



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: AUGUST 16, 2019

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, August 21, 2019, at the hour of 9:00am at the District Office located at 31242 Hilltop Boulevard, Running Springs, California. This agenda was posted prior to 5:00pm on August 16, 2019 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are expected to be routine and non-controversial and will be acted on at one time without discussion unless an item is withdrawn by a Board Member for questions or discussion.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

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B. Ratify Expenditures

Page 8

- C. Consider Declaring Certain Equipment as Surplus and Authorize Staff to Dispose of Property **Page 16**
- D. Consider Authorizing General Manager to Execute Amendment No. 4 to the San Bernardino County Lease Agreement for the Running Springs Library **Page 19**
- 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 Awarding Contract for Sewer Slip Lining **Page 24**
(Presenter: Ryan Gross, General Manager)
 - B. Consider Awarding Contract for Hazard Abatement at District Properties **Page 38**
(Presenter: Ryan Gross, General Manager)
 - C. Consider Authorizing Advertisement and Recruitment for Administration Supervisor Position **Page 43**
(Presenter: Ryan Gross, General Manager)
 - D. Consider Authorizing Expenditure for Structural Design Services for the Wastewater Treatment Plant Headworks Improvements **Page 51**
(Presenter: Ryan Gross, General Manager)
- 5. General Manager’s Report
- 6. Board Member Comments / Meetings
- 7. Meeting Adjournment

Upcoming Meetings: Regular Board Meeting, September 18, 2019 at 9:00 am

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: August 21, 2019
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 July 17, 2019.

ATTACHMENTS

Attachment 1 – Draft Meeting Minutes

MINUTES – July 17, 2019
PAGE 1 OF 4

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS RUNNING SPRINGS WATER DISTRICT
COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA
JULY 17, 2019**

The Regular Meeting of the Board of Directors of the Running Springs Water District was held on Wednesday, July 17, 2019 at the hour of 2:00 P.M. at the District office located at 31242 Hilltop Boulevard, Running Springs, California.

The following Directors were present:

Tony Grabow, President
Errol Mackzum, Vice-President
Mike Terry, Director
Bill Conrad, Director
Mark Acciani, Director

Also present were the following:

Ryan Gross, General Manager
Joan C. Eaton, Board Secretary/Treasurer/Administration Supervisor
Randy Bobroff, Water Division Supervisor
Trevor Miller, Wastewater Division Supervisor
Kent Jenkins, Water Division, Operator III/Compliance Safety
Mike Vasquez, Fire Department Battalion Chief

Visitors Present:

Stephen Moisant, CSA-79
Ron Pearne, CSA-79
Pat Huckaby, CSA-79
Tom Lawrence, CSA-79
Lewis Murray, Representative to Janice Rutherford, District Supervisor
Denise Acciani, Running Springs Resident

MEETING MINUTES

AGENDA ITEMS

1. Call Meeting to Order and Pledge of Allegiance

The Running Springs Water District and County Service Area 79 (CSA-79) combined meeting was called to order at 2:00 P.M. by President Grabow and Director Conrad led the assembly in the pledge of allegiance to the flag.

2. Recognize and Hear From Visitors/Public Comment

The District Board Directors, staff and visitors introduced themselves for the record.

Kent Jenkins, Water Division, Operator III/Compliance Safety was acknowledged for over twenty-four (24) years of dedicated service to the District and his upcoming retirement on July 19, 2019.

3. Discussion Items – Discuss Annexation of CSA-79 into Running Springs Water District

Manager Gross reported on the proposed annexation of the County Service Area 79 into Running Springs Water District and the projection to become one sewer District that operates as a separate enterprise fund and to complete a rate study in five (5) years to re-evaluate the merger. Discussion continued between CSA-79 representatives and the District that included operating costs and reserves, sewer rates and Board of Director seats. Manager Gross said his recommendation is for the Board to review draft resolutions in August regarding the proposed annexation that will be submitted to the Local Agency Formation Commission (LAFCO) from the District and Supervisor Janice Rutherford's office.

The CSA-79 meeting adjourned at 3:20 P.M.

The Board took a break from 3:22 P.M. to 3:27 P.M.

4. Approval of Consent Items

A. Approve Meeting Minutes

B. Ratify Expenditures

C. Receive and File the Fiscal Year 2018/2019 Annual Board and Employee Expense Report

D. Consider Adopting Resolution No. 12-19, Certifying Delinquent Charges to be Placed on the Tax Roll for Fiscal Year 2019/2020

E. Consider Adopting Resolution No. 13-19, Finding That Certain Properties Located in the District Constitute a Public Nuisance and Ordering Notification to Property Owners and Setting a Public Hearing

F. Consider Adopting Ordinance No. 53, Rescinding Ordinance No. 47

Upon **motion** by Director Terry, **second** by Director Conrad and **carried by a 5 to 0 vote**, the Consent Items were approved. (Resolution No's 12-19, 13-19 and Ordinance No. 53 are on file in the District office)

5. Action Items

A. Consider Awarding a Construction Contract for the Nob Hill Water System Improvements

Manager Gross reported on the Nob Hill Water System Improvements Projects and said his recommendation to the Board is to reject all the bids that were received due to a large discrepancy between the Engineer’s construction cost estimates and actual bid results. The project cost doubled from approximately \$600,000 to \$1,000,000 due to the Engineering firm, Albert A. Webb Associations, stating they under estimated the costs. Manager Gross said the District will revisit the project to possibly utilize existing facilities and eliminate redundancy.

Upon **motion** by Director Grabow, **second** by Director Terry and **carried by a 5 to 0 vote**, all bids for the Nob Hill Water System Improvement were rejected.

B. Consider Awarding a Construction Contract for the Fire Station No. 50 Flooring Replacement

Battalion Chief Vasquez recommended that the Board authorize staff to expend funds to complete the floor project at Fire Station 50. The Department received two bids and is recommending they move forward with the quote from Singer Carpets that includes the stairway, for an approximate cost of \$13,000. If approved, the expenditure will be funded from the Fire/Ambulance Department Reserve Fund with a balance of \$1,860,000.

Upon **motion** by Director Mackzum, **second** by Director Terry and **carried by a 5 to 0 vote**, the Construction Contract not to exceed \$13,000 for the Fire Station No. 50 Flooring Replacement Project, including the stairs, was approved.

C. Consider Voting to Elect a Representative to the California Special Districts Association (CSDA) Board of Directors

Manager Gross recommended Kathleen J. Tieg who was a professional associate.

Upon **motion** by Director Grabow, **second** by Director Terry and **carried by a 5 to 0 vote**, Voting to Elect Representative Kathleen J. Tieg to the California Special Districts Association (CSDA) Board of Directors, was approved.

D. Consider Customer Request to Waive Standby Fees

Manager Gross reported on a property owner’s request to waive the \$16 standby fee for each of the five (5) lots located within the District boundaries and the conservation area of the San Bernardino Mountains Land Trust. Discussion continued regarding the San Bernardino Land Trust Agreement to defer standby charges for property in the same area. The Board consensus was to require the same lien agreement for deferred payment of sewer and water standby charges.

Upon **motion** by Director Conrad, **second** by Director Terry and **carried by a 5 to 0 vote**, Customer Request to Waive Standby Fees Conditional with the Customer Signing a

Lien Agreement for Deferred Payment of Sewer and Water Standby Charges, was approved.

E. Consider Customer Request

Manager Gross provided the Board with a letter from resident Judy Downing regarding her weed abatement notice and discussion continued with no action taken.

6. Information Items – The Following Information Items do not Require any Action by the Board of Directors and are for Informational Purposes Only

A. Quarterly Reports

The draft Quarterly Summary Division Reports were provided to the Board for review.

7. General Manager’s Report

Manager Gross excused Legal Counsel from further Board meetings unless there is an agenda item requiring an attorney.

8. Board Member Comments/Meetings

Director Mackzum requested information regarding evacuation plans on the mountain. Reverse 911 calls are in place and cellular phones can be included by contacting the Office of Emergency Services.

9. Meeting Adjournment

Upon **motion** by Director Mackzum, **second** by Director Conrad and **carried by a 5 to 0 vote**, the meeting was adjourned at 3:55 P.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: August 21, 2019
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 July 2019 expenditures.

A copy of the District's Cash Reserve Fund Summary as of July 31, 2019, the Pooled Cash Balance History and Fire Department Operating Reserve Fund Surplus/Shortfall History is also included for review and information.

REASON FOR RECOMMENDATION

Each month staff presents the monthly check register and recommends that the Board of Directors ratify the District's expenditures.

ATTACHMENTS

- Attachment 1 – Accounts Payable Check Register for July 2019
- Attachment 2 – Cash Summary as of July 31, 2019
- Attachment 3 – Pooled Cash Balance History
- Attachment 4 – Fire Department Operating Reserve Fund Surplus/Shortfall History

Running Springs Water District Accounts Payable Checks July 2019

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
2 Hot Uniforms inc	FF Station Boots for Granzow	07/24/19	244.58	103538	1,005.93
	Uniform Allowance for Granzow	07/24/19	500.00	103538	
	Station Boots and Name Tag for PCF S. Aldama	07/24/19	261.35	103538	
Action Automotive Repair Inc	Leak at Hydro Boost Repair	07/24/19	839.61	103539	839.61
Airgas Inc.	Large Helium	07/11/19	50.65	103479	50.65
Albert A. Webb Associates	Nob Hill Improve. Services June 2019	07/16/19	6,523.92	103511	6,523.92
American Family Life Assurance Company of Colun	Additional Insurance Premiums June 2019	07/03/19	268.60	103454	268.60
American Reprographics Company, LLC	Phase 1 & Phase 2 Colection System	07/11/19	137.89	103480	137.89
Ameripride Services, Inc	Cleaning Supplies	07/03/19	371.75	103455	669.15
	Cleaning Supplies	07/03/19	297.40	103455	
Arrow International Inc	Needle and Stabilizer Box	07/11/19	1,308.50	103481	1,308.50
Ayala Engineering Inc	Manhole Rehabilitation for MH # 41,68,51,39,40	07/11/19	17,750.00	103482	33,760.75
	CCTV Inspections	07/11/19	16,010.75	103482	
Bacon/Wagner Excavating, Inc.	Trucking biosolids to recycling facility	07/11/19	1,560.00	103483	1,560.00
	Bacon/Wagner bio soilds hauling	07/16/19	800.00	103512	800.00
Best, Best & Krieger LLP	Legal services June 2019	07/16/19	2,233.69	103513	2,233.69
Boot Barn Inc.	Uniform purchase- Bobroff	07/24/19	86.39	103540	86.39
BURR Group Inc.	Trash Service June 2019	07/11/19	69.04	103484	580.59
	Trash Service and Loads June 2019	07/11/19	330.16	103484	
	Trash Service June 2019	07/11/19	181.39	103484	
California Computer Options Inc	Network Maintenance July 2019	07/11/19	2,550.00	103485	11,759.26
	Workstation Maintenance	07/11/19	9,209.26	103485	
California Water Environment Association	Plnt Tech Grd 2 Plnt maint grd 1 renewals	07/03/19	179.00	103466	179.00
	Membership Dues	07/24/19	192.00	103541	384.00
	Membership Dues	07/24/19	192.00	103541	
CalPERS	Health Insurance Premiums July 2019	07/02/19	14,903.80	DFT0000964	14,903.80
	Employer Contrib Classic/Prepra 7/1/19 Payroll	07/08/19	23,520.98	DFT0000973	23,520.98
	Employ Paid Contribu Classic/Prepra 7/15/19	07/18/19	25,293.84	DFT0000978	25,293.84
	Unfunded Liability Classic and Prepra 2019/2020	07/24/19	626,865.00	DFT0000979	626,865.00
Canon	Contract and Meter Usage Charges July 2019	07/24/19	754.11	103542	754.11
Charter Communitcations	Telephone and Internet July-Aug 2019	07/24/19	195.81	103543	781.27
	Telephone and Internet July-Aug 2019	07/24/19	585.46	103543	
Christopher Ehe	Digital Map Preparation	07/18/19	700.00	103527	700.00
Citibank, N.A.	Miscellaneous Parts and Supplies	07/11/19	163.78	103486	1,404.74
	Coaxial video cable	07/11/19	1,240.96	103486	
	printer	07/24/19	75.41	103544	1,135.22
	STAPLES - OFFICE SUPPLIES	07/24/19	1,059.81	103544	
Clinical Laboratory of San Bernardino	Water Samples June 2019	07/24/19	1,699.00	103545	2,305.00
	Wastewater Samples June 2019	07/24/19	606.00	103545	
County of San Bernardino	Lien Release X 2	07/11/19	16.00	103487	16.00
	Monthly Assessor Parcel Map July 2019	07/16/19	2.00	103514	2.00
	Lien Release x 2	07/16/19	16.00	103515	16.00
County of San Bernardino Auditor-Controller/Trea	LAFCO's 2019-2020 Apportionment	07/11/19	10,000.00	103488	10,000.00
Crestline-Lake Arrowhead Water Agency	Annual Meter Connection Fee 3" T Meter	07/18/19	695.00	103528	6,835.00
	Annual Meter Connection Fee 4" T meter	07/18/19	1,950.00	103528	

