

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF DIRECTORS RUNNING SPRINGS WATER DISTRICT  
COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA  
AUGUST 21, 2019**

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The Regular Meeting of the Board of Directors of the Running Springs Water District was held on Wednesday, August 21, 2019 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:

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

Director Mike Terry was absent

Also present were the following:

Ryan Gross, General Manager  
Joan C. Eaton, Board Secretary/Treasurer/Administration Supervisor

No Visitors Present

**MEETING MINUTES**

**AGENDA ITEMS**

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

The Running Springs Water District Regular Board Meeting was called to order at 9:00 A.M. by President Grabow who also led the assembly in the pledge of allegiance to the flag.

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

No visitors were present.

**3. Approval of Consent Items**

**A. Approve Meeting Minutes**

**B. Ratify Expenditures**

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

**D. Consider Authorizing General Manager to Execute Amendment No. 4 to the San Bernardino County Lease Agreement for the Running Springs Library**

Manager Gross reported on the San Bernardino County Library Lease and Agreement for District consideration. The current rent is \$928 per month and the proposed rent will increase 2% annually commencing November 1, 2019. Legal Counsel has reviewed the proposed amendment with no suggested changes and Manager Gross confirmed there is no District expense related to maintenance of the San Bernardino County Library Lease.

Discussion continued that included the Boy Scout Camp and the Downtown wells previously deeded to the District by Joe Harich. Manager Gross will request a proposal from Tom Dodson and Associates regarding environmental issues related to redevelopment of the existing wells.

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

**4. Action Items**

**A. Consider Awarding Contract for Sewer Slip Lining**

Manager Gross reported on the Sewer Slip Lining Project from Wagon Wheel to Rim of the World Drive and he recommended the District award the contract to Sancon Technologies for their low bid of \$27,115. The inspection report indicated the sewer pipeline has a sag and is compromised under Highway 18. Manager Gross confirmed there will be no traffic control issues related to the project. The Fiscal Year 2022-2023 project budget is \$150,000 with staff recommending the District proceed immediately. If approved, the project will be funded from the Wastewater Capital Improvement Project Reserve with a balance of \$389,638.

Upon motion by Director Grabow, second by Director Conrad and carried by a 4 to 0 vote, Awarding the Contract for Sewer Slip Lining Project from Wagon Wheel to Rim of the World Drive to Sancon Technologies, Inc. for their low bid of \$27,115, was approved.

**B. Consider Awarding Contract for Hazard Abatement at District Properties**

Manager Gross said six (6) District properties were cited during the annual Fire Hazard Abatement Program. Staffing levels have not allowed the District to abate the properties, so an outside contractor is required. In addition to the six properties cited, the District also requests abatement for Sewer Lift Station 7 and 8 and the Wastewater Treatment Plant. Two (2) bids were received with the lowest from Reliable Raul for \$6,470. Funding for these services will be paid out of the annual Operations and Maintenance Budget.

Upon motion by Director Mackzum, second by Director Grabow and carried by a 4 to 0 vote, Awarding the Contract for Hazard Abatement at District Properties to Reliable Raul in the amount of \$6,470, was approved.

**C. Consider Authorizing Advertisement and Recruitment for Administration Supervisor Position**

Administration Supervisor, Joan Eaton announced her retirement effective November 19, 2019 and the District will begin the recruitment process. Applications for the position will be accepted from August 21<sup>st</sup> to September 13<sup>th</sup> with testing and interviews scheduled from September 23<sup>rd</sup> to October 2<sup>nd</sup> and a decision by October 4, 2019. The employment opportunity information will be published on the District website, reception area window and in two (2) local newspapers. Manager Gross said there may be approximately two to four (2-4) weeks of additional wages and benefits for the position during the training period.

Upon motion by Director Grabow, second by Director Conrad and carried by a 4 to 0 vote, Authorizing Advertisement and Recruitment for Administration Supervisor Position, was approved.

**D. Consider Authorizing Expenditure for Structural Design Services for the Wastewater Treatment Plant Headworks Improvements**

Manager Gross reported on the Wastewater Treatment Plant Headworks Improvement Project saying the Board previously approved the purchase of a surplus ROTO Shear Drum Screen to be installed at the Wastewater Treatment Plant. Structural engineering services are required for the design of the project and modifications will be performed by the Wastewater staff with assistance from outside contractors. Discussion continued regarding the project that will be funded from the Wastewater Connection and Capacity Charge Reserve Account and the expense shared with upstream users. Manager Gross confirmed there is no permitting required for the project.

Upon motion by Director Conrad, second by Director Terry and carried by a 5 to 0 vote, Authorizing Expenditure for Structural Design Services for the Wastewater Treatment Plant Headworks Improvements not to exceed \$15,000, was approved.

**5. General Manager's Report**

NBC Universal Cable Productions, LLC has contacted the District to request utilizing the Downtown District Property on October 1<sup>st</sup> and 2<sup>nd</sup>, 2019 to park equipment while filming. NBC Universal utilized the Downtown District property in 2018, signed a contract and liability waiver and paid the District \$1,500 for the inconvenience. Manager Gross confirmed there will be no interference by allowing NBC Universal Cable Productions to utilize the property.

Manager Gross reported on District recruiting efforts related to the Fire Department Battalion Chief and the Water Division Operator vacancies. Discussion continued that included employee buyout compensation and the District's CalPERS unfunded liability.

Manager Gross recently meet with the Local Agency Formation Commission (LAFCO) regarding the Getaway House that is expected to open on August 22, 2019.

**6. Board Member Comments/Meetings**

Director Conrad stated there are several bills going through legislature that will affect Special Districts. Manager Gross said the District monitors all applicable regulations and staff will provide a draft policy to the Board before the first of the year regarding SB 998, Discontinuation of Residential Water Service.

Manager Gross reported on the possible consolidation of CSA 79 and Running Springs Water District saying the terms will be outlined in an initiating draft resolution that will be provided to the Board for consideration in September of 2019.


Manager Gross said the Racially Polarized Voting study completed by Redistricting Partners, concluded there is no indication of a racially polarized situation in the Running Springs Water District. The study and consultant's recommendation will be provided to the Board in September of 2019.


Supervisor Eaton confirmed that Van Lant and Fankhanel, LLP will return on August 22<sup>nd</sup> and 23<sup>rd</sup> to complete the Fiscal Year 2018/2019 District Audit.

**7. Meeting Adjournment**

Upon motion by Director Grabow, second by Director Conrad and carried by a 4 to 0 vote, the meeting was adjourned at 10:10 A.M.

Respectfully Submitted,

  
President, Board of Directors  
Running Springs Water District

  
Secretary of the Board of Directors  
Running Springs Water District