

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS  
RUNNING SPRINGS WATER DISTRICT  
COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA  
July 21, 2021

---

A Regular Meeting of the Board of Directors of the Running Springs Water District was held on Wednesday, July 21, 2021, 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:

Errol Mackzum, President  
Mike Terry, Vice-President  
Bill Conrad, Director  
Mark Acciani, Director

Also present at the District were the following:

Ryan Gross, General Manager  
Amie R. Crowder, Board Secretary/Treasurer/Administration Supervisor  
Trevor Miller, Operations Manager  
Mike Vasquez, Fire Chief  
Tony Grabow, Interim Fire Chief  
Mike Scotti, President, Running Springs Professional Firefighters, Local 5308

**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 Errol Mackzum. Director Bill Conrad led the assembly in the Pledge of Allegiance.

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

No public comment.

**3. Election of Officers and Appointment of Standing Committees**

District Policy states the General Manager shall chair the proceedings for election of President with Manager Gross opening the nominations.

**Nominated** by Director Terry, **second** by Director Conrad and **carried by a 4 to 0 vote,** Director Mackzum was elected President of the Board of Directors.

President Mackzum then called for nominations for Vice-President.

Nominated by President Mackzum, second by Director Conrad and carried by a 3 to 0 vote, with Director Terry abstaining, Director Terry was elected Vice-President.

Directors' Mackzum and Terry were appointed to the Finance Committee. Board policy states the Vice-President shall serve on the Finance Committee.

Directors' Conrad and Acciani were appointed to the Personnel Committee.

**4. Approval of Consent Items**

**A. Approve Meeting Minutes**

**B. Ratify Expenditures**

**C. Receive and File the Fiscal Year ending 2021 Annual Board and Employee Expense Report**

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

**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. 08-21, Finding that Certain Properties Located in the District Constitute a Public Nuisance and Ordering Notification to Property Owners and Setting a Public Hearing**

Manager Gross provided and reviewed the initial list of non-compliant properties. Chief Vasquez reported on the Hazard Abatement program and outlined how the adoption of this Resolution is the beginning of the annual process. Minimal discussion continued.

Upon motion by Director Conrad, second by Director Acciani and carried by a 4 to 0 vote, Adopting Resolution 08-21, Finding that Certain Properties Located in the District Constitute a Public Nuisance and Ordering Notification to Property Owners and Setting a Public Hearing for September 15, 2021 at 9:00 a.m., was approved.

**B. Consider Authorizing Expenditure for Incode 10 Server Replacement**

Manager Gross outlined the necessity to replace the Incode 10 Server and the primary function it serves to our business processes. Manager Gross would also like a mini split a/c unit for the room the servers are stored. Details of this necessity were provided. Upon further discussion, Manager Gross will be arranging for Computer Options to provide a

presentation to the Board of Directors regarding the types of cyber security they provide to the District.

Upon motion by Director Acciani, second by Vice-President Terry, Authorizing Expenditure for Incode 10 Server Replacement and Mini Split A/C Unit, not to exceed \$25,436.39, was approved.

**C. Consider Authorizing Staff to Issue Requests for Proposals for Contract Fire and Emergency Medical Services**

Chief Vasquez reviewed a more precise financial outcome for the Request for Proposal located page 34 of the Board packet, in which property taxes are outlined.

President Mackzum would like an added provision to the RFP where insurance is addressed.

Upon motion by Director Conrad, second by Vice-President Terry and carried by a 4 to 0 vote, Staff to Issue Requests for Proposals for Contract Fire and Emergency Medical Services with added insurance provision, was approved.

**D. Consider Authorizing General Manager to Execute Fire Station 51 use Permit for the 2021 Statewide Governor Recall Election**

Manager Gross presented the Registrar of Voters new requirement of a Use Permit, referenced on page 38 of the Board Packet. The Board of Directors would like Manager Gross to negotiate the insurance portion of the Use Permit on behalf of the Running Springs Water District.

Upon motion by Director Acciani, second by Vice-President Terry and carried by a 4 to 0 vote, Authorizing the General Manager to Negotiate the Insurance Requirements to protect the District and Execute Fire Station 51 Use Permit for the 2021 Statewide Governor Recall Election, was approved.

**6. General Manager's Report**

Manager Gross reported the District posted the Notice of Vacancy at the Main District Office, both fire stations, and the Post Office. The Notice will also be placed on the District's website and in the local newspapers.

Manager Gross reported on the status of the Urban Water Management Plan based on the State's requirements. Proposals from five firms have been requested and staff will report on this at the next Board Meeting.

Manager Gross reviewed the most recent communication from CalPERS that demonstrates a 21.3% investment return.

Manager Gross provided clarification on the Personnel Manual as it relates to accrued sick and Compensatory Time Off when an employee leaves or retires from the District. The Board of Directors understood as does the General Manager, that when an employee retires from the District, their accrued sick time that is not able to be cashed out per the Personnel Policy, is reported to CalPERS and the accrued Compensatory Time Off for safety employees can be cashed out. The new Federal Holiday, Juneteenth, was also mentioned. These items will be addressed in the next Personnel Manual update.

Manager Gross provided a brief update regarding the Tesla battery back-up being installed at the wastewater treatment plant as well as an update of the MBR 2 improvements project.

Manager Gross reported the Nob Hill project is progressing well and the current projects the Water Department is working on, which include several leaks within the District.

Manager Gross reported on the status of the potential Green Valley Lake Annexation to the Running Springs Water District.

**7. Board Member Comments/Meetings**


Vice-President Terry believes we should be inviting newspaper representatives to attend our meetings. Manager Gross confirmed we will begin this immediately.

**8. Meeting Adjourned**

The meeting was adjourned at 10:20 A.M.

Respectfully Submitted,

  
\_\_\_\_\_  
President, Board of Directors  
Running Springs Water District

  
\_\_\_\_\_  
Asst. Secretary of the Board of Directors  
Running Springs Water District