



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:      APRIL 12, 2024  
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, April 17, 2024, 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 April 12, 2024, 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 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are expected to be routine and non-controversial and will be acted on at one time without discussion unless an item is withdrawn by a Board Member for questions or discussion.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 3**

B. Ratify Expenditures **Page 8**

- C. Consider Adopting Resolution No. 04-24, Amending and Adopting Local Guidelines for Implementing the California Environmental Quality Act **Page 16**
- 4. Action Items – The following action items will be considered individually, and each **require a motion** by the Board of Directors for action.
  - A. Board Authorization to Hold a Public Hearing on June 19, 2024 to Consider Proposed Water and Wastewater Rate and Fee Adjustments for Fiscal Years Ending 2025-2029 and to Mail a Notice of the Public Hearing to all District Property Owners in Accordance with the Requirements of Proposition 218  
(Presenter: Ryan Gross, General Manager) **Page 34**
  - B. Consider Awarding a Construction Contract for the ROWCO Water Pump Station Replacement Project **Page 40**  
(Presenter: Ryan Gross, General Manager)
- 5. Information Items – The following information items do not require any action by the Board of Directors and are for informational purposes only.
  - A. Quarterly Budget/Financial Update **Page 42**  
(Presenter: Ryan Gross, General Manager)
  - B. Quarterly Investment Report **Page 50**  
(Presenter: Ryan Gross, General Manager)
  - C. Fire Department Proposals to Consider **Page 54**  
(Presenters: Ryan Gross, General Manager, Andrew Grzywa, Fire Chief, Rick Ellsberry, Battalion Chief)
- 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 and Andy Grzywa, Fire Chief  
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

**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** April 17, 2024  
**TO:** Board of Directors  
**FROM:** Amie Crowder, Administration Supervisor, Board Secretary, Treasurer  
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 March 20, 2024.

**ATTACHMENTS**

Attachment 1 – Draft Meeting Minutes

**MINUTES – March 20, 2024**  
**PAGE 1 OF 4**

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**RUNNING SPRINGS WATER DISTRICT**  
**COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA**  
**March 20, 2024**

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A Regular Meeting of the Board of Directors of the Running Springs Water District was held on Wednesday, March 20, 2024, 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:

Tony Grabow, President  
Bill Conrad, Vice-President  
Mark Acciani, Director

The following Directors were present through teleconference:

Laura Dyberg, Director

The following Directors were absent:

Mike Terry, Director

No visitors were present at the District.

**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 9:00 A.M. by President Grabow. Director Acciani and he led the assembly in the Pledge of Allegiance.

**ACTION ITEM**

Upon **motion** by Vice-President Conrad, **second** by Director Acciani and **carried by a 4 to 0 roll call vote**, the Board of Directors authorized this meeting to be conducted as a hybrid meeting (in-person and via Zoom) pursuant to AB 361 and as a result of the state declared emergency, meeting in person may present imminent risks to the health or safety of attendees.

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

No visitors present.

**3. Approval of Consent Items**

**A. Approve Meeting Minutes**

**B. Ratify Expenditures**

**C. Consider Adopting Resolution No. 01-24, Fixing and Levying Fire Suppression Availability Charges for Fiscal Year Ending 2025**

**D. Consider Adopting Resolution No. 02-24, Fixing Water and Sewer Availability Charges for Fiscal Year Ending 2025**

**E. Consider Adopting Resolution No. 03-24, Declaring APN 0328-091-71 Surplus Land**

Vice-President Conrad inquired about the gate repair expenses on page 10 of the Board packet. Operations Manager, Trevor Miller, explained that the gate at the Treatment Plant was blown over and broke during a windstorm. The gate has been repaired and modified to prevent this from happening again.

Manager Gross informed the Board that as of January 1, 2024, the law pertaining to surplus property has changed. The law now states that if property is less than a half-acre, it is exempt from the surplus process.

Upon **motion** by Vice-President Conrad, **second** by Director Acciani and **carried by a 4 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. Consider Approving Cost of Living Adjustment and Proposed Water and Sewer Rate Adjustments**

Manager Gross, Vice-President Conrad, and Director Acciani reviewed the following items that were discussed at the March 8, 2024 Finance Committee meeting: Cost of Living Adjustment for wages and the 5-year rate adjustment for water and sewer services. The committee would like to propose a 4% Cost of Living Adjustment for wages and proceed with the Proposition 218 process for a 3% water and wastewater rate increase per year for the next 5-years.

Manager Gross reviewed the results of the 2019 Raftelis Rate Study, which stated that in order for the District to increase revenue to fund the deferred Capital Improvement Projects, the District would need to have 3% rate increases for the next 5-years. The proposal is to also eliminate the sewer usage fee and include that in the monthly fixed rate. Manager Gross clarified that this proposal does not include Green Valley Lake (GVL). The GVL sewer rate will not change until it is revaluated in 2028.

Manager Gross also informed the Board of Directors that the Firefighters Local 5308 Union President contacted him and will be providing proposed new Salary Schedule, for the Fire Department, to review in the near future.

Director Dyberg inquired about verbiage on page 34 of the Board packet. Manager Gross provided clarification.

Upon **motion** by Vice-President Conrad, **second** by Director Acciani and **carried by a 4 to 0 roll call vote**, a Cost-of-Living Adjustment for wages of 4% was approved and staff was directed to proceed with the Proposition 218 process for Proposed Water and Sewer Rate Adjustments of 3% per year for the next five years.

**B. Consider Approving Wastewater Treatment Plant Blower Preventative Maintenance Service**

Operations Manager, Trevor Miller, reviewed the details of why the preventative maintenance service for the MBR 2 is necessary.

Upon **motion** by Director Acciani, **second** by Vice-President Conrad and **carried by a 4 to 0 roll call vote**, Authorizing Expenditure for Wastewater Treatment Plant Blower Preventative Maintenance Service in the amount of \$7,360, was approved.

**C. Consider Approving Repair of Fire Station No. 50 Bathroom**

Battalion Chief Ellsberry detailed the need for repairs to the bathroom at Fire Station No. 50. At this time, only one quote has been received, and the other contractors that were contacted have been unresponsive. The quote provided was reviewed by the Board of Directors in detail.

Upon **motion** by Vice-President Conrad, **second** by Director Acciani and **carried by a 4 to 0 roll call vote**, the Repair of Fire Station No. 50 Bathroom not to exceed \$16,000, was approved.

**5. General Manager's Report**

Manager Gross reviewed that the ROWCO pump station is out for bid and April 10<sup>th</sup>, 2024 is the opening of the bids. The Green Valley Lake flow monitoring study is ending. It will not be beneficial to use the optional 4<sup>th</sup> month. The results of the study will be provided at a future Board Meeting.

There is a meeting this afternoon with Senator Laphonza Butler's staff regarding a new fire station proposal that was submitted for a Congressionally Directed Spending bill. Chief Grzywa and Battalion Chief Ellsberry shared that San Manuel Band of Mission Indians also expressed an interest in assisting the Fire Department with additional grant funding opportunities.

Operations Manager Miller updated the Board on the Sewer Lift Stations 1 and 5 pumps. Manager Gross and Operations Miller also provided an update on staffing.

**6. Board Member Comments/Meetings**

Director Dyberg will be scheduling a meeting with Ryan and District staff to begin the field survey for the Critical Infrastructure Protection grant.

Vice-President Conrad commended the District on an employee assisting the Rimwood Ranch neighborhood with meter repairs.

The Board of Directors and Manager Gross reviewed the storm drain construction project taking place downtown and potential issues with woodchips at the Farmers Market. Director Dyberg offered suggestions to remedy the issue.

**7. Meeting Adjourned**

The meeting was adjourned at 9:45 A.M.

Respectfully Submitted,

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President, Board of Directors  
Running Springs Water District

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Secretary of the Board of Directors  
Running Springs Water District

**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** April 17, 2024  
**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 March 2024 expenditures.

A copy of the District's Cash Reserve Fund Summary as of March 31, 2024, 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

### March 2024

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
AFTI International Inc.	Annual Subscription	03/15/24	750.00	109720	750.00
Allstar Fire Equipment	Airpower XR1 Pro Leather, EMS Boots: 2 pair	03/01/24	760.08	109660	760.08
American Family Life Assurance Company of Col	Additional Insurance Premiums - February 2024	03/01/24	143.26	DFT0002806	143.26
Amie Crowder	Reimbursement Claim #1 - 03/01/2024	03/01/24	100.00	109661	735.20
	Reimbursement Claim #2 - 03/01/2024	03/01/24	384.25	109661	
	Reimbursement Claim #3 - 03/01/2024	03/01/24	250.95	109661	
	Reimbursement Claim 03/08/2024	03/08/24	185.00	109677	185.00
	Reimbursement Claim 03/11/2024	03/15/24	167.46	109697	167.46
	Reimbursement Claim 03/18/24	03/22/24	38.73	109721	566.46
	Reimbursement Claim 03/19/24	03/22/24	277.73	109721	
	Reimbursement Claim 03/22/24	03/22/24	250.00	109721	
	Reimbursement Claim 03/26/24	03/28/24	150.00	109740	150.00
Aramark	Treatment Supplies	03/01/24	139.66	109662	425.45
	Treatment Supplies	03/01/24	146.13	109662	
	Treatment Supplies	03/01/24	139.66	109662	
	Treatment Supplies	03/08/24	139.66	109678	139.66
	Treatment Supplies	03/22/24	139.66	109722	139.66
	Treatment Supplies	03/28/24	139.66	109741	293.33
	Treatment Supplies	03/28/24	153.67	109741	
ARC Document Solutions, LLC	ROWCO Water System Improvements-Phase 1:B	03/22/24	2,412.77	109723	2,412.77
Arrowbear Park County Water District	Water Base - 01/20/24 - 02/19/24	03/01/24	71.05	109663	3,945.23
	Water Purchased - 01/20/24 - 02/19/24	03/01/24	3,874.18	109663	
AT&T Mobility	Internet: Treatment Plant - 03/02/2024	03/15/24	43.24	109698	43.24
Axiom Systems Inc.	EDI File Transfer	03/15/24	297.00	109699	297.00
Bacon/Wagner Excavating, Inc.	Hauling of Bio Solids - February 2024	03/08/24	11,138.09	109679	11,138.09
	Hauling of Bio to One Stop x2 loads: 03/20/24	03/28/24	1,012.00	109742	1,012.00
Best, Best & Krieger LLP	Legal Services - February 2024	03/15/24	4,040.33	109700	4,040.33
Bound Tree	Ambulance Supplies	03/01/24	706.27	109664	706.27
	Ambulance Supplies	03/28/24	625.21	109743	625.21
Brax Company, Inc.	EQ Pump	03/15/24	8,718.96	109701	8,718.96
BURR Group Inc.	Trash Service: 31242 Hilltop Blvd. February 2024	03/10/24	236.02	DFT0002810	236.02
	Trash Service: 30505 Fredalba Rd. - February 20:	03/10/24	1,017.61	DFT0002811	1,017.61
	Trash Service: 32151 Hunsaker Way - February 2	03/10/24	79.37	DFT0002812	79.37
California Association of Professional Firefighter	Disability Insurance Premiums - April 2024	03/15/24	147.50	109702	147.50
California Computer Options Inc	District Telephone - 02/19/24 - 03/18/24	03/01/24	641.40	109665	6,677.91
	IT Project:Install waterproof box/antenna, testin	03/01/24	2,625.76	109665	
	Fully Managed IT - 02/01/24 - 02/29/24	03/01/24	3,410.75	109665	
	Fully Managed IT - March 2024	03/08/24	3,410.75	109680	3,410.75
	District Telephone 03/19/24 - 04/18/24	03/22/24	642.27	109724	642.27
California Water Environment Association	Collection Maintenance Gr. 2, Mechanic Tech. G	03/15/24	211.00	109703	211.00
CalPERS	Health Insurance Premiums March 2024	03/04/24	25,786.89	1002590274	25,786.89
	Employer Contributions PPE 03/04/24	03/06/24	26,676.24	DFT0002825	26,676.24
	Employer Contributions PPE 03/18/24	03/22/24	26,628.91	DFT0002853	26,628.91
Canon	Copier Lease & Usage - 01/01/24 - 01/31/24	03/01/24	380.36	109666	380.36
	Map Scanner - March 2024	03/22/24	205.02	109725	205.02

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Canon	Copier Lease & Usage - 02/01/24 - 02/29/24	03/28/24	399.03	109744	399.03
Charter Communications	Internet: Dist. Office/Sta. 51 - 03/09 - 04/08/24	03/23/24	252.20	DFT0002842	252.20
	Internet: Station 50 03/13/24 - 04/12/24	03/25/24	129.98	DFT0002858	129.98
	Internet: Collections 03/13/24 - 04/12/24	03/25/24	117.97	DFT0002859	117.97
Christopher Cole	Reimbursement for Paramedic School	03/15/24	1,823.94	109704	1,823.94
Citibank, N.A.	Misc. Supplies: Connectors, Couplings, Anchor K	03/12/24	132.85	11326642744418	132.85
Clinical Laboratory of San Bernardino	Water Samples - January 2024	03/01/24	1,568.00	109667	2,428.00
	Treatment Samples - January 2024	03/01/24	860.00	109667	
	Water Samples - February 2024	03/22/24	943.00	109726	1,602.00
	Treatment Samples - February 2024	03/22/24	659.00	109726	
County of San Bernardino	Monthly Parcel Map Revision - February 2024	03/01/24	8.00	109668	8.00
	Lien Release x 4	03/08/24	80.00	109681	100.00
	Lien Release x 1	03/08/24	20.00	109681	
	Monthly Parcel Map Revision - March 2024	03/15/24	2.00	109705	2.00
	Lien Release x4	03/22/24	80.00	109727	80.00
County of San Bernardino	CEQA Filing Fee & NOE - RSWD ROWCO PS	03/13/24	50.00	1204	50.00
Crestline-Lake Arrowhead Water Agency	Water Purchased - Forest Meter: February 2024	03/08/24	4,687.18	109682	7,055.86
	Water Purchased - Nob Hill: February 2024	03/08/24	2,368.68	109682	
Cypress Ancillary Benefits	Dental Premiums - April 2024	03/15/24	815.67	109706	815.67
Dixi Willemse	Reimbursement Claim 2/27/24	03/15/24	105.98	109707	255.41
	Reimbursement Claim 03/11/24	03/15/24	149.43	109707	
	Reimbursement Claim 03/25/24	03/28/24	48.61	109745	442.96
	Reimbursement Claim 03/26/24	03/28/24	394.35	109745	
Don's Auto Inc	'08 Ford Ranger: Transfer Case Repair	03/22/24	1,010.00	109728	1,793.17
	'11 Ford Ranger Repair 4 Wheel Drive	03/22/24	1,043.44	109728	
	Tow Bobcat	03/22/24	450.00	109728	
	Credit Memo - Overpayment	03/22/24	-710.27	109728	
Evans-Hydro, Inc	Deerlick Pump #2: Repair Volute, Modify Flange	03/08/24	650.00	109683	650.00
EWT Holding III Corp	Ultra sonic level controller	03/15/24	16,916.75	109708	16,916.75
Fairview Ford Sales, INC	2019 Ford F450: Remove & Replace Fuel Pump	03/08/24	1,202.48	109684	1,427.48
	Unit 82: '11 Ford Ranger: Fix Long Block	03/08/24	225.00	109684	
Federal Express Corporation	Shipping Charges	03/15/24	20.05	109709	20.05
Fire Fighters Association	Union Dues: March 2024	03/22/24	720.00	109729	720.00
Frontier Communications	Telephone Booster, Treatment Plant, LS's: 03/20	03/15/24	1,670.11	109710	1,670.11
Global Payments Integrated	Over the Counter - February 2024	03/04/24	634.56	DFT0002840	634.56
	IVR-Web Fees - February 2024	03/04/24	5,265.02	DFT0002841	5,265.02
Hi-Desert Publishing-Mountain News	Job Announcement 02/01 & 02/08 - Water Oper	03/08/24	304.00	109685	304.00
INFOSEND	Statement Data Processing - February 2024	03/08/24	2,224.01	109686	2,224.01
Inland Desert Security & Communications	Answering Service - February 2024	03/15/24	201.10	109711	201.10
Inland Water Works Supply Company	Pack of Insert Pipes	03/22/24	22.63	109730	22.63
	Misc. Inventory Supplies	03/28/24	570.60	109746	570.60
KYLE Groundwater, Inc.	Groundwater Well Siting Study	03/08/24	6,830.00	109687	6,830.00
Life-Assist, Inc	Medical Supplies	03/15/24	114.65	109712	114.65
	Ambulance Supplies	03/28/24	136.80	109747	136.80
Linda Mayfield	Reimbursement Claim 03/12/2024	03/15/24	434.00	109713	434.00
	Reimbursement Claim 03/19/24	03/22/24	349.40	109731	349.40
MARTINDALE COMMERCIAL REAL ESTATE, INC.	Parking Rent at Station 50 - March 2024	03/01/24	350.00	E2FB-1370	350.00
McMaster-Carr Supply Company	Vibration Damping Loop Clamp	03/01/24	41.36	109669	41.36
	Contact for Ayers Acres	03/22/24	753.58	109732	902.63
	Steel Washer Packs	03/22/24	50.57	109732	

