



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:                      SEPTEMBER 15, 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, September 20, 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 September 15, 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
3. Public Hearing and Consideration to Allow or Overrule any or all Objections or Protests to the Proposed Removal of Weeds and/or Wastes that have been Declared as a Public Nuisance **Page 4**
  - A. Open Public Hearing;
  - B. Fire Chief's Report;
  - C. Written Objections or Protests;
  - D. Oral Objections or Protests;
  - E. Board Discussion;
  - F. Close Public Hearing;
  - G. Consider allowing or overruling any or all objections or protests to the proposed removal of weeds and/or wastes that have been declared a public nuisance, whereupon the Board of Directors shall acquire jurisdiction to proceed and perform the work of removing the public nuisance (**Motion Required**).

4. Approval of Consent Items – The following consent items are expected to be routine and non-controversial and will be acted on at one time without discussion unless an item is withdrawn by a Board Member for questions or discussion. Any person wishing to speak on the consent agenda may do so by raising his/her hand and being recognized by the Board President.
  - A. Approve Meeting Minutes **Page 64**
  - B. Ratify Expenditures and Cash Summary **Page 74**
  - C. Consider Declaring Certain Equipment as Surplus and Authorize Staff to Dispose of Property **Page 81**
5. Action Items – The following action items will be considered individually and each **require a motion** by the Board of Directors for action.
  - A. Consider Authorizing General Manager to Execute Amendment No. 3 to the San Bernardino County Land Lease Agreement for the Running Springs Library (Presenter: Ward Simmons, Legal Counsel) **Page 88**
  - B. Consider Authorizing General Manager to Execute Updated Service Agreement with Computer Options for Continued Information Technology Support (Presenter: Joan Eaton, Administration Division Supervisor) **Page 93**
  - C. Consider Awarding Contract for the Replacement of the Harris Groundwater Well Pump and Motor (Presenter: Randy Bobroff, Water Division Supervisor) **Page 100**
  - D. Consider Adopting Resolution No. 23-17, Approving the Department of Forestry and Fire Protection Agreement #7FG17119 (Presenter: George Corley, Fire Chief) **Page 106**
  - E. Consider Draft Letter to San Bernardino County Board of Supervisors Regarding Ambulance Exclusive Operating Areas (Presenter: George Corley, Fire Chief) **Page 114**
6. Information Items – The following information items do not require any action by the Board of Directors and are for informational purposes only.
  - A. Water Production & Precipitation Report **Page 116**
  - B. CSDA Summary of Little Hoover Commission Report **Page 118**
  - C. LAFCO SC #419 Staff Report **Page 133**

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7. Supervisor's Reports
8. Report from Legal Counsel
9. Board Member Comments
10. Meeting Adjournment

Upcoming Meetings:           Regular Board Meeting, October 18, 2017 at 9:00 am

**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** September 20, 2017

**TO:** Board of Directors

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

**SUBJECT: PUBLIC HEARING TO CONSIDER ALLOWING OR OVERRULING ANY OR ALL OBJECTIONS OR PROTESTS TO THE PROPOSED REMOVAL OF WEEDS AND/OR WASTES WHEREUPON THE BOARD OF DIRECTORS SHALL ACQUIRE JURISDICTION TO PROCEED AND PERFORM THE WORK OF REMOVING THE PUBLIC NUISANCE**

**RECOMMENDED BOARD ACTION**

It is recommended that the Board of Directors consider allowing or overruling any or all objections or protests to the proposed removal of weeds and/or wastes that have been declared a public nuisance, whereupon the Board of Directors shall acquire jurisdiction to proceed and perform the work of removing the public nuisance.

**REASON FOR RECOMMENDATION**

This is the next step in the process of the Running Springs Fire Department's Hazard Abatement Program.

**BACKGROUND**

On July 19, 2017 the Board of Directors adopted Resolution 21-17 (Refer to Attachment 1). The resolution effectively accomplished three things: (1) it declared that the properties listed in Exhibit A of the resolution constitute a public nuisance; (2) directed the Fire Inspector or his authorized representative to provide notice to the owners of the properties of a public hearing to be conducted on September 20, 2017 at 9:00 a.m., and; (3) that the Board of Directors shall hear and consider all objections or protests to the proposed removal of weeds and/or waste.

Prior to that on June 20, 2012 the Running Springs Water District (District) Board of Directors adopted Ordinance No. 38, amending Ordinance No. 37 and establishing procedures and fees for providing notice to abate weeds and fire hazard waste upon real property. Ordinance No. 36 was adopted on March 16, 2011, adopting procedures for abatement of hazardous weed and/or waste.

Running Springs Fire Department staff has inspected the properties listed in Exhibit A of Resolution 21-17 and found that those properties at the time of inspection materially hamper or interfere with the prevention or suppression of fire upon the property or adjacent properties or endanger the public safety by creating a fire hazard and therefore constitute a public nuisance.

**FISCAL INFORMATION**

None at this time.

**ATTACHMENTS**

Attachment 1 – Resolution 21-17

**RESOLUTION NO. 21-17**

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
RUNNING SPRINGS WATER DISTRICT FINDING THAT  
CERTAIN PROPERTIES LOCATED IN THE DISTRICT  
CONSTITUTE A PUBLIC NUISANCE AND ORDERING  
NOTIFICATION TO PROPERTY OWNERS AND SETTING A  
PUBLIC HEARING**

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

WHEREAS, Running Springs Water District is authorized, pursuant to Water Code section 31120 and Health and Safety Code section 13879, to abate hazardous weeds and waste pursuant to the procedures set forth in Health and Safety Code section 14875 *et. seq.*; and

WHEREAS, pursuant to the procedures set forth in Health and Safety Code section 14875 *et. seq.* and Ordinance Nos. 36, 37 and 38, the Board of Directors of the Running Springs Water District may declare weeds growing upon streets, sidewalks, or private property a public nuisance that may be abated pursuant to the provisions therein; and

WHEREAS, the Fire Inspector of the Running Springs Water District or his or her authorized representative inspected the properties described in Exhibit "A," attached hereto and by this reference incorporated herein, and found that those properties materially hamper or interfere with the prevention or suppression of fire upon the property or adjacent properties or endanger the public safety by creating a fire hazard, and therefore constitute a public nuisance; and

WHEREAS, the Fire Inspector or his or her authorized representative has asked the Board of Directors to find and determine that said weeds and/or waste matter constitute a public nuisance and the Board desires to declare, by resolution, that said weeds constitute a public nuisance pursuant to California Health and Safety Code section 14875 *et seq.* and Ordinance Nos. 36, 37 and 38; and

WHEREAS, the Board of Directors desires to authorize the Fire Inspector or his or her authorized representative to provide notice to the owners of the properties described in Exhibit "A" of a public hearing to be conducted on September 20, 2017 at 9:00 am, pursuant to Health and Safety Code section 14890 *et seq.* and Sections 2.5 and 2.6 of Ordinance Nos. 36, 37 and 38; and

WHEREAS, at the public hearing, the Board of Directors intends to hear any or all objections or protests, if any, to the proposed removal of weeds;

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

Section 1. All of the recitals set forth above are true.

Section 2. The Board of Directors has determined and hereby declares that the

properties described in Exhibit "A," attached hereto and by this reference incorporated herein, located within the Running Springs Water District's boundaries contain weeds and/or waste that constitute a public nuisance pursuant to the provisions of Health and Safety Code section 14875 *et seq.*

Section 3. The Board of Directors directs the Fire Inspector or his authorized representative to provide notice to the owners of the properties described in Exhibit "A" of a public hearing to be conducted on September 20, 2017 at 9:00 am at which time the Board of Directors shall consider all objections or protests to the proposed removal of weeds. Notice shall be provided pursuant to the provisions of Health and Safety Code section 14890 *et seq.* and Sections 2.5 and 2.6 of Ordinance Nos. 36, 37 and 38.

Section 4. The Board of Directors further directs that at the time of the public hearing, the Board of Directors shall hear and consider all objections or protests, if any, to the proposed removal of weeds and/or waste, and may continue the hearing from time to time. Upon the conclusion of the hearing, the Board of Directors shall allow or overrule any or all objections, whereupon the Board of Directors shall acquire jurisdiction to proceed and perform the work of removing the public nuisance, and the decision of the Board of Directors shall be final, except as provided in Health and Safety Code sections 14920 and 14921.

ADOPTED this 19<sup>th</sup> day of July, 2017.

Ayes:           Ayers, Bennett, Terry, Grabow, Mackzum  
Noes:           0  
Abstentions:  0  
Absent:         0

  
\_\_\_\_\_  
President of the Board of Directors

ATTEST:

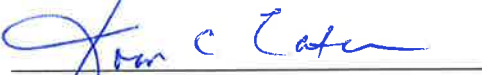
  
\_\_\_\_\_  
Board Secretary

EXHIBIT "A"

BOOK 295	STREET ADDRESS
0295-011-01	2399 Rim of World
0295-011-02	2393 Rim of World
025-011-08	2363 Rim of World
0295-011-14	31413 Ocean View
0295-011-15	31417 Ocean View
0295-011-16	31419 Ocean View
0295-011-17	31421 Ocean View - FH
0295-011-19	Lot Ocean View
0295-011-20	31405 Ocean View
0295-012-03	31410 Ocean View
0295-012-04	31406 Ocean View
0295-012-15	31466 Frontier
0295-013-03	31411 Panorama
0295-013-06	31419 Panorama
0295-013-12	31451 Panorama
0295-013-13	Lot Panorama
0295-013-15	31475 Panorama
0295-013-16	31415 Panorama
0295-014-03	31437 Inspiration
0295-014-06	Lot Inspiration
0295-014-10	Lot Inspiration
0295-014-11	31487 Inspiration
0295-014-13	31478 Panorama
0295-014-14	31472 Panorama
0295-014-17	Lot Panorama
0295-014-24	31414 Panorama



0295-015-03	31489 Pleasant
0295-015-08	31515 Pleasant
0295-015-10	Lot Inspiration
0295-015-11	31486 Inspiration
0295-016-02	31511 Hilltop
0295-016-03	31515 Hilltop
0295-016-04	Lot Hilltop
0295-016-05	31523 Hilltop
0295-016-19	31500 Pleasant
0295-016-53	31529 Hilltop
0295-016-56	31565 Hilltop
0295-016-57	Lot Pleasant
0295-016-61	31553 Hilltop
0295-016-71	31533 Hilltop
0295-022-01	2527 Sunset
0295-022-03	31523 Pleasant
0295-022-04	31531 Pleasant
0295-022-10	31603 Pleasant
0295-022-16	31616 Inspiration
0295-022-23	Lot Inspiration
0295-022-28	31532 Inspiration
0295-022-29	Lot Inspiration
0295-022-30	Lot Inspiration
0295-022-37	31593 Pleasant
0295-022-40	31549 Pleasant
0295-023-06	31547 Inspiration

0295-023-13	31601 Inspiration
0295-023-14	31607 Inspiration
0295-023-15	31615 Inspiration
0295-023-16	31619 Inspiration
0295-023-23	31592 Panorama
0295-023-31	Lot Panorama
0295-023-34	Lot Panorama
0295-023-35	Lot Panorama
0295-023-36	31490 Panorama
0295-023-37	31486 Panorama
0295-023-40	31610 Panorama
0295-023-41	31580 Panorama
0295-024-01	2595 Sunset
0295-024-09	31460 Deerlick
0295-025-05	31521 Panorama
0295-025-06	31531 Panorama
0295-025-10	31569 Panorama
0295-025-12	Lot Panorama
0295-025-13	Lot Panorama
0295-025-14	31603 Panorama
0295-025-23	31638 Old City Creek
0295-025-26	31622 Old City Creek
0295-025-27	31612 Old City Creek
	7/5 says was done in May
0295-025-28	31600 Old City Creek
0295-025-31	31564 Old City Creek
0295-025-34	31548 Ocean View

0295-025-35	31538 Ocean View
0295-025-36	Lot Ocean View
0295-025-37	Lot Ocean View
0295-025-38	31504 Ocean View
0295-025-39	Lot Ocean View
0295-025-41	2591 Sunset
0295-025-42	31625 Panorama
0295-025-43	31631 Panorama
0295-025-45	31558 Ocean View
0295-025-46	31579 Panorama
0295-026-01	31465 Deerlick
0295-026-05	31517 Ocean View
0295-031-01	31557 Wagon Wheel
0295-031-06	31605 Wagon Wheel
0295-031-13	31592 Luring Pines
0295-031-18	31558 Luring Pines
0295-031-19	31554 Luring Pines
0328-031-20	Lot Wagon Wheel
0295-031-25	31626 Christmas Tree
0295-031-28	31597 Wagon Wheel
0295-032-06	31607 Luring Pines
0295-032-07	31615 Luring Pines
0295-032-10	31628 Silver Spruce
0295-032-11	31620 Silver Spruce
0295-032-14	31588 Silver Spruce
0295-032-17	31558 Silver Spruce
0295-032-19	31548 Silver Spruce

0295-033-02	31521 Silver Spruce
0295-033-03	Lot Silver Spruce
0295-033-04	31531 Silver Spruce
0295-033-05	Lot Silver Spruce
0295-033-06	31537 Silver Spruce
0295-033-11	31569 Silver Spruce
	7/3 says in foreclosure
0295-033-13	31589 Silver Spruce
0295-033-15	31609 Silver Spruce - FH
0295-033-16	31617 Silver Spruce
0296-033-29	Lot Hilltop
0295-033-30	Lot Hilltop
0295-033-31	31506 Hilltop
0295-033-32	31502 Hilltop
0295-033-33	31551 Silver Spruce
0295-033-37	31524 Hilltop
0295-033-41	31608-10 Valley View
0295-033-44	31576 Hilltop
0295-042-01	31621 Christmas Tree
0295-042-05	Lot Christmas Tree
0295-042-08	31681 Christmas Tree
0295-042-18	31753 Christmas Tree
0295-042-26	31787 Christmas Tree
0295-042-27	Lot Luring Pines
0295-042-28	31776 Valley View
0295-042-29	31762 Valley View
0295-042-31	31750 Valley View

0295-042-33	31740 Valley View
0295-042-34	31734 Valley View
0295-042-35	Lot Valley View
0295-042-36	31720 Valley View
0295-042-37	31714 Valley View
0295-042-38	31712 Valley View
0295-042-39	Lot Valley View
0295-042-40	Lot Valley View
0295-042-43	31668 Valley View
0295-042-48	31641 Christmas Tree
0295-042-50	31741 Christmas Tree
0295-043-03	31663 Valley View
0295-043-05	31687 Valley View
0295-043-10	31735 Valley View
0295-043-16	31728 Luring Pines
0295-043-41	31660 Luring Pines
0295-043-42	Lot Luring Pines Cr
0295-043-46	31686 Luring Pines
0295-043-47	31734 Luring Pines Cr
0295-043-48	31706 Luring Pines Cr
0295-044-06	31635 Wagon Wheel
0295-044-07	Lot Wagon Wheel
0295-044-23	31692 Christmas Tree
0295-044-27	31676 Christmas Tree
0295-044-28	31670 Christmas Tree
0295-044-31	31652 Christmas Tree

0295-044-32	31644 Christmas Tree
0295-044-35	31632 Christmas Tree
0295-044-36	31630 Christmas Tree
0295-044-43	31627 Wagon Wheel
0295-044-62	31782 Christmas Tree
0295-045-17	Lot Wagon Wheel
0295-045-18	31825 Wagon Wheel
0295-045-19	Lot Wagon Wheel
0295-045-44	31736 Christmas Tree
0295-045-48	31808 Luring Pines
0295-045-58	31809 Wagon Wheel
0295-045-59	Lot Christmas Tree
0295-051-06	31723 Luring Pines Cr
0295-051-07	31718 Luring Pines
0295-051-10	31686 Luring Pines
0295-052-01	31647 Valley View
0295-052-02	31665 Luring Pines Dr
0295-052-11	31747 Luring Pines Dr
0295-052-12	31765 Luring Pines Dr
0295-052-19	31821 Luring Pines Dr
0295-052-20	31867 Wagon Wheel
0295-052-24	31808 Silver Spruce
0295-052-25	Lot Silver Spruce
0295-052-29	31772 Silver Spruce
0295-052-30	31766 Silver Spruce
0295-052-31	31760 Silver Spruce

0295-052-35	31728 Silver Spruce
0295-052-42	31654 Silver Spruce
0295-052-43	31646 Silver Spruce
0295-052-44	31805 Luring Pines
0295-053-01	31631-35 Valley View
0295-053-20	31739 Silver Spruce
0295-053-24	31785 Silver Spruce
0295-053-27	31800 Hilltop
0295-053-28	31788 Hilltop
0295-053-30	31768 Hilltop
0295-053-33	Lot Hilltop
0295-053-35	31728 Hilltop
0295-053-36	31720 Hilltop
0295-053-37	Lot Hilltop
0295-053-38	31704 Hilltop
0295-053-41	31678 Hilltop
0295-053-51	31705 Silver Spruce
0295-053-52	31793 Silver Spruce
0295-053-53	31809 Silver Spruce
0295-053-63	31693 Silver Spruce
0295-053-65	31696 Hilltop
0295-053-66	31660 Hilltop
0295-053-67	Lot Hilltop
0295-053-68	31713 Silver Spruce
0295-061-08	31663 Hilltop
0295-061-09	Lot Hilltop
0295-061-15	Lot Hilltop

0295-061-16	31732 Panorama
0295-061-17	Lot Panorama
0295-061-18	31741 Hilltop
0295-061-19	31749 Hilltop
0295-061-21	31765 Hilltop
0295-061-23	Lot Hilltop
0295-061-29	Lot Hilltop
0295-061-31	31822 Panorama
0295-061-32	31810 Panorama
0295-061-43	31744 Panorama
0295-061-44	31724 Panorama
0295-061-48	31690 Panorama
0295-061-51	Lot Panorama
0295-061-64	31650 Panorama
0295-061-65	Lot Panorama
0295-061-66	Lot Hilltop
0295-061-67	31631 Inspiration
0295-061-68	31639 Inspiration
0295-061-69	Lot Hilltop
0295-061-70	31701 Hilltop
0295-061-71	31684 Panorama
0295-061-72	31821 Hilltop
0295-062-02	31653 Panorama
0295-062-03	31661 Panorama
0295-062-04	31669 Panorama
0295-062-05	31677 Panorama



0295-062-06	Lot Panorama
0295-062-07	31691 Panorama
0295-062-08	31701 Panorama
0295-062-11	31719 Panorama
0295-062-15	31745 Panorama
0295-062-17	31761 Panorama
0295-062-18	31771 Panorama
0295-062-22	31795 Panorama
0295-062-26	Lot Panorama
0295-062-27	31845 Panorama
0295-062-32	Lot Old City Creek
0295-062-35	31772 Old City Creek
0295-062-36	Lot Old City Creek
0295-062-37	31752 Old City Creek
0295-062-38	Lot Old City Creek
0295-062-40	31730 Old City Creek
0295-062-41	31722 Old City Creek
0295-062-49	Lot Old City Creek
0295-062-50	Lot Old City Creek
0295-062-53	31725 Panorama
0295-062-55	31705 Panorama
7/5 says done	
0295-062-57	31676 Old City Creek
0295-062-61	Lot Panorama
0295-062-62	Lot Old City Creek
0295-062-63	31708 Old City Creek
0295-062-64	31646 Old City Creek

0295-063-03	31745 Old City Creek
0295-063-04	31675 Old City Creek
0295-063-05	Lot Old City Creek
0295-071-02	31834 Wagon Wheel
0295-071-05	Lot Wagon Wheel
0295-071-06	Lot Wagon Wheel
0295-071-14	2350 Avian
0295-071-23	Lot Secret
0295-071-28	Lot Wagon Wheel
0295-071-29	2466 Secret
0295-071-30	31866 Wagon Wheel
0295-071-35	2470 Secret
0295-071-37	2478 Secret
0295-071-47	31850 Mistletoe
0295-071-48	31844 Mistletoe
0295-071-53	31875 Ridge
0295-071-54	31881 Ridge
0295-071-58	31878 Mistletoe
0295-071-65	2392 Secret
0295-071-70	2342 Avian
0295-071-71	Lot Deep Creek
0295-072-05	2361 Secret
0295-072-06	Lot Chicago
0295-072-10	Lot Encina
0295-072-11	Lot Encina
0295-072-15	Lot Encina

0295-072-17	31860 Encina - FH
0295-072-18	31854 Encina
0295-081-11	2341 Avian
0295-081-16	2340 Secret
0295-081-17	2365 Avian
0295-081-18	2351 Avian
0295-082-12	2344 Deep Creek - FH
0295-082-13	2346 Deep Creek - FH
0295-082-14	2350 Deep Creek - FH
0295-082-17	2358 Deep Creek - FH
0295-082-18	2362 Deep Creek - FH
0295-082-20	2386 Palo Alto
0295-082-25	Lot Encina
0295-082-30	31956 Encina - FH
0295-082-31	31946 Encina - FH
0295-082-32	31938 Encina - FH
0295-082-33	31930 Encina
0295-082-34	31922 Encina - FH
0295-082-35	31912 Encina - FH
0295-082-40	2359 Chicago - FH
0295-082-48	Lot Chicago
0295-082-60	Lot Deep Creek
0295-082-61	2356 Deep Creek - FH
0295-082-62	31900 Encina - FH
0295-082-65	2320 Deep Creek
0295-083-03	2379 Deep Creek
0295-083-05	2375 Deep Creek

0295-083-08	2369 Deep Creek
0295-083-10	2365 Deep Creek - FH
0295-083-11	Lot Deep Creek
0295-083-12	2361 Deep Creek - FH
0295-083-13	Lot Deep Creek
0295-083-17	2351 Deep Creek - FH
0295-083-18	2349 Deep Creek - FH
0295-083-19	Lot Deep Creek
0295-083-24	2337 Deep Creek - FH
0295-083-25	2335 Deep Creek - FH
	7/5 calling contractors
0295-083-28	2367-B Deep Creek
0295-083-29	2367 Deep Creek - FH
0295-083-30	2357 Deep Creek - FH
0295-084-07	Lot Encina
0295-084-18	2378 Deep Creek
0295-084-21	32030 Encina
0295-084-24	2390 Deep Creek
0295-084-25	2397 Palo Alto
0295-091-11	Lot Secret
0295-091-14	Lot Secret
0295-091-28	31951 Encina - FH
0295-091-29	Lot Encina
0295-091-31	2404 Whispering Pines-FH
0295-091-36	2426 Whispering Pines
0295-091-55	31889 Encina - FH
0295-091-57	Lot Encina

0295-091-63	2412 Whispering Pines-FH
0295-092-08	2405 Whispering Pines
0295-092-09	Lot Whispering Pines
0295-092-10	2401 Whispering Pines
0295-092-11	Lot Whispering Pines
0295-092-22	Lot Brookings
0295-092-23	31928 Brookings
0295-101-01	Lot Whispering Pines
0295-101-17	2524 Spring
0295-101-19	Lot Spring
0295-101-21	2540 Spring
0295-101-22	2544 Spring
0295-101-29	2564 Spring
0295-101-30	Lot Spring
0295-101-33	Lot Whispering Pines
0295-101-34	2599 Whispering Pines
0295-101-45	Lot Whispering Pines
0295-101-49	Lot Whispering Pines
0295-101-53	Lot Whispering Pines
0295-101-54	Lot Whispering Pines
0295-101-55	Lot Whispering Pines
0295-101-56	2469 Whispering Pines
0295-101-57	2465 Whispering Pines
0295-101-63	2500 Spring
0295-101-73	2543 Whispering Pines
0295-101-74	2484 Spring

0295-102-06	Lot Palo Alto
0295-102-08	Lot Palo Alto
0295-102-09	2490 Palo Alto
0295-102-12	Lot Palo Alto
0295-102-14	2526 Palo Alto
0295-102-15	2538 Palo Alto
0295-102-19	Lot Palo Alto Way
0295-102-21	Lot Spring
0295-102-25	2529 Spring
0295-102-30	2493 Spring
0295-102-34	2459 Spring - FH
0295-102-43	Lot Spring
0295-102-44	2537 Spring
0295-103-32	2505 Palo Alto
0295-103-34	2493 Palo Alto
0295-103-43	2463 Palo Alto
0295-103-64	2525 Palo Alto
0295-104-02	Lot Edison
0295-104-04	Lot Edison
0295-104-05	Lot Edison
0295-104-06	Lot Edison
0295-104-07	Lot Edison
0295-111-01	2310 Hunsaker
0295-111-02	Lot Hunsaker
0295-111-10	2392 Hunsaker
0295-111-12	2410 Hunsaker
0295-111-13	2420 Hunsaker

0295-111-14	2430 Hunsaker Dr
0295-111-19	2401 Deep Creek
0295-111-20	2399 Deep Creek
0295-111-29	Lot Hunsaker
0295-111-30	2411 Deep Creek
0295-112-13	Lot Hunsaker
0295-112-36	Lot Hunsaker
0295-112-41	2351 Hunsaker
0295-112-48	2327 Hunsaker
0285-112-54	2395 Hunsaker
0295-121-25	Lot Cove Cr
0295-122-08	2541 Hunsaker
0295-122-09	2560 Oak
0295-122-15	2597 Hunsaker
0295-122-18	2557 Hunsaker
0295-122-19	2582 Oak
0295-122-28	Lot Hunsaker
0295-123-03	2503 Oak Dr
0295-123-04	Lot Oak
0295-123-05	Lot Oak
0295-123-07	Lot Oak
0295-123-09	2547 Oak Dr
0295-123-15	Lot Fern
0295-124-03	32049 Fern
0295-124-04	Lot Fern
0295-124-05	Lot Fern

0295-124-12	32084 Hunsaker Way
0295-131-14	2538 Secret
0295-131-22	31859 Hollow
0295-131-25	2556 Secret
0295-131-29	Lot Secret
0295-131-42	2514 Secret
0295-131-43	2602 Secret
0295-131-47	Lot Mistletoe
0295-132-06	2508 Whispering Pines
0295-132-07	2520 Whispering Pines
0295-132-11	Lot Whispering Pines
0295-132-12	2562 Whispering Pines
7/5 says done	
0295-132-15	2588 Whispering Pines
0295-132-34	2611 Secret
0295-132-40	2569 Secret
0295-132-43	Lot Secret
0295-132-49	2493 Secret
0295-132-52	2489 Secret
0295-132-53	2498 Whispering Pines
0295-132-57	2485 Secret
0295-132-60	2642 Palo Alto
0295-132-61	2623 Secret
0295-133-14	2620 Secret - vl
0295-134-04	Lot Hilltop - (31914)
0295-134-10	31920 Hilltop
0295-141-07	Lot Hunsaker Dr



0295-141-21	Lot Secret
Not AOG - Cal Trans	
0295-142-02	Lot Hilltop
0295-142-14	32000 Hilltop
0295-143-01	32098 Hilltop
0295-143-02	32072 Hilltop
0295-143-22	32036 Hilltop
0295-143-23	Lot Hunsaker Way
0295-143-27	Lot Hunsaker Way
0295-152-03	31321 Old City Creek
0295-152-04	Lot Old City Creek
0295-152-05	Lot Old City Creek
0295-153-03	Lot Old City Creek
0295-153-04	Lot Old City Creek
0295-153-05	31487 Old City Creek
0295-153-08	31585 Old City Creek
0295-153-10	31563 Old City Creek
0295-162-09	Lot Peaceful
0295-162-21	31675 Hwy 330
0295-162-27	Lot Peaceful
0295-162-28	Lot Peaceful
7/4 calling contractors	
0295-162-29	Lot Peaceful
0295-162-30	Lot Peaceful
0295-162-33	2760 Preston
0295-162-34	Lot Canon
0295-162-35	2772 Preston
0295-171-04	Lot Preston

0295-173-01	31810 Loma
0295-173-04	Lot Preston
0295-173-05	2726 Preston
0295-173-06	2734 Preston
0295-173-12	2697 Canon
0295-173-13	2701 Canon
0295-174-09	2738 Circle
0295-174-11	2748 Circle
	7/4 weeds need to be cut gc
0295-174-12	2752 Circle
0295-174-14	2762 Circle
0295-174-15	2774 Circle
0295-174-24	2797 View
0295-174-26	31857 Pinecone
0295-174-27	Lot Pine Cone
0295-174-28	Lot Preston
0295-174-29	Lot Preston
0295-174-30	2849 Preston
0295-174-31	Lot Preston
0295-174-32	2841 Preston
0295-174-33	Lot Preston
0295-174-34	Lot Preston
0295-174-35	Lot Preston
0295-174-36	Lot Preston
0295-174-37	Lot Preston
0295-174-38	Lot Preston
0295-174-39	Lot Preston
0295-174-45	2741 Preston

0295-174-49	2721 Preston
0295-174-58	2713 Preston
0295-174-60	2765 Preston
0295-174-61	2817 View
0295-174-65	Lot Preston
0295-174-67	2735 Preston
0295-174-69	Lot Preston
0295-174-70	2734 Circle
0295-174-71	2726 View
0295-175-04	2733 Circle
0295-176-01	2480 Preston
0295-181-15	31970 Pinecone
0295-181-19	31954 Pinecone
0295-181-20	31930 Pinecone
0295-181-21	Lot Pinecone
0295-181-22	31920 Pinecone
0295-181-24	31912 Pinecone
0295-181-27	31886 Pinecone
7/5 says done	
0295-181-28	2795 Snowflower
0295-181-31	Lot Snowflower
0295-181-35	2775 Snowflower
0295-181-36	2773 Snowflower
0295-181-37	2767 Snowflower
0295-181-45	Lot Snowflower
0295-181-51	31964 Pinecone
0295-181-52	Lot Pinecone

0295-182-10	2775 View
0295-182-14	Lot Lookout
0295-182-21	2732 Snowflower
0295-182-22	2728 Snowflower
	7/3 syas is done
0295-182-23	31897 Lookout
0295-182-25	31909 Lookout
0295-192-06	31939 Pinecone
0295-192-13	31981 Pinecone
0295-192-16	32011 Pinecone
0295-192-26	32061 Pinecone
0295-192-39	32031 Pinecone
0295-192-43	31967 Pinecone
0295-201-06	Lot Preston
0295-201-07	Lot Preston
	7/5 says done
0295-201-08	Lot Preston
0295-211-03	Lot West
0295-211-04	32119 Cove Cr
0295-211-06	32127 West
	7/3 says done
0295-212-01	32132 Cove Cr
0295-212-04	32135 Cove Cr
0295-212-06	32143 Cove Cr
0295-212-07	Lot Cove Cr
0295-212-08	Lot Cove Cr
0295-212-09	32155 Cove Cr
0295-212-11	32161 Cove Cr
0295-212-17	32187 Cove Cr

0295-212-18	32179 Cove Cr
0295-214-05	32146 Fern
0295-214-06	32142 Fern
0295-214-10	32180 Cove Cr
0295-214-11	32176 Cove Cr
0295-214-14	Lot Cove Cr
0295-214-18	32148 Cove Cr
0295-214-22	2530 Onaknoll
0295-214-23	2536 Onaknoll
	7/4 weeds ok gc
0295-214-30	2525 Onaknoll
0295-214-32	32293 Parkland
0295-214-34	32298 Inadale
0295-214-35	32299 Inadale
0295-221-04	32118 Hunsaker
0295-222-03	32155 West
0295-222-16	32114 Hilltop
0295-223-01	32148 West
0295-223-13	Lot West
0295-224-02	32202 Fern
0295-224-03	32210 Fern
0295-224-05	32232 Fern
0295-224-06	32236 Fern
0295-224-12	32296 Fern
0295-225-03	32219 Fern
0295-225-07	32210 Mohan
0295-226-08	Lot West

0295-227-01	Lot West
0295-227-02	Lot West
0295-227-05	Lot West
0295-227-06	Lot West
0295-227-07	Lot West
0295-227-16	Lot West
0295-227-17	32259 West
0295-227-18	Lot West
0295-227-19	32267 West
0295-227-23	2662 East
0295-227-24	2674 East
0295-227-25	Lot East
0295-228-17	2673 Soutar
0295-228-20	2663 Soutar
0295-229-04	32352 Nordic
0295-231-36	2755 Valkyrie
0295-232-03	2868 RS School Rd
0295-232-05	Lot Hilltop
0295-232-08	Lot Canyon Park
0295-232-09	Canyon Park
0295-232-10	2845 Canyon Ct
0295-232-11	Lot Canyon Park
0295-233-01	R S School Rd
0295-233-02	2851 RS School Rd
0295-233-04	32665 Highway 18
0295-233-05	Brulte Field
0295-233-08	2929 RS School Rd

0295-271-18	32291 Pinecone
0295-271-20	3112 Bluebird
0295-271-28	3080 Bluebird
0295-281-05	2537 Rim of the World
0295-281-06	2529 Rim of World
0295-281-07	Lot Rim of World
0295-281-16	2566 Catalina
0295-281-22	2555 Rim of World
7/4 says done	
0295-281-23	2517 Rim of the World
0295-282-06	31320 Marcella
0295-282-07	31304 Marcella
0295-282-08	2541-43 Catalina
0295-283-02	Lot Catalina
0295-283-04	2569 Catalina
0295-283-08	31321 Marcella
0295-283-09	31333 Marcella
0295-283-10	31341 Marcella
0295-283-11	31353 Marcella
0295-283-13	31373 Deerlick
0295-283-14	Lot Deerlick
0295-283-15	31387 Deerlick
0295-283-16	31395 Deerlick
0295-283-17	31409 Deerlick
0295-283-18	31423 Deerlick
0295-283-19	31435 Deerlick
0295-283-20	31451 Deerlick

0295-283-21	Lot Old City Creek
0295-283-22	31362 Old City Creek
7/4 done gc	
0295-283-24	31336 Old City Creek
7/4 done gc	
0295-283-25	31326 Old City Creek
0295-283-26	31318 Old City Creek
0295-283-27	Lot Old City Creek
0295-283-30	31290 Old City Creek
0295-283-32	31303 Marcella
0295-283-33	31300 Old City Creek
0295-284-01	31338 Deerlick
0295-284-06	31389 Lightfoot
0295-284-07	31393 Lightfoot
0295-284-13	31446 Deerlick
0295-284-14	Lot Deerlick
0295-284-19	31376 Deerlick
0295-284-20	Lot Deerlick
0295-284-23	31346 Deerlick
0295-285-08	31471 Ocean View
0295-285-09	31473 Ocean View
0295-285-10	2604 Sunset
0295-285-14	31404 Lightfoot
0295-285-15	31396 Lightfoot
0295-285-16	31390 Lightfoot
0295-285-20	31459 Ocean View
0295-286-01	31454 Ocean View
0295-286-04	31466 Ocean View