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Crestline-Lake Arrowhead Water Agency	Annual Meter Connection Fee 2" T meter	07/18/19	310.00	103528	6,835.00
	Annual Meter Connection Fee 6" T meter	07/18/19	3,880.00	103528	
Cypress Ancillary Benefits	Dental Insurance Premiums July 2019	07/03/19	912.47	103456	912.47
Don's Auto Supply 2 Inc.	Miscellaneous Auto Parts	07/11/19	34.77	103489	292.46
	Sewer Jetter Parts	07/11/19	257.69	103489	
Don's Garage	Coolant Leak and Water Pump	07/03/19	332.99	103457	1,120.43
	Thermostat housing repairs	07/03/19	419.92	103457	
	Brake Repairs	07/03/19	367.52	103457	
	Coolant and mount and balance	07/16/19	45.77	103516	641.56
	unit# 77	07/16/19	595.79	103516	
	Towing & Repairs	07/18/19	904.75	103529	1,312.99
	Towing & Repairs	07/18/19	408.24	103529	
Fairview Ford Sales, INC	Tailgate Lever	07/24/19	26.11	103546	26.11
Fire Fighters Association	Association Dues July 2019	07/16/19	410.00	103517	410.00
Frontier Communications	Telephone July 2019	07/03/19	57.90	103467	57.90
	Telephone June 2019-July 2019	07/11/19	57.93	103490	263.44
	Telephone July 2019	07/11/19	147.87	103490	
	Telephone July 2019	07/11/19	57.64	103490	
	Telephone July -Aug 2019	07/24/19	5.02	103547	376.04
	Scada Line July-Aug 2019	07/24/19	231.61	103547	
	Telephone July-Aug 2019	07/24/19	78.79	103547	
	Telephone July-Aug 2019	07/24/19	60.62	103547	
HD Supply Facilities Maintenance LTD	Beacon Light for truck	07/18/19	181.30	103530	181.30
Hose-Man Inc	J200 20 C O/E 6ft	07/11/19	72.73	103491	72.73
Inland Desert Security & Communications	Answering Service July 2019	07/16/19	109.30	103518	109.30
Inland Water Works Supply Company	Romac CLFC Clamp	07/03/19	92.67	103458	92.67
Jason Sumrel	Ambulance Refund	07/18/19	200.00	103531	200.00
Joan Eaton	Reimbursement Claim	07/16/19	757.00	103519	757.00
Kent Jenkins	Reimbursement Claim	07/16/19	658.07	103520	658.07
	Retirement Service Recognition	07/16/19	487.75	103526	487.75
	Retirement Sick Buy Out	07/18/19	27,682.28	103532	39,490.58
	Final Paycheck for 32 hours worked 7/16-7/19/19	07/18/19	1,135.50	103532	
	Retirement Vacation Buyout	07/18/19	10,672.80	103532	
Liberty Composting Inc	Tipping Fees June 2019	07/11/19	459.60	103492	459.60
Life-Assist, Inc	Ambulance Supplies	07/03/19	976.46	103468	976.46
	Ambulance Supplies	07/11/19	91.75	103493	967.13
	Ambulance Supplies	07/11/19	520.92	103493	
	Ambulance Supplies	07/11/19	354.46	103493	
	Ambulance Supplies	07/18/19	85.50	103533	85.50
Linda Mayfield	Reimbursement Claim	07/16/19	848.11	103521	848.11
Linda Perez	Availability Refund	07/11/19	120.00	103494	120.00
Lou's Gloves, Inc	Nitrile Exam X large Gloves	07/24/19	96.00	103548	96.00
MCI	Long Distance June 2019	07/03/19	49.16	103459	49.16
Mike Scotti	Reimbursement Claim	07/11/19	1,305.36	103495	1,305.36
NAPA Auto Parts	Miscellaneous Auto Parts	07/11/19	229.65	103496	429.37
	Miscellaneous Auto parts	07/11/19	199.72	103496	
NBS Government Finance Group	Delinquency Manage Service Fee	07/24/19	10.50	103549	10.50
Nestle Waters North America	Drinking Water Treatment Plnt	07/03/19	93.06	103469	93.06
Nick Nikas	Reimbursement Claim	07/24/19	130.89	103550	130.89
Nuckles Oil Company, Inc	Gasoline and Diesel	07/03/19	5,675.60	103460	5,675.60

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
One Stop Landscape Supply	Bio Solids Hauling Jan. 19 to Jun.19	07/11/19	1,219.20	103497	1,219.20
Patricia A. Monical	Toilet Paper	07/03/19	68.11	103461	68.11
	Industrial Blue Loop Mop	07/24/19	9.76	103551	9.76
Petty Cash	Petty Cash Reimbursement	07/16/19	32.13	103522	32.13
Polydyne Inc.	Blanket PO for Polydyne	07/16/19	1,405.17	103523	1,405.17
Principal Life Insurance Company	Vision Insurance Premiums July 2019	07/24/19	147.47	103552	147.47
Rafetlis	RATE STUDY MAY-JUNE 2019	07/24/19	6,990.36	103553	6,990.36
Reliance Standard Life Insurance Company	Life Insurance Premiums - July 2019	07/03/19	1,039.17	103462	1,039.17
Rim Forest Lumber Company, Inc.	Miscellaneous Parts and Supplies	07/03/19	66.90	103463	353.34
	PALLET OF CONCRETE	07/03/19	286.44	103463	
Rocio Silva	Janitorial Services June 2019	07/11/19	485.00	103498	485.00
Rogers Anderson Malody & Scott LLP	Consulting Fees June 2019	07/24/19	5,248.34	103554	5,248.34
Running Springs Area Chamber of Commerce	Membership 19/20	07/03/19	125.00	103470	125.00
Ryan Gross	Reimbursement Claim	07/24/19	719.55	103555	719.55
S & S ENGINEERING INC	Motor and Compressor MBR blower	07/11/19	14,450.00	103499	14,450.00
Safeguard Business Systems	ENVELOPES	07/11/19	350.32	103500	350.32
	#9 Regular Return Envelopes	07/24/19	1,784.95	103556	3,175.19
	Custom Backer Laser Water Bills	07/24/19	1,390.24	103556	
Sigtronics Corporation	Safety Intercom Headsets For Engine	07/11/19	2,549.42	103501	2,549.42
Southern California Edison Company	Electricity June 2019	07/03/19	724.03	103464	5,661.46
	Electricity June 2019	07/03/19	114.02	103464	
	Electricity June 2019	07/03/19	307.02	103464	
	Electricity June 2019	07/03/19	181.15	103464	
	Electricity June 2019	07/03/19	1,598.27	103464	
	Electricity June 2019	07/03/19	963.17	103464	
	Electricity June 2019	07/03/19	646.03	103464	
	Electricity June 2019	07/03/19	577.91	103464	
	Electricity June 2019	07/03/19	101.40	103464	
	Electricity June 2019	07/03/19	154.43	103464	
	Electricity June 2019	07/03/19	294.03	103464	
	Electricity June 2019	07/03/19	13.02	103471	4,409.28
	Electricity June 2019	07/03/19	127.56	103471	
	Electricity June 2019	07/03/19	1,726.49	103471	
	Electricity June 2019	07/03/19	435.23	103471	
	Electricity June 2019	07/03/19	130.64	103471	
	Electricity June 2019	07/03/19	119.51	103471	
	Electricity June 2019	07/03/19	12.27	103471	
	Electricity June 2019	07/03/19	368.52	103471	
	Electricity June 2019	07/03/19	239.67	103471	
	Electricity June 2019	07/03/19	126.13	103471	
	Electricity June 2019	07/03/19	78.73	103471	
	Electricity 2019	07/03/19	521.51	103471	
	Electricity June 2019	07/03/19	510.00	103471	
	Electricity June 2019	07/11/19	1,602.17	103502	11,301.87
	Electricity June 2019	07/11/19	354.44	103502	
	Electricity June 2019	07/11/19	9,345.26	103502	
	Electricity June 2019	07/18/19	11.51	103534	131.56
	Electricity June 2018	07/18/19	120.05	103534	
Southern California Gas Company	Gas Billing Usage for June 2019	07/11/19	59.39	103503	193.55
	Gas Usage Billing June 2019	07/11/19	30.36	103503	

