

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: November 20, 2013

TO: Board of Directors

CC: Ryan Gross, General Manager
Mike Riddell, Legal Counsel
Henry Heredia

FROM: Joan C. Eaton, Board Secretary

SUBJECT: BOARD CORRESPONDENCE PACKET

General Correspondence

1. November 2013 Running Springs Water District Newsletter. (See Pages 2-3)
2. September 24, 2013 Safety Committee Meeting Minutes. (See Pages 4-5)
3. Top Health Newsletter. (See Pages 6-7)
4. Top Performance Newsletter. (See Pages 8-9)
5. The Energy Network Information Packet



Running Springs Water District November 2013 Newsletter



The Running Springs Water District is providing this Newsletter to our customers as part of our public outreach effort to share information regarding the District's ongoing activities, operations and services.

WINTERIZE YOUR HOME OR CABIN TO AVOID CATASTROPHIC WATER LOSS AND COSTLY REPAIRS

Is your home ready for the approaching cold winter weather? Freeze-related water leaks have been known to waste thousands of gallons of water and in the past have increased some monthly water bills to over \$3,000. Don't let this happen to you.



Remember, all water lost due to frozen/broken pipes is the homeowner's responsibility. However, just a few precautions can greatly reduce your risk. Some important steps to take to avoid frozen/broken pipes and costly repairs include: checking your plumbing to ensure it is in good operating condition, protect all exposed piping, install a customer shut-off valve (CSOV), safeguard your CSOV from unauthorized use and vandalism, seal off access doors, air vents and cracks and instruct guests that may use your home about the proper use of the CSOV.



Prevention of frozen/broken pipes can be accomplished by checking all of your water lines from the meter to the house, to be sure there are no exposed lines or fixtures. The pipes should be sufficiently insulated to prevent them from freezing. Be sure to disconnect and drain all outdoor hoses. Turning off your CSOV is an important factor in preventing excessive water leaks from frozen/broken pipes when you are away from your home or cabin in the winter. If you rely on natural gas or electricity for heat to prevent your water lines from freezing, be aware that these utilities can be interrupted especially during storms or emergencies and your property may be without heat for an extended period of time.

It is the responsibility of each property owner and resident to protect their property from freezing weather and to maintain the water lines on their property. We recommend that the water lines, hot water heater and fixtures be inspected on a regular basis. You can also request to have the District shut off your water meter for a minimal service charge. If you do have a water emergency, please call the District's emergency phone number for assistance at (909) 867-2340.

Carbon Monoxide Poisoning Awareness and Prevention

Roughly 30 to 40 people die annually in California from exposure to Carbon Monoxide gas. All single and multiple family dwellings are now required to have Carbon Monoxide detectors installed. Prevention measures to avoid Carbon Monoxide poisoning include:

- *Install Carbon Monoxide detectors on walls at least a couple of feet below the ceiling outside each sleeping area.
- *Ensure Carbon Monoxide detectors are installed and working properly.
- *Do not idle your car in your garage even for short periods of time.

(Continued on back)

*Never use gas-powered or charcoal grills indoors.

*Never ignore the Carbon Monoxide poisoning symptoms of dizziness, nausea, headaches and sudden sleepiness. Get out of your home immediately and into fresh air, then call 911.

Fire Safety for Homes during the Winter Months

Fireplaces and wood burning stoves are very common heat sources in mountain homes. Potential fire hazards can be avoided by paying careful attention to safety.

When using a wood burning stove, it should be Underwriters Laboratories (UL) listed, be made of good quality, solid construction and design. Do not use flammable liquids to start or accelerate any fire. Always keep a glass or metal screen in front of the fireplace to prevent any sparks or embers from escaping. Before you call it a night, be sure to double check that the fire is out and NEVER close your damper with hot ashes in the fireplace.

When using a furnace as a heat source, it is important to have your furnace inspected to ensure it is in proper working condition. Inspect the walls and ceiling near the furnace and along the chimney line and if the wall is hot or discolored, additional insulation may be required. Keep trash and other combustibles away from the heating system. It is important to leave furnace repairs to qualified specialists.

