



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: DECEMBER 15, 2023
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, December 20, 2023, 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 5:00pm on December 15, 2023, 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are expected to be routine and non-controversial and will be acted on at one time without discussion unless an item is withdrawn by a Board Member for questions or discussion.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

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B. Ratify Expenditures

Page 7

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 Adopting Resolution No. 16-23, Approving a Revised Capital Asset Accounting Policy **Page 15**
(Presenter: Ryan Gross, General Manager)
 - B. Consider Approving an On-Call Maintenance Contract for Raising Sewer Manholes in Green Valley Lake **Page 24**
(Presenter: Ryan Gross, General Manager)
 - C. Consider Approving a Professional Services Agreement for a Sewer Flow Monitoring Study in Green Valley Lake **Page 28**
(Presenter: Ryan Gross, General Manager)
5. General Manager’s Report
6. Board Member Comments/Meetings
7. Meeting Adjournment

Upcoming Meetings: Regular Board Meeting, January 17, 2024, at 9:00 am

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: December 20, 2023

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 Special Board Meeting held on November 29, 2023.

ATTACHMENTS

Attachment 1 – Draft Meeting Minutes for Special Board Meeting held on November 29, 2023

MINUTES – November 29, 2023
PAGE 1 OF 3

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
RUNNING SPRINGS WATER DISTRICT
COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA
November 29, 2023

A Special Meeting of the Board of Directors of the Running Springs Water District was held on Wednesday, November 29, 2023, at the hour of 10:00 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
Mike Terry, Director
Mark Acciani, Director
Laura Dyberg, Director

The following were present at the District:

Ryan Gross, General Manager
Rick Ellsberry, Battalion Fire Chief
Amie R. Crowder, Board Secretary/Treasurer/Administration Supervisor

MEETING MINUTES

AGENDA ITEMS

1. Call Meeting to Order and Pledge of Allegiance

The Running Springs Water District Special Board Meeting was called to order at 10:00 A.M. A.M. by President Tony Grabow and he led the assembly in the Pledge of Allegiance.

2. Recognize and Hear from Visitors/Public Comment

No visitors present.

3. Approval of Consent Items

A. Approve Meeting Minutes

Upon **motion** by Director Dyberg, **second** by Director Acciani and **carried by a 5 to 0 vote**, the Consent Items were approved.

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

A. Consider Approving Parking Area Lease Agreement Near Fire Station #50 and Find that the Project is Categorically Exempt from California Environmental Quality Act (CEQA) Pursuant to CEQA Guidelines Sections 15061(b)(3) and 15301

Manager Gross reviewed the parking situation for Fire Station #50 and the best location for the employees to park. Director Acciani inquired if the Fire Department will maintain the lot. Manager Gross and Battalion Chief Ellsberry confirmed the portion being used will be maintained.

Upon **motion** by Vice-President Conrad, **second** by Director Acciani and **carried by a 5 to 0 vote**, Authorizing the General Manager, Ryan Gross, to execute the Parking Lease Agreement Near Fire Station #50 and Find that the Project is Categorically Exempt from California Environmental Quality Act (CEQA) Pursuant to CEQA Guidelines Sections 15061(b)(3) and 15301, was approved.

B. Consider Authorizing General Manager to Enter into Negotiations for the Potential Purchase of APN 0295-042-39

Manager Gross informed the Board of the extensive research he conducted pertaining to APN 0295-042-39. The Board commended Manager Gross for his diligence in determining whether or not this was a good business decision for the District. Upon completion of reviewing the research, Manager Gross and the Board of Directors came to a consensus that it is in the best interest of District to not pursue the purchase of this lot.

No Action Taken.

C. Consider Adopting Resolution No. 15-23, Setting the Schedule for 2024 Regular Board Meetings

Upon brief discussion of the current Regular Board Meeting schedule, the Board agreed to maintain the current schedule of the third (3rd) Wednesday of each month at 9:00 A.M.

Upon **motion** by Director Acciani, **second** by Vice-President Conrad and **carried by a 5 to 0 vote**, Resolution No. 15-23, Setting the Schedule for Regular Board Meetings, was adopted.

D. Consider Setting Maximum Calendar Year 2024 District Contribution to Employee Health Insurance Benefit

Manager Gross provided a detailed review of the new medical insurance rates, the percentage change, the employees enrolled in each plan, and the District's Medical

Reimbursement Plan. Manager Gross reviewed the prior year’s approval. Minimal discussion ensued.

Upon **motion** by Vice-President Conrad, **second** by Director Dyberg and **carried by a 5 to 0 vote**, a five percent (5%) increase to the District’s Contribution for Health Insurance, was approved.

5. General Manager’s Report

Secretary Crowder provided an update to the District’s 2023 Holiday Luncheon.

Manager Gross reviewed future needs for the Wastewater Treatment Plant that will be presented at the December 20, 2023 Regular Board Meeting. Items reviewed were a washer compactor and additional Watchdog systems for the water system.

Manager Gross also introduced two new Water Department employees, Mario Lopez, Operator 2 and Michael Wright, Operator-in-Training.

Fire Chief Grzywa is currently assisting with the Fire Marshal State Testing.

6. Board Member Comments/Meetings

Director Dyberg provided an update on the Mountain Rim Fire Safe Council. Items reviewed included critical infrastructure/critical space, hazardous dead trees, defensible space, homeowners’ insurance, and various outreach, projects, and grants.

7. Meeting Adjourned

Upon **motion** by President Grabow, **second** by Director Terry, and **carried by a 5 to 0 vote**, the meeting was adjourned at 10:45 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: December 20, 2023
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 November 2023 expenditures.

A copy of the District's Cash Reserve Fund Summary as of November 30, 2023, 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

