



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: MAY 11, 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, May 16, 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 5:00p.m. on May 11, 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. Election of Officers and Appointment of Standing Committees – The Board of Directors will elect one of its members as President, one as Vice President and Appoint Members to the Finance and Personnel Committees with each to serve a two-year term **Page 4**
(Presenter: Ryan Gross, General Manager)
4. Approval of Consent Items – The following consent items are expected to be routine and non-controversial and will be acted on at one time without discussion unless an item is withdrawn by a Board Member for questions or discussion. Any person

wishing to speak on the consent agenda may do so by raising his/her hand and being recognized by the Board President.

- A. Approve Meeting Minutes **Page 6**
- B. Ratify April 2018 Expenditures **Page 11**
- C. Authorize Board Secretary and General Manager to Execute Revised Contract for Deposit of Public Funds with First Mountain Bank **Page 19**
- D. Consider Approving Resolution No. 08-18, Adopting the Fire Department Terms for Response Away from Official Duty **Page 21**
- 5. Action Items – The following action items will be considered individually and each **require a motion** by the Board of Directors for action.
 - A. Public Hearing and Consideration of Adopting Ordinance No. 50 Establishing Fees for Ambulance Services **Page 24**
 - i. Open Public Hearing;
 - ii. Staff Presentation;
 - iii. Written Public Comment;
 - iv. Oral Public Comment;
 - v. Board Discussion/Comments;
 - vi. Close Public Hearing;
 - vii. Consider Adoption of Proposed Ordinance No. 50.
 - B. Consider Accepting Proposal for Fiscal Year 2017/2018 Financial Audit Services (Presenter: Joan Eaton, Administration Supervisor) **Page 30**
 - C. Consider Authorizing Expenditure for Automatic Meter Reading (AMR) Technology Upgrade Project and Authorize the General Manager to Execute the Appropriate Agreement **Page 36**
(Presenter: Ryan Gross, General Manager)
 - D. Consider Authorizing Expenditure for Outfitting New Fire Chief Command Vehicle **Page 38**
(Presenter: George Corley, Fire Chief)
 - E. Consider Request for Use of Downtown Property **Page 43**
(Presenter: Ryan Gross, General Manager)
 - F. Consider Approving Change Order for Main Office Roof Repair **Page 47**
(Presenter: Ryan Gross, General Manager)

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 Water & Administration Division Budget **Page 48**
(Presenters: Finance Committee, Ryan Gross, General Manager)
 - B. CalPERS Pension Update **N/A**
 - C. Quarterly Investment Report **Page 89**
 - D. CSA 79 Update **N/A**
7. General Manager’s Report
8. Report from Legal Counsel
9. Board Member Comments/Meetings
10. Meeting Adjournment

Upcoming Meetings: Regular Board Meeting, June 20, 2018 at 9:00 am

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: May 16, 2018

TO: Board of Directors

FROM: Ryan Gross, General Manager

SUBJECT: ELECTION OF OFFICERS OF THE BOARD OF DIRECTORS AND APPOINTMENT OF STANDING COMMITTEES

RECOMMENDED BOARD ACTION

Conduct election of President and Vice President of the Running Springs Water District Board of Directors and appoint members to the Finance and Personnel Committees with each to serve a two year term.

REASON FOR RECOMMENDATION

The Board President and Vice President both resigned as of April 10, 2018. Two new Directors were appointed on April 18, 2018.

The Finance and Personnel Committees address specific District policies related to finance and personnel issues.

BACKGROUND INFORMATION

The procedure for the election should be as follows in accordance with Board Policy Manual Section 2.5.2:

The General Manager shall chair the proceedings for election of the President, which shall be the first order of business after any newly elected Directors have been seated. The newly elected President shall assume office immediately, and shall chair the proceedings for the election of the Vice-President.

The President shall call for nominations from the members of the Board. A member need not be recognized by the President in order to make a nomination. No second shall be required for nominations, although one or more members may second a nomination to indicate endorsement. No member may nominate more than one person for the position. The President shall repeat each nomination until all nominations for the office have been made.

If an absent member has rendered a nomination by mail, which has been received by the Secretary of the Board prior to opening the meeting for nominations, such nomination shall be read by the President and shall be valid.

Once nominations have been completed, the President shall call for a vote which may be conducted either by a showing of hands or by voice vote. Voting shall be repeated as many times as necessary in order to obtain three votes for a single candidate. Where repeated voting is necessary, the nominee receiving the lowest number of votes shall not be removed from the next ballot unless a motion is duly carried requiring his/her elimination. The Secretary shall record the results of each vote in the minutes.

The Board typically nominates and appoints Directors to the Finance and Personnel Standing Committees each year. The President also typically appoints the Chairperson for each of these committees.

FISCAL INFORMATION

The Standing Committees are included in the District budget.

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: May 16, 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 April 18, 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
APRIL 18, 2018**

The Regular Meeting of the Board of Directors of the Running Springs Water District was held on Wednesday, April 18, 2018 at the hour of 9:00 A.M. at the District office located at 31242 Hilltop Boulevard, Running Springs, California.

President Kenneth Ayers and Vice-President Pamella Bennett resigned from the Running Springs Water District Board of Directors effective April 10, 2018. Per District Policy, the Board appointed Director Mike Terry as Presiding President for the April 18, 2018 Board Meeting.

The following Directors were present:

Mike Terry, Director, Presiding President
Tony Grabow, Director
Errol Mackzum, Director

Also present were the following:

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

Visitors Present:

Gerhard Hilgenfeldt, Running Springs Resident
Dennis Michael Milliorn, Jr., Running Springs Resident
William Conrad, Running Springs Resident
Jo Ann Fischer, Running Springs Resident

MEETING MINUTES

AGENDA ITEMS

1. Call Meeting to Order and Pledge of Allegiance

The meeting was called to order at 9:00 A.M. by Director Terry and Director Grabow led the assembly in the pledge of allegiance to the flag.

2. Recognize and Hear From Visitors/Public Comment

The visitors introduced themselves for the record.

3. Approval of Consent Items

A. Approve Meeting Minutes

B. Ratify March 2018 Expenditures

C. Consider Adopting Resolution No. 06-18, Terminating the Application of Ordinance No. 47 to Arrowbear Park County Water District

Resolution No. 06-18 will rescind Ordinance No. 47 due to the new Wastewater, Transportation, Treatment and Disposal Agreement between the Running Springs Water and Arrowbear Park County Water Districts.

D. Consider Adopting Resolution No. 07-18, Amending and Adopting Local Guidelines For Implementing the California Environmental Quality Act

The Running Springs Water District's Local California Environmental Quality Act (CEQA) Guidelines have been revised and are routinely amended annually by Best, Best and Krieger, Legal Counsel for the District.

E. Consider Declaring Certain Equipment as Surplus and Authorize Staff to Dispose of Property

Upon motion by Director Mackzum, second by Director Grabow and carried by a 3 to 0 vote, the Consent Items were approved.

4. Information Items

A. Draft Fiscal Year 2018/2019 Fire Department and Ambulance Division Budgets

Manager Gross reported on the Fiscal Year 2018/2019 Fire and Ambulance Division Budgets that were reviewed by the Finance Committee on April 4, 2018. The only substantial change is that the District will pay the CalPERS Unfunded Accrued Liability (UAL) payment in an annual lump sum, saving approximately \$8,443 for the Fire Department and \$18,000 to \$20,000 for all Divisions in Fiscal Year 2018/19. Staff will provide a Cash Analysis Report in May or June, 2018, regarding the option to make additional UAL payments that would result in significant interest savings. Discussion continued regarding the Fire and Ambulance Division Budgets and Chief Corley reported on grant revenues.

B. Quarterly Budget-Financial Report

Manager Gross then reported on the Quarterly Financial Summary saying some Division expense accounts will be over budget due to reimbursements that have not been received. Discussion continued regarding the variance in the Water Operating Fund revenues over expenditures and Manager Gross will review the reports with Director Mackzum at a future date.

C. Automatic Meter Reading Project Status

Discussion turned to the Automatic Meter Reading (AMR) Project with Phase I now complete in Assessment Districts No. 8, 9 and 10. The Finance Agreement is in final stages and Manager Gross said the District applied for an \$800,000 low interest loan with 50% principal forgiveness for the project and the remaining phases will take three to four months to complete. The District will notify customers regarding the project and Supervisor Bobroff stated the AMR system will detect leaks and eliminate averaging bills during inclement weather.

5. Action Items

A. Consider Filing the Running Springs Water District Board Vacancies by Appointment

Manager Gross stated Directors' Ayers and Bennett resigned on April 10, 2018 and the District has sixty (60) days to fill the vacancy, if by appointment.

The District received five (5) Letters of Interest regarding the vacant Board seats. Candidates' Jo Ann Fischer, Dennis Michael Milliorn and William Conrad summarized their background, experience and expressed their interest in being considered for the vacant Director seats. Candidates Sergio Arjonilla and Stacey Lippert were not present. The San Bernardino County Registrar of Voters verified all five candidates were registered voters with their primary residence within the jurisdiction boundaries of the Running Springs Water District.

The Board took a break at 9:40 A.M. and reconvened at 9:52 A.M.

Attorney Simmons confirmed that the two Director seats appointed today will run for re-election in November and those seats will then be four-year seats.

Upon **motion** by Director Terry to appoint Dennis Michael Milliorn and William Conrad to the Running Springs Water District Board of Directors, **second** by Director Mackzum and **carried by a 3 to 0 vote**, the Board Vacancies were filled.

6. General Manager's Report

The Board Secretary will administer the Oath of Office to the appointed Directors and the next Regular Board Meeting will be held on May 16, 2018 at 9:00 A.M. The Board

Members will select the new President, Vice-President and Committee Members at the May meeting and staff will schedule a District tour for the newly appointed Board Members.

7. Report from Legal Counsel

Attorney Simmons reported on the state water supply, the proposed state water tax currently in legislation and the California Department of Forestry and Fire Protection (CalFire) tax that is being appealed by the Howard Jarvis Association. Chief Corley clarified the CalFire fee that is not associated with the Running Springs Water District Fire Department. Discussion continued regarding the Delta Tunnels Project.

8. Board Member Comments/Meetings

Supervisor Bobroff reported on District well levels and purchased water.

9. Closed Session

A. Public Employee Performance Evaluation. Title: General Manager. Pursuant to Government Code Section 54957

The Board adjourned to Closed Session at 10:10 A.M.

10. Open Session

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

The Board of Directors came out of closed session at 10:54 A.M. and reported that upon **motion** by Director Mackzum, **second** by Director Grabow and unanimously **carried by a 3 to 0 vote**, Amendment No. 1 to the Employment Agreement with Ryan Gross for General Manager, was approved. A copy of Amendment No. 1 to the Employment Agreement is available for review at the District office. The Board also authorized the Presiding Board President to execute the amendment.

11. Meeting Adjournment

The meeting was adjourned at 10:55 A.M.

Respectfully Submitted,

Presiding President, Board of Directors
Running Springs Water District

Secretary of the Board of Directors
Running Springs Water District

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: May 16, 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 April 2018 expenditures.

A copy of the District's Cash Reserve Fund Summary as of April 30, 2018, the Fire Department Operating Reserve Fund Surplus/Shortfall 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.

BACKGROUND INFORMATION

Attached is a list of expenditures for April 2018.

FISCAL INFORMATION

Refer to attached accounts payable check register.

ATTACHMENTS

- Attachment 1 – Accounts Payable Check Register for April 2018
- Attachment 2 – Cash Summary as of April 30, 2018
- Attachment 3 – Fire Department Operating Reserve Fund Surplus/Shortfall History
- Attachment 4 – Pooled Cash Balance History

Running Springs Water District

Accounts Payable Checks

April 2018

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Action Automotive Repair Inc	Tires for unit 80	04/06/18	652.97	101790	652.97
	Brake Repair	04/19/18	215.21	101833	215.21
Airgas Inc.	Large Helium	04/11/18	47.71	101806	47.71
American Water Works Association	Standards Revisions	04/11/18	767.00	101807	767.00
Ameripride Services, Inc	Cleaning Supplies March 2018	04/06/18	328.30	101791	328.30
Arrow International Inc	Ambulance supplies	04/25/18	1,485.00	101856	1,485.00
Audubon Machinery Corporation	Motor for O2 Generator	04/19/18	1,126.45	101834	4,841.45
	O2 Generator Repair	04/19/18	3,715.00	101834	
Bacon/Wagner Excavating, Inc.	Hauling Bio to Lost Hills CA	04/06/18	2,880.00	101792	2,880.00
	Grading of Road at the Sewer Ponds	04/11/18	1,700.00	101808	1,700.00
Best, Best & Krieger LLP	Legal Services March 2018	04/13/18	4,351.13	101828	4,351.13
BURR Group Inc.	Trash Service March 2018	04/06/18	67.29	101793	676.72
	Trash Service and Loads March 2018	04/06/18	432.64	101793	
	Trash Service March 2018	04/06/18	176.79	101793	
California Computer Options Inc	Network Maintenance April 2018	04/06/18	2,375.00	101794	2,375.00
California Water Environment Association	Plant Main Tech Grade 1 Renewal	04/19/18	85.00	101835	170.00
	Plant Maint Tech Grade 1 Renewal	04/19/18	85.00	101835	
CalPERS	Employ Contribu Classic/Prepra 3/26/18	04/02/18	6,598.79	DFT0000718	6,598.79
	Health Insurance Premiums April 2018	04/03/18	19,538.52	DFT0000719	19,538.52
	PERS UAL April 2018	04/10/18	40,117.03	DFT0000720	40,117.03
	Employ Contribu Classic/Prepra 4/9/18	04/19/18	14,340.46	DFT0000725	14,340.46
	Replacement Benefit Contribution 2018	04/30/18	721.77	DFT0000730	721.77
	Employ Contribut Classic/Pepra 4/23/18	04/30/18	21,868.93	DFT0000731	21,868.93
Canon	Monthly Service Fee/Usage April 2018	04/19/18	591.86	101836	591.86
Charter Communitcations	Telephone/Internet April 2018	04/13/18	576.14	101829	576.14
	Telephone/Internet April-May 2018	04/19/18	192.71	101837	302.68
	Telephone/Internet	04/19/18	109.97	101837	
Citibank, N.A.	SB Scrub Sponge/Pliers/ Contractor Bags	04/06/18	57.89	101779	466.23
	Hand Tools for Treatment Plant	04/06/18	408.34	101779	
	Office Supplies March 2018	04/25/18	145.57	101857	145.57
Clinical Laboratory of San Bernardino	Water Samples March 2018	04/19/18	3,077.00	101838	3,894.00
	Wastewater Samples March 2018	04/19/18	817.00	101838	
Clockwork Extraction	Emergency Repair Tool Maintenance	04/13/18	600.00	101830	600.00
Compressed Air Specialties, Inc.	Annual Service on SCBA Air Compressor	04/25/18	1,148.23	101858	1,148.23
County of San Bernardino	Parcel map revisions	04/11/18	4.00	101809	4.00
	Admin Fees Oct 2017-Dec 2017	04/19/18	510.67	101839	2,042.68
	Admin Fees Jan 2018-Mar 2018	04/19/18	510.67	101839	
	Admin Fees April-June 2018	04/19/18	510.67	101839	
	Admin Fees July 2017-Sept 2017	04/19/18	510.67	101839	
	3 Lien Releases	04/25/18	60.00	101859	60.00
Crestline-Lake Arrowhead Water Agency	Purchased Water March 2018	04/06/18	6,963.63	101795	6,963.63
Dixi Willemse	Reimbursement Claim	04/06/18	397.00	101780	397.00
	Reimbursement Claim	04/11/18	122.23	101810	122.23
Endress & Hauser Inc	New Transducer	04/11/18	663.63	101811	663.63
Federal Express Corporation	Shipping March 2018	04/19/18	94.53	101840	94.53

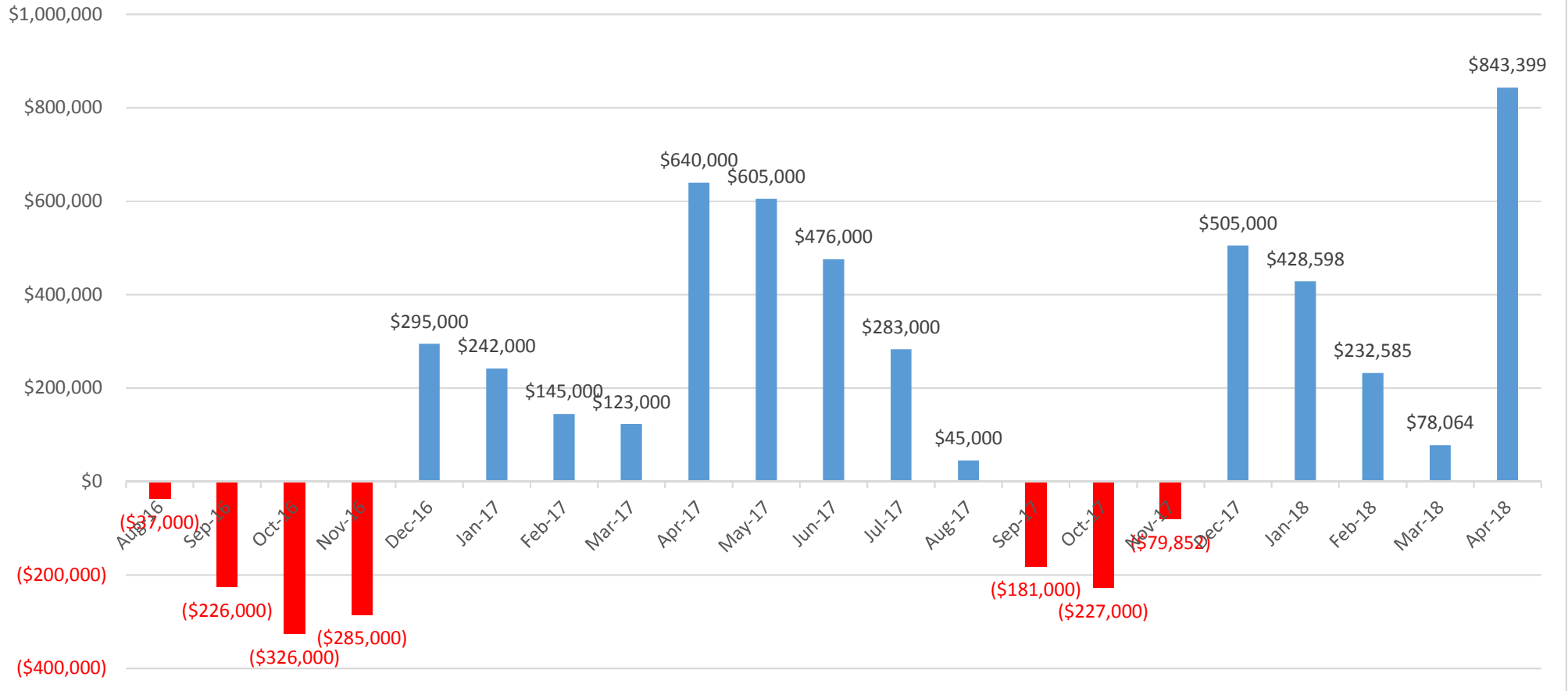
Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Fire Fighters Association	Association Dues April 2018	04/25/18	380.00	101860	380.00
Frontier Communications	Telephone Mar-Apr 2018	04/06/18	55.52	101796	111.04
	Telephone April 2018	04/06/18	55.52	101796	
	Telephone April 2018	04/11/18	143.20	101812	143.20
	Telephone April 2018	04/19/18	52.30	101841	52.30
	Telephone April 2018	04/25/18	52.30	101861	52.30
George Corley	Reimbursement Claim	04/06/18	187.15	101781	187.15
Haz Mat Trans, Inc.	WO# 85167	04/11/18	700.00	101813	700.00
HD Supply Facilities Maintenance LTD	Level Controls/Hr. meters	04/06/18	363.54	101797	363.54
	Level Controls/Hr. meters	04/25/18	476.00	101862	476.00
Inland Desert Security & Communications	Answering Service April 2018	04/19/18	105.00	101842	105.00
Inland Water Works Supply Company	Miscellaneous Materials/Supplies	04/19/18	337.62	101843	429.64
	Muller Handwheel	04/19/18	92.02	101843	
Joan Eaton	Reimbursement Claim	04/19/18	948.11	101844	948.11
Liberty Composting Inc	Tipping Fees March 2018	04/19/18	372.60	101845	372.60
Life-Assist, Inc	Medical Supplies- Blanket PO	04/06/18	1,386.71	101798	1,386.71
	Medical Supplies- Blanket PO	04/11/18	251.07	101814	251.07
Linda Mayfield	Reimbursement Claim	04/11/18	657.00	101815	657.00
	Reimbursement Claim	04/19/18	748.30	101846	748.30
Lou's Gloves, Inc	Nitrile Exam Grade Gloves	04/19/18	88.00	101847	88.00
MCI	Long Distance March 2018	04/06/18	49.23	101799	49.23
Michael Vasquez	Mileage Reimb for Command & General Staff Trair	04/06/18	496.00	101800	496.00
Myers-Stevens & Toohey Co. Inc	Disability Insurance Premium May 2018	04/11/18	220.00	101816	220.00
NAPA Auto Parts	Miscellaneous Auto Supplies/Parts	04/06/18	62.02	101782	62.02
	Miscellaneous Auto Supplies	04/11/18	126.19	101817	251.06
	Battery for Unit #76	04/11/18	124.87	101817	
Nestle Waters North America	Drinking Water for Treat Plant March 2018	04/06/18	46.33	101801	46.33
Nick Nikas	Reimbursement Claim	04/06/18	523.65	101783	523.65
One Stop Landscape Supply	Blanket PO Bio Solids disposal	04/06/18	2,447.40	101784	2,447.40
Patricia A. Monical	Toilet Seat Covers and Industrial Paper Towels	04/06/18	64.57	101802	64.57
	Toilet Seat Covers/ Toilet paper	04/19/18	54.80	101848	54.80
Polydyne Inc.	Blanket PO for Polymer	04/19/18	1,066.73	101849	1,066.73
Ram Software Systems, Inc	Ambulance billing service contract	04/11/18	1,200.00	101818	1,200.00
Roger E. Fox, M.D.	Dot Exam	04/11/18	50.00	101819	50.00
Rogers Anderson Malody & Scott LLP	Consultant Services - March 2018	04/19/18	2,111.22	101850	2,111.22
Sally Gose	Ambulance Refund	04/19/18	200.00	101851	200.00
Scott Benson	Reimbursement Paramedic State - Benson	04/11/18	250.00	101820	250.00
South Coast Air Quality Management District	I C E EM Ellec Gen-Diesel	04/06/18	378.28	101785	505.74
	Flat fee for last FY Emissions	04/06/18	127.46	101785	
Southern California Edison Company	Electricity March 2018	04/06/18	215.90	101786	11,941.26
	Electricity March 2018	04/06/18	1,297.36	101786	
	Electricity March 2018	04/06/18	1,003.43	101786	
	Electricity March 2018	04/06/18	352.35	101786	
	Electricity March 2018	04/06/18	118.15	101786	
	Electricity March 2018	04/06/18	310.79	101786	
	Electricity March 2018	04/06/18	127.85	101786	
	Electricity March 2018	04/06/18	7,085.18	101786	
	Electricity march 2018	04/06/18	199.09	101786	
	Electricity March 2018	04/06/18	49.20	101786	
	Electricity March 2018	04/06/18	219.84	101786	

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Southern California Edison Company	Electricity March 2018	04/06/18	409.69	101786	11,941.26
	Electricity March 2018	04/06/18	552.43	101786	
	Electricity March 2018	04/06/18	542.00	101803	3,730.22
	Electricity March 2018	04/06/18	39.22	101803	
	Electricity March 2018	04/06/18	270.79	101803	
	Electricity March 2018	04/06/18	110.22	101803	
	Electricity March 2018	04/06/18	580.16	101803	
	Electricity March 2018	04/06/18	553.08	101803	
	Electricity March 2018	04/06/18	381.66	101803	
	Electricity March 2018	04/06/18	44.73	101803	
	Electricity March 2018	04/06/18	285.13	101803	
	Electricity March 2018	04/06/18	165.30	101803	
	Electricity March 2018	04/06/18	180.87	101803	
	Electricity March 2018	04/06/18	61.23	101803	
	Electricity March 2018	04/06/18	383.21	101803	
	Electricity March 2018	04/06/18	132.62	101803	
	Electricity March 2018	04/11/18	10.84	101821	188.61
	Electricity March 2018	04/11/18	177.77	101821	
Southern California Gas Company	Gas Usage March 2018	04/11/18	281.37	101822	468.46
	Gas Usage March 2018	04/11/18	187.09	101822	
	Gas Usage March 2018	04/13/18	198.66	101831	198.66
	Gas usage March 2018	04/19/18	288.09	101852	302.39
	Gas Usage March 2018	04/19/18	14.30	101852	
Spring Sedulous Cleans	Janitorial Service March 2018	04/11/18	485.00	101823	485.00
State Water Resources Control Board	Annual Permit Fee for Treatment Plant	04/19/18	1,400.00	101853	1,400.00
Tina M. Taylor	Gym Membership-Shoopman	04/25/18	250.00	101863	250.00
Trevor Miller	Reimbursement Claim	04/06/18	64.23	101787	64.23
Tyler Technologies, Inc	Maintenance - Bar Code Scanner June 18-May 201	04/19/18	77.00	101854	77.00
Underground Service Alert of Southern California	New Ticket Charges April 2018	04/06/18	67.75	101788	67.75
Verizon Wireless Services LLC	Cell Phone March 2018	04/11/18	198.83	101824	198.83
Visa	Fire- Active 911 for Snow	04/06/18	12.75	101804	12.75
	Bobroff- Hooded Sweat Shirt- Davis Uniform Allow	04/11/18	48.48	101825	2,697.64
	Corely- CPR cards	04/11/18	18.00	101825	
	Ellsberry- Wilburs-misc parts & supplies	04/11/18	76.72	101825	
	Miller-Dixon Valve and Input Dual 2-Wire	04/11/18	433.84	101825	
	Strebel- Officer Training Class	04/11/18	700.00	101825	
	Training Class for C.Strebel - Chief Officer 3A	04/11/18	350.00	101825	
	Command & General Staff-Training in Sacramento	04/11/18	1,070.60	101825	
Vyanet Operating Group	Security/Monitoring May-July 18	04/11/18	125.00	101826	125.00
York Risk Services Group, Inc	Workers Comp Admin Fees March 2018	04/11/18	112.00	101827	112.00
Zachary Granzow	Certificate Reimbursement	04/06/18	270.00	101789	270.00

