



RUNNING SPRINGS WATER DISTRICT
A MULTI-SERVICE INDEPENDENT SPECIAL DISTRICT

31242 Hilltop Boulevard • P.O. Box 2206
Running Springs, CA 92382

TO: BOARD OF DIRECTORS DATE POSTED: AUGUST 4, 2015
RE: SPECIAL BOARD MEETING FROM: BOARD SECRETARY

A Special Meeting of the Board of Directors of the Running Springs Water District will be held on **Wednesday, August 5, 2015, at the hour of 10:00 a.m.** at the District Office located at 31242 Hilltop Boulevard, Running Springs, California. This agenda was posted prior to 10:00 a.m. on August 4, 2015 at the Running Springs Water District Office and Website.

The Board may take action on any item on the agenda, whether listed as an action item or as an information item.

Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to Joan C. Eaton, Board Secretary at (909) 867-2766 at least 48 hours before the meeting, if possible.

Copies of documents provided to members of the Board for discussion in open session may be obtained from the District at the address indicated above.

AGENDA

1. Call Meeting to Order and Pledge of Allegiance
2. Recognize and Hear From Visitors/Public Comment
3. Closed Session – The Board will go into Closed Session to discuss:
 - A. Conference with Legal Counsel – Pending Litigation
Government Code Section 54956.9(d)(1);
Workers’ Compensation Claim No. 02-0500-0128-X
4. Open Session – The Board will come out of closed session and report on any action taken.
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 approving final ballot measure language, impartial analysis and argument in favor of the measure to submit to the voters of the District to increase the maximum amount of the availability charge for fire suppression and emergency medical services
Page 3
(Presenter: Ryan Gross, General Manager)

- B. Consider Adopting Resolution No. 20-15, Certifying Delinquent Charges to be Placed on the Tax Roll for Fiscal Year 2015/2016 **Page 10**
(Presenter: Joan Eaton, Administration Supervisor)
- C. Consider authorizing expenditure for as-needed soils and materials testing for SLS 1-3 Improvements and Groundwater Well Projects **Page 13**
(Presenter: Ryan Gross, General Manager)
- 6. Personnel Committee Report
- 7. Upstream User Contracts Ad Hoc Committee Report
- 8. General Manager Comments
- 9. Board Member Comments
- 10. Meeting Adjournment

Upcoming Meetings: Regular Board Meeting, August 19, 2015 at 9:00 a.m.

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: August 5, 2015

TO: Board of Directors

FROM: Ryan Gross, General Manager

SUBJECT: CONSIDER APPROVING BALLOT MEASURE LANGUAGE, IMPARTIAL ANALYSIS AND ARGUMENT IN FAVOR OF MEASURE TO SUBMIT TO THE VOTERS OF THE DISTRICT TO INCREASE THE MAXIMUM AMOUNT OF THE ANNUAL AVAILABILITY CHARGE FOR FIRE SUPPRESSION AND EMERGENCY MEDICAL SERVICES

RECOMMENDED BOARD ACTION

Consider approving ballot measure language (Attachment 1), impartial analysis (Attachment 2) and argument in favor of measure (Attachment 3) to submit to the voters of the District to increase the maximum amount of the annual availability charge for fire suppression and emergency medical services.

REASON FOR RECOMMENDATION

Staff is seeking Board approval of the ballot measure language (Attachment 1), impartial analysis (Attachment 2) and argument in favor of measure (Attachment 3) before submitting to the Registrar of Voters.

BACKGROUND INFORMATION

On June 17, 2015 the Board of Directors adopted Resolution No. 14-15, calling an election on November 3, 2015 to submit to the voters of the District a measure to increase the maximum amount of the availability charge for fire suppression service emergency medical services.

On April 23, 2015 the Board of Directors adopted Ordinance No 43 authorizing an increase to the availability charge for fire suppression service.

