



RUNNING SPRINGS WATER DISTRICT
A MULTI-SERVICE INDEPENDENT SPECIAL DISTRICT

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

TO: BOARD OF DIRECTORS DATE POSTED: MARCH 16, 2018
RE: REGULAR BOARD MEETING FROM: BOARD SECRETARY

The Regular Meeting of the Board of Directors of the Running Springs Water District will be held on Wednesday, March 21, 2018, at the hour of 9:00 A.M. at the District Office located at 31242 Hilltop Boulevard, Running Springs, California. This agenda was posted prior to 5:00pm on March 16, 2018 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 Joan C. Eaton, Board Secretary at (909) 867-2766 at least 48 hours before the meeting, if possible.

Copies of documents provided to members of the Board for discussion in open session may be obtained from the District at the address indicated above.

AGENDA

1. Call Meeting to Order and Pledge of Allegiance
2. Recognize and Hear from Visitors / Public Comment - This portion of the agenda is reserved for the public to make comments on matters within the jurisdiction of the Running Springs Water District that are **not on the agenda**. The Board, except to refer the matter to staff and/or place it on a future agenda, may take no action. It is in the best interest of the person speaking to the Board to be concise and to the point. A time limit of five minutes per individual will be allowed. Any person wishing to comment on an item that is on the agenda is requested to complete a request to speak form prior to the item being called for consideration or to raise their hand and be recognized by the Board President.
3. Approval of Consent Items – The following consent items are expected to be routine and non-controversial and will be acted on at one time without discussion unless an item is withdrawn by a Board Member for questions or discussion. Any person wishing to speak on the consent agenda may do so by raising his/her hand and being recognized by the Board President.

A. Approve Meeting Minutes **Page 4**

B. Ratify February 2018 Expenditures **Page 11**

- C. Consider Adopting Resolution No. 01-18, Fixing and Levying Fire Suppression Availability Charges for Fiscal Year 2018-2019 **Page 18**
- D. Consider Adopting Resolution No. 02-18, Fixing Sewer Standby or Availability Charges for Fiscal Year 2018-2019 **Page 19**
- E. Consider Adopting Resolution No. 03-18, Fixing Water Standby or Availability Charges for Fiscal Year 2018-2019 **Page 21**
- 4. Public Hearing and Consideration of Adopting Resolution No. 04-18, Establishing Fees for Filing of Lien and Lien Release Services
 - A. Open Public Hearing
 - B. Staff Presentation;
 - C. Written Public Comment;
 - D. Oral Public Comment;
 - E. Board Discussion/Comments;
 - F. Close Public Hearing;
 - G. Consider Adopting Resolution No. 04-18, Establishing Fees for Filing of Lien and Lien Release Services **Page 23**
- 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 Authorizing Staff to Purchase New Self Contained Breathing Apparatus Equipment
(Presenter: George Corley, Fire Chief) **Page 25**
 - B. Consider Request from Chamber to Place Storage Unit on District’s Downtown Property
(Presenter: Ryan Gross, General Manager) **Page 28**
 - C. Consider Adopting Resolution No. 05-18, Initiating Proceedings for the Annexation of the Pali Mountain Property
(Presenter: Ryan Gross, General Manager) **Page 32**
 - D. Consider Authorizing Staff to Present Draft Agreement to CSA 79 for Wastewater Transportation, Treatment and Disposal Services
(Presenter: Ryan Gross, General Manager) **N/A**
 - E. Consider Awarding Construction Contract for the Fire Station 51 Structural Repair
(Presenter: Ryan Gross, General Manager) **Page 44**

March 21, 2018 Regular Board Meeting Agenda
Posted March 16, 2018

6. Information Items – The following information items do not require any action by the Board of Directors and are for informational purposes only.
 - A. Draft Fiscal Year 2018/2019 Wastewater Collections Department Budget
(Presenters: Finance Committee, Ryan Gross, General Manager) **Page 46**
 - B. Draft Fiscal Year 2018/2019 Wastewater Treatment Department Budget
(Presenters: Finance Committee, Ryan Gross, General Manager) **Page 80**
 - C. Water Production & Precipitation Report **Page 117**
7. Closed Session
 - A. Conference With Legal Counsel – Anticipated Litigation. Significant Exposure to litigation pursuant to Paragraph (2) of subdivision (d) of Section 54956.9. Number of cases: One
8. Open Session
 - A. The Board and/or Legal Counsel will report any action taken in closed session.
9. General Manager’s Report
10. Report from Legal Counsel
11. Board Member Comments/Meetings
12. Meeting Adjournment

Upcoming Meetings: Regular Board Meeting, April 18, 2018 at 9:00 am

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: March 21, 2018
TO: Board of Directors
FROM: Ryan Gross, General Manager
SUBJECT: CONSIDER APPROVING MEETING MINUTES

RECOMMENDATION

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

REASON FOR RECOMMENDATION

Approval of meeting minutes.

BACKGROUND INFORMATION

The attached draft meeting minutes are from the Regular Board Meeting held on February 21, 2018.

ATTACHMENTS

Attachment 1 – Draft Meeting Minutes

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS RUNNING SPRINGS WATER DISTRICT
COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA
FEBRUARY 21, 2018**

The Regular Meeting of the Board of Directors of the Running Springs Water District was held on Wednesday, February 21, 2018 at the hour of 9:00 A.M. at the District office located at 31242 Hilltop Boulevard, Running Springs, California.

The following Directors were present:

Kenneth Ayers, President
Tony Grabow, Director
Mike Terry, Director
Errol Mackzum, Director

Director Pamella Bennett was absent

Also present were the following:

Ryan Gross, General Manager
Joan C. Eaton, Board Secretary/Treasurer/Administration Supervisor
Ward Simmons, Legal Counsel, Best, Best & Krieger
Mike Vasquez, Fire Department Battalion Chief

Visitors Present:

Gerhard Hilgenfeldt, Resident

MEETING MINUTES

AGENDA ITEMS

1. Call Meeting to Order and Pledge of Allegiance

The meeting was called to order at 9:01 A.M. by President Ayers who also led the assembly in the pledge of allegiance to the flag.

2. Recognize and Hear From Visitors/Public Comment

Visitor Hilgenfeldt introduced himself for the record.

3. Approval of Consent Items

A. Approve Meeting Minutes

The January 17, 2018 Regular Board Meeting Minutes will be amended to correct the failed motion regarding Authorizing Changes to Credit/Debit Card Processing for Water and Sewer Bill Payments.

B. Ratify January 2018 Expenditures

C. Consider Granting the Running Springs Area Chamber of Commerce Permission to Utilize the Running Springs Water District's Downtown Property for their 2018 Events

The Board reviewed the Chamber of Commerce letter requesting permission to utilize the Running Springs Water District Downtown property for their 2018 events, and if approved, the District will draft a Hold Harmless Agreement. Manager Gross confirmed staff will inspect a well site thought to be located on private property behind the bank that was reported with exposed wires.

D. Consider Approving Updated Authorized Signature Certificate for Assessment District No. 10

Upon motion by Director Mackzum, second by Director Grabow and carried by a 4 to 0 vote, the Consent Items were approved as amended.

4. Action Items

A. Consider Potential Annexations of Camp Helendade and Pali Mountain Camp Properties

Manager Gross stated the District had been approached by the new owners of the Boy Scout Camp Helendade property who plan to build a Recreational Vehicle (RV) type camp. They asked the District to draft a temporary Water and Sewer Service Agreement to serve them while the annexation process into the District, with the Local Agency Formation Commission (LAFCO), is proceeding. Manager Gross said it is expected the property will be annexed into the District within a year and will provide additional property tax and water and sewer service connection fee revenue and allow for potential new groundwater resources.

Manager Gross then reported on the Pali Mountain Camp property that currently has a 2013 Outside Service Agreement and has requested annexation into the District. Manager Gross said the District expects the Pali Mountain Camp annexation process to take less than a year. Discussion continued regarding the Pali Mountain Equivalent Dwelling Unit (EDU) fees, property fire protection zones and property tax revenue allocations and Manager Gross said annexation of the Pali Mountain Camp property is consistent with the intent of the 2013 Outside Sewer Service Agreement.

Manager Gross confirmed the LAFCO annexation process will be separate for the Helendade and Pali Mountain Camp properties and they will be responsible for the LAFCO fees. Manager Gross asked the Board of Directors to provide direction on the potential annexation of the properties into the Running Springs Water District and Running Springs Fire Department service area.

Upon **motion** by Director Mackzum, **second** by Director Terry and **carried by a 4 to 0 vote**, Consider Potential Annexation of Camp Helendade Property, was approved.

Upon **motion** by Director Terry, **second** by Director Grabow and **carried by a 4 to 0 vote**, Consider Potential Annexation of Pali Mountain Camp Property, was approved.

B. Consider Endorsing the Rim of the World Intermountain Trails Concept

Manager Gross said the District Ad Hoc Committee met with Bruce Daniels, Casey Ayotte and Mike Scullin who presented their concept of the Intermountain Trails with no specific details provided. Battalion Chief Vasquez stated the Fire Department has future plans to develop a training site on the property behind the library and Manager Gross said the Intermountain Trails would need to work around any District projects. The Ad Hoc Committee recommended the Running Springs Water District Board of Directors endorse the conceptual idea and District staff will draft a letter to Mr. Daniels regarding the Board decision.

Upon **motion** by Director Terry, **second** by Director Ayers and **carried by a 4 to 0 vote**, Endorsing the Rim of the World Intermountain Trails Concept, was approved.

C. Consider Nominating Regular and Alternate Special District Members on the Local Agency Formation Commission (LAFCO)

The Board reviewed the LAFCO Special Districts Selection Committee letter regarding the nomination period for the position of Regular and Alternative Special District members and discussion continued.

No action was taken.

5. Information Items

A. Correspondence Related to Request for Inland Empire Health Plan to Reconsider Intergovernmental Transfer of Funds

Battalion Chief Vasquez reported on the Inland Empire Health Plan (IEHP) Intergovernmental Transfer (IGT) funds request by the Running Springs Fire Department. Battalion Chief Vasquez explained the program saying the Fire Department received approval notification from the IEHP to receive reimbursement of medical expenses for ambulance service provided to the Running Springs Community

for Fiscal Year 2017/2018, limited to the uncompensated care level amount of \$129,339. Reimbursement claims are submitted each Fiscal Year and Battalion Chief Vasquez said the Running Springs Fire Department is currently in three funding pools, Ground Emergency Medical Transportation (GEMT), Molina Health and IGT to help sustain operations. Manager Gross said Running Springs Fire Department will receive a small percentage of the overall funding, so there is a good chance the Department will continue to receive contributions. Director Mackzum acknowledged the Fire Department for their work and he said reference was made in the letter drafted to IEHP, to our own indigenous population, but it did not indicate that the department is a major emergency entity for situations that occur on the highway. Battalion Chief Vasquez agreed by saying revenue is generated by highway emergencies and discussion continued.

B. Quarterly Investment Report

Manager Gross reported on the District Investment Report confirming the earned interest remains in the Local Agency Investment Fund (LAIF) and is allocated to all divisions accordingly for accounting purposes. The March Finance Committee will review the Wastewater Division budgets and also consider the CalTrust Investment Public Agency with Attorney Simmons saying CalTrust Investment is a Joint Powers Authority. Staff will provide additional information regarding the CalTrust Investment Public Agency at the March Finance Committee Meeting.

C. Water Production and Precipitation Report

No additional information to report.

D. Various Articles from CSDA

Discussion continued regarding the California Cities Retirement System Sustainability Study and Governor Brown's Budget proposal for 2018-2019 to implement a new state tax on water bills. Manager Gross will draft a letter to the California Special District Association (CSDA) and legislative groups in opposition of the proposed state tax on water bills.

Manager Gross confirmed the year has been dry and the well levels are lower requiring the District to purchase more imported water from the Crestline-Lake Arrowhead Water Agency (CLAWA) and Arrowbear Park County Water District. Manager Gross said the recent increase in purchased water expense was also partially due to the Sidewinder well being offline for a couple of months with zero production during that time. Mr. Hilgenfeld inquired about water conservation with Manager Gross confirming there are no mandatory water restrictions in place.

The Board took a break at 10:01 A.M. and reconvened at 10:06 A.M.

6. Closed Session

A. Conference with Legal Counsel – Anticipated Litigation. Significant Exposure to litigation pursuant to Paragraph (2) of subdivision (d) of Section 54956.9 Number of cases: One

The Board went into Closed Session at 10:07 A.M. under threat of litigation with Arrowbear County Water District regarding sewer service charges.

7. Open Session

A. The Board and/or Legal Counsel will report any action taken in Closed Session

The Board returned to Open Session at 11:03 A.M. with no reportable action.

8. General Manager's Report

Manager Gross confirmed the Camp Helendade Property is forty-eight (48) acres.

Manager Gross said the Automated Meter Reading (AMR) loan application is in the final stages with the State Water Board Legal Counsel. The Financing Agreement will be presented to the Running Springs Water District Board in March and the State Water Board will sign the documents in April, 2018 to begin the project.

The Fire Station 51 Structural Damage Project went out to bid with a job walk scheduled for March 1st and the bid opening on March 15, 2018. Manager Gross said the Special District Risk Management Authority (SDRMA) confirmed they will cover all of the costs for this project.

The Finance Committee Meeting originally set for March 7, 2018 will be rescheduled. District staff are currently working on draft budgets that will be presented to the Finance Committee with the Wastewater Division in March, Fire and Ambulance in April and the Water/Administration Division in May, 2018.

Discussion continued regarding Fire Department reserves, revenues generated by grants and outside staff assignments and future projected capital expenses.

Manager Gross stated the Personnel Committee met on February 6, 2018 and will review the District organizational structure and alternatives for the Cost of Living Adjustment (COLA). Director Terry found a new Consumer Price Index (CPI) formula that may be more tailored to the District.

In closing, Manager Gross said San Bernardino County is slowly working on studies regarding the proposed CSA-79 annexation. CSA-79 residents meet monthly and he confirmed there is an active CSA-79 Advisory Commission in place.

9. Report From Legal Counsel

Attorney Simmons stated the State Water Board was meeting to consider making the drought regulations permanent in California and he will report back next month regarding this issue. Attorney Simmons mentioned the Metropolitan Water District and consideration of limiting the Delta WaterFix Project to one main tube with potential for a second phase.

10. Board Member’s Comments

No further Board Member comments.

Supervisor Eaton stated the Statement of Economic Interest Form 700 is due by April 2, 2018.

11. Meeting Adjournment

The meeting was adjourned at 11:20 A.M.

Respectfully Submitted,

President, Board of Directors
Running Springs Water District

Secretary of the Board of Directors
Running Springs Water District

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: March 21, 2018
TO: Board of Directors
FROM: Ryan Gross, General Manager
SUBJECT: RATIFY EXPENDITURES

RECOMMENDED BOARD ACTION

It is recommended that the Board of Directors review the attached accounts payable check register and ratify the District's February 2018 expenditures.

A copy of the District's Cash Reserve Fund Summary as of February 28, 2018, the Fire Department Operating Reserve Fund History and Pooled Cash Balance 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 for February 2018
- Attachment 2 – Cash Summary as of February 28, 2018
- Attachment 3 – Fire Department Operating Reserve Fund Balance History
- Attachment 4 – Pooled Cash Balance History

Running Springs Water District

Accounts Payable Checks

February 2018

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
2 Hot Uniforms inc	Work/Uniform Shirts	02/09/18	1,457.86	101607	3,092.79
	Uniform allowance new PCF Dylan Kesner	02/09/18	472.55	101607	
	Uniform new PCF Cody Schnauer	02/09/18	472.55	101607	
	PCF Uniform Componet- Scott Norbryhn	02/09/18	235.00	101607	
	Safety Boots - Rob Aberg	02/09/18	200.00	101607	
	Uniform new PCF Karl Abril	02/09/18	254.83	101607	
	1 - FFIII Safety Boots for Tyrler Citro	02/28/18	215.50	101655	333.76
	1 - WORKRITE MIDNIGHT NAVY PANT- Tyler Citro	02/28/18	118.26	101655	
Action Automotive Repair Inc	Brake Repair on the F-450	02/28/18	1,862.17	101656	1,862.17
Airgas Inc.	Rent Cyl Large Helium	02/14/18	47.71	101617	47.71
American Family Life Assurance Company of Colun	Additional Insurance Premiums January 2018	02/06/18	924.99	101585	924.99
	Additional Insurance February 2018	02/28/18	616.66	101657	616.66
Ameripride Services, Inc	Cleaning Supplies- January 2018	02/14/18	262.64	101618	262.64
Ariens Specialty Brands LLC	Safety clothing	02/14/18	69.99	101619	69.99
Arrowbear Park County Water District	Purchased Water January 2018	02/20/18	3,756.40	101641	3,756.40
	Purchased water February 2018	02/28/18	3,919.00	101658	3,919.00
Bacon/Wagner Excavating, Inc.	repair sewer easement live oak	02/06/18	3,667.98	101586	3,667.98
	Haul Roll off Bin to One Stop in Redlands	02/28/18	720.00	101659	720.00
Best, Best & Krieger LLP	Legal Services January 2018	02/09/18	4,448.51	101608	4,448.51
BURR Group Inc.	Trash Service January 2018	02/06/18	176.79	101587	176.79
California Computer Options Inc	Windows 7 Professional - Randy's Computer	02/09/18	225.20	101609	225.20
California Water Environment Association	Grd 2 Collect System Maintenance	02/14/18	90.00	101620	270.00
	Grade 2 Collect. Maint Testing	02/14/18	180.00	101620	
CalPERS	Health Insurance Premiums Feb 2018	02/01/18	19,280.74	DFT0000677	19,280.74
	PERS UAL February 2018	02/12/18	40,117.03	DFT0000678	40,117.03
	Employ Contribut Classic/Prepra 2/12/18	02/20/18	22,103.72	DFT0000683	22,103.72
Canon	Monthly Service/Usage February 2018	02/28/18	531.13	101660	531.13
Charter Communitcations	Telephone/Internet February 2018	02/14/18	576.14	101621	768.01
	Telephone/Internet February 2018	02/14/18	191.87	101621	
	Telephone/ Internet February-March 2018	02/20/18	109.97	101642	109.97
Citibank, N.A.	STAPLES -OFFICE SUPPLIES	02/28/18	147.34	101661	357.77
	Office Supplies - January 2018	02/28/18	210.43	101661	
Clinical Laboratory of San Bernardino	Water Samples January 2018	02/20/18	1,772.00	101643	2,992.00
	Wastewater Samples January 2018	02/20/18	1,220.00	101643	
Consolidated Electrical Distributors, Inc	Current Switch	02/06/18	416.77	101588	416.77
County of San Bernardino	Lien Release	02/06/18	21.00	101589	42.00
	Lien Release	02/06/18	21.00	101589	
	Lien Release	02/09/18	21.00	101610	42.00
	Lien Release	02/09/18	21.00	101610	
	Parcel map Revisions February 2018	02/14/18	2.00	101622	2.00
	Road Permit for Willow Drive	02/20/18	296.00	101644	296.00
Crestline-Lake Arrowhead Water Agency	Purchased Water February 2018	02/28/18	2,534.17	101662	2,534.17
Cypress Ancillary Benefits	Dental Insurance Premiums February 2018	02/06/18	1,132.36	101590	1,132.36
	Dental Insurance Premiums March 2018	02/28/18	1,237.50	101663	1,237.50
Dixi Willemse	Reimbursement Claim	02/14/18	22.14	101623	22.14

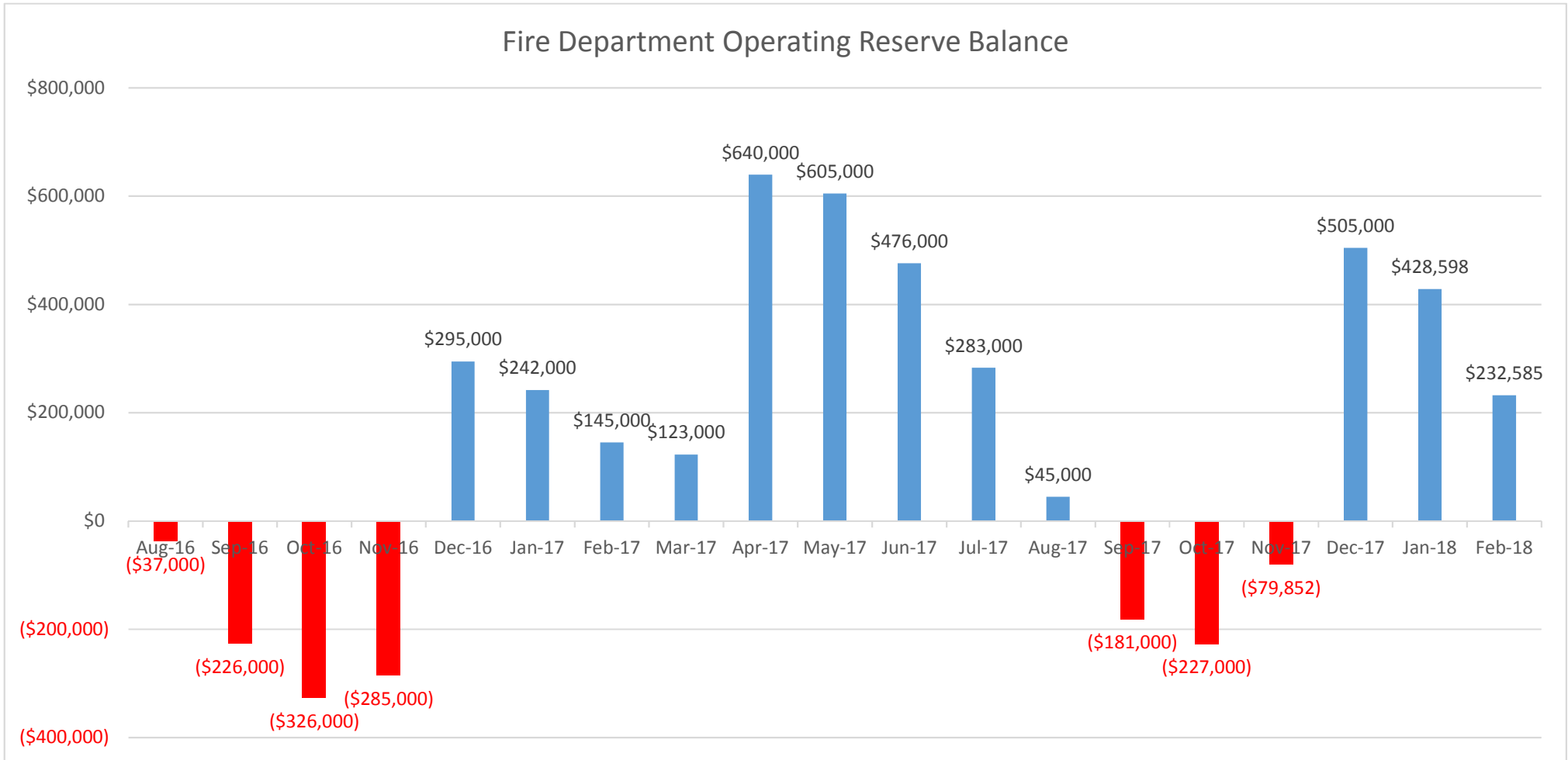
Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Don's Auto Supply 2 Inc.	Misc. Auto Supplies	02/14/18	83.49	101624	83.49
Endress & Hauser Inc	New display for MBR 1 flow meters	02/06/18	879.74	101591	879.74
Fire Fighters Association	Association Dues February 2018	02/28/18	610.00	101664	610.00
Frontier Communications	Telephone Jan-Feb 2018	02/06/18	55.32	101592	110.64
	Telephone Jan-Feb 2018	02/06/18	55.32	101592	
	Telephone February 2018	02/09/18	55.32	101611	107.69
	Telephone February 2018	02/09/18	52.37	101611	
	Telephone February 2018	02/14/18	144.62	101625	144.62
	Telephone February 2018	02/28/18	52.38	101665	465.08
	SCADA Line Feb-Mar 18	02/28/18	102.42	101665	
	Telephone Feb-Mar 2018	02/28/18	72.13	101665	
	Telephone Feb-Mar 2018	02/28/18	55.34	101665	
	Telephone Feb-Mar 18	02/28/18	72.13	101665	
	Telephone Feb-Mar 2018	02/28/18	55.34	101665	
	Telephone Feb-Mar 2018	02/28/18	55.34	101665	
Grant E. Foraker	2018 Comet Subscription	02/20/18	231.66	101645	231.66
Haz Mat Trans, Inc.	Wo# 84768	02/20/18	700.00	101646	700.00
HD Supply Facilities Maintenance LTD	Enchanted Forest tank valve and Misc. Distro Item:	02/06/18	254.59	101593	338.11
	Liquid Filled Gauge	02/06/18	83.52	101593	
	Enchanted Forest tank valve and Misc. Distro Item:	02/20/18	148.64	101647	662.68
	filter papers for MLSS conc. process control	02/20/18	514.04	101647	
	Diff. Control & Probes	02/28/18	340.32	101666	340.32
Inland Bobcat, Inc.	Brushes for sweeper bucket	02/06/18	338.36	101594	338.36
Inland Desert Security & Communications	Answering Service February 2018	02/14/18	105.00	101626	105.00
Inland Water Works Supply Company	Water Inventory	02/06/18	637.02	101595	808.02
	Water Inventory	02/06/18	14.76	101595	
	Water Inventory	02/06/18	22.63	101595	
	Water Inventory	02/06/18	133.61	101595	
	Brass Nipple	02/14/18	14.76	101627	14.76
Joan Eaton	Reimbursement Claim	02/06/18	455.39	101596	455.39
	Reimbursement Claim	02/20/18	909.95	101648	909.95
Life-Assist, Inc	Medical Supplies	02/06/18	584.16	101597	619.91
	Medical Supplies	02/06/18	35.75	101597	
	Medical Supplies	02/28/18	1,253.43	101667	1,368.94
	Medical Supplies	02/28/18	115.51	101667	
Linda Mayfield	Reimbursement Claim	02/14/18	62.36	101628	62.36
	Reimbursement Claim	02/20/18	732.00	101649	732.00
Lou's Gloves, Inc	Nitrile Exam Gloves	02/14/18	240.00	101629	240.00
	Nitrile Exam Gloves	02/28/18	88.00	101668	88.00
Matt Davis	Reimbursement Claim	02/14/18	5,000.00	101630	5,000.00
Matt Glendinning	Ambulance Lic. Renewal	02/06/18	12.00	101598	12.00
Metropolitan Life Insurance Company	Vision Insurance Premiums February 2018	02/06/18	166.75	101599	166.75
	Vision Insurance Premiums March 2018	02/28/18	183.21	101669	183.21
Myers-Stevens & Toohey Co. Inc	Disability Insurance Premiums February 2018	02/14/18	220.00	101631	220.00
NAPA Auto Parts	Miscellaneous Auto Supplies	02/09/18	45.34	101612	45.34
	wheel hub assembly	02/14/18	345.95	101632	449.86
	Miscellaneous Auto Supplies	02/14/18	103.91	101632	
Neofunds By Neopost	Postage for Office Machine	02/28/18	1,858.44	101670	1,858.44
Nick Nikas	Reimbursement Claim	02/09/18	436.36	101613	436.36
Nuckles Oil Company, Inc	Diesel Fuel	02/20/18	3,177.24	101650	3,177.24

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
One Stop Landscape Supply	Blanket PO Bio Solids disposal	02/06/18	2,377.20	101600	2,377.20
Polydyne Inc.	Blanket PO for Polymer	02/14/18	1,066.73	101633	1,066.73
Reliable Water Solutions, LLC	Transducer for Metering manhole	02/06/18	2,479.20	101601	2,479.20
Reliance Standard Life Insurance Company	Life Insurance Premiums February 2017	02/06/18	1,141.92	101602	1,141.92
	Life Insurance Premiums March 2018	02/28/18	1,141.92	101671	1,141.92
Roger E. Fox, M.D.	Dot Exams x2	02/20/18	100.00	101651	100.00
Ryan Herco Flow Solutions	chemical transfer pump parts	02/06/18	1,757.23	101603	1,757.23
Southern California Edison Company	Electricity January 2018	02/06/18	1,212.96	101604	1,399.26
	Electricity January 2018	02/06/18	175.46	101604	
	Electricity January 2018	02/06/18	10.84	101604	
	Electricity February 2018	02/28/18	531.11	101672	2,654.73
	Electricity February 2018	02/28/18	89.29	101672	
	Electricity February 2018	02/28/18	271.57	101672	
	Electricity February 2018	02/28/18	136.16	101672	
	Electricity 2018	02/28/18	694.90	101672	
	Electricity February 2018	02/28/18	565.44	101672	
	Electricity February 2018	02/28/18	366.26	101672	
Southern California Gas Company	Gas Usage January 2018	02/09/18	189.84	101614	465.64
	Gas Usage January 2018	02/09/18	275.80	101614	
	Gas Usage February 2018	02/14/18	234.20	101634	421.20
	Gas Usage January 2018	02/14/18	13.81	101634	
	Gas Usage January 2018	02/14/18	173.19	101634	
State of California - State Water Resource Control	Miller T2 Exam	02/20/18	65.00	101652	125.00
	Bobroff T2 Cert Renewal	02/20/18	60.00	101652	
Terminix International Company LP	Pest Control January 2018	02/14/18	45.00	101635	45.00
The Alpenhorn News	Classified-Notice of Bids 2/15/18	02/20/18	79.96	101653	79.96
Third Alarm Fire Equipment Co.	6 SCBA Cylinder Bottles	02/20/18	4,675.81	101654	4,675.81
Tyler Technologies, Inc	Incode Cust. Relat. Mainten/Util Bill online 18/19	02/28/18	3,420.00	101673	3,420.00
Underground Service Alert of Southern California	New Dig Tickets/ Maintenance Fee January 2018	02/06/18	34.75	101605	34.75
Verizon Wireless Services LLC	Cell Phone Charges January 2018	02/14/18	199.91	101636	199.91
Visa	Eaton-CWEA renew and Office Blinds	02/09/18	138.07	101615	138.07
	State Instructor Training for Rick Ellsberry	02/14/18	350.00	101637	1,159.02
	Miller- Home Dept. Misc Supplies	02/14/18	149.48	101637	
	Tmiller uniforms	02/14/18	242.31	101637	
	Station Supplies	02/14/18	290.84	101637	
	Vasquez-Flush Valve for urinal	02/14/18	126.39	101637	
York Risk Services Group, Inc	Workers Comp Admin Fees January 2018	02/09/18	112.00	101616	112.00
Zoll Medical Corporation GPO	Lead Acid Battery Sealed	02/14/18	452.55	101638	452.55

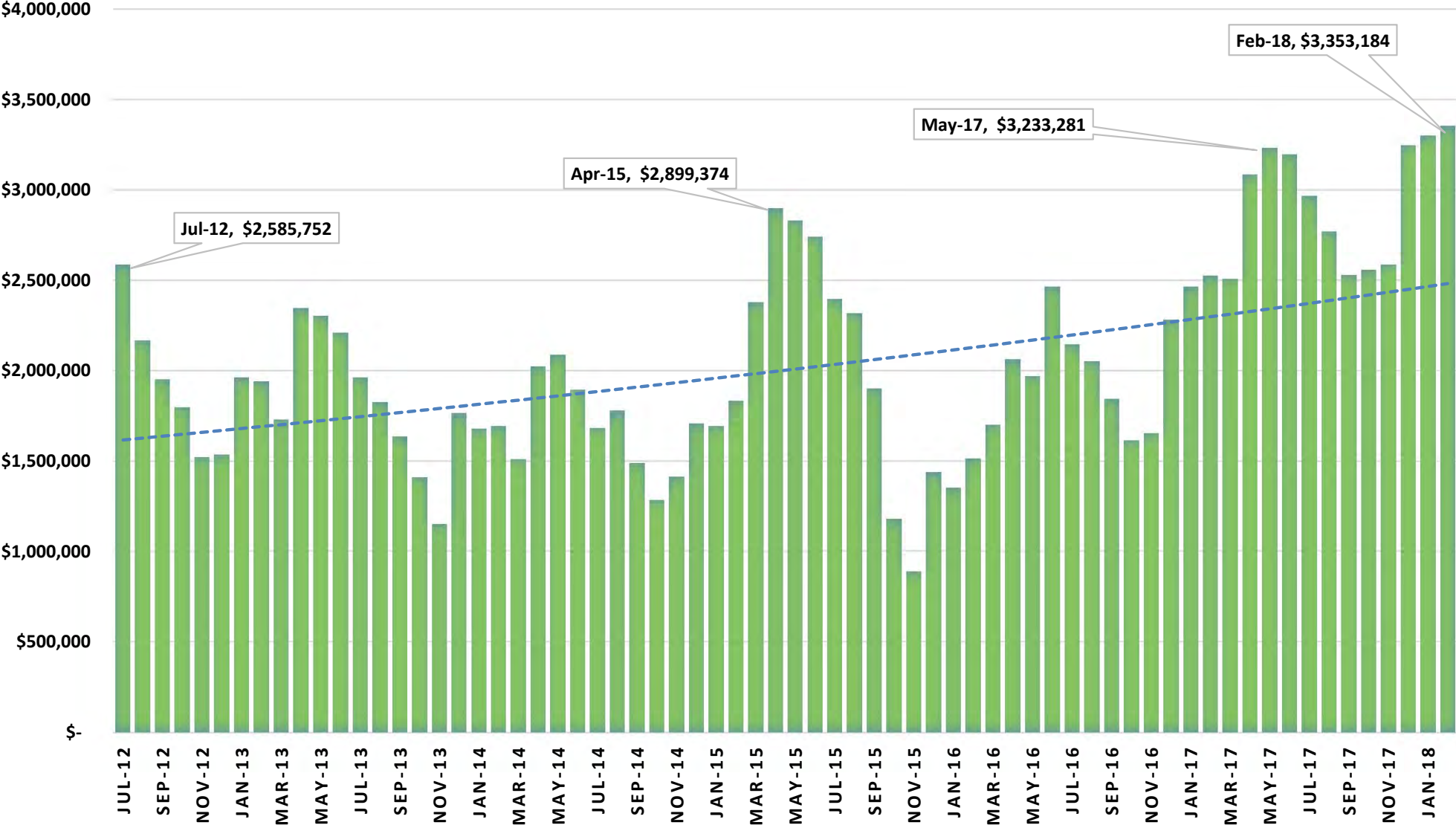
Totals			
Payment Type	Payable Count	Payment Count	Payment
Regular Checks	130	86	82,291.43
Manual Checks	0	0	0.00
Voided Checks	0	5	-2,596.20
Bank Drafts	3	3	81,501.49
EFT's	0	0	0.00
Totals	133	94	161,196.72

ATTACHMENT 2

Designated Reserve Fund Balances as of February 28, 2018	Fund Balance
Fire & Ambulance Department	
Breathing Apparatus Equipment Replacement	72,247
Future Equipment Replacement	12,188
Workers Comp PASIS Outstanding Claims	11,488
Subtotal Fire & Ambulance Department Designated Reserve Funds	95,923
Fire Department Operating Reserve	1,212,623
Ambulance Department Operating Reserve	132,931
Subtotal Fire & Ambulance Department Operating Reserve Funds	1,345,554
Recommended Reserve Fund Target (6 Months Operating Expenses)	1,112,969
Operating Reserve Surplus / (Shortfall)	232,585
Wastewater Division	
Wastewater Capital Improvement Project Reserve	253,401
Wastewater System Connection & Capacity Charges	195,960
Wastewater Infrastructure R&R Reserve (CWSRF Debt Reserve)	169,143
Subtotal Wastewater Designated Reserve Funds	618,504
Wastewater Operating Reserve Fund	95,798
Recommended Operating Reserve Fund Target (4 Months Operating Expenses)	537,919
Operating Reserve Surplus / (Shortfall)	(442,121)
Water Division	
Water Capital Improvement Project Reserve	155,830
Water System Connection & Capacity Charges	5,382
Water Infrastructure R&R Reserve (MFC Debt Reserve)	65,341
Subtotal Water Designated Reserve Funds	226,553
Water Operating Reserve	623,197
Recommended Operating Reserve Fund Target (4 Months Operating Expenses)	523,453
Operating Reserve Surplus / (Shortfall)	99,744
Assessment Districts	
Water Assessment District No. 9 Construction Funds	33,749
Water Assessment District No. 10 Construction Funds	26,421
Water Assessment District No. 10 O&M	175,355
Water Assessment District No. 10 Bond Reserve Fund	112,131
Subtotal Assessment Districts	347,656
Total District Designated & Operating Reserve Funds	3,005,528
Assessment District Funds	347,656
Combined Pooled Cash	3,353,184
Checking Account (General)	368,752
LAIF	2,848,043
York Insurance Deposit	17,358
BNY Mellon (AD #10 Bond Reserve)	118,031
Petty Cash	1,000
Combined Pooled Cash	3,353,184



COMBINED POOLED CASH BALANCE



RESOLUTION NO. 01-18**RESOLUTION OF THE BOARD OF DIRECTORS OF THE RUNNING SPRINGS
WATER DISTRICT FIXING AND LEVYING FIRE SUPPRESSION AVAILABILITY
CHARGES FOR FISCAL YEAR 2018-19**

WHEREAS, on March 11, 1980, this Board of Directors adopted Ordinance No. 9 determining and proposing for approval by the voters of this District an annual tax, called an availability charge, for fire suppression service in an amount not to exceed \$65.00 per unit of benefit, beginning in fiscal year 1980-81, pursuant to Sections 53970-53980 of the California Government Code as those sections then existed; and

WHEREAS, on November 4, 1980, more than two-thirds of the voters of Running Springs Water District who voted on the proposition approved the District's Ordinance No. 9, establishing the annual fire suppression availability charge beginning in fiscal year 1980-81; and

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

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

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

1. This Board of Directors does hereby affix and levy fire suppression availability charges for fiscal year 2018-19 in the amount of \$65.00 per unit of benefit.
2. Units of benefit assigned to each improved lot or parcel within the District shall be determined in accordance with the District's Ordinance No. 9.
3. Fire suppression availability charges for fiscal year 2018-19 shall be billed on the San Bernardino County tax roll.
4. Said availability charge is due and payable in two installments on the same due dates as the San Bernardino County property tax bill installments.