November 2023

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
2 Hot Uniforms inc	Uniform Allowance Matt Alexander	11/06/23	368.10	109290	368.10
Action Auto Repair Inc	2019 Ford F450 SuperDuty: Winter Tires Mount	11/13/23	227.53	109314	445.88
	'07 Ford Ranger: mount/balance tires + alignmei	11/13/23	218.35	109314	
	92 Chevy K2500:Smog,hub assembly,tie rod, Tra	11/17/23	1,670.37	109345	3,786.59
	BC 05 Chevy: Alignment, Pitman/Idler Arms repl	11/17/23	2,045.22	109345	
	2007 Ford F350 Smog Inspection	11/17/23	71.00	109345	
Allstar Fire Equipment	Collins Turnouts	11/13/23	3,531.31	109315	3,531.31
Altmeyer, Inc.	Valley View Water Pipeline Replacement	11/13/23	142,167.50	109316	144,553.66
	Asphalt removal, haul off, & replaced - Edison W	11/13/23	2,386.16	109316	
Amie Crowder	Reimbursement Claim 10/26/23	11/06/23	280.00	109291	280.00
	Reimbursement Claim 11/09/2023	11/13/23	235.00	109317	235.00
	reimbursement Claim 10/04/23	11/17/23	108.21	109346	816.60
	Reimbursement Claim 11/17/23	11/17/23	135.00	109346	
	Reimbursement Claim 11/17/23	11/17/23	61.18	109346	
	Reimbursement Claim 11/8/23	11/17/23	512.21	109346	
	Reimbursement Claim 11/21/23	11/21/23	300.00	109366	300.00
Aramark	Treatment Supplies	11/13/23	139.66	109318	139.66
	Treatment Supplies	11/17/23	139.66	109347	139.66
Arrowbear Park County Water District	Water Base & Usage 09/20/23 - 10/19/23	11/13/23	71.11	109319	7,388.86
	Water Purchased 09/20/23 - 10/19/23	11/13/23	7,317.75	109319	
AT&T Mobility	Internet: Treatment Plant 11/02/2023	11/17/23	43.24	109348	43.24
Bacon/Wagner Excavating, Inc.	Hauling of Bio: One stop two loads - 11/2/23	11/13/23	1,020.80	109320	1,020.80
	Hauling Bio to Lost Hills & Return Bin	11/17/23	1,933.50	109349	1,933.50
	Hauling of Bio: One Stop, Two Loads	11/21/23	1,020.80	109367	1,020.80
Best, Best & Krieger LLP	Legal Services October 2023	11/17/23	5,610.00	109350	5,610.00
Big Bear Traction	Chains for Back Hoe	11/13/23	1,587.61	109321	1,587.61
Boot Barn Inc.	Uniform Allowance - M. Lopez	11/17/23	350.00	109351	350.00
Bound Tree	Ambulance Supplies	11/13/23	54.85	109322	54.85
	Ambulance Supplies	11/17/23	757.57	109352	779.55
	Ambulance Supplies	11/17/23	21.98	109352	
BURR Group Inc.	Trash Service District & Station 51 October 2023	11/10/23	236.02	DFT0002612	236.02
	Trash Service Station 50 October 2023	11/10/23	79.37	DFT0002613	79.37
	Trash Service Treatment Plant October 2023	11/10/23	1,017.61	DFT0002614	1,017.61
	Trash Service - Two additional Loads	11/21/23	1,265.30	73659683	1,265.30
California Association of Professional Firefighter	Disability Insurance Premiums - November 2023	11/06/23	147.50	109292	147.50
	Disability Insurance Premiums - December 2023	11/21/23	147.50	109368	147.50
California Computer Options Inc	District Telephone - 10/19/23 - 11/18/23	11/13/23	641.19	109323	641.19
	Fully Managed IT - October 2023	11/17/23	3,377.75	109353	4,954.41
	IT Services - October 2023	11/17/23	1,576.66	109353	
CalPERS	Health Insurance Premiums November 2023	11/01/23	25,404.47	DFT0002597	25,404.47
	Employer Contributions	11/03/23	26,712.87	DFT0002529	26,712.87
	Employer Contributions	11/03/23	26,421.27	DFT0002579	26,421.27
	Employer Contributions 11/13/23	11/17/23	571.40	DFT0002623	571.40
	Employer Contributions PPE 11/13/23	11/17/23	27,255.87	DFT0002624	27,255.87
	Health Insurance Premiums December 2023	11/20/23	28,594.05	DFT0002625	28,594.05

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Canon	Canon lease and usage fees - 09/01/23 - 09/30/23	11/06/23	534.75	109293	739.77
	Map Scanner Monthly Fee - October 2023	11/06/23	205.02	109293	
	Annual Property Tax 2023	11/17/23	94.53	109354	94.53
Charter Communications	Internet: District Office/Station 51 - November 2023	11/23/23	252.03	DFT0002628	252.03
	Internet: Station 50: 11/13/23 - 12/12/23	11/23/23	127.97	DFT0002629	127.97
	Internet: Collections: 11/13/23 - 12/12/23	11/23/23	117.97	DFT0002630	117.97
Citibank, N.A.	Treatment and Nordic Improvement supplies	11/17/23	901.02	DFT0002611	901.02
Clinical Laboratory of San Bernardino	Water Samples September 2023	11/06/23	1,270.00	109294	1,444.00
	Wastewater Samples September 2023	11/06/23	174.00	109294	
ConFire JPA	Dispatching, Radios, Tablet Command Oct.-Dec.	11/13/23	16,690.02	109324	16,690.02
County of San Bernardino	Dump Fees	11/06/23	56.80	109295	56.80
	Dump Fees	11/21/23	194.40	109369	194.40
	Lien Release x 6	11/21/23	120.00	109370	120.00
Crestline-Lake Arrowhead Water Agency	Purchased Water - 10/2023	11/13/23	4,199.43	109325	4,199.43
Cypress Ancillary Benefits	Dental Premiums - December 2023	11/21/23	910.17	109371	910.17
Dean D'Alesio	Helmet Shields, Lettering and Ranks	11/13/23	787.01	109326	787.01
Dixi Willemse	Reimbursement Claim 10/20/23	11/06/23	266.63	109296	266.63
	Claim Reimbursement 11/15/23	11/17/23	43.58	109355	305.18
	Reimbursement Claim 11/15/23	11/17/23	261.60	109355	
Don's Auto Inc	2007 Ford Ranger: replace thermostat, Belt, Sen	11/17/23	710.21	109356	710.21
Don's Auto Supply 2 Inc.	Snow chains for Loader	11/06/23	5,117.31	109297	5,117.31
Duck 'N' Cover	Re-upholster both Snow Cat Seats	11/13/23	500.00	109327	500.00
	Re-upholster both Snow Cat Seats	11/21/23	500.00	109372	500.00
EideBailly	Consulting Services August 2023	11/22/23	420.00	DFT0002643	420.00
Federal Express Corporation	Shipping Charges	11/21/23	130.61	109373	262.92
	Shipping Charges	11/21/23	132.31	109373	
Fire Fighters Association	FFA Dues - October 2023	11/13/23	1,320.00	109328	1,320.00
Frontier Communications	SCADA Line: 10/13/23 - 11/12/23	11/06/23	141.89	109298	141.89
	Telephone Booster, Treatment Plant, LS's: 11/2023	11/17/23	1,555.39	109357	1,555.39
Global Payments Integrated	WEB & IVR Fees - October 2023	11/02/23	3,684.90	DFT0002615	3,684.90
	October 2023 - Over the Counter Fees	11/02/23	686.66	DFT0002626	686.66
Green Valley Water Mutual Company	07/01/23 - 09/30/23 Statement	11/13/23	0.92	109329	1.84
	07/01/23 - 09/30/23 Statement	11/13/23	0.92	109329	
Hadronex, Inc.	Smart Cover renewal & warranty	11/13/23	3,343.32	109330	3,343.32
HD Supply Facilities Maintenance LTD	Misc. Supplies	11/13/23	171.84	109331	1,495.17
	Pipe tapping kit	11/13/23	1,323.33	109331	
	Green Paint and PVC Gloves	11/21/23	8.39	109374	273.50
	Green Paint and PVC Gloves	11/21/23	4.19	109374	
	Green Paint and PVC Gloves	11/21/23	260.92	109374	
INFOSEND	Statement Data Processing October 2023	11/17/23	2,189.14	109358	2,189.14
Inland Bobcat, Inc.	Bobcat 500 hr service filters	11/21/23	629.74	109375	629.74
Inland Desert Security & Communications	Answering Service - October 2023	11/17/23	165.00	109359	165.00
Inland Potable Services, Inc	Clean Tanks	11/13/23	3,934.00	109332	3,934.00
Inland Water Works Supply Company	Inventory - materials	11/06/23	1,626.83	109299	2,386.91
	Parts and Supplies - Valley View Main Replacement	11/06/23	161.09	109299	
	Inventory - Materials	11/06/23	555.79	109299	
	Tape Measure	11/06/23	43.20	109299	
	Supplies / 30 Pipe ID RNG	11/13/23	74.35	109333	172.41
	Supplies for Nordic	11/13/23	98.06	109333	
	Rubber Gaskets	11/21/23	52.18	109376	52.18

