

Rubidoux Community Services District

Board of Directors

Christopher Barajas
Armando Muniz
Bernard Murphy
F. Forest Trowbridge
Ruth Anderson Wilson



Secretary-Manager

David D. Lopez

Water Resource Management Refuse Collection Street Lights Fire / Emergency Services Weed Abatement

NOTICE AND AGENDA FOR THE RUBIDOUX COMMUNITY SERVICES DISTRICT BOARD MEETING 4:00 PM, March 16, 2017

1. Call to Order - Armando Muniz, President
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes for March 2, 2017, Regular Board Meeting
5. Consider to Approve the March 17, 2017, Salaries, Expenses and Transfers
6. Acknowledgements - Members of the public may address the Board at this time on any non-agenda matter.
7. Correspondence and Related Information
8. Manager's Report:
 - a) Operations Report
 - b) Emergency and Incident Report

ACTION ITEMS:

9. Consideration to Adopt Resolution 2017-833, A Resolution Authorizing the Application for a District Bank Card: **DM 2017-11**
10. Receive and File Statement of Cash Asset Schedule Report for All District Fund Accounts Ending February 2017: **DM 2017-12**
11. Consideration to Award Weed Abatement Service Contract: **DM 2017-13**
12. Consideration to Approve Subordination Bond Issue Request for the Jurupa Valley Redevelopment Project Area: **DM 2017-14**
13. Review and Comment of Rubidoux Community Services District Board of Directors Draft Board Policies and Procedures Manual: **DM 2017-15**
14. Consideration to Increase New Utility Billing System Software Contract for Unexpected Costs: **DM 2017-16**
15. Consideration to Develop a Two (2) Year Budget for the Operations and Maintenance and Capital Improvement Projects (CIP) for the Rubidoux Community Services District: **DM 2017-17**
16. Directors Comments - Non-action
17. Adjournment

Closed Session: At any time during the regular session, the Board may adjourn to a closed executive session to consider matter of litigation, personnel, negotiations, or to deliberate on decisions as allowed and pursuant with the open meetings laws. Discussion of litigation is within the Attorney/Client privilege and may be held in closed session.

Authority: Government code 11126-(a) (d) (q).

4. APPROVAL OF MINUTES FOR MARCH 2, 2017, REGULAR
MEETING MINUTES

MINUTES OF REGULAR MEETING
March 2, 2017
RUBIDOUX COMMUNITY SERVICES DISTRICT

DIRECTORS PRESENT: Ruth Anderson Wilson
Armando Muniz
Bernard Murphy
F. Forest Trowbridge
Christopher Barajas

DIRECTORS ABSENT:

STAFF PRESENT: David Lopez, General Manager
Steve Appel, Asst. General Manager
Krysta Krall, Manager Fiscal Services

Call to order: the meeting of the Board of Directors of the Rubidoux Community Services District by Director Muniz, at 4:00 P.M., Thursday, March 2, 2017, at the District Office, 3590 Rubidoux Boulevard, Rubidoux, California.

ITEM 4. APPROVAL OF MINUTES

Approval of the Regular Minutes for February 16, 2017, was unanimously approved.

The motion was carried unanimously.

Ayes – 5 (Wilson, Muniz, Murphy, Trowbridge, Barajas)
Noes - 0

ITEM 5. Consider to Approve the March 3, 2017, Salaries, Expenses and Transfers.

Approve March 3, 2017, Salaries, Expenses and Transfers.

Director Wilson moved and Director Trowbridge seconded to approve the March 3, 2017, Salaries, Expenses and Transfers.

The motion was carried unanimously.

Ayes – 5 (Wilson, Trowbridge, Muniz, Murphy, Barajas)
Noes - 0

ITEM 6. PUBLIC ACKNOWLEDGE OF NON-AGENDA MATTERS

There were no members of the public to address the Board.

ITEM 7. CORRESPONDENCE AND RELATED INFORMATION

The first article explaining why Rancho California Water District is contemplating a water rate hike, even though water is overflowing from our lakes and dams. Rancho CWD takes most of their water from groundwater sources. The groundwater sources have been depleted over the years, causing them to import more expensive water. The aquifers are being over drafted. Consequently, they have to buy more expensive water. The other article is talking about more water, but still more control up at the state. Governor Brown still has our 25% reduction in place. We are still providing information to staff on a monthly basis on our production and consumption. They are going to take another look after the water season. The last article is EMWD has dropped their most restrictive charges for water and has gone to a stage 2.

ITEM 8. MANAGER'S REPORT

Operations Report:

Presented at the second Board Meeting of the month.

Emergency and Fire Report:

Presented at the second Board Meeting of the month.

ITEM 9. DM 2017-08. Inspect New Type I Engine in Service at Rubidoux CSD Fire Station.

In 2016, the Rubidoux Community Services District included (amended) in the Fire Services Agreement with the County of Riverside/Cal Fire a Fire Engine lease provision. Due to our annual incident calls (2,600+), a typical fire engine has a reliable service cycle of 10-15 years. At an annual lease cost of \$25,331.00, the decision to lease fire engines makes sound fiscal sense for our District.

This afternoon Chief Lanzas and Cal Firefighters will be present along with the new Type I Engine to review with the Board of Directors.

No Recommendation.

ITEM 10. DM 2017-09. Consideration to Award the Purchase of two (2) Utility Vehicles for Water Operations.

On February 22, 2017, the District received three (3) sealed bids for two (2) Water Department vehicles; Crest Chevrolet, Raceway Ford and Sunrise Ford. Attached for the Board of Director's consideration are two (2) vehicle bid summaries for a Water Department Trucks w/utility beds.

The Water Department is cycling out of service a 2009 Ford F150 truck with 52,000± miles. The above truck will be replaced by a submitted bid from Crest Chevrolet in San

Bernardino with a new 2017 ¾ ton utility bed truck. In review of the attached summary's, Crest Chevrolet submitted the lowest total bid amount of \$27,604.60 (includes taxes, extended warranty and trade-in value of \$8,700.00 for the 2009 F150 Ford).

The second bid summary identifies another 2017 ¾ truck w/utility bed to be replacing a 2011 Ford ¾ ton Utility bed Truck with 72,000± miles. Again, the lowest bid was submitted by Crest Chevrolet with a total bid amount of \$25,904.51 (includes taxes, extended warranty and trade-in value of \$10,400.00).

Both vehicles were scheduled for cycling out this year and are budgeted in the Water Department's line item No. 41 for a total amount of \$50,000.00.

Director Wilson moved and Director Trowbridge seconded to approve the following:

- 1) Recognize the Bid for a 2017 ¾ ton utility bed truck submitted by Crest Chevrolet for a total amount of \$27,604.60 as the lowest responsive bid.**
- 2) Surplus the 2009 F150 truck, VIN No. 1FTMF1CWOAKB37077 and accept Crest Chevrolet's trade-in offer of \$8,700.00 for subject vehicle.**
- 3) Recognize Crest Chevrolet's total bid amount of \$25,904.59 for a 2017 ¾ ton utility bed truck as the lowest responsive bid submitted.**
- 4) Surplus the 2011 Ford F250 truck, VIN No. 1FDBF21A63BEA85357 AND ACCEPT Crest Chevrolet's trade-in offer of \$10,400.00 for subject vehicle.**
- 5) Adjust the Water Budget Line No. 41 from \$50,000.00 to \$53,600.00 for the purchase of the above utility trucks.**

The motion was carried unanimously.

Ayes – 5 (Wilson, Trowbridge, Muniz, Murphy, Barajas)

Noes - 0

ITEM 11. DM 2017-10. Consideration to Authorize the Application for District Credit Card for RCSD Purposes.

On a limited basis the Rubidoux Community Services District has a need to purchase goods and services via a credit card when suppliers, vendors and seminars do not take a District issued purchase order (P.O.). Typical credit card purchases include Board Members seminar registrations, employee training and workshops, annual employee banquet and in-house working lunches to name a few. In all of the above purchases, District employees use personal credit cards for District related services and goods. Employees are then required to complete and submit a reimbursement request for the District related expenses and must now wait for Board approval. As a disclosure, the District does have a Home Depot credit card for materials and hand tools. The Home

Depot card is controlled by our Manager of Fiscal Services and requested by the District Field Manager when needed.

A District Credit card would eliminate the use of employee's personal credit card purchases. Further, a District Credit Card authorization provides a mechanism which improves the efficiency and convenience of conducting District business. Staff would recommend the issuance of two (2) Credit cards – one to the Manager of Fiscal Services and the other to our District Engineer/Assistant General Manager. For checks and balances purposes, the General Manager would not be a bearer to any proposed District credit card.

Staff has reviewed three (3) potential credit cards; Capital One, Chase and CSDA. It is our recommendation based upon the limited and selective use of a District issued credit card that Chase Credit Card offers the best benefits since it offers 5% cash back on the first \$25,000.00 on an annual basis.

Director Murphy moved and Director Trowbridge seconded the authorization to apply for the Chase Credit Card for District use. Staff further request authorization to amend Draft Resolution No. 2017-833 at the next regular Board Meeting of the Rubidoux Community Services District for Adoption to effectuate the application of District Credit Card(s).

The motion was carried with the following vote:

Ayes – 3 (Trowbridge, Muniz, Murphy,)

Noes – 2 (Wilson, Barajas)

ITEM 12. Directors Comments – Non action.

Director Muniz adjourned the March 2, 2017, Regular Board meeting.