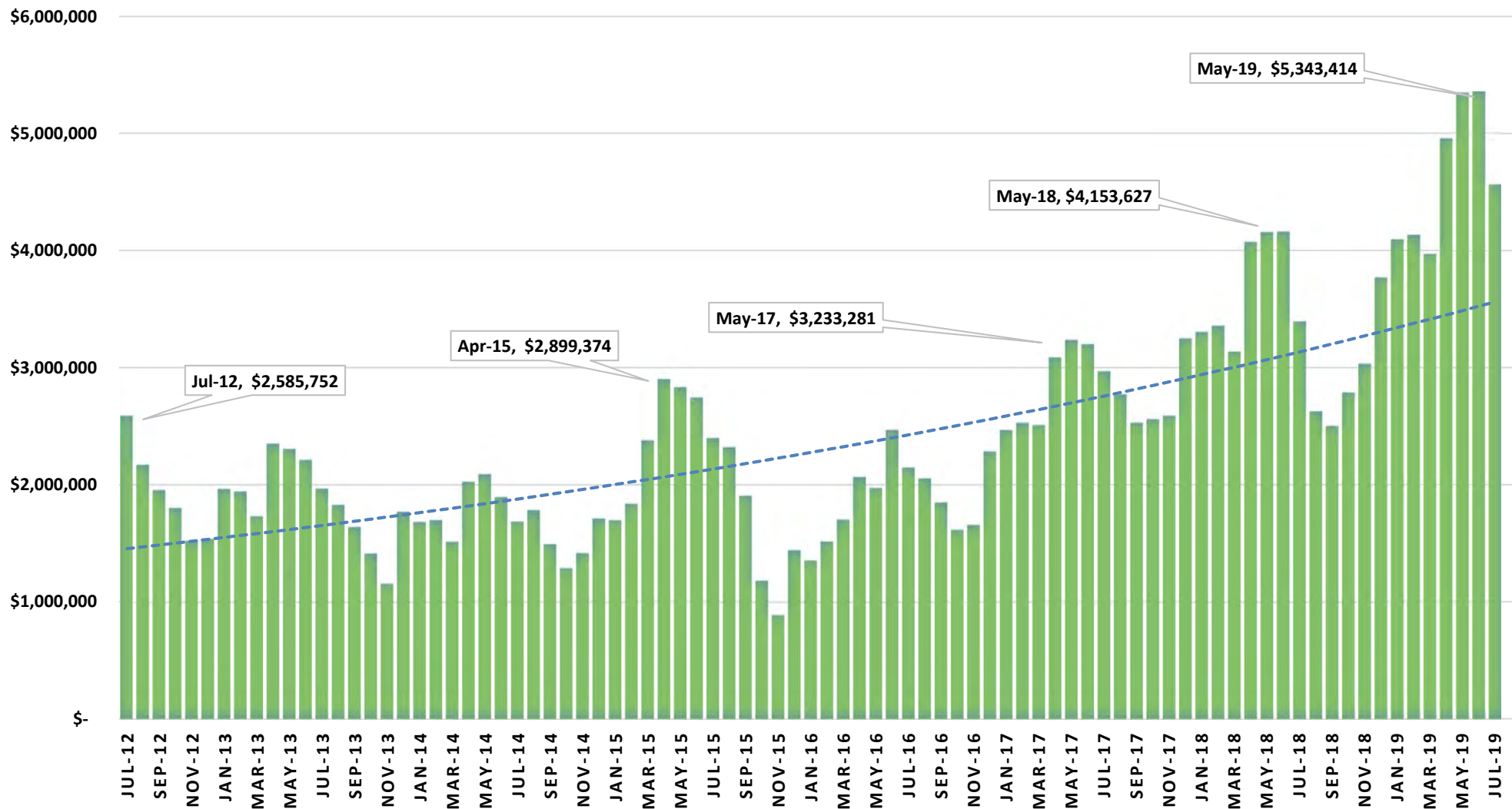
Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Southern California Gas Company	Gas Usage Billing June 2019	07/11/19	44.00	103503	193.55
	Gas Usage Billing June 2019	07/11/19	45.01	103503	
	Gas Usage Billing June 2019	07/11/19	14.79	103503	
Special District Risk Management Authority	Workers Compensation 2019/2020	07/03/19	121,336.33	103472	218,184.97
	Property/ Liability 2019/2020	07/03/19	96,848.64	103472	
State of California - State Water Resource Control	Water Treat Cert Renewal	07/03/19	60.00	103473	60.00
Stream Line Automation Systems	Annual Support Renewal	07/11/19	1,801.00	103504	1,801.00
Terminix International Company LP	Pest Control- Plant	07/24/19	49.00	103557	49.00
TERRACYCLE	EasyPak Vapor Shield Lamp Recycle Box	07/24/19	89.47	103558	89.47
The Bank of New York Mellon Trust Co., NA	Administration Fee 2019-2020	07/11/19	1,810.00	103505	1,810.00
The Standard Insurance Company	Disability Premiums July 2019	07/03/19	220.00	103474	220.00
Tina M. Taylor	Gym Membership for Fire Dept	07/11/19	2,200.00	103506	2,200.00
Turnout Maintenance Company	Turn out repairs for Snow and Benson	07/11/19	552.60	103507	552.60
Underground Service Alert of Southern California	New Tickets and Maintenance Fee July 2019	07/03/19	115.60	103465	115.60
Univar USA, Inc	Citric acid for MBR recovery cleaning	07/11/19	1,217.56	103508	1,217.56
US Postal Service	Permit 14 postage	07/18/19	3,000.00	103535	3,000.00
Verizon Wireless Services LLC	Cell Phone Charges June 2019	07/11/19	369.43	103509	369.43
Visa	Corley- CPR Cards and FD Bag give aways for CHE	07/16/19	66.22	103524	859.43
	CPR/first Aid for Forest Service	07/16/19	460.00	103524	
	Station supplies	07/16/19	326.22	103524	
	Vasquez- IPAD word app	07/16/19	6.99	103524	
	Bobroff- Door Buzzer, SCADA line, Manhole roller	07/18/19	103.06	103536	413.28
	Lithium Ion Battery	07/18/19	310.22	103536	
Vyanet Operating Group	Security/Monitoring Aug-Oct 2019	07/24/19	135.80	103559	135.80
York Risk Services Group, Inc	Worker's Comp Admin Fee June 2019	07/11/19	112.00	103510	112.00
Zoll Medical Corporation GPO	Ambulance Supplies	07/16/19	258.60	103525	258.60
	Electrode Stat-Padz	07/18/19	95.36	103537	95.36

Totals

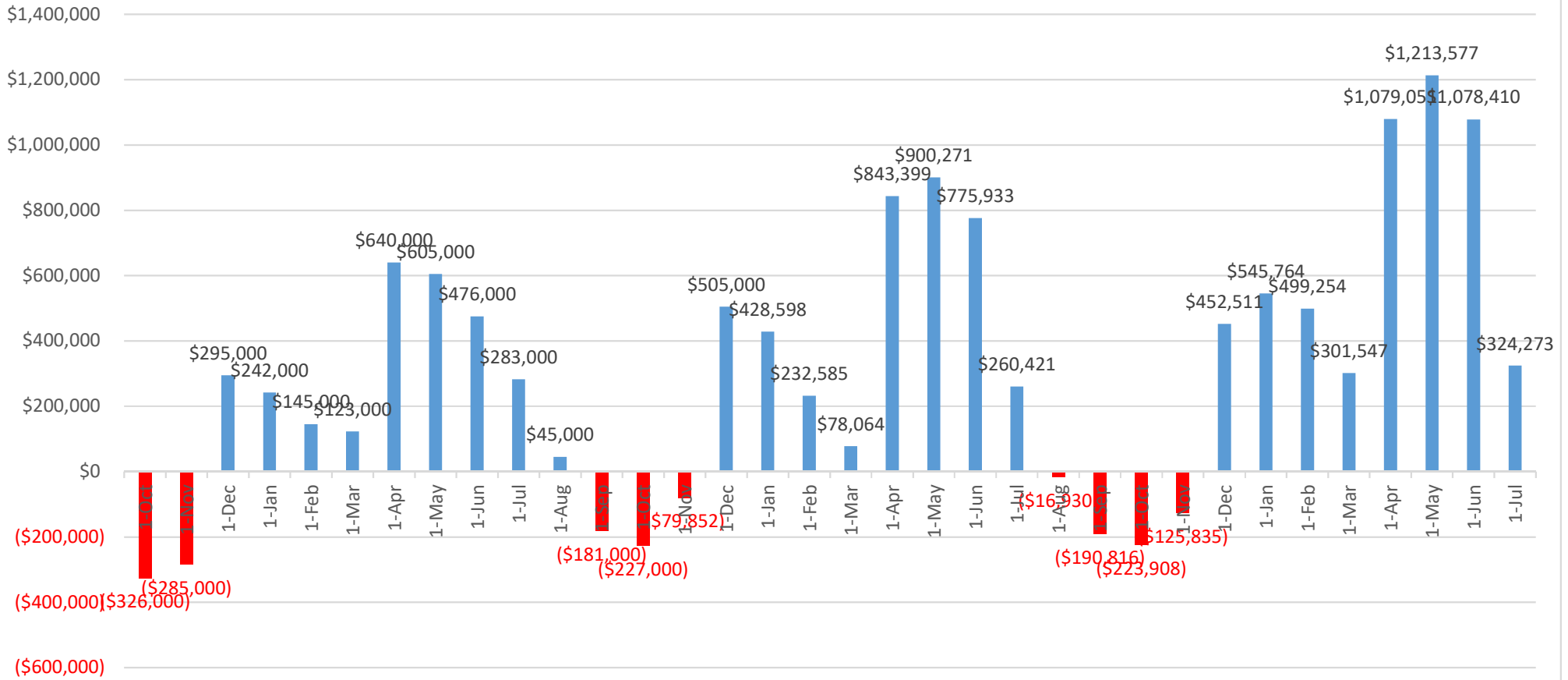
Payment Type	Payable Count	Payment Count	Payment
Regular Checks	168	102	436,416.16
Manual Checks	0	0	0.00
Voided Checks	0	0	0.00
Bank Drafts	4	4	690,583.62
EFT's	0	0	0.00
Totals	172	106	1,126,999.78

Fund Balances as of July 31, 2019	
Fire & Ambulance Department	
Fire Department Operating Reserve	1,170,273
Ambulance Department Operating Reserve	494,144
Subtotal Fire & Ambulance Department Operating Reserve Funds	1,664,417
Recommended Operating Reserve Fund Target (6 Months Operating Expenses)	1,340,144
Fire & Ambulance Department Operating Reserve Surplus / (Shortfall)	324,273
Wastewater Division	
Wastewater Capital Improvement Project Reserve	389,638
Wastewater System Connection & Capacity Charges	233,504
CWSRF Loan Agreement 14-813 Debt Reserve (Restricted for SLS 1-3 Debt Service)	171,537
Wastewater Operating Reserve Fund	542,497
Recommended Operating Reserve Fund Target (4 Months Operating Expenses)	542,497
Wastewater Operating Reserve Surplus / (Shortfall)	-
Water Division	
Water Capital Improvement Project Reserve	625,584
Water System Connection & Capacity Charges	44,279
Water Infrastructure R&R Reserve (MFC & AMR SRF Debt Reserve)	89,384
Water Operating Reserve	533,535
Recommended Operating Reserve Fund Target (4 Months Operating Expenses)	533,535
Water Operating Reserve Surplus / (Shortfall)	-
Assessment Districts Restricted Funds	
Water Assessment District No. 9 Construction Funds	20,874
Water Assessment District No. 10 Construction Funds	26,421
Water Assessment District No. 10 O&M	103,290
Water Assessment District No. 10 Bond Reserve Fund	115,128
Subtotal Assessment Districts	265,713
Total District Designated & Operating Reserve Funds	4,294,375
Assessment District Funds	265,713
Combined Pooled Cash	4,560,088
Checking Account (General)	419,853
LAIF	4,009,507
York Insurance Deposit	14,601
BNY Mellon (AD #10 Bond Reserve)	115,128
Petty Cash	1,000
Combined Pooled Cash	4,560,088

COMBINED POOLED CASH BALANCE



Fire Department Operating Reserve Surplus / (Shortfall)



RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: August 21, 2019
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

Periodically the District performs an inventory of outdated and unused items and then develops a listing of surplus property that is no longer of value to the District, and that should be properly disposed of. The following is a list of the property staff is recommending be declared surplus at this time:

Administration Division:

Various Dell Computers Towers

Quantity: 11 (one tower at Treatment Plant not available for photo)

Resale Value: 0

Brand: Dell

Recommendation: Computer Options to dispose of



Assorted Cables and Connections

Quantity:

Resale Value: 0

Brand: Various

Recommendation: Disposal



Keyboards

Quantity: 4

Resale Value: 0

Brand: Microsoft and Dell

Recommendation: Disposal



Samsung Router

Quantity: 1

Resale Value: 0

Brand: Samsung

Recommendation: Disposal



APC Battery (for Battery backup)

Quantity: 1

Resale Value: 0

Brand: APC

Recommendation: Disposal



RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: August 21, 2019

TO: Board of Directors

FROM: Ryan Gross, General Manager

SUBJECT: **CONSIDER AUTHORIZING GENERAL MANAGER TO EXECUTE AMENDMENT NO. 4 TO THE SAN BERNARDINO COUNTY LEASE AGREEMENT FOR THE RUNNING SPRINGS COUNTY LIBRARY**

RECOMMENDED BOARD ACTION

It is recommended that the Board of Directors consider authorizing the General Manager to execute Amendment No. 4 to the lease agreement with the County of San Bernardino for the Running Springs County Library located on the District's downtown property.

