

3. Election of Officers and Appointment of Standing Committees – Pursuant to Section 2.5 of the Running Springs Water District’s Resolution No. 14-17, Board Policy Manual, the Board shall convene and shall elect one of its members as President and one of its members as Vice-President, and Appoint Members to the Finance and Personnel Committees with each to serve a two-year term. This is being done at this time due the resignation of Tony Grabow on June 23, 2021.
(Presenter: Ryan Gross, General Manager)

4. 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are expected to be routine and non-controversial and will be acted on at one time without discussion unless an item is withdrawn by a Board Member for questions or discussion.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 9**
 - C. Receive and File the Fiscal Year Ending 2021 Annual Board and Employee Expense Report **Page 18**

5. Action Items – The following action items will be considered individually and each **require a motion** by the Board of Directors for action.
 - A. Consider Adopting Resolution No. 08-21, finding that certain properties located in the District constitute a public nuisance and ordering notification to property owners and setting a public hearing **Page 20**
 - B. Consider Authorizing Expenditure for Incode 10 Server Replacement **Page 24**
(Presenter: Ryan Gross, General Manager)
 - C. Consider Authorizing Staff to Issue Requests for Proposals for Contract Fire and Emergency Medical Services **Page 29**
(Presenter: Mike Vasquez, Fire Chief)
 - D. Consider Authorizing General Manager to Execute Fire Station 51 Use Permit for the 2021 Statewide Governor Recall Election **Page 38**
(Presenter: Ryan Gross, General Manager)

6. General Manager’s Report
7. Board Member Comments / Meetings
8. Meeting Adjournment

Upcoming Meetings: Regular Board Meeting, August 18, 2021 at 9:00 am

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: July 21, 2021
TO: Board of Directors
FROM: Ryan Gross, General Manager
SUBJECT: CONSIDER APPROVING MEETING MINUTES

RECOMMENDATION

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

REASON FOR RECOMMENDATION

Approval of meeting minutes.

BACKGROUND INFORMATION

The attached draft meeting minutes are from the Regular Board Meeting held on June 16, 2021.

ATTACHMENTS

Attachment 1 – Draft Meeting Minutes

MINUTES – June 16, 2021
PAGE 1 OF 5

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
RUNNING SPRINGS WATER DISTRICT
COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA
June 16, 2021

A Regular Meeting of the Board of Directors of the Running Springs Water District was held on Wednesday, June 16, 2021 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
Errol Mackzum, Vice-President
Mike Terry, Director
Bill Conrad, Director

Also present at the District were the following:

Ryan Gross, General Manager
Trevor Miller, Operations Manager
Mike Vasquez, Fire Chief
Mike Scotti, President, Running Springs Professional Firefighters, Local 5308

The following were present through teleconference:

Mark Acciani, Director
Ward Simmons, Legal Counsel, Best, Best & Krieger

MEETING MINUTES

AGENDA ITEMS

1. Call Meeting to Order and Pledge of Allegiance

The Running Springs Water District Regular Board Meeting was called to order at 9:00 A.M. by President Tony Grabow and he led the Pledge of Allegiance.

2. Recognize and Hear from Visitors/Public Comment

No public comment.

3. Approval of Consent Items

A. Approve Meeting Minutes

B. Ratify Expenditures

- C. Consider Adoption of Resolution No. 05-21, Establishing Appropriations Limits for Fiscal Year Ending 2022
- D. Consider Approving Ambulance Billing Write Offs
- E. Consider Adopting Resolution No. 07-21, Identifying the Terms and Conditions for the Fire Department Response Away from their Official Duty Station and Assigned to an Emergency Incident
- F. Consider Authorizing Fire Chief to Execute Cooperative Fire Protection Agreement Between the Running Springs Fire Department and the United States Forest Service San Bernardino National Forest
- G. Consider Declaring Certain Equipment as Surplus and Authorize Staff to Dispose of Property

Upon **motion** by Vice-President Mackzum, **second** by Director Terry and **carried by a 5 to 0 roll call vote**, the Consent Items were approved.

4. Action Items

The following action items will be considered individually, and each **require a motion** by the Board of Directors for action.

- A. Consider Approving Resolution 06-21, Adopting the Fiscal Year Ending 2022 and 2023 District Budget

General Manager Gross introduced the budget and explained there were no significant changes since the last review. The property/liability insurance premiums were adjusted based on the recently received amounts. The estimated GEMT revenue was also adjusted down based on the status of that program. Vice President Mackzum requested clarification on the revised allocation of Fire Department and Ambulance Enterprise expenses.

Upon **motion** by Vice-President Mackzum, **second** by Director Conrad and **carried by a 5 to 0 roll call vote**, Resolution 06-21, Adopting the Fiscal Year Ending 2022 and 2023 District Budget including an additional lump sum payment to CalPERS UAL Miscellaneous Plan in the amount of \$100,000, was approved.

- B. Public Hearing and Consideration of Adopting Ordinance No. 56 Establishing Fees for Ambulance Services and Other Miscellaneous Fees

1. The Public Hearing was opened at 9:32am;
2. Staff Presentation was made;
3. There was no Written Public Comment;
4. There was no Oral Public Comment;

5. Board Discussion/Comments;
6. The Public Hearing was closed at 9:53am;
7. Consider Adoption of Ordinance No. 56.

Discussion ensued related to including the Commercial customer inspection fees and whether or not they should be included.

Upon **motion** by Director Conrad, **second** by Director Acciani, Ordinance No. 56 Establishing Fees for Ambulance Services and Other Miscellaneous Fees was **not carried by the following roll call vote:**

Ayes: Acciani, Conrad

Noes: Terry, Mackzum, Grabow

Abstentions:

Absent:

Additional discussion on the short-term rental and commercial inspection fees continued and the Board directed the Fire Chief to meet with the Chamber of Commerce to explain the commercial inspection fees and the purpose and reasoning behind them.

Upon **motion** by Vice-President Mackzum, **second** by President Grabow, Ordinance No. 56 Establishing Fees for Ambulance Services and Other Miscellaneous Fees **Not Including Commercial Inspection Fees** was **carried by the following roll call vote:**

Ayes: Acciani, Conrad, Mackzum, Grabow

Noes: Terry

Abstentions:

Absent:

C. Consider Authorizing Staff to Reimburse the Department of Health Care Services (DHCS) for Overpayment of Ground Emergency Medical Transportation (GEMT) Medi-Cal Reimbursement Costs

Upon **motion** by Vice-President Mackzum, **second** by Director Terry and **carried by a 5 to 0 roll call vote**, Staff was authorized to reimburse the DHCS for overpayment of GEMT costs for fiscal year ending 2017 in the amount of \$21,211.13, was approved.

D. Consider Authorizing Price Escalation Expenditure for MBR 2 Improvements

Operations Manager Miller explained there has been an increase in cost of the stainless steel for the MBR 2 project and referred the Board to the letter in the staff report.

Upon **motion** by Director Conrad, **second** by Director Terry and **carried by a 5 to 0 roll call vote**, the additional expenditure for the MBR 2 improvement project in the amount of \$24,000, was approved.

E. Consider Authorizing Expenditure for Wastewater Treatment Plant Software

Operations Manager Miller explained the need for the Supervisory Control and Data Acquisition (SCADA) system software upgrade at the wastewater treatment plant as detailed in the staff report.

Upon **motion** by Director Conrad, **second** by Vice-President Mackzum and **carried by a 5 to 0 roll call vote**, the purchase of new SCADA application software in the amount of \$5,361.38, was approved.

F. Consider Authorizing Expenditure for Wastewater Treatment Plant Supplemental Labor to Assist with Membrane Bioreactor Improvements

Operations Manager Miller explained the need for supplemental labor to assist with the MBR 2 improvements project as detailed in the staff report.

Upon **motion** by Director Terry, **second** by Director Acciani and **carried by a 5 to 0 roll call vote**, was approved.

5. Information Items

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

A. Financing Alternatives for Type 1 Fire Engine

The Board and staff discussed various alternatives for financing Fire Department apparatus.

B. Status Update on Contract Fire Service

The Board and staff discussed the status of the draft Request for Proposals (RFP) and that San Bernardino County Fire may be willing to submit a proposal in addition to CalFire. Staff will bring back the draft RFP for the Board to consider at the July Board meeting.

6. General Manager's Report

General Manager Gross informed the Board of Directors that President Grabow and himself attended the CSA 79 annual meeting on June 2nd where the main topic was discussion of the potential annexation. Supervisor Rutherford's office is surveying the Green Valley Lake Community to see whether or not they are interested.

General Manager Gross informed the Board of Directors that the auditors will be onsite July 12th and 13th to conduct their preliminary field work.

7. Report from Legal Counsel

Ward Simmons, Legal Counsel, Best, Best & Krieger provided an update on voter initiative cases and the status of the State Water Project allocation of 5%. CLAWA will be able to meet its anticipated demand.

8. Board Member Comments/Meetings

The Board suggested notifying Arrowbear and CSA 79 about the Tesla battery backup project at the wastewater treatment plant and how it is a no cost project that will save on electricity cost.

9. Meeting Adjourned

Upon **motion** by Director Conrad, **second** by Director Terry and **carried by a 5 to 0 roll call vote**, the meeting was adjourned at 11:46 A.M.

Respectfully Submitted,

President, Board of Directors
Running Springs Water District

Secretary of the Board of Directors
Running Springs Water District

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: July 21, 2021
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 June 2021 expenditures.

A copy of the District's Cash Reserve Fund Summary as of June 30, 2021, 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.

FISCAL INFORMATION

Refer to attachments.