0295-286-05	31470 Ocean View
0295-291-04	2477 Rim of the World
0295-291-05	2471 Rim of World
0295-291-06	2461 Rim of World
0295-291-09	2433 Rim of World
0295-291-10	2421 Rim of the World
0295-291-11	2411 Rim of the World
0295-291-12	Lot Rim of the World
0295-291-13	31425 Ocean View
0295-291-21	31445 Ocean View
0295-291-22	31449 Ocean View
0295-291-24	Lot Lightfoot
0295-291-25	31364 Lightfoot
0295-291-35	2520 Catalina
0295-291-39	2511 Rim of World
0295-292-05	31442 Ocean View
0295-292-06	31446 Ocean View
0295-293-01	2511 Catalina
0295-293-03	31367 Lightfoot
0295-301-03	32354 Parkland
0295-301-04	32344 Parkland
0295-301-07	32316 Parkland
0295-302-04	Lot Parkland
0295-302-10	32320 Inadale
0295-302-13	32339 Parkland
0295-307-08	2550 Valkyrie
0295-307-12	2586 Valkyrie

0295-307-15	2610 Valkyrie
0295-307-16	2609 Viking
0295-307-19	2608 Viking
0295-307-22	2579 Valhalla
0295-307-33	32444 Fern
0295-307-34	32434 Fern
0295-308-01	2601 Thule
0295-308-05	2595 Valkyrie
0295-308-06	Lot Valkyrie
0295-311-01	32370 Nordic
0295-311-02	32364 Nordic
0295-311-05	32346 Nordic
0295-311-15	Lot Scandia
0295-312-02	Lot Valhalla
0295-313-02	32392 Scandia
0295-314-01	32352 Scandia
0295-314-03	32331 Nordic
0295-314-06	32355 Nordic
0295-315-04	32375 Scandia
0295-315-07	32345 Scandia
0295-315-17	32311 Scandia
0295-321-01	2618 Viking
0295-322-02	Lot Viking
0295-323-05	32435 Nordic
0295-323-06	Lot Nordic
0295-324-01	2646 Viking

0295-324-02	Lot Viking
0295-324-03	2666 Viking
0295-324-04	2676 Viking
0295-324-05	Lot Viking
0295-324-06	32426 Scandia
0295-325-02	32425 Scandia
0295-325-04	32445 Scandia
0295-325-08	2710 Valkyrie
0295-325-09	2720 Valkyrie
0295-325-10	2730 Valkyrie
0295-325-11	2740 Valkyrie
0295-325-12	2750 Valkyrie
0295-325-17	Lot Valkyrie
0295-326-06	32494 Scandia
0295-326-07	32450 Scandia
	7/3 called with questions
0295-326-12	2615 Nordic
0295-326-14	2635 Valkyrie
0295-326-15	2645 Valkyrie
0295-327-02	2735 Valkyrie
0295-327-05	32485 Scandia
0295-327-08	2702 Thule
0295-331-08	32520 Scandia
0295-331-12	2625 Thule
0295-332-02	Lot Thor
0295-332-03	Lot Thor
0295-332-05	Lot Thor

0295-332-07	Lot Thor
0295-332-08	32521 Scandia
0295-332-10	32531 Scandia
0295-332-11	32533 Scandia
0295-332-12	32535 Scandia
0295-332-13	32541 Scandia
0295-332-14	32551 Scandia
7/3 says done	7/4 gc says no still in back
0295-332-17	32565 Scandia
0295-333-01	Lot Thor
0295-341-02	2992 RS School Rd
0295-341-03	32367 Pinecone
0295-341-04	32329 Pinecone
0295-341-05	3011 Bluebird
0295-341-06	3030 Bluebird
0295-341-07	3053 Bluebird
0295-341-08	3082 RS School Rd
0295-341-10	3016 RS School Rd
0295-341-16	32310 Pinecone
0295-351-01	3161 Bluebird

PARCEL NUMBER	STREET ADDRESS
<b>BOOK 296</b>	
0296-012-63	#13 Fredalba - FH
0295-012-66	#14 Fredalba
0296-012-69	#15 Fredlaba - FH
0296-012-72	#16 Fredlaba - FH
0296-012-79	#17 Fredalba - FH
0296-041-05	31244 Old City Creek
0296-041-11	31256 Old City Creek
0296-041-15	31248 Old City Creek
0296-041-16	31252 Old City Creek
0296-041-37	31103 Old City Creek
0296-041-41	Lot Old City Creek
0296-041-43	Lot Old City Creek
0296-041-44	31144 Old City Creek
0295-041-47	31236 Old City Creek
0296-201-10	3521 Seymour
0296-211-18	Lot Pine Manor
0296-211-19	Lot Capehorn
0296-211-20	3320 Stonewall
0296-211-21	3310 Hummingbird
0296-211-23	Lot Pine Manor
0296-211-25	Lot Pine Manor
0296-211-26	Lot Pine Manor
0296-211-29	32355 Capehorn
0296-211-30	32323 Cape Horn
0296-211-32	32225 Cape Horn
0296-211-43	3375 Canter Hill

0296-211-44	Lot Pine Manor
0296-211-45	32353 Pine Manor
0296-211-46	32383 Pine Manor
0296-211-47	32425 Pine Manor
0296-211-48	32455 Pine Manor
0296-211-50	32484 Snowshoe
0296-211-52	32424 Snowshoe
0296-211-53	32425 Snowshoe
0296-211-56	Lot Seymour
0296-221-16	Lot Seymour
0296-221-17	Lot Seymour
0296-221-18	Lot Seymour
0296-221-24	Lot Seymour
0296-221-40	Lot Seymour
0296-221-43	3500 Seymour
0296-232-20	3437 R S School Rd
0296-232-24	Lot Cobblestone
0296-232-25	3455 Cobblestone
0296-232-26	Lot Sailview
0296-232-30	Lot Sailview
0296-232-34	Lot Sailview
0296-232-82	3339 RS School Rd
0296-232-84	3371 R S School Rd
0296-261-01	30631 Ferndale
0296-261-07	30607 Ferndale
0296-271-02	30722 Live Oak

0296-271-06	30666 Live Oak
0296-271-11	30618 Live Oak
0296-271-13	30898 Live Oak
0296-271-15	30584 Live Oak
0296-271-17	30574 Live Oak
0296-271-18	30570 Live Oak
0296-271-23	30552 Live Oak
0296-271-24	Lot Live Oak
0296-271-25	Lot Live Oak
0296-271-26	30538 Live Oak
0296-271-27	30566 Live Oak
0296-272-03	30710 Knollview
0296-272-08	Lot Knollview
0296-272-09	30653 Live Oak
0296-273-01	30671 Ferndale
0296-273-02	30675 Ferndale
0296-273-04	30683 Ferndale
0296-273-05	30687 Ferndale
0296-273-12	30709 Knollview
0296-273-14	30691 Ferndale
0296-274-03	30652 Ferndale
0296-274-04	Lot Ferndale
0296-274-07	30664 Ferndale
0296-274-11	30620 Ferndale
0296-274-12	30616 Ferndale
0296-274-13	30612 Ferndale

0296-274-27	30597 Live Oak
0296-274-28	30607 Live Oak
0296-274-31	Lot Ferndale
0296-274-42	30600 Ferndale
0296-274-43	30592 Ferndale
0296-274-44	30559 Ferndale
0296-274-45	30573 Live Oak
0296-274-46	Lot Ferndale
0296-274-49	Lot Ferndale
0296-275-03	30541 Live Oak
0296-275-07	Lot Live Oak
0296-275-09	30593 Ferndale
0296-275-10	30611 Ferndale
0296-275-11	30615 Ferndale
0296-275-12	30619 Ferndale
0296-275-13	30623 Ferndale
0296-275-14	Lot Ferndale
0296-281-03	Lot Knollview
0296-282-04	30786 Knollview
0296-282-11	30770 Knollview
0295-282-22	30730 Knollview
0296-282-33	30774 Knollview
0296-282-34	30726 Knollview
0296-282-38	30744 Knollview
0296-283-04	30771 Knollview
0296-283-12	30789 Knollview
0296-283-13	30793 Knollview



0296-283-14	30797 Knollview
0296-283-26	Lot Old City Creek
0296-283-27	30934 Old City Creek
0296-283-28	30930 Old City Creek
0296-283-29	Lot Old City Creek
0296-283-30	Lot Old City Creek
0296-283-39	30775 Knollview
0296-283-41	30781 Knollview
0296-291-04	Lot Ferndale
0296-291-05	30737 Knollview
0296-291-06	30739 Knollview
0296-291-07	30743 Knollview
0296-291-08	30747 Knollview
0295-291-09	Lot Knollview
0296-291-11	30761 Knollview
0296-291-18	30759 Knollview
0296-291-21	Lot Knollview
0296-291-22	30659 Ferndale
0295-291-23	Lot Knollview
0296-302-02	30905 Old City Creek
0296-302-07	30969 Old City Creek
0296-302-11	31001 Old City Creek 7/3 says doing next week
0296-302-12	Lot Old City Creek 7/3 says doing next week
0296-302-19	31083 Old City Creek
0296-303-01	Lot Old City Creek
0296-303-02	Lot Old City Creek

0296-303-03	Lot Old City Creek
0296-303-06	31034 Old City Creek - FH
0296-303-08	Lot Old City Creek
0296-303-17	31058 Old City Creek
0296-311-02	30372 Live Oak
0296-311-03	30368 Live Oak
0296-311-04	30362 Live Oak
0296-311-06	Lot Live Oak
0296-312-07	Lot Live Oak
0296-312-08	Lot Live Oak
0296-312-09	30405 Live Oak
0296-312-11	30413 Live Oak
0296-312-12	30417 Live Oak
0296-312-16	30433 Live Oak
0296-313-04	30520 Live Oak
0296-313-07	30508 Live Oak
0296-313-09	30500 Live Oak
0296-313-10	Lot Live Oak
0296-313-11	Lot Live Oak
0296-313-12	30488 Live Oak
0296-313-17	30432 Live Oak
0296-313-19	30424 Live Oak
0296-313-23	30408 Live Oak
0296-313-31	30444 Live Oak FH
0296-314-05	30513 Live Oak
0296-314-06	30517 Live Oak

0296-314-07	30521 Live Oak
0296-314-08	30525 Live Oak
0296-314-10	30509 Live Oak
0296-321-28	30344 Live Oak
0296-322-14	30437 Live Oak
0296-322-15	30441 Live Oak
0296-322-17	30449 Live Oak
0296-322-21	Lot Live Oak
0296-322-22	30469 Live Oak
0296-322-23	30473 Live Oak
0296-322-25	Lot Live Oak
0296-322-26	30485 Live Oak
0296-322-27	30489 Live Oak
0296-322-30	Lot Live Oak
0296-322-31	Lot Live Oak
0296-322-37	30457 Live Oak
0296-323-02	Lot Live Oak
0296-323-07	30460 Live Oak
0296-323-08	Lot Live Oak
0296-323-09	Lot Live Oak
0296-323-10	30476 Live Oak
0296-331-01	Lot Leprechaun
0296-331-02	Lot Leprechaun
0296-331-05	Lot Leprechaun
0296-331-06	30320 Leprechaun
0296-331-07	Lot Leprechaun

0296-331-08	Lot Leprechaun
0296-331-09	Lot Leprechaun
0296-331-11	30213 Gremlin
0296-331-12	Lot Gremlin
0296-331-13	30235 Gremlin
0296-331-14	Lot Gremlin
0296-331-15	30259 Gremlin
0296-331-17	30260 Gremlin
0296-331-22	30208 Gremlin
0296-331-26	30228 Elfin
0296-341-05	Lot Leprechaun
0296-342-05	30244 Enchanted
0296-342-06	Lot Enchanted
0296-342-09	Lot Leprechaun
0296-342-13	Lot Leprechaun
0296-342-14	Lot Leprechaun
0296-342-16	30287 Leprechaun
0296-342-25	Lot Leprechaun
0296-342-26	Lot Enchanted
0296-343-15	30179 Enchanted
0296-343-16	Lot Enchanted
0296-343-17	Lot Enchanted
0296-343-18	30191 Enchanted
0296-343-19	Lot Enchanted
0296-343-22	30265 Enchanted
0296-343-24	30243 Enchanted Way
0296-344-03	Lot Magic

0296-344-04	30169 Magic
	needle front
0296-344-11	Lot Enchanted Way
0296-344-12	Lot Enchanted Way
0296-344-13	30184 Enchanted
0296-344-15	Lot Enchanted Way
0296-352-03	Lot Magic
0296-352-04	Lot Magic
0296-352-07	Lot Magic
0296-352-08	30016 Magic
0296-352-10	Lot Enchanted
0296-352-12	Lot Enchanted
0296-352-17	Lot Pixie
0296-352-19	Lot Pixie
0296-352-20	Lot Pixie
0296-352-21	30083 Pixie
0296-352-23	Lot Enchanted
0296-353-04	30177 Enchanted
0296-353-09	Lot Enchanted
0296-353-10	Lot Enchanted
0296-353-14	30046 Enchanted
0296-353-15	30042 Enchanted
0296-353-16	30038 Enchanted
0296-353-17	Lot Enchanted
0296-353-18	30031 Enchanted
0296-353-21	30039 Enchanted
0296-353-22	Lot Enchanted

7/3 working on it	
0296-353-23	30047 Enchanted
7/3 working on it	
0296-353-26	30059 Enchanted
0296-353-27	30065 Enchanted
0296-353-28	30071 Enchanted
0296-353-29	Lot Enchanted
7/5 calling contractors	
0296-353-33	Lot Enchanted
0296-353-34	Lot Enchanted
0296-353-35	30129 Enchanted
0296-353-36	30139 Enchanted
0296-353-37	Lot Enchanted
0296-353-38	Lot Enchanted
0296-353-39	Lot Enchanted
0296-353-41	Lot Enchanted
0296-361-03	30184 Elfin
0296-361-05	Lot Elfin
0296-361-06	Lot Elfin
0296-361-11	30124 Skyline
0296-361-15	Lot Skyline
0296-361-16	30125 Skyline
0296-361-19	Lot Pixie
0296-361-20	30160 Pixie
0296-361-21	Lot Pixie
0296-361-25	Lot Pixie
0296-361-26	Lot Pixie
0296-361-27	Lot Pixie
0296-361-28	Lot Pixie

0296-361-29	Lot Pixie
0296-361-30	30088 Pixie
0296-362-10	Lot Elfin
0296-363-01	Lot Pixie
7/3 done gc	
0296-363-05	Lot Pixie
0296-363-12	30178 Magic
0296-363-13	30190 Magic
0296-363-15	Lot Magic

<b>BOOK 328</b>	<b>STREET ADDRESS</b>
0328-201-07	Lot Outer Hwy 18 S
0328-201-08	31109 Outer Hwy 18 S
0328-201-19	31096 Wild Oak
0328-202-16	2145 Spring Oak
0328-204-07	2158 Spring Oak
0328-204-08	2170 Spring Oak
0328-205-01	31131 Glen Oak
0328-205-02	31137 Glen Oak
0328-205-03	31145 Glen Oak
0328-206-06	31081 Wild Oak
0328-206-10	31107 Glen Oak
0328-211-03	Lot Glen Oak
0328-211-06	31062 Glen Oak
0328-212-07	Lot Mountain Oak
0328-212-08	31120 Mountain Oak
0328-212-09	31112 Mountain Oak
0328-212-10	31100 Mountain Oak
0328-212-11	31090 Mountain Oak
0328-212-15	Lot Glen Oak
0328-212-18	31105 Glen Oak
0328-212-19	31109 Glen Oak
0328-212-21	31125 Glen Oak
0328-213-01	31051 Glen Oak
0328-213-16	31141 Mountain Oak
0328-214-06	31149 All View
0328-214-07	31151 All View



0328-214-12	2202 Spring Oak
0328-214-13	2212 Spring Oak
0328-214-16	2244 Spring Oak
0328-214-17	2254 Spring Oak
0328-215-03	2259 Spring Oak
0328-215-04	2247 Spring Oak
0328-215-05	2237 Spring Oak
0328-215-06	2229 Spring Oak
0328-221-04	31140 Summit
0328-222-07	31173 Summit
0328-222-08	31130 All View
0328-222-11	31160 Valley Oak
0328-222-24	31125 Summit
0328-223-01	31125 Valley Oak
0328-223-02	31135 Valley Oak
0328-223-03	31149 Valley Oak
0328-223-08	31124 All View
0328-223-09	Lot All View
0328-223-10	31120 All View
0328-223-11	31116 All View
0328-224-02	31119 All View
0328-224-10	Lot All View
0328-224-11	31137 All View
0328-224-21	2390 Spring Oak
0328-224-22	Lot Spring Oak
0328-224-23	2406 Spring Oak

0328-224-24	2410 Spring Oak
0328-225-02	2409 Spring Oak
0328-225-03	2405 Spring Oak
0328-225-04	2401 Spring Oak
0328-225-05	2391 Spring Oak
0328-225-06	2381 Spring Oak
0328-225-08	2371 Spring Oak
0328-231-03	31110 All View
0328-231-05	31106 All View
0328-231-06	Lot All View
0328-231-07	Lot All View
0328-231-08	31094 All View
0328-231-09	31084 All View
0328-232-01	2414 Spring Oak
0328-232-05	2430 Spring Oak
0328-232-07	2438 Spring Oak
0328-232-13	Lot Spring Oak
0328-232-19	2492 Spring Oak
0328-232-27	31101 All View
0328-232-30	31107 All View
0328-233-01	31025 All View
0328-233-03	Lot Spring Oak
0328-233-06	Lot Spring Oak
0328-233-07	2485 Spring Oak
0328-233-17	2449 Spring Oak
0328-233-18	2441 Spring Oak

0328-233-21	Lot Spring Oak
0328-233-22	2429 Spring Oak
0328-233-28	2435 Spring Oak
0328-241-06	30990 Glen Oak
0328-241-12	30930 Glen Oak
0328-241-19	30906 Live Oak
0328-241-21	30950 Scenic
0328-241-28	31022 Scenic
0328-241-36	30980 Wild Oak
0328-241-38	30955 Wild Oak
0328-241-39	Lot Scenic
0328-241-41	30949 Wild Oak
0328-241-43	30957 Wild Oak
0328-241-51	31031 Wild Oak
0328-241-53	31008 Wild Oak
0328-241-57	30904 Live Oak
0328-241-61	30960 Glen Oak
0328-242-03	30897 Glen Oak
0328-242-04	30915 Glen Oak
0328-242-14	30989 Glen Oak
0328-243-01	30891 Summit
0328-243-02	30895 Summit
0328-244-01	30901 Live Oak
0328-244-05	30909 Live Oak
0328-244-06	30911 Live Oak
0328-244-09	30894 Live Oak
0328-244-11	Lot Live Oak

0328-244-14	Lot Live Oak
0328-244-15	30890 Live Oak
0328-244-16	30884 Live Oak
0328-251-01	30974 Summit
0328-251-02	30964 Summit
0328-251-03	30954 Summit
0328-251-08	30902 Summit
0328-251-09	30922 Summit
0328-252-01	30901 Summit
0328-252-05	30939 Summit
0328-252-08	30969 Summit
0328-252-09	30960 Valley Oak
0328-252-12	30936 Valley Oak
0328-252-19	30887 Summit
0328-253-01	30881 Valley Oak
0328-253-07	30929 Valley Oak
0328-253-08	Lot Valley Oak
0328-253-09	30949 Valley Oak
0328-253-10	30957 Valley Oak
0328-253-11	30967 Valley Oak
0328-253-13	30981 Valley Oak
0328-253-14	30966 All View
0328-253-15	30958 All View
0328-253-22	30865 Acorn
0328-253-29	30872 Acorn
0328-253-32	30871 Live Oak

0328-253-34	30914 All View
0328-253-35	30891 Valley Oak
0328-253-36	Lot Valley Oak
0328-253-37	30888 Acorn
0328-254-01	30880 Live Oak
0328-254-02	Lot Live Oak
0328-254-03	30876 Live Oak
0328-254-07	30866 Live Oak
0328-254-08	30864 Live Oak
0328-254-15	30874 Live Oak
0328-261-10	30778 Live Oak
0328-261-11	30774 Live Oak
0328-261-12	30770 Live Oak
0328-261-14	30754 Live Oak
0328-261-15	30804 Live Oak
0328-262-08	30866 All View
0328-262-14	30792 All View
0328-262-17	30811 Live Oak
0328-262-20	30827 Live Oak
0328-262-21	30833 Live Oak
0328-262-25	30852 All View
0328-263-04	30805 All View
0328-263-06	30823 All View
0328-263-07	30831 All View
0328-263-08	30841 All View
0328-263-09	30849 All View

0328-263-15	30897 All View
0328-263-17	30907 All View - FH
0328-263-25	30969 All View
0328-271-03	31074 Summit
0328-271-04	31064 Summit
0328-271-14	Lot Summit
0328-271-15	30984 Summit
0328-271-16	Lot Summit
0328-272-01	30979 Summit
0328-272-02	Lot Summit
0328-272-09	31047 Summit
0328-272-12	31075 Summit
0328-272-13	31085 Summit
0328-272-14	31091 Summit
0328-272-16	31101 Summit
0328-272-19	Lot Valley Oak
0328-272-20	31100 Valley Oak
0328-272-21	31098 Valley Oak
0328-272-22	Lot Valley Oak
0328-272-24	31066 Valley Oak
0328-272-26	31046 Valley Oak
0328-272-27	31036 Valley Oak
0328-272-30	Lot Valley Oak
0328-272-34	Lot Valley Oak
0328-272-35	30964 Valley Oak
0328-273-04	Lot Valley Oak

0328-273-17	Lot All View
0328-273-18	Lot All View
0328-273-19	30992 All View
0328-274-03	Lot All View
0328-281-01	30955 Hilltop
0328-281-03	2013 Willow
0328-281-06	1993 Willow
0328-283-01	2018 Poplar
0328-283-02	Lot Poplar
0328-283-03	2022 Poplar
0328-283-12	2072 Willow
0328-291-03	1973 Willow
0328-291-08	1933 Willow
0328-291-23	1972 Poplar
0328-291-26	1988 Poplar
0328-291-29	2016 Poplar
0328-292-04	1983 Poplar
0328-292-10	1935 Poplar
0328-292-13	1928 Willow
0328-292-14	1932 Willow
0328-292-16	1950 Willow
0328-292-24	2011 Poplar
0328-301-06	31240 Oakleaf
0328-301-10	31202 All View
0328-301-11	31196 All View
0328-301-15	31182 All View
0328-301-18	Lot All View

0328-302-06	31234 All View
0328-302-07	31219 All View
0328-302-10	31277 Oakleaf
0328-303-01	31208 Outer Hwy 18 N
0328-303-04	31180 Outer Hwy 18 N
0328-303-08	31140 Outer Hwy 18 N
0328-303-09	31175 All View
0328-303-15	31201 All View
0328-311-10	1940 Wilderness
0328-311-11	1942 Wilderness
0328-311-12	1944 Wilderness
0328-311-19	31418 Oakleaf
0328-311-23	31382 Oakleaf
0328-311-31	1946 Oakleaf
0328-311-32	1956 Oakleaf
0328-311-34	Lot Oakleaf
0328-311-40	1936 Oakleaf
0328-312-05	1970 Wilderness
0328-312-10	2020 Wilderness
0328-312-18	1955 Fernside
0328-312-19	1945 Fernside
0328-313-01	31301 Oakleaf
0328-313-05	31337 Oakleaf
0328-313-12	31407 Oakleaf
0328-313-13	31411 Oakleaf
0328-313-17	2012 Fernside



0328-313-25	31368 Pinehurst
0328-313-31	31312 Pinehurst
0328-321-05	31242 Hilltop
0328-322-05	31364 Firwood
0328-322-09	31328 Firwood
0328-323-01	31406 Cedarwood
0328-323-02	31396 Cedarwood
0328-323-04	31378 Cedarwood
0328-323-05	31370 Cedarwood
0328-323-07	31350 Cedarwood
0328-323-11	31312 Cedarwood
0328-323-17	31331 Firwood
0328-323-20	31359 Firwood
0328-331-03	31425 Pinehurst
0328-331-04	31435 Pinehurst
0328-331-10	Lot Firwood
0328-331-11	31486 Firwood
0328-331-13	31464 Firwood
0328-332-10	31495 Firwood
0328-332-11	2054 Wilderness
0328-332-28	31504 Cedarwood
0328-332-29	31482 Cedarwood
0328-332-37	31418 Cedarwood
0328-333-02	Lot Circle View
0328-333-06	2016 Wilderness
0328-334-04	31437 Cedarwood

0328-334-08	31475 Cedarwood
0328-334-09	Lot Cedarwood
0328-334-15	31541 Cedarwood
0328-334-16	31562 Circle View
0328-341-01	31560 Circle View
0328-341-08	Lot Overhill
0328-341-09	31464 Overhill
0328-342-09	31517 Overhill
0328-342-12	31550 Onacrest
0328-342-13	31530 Onacrest
0328-342-17	31496 Onacrest
0328-342-18	31484 Onacrest
0328-342-23	31446 Onacrest
0328-342-25	31520 Onacrest
0328-343-07	31495 Onacrest
0328-343-10	31523 Onacrest
0328-343-13	31540 Circle View
0328-343-18	31500 Circle View
0328-343-19	31496 Circle View
0328-343-20	31484 Circle View
0328-343-24	31441 Circle View
0328-343-25	Lot Circle View
0328-344-01	31533 Circle View - FH
0328-344-06	31557 Circle View
0328-344-10	2120 Wilderness
0328-344-15	Lot Wilderness

0328-344-16	Lot Wilderness
0328-344-17	2170 Wilderness
0328-344-21	2218 Wilderness - FH
0328-344-22	2228 Wilderness - FH
0328-344-23	Lot Wilderness
0328-351-04	31441 Circle View
0328-351-09	31489 Circle View
0328-351-10	31495 Circle View
0328-351-11	31505 Circle View
0328-351-16	31525 Circle View - FH
0328-351-17	Lot Circle View
0328-351-18	Lot Wilderness
0328-351-19	2256 Wilderness
0328-351-20	Lot Wilderness
0328-351-21	Lot Wilderness
0328-351-22	2274 Wilderness
0328-351-23	Lot Wilderness
0328-351-25	Lot Valley Ridge
0328-351-26	31518 Valley Ridge -FH
0328-351-27	31510 Valley Ridge
0328-351-28	31500 Valley Ridge - FH
0328-351-29	31490 Valley Ridge-FH
0328-351-30	31482 Valley Ridge-FH
0328-351-31	31474 Valley Ridge - FH
0328-351-32	31462 Valley Ridge - FH
0328-351-33	Lot Valley Ridge
0328-351-34	31442 Valley Ridge

0328-351-41	31430 Valley Ridge
0328-351-40	2288 Wilderness - FH
0328-352-01	31393 Valley Ridge
0328-352-02	31401 Valley Ridge
0328-352-03	31407 Valley Ridge
0328-352-04	31413 Valley Ridge
0328-352-09	31471 Valley Ridge-FH
0328-352-10	31485 Valley Ridge-FH
0328-352-11	31497 Valley Ridge-FH
0328-352-13	2310 Wilderness
0328-361-09	31354 Overhill
0328-361-11	31334 Overhill
0328-362-19	31370 Onacrest
0328-363-05	Lot All View
0328-363-08	31317 Onacrest
0328-363-13	31357 Onacrest
0328-363-16	31401 Onacrest
0328-363-21	31422 Circle View
0328-363-22	Lot Circle View
0328-363-28	Lot Circle View
0328-363-39	31292 Circle View
0328-363-42	31374 Circle View
0328-364-01	31259 Circle View
0328-364-02	31265 Circle View
0328-364-03	31271 Circle View
0328-364-04	31279 Circle View

0328-364-05	31283 Circle View
0328-364-06	Lot Circle View
0328-364-07	Lot Circle View
0328-364-08	Lot Circle View
0328-364-09	31299 Circle View
0328-364-10	Lot Circle View
0328-364-11	31321 Circle View
0328-364-12	31325 Circle View
0328-364-13	31335 Hilltop
0328-364-14	31347 Circle View
0328-364-15	31355 Circle View
0328-364-18	Lot Circle View
0328-364-19	31371 Circle View
0328-371-01	31480 Easy St
0328-371-02	31468 Easy St
0328-371-03	31460 Easy St
0328-371-04	31450 Easy St
0328-371-05	31438 Easy St
0328-371-06	31430 Easy St - FH
0328-371-08	31404 Easy St
0328-371-09	31390 Easy St
0328-371-10	31384 Easy St
0328-371-15	31336 Easy St
0328-372-07	31334 Easy Dr
0328-372-08	31322 Easy Dr
0328-373-04	31357 Easy Dr

0328-373-06	31371 Easy Dr
0328-373-07	31383 Easy St - FH
0328-373-08	31393 Easy St
0328-373-09	31405 Easy St - FH
0328-373-10	31419 Easy St - FH
0328-373-11	31423 Easy St
0328-373-12	31433 Easy St
0328-381-04	2001 Nob Hill
0328-381-05	1993 Nob Hill
0328-381-17	Lot Nob Hill
0328-381-22	1857 Nob Hill
0328-382-03	1850 Nob Hill
0328-382-04	Lot Nob Hill
0328-382-06	1874 Nob Hill
0328-382-07	1882 Nob Hill
0328-382-13	1930 Nob Hill
0328-382-14	1938 Nob Hill
0328-391-09	30999 Nob Hill Cr
0328-391-12	30976 Nob Hill Cr
0328-391-16	Lot Nob Hill Cr
0328-391-20	30944 Nob Hill Cr
0328-391-22	30936 Nob Hill Cr
0328-392-02	Lot Nob Hill Cr
0328-392-07	Lot Nob Hill Cr
0328-392-08	Lot Nob Hill Cr
0328-392-11	Lot Nob Hill Cr
0328-392-14	Lot Nob Hill Cr

0328-392-15	Lot Nob Hill Cr
0328-392-19	30925 Nob Hill Cr

**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** September 20, 2017

**TO:** Board of Directors

**FROM:** Joan Eaton, Administration Supervisor, Board Secretary, Treasurer  
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 19, 2017 and August 16, 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  
JULY 19, 2017**

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The Regular Meeting of the Board of Directors of the Running Springs Water District was held on Wednesday, July 19, 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  
Errol Mackzum, Director  
Tony Grabow, Director

Also present were the following:

Ryan Gross, General Manager  
Joan C. Eaton, Board Secretary/Treasurer/Administration Supervisor  
George Corley, Fire Chief  
Mike Vasquez, Fire Battalion Chief  
Isaiah Hall, Wastewater Collection Division Supervisor  
Trevor Miller, Wastewater Treatment Division Supervisor  
Randy Bobroff, Water Division Supervisor

No Visitors Present

**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**

No visitors present

**3. Approval of Consent Items**

**A. Approve Meeting Minutes**

**B. Ratify June 2017 Expenditures**

The June, 2017 expenditures were discussed and Manager Gross stated District staff will modify future expenditure descriptions for clarity.

**C. Receive and File the Fiscal Year 2016/2017 Annual Board and Employee Expense Report**

**D. Consider Adopting Resolution No. 19-17, Standards for Domestic Water and Sewer Facilities**

Manager Gross confirmed that the Department of Public Health merged into the State Water Board and became the Division of Drinking Water. The Standards for Domestic Water and Sewer Facilities were reviewed and editorial revisions will be made to the final document.

**E. Consider Adopting Resolution No. 20-17, Certifying Delinquent Charges to be Placed on the Tax Roll for Fiscal Year 2017/2018**

**F. Consider Adopting Resolution No. 21-17, Finding That Certain Properties Located in the District Constitute a Public Nuisance and Ordering Notification to Property Owners and Setting a Public Hearing**

Upon **motion** by Director Mackzum, **second** by Director Terry and **carried by a 5 to 0 vote**, the Consent Items with corrections made to the Standards for Domestic Water and Sewer Facilities document, were approved. (Resolutions No. 19-17, 20-17 and 21-17 on file in the District office)

**4. Action Items**

**A. Consider Reducing Fire Sprinkler Water Meter Monthly Base Charge**

Manager Gross explained that Resolution No. 22-17, proposes a reduced monthly rate for fire sprinkler meters. A recent survey indicated that the Running Springs Water District Fire Sprinkler Water Meter fees are high and the District will complete a cost of service study in 2019 to reevaluate all rates. Manager Gross confirmed there are twenty-one (21) customers with fire sprinkler meters. Discussion continued and the Board agreed the fixed monthly Fire Meter Service Charge for the Fiscal Year Ending 2018 will be \$15.00 for a 1 inch and smaller meter and the current rate table was adjusted down for all meter sizes.

Upon **motion** by Director Grabow, **second** by Director Terry and **carried by a 5 to 0 vote**, Resolution No. 22-17, Reducing Rates for District Fire Meter Services, with revisions to the Fire Meter Service Rate Table, was approved.

**B. Consider Approving Ordinance No. 49, Adopting Rules and Regulations for Water and Wastewater Service**

Manager Gross stated Ordinance No. 49 was an information item at the June Board Meeting and the necessary publication requirements were met. Ordinance No. 49 combines, reorganizes and restates all existing rules, regulations and policies regarding water and wastewater service into one stand alone document.

Upon motion by Director Bennett, second by Director Terry and carried by a 5 to 0 vote, Ordinance No. 49, Rules and Regulations for Water and Wastewater Service, was adopted. (Ordinance No. 49 on file in the District Office)

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

Upon motion by Director Terry, second by President Ayers and carried by a 5 to 0 vote, the Board of Directors voted for John DeMonaco, Chino Valley Independent Fire District, as a Representative to the CSDA Board of Directors.

