



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: JUNE 16, 2017
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, June 21, 2017, at the hour of 9:00 A.M. at the District Office located at 31242 Hilltop Boulevard, Running Springs, California. This agenda was posted prior to 5:00pm on June 16, 2017 at the Running Springs Water District Office and Website.

The Board may take action on any item on the agenda, whether listed as an action item or as an information item.

Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to Joan C. Eaton, Board Secretary at (909) 867-2766 at least 48 hours before the meeting, if possible.

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

AGENDA

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are expected to be routine and non-controversial and will be acted on at one time without discussion unless an item is withdrawn by a Board Member for questions or discussion.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

A. Approve Meeting Minutes **Page 4**

B. Ratify Expenditures **Page 9**

- C. Consider Adoption of Resolution No. 10-17, Establishing Appropriations Limits for Fiscal Year 2017/2018 **Page 17**
- D. Consider Adoption of Resolution Nos. 11-17 and 12-17 for the Reduction of Employer Paid Member Contributions (EPMC) to the California Public Employees' Retirement System (CalPERS) for Existing Classic CalPERS Members **Page 25**
- E. Consider Declaring Certain Equipment as Surplus and Authorize Staff to Dispose of Property **Page 29**
- 4. **Action Items** – The following action items will be considered individually and each **require a motion** by the Board of Directors for action.
 - A. Consider Approving Resolution No. 13-17, Adopting the Fiscal Year 2017/2018 District Budget **Page 31**
(Presenter: Finance Committee and Ryan Gross, General Manager)
 - B. Consider Approving Contract for Financial Consulting Services **Page 34**
(Presenter: Joan Eaton, Administration Supervisor)
 - C. Consider Approving Resolution No. 14-17, Adopting the District By-Laws and Board Policy Manual **Page 52**
(Presenter: Ryan Gross, General Manager)
 - D. Consider Approving Resolution No. 15-17, Adopting the District Purchasing Policy **Page 85**
(Presenter: Ryan Gross, General Manager)
 - E. Consider Approving Resolution No. 16-17, Adopting the Fire Department Terms for Response Away from Official Duty **Page 105**
(Presenter: George Corley, Fire Chief)
 - F. Consider Approving Resolution No. 17-17, For the Election of Directors to the Special District Risk Management Authority Board of Directors **Page 108**
(Presenter: Ryan Gross, General Manager)
 - G. Consider Authorizing Participation in the Intergovernmental Transfer (IGT) Program Providing Access to Federal Matching Funds for Emergency Medical Transport Services **Page 128**
(Presenter: George Corley, Fire Chief)
 - H. Consider Authorizing Purchase of Influent Flow Metering Equipment **Page 147**
(Presenter: Trevor Miller, Wastewater Treatment Division Supervisor)

- I. Consider Authorizing Purchase of Submersible Mixer **Page 153**
(Presenter: Trevor Miller, Wastewater Treatment Division Supervisor)
- J. Consider Approving Resolution No. 18-17, Debt Management Policy **Page 159**
(Presenter: Ryan Gross, General Manager)
- K. Consider Providing Direction on CSA 79 Reorganization
(Presenter: Ryan Gross, General Manager)
- 5. Information Items – The following information items do not require any action by the Board of Directors and are for informational purposes only.
 - A. Water Quality Consumer Confidence Report for 2016
 - B. Draft Ordinance No. 49, Adopting Rules and Regulations for Water and Wastewater Service **Page 168**
 - C. Draft Standards for Water and Sewer Facilities **Page 235**
- 6. General Manager’s Report
- 7. Report from Legal Counsel
- 8. Board Member Comments / Meetings
- 9. Meeting Adjournment

Upcoming Meetings: Regular Board Meeting, July 19, 2017 at 9:00 am

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: June 21, 2017
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 May 17, 2017.

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
MAY 17, 2017**

The Regular Meeting of the Board of Directors of the Running Springs Water District was held on Wednesday, May 17, 2017 at the hour of 9:00 A.M. at the District office located at 31242 Hilltop Boulevard, Running Springs, California.

The following Directors were present:

Ken Ayers, President
Pamella Bennett, Vice-President
Mike Terry, Director
Tony Grabow, Director

Director Errol Mackzum was absent

Also present were the following:

Ryan Gross, General Manager
Joan C. Eaton, Board Secretary/Treasurer/Administration Supervisor
George Corley, Fire Chief
Isaiah Hall, Wastewater Collection Division Supervisor

Visitors Present:

Ananda Foerch, Mountain News Reporter

MEETING MINUTES

AGENDA ITEMS

1. Call Meeting to Order and Pledge of Allegiance

The meeting was called to order at 9:04 A.M. by President Ayers who also led the assembly in the pledge of allegiance to the flag.

2. Recognize and Hear From Visitors/Public Comment

Ananda Foerch introduced herself for the record with no public comment made.

3. Approval of Consent Items

A. Approve Meeting Minutes

B. Ratify March 2017 Expenditures

Administration staff will research industrial supply costs for the District.

Upon **motion** by Director Bennett, **second** by Director Terry and **carried by a 4 to 0 vote**, the Consent Items were approved.

4. Action Items

A. Public Hearing and Consideration of Adopting Ordinance No. 48, Establishing Fees for Ambulance Services

i. Open Public Hearing: President Ayers opened the Public Hearing at 9:09 A.M.

ii. Staff Presentation: Manager Gross reported on the Public Hearing stating the Inland Counties Emergency Medical Agency (ICEMA) has submitted the new annual rates and fees for ambulance services and the procedural requirement is to post notice in the newspaper and adopt Ordinance No. 48.

iii. Written Public Comment: None received

iv. Oral Public Comment: None received

v. Board Discussion/Comments: Discussion continued regarding the proposed ICEMA rates and fees.

vi. Close Public Hearing: President Ayers closed the Public Hearing at 9:11 A.M.

vii. Consider Adoption of Proposed Ordinance No. 48:

Upon **motion** by Director Grabow, **second** by Director Bennett and **carried by a 4 to 0 vote**, Ordinance No. 48, Establishing Fees for Ambulance Services, was adopted. (Ordinance No. 48 on file in the District office)

B. Consider Resolution No. 09-17, Adopting Updated Sewer System Management Plan (SSMP)

Manager Gross reported on the five (5) year regulatory requirement to adopt an updated SSMP. The draft SSMP with minor revisions was presented to the Board for review and discussion continued regarding District facilities and the sewer system. Manager Gross said the SSMP is a working document and will be revised and submitted to the state every five (5) years as facilities are updated. Supervisor Hall was then excused from the meeting.

Upon **motion** by President Ayers, **second** by Director Terry and **carried by a 4 to 0 vote**, Resolution No. 09-17, the Updated Sewer System Management Plan, was adopted. (Resolution No. 09-17 on file in the District office)

C. Consider Accepting Proposal for Fiscal Year 2016/2017 Financial Audit Services

Supervisor Eaton reported on the Financial Audit Services Engagement Letter from Van Lant & Fankhanel, LLP (VLF) for year ending June 30, 2017 and stated the proposed fee of \$22,500 has remained the same since 2013. Discussion continued regarding a single audit that is required if the District were to expend more than \$500,000 in Federal Awards. Manager Gross will confirm that there were no federal funds received from the State Water Board regarding the Sewer Lift Station Project.

Upon **motion** by Director Bennett, **second** by Director Grabow and **carried by a 4 to 0 vote**, the Proposal for Fiscal Year 2016/2017 Financial Audit Services from VLF in the amount of \$22,500, was accepted.

5. Information Items

A. Draft Fiscal Year 2017/2018 Water & Administration Division Budget

Manager Gross reported on the draft 2017/2018 Fiscal Year Water and Administration Division Budget stating the Finance Committee met on April 25, 2017 to review the draft budget and he said there is an overall increase of approximately 4% in expenses and 6% in revenues based on the rate adjustments that are in place. Manager Gross noted the Cash Flow Projection and said the Operating Reserve Fund will soon be fully funded allowing the Water Division to complete deferred projects in the future. Discussion continued regarding District facilities and the draft Water and Administration Budget, specifically the Fuel and Oil, Repair and Maintenance and the Water Quality Testing accounts. Manager Gross said minor corrections will be made to the drafts and the final budgets for all Divisions will be presented at the June 21, 2017 Board Meeting.

B. Consider Draft Board Policy Manual

Manager Gross said the draft Board Policy Manual is the District Board Bylaws that were adopted in 2011 and have been incorporated into a new manual. Manager Gross will insert wording in the policy regarding delegation of authority in an emergency. The draft Board Policy was further reviewed and discussed with suggested revisions noted. The final Board Policy Manual will be returned to the June Board Meeting for consideration and approval.

C. Consider Draft Purchasing Policy

The Draft Purchasing Policy was reviewed and discussed with suggested revisions noted. Manager Gross will also consult with Scott Manno, CPA, Rogers, Anderson, Malody

and Scott, regarding procurement guidelines involving federal awards and/or funds. The final Purchasing Policy will be returned to the June Board Meeting for consideration and approval.

D. Water Production & Precipitation Report

Manager Gross reported on water production and noted the Precipitation Report is a comparison to the prior four (4) years. Regarding the new Ayers Acres Well, Manager Gross said the well did not produce as expected due to sediment which indicates the well has not fully developed in the fracture system. Only two (2) water wells are currently supplying the entire District.

6. General Manager’s Report

Manager Gross said the District is waiting to hear from Lewis Murray, Representative for Janice Rutherford, regarding scheduling a meeting to discuss possible consolidation with CSA-79. Manager Gross also stated Arrowbear Park County Water District will conduct a meeting to discuss possible annexation to the San Bernardino County Fire Department. In closing, Manager Gross reported the District received a request from the Local Agency Formation Commission (LAFCO) to utilize the District Board Room to conduct the five (5) year Municipal Service Review meeting for water agencies on the mountain.

7. Report from Legal Counsel

None

8. Board Member Comments

None

9. Meeting Adjournment

The meeting was adjourned at 10:31 A.M.

Respectfully Submitted,

President, Board of Directors
Running Springs Water District

Secretary of the Board of Directors
Running Springs Water District

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: June 21, 2017
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 May 2017 expenditures.

A copy of the District's Cash Summary as of May 31, 2017 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 May 2017 and the Cash Summary as of May 31, 2017.

FISCAL INFORMATION

Refer to attached accounts payable check register and cash summary.

ATTACHMENTS

Attachment 1 – Accounts Payable Check Register for May 2017
Attachment 2 – Cash Summary as of May 31, 2017

Running Springs Water District

Accounts Payable Checks

May 2017

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Action Automotive Repair Inc	unit 80 Repairs	05/02/17	329.31	100495	1,591.83
	dump truck brake repairs	05/02/17	1,202.52	100495	
	Swap out Tires	05/02/17	60.00	100495	
	Auto Repairs	05/09/17	229.90	100534	229.90
Airgas Inc.	Helium	05/16/17	42.40	100558	42.40
American Family Life Assurance Company of Colun	April Premiums	05/02/17	616.66	100496	616.66
American Water Works Association	2017/2018 Standards Revisions Renewal	05/02/17	767.00	100497	767.00
Ameripride Services, Inc	Cleaning Supplies	05/02/17	298.00	100498	298.00
	Cleaning Supplies	05/09/17	240.28	100535	240.28
Anthem Blue Cross	Ambulance refund for overpayment	05/02/17	2,033.27	100499	2,033.27
Barbara Anne Sanders-Spierung	Misc Supplies	05/16/17	100.13	100559	108.10
	Misc Supplies	05/16/17	7.97	100559	
	Misc Supplies	05/25/17	25.42	100582	25.42
Bay City Equipment Industries, Inc	emergency generator repair SLS 7	05/25/17	1,969.09	100583	1,969.09
Bear Valley Fire Protection	Fire Extinguisher Testing	05/16/17	189.98	100560	954.92
	Fire Extinguisher Testing	05/16/17	187.00	100560	
	fire extinguisher replacement/service	05/16/17	197.96	100560	
	Fire Extinguisher Testing	05/16/17	379.98	100560	
Best, Best & Krieger LLP	Legal Services	05/16/17	760.25	100561	760.25
Big Bear Electric	repair float switch SLS 4	05/09/17	805.50	100536	805.50
BURR Group Inc.	Trash Service	05/02/17	174.01	100524	174.01
	Trash and Load	05/16/17	319.44	100562	319.44
California Computer Options Inc	Network Maintenance, management and Monitori	05/25/17	2,144.00	100584	2,144.00
California Water Environment Association	Shoopman Mech Tech grd 2	05/02/17	88.00	100500	88.00
	Mechanical Tech Grade 2	05/16/17	88.00	100563	254.00
	Collection Sys Maint Grd 1	05/16/17	83.00	100563	
	Plant Mainenacnce Tech Grd 1-Gross	05/16/17	83.00	100563	
	Collect Maint Grd 2 & Mech Tech Grd2	05/25/17	176.00	100585	342.00
	Collection System Maintenance Grad 1	05/25/17	83.00	100585	
	Plant Maintenance Tech Grade 1	05/25/17	83.00	100585	
Cal-Optima	Ambulance Refund	05/16/17	216.29	100564	216.29
CalPERS	Health Insurance Premiums	05/01/17	18,998.61	DFT0000438	18,998.61
	2017 Replacement Benefit Contribution	05/02/17	421.10	DFT0000439	421.10
	5/8/17 Retirement Contributions	05/11/17	21,584.09	DFT0000444	21,584.09
	Liability Contributions	05/16/17	35,380.73	DFT0000445	35,380.73
	Retirement Contributions	05/25/17	21,559.96	DFT0000458	21,559.96
Canon	Canon Fees	05/25/17	495.22	100586	495.22
Charter Communitcations	Telephone and Internet	05/16/17	190.90	100565	854.75
	Telephone and Internet	05/16/17	663.85	100565	
	Telephone & Internet	05/25/17	104.97	100587	104.97
Citibank, N.A.	Misc Supplies	05/16/17	16.11	100566	16.11
	SUPPLY ORDER	05/25/17	307.25	100588	600.91
	Office Supplies	05/25/17	170.58	100588	
	STAPLES -OFFICE SUPPLIES	05/25/17	123.08	100588	
Clinical Laboratory of San Bernardino	Water samples for March 2017.	05/02/17	2,608.00	100501	2,608.00

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Clinical Laboratory of San Bernardino	Water Samples	05/16/17	1,051.00	100567	3,086.00
	Wastewater Samples	05/16/17	2,035.00	100567	
Conduent Business Systems, LLC	FH Support Contract Renwal	05/25/17	675.00	100589	675.00
ConFire JPA	Confire Services from April-June 2017	05/02/17	6,154.48	100502	11,177.17
	Estimated Radio & Paging charges for April-June 17	05/02/17	5,022.69	100502	
County of San Bernardino	Lien Release x2	05/02/17	42.00	100525	42.00
	Parcel Map Changes	05/09/17	4.00	100537	4.00
	Dump Fee	05/25/17	21.41	100590	21.41
	Lien Release	05/25/17	21.00	100591	21.00
Dixi Willemse	Reimbursement Claim	05/02/17	93.46	100503	93.46
	Reimbursement Claim	05/25/17	113.44	100592	113.44
Fire Fighters Association	April 2017 Dues	05/02/17	470.00	100504	470.00
	Association fees for May 2017	05/25/17	410.00	100593	410.00
Frontier Communications	Scada Line	05/02/17	99.14	100505	274.95
	Telephone	05/02/17	53.22	100505	
	Telephone	05/02/17	69.37	100505	
	Telephone	05/02/17	53.22	100505	
	Telephone	05/02/17	53.16	100526	53.16
	Telephone	05/09/17	53.24	100538	157.40
	Electricity	05/09/17	53.22	100538	
	Telephone	05/09/17	50.94	100538	
	Telephone	05/16/17	140.89	100568	140.89
	Telephone	05/25/17	50.99	100594	276.55
	Scada Line	05/25/17	100.62	100594	
	Telephone	05/25/17	70.54	100594	
	Telephone	05/25/17	54.40	100594	
George Corley	Reimbursement Claim	05/02/17	397.04	100506	397.04
Haz Mat Trans, Inc.	Work order # 82775	05/02/17	700.00	100507	700.00
HD Supply Facilities Maintenance LTD	Quickpro Roller	05/16/17	61.65	100569	61.65
	wastewater testing supplies	05/25/17	270.02	100595	445.60
	24ft Swing Sampler	05/25/17	175.58	100595	
Inland Bobcat, Inc.	Bobcat A/C repair	05/02/17	120.01	100508	120.01
Inland Desert Security & Communications	Answering Service	05/25/17	100.20	100596	100.20
Inland Water Works Supply Company	Miscellaneous Inventory	05/02/17	777.21	100509	777.21
Joan Eaton	Reimbursement Claim	05/02/17	137.96	100510	196.08
	Reimbursement Claim	05/02/17	58.12	100510	
	Reimbursement Claim	05/09/17	72.71	100539	72.71
Joy Medved	Ambulance overpayment Refund	05/02/17	255.91	100511	255.91
Liberty Composting Inc	Tipping Fees, Biosolids Mar 2017	05/02/17	1,085.60	100512	1,085.60
Life-Assist, Inc	Ambulance Supplies	05/02/17	253.25	100513	587.96
	Ambulance Supplies	05/02/17	334.71	100513	
Lincoln National Life Insurance Company	Life Insurance Premiums	05/02/17	1,158.06	100514	1,158.06
Linda Mayfield	Reimbursement Claim	05/25/17	480.00	100597	480.00
Liquinox	Sales tax from previous invoice	05/02/17	328.36	100515	328.36
Lou's Gloves, Inc	Nitrile Exam Grade Gloves	05/16/17	88.00	100570	88.00
MCI	Long Distance	05/09/17	48.33	100540	48.33
Metropolitan Life Insurance Company	Vision Insurance Premiums	05/02/17	160.76	100516	160.76
Nestle Waters North America	Drinking Water	05/09/17	57.05	100541	57.05
Nuckles Oil Company, Inc	Fuel Order	05/09/17	5,022.50	100542	5,022.50
One Stop Landscape Supply	Bio Solids Disposal; One Stop	05/09/17	2,317.20	100543	2,317.20

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Patrick R. Morin	Sensor cleaning and repair	05/09/17	1,120.00	100544	1,120.00
Peerless Maintenance Service Inc.	May 2017 Office Cleaning	05/25/17	485.00	100598	485.00
Premier Access Insurance Company	Dental Insurance Premiums	05/02/17	1,078.13	100517	1,078.13
Randy Bobroff	Visa Reimbursement	05/02/17	679.39	100527	679.39
Richard Viero	Reimbursement Claim	05/25/17	40.00	100599	40.00
Rim Forest Lumber Company, Inc.	Miscellaneous Supplies	05/02/17	99.51	100518	99.51
Robert Aberg	Reimbursement Claim	05/16/17	2,680.00	100571	2,680.00
Rogers Anderson Malody & Scott LLP	Consultant Charges	05/25/17	6,509.80	100600	6,509.80
Sacramento Metropolitan Fire District	SFY 2015 per Transport GEMT	05/16/17	620.94	100572	620.94
San Bernardino County Special Districts Department	May 2017 Special Districts Meeting	05/02/17	31.00	100519	31.00
SCAN Healthcare	Ambulance Refund	05/09/17	327.77	100545	327.77
South Coast Air Quality Management District	Annual Operating Fee LS1	05/02/17	709.72	100528	4,597.17
	Annual Operating Fee LS2	05/02/17	354.86	100528	
	Annual Operating fee LS4	05/02/17	354.86	100528	
	Annual Operating Fees Ls6	05/02/17	354.86	100528	
	Annual Operating Fees LS7	05/02/17	354.86	100528	
	Emissions Fee LS1	05/02/17	130.57	100528	
	Emissions Fees LS2	05/02/17	130.57	100528	
	Emissions Fee for LS4	05/02/17	130.57	100528	
	Emissions Fee LS6	05/02/17	130.57	100528	
	Emissions Fees LS7	05/02/17	130.57	100528	
	Annual Renewal Fees for LS5	05/02/17	354.86	100528	
	Annual Renewal Fee for LS3	05/02/17	709.72	100528	
	Emissions Fee for LS5	05/02/17	124.35	100528	
	Emissions Fee for LS3	05/02/17	124.35	100528	
	Ca Air Toxics Hot Spots Fee LS1	05/02/17	125.47	100528	
	Ca Air Toxics Hot Spots fee for LS2	05/02/17	125.47	100528	
	Ca Air Toxics Hot Spots Fee for LS4	05/02/17	125.47	100528	
	Ca Air Toxics Hot Spots fee for LS7	05/02/17	125.47	100528	
	Hot Spots Program Fee	05/16/17	125.47	100573	627.35
	Hot Spots Program Fee- Plant	05/16/17	125.47	100573	
	Hot Spots LS5	05/16/17	125.47	100573	
	Hot Spots Fee- ls3	05/16/17	125.47	100573	
	Hot Spots Fees Loma	05/16/17	125.47	100573	
Southern California Edison Company	Electricity	05/02/17	464.08	100520	2,711.25
	Electricity	05/02/17	107.90	100520	
	Electricity	05/02/17	121.06	100520	
	Electricity	05/02/17	1,013.33	100520	
	Electricity	05/02/17	660.01	100520	
	Electricity	05/02/17	344.87	100520	
	Electricity	05/02/17	315.00	100530	315.00
	Electricity	05/09/17	32.75	100546	4,426.36
	Electricity	05/09/17	1,299.28	100546	
	Electricity	05/09/17	470.08	100546	
	Electricity	05/09/17	108.87	100546	
	Electricity	05/09/17	144.49	100546	
	Electricity	05/09/17	66.24	100546	
	Electricity	05/09/17	1,021.25	100546	
	Electricity	05/09/17	309.39	100546	
	Electricity	05/09/17	247.26	100546	

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Southern California Edison Company	Electricity	05/09/17	432.53	100546	4,426.36
	Electricity	05/09/17	80.60	100546	
	Electricity	05/09/17	213.62	100546	
	Electricity	05/09/17	6,826.13	100556	7,845.99
	Electricity	05/09/17	138.54	100556	
	Electricity	05/09/17	108.71	100556	
	Electricity	05/09/17	93.10	100556	
	Electricity	05/09/17	91.43	100556	
	Electricity	05/09/17	178.31	100556	
	Electricity	05/09/17	409.77	100556	
	Electricity	05/16/17	10.69	100574	190.28
	Electricity	05/16/17	179.59	100574	
Southern California Gas Company	Gas Billing	05/09/17	70.44	100547	186.82
	Gas Billing	05/09/17	116.38	100547	
	Gas Billing	05/16/17	86.48	100575	169.45
	Gas Billing	05/16/17	68.67	100575	
	Gas Billing	05/16/17	14.30	100575	
Special District Risk Management Authority	Property/Liability Changes	05/16/17	361.73	100576	361.73
State Water Resources Control Board	Water System Fees for 7/1/16-6/30/17	05/25/17	12,828.50	100601	12,828.50
Stryker Sales Corp	Batttery pack	05/09/17	392.05	100548	392.05
Superior Automotive Warehouse, Inc.	Miscellaneous Supplies	05/09/17	51.91	100549	51.91
	Misc. Auto Parts	05/16/17	14.98	100577	14.98
Terminix International Company LP	Pest Control	05/02/17	62.00	100521	62.00
	Pest Control	05/09/17	45.00	100550	45.00
The Alpenhorn News	Public Hearing Ad	05/09/17	149.92	100551	149.92
Tina M. Taylor	Gym Membership	05/02/17	250.00	100522	500.00
	Gym Membership	05/02/17	250.00	100522	
	2016-2017 Gym Membership	05/09/17	250.00	100552	250.00
Tom Shoopman	Uniform Reimbursement	05/25/17	195.96	100602	195.96
Trevor Miller	Reimbursement Claim	05/25/17	36.00	100603	36.00
Tyler Technologies, Inc	Billing conversion	05/02/17	3,533.87	100523	3,533.87
	Online Component Setup	05/09/17	880.00	100553	12,614.03
	Conversion Fees	05/09/17	9,500.00	100553	
	On-Site Training	05/09/17	2,234.03	100553	
Underground Service Alert of Southern California	New Dig Tickets	05/02/17	13.50	100531	13.50
US Postal Service	Permit #14 Funds	05/09/17	3,000.00	100554	3,000.00
Verizon Wireless Services LLC	Cell Phone	05/16/17	204.07	100578	204.07
Victor J Puglisi Jr	Screen Printing	05/16/17	64.80	100579	64.80
Visa	Visa Purchases	05/09/17	46.32	100555	616.77
	Visa Purchases	05/09/17	413.00	100555	
	Visa Purchases	05/09/17	157.45	100555	
William A. Morton and Anja Nolting Moreton RevoAmbulance		05/16/17	3,845.64	100580	3,845.64
York Insurance Services Group Inc., -CA	Worker's Comp	05/25/17	44.77	100604	44.77

	Totals		
Payment Type	Payable Count	Payment Count	Payment
Regular Checks	183	105	123,703.69
Manual Checks	0	0	0.00
Voided Checks	0	1	0.00
Bank Drafts	5	5	97,944.49
EFT's	0	0	0.00
Totals	188	111	221,648.18

Running Springs Water District		
First Mountain Bank Visa Transactions		
May 2017		
	Description	Amount
Corley	Zinc Belt Buckles	413
Eaton	Parking	24
	Printer Ribbon	22.32
Strebel	Costco- Misc Station Supplies	157.45
	TOTAL AMOUNT DUE	616.77

Designated Reserve Fund Balances as of May 31, 2017	Fund Balance
Fire & Ambulance Department	
Breathing Apparatus Equipment Replacement	76,855
Future Equipment Replacement	12,178
Workers Comp PASIS Outstanding Claims	12,496
Subtotal Fire & Ambulance Department Designated Reserve Funds	101,529
Fire Department Operating Reserve	1,590,787
Ambulance Department Operating Reserve	34,233
Subtotal Fire & Ambulance Department Operating Reserve Funds	1,625,021
Recommended Reserve Fund Target (6 Months Operating Expenses)	1,022,579
Operating Reserve Surplus / (Shortfall)	602,442
Wastewater Division	
Wastewater Capital Improvement Project Reserve	202,068
Wastewater System Connection & Capacity Charges	119,603
Wastewater Infrastructure R&R Reserve (CWSRF Debt Reserve)	169,143
Subtotal Wastewater Designated Reserve Funds	490,813
Wastewater Operating Reserve Fund	73,718
Recommended Operating Reserve Fund Target (4 Months Operating Expenses)	499,285
Operating Reserve Surplus / (Shortfall)	(425,567)
Water Division	
Water Capital Improvement Project Reserve	147,675
Water System Connection & Capacity Charges	5,382
Water Infrastructure R&R Reserve (MFC Debt Reserve)	65,341
Subtotal Water Designated Reserve Funds	218,398
Water Operating Reserve	311,574
Recommended Operating Reserve Fund Target (4 Months Operating Expenses)	530,659
Operating Reserve Surplus / (Shortfall)	(219,086)
Assessment Districts	
Sewer Assessment District No. 5 Construction Funds	43
Sewer Assessment District No. 7 O&M	25,053
Water Assessment District No. 9 Construction Funds	38,154
Water Assessment District No. 10 Construction Funds	26,421
Water Assessment District No. 10 O&M	201,854
Water Assessment District No. 10 Bond Reserve Fund	117,906
Subtotal Assessment Districts	409,431
Total District Designated & Operating Reserve Funds	2,821,053
Assessment District Funds	409,431
Combined Pooled Cash	3,230,484
Checking Account (General)	266,081
LAIF	2,828,139
York Insurance Deposit	17,358
BNY Mellon (AD #10 Bond Reserve)	117,906
Petty Cash	1,000
Combined Pooled Cash	3,230,484

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: June 21, 2017

TO: Board of Directors

FROM: Ryan Gross, General Manager

SUBJECT: CONSIDER ADOPTION OF RESOLUTION NO. 10-17,
ESTABLISHING THE APPROPRIATIONS LIMIT FOR FISCAL
YEAR 2017/2018

RECOMMENDED BOARD ACTION

Approval of Resolution No. 10-17 establishing the appropriations limit for fiscal year 2017/2018.

REASON FOR RECOMMENDATION

Section 7910 of the California Government Code implements Article XIII B of the California Constitution by requiring each local jurisdiction to establish, by resolution, its appropriations limit for each fiscal year and to make the documentation used in determining the appropriations limit available to the public fifteen days prior to adoption of the resolution establishing the appropriations limit.

BACKGROUND INFORMATION

The California Constitution places an annual limitation upon appropriations from proceeds of taxes by each local government of the State of California.

Consistent with Senate Constitutional Amendment No. 1, each fiscal year the District's Board of Directors is required to select either the percentage change in California per capita personal income or the percentage change in the local assessment roll due to the addition of local non-residential construction, and either the population change within the District or the population change within the unincorporated area of San Bernardino County, as the two factors to be applied in calculating the appropriations limit for each fiscal year.

The Board has historically selected the percentage change in California per capita personal income and also the population change within the unincorporated portion of San Bernardino County as factors in determining the District's appropriations limits for each fiscal year.

Resolution No. 10-17 uses the percentage change in California per capita personal income and also the population change within the unincorporated portion of San Bernardino County as factors in determining the District's appropriations limits for fiscal year 2017/2018.

The appropriation limit by definition includes property taxes plus revenues derived from service charges in excess of the reasonable cost of providing services. The District does not derive revenue from service charges that are in excess of the reasonable cost of providing the services. Therefore, the appropriation limit for the District only applies to the property tax received by the District.

The appropriations limit identified for fiscal year 2017/2018 is \$4,879,011, which is well in excess of the actual property tax appropriation anticipated for fiscal year 2017/2018, which is anticipated to be \$1,500,000.

FISCAL INFORMATION

N/A

ATTACHMENTS

Attachment 1 – Resolution No. 10-17, Establishing Appropriations Limit for Fiscal Year 2017/2018

RESOLUTION NO. 10-17

**RESOLUTION OF THE BOARD OF DIRECTORS OF
RUNNING SPRINGS WATER DISTRICT ESTABLISHING
APPROPRIATIONS LIMIT FOR FISCAL YEAR 2017-2018**

WHEREAS, Article XIII B of the California Constitution places an annual limitation upon appropriations from proceeds of taxes by each local government of the State of California; and

WHEREAS, Section 7910 of the California Government Code implements Article XIII B of the California Constitution by requiring each local jurisdiction to establish, by resolution, its appropriations limit for each fiscal year, beginning in 1980-81, and to make the documentation used in determining the appropriations limit available to the public fifteen days prior to adoption of the resolution establishing the appropriations limit; and

WHEREAS, in accordance with Senate Constitutional Amendment No. 1 approved by the voters of the State effective June 6, 1990, beginning with fiscal year 1990-91 and for each fiscal year thereafter, the District's Board of Directors is required to select either the percentage change in California per capita personal income or the percentage change in the local assessment roll due to the addition of local non-residential construction, and either the population change within the District or the population change within San Bernardino County, as the two factors to be applied in calculating the appropriations limit for each fiscal year; and

WHEREAS, this Board wishes to select, as factors in determining the District's appropriations limits for fiscal year 2017-2018, the percentage change in California per capita personal income and also the population change within the unincorporated area of San Bernardino County; and

WHEREAS, this District has documented its calculations of the District's appropriations limit for fiscal year 2017-2018, and said calculations have been posted on the District's main office front window and made available to the public at least fifteen days prior to the adoption of this resolution;

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

1. For fiscal year 2017-2018, the factors selected for calculating the appropriations limit are (a) the percentage change in California per capita personal income, and (b) the population change within the unincorporated area of the County of San Bernardino.

2. The appropriations limit applicable to this District pursuant to Article XIII B of the California Constitution for fiscal year 2017-2018 is hereby established and determined to be the sum of \$4,879,011.

3. A copy of the documentation used in the determination of the fiscal year 2017-2018 appropriations limit shall be affixed hereto and shall be available for public inspection.

4. Pursuant to Section 7910 of the California Government Code, any judicial action or proceeding to attack, review, set aside, void, or annul the establishment of the appropriations limits as set forth herein must be commenced within forty-five days of the adoption of this resolution.

ADOPTED this 21st day of June, 2017.

President, Board of Directors
RUNNING SPRINGS WATER DISTRICT

ATTEST:

Secretary, Board of Directors
RUNNING SPRINGS WATER DISTRICT

RUNNING SPRINGS WATER DISTRICT
2017-2018 APPROPRIATIONS LIMIT

2016-2017 Appropriations Limit **\$4,676,518**

2017-2018 Adjustment:

Change in California Per Capita Income = 3.69 percent
Change in Population, Unincorporated San Bernardino County = 0.62 percent

$$\frac{3.69 + 100}{100} = 1.0369$$

$$\frac{0.62 + 100}{100} = 1.0062$$

$$1.0369 \times 1.0062 = 1.0433$$

$$\$4,676,518 \times 1.0433 = \$4,879,011$$

2017-2018 Appropriations Limit **\$4,879,011**

May 2017

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit

The California Revenue and Taxation Code, section 2227, requires the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2017, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2017-18. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2017-18 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. The Revenue and Taxation Code, section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The Code and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2017.**

Please Note: Prior year's city population estimates may be revised.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

MICHAEL COHEN
Director
By:

AMY M. COSTA
Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2017-18 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2017-18	3.69

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2017-18 appropriation limit.

2017-18:

Per Capita Cost of Living Change = 3.69 percent
 Population Change = 0.85 percent

Per Capita Cost of Living converted to a ratio: $\frac{3.69 + 100}{100} = 1.0369$

Population converted to a ratio: $\frac{0.85 + 100}{100} = 1.0085$

Calculation of factor for FY 2017-18: $1.0369 \times 1.0085 = 1.0457$

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2016 to January 1, 2017 and Total Population, January 1, 2017

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total</u>
	2016-2017	1-1-16	1-1-17	1-1-2017
San Bernardino				
Adelanto	2.32	32,820	33,581	34,273
Apple Valley	1.05	73,925	74,701	74,701
Barstow	0.52	23,703	23,826	24,248
Big Bear Lake	0.86	5,004	5,047	5,047
Chino	2.89	80,399	82,720	88,026
Chino Hills	2.38	78,798	80,676	80,676
Colton	0.65	53,530	53,879	53,879
Fontana	1.72	209,179	212,786	212,786
Grand Terrace	0.56	12,366	12,435	12,435
Hesperia	0.96	93,241	94,133	94,133
Highland	0.65	54,024	54,377	54,377
Loma Linda	0.39	24,368	24,463	24,528
Montclair	0.92	38,766	39,122	39,122
Needles	0.52	5,018	5,044	5,044
Ontario	2.39	170,214	174,283	174,283
Rancho Cucamonga	0.94	175,681	177,324	177,324
Redlands	0.92	69,211	69,851	69,851
Rialto	0.50	105,996	106,528	106,528
San Bernardino	0.60	214,116	215,410	216,972
Twentynine Palms	5.01	17,243	18,107	26,919
Upland	1.02	76,016	76,790	76,790
Victorville	0.43	119,067	119,579	123,565
Yucaipa	1.02	53,773	54,324	54,324
Yucca Valley	0.69	21,371	21,519	21,519
Unincorporated	0.62	298,825	300,681	308,906
County Total	1.16	2,106,654	2,131,186	2,160,256

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: June 21, 2017

TO: Board of Directors

FROM: Ryan Gross, General Manager

SUBJECT: **CONSIDER ADOPTION OF RESOLUTION NOS. 11-17 AND 12-17 FOR THE REDUCTION OF EMPLOYER PAID MEMBER CONTRIBUTIONS (EPMC) TO THE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CALPERS) FOR CLASSIC CALPERS MEMBERS**

RECOMMENDED BOARD ACTION

It is recommended that the Board of Directors consider adoption of Resolution Nos. 11-17 and 12-17 for the third phase reduction of employer paid member contributions (EPMC) to CalPERS for "Classic" CalPERS members beginning July 1, 2017.

REASON FOR RECOMMENDATION

On February 18, 2015, the Board of Directors approved the phased elimination of EPMC over a four year period beginning July 1, 2015 for existing Classic CalPERS members including an equivalent annual cost of living adjustment plus CPI-W for the years ending in October. The attached resolutions are required to begin the third phase of reducing the EPMC.

BACKGROUND INFORMATION

This proposal has been discussed by the Personnel Committee on several occasions and each of the District's Supervisors has also discussed it with their respective staff. The savings to the District associated with the phased elimination of paying and reporting the value of CalPERS EPMC is approximately \$15,000 per year.

The feedback from our employees is generally that if this proposal is going to move forward they would prefer it to be done in a phased approach over four years.

On July 18, 2014, June 24, 2014, February 11, 2014 and August 13, 2013, the Personnel Committee considered a change in policy regarding the District's payment of normal member contribution to CalPERS as EPMC for existing employees that are considered "Classic" CalPERS members.

The General Manager position began this transition on July 16, 2014 in which the 8% EPMC will be phased out over a five year period.

On March 19, 2014, the Board of Directors adopted Resolutions that established a second tier for newly hired employees that are considered “Classic” CalPERS members (both Miscellaneous and Safety) which the District pays 0% of the normal member contribution as EPMC. We currently have two employees that fall into this category.

In 2008, the District Board of Directors adopted resolutions for paying and reporting the value of the CalPERS EPMC. The additional cost to the District at that time for this employee benefit was estimated to be approximately \$14,000.

FISCAL INFORMATION

If approved, this third phase EPMC reduction would shift to the employees beginning July 4, 2017 at 6% per year for Miscellaneous and 6.75% per year for safety. In order to offset the impact to the employees, an equivalent annual cost of living adjustment plus CPI-W for the years ending in October is being applied over the four year transition period.

Once the transition is complete, the savings to the District associated with the phased elimination of CalPERS EPMC and paying and reporting the value of the EPMC is approximately \$15,000 per year beginning in 2019.

This savings would also help to offset a portion of the projected increases in the CalPERS Employer Contribution over the next five years.

ATTACHMENTS

Attachment 1 – Resolution 11-17

Attachment 2 – Resolution 12-17

RESOLUTION NO. 11-17

FOR EMPLOYER PAID MEMBER CONTRIBUTIONS

WHEREAS, the governing body of the Running Springs Water District has the authority to implement Government Code Section 20691;

WHEREAS, the governing body of the Running Springs Water District has a written labor policy or agreement which specifically provides for the normal member contributions to be paid by the employer;

WHEREAS, one of the steps in the procedures to implement Section 20691 is the adoption by the governing body of the Running Springs Water District of a Resolution to commence said Employer Paid Member Contributions (EPMC);

WHEREAS, the governing body of the Running Springs Water District has identified the following conditions for the purpose of its election to pay EPMC:

- This benefit shall apply to all existing classic miscellaneous members hired before April 1, 2014.
- This benefit shall consist of the Running Springs Water District paying two percent (2%) of the normal member contributions as EPMC.
- The effective date of this Resolution shall be July 4, 2017.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Running Springs Water District elects to pay EPMC, as set forth above.

ADOPTED this 21st day of June 2017.

Ayes:

Noes:

Abstentions:

Absent:

ATTEST:

President, Board of Directors
Running Springs Water District

Secretary of the Board of Directors
Running Springs Water District

RESOLUTION NO. 12-17

FOR EMPLOYER PAID MEMBER CONTRIBUTIONS

WHEREAS, the governing body of the Running Springs Water District has the authority to implement Government Code Section 20691;

WHEREAS, the governing body of the Running Springs Water District has a written labor policy or agreement which specifically provides for the normal member contributions to be paid by the employer;

WHEREAS, one of the steps in the procedures to implement Section 20691 is the adoption by the governing body of the Running Springs Water District of a Resolution to commence said Employer Paid Member Contributions (EPMC);

WHEREAS, the governing body of the Running Springs Water District has identified the following conditions for the purpose of its election to pay EPMC:

- This benefit shall apply to all existing classic safety members hired before April 1, 2014.
- This benefit shall consist of the Running Springs Water District paying two and one quarter percent (2.25%) of the normal member contributions as EPMC.
- The effective date of this Resolution shall be July 4, 2017.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Running Springs Water District elects to pay EPMC, as set forth above.

ADOPTED this 21st day of June 2017.

Ayes:
Noes:
Abstentions:
Absent:

ATTEST:

President, Board of Directors
Running Springs Water District

Secretary of the Board of Directors
Running Springs Water District

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: June 21, 2017
TO: Board of Directors
FROM: Ryan Gross, General Manager
SUBJECT: CONSIDER CERTAIN EQUIPMENT AND MATERIALS BE DECLARED AS SURPLUS PROPERTY AND AUTHORIZE STAFF TO DISPOSE OF PROPERTY

RECOMMENDED BOARD ACTION

It is recommended that the Board of Directors consider certain equipment and materials surplus property and authorize staff to properly dispose of the property.

REASON FOR RECOMMENDATION

District staff has determined that the equipment, materials and/or property is no longer of any use or value to the District and recommends it be declared surplus and disposed of.

BACKGROUND

The following is an item of property the staff is recommending to be declared surplus at this time:

Fire Department:

The 2013 Dell Optiplex 3020 no longer functions or can be repaired.

Quantity: 1
Resale Value: \$0
Brand: Dell
Recommendation: Disposal



Administration Department:

Various computer equipment

Quantity: various

Resale Value: \$0

Brand: various

Recommendation: Disposal



RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: June 21, 2017

TO: Board of Directors

FROM: Ryan Gross, General Manager

SUBJECT: CONSIDER ADOPTING RESOLUTION NO. 13-17, ADOPTING THE FISCAL YEAR 2017/2018 DISTRICT BUDGET

RECOMMENDED BOARD ACTION

It is recommended that the Board of Directors consider adopting Resolution No. 13-17, Adopting the Fiscal Year 2017/2018 District Budget.

REASON FOR RECOMMENDATION

The draft Fiscal Year 2017/2018 District Budgets have been reviewed by the Finance Committee and the full Board of Directors.

BACKGROUND INFORMATION

The draft Fiscal Year 2017/2018 District Budget have been reviewed by the Board of Directors, staff and members of the public at several public meetings since January of this year. The following public meetings have taken place in 2017:

Annual Budget Workshop

January 18, 2017	Board/Staff Review of Five Year Plan and Budget Goals
------------------	---

Wastewater Department Budget

February 1, 2017	Finance Committee Meeting, Review of Budget
February 15, 2017	Regular Board Meeting, Review of Budget

Fire Department Budget

March 1, 2017	Finance Committee Meeting, Review of Budget
March 8, 2017	Regular Board Meeting, Review of Budget

Water/Administration Department Budget

April 25, 2017	Finance Committee Meeting, Review of Budget
May 17, 2017	Regular Board Meeting, Review of Budget

A copy of the proposed Resolution 13-17 is included as Attachment 1.

The proposed Final Fiscal Year 2017/2018 Budget document was provided to the Directors on Friday, June 16, 2017 and is also available for public review at the District office.

FISCAL INFORMATION

Refer to Fiscal Year 2017/2018 District Budget.

ATTACHMENTS

Attachment 1 – Resolution No. 13-17

Attachment 2 – Fiscal Year 2017/2018 Budget Document (Available for Public Inspection at the District Office on June 16, 2017)

RESOLUTION 13-17

**RESOLUTION OF THE BOARD OF DIRECTORS OF RUNNING SPRINGS
WATER DISTRICT ADOPTING THE FISCAL YEAR 2017/2018 DISTRICT
BUDGET**

WHEREAS, the proposed water and wastewater rates, fees and charges that were adopted on June 18, 2014 have been incorporated into the District's Fiscal Year 2017/2018 budget, a copy of which is attached and incorporated herein by reference;

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

1. Adoption of Fiscal Year 2017/2018 District Budget

The District budget for Fiscal Year 2017/2018 is hereby adopted, as presented to this Board of Directors, but may be hereafter amended by simple motion of the Board. A copy thereof shall be retained by the District and available for review upon request.

ADOPTED this 21st day of June 2017

President, Board of Directors
Running Springs Water District

ATTEST:

Secretary, Board of Directors
Running Springs Water District

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: June 21, 2017

TO: Board of Directors

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

SUBJECT: CONSIDER APPROVING FISCAL YEAR 2017/2018
PROFESSIONAL SERVICES CONTRACT WITH ROGERS,
ANDERSON, MALODY AND SCOTT (RAMS)

RECOMMENDED BOARD ACTION

It is recommended that the Board of Directors consider approving a Professional Services Contract with Rogers, Anderson, Malody and Scott, LLP (RAMS) for Fiscal Year 2017/2018 Financial Consulting Services in an amount not to exceed \$50,000 for general accounting services and authorize the General Manager to execute the contract. Attachment 1 includes a draft of the Professional Services Contract.

REASON FOR RECOMMENDATION

The District has the continued need for Financial Consulting Services to assist staff in following consistent and accurate accounting practices and with preparing for the District's annual financial audit and other financial and accounting matters. In addition to the general accounting services, RAMS is assisting with the conversion to the new Tyler/Incode Accounting, Financials and Utility Billing software.

BACKGROUND INFORMATION

On June 21, 2017, the Board of Directors approved the Fiscal Year 2017/2018 Budget that includes a total of \$60,000 for financial consulting services. The additional budgeted amount of \$10,000 is not expected to be needed at this time unless unexpected additional work is needed as part of the Tyler/Incode Accounts Receivable module that has not yet been implemented.

The Accounting Professional Services expenses are split between the Water, Wastewater and Fire/Ambulance Divisions.

FISCAL INFORMATION

Staff is recommending \$50,000 be budgeted for Fiscal Year 2017/2018 for outside accounting services. Refer to Attachment 2 for a summary of the historical accounting services expenses.

ATTACHMENTS

Attachment 1 – RSWD 2017/2018 Professional Services Contract and RAMS 2017/2018
Letter of Engagement

Attachment 2 – RAMS Accounting Expense Summary

RUNNING SPRINGS WATER DISTRICT PROFESSIONAL SERVICES CONTRACT

1. PARTIES AND DATE.

This Contract is made and entered into this 21st day of June, 2017, by and between the Running Springs Water District, an independent special district with its principal place of business at Running Springs, California (“DISTRICT”) and Rogers, Anderson, Malody and Scott (RAMS), with its principal place of business at San Bernardino, California (“Consultant”). District and Consultant are sometimes individually referred to as “Party” and collectively as “Parties.”

2. RECITALS.

2.1 Consultant.

Consultant desires to perform and assume responsibility for the provision of certain professional services required by the District on the terms and conditions set forth in this Contract. Consultant represents that it is experienced in providing services as a Financial Consultant, is licensed in the State of California, and is familiar with the plans of District.

2.2 Project.

District desires to engage Consultant to render professional services for as-needed financial consulting services.

3. TERMS.

3.1 Scope of Services and Term.

3.1.1 General Scope of Services. Consultant promises and agrees to furnish to the District all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply consulting services necessary for the Project (“Services”). The Services are for as-needed financial consulting (Refer to Consultants Proposal Dated May 16, 2017). All Services shall be subject to, and performed in accordance with, this Contract and all applicable local, state and federal laws, rules and regulations.

3.1.2 Term. The term of this Contract shall be from the date this contract is fully executed to the completion of the project, unless earlier terminated as provided herein. Consultant shall complete the Services within the term of this Contract, and shall meet any other established schedules and deadlines.

3.2 Responsibilities of Consultant.

3.2.1 Control and Payment of Subordinates; Independent Contractor.

The Services shall be performed by Consultant or under its supervision. Consultant will determine the means, methods and details of performing the Services subject to the requirements of this Contract. District retains Consultant on an independent contractor basis and not as an employee. Consultant retains the right to perform similar or different services for others during the term of this Contract. Any additional personnel performing the Services under this Contract on behalf of Consultant shall also not be employees of District and shall at all times be under Consultant's exclusive direction and control. Consultant shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Contract and as required by law. Consultant shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

3.2.2 Schedule of Services. Consultant shall perform the Services expeditiously, within the term of this Contract. Consultant represents that it has the professional and technical personnel required to perform the Services in conformance with such conditions. In order to facilitate Consultant's conformance with the Schedule, District shall respond to Consultant's submittals in a timely manner. Upon request of District, Consultant shall provide a more detailed schedule of anticipated performance to meet the Schedule of Services.

3.2.3 Conformance to Applicable Requirements. All work prepared by Consultant shall be subject to the approval of District.

3.2.4 Substitution of Key Personnel. Consultant has represented to District that certain key personnel will perform and coordinate the Services under this Contract. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of District. In the event that District and Consultant cannot agree as to the substitution of key personnel, District shall be entitled to terminate this Contract for cause. As discussed below, any personnel who fail or refuse to perform the Services in a manner acceptable to the District, or who are determined by the District to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project or a threat to the safety of persons or property, shall be promptly removed from the Project by the Consultant at the request of the District.

3.2.5 District's Representative. The District hereby designates the **General Manager**, or his or her designee, to act as its representative for the performance of this Contract ("District's Representative"). District's Representative shall have the power to act on behalf of the District for all purposes under this Contract. Consultant shall not accept direction or orders from any person other than the District's Representative or his or her designee.

3.2.6 Consultant's Representative. Consultant hereby designates Scott Manno, or his or her designee, to act as its representative for the performance of this Contract ("Consultant's Representative"). Consultant's Representative shall have full authority to represent and act on behalf of the Consultant for all purposes under this Contract. The Consultant's Representative shall supervise and direct the Services, using his best skill and attention, and shall be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Services under this Contract.

3.2.7 Coordination of Services. Consultant agrees to work closely with District staff in the performance of Services and shall be available to District's staff, consultants and other staff at all reasonable times.

3.2.8 Standard of Care; Performance of Employees. Consultant shall perform all Services under this Contract in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Consultant represents and maintains that it is skilled in the professional calling necessary to perform the Services. Consultant warrants that all employees and subcontractors shall have sufficient skill and experience to perform the Services assigned to them. Finally, Consultant represents that it, its employees and subcontractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, including a District Business License, and that such licenses and approvals shall be maintained throughout the term of this Contract. As provided for in the indemnification provisions of this Contract, Consultant shall perform, at its own cost and expense and without reimbursement from the District, any services necessary to correct errors or omissions which are caused by the Consultant's failure to comply with the standard of care provided for herein. Any employee of the Consultant or its sub-consultants who is determined by the District to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to the District, shall be promptly removed from the Project by the Consultant and shall not be re-employed to perform any of the Services or to work on the Project.

3.2.9 Laws and Regulations. Consultant shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including all Cal/OSHA requirements, and shall give all notices required by law. Consultant shall be liable for all violations of such laws and regulations in connection with Services. If the Consultant performs any work knowing it to be contrary to such laws, rules and regulations and without giving written notice to the District, Consultant shall be solely responsible for all costs arising there from. Consultant shall defend, indemnify and hold District, its officials, directors, officers, employees and agents free and harmless, pursuant to the indemnification provisions of this Contract, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules or regulations.

3.2.10 Insurance.

3.2.10.1 Time for Compliance. Consultant shall not commence the Services under this Contract until it has provided evidence satisfactory to the District that it has secured all insurance required under this section. In addition, Consultant shall not allow any subcontractor to commence work on any subcontract until it has provided evidence satisfactory to the District that the subcontractor has secured all insurance required under this section.

3.2.10.2 Minimum Requirements. Consultant shall, at its expense, procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Contract by the Consultant, its agents, representatives, employees or subcontractors. Consultant shall also require all of its subcontractors to procure and maintain the same insurance for the duration of the Contract. Such insurance shall meet at least the following minimum levels of coverage:

(A) Minimum Scope of Insurance. Coverage shall be at least as broad as the latest version of the following: (1) *General Liability:* Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001); (2) *Automobile Liability:* Insurance Services Office Business Auto Coverage form number CA 0001, code 1 (any auto); and (3) *Workers' Compensation and Employer's Liability:* Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

(B) Minimum Limits of Insurance. Consultant shall maintain limits of: (1) *General Liability:* \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with general aggregate limit is used, either the general aggregate limit shall apply separately to this Contract/location or the general aggregate limit shall be twice the required occurrence limit; (2) *Automobile Liability:* \$1,000,000 per accident for bodily injury and property damage; and (3) *Workers' Compensation and Employer's Liability:* Workers' Compensation limits as required by the Labor Code of the State of California. Employer's Liability limits of \$1,000,000 per accident for bodily injury or disease.

3.2.10.3 Professional Liability. Consultant shall procure and maintain, and require its sub-consultants to procure and maintain, for a period of three (3) years following completion of the Services, errors and omissions liability insurance appropriate to their profession. Such insurance shall be in an amount of \$1,000,000 per claim and aggregate.

3.2.10.4 Insurance Endorsements. The insurance policies shall contain the following provisions, or Consultant shall provide endorsements on forms supplied or approved by the District to add the following provisions to the insurance policies:

(A) General Liability. The general liability policy shall be endorsed to state that: (1) the District, its directors, officials, officers, employees, agents and volunteers shall be covered as additional insureds with respect to the Services or operations performed by or on behalf of the Consultant, including materials, parts or equipment furnished in connection with such work; and (2) the insurance coverage shall be primary insurance as respects the District, its directors, officials, officers, employees, agents and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the Consultant's scheduled underlying coverage. Any insurance or self-insurance maintained by the District, its directors, officials, officers, employees, agents and volunteers shall be excess of the Consultant's insurance and shall not be called upon to contribute with it in any way.

(B) Automobile Liability. The automobile liability policy shall be endorsed to state that: (1) the District, its directors, officials, officers, employees, agents and volunteers shall be covered as additional insureds with respect to the ownership, operation, maintenance, use, loading or unloading of any auto owned, leased, hired or borrowed by the Consultant or for which the Consultant is responsible; and (2) the insurance coverage shall be primary insurance as respects the District, its directors, officials, officers, employees, agents and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the Consultant's scheduled underlying coverage. Any insurance or self-insurance maintained by the District, its directors, officials, officers, employees, agents and volunteers shall be excess of the Consultant's insurance and shall not be called upon to contribute with it in any way.

(C) Workers' Compensation and Employers Liability Coverage. The insurer shall agree to waive all rights of subrogation against the District, its directors, officials, officers, employees, agents and volunteers for losses paid under the terms of the insurance policy which arise from work performed by the Consultant.

(D) All Coverages. Each insurance policy required by this Contract shall be endorsed to state that: (A) coverage shall not be suspended, voided, reduced in contract limits or canceled except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the District; and (B) any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to the District, its directors, officials, officers, employees, agents and volunteers.

3.2.10.5 Separation of Insureds; No Special Limitations. All insurance required by this Section shall contain standard separation of insureds provisions. In addition, such insurance shall not contain any special limitations on the scope of protection afforded to the DISTRICT, its directors, officials, officers, employees, agents and volunteers.

3.2.10.6 Deductibles and Self-Insurance Retentions. Any deductibles or self-insured retentions must be declared to and approved by the District.

3.2.10.7 Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating no less than A:VII, licensed to do business in California, and satisfactory to the District.

3.2.10.8 Verification of Coverage. Consultant shall furnish District with original certificates of insurance and endorsements (blanket endorsements acceptable) effecting coverage required by this Contract on forms satisfactory to the District. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf, and shall be on forms provided by the District if requested. All certificates and endorsements must be received and approved by the District before work commences. The District reserves the right to review complete, certified copies of all required insurance policies, at any time.

3.2.10.9 Claims-Made Form. If General Liability, Pollution and/or Asbestos Pollution Liability and/or Errors & Omissions coverage are written on a claims-made form:

3.2.10.9.1 The "Retro Date" must be shown, and must be before the date of the contract or the beginning of contract work.

3.2.10.9.2 Insurance must be maintained and evidence of insurance must be provided for at least three (3) years after completion of the contract of work.

3.2.10.9.3 If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a "Retro Date" prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of three (3) years after completion of contract work.

3.2.10.9.4 A copy of the claims reporting requirements must be submitted to the Entity for review.

3.2.11 Safety. Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Consultant shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (A) adequate life protection and life saving equipment and procedures; (B) instructions in accident prevention for all employees and subcontractors, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

3.3 Fees and Payments.

3.3.1 Compensation. Consultant shall receive compensation, including authorized reimbursements, for all Services rendered under this Contract. The total compensation shall not exceed **FIFTY THOUSAND** dollars (**\$50,000**) without written approval of District's General Manager. Extra Work may be authorized, as described below; and if authorized, said Extra Work will be compensated at the rates and manner set forth in this Contract.

3.3.2 Payment of Compensation. Consultant shall submit to District a monthly itemized statement which indicates work completed and hours of Services rendered by Consultant. The statement shall describe the amount of Services and supplies provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the statement. District shall, within 45 days of receiving such statement, review the statement and pay all approved charges thereon.

3.3.3 Reimbursement for Expenses. Consultant shall not be reimbursed for any expenses unless authorized in writing by District.

3.3.4 Extra Work. At any time during the term of this Contract, District may request that Consultant perform Extra Work. As used herein, "Extra Work" means any work which is determined by District to be necessary for the proper completion of the Project, but which the Parties did not reasonably anticipate would be necessary at the execution of this Contract. Consultant shall not perform, nor be compensated for, Extra Work without written authorization from District's Representative.

3.4 Accounting Records.

3.4.1 Maintenance and Inspection. Consultant shall maintain complete and accurate records with respect to all costs and expenses incurred under this Contract. All such records shall be clearly identifiable. Consultant shall allow a representative of District during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Contract. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to the Contract for a period of three (3) years from the date of final payment under this Contract.

3.5 General Provisions.

3.5.1 Termination of Contract.

3.5.1.1 Grounds for Termination. District may, by written notice to Consultant, terminate the whole or any part of this Contract at any time and without cause by giving written notice to Consultant of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Consultant shall be compensated only for those services

which have been adequately rendered to District, and Consultant shall be entitled to no further compensation. Consultant may not terminate this Contract except for cause.

3.5.1.2 Effect of Termination. If this Contract is terminated as provided herein, District may require Consultant to provide all finished or unfinished Documents and Data and other information of any kind prepared by Consultant in connection with the performance of Services under this Contract. Consultant shall be required to provide such documents and other information within fifteen (15) days of the request.

3.5.1.3 Additional Services. In the event this Contract is terminated in whole or in part as provided herein, District may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

3.5.2 Delivery of Notices. All notices permitted or required under this Contract shall be given to the respective Parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

Consultant: Scott W. Manno
RAMS
735 E. Carnegie Drive, Suite 100
San Bernardino, CA 92408
Direct: (909) 889-0871
Fax: (909) 889-5361
Email: smanno@ramscpa.net

District: Ryan Gross, General Manager
PO Box 2206, 31242 Hilltop Blvd.
Running Springs, CA 92382
Phone: 909.867.2766
Cell: 909.938.8061
Fax: 909.867.2828
Email: rgross@runningspringswd.com

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the Party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

3.5.3 Ownership of Materials and Confidentiality.

3.5.3.1 Documents & Data; Licensing of Intellectual Property.

This Contract creates a non-exclusive and perpetual license for District to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Consultant under this Contract ("Documents & Data"). Consultant shall require all subcontractors to agree in writing that District is granted a non-exclusive and perpetual license for any Documents & Data the subcontractor prepares under this Contract. Consultant represents and warrants that Consultant has the legal right to license any and all Documents & Data. Consultant makes no such representation and warranty in regard to Documents & Data which were prepared by design professionals other than Consultant or provided to Consultant by the District. District shall not be limited in any way in its use of the Documents & Data at any time, provided that any such use not within the purposes intended by this Contract shall be at District's sole risk.

3.5.3.2 Confidentiality. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other Documents and Data either created by or provided to Consultant in connection with the performance of this Contract shall be held confidential by Consultant. Such materials shall not, without the prior written consent of District, be used by Consultant for any purposes other than the performance of the Services. Nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or the Project. Nothing furnished to Consultant which is otherwise known to Consultant or is generally known, or has become known, to the related industry shall be deemed confidential. Consultant shall not use District's name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of District.

3.5.4 Cooperation; Further Acts. The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Contract.

3.5.5 Attorney's Fees. If either Party commences an action against the other Party, either legal, administrative or otherwise, arising out of or in connection with this Contract, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorney's fees and all other costs of such action.

3.5.6 Indemnification. Consultant shall defend, indemnify and hold the District, its officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, in any manner to the proportionate extent arising out of or incident to any alleged negligent

acts, omissions or willful misconduct of Consultant, its officials, officers, employees, agents, consultants and contractors arising out of or in connection with the performance of the Services, the Project or this Contract. To the extent of Consultant's negligence, Consultant shall pay and satisfy its share of any judgment, award or decree that may be rendered against District or its directors, officials, officers, employees, agents or volunteers, in any such suit, action or other legal proceeding. Consultant shall reimburse District and its directors, officials, officers, employees, agents and/or volunteers, its share of legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the District, its directors, officials, officers, employees, agents or volunteers.

3.5.7 Entire Contract. This Contract contains the entire Contract of the Parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or Agreements. This Contract may only be modified by a writing signed by both Parties.

3.5.8 Governing Law. This Contract shall be governed by the laws of the State of California. Venue shall be in San Bernardino County.

3.5.9 Time of Essence. Time is of the essence for each and every provision of this Contract.

3.5.10 District's Right to Employ Other Consultants. District reserves right to employ other consultants in connection with this Project.

3.5.11 Successors and Assigns. This Contract shall be binding on the successors and assigns of the Parties.

3.5.12 Assignment or Transfer. Consultant shall not assign, hypothecate, or transfer, either directly or by operation of law, this Contract or any interest herein without the prior written consent of the District. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.

3.5.13 Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this Contract, the language of this Contract shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not work days. All references to Consultant include all personnel, employees, agents, and subcontractors of Consultant, except as otherwise specified in this Contract. All references to District include its elected officials, officers, employees, agents, and volunteers except as otherwise specified in this Contract. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Contract.

3.5.14 Amendment; Modification. No supplement, modification, or amendment of this Contract shall be binding unless executed in writing and signed by both Parties.

3.5.15 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

3.5.16 No Third Party Beneficiaries. There are no intended third party beneficiaries of any right or obligation assumed by the Parties.

3.5.17 Invalidity; Severability. If any portion of this Contract is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

3.5.18 Prohibited Interests. Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Contract. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Contract. For breach or violation of this warranty, District shall have the right to rescind this Contract without liability. For the term of this Contract, no member, officer or employee of District, during the term of his or her service with District, shall have any direct interest in this Contract, or obtain any present or anticipated material benefit arising therefrom.

3.5.19 Equal Opportunity Employment. Consultant represents that it is an equal opportunity employer and it shall not discriminate against any subcontractor, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination. Consultant shall also comply with all relevant provisions of any District's Minority Business Enterprise program, Affirmative Action Plan or other related programs or guidelines currently in effect or hereinafter enacted.

3.5.20 Labor Certification. By its signature hereunder, Consultant certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.

3.5.21 Authority to Enter Contract. Consultant has all requisite power and authority to conduct its business and to execute, deliver, and perform the Contract.

Each Party warrants that the individuals who have signed this Contract have the legal power, right, and authority to make this Contract and bind each respective Party.

3.5.22 Counterparts. This Contract may be signed in counterparts, each of which shall constitute an original.

3.6 Subcontracting.

3.6.1 Prior Approval Required. Consultant shall not subcontract any portion of the work required by this Contract, except as expressly stated herein, without prior written approval of District. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Contract.

Running Springs Water District

Rogers, Anderson, Malody &
Scott, LLP

By: _____
Ryan Gross
General Manager

By: _____
Scott W. Manno
Partner

EXHIBIT "A"

SCOPE OF SERVICES

REFER TO:

Consultant's Proposal dated May 16, 2017



ROGERS, ANDERSON, MALODY & SCOTT, LLP
CERTIFIED PUBLIC ACCOUNTANTS, SINCE 1948

735 E. Carnegie Dr. Suite 100
San Bernardino, CA 92408
909 889 0871 T
909 889 5361 F
ramscpa.net

May 16, 2017

PARTNERS

Brenda L. Odle, CPA, MST
Terry P. Shea, CPA
Kirk A. Franks, CPA
Scott W. Manno, CPA, CGMA
Leena Shanbhag, CPA, MST, CGMA
Bradford A. Walebir, CPA, MBA, CGMA
Jay H. Zercher, CPA (Partner Emeritus)
Phillip H. Waller, CPA (Partner Emeritus)

MANAGERS / STAFF

Jenny Liu, CPA, MST
Seong-Hyea Lee, CPA, MBA
Charles De Simoni, CPA
Nathan Statham, CPA, MBA
Gardenya Durah, CPA
Brianna Schultz, CPA
Lisa Dongxue Guo, CPA, MS&

MEMBERS

American Institute of
Certified Public Accountants

IFCPS The AICPA Alliance
for CPA Firms

Governmental Audit
Quality Center

California Society of
Certified Public Accountants

Board of Directors
Running Springs Water District
31242 Hilltop Boulevard
Running Springs, California 92382

This letter is to confirm our understanding of the professional services we are to provide the Running Springs Water District for the fiscal year ended June 30, 2018.

Scope of Services - Professional Support

Monthly services:

- Capitalization of assets
- Construction in process
- Review of bank reconciliation
- Prepare and record monthly journal entries as needed
- Review upstream user quarterly billing and assist with reconciliation of costs billed to G/L
- Assist with adjustments for monthly financial reports that include budget to actual revenue and expenditures
- Review ambulance billings and payroll postings
- Assist with separation of fund accounting (Water, Wastewater, Fire and Ambulance)
- Assist with allocations on cash summary sheet
- Assist with implementation of new Governmental Accounting Standards Board Statements
- Review of cash receipts posting to identify items that may need to be reclassified, adjusted or monitored (grant or reimbursement receipts, proceeds from disposal of assets, other misc receipts)
- Available to answer questions as needed

Annual basis:

- Identify and post annual adjustments for the trial balance to be provided to the auditors
- Record interest receivables and payables
- Record internal work-orders to the G/L and other inventory adjustments as necessary
- Adjust allowance for uncollectible ambulance billings
- Accrue A/P and payroll related items such as wages, vacation, sick and comp time
- Adjust prepaid expenses
- Accrue A/R as needed including other amounts such as upstream user billings, other misc. billings
- Prepare necessary work papers for the outside auditors and assist in the audit
- Prepare GASB 34 conversion information

Additional assistance:

- Rate analysis
- Long range financial planning
- Assistance with implementation and conversion of a new financial and utility billing system
- Staff training in various accounting functions

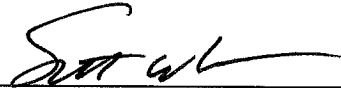
Our fee for these services will be based on actual time spent at our standard rates of \$110 - \$290 per hour, depending on staff level. We estimate our fee for the above services to be \$48,000 - \$51,200 per year and is based on our estimated time and historical trends. As usual, we will only bill for work completed by our firm. The fee estimate is based on an hourly estimate of between 300 and 320 hours per year at approximately \$160 per hour.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If either party elects to terminate our services, our engagement will be deemed to be completed upon written notification of termination. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. 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.

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.

Sincerely,

ROGERS, ANDERSON, MALODY & SCOTT, LLP



Scott W. Manno, CPA, CGMA
Partner

RESPONSE:

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

By: _____

Title: _____

Date: _____

Running Springs Water District
 FY 2017-2018

Description	Year -end	Monthly	Project	Travel	Tyler	Total Hrs	Rate	Amt
Budget Hrs - SK	170	120	20	6	-	316	\$145	\$ 45,820
Budget Hrs - SM	30	10	3	2		45	\$290	\$ 13,050
Total Budget	200	130	23	8	-	361		\$ 58,870

	2012	2013	2014	2015	2016	2017
January	\$ 1,500	\$ -	\$ -	\$ 2,052	\$ 3,498	\$ 3,002
February	\$ -	\$ 770	\$ 2,454	\$ 809	\$ 4,909	\$ 8,711
March	\$ 1,949	\$ 1,058	\$ -	\$ -	\$ 3,682	\$ 7,510
April	\$ 1,040	\$ 570	\$ -	\$ 1,554	\$ 6,743	\$ 6,510
May	\$ 1,615	\$ 338	\$ -	\$ 2,960	\$ 3,697	\$ -
June	\$ 15,898	\$ -	\$ 2,092	\$ -	\$ 4,464	\$ -
July	\$ -	\$ 15,965	\$ 9,045	\$ 10,628	\$ 8,517	\$ 8,517
August	\$ 12,150	\$ 14,861	\$ 10,389	\$ 5,579	\$ 20,535	\$ 20,535
September	\$ 12,500	\$ 6,862	\$ 12,774	\$ 10,519	\$ 9,838	\$ 9,838
October	\$ 5,250	\$ 10,302	\$ 10,209	\$ 7,778	\$ 12,873	\$ 12,873
November	\$ 3,612	\$ -	\$ 2,946	\$ 3,711	\$ 8,368	\$ 8,368
December	\$ -	\$ -	\$ -	\$ 4,413	\$ 2,999	\$ 2,999
	<u>\$ 55,513</u>	<u>\$ 50,723</u>	<u>\$ 49,909</u>	<u>\$ 50,003</u>	<u>\$ 90,122</u>	<u>\$ 88,863</u>

Tyler/Incode Conversion Assistance \$ 44,427 \$ 27,882
 General Accounting Services \$ 45,695 \$ 60,981

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: June 21, 2017

TO: Board of Directors

FROM: Ryan Gross, General Manager

SUBJECT: CONSIDER ADOPTING RESOLUTION NO. 14-17, AMENDING AND RESTATING THE BYLAWS OF THE BOARD OF DIRECTORS AND INCORPORATING THE BYLAWS IN THE BOARD POLICY MANUAL

RECOMMENDED BOARD ACTION

Consider adopting Resolution No. 14-17, amending and restating the Bylaws of the Board and incorporating the Bylaws into the Board Policy Manual.

REASON FOR RECOMMENDATION

The Board of Directors, legal counsel and staff have reviewed the bylaws and wishes to revise the bylaws to make them consistent with current law and current practices of the Board and incorporate them into a Board Policy Manual.

BACKGROUND INFORMATION

The Board of Directors adopted Resolution No. 11-11 on July 20, 2011 which amended and restated the bylaws of the Running Springs Water District. The bylaws have been incorporated into the attached Board Policy Manual for review by the Board of Directors.

ATTACHMENTS

Attachment 1 –Resolution No. 14-17

RESOLUTION NO. 14-17

**RESOLUTION OF THE BOARD OF DIRECTORS OF
RUNNING SPRINGS WATER DISTRICT AMENDING AND
RESTATING THE BYLAWS OF THE BOARD AND
INCORPORATING THE BYLAWS INTO THE BOARD
POLICY MANUAL**

WHEREAS, the Board of Directors of Running Springs Water District has adopted bylaws of the Board, last revised on July 11, 2011 by Resolution No. 11-11; and

WHEREAS, the Board of Directors has reviewed its bylaws and wishes to revise the bylaws to make them consistent with current law and current practices of the Board and incorporate them into a Board Policy Manual;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Running Springs Water District does hereby approve and adopt the amended and restated bylaws and incorporates them into the attached Board Policy Manual hereto and incorporated herein.

ADOPTED this 21st day of June, 2017.

President of the Board of Directors
Running Springs Water District

ATTEST:

Secretary of the Board of Directors
Running Springs Water District

Running Springs Water District



By-Laws & Board of Directors Policy Manual

June 21, 2017

Resolution No. 14-17

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SECTION 1.0 PURPOSE OF BY-LAWS

1.1 Name and Objective

1.1.1 This governmental body shall be known as the "BOARD OF DIRECTORS" of the RUNNING SPRINGS WATER DISTRICT, a multi-service independent special district. In addition to the general and specific purposes set forth in the County Water District Law, this Board of Directors shall pursue the following objectives: to provide Water, Sewer, Fire, Emergency Medical and other services beneficial to the community; the goal of the Board of Directors shall be to do so with the highest level of integrity and ethical principles and in the most efficient manner and cost-effective manner possible. It is the intent of the Board of Directors of the Running Springs Water District to maintain these By-Laws and this Board Policy Manual. Contained therein shall be a comprehensive listing of the Board's By-Laws, current policies, being the rules and regulations enacted by the Board from time to time. The By-Laws and Board Policy Manual will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business are to be conducted.

1.1.2 These By-Laws constitute a compilation of current policies of the District and shall not be deemed to altar the effective date or application of such policies.

1.2 Governing Laws and Authority

1.2.1 The Board of Directors shall comply with and shall be guided by applicable provisions of State and Federal law, this Board Policy Manual, and the motions, resolutions, and ordinances adopted by the Board of Directors. Motions, resolutions, and ordinances may be adopted by the Board in accordance with the County Water District Law, which is contained in Division 12 of the California Water Code, Sections 30000 - 33901. The interpretation of this Board Policy Manual shall rest with the Board, upon advice from the District's legal counsel. If any policy or portion of a policy contained within the Board Policy Manual is in conflict with State or Federal law, rules or regulations having authority over the Running Springs Water District, said State or Federal law, rules or regulations shall prevail.

SECTION 2.0 GENERAL BOARD POLICIES

2.1 Basis of Authority

- 2.1.1** The Board of Directors is the unit of authority for establishing policy within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act or expenditure. The Board of Directors shall act only at regular or special meetings, as provided by State law.
- 2.1.2** Directors do not represent any fractional segment of the community within which the District is located, but are, rather, a part of the body, which represents and acts for the community as a whole. Individual Directors shall have no power to act for the District, or the Board, or to direct the staff of the District, except as provided in these By-Laws or as otherwise authorized by the Board.
- 2.1.3** Except as provided herein, and except with the approval of the Board, individual Board members shall not act independently to direct staff in their performance of their duties or assign projects for staff to perform. This provision is not intended to infringe upon the rights which any Director may have to obtain documents under the California Public Records Act (Government Code Sections 6251 et seq.) or other provisions of law.

2.2 Attendance at Meetings

- 2.2.1** Members of the Board of Directors shall make every effort to attend all regular and special meetings of the Board unless there is good cause for absence.

2.3 Board President

- 2.3.1** The President of the Board of Directors shall serve as Presiding Officer at all Board meetings. He/she shall have the same rights as the other members of the Board with voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.
- 2.3.2** In the absence of the President, the Vice-President of the Board of Directors shall serve as Presiding Officer over all meetings of the Board. If the President and Vice-President of the Board are both absent, the remaining members present shall select one of themselves to act as the presiding officer for that particular meeting. The Vice-President shall serve as one of the members of the Finance Committee and as an alternate delegate to any associations of which the District is a member.

- 2.3.3** The President shall follow the prepared agenda unless the Board concurs in any change, although the President shall be authorized to change the order in which agenda items are considered.
- 2.3.4** The President shall determine all questions of order and parliamentary procedure, unless he or she chooses to submit any such question to the Board for decision.
- 2.3.5** The President shall maintain order and to enforce reasonable rules of decorum.
- 2.3.6** The President shall determine at meetings of the Board, other than public hearings, when members of the public may be heard on particular issues or otherwise be permitted to address the Board and to set reasonable limits upon the length of time and the number of occasions on which a person may speak.
- 2.3.7** The President shall recognize Directors who may wish to be heard and restate, where necessary, and to put to a vote all questions properly brought before the Board and to announce the results of each vote.
- 2.3.8** The President shall terminate debate after there has been reasonable opportunity for full discussion of any issue and further debate would be needlessly repetitive or otherwise not useful, and where proper, to put the matter to a vote.
- 2.3.9** The President shall rule out of order any comments by Directors, staff or members of the public not germane to the issue then before the Board.
- 2.3.10** The President shall respond to inquiries by Directors relating to procedures or to factual information bearing upon the business before the Board.
- 2.3.11** The President shall establish standing or ad hoc committees of the Board, and to appoint the members thereof.
- 2.3.12** The President shall declare the meeting adjourned when the business of the meeting has been concluded or when a quorum of the Board no longer exists.
- 2.3.13** The President shall authenticate by his signature all acts, orders and other proceedings of the Board.
- 2.3.14** The President shall declare a state of emergency when there is a sudden, unexpected occurrence that poses a clear and imminent danger requiring immediate action, and during such emergency to

execute such agreements and authorize such actions as he or she deems necessary to prevent or mitigate the loss or impairment of life, health, property or essential public services.

- 2.3.15** Notwithstanding the delegation of such powers to the President, any action taken by a majority of the Board on any of the foregoing matters shall be determinative thereof.
- 2.3.16** The President shall consult with the General Manager on the preparation of an agenda for each meeting. In addition, any Director shall have the right to place any matter on the agenda, for any meeting, by notifying the General Manager or Secretary of the Board at least 72 hours before the meeting.
- 2.3.17** The President shall act as spokesman for the Board with respect to its actions and policies, and those of the District. This provision, however, shall not preclude any other officer or employee of the District from making appropriate comments within the scope of his or her position, nor any Director from expressing his or her individual views.
- 2.3.18** The President or his or her designee shall represent the Board, where it is appropriate for the Board to appear, at meetings of other public agencies, before public groups, or on other public occasions. However, this provision shall not limit the attendance of any Director or authorized officer or employee of the District.
- 2.3.19** The President shall work through the General Manager, Legal Counsel or other officer of the District, to obtain such information as may be necessary and appropriate to assist the Board in its deliberations, and may direct staff to implement the policies and decisions of the Board.

2.4 Members of the Board of Directors

- 2.4.1** Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff or exchanged between Directors before meetings, except as may otherwise be limited or prohibited by California law including, but not limited to, the requirements of the Brown Act/Open Meeting law.
- 2.4.2** Information that is exchanged before meetings shall be distributed through the General Manager, and all Directors will receive all information being distributed. Distribution of information may be limited by time and notice restrictions under the Brown Act/Open Meeting law.
- 2.4.3** Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.

- 2.4.4** Directors shall defer to the President for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.
- 2.4.5** Directors shall abstain from participating in consideration on any item involving a conflict of interest as set forth in the applicable provisions of California law. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision-making responsibilities.
- 2.4.6** Requests by individual Directors for substantive information and/or research from District staff will be channeled through the General Manager or Board Secretary.
- 2.4.7** Directors shall serve on all standing or ad hoc committees as appointed.
- 2.4.8** Directors shall become thoroughly familiar with the locations and operations of District facilities and help prepare information about the District's functions to be released through newsletters and/or other media.

2.5 Election of Board Officers

- 2.5.1** At the first Board meeting following each District general election to elect Directors of this Board, the Board shall convene and shall elect one of its members as President and one of its members as Vice-President, with each to serve a two-year term. The President and Vice-President may serve as many consecutive two-year terms as elected by the majority of the Board of Directors.
- 2.5.2** The procedure in this Section shall govern the election of Board President and Vice-President, unless changed by action of the Board. 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 elimination. The Secretary shall record the results of each vote in the minutes.

2.6 Appointed Board Officers

2.6.1 The Board shall appoint a General Manager, Board Secretary, Treasurer and Legal Counsel by simple majority. The Board may also appoint such assistants and consultants as it deems necessary to operate the District. A member of the Board shall not serve as General Manager, Secretary or Treasurer of the District.

2.7 Oath of Office

2.7.1 Newly elected or appointed Board members or officers shall be administered the oath of office in accordance with the provisions of the law. Generally, the oath of office will be administered at a regular Board meeting or at the District office by the Board Secretary.

2.8 Board Vacancies

2.8.1 Vacancies in the office of Director shall be filled in accordance with the provisions of Section 1780 of the California Government Code. Such procedure permits the remaining members of the Board to fill the vacancy by appointment, provided that the appointment is made within 60 days after the effective date of the vacancy and provided further that notice of the vacancy is given as provided by law. In making such appointment, the Board shall follow the same procedure as provided for the election of its officers. In lieu of making an appointment, the remaining members of the Board may call an election to fill the vacancy.

SECTION 3.0
BOARD COMMITTEE, WORKSHOP AND REGULAR MEETINGS, MEETING
AGENDAS AND MINUTES

3.1 Board Meeting Place

3.1.1 All Board meetings will be held at the Board Meeting Room located at 31242 Hilltop Blvd., Running Springs, California, unless otherwise noted.

3.2 Regular Board Meetings

3.2.1 Regular Board meetings will be held on the third Wednesday of each calendar month, with open session beginning at 9:00 a.m.

3.2.2 Regular Board meetings will be held to conduct regular Board business. Items requiring Board action will be considered at these meetings. Also, the General Manager and Division Supervisors may present monthly reports.

3.4 Board Committees

3.4.1 Standing committees may be created by the Board for a specifically defined purpose. Agenda topics for Committee consideration are to be established by the Board, and additional topics are to be authorized by the Board before being considered.

3.4.2 Committees are to perform pre-Board work, not sub-Board work. Committees consider matters before the Board does, but only in the capacity as Directors on a Committee and shall not perform work within the authority of staff.

3.4.3 No action may be taken by a Committee.

3.4.4 Committees must report to the Board at each regular Board meeting.

3.4.5 Ad hoc Committees must have a focused agenda and limited life span.

3.4.6 Standing Committees must conduct business in open session, post agendas, take minutes and otherwise comply with the Brown Act.

3.4.7 Currently, the Standing Committees are the Finance Committee and Personnel Committee.

3.5 Non-Emergency Special Board Meetings

3.5.1 Non-emergency Special Board meetings may be called by the Board President or by a majority of the Board in accordance with the Brown Act.

- 3.5.2** All Directors, the General Manager, District Counsel, pertinent Division Supervisors and the Board Secretary will be notified of the Special Board Meeting and the purpose for which it is called. Notification shall be in writing, at least twenty-four (24) hours prior to the meeting and shall be noticed and conducted in accordance with the Brown Act.
- 3.5.3** Newspapers of general circulation in the District, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall receive written notice in accordance with the Brown Act.
- 3.5.4** An agenda shall be prepared as specified for regular Board meetings in Section 3.10 herein, and shall be delivered with the notice of the special meeting to those specified above.
- 3.5.5** Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

3.6 Emergency Special Meetings

- 3.6.1** In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the twenty-four (24) hour notice required in Section 3.5.2. An emergency situation means a disaster which severely impairs public health, safety, or both, as determined by a majority of the members of the Board or work stoppage or other activity which severely impairs public health, safety, or both, as determined by a majority of the members of the Board. Refer to Section 2.11 of the District's Purchasing Policy for emergency purchasing procedures.
- 3.6.2** Newspapers of general circulation in the District or other members of the media which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by at least one (1) hour prior to the emergency special meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the General Manager, or his/her designee, shall notify such newspapers or other members of the media of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.
- 3.6.3** No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the twenty-four (24) hour notice. The minutes of the

emergency special meeting, a list of persons the General Manager or designee notified or attempted to notify, a copy of any vote(s), and any actions taken at such meeting shall be posted for a minimum of ten (10) days in a public place at the District office as soon after the meeting as possible.

3.7 Adjourned Meetings

3.7.1 A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment and less than a quorum may so adjourn from time to time, except that if no Directors are present at any regular or adjourned regular meeting, the General Manager may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in Section 3.5.3.

3.8 Public Notification of Meetings

3.8.1 Agendas for upcoming Board Meetings shall be posted in accordance with the provisions of Section 3.10.4, 3.10.5, and 3.10.6.

3.8.2 Notice of upcoming meetings may appear in such other places as the local paper, in newsletters sent out with bills and in other places available to the District.

3.9 Annual Board Meeting Schedule

3.9.1 In November or December of each year, an annual Board Meeting schedule for the next year will be adopted. The annual Board Meeting schedule will identify dates for the regular Board Meetings for the year, which will usually be the third Wednesday of each month, but may vary due to conflicts, holidays, conferences or other meetings.

3.10 Board Meeting Agendas

3.10.1 The General Manager, in cooperation with the Board President or his/her designee, shall prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may call the General Manager and request any item to be placed on the regular meeting agenda at a regular Board meeting or workshop.

3.10.2 Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

- 3.10.2.1** The request must be in writing and be submitted to the General Manager together with supporting documents and information;
 - 3.10.2.2** The General Manager may consult with the Board President to consider the request, and may schedule the matter for a future regular meeting, or refer the matter to the whole Board for consideration as to whether to include the matter on the agenda for a future meeting of the Board;
 - 3.10.2.3** The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.
- 3.10.3** This policy does not prevent the Board from taking testimony at regular and special meetings of the Board, during the public comment portion of the Board meeting, on matters that are not on the agenda, which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting. However, Directors may briefly respond to statements made or questions posed during public comment portions of a meeting. In addition, on their own initiative, or in response to questions raised by the public, Directors may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Directors may also provide a reference to District staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.
- 3.10.4** At least seventy-two (72) hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review at the District office and on the District's website.
- 3.10.5** The agenda for a special meeting shall be posted at least twenty-four (24) hours before the meeting in the same location.
- 3.10.6** In addition to the District Office and the Board Meeting Room, Board meeting agendas will be provided to the media and members of the public who have so requested a copy.

3.11 Board Meeting Minutes

- 3.11.1** Board Meeting Minutes shall be prepared for all Board Standing Committee meetings, Regular and Special Board meetings. Such

minutes should be concise, identifying the items considered, and any action taken.

- 3.11.2** If a written report is submitted for the item, then reference should be made to the written report rather than restating the report contents. General reference should be made to discussion of an item, rather than a detailed description. Action taken should be clearly identified in terms of motions made, who made the motion and second, and the results of the voting.
- 3.11.3** Copies of said minutes shall be made for distribution to Directors with the agenda for the next regular Board meeting.
- 3.11.4** The official minutes of the regular, special and committee meetings of the Board shall be kept in the District office and backed up electronically on the District's server and cloud based back up system.
- 3.11.5** A digital audio recording of regular and special meetings of the Board of Directors may generally be made.
- 3.11.6** The recordings may be destroyed after written meeting minutes are approved by the Board and in accordance with California law and the District's Records Retention Policy which allows such recordings to be erased or destroyed 30 days after the recording.
- 3.11.7** Motions, resolutions or ordinances shall be recorded as having passed or failed, and individual votes will be recorded unless the action was unanimous.
- 3.11.8** All resolutions and ordinances adopted by the Board shall be numbered consecutively starting new at the beginning of each chronological fiscal year and the Board Secretary shall attest to the adopted resolutions and ordinances.
- 3.11.9** The minutes of Board meetings shall be maintained as hereinafter outlined and the Board Secretary shall attest to the adopted minutes.
- 3.11.10** Procedure:
- Date, place and type of each meeting;
 - Directors present and absent by name;
 - Call to order;
 - Arrival of tardy Directors by name;
 - Pre-adjournment departure of Directors by name, or if absence takes place when any agenda items are acted upon;
 - Adjournment of the meeting;

3.11.11 Board Actions: The Board shall act only by ordinance, resolution, or motion. Except where action is taken by the unanimous vote of all Directors present and voting, the ayes and noes shall be taken upon the passage of all ordinances, resolutions or motions and shall be entered in the minutes.

- Approval or amended approval of the minutes of preceding meetings;
- Complete information as to each subject of the Board's deliberation;
- Complete information as to each subject including the record of the vote on a motion if not unanimous;
- All Board resolutions and ordinances in complete context, numbered serially for each chronological fiscal year;
- A record of all contracts entered into;
- A record of all bid procedures, including calls for bids authorized, bids received, and other action taken;
- Adoption of the annual budget;
- A record of the General Manager's report to the Board;
- Approval of all policies and Board-adopted regulations; and,
- A record of all visitors and delegations appearing before the Board. However, in accordance with the Brown Act, a member of the public shall not be required, as a condition to attendance, to register his or her name or to provide any other information.