ADOPTED this 21st day of March 2018.

Ayes:

Noes:

Abstentions:

Absent:

ATTEST:

President, Board of Directors
Running Springs Water District

Secretary of the Board of Directors
Running Springs Water District

RESOLUTION NO. 02-18**RESOLUTION OF THE BOARD OF DIRECTORS OF THE RUNNING SPRINGS WATER DISTRICT FIXING SEWER STANDBY OR AVAILABILITY CHARGES FOR FISCAL YEAR 2018-19**

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

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

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

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

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

1.03 Certain improved property where lots/parcels have been combined, by County lot merger, into one (1) assessor parcel number, and where a single structure that is connected to and using the District's sewer system is built across lot lines, and where the remaining portions of land do not meet the County of San Bernardino's building site requirements, will be treated as a single lot or parcel for the purposes of availability charges. Request(s) for this exemption must be made in writing to the District prior to July 1, 2018. A surveyed plot map showing the relationship of the structure to the lot lines or lot merger documents from the County must also be submitted with the request.

2. This Board of Directors does hereby fix sewer standby or availability charges for the fiscal year 2018-19 as follows:

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

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

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

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

3. Availability charges shall be due and payable immediately and if not paid by July 1, 2018, a six percent (6%) late payment charge shall be added to the delinquent amount. The amount of any unpaid availability charge plus late payment charge shall be added to the tax roll, and shall constitute a lien on that land.

On or before August 1, 2018, the Secretary of the Board of Directors shall furnish in writing to the County Auditor a description of each and every parcel of land within the District upon which an availability charge remains unpaid, together with the amount of said unpaid charges plus late payment charge on each said parcel of land.

ADOPTED this 21st day of March 2018.

Ayes:
Noes:
Abstentions:
Absent:

ATTEST:

President, Board of Directors
Running Springs Water District

Secretary of the Board of Directors
Running Springs Water District

RESOLUTION NO. 03-18**RESOLUTION OF THE BOARD OF DIRECTORS OF THE RUNNING SPRINGS WATER DISTRICT FIXING WATER STANDBY OR AVAILABILITY CHARGES FOR FISCAL YEAR 2018-19**

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

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

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

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

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

1.03 Certain improved property where lots/parcels have been combined, by County lot merger, into one (1) assessor parcel number, and where a single structure that is connected to and using the District's water and sewer system is built across lot lines, and where the remaining portions of land do not meet the County of San Bernardino's minimum building site requirements, will be treated as a single lot or parcel for the purposes of availability charges. Request(s) for this exemption must be made in writing to the District prior to July 1, 2018. A surveyed plot map showing the relationship of the structure to the lot lines or lot merger documents from the County must also be submitted with the request.

2. This Board of Directors does hereby fix water standby or availability charges for the fiscal year 2018-19 as follows:

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

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

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

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

3. Availability charges shall be due and payable immediately and if not paid by July 1, 2018, a six percent (6%) late payment charge shall be added to the delinquent amount. The amount of any unpaid availability charge plus late payment charge shall be added to the tax roll, and shall constitute a lien on that land.

On or before August 1, 2018, the Secretary of the Board of Directors shall furnish in writing to the County Auditor a description of each and every parcel of land within the District upon which an availability charge remains unpaid, together with the amount of said unpaid charges plus late payment charge on each said parcel of land.

ADOPTED this 21st day of March 2018.

Ayes:
Noes:
Abstentions:
Absent:

ATTEST:

Secretary of the Board of Directors
Running Springs Water District

President, Board of Directors
Running Springs Water District

RESOLUTION 04-18

RESOLUTION OF THE BOARD OF DIRECTORS OF RUNNING SPRINGS WATER DISTRICT ESTABLISHING FEES FOR FILING OF LIEN AND LIEN RELEASE SERVICES

WHEREAS, Ordinance No. 49 of the Running Springs Water District (“District”) provides that fees and charges for water service will be established by resolution of the District’s Board of Directors; and

WHEREAS, it is in the best interest of this District and the public for whom services are provided to have these and other fees and charges set forth in written resolution; and

WHEREAS, consistent with Government code Section 66018 the District conducted a public hearing on March 21, 2018 to consider setting the fee for filing of lien and lien release services; and

WHEREAS, following the public hearing, the Board has determined that those proposed fee should also take effect;

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

1. Filing of Lien

Upon discontinuance of water service for failure to pay delinquent rates, charges or fees, the District may immediately record a statement of lien with the county recorder of any county in which the customer responsible for paying the delinquency is known or suspected to own real property. The fee for filing of a lien shall be \$50.

ADOPTED this 21st day of March 2018

Ayes:
Noes:
Abstentions:
Absent:

President, Board of Directors
Running Springs Water District

ATTEST:

Secretary, Board of Directors
Running Springs Water District

TICES

settlement between land-
lord and obligated party.
Published in The
Alpenhorn News 3/01/18
and 3/08/18

RUNNING SPRINGS
WATER DISTRICT
ESTABLISHING FEES
FOR FILING OF LIEN
AND LIEN RELEASE
SERVICES RELATED TO
DISCONTINUANCE OF
WATER AND/OR SEWER
SERVICE FOR FAILURE
TO PAY DELINQUENT
RATES, CHARGES OR
FEES.

Notice of Hearing

"Notice is hereby given
that the Board of Directors
of the Running Springs
Water District will conduct
a public hearing in the
District's Board Room
located at 31242 Hilltop
Bivd., Running Springs,
CA 92382 at 9:00 a.m. on
Wednesday, March 21,
2018 to consider adopting
the following:

Interested parties will be
given an opportunity to
present comments orally
or in writing at the hearing.
Copies of the proposed
resolution are available at
the District office.

**Published: 3/8/2018,
3/15/2018 The Alpenhorn
News**

A RESOLUTION OF THE

RUNNING SPRINGS WATER DISTRICT**MEMORANDUM**

DATE: March 21, 2018

TO: Board of Directors

FROM: George Corley, Fire Chief
Mike Vasquez, Battalion Chief
Ryan Gross, General Manager

**SUBJECT: CONSIDER AUTHORIZING STAFF TO PURCHASE NEW SELF
CONTAINED BREATHING APPARATUS EQUIPMENT**

RECOMMENDATION

It is recommended that the Board of Directors consider authorizing staff to purchase 15 new Self-Contained Breathing Apparatus (SCBA) units including 25 SCBA Masks, 15 SCBA Bottles and 3 SCBA Rapid Intervention Packs.

REASON FOR RECOMMENDATION

The National Fire Protection Association (NFPA) recommends not to use SCBA units that are more than 15 years old. The Fire Department's existing SCBA units are 16 years old. Due to the age of the units, constant failure of equipment and not meeting the minimum current 2013 NFPA standards the Department requests to purchase a new stock of SCBA units which meet the 2013 NFPA Standard.

BACKGROUND INFORMATION

The Fire Department currently has 14 SCBA units. The units are manufactured by Survive Air under the 2002 NFPA Standard Specification.

The Fire Department has a systematic annual service process and also a weekly and daily inspection policy in place prior to any use of SCBA equipment. Last year all the SCBA units went through a high pressure hose replacement and annual flow test, which each SCBA unit passed and was put into service. Throughout the year due to the age of the units, the units periodically failed daily and weekly inspections and were sent back to the servicing company for repairs.

Recently, the Department had 6 SCBA unit failures while 4 were out for service; which left the Department down to 4 operating SCBA units. This is below the minimum safety level for SCBA units for a fire department. The Fire Department has made arrangements to rent 5 SCBA loaner units from a company in Utah until the Department meets the minimum safety standard for the SCBA units.

FISCAL INFORMATION

The purchase amount of \$105,000 would be funded from the Fire Department Breathing Apparatus Equipment Replacement Reserve Fund which has a balance of \$72,247, the Future Equipment Replacement Reserve Fund which has a balance of \$12,188 and the remaining amount of \$20,565 would be funded from the Fire Department Operating Reserve Fund.

All new SCBA equipment will be compliant with current 2013 NFPA Industry Standards. This purchase will mitigate all safety aspects concerning Immediate Danger to Life and Health (IDLH) where SCBA units are required and meet the current NFPA Safety Industry Standards.

These new SCBA units will bring the Fire Department to the required minimum level of SCBA Equipment until additional funds are received through grants and/or trade in value of the old SCBA equipment. After the purchase of the minimum level of SCBA safety equipment the Fire Department will need to purchase 5 more SCBA units in order to meet an efficient level.

In order to achieve cost savings for this emergency purchase situation, the Fire Department has made an effort to get the best purchase price possible for the best quality of equipment compatible with the surrounding cooperators in the mutual response area. The Fire Department is able to purchase the SCBA units requested under the current CALFIRE contract with All Start Fire Equipment Company (refer to Attachment 1).

The Fire Department will deal directly with the vendor for all purchase agreements under such contract. The Fire Department will be purchasing the contract manufactured unit by SCOTT Safety. By purchasing the SCBAs under the current State contract the Fire Department will be receiving a 57.46% savings discount per SCBA Unit.

ATTACHMENTS

Attachment 1 – SCBA Quote



12328 Lower Azusa Road
Arcadia, California 91006
Phone 626-652-0900 Fax 626-652-0920

Sales Quote

March 8, 2018

To: Running Springs FD
Attn: Zack Granzow
E-Mail: z.granzow@runningspringsfd.org

Per your request, we are pleased to quote on the following.

Qty	Unit	Description	Price	Extension
15	Ea	Scott - p/n X3414022200302 / Air-Pak X3 - 4500 psi Snap Change Connection, Standard Harness, QD Regulator with HUD, Dual EBSS, PASS with Pak- Tracker- Includes: (15 Mask - AV-3000HT (M) face piece with Amp Bracket (15) Cylinder - Carbon 4500 psi, 45-min, Snap Change (15) EPIC 3 - Voice Amplifier	\$4,351.90	\$65,278.50
15	Ea	Scott - p/n 200129-01 / Cylinder - Carbon 4500 psi, 45-min, Snap Change	\$792.60	\$11,889.00
3	Ea	Scott - p/n 200954-02 / RIT Pack III, Air Source Kit with Carrying Bag, Shoulder Strap, 6' EBSS, 5' RIC Hose, Rit-Pak III Facepiece, EZ- Flo Regulator (Less Cylinder)	\$2,615.00	\$7,845.00
3	Ea	Scott - p/n 804723-01 / Cylinder - Carbon 4500 psi, 60-min, CGA	\$1,130.00	\$3,390.00
10	Ea	Scott - p/n 201215-28 / AV-3000 HT 4-Strap Facepiece with Right Size Communication Bracket - Size: Med	\$296.25	\$2,962.50
Quote valid till 12-30-18				
Terms:		Net 30		
FOB:		Destination		
Delivery:		2 Weeks ARO or Sooner		
			Subtotal	\$91,365.00
			7.750%	\$7,080.79
			S & H	\$0.00
			Total	\$98,445.79

Rene Reyes
rener@allstarfire.com



Running Springs Area Chamber of Commerce

Post Office Box 96
Running Springs, CA 92382
(909) 867-2411

Arrowbear • Green Valley • Running Springs

February 22, 2018

Running Springs Water District
31242 Hilltop Boulevard
Running Springs, CA 92382

Ken Ayers and Running Springs Water District Board of Directors:

The Running Springs Farmers Market and Artisan Faire is grateful for the use of the Running Springs Water District property next to the Firehouse Play Area on Saturdays May - September.

The market currently has a large storage unit placed year-round on First Mountain Bank's property. The painted green storage unit contains canopies, tables, chairs, canopy leg weights, advertising signs, trash cans and other supplies. First Mountain Bank is in the process of merging with First Foundation Bank. In the event that First Foundation Bank no longer allows the storage unit to be kept on their property, would the Water District allow the storage unit to be placed on the Running Springs Water District property next to the library (see attached map with proposed locations, including a 3-4 foot walk space surrounding the unit)?

Your consideration of this request is most appreciated.

Sincerely,

Susan Heisler

Market Manager

Running Springs Area Chamber of Commerce Certified Farmers Market and Artisan Faire

RECEIVED

FEB 28 2018

Running Springs Water
District

28

RSACC Farmers Market and Artisan Faire

				Waste Water Disposal Site						Storage Unit	
	Alex Farm - Alex, Maria, Jesus		3 Moonstruck Farms - Rowena	When Rocks Speak... Microgreens - Diane				Little Wingnut Farms - Bryan, Jeff		Idea #1	TRASH, Handwash Station & Porta Potty
TRASH											Storage Unit
			5 L.A. Jammin' - Lori	6 Bread - Laura		8 Bridgee's Brittle - Bridget			Chairs		Idea #2
2 Tonyan Coffee									Chairs		52
											Music
			7 Parmigiano - Marco								
											14 Castaway Seafood
											13 The Tamale Guy - Fred
											12 Sweets
											11 Corona's - Jesus
**Chamber Booth				Picnic Table		Picnic Table		Picnic Table		9 Cruz and Juan	10 Cruz and Juan
		TRASH & Tables		Playground (Rim Rec & Park Property)							
1 13 Ice Cream		Table	KEY:	Not to scale		Farmers				Nonprofits	
Narrow Space				Restroom/ Handwash		Vendor Tables				Food Vendors	

Library

Bank

Whispering Pines



WAIVER/RELEASE OF LIABILITY

I, the undersigned, on behalf of _____ (hereinafter called Firm) fully understand that the storage or leaving of equipment and/or material at any of the Running Springs Water District's facilities, located in Running Springs, California, exposes Firm to the risk of, but not limited to, theft, fire damage, vandalism, water damage, wind damage, and possible personal injury to Firm's employees. For the privilege of storing or leaving of equipment and/or material at said location(s), Firm agrees to assume any and all such risk.

In consideration of being able to store/leave said item(s) at said location, Firm hereby releases, agrees not to sue, or bring any action against, the Running Springs Water District, its officers, employees, agents, representatives, and volunteers for any and all liability, claims, or actions for injury or death to Firm's employees, or damage or theft of said property arising out of or in connection with the storage or leaving of said item(s) for whatever cause, including the active or passive negligence of the Running Springs Water District, its officers, employees, agents, representatives, and volunteers.

I have carefully read this Waiver/Release of Liability and covenant not to sue, and fully understand its contents, and the possible exposures that Firm is agreeing to assume. I am aware that this Waiver/Release of Liability is a full release of any and all liability. I am signing such as the authorized agent of Firm, and of my own free will.

Name of Firm

By: _____
Representative's signature

Date

Print Name

Title

Approved: _____
Ryan Gross, General Manager

Date

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: March 21, 2018

TO: Board of Directors

FROM: Ryan Gross, General Manager

SUBJECT: **CONSIDER ADOPTING RESOLUTION NO. 05-18, A RESOLUTION OF APPLICATION BY THE BOARD OF DIRECTORS OF RUNNING SPRINGS WATER DISTRICT, REQUESTING THE LOCAL AGENCY FORMATION COMMISSION TO INITIATE PROCEEDINGS FOR REORGANIZATION AND FINDING THAT THE REQUESTED REORGANIZATION IS NOT A PROJECT AND, ALTERNATIVELY, EXEMPT FROM REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT**

RECOMMENDATION

It is recommended that the Board of Directors consider adopting Resolution No. 05-18, requesting the Local Agency Formation Commission (“LAFCO”) to initiate proceedings for the Pali Mountain Camp property to be detached from the County of San Bernardino County Fire Protection District and its Mountain Service Zone and annexed to the Running Springs Water District (“District”) (the “Action”) and find that the Action is not a “project” or, alternatively, is exempt from substantive review under the California Environmental Quality Act.

REASON FOR RECOMMENDATION

Potential future annexation of the Pali Mountain property was a consideration during the application process and Outside Sewer Service Agreement that was approved by San Bernardino County Local Agency Formation Commission (LAFCO) in 2013. The owner of Pali Mountain is requesting we consider proceeding with the Action at this time.

BACKGROUND INFORMATION

In February 2018 District staff met with Pali Mountain staff to go over the potential annexation process and review cost savings. Staff recommends proceeding with the Action. The property owner has elected to maintain ownership of the existing onsite private sewer facilities.

An Outside Sewer Service Agreement between Running Springs Water District and O-Ongo, Inc. Pali Mountain was approved by LAFCO in 2013 for the connection of three

parcels (APN 0328-042-15, 0328-042-16 and 0328-042-17) to the District's sewer system. The parcels are outside the District's service area but within its sphere of influence.

CEQA COMPLIANCE

The environmental impacts associated with the original development of Camp O-Ongo/Pali Mountain Camp were previously analyzed pursuant to a CEQA Mitigated Negative Declaration and Conditional Use Permit adopted and approved by the County of San Bernardino in 2004. Thereafter, the County approved minor modifications of Pali Mountain Camp pursuant to a CEQA Addendum adopted by the County in 2012. Pali Mountain Camp remains in operation today.

The District's proposed Action would simply result in the re-organization and clarification of which agencies would continue providing water, sewer, and fire protection services to Pali Mountain Camp in the future. However, no development is proposed, and no increase in the use of Pali Mountain Camp is proposed or anticipated as a result of the proposed Action. Accordingly, no direct or reasonably foreseeable indirect changes in environmental impacts related to the provision of water, sewer, or fire protection are reasonably foreseeable. Accordingly, Staff has determined that adoption of this Resolution and the approval of the Action is not a "project" under CEQA because no environmental impacts will result. However, to the extent the Action is found to be a CEQA project," staff alternatively concludes that the Action is exempt from environmental review under the California Environmental Quality Act ("CEQA") because it can be seen with certainty that no environmental impacts will result under State CEQA Guidelines § 15061(b)(3), and because the Action merely allows for the continued operation of an existing facility (Pali Mountain Camp) without any expansion in use under State CEQA Guidelines § 15301.

FISCAL INFORMATION

Annexation of the Pali Mountain Camp property would shift property tax revenue to the District and is consistent with the intent of the 2013 Outside Sewer Service Agreement application to LAFCO. There would be a reduction in sewer revenue with the elimination of the in-lieu of taxes charge, the monthly \$2.00 per EDU outside sewer charge and the \$0.896 per 1,000 gallon charge. There would also be additional Fire Availability Charge revenue to the Fire Department and the District would need to consider how the additional property tax revenue would be allocated between the Fire and Wastewater funds.

ATTACHMENTS

Attachment 1 – Resolution No. 05-18
Attachment 2 – Plan for Service

RESOLUTION NO. 05-18**A RESOLUTION OF APPLICATION BY THE BOARD OF DIRECTORS OF RUNNING SPRINGS WATER DISTRICT, REQUESTING THE LOCAL AGENCY FORMATION COMMISSION TO INITIATE PROCEEDINGS FOR REORGANIZATION AND FINDING THAT THE REQUESTED REORGANIZATION IS NOT A PROJECT AND, ALTERNATIVELY, EXEMPT FROM REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT**

WHEREAS, the Board of Directors of Running Springs Water District (“District”) proposes a reorganization pursuant to Part 3 of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 for reorganization; and

WHEREAS, the proposal includes annexation of territory to the Running Springs Water District and detachment from the San Bernardino County Fire Protection District and its Mountain Service Zone (the “Action”); and

WHEREAS, descriptions and maps of the area proposed to be reorganized are included in Exhibits “A” and “B” attached hereto and by this reference incorporated herein; and

WHEREAS, the proposed Action would simply re-organize and clarify which agencies are responsible for providing sewer and fire protection services to Pali Mountain Camp, but do not proposed any new development or any increase in the use of Pali Mountain Camp; and

WHEREAS, Running Springs Water District desires that the proposed reorganization be subject to the standard terms and conditions imposed by the Local Agency Formation Commission; and

WHEREAS, the reason for the proposed annexation is to continue to provide sewer and fire protection services to the existing operations at Pali Mountain; and

WHEREAS, the District requests that the proceedings be taken for the proposal pursuant to Part 3 of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 for reorganization; and

WHEREAS, the proposed reorganization is consistent with the sphere of influence assigned the Running Springs Water District.

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

Section 1. Findings under the California Environmental Quality Act (“CEQA”) (Pub. Res. Code §§ 21000 et seq.; 14 Cal. Code Regs. §§ 15000 et seq.). The Board of Directors hereby determines that adoption of this Resolution and the approval of the Action is not a “project” under CEQA because no environmental impacts will result. However, to the extent the Action is found to be a CEQA project,” the Board alternatively determines that the Action is exempt from environmental review under CEQA because it can be seen with certainty that no

environmental impacts will result under State CEQA Guidelines § 15061(b)(3), and because the Action merely allows for the continued operation of an existing facility (Pali Mountain Camp) without any expansion in use under State CEQA Guidelines § 15301 (the “Existing Facilities” exemption). The Board further finds that none of the “exceptions” to the application of the Existing Facilities under State CEQA Guidelines 15300.2 exist because there are no unusual circumstances present, no sensitive resources will be impacted by the Action, no cumulative impacts or other significant effects are foreseeable from the Action, the Action will not impact visual resources within a scenic highway or historic resources, and because the Action does not involve hazardous waste sites.

Section 2. This Resolution of Application is hereby adopted and approved by the Running Springs Water District Board of Directors and the Local Agency Formation Commission for San Bernardino County is hereby requested to take proceedings for the annexation of territory as described above, according to the terms and conditions stated above and in the manner provided by the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.

Section 3. Running Springs Water District acknowledges and agrees to the Local Agency Formation Commission for San Bernardino County’s requirement for imposing legal indemnification as outlined in Policy 3 of Chapter 2 of the Accounting and Financial Section of its Policy and Procedure Manual.

Section 4. The General Manager is hereby directed and authorized on behalf of the District to finalize and submit a petition, including but not limited the reorganization application to include annexation, detachment and reorganization which includes the preparation and certifying of the Plan for Service and Fiscal Impact Analysis, copies of which are on file in the District office and any and all other necessary and required documents to the San Bernardino County Local Agency Formation Commission initiating the Reorganization as set forth in this Resolution, pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.

Section 5. That the Secretary to the Running Springs Water District Board of Directors shall certify to the passage and adoption of this resolution and is hereby authorized and directed to file, or cause to be filed, a certified copy of this Resolution with the Executive Officer of the Local Agency Formation Commission for San Bernardino County.

Section 6. The General Manager shall be the custodian of record for all documents relating to the adoption of this Resolution, which may be reviewed by the public at the District's offices located at 31242 Hilltop Boulevard, Running Springs, CA 92382.

ADOPTED this 21st day of March 2018.

Ayes:
Noes:
Abstentions:
Absent:

ATTEST:

President, Board of Directors
Running Springs Water District

Secretary of the Board of Directors
Running Springs Water District

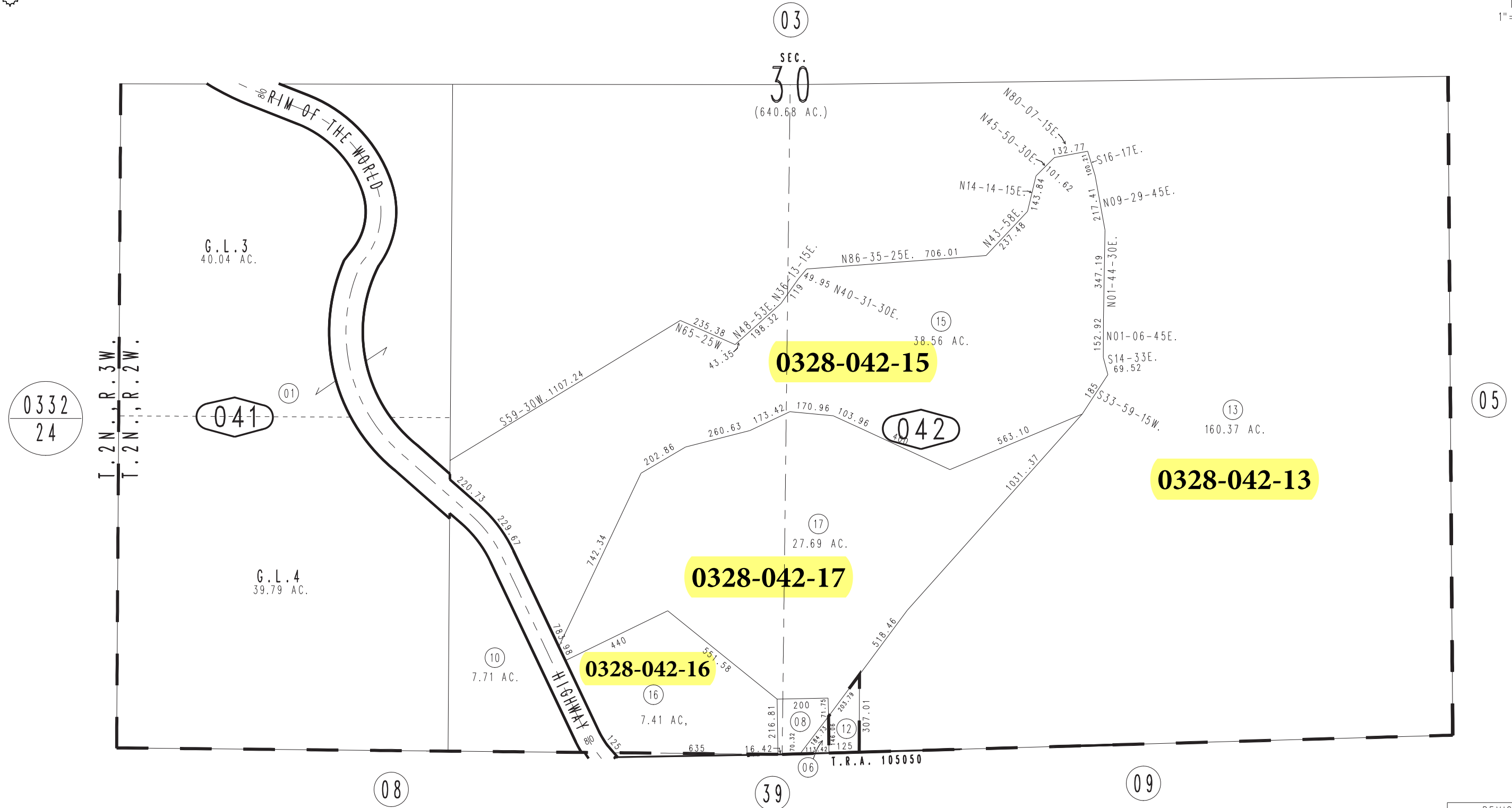
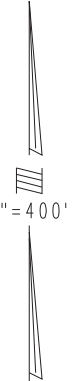
THIS MAP IS FOR THE PURPOSE OF AD VALOREM TAXATION ONLY.

S.1/2 Sec.30, T.2N.,R.2W., S.B.B.&M.