REASON FOR RECOMMENDATION

The County has submitted the attached amendment for the District's consideration (Refer to Attachment 1).

BACKGROUND INFORMATION

On November 5, 2008 the District Board of Directors adopted Resolution No. 21-08 approving a land lease agreement between San Bernardino County and the Running Springs Water District for the Running Springs County Library. Amendment No. 1 was executed on December 17, 2013, Amendment No. 2 was executed on October 6, 2015 and Amendment No. 3 was executed on September 20, 2017.

The terms of the original lease agreement were for a period of five years with three, two year options to extend. The leased premises are a portion of the District's downtown property consisting of approximately 17,828 square feet of land at an original monthly rent of \$800. The current rent is \$928 per month and the proposed rent will increase 2% annually as follows:

- November 1, 2019 to October 31, 2020 – monthly rental amount of \$947
- November 1, 2020 to October 31, 2021 – monthly rental amount of \$966
- November 1, 2021 to October 31, 2022 – monthly rental amount of \$985
- November 1, 2022 to October 31, 2023 – monthly rental amount of \$1,005
- November 1, 2023 to October 31, 2024 – monthly rental amount of \$1,025

Legal counsel has reviewed the proposed amendment and has no suggested changes.

FISCAL INFORMATION

If approved the total lease payments would equal \$59,136 over the five year extended term.

ATTACHMENTS

Attachment 1 – Amendment No. 4 to Lease Agreement

THE INFORMATION IN THIS BOX IS NOT A PART OF THE CONTRACT AND IS FOR COUNTY USE ONLY

**Contract Number**

08-1163 A-4

SAP Number

Real Estate Services Department

Department Contract Representative	Terry W. Thompson, Director
Telephone Number	(909) 387-5252
Contractor	Running Springs Water District
Contractor Representative	Ryan Gross, General Manager
Telephone Number	909-867-2766
Contract Term	11/18/2008-10/31/2024
Original Contract Amount	\$111,103.00
Amendment Amount	\$59,136.00
Total Contract Amount	\$170,239.00
Cost Center	7810001000
GRC/PROJ/JOB No.	60002523
Internal Order No.	

IT IS HEREBY AGREED AS FOLLOWS:

WHEREAS, COUNTY and LANDLORD have previously entered into a Lease Agreement Contract No. 08-1163, as amended by the First Amendment dated December 17, 2013, the Second Amendment dated October 6, 2015 and the Third Amendment dated October 17, 2017 (collectively, the "Lease"), wherein LANDLORD agreed to lease certain real property to the COUNTY, which Lease is currently scheduled to expire on October 31, 2019; and,

WHEREAS, the COUNTY and LANDLORD now desire to amend the Lease, to extend the term of the lease through October 31, 2024, add one (1) three-year option to extend the term and to amend certain other terms of the Lease as set forth in this Fourth Amendment.

NOW, THEREFORE, in consideration of mutual covenants and conditions, the parties hereto agree the Lease, is amended as follows:

1. Effective November 1, 2019 EXTEND the term of the Lease as provided in **Paragraph 3, TERM**, from November 1, 2019 through October 31, 2024 (the "Fourth Extended Term").

2. Effective November 1, 2019, DELETE in its entirety the existing **Paragraph 4, RENT**, and SUBSTITUTE therefore the following as a new **Paragraph 4, RENT**:

4. **RENT:**

a. COUNTY shall pay to LANDLORD the following monthly rental payments in arrears on the last day of each month, commencing when the Fourth Extended Term commences, continuing during the Fourth Extended

Term, subject to an approximate two percent (2%) annual increase reflected and included in the amounts as specifically set forth below:

November 1, 2019 to October 31, 2020 – monthly rental amount of \$947
November 1, 2020 to October 31, 2021 – monthly rental amount of \$966
November 1, 2021 to October 31, 2022 – monthly rental amount of \$985
November 1, 2022 to October 31, 2023 – monthly rental amount of \$1,005
November 1, 2023 to October 31, 2024 – monthly rental amount of \$1,025

b. Rent for any partial month shall be prorated based on the actual number of days of the month. LANDLORD shall accept all rent and other payments from COUNTY under this Lease via electronic funds transfer (EFT) directly deposited into the LANDLORD's designated checking or other bank account. LANDLORD shall promptly comply with directions and accurately complete forms provided by COUNTY required to process EFT payments.

3. Effective November 1, 2019, DELETE in its entirety the existing **Paragraph 5, OPTION TO EXTEND TERM**, and SUBSTITUTE therefore the following as a new **Paragraph 5, OPTION TO EXTEND TERM**:

5. **OPTION TO EXTEND TERM**: LANDLORD gives COUNTY the option to extend the term of the Lease on the same provisions and conditions, except for the monthly rent, for one (1) three-year period ("extended term") following expiration of the current term, by COUNTY giving notice of its intention to exercise the option to LANDLORD prior to the expiration of the current term or during any holding over pursuant to **Paragraph 7, HOLDING OVER**. The rent for the extended term shall be adjusted by good faith negotiation of the parties to the fair market rental rate then prevailing based upon the rental rates of comparable leased property in County of San Bernardino.

4. Effective November 1, 2019, DELETE in its entirety the existing **Paragraph 7, HOLDING OVER**, and SUBSTITUTE therefore the following as a new **Paragraph 7, HOLDING OVER**:

7. **HOLDING OVER**: In the event the COUNTY shall hold over and continue to occupy the Premises after the expiration or earlier termination of this Lease with the consent of the LANDLORD, expressed or implied, the tenancy shall be deemed to be a tenancy from month-to-month upon the same terms and conditions of this Lease, including but not limited to the Rent as existed and prevailed at the time of the expiration of the term or the earlier termination of this Lease. Notwithstanding anything to the contrary in **Paragraph 37, RIGHT TO TERMINATE LEASE**, either party shall have the right to terminate the Lease with not less than ninety (90) days prior written notice to the other party during any holdover tenancy.

5. Effective November 1, 2019, DELETE in its entirety **Paragraph 34. LAW AND VENUE**, and SUBSTITUTE therefore the following as a new **Paragraph 34. VENUE**:

34. **VENUE**: The parties acknowledge and agree that this Lease was entered into and intended to be performed in San Bernardino County, California. The parties agree that the venue for any action or claim brought by any party to this Lease will be the Superior Court of California, County of San Bernardino. Each party hereby waives any law, statute (including but not limited to Code of Civil Procedure section 394), or rule of court that would allow them to request or demand a change of venue. If any third party brings an action or claim concerning this Lease, the parties hereto agree to use their best efforts to obtain a change of venue to the Superior Court of California, County of San Bernardino.

REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK

7. All other provision and terms of the Lease shall remain the same and are hereby incorporated by reference. In the event of any conflict between the Lease and this Fourth Amendment, the terms and conditions of this Fourth Amendment shall control.

END OF FOURTH AMENDMENT.

COUNTY OF SAN BERNARDINO

RUNNING SPRINGS WATER DISTRICT

►

Curt Hagman, Chairman, Board of Supervisors

By ► _____
(Authorized signature - sign in blue ink)

Dated: _____

Name Ryan Gross

SIGNED AND CERTIFIED THAT A COPY OF THIS DOCUMENT HAS BEEN DELIVERED TO THE CHAIRMAN OF THE BOARD

Title General Manager

Lynna Monell
Clerk of the Board of Supervisors
of the County of San Bernardino

Dated: _____

By _____
Deputy

Address P.O. Box 2206

Running Springs, CA 92382

FOR COUNTY USE ONLY

Approved as to Legal Form
►

Agnes I. Cheng, Deputy County Counsel
Date _____

Reviewed for Contract Compliance
►

Date _____

Reviewed/Approved by Department
►

Jim Miller, Real Property Manager, RESD
Date _____

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: August 21, 2019

TO: Board of Directors

FROM: Trevor Miller, Wastewater Operations Manager
Ryan Gross, General Manager

SUBJECT: CONSIDER AWARDING CONTRACT FOR WAGON WHEEL TO RIM OF THE WORLD SEWER SLIP LINING

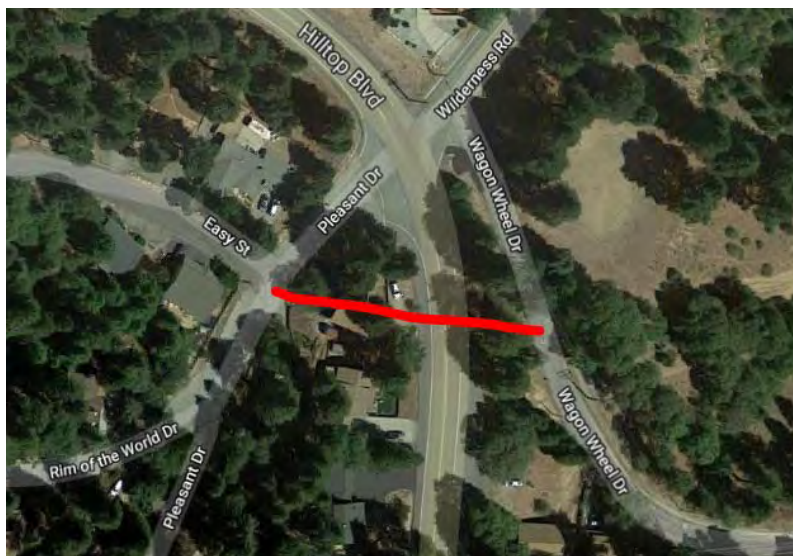
RECOMMENDED BOARD ACTION

It is recommended that the Board of Directors:

1. Award contract for the Wagon Wheel Drive to Rim of the World Drive sewer slip lining project to Sancon Technologies, Inc. for their low bid of \$27,115;
2. Authorize the General Manager to execute the contract, and;
3. Authorize the General Manager to approve change orders for the Project during the course of the project as required not to exceed 15% of the original construction contract amount.

REASON FOR RECOMMENDATION

Refer to Attachment 1 for the video inspection report. This section of 8-inch asbestos cement (AC) sewer pipeline has a severe sag and is compromised crossing under Highway 18.



FISCAL INFORMATION

Two bids were received for the project and are included in Attachment 2.

This project is budgeted for \$150,000 in Fiscal Year 2022-2023 but staff recommends we proceed now. If approved the project will be funded from the Wastewater Capital Improvement Project Reserve which has a balance of \$389,638.

