen (15) days prior to adoption of the resolution. Manager Gross said the District is expecting approximately \$1.4 million dollars in property tax revenue.

Upon motion by Director Bennett, second by President Ayers and carried by a 5 to 0 vote, RESOLUTION NO. 17-15, ESTABLISHING APPROPRIATIONS LIMITS FOR FISCAL YEAR 2015/2016, was adopted. (Resolution No. 17-15 on file in the District office)

**F. Consider Adopting Resolution No. 18-15, Amending and Adopting Local Guidelines for Implementing the California Environmental Quality Act (CEQA)**

Manager Gross reported on the State CEQA Guidelines and stated the Running Springs Water District Local CEQA Guidelines have been revised and amended to reflect the State CEQA guidelines, the Public Resources Code and local practices by BB&K, Legal Counsel with all changes incorporated into the 2015 CEQA Guidelines. President Ayers asked if there was any impact to the District and Attorney Simmons said Bill AB52 was adopted last year that increases the level of consultation that takes place between the Native American Tribes and Agencies and most changes are related to this bill.

Upon motion by Director Heredia, second by Director Terry and carried by a 5 to 0 vote, RESOLUTION NO. 18-15, AMENDING AND ADOPTING LOCAL GUIDELINES FOR IMPLEMENTING THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA), was adopted.

**G. Consider Adopting Resolution No. 19-15, Adopting a Minimum Paid Sick Leave Policy for Part-Time Employees and Revised Use of Sick Leave and Medical Certification Policy**

Manager Gross reported on the Workplace Healthy Family Act of 2014 and Labor Code sections 245-249, that states an employee who on or after July 1, 2015 works in California for thirty (30) or more days within a year from the beginning of employment is entitled to paid sick leave. AB 1522 also requires a greater use of sick leave than what is included in the District's existing policy and applies to all employees. Manager Gross stated the law will affect the District Paid Call Fire Fighters who will be eligible for this benefit beginning July 1, 2015. The Resolution includes a Minimum Paid Sick Leave Policy that would grant eligible employees one (1) hour of sick leave for every thirty (30) hours worked and they would be entitled to use the sick leave beginning on the 90<sup>th</sup> day of employment. Any unused sick leave would carry over to the following year and will cap at forty-eight (48) hours. Resolution No. 19-15 and the Minimum Paid Sick Leave Policy was reviewed by Best, Best & Krieger and will be incorporated into the District Personnel Manual. Discussion continued regarding the policy and employee schedules and Manager Gross confirmed the minimum paid sick leave

will not be paid out upon termination. Manager Gross stated Resolution No. 19-15 will become an amendment to the District Personnel Manual.

Upon **motion** by Director Terry, **second** by Vice-President Brittain and **carried by a 5 to 0 vote**, RESOLUTION NO. 19-15, ADOPTING A MINIMUM PAID SICK LEAVE POLICY FOR PART-TIME EMPLOYEES AND REVISED USE OF A SICK LEAVE AND MEDICAL CERTIFICATION POLICY, was adopted. (Resolution No. 19-15 on file in the District office)

**H. Consider Voting to Elect a Representative to the California Special Districts Association Board of Directors**

Manager Gross stated there are two (2) candidates asking for a District vote for the California Special Districts Association 2015 Board Elections.

Upon **motion** by President Ayers, **second** by Director Bennett and **carried by a 5 to 0 vote**, Electing Representative Jo MacKenzie to the California Special Districts Association Board of Directors, was approved.

**5. Information Items**

**A. Water Quality Consumer Confidence Report for 2014**

Manager Gross provided the Board with a copy of the Water Quality Consumer Confidence Report for 2014 with no questions from the Board.

**6. General Manager's Report**

Manager Gross reported on the Department of Finance who instructed the State of California Controller's Office to issue Unfunded Mandate Reimbursements to Local Agencies regarding expenses to conduct open Board Meetings in accordance with the Brown Act and he said the District is expected to receive approximately \$1,586.

The District received a letter from Connie Riach, Running Springs Escrow, Inc. regarding water conservation and recycled water in the current drought situation. Supervisor Bobroff will respond to the letter.

The Auditor Engagement Letter from Van Lant & Fankhanel, LLP regarding the Year Ending June 30, 2015 Audit was provided to the Board for their review.

President Ayers and Manager Gross will represent the District and attend the Rim of the World Council of Governments meeting that is scheduled for July 9, 2015 at Rim of the World High School.

The Assessment District #10 Delinquent Chabad properties were sold at the County Tax Sale and when the District receives the official Notice of Sale within the next sixty (60) days, a claim for approximately \$8,500 in excess proceeds will be submitted. The next step will be collection efforts from the new owner and Attorney Simmons confirmed that the delinquent assessments remain with the properties.

Manager Gross closed by stating the District has received the revised and fully executed Finance Agreement from the State Water Board for the Lift Station Improvement Project so Trinity will begin construction on Sewer Lift Station No. 2 in the next few weeks. Regarding Ayers Acres, the Groundwater Well Underground Electrical Conduit and PVC Force Main have been installed with Bacon Wagner Excavating, Inc. currently excavating the Booster Station site. Supervisor Bobroff has been taking progression photos and will provide a presentation at a future Board Meeting.

**7. Report From Engineer**

With Engineer Thomas absent there was no information to report.

**8. Legal Counsel**

Attorney Simmons attended the June 15, 2015 Special District's Meeting and he stated the main topic was the drought situation.

**9. Board Member Meetings**

No further information to report.

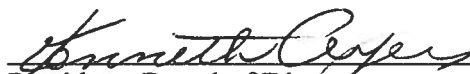
**10. Board Member Comments**

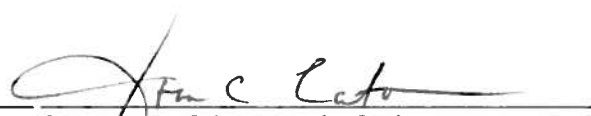
The projected completion date of the Sewer Lift Station No. 2 Improvement Project is expected to be August, 2015. Manager Gross confirmed the contract requires that the Lift Station remain fully operational while the new station is being built.

**11. Meeting Adjournment**

The meeting was adjourned at 10:13 A.M.

Respectfully Submitted,

  
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President, Board of Directors  
Running Springs Water District

  
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Secretary of the Board of Directors  
Running Springs Water District