

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF DIRECTORS RUNNING SPRINGS WATER DISTRICT  
COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA  
SEPTEMBER 20, 2017**

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The Regular Meeting of the Board of Directors of the Running Springs Water District was held on Wednesday, September 20, 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:

Ken Ayers, President  
Mike Terry, Director  
Errol Mackzum, Director  
Tony Grabow, Director

Director Pamella Bennett was absent

Also present were the following:

Ryan Gross, General Manager, Attended by Teleconference  
Joan C. Eaton, Board Secretary/Treasurer/Administration Supervisor  
George Corley, Fire Department Chief  
Dixi Willemse, Fire Department Administrative Assistant  
Randy Bobroff, Water Division Supervisor

Visitors Present:

Ananda Foerch, Mountain News Reporter  
Dwayne Symonett, Running Springs Resident  
Marlin Fernandez, Running Springs Resident  
Kathleen Fister, Running Springs Resident

**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 and Director Grabow led the assembly in the pledge of allegiance to the flag.

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

The visitors introduced themselves for the record.

**3. Public Hearing and Consideration to Allow or Overrule any or all Objections or Protests to the Proposed Removal of Weeds and/or Wastes that have been Declared as a Public Nuisance**

**A. Open Public Hearing:** The Public Hearing was opened at 9:01 A.M. by President Ayers.

**B. Fire Chief's Report:** Chief Corley reported on the Public Hearing for the yearly Hazard Abatement Program referring to Resolution No. 21-17 that declared the properties listed in Exhibit A constitute a public nuisance, directed the Fire Inspector to provide notice to the owners of the properties of a public hearing conducted September 20, 2017 and that the Board of Directors shall hear and consider all objections and protests to the proposed removal of weed and/or waste.

**C. Written Objections or Protests:** None received

**D. Oral Objections or Protests:** Visitors Symonett and Fister commented on their properties and reported they were in compliance with the Hazard Abatement Program. Discussion continued and the Fire Department stated that they will re-inspect these properties. District staff noted the main concern of the Hazard Abatement Program is compliance and safety in the community.

Visitor Fernandez commented on the Hazard Abatement Program notifications regarding clarity and safety. Discussion continued and District staff will consider all comments and review administrative procedures regarding the Hazard Abatement Program. Attorney Simmons said it appears that all objections have been addressed.

**E. Board Discussion:** Director Mackzum said the District should always be re-examining procedures.

**F. Close Public Hearing:** The Public Hearing was closed at 9:34 A.M. by President Ayers.

**G. Consider allowing or overruling any or all objections or protests to the proposed removal of weeds and/or wastes that have been declared a public nuisance, whereupon the Board of Directors shall acquire jurisdiction to proceed and perform the work of removing the public nuisance**

Upon motion by Director Grabow, second by Director Terry and carried by a 4 to 0 vote, consider allowing or overruling any or all objections or protests to the proposed removal of weeds and/or wastes that have been declared a public nuisance, whereupon the Board of Directors shall acquire jurisdiction to proceed and perform the work of removing the public nuisance, was approved.

**4. Approval of Consent Items**

- A. Approve Meeting Minutes
- B. Ratify Expenditures and Cash Summary

The August 2017 expenditures were reviewed and clarified.

- C. Consider Declaring Certain Equipment as Surplus and Authorize Staff to Dispose of Property

Supervisor Eaton noted that some of the equipment listed are duplicates and have already been declared surplus. Manager Gross said all computer hard drives are removed and retained by the District. The ventilation unit will be tagged by the Fire Department as non-operable for demonstration purposes only.

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

5. Action Items

- A. Consider Authorizing General Manager to Execute Amendment No. 3 to the San Bernardino County Land Lease Agreement for the Running Spring Library

Attorney Simmons said the District entered into a five (5) year lease agreement with San Bernardino County in 2008 for the Running Springs Library with three (3), two (2) year options to renew and it is recommended that the Board review and approve the final revised Amendment No. 3. The monthly lease amount is currently \$892 and will increase to \$909 from November 2017 to October 31, 2018 and \$928 from November 2018 to October 2019. Legal Counsel has reviewed the proposed amendment with no suggested changes and the San Bernardino County Counsel has approved the document.

Upon motion by Director Grabow, second by Director Terry and carried by a 4 to 0 vote, Authorizing the General Manager to Execute Amendment No. 3 to the San Bernardino County Land Lease Agreement for the Running Springs Library, was approved.

- B. Consider Authorizing General Manager to Execute Updated Service Agreement with Computer Options for Continued Information Technology Support

Supervisor Eaton said staff is recommending that the Board consider authorizing the General Manager to execute the updated service agreement with Computer Options for continued Information Technology (IT) support services. The District budgeted approximately \$41,300 in Fiscal Year 2017/2018 for IT Services and Hardware/Software/Licensing expenses as needed. The District has not experienced any previous breach in the system and Supervisor Eaton reported that the Special District Risk Management (SDRMA) liability program provides the District with Cyber

coverage protection. Manager Gross said the vulnerability scan is constantly monitored by Computer Options and the District would be notified of any issues immediately.