Remember never to use a range or an oven as an alternate heating source. Not only is it a safety hazard, it can be a source of potentially toxic fumes. Avoid using electric space heaters in bathrooms or other areas where they may come into contact with water. Be sure that every level of your home has a working smoke detector that is cleaned and inspected monthly and remember to change the batteries every six months.

Fats, Oils and Grease (FOG)



Grease in sewer pipes causes sewer maintenance problems for property owners and the District.

Never put grease, oil or fatty foods in your sink, drain or toilet and try to use your garbage disposal less.

New Biosolids Dewatering Equipment at Wastewater Treatment Plant

This October the District completed the installation of a new biosolids dewatering process at our Wastewater Treatment Plant. This project was identified in our 2010 Master Plan and the new equipment replaces a 25 year old belt press. This new process will significantly reduce operational costs associated with the hauling and disposal of the material.



For more information regarding District functions and activities, please visit the District's websites at:

www.runningspringswaterdistrict.com
www.runningspringsfd.org

or contact the District office by phone at 909-867-2766, or by mail at P.O. Box 2206, Running Springs, CA, 92382. In addition, we hold public Board Meetings at 9:00 am on every third Wednesday of the month at our District Office located at 31242 Hilltop Blvd. (Highway 18) in Running Springs. Members of the public are always invited and encouraged to attend these meetings.

The District now accepts credit card payments in person at the main office. Credit, debit card or electronic check payments may also be made online at: <https://ipn.paymentus.com/otp/stde/rswd> or by calling Paymentus at 877-506-3112.

"The Mission of the Running Springs Water District is to provide water, fire, emergency medical service, sewer, and other beneficial services to the community: The goal of the District shall be to do so with the highest level of integrity and ethical principles and in the most efficient and cost effective manner possible."

SAFETY COMMITTEE MINUTES

SEPTEMBER 24, 2013

Those present:

Randy Bobroff, Water Department Supervisor
Kent Jenkins, Safety Officer
Joan Eaton, Administration Supervisor
Richard Viero, Collection Division Representative
Linda Mayfield, Administration Department Representative
Dave Loest, Fire Department Representative

The meeting was called to order at 10:10 a.m.

The Safety Committee reviewed the minutes from the June 4, 2013 meeting. There were no revisions or corrections. The Board members will receive a copy of the minutes in their Board Meeting packets as an “information” item.

Kent Jenkins asked the committee if there were any injuries or safety incidents to report. Richard Viero from the Wastewater Collections Divisions reported an incident where a truck failed to yield while they were jetting lines near the Post Office. After getting the driver’s attention a collision was avoided. Richard reported another incident that happened while grading an easement on lower Fredalba Road. The water tender slipped off the road onto the soft shoulder. Always be careful on soft shoulders especially on the down side.

The Water Department reported that their meter reader has been stung by yellow jackets on two separate occasions. Yellow jackets are very aggressive this time of year. Beware when digging. Their nests are sometimes buried in the ground. Dixi Willemse from the Fire Department was also stung. Also beware of black widows. Richard Viero has seen them in District Lift Stations.

Kent Jenkins discussed seasonal safety topics. Santa Ana winds are prevalent this time of year. Fire Season is upon us. Property abatement should still be an active concern during this time of year. Combustible debris should always be kept away from buildings.

Studded tires can be installed after November 1st. Smog checks should be performed before studded tires are installed. Wiper blades and low temperature wiper fluid should be inspected. Vehicle fluids should also be checked for the proper coolant/anti-freeze ratio. Remember to always have your headlights on while using windshield wipers.

Winter maintenance should also be performed on snow plows and snow cats. Control systems should be installed and checked. Service and check all systems and equipment for proper operation.

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Dave Loest warned that warm tropical monsoonal conditions may be moving into the area during the next two weeks. Beware of lightening strikes that could start a fire.

Kent Jenkins reported that he is working on the final revisions for the District's written Safety Programs. He reported that the IIPP has been completed. The Confined Space, Trenching and Shoring and Lock Out/Block Out programs have also been completed. Kent is still working on the Fall Protection program. He will be sending this program out to all Department Supervisors in the near future. He will also be working on revisions to some of the older programs.

Joan Eaton reported that the time will be changing on November 3rd. The timers for the lights on the District walkway will need to be adjusted. She also reported that the administration employees have been reviewing SDRMA safety handouts at their weekly meetings.

