



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: MARCH 11, 2022
RE: REGULAR BOARD MEETING FROM: BOARD SECRETARY

The Regular Meeting of the Board of Directors of the Running Springs Water District will be held on Wednesday, March 16, 2022, at the hour of 9:00 am at the District Office located at 31242 Hilltop Boulevard, Running Springs, California. This agenda was posted prior to 5:00 pm on March 11, 2022 at the Running Springs Water District Office and Website.

Pursuant to AB 361 and state and local recommendations of social distancing in response to the COVID-19 emergency, the meeting will be conducted as a hybrid (in-person and via Zoom) meeting. In-Person Public Participation: Members wishing to attend the meeting in-person should be prepared to wear a face covering.

To join the meeting:

<https://us02web.zoom.us/j/89104502598?pwd=cHFJQjBiYnF6LzhML3h1OFhuWjZudz09>

Dial: 669-900-6833

Meeting ID: 891 0450 2598

Passcode: 924632

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 Amie Crowder, 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 - This portion of the agenda is reserved for the public to make comments on matters within the jurisdiction of the Running Springs Water District that are **not on the agenda**. The Board, except to refer the matter to staff and/or place it on a future agenda, may take no action. It is in the best interest of the person speaking to the Board to be concise and to the point. A time limit of five minutes per individual will be allowed. Any person wishing to comment on an item that is on the agenda is requested to complete a request to speak

form prior to the item being called for consideration or to raise their hand and be recognized by the Board President.

3. Approval of Consent Items – The following consent items are expected to be routine and non-controversial and will be acted on at one time without discussion unless an item is withdrawn by a Board Member for questions or discussion. Any person wishing to speak on the consent agenda may do so by raising his/her hand and being recognized by the Board President.

- A. Approve Meeting Minutes **Page 4**
- B. Ratify Expenditures **Page 10**
- C. Consider Reaffirming Resolution No. 11-21 and Authorizing Virtual Board and Committee Meetings Pursuant to AB 361 **Page 19**
- D. Consider Adopting Resolution No. 04-22, Fixing and Levying Fire Suppression Availability Charges for Fiscal Year Ending 2023 **Page 23**
- E. Consider Adopting Resolution No. 05-22, Fixing Sewer Standby or Availability Charges for Fiscal Year Ending 2023 **Page 24**
- F. Consider Adopting Resolution No. 06-22, Fixing Water Standby or Availability Charges for Fiscal Year Ending 2023 **Page 26**

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 Vote for Regular Special District Member and Alternate Special District Member of the Local Agency Formation Commission for San Bernardino County (Presenter: Ryan Gross, General Manager) **Page 28**
- B. Consider Resolution No. 07-22, Adopting Sewer System Management Plan (SSMP) Self-Audit (Presenter: Ryan Gross, General Manager) **Page 39**

5. Information Items – The following information items do not require any action by the Board of Directors and are for informational purposes only.

- A. Status of Proposals for Contract Fire Service (Presenter: Tony Grabow, Interim Fire Chief) **N/A**

March 16, 2022 Regular Board Meeting Agenda
Posted March 11, 2022

6. Closed Session – The Board will go into Closed Session to discuss:
 - A. Conference with Labor Negotiators.
Pursuant to Government Code Section 54957.6
Agency Designated Representatives: Ryan Gross, General Manager, Tony Grabow, Interim Fire Chief and Ward Simmons, General Counsel
Regarding: Running Springs Firefighters’ Association, International Association of Firefighters Local 5308
7. Open Session – The Board will come out of Closed Session and report on any action taken.
8. General Manager’s Report
9. Board Member Comments/Meetings
10. Meeting Adjournment

Upcoming Meetings: Regular Board Meeting, April 20, 2022 at 9:00 am

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: March 16, 2022
TO: Board of Directors
FROM: Ryan Gross, General Manager
SUBJECT: CONSIDER APPROVING MEETING MINUTES

RECOMMENDATION

It is recommended that the Board of Directors review and approve the attached meeting minutes.

REASON FOR RECOMMENDATION

Approval of meeting minutes.

BACKGROUND INFORMATION

The attached draft meeting minutes are from the Regular Board Meeting held on February 16, 2022.

ATTACHMENTS

Attachment 1 – Draft Meeting Minutes

MINUTES – February 16, 2022
PAGE 1 OF 5

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
RUNNING SPRINGS WATER DISTRICT
COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA
February 16, 2022

A Regular Meeting of the Board of Directors of the Running Springs Water District was held on Wednesday, February 16, 2022, 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

Also present at the District were the following:

Ryan Gross, General Manager
Tony Grabow, Interim Fire Chief
Mike Scotti, Firefighter/Engineer
Zach Granzow, Firefighter/Paramedic
Ward Simmons, Legal Counsel
Amie R. Crowder, Secretary to the Board/Administration Supervisor

The following Directors were present through Teleconference:

Mark Acciani, Director
Laura Dyberg, Director

Also present through teleconference were the following:

Spencer Waterman, Water Systems Consulting (Left meeting at 9:37 A.M.)
Cody Snow, Running Springs Fire Department
Frank De Vault, Running Springs Fire Department
Grant Dahler, Running Springs Fire Department
Myles Wheldon-Manion, Running Springs Fire Department

No Visitors Present

MEETING MINUTES

AGENDA ITEMS

1. Call Meeting to Order and Pledge of Allegiance

The Running Springs Water District Board Meeting was called to order at 9:03 A.M. by President Errol Mackzum and Interim Fire Chief Grabow led the assembly in the Pledge of Allegiance.

2. Recognize and Hear from Visitors/Public Comment

No public comment.

3. Approval of Consent Items

A. Approve Meeting Minutes

B. Ratify Expenditures and Cash Summary

Director Conrad questioned charges on pages 11 & 13. Manager Gross clarified the fuel supplier expenses were for an error the fuel delivery company made and we will be getting reimbursed for a portion of those expenses. Interim Fire Chief Grabow addressed the SoCal Gas expense for Station 51.

C. Consider Reaffirming Resolution No. 11-21 and Authorizing Virtual Board and Committee Meetings Pursuant to AB 361

D. Consider Declaring Certain Equipment as Surplus and Authorize Staff to Dispose of Property

Upon **motion** by Director Conrad, **second** by Vice-President Terry and **carried by a 5 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. Public Hearing and to Consider Adopting Resolution No. 01-22, Adopting a Water Shortage Contingency Plan (WSCP)

1. Open Public Hearing: The Public Hearing was opened at 9:08 A.M. by President Mackzum

2. Staff Presentation: Manager Gross reported on the need for the District to adopt a Water Shortage Contingency Plan (WSCP). Spencer Waterman with Water Systems Consulting presented the WSCP, which is intended to be a guide for the District.

3. Written Public Comment: Manager Gross confirmed there were no written public comments.

4. Oral Public Comment: Manager Gross confirmed there were no oral public comments.

5. Board Discussion/Comments: President Mackzum requested clarification on the timeframe the UWMP & WSCP will need to be conducted again. Manager Gross confirmed that the 2025 plans would need to be completed and submitted to the Department of Water Resources (DWR) by July 1, 2026.

6. Close Public Hearing: The Public Hearing was closed at 9:21 A.M. by President Mackzum.

7. Consider Adoption of Resolution No. 01-22

Upon **motion** by Director Conrad, **second** by Vice-President Terry and **carried by a 5 to 0 roll call vote**, Resolution No. 01-22, Adopting a Water Shortage Contingency Plan (WSCP), was approved. (Resolution No. 01-22 on file in the District office).

B. Public Hearing and to Consider Adopting Resolution No. 02-22, Adopting the 2020 Urban Water Management Plan (UWMP) that Includes the Adopted WSCP

1. Open Public Hearing: The Public Hearing was opened at 9:21 A.M. by President Mackzum.

2. Staff Presentation: Manager Gross reported the need for the District to adopt an Urban Water Management Plan (UWMP) due to the number of customers being supplied water surpassing 3,000 water connections. The UWMP will need to be adopted every five years. Spencer Waterman with Water Systems Consulting presented the UWMP, which is intended to document and communicate the District’s water supply plan.

3. Written Public Comment: Manager Gross confirmed there were no written public comments.

4. Oral Public Comment: Manager Gross confirmed there were no oral public comments.

5. Board Discussion/Comments: Discussion regarding the District’s current water usage during COVID in comparison to previous years usage, new construction, and the current gallons per capita requirements ensued.

6. Close Public Hearing: The Public Hearing was closed at 9:36 A.M. by President Mackzum.

7. Consider Adoption of Resolution No. 01-22

Upon **motion** by Vice-President Terry, **second** by Director Conrad and **carried by a 5 to 0 roll call vote**, Resolution No. 02-22, Adopting the 2020 Urban Water Management Plan (UWMP), was approved. (Resolution No. 02-22 on file in the District office).

- C. Consider approving Resolution No. 03-22, a resolution of application by the Board of Directors of Running Springs Water District requesting the Local Agency Formation Commission to initiate proceedings for reorganization to dissolve County Service Area 79 (wastewater collection service) and its Zone R-1 (road service), annex said County Service Area 79 to Running Springs Water District for wastewater collection service and to County Service Area 70 for road service, and also to form a new zone for County Service Area 70, and finding that the requested reorganization is not a project and, therefore is, exempt from review under the California Environmental Quality Act**

Manager Gross reported this Resolution is an update to Resolution No. 14-19 for the proposed reorganization and annexation of CSA 79 (Green Valley Lake) wastewater collection service into Running Springs Water District as requested by the San Bernardino County Local Agency Formation Commission. The expected timeframe for completion of this process is approximately 6-9 months.

Upon **motion** by Vice-President Terry, **second** by Director Conrad and **carried by a 5 to 0 roll call vote**, Resolution No. 03-22, a resolution of application by the Board of Directors of Running Springs Water District requesting the Local Agency Formation Commission to initiate proceedings for reorganization to dissolve County Service Area 79 (wastewater collection service) and its Zone R-1 (road service), annex said County Service Area 79 to Running Springs Water District for wastewater collection service and to County Service Area 70 for road service, and also to form a new zone for County Service Area 70, and finding that the requested reorganization is not a project and, therefore is, exempt from review under the California Environmental Quality Act, was approved. (Resolution No. 02-22 on file in the District office).

5. Closed Session

- A. Conference with Labor Negotiators.

Pursuant to Government Code Section 54957.6

Agency Designated Representatives: Ryan Gross, General Manager, Tony Grabow, Interim Fire Chief and Ward Simmons, General Counsel

Running Springs Firefighters' Association, International Association of Firefighters Local 5308

Prior to going into Closed Session, Manager Gross explained that Local 5308 did not respond to the current proposal as requested prior to this meeting. He went on to explain the current proposal and Local 5308 has requested to communicate with the Board directly. Manager Gross provided a summary of the last meeting with Local 5308.