**D. Consider Awarding Contract for Downtown Sewer Repair**

Supervisor Hall reported on the Downtown Sewer Repair Project that is an eight (8) inch damaged sewer pipeline in need of repair. The Wastewater Collections Division Fiscal Year 2017/2018 budget includes \$45,000 for this project which will be funded from the Wastewater Capital Improvement Project Reserve account with a balance of \$202,068. The District received two (2) bids with the low bid received from Sancon Technologies, Inc. (Sancon) in the amount of \$31,620 which was provided to the Board for review. Supervisor Hall stated the Sancon bid includes a foot note stating that additional mobilizations will be billed at \$4,950 but they expect to complete the project in one night. There also may be an additional Caltrans permit fee of approximately \$850 that would be passed through to the District by the contractor. Supervisor Hall stated the project would commence the second week of August and will be conducted in the evening so they will not impact local business.

Upon motion by Director Mackzum, second by Director Grabow and carried by a 5 to 0 vote, the Contract for Downtown Sewer Repair, was awarded to Sancon Technologies, Inc. in the amount of \$31,620.

**E. Consider Authorizing Expenditure for Wastewater Treatment Plant Membrane Bioreactor Improvements**

Supervisor Miller stated the purpose of this expenditure is to purchase the materials and provide labor to install new OV960's into the Membrane Bioreactor (MBR) at the Treatment Plant with a cost of \$75,000 that will be shared among the upstream users. The expenditure will be funded from the Wastewater System Connection and Capacity

Charge Reserve Fund with a balance of \$119,603 as of June 30, 2017. Discussion continued and Supervisor Miller stated that the majority of work will be done in house and replacing the plates may extend the basin life up to fifteen (15) years with Manager Gross adding that it will save the District approximately 50% on energy costs. There will also be less labor maintenance and the warranty will remain the same with replacement of the new plates.

Upon **motion** by Director Grabow, **second** by Director Terry and **carried by a 5 to 0 vote**, the expenditure for Wastewater Treatment Plant Membrane Bioreactor Improvements, was approved.

**F. Consider Authorizing Application to LAFCO for Exemption Determination**

Manager Gross reported that the Local Agency Formation Commission (LAFCO) is suggesting that the District apply for an exemption determination from Government Code Section 56133 in relation to adoption of Ordinance No. 47 regarding the upstream rates. There is a \$2,250 filing fee.

Upon **motion** by Director Bennett, **second** by Director Mackzum and **carried by a 5 to 0 vote**, the General Manager was authorized to submit a letter to LAFCO requesting exemption of Ordinance No. 47 from Government Code 56133, was approved.

**5. Information Items**

**A. Quarterly Budget and Financial Report**

**B. Quarterly Investment Report**

**C. LA Times Article from July 9, 2017**

The Board reviewed and discussed an article in the Los Angeles Times newspaper regarding affordability of water for low income customers.

**6. General Manager's Report**

Manager Gross reported on the Cap-and-Trade Bill that suspends the CalFire fee and he said the Howard Jarvis Taxpayer Association is still pursuing refunds for the fee.

Discussion turned to District property tax revenue that fluctuates and is received throughout the year. The District will re-evaluate fund balances in January to determine if any funds should be moved and bring any requests to move funds to the Board.

Manager Gross also reported on the Automated Meter Reading (AMR) Loan Project saying the application is complete and concurrently the financial review will take place. The signed fund agreement should be signed in late fall with the project beginning in the spring of 2018.

**7. Report from Legal Counsel**

Attorney Simmons said the Environmental Impact Report for the Delta Water Tunnel Project was released and the project is currently in litigation.

The Oroville Dam Spillway repairs are ongoing and Attorney Simmons said there is a webcam site available to follow the progress.

**8. Board Member Comments/Meetings**

None

**9. Meeting Adjournment**

The meeting was adjourned at 10:32 A.M.

Respectfully Submitted,

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President, Board of Directors  
Running Springs Water District

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Secretary of the Board of Directors  
Running Springs Water District

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF DIRECTORS RUNNING SPRINGS WATER DISTRICT  
COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA  
AUGUST 16, 2017**

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The Regular Meeting of the Board of Directors of the Running Springs Water District was held on Wednesday, August 16, 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  
Errol Mackzum, Director  
Tony Grabow, Director

Also present were the following:

Ryan Gross, General Manager  
Joan C. Eaton, Board Secretary/Treasurer/Administration Supervisor  
Mike Vasquez, Fire Battalion Chief  
Trevor Miller, Wastewater Treatment Division Supervisor

No Visitors Present

**MEETING MINUTES**

**AGENDA ITEMS**

**1. Call Meeting to Order and Pledge of Allegiance**

The meeting was called to order at 9:02 A.M. by President Ayers and Director Terry led the assembly in the pledge of allegiance to the flag.

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

No visitors present

**3. Approval of Consent Items**

**A. Ratify July 2017 Expenditures**

The July, 2017 expenditures were reviewed with Manager Gross clarifying the Employee Reimbursement Claim Expense that is the District Medical Reimbursement Plan for employees who opt out of the District Health Plan.

Upon **motion** by Director Terry, **second** by Director Bennett and **carried by a 5 to 0 vote**, the Consent Items were approved.

**4. Action Items**

**A. Consider Awarding Contract for WWTP Flow Meter Installation**

Supervisor Miller reported on the Wastewater Treatment Plant (WWTP) Flow Meter Installation that is the second phase in completion of the Influent Flow Metering upgrade and is a budgeted Fiscal Year 2017/18 Capital Improvement Project. Four contractors were invited to a pre-bid meeting and the District received one (1) bid from Bacon/Wagner Excavating in the amount of \$14,667 to install the metering manhole at the Wastewater Treatment Plant. Discussion continued regarding the project and Manager Gross said the cost will be shared among the upstream users based on the methodology of Ordinance No. 47.

Upon **motion** by Director Mackzum, **second** by Director Grabow and **carried by a 5 to 0 vote**, the Contract for WWTP Flow Meter Installation was awarded to Bacon/Wagner Excavating in the amount of \$14,667.

**B. Consider Awarding Contract for 2017 Sewer Pipeline Inspection and Cleaning in Assessment District No. 7**

Manager Gross said staff is recommending that the annual sewer pipeline cleaning and video inspection contract for Assessment District No. 7 is awarded to Houston and Harris, PCS, Inc. for their low bid of \$32,725. This annual project was deferred in Fiscal Year 2016/2017 and Houston and Harris completed the work in Fiscal Year 2015/2016. Manager Gross said a portion of the interceptor pipeline will be billed to the upstream users and the Fiscal Year 2017/18 budget includes \$25,053 in Assessment District No. 7 restricted funds for the project with the remaining amount of \$7,672 funded from the Wastewater Collections System Maintenance Account. A form letter will be distributed notifying property owners of the project that will last approximately one (1) week and Manager Gross said Houston and Harris will provide a report that would indicate if there are any additional problems with the pipeline.

Upon **motion** by Director Bennett, **second** by Director Terry and **carried by a 5 to 0 vote**, the Contract for 2017 Sewer Pipeline Inspection and Cleaning in Assessment District No. 7 was awarded to Houston and Harris, PCS, Inc. for their bid of \$32,725.

**C. Consider Draft Letter to County Board of Supervisors Regarding Ambulance Exclusive Operating Areas**

Manager Gross reported on the Ambulance Exclusive Operating Areas (EOA's) to provide for emergency medical services and he said the county would like to consolidate all of the EOA's. Manager Gross suggested the District draft a letter to the San

Bernardino County Board of Supervisors in support of the Competitive Bidding Process, and request that Running Springs is not included in the process. Battalion Chief Vasquez stated workshops are presented to protect and prevent agencies like the District from going into a bidding process for consolidation and to protect our EOA. Battalion Chief Vasquez added that without the EOA, the Running Springs Fire Department would not be able to sustain itself. Discussion continued and District staff will draft a letter addressed to the Board of Supervisors that will be reviewed at the September Board Meeting.

Chief Vasquez confirmed that the \$3,200 expense to the County of San Bernardino for Provision and Medical Control Compliance was an Inland Counties Emergency Medical Agency (ICEMA) fee for the Ambulance controlled substances.

No motion required.

## **5. Information Items**

### **A. CalPERS Side Fund Refunding Analysis**

Manager Gross reported on the existing CalPERS Side Funds that have an interest rate of 7.75% and he provided a 2016 Refunding Analysis prepared by Brandis Tallman, LLC Investment Banking Firm, who was recommended by the California Special District Association (CSDA), for refinancing the District's CalPERS Side Fund Plans using a private placement. Manager Gross said there is a potential for savings in the Miscellaneous CalPERS Side Fund Plan and discussion continued. Manager Gross will coordinate a Finance Committee meeting to review further.

### **B. 2017 McMurchie Excellence in Safety Award Letter from SDRMA**

The Special District Risk Management Authority (SDRMA) Board of Directors selected the Running Springs Water District as a recipient of the McMurchie Excellence in Safety Award for the Workers' Compensation Program. SDRMA recognizes Safety Award recipients at the California Special District Association Annual Conference that will be held in Monterey, California on September 27, 2017 and SDRMA will provide transportation and accommodation reimbursement for one (1) District representative to attend. President Ayers or Director Grabow will consider attending the conference to accept the District award.

## **6. General Manager's Report**

Manager Gross confirmed that the July, 2017 Upstream Billing was submitted to Arrowbear Park County Water District and CSA-79.

The San Bernardino County Library Lease Agreement is expiring at the end of October, 2017 and the District received a new contract from the county that included additional conditions that were not acceptable. The Library Lease payment will increase from \$892



to \$909 on November, 2017 and Manager Gross will bring the final agreement back to the Board in September or October, 2017.

Manager Gross said the District is scheduled to be on the Local Agency Formation Commission Agency (LAFCO) September 20, 2017 meeting agenda regarding the request for exemption determination from Government Code Section 56133. Manager Gross will attend the LAFCO meeting which conflicts with the District's September Regular Board Meeting. The District meeting cannot be rescheduled due to the Hazard Abatement Public Hearing so the meeting will be held as scheduled.

Manager Gross reported on the Automated Meter Reading Project saying the Water Board is finalizing the environmental and financial package review and will also require legal consultation. A Financial Agreement should be received by the end of September, 2017 and Manager Gross said the project will begin in the spring of 2018.

The Ayres Acres well is holding in the twenty (20) gallon per minute range and Supervisor Bobroff will do some surging to try to improve production. The Harris Well pump went out and the repair contract recommendation will be considered at the September Board Meeting.

Manager Gross said staff are working on the Treatment Plant Membrane Bio-Reactor 1 Project and the new membranes will arrive in a few weeks. The Collections Division Downtown Sewer Line Project will be scheduled depending on the California Department of Transportation (CalTrans).

**7. Report from Legal Counsel**

None

**8. Board Member Comments/Meetings**

None

**9. Meeting Adjournment**

The meeting was adjourned at 10:16 A.M.

Respectfully Submitted,

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President, Board of Directors  
Running Springs Water District

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Secretary of the Board of Directors  
Running Springs Water District

**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** September 20, 2017

**TO:** Board of Directors

**FROM:** Joan Eaton, Administration Supervisor, Board Secretary, Treasurer  
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 August 2017 expenditures.

**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 August 2017

# Running Springs Water District

## Accounts Payable Checks

### August 2017

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
2 Hot Uniforms inc	Uniform allowance Granzow	08/30/17	500.00	100977	500.00
Action Automotive Repair Inc	4 Tires for Medic Ambulance 50	08/17/17	1,803.05	100918	2,233.28
	brake replacement unit 77	08/17/17	430.23	100918	
	Smog Inspection	08/30/17	62.75	100978	259.25
	Smog Inspection	08/30/17	62.75	100978	
	Smog Inspection	08/30/17	71.00	100978	
	Smog Inspection	08/30/17	62.75	100978	
Airgas Inc.	Large Helium	08/17/17	43.41	100919	43.41
Allstar Fire Equipment	Structure Fire Boots- Safety Equipment	08/17/17	151.03	100920	151.03
Ameripride Services, Inc	Cleaning Supplies July 2017	08/09/17	242.16	100881	242.16
Arrowhead Group Inc.	Test & Certify Valves	08/17/17	1,032.67	100921	1,032.67
AW Associates, Inc.	AQMD Carb Rule 461 testing	08/24/17	666.16	100961	666.16
Bacon/Wagner Excavating, Inc.	Excavation to Locate Interceptor	08/30/17	612.50	100979	1,261.25
	Asphalt paving repairs	08/30/17	648.75	100979	
Bay City Equipment Industries, Inc	LS 5 Leaking Coolant	08/03/17	559.08	100856	3,691.12
	repair generator SLS 5	08/03/17	3,132.04	100856	
Best, Best & Krieger LLP	Legal Services July 2017	08/17/17	5,069.50	100922	5,069.50
Boot Barn Inc.	Uniforms Isaiah	08/17/17	296.95	100923	296.95
Brenton Family Trust	Avail Refund to Customer	08/17/17	40.00	100924	40.00
BURR Group Inc.	Trash Service	08/03/17	67.29	100857	244.08
	Trash Service	08/03/17	176.79	100857	
	Trash Service and loads July 2017	08/09/17	322.84	100882	322.84
California Water Environment Association	Vlero- Coll Sys Maint Grd 2	08/17/17	90.00	100925	90.00
	Collect Sys Maint Grd 2	08/24/17	180.00	100962	180.00
CalPERS	Health Insurance Premiums - August 2017	08/02/17	19,003.03	DFT0000503	19,003.03
	Pers Employer Contrib. Classic/Prepra 7/31/17	08/07/17	22,655.33	DFT0000504	22,655.33
	CalPERS UAL, August 2017	08/10/17	40,117.03	DFT0000505	40,117.03
	Employ Contributions Classic/Prepra August 2017	08/21/17	22,231.48	DFT0000544	22,231.48
	Employer Contribution Prep/Classic	08/31/17	21,822.14	DFT0000549	21,822.14
Canon	Copier Monthly Fee/Usage August 2017	08/24/17	616.85	100963	616.85
Charter Communitcations	Telephone/Internet August 17	08/17/17	663.45	100926	959.23
	Collections-Tele/internet Aug 17	08/17/17	190.81	100926	
	Telephone/Internet Fire- Aug 2017	08/17/17	104.97	100926	
Citibank, N.A.	Miscellaneous Supplies	08/09/17	52.53	100883	52.53
	STAPLES -OFFICE SUPPLIES	08/24/17	143.56	100964	627.66
	STAPLES- OFFICE SUPPLIES	08/24/17	274.62	100964	
	Desktop printer for ambulance bills	08/24/17	103.43	100964	
	Office Supplies for July 2017	08/24/17	106.05	100964	
Clinical Laboratory of San Bernardino	Water Samples for July 2017	08/17/17	1,313.00	100927	2,213.00
	Treatment Samples July 17	08/17/17	900.00	100927	
Clockwork Extrication	Mounting Plate for ATT 6.5 Power unit Sq51	08/03/17	100.00	100858	100.00
ConFire JPA	Radio & Paging Services from July- Sept. 2017	08/03/17	5,093.50	100859	5,093.50
County of San Bernardino	Aug 17- Map Revisions	08/17/17	8.00	100928	8.00
	8/22/17 Lien Release	08/24/17	21.00	100965	21.00
Crestline-Lake Arrowhead Water Agency	Purchased Water - July 2017	08/03/17	9,287.25	100860	9,287.25

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Cypress Ancillary Benefits	Dental Insurance Premium August 17	08/03/17	1,097.11	100870	1,097.11
David Durschlag	concrete pumping service at SLS 1	08/09/17	260.00	100884	260.00
Department of Motor Vehicles	Permanent Trailer ID Notice	08/09/17	10.00	100885	10.00
Dixi Willemse	Reimbursement Claim	08/09/17	194.27	100886	194.27
	Reimbursement Claim	08/17/17	510.51	100929	510.51
Don's Auto Supply 2 Inc.	Battery	08/09/17	106.93	100887	106.93
DXP Enterprises, Inc.	Screw press pump parts, fiscal year 16/17	08/09/17	4,182.00	100888	4,881.46
	Screw press solids feed pump rebuild parts	08/09/17	699.46	100888	
Emergency Vehicle Group, Inc	Wire, Guide Assy	08/30/17	34.41	100980	68.82
	Wire, Guide Assy	08/30/17	34.41	100980	
Employment Development Department	Unemployment Benefit Charges through June 2017	08/09/17	252.99	100889	252.99
ERLA INC	Stairchair, Power Cot, Labor and Travel	08/03/17	1,243.07	100861	2,254.75
	Hose Assembly, Labor and Travel	08/03/17	1,011.68	100861	
Federal Express Corporation	Shipping Costs	08/17/17	26.94	100930	26.94
Fire Apparatus Solutions	BE51 Emergency Turbo Repair	08/09/17	4,277.28	100890	4,277.28
Fire Fighters Association	FFAD dues for August 2017	08/17/17	410.00	100931	410.00
Frontier Communications	Telephone	08/03/17	54.89	100862	164.69
	Telephone	08/03/17	54.91	100862	
	Telephone	08/03/17	54.89	100862	
	Telephone August 2017	08/09/17	143.29	100891	195.20
	Telephone July 2017	08/09/17	51.91	100891	
	Telephone for August 2017	08/17/17	51.91	100932	51.91
	Scada Line August 2017	08/24/17	101.09	100966	155.98
	Telephone August 2017	08/24/17	54.89	100966	
	Telephone August 2017	08/30/17	71.47	100981	197.83
	Telephone August 2017	08/30/17	71.47	100981	
	Telephone August 2017	08/30/17	54.89	100981	
George Corley	Reimbursement Claim	08/09/17	377.04	100892	377.04
Gold Coast Environmental	Metering Manhole	08/17/17	14,147.31	100933	14,147.31
Grant E. Foraker	Tyler- Avail Bill Code Explaining	08/17/17	240.00	100934	240.00
Hach Company	process control instrumentation repair parts	08/09/17	3,141.76	100893	3,141.76
Haz Mat Trans, Inc.	Transport to One Stop Wo# 82994	08/09/17	700.00	100894	1,400.00
	Transport to One Stop Wo #83600	08/09/17	700.00	100894	
	Transport WO 83599 to One Stop	08/17/17	700.00	100935	700.00
HD Supply Facilities Maintenance LTD	Hach Nitrate/Nitrate Test Strips	08/09/17	67.56	100895	67.56
	Swing Sampler 24ft return	08/17/17	-189.80	100936	199.04
	CL2 Pump Tubes & Omni Markers	08/17/17	388.84	100936	
	Rain gear and Paint	08/24/17	603.59	100967	662.85
	Sulfide Testing AlkaSeltzer Tablets	08/24/17	59.26	100967	
Hose-Man Inc	Hoses for plant and tank washdown	08/17/17	524.20	100937	524.20
Inland Bobcat, Inc.	Replacement tires for Bobcat	08/17/17	1,299.96	100938	1,323.73
	27' Strap	08/17/17	23.77	100938	
Inland Desert Security & Communications	Answering Service July 2017	08/17/17	100.20	100939	100.20
Inland Water Works Supply Company	Coupling	08/03/17	23.71	100863	23.71
	Miscellaneous Supplies	08/17/17	736.36	100940	1,239.59
	Miscellaneous Supplies	08/17/17	136.03	100940	
	Fitting Restrainer	08/17/17	367.20	100940	
	Water Inventory	08/30/17	858.60	100982	858.60
Jeff Kawell	Crane service for treatment plant upgrade	08/17/17	420.00	100941	420.00
	Crane service for treatment plant upgrade	08/24/17	560.00	100968	560.00

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Joan Eaton	Reimbursement Claim	08/09/17	135.00	100896	135.00
	Reimbursement Claim	08/30/17	99.84	100983	99.84
Joseph Borrie, Jr.	work boot reimbursement Joe Borrie	08/24/17	193.32	100969	193.32
L.N. Curtis & Sons	Homeland Security Grant Program- SafetyTurn Out	08/09/17	15,143.45	100897	15,143.45
	Safety Equipment for firefighting	08/17/17	2,623.06	100942	2,623.06
Lake Arrowhead Construction Inc	Final Release of Retention SLS 1-3	08/09/17	35,000.00	100898	35,000.00
Lake Arrowhead Nursery	fruit trees at SLS 1	08/24/17	198.85	100970	198.85
Leslie's Poolmart, Inc	Salt	08/03/17	338.73	100864	738.69
	53 gal drum NaOCl	08/03/17	399.96	100864	
	Dense Soda Ash	08/09/17	930.51	100899	930.51
Liberty Composting Inc	Bioslids July 2017	08/17/17	375.20	100943	375.20
Life-Assist, Inc	Ambulance Supplies	08/09/17	169.86	100900	169.86
Lincoln National Life Insurance Company	Life Insurance Premiums - August 2017	08/03/17	1,158.06	100871	1,158.06
Linda Mayfield	Reimbursement Claim	08/09/17	101.50	100901	101.50
	Reimbursement Claim	08/17/17	960.00	100944	960.00
	Reimbursement Claim	08/30/17	18.08	100984	18.08
Matt Glendinning	Ambulance Lic. Renewal	08/03/17	12.00	100865	12.00
MCI	Long Distance July 2017	08/09/17	48.46	100902	48.46
McMaster-Carr Supply Company	concrete anchors for SLS 1 Safety railings	08/30/17	131.96	100985	131.96
Metropolitan Life Insurance Company	August 2017 Vision Insurance Premiums	08/03/17	166.75	100872	166.75
Myers-Stevens & Toohey Co. Inc	Disability Insurance Premium - July 2017	08/03/17	206.00	100866	412.00
	Disability Insurance Premium - August 2017	08/03/17	206.00	100866	
Nestle Waters North America	Drinking water rent for Treatment Plant	08/09/17	11.84	100903	11.84
Nuckles Oil Company, Inc	Fuel Delivery	08/24/17	3,736.15	100971	3,736.15
One Stop Landscape Supply	Bio Solids Disposal July	08/17/17	2,124.00	100945	2,124.00
Patricia A. Monical	Cleaning Supplies	08/30/17	145.07	100986	145.07
Patrick R. Morin	Emergency Repair for Garage Door	08/30/17	550.00	100990	550.00
Polydyne Inc.	Clarifloc Drum	08/09/17	1,066.73	100904	1,066.73
	Polymer for Biosolids Dewatering	08/17/17	1,066.73	100946	1,066.73
Redlands Community Hospital	Ambulance Refund	08/09/17	349.55	100905	349.55
Richard Viero	Reimbursement Claim	08/03/17	125.00	100867	125.00
	Reimbursement Claim	08/17/17	45.00	100947	45.00
Rim Forest Lumber Company, Inc.	Miscellaneous Supplies	08/03/17	140.45	100868	140.45
Robertson's	Concrete slury SLS 1	08/17/17	807.82	100948	807.82
Roger E. Fox, M.D.	Dot Exam	08/09/17	50.00	100906	50.00
Rogers Anderson Malody & Scott LLP	Consultant Fees July 2017	08/24/17	4,984.68	100972	4,984.68
Safeguard Business Systems	BILLS AND ENVELOPES	08/09/17	1,598.09	100907	1,598.09
	DOOR HANGERS -SAFEGUARD	08/17/17	156.30	100949	4,465.20
	BILLS AND ENVELOPES	08/17/17	4,308.90	100949	
San Bernardino County Fire Protection District	CUPA Permit 2017/2018 Office	08/30/17	1,085.00	100987	1,085.00
Sancon Technologies Inc.	line downtown sewer	08/24/17	31,620.00	100973	31,620.00
South Coast Air Quality Management District	Gen-Diesel Annual Fee Treatment Plant	08/09/17	1,733.13	100908	1,860.59
	Emissions Flat Fee for Treatment Plant	08/09/17	127.46	100908	
	Flat Fee for Standby generator	08/17/17	127.46	100950	505.74
	Annual Fee for Standby Generator	08/17/17	378.28	100950	
Southern California Edison Company	Electricity	08/03/17	309.90	100869	6,909.75
	Electricity	08/03/17	150.33	100869	
	Electricity	08/03/17	953.00	100869	
	Electricity	08/03/17	657.14	100869	
	Electricity	08/03/17	129.35	100869	

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Southern California Edison Company	Electricity	08/03/17	1,686.70	100869	6,909.75
	Electricity	08/03/17	1,758.23	100869	
	Electricity	08/03/17	198.79	100869	
	Electricity	08/03/17	172.53	100869	
	Electricity	08/03/17	89.21	100869	
	Electricity	08/03/17	267.23	100869	
	Electricity	08/03/17	537.34	100869	
	Electricity	08/03/17	660.92	100873	3,630.75
	Electricity	08/03/17	28.14	100873	
	Electricity	08/03/17	477.01	100873	
	Electricity	08/03/17	25.41	100873	
	Electricity	08/03/17	369.54	100873	
	Electricity	08/03/17	100.94	100873	
	Electricity	08/03/17	257.17	100873	
	Electricity	08/03/17	132.52	100873	
	Electricity	08/03/17	576.41	100873	
	Electricity	08/03/17	519.95	100873	
	Electricity	08/03/17	49.79	100873	
	Electricity	08/03/17	28.96	100873	
	Electricity	08/03/17	403.99	100873	
	Electricity July 2017	08/09/17	11,146.42	100909	11,333.66
	Electricity	08/09/17	10.66	100909	
	Electricity July 2017	08/09/17	176.58	100909	
Southern California Gas Company	Gas Billing Usage	08/09/17	53.28	100910	100.73
	Gas Usage Billing	08/09/17	32.66	100910	
	Gas Billing Usage July 2017	08/09/17	14.79	100910	
	Gas Usage for July 17	08/17/17	40.08	100951	97.00
	Gas Usage July 2017	08/17/17	56.92	100951	
Southwest Valve & Equipment	replacement FCV MBR2	08/17/17	5,739.43	100952	5,739.43
Superior Automotive Warehouse, Inc.	Miscellaneous Auto Parts	08/03/17	487.35	100874	487.35
	Miscellaneous Auto Supplies	08/09/17	79.00	100911	79.00
Tang Structural Engineers. Inc.	Structural Engineering Consulting Services STA51	08/30/17	925.00	100988	925.00
Terminix International Company LP	Pest Control	08/09/17	45.00	100912	45.00
Tina M. Taylor	Fire Department Gym Fees 2017/2018	08/30/17	2,200.00	100991	2,200.00
Tom Dodson & Associates	Tom Dodson & Associates CEQA+ for AMR Project	08/24/17	300.00	100974	300.00
Trevor Miller	Reimbursement Claim	08/17/17	105.81	100953	105.81
Tyler Technologies, Inc	AR- Import Test/ Client Data Review	08/17/17	31.25	100954	31.25
	Admin Configuration for AR Module	08/24/17	125.00	100975	125.00
Underground Service Alert of Southern California	New Dig Tickets & Monthly Maint Fee	08/03/17	41.35	100875	41.35
United Rentals	tractor rental to clean easements on interceptor	08/24/17	2,070.02	100976	2,070.02
Van Lant and Fankhanel, LLP	Preliminary Billing for 2016/2017 FY Audit	08/17/17	8,000.00	100955	8,000.00
Verizon Wireless Services LLC	Cell Phone July 2017	08/09/17	199.31	100913	199.31
Victor J Puglisi Jr	Uniform Shirts/Pants/Hats W/Embroid	08/17/17	1,387.58	100956	1,387.58
Visa	Visa Charges for July 2017	08/03/17	640.55	100876	778.46
	Safety Boots	08/03/17	137.91	100876	
	Uniform pants Ellsberry	08/17/17	203.59	100957	1,280.56
	Bobroff- AC Vent Duct and Wtr for Custs.	08/17/17	54.71	100957	
	Corley-HeartSavers CPR Crd/GRP Container	08/17/17	189.95	100957	
	Ellsberry- Uniform, hose, clamps	08/17/17	460.41	100957	
	Miller-Homedept Fly Trap	08/17/17	64.39	100957	

Vendor Name	Description	Date	Invoice Amount	Check Number	Check Amount
Visa	Uniform pant Strebel	08/17/17	203.58	100957	1,280.56
	WWTP Nameplates	08/17/17	103.93	100957	
	Wheel Chock for BE51	08/30/17	148.21	100989	148.21
York Insurance Services Group Inc., -CA	Wrk Comp	08/17/17	94.95	100958	94.95
York Risk Services Group, Inc	Workers Compensation Administration Fee May 2017	08/09/17	112.00	100914	224.00
	Workers Comp Administration Fee April 2017	08/09/17	112.00	100914	
Zoll Medical Corporation GPO	Stat-Padz II Electrode	08/03/17	95.36	100877	95.36
	Ambulance Supplies	08/09/17	464.67	100915	464.67

**Totals**

Payment Type	Payable Count	Payment Count	Payment
Regular Checks	198	129	238,253.41
Manual Checks	0	0	0.00
Voided Checks	0	0	0.00
Bank Drafts	5	5	125,829.01
EFT's	0	0	0.00
<b>Totals</b>	<b>203</b>	<b>134</b>	<b>364,082.42</b>

<b>Designated Reserve Fund Balances as of August 31, 2017</b>	<b>Fund Balance</b>
<b>Fire &amp; Ambulance Department</b>	
Breathing Apparatus Equipment Replacement	76,923
Future Equipment Replacement	12,188
Workers Comp PASIS Outstanding Claims	12,329
<b>Subtotal Fire &amp; Ambulance Department Designated Reserve Funds</b>	<b>101,441</b>
Fire Department Operating Reserve	1,080,684
Ambulance Department Operating Reserve	(12,360)
<b>Subtotal Fire &amp; Ambulance Department Operating Reserve Funds</b>	<b>1,068,324</b>
<b>Recommended Reserve Fund Target (6 Months Operating Expenses)</b>	<b>1,022,579</b>
<b>Operating Reserve Surplus / (Shortfall)</b>	<b>45,746</b>
<b>Wastewater Division</b>	
Wastewater Capital Improvement Project Reserve	265,709
Wastewater System Connection & Capacity Charges	138,371
Wastewater Infrastructure R&R Reserve (CWSRF Debt Reserve)	169,143
<b>Subtotal Wastewater Designated Reserve Funds</b>	<b>573,223</b>
Wastewater Operating Reserve Fund	18,674
<b>Recommended Operating Reserve Fund Target (4 Months Operating Expenses)</b>	<b>499,285</b>
<b>Operating Reserve Surplus / (Shortfall)</b>	<b>(480,611)</b>
<b>Water Division</b>	
Water Capital Improvement Project Reserve	150,928
Water System Connection & Capacity Charges	5,382
Water Infrastructure R&R Reserve (MFC Debt Reserve)	65,341
<b>Subtotal Water Designated Reserve Funds</b>	<b>221,651</b>
Water Operating Reserve	383,989
<b>Recommended Operating Reserve Fund Target (4 Months Operating Expenses)</b>	<b>530,659</b>
<b>Operating Reserve Surplus / (Shortfall)</b>	<b>(146,670)</b>
<b>Assessment Districts</b>	
Sewer Assessment District No. 7 O&M	25,053
Water Assessment District No. 9 Construction Funds	36,642
Water Assessment District No. 10 Construction Funds	26,421
Water Assessment District No. 10 O&M	201,531
Water Assessment District No. 10 Bond Reserve Fund	112,131
<b>Subtotal Assessment Districts</b>	<b>401,777</b>
<b>Total District Designated &amp; Operating Reserve Funds</b>	<b>2,367,301</b>
<b>Assessment District Funds</b>	<b>401,777</b>
<b>Combined Pooled Cash</b>	<b>2,769,079</b>
<b>Checking Account (General)</b>	<b>298,399</b>
<b>LAIF</b>	<b>2,334,291</b>
<b>York Insurance Deposit</b>	<b>17,358</b>
<b>BNY Mellon (AD #10 Bond Reserve)</b>	<b>118,031</b>
<b>Petty Cash</b>	<b>1,000</b>
<b>Combined Pooled Cash</b>	<b>2,769,078</b>



**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** September 20, 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**

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:

**Wastewater Treatment Division:**

**Kubota RW300 Submerged Membrane Unit (Upper Cassette, Lower Cassette and Diffuser Case) and All Ancillary Equipment (Interconnecting Piping and Control Valves)**

Quantity: 8  
Resale Value: Scrap Metal Value  
Recommendation: Scrap



**Administration Division:**

**HP Photosmart 6520 printers, no longer functions and cannot be repaired.**



Quantity: 2  
Resale Value: \$0  
Brand: HP  
Recommendation: Disposal

**Verifone VX 510 Credit Card machine, no longer active and no longer PCI compliant.**



Quantity: 1  
Resale Value: \$0  
Brand: Verifone  
Recommendation: Destroy and Dispose

**Martin Yale Letter opener, no longer functions and cannot be repaired.**



Quantity: 1  
Resale Value: \$0  
Brand: Martin Yale  
Recommendation: Disposal

**HP Storage Works, back-up tower. Hard drive removed. No longer functions.**



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

### Water Division:

**2012 Dell Vostro Computer Tower –hard drive removed, no longer functions and cannot be repaired.**



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

**E-Machines LCD Monitor, no longer functions and cannot be repaired.**



Quantity: 1  
 Resale Value: \$0  
 Brand: E-Machines  
 Recommendation: Disposal

**Samsung Sync Master 2333, no longer functions and cannot be repaired.**



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

**Dell corded keyboard and mouse, no longer functions and cannot be repaired.**



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

**APC battery backup and surge protector, no longer functions and cannot be repaired.**



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



**Heath tech aqua-scope. Sticker #s 03504 and 03544, no longer functions and cannot be repaired.**



Quantity: 2  
Resale Value: \$0  
Brand: HealthTech  
Recommendation: Disposal

**LMI Chemical injection pumps. No longer functions and cannot be repaired.**



Quantity: 5  
Resale Value: \$0  
Brand: LMI  
Recommendation: Disposal

**Fire Department**

**Positive Pressure Ventilation Fan PIS# 01694**  
**Does not run and is out dated for safety operations**

Quantity: 1

Resale value: \$0

Brand: Tempest

Recommendation: Donate to Rim High School ROP Fire science for display



**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** September 20, 2017

**TO:** Board of Directors

**FROM:** Ward Simmons, Legal Counsel  
Ryan Gross, General Manager

**SUBJECT: CONSIDER AUTHORIZING GENERAL MANAGER TO EXECUTE AMENDMENT NO. 3 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. 3 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 and Amendment No. 2 was executed on October 6, 2015.