5. CONSIDER TO APPROVE THE MARCH 17, 2017, SALARIES,
EXPENSES AND TRANSFERS

RUBIDOUX COMMUNITY SERVICES DISTRICT
MARCH 16, 2017 (BOARD MEETING)
FUND TRANSFER AUTHORIZATION

NET PAYROLL 3/24/2017	58,000.00
WIRE TRANSFER: FEDERAL PAYROLL TAXES 3/27/17	27,100.00
WIRE TRANSFER: STATE PAYROLL TAXES 3/27/17	5,100.00
WIRE TRANSFER: TO CREDIT UNION	2,300.00
WIRE TRANSFER: PERS RETIREMENT	15,784.00
WIRE TRANSFER: PERS HEALTH PREMIUMS	394.00
WIRE TRANSFER: SECTION 125	424.61
WIRE TRANSFER: SECTION 457	2,965.00

3/17/2017 WATER FUND TO GENERAL FUND-Payables	53,304.26
WATER FUND TO GENERAL FUND-Trash	149,350.48
WATER FUND TO SEWER FUND	116,376.66
SEWER FUND TO GENERAL FUND-Payables	650,222.22

3/17/2017 SEWER FUND CHECKING TO LAIF SEWER OP	-
LAIF SEWER OP TO SEWER FUND CHECKING	535,000.00
LAIF WASTEWATER RESERVE TO LAIF SEWER OP	50,000.00
LAIF SEWER ML TO LAIF SEWER OP	183,684.21
GENERAL FUND CHECKING TO LAIF PROP TAX	-
GENERAL FUND CHECKING TO LAIF SEWER ML	-
GENERAL FUND PROPERTY TAX TO LAIF PT	-
GENERAL FUND PROPERTY TAX TO GF CHECKING	-
GENERAL FUND CHECKING TO GENERAL FUND PROP TAX	-
LAIF GENERAL TO GENERAL FUND CHECKING	-
LAIF PROPERTY TAX TO GF CHECKING	150,000.00
COP PAYBACK TO LAIF-COP PAYBACK	46,931.68
WATER REPLACEMENT TO LAIF-W.R.	6,497.43
LAIF WATER ML TO LAIF WATER OP	-
LAIF WATER OP TO WATER FUND CHECKING	-
LAIF WATER RESERVE TO LAIF WATER OP	-
LAIF WATER REPLACE TO LAIF WATER OP	-
LAIF WATER OP TO LAIF WATER RESERVE	-
WATER FUND CHECKING TO LAIF WATER RESERVE	60,000.00
WATER FUND CHECKING TO LAIF WATER OP	160,000.00
LAIF COP TO GENERAL FUND CHECKING	-

NOTES PAYABLE

<u>DESCRIPTION</u>	<u>BALANCE</u>		<u>PAYMENT</u>	<u>DUE DATE</u>
City of Riverside (Headworks Replacement)	27,128	Prin.	13,564	Oct-17
U.S. Bank Trust (1998 COP's Refunding)	4,655,000	Prin.	-	Jun-17
U.S. Bank Trust (1998 COP's Refunding)	1,272,114	Intr.	118,581	Jun-17
MN Plant-State Revolving Loan	4,990,243	Prin.	117,956	Jul-17
MN Plant-State Revolving Loan	1,201,087	Intr.	64,142	Jul-17

01 General Fund

Control	Vendor	Obligat'n Description	Transaction Account	Amount
1118	ACORN TECHNOLOGY CORPORATION	67518 March '17 IT Supt	A01-5885-000	2,810.00
		67520 Monitors Installed	A01-5885-000	180.00
1118	ACORN TECHNOLOGY CORPORATION			2,990.00 **
1639	BLACKBAUD FUNDWARE	67521 Fundware Maint 4/1-12/31/17	A01-1501-000	6,036.84
3735	CHARTER BUSINESS	67528 Internet Svc 3/6-4/5	A01-5650-000	125.00
3846	COLONIAL LIFE & ACCIDENT INS CO	67560 Mar '17 Cancer/Life/Misc Ins	A01-2365-000	1,156.00
			A01-2361-000	220.62
			A01-2375-000	1,893.50
		67560 Mar '17 Cancer/Life/Misc Ins		3,270.12 **
3846	COLONIAL LIFE & ACCIDENT INS CO			3,270.12 **
3855	COMPUTER WORKS	67529 Fundware Supt.	A01-5885-000	200.00
4305	DE ANZA FENCE CO	67532 Gate Rpr	A01-5645-000	185.00
4891	DUNBAR ARMORED INC.	67534 March'17 Armored Svc	A01-5650-000	769.52
6828	FREEDOM COMMUNICATIONS: DBA OC REG	67507 Pub Notice - Weed	A01-5858-020	378.00
8074	HARPER & BURNS LLP	67483 Feb '17 Legal Svc	A01-5825-000	290.00
9020	ICW - INSURANCE CO OF THE WEST	67538 March'17 Wrks Comp Ins.	A01-5720-000	2,474.09
11795	KRALL, KRYSTA	67568 Counerfeit Detector	A01-5675-000	218.71
12013	LABORER'S INTNL LOCAL #777	67502 Feb'17 Dues	A01-2335-000	480.00
12715	LUCE COMMUNICATIONS: dba ABG COMM.	67504 WA40 FN 2/17	A01-5650-000	185.10
		67505 WA40 INV 2/19	A01-5650-000	661.86
12715	LUCE COMMUNICATIONS: dba ABG COMM.			846.96 **
13200	MERIT OIL COMPANY	67506 Gasoline	A01-5700-000	114.64

OK  3/9/2017

01 General Fund

Control	Vendor Obligat'n Description	Transaction Account	Amount
		** Continued **	
13200	MERIT OIL COMPANY 67546 Gasoline	A01-5700-000	140.01
13200	MERIT OIL COMPANY		254.65 **
16007	PUBLIC EMPLOYEES BENEFIT TRUST 67547 Apr'17 Med/Dental Ins.	A01-5030-000	22,137.00
16893	PRUDENTIAL OVERALL SUPPLY CO 67508 Floor Mats	A01-5645-000	53.30
	67548 Floor Mats	A01-5645-000	53.30
	67569 Floor Mats	A01-5645-000	53.30
16893	PRUDENTIAL OVERALL SUPPLY CO		159.90 **
18356	RELIABLE WORKPLACE SOLUTIONS 67510 Supplies	A01-5675-000	369.45
	67511 Feb'17 Copier Color/b/w	A01-5630-000	260.38
	67512 Feb'17 Printer Usq	A01-5630-000	40.56
	67549 Supplies	A01-5675-000	121.96
18356	RELIABLE WORKPLACE SOLUTIONS		792.35 **
18415	RIVERSIDE CLEANING SYSTEMS, INC 67550 Mar'17 Cing Svc	A01-5645-000	535.00
18487	RIVERSIDE COUNTY ASSESSOR 67551 Weed Abate-Prpty Data	A01-5820-020	63.75
19130	SCE 67578 Main Ofc Utlty	A01-5660-000	810.70
	67579 Fire Stn Utlty	A01-5660-020	925.90
	67580 Streetlights	A01-5102-010	9,558.04
19130	SCE		11,294.64 **
19138	SCG 67575 Main Ofc Utlty	A01-5660-000	103.57
	67576 Fire Stn Utlty	A01-5660-020	166.30
19138	SCG		269.87 **
20845	TRI-CO DISPOSAL, INC 67581 Commercial Trash 2/23-3/8	A01-5410-010	60,581.56
	67582 Residential Trash 2/23-3/8	A01-5410-010	88,768.92
	67583 RCSD Share Residential	A01-5410-010	-6,059.49
	67584 RCSD Share Residential	A01-5410-010	-843.96
20845	TRI-CO DISPOSAL, INC		142,447.03 **
21525	UNDERGROUND SERVICE ALERT OF SO CA 67516 Dig Alerts	A01-5685-000	75.00

01 General Fund

196,293.43 **

30 Water Fund

Control	Vendor	Obligat'n Description	Transaction Account	Amount
1118	ACORN TECHNOLOGY CORPORATION	67519 4GB Mem	A30-5650-000	135.78
1829	ARC	67522 Copies	A30-5620-000	14.69
2004	B.P.S. B's POOL SUPPLIES	67469 Sodium Hypo	A30-5652-000	625.84
2030	BABCOCK, E S & SONS, INC	67470 Water Analyses	A30-5340-000	490.00
		67471 Water Analyses	A30-5650-005	30.00
		67472 Water Analyses	A30-5340-000	45.00
		67473 Water Analyses	A30-5650-005	200.00
		67474 Water Analyses	A30-5650-005	110.00
		67475 Water Analyses	A30-5340-000	490.00
		67523 Water Analyses	A30-5650-005	80.00
		67524 Water Analyses	A30-5340-000	160.00
		67525 Water Analyses	A30-5650-005	45.00
		67526 Water Analyses	A30-5340-000	490.00
		67558 Water Analyses	A30-5340-000	85.00
		67559 Water Analyses	A30-5650-005	30.00
2030	BABCOCK, E S & SONS, INC			2,255.00 **
2718	BOOT BARN	67477 Boots - Martinez	A30-5655-000	145.79
3658	MUNKSGAARD, HENRY M DBA:CenterElec.	67480 SCADA Rpr	A30-5640-000	694.77
3735	CHARTER BUSINESS	67528 Internet Svc 3/6-4/5	A30-5650-000	125.00
3921	CROWN ACE HARDWARE	67481 Supplies	A30-5650-000	10.44
		67530 Supplies	A30-5650-000	8.61
		67531 Parts	A30-5650-000	9.89
		67561 Fasteners	A30-5650-000	1.30
3921	CROWN ACE HARDWARE			30.24 **
4305	DE ANZA FENCE CO	67482 Gate Repair	A30-5640-000	380.00
		67533 R&M Water	A30-5640-000	225.00
4305	DE ANZA FENCE CO			605.00 **
5555	ELECTRONICS WAREHOUSE	67517 Pwr Supplies	A30-5650-000	64.11
7360	GENESIS PRINTERS			

30 Water Fund

Control	Vendor Obligat'n Description	Transaction Account	Amount
		** Continued **	
7360	GENESIS PRINTERS 67535 Door Hangers	A30-5650-000	415.27
8077	HARRINGTON INDUSTRIAL PLASTICS 67485 PVC Couplings	A30-5650-000	138.22
	67486 2" PVC	A30-5650-000	14.77
	67537 PVC	A30-5650-000	21.34
	67566 Pump Parts	A30-5650-000	424.21
8077	HARRINGTON INDUSTRIAL PLASTICS		598.54 **
8688	HOUSTON & HARRIS PCS, INC. 67487 Water Main Video	A30-5650-000	3,495.00
9020	ICW - INSURANCE CO OF THE WEST 67538 March'17 Wrks Comp Ins.	A30-5720-000	2,503.52
9510	SO CAL TRUCKWORKS 67488 R & M Truck	A30-5620-000	321.92
	67489 R & M Truck	A30-5620-000	55.12
	67490 R & M Truck	A30-5620-000	57.21
	67491 R & M Truck	A30-5620-000	58.83
	67539 R&M Truck	A30-5620-000	55.12
	67540 R&M Truck	A30-5620-000	77.68
	67541 R&M Truck	A30-5620-000	64.28
9510	SO CAL TRUCKWORKS		690.16 **
9533	INDUSTRIAL METAL SUPPLY CO. 67542 Parts	A30-5650-000	32.79
9659	INLAND DESERT SECURITY & COMMUN 67543 March'17 Answ Svc	A30-5650-000	408.60
	67585 Apr '17 Answr Svc	A30-5650-000	408.60
9659	INLAND DESERT SECURITY & COMMUN		817.20 **
9682	INLAND WATER WORKS SUPPLY CO 67492 2" Valve	A30-5650-000	469.80
10055	JADTEC SECURITY SVCS, INC. 67493 Monitor Svc Apr-Jun	A30-5650-005	47.85
10638	JOHNSON POWER SYSTEM 67494 R & M Equipment	A30-5630-000	37.85
11452	KH METALS & SUPPLY 67495 Tools	A30-5650-000	23.92
	67496 2" PVC	A30-5650-000	40.36
	67497 Gauge/Valve	A30-5650-000	363.32
	67498 Gloves	A30-5650-000	41.63
	67567 Fasteners	A30-5650-000	18.34
11452	KH METALS & SUPPLY		487.57 **