ATTACHMENTS

Attachment 1 – CCTV Wagon Wheel 228-ft 8-in AC MH 109-108

Attachment 2 – Bids



Inspection report

Date: 7/26/2019	Work Order:	Weather: Dry	Surveyed By: Kyle Bahensky	Certificate Number: U-0917-07009336	Pipe Segment Ref.: Assessment Area 3 E-W
Year laid:	Pre-cleaning:	Direction: Downstream	Pipe Joint Length:	Total Length: 222.6'	Length Surveyed: 222.6'

City: Running Springs	Drainage Area:	Upstream MH: 109
Street: Wagon Wheel Dr.	Media Label:	Up Rim to Invert: 0.0
Location Code:	Flow Control:	Downstream MH: 108
Location Details:	Sheet Number:	Down Rim to Invert: 0.0
Pipe shape: Circular	Sewer Use: Sanitary	Total gallons used: 0.0
Pipe size: 8"	Sewer Category: SEC	Joints passed: 0
Pipe material: Asbestos Cement	Purpose: Routine Assessment	Joints failed: 0
Lining Method:	Owner:	

Additional Info:

1:1243	Distance	Code	Observation	Counter	Photo	Grade
	0.00	AMH	Manhole / 109	00:00:02		
	0.00	MWL	Water Level, 0% of the vertical dimension	00:00:14		
	0.00	S01 DAGS	Deposits Attached Grease, 5% of cross sectional area at 12 o'clock, within 8 inch, Start	00:00:24		
	49.46	HVV	Hole Void Visible at 12 o'clock, within 8 inch	00:04:13		S5
	49.85	JOM	Joint Offset Medium	00:04:29		S1
	94.41	B	Broken from 6 o'clock to 7 o'clock, within 8 inch	00:08:08		S3
	94.41	F01 DAGS	Deposits Attached Grease, 5% of cross sectional area at 12 o'clock, within 8 inch, Finish	00:08:16		M2
	94.41	S02 DAGS	Deposits Attached Grease, 5% of cross sectional area at 7 o'clock, within 8 inch, Start	00:08:19		
	94.41	S03 DAGS	Deposits Attached Grease, 5% of cross sectional area at 5 o'clock, within 8 inch, Start	00:08:22		
	94.41	S04 DAE	Deposits Attached Encrustation, 5% of cross sectional area from 8 o'clock to 4 o'clock, within 8 inch, Start	00:08:25		
	104.12	B	Broken from 3 o'clock to 5 o'clock, within 8 inch	00:09:31		S4
	121.73	MWL	Water Level, 15% of the vertical dimension	00:11:08		
	134.94	TB	Tap Break-In at 12 o'clock, 4inch dim, within 8 inch	00:13:29		



Inspection report

Date: 7/26/2019	Work Order:	Weather: Dry	Surveyed By: Kyle Bahensky	Certificate Number: U-0917-07009336	Pipe Segment Ref.: Assessment Area 3 E-W
Year laid:	Pre-cleaning:	Direction: Downstream	Pipe Joint Length:	Total Length: 222.6'	Length Surveyed: 222.6'

Distance	Code	Observation	Counter	Photo	Grade
149.58	F02	DAGS Deposits Attached Grease, 5% of cross sectional area at 7 o'clock, within 8 inch, Finish	00:18:55		M2
149.58	F03	DAGS Deposits Attached Grease, 5% of cross sectional area at 5 o'clock, within 8 inch, Finish	00:18:56		M2
149.58	F04	DAE Deposits Attached Encrustation, 5% of cross sectional area from 8 o'clock to 4 o'clock, within 8 inch, Finish	00:18:58		M2
153.02	MMC	Material Change, Cast iron / 8"	00:15:03		
222.62	AMH	Manhole / 108	00:19:00		

QSR	QMR	SPR	MPR	OPR	SPRI	MPRI	OPRI
5141	2R00	13.0	194.0	207.0	3.2	2.0	2.0



Section Pictures

City	Street	Date	Pipe Segment Reference	Nr.
Running Springs	Wagon Wheel Dr.	7/26/2019	Assessment Area 3 E-W	1



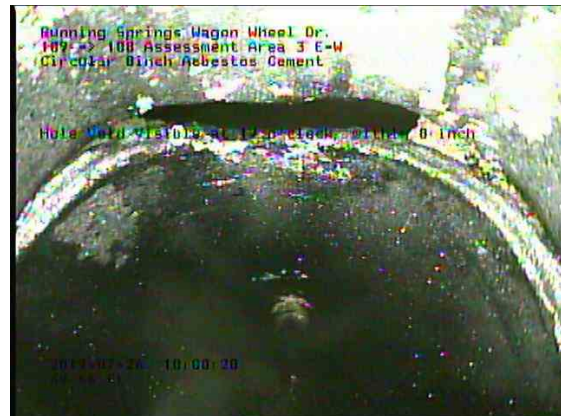
Assessment Area 3
E-W_0c2514d5-8ed5-49ee-a3c7-62334697154f_20190726_100558_371.jpg, 00:00:02, 0.00ft
Manhole / 109



Assessment Area 3
E-W_0659b6af-67fb-4995-86d6-81194df0d4be_20190726_100619_141.jpg, 00:00:14, 0.00ft
Water Level, 0% of the vertical dimension



Assessment Area 3
E-W_3cb083e0-ee45-4325-951c-7954401242e6_20190726_100639_883.jpg, 00:00:24, 0.00ft
Deposits Attached Grease, 5% of cross sectional area at 12 o'clock, within 8 inch, Start



Assessment Area 3
E-W_fa82fbe0-766c-4546-b9ec-13f8f79ed297_20190726_101058_181.jpg, 00:04:13, 49.46ft
Hole Void Visible at 12 o'clock, within 8 inch



Section Pictures

City Running Springs	Street Wagon Wheel Dr.	Date 7/26/2019	Pipe Segment Reference Assessment Area 3 E-W	Nr. 1
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Assessment Area 3
E-W_78f5e56b-d5bf-45eb-8181-22ecf7b8955a_20190726_10111_469.jpg, 00:04:13, 49.46ft
Hole Void Visible at 12 o'clock, within 8 inch



Assessment Area 3
E-W_4186542c-c536-411e-920d-0c9b34d38746_20190726_101126_586.jpg, 00:04:29, 49.85ft
Joint Offset Medium



Assessment Area 3
E-W_08ac1a8e-5da5-4675-b115-572704d69e53_20190726_101518_160.jpg, 00:08:08, 94.41ft
Broken from 6 o'clock to 7 o'clock, within 8 inch



Assessment Area 3
E-W_d6e33a41-d3fc-49f3-a18b-8aead2840e17_20190726_101529_811.jpg, 00:08:16, 94.41ft
Deposits Attached Grease, 5% of cross sectional area at 12 o'clock, within 8 inch, Finish



Section Pictures

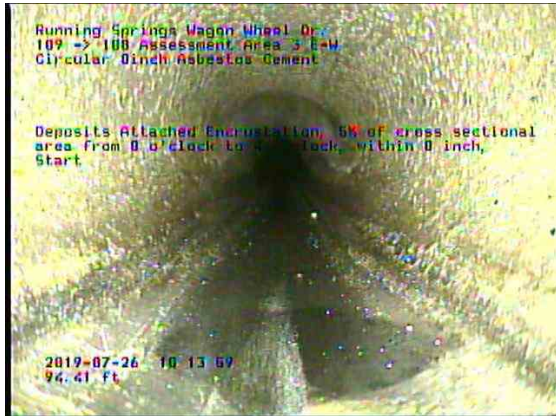
City	Street	Date	Pipe Segment Reference	Nr.
Running Springs	Wagon Wheel Dr.	7/26/2019	Assessment Area 3 E-W	1



Assessment Area 3
 E-W_8302cb01-a044-4ca2-ae67-818e91701811_20190726_101555_039.jpg, 00:08:19, 94.41ft
 Deposits Attached Grease, 5% of cross sectional area at 7 o'clock, within 8 inch, Start



Assessment Area 3
 E-W_f1924e49-2210-4ff9-bcae-de53c4ee99c8_20190726_101611_984.jpg, 00:08:22, 94.41ft
 Deposits Attached Grease, 5% of cross sectional area at 5 o'clock, within 8 inch, Start



Assessment Area 3
 E-W_220f3cb2-7cc6-4a76-ab0b-afd151b2c1c1_20190726_101636_391.jpg, 00:08:25, 94.41ft
 Deposits Attached Encrustation, 5% of cross sectional area from 8 o'clock to 4 o'clock, within 8 inch, Start



Assessment Area 3
 E-W_a98b0ae1-aa09-403e-8978-00b09f5d5bc6_20190726_101811_257.jpg, 00:09:31, 104.12ft
 Broken from 3 o'clock to 5 o'clock, within 8 inch



Section Pictures

City	Street	Date	Pipe Segment Reference	Nr.
Running Springs	Wagon Wheel Dr.	7/26/2019	Assessment Area 3 E-W	1



Assessment Area 3
 E-W_a07849ee-8ffa-4858-bad8-1dfc7f52cb50_20190726_101958_689.jpg, 00:11:08, 121.73ft
 Water Level, 15% of the vertical dimension



Assessment Area 3
 E-W_ceda1ad6-48f9-471e-92e7-7d4e8ecfc9a2_20190726_103541_995.jpg, 00:13:29, 134.94ft
 Tap Break-In at 12 o'clock, 4inch dim, within 8 inch



Assessment Area 3
 E-W_2d459580-2ad1-4005-8d33-e545637c9d9c_20190726_104543_860.jpg, 00:18:55, 149.58ft
 Deposits Attached Grease, 5% of cross sectional area at 7 o'clock, within 8 inch, Finish



Assessment Area 3
 E-W_f5d61b6a-0d56-4274-8eb9-3380554fafcb_20190726_104544_787.jpg, 00:18:56, 149.58ft
 Deposits Attached Grease, 5% of cross sectional area at 5 o'clock, within 8 inch, Finish



Section Pictures

City	Street	Date	Pipe Segment Reference	Nr.
Running Springs	Wagon Wheel Dr.	7/26/2019	Assessment Area 3 E-W	1



Assessment Area 3
 E-W_4e96bbdd-8b01-49ce-9e08-c9614622affa_20190726_104545_804.jpg, 00:18:58, 149.58ft
 Deposits Attached Encrustation, 5% of cross sectional area from 8 o'clock to 4 o'clock, within 8 inch, Finish



Assessment Area 3
 E-W_27eceda3-1b13-4d5c-9af1-7c387b50a2e6_20190726_103740_601.jpg, 00:15:03, 153.02ft
 Material Change, Cast iron / 8"



Assessment Area 3
 E-W_0207bdcd-503b-4e1f-8e8e-fda9f1416e55_20190726_103755_955.jpg, 00:15:03, 153.02ft
 Material Change, Cast iron / 8"