Prior to going into Closed Session, the Board asked for public comment and the two members of Local 5308, Mike Scotti and Zach Granzow presented their requests and positions to the Board of Directors.

The Board went into Closed Session at 10:27 A.M. Running Springs Firefighters' Association, International Association of Firefighters Local 5308 members were not included in the Closed Session.

6. Open Session

The Board came out of Closed Session at 11:25 A.M. Attorney Simmons reported that there was no reportable action.

7. General Manager's Report

Manager Gross reported on the Wastewater Treatment Plant access road improvements project. The District may need to shore up approximately 100-feet of slope area.

Manager Gross asked Interim Fire Chief Grabow to report on the initial ballpark cost from CalFIRE for contract fire services which could be in the neighborhood of \$3.6-\$4.8 million per year.

8. Report from Legal Counsel

No report.

9. Board Member Comments/Meetings

No comments.

10. Meeting Adjourned

Upon **motion** by Director Conrad, **second** by Vice-President Terry and **carried by a 5 to 0 roll call vote**, the meeting was adjourned at 11:28 A.M.

Respectfully Submitted,

President, Board of Directors
Running Springs Water District

Secretary of the Board of Directors
Running Springs Water District

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: March 16, 2022
TO: Board of Directors
FROM: Ryan Gross, General Manager
SUBJECT: RATIFY EXPENDITURES

RECOMMENDED BOARD ACTION

It is recommended that the Board of Directors review the attached accounts payable check register and ratify the District's February 2022 expenditures.

A copy of the District's Cash Reserve Fund Summary as of February 28, 2022, the Pooled Cash Balance History and Fire Department Operating Reserve Fund History is also included for review and information.

REASON FOR RECOMMENDATION

Each month staff presents the monthly check register and recommends that the Board of Directors ratify the District's expenditures.

ATTACHMENTS

- Attachment 1 – Accounts Payable Check Register
- Attachment 2 – Cash Summary
- Attachment 3 – Pooled Cash Balance History
- Attachment 4 – Fire Department Operating Reserve Fund History

Running Springs Water District

Accounts Payable Checks

February 2022

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
2 Hot Uniforms inc	Uniform new PCF Niko Ramirez	02/01/22	803.71	106953	803.71
	Uniform Hats Rob Aberg	02/16/22	73.41	107012	73.41
Action Auto Repair Inc	Smog Inspection MA51	02/01/22	62.75	106954	484.36
	Smog Inspection BC3602	02/01/22	62.75	106954	
	Smog Inspection C3600	02/01/22	62.75	106954	
	Smog Check and sensor switching	02/01/22	296.11	106954	
Amie Crowder	Reimbursement Claim	02/01/22	125.00	106955	175.00
	Reimbursement Claim	02/01/22	50.00	106955	
	Reimbursement Claim	02/16/22	78.73	107013	78.73
Aramark	Cleaning Supplies	02/01/22	93.56	106956	93.56
	Cleaning Supplies	02/08/22	93.56	106991	93.56
	Cleaning Supplies	02/16/22	93.56	107014	93.56
	Cleaning Supplies	02/23/22	93.56	107047	93.56
Arrowbear Park County Water District	Purchased Water January 2022	02/01/22	3,831.12	106957	3,831.12
Bacon/Wagner Excavating, Inc.	Hauling of Bio to One Stop	02/01/22	840.00	106958	840.00
	Hauling of Bio to One Stop	02/08/22	840.00	106992	840.00
Best, Best & Krieger LLP	Legal Services January 2022	02/16/22	2,543.66	107015	2,543.66
BURR Group Inc.	Trash Service and dump loads Treatment January 2	02/08/22	3,350.66	106993	4,276.98
	Trash Services Station 50 January 2022	02/08/22	296.24	106993	
	Trash service February 2022	02/08/22	630.08	106993	
California Computer Options Inc	Network and Maintenance February 2022	02/01/22	3,215.25	106959	3,215.25
	District Telephones February 2022	02/23/22	623.21	107048	623.21
California Water Environment Association	Collect Maint 3/Mech Tech Grade 2	02/01/22	197.00	106960	197.00
	Collect Syst Main 3&Mech Tech 2-Borrie	02/16/22	197.00	107016	197.00
CalPERS	Employer Contribut Class/Pepra Safe/Misc ppe 12	02/01/22	22,359.01	DFT0001663	22,359.01
	Health Insurance Premiums February 2022	02/01/22	16,540.63	DFT0001664	16,540.63
	Employer Contribu Class/Pepra Safe/Misc PPE 2/7	02/17/22	20,665.80	DFT0001680	20,665.80
Canon	Monthly Service Fee & usage February 2022	02/16/22	330.78	107017	330.78
Charter Communitcations	Internet Collections Jan-Feb 2022	02/01/22	82.97	106961	205.94
	Internet Station 50 Jan-Feb 2022	02/01/22	122.97	106961	
	Internet Dist Off/Station 51 February 2022	02/16/22	227.79	107018	227.79
	Internet Service Collections Feb-Mar 22	02/23/22	87.97	107049	87.97
Citibank, N.A.	Miscellaneous Parts and Supplies	02/08/22	346.50	106994	346.50
	Office Supplies	02/16/22	1,597.06	107019	1,908.39
	Office Supplies	02/16/22	311.33	107019	
Clinical Laboratory of San Bernardino	Water Samples December 2022	02/01/22	1,153.00	106962	1,734.00
	Wastewater Samples December 2022	02/01/22	581.00	106962	
	Water Samples January 2022	02/23/22	957.00	107050	1,140.00
	Wastewater Samples January 2022	02/23/22	183.00	107050	
Cole-Parmer	LDO probe membrane	02/08/22	350.44	106995	350.44
County of San Bernardino	Lien Release	02/16/22	20.00	107020	20.00
	Parcel map Revisions February 2022	02/16/22	2.00	107021	2.00
	Dump Fees	02/23/22	13.39	107051	13.39
	2021-2022 Admin Fees 1st Quarter July-Sept 2021	02/24/22	584.65	107073	1,779.24
	2021-2022 Admin Fees 2nd Quarter Oct-Dec 2021	02/24/22	609.94	107073	

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
County of San Bernardino	2021-2022 Admin Fees 3rd Quarter Jan-Mar 2022	02/24/22	584.65	107073	1,779.24
Crestline-Lake Arrowhead Water Agency	Purchased Water January 2022	02/01/22	14,552.38	106963	14,552.38
Cypress Ancillary Benefits	Dental Insurance Premiums February 2022	02/01/22	903.33	106964	903.33
	Dental Insurance Premiums March 22	02/16/22	875.01	107022	875.01
Department of Motor Vehicles	Certificate of Title Transfer 1964 TRLMA Trailer	02/24/22	15.00	107074	15.00
	Certificate of Title Transfer 1984 Trailer	02/24/22	15.00	107075	15.00
Dixi Willemse	Reimbursement Claim	02/01/22	293.71	106965	293.71
	Reimbursement Claim	02/16/22	41.40	107023	41.40
	Reimbursement Claim	02/24/22	272.30	107076	272.30
Don's Auto Inc	Radiator Repair Toyota	02/16/22	625.57	107024	1,125.57
	Tow of training vehicles to junk yard	02/16/22	250.00	107024	
	Training Veh tow to junk yard	02/16/22	250.00	107024	
Evans-Hydro, Inc	Recycle Pump Rebuild	02/01/22	9,054.08	106966	9,054.08
Federal Express Corporation	Shipping Charges	02/01/22	18.37	106967	18.37
	Shipping Charges	02/16/22	15.88	107025	15.88
Fire Fighters Association	January 2022 Association Dues	02/01/22	720.00	106968	720.00
	FFAD February 2022 Dues	02/23/22	660.00	107052	660.00
Frank DeVault	EMT -P Cert Reimbursement	02/01/22	120.00	106969	420.00
	EMS Reimbursement	02/01/22	300.00	106969	
Fresh Spin Distributing	Replace Board and Inverter on washer	02/23/22	2,390.24	107053	2,390.24
Frontier Communications	Telephone-Booster, Plant, Lift Stations Feb 22	02/16/22	1,086.11	107026	1,086.11
	Scada Line Feb-March 2022	02/23/22	105.02	107054	105.02
Grating Pacific Inc	Grating for WWTP	02/16/22	8,081.23	107027	8,081.23
HD Supply Facilities Maintenance LTD	Miscellaneous parts and supplies	02/01/22	93.09	106970	179.88
	Miscellaneous supplies	02/01/22	86.79	106970	
	Gradulated Cylinder	02/08/22	92.21	106996	151.80
	Miscellaneous Supplies	02/08/22	59.59	106996	
	Skimming Net	02/23/22	69.98	107055	69.98
	Injection pump parts	02/24/22	302.67	107077	302.67
Hi-Desert Publishing-Mountain News	Job Advertisements January 2022	02/08/22	874.00	106997	874.00
Hughes Network Systems LLC	Internet Treatment Plant January 2022	02/08/22	115.33	106998	115.33
INFOSEND	Statement and Data Processing January 2022	02/08/22	1,895.39	106999	1,895.39
Inland Desert Security & Communications	Answering Service February 2022	02/23/22	156.00	107056	156.00
Inland Tri-Tech Inc	Interior Duct Cleaning	02/08/22	2,975.00	107000	2,975.00
	Interior Paint and Exterior Wood Repair	02/08/22	17,290.00	107001	17,290.00
Inland Water Works Supply Company	Insert CTS 3/4"	02/16/22	62.88	107028	62.88
Johnathan Ngo	Ambulance Overpayment	02/23/22	229.07	107057	229.07
KADTEC	Overpayment on Plan Check Fee	02/01/22	27.00	106971	27.00
Kaman Industrial Technologies	Misc Parts and Supplies	02/23/22	61.06	107058	61.06
Kurt Norlander Roofing	CSM building roof repair	02/01/22	450.00	106972	450.00
Life-Assist, Inc	Ambulance Supplies	02/01/22	326.24	106973	615.97
	Ambulance Supplies	02/01/22	133.83	106973	
	Ambulance Supplies	02/01/22	155.90	106973	
	Ambulance Supplies	02/23/22	391.20	107059	391.20
Linda Mayfield	Reimbursement Claim	02/16/22	845.40	107029	845.40
	Reimbursement Claim	02/23/22	466.60	107060	466.60
McMaster-Carr Supply Company	Miscellaneous Parts and Supplies	02/01/22	97.35	106974	397.13
	Miscellaneous Parts and Supplies	02/01/22	63.43	106974	
	Tubular Light bulbs for District Office	02/01/22	236.35	106974	
	Miscellaneous Parts and Supplies	02/16/22	31.03	107030	