30 Water Fund

Control	Vendor Obligat'n Description	Transaction Account	Amount
11842	KRIEGER & STEWART, INC. 67501 Water Consult	A30-5830-000	2,750.00
11954	KUMA TIRE DISTRIBUTORS 67545 R&M Truck	A30-5620-000	20.00
12080	LAWN MOWER CENTER 67503 R & M Equipment	A30-5630-000	14.14
13200	MERIT OIL COMPANY 67506 Gasoline	A30-5700-000	745.17
	67546 Gasoline	A30-5700-000	910.02
13200	MERIT OIL COMPANY		1,655.19 **
16007	PUBLIC EMPLOYEES BENEFIT TRUST 67547 Apr'17 Med/Dental Ins.	A30-5030-000	13,278.50
16893	PRUDENTIAL OVERALL SUPPLY CO 67508 Floor Mats	A30-5642-000	55.38
	67548 Floor Mats	A30-5642-000	55.38
	67569 Floor Mats	A30-5642-000	55.38
16893	PRUDENTIAL OVERALL SUPPLY CO		166.14 **
18003	R&D MECHANICAL SUPPLY, INC 67509 Hydrnt Rpr	A30-5640-000	73.27
18691	ROYAL WHOLESALE ELECTRIC 67552 Parts	A30-5650-000	12.14
18723	RUBIDOUX TIRE 67553 R&M Truck	A30-5620-000	17.00
	67574 R&M Truck	A30-5620-000	212.54
18723	RUBIDOUX TIRE		229.54 **
19130	SCE 67513 Field Ofc Utility	A30-5660-000	142.37
	67514 N03 Plnt Energy	A30-5650-005	2,451.67
	67515 Wtr Pmp Energy	A30-5235-000	17,412.94
19130	SCE		20,006.98 **
19138	SCG 67577 Field Ofc Utlty	A30-5660-000	32.16
23568	WESTERN MUNICIPAL WATER DISTR 67555 Mar'17 Brine Fixed	A30-5650-005	634.53
23993	GRAINGER 67556 Sensor	A30-5650-000	139.90
30 Water Fund			53,304.26 **

40 Sewer Fund

Control	Vendor Obligat'n Description	Transaction Account	Amount
1577	ALMGREN, HOWARD 67557 City Rvsd Litgn	A40-5825-000	17,219.54
1687	AMERICAN SAFETY PRODUCTS 67468 Gloves	A40-5650-000	124.35
2030	BABCOCK, E S & SONS, INC 67476 Lab fees	A40-5340-000	240.00
	67527 Lab Fees	A40-5340-000	240.00
2030	BABCOCK, E S & SONS, INC		480.00 **
3658	MUNKSGAARD, HENRY M DBA:CenterElec. 67478 R & M Regional Lift	A40-5640-000	190.00
	67479 R & M Sewer	A40-5640-000	455.55
3658	MUNKSGAARD, HENRY M DBA:CenterElec.		645.55 **
3921	CROWN ACE HARDWARE 67481 Supplies	A40-5650-000	10.44
5538	E.J. MEYER COMPANY 67562 Tilton Swr Imprvmt	A40-7030-001	16,150.00
	67564 Tilton Swr Imprvmt	A40-7030-001	167,534.21
5538	E.J. MEYER COMPANY		183,684.21 **
8012	HACH COMPANY 67536 Sewer Sampler	A40-5650-000	1,643.79
8074	HARPER & BURNS LLP 67484 City Riv Litgn	A40-5825-000	3,625.00
9020	ICW - INSURANCE CO OF THE WEST 67538 March'17 Wrks Comp Ins.	A40-5720-000	102.17
9682	INLAND WATER WORKS SUPPLY CO 67544 8" Pvc	A40-5650-000	1,356.57
11842	KRIEGER & STEWART, INC. 67499 Wastewater Consult	A40-5830-000	170.00
	67500 Pretreatment	A40-5330-000	7,429.05
11842	KRIEGER & STEWART, INC.		7,599.05 **
13200	MERIT OIL COMPANY 67506 Gasoline	A40-5700-000	57.32
	67546 Gasoline	A40-5700-000	70.00
13200	MERIT OIL COMPANY		127.32 **
18409	RIVERSIDE CITY 67570 Jan '17 Treatment	A40-5320-000	132,481.63
	67571 Jan '17 Surcharge	A40-5320-000	44,306.17

Run date: 03/09/2017 @ 12:27
Bus date: 03/16/2017

Rubidoux Community Services
Preliminary Check Register

Distribution recap
OTPREG.L02 Page 13

40 Sewer Fund

Control	Vendor	Obligat'n Description	Transaction Account	Amount
	18409	RIVERSIDE CITY	** Continued **	
		67572 2015/16 Recon Debit	A40-5320-000	28,510.29
		67573 2016/17 Bill Adj	A40-5320-000	227,972.82
	18409	RIVERSIDE CITY		433,270.91 **
	19560	SMITH & LOVELESS, INC.		
		67554 Seal	A40-5650-000	333.32
40 Sewer Fund				650,222.22 **

6. ACKNOWLEDGEMENTS – MEMBERS OF THE PUBLIC MAY ADDRESS
THE BOARD AT THIS TIME ON ANY NON-AGENDA MATTER

7. CORRESPONDENCE AND RELATED INFORMATION

*P/s Copy
Bottled Packet*



**RIVERSIDE COUNTY FIRE DEPARTMENT
FY 17-18 SERVICE ALTERNATIVES
MARCH 7, 2017**

JOHN R. HAWKINS, FIRE CHIEF
CAL FIRE/RIVERSIDE COUNTY FIRE DEPARTMENT

**RIVERSIDE COUNTY FIRE DEPARTMENT
FY 17-18 SERVICE ALTERNATIVES
MARCH 7, 2017**

EXECUTIVE SUMMARY

This service alternatives requested by the Riverside County Executive Office provides basic fire department information, budget challenging information, a fire station staffing alternate model and information to develop cost recovery for the response to Emergency Medical Service (EMS) and traffic collision incidents.

The Riverside County Fire Department is an integrated, cooperative, regional fire protection system that provides fire, EMS, technical rescue and hazardous materials response to approximately 1.6 million residents in the unincorporated area, in 21 partner fire cities and one community services district. All hazards emergency response services are provided from 92 fire stations utilizing about 1,050 firefighters (CAL FIRE), 250 administrative and support personnel and about 150 reserve volunteer firefighters. CAL FIRE is responsible to protect the State Responsibility Area (SRA) or watershed as part of the cooperative agreement and Public Resources Code 4125-4127.

The report makes three recommendations (1) for an alternate staffing model (2) for closing the FY 17-18 budget gap and (3) for an implementation of EMS Cost Recovery.

BACKGROUND

Budget Challenge

CAL FIRE Labor Increase. For several years, the State of California has been working with CAL FIRE and with CAL FIRE Local 2881 Firefighters negotiating a new labor agreement. This agreement covers a 4 ½ year span. It provides Local 2881 Firefighters an increase above minimum wage and provides incremental increases of between 14% and 18% over the 4 ½ year period based on position classifications. The agreement still must be approved by the State Legislature and ratified by the Local 2881 members.

The Fire Department estimates the new labor agreement will result in the following increases:

Unincorporated Area	FY16-17	\$2.5 million
Partner Cities	FY16-17	\$2.8 million
Unincorporated Area	FY17-18	\$11.9 million
Partner Cities	FY17-18	\$12.4 million

Because we are still determining the future year cost impacts, we don't have estimates now for subsequent years but we know increases are included with the new labor agreement.

State Administrative Charge

The State Administrative Charge is being reviewed by the Executive Office and will be negotiated and separately reported of this document.

Fire Engine Staffing

General. Fire Department Staffing is critically important to accomplishing all the work expected of fire responders. This includes early suppression of fires before a fire takes hold of a building and entraps residents, to handling medical emergencies, to removing victims from entangled locations and to controlling hazardous material discharges. Staffing is expensive but what the public really pays for is firefighter availability for immediate, emergency response.

Riverside County Fire Standard. The Riverside County Fire Department staffing standard is a 3-person, municipally staffed, paramedic Type 1 engine company. This standard was enacted by the Board of Supervisors on January 24, 2012 (Policy Item 3.5, Attached as Appendix A). The Fire Department has worked since the enactment to adapt the policy at all fire stations dependent on available funding. Currently, all County Fire Department stations have 3-person staffing with one person being a paramedic. Policy Item 3.5 also requires that the staffing configuration include one Fire Captain, one Fire Apparatus Engineer and one Firefighter II, again, with one person being a paramedic. Today, 24 of the 36 unincorporated area fire stations are municipally staffed.

National Staffing Requirements and Recommendations. Aside from direction created by the Board, no national requirements exist mandating fire department staffing.

One regulatory requirement of fire departments is to comply with what is called the '2 In – 2 Out' requirement (Attached as Appendix B). Formally, it is called 29CFR1910.134(g)(4)(i)[1]. The requirement mandates that firefighters never go into a dangerous situation (Immediately Dangerous to Life and Health – IDLH) in a fire or rescue incident alone, and that there be two firefighters outside the hazard area to initiate a rescue of the firefighters inside, should they become in trouble, during the initial stages of the incident where only one crew is operating in the hazard area. If a rescue is suspected or known, firefighters can make or attempt the rescue without complying with this requirement. Many fire departments require 4-personnel staffing to always comply with the requirement. Within Riverside County, consistent with a reasonable fiscal approach, Riverside County has maintained reasonable staffing utilizing the 3-person staffing level.

National Fire Protection Association (NFPA) provides a recommended national standard for staffing. The following describes Standard 1710 (Attached as Appendix C):

This standard contains minimum requirements relating to the organization and deployment of fire suppression operations, emergency medical operations, and special operations to the public by substantially all career fire departments. 1.1.1 The requirements address functions and objectives of fire department emergency service delivery, response capabilities, and resources. 1.1.2 This standard also contains general requirements for managing resources and systems, such as health and safety, incident management, training, communications, and pre-incident planning. 1.1.3 This standard addresses the strategic and system issues involving the organization, operation, and deployment of a fire department and does not address tactical operations at a specific emergency incident.

NFPA 1710 recommends 4-persons responding on every engine and for 14 firefighters to respond to a single-family dwelling fire, 27 members responding to an apartment complex and 42 members to a high-rise fire.

Riverside County local fire agencies are typically staffed with either 4 or 3 personnel with most having one of the assignees functioning as a dual-purpose firefighter/paramedic. Within the County, the Cathedral City Fire Department utilizes 2-person engine companies but has an immediate intention to increase to 3-person engine companies. Appendix D shows adopted staffing levels for local and regional fire departments.

Because of the increasing cost for firefighter staffing levels, some fire departments are exploring alternative staffing levels including requiring fewer firefighters on smaller, fast response units. In most cases, smaller, fast response units are either housed with an existing engine company or are assigned to patrol within high emergency incidence areas where they can be deployed to medical emergencies or small fires. Seldom do municipal fire departments staff 2-person standalone units.

