



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: DECEMBER 15, 2017
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, December 20, 2017, at the hour of 9:00 A.M. at the District Office located at 31242 Hilltop Boulevard, Running Springs, California. This agenda was posted prior to 5:00pm on December 15, 2017 at the Running Springs Water District Office and Website.

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

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

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

AGENDA

1. Call Meeting to Order and Pledge of Allegiance
2. Recognize and Hear from Visitors / Public Comment - This portion of the agenda is reserved for the public to make comments on matters within the jurisdiction of the Running Springs Water District that are **not on the agenda**. The Board, except to refer the matter to staff and/or place it on a future agenda, may take no action. It is in the best interest of the person speaking to the Board to be concise and to the point. A time limit of five minutes per individual will be allowed. Any person wishing to comment on an item that is on the agenda is requested to complete a request to speak form prior to the item being called for consideration or to raise their hand and be recognized by the Board President.
3. Election of Officers – Consider Postponing Election of Officers Until After the Next District General Election
(Presenter: Ryan Gross, General Manager) **Page 3**
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are expected to be routine and non-controversial and will be acted on at one time without discussion unless an item is withdrawn by a Board Member for questions or discussion.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 5**
- B. Ratify Expenditures **Page 13**
- C. Consider Adopting Resolution No. 24-17, Setting the Schedule for Regular Board Meetings **Page 20**
- 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. 25-17, Providing Workers’ Compensation Insurance for Board Members and Volunteers **Page 21**
(Presenter: Ryan Gross, General Manager)
- 6. Information Items – The following information items do not require any action by the Board of Directors and are for informational purposes only.
 - A. Update on Camp Helendade Property
- 7. Closed Session
 - A. Conference With Legal Counsel – Anticipated Litigation. Significant Exposure to litigation pursuant to Paragraph (2) of subdivision (d) of Section 54956.9. Number of cases: One
- 8. Open Session
 - A. The Board and/or Legal Counsel will report any action taken in closed session.
- 9. General Manager’s Report
- 10. Report from Legal Counsel
- 11. Board Member Comments / Meetings
- 12. Meeting Adjournment

Upcoming Meetings: Regular Board Meeting, January 17, 2018 at 9:00 am

RUNNING SPRINGS WATER DISTRICT**MEMORANDUM**

DATE: December 20, 2017

TO: Board of Directors

FROM: Ryan Gross, General Manager

SUBJECT: ELECTION OF OFFICERS OF THE BOARD OF DIRECTORS

RECOMMENDED BOARD ACTION

Consider postponing conducting election of President and Vice President of the Running Springs Water District Board of Directors until after the next District general election.

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** to elect Directors of this Board, the Board shall convene and shall elect one of its members as President and one of its members as Vice-President, with each to serve a two-year term.

Resolution 05-17 changed the date for the District's general election from November of odd-numbered years to the statewide general election date in November of even-numbered years.

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 20, 2017

TO: Board of Directors

FROM: Joan Eaton, 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 15, 2017.

ATTACHMENTS

Attachment 1 – Draft Meeting Minutes

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS RUNNING SPRINGS WATER DISTRICT
COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA
NOVEMBER 15, 2017**

The Regular Meeting of the Board of Directors of the Running Springs Water District was held on Wednesday, November 15, 2017 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
Pamella Bennett, Vice-President
Mike Terry, Director
Errol Mackzum, Director

Director Tony Grabow was absent

Also present were the following:

Ryan Gross, General Manager
Joan C. Eaton, Board Secretary/Treasurer/Administration Supervisor
George Corley, Fire Department Chief
Randy Bobroff, Water Division Supervisor
Isaiah Hall, Wastewater Collections Division Supervisor
Scott Manno, Rogers, Anderson, Malody and Scott, Partner, CPA
Sunny Kim, Rogers, Anderson, Malody and Scott, Staff Accountant
Brett Van Lant, Van Lant & Fankhanel, LLP, Partner, Auditor

No Visitors Present

MEETING MINUTES

AGENDA ITEMS

1. Call Meeting to Order and Pledge of Allegiance

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

2. Recognize and Hear From Visitors/Public Comment

3. Approval of Consent Items

A. Approve Meeting Minutes

B. Ratify Expenditures and Cash Summary

Manager Gross confirmed that Treatment Plant improvement expenses are capitalized, added to the fixed asset list and treated as shared cost with upstream users.

C. Consider Receiving and Filing the Assessment District No. 10 Continuing Disclosure Annual Report for the Fiscal Year ending June 30, 2017

Manager Gross confirmed the West Coast Torah Retreat and Camp Center has unpaid assessments in excess of 5% of the total unpaid assessments as of June 30 2017. The information in Section 2.8 of the Continuing Disclosure Annual Report represents the property owner's total unpaid assessments (as of June 30th) throughout the remaining life of the Assessment District. This property owner is current in payment on their six parcels and they are only notable because they represent such a large portion of the remaining assessments to be collected in future years.

Discussion moved to the Financial Statements Hazard Abatement expense that increased due to abatement of properties by outside contractors and revenue increases due to penalties paid by property owners for property abatement in Fiscal Year 2016/2017.