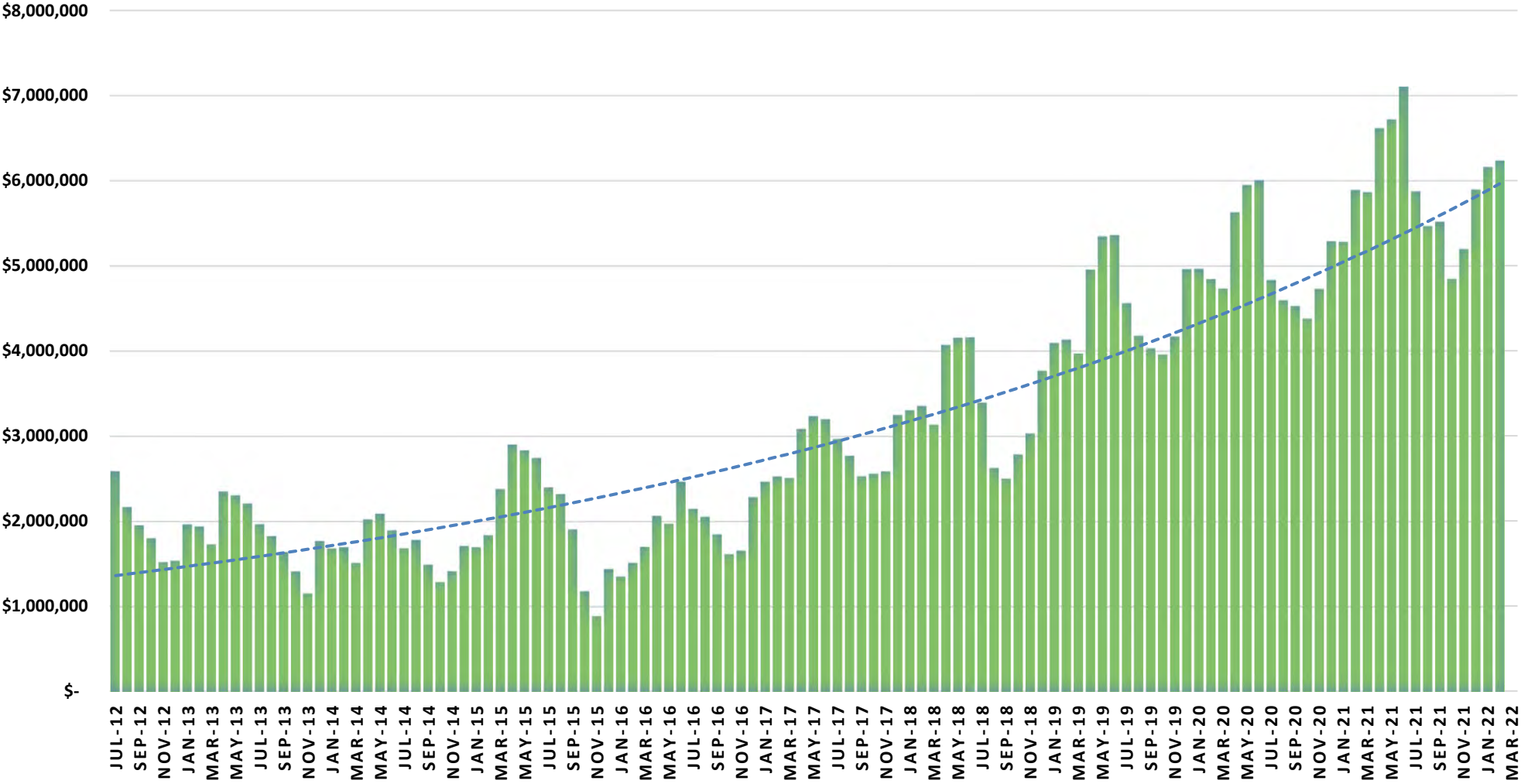
Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
McMaster-Carr Supply Company	Accident Prevention Labels	02/16/22	96.31	107030	127.34
	Micellaneous Parts and Supplies	02/23/22	96.22	107061	142.86
	Miscellaneous Parts and Supplies	02/23/22	46.64	107061	
MCR Technologies Inc	LS 4 flow meter	02/23/22	5,479.45	107062	5,479.45
MMBR	1-Year service agreement	02/01/22	18,500.00	106975	18,500.00
Nationwide	Employee Contributions PPE 2/7/22	02/11/22	2,025.00	DFT0001677	2,025.00
	Employee Contributions PPE 2/21/22	02/28/22	2,025.00	DFT0001686	2,025.00
Nestle Waters North America	Drinking Water-Treatment Plant	02/01/22	14.01	106976	14.01
	Drinking Water for Treatment Plant	02/24/22	14.01	107078	14.01
Nick Nikas	Reimbursement Claim	02/01/22	200.95	106977	200.95
	Reimbursement Claim	02/08/22	72.81	107002	72.81
	Reimbursement Claim	02/23/22	270.00	107063	270.00
Nierman Industrial Materials	Supplies and Materials	02/16/22	61.32	107031	61.32
Nuckles Oil Company, Inc	Diesel Fuel	02/08/22	5,038.49	107003	5,038.49
Obe & Sons Inc	Pilot Assembly & thermocouple in the shop	02/23/22	90.00	107064	90.00
One Stop Landscape Supply	Bio Solids disposal	02/08/22	2,702.40	107004	2,702.40
Patrick R. Morin	Station 51 garage door repair	02/01/22	1,100.00	106978	1,100.00
Plumbers Depot Inc	Teflon O-ring Replacement and Pan Assembly	02/23/22	194.14	107065	194.14
Principal Life Insurance Company	Vision Insurance March 2022	02/16/22	4.43	107032	4.43
Ram Software Systems, Inc	AIM Online Software	02/01/22	250.00	106979	250.00
Reliance Standard Life Insurance Company	Life Insurance Premiums March 2022	02/16/22	1,044.94	107033	1,044.94
Rim Forest Lumber and Hardware	Fileset and Shovel	02/01/22	43.57	106980	43.57
Rocio Silva	Janitorial Services January 2022	02/08/22	485.00	107005	485.00
Running Springs Professional Firefighters	January 2022 Union Dues	02/01/22	500.00	106981	500.00
	Union Dues February 2022	02/23/22	400.00	107066	400.00
Ryan Gross	Gym and Boot Reimbursement	02/23/22	282.12	107067	486.08
	Reimbursement Claim	02/23/22	203.96	107067	
Sonja Kaplan	Ambulance Refund	02/24/22	249.59	107079	249.59
Southern California Edison Company	Electricity January 2022	02/01/22	24.18	106982	9,945.28
	Electricity January 2022	02/01/22	796.87	106982	
	Electricity January 2022	02/01/22	1,000.54	106982	
	Electricity January 2022	02/01/22	264.76	106982	
	Electricity January 2022	02/01/22	414.36	106982	
	Electricity January 2022	02/01/22	594.47	106982	
	Electricity January 2022	02/01/22	344.25	106982	
	Electricity January 2022	02/01/22	244.08	106982	
	Electricity January 2022	02/01/22	501.97	106982	
	Electricity January 2022	02/01/22	27.26	106982	
	Electricity January 2022	02/01/22	117.88	106982	
	Electricity January 2022	02/01/22	570.37	106982	
	Electricity January 2022	02/01/22	220.74	106982	
	Electricity January 2022	02/01/22	194.11	106982	
	Electricity January 2022	02/01/22	59.64	106982	
	Electricity January 2022	02/01/22	167.18	106982	
	Electricity January 2022	02/01/22	110.96	106982	
	Electricity February 2022	02/01/22	1,156.39	106982	
	Electricity January 2022	02/01/22	863.79	106982	
	Electricity January 2022	02/01/22	543.80	106982	
Electricity January 2022	02/01/22	790.83	106982		
Electricity January 2022	02/01/22	137.17	106982		

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Southern California Edison Company	Electricity January 2022	02/01/22	302.28	106982	9,945.28
	Electricity January 2022	02/01/22	497.40	106982	
	Electricity January 2022	02/08/22	216.08	107006	13,281.86
	Electricity January 2022	02/08/22	13,051.77	107006	
	Electricity January 2022	02/08/22	14.01	107006	
Southern California Emergency Medicine	New Employment Screen	02/01/22	95.00	106984	95.00
	DOT Exam-Miller	02/23/22	50.00	107068	50.00
Southern California Gas Company	Gas Usage Sta 50 January 2022	02/08/22	887.00	107007	887.00
	Gas Usage Collections Building Jan 22	02/16/22	551.14	107034	1,955.25
	Gas Usage Jan 22- District Office	02/16/22	603.55	107034	
	Gas Usage Jan 22- Station 51	02/16/22	784.78	107034	
	Gas Usage Jan 22- LS6	02/16/22	15.78	107034	
State of California - State Water Resource Control	IT2 Certification- Gross	02/01/22	60.00	106985	60.00
Stefano Orlandi	Ambulance Over Payment	02/23/22	317.17	107069	317.17
Sunbelt Rentals	Loader Rental	02/16/22	2,008.00	107035	769.49
	Loader Rental	02/16/22	-1,238.51	107035	
Superior Automotive Warehouse	Miscellaneous Parts and Supplies	02/08/22	129.72	107008	663.41
	Miscellaneous Parts and Supplies	02/08/22	533.69	107008	
Tanknology Inc.	Fuel Tank Repair and Service	02/23/22	1,049.83	107070	1,049.83
Teleflex	Needles, various sizes	02/01/22	1,793.38	106986	1,793.38
Terminix International Company LP	Pest Control Treatment Plant	02/08/22	64.00	107009	64.00
The Standard Insurance Company	Disability Insurance Premium February 2022	02/01/22	174.00	106987	174.00
Underground Service Alert of Southern California	New ticket charges/ Maintenance Feb 2022	02/01/22	69.40	106988	69.40
Universal Power Systems Inc	CCV filter kit/block heater install	02/16/22	2,583.25	107036	7,383.25
	Nob Hill Gen Controller retrofit	02/16/22	4,000.00	107036	
	Trouble Shooting Nob Hill Generator	02/16/22	800.00	107036	
USF Fabrication Inc	Handle Fabrication	02/23/22	46.16	107071	46.16
Valic	Employee Contributions PPE 2/7/22	02/10/22	2,315.68	DFT0001678	2,315.68
	Employee Contributions PPE 2/21/22	02/28/22	2,324.73	DFT0001687	2,324.73
Verizon Wireless Services LLC	Cell phone, Jet pack and Ipad January 22	02/16/22	462.65	107037	462.65
Village Hardware	Miscellaneous Parts and Supplies	02/16/22	2,332.45	107038	2,332.45
Visa	Crowder-Hireright-Fuel and office supplies	02/16/22	551.02	107040	3,694.40
	Gross-Zoom and spectrum	02/16/22	34.49	107040	
	Miller-Cert, Fuel and Misc Supplies	02/16/22	493.84	107040	
	Visa purchase, Autodialers for lift station	02/16/22	1,360.46	107040	
	Strebel-Station supplies and Ambulance Supplies	02/16/22	651.53	107040	
	Station supplies, cleaning supplies	02/16/22	603.06	107040	
Vyanet Operating Group	Security & Monitoring Dist Off Feb-April 2022	02/01/22	193.85	106989	193.85
Water Systems Consulting	RSWD 2020 UWMP Jan 2022	02/16/22	6,196.25	107042	6,196.25
Zachary Granzow	Reimbursement Claim	02/08/22	371.00	107010	371.00
	Reimbursement Claim	02/16/22	491.00	107043	811.00
	Emt/Paramedic REcert Reimbursement	02/16/22	320.00	107043	
Zoll Medical Corporation GPO	Lifebands- Ambulance Supplies	02/01/22	395.98	106990	1,337.24
	Ambulance Supplies	02/01/22	941.26	106990	