Rim of The World Unified Tax Rate Area 0328-04
105070,105050



EXHIBIT "A"





APN: 0328-042-13

Legal Description

E 1/2 SW 1/4 AND SE 1/4 SEC 30 TP 2N R 2W EX COM S 1/4 COR SD SEC TH N 89 DEG 56 MIN E ALG S LI SD SEC 70.32 FT TH N 37 DEG 46 MIN E 703.08 FT TH N 42 DEG 31 MIN 20 SECONDS E 1031.21 FT TO SLY LI LAND CONVEYED TO ALBERT C PRESTON BY DEED RECORDED IN BK 1659 PG 410 O.R. TH ALG SD PRESTON LAND N 33 DEG 59 MIN 15 SECONDS E 185 FT TH N 14 DEG 33 MIN W 69.52 FT TH N 1 DEG 06 MIN 45 SECONDS E 152.92 FT TH N 1 DEG 44 MIN 30 SECONDS E 347.19 FT TH N 9 DEG 29 MIN 45 SECONDS W 217.41 FT TH N 16 DEG 17 MIN W 100.21 FT TH S 80 DEG 07 MIN 15 SECONDS W 132.77 FT TH S 45 DEG 50 MIN 30 SECONDS W 101.62 FT TH S 14 DEG 14 MIN 15 SECONDS W 143.84 FT TH S 43 DEG 58 MIN W 237.48 FT TH S 86 DEG 35 MIN 25 SECONDS W 706.01 FT TH S 40 DEG 31 MIN 30 SECONDS W 49.95 FT TH S 36 DEG 13 MIN 15 SECONDS W 119.01 FT TH S 48 DEG 53 MIN W 198.32 FT TH LEAVING SD PRESTON PROP LI S 48 DEG 45 MIN W 43.35 FT TH N 65 DEG 25 MIN W 235.38 FT TH S 59 DEG 30 MIN W 1107.24 FT TO NELY LI STATE HGWY TH ALG SD HGWYS 48 DEG 18 MIN E 220.73 FT TO BEG OF CURVE CONCAVE TO RIGHT WITH RADIUS OF 566 FT TH ALG SD CURVE 229.67 FT TH S 25 DEG 03 MIN E 783.98 FT TO BEG OF CURVE CONCAVE TO LEFT TH ALG SD CURVE 125 FT TO S LI SD SEC TH E ALG SD S LI TO POB AND EX COM S 1/4 COR SD SEC TH N 89 DEG 10 MIN 51 SECONDS E ALGS LI SD SEC 70.32 FT TO TRUE POB TH N 37 DEG 00 MIN 51 SECONDS E (RECORDED N 37 DEG 46 MIN E) 388.72 FT TO NE COR PROP CONVEYED TO RUNNING SPRINGS COUNTY WATER DIST BY DEED RECORDED 12/10/76 BK9070 PG 72 O.R. TH S 0 DEG 49 MIN 09 SECONDS E ALG ELY LI SD PROP 307.01 FT TO SLY LI SD SEC TH WLYALG SD SLY LI TO POB AND EX PTN E 1/2 SW 1/4 SD SEC LYING SWLY OF AND INCLUDING STATE HGWY

No Legal Reason for Change Found

No Active Homeowner's Exemptions Found



APN: 0328-042-15

Legal Description

PTN S 1/2 SEC 30 TP 2N R 2W COM AT SW COR SE 1/4 SD SEC 30 (S 1/4 COR SD SEC) TH N 89 DEG 34 MIN 00SECONDS E (N 89 DEG 56 MIN 00 SECONDS E PER INST 4955/566) ALG N LI TRACT 7140 DIST 70.32 FT TH N 37 DEG 23 MIN 26 SECONDS E (N 37 DEG 46 MIN 00 SECONDS E)703.08 FT TH N 42 DEG 33 MIN 38 SECONDS E (N 42 DEG 31 MIN 20 SECONDS E) 1031.37 FT (1031.21 FT) TO 1 IN ROD FOR SELY COR O.R. 1659/140 BEINGTRUE POB TH N 34 DEG 01 MIN 33 SECONDS E (N 33 DEG 59 MIN 15 SECONDS E) 185 FT TH N 14 DEG 30 MIN 52 SECONDS W (N 41 DEG 33 MIN W)69.52 FT TH N 1 DEG 09 MIN 03 SECONDS E (N 1 DEG 06 MIN 45 SECONDS E) 152.92 FT TH N 1 DEG 46 MIN 48 SECONDS E (N 1 DEG 44 MIN 30 SECONDS E) 347.19 FT TH N 9 DEG 27 MIN 27 SECONDS W (N 9 DEG 29 MIN 45 SECONDS W) 217.41 FT TH N 16 DEG 14 MIN 42 SECONDS W (N 16 DEG 17 MIN W) 100.21 FT TH S 80 DEG 09 MIN 33 SECONDS W (N 80 DEG 07 MIN 15 SECONDS E)132.77 FT TH S 45DEG 52 MIN 48 SECONDS W (S 45 DEG 50 MIN 30 SECONDS W) 101.62 FT TH S 14 DEG 16 MIN 33 SECONDS W (S14 DEG 14 MIN 15 SECONDS W)143.84 FT TH S 44 DEG 00 MIN 18 SECONDS W (S 43 DEG 58 MIN W) 237.48 FT TH S 86 DEG 37 MIN 43 SECONDS W (S 86 DEG 35 MIN 25 SECONDS W) 706.01 FT TH S 40 DEG 33 MIN 48 SECONDS W (S 40 DEG 31 MIN 30 SECONDS W) 49.95 FT TH S 36 DEG 15 MIN 33 SECONDS W (S 36 DEG 13 MIN 15 SECONDS W) 119.01 FT TH S 48 DEG 55 MIN 18 SECONDS W (S 48 DEG 53 MIN W) 198.32 FT TH S 48 DEG 47 MIN 18 SECONDS W (S 48 DEG 45 MIN W) 43.35 FT TH N 65 DEG 22 MIN 42 SECONDS W (N 65 DEG 25 MIN W) 235.38 FT TH S 59 DEG 32 MIN 18 SECONDS W (S 59 DEG 39 MIN W) 1059.68 FT M/L TO E LI G L 4 AS SHOWN ON R.S. 91/87 TH S 1 DEG 05 MIN 55 SECONDS W ALG E LI G L 4 DIST 74.64 FT M/L TO N LI HWY 18 TH S 47 DEG 53 MIN 05 SECONDS E ALG N LI HWY 18 (100 R/W) 154.05 FT TO BEG OF CURVE CONCAVE TO SW WITH RADIUS 550.00 FT TH SELY ALG SD CURVE THRU DELTA 23 DEG 15 MIN 42 SECONDS ARC DIST 223.30 FT TH S 24 DEG 37 MIN 23 SECONDS E 418.65 FT TH N 26 DEG 21 MIN 20 SECONDS E 742.54 FT TH N 59 DEG 30 MIN 17 SECONDS E 202.86 FT TH N 75 DEG 44 MIN 17 SECONDS E 260.63 FT TH N 69 DEG 45 MIN 14 SECONDS E 173.42 FT TH S 84 DEG 41 MIN 19 SECONDS E 170.96 FT TH S 65 DEG 21 MIN 29 SECONDS E 103.96 FT TH S 65 DEG 10 MIN 14 SECONDS E 400.00 FT TH N 67 DEG 14 MIN 21 SECONDS E 563.10 FT TO TRUE POB

Legal Reason for Change

Legal Reason for Change	Document Number	Date
OTHER	20040425025	06/16/2004
OTHER	20040425024	06/16/2004
OTHER	20040425023	06/16/2004
LOT LINE ADJUSTMENT	20040329816	05/11/2004
LOT LINE ADJUSTMENT	20040329815	05/11/2004
LOT LINE ADJUSTMENT	20040329814	05/11/2004

No Active Homeowner's Exemptions Found



Property Information

Property Address (Main Situs) Protected per CA. Govt. Code Sect. 6254.21
Protected per CA. Govt. Code Sect. 6254.21

Owner and Mailing Address O-ONGO INC

Protected per CA. Govt. Code Sect. 6254.21
Protected per CA. Govt. Code Sect. 6254.21

Effective Date 06/16/2008

Parcel 0328042160000

Parcel Status ACTIVE
Parcel Type REAL PROPERTY
Property ID
Tax Status ASSESSED BY COUNTY
Use Code VACANT
Land Access PUBLIC PAVED
Size 7.001 TO 14.000 ACRES
Land Type COMMERCIAL
District TWIN PEAKS
Resp Group REAL PROPERTY
Resp Unit COMMERCIAL ZONE OR USE

Current Owners

Name	Document Numbers
O-ONGO INC	2004061600012
R/I CORPORATION	
% Int 100.0000000	
Type BILLED OWNER	
Acquisition Date 01/01/1975	
Document Date 06/16/2004	
Inactive Date NONE	

Legal Parcel Map

Parcel Map	Parcel Nbr	Unit	Book	Page
	0328042160000			

Legal Description

PTN S 1/2 SEC 30 AND PTN NW 1/4 SEC 31 TP 2N R 2W COM AT SW COR SE 1/4 SD SEC 30 (S 1/4 COR SD SEC)TH S 89 DEG 51 MIN 25 SECONDS W 16.42 FT ALG N LI TRACT 7140 M B 91/25-30 TO TRUE POB TH N 0 DEG 09MIN 13 SECONDS W 216.81 FT TO NWLY COR O.R. 7597/202 TH N 51 DEG 02 MIN 12 SECONDS W 551.58 FT TH S65 MIN 22 MIN 37 SECONDS W 440.00 FT TO ELY R/W STATE HWY 18 (100 FT WIDE) TH S 24 DEG 37 MIN 23 SECONDS E 305.00 FT ALG SD R/W TO BEG OF CURVE CONCAVE TO NE AND HAVING RADIUS 356.11 FT TH SELY ALG SD CURVE THRU C/A 20 DEG 39 MIN 03 SECONDS ARC DIST 128.35 FT TO N LI TRACT 7140 PER R/S 91/87 TH N 89 DEG 51 MIN 25 SECONDS E 629.26 FT ALG SD N LI TO TRUE POB



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Protected per CA. Govt. Code Sect. 6254.21
Protected per CA. Govt. Code Sect. 6254.21

Effective Date 06/16/2008

Parcel 0328042170000

Parcel Status ACTIVE
Parcel Type REAL PROPERTY
Property ID
Tax Status ASSESSED BY COUNTY
Use Code ASSOCIATE
Land Access PUBLIC PAVED
Size 0 TO 4,999 SQ. FEET
Land Type SINGLE FAMILY RESIDENTIAL
District TWIN PEAKS
Resp Group REAL PROPERTY
Resp Unit COMMERCIAL ZONE OR USE

Current Owners

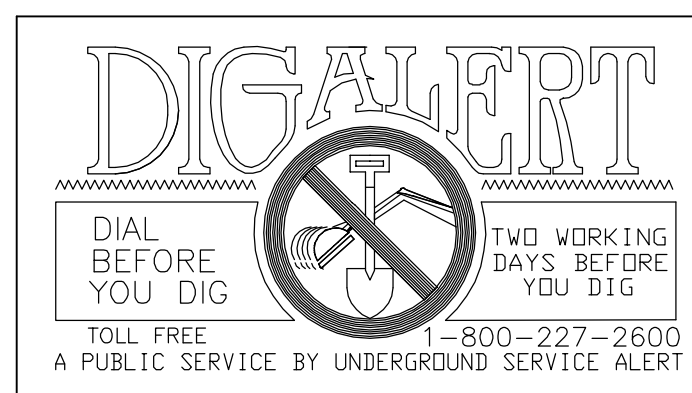
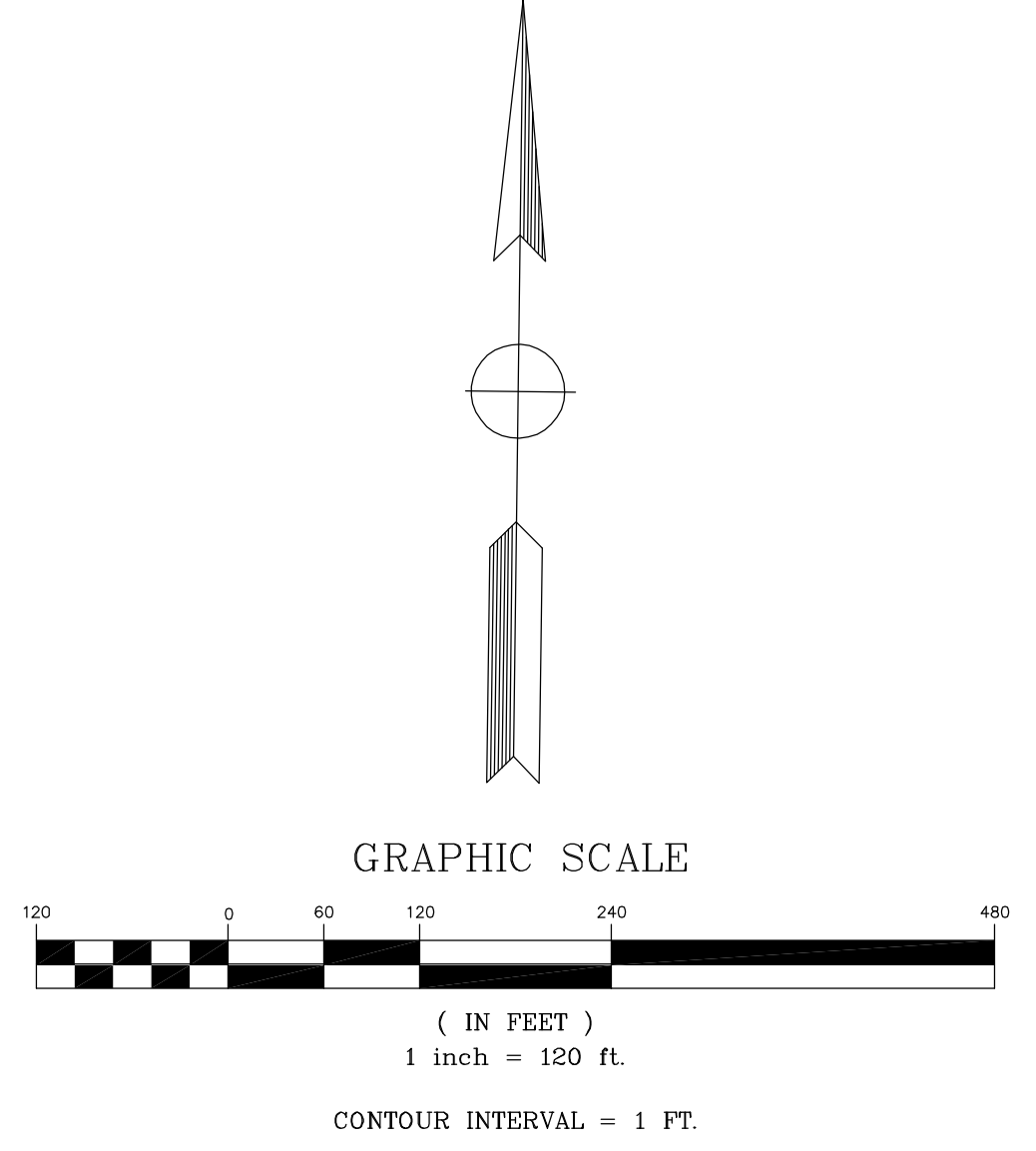
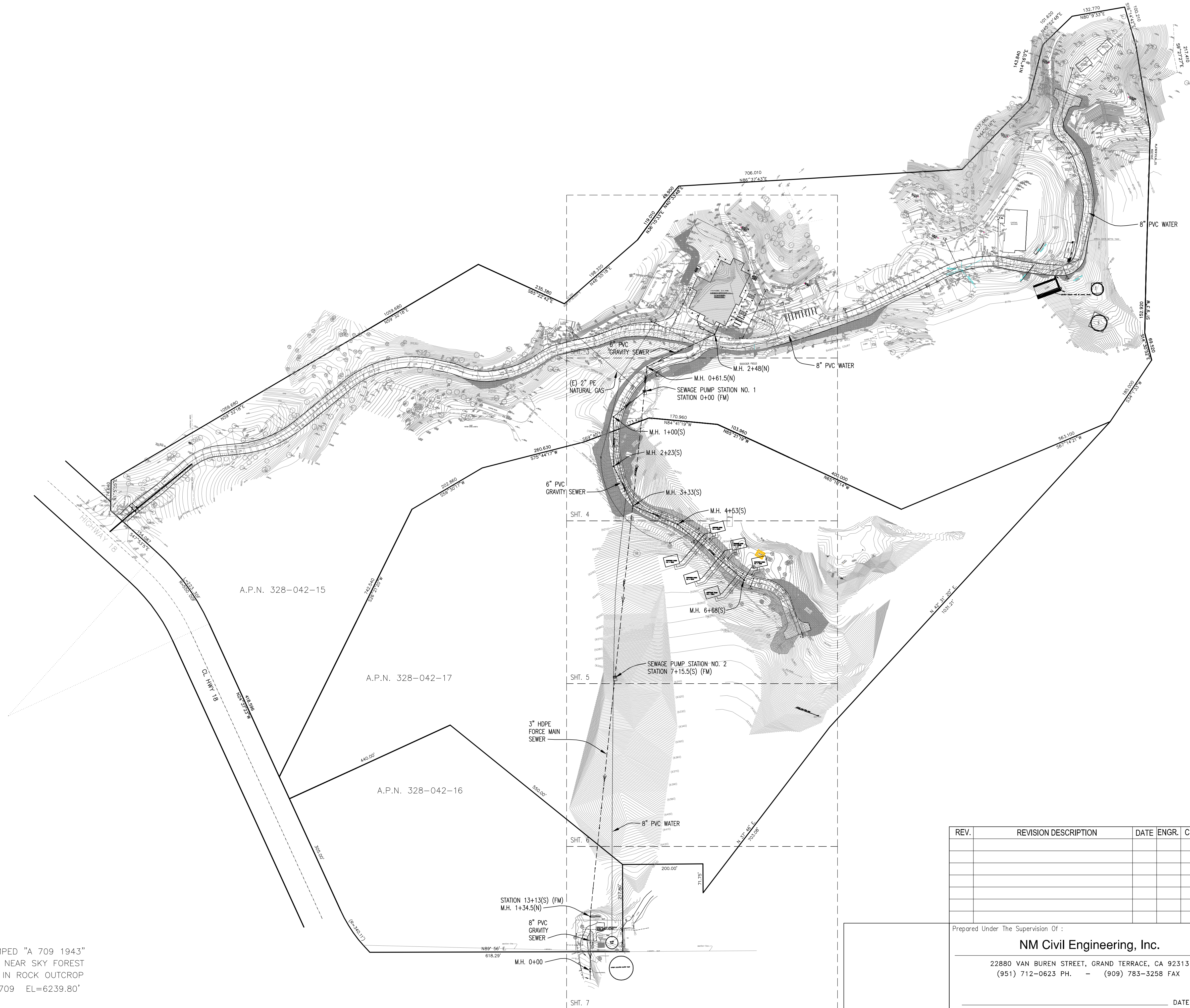
Name	Document Numbers
O-ONGO INC	
R/I CORPORATION	2004061600012
% Int 100.0000000	
Type BILLED OWNER	
Acquisition Date 01/01/1975	
Document Date 06/16/2004	
Inactive Date NONE	

Legal Parcel Map

Parcel Map	Parcel Nbr	Unit	Book	Page
	0328042170000			

Legal Description

PTN S 1/2 SEC 30 TP 2N R 2W COM AT SW COR SE 1/4 SD SEC TH ALG N LI TRACT 7140 S 89 DEG 51 MIN 25 SECONDS W 16.42 FT TH N 0 DEG 09 MIN 13 SECONDS W 216.81 FT TO NWLY COR O.R. 7597/202 AND TRUE POB TH N 89 DEG 34 MIN 00 SECONDS E 200.00 FT TH S 0 DEG 21 MIN 35 SECONDS E 71.80 FT TH N 37 DEG 23 MIN 26 SECONDS E 518.46 FT TH N 42 DEG 33 MIN 38 SECONDS E 1031.37 FT TO SELY COR O.R. 1659/410 TH S 67 DEG 14 MIN 21 SECONDS W 563.10 FT TH N 65 DEG 10 MIN 14 SECONDS W 400.00 FT TH N 65 DEG 21 MIN 29 SECONDS W 103.96 FT TH N 84 DEG 41 MIN 19 SECONDS W 170.96 FT TH S 69 DEG 45 MIN 14 SECONDS W 173.42 FT TH S 75 DEG 44 MIN 17 SECONDS W 260.63 FT TH S 59 DEG 30 MIN 17 SECONDS W 202.86 FT TH S 26 DEG 21 MIN 20 SECONDS W 742.54 FT M/L TO ELY R/W STATE HWY 18 (100 FT WIDE) TH S 24 DEG 37 MIN 23 SECONDS E 60.00 FT ALG SD R/W TH N 65 DEG 22 MIN 37 SECONDS E 440.00 FT TH S 51 DEG 02 MIN 12 SECONDS E 551.58 FT TO TRUE POB



BENCH MARK STAMPED "A 709 1943"
 HIGHWAY 18 NEAR SKY FOREST
 BRASS DISK IN ROCK OUTCROP
 BM NGS A-709 EL=6239.80'

REV.	REVISION DESCRIPTION	DATE	ENGR.	CITY	DATE

SHOULD CONSTRUCTION OF THE REQUIRED IMPROVEMENTS NOT COMMENCE WITHIN TWO YEARS OF THE DATE OF APPROVAL SHOWN HEREON AND CARRIED FORTH IN A DILIGENT MANNER, SAN BERNARDINO COUNTY MAY REQUIRE REVISIONS TO THE PLANS TO BRING THEM INTO CONFORMANCE WITH CONDITIONS AND STANDARDS IN EFFECT.

Prepared Under The Supervision Of :
NM Engineering, Inc.
 22880 VAN BUREN STREET, GRAND TERRACE, CA 92313
 (951) 712-0623 PH. - (909) 783-3258 FAX

COUNTY OF SAN BERNARDINO
UTILITY PLAN
CAMP PALI MOUNTAIN
APN: 0328-042-15/16/17

SCALE: 1" = 120'-0"
 DATE: 2-7-13
 DRAWING NO: 2/11

DRAWN BY: A.L.C.
 DESIGNED BY: R.W.
 CHECKED BY: N.M.M.

APPROVED BY: _____ DATE: _____

NELSON M. MANLOLO, R.C.E. NO. 36838 EXP. 6/30/14



RUNNING SPRINGS WATER DISTRICT
A MULTI-SERVICE INDEPENDENT SPECIAL DISTRICT

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

Plan for Service

Description of Services

Wastewater service is currently provided to the Camp O’ongo / Pali Mountain property under an Outside Sewer Service Agreement dated April 24, 2013. Emergency Medical Service is also currently provided by the Running Springs Fire Department Exclusive Operating Area 19. Fire service is proposed to be detached from San Bernardino County Fire Protection District and its Mountain Service Zone and provided by the Running Springs Fire Department.

Timing

The services are currently being provided.

Improvements

The services are currently being provided and no additional infrastructure is required.

Fiscal Impact Analysis

This annexation is for four parcels located adjacent to the Running Springs Water District (“District”) jurisdictional boundary and within the Running Springs Water District sphere of influence. There will be no additional financial burden placed on the District to annex these parcels. Fees for the LAFCO proceedings will be borne by the property owner. The following compares the current fees and charges under the existing Outside Sewer Service Agreement to the fees and charges if the territory is annexed:

FY 2018/2019 Outside Sewer Service Charges

Annual in-lieu of taxes charge: $\$8,144 / 12 = \678.67
Fixed Monthly Sewer Service Charge: $46.1 \text{ EDU} \times \$44.49 = \$2,050.99$
Infrastructure Repair & Replacement charge: $46.1 \text{ EDU} \times \$5.25 = \$242.03$
Outside District Sewer Service charge: $46.1 \text{ EDU} \times \$2.00 = \$92.20$
TOTAL MONTHLY FIXED CHARGES = $\$3,063.89$
TOTAL COST PER GALLON = $\$0.000896$

FY 2018/2019 Sewer Charges if Annexed

Fixed Monthly Sewer Service Charge: $46.1 \text{ EDU} \times \$44.49 = \$2,050.99$
Infrastructure Repair & Replacement charge: $46.1 \text{ EDU} \times \$5.25 = \$242.03$
Annual Fire Availability Charges: $\$65 \text{ per Unit of Benefit} = \$65 \times 46.1 = \$2,996 / \text{year}$
TOTAL MONTHLY FIXED CHARGES = $\$2,293 + \text{Fire Availability Charges } \$250 = \$2,543$
Savings to Pali if Annexed = $\$521 \times 12 = \$6,252 + (12 \times \$0.000896 \text{ per gallon} \times 188,000 \text{ gallons}) = \$8,273$

The District will be responsible for the wastewater services at the existing point of connection. The private onsite sewer facilities will continue to be owned, operated and maintained by the property owner. All costs of operating and maintaining the District owned facilities downstream of the existing point of connection will be recovered through rates and fees charged monthly to the property owner per District resolution. The annexing territory will be included within the existing service boundaries of the District. Water service for the property is provided by private groundwater wells and an emergency connection to CLAWA.

Acknowledged

Ryan Gross, General Manager

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: March 21, 2018

TO: Board of Directors

FROM: Ryan Gross, General Manager

SUBJECT: CONSIDER AWARDING A CONSTRUCTION CONTRACT FOR THE FIRE STATION NO. 51 STRUCTURAL REPAIR PROJECT

RECOMMENDED BOARD ACTION

It is recommended that the Board of Directors:

1. Consider awarding a construction contract for the Fire Station No. 51 Structural Repair Project (Project) to GM Excavating, Inc. for their low bid of \$79,820;
2. Authorize the General Manager to execute the contract;
3. Authorize the General Manager to approve change orders for the Project during the course of the project as required not to exceed 15% of the original construction contract amount.

REASON FOR RECOMMENDATION

The bidding phase for the project is complete and award of a construction contract is the next step.

BACKGROUND INFORMATION

The bid opening was Thursday, March 15, 2018. The following bids were received:

	Contractor	Total
1.	GM Excavating	\$79,820
2.	Bacon Wagner Excavation	\$90,196

The project includes the replacement of a damaged concrete stem wall footing on the north side of Fire Station No. 51.

It is the goal of the District staff to minimize change orders but as the need for contract change orders arises during the course of a project, there is typically not enough time to stop the progress of the work to obtain Board approval of each change order. Authorizing the General Manager to approve change orders as needed not to exceed 15% of the

original contract value will allow for the project to progress without delays caused by the District.

FISCAL INFORMATION

The project is being covered as an insurance claim by the District's Property Insurance Carrier, Special District Risk Management Authority (SDRMA). The District will initially fund the construction cost from the Fire Department Operating Reserve Fund.

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: March 21, 2018

TO: Board of Directors

FROM: Isaiah Hall, Wastewater Collection Division Supervisor
Ryan Gross, General Manager

THROUGH: Finance Committee

SUBJECT: DRAFT FISCAL YEAR 2018/19 WASTEWATER COLLECTIONS
DEPARTMENT BUDGET

RECOMMENDED BOARD ACTION

This is an information item only.

REASON FOR RECOMMENDATION

This is an information item only.

BACKGROUND INFORMATION

On March 16, 2018 the Finance Committee met to review the draft version of the Fiscal Year 2018/19 Wastewater Collections Division Budget.

Staff is providing the attached draft version of the budget for review by the Board of Directors. The input received from the Finance Committee has been incorporated into the attached updated version of the draft budget. The Wastewater Collections Division Budget will remain in draft form until all three division budgets are reviewed by the Finance Committee and the full Board of Directors. The final budgets would then be recommended for approval by the full Board in May or June. The reason for this is that we have not received final budget numbers for certain expenses and as these numbers come in we will be able to refine the draft budgets to reflect more accurate estimates of revenue and expenses.

The actual Fiscal Year to Date (FYTD) numbers in the bar charts are as of February 28, 2018 of the current fiscal year ending 2018.

ATTACHMENTS

Attachment 1 – Draft Fiscal Year 2018/2019 Wastewater Collections Division Budget



Wastewater Collection Division
Fiscal Year 2018/2019
Draft Budget

March 21, 2018
Board of Directors Review

Table of Contents

Wastewater Collection Division

- Department Vision
- Core Functions & FY 2018/2019 Goals & Objectives
- Budget Summary Comparison
- Cash Flow Projection
- Revenue & Expense Details
- Budgeted Operating Expense Details
- Employee Classifications & Wages
- Vehicle & Equipment Replacement Schedule
- Five Year Capital Improvement Project Plan

Wastewater Collection and Treatment Service Vision: The Running Springs Wastewater Division will provide extraordinary wastewater collection service for the Running Springs area and wastewater transmission and treatment service for the Running Springs, Arrowbear, and Green Valley Lake areas that protects the environment, complies with regulatory requirements, satisfies the needs of our customers, and provides beneficial uses for our reclaimed water.

Wastewater Collection Division Core Functions & FY 2018/2019 Goals & Objectives

Core Functions	Fiscal Year 2018/2019 Goals & Objectives
Operations & Maintenance Administration	
<ul style="list-style-type: none"> • Manage, repair & replacement of wastewater collection system • Ensure the California Integrated Water Quality System (CIWQS) requirements pertaining to Sanitary Sewer Overflow (SSO) reporting procedures are adhered to • Customer service related to service orders • Ensure Fats, Oils & Grease (FOG) program is administered 	<ul style="list-style-type: none"> • Respond to USA to accurately mark sewer mains to prevent contractors, or agencies from exposing or destroying infrastructure • Maintain accurate records of all preventative maintenance, maps & improvements • Inspect all Food Service Establishments (FSE's) to ensure full compliance with FOG. ordinance • Maintain compliance with state, regional & local requirements of sewer collection system • Ensure a safe, efficient & educated work force • Maintain an outstanding level of customer service
Repair & Maintenance	
<ul style="list-style-type: none"> • Preventative maintenance • Inspection & maintenance of 60 miles of sewer collection pipeline • Clean 1.75 miles per year of sewer collection pipeline identified hot spots • Inspection of sewer manholes & lift station wet wells for infiltration & inflow (I&I) & degradation 	<ul style="list-style-type: none"> • Investigate smoke testing program to minimize illegal connections & I&I • Clean & video inspect sewer collection pipeline & manholes • Repair several mainline deficiencies identified in CCTV work throughout the District • Repair broken mortar on sewer manhole grade rings throughout the District
Sewer Collection System	
<ul style="list-style-type: none"> • O&M of over 60 miles of sewer collection pipeline • O&M of 2.25 miles of sewer force mains • O&M of over 2,000 sewer manholes • Raise manholes to ensure proper accessibility • Control odors to minimize harmful & corrosive gasses & customer complaints 	<ul style="list-style-type: none"> • Reduce I&I by sealing manhole & cleanout lids throughout the District • Prevent sewer backups or spills by cleaning known hot spots every three months • Install locking manhole covers at key inspection & hot spot locations

**Wastewater Collection Division Core Functions & FY 2018/2019 Goals & Objectives
(continued)**

Core Functions	Fiscal Year 2018/2019 Goals & Objectives
Sewer Lift Stations	
<ul style="list-style-type: none"> • O&M of 9 sewer lift stations • O&M of 8 standby generators Control odors to minimize harmful & corrosive gasses & customer complaints 	<ul style="list-style-type: none"> • General maintenance, monthly testing, inspection & repairs of 7 lift station generators and 1 portable generator • Inspect pumps for performance, efficiency & premature wear to prevent failures
SCADA System	
<ul style="list-style-type: none"> • O&M of Supervisory Control & Data Acquisition (SCADA) system 	<ul style="list-style-type: none"> • Testing at least monthly of SCADA alarms to ensure proper performance • Testing at least monthly of AD 2000 back up alarms to ensure proper performance
Vehicle Maintenance	
<ul style="list-style-type: none"> • O&M of District vehicles & equipment 	<ul style="list-style-type: none"> • General maintenance of all Division vehicles & equipment • Inspections weekly, monthly & annually of all vehicles & equipment to ensure maximum operation & efficiency
Safety, Training & Certifications	
<ul style="list-style-type: none"> • Maintain required certifications • Emergency operations training • Safety training 	<ul style="list-style-type: none"> • Provide opportunities for training & classes to maintain District approved certifications • Provide monthly, bi-annual & annual training for emergency response & preventative maintenance • Provide safety training at least weekly to minimize injuries & to ensure a safe work environment • Work closely with District Compliance Safety Officer to improve Safety Program



Wastewater Collection Division
Fiscal Year 2018/2019 Budget

Budget Summary Comparison
Cash Flow Projection
Revenue & Expense Details

Wastewater Collections Division Fiscal Year Budget Analysis

Description	FY 2014/2015 Actual	FY 2015/2016 Actual	FY 2016/2017 Actual	FYTD 2017/2018 Actual	FY 2017/2018 Budget	Budget Variance	%	PROPOSED FY 2018/2019 Budget
Wastewater Collection Division Revenues								7%
Residential Base Service Charges	1,171,143	1,255,202	1,228,556	899,731	791,450	108,281	13.7%	846,840
Commercial Base Service Charges	24,660	23,781	38,695	29,965	28,521	1,444	5.1%	46,293
Residential Sewer System Usage Charge	79,316	82,494	85,282	64,339	50,153	14,185	28.3%	54,170
Commercial Sewer System Usage Charge	7,363	20,301	7,388	5,224	4,671	552	11.8%	4,901
Delinquent Fees				12,732	0	12,732		0
Cost of Sales - Sewer	4,242	601	9,267	4,327	0	4,327		0
Other Service Fees				316	0	316		0
Property Tax Penalties				(42)	0	(42)		0
Assessments - Sewer Service Availability Charges	19,156	16,504	13,906	6,915	3,500	3,415	97.6%	3,850
Connection/Capacity Fees & Charges	146,581	29,077	11,292	2,823	2,823	0	0.0%	3,105
Sewer Hot Taps & Septic Waste Dumping	3,750	1,800	750	1,300	750	550	73.3%	825
Interest Income	8,590	5,768	(2,015)	84	3,500	(3,416)	-97.6%	4,500
Infrastructure R&R Fees	189,910	188,097	172,834	119,032	184,086	(65,054)	-35.3%	184,086
Sewer Property Contribution	0	0	0	0	0	0		0
Miscellaneous Income	21,533	32,445	4,095	0	8,250	(8,250)	-100.0%	8,250
Gain/Loss - Sales of Assets	3,325	0	0	0	0	0		0
Sewer Revenue Allocation 55% Collections				(481,469)		(481,469)		
Total Wastewater Division Revenues	1,085,195	1,019,069	946,977	665,278	1,077,704	(412,426)	-38.3%	1,156,820
Total Wastewater Collection Division Revenues								
Description	FY 2014/2015 Actual	FY 2015/2016 Actual	FY 2016/2017 Actual	FYTD 2017/2018 Actual	FY 2017/2018 Budget	Budget Variance	%	PROPOSED FY 2018/2019 Budget
Wastewater Collection Division Expenses								
Salaries & Wages (Collections)	313,065	325,934	353,468	205,850	362,422	(156,572)	-43.2%	388,845
Salaries & Wages Overtime (Collections)			275,668	14,726		14,726	#DIV/0!	
Medicare Tax (FICA)	5,531	5,367	2,305	3,086	5,255	(2,169)	-41.3%	5,638
Workers Comp Insurance (Collections)	16,476	11,240	10,847	11,829	11,680	149	1.3%	18,115
Employee Benefits (Collections)	32,548	37,734	36,634	28,460	40,173	(11,713)	-29.2%	41,384
CalPERS Retirement (Collections)	92,314	91,518	99,822	79,239	119,009	(39,770)	-33.4%	128,438
Uniform Allowance	2,143	1,825	900	1,585	1,480	105	7.1%	1,480
Depreciation	223,048	237,527	147,056	105,875	228,516	(122,641)	-53.7%	174,965
Director's Compensation	4,694	2,343	1,667	0	0	0		0
Education/Seminars (Collections)	1,023	336	910	836	1,000	(164)	-16.4%	1,000
Fuel & Oil (Collections)	4,937	4,998	4,415	2,175	5,727	(3,552)	-62.0%	5,315
Liability Insurance	11,630	10,649	11,247	14,493	14,493	(0)	0.0%	15,362
Memberships & Subscriptions (Collections)	3,523	2,242	4,335	3,705	5,733	(2,028)	-35.4%	5,668
Office Supplies (Collections)	110	131	648	3,117	6,643	(3,526)	-53.1%	7,130
Permits/Fees (Collections)	8,666	6,532	11,079	5,879	11,657	(5,778)	-49.6%	11,806
Professional Services (Collections)	3,004	1,731	1,514	21,003	32,900	(11,897)	-36.2%	30,596
Collection System Maintenance	38,803	57,362	4,818	18,796	27,350	(8,554)	-31.3%	28,350
Sewer Lift Station Repair & Maintenance	43,126	34,252	32,287	17,516	33,110	(15,594)	-47.1%	34,110
Miscellaneous Supplies (Collections)	7,352	4,035	437	1,638	6,043	(4,405)	-72.9%	5,043
Utilities (Collections)	25,742	29,212	21,054	17,693	25,764	(8,071)	-31.3%	26,374
Vehicle & Equipment Maintenance (Collections)	4,210	5,820	6,037	1,819	5,750	(3,931)	-68.4%	6,550
Interest Expense	20,541	12,554	0	52,400	51,741	659	1.3%	51,574
Administrative Expenses	14,822	14,871	12,004	19,004	28,475	(9,471)	-33.3%	30,448
	877,307	898,213	1,039,152	630,723	1,024,921	(394,198)	-38.5%	1,018,192
NET INCOME	207,888	120,856	(92,174)	34,555	52,783	(18,228)	-34.5%	138,629

Running Springs Water District - Wastewater Fund Projection (Deferred CIP) (3/2/2018)

	7.0%	7.0%	2.5%	2.5%	0.0%	0.0%	0.0%	0.0%
Revenue Increase %	7.0%	7.0%	2.5%	2.5%	0.0%	0.0%	0.0%	0.0%
Expense Increase %	4.0%	1.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%
Description	2018	2019	2020	2021	2022	2023	2024	2025
Monthly Service Charges	1,481,413	1,585,090	1,624,717	1,665,335	1,665,335	1,665,335	1,665,335	1,665,335
Usage	99,681	107,402	110,087	112,839	112,839	112,839	112,839	112,839
IR&R	184,086	184,086	184,086	184,086	184,086	184,086	184,086	184,086
Other Revenue	436,868	496,275	496,275	496,275	496,275	496,275	496,275	496,275
		1,056						
Revenue	2,202,048	2,372,853	2,415,165	2,458,535	2,458,535	2,458,535	2,458,535	2,458,535
Expense	(1,660,361)	(1,752,643)	(1,822,749)	(1,895,659)	(1,971,485)	(2,050,344)	(2,132,358)	(2,217,653)
Depreciation	(571,466)	(488,477)	(508,016)	(528,337)	(549,470)	(571,449)	(594,307)	(618,079)
Change in Net Assets	(29,779)	131,733	84,400	34,540	(62,420)	(163,258)	(268,130)	(377,196)
Beginning Cash	435,589	683,638	886,885	1,018,559	940,371	950,989	1,000,336	894,712
Depreciation - Non Cash	571,466	488,477	508,016	528,337	549,470	571,449	594,307	618,079
Capital Expenditure - Collection	(77,000)	(167,500)	(122,500)	(161,500)	(149,500)	(159,500)	(150,000)	(150,000)
Capital Expenditure - Treatment	(97,500)	(129,500)	(216,000)	(355,000)	(200,000)	(70,000)	(150,000)	(150,000)
Principal paid on capital debt	(119,137)	(119,963)	(122,243)	(124,565)	(126,932)	(129,344)	(131,801)	(134,305)
Ending Cash	683,638	886,885	1,018,559	940,371	950,989	1,000,336	894,712	701,290
Wastewater Capital Improvement Project Reserve	497,000	538,500	716,500	549,500	429,500	500,000	500,000	200,000
Wastewater Capacity Charge Reserve	119,603	119,603	119,603	119,603	119,603	119,603	119,603	119,603
Wastewater IR&R Reserve (CWSRF Debt Reserve)	169,143	169,143	169,143	169,143	169,143	169,143	169,143	169,143
Wastewater Operating Reserve	(102,107)	59,639	13,313	102,125	232,743	211,591	105,967	212,544
Total Reserve Funds	683,638	886,885	1,018,559	940,371	950,989	1,000,336	894,712	701,290
Operating Reserve:								
Wastewater Operating Reserve	(102,107)	59,639	13,313	102,125	232,743	211,591	105,967	212,544
Recommended Operating Reserve Fund Target								
(4 Months Operating Expenses)	553,454	584,214	607,583	631,886	657,162	683,448	710,786	739,218
Operating Reserve Surplus / (Shortfall)	(655,561)	(524,575)	(594,270)	(529,761)	(424,419)	(471,857)	(604,819)	(526,674)