3.12 Board Meeting Conduct

3.12.1 Meetings of the Board of Directors shall be conducted by the President (or Vice-President in the President's absence, or in the absence of the Vice-President, by the Director selected to be the presiding officer by the remaining Directors) in a manner consistent with the policies set forth herein.

3.12.2 In accordance with the Brown Act, all Board meetings should commence at the time stated on the agenda and should be guided by the same. The purpose of Board meetings is to enable the Board to conduct the business of the District. As such, the following guidelines should be substantially followed, to the extent practicable, depending on the circumstances surrounding each meeting:

3.12.2.1 After the Call to Order, Pledge of Allegiance and Public Comment Time, the Board will act on the Consent Agenda; approving these items with one motion unless any are requested to be pulled from Consent by a Board member. In this case, each item pulled will be discussed and voted upon separately.

President may take such action in accordance with the Brown Act.

- 3.12.5** The District is required to follow certain legal requirements in connection with disclosure of information regarding District employees and personnel matters. Therefore, the Board will conduct any discussion of personnel matters in compliance with such laws. As a result, it will be the policy of the Board that no oral presentation shall include charges or complaints against any District employee, regardless of whether or not the employee is identified in the presentation by name or by another reference, which tends to identify. All charges or complaints against employees shall be submitted to the General Manager for investigation
- 3.12.6** Willful disruption of any of the meetings of the Board of Directors shall not be permitted. In accordance with the Brown Act, if the President finds that there is in fact willful disruption of any meeting of the Board, he/she may order the room cleared and subsequently conduct the Board's business without the audience present.
- 3.12.7** In such an event, only matters appearing on the agenda may be considered in such a session.
- 3.12.8** After clearing the room, the President may permit those persons who, in his/her opinion, were not responsible for the willful disruption to reenter the meeting room.
- 3.12.9** Duly accredited representatives of the news media, whom the President finds not to have participated in the disruption, shall be admitted to the remainder of the meeting.

3.13 Brown Act Compliance

- 3.13.1** This Board remains committed to the public's right to participate meaningfully in meetings, and to review documents used in decision-making at a relevant point in time; the right to confidentially address certain negotiations, personnel matters, claims and litigation; and the right of the press to fully understand and communicate public agency decision-making.

The Board of Directors of Running Springs Water District is committed to applying and complying with the Brown Act, and hereby incorporates the Brown Act and all future amendments to the Brown Act into this Board Policy Manual.

SECTION 4.0
BOARD MEMBER COMPENSATION AND RULES AND REGULATIONS REGARDING
PAYMENT OF COMPENSATION

4.1 Purpose

4.1.1 This section establishes compensation for the members of the Board of Directors of the Running Springs Water District as well as rules and regulations regarding payment of compensation.

4.2 Board Member Compensation

4.2.1 Compensation for Board members shall be set at \$100 for each day's attendance by a Director at Board meetings, Committee meetings or for each day's service rendered as a Director at the request of the Board, together with any expenses incurred in the performance of his or her duties required or authorized by the Board, not exceeding a total of six days in any calendar month. Compensation for any day of service may be waived by any Board member entitled to such compensation.

4.3 Authorized Meetings

4.3.1 Regular Board meetings, Workshops and Special Board meetings which are properly noticed and at which a quorum of the Board is in attendance. A hearing by or meeting with a legislative or regulatory body for District business as a representative of the Board. The District will not reimburse any travel, lodging, or meal expenses incurred in connection with attending a Board meeting or a Committee meeting conducted within the District's boundaries.

4.3.2 Standing committee meetings and ad hoc committee meetings held by committees, which are authorized by the Board, and at meeting frequencies that are approved or otherwise authorized by the Board.

4.3.3 A meeting with representatives of other agencies and entities related to District business or to District adopted or authorized policy positions.

4.3.4 A meeting of a multi-jurisdictional governmental body on which the Board Member serves as the District's designated representative.

4.3.5 A meeting of the California Special Districts Association, Special District Risk Management Association or the Association of San Bernardino County Special Districts.

4.3.6 Attendance at meetings of other organizations, when such attendance is approved by a minute order of the Board at the Regular Board meeting, as described in Section 4.4.

4.3.7 A conference or organized educational seminar designed to improve the Board Member's skill and information levels on topics related to District business. Attendance at seminars, conferences, or other meetings or events, when such attendance is approved by a minute order of the Board at a Regular meeting, as described in Section 4.4.

4.3.8 A grievance hearing related to personnel matters.

4.3.9 Ethics, sexual harassment or other legally mandated training programs.

4.4 Authorization for Attendance at Meetings

4.4.1 The Board in open session may pre-approve a stipend of one hundred dollars (\$100) per day of service for attendance at other events not listed in Section 4.3, representation of the District before public agencies when authorized by the Board prior to the occasion, or an event that will further the purposes or responsibilities of the District. Each Board Member's compensation shall not exceed that authorized by law. Compensation under this Policy may be waived by any Board Member entitled to compensation.

4.5 Meeting Attendance Reports

4.5.1 A Board member who has attended an authorized meeting, seminar, or conference, as provided for in Section 4.3.3 to 4.3.9 of this Policy, for which the Board member has been compensated, may present a written or verbal report regarding the meeting, seminar, or conference at the next Regular Board meeting following such attendance.

4.6 Meeting and Conference Expense

4.6.1 Members of the Board of Directors shall be reimbursed for all legitimate expenses incurred in attending any meetings or in making any trips on official business of the Board when so authorized in accordance with Section 8.2.1.

4.6.2 Reimbursement for the cost of the use of a Director's vehicle shall be on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of the vehicle usage.

4.6.3 The District shall reimburse Board Members for actual and necessary vehicle rental expenses incurred in connection with Board Member attendance at approved activities outside of the District's boundaries. The District shall only reimburse for the expense of economy or compact rate vehicles unless (i) such class of vehicle is unavailable; or (ii) such class of vehicles do not accommodate a disability. When a Board Member rents a vehicle, he or she shall obtain insurance for the vehicle at the District's expense.

- 4.6.4** Shuttle, bus, taxi, and public transportation may be used between an airport, hotel and conference site whenever it is available. Board Members are encouraged to use the most efficient mode of transportation available.
- 4.6.5** As necessary for the performance of their official duties, Board Members may use air travel or other mode of common carrier transportation to and from the destination. Board Members are encouraged to use the most efficient means available.
- 4.6.6** Lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available. If a group rate is not available, the government rate of the provider of lodging shall be used. If neither the group nor governments rates are available, the most economical rate shall be obtained.
- 4.6.7** The actual costs of meals incurred while attending conferences or other meetings in furtherance of the District's affairs are reimbursable provided the District's Office Administrator is provided with a receipt documenting the expense incurred. If no receipt is available, meal costs shall be reimbursed at an amount not exceeding the greater of seventy-five dollars (\$75) per day or the applicable Internal Revenue Service per diem rate.
- 4.6.8** The District shall not reimburse the cost of transportation, lodging, meals, or other costs of travel when such costs are of a personal nature incurred in conjunction with the performance of District official duties. Personal costs, not reimbursable by the District, shall include, but not be limited to, the following: (i) alcoholic beverages; (ii) parking and traffic violations; (iii) entertainment; (iv) services provided by the provider of lodging; and (v) expenses incurred on behalf of a spouse, dependent, or traveling companion.
- 4.6.9** Board Members shall only receive reimbursement of expenses incurred for travel, lodging, and meals for conferences or other meetings in furtherance of the District's business. No other expense will be reimbursed.
- 4.6.10** The District shall not reimburse any expenses until an expense form is submitted to the District's Office Administrator no later than forty-five (45) days after the expenditure. Reimbursable expenses shall be limited to actual and necessary expenses incurred in attending conferences or other meetings in furtherance of the District's business. Expense forms shall be accompanied by receipts documenting each expense. If no receipt is available, a written explanation of the expenditure is required. Board Members will be required to provide a brief report on the

conference or meeting attended at the next regular meeting of the Board.

4.6.11 Expenses which do not fall within this Policy or the Internal Revenue Service reimbursable rates must be approved by the Board of Directors in a public meeting before the expense is incurred.

4.6.12 The forgoing provisions may be reviewed and amended by the Board of Directors.

SECTION 5.0 CODE OF ETHICS

5.1 General

5.1.1 The Board of Directors of Running Springs Water District is committed to providing excellence in legislative leadership resulting in the provision of the highest quality of services to its constituents. In order to assist in the government of the behavior between and among members of the Board of Directors, the following rules shall be observed.

5.2 Priorities and Commitment

5.2.1 The dignity, style, values and opinions of each Director shall be respected.

5.2.2 Responsiveness and attentive listening in communication is encouraged.

5.2.3 The needs of the District's constituents should be the priority of the Board of Directors.

5.2.4 The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters and the day-to-day management and operation of the District are within the purview of the professional staff members of the District.

5.2.5 Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, unkind remarks and other negative forms of interaction.

5.2.6 Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.

5.2.7 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.

5.3 Procedures

5.3.1 Directors should practice the following procedures:

5.3.1.1 In seeking clarification on informational items, Directors may directly approach professional staff members to obtain

information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.

- 5.3.1.2** In handling complaints from residents and property owners of the District, said complaints should be referred directly to the General Manager.
- 5.3.1.3** In handling items related to safety, concerns for safety or hazards should be reported to the General Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.
- 5.3.1.4** In presenting items for discussion at Board meetings, see Section 3.10.
- 5.3.1.5** In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development and finances, said concerns should be referred directly to the General Manager.

5.4 Board and Staff Relationships

- 5.4.1** When approached by District personnel concerning specific District policy, Directors should direct inquiries to the General Manager. The chain of command should be followed.
- 5.4.2** The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.
- 5.4.3** When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and route their questions through appropriate channels and to responsible management personnel.
- 5.4.4** Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.
- 5.4.5** Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.
- 5.4.6** Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

SECTION 6.0 BOARD ACTIONS AND DECISIONS

6.1 Possible Actions

- 6.1.1** Actions by the Board of Directors may include but are not limited to the following:
- 6.1.1.1** Adoption, rejection, revision or amendment of regulations or policies;
 - 6.1.1.2** Adoption, rejection, revision or amendment of a resolution;
 - 6.1.1.3** Adoption, rejection, revision or amendment of an ordinance;
 - 6.1.1.4** Approval, rejection, revision or amendment of any contract or expenditure;
 - 6.1.1.5** Approval, rejection, revision or amendment of any proposal which commits District funds or facilities; and,
 - 6.1.1.6** Approval, disapproval or alteration of matters, which require or may require the District or its employees to take action and/or provide services.
- 6.1.2** Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors represent a quorum for the conduct of business. Actions taken at a meeting where only a quorum is present, therefore, require all three (3) votes to be effective (unless a 4/5 vote is required by policy or other law).

6.2 Methods for Taking Action

- 6.2.1** A member abstaining in a vote is considered as absent for that vote.
- 6.2.1.1** **Example.** If 3 of 5 Directors are present at a meeting, a quorum exists and business can be conducted. However, if 1 Director abstains on a particular action and the other 2 cast “aye” votes, no action is taken because a “majority of the Board” did not vote in favor of the action.
 - 6.2.1.2** **Example.** If an action is proposed requiring a two-thirds vote and 2 Directors abstain, the proposed action cannot be approved because 4 of the 5 Directors would have to vote in favor of the action.
 - 6.2.1.3** **Example.** If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, 3 Directors

must vote in favor of the appointment for it to be approved. If 2 of the 4 Directors present abstain, the appointment is not approved.

6.3 Informal Action

- 6.3.1** The Board may give directions, which are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the General Manager.
- 6.3.2** The President shall determine by consensus a Board directive and shall state it for clarification. Should any two Directors challenge the statement of the President, a voice vote may be requested.
- 6.3.3** A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the General Manager for review and recommendation, etc.).
- 6.3.4** Informal action by the Board is still Board action and shall only occur regarding matters, which appear on the agenda for the Board meeting during which said informal action, is taken and for which more formal action is not required.

**SECTION 7.0
RULES OF ORDER FOR
BOARD AND COMMITTEE MEETINGS**

7.1 General

- 7.1.1** Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules – Robert’s Rules of Order. The intent of these rules of order is to provide guidance for the conduct of meetings and the Board should strive to substantially comply with these rules of order.
- 7.1.2** If a director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order, not requiring a second, to the President. If the ruling of the President is not satisfactory to the director, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

7.2 Obtaining the Floor

- 7.2.1** Any director desiring to speak should address the President and, upon recognition by the President, may address the subject under discussion.

7.3 Motions

- 7.3.1** Any director, including the President, may make or second a motion. A motion shall be brought and considered as follows:
- 7.3.1.1** A director makes a motion; another director seconds the motion; and the President states the motion.
- 7.3.2** Once the President has stated the motion, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, either during the public comment portion of the meeting or prior to Board action, the President will call for the vote.
- 7.3.2.1** If the public in attendance has had an opportunity to comment on the proposed action, any director may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.
- 7.3.3** Secondary Motions. Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or

business are considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

- 7.3.3.1** Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the directors who moved and seconded, or by a new motion and second.
- 7.3.3.2** Motion to Table. A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.
- 7.3.3.3** Motion to Postpone. A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.
- 7.3.3.4** Motion to Refer to Committee. A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.
- 7.3.3.5** Motion to Close Debate and Vote Immediately. As provided above, any director may move to close debate and immediately vote on a main motion.
- 7.3.3.6** Motion to Adjourn. A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

7.4 Decorum

- 7.4.1** In accordance with the Brown Act, the President shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The President may remove any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the President, or otherwise disrupting the meeting or hearing.
- 7.4.2** The President may also declare a short recess during any meeting.

7.5 Amendment of Rules of Order

- 7.5.1** By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting:
 - a. Temporarily suspend these rules in whole or in part;
 - b. Amend these rules in whole or in part; or,
 - c. Both.

7.6 Public Hearings

7.6.1 Public hearings shall be called to order by the President at or as soon as practical after the time for which the hearing has been noticed. The President shall interrupt at a reasonable point any business before the Board in order to proceed with such noticed public hearing. The procedure for public hearings shall generally be as follows:

- a) Open the Public Hearing;
- b) Staff presentation and Board inquiry/statements;
- c) Written Public Comment;
- d) Oral Public Comment;
- e) Board member discussions/comments;
- f) Close the Public Hearing;
- g) Vote on item.

SECTION 8.0 TRAINING, EDUCATION AND CONFERENCES

8.1 General

- 8.1.1** Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purpose of such activities is to improve District operation. Hence, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District. However, Directors should be aware that requirements of the Brown Act may apply depending on the circumstances of any such meeting.
- 8.1.2** Any trip, tour or journey for pleasure at public expense, however, will not be permitted and there shall be no expense reimbursement.

8.2 Policy

- 8.2.1** It is the policy of the District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District.
- 8.2.2** The General Manager or his/her designee is responsible for making arrangements for Directors for conference and registration expenses. When appropriate, the District shall also reimburse a Director for meal expenses, lodging, and travel. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the General Manager or his/her designee, together with validated receipts.

8.3 Approval

- 8.3.1** Attendance by Directors at seminars, workshops, courses, professional organization meetings and conferences shall be approved by the Board of Directors, in accordance with District policy, prior to incurring any reimbursable costs.

8.4 Reimbursement

- 8.4.1** Expenses to the District for Board of Director training, education and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations put forth by the General Manager and by:

8.4.1.1 Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.

8.4.1.2 Directors traveling together whenever feasible and economically beneficial.

8.4.1.3 Requesting reservations sufficiently in advance, when possible, to obtain discounted airfares and hotel rates.

8.4.2 A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

8.5 Reporting

8.5.1 Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors should either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report should detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

SECTION 9.0 AMENDMENTS

This Board Policy Manual supersedes all former by-laws adopted by the Board and may be repealed or amended in whole or in part by resolution of the Board.

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: June 21, 2017
TO: Board of Directors
FROM: Ryan Gross, General Manager
SUBJECT: CONSIDER APPROVING RESOLUTION NO. 15-17, ADOPTING THE DISTRICT PURCHASING POLICY

RECOMMENDED BOARD ACTION

Consider approving Resolution No. 15-17, adopting the District's Purchasing Policy.

REASON FOR RECOMMENDATION

The Board of Directors of Running Springs Water District has adopted various policies and procedures over the years related to purchasing and desires to incorporate all of the various policies and procedures related to purchasing into a Purchasing Policy Manual.

BACKGROUND INFORMATION

All of the various policies and procedures of the District related to purchasing have been incorporated into the attached draft Purchasing Policy and have been reviewed by the Board, staff and the District's financial consultant.

ATTACHMENTS

Attachment 1 –Resolution No. 15-17

RESOLUTION NO. 15-17

**RESOLUTION OF THE BOARD OF DIRECTORS OF
RUNNING SPRINGS WATER DISTRICT ADOPTING A
PURCHASING POLICY**

WHEREAS, the Board of Directors of Running Springs Water District has adopted various policies and procedures over the years related to purchasing; and

WHEREAS, the Board of Directors desires to incorporate all of the various policies and procedures related to purchasing into a Purchasing Policy Manual;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Running Springs Water District does hereby approve and adopt the attached Purchasing Policy.

ADOPTED this 21st day of June, 2017.

President of the Board of Directors
Running Springs Water District

ATTEST:

Secretary of the Board of Directors
Running Springs Water District

Running Springs Water District



Purchasing Policy Manual

June 21, 2017

Resolution No. 15-17

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SECTION 1.0 INTRODUCTION

1.1 Purpose

To ensure purchases are accomplished in a manner providing the greatest value at the minimum cost to the customers of Running Springs Water District (District), this policy provides uniform procedures for acquiring services, materials and construction contracts for the District, including purchasing and bidding requirements, as required by California law.

All purchases of services, materials, equipment or supplies and construction contracts, to be paid by District must adhere to the methods, authority, and dollar limits of this policy outlined below unless superseded by law.

1.2 Scope and Intent

The authorizations set forth in this section are controlling throughout the entirety of this document and shall be held to be controlling when not specifically referenced. Purchasing dollar limits are per order. This policy explicitly prohibits splitting purchase orders for the purpose of evading the specified dollar limits.

1.3 Authority to Purchase

The authority to purchase is dependent upon the total dollar amount of the goods or services to be purchased and the type of purchase. All purchases shall be made in accordance with one of the District purchasing methods identified in Section 2 of this policy and in accordance with the procedures set forth in Sections 3 through 5, dependent upon the type of purchase or service.

1.4 Ethical Conduct in Purchasing

Ethical conduct in managing the District's purchasing activities is an absolute essential. Staff must always be mindful that they represent the Board of Directors and share a professional trust with other staff and the general public. Therefore, when making a purchase keep in mind the following factors: (1) Is this purchase necessary for the job at hand or for the District to carry on its normal business activities? (2) Is this a reasonable and lowest possible cost for this type of purchase?

1.5 Responsibilities of the General Manager

The General Manager is responsible for: (1) procurement of general supplies, services, and equipment; (2) administration of the purchasing policy; and (3) ensuring the lowest reasonable cost that provides the maximum benefit.

1.6 Responsibilities of Departments

Each department shall be charged with the following purchasing responsibilities:

- A. The authorized Purchasing Agent for each department shall be the Division Supervisor.
- B. Anticipate requirements sufficiently in advance of need to prevent downtime and ensure the ability to procure the lowest possible cost.
- C. Communicate and coordinate purchases with the General Manager.
- D. Provide detailed and accurate specifications to ensure that purchases are consistent with requirements and expectations.
- E. Prepare purchase requisitions in accordance with instructions.
- F. Notify the Administration Division of vendor relation problems, shipping problems or any other circumstances that could affect purchasing.
- G. Minimize emergency and sole source purchases and provide written documentation if such purchases occur.

SECTION 2.0 GENERAL PURCHASING METHODS

2.1 Regular Purchase Requisitions

Purchase requisitions are required for all purchases totaling more than \$100. Purchase requisitions shall be issued prior to ordering supplies, equipment and services and not “after the fact” for work already done or materials already ordered. The purpose of purchase requisitions is to manage the budget, not to pay invoices. As such, it is the responsibility of the Division Supervisor to approve all purchase requisitions, regardless of the amount, when the budget has been exceeded.

Purchase requisitions will be prepared and forwarded for appropriate approvals prior to the initiation of a purchase order. Purchase requisitions shall be prepared and submitted by the Division Supervisor or his/her designee using the District’s Incode 10 software. Each purchase requisition is electronically approved and stored for purposes of tracking and paying for the purchase.

A completed purchase requisition shall contain the following information, at a minimum:

- Vendor name, address and telephone number;
- Description, price and quantity ordered;
- Purchase requisition preparation date;
- Account number(s) to be charged.

The responsible Purchasing Agent shall obtain three oral or written competitive quotations whenever possible for purchases. The department shall submit a purchase requisition, which includes the recommended vendor, with all supporting documentation to the Purchasing Agent. Supporting documentation shall include complete specifications required for the purchase as well as any supporting documentation available, i.e. previously purchased item from a specific vendor. The Purchasing Agent shall review the recommendation and supporting documentation and may contact additional sources for quotations.

2.2 Open Purchase Orders

In the course of doing business, it is necessary to make immediate and/or emergency purchases. Upon request, departments may receive open purchase orders at the beginning of a fiscal year, or as needed for small, local purchases. If granted, the assigned Purchasing Agent shall send the open purchase order to the specified vendor. Equipment and supplies may then be purchased from the specified vendor according to the terms and conditions of the open purchase order. Such purchases should be kept to a minimum. Open purchase orders shall not be used to purchase services, capital assets, or items maintained in stock.

All open purchase orders shall include the following information:

- Description of the type of goods;
- Term of the order, not to exceed one year;
- Total dollar amount that may be charged on the order;
- Total dollar amount that may be charged on each visit to the vendor;
- Items which may not be purchased, if any;
- Phone number of the Purchasing Agent for questions regarding the order;
- Departments and staff authorized to charge against the order;
- Requirement that staff provide District identification;
- Requirement that staff print and sign off on the pick-up of the goods; and
- Account number(s) to be charged.

2.3 Contract Purchase Orders

Contract purchase orders are the preferred method of purchasing repetitive-use items or services that may be common to several departments or within one department. Establishing contract purchase orders provides a means of obtaining volume pricing based upon the combined needs of all departments, reduces the administrative costs associated with seeking redundant competitive bids and processing a purchase requisition each time an order is placed, and allows departments to order as needed, reducing the requirement to maintain large inventories of stock.

If a contract purchase order exists, departments shall order all of their requirements from the successful vendor. No other source shall be used without prior approval of the Purchasing Agent or General Manager. Departments shall submit in writing to the Purchasing Agent any performance problem encountered immediately following the occurrence so that corrective action may be taken.

Contract purchase orders are annual and may include an option for renewal of specific products, product types, or services at agreed upon prices or pricing structure and for a specific period of time.

2.4 Check Requests

Check requests may be made for purchases when purchase requisitions cannot be submitted or the order amount exceeds petty cash limitations. Examples of purchases for which check requests may be appropriate include, but are not limited to: education and mileage reimbursements, operating permits and conference registration fees.

Check requests shall be made by use of a check requisition form, which shall include the following information:

- Date of purchase;
- Date by which the check is needed;
- Name of vendor or payee;
- Address of vendor or payee;
- Amount to be paid;
- Explanation of purchase;
- Authorized signature;
- Account number or numbers to be charged.

The check requisition form shall be accompanied by legitimate backup to substantiate the dollar amount of the check request. Examples of backup include vendor invoices and receipts.

2.5 Petty Cash

Petty cash is used for immediate-need or emergency purchases totaling not more than \$100 or for which all other approved methods or instruments of purchase are impractical. A petty cash voucher shall be produced for all expenditures of petty cash. The petty cash voucher shall include the following information:

- Amount/Type of purchase;
- Date of purchase;
- Location of purchase;
- Signature of purchaser;
- Account Number
- Signature of Division Supervisor.

Immediately following the purchase, the receipt shall be stapled to the petty cash voucher and submitted to the Administration Supervisor or the designated Administrative Assistant. The Administration Supervisor and/or the Administrative Assistant ensure that all petty cash vouchers have been properly authorized. Only the Administration Supervisor and the designated Administrative Assistant shall have access to the petty cash boxes.

2.6 Credit Card Purchases

Purchases utilizing the District's Credit Card(s) may be made for purchases for which purchase orders cannot be submitted, payment must be made at the time of purchase or the order amount exceeds petty cash limitations. Examples of purchases for which use of the District's Credit Card(s) may be appropriate include, but are not limited to: purchase of items at Costco, Home Depot (where payment must be made at the time of purchase), airline tickets for District travel, hotel expense and conference registration fees.

The District's Credit Card(s) expenses shall be accompanied by legitimate backup and receipt to substantiate the dollar amount of the charge. Examples of backup include vendor invoices, registration information and itemized receipts. Charges for meals must be documents with an itemized receipt. The employee is required to write the names of the attendees and the purpose of the meal.

2.7 Contracts

Contracts are used in conjunction with purchase requisitions to minimize risk. Proposed contracts shall be accompanied by a purchase requisition processed in the amount of the contract. The original contract shall be sent to the counterparty for signature. Contract payments are requested by approved invoice or progress payment. Only the General Manager or a Director may sign contracts.

2.8 Invoices

The Administration Division is responsible for generating payments for invoiced goods and services and for reconciling all relevant documentation. The Administrative Assistant is responsible for processing all vendor invoices received by mail, email or by direct delivery from a Division Supervisor. Invoices shall be stamped with the date received and filed alphabetically. All invoices shall identify the authorized purchase order number.

The Administrative Assistant shall match invoices to their corresponding purchase orders and receipt documentation to verify that:

- The purchase order reconciles in all respects with the vendor's invoice;
- The goods have been received as documented by the packing slip;
- The receiver signed the invoice; and
- The purchase order has been authorized in accordance with this policy.

2.9 Check Preparation

All District checks shall bear the signature in accordance with the current resolution authorizing endorsement of checks and other instruments of the District. District check stock and checks are controlled and securely stored by an Administration Division employee that does not have such authorization to sign checks. Checks in excess of \$5,000 must have two authorized signatures.

2.10 Change Orders

Once a purchase order has been issued, any subsequent change or cancellation thereof shall be done by authorized change order. Change order requests shall be submitted using the Incode 10 software Purchase Requisition process. Change orders are not required to pay freight charges or price variances of less than \$100.

2.11 Emergency Purchases

In the case of an emergency, the General Manager may authorize and/or delegate authority to the Fire Chief, a Division Supervisor or other designee to secure in the open market, at the lowest obtainable price, supplies, materials, equipment, or contractual services required regardless of the amount of the expenditure. California Public Contract Code §1102 defines “emergency” as a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.

During an emergency, the affected department may purchase supplies, materials, equipment, or services after the Division Supervisor or Purchasing Agent has concluded the purchase constitutes an emergency purchase intended to prevent or mitigate the occurrence of one or more of the above referenced events. The Division Supervisor or Purchasing Agent shall, as soon as possible, provide a completed purchase requisition to the General Manager or designee, as well as a written explanation of the circumstances.

Nothing contained herein shall limit the authority of the General Manager or their designee to make purchases and take such other emergency steps as are, or may be, authorized by the Board of Directors in the case of an emergency. Refer to Section 3.6 of the District’s By-Laws and Board Policy Manual for Emergency Special Board Meeting Procedures.

2.12 Sole Source Purchases

Purchases may be made from a single source if and only if needed supplies, materials, equipment, or services are of a proprietary nature, or are otherwise of such specific design or construction as to be available from only one source. After reasonable efforts to find alternative suppliers, the General Manager or designee may dispense with any quote or bid requirements and recommend making the purchase from the sole source.

SECTION 3.0
AUTHORIZATION FOR GENERAL PURCHASES AND CONSULTING
SERVICES

3.1 Definition

General purchases include supplies, materials, equipment, operating or maintenance services and construction projects, other than “Public Works Projects” subject to the bidding requirements under the Public Contract Code. This section represents the majority of the purchases of the District.

3.2 Purchases of less than \$1,000

Division Supervisors shall possess the sole authority to authorize purchases of less than \$1,000. Comparative pricing shall be required when reasonable. Where comparative pricing is not reasonable (i.e., where the cost of the comparison would negate any price benefit), it shall not be required. However, all authorized purchase requisitions made without the use of comparative pricing shall be accompanied by a detailed explanation.

All purchases totaling more than \$100 shall be made pursuant to an authorized purchase requisition. For purchases totaling less than \$100, purchase requisitions may be issued to satisfy vendor requirements or to encumber departmental funds.

3.3 Purchases between \$1,000 - \$4,999

Purchases totaling between \$1,000 and \$4,999 require the advance authorization of the General Manager or the General Manager’s designee. Division Supervisors shall not award purchase orders in excess of \$1,000 without the approval of the General Manager or designee, except in the event of an emergency purchase.

The General Manager or the General Manager’s designee may make an award to the lowest responsible quote. The lowest responsible quote will be from a bidder who provides the lowest monetary quote and has the required expertise and financial viability to perform the work or provide the product to be purchased. The General Manager or the General Manager’s designee may also reject any and all quotes and attempt to obtain better terms.

3.4 Purchases in excess of \$5,000

The purchase of supplies, services, and equipment with an estimated value in excess of \$5,000 requires authorization by the Board of Directors.

Operations and Maintenance (O&M) expenditures that are included in the District's approved budget will be considered to be authorized by the Board of Directors at the time the budget is approved.

The Division Supervisor is responsible for drafting a staff report and forwarding to the General Manager for obtaining Board approval of expenditures not already authorized in the budget. In addition, at least 3 quotes or bids will be required, except in instances where 3 quotes cannot be obtained or are not provided or where such bidding and quotes do not add value and reduce cost, i.e. sole source vendor or vendor specialization. Service contracts shall include an expectation regarding whether the vendor will be required to file a Form 700 for the purpose of Fair Political Practices.

3.5 Competitive Bidding Procedures, Request for Proposals, Request for Qualifications (RFP/RFQ)

The Division Supervisor will be responsible for overseeing the RFP/RFQ process.

When prequalification of the vendor is desired, Request for Qualifications will be solicited. Once received, the District will create a short list of qualified firms which will be invited to participate in the RFP process.

Once the proposals are received, a determination will be made on the award of a contract. The General Manager will prepare all contracts and final negotiations of the contract will be between the General Manager and/or Division Supervisor and the vendor. If the contract exceeds \$5,000, or if the contract is open ended, Board approval will be required prior to signing the contract. **Only the General Manager, Board President or their designee may sign contracts.**

The General Manager shall have authority to make purchases in excess of \$5,000 without regard to these bid and quote procedures if there is an "emergency" as defined in Public Contract Code §1102 and there is insufficient time to follow these bid and quote procedures. The General Manager shall notify the Board at the next meeting thereof of any purchases in excess of \$5,000 that were made without following these procedures and shall request the appropriate Board approval.

SECTION 4.0 AUTHORIZATION FOR PUBLIC WORKS PROJECTS

4.1 Definition

Contracts with outside entities for the construction of work where District employees do not perform the work. Public Works Contracts are defined in Public Contracts Code 1101 as an agreement for the erection, construction, alteration, repair or improvement of any public structure, building, road or other public improvement of any kind.

4.2 Public Works Projects of less than \$1,000

At least 3 quotes or bids will be required, except in instances where 3 quotes or bids cannot be obtained or are not provided through the request for proposals (“RFP”) or where such bidding and quotes are not reasonable, i.e. sole source vendor or vendor specialization. Division Supervisors possess the authority to make these determinations. Any vendor providing services considered to be public works with a cost of \$1,000 or more must be registered with the electronic certified payroll reporting system of the Department of Industrial Relations within five (5) days of award to ensure that the vendor submits the necessary certified payrolls.

4.3 Public Works Projects between \$1,000 and \$25,000

The General Manager and the General Manager’s designee shall possess the sole authority to authorize a contract for the construction of work between \$1,000 and \$4,999. The General Manager or the General Manager’s designee may award the contract after the solicitation of at least 3 quotes or bids, except where 3 quotes or bids cannot be obtained or are not provided through the solicitation or where such bidding and quotes are not reasonable, i.e. sole source vendor or vendor specialization. All Public Works Projects over \$4,999 require Board approval. Any vendor providing services considered to be public works with a cost of \$1,000 or more must be registered with the electronic certified payroll reporting system of the Department of Industrial Relations within five (5) days of award to ensure that the vendor submits the necessary certified payrolls.

4.4 Public Works Projects of \$25,000 or more (Supersedes Resolution No. 15-11)

County water districts are not required by current law to seek competitive bids for public works projects.

Unless otherwise directed by the Board of Directors, the District shall invite sealed competitive bids for all capital improvement or replacement projects that are not performed by the District itself, other than projects which must be

completed on an emergency basis, where the amount involved is \$25,000 or more based on the District Engineer's estimate.

Notice inviting bids may be published in a local newspaper of general circulation. Bids shall be opened by District staff at a meeting open to the public. The Board of Directors shall award the contract and authorize the General Manager to sign the contract for such work. Such contract shall comply with all applicable provisions of Federal, State, County and local law.

The District reserves the right to award the contract to other than the lowest responsive and responsible bidder or to reject all bids and negotiate in the open market.

For all public works projects awarded by the District, the General Manager shall be authorized to approve change orders for the project during the course of the project as required not to exceed 15% of the original construction contract amount. It is the goal of the District staff to minimize change orders but as the need for construction contract change orders arises during the course of a construction project of this magnitude, there is typically not enough time to stop the progress of the work to obtain Board approval of each change order. Authorizing the General Manager to approve change orders as needed not to exceed 15% of the original construction contract value will allow for the project to progress without delays caused by the District. The Board of Directors will be informed of the status of construction contracts and any change orders as the project progresses.

The General Manager shall have authority to make purchases in excess of \$25,000 without regard to the bidding procedures if there is an emergency as defined in this policy and the Public Contract Code. The General Manager shall notify the Board at the next meeting thereof of any purchases in excess of \$25,000 that were made without the applicable bidding and obtain the applicable Board approval.

Any vendor providing services considered to be public works with a cost of \$1,000 or more must be registered with the electronic certified payroll reporting system of the Department of Industrial Relations within five (5) days of award to ensure that the vendor submits the necessary certified payrolls.

SECTION 5.0 AUTHORIZATION FOR EMPLOYEE EXPENSE REIMBURSEMENTS

5.1 Definition

Any reasonable and necessary employee expense incurred on behalf of or for the benefit of the District.

5.2 Overview

All employee reimbursements require an appropriately detailed purchase requisition or other approved method of purchasing outlined in Section 2.0, with the signature of a Division Supervisor and/or General Manager. Division Supervisors or the General Manager cannot approve their own expense reimbursement requisitions. In rare cases where payment cannot be made directly to the vendor, a travel advance may be made to the employee. It is the responsibility of the employee to turn in all receipts and any unused funds, if they were advanced. Any missing receipts will be the responsibility of the employee and may be withheld from their payroll check if remittance is not made promptly.

SECTION 6.0
UNIFORM GUIDANCE FOR PROCUREMENT INVOLVING FEDERAL
AWARDS/FUNDS

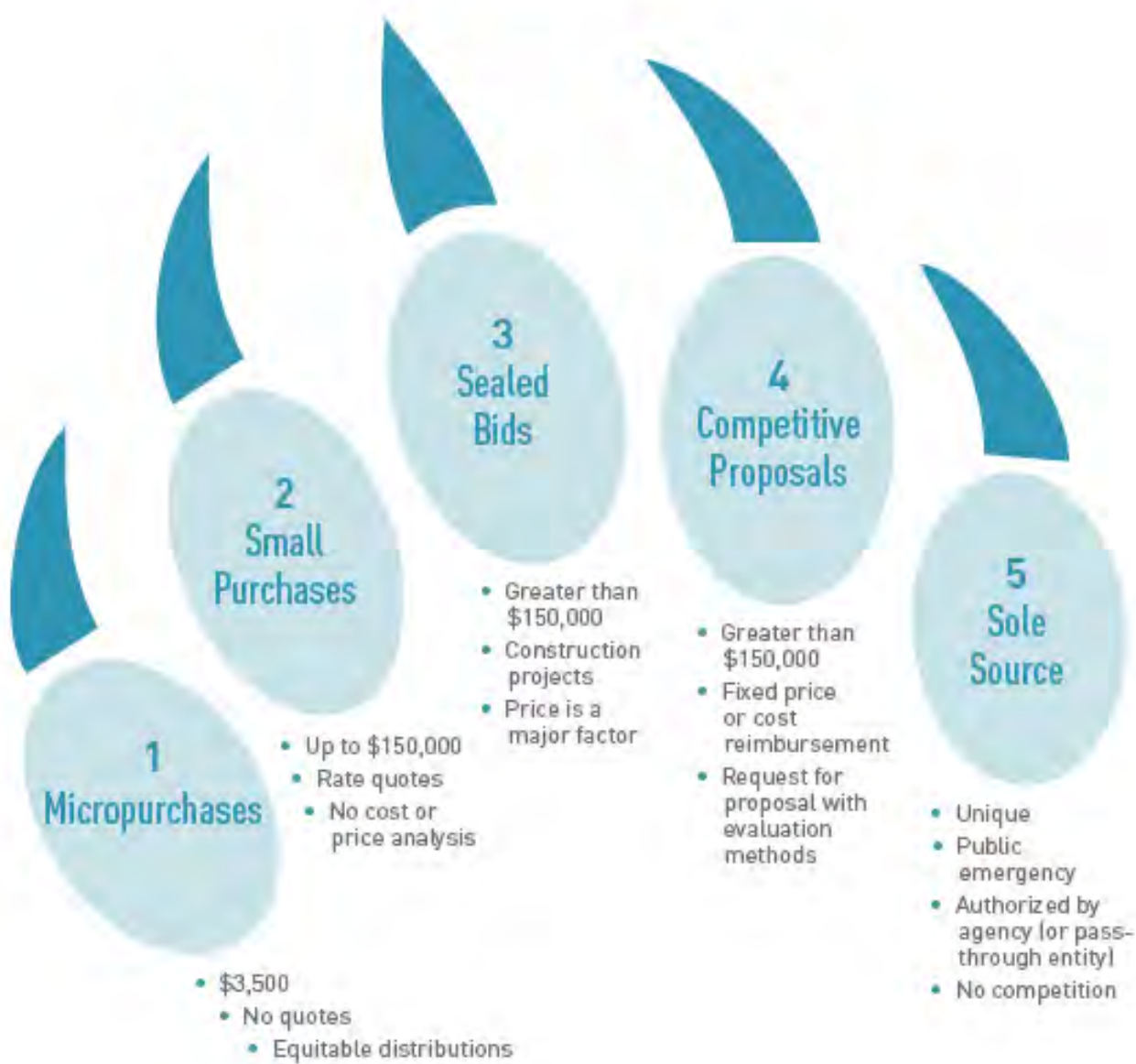
FIVE METHODS OF PROCUREMENT

The uniform guidance outlines five methods of procurement: micro purchases, small purchases, sealed bids, competitive proposals, and noncompetitive (sole source) proposals.

Some general standards apply to all five types of procurement:

- The policies surrounding the procurement must be documented
- The procurement must be necessary
- The procurement must be subject to full and open competition among vendors
- The procurement cannot present a conflict of interest

Above the simplified acquisition threshold (\$150,000), organizations are required to document their cost and price analysis as well as the criteria by which they selected a vendor.



Source: "Frequently Asked Questions for the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR 200," published by the Council on Financial Assistance Reform (COFAR).

Purchase Type	Characteristics & Requirements
Below simplified acquisition threshold of \$150,000	
Micropurchases	<ul style="list-style-type: none"> • Under the micropurchase threshold (currently \$3,500 and recently adjusted from \$3,000) • No bid or quote process required • No cost or price analysis required • Should be distributed among a range of qualified vendors • Use interentity agreements where applicable
Small purchases	<ul style="list-style-type: none"> • Under \$150,000 • Price or rate quotes required from an adequate number of sources • Should be distributed among a range of vendors • Use interentity agreements where applicable
Above simplified acquisition threshold of \$150,000	
Sealed bids	<ul style="list-style-type: none"> • Typically used for construction contracts • Bids must be publicly solicited • Two or more bidders are willing and able to compete and qualified to do the work • Complete, adequate, and realistic specification or purchase description is available • Firm fixed-price contract is feasible; a bidder can be selected based on price
Competitive proposals	<ul style="list-style-type: none"> • Requires request-for-proposal process and solicitation of an adequate number of bidders • Written method of evaluation, considering price as well as other factors advantageous to the program
Above or below simplified acquisition threshold	
Noncompetitive proposals	<p>Falls into one or more of these four circumstances:</p> <ul style="list-style-type: none"> • Item available only from a single source • Public exigency or emergency won't permit a delay resulting from competitive solicitation • Expressly authorized by the awarding agency or pass-through entity • Competition is determined to be inadequate after solicitation

Written policies and procedures for:

- Procurement standards
- Conflicts of interest in procurement
- Allowable cost standards

Above all, remember that documentation is one of the more important requirements under the new guidance. Keep careful records of bids and proposals solicited, selection criteria considered, and quotes from vendors. If an individual procurement begins as a sealed bid, for example, but only one qualified vendor bids on the work, make sure you have documentation to support the fact that you solicited offers from a range of vendors rather than a sole source from the beginning.

Key Sections of Uniform Guidance Related to Procurement

Note: The following are sections of the Uniform Guidance which relate to procurement. It is not the Uniform Guidance in its entirety, nor is it a complete list of sections related to procurement.

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Subpart A

Definitions

[§200.22 Contract.](#)

[§200.23 Contractor.](#)

[§200.67 Micro-purchase.](#)

[§200.88 Simplified acquisition threshold.](#)

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[§200.93 Subrecipient.](#)

Subpart B

Procurement Standards

[§200.317 Procurement by states.](#)

[§200.318 General procurement standards.](#)

[§200.319 Competition.](#)

[§200.320 Methods of procurement to be followed.](#)

[§200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.](#)

[§200.322 Procurement of recovered materials.](#)

[§200.323 Contract cost and price.](#)

[§200.324 Federal awarding agency or pass-through entity review.](#)

[§200.325 Bonding requirements.](#)

[§200.326 Contract provisions.](#)

Subrecipient Monitoring and Management

[§200.330 Subrecipient and contractor determinations.](#)

[APPENDIX II TO PART 200—CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS](#)

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: June 21, 2017

TO: Board of Directors

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

SUBJECT: CONSIDER ADOPTING RESOLUTION NO. 16-17, 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. 16-17, 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. 16-17

RESOLUTION NO. 16-17

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 21st day of June 2017.

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: June 21, 2017

TO: Board of Directors

FROM: Ryan Gross, General Manager

SUBJECT: **CONSIDER APPROVING RESOLUTION NO. 17-17 FOR THE ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) BOARD OF DIRECTORS**

RECOMMENDED BOARD ACTION

Consider approving Resolution No. 17-17 selecting up to four (4) candidates to serve as Directors on the SDRMA Board of Directors. Attachment 1 contains the candidates Statements.

REASON FOR RECOMMENDATION

The District has received the attached documentation related to the election of SDRMA Directors for 2017. Four positions are currently up for election. The documentation includes general information regarding the election, a resolution for the Board election and candidate statements. The District Board may select up to four (4) candidates and then vote for these candidates through adoption of Resolution 17-17, for the Election of Directors to the SDRMA Board of Directors.

BACKGROUND INFORMATION

The SDRMA is a joint powers authority that the District belongs to for the purpose of providing risk management for California special districts. SDRMA is governed by a seven member Board. Board members are elected by the general membership and serve a four year term. Elections are held during odd number years, with four members elected during one election, and three in another.

FISCAL INFORMATION

N/A

ATTACHMENTS

Attachment 1 – SDRMA’s 2017 Board of Directors Election Ballot Instructions & Draft Resolution No. 17-17



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

2017 BOARD OF DIRECTORS ELECTION

OFFICIAL ELECTION RESOLUTION AND BALLOT ENCLOSED

This is an official election packet that contains items that require ACTION by your Agency's governing body for the selection of up to four (4) candidates to the SDRMA Board of Directors.

ELECTION PACKET ENCLOSURES

- Election Ballot Instructions
- Official Resolution and Ballot (Action Required)
- Candidate's Statements of Qualifications (7)
- Self-addressed, Stamped Envelope

SDRMA'S BOARD OF DIRECTORS ELECTION BALLOT INSTRUCTIONS

Notification of nominations for four (4) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was mailed to the membership in February 2017.

On May 11, 2017, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2017-03 Establishing Guidelines for Director Elections. The Election Committee confirmed that seven (7) candidates met the qualification requirements and those names are included on the Official Election Resolution Ballot.

Enclosed is the Official Election Resolution Ballot along with a Statement of Qualifications as submitted by each candidate. Election instructions are as follows:

1. The enclosed combined Official Election Resolution Ballot must be used to ensure the integrity of the balloting process.
2. After selecting up to four (4) candidates, your agency's governing body must approve the enclosed Official Election Resolution Ballot. **Ballots containing more than four (4) candidate selections will be considered invalid and not counted.**
3. The signed Official Election Resolution Ballot **MUST** be sealed and received **by mail or hand delivery at SDRMA's office on or before 4:30 p.m. on Tuesday, August 29, 2017 to the address below.** Faxes or electronic transmissions are NOT acceptable. A self-addressed, stamped envelope is enclosed.

Special District Risk Management Authority
Election Committee
1112 "I" Street, Suite 300
Sacramento, California 95814

5. The four-year terms for newly elected Directors will begin on January 1, 2018 and terminate on December 31, 2021.
6. Important balloting and election dates are:

August 29, 2017 - Deadline for members to return the signed Official Election Resolution Ballot

August 30, 2017 - Ballots are opened and counted

August 31, 2017 - Election results are announced and candidates notified

September 27, 2017 - Newly elected Directors are introduced at the SDRMA Annual Breakfast to be held in Monterey at the CSDA Annual Conference

November 1-2, 2017 - Newly elected Directors are invited to attend SDRMA board meeting (Sacramento)

January 2018 - Newly elected Directors are seated and Board officer elections are held

Please do not hesitate to call SDRMA's Chief Operating Officer Paul Frydendal at 800.537.7790 if you have any questions regarding the election and balloting process.

RESOLUTION NO. _____

**A RESOLUTION OF THE GOVERNING BODY OF THE
Running Springs Water District
FOR THE ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT
RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS**

WHEREAS, Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code Section 6500 et seq., for the purpose of providing risk management and risk financing for California special districts and other local government agencies; and

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement specifies SDRMA shall be governed by a seven member Board of Directors nominated and elected from the members who have executed the current operative agreement and are participating in a joint protection program; and

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement Article 7 - Board of Directors specifies that the procedures for director elections shall be established by SDRMA's Board of Directors; and

WHEREAS, SDRMA's Board of Directors approved Policy No. 2017-03 Establishing Guidelines for Director Elections specifies director qualifications, terms of office and election requirements; and

WHEREAS, Policy No. 2017-03 specifies that member agencies desiring to participate in the balloting and election of candidates to serve on SDRMA's Board of Directors must be made by resolution adopted by the member agency's governing body.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Running Springs Water District selects the following candidates to serve as Directors on the SDRMA Board of Directors:

(continued)



**OFFICIAL 2017 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS**

VOTE FOR ONLY FOUR (4) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than four (4) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than four (4) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery in the enclosed self-addressed, stamped envelope at SDRMA on or before 4:30 p.m., Tuesday, August 29, 2017. Faxes or electronic transmissions are NOT acceptable.

- TIMOTHY UNRUH**
District Manager, Kern County Cemetery District No. 1
- JAMES M. HAMLIN (Jim)**
Board Director, Burney Water District
- MIKE SCHEAFER (INCUMBENT)**
Director/President, Costa Mesa Sanitary District
- MICHAEL J. KAREN**
Board Director, Apple Valley Fire Protection District
- DAVID ARANDA (INCUMBENT)**
General Manager, Mountain Meadows Community Services District
- CINDI BEAUDET**
General Manager, Temecula Public Cemetery District
- JEAN BRACY, SDA (INCUMBENT)**
Deputy Director – Administration, Mojave Desert Air Quality Management District

ADOPTED this ____ day of _____, 2017 by the Running Springs Water District by the following roll call votes listed by name:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST:

APPROVED:

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate Timothy Unruh
District/Agency Kern County Cemetery District No.1
Work Address 18662 Santa Fe Way, PO Box 354, Shafter, CA 93263
Work Phone 661-746-3921 Home Phone 661-746-6725

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

The work of SDRMA is critical to the everyday operations of a Special District. Knowing that the district and the board is protected gives a 'Peace of Mind' to our daily operations. Sitting on this Board will give me an opportunity to give back to SDRMA and its membership. As a manager of a moderate sized Special District, I am especially interested in maintaining an involvement from that small district perspective. It is imperative that SDRMA maintains cost effective service to the Special District community and it's important that smaller districts have a voice in their insurance needs.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I spent three years as a Director for CSDA including one year as Legislation Committee Chairman. I currently sit on the CSDA Legislation Committee and am a Special District Administrator (SDA). Our District is in its fourth term as a District of Distinction which now includes the Transparency Certification. I currently sit as a Director with a city appointment on Kern Mosquito and Vector board. I have been a Director of the California Association of Public Cemeteries for 15 years and currently am Chairman of the Legislation Committee. I have been involved with the Kern County Special Districts Association since 1995 from when we worked to obtain LAFCo representation for Special Districts.

Most importantly, I have been a manager for the Kern County Cemetery District for 30 years and work daily to keep our cemetery district strong and effective in our community. To that end, I have the SDRMA General Safety Specialist Certification and with that training I work for a compliant, safe and healthy working relationship with our staff.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

I feel that community history is very important and am a volunteer with the local Historical Society. I also have sat on the local school board and have been involved with our youth through our church as well as our community through sports and especially by giving our young people a safe and entertaining place to visit after our home football games.

This being said, I feel that I am a committed and thorough person who knows that to get things done you must be involved and be able to think out of the box in difficult situations. You must listen to those around you and sometimes that means keeping one's mouth shut.

I have worked as a Manager for many years and understand the needs of special districts. What SDRMA offers is an integral part of special district operations and I feel that I can bring a passion for the practical needs of Special Districts.

What is your overall vision for SDRMA? (Response Required)

SDRMA has shown great concern for the Special Districts in California as is seen in their commitment to meeting our insurance needs. This is done by listening to the membership and continuing to work on being a better and complete insurance stop. I feel that the Health Insurance part of their programs will be the next large growth area. As we deal with PERB's and the needs of our work force, this area will help to meet the needs of our agencies.

Their education is excellent and they have defined their role in local government very well. It will be necessary to maintain this role and work to educate the membership. SDRMA's commitment to be a cost-effective insurance provider has work well in the past and will continue to do so as long as the Board and staff work together to fulfill their mission statement.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date: April 24, 2017

Hello,

My name is Tim Unruh, SDA and I am running for a seat in the 2017 SDRMA Board of Directors election. I have been the District Manager of the Kern County Cemetery District for the past 30 years which consists of two cemeteries, including Shafter Memorial Park and Wasco Memorial Park. I am also a Director for the Kern Mosquito and Vector Control District which covers 1,657 square miles of Kern County. My education includes a B.A. in Ag-Business with an emphasis in Economics from Tabor College with postgraduate work in Business from Cal State – Bakersfield.



Previously, I was a representative for what is now Network 4 when I was elected to the CSDA Board of Directors in 2002. I chaired the CSDA Legislation Committee for 2003 and currently sit on the Legislation Committee.

In 2015, our District was the recipient of the SDRMA Earl Sayre “Excellence in Safety” award. This was accomplished through hard work and training. My desire is to take that same hard work and commitment to work for all special districts as a Director on the SDRMA board.

What I will contribute as a SDRMA Director is to be actively involved by advocating for special districts in California. Each of our districts, whether small or large, have insurance needs that impact us. These needs must be listened to and I want to work through SDRMA to do just that. Together, our involvement in SDRMA has created the ability to work as a cohesive body that can help special districts with their insurance. As a group, this allows for a greater impact to work for the issues of special districts. I understand what it means to wear multiple hats as both a General Manager and a Director. I know the difficulties that face special districts every day. I feel I can add a dimension to the SDRMA board that will help with the decisions this board will consider.

I also understand the need for continuing education for districts to stay on top of the legislation and requirements that come out of Sacramento. I have a General Safety Specialist Certification from SDRMA and a Special District Administrator Certification from CSDA. I have taken advantage of various education programs. I have seen the positive results from education and will be involved to promote more district participation in what SDRMA offers.

I want to encourage you to vote in this SDRMA election and to thank you for your vote for me as well as the opportunity to work for your special district on the SDRMA Board of Directors.

Respectfully Submitted,

Tim Unruh
General Manager
Kern County Cemetery District

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – **no attachments will be accepted**. No statements are endorsed by SDRMA.

Nominee/Candidate James M. Hamlin (Jim)
District/Agency Burney Water & Sewer District
Work Address 20541 Burney Court, Burney, Ca. 96013
Work Phone (530) 335-2040 Home Phone (530) 335-2040

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

Able to look at acturail evidence. Being able to set adequate rates for both
Insurance program and districts. SDRMA needs to operate as a business.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

Servved on hospital district for 24 1/2 years, California Hospital District board
for 8 years, Burney water Sewer board for three years. I had my own insurance
brokerage for 43 years. I did not have an E & O Claim.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

see previous question

What is your overall vision for SDRMA? (Response Required)

SDRMA must operate as a viable business. Many district carriers and board members are reluctant to raise rates. When I served on Ca. Hospital Board, many of the board members were not willing to operate as a business because it would affect their hospitals bottom line.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature James M. Hamlin Date 4-1-2017

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate **MIKE SCHEAFER**
District/Agency **COSTA MESA SANITARY DISTRICT**
Work Address **1551-B BAKER ST, COSTA MESA, CA 92626**
Work Phone **714-435-0300** Home Phone **714-552-9858**

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

As an incumbent on the SDRMA Board I wish to continue providing the service and knowledge that I have been consistent with during my current term. As an insurance professional for over 44 years I bring the experience needed to manage the risks Districts are faced with. Over my term I have consistently made decisions to provide the protections necessary at the most affordable cost. Districts continue to encounter new challenges to their risk management programs. My years of experience, my continued involvement in insurance education and my desire to protect make me a sound choice to continue on the Board of SDRMA.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

Current SDRMA Board Member. President Costa Mesa Sanitary District Board of Directors. Former City Councilmember for the City of Costa Mesa. Former Parks and Recreation Commissioner for the City of Costa Mesa.

Leadership positions, including Board President for the following: Little League Baseball, Boys and Girls Club of the Harbor Area, Costa Mesa Senior Center, The Albert Dixon Memorial Foundation (non profit providing funds for other non-profit agencies).

Over 30 years experience with Lions Clubs International. Served as District Governor, Club President several times. Chaired the California Convention Committee several times. Membership in the organization continues.

My leadership role in all these organizations gave, and give, me experience in the risks that face each. My insurance experience helps me make prudent decisions when challenged with those risks.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

Many of the organizations that I have either been elected to or volunteered for quickly put me in a leadership role. They recognized my ability to handle the risks and challenges the organizations meet. I was able to steer those organizations in a clear path to minimize the risk.

I continue to hold a teaching credential in Insurance Education with the local community college District. Additionally I was a professor of Insurance Continuing Education for many years. I have a passion for passing on the knowledge I have acquired over my career.

I have always faced the risk management challenges of any organization with the confidence that the desired outcomes would be realized. +

What is your overall vision for SDRMA? (Response Required)

My vision is to continue providing the protection and service to the Special Districts that make them strong in their risk management efforts. I will continue to work for those ends while keeping strong my conviction that rates need to be adequate yet affordable for the Districts.

New technologies, changes in legislation, make it extremely difficult for Districts to keep up with the factors posing new challenges to risk management, insurance, etc. My experience in those areas, my position as an elected official, make me keenly aware of how to protect the Districts.

I will continue to be committed to making SDRMA the leader in protecting the risk management needs of our Special Districts.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____



Date _____

4/25/17

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate Michael J. Karen
District/Agency Apple Valley Fire Board
Work Address N/A
Work Phone N/A Home Phone 760-713-3273

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

I would be honored to serve on the SDRMA Board of Directors because I am interested in not only risk management, but insurance as well. I have run my own company and have seen first hand how accidents can affect the bottom line.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I was appointed to the Apple Valley Fire Board in February of 2016. I was re-elected the same year. During my time on the board, I have already been a part of many great things. The board and I helped to pass Measure A which funds our district in perpetuity. We also passed and have streamlined the budget. I have also been a part of evaluations as well.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – **no attachments will be accepted.** No statements are endorsed by SDRMA.

Nominee/Candidate DAVID Aranda
District/Agency Mountain Meadows Community Services District
Work Address 17780 Highline Rd - Tehachapi CA 93561
Work Phone 661-822-7616 Home Phone 661-300-1231

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

Working with six other board members and the staff, as a team is challenging and rewarding.

Over the years of my service on the SDRMA Board I hope the members have found my input to be beneficial and it is my desire to continue to look after the members receiving the best service at a fair cost.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

Service on SDRMA
Service on SDWCA - I was part of the group that consolidated two entities into one entity which was very cost effective
Service on SDLE
Past Service on CSDA - current Education Committee member

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

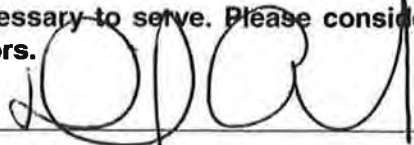
Serving as a General MANAGER over the past twenty plus years and serving as a Board Member assists me in understanding the proper process that benefits the operation of SDRMA
Eighteen years of experience with SDRMA provides a good knowledge base to benefit the members

What is your overall vision for SDRMA? (Response Required)

- 1) Continue to provide excellent service
- 2) Continue the balance of a financially strong pool that provides great policy coverage at the best pricing possible.
- 3) Serve the members with cutting edge software, customer service oriented employees and a Board that remembers who we are serving!

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4-20-17

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate	Cindi Beaudet		
District/Agency	Temecula Public Cemetery District		
Work Address	41911 C Street, Temecula CA 92592		
Work Phone	(951)699-1630	Home Phone	(951)541-8736

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

As a member of SDRMA, I've learned first hand the risk and challenges that comes with my type of Special District. I think it is important to have an active and knowledgeable voice representing our industry and districts and that understands the role special districts play and their importance. I will bring sound policy principles to the table and work with my fellow board members in the spirit of collaboration to ensure SDRMA continues to be a cost effective, high quality risk management service.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I have played an active role in the cemetery industry in both the private sector and with special districts for almost two decades and was elected in 2006 to the Board of California Association of Public Cemeteries (CAPC). While on the Board for CAPC one of my roles was Education Committee Chair, working with executive staff to identify learning and certification opportunities for our members. This experience has provided me with the skills and knowledge of board development, procedures, protocol and policy development.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

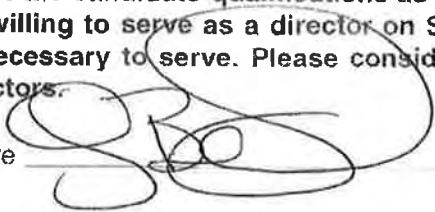
Since 2004 I have served as General Manager to the Temecula Public Cemetery District. I consider myself to be well versed in cemetery leadership, risk mitigation, best management practices and risk reduction. I hold a life insurance license from the State of California. I am an advocate for the cemetery profession, serving as a formal mentor for CAPC. I am engaged and involved heavily in my community and understand first hand the challenges and risk associated with cemetery operations and management.

What is your overall vision for SDRMA? (Response Required)

My overall vision for SDRMA is that it appropriately and accurately addresses the risk and mitigation needs of all its members in a thoughtful and deliberate manner; considering the size, scope and nuances of each type of public agency. This thoughtful consideration will provide better service to our members while maintaining the cost effective quality programs SDRMA continues to offer.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4/27/17

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate Jean Bracy, SDA
District/Agency Mojave Desert Air Quality Management District
Work Address 14306 Park Ave., Victorville, CA 92392
Work Phone 760-245-1661

Why do you want to serve on the SDRMA Board of Directors?

I have served on the SDRMA Board of Directors since 2010. In 2017 I was elected by the Board to be the **Board President**. The Board strives to provide a variety of avenues for members to be successful and has adopted many important programs and policies aimed to provide members **cost effective coverage**. Each year, the Board **carefully considered** rates for services and from 2009 to 2016 voted to hold rates flat for the property/liability program. Through strategic planning SDRMA has a **strong financial base**. SDRMA has included **Cyber Coverage**; provided a **FREE Law Legal Hotline**; established a **multiple-policy discount (5%)** for each member who belongs to both the property/liability and the workers compensation programs; shares investment earnings with members through a **longevity distribution**; established the **loss prevention allowance funds** which reimburses members for safety-related costs up to \$1,000; launched and enhanced the SDRMA **interactive website**; provided **FREE online training** through Target Solutions; launched a **Safety Specialist Certificate** program; and contracted with Company Nurse to provide **FREE screening services** for work-related injury cases. I have worked closely with **SDRMA for 17 years**. I am attracted to its member-focused, pro-active, and positive mission. I would like to see – and be a part of – SDRMA continue this member-centric approach.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)

I am serving my eighth year on the **SDRMA Board of Directors** and in 2017 I am the Board President. I am serving my fifth year on the Board of Directors for the **Special District Leadership Foundation (SDLF)** and I am the Board Secretary. On this Board I have been part of the continuing expansion of the SDLF programs, including the premier program, **District of Distinction**, also the Special District Administrator Certificate, the Recognition of Special District Governance, and the District Transparency Certificate of Excellence.

My career experience with special districts has helped me to understand the issues specific to smaller organizations. I have learned what it really means for an organization to do more with less. I have also learned that political realities for special districts are distinct from other forms of governments. As the Deputy Director – Administration for the Mojave Desert Air Quality Management District, I am the staff representative to the Governing Board Committees for Budget and Personnel. I am a member of and have chaired the California Air Pollution Control Officers Association (CAPCOA), statewide committees for Fiscal and Human Resource officers. I organized and have chaired the Alternate Fuel Task Force for the Mojave Desert air basin; I have represented the District in the Antelope Valley Clean Cities Coalition.

My working opportunities have crossed several public service types. I served as the Victorville city representative to the Technical Advisory Committee for the Victor Valley Transit Authority and as the City representative and officer on the Executive Committee of the Regional Economic Development Authority. I volunteered four years on the Board of Directors of the Victor Valley Federal Credit Union. For six years, I worked as an adjunct professor at Victor Valley Community College teaching Public Works Administration.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?

As professional and as a volunteer, I have a wide range of experiences with organizational structures, long term and vision planning, development of staff and volunteers, and resource and program management. My experience of leading organizational activities and implementing change for growth includes bringing together intergenerational and multicultural groups to achieve common goals.

I am an effective manager with expertise in efficient and productive management implementing process improvements in finance, human resources, risk management, and a wide variety of related administrative and organizational functions. I have led highly skilled teams to support the achievement of overall agency goals and objectives.

I earned a Master's Degree in Public Administration from California State University, San Bernardino

I earned the Special District Administrator Certification from the Special Districts Leadership Foundation

I earned the Recognition of Special District Governance from the Special Districts Leadership Foundation


I earned the Masters Certification in Labor Relations from the California Public Employers Labor Relations Association (CALPELRA)

What is your overall vision for SDRMA?

I want to continue contributing my experience and expertise to SDRMA's overall function to further strengthen and enhance the lines of services provided by SDRMA. I want to see members educated to be wise in their management to reduce costs and deliver their very important missions to their communities. I want to be part of the mission to enhance the member's experience through claims management and education that leads to loss prevention.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

2-27-17

RUNNING SPRINGS WATER DISTRICT**MEMORANDUM**

DATE: June 21, 2017

TO: Board of Directors

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

**SUBJECT: INTERGOVERNMENTAL TRANSFER (IGT) PROGRAM -
FEDERAL MATCHING FUNDS FOR EMERGENCY MEDICAL
TRANSPORT SERVICES**

RECOMMENDED BOARD ACTION

Consider authorizing the Fire Chief and/or General Manager to execute agreements to allow the Running Springs Fire Department to participate in a voluntary rate range Intergovernmental Transfer (IGT) program with the California Department of Health Care Services (DHCS) to increase reimbursements for emergency medical ambulance transport services provided to Molina Healthcare of California members.

REASON FOR RECOMMENDATION

To increase reimbursement to the Running Springs Fire Department for services provided to Medi-Cal Managed Care Health Plan Members. This IGT program will allow the Fire Department to access federal matching funds which will offset the loss in cost recovery under the Medi-Cal Managed Care Programs as a result of significantly reduced regular reimbursement rates.

BACKGROUND INFORMATION

Since 2006, the DHCS has offered public healthcare providers the opportunity to participate in a program that increases reimbursement for services provided to Medi-Cal managed care plan members. The DHCS program, called a voluntary rate range IGT program (Welfare and Institutions Code §§ 14164, 14301.4) provides a way for Medi-Cal Managed Care Health Plan Providers to gain access to federal matching funds for Medi-Cal reimbursements. Recently this program has been expanded to include public Emergency Medical Service (EMS) providers, like the Running Springs Fire Department, who provides health care services to Medi-Cal managed care enrollees making them eligible to receive increased reimbursements from Medi-Cal Managed Care Health Plan Providers.

Under the IGT program, counties and other political subdivisions or governmental entities in the State may elect to transfer funds to the State in support of the Medi-Cal program. These funds are used as a match for federal funds, which are eventually

returned to the EMS providers through their respective Medi-Cal Managed Care Health Plan Providers. In San Bernardino County, the Medi-Cal Managed Care Health Plan Providers Inland Empire Health Plan (IEHP) and Molina Healthcare of California Partner Plan, Inc. (Molina).

Molina has agreed to participate in the IGT program along with its regional partners, including the Running Springs Fire Department.

On February 14, 2017 IEHP informed the District that they will not be able to fund any of our requested 2015-16 or 2016-17 IGT amounts. Based on the letter from DHCS, Tier 3 entities (Running Springs Fire Department is a Tier 3 entity) may participate based on any available non-federal share IGT amounts beyond Tier 1 and 2 entities. Unfortunately, all available IGT funds have been exhausted by the Tier 1 and Tier 2 entities with IEHP for the requested time period.

The IGT program requires the transfer of eligible local dollars from the Running Springs Fire Department to the DHCS. DHCS in turn uses transferred funds from local governments to increase the monthly capitation rates it paid Medi-Cal Managed Care Health Plan Providers in the prior fiscal year, thus allowing DHCS to receive additional federal funding from the Centers for Medicare and Medicaid Services (CMS) for payment to the Medi-Cal Managed Care Health Plan Providers. The Medi-Cal Managed Care Health Plan Providers then pay most of their IGT funded rate increases to the local governments that transferred the funds. Ultimately, each local government participant receives back the funding it provided, plus the federal match in return.

The following is a summary of the IGT process and approximate transfer amounts for the Running Springs Fire Department, based upon current information from the State DHCS:

State DHCS Rate Increase Contract: Based on the participating agencies' signed contracts to transfer funds to DHCS, the state will contact Molina to increase its per member, per month capitation rates. The Plan's rate will be increased to the highest actuarially sound rate.

Transfer from the Department to the State: Once the CMS has approved the entire IGT transaction and the Plan rate contracts have been signed by DHCS and the Medi-Cal Managed Care Health Plans throughout the State, DHCS will submit a request to participating agencies to transfer funds to the State. With the Running Springs Water District Board approval, the Fire Department will transfer approximately \$11,916 to DHCS. Additionally, the Department will make a separate payment of approximately \$2,494 (20%) to DHCS as authorized in Welfare and Institutions Code Section 14301.4, to cover the administrative costs (assessment fee) of operating the IGT program. **If the State is unable to use all of the transferred funds to increase Plan rates, it will return any used funds and the associated 20% administrative fee.**

Payment to the Fire Department: After receipt of the IGT funds as well as the assessment fee, the State will draw down federal funds from CMS. Upon receipt of the District funds as well as the new federal match, DHCS will increase Molina's rate payments. Upon the

receipt of the increased payments Molina will increase payments made to local health providers who provide service to their Medi-Cal plan beneficiaries. Running Springs Fire Department should receive approximately \$25,938, which is comprised of the original contribution of \$14,410 and the federal matched funds. When the 20% prepaid administrative fee is considered, **the resulting net revenue received by the Fire Department will be approximately, \$11,528.**

The rate range IGT will be implemented through execution of three contracts; two with the DHCS and one with Molina. These documents spell out the obligations of each entity in regard to the transfer of local government funds, the use of funds by DHCS, the payment of funds to Molina, and the treatment of payments by Molina. Before any funds are transferred, all the contracts must be signed by the participating agencies and the Plan rate increases must be approved by the federal government. The specific contract documents are included as Attachments 1-3.

FISCAL INFORMATION

RSFD Transfer Amount	Administration Fee (20%)	Funds Returned by Molina to RSFD	Net New Funds
\$14,410	\$2,882	\$25,938	\$11,528

ATTACHMENTS

Attachment 1 – IGT Transfer Public Funds

Attachment 2 – IGT Assessment Fee

Attachment 3 – IGT 2015-16 16-17 Health Plan-Provider Agreement

**INTERGOVERNMENTAL AGREEMENT REGARDING
TRANSFER OF PUBLIC FUNDS**

This Agreement is entered into between the CALIFORNIA DEPARTMENT OF HEALTH CARE SERVICES (“DHCS”) and the Running Springs Water District DBA Running Springs Fire Department (GOVERNMENTAL FUNDING ENTITY) with respect to the matters set forth below.

RECITALS

- A. This Agreement is made pursuant to the authority of Welfare & Institutions Code, sections 14164 and 14301.4.
- B. The Molina Healthcare of California (HEALTH PLAN) is a corporate entity licensed under Health and Safety Code 1349 et seq.. HEALTH PLAN is a party to a Medi-Cal managed care contract with DHCS, entered into pursuant to Welfare and Institutions Code section 14087.3, under which HEALTH PLAN arranges and pays for the provision of covered Medi-Cal health care services to eligible Medi-Cal members residing in the County.

THEREFORE, the parties agree as follows:

AGREEMENT

1. Transfer of Public Funds

1.1 The GOVERNMENTAL FUNDING ENTITY shall transfer funds to DHCS pursuant to sections 14164 and 14301.4 of the Welfare and Institutions Code, up to a maximum total amount of two thousand, four hundred ninety four dollars (\$2,494) for the period of July 1, 2015 through June 30, 2016, and a maximum total amount of eleven thousand, nine hundred sixteen dollars (\$11,916) for the period of July 1, 2016 through June 30, 2017, to be used solely as a portion of the nonfederal share of actuarially sound Medi-Cal managed care capitation rate increases for HEALTH PLAN for the periods of July 1, 2015 through June 30, 2016, and July 1, 2016 through June 30, 2017 as described in section 2.2

below. The funds shall be transferred in accordance with a mutually agreed upon schedule between the GOVERNMENTAL FUNDING ENTITY and DHCS, in the amounts specified therein.

1.2 The GOVERNMENTAL FUNDING ENTITY shall certify that the funds transferred qualify for federal financial participation pursuant to 42 C.F.R. part 433 subpart B, and are not derived from impermissible sources such as recycled Medicaid payments, federal money excluded from use as State match, impermissible taxes, and non-bona fide provider-related donations. For transferring units of government that are also direct service providers, impermissible sources do not include patient care or other revenue received from programs such as Medicare or Medicaid to the extent that the program revenue is not obligated to the State as the source of funding.

2. Acceptance and Use of Transferred Funds by DHCS

2.1 DHCS shall exercise its authority under section 14164 of the Welfare and Institutions Code to accept funds transferred by the GOVERNMENTAL FUNDING ENTITY pursuant to this Agreement as intergovernmental transfers (“IGTs”), to use for the purpose set forth in section 2.2 below.

2.2 The funds transferred by the GOVERNMENTAL FUNDING ENTITY pursuant to this Agreement shall be used to fund a portion of the nonfederal share of increases in Medi-Cal managed care actuarially sound capitation rates described in paragraph (4) of subdivision (b) of section 14301.4 of the Welfare and Institutions Code and shall be paid, together with the related federal financial participation, by DHCS to HEALTH PLAN as part of HEALTH PLAN’S capitation rates for the periods of July 1, 2015 through June 30, 2016 and July 1, 2016 through June 30, 2017. The rate increases paid under section 2.2 shall be used for payments related to Medi-Cal services rendered to Medi-Cal beneficiaries. The rate increases paid under this section 2.2 shall be in addition to, and shall not replace or supplant, all other amounts paid or payable by DHCS or other State agencies to HEALTH PLAN.

2.3 DHCS shall seek federal financial participation for the rate increases specified in section 2.2 to the full extent permitted by federal law.

2.4 The parties acknowledge the State DHCS will obtain any necessary approvals from the Centers for Medicare and Medicaid Services prior to the payment of any rate increase pursuant to section 2.2.

2.5 The parties agree that none of these funds, either GOVERNMENTAL FUNDING ENTITY or federal matching funds will be recycled back to the GOVERNMENTAL FUNDING ENTITY'S general fund, the State, or any other intermediary organization. Payments made by the HEALTH PLAN to providers under the terms of this Agreement and their provider agreement constitute patient care revenues.

2.6 Within One Hundred Twenty (120) calendar days of the execution of this Agreement, DHCS shall advise the GOVERNMENTAL FUNDING ENTITY and HEALTH PLAN of the amount of the Medi-Cal managed care capitation rate increases that DHCS paid to HEALTH PLAN during the applicable rate year involving any funding under the terms of this Agreement.

2.7 If any portion of the funds transferred by the GOVERNMENTAL FUNDING ENTITY pursuant to this Agreement is not expended for the specified rate increases under Section 2.2, DHCS shall return the unexpended funds to the GOVERNMENTAL FUNDING ENTITY.

3. Amendments

3.1 No amendment or modification to this Agreement shall be binding on either party unless made in writing and executed by both parties.

3.2 The parties shall negotiate in good faith to amend this Agreement as necessary and appropriate to implement the requirements set forth in section 2 of this Agreement.

4. Notices. Any and all notices required, permitted or desired to be given hereunder by one party to the other shall be in writing and shall be delivered to the other party personally or by United States first class, certified or registered mail with postage prepaid, addressed to the other party at the address set forth below:

To the GOVERNMENTAL FUNDING ENTITY:

George Corley, Fire Chief
P O Box 2206
Running Springs, Ca 92382
g.corley@runningspringsfd.org

With copies to:

Ryan Gross, General Manager
Running Springs Water District
P O Box 2206
Running Springs, Ca 92382
rgross@runningspringswd.com

To DHCS:

Sandra Dixon
California Department of Health Care Services
Capitated Rates Development Division
1501 Capitol Ave., Suite 71-4002
MS 4413
Sacramento, CA 95814
Sandra.Dixon@dhcs.ca.gov

5. Other Provisions

5.1 This Agreement contains the entire Agreement between the parties with respect to the Medi-Cal rate increases for HEALTH PLAN described in section 2.2 that are funded by the GOVERNMENTAL FUNDING ENTITY and supersedes any previous or contemporaneous oral or written proposals, statements, discussions, negotiations or other agreements between the

GOVERNMENTAL FUNDING ENTITY and DHCS. This Agreement is not, however, intended to be the sole agreement between the parties on matters relating to the funding and administration of the Medical program. One or more other agreements already exist between the parties regarding such other matters, and other agreements may be entered into in the future. This Agreement shall not modify the terms of any other agreement between the parties.

5.2 The nonenforcement or other waiver of any provision of this Agreement shall not be construed as a continuing waiver or as a waiver of any other provision of this Agreement.

5.3 Section 2 of this Agreement shall survive the expiration or termination of this Agreement.

5.4 Nothing in this Agreement is intended to confer any rights or remedies on any third party, including, without limitation, any provider(s) or groups of providers, or any right to medical services for any individual(s) or groups of individuals; accordingly, there shall be no third party beneficiary of this Agreement.

5.5 Time is of the essence in this Agreement.

5.6 Each party hereby represents that the person(s) executing this Agreement on its behalf is duly authorized to do so.

6. State Authority. Except as expressly provided herein, nothing in this Agreement shall be construed to limit, restrict, or modify the DHCS' powers, authorities, and duties under federal and state law and regulations.

7. Approval. This Agreement is of no force and effect until signed by the parties.

8. Term. This Agreement shall be effective as of July 1, 2015 and shall expire as of June 30, 2019 unless terminated earlier by mutual agreement of the parties.

SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, on the date of the last signature below.

RUNNING SPRINGS WATER DISTRICT DBA RUNNING SPRINGS FIRE DEPARTMENT

By: _____ Date: _____

George Corley, Fire Chief

THE STATE OF CALIFORNIA, DEPARTMENT OF HEALTH CARE SERVICES:

By: _____ Date: _____

Jennifer Lopez, Acting Division Chief, Capitated Rates Development Division

INTERGOVERNMENTAL TRANSFER ASSESSMENT FEE

This Agreement is entered into between the CALIFORNIA DEPARTMENT OF HEALTH CARE SERVICES (“State DHCS”) and the Running Springs Water District through its Fire Department (GOVERNMENTAL FUNDING ENTITY) with respect to the matters set forth below.

RECITALS

A. This Agreement is made pursuant to the authority of Welfare & Institutions Code, section 14301.4.

THEREFORE, the parties agree as follows:

AGREEMENT

1. Transfer of Public Funds

1.1 GOVERNMENTAL FUNDING ENTITY shall make Intergovernmental Transfer(s) (“IGTs”) to State DHCS pursuant to section 14164 of the Welfare and Institutions Code and paragraph 1.1 of the Intergovernmental Agreement(s) Regarding the Transfer of Public Funds contract number 16-93800, to be used as a portion of the non-federal share of actuarially sound Medi-Cal managed care rate range capitation increases (“non-federal share IGT”) to HEALTH PLAN (Molina Healthcare of California) for the periods of July 1, 2015 to June 30, 2016 and July 1, 2016 to June 30, 2017.

1.2 The parties acknowledge that State DHCS will obtain any necessary approvals from the Centers for Medicare and Medicaid Services (“CMS”) pertaining to the acceptance of non-federal share IGTs and the payment of non-federal share IGT related rate range capitation increases to HEALTH PLAN.

2. Intergovernmental Transfer Assessment Fee

2.1 The State DHCS shall, upon acceptance of non-federal share IGTs pursuant to the Intergovernmental Agreement(s) Regarding the Transfer of Public Funds, and as described in paragraph 1 of this Agreement, exercise its authority under section 14301.4 of the Welfare and Institutions Code to assess a 20-percent assessment fee on the entire amount of the non-federal share IGTs to reimburse State DHCS for the administrative costs of operating the IGT program pursuant to this section and for the support of the Medi-Cal program.

2.2 The funds subject to the 20-percent assessment fee shall be limited to non-federal share IGTs made by the transferring entity, GOVERNMENTAL FUNDING ENTITY, pursuant to the Intergovernmental Agreement(s) Regarding the Transfer of Public Funds, and as described in paragraph 1 of this Agreement.

2.3 The 20-percent fee will be assessed on the entire amount of the non-federal share IGTs pursuant to the Intergovernmental Agreement(s) Regarding the Transfer of Public Funds, and as described in paragraph 1 of this Agreement, and will be made in addition to, and transferred separately from, the transfer of funds pursuant to the Intergovernmental Agreement(s) Regarding the Transfer of Public Funds.

2.4 The 20-percent assessment fee pursuant to this Agreement is non-refundable and shall be wired to State DHCS separately from, and simultaneous to, the non-federal share IGTs pursuant to the Intergovernmental Agreement(s) Regarding the Transfer of Public Funds, and as described in paragraph 1 of this Agreement. However, if any portion of the non-federal share IGTs is not expended for the specified rate increases stated in paragraph 2.2 of the Intergovernmental Agreement(s) Regarding the Transfer of Public Funds, DHCS shall return a proportionate amount of the 20-percent assessment fee to the GOVERNMENTAL FUNDING ENTITY.

3. Other Provisions

3.1 This Agreement contains the entire Agreement between the parties with respect to the 20-percent assessment fee on non-federal share IGTs pursuant to the Intergovernmental Agreement(s) Regarding the Transfer of Public Funds, and as described in paragraph 1, and supersedes any previous or contemporaneous oral or written proposals, statements, discussions, negotiations or other agreements between the GOVERNMENTAL FUNDING ENTITY and State DHCS. This Agreement is not, however, intended to be the sole agreement between the parties on matters relating to the funding and administration of the Medi-Cal program. One or more other agreements may exist between the parties regarding such other matters, and other agreements may be entered into in the future. This Agreement shall not modify the terms of any other agreement between the parties.

3.2 Time is of the essence in this Agreement.

3.3 Each party hereby represents that the person(s) executing this Agreement on its behalf is duly authorized to do so.

4. State Authority. Except as expressly provided herein, nothing in this Agreement shall be construed to limit, restrict, or modify State DHCS' powers, authorities, and duties under federal and state law and regulations.

5. Approval. This Agreement is of no force and effect until signed by the parties.

SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, on the date of the last signature below.

RUNNING SPRINGS WATER DISTRICT THROUGH ITS FIRE DEPARTMENT

By: _____ Date: _____

George Corley, Fire Chief, Running Springs Fire Department

THE STATE OF CALIFORNIA, DEPARTMENT OF HEALTH CARE SERVICES:

By: _____ Date: _____

Jennifer Lopez, Acting Division Chief, Capitated Rates Development Division

HEALTH PLAN-PROVIDER AGREEMENT

AMENDMENT TO AGREEMENT BETWEEN MOLINA HEALTHCARE
AND THE RUNNING SPRINGS WATER DISTRICT

AMENDMENT 1

This Amendment is made this ___ day of _____ {month/year}, by and between Molina Healthcare, a California corporation licensed pursuant to Health and Safety Code section 1349 et seq. to act as a health plan hereinafter referred to as "PLAN", and the Running Springs Water District through its Fire Department, hereinafter referred to as "PROVIDER".

RECITALS:

WHEREAS, PLAN and PROVIDER have previously entered into an Agreement effective October 1, 2016;

WHEREAS, Section XIII of such Agreement provides for amending such Agreement;

WHEREAS, PLAN, a corporate entity licensed under Health and Safety Code 1349 et seq. has a contract with the State Department of Health Care Services pursuant to Welfare and Institutions code sec. 14087.3 to act as a Medi-Cal managed care plan. Molina Healthcare has subsequently entered into the Agreement referenced above, and amendments to it, to allow PROVIDER to render such services to Molina Healthcare's Medi-Cal members in San Bernardino County;

WHEREAS, PROVIDER, through their Fire Department, provides emergency ambulance transport to hospitals, paramedic services and basic emergency services to Molina Healthcare's members in response to being dispatched by the 9-1-1 system;

WHEREAS, PLAN and PROVIDER desire to amend the Agreement to provide for Medi-Cal managed care capitation rate increases to PLAN as a result of intergovernmental transfers ("IGTs") from Running Springs Water District (GOVERNMENTAL FUNDING ENTITY) to the California Department of Health Care Services ("State DHCS") to maintain the availability of Medi-Cal health care services to Medi-Cal beneficiaries.

NOW, THEREFORE, PLAN and PROVIDER hereby agree as follows:

Section 1 of the Agreement is amended to read as follow:

IGT MEDI-CAL MANAGED CARE CAPITATION RATE RANGE INCREASES

1. IGT Capitation Rate Range Increases to PLAN

A. Payment

Should PLAN receive any Medi-Cal managed care capitation rate increases from State DHCS where the nonfederal share is funded by the GOVERNMENTAL FUNDING ENTITY specifically pursuant to the provisions of the Intergovernmental Agreement Regarding Transfer of Public Funds, #16-93800 (“Intergovernmental Agreement”) effective for the periods of July 1, 2015 through June 30, 2016 and July 1, 2016 through June 30, 2017 for Intergovernmental Transfer Medi-Cal Managed Care Rate Range Increases (“IGT MMCRRIs”), PLAN shall pay to PROVIDER the amount of the IGT MMCRRIs received from State DHCS, in accordance with paragraph 1.E below regarding the form and timing of Local Medi-Cal Managed Care Rate Range (“LMMCRR”) IGT Payments. LMMCRR IGT Payments paid to PROVIDER shall not replace or supplant any other amounts paid or payable to PROVIDER by PLAN.

B. Health Plan Retention

(1) Medi-Cal Managed Care Seller’s Tax

(a) The PLAN shall be responsible for any Medi-Cal Managed Care Seller’s (“MMCS”) tax due pursuant to the Revenue and Taxation Code Section 6175 relating to any IGT MMCRRIs through June 30, 2016. If the PLAN receives any capitation rate increases for MMCS taxes based on the IGT MMCRRIs, PLAN may retain an amount equal to the amount of such MMCS tax that PLAN is required to pay to the State Board of Equalization, and shall pay, as part of the LMMCRR IGT Payments, the remaining amount of the capitation rate increase to PROVIDER.

(b) This paragraph does not apply to any service months on or after July 1, 2016.

(2) The PLAN shall retain a 2% administrative fee based on the total amount of the IGT MMCRRIs received from DHCS for PLAN’s cost to administer this program. Each provider’s share of the 2% fee shall be calculated based on the provider’s proportionate share of the LMMCRR IGT payment made by PLAN in San Bernardino County.

(3) PLAN will not retain any other portion of the IGT MMCRRIs received from the State DHCS other than those mentioned above.

C. Conditions for Receiving Local Medi-Cal Managed Care Rate Range IGT Payments

As a condition for receiving LMMCRR IGT Payments, PROVIDER shall, as of the date the particular LMMCRR IGT Payment is due:

(1) remain a participating provider in the PLAN and not issue a notice of termination of the Agreement;

D. Schedule and Notice of Transfer of Non-Federal Funds

PROVIDER shall provide PLAN with written notice within ten (10) business days after transferring District funds to State DHCS for use as nonfederal share of any MMCRR.

E. Form and Timing of Payments

PLAN agrees to pay LMMCRR IGT Payments to PROVIDER in the following form and according to the following schedule:

(1) PLAN agrees to pay the LMMCRR IGT Payments to PROVIDER using the same mechanism through which compensation and payments are normally paid to PROVIDER (e.g., electronic transfer).

(2) PLAN will pay the LMMCRR IGT Payments to PROVIDER no later than thirty (30) calendar days after receipt of the IGT MMCRRIs from State DHCS.

F. Consideration

(1) As consideration for the LMMCRR IGT Payments, PROVIDER shall use the LMMCRR IGT Payments for the following purposes and shall treat the LMMCRR IGT Payments in the following manner:

(a) The LMMCRR IGT Payments shall represent compensation for Medi-Cal services rendered to Medi-Cal PLAN members by PROVIDER during the State fiscal year to which the LMMCRR IGT Payments apply.

(b) To the extent that total payments received by PROVIDER for any State fiscal year under this Amendment exceed the cost of Medi-Cal services provided to Medi-Cal beneficiaries by PROVIDER during that fiscal year, any remaining LMMCRR IGT Payment amounts shall be retained by PROVIDER to be expended for health care services. Retained LMMCRR IGT Payment amounts may be used by the PROVIDER in either the State fiscal year for which the payments are received or subsequent State fiscal years.