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
McMaster-Carr Supply Company	Round Shank Reamer for Hole Alignment	03/22/24	98.48	109732	902.63
	Single Scale Pressure Gauge	03/28/24	56.85	109748	631.97
	Lift Stations 1,2,3,5 VFD Cabinet Filters	03/28/24	295.51	109748	
	Parts for Ayers	03/28/24	279.61	109748	
Michael Wright	Boot Reimbursement 03/25/24	03/28/24	169.92	109749	169.92
Nationwide	Employee Contributions - PPE 03/04/24	03/05/24	2,346.00	DFT0002826	2,346.00
	Employee Contributions - PPE 03/18/24	03/22/24	2,433.00	DFT0002855	2,433.00
Nestle Waters North America	Drinking Water - Treatment Plant	03/28/24	126.47	DFT0002860	126.47
Neu-Art Studio, Inc	RSWD Truck Decals	03/15/24	530.13	109714	530.13
Nick Nikas	Reimbursement Claim 03/20/24	03/28/24	84.25	109750	84.25
Nuckles Oil Company, Inc	Diesel 02/10/24 - 03/13/24	03/28/24	3,561.25	109751	3,561.25
One Stop Landscape Supply	Solids Handling	03/08/24	658.00	109688	658.00
Parkson	Drum Screen Trunnion Wheel Assemblies	03/08/24	5,453.25	109689	5,453.25
Paychex of New York	Flex Time - March 2024	03/20/24	297.50	DFT0002856	297.50
Principal Life Insurance Company	Vision Insurance - April 2024	03/20/24	178.53	DFT0002846	178.53
Quadient Leasing USA, Inc.	INK FOR POSTGE MACHINE	03/01/24	151.50	109670	151.50
	Postage Machine Lease - 04/18/24 to 07/17/24	03/28/24	226.71	109752	226.71
Ram Software Systems, Inc	AIM Online Software - 03/01/2024	03/04/24	257.50	DFT0002870	257.50
Reliance Standard Life Insurance Company	Life Insurance and AD&D - April 2024	03/22/24	1,452.59	909314	1,452.59
Robert Aberg	Reimbursement Claim #1, 03-20-2024	03/22/24	125.50	109733	307.10
	Reimbursement Claim #2, 03-20-224	03/22/24	181.60	109733	
Rocio Silva	Janitorial Service February 2024	03/08/24	485.00	109690	485.00
Rogers Anderson Malody & Scott LLP	Consulting Fees for January 2024	03/08/24	330.00	109691	330.00
	Consulting Fees for February 2024	03/15/24	1,342.00	109715	1,342.00
Running Springs Professional Firefighters	RSPF Dues - March 2024	03/22/24	250.00	109734	250.00
Ryan Gross	Reimbursement Claim 03/05/2024	03/08/24	982.94	109692	982.94
	Reimbursement Claim #1, 03/19/24	03/22/24	176.53	109735	469.17
	Reimbursement Claim #2, 03/19/24	03/22/24	292.64	109735	
	Reimbursement Claim 03/27/24	03/28/24	110.00	109753	110.00
S3DVBE	Collins - Turnouts for new FF/PM	03/01/24	3,744.46	109671	3,744.46
Sedgwick Claims Management Services	Workers Comp. - 01/01/2024 - 01/31/2024	03/01/24	112.00	109672	112.00
	Payment Issued - Workers Comp	03/05/24	177.62	DFT0002828	177.62
	Payment Issued - Worker's Comp	03/12/24	193.96	DFT0002836	193.96
South Coast Air Quality Management District	I C E EM ELEC GEN-DIESEL: LS 1	03/15/24	504.91	109716	2,661.04
	I C E EM ELEC GEN-DIESEL: LS 4	03/15/24	504.91	109716	
	I C E EM ELEC GEN-NAT GAS: LS 6	03/15/24	504.91	109716	
	I C E EM GEN - DIESEL: LS 7	03/15/24	504.91	109716	
	Flat Fee For Last FY Emissions: LS 1	03/15/24	160.35	109716	
	Flat Fee For Last FY Emissions: LS 4	03/15/24	160.35	109716	
	Flat Fee For Last FY Emissions: LS 6	03/15/24	160.35	109716	
	Flat Fee For Last FY Emissions: LS 7	03/15/24	160.35	109716	
Southern California Edison Company 2	Monthly Statement - February 2024	03/11/24	37,632.30	DFT0002818	37,632.30
Southern California Gas Company	Gas Usage - February 2024- 31250 Hilltop Blvd.	03/07/24	826.85	DFT0002834	826.85
	Gas Usage - February 2024 - 2536 Hunsaker Dr.	03/20/24	528.93	DFT0002831	528.93
	Gas Usage - February 2024 - 32150 Hunsaker W	03/20/24	677.04	DFT0002833	677.04
	Gas Usage - February 2024- 31246 Hilltop Blvd.	03/22/24	719.56	DFT0002830	719.56
	Gas Usage - February 2024- 1950 Poplar Dr.	03/22/24	77.20	DFT0002832	77.20
State of California - State Water Resource Contr	Drinking Water Treatment Renewal: Grade 3 - Tr	03/08/24	140.00	109693	140.00
	WasteWtr Treat Plnt OP Renewal - R. Aberg	03/22/24	150.00	109736	150.00
STEPHEN WADE AUTO CENTER	2024 Nissan Frontier King Cab - 18714	03/29/24	72,968.50	DFT0002869	72,968.50

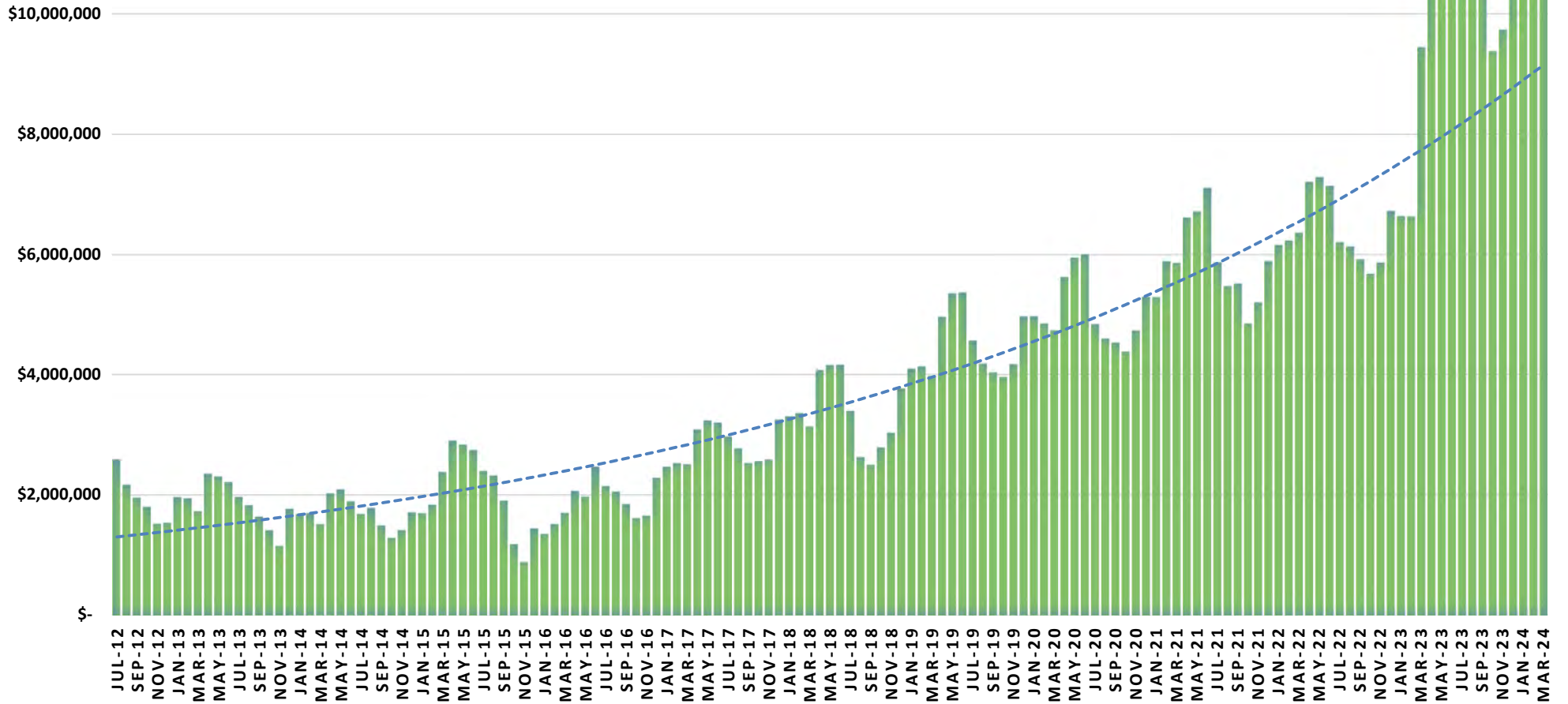
Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Sulzer	Bracket Green Replacement Motor	03/15/24	1,430.92	109717	1,430.92
Superior Automotive Warehouse	Wiper Blades x2, Oil/Filter '16 Ford Super Duty	03/08/24	304.01	109694	2,053.64
	Supplies, Auto Maintenance - February 2024	03/08/24	1,749.63	109694	
SYNAGRO Technologies	Bio-Solids to Liberty Compost - February 2024	03/15/24	1,245.80	109718	1,245.80
Terminix International Company LP	Pest Control: Treatment Plant - 03/19/24	03/19/24	78.00	DFT0002862	78.00
TKE Engineering Inc.	ROWCO Water System Improvements	03/22/24	9,772.50	109737	24,877.50
	ROWCO Water System Improvements	03/22/24	4,372.50	109737	
	ROWCO Water System Improvements	03/22/24	10,732.50	109737	
Trevor Miller	Reimbursement Claim 03/13/24	03/15/24	250.67	109719	989.67
	Reimbursement Claim #2 - 03/13/2024	03/15/24	739.00	109719	
Uline	Station 50 Supplies: Paper Towels	03/01/24	107.52	109673	107.52
Underground Service Alert of Southern California	New Dig Ticket(s) & Maintenance Fee - 03/01/24	03/28/24	197.25	109754	197.25
Utility Systems, Science, & Software, Inc.	Sewer Flow Monitoring	03/08/24	16,372.50	109695	16,372.50
Valic	Employee Contributions PPE 03/04/24	03/05/24	1,869.06	0005960373	1,869.06
	Employee Contributions PPE 03/18/24	03/19/24	2,348.94	323882	2,348.94
Verizon Wireless Services LLC	Cell Phones / iPad / Hot Spots / SLS / Cradlepoint	03/20/24	548.09	DFT0002829	548.09
Visa	03/01/24 Statement - Crowder	03/20/24	1,179.74	B1LWQW	1,179.74
	03/01/24 Statement - Miller	03/20/24	4,220.10	JNPWQW	4,220.10
	03/01/24 Statement - Ellsberry	03/20/24	3,139.00	N94XQW	3,139.00
	03/01/24 Statement - Gross	03/20/24	520.84	R1JXQW	520.84
Vyanet Operating Group	Security Monitoring - Collections 4/1/24 - 6/30/24	03/22/24	265.98	109738	265.98
W.W. Grainger, Inc	ASCO Solenoid valves	03/01/24	731.38	109674	731.38
Zoll Medical Corporation GPO	Ambulance Supplies	03/01/24	55.66	109675	179.36
	Ambulance Supplies	03/01/24	123.70	109675	
	Ambulance Supplies	03/28/24	584.33	109755	584.33

**Totals**

Payment Type	Payable Count	Payment Count	Payment
Regular Checks	131	93	170,854.36
Manual Checks	0	0	0.00
Voided Checks	0	0	0.00
Bank Drafts	39	39	222,298.20
EFT's	0	0	0.00
<b>Totals</b>	<b>170</b>	<b>132</b>	<b>393,152.56</b>