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

June 2021

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Action Auto Repair Inc	No Power on BC Truck	06/25/21	99.00	106115	566.79
	MA50a brakes	06/25/21	467.79	106115	
	Radiator Cap	06/29/21	24.22	106141	24.22
Advanced Diving Services Inc.	Potable water storage tank inspections	06/03/21	2,696.00	106029	2,696.00
AHA Training Center	CPR Cards	06/09/21	40.00	106053	40.00
American Family Life Assurance Company of Colun	Addition Insurance Premiums June 2021	06/30/21	143.26	DFT0001522	143.26
Amie Crowder	Reimbursement Claim	06/15/21	66.89	106076	1,606.89
	Reimbursement Claim	06/15/21	1,540.00	106076	
Aramark	Cleaning Supplies	06/03/21	335.60	106030	335.60
Arrowbear Park County Water District	Purchased Water June 2021	06/29/21	6,408.29	106142	6,408.29
Bacon/Wagner Excavating, Inc.	Hauling Bio to One Stop	06/18/21	800.00	106105	2,180.00
	Hauling Bio to Lost Hills	06/18/21	1,380.00	106105	
Best, Best & Krieger LLP	Legal Services May 2021	06/09/21	936.57	106054	936.57
Blue Shield	Ambulance Refund	06/03/21	439.64	106031	439.64
Brandon Hannay	Uniform Reimbursement for B. Hannay	06/29/21	242.41	106143	242.41
BURR Group Inc.	Trash Service May 2021- Station 50	06/09/21	73.25	106055	609.36
	Trash Service May 2021 Dist Office/Station 51	06/09/21	192.43	106055	
	Trash Service May 2021-Treatment	06/09/21	343.68	106055	
	Trash Service June 2021 Station 50	06/29/21	73.25	106144	609.36
	Trash Service June 2021 Office/Station 51	06/29/21	192.43	106144	
	Trash Service June 2021 Treatment Plant	06/29/21	343.68	106144	
California Computer Options Inc	Network Maintenance & Monitoring June 2021	06/03/21	3,023.25	106032	3,023.25
	VPN Connections for Lift Stations	06/15/21	8,060.61	106077	11,508.32
	Install Sonic Wall and VPN Connections	06/15/21	3,447.71	106077	
	Telephone Charges June 2021	06/25/21	637.65	106116	637.65
California Water Environment Association	Coll System Maint Grd 2/Mech Tech Grd 2 renewa	06/18/21	192.00	106106	192.00
	Collection System Maint Test for A. Perez	06/29/21	180.00	106145	360.00
	Mech Tech Test for A. Perez	06/29/21	180.00	106145	
CalPERS	Health Insurance Premiums June 2021	06/02/21	17,946.57	DFT0001508	17,946.57
	Employer Contribu Class/Pepra safe/misc 5/31/21	06/03/21	23,492.78	DFT0001509	23,492.78
	Employer Contribu Class/Pepra Safe/Misc PPE 6/14	06/22/21	23,492.78	DFT0001515	23,492.78
	Employer Contribut Class/Pepra Safety/Misc 6/28/	06/30/21	19,934.36	DFT0001521	19,934.36
Canon	Service Charges and Usage June 2021	06/25/21	694.94	106117	694.94
Charter Communitcations	Internet Collections June-July 2021	06/25/21	82.97	106118	310.76
	Internet Dist Office/Sta 51 June 2021	06/25/21	227.79	106118	
	Internet June-July 2021 Station 50	06/29/21	122.97	106146	122.97
Citibank, N.A.	Office Supplies May -June 2021	06/25/21	182.28	106119	336.87
	Staples- Office Supplies	06/25/21	154.59	106119	
Clinical Laboratory of San Bernardino	Water Samples May 2021	06/25/21	1,167.00	106120	1,929.00
	Wastewater Samples May 2021	06/25/21	762.00	106120	
Clockwork Extrication	iPad purchase for EPCR	06/25/21	900.00	106121	900.00
Cole-Parmer	Replacement Turbidimeter	06/18/21	1,586.03	106107	1,914.08
	Filterability paper	06/18/21	328.05	106107	
ConFire JPA	Radio/Pager Pass Fees April -June 2021	06/03/21	4,938.72	106033	4,938.72
County of San Bernardino	Lien Release	06/03/21	20.00	106034	20.00

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
County of San Bernardino	Lien Release x2	06/09/21	40.00	106056	40.00
	Lien Release	06/15/21	20.00	106078	20.00
	Lien Release x4	06/15/21	80.00	106079	80.00
	Dump Fees	06/18/21	193.39	106108	193.39
	Lien Releases X 2	06/25/21	40.00	106122	40.00
Crestline-Lake Arrowhead Water Agency	Purchased Water May 2021	06/03/21	21,047.84	106035	21,047.84
Cypress Ancillary Benefits	Dental Insurance Premiums July 2021	06/25/21	1,006.23	106123	1,006.23
Desert Environmental Services Inc	Waste liquids disposal	06/15/21	317.00	106080	317.00
Dixi Willemse	Reimbursement Claim	06/03/21	24.46	106036	24.46
	Reimbursement Claim	06/15/21	44.29	106081	44.29
	Reimbursement Claim	06/18/21	1,120.63	106109	1,120.63
	Reimbursement Claim	06/25/21	398.42	106124	398.42
Don's Auto Inc	AC Compressor repairs to 03 Toyota	06/03/21	1,126.45	106037	1,126.45
ESO Solutions Inc	ESO - Firehouse Support	06/09/21	716.11	106057	716.11
ESRI	ArcGis Online Creator May 21-May 22	06/09/21	1,000.00	106058	1,000.00
Federal Express Corporation	Shipping Charges	06/09/21	132.03	106059	132.03
	Shipping Charges	06/15/21	34.36	106082	34.36
Fire Fighters Association	Association Dues June 2021	06/18/21	640.00	106110	640.00
	Reimbursement for 1/2 TV Purchase for training	06/25/21	900.00	106125	900.00
Frontier Communications	Telephone charges LS's,Booster9, Plant June 21	06/09/21	894.10	106060	894.10
	SCADA line June-July 2021	06/25/21	107.49	106126	107.49
Grant Burkitt	Keys cut	06/09/21	102.60	106061	102.60
Haaker Equipment Company	Vactor Rental	06/15/21	9,697.50	106083	11,305.63
	Jetter Rental	06/15/21	1,608.13	106083	
HD Supply Facilities Maintenance LTD	PlantPro Fragrance	06/03/21	226.20	106038	226.20
Hi-Desert Publishing-Mountain News	Employment Opportunity Notice	06/09/21	190.00	106062	190.00
INFOSEND	Statement processing May 2021	06/15/21	2,033.78	106084	2,033.78
Inland Desert Security & Communications	Answering Service June 2021	06/25/21	125.00	106127	125.00
Inland Water Works Supply Company	Misc Supplies and parts for Air line Replacement	06/15/21	24,098.42	106085	25,304.10
	2" Pipe for Air line Replacement	06/15/21	1,205.68	106085	
	2" Romac Flex CPLG	06/18/21	135.77	106111	135.77
	Miscellaneous Parts and Supplies	06/25/21	701.02	106128	810.87
	1" Flo Easy Screen Female	06/25/21	18.59	106128	
	Flex Cplg	06/25/21	91.26	106128	
Innovative Design & Sheet Metal Products	3602 Radio Install	06/03/21	634.19	106039	634.19
Jeff Kawell	Remove Pipe from Tank	06/09/21	300.00	106063	300.00
Leslie's Poolmart, Inc	Chlorine Drums	06/25/21	479.96	106129	479.96
Life-Assist, Inc	Ambulance Supplies	06/03/21	661.62	106040	1,404.53
	Ambulance Supplies	06/03/21	205.16	106040	
	Ambulance Supplies	06/03/21	211.90	106040	
	Ambulance Supplies	06/03/21	325.85	106040	
	Ambulance Supplies	06/15/21	53.27	106086	306.48
	Ambulance Supplies	06/15/21	253.21	106086	
	Ambulance Supplies	06/25/21	501.12	106130	599.89
	Ambulance Supplies	06/25/21	98.77	106130	
Linda Mayfield	Reimbursement Claim	06/15/21	434.00	106087	434.00
MCI	Long Distance Final Bill	06/09/21	2.69	106064	2.69
McMaster-Carr Supply Company	UL Class RK5 Fuse	06/03/21	60.60	106041	479.59
	Treatment plant maintenance	06/03/21	74.65	106041	
	Tubular Light bulbs for admin office	06/03/21	126.45	106041	

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
McMaster-Carr Supply Company	Light Bulbs for the District Office	06/03/21	48.22	106041	479.59
	Air Hose w/ fitting	06/03/21	169.67	106041	
	Treatment plant maintenance	06/09/21	74.65	106065	759.60
	Treatment plant maintenance	06/09/21	338.77	106065	
	Treatment plant maintenance	06/09/21	270.96	106065	
	Treatment plant maintenance	06/09/21	75.22	106065	
	Treatment plant maintenance	06/15/21	112.52	106088	529.55
	Treatment plant maintenance	06/15/21	112.56	106088	
	Treatment plant maintenance	06/15/21	304.47	106088	
	Treatment plant maintenance	06/25/21	37.23	106131	37.23
	Treatment plant maintenance	06/29/21	125.32	106147	125.32
Mike Scotti	Reimbursement Claim	06/03/21	1,280.27	106042	1,280.27
Nationwide	Employee Contributions PPE 5/31/21	06/04/21	1,925.00	DFT0001506	1,925.00
	Employee Contributions PPE 6/14/21	06/18/21	2,025.00	DFT0001514	2,025.00
NBS Government Finance Group	Quarterly Admin July 2021 to Sept 2021	06/25/21	1,558.51	106132	1,558.51
Nestle Waters North America	Drinking Water for Treat Plant	06/25/21	127.52	106133	127.52
Nick Nikas	Reimbursement Claim	06/03/21	164.50	106043	164.50
	Reimbursement Claim	06/29/21	90.07	106148	90.07
Nuckles Oil Company, Inc	Gasoline and Diesel Purchase	06/29/21	7,026.92	106149	7,026.92
One Stop Landscape Supply	Biosolids Disposal	06/09/21	1,195.20	106066	1,195.20
Patrick R. Morin	Garage door motors at Station 50	06/03/21	3,245.00	106044	3,245.00
Polydyne Inc.	Clarifloc Drums	06/15/21	2,107.75	106089	2,107.75
Principal Life Insurance Company	Vision Insurance Premiums July 2021	06/25/21	147.47	106134	147.47
Quadient Leasing USA, Inc.	Postage for Postage Meter	06/25/21	1,500.00	106135	1,885.58
	Postage Machine Lease July-Oct 2021	06/25/21	385.58	106135	
Reliance Standard Life Insurance Company	Life Insurance Premiums July 2021	06/25/21	1,033.22	106136	1,033.22
Rocio Silva	Janitorial Services May 2021	06/15/21	485.00	106090	485.00
Roger E. Fox, M.D.	DOT Exams x2	06/15/21	100.00	106091	100.00
Rogers Anderson Malody & Scott LLP	Consulting Fees May 2021	06/18/21	1,089.00	106112	1,089.00
Running Springs Professional Firefighters	June 2021 Union Dues	06/18/21	600.00	106113	600.00
Ryan Gross	Reimbursement Claim	06/15/21	116.91	106092	116.91
	Reimbursement Claim	06/29/21	4,721.39	106150	4,721.39
Ryan Herco Flow Solutions	PVC parts MBR 2 upgrade	06/15/21	11,078.37	106093	11,078.37
San Bernardino County	Voting Member-Strebel Renewal	06/15/21	60.00	106095	60.00
San Bernardino County	Annual Permit Station 51	06/25/21	127.20	106137	281.60
	Annual Permit Station 50	06/25/21	154.40	106137	
South Coast Air Quality Management District	Elec Gen Diesel Main Off	06/25/21	570.26	106138	712.85
	Flat Fee last FY Emissions Main Off	06/25/21	142.59	106138	
Southern California Edison Company	Electricity May 2021	06/03/21	604.73	106045	9,319.16
	Electricity May 2021	06/03/21	650.85	106045	
	Electricity May 2021	06/03/21	606.34	106045	
	Electricity May 2021	06/03/21	498.03	106045	
	Electricity May 2021	06/03/21	226.86	106045	
	Electricity May 2021	06/03/21	40.75	106045	
	Electricity May 2021	06/03/21	229.66	106045	
	Electricity May 2021	06/03/21	38.20	106045	
	Electricity May 2021	06/03/21	513.47	106045	
	Electricity May 2021	06/03/21	164.37	106045	
	Electricity May 2021	06/03/21	320.27	106045	
	Electricity May 2021	06/03/21	15.97	106045	