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 with an annual adjustment based on the change in the Consumer Price Index (CPI).

The current rent is \$892 per month. The rent for the period of November 1, 2017 to October 31, 2018 would be \$909 and for the period of November 1, 2018 to October 31, 2019 the monthly rental amount would be \$928.

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



**FISCAL INFORMATION**

If approved the total lease payments would equal \$22,044 over the two year term.

**ATTACHMENTS**

Attachment 1 – Amendment No. 3 to Lease Agreement

**FOR COUNTY USE ONLY**



**F A S**

**STANDARD CONTRACT**

**THIRD AMENDMENT**

<input type="checkbox"/> New	FAS Vendor Code		<b>SC</b>	Dept.	<b>A</b>	Contract Number	
<input checked="" type="checkbox"/> Change						<b>08-1163 A3</b>	
<input type="checkbox"/> Cancel	ePro Vendor Number					ePro Contract Number	
County Department			Dept.	Orgn.	Contractor's License No.		
Real Estate Services			RNT	RNT			
County Department Contract Representative				Telephone		Total Contract Amount	
Terry W. Thompson, Director				(909) 387-5252		\$111,103	
<input type="checkbox"/> Revenue		<input checked="" type="checkbox"/> Encumbered		<input type="checkbox"/> Unencumbered		<input type="checkbox"/> Other:	
If not encumbered or revenue contract type, provide reason:							
Commodity Code		Contract Start Date	Contract End Date	Original Amount	Amendment Amount		
		11/18/2008	10/31/2019	\$89,059	\$22,044		
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No	Amount	
AAA	RNT	RNT	200	2905	60002523	\$	
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount	
						\$	
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount	
						\$	
Project Name			Estimated Payment Total by Fiscal Year				
<b>RUNNING SPRINGS-LIBRARY</b>			FY	Amount	I/D	FY	Amount
APN: 0295-105-11							

THIS CONTRACT is entered into in the State of California by and between the County of San Bernardino, hereinafter called the County, and

Name  
Running Springs Water District  
Address  
P.O. Box 2206  
Running Springs, CA 92382  
Telephone  
(909) 867 - 2766

hereinafter called LANDLORD

**IT IS HEREBY AGREED AS FOLLOWS:**

*(Use space below and additional bond sheets. Set forth service to be rendered, amount to be paid, manner of payment, time for performance or completion, determination of satisfactory performance and cause for termination, other terms and conditions, and attach plans, specifications, and addenda, if any.)*

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 and the Second Amendment dated October 6, 2015 (collectively, the "Lease"), wherein LANDLORD agreed to lease certain real property to the COUNTY, which Lease is currently scheduled to expire on October 31, 2017; and,

WHEREAS, the COUNTY and LANDLORD now desire to amend Lease Agreement, Contract No. 08-1163, to reflect the COUNTY's exercise of its final two-year option to extend the term of the lease through October 31, 2019, and to amend certain other terms of the Lease as set forth in this Third Amendment.

NOW, THEREFORE, in consideration of mutual covenants and conditions, the parties hereto agree the Lease Agreement, Contract No. 08-1163, is amended as follows:

**Auditor-Controller/Treasurer Tax Collector Use Only**

<input type="checkbox"/> Contract Database	<input type="checkbox"/> FAS
Input Date	Keyed By

1. Pursuant to the COUNTY'S exercise of its option in **Paragraph 5, OPTION TO EXTEND TERM**, Effective November 1, 2017 EXTEND the term of the Lease as provided in **Paragraph 3, TERM**, from November 1, 2017 through October 31, 2019 (the "Third Extended Term").

2. Effective November 1, 2017, 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 Third Extended Term commences, continuing during the Third Extended Term, subject to an approximate two percent (2%) annual increase reflected and included in the amounts as specifically set forth below:

November 1, 2017 to October 31, 2018 – monthly rental amount of \$909.00

November 1, 2018 to October 31, 2019 – monthly rental amount of \$928.00

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, 2017, DELETE in its entirety the existing **Paragraph 15, HOLD HARMLESS** and SUBSTITUTE therefore the following as a new **Paragraph 15, INDEMNIFICATION**:

15. **INDEMNIFICATION:**

A. The LANDLORD agrees to indemnify, defend (with counsel reasonably approved by COUNTY) and hold harmless the COUNTY and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of LANDLORD's obligations under this Lease. The LANDLORD's indemnification obligation shall survive the COUNTY's tenancy. The insurance provisions in **Paragraph 16, INSURANCE** shall not be interpreted in a manner that limits the indemnification obligation.

B. COUNTY agrees to indemnify, defend (with counsel reasonably approved by LANDLORD) and hold harmless the LANDLORD, its authorized officers, employees, agents, and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of COUNTY's use of the Premises under this Lease. The COUNTY's indemnification obligation shall survive the COUNTY's tenancy. The insurance provisions in **Paragraph 16, INSURANCE** shall not be interpreted in a manner that limits the indemnification obligation.

C. In the event the COUNTY and/or the LANDLORD is found to be comparatively at fault for any claim, action, loss or damage which results from their respective obligations under this Lease, the COUNTY and/or LANDLORD shall indemnify the other to the extent of its comparative fault.

4. Effective November 1, 2017, DELETE in its entirety **Paragraph 35, ATTORNEYS' FEES AND COSTS**, and SUBSTITUTE therefore the following as a new **Paragraph 35, ATTORNEYS' FEES AND COSTS**:

35. **ATTORNEYS' FEES AND COSTS:** If any legal action is instituted to enforce or declare any party's rights hereunder, each party, including the prevailing party, must bear its own costs and attorneys' fees. This paragraph shall not apply to those costs and attorneys' fees directly arising from any third party legal action against the COUNTY, including such costs and attorneys' fees payable under Paragraph 15, INDEMNIFICATION, and Paragraph 42, HAZARDOUS SUBSTANCES, and Paragraph 43, PUBLIC RECORDS DISCLOSURE.

5. Effective November 1, 2017, DELETE in its entirety **Paragraph 49, USE OF AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 FUNDS AND REQUIREMENTS**, and SUBSTITUTE therefore the following as a new Paragraph 49:

49. **RESERVED:**

6. Effective November 1, 2017, DELETE in its entirety **Paragraph 50, SCHEDULE OF EXPENDITURE OF FEDERAL AWARDS**, and SUBSTITUTE therefore the following as a new **Paragraph 50**:

50. **RESERVED:**

7. All other provision and terms of the Lease Agreement, Contract No. 08-1163, Amendment No. 1 and Amendment No. 2 shall remain the same and are hereby incorporated by reference. In the event of any conflict between the Lease, Amendment No. 1 and Amendment No. 2 and this Third Amendment, the terms and conditions of this Third Amendment shall control.

**END OF THIRD AMENDMENT.**

**COUNTY OF SAN BERNARDINO**

**RUNNING SPRINGS WATER DISTRICT**

▶ \_\_\_\_\_  
Robert A. Lovingood, Chairman  
Board of Supervisors

Dated: \_\_\_\_\_

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

Laura H. Welch  
Clerk of the Board of Supervisors  
of San Bernardino County

By \_\_\_\_\_  
*Deputy*

By ▶ \_\_\_\_\_  
*(Authorized signature - sign in blue ink)*

Name Ryan Gross  
*(Print or type name of person signing contract)*

Title General Manager  
*(Print or Type)*

Dated: \_\_\_\_\_

Address P.O. Box 2206  
Running Springs, CA 92382

Approved as to Legal Form  
▶ *Agnes Cheng*  
Agnes Cheng, Deputy County Counsel  
Date 9/7/17

Reviewed by Contract Compliance  
▶ \_\_\_\_\_  
Date \_\_\_\_\_

Presented to BOS for Signature  
▶ \_\_\_\_\_  
Terry W. Thompson, Director, Real Estate Services Dept.  
Date \_\_\_\_\_

**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** September 20, 2017

**TO:** Board of Directors

**FROM:** Joan Eaton, Administration Division Supervisor  
Ryan Gross, General Manager

**SUBJECT:** **CONSIDER AUTHORIZING GENERAL MANAGER TO EXECUTE UPDATED SERVICE AGREEMENT WITH COMPUTER OPTIONS FOR CONTINUED INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES**

**RECOMMENDED BOARD ACTION**

It is recommended that the Board of Directors consider authorizing the General Manager to execute the updated service agreement with Computer Options for continued IT support services.

**REASON FOR RECOMMENDATION**

The attached service agreement has been updated to reflect current conditions.

**BACKGROUND INFORMATION**

The District began using Computer Options for IT services in 2010 and has a continued need for these services.

**FISCAL INFORMATION**

The approved fiscal year 2017/2018 budget includes the following for IT and Computer Support:

<b>Monthly Support Services</b>	
Unlimited IT Consulting, helpdesk services and onsite tech support	\$15,000
Network Management, vCIO, patch management, Maintenance, Monitoring, Cloud Backup, Web/Mail Managed hosting solution, FTP, domain name management, DNS	\$ 9,500
Managed Endpoint Protection + Mail Security	\$ 4,000
Subtotal Monthly Support Services	\$28,500
<b>Hardware/Software/Licensing (As-Needed)</b>	
Misc hardware, network, IT supplies, printer repair	\$ 800

Infrastructure modernity- Based on a four year equipment lifecycle, includes replacement for all current online/inuse equipment (Servers, PCs, laptops, tablets, SAN/storage, networking switchgear)	\$ 5,000
SSL Certificates, firewall subscriptions, DNS, Domain names	\$ 1,000
Microsoft & Adobe software version upgrades	\$ 2,500
IT Projects (IT asset lifecycle replacements, Rollups, deployments, cleanup, strategic, Incode, etc.)	\$ 3,500
Subtotal Hardware/Software/Licensing (As-Needed)	\$12,800
Total	\$41,300

**ATTACHMENTS**

Attachment 1 – Agreement



## Fully Managed IT Program Service Agreement

California Computer Options, Inc. with its principal office located at 447 Missouri Court, Redlands, CA 92373 ("CO" or "Computer Options"), and Running Springs Water District, with its office located at 31242 Hilltop Blvd, Running Springs, CA 92382 ("CLIENT") agree to the terms and conditions set forth in this Service Agreement (the "Agreement").

### 1. CO Duties, Responsibilities, and Services

Program Elements	Included Services	<u>Additional included a la carte services</u>
<b>Managed Server</b>	<ul style="list-style-type: none"> <li>• 24x7 Advanced Performance Monitoring</li> <li>• Server Configuration Management</li> <li>• Key Application Maintenance</li> <li>• Microsoft and 3<sup>rd</sup> Party Patch Management</li> <li>• Real Time Server Optimization</li> <li>• Scheduled Preventative Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>-1500 GB Cloud Backup Protection</li> <li>-Mail Security as a Service (Premium SPAM, AV, Ransomware &amp; Social Engineering Scam Filtering – 40 accounts)</li> </ul>
<b>Managed Workstation</b>	<ul style="list-style-type: none"> <li>• 24x7 Advanced Performance Monitoring</li> <li>• Workstation Configuration Management</li> <li>• Microsoft and 3<sup>rd</sup> Party Patch Management</li> <li>• Real Time Workstation Optimization</li> <li>• Scheduled Preventative Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>-Managed POP3/IMAP Email Hosting Solution</li> <li>-Secure Web Hosting</li> </ul>
<b>Managed Network</b>	<ul style="list-style-type: none"> <li>• Firewall Management and Maintenance</li> <li>• Router and Switch Performance Monitoring</li> </ul>	<ul style="list-style-type: none"> <li>--Managed Endpoint Protection (Enterprise Security/Anti-Virus Solution) – 30</li> </ul>
<b>Managed Security</b>	<ul style="list-style-type: none"> <li>• Anti-Virus Monitoring and Management</li> <li>• Anti-Spam Monitoring and Management</li> <li>• Regular Vulnerability Scan and Report</li> </ul>	<ul style="list-style-type: none"> <li>-Sonicwall Premium Content Subscription</li> </ul>
<b>Managed Backup</b>	<ul style="list-style-type: none"> <li>• Backup Deployment and Configuration</li> <li>• Backup Performance Monitoring</li> <li>• Backup Software Updates</li> <li>• Scheduled Backup Jobs</li> <li>• Data Center Replication and Disaster Recovery Planning</li> </ul>	
<b>Managed Support</b>	<ul style="list-style-type: none"> <li>• Monthly Network Health Review</li> <li>• Quarterly IT Network Health Review</li> <li>• Quarterly IT Review including annual IT budget prep.</li> <li>• Unlimited Network, End-user and Network Support</li> </ul>	

### 2. Services that are not covered under this agreement include:

- a. Moves: Moves of equipment or entire office to new locations are billable hourly.
- b. Major Software Upgrades: OS upgrades, new management systems, database implementations, etc.
- c. Disasters: Recovering and rebuilding after floods, fires, earthquakes, lightning strikes, pipe leaks, power surges/failures, etc.
- d. Hardware Failures: that are not under a CO warranty.
- e. Legacy Hardware: Computers, servers or other network devices older than 5 years and/or running an OS/firmware more than two generations old.
- f. Project Work: This includes installation and configuration of new equipment, major systems/hardware upgrades, virtualization, major network reconfiguration, etc.

Fully Managed Agreement Rev. 7.17.17

### CLIENT's Duties and Responsibilities

3. CLIENT will:
  - a. **Software Licensing:** Every server and workstation must have a legitimate copy of all software that is installed including the operating system as pursuant to the software license agreement. Computer Options is striving to provide software inventories for all networks so as to alert companies where they are not compliant. \*Ultimately, compliance is the client's responsibility and failure by the client to comply may result in liability without recourse to Computer Options.
  - b. **Single Point of Administration:** Client agrees not to allow any employees or vendors (unless authorized by CO) to make changes to Client's computer network and related systems, as unauthorized changes may compromise network security and functionality. Client agrees that CO is not responsible or liable for any problems that arise from any unauthorized changes to Client's network.  
Client's primary contact: \_\_\_\_\_ Secondary contact: \_\_\_\_\_
  - c. **Technical Liaison:** Client agrees to designate primary and secondary liaison/contact individuals to communicate and work directly with CO. These individuals alone will have the authority to report issues, schedule work, and otherwise work with CO on behalf of Client.  
Client's Primary Liaison: \_\_\_\_\_ Secondary Liaison: \_\_\_\_\_
  - d. **Computer Access:** Client agrees to grant CO administrative rights and access to Client's computer network for the sole purpose of managing, monitoring, and servicing computer network on a continuous basis.

### Payment Terms, Bill Rates, and Fees

4. CLIENT will pay CO a service fee equal to \$2,375.00 for services included in section 1 provided under this Agreement on a monthly basis. Payment is due upon receipt of invoice.
5. Normal tech support business hours are 6am-6pm Mon-Thurs and 6am-5pm Fri. Client will be billed separately for any services and equipment that is not included under Section 1. The standard tech response times shall not exceed four hours.


### Indemnification and Limitation of Liability

6. To the extent permitted by law, CLIENT will defend, indemnify, and hold CO and its parent, subsidiaries, directors, officers, agents, representatives, and employees harmless from all claims, losses, and liabilities (including reasonable attorneys' fees and legal costs) to the extent caused by CLIENT's breach of this Agreement; its failure to discharge its duties and responsibilities set forth in Section 3 hereof; or the negligence, gross negligence, or willful misconduct of CLIENT or CLIENT's officers, employees, or authorized agents in the discharge of those duties and responsibilities.
7. Either party may terminate this Agreement at any time and for any reason, by notifying the other party in writing; provided that Sections 6, 7, 8, 9, 10, 11, and 12 shall survive termination of this Agreement and continue in effect. Termination of this Agreement shall not relieve either party of any obligation accruing prior to such termination.
8. Computer Options assumes no liability for any loss of access, loss of use, loss of functionality, failure, malfunction or inadequacy due to artificially generated electrical current or unauthorized computer access, which includes but is not limited to computer viruses. Furthermore, CO shall not be liable for incidental, indirect, consequential, special, punitive, or exemplary damages of any kind arising out of or in connection with this Agreement or the services provided hereunder, regardless of whether CO was advised, had other reason to know, or in fact knew of the possibility thereof. Without limiting the foregoing, in the event CO stops performing services for Client or shuts down Client's server in connection with Client's failure to pay CO's service fees in accordance herewith, or any other breach by Client hereunder, CO shall not be liable for any expenses or losses incurred by Client as a result thereof, including, without limitation, any loss of business or business interruption losses. Notwithstanding the foregoing, CO shall use commercially reasonable efforts to notify Client at least five (5) business days prior to interrupting service or shutting down Client's server, as applicable, by providing written notice to Client's email address contained in CO's records. Notwithstanding the foregoing, CO's failure to provide such notice to Client shall not affect CO's right to terminate services or shut down Client's server in the event of Client's breach of this Agreement, and CO shall not be liable for any losses incurred by Client as a result of the same without regard to whether such notice was delivered to Client.
9. CO shall not be liable to Client for failure to perform any of the services required to be performed pursuant to this Agreement in the event of strikes, lock-outs, calamities, acts of God, or other events over which CO has no reasonable control for so long as such events continue, and for a reasonable period of time thereafter.
10. CO EXPRESSLY DISCLAIMS ANY AND ALL WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, THE WARRANTIES OF DESIGN, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR ARISING FROM A COURSE OF DEALING, USAGE, OR TRADE PRACTICES AND IN ALL CASES WITH RESPECT THERETO.



11. This Agreement constitutes the complete, final and exclusive embodiment of the entire agreement between CO and Client with regard to its subject matter. It is entered into without reliance on any promise or representation, written or oral, other than those expressly contained herein. This Agreement may not be modified or amended except in a writing signed by duly authorized officers of CO and Client. This Agreement is binding upon, and shall inure to the benefit of, the parties and their respective successors and assigns. If any provision of this Agreement is determined to be invalid or unenforceable, in whole or in part, this determination will not affect any other provision of this Agreement, and the provision in question will be modified so as to be rendered enforceable. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. Facsimile and emailed signatures shall be deemed originals.
12. In any legal proceeding initiated by CO to enforce this Agreement, CO shall be entitled to recovery of its reasonable attorneys' fees and legal costs from Client.

**Authorized representatives of the parties hereby execute this Agreement as of the last date set forth below to express the parties' agreement to its terms.**

CLIENT	COMPUTER OPTIONS, INC. ("CO")
Signature	
Printed Name	Brad McDermith
Title	CEO
Date	9/7/17

## IT Support Services Terminology

**Patch management** is an area of systems **management** that involves acquiring, testing, and installing multiple **patches** (code changes) to an administered computer system.

**Cloud backup** solutions enable enterprises or individuals to store their data and computer files on the Internet using a storage **service** provider, rather than storing the data locally on a physical disk, such as a hard drive or tape **backup**.

**Managed hosting** is an IT provisioning model in which a service provider leases dedicated servers and associated hardware to a single client. The equipment is at the hosting provider's facility and managed there by the service provider.

**FTP** - file transfer protocol, a standard for the exchange of program and data files across a network

**DNS - Domain Name Management Services.** A **domain name** is an identification string that defines a realm of administrative autonomy, authority or control within the Internet. **Domain names** are formed by the rules and procedures of the **Domain Name**

**Domain Name Servers (DNS)** are the Internet's equivalent of a phone book. They maintain a directory of domain names and translate them to Internet Protocol (IP) addresses. This is necessary because, although domain names are easy for people to remember, computers or machines, access websites based on IP addresses.

**Managed Endpoint Protection (Security)** -Figuring out when an advanced threat has penetrated your security defenses, which systems have been compromised, how they got in, and how to get them out are critical components of your security program. Phishing, social engineering, and endpoint security vulnerabilities make endpoints (laptops, desktops, and servers) fertile ground for advanced threat actor "land-and-expand" penetration campaigns.

**(IT infrastructure) Infrastructure** is the foundation or framework that supports a system or organization. In computing, **infrastructure** is composed of physical and virtual resources that support the flow, storage, processing and analysis of data.

**SSL** stands for **Secure Sockets Layer**, an encryption technology that was originally created by Netscape in the 1990s. **SSL** creates an encrypted connection between your web server and your visitors' web browser allowing for private information to be transmitted without the problems of eavesdropping, data tampering, and message forgery.

**Firewall** – Security

**Task Roll Up** is a term used in a number of different time/task and **project** management software products

**Project** rollups are just totals. They are totaled-up values in the **Project** Task view. Rollups let you see at-a-glance the totals for all tasks.

The **IT asset lifecycle** is the sequence of stages that an organization's information technology asset goes through during the time span of its ownership. An IT asset is any company-owned information, software or hardware that is used in the course of business.

The purpose of the **Deployment Strategy** and Plan document is to define a deployment strategy and plan for the software application/system. This document is comprised of two sections (in addition to the project identification information) the Deployment Strategy and the Deployment Plan.

**RUNNING SPRINGS WATER DISTRICT**

**MEMORANDUM**

**DATE:** September 20, 2017

**TO:** Board of Directors

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

**SUBJECT: CONSIDER AWARDING CONTRACT FOR THE  
REPLACEMENT OF THE HARRIS GROUNDWATER WELL  
PUMP AND MOTOR**

**RECOMMENDED BOARD ACTION**

It is recommended that the Board of Directors:

1. Award a construction contract for the Harris Groundwater Well Pump and Motor Replacement Project to Harich Enterprise, Inc. for their low bid of \$15,745.25;
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 construction as required not to exceed 15% of the original construction contract amount.

**REASON FOR RECOMMENDATION**

The Harris well pump and motor was installed in 2010 and has exceeded its life expectancy.

**BACKGROUND INFORMATION**

The District's Harris well pump and motor was last replaced in 2010. The well is currently non-operational with a locked motor set at a depth of 500'. The motor controls should be upgraded to a Variable Frequency Drive that could show a power savings of several hundred dollars a month.

During the month of August 2017 four contractors (Harich Enterprise, Inc., Berchtold Pump Service, Layne Christensen and Taylor Pump Inc.) were contacted to submit quotes for the replacement of the Harris well pump and motor and to upgrade the controls and piping at the facility. Three of the four submitted bids.

The following bids were received in August 2017:

<b>Contractor</b>	<b>Total</b>
1. Harich Enterprise, Inc.	\$15,745.25
2. Layne Christensen	\$18,466.34
3. Taylor Pump	\$25,324.56

\*A copy of the bids are attached.

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.

#### **FISCAL INFORMATION**

If approved, the funding source for this contract would be from the Water Capital Improvement Reserve Fund which has a balance of \$141,427.

#### **ATTACHMENTS**

Attachment – Bids

**HARICH ENTERPRISES CO. INC.**

POST OFFICE BOX 960  
LAKE ARROWHEAD, CA 92352

CA Lic#618447

**Estimate**

Date	Estimate #
8/30/2017	RSWD080417

Name / Address
RUNNING SPRINGS WATER DISTRICT PO BOX 2206 RUNNING SPRINGS CA 92382

Description	Qty	Cost	Total
HARRIS WELL PUMP REPLACEMENT			
Pump Truck Service Rate:Prevailing Wage	10	195.00	1,950.00
Replace submersible pump/motor: Grundfos pump 25S75-39, 25GPM, 7.5HP. 4" Motor #9 6405805 3PH, 230V	1	4,777.50	4,777.50
Pump Column, 2" Sch 120 PVC, stainless steel couplings. Reuse existing galvanized pipe for balance. District to cut and thread if needed.	260	5.30	1,378.00
Check valves	2	112.00	224.00
Pump cable 6/3	505	4.00	2,020.00
Franklin Electric C I-010-P2 Cerus Nema 1 enclosure, 10hp, 32 max amp, 230v-3ph Input/output	1	1,618.75	1,618.75
Install 1" PVC Sounding Tube	500	2.50	1,250.00
Install water level transducer K PSI 0-100 psi, with 500' cable.	1	2,527.00	2,527.00
Estimates are good for 30 days. Thank for the opportunity to bid your project!		<b>Total</b>	\$15,745.25

Phone #	Fax #	E-mail
9098672483	909-337-3805	harichdesigns@verizon.net



WATER · MINERAL · ENERGY  
Quote: 82789

8/19/2017

Randy Bobroff  
Running Springs Water District  
31242 Hilltop Blvd.  
Running Springs, Calif 92382

Re: Harris Well - Pull well Equipment, Install New Equipment

Dear Randy,

We are pleased to present our project estimate for the referenced work to be performed at 31050 Hilltop Blvd..

Install new pumping equipment per request and design of 25GPM@740' TDH. Remove existing starter and install new Franklin VFD. Perform start up. Install 4-20mA transducer and necessary appurtenances.

Our estimate is valid for 30 days and is subject to the attached Terms and Conditions. Applicable taxes, bonds, and special insurance requirements are not included with this estimate. Please contact your Layne Christensen Company representative if you have any questions.

Layne Christensen Company has been the industry leader in groundwater development since 1882. Our full range of water-related service encompasses: initial site selection; well field design and development; well drilling and development; pump installation and repair; water treatment; aquifer investigation and remediation; and well rehabilitation.

Thank you for choosing Layne Christensen Company and giving us the opportunity to be your water resource solution provider.

Sincerely,  
Layne Christensen Company

A handwritten signature in black ink, appearing to read "Tom Hetzel", written over a light blue horizontal line.

Tom Hetzel  
Account Manager  
909-747-8139

**WATER RESOURCES**

8/19/2017  
Harris Well

Quote: 82789

	<b>Qty</b>	<b>Units</b>	<b>Unit Price</b>	<b>Ext Price</b>
Pull Existing and Install New Pump				
Labor				\$4,147.56
Franklin 7.5HP 230/3 Submersible Motor	1	EA	\$1,142.52	\$1,142.52
Franklin 25FS7S4-PE 25GPM @ 740' Pump End	1	EA	\$1,233.22	\$1,233.22
#6 Submersible Pump Cable	1	LS	\$1,177.83	\$1,177.83
#6 Splice Kit	1	EA	\$5.84	\$5.84
2" DI Check Valves	2	EA	\$137.57	\$275.14
2" SCH120 PVC w/ SS Couplings	1	LS	\$849.07	\$849.07
Banding, Buckles, Misc. Bolting and Gasket	1	LS	\$144.93	\$144.93
Factory Freight	1	LS	\$83.33	\$83.33
			<b>Sub-Total</b>	<b>\$9,059.44</b>

	<b>Qty</b>	<b>Units</b>	<b>Unit Price</b>	<b>Ext Price</b>
Install VFD				
Labor				\$1,837.00
Franklin VFD 10HP NEMA 1 CI-010-P2	1	EA	\$991.30	\$991.30
Electrical Materials	1	LS	\$797.10	\$797.10
Factory Freight	1	LS	\$58.33	\$58.33
			<b>Sub-Total</b>	<b>\$3,683.73</b>

	<b>Qty</b>	<b>Units</b>	<b>Unit Price</b>	<b>Ext Price</b>
Install Transducer				
Labor				\$1,837.00
1" Flush Thread SCH40 PVC	1	LS	\$797.10	\$797.10
4-20mA PSI Transducer	1	LS	\$934.78	\$934.78
Misc. Materials	1	LS	\$434.78	\$434.78
Transducer Cable	525	FT	\$1.59	\$834.75
Factory Freight	1	LS	\$50.00	\$50.00
			<b>Sub-Total</b>	<b>\$4,888.41</b>

Equipment Billing			<b>Lump Sum</b>	\$0.00
			<b>Sub-Total</b>	<b>\$17,633.79</b>
			<b>Tax</b>	<b>\$745.59</b>
			<b>Consumables</b>	<b>\$86.96</b>
			<b>Estimated Price</b>	<b>\$18,466.34</b>

Our estimate is valid for 30 days and is subject to the attached Terms and Conditions. Our terms and conditions are hereby incorporated by reference and constitute a part of this estimate. Please contact your Layne representative if you have any questions.

## **WATER RESOURCES**



# TAYLOR PUMP AND WELL

:bid

31032 SHERWOOD STREET LUCERNE VALLEY CA 92356

Family owned for over 90 years

CA LIC. # 858712

Bill to:

For: Harris Well

## Description of work

Pull existing pump, pipe, and wire from well, install new Franklin electric 7.5 HP 230/3 4" standard motor, attached to a 25JS7S4-PE 25 GPM 7.5 HP 1.25" J-CLASS

TRI/SANDHANDLER/SS Pump end, re using 252' of the existing pipe and adding 250' of new 2" SCH 120 Deep set pipe, stainless steel couplings, 2 brass check valves, and new jacketed 6/3 wire.

The controls will be a CIE3R-SUBP007-P2-3 VFD-KPD-3R N3R, 7.5 HP, 230V, 3PH ENCLOSED. DOOR MOUNTED VFD KEYPAD N3R With metal cover. Using a 300 PSI 4-20ma transducer

Signed: *Robert L. Taylor*

TOTAL:25,324.56

Thank you for your business!!

## RUNNING SPRINGS WATER DISTRICT

MEMORANDUM

**DATE:** 09/20/17  
**TO:** Board of Directors  
**FROM:** George Corley, Fire Chief  
Ryan Gross, General Manager  
**SUBJECT:** Board consideration and approval of resolution no. 23-17

This resolution is required by the California Department of Forestry and Fire Protection, for funding the Cooperative Forestry Assistance Act of 1978 Volunteer Fire Assistance Program Agreement # 7FG17119.

The Running Springs Fire Department has been awarded \$4,603.92 towards the purchase of needed wildland firefighting gear. There is a 50/50 matching fund basis for the grant. We currently have funding set aside in our budget for the purchase of this type of equipment. The funding we have set aside in our budget would be what we would use for the matching funds required by the grant for wildland firefighting gear.

Thanks for your consideration,

  
George Corley

Cc Joan Eaton

**BEFORE THE BOARD OF DIRECTORS OF THE  
RUNNING SPRINGS WATER DISTRICT  
COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA**

**IN THE MATTER OF:**

**Resolution Number:** 23-17

**Approving the Department of Forestry and Fire Protection Agreement # 7FG17119** for services from the date of last signatory on page 6 of the Agreement to June 30, 2018 under the Volunteer Fire Assistance Program of the Cooperative Forestry Assistance Act of 1978.

**BE IT RESOLVED** by the Board of Directors of the Running Springs Water District, that said Board does hereby approve the Agreement with the California Department of Forestry and Fire Protection dated as of the last signatory date on page 6 of the Agreement, and any amendments thereto. This Agreement provides for an award, during the term of this Agreement, under the Volunteer Fire Assistance Program of the Cooperative Fire Assistance Act of 1978 during the State Fiscal Year 2017-18 up to and no more than the amount of \$ 4,603.92.

**BE IT FURTHER RESOLVED** that Kenneth Ayers, President of said Board be and hereby is authorized to sign and execute said Agreement and any amendments on behalf of the Running Springs Water District.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Running Springs Water District, at a regular meeting thereof, held on the 20th day of September, 2017 by the following vote:

AYES:

NAYS:

ABSENT:

\_\_\_\_\_  
Signature, Board of Directors Member

Kenneth Ayers, President  
Printed Name and Title

-----**CERTIFICATION OF RESOLUTION**-----

**ATTEST:**

I Joan C. Eaton, Secretary of the Board of Directors Running Springs Water District, County of San Bernardino, California do hereby certify that this is a true and correct copy of the original Resolution Number 23-17.

WITNESS MY HAND OR THE SEAL OF THE Running Springs Water District, on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**OFFICIAL SEAL  
OR NOTARY CERTIFICATON**

\_\_\_\_\_  
Signature

Board Secretary, Running Springs Water District  
Title and Name of Local Agency

**VOLUNTEER FIRE ASSISTANCE PROGRAM  
AGREEMENT  
PAGE 1 OF 6**

DEPARTMENT OF FORESTRY AND FIRE PROTECTION

STATE OF CALIFORNIA  
Natural Resources Agency

Agreement for the Volunteer Fire Assistance Program of the  
Cooperative Forestry Assistance Act of 1978

THIS AGREEMENT, made and entered into **ON THE LAST SIGNATORY DATE ON PAGE 6**, by and between the STATE of California, acting through the Director of the Department of Forestry and Fire Protection hereinafter called "STATE", and Running Springs Fire Department (Water District)

\_\_\_\_\_ hereinafter called "LOCAL AGENCY", covenants as follows:

RECITALS:

1. STATE has been approved as an agent of the United States Department of Agriculture, (USDA), Forest Service for the purpose of administering the Cooperative Forestry Assistance Act (CFAA) of 1978 (PL 95-313, United States Code, Title 16, Chapter 41, Section 2010 et seq., Volunteer Fire Assistance Program), hereinafter referred to as "VFA", and
2. The VFA has made funds available to STATE for redistribution, under certain terms and conditions, to LOCAL AGENCY to assist LOCAL AGENCY to upgrade its fire protection capability, and
3. LOCAL AGENCY desires to participate in said VFA.

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

4. **APPROVAL:** This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. LOCAL AGENCY may not commence performance until such approval has been obtained.
5. **TIMELINESS:** Time is of the essence in this Agreement.
6. **FORFEITURE OF AWARD:** LOCAL AGENCY must return this Agreement and required resolution properly signed and executed to STATE at the address specified in paragraph 11, with a postmark no later than December 1, 2017 or LOCAL AGENCY will forfeit the funds.
7. **GRANT AND BUDGET CONTIGENCY CLAUSE:** It is mutually understood between the parties that this Agreement may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds, to avoid program and fiscal delays that would occur if the Agreement were executed after that determination was made.

**VOLUNTEER FIRE ASSISTANCE PROGRAM  
AGREEMENT  
PAGE 2 OF 6**

This **Agreement** is valid and enforceable only if sufficient funds are made available to the STATE by the United States Government for the State Fiscal Year 2017 for the purpose of this program. In addition, this **Agreement** is subject to any additional restrictions, limitations, or conditions enacted by the Congress or to any statute enacted by the Congress that may affect the provisions, terms, or funding of this **Agreement** in any manner.