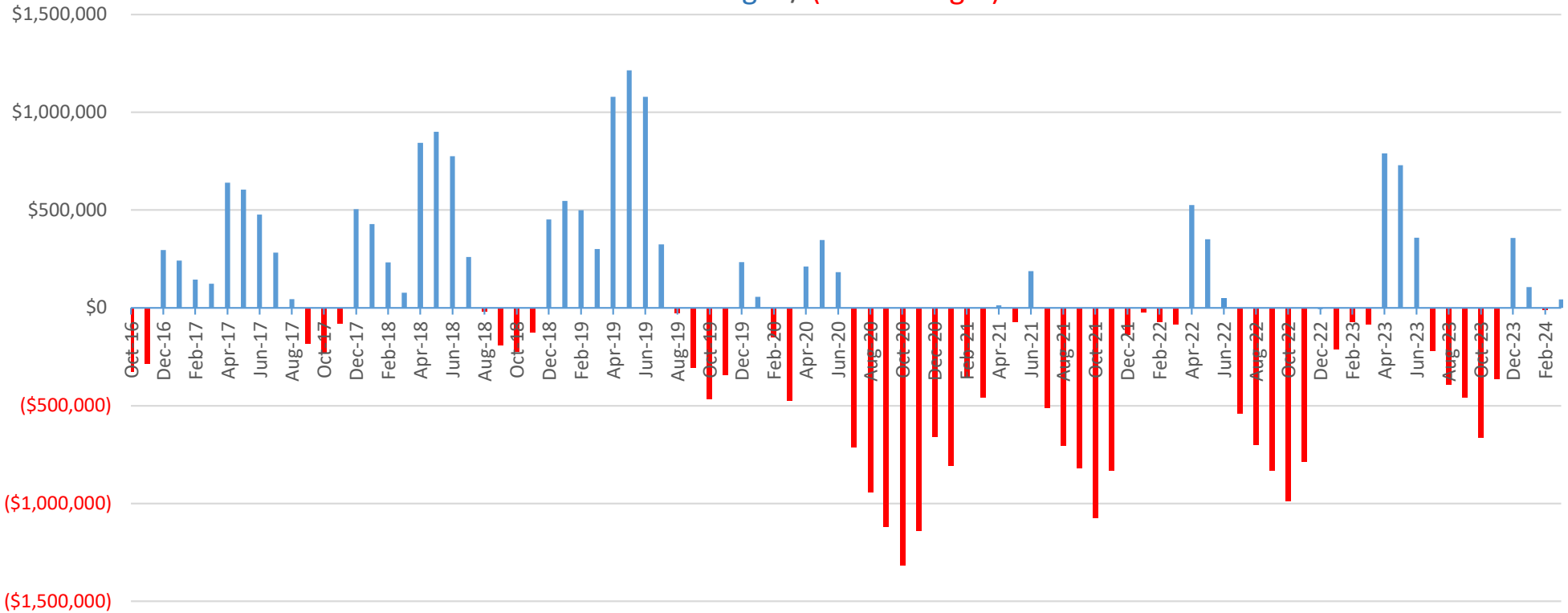
<b>Fund Balances as of March 31, 2024</b>	
<b>Fire &amp; Ambulance Department</b>	
Fire & Ambulance Department Operating Fund	1,673,718
<b>Recommended Operating Fund Target (6 Months Operating Expenses)</b>	<b>1,630,000</b>
<b>Fire &amp; Ambulance Department Operating Fund, Above or (Below) Target</b>	<b>43,718</b>
<b>Wastewater Division</b>	
Wastewater Capital Improvement Project Reserve	3,000,173
Wastewater System Connection & Capacity Charges	22,781
CWSRF Loan Agreement 14-813 Debt Reserve (Restricted for SLS 1-3 Debt Service)	171,537
Wastewater Operating Reserve Fund	523,000
<b>Recommended Operating Reserve Fund Target (4 Months Operating Expenses)</b>	<b>523,000</b>
<b>Wastewater Operating Reserve, Fully Funded or (Below Target)</b>	<b>Fully Funded</b>
<b>Green Valley Lake (GVL) Wastewater Division</b>	
Wastewater Capital Improvement Project Reserve	2,607,233
Wastewater System Connection & Capacity Charges	21,345
Wastewater Operating Reserve Fund	200,000
<b>Recommended Operating Reserve Fund Target (4 Months Operating Expenses)</b>	<b>200,000</b>
<b>GVL Wastewater Operating Reserve, Fully Funded or (Below Target)</b>	<b>Fully Funded</b>
<b>Water Division</b>	
Water Capital Improvement Project Reserve	1,780,070
Water System Connection & Capacity Charges	-
Water Infrastructure R&R Reserve (MFC & AMR SRF Debt Reserve)	89,334
Water Operating Reserve	560,000
<b>Recommended Operating Reserve Fund Target (4 Months Operating Expenses)</b>	<b>560,000</b>
<b>Water Operating Reserve, Fully Funded or (Below Target)</b>	<b>Fully Funded</b>
<b>Assessment Districts Restricted Funds</b>	
Water Assessment District No. 10 Construction Funds	26,421
Water Assessment District No. 10 O&M	20,854
<b>Subtotal Assessment Districts</b>	<b>47,275</b>
<b>Total District Designated &amp; Operating Reserve Funds</b>	<b>10,649,192</b>
<b>Assessment District Funds</b>	<b>47,275</b>
<b>Combined Pooled Cash</b>	<b>10,696,467</b>
<b>Checking Account (General)</b>	<b>504,539</b>
<b>LAIF - Investment</b>	<b>3,526,696</b>
<b>MBS Investments (Laddered CDs &amp; US Treasury Bills)</b>	<b>6,659,237</b>
<b>York Insurance Deposit / Sedgwick</b>	<b>4,994</b>
<b>Petty Cash</b>	<b>1,000</b>
<b>Combined Pooled Cash</b>	<b>10,696,467</b>

### COMBINED POOLED CASH BALANCE



**Fire Department Operating Reserve Policy Target is 6 Months of Budgeted Operating Expenses  
or \$1,630,000**

Above Target / (Below Target)



**RUNNING SPRINGS WATER DISTRICT****MEMORANDUM**

**DATE:** April 17, 2024

**TO:** Board of Directors

**FROM:** Ryan Gross, General Manager

**SUBJECT:** CONSIDER ADOPTING RESOLUTION NO. 04-24, APPROVING THE 2024 UPDATE TO THE LOCAL CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) GUIDELINES

**RECOMMENDATION**

It is recommended that the Board of Directors adopt Resolution No. 04-24, approving the 2024 Update to the Local California Environmental Quality Act (CEQA) Guidelines. A draft of the resolution is included as Attachment 1.

**REASON FOR RECOMMENDATION**

The State CEQA Guidelines requires local agencies to adopt “objectives, criteria and procedures” to implement the requirements of the CEQA statute and the State CEQA Guidelines. (State CEQA Guidelines Section 15022). The Running Springs Water District's Local CEQA Guidelines have been revised and amended to reflect the State CEQA Guidelines, the Public Resources Code, relevant court opinions and local practices.

**BACKGROUND INFORMATION**

The CEQA, as contained in Public Resources Code sections 21000 et seq., is California's most comprehensive environmental law. It requires all public agency actions. CEQA also aims to prevent significant environmental effects from occurring as a result of agency actions by requiring agencies to avoid or reduce, when feasible, the significant environmental impacts of their decisions.

To this end, CEQA requires all public agencies to adopt specific objectives, criteria and procedures for evaluating public and private projects that are undertaken or approved by such agencies.

The Running Springs Water District has prepared a proposed updated set of Local CEQA Guidelines for 2024 in compliance with CEQA's requirements. These Guidelines reflect recent changes in the Public Resources Code, the State CEQA Guidelines and relevant court opinions. These Local CEQA Guidelines also provide instructions and forms for preparing all environmental documents required under CEQA.



A summary of the 2024 changes to the Local CEQA Guidelines is included in Attachment 2 and the full 2024 CEQA Guidelines document will be provided at Board meeting.

**FISCAL INFORMATION**

No fiscal impact is anticipated from amending the Local CEQA Guidelines.

**ATTACHMENTS**

Attachment 1 – Resolution No. 04-24

Attachment 2 – Summary of Changes to Local CEQA Guidelines

Attachment 3 – 2024 Local Guidelines for Implementing CEQA (Available for public inspection at the District office)

**RESOLUTION NO. 04-24**

**A RESOLUTION OF THE RUNNING SPRINGS WATER DISTRICT AMENDING AND ADOPTING LOCAL GUIDELINES FOR IMPLEMENTING THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (PUBLIC RESOURCES CODE §§ 21000 ET SEQ.)**

**WHEREAS**, the California Legislature has amended the California Environmental Quality Act (“CEQA”) (Pub. Resources Code §§ 21000 et seq.), the Natural Resources Agency has amended portions of the State CEQA Guidelines (Cal. Code Regs, tit. 14, §§ 15000 et seq.), and the California courts have interpreted specific provisions of CEQA; and

**WHEREAS**, Public Resources Code section 21082 requires all public agencies to adopt objectives, criteria and procedures for (1) the evaluation of public and private projects undertaken or approved by such public agencies, and (2) the preparation, if required, of environmental impact reports and negative declarations in connection with that evaluation; and

**WHEREAS**, the Running Springs Water District must revise its local guidelines for implementing CEQA to make them consistent with the current provisions and interpretations of CEQA and the State CEQA Guidelines.

**NOW, THEREFORE**, the Running Springs Water District (“District”) hereby resolves as follows:

**SECTION 1.** The District hereby adopts the “2024 Local Guidelines for Implementing the California Environmental Quality Act,” a copy of which is on file at the offices of the District and is available for inspection by the public.

**SECTION 2.** All prior actions of the District enacting earlier guidelines are hereby repealed.

**PASSED AND ADOPTED** by the Board of Directors of the Running Springs Water District this 17<sup>th</sup> day of April, 2024, by the following vote:

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAIN:**

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

ATTEST:

(SEAL)

\_\_\_\_\_  
Secretary of the  
Running Springs Water District and to  
the Board of Directors

## Memorandum

**TO:** Project 5 District Client  
**FROM:** Best Best & Krieger LLP  
**DATE:** March 22, 2024  
**RE:** Summary of Changes to Local CEQA Guidelines

---

In 2023, the California Legislature revised the California Environmental Quality Act (“CEQA”) to exempt certain affordable housing projects, expand the circumstances in which Notices of Determination and Notices of Exemption must be filed with the State Clearinghouse, and provide public agencies with increased control over the preparation of the administrative record in litigation. We have revised the District’s Local Guidelines for Implementing CEQA (“Local Guidelines”) to account for these CEQA developments. This memorandum summarizes the substantive amendments to the District’s Local Guidelines.

The Local Guidelines and this memorandum are designed to help the District comply with CEQA when considering a project subject to CEQA. We still recommend, however, that you consult with an attorney when you have specific questions on major, controversial, or unusual projects or activities.

The Local Guidelines, the related CEQA forms, and other important legal alerts may be accessed via the Best Best & Krieger CEQA client portal. For technical support, please contact Tammy Ingram at [tammy.ingram@bbklaw.com](mailto:tammy.ingram@bbklaw.com).

### REVISIONS TO LOCAL GUIDELINES

#### **1. SECTIONS 3.04, 6.20, & 7.39 – NOTICES OF DETERMINATION & NOTICES OF EXEMPTION**

Public Resources Code section 21152 has been amended to require a local agency to file a Notice of Determination (“NOD”) with both the County Clerk and the State Clearinghouse in the Office of Planning and Research (“OPR”) within five working days of the agency approving a project subject to CEQA. The Legislature further amended Section 21152 to provide that when a local agency files a Notice of Exemption (“NOE”), the agency should file the NOE with both the County Clerk and the State Clearinghouse.

We have revised Sections 3.04, 6.20, and 7.39 of the Local Guidelines to account for the expanded circumstances in which an agency must file an NOD or NOE with the State Clearinghouse.

#### **2. SECTION 9.10 – EXEMPTION FOR A RESPONSIBLE AGENCY’S PROVISION OF FINANCIAL ASSISTANCE FOR THE DEVELOPMENT OF AFFORDABLE HOUSING**

Public Resources Code section 21080.10(b) has been amended to exempt action taken by a local agency not acting as the lead agency to provide financial assistance or insurance for the

development and construction of residential housing for persons and families of low- or moderate-income, if the project at issue will be reviewed pursuant to CEQA by another public agency.

We have added Section 9.10 to the Local Guidelines to account for this exemption.

**3. SECTION 9.11 – EXEMPTION FOR SPECIFIED AFFORDABLE HOUSING PROJECTS**

The Legislature has added Section 21080.40 to the Public Resources Code, which includes a new statutory exemption under CEQA for affordable housing projects that meet the section’s specified requirements. The section exempts from CEQA certain actions taken by lead agencies relating to 100 percent affordable housing projects (as defined), including (i) the issuance of an entitlement by a public agency for an affordable housing project, (ii) an action to lease, convey, or encumber land owned by a public agency for an affordable housing project, (iii) an action to facilitate the lease, conveyance, or encumbrance of land owned or to be purchased by a public agency for an affordable housing project; (iv) rezoning, specific plan amendments, or general plan amendments required specifically and exclusively to allow the construction of an affordable housing project, or (iv) an action to provide financial assistance in furtherance of implementing an affordable housing project.

We have added Section 9.11 to the Local Guidelines to account for this exemption.

**4. SECTION 9.12 – EXEMPTION FOR HOUSING DEVELOPMENTS ON LAND OWNED BY INSTITUTIONS OF HIGHER EDUCATION AND RELIGIOUS INSTITUTIONS**

The Legislature has added Section 65913.16 to the Government Code, which provides for the ministerial approval of a “housing development project” (meeting specified requirements) located on land owned on or before January 1, 2024 by an independent institution of higher education or a religious institution.

We have added Section 9.12 to the Local Guidelines to account for this exemption.

**5. SECTION 10.03 – ADMINISTRATIVE RECORDS**

Public Resources Code section 21167.6 has been amended to provide public agencies with increased control over preparation of the administrative record during litigation. In particular, a public agency may now deny a petitioner’s request to prepare the administrative record, provided that it issues the denial within five business days of receiving the petitioner’s request to prepare the administrative record.

Public Resources Code section 21167.6 has further been amended to clarify that an administrative record need not include (1) communications and emails of a logistical nature, such as meeting invitations or scheduling communications; or (2) documents subject to a privilege or exemption set forth in the California Public Records Act.

We have revised Section 10.03 of the Local Guidelines to be consistent with Public Resources Code section 10.03, as amended.

### **Other Changes**

Effective January 1, 2024, the Department of Fish and Wildlife has increased its fees. For a Negative Declaration or a Mitigated Negative Declaration, the new filing fee is \$2,916.75; for an EIR, the new filing fee is \$4,051.25; and for an environmental document prepared pursuant to a Certified Regulatory Program, the filing fee has been increased to \$1,377.25.

### **Conclusion**

As always, CEQA remains complicated and, at times, challenging to apply. The only constant in this area of law is how quickly the rules change. Should you have questions about any of the provisions discussed above, please contact a BB&K attorney for assistance.

**BEST BEST & KRIEGER LLP**



## CEQA Guidelines

# 2024

Prepared For:

# Running Springs Water District

**Local Guidelines for Implementing the California  
Environmental Quality Act**

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[www.BBKlaw.com](http://www.BBKlaw.com)

**2024**

**LOCAL GUIDELINES  
FOR IMPLEMENTING THE  
CALIFORNIA ENVIRONMENTAL QUALITY ACT**

**FOR**

**RUNNING SPRINGS WATER DISTRICT**

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**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** April 17, 2024

**TO:** Board of Directors

**FROM:** Ryan Gross, General Manager

**SUBJECT:** BOARD AUTHORIZATION TO HOLD A PUBLIC HEARING ON JUNE 19, 2024 TO CONSIDER PROPOSED WATER AND WASTEWATER RATE AND FEE ADJUSTMENTS FOR FISCAL YEARS ENDING 2025-2029 AND TO MAIL A NOTICE OF THE PUBLIC HEARING TO ALL DISTRICT PROPERTY OWNERS IN ACCORDANCE WITH THE REQUIREMENTS OF PROPOSITION 218

**RECOMMENDED BOARD ACTION**

It is recommended that the Board of Directors authorize holding a public hearing on June 19, 2024 to consider the proposed water and wastewater rate and fee increases for Fiscal Years Ending (FYE) 2025-2029 and authorize staff to mail a notice of the public hearing to all District property owners.

**REASON FOR RECOMMENDATION**

Consistent with the requirements of Proposition 218, the District is required to hold a public hearing to consider increases in certain water and wastewater rates and fees prior to adopting such increases.

Rates and fees to be considered at the public hearing include water and wastewater rates and fees that appear on all billings, whether or not there is an increase in the rate or fee, and any other rate or fee that is going to be increased.

**BACKGROUND INFORMATION**

The proposal includes certain rate and fee increases necessary to generate additional revenue to fund capital improvement projects to repair and replace aging infrastructure, increases in several operating expense categories and minimize the use of designated reserves to fund expenses. Other measures required to balance the budget include reductions in operating expenses where possible and deferral of nonessential activities and projects.

The following are the specific rates and fees to be addressed at the Proposition 218 public hearing:

**Water Rates and Fees**

- Monthly Service Charge
- Usage Charge
- Residential Landscape Irrigation Monthly Service Charge
- Fire Service Meter Monthly Service Charge
- Water Turn On/Off Fee
- Unlock Charge

**Wastewater Rates and Fees**

- Residential Monthly Base Charge
- Residential Volumetric Charge
- Commercial Monthly Base Charge
- Commercial Volumetric Charge

If the Board intends to consider rate and fee adjustments for the FYE 2025-2029 a Public Hearing will need to be scheduled and it is recommended that the Public Hearing be held on June 19, 2024 at 9:00 am.

In order for this to occur, staff will need to prepare and mail out the Notices of the Public Hearing to all District property owners in accordance with the requirements of Proposition 218 no later than Friday, May 3, 2024. A draft copy of the Notice of the Public Hearing is attached.

If more than 50 % of the District customers protest the rate and fee increases, the Board will not be able to increase the rates and fees. If less than 50% of the District customers protest the increase, the Board can either approve or not-approve the rate and fee increases, at the Boards discretion.

Although not subject to Proposition 218, but instead subject to a different statutory hearing requirement, it is recommended that the Board also consider proposed adjustments to Water and Sewer Facility Capacity Charges that same day, upon conclusion of any action taken on water and sewer service rates, fees and charges. Those charges do not need to be included in the mailed notice.

