

AGENDA
JUNE 2, 2011
PAGE TWO

IX. Closed Session

X. Meeting Adjournment

NEXT REGULAR BOARD MEETING: WEDNESDAY, JUNE 15, 2011, 9:00 AM

RUNNING SPRINGS WATER DISTRICT

RESOLUTION NO. 14-94

RESOLUTION OF THE BOARD OF DIRECTORS OF
RUNNING SPRINGS WATER DISTRICT ADOPTING
DISTRICT BY-LAWS

Adopted by the Board of Directors
November 17, 1981

Revised:
October 19, 1994
April 6, 1988
January 20, 1988
October 7, 1987
December 17, 1986

ARTICLE I

NAME AND OBJECT

SECTION I. This governmental body shall be known as the "BOARD OF DIRECTORS" of the RUNNING SPRINGS WATER DISTRICT, a multi-service independent special district.

SECTION II. In addition to the general and specific purposes set forth in the County Water District Law, this Board of Directors shall pursue the following objectives: to provide Water, Fire, Sewer and other services beneficial to the community; the goal of the Board of Directors shall be to do so in the most efficient manner and cost-effective means.

Revised: December 17, 1986

ARTICLE II

GOVERNING BODY OF DISTRICT

SECTION I. Authority of Board. The Board of Directors shall act only at regular, regularly adjourned, or special meetings, as provided by State Law.

SECTION II. Individual Directors shall have no power to act for the District, or the Board, or to direct the staff of the District, except as provided in these By-Laws or as otherwise authorized by the Board.

ARTICLE III

GOVERNING LAWS

SECTION I. The Board of Directors shall comply with and shall be guided by applicable provisions of the State law, these By-Laws, and the motions, resolutions, and ordinances enacted by the Board of Directors.

SECTION II. Motions, resolutions, and ordinances may be enacted by the Board in accordance with the County Water District Law, which is contained in Division 12 of the California Water Code, Sections 30000 - 33250.

SECTION III. The interpretation of the By-Laws shall rest with the Board.

ARTICLE IV

OFFICERS OF THE BOARD

SECTION I. Board Officers. At the first Board meeting, following each District general election to elect Directors of this Board, the Board shall convene and shall elect one of its members as President, and one of its members as Vice-President with each to serve a two-year term.

SECTION II. Procedure for Election. The procedure in this Section shall govern the election of Board President and Vice-President, unless changed by action of the Board. The General Manager shall chair the proceedings for election of the President, which shall be the first order of business after any newly elected Directors have been seated. The newly elected President shall assume office immediately, and shall chair the proceedings for the election of the Vice-President. The Chairman shall call for nominations from the members of the Board. A member need not be recognized by the Chairman in order to make a nomination. No second shall be required for nominations, although one or more members may second a nomination to indicate endorsement. No member may nominate more than one person for the position. The Chairman shall repeat each nomination until all nominations for the office have been made. If an absent member has rendered a nomination by mail, which has been received by the Secretary of the Board prior to opening the meeting for nominations, such nomination shall be read by the Chairman and shall be valid. Once nominations have been completed, the Chairman shall call for a vote which may be conducted either by a showing of hands or by voice vote. Voting shall be repeated as many times as necessary in order to obtain three votes for a single candidate. Where repeated voting is necessary, the nominee receiving the

lowest number of votes shall not be removed from the next ballot unless a motion is duly carried requiring his elimination. The Secretary shall record the results of each vote in the minutes.

SECTION III. The President and Vice-President may serve as many consecutive two-year terms as elected by the majority of the Board of Directors.

Revised: October 19, 1994
Revised: October 7, 1987
Revised: December 17, 1986

ARTICLE V

DISTRICT OFFICERS

SECTION I. The Board shall appoint a General Manager, Secretary, and Auditor by simple majority. The Board may also appoint such assistants, employees and consultants as it deems necessary to operate the District. The Treasurer of the District may, but need not be, a member of the Board.