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Jed Riach	Deep Creek Pump & Install Nordic tank	11/06/23	1,033.00	109300	1,033.00
Kingdom Calibrations, Inc.	Gas Tech calibration	11/13/23	428.30	109334	428.30
Leslie's Poolmart, Inc	55 Gallon Drum of 12.5% Bleach	11/06/23	1,179.76	109301	1,179.76
Life-Assist, Inc	Ambulance Supplies	11/06/23	292.91	109302	354.13
	Ambulance Supplies	11/06/23	61.22	109302	
	Ambulance Supplies	11/13/23	110.06	109335	110.06
	Ambulance Supplies	11/17/23	373.20	109360	618.46
	Ambulance Supplies	11/17/23	245.26	109360	
Linda Mayfield	Reimbursement Claim 11/03/23	11/06/23	1,017.00	109303	1,017.00
	Reimbursement Claim 11/16/23	11/17/23	434.00	109361	434.00
Lou's Gloves, Inc	Nitrile Cloves	11/06/23	106.00	109304	106.00
	Nitrile Gloves	11/21/23	338.80	109377	338.80
Mario Lopez	Reimbursement Claim 11/13/23	11/17/23	63.61	109362	63.61
McMaster-Carr Supply Company	Nordic Booster Electrical Material	11/06/23	326.27	109305	326.27
	Supplies for Nordic	11/13/23	43.10	109336	43.10
Nationwide	Employee Contributions - PPE 11/13/23	11/17/23	1,540.50	DFT0002622	1,540.50
Nestle Waters North America	Drinking Water: Treatment Plant	11/29/23	21.54	DFT0002663	21.54
Obe & Sons Inc	District heater service	11/13/23	90.00	109337	90.00
Occupational Health Centers of California	DOT Physical - Strebel	11/21/23	54.00	109378	54.00
One Stop Landscape Supply	Solids Handling	11/13/23	4,907.00	109338	4,907.00
Paychex of New York	Flex Time - 11/01/223	11/20/23	327.25	DFT0002632	327.25
Principal Life Insurance Company	Vision Insurance - December 2023	11/21/23	186.82	109379	186.82
	Vision Insurance - January 2024	11/30/23	186.82	DFT0002661	186.82
Ram Software Systems, Inc	Alm Online Software 11/01/23	11/16/23	257.50	DFT0002598	257.50
Reliance Standard Life Insurance Company	Life Insurance and AD&D - December 2023	11/27/23	1,657.84	DFT0002631	1,657.84
Remote Alarms and Controls	Verbatim Repair	11/21/23	323.25	109380	323.25
Rim Forest Lumber and Hardware	Supplies for: Harris Well, Treatment, GVL-LS, Fire	11/17/23	990.82	109363	990.82
Robert Aberg	Reimbursement Claim 11/06/23	11/13/23	115.50	109339	115.50
Rocio Silva	Janitorial Services - October 2023	11/13/23	485.00	109340	485.00
Rogers Anderson Malody & Scott LLP	Consulting Fees - October 2023	11/21/23	7,704.00	109381	7,704.00
Running Springs Professional Firefighters	RSPF Dues - October 2023	11/13/23	600.00	109341	600.00
Ryan Gross	Reimbursement Claim 11/06/23	11/06/23	313.97	109306	313.97
Ryan Riegelman	Service Call 06/30/23 - Repairs & Disposal	11/06/23	648.00	109307	5,148.00
	Painting Stairs & Railing - Collections Bldg.	11/06/23	4,500.00	109307	
SCADA Integrations	Troubleshooting / Testing Ayers Acres	11/06/23	6,716.25	109308	6,716.25
Sedgwick Claims Management Services	Worker's Comp October 2023	11/13/23	112.00	109342	112.00
Southern California Edison Company 2	Monthly Statement October 2023	11/12/23	15.97	DFT0002603	15.97
	Monthly Statement October 2023	11/12/23	24,084.47	DFT0002604	24,084.47
Southern California Emergency Medicine	New Employee Testing	11/06/23	220.00	109309	220.00
Southern California Gas Company	Gas Usage October 2023	11/18/23	178.17	DFT0002606	178.17
	Gas Usage - October 2023	11/19/23	60.52	DFT0002605	60.52
	Gas Usage - October 2023	11/23/23	164.09	DFT0002607	164.09
	Gas Usage October 2023	11/23/23	76.45	DFT0002608	76.45
	Gas Usage October 2023	11/23/23	14.79	DFT0002609	14.79
Special District Risk Management Authority	Property & Liability 2023/2024	11/06/23	34,826.46	109310	34,826.46
Superior Automotive Warehouse	Misc. Parts & Supplies	11/17/23	1,317.91	109364	1,625.56
	Misc. Parts & Supplies	11/17/23	307.65	109364	
Terminix International Company LP	Pest Control: Treatment Plant	11/08/23	73.00	DFT0002662	73.00
Tom Dodson & Associates	Valley View Water Pipeline Environmental Studie:	11/13/23	300.00	109343	300.00
UC FENCE	Harris Property Fence Repair	11/21/23	3,150.00	109382	10,150.00