The following is the timeline from the elections office for placing a ballot measure on the November 3, 2015 Consolidated Election:

| Timelines for Measures | Days before the scheduled November 3, 2015 Election | Date |
|---|--|---------------------------|
| Receive Resolution | -88 | Friday, August 7, 2015 |
| Prepare Notice of Election | -85 | Monday, August 10, 2015 |
| 1st day of publication in the newspaper | -81 | Friday, August 14, 2015 |
| Deadline for Arguments | -75 | Thursday, August 20, 2015 |
| Deadline for Rebuttals | -70 | Tuesday, August 25, 2015 |
| End of 10-day public examination period for Arguments | -65 | Sunday, August 30, 2015 |
| End of 10-day public examination period for Rebuttals | -60 | Friday, September 4, 2015 |
| Early Voting begins | -29 | Monday, October 5, 2015 |
| Voter Registration Deadline | -15 | Monday, October 19, 2015 |
| Last Day to Apply for Mail Ballot | -7 | Tuesday, October 27, 2015 |

In October 1962, fire protection became the second service provided for the Running Springs community by the District at a local level. Until that time, fire protection for the area had been provided by an all-volunteer fire department comprised of a group of concerned citizens. As the needs of the community outgrew the ability of the volunteer fire department to provide and maintain this service, there was a recognized need for change. Because of the increased community need, a comprehensive study was conducted to determine the best method of providing fire protection. The study concluded that the District had the authority and the ability to provide fire protection services. Primarily, it was determined this would be the most cost effective alternative, while at the same time, would allow local control by an already established locally elected governmental agency.

While the fundamental purpose of the District's Fire Department is the protection of life and property from fire, several operational functions are provided by the Fire Department as well. These functions include a variety of public assistance services, field emergency medical care services, ambulance transportation services, hazard abatement, community education and awareness programs. Of the services provided, the greatest public emphasis and need has been in the area of field emergency medical care and ambulance transportation.

Over the years, medical aid responses have grown to the point where they significantly outnumber fire related responses. In an attempt to provide better service and better meet the needs of the community, in September 1978 the District's Fire Department implemented advanced life support (ALS or paramedics) into its medical care services. With the implementation of advanced life support services, the District's Fire Department became the first fire agency in the San Bernardino Mountains to provide a 24-hour continuous paramedic program.

On March 11, 1980, the Board of Directors adopted Ordinance No. 9 determining and proposing for approval by the voters of the District an annual tax, called an availability charge, for fire suppression service in an amount not to exceed \$65 per unit of benefit,

beginning in fiscal year 1980-81, pursuant to Sections 53970-53980 of the California Government Code as those sections then existed.

In July 1980, the Board of Directors adopted Resolution No. 620 calling an election on November 4, 1980 for the purpose of submitting Ordinance No. 9 to the voters.

On November 4, 1980, more than two-thirds of the voters of Running Springs Water District who voted on the proposition approved the District's Ordinance No. 9, establishing the annual fire suppression availability charge beginning in fiscal year 1980-81.

In 1984, to enhance its emergency medical care system, the District's Board of Directors authorized the Fire Department to provide ambulance transportation services. Until this time, ambulance service had been provided by the Lake Arrowhead Fire Protection District. Improved patient care, public need and economics were the primary reasons for the Director's authorization of this additional service. The ambulance service boundary includes Running Springs, Smiley Park, Arrowbear, Green Valley Lake, Snow Valley and along State Highway 18 to Lake View Point. The ambulance coverage also includes State Highway 330 to City Creek Ranger Station. The Running Springs Fire Department operates from two local fire stations.

The existing Running Springs Fire Department Fire Availability Fee is a Special Tax that owners of developed property in the Running Springs Water District service area pay to help fund the operation of the Running Springs Fire Department. The voters approved this \$65/year fee which was put into effect on March 11, 1980 by Ordinance No. 9. If adjusted for inflation the fee would be \$158/year in 2014.

At a Special Board Meeting held on April 2, 2014 the District's Board of Directors and staff discussed the need for increased revenue to fund the operation of the Running Springs Fire Department and Emergency Medical (Ambulance) Services. The Board has directed staff to proceed with obtaining the necessary information to place a measure on the ballot for the voters to consider in 2015 to increase the Fire Availability Fee to \$158 per year with an annual inflationary increase. If approved by the voters, this additional revenue will help to fund the continued local operation of the Department which is still the most cost effective and efficient alternative.