	Totals		
Payment Type	Payable Count	Payment Count	Payment
Regular Checks	182	119	186,375.81
Manual Checks	0	0	0.00
Voided Checks	0	3	0.00
Bank Drafts	7	7	68,255.85
EFT's	0	0	0.00
Totals	189	129	254,631.66

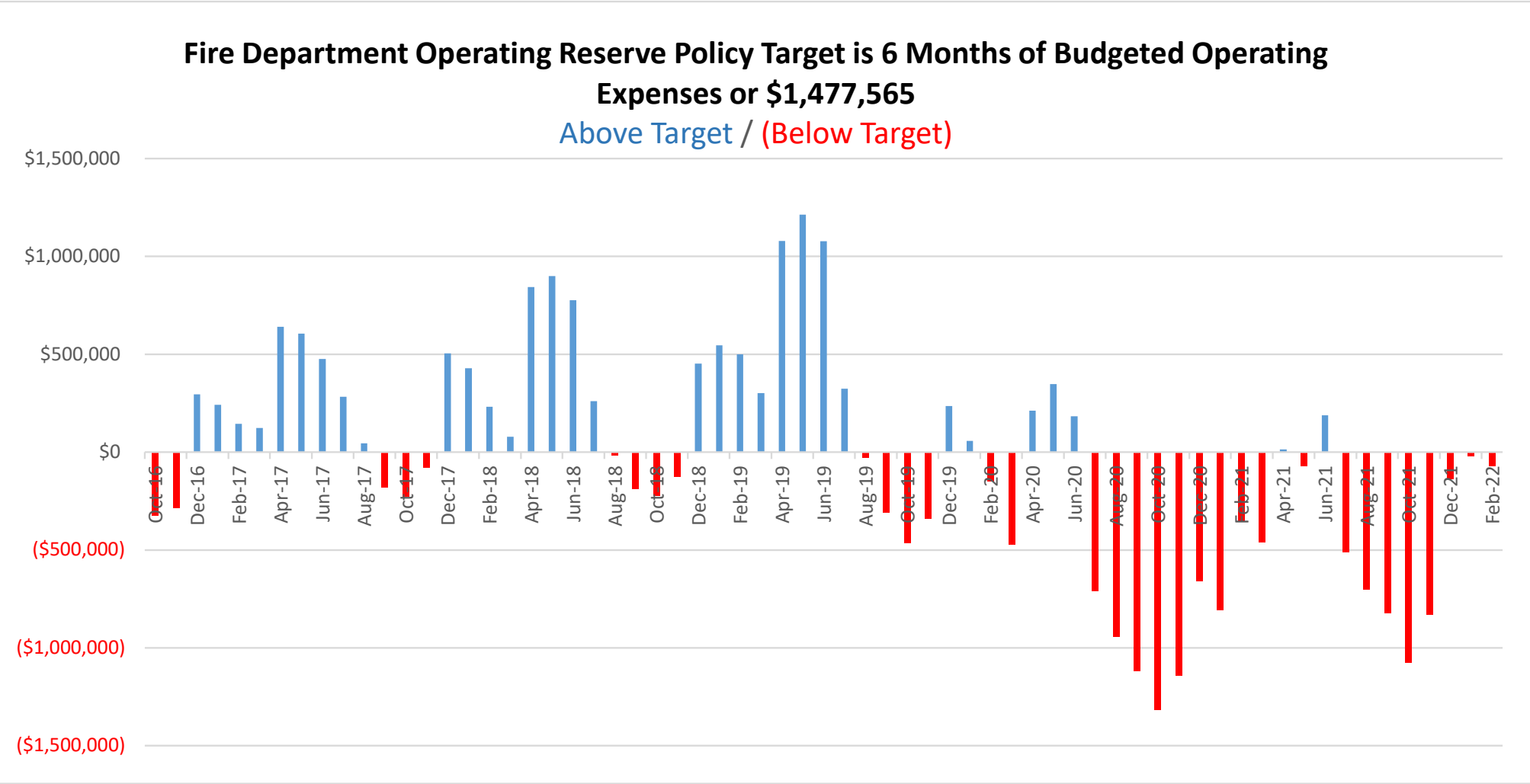
Fund Balances as of February 28, 2022	
Fire & Ambulance Department	
Fire & Ambulance Department Operating Reserve	1,405,340
Recommended Operating Reserve Fund Target (6 Months Operating Expenses)	1,477,565
Fire & Ambulance Department Operating Reserve, Above Target / (Below Target)	(72,225)
Wastewater Division	
Wastewater Capital Improvement Project Reserve	1,322,741
Wastewater System Connection & Capacity Charges	-
CWSRF Loan Agreement 14-813 Debt Reserve (Restricted for SLS 1-3 Debt Service)	171,537
Wastewater Operating Reserve Fund	596,698
Recommended Operating Reserve Fund Target (4 Months Operating Expenses)	596,698
Wastewater Operating Reserve, Above Target / (Below Target)	-
Water Division	
Water Capital Improvement Project Reserve	1,908,345
Water System Connection & Capacity Charges	128,868
Water Infrastructure R&R Reserve (MFC & AMR SRF Debt Reserve)	89,334
Water Operating Reserve	542,497
Recommended Operating Reserve Fund Target (4 Months Operating Expenses)	542,497
Water Operating Reserve, Above Target / (Below Target)	-
Assessment Districts Restricted Funds	
Water Assessment District No. 9 Construction Funds	3,277
Water Assessment District No. 10 Construction Funds	26,421
Water Assessment District No. 10 O&M	38,139
Water Assessment District No. 10 Bond Reserve Fund	1
Subtotal Assessment Districts	67,837
Total District Designated & Operating Reserve Funds	6,165,360
Assessment District Funds	67,837
Combined Pooled Cash	6,233,197
Checking Account (General)	397,165
LAIF	5,829,132
York Insurance Deposit	5,900
BNY Mellon (AD #10 Bond Reserve)	1
Petty Cash	1,000
Combined Pooled Cash	6,233,197
	-

COMBINED POOLED CASH BALANCE



Fire Department Operating Reserve Policy Target is 6 Months of Budgeted Operating Expenses or \$1,477,565

Above Target / (Below Target)



RUNNING SPRINGS WATER DISTRICT

MEMORANDU

DATE: March 16, 2022

TO: Board of Directors

FROM: Ryan Gross, General Manager

SUBJECT: CONSIDER ADOPTION OF RESOLUTION NO. 11-21 TO CONTINUE VIRTUAL MEETINGS PURSUANT TO AB 361

RECOMMENDED BOARD ACTION

That the Running Springs Water District Board of Directors reaffirm Resolution No. 11-21 and vote to continue remote meetings pursuant to AB 361 based upon the continued state of emergency for COVID-19 and find that (1) declares that it has reconsidered the circumstances of the state of emergency declared by the Governor and at least one of the following is true: (a) the state of emergency, continues to directly impact the ability of the members of this legislative body to meet safely in person; and/or (b) state or local officials continue to impose or recommend measures to promote social distancing; and (2) this legislative body declares it will be conducting teleconferencing and virtual meetings pursuant to AB 361.

REASON FOR RECOMMENDATION

To continue virtual meetings if necessary.

BACKGROUND INFORMATION

AB 361 amended the Brown Act to allow local legislative bodies to continue using teleconferencing and virtual meeting technology as long as there is a “proclaimed state of emergency.” To accommodate individuals during these teleconferences and virtual meetings, a public comment period is offered where the public can address the legislative body directly in real time. Additionally, public comments are allowed up until the public comment period is closed at the meetings. The agenda includes information on the manner in which the public may access the meeting and provide comments remotely. If technical problems arise that result in the public’s access being disrupted, the legislative body does not take any votes or other official action until the technical disruption is corrected and public access is restored.

On October 20, 2021, the Board adopted Resolution No. 11-21 to authorize this legislative body to conduct remote “telephonic” meetings pursuant to AB 361. Government Code 54953(e)(3) authorizes this legislative body to continue to conduct these remote “telephonic” meetings under AB 361 provided that it has timely made the findings specified therein. Findings must include: (a) the state of emergency, continues to

directly impact the ability of the members of this legislative body to meet safely in person; and/or (b) state or local officials continue to impose or recommend measures to promote social distancing. In light of AB 361 and in order to promote social distancing and avoid an imminent safety risk to attendees, teleconferencing and virtual meetings may continue to take place until further notice.

The Board of Directors may also decide to not proceed with remote meetings pursuant to AB 361, which would result in a return to in person Board meetings and all Brown Act requirements.

ATTACHMENTS

Attachment 1 – Resolution No. 11-21

RESOLUTION NO. 11-21

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RUNNING SPRINGS
WATER DISTRICT AUTHORIZING VIRTUAL BOARD AND COMMITTEE
MEETINGS PURSUANT TO AB 361**

WHEREAS, the Running Springs Water District (“District”) is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the District’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend and participate in the Agency’s meetings; and

WHEREAS, starting in March 2020, in response to the spread of COVID-19 in the State of California, the Governor issued a number of executive orders aimed at containing the COVID-19 virus; and

WHEREAS, among other things, these orders waived certain requirements of the Brown Act to allow legislative bodies to meet virtually; and

WHEREAS, pursuant to the Governor’s executive orders, the District has been holding virtual meetings during the pandemic in the interest of protecting the health and safety of the public, District staff and Directors; and

WHEREAS, the Governor’s executive order related to the suspension of certain provisions of the Brown Act expired on September 30, 2021; and

WHEREAS, on September 16, 2021 the Governor signed AB 361 (in effect as of October 1, 2021 – Government Code Section 54953(e)), which allows legislative bodies to meet virtually provided there is a state of emergency, and either (1) state or local officials have imposed or recommended measures to promote social distancing; or (2) the legislative body determines by majority vote that meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically, a state of emergency has been proclaimed related to COVID-19, state or local officials are recommending measures to promote social distancing, or because of the ongoing threat of COVID-19, meeting in person would present imminent risks to the health and safety of attendees;

NOW, THEREFORE, BE IT RESOLVED THE BOARD OF DIRECTORS OF THE RUNNING SPRINGS WATER DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Remote Teleconference Meetings. Consistent with the provisions of Government


Code Section 54953(e), the Board of Directors finds and determines that (1) a state of emergency related to COVID-19 is currently in effect; (2) state or local officials have recommended measures to promote social distancing in connection with COVID-19; or (3) due to the COVID-19 emergency, meeting in person would present imminent risks to the health and safety of attendees. Based on such facts, findings and determinations, the Board authorizes staff to conduct remote teleconference meetings of the Board of Directors, including Committee meetings, under the provisions of Government Code Section 54953(e).