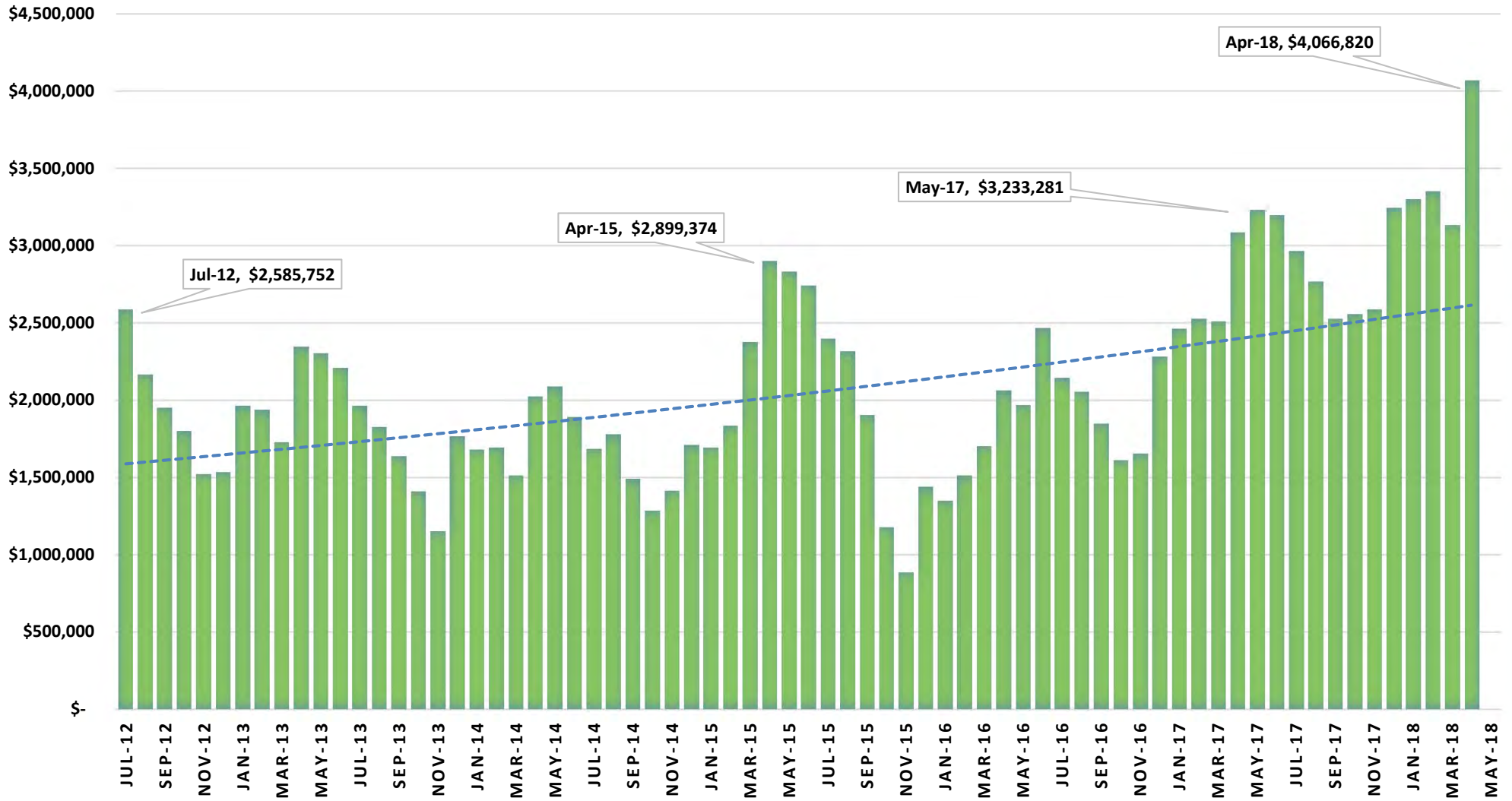
	Totals		
Payment Type	Payable Count	Payment Count	Payment
Regular Checks	130	82	78,203.41
Manual Checks	0	0	0.00
Voided Checks	0	0	0.00
Bank Drafts	6	6	103,185.50
EFT's	0	0	0.00
Totals	136	88	181,388.91

Designated Reserve Fund Balances as of April 30, 2018	Fund Balance
Fire & Ambulance Department	
Breathing Apparatus Equipment Replacement	72,247
Future Equipment Replacement	12,188
Workers Comp PASIS Outstanding Claims	8,633
Subtotal Fire & Ambulance Department Designated Reserve Funds	93,069
Fire Department Operating Reserve	1,700,298
Ambulance Department Operating Reserve	256,069
Subtotal Fire & Ambulance Department Operating Reserve Funds	1,956,367
Recommended Reserve Fund Target (6 Months Operating Expenses)	1,112,969
Operating Reserve Surplus / (Shortfall)	843,399
Wastewater Division	
Wastewater Capital Improvement Project Reserve	253,401
Wastewater System Connection & Capacity Charges	195,960
CWSRF Loan Agreement 14-813 Debt Reserve (Restricted for SLS 1-3 Debt Service)	171,537
Subtotal Wastewater Designated Reserve Funds	620,898
Wastewater Operating Reserve Fund	212,730
Recommended Operating Reserve Fund Target (4 Months Operating Expenses)	537,919
Operating Reserve Surplus / (Shortfall)	(325,189)
Water Division	
Water Capital Improvement Project Reserve	156,807
Water System Connection & Capacity Charges	5,382
Water Infrastructure R&R Reserve (MFC Debt Reserve)	65,341
Subtotal Water Designated Reserve Funds	227,530
Water Operating Reserve	679,258
Recommended Operating Reserve Fund Target (4 Months Operating Expenses)	523,453
Operating Reserve Surplus / (Shortfall)	155,805
Assessment Districts	
Water Assessment District No. 9 Construction Funds	33,126
Water Assessment District No. 10 Construction Funds	26,421
Water Assessment District No. 10 O&M	105,291
Water Assessment District No. 10 Bond Reserve Fund	112,131
Subtotal Assessment Districts	276,968
Total District Designated & Operating Reserve Funds	3,789,852
Assessment District Funds	276,968
Combined Pooled Cash	4,066,820
Checking Account (General)	374,370
LAIF	3,558,818
York Insurance Deposit	14,601
BNY Mellon (AD #10 Bond Reserve)	118,031
Petty Cash	1,000
Combined Pooled Cash	4,066,820

Fire Department Operating Reserve Surplus / (Shortfall)



COMBINED POOLED CASH BALANCE



CONTRACT FOR DEPOSIT OF PUBLIC FUNDS

THIS CONTRACT, relating to the deposit of moneys, made as of the 16TH day of MAY, 2018, between JOAN EATON (hereinafter designated "Treasurer") acting in his/her official capacity as TREASURER AND BOARD SECRETARY ("Treasurer", "Finance Director", "Controller", etc.) of the RUNNING SPRINGS WATER DISTRICT (hereinafter designated "Agency"), and FIRST MOUNTAIN BANK, a division of Premier Business Bank (hereinafter designated "Depository").

WITNESSETH:

WHEREAS, the Treasurer proposes to deposit in the Depository from time, to time, commencing on MAY 16, 2018, moneys in his/her custody in an aggregate amount on deposit at any one time not to exceed the "Total Equity" of the Depository and said moneys will be deposited subject to Title 5, Division 2, Part 1, Chapter 4, Article 2 (commencing with Section 53630) of the Government Code of the State of California; and

WHEREAS, said provisions of the Government Code require the Treasurer to enter into a contract with the Depository setting forth the conditions upon which said moneys are deposited; and

WHEREAS, in the judgement of the Treasurer, this contract is to the public advantage;

NOW, THEREFORE, it is agreed between the parties hereto as follows:

1. This contract cancels and supersedes any previous contracts between the Treasurer and the Depository relating to the method of handling and collateralization of deposits of moneys.
2. The person(s) executing this agreement on behalf of Agency represent and warrant that: (a) they are authorized by the Agency and under applicable law to bind the Agency to this agreement; (b) no further approval by any other person, board or governing body is required to make this agreement effective and binding as to the Agency; and (c) Agency's funds may be deposited with Depository in accordance with this agreement.
3. At the time of each deposit, Depository will issue a receipt to Agency. Each deposit shall be subject to the terms of this agreement and the account agreement, which shall state if any when interest is to be paid, the rate of interest, the duration of the deposit and the terms of withdrawal.
4. This contract, but not deposits then held hereunder, shall be subject to termination by the Treasurer or the Depository at any time upon 30 days' written notice. Deposits may be withdrawn in accordance with the agreement of the parties and applicable federal and state statutes, rules and regulations. This contract is subject to modification or termination upon enactment of any statute, rule or regulation, state or federal, which in the opinion of the Administrator of Local Agency Security, is inconsistent herewith, including any change relative to the payment of interest upon moneys so deposited by the Treasurer.
5. Interest shall accrue on interest-bearing accounts maintained by Treasurer at the rate set forth in Agency's account agreement with Depository. If Depository does not have a system that can accrue interest on a 365-day basis for inactive deposits, Depository may increase the rate of interest on the account so that the interest yield is equivalent to an account where interest is calculated on a 365-day basis. Interest shall be paid quarterly or more frequently, as set forth in the account agreement.
6. The Depository shall issue to the Treasurer at the time of each inactive deposit, the frequency of interest payment, and the terms of withdrawal.
7. Depository shall at all times maintain the required amount of eligible securities with the Agent of Depository as so named in item 9 below, and/or Letters of Credit with the Agent of Depository to secure the deposits of the Agency, in accordance with the Code. The Agent of Depository is authorized to place such securities for safekeeping with the bank named as "Security Holder" or with any Federal Reserve Bank or branch thereof. In addition, the Agent of Depository is authorized to place a Letter of Credit with the Federal Home Loan Bank of San Francisco, in accordance with Section 53659. Pursuant to Section 53653, Treasurer waives security for the portion of any deposits that is insured pursuant to federal law. Depository may add, substitute or withdraw securities being used as security for deposits in accordance with Section 53654. The Treasurer approves the interchange of classes of security as defined in Section 53632.5. Depository shall have and hereby reserves the right to collect interest on the securities maintained as collateral, except in cases where the securities are liable to sale or are sold or converted in accordance with the provisions of California Government code 53665.
8. Eligible securities are those listed in Government Code Section 53661. If any eligible security is determined by the Administrator of Local Agency Security of the State of California in accordance with Government Code Section 53661 to

be not qualified to secure public deposits, additional security shall be substituted immediately by the Depository, as necessary, to comply with the requirements of this Agreement.

- 9. The Agent of Depository, authorized by the Treasurer and the Depository, the ability to hold the eligible securities and Letters of Credit posted as collateral under this contract with **MUFG Union Bank of California, NA** and Federal Home Loan Bank of San Francisco. The Agent of Depository has filed with the Administrator of Local Agency Security of the State of California an agreement to comply in all respects with the provisions of Title 5, Division 2, Part 1, Chapter 4, Article 2 (commencing with Section 53630) of the Government Code.
- 10. If Depository fails to pay all or part of any deposits of the Treasurer which are subject to this contract when ordered to do so in accordance with the terms of withdrawal set forth on the deposit receipt (which is reference made a part hereof), the Treasurer will immediately notify, in writing, the Administrator of Local Agency Security of the State of California who shall draw on any applicable letter of credit and/or convert into money any securities necessary to cover (a) the deposit of the Agency, (b) any accrued interest, and (c) the reasonable expenses of the Administrator, which shall be distributed and used by the Administrator, as provided in Section 53665 of the code.
- 11. The Depository shall bear and pay the expenses of transportation to and from the Treasurer's office of moneys so deposited and the expense of transportation of eligible securities maintained as collateral to and from the designated Agent of Depository. The Depository shall also handle, collect and pay all checks, drafts and other exchanges without cost to Agency.
- 12. This contract, the parties hereto and all deposits governed by this contract shall be subject in all respects to Title 5, Division 2, Part 1, Chapter 4, Article 2 (commencing with Section 53630) of the Government Code, and of all other state and federal laws, statues, rules, and regulations applicable to such deposits, whether now in force or hereafter enacted or promulgated, all of which are by this reference made a part hereof.

IN WITNESS WHEREOF, the Treasurer in his/her official capacity has signed this contract in duplicate and the Depository has caused this contract to be executed in like number by its duly authorized officers.

AGENCY:

RUNNING SPRINGS WATER DISTRICT

Date: _____

By: _____

Name: JOAN EATON

Title: TREASURER/ BOARD SECRETARY

DEPOSITORY:

First Mountain Bank,
a division of Premier Business Bank

Date: _____

By: _____

Name: TERISA BONITO

Title: VICE PRESIDENT/BRANCH MANAGER

(Corporate Seal)

Account Number(s):

RUNNING SPRINGS WATER DISTRICT**MEMORANDUM**

DATE: May 16, 2018

TO: Board of Directors

FROM: George Corley, Fire Chief
Ryan Gross, General Manager

SUBJECT: CONSIDER ADOPTING RESOLUTION NO. 08-18, IDENTIFYING THE TERMS AND CONDITIONS FOR THE FIRE DEPARTMENT RESPONSE AWAY FROM THEIR OFFICIAL DUTY STATION AND ASSIGNED TO AN EMERGENCY INCIDENT

RECOMMENDED BOARD ACTION

Consider Adopting Resolution No. 08-18, Identifying the Terms and Conditions for the Fire Department Response Away from their Official Duty Station and Assigned to an Emergency Incident.

REASON FOR RECOMMENDATION

The terms and conditions of the Agreement for Local Government Fire and Emergency Assistancess under the (California Fire Assistance Agreement – CFAA) have changed. To continue the same terms of reimbursement we have received for our employees in the past, the Running Springs Fire Department will require either a Governing Board Resolution (GBR) or a Memorandum of Understanding (MOU) that addresses our payment with the Department’s Employees, to secure the same terms of reimbursement of the past under this agreement.

BACKGROUND INFORMATION

This year requirements covered under the California Fire Assistance Agreement for the reimbursement for emergency responses for all agencies have change. Agencies will need a GBR or MOU with employees addressing their method of payment to be reimbursed at their true cost under this new agreement. The GBR will allow Running Springs Fire Department to continue to pay its employees the same as in the past. Without the GBR the Running Springs Fire Department would be receiving reimbursement below the true cost incurred by the Department for emergency responses.

FISCAL INFORMATION

Since the way the Fire Department pays its employees doesn’t change, the GBR will ensure that the Fire Department is paid a full reimbursement rate that covers the true cost

of emergency responses from the Running Springs Fire Department covered under the California Fire Assistance Agreement and some other local fire agreements. Without the GBR the emergency responses of Running Springs Fire Department would revert to an Average Actual Rate set by the – CFAA, which would be below the cost that Running Springs Fire Department would incur to provide emergency responses under these agreements.

ATTACHMENTS

Attachment 1 – Resolution No. 08-18

RESOLUTION NO. 08-18

RESOLUTION OF THE BOARD OF DIRECTORS OF THE RUNNING SPRINGS WATER DISTRICT, ON BEHALF OF ITS FIRE DEPARTMENT, IDENTIFYING THE TERMS AND CONDITIONS FOR THE FIRE DEPARTMENT RESPONSE AWAY FROM THEIR OFFICIAL DUTY STATION AND ASSIGNED TO AN EMERGENCY INCIDENT

WHEREAS, Running Springs Water District, on behalf of its Fire Department (hereinafter the “Running Springs Fire Department”), is a public agency located in the County of San Bernardino, State of California and the Community of Running Springs

WHEREAS, it is the desire of the Board of Directors of the Running Springs Water District, on behalf of its Fire Department, to provide fair and legal payment to all its employees for time worked.

WHEREAS, the Running Springs Fire Department has in its employ, fire and emergency response personnel that include: Fire Chief, Battalion Chief, Fire Captain, Engineer, Firefighter/Paramedic and Firefighter/EMT positions.

WHEREAS, the Running Springs Fire Department will compensate its employees portal to portal while in the course of their employment and away from their official duty stations and assigned to an emergency incident, in support of an emergency incident or pre-positioned for emergency response. Personnel will be compensated (portal to portal) beginning at the time of dispatch outside of the Running Springs Fire Department jurisdiction to the time when equipment and personnel are back in service and available for responses within the jurisdiction of the Running Springs Fire Department.

WHEREAS, the Running Springs Fire Department will compensate its employees overtime in accordance with their current Running Springs Water District Personnel Policy, Rules and Regulations, Standard Operating Procedures and/or other directives that identifies personnel compensation for the Running Springs Fire Department.

ADOPTED this 16th day of May 2018.

Ayes:
Noes:
Abstentions:
Absent:

President, Board of Directors
Running Springs Water District

ATTEST:

Secretary of the Board of Directors
Running Springs Water District

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: May 16, 2018

TO: Board of Directors

FROM: George Corley, Fire Chief
Ryan Gross, General Manager

**SUBJECT: PUBLIC HEARING AND CONSIDERATION OF ADOPTING
ORDINANCE NO. 50 ESTABLISHING FEES FOR AMBULANCE
SERVICES**

RECOMMENDED BOARD ACTION

It is recommended that the Board of Directors consider adopting Ordinance No. 50, Establishing Fees for Ambulance Services.

REASON FOR RECOMMENDATION

A schedule of fees adopted pursuant to the Fire District Protection Law should be adopted by ordinance. (Health & Safety Code, § 13916(b)).

BACKGROUND INFORMATION

California Water Code section 31120 allows County Water Districts, unlike many other types of water districts, to "...exercise any of the powers, functions, and duties which are vested in, or imposed upon, a fire protection district pursuant to the Fire Protection District Law of 1987." In turn, the Fire Protection District Law provides that fire protection districts shall have the power to provide ambulance services. (Health & Safety Code, § 13862).

For ambulance services, the Board may charge a fee to cover the cost of those services, but the fee cannot exceed the cost to provide the service for which the fee is charged. (Health & Safety Code, § 13916(a)). We understand that the Board normally adopts the fees allowed by ICEMA.

A schedule of fees adopted pursuant to the Fire District Protection Law should be adopted by ordinance. (Health & Safety Code, § 13916(b)). Before approving the fee, the District must publish notice of the fee pursuant to Government Code section 6066.¹ (*Ibid.*) (Notice of this Ordinance was published in the Alpenhorn Newspaper on May 3rd

¹ Generally, publication of notice pursuant to this section shall be once a week for two successive weeks. (Gov. Code, § 6066.)

and May 10th, 2018). Notice shall also be mailed to any party who has filed a written request for mailed notice of the meeting on new or increased fees. (Health & Safety Code, § 13916(c)). At least ten (10) days before the meeting, the District must provide data to the public showing the cost to provide the service for which the fee is charged and the revenue sources anticipated to provide the service, including general fund revenues. (Health & Safety Code, § 13916(d)). The Board must hear and consider any objections to the proposed fees. (Health & Safety Code, § 13913(f)).

FISCAL INFORMATION

Refer to attached Ordinance No. 50, Exhibit A

ATTACHMENTS

Attachment 1 – Ordinance No. 50

**ORDINANCE NO. 50
OF THE RUNNING SPRINGS WATER DISTRICT
ESTABLISHING FEES FOR AMBULANCE SERVICES**

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

WHEREAS, the District provides ambulance services pursuant to the Fire Protection District Law of 1987, specifically Section 13862 of the Health and Safety Code; and

WHEREAS, the Inland Counties Emergency Medical Agency (“ICEMA”) has approved a list of ambulance fees as set forth in Exhibit “A” incorporated herein by this reference, that are calculated so as not to exceed the estimated cost to provide ambulance services; and

WHEREAS, Health and Safety Code Section 13916 authorizes this District to charge a fee to cover the cost of any service which the District provides and to adopt an ordinance establishing a schedule of such fees at a meeting conducted by the Board of Directors following notice of the Board’s intention to establish such fees as provided in Health and Safety Code Section 13916; and

WHEREAS, this District has provided notice of the fees set forth herein and has made available to the public, at least ten (10) days in advance hereof, the data indicating the estimated cost required to provide the services.

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

1. The fees for ambulance services set forth in Exhibit “A” are hereby adopted.
2. The fees may be collected by any means available to the District.
3. This ordinance shall become effective immediately upon its adoption.

ADOPTED this 16th day of May, 2018.

Ayes:

Noes:

Abstentions:

Absent:

President of the Board of Directors
of Running Springs Water District

ATTEST:

Board Secretary

Inland Counties Emergency Medical Agency

1425 South D Street, San Bernardino, CA 92415-0060 ■ (909) 388-5823 ■ Fax (909) 388-5825 ■ www.icema.net



Serving San Bernardino, Inyo, and Mono Counties
Tom Lynch, EMS Administrator
Reza Vaezazizi, MD, Medical Director

DATE: April 17, 2018

TO: EMS Ground Transport Providers - San Bernardino County

FROM: Tom Lynch
EMS Administrator

**SUBJECT: FY 2018-19 AMBULANCE RATE ADJUSTMENT
EFFECTIVE JULY 1, 2018 - JUNE 30, 2019**

In conformance with the "ICEMA Ground Based Ambulance Rate Setting Policy - San Bernardino County" Reference #5080 approved by the ICEMA Governing Board on May 8, 2012, the following represents ambulance rate adjustments effective July 1, 2018. The attached "Ground Ambulance Service Rate Definitions" will be utilized in the application of the rates.

Ambulance Rate Components	Base Rate FY 2017-18		Increase CPI + County Comparison		Final Rate FY 2018-19	
	Urban Operating Areas	Rural/ Wilderness Operating Areas	Urban Operating Areas	Rural/ Wilderness Operating Areas	Urban Operating Areas	Rural/ Wilderness Operating Areas
Advanced Life Support (ALS) Base Rate (All Inclusive)	\$1,520.04	\$1,672.04	\$59.40	\$65.34	\$1,579.44	\$1,737.38
Basic Life Support (BLS) Rate	\$957.62	\$1,053.39	\$87.18	\$95.89	\$995.04	\$1,094.56
Emergency Fee	\$268.16	\$294.99	\$10.48	\$11.53	\$278.64	\$306.52
Oxygen	\$166.33	\$182.95	\$6.50	\$7.15	\$172.83	\$190.10
Night Charge	\$192.00	\$211.23	\$7.50	\$8.25	\$199.50	\$219.48
Critical Care Transport	\$1,801.69	\$1,981.85	\$70.41	\$77.45	\$1,872.10	\$2,059.30
Mileage (per mile or fraction thereof)	\$28.21	\$28.21	\$1.10	\$1.10	\$29.31	\$29.31
Wait Time	\$50.36	\$50.36	\$1.97	\$1.97	\$52.33	\$52.33
EKG	\$114.50	\$114.50	\$4.47	\$4.47	\$118.97	\$118.97

If you have any questions regarding the policy and associated rate calculations, please contact me at (909) 388-5823 or via e-mail at tom.lynch@cao.sbcounty.gov or George Stone, Program Coordinator, at (909) 388-5807 or via e-mail at george.stone@cao.sbcounty.gov.

TL/GS/mae

Attachment

c: File Copy

BOARD OF DIRECTORS

Robert A. Lovingood
Chairman
First District

Jan Rutherford
Second District

James Ramos
Third District

Curt Hagman
Vice Chairman
Fourth District

Josie Gonzales
Fifth District

Gary McBride
Chief Executive Officer

Ground Ambulance Service Rate Definitions
San Bernardino County
Effective July 1, 2017

NOTE: Rates are allowable only upon transport of a patient.

BLS All Inclusive Base Rate:

1. When an EMT staffed ambulance responds to a call; or
2. When an advanced life support (ALS) or limited advanced life support (LALS) staffed ambulance responds to a scheduled call when not requested and/or ALS or LALS intervention is not provided.

ALS All Inclusive Base Rate:

Any response of an approved ALS (paramedic) or LALS (AEMT) transport provider to a request for service. This charge will include, but not necessarily be limited to, the provision of the following:

1. An authorized ALS or LALS staffed and equipped ambulance response.
2. Care modalities including cardiac monitoring, telemetry, IV administration, drug administration, defibrillation, blood draw, wound dressing, splinting and disposable first aid and medical supplies related to such care and treatment.

Emergency:

Applies to BLS All Inclusive Base Rate when a BLS scheduled response is upgraded to emergency status either in response or during transport. **This charge is included in the ALS All Inclusive Rate and cannot be charged in addition to the ALS All Inclusive Rate.**

ECG Monitoring:

Applies when ECG Monitoring is performed as per protocol or base hospital order. **This charge is included in the ALS All Inclusive Base Rate and cannot be charged in addition to the ALS All Inclusive Base Rate.** In most cases, this charge is broken out as a line item for Medi-Cal which does not recognize the charge in the ALS All Inclusive Base Rate.

EMS Aircraft - Appropriate fee for service:

EMS ground transportation providers may charge All Inclusive Base Rate when;

1. Ambulance personnel and/or equipment are directly involved in patient care prior to the transport and transfer of patient(s) to EMS aircraft.
2. Provider's supplies and/or procedures are utilized at rate specified in current San Bernardino County ambulance rates.
3. Approved mileage rate from point of transport by ground ambulance to transfer site to EMS aircraft.