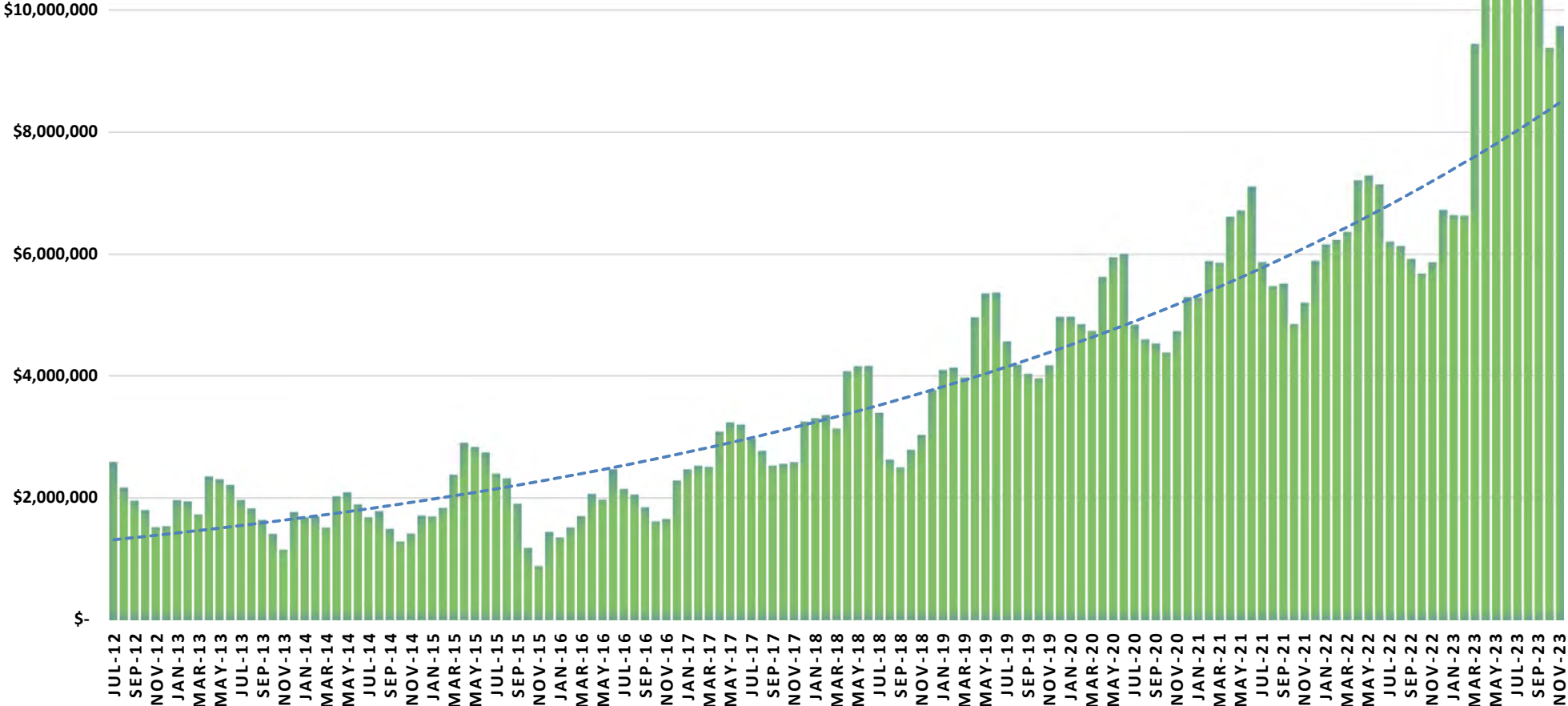
Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Uline	Station 50 Supplies: Paper Towels	11/17/23	105.95	109365	105.95
Univar USA, Inc	Bleach and Acid	11/06/23	1,629.45	109311	1,629.45
Valic	Employee Contributions PPE 11/13/23	11/17/23	1,577.43	DFT0002627	1,577.43
	Employee Contributions PPE 11/27/23	11/29/23	1,682.37	DFT0002641	1,682.37
Verizon Wireless Services LLC	Cell Phones, iPads, Cradlepoints	11/17/23	731.59	DFT0002610	731.59
Visa	11/01/23 Statement: Strebel	11/21/23	368.33	F542Q9	368.33
	11/01/23 Statement - Crowder	11/21/23	2,148.01	F906Q9	2,148.01
	11/01/23 Statement: Ellsberry	11/21/23	1,568.43	JF02Q9	1,568.43
	11/01/23 Statement: Scotti	11/21/23	500.97	KYG3Q9	500.97
	11/01/23 Statement - Gross	11/21/23	4,478.90	M01Q9	4,478.90
	11/01/23 Statement - Miller	11/21/23	6,429.85	TW56Q9	6,429.85
W.W. Grainger, Inc	2" Pipe / Pipe fitting reamer	11/06/23	136.75	109312	193.86
	Spanner Wrench	11/06/23	28.56	109312	
	Spanner Wrench #2	11/06/23	28.55	109312	
	Chemical Metering Pump	11/21/23	778.39	109383	778.39
Zoll Medical Corporation GPO	Ambulance Supplies	11/06/23	185.55	109313	185.55

Totals

Payment Type	Payable Count	Payment Count	Payment
Regular Checks	121	93	307,649.46
Manual Checks	0	0	0.00
Voided Checks	0	12	-8,737.75
Bank Drafts	40	40	191,893.57
EFT's	0	0	0.00
Totals	161	145	490,805.28