(2) For purposes of subsection (1) (b) above, if the retained LMMCRR IGT Payments, if any, are not used by PROVIDER in the State fiscal year received, retention of funds by PROVIDER will be established by demonstrating that the retained earnings account of PROVIDER at the end of any State fiscal year in which it received payments based on LMMCRR IGT Payments funded pursuant to the Intergovernmental Agreement, has increased over the unspent portion of the prior State fiscal year's balance by the amount of LMMCRR IGT Payments received, but not used. These retained PROVIDER funds may be commingled with other GOVERNMENTAL FUNDING ENTITY funds for cash management purposes provided that such funds are appropriately tracked and only the depositing facility is authorized to expend them.

(3) Both parties agree that none of these funds, either from the GOVERNMENTAL FUNDING ENTITY or federal matching funds will be recycled back to the GOVERNMENTAL FUNDING ENTITY'S general fund, the State, or any other intermediary organization. Payments made by the health plan to providers under the terms of this Amendment constitute patient care revenues.

G. PLAN's Oversight Responsibilities

PLAN's oversight responsibilities regarding PROVIDER's use of the LMMCRR IGT Payments shall be limited as described in this paragraph. PLAN shall request, within thirty (30) calendar days after the end of each State fiscal year in which LMMCRR IGT Payments were transferred to PROVIDER, a written confirmation that states whether and how PROVIDER complied with the provisions set forth in Paragraph 1.F above. In each instance, PROVIDER shall provide PLAN with written confirmation of compliance within thirty (30) calendar days of PLAN's request.

H. Cooperation Among Parties

Should disputes or disagreements arise regarding the ultimate computation or appropriateness of any aspect of the LMMCRR IGT Payments, PROVIDER and PLAN agree to work together in all respects to support and preserve the LMMCRR IGT Payments to the full extent possible on behalf of the safety net in San Bernardino County.

I. Reconciliation

Within one hundred twenty (120) calendar days after the end of each of PLAN's fiscal years in which LMMCRR IGT Payments were made to PROVIDER, PLAN shall perform a reconciliation of the LMMCRR IGT Payments transmitted to the PROVIDER during the preceding fiscal year to ensure that the supporting amount of IGT MMCRRIs were received by

PLAN from State DHCS. PROVIDER agrees to return to PLAN any overpayment of LMMCRR IGT Payments made in error to PROVIDER within thirty (30) calendar days after receipt from PLAN of a written notice of the overpayment error, unless PROVIDER submits a written objection to PLAN. Any such objection shall be resolved in accordance with the dispute resolution processes set forth in Section 22 of the Agreement. The reconciliation processes established under this paragraph are distinct from the indemnification provisions set forth in Section J below. PLAN agrees to transmit to the PROVIDER any underpayment of LMMCRR IGT Payments within thirty (30) calendar days of PLAN's identification of such underpayment.

J. Indemnification

PROVIDER shall indemnify and hold harmless PLAN, including its officers, directors, shareholders, agents, and employees, and representatives from any and all liabilities, losses, damages, liabilities, or expenses of any kind including costs and attorney's fees arising from or that may occur as a result of the (i) any miscalculation by the State DHCS in computing the amount of the IGT MMCRRIs relative to the intergovernmental transfers made by the PROVIDER; and/or (ii) any obligation to refund or reimburse the State DHCS for all or any portion of the IGT MMCRRIs for any reason, including, without limitation, failure to qualify for federal financial participation with respect to the IGT MMCRRIs.

2. Term

The term of this Amendment shall commence on July 1, 2015 and shall terminate on September 30, 2019.

All other terms and provisions of said Agreement shall remain in full force and effect so that all rights, duties and obligations, and liabilities of the parties hereto otherwise remain unchanged; provided, however, if there is any conflict between the terms of this Amendment and the Agreement, then the terms of this Amendment shall govern.

SIGNATURES

HEALTH PLAN: Molina Healthcare of California

Date: _____

S. Michelle Espinoza, V.P. of Network Management

PROVIDER: Running Springs Water District

Date: _____

George D Corley, Fire Chief, Running Springs Water District

RUNNING SPRINGS WATER DISTRICT**MEMORANDUM**

DATE: June 21, 2017

TO: Board of Directors

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

SUBJECT: CONSIDER AUTHORIZING FISCAL YEAR 2017/18 BUDGETED EXPENDITURE FOR PURCHASE OF WASTEWATER TREATMENT PLANT INFLUENT FLOW METERING EQUIPMENT

RECOMMENDED BOARD ACTION

Consider authorizing staff to proceed with the Fiscal Year 2017/2018 budgeted expenditure for the purchase of wastewater treatment plant (WWTP) influent flow metering equipment with a not to exceed price of \$19,000.

REASON FOR RECOMMENDATION

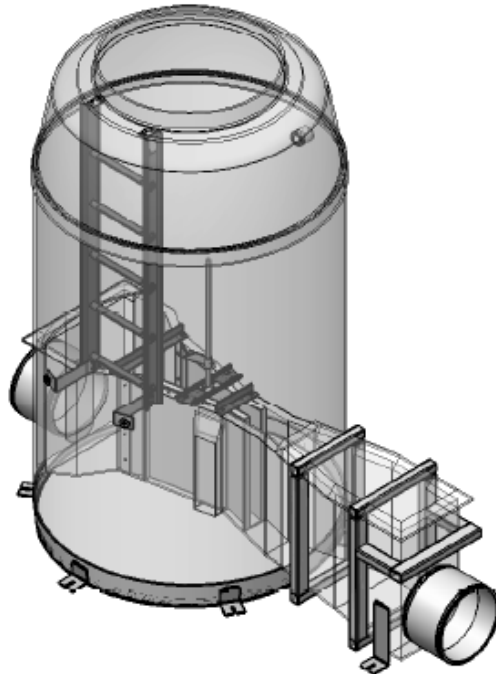
This Parshall flume flow metering manhole will replace the existing Parshall flume located at the headworks of the WWTP that was installed as part of the original construction in 1970. This new Parshall flume flow metering manhole and where it will be installed will allow the district to better monitor the influent flow to the WWTP.

BACKGROUND INFORMATION

When the WWTP was constructed in 1970, the instrument that was installed to measure the influent flow to the treatment plant was a Parshall flume. This instrument is an “hour glass” shaped engineered restriction that the influent flow passes through. As the flow increases through the flume, the depth of the water upstream of the restriction increases, this increase is then calculated into gallons per minute. The current location of the Parshall flume is at the headworks structure, down-stream of the aerated grit chamber and influent fine screen.

Through the years and after several upgrades to the headworks, treatment plant staff has found that the existing Parshall Flume’s location is not the best for metering the influent flow. To correct this, treatment plant staff researched two options to change the location of the influent flow metering. One option was to install an electromagnetic flow meter, but the design of the installation could cause problems during low flow conditions. The second option was two types of metering manholes, Palmer/Bowles flume and a Parshall flume. The Parshall flume was chosen for its accuracy during the influent low flow periods. The location of the metering manhole with the Parshall flume will be upstream of all the headworks equipment.

The district will contract with a local contractor for the installation of the metering manhole once it is on site.



FISCAL INFORMATION

This purchase is a budgeted expenditure in the Fiscal Year 2017/18 wastewater treatment division budget estimated. The total budgeted amount for the project is \$40,000. Treatment plant staff has received 3 quotes from suppliers of metering manholes. The reason for the not to exceed amount is that the quotes are based on the assumption of the depth of the interceptor pipeline where the metering manhole will be installed. Because the depth of the metering manhole directly affects the price, treatment plant staff will verify the depth of the interceptor and convey this information to the three firms so the prices can be set.

The project will initially be funded from the District's Wastewater System Connection and Capacity Charge Reserve which has a balance of \$119,603 as of May 31, 2017. This cost will be shared among the upstream users, Arrowbear and CSA 79. The cost sharing is based on each upstream user's percentage of EDUs connected to WWTP per Ordinance No. 47. Arrowbear's share will be 19% of the purchase price and CSA 79 percentage will be 24%.

ATTACHMENTS

Attachment 1 - Gold Coast Quote
Attachment 2 - Ponton Quote
Attachment 3 - Southland Quote

Gold Coast Environmental
 2790 Sherwin Ave #3
 Ventura, CA 93003
 (805) 498-3811



Quote

6/8/2017

Quote #: 2428

BILL TO:	SHIP TO:
Running Springs Water District PO BOX 2206 Running Springs, CA 92382	Running Springs Water District 31242 Hilltop Blvd. Running Springs, CA 92382

PROJECT	DUE DATE	TERMS
	7/8/2017	Net 30

QTY	ITEM	DESCRIPTION	UNIT PRICE	TOTAL
1	Parts	Metering Manhole Price includes: -48 inch diameter, 6.0 foot deep manhole. Includes FRP ladder, 2 inch threaded coupling, flange, and floor. Choice of FRP dome cover or H20 adapter. -6 inch Parshall Flume -Converging & Diverging Section End Adapters (Inlet & Outlet) with 18 inch Pipe Stubs for 6 inch Parshall Flume -304SS Adjustable Ultrasonic Transducer Bracket -English Staff Gauge. Graduated in feet, tenths and hundredths. -(x2) 18 inch Neoprene Rubber Pipe Coupler with Stainless Steel Clamping Rings	9,022.75	9,022.75

Thank you for your business.	Sub total	\$9,022.75
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This quote is valid for thirty (30) days from above date. Order will be placed upon receipt of PO or prepayment. 50% deposit may be required prior to order.	Sales Tax (7.75%)	\$699.26
--	-------------------	----------

Signature _____ www.goldcoastenv.com	TOTAL	\$9,722.01
---	--------------	-------------------



QUOTE

22901 Savi Ranch Pkwy, Suite B (714) 998-9073
 Yorba Linda, CA 92887 (714) 998-9083
www.pontonind.com info@pontonind.com

Quote # PONQ16786
Date May 31, 2017



~ Featured Item ~

Have you seen our brand NEW WEBSITE? Designed to help you quickly find what you're looking for. The site is loaded with helpful features and tools. You can also book a Lunch & Learn or Tacos & Talking meeting with a product specialist! Visit www.pontonind.com and tell us what you think!

Sold To
Running Springs WWTP
 Trevor Miller
 31242 Hilltop Blvd
 PO Box 2206
 Running Springs, CA 92382
 USA
Phone 909-867-3689
Fax 909-867-2828
Email rswd@dslextreme.com

Running Springs - Metering Manhole

Quoted By	Est. Lead Time	INCOTERMS	Ship Via	Terms
Josh P.	See Below Notes	FCA Factory	Fed/Ex Ground	Net 30 OAC

ADDRESS PO TO: "Ponton Industries Inc." at the above address.

Qty	Model / Part #	Description	Unit Price	Ext. Price
1	6" Parshall Flume Metering Manhole	6" Parshall flume packaged metering manhole 9'-0" deep with: Invert to grade 10'-0" Traffic rated cone top (lid by others) 5'-0" diameter barrel, sectioned for shipping Resin-rich white internal corrosion liner Premium grey gel-coated exterior Fiberglass ladder 2" Fiberglass threaded conduit tap Integral staff gauge (marked in feet and centimeters) 1/2" Expanded polystyrene bead board for installation Inlet and outlet adapter with 15" nominal diameter pipe stub Neoprene boots with stainless steel bands for 15" diameter pipe Stainless steel ultrasonic mounting bracket with 1" NPT	\$14,380.52	\$14,380.52
1	7ML5034-4AA01	HydroRanger 200 4 = Mounting: 4 button HMI, Wall mount, standard enclosure 1) A = Input voltage: 100 to 230 V AC A = Number of measurement points : Single point system, 6 relays 0 = Data Communications (Smartlinx): Without module 1 = Approvals: General purpose CE, CSAUS/C, FM, UL listed	\$1,524.00	\$1,524.00
1	7ML1106-1BA20-0A	Echomax XRS-5 Transducer 1 = Process connection: 1" NPT [(Taper), ANSI/ASME B1.20.1] B = Cable length: 10 m (32.81 ft) A = Facing: Standard (CSM rubber) 2 = Approvals: FM Class I, ATEX II 2G, CSA Class I Div. 2, SAA Class I A = Mounting flange (flush mount): None	\$552.00	\$552.00

continued on next page . . .

- » Low Flow Control Valves
- » Thermal Mass Flow & Pressure Meters/Controllers
- » Variable Area Flow Meters
- » Coriolis Mass Flow Meters/Controllers
- » Pressure & Temperature Transmitters
- » Pressure Reducing/Back Pressure Regulators
- » Tank Blanketing Valves
- » Flow Conditioners with Best in Class "Pressure Loss"
- » Flame/Detonation Arresters
- » Complete Line of Rotary, Globe, & Ball Valves
- » Process Instrumentation - Wastewater Applications
- » Portable/Permanent Open Channel Meters
- » Open Channel Flumes
- » Portable/Refrigerated Samplers
- » Ultrasonic, Magnetic, Clamp-On, Turbine & Vortex Meters
- » Complete line of Gas Analyzers
- » Low & Medium Voltage Variable Frequency Drives
- » Weight Measurement & Automation, Batching & Blending

Qty	Model / Part #	Description	Unit Price	Ext. Price
~ COMMERCIAL TERMS ~			SubTotal	\$16,456.52
Prices are firm for 30 days by referencing above Quote Number.			Tax	TBD
Taxes and Shipping are not included in this quote. Lead times do not include "transit time".			Shipping	TBD
Proof of non-taxable status is required if applicable.			Total	\$16,456.52
Credit reviewed prior to order entry and will be issued if approved.				
Ponton's Standard Terms & Conditions will apply to this order.				

Notes:

Exclusions:

- Installation, grouting and concrete.
- Fasteners, anchor hardware and adhesive not expressly stated above.
- Appurtenances, fittings, supports, and materials not expressly stated above.
- Controls and operators not expressly stated above.
- Spare parts not expressly stated above.
- NSF-61 compliant components not expressly stated above.
- Site visitation for any reason, including start-up and validation.
- Shop testing and field testing.
- Engineering and seismic calculations.

O&M Manuals: 1 electronic copy only. Hard copies not included.

Prints: All orders require approval prints. Prints will be sent to customer within 3-6 weeks of order placement or complete application information, whichever is later. Not including day of receipt of order, weekends or Holidays.

Production & Shipping: Production will be 6-8 weeks after approval of prints, not including day of approval receipt, weekends or Holidays. Delivery schedule contingent upon credit approval. Plasti-Fab reserves the right to ship increments and invoice per payment terms accordingly. Schedules are based on current shop loads and are subject to prior commitments.

Estimated Freight of Manhole PP&A (CA) \$1,300.00

-
- » Low Flow Control Valves
 - » Complete Line of Rotary, Globe, & Ball Valves
 - » Thermal Mass Flow & Pressure Meters/Controllers
 - » Process Instrumentation - Wastewater Applications
 - » Variable Area Flow Meters
 - » Portable/Permanent Open Channel Meters
 - » Coriolis Mass Flow Meters/Controllers
 - » Open Channel Flumes
 - » Pressure & Temperature Transmitters
 - » Portable/Refrigerated Samplers
 - » Pressure Reducing/Back Pressure Regulators
 - » Ultrasonic, Magnetic, Clamp-On, Turbine & Vortex Meters
 - » Tank Blanketing Valves
 - » Complete line of Gas Analyzers
 - » Flow Conditioners with Best in Class "Pressure Loss"
 - » Low & Medium Voltage Variable Frequency Drives
 - » Flame/Detonation Arresters
 - » Weight Measurement & Automation, Batching & Blending

Southland Water Technologies LLC

2588 El Camino Real
Suite F-510
Carlsbad, CA 92008
United States

Voice: 760-230-5231
Fax: 760-431-7397



QUOTATION

Quote Number: 060117-11SW
Quote Date: May 1, 2017
Page: 1

Drop Shipment
UPS Ground

Quoted To:
Running Springs Water District P.O. Box 2206 Running Springs, CA 92382

Running Springs Water District 3400 Treatment Plant Road Running Springs, CA 92382
--

Customer ID	Good Thru	Payment Terms	Sales Rep
Running Springs	5/31/17	Net 30 Days	KB

Quantity	Item	Description	Unit Price	Amount
1.00	PMM60-9-6PAR	OCF FRP packaged metering manhole, 60" diameter, H2O opening, 9-foot depth, 6" Parshall flume, horizontal mt SS ultrasonic sensor bracket, 15" stubs w/ boots	15,565.00	15,565.00
1.00	68-4310-000	Isco Signature 310 flow meter, wall mount, 110VAC w/ cord, ultrasonic sensor with 32-ft cable. Freight charges not reflected in pricing and are FOB factory via LTL truck. Manufacturing leadtime for manhole is 6-8 weeks after approved submittal.	3,175.00	3,175.00
			Subtotal	18,740.00
			Sales Tax	1,452.35
			Freight	
			TOTAL	20,192.35

RUNNING SPRINGS WATER DISTRICT**MEMORANDUM**

DATE: June 21, 2017

TO: Board of Directors

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

SUBJECT: CONSIDER AUTHORIZING FISCAL YEAR 2016/17 BUDGETED EXPENDITURE FOR PURCHASE OF WASTEWATER TREATMENT PLANT SUBMERSIBLE MIXER

RECOMMENDED BOARD ACTION

Consider authorizing staff to proceed with the Fiscal Year 2016/2017 budgeted expenditure for the purchase of wastewater treatment plant (WWTP) Submersible Mixer in the amount of \$17,226.

REASON FOR RECOMMENDATION

The 6.5 horsepower (hp) Landia Submersible Mixer will replace an existing 9.0 hp Landia Submersible Aerator in the WWTP Equalization (EQ) Basin Compartment 1 which is in need of extensive repairs.

BACKGROUND INFORMATION

When the EQ Basin at the wastewater treatment plant was designed, it was designed with 2 EQ compartments. Each EQ Basin Compartment contains 1 submersible mixer and 1 submersible aerator. After operating the EQ Basin for 12 years, treatment plant staff has determined that the aerator in EQ compartment 1 (the larger of the 2 compartments) was not functioning as desired, although it was mixing EQ Basin Compartment 1, it was not providing the intended level of aeration and there was no need for the supplemental aeration in the EQ Basin Compartment 1.

In May of 2017 the aerator was removed from the basin for inspection and service. At that time, it was determined that the aerator would need to be sent to the manufacturer for repair. When the quote for the submersible aerator rebuild was received from the manufacturer and reviewed, a quote for an additional 6.5 hp Landia submersible mixer was requested. The decision to replace the aerator with a submersible mixer is based on:

- The cost to repair the existing aerator
- The ineffectiveness of the aerator to provide the desired level of aeration
- There not being a need for additional aeration
- New mixer can be used as a back-up for other submersible mixers in the wastewater treatment plant systems.

FISCAL INFORMATION

The cost for the new mixer is \$17,226 including tax and shipping. Funds for this purchase will be from FY 16/17 Wastewater Department budget account number 350-16100, Submersible Pump Rebuilds. This is a capital purchase at the WWTP so the cost will be shared between APCWD and CSA 79 based on the following percentages:

- 13.3% of the cost or \$2291 for APCWD
- 18.75% of the total cost or \$3230 for CSA 79

The cost for the rebuild of the existing aerator is \$14,488. The purchase of the submersible mixer versus rebuilding the aerator will be an additional \$2,738.

ATTACHMENTS

Attachment 1 – New Mixer Quote

Attachment 2 – Repair Old Aerator Quote



ENGINEERED TO LAST

June 2, 2017

Project: Running Springs, CA
Contact: Trevor Miller
Company: Running Springs Water District
Address: P.O. Box 2206
Running Springs, CA 92382
Phone: (909) 867-2766
Email: TMiller@runningspringswd.com

Landia, Inc.

111 Triangle Trade Drive
Cary, North Carolina 27513
Phone: 919-466-0603
Fax: 919-460-1666
Email: info@landiainc.com
Website: www.landiainc.com

Reference: Landia Project No. 28992

Mr. Miller:

Per your request for quote for a spare mixer for unit 14349, we are pleased to submit the following proposal.

Quotation for Spare Submersible Mixer

One (1) Mixer, model POP-I 6.5 HP 180, 3ph/460V/60Hz, is equipped with the following:

- Thermal Sensors in the Windings
23' Power Cable
2-Component Coating
Cable Mesh
Delivery by Air Freight

Price per one (1) unit includes the above equipment \$15,950.00

Please note: As this proposal is for a spare mixer, the price quoted does not include the propeller, sliding console, or lifting bracket. These items can easily be transferred to the new mixer by plant personnel.

Items not Included

- VFD's
Installation
Field Wiring
Junction Boxes
Starters
Hatches
Conduits
Control Panels
Valves
Any other device, equipment, materials or labor not specifically called out in this proposal.
Relays
Spare Parts
Explosion-Proof Motor
Seal Control
Propeller/Protection Collar
Brackets
Guide Pipe Assembly
Crane
Startup



Additional Information

- **Our prices include duty and freight to Running Springs, CA.**
- We do not collect and are not responsible for any sales and use taxes. If these taxes are applicable, you are responsible for remitting them directly to your state's Department of Revenue.
- Prices valid for 60 days from proposal date.
- Payment conditions will have to be defined at the time of the order.
- Delivery: 10-12 weeks after receipt of purchase order.

- We are pleased to attach the following documents:
 - Technical Data Sheet
 - General Terms of Sales and Delivery

Storage and Handling Instructions

- If the spare mixer is to be stored prior to installation for a period longer than one month, then on a monthly basis the propeller shaft must be turned in the direction of the arrow at least three (3) complete revolutions. This ensures that the internal seals will be lubricated, thus preventing any oil leakage. It may be necessary to open the crate in order to turn the shaft.
- If possible, the mixer must be stored indoors. If indoor storage is not available, cover the mixer with a tarp to protect the mixer from direct sunlight. Proper storage practices will help to ensure successful operation of the mixer upon installation.
- Upon installation, the mixer must be operated at least once every two months.

Mixer recommendation is based on the information available to Landia as of the date of this proposal. We reserve the right to make any necessary alterations to the information stated above when this offer becomes a firm order.

We trust our proposal is of interest and look forward to hearing from you.

Sincerely,



Soren B. Rasmussen
Director

SBR/jam

Enclosure



Quote 8022

Running Springs Water District
 Trevor Miller
 P.O. Box 2206
 31242 Hilltop Blvd.
 CA-92382 Running Springs
 USA

Page 1 of 2
 Date 5/3/2017
 Customer no. 9098672766
 Job no. 34893
 Your ref. REPAIR S/N# 18558

Part no.	Description	Qty.	Price	Total
	DG-I 105 12.2 HP-1800 rpm. ms.132 Repair of S/N# 18558			
9260310	Acidproof Allen screw CH DIN 912 M10x030	1 PCS	4.50	4.50
3140250	Acidproof shear bolt, M10x30, DG/MPTK 105, fixed knife	1 PCS	27.00	27.00
3140179	Fixed knife with pin, DG/MPTK 105, MPG/TPG 5"	1 PCS	195.00	195.00
3140099	St. steel shim, fixed knife, DG/MPTK 105/150 0.2mm	1 PCS	17.00	17.00
9260365	Cylinder pin DIN 7 ø04x014	1 PCS	1.80	1.80
3110042	Front plate, DG/MPTK 105, D150-3110013	1 PCS	920.00	920.00
7917082	2-component-coating, front/back plate	1 PCS	210.00	210.00
3140586	Gasket, MPTK 105 inlet w/knife system ø276/ø348x2	1 PCS	56.00	56.00
9260217	Acidproof Allen screw CH DIN 912 M10x020	6 PCS	4.40	26.40
9260472	Acidproof Allen screw CH DIN 912 M16x025	1 PCS	19.00	19.00
7010067	Moisture sensor for seal control	1 PCS	130.00	130.00
3140562	St. steel end stop, DG/MPTK 105	1 PCS	115.00	115.00
3140094	Rotating knife, DG/MPTK 105, MPG/TPG, 4"/5"	2 PCS	280.00	560.00
9360063	Feather key DIN 6885 A10x8x20	2 PCS	2.50	5.00
3120108	Impeller P5, DG/MPTK 105, ø210	1 PCS	600.00	600.00
9360016	Feather key DIN 6885 A10x8x40	1 PCS	2.50	2.50
3140162	St. steel shim, DG/MPTK 105	1 PCS	59.00	59.00
9280117	Mechanical shaft seal ø 40	1 PCS	665.00	665.00
9260304	Acidproof Allen screw CH DIN 912 M10x035	6 PCS	4.70	28.20
9260221	Acidproof Allen screw CH DIN 912 M08x020	2 PCS	2.80	5.60
9280112	St. steel washer U ø20,7/ø28,0x1,5	2 PCS	9.50	19.00
9280150	Mechanical shaft seal ø 43	1 PCS	675.00	675.00
9360247	Ball bearing 6309-2RS.C3 ø45xø100x25	1 PCS	130.00	130.00
3120737	Shaft, DG 105 ms132 7.5/1500 IE1-3120091 knife system	1 PCS	2,120.00	2,120.00
9360245	Ball bearing 6308-2RS.C3 ø40xø90x23	1 PCS	110.00	110.00
9300035	Stator 7,5 kW 132/1500	1 PCS	2,590.00	2,590.00
9260271	Acidproof Allen screw CH DIN 912 M10x025	6 PCS	4.40	26.40
9280085	St. steel washer U ø17,4/ø24,0x1,5	1 PCS	5.00	5.00
9260172	Acidproof plug w/6 edges DIN 908 M16x1,5	1 PCS	30.00	30.00
9380009	Oil, Vario HDX	3.8 L	30.00	114.00
8117078	Cable entry 90°, ms132/160, w/max. 7 m of cable SOW 10AWG10	1 PCS	1,715.00	1,715.00
7917179	Additional length of cable SOW10AWG10 ø25,5	3 M	120.00	360.00
7917012	2-comp. coating, cable entry complete	1 PCS	230.00	230.00
3340008	Insulation cap, acidproof motor casing, ms132/160 160x51	1 PCS	53.00	53.00
9340052	Protection hose, black 1-1/4"	0.5 M	39.00	19.50



Landia, Inc.
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Quote 8022

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Part no.	Description	Qty.	Price	Total
8117061	Set of O-rings for DG/DG-I/DGR-I 105, ms132	1 PCS	66.00	66.00
60003	Hours in workshop	12 PCS	80.00	960.00
60011	Shop supplies	1 PCS	30.00	30.00
60012	Epoxy re-coating of unit	1 PCS	240.00	240.00
60013	Electrical and pressure testing	1 PCS	75.00	75.00
60014	Grease	2 PCS	20.00	40.00
60022	Freight cost- estimated one way back to Running Springs	1 PCS	250.00	250.00
Sub-Total USD				13,504.90
Tax USD				983.59
Total USD				14,488.18

Delivery address

Running Springs Water District
 Trevor Miller
 P.O. Box 2206
 31242 Hilltop Blvd.
 CA-92382 Running Springs
 USA

Country of origin: US

Delivery terms: Delivered Duty Paid
 Payment terms: Net 30 days
 See Landia's terms of sales and delivery: www.landiainc.com

RUNNING SPRINGS WATER DISTRICT**MEMORANDUM**

DATE: June 21, 2017

TO: Board of Directors

FROM: Ryan Gross, General Manager

SUBJECT: CONSIDER APPROVING RESOLUTION NO. 18-17, ADOPTING THE DISTRICT'S DEBT MANAGEMENT POLICY

RECOMMENDED BOARD ACTION

Consider approving Resolution No. 18-17, adopting the District's Debt Management Policy.

REASON FOR RECOMMENDATION

This is a new requirement to complete the Clean Water State Revolving Fund (CWSRF) financing application for the District's Automatic Meter Reading (AMR) Technology Upgrade Project.

California Government Code Section 8855 requires any issuer of public debt to provide the California Debt Investment Advisory Commission (CDIAC) with certain reports and information related to the issuance of public debt. As discussed below, Senate Bill 1029 (SB 1029) revises the Government Code to require additional reporting requirements related to the issuance of debt by a local agency. Approval of the District's Debt Management Policy by the Board of Directors will allow the District to be in compliance with SB 1029 before the issuance of any new debt in 2017.

BACKGROUND INFORMATION

The Legislature passed SB 1029 expanding the reporting requirements that apply to state and local debt issuers, to assess whether proceeds from debt issuances are being spent for their intended purposes, and to make the disposition of such proceeds more transparent to the public.

Among other things, SB 1029, which went into effect on January 1, 2017, amends California Government Code Section 8855 and requires a state or local debt issuer to certify before the debt is issued, and as part of its report of proposed debt issuance submitted to CDIAC, that it has adopted a local debt policy concerning the use of debt proceeds, and that the debt policy includes the following:

- a. The purpose for which the debt proceeds may be used;
- b. The types of debt that may be issued;
- c. The relationship of the debt to and integration with, the issuer's capital improvement program or budget, as applicable;
- d. Policy goals related to the issuer's planning goals and objectives; and
- e. Internal control procedures that the issuer has implemented or will implement to ensure that the proceeds of the debt issuance will be directed to the intended use.

All issuers of public debt are required to provide a report of final sale of debt to the CDIAC no later than 21 days after sale of debt with official documents evidencing the sale of debt, and are required to submit an annual “Debt Transparency Report” to CDIAC detailing the authority, outstanding principal and use of bond proceeds during the prior fiscal year.

ATTACHMENTS

Attachment 1 –Resolution No. 18-17

RESOLUTION NO. 18-17

**RESOLUTION OF THE BOARD OF DIRECTORS OF
RUNNING SPRINGS WATER DISTRICT ADOPTING A
DEBT MANAGEMENT POLICY**

WHEREAS, pursuant to Senate Bill 1029 (“SB 1029”), which was signed by the California Governor on September 12, 2016, California public agencies that issue debt must adopt debt management policies that meet certain criteria; and

WHEREAS, in response to SB 1029, and in order to adhere to sound financial management practices, the Board of Directors finds it desirable to approve the Running Springs Water District Debt Management Policy; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Running Springs Water District does hereby approve and adopt the Debt Management Policy as set forth in Exhibit “A” which is attached and incorporated by reference.

ADOPTED this 21st day of June, 2017.

President of the Board of Directors
Running Springs Water District

ATTEST:

Secretary of the Board of Directors
Running Springs Water District

**RUNNING SPRINGS WATER DISTRICT
DEBT MANAGEMENT POLICY**

POLICY STATEMENT

This policy documents the Running Springs Water District ("District"), goals for the use of debt instruments and provides guidelines for the use of debt by the District for financing infrastructure and project needs of the District. The District's overriding goal in issuing debt is to respond to, and provide for, the infrastructure, capital project and other financing needs of the District while ensuring that debt is issued and managed prudently in order to maintain a sound fiscal position and protect credit quality. The District issues debt instruments, administers District-held debt proceeds and makes debt service payments, acting with prudence, diligence and attention to prevailing economic conditions.

The District will endeavor to pay for all infrastructure, projects and other financing needs from a combination of current revenues, available reserves, if any, and prudently issued debt. The District believes that debt can provide an equitable means of financing projects and provide access to new capital needed for infrastructure and project needs. Debt will be used to meet financing needs if; (1) it meets the goals of equitable treatment of all District customers, respectively, both current and future, (2) it is the most cost-effective means available to the District, (3) it is fiscally prudent, responsible and diligent under the prevailing economic conditions, and (4) if there are other important policy reasons thereof.

Purpose of Policy

The purpose of a debt management policy is to:

- Establish parameters for issuing debt;
- Provide guidance to decision makers;
 - With respect to all options available to finance infrastructure, capital projects and other financing needs; and
 - So that the most prudent, equitable and cost effective method of financing can be chosen.
- Document the objectives to be achieved by staff both prior to issuance and subsequent to issuance;
- Promote objectivity in the decision-making process; and
- Facilitate the financing process by establishing important policy decisions in advance.

The District will adhere to the following legal requirements for the issuance of public debt:

- The state law which authorizes the issuance of the debt;
- The federal and state laws which govern the eligibility of the debt for tax-exempt status;
- The federal and state laws which govern the issuance of taxable debt; and
- The federal and state laws, which govern disclosure, sale, and trading of the debt.

1. GENERAL PROVISIONS

The District will provide for a periodic review of its financial performance and review its performance relative to the financial policies outlined herein. These financial policies will be taken into account during the capital planning, budgeting and rate setting process.

Necessary appropriations for annual debt service requirements will be routinely included in the District's annual budget.

The District will maintain proactive communication with the investment community, including rating agencies, credit enhancers and investors, to ensure future capital market access at the lowest possible interest rates.

This Debt Management Policy is integrated into the decision-making framework utilized in the budgeting and capital improvement planning process. As such, the following principles outline the District's approach to debt management.

- The District will issue debt only in the case where there is an identified source of repayment. Bonds will be issued to the extent that (1) projected existing revenues are sufficient to pay for the proposed debt service together with all existing debt service covered by such existing revenues, or (2) additional projected revenues have been identified as a source of repayment in an amount sufficient to pay for the proposed debt;
- The District will not issue debt to cover operating needs, unless specifically approved by its governing body; and
- Debt issuance for a capital project will not be considered unless such project has been incorporated into the capital plan of the District or as otherwise approved by the governing body thereof.

2. CONDITIONS FOR DEBT ISSUANCE

The following guidelines formally establish parameters for evaluating, issuing and managing the District's debt. The guidelines outlined below are not intended to serve as a list of rules to be applied to the District's debt issuance process, but rather to serve as a set of practices to promote sound financial management.

In issuing debt, the District's objectives will be to:

- Achieve the lowest cost of capital;
- Ensure ratepayer equity;
- Maintain the adopted credit rating strategy and access to credit enhancement; and
- Preserve financial flexibility.

Standards for Use of Debt Financing

When appropriate, the District will use long-term debt financing to finance public infrastructure needs of the District to achieve an equitable allocation of capital costs/charges between current and future system users, to provide more manageable rates in the near and medium term and to minimize rate volatility. The District may issue any type of debt legally available to the District.

The District shall not construct or acquire a facility if it is unable to adequately provide for the subsequent annual operation and maintenance costs of the facility throughout its expected life.

Capital projects financed through debt issuance will not be financed for a term longer than the expected useful life of the project.

Financing Criteria

Each debt issuance should be evaluated on an individual basis, overall financing objectives and current market conditions.

The District will evaluate alternative debt structures and timing considerations to ensure the most cost-efficient financing under prevailing market conditions.

Credit Enhancement – The District will consider the use of credit enhancement on a case-by-case basis. Only when clearly evident savings can be realized shall credit enhancement be utilized.

Cash-Funded Reserve versus Surety – If the issuance of debt requires a cash-funded debt service reserve fund, then the District may purchase a surety policy or replace an existing cash-funded debt service reserve fund when deemed prudent and advantageous. The District may permit the use of guaranteed investment agreements for the investment of reserve funds pledged to the repayment of any of the District's debt when it is approved by the Board of Directors (Board).

Call Provisions – In general, the District's securities should include optional call provisions. The District will avoid the sale of non-callable, long-term fixed rate bonds, absent careful evaluation of the value of the call option.

Additional Bonds Test/Rate Covenants – The amount and timing of debt will be planned to comply with the additional bonds tests and rate covenants outlined in the appropriate legal and financing documents and this policy.

Short-Term Debt – The District may utilize short-term borrowing to serve as a bridge for anticipated revenues, construction financing or future bonding capacity.

Use of Variable Rate Debt – The District will not issue variable interest rate debt without the specific approval of its governing body.

Investment of Bond Proceeds - Bond proceeds will be invested in accordance with the permitted investment language outlined in the bond documents for each transaction,

unless further restricted or limited in the District's statement of investment policy. The District will seek to maximize investment earnings within the investment parameters set forth in the respective debt financing documentation. The reinvestment of bond proceeds will be incorporated into the evaluation of each financing decision specifically addressing arbitrage/rebate position and evaluating alternative debt structures and refunding savings on a "net" debt service basis, where appropriate.

Refinancing Outstanding Debt

The General Manager shall have the responsibility to evaluate potential refinancing opportunities. The District will consider the following issues when analyzing potential refinancing opportunities:

Debt Service Savings – The District shall establish a target savings level equal to 3% of the par of debt refunded on a net present value (NPV) basis. This figure will serve only as a guideline and the District may determine that a different savings target is appropriate. The District shall evaluate each refinancing opportunity on a case-by-case basis. In addition to the savings guideline, the following shall be taken into consideration:

- Remaining time to maturity;
- Size of the issue;
- Current interest rate environment;
- Annual cash flow savings;
- The value of the call option; and
- Other factors approved by the applicable member agency.

The decision to take all savings upfront or on a deferred basis must be explicitly approved by the District's governing body.

Restructuring – The District may seek to refinance a bond issue on a non-economic basis, in order to restructure debt, to mitigate irregular debt service payments, accommodate revenue shortfalls, release reserve funds, or comply with and/or eliminate rate/bond covenants.

Term/Final Maturity – The District may consider the extension of the final maturity of the refunding bonds in order to achieve a necessary outcome, provided that such extension is legal. The term of the bonds should not extend beyond the reasonably expected useful life of the asset being financed. The District may also consider shortening the final maturity of the bonds. The remaining useful life of the assets and the concept of inter-generational equity will guide these decisions.

Economic versus Legal Defeasance - When evaluating an economic versus legal defeasance, the District shall take into consideration both the financial impact on a net present value basis as well as the rating/credit impact. The District shall take all necessary steps to optimize the yield on its refunding escrows investments and avoid negative arbitrage.

Outstanding Debt Limitations

Prior to issuance of new debt, the District shall consider and review the latest credit rating agency reports and guidelines to ensure the District's credit ratings and financial flexibility remain at levels consistent with the most highly rated comparable public agencies.

Method of Issuance

The District will determine, on a case-by-case basis, whether to sell its bonds competitively or through negotiation.

Competitive Sale – In a competitive sale, the District's bonds shall be awarded to the bidder providing the lowest true interest cost ("TIC"), as long as the bid adheres to the requirements set forth in the official notice of sale.

Negotiated Sale – The District recognizes that some bond issues are best sold through negotiation with a selected underwriter. The District has identified the following circumstances below in which this would likely be the case:

- Issuance of variable rate or taxable bonds;
- Complex structures or credit considerations (such as non-rated bonds), which require a strong pre-marketing effort. Significant par value, which may limit the number of potential bidders, unique/proprietary financing mechanism (such as a financing pool), or specialized knowledge of financing mechanism or process;
- Market volatility, such that the District would be better served by flexibility in the timing of its sale, such as in the case of a refunding issue wherein the savings target is sensitive to interest rate fluctuations, or in a changing interest rate environment;
- When an underwriter has identified new financing opportunities or presented alternative structures that financially benefit the District; and
- As a result of an underwriter's familiarity with the project/financing, that enables the District to take advantage of efficiency and timing considerations.

Private Placement – From time to time the District may elect to issue debt on a private placement basis. Such method shall be considered if it is demonstrated to result in cost savings or provide other advantages relative to other methods of debt issuance or if it is determined that access to the public market is unavailable and timing considerations require that a financing be completed.

Market Communication, Debt Administration and Reporting Requirements

Rating Agencies – The General Manager shall be responsible for maintaining the District's relationships with Standard & Poor's Ratings Services, Fitch Ratings and Moody's Investors Service.

Observance of Debt Covenants and Use of Debt Proceeds – The General Manager may periodically ensure that the District is in compliance with all legal covenants for each debt issue. The General Manager shall approve all expenditures of debt proceeds and periodically review expenditures to ensure debt proceeds are only expended on authorized improvements and costs.

Continuing Disclosure – The General Manager may periodically confirm with the District that all debt issued is in compliance with Rule 15c2-12(b)(5) by required filing as covenanted in each debt issue's Continuing Disclosure Agreement.

Record Keeping – A copy of all debt-related records shall be retained at the District's offices or in an approved storage facility. At minimum, these records shall include all official statements, bid documents, bond documents/transcripts, resolutions, trustee statements, leases, and title reports for each financing (to the extent available). To the extent possible, the District shall retain an electronic copy of each document, preferably in PDF format.

Arbitrage Rebate – The use of bond proceeds and their investments must be monitored to ensure compliance with all Internal Revenue Code Arbitrage Rebate Requirements. The General Manager shall ensure that all bond proceeds and investments are tracked in a manner that facilitates accurate calculation; if a rebate payment is due, such payment is made in a timely manner.

Policy Requirements

Policy Review – This policy should be reviewed periodically by the Board and updated as needed. This policy is intended to comply with Senate Bill 1029 codified as Government Code Section 8855 ("SB 1029").

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: June 21, 2017

TO: Board of Directors

FROM: Ryan Gross, General Manager

SUBJECT: CONSIDER DRAFT ORDINANCE NO. 49, RULES AND REGULATIONS FOR WATER AND WASTEWATER SERVICE

RECOMMENDED BOARD ACTION

This is an information item only.

REASON FOR RECOMMENDATION

This is an information item only.

BACKGROUND INFORMATION

All of the various rules and regulations, policies and procedures of the District related to water and wastewater services have been incorporated into the attached draft Ordinance No. 49.

Any comments, edits or other suggested revisions by Board members will be incorporated into a final draft for review and considered for adoption in July 2017.

ATTACHMENTS

Attachment 1 – Draft Ordinance No. 49

DRAFT

**ORDINANCE NO. 49
OF THE RUNNING SPRINGS WATER DISTRICT ADOPTING RULES AND
REGULATIONS FOR WATER AND WASTEWATER SERVICE**

WHEREAS, The Running Springs Water District (“District”) has adopted Ordinance No. 8, Rules and Regulations for Water Service, as amended by Ordinance Nos. 13, 15, 18, 20, 22, 27, 31, 32 and 33.; and

WHEREAS, the District has adopted Ordinance No. 23, Regulating the Use and Construction of Public Sewer Facilities; and

WHEREAS, the District now desires to amend, combine and restate the District’s Rules and Regulations for Water and Wastewater Service in the form attached hereto.

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

1. The Rules and Regulations for Water and Wastewater Service are adopted; and
2. Ordinance Nos. 8, 13, 15, 18, 20, 22, 23, 27, 31, 32 and 33 are rescinded, superseded and replaced with this Ordinance No. 49.
3. The Board of Directors may amend this Ordinance No. 49 from time to time by Resolution.

ADOPTED this 19th day of July, 2017.

President of the Board of Directors
of Running Springs Water District

ATTEST:

Board Secretary

Running Springs Water District



Rules and Regulations for Water and Wastewater Service

June 21, 2017

DRAFT VERSION

Adopted: **[INSERT DATE]** by
Ordinance No. 49

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**SECTION 1.0
GENERAL PROVISIONS**

1.1 Introduction

The rules and regulations for water and wastewater service set forth herein identify the terms and conditions under which the Running Springs Water District will provide water and wastewater service to its customers. By accepting service, customers and owners explicitly and implicitly agree to be bound by these rules and regulations for water and wastewater service and to hold harmless the District, its employees, Board members, agents and representatives from any liability associated with the implementation of these rules and regulations for water and wastewater service or for service provided hereunder.

1.2 General Policy

The general policy of the District is to acquire, maintain, and operate adequate water and wastewater systems within the District to serve the residents of the District and to serve such areas outside the District as deemed appropriate by the Board of Directors. This is an ordinance regulating the use and construction of public water and wastewater facilities, the installation and connection of sewer laterals, and the discharge of wastes into the public sewer systems, and providing penalties for violation thereof, as ordained and enacted by the Boards of Directors of said District.

1.3 Authority

The general powers of the District are contained in the County Water District Law, beginning with Section 30000 of the California Water Code. These powers include, without limitation, the right to levy taxes; to acquire, construct, and operate water and wastewater facilities within the District; to compel connection to the sewerage systems; to contract with agencies outside the District; and to join other districts for joint operation and the exercise of common powers.

1.4 Short Title

This Ordinance shall be known and may be cited as "Rules and Regulations for Water and Wastewater Service."

1.5 Words and Phrases

For purposes of this Ordinance, all words used herein in the present tense shall include the future tense; all words in the plural number shall include the singular number; all words in the singular number shall include the plural number; and all words in either gender shall include the other gender.

1.6 Water System

The functional system owned, operated and maintained by the District for the supply, treatment, storage and distribution of potable water for public and private uses and including all raw water pumping, facilities, transmission mains, treatment plants, storage reservoirs, distribution pipelines, fire hydrants and appurtenances, lands, right-of-ways and easements.

1.7 Wastewater System

The functional system owned, operated and maintained by the District for the collection, treatment and disposal of wastewater coming from public and private dischargers and including all sewers, manholes, pumping stations, treatment and disposal facilities, appurtenances, lands, right-of-ways and easements.

1.8 Validity

If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this Ordinance, not held invalid, and to this end the provisions of this Ordinance are declared to be severable.

1.9 Pressure Conditions

All applicants for water service connection or water service shall accept such conditions of water pressure and service as are provided by the District's distribution system at the location of the proposed service connection, and the District shall not be responsible for any damages arising from low pressure or high pressure conditions. Water pressure shall, as a minimum, comply with standards set forth by the State Health Department.

1.10 Interruption of Service for Emergency Repairs

The District may interrupt water and/or wastewater service to any customer or customers when necessary to make emergency repairs or when other such emergencies necessitate such interruption, and the District shall not have any responsibility for damage arising out of such an interruption in service.

1.11 Tampering with District Property

No one except an employee or representative of the District shall at any time or in any manner operate the curb stops, meter valves, main-cocks, gates or valves of the District's water or wastewater system or interfere with water meters, their connections, street mains, or other parts of such water or wastewater system; provided that licensed plumbers may close and open District curb stops in order to repair a customer's control valve.

1.12 Penalty for Violation

If any person fails to comply with all or any part of these rules and regulations, or a District resolution, ordinance or order fixing rates and fees, the District may pursue any remedy provided to it by law. Violations and penalties are further considered in Section 21.0 of these rules and regulations.

1.13 Charges for Work by District Personnel

The Board of Directors shall establish by resolution a charge for work done by District personnel and District equipment to be paid by owners or customers requesting such work, or in the event of damage to District water or wastewater system facilities, by the person or persons responsible for such damage. The amount owing for any such work shall be billed by the District to the person requesting same or responsible therefor as soon as is reasonably possible following the completion of such work, and said amount shall be due and payable as of the date of the District's bill and delinquent if not paid within thirty (30) days thereafter. The schedule of rates for work by District personnel and equipment shall be made available at the District office for inspection by any interested person.

1.14 Notices

Notice from the District shall be given in writing and shall be mailed, postage prepaid, to the customer to whom water and/or wastewater service is billed; provided that where conditions warrant, in emergencies, and where required by law, the District may provide notification either by telephone, email or messenger. Notice from an owner or customer to the District shall be given either in writing, by email or verbally at the District office or by telephone to the District office.

1.15 Annexation

The District has the power, pursuant to applicable provisions of law, to annex areas that can be served by the District. The terms of annexation may include, among others, the payments of fees and transfer of facilities.

1.16 Fees

The District has the power, subject to approval of Board of Directors, to charge special fees. Generally, charges will be made for operations performed by the District for the benefit of those charged.

1.17 Sale of By Products

The District has the power, subject to approval of Board of Directors, to sell treated and reclaimed wastewater or any other by-product to private individuals, corporations or to public entities.

SECTION 2.0 DEFINITIONS

2.1 Applicant for Permit

"Applicant for Permit" shall mean the person making application for a water and/or sewer connection permit hereunder and shall be the owner of the premises involved or their authorized agent or authorized licensed plumber or contractor.

2.2 Board of Directors

"Board of Directors" means the Board of Directors of the Running Springs Water District, County of San Bernardino, State of California.

2.3 Building Sewer

"Building sewer" shall mean that portion of sewer from the building sewer drain to the public sewer, including the sewer lateral and cleanout.

2.4 Contractor

"Contractor" shall mean an individual, firm, corporation, partnership, or association duly licensed by the State of California to perform the type of work to be done under the permit, contract or agreement.

2.5 Cost

"Cost" means the cost of labor, material, transportation, supervision, engineering, and all other necessary overhead expenses.

2.6 County

"County" shall mean the County of San Bernardino, State of California.

2.7 Cross-Connection

"Cross-Connection" means any physical connection between the piping system from a District service connection and that of any other water supply which is not or cannot be, approved as safe and potable for human consumption, whereby water from the unapproved source may be forced or drawn into the District's distribution mains.

2.8 Customer

"Customer" means a person who receives water service from the District.

2.9 Developer

"Developer" means a person who makes application to the District for water service for subdivided property within the District.

2.10 District

"District" means Running Springs Water District.

2.11 District Engineer

"District Engineer" shall mean the engineer appointed by the Board and acting for the District.

2.12 Dwelling or Living Unit

"Dwelling or living unit" shall mean any residence, apartment, habitation, or other structure designed to be occupied by persons or family and requiring water and/or wastewater service.

2.13 Fire Service Connection

"Fire Service Connection" means the service line extending from a District water main to the property line of premises for the purpose of providing private fire protection service and the shut-off valve, meter and meter box, back-flow protection device, check valve and detector check meter, if any.

2.14 Fixture Unit Equivalent

"Fixture unit equivalent" shall mean the unit equivalent of a plumbing fixture as indicated in the latest edition of Uniform Plumbing Code.

2.15 General Manager

"General Manager" shall mean the person appointed by the Board as the Manager of Running Springs Water District.

2.16 Inspector

"Inspector" shall mean the person who shall perform the work of inspecting sewerage facilities under the jurisdiction or control of the District.

2.17 Main

"Main" means a waterline in a street, highway, alley, or easement used for public and private fire protection and for general distribution of water.

2.18 Owner

“Owner” shall mean the person owning in fee, or the person in whose name the legal title to the property appears, by deed duly recorded in the County Recorder’s Office, or the person in possession of the property or buildings under claim of ownership, or exercising acts of ownership over same for himself, or as executor, administrator, guardian or trustee of the owner.

2.19 Permit

“Permit” shall mean any written authorization required pursuant to this Ordinance or may any other regulation of the Board.

2.20 Person

"Person" means an individual or a company, association, co-partnership, or public or private corporation.

2.21 Premises

"Premises" means a lot or parcel of real property under one ownership, except where there are well defined boundaries or partitions such as fences, hedges, or other restrictions preventing the common use of the property by the several occupants, in which case each portion so separated shall be deemed as separate premises. Each living unit in an apartment house or condominium and each separate office in an office building shall be considered a single premise.

2.22 Private Fire Protection Service

"Private Fire Protection Service" means water service and facilities for building sprinkler systems, hydrants, hose reels, and other facilities installed on private property for fire protection, and the water available therefor.

2.23 Public Fire Protection Service

"Public Fire Protection Service" means the services and facilities of the entire water supply, storage, and distribution system of the District, including the fire hydrants affixed thereto and the water available for fire protection, excepting house service connections and appurtenances thereto.

2.24 Public Sewer

“Public sewer” shall mean a sewer lying within a public right of way or easement which is controlled by or under the jurisdiction of the District. It shall not include any portion of a building sewer.

2.25 Regular Water Service

"Regular Water Service" means water service and facilities rendered for normal, domestic, commercial, and industrial purposes on a permanent basis, and the water available therefor.

2.26 Service Connection

"Service Connection" means the service line extending from a District water main to the property line of premises and the meter and curb stop installed at or near the property line.

2.27 Sewage Treatment Plant

"Sewage treatment plant" shall mean any arrangement of devices and structure used for treating sewage.

2.28 Sewerage Works

"Sewerage works" shall mean all facilities for collecting, plumbing, treating and disposing of sewage.

2.29 Sewer

"Sewer" shall mean a pipe or conduit for carrying sewage.

2.30 Sewer Lateral

"Sewer lateral" shall mean that portion of a sewer lying within a public right of way or easement connecting a building sewer to the public sewer.

2.31 Subdivision

"Subdivision" means any division of an existing parcel of land within the District into five (5) or more lots, including a subdivision, a land division subject to a parcel map, and a condominium project.

2.32 Suspended Solids

"Suspended solids" shall mean solids that either float on the surface of, or are in suspension in, water, sewage or other liquids and which are removable by laboratory filtering.

2.33 Temporary Fire Hydrant Service

"Temporary Fire Hydrant Service" means temporary service from a District fire hydrant for construction work and other uses of limited duration with approved meter and appurtenances and the water available therefor.

2.34 Uniform Plumbing Code

"Uniform Plumbing Code" shall mean that code as published by the International Association of Plumbing and Mechanical Officials and adopted by the County of San Bernardino as its plumbing code. The code shall be the latest edition published and adopted by the County, and by this reference shall be incorporated herein and made a part of this Ordinance.

2.35 Uniform Plumbing Code Definitions

"Uniform Plumbing Code Definitions" being Chapter 1 of the County Plumbing Code are hereby incorporated as part of the definitions of this Ordinance except as specifically modified herein.

2.36 User

"User" shall mean the person or person owning or controlling property or improvements to which the sewer facilities of the District are connected or available.

2.37 Wastewater Department

"Wastewater Department" means the Board of Directors of the District performing functions related to the District wastewater service, together with the General Manager, the Wastewater Collection and Treatment Division Supervisors and the Administration Supervisor and other duly authorized representatives.

2.38 Watercourse

"Watercourse" shall mean a channel in which a flow of water occurs, either continuously or intermittently.

2.39 Water Department

"Water Department" means the Board of Directors of the District performing functions related to the District water service, together with the General Manager, the Water Division Supervisor and the Administration Supervisor and other duly authorized representatives.

SECTION 3.0 GENERAL USE REGULATIONS

3.1 Waste

No customer shall knowingly permit leaks or waste of water. When water is wastefully or negligently used on a customer's premises, the District may discontinue service to such premises if such conditions are not corrected by the customer within fourteen (14) days after receipt of a verbal or written notice thereof from the District and such service shall not be resumed until such condition is corrected. In the absence of the customer from premises where water is being wasted due to an apparent leak, the District may close the curb stop to prevent further loss of water, and shall thereupon notify the customer of such action at the address on file at the District office; and provided that the District shall not be liable for any damage to the premises or appliances therein due to such action.

3.2 District Facilities on Private Property

Upon making application for water and/or wastewater service, an owner or customer consents to the installation by the District on customer's property of such facilities as may be necessary to provide water and/or wastewater service thereto, and all such facilities installed by the District on such premises for the purpose of providing water and/or wastewater service shall be and remain the property of the District and may be maintained, repaired, or replaced by the District without the consent of the owner or occupant of the property. No payments shall be made by the District to the owner or customer for placing or maintaining such District facilities on the premises and the owner or customer shall use reasonable care not to damage such facilities. Any relocation of such facilities at the request of the owner shall be at the expense of the owner.

3.3 Damage to Water and/or Wastewater System Facilities

Owners of premises shall be liable for damage to District water and/or wastewater service facilities resulting from acts of the owners or their tenants agents, employees or contractors' including the breaking or destruction of locks on or near meters and any damage to a meter, including damage by hot water or steam from a boiler or heater on the owner's premises. An owner shall reimburse the District for the cost of repairing any such damage promptly upon presentation of a bill therefor.

3.4 Ground Wire Attachments

No person, firm or corporation shall attach any ground wire or wires or otherwise use as part of any electrical circuit any pipe or other plumbing which is or may be connected to a service connection or main belonging to the District, and the District may disconnect any such ground wire that has been connected to a District main or service connection. The owner of the premises where any such ground wire connection has been made,

and the person responsible for making the ground wire connection, shall be liable to the District for any damage occasioned thereby to the District's water system or injury to District personnel.

3.5 Owner's Control Valve

The owner shall arrange for the installation of a control valve (stop-and-waste valve) on the customer's side of each service connection to control the flow of water to the water system on the premises. If the on-site plumbing includes outside faucets or sprinklers, the owner shall place the control valve at a location which allows water to be shut off to the outside fixtures as well, or alternatively may install another control valve for the shutoff of water to outside plumbing fixtures. The owner shall not rely on the District's curb stop to control the flow of water through the meter and shall pay for all water delivered to the premises regardless of whether the District's curb stop is turned on or off. Except as provided in Section 1.11 of Section 1, the District's curb stop may only be operated by District employees, and no owner or occupant of any premises shall use the District's curb stop to control the water supply to the water system on such premises. The customer shall be responsible for turning off their control valve(s) in order to protect against water loss from leaks in the plumbing on the customer's side of the meter. In the event that the District finds it necessary to shut off the flow of water at the District's curb stop or meter in order to prevent the loss of water as a result of the customer's failure to use the control valve(s), the customer will be required to pay the District's standard service charge then in effect.

3.6 Cross-Connections

All owners of premises and customers in the District shall comply with state and federal laws governing the separation of dual water systems and the installation of back-flow protective devices to protect the public water supply from the danger of contamination through cross-connection. Whenever such back-flow protective devices are found to be necessary with respect to any premises, all water supply lines from the District's mains entering such premises or any buildings or structures thereon shall be protected by an approved back-flow device and such back-flow protective device shall be installed as close to the District's service connection as possible. Plans for the installation of such back-flow protective devices shall be approved by the District prior to installation and the District shall inspect each such device and its installation. Immediately following such installation, the owner shall be responsible for having such back-flow protective device tested by a District approved tester at the expense of the owner. Annually thereafter, the owner shall have the device tested, as may be required by the District or by the health department having jurisdiction, and shall be serviced, repaired or replaced whenever they are found to be defective, at the expense of the owner. Lawn sprinkler heads shall be equipped with an air gap separating the sprinkler heads from the other portions of the water system on the premises. Water service shall be discontinued to any premises if any defect is found in a back-flow protective device or if the District finds dangerous unprotected cross-connections on such premises, and service shall not be restored until such defect or dangerous condition is corrected.

3.7 Special Circumstances

When an owner of premises or the occupant is engaged in the handling of dangerous corrosive liquids or industrial or processed waters, the District may require such owner or occupant to eliminate certain plumbing or piping connections on such premises as an additional precaution and in order to protect against back-flow.

3.8 Pressure Regulating Valves

Pressure regulating valves shall be installed on the customer's side of all water service connections by the owner to protect the owner's water system from damage due to variations in water pressure in the District's main.

3.9 Ingress and Egress

District employees shall have the right of ingress and egress to all premises to which the District provides water and/or wastewater service, but not to buildings and structures on such premises, at reasonable hours for any purpose reasonably connected with the furnishing of water and/or wastewater service thereto. Water and/or Wastewater Department employees shall carry identification cards with them at all times during working hours, and upon entering premises for the purposes aforesaid shall display same to the owner or occupant thereof upon request.

3.10 Non-Registering Water Meters

If a water meter is found not to be registering, the District shall bill the person whose name appears on the application for service through said meter for the period of time from the date of the last meter reading when said meter was registering through the date of the discovery that said meter was not registering, based upon the District's minimum monthly water rate or based upon the estimated consumption of water through said meter during said period of time to which shall be applied the District's water rate schedule, whichever method results in a greater amount; provided that such an estimate of consumption shall be made based upon previous consumption of water through said meter for a comparable period or by such other method as is determined by the General Manager to be most equitable.

3.11 Replacement

The District may replace a water meter for testing or in the event that the General Manager or Water Division Supervisor determines that it may not be registering accurately or should be replaced because of its age or condition.

SECTION 4.0 WATER AND WASTEWATER DEPARTMENTS

4.1 Water Department

The District's Water Department consists of the General Manager, the Administration Supervisor, the Water Division Supervisor and District employees under the supervision of said Division Supervisor.

4.2 Wastewater Department

The District's Wastewater Department consists of the General Manager, the Administration Supervisor, the Wastewater Collection Division Supervisor, Wastewater Treatment Division Supervisor and District employees under the supervision of said Division Supervisors.

4.3 General Manager

The General Manager shall be responsible for the application and enforcement of the rules and regulations herein set forth and for the general supervision of the Administration Supervisor, Water Division Supervisor and other employees of the Water Department.

4.4 Administration Supervisor

The Administration Supervisor shall oversee the billing for and collection of charges for water and wastewater services. This includes the computation, preparation and mailing of all bills for water service, the making and depositing of collections, maintenance of proper books of account, collections, account for and refund deposits, and whatever else is necessary or directed by the District Auditor to set up and maintain an efficient and economical bookkeeping system for the District and shall perform any other duties now or hereafter prescribed by the General Manager.

4.5 Water Division Supervisor

The Water Division Supervisor shall be responsible for the operation and maintenance of the water system and shall regularly inspect all physical facilities related to said system to insure that they are in good repair and proper working order. The Water Division Supervisor shall supervise all repair or construction work authorized by the Board of Directors or the General Manager and perform such other duties as may be prescribed by the General Manager.

4.6 Wastewater Collection Division Supervisor

The Wastewater Collection Division Supervisor shall be responsible for the operation and maintenance of the wastewater collection system and shall regularly inspect all

physical facilities related to said system to insure that they are in good repair and proper working order. The Wastewater Collection Division Supervisor shall supervise all repair or construction work authorized by the Board of Directors or the General Manager and perform such other duties as may be prescribed by the General Manager.

4.7 Wastewater Treatment Division Supervisor

The Wastewater Treatment Division Supervisor shall be responsible for the operation and maintenance of the wastewater treatment system and shall regularly inspect all physical facilities related to said system to insure that they are in good repair and proper working order. The Wastewater Treatment Division Supervisor shall supervise all repair or construction work authorized by the Board of Directors or the General Manager and perform such other duties as may be prescribed by the General Manager.

**SECTION 5.0
WATER AND WASTEWATER RATES, CONNECTION FEES AND CAPACITY
CHARGES**

5.1 Water and Wastewater Rates

The rates and charges for different classes of water service and wastewater service by the District shall be established by resolution of the Board of Directors. Any such resolution adopted by the Board of Directors may also provide for and establish an amount to be deposited with the District by an applicant for water and/or wastewater service as a deposit to insure payment of bills for water and wastewater services supplied by the District. Nothing in this Ordinance shall be construed as limiting the authority of the Board of Directors to establish any fee or charge related to water service which is legally permissible. The current rates are identified in the attached Exhibit A – Rates, Fees and Charges.

5.2 Connection and Capacity Charges

The Board of Directors, by resolution, shall establish and from time to time revise charges for installation of service connections to the District's water and wastewater systems and for the use of capacity in the District's water and wastewater systems. Such charges may vary depending upon the size of the meter or any other factors set forth in the resolution; provided, however, that the charges shall not exceed the estimated reasonable costs of making the connections or providing the capacity unless the schedule of charges is submitted to, and approved by, a popular vote of two-thirds of the electors in the District who vote on the issue. Any resolution establishing or revising connection or capacity charges shall be adopted only at a regularly scheduled meeting of the Board of Directors, with notice of the meeting mailed at least fourteen (14) days prior to the meeting to any interested party who has filed a written request with the District for notice of the meeting within one year preceding the meeting. At least ten (10) days prior to the meeting, the District shall make available to the public data substantiating the District's estimate of the reasonable costs of making connections and providing capacity in the District's water and wastewater systems, and the revenue sources anticipated to cover these costs. The current rates are identified in the attached Exhibit A – Rates, Fees and Charges.

SECTION 6.0 REGULAR WATER SERVICE

6.1 Application

An owner requesting water service for their property shall make application for water service at the District office. Such owner shall furnish the District with all information necessary for the District to complete a water service agreement and shall thereafter sign such agreement, and at such time the owner shall also pay the District's service installation, connection, water development, capacity and other applicable charges in full. Each new owner of property who fails to make proper application for water service shall have their water service discontinued pursuant to Section 10.6 of these Rules and Regulations. An application for water service shall not be approved unless signed by the owner of the property to be served; provided, however, that any person who receives residential water service through a master meter, or who receives individually metered service in a multi-unit residential structure or mobile home park shall be entitled to become a customer of the District even if the owner of the property to be served refuses to sign the application for service, if such service is feasible and the person agrees to such terms and conditions of service as may be imposed by the Board of Directors on a case-by-case basis.

6.2 Contractor Convenience

When a contractor desires service to a building under construction and the owner is not available to sign the water service agreement and pay the required service installation, connection and capacity charges, the contractor may obtain temporary water service by paying these charges; provided that the District shall make no refund of said charges to the contractor and the contractor shall look solely to the owner for reimbursement; and provided further that if the District is unable to obtain from the owner a signed agreement for water service within thirty (30) days after the contractor obtains temporary water service from the District, the District may discontinue water service to the contractor. This section does not apply to temporary fire hydrant service for construction water.

6.3 Undeveloped Property

The District shall not install a water meter to serve undeveloped property until after installation of the building pad for the structure to be served. In the event that the building pad has not been installed within one year after the applicant has submitted a signed application and has paid applicable fees and charges, the application shall be void and the applicant shall be entitled to a refund of all fees and charges deposited with the District, less the District's service charge for processing the application.

The District may, however, install a water meter to an undeveloped lot if in the opinion of the General Manager, a vacant lot has suffered substantial vegetation damage from a

fire and the owner of the property wishes to install a meter solely for irrigation purposes in accordance with the following provisions:

- a. Customer will pay the Residential meter installation charge then in effect.
- b. A fixed monthly charge will be billed to the customer equal to the monthly Irrigation meter rate then in effect.
- c. Customer will be billed for any and all additional assessments and fees normally billed to Residential metered customers, including the Infrastructure Repair and Replacement (IRR) charge.
- d. Customer will not incur any sewer installation or sewer monthly fees until after a structure has been connected to the sewer system.
- e. If customer decides to build a structure at a later date, the customer will be required to pay the Water Facilities Capacity Charge then in effect in addition to all applicable sewer fees.

6.4 Undertaking of Applicant

The act of an owner in signing an agreement for water service to their property signifies willingness and intention to comply with this and other ordinances, regulations, policies and procedures of the District as they now exist or may hereafter be amended, and to make prompt payment for all water delivered to the premises by the District.

6.5 Payment for Previous Service

An application for water service shall not be honored if the applicant has a delinquent account with the District for water or other service, unless the applicant has entered into an agreement with the District pursuant to Section 10.8 to pay the delinquent amount in installments and has complied with the terms of the agreement. The General Manager, in his discretion, shall be authorized to transfer a delinquent bill for water or other service to new premises owned by the person responsible for paying the delinquency, and to secure payment by recording a lien upon the premises as authorized by law.

6.6 Size and Location of Services

The District shall determine the location of all service connections and the size of meters, pipes and other facilities to be installed therein. An owner shall not lay any pipeline from their residence or business establishment to the curb or property line until the Water Division Supervisor has approved the location and size of the water service.

6.7 General

Service installation shall be made only to property abutting distribution mains in public streets, alleys and easements, or extensions of such mains as herein provided. The District shall not be responsible for the relocation of services installed in new subdivisions prior to the completion of street improvements.

6.8 Curb Stop

Every service connection installed by the District shall be equipped with a curb stop on the inlet side of the meter. Such curb stops shall be used exclusively by the District, and shall not relieve the owner of responsibility for installing their own control valve on the owner's side of the service connection. If a curb stop is damaged as a result of use thereof by an owner or occupant of premises, such curb stop shall be replaced at the owner's expense.

6.9 Changes Resulting in Increased Water Consumption

An owner who plans to make material changes in the size, character or extent of equipment or operations utilizing water service through a District service connection which will result in a significant increase in use of water through such connection shall, prior to making any such change, notify the District in writing of such plans so that the District may determine whether an increased capacity charge will be due and payable, and whether any changes will be necessary in the size of the meter and other parts of the service connection to accommodate the expected increase in water usage. If the District determines that such changes in the service connection will be necessary, the owner shall file a new application for water service with the District and pay to the District the District's charge for the modifications of the service connection. If the District finds that an owner has made such material changes which have resulted in a significant increase in water usage on such owner's premises without notifying the District thereof, the District shall notify such owner of:

- a. Any increased capacity charge that may be due and payable;
- b. The modifications, if any, which will be necessary in the service connection to accommodate such increased water usage; and
- c. The District's requirement for the Owner to make a new application for water service and to pay the District's charge for modification of such water service.

If the owner does not make such application and pay applicable charges within seven (7) days after receipt of such notification, the District may discontinue water service to the owner's premises until the owner makes such application and pays such charges and the necessary modification of the service connection is completed.

6.10 Number of Buildings Served by a Single Connection

Service connections shall be installed by the District in accordance with the following requirements:

- a. One Connection per Building. Each residence or building under separate ownership shall receive water service through a separate service connection; provided that two (2) or more residences owned by the same person and located on the same lot or parcel may at the discretion of the General Manager be supplied water through the same service connection, and the General Manager may limit the number of such residences which may be supplied with water.
- b. Adjoining Lots. A service connection to one property shall not be used to supply water to an adjoining property, whether such adjoining property is owned by the same or a different owner, or to supply property across a street or alley from the property where the service connection is located.
- c. Division of Property. When a lot or parcel for which a service connection has been installed is subdivided or split, the service connection shall be used only to supply the portion of such lot or parcel where such service connection is located and the owner or owners of the other lots or parcels created by such subdivision or lot split shall make application to the District for water service.

6.11 Resale or Use of Water Away from Property Served

Water supplied by the District to any customer or customer of the District shall not be resold as a commodity to any other person, either within or outside the District, except as specifically permitted in writing by the Board of Directors upon such terms and conditions as the Board of Directors may impose in its discretion. Further, water supplied by the District may be utilized only upon the property served, and shall not be transported for use upon any other property either within or outside the District, except as specifically permitted in writing by the Board of Directors upon such terms and conditions as the Board of Directors may impose in its discretion. Exceptions permitted by the Board of Directors pursuant to this Section may be revoked or modified by the Board of Directors in the event of a water shortage.

6.12 Service Connections as Property of the District

The portion of a service connection extending from the District's water main to the property line and including the meter, meter box, curb stop and check valve are the property of and shall be maintained by the District.

6.13 Owner's System

All pipes and fixtures installed and located beyond the meter or check valve to provide water services to premises shall be installed by the owner of such premises in compliance with the requirements of the County of San Bernardino and shall thereafter be maintained by the owner. The District shall not be responsible for water loss due to leaks or any other occurrence involving facilities on the owner's side of the service connection not furnished and maintained by the District.

SECTION 7.0 WATER METERS

7.1 Installation and Ownership

Water meters shall be installed by the District as near to the property line as is practicable. Meters when installed shall be owned by the District. Water meters may be locked by the District and no lock shall be altered or broken except by an authorized District employee.

7.2 Testing and Deposit

Water meters shall be tested by the District prior to installation and no meter shall be installed which registers more than two percent (2%) fast or slow. An owner requesting that a water meter serving property owned or occupied by him/her be tested at the District office shall deposit with the District an amount which in the opinion of the General Manager shall cover the cost of such testing. If the water meter registers more than two percent (2%) fast, such deposit shall be refunded but if the water meter registers less than two percent (2%) fast such deposit shall be retained by the District. The owner requesting a water meter test, or the owner's representative, may request to be present when said test is conducted. No deposit shall be required for the testing of a water meter with the District's portable test meter prior to the removal of such water meter.

7.3 Adjustments for Water Meter Errors

If a water meter is tested and found to be registering more than two percent (2%) fast or slow, the District will immediately replace the inaccurate water meter and recalculate the probable flow through the water meter during the period in which the water meter is determined by the District to have been inaccurate. If the water meter is determined to have registered fast, the District shall refund to the existing owner the excess amounts collected from such owner during the period of inaccuracy. If a water meter is determined to have registered slow, the District shall bill the owner for the water which has been consumed by such owner and not paid during the period of inaccuracy.

SECTION 8.0 TEMPORARY FIRE HYDRANT SERVICE

8.1 General

The General Manager or appointed designee may make water service available for construction work and other uses of limited duration through meters installed on fire hydrants in the District's water system. Such water service is hereinafter referred to as "temporary fire hydrant service."

8.2 Application Deposit

A person, firm or corporation seeking temporary fire hydrant service must first obtain permission from the General Manager, and complete and sign the Fire Hydrant Meter/Hydrant Use Rental Agreement. In signing the agreement, the applicant shall agree to using and operating the hydrant in accordance with instructions issued by the General Manager. At the time the Fire Hydrant Meter/Hydrant Use Agreement is signed, the applicant shall make a deposit with the District. The deposit amount required, based on meter size, is identified in the attached Exhibit A – Rates, Fees and Charges.

In addition to the meter deposit, a meter set-up fee of \$50 will be charged to cover the cost of setting and picking up the meter.

8.2.1 Daily Hydrant Meter Rental Fee

A hydrant meter rental fee of \$2.50 will be charged each day the applicant has requested the use of the meter. This fee will be charged daily, whether or not water was consumed on any given day. The rental fee will commence on the date the meter is set. It is the responsibility of the applicant to notify the District when the customer has finished with the use of the meter. The daily rental charge will cease on the notification date from the applicant, whether or not the meter is picked up by the District on that date.

8.2.2 Moving of Fire Hydrant Meters

Once a fire hydrant meter has been installed in the location specified by District staff, an additional \$25 charge shall be paid before a change in location, size or type of meter is made. Any change in the location of the fire hydrant meter also must be approved by District staff.

8.3 Installation and Operation

All meters and control valves for temporary fire hydrant service shall be initially installed by District employees. The control valve must be used to control the flow of water from the hydrant, and the hydrant valve shall not be used for this purpose. Proper wrenches must be used to operate hydrant valves.

8.4 Responsibility for Meters and Valves

The applicant shall exercise due care to prevent damage to the meter and control valve. If the meter is not locked to the fire hydrant, applicant shall remove the meter and control valve and store them in a safe place at the conclusion of each workday. The applicant shall then be responsible for securing the hydrant caps snugly enough so that they cannot be removed without the use of a hydrant wrench. If a meter or control valve is damaged or lost, the applicant shall be responsible for the cost of replacement or repairs.

8.5 Unauthorized Use

Temporary fire hydrant service shall be taken only from the hydrant or hydrants designated by the District. Tampering with or using any fire hydrant for the unauthorized use of water therefrom is a criminal misdemeanor and may also result in civil penalties.

8.6 Payment of Water Usage Charges

Temporary fire hydrant service meters shall be read at least every thirty (30) days during such service and at the conclusion thereof. The customer shall be billed on the basis of such meter readings at the District's then current rate for such service at the end of each calendar month and all such bills shall become delinquent on the fifteenth (15th) day of the following month. Failure to pay any bill for temporary fire hydrant service shall result in the discontinuance of such service and the District shall apply the customer's deposit to the delinquent amount. The District shall not resume such service until said deposit is restored and any further delinquent amounts are paid in full. If at the conclusion of temporary fire hydrant service all bills for such service have been paid in full, the customer's deposit shall be refunded; provided that no such refund shall be made until all such bills are paid in full, and if this does not occur within thirty (30) days after the conclusion of such service, the District shall apply the customer's deposit to the delinquent bills and refund the balance if any to the customer or in the event that the deposit is not sufficient to fully pay such delinquent amounts bill the customer for the balance.

8.7 Discontinuance of Service

The District may discontinue temporary fire hydrant service at any time, if in the opinion of the General Manager such action is warranted to protect District property or in the event of an emergency, and the District shall exercise every reasonable effort to notify the customer of an impending discontinuance before actually discontinuing service.

**SECTION 9.0
TERMINATION OF WATER SERVICE**

9.1 Termination for Nonpayment

Except as hereinafter provided, the failure to pay a delinquent water bill within twenty one (21) days after the District mails notice of the delinquency shall result in the District terminating water service to the premises by locking the meter, and the District shall not unlock the meter and resume service to the premises until all delinquent amounts, plus the unlocking fee then in effect, are paid in full. Further, the failure to pay a delinquent bill for water service within two (2) months from the date such locking occurs shall result in the District deactivating the water service account. Accounts that are locked and subsequently deactivated due to nonpayment shall not be reactivated until all delinquent bills for water service including the District's reconnection/reactivation fee and any accumulated loan repayment and/or Infrastructure Repair and Replacement (IRR) charges for the time period that the meter was deactivated have been paid in full. Fees for unlocking and reactivating the account shall be established by resolution of the Board of Directors, and may be changed from time to time. Notwithstanding the above, the District will not terminate water service for non-payment for the following reasons:

- a. While a District investigation of a customer dispute or complaint is still pending;
- b. When a customer has been granted an extension of time for payment of the bill;
- c. Upon certification by a licensed physician that to do so will be life threatening, the customer is financially unable to pay the bill in the normal payment period, and the customer has executed an agreement with the District to pay the delinquency in installments over a period of time.

9.2 Notice of Impending Termination of Water Service

Upon delinquency in payment of the District's bill for water service, the District will mail written notice of impending termination of water service, postage prepaid, to the person to whom such service is billed at least fifteen (15) days prior to the date of the proposed termination of service. Written notice will include the following information:

- a. The name and address of the customer whose account is delinquent;
- b. The amount of the delinquency;
- c. The date by which payment or an arrangement for payment is required in order to avoid termination of service;
- d. The procedure for obtaining information on the availability or non-availability of financial assistance; and

- e. The telephone number of the District's General Manager or other District representative to discuss arrangements for payment.

In addition, the District will make a reasonable, good faith effort to contact an adult person residing at the premises by telephone, in person or by hanging a door tag at least ten (10) days prior to termination of service. Water service will not be terminated for non-payment of a delinquency on any Saturday, Sunday, legal holiday, or at any time during which the District's business office is not open to the public.

9.3 Voluntary Disconnection

An owner may request in writing that the water service to the premises where water service is received be deactivated or disconnected. Upon receipt of written request, the District shall deactivate and/or physically disconnect the water service to such premises. Following such a deactivation or disconnection, the owner may have the water service reactivated and/or reconnected by paying the balance on the account including the District's reactivation/reconnection fee then in effect and all accumulated loan repayment and/or Infrastructure Repair and Replacement (IRR) charges for the time period that the meter was deactivated and/or disconnected.

9.4 Emergency Discontinuance

Upon request of the owner or customer in the event of an emergency, if the control valve on the customer's side of the meter is not working properly, the District may turn off the District's curb stop. In such event, if the Water Division Supervisor determines that the customer's control valve is not operating properly through no fault of the customer, no charge shall be made for such service regardless of when the request is made. However, if such request is made outside of normal working hours of the District, field personnel and the Water Division Supervisor determines that there was no emergency or that the customer's control valve was not functioning as a result of improper maintenance, or if there was no customer control valve as required by these Rules and Regulations, the customer shall be liable to the District for the District's cost in having its employees provide such service. The customer shall remain responsible for any water which passes through the meter, notwithstanding the District's failure to comply with a request to turn off the curb stop or failure of its District's curb stop to operate correctly, it being the responsibility of the customer to regulate such flows with the installation of a control valve on the customer's side of the meter.

9.5 Vacating Premises

Owners desiring to discontinue service shall notify the District prior to the owner or tenant vacating the premises receiving water service, and an owner or customer who vacates premises without notifying the District thereof and requesting a discontinuance of service shall continue to be liable to the District for all water supplied by the District through the service connection and meter to said premises until the District is made

aware of the fact that the premises have been vacated and an Application for water services is made by the new owner or occupant of such premises.

SECTION 10.0 BILLING

10.1 Billing

The General Manager shall establish water meter reading and billing periods so that water meters will be read and bills sent on approximately the same day of each month.

10.2 Payment of Bills

The customer and/or the property owner shall be responsible for payment of the District's bills for all water which passes through the meter serving the premises. Bills for water and/or wastewater service shall be due and payable as of the date of mailing and shall be delinquent twenty one (21) days thereafter. Payment of bills shall be made in cash, by personal check (other than a second party check), certified check, credit card, debit card or other cash-equivalent. A customer whose check is returned by their bank for insufficient funds shall be charged a service charge as set forth by resolution of the District's Board of Directors. The General Manager has the discretion to require any customer to pay their bill in cash.

10.3 New Service

New water and/or wastewater services installed during and for less than a full billing period shall receive an adjustment on the District's monthly service charges based upon the number of days during said billing period when water and/or wastewater services are supplied through such new service.

10.4 Inclement Weather

At times when water meters cannot be read because of inclement weather, the District may bill based upon average monthly consumption during the immediately preceding two-month period and the prior year month, or at the customer's option, shall bill only the minimum monthly charge applicable to that water meter until conditions permit the recommencement of regular water meter readings, whereupon the District will adjust the next subsequent bill to reflect the quantity of water actually consumed and amounts paid during the period when the meters could not be read; provided that a customer shall have the option of paying more than the charge for previous average consumption based upon their estimate of the amount of water which the customer has and will consume during the period when the meter cannot be read.

10.5 Owner Responsibility

Except as otherwise provided in Section 6.1 or as hereinafter provided, the owner of the premises to be served shall be the only person authorized to apply for water and/or wastewater service from the District and shall be responsible for payment of all District fees and charges for such service. In the event of the owner's failure to pay any District

fee or charge when due, the District shall be entitled to record a lien upon the premises receiving water and/or wastewater service, or upon other property owned by the owner if authorized by law, in addition to pursuing any other remedy legally available to the District. In unusual circumstances when an occupant of premises needs water and/or wastewater service from the District before an application for water and/or wastewater service can be signed by the owner and returned to the District, the District in its discretion may accept a deposit from the occupant prior to commencement of water and/or wastewater service equal to twice the District's average monthly usage charge plus service fees for that type of service or a similar type of service, and thereafter may provide temporary water service to the premises pending receipt of an application for water and/or wastewater service signed by the owner of the premises.

10.6 Water Use without Application

A person who takes legal title to and occupies premises and thereafter uses water from an active service connection without having made application to the District for water service shall be liable to the District for water delivered from the date of the District's last meter reading of a meter at such premises, and if the meter is found to be inoperative, the billing for such water delivered shall be based upon an estimate of the amount delivered. If such a person does not make proper application for water service within seven (7) days after receipt of notification to do so from the District, or if such person does not promptly pay the District's bill for water delivered from the date of the District's last meter reading to the date of such bill, the water service to such person's premises shall be discontinued by the District without further notice.

10.7 Responsibility for Water Loss or Resulting Damage

The customer and/or the property owner shall be responsible for paying all charges for water supplied through a water meter as a result of leaks in the owner's water system or plumbing, or as a result of the owner or occupant leaving plumbing fixtures turned on during the time when the owner or occupant is absent from the premises, or for any other water loss on the owner's side of the meter, and the District shall not be responsible for any damage or monetary loss which may result therefrom. If the District is requested by an owner or occupant to turn on the water to a residence, and such residence is vacant and the District's employees ascertain that the water meter to the residence is registering, the District's employees shall not turn on the water service but shall leave the same turned off at the curb stop on the inlet side of the water meter. Upon discovery of a leak in an owner's water system, which in the discretion of the General Manager is causing a waste of water, the General Manager may discontinue service to the premises until such leak is repaired. Water service to the premises may not be resumed until all delinquent bills for water service have been paid in full.

10.8 Disputes

If a customer, within five (5) days after receipt of a bill, disputes the amount of a bill for water and/or wastewater service or that such a bill is owed by him/her, the customer

shall notify the District in writing of such dispute. The dispute may be presented to the Board of Directors at a Board meeting for their determination. The District may enter into an agreement with the customer permitting him/her to pay the bill or the adjusted balance in installments over a specified period of time not to exceed twelve (12) months. The District will not terminate water and/or wastewater service for non-payment of the bill during the term of such an agreement, so long as the customer is complying with the agreement and also paying the District's bills for subsequent water and/or wastewater service when due. However, upon breach of the agreement, the customer shall only be entitled to a ten (10) day notice of termination.

10.9 Extension of Payment Period

Within twenty (20) days after the date the District has mailed a notice of delinquency the customer may seek an extension of the payment period of a bill asserted to be beyond their ability to pay during the normal payment period. An extension may be granted by the District Administration Staff. If the customer has not requested an extension in advance and requests it at the time a serviceman arrives at the residence to lock the meter, there will be a service charge which is equal to one-half of the current locking charge.

10.10 California Public Records Act

Except as otherwise provided in the California Public Records Act, the name, credit history, utility usage data, home address and telephone number of District customers and employees shall be exempt from disclosure to the public.

10.11 Owner and Tenant/Agent Billing Agreements

Effective January 1, 2015, the Running Springs Water District is required to notify delinquent occupants of a residence that they may become a customer of the District for residential water and/or wastewater services if they are willing and able to assume responsibility for subsequent charges. Tenants may now become a co-customer of the owner and therefore, a signed agreement from both the owner and tenant must be on file at the District. Tenants, who have become co-customers of the District, will then receive the monthly Water and Sewer Bill in place of the owner on record. If the account becomes delinquent, both the owner and tenant will receive a copy of the Termination of Water Service Notice.

A deposit of \$200 will be required for tenants to establish co-customer service with the District. This deposit will be refunded at the close of account and only when the closed account is paid in full. In addition, tenants must comply with all policies of the Running Springs Water District.

Owner and Tenant/Agent Billing Agreements are available at the District office.

10.12 Extraordinary Water Loss Policy

Under the following circumstances the District may approve a request by a Customer to reduce the consumption fees portion of a Customer's high-consumption water bill, on a one-time basis, if the Customer has properly installed a Customer shut-off valve immediately adjacent to the Customers water meter, downstream of the meter.

In the event a customer incurs an extraordinary water loss due to system failure or some other catastrophic event, not due to the Customer's own negligence, the District may adjust the unit rate charged for the water to equal only the rate the District is then paying to the Crestline Lake Arrowhead Water Agency (CLAWA) plus 15%. If the District also determines that the water loss occurred outdoors and did not enter the District's sewer system, the 15% sewer usage fee component of the sewer bill will also be waived.

This adjustment will not be applied to any losses of water after the date that the Customer has been notified by the District of suspicious or unusual water deliveries through the Customer's connection. Said notification may be made by any means available including, but not limited to, telephone, electronic mail, personal contact or United States mail service.

The District may provide this one-time only reduction to the consumption fees portion of a Customer's high-consumption water bill, to Customers who make the request and then provide evidence of a new, properly installed, Customer shut-off valve installation. A Customer who receives an adjustment will not qualify for consideration of a subsequent adjustment, even if caused by a separate event.

**SECTION 11.0
COLLECTION OF DELINQUENT BILLS**

11.1 Legal Action

The District may collect delinquent bills for water and/or wastewater service by civil action in court.

11.2 Collection on Tax Bills

Pursuant to Sections 31701 and 31701.5 of the Water Code, the District may cause delinquent or unpaid charges for water and/or wastewater service which have been delinquent and unpaid for sixty (60) days or more on July 1 of any year to be added to the annual taxes next levied upon the property upon which the water and/or wastewater services were used. Such delinquent or unpaid charges shall be collected along with the annual taxes levied against such property.

11.3 Statement of Lien

Upon discontinuance of water and/or wastewater service for failure to pay delinquent rates, charges or fees, the District may immediately record a statement of lien with the county recorder of any county in which the customer responsible for paying the delinquency is known or suspected to own real property. The statement of lien shall set forth the name of the customer responsible for paying the delinquency, the amount and nature of the delinquency, and applicable filing fees, penalties, and interest. The lien shall be released upon payment in full of all amounts due.

SECTION 12.0 MAIN EXTENSIONS

12.1 Deposit and Design

If the General Manager determines upon reviewing an application for regular water service that a District water main is not available to the property, or if an existing water main is not capable because of its size or condition to provide adequate water pressure and fire protection service to the premises for which application is made, the owner-applicant shall deposit with the District concurrently with the filing of their application for water service the estimated cost, as determined by the District's engineer, of the design and installation of an extension of the District's water main or of a new main which will provide adequate water service to the applicant's premises. Thereafter, the District's engineers shall design the water main extension or new water main and the District shall have such main extension or new main installed. The main shall be designed and constructed to extend to the far boundary of the property to be served.