Service Impacts. The alternate station staffing model of a medic patrol will be a reduction of service in the areas where it will be deployed and to the system overall. The removal of one firefighter position from the station staffing model will reduce that company's performance by 33%. A one-third reduction in staff will eliminate or drastically slow the completion of numerous tactical options on every type of emergency. The subsequent paragraphs will provide four examples.

A 3-person paramedic engine company can initiate advanced life support care to critically ill and injured residents much more rapidly than a 2-person company. The 3-person company can perform the following three tasks simultaneously; patient assessment, vital signs, and EKG/oxygen therapy. The three tasks are performed on all critically ill and injured patients and set the foundation for further treatment. The removal of one of the non-paramedic responders slows this process considerably causing a delay in the initiation of advanced life support when seconds could determine life or death.

The shortfall of a 2-person company is also seen in the treatment of the cardiac arrest patient. A patient in full arrest is not breathing and their heart is not beating. The performance of basic life support requires the dedication of two rescuers to perform effective CPR. While one rescuer performs chest compressions the other is dedicated to breathing for the patient (aka; airway management). Clearly there are not sufficient rescuers to initiate advanced life support as well. Ideally chest compressions, airway management, and advanced life support care are performed simultaneously. In fact, the American Heart Association recommends that a total of eight rescuers be sent to the scene of a cardiac arrest patient with CPR and advanced life support performed simultaneously in a specific manner like a NASCAR pit crew. The pit crew concept has been employed in the cities of Palm Desert, Rancho Mirage and Indian Wells for the last two years with outstanding results. The rate of return of spontaneous circulation in a full cardiac arrest patient in the three cities during 2016 was 46%. Prior to the implementation of Pit Crew CPR, the rate of return of spontaneous circulation was 14% in the full cardiac arrest patient.

Due to the staffing level of one company officer and one paramedic firefighter, the medic patrol will not be able to engage in an aggressive interior fire attack upon its arrival at a working structure fire. It is not safe or effective for a single firefighter to engage in interior fire attack even if the conditions were present for the use of the rescue exemption to the previously mentioned 2-in-2 Out Rule. A single firefighter would not be able to quickly enter a burning building and efficiently move a 1 ¾ inch hose line which weighs 120 pounds per 100 feet. Additionally, a single firefighter will struggle or be incapable of removing an unconscious 200 lbs. person over a carpeted floor. Furthermore, a working structure fire requires a significant amount of coordination. The situation will require the company officer to remain outside of the burning structure to command the incident and organize the remainder of the responding companies.

On a wildland fire a 3-person Type I engine company has the capacity of deploying 600 feet of wildland hose in 10 minutes. The work load on a 3-person company is as follows; the pump operator needs to stay at the engine to operate the pump, the two firefighters will pull a 200-foot pre-connected hose line and each firefighter will carry a hose pack containing 200 feet of hose. The 2-person medic patrol has the capacity to deploy 400 feet in 10 minutes. The work load on a 2-person company is as follows; the pump operator needs to stay at the engine to operate the pump, the remaining one firefighter will pull a 200-foot pre-connected hose line and carry a hose pack containing 200 feet of hose.

The elimination of a 3-person paramedic Type I engine company will result in a reduction of service in the area where it is removed. The overall system will see a reduction in its capability and resiliency with the

elimination of any Type 1 paramedic engine company. The overall negative impact to the County's fire protection system will increase with each station that is converted to the alternate station staffing model.

FY 17-18 RECOMMENDATIONS

Alternative Staffing Model Recommendation

Because of funding difficulties necessary to retain 3-person engine companies, the Fire Department must recommend an alternate station staffing model. This recommendation is clearly driven by and understood by the Fire Department as fiscally driven. The model will be based on our four Board Approved Land Use Classifications: Heavy Urban, Urban, Rural and Outlying. Explanations of the Land Use Classification with staffing standards follow.

LAND USE CLASSIFICATION INFORMATION

LAND CLASSIFICATION	POPULATION DENSITY	FIRE STAFFING CHARACTERISTICS	RESPONSE TIME	CONTAINMENT GOAL
HEAVY URBAN	>700 per square mile	Land use includes large commercial and industrial complexes, large business parks, high rise and wide rise community centers and high density residential dwelling units of 10 to 20 units per acre.	5:00 or less, 90% of the time	To contain all unwanted fires to the area of origin and prior to flash over. Initiate search and rescue of trapped, survivable occupants. Moderate to high chance of survivability and access to victims from firefighter rescue. Minimize damage to public, building, adjacent exposures, critical infrastructure, environment, rapidly achieve adequate water supplies and ventilation. EMS: Rapidly initiate BLS/ALS care effectively and efficiently for time-to task EMS interventions and prior to irreversible brain death; limit workplace injury through sufficient staffing to assess, treat and remove the injured/ill.
URBAN	> 500 per square mile	Land use includes large commercial and industrial complexes, large business parks, high rise and wide rise community centers and high density residential dwelling units of 8 to 20 units per acre.	6:30 or less, 90% of the time	To contain all unwanted fires to the area of origin and prior to flash over. Initiate search and rescue of trapped, survivable occupants. Moderate to high chance of survivability and access to victims from firefighter rescue. Minimize damage to public, building, adjacent exposures, critical infrastructure, environment, rapidly achieve adequate water supplies and ventilation. EMS: Rapidly initiate BLS/ALS care effectively and efficiently for time-to task EMS interventions and prior to irreversible brain death; limit workplace injury through sufficient staffing to assess, treat and remove the injured/ill.
RURAL	100 to 500 per square mile	Light industrial zones, small community centers and residential dwelling unit density of 2 to 8 units per acre.	10:30 or less, 90% of the time	Difficulty containing all unwanted fires to the general area of origin. Neighboring rooms and overhead attic area can expect to receive damage. Victim rescue from responding firefighters less likely. Unable to assemble first alarm assignment within expected time frames, public

				will be affected by critical injury, serious to major damages to building, critical infrastructure and environment. Damage anticipated to adjacent exposures, EMS: May have delay in assembling sufficient staffing to efficiently and effectively initiate BLS/ALS care and rapidly accomplish time-to-task EMS interventions, may not be capable of initiating resuscitative measures prior to irreversible brain damage; may experience increases of firefighter injuries while assessing, treating and removing the injured or ill
OUTLYING	< 100 per square mile	Areas of rural mountain and desert, agricultural uses, small scale commercial, industrial and manufacturing, service commercial, medium industrial and low density residential dwelling units; 1 dwelling unit per acre to 1 dwelling unit per 5 acres.	17:30 or less, 90% of the time	To contain all unwanted fires to the building of origin. Rapid, uncontrolled spread of fires throughout building is highly likely. Victim survivability not likely. Search and Rescue efforts are not anticipated to be successful. Difficulty achieving adequate water supplies for building of origin and exposures. Adjacent exposures will suffer damage, buildings, critical infrastructure and environmental damages will likely suffer extreme damages or be destroyed. EMS: May have delay in assembling sufficient staffing to efficiently and effectively initiate BLS/ALS care and rapidly accomplish time-to-task EMS interventions, will not be capable of initiating resuscitative measures prior to irreversible brain damage; may experience increases of firefighter injuries while assessing, treating and removing the injured or ill.

These units will carry a small amount of water (about 250 gallons), have a small pump, paramedic EMS equipment and minimal hand tools. They would not carry a large amount of fire hose, no ladders or other larger fire engine type equipment. The 2-person, Medic Patrol will be able to provide paramedic service and light, first-in, fire suppression action. The Medic Patrol would be staffed by a company officer (Fire Captain or Fire Apparatus Engineer) and a Firefighter II/Paramedic.

We recommend the Board consider allowing the implementation of 2-person, paramedic patrol units.

Medic Patrol Staffing Standard, Heavy Urban Land Use Classification

- Not allowed in this Land Use Classification

Medic Patrol Staffing Standard, Urban Land Use Classification

- Not allowed in this Land Use Classification

Medic Patrol Staffing Standard, Rural Land Use Classification

- Maximum annual calls at Medic Patrol Station: 2190 emergencies (average 6 per day) *
- Reliability: Must be 3 additional staffed Type 1 fire engines within 10 minutes of the Medic Patrol station
- Jurisdiction: Next in Type 1 fire engine must be from the same jurisdiction as the Medic Patrol otherwise the requesting partner fire entity will be required to pay the adjacent jurisdiction for fire response

Medic Patrol Staffing Standard, Outlying Land Use Classification

- Maximum annual calls at Medic Patrol Station: 730 emergencies (average 2 per day) *
- Reliability: Must be 2 additional staffed Type 1 fire engines within 15 minutes of the Medic Patrol station
- Jurisdiction: Next in Type 1 fire engine must be from the same jurisdiction as the Medic Patrol otherwise the requesting partner fire entity will be required to pay the adjacent jurisdiction for fire response

* Once the emergency incident call load threshold is met, the station must upgrade to a 3-person, paramedic, Type 1 engine.

The Riverside County Fire Chief will make the final determination and recommendation for fire apparatus deployment considering these minimum fire engine and medic patrol staffing recommendations along with all other fire protection, EMS, rescue and hazardous materials response needs.

Funding Fire Department Budget Shortfall

With the CAL FIRE labor increase and other revenues not generating sufficient funding as expected, reductions in cost through eliminations of services are dictated for FY 17-18. The service reductions are best illustrated by the following table which provides guidance for elected officials to utilize in deciding what services should be eliminated.

Action	General Action	Estimate Unit Value	Units Eliminated	STATE FTE PY	County FTE PY	Estimated Savings Extension
Implement EMS Cost Recovery	EMS Cost Recovery	\$ 3,600,000	1	0		\$ 3,600,000
Eliminate	Fire Station Staffing Reduction & Change to 2-Pers Medic Patrol, E51 to MP51, E53 to MP53, E34 to MP34, E96 to MP96	\$ 600,000	4	12		\$ 2,400,000
Eliminate	Fire Station 63, Poppet Flats	\$ 1,800,000	1	8		\$ 1,800,000
Revise Assignment & Eliminate Eng	Move MedSqd 40 to FS 41 & Eliminate Engine 41	\$ 1,800,000	1	8		\$1,800,000
Eliminate	Hazardous Materials Response Team (HMRT)	\$ 1,500,000	1	8		\$1,500,000
Eliminate	Battalion Chiefs (Vacant Positions)	\$ 220,000	1	1		\$ 220,000
Consolidate	Eliminate FS 43, Move 5 FTE to FS 45 & Create MedSqd 45	\$ 600,000	1	3		\$ 600,000
Eliminate	Deputy Chief (Elimination dependent on vacancy)	\$ 125,000	1	1		\$ 125,000
Eliminate	Division Chief (Elimination dependent on vacancy)	\$ 125,000	1	1		\$ 125,000
			TOTAL PY/FTE	42	0	

EMS & Traffic Collision Cost Recovery

The primary objective of the Riverside County Fire Department is to prevent and suppress unwanted fires. The structural fire tax is authorized to fund this objective. However, the Board of Supervisors and the public expects Fire Department response to medical emergencies as well. As such, the Riverside County Fire Department recommends the development of a cost recovery program for medical emergency responses which has the potential to recover \$3.6 million per year.