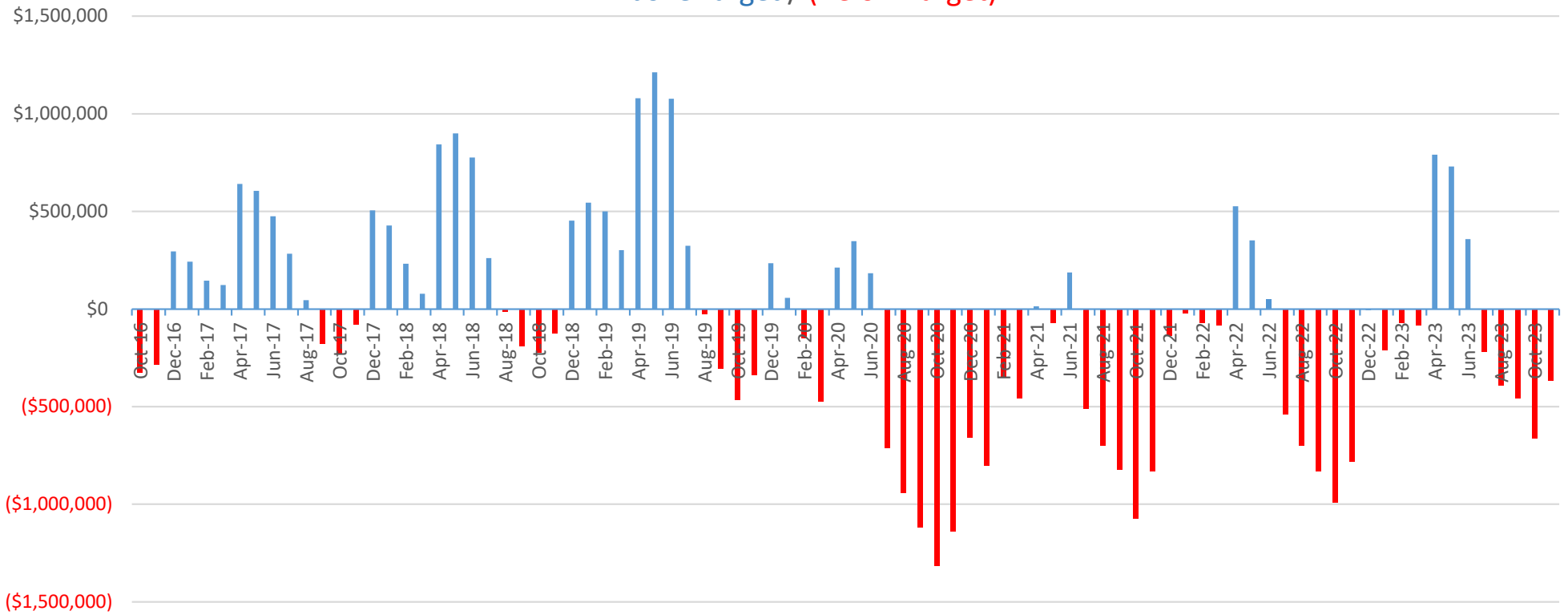
Fund Balances as of November 30, 2023	
Fire & Ambulance Department	
Fire & Ambulance Department Operating Fund	1,264,200
Recommended Operating Fund Target (6 Months Operating Expenses)	1,630,000
Fire & Ambulance Department Operating Fund, Above or (Below) Target	(365,800)
Wastewater Division	
Wastewater Capital Improvement Project Reserve	2,476,303
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
Recommended Operating Reserve Fund Target (4 Months Operating Expenses)	523,000
Wastewater Operating Reserve, Fully Funded or (Below Target)	Fully Funded
Green Valley Lake (GVL) Wastewater Division	
Wastewater Capital Improvement Project Reserve	2,651,652
Wastewater System Connection & Capacity Charges	16,009
Wastewater Operating Reserve Fund	200,000
Recommended Operating Reserve Fund Target (4 Months Operating Expenses)	200,000
GVL Wastewater Operating Reserve, Fully Funded or (Below Target)	Fully Funded
Water Division	
Water Capital Improvement Project Reserve	1,551,145
Water System Connection & Capacity Charges	140,658
Water Infrastructure R&R Reserve (MFC & AMR SRF Debt Reserve)	89,334
Water Operating Reserve	560,000
Recommended Operating Reserve Fund Target (4 Months Operating Expenses)	560,000
Water Operating Reserve, Fully Funded or (Below Target)	Fully Funded
Assessment Districts Restricted Funds	
Water Assessment District No. 10 Construction Funds	26,421
Water Assessment District No. 10 O&M	36,732
Subtotal Assessment Districts	63,154
Total District Designated & Operating Reserve Funds	9,666,620
Assessment District Funds	63,154
Combined Pooled Cash	9,729,774
Checking Account (General)	394,760
LAIF - Investment	2,821,633
MBS Investments (Laddered CDs & US Treasury Bills)	6,507,386
York Insurance Deposit / Sedgwick	4,994
Petty Cash	1,000
Combined Pooled Cash	9,729,774

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: December 20, 2023
TO: Board of Directors
FROM: Ryan Gross, General Manager
SUBJECT: CONSIDER ADOPTING RESOLUTION NO. 16-23, REVISED CAPITAL ASSET ACCOUNTING POLICY

RECOMMENDED BOARD ACTION

It is recommended that the Board of Directors consider adopting Resolution No. 16-23, Revised Capital Asset Accounting Policy

REASON FOR RECOMMENDATION

Raising the capitalization threshold beyond the current amount of \$1,000 will decrease the time and effort of accounting for capital assets each year.

BACKGROUND INFORMATION

The District's Accounting and Auditing consultants have recommended that it might be a good idea to raise the capitalization threshold to something more meaningful. For example, \$25,000 for vehicles and equipment and \$50,000 for capital improvements and infrastructure.

In the current year, the District capitalized a SCADA Improvement for \$3,456 and is amortizing this over 5 years. Amounts such as this are very immaterial.

The District's existing Capital Asset Accounting Policy was adopted November 16, 2011 which has provided guidance to ensure consistent and accurate accounting in this area and establish controls over capital asset reporting. The policy addresses capitalization thresholds, depreciation methods, determination of useful lives, with respect to the types of expenditures capitalized and the values at which expenditures are capitalized.

The revised Capital Asset Accounting Policy raises the capitalization threshold.

FISCAL INFORMATION

Capitalization is a purely financial statement function, not an inventory tracking system. We would still keep a list of computers, equipment, etc. We just would not put these items on the financial statements and depreciate them.

ATTACHMENTS

Attachment 1 – Resolution No. 16-23, Revised Capital Asset Accounting Policy

RESOLUTION NO. 16-23

**RESOLUTION OF THE BOARD OF DIRECTORS OF RUNNING SPRINGS
WATER DISTRICT ADOPTING A REVISED CAPITAL ASSET ACCOUNTING
POLICY**

WHEREAS, the auditors and accountants of Running Springs Water District have recommended the adoption of a revised uniform policy addressing the types of assets to be capitalized and the values at which such assets are capitalized; and

WHEREAS, the District's financial consultants have assisted in the preparation of a uniform policy in response to the recommendation from the District's auditors;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Running Springs Water District hereby adopts the revised Capital Asset Accounting Policy attached hereto as Exhibit "A."

ADOPTED by the Board of Directors of the Running Springs Water District on the 20th day of December 2023.

Ayes:

Noes:

Abstentions:

Absent:

President of the Board of Directors
Running Springs Water District

ATTEST:

Secretary of the Board of Directors
Running Springs Water District

Running Springs Water District Capital Asset Accounting Policy

Capital Asset Policy

A. General – It is essential for both financial statement and cost accounting purposes that all departments of the Running Springs Water District follow a uniform policy with respect to the types of expenditures capitalized and the values at which expenditures are capitalized. When there is any doubt as to the proper treatment of possible capital expenditures, contact the Administration Supervisor and/or General Manager.

B. Capitalization Policy

1. **Land** – All land purchases, regardless of cost, are capitalized. When land is acquired with a building, an allocation should be made for each individually. Typically, a recent appraised value with specific amounts for land and structure can be used for this allocation. This ratio should be applied to the purchase price to determine the capitalized amount.
2. **Buildings**
 - a. New buildings are capitalized at the sum of transactions deemed to be directly related to the construction of the building upon notification the building is completed and available for occupancy. Capitalization threshold = \$50,000.
 - b. A renovation or building addition is capitalized when it enhances the use or efficiency of the building. This amount is generally capitalized over the remaining useful life of the building. If the building is fully depreciated, the renovation will be capitalized for 10-30 years based on input from accounting personnel or consultants, if necessary. The capitalized amount recognized is the total cost of the renovation/addition project less any movable equipment expense and other incidental expenses incurred during the project. Incidental expenses are deemed to be those which do not lend to the enhancement or extension of the building life (e.g., moving and storage costs).
3. **Land Improvements** – This category includes roads, curbs, walkways, parking lots, streetlights, landscaping, wells, irrigation systems, drainage systems, fences, boundary signs, directional signage, and similar items. Items in this category will be capitalized if they have a value of at least \$50,000 and are durable.
4. **Other Assets Attached to Buildings** – Items in this category will be capitalized if they have a value of at least \$25,000 and are durable. Examples include building systems and fixed equipment. Building systems include such items as elevators, HVAC units, and fire prevention systems. Fixed equipment includes items physically attached to the building that are not utilized by the whole building.