RUNNING SPRINGS WATER DISTRICT WASTEWATER COLLECTION DEPARTMENT FISCAL YEAR 2018/2019 BUDGET

REVENUE AND EXPENSE SUMMARY

	Budgeted 2018-2019		Budgeted 2017-2018	
OPERATING REVENUES:				
Residential Base Service Charges (2,884 EDUs x \$44.49 / month x 12 mos.)	\$846,840		\$791,450	
Residential Sewer System Usage Charge (14 MCF x \$0.0469 x 15%)	\$54,170		\$50,153	
Commercial Base Service Charges (85 EDU's. x \$44.49 / month x 12 mos.)	\$24,959		\$23,326	
Commercial Sewer System Usage Charge (0.57 MCF x \$0.0469 x 1/3)	\$4,901		\$4,671	
Delinquent Charges & Service Fees	\$8,250		\$8,250	
Outside Sewer Service Agreement Charges	\$21,334		\$5,195	
Infrastructure Repair & Replacement Charges (\$5.25 / Month / EDU)	\$184,086		\$184,086	
Total Wastewater Collections Operating Revenue:	\$1,144,540	55%	\$1,067,131	
OPERATING EXPENSES:				
Personnel Expense	\$583,901		\$540,019	
Operations & Maintenance	\$207,752		\$204,645	
Capital Replacement (Refer to Page 22 & FY 18/19 Depreciation Schedule)	\$174,965		\$228,516	
Total Operating Expenses:	\$966,618		\$973,180	
NET OPERATING INCOME:	\$177,922		\$93,951	
NON-OPERATING REVENUE:				
Property Taxes	\$0		\$0	
Assessments - Sewer Service Availability Charges	\$3,850		\$3,500	
Connection/Capacity Fees & Charges	\$3,105		\$2,823	
Sewer Hot Taps & Septic Waste Dumping	\$825		\$750	
Interest Income	\$4,500		\$3,500	
Total Non-Operating Revenue:	\$12,280		\$10,573	
NON-OPERATING EXPENSES:				
Interest Expense on Long Term Debt (CWSRF SLS 1-3 Project Loan)	\$51,574		\$51,741	
Total Non-Operating Expenses:	\$51,574		\$51,741	
CHANGE IN NET POSITION:	\$138,629		\$52,783	
TOTAL WASTEWATER REVENUES:				
	\$1,156,820		\$1,077,704	7%
TOTAL WASTEWATER EXPENSES:				
	\$1,018,192		\$1,024,921	-1%
NET INCOME:	\$138,629		\$52,783	
CASH CONSIDERATIONS:				
Net Income	\$138,629		\$52,783	
Capital Replacement (Depreciation Expense)	\$174,965		\$228,516	
2017 CWSRF SLS 1-3 Project Loan Principal Payment	(\$119,963)		(\$117,838)	
Capital Projects & Fixed Assets	(\$169,500)		(\$77,000)	
CHANGE IN CASH BALANCE:	\$24,130		\$86,461	

RUNNING SPRINGS WATER DISTRICT WASTEWATER COLLECTION DEPARTMENT FISCAL YEAR 2018/2019 BUDGET

OPERATION AND MAINTENANCE EXPENSE ACCOUNTS

PERSONNEL EXPENSE

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	REQUESTED THIS YEAR	APPROVED LAST YEAR	% CHANGE		DETAIL PAGE #
300-50100	Salaries & Wages (Collections)	\$388,845	\$362,422	7%		4
300-50120	Medicare Tax (FICA)	\$5,638	\$5,255	7%		5
300-50130	Workers Comp Insurance (Collections)	\$18,115	\$11,680	55%		6
300-50140	Group Insurance	\$41,384	\$40,173	3%		7
300-50150	CalPERS Retirement (Collections)	\$128,438	\$119,009	8%		8
300-50160	Uniform Allowance	\$1,480	\$1,480	0%		9
PERSONNEL EXPENSE SUB-TOTAL:		\$583,901	\$540,019	8%		

O&M ACCOUNTS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	REQUESTED THIS YEAR	APPROVED LAST YEAR	% CHANGE		DETAIL PAGE #
300-53200	Education/Seminars (Collections)	\$1,000	\$1,000	0%		10
300-54100	Fuel & Oil (Collections)	\$5,315	\$5,727	-7%		11
300-54300	Property/Liability Insurance	\$15,362	\$14,493	6%		12
300-56100	Memberships & Subscriptions (Collections)	\$5,668	\$5,733	-1%		13
300-56300	Office Supplies (Collections)	\$7,130	\$6,643	7%		14
300-57100	Permits/Fees (Collections)	\$11,806	\$11,657	1%		15
300-57140	Professional Services (Collections)	\$30,596	\$32,900	-7%		16
300-57310	Collection System Maintenance	\$28,350	\$27,350	4%		17
300-57311	Sewer Lift Station Repair & Maintenance	\$34,110	\$33,110	3%		18
300-57440	Miscellaneous Supplies (Collections)	\$5,043	\$6,043	-17%		19
300-58252	Utilities (Collections)	\$26,374	\$25,764	2%		20
300-58301	Vehicle & Equipment Maintenance (Collections)	\$6,550	\$5,750	14%		21
300-86000	Administrative Expenses	\$30,448	\$28,475	7%		22
SERVICES & SUPPLIES SUB-TOTAL:		\$207,752	\$204,645	2%		
TOTAL OPERATING EXPENSES:		\$791,653	\$744,664	6%		

RUNNING SPRINGS WATER DISTRICT WASTEWATER COLLECTION DEPARTMENT FISCAL YEAR 2018/2019 BUDGET

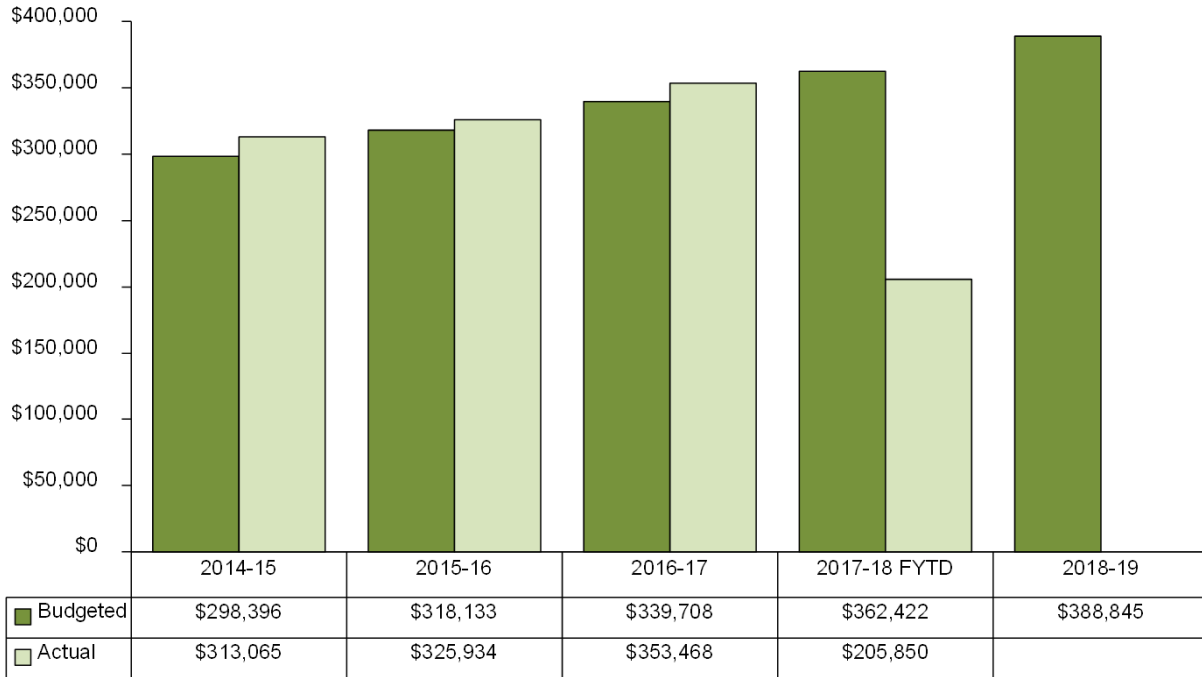
CAPITAL IMPROVEMENT PROJECTS

ACCOUNT NUMBER	CAPITAL IMPROVEMENT ACCOUNT DESCRIPTION	REQUESTED THIS YEAR	APPROVED LAST YEAR	% CHANGE	DETAIL PAGE #
300-13000	Collection Division Inventory	\$2,000	\$2,000	0%	22
300-16100	Collections Facilities - CIP	\$167,500	\$75,000	123%	22
TOTAL CAPITAL IMPROVEMENTS:		\$169,500	\$77,000	120%	

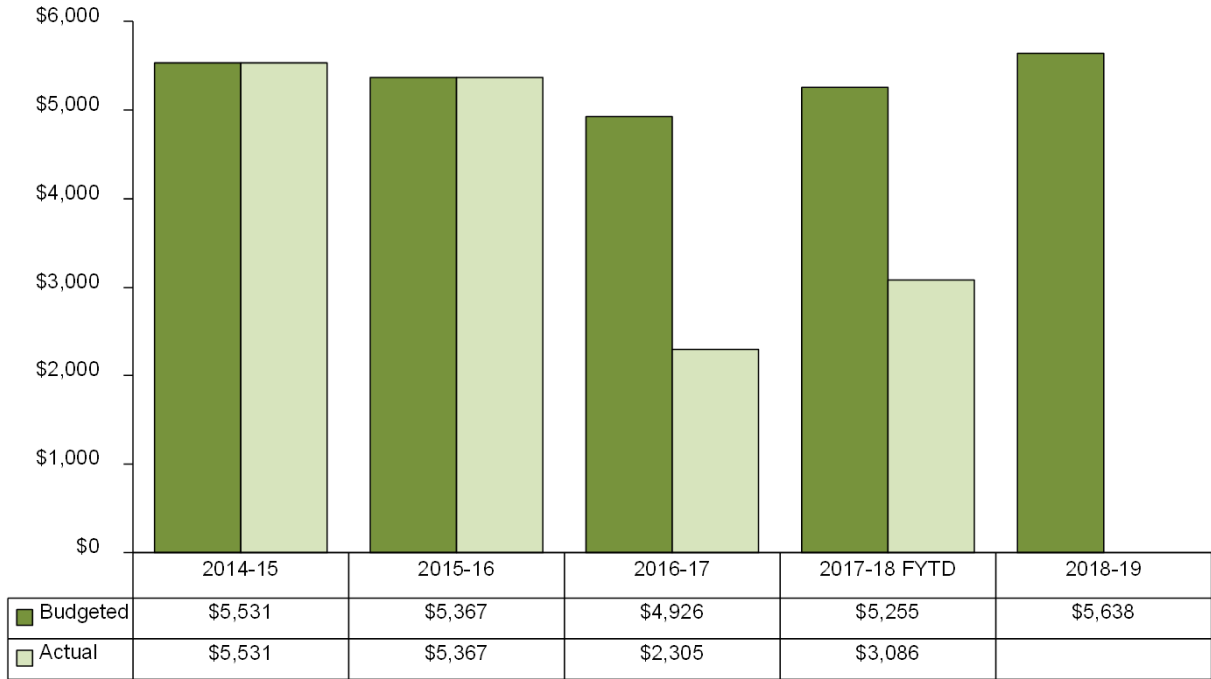
RESTRICTED, DESIGNATED & RESERVE FUNDS

ACCOUNT NUMBER	DESCRIPTION	2/28/18 FUND BALANCES
300-10000	Wastewater Operating Reserve	\$90,807
310-10000	Wastewater Capital Improvement Project Reserve	\$253,401
300-10000	Wastewater Infrastructure Repair & Replacement Reserve	\$169,143
320-10000	Wastewater Connection & Capacity Charges	\$138,371
TOTAL:		\$651,722

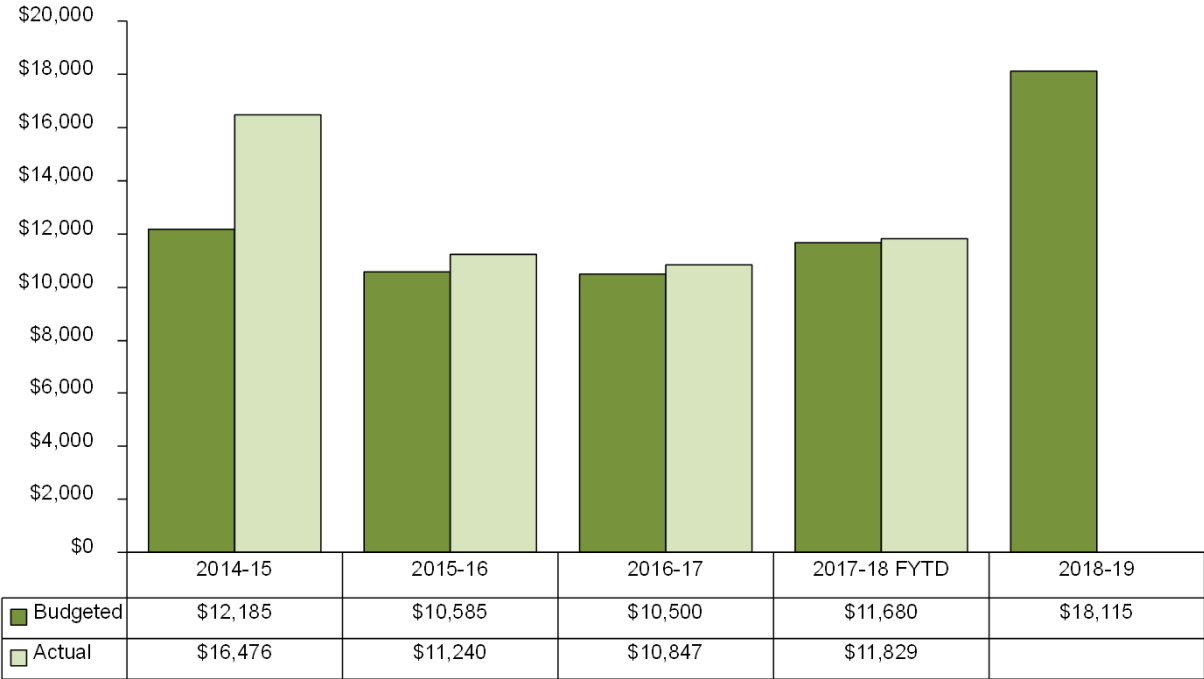
ACCOUNT NUMBER 300-50100	DESCRIPTION Salaries & Wages (Collections)	BUDGET REQUEST \$388,845
SUMMARY OF REQUEST		
Division Supervisor, 3 Operators, Safety/Compliance Share & 18.75% General Manager (base salary + certification incentives)		\$368,986
On-Call Time (244 nights x 1 hr./night x Avg Overtime Rate)	Average OT Rate	\$11,322
Holidays (8 days x 1.5 hrs./day x Avg OT Rate)	\$46.40	\$557
Emergency Time (67 hrs. x Avg OT Rate)		\$3,109
Weekend Coverage (70 days x 1.5 hrs./day x Avg OT Rate)		\$4,872
Certification Incentive Pay = \$0.50 per hour for each approved certificate	TOTAL:	<u>\$388,845</u>
Wages include 2% to offset elimination of EPMC plus 3% CPI-W Cost of Living Adjustment (COLA)		
Performance based merit increases where appropriate		



ACCOUNT NUMBER 300-50120	DESCRIPTION Medicare Tax (FICA)	BUDGET REQUEST \$5,638
SUMMARY OF REQUEST		
Federal Requirement for Employees Hired After April 1986 (1.45% OF PAYROLL) *Base, holiday and overtime pay plus Collections Division share of Safety/Compliance		\$5,638.26



ACCOUNT NUMBER 300-50130	DESCRIPTION Workers Comp Insurance (Collections)	BUDGET REQUEST \$18,115
SUMMARY OF REQUEST		
Collection Division's Share of Workers Compensation Insurance		\$18,115



ACCOUNT NUMBER 300-50140	DESCRIPTION Group Insurance	BUDGET REQUEST \$41,384
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SUMMARY OF REQUEST

Medical, Dental and Vision ¹	Compensation for Calculating LTD	\$38,000
Long Term Disability ²	\$368,986	\$1,550
Accidental Death and Dismemberment ³	Compensation for Calculating ADD & Life	\$393
Life Insurance ⁴	\$728,000	\$1,441.44
	Total	\$41,384

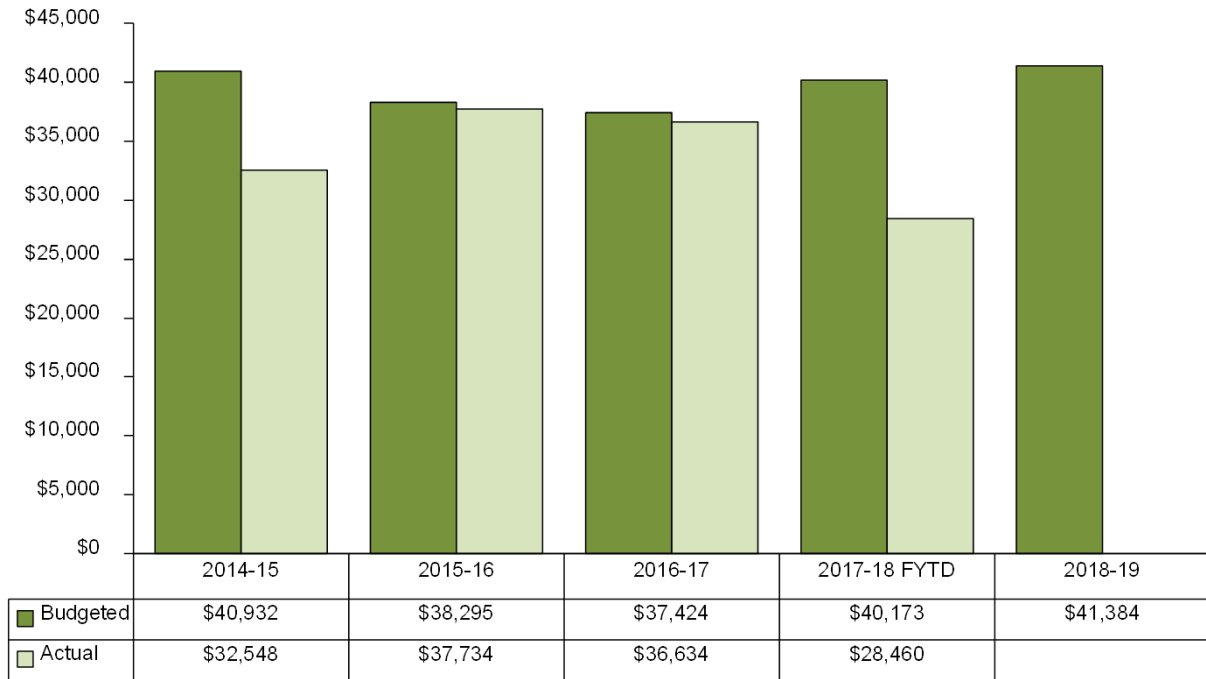
¹ Maximum Monthly Cap on Medical, Dental and Vision Premiums (5.23% Increase) = \$4,593 x 12 = \$55,116.
 Budgeted amount based on past 3 years actual and a 5.23% increase in the cap which is half of the 10.46% CalPERS Medical Premium increase.
 Prior years deviation in budget to actual due to unused Medical Reimbursement Plan balances.

² 0.42% of annual base salaries plus certification incentive pay for Division Supervisor, 3 Operators and 18.75% of General Manager Salary.

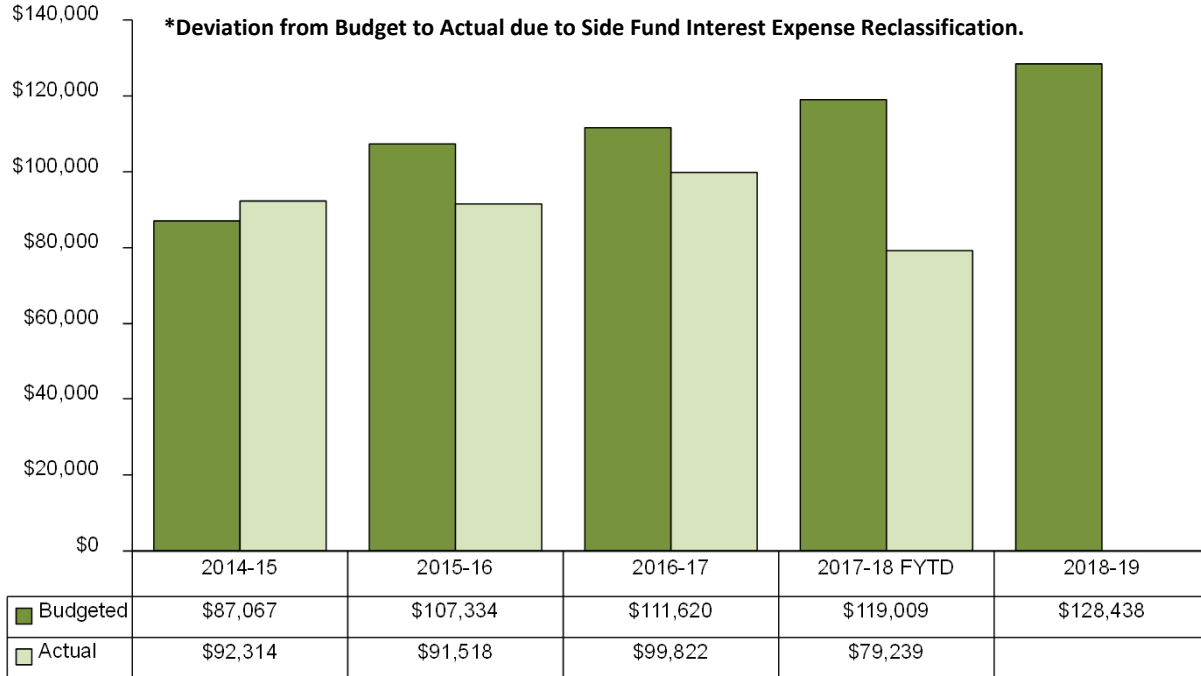
³ \$0.045 per \$1,000 annual base salaries plus certification incentive pay x 2 + \$25,000, rounded to the nearest thousand up to a max of \$225,000 per employee for Division Supervisor, 3 Operators and 18.75% of General Manager Salary.

⁴ \$0.165 per \$1,000 annual base salaries plus certification incentive pay x 2 + \$25,000, rounded to the nearest thousand up to a max of \$225,000 per employee for Division Supervisor, 3 Operators and 18.75% of General Manager Salary.

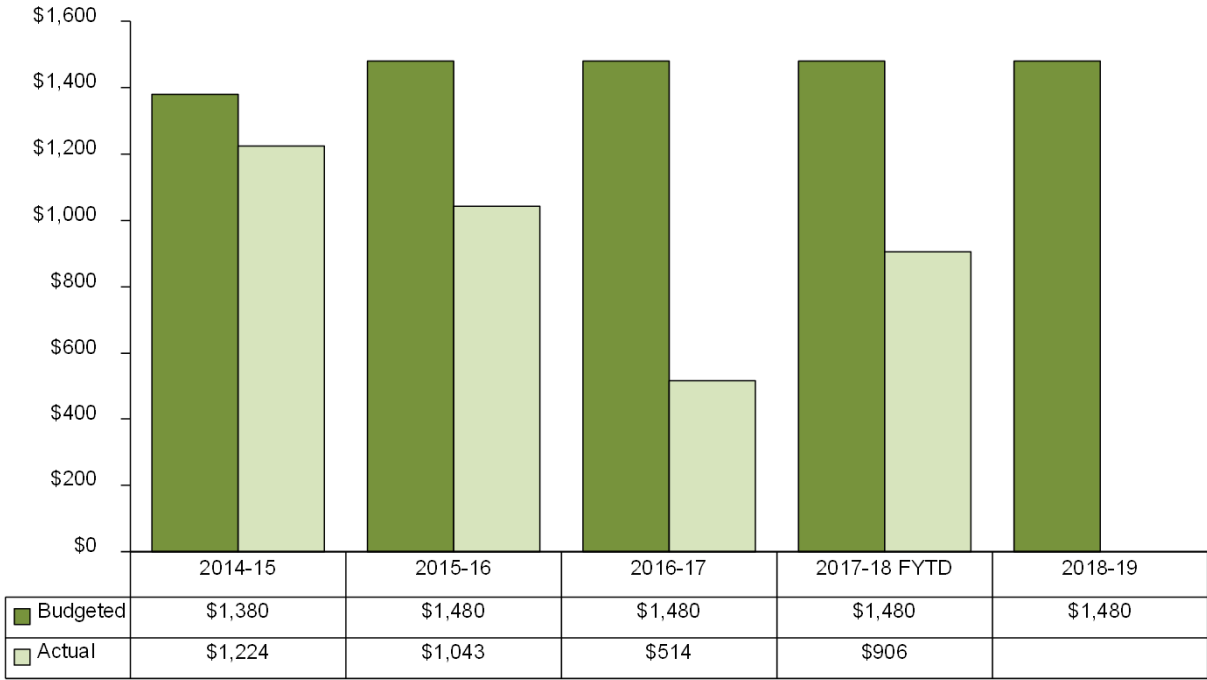
Difference between budgeted and actual in prior years due to unused Medical Reimbursement funds.



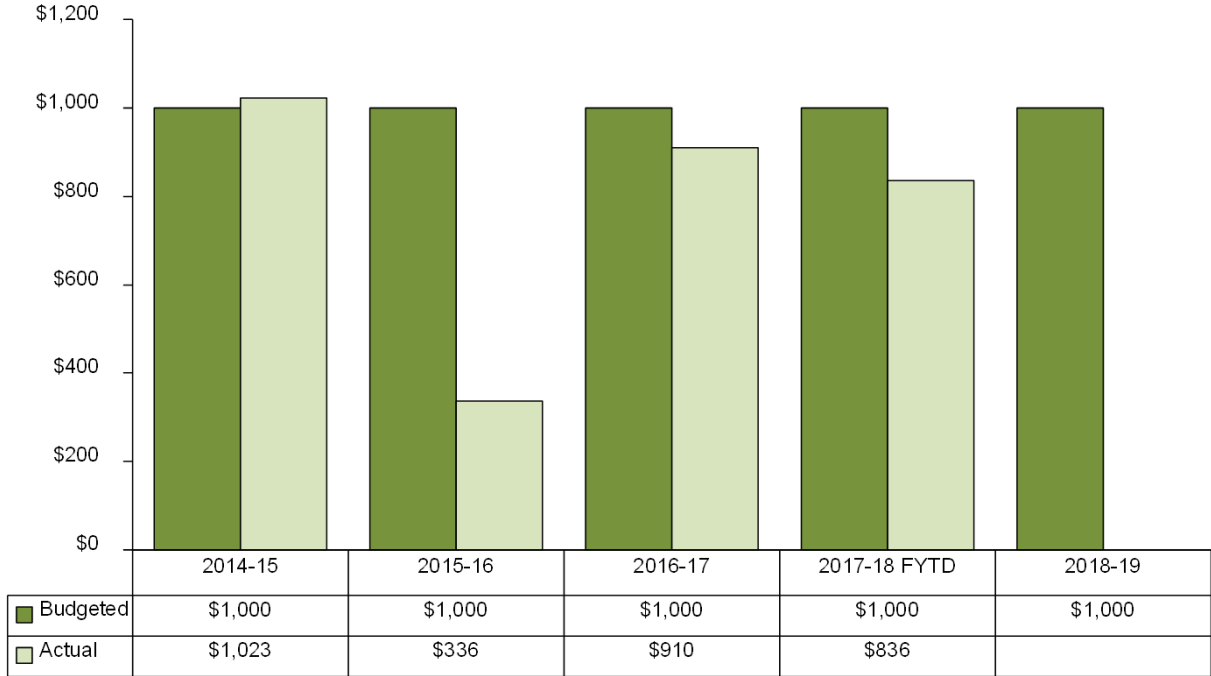
ACCOUNT NUMBER 300-50150	DESCRIPTION CalPERS Retirement (Collections)	BUDGET REQUEST \$128,438
SUMMARY OF REQUEST		
Classic Miscellaneous Members ¹	Compensation for Calculating Benefit	
District's Contribution Percentage (12.212% of Salary)	\$369,543	\$45,129
District's Monthly Employer Unfunded Accrued Liability Payment (12 x \$6,934)		\$83,208
Survivor Benefit (\$0.93 per employee per pay period)		\$101
¹ Includes:	Total	\$128,438
18.75% of General Manager Salary		
Collection Division's share for Safety / Compliance position's salary (2018-2019: \$8,000/4 = \$2,000)		
Base, Certification and Holiday Portions of Division Supervisor and 3 Operator's Wages		
Deviation from Budget to Actual due to Side Fund Interest Expense Reclassification.		



ACCOUNT NUMBER 300-50160	DESCRIPTION Uniform Allowance	BUDGET REQUEST \$1,480
SUMMARY OF REQUEST		
Uniform Allowance (4 employees x \$250 annually)		\$1,000
District Shirts (5 T-shirts per employee x \$20/shirt x 4 employees)		\$400
District Hats (4 baseball caps w/ RSWD logo x \$20/cap)		\$80
	Total	\$1,480



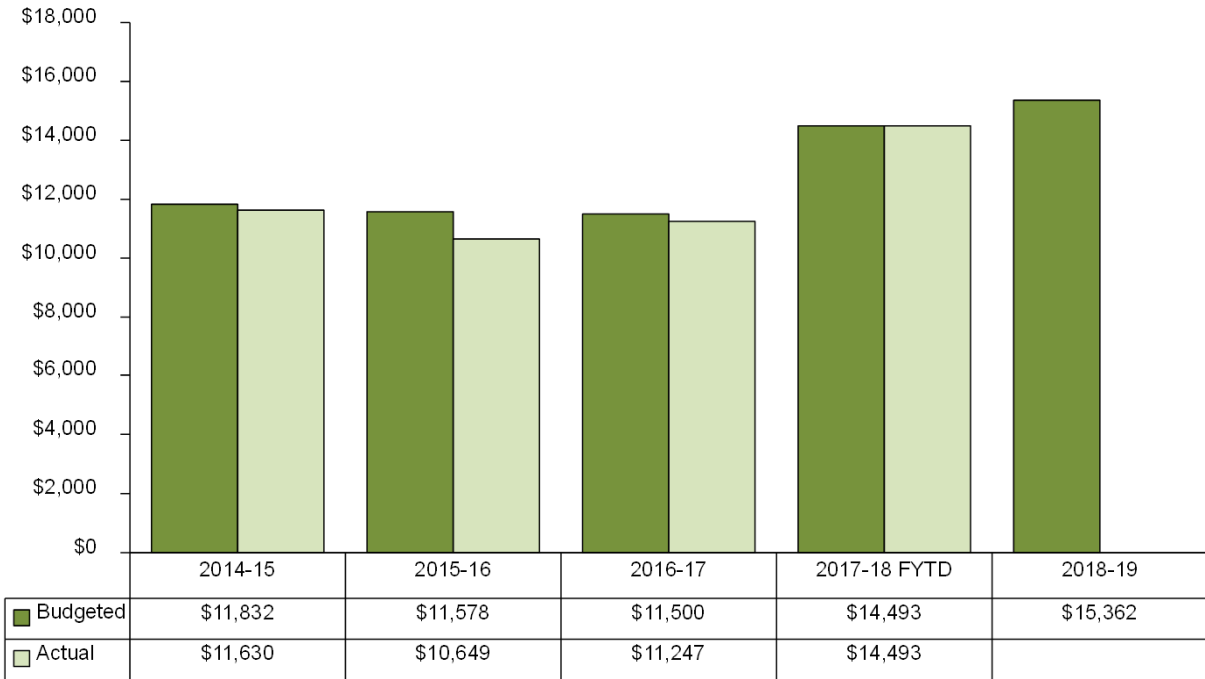
ACCOUNT NUMBER 300-53200	DESCRIPTION Education/Seminars (Collections)	BUDGET REQUEST \$1,000
SUMMARY OF REQUEST		
Wastewater Collections Classes, OSHA Training, Meetings, Education & Seminars		Total \$1,000 \$1,000



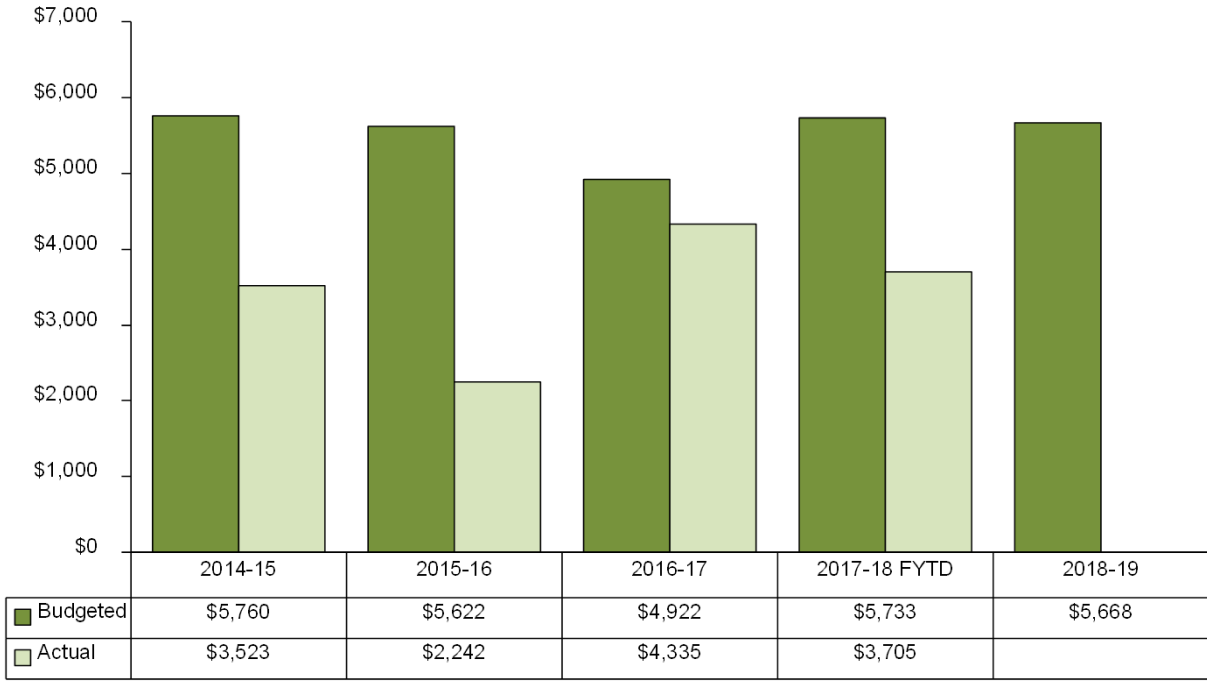
ACCOUNT NUMBER 300-54100	DESCRIPTION Fuel & Oil (Collections)	BUDGET REQUEST \$5,315
SUMMARY OF REQUEST		
Collections vehicles, lift station generators and division support vehicle/equipment Fuel & Maintenance.		
Gasoline 1,500 gallons @ \$2.75/gallon		\$4,125
Diesel Fuel - 250 gallons @ \$2.75/gallon		\$688
Oil Changes		\$250
Gear Lube/Grease		\$50
Anti-Freeze		\$50
Waste Oil Pickup: Collections Division pays 25% of cost		\$152
	Total	\$5,315