Upon motion by Director Terry, second by Director Bennett and carried by a 4 to 0 vote, the Consent Items were approved.

4. Action Items

A. Consider Receiving, Filing and Authorizing the Distribution of the District's Fiscal Year 2016-2017 Annual Financial Report and Audit Results

Brett Van Lant, Partner with Van Lant & Fankhanel, LLP (VLF) presented the District's Audit Report for Fiscal Year Ended June 30, 2017 and 2016. The Financial Report states that VLF conducted their audit in accordance with governmental accounting standards and the independent auditor concluded, based upon the audit, that in their opinion the District's financial statements present fairly, in all material respects, the financial position of the governmental activities, business-type activities, each major fund and the aggregate remaining fund information of the District as of June 30, 2016 and the changes in financial position, and where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America. Mr. Van Lant summarized the auditing reports and stated this was an unmodified or clean opinion on the comparative financial statements and regarding internal control, the audit did not identify any material weaknesses or reportable significant deficiencies and in the course of their audit, they did not identify any non-compliance issues in review of District contracts and agreements. Mr. Van Lant said they encountered no difficulties or disagreements with management and they did not identify any issues regarding segregation of administration duties and there were no concerns

regarding the District appropriations limits. Manager Gross noted that the District is approximately three (3) million dollars below the appropriations limit.

Manager Gross reported on the Ambulance salaries saying the District adjusted the allocation of the Fire Department salaries to 65% and Ambulance salaries to 35% in Fiscal Year 2016/2017 which is the reason for the increase in the Ambulance operating expenses. Director Mackzum requested additional information regarding the Ambulance uncollectable allowance and receivables and discussion continued. Chief Corley confirmed that most of the ambulance uncollectable accounts are Medicare and Medicaid and are partially reimbursed by the Ground Emergency Medical Transportation (GEMT) and the Intergovernmental Transfer (IGT) Programs with Manager Gross saying Board policy is seven (7) years for an ambulance account to be considered uncollectable. Manager Gross confirmed that in 1983, ambulance service was established in the District.

Mr. Van Lant was excused at 9:32 A.M.

Upon motion by President Ayers, second by Director Mackzum and carried by a 4 to 0 vote, Receiving, Filing and Authorizing the Distribution of the District's Fiscal Year 2016-2017 Annual Financial Report and Audit Results, were approved.

B. Financial Presentation

Scott Manno, Rogers, Anderson, Malody and Scott, LLP (RAMS) Partner presented the District's Financial Statements for the years ended June 30, 2017 and 2016 and opened his presentation by reviewing the financial highlights. The District's total net position increased by \$598,817 from the prior year due to rate increases, water consumption, Fire Department payroll reimbursement revenue and an increase in property tax revenue. The total net position increased 4% due to a 4.15% increase in revenues and an increase of 3.5% in total expenses. Cash and temporary investment increased by \$815,138 due to the rate increases and decrease of construction in progress due to completion of the Ayers Acres Groundwater Well and three (3) Sewer Lift Stations. The key factors in the increase of \$1,695,073 in long term liability were additional loan and net pension liability. Mr. Manno then reviewed the Government Wide Summary and District Balance Sheets for the Governmental Fund (Fire) and Business Type Activities (Water, Sewer and Ambulance) revenues, expenses and cash flows stating the current ratio for Business Type Activities increased from 3.23 in 2016 to 4.75 in 2017 with the higher ratio the better. Discussion continued and Mr. Manno said based on his opinion, the District financial status is good. Manager Gross stated the District is still not at the levels set by the cash reserve policy but are trending in the right direction. Manager Gross said the District will need to consider the five (5) year rate adjustment plan that ends in 2019 and Mr. Manno and Ms. Kim were excused at 9:57 A.M.

No motion required.

C. Consider Appointing Ad Hoc Committee to Review Proposed Trails Project for the Running Springs (Hilltop) Area

Manager Gross and Director Bennett reported on the October 18, 2017 presentation by Bruce Daniels regarding the proposed Trails Project for the Running Springs (Hilltop) Area. Director Bennett said the presentation covered an enormous amount of area to review and she suggested the Board review the proposal to identify District participation. Discussion continued regarding formation of an Ad Hoc Committee to consider revitalization of the Downtown Running Springs area and possibly securing grant funding.

Upon **motion** by President Ayers, **second** by Director Mackzum and **carried by a 4 to 0 vote**, Appointing Directors Bennett and Terry to the Ad Hoc Committee to Review the Proposed Trails Project for the Running Springs (Hilltop) Area, was approved.

D. Consider Authorizing Purchase of Replacement Fire Chief Vehicle

Chief Corley reported on the Fire Department 2000 Dodge Durango staff vehicle that has over 147,000 miles, has reached the end of its useful life and is scheduled for replacement in fiscal year 2017/2018 with Manager Gross saying the District will try to surplus the 2000 Dodge Durango. Quotes for the replacement vehicles were provided to the Board that included a 2017 Dodge Ram 2500 gas engine at approximately \$48,000 and a Ford F250 diesel engine at approximately \$52,222 through the Cal Fire contract. The vehicle purchase will be funded from the Fire Department Operating Reserve Fund with a balance of \$723,530 and Manager Gross said replacement of the staff vehicle is a \$50,000 budgeted item in Fiscal Year 2017/2018. Discussion continued and District staff will research county fuel contracts.