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Southern California Edison Company	Electricity May 2021	06/03/21	265.41	106045	9,319.16
	Electricity May 2021	06/03/21	130.99	106045	
	Electricity May 2021	06/03/21	1,183.50	106045	
	Electricity May 2021	06/03/21	1,604.69	106045	
	Electricity May 2021	06/03/21	151.74	106045	
	Electricity May 2021	06/03/21	109.40	106045	
	Electricity May 2021	06/03/21	413.06	106045	
	Electricity May 2021	06/03/21	486.32	106045	
	Electricity May 2021	06/03/21	90.55	106045	
	Electricity May 2021	06/03/21	344.38	106045	
	Electricity May 2021	06/03/21	404.01	106045	
	Electricity May 2021	06/03/21	71.82	106045	
	Electricity May 2021	06/03/21	124.59	106045	
	Electricity May 2021	06/03/21	29.20	106045	
	Electricity May 2021	06/09/21	37.31	106067	205.72
	Electricity May 2021	06/09/21	154.75	106067	
	Electricity May 2021	06/09/21	13.66	106067	
	Electricity June 2021	06/29/21	716.50	106151	10,037.28
	Electricity June 2021	06/29/21	675.49	106151	
	Electricity June 2021	06/29/21	779.04	106151	
	Electricity June 2021	06/29/21	404.23	106151	
	Electricity June 2021	06/29/21	19.14	106151	
	Electricity June 2021	06/29/21	566.96	106151	
	Electricity June 2021	06/29/21	270.82	106151	
	Electricity June 2021	06/29/21	406.34	106151	
	Electricity June 2021	06/29/21	383.41	106151	
	Electricity June 2021	06/29/21	17.40	106151	
	Electricity June 2021	06/29/21	168.78	106151	
	Electricity June 2021	06/29/21	2,041.21	106151	
	Electricity June 2021	06/29/21	288.19	106151	
	Electricity June 2021	06/29/21	143.84	106151	
	Electricity June 2021	06/29/21	689.91	106151	
	Electricity June 2021	06/29/21	2,301.41	106151	
	Electricity June 2021	06/29/21	164.61	106151	
Southern California Emergency Medicine	3 New Hire Physical/Screens	06/03/21	240.00	106047	240.00
Southern California Gas Company	Gas Usage May 2021	06/09/21	100.70	106068	152.12
	Gas Usage May 2021	06/09/21	51.42	106068	
	Gas Usage May 2021 Dist Office	06/15/21	69.10	106096	192.64
	Gas Usage May 2021 -Station 51	06/15/21	107.28	106096	
	Gas Usage May 2021 - Lift Station 6	06/15/21	16.26	106096	
Superior Automotive Warehouse	Miscellaneous Auto Parts and Supplies	06/09/21	353.68	106069	252.47
	Miscellaneous Auto Parts and Supplies	06/09/21	-101.21	106069	
Terminix International Company LP	Pest Control- Treatment Plant	06/09/21	64.00	106070	64.00
	Pest Control Collections	06/15/21	79.00	106097	79.00
The Standard Insurance Company	Disability Insurance Premiums July 2021	06/25/21	232.00	106139	232.00
Tina M. Taylor	Gym Membership for Tom Shoopman	06/15/21	250.00	106098	250.00
Trench Shoring Company	Class For Clemmer	06/15/21	225.00	106099	225.00
Trevor Miller	Reimbursement Claim	06/03/21	44.05	106048	44.05
Uline	Station Supplies	06/15/21	139.93	106100	139.93
Underground Service Alert of Southern California	New tickets and Maintenance fee June 2021	06/03/21	112.30	106049	112.30

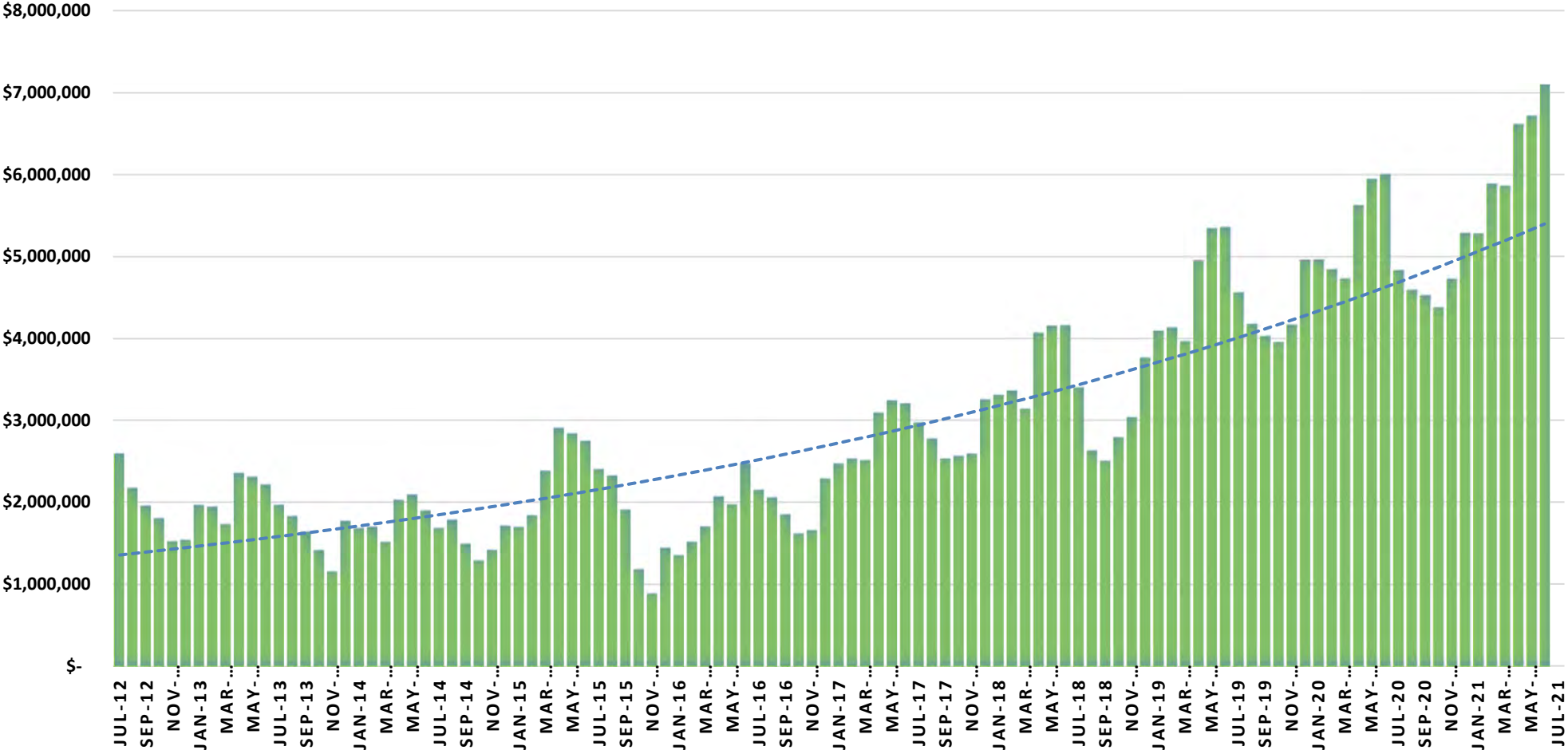
Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Valic	Employee Contributions PPE 5/31/21	06/02/21	2,366.34	DFT0001507	2,366.34
	Employee Contributions PPE 6/14/21	06/15/21	2,476.13	DFT0001513	2,476.13
	Employee Contributions PPE 6/28/21	06/29/21	2,478.72	DFT0001519	2,478.72
Verizon Wireless Services LLC	Cell phone May 2021	06/09/21	290.73	106071	290.73
Visa	Crowder- Office Supplies	06/09/21	66.09	106072	6,974.02
	Rebuild Boring Tool	06/09/21	981.61	106072	
	Ellsberry - Straight Blade Electrical Connector	06/09/21	27.57	106072	
	Gross -Cell Phone and Zoom Subscription	06/09/21	34.49	106072	
	Miller-Miscellaneous Parts and supplies	06/09/21	3,631.52	106072	
	Strebel- Miscellaneous Auto Parts and Supplies	06/09/21	88.95	106072	
	Safety equipment - Boots Strebel	06/09/21	282.80	106072	
	Vasquez- CPR Cards and Adobe Subscription	06/09/21	110.99	106072	
	ESRI renewal	06/09/21	1,750.00	106072	
	Vyanet Operating Group	Security & monitoring Collections July-sept 21	06/15/21	164.85	106101
W.W. Grainger, Inc	solenoid valve for enchanted	06/03/21	125.43	106050	125.43
	Time Delay Relay and Relay Socket	06/15/21	170.63	106102	170.63
Whitney Mesna	Reimbursement Claim	06/09/21	255.00	106074	255.00
York Risk Services Group, Inc	Workers Comp Admin Fee May 2021	06/03/21	112.00	106051	112.00
Zachary Granzow	Reimbursement Claim	06/25/21	295.00	106140	295.00
Zoll Medical Corporation GPO	Ambulance Supplies	06/09/21	134.69	106075	134.69
	Ambulance Supplies	06/15/21	137.03	106103	137.03

Totals

Payment Type	Payable Count	Payment Count	Payment
Regular Checks	206	117	189,105.65
Manual Checks	0	0	0.00
Voided Checks	0	4	0.00
Bank Drafts	10	10	96,280.94
EFT's	0	0	0.00
Totals	216	131	285,386.59