In the fall of 2014, the District conducted a survey of its customers and the results were reviewed by the Board of Directors at the January 2015 workshop.

CAL FIRE - Fire Prevention Fee

It is important to note and make the clear distinction to our customers that the California Department of Forestry and Fire Protection (CAL FIRE) Fire Prevention Fee is not in any way affiliated with the Running Springs Water District or Running Springs Fire Department. A bill passed by the Legislature and signed into law by Governor Jerry Brown in July 2011 established this annual Fire Prevention Fee to be collected from the owners of private property located within the State Responsibility Area. The fee is \$115

per habitable structure for those that already pay a special tax or assessment to a local fire district. This fee is currently being challenged by the Howard Jarvis Tax Payers Association. If you do not agree with the legality / constitutionality of the CAL FIRE fee and would like to protest it, the following link has information on how to do so:

http://firetaxprotest.org/?page_id=13

FISCAL INFORMATION

The estimated cost to have one contest (2 full term seats) and one measure on the ballot for the November 3, 2015 Consolidated Election is \$8,400 and is included in the fiscal year 2015/2016 District budget.

ATTACHMENTS

Attachment 1 – Draft Ballot Measure Language

Attachment 2 – Draft Impartial Analysis

Attachment 3 – Draft Argument in Favor of Measure

DRAFT BALLOT MEASURE (75 WORDS OR LESS)

Shall the maximum annual availability charge for fire suppression and emergency medical services within Running Springs Water District on each improved lot or parcel of property be increased from \$65 to \$95 in 2016, to \$125 in 2017, and to \$158 in 2018, per unit of benefit, with subsequent annual inflationary adjustments not to exceed three percent in any fiscal year, to pay for continued locally controlled fire protection and emergency medical services?

DRAFT IMPARTIAL ANALYSIS (500 WORDS OR LESS)

On March 11, 1980, the Board of Directors of Running Springs Water District adopted Ordinance No. 9 authorizing the assessment and collection of an annual availability charge for fire suppression service on each improved lot or parcel of property within the District, except those owned by state or federal governmental agencies, other local agencies, or those determined by the District's engineer not to receive fire suppression benefit, in an amount not to exceed \$65 per unit of benefit as defined in the Uniform Building Code, subject to approval by two-thirds of the District's voters at an election to be conducted within the boundaries of the District as required by law for the assessment of a special tax on real property. At an election conducted within the boundaries of the District on November 4, 1980, more than two-thirds of the voters voting at the election approved the proposed annual availability charge for fire suppression service. Since the date of approval by the voters of the District in 1980, the annual availability charge for fire suppression service assessed on improved lots or parcels of real property within the District has not been adjusted to keep pace with inflation and increases in the cost of providing fire protection and emergency medical services. Measure proposes to increase the maximum amount of the annual availability charge to pay for the continued locally controlled fire suppression service and also emergency medical services to \$95 in the first fiscal year following the effective date, \$125 in the second fiscal year following the effective date, and \$158 in the third fiscal year following the effective date, per unit of benefit. Beginning in the fourth fiscal year following the approval by the voters and each fiscal year thereafter, the maximum amount of the availability charge will be adjusted for inflation in an amount equal to the percentage increase, if any, reflected in the Consumer Price Index for All Urban Consumers (Los Angeles-Anaheim-Riverside) published by the U.S. Department of Labor, Bureau of Labor Statistics, for the 12-month period ending on December 31st of the immediately preceding calendar year, provided that such adjustment shall not exceed, in any fiscal year, three percent (3%) of the maximum annual availability charge authorized for the previous fiscal year. This measure was placed on the ballot by the District's Board of Directors.

Elections Code Section 9315

Arguments in support of or in opposition to the proposed laws are the opinions of the authors.

DRAFT Argument In Favor Of Measure . (300 Words or Less)

In October 1962, fire protection became the second service provided by the Running Springs Water District. Until that time, fire protection had been provided by an all-volunteer fire department. As the needs of the community outgrew the capability of the volunteer fire department, there was a recognized need for change. A local study determined that a local fire department provided by the District would be the most cost effective alternative, while allowing local control by a locally elected governmental agency.