**ATTACHMENTS**

Attachment 1 – Draft Prop 218 Notice (to be provided at Board Meeting)



## RUNNING SPRINGS WATER DISTRICT

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

### **DRAFT FOR DISCUSSION PURPOSES ONLY**

## **NOTICE OF PUBLIC HEARING ON PROPOSED WATER AND WASTEWATER RATE ADJUSTMENTS**

The Board of Directors of the Running Springs Water District (District or RSWD) will be holding a public hearing on June 19, 2024 at 9:00 a.m. at the District office, 31242 Hilltop Blvd., Running Springs to consider adjusting the rates of its water and wastewater service charges. If adopted, the rates will be in effect beginning July 1, 2024, and will be adjusted each July 1 thereafter through and including July 1, 2028.

### **REASONS FOR THE PROPOSED RATE ADJUSTMENTS**

The District is committed to providing the highest quality water and wastewater services at the lowest possible rates for our customers. To meet this commitment, the District engaged an independent rate consultant to perform a water and wastewater rate study that evaluates the infrastructure, programs and operations and maintenance costs of the District's water and wastewater services and the rates necessary to recover the costs of those services. A cost of service and rate study demonstrates what it costs the District to provide these services and the appropriate rates to fairly and appropriately allocate the costs of providing them to our customers. The District's 2019 Rate Study, Cash Reserve Policy, Facilities Master Plans, as well as the fiscal years ending 2024 and 2025 District budgets were used as the basis upon which the proposed rates and charges were calculated. The rate adjustments were not the only measures used to generate a balanced budget. Other measures required to balance the budget included reductions in operating expenses where possible and deferral of nonessential activities and projects.

The results of the rate study demonstrate that adjustments in the water and wastewater rates are needed to recover increases in the costs of providing water and wastewater services. These costs include, among others, the costs of needed repairs and replacements of aging water and wastewater infrastructure, increased water purchase and electricity costs and the costs of developing additional local groundwater supplies.

### **PROPOSED RATES AND THE BASIS UPON WHICH THEY ARE CALCULATED**

The proposed water rate structure has four customer classes - residential, commercial, schools, and irrigation and is comprised of three components; a fixed monthly base charge, a variable volumetric rate, and a fixed monthly private fire service water meter base charge. The base charge is determined on the basis of the size of the water meter serving a property (in inches) and is designed to recover a portion of the District's fixed costs of operating and maintaining the water system, such as billing and collection, and repair and replacement of infrastructure. The volumetric rate is the same for all customer classes and is imposed per unit of delivered water, with one unit equal to one cubic foot (cf) or 7.48 gallons. The volumetric rate is calculated to recover a portion of the District's fixed costs and its variable costs of purchasing and providing water service. The private fire service water meter base charge is only imposed on customers who have private fire suppression systems. It is designed to recover the proportionate share of the costs of sizing the water system necessary to provide private fire suppression service and the costs of managing and inspecting backflow prevention devices for these private systems.

The proposed wastewater rate structure has two customer classes; commercial and residential and is comprised of a fixed monthly wastewater base charge. The wastewater base charge is determined on a per equivalent dwelling unit (EDU) basis and is designed to recover a portion of the District's fixed costs of operating and maintaining the wastewater system.

Under the current wastewater rate structure there are two components - a fixed monthly wastewater base charge and a variable wastewater volumetric rate. The wastewater volumetric rate is proposed to be eliminated from the District's wastewater rate structure. As proposed under the new rate structure, the costs of repairing and replacing wastewater infrastructure will be recovered from the District's monthly wastewater base charge. The proposed water and wastewater rate adjustments are identified in the tables below.

<b>CURRENT AND PROPOSED RESIDENTIAL, COMMERCIAL, AND IRRIGATION CUSTOMERS' MONTHLY WATER BASE CHARGE RATES (\$/METER SIZE)</b>						
<b>Meter Size</b>	<b>Current</b>	<b>7/1/2024</b>	<b>7/1/2025</b>	<b>7/1/2026</b>	<b>7/1/2027</b>	<b>7/1/2028</b>
5/8" x 3/4"	\$38.49	\$39.64	\$40.83	\$42.06	\$43.32	\$44.62
1"	\$88.93	\$91.60	\$94.35	\$97.18	\$100.09	\$103.09
1 1/2"	\$172.99	\$178.18	\$183.53	\$189.03	\$194.70	\$200.54
2"	\$273.87	\$282.09	\$290.55	\$299.27	\$308.24	\$317.49
3"	\$542.88	\$559.17	\$575.94	\$593.22	\$611.02	\$629.35

<b>CURRENT AND PROPOSED PRIVATE FIRE SERVICE WATER METER BASE CHARGE (\$/METER SIZE)</b>						
<b>Meter Size</b>	<b>Current</b>	<b>7/1/2024</b>	<b>7/1/2025</b>	<b>7/1/2026</b>	<b>7/1/2027</b>	<b>7/1/2028</b>
1" and smaller	\$3.60	\$3.71	\$3.82	\$3.93	\$4.05	\$4.17
1 1/2"	\$6.07	\$6.25	\$6.44	\$6.63	\$6.83	\$7.04
2"	\$10.34	\$10.65	\$10.97	\$11.30	\$11.64	\$11.99
3"	\$25.63	\$26.40	\$27.19	\$28.01	\$28.85	\$29.71
4"	\$52.00	\$53.56	\$55.17	\$56.82	\$58.53	\$60.28
6"	\$146.66	\$151.06	\$155.59	\$160.26	\$165.07	\$170.02
8"	\$309.92	\$319.22	\$328.79	\$338.66	\$348.82	\$359.28

<b>CURRENT AND PROPOSED WATER VOLUMETRIC RATES (\$/CF)*</b>					
<b>Current</b>	<b>7/1/2024</b>	<b>7/1/2025</b>	<b>7/1/2026</b>	<b>7/1/2027</b>	<b>7/1/2028</b>
\$0.0544	\$0.0560	\$0.0577	\$0.0594	\$0.0612	\$0.0631

\*One cubic foot (CF) = 7.48 gallons.

<b>CURRENT AND PROPOSED RESIDENTIAL AND COMMERCIAL WASTEWATER RATES</b>						
	<b>Current</b>	<b>7/1/2024</b>	<b>7/1/2025</b>	<b>7/1/2026</b>	<b>7/1/2027</b>	<b>7/1/2028</b>
<b>Monthly Base Charge (\$/EDU)*</b>	\$57.38	\$64.29	\$66.22	\$68.21	\$70.25	\$72.36
<b>Wastewater Volumetric Rate (\$/CF)**</b>	\$0.0112	\$0	\$0	\$0	\$0	\$0

\*One EDU is the flow associated with a typical single-family dwelling.

The District purchases wholesale water from Crestline-Lake Arrowhead Water Agency (CLAWA) and Arrowbear Park County Water District (APCWD). These costs are recovered through the proposed water volumetric rate. In developing its rates, the District included projected increases in these wholesale water costs as part of its long-range financial plan. To ensure that there are sufficient revenues to provide water services to our customers, the District is also proposing to annually pass through to our customers: (1) any increases in the rates for wholesale water and any other charges that either CLAWA or APCWD imposes on the District that are greater than those projected in the District's long-range financial plan (each a "Pass Through Adjustment"). A Pass Through Adjustment will only impact the rates of the water volumetric rate set forth in the tables above. If approved by the Board of Directors, the District may implement a Pass Through Adjustment for either CLAWA or APCWD rate increases for a five-year period commencing July 1, 2024, and at any time through and including June 30, 2029. Provided, however, that: (1) any increase in the water volumetric rate described above as a result of any Pass Through Adjustment for either a CLAWA rate increase or a APCWD increase shall not exceed 8% per year; and (2) in no event shall the rates be increased as a result of a Pass Through Adjustment by more than the cost of providing water service. Prior to implementing any Pass Through Adjustment, the District will provide written notice to customers not less than 30 days prior to their effective date.

**WHAT THIS MEANS TO OUR AVERAGE CUSTOMERS WATER & WASTEWATER BILL**

If approved, after July 1, 2024, for an average District customer who uses 500 cubic feet (3,740 gallons) of water per month, the monthly impacts would be as follows:

<b>CURRENT RATES &amp; CHARGES (7/1/2023)</b>		<b>PROPOSED RATES &amp; CHARGES (7/1/2024)</b>	
Water Rates			
Monthly Water Base Charge	\$38.49	Monthly Water Base Charge	\$39.64
Monthly Water Volumetric Rate	\$27.20	Monthly Water Volumetric Rate	\$28.00
Total Monthly Water Charges:	\$65.69	Total Monthly Water Charges:	\$67.64
Wastewater Rates			
Monthly Wastewater Base Charge	\$57.38	Monthly Wastewater Base Charge	\$64.29
Monthly Wastewater Volumetric Rate	\$5.04	Monthly Wastewater Volumetric Rate	\$0
Total Monthly Wastewater Charges:	\$62.42	Total Monthly Wastewater Charges:	\$64.29
Total Monthly Water & Wastewater Charges			
<b>Total <u>Current</u> Water &amp; Wastewater Charges:</b>	<b>\$128.11</b>	<b>Total <u>Proposed</u> Water &amp; Wastewater Charges:</b>	<b>\$131.93</b>
			<b>Total Proposed Monthly Adjustment:</b>
			<b>\$3.82</b>

As you can see from the information in the table above, for an average use customer with a 3/4-inch water meter, **the proposed rate and fee adjustments for the fiscal year ending 2025 would result in a \$3.82 per month increase in the total bill for water and wastewater services.** The proposed rates and charges being considered for the fiscal years ending 2025-2029 are as indicated in the tables on Page 2.

These proposed wastewater rate adjustments do not apply to our Green Valley Lake customers.

**PUBLIC HEARING**

A public hearing to consider the proposed water and wastewater rates and charges will be held at a regular meeting of the Running Springs Water District Board of Directors on June 19, 2024 at 9:00 a.m. at the District office, 31242 Hilltop Blvd., Running Springs, CA, 92382. At the hearing, the RSWD Board of Directors will consider adoption of a resolution that adjusts the water and wastewater rates and charges as set forth in this notice. Any record owner of a parcel upon which the rates and charges are proposed for imposition, or any tenant directly responsible for the payment of water and/or wastewater service charges (i.e., a customer of record), may submit a written protest to the proposed rate adjustments; provided, however, only one protest will be counted per identified parcel. A valid protest must: (1) be in writing; (2) identify the specific rate increase or increases for which the protest is being submitted; (3) provide the location of the identified parcel (by service address or assessor’s parcel number) sufficient to identify the property where service is provided; and (4) provide the name and signature of the property owner of record as shown on the last equalized assessment roll used by the County of San Bernardino for assessing taxes, or the name and signature accompanied by written evidence that the signer is the owner if he or she is not identified as the owner of record on the last tax roll, or the name and signature of the tenant responsible for paying the water and/or wastewater bills for service. All valid written protests must be received by the District prior to close of the June 19, 2024 public hearing, which will occur when all public testimony on the proposed rates has been concluded. Any protest submitted by email or other electronic means will not be counted as a valid written protest. Written protests may be mailed, or personally delivered to:

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

Written protests may also be delivered at the public hearing. Please identify on the front of the envelope for any protest, whether mailed or submitted in person, that the enclosed letter is for the Public Hearing on Proposed Rate Increases.

The Board of Directors will consider all valid written protests timely submitted and hear and consider all public comments made at the public hearing. Oral comments at the public hearing will not qualify as formal protests unless accompanied by a written protest. At the conclusion of the public hearing, the Board of Directors will determine

whether to adopt the proposed rate increases and Pass Through Adjustments described in this notice. If, after the close of the public hearing, written protests against the proposed rate increases and Pass Through Adjustments as outlined above are not presented by a majority of the record owners and customers of record of the identified parcels upon which they are proposed to be imposed, the Board of Directors will be authorized to impose the rate adjustments and Pass Through Adjustments.

**A WORD ABOUT YOUR WATER BILL**

Please note that in the RSWD rate structure an important impact on your bill is the amount of water you use each day. As our customer, you may lower your bill by reducing the amount of water that you use. District staff is available to talk with you about your specific water conservation needs. Please feel free to contact us at (909) 867-2766 about your conservation needs or any questions you may have regarding the proposed rates.

NOTE: This notice was mailed using information contained on the last equalized assessment roll obtained from the County of San Bernardino. You may receive more than one copy if you own multiple properties or own property under more than one name. While District policy holds property owners responsible for payment of the Districts bills for water and/or wastewater, if the property in question is occupied by a tenant that you hold directly responsible for payment of the District's bills for water and/or wastewater service, please forward this notice to that tenant.

**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** April 17, 2024

**TO:** Board of Directors

**FROM:** Ryan Gross, General Manager

**SUBJECT:** CONSIDER AWARDING A CONSTRUCTION CONTRACT FOR THE ROWCO WATER PUMP STATION REPLACEMENT PROJECT

**RECOMMENDED BOARD ACTION**

It is recommended that the Board of Directors:

1. Consider awarding a construction contract for the ROWCO Water Pump Station Replacement Project (Project) to GM Excavating, Inc. for their low bid of \$562,234.69;
2. Authorize the General Manager to execute the contract;
3. Authorize the General Manager to approve change orders for the Project during the course of the project as required not to exceed 15% of the original construction contract amount.

**REASON FOR RECOMMENDATION**

The bidding phase for the project is complete.

**BACKGROUND INFORMATION**

The bid opening was April 10, 2024. The following bids were received:

	<b>Contractor</b>	<b>Total</b>
1.	GM Excavating	\$562,234.69
2.	Altmeyer Inc.	\$678,378.00
3.	Metro Builders	\$1,408,078.00
4.	TK Construction	No Bid
5.	Pacific Hydrotech	No Bid
6.	Trinity Construction	No Bid
7.	Cora Constructors	No Bid
8.	Tryco General Engineering	No Bid



The engineer's estimate was \$564,368. The project includes the replacement of the existing ROWCO Water Pump Station.

It is the goal of the District staff to minimize change orders but as the need for contract change orders arises during the course of a project, there is typically not enough time to stop the progress of the work to obtain Board approval of each change order. Authorizing the General Manager to approve change orders as needed not to exceed 15% of the original contract value will allow for the project to progress without delays caused by the District.

The California Environmental Quality Act (CEQA) Notice of Exemption (NOE) was filed and posted by the San Bernardino County Clerk for this project on 3/13/2024.

**FISCAL INFORMATION**

If approved, the project would be funded from the Water Capital Improvement Project Reserve Fund which has a balance of \$1,780,070.

**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** April 17, 2024  
**TO:** Board of Directors  
**FROM:** Ryan Gross, General Manager  
**SUBJECT:** Quarterly Budget/Financial Summary

**BACKGROUND INFORMATION**

Attachment 1 lists the Running Springs Water District designated reserve fund balances as of March 31, 2024. Attachment 2 contains the budget report and account summary through the third quarter of the fiscal year ending 2024.