5. **Movable Assets** - This category includes vehicles, furniture, software, and equipment that are not part of a building. Movable assets are capitalized at the invoiced cost (plus any applicable transportation and installation charges) if they meet the following criteria:
 - a. Have capitalized value of \$25,000 or more;
 - b. Are durable (an economic estimated useful life of more than one year);
 - c. Are freestanding and movable (not permanently affixed to a building or structure).

6. **Construction in Progress** - Construction in progress accounts will be used as cost accumulation centers. Projects that accumulate costs that are non-capital expenditures should be cleared out and expensed before the fiscal year is closed. Projects that accumulate costs that are capital expenditures will be categorized into the appropriate capital asset classification and capitalized in the year the project is complete. Projects that primarily contain capital expenditures but have some non-capital items associated with the project will be capitalized and expensed as appropriate in the year the project is complete.

C. Amount to be capitalized – The cost values to be capitalized for a capital asset are outlined below: (Please note these lists are examples and may not be all inclusive of appropriate items to capitalize.)

1. Land:

- Original contract price
- Brokers' commissions
- Legal fees for examining and recording title
- Cost of title guarantee insurance policies
- Cost of real estate surveys
- Cost of an option when it is exercised
- Special paving assessments
- Cost of razing an old building existing when the land is originally acquired
- Cost of cancellation of unexpired lease
- Payment of noncurrent taxes accrued on the land at date of purchase if payable by purchaser

2. Buildings:

- Original contract price or cost of construction
- Expenses incurred in remodeling, reconditioning or altering a purchased building to make it available for the purpose for which it was acquired
- Cost of excavation or grading or filling of land for the specific building
- Expenses incurred for the preparation of plans, specifications, blueprints, etc.
- Cost of building permits

- Payment of noncurrent taxes accrued on the building at date of purchase if payable by purchaser
- Architects' and engineers' fees for design and supervision
- Costs of temporary buildings used during the construction period

3. Machinery and equipment:

- Original contract or invoice cost
- Freight, cartage, import duties, handling and storage costs
- Specific in-transit insurance charges
- Sales, use and other taxes imposed on the purchase
- Costs of preparation of foundations and other costs in connection with making a proper site for the assets
- Installation charges
- Costs for reconditioning used equipment to make it usable for the purpose it was purchased

4. Construction in progress:

- Direct material
- Direct labor
- Direct professional services
- Permits and fees
- Internal labor costs incrementally identified to the specific project and appropriately tracked and documented

5. Donated assets:

Donated Capital Assets should be recorded at their estimated fair value at the time of acquisition.

D. Amounts not to be capitalized - following are types of expenditures that should not be recorded as Capital Assets (not all inclusive):

1. Cost relating to the removal or demolition of buildings, structures, equipment or other facilities. The two exceptions are as follows:
 - The cost to remove or demolish a building or other structure existing at the time of acquisition of land with the intention of removal or demolition to accommodate its intended use (such cost is considered a part of the cost of the land).
 - The cost to remove or demolish a building or other structure with the intention of replacing the old asset (such cost is considered a part of the cost of the new capital projects).
2. The cost of relocating a facility including the cost of relocating personnel. The cost of equipment rearrangement within a facility or the transfer of individual assets from one location to another should also be expensed.

3. Administrative and executive salaries even though a portion of such salary costs are related to fixed asset acquisitions.
4. Costs incurred on assets that were not purchased, e.g., surveying, title searches, legal fees, and other expert services on land not purchased.
5. Extraordinary costs incidental to the construction of Capital Assets such as those due to strike, flood, fire or other casualties.
6. The cost of abandoned construction.
7. The costs of normal repairs and maintenance that do not add to the value or extend the lives of assets materially are not capitalized, but are shown as expenses in the year incurred.

E. Asset Types and Most Common Useful Lives:

Type Classification Description Useful Life

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

	<u>Years</u>
Plant and Facilities	20-75
Furniture and Equipment	3-10
Trucks and Automobiles	7-15

Capital Asset Definition of Terms

The following definitions, which relate specifically to the accounting for capital assets, are presented below to afford a better understanding of the capital asset policy.

Definitions for Capital Expenditures

1. Newly acquired item.
2. Replacement of complete units.
3. Rebuilt equipment if the rebuilding project effectively restores to like-new condition and/or significantly extends the item’s useful life or markedly increases the item’s net book value.
4. Accessory equipment should be considered as a portion of the capitalized value of the capital item if it was invoiced at the same time of initial purchase. However, accessory equipment, which was purchased with the intent of using it interchangeably with two or more items, should be capitalized and recorded as a separate item of equipment.
5. Accessory equipment, which is acquired subsequent to the purchase of the parent item, must have the capitalization criteria applied to it separately. These criteria will determine if the item is to be expensed or capitalized.

Definitions for Non-Capital Expenditures

1. Expenditures for repairs, maintenance or replacement of component parts which do not extend the unit’s original life or significantly enhance its net value.

2. Expenditures incurred in demolishing or dismantling equipment including those expenditures related to the replacement of units or systems.
3. Expenditures incurred in connection with the rearrangement, transfer, or moving of capitalized items from one location to another, including expenditures incurred in dismantling, transporting, reassembling, and reinstalling such items in a new location.

Noncapital costs, such as those listed above, are expensed as incurred.

Movable Assets

Consists of vehicles and software, as well as furniture and equipment that are not part of the supporting structure of a building and that meet the specific criteria for capital assets.

Fixed Assets

Fixed assets consists of land, land improvements, buildings, building systems, leasehold improvements and fixed equipment including new construction, alterations and renovation projects that meet the specific criteria for fixed capital assets.

Depreciation

Depreciation is the process of allocating the cost of a capital asset over the period of time benefitted by the use of that asset, rather than deducting the cost of the asset as an expense in the year of acquisition. A capital asset is depreciated over its estimated useful life, which is meant to be an indication of the number of years that an asset will be used for the purpose for which it was purchased.

Accumulated Depreciation

Accumulated depreciation equals the total amount of depreciation recognized for a capital asset since it was initially put in use.

Net Book Value

Net book value represents the capitalized value of an item, less Accumulated Depreciation.

Repairs and Maintenance

Repairs and maintenance are costs to keep equipment operating for normal use that may be recurring and regular in nature. Such costs include the replacement of any existing parts of components and any repairs that do not extend the useful life of the existing asset. Any expenditure meeting the above guidelines will be treated as repairs and will not be capitalized by the property management system.

Component Parts

Component parts are any part of a unit of equipment that cannot be used independently of the remaining piece of equipment. This definition will apply even though the component part may cost more than \$5,000 and have a useful life of more than one year. For property management purposes, component parts are not identified separately, but are capitalized with the system of which they are a part.

District Constructed Assets

Assets constructed by the District are made up of multiple component parts both above and below the capitalization threshold. The department generally uses a construction in progress account number to capture all the expenses related to the item. Upon completion, they collaborate with the General Manager, accounting staff or consultants to determine a description, in service date, estimated useful life and final capitalized amount for the item.

