

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
RUNNING SPRINGS WATER DISTRICT
COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA
JUNE 17, 2020**

A Regular Meeting of the Board of Directors of the Running Springs Water District was held on Wednesday, June 17, 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 through teleconference:

Errol Mackzum, Vice-President
Bill Conrad, Director (Arrived at 9:06 A.M.)

The following Directors were present at the District:

Tony Grabow, President
Mark Acciani, Director

Also present at the District were the following:

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

The following were present through teleconference:

Ward Simmons, Legal Counsel, Best, Best & Krieger
Randy Bobroff, Water Operations Manager

The following were absent:

Mike Terry, Director
Trevor Miller, Wastewater Operations Manager

The following visitors were present through teleconference:

Andrew Field, Senior Pastor, Springs of Life Church

The following visitors were present at the District:

Denise Acciani, Running Spring Resident

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 9:01 A.M. by President Tony Grabow. Pledge of Allegiance was led by Battalion Chief Cindy Strebel. Roll call was led by Board Secretary, Amie R. Crowder.

2. Recognize and Hear from Visitors/Public Comment

Visitor Andrew Field, Senior Pastor of Springs of Life Church, presented Action Item 4. E. No additional public comments from visitors.

3. Approval of Consent Items

A. Approve Meeting Minutes

B. Ratify Expenditures and Review Reserves

C. Consider Adoption of Resolution No. 07-20, Establishing Appropriations Limits for Fiscal Year 2020/2021

D. Consider Approving Ambulance Billing Write Offs

Director Mackzum requested clarification on the Fire Department's Operating Reserve Balances in comparison to the previous 2-years. General Manager Gross provided clarification that the Fire Department Operating Reserve is \$347,367 above the recommended operating reserve fund target.

Upon **motion** by Vice-President Mackzum, **second** by Director Acciani 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. Public Hearing and Consideration of Adopting Ordinance No. 55 Establishing Fees for Ambulance Services and Other Miscellaneous Fees

- 1. Open Public Hearing:** President Grabow opened the Public Hearing for discussion.
- 2. Staff Presentation:** Fire Chief Mike Vasquez presented that Inland Counties Emergency Medical Agency (ICEMA) is the Governing Authority that regulates how much a fire department can charge the Public for Ambulatory Services. Fire Chief Vasquez continued to share that these ambulance and miscellaneous fees are established annually, and the Fire Department is seeking approval of the ICEMA Ambulance Services and Other Miscellaneous Fees for Fiscal Year 2020-2021.
- 3. Written Public Comment:** No written comment received from the Public.
- 4. Oral Public Comment:** No oral comment received from the Public.

5. Board Discussion/Comments: No additional comment.

6. Close Public Hearing: President Grabow closed the Public Hearing

7. Consider Adoption of Ordinance No. 55:

Upon motion by Director Conrad, second by Director Acciani and carried by a 4 to 0 Roll Call Vote, Ordinance No. 55, Establishing Fees for Ambulance Services and Other Miscellaneous Fees, was approved.

B. Consider Adopting Resolution No. 08-20, Identifying the Terms and Conditions for the Fire Department Response Away from their Official Duty Station and Assigned to an Emergency Incident

Fire Chief Mike Vasquez presented Resolution No. 08-20 and the Memorandum of Understanding (MOU) in conjunction with the history and importance of this agreement. Chief Vasquez shared that the Administrative Rate has increased, and this Administrative Rate will assist with the personnel and equipment while the Department is committed on a Federal or State assignment. Minimal discussion continued.

Upon motion by Director Conrad, second by Vice-President Mackzum and carried by a 4 to 0 Roll Call Vote, Resolution No. 08-20, Identifying the Terms and Conditions for the Fire Department Response Away from their Official Duty Station and Assigned to an Emergency Incident, was approved.

C. Consider Authorizing Fire Chief to Execute Cooperative Fire Protection Agreement Between the Running Springs Fire Department and the United States Forest Service San Bernardino National Forest

Fire Chief Mike Vasquez presented the agreement and pointed out that Exhibit D is missing the Cost Share Agreement. Chief Vasquez shared that when the template is provided, it will be added into the agreement; and, continued to further explain that the Cost Share template is in relation to the CFAA agreement, which details how the Fire Department is reimbursed. Minimal discussion continued.

Upon motion by Director Conrad, second by Director Acciani and carried by a 4 to 0 Roll Call vote, Authorizing Fire Chief to Execute Cooperative Fire Protection Agreement Between the Running Springs Fire Department and the United States Forest Service San Bernardino National Forest, was approved.