Section 3. Effective Date of Resolution. This Resolution shall take effect November 1, 2021 and shall be effective for 30 days or until this Resolution is extended by a majority vote of the Board of Directors in accordance with Section 4 of this Resolution.

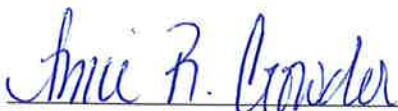
Section 4. Extension by Motion. The Board of Directors may extend the application of this Resolution by motion and majority vote by up to 30 days at a time, provided that it makes all necessary findings consistent with and pursuant to the requirements of Section 54953(e)(3).

PASSED AND ADOPTED by the Board of Directors of the Running Springs Water District this 20th day of October 2021, by the following vote:

AYES: TERRY, CONRAD, ACCIANI, DYBERG
NOES: 0
ABSENT: MACKZUM
ABSTAIN: 0


Mike Terry, Vice-President of the
Board of Directors of the Running
Springs Water District

ATTEST:


Amie R. Crowder, Secretary of the
Running Springs Water District and to
the Board of Directors



RESOLUTION NO. 04-22

RESOLUTION OF THE BOARD OF DIRECTORS OF THE RUNNING SPRINGS WATER DISTRICT FIXING AND LEVYING FIRE SUPPRESSION AVAILABILITY CHARGES FOR FISCAL YEAR ENDING 2023

WHEREAS, on March 11, 1980, this Board of Directors adopted Ordinance No. 9 determining and proposing for approval by the voters of this District an annual tax, called an availability charge, for fire suppression service in an amount not to exceed \$65.00 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; and

WHEREAS, 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; and

WHEREAS, the Board finds it necessary to set the amount at the maximum of \$65.00; and

WHEREAS, pursuant to Section 53977 of the California Government Code as it then existed, this Board may levy fire suppression availability charges only in an amount which does not exceed the estimated annual cost of fire suppression services; and

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

1. This Board of Directors does hereby affix and levy fire suppression availability charges for the fiscal year ending 2023 in the amount of \$65.00 per unit of benefit.
2. Units of benefit assigned to each improved lot or parcel within the District shall be determined in accordance with the District's Ordinance No. 9.
3. Fire suppression availability charges for fiscal year ending 2023 shall be billed on the San Bernardino County tax roll.
4. Said availability charge is due and payable in two installments on the same due dates as the San Bernardino County property tax bill installments.

ADOPTED this 16th day of March 2022.

- Ayes:
- Noes:
- Abstentions:
- Absent:

ATTEST:

President, Board of Directors
Running Springs Water District

Secretary of the Board of Directors
Running Springs Water District

RESOLUTION NO. 05-22

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE RUNNING SPRINGS
WATER DISTRICT FIXING SEWER STANDBY OR AVAILABILITY CHARGES FOR
FISCAL YEAR ENDING 2023**

WHEREAS, Section 31104 of the California Water Code authorizes the Running Springs Water District to fix, on or before the first day of July of each year, a sewer standby or availability charge not to exceed ten dollars (\$10) per acre per year for each parcel of land in the District that is larger than one acre, and ten dollars (\$10) per year for each parcel of land in the District that is smaller in size than one acre, whether sewer service is used or not;

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

1. This Board of Directors finds and determines that sewer is made available by the District to all lots and parcels of land within the District, as shown by the County Assessor's Parcel Map Books, provided that:

1.01 Lots that have been determined by the County to be unbuildable, as documented by written verification from the County to the District, will be exempt from availability charges.

1.02 Certain half (½) lots that have been combined, for the purpose of assessment, into a maximum equivalent of one and one-half (1½) lots by the County of San Bernardino Assessor's Office will be treated as a single lot or parcel for purposes of availability charges.

1.03 Certain improved property where lots/parcels have been combined, by County lot merger, into one (1) assessor parcel number, and where a single structure that is connected to and using the District's sewer system is built across lot lines, and where the remaining portions of land do not meet the County of San Bernardino's building site requirements, will be treated as a single lot or parcel for the purposes of availability charges. Request(s) for this exemption must be made in writing to the District prior to July 1, 2022. A surveyed plot map showing the relationship of the structure to the lot lines or lot merger documents from the County must also be submitted with the request.

2. This Board of Directors does hereby fix sewer standby or availability charges for the fiscal year ending 2023 as follows:

2.01 For unimproved parcels of land one acre or larger in size, such charges shall be in the amount of ten dollars (\$10) for the first acre, and a prorated amount for any additional acreage rounded to the nearest one-tenth of an acre, if any portion of the parcel is within 200 feet of a sewer main of the District's sewer system; and in the amount of four dollars (\$4) for the first acre, and a prorated amount for any additional acreage rounded to the nearest one-tenth of an acre, if no portion of the parcel is within 200 feet from such sewer main.

2.02 For unimproved lots or parcels of land smaller in size than one acre, such charges shall be in the amount of ten dollars (\$10) for each lot or parcel if any portion thereof is within 200 feet of a sewer main of the District's system, and in the amount of four dollars (\$4) for each such parcel or lot if no portion thereof is within 200 feet from such sewer main.

2.03 For parcels of land within the District that are connected to the District's public sewer system, and each connected improvement is receiving the monthly unit sewer service charge, no availability charge will be levied.

2.04 For parcels of land within the District that are not connected to and using the District's public sewer system, and where each connected improvement is not receiving the monthly unit sewer service charge at the time the sewer availability charge invoices are mailed, such parcels shall be considered unimproved and shall be subject to the availability charge.

3. Availability charges shall be due and payable immediately and if not paid by July 1, 2022, a six percent (6%) late payment charge shall be added to the delinquent amount. The amount of any unpaid availability charge plus late payment charge shall be added to the tax roll, and shall constitute a lien on that land.

On or before August 1, 2022, the Secretary of the Board of Directors shall furnish in writing to the County Auditor a description of each and every parcel of land within the District upon which an availability charge remains unpaid, together with the amount of said unpaid charges plus late payment charge on each said parcel of land.

ADOPTED this 16th day of March 2022.

Ayes:
Noes:
Abstentions:
Absent:

ATTEST:

President, Board of Directors
Running Springs Water District

Secretary of the Board of Directors
Running Springs Water District

RESOLUTION NO. 06-22**RESOLUTION OF THE BOARD OF DIRECTORS OF THE RUNNING SPRINGS WATER DISTRICT FIXING WATER STANDBY OR AVAILABILITY CHARGES FOR FISCAL YEAR ENDING 2023**

WHEREAS, Section 31032.1 of the California Water Code authorizes the Running Springs Water District to fix, on or before the first day of July of each year, a water standby or availability charge not to exceed thirty dollars (\$30) per acre per year for each parcel of land in the District larger than one acre, and thirty dollars (\$30) per year for each parcel of land in the District smaller in size than one acre, to which water is made available for any purpose by the District, whether the water is actually used or not;

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

1. This Board of Directors finds and determines that water is made available by the District to all lots and parcels of land within the District, as shown by the County Assessor's Map Book, provided that:

1.01 Lots that have been determined by the County to be unbuildable, as documented by written verification from the County to the District, will be exempt from availability charges.

1.02 Certain half (½) lots that have been combined, for the purpose of assessment, into a maximum equivalent of one and one-half (1½) lots by the County of San Bernardino Assessor's Office will be treated as a single lot or parcel for purposes of availability charges.

1.03 Certain improved property where lots/parcels have been combined, by County lot merger, into one (1) assessor parcel number, and where a single structure that is connected to and using the District's water and sewer system is built across lot lines, and where the remaining portions of land do not meet the County of San Bernardino's minimum building site requirements, will be treated as a single lot or parcel for the purposes of availability charges. Request(s) for this exemption must be made in writing to the District prior to July 1, 2022. A surveyed plot map showing the relationship of the structure to the lot lines or lot merger documents from the County must also be submitted with the request.

2. This Board of Directors does hereby fix water standby or availability charges for the fiscal year ending 2023 as follows:

2.01 For unimproved parcels of land one acre or larger in size, such charges shall be in the amount of thirty dollars (\$30) for the first acre, and a prorated amount for any additional acreage rounded to the nearest one-tenth of an acre, if any portion of the parcel is within 200 feet of a water main of the District's water system; and in the amount of twelve dollars (\$12) for the first acre, and a prorated amount for any additional acreage rounded to the nearest one-tenth of an acre, if no portion of the parcel is within 200 feet from such water main.

2.02 For unimproved lots or parcels of land smaller in size than one acre, such charges shall be in the amount of thirty dollars (\$30) for each lot or parcel, if any portion thereof is within 200 feet of a water main of the District's system, and in the amount of twelve dollars (\$12) for each such parcel or lot, if no portion thereof is within 200 feet from such a water main.

2.03 For parcels of land within the District that have a water service connection from the District, no water availability charge will be levied provided that the service has not been disconnected at the time the availability charge invoices have been mailed.

2.04 For parcels of land within the District that do not have a water service connection from the District, or where the service is disconnected at the time the availability charge invoices are mailed, such parcels shall be considered unimproved and shall be subject to the availability charge.

3. Availability charges shall be due and payable immediately and if not paid by July 1, 2022, a six percent (6%) late payment charge shall be added to the delinquent amount. The amount of any unpaid availability charge plus late payment charge shall be added to the tax roll, and shall constitute a lien on that land.

On or before August 1, 2022, the Secretary of the Board of Directors shall furnish in writing to the County Auditor a description of each and every parcel of land within the District upon which an availability charge remains unpaid, together with the amount of said unpaid charges plus late payment charge on each said parcel of land.

ADOPTED this 16th day of March 2022.