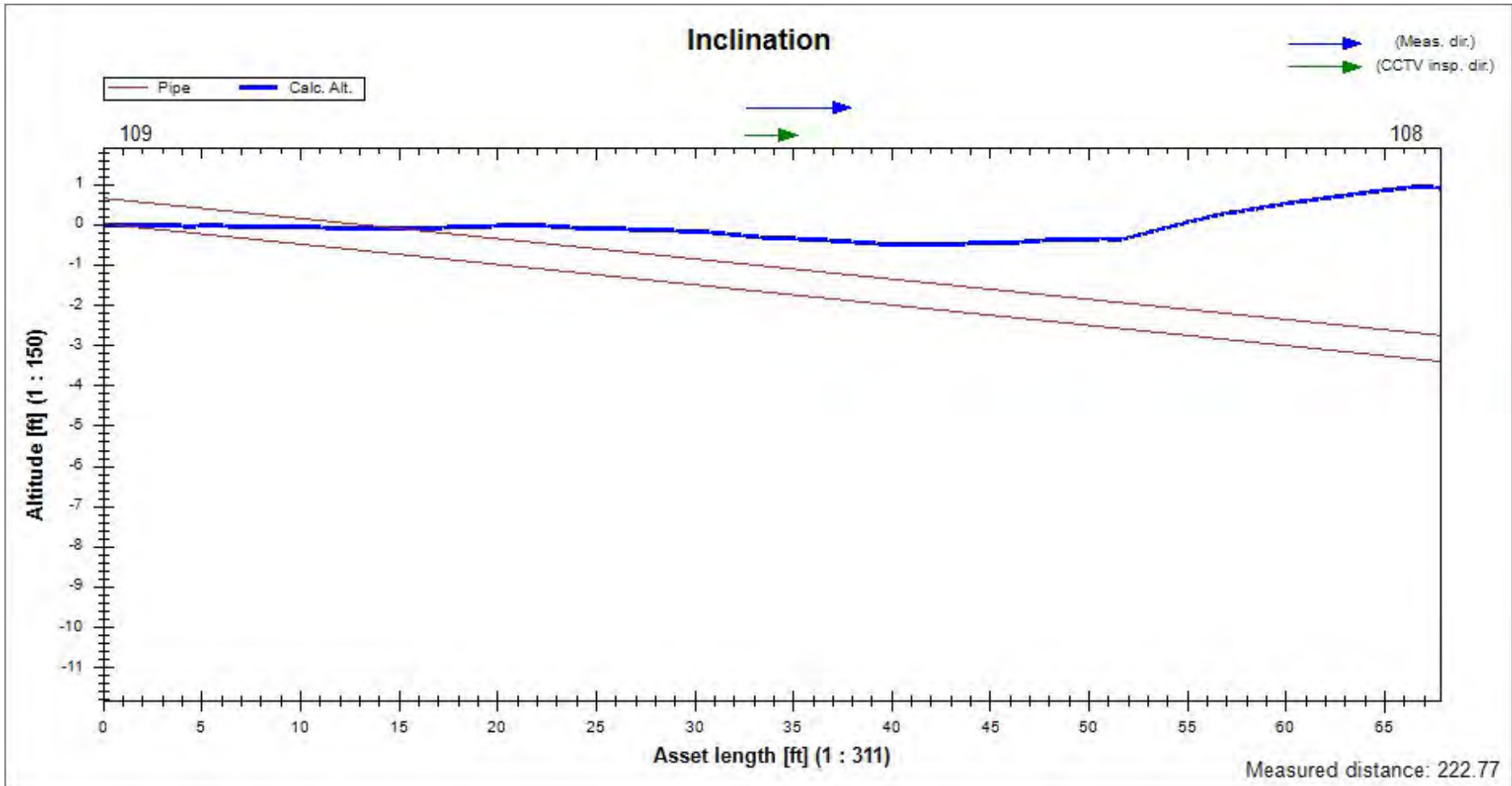


Assessment Area 3
 E-W_2ff202fd-6caf-4149-92c3-25a48ffbde0d_20190726_104157_339.jpg, 00:19:00, 222.62ft
 Manhole / 108



Section Inclination

Pipe Segment Reference	Date	Time	Surveyed By	City	Street	Direction	Length Surveyed
Assessment Area 3 E-W	7/26/2019	12:00 AM	Kyle Bahensky	Running Springs	Wagon Wheel Dr.	Downstream	222.77 m
Shape	Height	Width	Upstream MH	Downstream MH	Start altitude	End altitude	Measured Inc
Circular	8 mm	8 mm	109	108	-11.213 m		5.033 m



GENERAL ENGINEERING CONTRACTOR
STATE CONTRACTORS LICENSE #774055
DIR REGISTRATION # 100008879

Tel: (714) 891-2323
Fax: (714) 891-2524

BID # BT19475

Date: July 29, 2019
To: Running Springs Water District
Attention: Ryan Gross
Email: rgross@runningspringswd.com
Project: **Wagon Wheel Dr. CIPP Lining**
Owner / Agency: Running Springs Water District

Based on information furnished to Sancon, please find below our proposal to rehabilitate the designated 228' long section of ex. 8-inch AC Sewer from US MH 109 to DS MH 108 via Sancon CIPP trenchless lining.

Our proposal includes:

- Confined Space Entry Procedures & Equipment
- Prevailing wage / certified payroll if required, In-Place insurance coverage
- High velocity cleaning of pipeline prior to lining 2 -3 passes
- Pre-video of pipeline just prior to lining to confirm and document immediate acceptability for lining.
- Install Sancon CIPP liner at 4.5 mm thickness
- Robotic reconnection of active HC's within lined pipe.
- Final video inspection to confirm successful CIPP liner installation and lateral re-instatement.

Assumptions / Notes:

- Sancon will not be signatory to any PLA, Normal working hours M – F 7 AM to 5PM
- RSWD to provide a mobile water meter or similar source for our work
- RSWD to provide and install all necessary private property and landscape protection for our work
- RSWD to coordinate safe and legal drive up access to all manhole US and DS required for our work
- Assumes pipe to be lined is generally round and acceptable for lining (no video provided at time of bid)
- Proposal is subject to mutually acceptable contract language and must be incorporated in any subsequent contract/purchase order

This proposal excludes:

- All bypass and traffic control
- BMP's, Survey and Staking, Preparing As-builts
- Removal of mineral or other hard deposits, lining over active water infiltration, root removal
- Excavation type point repairs of any kind, if required, including pit construction / restoration.
- Restorations or, re-vegetation, Environmental testing or Controls

Price: \$27,115.00 Lump Sum

STANDBY OR WORK OUTSIDE OF OUR SCOPE WILL BE BILLED AT \$225.00 / MANHOUR WHICH IS INCLUSIVE OF EQUIPMENT. PRICE IS BASED ON ONE MOBILIZATION. ADDITIONAL MOBILIZATIONS BILLED AT: \$4,950.00 EACH. SANCON SHALL NOT BE RESPONSIBLE FOR LIQUIDATED DAMAGES OR PENALTY DUE TO DELAY BY OTHERS. BOND, IF REQUIRED, WOULD ADD 1% TO TOTAL BID PRICE. PRICE IS BASED ON RETENTION BEING WITHHELD A MAXIMUM OF 90 DAYS AFTER COMPLETION OF OUR WORK. PRICE IS FIRM FOR A PERIOD OF THIRTY DAYS FROM RECEIPT. PAYMENT TERMS NET 30 DAYS OR PER CONTRACT.

Respectfully Submitted,


Ryan Helmuth
Sancon Technologies, INC.

Accepted By: _____

Date: _____

PO: _____



10260 Matern Place
 Santa Fe Springs, CA 90670
 Tel: (562) 413-1585
 THenry@Aegion.com

Contractor's License:
 CA – A 758411
 DIR #: 1000009689
 ACES# AAJA

Proposal

August 14, 2019

Re: Running Springs Water District – Sewer CIPP Rehab

INSITUFORM TECHNOLOGIES, LLC herein proposes to furnish a Proposal for the labor, materials, equipment, and services set forth below to reconstruct the referenced project. The following prices should be considered confidential.

PROPOSAL PRICING

PAY ITEM NO.	DESCRIPTION	QTY	U/M	UNIT PRICE	EXTENSION
1	CIPP 8" Sewer Rehab	228	LF	\$152.00	\$34,656.00
GRAND TOTAL					\$34,656.00

ASSUMPTIONS AND QUALIFICATIONS

We have based this proposal on a nominal wall thickness for the Insitube as shown in the price. This is based on the best available information at the time of this proposal. Existing pipe deterioration in excess of the conditions assumed, ground water loads in excess of those assumed, or other loads or conditions may increase the recommended thickness for all or portions of the work. Final recommendations may be submitted to you following the completion of the preliminary TV phase of the project. Stated prices are subject to adjustment if design changes are agreed upon.

Water shall be provided at no cost to Insituform for all construction phases of this project. The District shall furnish Insituform with required water meters and/or water trucks and pay all associated fees, deposits, and charges. Insituform will follow all required backflow prevention and metering procedures.

The District will provide access at both ends of the pipeline and find and expose all manholes prior to ITL arriving to start project.

The District will provide traffic control to include but not limited to lane closures including without limitation, police details, flagmen, engineered stamped plans and special traffic control setups.

Bypass pumping will be provided by the District for CIPP rehab.

Wrinkles - When CIPP is required to negotiate bends or defects in the host pipe, there is a tendency to experience wrinkling in the installed CIPP around the inside radius of the bend or in the area where the host pipe defect is located. This is normal and should be expected. It will not affect the structural integrity of the finished product. Wrinkle removal, IF NEEDED will be per the specification

ITL is a specialty contractor and an open-shop company. ITL shall not be subject to any union requirements or agreements and will not enter into any Project Labor Agreement or any such similar agreement for this Project. Where required by the Contract Documents, ITL will pay the Prevailing Wages then in effect for the Project and will submit Certified Payroll Reports in a timely manner.

PROPOSAL INCLUSIONS

The prices stated in this proposal include:

1. One mobilization and demobilization. - based **on a mutually agreeable schedule between Insituform and the District**. The District needs to give Insituform at least one-week advance notice of any changes to the mutually agreed upon schedule. If through no fault of Insituform the mutually agreed upon schedule changes with less than one-week notice, then Insituform may charge the District an additional mobilization charge and any potential lost materials including but not limited to tube already "wetout".
2. Pipe line cleaning. Loose debris and "normal" deposits only. Extraordinary conditions will need to be treated as a point repair. Heavy Cleaning will be considered a change in condition.
3. Pre-Video inspections and documentation of existing pipe prior to reconstruction with the Insituform process for pipe rehabilitated by CIPP.
4. Installation of Cured-In-Place Pipe (CIPP) lining per ASTM F-1216.
5. Post video inspection following completion of the installation to document your new pipe rehabilitated by CIPP.
6. Confined space safe entry practices.
7. Prevailing Wages for the State of California. ITL is not a union shop and shall not be subject to any union requirements or project labor agreements.
8. One-year standard construction warranty.
9. Certificate of insurance with a standard coverage.
10. Use tax on materials and equipment rental.

PROPOSAL EXCLUSIONS

Not included in the prices stated in this estimate are costs associated with the items listed below. These items, if needed or found to be applicable, would be provided by **INSITUFORM** at your additional cost; or would be furnished by others, at your direction, at no cost to **INSITUFORM**:

- a) Point repairs if required prior to lining (if needed).
- b) Traffic Control.
- c) Bypass of any kind
- d) Grouting to stop infiltration.
- e) Trenchless point repairs.
- f) Bypass pumping of any laterals that may be required.
- g) Stamped Designs.
- h) If preliminary video inspection of the pipe interior indicates excessive damage, or other extra-ordinary condition, which will require excavation, or other extraordinary remedy, to prepare the pipe for installation of the Insitubute, then those services will be provided by the District. This will include excessive roots, excessive debris and protruding taps.
- i) 3rd party/Independent Testing.
- j) Additional cleaning and televising mobilizations and/or setups due to point repairs, obstruction removals, or delays out of our control will be an additional charge.
- k) Active lateral verification, other then visual inspection.
- l) Water from fire hydrants within a convenient distance from each cleaning and inversion site location.
- m) Legal dumpsite for debris resulting from pipe cleaning.
- n) *If any hazardous or toxic materials are encountered during the project, the Owner will be responsible for the removal and disposal of the materials.*
- o) Installation of cleanouts, or other ports, if required for special bypass pumping requirements for businesses.
- p) Manhole installation, rehabilitation, and/or replacement, if required.
- q) Site restoration.
- r) Project permits and/or local licenses.
- s) Additional premiums for special insurance coverage(s) demanded by you or other parties particular to this project.
- t) Performance and Payment Bond not included. This is available upon request, but if required please add 1.5% to the total project cost.
- u) Additional taxes not specifically listed in inclusions.