The next Safety Meeting will take place on December 3, 2013 at 10:00 a.m.

The meeting adjourned at 10:45 a.m.

Minutes submitted by Linda Mayfield.



If you've ever jogged or taken a brisk walk after a stressful day, chances are your mood improved along with your body's release of tension. But the mental health benefits of exercise go beyond short-term effects.

Physically active people tend to be less depressed than inactive people, according to population-based research. Clinical studies have shown regular exercise can significantly reduce depressive symptoms in patients, sometimes better than antidepressant medication. Early evidence also suggests exercise may relieve anxiety and reduce panic attacks, while vigorous exercise has helped people quit smoking.

10 Ways to Lose 10 Pounds



Dropping 1 to 2 pounds per week is a healthy rate of weight loss and may help your body adjust to the changes without slowing your metabolism. Plan the first few weeks of your weight loss in detail. Create exercise routines and menus to keep you on track until they're automatic. Here are some guidelines:

1. **Use the 500 Formula to lose 1 pound a week.** Cut 500 calories a day by using an extra 250 calories with exercise and by consuming 250 fewer calories (such as skipping a fancy coffee drink and cookie).
2. **Avoid keeping** high-calorie, high-fat and sugary snacks at home and at work. Snack on fruit instead.
3. **Aim for 30 minutes of cardio exercise** (walking, biking or swimming) most every day. Get your provider's okay first, if you're not used to regular workouts.
4. **Keep a food and fitness journal.** Record everything you eat and drink to learn your true intake and any eating patterns to avoid. Log in your exercise, too.



Making Sense of Vitamin D



Could you be D-deficient? Vitamin D is a hormone produced by the body in response to sunlight. It also occurs in fatty fish such as salmon and is added to some foods such as milk and orange juice. If your D level is low, you most likely wouldn't notice any symptoms. Factors that may lead to deficiency:

- Darker skin may absorb less sunshine to make vitamin D.
- After age 50 our skin tends to make less D.
- Unhealthy kidneys are less able to convert vitamin D.
- People with milk allergies or lactose intolerance may consume less D.
- People who live north of the line connecting San Francisco and Philadelphia.

Supplements and safety – Heavy doses of vitamin D may lead to excess calcium in the blood that can damage the blood vessels, heart and kidneys. In response, the Institute of Medicine has set a safety limit of 4000 IU per day. **Best advice:** Consult your health care provider before exceeding your daily requirement.

"Small opportunities are often the beginning of great enterprises." – Demosthenes

5. **Keep moving throughout the day.** Add household chores, stretching and walking breaks to boost your metabolism and energy.
6. **Include strength building 2 to 3 days a week.** It helps build and protect your lean body mass and boost metabolism.
7. **Skip sugary and alcoholic beverages** that can add hundreds of empty calories.
8. **Drink plenty of water,** before, during and after exercise and before meals so you don't confuse hunger for real thirst.
9. **Avoid skipping meals.** And make sure your food tastes good.
10. **If you see no progress in 3 to 4 weeks,** consult your health care provider, a personal trainer or registered dietitian.



With some dedication, you can adopt these habits for a long and healthy life.



Get-Fit Gifts for Everyone



A top gift pick to consider is one of the wireless fitness tracking devices. These packable tools can monitor steps walked, heart rate, and calories in and out all day long. Some of these monitors can easily slip into a pocket or clip onto a waistband. More gift ideas:

- > **Pocket diet and exercise journal** – a winning tool for weight watchers who enjoy recording the details of their progress.
- > **Resistance bands** – great for muscle training, ideal for travelers or at-home exercisers who don't have much workout space.
- > **Free weights** – beyond dumbbells, check out sandbells or kettlebells.
- > **Sports bag** – from fashionable to no-nonsense, and always useful.
- > **Lessons** – for yoga, tennis, golf, dancing, skiing – you name it.

- > **Personal blender** – for mixing energizing smoothies.
- > **Wearable gear** – comfortable, fun tanks, shorts, leggings and windbreakers.
- > **Exercise DVDs** – for convenient at-home workouts, everything from yoga, dance and core exercise to stretching and strengthening for all ages and fitness levels.
- > **Exercise floor mat** – a must for Pilates, stretching or yoga.