Ayes:
Noes:
Abstentions:
Absent:

ATTEST:

Secretary of the Board of Directors
Running Springs Water District

President, Board of Directors
Running Springs Water District

February 28, 2022



LAFCO

**Local Agency
Formation Commission**
for San Bernardino County

1170 West 3rd Street, Unit 150
San Bernardino, CA 92415-0480
909 388 0480 | Fax 909 388 0481
lafco@lafco.sbcounty.gov
www.sbcialfco.org

COMMISSIONERS

JOE BACA, Jr.
Board of Supervisors

JIM BAGLEY, Chair
Public Member

DR. KIMBERLY COX
Special District

JAMES V. CURATALO
Special District

CURT HAGMAN
Board of Supervisors

LARRY McCALLON
City Member

ACQUANETTA WARREN, Vice Chair
City Member

ALTERNATES

DIETER C. DAMMEIER
Public Member

RICK DENISON
City Member

STEVEN FARRELL
Special District

DAWN ROWE
Board of Supervisors

EXECUTIVE OFFICER

SAMUEL MARTINEZ

LEGAL COUNSEL

PAULA DE SOUSA

**TO: Presidents of the Boards of Directors of the Independent
Special Districts in San Bernardino County**

**SUBJECT: Special Districts Election for Regular LAFCO Member
and Alternate LAFCO Member**

The nomination period for the Regular and Alternate Special District Members of the Local Agency Formation Commission (LAFCO or Commission) ended on February 14, 2022. During the nomination period, LAFCO received the following nominations for the Regular Special District Member position:

- Jim Curatalo, Cucamonga Valley Water District (Incumbent) *(Mr. Curatalo received a nomination for the regular member position but has declined to seek another term on the Commission; therefore, his nomination for the Regular Special District member position has been revoked and his name will be removed from the list of nominees for the regular member ballot)*
- Steven Farrell, Crestline Village Water District
- Kelly Gregg, Hesperia Recreation and Park District

Likewise, during the nomination period, LAFCO received the following nominations for the Alternate Special District Member position:

- Craig Dicht, Bighorn-Desert View Water Agency
- Steven Farrell, Crestline Village Water District (Incumbent) *(Mr. Farrell received nominations not only for the alternate member position but also for the regular member position. Mr. Farrell has opted to run for the Regular Special District position instead; therefore, his nomination for the Alternate Special District member position has been revoked and his name will be removed from the list of nominees for the alternate member ballot)*
- Kevin Kenley, Cucamonga Valley Water District
- David Raley, San Bernardino Valley Water Conservation District
- James Roberts, Hesperia Recreation and Park District

By distribution of this letter, the official voting process for the Regular Special District Member and Alternate Special District Member of LAFCO shall commence. Pursuant to the provisions of Government Code Section 56332, the voting period will commence as of today's date and ending on Monday, **April 18, 2022.**

SPECIAL DISTRICT ELECTION LETTER
Regular and Alternate LAFCO Members
February 28, 2022

The voting instructions for these selections are as follows:

1. Each District may vote for one candidate for each position. A copy of the information provided by the candidates is included for your information.
2. The original ballot for each position:
 - Requires a board vote, with the name of each voting Board Member outlined;
 - Must be signed by either the Board President, General Manager, or Designee; and,
 - Must be received in the LAFCO office by 5:00 p.m. on **April 18, 2022**, via mail, fax, or email scan.
 - If a copy of the ballot is provided by fax or email by the April 18 deadline, LAFCO must receive the original signed copy by 5:00 p.m. on **April 25**, or the ballot will be declared invalid.
3. Twenty-six (26) ballots are required to be received to establish a quorum for selection of either the Regular or Alternate Special District Member position.

The completed ballot(s) is/are to be mailed to:

**Samuel Martinez, Executive Officer
Local Agency Formation Commission
1170 West Third Street, Unit 150
San Bernardino, CA 92415-0490**

Please let me know if you have any questions concerning this selection process. You may contact me at the address listed above, by e-mail at smartinez@lafco.sbcounty.gov, or by phone at (909) 388-0480.

Sincerely,



SAMUEL MARTINEZ
Executive Officer

Enclosures: Regular Member Ballot
Information on Regular Member Candidates
Alternate Member Ballot
Information on Alternate Member Candidates

2022 BALLOT

**REGULAR SPECIAL DISTRICT MEMBER
OF THE LOCAL AGENCY FORMATION COMMISSION
FOR SAN BERNARDINO COUNTY**

The _____
(Name of District)

hereby votes for the marked candidate as indicated below:

REGULAR SPECIAL DISTRICT MEMBER OF LAFCO:

_____ **STEVEN FARRELL (Member of the Board of Directors
of the Crestline Village Water District)**

_____ **KELLY GREGG (Member of the Board of Directors
of the Hesperia Recreation and Park District)**

I, _____, do hereby certify that at its scheduled meeting
of _____, the Board of Directors voted to elect the
above-marked candidate as the Regular Special District Member of the Local Agency
Formation Commission for San Bernardino County, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Board President, General Manager or Designee

Dated: _____



PO Box 3347, 777 Cottonwood Drive, Crestline, CA 92325-3347
Telephone: (909) 338-1727 «» FAX: (909) 338-4080

Special District Members,

Feb 21, 2022

I ask for your vote for Regular Special District Commissioner; for your support of my continuing service on LAFCO; for my ongoing interest and commitment to effective, functioning governance in our County; and for the importance of having geographic and size diversity on the Commission.

When I was elected Alternate Special District to the Commission eight years ago, I was pleased to be one of the rare Commissioners from the County's mountain region, in conformity with LAFCO's policy of encouraging balanced geographic representation. I've seen LAFCO decisions and policies affect all kinds of districts, big and small, rural and urban, in ways that are often not obvious or anticipated. Mountain districts, all districts, are wise to be actively engaged and knowledgeable about LAFCO.

Commissioner James Curatalo's decision this term to "retire" from LAFCO, after 20 years of exemplary leadership, knowledge, and energy is a significant loss to all local governments here in the County; and he will certainly be missed. I will miss him. Yet, with his encouragement, and the endorsement of his board at Cucamonga Valley Water District, I now have the opportunity to run for his Regular District seat.

I also appreciate my nomination by the Mojave Water Agency, and in particular, Special District Commissioner Kimberly Cox's support. I'm proud to have their confidence.

I've been participating in local government service issues now for well over 15 years.

As a 12-year director at Crestline Village Water District (currently President), I've attended ACWA (the Association of California Water Districts) twice each year. There, among other subject tracks, I consistently attend the Local Government Committee meetings and seminars paying close attention to state and local topics that pertain to Special Districts. For ten years I've also been my district's ACWA/JPIA (insurance) director. I've also been an ACWA Region 9 board member.

I've completed the Special District Leadership Foundation curriculum.

I serve on the County's Regional Parks Advisory Commission.

Eight years ago, as a new Commissioner, I was offered some sobering advice, "Steve, it takes about 5 years or more being on the Commission before one really begins to understand or appreciate what LAFCO's all about." Though that could be an understatement, I'm confident today I can serve capably.

If elected, I recommit to the best interests of the entire County and its residents. I will consider and respect the special concerns and perspectives of all, using the analytical skills I practiced in my 25-year career in IT (UCLA, the Pacific Stock exchange, and international management and consulting for private software firms.) I ask questions when I don't understand an issue, and I speak out when I perceive an incongruity or problem.

I strive for excellence and will always act and represent Special Districts fairly, thoughtfully and honorably.

Thank you,

Steven Farrell
President, Crestline Village Water District



Kelly J Gregg, Director
Hesperia Recreation and Park District

February 11, 2021

Letter of interest for: LAFCO, Special District Commissioner; Regular Member

Committee Members,

It has come to my attention that there is an open vacancy for LAFCO, Special District Commissioner; Regular Member.

After speaking with our Board President and General Manager, I would like to be considered as a candidate and team member for this opportunity to serve our area. Below is a brief summary of my current and past political contributions.

I have been a lifelong resident of Hesperia since 1971. I served/serve as the voice of the community, and taxpayers on the HRPD Governing Board from 2010-2014 and 2016-current.

- Serves as Director of the Hesperia Recreation and Park District and on several committees: Finance (chair), Tri-Agency (chair), Personnel (v-chair), City Ad Hoc (chair).
- Served as President of the Hesperia Recreation and Park District and on several committees: Budget (chair), Safety and Security (chair), Foundation, and Golf Course.
- Serves on Hesperia City Council Safety Committee (chair).
- Serves as Director of the ASBCSD special districts board.
- Fiscal responsibility and transparency are two main platform goals that take priority when making decisions for any agency or civic organization.

Kelly J Gregg is available to you at (760)985.1193 or by email directorgregg@hesperiaparks.com

Thank you for your consideration,

A handwritten signature in cursive script that reads "Kelly J Gregg".

Kelly J Gregg
District Director
Hesperia Recreation and Park District

2022 BALLOT

**ALTERNATE SPECIAL DISTRICT MEMBER
OF THE LOCAL AGENCY FORMATION COMMISSION
FOR SAN BERNARDINO COUNTY**

The _____
(Name of District)

hereby votes for the marked candidate as indicated below:

ALTERNATE SPECIAL DISTRICT MEMBER OF LAFCO:

_____ **CRAIG DIGHT (Member of the Board of Directors
of the Bighorn-Desert View Water Agency)**

_____ **KEVIN KENLEY (Member of the Board of Directors
of the Cucamonga Valley Water District)**

_____ **DAVID RALEY (Member of the Board of Directors
of the San Bernardino Valley Water Conservation District)**

_____ **JAMES ROBERTS (Member of the Board of Directors
of the Hesperia Recreation and Park District)**

I, _____, do hereby certify that at its scheduled meeting
of _____, the Board of Directors voted to elect the
above-marked candidate as the Alternate Special District Member of the Local Agency
Formation Commission for San Bernardino County, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Board President, General Manager or Designee

Dated: _____

CRAIG DICHT

56822 Lilac Lane, Landers, CA, 92285

(760) 368-5441 craig.dicht@gmail.com <http://www.linkedin.com/in/craigdicht>

SAN BERNARDINO COUNTY LAFCO - COMMISSIONER

Provide competent judgment and support on planning, regulation, and special studies within the commission's purview

EDUCATION	WEATHERHEAD SCHOOL OF MANAGEMENT Case Western Reserve University Master of Business Administration , May 2015 <ul style="list-style-type: none">• Focus on overlap in business issues and public policy• Concentrated coursework in accounting, finance, operations, and marketing	Cleveland, OH
	UNIVERSITY OF PITTSBURGH Bachelor of Arts, Religious Studies & English Writing , 2004	Pittsburgh, PA
EXPERIENCE	BIGHORN-DESERT VIEW WATER AGENCY Member, Board of Directors <ul style="list-style-type: none">• Serve on Finance/Public Relations committee• Chair of Water Consumption Trends/Cannabis and Legal Counsel Search committees	Landers, CA
02/2021-Present		
07/2020 – 10/2020	UNITED STATES CENSUS BUREAU <ul style="list-style-type: none">• Top 3 in region at engaging previous non-respondents to complete the decennial census• High success rate navigating rough roads to remote desert locations to meet reluctant residents	High Desert Areas, CA
06/2007 – 6/2019	STUDENT CONSERVATION ASSOCIATION Work Skills Instructor , 06/2010 – 06/2019 (occasional/seasonal) <ul style="list-style-type: none">• Trained over 150 adults to lead crews of high school students in conservation service projects Project Leader , 06/2007 – 8/2010; 08/2016 – 11/2016 <ul style="list-style-type: none">• Leader for 40+ sustainability and natural resource conservation projects, including restoration, community outreach, wilderness monitoring, trail work, and invasive plant management• On the ground lead for pilot tree-planting program in Cleveland parks, coordinating with multiple project partners• Successfully advocated adjusting tree project budget to pay crew members a living wage	Various Locations NJ, CA Desert, OH
08/2013 – 5/2015	FOWLER CENTER FOR SUSTAINABLE VALUE Fowler Fellow <ul style="list-style-type: none">• Authored "Food Donation Connection: Profitably Scaling Food Waste Reduction" case study• Coordinated logistics for CEO sessions at the Flourish & Prosper Global Forum• Served on editorial board for the Business as an Agent of World Benefit database	Cleveland, OH
05/2014 – 08/2014	ENTREPRENEUR'S EDGE Consulting Fellow <ul style="list-style-type: none">• Conducted market feasibility studies for a new water monitoring technology• Proved client's initial market focus lacked potential and identified more attractive segments• Created report and presentation with an action plan and valuable contacts for the client to pursue development in a \$200 million segment	Cleveland, OH
10/2010 – 12/2010	UNITED STATES BUREAU OF LAND MANAGEMENT Park Ranger Tech GS-7 <ul style="list-style-type: none">• Provided support to Americorps conservation crews: organized orientation; advised on projects; instructed in proper data collection and management• Recorded, organized, and catalogued reports, maps, and equipment associated with BLM wilderness management efforts	Moreno Valley, CA