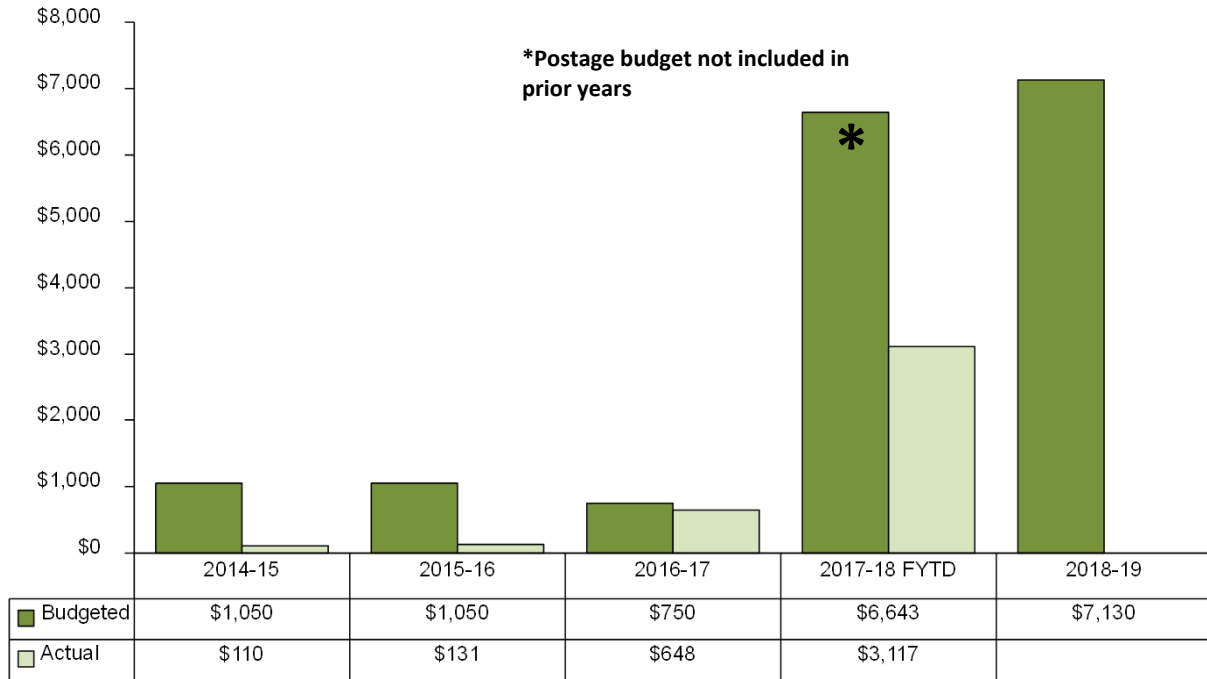
ACCOUNT NUMBER 300-54300	DESCRIPTION Property/Liability Insurance	BUDGET REQUEST \$15,362
SUMMARY OF REQUEST		
Current Wastewater Collection Department's Share		\$15,362



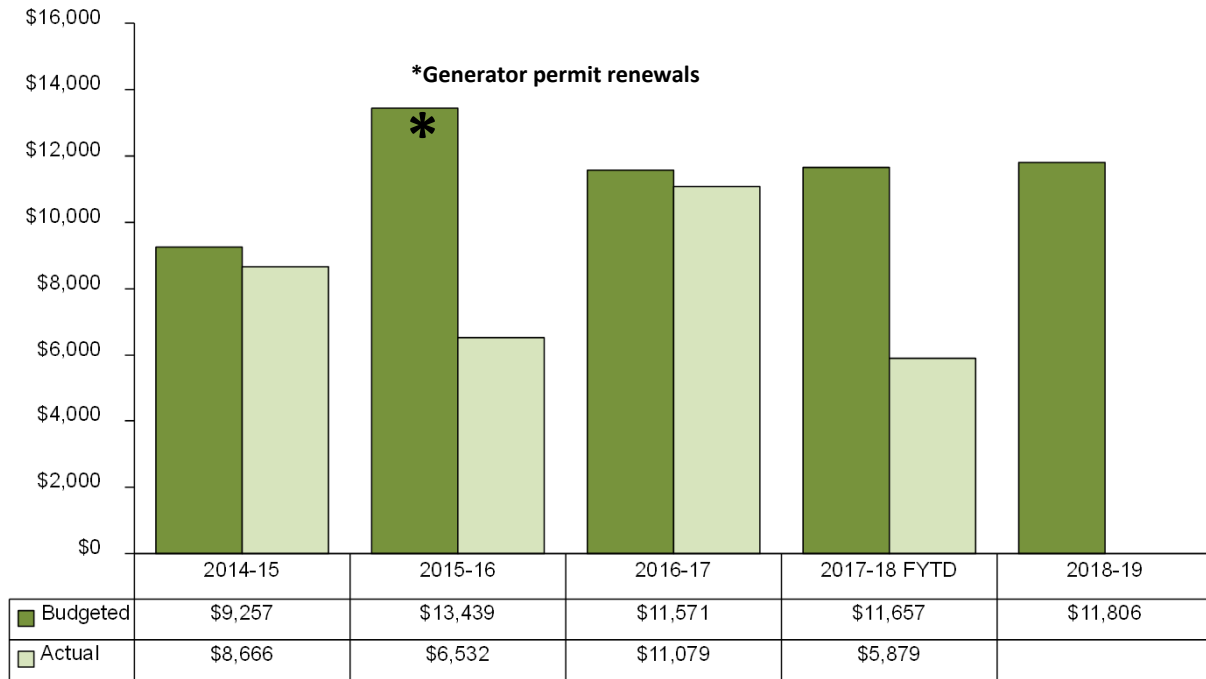
ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
300-56100	Memberships & Subscriptions (Collections)	\$5,668
SUMMARY OF REQUEST		
California Water Environment Association Memberships (CWEA)		\$2,315
Association of San Bernardino County Special Districts		\$140
California Special District's Association (CSDA)		\$1,300
Log-Me-In Pro (remote access to SCADA)		\$50
Wonderware SCADA software annual support (shared with Water 50% of \$880)		\$440
WIN 911 SCADA Alarm annual support (shared with Water 50% of \$753)		\$377
Gym Memberships (\$250 x 4.1875)		\$1,047
	Total	\$5,668



ACCOUNT NUMBER 300-56300	DESCRIPTION Office Supplies (Collections)	BUDGET REQUEST \$7,130
SUMMARY OF REQUEST		
Miscellaneous cleaning and office supplies:		
Anti-bacterial hand cleaner, glass cleaner, pens, pencils, computer paper,		\$400
Work station printer ink cartridges		\$500
Wastewater Collection Division share of postage		\$5,980
Wastewater Collections Division share of letterhead stationary, envelopes, business cards, and special printings, and public outreach materials		\$250
	Total	\$7,130

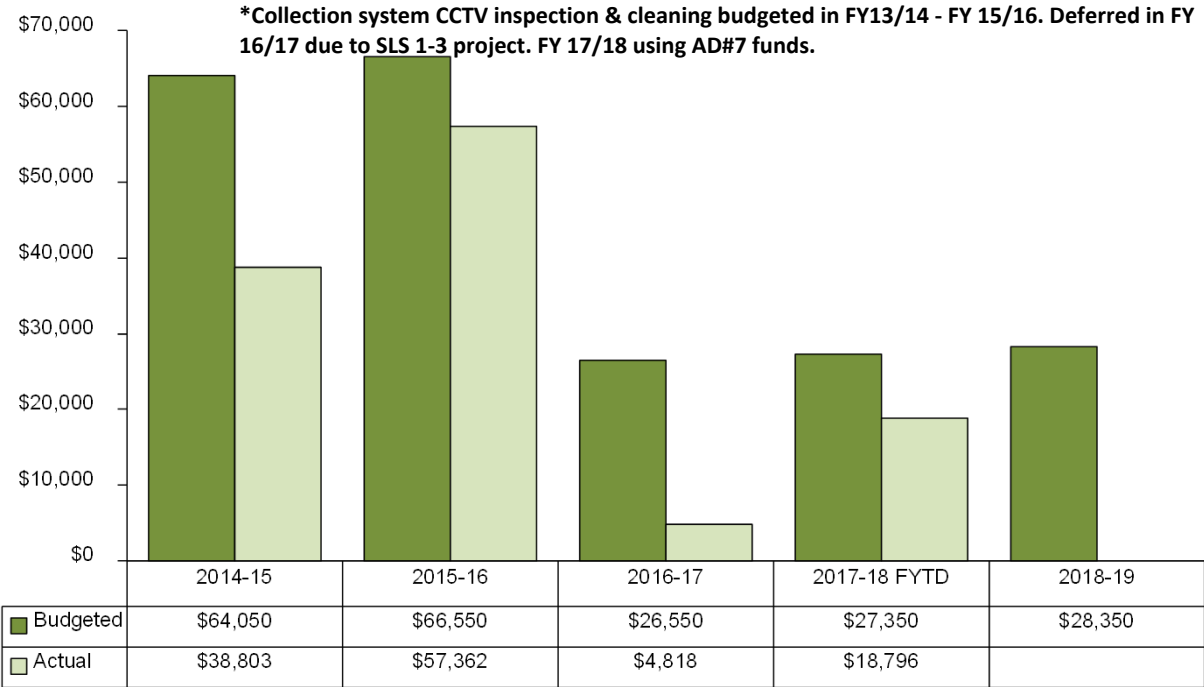


ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
300-57100	Permits/Fees (Collections)	\$11,806
SUMMARY OF REQUEST		
South Coast Air Quality Management District (SCAQMD) Including a COLA 3.4% increase:		
Stand-by Generator permits @ Lift Stations (+ 50% of 2 portable gens. & 16.67% of complex gen./ fuel tanks)		\$4,542
San Bernardino County annual road cut permit & road cuts (\$150/2 + 3 road cuts at \$445 each)		\$1,635
State Regional Water Quality Control Board Waste Discharge Requirements (WDR) Permit		\$2,088
San Bernardino County Certified Unified Program Agency (CUPA) - Bioxide storage at Harris Property		\$443
Lift Station generator CUPA permits (5 generators at \$506 each, lift station 6 is natural gas and lift station 2 is .90 acct)		\$2,530
Waste oil generator permit 1/3 of main office (main office includes complex generator, fuel tanks and waste oil)		\$568
	Total	\$11,806

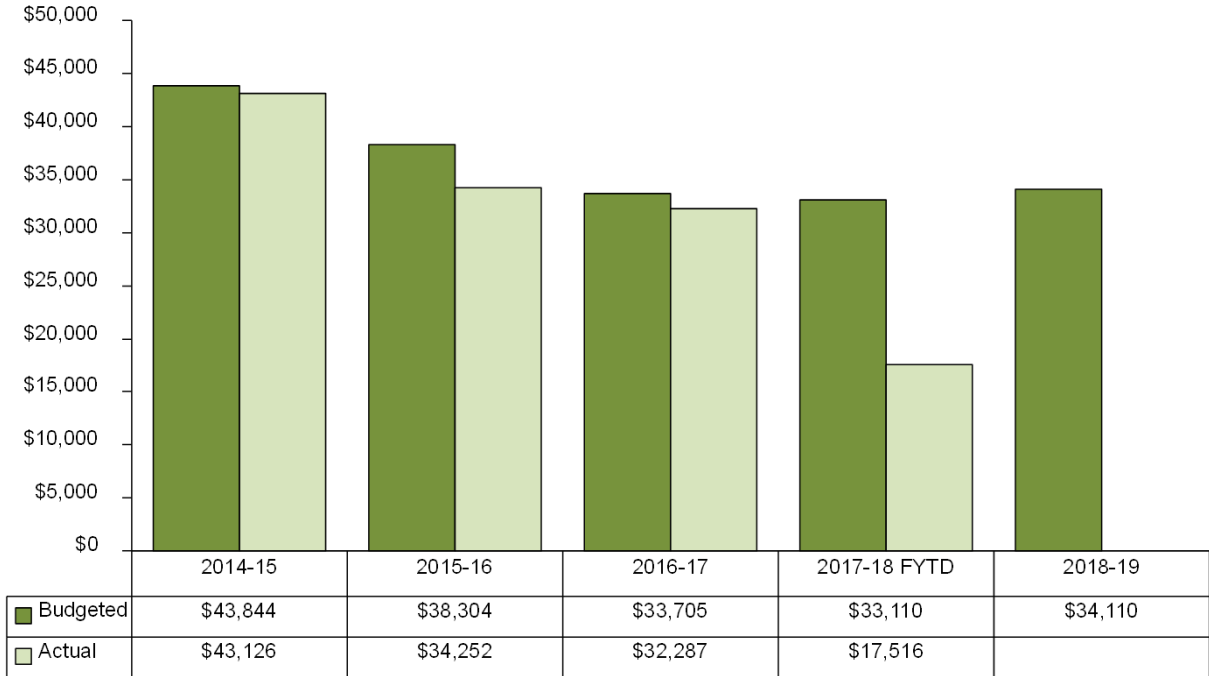


ACCOUNT NUMBER 300-57140	DESCRIPTION Professional Services (Collections)	BUDGET REQUEST \$30,596
SUMMARY OF REQUEST		
Accounting Services		\$8,500
After Hours Telephone Answering Service		\$200
Exterminator for Collections Building		\$200
Financial Auditing Services		\$4,000
Information Technology (IT) Computer Support		\$5,000
Legal Counsel		\$10,000
Payroll Processing		\$1,170
Tyler/Incode Accounting Software Support		\$1,526
	Total	\$30,596

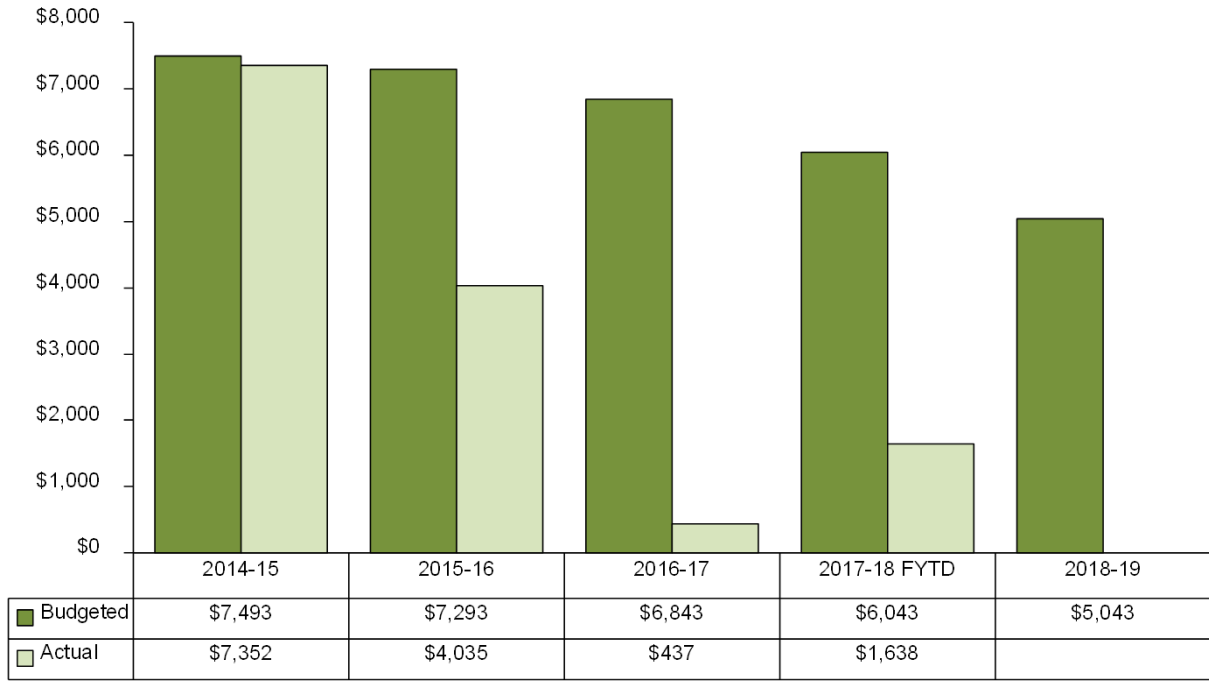
ACCOUNT NUMBER 300-57310	DESCRIPTION Collection System Maintenance	BUDGET REQUEST \$28,350
SUMMARY OF REQUEST		
Snow plow damage, manhole cover replacement, concrete/asphalt repair and sewer main repair		\$12,800
Collections building maintenance (replace upstairs toilet and sink, replace upstairs lighting)		\$4,000
Underground Service Alert (USA/Digalert)		\$50
Miscellaneous emergency repairs, sewer easement and collections system repairs		\$11,500
	Total	\$28,350



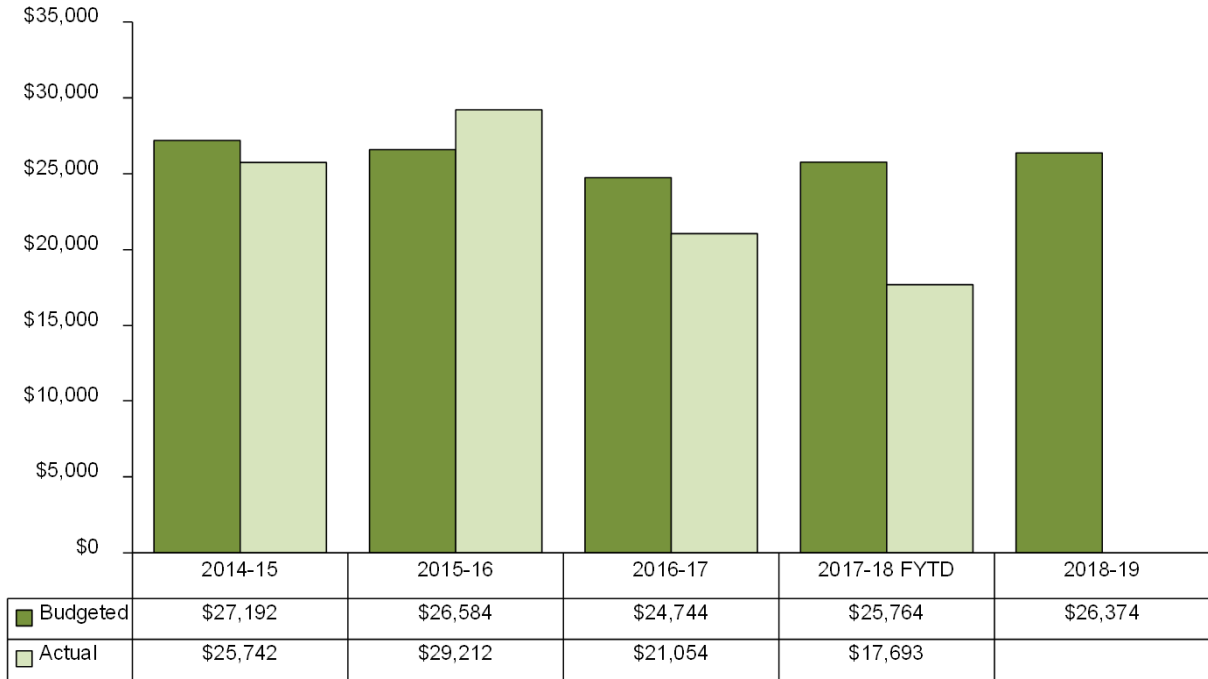
ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
300-57311	Sewer Lift Station Repair & Maintenance	\$34,110
SUMMARY OF REQUEST		
Backflow Device Testing at Lift Station Nos. 1, 2, 3, 4, 5, 6, 7, 8 & 9 (9 x \$40)		\$360
Generator Maintenance at Lift Stations		\$6,500
Emergency Repairs of pumps, motors, control panels, fuses, relays, etc.		\$5,000
Bioxide for Lift Station Nos. 1, 4, 5, 7, 8, & 9 (1,500 gallons @ \$2.25)		\$3,375
Bioxide System Pali Mountain Camp (3,500 gallons @ \$2.25)		\$7,875
Wet Well Cleaning and Vacuuming		\$3,000
Miscellaneous Lift Station Repairs and Maintenance		\$4,000
General Asphalt Repair (1,000 square feet @ \$4.00/ square foot)		\$4,000
	Total	\$34,110



ACCOUNT NUMBER 300-57440	DESCRIPTION Miscellaneous Supplies (Collections)	BUDGET REQUEST \$5,043
SUMMARY OF REQUEST		
Collection building supplies		\$500
Collection System Maintenance Tools		\$1,000
Miscellaneous hand tools		\$250
Rain gear		\$500
Radiation Detection Badges (4 badges x \$15.20 x 4 times per year)		\$243
Work & Latex Gloves, Safety Glasses & Hearing Protection		\$500
Steel Toed Safety Boots		\$400
Jumpsuits, Cold Weather Operations & District Jackets		\$300
Safety equipment & supplies (8 Lift Stations)		\$750
Confined Space Entry Gas-Tech Calibration and Sensor Replacement		\$600
	Total	\$5,043



ACCOUNT NUMBER 300-58252	DESCRIPTION Utilities (Collections)	BUDGET REQUEST \$26,374
SUMMARY OF REQUEST		
SCE Electricity Charges at Lift Stations and Collection Division facilities (\$1,506 / month)		\$18,072
SoCal Gas Charges at Lift Stations and Collection Division facilities (\$130 / mo. average x 12 mos.)		\$1,560
Frontier Land Lines at Sewer Lift Stations (\$300/mo. x 12 mos.)		\$3,600
Charter Phone and Internet at Collections Building (\$178/mo. x 12 mos.)		\$2,136
Frontier SCADA Phone Line at Main Office		\$610
On-Call Cell Phone (\$3/mo. x 12 mos.)		\$36
Supervisor Cell Phone Allowance (\$30/mo. x 12 mos.)		\$360
	Total	\$26,374



ACCOUNT NUMBER 300-58301	DESCRIPTION Vehicle & Equipment Maintenance (Collections)	BUDGET REQUEST \$6,550
SUMMARY OF REQUEST		
General maintenance and repairs		\$3,000
Tires (8 @ \$200)		\$1,600
Snow chains		\$600
Plow maintenance (new side rams and misc. on plow)		\$800
4 Mobile Radios (Trucks/Tractors)		\$50
Tool Replacement (Tips, Nozzles, Blades)		\$500
	Total	\$6,550



ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
300-86000	Administrative Expenses	\$30,448

SUMMARY OF REQUEST

Administration Services (4% of Operating Budget Excluding Depreciation)		\$30,448
Payroll, Accounts Payable/Receivable		
Board of Directors Administration & Compensation		
Benefits Administration		
Planning & Budget Administration		
Audit & Financial Statement Administration		
Investment & Fund Balance Management		
Human Resources/Personnel		
Medical Reimbursement & Health/Life/Disability Insurance Administration		
Property/Liability Insurance, Workers Compensation Administration & Loss Control Coordination		
Public Information & Outreach, Community Relations, Employee Recognition		

ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
300-53100	Depreciation Expense	\$174,965

SUMMARY OF REQUEST

Depreciation expense for Wastewater Collection Division		\$174,965
Operating expenses for enterprise funds include the cost of depreciation on capital assets. Depreciation expense was not included in the District's budget until the 2014/2015 fiscal year per the District's Cash Reserve Policy and advice from Financial Advisors and Consultants. The minimum annual allocation amount for the Capital Improvement Fund for each division or department should equal the amount of annual budgeted depreciation specific to that division or department plus 10% for cost increases. This represents the total annual contribution that should be made to this fund, not the minimum balance. This will allow funds to build over time and eventually replace the existing facilities. Not adequately budgeting for depreciation could eventually have the effect of eroding the organization's net assets.		

ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
300-13000	Collection Division Inventory	\$2,000

SUMMARY OF REQUEST

Repair Clamps, Pipe, Couplings, Manhole Frames and Covers, etc. for system repairs		\$2,000
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ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
300-16100	Collections Facilities - CIP	\$167,500

SUMMARY OF REQUEST

Capital Improvement Projects:			
1) Replace Generator at Sewer Lift Station No. 7	Deferred	FY 2018/2019	\$60,000
2) Annual Line Cleaning & Video Inspection			\$30,000
3) Replace Portable Air Compressor & Jackhammer			\$25,000
4) Repave Road to Sewer Lift Station No. 5 (\$12,000 per year for 3 years)	\$24,000		\$12,000
5) Seal Coat Wet Well at Sewer Lift Station No. 8			\$8,500
6) Purchase New Sewer Manhole Lids (20 per year at \$400 each)			\$8,000
7) Seal Coat Sewer Manholes (5 per year at \$1,500 each)			\$7,500
8) Point Repairs (using liner) 5 per year at \$1,500 each			\$7,500
9) Point Repairs (In-House) 10 per year at \$500 each			\$5,000
10) Purchase Trailer to Mount Old Sewer Lift Station No. 3 Generator to Make it Portable (FY 2016/2017)			\$4,000
11) Annual Updates to Sewer Atlas Maps (\$1,500 per year)	\$1,500		
12) Upgrade SCADA Screens at Sewer Lift Station Nos. 7, 8 & 9	\$15,000		
13) Purchase New Sewer Bypass Equipment	\$15,000		
14) Increase 120 ft. of Mainline from 10 inch to 15 inch on School Trunk Line MH 52-51			\$20,000
15) Upgrade Control Panels at Sewer Lift Station Nos. 7, 8 & 9)			\$21,000
16) Vehicle & Equipment Storage Building at Harris Property			\$30,000
17) Purchase New Backhoe Tractor Shared Cost 50%			\$60,000
18) Replace Unit 69 With Full Size Pump Service Truck With Crane			\$70,000
19) Wagon Wheel Easement E-W Repair Between MH's 108 & 109			\$100,000
	Total Deferred	\$356,500	
		Total	\$167,500

ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
300-26300	SLS CWSRF Loan Payment	\$171,537

SUMMARY OF REQUEST

Annual debt service payments for \$2,833,543, 1.9% interest rate, 20 year loan for SLS 1, 2 and 3 Improvements with the first debt service payment due one year after completion of construction.	Total	\$171,537
	Principal	\$119,963
	Interest	\$51,574

RUNNING SPRINGS WATER DISTRICT							
DIVISION SUPERVISORS							
2018-19 HOURLY WAGE SCHEDULE							
Exempt Positions							
CLASSIFICATION		STEP					
		A	B	C	D	E	F
DIVISION SUPERVISOR		5.00%	5.00%	5.00%	5.00%	4.99%	4.99%
SUPERVISOR 3	Hourly	\$55.20	\$57.96	\$60.86	\$63.90	\$67.09	\$70.44
	Monthly	\$9,568	\$10,046	\$10,549	\$11,076	\$11,629	\$12,210
	Annual	\$114,816	\$120,557	\$126,589	\$132,912	\$139,547	\$146,515
		5.00%	5.00%	5.00%	5.00%	5.01%	5.01%
SUPERVISOR 2	Hourly	\$41.18	\$43.24	\$45.40	\$47.67	\$50.06	\$52.57
	Monthly	\$7,138	\$7,495	\$7,869	\$8,263	\$8,677	\$9,112
	Annual	\$85,654	\$89,939	\$94,432	\$99,154	\$104,125	\$109,346
			5.01%	4.99%	4.99%	5.00%	5.01%
SUPERVISOR 1	Hourly	\$30.73	\$32.27	\$33.88	\$35.57	\$37.35	\$39.22
	Monthly	\$5,327	\$5,593	\$5,873	\$6,165	\$6,474	\$6,798
	Annual	\$63,918	\$67,122	\$70,470	\$73,986	\$77,688	\$81,578
Cost of Living Adjustment (COLA):		3.00%					
Offset to Elimination of EPMC		2.00%					
Collections Division Supervisor (1 CI)	\$140,587						
Treatment Division Supervisor (4 CI's)	\$150,675						
Water Division Supervisor (3 CI's)	\$149,635						
Administration Division Supervisor	\$146,515						

RUNNING SPRINGS WATER DISTRICT						
COLLECTION DIVISION						
2018-19 HOURLY WAGE SCHEDULE						
Non-Exempt Positions						
CLASSIFICATION*		STEP				
		A	B	C	D	E
		2.51%	2.51%	2.48%	2.51%	2.49%
OPERATOR 3	Hourly	\$31.46	\$32.25	\$33.05	\$33.88	\$34.72
(Grade 3 Collection System Maintenance & PM Grade 1)	Monthly	\$5,453	\$5,590	\$5,729	\$5,873	\$6,019
	Annual	\$65,437	\$67,080	\$68,744	\$70,470	\$72,225
		2.51%	2.48%	2.42%	2.50%	2.57%
OPERATOR 2	Hourly	\$27.81	\$28.50	\$29.19	\$29.92	\$30.69
(Grade 2 Collection System Maintenance & PM Grade 1)	Monthly	\$4,820	\$4,940	\$5,060	\$5,186	\$5,320
	Annual	\$57,845	\$59,280	\$60,715	\$62,234	\$63,835
			2.48%	2.50%	2.48%	2.49%
OPERATOR 1	Hourly	\$24.59	\$25.20	\$25.83	\$26.47	\$27.13
(Grade 1 Collection System Maintenance & PM Grade 1)	Monthly	\$4,262	\$4,368	\$4,477	\$4,588	\$4,703
	Annual	\$51,147	\$52,416	\$53,726	\$55,058	\$56,430
			2.49%	2.48%	2.47%	2.50%
OPERATOR IN TRAINING	Hourly	\$21.06	\$21.59	\$22.12	\$22.67	\$23.24
(Entry Level / No Certification Required)	Monthly	\$3,651	\$3,742	\$3,835	\$3,929	\$4,028
	Annual	\$43,811	\$44,903	\$46,017	\$47,153	\$48,332
Cost of Living Adjustment (COLA):		3.00%				
Offset to Elimination of EPMC		2.00%				
Operator 2 (2 CI's)	\$62,795					
Operator 2 (3 CI's)	\$65,354					
Operator 2 (1 CI's)	\$64,875					

Wastewater Collection Vehicle & Equipment Replacement Schedule					
Vehicle Description	Year	Mileage / Hours	Use Status	Planned Retirement Date	Estimated Cost of Replacement
Air Compressor Collection Div.	1985	1230 Hrs. meter o.s.	Limited	2018 33 years old	\$25,000
Coll. Dump Truck (Unit # 62)	1995	121,500 Miles	Limited	2025 23 years old	\$75,000
Coll. Div. Utility (Unit # 70)	2003	67,596 Miles	Daily	2023 15 years old	\$30,000
Coll.Div.Hydro Tow (Unit # 75)	2007	17,813 Miles	1 - 2 times / week	2027 11 years old	\$50,000
Coll. Div. Utility (Unit # 77)	2007	47,183 Miles	Daily	2027 11 years old	\$30,000
Collections Building Generator	2008	51.2	Limited	2028 10 years old	\$5,000
Hydro Collection Div.	2010	109.5	Limited	2030 8 years old	\$50,000
Coll. Div. Utility (Unit # 84)	2011	25,915 Miles	Daily	2025 7 years old	\$30,000

Wastewater Collections Division 5-Year Capital Improvement Project Plan

Description	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	DEFERRED PROJECTS	TOTAL PROJECT COST
Collection System Improvements - I&I Reduction							
Annual line cleaning and video inspection	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000		\$ 150,000
Seal coat sewer manholes 5 per year at \$1,500 each	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500		\$ 37,500
Point repairs utilizing pipe liner 5 per year at \$1,500 each	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500		\$ 37,500
Point repairs (in house) 10 per year at \$500 each O&M	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000		\$ 25,000
Purchase new sewer manhole lids 20 per year at \$400 each	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000		\$ 40,000
Collection System - I&I Improvements Subtotal	\$ 58,000	\$ 58,000	\$ 58,000	\$ 58,000	\$ 58,000	\$ -	\$ 290,000
Pump Stations							
Seal coat wet well at Sewer Lift Stations No. 8	\$ 8,500						\$ 8,500
Upgrade SCADA Screens at Sewer Lift Stations Nos. 7, 8 & 9		\$ 15,000					\$ 15,000
Upgrade control panels at Sewer Lift Stations Nos. 7, 8 & 9		\$ 21,000					\$ 21,000
Replace Generator at Sewer Lift Station No. 7	\$ 60,000						\$ 60,000
Pump Stations Subtotal	\$ 68,500	\$ 36,000	\$ -	\$ -	\$ -	\$ -	\$ 104,500
Pipeline Rehab & Replacement							
Wagon Wheel Easement E-W between MH's 108 and 109					\$ 100,000		\$ 100,000
Increase 120' of mainline from 10" to 15" on school trunk MH 52-51			\$ 20,000				\$ 20,000
Pipeline Rehab & Replacement Subtotal	\$ -	\$ -	\$ 20,000	\$ -	\$ 100,000	\$ -	\$ 120,000
Other Wastewater System Improvements							
Repave Road to Sewer Lift Stations No. 5	\$ 12,000	\$ 12,000	\$ 12,000				\$ 36,000
Annual updates to sewer maps		\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500		\$ 6,000
Purchase new bypass pump equipment		\$ 15,000					\$ 15,000
Replace portable air compressor and jackhammer	\$ 25,000						\$ 25,000
Replace Unit 69 with full size pump service truck with crane			\$ 70,000				\$ 70,000
Vehicle and equipment storage building at Harris Property				\$ 30,000			\$ 30,000
Purchase new backhoe tractor shared cost 50%				\$ 60,000			\$ 60,000
Purchase Trailer to Mount Old Sewer Lift Station No. 3 Generator to Make it Portable	\$ 4,000						\$ 4,000
Other Wastewater System Improvements Subtotal	\$ 41,000	\$ 28,500	\$ 83,500	\$ 91,500	\$ 1,500	\$ -	\$ 246,000
Collections Division Improvements Subtotal	\$ 167,500	\$ 122,500	\$ 161,500	\$ 149,500	\$ 159,500	\$ -	\$ 760,500

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: March 21, 2018

TO: Board of Directors

FROM: Trevor Miller, Wastewater Treatment Division Supervisor
Ryan Gross, General Manager

THROUGH: Finance Committee

SUBJECT: DRAFT FISCAL YEAR 2018/19 WASTEWATER TREATMENT DEPARTMENT BUDGET

RECOMMENDED BOARD ACTION

This is an information item only.