Upon **motion** by Director Bennett, **second** by Director Terry and **carried by a 4 to 0 vote**, Authorizing Purchase of the Replacement Fire Chief Vehicle 2017 Ford F250 Diesel Truck for approximately \$52,222, was approved.

E. Consider Authorizing Expenditure for Replacement Sidewinder Canyon Groundwater Booster Pump and Motor

Supervisor Bobroff recommended that the Board authorize an expenditure for the replacement of the Sidewinder Groundwater Well Booster Pump and Motor in an amount not to exceed \$18,000. The Sidewinder Groundwater Well Booster Pump and Motor were installed in 1981 and rebuilt in 2001 and is the main booster for the canyon. Supervisor Bobroff provided a repair estimate by Brithinee Electric in the amount of \$5,293 and a replacement estimate from Harich Enterprises Co. Inc. in the amount of \$13,899. Director Mackzum expressed concerns regarding single source procurement and Manager Gross said the District is spending an additional \$6,000 per month with the well off line and confirmed this is an urgent item. If approved, the funding source will be the Water Capital Improvement Reserve Fund with a balance of \$151,370. The District did receive

two additional quotes of \$20,260.70 and \$14,639.86 from two additional vendors but the information was not available at the time of the agenda posting.

Upon **motion** by Director Mackzum, **second** by Director Terry and **carried by a 4 to 0 vote**, Authorizing Urgent Item Expenditure for Replacement of Sidewinder Canyon Groundwater Booster Pump and Motor not to exceed \$18,000, was approved.

5. Information Items

A. Water Production and Precipitation Report

B. November 2017 Newsletter

Manager Gross recommended that the Information Items are bypassed at this time to move to closed session.

6. Closed Session

A. Conference with Legal Counsel – Anticipated Litigation. Significant Exposure to litigation pursuant to Paragraph (2) of subdivision (d) of Section 54956.9 Number of cases: One

Upon **motion** by Director Bennett, **second** by Director Terry and **carried by a 4 to 0 vote**, the Board moved to Closed Session for Conference with Legal Counsel, Anticipated Litigation, Significant Exposure to Litigation Pursuant to Paragraph (2) of Subdivision (d) of Section 54956.9, Number of cases: One, at 10:31 A.M. by the following roll call vote.

Kenneth Ayers - Yes
Mike Terry - Yes
Pamella Bennett - Yes
Errol Mackzum – Aye

7. Open Session

A. The Board and/or Legal Counsel will report any action taken in Closed Session

Manager Gross stated the Board came out of closed session at 11:48 A.M. and there was no reportable action.

8. General Manager’s Report

Manager Gross reported that Lewis Murray with the San Bernardino County Supervisors Office is working with the Local Agency Formation Commission (LAFCO) regarding the

necessary studies for potential annexation requested by Green Valley Lake area residents. Manager Gross confirmed there is no cost implication to the District at this point and time.

Manager Gross reported on the Wastewater Treatment Plant MBR 1 upgrade project that is now complete. Manager Gross stated the District budgeted \$75,000 to complete the project and because staff completed the work in house, the final cost was under budget at approximately \$60,000. Manager Gross also reported on the completed Bacon Wagner contract to install the new metering manhole at the plant.

Manager Gross provided a brief power point presentation regarding the Downtown Sewer Slip Lining Project.

Manager Gross updated the Board regarding a cracked retaining buildup wall at Fire Station No. 51 that will be covered by the Special District Risk Management Authority (SDRMA) property liability insurance. Discussion continued and Manager Gross said the estimated cost will be \$50,000 to \$60,000 and the District will proceed with the claim.

The State Revolving Fund (SRF) Loan Program for the Automated Meter Reading (AMR) Project is at the final review step by legal counsel. Manager Gross said the project is expected to begin in the spring of 2018.

Manager Gross will be meeting with a company called Getaway House who is a potential buyer for the Camp Helendade property to discuss groundwater rights and possible annexation into the District.

Manager Gross closed by reporting on various issues.

9. Report From Legal Counsel

None

10. Board Member's Comments

Director Bennett requested that the District schedule the first Ad Hoc Committee Meeting regarding the Proposed Trails Project for the Running Springs (Hilltop) Area after January, 2018. The District will send a note to Bruce Daniels regarding the planned Ad Hoc Committee Meeting.

The December Board Meeting will be held as scheduled at this time.

11. Meeting Adjournment

The meeting was adjourned at 12:14 P.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: December 20, 2017
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 November 2017 expenditures.