The parties mutually agree that if the Congress does not appropriate sufficient funds for the program, this **Agreement** shall be amended to reflect any reduction in funds.

The STATE has the option to invalidate the **Agreement** under the 30-day cancellation clause or to amend the **Agreement** to reflect any reduction in funds.

8. **REIMBURSEMENT:** STATE will reimburse LOCAL AGENCY, from funds made available to STATE by the Federal Government, an amount not to exceed **\$4,603.92** on a 50/50 matching funds basis, for the performance of specific projects and/or purchase of specific items identified in Exhibit(s) A, Application for Funding, attached hereto. **Reimbursement will be only for those projects accomplished and/or items purchased between THE LAST SIGNATORY DATE ON PAGE 6 and JUNE 30, 2018.** This sum is the sole and maximum payment that STATE will make pursuant to this Agreement. **LOCAL AGENCY must bill STATE at the address specified in paragraph 11, with a postmark no later than September 1, 2018 in order to receive the funds.** The bill submitted by LOCAL AGENCY must clearly delineate the projects performed and/or items purchased. A vendor's invoice or proof of payment to vendor(s) must be included for items purchased.
  
9. **LIMITATIONS:** Expenditure of the funds distributed by STATE herein is subject to the same limitations as placed by the VFA, upon expenditure of United States Government Funds. Pursuant to Title 7 of the Code of Federal Regulations, Section 3016.32 subject to the obligations and conditions set forth in that section; title to any equipment and supplies acquired under this **Agreement** vests with the LOCAL AGENCY. For any equipment items over \$5,000, the federal government may retain a vested interest in accordance with paragraph 16 below.
  
10. **MATCHING FUNDS:** Any and all funds paid to LOCAL AGENCY under the terms of this **Agreement**, hereinafter referred to as "VFA Funds", shall be matched by LOCAL AGENCY on a dollar-for-dollar basis, for each project listed on attachment(s) hereto identified as "Exhibit(s) A". No amount of unpaid "contributed" or "volunteer" labor or services shall be used or consigned in calculating the matching amount "actually spent" by LOCAL AGENCY. LOCAL AGENCY shall not use VFA Funds as matching funds for other federal grants, including Department of Interior (USDI) Rural Fire Assistance grants, nor use funds from other federal grants, including USDI Rural Fire Assistance grants, as matching funds for VFA Funds. **ADDRESSES:** The mailing addresses of the parties hereto, for all notices, billings, payments, repayments, or any other activity under the terms of the Agreement, are:



**VOLUNTEER FIRE ASSISTANCE PROGRAM  
AGREEMENT  
PAGE 3 OF 6**

LOCAL AGENCY: Running Springs Fire Department (Water District)  
P.O. Box 2206 Running Springs CA 92382  
Attention: George Corley, Fire Chief  
Telephone Number(s): 909-867-2630  
FAX Number: 909-867-5456  
E-mail g.corley@runningspringsfd.org

STATE: **Department of Forestry and Fire Protection**  
**Grants Management Unit, Attn: Megan Esfandiary**  
**P. O. Box 944246**  
**Sacramento, California 94244-2460**  
**PHONE: (916) 653-3649**  
**FAX (916) 653-8957**

12. **PURPOSE:** Any project to be funded hereunder must be intended to specifically assist LOCAL AGENCY to organize, train, and/or equip local firefighting forces in the aforementioned rural area and community to prevent or suppress fires which threaten life, resources, and/or improvements within the area of operation of LOCAL AGENCY.
13. **COMBINING:** In the event funds are paid for two or more separate, but closely related projects, the 50/50 cost-sharing formula will be applied to the total cost of such combined projects.
14. **OVERRUNS:** In the event that the total cost of a funded project exceeds the estimate of costs upon which this Agreement is made, LOCAL AGENCY may request additional funds to cover the **Agreement** share of the amount exceeded. However, there is no assurance that any such funds are, or may be, available for reimbursement. Any increase in funding will require an amendment.
15. **UNDERRUNS:** In the event that the total cost of a funded project is less than the estimate of costs upon which this **Agreement** is made, LOCAL AGENCY may request that additional eligible projects/items be approved by STATE for **Agreement** funding. However, there is no assurance that any such approval will be funded. Approval of additional projects/items, not listed on the Exhibit A application, made by STATE, will be in writing and will require an amendment.
16. **FEDERAL INTEREST IN EQUIPMENT:** The Federal Government has a vested interest in any item purchased with VFA funding in excess of \$5,000 regardless of the length of this **Agreement**, until such time as the fair market value is less than \$5,000. The VFA percentage used to purchase the equipment will be applied to the sale price and recovered for the Government during the sale. This percentage will remain the same even following depreciation. The Federal Government may not have to be reimbursed if the disposal sale amounts to a fair market value of less than \$5,000. LOCAL AGENCY will notify STATE of the disposal of such items.

**VOLUNTEER FIRE ASSISTANCE PROGRAM  
AGREEMENT  
PAGE 4 OF 6**

17. **EQUIPMENT INVENTORY**: Any single item purchased in excess of \$5,000 will be assigned a VFA Property Number by the STATE. LOCAL AGENCY shall forward a copy of the purchase documents listing the item, brand, model, serial number, any LOCAL AGENCY property number assigned, and a LOCAL AGENCY contact and return address to STATE at the address specified in paragraph 11. The STATE will advise the LOCAL AGENCY contact of the VFA Property Number assigned.
18. **AUDIT**: LOCAL AGENCY agrees that the STATE, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this **Agreement**. LOCAL AGENCY agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. LOCAL AGENCY agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, LOCAL AGENCY agrees to include a similar right of the State of California to audit records and interview staff in any subcontract related to performance of this **Agreement**. (GC 8546.7, PCC 10115 et seq., CCR Title 2, Section 1896).
19. **DISPUTES**: In the event of any dispute over qualifying matching expenditures of LOCAL AGENCY, the dispute will be decided by STATE and its decision shall be final and binding.
20. **INDEMNIFICATION**: LOCAL AGENCY agrees to indemnify, defend, and save harmless, the STATE, its officers, agents, and employees, from any and all claims and losses, accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this **Agreement**, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by LOCAL AGENCY in the performance of this **Agreement**.
21. **DRUG-FREE WORKPLACE REQUIREMENTS**: LOCAL AGENCY will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
  - b. Establish a Drug-Free Awareness Program to inform employees about:
    - 1) the dangers of drug abuse in the workplace;
    - 2) the person's or organization's policy of maintaining a drug-free workplace;

**VOLUNTEER FIRE ASSISTANCE PROGRAM  
AGREEMENT  
PAGE 5 OF 6**

- 3) any available counseling, rehabilitation and employee assistance programs; and,
  - 4) penalties that may be imposed upon employees for drug abuse violations.
- c. Every employee who works on the proposed **Agreement** will:
- 1) receive a copy of the company's drug-free workplace policy statement; and,
  - 2) agree to abide by the terms of the company's statement as a condition of employment on the **Agreement**.

Failure to comply with these requirements may result in suspension of payments under the **Agreement** or termination of the **Agreement** or both and LOCAL AGENCY may be ineligible for funding of any future State **Agreement** if the department determines that any of the following has occurred: (1) the LOCAL AGENCY has made false certification, or violated the certification by failing to carry out the requirements as noted above. (GC 8350 et seq.)

- 22. **TERM:** The term of the **Agreement** SHALL COMMENCE ON THE LAST SIGNATORY DATE ON PAGE 6 and continue through June 30, 2018.
- 23. **TERMINATION:** This **Agreement** may be terminated by either party giving 30 days written notice to the other party or provisions herein amended upon mutual consent of the parties hereto.
- 24. **AMENDMENTS:** No amendment or variation of the terms of this **Agreement** shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or **Agreement** not incorporated in the **Agreement** is binding on any of the parties.
- 25. **INDEPENDENT CONTRACTOR:** LOCAL AGENCY, and the agents and employees of LOCAL AGENCY, in the performance of this **Agreement**, shall act in an independent capacity and not as officers or employees or agents of the STATE or the Federal Government.



**VOLUNTEER FIRE ASSISTANCE PROGRAM  
AGREEMENT  
PAGE 6 OF 6**

IN WITNESS WHEREOF, the parties have executed this **Agreement** as of the last signatory date below.

STATE OF CALIFORNIA  
DEPARTMENT OF FORESTRY  
AND FIRE PROTECTION

LOCAL AGENCY

Running Springs Fire Dept. (Water District)

By: \_\_\_\_\_  
Signature

By: \_\_\_\_\_  
\*Signature

Dan Sendek  
Printed Name

Kenneth Ayers  
Printed Name

Staff Chief  
Title  
Cooperative Fire Programs

President, Board Of Directors  
\*\*Title  
Running Springs Water District

\_\_\_\_\_  
Last Signatory Date

09/20/17  
\*\*\*Date

\*Ensure that the officer signing here for LOCAL AGENCY IS THE SAME Officer authorized in the Resolution to execute this **Agreement**.  
\*\*Ensure that the title entered here IS THE SAME title used in the Resolution for the Officer who is executing this **Agreement**.  
\*\*\*Ensure that the date LOCAL AGENCY signs IS THE SAME DATE as the Resolution date OR LATER.

**FOR STATE USE ONLY**

AMOUNT ENCUMBERED BY THIS DOCUMENT <b>\$4,603.92</b>	PROGRAM/CATEGORY (CODE AND TITLE) Support			FUND TITLE Federal	<b>Department of General Services Use Only</b>
	(OPTIONAL USE) Vendor #				
PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT <b>\$0</b>	ITEM 3540-001-0001	CHAPTER 14	STATUTE 2017	FISCAL YEAR 17/18	DGS APPROVAL NOT REQUIRED PER SAM 1215
TOTAL AMOUNT ENCUMBERED TO DATE <b>\$4,603.92</b>	OBJECT OF EXPENDITURE (CODE AND TITLE) 17-9214-418.99-92692				
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.			T.B.A. NO.	B.R. NO.	
SIGNATURE OF CDF ACCOUNTING OFFICER <b>X</b>			DATE		

CONTRACTOR       STATE AGENCY       DEPT. OF GEN. SER.       CONTROLLER



RUNNING SPRINGS WATER DISTRICT  
A MULTI-SERVICE INDEPENDENT SPECIAL DISTRICT

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

September 20, 2017

San Bernardino County Board of Supervisors  
County Government Center  
385 N. Arrowhead Avenue, 5th Floor  
San Bernardino, CA 92415-0110

Dear Board of Supervisors:

The Board of Directors of the Running Springs Water District (“District”) which owns and operates the Running Springs Fire Department (“Department”) would like to take this opportunity to recommend suggestions for the Exclusive Operating Area (“EOA”) contracts that are under review. Recently, the San Bernardino County Fire Chiefs’ Association expressed their concern for the ongoing process of EOA bidding. They recommend that public Emergency Medical Services (“EMS”) transport providers operating under existing Memorandums of Understanding (“MOUs”) with the County should not be subject to a bid process and remain under the jurisdictions of their present agencies. The County Fire Chiefs have also recommended full protection for those first responder agencies to maintain their authorized service delivery. We as the Board of Directors support their recommendations.

The Running Springs Fire Department has provided ambulance transport service for the rural communities of Running Springs, Arrowbear and Green Valley Lake continuously since 1984. Since then Running Springs Fire Department has continued its dedication through the years to successfully provide service and commitment to the communities within our EOA. Without the revenue of the ambulance transport service, Running Springs Fire Department would find it difficult to sustain our staff and our infrastructure. Other valuable services such as fire suppression and rescue that Running Springs Fire Department provides would no longer be an effective asset to the community of Running Springs. Running Springs has been a full time staffed fire department that has served the community since 1962. It is our desire to continue local control of our EOA and to provide a comprehensive all-risk emergency response in our jurisdiction.

Currently all of the ambulance services in the San Bernardino Mountains are managed by San Bernardino County Fire, Running Springs Fire Department and Big Bear Fire that are all within their local jurisdictions. Under the Mutual Aid Agreements, all of the Fire Departments in the San Bernardino Mountains which provide ambulance service to their communities assist one another when ambulance resources are depleted. It is our recommendation to continue with the current infrastructure and management of ambulance resources to support the public and our local mountain Fire Departments.

Other considerations for maintaining the EOAs that should be noted are: local fire departments knowledge of the road systems, remote access issues, rural response times and extreme weather

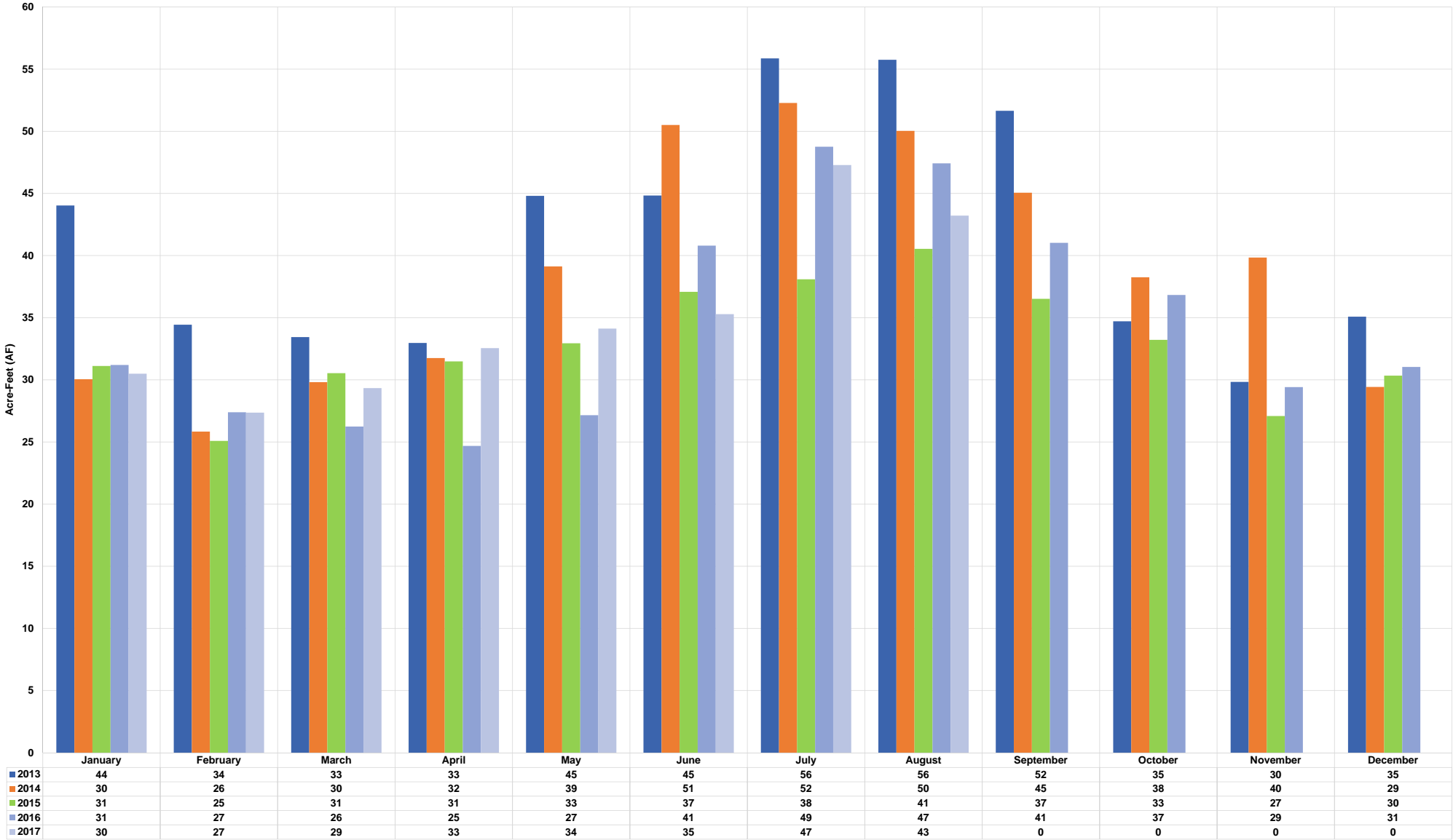
conditions that can prove to be an asset for local response teams to their own local communities. Currently, the fire departments that provide ambulance service have an investment in their communities. It is our opinion that the local knowledge and relationships that the fire departments share would no longer be a quality asset to the communities if the current EOAs were to be taken away.

The Board of Directors would like to recommend that the criteria for the current review process should be to consider the best quality service to the community. It is our desire that you will consider our recommendations to keep the current system of ambulance EOAs and MOUs in the mountain region and would not be subjected to a bid process and be maintained in their current status. We feel that this would be the best option for the communities and the local fire departments that have managed and provided these valuable services for many years.

Thank you for your consideration,  
Ken Ayers, President  
Running Springs Fire Department Board of Directors

RSWD Total Water Production (Acre-Feet)																		
	2013			2014			2015				2016				2017			
	Precipitation (Inches)	(AF)	(gallons)	Precipitation (Inches)	(AF)	(gallons)	Precipitation (Inches)	(AF)	(gallons)	% Reduction from 2013	Precipitation (Inches)	(AF)	(gallons)	% Reduction from 2013	Precipitation (Inches)	(AF)	(gallons)	% Reduction from 2013
January	3.90	44	14,348,960	1.75	30	9,793,223	1.20	31	10,139,995	29%	7.05	31	10,167,367	29%	24.35	30	9,938,312	31%
February	3.60	34	11,222,900	3.75	26	8,419,752	3.00	25	8,175,163	27%	4.10	27	8,927,377	20%	6.25	27	8,916,787	21%
March	2.40	33	10,897,679	8.05	30	9,716,033	1.25	31	9,951,542	9%	4.55	26	8,552,646	22%	1.60	29	9,560,030	12%
April	0.35	33	10,743,916	2.85	32	10,347,929	0.80	31	10,260,776	4%	5.73	25	8,044,270	25%	0.00	33	10,608,910	1%
May	0.90	45	14,601,449	0.30	39	12,750,144	2.60	33	10,735,438	26%	0.88	27	8,849,396	39%	0.85	34	11,120,624	24%
June	0.00	45	14,610,203	0.00	51	16,459,883	0.04	37	12,085,249	17%	0.00	41	13,296,489	9%	0.00	35	11,499,730	21%
July	0.10	56	18,206,345	0.25	52	17,037,779	3.05	38	12,413,711	32%	0.00	49	15,889,782	13%	0.20	47	15,410,083	15%
August	0.00	56	18,170,122	1.00	50	16,305,276	0.00	41	13,211,462	27%	0.00	47	15,454,430	15%	1.30	43	14,083,494	22%
September	0.00	52	16,831,647	0.75	45	14,683,509	0.10	37	11,901,106	29%	0.10	41	13,369,869	21%		0		
October	2.60	35	11,312,308	1.20	38	12,465,927	2.40	33	10,825,289	4%	1.55	37	12,002,331	-6%		0		
November	3.40	30	9,723,378	1.80	40	12,983,932	3.15	27	8,827,761	9%	2.85	29	9,586,472	1%		0		
December	1.25	35	11,433,417	13.35	29	9,590,835	2.85	30	9,886,959	14%	11.40	31	10,115,160	12%		0		
Total	18.50	497	162,102,324	35.05	462	150,554,222	20.44	394	128,414,451	21%	38.21	412	134,255,589	17%	34.55	280	91,137,970	

Monthly Water Production (2013 - 2016)



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ADVOCACY & PUBLIC AFFAIRS



California Special Districts Association  
*Districts Stronger Together*



Highly-Anticipated Report on Special Districts Released by Little Hoover Commission

Today the Little Hoover Commission publicly released a 76 page [report on special districts](#) following 12 months of review. CSDA will brief members on the report as part of the August 31 [Legislative Roundup webinar](#).

In the report's cover letter to Governor Jerry Brown and legislative leaders, Commission Chair Pedro Nava acknowledged, "During its study process, the Commission discussed some rather extreme solutions that generated intense interest. Through a very robust public process, however, the Commission ultimately concluded that local institutions are best served by local decision-making."

Responding to the release of the report, CSDA CEO Neil McCormick stated, "CSDA agrees with the Little Hoover Commission's ultimate conclusion that local agencies are best served by local decision-making and we are honored to be recognized along with the Special District Leadership Foundation for our work in promoting good governance." McCormick continued, "We look forward to reviewing the Commission's recommendations with local special district leaders and continuing our efforts to help support our members in delivering essential local services and infrastructure to California's communities."

Among the report's 20 recommendations, the Commission calls upon Governor Brown and the State Legislature to require all special districts have websites. CSDA announced the unanimous approval of these recommendations at the August 24 Little Hoover Commission business meeting via the [CSDA Blog](#), and provided an overview of the Commission's report in the [August 29 CSDA eNews](#).

CSDA members can [register free](#) for the August 31 Legislative Roundup webinar, which will run from 10:00 a.m. – 12:00 p.m. Additional background on the Little Hoover Commission review can be found below:

- [August 16, 2016 CSDA Written Testimony to the Little Hoover Commission](#)
- [August 25, 2016 CSDA Oral Testimony to the Little Hoover Commission](#)
- [March 6, 2017 CSDA Letter to the Little Hoover Commission](#)
- [July 13, 2017 CSDA Letter to the Little Hoover Commission](#)
- [August 30, 2017 Little Hoover Commission Report on Special Districts](#)

[California Special Districts Association](#) | 1112 I Street | Suite 200 | Sacramento, CA 95814



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# Special Districts: Improving Oversight & Transparency

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Report #239, August 2017



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*Chairman*

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*Vice Chairman*

David Beier

Iveta Brigis

Anthony Cannella  
*Senator*

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Matthew Gagnon  
*Research Analyst*

# Dedicated to Promoting Economy and Efficiency in California State Government

The Little Hoover Commission, formally known as the Milton Marks "Little Hoover" Commission on California State Government Organization and Economy, is an independent state oversight agency.

By statute, the Commission is a bipartisan board composed of five public members appointed by the governor, four public members appointed by the Legislature, two senators and two assemblymembers.

In creating the Commission in 1962, the Legislature declared its purpose:

*...to secure assistance for the Governor and itself in promoting economy, efficiency and improved services in the transaction of the public business in the various departments, agencies and instrumentalities of the executive branch of the state government, and in making the operation of all state departments, agencies and instrumentalities, and all expenditures of public funds, more directly responsive to the wishes of the people as expressed by their elected representatives...*

The Commission fulfills this charge by listening to the public, consulting with the experts and conferring with the wise. In the course of its investigations, the Commission typically empanels advisory committees, conducts public hearings and visits government operations in action.

Its conclusions are submitted to the Governor and the Legislature for their consideration. Recommendations often take the form of legislation, which the Commission supports through the legislative process.

## Contacting the Commission

All correspondence should be addressed to the Commission Office:

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This report is available from the Commission's website at [www.lhc.ca.gov](http://www.lhc.ca.gov).



# Letter From The Chair

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August 30, 2017



The Honorable Kevin de León  
President pro Tempore of the Senate  
and members of the Senate

The Honorable Patricia Bates  
Senate Minority Leader

The Honorable Anthony Rendon  
Speaker of the Assembly  
and members of the Assembly

The Honorable Chad Mayes  
Assembly Minority Leader

Dear Governor and Members of the Legislature:

California's most prevalent form of government – special districts – is often its least visible. In a year-long review, the Commission looked at how California's more than 2,000 independent special districts provide vital services ranging from fire protection to healthcare, cemeteries to sewers. It wanted to better understand if California taxpayers were well-served through this additional layer of specialized bureaucracy and to analyze whether consolidation or dissolution of some special districts could lead to improved efficiency in governance and operations.

The Commission found no one-size-fits-all answer. The districts are as diverse as the geographic locations they serve and the millions of Californians who support them through taxes and fees. What might provide an appropriate pathway for five small water districts in rural Northern California who want to consolidate but need help sorting out water rights, likely would not make sense for their powerhouse counterparts, the Metropolitan Water District or Santa Clara Valley Water District, who serve millions of customers in Southern California and the Bay Area. And water districts are just one of 29 types of independent special districts ranging from airport districts to veterans memorial districts.

As part of this study, the Commission considered the role of the Legislature, which gave life to this form of local government in 1877 and retains the power to create or dissolve districts and amend the practice acts that guide district activities. As California began its rapid growth and urbanization after World War II, the Legislature realized that decision-making over local government growth was best done by local officials. In 1963, the Legislature and Governor Edmund G. "Pat" Brown created a local mechanism for overseeing local boundary decisions – and formed 58 Local Agency Formation Commissions (LAFCOs). LAFCOs have the authority to initiate special district consolidations or dissolutions.

In 2000, the Legislature expanded the authority of LAFCOs to conduct Municipal Service Reviews. These reviews provide information to guide districts in performance improvement and can serve as a catalyst for LAFCOs to initiate consolidations or dissolutions. Like many great ideas in government, particularly in a state as large and diverse as California, these 58 different commissions are not uniformly effective.

The Commission also used this review to assess the progress of its recommendations from a 2000 report, *Special Districts: Relics of the Past or Resources for the Future?* In that study, the Commission found an expansive government sector, largely invisible, serving constituents who know little about them or how the money they provide is used.

The Commission found some progress but also saw a missed opportunity for special districts – many have a great story to tell. Very rarely are taxpayer dollars so closely tied to services provided in the community. And still people do not seem to know much about these local governments and their locally-elected boards.

As much as the Commission wanted to find a magic bullet to ensure these 2,000 districts were performing efficiently and effectively, it didn't. The LAFCO process may not be working as it could and should in every corner of the state, but special districts remain best served by local decision-making. To that end, the Commission recommends the Legislature curtail its practice of bypassing the local process. Additionally, the Commission offers a number of common-sense recommendations to help LAFCOs exercise their authority. Two ideas have already resulted in legislation, AB 979 (Lackey) and SB 448 (Wieckowski). The Commission recommends the Legislature enact SB 448 and requests the Governor's signature on AB 979 and SB 448. This report also includes a rare recommendation to infuse a small one-time grant fund to pay to initiate the most urgent consolidations or dissolutions, which should lead to taxpayer savings in improved government efficiency.

The Commission heard extensive testimony on reserve funding – a thorny issue first raised in its 2000 report. The State Controller's Office has convened a task force to standardize reporting on reserves, a necessary first step before anyone can assess the adequacy of each district's rainy day fund. The Commission also urges special districts to adopt prudent reserve policies and make these policies public.

The Commission found significant improvements since its last review in the way that districts communicate their activities and finances with their constituents although not every district has a website. All districts should have a website with basic information including how to participate in decision-making and an easy guide to revenue sources and expenditures.

The Commission did not evaluate every type of special district, but it did take a deeper look at one type – healthcare districts. Originally formed in the 1940s to build hospitals where none existed, less than half of the current healthcare districts run hospitals today. But even within healthcare districts, the Commission found significant differences. In rural communities, districts largely continue to fulfill their original mission – providing a hospital that otherwise would not exist. Among healthcare districts no longer operating hospitals, the Commission found some districts assessing local needs and filling a void in preventative healthcare service. But this was not consistent and the Commission suspects that in some locations, LAFCOs should do more to assess whether every healthcare district should continue to operate. To guide this work, an essential step for the Legislature is an update to the 1945 practice act to reflect the modern healthcare landscape.

As part of the vigorous discussion on reserves, special districts were asked how they were planning and using their reserves to adapt to climate change, particularly those districts with large infrastructure investments. Building on its 2014 report, *Governing California Through Climate Change*, the Commission in this report recommends special districts and their associations take more active roles in existing state government process and in sharing best practices.

During its study process, the Commission discussed some rather extreme solutions that generated intense interest. Through a very robust public process, however, the Commission ultimately concluded that local institutions are best served by local decision-making. The important recommendations in this report will lead to improved efficiency. The Commission stands ready to assist.



**Pedro Nava**  
Chair, Little Hoover Commission

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# Executive Summary

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Special districts, the workhorses of public service delivery created by the California Legislature during the earliest days of statehood, represent the most common form of local government. They have prevailed through endless upheaval as California morphed from a state of rural open spaces into one of the world's most powerful economic engines and home to nearly 40 million people. Today special districts generate some \$21 billion in annual revenues and employ more than 90,000 local government workers.<sup>1</sup>

In 2016 and 2017, the Little Hoover Commission reviewed and analyzed California's 2,071 independent special districts and the State of California's role and responsibility in overseeing them.<sup>2</sup> The Legislature not only created special districts and enacted the practice acts by which they are governed, but it retained the power to create new districts and also to dissolve them. In the early 1960s, the Legislature had the foresight to develop a local oversight mechanism, Local Agency Formation Commissions (LAFCOs) tasked with bringing more rational planning practices and reining in inappropriate growth by considering local government boundary decisions. LAFCOs have the authority to initiate dissolutions and consolidations of special districts, although ultimately local voters have the final say. The process is slow -- intentionally slow according to some --and occasionally frustrated parties attempt to bypass the local process by taking issues directly to the Legislature. This tension, in part, prompted the Commission to update its 2000 review of special districts to consider whether the local oversight process works as intended or whether a different process or a greater role for the Legislature would be more effective.

The Commission's review broke new ground, but also revisited issues first identified in its May 2000 report, *Special Districts: Relics of the Past or Resources for the Future?* The 2000 report declared that California's expansive special district sector often amounted to a poorly overseen and largely invisible governing sector serving residents who know little about who runs them or

what they pay in taxes to sustain them. The Commission nearly two decades ago questioned the soundness of special districts' financial management and asked if their numbers might be pared back through consolidations. Yet Commissioners also acknowledged in their 2000 analysis that special districts provide Californians valuable services and are "physically closest to their communities." The Commission concluded that despite its range of criticisms, special districts should remain, in the end, local institutions best served by local decision-making.

In its newest review the Commission heard from some who still contend that special districts are ripe for consolidation and represent convoluted, dispersed, under-the-radar government. Frustrated with the local oversight process, various local special district issues percolated up into bills in the 2015-16 legislative session as the Commission began its study, potentially signifying that the current system of oversight fails to work as well as intended.

In this review, the Commission found special districts themselves could do a better job of telling their own story to overcome the stigma that they function as hidden government. During an advisory committee meeting, Chair Pedro Nava encouraged special districts to "tell your story." There are very few government entities in a position to let people know that they work directly for the public and that the taxes and fees they collect fund local services, he said.

In testimony, the Commission also learned that despite the perception that special districts continue to proliferate in California, the number of special districts has declined 5 percent since 1997, while the number nationally increased by 10 percent.<sup>3</sup> Thirty-three states have more special districts per capita than California. Despite frequent calls for dissolving or consolidating these local governments, special districts seem to have pluses that render them tolerable to those they govern and able to forestall movements to purge them or fold their work into city and county governments.

The Commission's 2016-2017 review delved into four primary arenas concerning special districts:

- Oversight of special districts, specifically, opportunities to bolster the effectiveness of Local Agency Formation Commissions (LAFCOs).
- The continued need for districts to improve transparency and public engagement.
- The frequently-controversial evolution of California's healthcare special districts, which in the 1940s and 1950s built a far-ranging system of hospitals that are mostly now gone due to a tremendous transformation in healthcare from hospitalization to preventive care.
- The urgency of climate change adaptation in California and the front-line roles that special districts, particularly water, wastewater treatment and flood control districts, play in preparing their communities and defending them from harm.

## Toward Higher-Quality Local Control

As in 2000, the Commission held fast to the concept that special districts are essentially local institutions. Whether their individual endeavors are praised or panned, special districts seemingly reflect the wishes of local voters. They also reflect the politics of LAFCOs, unique oversight bodies in each county with authority to judge their performances and recommend whether they should continue to exist. The Commission again determined that LAFCOs should be the leading voice on the status of special districts in California – and that they need more tools to do the job well.

Commissioners perplexed by the seemingly slow progress in dissolutions and consolidations at one point during the study asked if a lack of money prevented LAFCOs and special districts from initiating consolidations or conducting the mandated Municipal Service Reviews that can identify opportunities for improved efficiency in service delivery. A chorus of stakeholders suggested a small, one-time infusion of grant funding, tied to specified outcomes to ultimately improve efficiency and save taxpayer dollars, was indeed warranted. They also called for various statutory changes that could bolster the effectiveness of LAFCOs.

Clearly, special districts can be improved. Given the routine front-line services they provide, the historic climate challenges these districts face in keeping California stable, as well as the need to provide the best possible healthcare to millions of residents, LAFCOs and the state have obligations to see that they succeed. To that end, the Commission offers 20 recommendations to guide the Legislature and Governor going forward. The first eight of those recommendations address the basic structure and governing issues revolving around special districts:

***Recommendation 1: The Legislature and the Governor should curtail a growing practice of enacting bills to override LAFCO deliberative processes and decide local issues regarding special district boundaries and operations.***

The Legislature and Governor have reason to be frustrated with slow and deliberative LAFCO processes. But these are local institutions of city, county and special district members often better attuned to local politics than those in the State Capitol. Exemptions where the Legislature gets involved should be few, and in special cases where the local governing elites are so intransigent or negligent – or so beholden to entrenched power structures – that some higher form of political authority is necessary.

***Recommendation 2: The Legislature should provide one-time grant funding to pay for specified LAFCO activities, to incentivize LAFCOs or smaller special districts to develop and implement dissolution or consolidation plans with timelines for expected outcomes. Funding should be tied to process completion and results, including enforcement authority for corrective action and consolidation.***

The Commission rarely recommends additional funding as a solution. However, a small one-time infusion of \$1 million to \$3 million in grant funding potentially could save California taxpayers additional money if it leads to streamlined local government and improved efficiency in service delivery. This funding could provide an incentive for LAFCOs or smaller districts to start a dissolution or consolidation process. Participants in the Commission's public process suggested the Strategic Growth Council or Department of Conservation could administer this one-time funding.

**Recommendation 3: The Legislature should enact and the Governor should sign SB 448 (Wieckowski) which would provide LAFCOs the statutory authority to conduct reviews of inactive districts and to dissolve them without the action being subject to protest and a costly election process.**

There has been no formal review to determine the number of inactive special districts – those that hold no meetings and conduct no public business. Rough estimates gauge the number to be in the dozens. Simplifying the LAFCOs' legal dissolution process would represent a significant step toward trimming district rolls in California. The Commission supports SB 448 and encourages the Legislature to enact the measure and for the Governor to sign the bill.