**ATTACHMENTS**

Attachment 1 – Designated reserve fund balances as of March 31, 2024.  
Attachment 2 – Quarterly Budget Report and Account Summary

<b>Fund Balances as of March 31, 2024</b>	
<b>Fire &amp; Ambulance Department</b>	
Fire & Ambulance Department Operating Fund	1,673,718
<b>Recommended Operating Fund Target (6 Months Operating Expenses)</b>	<b>1,630,000</b>
<b>Fire &amp; Ambulance Department Operating Fund, Above or (Below) Target</b>	<b>43,718</b>
<b>Wastewater Division</b>	
Wastewater Capital Improvement Project Reserve	3,000,173
Wastewater System Connection & Capacity Charges	22,781
CWSRF Loan Agreement 14-813 Debt Reserve (Restricted for SLS 1-3 Debt Service)	171,537
Wastewater Operating Reserve Fund	523,000
<b>Recommended Operating Reserve Fund Target (4 Months Operating Expenses)</b>	<b>523,000</b>
<b>Wastewater Operating Reserve, Fully Funded or (Below Target)</b>	<b>Fully Funded</b>
<b>Green Valley Lake (GVL) Wastewater Division</b>	
Wastewater Capital Improvement Project Reserve	2,607,233
Wastewater System Connection & Capacity Charges	21,345
Wastewater Operating Reserve Fund	200,000
<b>Recommended Operating Reserve Fund Target (4 Months Operating Expenses)</b>	<b>200,000</b>
<b>GVL Wastewater Operating Reserve, Fully Funded or (Below Target)</b>	<b>Fully Funded</b>
<b>Water Division</b>	
Water Capital Improvement Project Reserve	1,780,070
Water System Connection & Capacity Charges	-
Water Infrastructure R&R Reserve (MFC & AMR SRF Debt Reserve)	89,334
Water Operating Reserve	560,000
<b>Recommended Operating Reserve Fund Target (4 Months Operating Expenses)</b>	<b>560,000</b>
<b>Water Operating Reserve, Fully Funded or (Below Target)</b>	<b>Fully Funded</b>
<b>Assessment Districts Restricted Funds</b>	
Water Assessment District No. 10 Construction Funds	26,421
Water Assessment District No. 10 O&M	20,854
<b>Subtotal Assessment Districts</b>	<b>47,275</b>
<b>Total District Designated &amp; Operating Reserve Funds</b>	<b>10,649,192</b>
<b>Assessment District Funds</b>	<b>47,275</b>
<b>Combined Pooled Cash</b>	<b>10,696,467</b>
<b>Checking Account (General)</b>	<b>504,539</b>
<b>LAIF - Investment</b>	<b>3,526,696</b>
<b>MBS Investments (Laddered CDs &amp; US Treasury Bills)</b>	<b>6,659,237</b>
<b>York Insurance Deposit / Sedgwick</b>	<b>4,994</b>
<b>Petty Cash</b>	<b>1,000</b>
<b>Combined Pooled Cash</b>	<b>10,696,467</b>

Budget Report  
Account Summary

Running Springs Water District

For Fiscal: 2023-2024 Period Ending: 03/31/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 100 - Administration Operating Fund</b>							
<b>Expense</b>							
<a href="#">100-50100-00</a>	Salaries and Wages	496,644.00	496,644.00	38,711.74	363,046.50	133,597.50	73.10 %
<a href="#">100-50110-00</a>	Salaries and Wages - Overtime	1,000.00	1,000.00	0.00	136.52	863.48	13.65 %
<a href="#">100-50120-00</a>	Medicare Tax	7,216.00	7,216.00	549.59	5,131.62	2,084.38	71.11 %
<a href="#">100-50130-00</a>	Worker's Compensation Insurance	5,100.00	5,100.00	0.00	5,683.55	-583.55	111.44 %
<a href="#">100-50140-00</a>	Employee Benefits-Group Insurance	65,408.00	65,408.00	7,363.71	54,723.57	10,684.43	83.66 %
<a href="#">100-50150-00</a>	Employee Benefits-Retirement	186,810.00	186,810.00	4,590.10	169,476.37	17,333.63	90.72 %
<a href="#">100-53120-00</a>	Director's Compensation Fees	9,000.00	9,000.00	600.00	2,700.00	6,300.00	30.00 %
<a href="#">100-53200-00</a>	Education & Seminars	9,155.00	9,155.00	0.00	2,784.29	6,370.71	30.41 %
<a href="#">100-56100-00</a>	Memberships & Subscriptions	14,190.00	14,190.00	188.02	10,801.53	3,388.47	76.12 %
<a href="#">100-57100-00</a>	Permits & Fees	10,533.00	10,533.00	0.00	10,050.00	483.00	95.41 %
<a href="#">100-57140-00</a>	Professional Services	238,650.00	238,650.00	8,798.03	254,100.51	-15,450.51	106.47 %
<a href="#">100-57310-00</a>	Repairs and maintenance	12,720.00	12,720.00	549.42	4,166.10	8,553.90	32.75 %
<a href="#">100-57440-00</a>	Office Supplies & Expenses	31,058.00	31,058.00	1,144.69	23,662.51	7,395.49	76.19 %
<a href="#">100-58250-00</a>	Utilities - Electric, Gas, Phone, Trash	18,814.00	18,814.00	1,558.45	13,907.50	4,906.50	73.92 %
<a href="#">100-60000-00</a>	Depreciation	17,623.00	17,623.00	1,468.62	13,217.58	4,405.42	75.00 %
	<b>Expense Total:</b>	<b>1,123,921.00</b>	<b>1,123,921.00</b>	<b>65,522.37</b>	<b>933,588.15</b>	<b>190,332.85</b>	<b>83.07%</b>

# Budget Report

## Account Summary

Running Springs Water District

For Fiscal: 2023-2024 Period Ending: 03/31/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 200 - Water Operating Fund</b>							
<b>Revenue</b>							
<a href="#">200-40100-00</a>	Service Charges - Residential	1,353,308.40	1,353,308.40	114,179.24	1,027,393.32	-325,915.08	75.92 %
<a href="#">200-40200-00</a>	Service Charges - Commercial	57,037.44	57,037.44	4,377.39	39,397.17	-17,640.27	69.07 %
<a href="#">200-40300-00</a>	Service Charges - Landscape Irrigati...	1,990.92	1,990.92	76.98	692.82	-1,298.10	34.80 %
<a href="#">200-40500-00</a>	Service Charges - Fire Meter Base C...	12,058.08	12,058.08	941.15	13,317.77	1,259.69	110.45 %
<a href="#">200-41100-00</a>	Water Usage / metered charges - R...	822,784.00	822,784.00	53,158.75	564,900.27	-257,883.73	68.66 %
<a href="#">200-41200-00</a>	Water Usage / metered charges - C...	74,549.00	74,549.00	3,310.23	44,255.97	-30,293.03	59.36 %
<a href="#">200-41300-00</a>	Water Usage / metered charges - C...	0.00	0.00	222.94	222.94	222.94	0.00 %
<a href="#">200-41400-00</a>	Water Usage / metered charges - O...	9,142.00	9,142.00	310.86	3,475.58	-5,666.42	38.02 %
<a href="#">200-41500-00</a>	Water Usage / metered charges - Fi...	4,572.00	4,572.00	4.23	6,080.37	1,508.37	132.99 %
<a href="#">200-41600-00</a>	Water Usage - Landscape	4,572.00	4,572.00	56.79	2,821.14	-1,750.86	61.70 %
<a href="#">200-43000-00</a>	Meter Turn-on & Shut-Off Charge	20,000.00	20,000.00	1,375.00	12,125.00	-7,875.00	60.63 %
<a href="#">200-44000-00</a>	Delinquent Fees	30,000.00	30,000.00	1,972.58	20,848.00	-9,152.00	69.49 %
<a href="#">200-45000-00</a>	Inventory Sales - Water	0.00	0.00	0.00	303.97	303.97	0.00 %
<a href="#">200-49000-00</a>	Other service fees	0.00	0.00	80.00	1,555.00	1,555.00	0.00 %
<a href="#">200-71000-00</a>	Availability Charges	40,000.00	40,000.00	0.00	36,096.57	-3,903.43	90.24 %
<a href="#">200-71200-00</a>	Availability Charge - Penalties & cost..	0.00	0.00	20.56	1,478.52	1,478.52	0.00 %
<a href="#">200-72000-00</a>	Connection Fee	0.00	0.00	0.00	2,877.30	2,877.30	0.00 %
<a href="#">200-74000-00</a>	Interest Income	35,000.00	35,000.00	699.66	23,292.57	-11,707.43	66.55 %
<a href="#">200-74500-00</a>	Unrealized Gain/Loss	0.00	0.00	1,042.07	23,478.13	23,478.13	0.00 %
<a href="#">200-78000-00</a>	Miscellaneous Income-Non Op	5,000.00	5,000.00	0.00	0.15	-4,999.85	0.00 %
	<b>Revenue Total:</b>	<b>2,470,013.84</b>	<b>2,470,013.84</b>	<b>181,828.43</b>	<b>1,824,612.56</b>	<b>-645,401.28</b>	<b>73.87%</b>
<b>Expense</b>							
<a href="#">200-50100-00</a>	Salaries and Wages	340,134.00	340,134.00	26,712.17	305,445.67	34,688.33	89.80 %
<a href="#">200-50110-00</a>	Salaries and Wages - Overtime	45,214.00	45,214.00	1,709.96	25,067.39	20,146.61	55.44 %
<a href="#">200-50120-00</a>	Medicare Tax	5,588.00	5,588.00	472.32	4,822.34	765.66	86.30 %
<a href="#">200-50130-00</a>	Worker's Compensation Insurance	14,166.00	14,166.00	0.00	13,979.22	186.78	98.68 %
<a href="#">200-50140-00</a>	Employee Benefits-Group Insurance	56,756.00	56,756.00	4,539.09	50,462.50	6,293.50	88.91 %
<a href="#">200-50150-00</a>	Employee Benefits-Retirement	203,862.00	203,862.00	2,751.20	179,909.15	23,952.85	88.25 %
<a href="#">200-50160-00</a>	Employee Benefits-Uniform Allowa...	1,827.00	1,827.00	169.92	1,916.63	-89.63	104.91 %
<a href="#">200-53200-00</a>	Education & Seminars	3,000.00	3,000.00	140.00	345.25	2,654.75	11.51 %
<a href="#">200-54100-00</a>	Gas, Fuel & Oil	11,850.00	11,850.00	259.79	8,296.30	3,553.70	70.01 %
<a href="#">200-54300-00</a>	Insurance - liability	59,719.44	59,719.44	0.00	59,766.94	-47.50	100.08 %
<a href="#">200-56100-00</a>	Memberships & Subscriptions	4,200.00	4,200.00	0.00	3,412.12	787.88	81.24 %
<a href="#">200-56150-00</a>	Miscellaneous Supplies, Tools & Ex...	6,050.00	6,050.00	955.43	9,558.30	-3,508.30	157.99 %
<a href="#">200-57100-00</a>	Permits & Fees	31,535.00	31,535.00	0.00	31,156.56	378.44	98.80 %
<a href="#">200-57310-00</a>	Repairs & Maintenance - Not Budge...	0.00	0.00	0.00	57,506.29	-57,506.29	0.00 %
<a href="#">200-57314-00</a>	Repairs & Maintenance - Source of ...	46,240.00	46,240.00	1,228.44	24,055.88	22,184.12	52.02 %
<a href="#">200-58250-00</a>	Utilities - Electric, Gas, Phone, Trash	9,600.00	9,600.00	902.18	10,304.07	-704.07	107.33 %
<a href="#">200-58253-00</a>	Utilities - Power for Pumping	99,720.00	99,720.00	8,907.84	103,641.56	-3,921.56	103.93 %
<a href="#">200-58300-00</a>	Vehicle Maintenance	9,800.00	9,800.00	2,043.12	9,447.66	352.34	96.40 %
<a href="#">200-59100-00</a>	Water Purchases	268,480.00	268,480.00	6,917.58	126,536.67	141,943.33	47.13 %
<a href="#">200-59200-00</a>	Water Testing & Analysis	25,068.00	25,068.00	943.00	9,293.84	15,774.16	37.07 %
<a href="#">200-60000-00</a>	Depreciation	321,373.00	321,373.00	22,642.86	204,008.49	117,364.51	63.48 %
<a href="#">200-84000-00</a>	Interest Expense	9,375.00	9,375.00	1,611.10	3,741.38	5,633.62	39.91 %
<a href="#">200-86000-00</a>	Administrative Expense	508,558.00	508,558.00	42,379.83	381,418.47	127,139.53	75.00 %
	<b>Expense Total:</b>	<b>2,082,115.44</b>	<b>2,082,115.44</b>	<b>125,285.83</b>	<b>1,624,092.68</b>	<b>458,022.76</b>	<b>78.00%</b>

# Budget Report

## Account Summary

Running Springs Water District

For Fiscal: 2023-2024 Period Ending: 03/31/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 300 - Sewer Collection</b>							
<b>Revenue</b>							
<a href="#">300-40100-00</a>	Service Charges - Residential	1,047,759.00	1,047,759.00	101,997.25	916,618.19	-131,140.81	87.48 %
<a href="#">300-40200-00</a>	Service Charges - Commercial	78,864.00	78,864.00	6,190.09	55,647.79	-23,216.21	70.56 %
<a href="#">300-44000-00</a>	Delinquent Fees	16,200.00	16,200.00	1,785.65	17,515.64	1,315.64	108.12 %
<a href="#">300-49000-00</a>	Other service fees	0.00	0.00	75.00	915.00	915.00	0.00 %
<a href="#">300-70500-00</a>	In lieu of taxes	0.00	0.00	120.00	600.00	600.00	0.00 %
<a href="#">300-71000-00</a>	Availability Charges	7,560.00	7,560.00	0.00	7,273.90	-286.10	96.22 %
<a href="#">300-71200-00</a>	Availability Charge - Penalties & cost..	0.00	0.00	7.00	178.28	178.28	0.00 %
<a href="#">300-73000-00</a>	Sewer Hot Taps & Septic Waste Du...	810.00	810.00	0.00	0.00	-810.00	0.00 %
<a href="#">300-74000-00</a>	Interest Income	15,000.00	15,000.00	584.03	24,220.26	9,220.26	161.47 %
<a href="#">300-74500-00</a>	Unrealized Gain/Loss	0.00	0.00	798.43	14,510.28	14,510.28	0.00 %
	<b>Revenue Total:</b>	<b>1,166,193.00</b>	<b>1,166,193.00</b>	<b>111,557.45</b>	<b>1,037,479.34</b>	<b>-128,713.66</b>	<b>88.96%</b>
<b>Expense</b>							
<a href="#">300-50100-00</a>	Salaries and Wages	206,929.00	206,929.00	13,027.98	110,428.83	96,500.17	53.37 %
<a href="#">300-50110-00</a>	Salaries and Wages - Overtime	12,651.00	12,651.00	729.82	9,863.72	2,787.28	77.97 %
<a href="#">300-50120-00</a>	Medicare Tax	3,184.00	3,184.00	223.15	1,741.10	1,442.90	54.68 %
<a href="#">300-50130-00</a>	Worker's Compensation Insurance	10,671.00	10,671.00	0.00	2,943.05	7,727.95	27.58 %
<a href="#">300-50140-00</a>	Employee Benefits-Group Insurance	19,456.00	19,456.00	1,752.52	15,910.12	3,545.88	81.77 %
<a href="#">300-50150-00</a>	Employee Benefits-Retirement	82,311.00	82,311.00	1,345.38	53,280.86	29,030.14	64.73 %
<a href="#">300-50160-00</a>	Employee Benefits-Uniform Allowa...	1,090.00	1,090.00	0.00	920.34	169.66	84.43 %
<a href="#">300-53200-00</a>	Education & Seminars	1,400.00	1,400.00	0.00	52.50	1,347.50	3.75 %
<a href="#">300-54100-00</a>	Gas, Fuel & Oil	3,886.00	3,886.00	1,096.86	7,798.10	-3,912.10	200.67 %
<a href="#">300-54300-00</a>	Insurance - liability	41,409.12	41,409.12	0.00	42,799.68	-1,390.56	103.36 %
<a href="#">300-56100-00</a>	Memberships & Subscriptions	3,973.00	3,973.00	147.70	1,514.76	2,458.24	38.13 %
<a href="#">300-56300-00</a>	Office Supplies	700.00	700.00	0.00	164.10	535.90	23.44 %
<a href="#">300-57100-00</a>	Permits & Fees	12,062.00	12,062.00	1,080.81	6,392.10	5,669.90	52.99 %
<a href="#">300-57310-00</a>	Repairs and maintenance - Collecti...	25,900.00	25,900.00	1,156.14	9,157.78	16,742.22	35.36 %
<a href="#">300-57311-00</a>	Repairs and maintenance - Lift Stati...	16,765.00	16,765.00	1,102.75	13,121.93	3,643.07	78.27 %
<a href="#">300-57440-00</a>	Supplies & Materials	3,737.00	3,737.00	0.00	589.99	3,147.01	15.79 %
<a href="#">300-58252-00</a>	Utilities - Electric, Gas, Phone, Trash	46,335.00	46,335.00	6,937.07	43,642.49	2,692.51	94.19 %
<a href="#">300-58300-00</a>	Vehicle Maintenance - Collections	6,475.00	6,475.00	92.77	7,270.86	-795.86	112.29 %
<a href="#">300-60000-00</a>	Depreciation	225,541.00	225,541.00	17,532.24	157,836.78	67,704.22	69.98 %
<a href="#">300-84000-00</a>	Interest Expense	36,807.00	36,807.00	0.00	45,693.79	-8,886.79	124.14 %
<a href="#">300-86000-00</a>	Administrative Expense	158,218.00	158,218.00	9,229.38	82,495.04	75,722.96	52.14 %
	<b>Expense Total:</b>	<b>919,500.12</b>	<b>919,500.12</b>	<b>55,454.57</b>	<b>613,617.92</b>	<b>305,882.20</b>	<b>66.73%</b>