ARTICLE VI

BOARD VACANCIES

SECTION I. Procedure for Appointment. Vacancies in the office of Director shall be filled in accordance with the provisions of Section 1780 of the California Government Code. Such procedure permits the remaining members of the Board to fill the vacancy by appointment, provided that the appointment is made within 60 days after the effective date of the vacancy, and provided further that notice of the vacancy is given as provided by law. In making such appointment, the Board shall follow the same procedure as provided for the election of its officers. In lieu of making an appointment, the remaining members of the Board shall call an election to fill the vacancy.

ARTICLE VII

DUTIES OF DIRECTORS

SECTION I. The duties of the Directors shall be:

- A. To attend all regular and special Board meetings to the best of their ability.
- B. To serve on all standing or ad-hoc committees as appointed.
- C. To become thoroughly familiar with the locations and operation of District facilities.
- D. To help prepare information about the District's functions to be released through a newsletter and/or other media.
- E. To attend meetings and seminars to enhance performance as a Director of the District.

SECTION II. Except as provided herein, and except with the approval of the Board, individual Board members shall not act independently to direct staff in their performance of their duties, or to provide or compile data, information or reports. This provision is not intended to infringe upon the rights which any Director may have to obtain documents under the California Public Records Act (Government Code Sections 6251 et seq.) or other provision of law.

ARTICLE VIII

DUTIES OF OFFICERS

SECTION I. Duties of President.

A. Meetings. The president shall preside over and conduct all meetings of the Board and hearings before the Board. In so doing, the President shall have the following powers and responsibilities:

1. To follow the prepared agenda unless the Board concurs in any change.
2. To determine all questions of order and parliamentary procedure, unless he chooses to submit any such question to the Board for decision.
3. To maintain order and to enforce reasonable rules of decorum.
4. To determine at meetings of the Board, other than public hearings, whether or not members of the public should be heard on particular issues or otherwise be permitted to address the Board.
5. At public hearings as well as other meetings of the Board, to set reasonable limits upon the length of time and the number of occasions on which a person may speak.
6. To recognize Directors who may wish to be heard.
7. To restate, where necessary, and to put to a vote all questions properly brought before the Board, and to announce the results of each vote.
8. To terminate debate after there has been reasonable opportunity for full discussion of any issue and

further debate would be needlessly repetitive or otherwise not useful, and where proper, to put the matter to a vote.

9. To rule out of order any comments by Directors, staff or members of the public not germane to the issue then before the Board.
10. To respond to inquiries by Directors relating to procedures, or to factual information bearing upon the business before the Board.
11. To establish standing or ad hoc committees of the Board, and to appoint the members thereof.
12. To declare the meeting adjourned upon such vote by the Board, or when in his judgement any emergency or other cause required adjournment.
13. To authenticate by his signature all acts, orders and other proceedings of the Board.

Notwithstanding the delegation of such powers to the President, any action taken by a majority of the Board on any of the foregoing matters shall be determinative thereof.

- B. Agendas for Meetings. The President shall consult with the General Manager on the preparation of an agenda for each meeting. In addition, any Director shall have the right to place any matter on the agenda, for any meeting, and shall notify the Secretary of the Board at least 72 hours before the meeting.
- C. Board Spokesman. The President shall act as spokesman for the Board with respect to its actions and policies, and those of the District. This provision, however, shall not preclude any other officer or employee of the District from making appropriate comments within the scope of his position, nor any Director from expressing his individual views.

- D. Public Appearances. The President or his designee shall represent the Board, where it is appropriate for the Board to appear, at meetings of other public agencies, before public groups, or on other public occasions. However, this provision shall not limit the attendance of any Director or authorized officer or employee of the District, or the right to speak as provided in Section IC.
- E. Staff Direction. The President shall work through the General Manager, Counsel or other officer of the District, to obtain such information as may be necessary and appropriate to assist the Board in its deliberations, and may direct staff to implement the policies and decisions of the Board:

SECTION II. Duties of the Vice-President. The Vice-President shall act if the President is absent or unable to act, and shall exercise all of the powers of the President on such occasions. The Vice-President shall also:

1. Serve as one of the members of the Finance Committee.
2. Serve as alternate delegate to any associations of which the District is a member.

SECTION III. Duties of Secretary.