On November 4, 1980, more than two-thirds of the voters of the District approved a fire suppression availability charge of \$65 per year beginning in fiscal year 1980-81. If adjusted for inflation the same fee would be \$158/year in 2014. If this measure is approved by the voters, the revenue will fund the continued locally controlled operation of the Running Springs Fire Department which is still the most cost effective and efficient alternative.

Since 1980, the annual availability charge has not exceeded \$65 per unit of benefit while increases in the cost of providing fire protection and emergency medical services have greatly increased over the last 35 years. The District proposes to adjust the amount of the annual availability charge to keep pace with inflation, so that the District may continue to provide high quality fire protection and emergency medical services to those in need of such services within the District controlled and operated by the locally elected Running Springs Water District Board of Directors.

It is important to make the clear distinction that the CalFire Fire Prevention Fee is not affiliated in any way with the Running Springs Fire Department or Running Springs Water District and does not fund its Fire Department. This CalFire fee is currently being challenged by the Howard Jarvis Tax Payers Association.

RESOLUTION NO. 20-15**RESOLUTION OF THE BOARD OF DIRECTORS OF
RUNNING SPRINGS WATER DISTRICT CERTIFYING
DELINQUENT CHARGES TO BE PLACED ON THE TAX
ROLL FOR FISCAL YEAR 2015/2016**

WHEREAS, Water Code Section 31701 provides that this Board of Directors shall annually furnish to the Board of Supervisors of San Bernardino County a statement of those delinquent and unpaid charges for water and other services, or either, requested in writing by the owner of property served by the District which remain delinquent and unpaid for 60 days or more on July 1st of each year; and

WHEREAS, Water Code Section 31701.5 provides that any charges for water and other services or either shall be added to and become a part of the annual taxes next levied upon the property for which the charges are unpaid and upon the property subject to the charges for any other district services and shall constitute a lien on that property as of the same time and in the same manner as does the tax lien securing such annual taxes; and

WHEREAS, this Board of Directors has ascertained and identified delinquent and unpaid charges for water and other services requested in writing by the owner of the property that remained delinquent and unpaid for 60 days or more on July 1, 2015;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Running Springs Water District as follows:

- Section 1. Delinquent and unpaid charges for water and other services, or either, requested in writing by the owner of the property that remained delinquent and unpaid for 60 days or more on July 1, 2015, are attached to this resolution as “Exhibit A” and by this reference made a part thereof.
- Section 2. The Secretary of this Board of Directors shall transmit a certified copy of this resolution to the Clerk of the Board of Supervisors of San Bernardino County so that each delinquency certified herein may be included on the tax bill prepared for the corresponding assessor's parcel number shown on “Exhibit A.”

ADOPTED this 5th day of August, 2015.

President of the Board of Directors

ATTEST:

Board Secretary

CERTIFICATION

I, JOAN EATON, SECRETARY OF THE BOARD OF DIRECTORS OF THE RUNNING SPRINGS WATER DISTRICT, HEREBY CERTIFY THAT THE FOREGOING IS A FULL, TRUE AND CORRECT COPY OF THE RESOLUTION ADOPTED BY THE BOARD OF DIRECTORS OF SAID DISTRICT AT THE REGULAR MEETING OF SAID BOARD HELD ON THE 5TH DAY OF AUGUST, 2015, BY THE FOLLOWING VOTE.

Board Secretary
Running Springs Water District



**RUNNING SPRINGS WATER DISTRICT
A MULTI-SERVICE INDEPENDENT SPECIAL DISTRICT**

EXHIBIT A

31242 Hilltop Boulevard • P.O. Box 2206
Running Springs, CA 92382

July 22, 2015


**DELINQUENT WATER FEES
AGENCY WW22
ACCOUNT #SU02**

The following assessments are submitted for placement on the 2015-16 tax roll:

| <u>PARCEL NUMBER</u> | <u>TOTAL DOLLARS</u> |
|----------------------|----------------------|
| 0295023100000 | 398.49 |
| 0295042420000 | 493.89 |
| 0295061080000 | 617.34 |
| 0295103650000 | 398.91 |
| 0328214180000 | 163.13 |
| <u>0328303040000</u> | <u>581.09</u> |
| 6 | 2652.85 |

Also enclosed is a certified copy of Article II of our Ordinance No. 13 authorizing the collection of delinquent water fees on the tax bill. If there are any questions, please do not hesitate to call me at (909) 867-2766.