# Budget Report

## Account Summary

Running Springs Water District

For Fiscal: 2023-2024 Period Ending: 03/31/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 350 - Sewer Treatment</b>							
<b>Revenue</b>							
<a href="#">350-40100-00</a>	Service Charges - Residential (TR)	892,535.00	892,535.00	66,144.90	595,304.10	-297,230.90	66.70 %
<a href="#">350-40200-00</a>	Service Charges - Commercial (TR)	67,180.00	67,180.00	0.00	0.00	-67,180.00	0.00 %
<a href="#">350-41100-00</a>	Sewer Usage - Residential (TR)	146,939.00	146,939.00	9,734.69	99,743.10	-47,195.90	67.88 %
<a href="#">350-41200-00</a>	Sewer Usage - Commercial (TR)	11,060.00	11,060.00	770.65	8,727.69	-2,332.31	78.91 %
<a href="#">350-42100-00</a>	O&M Payments-Arrowbear CWD	247,254.00	247,254.00	21,425.00	192,825.00	-54,429.00	77.99 %
<a href="#">350-42200-00</a>	O&M Payments-GVL	401,516.00	401,516.00	0.00	0.00	-401,516.00	0.00 %
<a href="#">350-44000-00</a>	Delinquent Fees	13,800.00	13,800.00	448.60	4,037.40	-9,762.60	29.26 %
<a href="#">350-71000-00</a>	Availability Charges	6,440.00	6,440.00	0.00	5,978.00	-462.00	92.83 %
<a href="#">350-72100-00</a>	Fac. Capacity Chg.	10,700.00	10,700.00	0.00	0.00	-10,700.00	0.00 %
<a href="#">350-73000-00</a>	Sewer Hot Taps & Septic Waste Du...	690.00	690.00	0.00	0.00	-690.00	0.00 %
<a href="#">350-74000-00</a>	Interest Income	18,000.00	18,000.00	485.64	22,341.74	4,341.74	124.12 %
<a href="#">350-74500-00</a>	Unrealized Gain/Loss	0.00	0.00	723.30	14,261.51	14,261.51	0.00 %
<a href="#">350-75100-00</a>	Capital Payments - Arrowbear CWD	107,237.00	107,237.00	8,922.00	80,298.00	-26,939.00	74.88 %
<a href="#">350-75200-00</a>	Capital Payments-GVL	141,250.00	141,250.00	0.00	0.00	-141,250.00	0.00 %
<a href="#">350-78100-00</a>	Gain or Loss on Sales of Capital Asse...	0.00	0.00	0.00	811.25	811.25	0.00 %
	<b>Revenue Total:</b>	<b>2,064,601.00</b>	<b>2,064,601.00</b>	<b>108,654.78</b>	<b>1,024,327.79</b>	<b>-1,040,273.21</b>	<b>49.61%</b>
<b>Expense</b>							
<a href="#">350-50100-00</a>	Salaries and Wages	305,927.00	305,927.00	27,509.34	223,483.47	82,443.53	73.05 %
<a href="#">350-50110-00</a>	Salaries and Wages - Overtime	23,238.00	23,238.00	891.32	14,962.60	8,275.40	64.39 %
<a href="#">350-50120-00</a>	Medicare Tax	4,773.00	4,773.00	458.65	3,411.76	1,361.24	71.48 %
<a href="#">350-50130-00</a>	Worker's Compensation Insurance	15,244.00	15,244.00	0.00	24,225.97	-8,981.97	158.92 %
<a href="#">350-50140-00</a>	Employee Benefits-Group Insurance	48,245.00	48,245.00	2,890.34	33,363.46	14,881.54	69.15 %
<a href="#">350-50150-00</a>	Employee Benefits-Retirement	188,886.00	188,886.00	3,308.20	172,111.04	16,774.96	91.12 %
<a href="#">350-50160-00</a>	Employee Benefits-Uniform Allowa...	1,660.00	1,660.00	0.00	1,621.46	38.54	97.68 %
<a href="#">350-53200-00</a>	Education & Seminars	2,500.00	2,500.00	0.00	654.25	1,845.75	26.17 %
<a href="#">350-53300-00</a>	Effluent Disposal	8,500.00	8,500.00	0.00	55.43	8,444.57	0.65 %
<a href="#">350-54100-00</a>	Gas, Fuel & Oil	8,175.00	8,175.00	0.00	7,697.71	477.29	94.16 %
<a href="#">350-54300-00</a>	Insurance - liability	51,203.07	51,203.07	0.00	51,270.06	-66.99	100.13 %
<a href="#">350-56100-00</a>	Memberships & Subscriptions	4,085.00	4,085.00	150.00	1,905.94	2,179.06	46.66 %
<a href="#">350-57100-00</a>	Permits & Fees	37,460.00	37,460.00	2,940.11	38,079.59	-619.59	101.65 %
<a href="#">350-57310-00</a>	Repairs & Maintenance - Sewer Inte...	2,300.00	2,300.00	0.00	301.43	1,998.57	13.11 %
<a href="#">350-57314-00</a>	Repairs & Maintenance - Treatment...	67,500.00	67,500.00	2,058.93	72,944.78	-5,444.78	108.07 %
<a href="#">350-57430-00</a>	Solids Handling	82,400.00	82,400.00	5,818.00	74,940.49	7,459.51	90.95 %
<a href="#">350-57440-00</a>	Miscellaneous Supplies & Materials	7,443.00	7,443.00	420.18	10,511.82	-3,068.82	141.23 %
<a href="#">350-57444-00</a>	Supplies - Office	6,500.00	6,500.00	40.93	740.39	5,759.61	11.39 %
<a href="#">350-58251-00</a>	Utilities - Joint Use Facilities	172,262.00	172,262.00	20,036.72	153,590.66	18,671.34	89.16 %
<a href="#">350-58300-00</a>	Vehicle Maintenance - Treatment	8,450.00	8,450.00	132.53	14,452.22	-6,002.22	171.03 %
<a href="#">350-59200-00</a>	Wastewater Testing & Analysis	18,200.00	18,200.00	659.00	5,417.98	12,782.02	29.77 %
<a href="#">350-60000-00</a>	Depreciation	317,958.00	317,958.00	25,473.60	230,037.15	87,920.85	72.35 %
<a href="#">350-86000-00</a>	Administrative Expense	226,026.00	226,026.00	13,184.83	118,663.47	107,362.53	52.50 %
	<b>Expense Total:</b>	<b>1,608,935.07</b>	<b>1,608,935.07</b>	<b>105,972.68</b>	<b>1,254,443.13</b>	<b>354,491.94</b>	<b>77.97%</b>

# Budget Report

## Account Summary

Running Springs Water District

For Fiscal: 2023-2024 Period Ending: 03/31/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 370 - CSA 79 - Sewer Only</b>							
<b>Revenue</b>							
<a href="#">370-40100-00</a>	Service Charges - Residential	988,918.00	988,918.00	-1,046.63	660,369.69	-328,548.31	66.78 %
<a href="#">370-44000-00</a>	Delinquent Fees	7,000.00	7,000.00	-10.00	9,906.18	2,906.18	141.52 %
<a href="#">370-71000-00</a>	Availability Charges	10,000.00	10,000.00	0.00	3,860.00	-6,140.00	38.60 %
<a href="#">370-71200-00</a>	Availability Charge - Penalties & cost..	0.00	0.00	0.00	-110.40	-110.40	0.00 %
<a href="#">370-74000-00</a>	Interest Income	9,800.00	9,800.00	804.07	61,343.30	51,543.30	625.95 %
<a href="#">370-74500-00</a>	Unrealized Gain/Loss	0.00	0.00	1,197.56	18,686.50	18,686.50	0.00 %
<a href="#">370-78500-00</a>	Contributed Capital	0.00	0.00	0.00	222,991.55	222,991.55	0.00 %
	<b>Revenue Total:</b>	<b>1,015,718.00</b>	<b>1,015,718.00</b>	<b>945.00</b>	<b>977,046.82</b>	<b>-38,671.18</b>	<b>96.19%</b>
<b>Expense</b>							
<a href="#">370-50100-00</a>	Salaries and Wages	88,684.00	88,684.00	13,027.99	110,428.88	-21,744.88	124.52 %
<a href="#">370-50110-00</a>	Salaries and Wages - Overtime	5,421.00	5,421.00	729.82	9,863.74	-4,442.74	181.95 %
<a href="#">370-50120-00</a>	Medicare Tax	1,365.00	1,365.00	223.16	1,741.16	-376.16	127.56 %
<a href="#">370-50130-00</a>	Worker's Compensation Insurance	4,573.00	4,573.00	0.00	9,093.75	-4,520.75	198.86 %
<a href="#">370-50140-00</a>	Employee Benefits-Group Insurance	8,338.00	8,338.00	1,752.52	15,772.27	-7,434.27	189.16 %
<a href="#">370-50150-00</a>	Employee Benefits-Retirement	35,276.00	35,276.00	1,345.38	53,280.87	-18,004.87	151.04 %
<a href="#">370-50160-00</a>	Employee Benefits-Uniform Allowa...	467.00	467.00	0.00	0.00	467.00	0.00 %
<a href="#">370-53200-00</a>	Education & Seminars	600.00	600.00	0.00	22.50	577.50	3.75 %
<a href="#">370-54100-00</a>	Gas, Fuel & Oil	1,666.00	1,666.00	707.92	3,815.62	-2,149.62	229.03 %
<a href="#">370-54300-00</a>	Insurance - liability	10,822.10	10,822.10	0.00	44,842.16	-34,020.06	414.36 %
<a href="#">370-56100-00</a>	Memberships & Subscriptions	1,703.00	1,703.00	63.30	948.13	754.87	55.67 %
<a href="#">370-56300-00</a>	Office Supplies	300.00	300.00	0.00	39.03	260.97	13.01 %
<a href="#">370-57100-00</a>	Permits & Fees	7,608.00	7,608.00	0.00	4,549.54	3,058.46	59.80 %
<a href="#">370-57310-00</a>	Repairs and maintenance - Collecti...	11,100.00	11,100.00	16,372.50	85,710.55	-74,610.55	772.17 %
<a href="#">370-57311-00</a>	Repairs and maintenance - Lift Stati...	7,185.00	7,185.00	0.00	39,068.62	-31,883.62	543.75 %
<a href="#">370-57440-00</a>	Supplies & Materials	1,601.00	1,601.00	99.60	1,369.99	231.01	85.57 %
<a href="#">370-58252-00</a>	Utilities - GVL	30,965.00	30,965.00	7,809.91	34,925.20	-3,960.20	112.79 %
<a href="#">370-58300-00</a>	Vehicle Maintenance - GVL	2,775.00	2,775.00	172.30	5,345.28	-2,570.28	192.62 %
<a href="#">370-60000-00</a>	Depreciation	137,000.00	137,000.00	0.00	0.00	137,000.00	0.00 %
<a href="#">370-86000-00</a>	Administrative Expense	124,314.00	124,314.00	14,314.95	129,403.93	-5,089.93	104.09 %
	<b>Expense Total:</b>	<b>481,763.10</b>	<b>481,763.10</b>	<b>56,619.35</b>	<b>550,221.22</b>	<b>-68,458.12</b>	<b>114.21%</b>