- A. Board Matters. With respect to the affairs of the Board of Directors, the Secretary shall have the following duties:
1. To take minutes of all Board meetings, and to prepare a draft thereof. Draft minutes shall not

- be released to the public until approved by the Board.
2. To keep in appropriate books the original copies of all final minutes, ordinances and resolutions of the Board.
 3. To keep on file all Board committee reports.
 4. To attest to the minutes, ordinances, resolutions and other documents of the Board.
 5. To present any Board record or document to any member of the Board upon request.
 6. To provide notice as required by law of any special meeting or regularly adjourned meeting.
 7. To provide notice as required by law of any hearing before the Board.
 8. Within one work week after an election, at which a position for Director was contested, the Secretary of the District shall prepare or have prepared an informational, orientation packet for the elected Director(s) containing the following documents and any other deemed appropriate by the sitting Board:
 - a. State of California Water Code, the appropriate and applicable sections.
 - b. Current projected annual District budget.
 - c. Previous month's budget printout and direction sheet on how to read the printout.
 - d. Previous month's water consumption sheet.
 - e. Roster of District personnel.
 - f. Personnel Policy Manual with current pay scale.
 - g. District By-Laws.
 - h. District Ordinances governing rules and regulations for services.
 - i. Conflict of Interest reporting forms.

The Secretary of the District, upon receipt of certification of the election, shall notify the duly elected Director(s) that an informational orientation packet concerning the District has been prepared for the Director and can be picked up at his convenience.

- B. Other Duties. The responsibilities enumerated in Section IA are not intended to limit any other duties of the Secretary imposed by law, or assigned from time-to-time by the Board, or by the General Manager if the Secretary is an employee of the District.

ARTICLE IX

COMMITTEES OF THE BOARD

SECTION I. Standing Committees. The standing committees of the Board shall be:

- A. The Finance Committee, consisting of two Board members. One member shall be the Vice President. They shall be appointed every January.
- B. The Personnel Committee, consisting of two Board members. They shall be appointed every January.
- C. The Public Relations Committee, consisting of two Board members. They shall be appointed every January.

SECTION II. Ad Hoc Committee. All Ad Hoc committees shall be temporarily established by the appointment of up to two Board members by the President.

Revised: December 17, 1986

ARTICLE X

MEETINGS OF THE BOARD

SECTION I. Board Meetings.

- A. Time and Place of Meetings. Regular meetings of the Board shall be held at the District Office, at such day and hour as may be specified from time to time by resolution of the Board.
- B. Public Nature of Meetings. All meetings of the Board shall be open to the Public, except when the Board is convened in Closed Session as authorized under provisions of law. Meetings of Board committees composed of not more than two members of the Board shall not be public meetings, unless the committee determines otherwise.
- C. Quorum and Voting Requirements. A majority of the Board of Directors shall constitute a quorum for the transaction of business. No ordinance, resolution or motion shall be passed without three affirmative votes.
- D. Board Action. The Board shall act only by ordinance, resolution, or motion. Except where action is taken by the unanimous vote of all Directors present and voting, the ayes and noes shall be taken upon the passage of all ordinances, resolutions or motions and shall be entered in the minutes. An ordinance does not require two readings at separate meetings, and unless otherwise provided by its own terms, shall become effective upon adoption. All motions, including a motion to adopt an ordinance or to approve a resolution, shall require a

second. If a second is not received, the motion shall die without the requirement of a vote. Any member of the Board, including the Chairman, can make and second a motion, and the Chairman shall vote on all motions unless disqualified or abstaining. The Chairman shall not call for a vote on any motion until sufficient time has been allowed to permit any member of the Board to speak. Complex motions should generally be prepared in writing and read aloud to the members of the Board at the time the motion is made. If a motion is not in writing, and if it is necessary for full understanding of the matter before the Board, the Chairman shall restate the question prior to the vote. Common motions may be stated in abbreviated form, and will be put into complete form in the minutes. Until the Chairman states the question, the maker with the approval second may modify his motion or withdraw it completely. However, after the question has been stated by the Chairman, the motion may be changed only by motion to amend which is seconded and carried.