- > **Personal trainer session** – an excellent way to identify and tailor a fitness plan.
- > **Green tea gift bag** – nothing like a soothing cup of tea to help folks relax.

No matter what you choose, a gift that raises health awareness is a gift that can last a lifetime.

Physical Therapy 101

Physical therapy (PT) can literally put your life back in motion. It is used to treat many debilitating conditions ranging from arthritis to back pain. The best results with PT include pain relief and improved mobility, and it often helps avoid surgery.

Physical therapists use exercise, manual therapy, education, and applications such as heat, cold and electrical stimulation. People of all ages, from newborns to the very elderly, benefit from physical therapy.



Depending on your condition, your therapy may focus on preventing or correcting problems that affect:

- muscles, tendons, ligaments and bones (musculoskeletal system).
- nerves and related muscles (neuromuscular system).
- heart and related blood vessels (cardiovascular system).
- lungs and breathing (pulmonary system).
- skin wounds or burns.

The keys to success: Seek help early before the problem worsens, and follow your therapist's directions. If you find your PT exercises become a little tedious, focus on the potential rewards – less pain and more strength and flexibility to lead a healthier, fuller life.



Eating for ENERGY

By Cara Rosenbloom, RD

If holiday parties and round-the-clock cheer leave you feeling a little sluggish, it's a great time to steer your choices toward whole foods that supply long-lasting energy.



Just as cars rely on gasoline to run smoothly, people rely on food to provide the body with fuel. Energy in foods is measured in units called calories. And while all foods contain calories, some are more high-powered than others – just like regular vs. premium gasoline.

What about sugar? Foods that mostly contain sugar will provide a quick burst of energy, but as soon as your body burns through it, you'll feel sleepy again and crave more sugar. It's a vicious cycle.

For ultimate endurance, choose foods that contain fiber and protein instead. These 2 vital nutrients are digested slowly, so they provide a steady stream of energy and leave us feeling full longer. **Bonus:** Protein also stimulates brain cells to help us feel more alert.

Add high-fiber vegetables, fruit and whole grains to protein choices, including:

- Lean meat and poultry
- Fish
- Greek yogurt
- Cheese
- Eggs
- Legumes

These foods also contain B-vitamins and magnesium, which are required to release energy from carbohydrates.

Fatigue and a lack of energy may be signs of dehydration. Often a glass of water is the best solution to restore your energy.



Smart Moves toolkit is at www.personalbest.com/extras/Dec13tools.

Next Month: Top Health Hints for 2014

TP TOP PERFORMANCE®

Helping You Be Your Best.

DECEMBER 2013

Top 4 Gifts for Top Performers

Do you have a highly productive person on your holiday gift list this year? Use these gift ideas to wrap up something truly useful – at work or in a home office.

1. Workspace organizers.

For folks who enjoy everything in its place, shop for hooks, hanging racks, tiny whiteboards, baskets, standing files, and drawer inserts. Check your local office supply store; websites and catalogs may carry more offbeat, specialty items.



2. Cable storage. For productivity gurus who use a bunch of electronic devices to stay connected, chances are the tangle of cords and chargers drives them crazy. Search for gadgets that organize wayward cords and hide them, as well as for “hubs” that allow the user to plug multiple devices into 1 unit.



3. Device cases. They can keep expensive high-tech tools safe and scratch-free. Smartphone and tablet cases range from industrial strength and drop-proof to fun and whimsical. Be sure the case fits the device.



4. Journals. High-tech tracking tools are favored by many people, but some still prefer the simplicity of paper and pen for making lists and notes. Journals are available with color coding, removable tabs, adjustable bookmarks, and different types of paper to suit any performer personality. Pair with an elegant pen or a pencil for a nice gift.



What Did You Learn This Year?

To help you reach your peak performance, we delivered 12 months of productivity tips, tricks and news. Challenge yourself on your **TopPerformance** knowledge with this quiz.