Mileage:

Applies for each patient mile or fraction thereof from point of pick-up to destination.

Night:

Applies for services provided between the hours 1900 and 0659, military time.

Oxygen:

Applies for services provided whenever oxygen is administered. This charge is inclusive of material such as tubing, masks, etc., which may be used for the administration of oxygen.

Wait Time:

Applies to scheduled calls and is charged per 15 minutes of waiting time, or portion thereof, after the first 15-minute period lapse occurs when an ambulance must wait for a patient at the request of the person/organization hiring the service. This rate is not contractual “stand-by” charge rate for special events.

Specialty Care Transport:

Applies to transportation provider’s medical personnel at a level not in a paramedic’s scope of practice; or utilization of specialized equipment or specialized vehicle, based upon patient’s needs. Examples of Specialty Care Transport may include Neonatal incubator and/or team transport, Bariatric unit transport, high-risk maternal team transport, ALS Respiratory Therapist transport or other licensed medical personnel.

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: May 16, 2018

TO: Board of Directors

FROM: Joan Eaton, Board Secretary/Administration Supervisor/Treasurer
Ryan Gross, General Manager

SUBJECT: CONSIDER ACCEPTING PROPOSAL FOR FISCAL YEAR
2017/18 FINANCIAL AUDIT SERVICES

RECOMMENDATION

It is recommended that the Board of Directors consider approving the attached proposal for Fiscal Year 2017/18 financial audit services.

REASON FOR RECOMMENDATION

To conduct the District's Fiscal Year 2017/18 financial audit.

BACKGROUND INFORMATION

Van Lant & Fankhanel (VLF) has conducted the District's last fiscal year audit. The principals of VLF have also worked on the District's last four fiscal year audits. A copy of VLF's proposal is attached.

FISCAL INFORMATION

VLF has proposed a fee of \$22,500 which is the same fee as last year.

ATTACHMENTS

Attachment 1 – VLF Proposal

March 5, 2018

Board of Directors and Management
Running Springs Water District
31242 Hilltop Blvd.
Running Springs, California 92382

We are pleased to confirm our understanding of the services we are to provide Running Springs Water District (District) for the year ending June 30, 2018. We will audit the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the District as of and for the year ending June 30, 2018. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Pension Related Schedules
- 3) Budgetary Schedules

We have also been engaged to report on supplementary information other than RSI that accompanies District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole.

- 1) Combining Statements

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information

- 1) Transmittal Letter and Other Introductory Section Information

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of District's financial statements. Our report will be addressed to Management and the Board of Directors of the District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We will also provide a report on agreed upon procedures performed on the District's calculation of its annual appropriations limit as required by Article XIII B of the California State Constitution. We will perform the procedures in the Article XIII B Appropriations Limit Uniform Guidelines as published by the League of California Cities. This report will include a statement that the report is intended solely for the information and use of management, District Board and specific legislative or regulatory bodies and is not intended to be and should not be used by anyone other than these specified parties.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our

responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of the District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedures or take any action that would be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles, as applicable. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Van Lant & Fankhanel, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State of California or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Van

Lant & Fankhanel, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the regulators. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in July/August of 2018 and to issue our reports no later than November 2018. Brett Van Lant is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be \$22,500, plus an additional \$2,500 if a single audit is required (same as prior year). These fees are based on the current audit scope, and the assumption the single audit will include no more than one major program. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended through the date of termination.

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

VAN LANT & FANKHANEL LLP



Brett Van Lant
Certified Public Accountant

RESPONSE:

This letter correctly sets forth the understanding of Running Springs Water District.

Management signature:

Title:

Date:

RUNNING SPRINGS WATER DISTRICT**MEMORANDUM**

DATE: May 16, 2018

TO: Board of Directors

FROM: Randy Bobroff, Water Division Supervisor
Ryan Gross, General Manager

SUBJECT: CONSIDER AUTHORIZING EXPENDITURE FOR AUTOMATIC
METER READING TECHNOLOGY UPGRADE PROJECT

RECOMMENDATION

It is recommended that the Board of Directors consider authorizing staff to proceed with the Automatic Meter Reading (AMR) Technology Upgrade Project and authorize the General Manager to purchase the required materials and execute a construction contract/agreement not to exceed \$800,000.

REASON FOR RECOMMENDATION

The AMR project was discussed at the Budget Workshop and staff is ready to proceed. The State Water Board Funding Agreement has been approved and executed as of May 1, 2018.

BACKGROUND INFORMATION

In 2016 the District received price quotes from several AMR vendors and determined that the Zenner proposal was the most beneficial to the District. The AMR Project will allow the District to automatically read water meters through a radio telemetry system and eliminate the need to manually read. The new AMR system will also allow for all water meters to be monitored daily for leak activity and consumption and eliminate the need for any averaging in the winter months.

In December 2016, the Board of Directors adopted Resolution 17-16, authorizing the General Manager to apply for a financing agreement from the State Water Resources Control Board (SWRCB) for the AMR Technology Upgrade Project.

On May 1, 2018, the District was notified that the SWRCB Construction Installment Sale Agreement No. D17-01028 (Funding Agreement) was executed by the Deputy Director of the SWRCB. The Funding Agreement includes up to \$800,000 in funding with \$400,000 in principal forgiveness for the AMR Project.

FISCAL INFORMATION

The District will be reimbursed for up to \$800,000 for the project costs by the SWRCB. One year after completion of construction, \$400,000 of the principal will be forgiven and debt service payments will begin on the \$400,000 loan with an interest rate of 1.8% for 20 years. Based on a final loan amount of \$400,000 the annual debt service payments would be approximately \$24,000.

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: May 16, 2017

TO: Board of Directors

FROM: George Corley, Fire Chief
Ryan Gross, General Manager

SUBJECT: CONSIDER AUTHORIZING PURCHASE OF EQUIPMENT TO
OUTFIT NEW FIRE CHIEF STAFF VEHICLE

RECOMMENDED BOARD ACTION

It is recommended that the Board of Directors authorize staff to purchase equipment necessary to outfit the new 2017 Ford F250 Command Vehicle including camper shell (commercial unit), slide out bed, command box (red lights, flashers/strobes lights, siren, radios, fabrication of rear box and console box in an amount not to exceed \$12,000.

REASON FOR RECOMMENDATION

To complete the outfitting of the Fire Chief Command Vehicle.

BACKGROUND INFORMATION

On November 15, 2017, the Board of Directors authorized the purchase of a 2017 Ford F250 pickup truck to replace the 2000 Dodge Durango as the Fire Chief Command Vehicle in the amount of \$52,222. The 2000 Dodge Durango has over 147,000 miles and has reached the end of its useful life and is scheduled for replacement.

FISCAL INFORMATION

Attached are quotes for items needed to be purchased. Additional quotes are being requested for outfitting. If approved the purchase will be funded from the Fire Department Equipment Replacement Reserve Fund which has a balance of \$12,188.

The cost for the 2017 Ford F250 diesel truck was \$44,029. The cost to complete the outfitting of the vehicle is \$10,807 above the original approved amount of \$52,222 for a total of \$63,029 if additional bids that are requested don't reduce cost.

ATTACHMENTS

Attachment 1 – Price Quotes



Fuller Truck Accessories-Riverside
 7825 INDIANA AVENUE
 RIVERSIDE CA 92504
 951-689-4267 FAX# 951-509-2628
 CAGE# 55BB3 DUNS# 131926750
 www.fullertruck.com

Estimate E 2097
 Date //
 Date Open 04/18/2018

Sold To : 867-2630 909

Ship To :

RUNNING SPRINGS FIRE DEPT
 32151 HUNSAKER WAY

 RUNNING SPRINGS CA 92382

Written By AUBREY	Terms EST	Time 14:55:36	Customer Po #	Ref To GEORGE	Ref Phone CORLEY	Ship Via
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Unit #	Plate #	Year 2018	Make F-250 SHORT B	Model	Mileage/Hrs 0/0,0	VIN	Engine
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Qty	Description	Price	Amount
1.000	WOR A.R.E. CX SHELL 2018 F-250 SHORT BED WHITE TILT DOWN FRONT SLIDER HEADLINER ALU PANEL WINDOORS W/ T-HANLDES TO MATCH REAR DOOR LIGHT OPT #9 DOME LIGHT W/ 2 LED LIGHT STRIPS AND PROP SWITCH	2535.00	2535.00
1.000	WOR LABOR CARGO GLIDE 2200XL - 100% EXT NOTE: QUOTE FOR GEORGE CORLEY 909-633-8322 - G.CORLEY@RUNNINGSRINGSF.D.ORG LEAD TIME IS 7 WEEKS	2692.00	2692.00 160.00

Parts..... 5227.00
 Labor..... 160.00

REMEMBER CHECK INSTALLATION HARDWARE EVERY 3 MONTHS. ALL GUARANTEEES ARE BY THE MANUFACTURER. DUE TO THE NUMBER OF VARIANCES, EXACT COLOR MATCH IS NOT GUARANTEED. MERCHANDISE NOT PICKED UP WITHIN 30 DAYS OF NOTIFICATION BECOMES THE PROPERTY OF FULLER TRUCK ACCESSORIES. RETURNS SUBJECT TO A 20% RESTOCK FEE. NO RETURNS ON SPECIAL ORDERS. FULLER TRUCK IS NOT RESPONSIBLE FOR PAINT DAMAGE CAUSED BY PRODUCT. THANK YOU FOR YOUR BUSINESS.

We want to thank you for your business and we look forward to seeing you again.

Sub Total 5387.00
 Sales Tax.... 457.36

Authorized By

TOTAL 5844.36

5/9/2018
Store: 1

Sales Order #10654
Ordered: 5/9/2018
Associate: Rachel.Cruz
Page 1



So Cal Truck Accessories & Equipment

10460 Mission Gorge Rd
Santee, CA 92071
www.socaltruck.com
(619)749-0742

Bill To: RUNNING SPRINGS FIRE DEPT
RUNNING SPRINGS FIRE DEPT
909-867-2630

INSTRUCTIONS: 2018 FORD F250 SHORTBED
CONTACT- GEORGE CORLEY
Order Status: Quote

Item Name	Item Description	Qty	Sold	Due	Price	Ext Price	Tax
3350WMSD	WORKMATE 26" FORD SD ALUMINUM CAMPER SHELL W/SIDE ACCESS DOORS, HD LOCKS, 1/2 REAR DOOR LIF	1	0	1	\$1,409.00	\$1,409.00	T
SOFS	FRONT SLIDER ON SHELL	1	0	1	\$69.00	\$69.00	T
335RDC	REAR DOUBLE CARGO DOOR FOR WORKMATE SHELL LIF	1	0	1	\$279.00	\$279.00	T
335RDW	BAY WINDOW PAIR FOR REAR CARGO DOUBLE DOOR FOR WORKMATE SHELL LIF	1	0	1	\$99.00	\$99.00	T
335SSTB	SIDE STANDARD SIZE TOOLBOX W/ SHELVEING OPTION# 2/ PER SIDE	2	0	2	\$188.00	\$376.00	T
335IHLWUCD	WORKMATE SHELL HEADLINER INTERIOR COMPLETE UNIT W/DOUBLE DOORS	1	0	1	\$269.00	\$269.00	T
335I12V	WORKMATE 12V INTERIOR DOME LIGHT LIF	1	0	1	\$39.00	\$39.00	T
LABOR	LABOR CHARGE- INSTALL CAMPER SHELL	2	0	2	\$95.00	\$190.00	N
Total Qty Ordered:		10	0	10			

Percent Unfilled: 100

Local Sales Tax	Subtotal:	\$2,730.00
	7.75 % Tax:	+\$196.85
	TOTAL:	\$2,926.85
	Deposit Balance:	\$0.00
	Balance Due:	\$2,926.85

35% deposit required on special orders. No refunds on special orders. Returned parts must be in original packaging and not installed. Restocking fees may apply. (Quotes valid for 30 days)
Aftermarket products not guranteed against leaks.

x_____

Estimate

Date	Estimate #
5/9/2018	1820

INNOVATIVE EMERGENCY EQUIPMENT
 1616 Marlborough Ave. #S-1
 Riverside, CA 92507
 (951)222-2270

Name / Address
RUNNING SPRINGS FIRE

Project

Item	Description	Qty	Rate	Total
75 PER HOUR	LABOR 75.00 PER HOUR TO INSTALL THE FOLLOWING INCLUDING CUSTOMER SUPPLIED RADIOS	37	75.00	2,775.00T
IW2RRRR	FRONT: LIBERTY II WC 54' R/R/R/R	1	1,790.10	1,790.10T
WION-R	WIDE ANGLE ION (RED) GRILL LIGHTS	2	117.00	234.00T
INNOVATIVE	CUSTOM GRILL LIGHT BRACKETS	2	14.50	29.00T
SA315P	SA315P SPEAKER, BLACK PLASTIC; 123dB NYLON COMPOSITE INCLUDES BRACKET	1	188.50	188.50T
UHF2150A.	HEADLIGHT/GRILL FLASHER	1	55.38	55.38T
TLIR	SIDES: ION T-SERIES LINEAR LT RED	2	72.80	145.60T
UHF2150A.	REAR: HEADLIGHT/GRILL FLASHER	1	55.38	55.38T
TAZ86	TAZ86 8X LINZ6 TRAFFIC ADVISOR;Eight Lamp LINZ6™ Super-LED® Traffic Advisor™, 30.36" Long	1	685.33	685.33T
CCSRN5	INTERIOR: New! Amplifier Control Module with CANport™ OBDII Interface Module	1	915.20	915.20T
INV-WDB-CONSOLE	CUSTOM WIDE BODY CONSOLE W/CUPHOLDERS, AND FILE BOX, W/BK HT HOLDERS, ARM REST	1	585.00	585.00T
INNOVATIVE	UNDER SEAT ELECTRONIC TRAY WITH BOARD	1	244.30	244.30T
INV-CMD-CU	20' TALL X 30'WIDE X 32' DEEP PULLOUT COMMAND BOX, WITH 1 PENDEFLEX DRAWER, 1 MISC. DRAWER, AND TOP MAP DRAWER WITH INCLUDED WHITE BOARD. INCLUDED LINEX COATING, 500# SLIDES, THREE CAM-LOCK NON-LOCKING 'T HANDLES (LOCKING AVAILABLE). WHITE BOARD UTILIZES TWO 30# GAS SHOCKS FOR UP POSITION.	1	3,052.50	3,052.50T
		Subtotal		
		Sales Tax (7.75%)		
		Total		

Estimate

Date	Estimate #
5/9/2018	1820

INNOVATIVE EMERGENCY EQUIPMENT
 1616 Marlborough Ave. #S-1
 Riverside, CA 92507
 (951)222-2270

Name / Address
RUNNING SPRINGS FIRE

Project

Item	Description	Qty	Rate	Total
6001. INV-Z3 HARNESS 5026B-RSO 4906. JOB MATERIALS	MISC:			
	POWER TAMER -TOP HAT	1	162.51	162.51T
	CUSTOM WIRE HARNESS FOR WHELEN CONTROLLER	1	331.50	331.50T
	12 POSITION MARINE FUSE BLOCK W/ NEGATIVE BUS AND COVER	2	30.87	61.74T
	HI-AMP BUSSMAN CIRCUIT BREAKER 150 AMP	1	29.85	29.85T
MISC. PARTS, WIRE, ZIP TIES, CLAMPS, FASTENERS, SPLIT LOOM, RELAYS, ETC.	1	120.00	120.00T	
			Subtotal	\$11460.89
			Sales Tax (7.75%)	\$888.22
			Total	\$12,349.11

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: May 16, 2017
TO: Board of Directors
FROM: Ryan Gross, General Manager
SUBJECT: CONSIDER REQUEST FOR USE OF DOWNTOWN PROPERTY

RECOMMENDED BOARD ACTION

It is recommended that the Board of Directors consider a request for use of the District’s downtown property.

REASON FOR RECOMMENDATION

Refer to Attachment 1.

BACKGROUND INFORMATION

On May 9, 2018 the District received an email request from NBC/Universal to utilize the District’s downtown property for transportation equipment storage on Sunday, June 3, 2018 through Tuesday, June 5, 2018 while filming for the Amazon series “Homecoming” takes place at the coffee shop and auto parts store in Running Springs.

If approved by the Board of Directors, the attached draft Right of Entry/Hold Harmless Agreement would be executed and the District would require a certificate of insurance with the Running Springs Water District named as additionally insured.

FISCAL INFORMATION

A \$1,500 donation is proposed to be made to the District.

ATTACHMENTS

Attachment 1 – Email Correspondence
Attachment 2 – Draft Right of Entry/Hold Harmless Agreement

Ryan Gross

From: Joan Eaton
Sent: Wednesday, May 09, 2018 3:01 PM
To: kickinsnarehat
Cc: Ryan Gross
Subject: RE: Parking lot rental - "Home"

Thank you Kyle!

Your request will be included on our May 16, 2018 Board Meeting Agenda for review and consideration.

Best Regards,
-Joan

Joan C. Eaton
Administration Supervisor
Secretary of the Board of Directors
Running Springs Water District
909/867-2766 F 909/867-2828
jeaton@runningspringswd.com

From: kickinsnarehat [mailto:check12kh@gmail.com]
Sent: Wednesday, May 09, 2018 2:52 PM
To: Joan Eaton
Subject: Re: Parking lot rental - "Home"

Hi Joan,

1. Please briefly explain the subject matter of the film.

The series is based on a successful podcast with the same name, Homecoming. It's about soldiers coming home from service and their treatment with PTSD. Here's a link with more details...

<http://deadline.com/2017/07/homecoming-series-julia-roberts-amazon-2-season-order-1202131214/>

2. Will there be any overnight camping on the property and if so, how many guests.

No overnight camping. We will have overnight security posted at the lot to keep eyes on our trailers. The crew will be in various hotels around the area.

3. Please briefly explain the donation to the District that you mentioned.

We'd like to offer 500.00 per day as compensation for the rental. 3 days total at 1500.00 Joan suggested maybe it would go to the fire dept and our producers would love that. That's at your discretion of course.

Please feel free with any other requests you might have. It's still a few weeks away so we should have a good amount of time to address any concerns. Thanks Joan!

From: kickinsnarehat
Sent: Wednesday, May 09, 2018 1:31 PM
To: Joan Eaton
Cc: Michael Chickey
Subject: Parking lot rental - "Home"

Hi Joan,

Great speaking with you. As I mentioned, we are interested in parking our transportation equipment in the lot on Whispering Pines Dr.(wood chip lot where the Farmer's Market is held) starting Sunday June the 3rd and remaining parked there until the evening of Tuesday the 5th. Our equipment would consist of 3-4 actor's trailers, passenger vans, possibly 1-2 working trucks and a generator to power the trailers. I've attached a google overhead to outline the footprint we would have. We would stay off any of the asphalt lots adjacent to us as we understand it is not the WD property. We'll be filming at the diner and autoparts store the 4th and 5th of June and moving to Cedar Glen for the second half of the 5th and the following day also. We would plan to add the location to our certificate of insurance and will add any additionally insured entities that would be required. Have a great day and speak soon!

Best,

Kyle Hollinger

Key Asst. Location Manager

NBC/Universal



**RUNNING SPRINGS WATER DISTRICT
2018 RIGHT OF ENTRY/HOLD HARMLESS AGREEMENT**

This Right of Entry/Hold Harmless Agreement (“Agreement”) is made and entered into as of the 16th day of May, 2018, by and between the Running Springs Water District (“District”) and NBC/Universal (“NBC/Universal”) and is executed in connection with the use of the real property identified as Assessor’s Parcel No. 0295-105-11 (the “Downtown Property”) for the purpose of parking transportation equipment.

In consideration of the use of the Downtown Property, the District and NBC/Universal hereby agree as follows:

1. NBC/Universal and its invitees are authorized to enter the Downtown Property for the purpose of parking transportation equipment on Sunday, June 3, 2018 through the evening of Tuesday, June 5, 2018.

2. NBC/Universal agrees to obtain insurance and insurance endorsements that are satisfactory to the District, naming the District as an additional insured.

3. NBC/Universal shall and does hereby agree to hold harmless and indemnify the District, its officials, officers, employees, contractors, agents and volunteers from any and all claims, demands, suits, causes of action, proceedings, damages, injuries, losses, and liabilities of any kind, whether to persons or property, in law or in equity, resulting from or arising out of or related to the use of the Downtown Property pursuant to this Agreement. NBC/Universal also waives its own rights to claims, demands, suits, causes of action or proceedings that NBC/Universal would or may have resulting from or arising out of or related to the use of the Downtown Property.

4. NBC/Universal agrees that the hold harmless described herein shall apply to damages, losses, costs or expenses which are presently unknown and may arise in the future as a result of the use of the Downtown Property pursuant to this Agreement. NBC/Universal hereby confirms that this hold harmless agreement has been negotiated and agreed upon in light of that, and NBC/Universal hereby expressly waives any and all rights which NBC/Universal may have under California Civil Code section 1542, or under any statute or common law or equitable principle of similar effect.

5. The individual who has signed this Agreement below warrants that he/she has the legal power, right, and authority to execute this Agreement on behalf of NBC/Universal.

RUNNING SPRINGS WATER DISTRICT

NBC/Universal

By: _____
Ryan Gross
General Manger

By: _____

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: May 16, 2017
TO: Board of Directors
FROM: Ryan Gross, General Manager
SUBJECT: CONSIDER AUTHORIZING CHANGE ORDER FOR MAIN OFFICE ROOF REPAIR

RECOMMENDED BOARD ACTION

It is recommended that the Board of Directors consider authorizing a construction contract change order with GM Excavating, Inc. to make improvements to the main office front entry roofing.

REASON FOR RECOMMENDATION

The current roofing over the main office entry leaks, is rotting and in need of modification. There are safety concerns with water leaking onto the entry way concrete and freezing right in front of the entry way door.

BACKGROUND INFORMATION

On March 21, 2018, the Board of Directors approved a construction contract with GM Excavating, Inc. in the amount of \$79,820 for the Fire Station No. 51 Structural Repair Project.

FISCAL INFORMATION

The amount of the proposed change order will be presented at the Board meeting.

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: May 16, 2018

TO: Board of Directors

FROM: Joan Eaton, Administration Division Supervisor
Randy Bobroff, Water Division Supervisor
Ryan Gross, General Manager

THROUGH: Finance Committee

SUBJECT: CONSIDER DRAFT FISCAL YEAR 2018/19 WATER AND
ADMINISTRATION DEPARTMENT BUDGETS

RECOMMENDED BOARD ACTION

Consider providing staff any additional direction on the draft fiscal year 2018/19 Water and Administration Department Budgets.

REASON FOR RECOMMENDATION

Staff has prepared and the Finance Committee has reviewed the draft budgets.

BACKGROUND INFORMATION

On May 2, 2018 the Finance Committee met to review the draft version of the Fiscal Year 2018/19 Water and Administration Budgets.

Staff is providing the attached draft version of these budgets 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 budgets. The Water and Administration Budgets 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 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 Fiscal Year to Date (FYTD) actual figures in the attached draft budget are as of March 31, 2018.**

ATTACHMENTS

Attachment 1 – Draft Fiscal Year 2018/2019 Water and Administration Budget



Administration & Water Division

Fiscal Year 2018/2019

Draft Budget

May 16, 2018

Board of Directors Review

Administration Services Vision: The Running Springs Administration Department will provide exceptional customer service to the community and support services to all District departments in a manner that demonstrates professionalism, utilizing advanced levels of technology.

Administration Division Core Functions & FY 2018/2019 Goals & Objectives

Core Functions	Fiscal Year 2018/2019 Goals & Objectives
General Administration	
Administrative Costs (District-Wide) <ul style="list-style-type: none"> • Administrative Support to all Divisions • Professional Services (Engineering & Financial Consultants, Legal Counsel) • Automated Data Processing (Payroll) • Public Notices • Copiers/Phone/Postage/Equipment Lease & Purchase • Insurance/Property Liability/Workers Comp • Computer Technical Support • Office Supplies & Materials/Furniture & Equipment • Printing & Publications • Memberships & Subscription • Office Utilities & Janitorial Service Legal Compliance Staffing Plans Manage Consultants Project Coordination	<ul style="list-style-type: none"> • Review & Update District Policies • Develop & Maintain Short & Long Range Plans • Obtain Funds to Support Plans • Evaluate Outside Funding & Grant Options
Board Administration	
<ul style="list-style-type: none"> • Public Records Act Requests • Board Meeting Administration • Form 700 Statements of Economic Interest • Maintain Resolutions, Ordinances & Minutes • Registrar of Voters/Board Election Coordination 	<ul style="list-style-type: none"> • Records Management/Retention Program • Implement & Enforce Board Policy • Recommend New Policies & Procedures • Records Retention Implementation
Customer Service	
<ul style="list-style-type: none"> • Customer Relations • Customer Correspondence • Customer Payments • Billing • Accounts Payable • Accounts Receivable • Customer Account Analysis 	<ul style="list-style-type: none"> • Continue to Improve Customer Service • Cross Training Staff • Refine & Document all Administration Procedures • Records Retention Implementation • Implement AMR Project

Administration Division Core Functions & FY 2018/2019 Goals & Objectives (continued)

Core Functions	Fiscal Year 2018/2019 Goals & Objectives
Public Outreach & Information	
<ul style="list-style-type: none"> • Provide Public Outreach Support to all Divisions • Design/Distribution of Public Outreach • Materials/District Newsletters • District Representation at Community Events 	<ul style="list-style-type: none"> • Fine Tune District Website • Inform Customers on District Core Functions
Budget & Finance	
<ul style="list-style-type: none"> • Prepare Annual Budget • Annual Financial Audit • Payroll Processing • Accounts Payable • Accounts Receivable • Investment & Fund Balance Administration • Availability/Standby Charges to Tax Roll • Maintain General Ledger • Billing • Cash Management & Projections • Financial Reporting & Analysis 	<ul style="list-style-type: none"> • Improve Financial Reporting Capabilities • Continue to Explore Investment Options • Refine Budget & Investment Policies • Recommend/Develop Policies & Procedures • Records Retention Implementation • Refine allocation of Administrative Costs
Personnel & Risk Management	
<ul style="list-style-type: none"> • Human Resources • Succession Planning • Benefits Administration • Medical Reimbursement Administration • Health/Life/Disability Insurance Admin. • Property & Liability Insurance Admin. • Workers Compensation Administration • CalPERS (Pension Administration) • Risk Management & Loss Control • Employee Recruitment & Retention • Employee Development, Orientation & Training • Employee & Labor Relations 	<ul style="list-style-type: none"> • Continue to Administer Employee/Labor Relations & Benefits • Records Retention Implementation
Information Technology	
<ul style="list-style-type: none"> • Administer Computer Support Services 	<ul style="list-style-type: none"> • Continue to Administer Support Services/Liaison for Computer Technical Issues and Upgrades

Water Services Vision: The Running Springs Water Division will provide excellent water quality that consistently meets or exceeds regulatory and customer requirements and water quantity that recognizes the limited availability of supply in our area yet satisfies the essential needs of our customers.