- E. Parliamentary Procedures Affecting Motions. After a motion has been made and seconded, any member of the Board may make any of the following motions:
1. To continue the motion to a specific time.
 2. To table the motion, the effect of which defers further discussion and a vote until the majority of the Board again wishes to resume consideration of the motion.
 3. To commit or refer the motion to a committee, the effect of which is to defer further consideration until the committee has reported its findings to the Board.
 4. To amend the motion to modify its wording before adoption, provided the suggested amendment is germane to the original motion.

5. To propose a substitute motion, which has the effect of disposing of the motion before the Board and eliminating the necessity of a vote on the original motion.
- F. Routine Business. Matters of routine business such as approval of the minutes, and approval of minor matters, may be expedited by assuming unanimous consent of the members of the Board, and having the Chairman state that without objection the matter will stand approved. If any member should object to such unanimous consent, the Chairman shall then call for a vote.
- G. Orderly Discussion. In order to promote orderly discussion of the issues before the Board, each member shall be recognized by the Chair before speaking. Notwithstanding any provision of this Ordinance, however, each member of the Board shall have a right to be heard within reason on any issue before the Board. Each member of the Board may seek information or comment by the staff on any question.
- H. Closed Sessions. Except as required by law, all proceedings in Closed Sessions shall remain confidential.

ARTICLE XI

PUBLIC HEARINGS

SECTION I. Order of Procedure. Public hearings shall be called to order by the Chairman at or as soon as practical after the time for which the hearing has been noticed. The Chairman shall interrupt at a reasonable point any business before the Board in order to proceed with such noticed public hearing. The procedure for public hearings shall generally be as follows:

- A. The Secretary shall report upon the notice of the hearing which has been given.
- B. The Secretary shall indicate or summarize all protests or correspondence which has been received on the issue to be heard.
- C. The staff shall present such information, exhibits and recommendations as may be appropriate.
- D. The Chairman shall call upon such members of the public as may wish to be heard.
- E. Board members and staff shall attempt to answer such questions from members of the public as may be germane to the issues of the hearing.
- F. Board members and staff, after recognition by the Chairman, may ask questions of members of the public who speak.
- G. Board members shall refrain from discussing the issues among themselves, or expressing their personal views, until after all of the testimony has been heard and the hearing has been closed.
- H. If the nature of the hearing appears to warrant sworn testimony, the Chairman may require that all persons giving testimony do so under oath. The oath may be

administered by the Chairman or by the Secretary.

- I. Any member of the public may, at his own expense, transcribe the proceedings of the hearing.

ARTICLE XII

COMPENSATION

SECTION I. Compensation for Board members shall be set at \$100 for each day's attendance by a Director at board meetings, committee meetings or for each day's service rendered as a Director at the request of the Board, together with any expenses incurred in the performance of his duties required or authorized by the Board, which sum shall not exceed that authorized by law.

SECTION II. Upon approval by the Board, compensation for any meeting may be waived.

Revised: April 6, 1988

ARTICLE XIII

INCONSISTENT, INCOMPATIBLE AND
CONFLICTING EMPLOYMENT OR ACTIVITIES

SECTION I. Pursuant to the provisions of the Government Code Section 1126, the Board of Directors of the Running Springs Water District has determined that it would be inconsistent and incompatible for a Board member to be a paid employee of the District. Therefore, based on this decision, a member of the Board of Directors shall not be a paid District employee.

Added: January 20, 1988

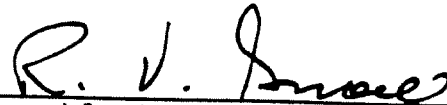
ARTICLE XIV

AMENDMENTS

SECTION I. These BY-LAWS may be repealed or amended in whole or in part by majority vote of the Board.

SECTION II. These BY-LAWS repeal all former BY-LAWS and all other acts of this Board in conflict therewith.

ADOPTED this 19th day of October 1994.