D. Consider Approving Contract for Financial Consulting Services

General Manager Gross notated the incorrect name on the Staff Report and the correction made for future Staff Reports. General Manager Gross continued to present the details of the financial consulting services with Rogers, Anderson, Malody & Scott, and that additional services that will be completed by the District, resulting in a higher financial savings for the District. Minimal discussion continued.

Upon motion by Vice-President Mackzum, second by Director Conrad and carried by a 4 to 0 Roll Call vote, the Contract for Financial Consulting Services with Rogers, Anderson, Malody and Scott (RAMS), not to exceed \$45,000, was approved.

E. Consider Request to Use Downtown Property

General Manager Gross introduced visitor Andrew Fields, Senior Pastor at Springs of Life Church; and, presented the e-mail request from Springs of Life Church to use the downtown property on Sunday's from 11:00 A.M. to 1:00 P.M. in order for them to have a larger location for church services and adhere to the CDC Guidelines during the COVID-19 Pandemic. Pastor Andrew Fields shared that the location the church is seeking to use is the empty space between First Foundation Bank and the San Bernardino County Library. In addition, this would be for a gathering of around 100-people. As a result from various discussions between the Board of Directors, General Manager Gross, and Pastor Andrew Fields additional items need to be complete before the Board can provide an approval for this request, such as: release for parking from First Foundation Bank and the San Bernardino County Library, a contract between Running Springs Water District and Springs of Life Church, a Release of Liability for the District, First Foundation Bank, and the Library, insurance, as well as any additional items the County of San Bernardino Health Department may require. Pastor Andrew Fields acknowledged agreement and understanding of the items needing to be established.

The Request to Use Downtown Property, was tabled for a later date. No action was taken.

5. Information Items

A. WaterSmart Software Information

General Manager Gross presented the WaterSmart Software Information and share that it is a good tool, but for the size and demographics of our Department, it would not be beneficial for the District to move forward with. Minimal discussion continued and a consensus between all Board Members was acknowledged.

B. Billing Statistics and Update

Board Secretary Amie R. Crowder presented the Customer Billing Statistics to review the financial impacts of COVID-19 Pandemic on the District. In comparing FY 2018-2019 to FY 2019-2020, Board Secretary Amie R. Crowder outlined a \$5,732 increase in past due amounts in the current fiscal year, and an additional (6) meters that could be locked this year from last year, if the District could do lock offs. In addition, Board Secretary Amie R. Crowder presented the additional water connections for the same timeframe. In FY 2019-

2020, the District has received \$17,575 vs. \$1,035 in the previous year. Although there is a slight increase in past due amounts, the additional water connection for FY 2019-2020 has offset this.

6. General Manager's Report

A. SDRMA Claim

General Manager Gross presented the recent fire engine accident at Fire Station 51, in which the largest amount of damage was on the garage door/bay door and structure, for an estimated cost of \$10,000.

B. Opening Business to the Public

General Manager Gross shared that the District is preparing to open the District Main Office to the Public. The District is looking at various options to possibly install Plexiglass/Safety glass in the reception area. Minimal discussion continued.

C. Construction at Wastewater Treatment Plant

General Manager Gross shared an update of the current construction taking place at the Wastewater Treatment Plant; and, that the Operators completed the underground piping that resulted in a large financial savings to the District.

D. Online Bill Pay Demo

General Manager Gross demonstrated the new online bill pay system for the Board of Directors. Clarification was provided on how customers can obtain their account number and last payment made, should they need it.

E. Running Springs Fire Department ESRI Update

Fire Chief Mike Vasquez demonstrated the new ESRI system the Fire Department is using for the Weed Abatement program.

F. Ad-Hoc Meeting

Fire Chief Mike Vasquez sought direction from the Board of Directors on proceeding with Ad-Hoc Committee Meetings and ballot measures. Upon various discussion, Ward Simmons, Legal Counsel, Best, Best & Krieger suggested that this item be placed on a future Board Meeting Agenda.

7. Report from Legal Counsel

Ward Simmons, Legal Counsel, Best, Best & Krieger reported that allocation for State

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Water was increased from 15% to 20%. Ward Simmons continued to report that there will be plenty of water for Running Springs Water District to draw upon, should we need to.

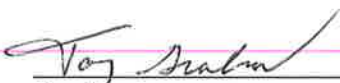
8. Board Member Comments/Meetings

No additional comments


9. Meeting Adjourned

The meeting was adjourned at 10:21 A.M.

Respectfully Submitted,



President, Board of Directors
Running Springs Water District



Secretary of the Board of Directors
Running Springs Water District