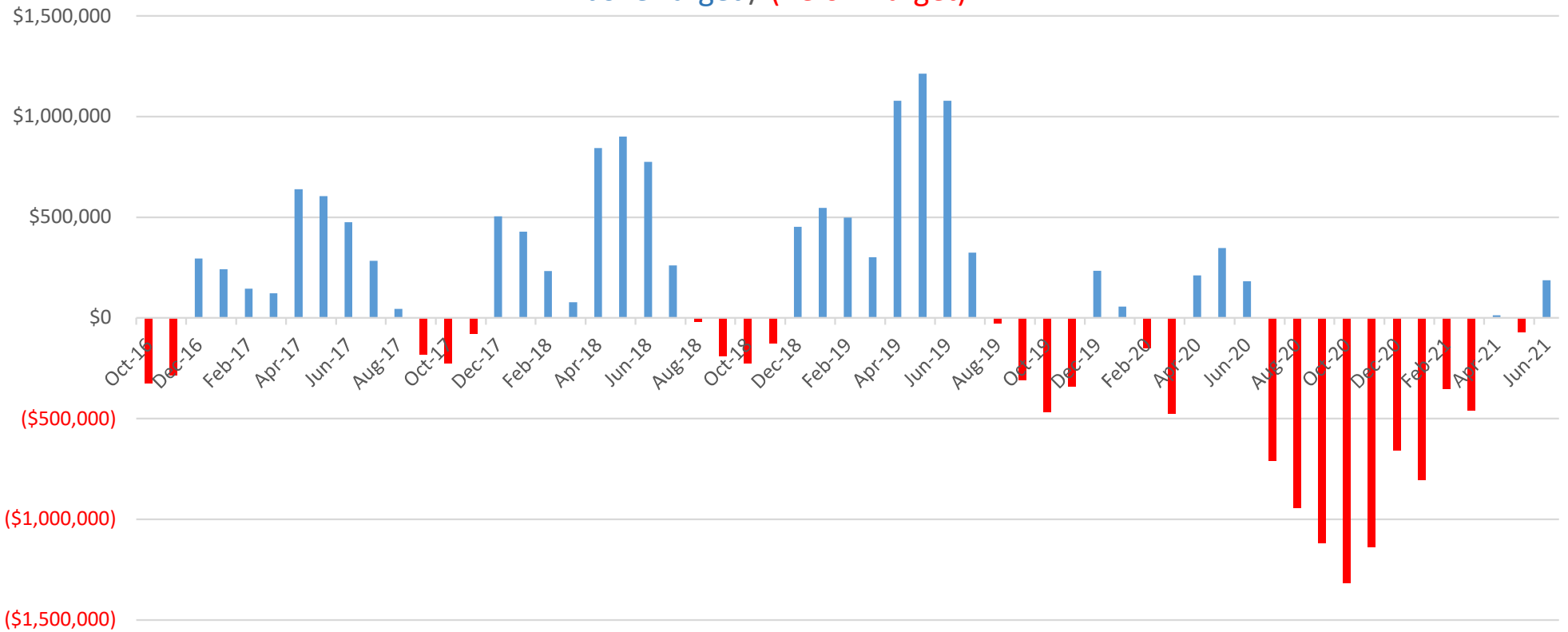
Fund Balances as of June 30, 2021	
Fire & Ambulance Department	
Fire Department Operating Reserve	1,413,129
Ambulance Department Operating Reserve	237,624
Subtotal Fire & Ambulance Department Operating Reserve Funds	1,650,753
Recommended Operating Reserve Fund Target (6 Months Operating Expenses)	1,463,305
Fire & Ambulance Department Operating Reserve, Above Target / (Below Target)	187,448
Wastewater Division	
Wastewater Capital Improvement Project Reserve	1,339,768
Wastewater System Connection & Capacity Charges	309,100
CWSRF Loan Agreement 14-813 Debt Reserve (Restricted for SLS 1-3 Debt Service)	171,537
Wastewater Operating Reserve Fund	559,340
Recommended Operating Reserve Fund Target (4 Months Operating Expenses)	559,340
Wastewater Operating Reserve, Above Target / (Below Target)	-
Water Division	
Water Capital Improvement Project Reserve	2,023,046
Water System Connection & Capacity Charges	119,964
Water Infrastructure R&R Reserve (MFC & AMR SRF Debt Reserve)	89,334
Water Operating Reserve	527,365
Recommended Operating Reserve Fund Target (4 Months Operating Expenses)	527,365
Water Operating Reserve, Above Target / (Below Target)	-
Assessment Districts Restricted Funds	
Water Assessment District No. 9 Construction Funds	6,759
Water Assessment District No. 10 Construction Funds	26,421
Water Assessment District No. 10 O&M	162,397
Water Assessment District No. 10 Bond Reserve Fund	116,474
Subtotal Assessment Districts	312,050
Total District Designated & Operating Reserve Funds	6,790,207
Assessment District Funds	312,050
Combined Pooled Cash	7,102,257
Checking Account (General)	606,974
LAIF	6,363,193
York Insurance Deposit	14,617
BNY Mellon (AD #10 Bond Reserve)	116,474
Petty Cash	1,000
Combined Pooled Cash	7,102,257
	-

COMBINED POOLED CASH BALANCE



Fire Department Operating Reserve Policy Target is 6 Months of Budgeted Operating Expenses or \$1,463,305

Above Target / (Below Target)



RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: July 21, 2021
TO: Board of Directors
FROM: Ryan Gross, General Manager
SUBJECT: CONSIDER RECEIVING AND FILING THE FISCAL YEAR
ENDING 2021 ANNUAL BOARD AND EMPLOYEE EXPENSE
REPORT

RECOMMENDATION

Receive and file the Fiscal Year Ending 2021 Annual Board and Employee Expense Report.

REASON FOR RECOMMENDATION

Per Government Code Section 53065.5, the District is legally required to annually disclose any reimbursements paid in the preceding fiscal year that are at least one hundred dollars for each individual charge for services or product received.

BACKGROUND INFORMATION

Per Government Code Section 53065.5 each special district, as defined by subdivision (a) of Section 56036, shall, at least annually, disclose any reimbursement paid by the district within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received. "Individual charge" includes, but is not limited to, one meal, lodging for one day, transportation or a registration fee paid to any employee or member of the governing body of the district. The disclosure requirement shall be fulfilled by including the reimbursement information in a document published or printed at least annually by a date determined by that district and shall be made available for public inspection.

ATTACHMENTS

Attachment 1 - Fiscal Year Ending 2021 Annual Board and Employee Expense Report

Running Springs Water District							
Employee Expenses Reimbursed by the District							
Expenses Incurred on Behalf of the District							
Fiscal Year Ending 2021							
Employee	Date	Description	Employee Development	Misc.	Mileage	Uniform	Total
Benson, Scott	7/24/2020	EMS Cert Reimbursement	345.00				345.00
Bryer, Stuart	10/12/2020	EMT Cert Reimburse	107.00				107.00
Citro, Tyler	11/2/2020	DO1A Class	238.00				238.00
Citro, Tyler	11/13/2020	DO1B Class	220.50				220.50
DeVault, Frank	11/13/2020	DO1B Reimbursement	238.00				238.00
Gayk, Ray	11/18/2020	DO1B Reimbursement	238.00				238.00
Hannay, Brandon	11/18/2020	WWTreat 1 Class	151.00				151.00
Hannay, Brandon	6/29/2021	Uniform Reimbursement				242.41	242.41
Hill, Jeff	11/2/2020	DO1A Class	238.00				238.00
Hill, Jeff	3/2/2021	Ambulance Op 1B	289.00				289.00
Martinez, Andrew	3/2/2021	EMT Cert Reimbursement	120.00				120.00
McAlonan, Karissa	3/21/2021	Ambulance OP 1B	289.00				289.00
Mesna, Whitney	11/13/2020	Mileage Reimburse			250.13		250.13
Perez, Adrian	1/28/2021	Uniform Reimbursement				350.00	350.00
Perez, Adrian	2/2/2021	Cold Weath Gear Reimb		484.84			484.84
Snow, Cody	11/4/2020	DO1B Class	238.00				238.00
Snow, Cody	2/19/2021	Company Office Class Reimb	900.00				900.00
Snow, Cody	5/19/2021	EMT reimbursement	295.00				295.00
Total			\$3,906.50	\$484.84	\$250.13	\$592.41	\$5,233.88

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: July 21, 2021

TO: Board of Directors

FROM: Mike Vasquez, Fire Chief
Ryan Gross, General Manager

SUBJECT: CONSIDER ADOPTION OF RESOLUTION 08-21, FINDING THAT CERTAIN PROPERTIES LOCATED IN THE DISTRICT CONSTITUTE A PUBLIC NUISANCE AND ORDERING NOTIFICATION TO PROPERTY OWNERS AND SETTING A PUBLIC HEARING

RECOMMENDED BOARD ACTION

Consider adoption of Resolution No. 08-21, finding that certain properties located in the District constitute a public nuisance and ordering notification to property owners and setting a public hearing.

REASON FOR RECOMMENDATION

This is the next step for the current year in the Running Springs Fire Department's annual hazard abatement program.

BACKGROUND INFORMATION

On June 20, 2012 the Running Springs Water District (District) Board of Directors adopted Ordinance No. 38, amending Ordinance No. 37 and establishing procedures and fees for providing notice to abate weeds and fire hazard waste upon real property. Ordinance No. 36 was adopted on March 16, 2011, adopting procedures for abatement of hazardous weed and/or waste.

Running Springs Fire Department staff has inspected the properties listed in Exhibit A of Resolution 08-21 and found that those properties at the time of inspection materially hamper or interfere with the prevention or suppression of fire upon the property or adjacent properties or endanger the public safety by creating a fire hazard and therefore constitute a public nuisance.

The proposed resolution would: (1) declare that the properties listed in Exhibit A constitute a public nuisance; (2) direct the Fire Chief or his authorized representative to provide notice to the owners of the properties of a public hearing to be conducted on

September 15, 2021 at 9:00am and; (3) that the Board of Directors shall hear and consider all objections or protests to the proposed removal of weeds and/or waste.