REASON FOR RECOMMENDATION

This is an information item only.

BACKGROUND INFORMATION

On March 16, 2018 the Finance Committee met to review the draft version of the Fiscal Year 2018/19 Wastewater Treatment Division Budget.

Staff is providing the attached draft version of the budget for review by the Board of Directors. The input received from the Finance Committee has been incorporated into the attached updated version of the draft budget. The Wastewater Treatment Division Budget will remain in draft form until all division budgets are reviewed by the Finance Committee and the full Board of Directors. The final budgets would then be recommended for approval by the full Board in May or June. The reason for this is that we have not received final budget numbers for certain expenses and as these numbers come in we will be able to refine the draft budgets to reflect more accurate estimates of revenue and expenses.

The actual Fiscal Year to Date (FYTD) numbers in the bar charts are as of February 28, 2018 of the current fiscal year ending 2018.

ATTACHMENTS

Attachment 1 – Draft Fiscal Year 2018/2019 Wastewater Treatment Division Budget



Wastewater Treatment Division

Fiscal Year 2018/2019

Draft Budget

March 21, 2018

Board of Directors Review

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Wastewater Treatment Division

- Department Vision
- Core Functions & FY 2018/2019 Goals & Objectives
- Budget Summary Comparison
- Cash Flow Projection
- Revenue & Expense Details
- Budgeted Operating Expense Details
- Employee Classifications & Wages
- Vehicle & Equipment Replacement Schedule
- Five Year Capital Improvement Project Plan

Wastewater Collection and Treatment Service Vision: The Running Springs Wastewater Division will provide extraordinary wastewater collection service for the Running Springs area and wastewater transmission and treatment service for the Running Springs, Arrowbear, and Green Valley Lake areas that protects the environment, complies with regulatory requirements, satisfies the needs of our customers, and provides beneficial uses for our reclaimed water.

Wastewater Treatment Division Core Functions & FY 2018/2019 Goals & Objectives

Core Functions	Fiscal Year 2018/2019 Goals & Objectives
Operations & Maintenance Administration	
<ul style="list-style-type: none"> • Manage treatment plant & disposal facilities • Maintain compliance with Santa Ana Regional Water Quality Control Board (SARWQCB) Waste Discharge Requirements (WDR) • Maintain United States Forest Service (USFS) Special Use Permit (SUP) • Train staff on new processes & procedures • Review & implement staff recommended process & procedure changes • Reporting to regulatory agencies 	<ul style="list-style-type: none"> • Implement changes identified by continued process evaluation
Repair & Maintenance	
<ul style="list-style-type: none"> • Preventative maintenance • Perform necessary repairs revealed by routine / preventative maintenance • Respond to equipment / machinery failures 	<ul style="list-style-type: none"> • Upgrade SCADA System • Replace Fine Bubble Aeration System in MBR 2 • Perform Annual MBR take down & mechanical inspection
Wastewater Treatment Plant	
<ul style="list-style-type: none"> • O&M of 1MGD MBR plant • Perform process control laboratory analysis • Manage disposal of 648 wet tons per year of biosolids • Continue to evaluate treatment processes to maintain an efficient operation • Respond to after hour emergencies & equipment failures • Complying with unfunded mandates from regulatory agencies 	<ul style="list-style-type: none"> • Continue to evaluate effluent reuse options • Optimize New US500 OMUs in MBR 1
Treated Wastewater Disposal Facilities	
<ul style="list-style-type: none"> • O&M of 1.58 miles of outfall pipeline • O&M of 18 acre disposal site • O&M of 13 percolation ponds 	<ul style="list-style-type: none"> • Grade roads around ponds to maintain access

**Wastewater Treatment Division Core Functions & FY 2018/2019 Goals & Objectives
(continued)**

Core Functions	Fiscal Year 2018/2019 Goals & Objectives
SCADA System	
<ul style="list-style-type: none"> • O&M of Supervisory Control & Data Acquisition (SCADA) system to provide remote monitoring & operation of treatment plant processes & disposal facilities • Log, analyze & archive operational data • Continued improvement of process automation 	<ul style="list-style-type: none"> • Evaluate SCADA system • Upgrade SCADA based on the continuing treatment process evaluation
Safety, Training & Certifications	
<ul style="list-style-type: none"> • Maintain required certifications • Emergency operations training • Safety training 	<ul style="list-style-type: none"> • Provide opportunities for training & classes to maintain District approved certifications • Provide monthly, bi-annual & annual training for emergency response & preventative maintenance • Provide safety training at least weekly to minimize injuries & to ensure a safe work environment • Work closely with District Compliance Safety Officer to improve Safety Program



Wastewater Treatment Division
Fiscal Year 2018/2019 Budget

Budget Summary Comparison
Cash Flow Projection
Revenue & Expense Details

Description	FY 2014/2015 Actual	FY 2015/2016 Actual	FY 2016/2017 Actual	FYTD 2017/2018 Actual	FY 2017/2018 Budget	Budget Variance	%	PROPOSED FY 2018/2019 Budget
Wastewater Treatment Division Revenues								7%
Residential Base Service Charges	1,171,143	1,255,202	1,228,556	899,731	647,550	252,181	38.9%	692,869
Commercial Base Service Charges	24,660	23,781	37,629	29,965	23,335	6,629	28.4%	37,876
Residential Sewer System Usage Charge	79,316	82,494	85,112	64,339	41,035	23,304	56.8%	44,321
Commercial Sewer System Usage Charge	7,363	20,301	7,388	5,224	3,822	1,402	36.7%	4,010
Cost of Sales - Sewer	4,242	601	9,267	4,327	0	4,327		0
Assessments - Sewer Service Availability Charges	19,156	16,504	14,076	6,915	3,500	3,415	97.6%	3,150
Arrowbear Fixed O&M Expense Reimbursement					148,083	(148,083)	-100.0%	154,072
Arrowbear Variable O&M Expense Reimbursement	78,000	104,522	108,517	107,129		107,129		
CSA 79 Fixed O&M Expense Reimbursement					177,620			189,448
CSA 79 Variable O&M Expense Reimbursement	85,002	119,975	127,790	123,628		123,628		
SCE Demand Response Program (EnerNOC)	4,442	3,411	2,402	0	0	0		
Arrowbear Proportionate Share of Capital Improvements	32,702	170,745	48,172	17,390	18,525	(1,135)	-6.1%	21,902
CSA 79 Proportionate Share of Capital Improvements	34,350	60,630	40,859	21,667	23,400	(1,733)	-7.4%	27,306
Leachate Loads	12,207	0	8,509	0	10,000	(10,000)	-100.0%	0
Gain/Loss - Sales of Assets	3,325	0	0		0	0		0
Connection/Capacity Fees & Charges	146,581	29,077	11,292	5,646	2,823	2,823	100.0%	2,541
Sewer Hot Taps & Septic Waste Dumping	3,750	1,800	750	0	750	(750)	-100.0%	675
Interest Income	8,590	5,768	(2,015)	(80)	3,500	(3,580)	-102.3%	4,500
Miscellaneous Income	21,533	32,445	4,095		6,750	(6,750)	-100.0%	6,750
Sewer Treatment Revenue Allocation								
Total Wastewater Division Revenues	1,736,362	1,927,256	1,732,400	1,285,880	1,110,693	175,187	910,336	1,189,420
					0			
Description	FY 2014/2015 Actual	FY 2015/2016 Actual	FY 2016/2017 Actual	FYTD 2017/2018 Actual	FY 2017/2018 Budget	Budget Variance	%	PROPOSED FY 2018/2019 Budget
Wastewater Treatment Division Expenses								
Salaries & Wages (Treatment)	293,914	307,948	327,972	257,709	325,243	(67,534)	-20.8%	351,122
Medicare Tax (FICA)	2,489	3,827	4,026	3,689	4,716	(1,027)	-21.8%	5,091
Workers Comp Insurance (Treatment)	17,299	10,789	10,093	10,816	10,500	316	3.0%	16,961
Employee Benefits (Treatment)	27,196	27,159	20,626	13,418	33,240	(19,822)	-59.6%	27,883
CalPERS Retirement (Treatment)	70,228	62,707	83,287	65,875	98,000	(32,125)	-32.8%	103,904
Uniform Allowance	2,143	1,825	871	925	1,110	(185)	-16.7%	1,110
Depreciation	223,048	237,527	263,927	189,872	342,950	(153,078)	-44.6%	313,512
Director's Compensation	4,694	2,343	1,946	0	0	0		0
Education/Seminars (Treatment)	226	166	783	566	1,000	(434)	-43.4%	1,000
Effluent Disposal Site Maintenance	0	5,664	4,649	0	8,000	(8,000)	-100.0%	4,000
Fuel & Oil (Treatment)	5,268	6,398	5,852	1,297	6,200	(4,903)	-79.1%	6,200
Liability Insurance	11,630	10,649	11,247	11,993	11,993	0	0.0%	12,713
Memberships & Subscriptions (Treatment)	3,523	4,867	3,638	4,095	4,952	(857)	-17.3%	4,887
Permits/Fees (Treatment)	27,582	32,216	26,122	26,321	32,372	(6,051)	-18.7%	32,446
Professional Services (Treatment)	48,861	55,690	84,848	32,171	33,100	(929)	-2.8%	30,796
Sewer Interceptor Pipeline Maintenance	14,274	3,131	2,642	4,824	10,353	(5,529)	-53.4%	12,625
Treatment Plant Maintenance	40,401	69,151	28,707	40,588	50,500	(9,912)	-19.6%	65,500
Solids Handling Maintenance	56,043	61,667	60,693	42,477	60,200	(17,723)	-29.4%	56,740
Miscellaneous Supplies (Treatment)	3,684	3,856	9,628	4,081	6,193	(2,112)	-34.1%	6,693
Office Supplies (Treatment)	3,899	4,901	796	3,685	11,243	(7,558)	-67.2%	11,730
Utilities (Joint Use Facilities)	122,347	86,181	82,365	56,549	108,924	(52,375)	-48.1%	99,708
Vehicle & Equipment Maintenance (Treatment)	4,983	2,016	5,040	3,051	7,150	(4,099)	-57.3%	10,650
Wastewater Testing & Analysis	5,306	7,625	14,282	9,506	9,900	(394)	-4.0%	14,200
Interest Expense	20,541	12,554	6,489	0	0	0		0
Administrative Expenses	14,822	14,871	15,240	22,264	33,396	(11,132)	-33.3%	35,038
	1,024,399	1,035,727	1,075,769	805,774	1,211,235	(405,462)	-33.5%	1,224,508
NET INCOME	(114,064)	153,693	(111,251)	(78,730)	(100,542)	21,812	-21.7%	(35,088)

Running Springs Water District - Wastewater Fund Projection (Deferred CIP) (3/2/2018)

	7.0%	7.0%	2.5%	2.5%	0.0%	0.0%	0.0%	0.0%
Revenue Increase %								
Expense Increase %								
Description	2018	2019	2020	2021	2022	2023	2024	2025
Monthly Service Charges	1,481,413	1,585,090	1,624,717	1,665,335	1,665,335	1,665,335	1,665,335	1,665,335
Usage	99,681	107,402	110,087	112,839	112,839	112,839	112,839	112,839
IR&R	184,086	184,086	184,086	184,086	184,086	184,086	184,086	184,086
Other Revenue	436,868	496,275	496,275	496,275	496,275	496,275	496,275	496,275
		1,056						
Revenue	2,202,048	2,372,853	2,415,165	2,458,535	2,458,535	2,458,535	2,458,535	2,458,535
Expense	(1,660,361)	(1,752,643)	(1,822,749)	(1,895,659)	(1,971,485)	(2,050,344)	(2,132,358)	(2,217,653)
Depreciation	(571,466)	(488,477)	(508,016)	(528,337)	(549,470)	(571,449)	(594,307)	(618,079)
Change in Net Assets	(29,779)	131,733	84,400	34,540	(62,420)	(163,258)	(268,130)	(377,196)
Beginning Cash	435,589	683,638	886,885	1,018,559	940,371	950,989	1,000,336	894,712
Depreciation - Non Cash	571,466	488,477	508,016	528,337	549,470	571,449	594,307	618,079
Capital Expenditure - Collection	(77,000)	(167,500)	(122,500)	(161,500)	(149,500)	(159,500)	(150,000)	(150,000)
Capital Expenditure - Treatment	(97,500)	(129,500)	(216,000)	(355,000)	(200,000)	(70,000)	(150,000)	(150,000)
Principal paid on capital debt	(119,137)	(119,963)	(122,243)	(124,565)	(126,932)	(129,344)	(131,801)	(134,305)
Ending Cash	683,638	886,885	1,018,559	940,371	950,989	1,000,336	894,712	701,290
Wastewater Capital Improvement Project Reserve	497,000	538,500	716,500	549,500	429,500	500,000	500,000	200,000
Wastewater Capacity Charge Reserve	119,603	119,603	119,603	119,603	119,603	119,603	119,603	119,603
Wastewater IR&R Reserve (CWSRF Debt Reserve)	169,143	169,143	169,143	169,143	169,143	169,143	169,143	169,143
Wastewater Operating Reserve	(102,107)	59,639	13,313	102,125	232,743	211,591	105,967	212,544
Total Reserve Funds	683,638	886,885	1,018,559	940,371	950,989	1,000,336	894,712	701,290
Operating Reserve:								
Wastewater Operating Reserve	(102,107)	59,639	13,313	102,125	232,743	211,591	105,967	212,544
Recommended Operating Reserve Fund Target								
(4 Months Operating Expenses)	553,454	584,214	607,583	631,886	657,162	683,448	710,786	739,218
Operating Reserve Surplus / (Shortfall)	(655,561)	(524,575)	(594,270)	(529,761)	(424,419)	(471,857)	(604,819)	(526,674)

RUNNING SPRINGS WATER DISTRICT WASTEWATER TREATMENT DEPARTMENT FISCAL YEAR 2018/2019 BUDGET

REVENUE AND EXPENSE SUMMARY

	Budgeted 2018-2019	Budgeted 2017-2018	
<u>OPERATING REVENUES:</u>			
Residential Base Service Charges (2,884 EDUs x \$44.49 / month x 12 mos.)	\$692,869	\$647,550	
Residential Sewer System Usage Charge (14 MCF x \$0.0469 x 15%)	\$44,321	\$41,035	
Commercial Base Service Charges (85 EDU's. x \$44.49 / month x 12 mos.)	\$20,421	\$19,085	
Commercial Sewer System Usage Charge (0.57 MCF x \$0.0469 x 1/3)	\$4,010	\$3,822	
Delinquent Charges & Service Fees	\$6,750	\$6,750	
Outside Sewer Service Agreement Charges	\$17,455	\$4,250	
Arrowbear O&M Reimbursement (16.9125% of O&M Costs + SLS #2)	\$154,072	\$148,083	
CSA 79 O&M Reimbursement (21.086% of O&M Costs - SLS #2)	\$189,448	\$177,620	
Total Wastewater Treatment Operating Revenue: 45%	\$1,129,346	\$1,048,195	
<u>OPERATING EXPENSES:</u>			
Personnel Expense	\$506,070		
Operations & Maintenance	\$404,926	\$868,284	
Capital Replacement (Refer to Page 25 & FY 18/19 Depreciation Schedule)	\$313,512	\$342,950	
Total Operating Expenses:	\$1,224,508	\$1,211,234	
NET OPERATING INCOME:	(\$95,162)	(\$163,039)	
<u>NON-OPERATING REVENUE:</u>			
Property Taxes	\$0	\$0	
Assessments - Sewer Service Availability Charges	\$3,150	\$3,500	
Connection/Capacity Fees & Charges	\$2,541	\$2,823	
Sewer Hot Taps & Septic Waste Dumping	\$675	\$750	
Interest Income	\$4,500	\$3,500	
Arrowbear Proportionate Share of Capital Improvements (16.9125%)	\$21,902	\$18,525	
CSA 79 Proportionate Share of Capital Improvements (21.086%)	\$27,306	\$23,400	
Leachate Load Revenue	\$0	\$10,000	
Total Non-Operating Revenue:	\$60,074	\$62,498	
<u>NON-OPERATING EXPENSES:</u>			
Interest Expense	\$0	\$0	
Total Non-Operating Expenses:	\$0	\$0	
CHANGE IN NET POSITION:	(\$35,088)	(\$100,541)	
TOTAL WASTEWATER REVENUES:	\$1,189,420	\$1,110,693	7%
TOTAL WASTEWATER EXPENSES:	\$1,224,508	\$1,211,234	1%
NET INCOME:	(\$35,088)	(\$100,541)	
<u>CASH CONSIDERATIONS:</u>			
Net Income	(\$35,088)	(\$100,541)	
Capital Replacement (Depreciation Expense)	\$313,512	\$342,950	
Capital Projects & Fixed Assets	(\$129,500)	(\$97,500)	
CHANGE IN CASH BALANCE:	\$148,924	\$144,909	

RUNNING SPRINGS WATER DISTRICT WASTEWATER TREATMENT DEPARTMENT FISCAL YEAR 2018/2019 BUDGET

OPERATION AND MAINTENANCE EXPENSE ACCOUNTS

PERSONNEL EXPENSE

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	REQUESTED THIS YEAR	APPROVED LAST YEAR	% CHANGE	Fixed (F) Variable (V)	DETAIL PAGE #
350-50100	Salaries & Wages (Treatment)	\$350,910	\$325,243	8%	F	4
350-50100-02	Salaries & Wages (SLS #2)	\$211	\$0		F	4
350-50120	Medicare Tax (FICA)	\$5,091	\$4,716	8%	F	5
350-50130	Workers Comp Insurance (Treatment)	\$16,961	\$10,500	62%	F	6
350-50140	Group Insurance	\$27,883	\$33,240	-16%	F	7
350-50150	CalPERS Retirement (Treatment)	\$103,904	\$98,000	6%	F	8
350-50160	Uniform Allowance	\$1,110	\$1,110	0%	F	9
PERSONNEL EXPENSE SUB-TOTAL:		\$506,070	\$472,809	7%	F	

O&M ACCOUNTS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	REQUESTED THIS YEAR	APPROVED LAST YEAR	% CHANGE	Fixed (F) Variable (V)	DETAIL PAGE #
350-53200	Education/Seminars (Treatment)	\$1,000	\$1,000	0%	F	10
350-53300	Effluent Disposal Site Maintenance	\$4,000	\$8,000	-50%	V	11
350-54100	Fuel & Oil (Treatment)	\$6,200	\$6,200	0%	V	12
350-54300	Property/Liability Insurance	\$12,713	\$11,993	6%	F	13
350-56100	Memberships & Subscriptions (Treatment)	\$4,887	\$4,952	-1%	F	14
350-57100	Permits/Fees (Treatment)	\$30,736	\$32,372	-5%	F	15
350-57100-02	Permits/Fees (SLS #2)	\$1,710	\$0		F	15
350-57140	Professional Services (Treatment)	\$30,796	\$33,100	-7%	F	16
350-57310	Interceptor Pipeline Maintenance	\$8,125	\$10,353	-22%	V	17
350-57310-02	SLS #2 & Interceptor Pipeline Maintenance	\$4,500	\$0		V	17
350-57314	Treatment Plant Maintenance	\$65,500	\$50,500	30%	V	18
350-57430	Biosolids Handling & Disposal	\$56,740	\$60,200	-6%	V	19
350-57440	Miscellaneous Supplies (Treatment)	\$6,693	\$6,193	8%	V	20
350-57444	Office Supplies (Treatment)	\$11,730	\$11,243	4%	F	21
350-58251	Utilities (Joint Use Facilities)	\$93,588	\$108,924	-14%	V	22
350-58251-02	Utilities (SLS #2)	\$6,120	\$0		V	22
350-58301	Vehicle & Equipment Maintenance (Treatment)	\$10,650	\$7,150	49%	V	23
350-59200	Wastewater Testing & Analysis	\$14,200	\$9,900	43%	V	24
350-86000	Administrative Expenses	\$35,038	\$33,396	5%	F	25
SERVICES & SUPPLIES SUB-TOTAL:		\$404,926	\$395,475	2%	F (%)	71%
TOTAL OPERATING EXPENSES:		\$910,996	\$868,284	5%	V (%)	29%

RUNNING SPRINGS WATER DISTRICT WASTEWATER TREATMENT DEPARTMENT FISCAL YEAR 2018/2019 BUDGET

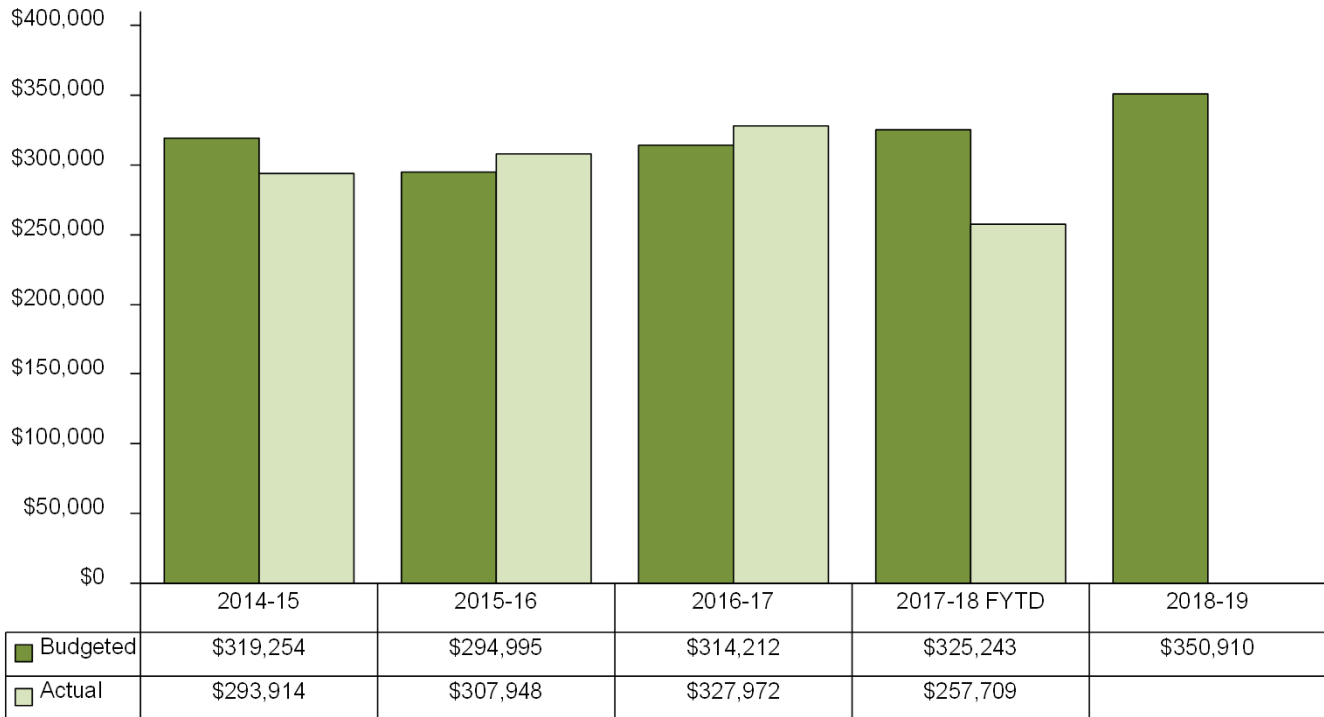
CAPITAL IMPROVEMENT PROJECTS

ACCOUNT NUMBER	CAPITAL IMPROVEMENT ACCOUNT DESCRIPTION	REQUESTED THIS YEAR	APPROVED LAST YEAR	% CHANGE	DETAIL PAGE #
350-16100	Treatment Facilities - CIP	\$129,500	\$219,000	-41%	25
TOTAL CAPITAL IMPROVEMENTS:		\$129,500	\$219,000	-41%	

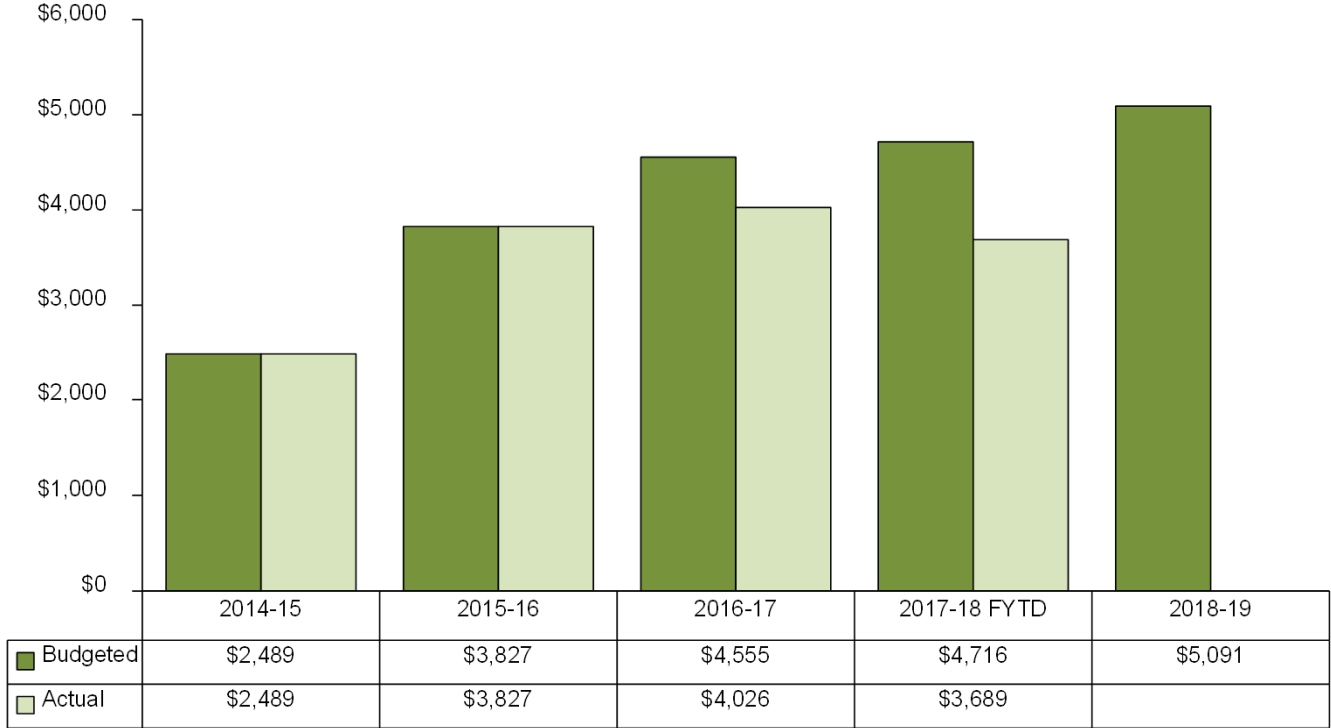
RESTRICTED, DESIGNATED & RESERVE FUNDS

ACCOUNT NUMBER	DESCRIPTION	2/28/18 FUND BALANCES
350-10000	Wastewater Operating Reserve	\$90,807
310-10000	Wastewater Capital Improvement Project Reserve	\$253,401
300-10000	Wastewater Infrastructure Repair & Replacement Reserve	\$169,143
320-10000	Wastewater Connection & Capacity Charges	\$138,371
TOTAL:		\$651,722

ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
350-50100	Salaries & Wages (Treatment)	\$350,910
350-50100-02	Salaries & Wages (SLS #2)	\$211
SUMMARY OF REQUEST		
Division Supervisor, 2 Operators, Safety Compliance Share & 18.75% General Manager (base salary + certification incentives)		\$330,527
Sewer Lift Station No. 2 (SLS #2) Collections Division Labor		\$211
On-Call Time (244 nights x 1 hr./night x Avg OT Rate)	Average OT Rate	\$12,986
Holidays (13 days x 1.5 hrs./day x Avg OT Rate)	\$53.22	\$1,038
Emergency Time (67 hrs. x Avg OT Rate)		\$3,566
Weekend Coverage (35 days x 1.5 hrs./day x Avg OT Rate)		\$2,794
Certification Incentive Pay = \$0.50 per hour for each approved certificate		
Wages include 2% to offset elimination of EPMC plus 3% CPI-W Cost of Living Adjustment (COLA)		
Performance based merit increases where appropriate		
	TOTAL:	<u>\$351,122</u>



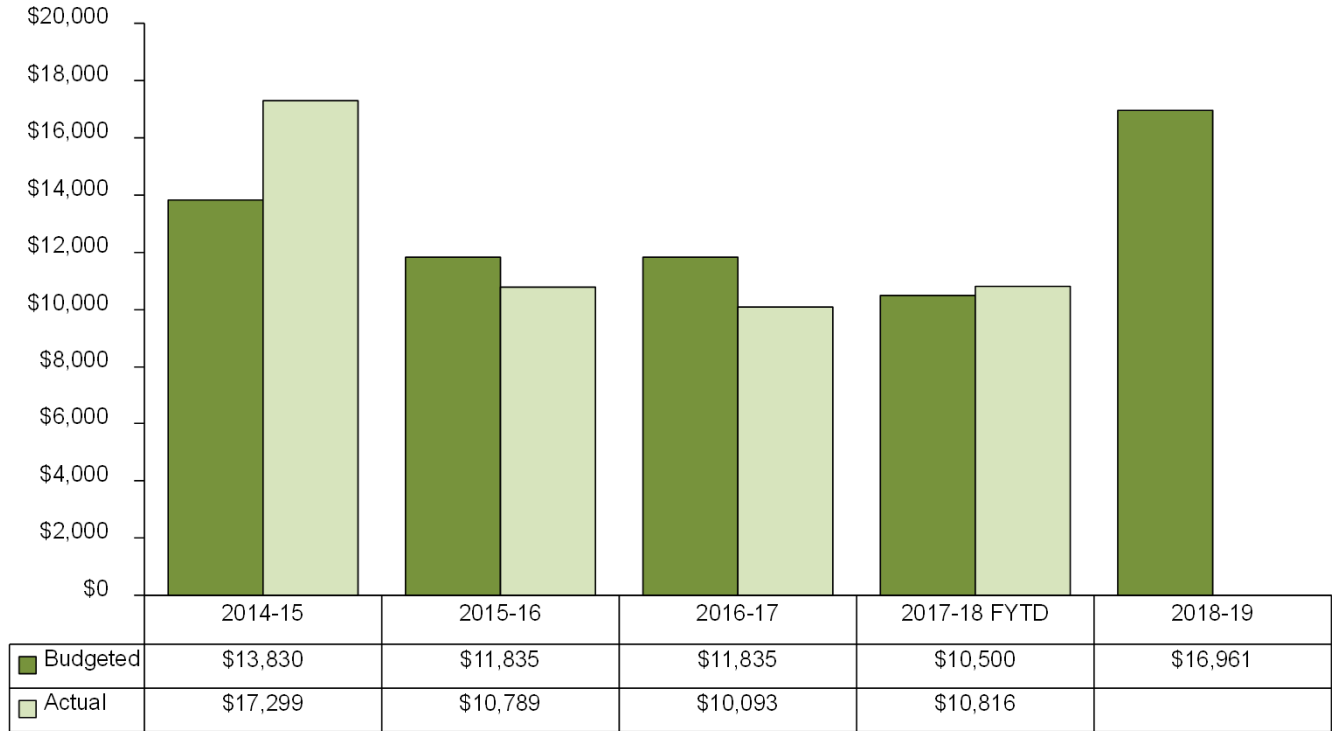
ACCOUNT NUMBER 350-50120	DESCRIPTION Medicare Tax (FICA)	BUDGET REQUEST \$5,091
SUMMARY OF REQUEST		
Federal Requirement for Employees Hired After April 1986 (1.45% OF PAYROLL) *Base, holiday and overtime pay plus Treatment Division share of Safety/Compliance		\$5,091



ACCOUNT NUMBER 350-50130	DESCRIPTION Workers Comp Insurance (Treatment)	BUDGET REQUEST \$16,961
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SUMMARY OF REQUEST

Treatment Division's share of Workers Compensation Insurance	\$16,961
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ACCOUNT NUMBER 350-50140	DESCRIPTION Group Insurance	BUDGET REQUEST \$27,883
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SUMMARY OF REQUEST

Medical, Dental and Vision ¹	Compensation for Calculating LTD	\$25,000
Long Term Disability ²	\$330,527	\$1,388
Accidental Death and Dismemberment ³	Compensation for Calculating ADD & Life	\$320
Life Insurance ⁴	\$593,000	\$1,174
	Total	\$27,883

¹ Maximum Monthly Cap on Medical, Dental and Vision Premiums = \$3,748 x 12 = \$44,976.

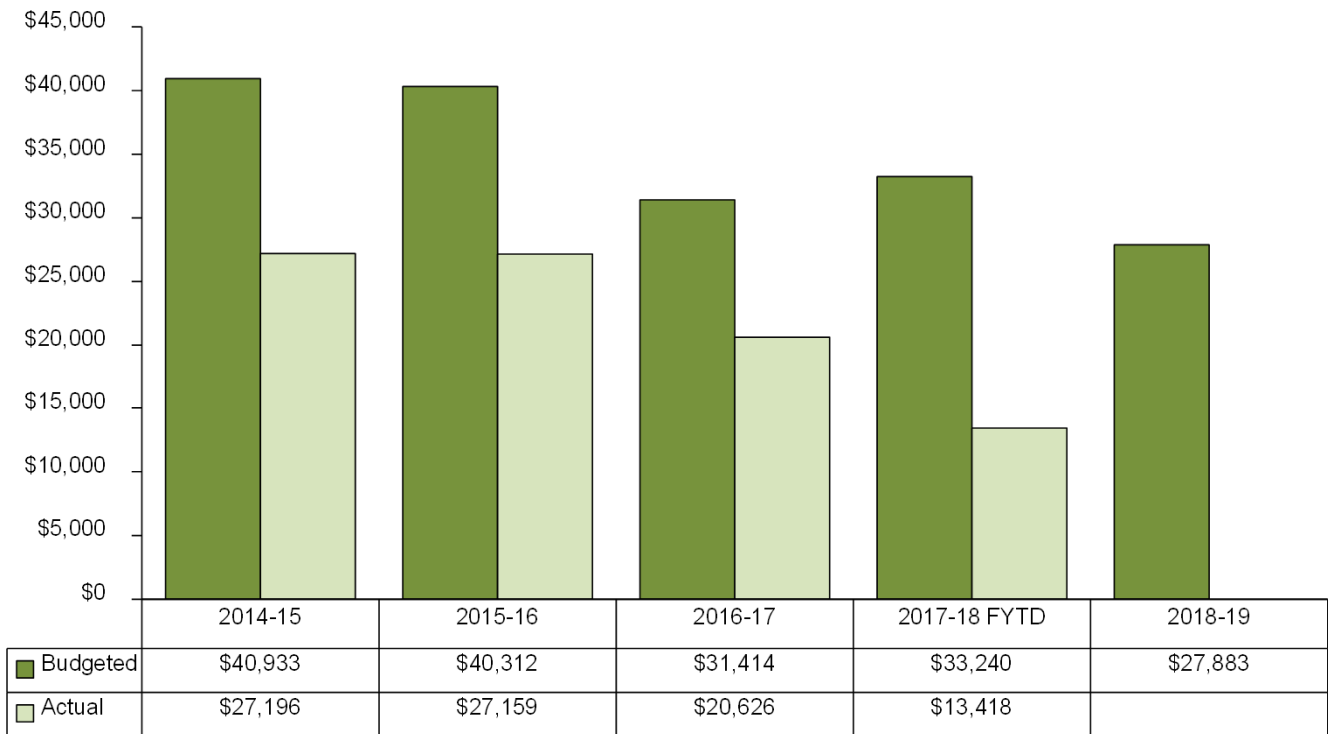
Budgeted amount based on past 3 years actual and a 5.23% increase in the cap which is half of the 10.46% CalPERS Medical Premium increase. Prior years deviation in budget to actual due to unused Medical Reimbursement Plan balances.