**Recommendation 4: The Governor should sign AB 979 (Lackey), co-sponsored by the California Special Districts Association and the California Association of Local Agency Formation Commissions. The bill would strengthen LAFCOs by easing a process to add special district representatives to the 28 county LAFCOs where districts have no voice.**

The Cortese-Knox-Hertzberg Reorganization Act of 2000 (AB 2838, Hertzberg) provided the option to add two special district members to county LAFCOs to broaden local governing perspectives. Nearly two decades later, 30 counties have special district representatives on their LAFCOs alongside city council members and county supervisors. This change provides LAFCOs a more diverse decision-making foundation and stronger finances. But 28 counties, mostly in rural California have not added special district representatives to their LAFCO governing boards, citing scarce resources. Presently, a majority of a county's special districts must pass individual resolutions within one year supporting a change. This has repeatedly proved itself a formidable obstacle to broadening the outlook of local LAFCOs. AB 979 (Lackey) would allow a simple one-time election process where districts could easily – and simultaneously – decide the question.

**Recommendation 5: The Legislature should adopt legislation to give LAFCO members fixed terms, to ease political pressures in controversial votes and enhance the independence of LAFCOs.**

The California Association of Local Agency Formation Commissions (CALAFCO) testified on August 25, 2016, that

individual LAFCO members are expected to exercise their independent judgment on LAFCO issues rather than simply represent the interests of their appointing authority. But this is easier said than done when representatives serve on an at-will basis. The CALAFCO hearing witness said unpopular votes have resulted in LAFCO board members being removed from their positions. Fixed terms would allow voting members to more freely exercise the appropriate independence in decision-making.

**Recommendation 6: The Legislature should convene an advisory committee to review the protest process for consolidations and dissolutions of special districts and to develop legislation to simplify and create consistency in the process.**

Complicated and inconsistent processes potentially impact a LAFCO's ability to initiate a dissolution or consolidation of a district. If 10 percent of district constituents protest a LAFCO's proposed special district consolidation, a public vote is required. If a special district initiates the consolidation, then a public vote is required if 25 percent of the affected constituents protest. Additionally, the LAFCO must pay for all costs for studies and elections if it initiates a consolidation proposal, whereas the district pays these costs if it proposes or requests the consolidation. Various participants in the Commission's public process cautioned against setting yet another arbitrary threshold and advised the issue warranted further study before proposing legislative changes. They called for more consistency in the process.

**Recommendation 7: The Legislature should require every special district to have a published policy for reserve funds, including the size and purpose of reserves and how they are invested.**

The Commission heard a great deal about the need for adequate reserves, particularly from special districts with large infrastructure investments. The Commission also heard concerns that reserves were too large. To better articulate the need for and the size of reserves, special districts should adopt policies for reserve funds and make these policies easily available to the public.

**Recommendation 8: The State Controller's Office should standardize definitions of special district financial reserves for state reporting purposes.**

Presently, it is difficult to assess actual reserve levels held by districts that define their numbers one way and the State Controller's Office which defines them another way. The State Controller's Office is working to standardize numbers following a year-long consultation with a task force of cities, counties and special districts. To improve transparency on reserves, a subject that still eludes effective public scrutiny, they should push this project to the finish line as a high priority.

## Improving Transparency and Public Involvement

Because there are thousands of special districts in California, performing tasks as varied as managing water supply to managing rural cemeteries, the public has little practical ability to ascertain the functionality of special districts, including the scope of services these local districts provide, their funding sources, the use of such funds and their governance structure. Although publicly elected boards manage independent special districts, constituents lack adequate resources to identify their local districts much less the board members who collect and spend their money.

The Commission saw a number of opportunities for special districts to do a better job communicating with the public, primarily through improvements to district websites and more clearly articulating financing policies, including adopting and making publicly available fund reserve policies. Existing law requires special districts with a website to post meeting agendas and to post or provide links to compensation reports and financial transaction reports that are required to be submitted to the State Controller's Office. The State Controller's Office – despite having a software platform from the late 1990s – attempts to make all the information it receives as accessible as possible.

Many special districts already utilize their websites to effectively communicate with their constituents and voluntarily follow the nonprofit Special District Leadership Foundation's transparency guidelines and receive the foundation's District Transparency Certificate of Excellence. But often, these districts are the exception and not the rule. The Commission makes three recommendations to improve special district transparency and to better engage the public served by the districts:

**Recommendation 9: The Legislature should require that every special district have a website.**

**Key components should include:**

- **Name, location, contact information**
- **Services provided**
- **Governance structure of the district, including election information and the process for constituents to run for board positions**
- **Compensation details – total staff compensation, including salary, pensions and benefits, or a link to this information on the State Controller's website**
- **Budget (including annual revenues and the sources of such revenues, including without limitation, fees, property taxes and other assessments, bond debt, expenditures and reserve amounts)**
- **Reserve fund policy**
- **Geographic area served**
- **Most recent Municipal Service Review**
- **Most recent annual financial report provided to the State Controller's Office, or a link to this information on the State Controller's website**
- **Link to the Local Agency Formation Commission and any state agency providing oversight**

Exemptions should be considered for districts that fall under a determined size based on revenue and/or number of employees. For districts in geographic locations without reliable Internet access, this same information should be available at the local library or other public building open and accessible to the public, until reliable Internet access becomes available statewide.

Building on this recommendation, every LAFCO should have a website that includes a list and links to all of the public agencies within each county service area and a copy of all of the most current Municipal Service Reviews. Many LAFCOs currently provide this information and some go further by providing data on revenues from property taxes



and user fees, debt service and fund balance changes for all the local governments within the service area. At a minimum, a link to each agency would enable the public to better understand the local oversight authority of LAFCOs and who to contact when a problem arises.

***Recommendation 10: The State Controller’s Office should disaggregate information provided by independent special districts from dependent districts, nonprofits and joint powers authorities.***

Over the course of this study, the Commission utilized data available on the State Controller’s website to attempt to draw general conclusions about independent special districts, such as overall revenues, number of employees and employee compensation. Presently, it is difficult to do this without assistance as information for independent districts is mixed with various other entities.

***Recommendation 11: The California Special Districts Association, working with experts in public outreach and engagement, should develop best practices for independent special district outreach to the public on opportunities to serve on boards.***

The Commission heard anecdotally that the public does not understand special district governance, does not often participate or attend special district board meetings and often does not know enough about candidates running to fill board positions. Often, the public fails to cast a vote for down-ballot races. Two county registrars provided the Commission information that showed in many instances those who voted for federal or statewide offices did not vote for local government officials at the same rate, whether they were city council positions, special district positions or local school or community college district positions.

## **What is the Role for Healthcare Districts?**

The Commission found in its review that special districts were as diverse as the services provided and the millions of Californians served. To gain deeper insight on one type of local government service provider, the Commission took a closer look at an often-controversial group: healthcare districts that no longer operate hospitals. These entities struggle to explain their relevance within the rapidly evolving healthcare industry,

which emphasizes preventative care over hospitalization. Amid uncertainty about the future of the Affordable Care Act, many of these districts claim they are carving out new roles in preventative care. Yet the Legislature, local grand juries, LAFCOs and healthcare analysts continue to question their relevance and need to exist. Presently, just 37 of 79 California healthcare districts operate 39 hospitals, mostly in rural areas with few competitors or other alternatives – and few suggest the need to dissolve those districts.

Controversy tends to afflict districts in former rural areas that became suburbanized in recent decades and grew into competitive healthcare markets. The 2015-16 legislative session included a rash of legislation that considered whether to force district dissolutions or modify district boundaries – even though those decisions are the responsibility of LAFCOs. Nonetheless, most healthcare districts officials continue to maintain they are more flexible than counties in defining priorities and are pioneering a new era of preventative care under the umbrella of “wellness.” Officials say their districts are misunderstood by critics who lack understanding about how much the healthcare landscape is changing. They also say that local voters generally support their local missions and how they allocate their share of property taxes in the community.

As part of its special districts review, the Commission convened a two-hour advisory committee with experts to shed light on healthcare districts. During the course of the Commission’s study, the Association of Healthcare Districts convened a workgroup to develop recommendations, in part, in response to legislative scrutiny. These recommendations were considered and discussed during the November advisory committee meeting. Participants analyzed whether counties or healthcare districts are best positioned as local and regional healthcare providers and discussed the role of LAFCOs in consolidating, dissolving or steering healthcare districts toward more relevant roles. During the meeting Commissioners also pushed districts to share and adopt best practices and define better metrics to measure what they are accomplishing with their shares of local property taxes. Three Commission recommendations arose from the discussion as well as numerous interviews with experts during the study:

**Recommendation 12: The Legislature should update the 1945 legislative “practice acts” that enabled voters to create local hospital districts, renamed healthcare districts in the early 1990s.**

Experts widely agree that statutory language in the acts no longer reflects the evolution of healthcare during the past seventy years, particularly the shift from hospital-based healthcare to modern preventive care models.

**Recommendation 13: The Legislature, which has been increasingly inclined to override local LAFCO processes and authority to press changes on healthcare districts, should defer these decisions to LAFCOs.**

LAFCOs have shown successes in shaping the healthcare district landscape and should be the primary driver of change. Given the controversies over healthcare districts, the California Association of Local Agency Formation Commissions and LAFCOs should be at the forefront of studying the relevance of healthcare districts, potential consolidations and dissolutions of districts. To repeat a theme of Recommendation 1, the Legislature should retain its authority to dissolve healthcare districts or modify boundaries, but this authority should be limited to cases in which local political elites are so intransigent or negligent – or so beholden to local power structures – that some form of higher political authority is deemed necessary.

**Recommendation 14: The Association of California Healthcare Districts and its member districts should step up efforts to define and share best practices among themselves.**

A Commission advisory committee meeting discussion clearly showed that not enough thought or interest has been assigned to sharing what works best in rural, suburban and urban areas among members. The association should formally survey its members and collectively define their leading best practices and models for healthcare, as well as guidelines to improve the impacts of grantmaking in communities.

## Front-line Roles for Climate Change Adaptation

At the Commission’s August 25, 2016, hearing, Chair Pedro Nava asked a simple question of special district attendees vigorously defending their need for robust reserve funds:

How are they assessing future climate change impacts when amassing reserves for long-range infrastructure spending? That question, rooted in the Commission’s 2014 climate adaptation report *Governing California Through Climate Change*, became the genesis of a deeper exploration of awareness of and preparations for climate change among special districts. In an October 27, 2016, hearing focused on special districts efforts to adapt to climate change, the Commission learned that:

- Special districts, even while vastly outnumbering cities and counties in California, have generally not participated at the levels of cities and counties in the state’s emerging climate adaptation information gathering and strategizing. Often that is because they lack land-use authority. Nonetheless, it is critical that their experienced voices be at the table.
- Many larger infrastructure-intensive water, wastewater and flood control districts stand at the forefront nationally in preparing for the varying, changing precipitation patterns – too much or too little water – at the heart of anticipated climate change impacts.

The Commission found it encouraging that many special districts are reducing the need for imported water by diversifying supplies and producing vastly more recycled water. Districts also are steering more stormwater runoff in wet years into groundwater recharge basins for use in dry years. The actions that all agencies must eventually take are already being done by some. The Commission agreed that these leading-edge actions and infrastructure spending strategies represent models for other districts to follow. Accordingly, the Commission makes six recommendations focused on climate change adaptation:

**Recommendation 15: The Legislature should place a requirement that special districts with infrastructure subject to the effects of climate change should formally consider long-term needs for adaptation in capital infrastructure plans, master plans and other relevant documents.**

Most special districts, especially the legions of small districts throughout California, have their hands full meeting their daily responsibilities. Many have few resources and little staff time to consider long-range issues, particularly those with the heavy uncertainty of

climate change adaptation. Making climate change a consideration in developing capital infrastructure plans and other relevant planning documents would formally and legally elevate issues of adaptation and mitigation, especially for districts where immediate concerns make it too easy to disregard the future.

***Recommendation 16: The California Special Districts Association (CSDA), in conjunction with its member districts, should document and share climate adaptation experiences with the Integrated Climate Adaptation and Resilience Program’s adaptation information clearinghouse being established within the Governor’s Office of Planning and Research (OPR). Similarly, CSDA and member districts should step up engagement in the state’s current Fourth Assessment of climate threats, a state research project designed to support the implementation of local adaptation activities. The CSDA also should promote climate adaptation information sharing among its members to help districts with fewer resources plan for climate impacts and take actions.***

The OPR clearinghouse promises to be the definitive source of climate adaptation planning information for local governments throughout California. At the Commission’s October 27, 2016, hearing, an OPR representative invited more district participation in state climate adaptation processes. It is critical that special districts and their associations assume a larger participatory role – both within state government and among their memberships – to expand the knowledge base for local governments statewide.

***Recommendation 17: The state should conduct a study – by either a university or an appropriate state department – to assess the effect of requiring real estate transactions to trigger an inspection of sewer lines on the property and require repairs if broken.***

The responsibility to safeguard California and adequately adapt to climate change impacts falls on every resident of California. This begins at home with maintenance and upgrading of aging sewer laterals. Requiring inspections and repairs during individual property transactions is an optimum way to slowly rebuild a region’s collective wastewater infrastructure in the face of climate change. At the community level, repairs will help prevent excess stormwater during major climate events from overwhelming wastewater systems and triggering sewage

spills into public waterways. The Oakland-based East Bay Municipal Utility District has instituted an ordinance that requires property owners to have their private sewer laterals inspected if they buy or sell a property, build or remodel or increase the size of their water meter. If the lateral is found to be leaking or damaged, it must be repaired or replaced. The state should consider implementing this policy statewide.

***Recommendation 18: State regulatory agencies should explore the beginnings of a new regulatory framework that incorporates adaptable baselines when defining a status quo as climate impacts mount.***

With climate change what has happened historically will often be of little help in guiding regulatory actions. State regulations designed to preserve geographical or natural conditions that are no longer possible or no longer exist already are creating problems for special districts. Wastewater agencies, for example, face conflicting regulations as they divert more wastewater flows to water recycling for human needs and less to streams historically home to wildlife that may or may not continue to live there as the climate changes. While it is not easy for regulators to work with moving targets or baselines, climate change is an entirely new kind of status quo that requires an entirely new approach to regulation.

***Recommendation 19: The California Special Districts Association, and special districts, as some of the closest-to-the-ground local governments in California, should step up public engagement on climate adaptation, and inform and support people and businesses to take actions that increase their individual and community-wide defenses.***

Special districts are uniquely suited to communicate with and help prepare millions of Californians for the impacts of climate change. Nearly all have public affairs representatives increasingly skilled at reaching residents through newsletters, social media and public forums. District staff grapple constantly with new ways to increase their visibility. Many will find they can build powerful new levels of public trust by helping to prepare their communities for the uncertainty ahead.

***Recommendation 20: The California Special Districts Association and special districts should lead efforts to seek and form regional partnerships to maximize climate adaptation resources and benefits.***

Water, wastewater and flood control districts are already bringing numerous agencies to the table to pool money, brainpower and resources for big regional projects. The East Bay Municipal Utility District has arrangements with many Bay Area and Central Valley water agencies to identify and steer water to where it is most needed for routine demands and emergencies alike. The Metropolitan Water District and Sanitation Districts of Los Angeles County also increasingly pool their joint resources to steer more recycled water to groundwater recharge basins for dry years. Likewise, the Santa Clara Valley Water district and other state and federal agencies are collectively planning and funding 18 miles of levees to protect the region from sea level rise. These partnerships among special districts and other government agencies clearly hint at what will be increasingly necessary as climate impacts begin to mount.

# NOTICE OF HEARING

6. C.

Notice is hereby given that the **LOCAL AGENCY FORMATION COMMISSION for San Bernardino County** will hold a public hearing:

**SEPTEMBER 20, 2017  
NORTON REGIONAL EVENT CENTER  
1601 EAST THIRD STREET #1000, SAN BERNARDINO**

Environmental documentation on the following projects is available for review in the staff office of the Local Agency Formation Commission. Anyone wishing to examine this documentation may contact the LAFCO staff office at 1170 W. 3rd Street, Unit 150, San Bernardino, California 92415-0490, or call (909) 388-0480 within 21 days of this notice.

9:00 A.M. – Convene Regular Meeting

1. Public Comments on Closed Session
2. **CONVENE CLOSED SESSION –**
  - a. Personnel (Government Code Section 54957) – Recruitment Process for Executive Officer
  - b. Conference with Legal Counsel – Existing Litigation (Government Code Section 54956.9(d)(1)) – San Antonio Heights Association v. County of San Bernardino et al, San Bernardino County Superior Court Case No. CIVDS1712771 and San Antonio Heights Association v. Local Agency Formation Commission for San Bernardino County et al Superior Court Case No. CIVDS1715504
  - c. Conference with Legal Counsel – Anticipated Litigation – Significant Exposure to Litigation (Government Code Section 54956.9(d)(2)) – One case Significance exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9

**CONSENT ITEMS:**

3. Approval of Minutes for Regular Meeting of August 16, 2017
4. Approval of Executive Officer's Expense Report
5. Ratify Payments as Reconciled for Months of July and August 2017 and Note Cash Receipts
6. Approval of Contract for Janitorial Services at 1170 West Third Street for the period August 24, 2017 through June 30, 2018 (*Continued from August 16, 2017 hearing*)
7. Consent Items Deferred for Discussion

**PUBLIC HEARING ITEMS:**

8. Consideration of: LAFCO SC#419 -- Request for Exemption from Provisions of Government Code Section 56133 for Ordinance for Fees for Wastewater Processing by Running Springs Water District for Effluent from County Service Area 79 and Arrowbear Park County Water District

The exemption request relates to an ordinance adopted by the Running Springs Water District that establishes a rate methodology and terms and conditions regarding the transportation, treatment, and disposal of wastewater received from County Service Area 79 and Arrowbear Park County Water District.

9. Consideration of: (1) CEQA Statutory Exemption for LAFCO 3219 and (2) Reorganization to include Detachments from Cucamonga Valley Water District

The territory proposed for detachment includes five (5) separate areas encompassing a total of approximately 1,111 acres generally described as follows:

Area A – includes a portion of land within the City of Ontario encompassing approximately 721 acres generally located south of Eight Street, west of Vineyard Avenue, north of Fourth Street, and west of a combination of Grove Avenue, Fifth and Sixth Streets, parcel lines, and a portion of the Metrolink right-of-way. Area A has two exclusion areas encompassing a total of approximately 30 acres described as follows:

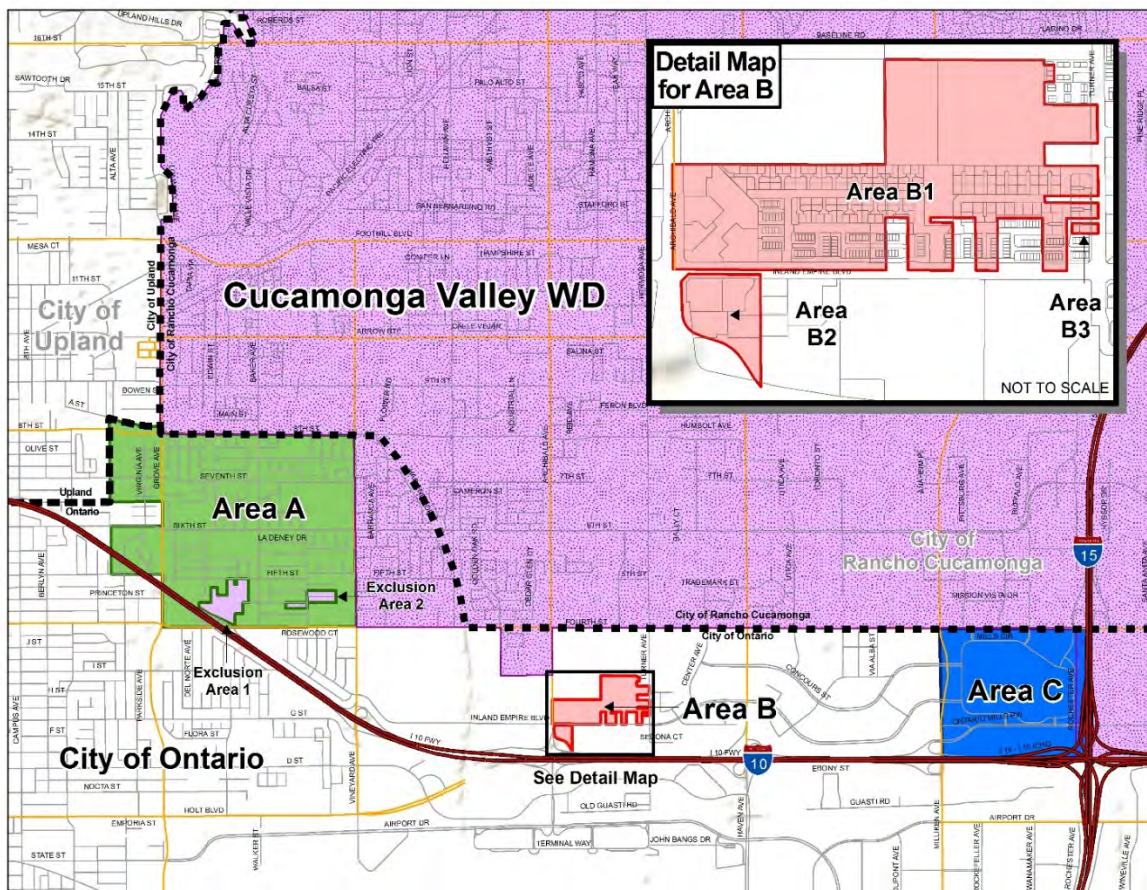
- Exclusion Area 1 includes the entirety of the Fernwood Mobile Home Community; and,
- Exclusion Area 2 includes a portion of Princeton Street located east and west of Corona Avenue

Area B includes three separate areas that are in close proximity to each other located within the City of Ontario encompassing a total of approximately 57 acres:

- Area B1 is generally located north of Inland Empire Boulevard, west of Archibald Avenue, and east of Turner Avenue;
- Area B2 is located at the southeast corner of Inland Empire Boulevard and Archibald Avenue; and,
- Area B3 is a small separate area lying along the east side of Turner Avenue, just north of Inland Empire Boulevard.



Area C includes the Ontario Mills shopping mall located in the City of Ontario encompassing approximately 333 acres. The area is generally located south of Fourth Street, west of the I-15 Freeway, north of the I-10 Freeway, and east of Milliken Avenue.



**DISCUSSION ITEMS:**

- 10. Appointment of Voting Delegate for CALAFCO Business Meeting at October CALAFCO Annual Conference

**INFORMATION ITEMS:**

- 11. Legislative Oral Report
- 12. Executive Officer’s Oral Report:
  - a. New Proposals Received
  - b. Update on Proposals Filed with LAFCO
- 13. Commissioner Comments  
(This is an opportunity for Commissioners to comment on issues not listed on the agenda, provided that the subject matter is within the jurisdiction of the Commission and that no action may be taken on off-agenda items unless authorized by law.)
- 14. Comments from the Public  
(By Commission policy, the public comment period is limited to five minutes per person for comments related to other items under the jurisdiction of LAFCO not on the agenda.)

The Commission may adjourn for lunch from 12:00 to 1:30 p.m. The Commission may take action on any item listed in this Agenda whether or not it is listed “For Action.” In its deliberations, the Commission may make appropriate changes incidental to the above-listed proposals.

Materials related to an item on this Agenda submitted to the Commission or prepared after distribution of the agenda packet will be available for public inspection in the LAFCO office at 215 N. D St., Suite 204, San Bernardino, during normal business hours, on the LAFCO website at [www.sbclafco.org](http://www.sbclafco.org), and at the hearing.

Current law and Commission policy require the publishing of staff reports prior to the public hearing. These reports contain technical findings, comments, and recommendations of staff. The staff recommendation may be accepted or rejected by the Commission after its own analysis and consideration of public testimony.

IF YOU CHALLENGE ANY DECISION REGARDING ANY OF THE ABOVE PROPOSALS IN COURT, YOU MAY BE LIMITED TO RAISING ONLY THOSE ISSUES YOU OR SOMEONE ELSE RAISED DURING THE PUBLIC TESTIMONY PERIOD REGARDING THAT PROPOSAL OR IN WRITTEN CORRESPONDENCE DELIVERED TO THE LOCAL AGENCY FORMATION COMMISSION AT, OR PRIOR TO, THE PUBLIC HEARING.

The Political Reform Act requires the disclosure of expenditures for political purposes related to a change of organization or reorganization proposal which has been submitted to the Commission, and contributions in support of or in opposition to such measures, shall be disclosed and reported to the same extent and subject to the same requirements as provided for local initiative measures presented to the electorate (Government Code Section 56700.1). Questions regarding this should be directed to the Fair Political Practices Commission at [www.fppc.ca.gov](http://www.fppc.ca.gov) or at 1-866-ASK-FPPC (1-866-275-3772).


A person with a disability may contact the LAFCO office at (909) 388-0480 at least 72-hours before the scheduled meeting to request receipt of an agenda in an alternative format or to request disability-related accommodations, including auxiliary aids or services, in order to participate in the public meeting. Later requests will be accommodated to the extent feasible.

LOCAL AGENCY FORMATION COMMISSION  
KATHLEEN ROLLINGS-McDONALD, Executive Officer

By: ANGELA SCHELL, Administrative Assistant

**LOCAL AGENCY FORMATION COMMISSION  
FOR SAN BERNARDINO COUNTY**

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**DATE:** SEPTEMBER 12, 2017   
**FROM:** KATHLEEN ROLLINGS-McDONALD, Executive Officer  
SAMUEL MARTINEZ, Assistant Executive Officer  
**TO:** LOCAL AGENCY FORMATION COMMISSION

**SUBJECT:** Agenda Item #8: LAFCO SC #419 – Request for Exemption from Provisions of Government Code Section 56133 for Ordinance for Fees for Wastewater Processing by Running Springs Water District for Effluent from County Service Area 79 and Arrowbear Park County Water District

**RECOMMENDATION:**

Staff recommends that the Commission:

1. Determine that Running Springs Water District's Ordinance No. 47 complies with the exemption criteria listed within Government Code Section 56133 Subsection (e) and, therefore, does not require Commission review and approval; and,
2. Determine that if a future agreement is reached between the Running Springs Water District and either County Service Area 79 or Arrowbear Park County Water District to address the transportation/treatment/disposal of wastewater that it be subjected to an administrative review process by the Executive Officer under the Commission's existing Out-of-Agency Service Contract Policies.

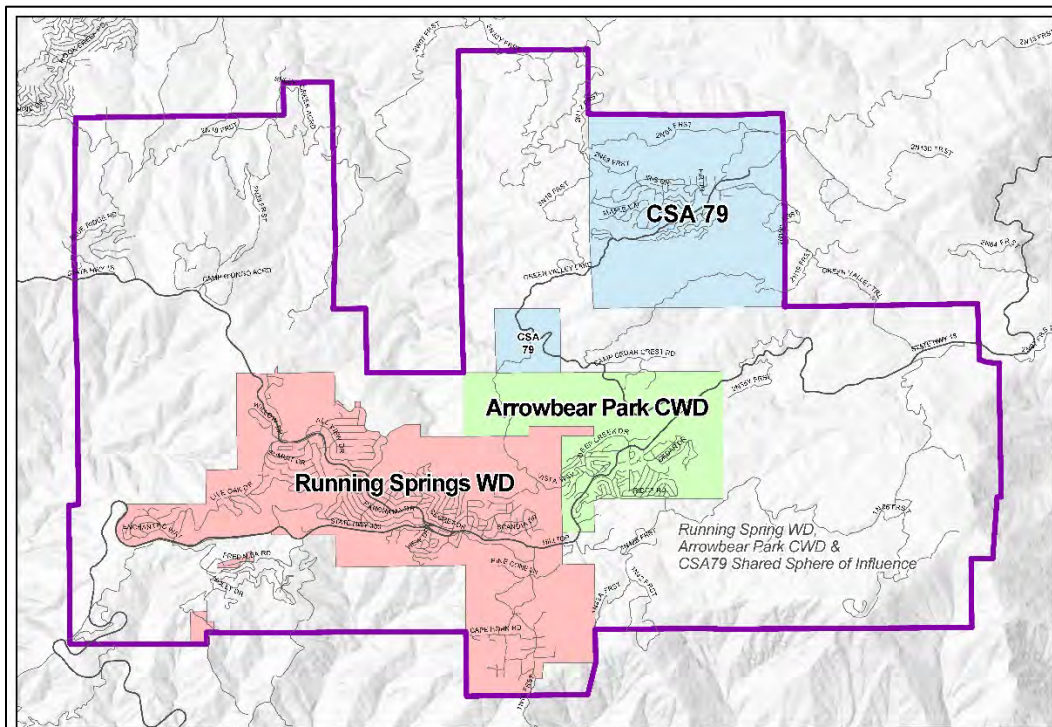
**BACKGROUND:**

On July 27, 2017, the Running Springs Water District (hereafter the "District" or "Running Springs WD") submitted a request that the Commission determine that the ordinance its Board of Director's approved on March 29, 2017 and became effective July 1, 2017—Ordinance No. 47—is exempt from the provisions of Government Code Section 56133.

40 years ago the District entered into agreements with County Service Area (CSA) 79 and Arrowbear Park County Water District (APCWD) to provide for the transportation,



treatment and disposal of the wastewater generated in the Hilltop community, which include various public and private entities within the Upper Deep Creek Watershed area and within the Arrowbear and Snow Valley Areas (including Snow Valley Mountain Resort) identified as “CSA 79 Contributors” and “Arrowbear Contributors”. This service commenced on the date the agreements were executed. The District’s agreement with CSA 79 was signed on May 9, 1977 and the District’s agreement with APCWD was signed on January 20, 1977 (amended November 2016 to extend the term of the agreement to June 30, 2017). As of today, those agreements have expired but the service must continue to be provided through the wastewater treatment plant owned and operated by the District. Below is a vicinity map of the agencies which are affected by this request (a copy of the map including the Sewer Section of the 2011 Service Review for the Hilltop Community is included as Attachment #1 to the staff report):



As early as 2015, the Running Springs WD started discussions with both CSA 79 and APCWD on renewing the agreements with updated terms and conditions. However, negotiations between the agencies failed to come to an agreement in part because CSA 79 and APCWD object to the new cost sharing method that Running Springs WD was proposing. In light of not having a new agreement to replace the contracts that were about to expire, the Running Springs WD opted to adopt an ordinance on March 29, 2017 that sets rates and terms for continuing to provide the wastewater transportation/treatment/disposal service to the upstream users, known as Ordinance No. 47.

Ordinance No. 47 mandates a rate methodology including terms and conditions for the continued transportation, treatment and disposal of wastewater received from CSA 79



and APCWD. The ordinance allocates costs for variable operations and maintenance (O&M) expenses based on each agency's proportionate share of wastewater flow and allocates costs for the fixed O&M expenses and actual capital improvements and replacement for the Wastewater Transportation, Treatment and Disposal Joint Use Facilities for all three agencies based on each agency's proportion of equivalent dwelling units (EDUs). The original agreements based the cost share for the Joint Use Facilities on proportion of assessed valuation for capital improvements and proportion of wastewater flow plus 15 percent for variable O&M.

Although the ordinance may not be a typical agreement or contract that the Commission has seen in the past, LAFCO staff considers the ordinance to be a contractual relationship between Running Springs WD and its upstream users, CSA 79 and APCWD. This position is based upon the rationale that since the ordinance includes a provision stating that if either CSA 79 or APCWD elect to use the wastewater transportation/treatment/disposal service, "...such election shall constitute agreement with the provisions of [the] Ordinance, including the rate methodology, terms and conditions set forth in the exhibits..." However, neither CSA 79 nor APCWD has a realistic alternative to the provision of service from the District so this is a forced consent.

The service review conducted in 2011 identified that even at the time of the inception of the contracts for wastewater service there was the need for a single voice for the delivery of service as evidenced by this excerpt from that report:

*The Commission established the spheres of influence for County Service Area 79 (LAFCO 1239), Arrowbear Park County Water District (LAFCO 1288), County Service Area 73 (LAFCO 1289), and Running Springs County Water District (LAFCO 1290). The staff report prepared by Robert B. Rigney, Assistant Executive Officer for LAFCO, for the sphere establishments included the following: "The districts in the future, should consider the feasibility and desirability of consolidating their operations so that one entity could provide all services with one tax rate, one board and one group to arrange priority of expenditures." This view was also supported by the Planning Department based upon the fragmented provision of water service for development of the area.*

The request from the District is for a determination of exemption from the provision of 56133 related to contracting for service outside an agency's boundaries but within its sphere of influence. (In 2011 the Commission determined that a single sphere of influence would be assigned for the Hilltop community which includes the District, CSA 79 and APCWD). A copy of the exemption request letter from Running Springs WD is included as Attachment #2 to the staff report. The Running Springs WD's adopted Ordinance No. 47 (including the attached exhibits to the ordinance) is included as Attachment #3 to the staff report. In its request, the Running Springs WD cited the

exemption language within Government Code Section 56133 (e) (1) and (4) for its request. These sections read as follows:

*“(e) This section does not apply to...*

*(1) Two or more public agencies where the public service to be provided is an alternative to, or substitute for, public services already being provided by an existing public service provider and where the level of service to be provided is consistent with the level of service contemplated by the existing service provider.*

...

*(4) An extended service that a city or district was providing on or before January 1, 2001.”*

After reviewing the materials presented for SC#419, it is the staff’s position that the exemption provisions outlined above apply to the transportation, treatment, and disposal of wastewater between the Running Springs WD and CSA 79 and/or APCWD on the basis of the following determinations:

1. The ordinance, which establishes a relationship between the Running Springs WD and the entities that it serves—CSA 79 and APCWD—is between two or more public agencies. The public service being provided is the transportation, treatment and disposal of wastewater – a service already being provided by the Running Springs WD in-lieu of CSA 79 and/or APCWD developing their own treatment facility to serve their respective service areas and there is no realistic alternative to this relationship. The level of service that has been provided through this contractual relationship is consistent with the level of service contemplated (required) by CSA 79 and/or APCWD; and,
2. The wastewater transportation/treatment/disposal service provided by Running Springs WD is a service that the District has been providing to CSA 79 and/or APCWD prior to January 1, 2001, having begun in 1977. While the original agreements have since expired, the transportation, treatment and disposal of wastewater is a service that has been provided prior to January 1, 2001 and the adoption of Ordinance No. 47 is the means for Running Springs WD to continue to provide the service in lieu of the expired contracts.