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: December 20, 2023
TO: Board of Directors
FROM: Ryan Gross, General Manager
SUBJECT: CONSIDER APPROVING ON-CALL MAINTENANCE CONTRACT FOR RAISING SEWER MANHOLES IN GREEN VALLEY LAKE

RECOMMENDED BOARD ACTION

It is recommended that the Board of Directors consider approving an on-call maintenance contract with Altmeyer Construction in the amount of \$49,300 to raise 17 sewer manhole rings and covers plus a 15% change order contingency.

REASON FOR RECOMMENDATION

The majority of the sewer manholes in the Green Valley Lake (GVL) area are paved over. This first round of 17 manholes to be raised will allow for the 2024 sewer flow monitoring study and also provide critical access for staff to conduct ongoing maintenance.

BACKGROUND INFORMATION

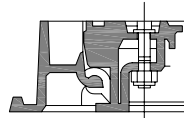
The Running Springs Water District took over the GVL sewer system in March 2023. There is a significant infiltration and inflow (I&I) problem in the GVL area and we plan to conduct a sewer flow monitoring study beginning in January 2024. Raising certain key sewer manholes will allow for this first phase investigation to help determine the areas to focus our efforts on to reduce I&I.

FISCAL INFORMATION

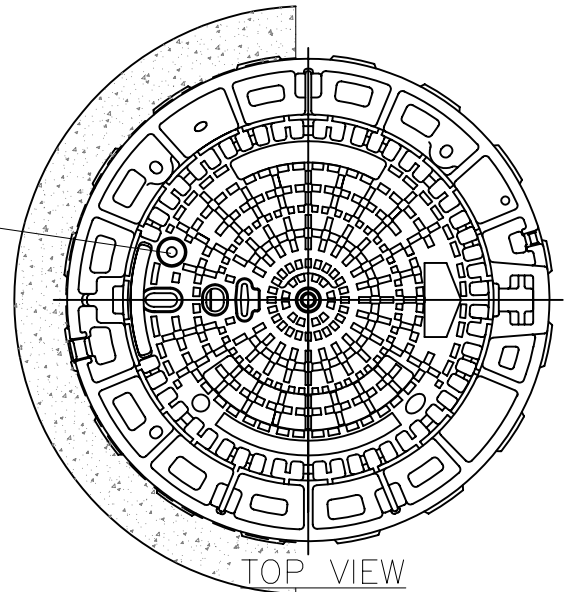
If approved, the project will be funded from the GVL Wastewater Capital Improvement Reserve Fund which has a balance of \$2,651,652.

ATTACHMENTS

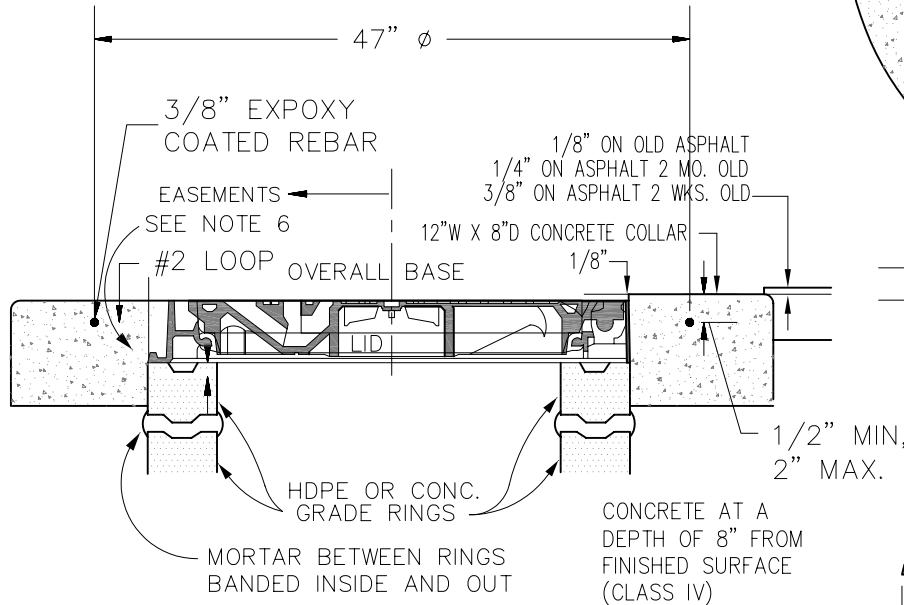
- Attachment 1 – District Standard Specification S-5
- Attachment 2 – GVL Sewer Flow Monitoring Manhole Locations
- Attachment 3 – Altmeyer Quote



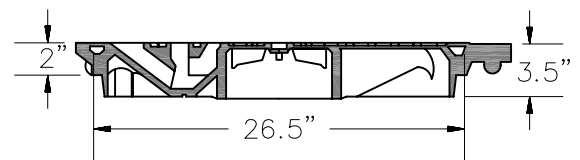
LOCKING MECHANISM



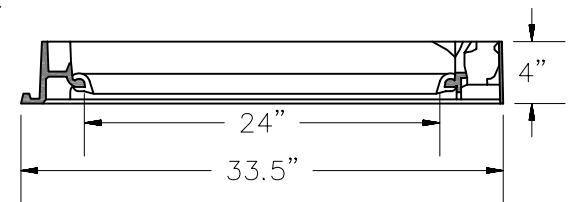
TOP VIEW



SECTION THRU FRAME SHOWING TYPICAL INSTALLATION



COVER SECTION VIEW



FRAME SECTION VIEW

NOTES:

1. MANHOLE COVER SHALL BE DESIGNED FOR AASHTO H-20 LOADING.
2. MANHOLE COVER AND FRAME SHALL BE CALLED PAMREX OR APPROVED LOCKING EQUAL. COVER AND FRAME SHALL BE MANUFACTURED FROM DUCTILE IRON. SUBMIT "OR EQUAL" REQUEST TO DISTRICT 15 WORKING DAYS PRIOR TO INTENDED USE FOR REVIEW AND APPROVAL. UNLESS APPROVED IN WRITING BY THE DISTRICT, "OR EQUAL" SUBSTITUTES SHALL NOT BE INSTALLED.
3. COVERS SHALL BE HINGED AND INCORPORATE A 90 DEGREE BLOCKING SYSTEM TO PREVENT ACCIDENTAL CLOSURE. COVERS SHALL BE ONE MAN OPERABLE USING STANDARD TOOLS AND SHALL BE CAPABLE OF WITHSTANDING A TEST LOAD OF 80,000 LBS.
4. FRAMES SHALL BE CIRCULAR, INCORPORATE A SEATING RING AND A FITTED PLUG IN THE HINGE HOUSING, AND BE AVAILABLE IN A 24 INCH CLEAR OPENING. THE FRAME DEPTH SHALL NOT EXCEED 4 INCHES, AND THE FLANGE SHALL INCORPORATE BEDDING SLOTS, BOLT HOLES, AND LIFTING EYES.
5. ALL COMPONENTS SHALL BE BLACK COATED.
6. FRAME WEIGHT: 73 LBS. COVER WEIGHT: 122 LBS. TOTAL WEIGHT: 195 LBS.
7. PAMREX IS AVAILABLE FROM JIM COX SALES, INC. (800) 838-7377.
8. RSWD SEWER SHALL BE INSTALLED ON THE LOCKING LID.