Fire departments first began responding to medical emergencies in the mid-1970s. The strategic placement of fire stations throughout local communities made fire departments the preferred agencies to immediately arrive on scene and render pre-hospital medical services to seriously ill or injured persons. Over time, communities across the nation saw a decrease in mortality and morbidity using a response model that deployed both a fire engine and a paramedic ambulance. Initially the demand for medical emergency response was low and easily absorbed in the operating budgets of most fire departments. However, since the mid-1970's, the number of responses for medical emergencies has grown significantly and the cost of providing this service has grown significantly as well.

Beginning in the Coves Communities and then the City of Temecula, the Riverside County Fire Department began providing advanced life support (ALS) services which, for good reason of firefighter immediate availability, later extended throughout the County. The currently adopted Riverside County EMS Strategic Plan makes fire departments the first responder for ALS and the exclusive operating area ambulance services responsible for patient transport. Additionally, utilizing 'Pit Crew CPR', Riverside County Fire (ALS) responders have shown a significant improvement with heart attack patients. The Pit Crew CPR method, much like NASCAR Pit Crew efforts, maximizes division of labor at CPR emergency incidents. As a result, in the Coves Communities, the return to spontaneous circulation (heart beat) has increased from 14% to 46%.

Since 2008, jurisdictions throughout California have sought to offset the cost of providing medical emergency response through cost recovery. Most private insurance companies do reimburse for fire department response to medical emergencies however Medicare and Medical do not provide such reimbursement. As such, jurisdictions that seek cost recovery for medical emergency response only recoup around 35% of their costs.

In 2016, the Riverside County Fire Department responded to 33,828 medical emergencies in the unincorporated county area. Three-person paramedic engine companies responded to the clear majority of these medical emergencies. Cost-wise, the Board approved hourly rate for a 3-person paramedic engine company at \$390 per hour.

Estimated Cost Recovery Calculation:

33,828 medical emergency responses X \$390 X 35% = \$4,617,522 for 2016 EMS incidents

The Riverside County Fire Department recommends contracting with a private company for the billing of this program. Private companies generally charge 20% of the revenue collected. Therefore, in 2016 the cost of contracting with a private company would amount to \$923,504. As such, the net possible revenue would be \$3.6 million in 2016.

If EMS Cost Recovery is considered, two options exist for recovering costs. One option is to hire additional staff to do the cost recovery. The preferred option is to utilize existing cost recovery firms who typically charge 17% to 20% as earlier mentioned.

With direction of the Board, the Riverside County Fire Department will develop an ordinance, set reimbursement levels, and determine when costs will be waived.

RECOMMENDATIONS

Read and file this service alternatives report and consider providing direction to proceed because 120-day notice prior to July 1, 2017 must be given to CAL FIRE for personnel reductions and displacements.

APPENDIX A
RIVERSIDE COUNTY
BOARD OF SUPERVISORS
POLICY ITEM 3.5, JANUARY 24, 2012
FIRE DEPARTMENT 3 PERSON STAFFING
STANDARD

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



FROM: Supervisor Jeff Stone

SUBMITTAL DATE: January 17, 2012

SUBJECT: Firefighter Installation on Riverside County Engines (FIRE) Policy

RECOMMENDED MOTION:

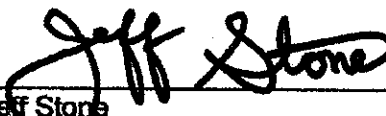
That the Board embrace the Fire Policy, that ensures that all Riverside County Engine Companies have as a minimum, a 3-person team consisting of:

- 1. Fire Captain;**
- 2. Fire Apparatus Engineer;**
- 3. Firefighter;**

and wherever possible, included within one of these 3 descriptions, should be a firefighter that is an EMT or Paramedic, as well.

BACKGROUND:

Riverside County has always made public safety a top priority, even in these challenging economic times. We all have learned to do more with less, but cannot compromise on a minimum level of fire services that without, not only jeopardizes the health and safety of our constituents, but also, can jeopardize the safety of our valiant firefighters. In order to have a consistent level of expertise when responding to a medical or fire emergency, the County should have as a minimum staffing the formula referenced above.




Jeff Stone
Supervisor
Third District

JS:vc

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Stone, seconded by Supervisor Tavaglione and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Tavaglione, Stone and Ashley
Nays: Buster and Benoit
Absent: None
Date: January 24, 2012
xc: Supvr. Stone, Fire

Kecia Harper-Ihem
Clerk of the Board
By: 
Deputy

3.5

APPENDIX B

29CFR1910.134(g)(4)(i)[1].

‘2 IN – 2 OUT’ REGULATION

UNITED STATES
DEPARTMENT OF LABOR



OSHA English | Spanish

Find it in OSHA



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🔊 Standard Interpretations - Table of Contents

• **Standard Number:** 1910.134(g)(4); 1975.3(d)

April 29, 1998

J. Curtis Varone, Esq.
55 Azalea Avenue
Exeter, RI. 02822

Dear Mr. Varone:

This is in response to your letter dated January 16, to Mr. Kipp Hartmann, Area Director of the Occupational Safety and Health Administration's (OSHA) Providence Rhode Island, Area Office. The subject of your letter is section (g)(4) of OSHA's Respiratory Protection Standard, 29 CFR 1910.134, which has been recently revised and published in the Federal Register. You have asked OSHA to provide information on cases where firefighters who were among the first four members to arrive on the scene of a structure fire, were trapped and unable to extricate themselves.

The safety of firefighters engaged in interior structural firefighting is the major focus of paragraph (g)(4) of the OSHA Respiratory Protection standard. This provision requires that at least two employees enter the Immediately Dangerous to Life or Health (IDLH) atmosphere and remain in visual or voice contact with each other at all times. It also requires that at least two employees be located outside the IDLH atmosphere, thus the term, "two in/two out". This assures that the "two in" can monitor each other and assist with equipment failure or entrapment or other hazards, and the "two out" can monitor those in the building, initiate rescue, or call for back-up. One of the "two out" can be assigned another role such as incident commander.

The two-out provision of the standard is not a change from OSHA's prior Respiratory Protection Standard, which required standby **men** (plural) whenever respirators were used in imminent danger situations. The two-in requirement for firefighters, which you do not question, was not required by the prior standard but is consistent with OSHA's recent enforcement practice. OSHA's rationale for the requirements is explained in detail in the preamble to the standard at 63 Fed. Reg. 1245-1248 (Jan. 8, 1998). As well as the situations described there, OSHA has received reports of a number of incidents in which the failure to follow two-in/two-out procedures has contributed to firefighter casualties.

For example, in Lexington, Kentucky, one firefighter died and a second Kentucky OSHA cited the firefighters' employer for failing to utilize two-in/two-out procedures. In a second case, OSHA has learned about two firefighters who died from smoke inhalation after being overcome by toxic fumes while fighting an accidental fire in Philadelphia, Pennsylvania. Although two additional firefighters were outside the home, both were engaged in support activities (hydrant hook-up and pump operation), and neither was fully accountable for monitoring the interior personnel.

OSHA also has had a report of a success story following the adoption of two-in/two-out procedures in Pittsburgh, Pennsylvania. The fire department there implemented an accountability and rescue system after a fatal fire. In one case, four firefighters who were performing an interior attack on an apartment building fire became disoriented and were trapped in the building. The standby personnel were able to initiate rescue operations promptly. As a result, although the four interior firefighters and two of the rescuers were injured, all survived.

Because these cases involve situations that are typical of those faced by firefighters, we expect there are additional instances of firefighters who either were or could have been saved through the utilization of two-in/two-out procedures. Most firefighters are employed by local governments, however, and their operations are not governed by Federal OSHA, which does not cover state and local government employees. In contrast, states that operate their own OSHA-approved occupational safety and health plans must cover these public employees. Therefore the provisions of the respirator standard relating to firefighters will be enforced primarily by the twenty-five state-plan states. As you know, Rhode Island does not have its own OSHA-approved state plan so no OSHA program will enforce the two-in/two-out requirement in its public fire departments. OSHA does, however, encourage compliance by these employers.

OSHA also emphasizes that the two-in/two-out provision, like all OSHA standards, states a minimum requirement. Your suggestion that safety would be enhanced if the two inside firefighters are accompanied by a supervisor is therefore not precluded by the OSHA standard. However, because an additional person would then be subject to the extrahazardous and hostile environment created by a structural fire, the need for adequate and attentive standby personnel is even more crucial. OSHA also questions your premise that, in the case of a four-person crew with a two-person interior team, one of the outside members would need to serve as a full-time incident commander. We believe it should be possible for one crew member to operate the pump or perform any other necessary support activities, while the other monitors the inside team. But regardless of the size of the team, the least desirable situation would be to have only a single outside crew member, particularly one whose attention is focused on performing support functions rather than on monitoring the firefighters inside.

We thank you for your interest in safety and health. We hope this provides you with the information you have requested. If you have further questions, please call Ms. Wanda Bissell of my staff at (202) 219-8036 Ext. 41.

Sincerely,

John B. Miles, Jr.
Directorate of Compliance Programs

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UNITED STATES
DEPARTMENT OF LABOR

Occupational Safety and Health Administration
200 Constitution Ave., NW,
Washington, DC 20210
☎ 800-321-6742 (OSHA)
TTY
www.OSHA.gov

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White House
Affordable Care Act
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APPENDIX C
NATIONAL FIRE PROTECTION ASSOCIATION
PAMPHLET 1710
FIREGROUND STAFFING STANDARDS
FOR CAREER FIRE DEPARTMENTS



NFPA 1710

Changes to Fireground Staffing Levels for Career Fire Departments

NFPA 1710 provides the minimum requirements relating to the organization and deployment of fire suppression operations, emergency medical operations, and special operations to the public by career fire departments.