REASON FOR RECOMMENDATION

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

ATTACHMENTS

Attachment 1 – Accounts Payable Check Register for November 2017
Attachment 2 – Cash Summary

Running Springs Water District

Accounts Payable Checks

November 2017

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
2 Hot Uniforms inc	PCF Boot Allowance and Name Plate - J.Aldama	11/13/17	730.36	101294	730.36
Action Automotive Repair Inc	carburator mobile compressor	11/13/17	454.63	101295	454.63
	Switch out Snow Tires	11/16/17	122.75	101315	122.75
	Switch out snow tires	11/22/17	60.00	101332	60.00
	Replace broken wheel studs	11/30/17	249.68	101348	249.68
Airgas Inc.	GG Hbri125/ CVR Lens	11/01/17	222.75	101232	276.12
	Lens Mag/Glv Lg Std Battery CVR Lens	11/01/17	53.37	101232	
	Large Helium	11/13/17	43.41	101296	43.41
American Family Life Assurance Company of Colun	Additional Insurance Premium Oct 2017	11/01/17	616.66	101244	616.66
Ameripride Services, Inc	Cleaning Supplies Oct 2017	11/06/17	262.64	101263	262.64
Ariens Specialty Brands LLC	uniforms Joe Borrie	11/06/17	352.02	101264	352.02
	Borrie -Cargo Pants	11/16/17	29.95	101316	29.95
Arrowbear Park County Water District	Purchased Water October 2017	11/01/17	6,814.00	101233	6,814.00
Bacon/Wagner Excavating, Inc.	Meter Manhole Installation	11/30/17	14,667.00	101349	14,667.00
Bennett Excavation Inc.	Paving at Luring Canyon Booster Pump Station	11/16/17	1,250.00	101317	1,250.00
Best, Best & Krieger LLP	Legal Services October 2017	11/22/17	1,743.59	101333	1,743.59
BURR Group Inc.	Trash Service OOctober 2017	11/01/17	67.29	101245	244.08
	Trash Service October 2017	11/01/17	176.79	101245	
	Trash Service and Loads October 2017	11/13/17	324.24	101297	324.24
	Trash Service November 2017	11/30/17	67.29	101350	67.29
California Computer Options Inc	Network Maintenance November 2017	11/01/17	2,375.00	101246	2,375.00
	Network Maintenance December 2017	11/30/17	2,375.00	101351	2,375.00
California Special Districts Association	2018 CSDA Membership Renewal	11/22/17	6,842.00	101334	6,842.00
California Water Environment Association	Collections Maint Grade 4 renew	11/22/17	100.00	101335	100.00
	Memmbership/Collect maint 2 Miller	11/30/17	270.00	101352	270.00
CalPERS	Health Premiums November 2017	11/03/17	17,003.72	DFT0000616	17,003.72
	PERS UAL November 2017	11/08/17	40,117.03	DFT0000629	40,117.03
	Employ Contribu Classic/Prepra 11/6/17	11/09/17	21,202.66	DFT0000630	21,202.66
	Employ Contribu Classic/Prepra 11/20/17	11/27/17	23,492.33	DFT0000635	23,492.33
Canon	Monthly Service/Usage November 2017	11/22/17	572.84	101336	572.84
Charles P. Crowley Company Inc.	Drive 3 Phase 480, VAC	11/06/17	2,120.12	101265	2,120.12
Charter Communitcations	Wtr/Fire Phone/Internet Nov-Dec 17	11/13/17	669.68	101298	861.04
	Collect Dept Phone/Internet Nov-Dec 17	11/13/17	191.36	101298	
	Telephone/Internet Nov-Dec 17	11/16/17	104.97	101318	104.97
Citibank, N.A.	Misc. Home Depot	11/13/17	212.86	101299	294.15
	Miscellaneous Supplies October 17	11/13/17	81.29	101299	
	STAPLES -OFFICE SUPPLIES	11/22/17	115.52	101337	308.75
	Office Supplies October 2017	11/22/17	193.23	101337	
Clinical Laboratory of San Bernardino	Water Samples October 17	11/22/17	2,035.00	101338	2,035.00
	Wastewater Samples October 2017	11/30/17	1,516.00	101353	1,516.00
Cody Gonzalez	Operator 1A Class Reimbursement	11/01/17	228.75	101247	228.75
ConFire JPA	Radio/Page Srvc Oct-Dec 2017	11/07/17	10,273.89	101284	10,273.89
County of San Bernardino	Lien Release	11/01/17	21.00	101234	21.00
	Road Permit 10/23/17-Live Oak	11/22/17	66.00	101339	66.00
	Dump Fees	11/30/17	41.77	101354	41.77