# Budget Report

## Account Summary

Running Springs Water District

For Fiscal: 2023-2024 Period Ending: 03/31/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance (Unfavorable)	Percent Used
<b>Fund: 500 - Fire Operating Fund</b>							
<b>Revenue</b>							
<a href="#">500-4000-00</a>	Ambulance Service Charges	1,200,000.00	1,200,000.00	111,937.70	1,064,098.94	-135,901.06	88.67 %
<a href="#">500-40050-00</a>	Ambulance Contractural Allowance	-550,000.00	-550,000.00	-42,889.03	-522,447.64	27,552.36	94.99 %
<a href="#">500-44000-00</a>	Ambulance Late Fees	4,000.00	4,000.00	320.00	3,590.00	-410.00	89.75 %
<a href="#">500-46000-00</a>	Hazard Abatement Program	20,000.00	20,000.00	300.00	20,215.00	215.00	101.08 %
<a href="#">500-49000-00</a>	Other service fees	5,000.00	5,000.00	390.00	4,063.00	-937.00	81.26 %
<a href="#">500-49500-00</a>	Other service fees - Fire Payroll Rei...	200,000.00	200,000.00	10,844.06	118,954.28	-81,045.72	59.48 %
<a href="#">500-70000-00</a>	Property Taxes	2,236,134.00	2,236,134.00	160,355.72	1,508,599.51	-727,534.49	67.46 %
<a href="#">500-70100-00</a>	Property Taxes - PY Taxes and Asses...	0.00	0.00	1,283.78	40,757.72	40,757.72	0.00 %
<a href="#">500-70200-00</a>	Property Tax - Penalties & cost on d...	0.00	0.00	196.15	1,331.49	1,331.49	0.00 %
<a href="#">500-70300-00</a>	Property Tax - Homeowners Proper...	0.00	0.00	0.00	6,974.76	6,974.76	0.00 %
<a href="#">500-71000-00</a>	Availability Charges	205,000.00	205,000.00	0.00	204,522.50	-477.50	99.77 %
<a href="#">500-74000-00</a>	Interest Income	16,000.00	16,000.00	448.23	13,942.37	-2,057.63	87.14 %
<a href="#">500-74500-00</a>	Unrealized Gain/Loss	0.00	0.00	1,333.93	35,495.53	35,495.53	0.00 %
<a href="#">500-76010-00</a>	Medi-Cal VRRP IGT Program	100,000.00	100,000.00	0.00	0.00	-100,000.00	0.00 %
<a href="#">500-76020-00</a>	Medi-Cal PP-GEMT IGT Program	70,000.00	70,000.00	6,360.17	-185,064.66	-255,064.66	264.38 %
<a href="#">500-76100-00</a>	Capital Grants	0.00	0.00	0.00	16,990.25	16,990.25	0.00 %
<a href="#">500-77000-00</a>	Property Lease Revenue	47,873.00	47,873.00	3,500.00	31,500.00	-16,373.00	65.80 %
		<b>3,554,007.00</b>	<b>3,554,007.00</b>	<b>254,380.71</b>	<b>2,363,523.05</b>	<b>-1,190,483.95</b>	<b>66.50%</b>
<b>Revenue Total:</b>							
<b>Expense</b>							
<a href="#">500-50100-00</a>	Salaries and Wages	1,452,294.00	1,452,294.00	102,287.13	1,014,402.76	437,891.24	69.85 %
<a href="#">500-50110-00</a>	Salaries and Wages - Overtime	400,000.00	400,000.00	15,926.96	276,226.46	123,773.54	69.06 %
<a href="#">500-50120-00</a>	Medicare Tax	26,858.00	26,858.00	1,783.90	20,202.87	6,655.13	75.22 %
<a href="#">500-50130-00</a>	Worker's Compensation Insurance	59,620.00	59,620.00	483.58	70,631.27	-11,011.27	118.47 %
<a href="#">500-50140-00</a>	Employee Benefits-Group Insurance	109,310.00	109,310.00	11,776.87	94,017.20	15,292.80	86.01 %
<a href="#">500-50150-00</a>	Employee Benefits-Retirement	629,363.00	629,363.00	21,327.65	551,034.67	78,328.33	87.55 %
<a href="#">500-50160-00</a>	Employee Benefits-Uniform Allowa...	10,500.00	10,500.00	375.40	3,173.24	7,326.76	30.22 %
<a href="#">500-53200-00</a>	Education & Seminars	12,500.00	12,500.00	6,363.94	16,108.02	-3,608.02	128.86 %
<a href="#">500-54100-00</a>	Gas, Fuel & Oil	27,200.00	27,200.00	1,958.69	21,887.21	5,312.79	80.47 %
<a href="#">500-54200-00</a>	Hazard Abatement Expense	18,500.00	18,500.00	0.00	19,501.32	-1,001.32	105.41 %
<a href="#">500-54300-00</a>	Insurance - liability	69,527.01	69,527.01	0.00	69,305.23	221.78	99.68 %
<a href="#">500-56100-00</a>	Memberships & Subscriptions	24,275.00	24,275.00	257.50	16,116.70	8,158.30	66.39 %
<a href="#">500-56300-00</a>	Office Supplies	12,600.00	12,600.00	540.18	5,992.56	6,607.44	47.56 %
<a href="#">500-57100-00</a>	Permits & Fees	3,850.00	3,850.00	0.00	4,433.25	-583.25	115.15 %
<a href="#">500-57143-00</a>	Professional Services - Dispatching ...	68,300.00	68,300.00	0.00	44,969.89	23,330.11	65.84 %
<a href="#">500-57200-00</a>	Property Lease Expense	0.00	0.00	350.00	1,400.00	-1,400.00	0.00 %
<a href="#">500-57310-00</a>	Repairs and Maintenance	14,500.00	14,500.00	0.00	6,090.08	8,409.92	42.00 %
<a href="#">500-57400-00</a>	Safety Equipment & Other Supplies	34,200.00	34,200.00	139.00	21,039.86	13,160.14	61.52 %
<a href="#">500-57441-00</a>	Medical Supplies	27,500.00	27,500.00	721.13	26,002.23	1,497.77	94.55 %
<a href="#">500-57442-00</a>	Supplies & Materials	6,000.00	6,000.00	0.00	4,415.17	1,584.83	73.59 %
<a href="#">500-57443-00</a>	Supplies & Materials - Station	0.00	0.00	0.00	2,428.74	-2,428.74	0.00 %
<a href="#">500-58200-00</a>	Uncollectible Accounts	150,000.00	150,000.00	0.00	539.02	149,460.98	0.36 %
<a href="#">500-58250-00</a>	Utilities - Electric, Gas, Phone, Trash	23,584.00	23,584.00	2,874.78	24,387.85	-803.85	103.41 %
<a href="#">500-58300-00</a>	Vehicle Maintenance	61,010.00	61,010.00	1,788.87	44,922.27	16,087.73	73.63 %
<a href="#">500-60000-00</a>	Depreciation - Ambulance	0.00	0.00	0.00	12,113.57	-12,113.57	0.00 %
<a href="#">500-81000-00</a>	Tax fee	0.00	0.00	401.57	3,800.56	-3,800.56	0.00 %
		<b>3,241,491.01</b>	<b>3,241,491.01</b>	<b>169,357.15</b>	<b>2,375,142.00</b>	<b>866,349.01</b>	<b>73.27%</b>
<b>Expense Total:</b>							

**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** April 17, 2024  
**TO:** Board of Directors  
**FROM:** Ryan Gross, General Manager  
**SUBJECT:** QUARTERLY INVESTMENT REPORT

**RECOMMENDED BOARD ACTION**

This is an information item only.

**REASON FOR RECOMMENDATION**

This is an information item only.

**BACKGROUND INFORMATION**

The District's Policy for Investment of Surplus Funds is set forth in Resolution No. 11-22 which was adopted June 15, 2022. In accordance with this policy Attachment 1 contains a copy of the latest Local Agency Investment Fund (LAIF) remittance advice indicating the amount invested and the rate of return. Attachment 2 includes the MBS CD and US Treasuries investment summary. The District's surplus funds are invested in accordance with this policy and the District is able to meet its anticipated expenditure requirements for the next subsequent six months.

**FISCAL INFORMATION**

This is an information item only.

**ATTACHMENTS**

Attachment 1 – LAIF Remittance Advice  
Attachment 2 – MBS CD & US Treasuries Investment Summary



MALIA M. COHEN  
 California State Controller

LOCAL AGENCY INVESTMENT FUND  
 REMITTANCE ADVICE

Agency Name RUNNING SPRINGS WATER DISTRICT  
 Account Number 90-36-002

As of 01/12/2024, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 12/31/2023.

Earnings Ratio		.00010932476863589
Interest Rate		4.00%
Dollar Day Total	\$	274,993,476.08
Quarter End Principal Balance	\$	3,796,632.86
Quarterly Interest Earned	\$	30,063.60

## Running Springs Water District eConnectDirect - Account exx-xx0630, Running Springs Water District - Account Rxx-xx0767

Month Ending	Beginning Accrued	Ending Accrued	Net Accrued	Unearned Interest	Paid Interest	Interest Earned	Paid Principal
July 2022	\$0.00	\$443.46*	\$443.46	\$0.00	\$0.00	\$443.46	\$0.00
August 2022	\$443.46	\$3,968.84*	\$3,525.38	\$0.00	\$0.00	\$3,525.38	\$0.00
September 2022	\$3,968.84	\$7,314.27*	\$3,345.43	\$0.00	\$0.00	\$3,345.43	\$0.00
October 2022	\$7,314.27	\$10,771.19*	\$3,456.92	\$0.00	\$0.00	\$3,456.92	\$0.00
November 2022	\$10,771.19	\$14,116.60*	\$3,345.41	\$0.00	\$0.00	\$3,345.41	\$0.00
December 2022	\$14,116.60	\$17,573.52*	\$3,456.92	\$0.00	\$0.00	\$3,456.92	\$0.00
January 2023	\$17,573.52	\$4,148.94*	(\$13,424.58)	\$0.00	\$16,881.51	\$3,456.93	\$0.00
February 2023	\$4,148.94	\$7,271.32*	\$3,122.38	\$0.00	\$0.00	\$3,122.38	\$0.00
March 2023	\$7,271.32	\$10,728.24*	\$3,456.92	\$0.00	\$0.00	\$3,456.92	\$0.00
April 2023	\$10,728.24	\$14,073.65*	\$3,345.41	\$0.00	\$0.00	\$3,345.41	\$0.00
May 2023	\$14,073.65	\$17,530.58*	\$3,456.93	\$0.00	\$0.00	\$3,456.93	\$0.00
June 2023	\$17,530.58	\$21,177.30*	\$3,646.72	\$0.00	\$0.00	\$3,646.72	\$0.00
July 2023	\$21,177.30	\$3,869.91*	(\$17,307.39)	\$33.98	\$26,057.09	\$8,715.72	\$242,000.00
August 2023	\$3,869.91	\$8,700.82*	\$4,830.91	\$0.00	\$4,292.54	\$9,123.45	\$0.00
September 2023	\$8,700.82	\$13,165.11*	\$4,464.29	\$0.00	\$4,364.88	\$8,829.17	\$0.00
October 2023	\$13,165.11	\$15,200.66*	\$2,035.55	\$0.00	\$7,087.92	\$9,123.47	\$0.00
November 2023	\$15,200.66	\$19,664.93*	\$4,464.27	\$0.00	\$4,364.88	\$8,829.15	\$0.00
December 2023	\$19,664.93	\$18,936.96*	(\$727.97)	\$0.00	\$9,851.45	\$9,123.48	\$4,100,000.00
January 2024	\$18,936.96	\$3,973.00*	(\$14,963.96)	\$0.00	\$24,087.42	\$9,123.46	\$0.00
February 2024	\$3,973.00	\$8,142.97*	\$4,169.97	\$0.00	\$4,364.88	\$8,534.85	\$0.00
March 2024	\$8,142.97	\$13,183.16*	\$5,040.19	\$0.00	\$4,083.27	\$9,123.46	\$0.00
<b>Report Totals:</b>					\$105,435.84	\$118,585.02	\$4,342,000.00

\* Indicates a user-adjusted value.

## Running Springs Water District - Account Rxx-xx0767

Order #	Issuer	Par Amt (000)	Rate	Maturity	Price	Yield	Trans Type	Trade Date	Settle Date	Principal	Accrued	Net Money	Type	CUSIP	Status
143470	CAPITAL ONE BANK USA NA	245	3.450%	07/27/26	100.000	3.450%	Buy	07/21/22	07/27/22	\$245,000.00	\$0.00	\$245,000.00	DTC CD	14042THY6	Approved
143471	BankUnited National Association	242	3.000%	07/27/23	100.000	3.000%	Buy	07/21/22	07/27/22	\$242,000.00	\$0.00	\$242,000.00	DTC CD	066519SY6	Approved
143484	SYNCHRONY BANK	245	3.400%	07/29/25	100.000	3.400%	Buy	07/21/22	07/29/22	\$245,000.00	\$0.00	\$245,000.00	DTC CD	87165FM50	Approved
143498	CAPITAL ONE NA	245	3.500%	07/27/27	100.000	3.500%	Buy	07/21/22	07/27/22	\$245,000.00	\$0.00	\$245,000.00	DTC CD	14042RTE1	Approved
143499	AMERICAN EXPR NATL BK	245	3.300%	07/29/24	100.000	3.300%	Buy	07/21/22	07/27/22	\$245,000.00	\$0.00	\$245,000.00	DTC CD	02589ADG4	Approved
165727	Dort Financial Credit Union	247	4.600%	06/28/28	100.000	4.600%	Buy	06/21/23	06/28/23	\$247,000.00	\$0.00	\$247,000.00	DTC CD	25844MBD9	Approved
165728	Mid American Credit Union	248	5.250%	07/03/25	100.000	5.250%	Buy	06/21/23	07/03/23	\$248,000.00	\$0.00	\$248,000.00	DTC CD	59522NAE4	Approved
165756	Latino Community Credit Union	248	4.900%	06/29/26	100.000	4.900%	Buy	06/21/23	06/27/23	\$248,000.00	\$0.00	\$248,000.00	DTC CD	51828MAJ3	Approved
165770	CROSS RIVER BANK	244	4.600%	06/30/27	100.000	4.600%	Buy	06/21/23	06/30/23	\$244,000.00	\$0.00	\$244,000.00	DTC CD	227563DB6	Approved
165771	Connexus Credit Union	248	5.500%	06/28/24	100.000	5.500%	Buy	06/21/23	06/29/23	\$248,000.00	\$0.00	\$248,000.00	DTC CD	20825WBV1	Approved
165943	WI TREASURY SEC.	4,100	0.000%	12/21/23	97.507	5.171%	Buy	06/22/23	06/23/23	\$3,997,773.56	\$0.00	\$3,997,773.56	Treasury	912797FV4	Approved
167858	TTCU Federal Credit Union	248	5.000%	07/26/28	100.000	5.000%	Buy	07/20/23	07/27/23	\$248,000.00	\$33.97	\$248,033.97	DTC CD	89854LAD5	Approved
177535	UNITED STS TREAS BILLS	4,200	0.000%	06/13/24	97.616	5.108%	Buy	12/19/23	12/21/23	\$4,099,870.83	\$0.00	\$4,099,870.83	Treasury	912797FS1	Approved

**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** April 17, 2024  
**TO:** Board of Directors  
**FROM:** Ryan Gross, General Manager  
**SUBJECT:** FIRE DEPARTMENT PROPOSALS TO CONSIDER

**RECOMMENDED BOARD ACTION**

This is an information item only.

**REASON FOR RECOMMENDATION**

This is an information item only.

**BACKGROUND INFORMATION**

The Fire Department is proposing some changes to various wage scales as well as adding an as-needed part time Battalion Chief position. Attached are the staff reports for the Board of Directors to consider and provide additional direction to staff on how to proceed.

**FISCAL INFORMATION**

Attachment 1 lists the Fiscal Year Ending (FYE) 2025 Fire Department Budget Summary. The projected change in net position for FYE 2025 is \$20,881. The additional cost of the attached three proposals has not been thoroughly analyzed at this point but it is estimated that the three proposals would add approximately \$100,000 to \$120,000 in additional personnel expense to the department depending on overtime and the amount of as needed part time help is used. That could result in a negative change in net position of \$80,000 - \$100,000 which would need to be offset with reductions in other expenses in order to keep the change in net position in positive territory. This also does not include any additional expense that may be the result of Union negotiations.

**ATTACHMENTS**

- Attachment 1 – FYE 2025 Fire Department Budget Summary
- Attachment 2 – PCF Wage Scale Staff Report
- Attachment 3 – PT BC Wage Scale Staff Report
- Attachment 4 – Administrative Assistant Wage Scale Staff Report

**FYE 2024 and 2025 Budget****Comparative Statements of Revenues, Expenses and Changes in Net Position****Fire & Ambulance Fund**

<b>FIRE &amp; AMBULANCE GOVERNMENTAL FUND</b>	<b>FYE 2021 Actual</b>	<b>FYE 2022 Actual</b>	<b>FYE 2023 Budget</b>	<b>FYE 2024 Budget</b>	<b>FYE 2025 Budget</b>	<b>FYE 2024 vs. FYE 2023 Budget</b>	<b>FYE 2025 vs. FYE 2024 Budget</b>		
<b><u>OPERATING REVENUES</u></b>									
Property Tax	1,916,714	2,036,001	2,076,943	2,236,134	2,356,622	159,191	120,488		
Service Charges	594,171	643,638	530,400	650,000	674,000	119,600	24,000		
PP-GEMT IGT & Other Reimbursements	194,653	80,833	385,000	370,000	353,000	(15,000)	(17,000)		
Other Revenues	643,487	181,780	29,000	29,000	29,200	-	200		
<b>Total Operating Revenues</b>	<b>3,349,025</b>	<b>2,942,252</b>	<b>3,021,343</b>	<b>3,285,134</b>	<b>3,412,822</b>	<b>263,791</b>	<b>9%</b>	<b>127,688</b>	<b>4%</b>
<b><u>OPERATING EXPENSES</u></b>									
Salaries and Benefits*	2,607,132	2,307,798	2,643,362	2,687,946	2,795,463	44,584	107,518		
Operations & Maintenance	407,400	489,768	392,767	401,713	417,782	8,946	16,069		
Administrative Services**	252,838	234,423	230,319	169,519	176,300	(60,800)	6,781		
Uncollectible Accounts Expense	52,172	178,642	150,000	150,000	150,000	-	-		
Depreciation Expense	137,777	140,358	130,075	123,033	125,874	(7,042)	2,841		
<b>Total Operating Expenses</b>	<b>3,457,318</b>	<b>3,350,989</b>	<b>3,546,523</b>	<b>3,532,211</b>	<b>3,665,419</b>	<b>(14,312)</b>	<b>0%</b>	<b>133,208</b>	<b>4%</b>
<b>NET OPERATING INCOME</b>	<b>(108,293)</b>	<b>(408,737)</b>	<b>(525,180)</b>	<b>(247,077)</b>	<b>(252,597)</b>	<b>278,103</b>		<b>(5,520)</b>	
<b><u>NON-OPERATING REVENUES</u></b>									
Availability Charges	203,548	203,938	205,000	205,000	207,050	-	2,050		
Investment Income	4,607	5,182	25,602	16,000	16,640	(9,602)	640		
Miscellaneous & Lease Income	34,781	40,330	5,675	47,873	49,788	42,198	1,915		
<b>Total Non-operating Revenue</b>	<b>242,936</b>	<b>249,450</b>	<b>236,277</b>	<b>268,873</b>	<b>273,478</b>	<b>32,596</b>	<b>14%</b>	<b>4,605</b>	<b>2%</b>
<b>NET INCOME (LOSS)</b>	<b>134,643</b>	<b>(159,287)</b>	<b>(288,903)</b>	<b>21,796</b>	<b>20,881</b>	<b>310,699</b>		<b>(915)</b>	
<b><u>TOTAL REVENUES</u></b>	<b>3,591,961</b>	<b>3,191,702</b>	<b>3,257,620</b>	<b>3,554,007</b>	<b>3,686,300</b>	<b>296,387</b>	<b>9%</b>	<b>132,293</b>	<b>4%</b>
<b><u>TOTAL EXPENSES</u></b>	<b>3,457,318</b>	<b>3,350,989</b>	<b>3,546,523</b>	<b>3,532,211</b>	<b>3,665,419</b>	<b>(14,312)</b>	<b>0%</b>	<b>133,208</b>	<b>4%</b>
<b>CHANGE IN NET POSITION</b>	<b>134,643</b>	<b>(159,287)</b>	<b>(288,903)</b>	<b>21,796</b>	<b>20,881</b>	<b>310,699</b>		<b>(915)</b>	
<b><u>CASH CONSIDERATIONS</u></b>									
Depreciation Non-Cash Expense	137,777	140,358	130,075	123,033	125,874	(7,042)	2,841		
Uncollectible Accounts Non-Cash Expense	52,172	178,642	150,000	150,000	150,000	-	-		
Capital Projects & Fixed Assets	(75,664)	(145,930)	(40,000)	(179,800)	(40,000)	(139,800)	139,800		
<b>CHANGE IN CASH BALANCE</b>	<b>248,928</b>	<b>13,783</b>	<b>(48,828)</b>	<b>115,029</b>	<b>256,755</b>	<b>163,857</b>		<b>141,726</b>	

\* Does not include Personnel Expense for Administration Department.