#### **POSITION/RESPONSE FROM CSA 79 AND APCWD**

Both CSA 79 and APCWD have publicly objected to Running Springs WD’s Ordinance No. 47. LAFCO staff requested both agencies to provide their comments related to Running Springs WD’s exemption request and its Ordinance No. 47.

Although CSA 79 was not able to provide a response to LAFCO prior to the publication of the staff report, it is noted that CSA 79 did have concerns related to the new rate structure as identified in the Running Springs WD Board Meeting Minutes from October 19, 2016 (included as Attachment #4 to this staff report),

Arrowbear Park County Water District Response

On September 11, 2017 the APCWD provided its response to the exemption request by letter (included as Attachment #5 to this report), identifying a number of issues related to Running Springs WD's request and Ordinance No. 47. It outlines its opposition regarding Running Springs WD's request for exemption from the provisions of Government Code Section 56133 noting that Ordinance No. 47 does not constitute an agreement or contract and stating that neither exemption provisions outlined by the District apply because there is no contract or agreement. It also outlines its objection to Ordinance No. 47 indicating it has not agreed nor does it agree with the ordinance, the rate methodologies or terms and conditions it imposes. However, LAFCO staff would note that the service being provided has continued unabated since 1977 so the exemption identified in 56133(e)(4) clearly applies.

In addition, the attached letter APCWD sent to Running Springs WD dated July 20, 2017, again outlined its objection to Ordinance No. 47 but signaled its intent to negotiate with Running Springs WD regarding the future terms and conditions of a long-term contract for continuing wastewater transportation/treatment/disposal service and acknowledges Running Springs WD willingness to continue providing the service. Running Springs WD responded to this letter from APCWD identifying its position that the rates included do not exceed the cost of providing the service and would be implemented to continue the service, a copy of the letter dated August 8, 2017, is included as Attachment #6 to this report.

**CONCLUSION:**

LAFCO staff has expressed its grave concern that Running Springs WD and the agencies that it provides wastewater transportation/treatment/disposal service—CSA 79 and APCWD—are continuing to operate under expired contracts. LAFCO staff believes there needs to be a better method to move forward with this contractual relationship that should not have an end date -- especially for a service that cannot be terminated due to health and safety reasons. LAFCO staff strongly encourages all parties to continue negotiating a long-term agreement rather than simply having an ordinance in lieu of the expired contracts.

However, the request that Running Springs WD has submitted to the Commission at this time is to make its determination that Ordinance No. 47 is exempt from LAFCO review and approval. Based on the determinations outlined above, the staff is recommending that the Commission determine that Ordinance No. 47, which establishes a contractual relationship between Running Springs Water District and CSA

79 and Arrowbear Park County Water District that mandates a rate methodology and terms and conditions for the continued transportation, treatment and disposal of wastewater received from CSA 79 and APCWD, is exempt from review and approval by the Commission pursuant to the provisions of Government Code Section 56133 (e).

Again, LAFCO staff reiterates its concern that the agencies do not have a valid contract for the provision of wastewater transportation/treatment/disposal service. Although, Running Springs WD has clearly expressed its willingness to continue providing wastewater transportation/treatment/disposal service to CSA 79 and APCWD, it is LAFCO staff's hope that the agencies negotiate a long-term agreement sometime in the near future. In the event that the Running Springs WD and either CSA 79 or APCWD do come to an agreement and execute a new contract for the transportation, treatment and disposal of wastewater, staff is recommending that such an agreement be determined to be an administrative review that can be considered and approved by the Executive Officer.

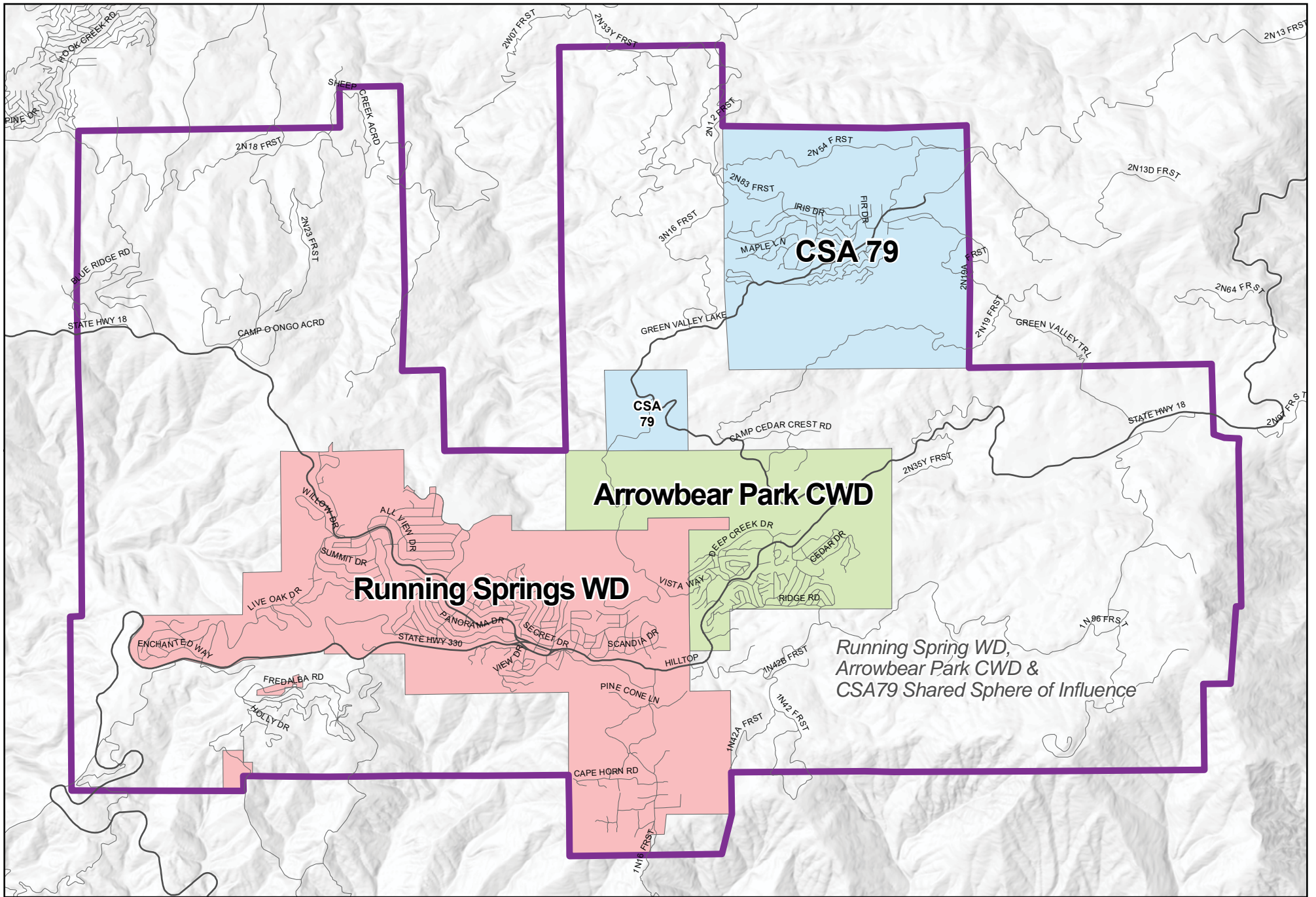
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Attachments:

1. Vicinity Map and Sewer Section of Service Review for the Hilltop Community (2011)
2. Running Springs Water District Letter Dated July 27, 2017
3. Ordinance No. 47 with Exhibits
4. Excerpt of Running Springs Water District Board Meeting Minutes for its October 19, 2016 Meeting
5. Arrowbear Park County Water District Letter Response to LAFCO Dated September 11, 2017, Including the Attached Letter to Running Springs Water District Dated July 20, 2017
6. Running Springs Water District Letter to Arrowbear Park County Water District Dated August 8, 2017

**Vicinity Map and Sewer  
Section of Service Review  
for the Hilltop Community  
(2011)**

**Attachment 1**



**Running Springs Water District, Arrowbear Park County Water District and County Service Area 79**

- Arrowbear Park County Water District
- County Service Area 79
- Running Springs Water District
- Running Springs WD, Arrowbear Park CWD & CSA 79 Shared Sphere of Influence



0 0.25 0.5 1 Miles

Map Created: 9/12/2017

Disclaimer: The information shown is intended to be used for general display only and is not to be used as an official map.

## B. Sewer

According to the *Hilltop Community Plan*, most of the larger neighborhoods are serviced by a sewer agency. However the neighborhoods of Fredalba, Smiley Park and Crab Flats are not. There are also other remaining exempt sites that have been developed with septic tanks and leachfield systems.

There are three agencies that provide sewer service to the Hilltop community: Running Springs Water District, Arrowbear Park County Water District, and County Service Area 79. For all three agencies, wastewater is collected in a network of sewer laterals, and then transported to sewer mains. The waste is then transported through force mains to the Running Springs Wastewater Treatment Plant. The capital investment and maintenance cost for the treatment plant located within the boundaries of and operated by the Running Springs WD is shared by Arrowbear Park CWD, CSA 79, and Running Springs WD based on a proportionate share of the costs as described in its quarterly Upstream Billing Report. The contracts between Running Springs WD and the other agencies were approved in 1977 and expire in 2017 (copies are on file at the LAFCO staff office). LAFCO staff understands that new contracts will be negotiated by all three agencies prior to their expiration.

Based on information from Running Springs Water District, the plant has a total design capacity of 1.1 million gallons per day and is currently at 45.5 percent of this design capacity. Based on rough information concerning the number of available connections, approximately 71 percent of the available sewer connections have been used, with 29 percent remaining. The figure below, taken from the *Hilltop Community Plan*, provides existing and future flow information for the system by district.

Wastewater Treatment Provider	Population Served in area	Existing Flow (mgd)	Existing Design Flow (mgd) <sup>(3)</sup>	Future Design Flow (mgd)	Permitted Design Flow (mgd)
Green Valley County Service Area 79 (CSA 79)	Approx. 1,860. <sup>(1)</sup> Residents 1,284 Connections		.43 <sup>(2)</sup>	.43	.43
Running Springs Water District	5,000 Residents 2,830 Connections	.525	.600	1.0	1.0
Arrowbear Park County Water District <sup>(3)</sup>	600 Residents 957 Connections	.082	.281	.281	.281
Notes:					
(1) According to CSA 79 approximately 75% of the households are occupied year –round.					
(2) This is the design maximum flow for Running Springs WWTP					
(3) There is an existing design flow capacity of .75 (mgd) to be shared by all three districts.					

### Sewer Rates

A sampling of the residential sewer rates of the agencies within the CLAWA service area are identified in the chart below.



AGENCY	MONTHLY CHARGE
<b>Hilltop Community</b>	
Arrowbear Park County Water District	\$27.00 plus \$3.00 debt service repayment
CSA 79	\$59.61
Running Springs Water District	\$27.02 plus 15% of water usage \$3.00 wastewater pollution control plant loan repayment
<b>Crest Forest Community</b>	
Crestline Sanitation District	\$39.95
<b>Lake Arrowhead Community</b>	
Lake Arrowhead CSD	\$40.16

**Running Springs Water District**

Running Springs WD's entire service area encompasses approximately seven square miles. Running Springs WD has seven assessment districts for sewer, one interceptor system, and 3.22 miles or 17,000 feet of trunk or transmission lines. The existing collection system consists of pipelines ranging in sizes from 6-inch to 15-inch, spanning 58.3 miles (308,000 feet) in length and includes asbestos cement pipe, PVC pipe, and cement truss pipe.

Running Springs WD owns and operates the wastewater treatment plant which has a current maximum treatment capacity of 1.1 million gallons per day (mgd) with the design capability to increase to 1.6 mgd. The treatment plant was designated as a regional facility by the State Water Resources Control Board and provides wastewater treatment and disposal, under contract, for Arrowbear Park CWD, and CSA 79 which includes Green Valley Lake, US Forest Service Recreation areas-including camp grounds and ski areas within Green Valley Lake, private camps along Green Valley Lake Road, and the Snow Valley Ski area. The facility is located on lands being leased from the United States Forest Service in the south one-half of Section 7 and the north one-half of Section 18, Township 1 North, Range 2 West at an elevation of approximately 2300 feet. The facility includes a solids handling system, effluent disposal site consisting of 13 original percolation and evaporation ponds, and spray irrigation covering seven acres. The collection system consists of 65 miles of pipe ranging in size from 6" to 15" and nine sewage lift stations. The district's water pollution control program and the demand for this service has increased significantly because of service contracts, increased full-time residential population, and the addition of several new subdivisions.

According to the 2010 Water and Wastewater Master Plan, problems in the sewer system include an undersized collection system, failures from age or corrosion, WWTP capacity and equipment needs, incoming flow metering, effluent flow metering, US Forest Service requirements for maintaining the ponds, and spray irrigation for effluent disposal and fire suppression. The overall cost for the proposed sewer system improvements presented in this Master Plan through the next 20 years is approximately \$1,999,913.

Running Springs WD is located in both the Southern Lahontan and the Santa Ana watershed regions, which are governed by the Lahontan and Santa Ana Regional Water Quality Control Boards (RWQCBs), respectively. Running Springs WD is required to



comply with Santa Ana Region Order No. 87-8 "Waste Discharge Requirements for Running Springs Water District, San Bernardino County" for its waste discharge requirements. A review of the RWQCBs adopted and enforcement orders since 2000 does not identify any orders regarding Running Springs WD.

### **Arrowbear Park County Water District**

The Arrowbear WD operates and maintains an 11 mile sewer collection system. The Arrowbear WD states that its wastewater mains were installed in 1977 and remain in excellent condition. Following collection of wastewater from its customers, the wastewater is transported to the sewer collection system of the Running Springs WD. From there the wastewater flows into the treatment plant maintained by Running Springs WD.

The Arrowbear WD is beginning to plan for an emergency pipeline to attach to the sewer system for emergency purposes, should the Running Springs WD sewer system fail to accept sewage from Arrowbear WD. Flows can be diverted to the emergency pipeline thus enabling continuous flows. There is no budget to begin the project at this time. The plan is only in the conceptual stages and is currently being considered by administrators for CSA 79. It is not certain at this time whether or not the pipeline will be constructed and to what extent Running Springs WD and CSA 79 will participate in the cost.

The Sewer Master Plan, adopted in November 1999, outlines the status of the wastewater collection system, its capacities and projected capacities based on assumed growth projections. The low growth rate of the Arrowbear WD since the early 1990s has resulted in a stable 30% of capacity flows. Routine maintenance and equipment replacement plans are on schedule, according to the Arrowbear WD. Capital improvement plans consist of replacing the remaining 25% of the older pipelines. No new wastewater additions are anticipated.

### **County Service Area 79**

Since 1978 CSA 79 has provided service outside of its boundaries and outside its sphere of influence to the Snow Valley Ski area; the agreement expires in 2018, one year after the collection contracts expire. The territory served is within the sphere of influence of the Arrowbear Park CWD. The collection system was originally constructed in the late 1970s. The facilities consist of 35 miles of gravity sewer mains, 481 manholes, and four pump stations. Wastewater treatment is contracted through Running Springs WD. Facilities located outside of the CSA 79 boundaries include approximately four miles of sewer trunk line and two lift stations. Modification and additions to the collection system and lift stations have occurred over the years to maintain adequate capacity.

Historically, the collection system has experienced significant infiltration and inflow into the manholes and sewer mains, contributing to increased wastewater flows to the Running Springs treatment plant. This has increased lift station pump running times and increased operating and maintenance costs. The overall system capacity is about 75%

to 80% of the maximum capacity based on lift station pumping data and estimated peak flows from existing connections.

## C. Fire Protection and Ambulance

The *Hilltop Community Plan* states that “fire protection and emergency services are among the most crucial of community needs.” It indicates that the mountain region as a whole exhibits a combination of several factors that expose development and natural resources to potential disaster from wildland fires and subsequent flooding and erosion. The factors include topography, climate, vegetation, pathogen infestation, and human use occupancy.

### **Fire Protection**

Wildland fires are under the jurisdiction of the California Department of Forestry and Fire Protection (Cal Fire) and the U.S. Forest Service, both not subject to LAFCO jurisdiction. Agencies providing fire related information are the Mountain Area Safety Taskforce<sup>10</sup> and Fire Safe Council<sup>11</sup>.

The Running Springs WD, the Arrowbear Park CWD, and the San Bernardino County Fire Protection District (County Fire) and its Mountain Service Zone are the service providers for structural fires and emergency medical response calls. The northwestern portion of the Hilltop community is within the County Fire Zone PM-1 (Lake Arrowhead Paramedics special tax zone) as well. County Fire also provides other services such as hazardous materials regulation, disaster preparedness, weed abatement, inspection, and others.

Prior to the County Fire Reorganization (LAFCO 3000 effective July 1, 2008), CSA 79 was the fire/emergency response provider for the community of Green Valley Lake. Through the reorganization, CSA 79's fire powers were removed and its fire revenues (through its share of the 1% general property tax levy) were transferred to the County Fire Mountain Service Zone, the service response provider that was created for the entire Mountain region. The sphere of influence proposal for the County Fire Reorganization, LAFCO 3001, included a service review for the former county service areas that provided fire protection on a regional basis (copy included as Attachment #7). Therefore, a detailed service review for County Fire and its Mountain Service Zone is not included in this report, but general information related to the fire protection and emergency response service to the community is provided.

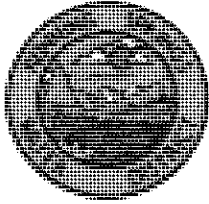
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<sup>10</sup> The Mountain Area Safety Taskforce (MAST) in San Bernardino County is a coalition of local, state and federal government agencies, private companies and volunteer organizations working together to help prevent catastrophic wildfires. For more information, visit <http://calmast.org>.

<sup>11</sup> The Fire Safe Council provides resources for establishing and maintaining Fire Safe Councils, such as the FSC Handbook, nonprofit and funding information in California. For more information, visit [www.firesafecouncil.org](http://www.firesafecouncil.org).

**Running Springs Water  
District Letter Dated  
July 27, 2017**

**Attachment 2**



**RUNNING SPRINGS WATER DISTRICT**  
**A MULTI-SERVICE INDEPENDENT SPECIAL DISTRICT**  
31242 Hilltop Boulevard • P.O. Box 2206  
Running Springs, CA 92382

July 27, 2017

Ms. Kathleen Rollings-McDonald  
Executive Officer  
Local Agency Formation Commission for San Bernardino County  
1170 W. Third Street, Unit 150  
San Bernardino, CA 92415-0490  
[kmedonald@lafco.sbcounty.gov](mailto:kmedonald@lafco.sbcounty.gov)

**Subject:** Request for Exemption of Running Springs Water District Ordinance No. 47 from LAFCO Approval Pursuant to Government Code Section 56133 (e)(1) and (4)

Dear Ms. Rollings-McDonald,

On July 19, 2017 the Running Springs Water District (District) Board of Directors authorized me to make a request to the Local Agency Formation Commission for San Bernardino County (LAFCO) for a determination that the District is exempt from LAFCO approval for the continued transportation, treatment and disposal of wastewater received from Arrowbear Park County Water District (APCWD) and San Bernardino County Service Area No. 79 (CSA 79). The basis for exemption is found in Government Code Section 56133(e)(1) and (4).

As we have previously discussed, the 1977 agreements for transportation, treatment and disposal of wastewater between the District, APCWD and CSA 79 (Parties) expired on June 30, 2017. The Parties were unable to negotiate a new agreement for continued wastewater services. Therefore, on March 27, 2017, the District adopted the attached Ordinance No. 47 establishing a rate methodology, terms and conditions for continued transportation, treatment and disposal of wastewater received from APCWD and CSA 79 if they desire to continue such service. The District's Ordinance No. 47 took effect on July 1, 2017. Ordinance No. 47 states in part that if Arrowbear and CSA 79 elect to use the wastewater services made available by Running Springs, such election shall constitute agreement with the provisions of this Ordinance. Without this Ordinance, the District would not be in a position to continue providing the same wastewater services that have been provided to APCWD and to CSA 79 for the last 40 years.

Government Code Section 56133 (e) provides that the LAFCO approval requirement set forth in Section 56133 does not apply to "(1) Two or more public agencies where the public service to be provided is an alternative to, or substitute for, public services already being provided by an existing public service provider and where the level of service to be provided is consistent with the level of service contemplated by the existing service provider" and/or "(4) An extended service that a city or district was providing on or before January 1, 2001."

July 26, 2017

Page 2 of 2

The District's Ordinance No. 47 only applies to continued wastewater treatment service for wastewater delivered by APCWD and CSA 79 to the District, which are all public agencies. The continued service to be provided is an alternative to, or substitute for, public services that were already being provided by the District since 1977. The level of service that is continuing to be provided is consistent with the level of service contemplated by the District.

We respectfully request that LAFCO review and make the determination that the attached Ordinance No. 47 is exempt from LAFCO approval pursuant to Government Code Section 56133.

Attached with this letter are various correspondence and documentation that we also offer for your records. If you have any questions or need additional information please contact me at [rgross@runningspringswd.com](mailto:rgross@runningspringswd.com) or 909.867.2766.

Thank You,



Ryan Gross, P.E., BCEE, SDA  
General Manager  
Running Springs Water District  
[rgross@runningspringswd.com](mailto:rgross@runningspringswd.com)

**Ordinance No. 47  
with Exhibits**

**Attachment 3**

**ORDINANCE NO. 47**

**ORDINANCE OF THE BOARD OF DIRECTORS OF RUNNING SPRINGS WATER DISTRICT ADOPTING A RATE METHODOLOGY, TERMS AND CONDITIONS FOR TRANSPORTATION, TREATMENT AND DISPOSAL OF WASTEWATER RECEIVED FROM ARROWBEAR PARK COUNTY WATER DISTRICT AND FROM SAN BERNARDINO COUNTY SERVICE AREA NO. 79**

**WHEREAS**, Running Springs Water District (“Running Springs”) is an independent special district in San Bernardino County formed pursuant to the County Water District Law (California Water Code Section 30000 et seq.), which receives a portion of the property tax revenue generated within its boundaries; and

**WHEREAS**, Arrowbear Park County Water District (“Arrowbear”) and San Bernardino County Service Area No. 79 (“CSA 79”) are both special districts in San Bernardino County located outside the boundaries of Running Springs, and therefore none of the property located within either of those districts provides tax revenue for Running Springs; and

**WHEREAS**, since 1977, Arrowbear and CSA 79 have operated domestic sewage collection systems within their boundaries, have provided sewage collection services to their customers, and have delivered the domestic wastewater collected from their customers into the Running Springs wastewater transportation system for delivery to and treatment at Running Springs’ wastewater treatment plant, and for disposal through an outfall pipeline and disposal ponds all owned and operated by Running Springs, pursuant to separate agreements executed between Running Springs and Arrowbear (“Arrowbear Agreement”), and between Running Springs and CSA 79 (“CSA 79 Agreement”); and

**WHEREAS**, the Arrowbear Agreement was due to expire on January 20, 2017 and the CSA 79 Agreement is due to expire on May 9, 2017; and

**WHEREAS**, Running Springs and Arrowbear have entered into an amendment of the Arrowbear Agreement to extend the term of the Arrowbear Agreement until June 30, 2017; and

**WHEREAS**, despite termination of the CSA 79 Agreement on May 9, 2017, Running Springs plans to continue to provide wastewater services to CSA 79 at the same rates set forth in the CSA 79 Agreement until June 30, 2017; and

**WHEREAS**, Running Springs is authorized by Water Code section 31101 to prescribe, revise and collect rates or other charges for sewer and wastewater services and facilities; and

**WHEREAS**, Running Springs is authorized by Water Code section 31101.5 to supply sewage and waste services to property not subject to district taxes at special rates, terms and conditions as determined by the Running Springs Water District Board of Directors for those services; and

**WHEREAS**, beginning on July 1, 2017, Running Springs is willing to continue to accept domestic wastewater on a wholesale basis collected by Arrowbear and CSA 79 from their wastewater

collection systems for transport, treatment and disposal by Running Springs (the “Wastewater Services”), subject to the rate methodology, terms and conditions hereinafter set forth, should Arrowbear and CSA 79 desire such service from Running Springs; and

**WHEREAS**, Running Springs owns and operates certain facilities (the “Lift Station 2 Facilities”) having capacity to transport all of the wastewater collected by Arrowbear and delivered to Running Springs, and also wastewater collected by Running Springs from a portion of its own collections system, to a location where it connects to the Running Springs wastewater collection, treatment and disposal system (the “Joint Use Facilities”) that transport all of the wastewater received from the Arrowbear, CSA 79 and Running Springs collection systems, as described in **Exhibit 2** attached hereto and incorporated herein by reference; and

**WHEREAS**, Arrowbear owns and operates a sewer force main pipeline that extends from its Sewer Lift Station to Running Springs’ Sewer Manhole No. 99A located in Running Springs School Road, where it connects to Running Springs’ School Trunk Line and Lift Station 2 Facilities, identified in **Exhibit 2** attached hereto; and

**WHEREAS**, CSA 79 owns and operates a sewer force main pipeline that extends from its Deerlick Sewer Lift Station to Running Springs’ Sewer Manhole No. 104 located in Old City Creek Road, where it connects to the Joint Use Facilities, identified in **Exhibit 2** attached hereto; and

**WHEREAS**, Running Springs has applied a proportional cost allocation method for setting the rates to be charged to Arrowbear and CSA 79 for the Wastewater Services to be provided by Running Springs, based upon a combination of volumetric flow and the number of Equivalent Dwelling Units (“EDUs”) to be served, and the rate methodology is set forth in **Exhibit 1**, attached hereto and incorporated herein by reference; and

**WHEREAS**, the rates to be charged to Arrowbear and to CSA 79 for the Wastewater Services provide for the proportional allocation of costs for the operation and maintenance (“O & M”) and capital improvements and replacements for the Joint Use Facilities and Lift Station 2 Facilities based on a combination of the proportion of volumetric flow received from, and the number of EDUs to be served through, the Joint Use Facilities and the Lift Station 2 Facilities; and

**WHEREAS**, the rates to be charged to Arrowbear and CSA 79 for the Wastewater Services do not exceed the reasonable estimated cost of providing such services and the revenue derived therefrom will be used only to pay for the Wastewater Services for which they are collected; and

**WHEREAS**, **Exhibit 2** contains the Terms and Conditions under which Running Springs shall provide the Wastewater Services to Arrowbear and to CSA 79, should they desire such services; and

**WHEREAS**, if Arrowbear and CSA 79 elect to use the Wastewater Services made available by Running Springs, such election shall constitute agreement with the provisions of this Ordinance, including the rate methodology, terms and conditions set forth in the exhibits attached hereto; and



**WHEREAS**, for purposes of the California Environmental Quality Act (“CEQA”) (Pub. Resources Code, § 21000 et seq.), State CEQA Guidelines (Cal. Code Regs., tit. 14, § 15000 et seq.), section 15378(b)(4) provides that the creation of a government funding mechanism is not a “project” and is therefore exempt from CEQA and no further environmental review is required, and adoption of this Ordinance is not subject to environmental review pursuant to State CEQA Guidelines section 15061(b)(3) because there is no potential for adoption of the rate methodology, terms, and conditions to result in direct or indirect physical impacts to the environment.

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

- Section 1.** CEQA Exemption. Based upon all the evidence presented in the administrative record, including but not limited to the staff reports, rate methodology, cost allocations, and other documents related to and supporting this Ordinance, the Board of Directors hereby finds and determines that adoption of the rate methodology set forth in **Exhibit 1** and the Terms and Conditions set forth in **Exhibit 2** is exempt from CEQA pursuant to State CEQA Guidelines section 15378(b)(4) because such adoption is not a project. Specifically, this Ordinance establishes a government funding mechanism that does not involve a commitment to any specific future project. (State CEQA Guidelines, § 15378(b)(4).) Instead, this Ordinance adopts a rate methodology, terms and conditions to determine the charges for the provision of Wastewater Services. The resulting rates do not exceed the reasonable estimated cost of providing such services and shall be used only to pay for the Wastewater Services for which they are collected. In addition, approval of the rate methodology, terms, and conditions has no potential for direct physical impacts to the environment because this Ordinance does not approve any specific projects, and merely allows continued maintenance of existing service. (State CEQA Guidelines, § 15061(b).) Therefore, no further review by the District is necessary.
- Section 2.** Pursuant to the authority recited above and in accordance with the requirements of law, the rate methodology set forth in **Exhibit 1** is hereby adopted and shall apply to Running Springs Water District’s transportation, treatment and disposal of domestic wastewater received from Arrowbear and from CSA 79, under the terms and conditions set forth in **Exhibit 2**.
- Section 3.** This rate methodology and the terms and conditions will be effective July 1, 2017. Since the CSA 79 Agreement ends May 9, 2017, Running Springs will continue to provide Wastewater Services to CSA 79 based upon the same rates set forth in the CSA 79 Agreement until the new rates in this Ordinance take effect on July 1, 2017.
- Section 4.** The Board of Directors may, by ordinance or resolution, update the rate methodology set forth in **Exhibit 1**, and/or the terms and conditions set forth in **Exhibit 2**, as the Board deems necessary.

**Section 5.** Validity. If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, including any portion of the rate methodology, resulting rates, terms and conditions adopted herein, such invalidity shall not affect other provisions or applications of this Ordinance, including any portion of the rate methodology, resulting rates, terms and conditions not held invalid, and to this end the provisions of this Ordinance are declared to be severable.

**Section 6.** The General Manager of Running Springs Water District or the General Manager's designee is authorized to implement and enforce the provisions set forth herein.

ADOPTED this 29<sup>th</sup> day of March, 2017.

Ayes: *AYERS, BENNETT, MACKENZIE, TERRY*  
Noes: —  
Abstentions: —  
Absent: *GRABOW*

*Kenneth Ayers*  
President, Board of Directors  
Running Springs Water District

ATTEST:  
*[Signature]*  
Assistant Secretary, Board of Directors  
Running Springs Water District

### **Exhibit 1**

The monthly rate for actual Variable O&M expenses incurred including: Wastewater Effluent Disposal Site Maintenance, Fuel and Oil, Interceptor Maintenance, Sewer Lift Station #2 Maintenance (Arrowbear Only), Treatment Plant Maintenance, Biosolids Handling and Disposal, Miscellaneous Supplies, Utilities, Vehicle and Equipment Maintenance, Wastewater Testing and Analysis will be based on Running Springs', Arrowbear's and CSA 79's monthly proportionate share of wastewater flow as determined in Exhibit 2.

The monthly rate for actual Fixed Operations and Maintenance (O&M) expenses incurred including: Wastewater Treatment Salaries and Wages, Medicare Tax, Employee Benefits, CalPERS Retirement, Uniform Allowance, Workers Comp Insurance, Education/Seminars, Property/Liability Insurance, Memberships and Subscriptions, Permits/Fees, Professional Services, Office Supplies and Administrative Expenses will be based on Running Springs', Arrowbear's and CSA 79's proportionate share of equivalent dwelling units (EDUs) as determined and certified on an annual basis per Exhibit 2.

The monthly rate for actual Capital Improvement and Replacement expenses incurred will be based on Running Springs', Arrowbear's and CSA 79's proportionate share of equivalent dwelling units (EDUs) as determined and certified on an annual basis per Exhibit 2.

Refer to the Running Springs Water District Current Fiscal Year Wastewater Treatment Budget for details and estimates on each of these expense accounts. Running Springs will provide annual budget estimates approximately 90 days prior to July 1<sup>st</sup> of each year.

## Exhibit 2

### TERMS AND CONDITIONS

#### **WASTEWATER TRANSPORTATION, TREATMENT AND DISPOSAL FOR ARROWBEAR PARK COUNTY WATER DISTRICT (“ARROWBEAR”) AND THE SAN BERNARDINO COUNTY SERVICE AREA NO. 79 (“CSA 79”) BY RUNNING SPRINGS WATER DISTRICT (“RUNNING SPRINGS”)**

##### 1. Facilities.

A. Joint Use Facilities. The Joint Use Facilities are those facilities owned, operated and maintained by Running Springs for the transmission, treatment and disposal of wastewater collected within the service areas of Running Springs, Arrowbear and CSA 79. For Arrowbear, these facilities are located downstream of Running Springs’ Sewer Manhole No. 102 near 31820 Old City Creek Road. For CSA 79, these facilities are located downstream of Running Springs’ Sewer Manhole No. 104 also located on Old City Creek Road. (collectively, the “Joint Use Facilities”).

B. Lift Station 2 Facilities. Lift Station 2 Facilities are facilities owned, operated and maintained by Running Springs for transmission, treatment and disposal of wastewater collected within the service areas of Arrowbear and a portion of Running Springs only. They are located between Running Springs’ Sewer Manhole No. 99A located near the intersection of School Road and State Highway 18, and at Running Springs’ Sewer Manhole No. 102 near 31820 Old City Creek Road (the “Lift Station 2 Facilities”).

C. Arrowbear Responsibility. Arrowbear owns all of its wastewater collection and delivery facilities located upstream of Running Springs’ Sewer Manhole No. 99A and shall be exclusively responsible for the operation, maintenance, repair, replacement, expansion and improvement of such facilities. Running Springs owns all facilities including and downstream of Sewer Manhole No. 99A, including but not limited to the Lift Station 2 Facilities and the Joint Use Facilities, and shall be responsible for administration, operation, maintenance, repair, replacement, expansion and improvement of the Lift Station 2 Facilities and the Joint Use Facilities.

D. CSA 79 Responsibility. CSA 79 owns all of its wastewater collection and delivery facilities located upstream of Running Springs’ Sewer Manhole No. 104 and shall be exclusively responsible for the operation, maintenance, repair, replacement, expansion and improvement of such facilities. Running Springs owns all facilities including and downstream of Sewer Manhole No. 104 and shall be responsible for administration, operation, maintenance, repair, replacement, expansion and improvement of the Joint Use Facilities.