² 0.42% of annual base salaries plus certification incentive pay for Division Supervisor, 2 Operators and 18.75% of General Manager's Salary.

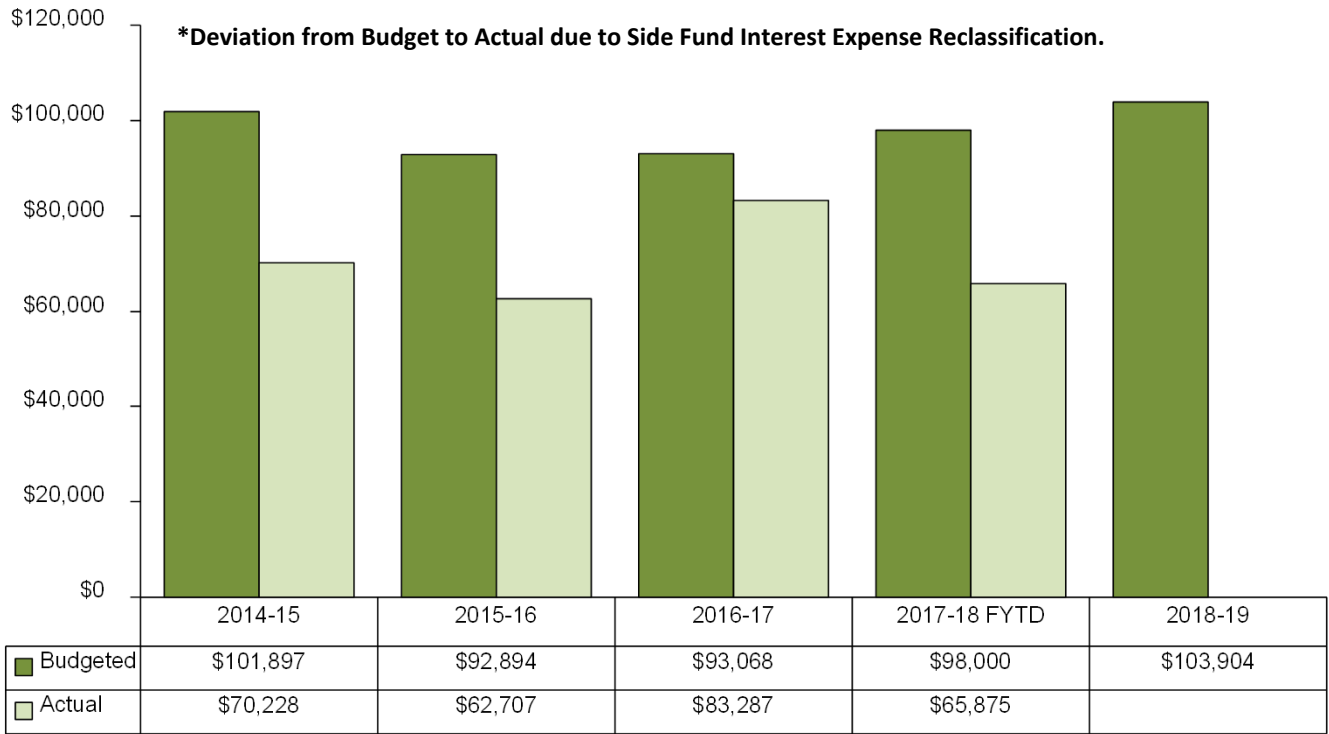
³ \$0.045 per \$1,000 annual base salaries plus certification incentive pay x 2 + \$25,000, rounded to the nearest thousand up to a max of \$225,000 per employee for Division Supervisor, 2 Operators and 18.75% of General Manager Salary.

⁴ \$0.165 per \$1,000 annual base salaries plus certification incentive pay x 2 + \$25,000, rounded to the nearest thousand up to a max of \$225,000 per employee for Division Supervisor, 2 Operators and 18.75% of General Manager Salary.

Difference between budgeted and actual in prior years due to unused Medical Reimbursement funds.



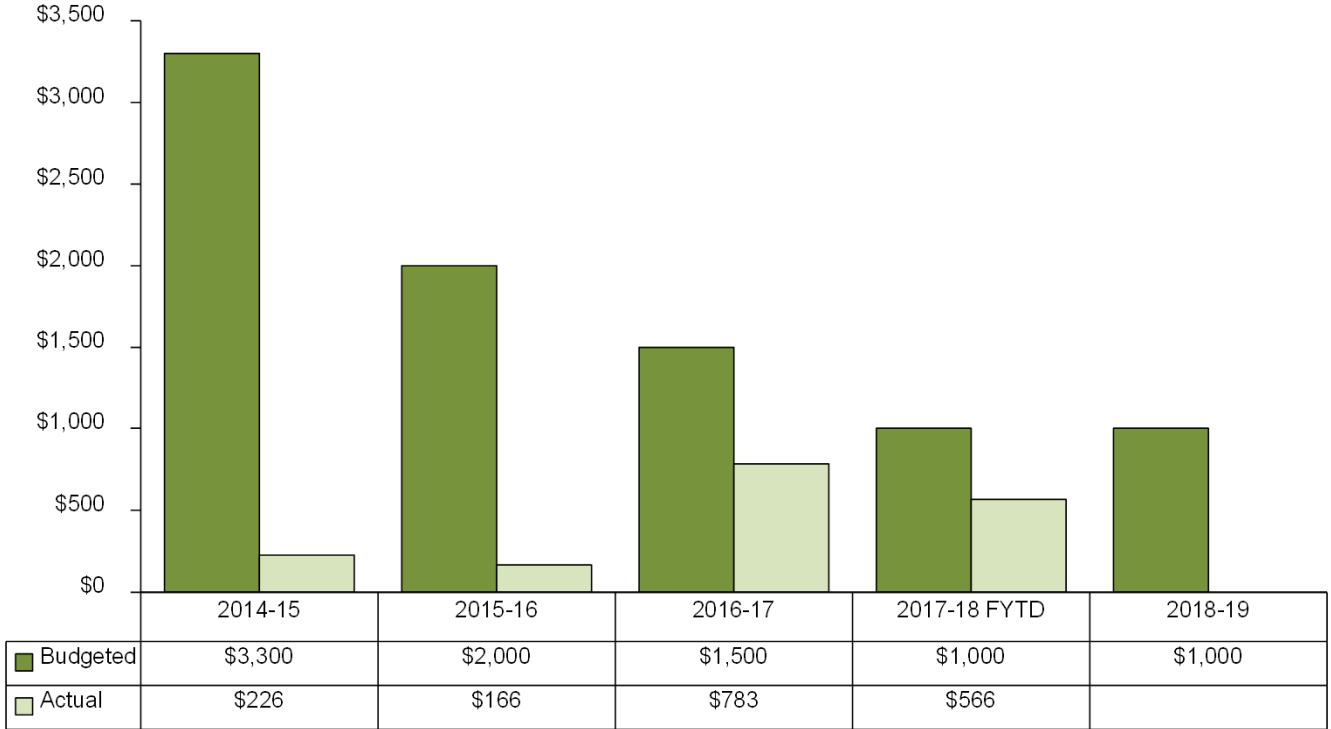
ACCOUNT NUMBER 350-50150	DESCRIPTION CalPERS Retirement (Treatment)	BUDGET REQUEST \$103,904
SUMMARY OF REQUEST		
Classic Miscellaneous Members ¹	Compensation for Calculating Benefit \$331,565	
District's Contribution Percentage (12.212% of Salary)		\$40,491
District's Monthly Employer Unfunded Accrued Liability Payment (12 x \$5,278)		\$63,336
Survivor Benefit (\$0.93 per employee per pay period)		\$77
¹ Includes:	Total	\$103,904
18.75% of General Manager Salary		
Treatment Division's Share for Safety/Compliance Position's Wages (2018-2019: \$8,000/4 = \$2,000)		
Base, Certification and Holiday Portions of Division Supervisor and 2 Operator's Wages		
*Deviation from Budget to Actual due to Side Fund Interest Expense Reclassification.		



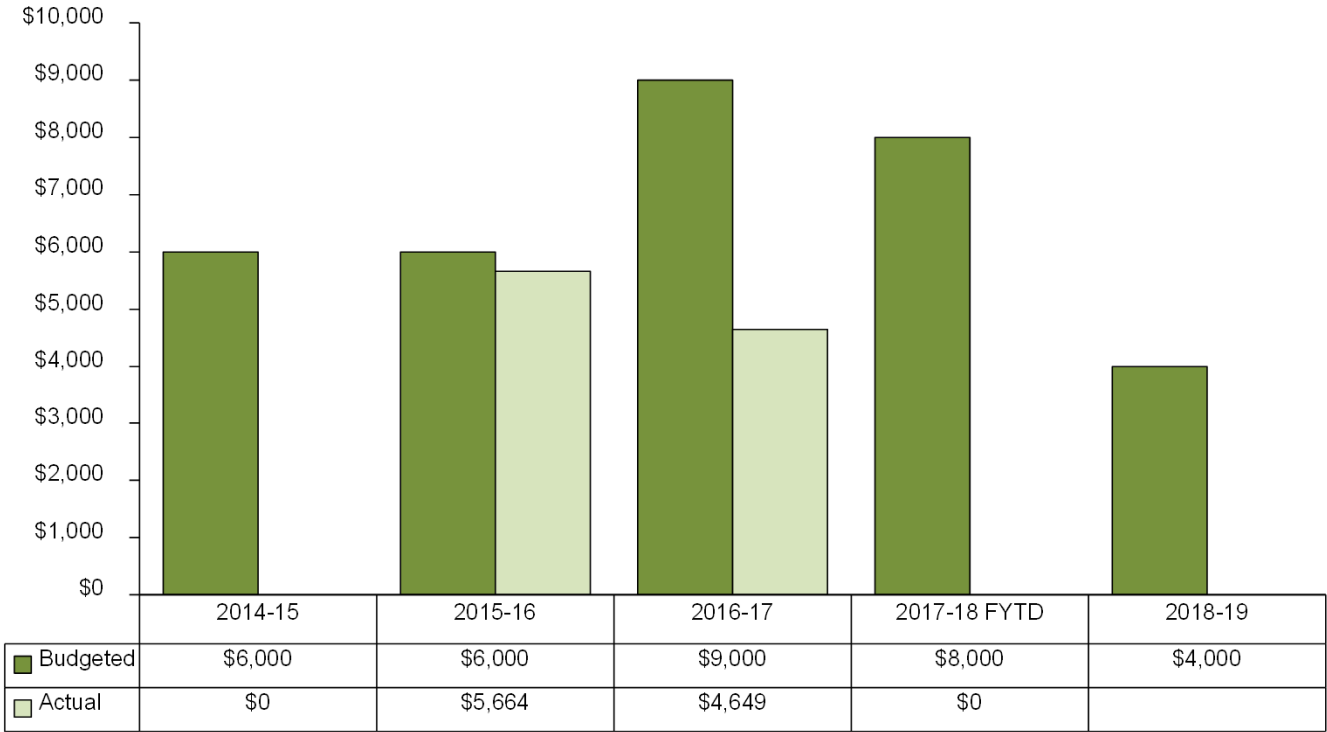
ACCOUNT NUMBER 350-50160	DESCRIPTION Uniform Allowance	BUDGET REQUEST \$1,110
SUMMARY OF REQUEST		
Uniform Allowance (3 employees x \$250 annually)		\$750
District Shirts (5 T-shirts per employee x \$20/shirt x 3 employees)		\$300
District Hats (3 baseball caps w/ RSWD logo x \$20/cap)		\$60
	Total	\$1,110



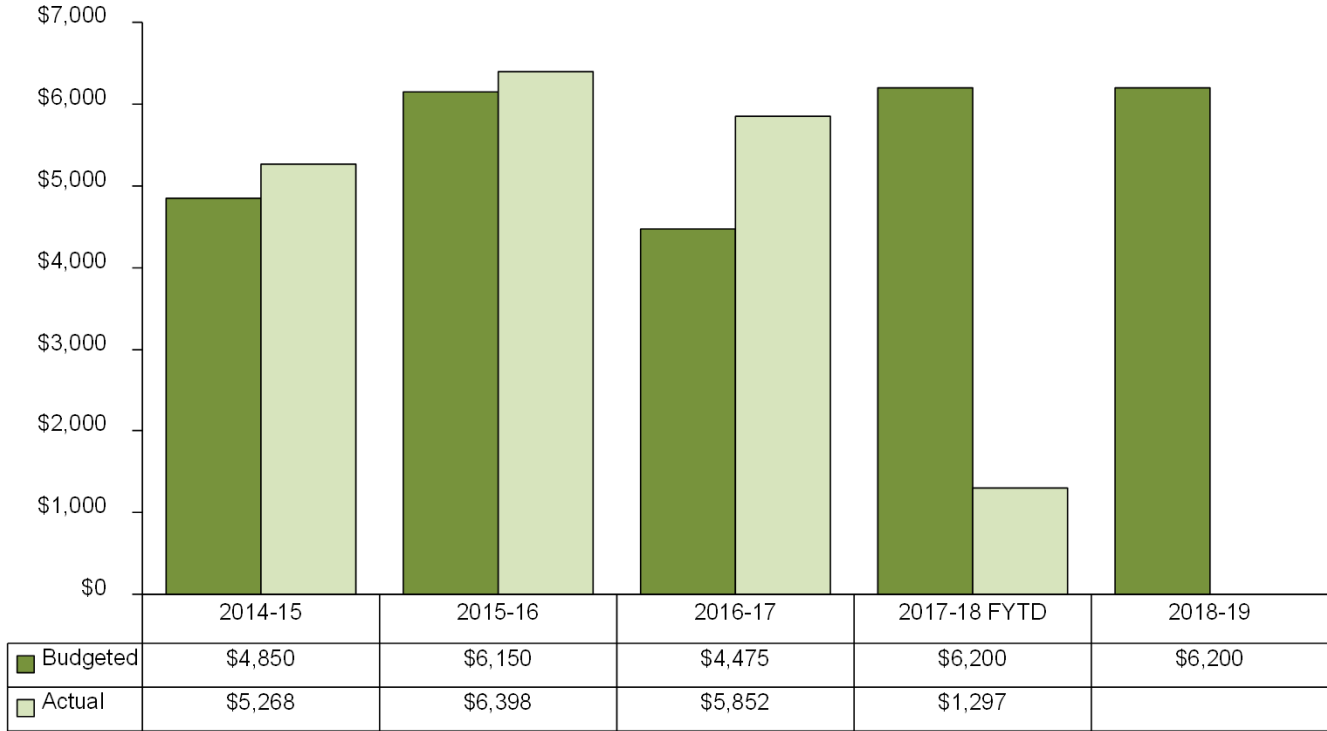
ACCOUNT NUMBER 350-53200	DESCRIPTION Education/Seminars (Treatment)	BUDGET REQUEST \$1,000
SUMMARY OF REQUEST		
Wastewater Treatment Classes, OSHA Training, Meetings, Education & Seminars	TOTAL	\$1,000 \$1,000



ACCOUNT NUMBER 350-53300	DESCRIPTION Effluent Disposal Site Maintenance	BUDGET REQUEST \$4,000
SUMMARY OF REQUEST		
Repair disposal pond dikes & access roads	Total	\$4,000 \$4,000

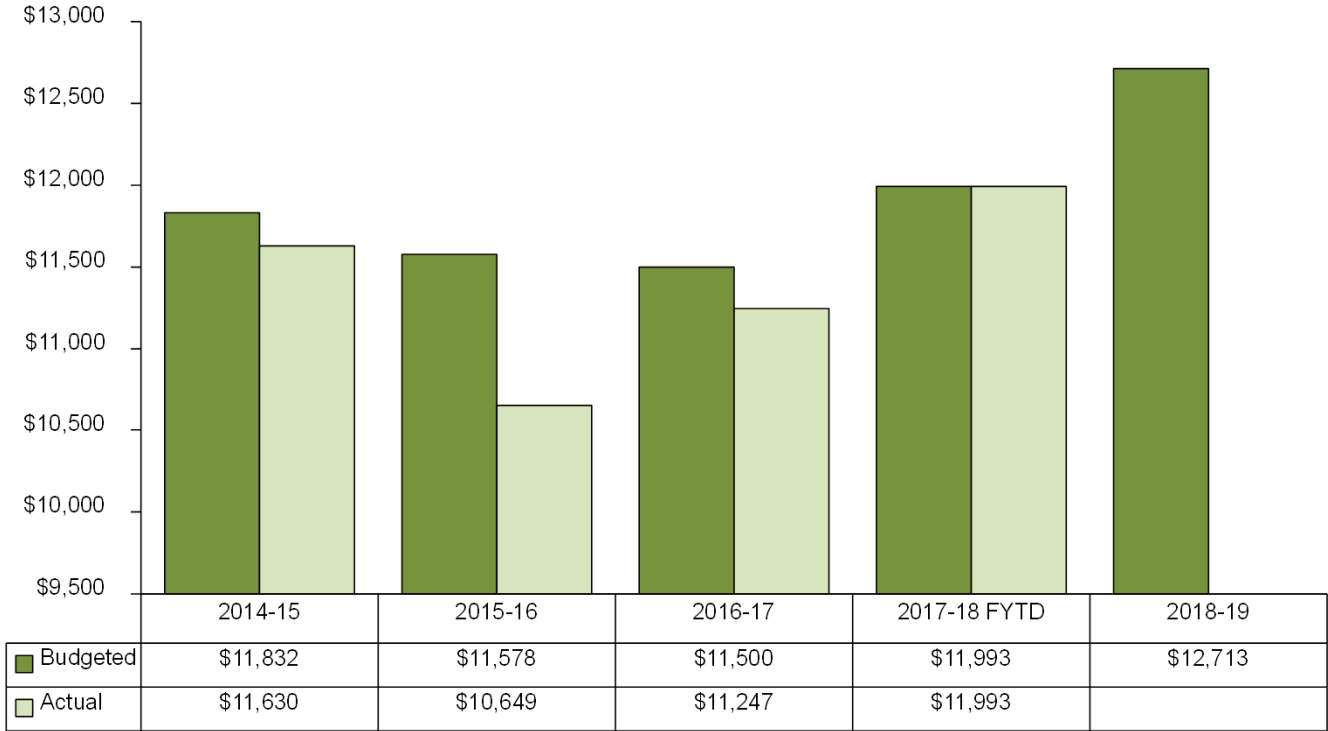


ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
350-54100	Fuel & Oil (Treatment)	\$6,200
SUMMARY OF REQUEST		
Six Vehicles for Plant Operations:		
Gasoline 700 gallons @ \$2.75/gallon		\$1,925
Oil Changes		\$575
Transmission Fluid		\$100
Gear Lube/Grease		\$100
Anti-Freeze		\$200
Diesel / Plant Standby Generator - 1,200 Gallons @ \$2.75/Gal		\$3,300
	Total	\$6,200

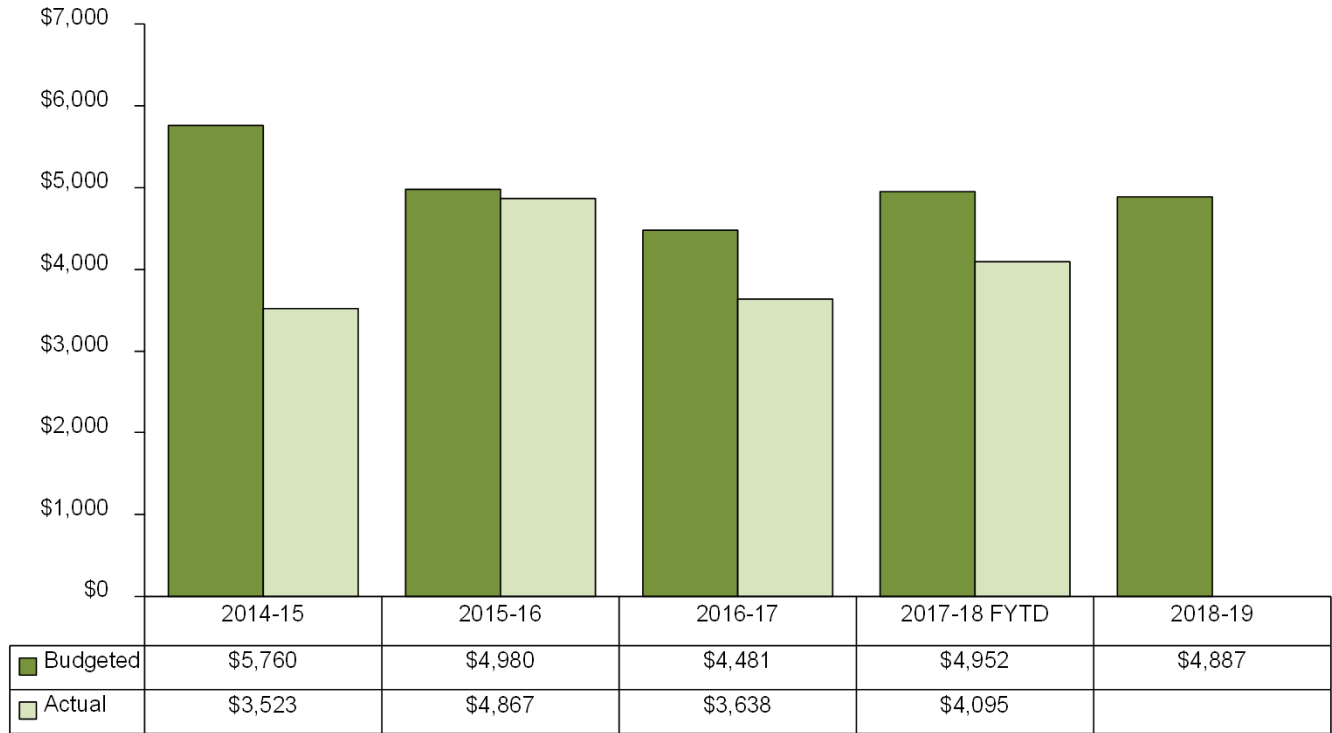


ACCOUNT NUMBER 350-54300	DESCRIPTION Property/Liability Insurance	BUDGET REQUEST \$12,713
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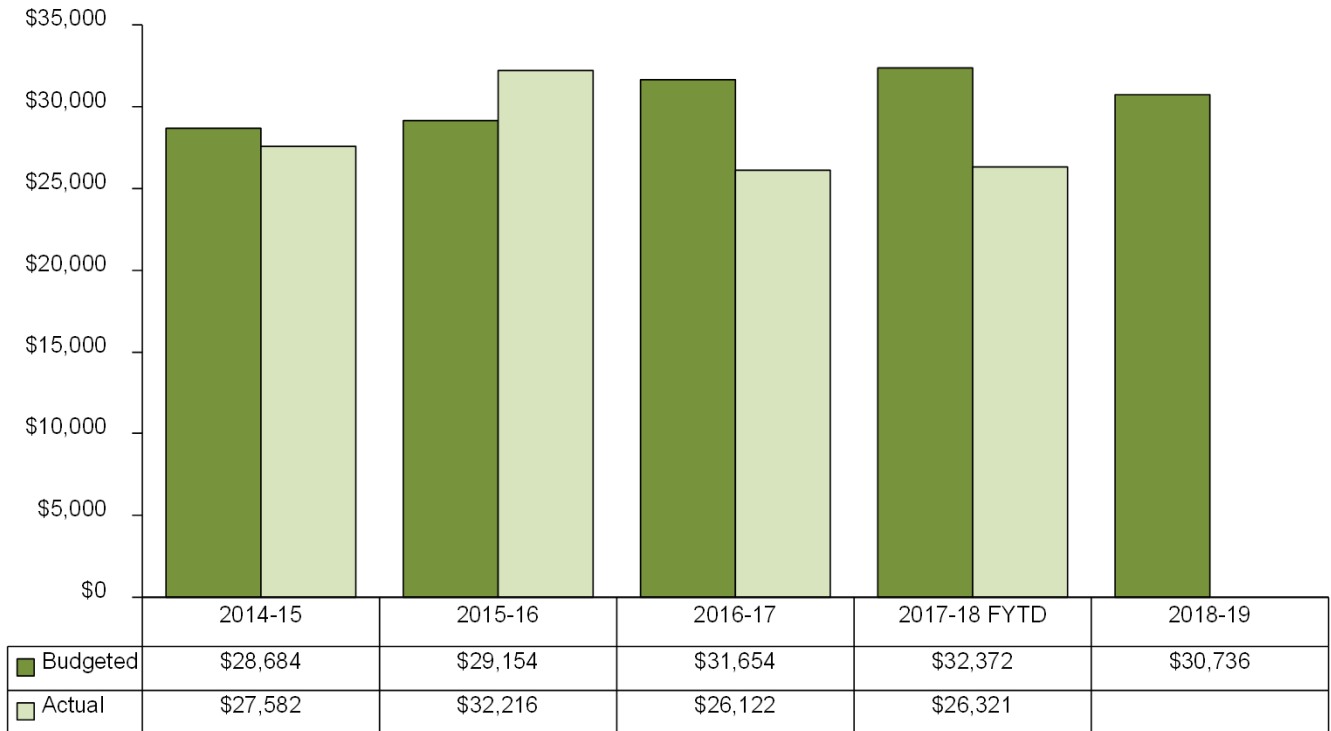
SUMMARY OF REQUEST		
Current Wastewater Treatment Department's Share		\$12,713



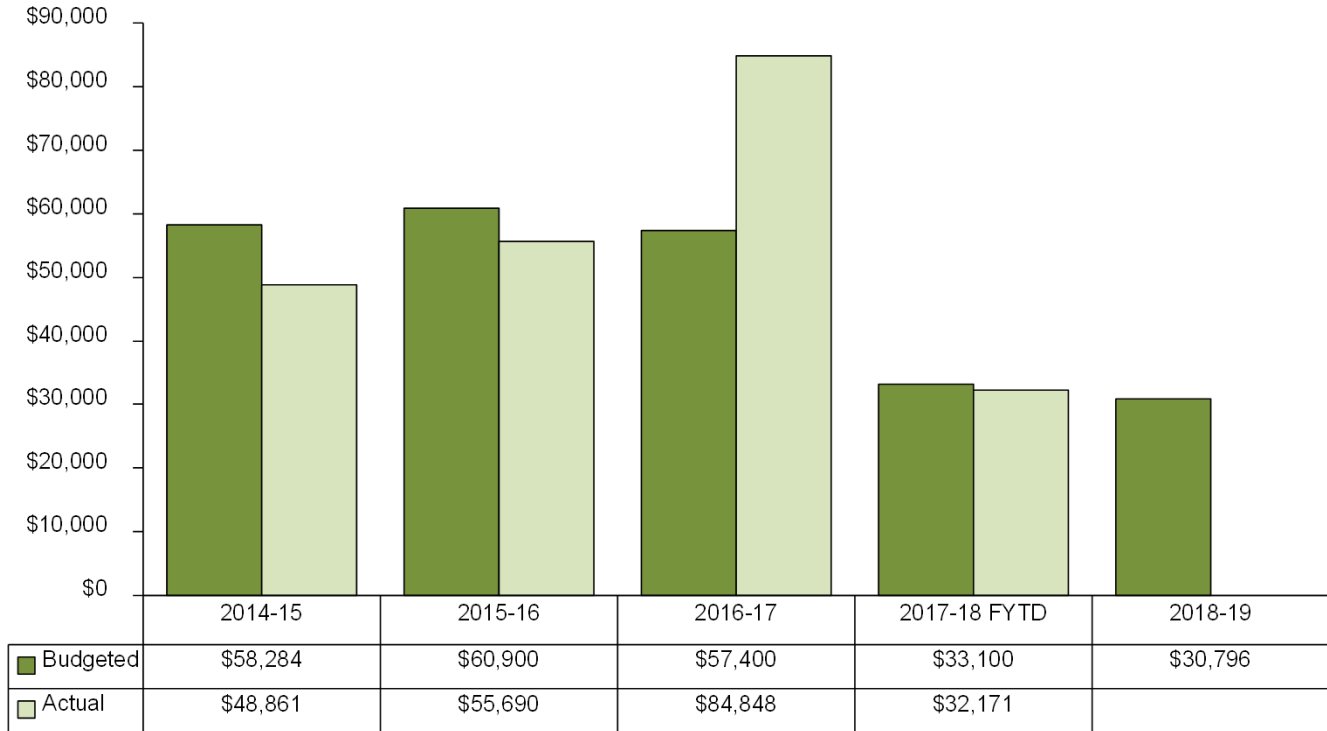
ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
350-56100	Memberships & Subscriptions (Treatment)	\$4,887
SUMMARY OF REQUEST		
California Water Environment Association Memberships (CWEA) and Certificates		\$1,500
Association of San Bernardino County Special Districts		\$140
California Special District's Association (CSDA)		\$1,300
Log-Me-In Pro (remote access to SCADA)		\$110
Wonderware SCADA software annual support (shared with Water 50% of \$880)		\$440
State of California Wastewater Certifications		\$600
Gym Memberships (\$250 x 3.1875)		\$797
	Total	\$4,887



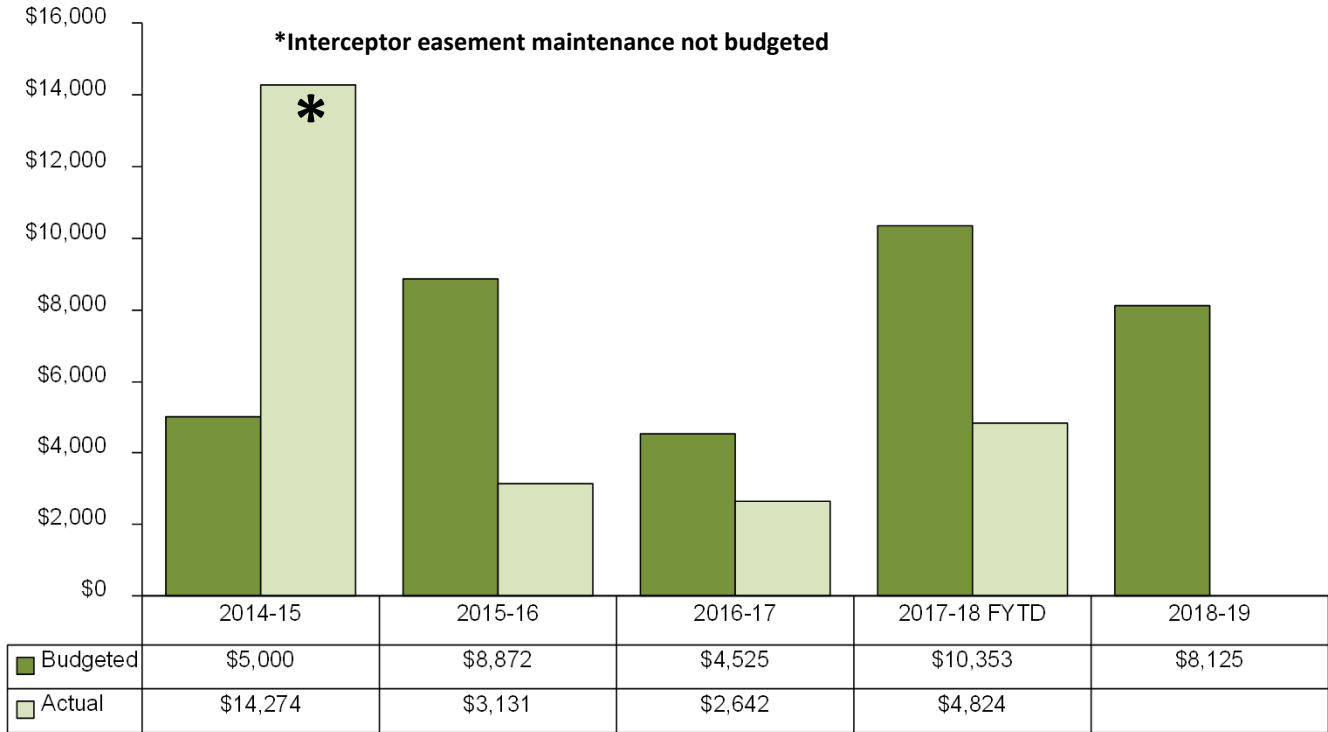
ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
350-57100	Permits/Fees (Treatment)	\$30,736
350-57100-02	Permits/Fees (SLS #2)	\$1,710
SUMMARY OF REQUEST		
South Coast Air Quality Management District (AQMD) Fees for Stand-by Generators @ WWTP		\$1,370
South Coast Air Quality Management District (AQMD) Fees for Stand-by Generators @ Sewer Lift Station No. 2		\$878
Santa Ana Regional Water Quality Control Board Treatment Plant Process Permit		\$18,000
United States Forest Service (USFS) Special Use Permit for Disposal Ponds, Outfall Line & Spray Irrigation		\$5,000
San Bernardino County Fire Department CUPA fees for Above Ground Fuel Storage tanks @ WWTP		\$833
San Bernardino County Fire Department CUPA fees for Above Ground Fuel Storage tanks @ Sewer Lift Station 2		\$833
Local Agency Formation Commission (LAFCO) Annual Fees		\$3,333
AQMD Above Ground Fuel Storage Tank Testing		\$200
AQMD Order		\$2,000
	Total	\$32,446