12.2 Oversizing, Participation, Transfer of Services

The District may elect to install a main extension or a new main of a diameter which exceeds the diameter of the main which, in the opinion of the District's engineer, would be necessary to provide water service to an applicant's premises; in which case the District shall pay the difference between that cost as estimated by the District's engineer and the cost of the labor and materials actually installed. Provided, that if a new main is installed, the District may elect to transfer services from the existing District main to the new main, and to connect to such new main new homes and business establishments constructed on properties that were adjacent to and would have received water service from such existing main, and no reimbursement shall be owing to the applicant as a result thereof.

12.3 Additional Cost or Refund

If the cost of a main extension or new main, or the applicant's share of such cost, exceeds the amount of the applicant's deposit, the applicant shall pay such excess to the District before receiving water service from the District. If the cost of such a main extension or new main, or the applicant's share thereof, is less than the amount of the applicant's deposit, the District shall refund the balance thereof to the applicant.

12.4 Reimbursement

The District may enter into a reimbursement agreement with an applicant who pays for a water main extension or new water main whereby the District shall for a period of ten (10) years or until the applicant is fully reimbursed the cost or their proportionate share of the cost of the water main extension or new water main, whichever first occurs, collect from each property owner who connects a service lateral to such water main a reimbursement charge in an amount to be determined by the Board of Directors which

represents a proportionate fair share of such cost, and pay over such charge to the applicant; provided that pursuant to Section 12.2 no reimbursement shall be owing to the applicant with respect to connections to such water main resulting from the transfer of services from an existing District main or with respect to service laterals for new homes and business establishments constructed on properties that were adjacent to and would have received water service from such existing main.

SECTION 13.0 WATER SERVICE TO SUBDIVISIONS

13.1 Application

A developer requesting water service for a subdivision within the District shall file a letter of application with the District containing or accompanied by the following:

- a. The name, address and telephone number of the developer and the developer's engineer;
- b. Three (3) copies of a map showing the topography and boundaries of the proposed subdivision and tentative lot and road layout;
- c. A legal description of the property which is proposed for subdivision; and
- d. A statement as to whether or not the subdivision of the proposed property is to be phased and, if so a projection of the timing of the development of each phase of the subdivision.

13.2 Feasibility Study and Availability Letter

Upon receipt of such a letter of Application, the District shall conduct an investigation and determine the District's cost of conducting a feasibility study with regard to providing water service to the proposed subdivision, and upon completion of such study shall transmit to the developer a statement of the District's cost for the feasibility study. Upon receipt from the developer of the cost of the feasibility study, the District staff shall undertake an investigation of the feasibility of providing water service to the proposed subdivision and shall report the findings of such study to the Board of Directors. Upon receiving the feasibility study report from the District staff, the Board of Directors shall either approve or disapprove of the District providing water service to the proposed subdivision, and if the Board approves such service, shall authorize the General Manager to issue a letter to the San Bernardino County Planning Department and the developer stating that the District's water system is available to the proposed subdivision, and that upon the developer making satisfactory financial and other arrangements with the District regarding the construction of facilities to extend the District's water system to the proposed subdivision and the construction of the water system within the proposed subdivision and otherwise complying with the District's rules and regulations regarding water service, the District will provide water service to the proposed subdivision.

13.3 Main Extensions

If the General Manager determines that it is necessary to extend a District water main or mains to bring the District's water system to the exterior boundaries of a proposed subdivision or if the General Manager determines that an existing District water main is

not of sufficient size to provide adequate water pressure and fire protection service to a proposed subdivision, the developer shall deposit with the District at the time he presents the plans and specifications for the water system for the proposed subdivision to the District for approval for purposes of the recording of the final map for the proposed subdivision the estimated cost, as determined by the District's engineer, of the design and installation of the water main extension or the water main which in the opinion of the District's engineer is needed to replace an existing inadequate water main. Such amount shall be utilized by the District to design and install such water main extension or new water main; provided that the District may determine to install a main of greater size than, in the opinion of the District's engineer, would be necessary to supply the proposed subdivision with water service, in which event the District shall be responsible for the difference between that cost as estimated by the District's engineer and the cost of labor and materials actually installed. If the cost of the design and installation of the water main extension or new water main, not including the cost differential, if any, for oversized pipe exceeds the amount of the developer's deposit, the District shall notify the developer thereof in writing and the developer shall pay such excess to the District before receiving water service for the subdivision from the District, or if the cost of the design and installation of such water main extension or new water main is less than the amount of the developer's deposit, the District shall refund the balance thereof to the developer.

13.4 Reimbursement

Upon completion of the installation of a main extension or new water main and upon payment by the developer of the full amount of the cost of the design and installation of the water main extension or new water main, not including the cost differential, if any, for oversized pipe, the District may enter into a reimbursement agreement with the developer whereby the District shall for a period of ten (10) years or until the developer is fully reimbursed the cost of the non-oversized portion of the water main extension or new water main, whichever first occurs, collect from each property owner who connects a service lateral to such water main, a reimbursement charge in an amount to be determined by the Board of Directors which represents a proportionate fair share of such cost, and pay over such charge to the developer; provided that if such a water main replaces an existing District water main, the District may elect to transfer existing water customers from such existing main to the new main and to connect to such new main new homes and business establishments constructed on properties that were adjacent to and would have received water service from such existing main, and no reimbursement shall be owing to the developer as a result thereof.

13.5 On-Site Water System

The developer shall also construct and install at the developer's sole expense the water system within the proposed subdivision, including service lines from the main to the lots to be served. The plans and specifications for such water system shall be prepared in accordance with the District's standard construction specifications and such water system shall be constructed and installed in compliance with the District's requirements.

13.6 Plan Check

A developer requesting approval of the plans and specifications for a water system for a proposed subdivision for purposes of the recording of the final map for the proposed subdivision with the County Recorder of the County of San Bernardino shall pay to the District the District's plan check fee and shall concurrently therewith deliver to the District the following documents:

- a. Three (3) copies of the plans and specifications for the water system;
- b. A performance bond in a form and issued by a surety acceptable to the District, naming the District as obligee, and issued in a principal amount equal to 100% of the total estimated cost, as determined by the District's engineer, of the construction of the water system and facilities shown in said plans, and conditioned upon the satisfactory completion of the construction and installation of the water system and facilities and guaranteeing that such water system and facilities shall be free from defects resulting from faulty materials or workmanship for a period of two (2) years from the acceptance thereof by the District;
- c. A labor and material payment bond in a form and issued by a surety acceptable to the District naming the District as obligee, and issued in a principal amount equal to 100% of the total estimated cost as determined by the District's engineer, of the construction and installation of the water system and facilities and conditioned upon the payment by the developer and the developer's contractor of claims of all persons entitled to file mechanic's liens or stop notices pursuant to Civil Code Secs. 3110, 3111, 3112 and 3118.

Upon delivery of such plans, documents and the plan check fee, the District's engineer shall review the plans and specifications and if they are prepared in conformance with the District's requirements and if such other documents are in satisfactory form, shall certify same to the Board of Directors, whereupon the Board of Directors shall authorize the General Manager to make the required certifications to the County of San Bernardino for recording of the final map for the subdivision, and the District shall thereupon also issue to the developer a construction permit authorizing construction of the water system and facilities for the subdivision.

13.7 Construction and Inspection

Prior to commencing construction of a water system in a proposed subdivision or any required extension or replacement of a District water main (hereinafter collectively referred to as "water system"), the developer shall notify the District and shall deposit with the District the District's inspection fee for inspecting the installation and construction of the water system. The District shall inspect the construction and installation of the water system, to insure that such construction is accomplished in

compliance with the District's requirements. The District's employees and agents who perform such inspection shall have no duty to the developer or the developer's contractor and shall inspect solely for the District to insure that the water system is constructed and installed in accordance with the District's requirements.

13.8 Acceptance of Water System

Upon satisfactory completion of the construction and installation of a water system in a subdivision and any required extension or replacement of a District water main, as determined by the District's engineer, the developer or their contractor shall file a notice of completion with the County Recorder of the County of San Bernardino and shall furnish the District with a conformed copy of such notice containing thereon the stamp of the Recorder indicating the time and date of recording and the book and page number where said notice was recorded. Upon the expiration of the statutory period for the filing of mechanic's liens, the developer or the developer's contractor shall deliver to the District copies of all mechanic's liens which have been recorded and lien waivers or releases from all persons filing such mechanic's liens and from all other subcontractors, material and equipment suppliers, and all persons supplying labor for the construction and installation of the water system indicating that all such persons have been paid in full for the labor, equipment or materials supplied by them for such construction. At such time the developer shall also deliver to the District (1) duly executed and acknowledged grants of easements for all pipelines and other water system facilities which have been constructed and installed other than in the public streets within the subdivision, (2) a duly executed and acknowledged grant deed conveying unto the District all water system facilities installed within the subdivision and all extensions of the District's water mains to provide water service to the subdivision, and (3) a duly executed and acknowledged grant deed conveying to the District all water rights pertaining to the subdivision. All such instruments shall be in a form acceptable to the District's legal counsel. The developer shall also deliver to the District one set of reproducible record drawings for the water system and one set of prints showing the exact locations, depths and descriptions of all water system facilities within the subdivision. Upon receipt of all such drawings and documents, and upon receiving written certification from the District's engineer that the water system has been constructed and installed in accordance with the District's requirements, the Board of Directors shall adopt a resolution accepting the water system and all such grants of easements and deeds and authorizing the recordation of same.

**SECTION 14.0
PUBLIC FIRE PROTECTION**

14.1 Use of Fire Hydrants

Fire hydrants are installed in the District's water system for the use of District employees and firefighters and employees and firefighters of other fire protection agencies, and no other person shall use a District fire hydrant without first obtaining the written approval of the General Manager. A person obtaining such written approval shall operate the specified hydrant or hydrants in accordance with instructions issued by the General Manager.

14.2 Relocation or Replacement of Hydrants

Any person requesting the relocation or replacement of a fire hydrant in the District's water system shall be responsible for all costs of such relocation or replacement, and shall deposit with the District at the time of such request, the estimated cost of such relocation or replacement, and if the actual cost thereof exceeds the amount of such deposit, shall pay the balance of such cost to the District within ten (10) days after receipt of an invoice therefor from the District, or if such cost is less than the amount of such deposit, the District shall refund the balance to the depositor.

14.3 Additional Hydrants

If a property owner requests installation of additional fire hydrants in the District's water system in order to comply with increased requirements for the spacing of hydrants necessitated by a change in the zoning for the owner's property or an intended change in use of such property, or if the District determines upon examining an application for water service that the intended use of the property for which such application is made will necessitate the installation of additional hydrants, the owner of such property shall be responsible for the cost of installing such additional hydrants and shall deposit with the District the estimated cost of such installation, and if the actual cost thereof exceeds the amount of such estimate, shall pay the balance of such cost to District within ten (10) days after receipt of an invoice therefor from the District, or if such cost is less than the amount of such deposit, the District shall refund the balance to such owner.

14.4 Maintenance

The District's personnel shall maintain all fire hydrants installed in the District's water system. If a fire hydrant is damaged by act of any person, such person shall be responsible for the cost of the repair or replacement of said hydrant.

SECTION 15.0 PRIVATE FIRE PROTECTION SERVICE

15.1 Application and Deposit

A person seeking private fire protection service from the District shall enter into an agreement with the District setting forth the terms and conditions of such service. Each such applicant shall deposit with the District, concurrently with the execution of such agreement, an amount equal to the estimated cost of the installation of the fire service connection which may include at the General Manager's discretion, a shut-off valve, meter box and meter, back-flow protection device and detector check meter. If the actual cost of such installation exceeds the amount of such deposit, the applicant shall pay to the District the balance of such cost within ten (10) days after receiving an invoice therefor from the District, or if such actual cost is less than the amount of such deposit, the District shall refund the balance to the applicant. The installation of all fire service connections shall be made by District employees or a contractor selected by the District.

15.2 On-Site System

Each applicant for private fire protection service shall be responsible for and bear the entire cost of the installation of the building sprinkler system and other facilities to be installed on the applicant's property beyond the fire service connection. Upon the installation of such facilities and the fire service connection, the applicant shall be responsible for the maintenance and annual testing of the back-flow protection device, check valve and detector check meter, if any, and the facilities installed on the applicant's property to provide fire protection service. If the District finds that a back-flow protection device, check valve or detector check meter is not operating properly, it may repair or replace same and charge the owner the cost thereof.

15.3 Cross-Connections

There shall be no connection between a private fire protection service and any other water distribution system on an applicant's property and such private fire protection service shall be equipped with back-flow protective devices to protect against contamination of the public water supply.

15.4 Use of Water

There shall be no water used through a private fire protection service except for extinguishing fires and for testing the building sprinkler system and other facilities on the applicant's property. Any consumption recorded on a meter for private fire protection service which relates to water which is used for purposes other than those hereinabove permitted shall be billed at twice the District's regular domestic water rate.

15.5 Monthly Rates

Each person receiving private fire protection service from the District shall pay a monthly rate for such service to be established by the District's Board of Directors upon receipt of the application and which may be revised from time to time. The current rates are identified in the attached Exhibit A – Rates, Fees and Charges.

15.6 Storage Tanks

No water storage tank connected to a building sprinkler system shall be filled with water from the private fire service connection without the written approval of the General Manager. All water thus used shall be billed at the District's regular domestic water rates.

15.7 Violation of Agreement

If water is used from a private fire service connection in violation of the agreement for such service or this Ordinance, the District may disconnect and remove the fire service connection.

15.8 Water Pressure

The District does not by entering into an agreement for or providing private fire protection service assume responsibility for loss or damage due to lack of water or pressure and agrees only to furnish such quantities and pressures as are available in its general distribution system. Private fire protection service is subject to shut-downs and variations required by the operation of the District's water system.

15.9 Commencement of Service

When a fire service connection is installed, the valve governing same shall be closed and sealed, and remain so until a written order is received from the applicant to have the water turned on. If the District does not require a meter in such a connection and if water is used through the connection for any purpose other than extinguishing fires, the District may install a meter in the fire service connection at the applicant's expense.

SECTION 16.0
RESIDENTIAL LANDSCAPE IRRIGATION METER SERVICE POLICY

16.1 Application and Deposit

A District customer who has an active residential water meter serving a single family residence on a one acre or less in size parcel may request that a separate residential landscape irrigation meter be installed to service the same property. The residential landscape irrigation meter will be installed by the District and paid for by the customer at the actual cost of material, labor, and equipment, including District overhead (“time-and-material”). To initiate a request for residential landscape irrigation meter service, the customer will submit a completed Residential Landscape Irrigation Meter Service Application to the District Office. The size of the requested meter will be specified at the time of application.

An estimated residential landscape irrigation meter connection deposit is required prior to installation. The deposit amount required, based on meter size, is identified in the attached Exhibit A – Rates, Fees and Charges. In the event the actual time-and-material installation cost is less than the estimated meter connection deposit, the difference will be refunded to the customer. If the actual time-and-material installation charge is more than the estimated meter connection deposit, the customer will be billed for the difference.

The installation of all irrigation meter services shall be made by District employees or a contractor selected by the District.

16.2 Irrigation Meter Connection

It will be the responsibility of the customer to make the connection from the customer’s landscape irrigation system pipeline to the District residential landscape irrigation meter.

16.3 Backflow Prevention

If the District determines a backflow prevention device is warranted, the customer shall install an approved device on the customer’s irrigation system pipeline at a suitable location as determined by the District. To activate the residential landscape irrigation meter service, the District requires that the device be initially tested and certified by a San Bernardino County Certified Backflow Tester. Thereafter, annual testing of the backflow device at the customer’s expense is required to keep the residential landscape irrigation meter service active.

16.4 Cross-Connections

There shall be no connections between the residential landscape irrigation meter service line and any other residential plumbing on the customer’s property. Failure to abide by this provision will result in termination of the residential landscape irrigation

meter service. The customer agrees to make the customer's water system available for District inspection to determine that compliance with this stipulation is maintained.

16.5 Monthly Service Charge

Each customer that receives active residential landscape irrigation meter service from the District shall pay a monthly service charge. The monthly service charge is established by the District's Board of Directors and may be revised from time to time. The current rates are identified in the attached Exhibit A – Rates, Fees and Charges.

16.6 Water Usage Charge

The water usage charge for water consumed and recorded by a residential landscape irrigation meter will be the same as the water usage charge for water consumed and recorded by a normal residential meter. The residential landscape irrigation meter service water usage charge is established by the District's Board of Directors and may be revised from time to time. The current rates are identified in the attached Exhibit A – Rates, Fees and Charges.

16.7 Not-Applicable Fees and Charges

Residential landscape irrigation meter service will not be subject to the District's Water Facilities Capacity Charge, any Infrastructure Repair and Replacement (IRR) charges or the Residential Wastewater Service System Usage Charge.

16.8 Other Terms, Conditions, Fees and Charges for Service

With the exception of the non-applicable fees and charges identified above, residential landscape irrigation meter service will be subject to all applicable terms, conditions, fees, and charges for water service. This includes the terms and conditions set forth in the District's Rules and Regulations for Water and Wastewater Service, as well as the fees and charges identified in the most recent Resolution setting forth fees and charges for the District. The current rates are identified in the attached Exhibit A – Rates, Fees and Charges.

16.9 Violation of Agreement

Violation of any of the provisions of this Section may result in termination of residential landscape irrigation meter service and will be subject to other remedies as are set forth in the District's Rules and Regulations for Water and Wastewater Service.

SECTION 17.0 USE OF THE PUBLIC WASTEWATER SYSTEM

17.1 Use of Public Sewers

Use of public sewer shall be specified in Chapter 3, General Regulations, of the Uniform Plumbing Codes and the provisions of this Ordinance. The Board may adopt rules and regulations on permissible discharges to the sewer system; providing for the control of prohibited wastes; grease, oil and sand interceptors; maintenance of flow equalizing systems; swimming pool discharges, and tests. The determination of a permissible discharge may require an acceptable analysis or tests from the discharges as evidence that the discharged wastes will not adversely affect the sewer system and/or treatment facilities.

17.2 Occupancy Prohibited

No building, industrial facility or other structure shall be occupied until the owner of the premises has complied with all rules and regulations of the District.

17.3 Sewer Required

The owner of any house, building, or property used for human occupancy, employment, recreation, or other purposes situated within the District and abutting on any street in which there is or shall have been located a public sewer of the District, is hereby required at their expense to connect said building directly with sewers of the District, in accordance with the provisions of this Ordinance, and to pay the District's rates and charges then in effect for connection to the public sewer, within such time as the District may require, but in no event more than 90 days after installation of the sewer. The District, in its discretion, may suspend enforcement of this requirement for any property connected to a septic system on the date of adoption of this Ordinance, provided that such property is not located within the Deep Creek watershed (generally north of Highway 18), and further provided that enforcement shall not be suspended beyond the date of a change in ownership of any such property.

17.4 Septic Tank System Use

Use of a septic tank system within the District is generally prohibited. The District may grant an exemption to this prohibition if the property using a septic tank is two hundred (200) feet or more from the nearest District sewer line and the septic tank system is fully approved, permitted and operational in accordance with the regulations of the San Bernardino County Department of Building and Safety and Department of Environmental Health Services.

The District will not grant such an exemption if an assessment district or other regulation prohibits use of a septic tank system in a particular area.

If a property is already using a septic tank and the septic tank is not failing and the property is outside an assessment district boundary and the property is not otherwise required to connect to the wastewater system, then the District may allow the property to continue using a septic tank so long as the requirements of this section are met.

SECTION 18.0
BUILDING SEWER AND CONNECTIONS TO PUBLIC WASTEWATER SYSTEM

18.1 Permit Required

No person shall make a connection to any public sewer without first obtaining a written permit from the District and paying all required fees. The owner or his agent shall make application on a form furnished by the District. The permit application shall be supplemented by any plans, specifications or other information considered pertinent in the judgment of the General Manager.

18.2 Connection

The connection of the building sewer to the public sewer system shall be inspected by the District and if found to be satisfactory, the District shall affix an approval tag to the connection. The building sewer shall be inspected by the Department of Building and Safety of the County, but not before the approval tag of the District has been affixed.

18.3 Rules and Regulations

The District may adopt, subject to approval of the Board, rules and regulations for making connection to public sewers, including but not limited to permit, connection and inspection fees, procedures for installation for services, notices, testing and other regulations.

18.4 Separate Sewers

Reference is made to the Uniform Plumbing Code – Independent Systems.

18.5 Old Building Sewers

Old building sewers may be used in connection with new buildings only when they are found, on examination and tested by the District, to meet all requirements of this Ordinance. If an existing building sewer is not to be used after demolition of a building, the building sewer must be disconnected at the property line and the building sewer remaining between the property line and the public sewer must be capped by the owner at the property line. Disconnection and capping after demolition is subject to inspection and approval by the District.

18.6 Building Sewer Too Low

Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building drain shall be lifted to the public sewer by a pump or other approved means installed, owned and operated by the owner.

18.7 Backwater Valve Required

The District may require the installation of an approved backwater valve as specified in the Uniform Plumbing Code, wherever the lowest plumbing fixture in the building is lower than the elevation of the sewer in the street, or whenever deemed necessary by the District to protect the owner's property.

18.8 Illegal Connection

No person shall make connection of roof downspouts, exterior foundation drains, areaway drains, or other sources of surface runoff or groundwater to a building sewer or building drain which in turn is connected directly or indirectly to a public sewer.

18.9 Local Regulations

The connection of the building sewer into the public sewer or sewer lateral shall conform to the requirements of the District, shall be under District jurisdiction, and shall be installed by a licensed and insured contractor.

18.10 Building Sewer Maintenance

The user shall bear the burden and all expenses related to maintenance and repair or replacement of the building sewer.

18.11 Inspection of Private Property

The District's inspector shall inspect, as often as they deem necessary, buildings and premises for the purpose of ascertaining any violation of the purpose or provisions of this Ordinance and of any other law or standard affecting sewer service. Whenever the District's inspector finds it necessary to make such an inspection, the inspector is authorized to enter such building or premises at all reasonable times to inspect the same or to perform any duty authorized by this Ordinance; provided that if such building or premises is occupied, the inspector shall first present proper credentials and request entry, and if such building or premises is unoccupied, the inspector shall first make a reasonable effort to locate the owner or other persons having charge or control of the building or premises and request entry. If such entry is refused, the inspector shall have recourse to every remedy provided by law to secure entry, and shall be authorized to obtain a proper inspection warrant or other remedy provided by law to secure entry. Owners, occupants or any other persons having charge, care or control of any building or premises shall, after proper request is made as herein provided, promptly permit entry therein for the purpose of inspection and examination pursuant to this Ordinance.

SECTION 19.0 PUBLIC SEWER CONSTRUCTION

When deemed appropriate by the District, in its discretion, the District may reimburse the user for maintenance costs incurred by the user to remove a blockage in the public sewer which prevents proper operation of the user's building sewer. Conversely, the District may bill the user for costs incurred by the District to remove a blockage produced by use of the user's building sewer, and to pursue any and all remedies for nonpayment within 30 days thereafter.

19.1 Approval Required

No person shall construct or extend any public sewer without first obtaining written approval from the District and paying all fees. The provision does not apply to condominiums and private sewers and appurtenances under contracts entered into with the District. Design and construction of public sewer systems shall be in accordance with the Design Criteria and Technical Specifications of the District.

19.2 Bonding of Improvements

A Faithful Performance Bond, when required, shall be furnished by the owner to the District. The bond shall be not less than one hundred twenty five percent (125%) of the construction estimate as approved by the engineer. The bond shall guarantee the completion of construction of those sewerage facilities proposed. The bond should be accompanied by an improvement agreement between the owner and the District.

19.3 Liability

The District and its officers, agents, and employees shall not be responsible for any liability, injury or death to any person, or damage to any property arising during, or growing out of the performance of any work or construction by any applicant, contractor or owner. The applicant shall hold the District and its officers, agents, and employees harmless from any liability imposed by law upon District or its officers, agents, or employees, including all costs, expenses, fees and interest incurred in defending same, or in seeking to enforce this provision. Applicant shall be solely liable for any defects in the performance of his work, or any failure which may develop therein.

19.4 Subdivisions

The developer or his engineer shall contact the District to determine whether or not sewer service is feasible. They will furnish a tentative tract map showing lot sizes, street layout, and elevations based on USGS datum, points of connection to the District's sewers, possible pump station and flow data based on the design criteria of the District. The District Engineer will review the tract map and determine whether sewer service is feasible and whether any oversizing will be required to facilitate extension of the District's system.

19.5 Main Extensions Other Than Subdivisions

Main extensions to serve one or more parcels of land may be made by the owner or owners of said land. The owner or his engineer shall follow the same procedure for main extensions as outlined for subdivisions in Section 20.4. In lieu of this procedure, the owner or owners may request the District to make the necessary investigation, prepare plans and have the work constructed. The owner or owners shall advance all necessary funds for the investigation, plan preparation and construction prior to the District commencing any of the work described above.

19.6 Main Service Charge

When persons, owning land to which sewer mains are adjacent in streets or rights-of-way (which mains have been installed by the District or an applicant for service) make application for sewer service to a lot, parcel, tract or subdivision, they shall reimburse the District or applicant for their proportionate share of the cost of said main. Their proportionate share of said cost shall be cost per frontage foot for benefited land, as set forth in the application and so determined by the District.

19.7 Payment of Cost of Oversized Mains

In the event the District elects to install sewers of greater size than, in the opinion of the District, shall be adequate to supply any new subdivision with sewer service, the owner or owners of the proposed subdivision shall not be required to pay more than the cost of mains which, in the opinion of the District, are adequate to supply such subdivision with sewer service. The District shall pay for the incremental cost of the oversized pipeline facilities, but no other adjustment of the cost of installation shall be made.

19.8 Refunds

When sewer main extensions are made and paid for by an applicant and said main extension shall be of benefit to another person or persons in the future, said applicant may enter into a refund agreement with the District. Said refund agreement shall provide for a refund payment from main service charges collected by the District for service connection to a main, paid for by a new applicant. Said refund shall be computed on the basis of actual cost to the person making the original main extension per frontage foot benefited for which the main service charge is collected. All refund agreements shall become null and void ten years from the date first written.

19.9 Plans and Specifications

The developer, their engineer and any other person proposing the construction of public sewers within the District will prepare plans and specifications for construction of said sewer in accordance with the District's "Design Criteria and Technical Specifications". Plans and specifications along with a copy of the tract map indicating sewer easements

shall be submitted to the District Engineer for approval. This submittal will not relieve the developer or other persons constructing public sewer facilities from compliance with other requirements of State and local agencies.

19.10 Plan Checking

The District Engineer will review the sewer plans for compliance with its requirements and will approve such plans after the following conditions have been satisfied:

- a. The District has certified the plans as complying with District's rules and regulations and as being in accordance with master sewerage plans for the area.
- b. The applicant has paid the required plan checking fee, the schedule for which shall be adopted by the Board.

19.11 Construction

The developer shall arrange for construction of facilities in accordance with the approved plans and specifications and construction methods as set forth by the District's rules and regulations. A five day advanced notice to start construction is required along with approval for construction plans and specifications. Construction of public sewers or sewer laterals as defined by this Ordinance shall be performed by a person or contractor duly licensed by the State of California.

19.12 Inspection

All public sewer construction and/or repair work shall be inspected by the District, its representative or an inspector acting for the District to insure compliance with all requirements of the District. No construction shall be accepted until it has been inspected and approved for acceptance. No work shall commence until the required inspection fee has been paid. The schedule of inspection fees shall be determined by the General Manager or District Engineer.

19.13 Service Refused

The District may refuse service for noncompliance with its rules and regulations, ordinances, resolutions and policies, and for failure to pay applicable fees.

19.14 Acceptance of facilities

Before the District will accept sewers and/or appurtenances into its maintained system, the developer shall furnish:

- a. A recorded Notice of Completion and evidence that the sewer work has been completed in accordance with approved plans and specifications.

- b. One set of reproducible as-built plans, plus one set of prints, showing exact locations, depths and description of all facilities in both hard copy and electronic format.
- c. Original recorded easement documents for sewers not in public property, or not within a tract boundary.
- d. The original recorded quitclaim deed transferring the title of the sewer facilities to the District.
- e. A letter from the District Engineer certifying that facilities were installed according to plans and specifications.
- f. Operation and maintenance manuals on any pump stations and/or mechanical equipment.

19.15 Easement

Where it is necessary to cross private property to achieve construction, or to provide access for future sewers serving adjacent or upstream tributary land, the following procedure shall be used in the preparation, review and processing of the easements and easement documents. The developer shall prepare easement documents with description for all sewer mains which do not lie within public roads, are outside of recorded tracts, and/or are on private property. The easements shall be delineated on the plans and the recording data shall be shown on the as-built plans. All District sewer easements shall be of not less than ten feet in width. The District Engineer shall review easement documents with descriptions as part of the plan review. The developer shall have them executed, notarized, and submit completed documents to the District for recording.

SECTION 20.0 PERMITS AND FEES

20.1 Permit Required

No authorized person shall uncover, make any connection with or opening into, use, alter, or disturb any public sewer or perform any work on any public sewer and lateral sewer without first obtaining a written permit from District.

20.2 Permit Procedure

The Board shall adopt procedures for application and approval of permits regulating the use and construction of the sewer facilities. Permits shall specifically state the obligations and liability for costs of the permittee.

20.3 Street Excavation Permit

A separate permit must be secured from the County, or any other agency having jurisdiction there over, by the owners or contractors intending to excavate in a public street for the purpose of installing sewers or making lateral connections.

20.4 Connection Permit

A connection permit will not be issued until the County Road Department Excavation Permit and/or State Highway Encroachment Permit, as required, is issued. The connection permit will not be issued until the required set of prints have been submitted and all fees paid.

20.5 Fee Requirements

The Board shall adopt, by resolution, fees for the issuance of permits and for special services, including but not limited to, inspection, construction, plan checking and preparing special studies, and may further require fees for annexations, connections and use of sewer facilities. The current rates, fees and charges are identified in the attached Exhibit A – Rates, Fees and Charges.

SECTION 21.0 VIOLATION, ENFORCEMENT AND PENALTIES

21.1 Unlawful Wastewater Disposal

It is unlawful for any person to connect, construct, install, provide, maintain or use any other means of sewage disposal from any building in the area served by sewer of said District except as provided herein. Septic tank use must be in accordance with Section 17.4 of these rules and regulations. Any person violating this provision may be subject to the penalties provided by law and these rules and regulations.

21.2 Unlawful Water Use

It is unlawful for any person to connect and otherwise extract water from the District's water supply and distribution system other than as stated in these rules and regulations. Any person violating this provision may be subject to penalties provided by law and these rules and regulations.

21.3 Protection from Damage

No person shall willfully or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenance or equipment that is part of the District's water or wastewater systems. Any person violating this provision may be subject to the penalties provided by law and these rules and regulations.

21.4 Investigation Powers

No person may represent themselves to be an authorized employee or representative of the District except as designated by the General Manager. Each duly authorized employee and representative of the District shall carry evidence establishing their position as such.

Upon exhibiting the proper credentials and identification, such an authorized employee or representative of the District shall be permitted to enter in and upon any and all buildings, industrial facilities and properties for the purpose of inspection, re-inspection, observation, measurement, sampling, testing or otherwise performing such duties as may be necessary to assure compliance with the provisions of these rules and regulations of the District. If such entry is refused the District shall have recourse to every remedy provided by law to secure entry.

Such an entry for inspection shall only be done upon two (2) days prior notice to the owner/customer of the subject property. Such notice may be given in writing or by phone or in person. The investigation shall be made with the consent of the owner/customer, or the tenant, of the subject property. If consent is refused, then the District may proceed to obtain a warrant as provided by law.

21.5 Violation

Any person found to be violating any provision of these rules and regulations of the District may be served by the District with a written correction notice stating the nature of the violation and providing a reasonable time limit for the satisfactory correction thereof. The offender shall, within the period of time stated in such notice, permanently cease all violations.

Whenever a violation creates an emergency or hazard, the notice of violation may be oral, followed by a written notice as soon as reasonably possible and may require immediate correction.

Each person may be held strictly responsible under the provisions of this or any other ordinance, resolution, rule or regulation of the District for their own acts and for any and all authorized acts of their authorized representatives or employees.

Upon being notified by the District or authorized representative of any violations of these rules and regulations, the person having responsibility for the property, facility or work causing the violation shall immediately cease and desist from such violation and shall cause the commencement of such measures and procedures as may be necessary to correct the violation within the time specified by the District.

If the violation or hazard is not terminated and corrected during the length of time specified, the District shall cause the violation or hazard to be corrected and shall collect from the owner the cost thereof.

21.6 Public Nuisance

Continued habitation of any building or continued operation of any commercial facility in violation of the provisions of these rules and regulations or any other ordinance, resolution, rule or regulation of the District shall constitute a public nuisance. The District shall cause proceedings to be brought for the abatement of the occupancy of the building or commercial facility during the period of such violation.

21.7 Disconnection of Service

As an alternative method of enforcing the provisions of this or any other ordinance, rule or regulation of the District, the District, at its discretion, shall have the power to turn off and/or to disconnect the customer from the sewer and/or water system or facilities of the District.

Upon turn off and/or disconnection the District shall estimate the cost of the turn off and turn on and/or the estimated cost of the disconnection and reconnection to the system and before such user is turned on and/or reconnected the District shall require payment or a deposit covering the estimate costs. This amount may be in addition to any outstanding fees owed by the customer to the District.

The District shall refund or credit any part of such deposit remaining after payment of all costs of turn on or turn off and/or disconnection of service and reconnection or shall bill the customer for any related costs in excess of the deposit.

The District shall give seven (7) days written notice to the occupant, owner or user of the premises or property that said system will be shut off or disconnected, unless the San Bernardino County Health Department determines that an emergency situation exists that endangers the health of people within the area, in which case written notice of the turn off and/or disconnection need to be given. Where there is a shut off and/or disconnection, a "Notice of Turn off and/or Disconnection" shall be posted on the property. During the period of such disconnection, occupancy of such premises by human beings shall constitute a public nuisance, whereupon the District shall cause proceedings to be brought for the abatement of the occupancy of said premises by human beings during the period of such disconnection. In such event, and as a condition of reconnection, there is to be paid to the District a reasonable attorney's fee and cost of suit arising in said action.

Neither the District nor any of its employees or agents may be held accountable for any damage which may occur to a person or a property during or because of disconnection of service.

21.8 Abatement

During any period of disconnection of service from an authorized water or wastewater system, habitation of affected premises by humans may constitute a public nuisance whereupon the District may cause proceedings to be brought for the abatement of such nuisance. This provision shall not apply to any premises that are not required by these rules and regulations to be connected to the District's water and/or wastewater system.

21.9 Liability for Violation

Any person violating any of the provisions of any ordinance, resolution, rule or regulation of the District shall be liable to the District for all expense, loss and damage accruing to the District by reason of such violation, including reimbursement of attorney fees. This provision shall be enforced in addition to any other remedy provided by law to the District because of such violation.

21.10 Civil Enforcement

The District hereby declares that the foregoing procedures are established as a means of civil enforcement of the terms and conditions of its ordinances, resolutions, rules and regulations, and not to affect forfeiture.

21.11 Variance and Appeals

When any person claims special circumstances and is of the opinion that a variance is necessary or that any provision of any ordinances, resolutions, rule or regulation of the District is unjust or inequitable as applied to their facilities or property, and that such special circumstances make their facilities or property different from any other properties which are subject to the provision disputed, that person may file a written statement of appeal or request for variance with the District stating the special circumstances, citing the provision disputed and requesting suspension or modification of that provision as applied to their facilities or property.

If the General Manager, or his/her designee, agrees, in part or in whole with the allegations, the District may suspend or modify the provision disputed, as applied to such facilities or property, to be effective as of the date of the written statement and continuing to a specified date or during the period of the special circumstances, as limited by Section 21.13 of these rules and regulations.

Any affected person may appeal the decision of the District General Manager, or his/her designee to the District Board of Directors. The decision of the Board shall be final for all purposes.

If the District General Manager determines to impose a fine on a person (“violator”) who has violated any provision of these rules and regulations, he/she shall cause a written notice of the violation to be sent to the violator. The notice shall provide, in sufficient detail, the violation(s), the amount of the penalty being imposed, and the date or times by which the penalty shall be paid to the District. Service of any notice required under this Section shall be made by personal service in the same manner as a summons in a civil action; or registered United States mail, which service shall be completed at the time of deposit into the United States mail.

A violator may appeal the imposition of any penalty by submitting the appeal in writing to the District. All appeals shall be submitted to the District within thirty (30) calendar days of the date of the notice of the imposition of the penalty.

The District General Manager, or his/her designee, shall review the appeal and any related information provided by the violator and, if necessary, cause an investigation and report to be made concerning the imposition of any penalty. The District general manager, or his/her designee, shall have twenty (20) calendar days from the submission of the appeal to render a decision on whether to grant the appeal and mail notice thereof to the violator. If the General Manager, or his/her designee, grants the appeal and determines that any penalty was imposed in error or should be reduced, within fifteen (15) calendar days of such determination, the District General Manager, or his/her designee, shall either refund the penalty or any portion thereof, if paid by the violator, for which the appeal was granted, including any additional penalties or interest related thereto and give written notice thereof or determine and correct the amount of

the penalty for the violator, including any additional penalties or interest related thereto and give written notice thereof.

The decision of the District General Manager, or his/her designee, may be appealed by the violator to the Board. Such appeal must be submitted in writing and filed with the District within fifteen (15) calendar days of the date of decision of the General Manager, or his/her designee. The Board shall conduct a hearing on such appeal at its next regularly scheduled Board meeting; provided, however, the Board shall have received the notice of appeal at least fifteen (15) calendar days prior to such meeting. If the appeal is not submitted within at least fifteen (15) calendar days prior to a regularly scheduled Board meeting, then the hearing shall be held at the next following regularly scheduled Board meeting. A notice of the hearing shall be mailed to the violator at least ten (10) calendar days before the date fixed for the hearing. The Board shall review the decision of the District General Manager, or his/her designee. The determination of the Board shall be conclusive and constitute a final order. Notice of the determination by the Board shall be mailed to the violator within ten (10) calendar days of such determination.

If the appeal is granted in whole or in part, within ten (10) calendar days from the date of the mailing of the notice of determination by the Board, the District shall either refund the penalty or any portion thereof, if paid by the violator, including any other penalties or interest related thereto for which the appeal was granted or determine and impose the correct amount of the penalty for the violator, including any other penalties or interest related thereto.

If the appeal is denied or granted in part, the violator shall have twenty (20) calendar days from the date of the mailing of the notice of determination by the Board to pay the penalty, and any other penalties and interest fixed by the Board.

Until the conclusion of the appeal process, all provisions and decisions under appeal shall remain in full force and effect until the conclusion of the appeal process.

If a violator subject to the imposition of a penalty pursuant to these rules and regulations, after notice has been provided as set forth herein, fails to pay the penalty when due, the violator shall become liable to the District for interest at the rate of one percent (1%) per month on the delinquent penalty(ies) amount.

21.12 Determination by Board

Subsequent to completion of the appeal procedures set forth in Section 21.11, and upon an appeal to the Board, the Board will determine whether a special circumstance(s) exists which warrants a suspension or modification of certain provisions of a District ordinance, resolution, rule or regulation for a specified period or during the period of special circumstances as limited by Section 21.13.

21.13 Variance Limitation

A variance granted pursuant to this section of these rules and regulations shall be valid for a period of five (5) years or less from the date it is granted. Any such variance shall not modify a fee or fees established by the District.

21.14 Penalties for Violation

As authorized by law, with regard to construction and use of water and wastewater facilities, any person violating any of the provisions of these rules and regulations and failing to correct such violation within the time allowed therefore, shall be guilty of a misdemeanor.

As authorized by law, any person convicted of a violation of any provision of these rules and regulations, unless otherwise stated specifically provided in these rules and regulations, shall be punishable by a fine or by imprisonment in the County jail or by both such fine and imprisonment.

21.15 Continuing Violations

Each person who violates any provision of these rules and regulations may be guilty of a separate offense for each and every day during any portion of which such violation is committed, continued or permitted by such person and may be punished accordingly.

SECTION 22.0
STANDARDS FOR DOMESTIC WATER AND SEWER FACILITIES

The District's design criteria, technical specifications and standards for domestic water and sewer facilities shall be adopted by resolution of the Board of Directors and may be amended from time to time. A copy of the subject resolution as adopted shall be on file in the office of the District and shall be available for inspection upon request.

**RUNNING SPRINGS WATER DISTRICT
RATES AND FEES EFFECTIVE JULY 1, 2016**

EXHIBIT A

WATER FEES:

WATER RATES:

METER SIZE	MONTHLY SERVICE FEES	GALLONS PER MINUTE
3/4" METER	\$ 28.50	20 GPM
1" METER	\$ 64.19	50 GPM
1.5" METER	\$ 123.62	100 GPM
2" METER	\$ 194.96	160 GPM
3" METER	\$ 420.84	350 GPM

GALLONS PER MINUTE - BASED ON METER SIZE AND MANUFACTURER'S MAX FLOW RATE

USAGE: \$0.0426 PER CU. FT.

7.48 GAL PER CU. FT. - 43,560 CU. FT. PER ACRE FOOT = APPROX \$1,856

OUT OF DISTRICT (RESOLUTION 14-05): \$0.0476 PER CU. FT

WATER INFRASTRUCTURE REPAIR/REPLACEMENT

MONTHLY CHARGE: \$1.88 /MONTH

METER INSTALLATION:

3/4" METER	\$1,060.00
1" METER	\$1,272.00
1.5" METER	COST OF METER AND INSTALLATION PLUS 10%, PLUS \$703.00

WATER FACILITIES CAPACITY CHARGE: \$4,322.00/EDU

DELINQUENT FEE: \$6.00 OR 3% OF UNPAID BALANCE

TURN OFF/ON AND LOCK/UNLOCK: \$35.00 (\$17.50 EA. CALL) REG. HRS. MON-FRI \$70.00 OR PORTION THEREOF (\$35.00 EA. CALL) FOR AFTER HRS. (5PM), INCLUDING WEEKENDS AND HOLIDAYS. METERS ARE NOT UNLOCKED BETWEEN THE HOURS OF 7PM-7AM

CUSTOMER SERVICE FEE: \$17.50

(EACH TIME AN OPERATOR IS SENT TO THE RESIDENCE TO LOCK THE METER AND PAYMENT IS COLLECTED OR AN EXTENSION IS GRANTED PER THE REQUEST OF THE CUSTOMER)

DISCONNECT/RECONNECT FEES: \$150.00 PLUS UNPAID DWR,

WPCCP LOAN FEES AND WATER/SEWER INFRASTRUCTURE REPAIR AND REPLACEMENT MONTHLY FEES

SEWER FEES:

DOMESTIC SERVICE AND RESIDENTIAL USAGE:

\$38.86/MO PLUS 15% OF WATER USAGE

COMMERCIAL SERVICE: \$38.86/MO PLUS 33 1/3% OF WATER USAGE

WASTEWATER INFRASTRUCTURE REPAIR AND REPLACEMENT

MONTHLY CHARGES: \$5.25

(INCLUDES \$3.00/MO TO REPAY SEWER TREATMENT PLANT LOAN AND \$2.25/MO TO HELP FUND OTHER NECESSARY WASTEWATER IMPROVEMENTS)

SEWER FACILITIES CAPACITY CHARGE: \$ 5,646.00 /EDU

DISCHARGE OF PUMPED SEWAGE: \$50.00

FOR EACH LOAD OF 1,500 GALLONS OR LESS

CUSTOMER SERVICE:

HOT TAPS- THE FEE FOR HOT TAPPING SHALL BE TIME AND MATERIAL WHICH CONSISTS OF THE REGULAR WAGE SCHEDULE FOR STRAIGHT TIME PLUS MATERIAL (NOT TIME CHARGEABLE TO OTHERS)

PLUGGED LATERALS/DYE TESTING: THE USER/CUSTOMER MAY BE RESPONSIBLE FOR REIMBURSING THE DISTRICT FOR TIME AND MATERIAL IF IT IS DETERMINED TO BE THE CUSTOMER'S RESPONSIBILITY FOR BLOCKAGE OF THE BUILDING SEWER/LATERAL/SEWER LINE (ORDINANCE #23)

RESIDENTIAL LANDSCAPE IRRIGATION METER:

METER SIZE	INSTALLATION DEPOSIT	MONTHLY SERVICE FEES
3/4" METER	\$ 300.00	\$ 11.90
1" METER	\$ 400.00	\$ 29.73
1.5" METER	\$ 600.00	\$ 59.45
2" METER	\$ 800.00	\$ 95.12

USAGE: \$0.0426 PER CU. FT.

FIRE SERVICE WATER FEES:

METER SIZE	INSTALLATION DEPOSIT	MONTHLY SERVICE FEES
3/4" METER	\$ 2,000.00	\$ 23.77
1" METER	\$ 2,500.00	\$ 39.52
1.5" METER	\$ 3,000.00	\$ 55.28
2" METER	\$ 3,500.00	\$ 71.03
3" METER	\$ 4,000.00	\$ 86.76
4" METER	\$ 4,500.00	\$ 102.51
6" METER	NA	\$ 118.27
8" METER	NA	\$ 134.02

USAGE: \$0.0852 PER CU. FT.

HYDRANT METER RENTAL CHARGE

METER SIZE	INSTALLATION DEPOSIT
3/4" METER	\$ 100.00
1" METER	\$ 150.00
1.5" METER	\$ 400.00
2.5" METER	\$ 900.00

SET-UP FEE: \$50.00 **DAILY RENTAL FEE** \$2.50

METER RELOCATION: \$25.00

CONSTRUCTION WATER: \$0.0852 PER CU. FT.

MISCELLANEOUS FEES:

PLAN CHECK: \$50.00 FOR WATER/SEWER & \$75.00 FOR FIRE

ANNUAL AVAILABILITY FEES:

\$30.00 WATER \$10.00 SEWER \$65.00 FIRE SUPPRESSION

(FEES VARY BASED ON PARCEL SIZE & NUMBER OF STRUCTURES ON THE PROPERTY)

DISTRICT BOUNDARY MAP

AS DETERMINED BY ENGINEERING CONSULTANTS

SPHERE OF INFLUENCE MAPS: \$2.00

STANDARDS & SPECS: \$34.50

URBAN WATER MANAGEMENT PLAN: \$40.00

XEROX COPIES: \$0.15 PER COPY

DISTRICT DOCUMENTS: \$0.15 PER COPY PLUS ADMIN COSTS

RECORDING LIEN FEE: \$30.00

RETURN CHECK FEE: \$20.00

DELINQUENT WATER/SEWER COLLECTION FEE: \$30.00

SPRINKLER, ALARM, STANDPIPE, EXTINGUISHING,

OR SPECIAL SYSTEM REVIEW: \$75.00 PLUS CONSULTANT FEE IF REQUIRED

ADDITIONAL COMMERCIAL INSPECTIONS AFTER THE INITIAL

INSPECTION AND ONE FOLLOW UP \$65.00

TECHNICAL CONSULTATION \$40.00 PER HOUR FOR DEPARTMENT

TIME OR ACTUAL CONSULTANT FEE FOR OUTSIDE ASSISTANCE

REVISED 6/9/16 WM

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: June 21, 2017

TO: Board of Directors

FROM: Ryan Gross, General Manager

SUBJECT: CONSIDER DRAFT STANDARDS FOR WATER AND SEWER

RECOMMENDED BOARD ACTION

This is an information item only.

REASON FOR RECOMMENDATION

This is an information item only.

BACKGROUND INFORMATION

All of the standards for water and sewer have been incorporated into the attached draft document.

Any comments, edits or other suggested revisions by Board members will be incorporated into a final draft for review and considered for adoption in July 2017.

ATTACHMENTS

Attachment 1 – Draft Standards for Water and Sewer

RUNNING SPRINGS WATER DISTRICT



STANDARDS FOR DOMESTIC WATER AND SEWER FACILITIES

**REVISED
2017**

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DEFINITIONS, TERMS AND ABBREVIATIONS

DEFINITIONS

This document is intended for Developers and Residents who wish to make improvements to existing water or sewer facilities or who wish to install new water or sewer facilities. Engineers that are working on Capital Improvement Projects for the District should use this document as the basis of their design but must also contact the District General Manager for a current boiler plate specification document for use in preparing project specifications.

Wherever used in this Standards, Specifications and Contract Documents, the following shall have the meanings indicated which shall be applicable to both the singular and plural thereof.

Acceptance, Final Acceptance - The formal action by the District's Board of Directors accepting the Work as being complete through a Board Action during a regular or special Board Meeting.

Accepted Bid - The bid (proposal) accepted by the District's Board of Directors through a Board Action during a regular or special Board Meeting.

Addenda - Written or graphic instruments issued prior to the opening of sealed bids which modify or interpret the Contract Documents and Drawings by additions, deletions, clarifications or corrections.

Agreement - The written agreement (contract) executed between the District and the Contractor covering the performance of the Work.

Approved Equal – Means the written approval by the District or the District Engineer that proposed substitutes for a declared standard or piece of equipment is acceptable for the intended use. “Equal” products must *meet or exceed* the standards of performance of the item(s) specified or detailed on the plans and in the specifications. All requests for substitutions shall be made in writing a minimum 15 working days before the intended Bid Opening or use. For items approved on Capital Projects after a contract has been awarded, cost reductions shall be credited to the District where cost increases will be absorbed by the Contractor. For Developer projects, approval for substitutions will be secured prior to the use and/or installation of the equipment. Substitute items that are installed prior to securing written approval will be subject to removal at the Developer's expense; failure to remove unapproved substitute items will result in non-approval of the work and the Developer will not be allowed to connect to District facilities.

“As-Built” or “Record Drawing” Plans – These are red lined modifications to the contract drawings, schematics or other graphical representation of the work completed by the Contractor. *All field changes* shall be marked on *both* the Contractor's and Inspector's field copies of the official contract plan set at the time field changes are made. At the end of the project, prior to final acceptance by the District, the Contractor's set of “Record Drawings” shall be submitted to the

District in both hard copy and digital format (digital format shall note the changes via a revision cloud on each sheet).

Bid - The offer or proposal of the Bidder submitted on the prescribed form setting forth the prices for the Work to be performed.

Bidder - Any person, firm or corporation submitting a Bid for the Work.

Bonds - Bid, Performance, and Payment Bonds and other instruments of security, furnished by the Contractor and his surety in accordance with the Contract Documents.

Change Order - A written order to the Contractor authorizing an addition, deletion or revision in the Work within the general scope of the Contract Documents, or authorizing an adjustment in the Contract Price or Contract Time.

Certificate of Insurance (or Insurance Certificate) and Endorsement - A document underwritten by an insurance company in the types and amounts listed in the Contract which name the District and Engineer (if applicable) as additional endorsees; Insurance must meet the issuing requirements as set forth in the Contract.

Contract - The written contract (agreement) executed between the District and the Contractor covering the performance of the Work.

Contract Documents - The Contract Documents for District sponsored Capital Improvement Projects include: Request for Bid, Information for Bidders, Bid, Bid Bond, Agreement, Payment Bond, Contract Performance Bond, Certificate of Insurance and Endorsement, Notice of Award, Notice to Proceed, Notice of Completion, Notice of Termination, Change Order, General Conditions, Supplemental General Conditions, Special Conditions, Detailed Technical Provisions, Cost Estimate, Drawings, and Addenda.

The Contract Documents for Developer sponsored Capital Improvement or Other Improvement Projects shall include: Detailed Plan and Profile Drawings, Detailed Technical Specifications, Cost Estimates, Project Schedule, Developer Fees, Inspection Fees, Certified Tests during construction, and submittal of digital and hard copy red lined record drawings at the conclusion of construction.

Contract Performance Bond - A written guarantee from a bonding or insurance company that will ensure the contract work is completed either by the Contractor, or by other forces hired by the District and paid by the Bonding/Insurance Company upon default by the successful Contractor to complete the work in the allotted time frame.

Contract Price - The total monies payable to the Contractor under the terms and conditions of the Contract Documents.

Contract Time - The number and type of days stated in the Contract Documents for the completion of the Work; if the type of day is not specified, it shall mean working day (Monday through Friday, excluding District observed holidays).

Contractor - The person, firm or corporation with whom the District has executed the Agreement.

Detailed Technical Provisions - A part of the Contract Documents consisting of written descriptions of a technical nature of materials, equipment, construction system, standards and workmanship.

District - Running Springs Water District, its officials, employees, consultants and agents.

District's Representative - The person or engineering firm authorized by the District to represent it during the performance of the Work by the Contractor and until final acceptance. The District's Representative is referred to throughout the Contract Documents as if singular in number and masculine in gender. The District's Representative means the District's representative or his assistants.

Drawings - The part of the Contract Documents which show the characteristics and scope of the Work to be performed and which have been prepared or approved by the Engineer; see also **Plans**. All plans Drawings or Plans shall contain the following:

Title Sheet

Index Sheet: Index of Drawings, Vicinity Map, Location Map, General Notes

Plan and Profile Sheet(s)

Detailed Drawing Sheet(s)

Engineer - The person, firm or corporation named as such in the Contract Documents.

Field Order - A written order effecting a change in the Work not involving an adjustment in the Contract Price or an extension of the Contract Time, issued by the Engineer to the Contractor during construction.

Laboratory - The laboratory authorized by the District or the District's representative to test materials and work involved in the Project.

Manufacturer - A person, firm or corporation that fabricates, processes, or creates from raw materials or component parts, materials or equipment to be incorporated into the Project.

Notice of Award - The written notice of the acceptance of the Bid from the District to the successful Bidder.

Notice of Completion - The written notice of the acceptance of the completed project by the District's Board of Directors to the contractor.

Notice to Proceed - Written communication issued by the District to the Contractor authorizing him to proceed with the Work and establishing the date of commencement of the Work.

Notice of Termination - The written notice of the termination of the contract by the District to the contractor; this may be with or without cause or for the sole convenience of the District pursuant to the provisions of the Contract.

Payment Bond - A written guarantee from a bonding or insurance company that will ensure that products and services secured by the General Contractor are paid in the event the Contractor defaults or fails to honor its obligations under the contract to each supplier or subcontractor.

Plans - Contract drawings, schematics or other graphical representation of the work to be completed by the Contractor.

Plan Review by the District (Developer Plans) -The District will review plans submitted by Developers within 15 working days for the first review and ten (10) working days for each subsequent review. Plan reviews in excess of three (3) will require the Developer and the Developer's Engineer to meet with the District's General Manager, appropriate water, sewer or fire staff, and the District Engineer to formulate a way to resolve the outstanding issues. Plan review by the District and/or the District Engineer may be accelerated by payment of a fast-track fee established by District Resolution each Fiscal Year. Upon payment of the appropriate fees and submittal of five (5) bond sets of plans and accompanying specifications (if any) as well as a digital copy in PDF format, the review timer will start.

Project - The undertaking to be performed as provided in the Contract Documents.

Request for Bid - The District shall either formally or informally request sealed quotes, or "bids" for services to be provided by a Contractor. Formal Bid Requests shall be published in accordance with either the State Public Contracting Code or the Federal contracting Requirements and will be open to all eligible Contractors so licensed in accordance with the Notice Inviting Bids. Informal Bid Requests will be issued to those Contractors already on a Pre-Qualified List of Contractors; a Notice Inviting Bids will not be published and only those Contractors that are pre-qualified and that have been invited will be allowed to submit a quote or bid to the District for the work proposed.

Resident Project Representative - The authorized representative of the District who is assigned to the Project site or any part thereof.

Shop Drawings - All drawings, diagrams, illustrations, brochures, schedules and other data which are prepared by the Contractor, a Subcontractor, Manufacturer, Supplier or distributor, which illustrate how specific portions of the Work shall be fabricated or installed. Six (6) sets of each are required for review; digital copies are permissible but the Contractor/Developer will pay for printing costs incurred either by the District or the District Engineer necessary for providing the requisite originally stamped document that is to remain on-site during the progress of the project. Upon

approval by the District, two (2) copies will be returned to the Contractor/Developer for its use during construction; one (1) set bearing the original approval stamp shall remain on-site for the duration of the project.

Special Conditions - Modifications to Detailed Technical Provisions.

Specifications - The General Conditions, Supplemental General Conditions, Special Conditions, and Detailed Technical Provisions of these Contract Documents.

Standard Drawings - These Standard Drawings shall form the basis of all District project drawings; the design engineer shall incorporate the appropriate standard into the project design or shall modify the standard as needed to fit site conditions; modifications to the Standard Drawings shall be shown on the contract documents with the intended modifications and shall state such on the drawing that the standard has been modified – hand or digitally altered District Standards are not acceptable.

Subcontractor - An individual, firm or corporation having a direct contract with the Contractor or with any other Subcontractor for the performance of a part of the Work at the site.

Substantial Completion - That date as certified by the District Engineer when the construction of the Project or a specified part thereof is sufficiently completed, in accordance with the Contract Documents, so that the Project or specified part can be utilized for the purposes for which it is intended.

Supplemental General Conditions - Modifications to General Conditions that are specifically applicable to a specific project.

Supplier - Any person or organization who supplies materials or equipment for the Work, including that fabricated to a special design, but who does not perform labor at the site.

Utility - Public or private fixed works for the transportation of fluids, gases, power, signals or communications.

Work - All labor necessary to produce the construction required by the Contract Documents, and all materials and equipment incorporated or to be incorporated in the Project.

Written Notice - Any notice to any party of the Agreement relative to any part of this Agreement in writing and considered delivered and the service thereof completed, when posted by certified or registered mail to the said party at his last given address, or delivered in person to said party or his authorized representative on the Work.

TERMS

Wherever used in the Contract Documents, the terms “directed”, “required”, “permitted”, “ordered”, “designated”, “prescribed”, or terms of like import are used, it shall be understood that the direction, requirements, permission, order, designation, or prescription of the District’s Representative is intended. Similarly, the terms “approved”, “acceptable”, “satisfactory”, “or equal”, or terms of like import shall mean approved by or acceptable to or satisfactory to the District’s Representative, unless otherwise expressly stated.

The word “provide” shall be understood to mean furnish and install.

ABBREVIATIONS

AC	asphalt cement
ANSI	American National Standards Institute
ASA	American Standards Association
ASME	American Society of Mechanical Engineers
ASTM	American Society for Testing and Materials
AWWA	American Water Works Association
Cal-OSHA	California Occupational Safety and Health Administration
CBC	California Building Code
CFC	California Fire Code
CI	cast iron
CMI&C STL	cement mortar lined and coated steel
DI	ductile iron
DPHS	Department of Public Health Services of State of California
ft	foot or feet
g	gram or grams
gpm	gallon(s) per minute
HDPE	high density polyethylene
in	inch or inches
ISO	International Organization for Standardization
MCC	motor control center
mg/L	milligrams per liter
NEC	National Electric Code
NFPA	National Fire Protection Association
NGS	National Geodetic Survey
OSHA	Occupational Safety and Health Administration

PLC	programmable logic controller
psi	pounds per square inches
PVC	polyvinyl chloride
rpm	revolution(s) per minute
RSWD	Running Springs Water District
RWQCB	Regional Water Quality Control Board
SCADA	Supervisory Control and Data Acquisition
SCAQMD	South Coast Air Quality Management District
SSPC	Steel Structures Painting Council
TW	twin wire
U/L	Underwriters' Laboratories, Inc. or UL
UFC	Uniform Fire Code
VFD	variable frequency drive

NOTICE REGARDING MATERIALS THAT DO OR MAY CONTAIN ASBESTOS

The Contractor and Developer are hereby noticed that some existing District owned facilities were constructed prior to 1980 and do or may contain asbestos fibers. Materials in which asbestos may or will be found include asphalt cement or transit pipe, truss pipe, concrete blankets, insulation, etc.

The Contractor shall follow California Occupational Safety and Health Administration (Cal-OSHA) requirements and guidelines for the connection to asbestos containing material, including tapping and the removal of pipe sections; only qualified persons/firms certified by the State of California shall cut and remove pipe or other asbestos containing materials. Steps shall be taken by the Contractor to prevent friable asbestos or other asbestos particles regardless of size from entering the soil, the groundwater table, surrounding streams, or the air.

**PART 1.
DESIGN CRITERIA**

SECTION 1.1. DOMESTIC WATER DESIGN CRITERIA

A Feasibility Study shall be performed by the District Engineer to ensure District facilities have the capacity to supply both domestic and fire protection flow the newly developed areas. The Developer shall pay the fee to the District prior to the preparation of the Study. A full set of plans and information that includes the number of dwelling units, fixture units and flow calculations shall be provided prior to the commencement of the Study. Once the Study has been completed, the Developer will be directed to the most logical connection point for the facility, or if the Developer will be required to install a new water main line along with the required connection point.

The following requirements pertain to the design and preparation of Plans for construction of the various components to the domestic water system.

1.1.01. GENERAL

- a. Scope - All wells, transmission and distribution mains, storage reservoirs and booster stations to be owned, maintained and/or operated by the District shall be designed and plans prepared in accordance to the criteria set forth in this section, and shall be so designed to conform to all applicable State and local laws, ordinances and regulations.
- b. Design Competence - In general, all water facilities shall be designed by Professional Engineers licensed in the State of California according to accepted practice in the water field. All designs of booster stations and water reservoirs shall be approved by the District. The Developer shall provide the District with an estimate of the design cost and shall submit plans prepared by its engineer to the District for approval prior to beginning the work.
- c. Legal Access - Each lot to be served by water shall abut a public street or recorded easement containing a water line, or be provided with permanent legal access to such waterline. Permanent legal access or easement shall be a minimum of 25-feet in width and shall be granted to Running Springs Water District in perpetuity for the sole purpose of maintaining utilities within said easement.
- d. Deviations - Deviations from any of the criteria adopted herein may be permitted upon written request to and approval by the District.
- e. Rules and Regulations - Other controlling documents regarding water service include, but are not limited to, *Running Springs Water District Ordinance No. 8* and *Resolution No. 16-82*.

1.1.02. WATER DOMESTIC USE DEMAND

Water flow for domestic use shall be designed based on the following demand data:

Average Daily Use of one hundred and eighty (180) gallons per capita per day
Peak Daily Flow of two (2) times the average daily flow
Peak Hourly Flow of four (4) times the average annual daily flow

1.1.03. FIRE FLOW

a. Fire Flow - Fire flow demand on the system shall be as follows:

Single Family Residential (R-1)	1,000 gallons per minutes (gpm) for 3 hours
Single Family Residential (R-1) adjacent to forest service lands.....
.....2,000 gpm for 2 hours
Multiple-Family Residential (R-2 & R-3).....	1,500 gpm for 6 hours
Commercial.....	2,250 gpm for 6 hours
Institutional.....	2,250 gpm for 6 hours

The above flows shall be based on twenty (20) pounds per square inch (psi) minimum residual pressure at the point of fire flow.

Due to the nature of forest wild fires, Fire Pumps shall not be used to meet fire flow demand.

In addition to the flow requirements at the fire hydrant, the Developer will be required to provide a fire sprinkler system for each structure erected on each lot in accordance with the current Building Code. A fire meter will be installed at each lot per District Standard Drawing No. W-22 for the interior fire sprinkler system. This system shall be designed by a qualified licensed contractor or engineer.

- b. Fire Access - All roads in the District receiving fire protection service shall be paved with asphalt concrete or Portland cement concrete to a minimum width of twenty-six (26) feet. Dead-end roads shall terminate in a cul-de-sac with turning radius to accommodate fire trucks without the need to back up.
- c. Other Fire Requirements - Developers shall contact the District’s Fire Chief regarding additional rules and regulations of the District, the latest addition of the California Building Code (CBO), the Uniform Fire Code (UFC) and the International Organization for Standardization (ISO).

1.1.04. SUPPLY

- a. General - The supply system shall be designed as a multi-source system capable of handling daily peak demand with the largest source of supply not in operation.
- b. Wells - Wells shall be housed in a structure compatible with the surroundings. Provisions within this structure shall be made to facilitate removing of pumps, motors and other

equipment. Wells shall be located upon land to which legal access is provided and for which a permanent easement or title is recorded. Vertical turbine pumps shall meet the standards set forth in American Water Works Association (AWWA) Standard E-101.

1.1.05. STORAGE

Storage capacity shall consist of operational storage plus fire flow storage as related to each pressure zone. Operational storage shall consist of fifty percent (50%) of the peak daily flow for one (1) day. The inclusion of emergency storage shall be considered for pressure zones adjacent to forest service lands.

Design of welded steel water reservoirs shall conform to AWWA D-100, latest edition; the freeboard requirement for sloshing shall not apply. Appurtenances shall include two (2) wall access hatches, gauge board, drain pipe, roof hatch, galvanized ladder, remote water level monitoring equipment, four (4) one-and-one-quarter-inch (1-1/4") heavy half coupling nozzles with bronze bushings and any other appurtenances required by AWWA or California Occupational Safety and Health Administration (Cal-OSHA).

Glass-lined storage tanks will be reviewed on a case-by-case basis.

Storage facilities shall be located upon land to which legal access is provided and for which a permanent easement or title is recorded. Access road shall be paved and the site landscaped and protected by chain-link fence.

1.1.06. BOOSTER STATIONS

- a. General - Booster stations shall be located in areas accessible to both men and equipment and upon land to which legal access is provided and for which a permanent easement or title is recorded.
- b. Pumps - Booster stations shall be designed with a minimum of two (2) pumps. In systems where pumps shall meet instantaneous peak demands, without supplementary flows from storage, the pump capacity shall be based on peak hour demand with one (1) pump out of service. In systems with adequate available flows from storage to supplement pumping, pump capacity shall be based on peak day demand with one (1) pump out of service. Protection shall be provided to protect pumps from operating under no-flow conditions, over pumping and overloading by means of appropriate automatic controls. Vertical pump turbines shall meet or exceed the standards set forth in AWWA Standard E-101.
- c. Structure - Booster pumps shall be housed in a weather-tight structure compatible with the surroundings. Provisions within this structure shall be made to facilitate removing of pumps, motors and other equipment.

1.1.07. TRANSMISSION AND DISTRIBUTION MAINS

- a. Capacity - The capacity of water mains shall be determined by using the Williams & Hazen Formula with a “C” value = 140 for polyvinyl chloride (PVC) pipe. The velocity of the water in the pipe shall be limited to eight (8) feet per second maximum under fire flow conditions.
 - 1. The minimum pipe diameter shall be eight (8) inches unless a smaller diameter is approved by the District.
 - 2. Minimum pressure in mains shall not be less than forty (40) psi during peak operations without fire flows and shall not be less than twenty (20) psi during peak operations with fire flow.
- b. Depth of Cover - A three and one-half (3-1/2) foot (42”) minimum depth of cover from top of pipe to finish grade or top of pavement shall be maintained on all pipelines below grade.
- c. Location and Alignment - Wherever possible, water mains shall be located in public streets parallel to street centerlines. On a typical mountain road section the main shall be located five (5) feet from the center of paving on the “fill” side of the road.
- d. Clearance from Sewer Lines - Where possible, a minimum horizontal clear distance of ten (10) feet shall be provided between water line and sewer line laid parallel. Where such lines cross a minimum vertical clearance of one-foot (1-ft) shall be provided with the sewer under the water line.

If the above conditions cannot be met, special construction will be required according to the requirements set forth on Standard Drawing No. S-1.

- e. Mains Under Structures - No water mains shall be located beneath a structure except as approved in writing by the District.
- f. Looped Lines and Flush-Outs - Looped lines shall be provided where economically feasible. Where dead-ends are necessary, include provisions for flushing. No flushing device shall be connected directly to a sewer. Flush-out assembly and size shall conform to Standard Drawing No. W-8.

Fire Hydrants may be used for flush-out, where applicable and upon approval by the District.

- g. Valves - Provide sufficient valves to permit isolation without taking adjacent sections out of service for repair of leaks and breaks and in accordance with good water works practice. Except for transmission lines, in no case should a length of pipe greater than one thousand

three hundred twenty (1,320) feet be left without valve control. A valve box and cover shall conform to Standard Drawing No. W-11 in these Specifications, unless part of an assembly covered by another Standard Drawing.

- h. Fire Hydrants - Fire hydrants shall be spaced along distribution mains as follows:

- Single Family Residential (R-1).....600 feet maximum
 - Multiple-Family Residential, Commercial or Industrial.....300 feet maximum

Spacing of fire hydrants shall not exceed the above maximum distances but hydrants may be spaced at closer intervals in conformance with requirements of local fire control authorities. Hydrants shall be located at street corners or intersections whenever practical and in all cases on the “bank” side of the road section. Hydrants shall be six (6) inch with two, two and one-half (2 - 2-1/2) inch outlets and one, four and one-half (1 - 4-1/2) outlet streamer. Hydrant installation assembly shall conform to Standard Drawing No. W-2.

- i. Service Connection – Domestic Service connection assembly shall conform to Standard Drawings No. W-5A or W-5B. Residential fire service connection assembly shall conform to Standard Drawing No. W-22. Irrigation Service is to be considered on a case-by-case basis pursuant to current District Resolutions and Policies.

- j. Air and Vacuum Valves - Air release valves, air vacuum valves and air-vacuum combination valves shall be used in supply, transmission and distribution lines according to accepted practice in the water field. Air-vacuum combination valves shall be provided at all high points in distribution system mains.

Air and vacuum valve assemblies shall conform to Standard Drawing No. W-6.

- k. Blow-Offs - Blow-off assemblies will be required at all low points in distribution system mains except at dead-ends where a flush-out is provided. Blow-off assemblies shall conform to Standard Drawing No. W-7 in these Specifications.

- l. Thrust Blocks - Concrete thrust blocks shall be installed, as required, according to Standard Drawings No. W-3A and W-3B in these Specifications.

- m. The Contractor shall provide and install locator wire over all plastic pipe water mains. The wire shall be 12 gauge twin wire (TW) solid, soft drawn, insulated copper wire. The wire shall be wrapped around the pipe at ten (10) foot intervals and brought up inside each gate valve to within six (6) inches of the valve cover all in accordance with Standard Drawing No. W-14 in these Specifications.

1.1.08. ELECTRICAL EQUIPMENT

- a. All electrical starters, switches, lights, motors, fixtures, controllers and instruments shall be enclosed and constructed in accordance with the National Board of Fire underwriter's specifications to prevent the hazardous conditions anticipated. Arc-flash and shock hazard warning marking shall be located in accordance with NFPA 70 of National Electrical Code. The Health and Safety Code of the State of California shall also be complied with. Outside type convenience outlets shall have ground fault with separate circuit and breaker.
- b. All starters shall be of the magnetic type and shall be provided with hand-off automatic selector switches. Only copper wire conductors shall be permitted.
- c. The motor starter shall be operated automatically from a wet well liquid-level control. Controls of the air-purging type are required with programmable controller and modem capable of sending signals to a SCADA system located at the District office.
- d. All pump motors shall be of variable frequency drive (VFD) unless otherwise approved by the District.
- e. Programmable Logic Controllers (PLCs) shall be TESCO L2000 or approved equal. Autodialer shall be AD-2000, 4 Channel Auto Voice Dialer or approved equal.

1.1.09. AUTOMATIC CONTROLS

Wells, booster stations and storage facilities shall be electrically interconnected to give the system complete automatic control. Provisions shall be made for manual operation of all controls in the event of failure of automatic controls and all automatic controls shall be designed fail-safe. A sensor shall be installed the full depth of the well with a gauge in the control panel that reads in feet of water above the well pump. Arc-flash requirements shall be met with all electrical equipment to be installed in accordance with the latest National Electric Code (NEC) requirements.

1.1.10. MISCELLANEOUS REQUIREMENTS

- a. Pump Discharge Runs - A gate valve shall be placed on the discharge line of each pump. A check valve shall be placed on each discharge line between the gate valve and the pump.
- b. Sufficient valves shall be provided to isolate each pump from the system.
- c. Air release valve, properly vented to the outside of the pump house, shall be provided on each pump discharge line between the check valve and the pump.

- d. Discharge lines shall be protected by a valve to prevent pressure surges created by starting and stopping of the pumps. A pressure relief valve shall also be required in the discharge line.

1.1.11. PLAN PREPARATION

Plan prepared for additions to the District's water system and submitted to the District for approval shall be in substantial form and meet the requirements as herein set forth.

- a. The Drawings shall be on Mylar or vellum in the size of 36 inches by 24 inches (36" x 24" – D-size Format) or other sizes approved by the District. Digital copies in PDF, AutoCAD or other formats acceptable to the District recorded in appropriate media may be required.
- b. The General Notes shall appear once on the first plan and profile sheet. A key map showing all roads shall be shown on the second plan sheet. All required certifications and approvals shall also appear on the first sheet
- c. Each sheet shall have a title block in the lower right-hand corner with approval blanks for the District and District Engineer. The title block shall show the designation of "Running Springs Water District" and the name of the improvement.
- d. Each sheet shall have a "North" arrow, when applicable.
- e. Plan and profile are required for pipelines eight (8) inches in diameter and larger, or for all pipelines not in a paved street. The plan and profile shall have a scale of 1 inch = 40 feet horizontal and 1 inch = 4 feet vertical unless otherwise approved by the District.
- f. At least one (1) bench mark shall be shown and/or described on each plan and profile sheet. The indicated elevation shall be referenced to a National Geodetic Survey (NGS) datum.
- g. Profiles shall show pipe size; existing ground elevation; appurtenances; the depth, size, location and nature of all other utilities which cross over or under the water lines at the location and nature of special construction such as concrete blankets or encasements; flow line elevation at grade changes; and any other information pertinent and necessary to the proper construction and recordation of the water lines.
- h. The Plans shall show the tract and lot numbers of all properties adjacent to the water lines to be constructed.
- i. The Plans shall show limits and types of street pavements, curb, gutter and sidewalk.
- j. The Plans shall show all right-of-way lines, the distance from the centerline of all roads, rights-of-way and easements to the center of the water main to be constructed and other distances necessary to easements.

- k. The Plans shall show location of proposed service connections; tie to street stationing.
- l. The Plans shall show exact location of all structures within twenty (20) feet of the water centerline.
- m. Water line and sewer line plans and profiles may be combined provided that the plan and profile preparation requirements for sewers are satisfied.

1.1.12. TECHNICAL SPECIFICATIONS

The District’s Technical Specifications shall be utilized in the design of water facilities. Technical Specifications are in Part 4 in these Specifications.

1.1.13. STANDARD DRAWINGS

The District’s Standard Drawings shall be utilized in the design of water facilities. Standard Drawings are in Part 5 in these Specifications.

1.1.14. PRE-DESIGN CONFERENCE

A Pre-Design Conference shall be held with engineers and District staff prior to development of Plans in order that any special considerations may be discussed.

1.1.15. DISTRICT ENGINEER CERTIFICATION

The following certificate shall be placed on the front page of the improvement Plans:

I CERTIFY THAT THE DESIGN OF THE WATER SYSTEM HEREON IS
UBSTANTIALLY IN ACCORDANCE WITH THE REQUIREMENTS OF THE
RUNNING SPRINGS WATER DISTRICT.

Approved by: _____ Date: _____
RSWD Engineer

1.1.16. IMPROVEMENT PLAN QUALIFICATION

Approved Construction Plans shall be valid for a period of one (1) year from the date of the District’s approval. If construction has not started within the above period of time, the Construction Plans will be resubmitted by the Developer for additional review and subsequent approval by the District. The new approval will be contingent upon revising the Drawings to reflect changes in District Standards, current Building, Plumbing and Health and Safety codes, and changes in actual files conditions.

SECTION 1.2. SEWER DESIGN CRITERIA

A Feasibility Study shall be performed by the District Engineer to ensure District facilities have the capacity to accept and handle proposed flow from the newly developed areas. The Developer shall pay the fee to the District prior to the preparation of the Study. A full set of plans and information that includes the number of dwelling units, fixture units and flow calculations shall be provided prior to the commencement of the Study. Once the Study has been completed, the Developer will be directed to the most logical connection point for the facility, or if the Developer will be required to install a new sewer main line along with the required connection point.

The following requirements pertain to the design and preparation of Plans for construction of the various components to the sewer system.

1.2.01. GENERAL

- a. Scope – All sewers, sewage lift stations, treatment facilities and appurtenances to be owned, maintained and/or operated by the District shall be designed according to the criteria set forth in this section. The same criteria shall hold for system served but not owned, maintained and/or operated by the District insofar as said criteria may affect the efficiency of the District’s system. All additions to the District’s system shall be plan-checked and inspected by the District.
- b. Design Competence – All District facilities shall be designed by Professional Engineers licensed in the State of California according to accepted practice in the sewerage field. All designs of sewage lift stations and wastewater treatment facilities shall be approved by the District. The Developer shall provide the District with an estimate of the design cost and shall submit plans prepared by its engineer to the District for approval prior to beginning the work.
- c. Sewage Lift Stations and Inverted Siphons – Every effort should be made, within economic reason, to avoid sewage lift stations. Inverted siphons and exposed piping will be allowed only upon written approval from the District, and then only under the most severe circumstances.
- d. Legal Access – Each lot to be served by sewer shall abut a public street or recorded easement containing a sewer, or be provided with permanent legal access to such a sewer. The location of the street, easement or legal access shall permit gravity flow from the lower portion of the lot to the sewer main. Deviations from any of the criteria adopted herein may be permitted upon written request to an approval by the District. Permanent Legal

Access or Easement shall be a minimum of 25-feet in width and shall be granted to Running Springs Water District in perpetuity for the sole purpose of maintaining utilities within said easement.

- e. Rules and Regulations – Other controlling documents regarding sewer service include, but not limited to, *Running Springs Water District Ordinance No. 23*.
- f. Roughness Coefficient – The roughness coefficient used in design shall be $n = 0.013$ for all sewers. If any Manufacturer claims that the “n” factor of his pipe should be less, he must submit documented evidence to substantiate his claim. The reliability of such evidence shall be determined by the District.
- g. Size - All gravity sewer pipes up to and including twelve (12) inch diameter shall be sized to carry the peak flow when fifty percent (50%) full (i.e., $q/Q \leq 0.50$). All larger sewer pipe, except those designed as laterals shall be sized to carry the peak flow when seventy five percent (75%) full (i.e., $q/Q \leq 0.75$). This requirement shall apply regardless of the cross section of the sewer. No sewer main with an internal diameter less than eight (8) inches shall be installed without prior written approval of the District.
- h. Sewer Slopes and Velocities – The minimum allowable slope is that which will give a velocity of not less than two (2) feet per second at peak flow. The purpose of this requirement is to prevent sewage sedimentation and subsequent generation of corrosive gases. The velocity shall be determined by means of the “Manning Formula”, i.e.:

$$V = \frac{1.49}{An} r^{\frac{2}{3}} s^{\frac{1}{2}}$$

In sewers of uniform size passing through manholes without a major change in direction of slope, there shall be no arbitrary drop between inlet and outlet. In sewers which change slope but do not change directions or size, the slopes of the incoming sewers shall be carried through to the outlet of the manhole. Where diameters change, and in junctions involving major direction or slope changes, the various elevators shall be chosen to match water surfaces under average flow conditions at ultimate development of the tributary area (not under maximum flow conditions).

- i. Minimum Slopes – Minimum slopes to be used with various pipe sizes are listed below:

Diameter (inches)	Slope (foot/foot)	Slope (inches/1000 feet)
6	0.0060	72
8	0.0040	48

Diameter (inches)	Slope (foot/foot)	Slope (inches/1000 feet)
10	0.0029	34.8
12	0.0022	26.4
15	0.0016	19.2
18	0.0012	14.4
21	0.0010	12
24	0.0008	9.6

Minimum slopes shall only be used to prevent lengthy runs of deep mains or other critical factors. Under most conditions a minimum slope of one percent ($\pm 1\%$) shall be used.

- j. Exceptions to Minimum Slopes – Where topography limits or prevents the use of minimum slopes as described herein, the District may require an engineer’s report. This report shall describe the alternatives and their economies. The report shall also include an evaluation of prospective maintenance and sewer gas problems. Greater minimum slope than those specified in Section 1.2.01.i hereof may be required where the presence of hydrogen sulfide may be detrimental to and affect the life of the sewer pipe being used.
- k. Slope in Force Main – In force mains, a continuous uphill slope shall be provided from the source to the outlet. The intention is to avoid formation of air pockets.
- l. Curved Sewers – Curvilinear vertical and horizontal alignments will be permitted under the following conditions:
 - 2. No more than one (1) horizontal circular curve and one (1) vertical curve shall be permitted between any two (2) manholes. The curve may be a combination horizontal and vertical, but in no instance may there be more than one (1) vertical and one (1) horizontal curve between two (2) manholes
 - 3. At least one (1) end of the curve shall terminate in a manhole.
 - 4. No sewer on a curvilinear alignment shall be less than eight (8) inch diameter.
 - 5. Curved sewers are necessary to significantly reduce the number of manholes needed or needed to help maintain separation requirements between water main and sewer main.
 - 6. The deflection of joints shall not exceed that recommended by the pipe Manufacturer.

- m. Sewer Under Structure – No sewer main or lateral shall be located beneath a structure except as approved in writing by the District.
- n. Structural Integrity – Provisions shall be made in all cases to preserve the structural integrity of the pipes, conduits, or structures affected.
- o. Depth of Sewer – Permission from the District must be obtained if the following minimum depths cannot be met. In general, the load on the pipe must be considered and adequate precautions should be taken to protect it either by means of encasement support or added strength.

Minimum cover of pipe for various locations:

In public streets in pavement (service to properties permitting).....	5 ft
Lateral sewer (at curb or edge of pavement).....	4 ft
In recorded easement not subject to vehicular traffic.....	3 ft
In recorded easement subject to vehicular traffic.....	5 ft
Stream crossing (below scour line of drainage course, concrete blanket may be required)	3 ft

- p. Sewer Laterals - A sewer lateral serving a single family dwelling or equivalent shall be at least four (4) inch inside diameter. Sewer laterals shall conform to Standard Drawings No S-7 and S-8 and Section 4.19 of these Specifications. Sewer laterals in waterways, easements and deep cuts shall have the end of the lateral brought to minimum depth of five (5) feet from top of ground.
- q. Special Sewer Design Conditions – When it is necessary to construct sewers and appurtenances in areas where a potential erosion hazard exists, individual design considerations shall be given to provide additional protection to the sewer facilities in order to prevent damage. Special design considerations are applicable to stream and canyon crossings, parallel construction to stream beds, construction on steep slopes requiring special anchorage, and shallow sewer construction in roadways. Concrete encasements, cut-off walls, special backfill material (soil cement) and special erosion control facilities may be required.
- r. Clearance from Other Utilities – Special care shall be exercised in locating sewer lines near other utilities, especially water lines. Sewer lines shall, wherever possible, be located one-foot (1-ft) below water lines; where parallel installations occur, a ten-foot (10-ft) horizontal separation shall be maintained. If the above conditions cannot be met, special construction will be required according to the requirements set forth on Standard Drawing No. S-1.

- s. The Contractor shall provide and install locator wire over all plastic pipe sewer mains. The wire shall be 12 gauge twin wire (TW) solid, soft drawn, insulated copper wire. The wire shall be wrapped around the pipe at ten (10) foot intervals and shall terminate at the outside edge of the manhole frame in accordance with Standard Drawing No. S-2 in these Specifications. Install 4" to 6" wide green tape marked "SEWER" or "SANITARY SEWER" at least 4" but no more than 10" above the top of the sewer main; each segment shall be a minimum of 2-feet long spaced at least 10-feet but no more than 14-feet from end to the next end for the length of construction – marker tape shall be centered on the pipe.

1.2.02. OVERSIZING REQUIRED BY DISTRICT

The District may find that the capacity of certain new sewer and sewage lift stations within an area under development should be increased to accommodate future additional development. In such a case, the quantity of additional flow shall be determined by the District's Engineer. The flow resulting from the addition of the developer's and the District Engineer's "computed peak flow" shall be used as the basis of design. The District may pay for any resulting increase in size or depth according to the District's Rules and Regulations.

1.2.03. MANHOLES AND CLEANOUTS

- a. Manhole Location and Spacing – Manholes shall be located at all junctions, all changes in direction (except curved sewers), and all changes in pipe size. Where the distance between manholes required for the foregoing reasons exceeds three hundred (300) feet, good judgment should be used in placing intermediate manholes at points of probable sewer intersections, at beginning or end of curves, or lacking other reasons, at approximately equal intervals. In general, the maximum of three hundred (300) feet should be observed. Good judgment should be used in the locations of manholes along water courses. Manholes and cleanouts shall conform to Standard Drawings No. S-4A, S-4B, S-5 and S-6.
- b. Shallow Manholes – Manholes three (3) feet or less in depth above the shelf shall be of special design; these shall not occur within a public street or other access road that will carry vehicular traffic.
- c. Cleanouts – Dead-end sewer not over one hundred and seventy five (175) feet in length shall terminate in standard cleanouts. Dead-ends over one hundred and seventy five (175) feet shall terminate in standard manholes unless future extension of said dead-end will include a manhole within three hundred (300) feet, in which case a temporary cleanout is permitted; future extension must occur within two (2) years otherwise the more permanent manhole will be required. Sewer mains shall be installed the full width of a parcel where there could be a possibility of the sewer main being extended. Cleanouts shall conform to Standard Drawing No. S-6 and Sections 4.20 of these Specifications.

- d. Drop Manholes – Drop manhole will not be permitted without the written approval of the District.
- e. Frame and Cover – All manholes and cleanouts shall have cast iron frames and covers. Frames and covers shall conform to Standard Drawings No. S-4A, S-4B, S-5 and S-6 and Section 4.20 of these Specifications.

1.2.04. SEWAGE LIFT STATIONS

- a. General – Sewage lift stations shall only be utilized where it is impossible to provide gravity flow to interceptor sewers, trunk sewers, or other portions of the collection system. The use of submersible pumps in a wet well with a separate valve vault is required. Sewage lift stations shall be located in areas accessible to both men and equipment and upon land to which legal access is provided and for which a permanent easement or title is recorded. Where structures above ground are required, the structure shall be compatible with the surroundings. A bypass shall be provided for wet-well maintenance.
- b. Capacity – Capacity of the pumps shall be sufficient to handle ultimate peak flow (i.e. 1.93^* x average daily flow) from the tributary area with one pump out of service. If areas outside the proposed development may best be sewerred to a sewage lift station, the District reserves the right to order oversizing of such facilities and provide reimbursement to the developer for the cost increment of the additional construction. The wet well storage capacity shall be sized to be compatible with pump capacity and to eliminate frequent pump cycling.
- c. Stand-by Power – An emergency generator shall be provided for all lift stations ; the Developer is required to coordinate with the South Coast Air Quality Management District (SCAQMD) for the required permit(s) and shall select the appropriate generator fuel source (natural gas, diesel, propane, etc.). Each Generator shall be capable of running two (2) pumps for a period of not less than 12 hours.
- d. Flow Meter – A digital electromagnetic flow recorder with meter mounted transformer shall be provided in the valve vault or a separate vault. The electromagnetic meter shall be as manufactured by ABB_[c3] or approved equal.
- e. Pumps and Motors – At least two (2) pumps shall be provided at each lift station. Pump discharge pipe shall be no less than four (4) inches in diameter. The pump shall be installed so that it will maintain a positive head at the suction inlet under normal operating conditions. The speed of the pumps and motors shall be no greater than seventeen hundred and sixty

* Subject to adjustment based on sewer model simulation.