President of the Board of Directors
Running Springs Water District

ATTEST:



Secretary of the Board of Directors
Running Springs Water District

**RUNNING SPRINGS WATER DISTRICT
TREATMENT DIVISION**

MEMORANDUM

DATE: June 1, 2011

TO: Board of Directors

FROM: Isaiah Hall, Collections Division Supervisor

SUBJECT: BOARD CONSIDERATION AND APPROVAL OF CHANGE
ORDER NO. 1 FOR 30244 ENCHANTED WAY SEWER
EASEMENT STABILIZATION PROJECT

BACKGROUND

At the January 19, 2011 Board Meeting, I announced that we had several areas of storm damage from the December 2010 storm. One of the damaged sites was located at 30244 Enchanted Way. The District was notified by Mr. Chris Ehe on or about December 27, 2011, that there had been a severe mud slide at the Enchanted Way residence owned by Mr. Somes. Approximately 20 feet of the District's sewer main had been exposed. A soils report was completed by Hilltop Geotechnical which revealed the cause of the failure was not due to the sewer easement.

Because the damage caused by the December 2010 storm in San Bernardino County was declared a State and Federal Disaster Area, the project costs were reimbursable through both the State and Federal Governments. The Board decided to repair the easement utilizing the informal bid process. At the April Board meeting the Board awarded a contract for repair to G.M. Excavating in the amount of \$13,450.

CURRENT STATUS

The contract is nearly complete with the exception of the Geo fabric for erosion and the V-gutter for storm water diversion. The original contract specified the installation of a fifty (50) foot V-gutter to divert the run-off water away from the sewer easement. After careful consideration, we have come to the conclusion fifty (50) linear feet of 3 foot wide concrete V-gutter will not be long enough to redirect the water channel away from the District's sewer easement.

Engineer Thomas is recommending an additional fifty (50) linear feet be added to the project at an additional cost of \$2,500. This will ensure the integrity of the finished project and protect the sewer easement from future major storms. A memorandum from Engineer Thomas outlining the need for the additional fifty (50) lineal feet and Contract Change Order No. 1 have been attached to this memo for the Board's review.

REQUESTED BOARD ACTION

We ask that the Board consider the above and attached information and then approve Contract Change Order No. 1 for the installation of an additional fifty (50) lineal feet of V-gutter in the not to exceed amount of \$2,500.

MEMORANDUM

DATE: June 1, 2011

TO: Sam Massey, General Manager

c: Running Springs Water District Board of Directors

FROM: Brian Thomas, Engineer

**SUBJECT: Enchanted Way Sewer Easement December 2010 Storm Damage Repair –
Contract Change Order No. 1**

It is requested that the Board of Directors approve Contract Change Order No. 1. This change order is requested to cover the additional costs to install an additional 50 linear feet of 3-ft wide concrete v-gutter to better aid in controlling stormwater run-off in order to better protect the sewer easement.

The additional 50-feet were agreed upon by the homeowner as an additional benefit to the repair to the area where the addition would also protect the balance of his property from future storm related run-off.

The total cost increase of Contract Change Order No. 1 is \$2,500.00 which represents a 18.59-percent (18.59%) overall project cost increase.

Thank you for your attention.

RUNNING SPRINGS WATER DISTRICT

Waste Water Department

CONTRACT CHANGE ORDER NO. 1

Sheet 1 of 1

Date: June 1, 2011

Project Title: **Enchanted Way Sewer Easement December 2010 Storm Damage Repairs**

File # 59050.157

TO CONTRACTOR: GM Excavating, Inc.

You are hereby directed to make the herein described changes from the plans specifications or to do the following described work not included in the plans and specifications on this contract.

This change order constitutes a full accord and satisfaction as to claims for all additional costs and extensions of the contract time relating to the portion of the work described under the term "Item". The execution of this change order is a waiver of any rights or claims by the contractor to any additional compensation for the "Item" work or extensions of the contract time for the work.

Adjustment in Compensation:

This CCO is issued to compensate the contractor in full for a change in labor costs to install an additional 50 linear feet of concrete v-gutter to better aid with water run-off control.