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
County of San Bernardino	Parcel map revisions Nov 17	11/30/17	4.00	101355	4.00
Crestline-Lake Arrowhead Water Agency	Purchased water Oct 2017	11/01/17	13,149.05	101248	13,149.05
Cypress Ancillary Benefits	Dental Premiums November 2017	11/01/17	1,064.05	101249	1,064.05
Desert Environmental Services Inc	Wasteoil Manifest/Used Filters	11/06/17	212.50	101266	212.50
Dixi Willemse	Reimbursement Claim	11/06/17	52.25	101267	52.25
	Reimbursement Claim	11/30/17	65.00	101356	65.00
Fire Apparatus Solutions	Auto Pump	11/22/17	563.39	101340	563.39
FIRE ETC	Wildland Jackets	11/01/17	4,713.59	101250	4,713.59
Fire Fighters Association	Association Dues November 2017	11/22/17	340.00	101341	340.00
Frontier Communications	Telephone Oct-Nov 2017	11/01/17	71.94	101251	182.30
	Telephone Oct-Nov 2017	11/01/17	55.18	101251	
	Telephone oct-nov 2017	11/01/17	55.18	101251	
	Telephone Oct-Nov 2017	11/06/17	55.18	101268	55.18
	Telephone November 2017	11/07/17	52.21	101285	52.21
	Telephone November 2017	11/13/17	147.31	101300	147.31
	Telephone November 2017	11/22/17	52.21	101342	52.21
	Scada Line November 17	11/30/17	101.99	101357	301.06
	Telephone Nov-Dec 17	11/30/17	71.94	101357	
	Telephone Nov-Dec 17	11/30/17	55.19	101357	
	Telephone Nov-Dec 17	11/30/17	71.94	101357	
George Corley	Reimbursement Claim	11/16/17	377.04	101319	377.04
Hadronex, Inc.	Renewal Level Monitoring for 2018	11/01/17	962.00	101252	962.00
Harich Enterprises Co. Inc.	Harris Well Repairs (2017)	11/06/17	17,362.25	101269	17,362.25
	Booster pump, motor, VFD	11/30/17	13,899.00	101358	13,899.00
Harrington Industrial Plastics LLC	3" Pipe P/E CPVC	11/01/17	408.63	101235	408.63
	Metal Can, tote, superswab handl	11/06/17	126.97	101270	126.97
Haz Mat Trans, Inc.	Work Order #83395	11/06/17	1,750.00	101271	1,750.00
	Work Order #84578	11/13/17	700.00	101301	700.00
	Work Order #84577	11/30/17	700.00	101359	700.00
HD Supply Facilities Maintenance LTD	Pressure transducer & meter	11/22/17	685.12	101343	685.12
Inland Desert Security & Communications	Answering Service November 2017	11/16/17	100.20	101320	100.20
Inland Water Works Supply Company	Water Inventory	11/06/17	15.09	101272	74.49
	8" LR Weld 45 ELL	11/06/17	59.40	101272	
	Water Inventory	11/30/17	592.41	101360	592.41
Jed Riach	Plumbing on Sludge Tank	11/30/17	812.50	101361	812.50
Joan Eaton	Reimbursement Claim	11/01/17	58.85	101253	58.85
	Reimbursement Claim	11/16/17	300.58	101321	300.58
L.N. Curtis & Sons	Wildland Fire Gear - VFA Grant Program	11/13/17	2,582.39	101302	3,201.12
	Wildland Fire Gear - VFA Grant Program	11/13/17	618.73	101302	
	Aldama- Name Patch	11/16/17	60.88	101322	60.88
Leslie's Poolmart, Inc	4x1 HASA Chlorine	11/06/17	540.00	101273	540.00
Liberty Composting Inc	Tipping Fees/Biosolids Oct 17	11/30/17	337.20	101362	337.20
Life-Assist, Inc	Medical Supplies	11/06/17	55.20	101274	806.10
	Medical Supplies	11/06/17	715.62	101274	
	Medical Supplies	11/06/17	35.28	101274	
	Medical Supplies	11/16/17	344.76	101323	399.96
	Medical Supplies	11/16/17	55.20	101323	
Linda Mayfield	Reimbursement Claim	11/16/17	480.00	101324	480.00
Liquinox	Bioxide for sewer odors	11/01/17	4,226.56	101254	4,226.56
Matt Davis	Reimbursement Claim	11/30/17	200.00	101363	200.00

