

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS  
RUNNING SPRINGS WATER DISTRICT  
COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA  
APRIL 22, 2020**

---

A Regular Meeting of the Board of Directors of the Running Springs Water District was held on Wednesday, April 22, 2020 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 through teleconference:

Tony Grabow, President  
Errol Mackzum, Vice-President  
Mike Terry, Director (Arrived at 9:13 A.M.)  
Bill Conrad, Director  
Mark Acciani, Director

Also present at the District were the following:

Ryan Gross, General Manager  
Amie R. Crowder, Board Secretary/Treasurer/Administration Supervisor  
Trevor Miller, Wastewater Operations Manager  
Mike Vasquez, Fire Chief  
Cindy Strebel, Battalion Fire Chief

The following were present through teleconference:

Randy Bobroff, Water Operations Manager  
Ward Simmons, Legal Counsel, Best, Best & Krieger

Visitors present through teleconference:

Gerhard Hilgenfeldt, Running Springs Resident (Arrived at 10:02 A.M. left at 10:04 A.M.)

**MEETING MINUTES**

**AGENDA ITEMS**

**1. Call Meeting to Order and Roll Call**

The Running Springs Water District Regular Board Meeting was called to order at 9:02 A.M. by President Tony Grabow. Roll call was led by Board Secretary, Amie R. Crowder.

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

The visitor introduced himself for the record, upon arrival at 10:02 A.M. Visitor left the meeting at 10:04 A.M.

**3. Approval of Consent Items**

**A. Approve Meeting Minutes**

**B. Ratify Expenditures and Cash Summary**

**C. Consider Adopting Resolution No. 05-20, Amending and Adopting Local Guidelines for Implementing to California Environment Quality Act**

Upon **motion** by Director Conrad, **second** by Director Acciani and **carried by a 4 to 0 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 Roll Call Vote for Regular Special District Member of the Local Agency Formation Commission for San Bernardino County**

General Manager Gross presented candidates nominations for the position of Regular Special District member. Various discussions continued.

Upon **motion** by Vice-President Mackzum, **second** by Director Conrad and **carried by a 5 to 0 Roll Call Vote**, the Vote for Candidate Kimberly Cox for Regular Special District Member of the Local Agency Formation Commission for San Bernardino County was approved.

**B. Consider Adopting Resolution No. 06-20, Designation of Applicant's Agents for Disaster Assistance Matters**

General Manager Gross presented the purpose of this Resolution and the standard form that is required to complete. The Disaster Assistance Program provides financial assistance from the State for costs incurred by local governments as a result of a disaster event. There were no comments or questions regarding this Action Item.

Upon **motion** by Director Conrad, **second** by Director Terry and **carried by a 5 to 0 Roll Call Vote**, Resolution No. 06-20, Designation of Applicant's Agents for Disaster Assistance Matters was adopted.

**C. Consider Authorizing Staff to Purchase Screenings Conditioning Equipment for Wastewater Treatment Plant Headworks Process**

Wastewater Operations Manager, Trevor Miller, presented the process the headworks performs for the treatment of the District's wastewater. Trevor also presented the history

of the Running Springs Water District's Wastewater Treatment Plant that was converted to a Membrane Bio Reactor (MBR) treatment process, and the need to purchase screening conditioning equipment for Wastewater Treatment Plan headworks process. The current system uses three separate stations and the replacement will perform all three processes in one central station. Trevor continued to outline the details of the Vulcan unit he witnessed being installed. Various discussions continued regarding the different types of washer/compactors that were researched, their price points, functionality, reliability, and warranties.

Upon **motion** by Vice-President Mackzum, **second** by Director Terry and **carried by a 5 to 0 Roll Call vote**, the Board authorized Staff to Purchase Screenings Conditioning Equipment for the Wastewater Treatment Plant Headworks Process not to exceed \$111,669.

**D. Consider Authorizing General Manager to Execute Change Order for Sewer Pipeline Point Repair**

Wastewater Operations Manager, Trevor Miller, presented the details of the change order for sewer pipeline point repairs. Trevor explained that the initial contract that was approved at the November 13, 2019 Special Board Meeting has been rescheduled for the week of May 4<sup>th</sup>, 2020, due to weather and scheduling conflicts. Trevor outlined the slip line on Scandia Dr. and the details of the connections that need to be repaired due to roots and bad joints. Various discussions occurred regarding the price and the integrity of the liner.

Upon **motion** by Director Terry, **second** by Director Acciani and **carried by a 5 to 0 Roll Call vote**, the General Manager was authorized to Execute a Change Order for Sewer Pipeline Point Repair not to exceed \$15,740.

**E. Consider Fire Department Staffing Adjustments**

Fire Chief Mike Vasquez presented the new staffing model the Fire Department would like to implement. Chief Vasquez and Battalion Chief Strebels discussed how this new staffing model is not a permanent change; rather, it is a staffing model that would continue to be evaluated throughout the year based on the Department's need and financial viability. Chief Vasquez outlined the Department's current staffing, the trending call volume increase of 28%, and a detailed breakdown of the current operational need. Various discussion continued.

Upon **motion** by Director Terry, **second** by Director Acciani and **carried by a 5 to 0 Roll Call vote**, Consideration for Fire Department Staffing Adjustments was approved.

**F. Consider Providing Direction to Staff on Potential Wage Freeze**

The Board discussed various potential actions that may or may not need to be considered due to the current economic hardship, and some of the measures surrounding Districts are taking due to the COVID-19 situation. Potential actions discussed included furlough days, merit freeze, a Cost of Living Adjustment (COLA) freeze, wait and see and do nothing. The Board tabled this discussion until more accurate data on the financial impact the COVID-19 pandemic is available. No action was taken.

**5. Information Items**

**A. Quarterly Budget/Financial Update**

General Manager Gross presented the budget reports. Clarification was provided for Ambulance funding regarding GEMT and IGT Programs, as well as property tax funding. Various discussion continued.

**B. Quarterly Operations Reports**

General Manager Gross presented the Quarterly Operations Reports. No comments currently.

**6. Board Member Comments/Meetings**

No comments currently.


**7. Report from Legal Counsel**

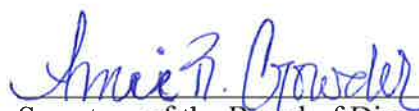
Ward Simmons, Legal Counsel, Best, Best & Krieger commended the District on the quality of our Public Meetings. Ward continued to report that Riverside County will be opening the golf courses and outdoor trails with appropriate social distancing and facial masks being enforced. Big Bear Lake is possibly looking to reopen soon. No report for San Bernardino County.

**8. Meeting Adjourned**

The meeting was adjourned at 10:06 A.M.

Respectfully Submitted,

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

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