Water 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 safe & reliable water supplies • Operation & Maintenance (O&M) of over 43 miles of water pipelines • Manage security in the distribution system • Public health protection • Maintain a good relationship with customers & employees • Operate efficiently & meet customer expectations • Technical advice & training of system operators • Day to day management of the system • Reporting to State & Local regulatory agencies 	<ul style="list-style-type: none"> • Improve safety & emergency response programs • Manage backflow prevention & cross connection program for 60 devices • Access source & storage facilities to meet today's standards • Reduce power for pumping costs
Regulatory Compliance	
<ul style="list-style-type: none"> • Monitor State Health regulatory requirements • Monitor South Coast Air Quality Management District (AQMD) requirements • Monitor Certified Unified Program Agency (CUPA) requirements • Monitor disinfection, treatment, sampling & lab analysis • Update, revise & review safety practices & programs within the District 	<ul style="list-style-type: none"> • Continue monitoring updates & requirements from State & Local regulatory agencies to maintain compliance in the District
Repair & Maintenance	
<ul style="list-style-type: none"> • Preventative maintenance of water system • Annual valve maintenance • Leak detection program & repairs • Service orders, closing reads, collections, repairs & investigating customer complaints • Annual dead end main flushing program • Conduct weekly distribution sampling 	<ul style="list-style-type: none"> • Review emergency response program • Replace old steel mains • Underground Service Alert (USA) • Complete Automatic Meter Reading (AMR) project

Water Division Core Functions & FY 2018/2019 Goals & Objectives (continued)

Core Functions	Fiscal Year 2018/2019 Goals & Objectives
Groundwater Wells	
<ul style="list-style-type: none"> • O&M of 11 vertical & 16 horizontal groundwater wells • O&M of 5 remote treatment plants • Monitor well head protection • Monitor source water protection plan • Conduct weekly sampling of sources 	<ul style="list-style-type: none"> • Continue researching sources for future water well development
Pump Stations & Storage Tanks	
<ul style="list-style-type: none"> • O&M of 8 booster pump stations • O&M of 11 water storage tanks • O&M of 5 fore bays & 2 hydro-pneumatic systems • O&M of 3 standby generators 	<ul style="list-style-type: none"> • Annual inspection & cleaning of a minimum of two water storage tanks • Improve security, safety & access to storage tanks • Installation of fire flow valve in Rimwood • Replace Nob Hill Hydro System
SCADA System	
<ul style="list-style-type: none"> • O&M of Supervisory Control & Data Acquisition (SCADA) system for remote management of storage tanks & pump stations 	<ul style="list-style-type: none"> • Upgrade system to include remote controlled fire flow valves at Rimwood Booster Station, Enchanted Forest Tank & Booster station #9
Vehicle Maintenance	
<ul style="list-style-type: none"> • Maintain safe operating vehicles for all weather conditions • O&M of snow cat & backhoe • O&M of main office generator & portable emergency generator 	<ul style="list-style-type: none"> • Continue current maintenance schedule
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

Running Springs Water District - Water Fund Projection (4/30/2018)

		6.0%	5.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Revenue Increase %		6.0%	5.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Expense Increase %		2.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%
Description	3/31/2018 YTD	2018	2019	2020	2021	2022	2023	2024	2025
Monthly Service Charges	830,045	1,105,050	1,156,213	1,156,213	1,156,213	1,156,213	1,156,213	1,156,213	1,156,213
Usage	587,092	752,748	817,936	817,936	817,936	817,936	817,936	817,936	817,936
IR&R	50,646	66,326	66,484	66,484	66,484	66,484	66,484	66,484	66,484
Other Revenue	93,251	151,832	182,884	182,884	182,884	182,884	182,884	182,884	182,884
Revenue	1,561,033	2,075,956	2,223,517	2,223,517	2,223,517	2,223,517	2,223,517	2,223,517	2,223,517
Expense	(1,185,210)	(1,585,382)	(1,610,139)	(1,674,545)	(1,741,526)	(1,811,187)	(1,883,635)	(1,958,980)	(2,037,339)
Depreciation	(181,352)	(240,456)	(225,036)	(310,971)	(320,080)	(329,554)	(339,407)	(349,654)	(360,311)
Change in Net Assets	194,472	250,118	388,342	238,002	161,910	82,775	475	(85,117)	(174,133)
Beginning Cash		628,274	1,008,531	1,214,572	1,240,776	1,247,781	1,082,837	1,243,085	1,325,550
Depreciation - Non Cash		240,456	225,036	310,971	320,080	329,554	339,407	349,654	360,311
Capital Expenditure	(53,371)	(60,000)	(338,500)	(450,000)	(400,000)	(500,000)	(100,000)	(100,000)	(100,000)
Capital Expenditure - AMR			(800,000)						
Proceeds from capital debt - AMR Loan			800,000						
Principal paid on capital debt	(50,318)	(50,318)	(68,836)	(72,769)	(74,986)	(77,273)	(79,634)	(82,071)	(18,690)
Ending Cash	858,224	1,008,531	1,214,572	1,240,776	1,247,781	1,082,837	1,243,085	1,325,550	1,393,037
Water Capital Improvement Project Reserve	156,807	409,347	583,137	587,871	572,549	384,385	520,484	577,834	619,202
Water System Connection & Capacity Charges	5,382	5,382	5,382	5,382	5,382	5,382	5,382	5,382	5,382
Water IR&R Reserve (MFC & CWSRF Debt Reserve)	65,341	65,341	89,341	89,341	89,341	89,341	89,341	89,341	89,341
Water Operating Reserve (Fully Funded)	630,695	528,461	536,713	558,182	580,509	603,729	627,878	652,993	679,113
Total Reserve Funds	858,224	1,008,531	1,214,572	1,240,776	1,247,781	1,082,837	1,243,085	1,325,550	1,393,037
Operating Reserve:									
Water Operating Reserve (Fully Funded)	630,695	528,461	536,713	558,182	580,509	603,729	627,878	652,993	679,113
Recommended Operating Reserve Fund Target (4 Months Operating Expenses)	630,695	528,461	536,713	558,182	580,509	603,729	627,878	652,993	679,113
Operating Reserve Surplus / (Shortfall)	-	-	-	-	-	-	-	-	-

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

REVENUE AND EXPENSE SUMMARY

	Budgeted 2018-2019		Budgeted 2017-2018	% Change
OPERATING REVENUES:				
Monthly Fixed Water Service Charges	\$1,156,213		\$1,105,050	
Metered Water Sales (17.44 MCF x \$.0469)	\$817,936		\$752,748	
Meter Turn-on & Shut-off Charges	\$17,000		\$17,000	
Delinquent Charges & Service Fees	\$40,000		\$40,000	
Total Operating Revenue:	\$2,031,149		\$1,914,798	6%
OPERATING EXPENSES:				
Personnel Expense	\$1,184,352		\$1,150,546	
Operations & Maintenance	\$570,790		\$569,316	
Administrative Expense Reimbursements (4% of WW & FD Operating Expenses)	(\$158,300)		(\$149,503)	
Depreciation Expense (Refer to Page 29 & FY 18/19 Depreciation Schedule)	\$225,036		\$240,456	
Total Operating Expenses:	\$1,821,878		\$1,810,815	1%
NET OPERATING INCOME:	\$209,271		\$103,983	
NON-OPERATING REVENUE:				
Water Service Standby/Availability Charges	\$46,150		\$46,150	
Connection & Capacity Charges	\$37,674		\$10,764	
Interest Income	\$6,000		\$2,000	
Miscellaneous Income	\$25,000		\$25,000	
San Bernardino County Library Leasing Revenue	\$11,060		\$10,918	
Infrastructure Repair & Replacement Charges (\$1.88/Month/Customer)	\$66,484		\$66,326	
Total Non-Operating Revenue:	\$192,368		\$161,158	19%
NON-OPERATING EXPENSES:				
Interest Expense on Long Term Debt (Groundwater Well Loan)	\$13,297		\$15,023	
Total Non-Operating Expenses:	\$13,297		\$15,023	
CHANGE IN NET POSITION (NET INCOME):	\$388,342		\$250,119	
TOTAL WATER REVENUES:				
	\$2,223,518		\$2,075,956	7%
TOTAL WATER EXPENSES:				
	\$1,835,175		\$1,825,838	1%
NET INCOME:	\$388,342		\$250,119	
CASH CONSIDERATIONS:				
Net Income	\$388,342		\$250,119	
Depreciation Expense	\$225,036		\$240,456	
Groundwater Well Loan Principal Payment to Municipal Finance Corporation	(\$52,043)		(\$50,318)	
Capital Projects & Fixed Assets	(\$388,500)		(\$20,500)	
CHANGE IN CASH BALANCE:	\$172,835		\$419,757	

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

OPERATION AND MAINTENANCE ACCOUNTS

PERSONNEL EXPENSE

ACCOUNT NUMBER	DESCRIPTION	REQUESTED THIS YEAR	APPROVED LAST YEAR	% CHANGE	DETAIL PAGE #
200-50100	Salaries & Wages (Water)	\$467,996	\$466,016	0%	4
200-50100	Salaries & Wages (Admin)	\$345,904	\$328,118	5%	5
200-50120	Medicare Tax (FICA)	\$11,802	\$11,515	2%	6
200-50130	Workers Comp Insurance	\$21,136	\$14,150	49%	7
200-50140	Group Insurance	\$97,254	\$95,181	2%	8
200-50150	CalPERS Retirement	\$238,411	\$233,716	2%	9
200-50160	Uniforms	\$1,850	\$1,850	0%	10
PERSONNEL EXPENSE SUB-TOTAL:		\$1,184,352	\$1,150,546	3%	

SERVICES & SUPPLIES ACCOUNTS

ACCOUNT NUMBER	DESCRIPTION	REQUESTED THIS YEAR	APPROVED LAST YEAR	% CHANGE	DETAIL PAGE #
200-52300	Community Relations	\$2,500	\$2,450	2%	11
200-53120	Director's Compensation	\$8,000	\$8,550	-6%	12
200-53200	Education & Seminars	\$3,000	\$3,000	0%	13
200-54100	Fuel & Oil	\$8,833	\$8,570	3%	14
200-54300	Property/Liability Insurance	\$24,841	\$23,435	6%	15
200-56100	Memberships & Subscriptions	\$6,730	\$6,860	-2%	16
200-56150	Miscellaneous Supplies, Tools & Expenses	\$4,745	\$4,736	0%	17
200-57100	Fees & Permits	\$22,390	\$23,526	-5%	18
200-57140	Professional Services	\$100,375	\$69,150	45%	19
200-57312	Repair/Maintenance (Fuel Storage Tanks)	\$500	\$500	0%	20
200-57313	Repair & Maintenance (Main Office)	\$11,420	\$17,445	-35%	21
200-57314	Repair & Maintenance (Water System)	\$21,450	\$29,746	-28%	22
200-57440	Office Supplies & Expenses	\$36,529	\$38,935	-6%	23
200-58250	Utilities (Telephone, Heat & Lights)	\$13,230	\$14,052	-6%	24
200-58253	Utilities (Electricity)	\$73,800	\$72,450	2%	25
200-58300	Vehicle & Equipment Repair & Maintenance	\$6,600	\$6,600	0%	26
200-59100	Purchased Water	\$200,000	\$202,780	-1%	27
200-59200	Water Quality Testing	\$25,848	\$36,531	-29%	28
SERVICES & SUPPLIES SUB-TOTAL:		\$570,790	\$569,316	0%	
TOTAL OPERATING EXPENSES:		\$1,755,142	\$1,719,862	2%	

RUNNING SPRINGS WATER DISTRICT WATER & ADMIN DEPARTMENT FISCAL YEAR 2018/2019 BUDGET

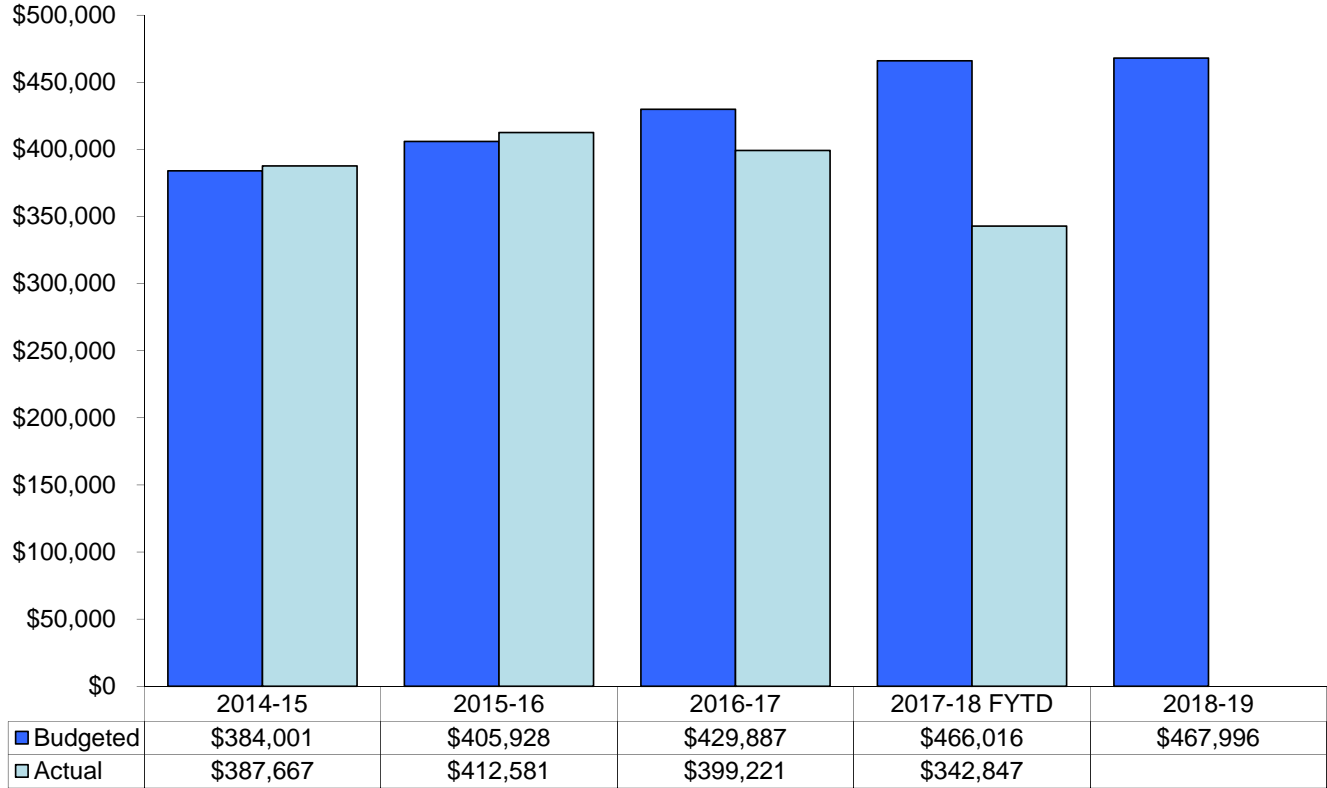
CAPITAL IMPROVEMENT ACCOUNTS

ACCOUNT NUMBER	DESCRIPTION	REQUESTED THIS YEAR	PRIOR YEAR BUDGETED		DETAIL PAGE #
200-13000	Water Department Inventory	\$7,500	\$7,500		29
200-16400	Water & Admin Facilities - CIP	\$381,000	\$13,000		29
TOTAL CAPITAL IMPROVEMENTS:		\$388,500	\$20,500		

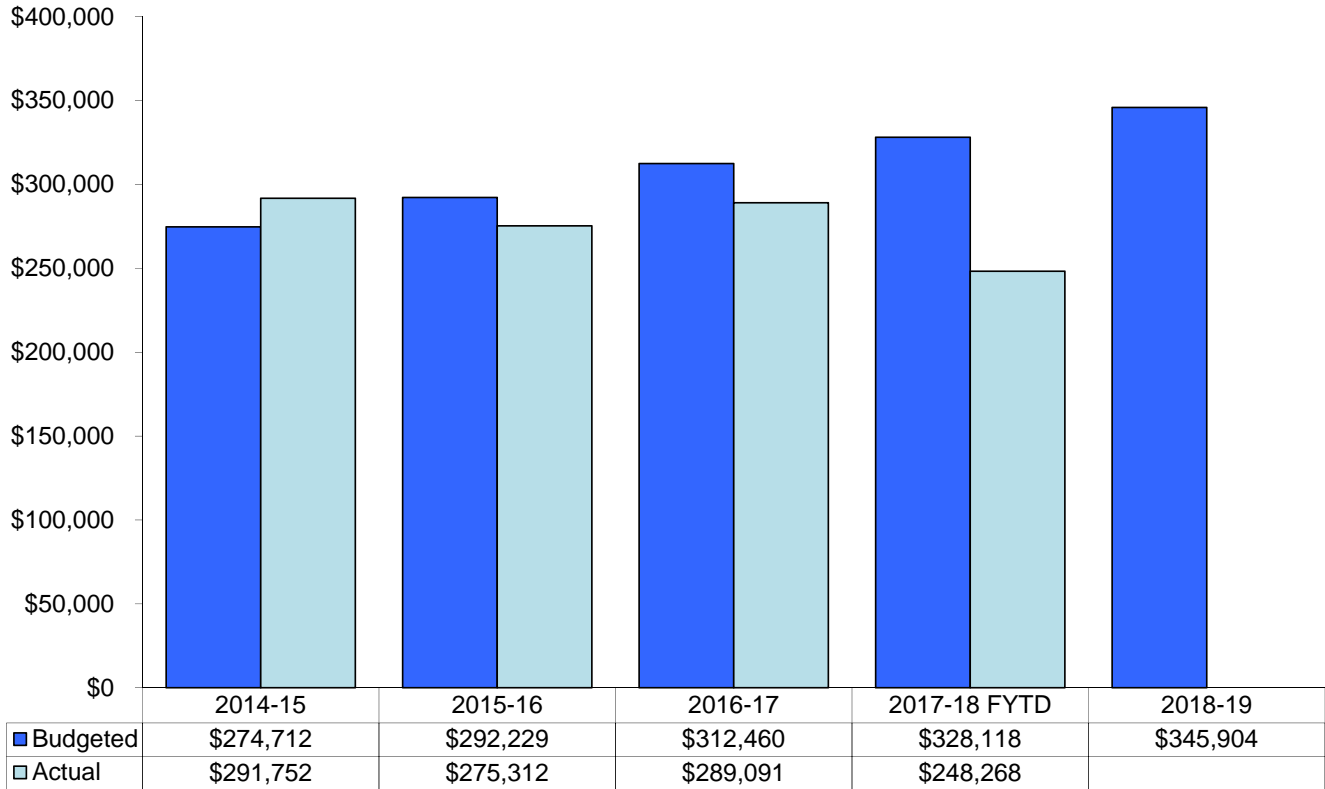
RESTRICTED, DESIGNATED & RESERVE FUNDS

ACCOUNT NUMBER	DESCRIPTION		4/30/18 FUND BALANCE
	Water Operating Reserve Target =	\$532,281	\$679,258
	Water Capital Improvement Reserve Fund		\$156,807
609-27100	Assessment District No. 9 Construction Funds	Restricted	\$33,126
610-10000	Assessment District No. 10 Construction Funds	Restricted	\$26,421
610-10000	Assessment District No. 10 O&M Funds	Restricted	\$105,291
610-10000	Assessment District No. 10 Bond Reserve Funds	Restricted	\$112,131
220-72100	Water Facility Capacity Fees & Charges	Restricted	\$5,382
200-75600	Water Infrastructure R&R Reserve	AA Debt Reserve	\$65,341
TOTAL DESIGNATED RESERVE FUND BALANCE:			\$1,183,757

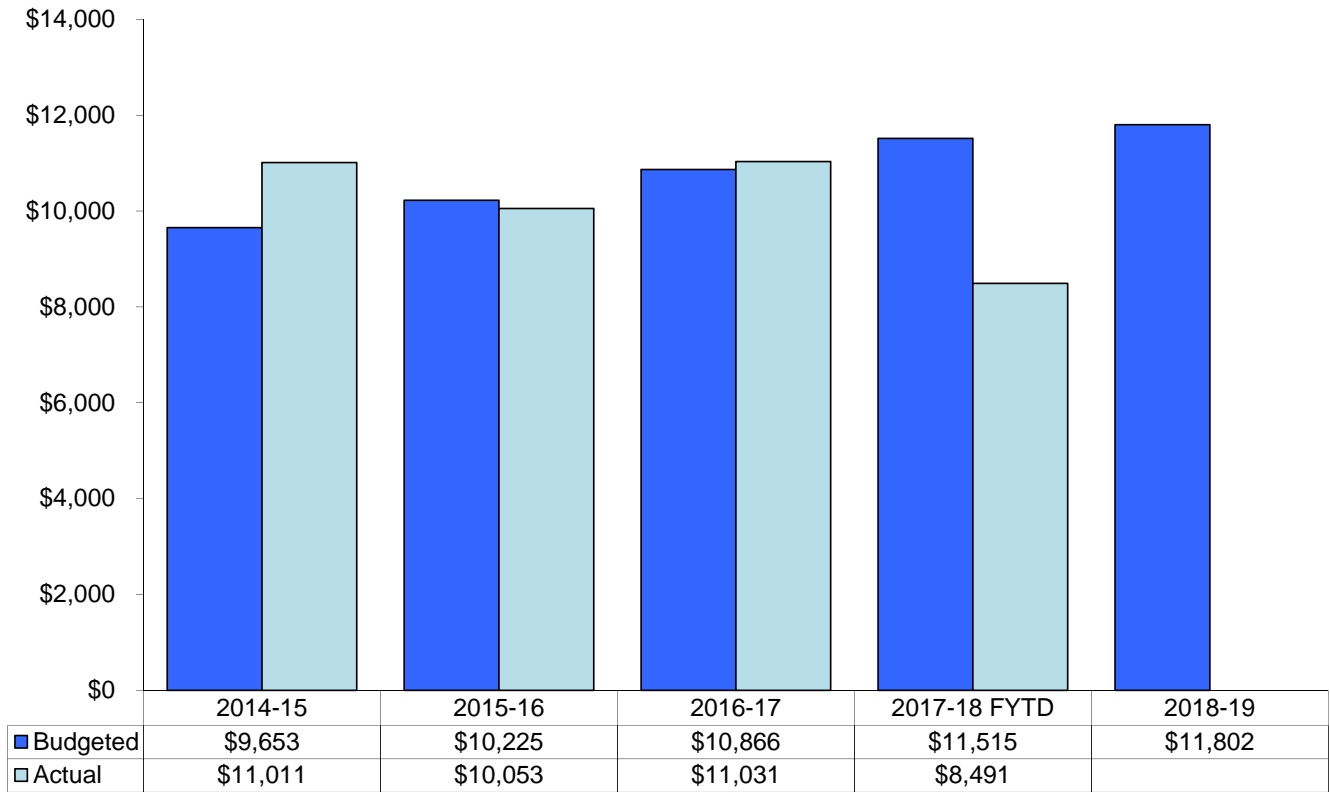
ACCOUNT NUMBER 200-50100	DESCRIPTION Salaries & Wages (Water)	BUDGET REQUEST \$467,996
SUMMARY OF REQUEST		
Division Supervisor, 4 Operators* & 18.75% of General Manager Salary (base salary + certification incentives)		\$427,530
On-Call Time (292 Days X 1Hr. Ea. Night X Avg. OT Rate)	Average OT Rate	\$14,198
Holiday Coverage (13 Days X 3 Hrs. X Avg. OT Rate)	\$48.62	\$1,896
Weekend Coverage (83 Days X 3 Hrs. X Avg. OT Rate)		\$12,107
After Hours and Emergency Call-Outs (100Hrs. X Avg. OT Rate)		\$4,862
Accrued Time Off Buy Back & Telecom Pay		\$7,404
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		
*Does Not Include Estimated Wages (\$7,000) Paid by Fire and Wastewater Departments. One operator for half of year budgeted.		
Accrued paid time off liability not included in budget. Refer to Pages 52-53 of financial statements.		
	Total:	\$467,996



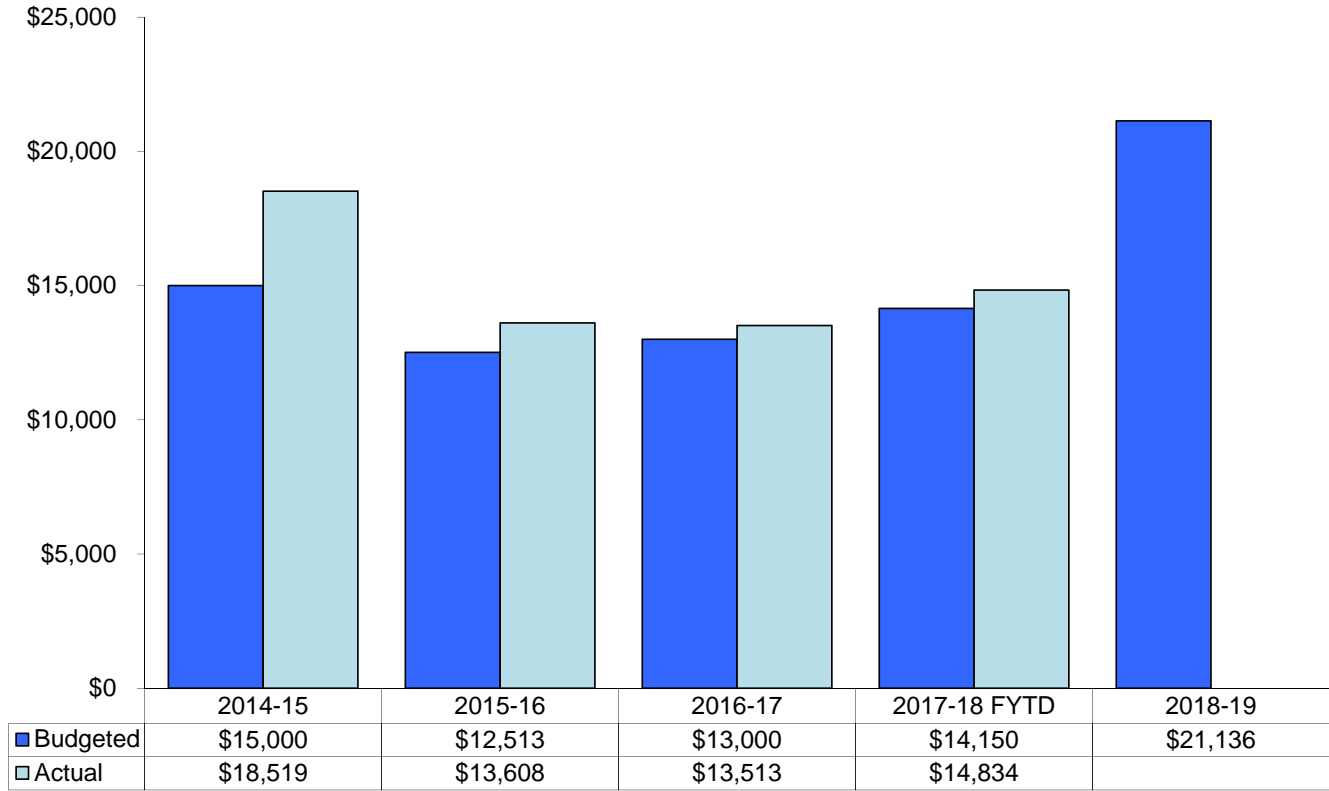
ACCOUNT NUMBER 200-50100	DESCRIPTION Salaries & Wages (Admin)	BUDGET REQUEST \$345,904
SUMMARY OF REQUEST		
Administration Supervisor/Board Secretary/Treasurer, 3 Administration Staff & 18.75% of General Manager Salary		\$344,904
Overtime (Administration Staff)		\$1,000
Wages include 2% to offset elimination of EPMC plus 3% CPI-W Cost of Living Adjustment (COLA)		
Performance based merit increases where appropriate		Total: \$345,904
Accrued paid time off liability not included in budget. Refer to Pages 52-53 of financial statements.		