For the 2016 edition of the standard, subsection 5.2.4 on fire department service deployment was revised to include three new occupancies, along with the appropriate response staffing levels for each. The minimum staffing level for each occupancy is listed below. *(For the full breakdown of staffing requirements by position, refer to the subsections specific to each occupancy in 5.2.4.)*

- > Single-Family Dwelling — minimum of 14 members (15 if aerial device is used)**

The initial full alarm assignment to a structure fire in a typical 2000 ft² (186 m²), two-story, single-family dwelling without a basement and with no exposures must provide for a minimum of 14 members (15 if an aerial device is used).
- > Open-Air Strip Mall — minimum of 27 members (28 if aerial device is used)**

The initial full alarm assignment to a structure fire in a typical open-air strip shopping center ranging from 13,000 ft² to 196,000 ft² (1203 m² to 18,209 m²) in size must provide for a minimum of 27 members (28 if an aerial device is used).
- > Garden-Style Apartment — minimum of 27 members (28 if aerial device is used)**

The initial full alarm assignment to a structure fire in a typical 1200 ft² (111 m²) apartment within a three-story, garden-style apartment building must provide for a minimum of 27 members (28 if an aerial device is used).
- > High-Rise — minimum of 42 members (43 if building equipped with fire pump)**

The initial full alarm assignment to a fire in a building with the highest floor greater than 75 ft (23 m) above the lowest level of fire department vehicle access must provide for a minimum of 42 members (43 if the building is equipped with a fire pump).
- > Fire departments that respond to fires in occupancies that present hazards greater than those found in 5.2.4 shall deploy additional resources as described in 5.2.4.5 on the initial alarm.**

NOTE: Even though fireground staffing levels have changed, NFPA 1710 continues to require that engine companies be staffed with a minimum of 4 on-duty members, as stated in subsection 5.2.3. In addition, paragraph 5.2.2.2.1 requires that the fire department identify minimum company staffing levels as necessary to meet the deployment criteria required in 5.2.4 to ensure that a sufficient number of members are assigned, on duty, and available to safely and effectively respond with each company.

Material used in this summary is taken from the 2016 edition of NFPA 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*. This reprinted material is not the complete and official position of the NFPA or its Technical Committees on the referenced subject, which is represented solely by the standard in its entirety. That standard can be accessed online at www.nfpa.org.

APPENDIX D

COMPARATIVE STAFFING INFORMATION
FOR LOCAL & REGIONAL FIRE
DEPARTMENTS

APPENDIX D – FIRE DEPARTMENT STAFFING INFORMATION

CALIFORNIA DEPT. OF FORESTRY & FIRE PROTECTION (CAL FIRE) – LOCAL GOVERNMENT COOPERATIVE AGREEMENTS

As authorized by the California Public Resources, Government and Health and Safety Codes, CAL FIRE provides contractual local government fire protection and attendant services to about 150 local government agencies statewide. Locally, CAL FIRE functions as the Riverside County Fire Department protecting 1.6 million citizens from 97 fire stations with about 1,250 fire fighting personnel. The operation includes 21 partner fire cities and one community services district. In nearby San Bernardino County, CAL FIRE protects the Cities of Highland and Yucaipa. In San Diego County, CAL FIRE covers the unincorporated area and several local agencies.

CAL FIRE staffing varies from some very rural areas with one employee on duty supplemented by volunteer firefighters to some cities with 4 persons on a unit. In many areas, CAL FIRE provides paramedic or advanced life support.

The minimum staffing in Riverside County is 3 persons with one being a paramedic on engine companies and 4 persons with one being a paramedic on ladder companies. Riverside County also operates 10 paramedic transport ambulances in some Coachella Valley communities and 2 hazardous materials response teams.

CORONA FIRE DEPARTMENT

The Corona Fire Department has 118 employees, sworn and non-sworn. They deploy from 7 fire stations with 9 apparatus which are strategically located throughout the City (39 square miles) to meet the emergency needs of their 167,000 citizens and visitors. During 2016, Corona Fire responded to over 13,000 calls for service.

The Fire Department staffs 7 fire engines with 4 people (one being a paramedic), 1 Truck with 4 people, a squad with 2 people, and 1 Battalion Chief.

RIVERSIDE FIRE DEPARTMENT

The Riverside Fire Department annually responds to over 36,000 emergency calls. Operations employs 220 full-time firefighters, housed 24/7 in 14 strategically located fire stations spanning a primary response area of over 81 square miles.

Technically their Minimum Staffing is 3.0. Their "Stand Alone" (10) Engines are all 4.0 Staffed, they still have (4) Engine Companies at multi-company houses (i.e. with a Truck or Squad in-house) with 3.0 Staffing. They have (2) Trucks with 3.0 Staffing and their Truck 1 has 4.0 Staffing. It is their goal to have all Trucks staffed at 4.0 Staffing in the next year or two and will look at the (4) engines that are 3.0 staffing in the future to upgrade to 4.0 Staffing. All Engines and Squads have Paramedics assigned. Most Trucks have Paramedics assigned, but working towards that being their standard.

MURRIETA FIRE DEPARTMENT

Five (5) strategically located fire stations house personnel and specialized equipment that provide fire suppression, rescue, and special operations response to about 113,000 citizens over 34 square miles.

The Fire Department staffs all fire engines, one of which is a quint, with 3 firefighters (minimum of one paramedic). Apparatus include four type 3 cross-staffed engines and a water tender.

HEMET FIRE DEPARTMENT

The Hemet Fire Department serves 85,000 citizens from 5 fire stations spread over 28 square miles. Annually, firefighters respond to approximately 16,900 emergencies. Hemet FD provides fire and EMS services.

The Fire Department staffs all fire engines with a minimum of 3 persons (one paramedic). The ladder truck is cross staffed from an engine company.

PALM SPRINGS FIRE DEPARTMENT

The Palm Springs Fire Department serves over 43,000 residents from 5 fire stations in the 94 square miles of the City. Over, 2 million visitors frequent the City every year.

Minimum daily staffing is 19 suppression personnel (1-Battalion Chief, 15 fire station firefighters (5 Captains, 5 Engineers & 5 FF/Paramedics) and 3 firefighters assigned the aircraft fire rescue function). Minimum daily staffing on fire engines is 3 personnel.

CATHEDRAL CITY FIRE DEPARTMENT

Cathedral City Fire Department protects 58,000 residents spread over 23 square miles. Upwards of 17,000 seasonal visitors come to the City. The Fire Department operates 3 fire stations.

Every day, the City has 12 personnel on duty (1-Battalion Chief, 3-Captains, 3-Engineers & 3 Firefighters). Two Engines each staffed with a One Captain and One Engineer, Two Ambulances each staffed with 2 Firefighter/Paramedics (The Engines and Ambulances are Dispatched as a two-piece company i.e. One Engine and One ambulance on all responses make up a 4- person company on-scene. One Truck (75' Quint) is staffed with One Captain, One Engineer and One Firefighter / Paramedic.

The goal is to staff each of the two Engines with a Firefighter / Paramedic (for 3-0 staffing) in 2017. This will provide 14 minimum on-duty staffing.

PECHANGA TRIBAL FIRE DEPARTMENT

The Fire Department protects the Pechanga Tribal Lands and the Pechanga Casino within 10 square miles. From 2 fire stations, they direct 27 full time firefighters, utilize 10 reserve firefighters and have 1- Fire Marshal, 1-Fire Inspector, 2-Admin/Support staff. About 600 full time residents, 3,500 workers and 15,000 daily recreationists are protected by the Fire Department.

The Fire Department staffs all fire engines with a minimum of 3 persons (one paramedic). The ladder truck is cross staffed from an engine company.

MORONGO TRIBAL FIRE DEPARTMENT

The Morongo Fire Department's mission is to provide essential emergency and non-emergency services to protect the lives and property of tribal members, descendants, residents, employees, and guests of the Morongo Indian Reservation and to protect the tribe's historical, environmental, cultural and economic resources. The Morongo Fire Department includes a staff of 21 firefighters responsible for protecting 55 square miles of the reservation land as well as the residential community, tribal enterprises and the 27-story, 44-acre casino. The Fire Department has one staffed engine and one staffed ladder truck.

The Fire Department staffs all fire engines with a minimum of 3 persons (one paramedic). The Type III Brush engine is cross staffed.

LOS ANGELES COUNTY FIRE DEPARTMENT

The Los Angeles County Fire Department, a fire protection district, protects the unincorporated area of the County, 58 partner-contract cities and the State Responsibility Area (SRA) for CAL FIRE under contractual agreement. Responding from 158 fire stations located across the 2,305 square miles of Los Angeles County, 4,000 firefighters and lifeguards protect 4 million residents from fires and respond to medical emergencies and traffic collisions, technical rescues and hazardous materials discharges. The department responds to the most densely populated and least dense populated areas of the County.

With a few exceptions, LA County fire stations are staffed with a minimum of four personnel. If the fire station has a ladder truck/quint or paramedic squad, the engine company staffing is normally three firefighters. If it is a stand-alone engine, staffing is four personnel. LA County Fire has made some exceptions to this standard with city partner contacts, and if requested by cities, and will allow a minimum of three persons on a stand-alone engine.

The minimum staffing is always three personnel. LA County Fire does not have any stand-alone paramedic squads. The issue with a stand-alone squad would be the lack of supervision.

Staffing Configurations

Trucks/Quints/Light Forces

4-Person Quint/Truck 1 Captain, 1 Firefighter Specialist, 2 Firefighters

4-Person Paramedic Assessment Quint 1 Captain, 1 Firefighter Specialist, 1 Firefighter, 1 Paramedic Firefighter 6-Person Light Force 1 Captain, 2 Firefighter Specialists, 3 Firefighters

Engines

4-Person Engine Company 1 Captain, 1 Firefighter Specialist, 2 Firefighters

3-Person Company 1 Captain, 1 Firefighter Specialist, 1 Firefighter

4-Person Paramedic Engine 1 Captain, 1 Firefighter Specialist, 2 Paramedic Firefighters 3-Person Paramedic Engine 1 Captain, 1 Firefighter Specialist, 1 Paramedic Firefighter

4-Person Paramedic Assessment Engine 1 Captain, 1 Firefighter Specialist, 1 Firefighter, 1 Paramedic Firefighter 3-Person Paramedic Assessment Engine 1 Captain, 1 Firefighter Specialist, 1 Paramedic Firefighter

Paramedic Squads

2-Person Paramedic Squad* 2 Paramedic Firefighters

Paramedic squads are always housed with an engine or quint, and the captain of the engine/quint is the supervisor of the paramedic squad. Except for paramedic squads, all other unit types can be housed independently.

ORANGE COUNTY FIRE AUTHORITY

Every member of the Orange County Fire Authority, a joint powers authority, contributes to the quality of life within our community. They protect and support the needs of their "neighbors" fully possible while helping and supporting ourselves. They believe in our proud traditions and our dynamic future. Their community respects and values our services and they constantly reinforce that the responsibilities with which they are entrusted are well placed.

The Orange County Fire Authority is a regional fire service agency that serves 23 cities in Orange County and all unincorporated areas. The OCFA protects over 1,680,000 residents from its 72 fire stations located throughout Orange County. OCFA Reserve Firefighters work 10 stations throughout Orange County.