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
MCI	Long Distanct October 2017	11/06/17	48.05	101275	48.05
McMaster-Carr Supply Company	Material and Supplies for MBR 1 upgrade	11/01/17	221.13	101255	221.13
	Hole Saws & Pipe Cement	11/06/17	54.12	101276	621.53
	High Temp Gaskets	11/06/17	97.07	101276	
	Stainless Steel washers	11/06/17	30.56	101276	
	Steel Bars- 2ft and 3 ft	11/06/17	38.99	101276	
	MBR 1 upgrade material	11/06/17	400.79	101276	
	PVC Pipe and PVC Pipe Fitting	11/13/17	250.60	101303	250.60
	Strut-Mount Routing Clamp	11/30/17	40.10	101364	262.75
	Gauge Vibration Damper	11/30/17	86.45	101364	
	Microscope slides/Glass	11/30/17	79.70	101364	
	Bolts, Washers, & Locknuts	11/30/17	56.50	101364	
Metropolitan Life Insurance Company	Vision Insurance Premium Nov 2017	11/01/17	166.75	101256	166.75
Myers-Stevens & Toohey Co. Inc	Disability Insurance Premiums Oct 17	11/16/17	180.25	101325	180.25
NAPA Auto Parts	Miscellaneous Auto Supplies	11/07/17	184.57	101286	184.57
	Miscellaneous Auto Supplies Oct 17	11/13/17	301.94	101304	421.47
	battery for Unit #80	11/13/17	119.53	101304	
NBS Government Finance Group	AD10 Prep & Analy. Annual Report	11/16/17	2,050.25	101326	2,050.25
Nestle Waters North America	Drinking Water for Plant- Oct 2017	11/06/17	42.76	101277	42.76
Nick Nikas	Boot and Uniform Reimbursement	11/01/17	210.22	101236	210.22
One Stop Landscape Supply	Bio Solids Disposal October	11/06/17	989.40	101278	989.40
Ovivo USA, LLC	MPE 50 for MBR's cold weather	11/13/17	5,976.08	101305	5,976.08
Patricia A. Monical	Industrial Paper Towels & Hand Soap	11/22/17	57.30	101344	57.30
Peerless Maintenance Service Inc.	Janitorial Services November 2017	11/30/17	485.00	101365	485.00
Polydyne Inc.	Blanket PO for Polymer	11/13/17	1,066.73	101306	1,066.73
Reliance Standard Life Insurance Company	Life Insurance Prem Remain Oct 2017	11/01/17	0.23	101237	1,094.01
	Life Insurance Prem November 2017	11/01/17	1,093.78	101237	
Richard Viero	Reimbursement Claim	11/01/17	30.00	101257	30.00
	Reimbursement Claim	11/07/17	283.75	101287	283.75
	Reimbursement Claim	11/22/17	283.75	101345	283.75
Rim Forest Lumber Company, Inc.	Set Accelerator	11/01/17	24.50	101238	24.50
Rim of the World Recreation and Park District	HOOTMAN CENTER -HOLIDAY PARTY - VOIDED	11/06/17	530.00 - VOIDED	101279	530.00 - VOIDED
	Hootman Center Rental-Holiday Lunch 17	11/16/17	280.00	101327	280.00
	Deposit for Hootman Center-Holiday Lunch 17	11/16/17	250.00	101328	250.00
Roger E. Fox, M.D.	Dot Exams Oct 2017	11/13/17	150.00	101307	150.00
Rogers Anderson Malody & Scott LLP	Consultant Fees September 2017	11/01/17	4,228.06	101258	4,228.06
	Consultant Fees October 17	11/30/17	8,795.56	101366	8,795.56
Running Springs Area Chamber of Commerce	Chamber of Commerce membership	11/13/17	125.00	101308	125.00
San Bernardino County Special Districts Department	2018 Regular Membership	11/07/17	275.00	101288	275.00
	December 17 Special Districts Meeting	11/22/17	32.00	101346	32.00
Sierra Instruments, Inc.	Mass Air Flow Meter for MBR 1 OV960 upgrade	11/07/17	5,802.14	101289	5,802.14
Southern California Edison Company	Electricity October 2017	11/01/17	125.94	101239	2,415.85
	Electricity October 2017	11/01/17	205.90	101239	
	Electricity October 2017	11/01/17	110.46	101239	
	Electricity October 2017	11/01/17	297.98	101239	
	Electricity October 2017	11/01/17	72.54	101239	
	Electricity October 2017	11/01/17	27.46	101239	
	Electricity October 2017	11/01/17	195.60	101239	
	Electricity October 2017	11/01/17	580.19	101239	
	Electricity October 2017	11/01/17	24.19	101239	