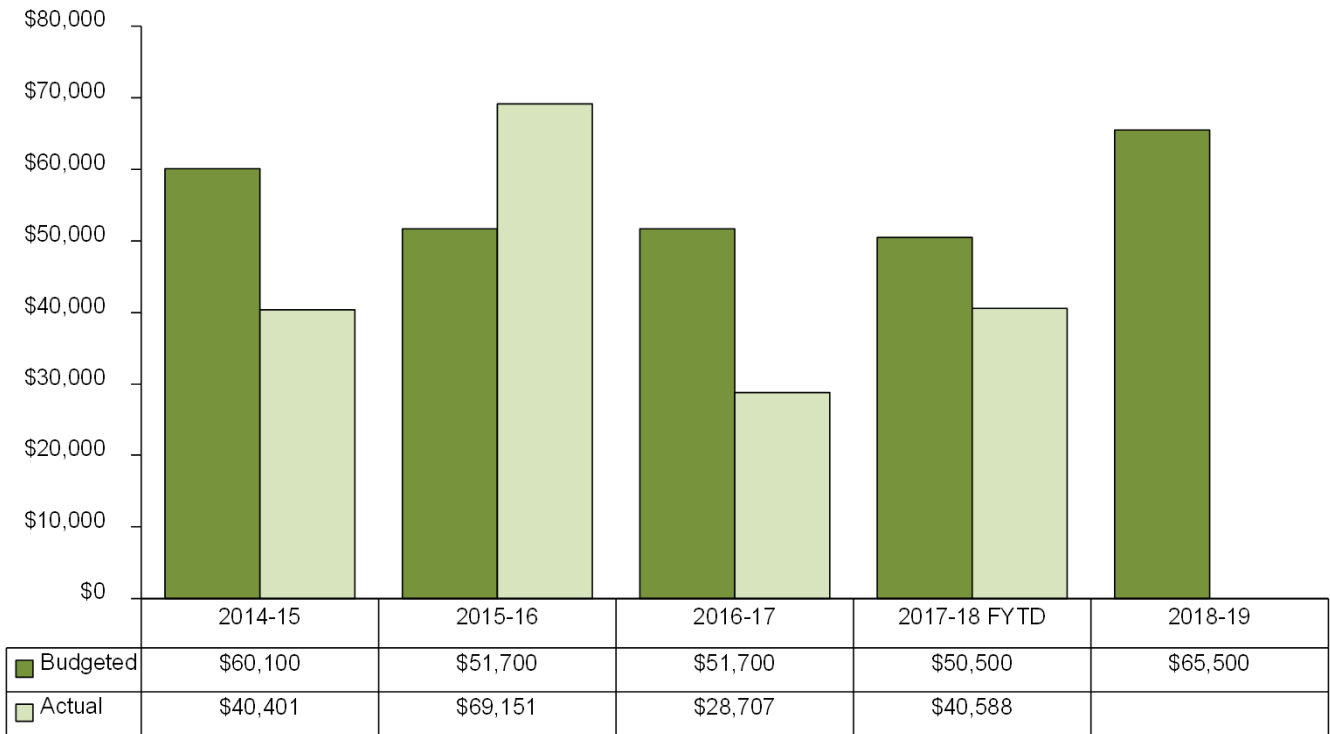
ACCOUNT NUMBER 350-57140	DESCRIPTION Professional Services (Treatment)	BUDGET REQUEST \$30,796
SUMMARY OF REQUEST		
Accounting Services		\$8,500
After Hours Telephone Answering Service		\$200
Exterminator for Treatment Plant		\$400
Financial Auditing Services		\$4,000
Information Technology (IT) & Computer Technical Support		\$5,000
Legal Counsel		\$10,000
Payroll Processing		\$1,170
General Ledger, Accounting & Utility Billing Software Support		\$1,526
	Total:	\$30,796



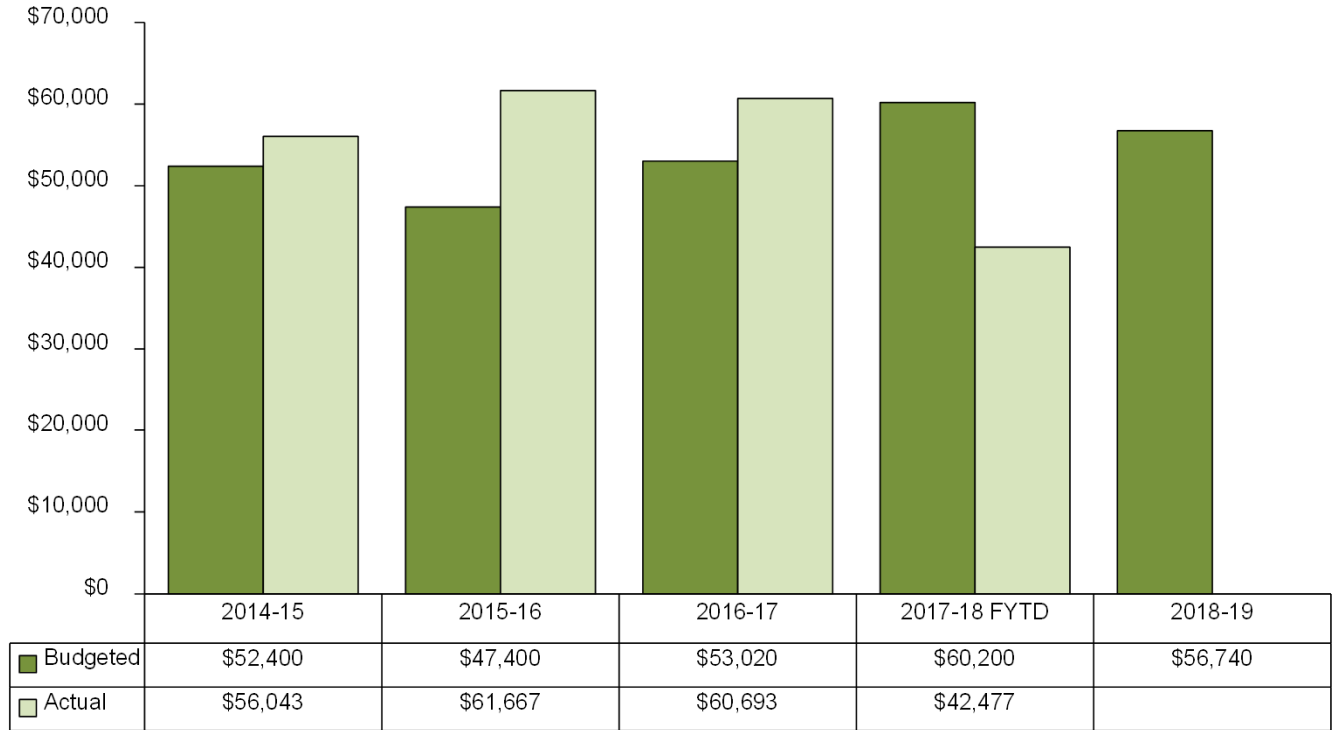
ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
350-57310	Interceptor Pipeline Maintenance	\$8,125
350-57310-02	SLS #2 Maintenance	\$4,500
SUMMARY OF REQUEST		
Sewer Interceptor Pipeline and Easement Maintenance (CSA 79 & Arrowbear)		\$2,500
Sewer Lift Station No. 2 Bioxide Usage (400 gallons @ \$2.25) (Arrowbear Only)		\$900
Sewer lift station No. 2 generator load bank testing (Arrowbear Only)		\$2,300
CSA 79 Bioxide Usage (2,500 gallons @ \$2.25). CSA 79 billed 100%.		\$5,625
Miscellaneous Sewer Lift Station No. 2 and School trunkline Repairs and Maintenance (Arrowbear Only)		\$1,300
	Total	\$12,625



ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
350-57314	Treatment Plant Maintenance	\$65,500
SUMMARY OF REQUEST		
Building Maintenance		\$10,000
Replace Heaters in Sludge Building		\$10,000
Replace Light Standards throughout Treatment Plant		\$10,000
Generator Repair & Maintenance (Filters, Hoses, Electrical Repair Parts, Controls, etc.)		\$2,000
Motor Control Center (MCC) Panel (Fuses, Relays, Starters)		\$6,500
Membrane Bioreactor (MBR) take down and cleaning		\$5,000
MPE Polymer (Cold Weather/High Flows Only)		\$7,500
MBR Chemical Cleaning (Performed Once A Month)		\$5,000
Miscellaneous Repairs		\$7,500
Recharge Fire Extinguishers		\$500
Turbidity Meter, Ovens, Balance, etc.		\$1,500
	Total	\$65,500



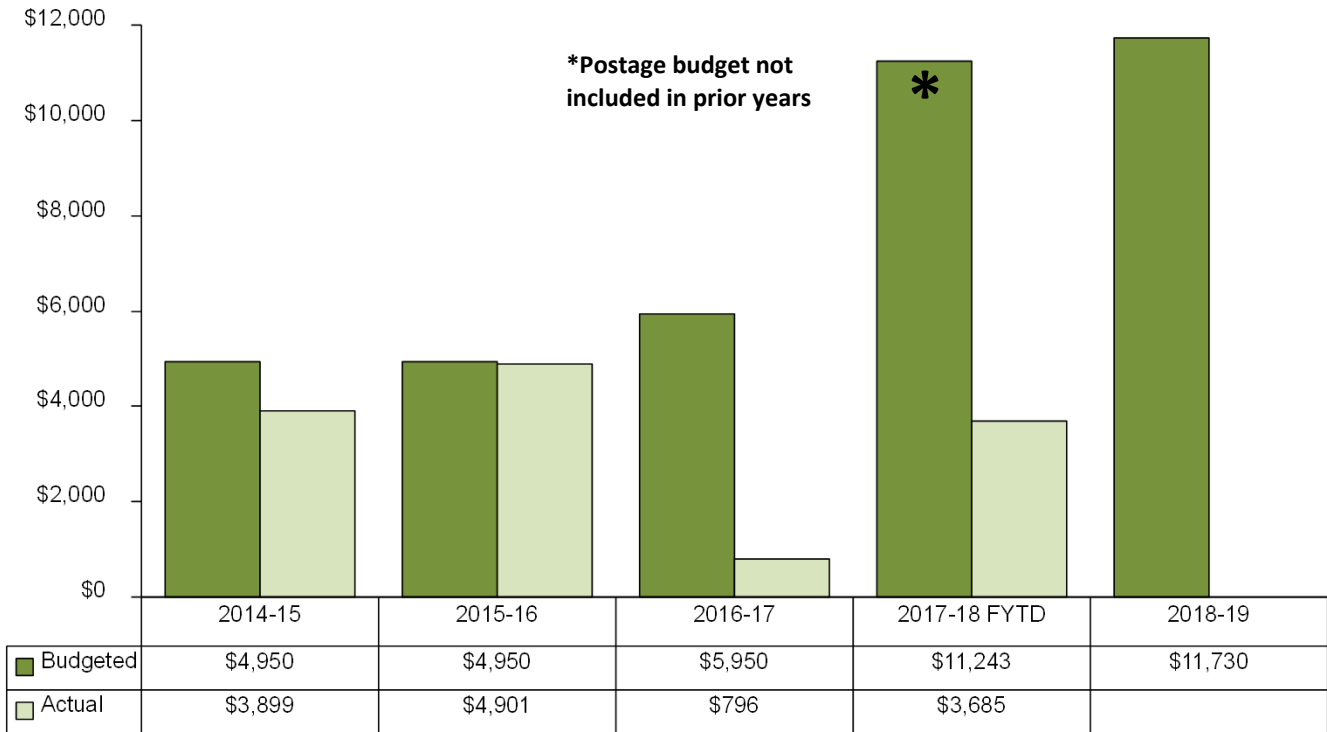
ACCOUNT NUMBER 350-57430	DESCRIPTION Biosolids Handling & Disposal	BUDGET REQUEST \$56,740
SUMMARY OF REQUEST		
Polymer for Biosolids De-Watering		\$12,000
Dewatered Biosolids Disposal (26 loads per year @ \$1900 per load)		\$43,540
Dewatered Biosolids Sampling Required by Disposal Facility (\$600 per sample x 2 sample)		\$1,200
	Total	\$56,740



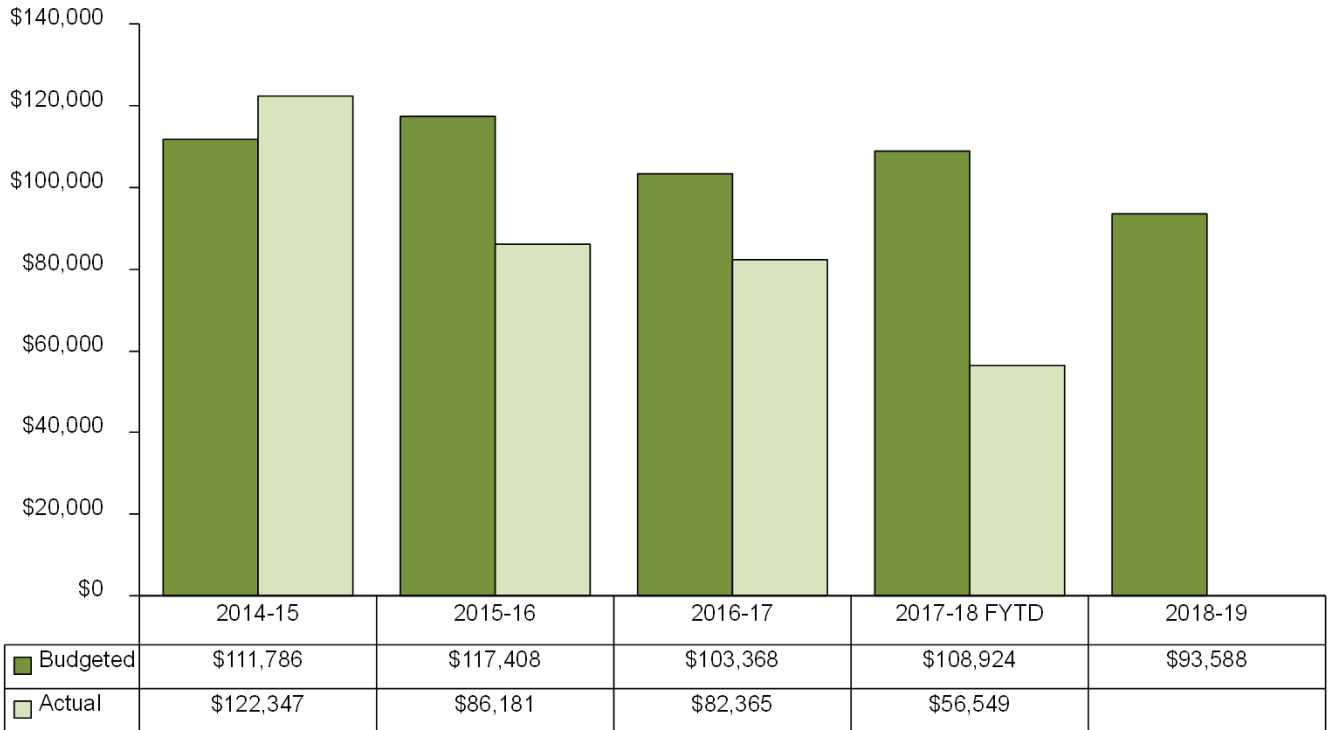
ACCOUNT NUMBER 350-57440	DESCRIPTION Miscellaneous Supplies (Treatment)	BUDGET REQUEST \$6,693
SUMMARY OF REQUEST		
Hand Tools Treatment Plant, Solids Handling, Lift Station No. 2 & Spray Irrigation		\$2,500
Rain Gear & Boots (Foul Weather/Raw Sewage)		\$500
Gloves, Safety Glasses & Hearing Protection		\$500
Steel Toed Safety Boots		\$450
Radiation Detection Badges (4 badges @ \$15.20 x 4 times per year)		\$243
Confined Space Entry Gas-Tech Calibration and Sensor Replacement		\$1,500
Safety Equipment / Supplies (Plant & 1 Lift Station)		\$1,000
	Total	\$6,693



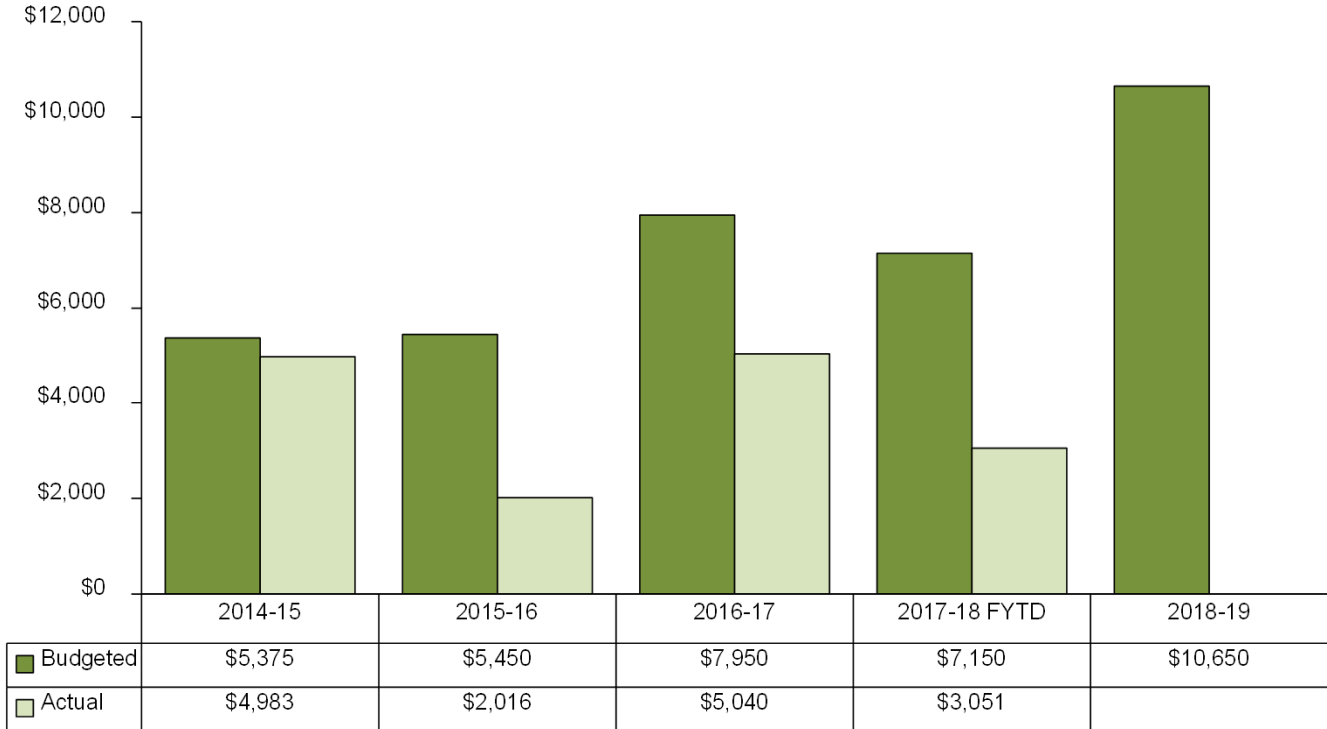
ACCOUNT NUMBER 350-57444	DESCRIPTION Office Supplies (Treatment)	BUDGET REQUEST \$11,730
SUMMARY OF REQUEST		
Miscellaneous cleaning and office supplies: Anti-bacterial hand cleaner, glass cleaner, pens, pencils, computer paper, drinking water, printer ink cartridges, new printer.		\$5,500
Wastewater Treatment Division share of postage		\$5,980
Wastewater Treatment Division share of letterhead stationary, envelopes, business cards, and special printings, and public outreach materials		\$250
	Total	\$11,730



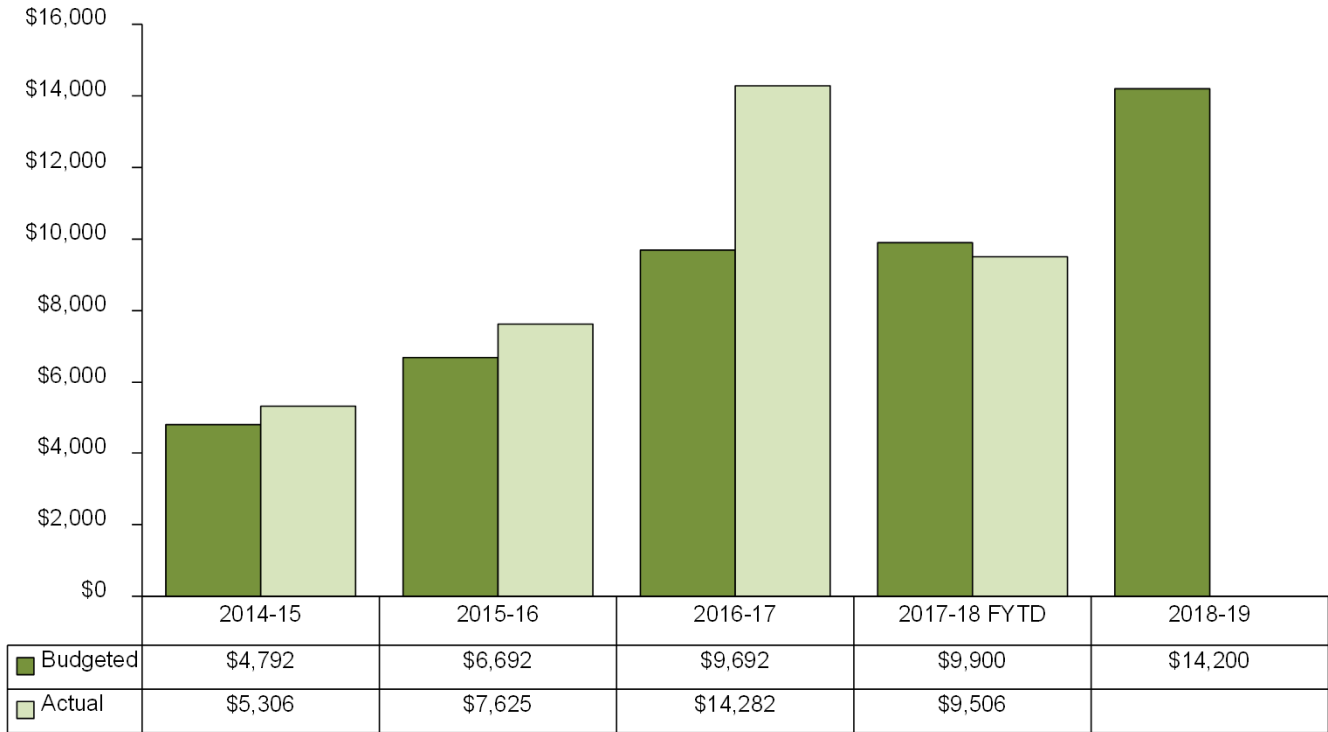
ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
350-58251	Utilities (Joint Use Facilities)	\$93,588
350-58251-02	Utilities (SLS #2)	\$6,120
SUMMARY OF REQUEST		
SCE Electricity Charges at Wastewater Treatment Plant (\$7500 x 12 months)		\$90,000
SCE Electricity Charges at Sewer Lift Station No. 2 (\$460 x 12 months)		\$5,520
Frontier Land Lines at Treatment Plant (\$120/mo. x 12 mos.)		\$1,440
Frontier Land Line at Sewer Lift Station No. 2 (\$50/mo. x 12 mos.)		\$600
MCI Long Distance at Treatment Plant (\$36/mo. x 12 mos.)		\$432
Supervisor Cell Phone Allowance (\$30/mo. x 12 mos.)		\$360
Auto Dialer at WWTP (\$13/mo. x 12 mos.)		\$156
Verizon On-Call Cell Phone & High Speed Internet		\$1,200
	Total	\$99,708



ACCOUNT NUMBER 350-58301	DESCRIPTION Vehicle & Equipment Maintenance (Treatment)	BUDGET REQUEST \$10,650
SUMMARY OF REQUEST		
Oil & Air Filters		\$150
Minor Repairs (Brakes, Hoses, Belts, Bulbs, etc.)		\$1,500
Snow Plow Maintenance		\$800
Transmission Service		\$200
Chain Repair		\$200
Tires (4 @ 200 each)		\$800
Maintenance on Bobcat & Loader at Treatment Plant		\$1,000
New tires for Wheel Loader		\$6,000
	Total	\$10,650



ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
350-59200	Wastewater Testing & Analysis	\$14,200
SUMMARY OF REQUEST		
WWTP Permeate Sampling, Weekly Water Quality Sampling for Regional Water Quality Control Board (BOD, TSS, TSS, EC, Chloride)		\$4,000
Weekly Water Quality Sampling for USFS in Fredalba Creek (BOD, TSS, TDS, EC, Chloride, Coliform, NO3, NH3, TIN)		\$4,000
Monthly Potable Water Quality Sampling for Regional Water Quality Control Board (TDS, Chloride)		\$200
Supplies for "In House" analysis for process control		\$2,000
Storm Water Sampling		\$1,500
Other Miscellaneous Sampling		\$2,500
	Total	\$14,200



ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
350-86000	Administrative Expenses	\$35,038

SUMMARY OF REQUEST

Administration Services (4% of Operating Budget Excluding Depreciation)		\$35,038
Payroll, Accounts Payable/Receivable		
Board of Directors Administration & Compensation		
Benefits Administration		
Planning & Budget Administration		
Audit & Financial Statement Administration		
Investment & Fund Balance Management		
Human Resources/Personnel		
Medical Reimbursement & Health/Life/Disability Insurance Administration		
Property/Liability Insurance, Workers Compensation Administration & Loss Control Coordination		
Public Information & Outreach, Community Relations, Employee Recognition		

ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
56810	Depreciation Expense	\$313,512

SUMMARY OF REQUEST

Depreciation expense for Wastewater Treatment Division		\$313,512
<p>Operating expenses for enterprise funds include the cost of depreciation on capital assets. Depreciation expense was not included in the District's budget until the 2014/2015 fiscal year per the District's Cash Reserve Policy and advice from Financial Advisors and Consultants. The minimum annual allocation amount for the Capital Replacement Fund for each division or department should equal the amount of annual budgeted depreciation specific to that division or department plus 10% for cost increases. This represents the total annual contribution that should be made to this fund, not the minimum balance. This will allow funds to build over time and eventually replace the existing facilities. Not adequately budgeting for depreciation could eventually have the effect of eroding the organization's net assets.</p>		

ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
350-16100	Treatment Facilities - CIP	\$129,500

SUMMARY OF REQUEST

Request:		FY 2018/2019
1) Upgrade, R&R Treatment SCADA, Pumps, Mixers, Etc.		\$40,000
2) Fine Bubble Aeration System in MBR 2		\$7,500
3) Replacement Motor and Impeller for MBR Blower		\$18,000
4) Replacement Actuators and Flow Control Valves For MBR 1		\$12,000
5) Mixer & Submersible Pump Rebuilds		\$20,000
6) Purchase two solids handling bins & improve loading area		\$30,000
7) In-house Planning & Engineering for Plant Road Repaving (54,000 SF)		\$1,000
8) In-house Planning & Engineering for Plant Wash Water System Replacement		\$1,000
	Total	\$129,500

RUNNING SPRINGS WATER DISTRICT							
DIVISION SUPERVISORS							
2018-19 HOURLY WAGE SCHEDULE							
Exempt Positions							
CLASSIFICATION		STEP					
		A	B	C	D	E	F
DIVISION SUPERVISOR		5.00%	5.00%	5.00%	5.00%	4.99%	4.99%
SUPERVISOR 3	Hourly	\$55.20	\$57.96	\$60.86	\$63.90	\$67.09	\$70.44
	Monthly	\$9,568	\$10,046	\$10,549	\$11,076	\$11,629	\$12,210
	Annual	\$114,816	\$120,557	\$126,589	\$132,912	\$139,547	\$146,515
		5.00%	5.00%	5.00%	5.00%	5.01%	5.01%
SUPERVISOR 2	Hourly	\$41.18	\$43.24	\$45.40	\$47.67	\$50.06	\$52.57
	Monthly	\$7,138	\$7,495	\$7,869	\$8,263	\$8,677	\$9,112
	Annual	\$85,654	\$89,939	\$94,432	\$99,154	\$104,125	\$109,346
			5.01%	4.99%	4.99%	5.00%	5.01%
SUPERVISOR 1	Hourly	\$30.73	\$32.27	\$33.88	\$35.57	\$37.35	\$39.22
	Monthly	\$5,327	\$5,593	\$5,873	\$6,165	\$6,474	\$6,798
	Annual	\$63,918	\$67,122	\$70,470	\$73,986	\$77,688	\$81,578
Cost of Living Adjustment (COLA):		3.00%					
Offset to Elimination of EPMC		2.00%					
Collections Division Supervisor (1 CI)	\$140,587						
Treatment Division Supervisor (4 CI's)	\$150,675						
Water Division Supervisor (3 CI's)	\$149,635						
Administration Division Supervisor	\$146,515						

RUNNING SPRINGS WATER DISTRICT						
TREATMENT DIVISION						
2018-19 HOURLY WAGE SCHEDULE						
Non-Exempt Positions						
CLASSIFICATION*		STEP				
		A	B	C	D	E
		2.61%	2.51%	2.51%	2.51%	2.51%
OPERATOR 3	Hourly	\$31.49	\$32.28	\$33.09	\$33.92	\$34.77
(Grade 3 WWTP Operator & Grade 1 Collections)	Monthly	\$5,458	\$5,595	\$5,736	\$5,879	\$6,027
	Annual	\$65,499	\$67,142	\$68,827	\$70,554	\$72,322
		2.51%	2.48%	2.42%	2.50%	2.57%
OPERATOR 2	Hourly	\$27.81	\$28.50	\$29.19	\$29.92	\$30.69
(Grade 2 WWTP Operator & Grade 1 Collections)	Monthly	\$4,820	\$4,940	\$5,060	\$5,186	\$5,320
	Annual	\$57,845	\$59,280	\$60,715	\$62,234	\$63,835
			2.48%	2.50%	2.48%	2.49%
OPERATOR 1	Hourly	\$24.59	\$25.20	\$25.83	\$26.47	\$27.13
(Grade 1 WWTP Operator & Grade 1 Collections)	Monthly	\$4,262	\$4,368	\$4,477	\$4,588	\$4,703
	Annual	\$51,147	\$52,416	\$53,726	\$55,058	\$56,430
			2.49%	2.48%	2.47%	2.50%
OPERATOR IN TRAINING	Hourly	\$21.06	\$21.59	\$22.12	\$22.67	\$23.24
(Entry Level / No Certification Required)	Monthly	\$3,651	\$3,742	\$3,835	\$3,929	\$4,028
	Annual	\$43,811	\$44,903	\$46,017	\$47,153	\$48,332
Cost of Living Adjustment (COLA):		3.00%				
Offset to Elimination of EPMC		2.00%				
Operator 3 (2 CI's)	\$74,402					
Operator 2 (6 CI's)	\$70,075					

Wastewater Treatment Vehicle & Equipment Replacement Schedule

Vehicle Description	Year	Mileage / Hours	Use Status	Planned Retirement Date	Estimated Cost of Replacement
Treatment Plant Generator *	1979	911 Hours	Limited	2023 39 years old	\$135,000
Plant Plow Truck* (Unit #39)	1990	26,618 Miles	Seasonal/Limited	2022 28 years old	\$30,000
John Deere Loader** (Plant)	1992	2,942 Hours	3 times / week	2023 26 years old	\$125,000
Plant Utility* (Unit # 67)	1999	91,672 Miles	Daily	2022 19 years old	\$25,000
Plant Utility (Unit # 69)	2001	53,205 Miles	Daily	2021 17 years old	\$30,000
Sport tract/Utility* (Unit # 78)	2007	18,441 Miles	Daily	2027 11 years old	\$30,000
Plant Utility* (Unit # 80)	2008	23,162 Miles	Daily	2022 10 years old	\$25,000
Plant Utility* (Unit # 85)	2011	7,876 Miles	Daily	2025 7 years old	\$25,000
Bobcat Skid Steer* (Plant)	2014		Daily	2040 4 years old	\$75,000

* Shared Cost between Arrowbear, CSA-79 and Running Springs

Wastewater Treatment Division 5-Year Capital Improvement Project Plan

Description	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	DEFERRED PROJECTS	TOTAL PROJECT COST
Upgrade, R&R Treatment SCADA, Pumps, Mixers, Etc.	\$ 40,000						\$ 40,000
Replacement Fine Bubble Aeration System MBR 2	\$ 7,500						\$ 7,500
Replacement Motor and Impeller for MBR Blower	\$ 18,000						\$ 18,000
Replacement Actuators and Flow Control Valves For MBR 1	\$ 12,000						\$ 12,000
Mixer & Submersible Pump Rebuilds	\$ 20,000						\$ 20,000
Purchase new solids handling bins & improve loading area	\$ 30,000						\$ 30,000
Plant Road Paving (54,000 SF)	\$ 1,000	\$ 150,000					\$ 151,000
Repair Plant Wash Water System	\$ 1,000	\$ 65,000					\$ 66,000
Headworks Replacement		\$ 1,000	\$ 250,000	\$ 200,000			\$ 451,000
Unit 67 Replacement					\$ 35,000		\$ 35,000
Replacement of Disposal Ponds Piping & Valve Structures			\$ 105,000				\$ 105,000
Unit 80 Replacement					\$ 35,000		\$ 35,000
Wheel Loader Replacement						\$ 150,000	\$ 150,000
Generator & ATS Replacement						\$ 150,000	\$ 150,000
Treatment Plant Improvements Subtotal	\$ 129,500	\$ 216,000	\$ 355,000	\$ 200,000	\$ 70,000	\$ 300,000	\$ 1,270,500
Net Cost to RS Rate Payers (62%):	\$ 80,290	\$ 133,920	\$ 220,100	\$ 124,000	\$ 43,400	\$ 186,000	\$ 787,710

RSWD Total Water Production (Acre-Feet)

	2013			2017			% Reduction from 2013	2018			% Reduction from 2013
	Precipitation (Inches)	(AF)	(gallons)	Precipitation (Inches)	(AF)	(gallons)		Precipitation (Inches)	(AF)	(gallons)	
January	3.90	44	14,348,960	24.35	30	9,938,312	31%	8.05	31	9,978,886	30%
February	3.60	34	11,222,900	6.25	27	8,916,787	21%	2.75	26	8,454,420	25%
March	2.40	33	10,897,679	1.60	29	9,560,030	12%	0	0	0	100%
April	0.35	33	10,743,916	0.00	33	10,608,910	1%	0	0	0	100%
May	0.90	45	14,601,449	0.85	34	11,120,624	24%	0	0	0	100%
June	0.00	45	14,610,203	0.00	43	13,893,094	5%	0	0	0	100%
July	0.10	56	18,206,345	0.20	47	15,410,083	15%	0	0	0	100%
August	0.00	56	18,170,122	1.30	43	14,083,494	22%	0	0	0	100%
September	0.00	52	16,831,647	0.00	40	13,074,067	22%	0	0	0	100%
October	2.60	35	11,312,308	0.00	37	12,156,081	-7%	0	0	0	100%
November	3.40	30	9,723,378	0.05	31	10,217,548	-5%	0	0	0	100%
December	1.25	35	11,433,417	0.00	32	10,329,147	10%	0	0	0	100%
Total	18.50	497	162,102,324	34.60	427	139,308,177	14%	10.80	57	18,433,306	89%

Monthly Water Production (2013 - 2018)