Minimum staffing is as follows:

Fire Engine: 4 persons with 2 members functioning as dual purpose paramedics

Ladder Truck: 4 persons with some trucks having 2 members functioning as dual purpose paramedics

SAN BERNARDINO COUNTY FIRE DEPARTMENT

At 20,160 square miles, San Bernardino County is the largest county in the continental United States. Their jurisdiction encompasses 19,278 square miles of extremely diverse environments that stretch from the Los Angeles County line on the west, to the Colorado River on the east, to the Nevada State line and Kern and Inyo counties on the north. They provide services to more than 60 communities/cities and all unincorporated areas of the county. San Bernardino County's Diversity their jurisdiction encounters hazards that include floods, fires, earthquakes, and train derailments, among others, that can impact highly urbanized metropolitan areas, industrial centers, and major portions of the most vital interstate

highway and railroad transportation corridors that serve Southern California. They are also home to major entertainment venues such as the Glen Helen Amphitheater, San Bernardino County Fairgrounds, and the California Speedway. Their mountain resort areas, the Colorado River and vast high-use recreational desert lands underscore our diverse geography. In the 2014/15 fiscal year, the San Bernardino County Fire Department responded to 83,695 calls for service in these complex areas.

The San Bernardino County Fire District (BDC) has no formal document that specifies our current staffing model. The following staffing guidelines apply:

- San Bernardino County Fire has 50 staffed stations. Those stations cover both their unincorporated areas and our areas covered by contracts and/or annexed fire service for cities.
- Of those 50 staffed stations, all but 3 are staffed with 3.0 Medic Engines and/or trucks. These 3 stations are covered with Medic Brush Patrols (MBP -Type VI) and 2.0 staffing (Captain assigned to each).
- These 3 (2.0) staffed units are budgeted to increase to 3.0 Type I engines this coming budget year.
- These MBP's serve sparsely populated unincorporated areas within the County.
- They specify that no 2.0 Engines will serve in their contracted areas.
- They maintain a standard of not covering stations with only Medic Squads or Medic Ambulances. All staffed stations have 24/7 Captain supervision.

SAN DIEGO FIRE DEPARTMENT

The Fire-Rescue Department (Department) is a primary and integral component of the City's public safety system. The Operations Division of the Department consists of 47 fire stations citywide with an average of 275 firefighters on duty daily. Each fire station houses at least one fire apparatus, namely a fire engine or a fire truck, for the purpose of delivering firefighters, equipment, and water to extinguish fires and provide for first responder emergency medical services. The Department covers 321 square miles of territory, serves a population of 1.3 million residents and over 29 million visitors (in 2009, according to the San Diego Convention and Visitors Bureau) and responds to more than 100,000 emergency calls per year.

8. MANAGER'S REPORT:

- a) Operations Report
- b) Emergency and Incident Report

Water and Wastewater Production Comparison

TOTAL WELL PRODUCTION in Million Gallons

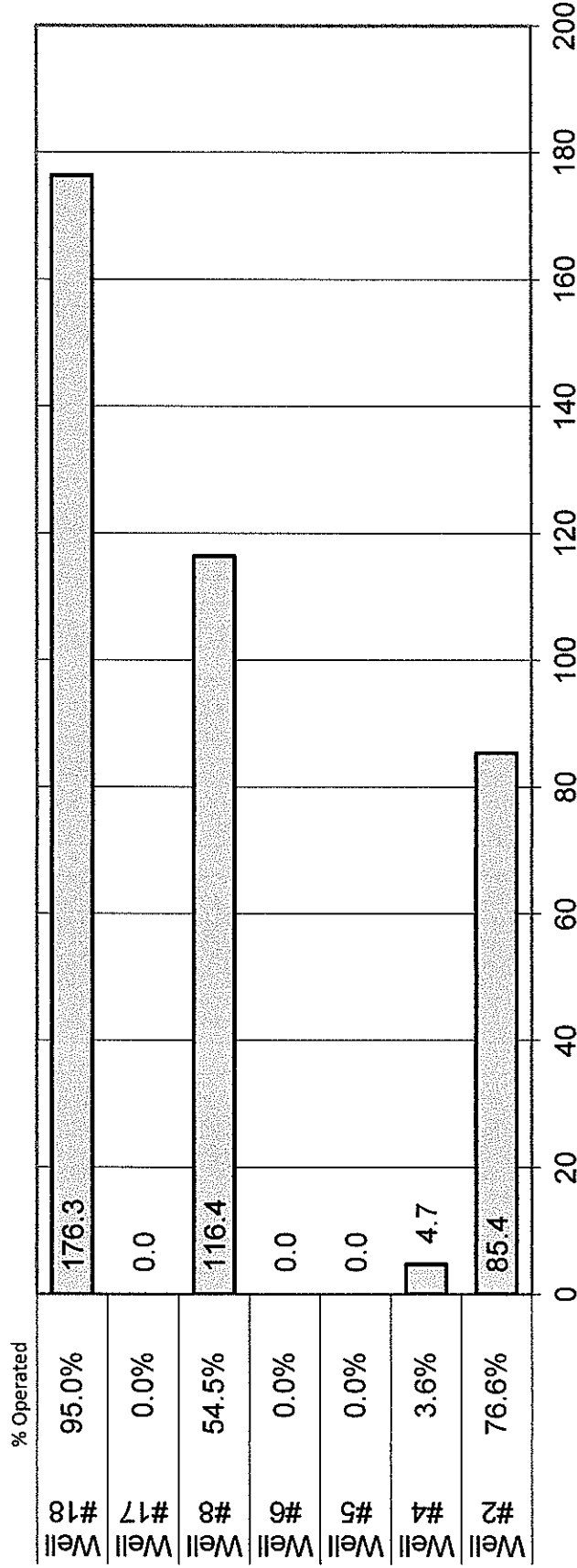
Consumption to JURUPA C.S.D. WASTEWATER FLOW TO RIVERSIDE

Date	Purchased	Potable	Potable	Non-Potable	Total	(Million Gallons)	(Million Gallons)
		Wells	Total	Wells			
2/1/2017	0.00	5.91	5.91	0.00	5.91	2.69	2.04
2/2/2017	0.00	6.90	6.90	0.00	6.91	2.69	2.01
2/3/2017	0.00	4.30	4.30	0.00	4.30	2.44	1.92
2/4/2017	0.00	5.15	5.15	0.00	5.15	2.44	1.88
2/5/2017	0.00	5.53	5.53	0.00	5.54	2.44	1.81
2/6/2017	0.00	5.30	5.30	0.00	5.31	2.58	1.98
2/7/2017	0.00	5.34	5.34	0.00	5.35	2.58	2.09
2/8/2017	0.00	4.98	4.98	0.00	4.99	2.58	2.05
2/9/2017	0.00	5.19	5.19	0.00	5.20	2.41	2.03
2/10/2017	0.00	4.54	4.54	0.00	4.54	2.51	1.89
2/11/2017	0.00	4.23	4.23	0.00	4.23	0.97	1.80
2/12/2017	0.00	3.34	3.34	0.00	3.34	1.51	1.72
2/13/2017	0.00	5.62	5.62	0.00	5.63	2.02	1.98
2/14/2017	0.00	4.93	4.93	0.00	4.93	2.55	2.00
2/15/2017	0.00	5.34	5.34	0.01	5.35	2.55	2.02
2/16/2017	0.00	5.18	5.18	0.00	5.18	1.47	1.99
2/17/2017	0.00	2.48	2.48	0.00	2.48	0.99	2.05
2/18/2017	0.00	4.19	4.19	0.00	4.19	0.97	1.86
2/19/2017	0.00	3.59	3.59	0.00	3.59	1.09	1.67
2/20/2017	0.00	3.08	3.08	0.00	3.09	1.11	2.08
2/21/2017	0.00	3.33	3.33	0.01	3.34	0.97	2.00
2/22/2017	0.00	3.64	3.64	0.00	3.65	0.97	1.98
2/23/2017	0.00	4.09	4.09	0.01	4.09	1.01	1.98
2/24/2017	0.00	3.48	3.48	0.01	3.49	1.01	1.89
2/25/2017	0.00	3.43	3.43	0.01	3.43	1.01	1.85
2/26/2017	0.00	3.58	3.58	0.00	3.58	1.01	1.79
2/27/2017	0.00	3.81	3.81	0.00	3.81	1.01	1.99
2/28/2017	0.00	4.24	4.24	0.03	4.27	1.01	2.08
MINIMUM	0.00	2.48	2.48	0.00	2.48	0.97	1.67
AVERAGE	0.00	4.45	4.45	0.00	4.46	1.74	1.94
MAXIMUM	0.00	6.90	6.90	0.03	6.91	2.69	2.09
TOTAL	0.00	124.73	124.73	0.13	124.85	48.58	54.40

RUBIDOUX COMMUNITY SERVICES DISTRICT
MONTHLY WELL PRODUCTION
(Million Gallons)