PROPOSAL TERMS AND CONDITIONS

Insituform® Proposal

- a) When CIPP is required to negotiate bends or defects in the host pipe, there is a tendency to experience wrinkling in the installed CIPP around the inside radius of the bend or in the area where the host pipe defect is located. This is normal and should be expected. It will not affect the structural integrity of the finished product. Insituform Technologies, LLC will not be liable for repairs or penalties due to wrinkles in the CIPP at the locations of bends or defects in the host pipe.
- b) Limits of Liability. In consideration of **INSITUFORM TECHNOLOGIES, LLC** agreement to maintain no less than \$5,000,000 of comprehensive general liability insurance in the form required by the Contract, **INSITUFORM TECHNOLOGIES, LLC** liability to the Owner for any matter covered by such insurance will be limited to the extent of such insurance and the Owner will indemnify and hold **INSITUFORM TECHNOLOGIES, LLC** harmless from any third party claims covered by such insurance to the extent such claims exceed the limits of such insurance. Neither party shall be liable to the other for consequential damages relating to the contract. In case of conflict between this provision and any other provision in the Contract as ultimately executed, this provision shall govern and prevail.
- c) LIMITED WARRANTY. IN LIEU OF ALL OTHER EXPRESSED, IMPLIED AND/OR STATUTORY WARRANTIES, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, INSITUFORM AGREES TO CORRECT ANY DEFECTS IN THE MATERIALS OR SERVICES PROVIDED BY INSITUFORM WHICH ARE BROUGHT TO THE ATTENTION OF INSITUFORM WITHIN ONE YEAR FOLLOWING COMPLETION OF INSITUFORM'S WORK, PROVIDED OWNER AFFORDS INSITUFORM SUITABLE ACCESS AND WORKING CONDITIONS TO ACCOMPLISH SUCH CORRECTION.
- d) MUTUAL RELEASE OF CONSEQUENTIAL DAMAGES. Neither party shall be liable to the other for consequential damages relating to or arising out of the Contract.
- e) PROPOSAL SUBJECT TO NEGOTIATION OF OTHER STANDARD TERMS OF AGREEMENT. This proposal is subject to agreement of the parties on other terms and conditions as are customary in contracts of this nature.
- f) If actual quantities differ significantly from those stated in the proposal, then work will be renegotiated.
- g) Payments are due at net within thirty days of invoice. Final payment is due within thirty days of completion of project.
- h) Monthly progress partial payments may be requested for the value of work in progress or completed, including materials secured and on site.
- i) Prices stated are in effect for thirty days from the date of this proposal. The acceptance period may be extended at the sole option of **INSITUFORM TECHNOLOGIES, LLC**.
- j) Conflicts. In case of conflict between the provision of the aforesaid paragraphs and any other provision in the Contract as ultimately executed the provisions as set forth above shall govern and prevail.

OFFERED BY:

ACCEPTED BY:

INSITUFORM TECHNOLOGIES, LLC

TERRY HENRY
Business Development Manager
(562) 413-1585

SIGNATURE **DATE**

NAME

TITLE

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: August 21, 2019

TO: Board of Directors

FROM: Trevor Miller, Operations Manager
Ryan Gross, General Manager

SUBJECT: WEED ABATEMENT OF DISTRICT PROPERTIES UTILIZING
OUTSIDE CONTRACTOR

RECOMMENDED BOARD ACTION

It is recommended that the Board of Directors:

1. Award a contract for Hazard Abatement at District properties to Reliable Raul Hauling for their low bid of \$6,470;
2. Authorize the General Manager to execute the contract, and;
3. Authorize the General Manager to approve change orders for the Project during the course of the project as required not to exceed 15% of the original construction contract amount.

REASON FOR RECOMMENDATION

These properties were cited during the annual Fire Hazard Abatement Program and need to be abated. Other properties were not cited but need abatement. Current staffing levels and workload has not allowed the district to abate the properties, to comply with the citations and abate the other properties, assistance of an outside contractor is needed.

BACKGROUND INFORMATION

The Fire Hazard Abatement Program includes an annual inspection of properties in Running Springs by the Running Springs Fire Department. This annual inspection is performed in the spring. During the inspections several District properties were noted to have deficiencies and were cited. These deficiencies include annual growth above 4" and excessive grass/leaves.

There were 6 properties cited - Enchanted Forest Tank site, Rim Wood Well site, Brookings Well Site (parkway along Old City Creek), Luring Pines Tank Site, ROWCO Tank Site.

In addition to the 6 properties cited, the District also requested abatement for SLS 7 and 8 and the WWTP.

FISCAL INFORMATION

Two companies were contacted to provide estimates for weed abatement as outlined on the citations, Reliable Raul and RT Tree Care.

- Reliable Raul - \$6,470
- RT Tree Care - \$16,290

The amount to abate the vegetation of cited properties is \$3,130; the amount to abate the vegetation at the other properties is \$3,340. Funding for these services will be paid for out of the annual O&M budget.

ATTACHMENTS

Attachment 1 – Bids



WEED ABATEMENT ESTIMATE

Ph: 909-499-0341
 Office: 909-867-4867
 P.O. Box 603
 Running Springs, CA 92382
 www.reliableraul.com

7/29/19

Date

Customer Name: Running Springs Water Department
 31242 Hilltop Blvd.
 Running Springs, CA 92382-2206

Mailing Address: P. O. Box 2206 Running Springs CA, 92382	Physical Address: N/A Multiple Locations
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DESCRIPTION OF WORK	
Weed Abatement to comply with Fire Department Abatement Notices	
The following estimate is to perform weed abatement as required by the Fire Department at all properties noted below:	
Parcel #029628401 (City Creek Rd) _____	\$400.00
Weed abatement and rake requested area, per provided map	
Parcel #029633203 (Leprechaun Ct) _____	\$650.00
Weed abatement and rake requested area, per provided map	
Parcel #032820106 (Old Highway 18 S) _____	\$650.00
Weed abatement and rake requested area, per provided map	
Parcel #029504240 (Valley View Dr) _____	\$580.00
Weed abatement and rake requested area, per provided map	
Parcel (Enchanted Way, cul-de-sac) _____	\$340.00
Weed abatement and rake around structure	
Parcel #029621123 (Capehorn Rd) _____	\$850.00
Weed abatement, rake around structure and outlined area	
Parcel (Well structure on Skyline Dr) _____	\$300.00
Weed abatement	
Wastewater Treatment Plant (WWTP) _____	\$2,700.00
Weed abatement of 3' around perimeter of wwtp as well as entire circled area (per provided map). In addition to rake and dump all weed in property as requested.	

Sub Total: \$6,470.00

Total: \$6,470.00

Reliable Raul Representative

Customer Signature

RT TREE CARE BID FOR RUNNING SPRINGS SEWER DEPARTMENT

**BID
WEED WHIP
& BRUSH
REMOVAL**

909-867-9636
rttreecare54@gmail.com

RT TREE CARE
P.O. BOX 3386 RUNNING SPRINGS CA, 92382
LICENSE # LTO B10223
PHONE # 909-867-9636

Description	Quantity	Unit Price	Cost
Weed whip lift station #7 Enchanted forest.			\$ 300.00
Weed whip lift station #8 Enchanted forest.			\$ 200.00
Weed whip 100' from structures remove pine needles and pine cones around water tanks. Parcel #0296-332-03			\$ 1,195.00
Weed whip 100' from structures remove pine needles and pine cones around water tanks. Rim wood Ranch Parcel #0296-211-23			\$ 3,300.00
Weed whip 100' from structures remove pine needles and pine cones around water tanks. Outer Hwy 18 Parcel #0328-201-05 & 0328-201-06			\$ 1,795.00
Weed whip 100' from structures remove pine needles and pine cones around water tanks. Luring tank site. Parcel #0295-042-40			\$ 1,100.00

Description	Quantity	Unit Price	Cost
Weed whip and brush removal. 3' x 1200' linear feet around sewer sanitation plant.	1200	\$ 7.00	\$ 8,400.00
		Subtotal	\$16,290.00
		Tax	0.00% \$ 0.00
		Total	\$16,290.00

Thank you for your business. It's a pleasure to work with you on your project.

Sincerely yours,

Ryan Taylor

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: August 21, 2019
TO: Board of Directors
FROM: Ryan Gross, General Manager
SUBJECT: CONSIDER AUTHORIZING STAFF TO ADVERTISE FOR THE ADMINISTRATION SUPERVISOR POSITION

RECOMMENDED BOARD ACTION

Consider authorizing advertisement and recruitment for Administration Supervisor Position.

REASON FOR RECOMMENDATION

To allow for sufficient time to train the new Administration Supervisor prior to Joan's retirement.

BACKGROUND INFORMATION

Our current Administration Supervisor, Board Secretary, Treasurer, Joan Eaton, announced her retirement date of November 19, 2019 on May 10, 2019. We would like to begin the recruitment process and plan to hire her replacement by October 21, 2019 to allow for approximately 2-4 weeks of training while Joan is still on the job.

FISCAL INFORMATION

There would be approximately 2-4 weeks of additional wages and benefits for the position during the training period.

ATTACHMENTS

Attachment 1 – Advertisement & Job Description



RUNNING SPRINGS WATER DISTRICT
A MULTI-SERVICE INDEPENDENT SPECIAL DISTRICT

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

Employment Opportunity for an Administration Division Supervisor

Salary Range: \$5,675 to \$7,953 per month

Open Date: August 21, 2019

Close Date: September 13, 2019

LOCATION: Running Springs is located in the San Bernardino Mountains, between Lake Arrowhead and Big Bear Lake. At an elevation of 6,000 feet, Running Springs experiences mild summers and beautiful snow filled winters. Running Springs has a small town atmosphere with approximately 3,000 water services and a full-time population of approximately 5,000 residents. The people are friendly, the schools are excellent and the winter skiing and boarding are fantastic.

JOB DUTIES: Running Springs Water District is seeking a highly motivated individual to supervise the Administration Division. The Administration Supervisor is responsible for Supervision of Administration staff to effectively recruit, educate, evaluate, motivate and monitor activities related to customer service, financial accounting, accounts receivable, accounts payable, billing, human resources, special projects and administration requirements. Provides varied, confidential and responsible administrative support to the General Manager, the Board of Directors and various District management and administrative personnel, as needed; oversees and ensures that the administrative and clerical functions of the General Manager and the Board of Directors are effectively executed. Under the Supervision of the Board of Directors and the General Manger, the Treasurer establishes financial processes and transactions in accordance with District policy. The Secretary to the Board of Directors reports directly to the Running Springs Board of Directors. Please refer to Job Description for more detailed information about the position.

EDUCATION & EXPERIENCE: Equivalent to the completion of the twelfth (12th) grade and four (4) years of experience in administrative, accounting and secretarial work with supervision skills. College coursework in business administration, accounting and a related field, plus experience in providing technical and administrative support to executive-level management in a public agency are highly desirable. Must be extremely proficient with various software programs such as Microsoft Word, Excel, Outlook, PowerPoint.