- 1. People need less sleep as they get older.**
 True False
- 2. What's the best way to reduce fatigue, increase alertness, improve memory and reduce your chance of accidents?**
 a. Take a shower.
 b. Drink a cup of coffee.
 c. Take a nap.
- 3. An “elevator pitch” is:**
 a. A 30-second description of you and your qualifications.
 b. When someone corners you on the way in or out of a building to talk to you.
 c. A short meeting in an elevator.
- 4. Playing video games can help make you smarter and more productive.**
 True False
- 5. A common goal-setting mistake is:**
 a. Making the goal too specific.
 b. Aiming the goal too high or too low.
 c. Setting more than 1 goal at a time.

ANSWERS:

- 1. False** – A University of Pennsylvania study suggests people experience sleep disturbances in middle age due to hormonal changes, environmental factors and other issues. In general, people don't develop more sleep problems or require less sleep as they age. (March)
- 2. c** – According to a NASA study, a 40-minute nap can improve alertness by 100% and performance by 34%. (April)
- 3. a** – An elevator pitch is a short, compelling description of your strengths and skills. Tip: Write and memorize a 30-second sketch highlighting your professional merits; use it when called upon to introduce or describe yourself. (July)
- 4. True** – Research shows you can sharpen your thinking skills with games that require complex problem-solving and decision-making techniques. Plus, playing games can boost your mood, which may translate to better focus and a positive attitude. (October)
- 5. b** – Becoming a top-level manager or running a marathon next month might be unrealistic if you don't have the right experience. At the same time, don't aim so low that you can reach your goal with little work. (February)

◆ Missed a few? Just look back at the corresponding issue to refresh your memory and prepare for a productive year ahead. ◆



Write Persuasively

4 WAYS

① **Know your audience.** For example, pitching a new idea to a supervisor may differ from convincing a customer to place an order.

② **Write conversationally.** Avoid the sales pitch. Instead, picture yourself writing to a friend who could use your help. Make your argument clear, straightforward and easy to understand.

③ **Appeal to readers personally.** Stress how your idea, product or point of view will save time, improve the bottom line, help meet a deadline, etc.

④ **Prove your point.** For example, if you're convincing management to try a new safety improvement idea, include statistics about accident prevention.



QUIKRISK™ ASSESSMENT: Coping Skills

The first step to controlling stress is awareness. Do you know when you are feeling especially stressed, and why? Do you have healthful ways to cope so you can unwind, recharge and restore your good nature?

Take a breather and evaluate these statements:

YES NO

1. I generally find satisfaction in my job.
2. I accept change as a means for learning and opportunity.
3. I tend to look for the humor in situations.
4. I don't use tobacco.
5. I practice time management to stay organized.
6. I allow extra time to avoid needless rushing.
7. I usually get enough sleep.
8. I exercise at least 30 minutes 4 times a week.
9. I avoid using alcohol to calm down.
10. I make time for solitude every day.
11. I can usually rely on friends or family for emotional support.

If you answered **yes** to at least 8 statements, you likely have a good outlook and ability to avoid stress. If you fall short, use the list to develop new coping strategies that can help you manage your response to stress.

Secrets of Great Multimedia Presentations

Today's multimedia tools can make any presentation more dynamic and engaging. However, bringing it together is not as easy as it looks. Make your next presentation a success with these strategies:



Put content first.

The most enticing visuals, effects and graphics in the world can't make up for a lack of usable information.

As you craft your presentation, focus first on making an impact with the facts you are presenting. Then, use the multimedia elements to enhance that information and make it easier to comprehend.

Rehearse. Images and graphics that are perfectly timed to a presenter's voice add impact and increase audience retention. Sync your visuals with your talk. Then write down the cues for changing slides or showing visuals so they match what you are saying. Practice the whole presentation several times until it flows smoothly.

De-clutter. Too many visual elements can distract rather than enhance. Choose animations, slides and other visuals that support your main points and hold the audience's attention. Avoid special effects, such as text with drop shadows. Assign a word limit for each slide to avoid crowded visuals.

Assemble. Review every aspect of your animations, charts, video, and graphics. Make sure they send a clear, accurate message that supports the purpose of your presentation. Run through your presentation for some coworkers or friends to get the "kinks" out.

Check the room. Before your presentation, check outlet locations, networks and systems, lighting, seating and other logistics. Set-up problems can delay your presentation or diminish its impact.



"Do what you can, with what you have, where you are."

- Theodore Roosevelt