CRAIG DICHT

56822 Lilac Lane, Landers, CA, 92285

(760) 368-5441 craig.dicht@gmail.com <http://www.linkedin.com/in/craigdicht>

MBA PROJECTS

DESIGN IN MANAGEMENT: RITTMAN ORCHARDS

- Developed strategy for a local orchard to identify the best distributor for its new hard cider
- Created decision-making resources based on market research, interviews with distributors and retailers, and synthesis of knowledge from other management disciplines

URBAN LAND INSTITUTE HINES CASE COMPETITION

- Designed proposal for development in an economically disadvantaged part of New Orleans
- Planned financing strategy for development including pro forma financial statements

POLITICS, POLICY & THE GLOBAL ENVIRONMENT

- Term paper for Political Science elective focused on regulation, financing, and effectiveness of various payments for environment services (PES) initiatives

SERVICE

EXPERIENCE

08/2010 – 12/2012

THE LIVINGSCHOOL LEARNING COOPERATIVE

Joshua Tree, CA

Treasurer/ Administrative Facilitator/ Educator

- Oversaw budget and fulfilled school accounting, contracting, and payment responsibilities
- Created and implemented decision-making model for cooperative meetings
- Established definitions of roles and increased accountability in school administration
- Planned and taught outdoor education and hands-on science classes

11/2011 – 04/2012

THRIVING IN A CHANGING WORLD SUMMIT

Joshua Tree, CA

Planning Committee Chairperson / Event Facilitator

- Led 15 person committee to organize and execute a community-building event focused on the creation of new sustainable community groups
- Served as summit facilitator using Open Space principles

08/2006 – 12/2006

UNITED STATES FISH AND WILDLIFE SERVICE

Fremont, CA

Environmental Education Intern

- Created, revised, and presented interactive lessons on wetland habitat and coastal marine environments to over 1000 K-6 students
- Administered and supported educator-led on-site field trips for large student groups

09/2005 – 07/2006

WEST VIRGINIA SUSTAINABLE COMMUNITIES PROJECT

Summersville, WV

AmeriCorps Member

- One of six founding members of the sustainable communities project
- Built relationships with local government, non-profits, radio stations, newspapers, businesses, schools, and families to promote our initiatives and leverage resources
- Created pollution prevention education materials including interactive games, press releases, pamphlets, and Powerpoint presentations
- Conducted over 30 free home energy audits and provided basic weatherization for families enrolled in the Low Income Housing Energy Assistance Program

TRAININGS AND CERTIFICATIONS

08/2011

Emergency Medical Technician-Basic (expired 04/2013)

04/2011

Wilderness First Responder – National Outdoor Leadership School (expired 04/2013)

09/2007

Leave No Trace Trainer

Kevin Kenley

Local Agency Formation Commission for San Bernardino County 2022-2026 Alternate Special District Member

Dear San Bernardino County Special District Members:

My name is Kevin Kenley and I am currently seeking to serve as your Alternate Special District Member for the San Bernardino LAFCO. I was elected to the Cucamonga Valley Water District (CVWD) Board of Directors in November 2019 to represent Division I, which covers portions of southern Rancho Cucamonga and northeastern Ontario. I have lived in southern Rancho Cucamonga since 2001, with my wife and children, where I am also an active member of my community through church activities, and serving as an Assistant Scout Master for my son's Boy Scout troop. I have worked at UPS for over nineteen years, fifteen years of which have been in management, and am currently appointed to represent the company in their government outreach program.



Since being elected to the CVWD Board of Directors, I have worked hard to learn as much as possible about the workings and dynamics of the local and regional water systems, and the unique role that Special Districts play in local governance. I currently serve on CVWD's Engineering and Government & Public Affairs Committees where I oversee the investments in our infrastructure, as well as our legislative and government engagement. In my ongoing endeavor to learn more about local government, special districts and the critical services they provide, I completed the Special District Leadership Academy Governance Foundations course through the California Special Districts Association last year, which provided me with even greater insight into what my responsibilities as an elected Special District representative are.

I am excited at the prospect of representing special districts and being an effective voice for all of our agencies on critical issues facing us in the region and state. My drive for serving my community and ensuring its ability to flourish has been a long-standing passion that has kept me engaged at the local and regional government levels. I have witnessed the importance and need for effective representation of special districts not only in the Inland Empire but also throughout California. I ask that you entrust me with the opportunity to be that effective voice for you and the special districts in San Bernardino County. Please feel free to reach out to me at (909) 489-1202 should you have questions or concerns.

A handwritten signature in black ink, appearing to read 'Kevin Kenley'. The signature is fluid and cursive, written over a white background.

David E. Raley

1350 E. Highland Avenue
Redlands, CA 92374

Phone: 909.437.9003
Fax: 909.798.9248
E-mail: mustangder@aol.com

Objective

To become the alternate Local Agency Formation Commission for San Bernardino County LAFCO Special Districts Representative

Qualifications

I have a keen interest in ensuring the fair and equitable treatment of Special District interests and concerns are handled by the Local Agency Formation Commission for San Bernardino County (LAFCO) at functions, meetings and activities. I believe I clearly understand the needs and interests of a significant number of the Special Districts and it will be my mission to learn of others. When elected I plan to attend all of the LAFCO meetings, as the alternate, and provide ALL Special Districts with summaries of events and/or decisions which directly or indirectly affect Special Districts.

Work History

Director, San Bernardino Valley Water Conservation District — 2010 to Present. I am Chairman of the Finance and Administration Committee and through the efforts of a superior Board lead by President McDonald and a truly outstanding General Manager , Mr. Daniel Cozad the District has developed and maintained an outstanding financial status while keeping our rates at or below the economic growth rates.

Director, Crafton Hills College Foundation — 2000 to Present. I have severed several terms as President and through the work of the Board and Foundation Staff the number of Scholarships and Other Student Support increased by 25 fold or more.

CEO and Manager of the Norton (now Alta Vista) Credit Union — 1984 to 1998. When I joined this military Credit Union assets were \$25 million and when I left they were over \$125 million. Our mission was to help and support both the military and civilian population. I was honored by the California Credit Union League for my outstanding support of Small Credit Unions.

Vice President of Bierly and Associates Worker's Compensation Administrators. — 1980 to 1984. As a Safety Consultant I assisted several Special Districts with Loss Prevention and Workers Compensation Issues.

Officer and Pilot in the United States Air Force — 1955 to 1980 — Enlisted as an Aviation Cadet and Retired as a Full Colonel.

Education

Masters Degree in Business Administration, Arizona State University
Bachelor of Science Degree, University of Maryland

References

Richard Corneille, 834 Eastwood Street, Redlands, CA 92374
Donald Singer, 15585 Mallory Drive, Redlands, CA 92373

February 16, 2022
Letter of Interest

Dear Special District Agency Representatives,

I appreciate the opportunity in placing my name in the hat of well qualified candidates for the Local Agency Formation Commission (LAFCO) as an Alternate. I have received the support from the Hesperia Recreation and Park Districts' Board of Directors to submit my name for your consideration.

My background includes currently holding the position of Hesperia Recreation and Park District Board of Director, an elected position. In addition to more than 20 years of combined service in the public service arena. Ranging areas include Law Enforcement, business development and Hesperia City appointed committees to name a few.

Please feel free to contact me at 760-486-1914 should you have any questions about this letter of interest.

Thank you for your consideration.

Kind regards,

James W Roberts III
Board Member
Cell: 760-486-1914
Email: Jroberts@hesperiaparks.com

RUNNING SPRINGS WATER DISTRICT**MEMORANDUM**

DATE: March 16, 2022

TO: Board of Directors

FROM: Trevor Miller, Wastewater Operations Manager
Ryan Gross, General Manager

SUBJECT: CONSIDER ADOPTING RESOLUTION NO. 07-22 ADOPTING
RUNNING SPRINGS WATER DISTRICT 2022 SYSTEM
MANAGEMENT PLAN (SSMP) INTERNAL AUDIT FINDING

RECOMMENDED BOARD ACTION

It is recommended that the Board of Directors consider adopting Resolution No. 07-22 Adopting the Running Springs Water District 2022 SSMP Internal Audit Finding.

REASON FOR RECOMMENDATION

The California State Water Resources Control Board (SWRCB) requires that every two years the District's SSMP is self-audited and every five years the District's SSMP is updated and then approved and certified by the governing board. The recommended resolution will satisfy the necessary certification. Element 10 of the SSMP requires the District to conduct periodic internal audits every two years.

BACKGROUND INFORMATION

The SWRCB promulgated a waste discharge requirement ("WDR") permit on May 2, 2006, to regulate sanitary sewer systems. This permit is known as SWRCB Order No. 2006-0003, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems. On July 30, 2013, Attachment A to the Order was promulgated and became effective on September 9, 2013, and is known as Attachment A, SWRCB Order No. WQO 2013-0058-EXEC, amending the Monitoring and Reporting Program for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (together these documents constitute the "SSS WDR").

This permit, among other things, requires local public sewer collection system agencies, referred to as "Enrollees," to develop a SSMP. SSMPs must be self-audited at least every two (2) years and updated every five years from the original adoption date by the Enrollee's governing board. The District's original SSMP was approved by the governing board of the Enrollee at a public meeting and adopted on April 21, 2010. In August 2013, May 2017 and May 2019 the SSMP was updated.

Attachment 2 includes the required 2022 SSMP Internal Audit Form completed by District staff.

FISCAL INFORMATION

There is no fiscal impact associated with adopting the SSMP.