FISCAL INFORMATION

N/A

ATTACHMENTS

Attachment 1 – Resolution 08-21

RESOLUTION NO. 08-21

**RESOLUTION OF THE BOARD OF DIRECTORS OF
RUNNING SPRINGS WATER DISTRICT FINDING THAT
CERTAIN PROPERTIES LOCATED IN THE DISTRICT
CONSTITUTE A PUBLIC NUISANCE AND ORDERING
NOTIFICATION TO PROPERTY OWNERS AND SETTING A
PUBLIC HEARING**

WHEREAS, pursuant to Water Code section 31120, Running Springs Water District may exercise any of the powers, functions, and duties which are vested in, or imposed upon, a fire protection district pursuant to the Fire Protection District Law of 1987; and

WHEREAS, Running Springs Water District is authorized, pursuant to Water Code section 31120 and Health and Safety Code section 13879, to abate hazardous weeds and waste pursuant to the procedures set forth in Health and Safety Code section 14875 *et. seq.*; and

WHEREAS, pursuant to the procedures set forth in Health and Safety Code section 14875 *et. seq.* and Ordinance Nos. 36, 37 and 38, the Board of Directors of the Running Springs Water District may declare weeds growing upon streets, sidewalks, or private property a public nuisance that may be abated pursuant to the provisions therein; and

WHEREAS, the Fire Inspector of the Running Springs Water District or his or her authorized representative inspected the properties described in Exhibit "A," attached hereto and by this reference incorporated herein, and found that those properties materially hamper or interfere with the prevention or suppression of fire upon the property or adjacent properties or endanger the public safety by creating a fire hazard, and therefore constitute a public nuisance; and

WHEREAS, the Fire Inspector or his or her authorized representative has asked the Board of Directors to find and determine that said weeds and/or waste matter constitute a public nuisance and the Board desires to declare, by resolution, that said weeds constitute a public nuisance pursuant to California Health and Safety Code section 14875 *et seq.* and Ordinance Nos. 36, 37 and 38; and

WHEREAS, the Board of Directors desires to authorize the Fire Inspector or his or her authorized representative to provide notice to the owners of the properties described in Exhibit "A" of a public hearing to be conducted on September 16, 2020 at 9:00 am, pursuant to Health and Safety Code section 14890 *et seq.* and Sections 2.5 and 2.6 of Ordinance Nos. 36, 37 and 38; and

WHEREAS, at the public hearing, the Board of Directors intends to hear any or all objections or protests, if any, to the proposed removal of weeds;

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

Section 1. All of the recitals set forth above are true.

Section 2. The Board of Directors has determined and hereby declares that the properties described in Exhibit "A," attached hereto and by this reference

incorporated herein, located within the Running Springs Water District's boundaries contain weeds and/or waste that constitute a public nuisance pursuant to the provisions of Health and Safety Code section 14875 *et seq.*

Section 3. The Board of Directors directs the Fire Inspector or his authorized representative to provide notice to the owners of the properties described in Exhibit "A" of a public hearing to be conducted on September 15, 2021 at 9:00 am at which time the Board of Directors shall consider all objections or protests to the proposed removal of weeds. Notice shall be provided pursuant to the provisions of Health and Safety Code section 14890 *et seq.* and Sections 2.5 and 2.6 of Ordinance Nos. 36, 37 and 38.

Section 4. The Board of Directors further directs that at the time of the public hearing, the Board of Directors shall hear and consider all objections or protests, if any, to the proposed removal of weeds and/or waste, and may continue the hearing from time to time. Upon the conclusion of the hearing, the Board of Directors shall allow or overrule any or all objections, whereupon the Board of Directors shall acquire jurisdiction to proceed and perform the work of removing the public nuisance, and the decision of the Board of Directors shall be final, except as provided in Health and Safety Code sections 14920 and 14921.

ADOPTED this 21st day of July, 2021.

Ayes:
Noes:
Abstentions:
Absent:

President of the Board of Directors

ATTEST:

Board Secretary

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: July 21, 2021
TO: Board of Directors
FROM: Ryan Gross, General Manager
SUBJECT: CONSIDER AUTHORIZING EXPENDITURE FOR COMPUTER SERVER REPLACEMENT

RECOMMENDED BOARD ACTION

Consider authorizing expenditure for replacement of the District’s Incode 10 Computer Server and addition of a mini split a/c system for the server room.

REASON FOR RECOMMENDATION

The Incode 10 server is now over six years old and the hardware is at the end-of-life. Typical server life span is 4-5 years. There have been critical failures over the past several months that have been recoverable, but Computer Options is now recommending replacement.

BACKGROUND INFORMATION

In July 2020, the Board of Directors authorized the replacement of the Primary Domain Controller/Exchange server and consolidation of the servers, backup power supplies and switchgear into a 7-foot enclosed rack with fans. This cleaned up the server area; however, it did not do a lot for cooling. We are continuing to have heat issues so the best permanent solution is to get a mini split a/c system for the room.

FISCAL INFORMATION

This is a budgeted item. If approved, the project cost estimate for the Incode 10 Server Replacement is \$20,936.39 and the mini split a/c system for the room is \$4,500 and would be funded equally from each department’s capital reserve fund.

ATTACHMENTS

Attachment 1 - Quotes

Estimate



DESCRIPTION	PRICE	QTY	SUBTOTAL
Dell Poweredge R540 Server	\$11,641.43	1	\$11,641.43
<ul style="list-style-type: none"> • Includes Microsoft SQL Server 2019 with 15 user CALs • See server detail 			
IT Project: Server Migration			\$9,651
<ul style="list-style-type: none"> • Complete migration & replacement for (1) EOL server. <ul style="list-style-type: none"> ◦ Upgrade Incode SQL version 2014-2019 			\$8,206.75
<ul style="list-style-type: none"> • Update all IT documentation in ITGlue 			Long Term Partner Discount(-15%)
Cybersecurity Endpoint Protection	\$8	31	\$248 / month
<ul style="list-style-type: none"> • Endpoint Detection and Response • Real-time Ransomware roll-back protection • Real-time anomaly detection and forensic analysis • Intrusion Prevention (IPS) and Data Loss Prevention (DLP) • Powered by SentinelOne Control • Replaces existing Managed Endpoint Protection 			\$186 / month Discount(-\$62.00)
Sales Tax 7.75%	\$11,641.43	.0775	\$902.21
Total			\$20,936.39

\$20,936.39

PowerEdge R540 Rack Server Summary

Customize Tech Specs

Dell Price \$11,641.43

List Price ~~\$18,468.00~~
 Total Savings \$6,826.57

Add to Cart

Dell Business Credit
 As low as \$350/mo *; Apply for credit
 Get it by **Thursday, Mar 18** with Expedited Delivery
[View Delivery Dates - 92346](#)

COMPONENTS

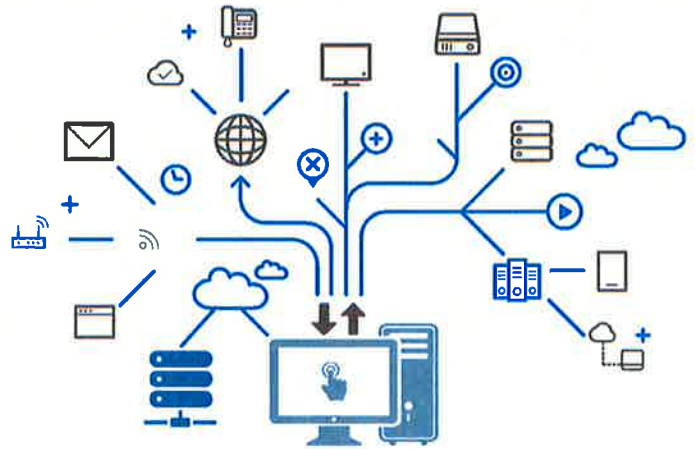
Option	Selection	SKU / Product Code	Quantity
Base	PowerEdge R540 Server	[210-ALZH]	1
Trusted Platform Module (TPM)	No Trusted Platform Module	[461-AADZ] / NTPM	1
Chassis	3.5" Chassis with up to 8 Hot Plug Hard Drives	[321-BCWW][405-AA0M] / 5106237	1
Regulatory	PowerEdge R540 FCC and BIS Marking, No CE Marking	[389-DSYE] / GAEM2QB	1
Processor	Intel Xeon Silver 4210 2.2G 10C/20T 9.6GT/s, 13.75M Cache, Turbo, HT (85W) DDR4-2400	[338-8SDH] / G60P32B	1
Additional Processor	No Additional Processor	[374-BBXX] / 1F	1
Processor Thermal Configuration	Heat Sink already included	[555-BBNG] / T1XFHRS	1
Memory DIMM Type and Speed	3200MT/s RDIMMs	[370-AEYH] / GR3CFNV	1
Memory Configuration Type	Performance Optimized	[370-AAIP] / PFOPT	1
Memory	32GB RDIMM, 3200MT/s, Dual Rank	[370-ALVN] / GQJ1WUK	2
RAID	C1, No RAID for HDDs/SSDs (Mixed Drive Types Allowed)	[780-BCD] / 5098866	1
RAID/Internal Storage Controllers	PERC H730P RAID Controller 2GB NV Cache Adapter Low Profile	[405-AADE] / 5103106	1
Hard Drive	4TB 7.2K RPM SATA 6Gbps 512n 3.5in Hot-plug Hard Drive	[400-ASIE] / 510400B	5
Boot Optimized Storage Cards	BOSS controller card + with 2 M.2 Slots 240G (RAID 1) LFF	[403-BCM] / G2MBOCL	1
Operating System	Windows Server® 2019 Standard 16CORE,F1,No Med.No CAL, Mult-L language	[634-BST E] / GPB25UI	1
OS Media Kits	Windows Server 2019 Standard 16CORE, Digitally Fulfilled Recovery Image, Mult-L language	[528-CHB] / G2FWIKY	1
Client Access Licenses	Microsoft SQL Server 2019 Standard 5 USER CALs Only OEM, No Media, NFI	[634-BUWU] / GMCHA57	2
Embedded Systems Management	iDRAC Enterprise	[385-BBKJ] / 5099556	1
Group Manager	iDRAC Group Manager, Disabled	[379-BCCV] / 5100926	1
Password	iDRAC Factory Generated Password	[379-BCSF] / 5101343	1
iDRAC Service Module	None		
PCIe Riser	2xLP1 CPU No Riser	[330-BBIU] / 5107848	1
Additional Network Cards	On-Board Broadcom 5720 Dual Port 1Gb LOM	[542-BBBP] / 0BNIC	1
iBSED and VFlash Card Reader	None		
Additional Software	None		
Internal SD Module	None		
Internal Optical Drive	DVD ROM, SATA, Internal	[429-ABCM] / 5106232	1
Fans	None		
Power Supply	Dual Hot-plug, Redundant Power Supply (1+1) 495W	[450-AGRE] / 5106406	1
Power Cords	NEMA 5-15P to C13 Wall Plug 125 Volt, 15 AMP, 10 Feet (3m) Power Cord, North America	[450-AAIV] / 125V10	2
Bezel	No Bezel	[350-BBBW][350-BBL] / 510s239	1
Quick Sync 2 (Wireless At-the-box mgmt)	No Quick Sync	[350-BBKJ] / 5105236	1
Power Management BIOS Settings	Performance BIOS Setting	[384-BBBL] / HPBIOS	1
Advanced System Configurations	UEFI BIOS Boot Mode with GPT Partition	[800-BBDH] / UEFIB	1
Rack Rails	ReadyRails™ Static Rails for 2/4 post Racks	[770-BBBE] / STATIC	1
System Documentation	No Systems Documentation, No OpenManage IPVD Kit	[631-AAOK] / NODOC	1
Enabled Virtualization	None		
Microsoft SQL Server	Microsoft SQL Server 2019 Standard OEM, includes 5 USER CALS NFI, ENGLISH	[634-BUWU] / GAV2SPE	1

SERVICES & SUPPORT

Option	Selection	SKU / Product Code	Quantity
Warranty	Basic Next Business Day 36 Months, 36 Month(s)	[709-BBFM] / G6ZBAKO	1

Information technology asset management is a set of business processes designed to manage the lifecycle and inventory of technology assets. It provides value to organizations by lowering IT costs, reducing IT risk and improving productivity through proper and predefined asset management. IT asset management (ITAM) has only existed as a formal set of business processes for about a decade, which is immature in comparison to typical business processes.