Sincerely,


Linda Mayfield
Billing Clerk

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: August 5, 2015

TO: Board of Directors

FROM: Ryan Gross, General Manager

SUBJECT: CONSIDER AUTHORIZING EXPENDITURE FOR AS-NEEDED SOILS & MATERIALS TESTING

RECOMMENDED BOARD ACTION

Authorize the General Manager to execute a Professional Services Contract with Hilltop Geotechnical for materials testing and geotechnical services for the SLS 1-3 Improvements and Groundwater Well Projects in an amount not to exceed \$15,000.

REASON FOR RECOMMENDATION

The construction of the SLS 1-3 Improvements and new Groundwater Well projects will periodically require a compaction testing technician on site during various phases of construction to observe the grading and take soils samples for compaction testing and taking concrete samples for compressive strength tests. The consultant will provide these services as needed to record construction activities related to the observation of grading, rebar and concrete placement. Separate reports will be provided to the District depicting the lab results of samples taken during construction.

BACKGROUND INFORMATION

We requested proposals from the following six firms. A summary of the not-to-exceed fees are included in the following table. Hourly rates for observation were also compared and Hilltop Geotechnical had the lowest cost in this category also.

| | Consultant | Total Estimated Cost |
|---|----------------------|-----------------------------|
| 1 | Hilltop Geotechnical | \$12,357 |
| 3 | C.H.J. Consultants | \$13,243 |
| 2 | Converse Consultants | \$39,142 |
| 4 | Ninyo & Moore | \$39,645 |
| 5 | SCS&T | \$49,892 |
| 6 | LOR Geotechnical | T&M |

FISCAL INFORMATION

The not to exceed amount is \$15,000 and will be funded from the Capital Improvement Project Reserve Funds for Water and Sewer.



786 S. GIFFORD AVENUE • SAN BERNARDINO • CALIFORNIA 92408
hilltopg@hgeotech.com • FAX 909-890-9055 • 909-890-9079

July 31, 2015

Running Springs Water District
31242 Hilltop Boulevard
P.O. Box 2206
Running Springs, CA. 92382

Proposal P15102R

Attention: Mr. Ryan Gross, P.E., BCEE

Subject: **Revised Proposal for Observation, Material Testing, and Specialty Inspection Services, Proposed Sewage Lift Stations No. 1, 2 and 3 Replacement Project. Three Locations in Running Springs Area, San Bernardino County, California.**

Reference: **Engineering Resources of Southern California, Inc., March 4 2015, *Running Springs Water District, Running Springs, California, Project Plans, Sheets 1-9 of 36. Received via Email July 28, 2015.***

Hilltop Geotechnical, Inc. (HGI) wishes to thank you for consideration of us to provide you with Inspection and Material Testing Services during construction of the Proposed Sewage Lift Stations No. 1, 2 and 3 Replacement Project. In accordance with your request, we are pleased to submit this proposal.

SCOPE OF SERVICES

Based upon our review of the referenced project plans and tentative schedule for stations 2 and 3, it is our understanding that the scope of services required will include a soils technician for observation and testing of grading and trench backfill. Deputy special inspection will also be necessary for reinforced concrete inspection, as well as other testing and inspection services as may be required or requested by the District.

HGI will also provide an office contact person who will coordinate the scheduling of the technician and/or inspector as well as the sampling, pick-up, transportation, storage, curing and testing.

For this project, **HGI's** laboratory facilities located at 786 South Gifford Avenue in the City of San Bernardino, California will be utilized. It is presumed that the field tests for the project will include in-place soil density testing (sand cone and/or nuclear gauge procedures). **HGI's** field technicians will also monitor and observe soil fill placement during the grading and utility trench backfill operations.