(1,760) revolutions per minute (rpm), and the pump shaft shall not be supported by the motor shaft. Submersible pumps shall be capable of passing a 3-inch (minimum) sphere.

f. Structure – The wet well or manhole shall be completely separated from the main sewage lift station structure. The sewage lift station structure shall house the motor control center (MCC) and the emergency generator and shall be designed by qualified engineers. Comply with all requirements of the State Division of Industrial Safety during construction of the lift station, including provisions for access, and for the protection of persons and property from mechanical or electrical equipment within the wet well and the supporting building.

g. Electrical Equipment – All electrical starters, switches, lights, motors, fixtures, controllers and instruments shall be enclosed and constructed in accordance with the National Board of Fire underwriter’s specifications to prevent the hazardous conditions anticipated. Arc-flash and shock hazard warning markings shall be located in accordance with NFPA 70 of National Electrical Code; comply with the Health and Safety Code of the State of California at all times. Outside type convenience outlets and those outlets near water sources shall have ground fault with separate circuit and breaker.

2. All starters shall be of the magnetic type and shall be provided with hand-off, automatic selector switches.

3. The motor starter shall be operated automatically from a wet well liquid-level control. Controls of the air-purging type are required with programmable controller and modem capable of sending signals to a Supervisory Control and Data Acquisition (SCADA) system located at the District office.

4. Stand-by equipment shall be started automatically upon power failure.

5. Control panel components shall be mounted in the front cover and shall include, but not be limited to, the following for each pump.

- Running Time Meter
- Running Light
- Auto-Off-Manual Test Switch
- Breaker Switch
- Frequency Counter
- Digital Display and Logging

6. Only copper wire conductors will be permitted.

7. All pump motors shall be of variable frequency drive (VFD) unless otherwise approved by the District.
 8. Programmable Logic Controllers (PLCs) shall be TESCO L2000 or approved equal. Autodialer shall be AD-2000, 4 Channel Auto Voice Dialer or approved equal.
- h. Miscellaneous Requirements
1. Adequate ventilation shall be provided for all lift stations. The ventilation equipment should have a minimum capacity of six (6) turnovers per hour under continuous operation. With intermittent operation, a two (2) minute turnover should be provided. Equipment shall start automatically with door opening.
 2. Gate valve and lever and weight operated swing-check valve shall be located within a separate valve vault.
 3. Chemicals or air injecting into the force main may be required by the District, depending upon an analysis of possible sulfide conditions.
 4. Steel fabricated factory units, if permitted, shall be provided with cathodic protection.
 5. High level alarm circuits shall be wired to a common terminal to transmit signals to the District office via the District's SCADA system.
 6. An electric thermostatically controlled heater shall be provided in the generator building.
 7. Generator building for lift station equipment shall be provided with water service with back-flow prevention device, wash up sink, heater and 115 volt outlets.

1.2.05. PLAN PREPARATION

Plan prepared for additions to the District's sewerage system and submitted to the District for approval shall be in substantial form and meet the requirements as herein set forth.

- a. The Drawings shall be on Mylar or vellum in the size of 36 inches by 24 inches (36" x 24" – D-size Format) or other sizes approved by the District. Digital copies in PDF, AutoCAD or other formats acceptable to the District recorded in appropriate media may be required.
- b. The General Notes shall appear once on the second plan sheet which shall also contain a vicinity map and a location map of the work area. A key map showing all roads shall be

- shown on the second plan sheet. All required certifications and approvals shall appear on the first sheet.
- c. Each sheet shall have a title block in the lower right-hand corner with approval blanks for the District and District Engineer. The title block shall show the designation of “Running Springs Water District” and the name of the improvement.
 - d. Each sheet shall have a “North” arrow.
 - e. The plan and profile shall have a scale of 1 inch = 40 feet horizontal and 1 inch = 4 feet vertical unless otherwise approved by the District.
 - f. At least one (1) bench mark shall be shown and/or described on each plan and profile sheet. The indicated elevation shall be referenced to a National Geodetic Survey (NGS) datum.
 - g. The profile shall show the size of pipe; the pipe class; manhole center location by station; invert; elevation of sewer pipe at manhole center; the existing ground elevation; the grade of pipes in percent; the depth, size, nature and location of all other utilities which cross over or under the sewer; location and nature of special construction such as the encasement or bored casings; and any other information pertinent and necessary to the proper construction and recordation of the sewers, unless otherwise approved by the District.
 - h. The Plans shall show the tract and lot numbers of all properties adjacent to the sewer to be constructed.
 - i. The Plans shall show limits and types of street pavements, curb, gutter and sidewalk.
 - j. The Plans shall show all right-of-way lines, the distance from the centerline of all roads, rights-of-way and easements to the center of the sewer to be constructed.
 - k. The Plans shall show location of proposed sewer service connections; tie to street stationing.
 - l. The Plans shall show exact location of all structures within fifty (50) feet of the centerline of the sewer to be constructed. Show all water wells within three hundred (300) feet of the centerline of the sewer to be constructed.
 - m. Sewer line and water line plans and profiles may be combined provided that the plan and profile preparation requirements for water lines are satisfied.

1.2.06. TECHNICAL SPECIFICATIONS

The District’s Technical Specifications shall be utilized in the design of sewer facilities. Technical Specifications are in Part 4 in these Specifications.

1.2.07. STANDARD DRAWINGS

The District's Standard Drawings shall be utilized in the design of sewer facilities. Standard Drawings are in Part 5 in these Specifications.

1.2.08. PRE-DESIGN CONFERENCE

A Pre-Design Conference shall be held with the Developer's engineers and District staff prior to development of Plans in order that any special considerations may be discussed.

1.2.09. DISTRICT ENGINEER CERTIFICATION

The following certificate shall be placed on the front page of the improvement Plans:

I CERTIFY THAT THE DESIGN OF THE SANITARY SEWER SYSTEM HEREON IS SUBSTANTIALLY IN ACCODRNCE WITH THE REQUIREMENTS OF THE RUNNING SPRING'S WATER DISTRICT.

Approved by: _____ Date: _____
RSWD Engineer

1.2.10. IMPROVEMENT PLAN QUALIFICATION

Approved Construction Plans shall be valid for a period of one (1) year from the date of the District's approval. If construction has not started within the above period of time, the Construction Plans will be resubmitted by the Developer for additional review and subsequent approval by the District. The new approval will be contingent upon revising the Drawings to reflect changes in District Standards, current Building, Plumbing and Health and Safety codes, and changes in actual files conditions.

**PART 2.
PROCEDURAL DOCUMENTS**

SECTION 2.1. PROJECT SPECIFICATIONS

As needed, the District may secure Capital Improvement Project Design Services from and individual or engineering firm other than the District Engineer. In such cases, Capital Improvement Project Specifications shall utilize the latest District Boilerplate (available from either the District Office or the District Engineer's Office). The Project Specifications shall follow the current State of California Public Contract Code in its entirety and shall include the following sections:

NOTICE INVITING BID/NOTICE TO BIDDERS

1. Scope of Work
2. Coordination of Work
3. Location and Size of Work
4. Flow and Acceptance of Water and SWPPP Requirements
5. Removal of Water
6. Standard Specifications
7. Wage Rates, Certified Payroll and Labor Code Requirements
8. Insurance Requirements
9. Additional Insurance Requirements
10. Licensing Requirements
11. Award, Execution and Termination
12. Ineligibility of Contractor
13. Bid Security
14. Required Bonds
15. Financial Solvency/Bankruptcy
16. Job Foreman Qualifications/Supervision by Contractor
17. Time for Completion and Liquidated Damages
18. Saturday, Sunday, Holiday and Night Work
19. Sanitary Arrangements
20. Noise/Air Mitigation Measures

21. Water to be Furnished by District
22. Protection of People and Property, and Restoration of Existing Improvements
23. Record Drawings (“As-Built” Drawings)
24. Submittals
25. Measurement and Payment
26. Surveys, Permits and Regulations
27. Separate Contracts
28. Subcontracting
29. Engineer’s Authority
30. Land and Rights-of-Way
31. Warranty/Guaranty
32. Arbitration
33. Taxes
34. Conflict
35. Legal Relations and Responsibility

BID, BID PROPOSAL

36. Bid Form
37. Bid Proposal
38. Anti-Trust Claim
39. Labor Code Certification
40. Non-Collusion Declaration
41. Public Contract Code Statement
42. Certificate of Non-Discrimination
43. Contractor Licensing Statement
44. Site Visit Certification
45. Past disqualification Statement
46. Technical Ability and Experience Statement
47. Bid Bond Form
48. Agreement Form

- 49. Payment Bond Form
- 50. Performance Bond Form

Developer sponsored Capital Improvement Projects or other Projects that are intended to be turned over to the District upon completion of construction, which are paid for solely with private funding sources, may follow any agreement that is commonly accepted practice in the construction industry, otherwise the projects will need to follow the provisions of projects that are designed and constructed by the District. Prior to ceding improvements to the District, the Developer shall provide written proof that the improvements are free of liens, claims, demands, conditions or restrictions and that all material and labor costs have been paid by the Developer.

SECTION 2.2. PROJECT DRAWINGS

Project Drawings shall include the following information:

GENERAL INFORMATION

- Each sheet shall be Standard D-size Format at 24"x36"
- Each sheet will have the outside border fall $\frac{3}{4}$ " from the edges of the sheet
- All Border widths shall be $\frac{1}{16}$ "

TITLE SHEET

- RUNNING SPRINGS WATER DISTRICT shall appear at the top of the sheet
- Project Description shall be centered on the sheet
- Date of Project shall be located below project description
- The lower third of the sheet shall include the Board of Directors on the left side of the sheet and the General Manager and Secretary to the Board on the right side of the sheet
- Include the Engineer's name, address and phone number along the bottom of the sheet
- Include the Developer's information along the bottom of the sheet as applicable
- Include a signature line and a date line in the lower right portion of the sheet next to the Page or Sheet Number
- Include the Page Number on the lower right corner of the sheet
- Engineer-of-Record Stamp and Signature in lower right of the sheet

INDEX SHEET

- Index of Drawings
- Bench Mark and Basis of Bearing Information
- Vicinity Map
- Location Map
- Legend of All Graphical Symbols to be used for the Project
- General Notes
- Construction Notes and Quantities

- The bottom 1.75” of the sheet shall be the information border and shall contain:
 - USA Dig Alert Information
 - Private Engineer’s Note to Contractor
 - Revision Block
 - Engineer-of-Record Stamp
 - Engineer-of-Record Signature and Date block
 - Engineering Firm Information
 - Scale
 - Project Sheet Description block with RUNNING SPRINGS WATER DISTRICT above the Sheet Title and separated by a line for the full width of the Description Block
 - Page Number and the Total Number of Pages shall be located on the lower right hand side of the Border Block

PLAN AND PROFILE SHEET

- The upper half of the sheet shall be delineated with a profile section
- The lower half of the sheet shall be for the plan view of the project
- Include Construction Notes – per sheet quantities are optional (only include those to be used on each sheet)
- Include a North Arrow with the appropriate orientation
- Legend of Graphical Symbols (only include those to be used on each sheet)
- Plan View Scale shall be 10 times (10x) greater than the Vertical Scale, i.e., 1” = 20’ horizontal (plan view) and 1” = 2’ vertical
- The bottom 1.75” of the sheet shall be the information border and shall contain:
 - USA Dig Alert Information
 - Private Engineer’s Note to Contractor
 - Revision Block
 - Engineer-of-Record Stamp
 - Engineer-of-Record Signature and Date block
 - Engineering Firm Information
 - Scale

- Project Sheet Description block with RUNNING SPRINGS WATER DISTRICT above the Sheet Title and separated by a line for the full width of the Description Block
- Page Number and the Total Number of Pages shall be located on the lower right hand side of the Border Block

DETAILED DRAWING SHEET

- The sheet may be divided into sections with solid lines at the option of the Engineer; divider lines shall be 1/32” wide
- Plan View and Sectional Information shall contain a title and a scale
- Include Construction Notes – per sheet quantities are optional (only include those to be used on each sheet)
- Legend of Graphical Symbols (only include those to be used on each sheet)
- Include a North Arrow with the appropriate orientation for each Plan View Detail
- The bottom 1.75” of the sheet shall be the information border and shall contain:
 - USA Dig Alert Information
 - Private Engineer’s Note to Contractor
 - Revision Block
 - Engineer-of-Record Stamp
 - Engineer-of-Record Signature and Date block
 - Engineering Firm Information
 - Scale
 - Project Sheet Description block with RUNNING SPRINGS WATER DISTRICT above the Sheet Title and separated by a line for the full width of the Description Block
 - Page Number and the Total Number of Pages shall be located on the lower right hand side of the Border Block

**PART 3.
GENERAL CONDITIONS**

SECTION 3.1. ADDITIONAL INSTRUCTIONS AND DETAIL DRAWINGS

3.1.01.

The Developer's Contractor/Engineer may be furnished additional instructions and detail drawings by the District Engineer or General Manager, as necessary to carry out the Work required by the Contract Documents.

3.1.02.

The additional drawings and instruction thus supplied will become a part of the Contract Documents. The Contractor shall carry out the Work in accordance with the additional detail drawings and instructions.

SECTION 3.2. SCHEDULES, REPORTS AND RECORDS

3.2.01.

A preconstruction conference will be held prior to commencement of the Work. Attendees shall be the Contractor, his Subcontractors, if applicable, the District, the Engineer, representatives of Federal, State or local regulatory or enforcement agencies, and any other parties deemed appropriate by the District.

3.2.02.

The Contractor shall submit to the District progress schedules, testing and compaction reports, record drawings and other data where applicable as are required by the Contract Documents for the Work to be performed.

3.2.03.

Prior to the start of construction, the Contractor shall submit a construction progress schedule to the Engineer for approval. Said schedule shall include, but is not limited to, the following information: Contractor's name, address and telephone number; Project/Contract number; date prepared; Engineer-of-Record's name; District's name; date of Notice to Proceed; Contract completion date; and, list of all important activities, including construction and material delivery, with starting and ending dates for each activity.

The schedule shall be prepared so that it can be updated by the Contractor when significant changes in an activity time and/or completion time occur, as the Engineer may direct. After the schedule is approved by the Engineer, six (6) paper copies and one (1) digital PDF copy shall be furnished to the Engineer for distribution; this will be required for subsequent schedule updates as well.

The General Manager/Engineer reserves the right to alter said schedule to prevent excessive public nuisance or to provide for timely facilities testing and connection to other installations dependent upon each project.

SECTION 3.3. SHOP DRAWINGS

3.3.01.

The Developer's Contractor/Engineer shall provide Shop Drawings as may be necessary for the prosecution of the Work as required by the Contract Documents. The Engineer's approval of any Shop Drawings shall not release the Contractor from responsibility for deviations from the Contract Documents.

3.3.02.

When submitted for the Engineer's review, Shop Drawings shall bear the Contractor's certification that he has reviewed, checked and approved the Shop Drawings and that they are in conformance with the requirements of the Contract Documents. The following Contractor's certification shall appear on all submittals:

"It is hereby certified that the (equipment, material) shown and marked in this submittal is that proposed to be incorporated into this Project, is in compliance with the Contract Documents, can be installed in the allocated spaces, and is submitted for approval.

Certified By: _____

Date: _____

3.3.03.

Portions of the Work requiring a Shop Drawing or sample submission shall not begin until the Shop Drawing or submission has been approved by the Engineer. A copy of each approved Shop Drawing and each approved sample shall be kept in good order by the Contractor at the site and shall be available to the Engineer.

3.3.04.

The following procedures will apply to shop drawing submittals:

The Contractor shall submit to the Engineer for approval, six (6) copies of all Shop Drawings. These Drawings shall be complete, certified by the Contractor, and shall contain all required information in detail. The Contractor shall make any corrections to Shop Drawings required by the Engineer. Digital copies will only be accepted upon payment of \$0.25 per sheet (8 1/2 x 11 or 14), \$0.30 per sheet (11 x 17), and \$3.50 per plan sheet (up to 24 x 36 – add \$1.10 for larger sheets) for each set to be printed, including two (2) for the Engineer's Office and two (2) original stamped and approved sets for the Contractor's use during construction. One (1) original stamped and

approved submittal shall remain on the job site for each submittal item. Submittals that require a resubmit will require additional fee payment; payment must be made prior to review commencement.

When approved by the Engineer, each copy of the Drawings will be stamped approved, signed, and dated by the Engineer. One (1) original stamped and approved submittal shall remain on the job site for each submittal item; photocopies or other copies of the approved submittal will not be accepted by the Inspector assigned to the project.

Two (2) sets of said approved Drawings will be returned to the Contractor.

The approval of the Drawings shall not be construed as a complete check, but will indicate only that the general method of construction and detailing is satisfactory.

Upon the Contractor's receipt of approved shop drawings, he shall furnish to the Engineer instruction and maintenance manuals and parts lists of all major equipment furnished. Data in these manuals shall cover completely all items as specified and as supplied.

Time allowed for Shop Drawing review shall be thirty calendar (30) days after received by the Engineer; fast-track reviews will be back charged to the Contractor at the current Engineer's Standard Hourly Billing Rate on file with the District.

SECTION 3.4. MATERIALS, SERVICES AND FACILITIES

3.4.01.

It is understood that, except as otherwise specifically stated in the Contract Documents, the Contractor shall provide and pay for all surveying, materials, labor, tools, equipment, water, light, power, transportation, supervision, temporary construction of any nature, and all other services and facilities of any nature whatsoever necessary to execute, complete, and deliver the Work within the specified time.

3.4.02.

Materials and equipment shall be so stored as to insure the preservation of their quality and fitness for the Work. Stored materials and equipment to be incorporated in the Work shall be located so as to facilitate prompt inspection. The Contractor shall be entirely responsible for damage or loss to material and equipment until the Work has been completed by the Contractor and accepted by the District.

3.4.03.

Manufactured articles, materials, and equipment shall be applied, installed, connected, erected, used, cleaned and conditioned as directed by the Manufacturer.

3.4.04.

Materials, supplies and equipment shall be in accordance with samples submitted by the Contractor and approved by the Engineer.

3.4.05.

Materials, supplies or equipment to be incorporated into the Work shall not be purchased by the Contractor or the Subcontractor subject to a chattel mortgage or under a conditional sale contract or other agreement by which an interest is retained by the seller.

3.4.06.

Whenever it is provided that the Contractor shall furnish materials or manufactured articles, or shall do work for which no detailed specifications are set forth, the materials or manufactured articles shall be of the best grade in quality and workmanship obtainable in the market from firms of established good reputation, or, if not ordinarily carried in stock, shall conform to the usual standards for first class materials or articles of the kind required, with due consideration of the use to which they are to be put. In general, the Work performed shall be in full conformity and

harmony with the intent to secure the best standard of construction and equipment of the Work as a whole or in part.

3.4.07.

All equipment, materials, and supplies to be incorporated in the work shall be new, unless otherwise specified.

SECTION 3.5. INSPECTION AND TESTING

3.5.01.

All materials and equipment used in the construction of the Project shall be subject to adequate inspection and testing by the District and other Agencies which have jurisdiction in accordance with generally accepted standards, policies and practices.

3.5.02.

The District shall provide all inspection for work which will connect to the District Facilities – all testing and inspection required by the District shall be paid for by the Developer.

3.5.03.

If local laws, ordinances, rules, regulations or orders of any public authority having jurisdiction within the project area require any Work to specifically be inspected, tested, or approved by someone other than the District, the Developer's Contractor will give the District Engineer timely notice of readiness; usually 48 hours' notice. The Contractor will furnish the Engineer the required certificates of inspection, testing or approval. All inspection fees imposed by public agencies other than the District shall be paid for by the Developer's Contractor.

3.5.04.

Inspections, tests, or approvals by the Engineer or others shall not relieve the Contractor from his obligations to perform the Work in accordance with the requirements of the Contract Documents.

3.5.05.

The Engineer and his representatives will at all times have access to the Work. In addition, authorized representatives and agents of any participating Federal, State, County or Local Agency shall be permitted to inspect all work, materials, and other relevant data and records. The Contractor will provide proper facilities for such access and observation of the Work and also for any inspection, or testing thereof.

3.5.06.

If any Work is covered contrary to the written instructions of the Engineer or work done for which the Contractor has not requested and received inspection, it must, if requested by the Engineer, be uncovered for his observation and replaced at the Contractor's expense.

3.5.07.

If the Engineer considers it necessary or advisable that covered Work be inspected or tested by others, the Contractor, at the Engineer's request, will uncover, expose or otherwise make available for observation, inspection or testing as the Engineer may require, that portion of the Work in question, furnishing all necessary labor, materials, tools, and equipment. If it is found that such Work is defective, the Contractor will bear all the expenses of such uncovering, exposure, observation, inspection and testing and of satisfactory reconstruction.

3.5.08.

Upon request of the Engineer, the Contractor shall furnish certification of compliance that fabricated or manufactured products conform to the standards of the industry as specified in the Contract Documents and that said fabricated or manufactured products were fabricated or manufactured under the quality control standards of the stated specifications of the Contract Documents.

SECTION 3.6. SUBSTITUTIONS

3.6.01.

Whenever a material, article or piece of equipment is identified in the Contract Documents or these Standards by reference to brand name or catalog number, it shall be understood that this is referenced for the purpose of defining the performance or other salient requirements and that other products of equal capacities, quality and function shall be considered. The Contractor may recommend the substitution of a material, article, or piece of equipment of equal substance and function for those referred to in the Contract Documents by reference to brand name or catalog number, and if, in the opinion of the Engineer, such material, article, or piece of equipment is of equal substance and function to that specified, the Engineer may approve its substitution and use by the Contractor. The Contractor warrants that if substitutes are approved, no major changes in the function or general design of the Project will result. Incidental changes or extra component parts required to accommodate the substitute will be made by the Contractor without a change in the Contract Price or Contract Time.

3.6.02.

“Equal” products must meet or exceed the standards of performance of the item(s) specified or detailed on the plans and in the specifications. All requests for substitutions shall be made in writing a minimum 15 working days before the intended Bid Opening or use. For items approved on Capital Projects after a contract has been awarded, cost reductions shall be credited to the District where cost increases will be absorbed by the Contractor. For Developer projects, approval for substitutions will be secured prior to the use and/or installation of the equipment. Substitute items that are installed prior to securing written approval will be subject to removal at the Developer’s expense; failure to remove unapproved substitute items will result in non-approval of the work and the Developer will not be allowed to connect to District facilities.

SECTION 3.7. PATENTS

3.7.01.

The Contractor shall pay all applicable royalties and license fees. He shall defend all suits or claims for infringement of any patent rights and save the District harmless from loss on account thereof, including attorney's fees, except that the District shall be responsible for any such loss when a particular process, design, or the product of a particular Manufacturer or Manufacturers is specified. However, if the Contractor has reason to believe that the design, process or product specified is an infringement of a patent, he shall be responsible for such loss unless he promptly gives such information to the Engineer.

SECTION 3.8. CORRECTION OF WORK

3.8.01.

The Contractor shall promptly remove from the premises all Work rejected by the Engineer for failure to comply with the Contract Documents, whether incorporated in the construction or not, and the Contractor shall promptly replace and re-execute the Work in accordance with the Contract Documents and without expense to the District and shall bear the expense of making good all Work of other Contractors destroyed or damaged by such removal or replacement.

3.8.02.

All removal and replacement Work shall be done at the Contractor's expense. If the Contractor does not take action to remove such rejected Work within ten (10) days after receipt of Written Notice, the District may remove such Work and store the materials at the expense of the Contractor.

**SECTION 3.9.
REMOVAL, RELOCATION OR PROTECTION OF EXISTING
UTILITIES**

3.9.01.

Nothing herein shall be deemed to require the District to indicate the presence of existing service laterals or appurtenances whenever the presence of such Utilities on the site of the Project can be inferred from the presence of other visible facilities, such as buildings, meter and junction boxes, on or adjacent to the site of the construction; provided, however, nothing herein shall relieve the District from identifying main or trunk lines in the Drawings and Specifications.

3.9.02.

If the Contractor while performing the Work discovers Utility facilities not identified by the District in the Drawings or Specifications, the Contractor shall immediately notify the District and the Utility in writing.

**PART 4.
DETAILED TECHNICAL PROVISIONS**

SECTION 4.1. EARTHWORK

4.1.01. GENERAL

The Contractor shall furnish all labor, equipment, appliances and materials as required or necessary to clear, grub, excavate, trench, fill, backfill and grade for the construction of all structures, pipelines, service laterals, ditches, embankments and graded areas as shown and specified.

Due to the sensitive creek-bed areas in and around Running Springs, the Contractor shall take additional care to ensure no water from the construction site leaves the site; it is the Contractor's responsibility to protect Deep Creek and City Creek at all costs as environmental fines can be extreme.

4.1.02. OBSTRUCTIONS

When the proper completion of the Work requires their temporary or permanent removal of improvements, landscaping, etc., the Contractor shall, at his own expense, remove, and without unreasonable delay, temporarily or permanently replace or relocate to the satisfaction of the District and of any other person or agency having jurisdiction, all water pipes, gas pipes, drainage lines, irrigation lines, sewer lines, pipelines, conduits, culverts, roads, driveways, fences, bridges, railroad tracks, wires, poles, towers, retaining walls, buildings, curbs, gutters, concrete walks, trees, shrubs, lawns, and all other improvements of whatsoever character not required by law to be removed by the District thereof; and all such improvements temporarily removed shall be maintained until permanently replaced, all at the Contractors expense.

Where the Work is to be constructed in or adjacent to areas which have been improve by lawns, trees, shrubs, or gardens, the Contractor shall remove such trees or plants as may be necessary for the prosecution of the Work and give them proper care and attention until the Work has been satisfactorily completed, after which the Contractor shall replace them in as nearly the original condition and location as is reasonably possible. Where it is necessary to deposit the excavated materials on lawns during the process of construction, the Contractor shall first lay burlap or canvas on the lawn to prevent contact between the excavated material and the lawn.

Unless otherwise indicated on the Drawings, General or Special Conditions, or unless otherwise cared for by the District of a public Utility or franchise, all water, gas, oil, or irrigation lines, lighting, power, or telephone conduits or wires, or sewer lines, or TV cables, structures, house connections in place, and all other surface or subsurface structures or lines shall be maintained by the Contractor and shall not be disturbed, disconnected, damaged by him during the progress of the Work; provided that should the Contractor in the performance of the Work disturb, disconnect, or damage

any of the above, all expenses, of whatever nature, arising from such disturbance, or in the replacement of repair thereof, shall be borne by the Contractor.

All shrubs and brush, including stumps and roots, fences, rock, stones, debris, and all obstructions of whatsoever kind or character, whether natural or artificial, encountered in the construction of the Work shall be removed unless otherwise specified on the construction Plans.

In the installation of pipelines outside of public rights-of-way or in easements, trees shall not be removed unless otherwise authorized in writing by the Engineer, and all fences, structures and landscaping which are removed or damaged by the Contractor shall be restored to their original condition and/or repaired to the satisfaction of the Engineer as soon as that portion of the Work is installed, at the Contractor's expense without any compensation therefore. Any damage done to private property by reason of Work on easements shall be the responsibility of the Contractor.

Tunneling under trees will be required unless otherwise authorized in writing by the Engineer. All trees along the Work which are not to be removed, shall be protected from injury. The trunks of trees shall be covered with burlap or stakes shall be driven around them for complete protection.

The Contractor shall restore all areas and objects that were damaged or disrupted due to construction activities to a condition as good as existing prior to construction. Said restoration shall be completed by the Contractor as a continuing follow-up of any portion of pipeline installation.

Material that is removed as hereinabove specified, and is not to be incorporated in the improvement being constructed, shall be disposed of away from the construction site at the Contractor's expense. If burning is anticipated, the Contractor shall obtain all necessary permits and shall give ample and proper notice to the local fire warden.

The Contractor's attention is directed to the possible existence of pipe and other underground improvements which may or may not be shown on the Plans. All reasonable precautions shall be taken to preserve and protect any such improvements whether shown on the Plans or not. Pursuant to Section 4215 of the California Government Code, the District will be responsible for the timely removal, relocation or protection of existing main or trunk line Utility facilities located on the site of the Project, if such utilities are not identified by the District in the Drawing and Specifications.

A diligent search of known Utility records has been made in the endeavor to indicate on the Drawings the nature and location of all Utilities which exist within the limits of the Work. However, the accuracy or completeness of the Utilities indicated on the Drawings is not guaranteed. Utility structures and/or service connections to adjacent property may or may not be shown on the Drawings. The Contractor shall contact "Underground Service Alert" (U.S.A., telephone number

811) and inform them of the proposed Project and work schedule. Provide them with information required for notification at known Utilities in the area.

The Contractor shall cooperate with the Utility companies' representative in the field in order to ascertain the location of the Utility lines ahead of trenching operations. The Contractor shall excavate and expose the Utility, at least five hundred (500) feet, ahead of trenching operations in order that the inspector representing the Engineer may adjust the alignment of the pipeline to provide the least amount of interference with the Utility as determined by the inspector.

The Contractor acknowledges his responsibility as set forth herein and specifically waives the provisions of California Government Code Section 4215 which designates such responsibility to certain public agencies.

4.1.03. EARTHWORK IN COUNTY AND STATE RIGHTS-OF-WAY

Earthwork within the rights-of-way of the State of California, Department of Transportation, the County Road Department, or other governmental agencies having jurisdiction, shall be done in accordance with the requirements and the provisions of the permits issued by those agencies for the construction within their respective rights-of-way. Such requirements and provisions, where applicable, shall take precedence and supersede the provisions of these Specifications. The requirements of these Detailed Technical Provisions shall be the minimum requirement.

4.1.04. SAFETY PRECAUTIONS

All excavations shall be performed, protected and supported as required for safety and in the manner set forth in the operating rules, orders and regulations prescribed by the Division of Industrial Safety of the Departments of Industrial Relations of the State of California. Barriers shall be placed at each end of all excavations and at such places as may be necessary along excavations to prevent accidents. Lights shall also be placed along excavations from sunset each day to sunrise of the next day until such excavation is entirely refilled.

The Contractor shall furnish such watchmen, guards, fences, warning signs, walks, and lights as shall be necessary and shall take all other necessary precautions to prevent damage or injury to persons and property.

4.1.05. EXCAVATED MATERIAL

Arrangement for disposing of excess excavated material shall be made by the Contractor. Excavated material suitable for backfill shall be stored temporarily in such a manner as will facilitate Work under the Contract. Backfill material stored at or near the site shall be contained such that none of it leaves the storage area either by wind, rain or other means; a SWPPP shall be submitted and approved prior to storing material.

4.1.06. SHORING, SHEETING AND BRACING

Where sheet piling, shoring, sheeting, bracing, or other supports are necessary, they shall be furnished, placed, maintained and removed by the Contractor. Sheet piling and other supports shall be withdrawn in such a manner as to prevent additional backfill on pipelines which might cause overloading. At all times the rules of the Division of Industrial Safety of the Department of Industrial Relations of the State of California with respect to excavation and construction shall be strictly observed.

In advance of any excavation of any trench or trenches five (5) feet or more in depth, the Contractor shall submit for acceptance of the District, or by a registered civil or structural engineer employed by the District to whom the authority to accept has been delegated, a detailed plan showing the design or shoring, bracing, sloping, or other provisions to be made for worker protection from the hazard of caving ground during the excavation of such trench or trenches. If such plan varies from the shoring system standards established by the Construction Safety Orders, the plan shall be prepared by a registered civil or structural engineer. Nothing herein contained shall be deemed to allow the use of shoring, sloping, or protective system less effective than that required by the Construction Safety Orders of the State Division of Industrial Safety. Shoring shall be in compliance with Section 6707 of Chapter 9, Part 1, and Division 5 of the Labor Code of the State of California.

Nothing contained in these Specifications shall be construed to impose tort liability on the District, Engineer, or any of their employees.

Section 6424 of the California Labor Code requires a permit for trenches five (5) feet or more in depth. The District will not issue a permit for trenching operations. The Contractor, prior to beginning construction, shall obtain from the State Division of Industrial Safety a permit authorizing said construction.

4.1.07. CLEARING AND GRUBBING

Areas where construction is to be performed shall be cleared of all trees, shrubs, brush, rubbish, and other objectionable material of any kind which, if left in place, would interfere with the proper performance or completion of the contemplated Work, impair its subsequent use, or form obstruction therein. Trees and other natural growths outside the actual lines of construction operation shall not be destroyed and such measures as are necessary shall be taken by the Contractor for the protection thereof.

Organic material from clearing and grubbing operations will not be permitted for use as excavation backfill.

It shall be the Contractor's responsibility to remove and dispose of all excess material resulting from clearing and grubbing operations at his own expense. The Contractor shall make his own arrangements for disposal sites at his own expense, at which said material may be wasted.

4.1.08. CONTROL OF WATER

The Contractor shall provide and maintain at all times during construction ample means and devices with which to promptly remove and dispose of all water entering the excavations or other parts of the Work. No concrete footings or floors shall be laid in water nor shall water be allowed to rise over them until the concrete or mortar has set as least eight (8) hours. Water shall not be allowed to rise unequally against walls for a period of twenty-eight (28) days. Ground water shall not be allowed to rise around pipe installations until jointing compound in the joints has set.

The Contractor shall dispose of the water from the Work in a suitable manner without damage to adjacent property. No water shall be drained into Work built or under construction. Water shall be disposed of in such a manner as not to be a menace to the public health.

Dewatering for structures and pipelines shall commence when ground water is first encountered, and shall be continuous until such times as water may be allowed to rise in accordance with the provisions of this section.

The cost of complying with the provisions of this section of Detailed Technical Provisions shall be considered included as Bid item and no additional compensation will be allowed.

4.1.09. PIPELINE EXCAVATION

- a. Excavation - Excavation for pipelines, fittings, valves and appurtenances shall be open trench to the depth and in the direction necessary for the proper installation of the same as shown on the Plans or as otherwise directed by the Engineer, except where another method is specifically called for on the Plans or in these Detailed Technical Provisions.
- b. Limit of Excavation - Except with specific approval of the Engineer, no more than four hundred (400) feet of open trench shall be excavated in advance of laying of pipe. All operations shall be carried out in an orderly fashion. Backfilling and cleanup work shall be accomplished as sections of the pipe installation are approved. Public travel through the work shall be impeded or obstructed as little as possible. At the end of each working day, there shall be no more than ten (10) feet of open trench, excluding manhole excavations, for each operation. The remainder of the trench excavated that day shall be backfilled, compacted and the roadway opened to the public.

At the end of each week, all trenches, including manhole excavations, shall be backfilled, compacted and the roadway opened to the public on Saturday, Sunday, and holidays.

The Contractor shall make the necessary arrangements for, and shall remove and dispose of, all excess of waste material from the site of the Work as portions of the pipeline and appurtenances are installed.

- c. Tunneling - Tunneling will be permitted only when the Contractor has applied and obtained a permit from the regulatory agency, State of California Department of Mines.
- d. Trench Width - Banks of cut trenches shall be kept as nearly vertical as possible. Where necessary in order to maintain the banks nearly vertical, the trench shall be properly sheeted and braced. The overall trench width shall not be more than sixteen (16) inches or less than twelve (12) inches wider than the largest outside diameter of the pipe to be laid therein, measured at a point twelve (12) inches above the top of the pipe exclusive of branches. Excavation and trenching shall be true to line so that a clear space of not more than eight (8) inches or less than six (6) inches in width is provided on each side of the largest outside diameter of the pipe in place. For the purpose of this article, the largest outside diameter shall be the outside diameter of the coupling.
- e. Correction of Faulty Grades - Should the excavation for the pipeline be carried below grade without instruction from the Engineer, it shall be refilled to proper grade with pipe zone material compacted to ninety percent (90%) or crushed rock, at the expense of the Contractor. If the compaction tests are required, they shall be at the expense of the Contractor.

4.1.10. PIPE FOUNDATION AND/OR PIPE BEDDING

In areas where the pipe trench is in granular material suitable for bedding, the bottom shall be excavated and trimmed so that the pipe will be uniformly bedded on the required grade. In all other materials, the pipe trench shall be over-excavated below the established grade line of the outside bottom of the pipe.

In areas where the pipe trench is in clay or similar non-granular material, the depth of over-excavation shall be three (3) inches.

In areas where the pipe trench excavation is in rock, hardpan, shale or other similar hard and unyielding materials, the trench shall be excavated to a depth of at least four (4) inches below the established grade line of the outside bottom of the pipe.

The over-excavation shall be filled with loose granular bedding material. The Contractor shall prepare a firm but unyielding subgrade which will provide uniform support of the pipe along the full length of each section. In the event the bottom of the excavation is soft, spongy, or unstable, the Contractor shall over-excavate to undisturbed and/or firm ground, to refill to approximately three (3) inches below grade with tamped crushed rock, refill to grade with sand and shape the bottom of the trench to the required section. The Contractor will be reimbursed for all the expenses that are incurred for the over-excavation and backfill that exceed two (2) feet. Crushed rock for backfill of over-excavation shall consist of clean, hard, durable gravel or crushed rock of such a size that one

hundred percent (100%) will pass a sieve having two-inch square openings. The backfill shall be compacted to ninety percent (90%) relative compaction. Instability due to inadequate dewatering shall be corrected at the Contractor's own expense.

For the purpose of this paragraph, granular bedding material is defined as a non-cohesive granular material containing no rocks or other hard materials detrimental to good bedding of the pipe. It shall be free from appreciable amounts of clay or silt and shall be free from stones larger than one inch in diameter. Not more than fifteen percent (15%) shall pass a No. 100 mesh screen and it shall be reasonable uniform graded.

4.1.11. TRENCH BACKFILL

- a. General - All trenches for main line and service laterals shall be backfilled after pipe fittings, service lateral, valves and appurtenances have been installed.

All wood and waste material shall be removed from excavation preparatory to backfilling. Backfill material shall be approved in all cases by the Engineer and shall be free of trash, wood, large rock, or other objectionable debris. Backfilling shall include the refilling and compacting of the fill in trenches or excavations up to the subgrade of the street or to the existing ground surface.

- b. Procedure in Pipe Zone - The pipe zone shall be from pipe invert to twelve (12) inches above top of pipe. Backfill material for pipe zone shall be granular material, clean washed sand or crusher run rock or gravel and shall be placed in the trench simultaneously on each side of the pipe for the full width of the trench in layers of about six (6) inches in depth. No stone, gravel or crush rock larger than one (1) inch in diameter or largest dimension shall be allowed in pipe zone. Granular backfill with a minimum sand equivalent of thirty (30), when tested in accordance with the California Department of Transportation, Test Method No. California 217 shall be required in the pipe zone when the water densification method is used to densify the material in the pipe zone. When the excavated material is not granular as mentioned above, the Contractor shall import, at his own expense, and place a suitable backfill material. Particular attention is to be given to the underside of the pipe and fittings to provide a firm bedding support along the full length of the pipe. Care shall be exercised in backfilling to avoid damage to the pipe. Care shall be taken so that the pipe is not floated or displaced. Trench backfill above the pipe zone shall not be place until conformance with specified compaction requirements has been confirmed for the pipe zone.

Pipe zone material shall be compacted to not less than ninety percent (90%) of maximum density in accordance with American Society for Testing and Materials Standard D1557 (ASTM D1557).

When the crusher run rock or gravel is used for pipe zone backfill, the following method of placing the bedding and pipe zone backfill may be used:

The trench shall be over-excavated a depth of two (2) inches and backfilled to grade with crusher run rock. The pipe shall be bedded on this base. The pipe shall then be backfilled to a depth of three (3) inches over the top of the pipe with the crusher run rock. No further compaction will then be required. The crusher run rock shall be unwashed crushed rock conforming to the following gradation:

Sieve	Percent Passing
1/2 - inch	100
3/8 - inch	85-100
No. 15	15-40
No. 8	0-10
No. 16	0-5

- c. Procedure above Pipe Zone - From the top of the pipe zone backfill to ground surface, the material for backfill may contain stones ranging in size up to three (3) inches in diameter, in quantity not exceeding forty percent (40%) of the volume when said coarse materials are well distributed throughout the finer materials and the specified compaction may be attained. If the native materials contain large rocks and boulders, it shall be Contractor's responsibility to remove and dispose all rocks larger than six (6) inches in diameter off project area prior to trench backfill operation.
- d. Compaction Above Pipe Zone - The Contractor shall not permit hauling or rolling equipment to operate above the pipe zone until sufficient backfill is in place to prohibit damage to the pipe. Unless otherwise required by these Contract Documents or by permit requirements of any agencies having jurisdiction, compaction shall conform to the following requirements.
 - 1. Under areas which will be subject to vehicular traffic or support for surfacing or structures, the backfill shall be compacted to a not less than ninety percent (90%) of maximum density in accordance with ASTM D1557.
 - 2. In easements and open terrain where the degree of compaction is less important, the backfill, if sufficiently granular in nature (sand equivalent of twenty (20) or greater), may be consolidated by a water densification method. If the backfill is not sufficiently granular in nature, the backfill shall be consolidated by a method approved by the Engineer. Backfill in easements and open terrain shall be

consolidated to such an extent so as to preclude potential damages due to erosion, settling, or other lack of structural stability in the opinion of the Engineer.

Although lesser degrees of consolidation may be allowed by the Engineer, a relative compaction of eighty five percent (85%) in accordance with ASTM D1557 is to be deemed satisfactory in these areas.

- e. **Mechanically Compacted Backfill** - Mechanically compacted backfill shall be placed in horizontal layers of such depths compatible to the material being placed and the type of equipment being used. All such equipment shall be of a size and type approved by the Engineer. Each layer shall be evenly spread, moistened (or dried, if necessary), and then tamped or rolled until the specified relative compaction has been attained. Permission to use specific compaction equipment shall not be construed as guarantying or implying that the use of such equipment will not result in damage to adjacent ground, existing improvements or improvements installed under the contract. The Contractor shall make his own determination in this regard. Any damage which results shall be the responsibility of the Contractor and repaired or replaced at the Contractor's expense. Each layer shall be limited to 8-inches maximum before compaction.
- f. **Water Densified Backfill (Jetting)** - As used in these Detailed Technical Provisions, flooding shall mean the inundation of backfill with water, puddles with poles or bars to insure saturation of the backfill material for its full depth. Jetting shall be accomplished by the use of a jet pipe to which a hose is attached carrying a continuous supply of water under pressure.
- g. **Requirements for Densification by Jetting** - Densification by jetting shall be subject to all of the following requirements:
 - 1. **Application of Water** - The Contractor shall apply water in a quantity and at a rate sufficient to thoroughly saturate the entire thickness of the lift being densified. Water for jetting shall be from a continuous supply of water under pressure.
 - 2. **Use of Vibration** - Where densities are required which cannot be attained by jetting alone, the Engineer may direct the Contractor to supplement the jetting process with the application of vibrating compacting equipment to the backfill.
 - 3. **Lift Thickness** - The lift of backfill shall not exceed that which can be readily densified by the jetting procedure, but in no case shall the undensified lift exceed ten (10) feet for jetting.

4. Character of Material - The material being used with the water settling methods to backfill the trenches in street rights-of-way shall have a sand equivalent of at least thirty (30) when tested in accordance with the State of California Department of Transportation Test Method No. California 217. Where the nature of the material excavated from the trench is generally unsuitable for densification with water, the Contractor may, at no cost to the District, import suitable material for jetting, or densify the excavated material by other methods. If water densification methods are employed, the Contractor shall, at his expense, provide a sump and pump to remove the accumulated water from the downstream end of the construction.
5. Damage to Adjacent Improvements - The Contractor shall make their own determination that the use of flooding or jetting methods will not result in damage to existing improvements. Permission to use such methods in densifying backfill shall not be construed as guarantying or implying that adjacent ground and improvements will be unaffected.
- h. Compaction Test - Compaction shall be tested in accordance with the methods specified by the State of California Department of Transportation Method No. California 216, or ASTM D1557.

Compaction test of the backfill will be required approximately every two hundred and fifty (250) feet, or more often if tests indicate the need, along the alignment on the main pipeline and, in addition, approximately twenty percent (20%) of all laterals within the street rights-of-way. The tests shall be made at varying depths with the density as shown on Standard Drawing No. W-20.

The Contractor at his expense shall excavate the holes for all of the tests, backfill the holes and compact this backfill, and pave the surface, if required, after the test.

Compaction tests of the backfill shall be at the Contractor's expense except where otherwise specified in the Contract Document. All compaction tests which do not meet the specified requirements shall be at the Contractor's expense without any compensation therefore. These latter costs will be paid by the District and deducted from the progress payments to the Contractor.

- i. Excess Excavated Material - The Contractor shall make the necessary arrangements for and shall remove and dispose of all excess or waste material. All costs for the disposal of excess or waste material shall be borne by the Contractor.

It is the intent of these Detailed Technical Provisions that all surplus material not required for backfill shall be disposed of by the Contractor outside the limits of the public

rights-of-way and in accordance with the requirement of the County grading ordinance or ordinance of any other agencies having jurisdiction at no cost to the District.

Excavated material shall not be deposited on private property unless written permission from the District thereof is secured by the Contractor. Copies of said written permission, duly signed by the District of the private property involved, shall be furnished to the Engineer by the Contractor before such material is placed on private property.

- j. Imported Backfill Material - Whenever the excavated material is unsuitable for backfill, the Contractor shall arrange for the furnishing of imported backfill material (per Sections 4.1.11b. and 4.1.11g4) at his own expense; Sand Equivalent Factor (SE) shall be a minimum of 30 (SE = 30 or better). He shall dispose of the excess trench excavation as specified in the preceding paragraph. The backfilling with imported material shall be done in accordance with the methods described.
- k. Completion of Cleanup - The Contractor shall restore all areas and objects that were damaged or disrupted due to construction activities to a condition equal to that prior to construction. All fences, walls, shrubs, sprinkler systems, substructures or any other improvement removed or disturbed by the Contractor during construction shall be replaced and/or repaired to the satisfaction of the Engineer immediately as that portion of the pipeline is installed at the Contractor's expense. Said restoration shall be completed by the Contractor as an immediate follow-up of any portion of the pipeline installation.

4.1.12. STRUCTURAL EARTHWORK

- a. Structural Excavation - The site shall be cleared of all natural obstructions, pavements, Utilities and other items which will interfere with construction. Any method of excavation may be employed which, in the opinion of the Contractor, is considered best. Ground shall not be dug by machinery nearer than three (3) inches from any finished subgrade without the express approval of the Engineer. The last three (3) inches shall be removed without disturbing the subgrade. Should the excavation be carried below the lines and grades indicated on the Plans, the Contractor shall, at his own expense, refill such excavated space to the proper elevation in accordance with the procedures specified for backfill, or, if under footings, the space shall be filled with concrete.

Excavation shall extend a sufficient distance from walls and footing to allow for placing and removal of forms, installation of services, and for inspection, except where concrete is authorized to be deposited directly against excavated surfaces.

- b. Backfilling - After completion of foundation footings and walls, and of other construction below the elevation of the final grade, and prior to backfilling, all forms shall be removed and

the excavation shall be cleaned of all debris. Unless otherwise shown, material for backfilling shall consist of excavated material, or imported sand, gravel or other material approved by the Engineer and shall be free of lumps, hard material exceeding six (6) inches in greatest dimension, trash, lumber or other debris. Backfill shall be placed in horizontal layers not exceeding nine (9) inches in thickness, and shall have a moisture content such that the required degree of compaction may be obtained. Each layer shall be compacted by hand or machine tampers or by other suitable equipment or means to a relative compaction of a least ninety percent (90%). Dewatering shall be maintained during the placement of compacted clayey backfill.

- c. Stripping - All vegetation, such as roots, brush, heavy sods, heavy growths of grass and all decayed vegetable matter, rubbish, and other unsuitable material within the area of the Work, shall be stripped or otherwise removed before fill is started.
- d. Grading - After stripping has been done, excavation of every description and of whatever substance encountered within the grading limits of the Work shall be performed to the lines and grades indicated on the Drawings. All suitable excavated material shall be transported to and placed in the fill area within the limits of the Work. All excavated materials which are considered unsuitable by the Engineer, and any surplus of excavated material which is not required for fill shall be known as waste and shall be disposed of as directed in Section 4.1.11i. During construction and excavation filling shall be performed in a manner and sequence that will provide drainage at all times.

Ditches shall be cut accurately to the cross sections and grade indicated. Any excessive ditch excavation shall be backfilled to grade either with suitable, thoroughly compacted material, or with suitable stone or cobble to form and adequate paving.

Surfaces under paved areas, dikes and elsewhere as directed by the Engineer shall be wetted and compacted prior to placing fill.

- e. Fills or Embankments - Fills or embankments shall be constructed at the locations and to the lines and grades indicated on the Plans. Suitable material from excavations may be used for fill. Material shall be placed in horizontal layers of from eight (8) to twelve (12) inches in loose depth for the full width of the cross section and compacted as specified. Embankment Fill shall be placed in a stepped pattern where the width is five times (5x) greater than the depth of the fill; stepped pattern shall start at the bottom of the embankment. Compaction shall be ninety percent (90%) for each fill layer. A geotechnical fabric shall be placed in the upper three (3) inches of the embankment; overlap seams two-foot (2-ft) minimum.

For general fill areas, the fill shall be compacted to ninety percent (90%) relative compactions.

For roadways and all areas to be paved, the fill shall be compacted, by means of a tamping roller or three-wheel power roller, to at least ninety percent (90%) relative compaction.

Dikes and embankments shall be compacted by the use of compaction rollers or three-wheel power rollers to ninety percent (90%) relative compaction.

Relative compaction shall be as determined in accordance with the State of California Department of Transportation, Test Method No. California 216, or ASTM D1557.

- f. Finish Grading - All areas covered by the Work, including excavated and filled section and transition areas, shall be graded uniformly to the elevations shown on the Plans. The finished surface shall be reasonably smooth, compacted, and free from any irregular surface changes. The degree of finish shall be that ordinarily obtainable from either blade-grader or scraper operations. The finished surface shall be not more than five-hundredths of a foot (0.05-ft) above or below the established grade. Ditches shall be paved with concrete or shotcrete to drain readily. The surface of areas to be paved, on which a surface course is to be placed, shall not vary more than five-hundredths (0.05) foot from established grade and approved cross section.
- g. County and Local Grading Ordinances - In addition to the requirements herein set forth for structural earthwork, all work shall be in accordance with the requirements of the County grading ordinance or ordinance of any other agencies having jurisdiction.

4.1.13. DRILLING AND BLASTING

- a. Use of Explosives - All operations, storage and handling of explosives shall be according to provisions of Division II, Part I, of the Health and Safety Code, State of California, and shall comply with all State, County and local laws.
- b. Skilled Workmen - Drilling and blasting are to be done only by personnel skilled in these techniques.
- c. Safety - All necessary precautions shall be taken for protection of life and property. Warnings shall be given to nearby property owners that blasting is in progress. Safety mats shall be used to restrict flying particles. The Contractor shall size each "shot" to minimize nuisance and reduce the possibility of damage to local structures.
- d. Blasting shall have prior written approval from the District.

4.1.14. FINAL CLEANUP

After all earthwork operations have been completed, the right-of-way and all other areas shall be dressed smooth and left in a neat and presentable condition to the satisfaction of the Engineer and District.

4.1.15. SHOP DRAWINGS

The Contractor shall submit six (6) copies of Shop Drawings for shoring and bracing system for review and approval. Digital submittals shall conform to the requirements stated elsewhere in this document.

SECTION 4.2. CONCRETE CONSTRUCTION

4.2.01. SCOPE

The Contractor shall furnish all labor, equipment, materials and appliances necessary to complete construction of Portland cement concrete as shown on the Plans and as specified herein.

4.2.02. COMPOSITION

Concrete shall be composed of Portland cement, sand, coarse aggregate, water, and admixtures as specified or approved, all well mixed and brought to the proper consistency suitable for the specific conditions of placement and in accordance with the requirements of these Detailed Technical Provisions.

4.2.03. CLASSES OF CONCRETE

All Portland cement concrete used on the Work shall be one of the classes described below. Unless otherwise stated, each class shall be used in the locations as listed:

- a. Class I
Compressive Strength - 3,000 psi minimum at 28-day
Mix - 6 sacks minimum, test required - 7 sacks, test not required.
Use - walls, beams, slabs, footings.
Equivalent California State Highway Designation - Class D (for 7 sack mix), or Section 201 of the Greenbook, Table 201-1-1.2(A).
Maximum water - cement (w/c) ratio: 0.45

- b. Class IV
Compressive Strength - 2,500 psi minimum at 28-day
Mix - 6 sack, test not required.
Use - Paving, cradles, curbs, gutters, sidewalks, thrust blocks, manhole bases, pipe encasement, or where specified.
Equivalent California State Highway Designation - Class B or Section 201 of the Greenbook, Table 201-1-1.2(A).
Maximum water - cement (w/c) ratio: 0.45

4.2.04. PORTLAND CEMENT

Unless otherwise specified by a soils report or the District Engineer, Portland cement, shall be Type II, complying with ASTM C150, and shall have a total alkali content not exceeding 0.6 percent when calculated as sodium oxide as determined by methods given in ASTM C114.

4.2.05. SAND

Sand shall be washed natural sand having hard, strong and durable particles and which does not contain more than two percent (2%) by weight of such deleterious substances as clay lumps, shale, schist, alkali, mica, coated grains, or soft and flaky particles. Sand shall be graded uniformly from fine to coarse such that the combined grading of coarse aggregate and sand set forth in Section 4.2.06 will be met. Not more than three percent (3%) shall pass the No. 200 screen as determined by ASTM C117.

4.2.06. COARSE AGGREGATE

Coarse aggregate shall be a clean, hard, fine-grained, uncoated sound crushed rock, or washed gravel or combination of both. It shall be free from oil, organic matter or other deleterious substances and shall not contain more than two percent (2%) by weight of shale or cherty material; and shall show a loss of not more than ten (10) percent when tested for soundness in sodium sulfated solution in accordance with ASTM C88. Coarse aggregate shall be graded uniformly from one-quarter (1/4) inch size to maximum size. The combined grading of coarse and fine aggregate shall fall within the following percentage by weight:

Sieve Size	Percentage Passing Sieves		
	1-1/2" Max	1" Max	3/4" Max
2"	100		
1-1/2"	90-100	100	
1"	50-86	90-100	100
3/4"	45-75	55-100	90-100
3/8"	38-55	45-75	60-80
No. 4	30-45	35-50	40-60
No. 8	23-38	27-45	30-45
No. 16	17-33	20-35	20-35
No. 30	10-17	12-20	13-23
No. 50	4-9	5-10	5-15
No. 100	1-3	1-4	1-5
No. 200	0-2	0-2	0-2

4.2.07. MIXING WATER

Mixing water shall be clean and free from deleterious amounts of acids, alkalis, salts or organic materials.

4.2.08. ADMIXTURES

No admixtures shall be used without the District or Engineer's approval and any ready-mix concrete with admixtures indicated found on the job site will be rejected.

4.2.09. REINFORCING STEEL

Reinforcing steel shall consist of deformed bars of the size called for on the Plans. Steel shall conform to ASTM A615; longitudinal reinforcing steel for columns shall be hard grade; all other reinforcing steel shall be either intermediate or hard grade. Deformations shall conform to ASTM A615, A 616, and A 617. If specified, mill certificates showing conformity with these requirements shall be furnished to the Engineer for each melt if so requested. Wire reinforcement shall conform to ASTM A82.

4.2.10. MIXING

Job mixing of structural concrete shall not be permitted.

Transit mix concrete shall be batched, mixed and delivered in accordance with ASTM C94, except that truck agitators may not be used. All concrete shall be deposited in place not more than forty five (45) minutes after water is added when the temperature of the concrete exceeds 85 °F, and not more than one and one-half (1-1/2) hours after water is added when the temperature of the concrete is less than 85 °F. Certified public weighmaster tickets shall be delivered to the Engineer or his representative in the field prior to placing the concrete to which the ticket applies. **Water shall not be added to the concrete at the job site.**

4.2.11. RETEMPERING

Retempering of concrete which has partially hardened, that is mixing with or without additional cement, aggregate, or water, will not be permitted.

4.2.12. COMPACTING

Concrete, during and immediately after depositing, shall be thoroughly worked around the reinforcement and embedded fixtures and into corners of the forms. Internal vibrators shall be used for all walls, and self-supporting beams or slabs. Vibrators shall be handled by experienced workmen and care shall be taken to avoid separation of aggregate due to over vibration. At least one (1) vibrator shall be used for each fifteen (15) cubic yards per hour of concrete placed. Standby vibrators shall be kept on hand.

4.2.13. CURING

All concrete and grout shall receive a curing compound, or other approved method, as soon as the concrete or grout has sufficiently set.

Curing compound shall be of a nature and composition not deleterious to concrete, and thinned to a working consistency either with a volatile solvent or by emulsification with water. The curing compound shall be of a standard and uniform quality ready for use as shipped by the Manufacturer. Curing compound shall form a continuous, unbroken membrane which shall adhere to moist concrete and which will not disintegrate, check, peel from the surface, nor show signs of such deterioration within thirty (30) days after application under actual working conditions. The compound shall be sufficiently transparent and free from color that there will be no permanent change in the color of the concrete. The compound shall contain, however, a temporary dye of sufficient color to make the membrane clearly visible for a period of at least four (4) hours after application. If the Contractor applies a deleterious compound to paint, plaster, gunite, or other surface treatment, he shall thoroughly sandblast the surface to remove all vestiges of the compound. This sandblasting shall be at the Contractor's expense.

4.2.14. COLD WEATHER REQUIREMENTS

Adequate equipment shall be provided for heating the concrete during freezing or near freezing weather. No frozen materials or materials containing ice shall be used.

All concrete materials and reinforcement, forms, fillers and ground which the concrete is to come in contact with shall be free from ice and frost. Whenever the temperature of the surrounding air is below 40 °F, all concrete placed shall have a temperature of between 70 °F and 80 °F and an adequate means shall be provided for maintaining a temperature of between 50 °F and 80 °F during the curing period.

The housing, covering or other protection used in connection with curing, shall remain in place and intact at least twenty four (24) hours after the artificial heating is discontinued. **The use of salt or chemicals for the prevention of freezing is prohibited.**

When heating of concrete materials is required, the mixing of water and aggregate shall be heated to not more than 90 °F prior to being placed in the mixer, so that the temperature of the mixed concrete shall not be less than 70 °F nor more than 80 °F. Aggregates shall be heated either by steam or by dry heat, and the heating apparatus shall be of a type which will heat the mass uniformly and in such a manner as to preclude the possible occurrence of overheated areas, or hot spots, which will burn the material. Flame throwers, or others, similar direct heating devices will not be allowed.

4.2.15. HOT WEATHER REQUIREMENTS

Concrete shall not be deposited when the atmospheric temperature is above 85 °F unless the Contractor follows the requirements as specified in this section of the Specification.

1. Use Cool Materials - Coarse aggregates shall be sprayed with water at least two (2) hours before mixing.
2. Subgrade and forms shall be thoroughly soaked the night before, then sprinkled again shortly before placement. There should be no standing water when concrete is deposited.
3. Protection Against Evaporation - Freshly poured concrete surfaces and exposed wall form shall be covered or screened. Spray shall be provided upwind of concrete.
4. Start the curing process as soon as possible. The Contractor shall refer to Section 4.2.13 for curing method.

SECTION 4.3. CONDUCTOR PIPE

4.3.01. STEEL CONDUCTOR TUBE

- a. Materials - Steel conductor tube shall be butt welded of sheets conforming to ASTM A283. Conductor tube used shall not have a thickness of less than one-fourth (1/4) inch with a minimum diameter of twenty four (24) inches. All field joints shall be butt welded in full circumference in accordance with Standard Drawing No. W-18.
- b. Installation - Steel conductor tube of the size and thickness specified on the Plans shall be installed in place by jacking methods without the use of water or air, at the locations shown on the Plans and to grades required to install the pipelines. Should voids or loss of ground occur during jacking operations, said voids shall be filled with grout consisting of a lean mixture of cement and sand.

Pipelines shall be installed within the conductor tube to the lines and grades shown on the Plans. The pipe shall be supported on wood skids in such a manner as to relieve the pipe joints from all load and bearing. The annular space between the conductor tube and pipe shall be filled with washed sand.

SECTION 4.4. EROSION CONTROL

4.4.01. GENERAL

The Contractor shall provide erosion control measures as defined herewith on all areas where the natural vegetation has been disturbed by the installation of water facilities and in accordance with the Storm Water Pollution Prevention Plan (SWPPP), whichever is more stringent. If a ground cover other than natural vegetation has been disturbed, this section does not apply and the Contractor shall replace said ground cover in kind.

4.4.02. PREPARATION

After the backfill has been compacted and the pipeline tested, the Contractor shall remove and dispose of rocks and debris from the area to be reseeded. No seeding shall be performed during windy weather or when the ground is too wet or in an untillable condition. The fertilizer and seed shall be spread before the straw cover material is applied. Commercial fertilizer shall not be applied until after the seed has been sown.

4.4.03. MATERIAL

Materials shall consist of the following:

- a. Seed - The seed shall consist of the following mixture: Crested Wheatgrass, forty-seven percent (47%); Intermediate Wheatgrass, twenty-seven percent (27%); Wimmera Ryegrass, thirteen percent (13%); Blando Ryegrass, thirteen percent (13%). The seed shall be spread at the rate of one hundred (100) pounds per acre and shall be applied by the use of a “Cyclone Seed Sower” or equal.
- b. Fertilizer - The fertilizer shall be Ammonium Phosphate (16-20-0) spread at the rate of three hundred (300) pounds per acre and shall be applied by the use of a “Cyclone Seed Sower” or equal.
- c. Mulch - After the application of the seed and fertilizer, new straw (stable bedding straw shall not be used) shall be uniformly spread at the approximate rate of four (4) tons per acre. The straw shall then be “mulched” into the ground by the use of a “wire” roller or other approved equipment.

4.4.04. PROTECTION FOR STEEP SLOPES

In cases where the grade over the pipe line exceeds twenty-five percent (25%) slope, the Contractor shall provide additional erosion control measures to stabilize the backfill material. The Contractor shall submit to the District for its approval, special engineering details of the method to be used.

SECTION 4.5. REMOVAL AND REPLACEMENT OF PAVED SURFACES

4.5.01. GENERAL

Street pavement and surfaces shall be removed and replaced in all areas of construction excavation in conformance with the various encroachment permits or where not covered by an encroachment permit as specified herein. Resurfacing of existing pavement and surfaces damaged or removed in connection with construction of the improvements, including all appurtenances, shall conform to the provisions of permits issued by the State of California Department of Transportation or the County Transportation Department or local Street Department under whose jurisdiction the road falls, for the work within the rights-of-way of these respective agencies.

4.5.02. EXCAVATION AND BACKFILL

The Contractor shall refer to Section 4.1 “Earthwork” of these Detailed Technical Provisions for all requirements relating trench excavation and backfill.

4.5.03. PAVEMENT REMOVAL

- a. General - Street pavement, existing road surfacing or other surfaced areas shall be removed within the limits of all construction excavations prior to proceeding with excavation operations of any nature. Surplus material shall be removed as provided in Section 4.1 “Earthwork” of these Detailed Technical Provisions. Prior to removal of existing surfacing, pavement cuts shall be made as specified here. All pavement cuts shall be neat and straight along both sides of the trench, and approximately parallel to the alignment of the pipe, to provide an unfractured and level pavement replacement. Where large irregular surfaces are removed, such trimming or cutting as hereinafter provided shall be parallel with roadway centerline or at right angles to the same. All cut edges shall provide clean, solid, vertical faces, free from all loose material.
- b. Plant-Mix Surfacing (Asphalt Concrete Pavement) - Street surfaced with asphalt concrete pavement shall be cut at the limits of the trench and/or excavation prior to removal of existing surfacing. Cuts shall be made by sawing, disk or other approved equipment.

4.5.04. REPLACEMENT

- a. In all streets or areas in which the surface is removed, broken or damaged by equipment, or in which the ground has caved in or settled due to the installation of the improvements, the surface shall be restored to the original grade and crown section by the Contractor. In the absence of specific designation on the Plans, and where the street has been improved with

roadway surface, base course, curb, sidewalk or gutter, trenches or damaged sections shall be restored with the type of improvement conforming to that which existed at the time the Contractor entered upon the work.

Prior to resurfacing, the existing surfacing shall be removed as provided above. All work shall match the appearance of the existing improvements and finished pavement shall not deviate from existing grade by more than one-eighth (1/8) inch in ten (10) feet and shall be free from ruts, depressions and irregularities.

- b. State Highway Rights-of-Way - Construction of water or sewer lines within State highway rights-of-way shall be subject to Department of Transportation utility encroachment permit. All work done within highway rights-of-way shall conform to the “Terms and Conditions Relating to Utility Encroachments”, as issued by the State Department of Transportation, and as to details as indicated on the Plans.
- c. County and Local Roads - The Contractor’s attention is directed to the requirements of the County or Local Transportation Department regarding resurfacing of excavations in County or local roads. The specifications, policies and procedures of said County or Local Transportation Department shall supersede all other provisions of this section within the jurisdiction of the County or local Road Department, but only if such specifications exceed the requirements of these Specifications.
- d. Base Material - Base material shall be furnished, placed and compacted in the trench excavation when required by the agency having jurisdiction or to replace existing base course.
- e. Plant - Mix Surfacing (Asphalt Concrete Pavement) - All asphalt concrete surfaces, including but not limited to pavements, curbs, driveways, and sidewalks, which are removed, damaged or broken by the Contractor’s installation or improvements under this Contract, shall be replaced and/or reconstructed. All asphalt concrete shall be placed on compacted fills or base material as hereinbefore specified, and replacement and/or reconstruction shall be to the same dimensions as existing surfaces unless otherwise stated herein or required by the agency having jurisdiction over the road.

Materials and workmanship for asphalt concrete replacement and/or reconstruction shall conform to the requirements of Section 39 of the latest edition of the State of California Departments of Transportation Standard Specifications for State Highways and Section 203 of the latest edition of the Greenbook, or as directed, for County and Local Streets.

Plant-mix surfacing shall be Type B3 PR70-10 asphalt concrete conforming to the above mentioned specifications for the base course and Type C2 PR 70-1 for surface wearing course.

Mineral aggregate for Type C and Type B asphalt concrete shall be steam refined asphalt and shall conform to the provisions in Section 203 or Section 92 as stated in the previously named specifications.

- f. Road - Mix Surfacing - Not permitted without prior approval of the District.
- g. Temporary Resurfacing - The Contractor shall furnish, place, and maintain temporary resurfacing as herein specified, over backfill in paved streets or driveways.

Temporary resurfacing shall be placed at the locations and of the thickness required by the permit and/or by the Engineer and shall consist of cold-mix asphalt concrete. Binder shall be liquid, grade SC-800 or approved equal.

Temporary resurfacing shall be place to the grade of existing surfaces and rolled and compacted no later than five (5) calendar days after the pipe has been laid. The Contractor shall maintain all temporary resurfacing in proper, usable condition until the permanent resurfacing operations are to be commenced. Temporary resurfacing shall be removed and disposed of by the Contractor before permanent resurfacing is placed in conformance with the Plans and Specifications.

SECTION 4.6. CRITERIA FOR THE SEPARATION OF WATER MAINS AND NON-POTABLE PIPELINES

4.6.01. APPLICABILITY

The construction criteria presented in this section apply to sewer laterals that cross above a water main, but not to those house laterals that cross below a water main.

Water mains or non-potable pipelines that are twenty four (24) inches in diameter or larger may pose a higher degree of public health concern because of the large volumes of flow involved. Therefore, installation of water mains or non-potable pipelines twenty four (24) inches in diameter or larger should be reviewed and approved in writing by the Department of Public Health Services (DPHS) of the State of California on a case-by-case basis prior to construction.

In no case, should water mains and non-potable pipelines conveying sewage or other liquids be installed in the same trench.

4.6.02. REGULATORY REQUIREMENTS FOR WATER MAIN SEPERATION

Unless otherwise specified in these Specifications, any new development project in which all the underground facilities are being constructed for the first time must comply with the following regulatory requirements (existing Section 64630 and proposed Section 64572, Title 22 of California Code of Regulations):

Section 64630, Title 22 of California Code of Regulations

- (a) Water mains shall be installed at least:
 - (1) Ten (10) feet horizontally from and one (1) foot higher than sanitary sewer mains located parallel to the main.
 - (2) One (1) foot higher than sanitary sewer mains crossing the main.
 - (3) Ten (10) feet, and preferably twenty-five (25) feet, horizontally from sewage leach fields, cesspools, seepage pits and septic tanks.
- (b) Separation distances specified in (a) shall be measured from the nearest outside edges of the facilities.
- (c) Where the requirements of (a) and (b) cannot be met due to topography, inadequate right-of-way easements, or conflicts with other provisions of these regulations, lesser separation is permissible if:

- (1) The water main and the sewer are located as far apart as feasible within the conditions listed above; but no closer than four (4) horizontal feet with special construction pursuant to DPHS requirements.
 - (2) The water main and the sewer are not installed within the same trench.
 - (3) The water main is appropriately constructed to prevent contamination of the water in the main by sewer leakage.
- (d) Water mains shall be disinfected according to AWWA C-601 before being placed in service.
- (e) Installation of water mains near the following sources of potential contamination shall be subject to written approval by the DPHS on a case-by-case basis:
- (1) Storage ponds or land disposal sites for wastewater or industrial process water containing toxic materials or pathogenic organisms.
 - (2) Solid waste disposal sites.
 - (3) Facilities such as storage tanks and pipe mains where malfunction of the facility would subject the water in the main to toxic or pathogenic contamination.

Proposed Section 64572, Title 22 of California Code of Regulations

- (a) New water mains and new water supply lines shall not be installed in the same trench as, and shall be at least ten (10) feet horizontally from, and one (1) foot vertically above, any parallel pipeline conveying:
- (1) Untreated sewage,
 - (2) Primary or secondary treated sewage,
 - (3) Disinfected secondary-2.2 recycled water (defined in Section 60301.220, Title 22 of California Code of Regulations),
 - (4) Disinfected secondary-23 recycled water (defined in Section 60301.225, Title 22 of California Code of Regulations), and
 - (5) Hazardous fluids such as fuels, industrial wastes, and wastewater sludge.
- (b) New water mains and new water supply lines shall be installed at least four (4) feet horizontally from, and one (1) foot vertically above, any parallel pipeline conveying:

- (1) Disinfected tertiary recycled water (defined in Section 60301.230, Title 22 of California Code of Regulations), and
- (2) Storm drainage.
- (c) New water supply lines conveying raw water to be treated for drinking purposes shall be installed at least four (4) feet horizontally from, and one (1) foot vertically below, any water main.
- (d) If crossing a pipeline conveying a fluid listed in subsection (a) or (b), a new water main shall be constructed perpendicular to and at least one (1) foot above that pipeline. No connection joints shall be made in the water main within eight (8) horizontal feet of fluid pipeline.
- (e) The vertical separation specified in subsections (a), (b), and (c) is required only when the horizontal distance between a water main and pipeline is ten (10) feet or less.
- (f) New water mains shall not be installed within one-hundred (100) horizontal feet of any sanitary landfill, wastewater disposal pond, or hazardous waste disposal site, or within twenty-five (25) feet of any cesspool, septic tank, sewage leach field, seepage pit, or groundwater recharge project site.
- (g) The minimum separation distances set forth in this section shall be measured from the nearest outside edge of each pipe barrel.

4.6.03. ALTERNATIVE CRITERIA FOR CONSTRUCTION

4.6.03.01. Water Mains, and Sewers and Other Non-Potable Fluid-Carrying Pipelines

When new water mains, new sanitary sewer mains, or other non-potable fluid-carrying pipelines are being installed in existing developed areas, local conditions (e.g., available space, limited slope, existing structures) may create a situation in which there is no alternative but to install water mains, sanitary sewer mains, or other non-potable pipelines at a distance less than that required by the regulations [existing Section 64630 (proposed Section 64572) of Title 22 of California Code of Regulations]. In such cases, through permit action, DPHS may approve alternative construction criteria. The alternative approach is allowed under the proposed regulation Section 64551(c), Title 22 of California Code of Regulations:

“A water system that proposes to use an alternative to the requirements in this chapter shall demonstrate to the Department how it will institute additional mitigation measures to ensure that the proposed alternative would not result in an increased risk to public health.”

Appropriate alternative construction criteria for two different cases in which the regulatory criteria for sanitary sewer main and water main separation cannot be met are shown in Figures 1 and 2 of Standard Drawing No. S-1 in these Specifications.

1. **Case 1** - New sanitary sewer main and a new or existing water main; alternative construction criteria apply to the sanitary sewer main.
2. **Case 2** - New water main and an existing sanitary sewer main; alternative construction criteria may apply to either or both the water main and sanitary sewer main.

Case 1: New Sanitary Sewer Main Installation (Figures 1 and 2 of Standard Drawing No. S-1)

Zone Special Construction Required for Sanitary Sewer Main

- A Sanitary sewer mains parallel to water mains shall not be permitted in this zone without prior written approval from the DPHS and the District.
- B If the water main paralleling the sanitary sewer main does not meet the Case 2 Zone B requirements, the sanitary sewer main should be constructed of one of the following:
 1. High density polyethylene (HDPE) pipe with fusion welded joints (per AWWA C-906);
 2. Spirally-reinforced HDPE pipe with gasketed joints (per ASTM F894);
 3. Extra strength vitrified clay pipe with compression joints;
 4. PVC sewer pipe with rubber ring joints (per ASTM D3034) or equivalent;
 5. Cast or ductile iron pipe with compression joints; or
 6. Reinforced concrete pressure pipe with compression joints (per AWWA C-302).
- C If the water main crossing below the sanitary sewer main does not meet the requirements for Case 2 Zone C, the sanitary sewer main should have no joints within ten (10) feet from either side of the water main (in Zone C) and should be constructed of one of the following:
 1. A continuous section of ductile iron pipe with hot dip bituminous coating; or
 2. One of the Zone D options 1, 3, 4, or 5 below.
- D If the water main crossing above the sanitary sewer main does not meet the Case 2 Zone D requirements, the sanitary sewer main should have no joints within four (4) feet from either side of the water main (in Zone D) and be constructed of one of the following:

1. HDPE pipe with fusion-welded joints (per AWWA C-906);
2. Ductile iron pipe with hot dip bituminous coating and mechanical joints (gasketed, bolted joints);
3. A continuous section of DR 14 PVC pipe (per AWWA C-900) or equivalent, centered over the pipe being crossed;
4. Any sanitary sewer main within a continuous sleeve.

Case 2: New water mains Installation (Figures 1 and 2 of Standard Drawing No. S-1)

Zone Special Construction Required for Water Main

- A No water mains parallel to sanitary sewer mains shall be constructed without prior written approval from the DPHS.
- B If the sanitary sewer main paralleling the water main does not meet the Case 1 Zone B requirements, the water main should be constructed of one of the following:
1. HDPE pipe with fusion welded joints (per AWWA C-906);
 2. Ductile iron pipe with hot dip bituminous coating;
 3. Dipped and wrapped one-fourth-inch-thick welded steel pipe;
 4. DR 14 PVC water pipe (per AWWA C-900 & C-905) or equivalent; or
- C If the sanitary sewer main crossing above the water main does not meet the Case 1 Zone C requirements, the water main should have no joints within ten (10) feet from either side of the sanitary sewer main (in Zone C) and be constructed of one of the following:
1. HDPE pipe with fusion-welded joints (per AWWA C-906);
 2. Ductile iron pipe with hot dip bituminous coating;
 3. Dipped and wrapped one-fourth-inch-thick welded steel pipe;
 4. DR 14 PVC water pipe (per AWWA C-900 & C-905); or
- D If the sanitary sewer main crossing below the water main does not meet the requirements for Case 1 Zone D, the water main should have no joints within eight feet from either side of the sanitary sewer main (in Zone D) and should be constructed as for Zone C.

4.6.03.02. Water Mains and Pipelines Conveying Non-Potable Fluids

When the basic separation criteria cannot be met between water mains and pipelines conveying non-potable fluids, the requirements described above for sanitary sewer mains should apply. This includes the requirements for selecting special construction materials and the separation requirements shown in Figures 1 and 2 of Standard Drawing No. S-1. Note that not all construction materials allowed for sanitary sewer mains will be appropriate for other non-potable fluid lines. For example, certain plastic lines may not be appropriate for the transport of some fuel products. The selection of compatible materials of construction for non-potable fluids is a decision to be made by the project engineer.

4.6.03.03. Water Mains and Sewage Force Mains

- a. Sewage force mains shall not be installed within ten (10) feet (horizontally) of a water main regardless of construction methods or materials.
- b. When a sewage force main must cross a water main, the crossing should be as close as practical to the perpendicular. The sewage force main should be at least one foot below the water main; support the water main during construction to prevent separation of joints.
- c. When a new sewage force main crosses under an existing water main, and a one-foot (1') vertical separation cannot be provided, all portions of the sewage force main within eight (8) feet (horizontally) of the outside walls of the water main should be enclosed in a continuous sleeve. In these cases, a minimum vertical separation distance of four (4) inches should be maintained between the outside edge of the bottom of the water main and the top of the continuous sleeve.
- d. When a new water main crosses over an existing sewage force main, the water main should be constructed of pipe materials with a minimum rated working pressure of 200 psi or the equivalent.

4.6.03.03. Water Mains and Tertiary Treated Recycled Water or Storm Drainage

The basic separation criteria for water mains and pipelines conveying tertiary treated recycled water or storm drainage lines are a four (4) foot horizontal separation where lines are running parallel and a one (1) foot vertical separation (water line above recycled or storm drainage) where the lines cross each other.

When these criteria cannot be met, the Zone A criteria apply where lines are running parallel, and the Zone C and Zone D criteria apply where the lines cross each other as shown on Figures 1 and 2 of Standard Drawing No. S-1. For these situations, the Zone "P" criteria are in effect and prohibit construction less than one (1) foot in parallel installations and less than four (4) inches in vertical (crossing) situations.

For tertiary treated recycled water and storm drainage lines, the Zone B criteria (requirements for special pipe) do not apply as the basic separation criteria is a four (4) foot horizontal separation criteria for parallel lines. The tertiary treated recycled water lines should be constructed in accordance with the color-coding, and labeling requirements per Section 116815, California Health and Safety Code of Regulations.

4.6.04. MISCELLANEOUS GUIDANCE

- a. More stringent requirements may be necessary if conditions such as high groundwater exist. HDPE or similar pipe may be required to provide flexibility to move without potential joint leaks.
- b. Sanitary sewer mains should not be installed within twenty five (25) horizontal feet of a low head (5 psi or less pressure) water main.
- c. New water mains and sanitary sewer mains should be pressure tested in accordance with Manufacturer's Specifications during manufacture, and the Standard Drawings during construction.
- d. When installing water mains, sewers, or other pipelines, measures should be taken to prevent or minimize disturbances of existing pipelines. Disturbance of the conduit's supporting base could eventually result in pipeline failure.
- e. Special consideration should be given to the selection of pipe materials if corrosive conditions are likely to exist; refer to soils report for the project. These conditions may be due to soil type and/or the nature of the fluid conveyed in the conduit, such as a septic sewage producing corrosive hydrogen sulfide.

NOTE: Dimensions are from the outside of the water main to the outside of the other pipeline, manhole, or sleeve.

SECTION 4.7. WATER QUALITY SAMPLE STATION

4.7.01. GENERAL

Water quality sample station shall be installed as called for on the Drawings and in accordance with Standard Drawing No. W-9, and as specified herein. Service lateral shall be installed in accordance with Standard Drawing No. W-5.

4.7.02. MATERIALS

Water quality sample station shall be Koraleen Station Guard XLT for Cold Climates or approved equal, per Standard Drawing No. W-9.

4.7.03. EARTHWORK

The Contractor shall refer to Section 4.1 “Earthwork” of these Detailed Technical Provisions for all requirements relating trench excavation and backfill.

4.7.04. SERVICE LATERAL

Each water quality sample station shall be connected to the water main with one-inch (1”) water service lateral per Standard Drawing No. W-5. The corporation stop, copper tubing, angle meter stop and valve box shall be furnished and installed in accordance with the applicable specification as specified on Section 4.8. of these Detailed Technical Provisions.

SECTION 4.8. WATER SERVICE

4.8.01 GENERAL

Services shall be installed at the locations shown on the Plans, at right angles to the centerline of the main (unless otherwise shown) and shall be spaced a minimum of four (4) feet from any sewer lateral. No services will be permitted in driveway areas or under any structure (wall, retaining wall, garden wall, footing, residence/commercial, or out-building).

All pipes, valves and fittings shall have a minimum working pressure rating of one hundred sixty (160) psi.

Water service connections shall be installed in conformance with Standard Drawing No. W-5 and other applicable Standard Drawings.

The area designated on Standard Drawing No. W-5 as Future Meter Box shall be backfilled after covering the angle meter stop with an inverted polyethylene bag securely tied or taped below said stop. The bag shall be of a size to adequately enclose the entire angle meter stop and shall be black, four (4) to six (6) mils in thickness as manufactured by Transparent Products Corp., 1727 West Pico Blvd., Los Angeles, CA 90015, or approved equal. Care shall be taken not to puncture or tear the bag during backfilling of the future meter box area.

An electronic mini-marker manufactured by 3M Corp., or approved equal, shall be placed twelve (12) inches in front of the meter box in accordance with the manufacturer's recommendations.

4.8.02. EARTHWORK

The Contractor shall refer to Section 4.1 "Earthwork" of these Detailed Technical Provisions for all requirements relating trench excavation and backfill.

4.8.03. SERVICE SADDLES

Wide body strap service saddles shall be furnished and installed for water services. The saddle shall be as manufactured by Smith-Blair or approved equal sized to fit 9.05-inch C-900 PVC pressure pipe (eight-inch diameter.), or size appropriately for the main to be tapped. Casting shall be tapped with fully formed threads, iron pipe size. Strap shall be Type 304 stainless steel. Bolts, nuts and washers to be 5/8-inch N.C. roll thread Teflon coated.

Taps for pressure pipe shall be iron pipe thread sized for the diameter of service to be used and shall be welded to steel pressure pipe in the field. Ductile iron pipe shall be tapped to receive threaded corporation stops.

4.8.04. CORPORATION STOP

A corporation stop shall be provided at the main for each service pipeline indicated on the Drawings. Corporation stop shall be bronze body conforming to ASTM B62-63 with iron pipe size threads and compression-type coupling for copper pipe size polyethylene pipe. Corporation stops shall be Ford F-1100, or approved equal.

4.8.05. SERVICE LINES

Service lines shall be constructed as shown on the Drawings using one-inch (1") or larger polyethylene pressure pipe PE 3406 conforming to AWWA C-901. The pipe shall be copper pipe size one inch (1") or larger, nominal size as indicated on the Drawings, with a dimension ratio of not more than 9.3.

4.8.06. ANGLE METER STOP

Meter stops shall be provided at the water meter locations of each new service as indicated on the construction Drawings. For water meters placed on level area, use James Jones J-182 or approved equal. For water meters placed on steep hillsides or bank, use Ford KV13-332W or approved equal for dual service and KV43-332W or approved equal for single service. Standard Drawings No. W-5A and W-5B shall be referred for details.

SECTION 4.9. PIPE, FITTINGS AND INSTALLATION FOR WATER SYSTEM

4.9.01. GENERAL

The Contractor shall furnish all labor, materials and equipment and perform all the Work to furnish, install and test all pipe, pipe supports, valves, fittings, pipe thrust restraints and all required appurtenances as shown on the Drawings and as required to make the entire piping system operable. Piping runs shown on the Drawings shall be followed as closely as possible, except for minor adjustments to avoid architectural and structural features. If major relocations are required they shall be approved by the District. Piping around all equipment shall be arranged to permit ready access to and removal of equipment or parts. Parallel runs of pipe shall be grouped and kept uniformly parallel.

Ductile iron pipe, PVC pipe or cement mortar lined and coated steel (CML&C STL) pipe shall be used for twelve-inch (12") diameter and smaller pipe.

Ductile iron pipe or CML&C STL pipe shall be used for fourteen-inch (14") diameter and larger pipe.

C-900 PVC pipe may alternately be used based on the appropriate pressure rating noted in the Feasibility Study.

The Contractor shall submit Shop Drawings showing the pipe material specifications, dimension, joint detail, piping laying diagram to the District for approval prior to the manufacturing of any piping.

The appropriate AWWA Standards and Specifications shall be used as minimum standards or specifications for the manufacture, installation or construction of all of the District's water transmission and distribution pipelines.

4.9.02. CAST IRON OR DUCTILE IRON PIPE AND FITTING

- a. Where cast iron (CI) pipe is called for on the Plans, it shall be the Contractor's option to use either cast iron or ductile iron (DI) pipe.
- b. All cast iron pipes shall be manufactured in accordance with American National Standard Institution Standard A21.8 (ANSI A21.8) and AWWA C-106 and shall be rated for minimum 150 psi internal working pressure.

- c. All ductile iron pipes shall be manufactured in accordance with ANSI A21.51 and AWWA C-151 and shall be Class 51 thickness for pipe up to twelve-inch (12") diameter, and Class 52 for pipe larger than fourteen-inch (14") diameter.
- d. All cast iron or ductile iron pipe fittings shall be manufactured in accordance with ANSI A21.10 and AWWA C-110 or ANSI A21.53 and AWWA C-153.
- e. All cast iron or ductile iron pipe and fittings shall have cement-mortar lining per ANSI A21.4 and AWWA C-104. Cement shall be of Type II Cement.
- f. Bolts, nuts and washers for flanged joints shall conform to the recommendations of the pipe Manufacturer and shall be uniformly tightened. Ring gaskets shall be lubricated and installed in accordance with the Manufacturer's recommendations.
- g. Ductile iron pipe may, at the Contractor's option (if not noted on the Plans), have push-on, mechanical or 125-pound. flanged joints. Where flexibility of joints is a factor, such as where piping enters or exits a structure a flexible coupling shall be used. Pipe with flange joint shall not be used for underground installation.
- h. Mechanical joints shall consist of a stuffing box into which an endless rubber ring is compressed by a follower gland. The gasket must be fully confined and under constant compression. Mechanical joint pipe shall be installed in accordance with Manufacturer's recommendations.
- i. DI fitting adjacent to a valve shall have flanged ends. Flanged coupling adapter shall be provided with the pipe and fittings furnished.
- j. All ductile iron pipe and fitting shall be installed with an eight (8) mils thick polyethylene tube for all underground installation.

4.9.03. CEMENT MORTAR LINED AND COATED STEEL (CML&C STL) PIPE

Cement mortar lined and coated or painted steel (CML&C STL) pipe and fittings shall be manufactured in accordance with AWWA C-200 except as further noted in these Specifications. Minimum thickness of steel plate shall be 10 gauges, or as determined the formula specified in AWWA C-200. The pipe shall be rated for the minimum 150 psi working pressure or class as indicated on the Drawing.

