

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
RUNNING SPRINGS WATER DISTRICT
COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA
November 18, 2020**

A Regular Meeting of the Board of Directors of the Running Springs Water District was held on Wednesday, November 18, 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 at the District:

Tony Grabow, President
Mike Terry, Director
Bill Conrad, Director

Director Mark Acciani was absent

Also present at the District were the following:

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

The following were present through teleconference:

Errol Mackzum, Vice-President
Ward Simmons, Legal Counsel, Best, Best & Krieger
Brett Van Lant, Van Lant & Fankhanel, L.L.P.
Scott Manno, Rogers, Anderson, Malody & Scott, L.L.P.
Sunny Kim, Rogers, Anderson, Malody & Scott, L.L.P.

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 9:00 A.M. by President Tony Grabow. Pledge of Allegiance was led by President Grabow. Roll Call was led by Secretary Amie R. Crowder.

2. Recognize and Hear from Visitors/Public Comment

No public comment.

3. Approval of Consent Items

A. Approve Meeting Minutes

Vice-President Mackzum identified a misspelled word on page 7 of the Board Meeting packet.

Vice-President Mackzum requested clarification on the word “prompt” located on page 8 of the Board Meeting packet. Board Secretary Amie R. Crowder provided explanation.

B. Ratify Expenditures and Cash Summary

Upon motion by Vice-President Mackzum, second by Director Conrad 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. Consider Receiving, Filing, and Authorizing the Distribution of District’s Fiscal Year 2019-2020 Annual Financial Report and Audit Results

Brett Van Lant, with Van Lant & Fankhanel presented the financial audit. Brett continued to share that no internal control issues nor compliance inefficiencies were identified. Discussion regarding Other Post Employment Benefits (OPEB) and the Sensitivity Analysis occurred between Brett Van Lant and Vice-President Errol Mackzum, in which Brett was able to provide clarification as to when OPEB went into effect at the District; and, the purpose of the Sensitivity Analysis.

Upon motion by Vice-President Mackzum, second by Director Terry and carried by a 4 to 0 roll call vote, Receiving, Filing, and Authorizing the Distribution of District’s Fiscal Year 2019-2020 Annual Financial Report and Audit Results was approved.

B. Financial Presentation

Scott Manno of Rogers, Anderson, Malody and Scott (RAMS) presented the Financial Statements of the District. Discussion regarding the Mutual Aid budgets occurred between Vice-President Mackzum and General Manager Gross. Scott continued to review the Quick, Current and Debt Ratio. Manager Gross and Sunny Kim of RAMS discussed the vacant positions in the Collections Department and how this and the allocation of pension funds cause fluctuation within the financial statements. Vice-President Mackzum had inquiries about long-term debt. Manager Gross provided clarification. Director Conrad had several inquiries regarding the Ambulance Department, the Fire Department, and the

District's pension plan. Manager Gross and Scott Manno were able to provide clarification. Minimal discussion continued.

No action taken.

C. Consider Awarding Construction Contract for the Replacement of the Luring Pines Groundwater Well Pump and Motor

Operations Manager Trevor Miller detailed that the water production for this well was decreasing and upon investigation, identified that the motor was failing. Trevor continued to detail the area of greatest cost to this project is the labor and based on this, would also like to replace the pump at the same time. Minimal discussion continued.

Upon **motion** by Director Conrad, **second** by Director Terry and **carried by a 4 to 0 roll call vote**, Awarding Construction Contract for the Replacement of the Luring Pines Groundwater Well Pump and Motor, Authorizing the General Manager to execute the contract, and Authorizing the General Manager to approve change orders for the Project, not to exceed 15% of the low bid of \$11,125.55 was approved.

D. Consider Awarding Construction Contract for the Wastewater Treatment Plant Access Road Gate

Operations Manager Trevor Miller detailed the need for the gate at the access road and how moving the gates location will be safer for employees and any public/residents in the area. Trevor continued to explain that St. Anne's in the Mountains will be provided an access code to the gate also. Manager Gross shared that the Wastewater Treatment Plant received an official address and this will help the Wastewater Treatment Plant (WWTP) with receiving deliveries with greater ease.

Upon **motion** by Director Conrad, **second** by Director Terry and **carried by a 4 to 0 roll call vote**, Awarding Construction Contract for the WWTP Access Road Gate, Authorizing the General Manager to execute the contract, and Authorizing the General Manager to approve change orders for the Project, not to exceed 15% of the low bid of \$6,800.00 was approved.

E. Consider Awarding Construction Contract for the Wastewater Collections Building Header Modifications

Operations Manager Trevor Miller reviewed the current location and dimensions of the building and how it is cumbersome to park the video inspection van and other service trucks. Trevor continued to outline that this modification would also allow an additional truck to be parked in the garage during the winter. Minimal discussion continued.

Upon **motion** by Director Conrad, **second** by Director Terry and **carried by a 4 to 0 roll call vote**, Awarding Construction Contract for the Wastewater Collections Building Header Modifications, Authorizing the General Manager to execute the contract, and Authorizing the General Manager to approve change orders for the Project, not to exceed 15% of the low bid of \$5,690.00 was approved.

F. Consider Authorizing Purchase of Zoll AutoPulse Mechanical Chest Compression Devices

Battalion Chief Cindy Strebel presented both the details and the importance of the Fire Department having the Zoll AutoPulse Mechanical Chest Compression devices. Discussions between Director Conrad, Vice-President Mackzum, Manager Gross, Battalion Chief Strebel and Fire Chief Vasquez regarding the lifespan of these devices, potential grant funding, COVID-19 reimbursement, and trainings for these devices continued.

Upon **motion** by Director Conrad, **second** by Director Terry and by Director Terry and **carried by a 4 to 0 roll call vote**, Authorizing Purchase of Zoll AutoPulse Mechanical Chest Compression Devices, not to exceed \$30,644.10 was approved.

5. Information Items

A. Director Appointments

General Manager Gross shared that the County of San Bernardino Board of Supervisors presented their Consent Item #80 at 12:30 p.m. on Tuesday, November 17, 2020 to appoint in lieu of election Errol Mackzum and Mike Terry as Directors for the next 4-year term. Manager Gross explained that the County of San Bernardino will provide the District with the appropriate paperwork within the next few weeks and the District can then proceed to swearing Director Terry and Vice-President Mackzum into their term.

6. General Manager's Report

No additional General Manager comments.

7. Operations Manager's Report

Operation Manager Trevor Miller provided an update that the drum screen and drying bed improvements project is near completion and the annual membrane bio-reactor (MBR) maintenance is complete. Trevor outlined a significant future purchase the WWTP will need to prepare for, which will be replacement membranes. Trevor continued to detail the rapidly evolving MBR technology and the long-term benefits this replacement and upgrade will provide.

8. Fire Chief's Report

Fire Chief Vasquez provided an update that the CalFire reimbursement for fire assignments should be received within a few weeks, COVID-19 Reimbursements are being recorded so they can be submitted to FEMA upon completion of the COVID pandemic, and presented information on a potential Joint Powers Agreement or Joint Powers Authority with the Arrowbear Fire Department which will be added to the December Board Meeting agenda for further discussion.

9. Report from Legal Counsel

Ward Simmons, Legal Counsel, Best, Best & Krieger shared an update on that the California Supreme Court accepted the Pico Neighborhood case against the City of Santa Monica. Details of this case will be available next year.


10. Board Member Comments/Meetings

No comments.


11. Meeting Adjourned

The meeting was adjourned at 10:48 A.M.

Respectfully Submitted,



President, Board of Directors
Running Springs Water District



Secretary of the Board of Directors
Running Springs Water District