##### 2. Capital Improvements, Expansion or Replacement of Facilities.

A. Need to Expand, Modify or Replace. Arrowbear, CSA 79 and Running Springs recognize that the Joint Use Facilities (and the Lift Station 2 Facilities as they pertain to Arrowbear

and Running Springs only) will need to be expanded, modified or replaced from time to time as equipment and facilities wear out or are damaged, as wastewater flows increase, or as waste discharge requirements, special use permit requirements or other regulatory requirements are modified. This includes capitalized expenditures to improve efficiency and to handle natural disasters.

B. Running Springs Responsibility. Running Springs shall have the sole responsibility and authority to determine when, if and how the Joint Use Facilities and the Lift Station 2 Facilities will be expanded, improved, modified or replaced. All Joint Use Facilities and Lift Station 2 Facilities are exclusively owned, operated and maintained by Running Springs. Neither Arrowbear nor CSA 79 shall have ownership of or capacity rights in the Joint Use Facilities or the Lift Station 2 Facilities.

### 3. Charges and Payments.

A. Invoicing. Running Springs will submit monthly invoices to Arrowbear and CSA 79 reflecting its charges for use of the Joint Use Facilities (and the Lift Station 2 Facilities for Arrowbear). Running Springs will provide annual budget estimates for each fiscal year approximately 90 days prior to July 1<sup>st</sup> of each year.

B. Payment. Invoices shall be due and payable upon presentation, and shall be delinquent thirty (30) days after the date of the invoice (“Billing Date”).

C. Delinquent Payment. Delinquencies in payment shall be assessed a ten percent (10%) late payment charge. In the event that a delinquency exceeds three months’ duration from the Billing Date, Running Springs, without liability, may cease to transport, treat or dispose of wastewater generated within Arrowbear’s or CSA 79’s service area, as the case may be, and may take any necessary action to prevent Arrowbear or CSA 79 from delivering wastewater to Running Springs’ wastewater facilities. Running Springs shall not terminate service until written notice of the pending termination of service has been given to Arrowbear or CSA 79, as the case may be.

D. Enforcement of Payment. Running Springs may commence and pursue an action against either Arrowbear or CSA 79, as applicable, for delinquent payments pursuant to this Ordinance. Any judgment rendered in any such action shall include the amount of the delinquency, together with interest thereon, Running Springs’ costs of collection, court costs and reasonable attorneys’ fees in such amount as the court may adjudge against either Arrowbear or to CSA 79, as the case may be.

### 4. Future Funding.

A. Cooperation. By electing to deliver wastewater to Running Springs, Arrowbear, CSA 79, or both, agree to cooperate with Running Springs in its preparation, submittal and processing of applications for grants, loans or funds from any sources, public or private, to provide for improvements, additions to, expansion, repair or maintenance of the Joint Use Facilities (and the Lift Station 2 Facilities as they pertain to Arrowbear), recognizing that such funding may affect the rates for the provision of Wastewater Services.

5. Determination of EDUs and Flow Contribution

A. Equivalent Dwelling Unit (“EDU”) Calculation. Running Springs shall use the table included in Exhibit 3 attached to these Terms and Conditions to calculate the EDUs to be used for the purposes of calculating monthly charges to Arrowbear and to CSA 79. For single family residential dwellings, the appropriate minimum EDU value is 1.0.

B. EDU Inventory. On or before the first (1st) day of April of each year, Arrowbear and CSA 79 shall prepare and submit to Running Springs an accurate inventory of the total number of EDUs receiving sewer service within their service area certified and stamped by a Registered Civil Engineer in the State of California. Running Springs will also prepare an accurate inventory of the total number of EDUs receiving sewer service within its service area certified and stamped by a Registered Civil Engineer in the State of California which will be made available for inspection. Running Springs, Arrowbear and CSA 79 shall prepare their EDU inventories based on guidelines presented in Exhibit 3. In the case of sewer users such as hotels, motels, apartment buildings, restaurants, laundromats, ski areas, schools, car washes and governmental buildings that have multiple plumbing fixtures or that will contribute substantially more sewage and wastewater to the Joint Use Facilities (and the Lift Station 2 Facilities as they pertain to Arrowbear) than a single family residence or that will contribute sewage and wastewater to the Joint Use Facilities (and Lift Station 2 Facilities as it pertains to Arrowbear) having a pollutant loading greater than that of a typical single family residence, the EDU inventory shall give the name and address of each such sewer user and the total number of EDUs assigned to it. Running Springs shall have the right and permission, at its own expense, to conduct its own survey of the number of EDUs within Arrowbear’s, CSA 79’s, or both service areas contributing wastewater to Running Springs. The annual certified or confirmed number of EDUs shall serve as the basis for allocating to Running Springs, Arrowbear and CSA 79 their proportionate share of actual Capital Improvement costs and actual Fixed O&M expenses for the following fiscal year.

C. Fiscal Year 2017/2018 EDU Inventory. For the Fiscal Year 2017/2018 beginning July 1, 2017, Running Springs, Arrowbear and CSA 79 may use its respective number of EDUs based on what each District is currently billing their sewer customers if it is determined that sufficient time is not available to conduct accurate surveys of their EDU inventory prior to July 1, 2017. It is Running Springs understanding that the current sewer EDU inventories are as follows: Running Springs = 2,969 EDUs, Arrowbear = 984 EDUs and CSA 79 = 1,226 EDUs.

6. Flows

A. Recording of Flow Contributions. In order to determine and keep historical records of Arrowbear’s and CSA 79’s (including Snow Valley’s) quantities of wastewater delivered to Running Springs, and to calculate the proportional costs of variable O&M expenses, recording flow meters with flow totalizers that are not reset each month and radio telemetry connections to the Running Springs Supervisory Control and Data Acquisition (“SCADA”) System for the **daily** measurement of wastewater which Arrowbear and CSA 79 will deliver to Running Springs shall be used and maintained by Arrowbear and CSA 79 at their sole expense. Running Springs will require **daily** electronic flow data packets to be made available by Arrowbear and CSA 79 through the Running Springs SCADA system. A recording flow meter to measure the entire flow of wastewater into the Running Springs wastewater treatment plant shall be operated and maintained

by Running Springs at the wastewater treatment plant. Arrowbear, CSA 79 and Running Springs each shall have the right from time to time, as they reasonably determine necessary, to inspect any of these flow meters at their own expense. If testing reveals that a flow meter has been malfunctioning or was inoperative during any period of measurement, Running Springs shall estimate the average flow of wastewater past the point otherwise metered during the period of malfunction or failure to operate. The average flow shall be determined based upon the average of such flows for the same period during the previous three years. Prompt effort shall be made by Arrowbear, CSA 79 and Running Springs to have their own malfunctioning or inoperative meters repaired within thirty (30) calendar days, or as otherwise agreed to in writing, after discovery, at their own expense. **The period of measurement of flow of wastewater shall be one day.** Arrowbear and CSA 79 (including Snow Valley's flow data), on the first of each month, shall each deliver via email to Running Springs an excel spreadsheet showing **daily** records of the amount of wastewater recorded to have flowed through its flow meter, for each day during the preceding calendar month.

B. **Acceptable Basic Flows.** Running Springs agrees to receive at the connection points, transport, treat and dispose of domestic wastewater at the following acceptable basic flow rates:

	Average Daily Flow (gallons per day, gpd)	Peak Daily Flow (gallons per day, gpd)
Arrowbear	100,368	181,440
CSA 79	125,052	226,080

Capacity allocations:

Arrowbear average daily design flow = 984 EDUs x 102 gpd/EDU = 100,368 gpd / 1440 min/day = 70 gpm  
 Arrowbear peak daily design flow = 70 gpm x 1.8 peaking factor = 126 gpm x 1440 = 181,440 gpd

CSA 79 average daily design flow = 1,226 EDUs x 102 gpd/EDU = 125,052 gpd / 1440 min/day = 87 gpm  
 CSA 79 peak daily design flow = 87 gpm x 1.8 peaking factor = 157 gpm x 1440 = 226,080 gpd

Daily flows that are greater than 1.8 times the average daily design flow would be considered excessive infiltration and inflow (I&I) events and will require an investigation and a corrective action plan to be put in place and reported to Running Springs.

Total Joint Use Facilities Average Daily Design Flow = 560,000 gpd  
 Total Joint Use Facilities Peak Daily Design Flow = 1,000,000 gpd  
 Wastewater Treatment Plant (WWTP) Design Capacity = 1 million gallons per day (MGD)

These flow rates may be exceeded only on a temporary basis by utilizing flow rate capacity of other users, including Running Springs, provided such other users including Running Springs are not currently utilizing the full flow rate capacity. As the flow rate capacity in the Running Springs' interceptor approaches the peak design conditions, Running Springs at its discretion may notify Arrowbear and/or CSA 79 that their respective flow rates must be restricted to their maximum peak daily flow rates.

7. Enforcement of Laws.

A. Monitoring. Arrowbear and CSA 79 shall monitor and enforce within their own boundaries, in addition to all other applicable laws, the Running Springs sewer ordinances, rules and regulations as such ordinances, rules and regulations now exist or may be amended by Running Springs from time to time. Arrowbear and CSA 79 shall be furnished copies of such ordinances, rules and regulations as adopted or revised by Running Springs.

B. Fines. Arrowbear or CSA 79, as the case may be, shall pay for any and all fines, fees or other types of charges levied upon Running Springs by a regulatory agency if caused or resulting from Arrowbear's or CSA 79's actions. Arrowbear or CSA 79, as the case may be, shall also pay fines, fees and charges levied by Running Springs for violation of this Ordinance or other ordinances or laws regulating the discharge of wastewater into the Running Springs wastewater system.



**Exhibit 3  
EDU Standards**

**1.0 Equivalent Dwelling Unit.**

The basis for assigning EDU's for various classifications is as follows:

**1.1 Residential Single Family Dwelling.**

**For residential single family dwellings, the appropriate minimum EDU value is 1.0.** The number of plumbing Fixture Units in the dwelling will be tabulated and recorded on the property account for future information and use, as follows:

**1.2 Residential – Other Than Single Family Dwelling.**

**1.2.1 Condominiums**

1 EDU per Dwelling Unit, plus 1 EDU for clubhouse, plus fees for common facilities

**1.2.2 Multi-Family**

1 EDU per Dwelling Unit

**1.2.3 Mobile Home Park**

$\frac{3}{4}$  EDU per mobile space, plus 1 EDU for clubhouse

**1.2.4 Home with Guest House**

1 EDU plus 1 EDU per Guest House

**1.3 Commercial**

**1.3.1 Hotels and Motels**

$\frac{1}{2}$  EDU per rental unit plus allowance for other onsite facilities

**1.3.2 Bed and Breakfast**

1 EDU plus  $\frac{1}{3}$  EDU per rental room

**1.3.3 Restaurant**

1 EDU plus  $\frac{1}{10}$  EDU per Person of legal occupancy

**1.3.4 Restaurant with Bar**

2 EDU's plus 1/10 EDU per Person unit of legal occupancy

**1.3.5 Laundries**

1 EDU per 750 lbs. of dry wash capacity per day

**1.3.6 Recreation Vehicle Park without Hook-Ups**

1 EDU plus fees for common facilities

**1.3.7 Recreation Vehicle Park with Hook-Ups**

1 EDU plus ½ EDU per RV space plus fees for common facilities

**1.3.8 Taverns, Bars, Nightclubs**

1 EDU plus 1/10 EDU per Person of legal occupancy

**1.3.9 Conference Center**

1 EDU per three (3) overnight rooms plus any other defined features

**1.3.10 Meeting Halls, Theaters**

1 EDU per 100 occupancy

**1.3.11 Service Stations**

1 EDU

**1.3.12 Department, Dry Goods Store**

½ EDU per 2,500 square feet, 1 EDU minimum

**1.3.13 Business Offices**

1 EDU per 2,000 square feet, 1 EDU minimum

**1.3.14 Car Wash**

1.5 EDU per self-service bay

**1.3.15 Grocery Stores**

2.4 EDUs

**1.3.16 Mini Markets**

1 EDU

**1.3.17 Child Care Centers**

¼ EDU per student, minimum 1 EDU

**1.4 Institutional.**

**1.4.1 Schools**

1 EDU per 25 occupants (students, teachers, administrative and employees)

**1.4.2 Hospitals**

1 EDU per two (2) bed spaces

**1.4.3. Churches with Kitchen**

2 EDUs plus any other defined features

**1.4.4 Churches without Kitchen**

1 EDU plus any other defined features

**1.4.5 Fire Stations with Kitchen**

2 EDUs

**1.4.6 Fire Stations without Kitchen**

1 EDU

**1.4.7 Dormitories**

1 EDU per six (6) beds

**1.5 Multiple-Use Facilities**

Multiple use facilities shall be assigned EDU units based on a combined value for the various facilities

**1.6 Industrial**

- 1.6.1** Industrial and combined industrial/commercial facilities shall be assigned EDU units based on 1 EDU per 200 gallons per day plus an adjustment for excessive Wastewater biological and suspended solids strength.
- 1.6.2** Normal biological oxygen demand (BOD) and suspended solids are assumed to be 200 mg/l each.
- 1.6.3** EDU assignments will be determined by the District Engineer using measurements and/or estimates provided by the User and as verified or accepted by the District Engineer.
- 1.6.4** One-half (1/2) EDU will be added for each additional 0.33 lbs. of BOD and one-half (1/2) EDU for each additional 0.33 lbs. of suspended solids per day.


STATE OF CALIFORNIA            )  
  ) ss.  
COUNTY OF SAN BERNARDINO )

I, Ryan Gross, Assistant Secretary of the Board of Directors of Running Springs Water District, DO HEREBY CERTIFY that the above and foregoing is a true and correct copy of Ordinance No. 47 adopted by the Board of Directors of Running Springs Water District on March 29, 2017 by the following vote:

Ayes: *AYERS, BENNETT, MACKZUM, TERRY*  
Noes: *—*  
Abstentions: *—*  
Absent: *GRABOW*

DATED: March 29, 2017



  
Assistant Secretary of the Board of Directors  
Running Springs Water District

**Excerpt of Running Springs  
Water District Board Meeting  
Minutes for its  
October 19, 2016 Meeting**

**Attachment 4**

**4. Approval of Consent Items**

**A. Approve Meeting Minutes**

**B. Ratify Expenditures and Cash Summary**

Upon motion by Director Grabow, second by Director Terry and carried by a 3 to 0 vote, the September expenditures were ratified and the consent items were approved.

**5. Action Items**

**A. Consider Request from CSA 79 to Extend 1977 Agreement**

Manager Gross reported on a proposed Amendment to the 1977 Wastewater Transportation, Treatment and Disposal Agreement between the Running Springs Water District and County of San Bernardino on behalf of San Bernardino County Service Area No. 79. The 1977 revised agreement expires on May 9, 2017 and the parties wish to extend the term of the agreement to June 30, 2017 to provide additional time for the Running Springs Water District to study and determine the appropriate rate structure to use for the services after expiration of the agreement.

Steve Samaras, Acting Deputy Director for the San Bernardino County Special Districts (CSA-79) verbally requested an additional six (6) month extension to the revised agreement stating CSA-79 has concerns with the Running Springs Water District proposed move from a flow base to an EDU charge. He also requested a copy of a rate study plan or report to take back to the Municipal Advisory Commission (MAC). Mr. Samaras said his commission is very concerned with the potential for their rates to increase with the new plan and he added that they are asking for six (6) additional months to be involved at the manager level, in working through the process to determine what is best for the Treatment Plant and the communities. Manager Gross confirmed that he has provided staff reports to the Upstream Districts to keep them informed of the plans and the District should have a rate in place for both CSA-79 and Arrowbear Park County Water District effective July 1, 2017. Manager Gross said he did not recommend extending the agreement to December 2017 at this time, but would reconsider the additional extension request at a later date if the District Ordinance is not in place. Discussion continued and Attorney Simmons said if the agreement were to expire, the District would enact ordinance rates to the end of the agreement. Manager Gross stated Arrowbear and CSA-79 do not agree with the Running Springs Water District's position regarding the revised method of cost sharing.

Action Item No. 5.A was tabled with no action taken.

**Arrowbear Park County  
Water District Letter  
Response to LAFCO Dated  
September 11, 2017,  
Including the Attached Letter  
to Running Springs Water  
District Dated July 20, 2017**

**Attachment 5**



# Arrowbear Park County Water District

DIRECTORS  
Terisa Bonito  
Mark Bunyea  
Pat Oberlies  
Sheila Wymer  
Rick Weber

P.O. BOX 4045 • TEL: (909) 867-2704 • FAX: (909) 867-4736  
ARROWBEAR LAKE, CALIFORNIA 92382-4045

GENERAL MANAGER  
Norman Huff

Office Located at  
2365 FIR DRIVE, ARROWBEAR LAKE  
Hours: 8 to 12 & 1 to 5 Daily  
Closed Saturday & Sunday

SECRETARY  
Caroline Rimmer

September 11, 2017

RECEIVED  
SEP 11 2017

LAFCO  
San Bernardino County

Kathleen Rollings-McDonald, Executive Director  
Local Agency Formation Commission for San Bernardino County  
215 North D Street, Suite 204  
San Bernardino, California 92415-0490

RE: Arrowbear Park County Water District's Opposition to the Request for Exemption of Running Springs Water District Ordinance No. 47 from LAFCO Approval Pursuant to Government Code Section 46133 (e)(1) and (4)

Agenda Item No. 8 (LAFCO SC#419)

Dear Ms. Rollings-McDonald:

Arrowbear Park County Water District ("*Arrowbear*") hereby opposes the request of Running Springs Water District ("*Running Springs*") for exemption from the provisions of Government Code section 56133 ("*Section 56133*") for Running Springs's Ordinance No. 47 ("*Ordinance 47*"). Ordinance 47 does not constitute an agreement or contract between Running Springs and Arrowbear for processing wastewater generated within Arrowbear's service area and delivered to Running Springs for processing. In fact, no agreement or contract presently exists between Running Springs and Arrowbear for wastewater processing other than the tacit extension of a Wastewater Transportation, Treatment, and Disposal Agreement, dated January 20, 1977 ("*1977 Agreement*"), between the parties. Ordinance 47 unilaterally purports to impose materially different rate methodologies and terms and conditions for these wastewater services in place of the rates and terms and conditions historically observed by the parties under the 1977 Agreement. Arrowbear has not agreed, and does not agree, with Ordinance 47 or the rate methodologies and terms and conditions imposed thereby.

For over 40 years, Running Springs and Arrowbear have operated under the 1977 Agreement whereby Arrowbear delivered wastewater generated in its service area to Running Springs for transportation, treatment, and disposal. With that agreement set to expire on June 30, 2017, the parties entered into negotiations for a replacement agreement in 2015. These negotiations proved unsuccessful, and no new agreement was reached by June 30, 2017. However, Running Springs expressed its willingness to continue providing wastewater services to wastewater customers

located in Arrowbear's service area, and wastewater services have thus far continued uninterrupted. Arrowbear has paid Running Springs for these wastewater services based upon the rate structure in place as of June 30, 2017, and will continue to do so until a new agreement can be negotiated.

Running Springs apparently planned to unilaterally impose a new rate structure and new terms and conditions for wastewater services for customers located in Arrowbear's service area long before negotiations broke down. As far back as October 11, 2016, Running Springs General Manager Ryan Gross inquired of LAFCO staff about the effects if Running Springs simply imposed new rates and terms on Arrowbear and its customers:

If the Running Springs Water District were to simply set a rate for outside sewer service provided to other public agencies outside of our service area would that require any additional review and approval from LAFCO? In other words we would not have any agreement or contract with Arrowbear or CSA 79 just a resolution or ordinance approved by the Running Springs Water District Board that sets the rates and terms for providing the sewer service.

(LAFCO SC#419, p. A-25.)

In response, Samuel Martinez on behalf of LAFCO warned Running Springs on October 20, 2016, that an agreement or contract is specifically required for any service outside its jurisdiction, and that LAFCO would have to authorize such an agreement:

You can adopt rates (and policies) on how you are going to serve outside your boundaries. However, State law specifically requires that you can only provide service outside of your jurisdiction by contract or agreement and only after authorization from LAFCO (Government Code Section 56133). Therefore, you have to have an agreement (or contract) for any service outside of your jurisdiction that LAFCO will have to authorize, just like you did with the Pali Mountain project a couple years ago. For your agreements between CSA 79 and Arrowbear Park Water District, this would be a request for exemption from LAFCO review because they are contracts between two public agencies—which still goes to the Commission for determination of exempt status. When you came down here a few months ago, Kathy had indicated that if you were simply extending the terms of the original agreement, then no additional review and/or approval and/or determination from LAFCO is needed. However, if you are changing the terms of your agreement -- then yes, this will have to come to LAFCO.

(LAFCO SC#419, p. A-24.)

Despite knowing the situation, Running Springs failed to negotiate in good faith for a replacement agreement with Arrowbear. Running Springs instead attempted to impose its increased rate methodology and new terms and conditions for wastewater service by adopting Ordinance 47 on March 27, 2017. Ordinance 47 specifically applies only to wastewater received from Arrowbear's service area and San Bernardino County Service Area 79.

On the eve of Running Springs's adoption of Ordinance 47, Mr. Martinez again warned Running Springs on March 6, 2017, that LAFCO review would be required to change the existing contract terms of wastewater service, even warning Running Springs of the potential consequences of its actions:

As I mentioned in our previous correspondence, in regard to your contract with CSA 79 and/or Arrowbear Park WD, if you are changing the terms of your agreement—including rates, conditions, etc.—then such contract will have to come to LAFCO for review. However, LAFCO does not have any involvement regarding the Draft Ordinance that you are proposing to adopt.

...

At this point, however, it sounds like you do not have a contract. The staff report identifies that the contract between District and Arrowbear Park WD was extended to June 30, 2017 (was this done by formal action between the two agencies?) and that you also plan to continue to provide wastewater treatment service to CSA 79 until June 30, 2017. All you are doing is adopting an ordinance that outlines new rates and terms and conditions. Nonetheless, at the end of the June 30th extension, you will again have no contract unless you come up with an agreement of some sort before June 30th to continue the service and we do not believe the District can simply not continue the service. Even if you don't have a contract (or even if they are in violation of your proposed ordinance), we do not believe the District can shut them off nor do we think that the Regional Water Quality Control Board will allow you to shut them off since both Arrowbear Park WD and CSA 79 will have no way to hold their sewer.

In other words, you have put yourself in a position where we do not believe that you—as an agency that contracts for receipt of wastewater—can shut off your upstream users. It should be noted that if the District continues to serve both Arrowbear Park WD and CSA 79 after June 30th and no new contract is signed by all parties (or separately -- between the District and Arrowbear Park WD and between the District and CSA 79) we will let the Commission know that you, as the regional wastewater treatment provider, is providing wastewater treatment without an on-going contract.

(LAFCO SC#419, p. A-21-A-22.)

Procedurally and substantively, Arrowbear objects to Ordinance 47 for the reasons set forth in Board President Terisa Bonito's July 20, 2017, letter to her Running Springs counterpart, Board President Kenneth Ayers. This letter appears to have been omitted from the backup materials submitted by Running Springs in support of its present request. A true and correct copy is attached as *Exhibit 1* to this letter and is incorporated herein by reference.

In short, Arrowbear objects to the unilateral imposition of Ordinance 47 without any agreement from Arrowbear, indeed over Arrowbear's repeated objections, and without any notice or opportunity to be heard being afforded to the customers located in Arrowbear's service area. Ordinance 47's rate methodology was apparently adopted without the support of any rate study, engineer's report, or other technical document and violates Section 6(b)(3) of Article XIID of the California Constitution by imposing property-related fees and charges without regard to actual wastewater use, a property's proportional burden on the wastewater system, or the actual cost of providing a property with wastewater service, all resulting in a systematic overcharge of wastewater customers located in Arrowbear's service area.

In the present context, Ordinance 47 does not qualify for exemption from Section 56133. Neither subsection (e)(1) nor (e)(4) of Section 56133 applies for the simple reason that there is no contract or agreement in place with respect to the rate methodologies or the terms and conditions imposed by Ordinance 47. At best Ordinance 47 represents an imposition of radically different rates and terms of service under the 1977 Agreement, without any agreement to those rates and terms by Arrowbear.

At worst, Running Springs is attempting to circumvent the requirement of a contract by including a provision that Arrowbear's election to continue using wastewater services made available by Running Springs constitutes agreement with the provisions of Ordinance 47. To the extent Ordinance 47 could ever be viewed as a contract, it quite likely constitutes a contract of adhesion which is disfavored in California. Arrowbear relied, and continues to rely, on its historic 40-year relationship with Running Springs and its ongoing proportional participation in the capital costs of the regional wastewater treatment plant for treatment of wastewater generated by customers in Arrowbear's service area. Arrowbear had no realistic opportunity to look elsewhere for a more favorable contract under the circumstances, so any pretense of a voluntary "election" to continue using Running Springs's wastewater services is absurd.

Ordinance 47's threat to cut off wastewater services to customers located in Arrowbear's service area if any delinquent fees are not paid within 90 days, no matter how disputed or even unconstitutional those fees may be, is equally outrageous. Were Running Springs to carry out this threat, the effects on the watershed would be unavoidable and catastrophic.

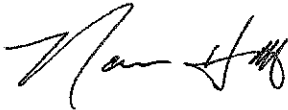
Kathleen Rollings-McDonald, Executive Director  
September 11, 2017  
Page 5

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Moreover, exempting Ordinance 47 here would leave Arrowbear and its ratepayers vulnerable to unlimited future increases in wastewater rates, each time enforced by the fictitious "election" to continue backed up the threat of termination of services if Arrowbear failed to pay those future rates, no matter how extortionary.

For these reasons, Arrowbear objects to any exemption of Ordinance 47 from the application of Section 56133 and respectfully requests that LAFCO deny Running Springs's request here. The parties should go back to the negotiating table, as contemplated by the Legislature in adopting Section 56133, to reach a true and equitable agreement to protect customers located in Arrowbear's service area against systematic overcharges while fairly compensating Running Springs for its proportional costs in providing treatment of wastewater from those customers. In the interim, the 1977 Agreement should remain in place, with both parties operating under the rates, terms, and conditions existing a mere three months ago.

Sincerely,



Norman Huff  
General Manager  
Arrowbear Park County Water District  
909-867-2704 - Ofc.  
909-867-4736 - Fax  
[apcwmail@gmail.com](mailto:apcwmail@gmail.com) - email

# *Arrowbear Park County Water District*

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Norman Huff

SECRETARY  
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2365 FIR DRIVE, ARROWBEAR LAKE  
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Closed Saturday & Sunday

July 20, 2017

Kenneth Ayers, Board President  
Running Springs Water District  
P.O. Box 2206  
31242 Hilltop Blvd.  
Running Springs CA, 92382

RE: Arrowbear Park County Water District/Running Springs Water District  
Wastewater Services

Dear Mr. Ayers:

This letter responds to the email correspondence dated July 7, 2017, from Ryan Gross, General Manager of Running Springs Water District ("*Running Springs*"), to Norman Huff, General Manager of Arrowbear Park County Water District ("*Arrowbear*"), regarding transport, treatment, and disposal by Running Springs of domestic wastewater collected by Arrowbear from customers located in Arrowbear's service area through Arrowbear's wastewater collection systems ("*Wastewater Services*").

As you know, since 1977, customers in the Arrowbear service area have received Wastewater Services from Running Springs pursuant to an agreement between Running Springs and Arrowbear. This agreement expired on June 30, 2017, but Running Springs has communicated its willingness to continue providing Wastewater Services indefinitely.

While this arrangement is practical in the short term, Arrowbear believes it is essential that Running Springs and Arrowbear meet to negotiate the terms and conditions of a long-term agreement for the continuation of Wastewater Services. Such an agreement will provide operational and financial certainty for both districts for the term of the agreement.

One of the critical terms that must be negotiated is the fees and charges applicable to the Wastewater Services. We are aware that Running Springs' board adopted its Ordinance No. 47 on March 29, 2017, despite repeated requests from Arrowbear to meet and negotiate a new agreement. Ordinance 47 purports to unilaterally impose a rate methodology and terms and conditions for transportation, treatment, and disposal of wastewater received specifically from Arrowbear and San Bernardino County Service Area No. 79. Running Springs' authority to dictate such terms and

conditions is doubtful at best. Wastewater customers located in the Arrowbear service area were given no notice of Ordinance 47's adoption.

Prior to adoption of Ordinance 47, Arrowbear raised serious objections to the rate methodology imposed by that ordinance. In particular, Arrowbear objected to the reliance upon equivalent dwelling units ("*EDUs*") as the basis for determining wastewater fees and charges. Under that system, Running Springs assigns to each parcel connected to the system an arbitrary EDU value. This EDU value then forms the basis for calculating wastewater fees and charges charged to the property on a per-EDU basis.

As pointed out by Arrowbear, Running Springs' EDU Standards, contained in Exhibit 3 of Ordinance 47, assign EDU values to parcels without regard to either the property's actual wastewater use or the proportional cost of providing that property with wastewater service. In fact, Arrowbear provided data demonstrating that the EDU volumes reflected in Ordinance 47 vastly exceed the actual wastewater flows observed over the last 40 years. As a result, Ordinance 47 would grossly overstate the proportional burden on Running Springs' wastewater system and overcharge customers located in Arrowbear's service area, the specific target of Ordinance 47.

To the best of our knowledge, Ordinance 47's rate structure was imposed without the support of any rate study, engineer's report, or other technical document establishing a rational relationship between the EDU values and the actual wastewater use or the proportional cost of providing a property with wastewater service.

Arrowbear believes that Ordinance 47 therefore violates Section 6(b)(3) of Article XIID of the California Constitution by imposing property-related fees and charges without regard to actual wastewater use, a property's proportional burden on the wastewater system, or the actual cost of providing a property with wastewater service, all resulting in a systematic overcharge of wastewater customers located in Arrowbear's service area.

Arrowbear is unable to pass through to wastewater customers in its service area property-related fees and charges which are improperly imposed, illegally calculated, and disproportionately charged. Accordingly, Arrowbear intends to continue paying Running Springs for Wastewater Services based upon the rate structure in effect as of June 30, 2017, until this matter can be resolved.

Rather than escalate this matter unnecessarily, I invite you to sit down and discuss the situation in order to reach an equitable solution for all parties.

Sincerely,



Terisa Bonito, Board President  
Arrowbear Park County Water District

**Running Springs Water  
District Letter to Arrowbear  
Park County Water District  
Dated August 8, 2017**

**Attachment 6**





**RUNNING SPRINGS WATER DISTRICT**  
**A MULTI-SERVICE INDEPENDENT SPECIAL DISTRICT**

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

August 8, 2017

Terisa Bonito, Board President  
Arrowbear Park County Water District  
P.O. Box 4045  
Arrowbear Lake, CA 92382-4045

RE: Arrowbear Park County Water District/Running Springs Water District Wastewater Services

Dear Ms. Bonito:

Thank you for your letter dated July 20, 2017, hand delivered to our General Manager Ryan Gross on Friday, July 21, 2017. Although we are pleased that you are reaching out to us in an effort to resolve our differences concerning Running Springs Water District's ("Running Springs") very real costs of treating wastewater and our efforts to recapture those costs in the rates set by Ordinance 47, we are disturbed by Arrowbear Park County Water District's ("Arrowbear") apparent decision to breach Ordinance 47 without recognizing those very real costs to treat wastewater.

Since 2015, both districts have been aware of the impending termination of the 1977 Wastewater Transportation, Treatment and Disposal Agreement ("Agreement"). We agree with you that a new long-term agreement to continue treatment of Arrowbear's wastewater would provide operational and financial certainty for both districts and, of course, this has always been Running Springs' preference. Through in-person meetings, Board meetings and emails, the two districts actively and strenuously negotiated the terms of a new agreement, but never came close to reaching agreement. Arrowbear's position is that it should only be charged for its actual flow of wastewater into Running Springs' system, in addition to paying a pro-rated portion of the capital improvement. Running Springs' position is that it must provide and operate a system sized to handle potential demand, not occasional or intermittent use. Although not initially Running Springs' position, during negotiations Running Springs did yield to Arrowbear's position with regard to funding variable operations and maintenance (O&M) expenses, but agreement could not be reached on other critical terms.

Contrary to the incorrect assertions contained in your letter, Running Springs did have a widely known, highly competent, professional consultant perform a study of rate methodology, which was shared with your General Manager, Norman Huff. The study supports the methodology set forth in the Running Springs Ordinance. The study does not support the methodology that Arrowbear has insistently asserted. Basing rates on equivalent dwelling units recognizes the costs associated with providing and maintaining capacity and the fixed costs associated with making service available to each EDU, whether or not that capacity is fully utilized on a consistent basis.

Under normal circumstances if Running Springs were not able to reach an agreement with a party with whom it was negotiating, it would simply not provide those services to that party. However, in this case we recognize that if Running Springs stopped treating Arrowbear's wastewater, Arrowbear immediately would be in violation of its permits from the Regional Water Quality Control Board. Therefore, to accommodate Arrowbear and save it from violation, and potentially enormous fines, Running Springs has adopted Ordinance 47 so that service may continue. In adopting Ordinance 47, Running Springs' Board found that the rates to be charged to Arrowbear for wastewater services did not, and do not, exceed the reasonable estimated cost of providing such services, and the revenue derived therefrom will be used only to pay for the wastewater services for which they are collected. As such, Ordinance 47 is not a tax under Section 1(e) of Article XIII C of the California Constitution and does not violate Section 6(b)(3) of Article XIII D.

While you correctly pointed out that Running Springs is willing to continue to accept domestic wastewater from Arrowbear, Running Springs has agreed to accept Arrowbear's wastewater only in accordance with the provisions of Ordinance 47, including the rate methodology, terms and conditions set forth therein. If Arrowbear does not agree with those terms, Arrowbear is free to reject them and to make alternative arrangements for treatment.

Sincerely,

  
Kenneth Ayers, President  
Board of Directors