IT asset management has many goals, including maximizing the value of an organization's investment in information technology. One common approach to meeting this goal is through understanding the IT needs of the organization and then establishing standards that serve to facilitate those needs. CCO's team of techs, project managers, NOC engineers and account managers work together to keep your IT assets modernized, consolidated and returning the best value on your investment.



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Rim Forest, CA 92378

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26311 Pine Ave - License # 478242

ESTIMATE

DATE	ESTIMATE #
7/14/2021	7401

NAME / ADDRESS
Running Springs Water District PO Box 2206 Running Springs CA 92382 . 31242 Hilltop Blvd/909-403-5387

PROJECT

DESCRIPTION	QTY	COST	TOTAL
7/13/2021			
1) Mini Split: Cost \$3,980.00			
Full Payment is Due Immediately Upon Completion of Work			
Late Charge Of \$25.00 Will Be Added To Your Balance Due Every 10 Days. If You Have Any Questions, Please Call Our Office.			
For Your Convenience We Accept Visa, MasterCard Or Discover. A processing fee of 4% of the total bill will be added to the final bill.			
PLEASE SIGN AND RETURN, OR FAX (909)-337-2874 THANK YOU MICHAEL J SMITH			
		TOTAL	\$0.00

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: July 21, 2021

TO: Board of Directors

FROM: Ad-Hoc Committee for Fire Department Planning
Mike Vasquez, Fire Chief
Ryan Gross, General Manager

SUBJECT: CONSIDER AUTHORIZING STAFF TO SUBMIT A REQUEST FOR PROPOSAL TO PROVIDE FIRE PROTECTION AND EMERGENCY MEDICAL SERVICES

RECOMMENDED BOARD ACTION

Consider authorizing staff to submit a Request for Proposal (RFP) to provide fire protection and emergency medical services.

REASON FOR RECOMMENDATION

This is the recommendation of the Ad-Hoc Committee.

BACKGROUND INFORMATION

On April 21, 2021, the Board President tasked the Ad-Hoc Committee for Fire Department Planning, consisting of Directors Mike Terry and Bill Conrad, to reconvene.

This Ad-Hoc Committee met on April 27, 2021 with the General Manager, Fire Chief, Battalion Chief, President and Vice-President of the Running Springs Professional Firefighters, Local 5308.

The committee recommendation was to bring a draft RFP to the full board with the intention of obtaining a proposal to get an idea of what contract fire protection and emergency medical services would look like and what the estimated potential costs would be to the taxpayers in Running Springs. Attachment 1 contains the draft RFP.

FISCAL INFORMATION

None at this time.

ATTACHMENTS

Attachment 1 – Draft RFP



ATTACHMENT 1

RUNNING SPRINGS FIRE Water District

"SERVICE TO THE COMMUNITY"

31250 Hilltop Boulevard • P.O. Box 2206
Running Springs, CA 92382



Request for Proposal

From the

Running Springs Fire Department

Running Springs Water District

Board of Directors

For

Fire Protection and Emergency Medical Services

Issued: _____

Please Submit Proposal by email to:

Ryan Gross, General Manager

Running Springs Water District / Running Springs Fire Department

rgross@runningspringswd.com

Running Springs Water District Board of Directors Request for Proposal

The Running Springs Water District (District) Board of Directors is the governing Board of the Running Springs Fire Department and respectfully requests a proposal for a full-service fire protection and emergency medical service contract based on the District's Request for Proposal (RFP) contained in this document.

This RFP is based on the District's need to determine the feasibility of a possible personnel services contract with another qualified agency or entity.

The District's intent is to maintain our current Insurance Services Office (ISO) rating as reasonably possible in terms of staffing, station coverage, response times, resources at scene of incident, training, etc.

The purpose of this formal RFP is to obtain a detailed proposal for evaluation purposes that provides us with specific costs to be charged to the District for the various personnel service-related contract alternatives/options included in this RFP.

Basic Contract Services Criteria

Term of Contract:

The personnel services contract shall be an initial three-year contract with an option to terminate the agreement if the District determines that the personnel services contract is no longer in the best interests of the District. All subsequent personnel services contracts beyond the first three-year term shall contain the same termination provision.

District Authority, Control & Responsibility:

The District Board of Directors will maintain local discretionary decision-making, identity, and control over level of service (staffing levels, station configuration, etc.), budget, and funding for emergency fire protection, emergency medical response, and ambulance service support in the District and District's Exclusive Operating Area (EOA).

The District shall retain ownership, control, and responsibility for the maintenance and replacement of all real property assets and equipment, including fire apparatus.

The District, unless otherwise provided through the Proposer, shall retain control, and responsibility for the billing and reimbursement claims for the ambulance transport service.

Contractual Duties, Responsibilities & Obligations:

The Proposer's emergency fire protection, emergency medical response and advanced life support services will include commercial, residential, and wild land fire protection, outdoor fire safety inspections and wildland fire prevention, investigation; hazardous materials incident response; vehicle fires; emergency vehicle extrication; hazardous conditions response (flooding, downed power lines, earthquake, terrorist incident t, etc.); Paramedic ambulance transport service and rescue response; and public service assistance.

The Proposer will provide for the professional management and operational control of the fire department following the level of service and policies established by the District Board of Directors.

The Proposer will provide Fire Marshal duties, which include the enforcement of Title 19 of the California Code of Regulations and all applicable codes in the San Bernardino County pertaining to building/fire codes and building & safety inspections.

The Proposer will recruit, test, hire, train, and manage full-time personnel required to deliver this service. Labor negotiations, Worker's Compensation, personnel administration, employee benefits and payroll, and career development will be the Proposer's responsibility.

The Proposer will staff the identified fire stations with qualified personnel at levels established by the District.

The Proposer through agreed on station staffing and configuration, as well as initial, and extended emergency response deployment will meet the standards of response cover needs for the community.

The Proposer will designate the Running Springs Fire Department Station 50 or Station 51 as a must cover station. "Must cover means that anytime the staffed apparatus is to an emergency or activity that precludes a response to a second incident, the District will be covered by either:

1. Cover Engine dispatched from another station.
2. Call back of off-duty personnel, or
3. Activation of Paid Call Fire Firefighters (PCF)

The Proposer will provide training to all employees, by qualified instructors, that will meet or exceed the accepted industry standards, requirements, and specific operational needs of the District.

The District will receive a sufficient depth of coverage, as determined by the District. The Proposer will be required to comply with the District's required mutual aid coverage support during emergencies that are considered automatic or mutual aid.

During the term of the agreement, the Running Springs Fire Department seal/logo will be prominently displayed on all District-owned fire engine apparatus and may include a reference to the Proposer.

The Proposer will be responsible for the enforcement of all applicable State fire codes and code provisions in the San Bernardino County Area pertaining to outdoor fire prevention and life safety inspections, and issuance of District burn permits.

The Proposer will maintain a representative in the District's Emergency Operations Center (EOC) when the EOC is activated.

Dispatch Service:

As part of its evaluation of a possible fire services contract, the Running Springs Water District is seeking a level of service and cost-related information concerning the 9-1-1 Fire Dispatch Center.

It is our understanding that if the District were to contract for this service, that the Proposer will assume responsibility for all fire/medical emergency dispatching of emergency resource units covered by the District's agreement with Proposer.

If it is likely that contracting for dispatch services through the Proposer will involve additional contract costs involving additional dispatcher positions. To determine if this is a preferred option for the District, the District needs to know the following information:

- 1) Actual cost for each contracted dispatcher position (i.e., salary & benefits) that would be required with the District contract.
- 2) Identification of emergency response level of service improvements in utilizing the Proposer's Dispatch Center, as opposed to continuing to dispatch the Fire Departments 9-1-1 medical/fire calls through the Confire communications/ dispatch center.
- 3) Identification of any disadvantages to contract the dispatch of 9-1-1 fire/emergency calls through the Proposer' Dispatch Center.
- 4) Identify any additional cost utilizing the 800mhz radios with cooperators and for ambulance transports.

Actual Fire Service Delivery Alternatives:

The Running Springs Water District seeks to maintain, as well as to possibly improve fire protection and emergency medical response capabilities in our community. Therefore, the District is seeking information related to the following staffing level.

Desired Service Delivery Level:

In presenting staffing necessary to provide Fire services to the Community of Running Springs, the proposal should indicate the number of positions required to provide service, both in terms of full-time positions assigned to Running Springs, and part-time positions, if applicable.

The District desires professional staffing levels to be the same or equivalent to current staffing levels. The Current Staffing levels are as follows:

1. 9- Full- Time Personnel

- | | |
|-----------------------|--|
| 1- Fire Chief | 3- Paramedic Engineers |
| 1- Battalion Chief | 2- Firefighter Paramedics |
| 1- Admin Secretary | 2- Limited Term Firefighter Paramedics |
| 1- -Captain Paramedic | 11- Paid Call Firefighters |

2. The current daily staffing:

- 2-0 Engine- Captain/Engineer PM and PCF
- 2-0 Ambulance – FFPM and PCF

The Districts daily staffing consists of cross staffing equipment and utilizing the PCF Staff to supplement staffing levels.