- a. Pipe - Pipe shall consist of the following component parts - A welded sheet steel or plate steel cylinder with joints formed integrally with the steel cylinder or with steel joints rings welded to the ends; a dense cement-mortar lining; a dense, concentric, steel reinforced

- exterior mortar coating or shop primed, as specified; a self-centering bell and spigot joint with a circular pre-formed rubber gasket, so designed that the joint will be watertight under all conditions of service or welded lap joints, or plain end as required.
- b. Steel for Cylinders - The steel for cylinders shall be hotrolled low carbon steel sheets conforming to ASTM A283, Class B or C, or A570, Class C. The minimum acceptable yield strength of the steel shall be 33,000 psi. Design stress shall not exceed 15,000 psi in any case.
- c. Exterior of Pipe - The exterior of pipe shall be either cement mortar coated or shop primed and in accordance with the following:
1. Cement mortar coating shall be applied in accordance with AWWA C-205. All buried pipe shall be cement mortar coated. Type II cement shall be used for all mortar coating.
 2. Shop coating for exterior of pipe above ground or in structure shall conform to painting specifications.
 3. Marking - The following information shall be clearly stenciled on each section of pipe; pressure class; inside diameter in inches; name of manufacture; date of manufacture.
- d. Interior of Pipe - The interior of pipe shall be cement mortar lined. Lining may be placed by the centrifugal, pneumatic, or hand method, in order, whichever is applicable as determined by the pipe Manufacturer. Cement shall be Type II cement.
- e. Bell and Spigot Joints - Bell and spigot joints shall be made with rubber gaskets restrained or confined to an annular space in such manner that movement of the pipe or hydrostatic pressure cannot displace the gasket. Spigot and bell ends shall be formed by cold rolling or swaging or hot die and mandrel process. The deformation of the gasket in the joints of the installed pipe shall not exceed forty five percent (45%) nor be less than twenty percent (20%) of the stretched gasket diameter.
- f. Welded Field Joints - Welded field joints shall meet the requirements of AWWA C-206.
- g. Flange Joints - Flanged joints shall meet the requirements of AWWA C-207.

h. Diameters - Diameters shown for steel pipe larger than twelve (12) inches indicate required inside diameter after lining. Steel pipe twelve (12) inches in diameter and smaller shall be standard mill diameters.

i. Special Fitting

1. Wherever a bend exceeds the allowable deflection, a special fitting is required and shall be fabricated in accordance with this section. Special fittings shall extend a minimum distance back from the last weld equal to half of the diameter of the pipe, but not less than twelve (12) inches. The Contractor shall furnish and install specially fabricated special fittings and bends for closures, curves, bends, reducer, and connections to valves. The special fittings and bends shall have a minimum design equal to the adjoining pipe. Steel plates used in the fabrication shall conform to ASTM A283, Grade B or C, and shall not be stressed more than 13,500 psi at the design pressure.

Fittings shall conform to applicable sections of AWWA C-208 and C-206. Fittings adjacent to a valve or a blind flange shall be contain flanged ends.

2. The minimum wall thickness of all special fittings shall be 0.1875 inch unless otherwise noted.
3. All piping special fittings shall have a minimum wall thickness of the largest class pipe which it joins. Wire reinforcement, either Spiral Wire Reinforcement or Wire Fabric Reinforcement shall conform to either ASTM A82 or A185. Fabric shall be sufficiently lapped to secure the full strength of the mesh.
4. Cast Iron Fittings (Alternate) - In lieu of fabricated fittings the Contractor may choose to use cast iron in the installation of welded steel pipe. In this case the cast iron fittings shall be the mechanical joint type with cement linings conforming to AWWA C-110 (ASA A21.10). The class of each fitting shall conform to the class of welded pipe to be used. Only one (1) field cut of the welded steel pipe will be permitted at each cast iron fitting location. Protection of all inside joint recesses and outside joints shall be as hereafter specified.

j. Testing - Testing of fittings shall be by a hydrostatic test equal to one hundred fifty percent (150%) of the design working pressure.

- k. Bends - Unless otherwise indicated, bends shall have minimum centerline radius of two and one-third (2-1/3) times its diameter. The maximum deflection at a mitered girth seam shall be twenty two and one-half (22-1/2) degrees.
- l. Outlets - Collars and wrappers on outlets shall have a minimum thickness determined by the following:

$$T = \frac{P \times D_p \times D_o}{36,000 \times W}$$

T = Thickness of the collar or wrapper in inches.

P= Design pressure in psi.

D_p = Inside diameter of pipe cylinder in inches.

D_o = Diameter of opening (major axis in ellipse) in inches.

W = Width of collar or wrapper in inches.

The width of the collars or wrappers shall be not less than one-third (1/3) or more than one-half (1/2) of the inside diameter of the outlet, measured on the surface of the cylinder. Outlets three (3) inches in diameter or less may be installed without collars. Where specifically called for in lieu of collars or wrappers, crotch plates may be used on outlets larger than twelve (12) inches in diameter. The design of crotch plates shall be based on AWWA Manual No. 11.

- m. Long Radius Curves - Horizontal and vertical long radius curves may be formed of straight pipe by taking small angular deflections at the bell and spigot joints, not exceeding the published allowable deflections.
- n. Rubber Gaskets - The gaskets for joints shall be circular, free from imperfections, dense, and consist of first grade natural rubber or synthetic rubber, or a suitable combination of both. Gaskets shall conform to the following physical requirements when tested in accordance with Federal Test Methods Standard No. 601.

Tensile Strength, Natural Rubber.....	2,700 psi
Tensile Strength, Synthetic Rubber.....	2,300 psi
Elongation at Rapture, Minimum.....	4.75%
Specific Gravity.....	1.15 to 1.25
Compression Set Test, Maximum.....	15%
Shore Durometer, Type A.....	50 - 60
Tensile Strength after Aging, Minimum of Original.....	80%

- o. Bond Clip - bond clip or jumpers shall be furnished and installed as recommended by the pipe manufacture. Minimum three (3) clips per joint.
- p. Drawings - Prior to the manufacture of any pipe, the Contractor shall submit for approval detailed drawings of the pipe layout, including the required pull at each pipe joint which may be necessary to construct the pipeline in accordance with the Drawings.

4.9.04. POLYVINYL CHLORIDE (PVC) WATER PIPE

This specification covers the furnishing of polyvinyl chloride (PVC) pressure pipe in nominal diameters four (4) inches through twelve (12) inches for potable water distribution projects as designated on project drawings.

- a. Pipe - The pipe shall be fabricated in accordance with AWWA C-900 for “Polyvinyl Chloride (PVC) Pressure Pipe, 4 Inch through 12 Inch for Water” and shall be rated for operating pressure as noted on the Plans.
- b. Joints - Shall be gasket, push-on type conforming to AWWA C-900. Since each pipe Manufacturer has a different design for push-on joints, gaskets shall be part of a complete pipe section and purchased as such. Lubricant shall be as recommended by the pipe Manufacturer and shall not adversely affect the potable qualities of the water to be transported.
- c. Markings - All PVC pipe shall be clearly marked in accordance with AWWA C-900. Intervals shall not exceed five (5) feet.
- d. Approvals - PVC water pipe shall be approved by the Underwriters Laboratory (UL) and by Factory Mutual (FM).
- e. Tests and Reports - The Contractor shall provide test reports duly certified by the Manufacturer’s testing facility or an approved testing laboratory of full compliance with AWWA C-900. Pipe shall be rejected for failure to comply with any requirement of this specification.
- f. Fittings - All elbows, tees, crosses, reducers, and other special fittings in PVC pipeline shall be either cast iron or ductile iron pipe fitting per Section 4.9.2 with AWWA C-104 Type II cement mortar lining. All fittings adjacent to a valve shall have flanged ends. Flanged coupling adaptor shall be provided with pipe and fitting supplied.

- g. Deflection - Deflections shall not exceed the pipe Manufacturer's printed recommendations. On factory installed couplings no deflection shall be allowed for the factory joint unless the coupling is "broken loose" by the Contractor prior to installing.
- h. End Separation - Ends of pipe sections shall be so manufactured that in conjunction with couplings and rings they shall provide, when assembled, automatic separation of pipe ends.
- i. Pipe Ends - PVC pipe shall be of a design for which there is available, from local stock, cast iron fittings and gate valves having bells with sealing ring grooves of the same design as the ring groove of the couplings with which the pipe sections are joined.
- j. Locator Wire - In continuous runs of PVC pipeline, a 12 gauge TW solid copper wire shall be taped to the pipeline in accordance with Standard Drawing No. W-14. The wire shall be attached to all gate valves. Copper wire shall be continuous. Purpose of this wire to aid in locating the pipe.
- k. Shop Drawings - Shop Drawings of all pipe and fittings shall be submitted to the Engineer and shall be approved by him prior to fabrication of the pipe and fittings.

4.9.05. GALVANIZED IRON PIPE AND FITTINGS

Galvanized iron pipe shall conform to ASTM A53 or ANSI B36.10 welded Schedule 40 galvanized. The fittings shall be ANSI B16.3 screwed, banded and galvanized for a working pressure of 150 psi.

4.9.06. TAPPING OUTLET

Tapping outlet for PVC pipe and ductile iron pipe lines shall be Mueller Catalog No. H-615, Class 150 mechanical joint tapping sleeve or approved equal. Tapping out for steel pipe shall be of weld-on outlet per Standard Drawing No. W-10.

4.9.07. FLANGES, GASKETS, AND BOLTS

Flanges shall conform to dimensions and drilling of ANSI B16.1, Class 125, or as called for on the Drawings. Flange gaskets shall be ring type, Johns-Manville Style 60S, Granite, or approved equal. Thickness shall be one-sixteenth (1/16) inch for pipe eighteen (18) inches and smaller, and one-eighth (1/8) inch for larger pipes. Flange assembly bolts shall be standard hexagon head machine bolts with heavy hot pressed hexagon nuts. Threads shall conform to ANSI B1.1, coarse thread series, Class 2 fit. Bolt length shall be such that after the joints are made up, the bolts shall protrude through the nut, but not more than two (2) inches. Flanges on steel pipe shall be welded to the pipe in accordance with AWWA C-207.

4.9.08. FLEXIBLE COUPLINGS AND FLANGED COUPLING ADAPTORS

Flexible couplings shall be Romac Style 501, Smith-Blair Type 442, long barrel, or approved equal. Flanged coupling adapters shall be Smith-Blair Type 912, Romac Style FCA501, or approved equal. Flexible coupling and flanged coupling adaptors for underground use shall be epoxy coated.

4.9.09. TEMPORARY BULKHEADS

The Contractor shall furnish and install complete, all the necessary temporary bulkheads or steel boilerheads and appurtenances thereto in the pipeline used for water line pressure and leakage test and for backfilling purpose and shall remove such bulkheads upon completion of the line.

4.9.10. INSTALLATION OF UNDERGROUND PIPE

The Contractor shall, after excavating the trench and preparing the proper bedding for the pipe, furnish all necessary facilities for properly lowering and placing sections of the pipe in the trench without damage and shall properly install the pipe. The section of the pipe shall be fitted together correctly and shall be laid true to line and grade in accordance with survey control. The full length of the barrel of the pipe shall have a uniform bearing upon the bedding material, but if the pipe has a projecting bell, suitable excavation shall be made to receive the bell which shall not bear on the subgrade. The bottom of the pipe shall be closely fitted to the bedding material for the specified width. Pipe shall be laid upgrade. Any pipe which is not in true alignment, both vertical and horizontal, or shows any undue settlement after laying, shall be taken up and re-laid correctly by the Contractor at his own expense, when so ordered by the District. No pipe shall be laid which is damaged, cracked, checked, or spalled or has any other defect deemed by the District to make it unacceptable, and all such sections shall be permanently removed from the Work.

4.9.11. INSTALLATION OF DUCTILE IRON AND CAST IRON PIPE

- a. Pipe Laying - All pipes shall be carefully inspected for defects before installation. Such inspection shall include light tapping with a hammer while the pipe is suspended in the air. No pipe or fitting which is cracked or which shows defects excluded by the Specifications for such fittings shall be used. Any injuries to the protective coating of the pipe or fittings shall be carefully repaired by the Contractor with coal tar pitch varnish. The pipes, valves, and fittings shall be carefully cleaned immediately before installation. Every open end of a pipe shall be carefully plugged or capped before leaving the Work. For bell and spigot pipe, the position or direction of bells, which shall normally face the direction of flow, may be altered from the positions shown on the Plans with the permission of the District. Bells and spigots must be thoroughly cleaned and free from oil, grease, blisters, or excess coating before spigots are inserted into bells. The spigot end of the pipe shall be brought to true line and grade and be inserted to the full depth of the socket before the joints are made. The inner surface of the pipe shall conform at the joints, and the annular space for the

jointing materials shall be of uniform width and depth. If any pipe does not allow sufficient space for jointing material, it shall be replaced by one of the proper dimensions. The maximum deflection angle in bell and spigot cast iron pipe joints shall be no more than three (3) degrees. Laying of cast iron pipe shall conform to line and grade as shown on the Drawings.

- b. Piping Through Walls - Piping through walls shall be installed in accordance with the Drawing and shall be accomplished by the installation of a wall insert of the same size as the pipe penetrating the wall. Care shall be exercised to insure a watertight installation.
- c. Neoprene-Ring Joints - Between lengths of cast iron pipe, neoprene gasket joints can be used. Joints shall be "Tyton" or approved equal. Installation shall be in accordance with the Manufacturer's recommendations. Gasket seats and neoprene gaskets shall be thoroughly cleaned before assembly. The completed joint shall have a uniform contact by the gasket between the outer surface of the spigot and the gasket seat of the bell.
- d. Flanged Joints - Flanged pipe shall be cut true to length. Joints shall be made up square, with even pressure upon the gaskets and shall be perfectly watertight.

Gaskets shall be full faced and shall fit the inside dimension of the pipe accurately, so that no surplus material projects out into the flow area. The completed joint shall be smooth and properly aligned. Flanged pipe shall not generally be allowed for underground installation.

4.9.12. INSTALLATION - CEMENT MORTAR LINED AND COATED STEEL (CML&C STL) PIPE

While pipe is being transported or handled during construction operations, every reasonable precaution shall be taken to prevent damage thereto. Pipe shall be handled with suitable equipment approved by the Manufacturer, such as multiple padded slings, designed to prevent scuffing and denting of the pipe. Pipe sections shall be supported on padded bolsters or cradles and separated so that they do not bear against each other during transporting. The pipe shall not be placed directly on rough ground, but shall be supported in a manner which will protect that pipe against injury, wherever stored.

Any pipe section that is damaged shall be repaired as prescribed by the Engineer, if in his opinion, a satisfactory repair can be made; otherwise, the pipe section shall be replaced with the undamaged section at the Contractor's expense.

Immediately in advance of placing any pipe or fittings in the trench, all loose rocks or other material which would interfere with the proper laying of the pipe shall be removed from the trench. The bottom of the trench must be trimmed so that the barrel of the pipe shall be supported throughout

its entire length. Bell holes shall be provided at pipe joints of sufficient depth so that each joint can be made as required by the type of pipe being used.

When the trench has been properly prepared, the pipe and fittings shall be lowered therein, singly, without undue jar or strain and assembled piece by piece inside the trench. Proper slings shall be used in lowering pipe to prevent damage to pipe surfaces. Before lowering, and while suspended, each joint of pipe shall be inspected for defects. Any damaged, defective or unsound pipe shall be immediately removed. All foreign matter or dirt shall be removed from the inside of the pipe and the outer surface of the spigot ends and the inner surface of the bell before it is lowered into position inside the trench and pipe shall be kept clean during pipe-laying operations. All valves, fittings, and specials shall likewise be cleaned thoroughly before being placed the pipeline.

Each length of pipe shall be accurately adjusted to line and grade and held in position by earth packed on each side. No blocking of any kind shall be used to support the pipe or hold it in position. The pipe shall be installed in accordance with Manufacturer's recommendations. Departure from and return to established alignment and grade shall not exceed 1/16 inch per linear foot of pipe and at no point shall the maximum departure from established line and grade be greater than one-inch. Accumulation of departure from the design stationing shall be avoided insofar as practicable.

Where long-radius curves or bends are allowed to be made by deflecting the pipe sections, the deflection shall be limited to that recommended by the Manufacturer of the pipe. Deflection in steel pipe may be made by the use of bevel end pipe with a bevel not to exceed five degrees. Where changes in grade or alignment cannot be made by the above means, or where specifically indicated by the Drawings, shop fabricated or mitered pipe bends shall be used.

No pipe shall be laid in water nor shall water be permitted to enter the pipe. Pipe ends shall be closed when pipe laying is not in progress. Pipe shall be laid uphill with bells upgrade and with identification marks on top unless otherwise approved by the Engineer.

The joining of pipe sections shall be such as to produce watertight lines for the conveyance of water. When laying pipelines, the pipe shall be carried by multiple padded slings, unless otherwise approved by the Engineer, which should be located around the pipe in such a manner as to prevent vibration and deflection of the pipe. The pipe shall not be dragged on the bottom of the trench, but shall be supported by the slings while being fitted into the adjacent section. Any disbondment of the mortar coating from the steel cylinder will not be allowed. When rubber gasket joint pipe is being laid, ends of the pipe shall be thoroughly cleaned with wire brushes or the equivalent to remove all foreign materials, including sealing compound, if any, from surfaces which are to be incorporated in the joint. The spigot recess, the rubber gasket, and the bell shall be lubricated with a soft, vegetable soap compound.

After lubrication, the gasket shall be thoroughly stretched when placing in the spigot groove so that there is a uniform volume of rubber distributed around the circumference. The gasket shall not be twisted, rolled, cut, crimped or otherwise injured or forced out of position during closure of the joint. After the joint is assembled, a thin metal feeler gauge shall be inserted between the bell and the spigot and the position of the rubber gasket and checked around the complete circumference of the pipe. If the gasket is not in the proper position, the pipe shall be withdrawn, the gasket checked to see that it is not cut or damaged, the pipe re-laid, and the gasket position again checked.

The edge of the lining of the bell end shall be “buttered” with cement mortar prior to assembly. The lining in both the bell and spigot ends shall be dampened prior to application of the mortar. The joint shall then be closed and a rubber sewer ball or squeegee shall be pulled through the pipe to remove excess mortar extruded on the inside surface of the pipe. The mortar shall be mixed in proportion of not richer than one part, by weight, of cement to two parts, by weight, of clean, well-graded sand, and just sufficient water to obtain the proper consistency. To improve workability of the mortar, the Contractor, with the Engineer’s approval, may replace not more than seven percent, by weight, of cement with approved pozzolan, or may add an approved air-entrained agent in the mortar, or may use any combination of these. Any mortar which has become so stiff that proper placement without retempering cannot be assured shall be wasted. The Contractor shall prepare the mortar in small batches so as to avoid stiffening of the mortar prior to its application. The finished joint shall be smooth and flush with the adjacent pipe surfaces. For pipe 24-inches in diameter and larger, after the pipe zone bedding and backfill have been densified, the inside joint recess shall first be moistened, then filled and painted with a stiff cement mortar consisting of 1 part cement to 1-1/2 parts of sand. The finished joint shall be smooth and flush with the adjacent pipe surfaces. Interior joint painting operations shall not be conducted within two joints of pipe laying operations.

After laying, the exterior joint recesses shall be filled with grout. Grout used for filling the outside joints by the pouring method shall be mixed in proportions of one part cement, by weight, to not more than two parts, by weight, to not more than two parts, by weight, of sand passing a No. 16 mesh screen and thoroughly mixed with water to the consistency of rich cream. A cloth band 9 inches wide shall be placed around the outside of the pipes and centered over the joint. The joint band shall be bound to each pipe by use of steel box strapping. The band shall completely and snugly encase the joint except for an opening at the top through which to pour the grout. The outside grout space, prior to filling with grout, shall be flushed with water so that the surfaces of the joint to be in contact with the grout filling will be thoroughly moistened when the grout is poured. Fluid grout shall be poured in only one opening in this joint and pouring shall be continuous until grout appears at the other side. The grout shall be rodded on both sides of the pipe, if necessary, to settle the grout and more grout added to fill the joint completely. The bands shall not be removed from about the joint. Exposed portions of the joint, after filling, shall be covered with wet burlap or moist earth. If backfill material is to be hydraulically consolidated, outside joint grout shall be poured and allowed to set before consolidation of the backfill material.

Field joints shall be welded at the locations shown on the Drawings and at locations where make-up field joints are required, as approved by the Engineer. The welded joints shall be by means of lap welding with ends shop-formed for lap welding or by means of a 6-inch butt strap. Hand holes shall be provided for the placement of mortar lining, in butt strap connections. All preparations of ends of pipe and all welding of joints shall be in accordance with AWWA C-206.

All flanged joints shall be installed complete with bolts in accordance with American Standards Association requirement and with full-face gaskets fabricated from 1/16-inch cloth inserted rubber gasket material. Gasket shall have bolt holes punched. All bolts and nuts and all gaskets shall be lubricated before assembly with Dearborn No-Oxide Grease No. 2 or approved equal.

Flexible couplings shall be sleeve type as manufactured by Dresser, Smith-Blair or approved equal. Prior to installation of sleeve type couplings, the pipe ends shall be thoroughly cleaned of all oil, dust, loose scale, rust and other foreign matter for a distance back from the end of the pipe of at least eight (8) inches. Middle ring, follower, and gaskets shall be assembled on the pipe ends in accordance with the coupling Manufacturer's recommendations. Gaskets, pipe ends, and middle ring flares shall be lubricated with a vegetable soap to facilitate the joining. Middle rings shall be accurately centered over the pipe ends. Bolts shall be tightened to the torque recommended by the coupling Manufacturer.

4.9.13. INSTALLATION - POLYVINYL CHLORIDE (PVC) WATER PIPE

PVC pipe shall be stored, handled and installed in accordance with Manufacturer's instructions.

- a. Embedment Requirements - The embedment requirements for PVC water pipe shall be in accordance with AWWA C-900, Appendix A.6 – "Installation" and Section 4.1 "Earth Work" of these Detailed Technical Provisions.
- b. Service Connections - All service line connections to PVC water pipe shall be made in accordance with the recommendations of AWWA Manual No. M23, "PVC Pipe - Design and Installation", Chapter 9 and Standard Drawings No. W-5A and W-5B of these Specifications. There shall be no direct taps made on PVC pipe.

4.9.14. CONCRETE THRUST BLOCK, CRADLE AND PIPE ENCASEMENT

The Contractor shall refer to AWWA Manual No. M23 and Section 4.15, "Concrete Thrust Block, and Blankets", of these Detailed Technical Provisions for all requirements relating concrete thrust block, cradle and pipe encasement

4.9.15. TESTING AND DISINFECTION OF WATER LINES

The Contractor shall refer to Section 4.10, "Water Pipeline Testing and Disinfection", of these Detailed Technical Provisions for all requirements relating testing and disinfection of water lines.

SECTION 4.10. WATER PIPELINE TESTING AND DISINFECTION

4.10.01. GENERAL

All water facilities including water pipes, service laterals, valves, blow-offs, flush-outs, hydrants and any other appurtenances shall be water tight, cleaned and disinfected before they are placed in services. Testing and disinfection, as a minimum, shall meet appropriate AWWA specifications unless otherwise specified.

4.10.02. TESTING

Pressure and leakage tests shall be performed in accordance with the AWWA standard procedures for Pressure and Leakage Test (Section 7 of AWWA C-605), except as herein modified.

Separate tests shall be performed for pressure test and leakage test.

Upon the completion of the lying, jointing, and backfilling, and the proper curing of the joints, the pipeline or portions thereof shall be hydrostatically tested. For convenience of testing, the pipeline may be divided into sections and each section shall not exceed four thousand (4,000) feet. The maximum elevation difference for each test section shall not exceed fifty (50) feet. Bulkheads shall be constructed to safely withstand the hydraulic pressures imposed upon them. No payment will be made expressly for the Work and materials required for the bulkheads and any compensation desired by the Contractor for this Work shall be included in the price quoted for the installation of pipe. The Contractor shall have no claim against the District by reason of required construction due to omission of the installation of any or all main line valves.

- a. Preparation - After the section of pipeline has been bulkheaded and completely filled with water, it shall be allowed to stand under a light pressure a minimum of twenty four (24) hours to allow the concrete to obtain a maximum absorption of water and to allow the escape of air from any pockets. Refer to Section 4.10.3 of these Detailed Technical Provisions for filling and contact requirements.
- b. Pressure Test - After the installed pipeline is properly filled and has been purged of all air, a test pressure equal to the higher of one hundred fifty percent (150%) of working pressure, or pressure rating of pipe plus fifty (50) psi, shall be applied by means of an approved pumping equipment connected to the pipe in a manner satisfactory to the District inspector. The duration of pressure test shall be two (2) hour minimum. The pressure shall be maintained within five (5) psi of the test pressure.

- c. Leakage Test - Leakage that shall be conducted immediately following pressure test. Test pressure shall be one hundred fifty percent (150%) of working pressure and the duration shall be two (2) hours minimum. Leakage shall be defined as the quantity of water that must be supplied into the pipe section being test to maintain the pressure within five (5) psi of the specified test pressure. The allowable leakage shall be smaller than ten and one-half (10.5) gallons per day per miles per inch diameter of the pipe being tested. The Contractor shall determine the points of leakage, make the necessary repairs, and make another test. This procedure shall be continued until the leakage falls below the allowable amount. Leakage shall be determined by metering the water injected into the pipeline while under the required pressure. The Contractor shall submit to the District before and after the test gauge, and the meter used so that the District may test these devices.
- d. Test Equipment - The Contractor shall provide all calibrated meters for measurement of leakage, all bulkheads or boilerheads, piping, calibrated gauges, pumps and other equipment, and all power and labor necessary for the performance of pressure tests satisfactory to the District. The Contractor shall furnish all necessary equipment and labor to fill each section of pipeline tested and for pumping the water from one test section of pipeline tested and for pumping the water from one test section to another as may be necessary for obtaining and maintaining the required water pressure and for filling the entire pipeline with water after the conclusion of the testing, as hereinafter provided.
- e. Corrections - The Contractor at his own expense, shall do any excavation necessary to locate and repair leaks or other defects which may develop under test, including removal of backfill already placed, shall replace such excavated material, and shall make all repairs necessary to meet the required water tightness after which the test shall be repeated until the pipe meets the test requirements. All tests shall be made in the presence of the District. After the pipe has met successfully with the test requirements specified herein, the entire pipeline shall be filled with water and so maintained until the completion of the contract unless otherwise ordered by the District.

4.10.03. DISINFECTION

- a. General - Prior to connecting to existing water lines or putting into service, all water mains, water services and attached appurtenances shall be disinfected in accordance with AWWA C-651, except as specified, modified or supplemented herewith. Tablet method may be used.
- b. Tablet Method - The tablet method consists of placing calcium hypochlorite tablets in the water main as it is being installed and then filling the main with potable water when

installation is completed. This method may be used only if the pipes and appurtenances are kept clean and dry during construction.

Placing of calcium hypochlorite tablets. During construction, five-gram (5-gram) calcium hypochlorite tablet shall be placed in each section of pipe. Also, one such tablet shall be placed in each hydrant, hydrant branch, and other appurtenance. The number of 5-gram tablets required for each pipe section shall be $0.0012 d^2L$ rounded to the next higher integer, where d is the inside pipe diameter, in inches, and L is the length of the pipe section, in feet. Table 1 shows the number of tablets required for commonly used sizes of pipe. The tablets shall be attached by a food-grade adhesive. Such as Permatex Form-A-Gasket No. 2 and Permatex Clear RTV Silicone Adhesive Sealant, which are manufactured by Loctite Corporation, Kansas City, KS 66115 or approved equal. These products have both been approved by the United States Drug Administration (USDA) for uses that may involve contact with edible products. There shall be no adhesive on the tablet except on the broadside attached to the surface of the pipe. Attach all the tablets inside and at the top of the main, with approximately equal numbers of tablets at each end of a given pipe length. If the tablets are attached before the pipe section is placed in the trench, their position shall be marked on the section so it can be readily determined that the pipe is installed with the tablets at the top.

Table. Number of 5-g Calcium Hypochlorite Tablets Required for Dose of 25 mg/L*

Pipe Diameter (inches)	Length of Pipe Section (feet)		
	18	20	40
Number of 5-g Calcium Hypochlorite Tables			
4	1	1	1
6	1	1	2
8	2	2	4
10	3	3	5
12	4	4	7
16	6	7	13

* Based on 3.25-gram available chlorine per tablet; any portion of tablet rounded to next higher integer.

Filling and contact. When installation has been completed, the main shall be filled with water at a rate such that water within the main will flow at a velocity no greater than one (1) foot per second. Precautions shall be taken to ensure that air pockets are eliminated. This water shall remain in the pipe for at least twenty four (24) hours. If the water temperature is less than 41 °F the water shall remain in the pipe for at least 48 hours.

- c. Gas Injection Disinfection - The Contractor shall provide an outlet for the connection of injection chlorination equipment, after which the Contractor shall inject chlorine solution into the main for the necessary disinfection.
- d. Residual Chlorine Test - After 24 hours of retention, the hypochlorite solution shall be tested by the District, and to be acceptable, shall have a minimum of twenty five (25) parts per million (ppm) of residual chlorine.
- e. Additional Disinfection - If the test results are not satisfactory, the Contractor shall provide a two-inch (2”) outlet for the connection of injection type chlorination equipment, after which the Contractor shall inject chlorine solution into the main for the necessary additional disinfection.
- f. Final Flushing - Following the period of retention and after testing of residual chlorine by the District, the chlorinated water shall be thoroughly flushed from the line until the replacement water throughout the length of the pipeline is comparable in quality to the water served the public for the existing system.

The Contractor shall be responsible to meet State’s National Pollutant Discharge Elimination System (NPDES) permit requirements (Section CAG 998001) prohibiting discharge of chlorinated flush water into natural drainage courses. On a case-by-case base, the District may permit flush water to be discharged into the District’s sewer system.

Care shall be taken that the extremities of the main and the services are free of chlorinated water before being placed in service and that all new service connections are thoroughly flushed out before the meters are installed. When a hypochlorite solution has been used for disinfection of the main, the flushing shall be in a direction opposite to that from which the line was filled.

Bacteriological Test - After final flushing and before the new water main is connected to the distribution system, two consecutive sets of acceptable samples, taken at least twenty four (24) hours apart, shall be collected from the new main. At least one set of samples shall be collected from every twelve-hundred-foot (1200’) of the new water main, plus one set from the end of the line and at least one set from each branch. All samples shall be tested for bacteriological quality in accordance with Standard Methods for the Examination of Water and Wastewater, and shall show the absence of coliform organisms. The District will take water samples for bacteriological test in accordance with the Standards of the DPHS of the State of California. If test fails, the Contractor shall re-disinfect and flush the water system for additional bacteriological test as necessary.

- g. Redisinfection - If the initial disinfection fails to produce satisfactory bacteriological results or if other water quality is affected, the new main may be reflashed and shall be resampled. If check samples also fail to produce acceptable results, the main shall be rechlorinated by the continuous-feed or slug method until satisfactory results are obtained.

Note: Hit velocities in the existing system, resulting from flushing the new main, may disturb sediment that has accumulated in the existing mains. When check samples are taken, it is advisable to sample water entering the new main to determine the source of turbidity.

- h. Find Connection to Existing Mains - The new pipe, fittings, couplings and valve required for the connection shall be spray-disinfected or swabbed with a minimum 1 percent solution of chlorine just prior to being installed. The maximum length of connection from the end of a new main to the existing main shall be ten (10) feet.

SECTION 4.11. FIRE HYDRANT ASSEMBLIES

4.11.01. GENERAL

Fire hydrant assemblies shall be as called for on Standard Drawing No. W-2, and as specified in the other applicable sections of these Specifications.

Fire Hydrants shall be Mueller A-423 Super Centurion 250 or approved equal with 6-inch hydrant shoe inlet size, five-inch (5") minimum hydrant valve size, and two-and-one-half-inch (2-1/2") National Standard hose thread outlets, and one four-and-one-half-inch (4-1/2") California Standard thread pumper outlet. Direction to open hydrant shall be counter-clockwise with one-and-one-half-inch (1-1/2") point to flat pentagon operating nut. The hydrants are to be traffic model with O-ring seals on operating stems separating threads from water chamber, having features to oil or grease lubricate threads, or permanent lubrication, and having breakaway features on barrel and shaft. Hydrants shall be installed at the locations shown on the Plans.

4.11.02. EXCAVATION AND BACKFILL

The Contractor shall refer to Section 4.1, "Earthwork", of these Specifications for all requirements relating to excavation and backfill.

4.11.03. FIELD PAINTING

All fire hydrants shall be surface prepared to receive paint by scraping and wire brushing, and shall be painted with one (1) coat of surface primer and two (2) coats of finish paint. The paint shall be Chex-Rust Primer and Safety Yellow Speed Tec 313-02 finish, as manufactured by Fuller Paint Company; or 1069 Heavy Duty Rust Inhibitive Red Primer and 9348 Safety Yellow finish coat, as manufactured by Rust-Oleum, or approved equal paint system using compatible primer and finish supplied by one Manufacturer.

SECTION 4.12. FLUSH-OUT AND BLOW-OFF ASSEMBLIES

4.12.01. FLUSH-OUT ASSEMBLIES

Flush-out assemblies shall be installed in accordance with Standard Drawing No. W-8, and as specified hereon and the other applicable sections of these Specifications.

Flush-Outs shall be constructed of the size and at the locations shown on the Plans.

4.12.02. BLOW-OFF ASSEMBLIES

Blow-off assemblies shall be installed in accordance with Standard Drawing No. W-7, and as specified hereon and the other applicable sections of these Specifications.

Blow-Offs shall be constructed of either 4-inch or 6-inch size at the locations shown on the Plans.

4.12.03. EXCAVATION AND BACKFILL

The Contractor shall refer to Section 4.1, “Earthwork”, of these Specifications for all requirements relating to excavation and backfill.

SECTION 4.13. VALVES, VALVE BOXES AND COVERS

4.13.01. SCOPE

The Contractor shall furnish all material, labor, and equipment necessary for the complete installation of all valves as called for on the Drawings, Standard Drawing No. W-11 and as specified herein.

The Contractor shall submit Shop Drawings showing the dimension, construction and material of valves to the District for approval prior to shipment.

4.13.02. GATE VALVES

Gate valves shall be resilient seated (R.S.) valves meeting the requirement of the latest specifications of AWWA C-509.

All gate valves shall be rated for a minimum of one hundred and fifty (150) psi working pressure as manufactured by Mueller Co., CLOW Corporation, Stockham Valve and Fitting Co., or approved equal.

The valves shall have iron body cover and O-ring plate, O-ring pressure seals, high-strength iron wedge with rubber bond that meet ASTM D429, bronze stem. Steel bolts and nuts shall be cadmium-plate, and gland bolts shall have bronze nuts.

Valves two-and-one-half-inch (2-1/2") and smaller shall have tapped American Standard Pipe Threads and handwheel.

Valves three-inch (3") and larger for above ground, indoor installation shall be of the rising stem OS&Y type with handwheels. Valves for above-ground, outdoor installation shall be of non-rising stem (NRS) type with handwheels. All above ground gate valves shall be furnished with flanges conforming to the ASME/ANSI B16.1 (Standard for Class 125 Cast Iron Pipe Flanges and Flanged Fittings).

Valves for underground (buried) installation shall be of non-rising stem (NRS) type with two -inch (2") operation nut and shall be furnished with flanged joint and flanged coupling adaptors.

The valves shall be furnished in the sizes indicated on the Drawings. Valves with welding ends will not be permitted for use in welded steel lines. All valves interior shall be protected with two-part thermosetting epoxy per AWWA C-550.

4.13.03. BUTTERFLY VALVES

Butterfly valves shall be Class 150B and shall conform to the latest specifications of the AWWA C-504. The valves shall be of the rubber seated, tight closing type, furnished with flanged ends, cast iron body and disc, and a molded rubber seat that is recess mounted, bonded, and mechanically secured to the valve body. All valve interior face shall be protected with two-part thermosetting epoxy per AWWA C-550, Tnemec 20, plastic 70, or equal to 8 mils

Valves shall be manufactured by Pratt, Muller or approved equal. Unless otherwise indicated, all butterfly valves shall be furnished with worm and gear type manual operator.

Manual operators shall be of the worm and gear type and shall be self-locking to prevent the valve disc from creeping or fluttering when in any intermediate position between open and closed. The gear operators shall be permanently lubricated, totally enclosed, with adjustable stops for the open and closed position to prevent the valve disc from overtravel in either direction and except on units for buried or submerged service shall have a valve disc positions indicator. The gear ratio and handwheel diameter shall be designed so that a pull of not more than eight (80) pounds on a handwheel or chainwheel (or one hundred and fifty (150) foot pound input on buried applications) will produce an output torque equivalent to 1.5 times of the maximum operating tongue specified in AWWA C-504.

On buried installations, the gear box shall be fixed to the valve and the stem with two-inch (2") square operating nut shall be extended through a slip-type valve box, to the surface. A ground level position indicator, Pratt Diviner, shall be included.

4.13.04. EXCAVATION AND BACKFILL

The Contractor shall refer to Section 4.1, "Earthwork", of these Detailed Technical Provisions for all requirements relating to excavation and backfill.

4.13.05. OPENING DIRECTION

Wrench nut shall turn left (counter-clockwise) to open the valve.

4.13.06. VALVE ENDS

The valve ends shall be of flanged end. Flanged coupling adapters shall be provided with each valve installed below grade. Valves with welding ends will not be permitted for use in welded steel lines.

4.13.07. VALVE BOXES AND COVERS

All valves installed below ground shall be provided with valve box and cover.

Valves boxes and covers shall be as shown on Standard Drawing No. W-11.

SECTION 4.14. AIR VALVES ASSEMBLIES

4.14.01. GENERAL

The air valve assembly shall be a combination air valve consisting of an air and vacuum valve and an air release valve and shall include service lateral, shut-off valves, piping, enclosure etc. and other appurtenances and shall be as called for on the Drawings and the Standard Drawing No. W-6 and other applicable Standard Drawings. Installations shall be made at the locations and sizes as shown on the Plans.

4.14.02. EARTHWORK

The Contractor shall refer to Section 4.1, "Earthwork", of these Detailed Technical Provisions for all requirements relating to excavation and backfill.

4.14.03. CORPORATION STOPS

All corporation stops shall be positioned per Standard Drawings No. W-5A and W-5B.

4.14.04. GATE VALVES

All gate valves shall be per Standard Drawing No. W-6 or approved equal.

4.14.05. AIR AND VACUUM VALVES

All air and vacuum valves shall be manufactured by APCO (Series 140 for 2-inch thru 3 inches, and Series 150 for 4-inches and larger), Crispin Type S, or approved equal.

4.14.06. FIELD PAINTING

All air valve assembly and enclosure shall be surfaced prepared to receive field paint by solvent cleaned in accordance with SSPC-SP 1 (Society for Protective Coatings Surface Preparation Standards- Solvent Cleaning) and shall be painted with one (1) coat of surface primer, 2 mils of Tnemec 32-1200, Kopper 40 or equal and two (2) coats of finish coat, 3 mils of Tnemec Series 2, Kopper Galmortex 501 enamel or approved equal to a total dry film thickness of 8 mils. The color shall be green.

SECTION 4.15. CONCRETE THRUST BLOCKS AND BLANKETS

4.15.01. CONCRETE THRUST BLOCKS

Concrete thrust blocks shall be installed in accordance with Standard Drawings No. W-3A and W-3B and shall be Class IV concrete as specified on Section 4.2 of these Detailed Technical Provisions.

4.15.02. CONCRETE BLANKET

- a. General - Concrete blankets shall be constructed at the locations shown on the Plans and in accordance with Standard Drawing No. S-3. Concrete shall be of Class IV, as specified on Section 4.2 of these Detailed Technical Provisions.
- b. Blanket Type - Concrete blanket is to be used at locations where the pipe is to be protected from wheel loadings.

4.15.03. EXCAVATION AND BACKFILL

The Contractor shall refer to Section 4.1, “Earthwork”, of these Detailed Technical Provisions for all requirements relating to excavation and backfill.

4.15.04. CONCRETE CONSTRUCTION

The Contractor shall refer to Section 4.2, “Concrete Construction”, of these Detailed Technical Provisions for all requirements relating to concrete construction.

SECTION 4.16. BACKFLOW PREVENTERS

4.16.01. GENERAL

Water user shall comply with all orders, instructions, regulations, and notices from the DPHS of State of California with respect to the installation, testing and maintenance of backflow prevention devices.

Water user shall be responsible for all costs associated with the installation, testing and maintenance of backflow prevention devices as authorized in Section 116800 and Section 116805 of California Health and Safety Code, Part 12 Drinking Water, Chapter 5 Water Equipment and Control, Article 2 Cross-Connection Control by Water User.

4.16.02. TYPE OF PROTECTION

The type of protection shall be approved by the District and shall be in accordance with California Code of Regulations, Title 17, Division 1, Chapter 5, Group 4, Sections 7583, 7584, 7585, 7586, 7601, 7602, 7603, 7604 and 7605.

As a minimum, all commercial and irrigation water service shall be protected with a reduced pressure principal type backflow prevention assembly in accordance with current District Standards, Policies and Resolutions. All fire service lines shall be protected with a backflow preventer per Standard Drawing No. W-22.

4.16.03. INSTALLATION

Installation of backflow prevention assembly shall be in accordance with Standard Drawing No. W-13 (for reduced pressure principal type backflow prevention assembly) or Standard Drawing No. W-16 (for double check valve with detector check backflow prevention assembly).

4.16.04. MANUFACTURES

Backflow prevention assembly shall be approved by University of Southern California Foundation for Cross Connection Control and Hydraulic Research and shall be manufactured by FEBCO, Wilkin or approved equal.

SECTION 4.17. RESIDENTIAL FIRE SERVICE

4.17.01. GENERAL

The installation of a residential fire sprinkler system should comply to California Fire Code (CFC) Chapter 9, Section 903, NFPA 13D (*Standard for the installation in Sprinkler Systems in One- and Two-Family Dwellings and Manufactured Homes*), California Building Code, International Fire Code and other applicable codes, unless otherwise indicated in these Specifications.

The piping arrangement and the meter location of a residential fires service should be in conformance with Standard Drawing No. W-22.

4.17.02. FIRE SPRINKLER SYSTEM DESIGNER AND INSTALLER

The Plans of the residential fire sprinkler system shall be designed by a C-16 (sprinklers) licensed contractor or be a Registered Professional Engineer (Civil, Mechanical or Fire Protection), licensed by the State of California (Board of Professional Engineers). All copies of the Plans shall be stamped and signed by the licensed individuals.

The design of a fire sprinkler system requires communication with the District so that available water pressures and flow to the residential fire system can be determined and the design can meet the District's requirements. The Plans are subject to approval by the District.

The fire sprinkler system shall be installed by an individual who holds a State of California C-16 (sprinklers) license or, by owner-builder of an owner-occupied, single family dwelling.

4.17.03. EARTHWORK

The Contractor shall refer to Section 4.1, "Earthwork", of these Detailed Technical Provisions for all requirements relating to excavation and backfill.

4.17.04. BACKFLOW PREVENTER

Backflow preventer (reduced pressure backflow preventer assembly) is required for new installed residential fire system. Existing systems do not require additional backflow protection if they already have some form of acceptable directional flow-control protection in place (ex: single check valve or alarm check valve) until the system is substantially altered.

4.17.05. RESIDENTIAL FIRE METER

Per Article 15 of Running Springs Water District Ordinance No. 8, Rules and Regulations for Water Service, Article 15, If the Fire Department requires that a property is to install a fire protection

sprinkler system, a meter or meters of appropriate size for both the fire protection service and potable service line will be required, as well as an appropriate cross connection control device. The fire meter should be Zenner Performance Multi-Jet Type Magnetic Drive Residential Fire Meter or approved equal.

4.17.06. FIRE SPRINKLER SYSTEM MAINTENANCE

It is the responsibility of the building owner for properly maintaining a sprinkler system. A minimum monthly maintenance program should include the following:

- a. Visual inspection of all sprinklers to ensure against obstruction of spray.
- b. Inspection of all valves to ensure that they are open.
- c. Testing of all waterflow devices.
- d. Testing of the alarm system, where installed. (Note that where it appears likely that the test will result in a fire department response, notification to the fire department should be made prior to the test.)
- e. Operation of pumps, where employed.
- f. Checking of the pressure of air used with dry systems.
- g. Checking of water level in tanks, where employed.
- h. Special attention to ensure that sprinklers are not painted either at the time of installation or during subsequent redecoration. When sprinkler piping or areas next to sprinklers are being painted, the sprinklers should be protected by covering them with a bag, which should be removed immediately after painting is finished.

SECTION 4.18. CHAIN-LINK FENCE AND GATE

4.18.01 GENERAL

The Contractor shall furnish all equipment, labor and material necessary to do fencing, all as shown on the Drawings and as necessary for a complete job.

The work shall consist of furnishing and constructing a six-foot (6') high chain-link fence with twelve-inch (12") barbwire extension in accordance with Section 206-6 and Section 304-3 of the Standard Specifications for Public Works Construction (Greenbook) and at the locations shown on the Drawings. All earth, trees, bush, existing fence designed to be removed, and other obstructions which interfere with the proper construction of the fence shall be removed and disposed of and will be considered as part of the fence construction. Refer to Standard Drawing M-1.

4.18.02. MATERIALS

Chain-link fence shall be complete with fabric, end corner, gate and line posts, gate with lockable devices, extension arms with three-strands of barbed wire, post anchors, and other necessary appurtenances.

The fence shall have six feet zero inch (6'-0") fabric above ground when erected. The fabric shall consist of nine-gauge (9-gauge) 6M galvanized wire woven with two-inch (2") mesh fulfilling the requirements of ASTM A392. Barbed wire shall be four-point pattern, composed of two strands of twelve-and-one-half-gauge (12-1/2-gauge) galvanized steel wire with barbs spaced five-inches (5") apart and shall conform to ASTM 121.

The line posts shall be two-inch (2") nominal diameter, 2.375-inch outsider diameter by 3.65 pounds per foot, galvanized steel pipe and spaced not more than ten feet zero inches (10'-0") apart. Top rails shall be one-and-one-quarter-inch (1-1/4") nominal diameter, 1.90-inch outsider diameter by 2.27 pounds per foot galvanized steel pipe. Gate posts and corner posts shall be 3.5-inch nominal diameter, 4.0 inch outsider diameter by 9.11 pounds per foot galvanized steel pipe and shall be strongly and durably attached to the line posts according to the best practice. The posts shall be set in the ground to a depth of three (3) feet and centered in concrete cylindrical footing eight-inch (8") in diameter.

SECTION 4.19. FURNISH AND INSTALL PLASTIC SEWER PIPE SYSTEM

4.19.01. GENERAL

- a. Description - The Contractor shall furnish all labor, material, tools, and equipment required for the complete construction of pipelines, manholes, cleanouts, and other allied structures and appurtenances as stated on the bidding sheets, shown on the Contract Drawings, and specified herein, all within the time as stated in the Contract Documents.

These provisions establish the requirements for the use of PVC pipe for house lateral and main line sewer construction. Use is limited to those projects which specify or indicate PVC sewer pipe as an alternate.

PVC pipe may only be used where indicated on Plans or approved by the District. When pipe and fittings are fabricated by the same Manufacturer, the Contractor will not be allowed to use fittings from other Manufacturers. PVC laterals may be used with clay pipe main except those mains subject to industrial flows, as determined by the District.

- b. Care & Handling - Pipe shall be stored at the jobsite in unit packages provided by the Manufacturer. Caution shall be exercised to avoid compression, damage or deformation to bell ends of the pipe. If pipe is to be exposed to direct sunlight for more than fourteen (14) days, pipe must be covered with an opaque material while permitting adequate air circulation above and around the pipe to prevent excessive heat accumulation.

If pipe is strung along trench prior to installation, string only pipe to be used within a twenty-four-hour (24-hour) period; all pipe is to be laid on a flat surface. The interior as well as all sealing surfaces of pipe, fittings, and other accessories shall be kept free from dirt and foreign matter. Gaskets shall be protected from excessive exposure to heat, direct sunlight, ozone, oil and grease. Solvent cement when used shall be stored in tightly sealed containers away from excessive heat.

- c. Job Conditions - The Contractor shall familiarize himself and comply with all applicable state, county and municipal rules and regulations pertaining to sanitation, fire protection and safety, and all provisions of the Contract Documents.

4.19.02. MATERIALS

- a. PVC solid wall pipe shall meet the requirements of ASTM D-3034, SDR 35.

b. Pipe Jointing shall be as follows:

1. PVC Pipe Gasket Joint Assembly - The assembly of the gasket joint should be performed as recommended by the pipe Manufacturer. The elastomeric gaskets may be supplied separately in cartons or prepositioned in the bell joint or coupling at the factory. When gaskets are color coded, be sure to consult the pipe Manufacturer or its literature for the significance. In all cases, clean the gaskets, the bell or coupling interior, especially the groove area (except when gasket is permanently installed) and the spigot area with a rag, brush or paper towel to remove any dirt or foreign material before the assembling. Inspect the gasket, pipe spigot bevel, gasket groove, and sealing surfaces for damage or deformation. When gaskets are separate, use only gaskets which are designed for and supplied with the pipe. Install them as recommended by the Manufacturer.

Lubricant should be applied as specified by the pipe Manufacturer. Bacterial growth or damage to the gaskets or the pipe, may occur with the use of non-approved lubricants. Use only lubricant supplied by the pipe Manufacturer. After lubrication, the pipe is ready to be joined. Good alignment of the pipe is essential for ease of assembly. Align the spigot to the bell and insert the spigot into the bell until it contacts the gasket uniformly. Do not swing or “stab” the joint; that is, do not suspend the pipe and swing into the bell. When a field-cut is necessary, a square cut is required. Use a factory-finished beveled end as a guide for proper bevel angle and depth of bevel plus distance to the insertion reference mark.

2. PVC Solvent-Cemented Joint Assembly - Solvent-cemented joints should be made in accordance with ASTM D2855 (Standard Recommended Practice for Making Solvent-Cemented Joints with Polyvinyl Chloride (PVC) Pipe and Fittings).

c. Portland Cement Concrete - All concrete shall meet the requirements of Section 4.2, “Concrete Construction”, of these Detailed Technical Provisions, except that only Type V or Type II Portland cement shall be used.

d. Portland Cement Mortar - All cement mortar used for construction purposes shall consist of one (1) part Portland cement (Type V or Type II) to two (2) parts silica sand by volume and moistened with sufficient water to permit placing, buttering, caulking or coating without crumbling, unless otherwise approved by the District.

- e. Manhole Connections - Connections of PVC sewer pipe to a manhole shall be watertight. Concrete manhole connections shall be “O” ring type produced from elastomeric compound or prefabricated manhole waterstop, grouted or locked into the manhole wall; the type shall be approved by the District prior to use. Additional requirements may be imposed by the District for manhole connections in projects constructed in areas of high or potentially high ground water. Manhole stub-outs shall be included in manhole installations, and shall be of the size designated on the Drawings. All stub-outs shall be plugged for future connection, with neoprene stoppers or approved equal.

4.19.03. INSTALLATION OF PIPE

Shall start at the low end of each section and proceed upgrade. All bell and spigot pipe shall be laid with the bell end upgrade. Assembly of all types of pipe shall be done in strict conformance with the requirements of the pipe Manufacturer. Curved PVC deflection shall not exceed the pipe Manufacturer’s recommendations.

Pipe shall be accurately laid to alignment and grade shown on the Drawings or established by the Engineer. Where grade stakes are provided with which to establish the proper pipeline grade, pipe shall be laid in the field to grade within a tolerance of two-hundredth (0.02) foot, or five-hundredth (0.05) foot cumulative deviation from elevations set at one-hundred-foot (100’) stations.

Sags, or standing water in pipe, shall meet the following criteria:

Pipe Slope	Complies with Specification	Does not Comply w/ Specifications Resulting in No Payment	Does not Comply w/ Specifications & Reconstruction is Required
≤ 0.4%	1/3” or less sag	≥ 1/3”	≥ 1/2”
≤ 0.7%	1/2” or less sag	≥ 1/2”	≥ 1”
≥ 0.7%	3/4” or less sag	≥ 3/4”	≥ 1-1/2”

Sag limits may be increased twenty five percent (25%) for eight-inch (8”) diameter; fifty percent (50%) for ten-inch (10”) diameter; seventy five percent (75%) for twelve-inch (12”) diameter; and one hundred percent (100%) for pipe diameter greater than twelve-inch (12”).

If standing water depth in the sag exceeds the value listed under “No Payment”, then to compensate for anticipated higher than average pipeline operation and maintenance cost, no payment will be made for construction. The nonpayment amount will include all construction costs including such items as excavation, pipe installation, backfilling, resurfacing, etc., for the length of standing water that exceeds the value for “No Payment”. For Developer installed pipeline, the Developer shall pay the district the cash equivalent of three (3) years of maintenance and operation at the current

District rates plus a two percent (2%) increase for the last two (2) years of the payment, or the pipeline shall be replaced as specified at Developer’s cost.

Due to unacceptably high operation and maintenance costs and poor system reliability, pipelines with sag depths exceeding those listed for “Reconstruction is Required” will be rejected. Reconstruction of the entire length of standing water plus twenty (20) feet on each side of the standing water or to the next farthest pipe joint will be required; sawcutting of the pipe to meet the inclusive requirements will not be allowed. Damaged or cut pipe must be removed and not reused.

- a. **Bedding** - All pipes shall be laid in a bed prepared by hand work, dug true to line and grade, to furnish a true and firm bearing for the pipe throughout its entire length. Adjustment of pipes to lines and grade shall be made by scraping away or filling in and tamping material under the body of the pipe throughout its entire length, and **not by blocking or wedging**. Where a hand-shaped trench bottom conforming to barrel of pipe is not available or practical.

The flexibility of plastic pipe may cause a possible problem in maintaining line and grade. Therefore, special care must be taken in the preparation of the subgrade and in the placement of bedding to ensure that the pipe is lade true to line and grade as required in this specification.

PVC pipe shall be bedded as shown in the following table:

Pipe Size	Depth of Cover	Bedding Required
4” to 15”	0’ to 20’	Per Standard Drawing No. S-2
	Greater than 20’	Special Design
Greater than 15”		Special Design

- b. **Bell Holes** – Bell holes shall be provided at the ends of each pipe length, of sufficient size to permit making up the particular type of joint being used.
- c. **Alignment** - Pipes shall be laid in accurate conformity with the prescribed lines and grades, which alignment shall be obtained by plumbing and measuring from a tightly stretched wire or line running parallel with the flow line grade and supported over the centerline of the sewer by batter boards or bars accurately placed and firmly fastened in place across the trench; or by some other comparable method acceptable to the District.

Alternate use of commercial LASER grade setting systems in lieu of string lines specified herein is acceptable when the following requirements and conditions are met:

1. The Contractor shall have the responsibility of providing an instrument operator who is qualified and trained in the operation of the LASER and said operator must adhere to the provisions of the State of California Construction Safety Orders issued by the Division of Industrial Safety. Attention is particularly directed to Sections 1516, and 1800 through 1901, of said Orders for applicable requirements.
 2. All LASER control points shall be established bench marks or construction off-set stakes identified on cut sheets and set in the field for the work. LASER set up points shall be on these control points or on points set directly from them by instrument.
 3. Pipe alignment shall not deviate from that shown on the Plans by more than three-quarter-inch (3/4") pipe diameter, nor shall it change in alignment more than two (2) inches in twenty (20) feet.
 4. After each length of pipe has been laid to line and grade, it shall be jointed to the preceding section as hereinafter specified, and after said jointing procedure has commenced, there shall be no movement of the pipe whatsoever in subsequent operations.
- d. Pipe Cleaning - Before each new length of pipe is placed, the interior of the preceding pipe shall be carefully cleaned of all dirt and debris. At all times when the work of installing pipe is not in progress, all opening into the pipe and the ends of the pipe in the trench shall be tightly closed to prevent entrance of animals and foreign materials.

The Contractor shall take all necessary precaution to prevent the pipe from floating due to water entering the trench from any source, shall assume full responsibility for any damage due to this cause and shall at his own expense restore and replace the pipe to its specified condition and grade if it is displaced due to floating.

- e. Laterals and Cleanouts - shall be constructed at the points indicated on the Plans, and in accordance with the Standard Drawings. Connections of house laterals to sewer mains shall be made with factory-molded wye or tee connections.

Wye or tee branches shall be laid with the axis of the "Y" or "T" entering the main sewer at an angle above the horizontal axis of said main, unless specifically called out otherwise on the Plans or on the Special Conditions. But, unless specifically called out otherwise, this angle shall not exceed forty five degrees (45°).

Whenever any service connection is to be temporarily blanked off, it shall be plugged with a cover or plug recommended by the Manufacturer of the pipe.

Lateral connections to existing mains shall be made pursuant to the provisions of the appropriate Standard Drawing for saddle connection to the existing main pipe material. All sewers of this project are new sewers. Accordingly, laterals installed by saddle connections as shown on Standard Drawing No. S-7 and will be allowed only where unanticipated laterals are added after the sewer main is laid past the point of connection. In such case, the already laid sewer main is laid past the point of connection, and the already laid sewer main is shown on the Standard Drawing as "existing sewer main". **Refer to the beginning of this Document for work on pipelines that do or may contain asbestos material.**

- f. New Sewer Laterals on Existing Plastic Main - The required excavation and cleaning of main surfaces for a tap and saddle shall be performed by the Contractor and when such taps are installed by District forces, the Contractor shall have the additional materials and equipment at the jobsite as follows: barricades, proper pipe, trench shoring for excavations greater than five (5) feet in depth, standard bedding material as specified in these Specifications, and a ladder long enough to extend two-and-one-half (2-1/2) feet above the top of the excavation. The excavation shall provide a minimum clearance of three (3) inches under and six (6) inches on each side of the main sewer for a distance of twelve (12) inches each way along the main from the point of connection. The outer surface of the main in this exposed area shall be thoroughly cleaned.

New sewer laterals on existing vitrified clay pipe mains subject to commercial or industrial flows shall be constructed of vitrified clay pipe in accordance with the requirements for vitrified clay pipes.

The excavation above the main, for the tap working area, shall be a minimum of two (2) feet in width without under-cut sides and shall be properly shored. Before the tap is made, the Contractor shall have sufficient standard bedding material at the site of the work to adequately backfill under the saddle to support it. No backfill shall be placed on the saddle fitting within one-half (1/2) hour after the completion of work by the District forces. If the Contractor breaks or otherwise damages the main while excavating for the tap, he shall notify the District and the District shall make repairs as necessary at the expense of the Contractor.

Manholes shall be constructed in the locations and to the dimensions as shown on the Drawings. Cast-in-place concrete shall conform to the requirements set forth in Section

4.2, “Concrete Construction”, in these Detailed Technical Provisions. Pre-cast units shall be assembled accurately with full-bed mortar joints.

Unless otherwise shown on the Drawings, the sewer pipe shall be laid continuously through out the location of the manhole. After the manhole has been constructed, the open channel shall be formed by cutting the pipe and removing the top half. If the open channel cannot be formed in this manner, it shall be formed of concrete with the depth equal to the diameter of the sewer pipe. The floor of the manhole shall slope at least two (2) inches from the sides of the manhole to the open channel.

When completed, the top of the manhole cover shall be accurately brought to the grade shown for on the Standard Drawings. The manholes shall be constructed so that there is not more than nineteen (19) inches of throat section between the top of the cone and the bottom of the frame.

When located in roadway subgrades, manholes shall be constructed up to the proper elevation preparatory to street paving, and temporarily covered with planks or steel plates. After paving operations have been completed the temporary covers shall be removed and the frames and covers installed to pavement grade per Standard Drawing No. S-5.

- g. Mark of Laterals - Laterals shall be marked on as build plans in the following format:

$$\frac{D_1 - D_2}{L}$$

where D_1 is the distance from downstream manhole in foot; D_2 is the cover depth at the end of lateral in foot; L is the length of the lateral in foot.

4.19.04. CLEANING SEWER LINES AND MANDREL TEST

All sanitary sewer mains and laterals shall be flushed with water and “balled” or cleaned by an acceptable method prior to testing to ensure that all dirt, debris, and obstructions are removed. This work must be performed in the presence of and to the satisfaction of the District; the Contractor shall notify the District at least forty eight (48) hours prior to starting the cleaning work.

Following the placement and densification of backfill and prior to the placing of permanent pavement, all main line pipe shall be cleaned and then mandrel-tested to measure for obstructions (deflections, joint offsets and lateral pipe intrusions). A rigid mandrel approved by the Engineer, with a circular cross section having a diameter of at least ninety-five percent (95%) of the specified average inside diameter, shall be pulled through the pipe by hand.

Ninety-five percent (95%) of the specified average inside diameter for PVC pipe taken from the appropriate ASTM requirements are as follows:

Pipe Nominal Diameter	95% of the Specified Average Inside Diameter
4"	3.77"
6"	5.61"
8"	7.51"
10"	9.39"
12"	11.17"
15"	13.68"

Mandrel test shall be performed between thirty (30) and forty five (45) calendar days after installation and backfill compaction. In the event permanent pavement is placed prior to that time, mandrel test shall be required prior to pavement placement and a second mandrel test must be completed within thirty (30) calendar days after compaction or backfill.

The backfill shall be removed and re-compacted for any section of pipe that fails the mandrel test.

Re-rounders shall not be used to correct excessive pipe deformation.

4.19.05. LEAKAGE TESTS

All sanitary sewers shall be tested for tightness after they and all appurtenances have been completed, backfilled (except for test tees) and compacted, and are ready for service. Tests shall be made on each section, including manholes, from one manhole or test tee to the next, unless grades are flat enough to permit testing two (2) or more sections at one time.

The test method required (water test or air test) shall be determined by the Engineer; all leakage tests shall be made in the presence of the District.

- a. Preparation for Tests - Each section of sewer, including service laterals, between successive manholes shall be tested by closing the lower end of the section to be tested, the inlet sewer of the upper manhole, and the ends of service laterals with stoppers, and filling the pipe and manhole with water to a level of four (4) feet above the invert of the open sewer in the upper terminal. After the section has been filled, it shall be allowed to stand for a sufficient length of time to allow the manhole to absorb what water it will, prior to making the leakage test described in the following paragraphs (Water Test and Air Test). This period of time for absorption of water shall not be less than thirty (30) minutes nor greater than twenty four (24) hours.

b. Test Procedure and Allowable Leakage

1. Water Test - The leakage test shall consist of measuring the quantity of water required to maintain the water level at the elevation prescribed in the above paragraph for a period of one (1) hour. The water used in the test shall be measured through a meter or by other means satisfactory to the District. The allowable leakage shall be computed from the following formula:

$$E = 0.0012 \times L \times D/H$$

Where E = Allowable leakage in gallons
 L = Length of the sewer and house connections tested in feet
 D = Inside diameter of the pipe in inches
 H = Difference in the elevation (in feet) between water surface in the upper manhole and the invert of the pipe at the lower manhole

If the leakage during the test period exceeds the allowable leakage, the sewer line shall be overhauled and, if necessary, relaid until the joints hold satisfactorily under the test.

2. Air Test (including Forcemain Extension) – The length of the line to be air tested at one time shall be limited to the length between adjacent manholes. Air test procedure shall be as follows:

Pressurize the test section to four (4.0) psi and hold at four (4.0) psi for not less than two (2) minutes. Add air if necessary to keep the pressure at four (4.0) psi. Disconnect air supply. When pressure decreases to three and one-half (3.5) psi, start stopwatch. Determine the time in seconds that is required for the internal pressure to reach two and one-half (2.5) psi. This time interval shall be greater than time given in the following table. The section of pipe shall not have passed if the time is less than shown. After the test, the air shall be release from the opposite end of the section.

Sewer Size	Minimum Time
4 inches	113 minutes (1 hr 53 min)
6 inches	170 minutes (2 hrs 50 min)
8 inches	226 minutes (3 hrs 46 min)
10 inches	283 minutes (4 hrs 43 min)
12 inches	340 minutes (5 hrs 40 min)
15 inches	425 minutes (7 hrs 05 min)

Sewer Size	Minimum Time
18" or larger	510 minutes (8 hrs 30 min)

When the prevailing groundwater is above the sewer being tested, air pressure shall be increased forty-three-hundredth (0.43) psi for each foot the water table is above the flow line of the sewer.

If the test is not passed, the leak shall be found and repaired to the satisfaction of the Engineer.

Building or service laterals shall be considered part of the lateral to which they are connected and no adjustment of test time shall be allowed to compensate for the smaller diameter of the house sewers.

The pressure gauge used shall be supplied by the Contractor and shall have minimum divisions of one-tenth (0.10) psi, and shall have an accuracy of four-hundredth (0.04) psi. Accuracy and calibration of the gauge shall be certified by a reliable testing firm at six (6) month intervals or when requested by the Engineer. Calibration tests shall have been completed no more than 30 calendar days in advance of the test or intended use.

- c. Alternate Infiltration Test - If excessive groundwater is encountered in the construction of a section of the sewer, the test for leakage previously described shall not be used. The end of the sewer at the upper structure shall be closed sufficiently to prevent the entrance of water and pumping of groundwater shall be discontinued for at least three (3) days, after which the section shall be tested for infiltration. The allowable infiltration for any portion of the sewer system should not exceed one hundred (100) gallons per inch of internal pipe diameter per mile per day (4.6 l/mm/km/day), including manholes. Infiltration in excess of this amount shall be reduced to a quantity within the specified amount before the sewer will be accepted. In any case, the Contractor shall stop any individual leaks that may be observed.

Unless other specified, infiltration will be measured through a meter or by other means satisfactory to the Engineer.

- d. Manhole Leakage Test - When the air pressure test is used for testing of the pipe, the manholes shall be water tested. Each manhole shall be filled with water four (4) feet above flow line of the manhole with the inlet and outlet of each manhole plugged. The maximum leakage rate shall be ten (10) gallons per hour per manhole test to be run for a minimum of thirty (30) minutes.

If the manhole leakage thus determined is excessive, the Contractor shall waterproof the interior of the manhole by applying a coating of poly-epoxy or an approved waterproofing material.

4.19.06. SEWER PIPE REPAIRS

Sewer pipe leakage in excess of the allowable maximum shall be corrected by repairs acceptable to the District; retesting is required between manholes/clean-outs.

The section of damaged pipe will be cut out and the ends of the remaining pipe and replacement pipe will be prepared per Section 4.18.2 c. 1. The closure will be made with a flexible “closure coupling” as supplied by the Manufacturer of type pipe used.

PVC pipe and fitting with flexible couplings shall be used for asbestos cement pipe repairs. Refer to the beginning of this Document regarding Asbestos Containing Material.

4.19.07. ELECTRONIC MARKERS

It shall be required of the Contractor to place the required markers at the end of each lateral. Unless waived by the District, two-inch (2”) wide metallic detectable locator tape shall be placed with each lateral, approximately six (6) inches above the pipe per Standard Drawing S-7.

4.19.08. FINAL ACCEPTANCE

Prior to putting any sewer into service, or before final acceptance, all sewer facilities shall be visually checked and all foreign objects, materials or obstructions removed from the facilities. If dirt, silt or other materials are found, the Engineer may require that the facilities be cleaned by flushing, balling, rodding or other means so that the materials may be removed from the system.

SECTION 4.20. MANHOLES AND CLEANOUTS

4.20.01. GENERAL

All manholes shall be constructed in conformance with the District's Standard Drawings No. S-4A and S-4B. All such structures shall be built into the sewer lines at the locations shown on the Plans. Pipe for future lateral sewer lines shall be built into the structures as shown on the Plans, and the outer ends closed with a cap securely fixed in place. The caps shall be so fixed as to be easily removed in the future and shall be watertight. **One-piece cone and shaft will not be accepted.**

All manhole frames and covers shall be furnished in conformance with the District's Standard Drawings No. S-5. Manhole frames and covers will be furnished by the Contractor upon prior approval by the District. Such prior approval by the District shall in no way nullify the District's right to accept or reject any individual unit as furnished or as installed.

4.20.02. PRECAST MANHOLES

Precast manhole sections will be manufactured in a plant designed for this type of work. All units will conform to the details on the above referenced drawings with eccentric cone top sections. Concrete used in the precast sections shall be manufactured of approved and selected materials in such proportions to produce a Class I concrete as per Section 4.2, "Concrete Construction", of these Detailed Technical Provisions, with a minimum compressive strength of 3,000 psi. Sections will be compacted by vibration or centrifugal force and cured according to approved practice, either by steam, sprinkling, membrane solution or a combination of these methods. Manholes shall conform to ASTM C478.

Note: Dry-cast manholes may absorb excessive amounts of water during leakage tests which may give a false failure indicator during the test. Wet-cast manholes have not shown this tendency. The Contractor may use either type of manhole, but is fore-cautioned about false test results.

All sections shall be "tongue and groove" as shown on the Standard Drawings No. S-4A and S-4B, with a minimum depth of three-fourth-inch (3/4"). All edges shall be true and even to enable a close fit when sections are placed together. A maximum tolerance of one-fourth-inch (3/16") will be permitted when two (2) sections are placed together in either a lateral or vertical direction.

4.20.03. MANHOLE BASE

Manhole bases shall be monolithic construction of Class IV concrete and shall be poured to the size, line and grade as shown on the Standard Drawings No. S-4A and S-4B and Plans. The Contractor is referred to Section 4.2, "Concrete Construction", of these Detailed Technical Provisions.

In laying the pipe up to structures, no pipe shall be allowed to project beyond the inside of the wall of the structure. Flexible joints shall be provided in all sewer pipes (except PVC and ABS pipe) outside of manholes, but within 12-inches of concrete base. PVC pipe shall be provided with a suitable sealing ring prior to being poured into base.

A notch or groove conforming to the precast manhole section shall be formed on the top of the base section before the concrete has set.

4.20.04. PRECAST MANHOLE JOINTS

Precast manhole sections shall be tongue and groove alternately on both ends of the sections, and shall be laid with the grooved portion facing up. Each section shall beset so as to enable the manhole to rise vertically above the base.

A concrete waterproof mortar shall be placed on the top of each ring, completely covering the grooved portion prior to the installation of the next precast section. Excess mortar shall flow out equally on both sides of the joint for the complete circumference of the ring and shall be “mounded” smoothly on both the inside and outside of the joint as shown on Standard Drawings No. S-4A and S-4B. Finish mortar joint should have a minimum thickness of one-fourth inch (1/4”).

Mortar shall consist of one (1) part volume of cement and three (3) parts by volume of sand. Mortar shall be mixed in a suitable mixer in a watertight mixing box. The materials must be thoroughly mixed dry until the mass assumes a uniform color and then sufficient water added to bring the mixture to a workable consistency. No mortar which has begun to set shall be used and no retempering thereof will be permitted. Mortar shall conform to Section 4.2 of these Detailed Technical Provisions.

4.20.05. GRADE RINGS

Precast grade rings shall be used to reach desired height of the manhole cover within the limits shown on Standard Drawings No. S-4A and S-4B. Minor adjustments shall be made by the use of “shims” under the frame. Alternate HDPE grade rings are acceptable up to twelve (12) inches in height. Grade rings are not required for manholes constructed in easements unless needed for adjustment to finish grade.

4.20.06. CASTINGS

All castings shall be of tough gray iron, free from cracks and swells. The iron shall conform to the requirements of ASTM A48, Class 30. Prior to shipment, the Contractor shall submit a certified metal analysis test report to the District from an independent testing laboratory listing test values of minerals used and the class of the iron. Foundry markings shall not be cast of the face on the covers.

- a. Manhole/Cleanout Frame and Cover - Manhole or cleanout frame and cover shall be called Pamrex or approved equal. Frame and cover shall be manufactured from ductile iron. Frame shall be circular, incorporated a seating ring and a fitted plug in the hinge housing, and be available in a twenty-four-inch (24") clear opening. The frame depth shall not exceed 4 (four) inches, and the flange shall incorporate bedding slots, locking mechanism, and lifting eyes. Covers shall be hinge and incorporated a 90 degree (90°) blocking system to prevent accidental closure. Covers shall be one man operable using standard tools and shall be capable of withstanding a test of load of 80,000 pounds.
- b. Nameplate and Stamp - A nameplate on the sanitary sewer manhole cover may be required per District' request. After the manhole is set, the Contractor shall stamp the number of the manhole on the north side of the rim. The stamp shall be clearly imprinted with a one-half-inch (1/2") die with the number of the manhole corresponding to the manhole number shown on the Plans.
- c. Easement Rings - Any manhole placed outside of pavement shall be provided with an easement ring in accordance with Standard Drawing No. S-5. Castings shall be precast into Class IV concrete by using forms to the dimensions indicated on the Standard Drawing. The tongue shall conform to the groove on the grade ring or cone section.

4.20.07. ELEVATION OF MANHOLE AND CLEANOUT FRAMES AND COVERS ON LOCAL, COUNTY AND STATE ROADS

Manhole frames and covers installed in the pavement of a Local, County or State road shall be installed with a 12-inch wide and 8-inch deep concrete collar to keep twelve (12) inches from the surface of the existing pavement, as per Standard Drawing S-5; The concrete collar shall be 1/8 inch below the final grade of the manhole frame and cover shall be one eighth (1/8) inch below the finished concrete collar. The final grade of the concrete collar shall be one eighth (1/8) inch below the grade of pavement of old asphalt, one quarter below the grade of pavement of asphalt two months old, and three eighth (3/8) inch below the grade of pavement of asphalt two weeks old.

SECTION 4.21. MACHINE TAPPING INTO EXISTING SEWER FOR LATERALS

4.21.01. GENERAL

This Work includes all labor, equipment, appliances and materials as required or necessary for machine tapping into existing sewer lines of the size as shown on the Plans, furnishing and installing the necessary fittings as shown in detail on the Plans, performing the necessary excavation and backfill, and any additional pavement removal and replacement over that paid for as "Pavement Replacement".

The Contractor shall take all necessary precautions for the safety of, and will provide the necessary protection to prevent damage, injury or loss to all employees on the Work and other persons who may be affected thereby. He will be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Work.

4.21.02. CONNECTIONS

Connections shall be of the saddle type installed in the main sewer. Connections of this type shall be made in a smooth, round hole, machine-drilled into the main sewer pipe. The fitting used in the connection shall be made in such a manner as to insure that no protrusion of the fitting into the main sewer pipe shall result. The connector shall fit the contour of the inside of the sanitary sewer and shall be specifically designed to fit the particular size main sewer pipe into which the connection is made. The machined-drilled hole shall be such size to provide one-eighth-inch (1/8") clearance between outside of the fitting and the hole. The space thus provided shall be completely filled with joint material. The space between the shoulder of the fitting and the face of the main sewer pipe shall be one-eighth-inch (1/8") thick and this space shall also be completely filled with joint material. Refer to the front of the Document for information regarding Asbestos Containing Materials.

4.21.03. JOINT MATERIAL

The joint material used for the connection shall be Permalite Plastics Corporation "Sea Goin Poxy Putty #1324" or approved equal.

4.21.04. DRILLING MACHINE

The drilling machine shall be of the type manufactured by Pilot Manufacturing Company, Torrance California, or approved equal.

4.21.05. EXISTING SEWER PIPE

Care shall be taken in working around, excavating around, and tapping into the existing sewer line to prevent damage to it. The cost of repairing or replacing any damaged section of the existing sewer line will be at the Contractor's expense.

4.21.06. EXCAVATION AND BACKFILL

The Contractor shall refer to Section 4.1, "Earthwork", of these Detailed Technical Provisions for all requirements relating to excavation and backfill.

4.21.07. LOCATION AND SIZE

The location of the laterals to be tapped into the existing sewer, as shown on the Plans is approximate only and the exact location will be determined in the field by the Engineer to best serve the property in question.

The size of the hole to be cut in the existing sewer line will be as shown on the Plans.

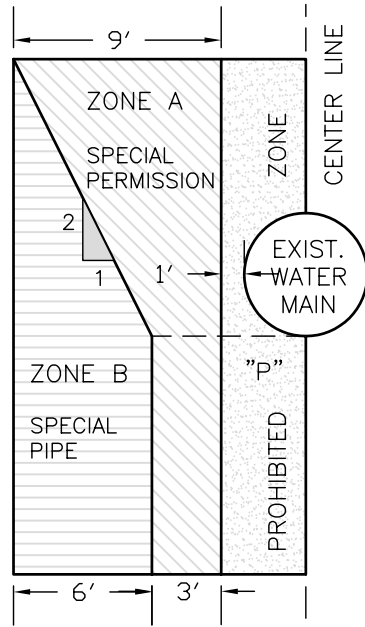
4.21.08. INSPECTION AND APPROVAL

All the Work and material used in machine tapping are subjected to inspection and approval by the District prior to putting into service or before final acceptance.

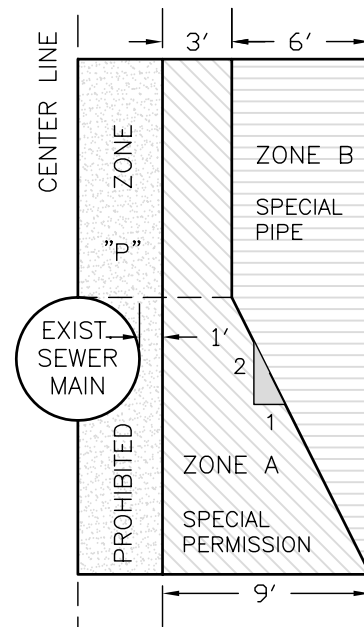
PART 5.
STANDARD DRAWINGS

LIST OF STANDARD DRAWINGS

Standard Drawing No. S-1 Separation of Water Mains and Sanitary Sewers
Standard Drawing No. S-2 Pipe Bedding
Standard Drawing No. S-3 Concrete Blanket
Standard Drawing No. S-4A Precast Concrete Manhole
Standard Drawing No. S-4B Precast Drop Manhole
Standard Drawing No. S-5 Standard Manhole Cover
Standard Drawing No. S-6 Standard Cleanout Type ABS or PVC
Standard Drawing No. S-7 Sewer Lateral
Standard Drawing No. S-8 Chimney and Deep Lateral
Standard Drawing No. S-9 Cut-Off Wall
Standard Drawing No. W-1 Typical Trench Details
Standard Drawing No. W-2 Fire Hydrant Installation
Standard Drawing No. W-3A Concrete Thrust Blocks for Pipelines
Standard Drawing No. W-3B Concrete Thrust Blocks for Pipelines
Standard Drawing No. W-4 Pipe Encasement Details
Standard Drawing No. W-5A Dual or Single Service Connection for Bank Area
Standard Drawing No. W-5B Dual or Single Service Connection for Level Area
Standard Drawing No. W-6 Air & Vacuum Valve Assembly
Standard Drawing No. W-7 4" X 6" Blow-Off Assembly
Standard Drawing No. W-8 2" X 4" Dead-End Flush-Out
Standard Drawing No. W-9 Sample Station Detail
Standard Drawing No. W-10 Tapping Outlets for Steel Pipe
Standard Drawing No. W-11 Valve Box and Cover
Standard Drawing No. W-12 Guard Post Installation Detail
Standard Drawing No. W-13 Backflow Preventer
Standard Drawing No. W-14 Locator Wire Installation
Standard Drawing No. W-15 Pressure Regulation Station Detail
Standard Drawing No. W-16 Fire Service Installation Detail
Standard Drawing No. W-17 Adjustable Pipe Support
Standard Drawing No. W-18 Conductor Tube Detail
Standard Drawing No. W-19 Marker Post
Standard Drawing No. W-20 Trench Detail
Standard Drawing No. W-21 Double Check Assembly Size 3" thru 10"
Standard Drawing No. W-22 Residential Fire Service
Standard Drawing No. M-1 Retaining Wall
Standard Drawing No. M-2 Chain-Link Fence

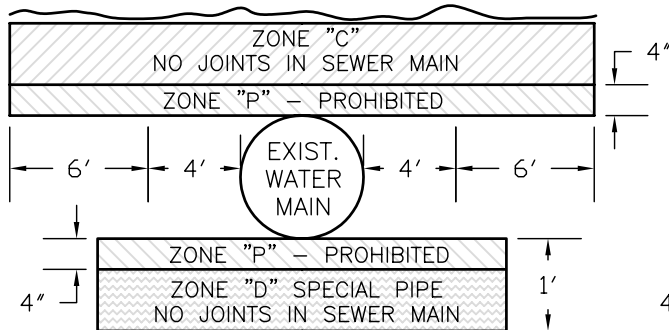


CASE 1: NEW SEWER MAIN

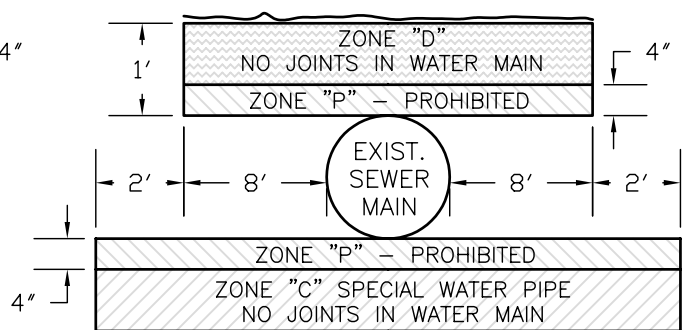


CASE 2: NEW WATER MAIN

FIGURE 1. PARALLEL CONSTRUCTION
NOT TO SCALE



CASE 1: NEW SEWER MAIN



CASE 2: NEW WATER MAIN

FIGURE 2. CROSSINGS
NOT TO SCALE

NOTES:

1. ZONE IDENTICAL ON EITHER SIDE OF CENTER LINES.
2. ZONE "P" IS A PROHIBITED ZONE. SECTION 64630(e)(2) CALIFORNIA CODE OF REGULATIONS, TITLE 22 (CURRENT) ; OR SECTION 64572(a) CALIFORNIA CODE OF REGULATIONS, TITLE 22 (PROPOSED).

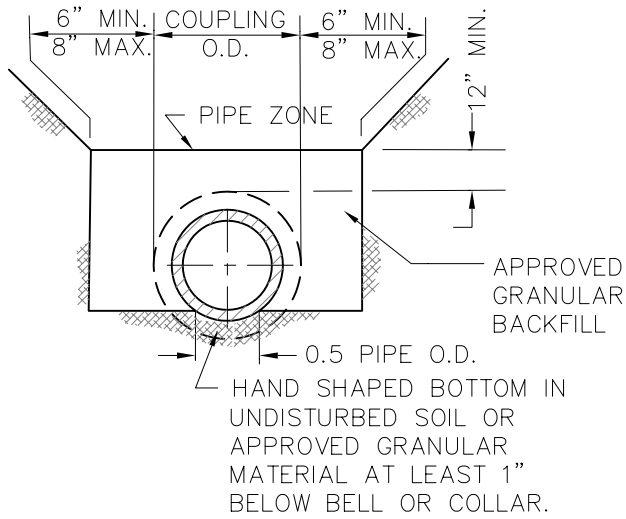


RUNNING SPRINGS WATER DISTRICT

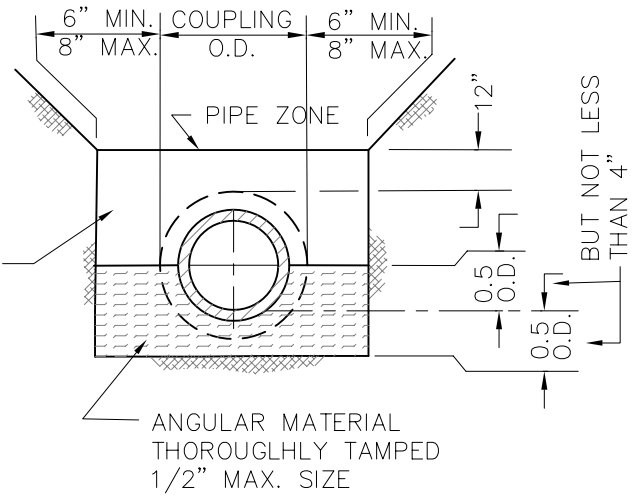
RYAN GROSS
GENERAL MANAGER

SEPARATION OF WATER
MAINS & SANITARY SEWERS

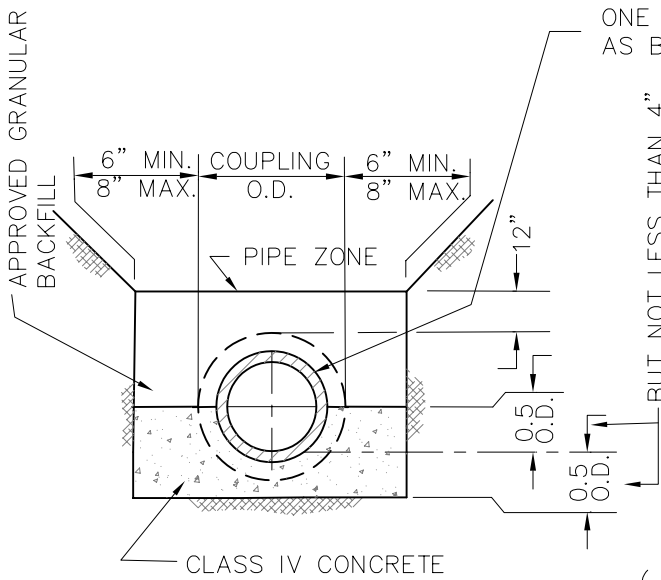
STANDARD DRAWING No. **375** **s-1**



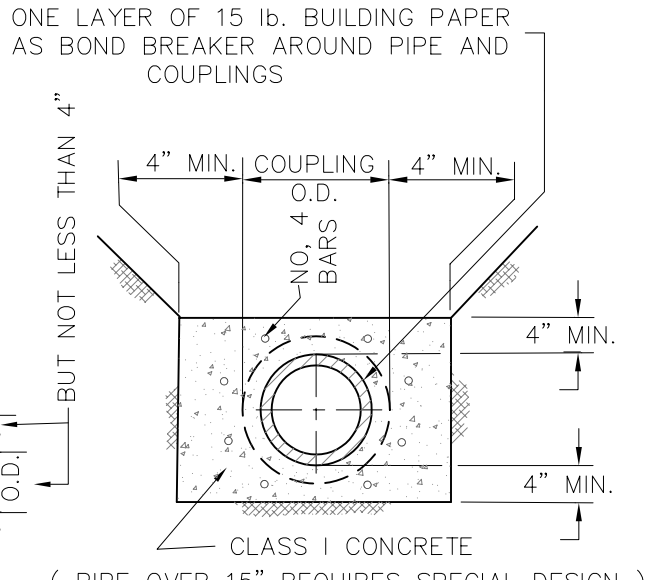
NORMAL BEDDING
(LOAD FACTOR = 1.5)



SPECIAL BEDDING
(LOAD FACTOR = 1.9)



CONCRETE CRADLE
(LOAD FACTOR = 3.0)



CONCRETE ENCASEMENT
(LOAD FACTOR = 4.5)

NOTES:

ALL BACKFILL SHALL BE PLACED IN ACCORDANCE WITH THE SPECIFICATIONS.