Upon **motion** by Director Mackzum, **second** by Director Terry and **carried by a 4 to 0 vote**, Authorizing the General Manager to Execute the Updated Service Agreement with Computer Options for Continued Information Technology (IT) Support Services, was approved.

**C. Consider Awarding Contract for the Replacement of the Harris Groundwater Well Pump and Motor**

Supervisor Bobroff reported on the Harris Groundwater Well that has met its life expectancy and he proposed upgrading to a Variable Frequency Drive that would result in lower electricity expense. The District received three (3) bids with the lowest from Harich Enterprise, Inc. in the amount of \$15,745.25. Discussion continued regarding the bids and change orders with Supervisor Bobroff stating the project will take approximately two (2) days to complete and the funding source is the Water Capital Improvement Reserve Fund with a balance of \$141,427.

Upon **motion** by Director Grabow, **second** by Director Mackzum and **carried by a 4 to 0 vote**, Replacement of the Harris Groundwater Well Pump and Motor by Harich Enterprise, Inc. in the amount of \$15,745.25, was approved.

**D. Consider Adopting Resolution No. 23-17, Approving the Department of Forestry and Fire Protection Agreement #7FG17119**

Chief Corley reported on the State of California Department of Forestry and Fire Protection Volunteer Fire Assistance Program that has awarded the Running Springs Fire Department a grant in the amount of \$4,603.92. Chief Corley said a resolution is required and the funds will go toward the purchase of wild land firefighting gear with a 50/50 matching fund basis for the grant. Discussion continued and Chief Corley said there may be additional Fire Department grant funding available next year for equipment replacement and the surplus equipment can be sold, disposed or donated.

Upon **motion** by Director Grabow, **second** by Director Terry and **carried by a 4 to 0 vote**, RESOLUTION NO. 23-17, DEPARTMENT OF FORESTRY AND FIRE PROTECTION AGREEMENT #7FG17119, was adopted. (Resolution No. 23-17 on file in the District office)

**E. Consider Draft Letter to San Bernardino County Board of Supervisors Regarding Ambulance Exclusive Operating Areas**

This item was tabled to a future meeting.

**6. Information Items**

**A. Water Production and Precipitation Report**

No report provided.

**B. CSDA Summary of Little Hoover Commission Report**

Attorney Simmons reported on the Little Hoover Commission Report and Director Mackzum said the report emphasized the importance of website transparency. Supervisor Eaton reported on District website transparency and visitor Foerch stated the District website was thorough. Supervisor Eaton confirmed that the District is a transparency award recipient which is the Special District Leadership Foundation Transparency Certificate of Excellence.

**C. LAFCO SC#419 Staff Report**

Manager Gross is attending the Local Agency Formation Commission (LAFCO) meeting regarding the request for exemption regarding District Ordinance No. 47. Discussion continued and Supervisor Eaton closed by stating that Arrowbear Park Water District paid only a portion of their July upstream bill and County Service Area 79 (CSA-79) paid the full amount due as outlined in Ordinance No. 47. The District may discuss this issue further in a future closed session.

**7. Supervisor's Report**

Chief Corley said the Fire Department received a \$10,000 grant from the Inland Counties Emergency Medical Agency (ICEMA) that will be used to purchase four (4) Emergency Medical Services computer tablets.

Supervisor Eaton reported that Administration is finalizing the Tyler Billing Software upgrade and are pleased with the system and efficient customer support. The auditors will present the June 30, 2017 Financial Statements in October or November, 2017.

**8. Report From Legal Counsel**

Attorney Simmons reported on the Association of San Bernardino County Special District meeting presentation titled the California Water Fix and discussion continued.

**9. Board Member's Comments**

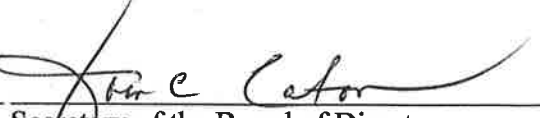
President Ayers will attend the California Special District Association Annual Conference on September 26<sup>th</sup> and 27<sup>th</sup>, 2017 as a recipient for the Running Springs Water District McMurchie Excellence in Safety Award presented by the Special District Risk Management Authority (SDRMA) regarding the Worker's Compensation Program.

**10. Meeting Adjournment**

The meeting was adjourned at 10:43 A.M.

Respectfully Submitted,

  
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Vice-President, Board of Directors  
Running Springs Water District

  
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Secretary of the Board of Directors  
Running Springs Water District