Original Contract Amount	Original Not-to-Exceed Contract to repair Easement as authorized by the Board on April 20, 2011	\$13,450.00
Install additional 50 linear feet of 3-ft wide Concrete V-gutter to better aid in stormwater run-off control	Provide labor, tools, equipment and materials to install additional 50-ft of concrete v-gutter at contract unit price of \$50/foot installed	\$2,500.00
Revised Contract Cost		\$15,950.00

This sum shall constitute payment in full. Payment shall include all costs for labor, tools equipment, materials and appurtenances, as well as mark ups, for work completed in conjunction with this change order.

Two additional working days are granted by reason of this change order.

TOTAL INCREASE: \$2,500.00

ESTIMATED COST: Decrease: or Increase: \$2,500.00

By reason of this change order, the time of completion will be adjusted as follows: **Two working days**

Prepared by: Brian Thomas

Date: 1 June, 2011

Authorized by: _____ Date: _____

Accepted by Contractor: _____ Date: _____

**RUNNING SPRINGS WATER DISTRICT
COLLECTION DIVISION**

MEMORANDUM

DATE: June 1, 2011

TO: Board of Directors

FROM: Isaiah Hall, Collections Division Supervisor

SUBJECT: BOARD CONSIDERATION AND APPROVAL OF PURCHASE OF ALLIS CHAMBERS SEWAGE PUMP FOR LIFT STATION # 1

BACKGROUND

Sewer Lift Station #1 was built in 1969. It conveys wastewater from Lift Station #3 as well as from 981 commercial and residential lots, which on a typical day is roughly 100,000+ gallons per day. The two centrifugal pumps are 30 horsepower Allis-Chalmers 400 series pumps rated at 460 gallons per minute. Several years ago, the Board authorized staff to purchase stand-by pumps at all lift stations to avoid the potential disaster of a sewer spill. At April 20, 2011 Board Meeting, I explained during my Collection Division report that we had a pump failure at Lift Station #1 which was pulled and sent down to Evans-Hydro for repair. In the interim, the stand-by pump stored at the Collection Division building was installed in its place.

CURRENT STATUS

On May 31, 2011, Lift Station #1 pump #2 was plugged with rags and had to be pulled, inspected and reset. During the inspection, the pump was noticed to have significant damage to the outer edges of the impeller which causes pump inefficiency, but can cause balance issues which will prematurely wear on bearings, stator and shafts.

On June 1, 2011, I received a call from Evans-Hydro explaining that the pump sent in for repair is not repairable and a replacement pump and volute would cost \$23,725.72 plus tax and shipping with a lead time of approximately 14-16 weeks. A copy of the quote has been attached to this memo for the Board's review.

With the existing pump #2 having issues and the stand-by pump in need of replacement, I feel it is imperative that we order the replacement pump immediately to avoid having to operate the lift station on a single pump thus avoiding a serious potential spill.

REQUESTED BOARD ACTION

We ask that the Board consider the above information and then approve the purchase of a new 30 horsepower Allis-Chalmers 400 series sewage pump at a not to exceed cost of \$27,000.00 utilizing leachate funds.

EVANS HYDRO, Inc.
18128 S. Santa Fe Ave.
Rancho Dominguez, CA. 90221

Phone: (310) 608-5801
Fax: (310) 608-6936



May 31, 2011

Running Springs Water District

To: Isaiah Hall

Regarding : Allis Chalmers Pump

Dear Isaiah,

As we discussed on the phone, the unit you brought in for repair is in very poor condition. There is extreme wear on the rotor and shaft. As we discussed, here is the price for a new unit.

Qty	Part Number	Description	Net	Total
1		Allis Chalmers Pump complete	\$20,160.00	\$20,160.00
		4x4x12LC model 400		
		less elbow and pump pedestal		
		30 HP 1800 RPM		
		WP1(ODP)		
		Motor meets new Eff stds		
			sub Total	\$20,160.00

Quote is good for 30 days, does not include shipping and handling or any applicable taxes. Evans Hydro standard terms and conditions apply. FOB Ohio, delivery is 14-16 weeks ARO. If you have any questions, or if we can be of further service to you, please feel free to give us a call.

Sincerely,

James R. Byrom, Sr
President
Evans Hydro, Inc.

CC: Paul Walton
Kim Dixon