RUNNING SPRINGS WATER DISTRICT

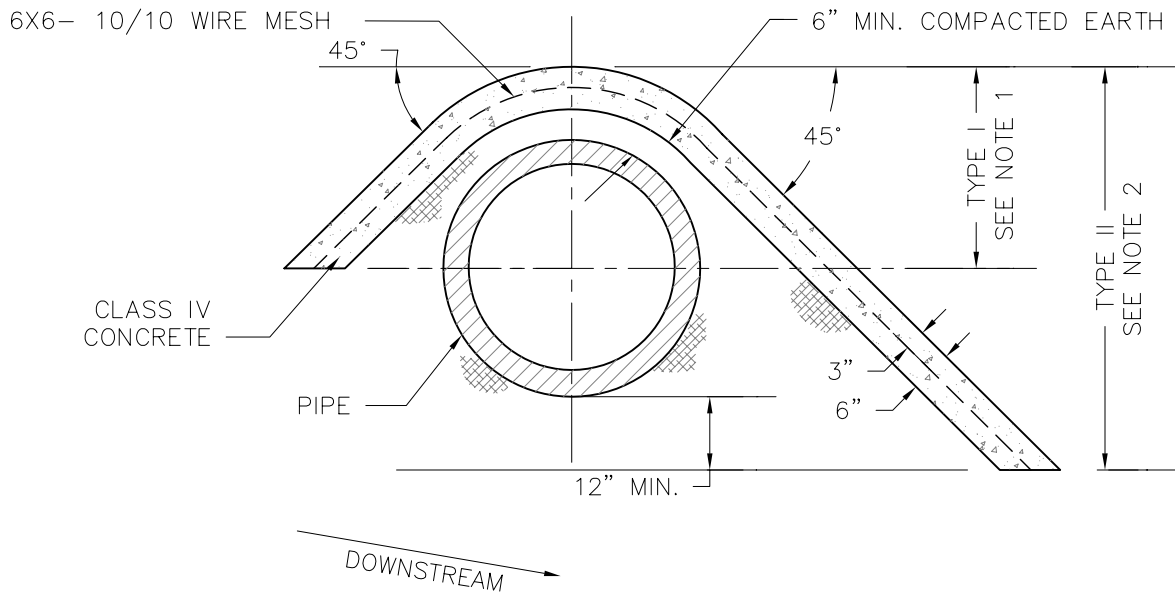
RYAN GROSS
GENERAL MANAGER

PIPE BEDDING

STANDARD DRAWING NO. **376**

s-2

LAST UPDATED: 3/2013



NOTES:

1. THE DOWNSTREAM TOE OF TYPE I CONCRETE BLANKET ENDS AT THE CENTERLINE OF PIPE AS SHOWN ABOVE.
2. THE DOWNSTREAM TOE OF TYPE II CONCRETE BLANKET ENDS 12" BELOW THE BOTTOM OF PIPE AS SHOWN ABOVE.



RUNNING SPRINGS WATER DISTRICT

RYAN GROSS
GENERAL MANAGER

CONCRETE BLANKET

STANDARD DRAWING NO. **377** **S-3**

EASEMENTS ← → PAVED SURFACES

LOCKING CAST IRON MANHOLE FRAME & COVER PER STD. NO. S-5, SET TO FINISH GRADE.

CLASS IV CONCRETE

NATURAL GROUND

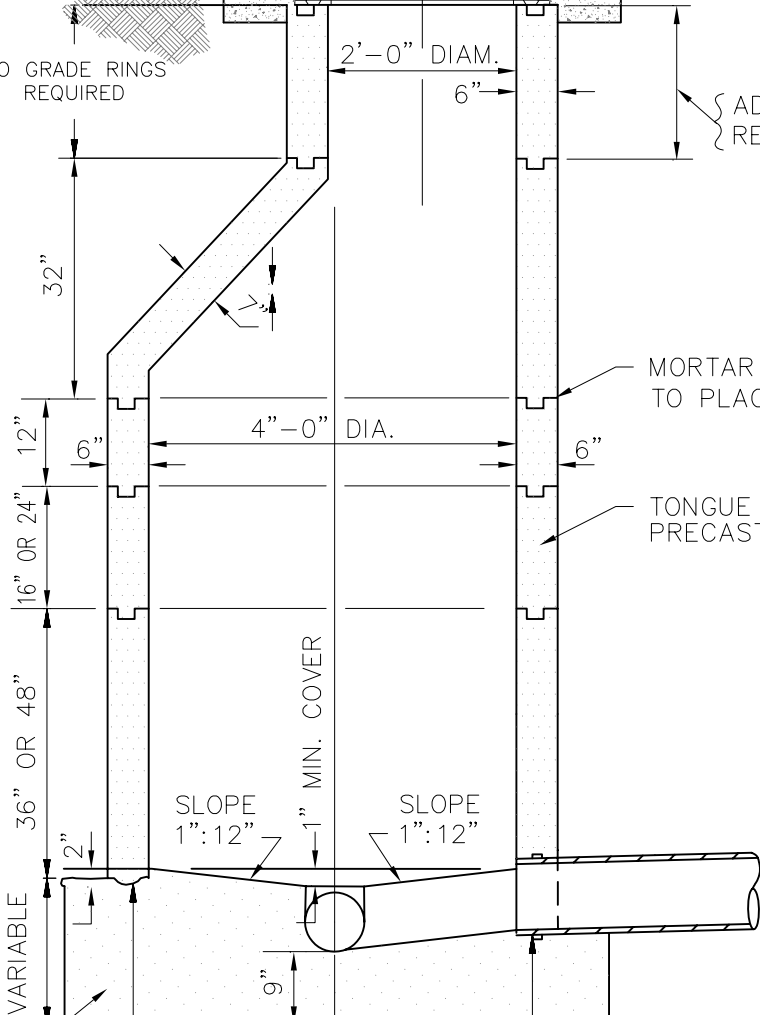
12"W X 8"D CONCRETE COLLAR
SEE STD. DWG S-5 FOR DETAILS
AC PAVING

NO GRADE RINGS REQUIRED

ADJUSTING HDPE RINGS AS REQD. MAX. = 12", MIN. = 9"

NOTE:

1. PLACE ECCENTRIC COVER UPSTREAM.
2. ALL JOINTS SHALL BE BANDED INSIDE AND OUT.
3. CHANNELS OF MANHOLE BOTTOMS TO BE FORMED IN CONCRETE. SIDE INLETS SHALL HAVE CHANNELS CURVED IN THE DIRECTION OF FLOW BUT NOT TO RESTRICT THE PLACEMENT OF MECHANICAL PLUGS.
4. BASE SHALL BE POURED AT LEAST 24 HOURS PRIOR TO INSTALLING MANHOLE RINGS - BROOM FINISH.



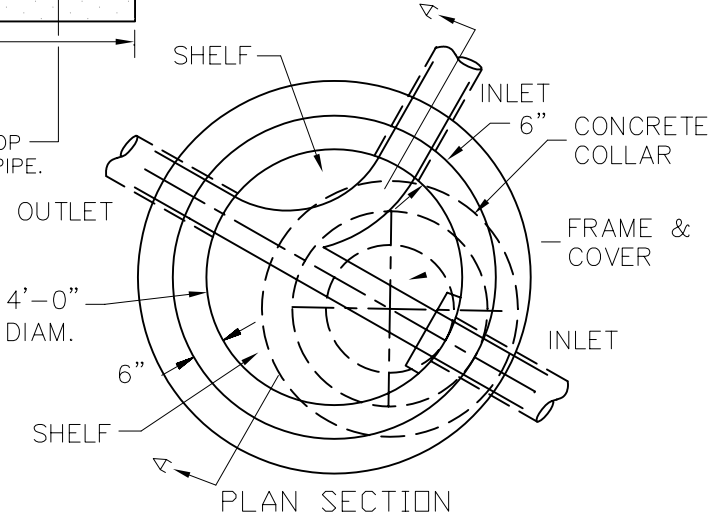
MORTAR ALL JOINTS PRIOR TO PLACING NEXT RING.

TONGUE AND GROOVE, CONCRETE, PRECAST RINGS.

CLASS IV CONCRETE
GROOVE TO BE FORMED IN MANHOLE BASE

SECTION A-A

APPROVED WATER STOP REQUIRED FOR PVC PIPE.



NOTE:

DRY-CAST CONCRETE MANHOLE COMPONENTS MAY ABSORB LARGE AMOUNTS OF WATER DURING LEAK TESTS AND MAY GIVE INCORRECT TEST DATA.

WET-CAST CONCRETE MANHOLE COMPONENTS HAVE NOT SHOWN THIS TENDANCY. CONTRACTOR MAY USE EITHER METHOD FOR OBTAINING CONCRETE MANHOLE COMPONENTS.

LEAK RETESTS SHALL BE BACK-CHARGED TO THE CONTRACTOR.



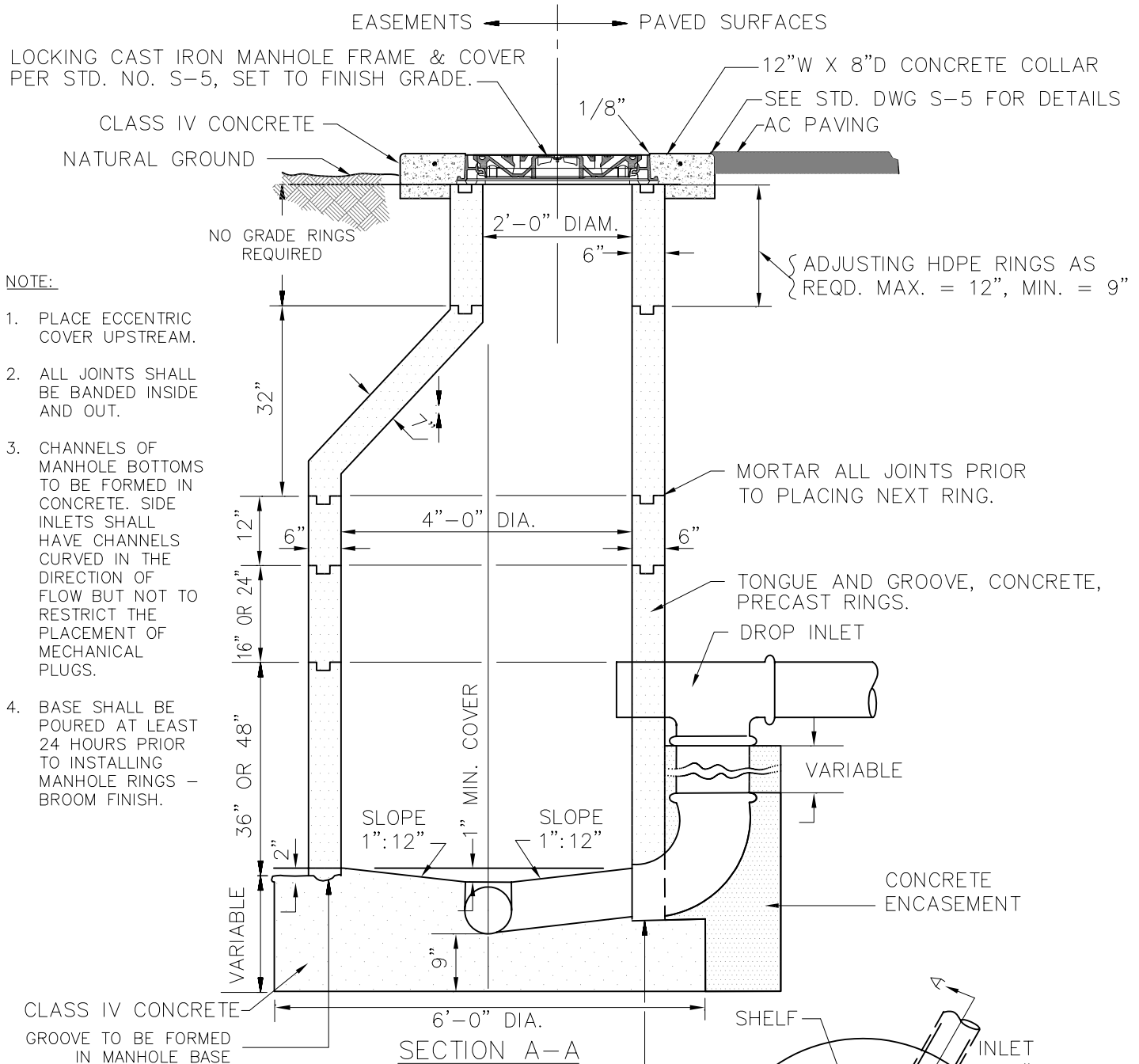
RUNNING SPRINGS WATER DISTRICT

RYAN GROSS
GENERAL MANAGER

PRECAST CONCRETE MANHOLE

STANDARD DRAWING No. **378 S-4A**

LAST UPDATED: 3/2013



NOTE:

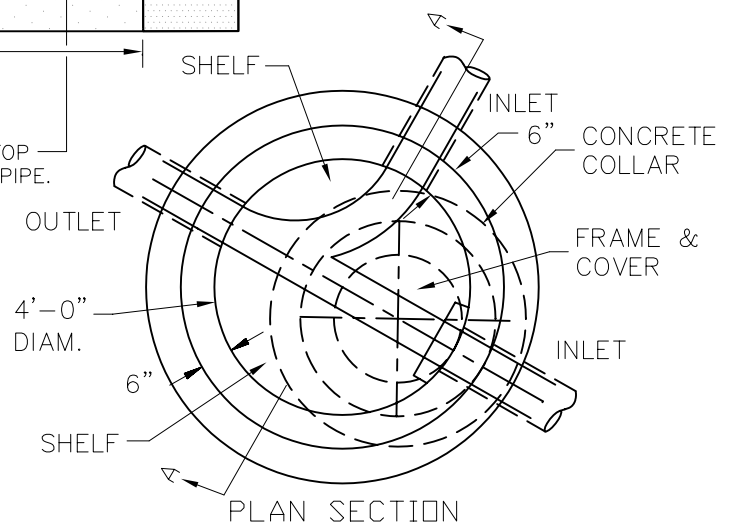
1. PLACE ECCENTRIC COVER UPSTREAM.
2. ALL JOINTS SHALL BE BANDED INSIDE AND OUT.
3. CHANNELS OF MANHOLE BOTTOMS TO BE FORMED IN CONCRETE. SIDE INLETS SHALL HAVE CHANNELS CURVED IN THE DIRECTION OF FLOW BUT NOT TO RESTRICT THE PLACEMENT OF MECHANICAL PLUGS.
4. BASE SHALL BE POURED AT LEAST 24 HOURS PRIOR TO INSTALLING MANHOLE RINGS - BROOM FINISH.

NOTE:

DRY-CAST CONCRETE MANHOLE COMPONENTS MAY ABSORB LARGE AMOUNTS OF WATER DURING LEAK TESTS AND MAY GIVE INCORRECT TEST DATA.

WET-CAST CONCRETE MANHOLE COMPONENTS HAVE NOT SHOWN THIS TENDANCY. CONTRACTOR MAY USE EITHER METHOD FOR OBTAINING CONCRETE MANHOLE COMPONENTS.

LEAK RETESTS SHALL BE BACK-CHARGED TO THE CONTRACTOR.

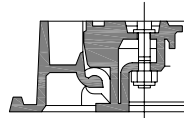


RUNNING SPRINGS WATER DISTRICT

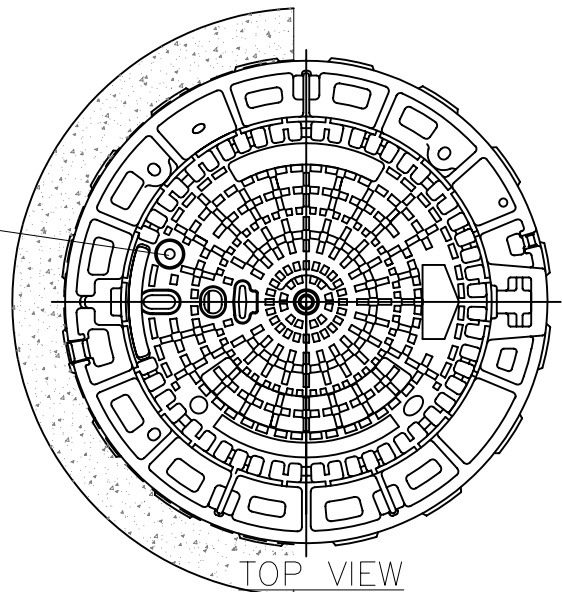
RYAN GROSS
GENERAL MANAGER

PRECAST DROP MANHOLE

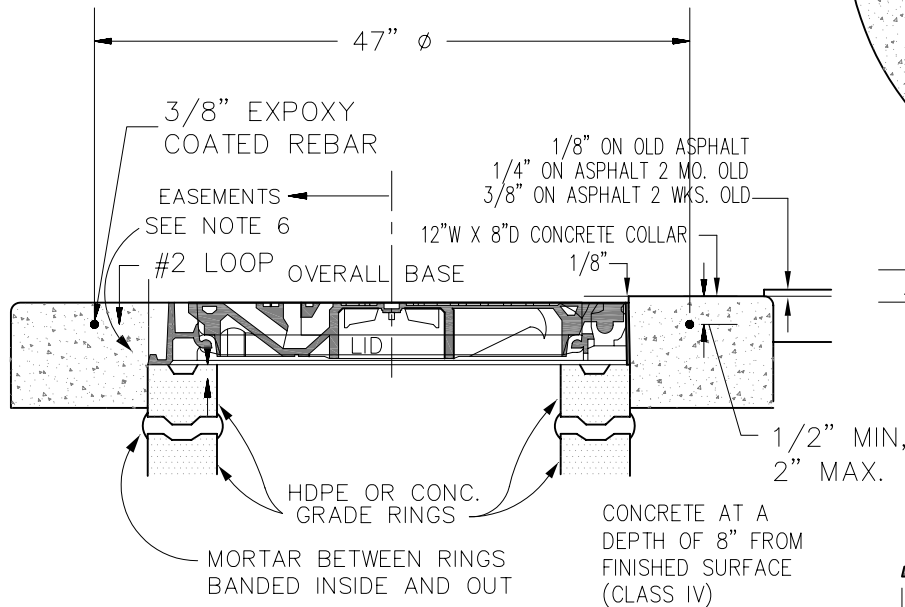
STANDARD DRAWING NO. **379** **S-4B**



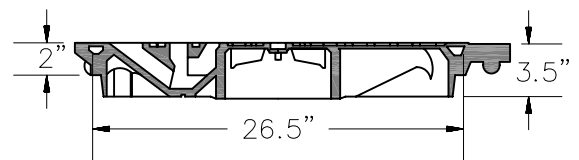
LOCKING MECHANISM



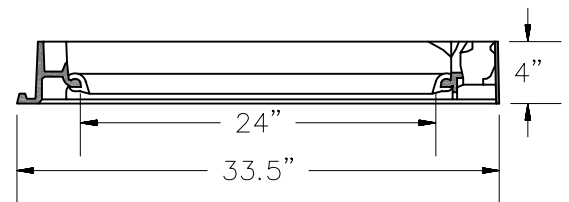
TOP VIEW



SECTION THRU FRAME SHOWING
TYPICAL INSTALLATION



COVER SECTION VIEW



FRAME SECTION VIEW

NOTES:

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

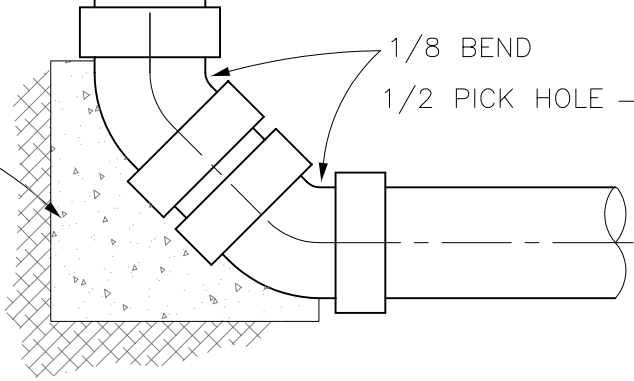
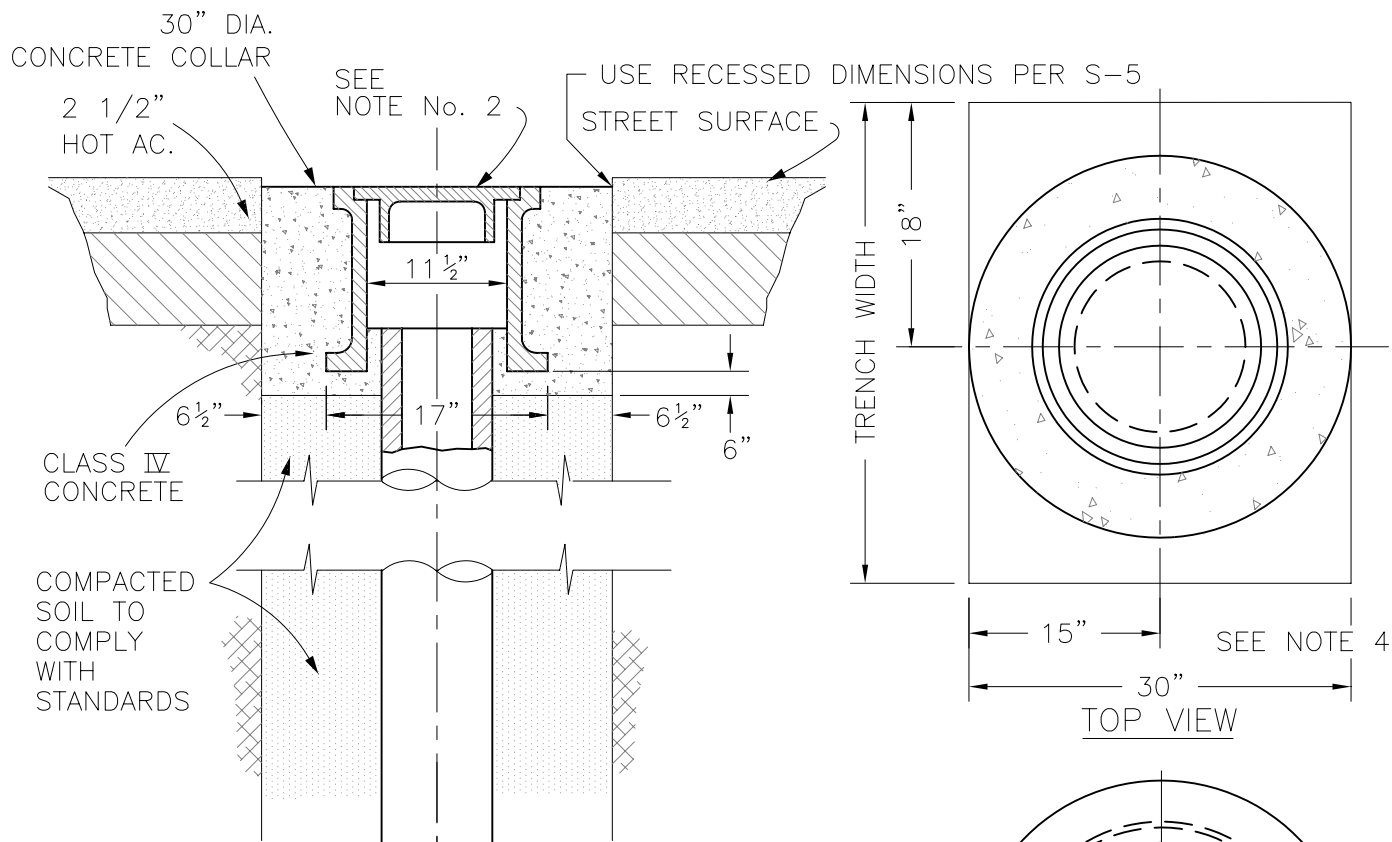


RUNNING SPRINGS WATER DISTRICT

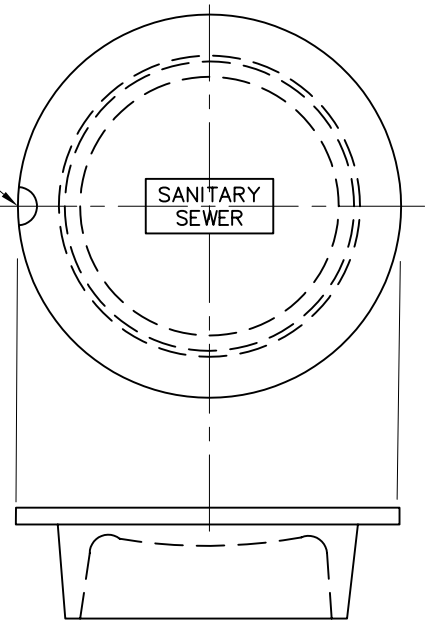
RYAN GROSS
GENERAL MANAGER

STANDARD MANHOLE COVER

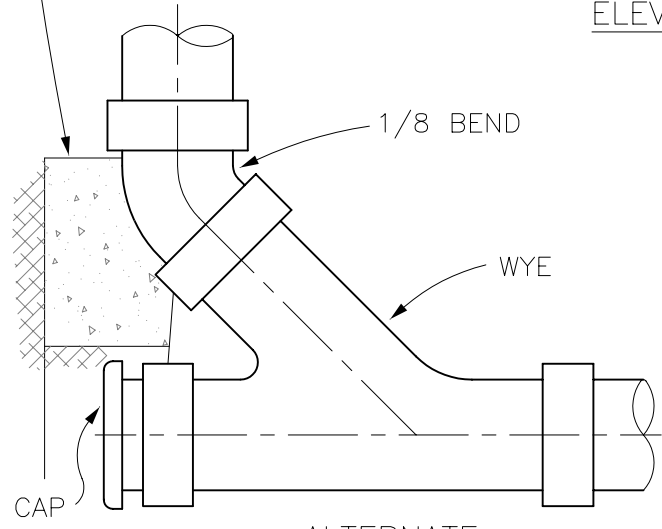
STANDARD DRAWING **380** **S-5**



ELEVATION



COVER



ALTERNATE

NOTES

1. CLENOUT PIPE MUST BE SAME DIAMETER AS MAIN LINE SEWER.
2. CASTING SHALL BE ALHAMBRA FOUNDRY A-1241 (REVISED) OR APPROVED EQUAL BY THE ENGINEER.
3. COVER, FRAME & CONCRETE PAD ARE TYPICAL FOR 8" MAIN LINE SEWERS ONLY.
4. CONCRETE COLLAR ON MAINLINE, BUT NOT AT PROPERTY LINE.

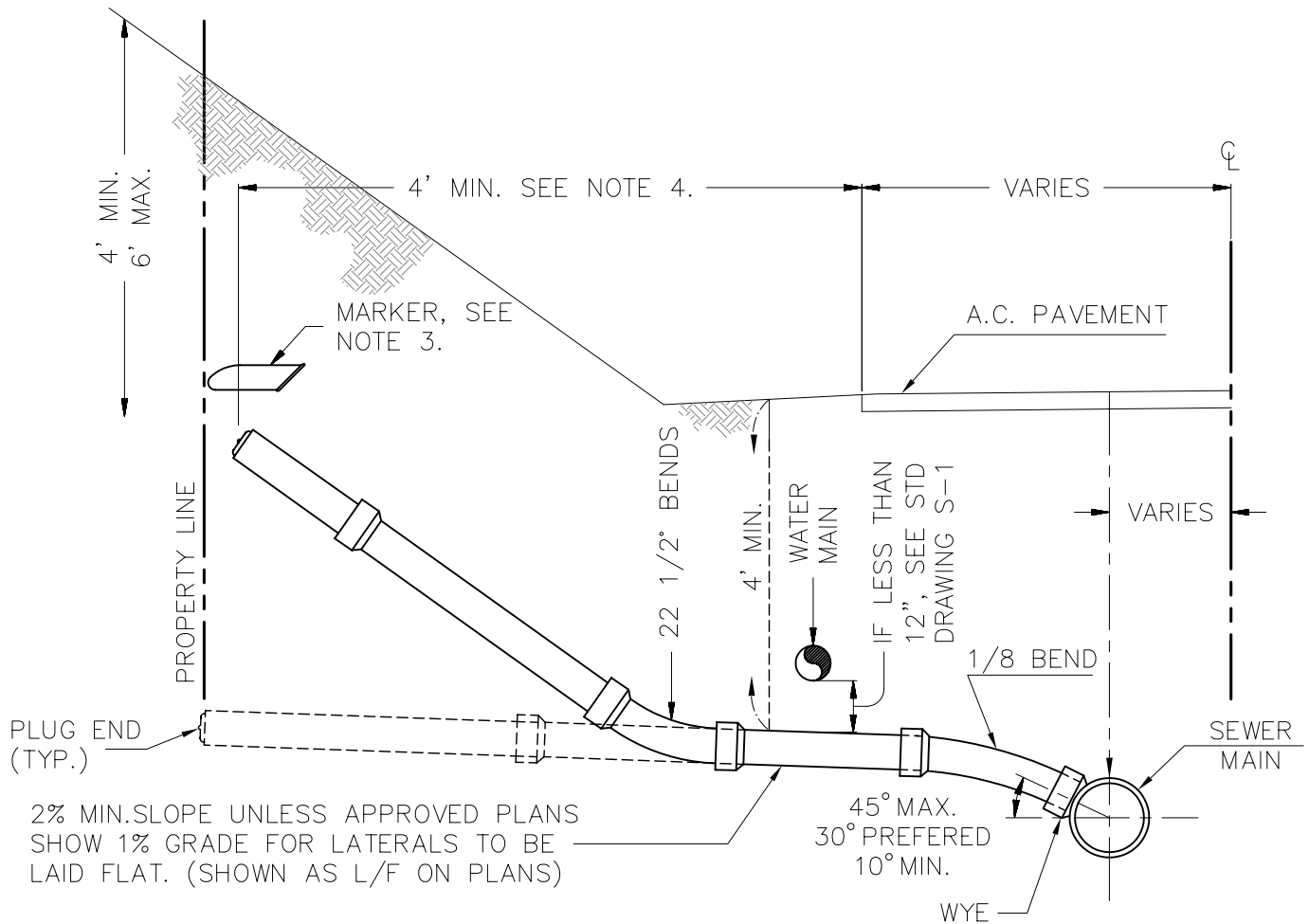


RUNNING SPRINGS WATER DISTRICT

RYAN GROSS
GENERAL MANAGER

STANDARD CLENOUT

STANDARD DRAWING **381** **S-6**



NOTES:

1. 4" PIPE FOR SINGLE DWELLINGS. 6" MIN. FOR ALL OTHER LATERALS.
2. LATERAL LOCATIONS AS NOTED ON THE "AS-BUILT" PLANS SHALL BE MEASURED AT RIGHT ANGLES TO STREET CENTERLINE FROM THE CENTERLINE OF THE NEAREST DOWNSTREAM MANHOLE COVER.
3. MAKER SHALL BE A 15" DIAMETER PASSIVE ELECTRONIC MARKER PLACED FLAT AND 12" MIN. ABOVE END OF LATERAL, BUT NOT TO EXCEED 5' DEEP. MAKER SHALL HAVE REPULSE FREQUENCY OF 122.5 KHZ.
4. END OF LATERAL SHALL BE AT PROPERTY LINE, BUT IN NO CASE SHALL IT BE LESS THAN 4' OUTSIDE EDGE OF PAVEMENT.
5. PROPERTY OWNER SHALL BE RESPONSIBLE FOR INSTALLING CLEANOUT AT PROPERTY LINE TO MEET LOCAL PLUMBING CODES.



RUNNING SPRINGS WATER DISTRICT

RYAN GROSS
GENERAL MANAGER

SEWER LATERAL

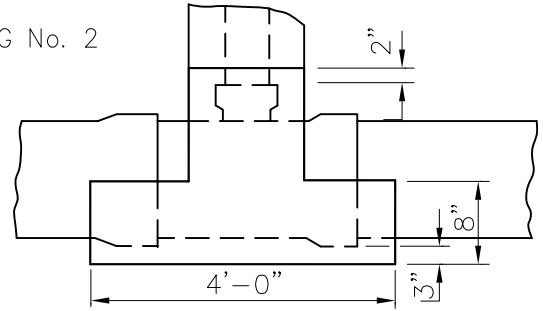
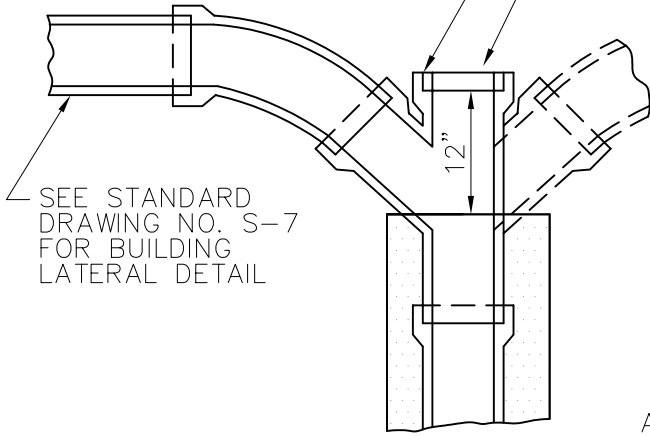
STANDARD DRAWING **382**

S-7

WYE OR DOUBLE WYE, SEE PLANS FOR INDIVIDUAL REQUIREMENTS

FRAME & COVER PER STD. DRAWING No. 2

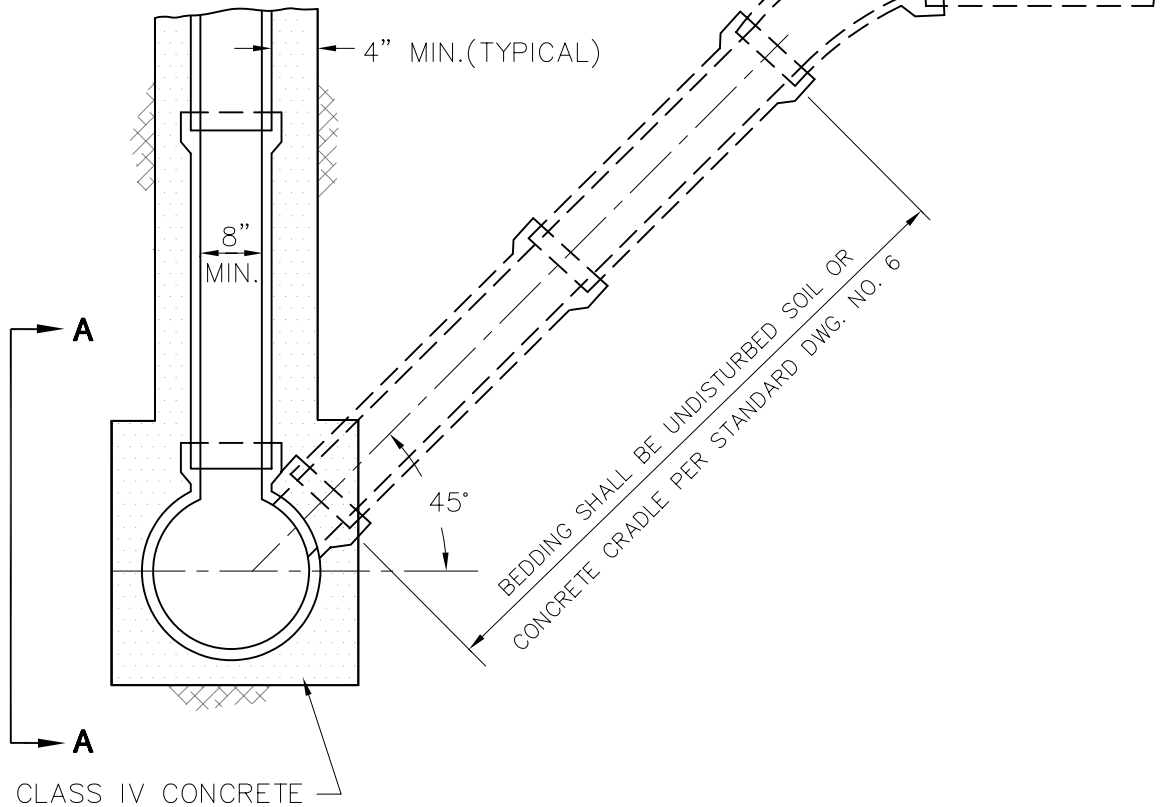
SEE STANDARD DRAWING NO. S-7 FOR BUILDING LATERAL DETAIL



SECTION A-A

SEE STANDARD DWG. NO. S-7 FOR BUILDING LATERAL DETAIL

ALTERNATE METHOD



CLASS IV CONCRETE

NOTES:

1. SEE CONSTRUCTION DRAWINGS FOR LOCATION AND SIZE OF LATERALS AND CHIMNEYS.
2. NOT TO BE USED UNLESS AUTHORIZED BY THE DISTRICT.



RUNNING SPRINGS WATER DISTRICT

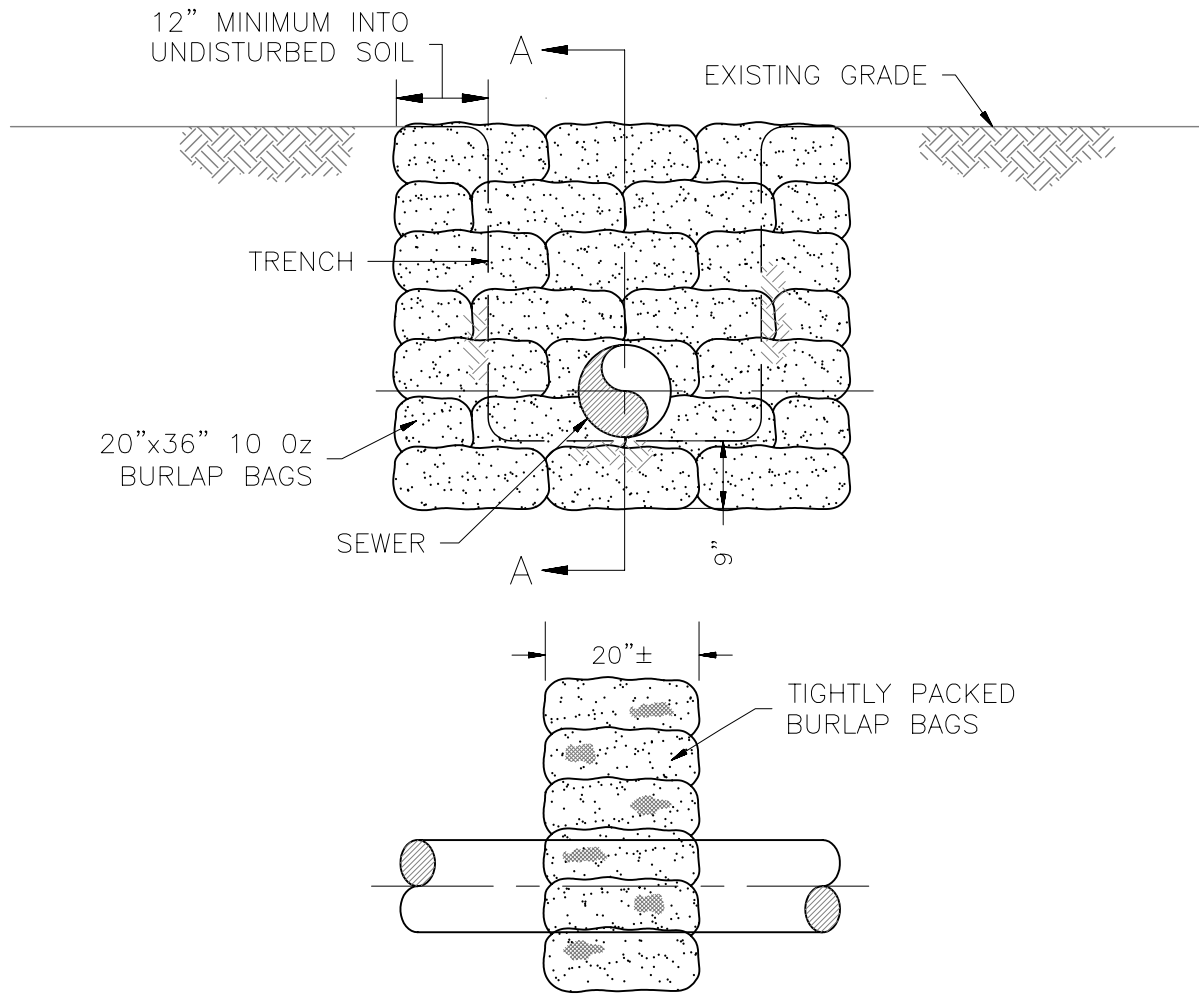
RYAN GROSS
GENERAL MANAGER

CHIMNEY & DEEP LATERAL

STANDARD DRAWING **383**

S-8

LAST UPDATED: 3/2013



SECTION A-A

NOTES:

1. FILL BAGS 4/5 FULL WITH SOIL MIXTURE IMMEDIATELY PLACED AND TAMPED TO CONFORM WITH ADJACENT BAGS.
2. SOIL MIXTURE SHALL CONTAIN AN SAND EQUIVALENT (S.E.) VALUE OF 30 OR GREATER, CEMENT MIXTURE SHALL BE 3-1/2 SACKS PER CU. YD.
3. SPACING OF CUT OFF WALLS SHALL BE APPROXIMATELY EVERY 50 LINEAL FEET ON SLOPES GREATER THAN 30% OR ON ALL SEWERS WITHIN AN ERODED DRAINAGE COURSE.
4. AS AN ALTERNATIVE, CUT-OFF WALLS CAN BE CONSTRUCTED BY FORMING TO ABOVE DIMENSIONS AND POURING WITH 3:1 SOIL-CEMENT MIXTURE.



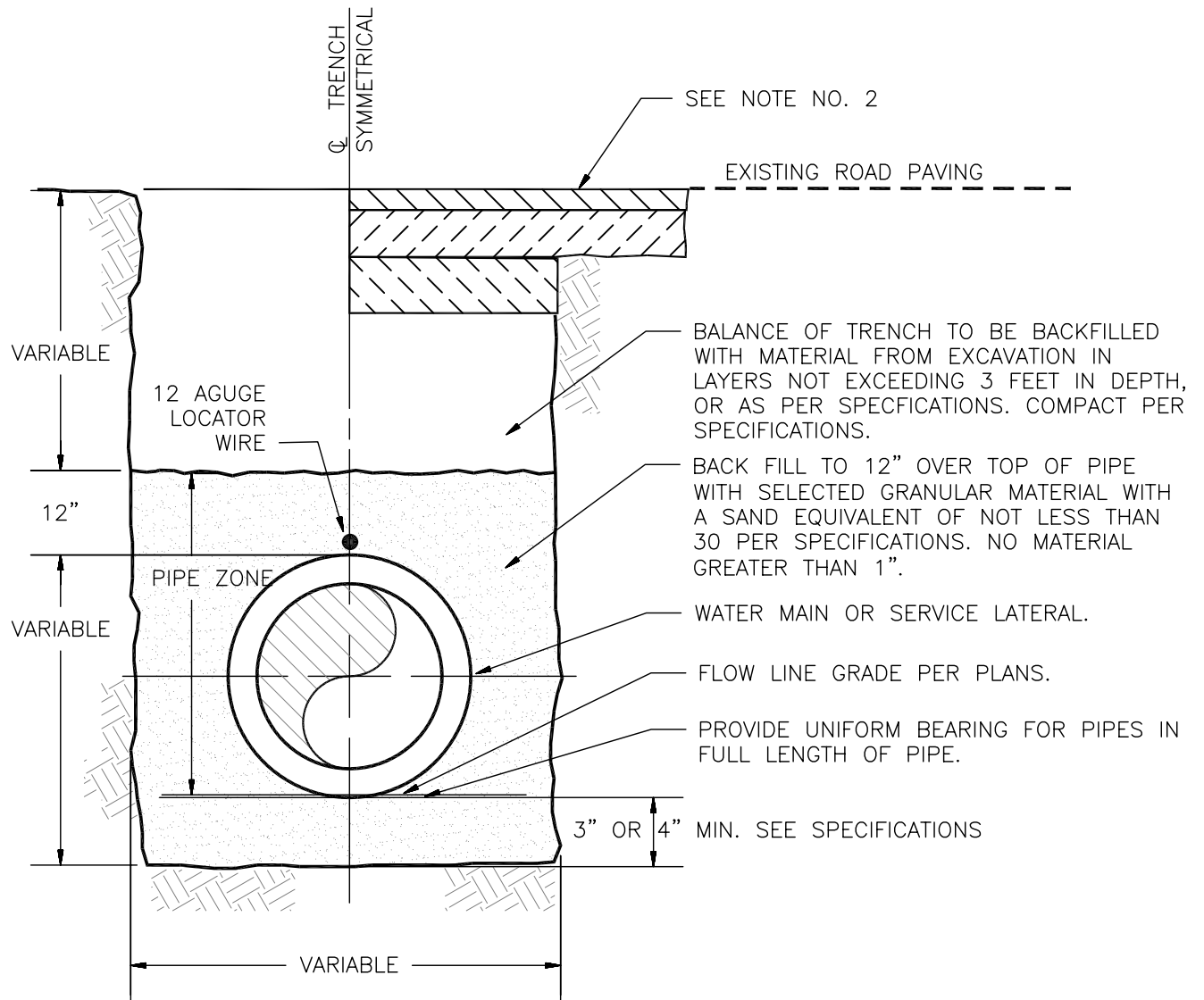
RUNNING SPRINGS WATER DISTRICT

RYAN GROSS
GENERAL MANAGER

CUT-OFF WALL

STANDARD DRAWING **384**

s-9



NOTES:

1. WIDTH OF TRENCH
 MINIMUM = PIPE O.D. + 12"
 MAXIMUM = PIPE O.D. + 16"
2. REPLACE ASPHALT CONCRETE PAVEMENT AND ROAD BASE IN ACCORDANCE WITH EXCAVATION PERMIT.



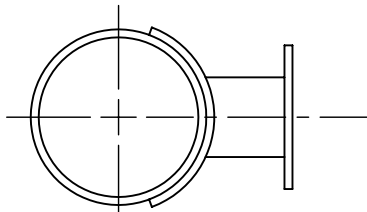
RUNNING SPRINGS WATER DISTRICT

RYAN GROSS
 GENERAL MANAGER

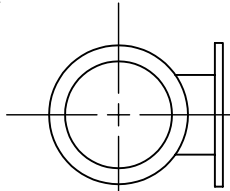
TYPICAL TRENCH DETAIL

STANDARD DRAWING **385** **W-1**

USE MUELLER A-423 SUPER CENTRURION 250 3-WAY (5-1/4" MAIN VALVE OPENING) HYDRANT HEAD OR APPROVED EQUAL, 8 HOLE DRILLING ON HYDRANT FLANGE, UNLESS OTHERWISE SPECIFIED ON THE PLANS.



USE 6" FLANGED SADDLED OUTLET FOR INSTALLATION ON 12" OR LARGER PIPE

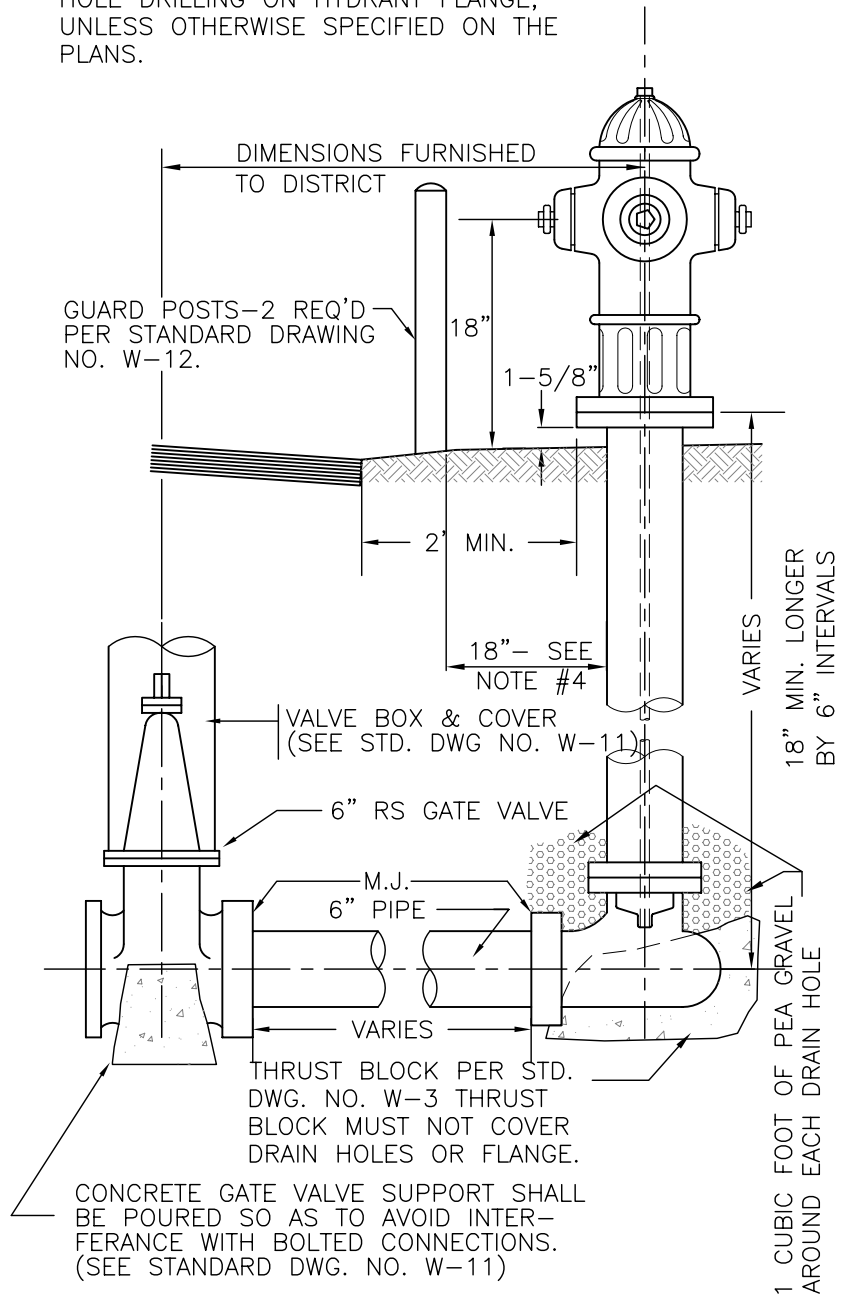


USE C.I. TEE FOR INSTALLATION ON 6", 8" OR 10" PIPELINE

PIPELINE INSTALLATION

NOTES:

1. HYDRANT TO BE PAINTED BE PAINTED WITH ONE COAT OF SURFACE PRIMER & TWO COATS OF FINISH PAINT. THE PAINT SHALL BE CHEX-RUST PRIMER & SAFETY YELLOW SPEED TEC 313-02 FINISH PER FULLER PAINT COMPANY OR 1069 HEAVY DUTY RUST INHIBITIVE RED PRIMER & 9348 SAFETY YELLOW FINISH COAT PER RUST-OLEUM, OR SELECTED/APPROVED BY DISTRICT.
2. FIRE HYDRANT TO BE LOCATED A MINIMUM OF 2 FEET CLEARANCE FROM ANY OBSTRUCTION.
3. FIRE HYDRANT LOCATIONS TO BE DETERMINED BY DISTRICT.
4. LARGE OUTLET TO BE POINTED TOWARDS THE STREET.
5. HYDRANT TO FACE STREET.



FIRE HYDRANT ASSEMBLY WITH SAFETY FLANGE

6. WHEN THE THRUST BLOCK IS TO BE POURED, DO NOT TO BLOCK THE HYDRANT DRAIN HOLES.
7. UNLESS OTHERWISE SPECIFIED BY THE DISTRICT, THE SETBACK IS 2 FEET MINIMUM FROM THE CURB FACE TO THE NEAREST POINT ON THE HYDRANT



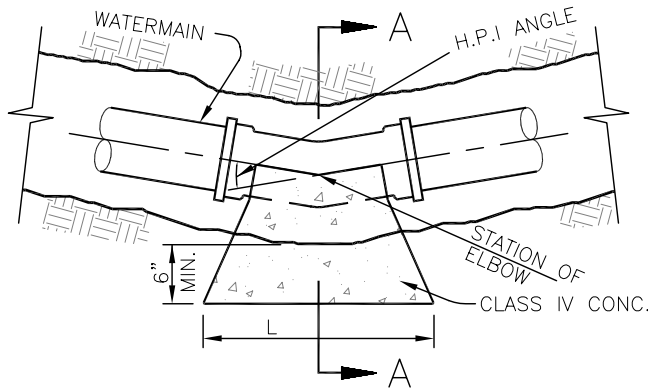
RUNNING SPRINGS WATER DISTRICT

RYAN GROSS
GENERAL MANAGER

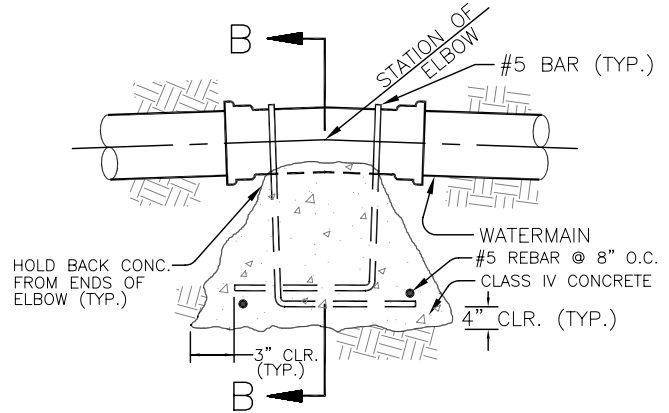
FIRE HYDRANT INSTALLATION
(6" X 2.5" & 1" - 4.5")

SUPER FIRE HYDRANT (DRY BARRELL)

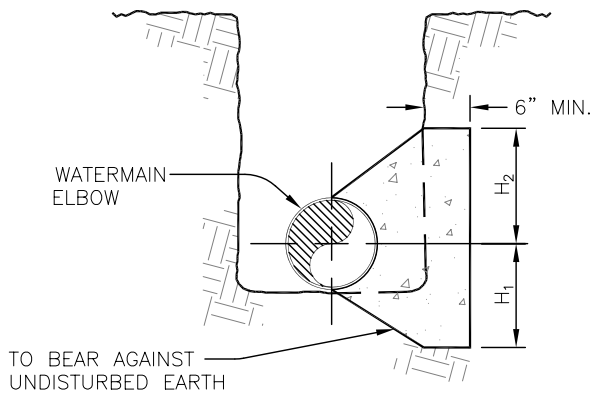
STANDARD DRAWING **386** **W-2**



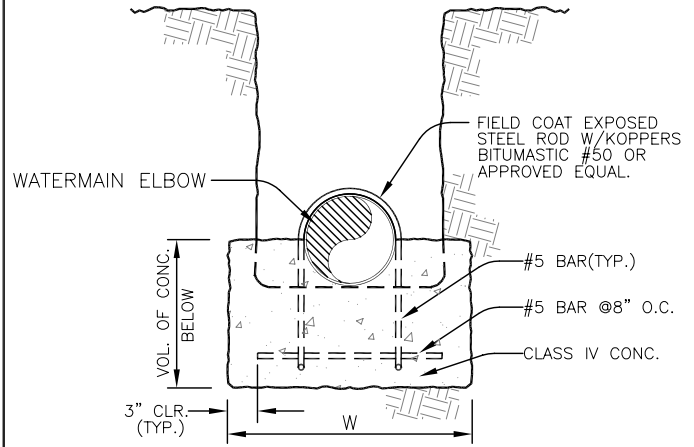
SECTIONAL PLAN



SECTIONAL ELEVATION



SECTION A-A



SECTION B-B

HORIZONTAL THRUST BLOCK

PIPE DIA.	H ₁	H ₂	L	H.P.I. ANGLE
4"	1/2 O.D.	1/2 O.D.	4'-0"	5° TO 41°
4"	4"	4"	4'-0"	42° TO 83°
4"	10"	5"	4'-0"	84° TO 104°
6"	1/2 O.D.	1/2 O.D.	4'-0"	5° TO 27°
6"	6"	6"	4'-0"	28° TO 51°
6"	1'-6"	9"	4'-0"	52° TO 90°
8"	1/2 O.D.	1/2 O.D.	4'-0"	5° TO 20°
8"	8"	8"	4'-0"	21° TO 36°
8"	1'-8"	10"	4'-0"	37° TO 54°
8"	2'-2"	1'-1"	4'-0"	55° TO 78°
8"	2'-8"	1'-4"	4'-0"	79° TO 111°
10"	1/2 O.D.	1/2 O.D.	4'-0"	5° TO 16°
10"	10"	10"	4'-0"	17° TO 28°
10"	1'-10"	11"	4'-0"	29° TO 39°
10"	2'-4"	1'-2"	4'-0"	40° TO 53°
10"	2'-10"	1'-5"	4'-0"	54° TO 70°
10"	2'-10"	1'-5"	6'-0"	71° TO 120°
12"	1/2 O.D.	1/2 O.D.	4'-0"	5° TO 13°
12"	12"	12"	4'-0"	14° TO 22°
12"	2'-0"	12"	4'-0"	23° TO 30°
12"	2'-6"	1'-3"	4'-0"	31° TO 40°
12"	3'-0"	1'-6"	4'-0"	41° TO 52°
12"	3'-0"	1'-6"	6'-0"	53° TO 83°

VERTICAL ANCHOR BLOCK

PIPE DIA.	W	VOLUME OF CONC (cu ft)	GRADE % DIFFERENCE
4"	1'-6"	4.3	5 TO 15
4"	1'-6"	6.5	16 TO 25
4"	1'-6"	8.6	26 TO 35
4"	1'-6"	10.8	36 TO 45
4"	1'-6"	13.0	46 TO 55
4"	1'-6"	15.1	56 TO 65
6"	2'-0"	7.6	5 TO 10
6"	2'-0"	11.4	11 TO 25
6"	2'-0"	15.2	26 TO 40
6"	2'-0"	22.8	41 TO 55
8"	2'-0"	10.3	5 TO 10
8"	2'-0"	15.5	11 TO 20
8"	2'-0"	20.6	21 TO 30
8"	2'-0"	31.0	31 TO 40
8"	2'-0"	41.3	41 TO 55
10"	2'-6"	20.9	5 TO 15
10"	2'-6"	27.8	16 TO 25
10"	2'-6"	41.7	26 TO 35
10"	2'-6"	55.6	36 TO 45
10"	2'-6"	69.5	46 TO 55
12"	2'-6"	27.6	5 TO 15
12"	2'-6"	36.8	16 TO 25
12"	2'-6"	55.3	26 TO 35
12"	2'-6"	73.7	36 TO 45
12"	2'-6"	92.1	46 TO 55

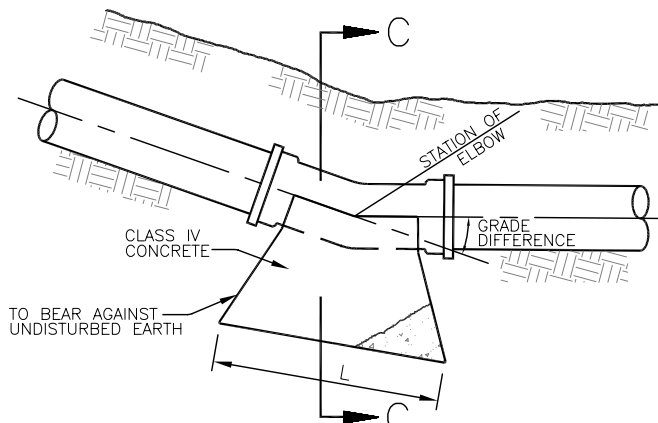


RUNNING SPRINGS WATER DISTRICT

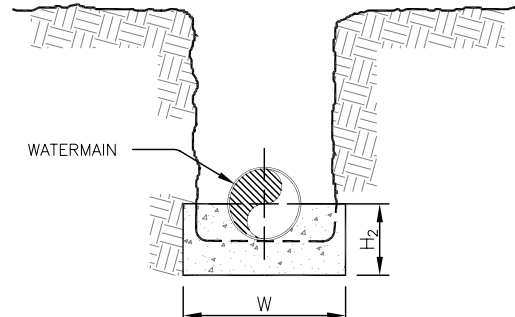
RYAN GROSS
GENERAL MANAGER

CONCRETE THRUST BLOCKS FOR PIPELINES
CLASS 200 P.S.I. MAX.

STANDARD DRAWING **387** **W-3A**

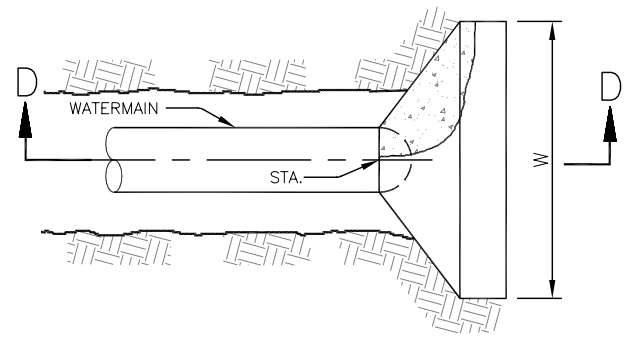


SECTIONAL ELEVATION

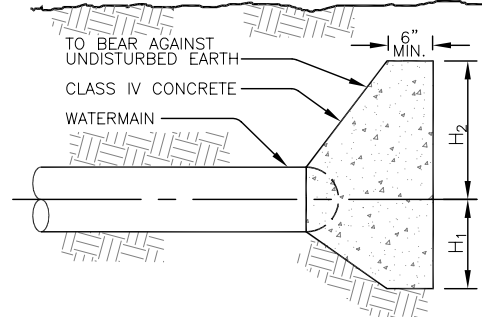


SECTION C-C
VERTICAL BEARER BLOCK

PIPE DIA.	W	H ₂	L	GRADE % DIFF.
4"	1'-6"	8"	1'-0"	5 TO 60
6"	2'-0"	9"	1'-0"	5 TO 40
6"	2'-0"	9"	1'-6"	41 TO 55
8"	2'-0"	10"	1'-0"	5 TO 25
8"	2'-0"	10"	1'-6"	16 TO 40
8"	2'-0"	10"	2'-0"	41 TO 55
10"	2'-6"	1'-2"	1'-0"	5 TO 10
10"	2'-6"	1'-2"	2'-0"	11 TO 40
10"	2'-6"	1'-2"	3'-0"	41 TO 60
12"	2'-6"	1'-3"	2'-0"	5 TO 25
12"	2'-6"	1'-3"	3'-0"	26 TO 45
12"	2'-6"	1'-3"	4'-0"	46 TO 60

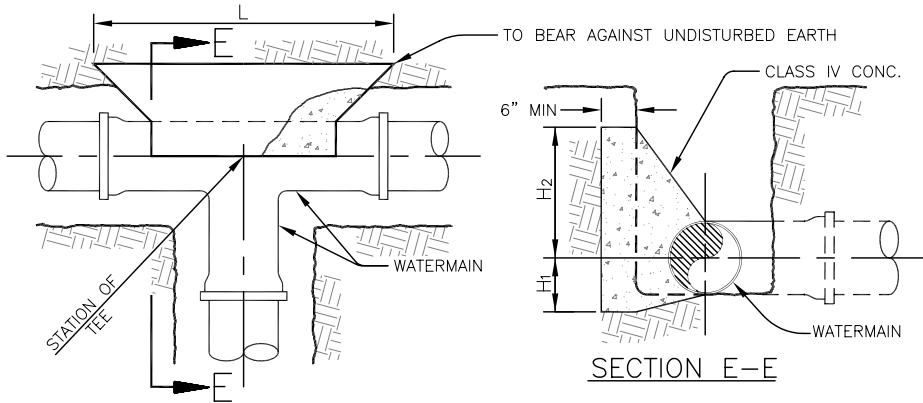


SECTIONAL PLAN



SECTION D-D
END THRUST BLOCK

*PIPE DIA.	H ₁	H ₂	L
4"	9"	6"	3'-6"
6"	1'-6"	9"	4'-0"
8"	2'-2"	1'-1"	4'-0"
10"	2'-10"	1'-5"	4'-0"
12"	3'-0"	1'-6"	5'-0"



SECTIONAL PLAN

SECTION E-E
TEE THRUST BLOCK

*PIPE DIA.	H ₁	H ₂	L
4"	9"	6"	3'-6"
6"	1'-6"	9"	4'-0"
8"	2'-2"	1'-1"	4'-0"
10"	2'-10"	1'-5"	4'-0"
12"	3'-0"	1'-6"	5'-0"

* USE OUTLET PIPE DIAMETER

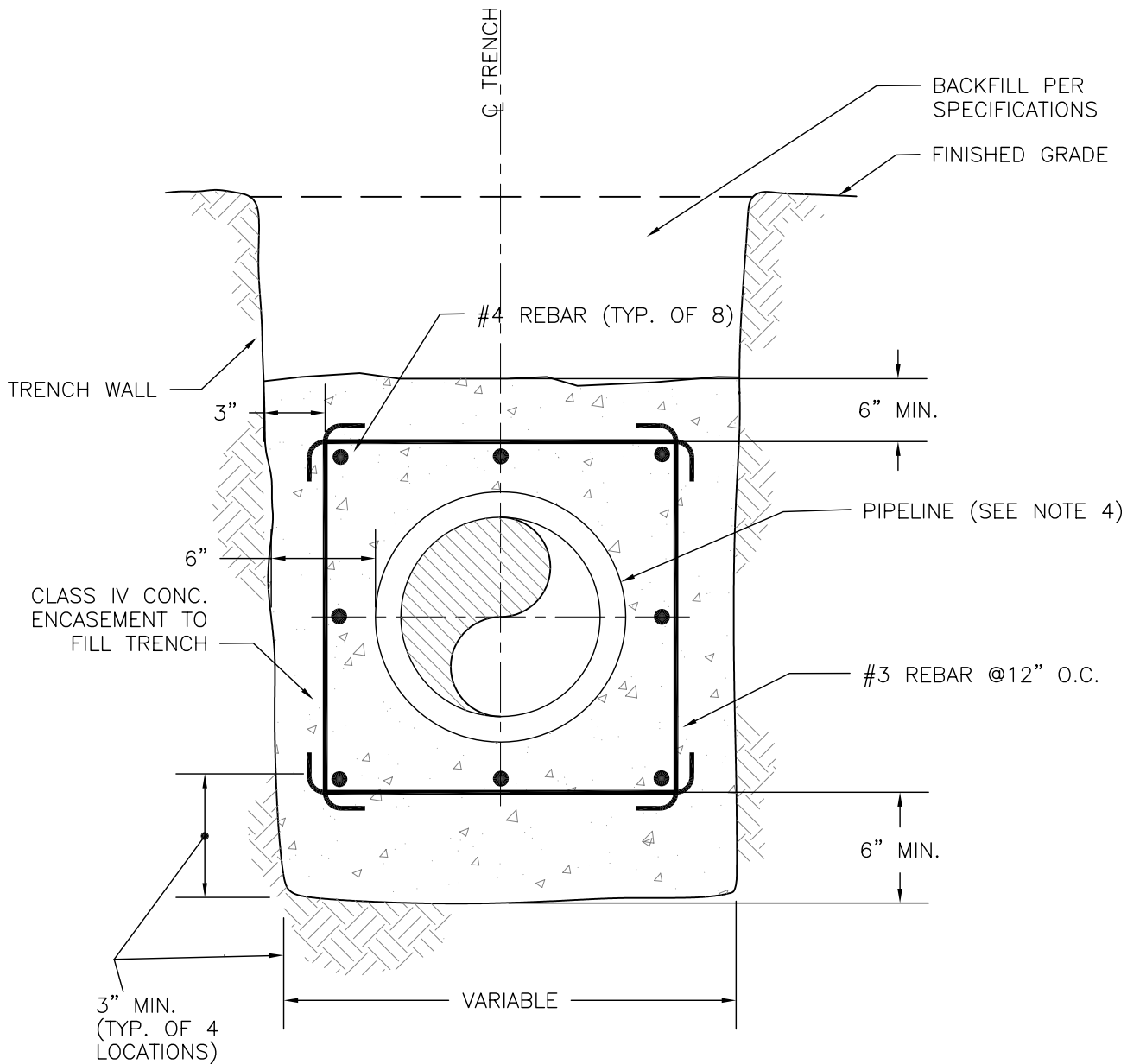


RUNNING SPRINGS WATER DISTRICT

RYAN GROSS
GENERAL MANAGER

CONCRETE THRUST BLOCKS
FOR PIPELINES
CLASS 200 P.S.I. MAX.

STANDARD DRAWING **388** **W-3B**



NOTES:

1. PIPE ENCASEMENT TO BE INSTALLED WHERE INDICATED ON THE PLANS AND/OR AS DIRECTED IN THE FIELD BY THE DISTRICT.
2. CONTRACTOR SHALL TAKE DUE PRECAUTION AGAINST PIPE FLOTATION DURING PLACING OF THE CONCRETE.
3. IF ANY PIPE APPURTENANCE, SUCH AS OUTLETS, MANWAYS, ETC., ARE REQUIRED IN THE AREA WHERE PIPE ENCASEMENT IS REQUIRED, THE ENCASEMENT SHALL BE FORMED SO THAT REASONABLE ACCESS APPURTENANCES.
4. WRAP PIPE WITH THREE (3) LAYERS OF 20 LB FELT PAPER.



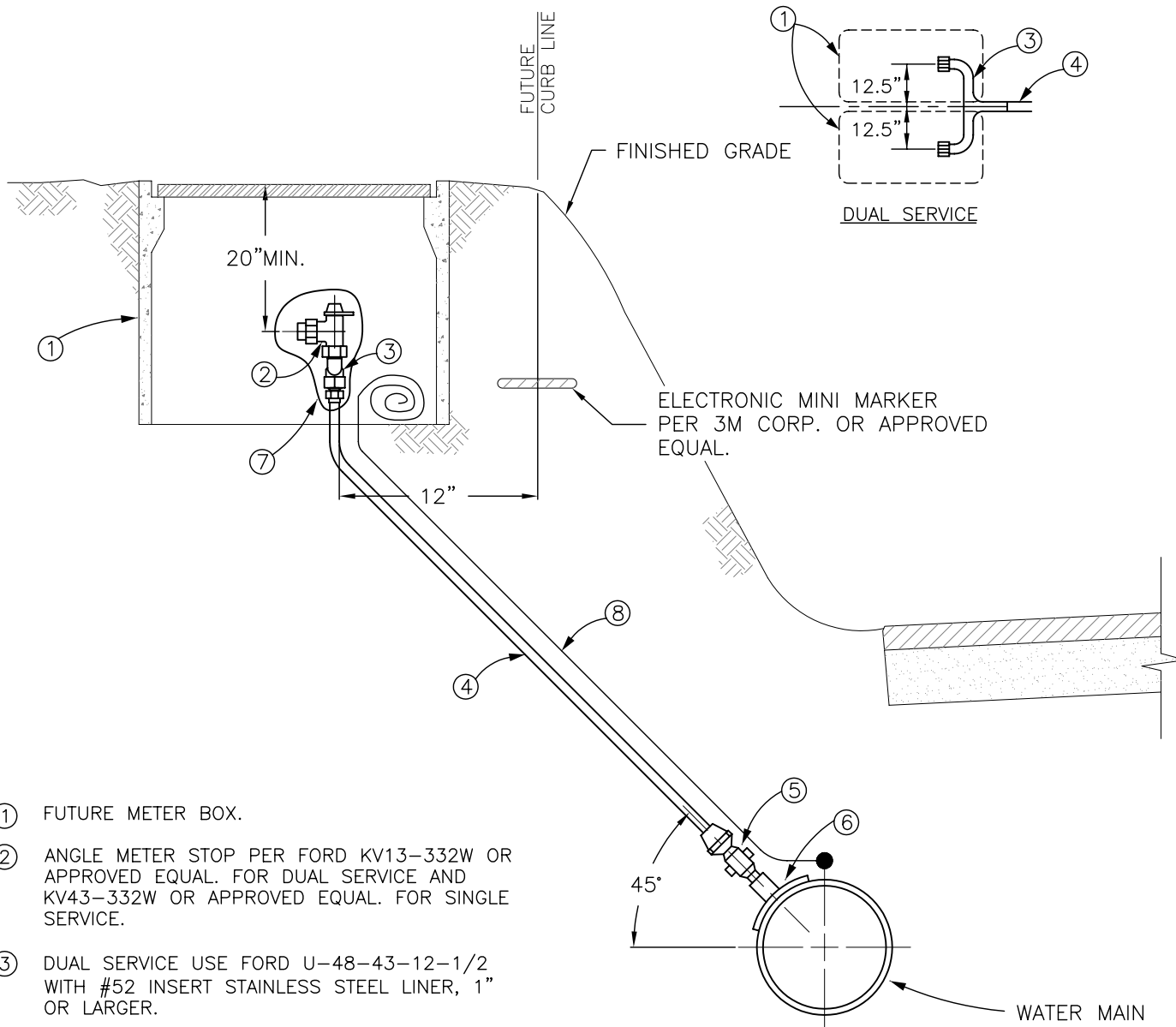
RUNNING SPRINGS WATER DISTRICT

RYAN GROSS
GENERAL MANAGER

PIPE ENCASEMENT DETAIL

STANDARD DRAWING **389** **W-4**

LAST UPDATED: 3/2013



- ① FUTURE METER BOX.
- ② ANGLE METER STOP PER FORD KV13-332W OR APPROVED EQUAL. FOR DUAL SERVICE AND KV43-332W OR APPROVED EQUAL. FOR SINGLE SERVICE.
- ③ DUAL SERVICE USE FORD U-48-43-12-1/2 WITH #52 INSERT STAINLESS STEEL LINER, 1" OR LARGER.
- ④ 1" OR LARGER HIGH DENSITY POLYETHYLENE (HDPE) PE 3406 PIPE PER AWWA C-901, COPPER PIPE SIZE.
- ⑤ CORPORATION STOP PER FORD F-1100 WITH #52 STAINLESS STEEL LINER, 1" OR LARGER.
- ⑥ 1 1/4" WELDED SADDLE FOR STEEL PIPE OR SMITH-BLAIR, NYLON COATED 315 WITH FULLY FORMED TAPPED THREADS, IRON PIPE SIZE AND TYPE 304 STAINLESS STEEL STRAP. BOLTS, NUTS, WASHERS TO BE 5/8" N.C. TEFLON COATED FOR C-900 8" PVC PIPE.
- ⑦ POLYETHYLENE BAG, 4-6 MILS PER TRANSPARENT PRODUCTS CORPS. OR APPROVED EQUAL.
- ⑧ LOCATION WIRE PER STANDARD DRAWING NO. W-14.

NOTES:

- 1. MINIMUM COVER OVER SERVICE LATERAL SHALL BE 42" INCHES.



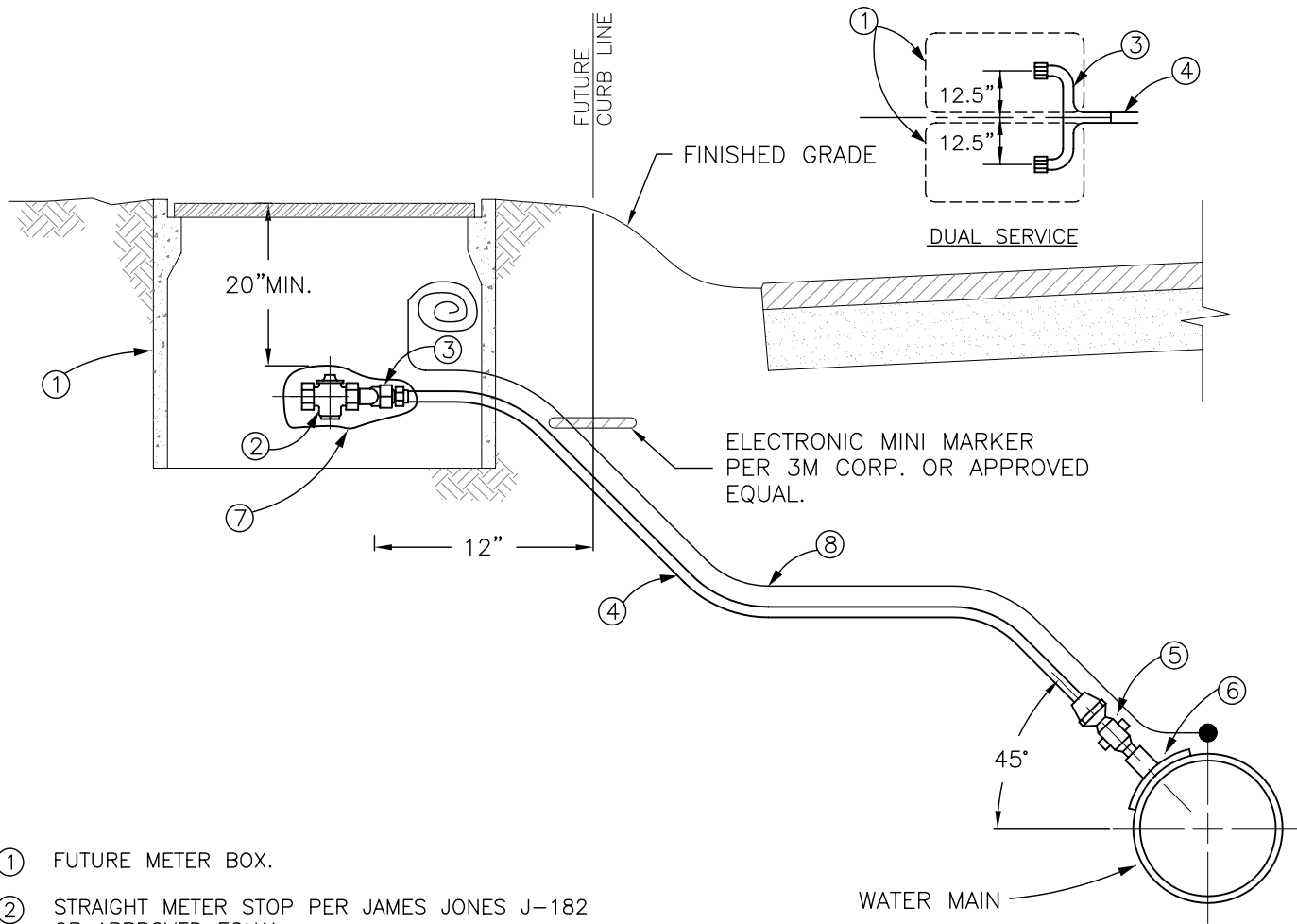
RUNNING SPRINGS WATER DISTRICT

RYAN GROSS
GENERAL MANAGER

DUAL OR SINGLE SERVICE
CONNECTION FOR BANK AREA

STANDARD DRAWING **390** **W-5A**

LAST UPDATED: 3/2013



- ① FUTURE METER BOX.
- ② STRAIGHT METER STOP PER JAMES JONES J-182 OR APPROVED EQUAL.
- ③ DUAL SERVICE USE FORD U-48-43-12-1/2 WITH #52 INSERT STAINLESS STEEL LINER, 1" OR LARGER.
- ④ 1" OR LARGER HIGH DENSITY POLYETHYLENE (HDPE) PE 3406 PIPE PER AWWA C-901, COPPER PIPE SIZE.
- ⑤ CORPORATION STOP PER FORD F-1100 WITH #52 STAINLESS STEEL LINER, 1" OR LARGER.
- ⑥ 1 1/4" WELDED SADDLE FOR STEEL PIPE OR SMITH-BLAIR, NYLON COATED 315 WITH FULLY FORMED TAPPED THREADS, IRON PIPE SIZE AND TYPE 304 STAINLESS STEEL STRAP. BOLTS, NUTS, WASHERS TO BE 5/8" N.C. TEFLON COATED FOR C-900 8" PVC PIPE.
- ⑦ POLYETHYLENE BAG, 4-6 MILS PER TRANSPARENT PRODUCTS CORPS. OR APPROVED EQUAL.
- ⑧ LOCATION WIRE PER STANDARD DRAWING NO. W-14.

NOTES:

- 1. MUELLER WINGLOCKS H-11026 ARE APPROVED FOR LEVEL SERVICE SETTINGS.
- 2. MINIMUM COVER OVER SERVICE LATERAL SHALL BE 42" INCHES.



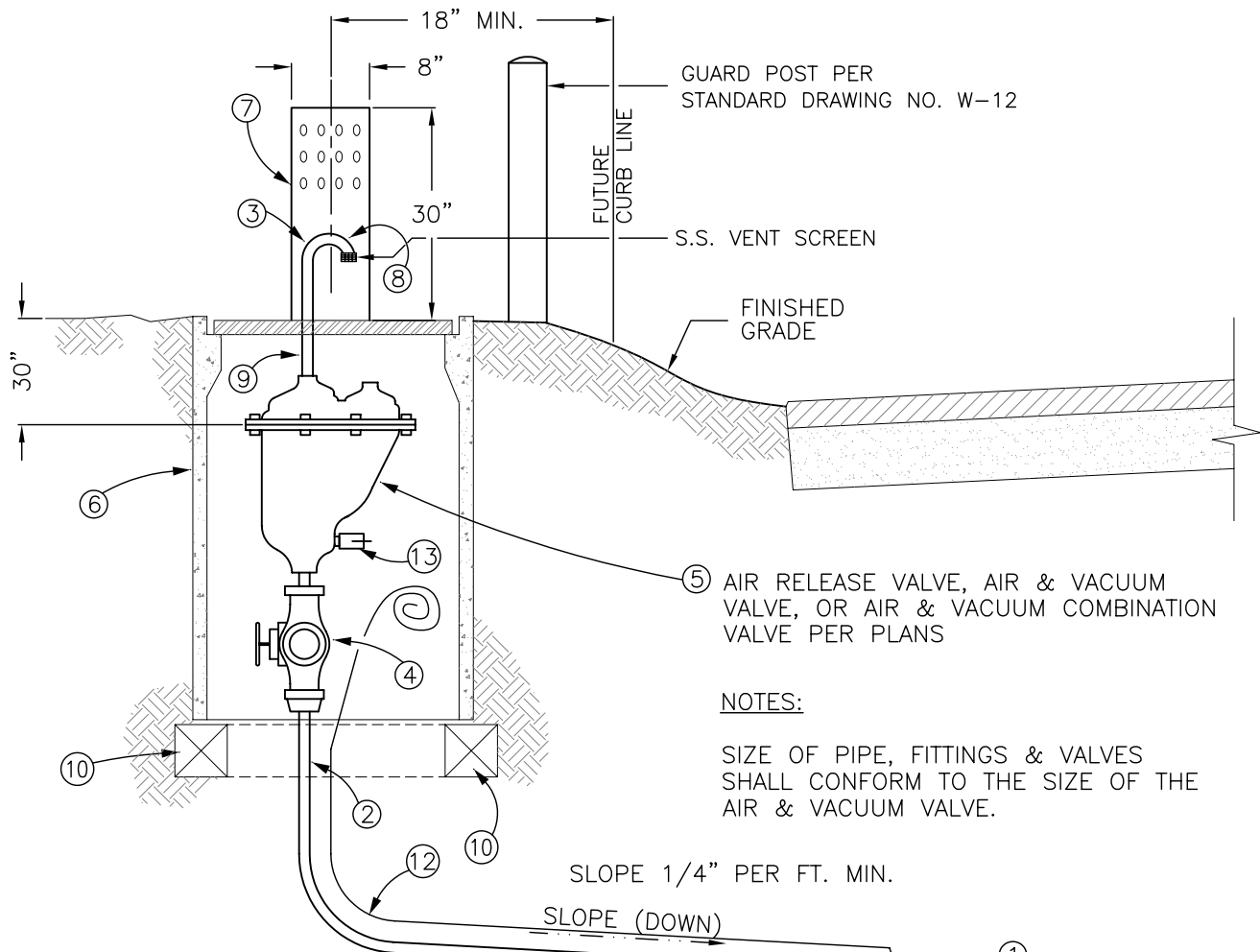
RUNNING SPRINGS WATER DISTRICT

RYAN GROSS
GENERAL MANAGER

DUAL OR SINGLE SERVICE
CONNECTION FOR LEVEL AREA

STANDARD DRAWING **391** **W-5B**

LAST UPDATED: 3/2013



GUARD POST PER STANDARD DRAWING NO. W-12

FUTURE CURB LINE

S.S. VENT SCREEN

FINISHED GRADE

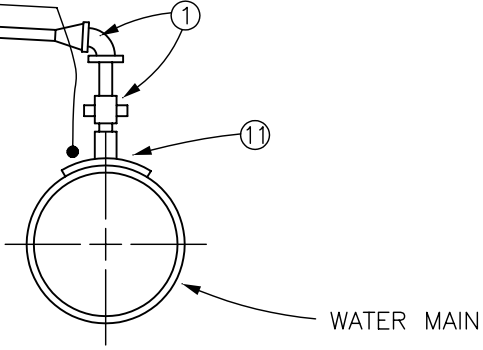
⑤ AIR RELEASE VALVE, AIR & VACUUM VALVE, OR AIR & VACUUM COMBINATION VALVE PER PLANS

NOTES:

SIZE OF PIPE, FITTINGS & VALVES SHALL CONFORM TO THE SIZE OF THE AIR & VACUUM VALVE.

SLOPE 1/4" PER FT. MIN.

SLOPE (DOWN)



- ① CORPORATION STOP, FORD F 500 WITH 90° TAIL PIECE PER FORD.
- ② HIGH DENSITY CL200 POLYETHYLENE TUBING (COPPER TUBE SIZE).
- ③ 90° ELBOW.
- ④ GATE VALVE, OHIO BRASS NO. 2600.
- ⑤ PER PLANS (2" MAX. SIZE).
- ⑥ 13" X 24" (ID) 2-BROOKS #38 BOX OR APPROVED EQUAL.
- ⑦ 30" X 8" X 0.188" WALL PERFORATED GALVANIZED STEEL PIPE WELDED TO A 12.5" X 23.5" DIAMOND PLATE STEEL LID.
- ⑧ 1" 90° STEEL ELBOW.
- ⑨ 1" X 12" PLASTIC NIPPLE.
- ⑩ 4" X 4" REDWOOD SUPPORTS FOR FOUR WALLS OF BOX.
- ⑪ CONNECTION PER STANDARD DRAWING NO. W-5 (SIMILAR).
- ⑫ LOCATION WIRE PER STANDARD DRAWING NO. W-14.
- ⑬ BRASS BALL VALVE AND NIPPLE PER NIDCO MODEL T-580 OR APPROVED EQUAL.