The District requests the Proposer to present a Fire service model for the Running Springs Water District that would not exceed an annual contract amount in year one of \$2.5 million. Costs for years two and three should include any applicable cost of living increases or other inflationary increases for subsequent years of contract.

The Running Springs Water District desires the Proposer to hire as many of our current staff at their current rank, position, and benefit level as possible. It is a requirement that the Proposer hire all necessary personnel that meet the Proposer’s minimum hiring criteria to include physicals and background.

Below is a summary of revenue for the District. The property tax and special tax are a fixed revenue source, all other revenue sources are subject to change.

FYE 2022 Budget:

<u>Operating Revenue</u>	
Property Tax	\$1,850,000
Service Charge (Ambulance)	\$ 520,000
Other Reimbursements/Revenue	\$ 469,000
<u>Availability Charges (Special Tax)</u>	<u>\$ 205,000</u>
Total	\$3,044,000

Administrative and Support Services:

The Proposer must declare who will be appointed as Fire Chief for the Running Springs Water District and will represent the District in that capacity.

Working with the District's General Manager, this individual will manage the fire department in a professional and efficient manner, attend Board of Directors meetings, prepare, present, and manage the fire department budget, provide personnel management services, attend other policy meetings or events as appropriate or requested, and coordinate emergency planning with other agencies including automatic and mutual aid agreements.

Administrative and support services functions for the infrastructure of the fire department (i.e., major improvements, repairs, and maintenance of District-owned fire facilities; and maintenance and replacement of fire apparatus equipment, etc.) will be coordinated with the Running Springs Water District.

All administrative and support services, and management functions related to contracted fire personnel (i.e., personnel administration, labor relations, contract negotiations, etc., disciplinary actions, uniforms, turnouts, medical response & firefighting materials, and supplies, etc.) will be performed by the Proposer.

Pension Liability and Retirement Benefits:

The Proposer must declare how the current and future District CalPERS pension liability fund is to be appropriated and how current CalPERS District personnel will be integrated in the Proposers retirement system.

Chief Officers Assigned:

The response to this RFP should describe how it will serve as the primary administrative contact to the District, and/or manage the day-to-day personnel and operational functions of the department.

The Proposer Will Provide Employment Opportunities for Current Running Springs Water District Permanent Full-Time Fire Employees, along the following terms:

In the event, that the District decides to contract fire personnel services, the full-time fire department employees of the District will be transitioned into employment with the Proposer, provided each individual employee meets the minimum qualifications of the Proposer.

The assigned classification and salary will be based on and commensurate with training, experience, and position with the District.

It is understood that separate from this RFP, issues related to current District fire employee benefits will be addressed between the District and the Running Springs Fire Fighters Local 5308, prior to approval of an actual cooperative services contract between the Running Springs Water District Board of Directors and the Proposer.

Communications Performance Standards:

If the District were to choose the Proposer's dispatch option mentioned previously in this RFP, the District's Dispatch/Communications Center may continue as the primary 9-1-1 answering point (PSAP) for the District under this agreement. The Proposer will dispatch all fire and medical units and make all other notifications and requests to assisting agencies for additional resources. Proposer would also be the coordination point for outside agencies to mitigate a fire, rescue, or medical emergency. This would include other fire agencies for mutual and automatic aid.

District-Owned Facility Maintenance Responsibilities:

District-owned fire station facilities will be maintained and repaired by the Proposer's staff within their skills including normal housekeeping, minor landscape maintenance and minor repairs. More extensive repairs and maintenance will be performed by the District subject to agreement between the District and the Proposer.

Fire Prevention and Investigation Services:

The Proposer will assist the District with the following programs:

Outdoor fire and life safety inspections and enforcement as per applicable State and County adopted Codes.

Public education (i.e., school, and civic programs, community outreach, etc.)

Fire Hazard Reduction Program (i.e., emergency response pre-planning, special event fire safety plans/inspections conducive to District adopted Hazard Abatement Program)

The Proposer will provide arson investigation, and related law enforcement assistance on an as-needed basis.

Identification of Administrative Fee, if applicable:

The proposal will include an identification of the administrative fee that the Proposer will charge to the District under a fire services contract, both in terms of actual dollars and the current percentage rate and a projection of future administrative fee increases, an explanation as to what expenses (prorated, etc.) the current administrative fee covers, and how it was applied to this specific contract proposal.

Regular Reporting & Billing Requirements to the District:

The Proposer will provide a monthly Fire Department activity report to the District General Manager for subsequent reporting to the Board of Directors. The monthly activity report will include all Fire Department activities for a given month broken down by category (i.e., emergency fire suppression incidents by type, property loss estimates (if applicable), emergency medical responses, coverage, or response time issues (if any), other emergency-related incidents, PCF program, support, and activities, etc.).

The Proposer will provide quarterly and annual Fire Department reports to the District General Manager, which in turn will be presented by the Proposer to the Board of Directors in public session for the benefit of the community. These quarterly and annual reports will be a detailed summary of the department's activities (as mentioned above) and statistical data broken down by category for the previous year, as well as an identification of challenges and issues addressed during that time, or that remain unresolved.

The Proposer will provide detailed billings, based on the Districts personnel services contract with the Proposer, to the District's Finance Director for payment.

Proposal Shall Also Include the Following:

Request a ten-year history of the administrative fee charged to other agencies contracting who contract with the Proposer for fire services.

Request a ten-year history of the Proposer's salary and benefit increases that have been passed on in the form of increased costs to its contracting agencies, especially municipalities.

Provide as an option the cost/rates of the Proposer providing emergency back-up maintenance & repair of fire apparatus during fire season including the cost of replacement of all Fire Apparatus on an as necessary basis.

Provide as an option the cost of providing the District with fire prevention services that would include state mandated facility and commercial building inspections, outdoor fire and life safety inspections, and enforcement of Districts outdoor burn regulations and other applicable regulations under the Districts Ordinance.

Identify a realistic time frame that such a contract would be in place if the District Board of Directors approves going forward with a contract.

RFP Response Format

The RFP respondent shall submit by email a portable document format (PDF) copy of their proposal by email to: Ryan Gross, General Manager, rgross@runningspringswd.com



Contract Number

SAP Number

Registrar of Voters

Department Contract Representative	<u>Bob Page</u>
Telephone Number	<u>909-387-2100</u>
Contractor	<u>Running Springs Water District</u>
Contractor Representative	<u>Ryan Gross</u>
Telephone Number	<u>909-403-5387</u>
Contract Term	<u>July 13, 2021 to September 30, 2021</u>
Original Contract Amount	<u>\$0</u>
Amendment Amount	<u>-</u>
Total Contract Amount	<u>\$0</u>
Cost Center	<u></u>
Internal Order No.	<u>1011239</u>

Briefly describe the general nature of the contract: This Use Permit is for the San Bernardino County’s exclusive use of approximately 700 square feet of interior building space at the real property commonly identified as APN 032832105 located at 31250 Hilltop Blvd., Running Springs, CA 92382. The use period of this Use Permit shall commence on July 13, 2021 and shall expire on September 30, 2021. The use fee payable by San Bernardino County under this Use Permit shall be \$0.

FOR COUNTY USE ONLY

Approved as to Legal Form SEE SIGNATURE PAGE Jolena E. Grider, Deputy County Counsel Date _____	Reviewed for Contract Compliance _____ Date _____	Reviewed/Approved by Department _____ Bob Page, Registrar of Voters Date _____
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USE PERMIT

1. **PARTIES:** Running Springs Water District, hereinafter referred to as PERMITTOR, hereby permits the County of San Bernardino hereinafter referred to as PERMITTEE, to use a total of approximately 700 square feet of interior building space ("Use Area") at the real property commonly identified as APN 032832105 located at 31250 Hilltop Blvd., Running Springs, CA 92382 ("Property"), as the Use Area is shown on Exhibit "A" attached hereto and incorporated herein by reference. Along with the Use Area, PERMITTEE shall have the right to use 10 parking spaces at the Property at no additional cost for use by PERMITTEE's employees.

2. **TERM:** The term of this agreement shall be from July 13, 2021 to September 30, 2021 for the Gubernatorial Recall Election. A written election plan that identifies the specific dates shall be mutually agreed prior to the election.

3. **USE PERIOD:** This Use Permit shall be for a period which shall commence on the dates listed in the mutually agreed upon election plan. ("Use Period").

4. **USE:** PERMITTEE shall use the Use Area on a non-exclusive basis during the Use Period for only the following purpose: polling place location. PERMITTEE must not use the Use Area for any other purpose.

5. **FEES:** PERMITTEE shall pay an all-inclusive fee of \$0 per [month/day] for the Use Area, which includes the use fee, all utilities, PERMITTOR-provided janitorial and maintenance services, during the Use Period.

6. **INDEMNIFICATION:** The PERMITTOR agrees to indemnify, defend (with counsel reasonably approved by PERMITTEE) and hold harmless the PERMITTEE and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this Use Permit from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the PERMITTEE on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnitees. The PERMITTOR'S indemnification obligation applies to the PERMITTEE's "active" as well as "passive" negligence but does not apply to the PERMITTEE'S "sole negligence" or "willful misconduct" within the meaning of Civil Code Section 2782. This paragraph shall survive the expiration or earlier termination of this Use Permit.

7. **INSURANCE REQUIREMENTS AND SPECIFICATIONS:**

A. PERMITTOR agrees to provide insurance set forth in accordance with the requirements herein. If PERMITTOR uses existing coverage to comply with these requirements and that coverage does not meet the specified requirements, PERMITTOR agrees to amend, supplement or endorse the existing coverage to do so.

Without in anyway affecting the indemnity herein provided and in addition thereto, PERMITTOR shall secure and maintain throughout the Use Period the following types of insurance with limits as shown:

i. Workers' Compensation/Employers Liability – A program of Workers' Compensation insurance or a state-approved, self-insurance program in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including Employer's Liability with \$250,000 limits covering all persons including employees and volunteers providing services on behalf of PERMITTOR and all risks to such persons under the Use Permit.

If PERMITTOR has no employees, it may certify or warrant to PERMITTEE that it does not currently have any employees or individuals who are defined as "employees" under the Labor Code and the requirement for Workers' Compensation coverage will be waived by PERMITTEE's Director of Risk Management.