ATTACHMENTS

Attachment 1 – Resolution No. 07-22

Attachment 2 – 2022 SSMP Internal Audit Form

RESOLUTION NO. 07-22

RESOLUTION OF THE RUNNING SPRINGS WATER DISTRICT, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, APPROVING AND CERTIFYING THE RUNNING SPRINGS WATER DISTRICT 2022 SEWER SYSTEM MANAGEMENT PLAN INTERNAL AUDIT FINDING

WHEREAS, the California State Water Resources Control Board ("SWRCB") promulgated a waste discharge requirement ("WDR") permit on May 2, 2006, to regulate sanitary sewer systems. This permit is known as SWRCB Order No. 2006-0003, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems; and

WHEREAS, on July 30, 2013, Attachment A to the Order was promulgated and became effective on September 9, 2013, and is known as Attachment A, SWRCB Order No. WQO 2013-0058-EXEC, amending the Monitoring and Reporting Program for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (together these documents constitute the "SSS WDR"); and

WHEREAS, the SWRCB requires that every two years the District's Sanitary Sewer System Management Plan ("SSMP") is self-audited and updated every five years and then approved and certified by the governing board.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Running Springs Water District that the District approves and certifies the District's 2022 SSMP Internal Audit Finding.

ADOPTED this 16th day of March, 2022, at the meeting of the Board of Directors of Running Springs Water District by the following majority vote of the Board:

- Ayes:
- Noes:
- Absent:
- Abstain:

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

SSMP INTERNAL AUDIT FINDING FORMS & GUIDANCE

Name of Agency: Running Springs Water District
Date of Audit: 3/16/2022 Name of Auditor: Trevor Miller & Ryan Gross

SYSTEM OVERVIEW

LF of Gravity Sewer Mains: 17,000 LF of Force Mains: 12,017
Total LF of All Sewer Lines: 308,000 Number of Lift Stations: 9
Population Served: 337,017
Current Average Monthly Single Family Residential Sewer Rate: \$54.08 + \$0.0105 per CF water usage

I. GOALS

- 1. Are the goals stated in the SSMP still appropriate and accurate? (check one)
YES NO
- 2. If you answered NO to question 1, describe content and schedule for updates.

II. ORGANIZATION

REFERENCE MATERIAL
 Organization chart
 Phone list

- 3. Is the SSMP up-to-date with agency organization and staffing contact information?
YES NO
- 4. If you answered NO to question 3, describe content and schedule for updates.

III. OVERFLOW EMERGENCY RESPONSE PLAN

REFERENCE MATERIAL
 Data submitted to RWQCB
 Service call data

Table 1. Running Springs Water District Annual SSO Statistics.

	<u>20 18</u>	<u>20 19</u>	<u>20 20</u>	<u>20 21</u>	<u>20 22</u>
Number of dry weather SSOs	1	1			
Number of wet weather SSOs					
Total number of SSOs	1	1			
Number of SSOs per 100 miles of sewer per year	<1	<1			
Number of SSOs < 100 gallons	1	1			
Number of SSOs 100 to 999 gallons					
Number of SSOs 1,000 to 9,999 gallons					
Number of SSOs >10,000 gallons					
Total volume of SSOs					
Total volume recovered					
Net volume of SSOs (total minus recovered)					
Total volume conveyed to wastewater treatment plant					
Percent volume conveyed (100 x (Total volume conveyed – Volume of SSOs) / Total volume conveyed)					
SSOs caused by:					
Roots					
Grease					
Debris					
Pipe failure					
Pump station failure					
Capacity-limited pipe segment (no debris)					
Other (foam from manholes)	1				
Number of locations with more than one SSO in the past year					
Average response time – during business hours	<30 minutes				
Average response time - after business hours	<30 minutes				

5. Does the SSMP contain an up-to-date version of your agency’s Overflow Emergency Response Plan? YES NO
6. Considering the information in Table 1, is the Overflow Emergency Response Plan effective in handling SSOs? YES NO
7. If you answered NO to questions 5 and/or 6, describe content and schedule for necessary revisions and implementation.

IV. FATS, OILS, AND GREASE (FOG) CONTROL PLAN

REFERENCE MATERIAL

- X List or map of FOG sources in service area
- X List or map of hotspots
- X Cleaning schedules
- X Restaurant inspection reports or summaries
- X Data submitted to CIWQS
- X Service call data

Table 2. Running Springs Water District FOG Control Statistics.

	20 <u>18</u>	20 <u>19</u>	20 <u>20</u>	20 <u>21</u>	20 <u>22</u>
Number of SSOs caused by FOG					
Planned cleaning (LF)			13,036	47,524	
Unplanned cleaning (LF)		500			
Ratio of planned to unplanned cleaning (LF)					
Number of FOG inspections completed	28	32	32	20	

8. Does the SSMP contain up-to-date information about your agency’s FOG control program? YES NO
9. Considering the information in Table 2, is the current FOG program effective in documenting and controlling FOG sources? YES NO
10. If you answered NO to questions 8 and/or 9, describe content and schedule for necessary changes.

V. LEGAL AUTHORITY

REFERENCE MATERIAL

- X Ordinances
- X Enforcement actions

11. Does the SSMP contain up-to-date information about your agency’s legal authority? YES NO
12. Does your agency have sufficient legal authority to control sewer use and maintenance? YES NO

13. If you answered NO to questions 11 and/or 12, describe content and schedule for necessary changes.

VI. MEASURES AND ACTIVITIES

a. COLLECTION SYSTEM MAPS

REFERENCE MATERIAL

X Summary of information included in mapping system

14. Does the SSMP contain up-to-date information about your agency's maps?

YES NO

15. Are your agency's collection system maps complete, up-to-date, and sufficiently detailed?

YES NO

16. If you answered NO to questions 14 and/or 15, describe content and schedule for necessary changes.

b. RESOURCES AND BUDGET

REFERENCE MATERIAL

X Current Capital Improvement Plan (CIP)

X Current operating budget

17. Does the SSMP contain up-to-date information about your agency's resources and budget?

YES NO

18. Are your agency's resources and budget sufficient to support effective sewer system management?

YES NO

19. Do your agency's planning efforts support long-term goals? YES NO

20. If you answered NO to questions 17, 18, and/or 19, describe content and schedule for necessary changes.

c. PRIORITIZED PREVENTIVE MAINTENANCE

REFERENCE MATERIAL

- X Cleaning schedules
- X List or map of hotspots
- X Work orders
- X Service call data
- X Customer feedback

Table 3. Running Springs Water District Annual Blockage Statistics and Preventive Maintenance Activities.

	20 <u>18</u>	20 <u>19</u>	20 <u>20</u>	20 <u>21</u>	20 <u>22</u>
Blockages in the past year					
Blockages due to:					
Roots	1			2	
Grease					
Debris					
Other					
Average response time					
Ratio of planned cleaning to unplanned cleaning(LF)					
Number of customer complaints in the last year					
Number of positive customer responses		3			

21. Does the SSMP contain up-to-date information about your agency’s preventive maintenance activities? YES NO

22. Considering the information in Tables 1 – 3, are your agency’s preventive maintenance activities sufficient and effective in reducing and preventing SSOs and blockages?
YES NO

23. If you answered NO to questions 22 and/or 23, describe content and schedule for necessary improvements.

d. SCHEDULED INSPECTIONS AND CONDITION ASSESSMENT

REFERENCE MATERIAL

- X Inspection reports
- X Infiltration and Inflow (I/I) monitoring studies and reports
- X Pipe and manhole condition data

24. Does the SSMP contain up-to-date information about your agency's inspections and condition assessment? YES NO

25. Are your agency's scheduled inspections and condition assessment system effective in locating, identifying, and addressing deficiencies? YES NO

26. If you answered NO to questions 24 and/or 25, describe content and schedule for necessary changes.

e. CONTINGENCY EQUIPMENT AND REPLACEMENT INVENTORIES

REFERENCE MATERIAL

- X Funds spent on equipment and materials
- X Equipment and parts inventory

27. Does the SSMP contain up-to-date information about equipment and replacement inventories? YES NO

28. Are contingency equipment and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance? YES NO

29. If you answered NO to questions 27 and/or 28, describe content and schedule for necessary arrangements.

f. TRAINING

REFERENCE MATERIAL

X **Employee training records**

30. Does the SSMP contain up-to-date information about your agency's training expectations and programs? **YES** **NO**
31. Do supervisors believe that their staff is sufficiently trained? **YES** **NO**
32. Are staff satisfied with the training opportunities and support offered to them? **YES** **NO**
33. If you answered NO to questions 30, 31, and/or 32, describe content and schedule for necessary improvements.

g. OUTREACH TO PLUMBERS AND BUILDING CONTRACTORS

REFERENCE MATERIAL

X **Fliers/mailings**

X **Mailing lists**

34. Does the SSMP contain up-to-date information about your agency's outreach to plumbers and building contractors? **YES** **NO**
35. Has your agency conducted or participated in any outreach activities to plumbers and building contractors? **YES** **NO**
36. If you answered NO to questions 34 and/or 35, describe content and schedule for future activities.

VII. DESIGN AND CONSTRUCTION STANDARDS

REFERENCE MATERIAL

X **Design and construction standards**

X **Ordinances**

37. Does the SSMP contain up-to-date information about your agency's design and construction standards? **YES** **NO**

38. Are design and construction standards, as well as standards for inspection and testing of new and rehabilitated facilities sufficiently comprehensive and up-to-date? **YES** **NO**

39. If you answered NO to questions 38 and/or 39, describe content and schedule for necessary revisions.

VIII. CAPACITY MANAGEMENT

REFERENCE MATERIAL

X **Capacity assessment reports**

X **CIP**

X **SSO data**

Table 4. Running Springs Water District SSOs Caused by Hydraulic Limitations.

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Number of SSOs caused by capacity limitations					

40. Does the SSMP contain up-to-date information about your agency's capacity assessment? **YES** **NO**

41. Has your agency completed a capacity assessment and identified and addressed any hydraulic deficiencies in the system? **YES** **NO**

42. If you answered NO to questions 41 and/or 42, describe content and schedule for necessary activities.

IX. MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS

43. Does the SSMP contain up-to-date information about your agency’s data collection and organization? YES NO
44. Is your agency’s data collection and organization sufficient to evaluate the effectiveness of your SSMP? YES NO
45. If you answered NO to questions 44 and/or 45, describe content and schedule for necessary improvements.

X. SSMP AUDITS

46. Will this SSMP Audit be submitted with the Annual Report to the Regional Water Board by March 15? YES NO

XI. COMMUNICATION PROGRAM

REFERENCE MATERIAL

- X Mailings and mailing lists
- X Website
- X Other communication records such as newspaper ads, site postings, or other outreach
- X Customer feedback

47. Does the SSMP contain up-to-date information about your agency’s public outreach activities? YES NO
48. Does the SSMP contain up-to-date information about your agency’s communications with satellite and tributary agencies? YES NO
49. Has your agency effectively communicated with the public and other agencies about the SSMP, and addressed feedback? YES NO
50. If you answered NO to questions 47, 48, and/or 49, describe content and schedule for necessary improvements.