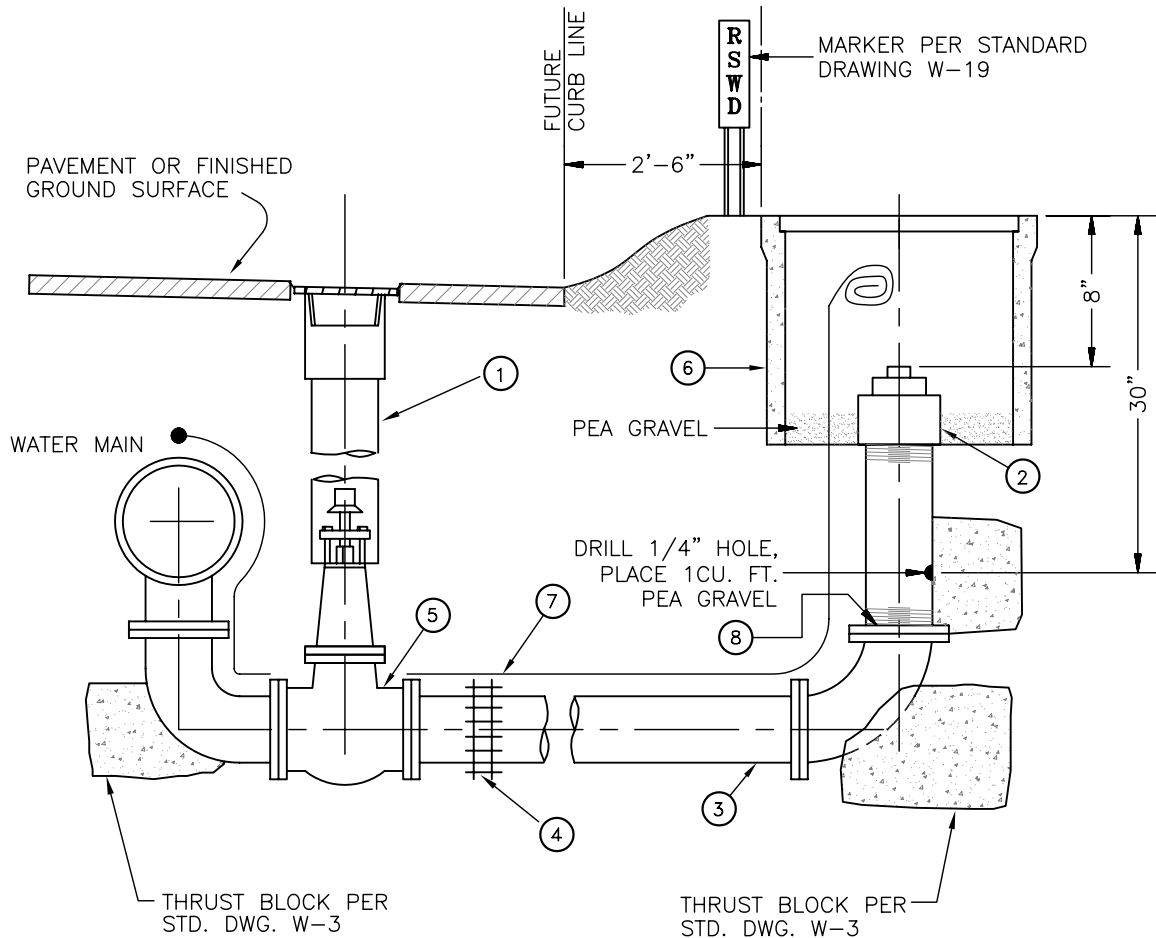
RUNNING SPRINGS WATER DISTRICT

RYAN GROSS
GENERAL MANAGER

AIR & VACUUM
VALVE ASSEMBLY

STANDARD DRAWING **392**

W-6



NOTES:

1. 4" BLOW-OFF WILL BE REQUIRED FOR 6" - 12" WATER MAIN.
6" BLOW-OFF WILL BE REQUIRED FOR 14" AND LARGER WATER MAIN.
2. SIZE OF PIPE, VALVE AND FITTINGS SHALL CONFORM TO THE SIZE OF BLOW-OFF REQUIRED.

- ① 8" VALVE BOX AND COVER PER STANDARD DRAWING NO. W-11
- ② 4" OR 6" THREAD GALVANIZED IRON PIPE COUPLING WITH SLOTTED PLUG
- ③ 4" OR 6" DUCTILE IRON PIPE
- ④ 4" OR 6" FLEXIBLE COUPLING
- ⑤ 4" OR 6" F X M.J. RESILIENT SEATED GATE VALVE WITH PRESSURE RATING TO MATCH MAIN LINE. SEE STANDARD DRAWING NO. W-11
- ⑥ 14" X 14" (MIN.) UTILITY BOX
- ⑦ LOCATION WIRE PER STANDARD DRAWING NO. W-14
- ⑧ COMPANION FLANGE

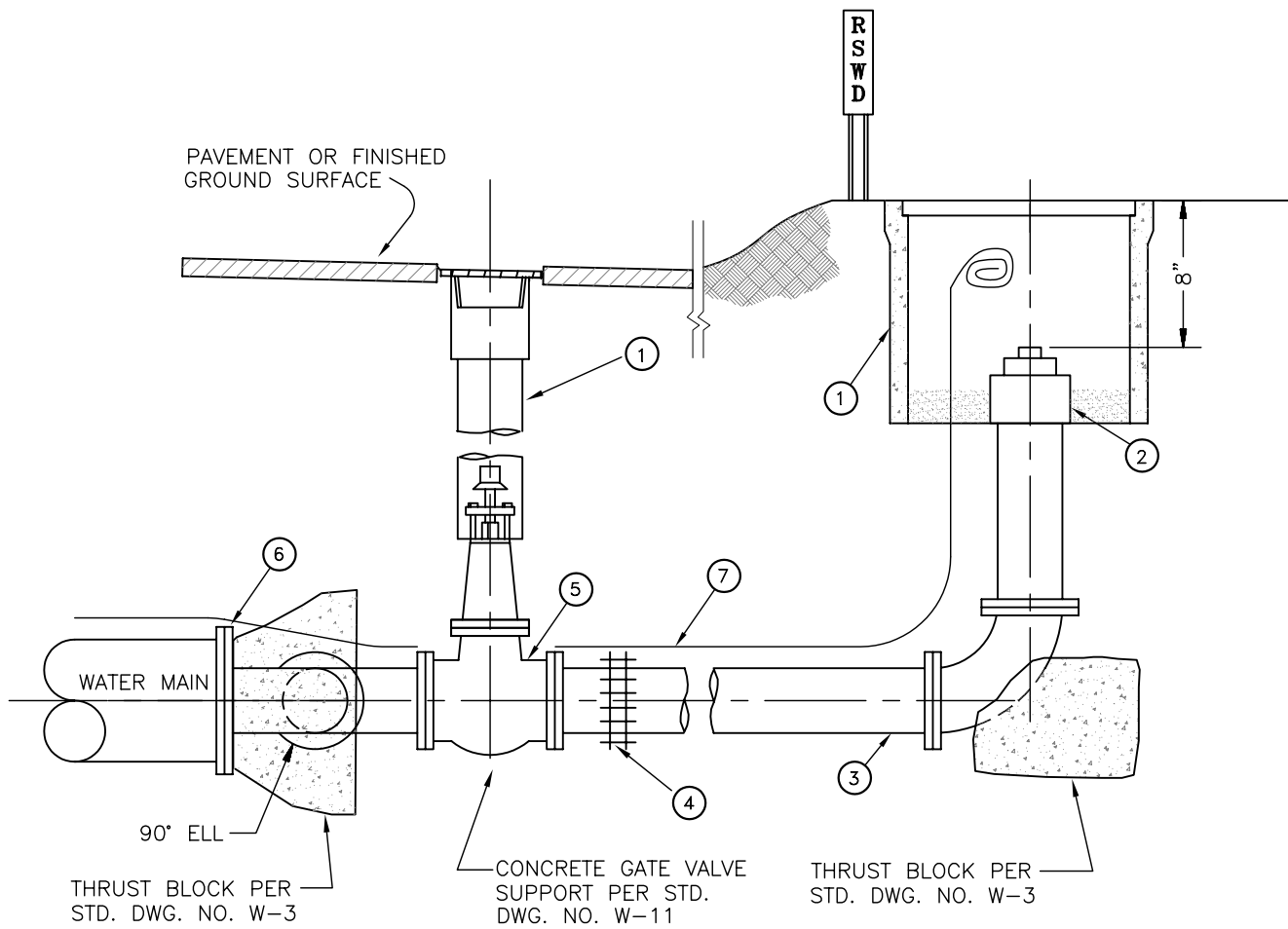


RUNNING SPRINGS WATER DISTRICT

RYAN GROSS
GENERAL MANAGER

4" & 6" BLOW-OFF ASSEMBLY

STANDARD DRAWING **393** **W-7**



NOTES:

1. A 2" FLUSH-OUT SHALL BE REQUIRED FOR A 6" AND SMALLER WATER MAIN. A 4" FLUSH-OUT SHALL BE REQUIRED FOR A 8" AND LARGER WATER MAIN.
2. SIZE OF PIPE, VALVE AND FITTINGS SHALL CONFORM TO THE SIZE OF FLUSH-OUT REQUIRED.

- ① 14" X 14" (MIN.) UTILITY BOX
- ② 2" OR 4" THREAD GALVANIZED IRON PIPE COUPLING WITH SLOTTED PLUG.
- ③ 2" STANDARD GALVANIZED OR 4" DUCTILE IRON PIPE
- ④ 2" OR 4" FLEXIBLE COUPLING
- ⑤ 2" SCREWED GATE VALVE WITH WRENCH NUT OR 4" F X F RESILIENT SEATED GATE VALVE
- ⑥ DUCTILE IRON PLUG OR CAP WITH 2" OR 4" THREADED OUTLET.
- ⑦ LOCATION WIRE PER STANDARD DRAWING NO. W-14.

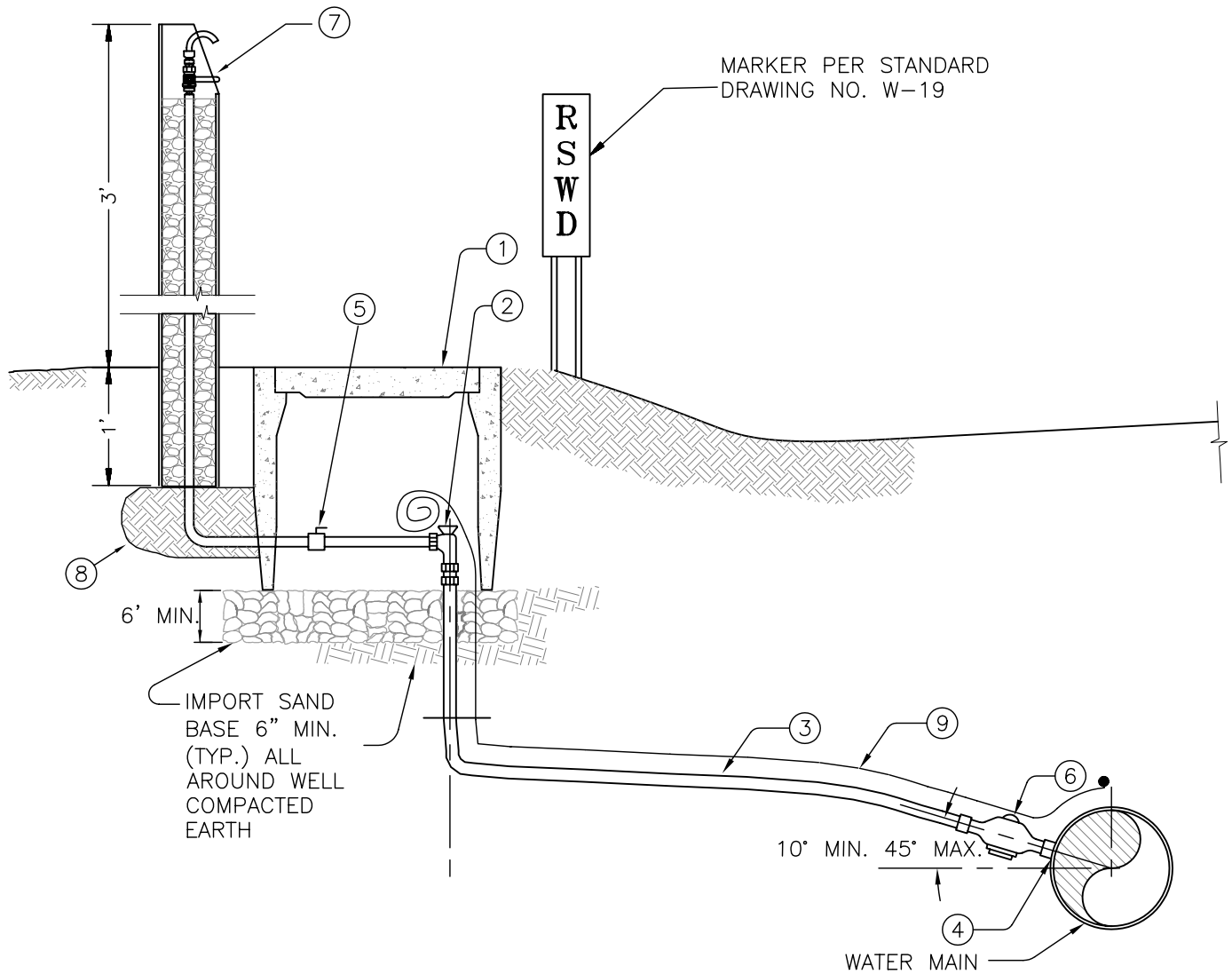


RUNNING SPRINGS WATER DISTRICT

RYAN GROSS
GENERAL MANAGER

2" & 4" DEAD-END FLUSH-OUT

STANDARD DRAWING NO. **394** **W-8**



- ① METER BOX AND COVER PURCHASED FROM THE DISTRICT
- ② 1" INVERTED KEY ANGLE METER VALVE, THREAD X PACK JOINT
- ③ SERVICE PER STANDARD DRAWING NO. W-5
- ④ 1" SERVICE SADDLE PER STANDARD DRAWING NO. W-5
- ⑤ 1" STOP AND WASTE VALVE WITH LEVER OPERATOR
- ⑥ 1" Ø BALL CORPORATION STOP PER STANDARD DRAWING NO. W-5
- ⑦ SAMPLING STATION, BY KORALEEN STATION GUARD XLT FOR COLD CLIMATES OR APPROVED EQUAL
- ⑧ 90° COMPACTED SOIL
- ⑨ LOCATION WIRE



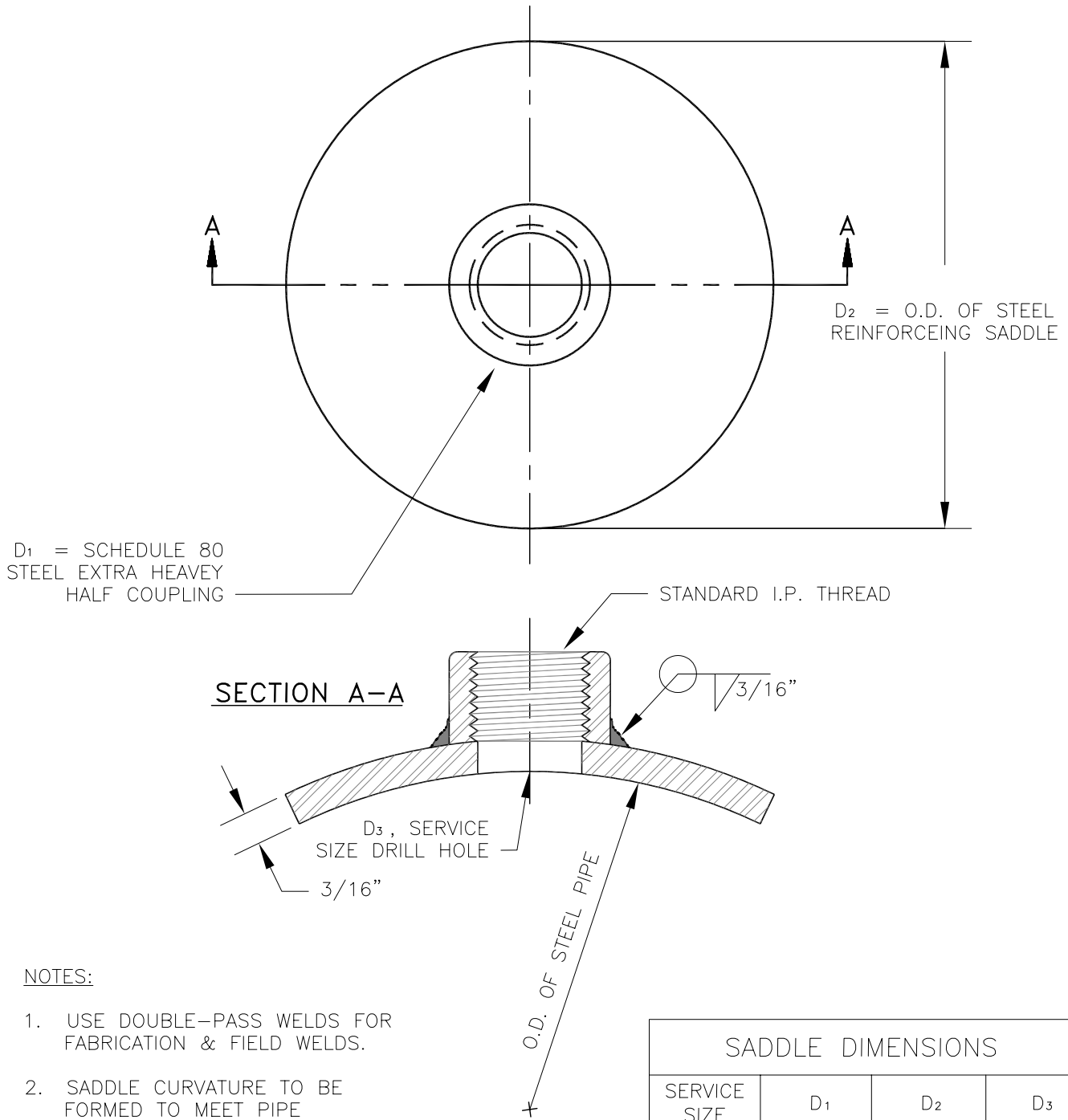
RUNNING SPRINGS WATER DISTRICT

RYAN GROSS
GENERAL MANAGER

SAMPLE STATION DETAIL

STANDARD DRAWING **395** **W-9**

LAST UPDATED: 3/2013



NOTES:

1. USE DOUBLE-PASS WELDS FOR FABRICATION & FIELD WELDS.
2. SADDLE CURVATURE TO BE FORMED TO MEET PIPE DIAMETERS.
3. WHEN INSTALLED, OUTLET TO BE COATED WITH SAME COATING AS PIPE.
4. I.P. X I.P. NYLON BUSHING (USE I.P. X M.J. CORPORATION STOP.

SADDLE DIMENSIONS			
SERVICE SIZE	D ₁	D ₂	D ₃
1"	2"	5"	1-1/2"
1-1/2"	2-1/2"	6"	2"
2"	3"	7"	2-1/2"



RUNNING SPRINGS WATER DISTRICT

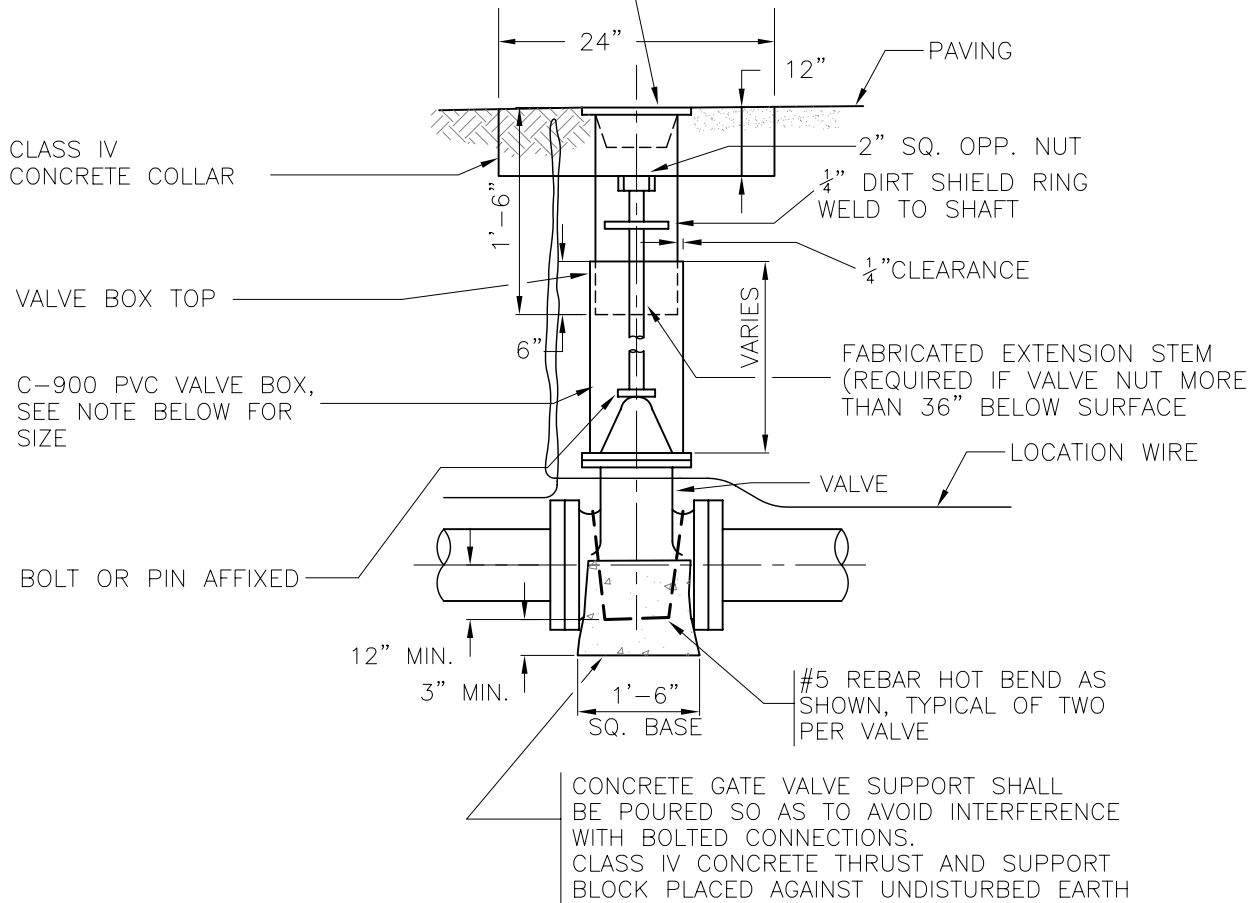
RYAN GROSS
GENERAL MANAGER

TAPPING OUTLET
FOR STEEL PIPE
1" THRU 2"

STANDARD DRAWING **396**

W-10

VALVE BOX COVER, CAST IRON LABELED "WATER"
 PAINT WITH ONE (1) COAT 1069 HEAVY DUTY RUST INHIBITIVE
 RED PRIMER AND TWO (2) COATS OF RUST-O-LEUM BLUE
 HYDRANT ENAMEL



NOTE:

- O.D. OF VALVE BOX
1. 2"-6" VALVE - 6.90"
 2. 8"-16" VALVE - 9.05"

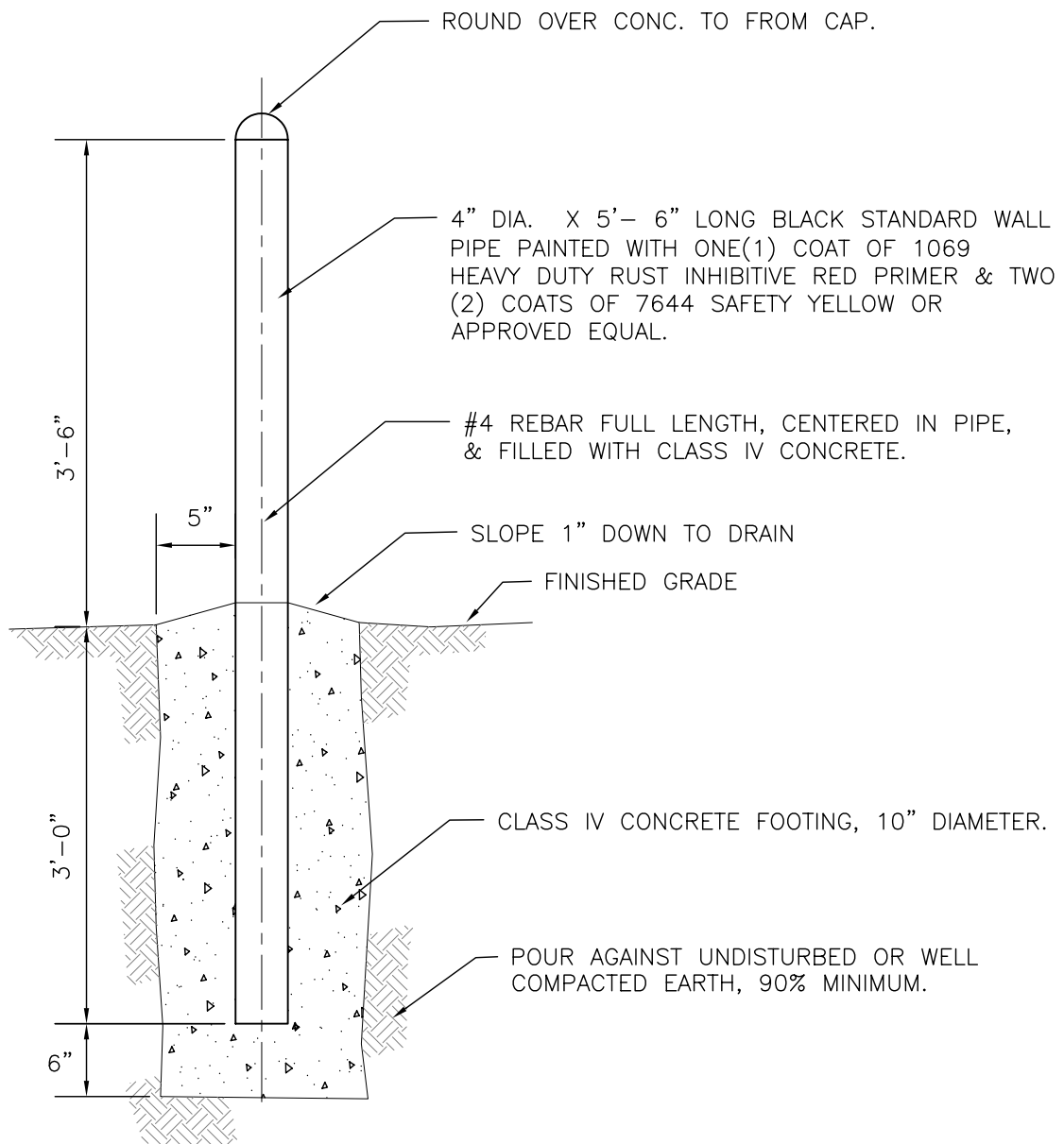


RUNNING SPRINGS WATER DISTRICT

RYAN GROSS
 GENERAL MANAGER

VALVE BOX & COVER

STANDARD DRAWING **397** **W-11**



NOTES:

1. GUARD POSTS ARE 2' TO 3' INTERVAL PER DIRECTION, AND 36" FROM ϕ OF FIRE HYDRANT, 24" FROM ϕ OF AIR VALVE.
2. LOCATION SHALL BE AS SHOWN ON PLAN VIEW, REQUIRED BY OTHER STANDARD DRAWINGS, OR AS DIRECTED IN THE FIELD BY THE INSPECTOR OR THE ENGINEER.

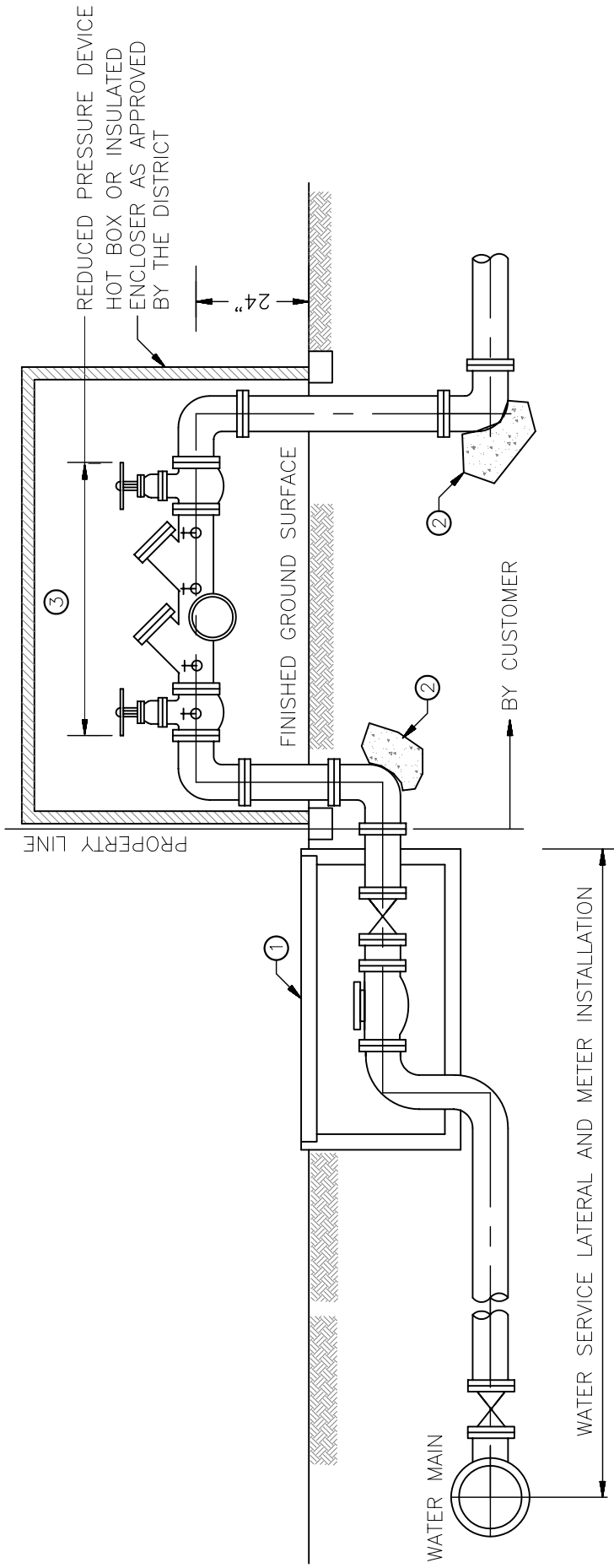


RUNNING SPRINGS WATER DISTRICT

RYAN GROSS
GENERAL MANAGER

GUARD POST
INSTALLATION DETAIL


STANDARD DRAWING **398** **W-12**



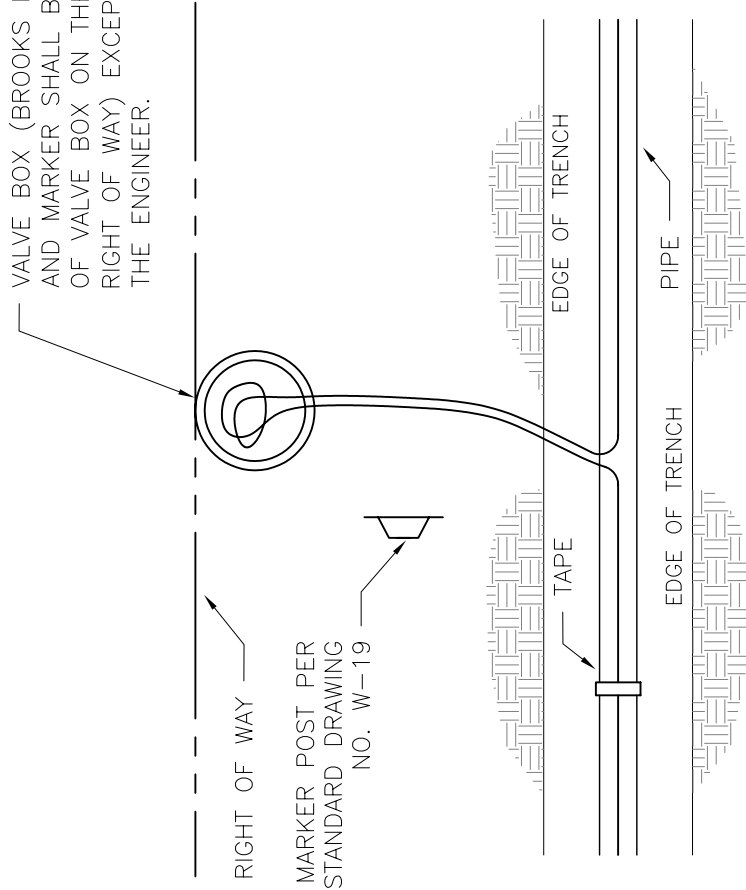
NOTES:

1. NO CONNECTIONS OR TEES BETWEEN WATER METER AND R.P. DEVICES.
2. INSTALL R.P. DEVICE AT PROPERTY LINE, DEPENDING ON RIGHT-OF-WAY R.P. DEVICE MAYBE INSTALLED PARALLEL TO PROPERTY LINE.
3. INSTALLATION SHALL BE APPROVED BY THE DISTRICT.
4. R.P. DEVICES SHALL BE APPROVED BY UNIVERSITY OF SOUTHERN CALIFORNIA FOUNDATION PER HEALTH SERVICE DEPARTMENT'S REQUIREMENTS AND SHALL BE FEBCO OR APPROVED EQUAL.
5. MINIMUM 24" CLEARANCE REQUIRED AROUND THE R.P. DEVICE.
6. R.P. DEVICE SHALL BE MINIMUM 24" ABOVE FINISH GROUND.
7. EACH R.P. DEVICE SHALL BE PROVIDED WITH TEST COCKS, SIZE AS LISTED BELOW:
 FOR 3/4" TO 2" DEVICE, USE 1/4" COCKS
 FOR 2-1/2" TO 4" DEVICE, USE 1/2" COCKS
 FOR 6" AND LARGER DEVICE, USE 3/4" COCKS

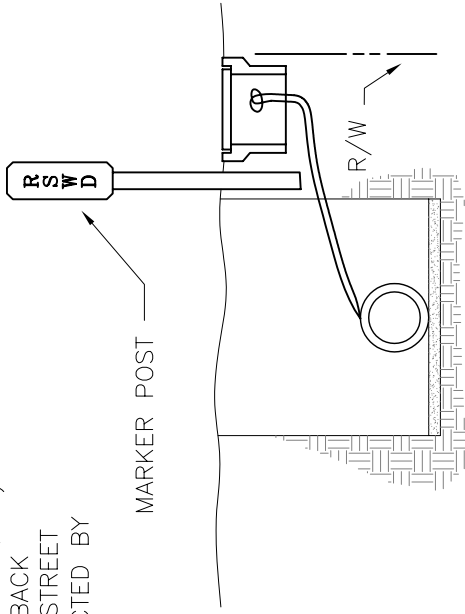
- ① WATER METER AND METER BOX. METER TO REGISTER IN CUBIC FEET.
- ② CONCRETE THRUST BLOCK PER STANDARD DRAWING NO. W-3.
- ③ REDUCED PRESSURE (R.P.) PRINCIPAL TYPE BACKFLOW PREVENTER PER SPECIFICATIONS, SIZE AS INDICATED ON PLANS.

	RUNNING SPRINGS WATER DISTRICT RYAN GROSS GENERAL MANAGER	BACKFLOW PREVENTER (REDUCED PRESSURE) STANDARD DRAWING NO. W-13
LAST UPDATED: 3/2013		

VALVE BOX (BROOKS NO. 1-SP OR APPROVED EQUAL) AND MARKER SHALL BE LOCATED WITH THE BACK OF VALVE BOX ON THE PROPERTY LINE (IN STREET RIGHT OF WAY) EXCEPT AS OTHERWISE DIRECTED BY THE ENGINEER.



PLAN VIEW



NOTES:

LOCATOR WIRE: (12 GAUGE TWISTED WIRE SOLID COPPER WIRE)

1. TO BE PLACED ON TOP OF PIPE & SECURED WITH TAPE.
2. LOCATOR WIRE SHALL BE BROUGHT TO THE SURFACE AT 660 FEET O.C. MAXIMUM BY FIRE HYDRANTS OR INSTALL R.S.W.D. MARKER POST (GIVE STATIONS AT VALVE BOXES).
3. LOOP 2 FEET OR WIRE IN BROOKS NO. 1-SP, OR APPROVED EQUAL, VALVE BOX WITHIN 2 FEET OF FIRE HYDRANT OR R.S.W.D. MARKER.
4. WIRE TO BE CONTINUOUS.
5. LOCATOR WIRE SHALL BE INSTALLED OVER ALL WATERLINES, RECLAIMED WATERLINES AND FORCE MAINS.
6. USE A CAST IRON COVER LABELED WATER, SEWER OR RECLAIMED (RECLAIMED TO BE PAINTED LAVENDER).



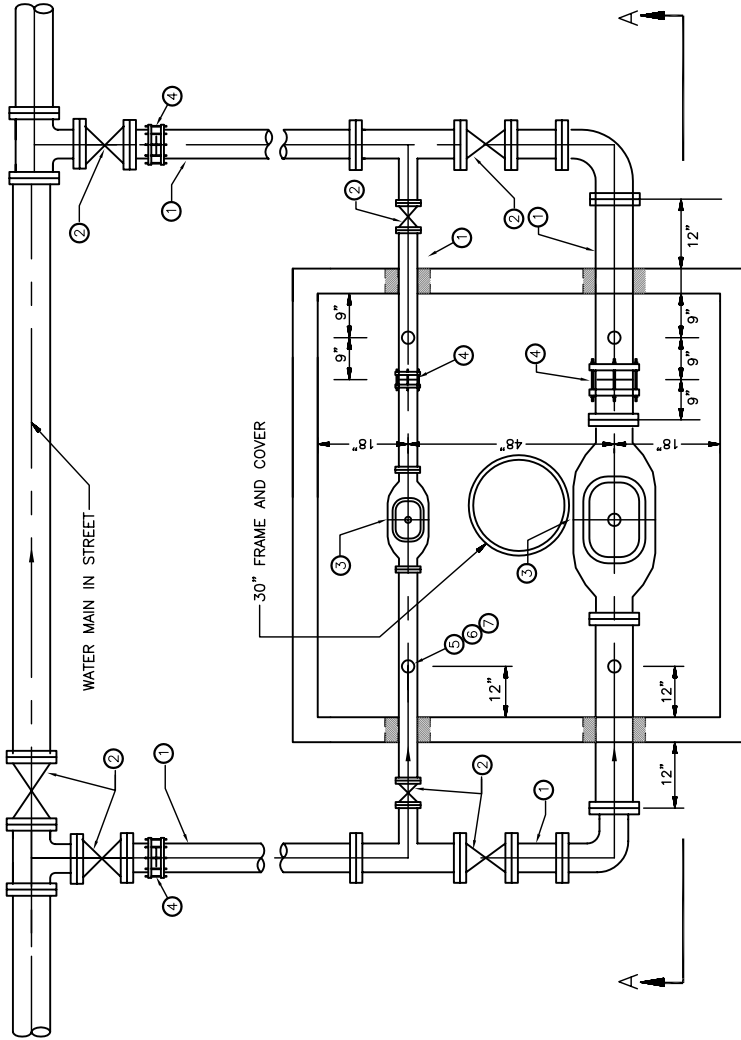
RUNNING SPRINGS WATER DISTRICT

RYAN GROSS
GENERAL MANAGER

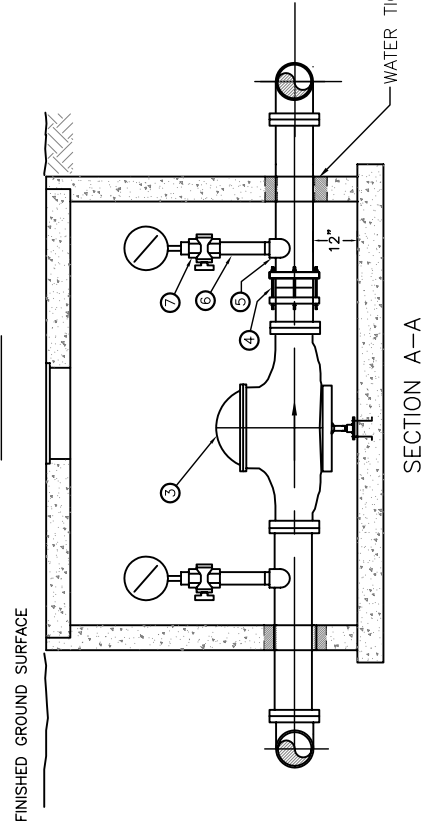
LOCATOR WIRE INSTALLATION

STANDARD DRAWING NO.

W-14



PLAN VIEW



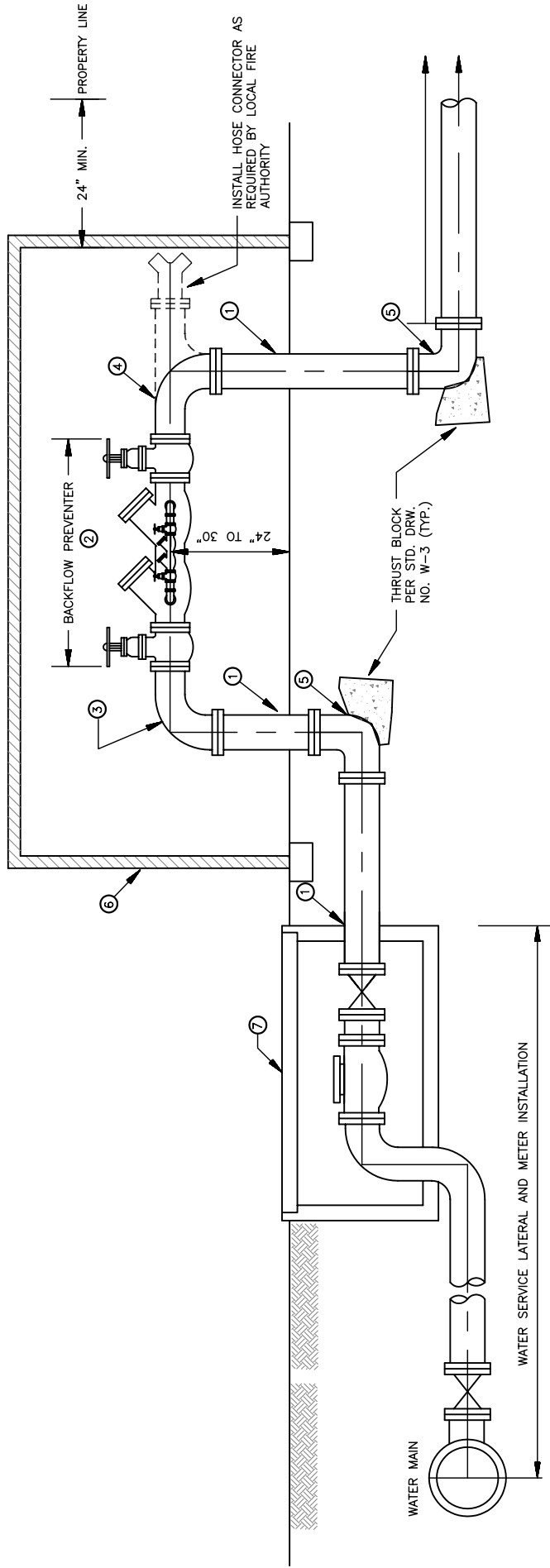
SECTION A-A

ITEM	QTY	DESCRIPTION
①	--	DUCTILE IRON PIPE, SAME SIZE AS VALVE, SEE PLAN FOR SIZE.
②	7	R.S. GATE VALVE AND VALVE BOX PER STD. DWG. W-11, SAME SIZE AS PIPELINE.
③	2	PRESSURE REDUCING VALVE, SIZE AS INDICATED ON PLAN. (CLAYTON 90G-01KC)
④	4	FLEXIBLE COUPLING PER SPEC.
⑤	4	1" NOZZLE
⑥	4	1" ϕ X 4" LONG SCH. 40 GALV. IRON PIPE THREADED BOTH ENDS.
⑦	4	1" ϕ GATE VALVE, INSIDE I.P.T. X INSIDE I.P.T. WITH BUSHING AND PRESSURE GAGE

NOTES:

1. VALVE SHALL HAVE APPROVED PIPE SUPPORT.
2. CONCRETE VAULT SHALL BE DESIGNED FOR H-20 LOADING WITH REMOVABLE CONCRETE TOP AND 30-INCH DIAMETER TRAFFIC FRAME AND COVER. SUBMIT DESIGN FOR REVIEW AND APPROVAL BY THE DISTRICT.
3. SIZE PER CAST CONCRETE VAULT TO PROVIDE MINIMUM CLEARANCE AS SHOWN.
4. SIZE SMALL PRV TO MEET AVERAGE DAILY DEMAND; SIZE LARGE PRV TO MEET THE HIGHER OF PEAK HOUR DEMAND AND PEAK DAILY DEMAND PLUS FIRE FLOW.
5. ALL JOINTS TO BE RESTRAINED.



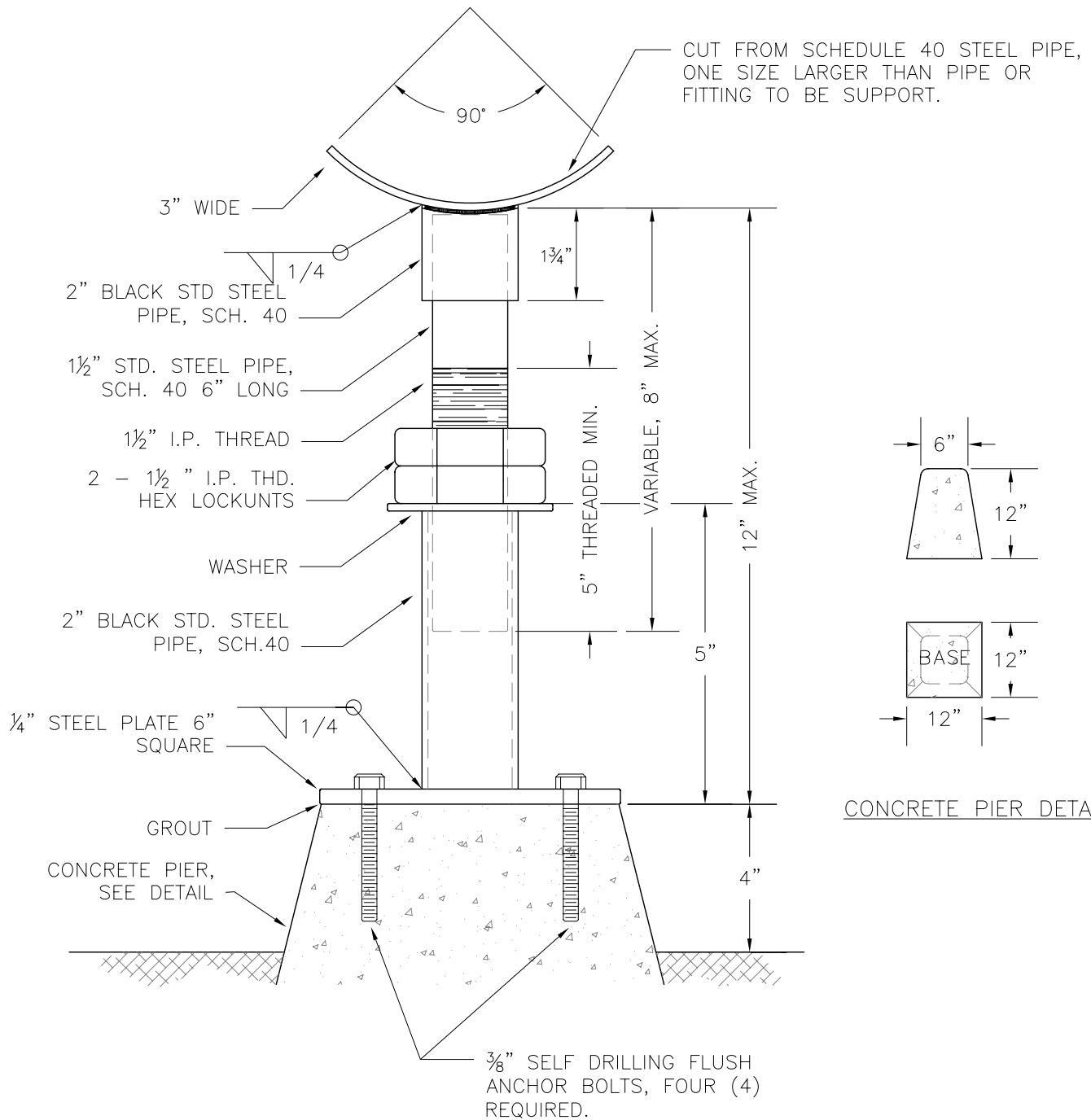


- NOTES:
1. 24" MINIMUM CLEARANCE REQUIRED AROUND THE DEVICE.
 2. DEPENDING ON THE RIGHT-OF-WAY, DEVICE MAY HAVE TO BE INSTALLED PARALLEL TO PROPERTY LINE.



RUNNING SPRINGS WATER DISTRICT
 RYAN GROSS
 GENERAL MANAGER

**FIRE SERVICE
 INSTALLATION DETAIL**
 STANDARD DRAWING NO. **W-16**
 LAST UPDATED: 3/2013



NOTES:

1. IN EVENT SUPPORT IS MOUNTED ON CONCRETE SLAB OR FLOOR, PIER NOT REQUIRED.
2. ALL EXPOSED METAL SURFACES SHALL BE PROTECTED IN ACCORDANCE WITH THE SPECIFICATIONS, EXCEPT THE THREADS.
3. DIMENSIONS OF CONCRETE PIER MAY BE INCREASED DEPENDING ON FIELD CONDITIONS.



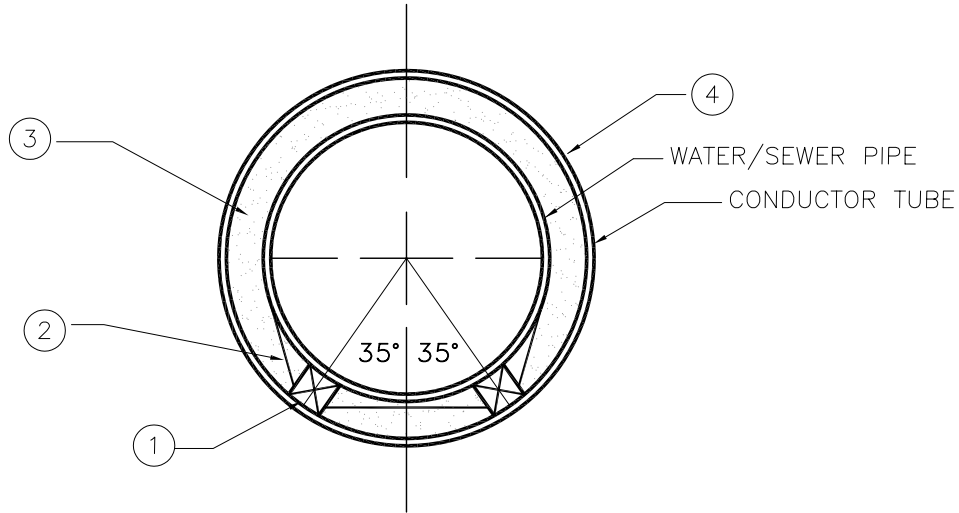
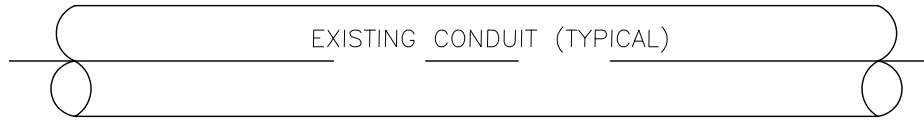
RUNNING SPRINGS WATER DISTRICT

RYAN GROSS
GENERAL MANAGER

ADJUSTABLE PIPE SUPPORT

STANDARD DRAWING **403** **W-17**

LAST UPDATED: 3/2013



- ① 4" X 4" ROUGH REWOOD SKID, CUT TO BEAR ON CONDUCTOR TUBE
- ② ¾" WIDE X 0.045" THICK STAINLESS STEEL BAND
- ③ BLOWN SAND
- ④ STEEL CONDUCTOR TUBE PER ASTM A28 (WALL THICKNESS MIN. ¼" OR PER PLANS)

NOTES:

1. MINIMUM 4" CLEARANCE IS REQUIRED BETWEEN INNER WALL OF CONDUCTOR TUBE AND OUTER WALL OF WATER/SEWER PIPE.
2. CONDUCTOR TUBES 30 INCHES IN DIAMETER AND GREATER REQUIRE CAL-OSHA PERMIT.



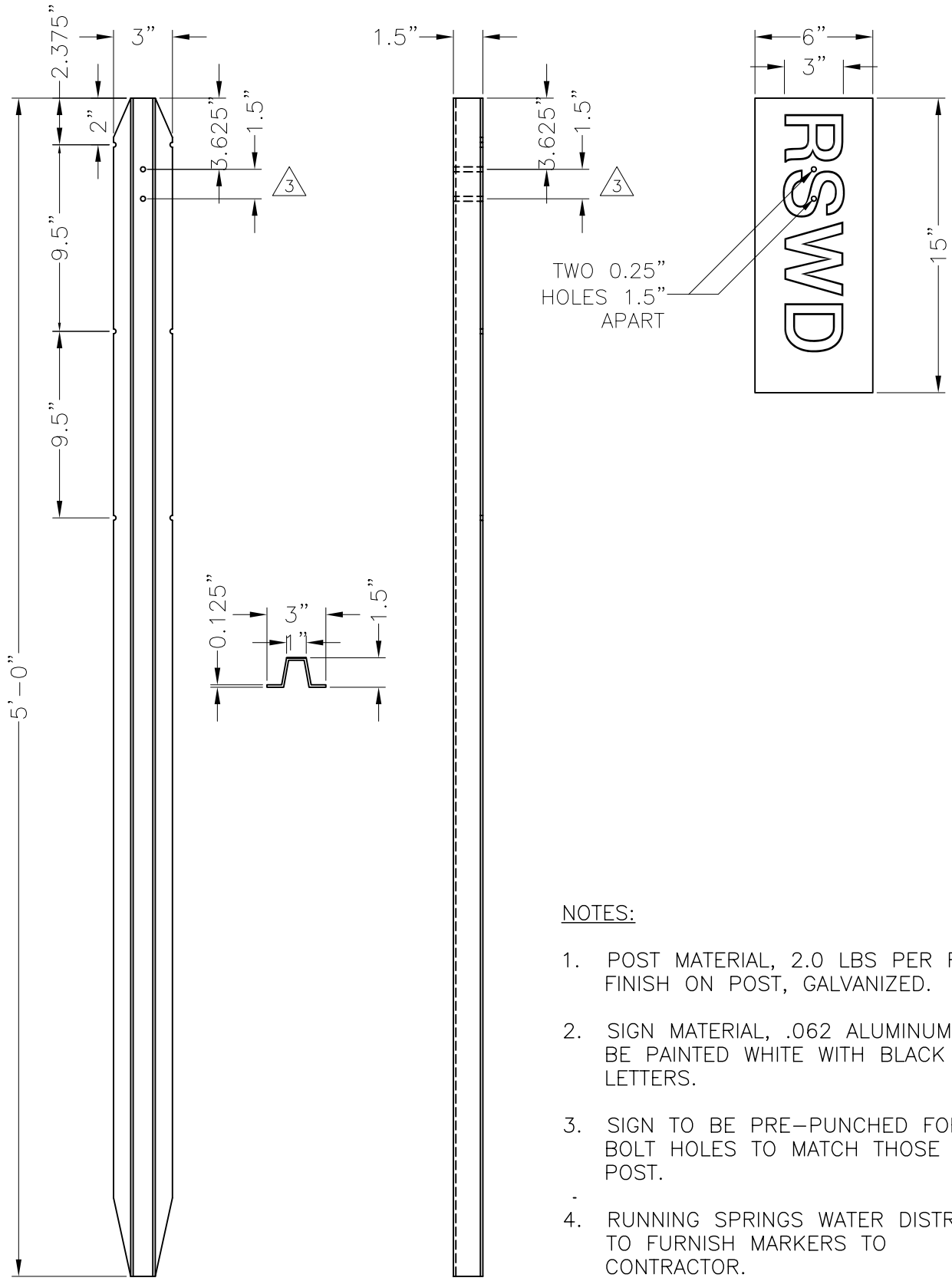
RUNNING SPRINGS WATER DISTRICT

RYAN GROSS
GENERAL MANAGER

CONDUCTOR TUBE DETAIL

STANDARD DRAWING **404** **W-18**

LAST UPDATED: 3/2013



NOTES:

1. POST MATERIAL, 2.0 LBS PER FOOT; FINISH ON POST, GALVANIZED.
2. SIGN MATERIAL, .062 ALUMINUM: TO BE PAINTED WHITE WITH BLACK LETTERS.
3. SIGN TO BE PRE-PUNCHED FOR BOLT HOLES TO MATCH THOSE IN POST.
4. RUNNING SPRINGS WATER DISTRICT TO FURNISH MARKERS TO CONTRACTOR.



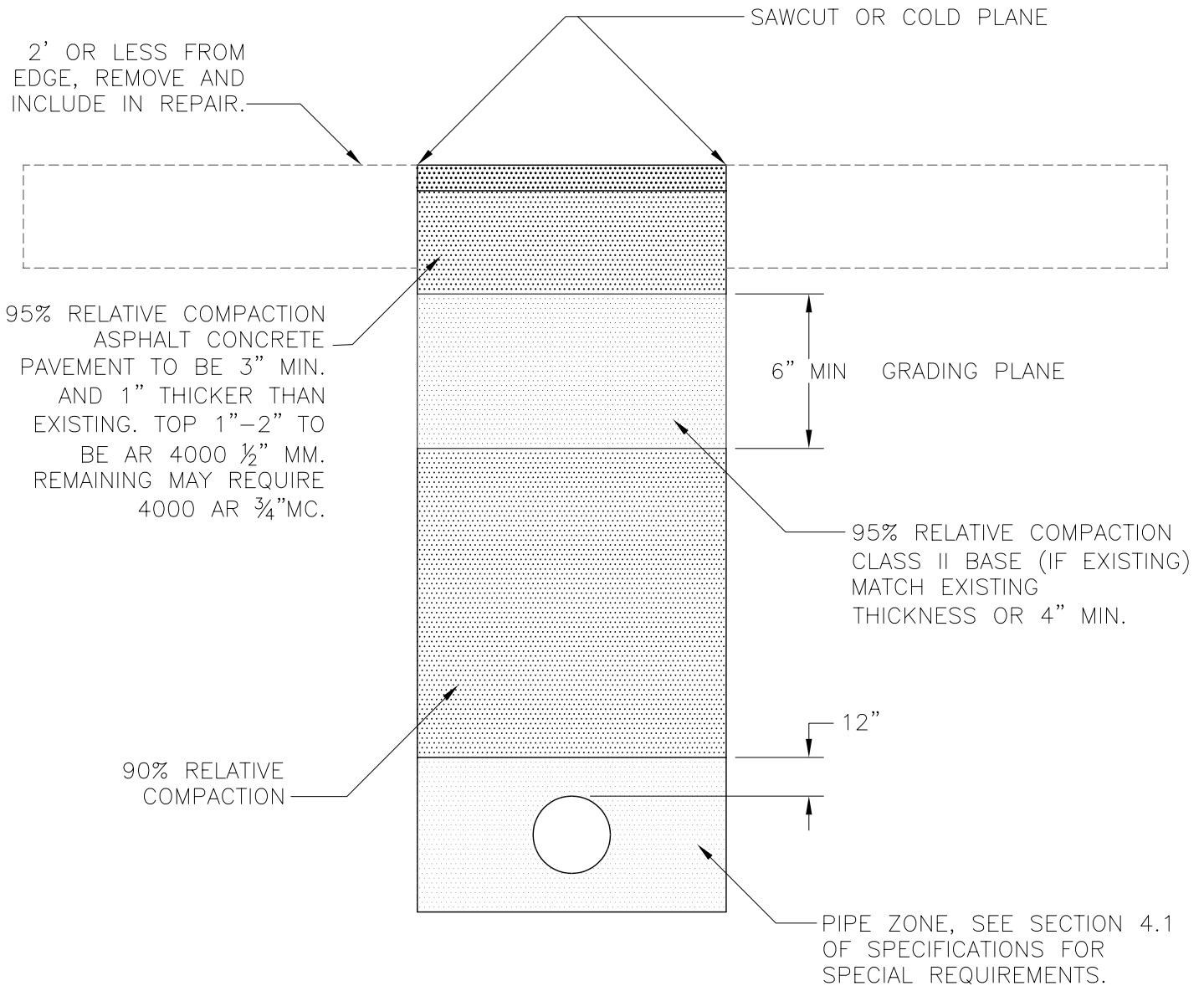
RUNNING SPRINGS WATER DISTRICT

RYAN GROSS
GENERAL MANAGER

MARKER POST

STANDARD DRAWING **405**

W-19



NOTES:

1. ALL EXCAVATIONS WITHIN COUNTY RIGHT-OF-WAY REQUIRE AN EXCAVATION PERMIT FROM THE ROAD PERMIT SECTION.
2. TEMPORARY PAVING 2" THICK COMPACTED SMOOTH AND FLUSH, SHALL BE PLACED IN ALL AREAS PAVING WAS REMOVED PRIOR TO OPENING TO TRAFFIC AND AT THE END OF EACH DAY.
3. COMPACTION TEST ON BACKFILL IN THE 90% RELATIVE COMPACTION ZONE SHALL BE AT VARYING DEPTHS ON 250' INTERVALS AND SUBMITTED TO INSPECTION PRIOR TO PERMANENT PAVING. CLASS II AGGREGATE BASE AND THE GRADING PLANE SHALL BE 95% RELATIVE COMPACTION ON 500' INTERVALS.
4. NOTIFY PERMIT INSPECTOR ONE WORKING DAY PRIOR TO STARTING A PROJECT AND FOR EACH PHASE OF CONSTRUCTION.



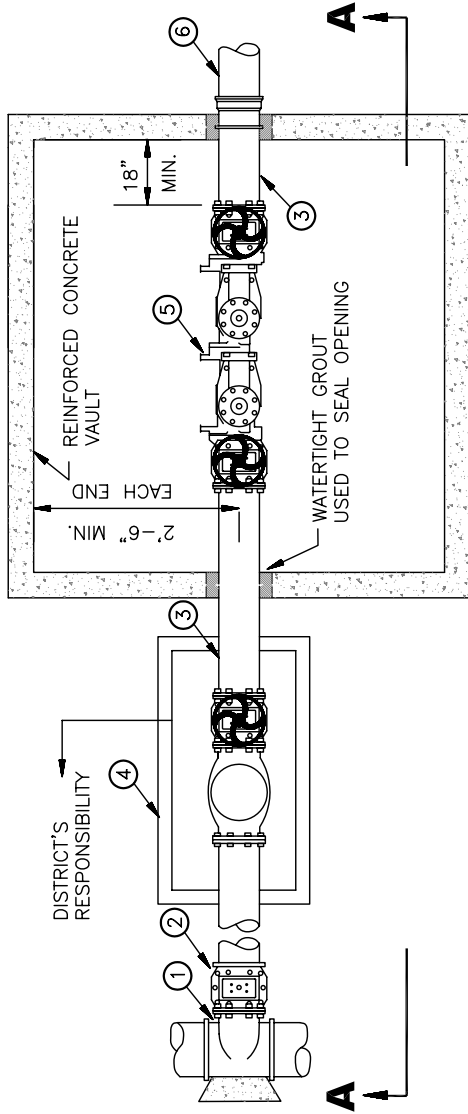
RUNNING SPRINGS WATER DISTRICT

RYAN GROSS
GENERAL MANAGER

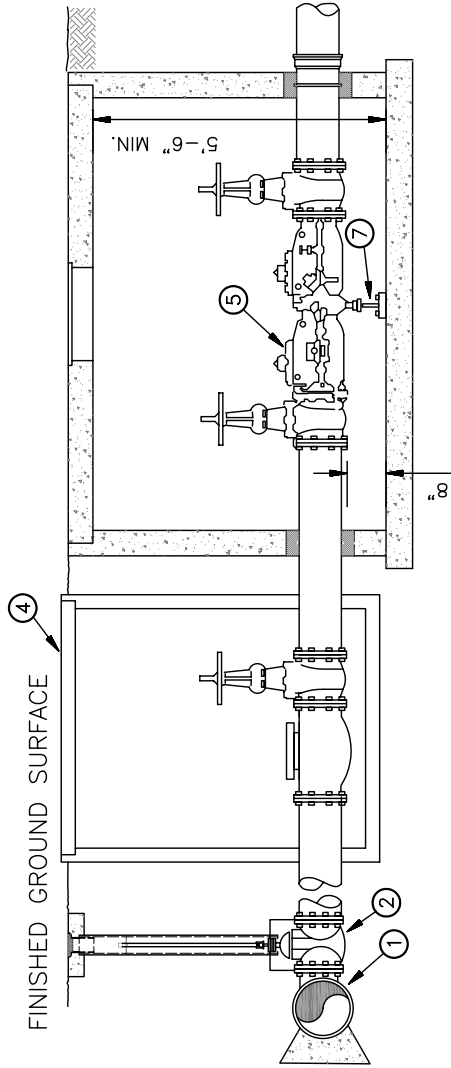
TRENCH DETAIL

STANDARD DRAWING **406** **W-20**

ITEM	QTY	DESCRIPTION
①	1	TEE OR TAPPING TEE, FLANGED.
②	1	GATE VALVE FLG'D & VALVE BOX PER STANDARD DRAWING NO. W-11
③	A.R.	DUCTILE IRON PIPE WITH RESTRAINED JOINT.
④	1	WATER METER AND METER BOX.
⑤	1	DOUBLE CHECK ASSEMBLY, CLA-VAL MODEL 16.
⑥	A.R.	PVC 900 PIPE
⑦	1	ADJUSTABLE PIPE SUPPORT PER STANDARD DRAWING W-17.



PLAN VIEW



SECTION A-A

NOTES:

1. ALL NUTS AND BOLTS FOR GATE VALVE AND TAPPING TEE TO BE GRADE 316 STAINLESS STEEL.
2. WATER METER TO REGISTER IN CUBIC FEET.
3. ITEMS LISTED MAY BE SUBSTITUTED WITH AN APPROVED EQUAL, UNLESS OTHERWISE NOTED.
4. A.R. = AS REQUIRED.
5. SUPPLY HEAVY CHAINS AND LOCKS TO LOCK HANDWHEELS ON VALVES.
6. CONCRETE VAULT SHALL BE DESIGNED FOR H-20 LOADING WITH REMOVABLE CONCRETE TOP AND 30-INCH DIAMETER TRAFFIC FRAME AND COVER; SUBMIT DESIGN FOR REVIEW AND APPROVAL BY THE DISTRICT.



RUNNING SPRINGS WATER DISTRICT

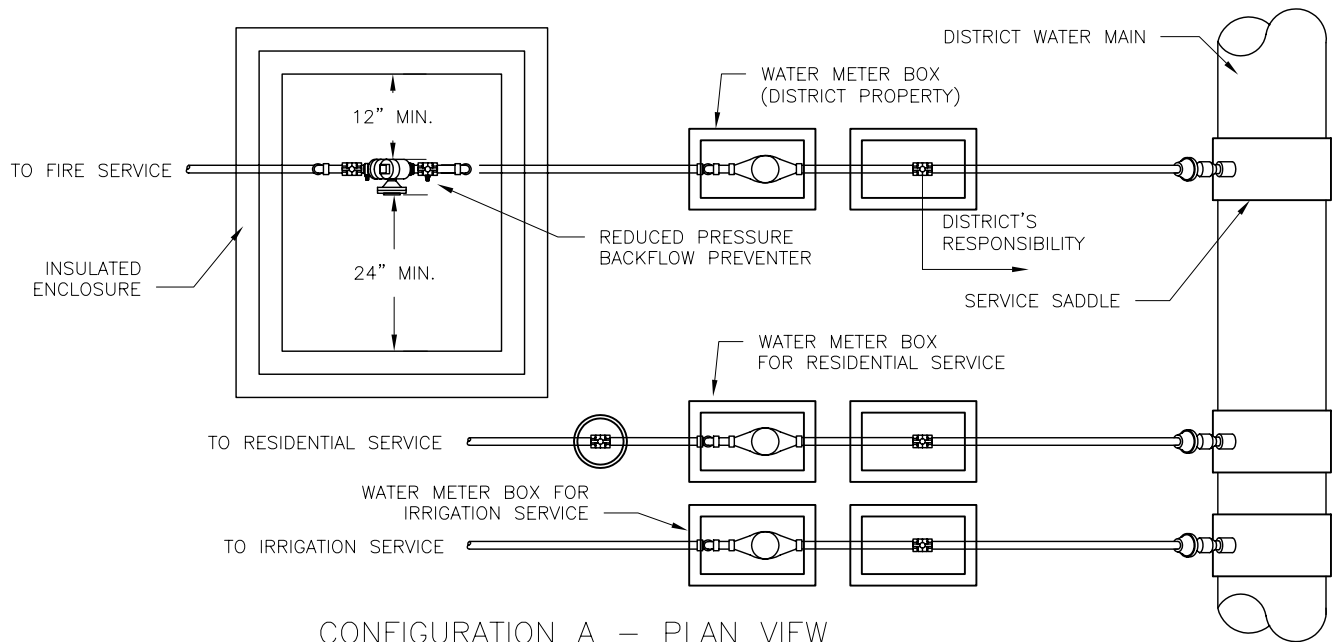
RYAN GROSS
GENERAL MANAGER

DOUBLE CHECK ASSEMBLY
SIZE 3" THRU 10"
FOR BELOW GROUND INSTALLATION

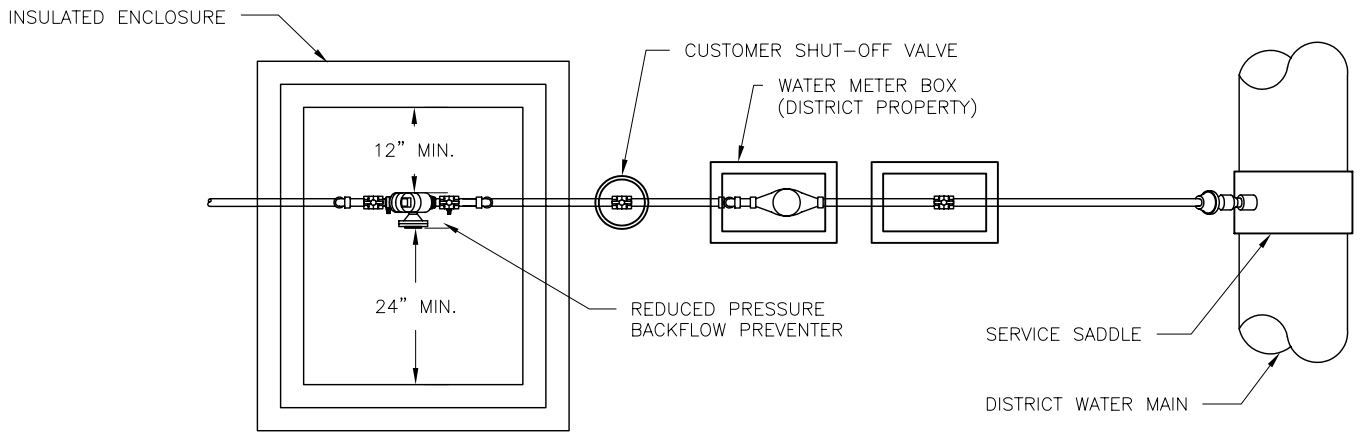
STANDARD DRAWING NO.

W-21

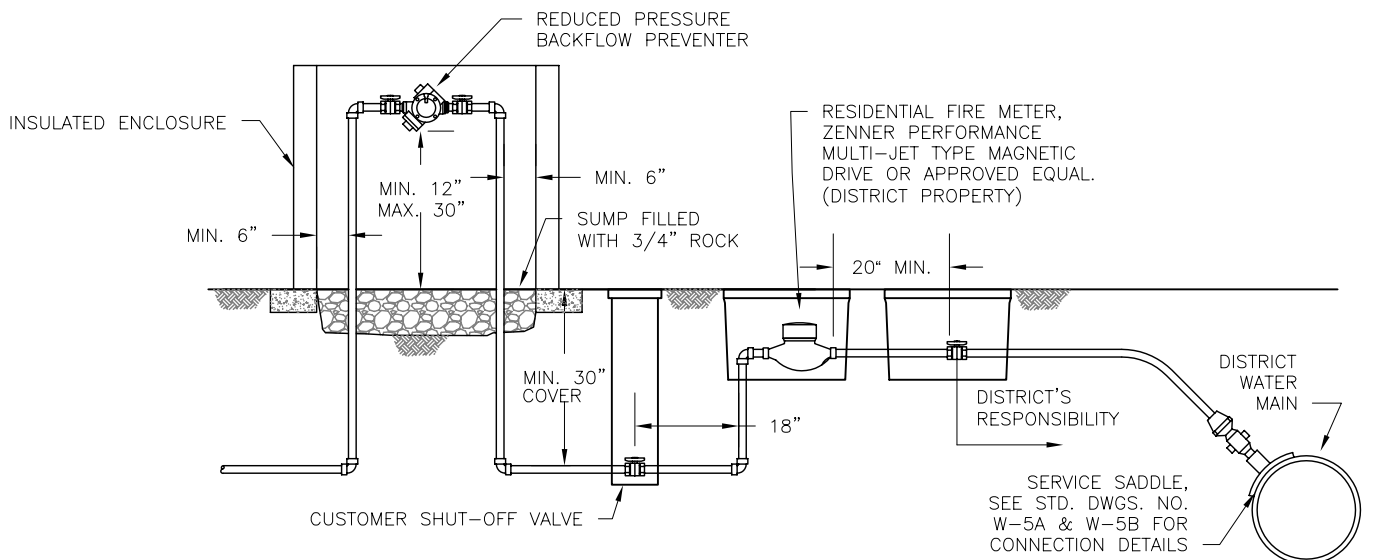
LAST UPDATED: 3/2013



CONFIGURATION A – PLAN VIEW



CONFIGURATION B – PLAN VIEW



CONFIGURATION B – PROFILE VIEW



RUNNING SPRINGS WATER DISTRICT

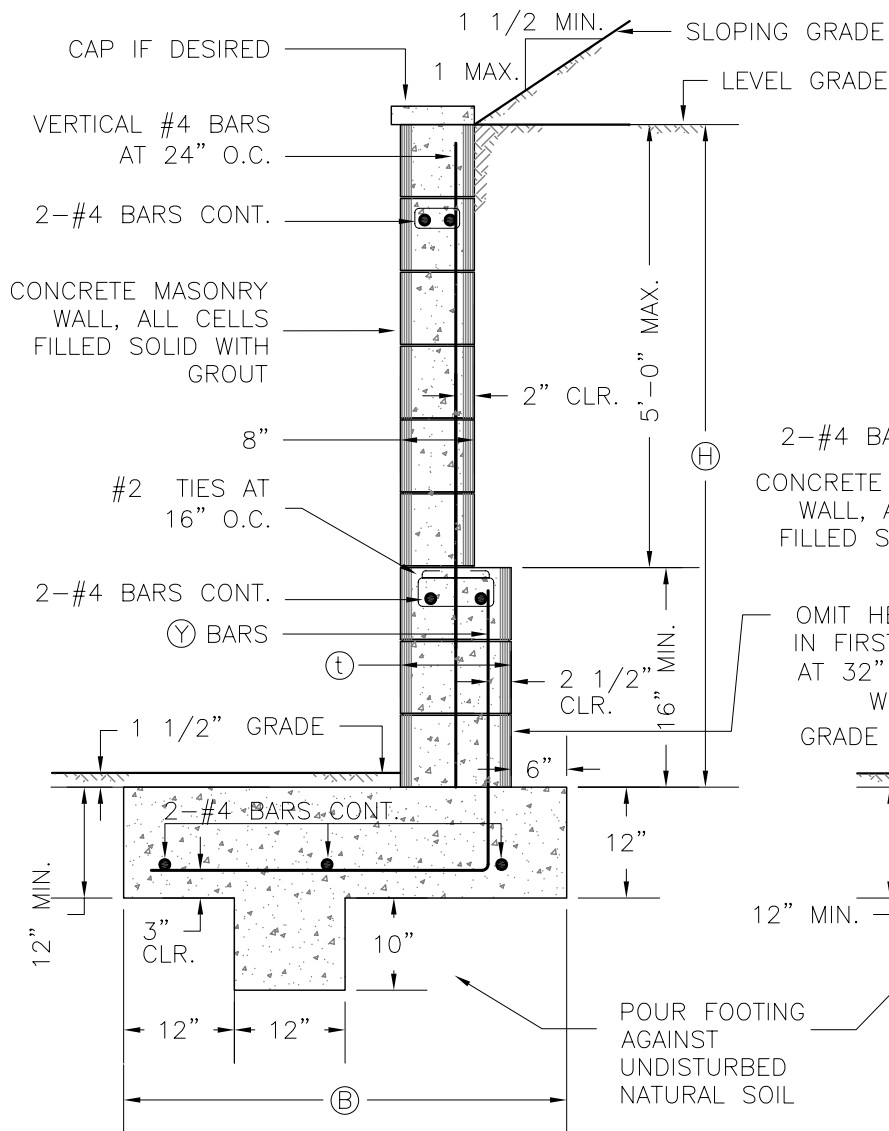
RYAN GROSS
GENERAL MANAGER

RESIDENTIAL FIRE SERVICE

STANDARD DRAWING **408**

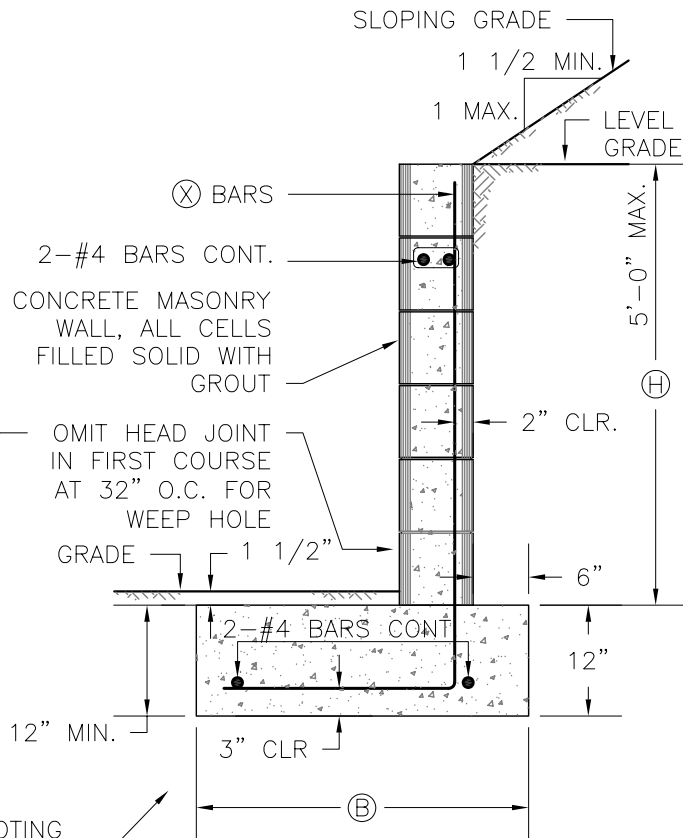
W-22

LAST UPDATED: 3/2013



H	t	DESIGN FOR SLOPING GRADE ABOVE WALL		DESIGN FOR LEVEL GRADE ABOVE WALL	
		B	Y BARS	B	Y BARS
6'	12"	4'-0"	#5 AT 24" O.C.	3'-3"	#4 AT 24" O.C.
7'	12"	4'-9"	#6 AT 16" O.C.	3'-10"	#4 AT 16" O.C.
8'	12"	5'-6"	#7 AT 16" O.C.	4'-6"	#5 AT 16" O.C.

TYPICAL SECTION OVER 5 FT
NOT TO SCALE



H	t	DESIGN FOR SLOPING GRADE ABOVE WALL		DESIGN FOR LEVEL GRADE ABOVE WALL	
		B	X BARS	B	X BARS
3'	6"	2'-3"	#3 AT 24" O.C.	1'-9"	#3 AT 32" O.C.
4'	8"	3'-0"	#4 AT 24" O.C.	2'-2"	#4 AT 48" O.C.
5'	8"	3'-6"	#5 AT 16" O.C.	2'-9"	#4 AT 24" O.C.

TYPICAL SECTION 5 FT MAX.
NOT TO SCALE

NOTES

1. CONCRETE IN FOOTING TO TEST - 2,000 PSI AT 28 DAYS
2. CONCRETE BLOCK - GRADE "A" UNITS A.S.T.M. C-90
3. GROUT - 1 PART CEMENT, 3 PARTS SAND, 2 PARTS PEA GRAVEL
4. MORTAR - 1 PART CEMENT, 1/2 PART LIME PUTTY, 4 1/2 PARTS SAND

MAXIMUM STRESSES

1. $f_s = 18,000$ PSI
2. $f_m = 225$ PSI
3. SHEAR $V = 15$ PSI
4. BOND $U = 100$ PSI
5. SOIL PRESSURE = 1,000 LBS PER SQ. FT
6. CONCRETE TO SOIL FRICTION COEFFICIENT = 0.4



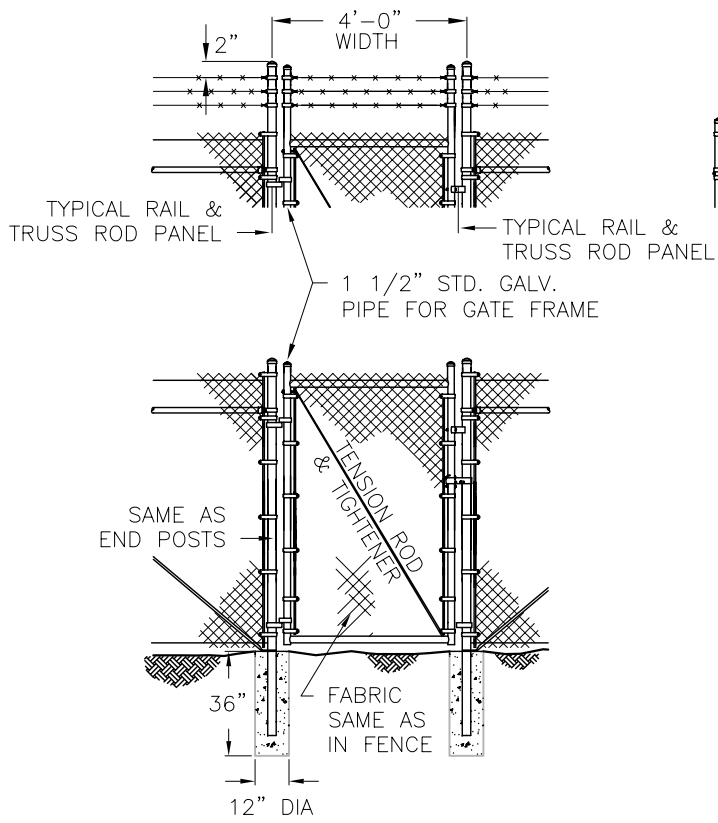
RUNNING SPRINGS WATER DISTRICT

RYAN GROSS
GENERAL MANAGER

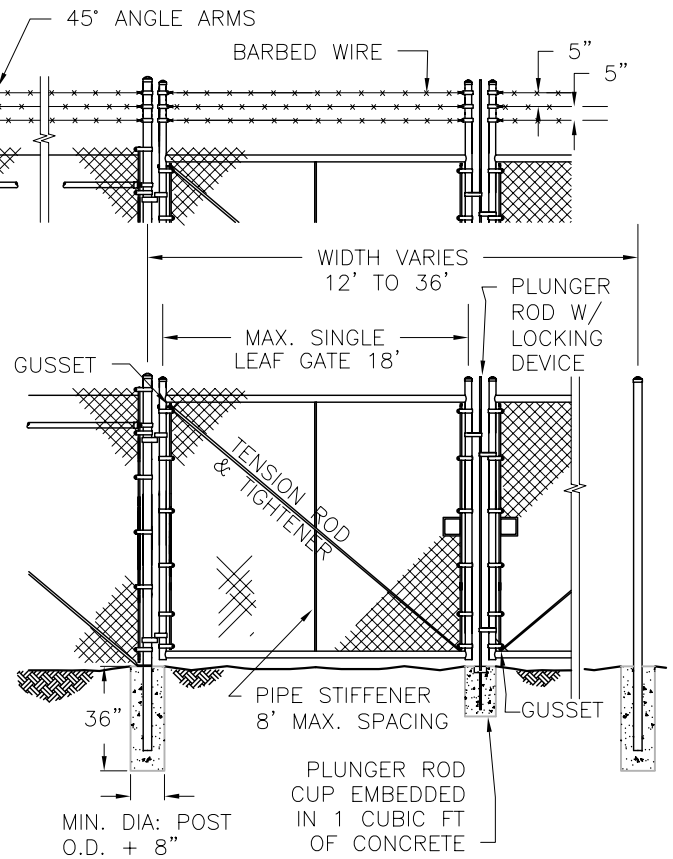
RETAINING WALL

STANDARD DRAWING **409**

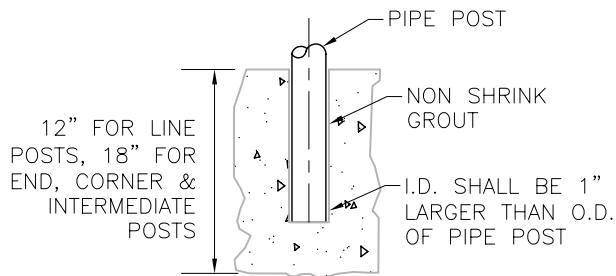
M-1



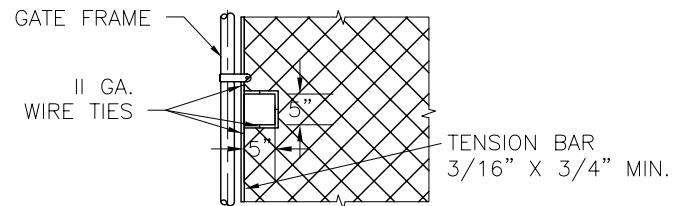
TYPICAL FENCE WITH WALK GATE



TYPICAL FENCE WITH DRIVE GATE



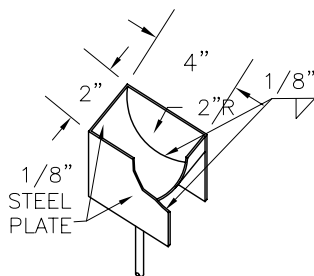
POST EMBODIMENT DETAIL IN CONC. HEADWALLS, RETAINING WALLS, CHANNEL WALLS, ETC.



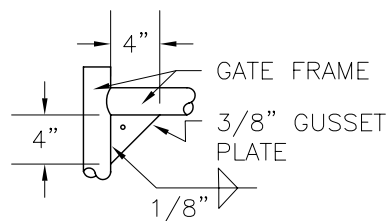
DETAIL OF CUT-OUT FOR CHAIN AND LOCK

NOTES:

1. SECURE DRIVE FIT GALVANIZED CAP TO POST WITH 1/4" ROUND HEAD RIVET.
2. NOMINAL FENCE HEIGHT SHALL BE 5' UNLESS OTHERWISE SPECIFIED.
3. IF CHAIN-LINK FENCE WITH TOP RAIL IS SPECIFIED, DELETE STEEL TENSION WIRE AT THE TOP AND THE PIPE RAILS AT INTERMEDIATE, END AND CORNER POSTS. EXTEND TENSION ROD TO THE TOP RAIL.
4. BARBED WIRE SHALL BE USED ONLY WHEN SPECIFIED.
5. ALL DATA SHOWN ON TYPICAL DETAILS SHALL BE APPLICABLE TO OTHER PERTINENT DETAILS.



PLUNGER ROD CUP DETAIL



GUSSET DETAIL



RUNNING SPRINGS WATER DISTRICT

RYAN GROSS
GENERAL MANAGER

CHAIN-LINK FENCE AND GATES

STANDARD DRAWING **410** **M-2**