\*\*Administrative Expense includes Personnel Expense for Administration Department.

**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** April 17, 2024

**TO:** Board of Directors

**FROM:** Andrew Grzywa, Fire Chief  
Rick Ellsberry, Battalion Chief

**SUBJECT: CONSIDER AUTHORIZING AN INCREASE TO PAID-CALL  
FIREFIGHTER, AMBULANCE OPERATOR WAGES AND  
LIMITED TERM FIREFIGHTERS**

**RECOMMENDED BOARD ACTION**

It is recommended that the Board of Directors consider authorizing an increase to Paid-Call Firefighter, Ambulance Operator and Limited Term Firefighter wages. Proposed Wage Scale - Attachment A effective the pay period following this Board Meeting.

**REASON FOR RECOMMENDATION**

Retention for Running Springs Fire Department continues to be a challenge in the current economic climate. In 2023 we have trained and lost 13 employees. Many of our employees when an exit interview was conducted cited the low pay as a main reason for moving to other Departments and other fields of work.

This is a significant loss to our Department both in operational readiness and in logistics. It costs approximately \$25,000 in person hours and salary (According to Fire Engineering statistics from 2016) to train each Paid Call Firefighter to the level that they can work as a "Shift Qualified" Firefighter on our Ambulances and Engines. This does not take into account the loss in experience and efficiency within our Fire Department.

**BACKGROUND**

Looking at the Consumer Price Index in the Western United States in the urban consumer setting for the previous 10 years, there has been a 73% increase in the cost of consumer goods averaged across all categories. In that time our Paid-Call Firefighter wage has only gone up \$4. As you know we had to raise our entry level Ambulance Operator wage because they would no longer meet the minimum wage requirements for the State of California. AB 1228 added sections to the Labor Code that requires "Fast Food Restaurant employees" to be paid a minimum of \$20 an hour starting April 1<sup>st</sup>, 2024. While this law doesn't directly affect our employees, it does make retention for our



Ambulance Operators and Firefighters much more difficult. We are currently paying a starting ambulance operator \$16.50. In order to apply for our Fire Department, they must hold an ambulance driver's certificate through the DMV and be a licensed Emergency Medical Technician (1 semester course at a Junior College) If we require these certificates, I believe we should be at least paying our staff what a starting Fast Food Worker is entitled to under California State Law.

## **FINANCIAL INFORMATION**

According to the Wage Scale proposed as Attachment 1, Ambulance Operators would go from \$16.50 to \$20 an hour. This would put them at a competitive price with local ambulance companies, minus benefits. If we look at the positions with more training, ie. a "Shift Qualified" PCF, this would be a \$4 an hour raise. If we take this \$4 an hour and multiply it by 24 hours over 365 days, we arrive at a figure of \$35,040 increase in the budgetary cost for a PCF. This scale would also provide an increase to our highly trained Limited Term Firefighters. If we use the most expensive current top wage of \$19 an hour for a non-paramedic LT with a FF1, FF2, Driver Operator and LT Pay to the proposed wage of \$25 an hour it would result in a total cost of \$52,560. We are already paying PERS for these employees, so there will only be a small percentage increase for their Benefits under the PEPRA rules. We estimate for each 100 hours of work, there is only a \$5 difference in the cost to the District for their PEPRA retirement increase based on the proposed wage scale.

This would result in a total increase to our Fiscal responsibility for wages at \$87,600.

Using budget FY2022-2023 numbers, we had \$147,329.03 that was unutilized in Salary between Ambulance and Fire Accounts in Wages and Overtime. There have not been any drastic changes in our budget between that time and now. Our budget will be able to support the increase in cost.

## **ATTACHMENTS**

Attachment 1 – Wage Scale

Attachment 2 – US Bureau of Labor Statistics CPI index 10 year period.



# Running Springs Fire

## PCF Hourly Wage Scale 2024

### Qualification Level

AO New Hire	\$20.00
AO Qualified	\$21.00
PCF New Hire	\$21.00
PCF Shift Qualified	\$22.00
PCF FF2	\$23.00
PCF Engineer	\$25.00
PCF Engineer/Supervisor	\$27.00

Not Eligible for D/O

Not Eligible for D/O

### Additional pay for Position/Certification

Limited Term	Add \$1
Driver/Operator	Add \$1
Paramedic	Add \$2



# Databases, Tables & Calculators by Subject

Change Output Options:

From: 2013 To: 2024 [GO](#)

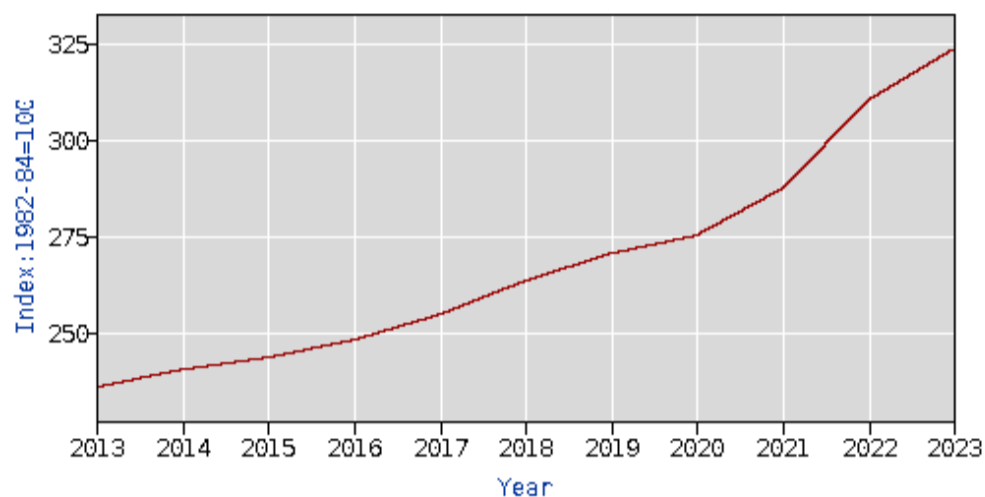
[Special Notices](#) 12/05/2023

include graphs  include annual averages [More Formatting Options](#)

Data extracted on: April 9, 2024 (5:12:57 PM)

## Consumer Price Index for All Urban Consumers (CPI-U)

**Series Id:** CUUR0400SA0  
Not Seasonally Adjusted  
**Series Title:** All items in West urban, all urban consumers, not seasonally adjusted  
**Area:** West  
**Item:** All items  
**Base Period:** 1982-84=100



Download: [xlsx](#)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2013	232.759	234.595	235.511	235.488	235.979	236.227	236.341	236.591	237.146	237.000	236.153	236.096	235.824	235.093	236.555
2014	236.707	237.614	239.092	239.808	241.350	241.616	241.850	241.660	241.920	241.650	240.220	239.095	240.215	239.365	241.066
2015	238.318	239.748	241.690	242.302	244.227	244.332	245.040	244.737	244.257	244.341	243.749	243.434	243.015	241.770	244.260
2016	244.600	244.821	245.404	246.589	247.855	248.228	248.375	248.498	249.234	249.897	249.448	249.516	247.705	246.250	249.161
2017	250.814	252.252	252.949	253.806	254.380	254.469	254.708	255.282	256.504	257.223	257.126	257.347	254.738	253.112	256.365
2018	258.638	259.986	260.994	262.037	263.240	263.732	263.971	264.395	265.105	266.195	265.658	265.209	263.263	261.438	265.089
2019	265.624	266.215	267.370	269.522	270.880	270.957	271.029	271.264	272.102	273.524	273.128	272.584	270.350	268.428	272.272
2020	273.340	274.412	273.995	272.913	273.062	274.155	275.597	276.443	276.422	276.876	276.875	276.593	275.057	273.646	276.468
2021	277.238	278.702	280.625	283.507	285.793	288.263	289.863	290.393	291.053	293.397	294.986	296.102	287.494	282.355	292.632
2022	298.705	301.158	305.082	307.145	309.645	313.496	313.951	314.013	315.094	317.299	315.919	314.599	310.509	305.872	315.146
2023	317.477	319.130	320.715	322.187	323.525	324.448	324.865	326.234	327.491	327.708	326.299	325.932	323.834	321.247	326.422
2024	328.053	329.339													

U.S. BUREAU OF LABOR STATISTICS Postal Square Building 2 Massachusetts Avenue NE Washington, DC 20212-0001

Telephone:1-202-691-5200 Telecommunications Relay Service:7-1-1 [www.bls.gov](http://www.bls.gov) [Contact Us](#)

**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** April 17, 2024

**TO:** Board of Directors

**FROM:** Andrew Grzywa, Fire Chief  
Rick Ellsberry, Battalion Chief

**SUBJECT:** CONSIDER AUTHORIZING A CHANGE TO THE BATTALION CHIEF RANKS

**RECOMMENDED BOARD ACTION**

It is recommended that the Board of Directors consider authorizing the creation of two tiers to the Battalion Chief Rank – Battalion Chief I and Battalion Chief II, effective the pay period following this Board Meeting.

**REASON FOR RECOMMENDATION**

In an effort to be prepared for potential disasters such as we faced during the Snow Storm last year, we propose creation of a two-tiered structure within the wage scale for Battalion Chief.

**BACKGROUND**

There has been interest and conversations that centered around a part time Battalion Chief position with contacts that Chief Grzywa, and I have. The Mountain, as a whole, was unprepared for the devastation that occurs with a disaster of this magnitude. The County Emergency Management team was not prepared for the logistical needs that occurred on the Mountain. Chief Grzywa, Administrative Assistant Willemse and I built the system that was utilized for the triage and tracking of fire related and public assistance calls. At the height of the disaster, we were averaging 70 incidents per day with twice that number of phone calls coming through our Public phone numbers. While this type of management is within our training and skill set, the need for additional Administrative and Operational personnel at the Admin level is the reason for this proposal.

**FINANCIAL INFORMATION**

The proposal is to create a part-time Battalion Chief position at the rate of \$50 an hour. This position would be required to meet the minimum standard that the Fire Chief designates.

The intent would be to utilize this position in an as needed manner for training, liaison duties and administrative needs as they arise within our operation.

This position would be noted on the CFAA agreement, which would allow for reimbursement through FEMA and CAL-OES in the event there are incidents that require additional Administrative level personnel.

**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** April 17, 2024

**TO:** Board of Directors

**FROM:** Andrew Grzywa, Fire Chief  
Rick Ellsberry, Battalion Chief

**SUBJECT: CONSIDER AUTHORIZING AN INCREASE TO ADMINISTRATIVE ASSISTANT WAGE SCALE**

**RECOMMENDED BOARD ACTION**

It is recommended that the Board of Directors consider authorizing an increase to the Administrative Assistant wage scale. Proposed Wage Scale - Attachment A, effective the First Pay Period of FY 2024-25

**REASON FOR RECOMMENDATION**

The Administrative Assistant position has is an invaluable part of our operation as a Fire Department. The Administrative Assistant Position encompasses a much larger scope than it was originally design to. It includes Ambulance billing, certificate management of our Staff, Chief's assistant, the entire weed abatement program as well as a huge amount of "assignments as necessary for the good of the Department." This position proved to be invaluable when our Department and our District was left out of San Bernardino County's emergency plan during the 2023 Winter Snow Disaster. While no employee is irreplaceable, our current Administrative Assistant is as close to irreplaceable as we can get.

**BACKGROUND**

Our current Administrative Assistant has been in the current position for 32 years. In that time, she has always received satisfactory evaluations for her work. In this position, similar to our Firefighter positions, there are merit raises until the top step is reached. Our current Administrative Assistant has not had a merit increase in nearly a decade. We propose we correct that with the proposed wage scale.

Working in the Administrative Office of the Running Springs Fire Department for the past year, It is our estimation that if we hired a replacement for Mrs. Willemse today, it would take two years of training to functionally replace her day to day activities. There

are a host of specialized skills that our current Administrative Assistant possesses that couldn't even be quantified in a training regiment for replacement.

## **FINANCIAL INFORMATION**

According to the Wage Scale proposed as Attachment 1, the Administrative Assistant position would increase to a wage scale that is more representative of the significant responsibility that we place on Mrs. Willemse.

This proposed wage scale would result in a total increase to our Fiscal responsibility for wages for our current Administrative Assistant by \$11,416.

Using budget FY2022-2023 numbers, we had \$147,329.03 that was unutilized in Salary between Ambulance and Fire Accounts in Wages and Overtime. There have not been any drastic changes in our budget between that time and now. Our budget will be able to support the increase in cost.

## **ATTACHMENTS**

Attachment 1 – Wage Scale

# Administrative Assistant Wage Scale

RUNNING SPRINGS WATER DISTRICT  
 FIRE DEPARTMENT  
 2024-2025 HOURLY WAGE SCALE  
 NON-EXEMPT POSITION

Classification		A	B	C	D	E	F	G
Administrative Assistant	Hourly	\$36.25	\$38.06	\$39.97	\$41.96	\$44.06	\$46.27	\$48.58
(40 Hour Work Week)	Monthly	\$6,283	\$6,597	\$6,927	\$7,273	\$7,637	\$8,019	\$8,420
	Annual	\$75,400	\$79,170	\$83,129	\$87,285	\$91,649	\$96,232	\$101,043

**CURRENT APPROVED FYE 2025 WAGE SCALE INCLUDING 4% COLA**

ADMINISTRATIVE ASSISTANT	Hourly	\$34.15	\$35.03	\$35.90	\$36.78	\$37.70	\$38.65	\$39.62	\$40.60	\$41.62	\$42.66	\$43.72	\$44.81
(40-hr Work Week)	Monthly	\$5,919	\$6,072	\$6,223	\$6,375	\$6,535	\$6,699	\$6,867	\$7,037	\$7,214	\$7,394	\$7,578	\$7,767
	Annual	\$71,032	\$72,862	\$74,672	\$76,502	\$78,416	\$80,392	\$82,410	\$84,448	\$86,570	\$88,733	\$90,938	\$93,205