RUNNING SPRINGS WATER DISTRICT

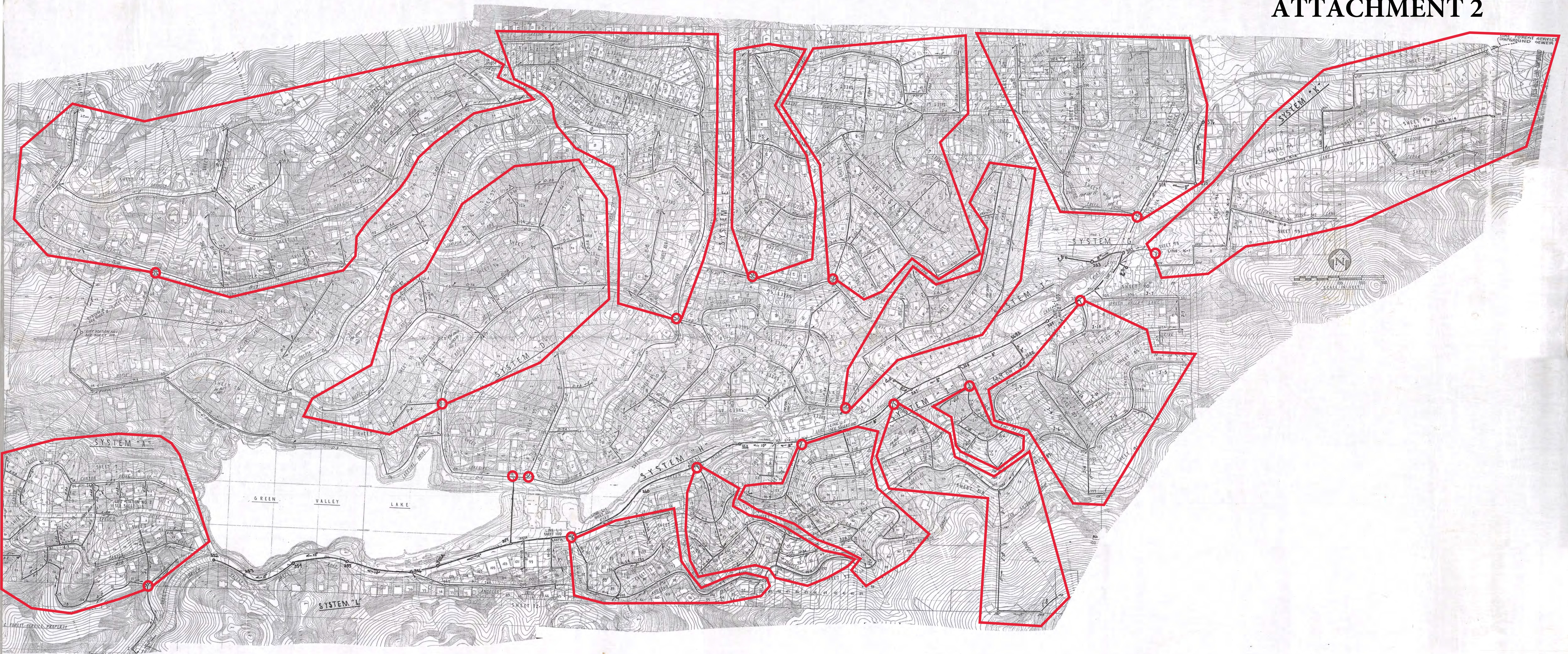
RYAN GROSS
GENERAL MANAGER

STANDARD MANHOLE COVER

25

STANDARD DRAWING NO.

S-5



ALTMAYER, INC
GENERAL ENGINEERING CONTRACTOR
CALIFORNIA CONTRACTOR'S LICENSE NUMBER 978739
PO BOX 505
CEDAR GLEN, CA 92321
909-337-5788
909-337-7800 FAX

PROPOSAL

December 15, 2023

Ryan Gross
Running Springs Water District
PO Box 2206
Running Springs, CA 92382

MANHOLE LID RAISING
Green Valley Lake, CA

We propose to provide all labor, equipment and materials necessary to raise 17 manhole rings and covers per District specifications. Ring and covers to be provided by RSWD.

Disposal of existing rings and covers are included in this proposal.

Total cost to complete the above is **\$49,300.00**

Total due upon completion of work.

The opportunity of submitting this proposal is greatly appreciated.

ALTMAYER, INC


Christopher R. Altmeyer
President

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: December 20, 2023

TO: Board of Directors

FROM: Ryan Gross, General Manager

SUBJECT: CONSIDER APPROVING A PROFESSIONAL SERVICES AGREEMENT FOR A SEWER FLOW MONITORING STUDY IN GREEN VALLEY LAKE

RECOMMENDED BOARD ACTION

It is recommended that the Board of Directors consider approving a Professional Services Agreement to conduct a three-month Sewer Flow Monitoring Study in Green Valley Lake (GVL) with an optional fourth month if needed, the purchase of seven sewer flow monitoring devices and a 15% change order contingency.

REASON FOR RECOMMENDATION

To conduct a sewer flow monitoring study in GVL beginning in January 2024 for a three-month period.

BACKGROUND INFORMATION

The Running Springs Water District took over the GVL sewer system in March 2023. There is a significant infiltration and inflow (I&I) problem in the GVL area and the results of the proposed sewer flow monitoring study are expected to help identify areas we can focus on to reduce I&I.

FISCAL INFORMATION

The District received two proposals for the sewer flow monitoring study that are attached.

Proposal	3-Month Study	Purchase Option
Utility Systems, Science & Software (US3)	\$92,042	\$72,821
ADS Environmental Services (ADS)	\$138,000	\$97,031

*Purchase option is for seven sewer flow monitoring devices.

District staff recommends including the option to add an additional month on monitoring and also the purchase option so that we can continue to monitor sewer flows throughout the District after the three or four month study is complete.

If approved as recommended the cost for the three-month study, the additional month of monitoring if needed and the purchase of the seven flow monitoring devices would be \$181,236 plus a 15% change order contingency of \$27,185 for a total authorized expenditure amount of \$208,421. The project will be funded from the GVL Wastewater Capital Improvement Reserve Fund which has a balance of \$2,651,652.

If the data obtained during the initial three-month study period is sufficient to identify areas to focus our I&I reduction efforts on then the fourth optional month would not be necessary. We also do not foresee any need to utilize the 15% change order contingency other than to possibly need additional traffic control.

ATTACHMENTS

Attachment 1 – Proposals (to be provided under separate cover)