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Southern California Edison Company	Electricity October 2017	11/01/17	249.14	101239	2,415.85
	Electricity October 2017	11/01/17	120.02	101239	
	Electricity October 2017	11/01/17	406.43	101239	
	Electricity October 2017	11/01/17	41.71	101259	4,490.30
	Electricity October 2017	11/01/17	26.92	101259	
	Electricity October 2017	11/01/17	248.14	101259	
	Electricity October 2017	11/01/17	96.20	101259	
	Electricity October 2017	11/01/17	493.42	101259	
	Electricity October 2017	11/01/17	445.48	101259	
	Electricity October 2017	11/01/17	360.44	101259	
	Electricity October 2017	11/01/17	1,240.66	101259	
	Electricity October 2017	11/01/17	89.97	101259	
	Electricity October 2017	11/01/17	176.46	101259	
	Electricity October 2017	11/01/17	99.23	101259	
	Electricity October 2017	11/01/17	966.30	101259	
	Electricity October 2017	11/01/17	205.37	101259	
	Electricity October 2017	11/06/17	4,553.26	101280	4,716.05
	Electricity October 2017	11/06/17	162.79	101280	
	Electricity Usage October 2017	11/07/17	10.64	101290	10.64
	Electricity -Mar 17-Oct 17	11/22/17	3,826.24	101347	3,826.24
Southern California Gas Company	Gas Usage October 2017	11/07/17	59.96	101291	109.14
	Gas Usage October 2017	11/07/17	49.18	101291	
	Gas Usage October 2017	11/13/17	50.84	101309	120.08
	Gas Usage October 2017	11/13/17	54.45	101309	
	Gas Usage October 2017	11/13/17	14.79	101309	
State of California - State Water Resource Control	Distribution Cert Renew-Bobroff	11/01/17	90.00	101260	180.00
	Distribution Cert Renew Jenkins	11/01/17	90.00	101260	
	Districtbuton Certificate	11/06/17	80.00	101281	80.00
	Grd 4 Wastewtr Operator Recert	11/30/17	340.00	101367	640.00
	Grd 3 Wastewtr Operator Recert	11/30/17	300.00	101367	
Tang Structural Engineers, Inc.	Structural Engineering Consulting Services STA51	11/01/17	925.00	101240	925.00
	Structural Engineering Services for Station 51	11/16/17	2,325.00	101329	2,325.00
Tek-Collect Incorporated	Collection notices	11/01/17	2,000.00	101261	2,000.00
Terminix International Company LP	Pest Control 10/26/17	11/07/17	64.00	101292	64.00
Tom Shoopman	Work Boot Reimbursement	11/13/17	100.00	101310	100.00
Turnout Maintenance Company	Turnout Repairs- FF Scotti	11/01/17	109.00	101262	109.00
Tyler Technologies, Inc	Process Training (AR&Cashiering)	11/06/17	93.75	101282	93.75
Underground Service Alert of Southern California	Dig Tickets/Maintenance fee Nov 2017	11/01/17	38.08	101241	38.08
US Postal Service	Permit #14 Funds 11/14/17	11/16/17	3,000.00	101330	3,000.00
USDA Forest Service	2018 Special Use Permit	11/13/17	62.63	101311	2,743.87
	2018 Special Uses Permit	11/13/17	2,681.24	101311	
	Special uses permit	11/30/17	267.57	101368	267.57
Van Lant and Fankhanel, LLP	Final Bill for Annual Audit	11/30/17	14,500.00	101369	14,500.00
Verizon Wireless Services LLC	Cell Phones October 2017	11/13/17	201.14	101312	201.14
Visa	Eaton-Smoke alarm batteries	11/06/17	13.24	101283	13.24
	Bobroff- Uniform Allowance/Brass Compress	11/13/17	172.87	101313	1,261.22
	Corley- CPR Cards	11/13/17	17.00	101313	
	Wildland Fire Gear - VFA Grant Program	11/13/17	662.28	101313	
	Miller-Misc Supplies, Tire Repair	11/13/17	73.97	101313	
	CWEA training day	11/13/17	265.84	101313	

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Visa	Miller-Crest Credit for inv# 110031616	11/13/17	-99.74	101313	1,261.22
	Chief Fire Officer 3A Class	11/13/17	169.00	101313	
William A. Morton and Anja Nolting Moreton Revolnstatement Agreement #16-000		11/13/17	3,845.64	101314	3,845.64
York Insurance Services Group Inc., -CA	Worker's Compensation	11/16/17	546.03	101331	546.03
York Risk Services Group, Inc	Administration Fee October 2017	11/07/17	112.00	101293	112.00
Zachary Granzow	Reimbursement Claim	11/01/17	39.88	101242	39.88
Zoll Medical Corporation GPO	Lead-Patient Cable	11/01/17	129.30	101243	387.90
	Medical Supplies	11/01/17	258.60	101243	

Totals

Payment Type	Payable Count	Payment Count	Payment
Regular Checks	199	138	213,410.89
Manual Checks	0	0	0.00
Voided Checks	0	1	-530.00
Bank Drafts	4	4	101,815.74
EFT's	0	0	0.00
Totals	203	143	314,696.63

Designated Reserve Fund Balances as of November 30, 2017	Fund Balance
Fire & Ambulance Department	
Breathing Apparatus Equipment Replacement	76,923
Future Equipment Replacement	12,188
Workers Comp PASIS Outstanding Claims	11,583
Subtotal Fire & Ambulance Department Designated Reserve Funds	100,695
Fire Department Operating Reserve	764,205
Ambulance Department Operating Reserve	178,522
Subtotal Fire & Ambulance Department Operating Reserve Funds	942,727
Recommended Reserve Fund Target (6 Months Operating Expenses)	1,022,579
Operating Reserve Surplus / (Shortfall)	(79,852)
Wastewater Division	
Wastewater Capital Improvement Project Reserve	253,360
Wastewater System Connection & Capacity Charges	138,371
Wastewater Infrastructure R&R Reserve (CWSRF Debt Reserve)	169,143
Subtotal Wastewater Designated Reserve Funds	560,874
Wastewater Operating Reserve Fund	(50,055)
Recommended Operating Reserve Fund Target (4 Months Operating Expenses)	499,285
Operating Reserve Surplus / (Shortfall)	(549,340)
Water Division	
Water Capital Improvement Project Reserve	153,154
Water System Connection & Capacity Charges	5,382
Water Infrastructure R&R Reserve (MFC Debt Reserve)	65,341
Subtotal Water Designated Reserve Funds	223,877
Water Operating Reserve	521,646
Recommended Operating Reserve Fund Target (4 Months Operating Expenses)	530,659
Operating Reserve Surplus / (Shortfall)	(9,013)
Assessment Districts	
Water Assessment District No. 9 Construction Funds	35,255
Water Assessment District No. 10 Construction Funds	26,421
Water Assessment District No. 10 O&M	113,043
Water Assessment District No. 10 Bond Reserve Fund	112,131
Subtotal Assessment Districts	286,849
Total District Designated & Operating Reserve Funds	2,299,763
Assessment District Funds	286,849
Combined Pooled Cash	2,586,612
Checking Account (General)	209,047
LAIF	2,241,177
York Insurance Deposit	17,358
BNY Mellon (AD #10 Bond Reserve)	118,031
Petty Cash	1,000
Combined Pooled Cash	2,586,612