ACCOUNT NUMBER 200-50120	DESCRIPTION Medicare Tax (FICA)	BUDGET REQUEST \$11,802
SUMMARY OF REQUEST		
Federal Requirement for Employees Hired After April 1986 (FICA). FICA Rate is 1.45% of Payroll (Includes Base Pay and All Overtime) 1.45% x \$813,900		\$11,802



ACCOUNT NUMBER 200-50130	DESCRIPTION Workers Comp Insurance	BUDGET REQUEST \$21,136
SUMMARY OF REQUEST		
SDRMA Estimated Premiums for Workers Compensation Insurance		\$21,136



ACCOUNT NUMBER 200-50140	DESCRIPTION Group Insurance	BUDGET REQUEST \$97,254
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SUMMARY OF REQUEST

Medical, Dental and Vision ¹	Compensation for Calculating LTD	\$90,000
Long Term Disability ²	\$772,434	\$3,244
Accidental Death and Dismemberment ³	Compensation for Calculating ADD & Life	\$859
Life Insurance ⁴	\$1,591,000	\$3,150
	Total	\$97,254

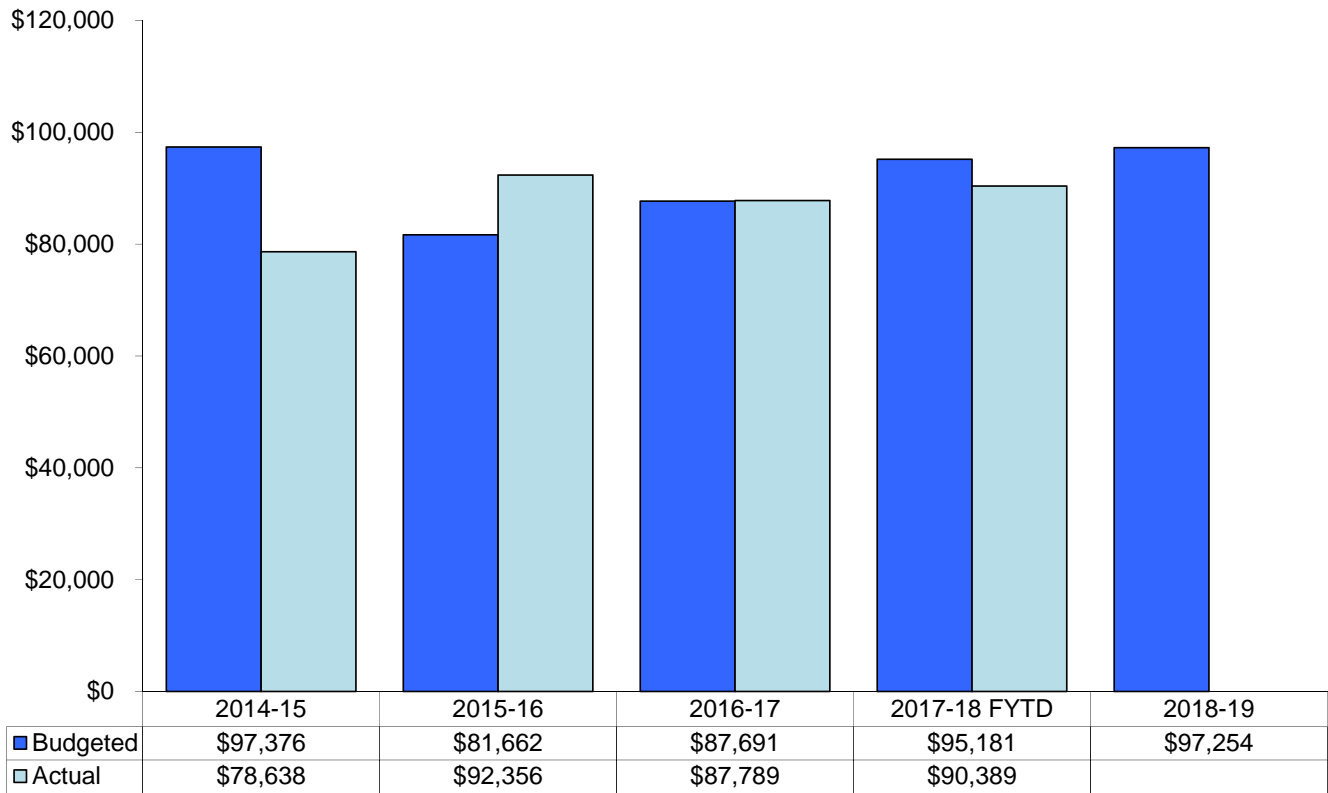
¹ Maximum Monthly Cap on Medical, Dental and Vision Premiums (5.23% increase) = \$10,457 x 12 = \$125,484.
 Budgeted amount based on past 3 years actual and a 5.23% increase in the cap which is half of the 10.46% CalPERS Medical Premium increase.
 Deviation in budget to actual due to unused Medical Reimbursement Plan balances.

² 0.42% of annual base salaries plus certification incentive pay for Division Supervisor, 3 Operators and 37.5% of General Manager Salary.

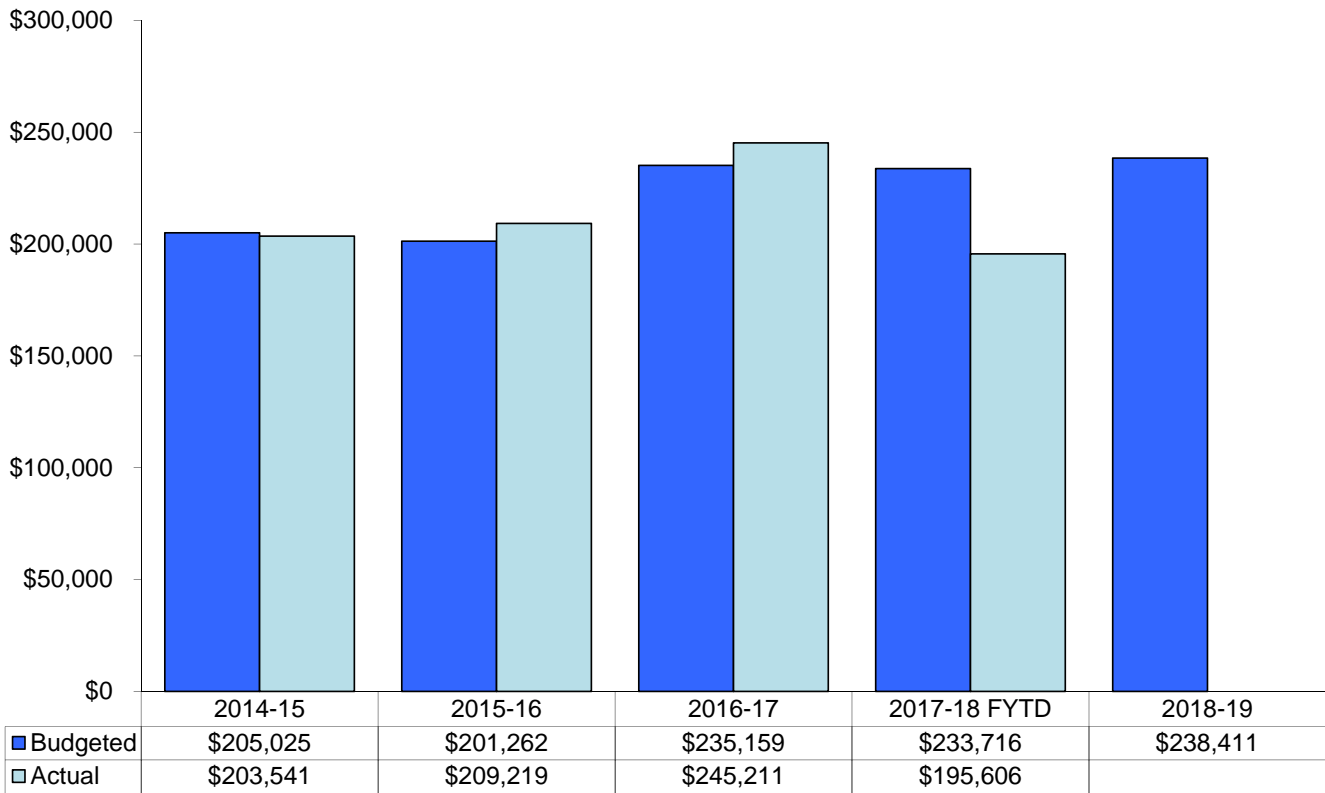
³ \$0.045 per \$1,000 annual base salaries plus certification incentive pay x 2 + \$25,000, rounded to the nearest thousand up to a max of \$225,000 per employee for Division Supervisor, 3 Operators and 37.5% of General Manager Salary.

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 37.5% of General Manager Salary.

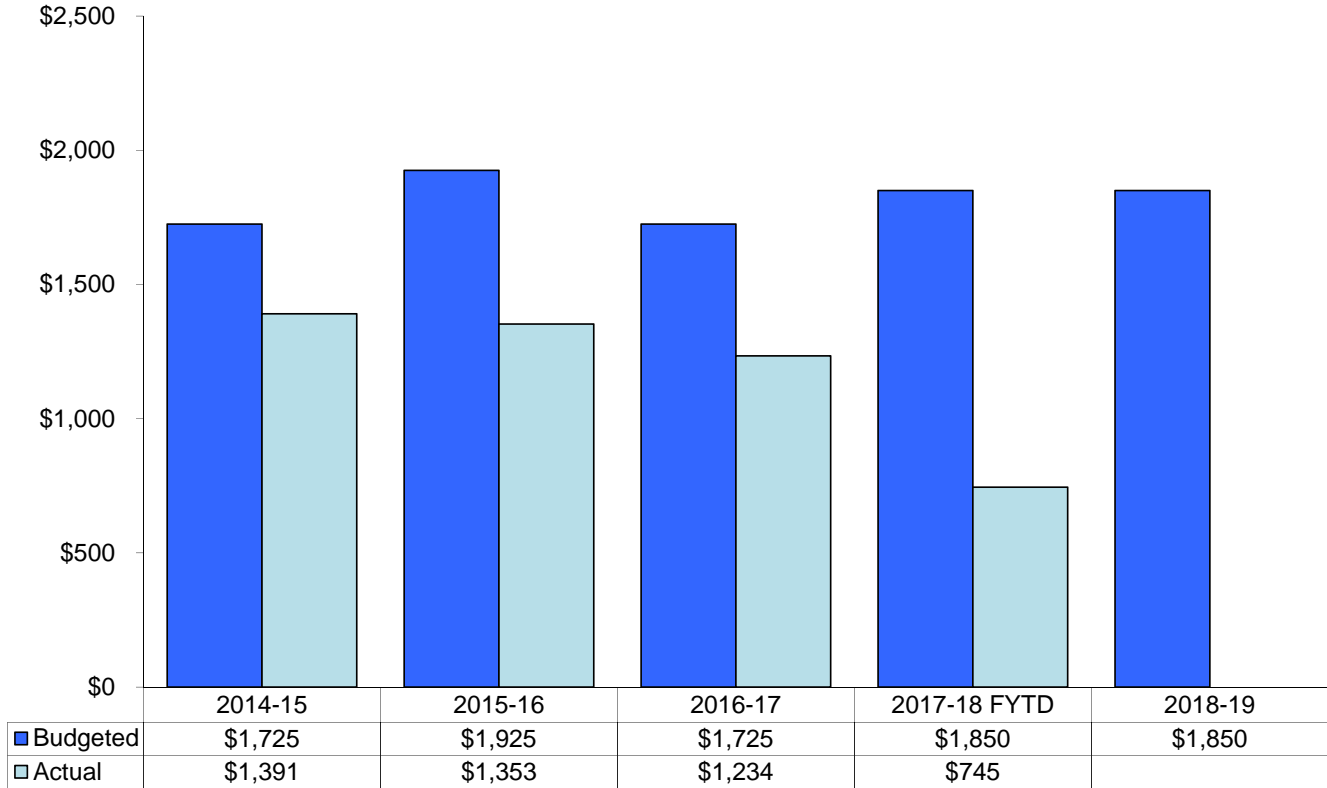
Difference between budgeted and actual in prior years due to unused Medical Reimbursement funds.



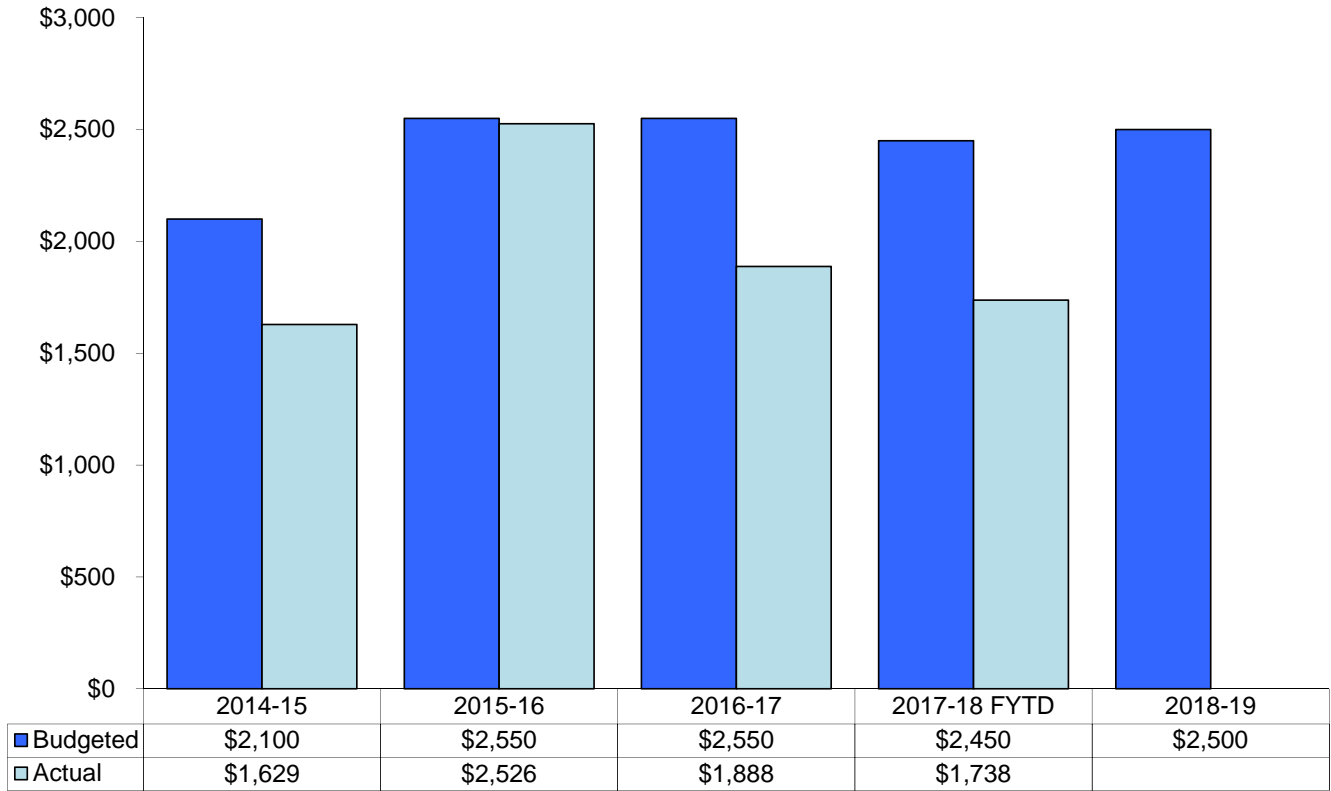
ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
200-50150	CalPERS Retirement	\$238,411
SUMMARY OF REQUEST		
Classic Miscellaneous Members ¹	Salaries for Calculating Benefit (Classic)	
District's Contribution Percentage (12.212% of Salary)	\$676,154	\$82,572
District's Annual Lump Sum Employer Unfunded Accrued Liability (UAL) Payment*		\$141,428
*For FY 2018/2019 annual lump sum vs. monthly payment savings = \$5,127		
Survivor Benefit (\$0.93 per employee per pay period)		\$177
New Miscellaneous Members District's PEPRA Contribution Percentage (6.842% of Salary)		\$4,896
New Miscellaneous Members District's PEPRA UAL		\$137
Employee Replacement Benefit Fund		\$9,200
	Total	\$238,411
¹ Includes: 37.5% General Manager's Salary Base, Certification and Holiday Portions of Water Division Supervisor and 4 Operator's Wages Base and Certification Portions of Administration Supervisor and 2 office staff's Wages Deviation from Budget to Actual due to Side Fund Interest Expense Reclassification.		



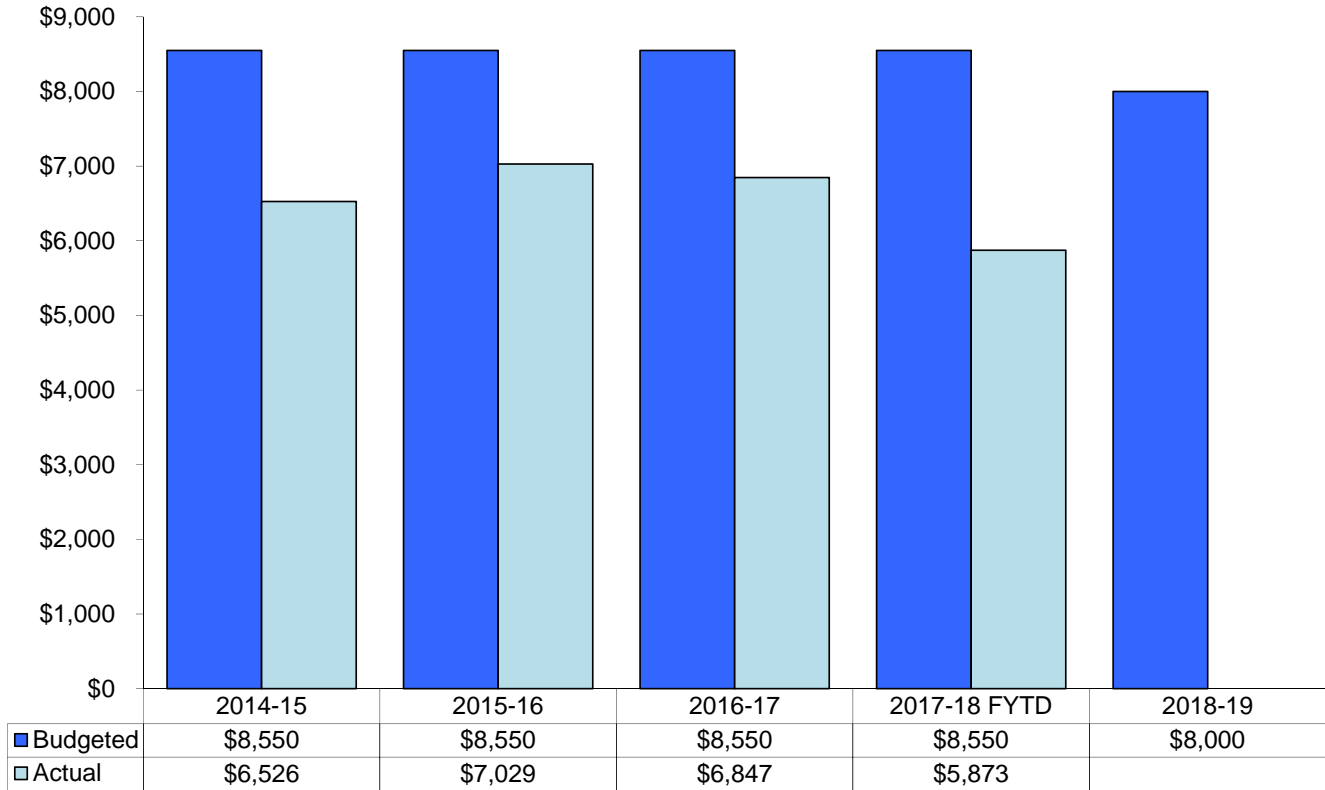
ACCOUNT NUMBER 200-50160	DESCRIPTION Uniforms	BUDGET REQUEST \$1,850
SUMMARY OF REQUEST		
Uniform Allowance (5 employees x \$250 annually)		\$1,250
District Shirts (5 T-shirts per employee x \$20/shirt x 5 employees)		\$500
District Hats (5 baseball caps w/ RSWD logo x \$20/cap)		\$100
	Total:	\$1,850



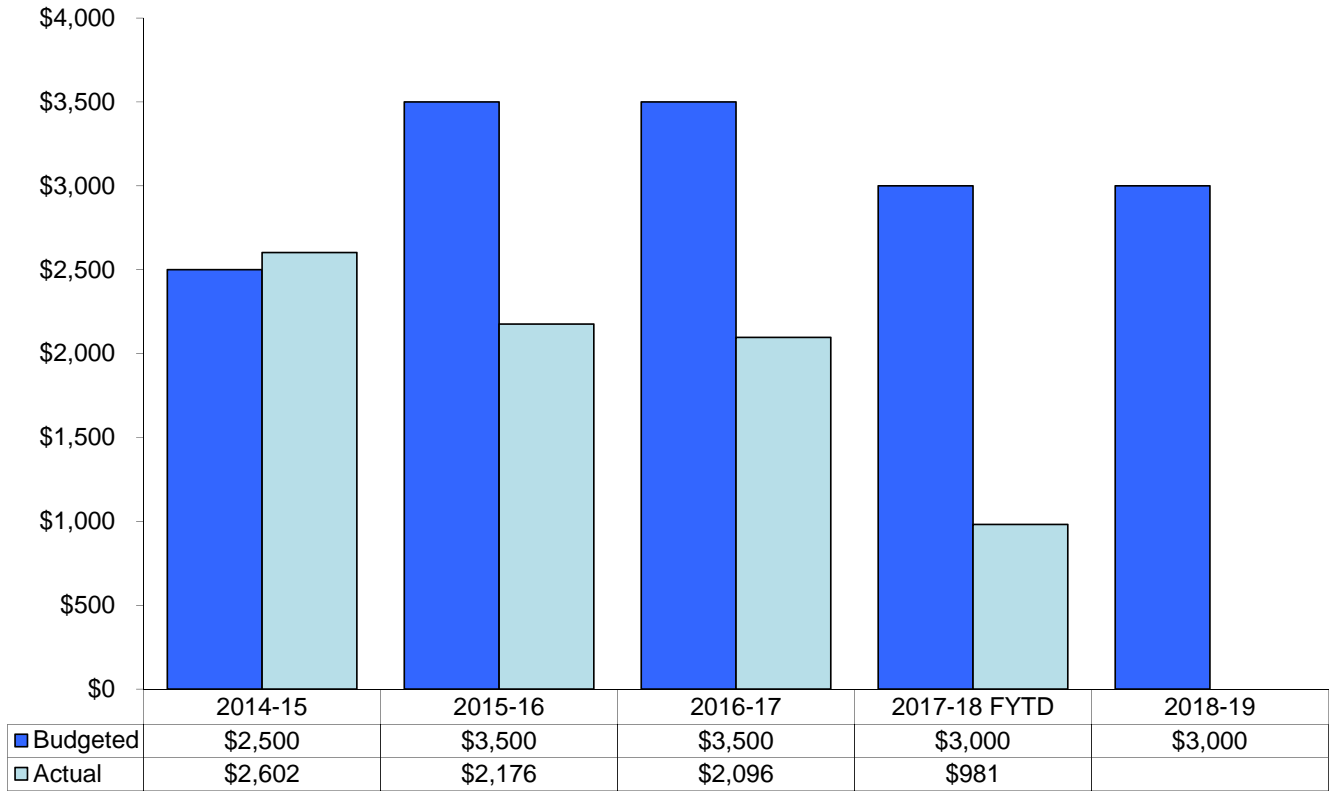
ACCOUNT NUMBER 200-52300	DESCRIPTION Community Relations	BUDGET REQUEST \$2,500
SUMMARY OF REQUEST		
Water Conservation Handout Materials & Other Public Outreach Related Expenses		\$500
Employee Recognition - Holiday Lunch		\$2,000
	Total:	\$2,500