If PERMITTOR is a non-profit corporation, organized under California or Federal law, volunteers for PERMITTOR are required to be covered by Workers' Compensation insurance.

ii. Commercial General Liability Insurance – PERMITTOR shall carry Commercial General Liability Insurance covering all operations performed by or on behalf of PERMITTOR providing coverage for bodily injury and property damage with a combined single limit of not less than one million dollars (\$1,000,000), per occurrence. The policy coverage shall include:

- a. Premises operations and mobile equipment.
- b. Products and completed operations.
- c. Broad form property damage (including completed operations).
- d. Explosion, collapse and underground hazards.
- e. Personal injury
- f. Contractual liability.
- g. \$2,000,000 general aggregate limit.

iii. Commercial Property Insurance – providing all risk coverage for the Use Area, the building, fixtures, equipment and all property constituting a part of the Use Area. Coverage shall be sufficient to insure One Hundred percent (100%) of the replacement cost.

iv. Automobile Liability Insurance – Primary insurance coverage shall be written on ISO Business Auto coverage form for all owned, hired and non-owned automobiles or symbol 1 (any auto). The policy shall have a combined single limit of not less than one million dollars (\$1,000,000) for bodily injury and property damage, per occurrence.

If PERMITTOR is transporting one or more non-employee passengers in to the use of the Use Permit, the automobile liability policy shall have a combined single limit of two million dollars (\$2,000,000) for bodily injury and property damage per occurrence.

If PERMITTOR owns no autos, a non-owned auto endorsement to the General Liability policy described above is acceptable.

v. Umbrella Liability Insurance - An umbrella (over primary) or excess policy may be used to comply with limits or other primary coverage requirements. When used, the umbrella policy shall apply to bodily injury/property damage, personal injury/advertising injury and shall include a “dropdown” provision providing primary coverage for any liability not covered by the primary policy. The coverage shall also apply to automobile liability.

B. Additional Insured – All policies except for the Workers’ Compensation, shall contain endorsements naming PERMITTEE and its officers, employees, agents and volunteers as additional insureds with respect to liabilities arising out of use under this Use Permit hereunder. The additional insured endorsements shall not limit the scope of coverage for PERMITTEE to vicarious liability but shall allow coverage for PERMITTEE to the full extent provided by the policy. Such additional insured coverage shall be at least as broad as Additional Insured (Form B) endorsement form ISO, CG 2010.11 85.

C. Waiver of Subrogation Rights – PERMITTOR shall require the carriers of required coverages to waive all rights of subrogation against PERMITTEE, its officers, employees, agents, volunteers, contractors and subcontractors. All general or auto liability insurance coverage provided shall not prohibit PERMITTOR and PERMITTOR’s employees or agents from waiving the right of subrogation prior to a loss or claim. PERMITTOR hereby waives all rights of subrogation against PERMITTEE.

D. Policies Primary and Non-Contributory – All policies required herein are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by PERMITTEE.

E. Severability of Interests – PERMITTOR agrees to ensure that coverage provided to meet these requirements is applicable separately to each insured and there will be no cross-liability exclusions that preclude coverage for suits between PERMITTOR and PERMITTEE or between PERMITTEE and any other insured or additional insured under the policy.

F. Proof of Coverage – PERMITTOR shall furnish Certificates of Insurance to PERMITTEE's Real Estate Services Department (RESA) administering the Use Permit evidencing the insurance coverage, including endorsements, as required, prior to the commencement of the Use Permit, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to PERMITTEE's RESA, and PERMITTOR shall maintain such insurance from the time the Use Permit is executed until the expiration or earlier termination of the Use Permit. Within fifteen (15) days of the commencement of this Use Permit, PERMITTOR shall furnish a copy of the declaration page for all applicable policies and will provide complete certified copies of the policies and endorsements immediately upon request.

G. Acceptability of Insurance Carrier – Unless otherwise approved by PERMITTEE's Director of Risk Management, insurance shall be written by insurers authorized to do business in the State of California and with a minimum "Best" Insurance Guide rating of "A- VIII".

H. Deductibles and Self-Insured Retention - Any and all deductibles or self-insured retentions in excess of \$10,000 shall be declared to and approved by PERMITTEE's Director of Risk Management.

I. Failure to Procure Coverage – All insurance required must be maintained in force at all times by PERMITTOR. In the event that any policy of insurance required under the Use Permit does not comply with the requirements, is not procured, or is canceled and not replaced, and such insurance is not procured or reinstated, as applicable, within ten (10) days of written notice from PERMITTEE to PERMITTOR, PERMITTEE has the right but not the obligation or duty to cancel the Use Permit or obtain insurance if it deems necessary and any premiums paid by PERMITTEE will be promptly reimbursed by PERMITTOR upon demand but only for the pro-rata period of non-compliance.

J. Insurance Review – Insurance requirements are subject to periodic review by PERMITTEE. PERMITTEE's Director of Risk Management or designee is authorized, but not required, to reduce, waive or suspend any insurance requirements whenever PERMITTEE's Director of Risk Management determines that any of the required insurance is not available, is unreasonably priced, or is not needed to protect the interests of PERMITTEE. In addition, if PERMITTEE's Director of Risk Management determines that heretofore unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, PERMITTEE's Director of Risk Management or designee is authorized, but not required, to change the above insurance requirements to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against PERMITTEE, inflation, or any other item reasonably related to PERMITTEE's risk.

Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to the Use Permit. PERMITTOR agrees to execute any such amendment within thirty (30) days of receipt.

Any failure, actual or alleged, on the part of PERMITTEE's RESA or PERMITTEE to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the part of PERMITTEE's RESA or PERMITTEE.

K. PERMITTEE shall have no liability for any premiums charged for such coverage(s). The inclusion of PERMITTEE as additional named insured is not intended to and shall not make a partner or joint venturer with PERMITTOR in PERMITTOR's operations.

L. PERMITTOR agrees to require all subcontractors or other parties it hires or contracts with in relation to the Use Permit to provide insurance covering the contracted operation with the requirements in this Paragraph 6 (including, but not limited to, waiver of subrogation rights) and naming PERMITTEE as an additional insured

8. **ATTORNEY'S FEES AND COSTS:** If any legal action is instituted to enforce or declare any party's rights hereunder, each party, regardless of which party is the prevailing party, must bear its own costs and attorneys'

fees. This paragraph will not apply to those costs and attorneys' fees directly arising from any third-party legal action against PERMITTEE, including such attorneys' fees and costs payable under Paragraph 5, INDEMNIFICATION, and Paragraph 6, INSURANCE REQUIREMENTS AND SPECIFICATIONS.

9. **TERMINATION:** In the event that either party is in default of any of the terms and conditions of this Use Permit, the non-defaulting party may give written notice to the defaulting party of specific violations. If, within three (3) business day after written notice, the defaulting party has not corrected such default, the non-defaulting party shall have the right to terminate this Use Permit.

10. **COMPLIANCE WITH LAWS:** shall comply with all applicable ordinances, statutes, and laws of the County of San Bernardino, State of California, the United States of America, and all other governmental or regulatory agencies having jurisdiction over PERMITTEE's use and the Use Area.

11. **NOTICES:** Any notice, demand, request, consent, approval, or communication that either party desires or is required to give to the other party under the provisions of this Use Permit shall be in writing and shall be served personally, delivered by reputable overnight courier service, or sent by United States mail, postage prepaid, certified, or registered, return receipt requested. Any notice, demand, request, consent, approval, or communication that either party desires or is required to give to the other party, shall be addressed to the other party at the address set forth below. Either party may change its address by notifying the other party of the change of address. Notices shall be deemed delivered and effective upon the earlier of (i) actual receipt or (ii) the date of delivery or refusal of the addressee to accept delivery if such notice is sent by reputable overnight courier service or United States mail, postage prepaid, certified or registered, return receipt requested. Any notices received after 5:00 pm local time on a business day shall be deemed effective on the following business day.

PERMITTEE: San Bernardino County
Attn: Registrar of Voters
777 E. Rialto Avenue
San Bernardino, CA 92415

PERMITTOR: Running Springs Water District
Attn: Ryan Gross
PO Box 2206
Running Springs, CA. 92382

12. **SURRENDER:** PERMITTEE agrees that it will, upon any termination of this Use Permit, return the Use Area in a clean and tidy condition with all trash and debris caused by the PERMITTEE removed and all damages to the extent caused by the PERMITTEE repaired or restored to substantially as good a condition as existed immediately prior to the damage caused by the PERMITTEE, reasonable wear and tear excluded.

13. **VENUE:** The parties acknowledge and agree that this Use Permit was entered into and intended to be performed in the County of San Bernardino, California. The parties agree that the venue for any action or claim brought by any party to this Use Permit will be the Superior Court of the State of California, County of San Bernardino. Each party hereby waives any law, statute (including but not limited to Code of Civil Procedure section 394), or rule of court which would allow them to request or demand a change of venue. If any action or claim concerning this Use Permit is brought by any third party, the parties hereto agree to use their best efforts to obtain a change of venue to the Superior Court of the State of California, County of San Bernardino.

14. **LAW:** This Use Permit shall be construed and interpreted in accordance with the laws of the State of California.

15. **SEVERABILITY:** If any word, phrase, clause, sentence, paragraph, section, article, part or portion of this Use Permit is or shall be invalid for any reason, the same shall be deemed severable from the remainder hereof and shall in no way affect or impair the validity of this Use Permit or any other portion thereof.

**EXHIBIT "A"
USE AREA**



15. **SEVERABILITY:** If any word, phrase, clause, sentence, paragraph, section, article, part or portion of this Use Permit is or shall be invalid for any reason, the same shall be deemed severable from the remainder hereof and shall in no way affect or impair the validity of this Use Permit or any other portion thereof.

16. **SURVIVAL:** The obligations of the parties that, by their nature, continue beyond the Use Period, will survive the termination of this Use Permit.

17. **AUTHORIZED SIGNATORS:** The parties to this Use Permit represent for itself that its respective signators executing this document are fully authorized to enter into this Use Permit.

18. **ENTIRE AGREEMENT:** This Use Permit constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements and understandings, express or implied, oral or written, of any nature whatsoever with respect to the subject matter hereof. No modifications or waiver will be binding unless made in writing and signed by both parties.

This Use Permit may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Agreement. The parties shall be entitled to sign and transmit an electronic signature of this Agreement (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Agreement upon request.

IN WITNESS WHEREOF, San Bernardino County and Permitter have each caused this Use Permit to be subscribed by its respective duly authorized officers, on its behalf.

(PROPERTY OWNER NAME / ENTITY)

SAN BERNARDINO COUNTY

By _____
(Name), (Title)

By: _____
Leonard X. Hernandez

Title: Chief Executive Officer

Date: _____

Date: _____

Approved as to Legal Form:

MICHELLE D. BLAKEMORE, County Counsel
San Bernardino County, California

By  _____
Jolena E. Grider, Deputy County Counsel

Date: _____