RESOLUTION NO. 24-17

**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 9:00am; 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, 2018 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 9:00am 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 20th day of December, 2017

President of the Board of Directors
Running Springs Water District

ATTEST:

Secretary of the Board of Directors
Running Springs Water District



1112 I Street, Suite 300
 Sacramento, California 95814-2865
 T 916.231.4141 or 800.537.7790 * F 916.231.4111

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November 30, 2017

Ms. Joan Eaton
 Administration Supervisor
 Running Springs Water District
 Post Office Box 2206
 Running Springs, California 92382-2206

Re: Workers' Compensation Resolution for Governing Body Member and/or Volunteer Coverage

Dear Ms. Eaton,

Recently our excess carrier has made us aware that SDRMA Workers' Compensation (WC) members need to pass a **new Resolution** if they would like to continue (or start) covering their Governing Body members and/or volunteers.

Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a Resolution by the Governing Body of the agency so declaring, be deemed to be an employee for workers' compensation purposes. Thus, if such a resolution is adopted, and the volunteer is injured while performing duties for the agency, the volunteer is entitled to receive workers' compensation benefits and their exclusive remedy for recovery against the agency is through the Workers' Compensation system.

Such Governing Body members and/or volunteers may be covered for workers' compensation benefits only if a Resolution to that effect is adopted by the Governing Body pursuant to Labor Code § 3363.5 and a copy of the Resolution is filed with SDRMA.

A new Resolution (see attached) has been created by our coverage counsel. The Resolution permits your Governing Body to designate the various categories of persons who the agency desires to "deem" to be employees for purposes of workers' compensation. It declares, on a blanket basis, that the designated categories of volunteers are deemed employees and those categories consist of Governing Body Members, persons performing voluntary service, persons on work study, interns, and other volunteers. In addition, those so designated persons also need to be listed under our Workers' Compensation Program (which includes paying an annual contribution amount) to enable coverage.

When using the sample Resolution provided, please do not make any changes other than the areas highlighted in yellow. **To ensure accurate and timely implementation of your Resolution, please return your Governing Body approved Workers' Compensation Resolution as soon as possible by fax or email.** A Microsoft Word version of the sample Resolution can be downloaded at <http://www.sdrma.org/program-coverages/workers-compensation-program>. If your agency has any questions please contact Ellen Doughty, Chief Member Services Officer, at 800.537.7790 or edoughty@sdrma.org.

Sincerely,
 Special District Risk Management Authority


 Gregory S. Hall, ARM
 Chief Executive Officer

Enclosures: Sample Resolution for Covering Governing Body and/or Volunteers

RESOLUTION No. 25-17

RESOLUTION OF THE GOVERNING BODY OF
THE RUNNING SPRINGS WATER DISTRICT
DECLARING THAT GOVERNING BODY MEMBERS AND VOLUNTEERS SHALL
BE DEEMED TO BE EMPLOYEES OF THE DISTRICT FOR THE PURPOSE OF
PROVIDING WORKERS' COMPENSATION COVERAGE FOR SAID CERTAIN
INDIVIDUALS WHILE PROVIDING THEIR SERVICES

WHEREAS, the Running Springs Water District utilizes the services of Governing Body Members and Volunteers; and

WHEREAS, Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a resolution by the Governing Body of the agency so declaring, be deemed to be an employee of the agency for the purpose of Division 4 of said Labor Code while performing such services; and

WHEREAS, the Governing Body wishes to extend Workers' Compensation coverage as provided by State law to the following designated categories of persons as indicated by a checkmark in the box to the left of the descriptions:

- All Members of the Governing Body of the Running Springs Water District as presently or hereafter constituted and/or
- All persons performing voluntary services without pay other than meals, transportation, lodging or reimbursement for incidental expenses
- Individuals on Work-study programs
- Interns
- Other Volunteers
- _____
[designate]

NOW, THEREFORE, BE IT RESOLVED, that such persons coming within the categories specified above, including the duly elected or appointed replacements of any Governing Body Member and other designated individuals be deemed to be employees of the Running Springs Water District for the purpose of Workers' Compensation coverage as provided in Division 4 of the Labor Code while performing such service. However, said Governing Body Members and other designated individuals will not be considered an employee of the Running Springs Water District for any purpose other than for such Workers' Compensation coverage, nor grant nor enlarge upon any other right, duty, or responsibility of such Governing Body Members or other designated individuals, nor allow such persons to claim any other benefits or rights given to paid employees of the Running Springs Water District.

PASSED, APPROVED AND ADOPTED this 20th day of December, 2017 by the following vote:

AYES:
NOES:
ABSENT:

Ken Ayers
President of the Board of Directors
Running Springs Water District

ATTEST:

Joan C. Eaton
Secretary of the Board of Directors
Running Springs Water District