BENEFIT PACKAGE: Running Springs Water District offers a generous benefit package including: CalPERS retirement package; Medical, Dental and Vision Plans; 12 paid days of sick leave per year; 2 weeks paid vacation per year to start, progressing to 5 weeks after 20 years; 12 paid holidays per year; District paid life insurance policy; vacation and sick leave buy-back programs and a generous certification incentive program.

SELECTION PROCESS: Properly completed applications will be reviewed with the most suitable candidates being invited to participate in the selection process. The selection process may include a

written skills examination and oral interviews. Prospective employees will undergo a comprehensive background check and medical examination including drug screening.

How to apply:

All applicants must submit a completed Running Springs Water District employment application. Applications and detailed job description may be requested by e-mail at:

rgross@runningspringswd.com, on the District's website:

<http://www.runningspringswaterdistrict.com/news-employment.htm>

or picked up in person at 31242 Hilltop Blvd., Running Springs, CA 92382. Completed application and supplemental questionnaire must be returned by 5:00 P.M. on Friday, September 13, 2019. Resumes will not be accepted in lieu of a completed Running Springs Water Department application, but may be submitted with the application.



August 2019
FLSA: EXEMPT

ADMINISTRATION SUPERVISOR

DEFINITION

Under the direction of the General Manager, the Administration Supervisor is responsible for Administrative functions relating to the Running Springs Water District.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the General Manager and exercises general and direct supervision over assigned staff.

CLASS CHARACTERISTICS

The class is the highest-level administrative support in the District and assists as the Board Secretary and Treasurer. Incumbents perform a variety of highly confidential administrative, project coordination and management support work for the General Manager, Board of Directors, other departments and associated staff. The work requires extensive public contact, the frequent use of tact, discretion, and independent judgment, knowledge of District activities, and the ability to conduct independent projects. This class is distinguished from other administrative support in that the nature, scope, diversity and confidentiality of responsibilities originating at a District-wide level require a broader understanding of District functions.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

ADMINISTRATION SUPERVISOR

- The Administration Supervisor is responsible for Supervision of Administration staff to effectively recruit, educate, evaluate, motivate and monitor activities related to customer service, financial accounting, accounts receivable, accounts payable, billing, human resources, special projects and administration requirements.
- Provides varied, confidential and responsible administrative support to the General Manager, the Board of Directors and various District management and administrative personnel, as needed; oversees and ensures that the administrative and clerical functions of the General Manager and the Board of Directors are effectively executed.
- During emergency/disaster/evacuation situations in the Running Springs Water District and Running Springs Fire Department jurisdiction and in the absence of the General Manager and/or the Running Springs Fire Chief, the Administration Supervisor is authorized and required to assist with coordination of field activities for water, sewer, fire

and emergency medical services. Physical presence in the District office and/or Fire Station may be required to assist and coordinate radio communications, direct staff, relay various water and sewer system telemetry information to field staff and authorize expenditures during emergency conditions.

- Development and compliance of District Administration procedures and policies.
- Human Resources Management for Water, Wastewater Collections, Wastewater Treatment and Fire Department Personnel (new employee orientation and personnel documentation requirements, enrollment in employee benefit plans, federal and state government requirements, etc.).
- Planning and organization of scheduling, meetings, appointments, public relations.
- Update District ordinances, resolutions, personnel policy manual, rates and fees documentation and all applicable documentation.
- Records Retention Policy Coordinator.
- Worker's Compensation Coordinator.
- District liability claims and Loss Control Coordinator.
- Attends District meetings (Safety and Safety Loss, Department Head, Administration Team).
- Support to Department Supervisors and Managers.
- Responsible for Employee Achievement Awards and Recognition.
- Supervisors on call rotation and Quarterly Administration Summary reports.
- Extremely proficient in computer use and all Microsoft Office applications and is the Administrator of the District Computer Systems.
- Performs other duties as assigned.

TREASURER

Under the Supervision of the Board of Directors and the General Manger, the Treasurer establishes financial processes and transactions in accordance with District policy. Duties include but are not limited to the following:

- Development and preparation of financial procedures and budgeting plan to evaluate and monitor monthly reporting and annual budgets.
- Financial Reporting (General Ledger, End of Month Accounting, Journal Entries, Checkbook Register, Chart of Accounts, Property Tax Warrants, Depreciation, State Compensation Reporting, CalPERS, Availability).
- Manages public investments (LAIF, First Foundation Bank).
- Accounting of District Capital and O&M expenses.
- Manage Debt Service Payments.
- Collaboration with NBS Local Government Solutions, regarding Assessment Districts.
- Monitor Financial Internal Controls.
- Assist the Financial Consultant in regular and special financial accounting.
- Annual Year End Fiscal Year Audit.
- Performs other duties as assigned.

SECRETARY TO THE BOARD OF DIRECTORS

The Secretary to the Board of Directors reports directly to the Running Springs Board of Directors. Duties include but are not limited to the following:

- Prepares and posts Board Meeting agendas and arranges Board Meeting packet documentation for distribution that includes District website requirements.
- Prepare minutes of Board Meetings.
- Retains original Board Meeting documentation and attestation as required.
- Provides notice as required by law of any special meeting or adjourned meeting and/or any hearing before the Board.
- Provides documentation and administrative assistance to the Board of Directors.
- Correspond with the Registrar of Voter in preparation of election materials and certification documents.
- Distribution of District informational materials and orientation packet for newly elected directors.
- Filing Officer for Board Members and District Staff regarding Form 700 Statement of Economic Interest and all County filing requirements.
- Board Meeting attendance as required that include Standing and Ad Hoc Committee Meetings.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and function of public agencies, including the role of an elected Board of Directors and appointed boards and commissions.
- Principles, practices, and procedures of public administration in a special district setting.
- Research and reporting methods, techniques, and procedures.
- Sources of information related to a broad range of programs, services, and administration.
- Applicable Federal, State, and local codes, regulations, and departmental policies, technical processes and procedures, and legislative processes.
- Public relations techniques.
- Record keeping principles and procedures.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Administrative and secretarial practices and procedures.
- Functions of standard office equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors and District staff, in person and over the telephone.

- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

- Provide varied, confidential, and responsible secretarial and administrative work requiring the use of independent judgment, tact and discretion.
- Respond to and effectively prioritize multiple phone calls, walk-up traffic, and other requests/interruptions.
- Interpret and implement policies, procedures, technical processes, and computer applications related to the General Manager's office and the Board of Directors and its functions.
- Perform research and prepare reports and recommendations.
- Analyze and resolve administrative and procedural concerns and develop innovation.
- Organize, maintain, and update administration database and records systems.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Take notes rapidly and accurately transcribe own notes.
- Compose correspondence and reports independently or from brief instructions.
- Establish and maintain a records management system.
- Make accurate mathematical and statistical calculations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize, prioritize and meet critical deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and four (4) years of experience in administrative, accounting or secretarial work with supervision skills. College coursework in business administration, accounting and a related field, plus experience in providing technical and administrative support to executive-level management in a public agency are desirable.

License:

- Valid California class C driver's license with satisfactory driving record may be required
- License as a Notary Public is desired

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with other staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings and/or weekends to attend Board of Directors meetings and various other meetings and events. Mandatory Condition of Employment: Physical presence at the District's Offices and/or Fire Station(s) may be required during any emergency, disaster or evacuation situations.

RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

DATE: August 21, 2019

TO: Board of Directors

FROM: Ryan Gross, General Manager

SUBJECT: **CONSIDER AUTHORIZING EXPENDITURE FOR STRUCTURAL DESIGN SERVICES FOR THE WASTEWATER TREATMENT PLANT HEADWORKS IMPROVEMENTS PROJECT**

RECOMMENDED BOARD ACTION

Consider Authorizing Expenditure for Structural Design Services for the Wastewater Treatment Plant Headworks Improvements Project.

REASON FOR RECOMMENDATION

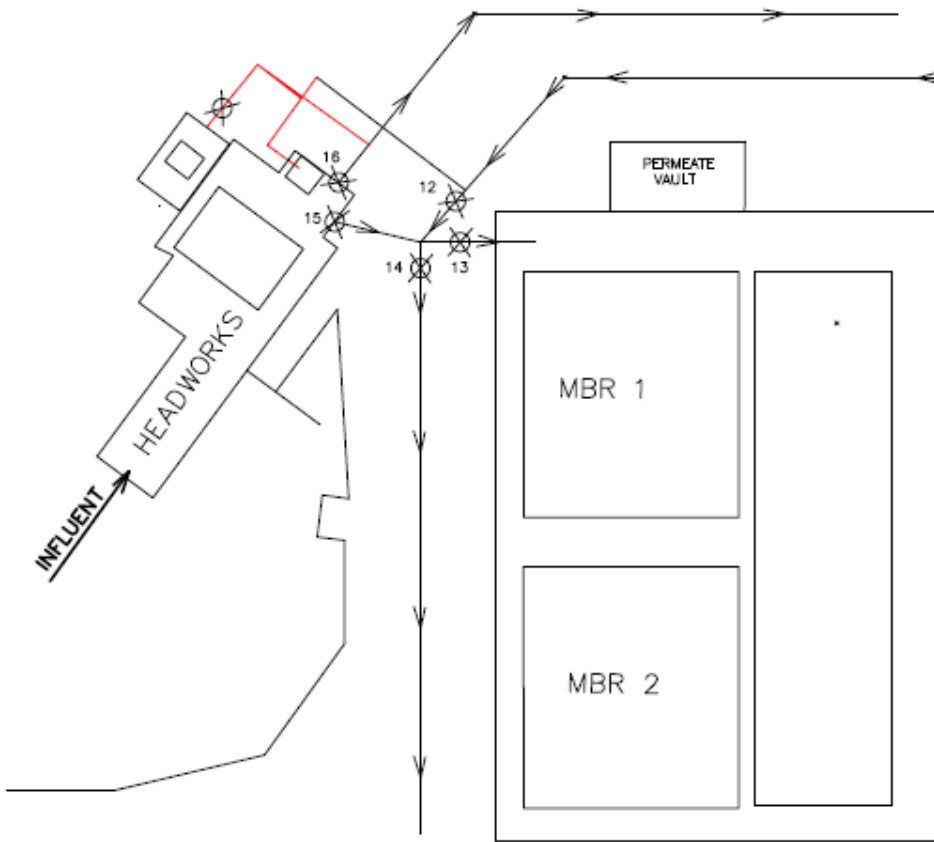
Structural engineering services are needed for the design of the Wastewater Treatment Plant Headworks Improvements Project.

BACKGROUND INFORMATION

On August 15, 2018, the Board of Directors approved the purchase of a surplus ROTOShear Drum Screen from San Bernardino County Special Districts to be installed at the wastewater treatment plant headworks.

This drum screen is budgeted to be installed upstream of the Membrane Bioreactor (MBR) process and used to screen the influent as well as a portion of the Return Activated Sludge before it enters MBR. This additional screening will remove more of the finer debris that causes fouling of the membranes and that cannot be removed by the other two screens at the headworks. There will be some civil works modifications needed to fit the drum screen into our process. Some of these modifications will be performed by the wastewater staff with help from outside contractors for specialty trades.







FISCAL INFORMATION

The fiscal year 2019-2020 budget includes \$120,000 for this project. The initial structural design fee will be provided at the Board meeting.

This project will be funded out of the Wastewater Connection and Capacity Charge Reserve account which has a balance of \$233,504 as of July 31, 2019. This expense will be shared cost with upstream users, Arrowbear will be responsible for approximately 18% and CSA 79's share will be approximately 24%.