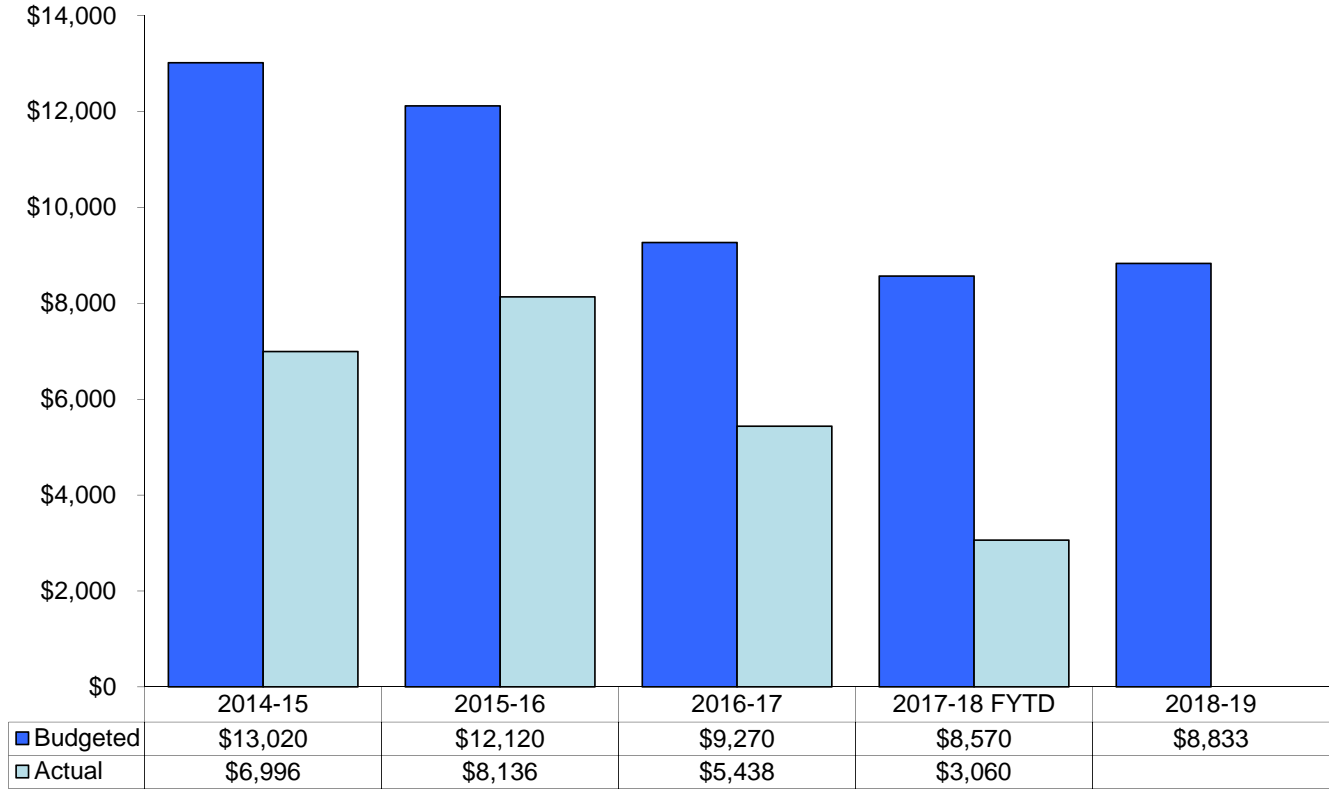
ACCOUNT NUMBER 200-53120	DESCRIPTION Director's Compensation	BUDGET REQUEST \$8,000
SUMMARY OF REQUEST		
Twelve (12) Board Meetings annually x 5 Directors x \$100 each		\$6,000
Five (5) Committee meetings x 2 Directors x \$100		\$1,000
Board Ethics and Harassment Awareness Training		\$1,000
	Total	\$8,000



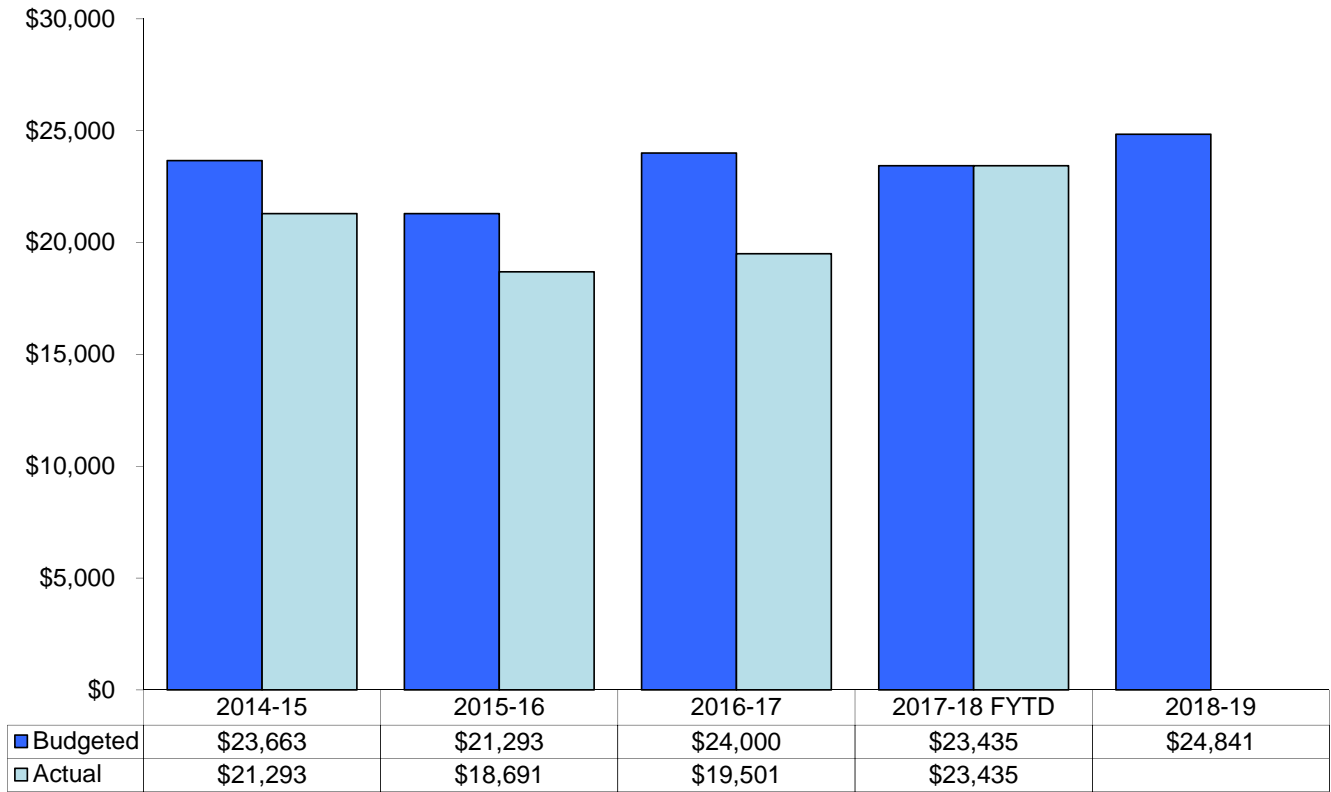
ACCOUNT NUMBER 200-53200	DESCRIPTION Education & Seminars	BUDGET REQUEST \$3,000
SUMMARY OF REQUEST		
Travel, lodging, meals, parking and registration expenses for various conferences and training		\$2,000
Education Expense Reimbursement		\$1,000
	Total	\$3,000



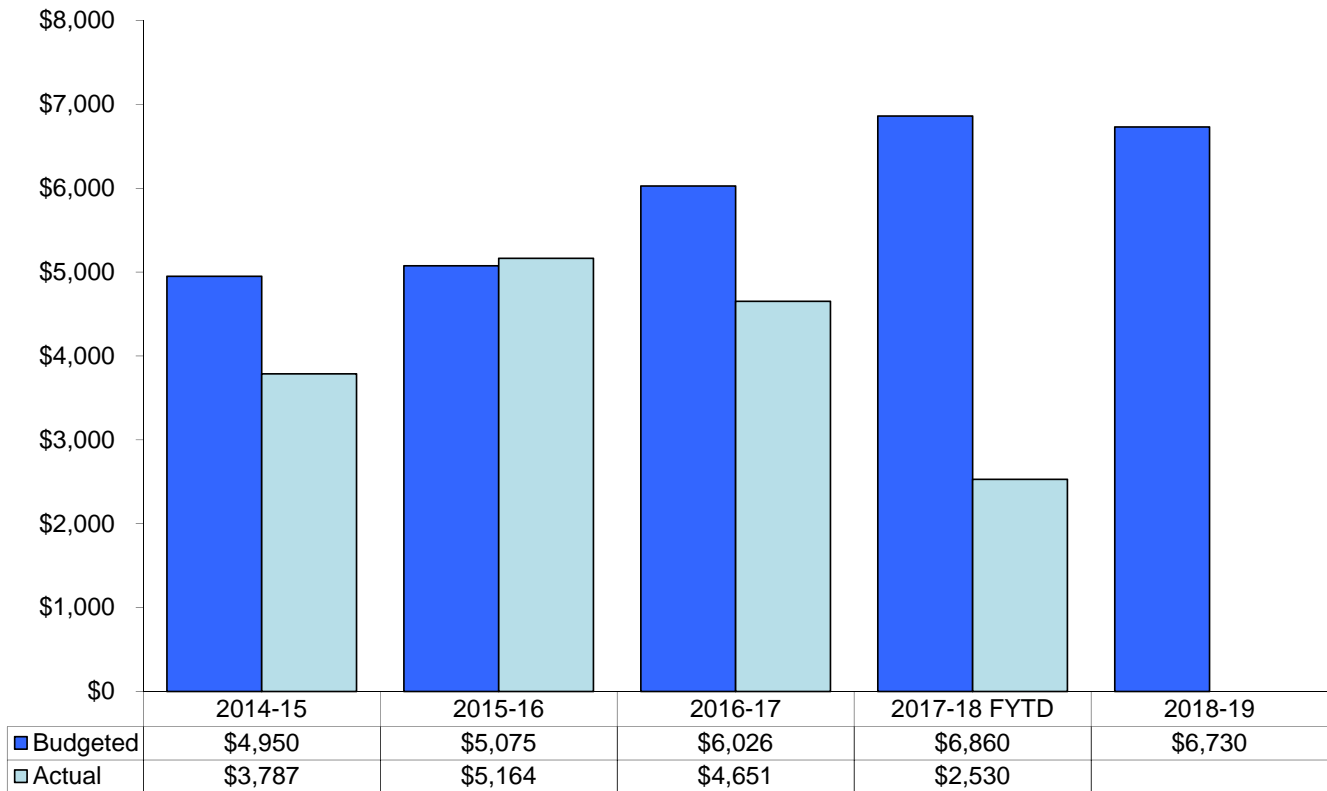
ACCOUNT NUMBER 200-54100	DESCRIPTION Fuel & Oil	BUDGET REQUEST \$8,833
SUMMARY OF REQUEST		
2,200 Gallons of 87 Octane Gas @\$3.25/Gal.		\$7,150
250 Gallons Diesel Fuel for Backhoe & Generators @\$3.25/Gal.		\$813
50 Gallons 15/40W Motor Oil @ \$15/Gal.		\$750
10 Gallons Hydraulic Fluid (Tractors) @ \$60/5Gal.		\$120
	Total:	\$8,833



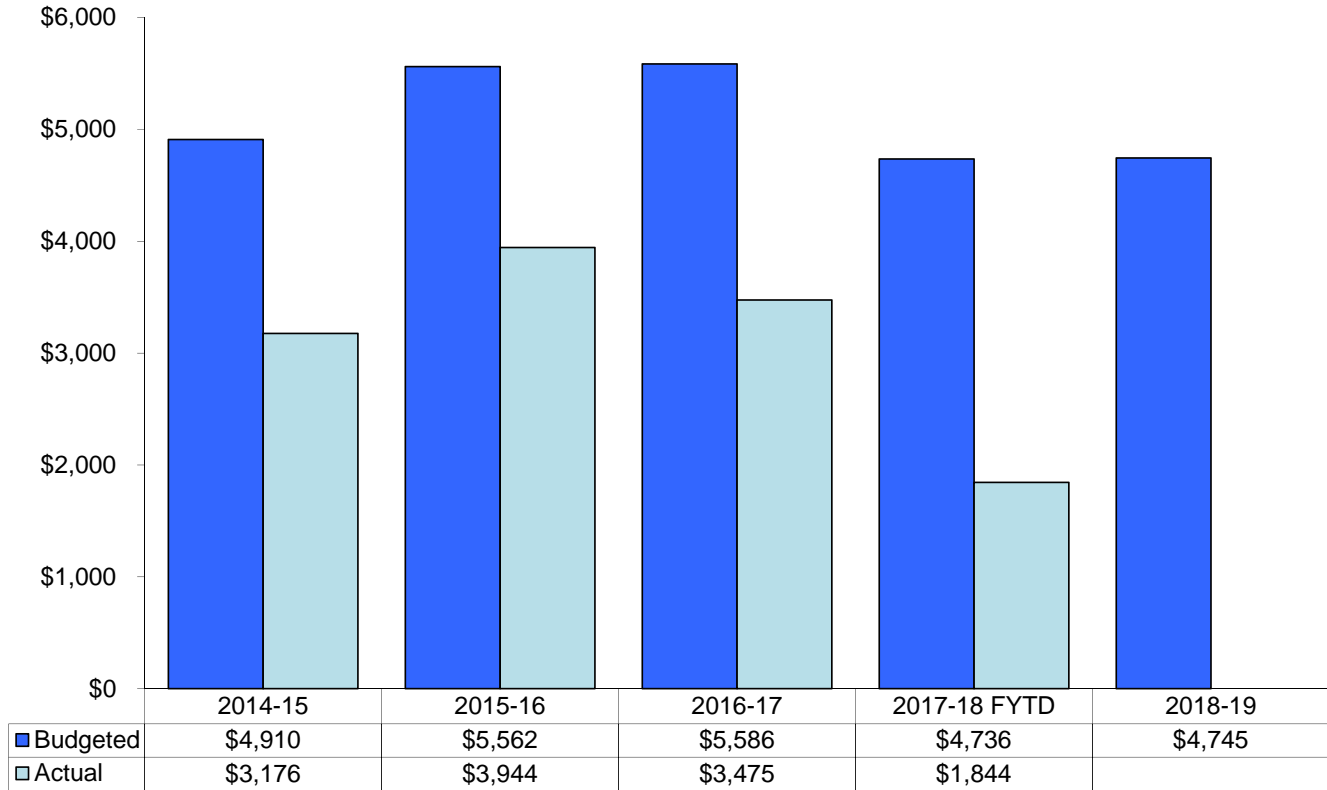
ACCOUNT NUMBER 200-54300	DESCRIPTION Property/Liability Insurance	BUDGET REQUEST \$24,841
SUMMARY OF REQUEST		
Special District Risk Management Authority (SDRMA) General Liability and Property Insurance Coverage (6% Increase)		\$24,841



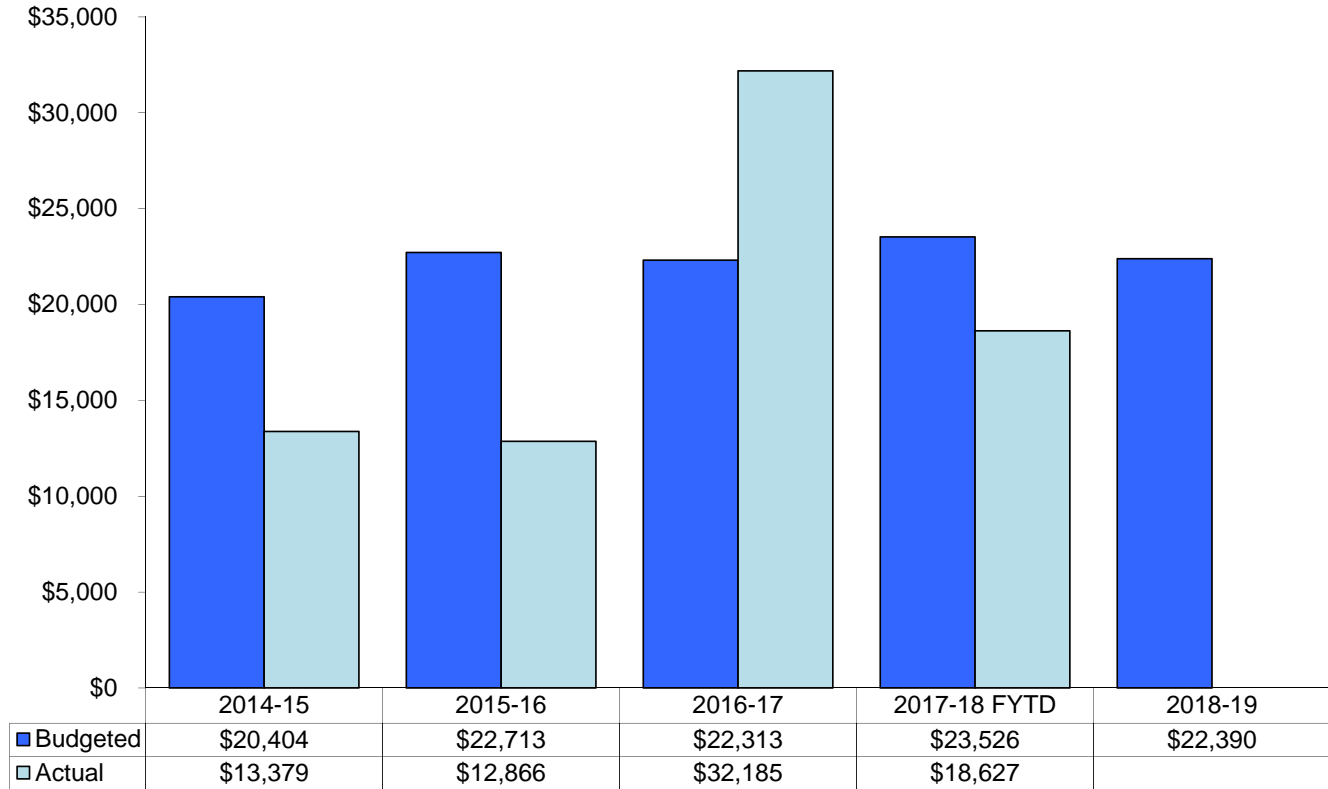
ACCOUNT NUMBER 200-56100	DESCRIPTION Memberships & Subscriptions	BUDGET REQUEST \$6,730
SUMMARY OF REQUEST		
Chamber of Commerce		\$125
American Waterworks Association (AWWA)		\$500
California Special Districts Association (\$7,800/3 Departments)		\$2,600
San Bernardino County Special Districts (\$840/3 Departments)		\$280
AWWA Publications Standards Updating		\$450
Cross-Connection Control Foundation		\$125
Alpenhorn & Mountain Newspaper Legal Notices		\$150
Employee Health Club Memberships		\$2,500
	Total:	\$6,730



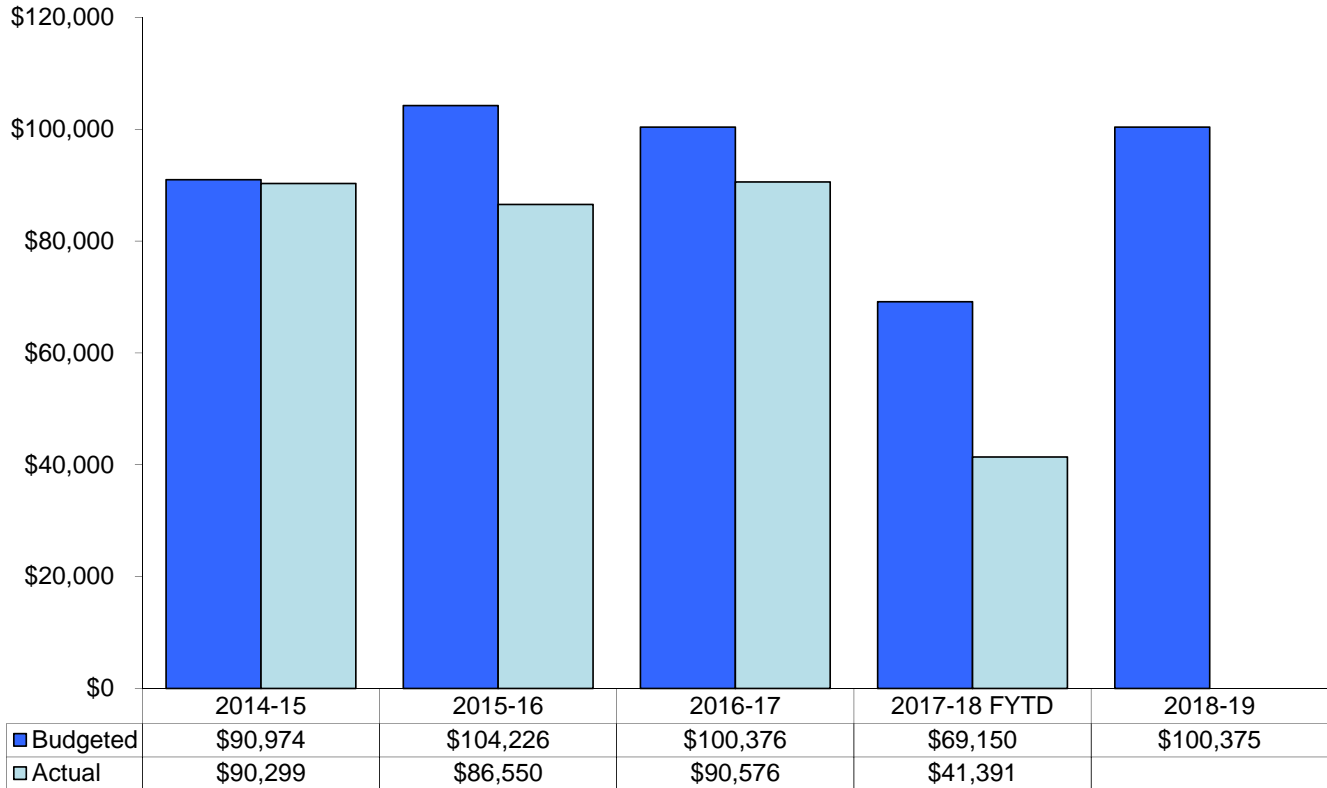
ACCOUNT NUMBER 200-56150	DESCRIPTION Miscellaneous Supplies, Tools & Expenses	BUDGET REQUEST \$4,745
SUMMARY OF REQUEST		
Miscellaneous Supplies, Business Meeting Expenses, Etc.		\$200
Miscellaneous Supplies Purchased at Home Depot, Costco, Etc.		\$600
Trash Pick Up and Disposal Fees		\$1,065
Miscellaneous Hand Tools, Wrenches, Shovels, Pry Bars, Hand Pumps, Etc.		\$500
Leather Work Gloves (35 Pair x \$12 Ea.)		\$420
Steel Toed Safety Boots (6 x \$100 Ea.)		\$600
Employee Radiation Detection Badges		\$310
Additional Safety Items		\$500
Annual Fire Extinguisher Inspection		\$150
Miscellaneous Equipment - Barricades, Batteries, Flashlights, Etc.		\$400
	Total:	\$4,745