The actual scope of services will be based upon the site conditions at the proposed development, the specific testing services, and the amount of time that is required for each construction operation. The cost of **HGI's** services during the project construction operations will depend on the amount of work required by the encountered conditions on the subject site. Due to uncertainties connected with construction testing and observation services such as amount of work performed each day by the sub-contractors, amount and type of equipment used, equipment breakdowns, encountered subsurface conditions, and weather, the number of hours may vary considerably. In the event it will take more or less than the estimated number of working days, the total cost presented will be subject to adjustment at the current rates indicated on the attached fee schedule. This proposal and cost estimate is based upon "prevailing wage unit prices" (**HGI** is currently registered with the Department of Industrial Relations, IR No: 100011968). As such, this cost estimate should not be considered a fixed job bid. An estimated cost breakdown for each section is itemized and presented in the appendix.

OUR COMMITMENT

HGI's staff will be respectful of the general public, the contractors performing the work, and the staff of the **Running Springs Water District**. **HGI** will respond to all requests for services in a timely manner, **HGI** will not take scheduling requests, perform any work, or give any recommendations verbal or written to any parties not authorized by the **Running Springs Water District**.

Test results will be presented at the end of each work day to the **Running Springs Water District**, any non-compliance items will be reported immediately to **Running Springs Water District**. Additionally, **HGI's** personnel will always wear appropriate safety gear and are subject to random drug testing.

HGI's core value of providing our clients with innovative professionals who provide cost effective solutions in a timely and responsible way has allowed us to develop and maintain positive working relationships with our clients. We look forward to providing the **Running Springs Water District** the services you have requested.

DEFINITION OF RESPONSIBILITY

The presence of **HGI's** field representatives will be for the purpose of providing observation and field testing. **HGI's** work does not include supervision or direction of the actual work of the contractor, his employees or agents. The contractor for this project should be so advised. The contractor should also be informed that neither the presence of **HGI's** field representatives nor the observation and testing by performed by **HGI** representatives shall excuse the contractor in any way for defects in the work. It is understood that **HGI** will not be responsible for job or site safety on this project. Job and site safety will be the sole responsibility of the contractor.

AUTHORIZATION

If this proposal meets with your approval, and should **Running Springs Water District** submit a contract for work to be performed under this proposal, **HGI** requests that this document be incorporated into such a contract. **HGI** carries workman's compensation as well as both general liability and professional liability insurance for all our projects. Certificates of Insurance will be provided upon your request. **HGI** looks forward to providing professional services to **Running Springs Water District**.

Respectfully submitted,
HILLTOP GEOTECHNICAL, INC.



Mark Hulett, CEG
President

Attachment: 2015/2016 Fee Schedule
Distribution: (1) Via Email

ITEMIZED COST ESTIMATE**I. SOILS TESTING****Grading Observation and Testing**

60 hours (20 hours per site) @ \$106.00/hour \$6,360.00

Site Utilities

24 hours (8 hours per site) @ \$106.00/hour \$2,544.00

Laboratory Testing6 (2 per site) Maximum Dry Density / Optimum
Moisture Content Relationship Tests @ \$175.00/each \$1,050.00**Concrete Cylinders Compression Tests***6 Sets (2 per site) @ \$128.00/(per set of 3) \$768.00**TOTAL FOR SOILS** **\$10,722.00**

* Cylinders to be delivered by client (within 48 hours as required by code)

II. PROJECT MANAGEMENT & PROJECT SUPERVISION

Project Manager

6 hours (2 hours per site) @ \$115.00/hour \$690.00

Clerical Data Entry

6 hours (2 hour per site) @ \$65.00/hour \$390.00

Senior Engineer/Geologist

3 hour (1 hour per site) @ \$185.00/hour \$555.00**TOTAL FOR PROJECT MANAGEMENT** **\$1,635.00****TOTAL ESTIMATED COST** **\$12,357.00****OPTIONAL REPORTS**

Final Compaction 1 Report for all sites, Lump Sum \$1,500.00

Final Compaction 1 per Report per site, @ \$750.00/ea. **\$2,250.00**