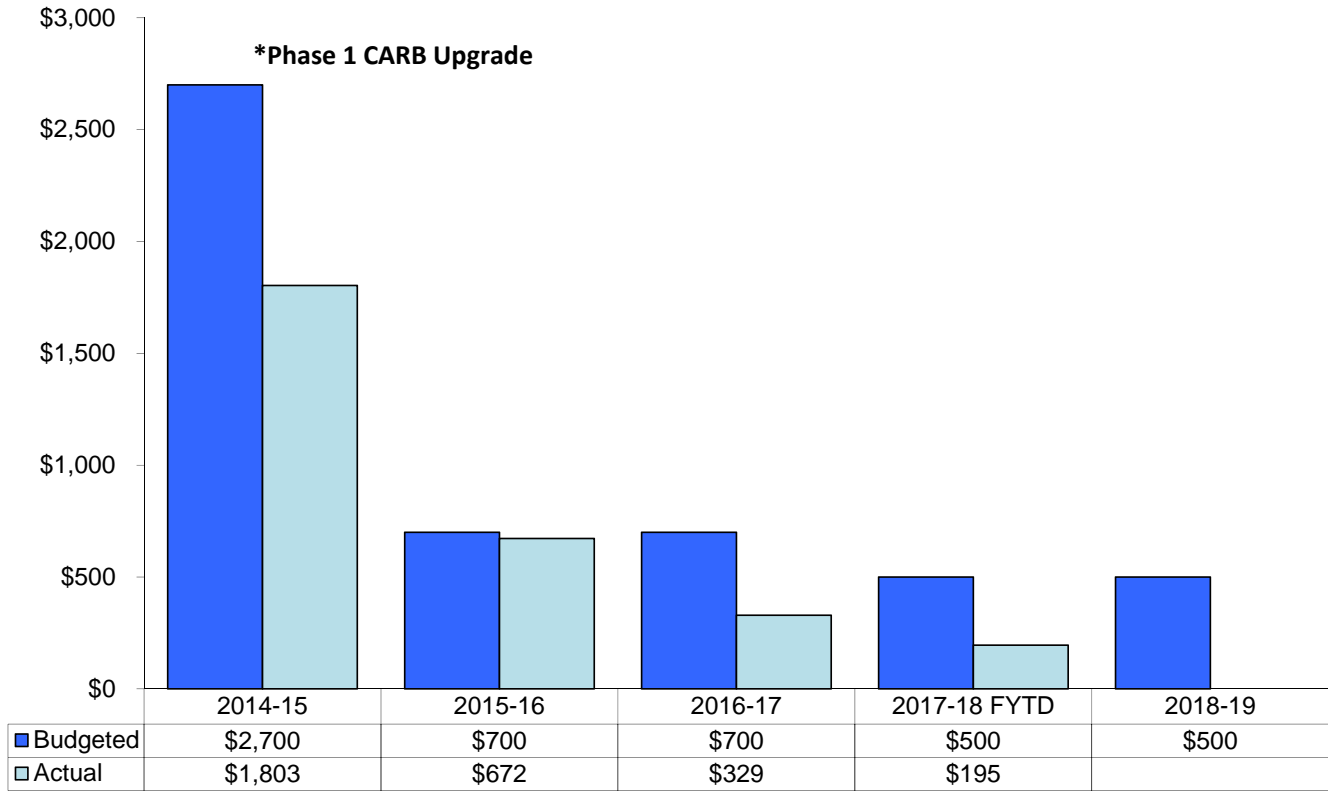
ACCOUNT NUMBER 200-57100	DESCRIPTION Fees & Permits	BUDGET REQUEST \$22,390
SUMMARY OF REQUEST		
Parcel Quest - Annual Subscription		\$1,200
South Coast Air Quality Management District (AQMD)		\$600
San Bernardino County Road Department Excavating Permits (\$150/2 departments + Inspection fees 6 x \$445)		\$2,745
San Bernardino County LAFCO Funding - Estimated at \$10,000/3 Depts.		\$3,333
San Bernardino County Fire Dept. Permit Fees (Generators, Hazardous Waste, Fuel Dispensing)		\$1,400
San Bernardino County Unpaid Assessments Report		\$322
State Water Resources Control Board Permits and System Service Fees		\$12,790
	Total:	\$22,390



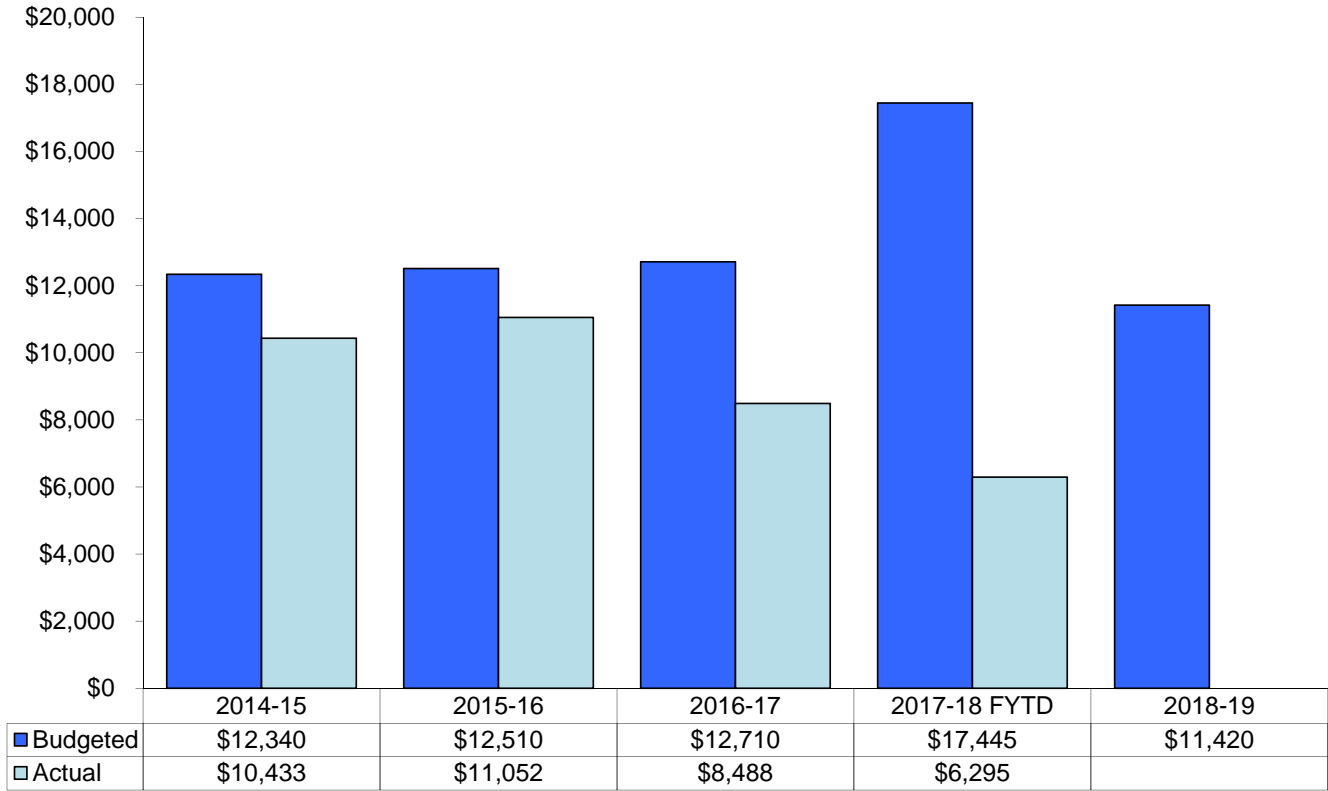
ACCOUNT NUMBER 200-57140	DESCRIPTION Professional Services	BUDGET REQUEST \$100,375
SUMMARY OF REQUEST		
Accounting Services		\$17,000
ACH Debit Fee \$25/Mo.		\$300
After Hours Telephone Answering Service		\$425
Comprehensive Rate Study		\$36,000
Financial Auditing Services		\$8,000
Information Technology (IT) & Computer Technical Support		\$10,000
Legal Counsel		\$20,000
Payroll Processing		\$2,400
Recording Lien Fees		\$150
Tyler/Incode Accounting Software Support		\$3,100
Zenner Automatic Meter Reading (AMR) Support Services		\$3,000
	Total:	\$100,375



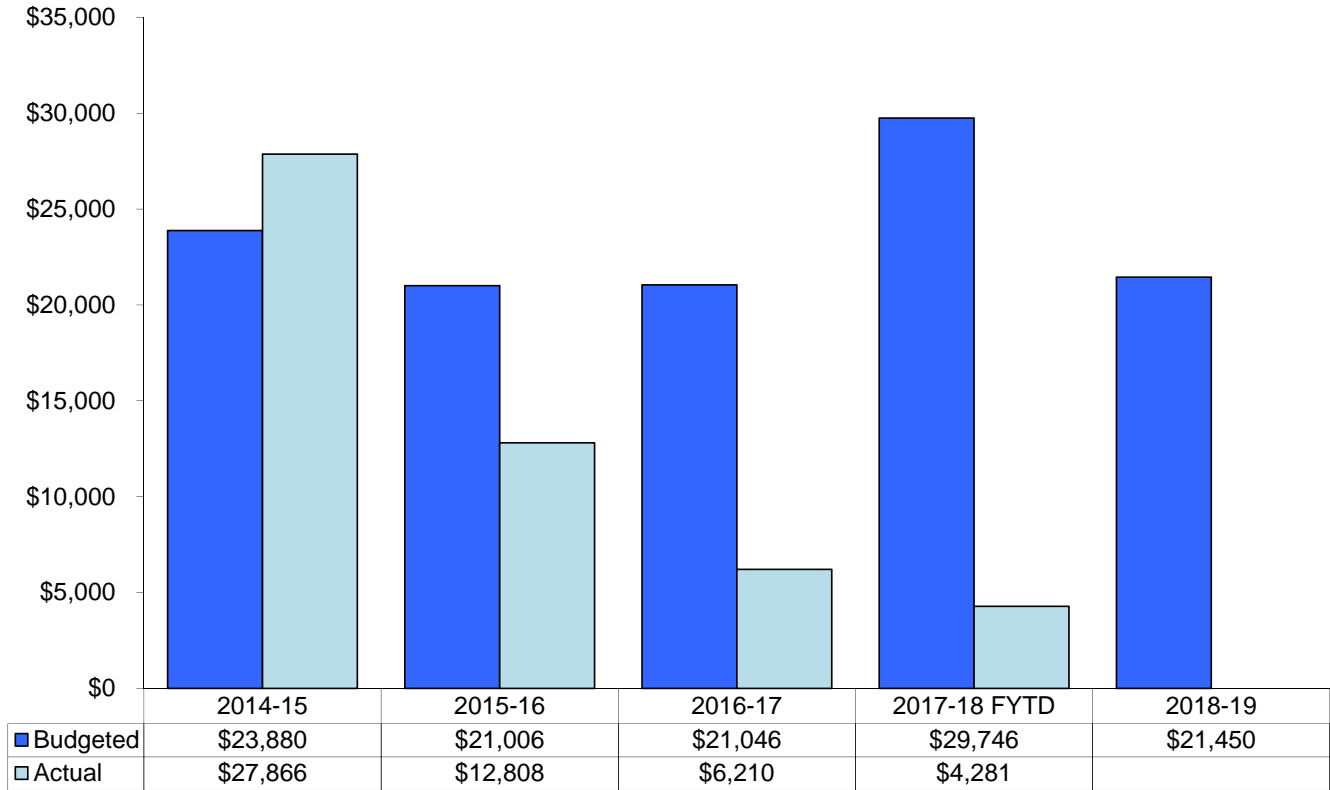
ACCOUNT NUMBER 200-57312	DESCRIPTION Repair/Maintenance (Fuel Storage Tanks)	BUDGET REQUEST \$500
SUMMARY OF REQUEST		
Miscellaneous Repairs & Maintenance		\$300
Annual Tank Testing		\$200
	Total:	\$500



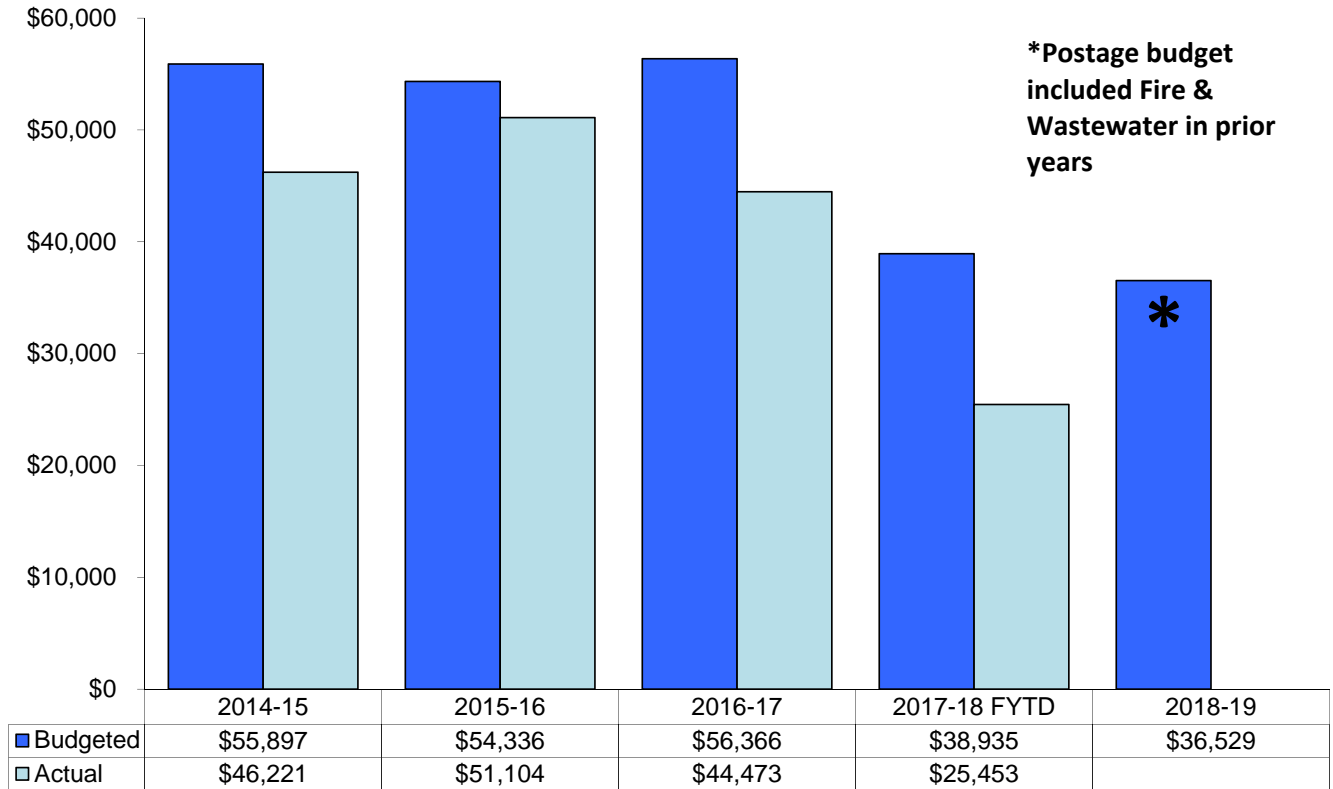
ACCOUNT NUMBER 200-57313	DESCRIPTION Repair & Maintenance (Main Office)	BUDGET REQUEST \$11,420
SUMMARY OF REQUEST		
Miscellaneous Repairs to Office Equipment		\$500
Priority Mail Systems three station folder, inserter, billing machine parts & labor		\$1,800
Janitorial Services to clean District office		\$5,820
Annual Carpet Cleaning		\$450
Annual Window Cleaning		\$300
Monitoring of District Office Alarm System		\$750
Maintenance at District Complex (Lights, Landscaping, Miscellaneous Repairs & Supplies)		\$1,800
	Total:	\$11,420



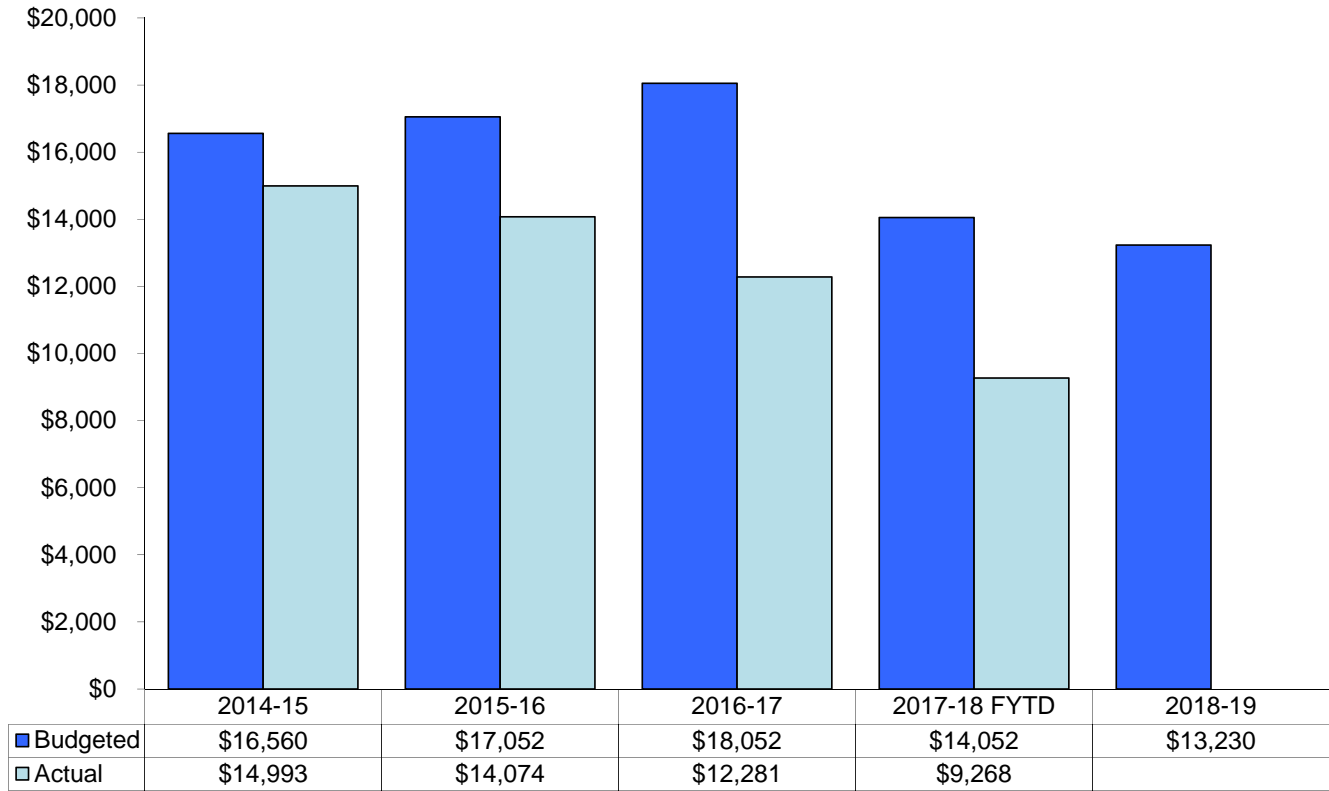
ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
200-57314	Repair & Maintenance (Water System)	\$21,450
SUMMARY OF REQUEST		
Backflow Assembly Testing (10 x \$40 plus 3 x \$60)		\$580
Miscellaneous Repairs & Maintenance (Distribution)		\$2,000
Miscellaneous Repairs & Maintenance (Pumps & Motors)		\$2,000
Miscellaneous Repair & Maintenance (Pump Buildings)		\$1,000
Miscellaneous Repairs & Maintenance (SCADA System)		\$2,000
WIN 911 SCADA Alarm Annual Support (shared with Collections 50% of \$753)		\$377
Wonderware SCADA Software Annual Support (shared with Collections & Treatment 33% of \$879)		\$293
Repair Costs for Pressure Regulating Valves		\$700
Marking Paint for USA Location Requests (6 cases x \$50/case)		\$300
Wet Inspection and Cleaning of Two Tanks		\$5,500
Miscellaneous Repairs to Storage Tanks		\$1,000
Routine Paving, Service Installations, Main Repairs (600 SF x \$5/SF Trench Repair Rate)		\$3,000
Temporary Asphalt Material		\$1,000
Hydrant Repair Parts, Gaskets, Caps, Couplings, Flanges, Bolts, Paint, Etc.		\$500
Underground Service Alert (USA/Digalert)		\$250
Miscellaneous Meter Repairs (Gaskets, Meter Chambers, Registers, etc.)		\$500
Repairs to Existing Services for Erosion and Meter Protection		\$200
Padlocks for Locking Meters		\$250
	Total:	\$21,450



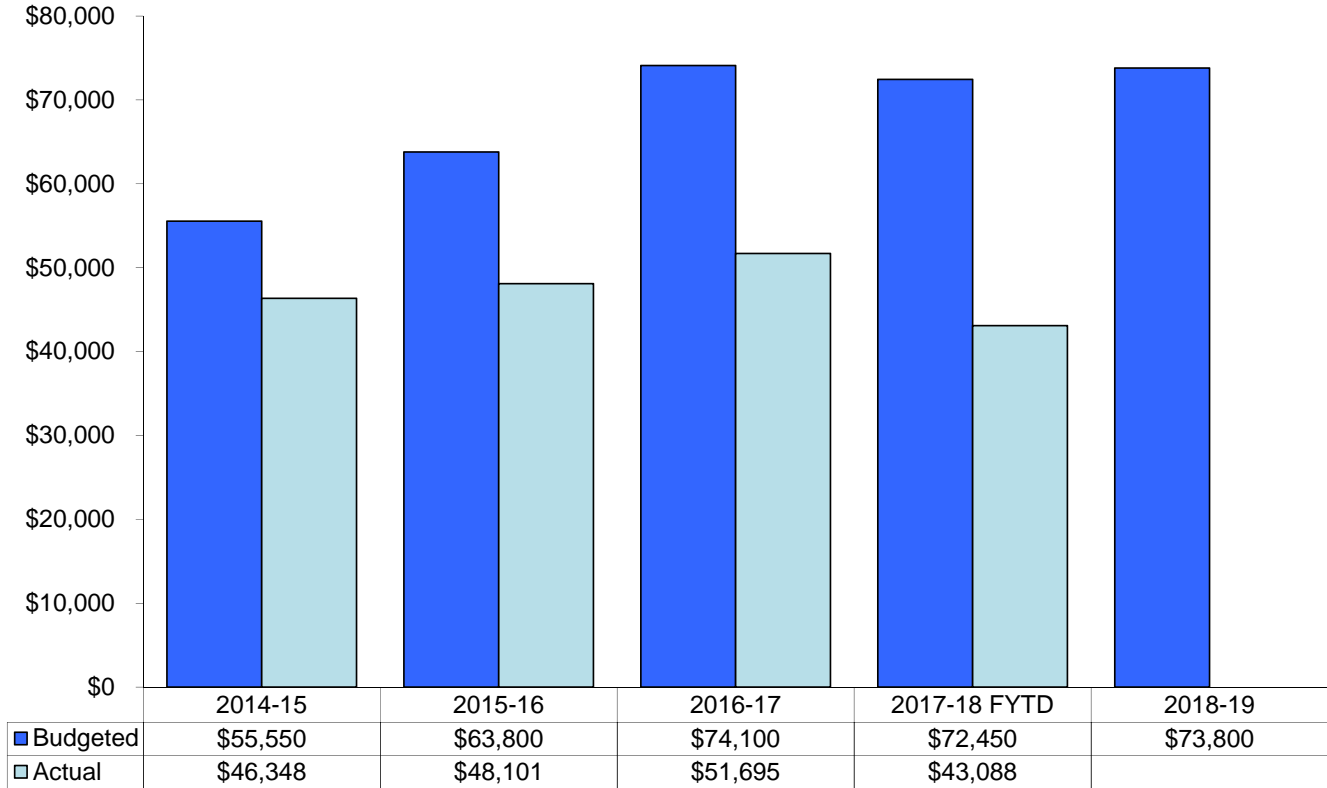
ACCOUNT NUMBER 200-57440	DESCRIPTION Office Supplies & Expenses	BUDGET REQUEST \$36,529
SUMMARY OF REQUEST		
Copier Metered Usage Charge		\$4,370
Lease of Copier for 12 Months		\$4,053
Legal Advertisements & Classified Advertisements		\$500
Misc. Office Supplies (Copy paper, cartridges, envelopes, pens, etc.)		\$7,696
Billing Supplies (water bills, envelopes, service apps, door tags)		\$5,550
Postage (permits and metered charges) Water 46%		\$11,960
Postage Machine Lease		\$1,600
Pre-Printed Checks		\$800
	Total	\$36,529



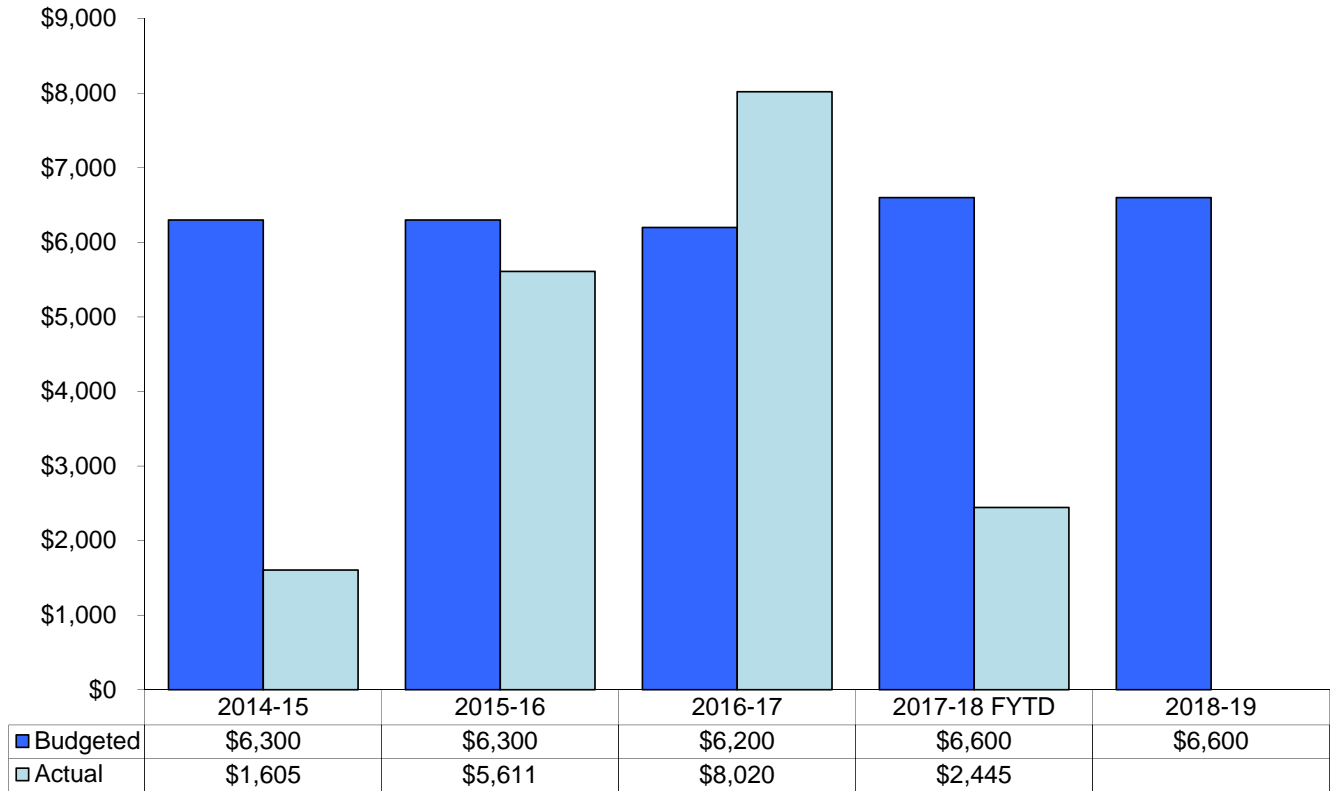
ACCOUNT NUMBER 200-58250	DESCRIPTION Utilities (Telephone, Heat & Lights)	BUDGET REQUEST \$13,230
SUMMARY OF REQUEST		
Heat and Lights for District Office and Shops		\$8,100
Charter Phone		\$3,500
Charter Internet		\$960
Frontier SCADA Phone Line at Main Office		\$610
Verizon Wireless Cell Phone		\$60
	Total	\$13,230



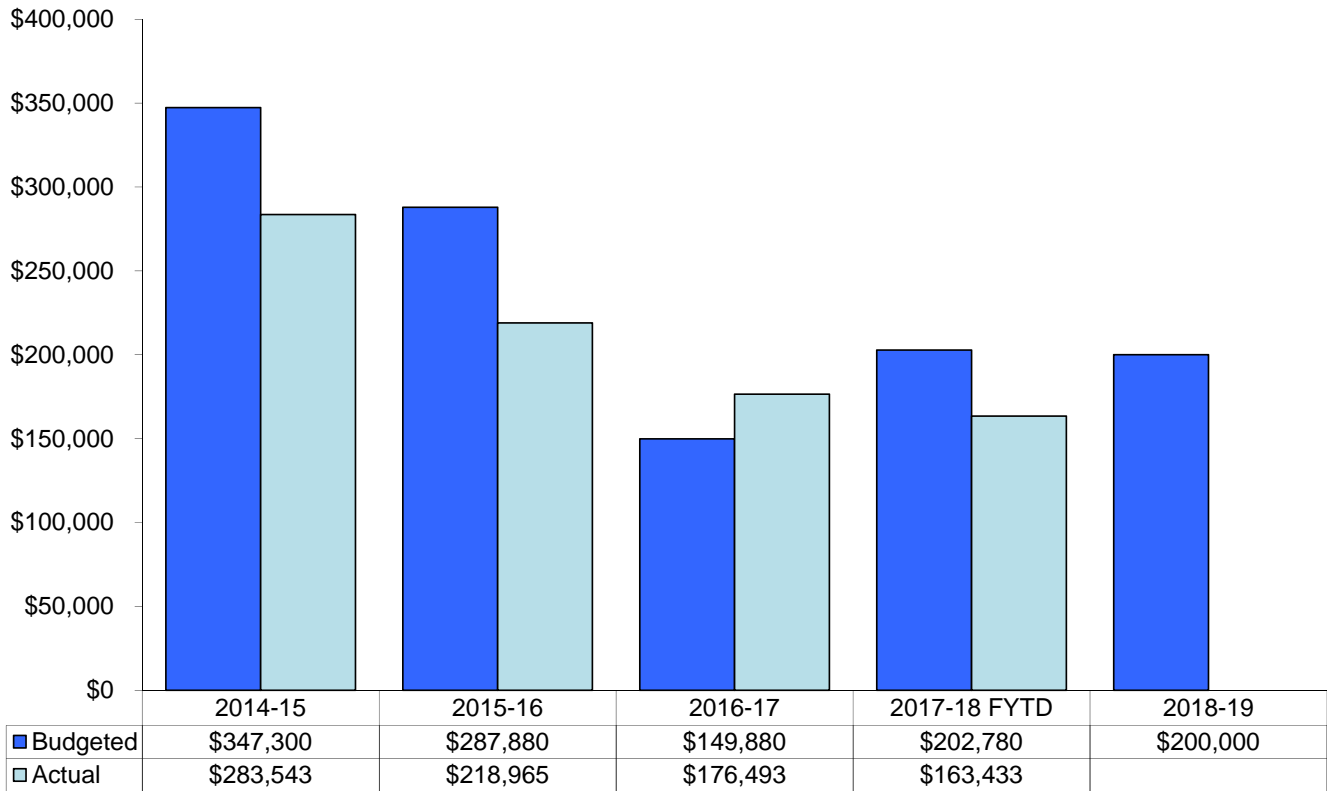
ACCOUNT NUMBER 200-58253	DESCRIPTION Utilities (Electricity)	BUDGET REQUEST \$73,800
SUMMARY OF REQUEST		
Cost of Power to Operate Pumps at Wells and to Transfer Water in the Distribution System (246AF x \$300/AF)		\$73,800
Cost of Power in 2017 Per Acre Foot is Approximately: \$252		
Anticipated Cost Per Acre Foot for 2018-19 is: \$300		
Estimated District Production for 2018-19 is 266 Acre Feet		



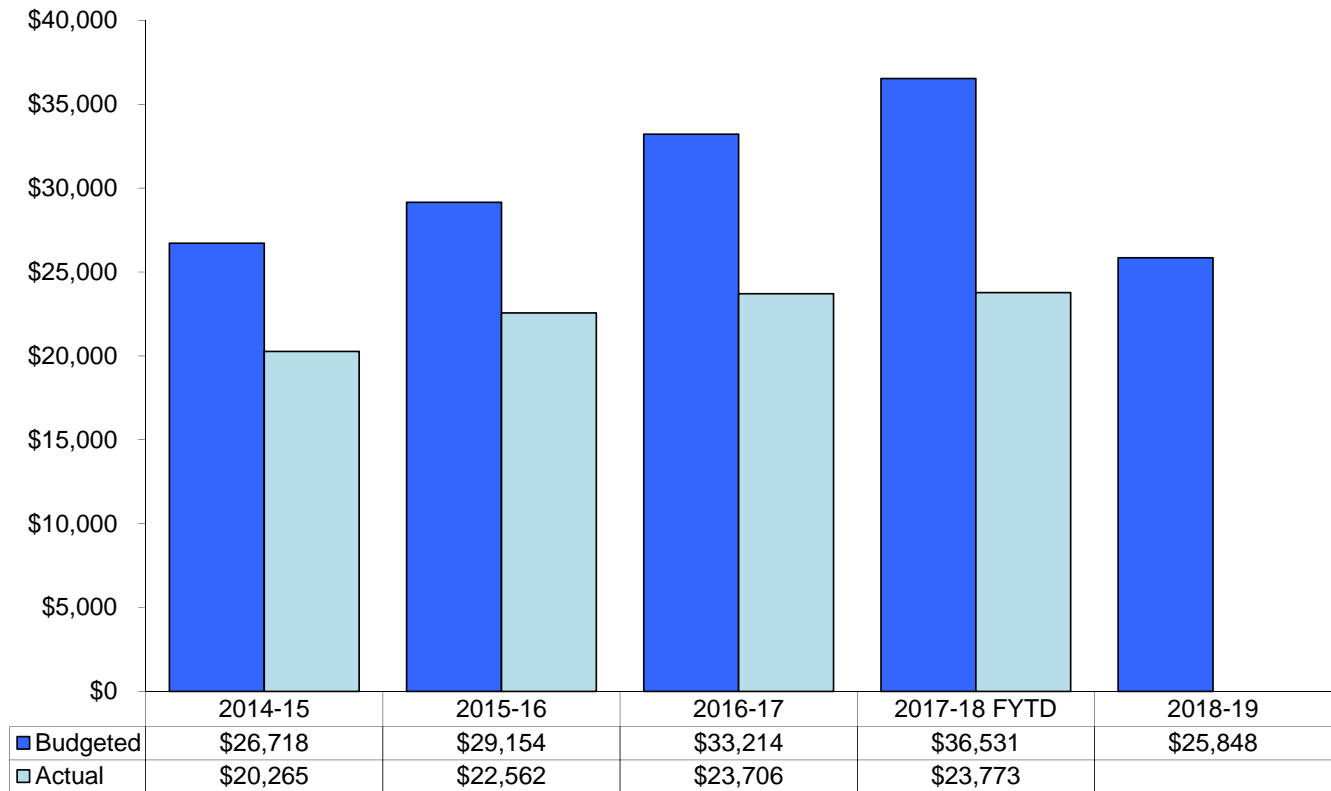
ACCOUNT NUMBER 200-58300	DESCRIPTION Vehicle & Equipment Repair & Maintenance	BUDGET REQUEST \$6,600
SUMMARY OF REQUEST		
12 Tires for Service Trucks		\$2,400
Campbell #2821 Truck Tire Chains (2 sets x \$100 ea.)		\$200
Repairs, Tune-Ups, Servicing and Miscellaneous Repairs		\$2,000
Miscellaneous Repair/Maintenance to Tractors, Thiokol & Equipment (Welder, Jack Hammers, Compressor, etc.)		\$2,000
	Total:	\$6,600



ACCOUNT NUMBER 200-59100	DESCRIPTION Purchased Water	BUDGET REQUEST \$200,000
SUMMARY OF REQUEST		
2018-19 Estimated Water Demand = 426 Acre Feet (AF) All District Sources: 246 AF Purchased Water: 180 AF CLAWA: 110 AF X \$1,150/AF= Arrowbear: 70 AF x \$1,050/AF= 2017-18 Estimated Purchased Water - 186 AF 2017-18 Estimated District Production - 230 AF 2017-18 Total Estimated Water Demand - 416 AF (1) CLAWA Rate Estimated to Remain Unchanged at \$1,150/AF (+0%) (2) APCWD Rate Has Increased to \$1,050/AF (+20%)		
	Total:	\$126,500 \$73,500 \$200,000



ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
200-59200	Water Quality Testing	\$25,848
SUMMARY OF REQUEST		
Routine Bac-t System Samples (24 Samples/Wk. x 52/Wks. x \$7 Ea.)		\$8,736
MTBE Samples (9x\$45 Ea.)		\$405
General Physical System Samples (10 Samples/Mo.x 12 Mo. x \$4 Ea. Plus 3 Sources x \$4 Ea.)		\$492
VOC Samples (4 x \$150 Ea.)		\$600
Gross Alpha Samples (20 Samples/Year x \$40 Ea.)		\$800
Nitrate as NO3 (9 x \$10 Ea.)		\$90
Uranium Samples (46 x \$75 Ea.)		\$3,450
Inorganic Samples (3 x \$140 Ea.)		\$420
General Mineral Samples (3 x \$90 Ea.)		\$270
Weiss Canyon Well Chemical Treatment for Corrosivity		\$1,600
Liquid Chlorine (400 Gallons x \$3.75/Gal.)		\$1,500
TTHM Samples (8 x \$30 Ea.)		\$240
Radium 226 Samples (2 x \$115 Ea.)		\$230
Radium 228 Samples (3 x \$175 Ea.)		\$525
Corrosivity (28 x \$40 Ea.)		\$1,120
HAA5 (8 x \$100 Ea.)		\$800
Additional Unanticipated Sampling		\$2,500
Replacement Chemical Injection Pumps		\$1,750
EDB/DBCP Samples (8x\$40 Ea.)		\$320
	Total:	\$25,848



ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
200-53100	Depreciation Expense	\$225,036
SUMMARY OF REQUEST		
Depreciation expense for Water Division		\$225,036
<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 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.</p>		
ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
200-13000	Water Department Inventory	\$7,500
SUMMARY OF REQUEST		
Miscellaneous Fittings, Clamps & Replacement Parts for Water System		\$7,500
Total:		\$7,500
ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
200-16400	Water & Admin Facilities - CIP	\$381,000
SUMMARY OF REQUEST		
Replace Nob Hill SCADA Communication Building & Hydro System		\$240,000
Nob Hill & CLAWA Tank Interconnection Improvements		\$50,000
Replace 4X4 Vehicle Unit # 60 with 1 Ton Service Truck		\$60,000
Pumping Equipment, VFD's for Groundwater Wells		\$20,000
Heath Aqua-Scope Leak Locator		\$3,000
Ink Jet 6500 Printer & Ink Cartridges (2 x \$200)		\$400
Computer Tablet For Daily Water Operations		\$600
Replace Computer Workstations		\$2,000
Paint Main Office Interior		\$5,000
Total:		\$381,000
Phase 2 Automatic Meter Reading (AMR) Technology Upgrade Project. CWSRF Loan for \$800,000 1.8% interest, 20 year term with 50% principle forgiveness.		\$400,000
Total:		\$400,000

RUNNING SPRINGS WATER DISTRICT							
DIVISION SUPERVISORS							
2018-19 HOURLY WAGE SCHEDULE							
Exempt Positions							
CLASSIFICATION		STEP					
		A	B	C	D	E	F
DIVISION SUPERVISOR							
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
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
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%					
CI = Certification Incentive							
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

WATER DIVISION

2018-19 HOURLY WAGE SCHEDULE

Non-Exempt Positions

CLASSIFICATION		STEP				
		A	B	C	D	E
COMPLIANCE/SAFETY OPERATOR 3	Hourly	\$34.44	\$35.30	\$36.18	\$37.09	\$38.02
(Grade 3 Distribution & Grade 2 Treatment)	Monthly	\$5,970	\$6,119	\$6,271	\$6,429	\$6,590
	Annual	\$71,635	\$73,424	\$75,254	\$77,147	\$79,083
OPERATOR 3	Hourly	\$31.46	\$32.25	\$33.05	\$33.88	\$34.72
(Grade 3 Distribution & Grade 2 Treatment)	Monthly	\$5,453	\$5,590	\$5,729	\$5,873	\$6,019
	Annual	\$65,437	\$67,080	\$68,744	\$70,470	\$72,225
OPERATOR 2	Hourly	\$27.81	\$28.50	\$29.19	\$29.92	\$30.69
(Grade 3 Distribution & Grade 1 Treatment)	Monthly	\$4,820	\$4,940	\$5,060	\$5,186	\$5,320
	Annual	\$57,845	\$59,280	\$60,715	\$62,234	\$63,835
OPERATOR 1	Hourly	\$24.59	\$25.20	\$25.83	\$26.47	\$27.13
(Grade 2 Distribution & Grade 1 Treatment)	Monthly	\$4,262	\$4,368	\$4,477	\$4,588	\$4,703
	Annual	\$51,147	\$52,416	\$53,726	\$55,058	\$56,430
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%				
CI = Certification Incentive						
Compliance/Safety Operator 3 (2 CI's)	\$81,163					
Operator 3 (3 CI's)	\$75,345					
Operator 2 (5 CI's)	\$69,035					
Operator 1	\$51,147					

RUNNING SPRINGS WATER DISTRICT

ADMINISTRATION DIVISION

2018-19 HOURLY WAGE SCHEDULE

Non-Exempt Positions

CLASSIFICATION		STEP				
		A	B	C	D	E
SENIOR BILLING CLERK	Hourly	\$27.04	\$27.72	\$28.41	\$29.12	\$29.85
	Monthly	\$4,687	\$4,805	\$4,924	\$5,047	\$5,174
	Annual	\$56,243	\$57,658	\$59,093	\$60,570	\$62,088
BILLING CLERK	Hourly	\$23.90	\$24.50	\$25.11	\$25.74	\$26.38
	Monthly	\$4,143	\$4,247	\$4,352	\$4,462	\$4,573
	Annual	\$49,712	\$50,960	\$52,229	\$53,539	\$54,870
ADMINISTRATIVE ASSISTANT 3	Hourly	\$25.04	\$25.68	\$26.32	\$26.98	\$27.65
	Monthly	\$4,340	\$4,451	\$4,562	\$4,677	\$4,793
	Annual	\$52,083	\$53,414	\$54,746	\$56,118	\$57,512
ADMINISTRATIVE ASSISTANT 2	Hourly	\$22.11	\$22.66	\$23.23	\$23.81	\$24.41
	Monthly	\$3,832	\$3,928	\$4,027	\$4,127	\$4,231
	Annual	\$45,989	\$47,133	\$48,318	\$49,525	\$50,773
ADMINISTRATIVE ASSISTANT 1	Hourly	\$19.54	\$20.03	\$20.53	\$21.04	\$21.57
	Monthly	\$3,387	\$3,472	\$3,559	\$3,647	\$3,739
	Annual	\$40,643	\$41,662	\$42,702	\$43,763	\$44,866
Cost of Living Adjustment (COLA):		3.00%				
Offset to Elimination of EPMC		2.00%				
CI = Certification Incentive						
Senior Billing Clerk (1 CI)	\$63,128					
Administrative Assistant 3 (1 CI)	\$54,454					
Administrative Assistant 1 (1 CI)	\$47,029					

Water Division Vehicle Replacement Schedule

Vehicle Description	Year	Mileage / Hours	Use Status	Planned Retirement Date	Estimated Cost of Replacement
Nissan 4x4 Truck Unit #52	1995	74,360	Reserve	2017 (Deferred)	\$ -
Nissan 4x4 Truck Unit #60	1998	64,620	Reserve	2017 (Deferred)	\$ 60,000
Ford 555 Backhoe Unit #42	1990	3,645 Hrs.	Treatment Plant	2017 (Deferred)	\$ 120,000
Thiokol - Snow Cat Unit #36	1965	818.1 Hrs.	Winter Activities	2017 (Deferred)	\$ 100,000
Ford 4x4 Ranger Truck Unit #68	2001	78,087	Daily	2021 (20 Yrs. Old)	\$ 35,000
Ford 4X4 Plow Truck Unit #58	1997	125,960	Utility Vehicle	2022 (25 Yrs. Old)	\$ 60,000
Ford 575E Backhoe Unit #59	1998	4366 Hrs.	Special Projects	2021 (23 Yrs. Old)	\$ 120,000
Ford 4X4 Ranger Truck Unit #76	2007	49,850	Daily	2027 (20 Yrs. Old)	\$ 50,000
Ford 4X4 Ranger Truck Unit #82	2011	30,280	Daily	2031 (20 Yrs. Old)	\$ 35,000
Ford 4X4 Ranger Truck Unit #83	2011	23,700	Daily	2031 (20 Yrs. Old)	\$ 35,000
Water & Fire Complex 50k Generator	1984	890 Hrs.	Limited	2024 (34 Yrs. Old)	\$ 35,000
Portable Compressor	1998	576 Hrs.	Limited	2028 (30 Yrs. Old)	\$ 25,000
Portable Welder	2002	149 Hrs.	Limited	2032 (30Yrs. Old)	\$ 10,000
Portable Cat Generator	1996	176 Hrs.	Limited	2026 (30 Yrs. Old)	\$ 40,000

Water 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
Water Division Projects							
Installation of 2,900 (AMR) Meters	\$ 400,000						\$ 400,000
Relocate Back Lot Meters (80 Total)			\$ 32,000	\$ 32,000	\$ 32,000		\$ 96,000
Replace Nob Hill SCADA Communication Building	\$ 240,000						\$ 240,000
Nob Hill & CLAWA Tank Interconnection Improvements	\$ 50,000						\$ 50,000
Replace Rowco Booster's and Building		\$ 200,000					\$ 200,000
Replace Rowco .1 MG Tanks with one .5 MG Tank						\$ 650,000	\$ 650,000
Nob Hill 1 MG Tank Rehabilitation						\$ 167,000	\$ 167,000
Vehicle & Equipment Storage Building at Harris Property				\$ 30,000			\$ 30,000
Nob Hill 0.133 MG Tank Rehabilitation			\$ 80,000				\$ 80,000
Rowco 0.3 MG Tank Rehabilitation					\$ 90,000		\$ 90,000
Replace 4X4 Vehicle Unit # 60 with 1 Ton Service Truck	\$ 60,000						\$ 60,000
Replace 4X4 Vehicle Unit # 68			\$ 35,000				\$ 35,000
Replace 4X4 Vehicle Unit # 58 Flatbed Snowplow				\$ 60,000			\$ 60,000
Replace 4X4 Vehicle Unit # 76					\$ 50,000		\$ 50,000
Replace 1965 Thiokol Snow Cat with Truck Mounted Tracks						\$ 50,000	\$ 50,000
Replace Portable 50Kw Generator						\$ 40,000	\$ 40,000
Replace Portable Compressor and Jackhammer						\$ 25,000	\$ 25,000
Replace Water Mains Identified in 2010 Master Plan						\$ 6,023,079	\$ 6,023,079
Replace Water & Fire Complex 50Kw Generator						\$ 35,000	\$ 35,000
Purchase new backhoe tractor shared cost 50%				\$ 60,000			\$ 60,000
Water Division Improvements Subtotal	\$ 750,000	\$ 200,000	\$ 147,000	\$ 182,000	\$ 172,000	\$ 6,990,079	\$ 8,441,079

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: May 16, 2018
TO: Board of Directors
FROM: Ryan Gross, General Manager
SUBJECT: QUARTERLY INVESTMENT REPORT

RECOMMENDED BOARD ACTION

This is an information item only.

REASON FOR RECOMMENDATION

This is an information item only.

BACKGROUND INFORMATION

The District's Policy for Investment of Surplus Funds is set forth in the attached Resolution No. 1-96. In accordance with this policy Attachment 2 contains a copy of the latest Local Agency Investment Fund (LAIF) remittance advice indicating the amount invested and the rate of return. The District's surplus funds are invested in accordance with this policy and the District is able to meet its anticipated expenditure requirements for the next subsequent six months.

FISCAL INFORMATION

This is an information item only.

ATTACHMENTS

Attachment 1 – Resolution No. 1-96
Attachment 2 – LAIF Remittance Advice

RESOLUTION NO. 1-96

**RESOLUTION OF THE BOARD OF DIRECTORS OF
RUNNING SPRINGS WATER DISTRICT SETTING FORTH
A POLICY FOR INVESTMENT OF SURPLUS FUNDS**

WHEREAS, the Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of State-wide concern; and

WHEREAS, the Legislature has directed that the treasurer or chief fiscal officer of each local agency shall annually render to the legislative body of the local agency a statement of investment policy, which the legislative body of the local agency shall consider at a public meeting; and

WHEREAS, the Legislature has also directed that the treasurer or chief fiscal officer of each local agency shall render a quarterly report to the legislative body of each local agency which includes the type of investment, issuer, date of maturity par and dollar amount invested on all securities, investments and monies held by the local agency, a description of any of the local agency's funds, investments, or programs that are under the management of contracted parties, and shall include a statement whether the investment portfolio is in compliance with the local agency's investment policy and a statement denoting the ability of the local agency to meet its expenditure requirements for the next subsequent six months; and

WHEREAS, the Legislature has determined that if a local agency has placed all of its investments in the Local Agency Investment Fund or in Federal Deposit Insurance Corporation-insured accounts in a bank or savings and loan association, the treasurer or chief fiscal officer may satisfy the above reporting requirements by simply supplying to the governing body and to the auditor of the local agency the most recent statement or statements received by the local agency from these institutions; and

WHEREAS, Government Code Section 16429.1 provides that notwithstanding any other provision of law, a local governmental official, with the consent of the governing body of that agency, having money in its treasury not required for immediate needs, may remit such surplus funds to the State Treasurer for deposit in the Local Agency Investment Fund for the purpose of investment;

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

1. It is the policy of the Running Springs Water District to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all statutes governing the investment of Running Springs Water District funds.

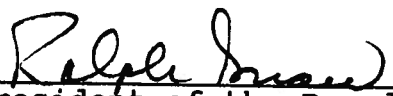
2. This Board of Directors determines that the most feasible and flexible method of implementing this policy, at least expense to the District, is to invest all surplus District funds in the Local Agency Investment Fund of the State of California.

3. Responsibility for deposits into and withdrawals from the Local Agency Investment Fund is hereby delegated to the District's General Manager.

4. At least quarterly, the General Manager will provide the Board of Directors with the most recent copies of statements from the Local Agency Investment Fund indicating amounts invested and rates of return. With each such quarterly report, the General Manager shall also indicate to the Board of Directors whether the District's surplus funds are invested in accordance with this policy, and whether the District is able to meet its anticipated expenditure requirements for the next subsequent six months.

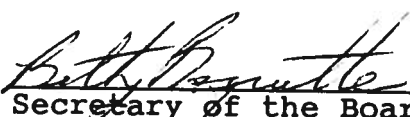
5. This policy shall be reviewed by the Board of Directors at least on an annual basis, and any modifications must be approved by the Board of Directors.

ADOPTED this 21st day of February, 1996.



President of the Board of
Directors of Running Springs
Water District

ATTEST:



Secretary of the Board of
Directors of Running Springs
Water District



BETTY T. YEE

California State Controller

LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE

Agency Name

RUNNING SPRINGS WATER DISTRICT

Account Number

90-36-002

As of 04/13/2018, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 03/31/2018.

Earnings Ratio		.00004135534904993
Interest Rate		1.51%
Dollar Day Total	\$	260,548,376.08
Quarter End Principal Balance	\$	2,848,043.42
Quarterly Interest Earned	\$	10,775.07