DATE	POTABLE WATER										NONPOTABLE WATER						TOTALS		
	JURUPA TIE-IN (MG)	TROYER Well #2 (MG)	Nitrate Removal Pit FLEETWOOD Well #4 (MG)	SKOTTY Well #6 (MG)	DAILY Well #5 (MG)	GOULD Well #8 (MG)	Manganese Removal Plant #2 Well #17 (MG)	Well #18 (MG)	28th ST. Well #3 (MG)	DAILY Well #7 (MG)	CLEMENT Well #11 (MG)	46th ST. Well #14 (MG)	MISSION #19 & #20 (MG)	POTABLE (MG)	NON POTABLE (MG)	TOTAL PROD. (MG)			
2/1/2017	0.00	1.19	0.00	0.00	0.00	2.34	0.00	2.39	0.00	0.00	0.00	0.00	0.00	5.91	0.00	5.91			
2/2/2017	0.00	1.77	0.78	0.00	0.00	2.26	0.00	2.09	0.00	0.00	0.00	0.00	0.00	6.90	0.00	6.91			
2/3/2017	0.00	0.53	0.00	0.00	0.00	1.97	0.00	1.81	0.00	0.00	0.00	0.00	0.00	4.30	0.00	4.30			
2/4/2017	0.00	1.13	0.00	0.00	0.00	1.97	0.00	2.05	0.00	0.00	0.00	0.00	0.00	5.15	0.00	5.15			
2/5/2017	0.00	1.26	0.00	0.00	0.00	2.03	0.00	2.24	0.00	0.00	0.00	0.00	0.00	5.53	0.00	5.54			
2/6/2017	0.00	1.13	0.00	0.00	0.00	1.90	0.00	2.28	0.00	0.00	0.00	0.00	0.00	5.30	0.00	5.31			
2/7/2017	0.00	1.09	0.37	0.00	0.00	2.07	0.00	1.82	0.00	0.00	0.00	0.00	0.00	5.34	0.00	5.35			
Subtotal	0.00	8.09	1.15	0.00	0.00	14.53	0.00	14.68	0.00	0.00	0.00	0.02	38.44	0.02	38.46				
2/8/2017	0.00	1.09	0.00	0.00	0.00	1.88	0.00	2.02	0.00	0.00	0.00	0.00	4.98	0.00	4.99				
2/9/2017	0.00	1.19	0.00	0.00	0.00	1.86	0.00	2.14	0.00	0.00	0.00	0.00	5.19	0.00	5.20				
2/10/2017	0.00	1.02	0.00	0.00	0.00	1.57	0.00	1.95	0.00	0.00	0.00	0.00	4.54	0.00	4.54				
2/11/2017	0.00	0.93	0.00	0.00	0.00	1.32	0.00	1.98	0.00	0.00	0.00	0.00	4.23	0.00	4.23				
2/12/2017	0.00	1.08	0.00	0.00	0.00	0.27	0.00	1.99	0.00	0.00	0.00	0.00	3.34	0.00	3.34				
2/13/2017	0.00	1.12	0.00	0.00	0.00	2.23	0.00	2.27	0.00	0.00	0.00	0.00	5.62	0.00	5.63				
2/14/2017	0.00	1.16	0.00	0.00	0.00	1.79	0.00	1.98	0.00	0.00	0.00	0.00	4.93	0.00	4.93				
Subtotal	0.00	7.58	0.00	0.00	0.00	10.82	0.00	14.34	0.00	0.00	0.00	0.02	32.83	0.02	32.85				
2/15/2017	0.00	0.89	0.38	0.00	0.00	2.31	0.00	1.76	0.00	0.00	0.00	0.01	5.34	0.01	5.35				
2/16/2017	0.00	1.42	0.00	0.00	0.00	1.55	0.00	2.21	0.00	0.00	0.00	0.00	5.18	0.00	5.18				
2/17/2017	0.00	0.79	0.00	0.00	0.00	0.00	0.00	1.69	0.00	0.00	0.00	0.00	2.48	0.00	2.48				
2/18/2017	0.00	1.33	0.00	0.00	0.00	0.52	0.00	2.34	0.00	0.00	0.00	0.00	4.19	0.00	4.19				
2/19/2017	0.00	1.13	0.00	0.00	0.00	0.39	0.00	2.07	0.00	0.00	0.00	0.00	3.59	0.00	3.59				
2/20/2017	0.00	0.47	0.00	0.00	0.00	0.53	0.00	2.08	0.00	0.00	0.00	0.00	3.08	0.00	3.09				
2/21/2017	0.00	1.11	0.00	0.00	0.00	0.00	0.00	2.22	0.00	0.00	0.00	0.01	3.33	0.01	3.34				
Subtotal	0.00	7.13	0.38	0.00	0.00	5.30	0.00	14.38	0.00	0.00	0.00	0.02	27.19	0.02	27.22				
2/22/2017	0.00	0.90	0.00	0.00	0.00	0.96	0.00	1.79	0.00	0.00	0.00	0.00	3.64	0.00	3.65				
2/23/2017	0.00	1.12	0.00	0.00	0.00	1.06	0.00	1.91	0.00	0.00	0.00	0.01	4.09	0.01	4.09				
2/24/2017	0.00	1.06	0.00	0.00	0.00	0.50	0.00	1.92	0.00	0.00	0.00	0.01	3.48	0.01	3.49				
2/25/2017	0.00	0.68	0.00	0.00	0.00	0.55	0.00	2.20	0.00	0.00	0.00	0.01	3.43	0.01	3.43				
2/26/2017	0.00	0.33	0.00	0.00	0.00	1.19	0.00	2.06	0.00	0.00	0.00	0.00	3.58	0.00	3.58				
2/27/2017	0.00	0.00	0.00	0.00	0.00	1.66	0.00	2.15	0.00	0.00	0.00	0.00	3.81	0.00	3.81				
2/28/2017	0.00	0.92	0.00	0.00	0.00	1.26	0.00	2.05	0.00	0.00	0.00	0.03	4.24	0.03	4.27				
Subtotal	0.00	5.01	0.00	0.00	0.00	7.18	0.00	14.07	0.00	0.00	0.00	0.06	26.26	0.06	26.32				
TOTAL	0.00	27.812	1.530	0.000	0.000	37.925	0.000	57.459	0.000	0.000	0.000	0.125	124.726	0.125	124.851				

TOTAL WATER PRODUCED w/ % Operated February 2017

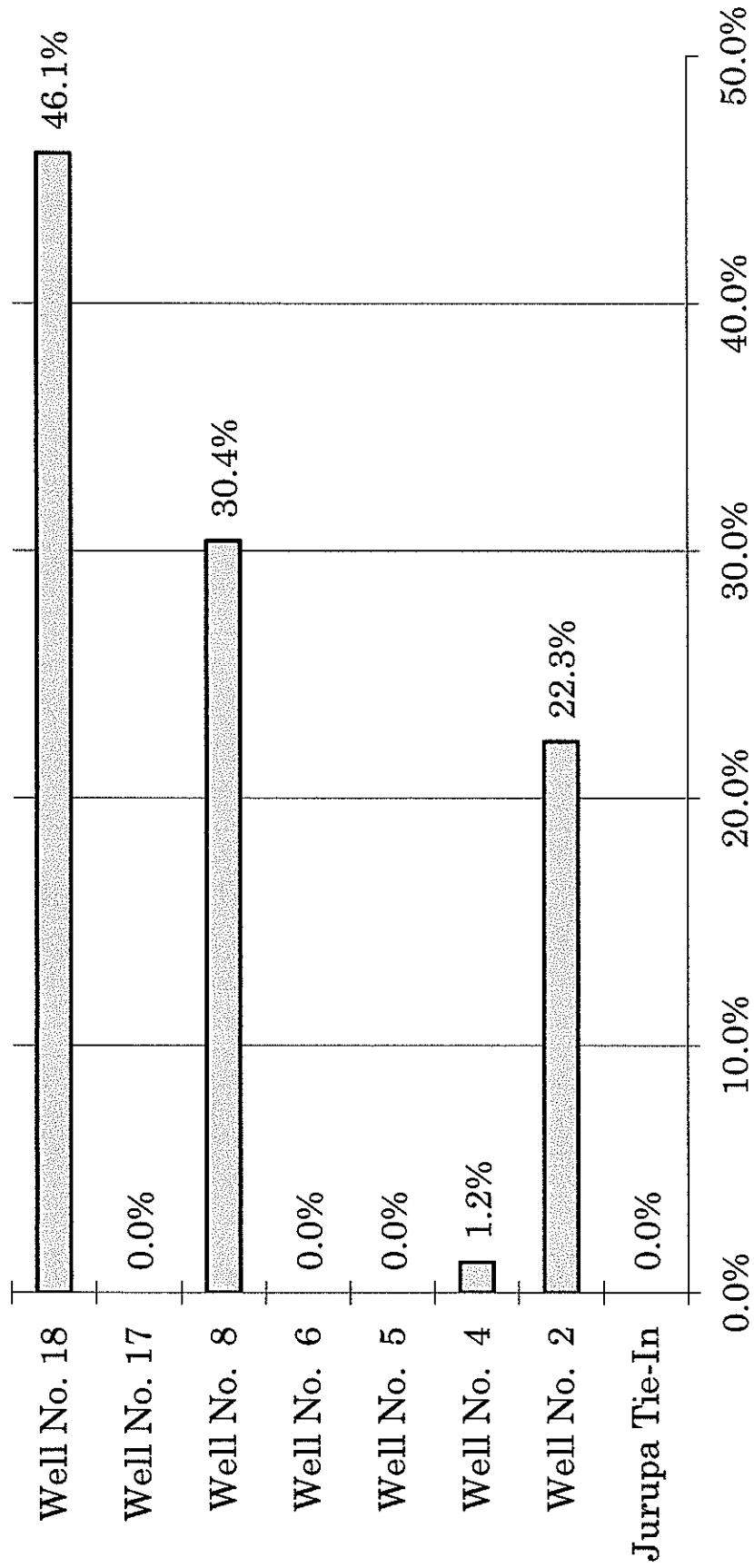


Max Production **967.1 AF**
 Monthly Production **382.8 AF**
 Reserve Production **584.3 AF**

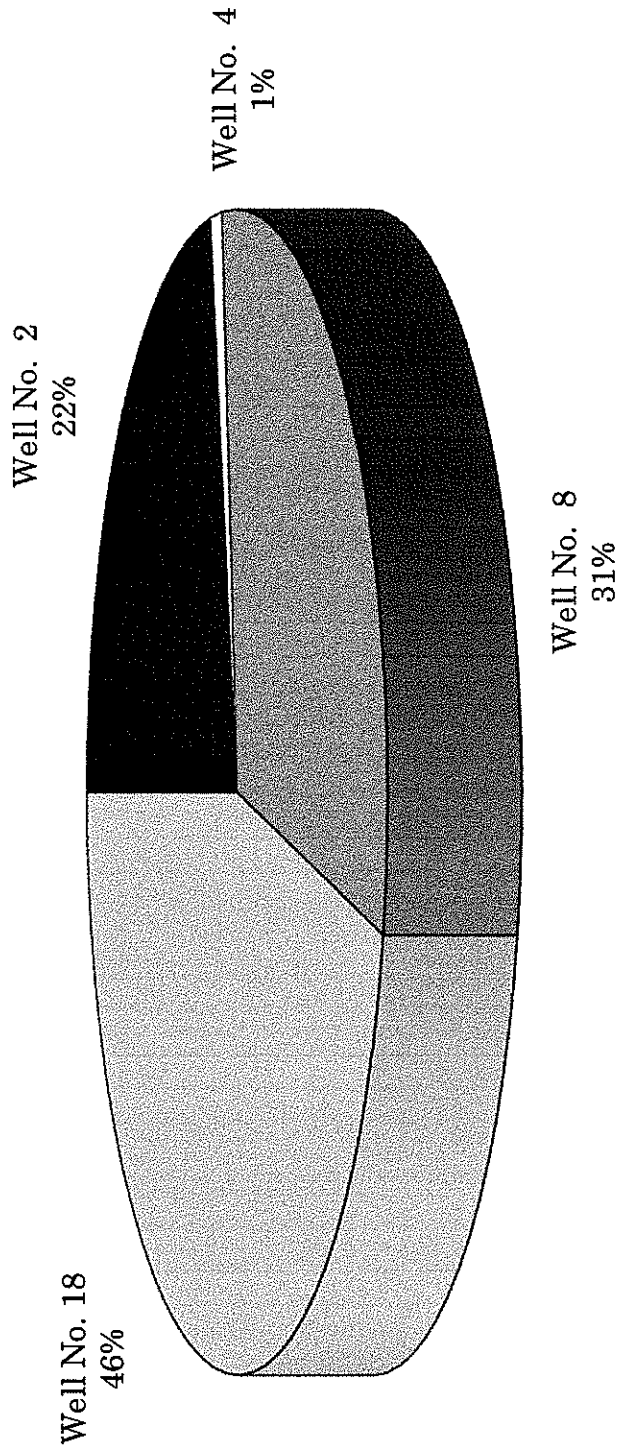
ACRE FEET

1 Acre Foot = 43,560 Cubic Feet = 325,829 Gallons

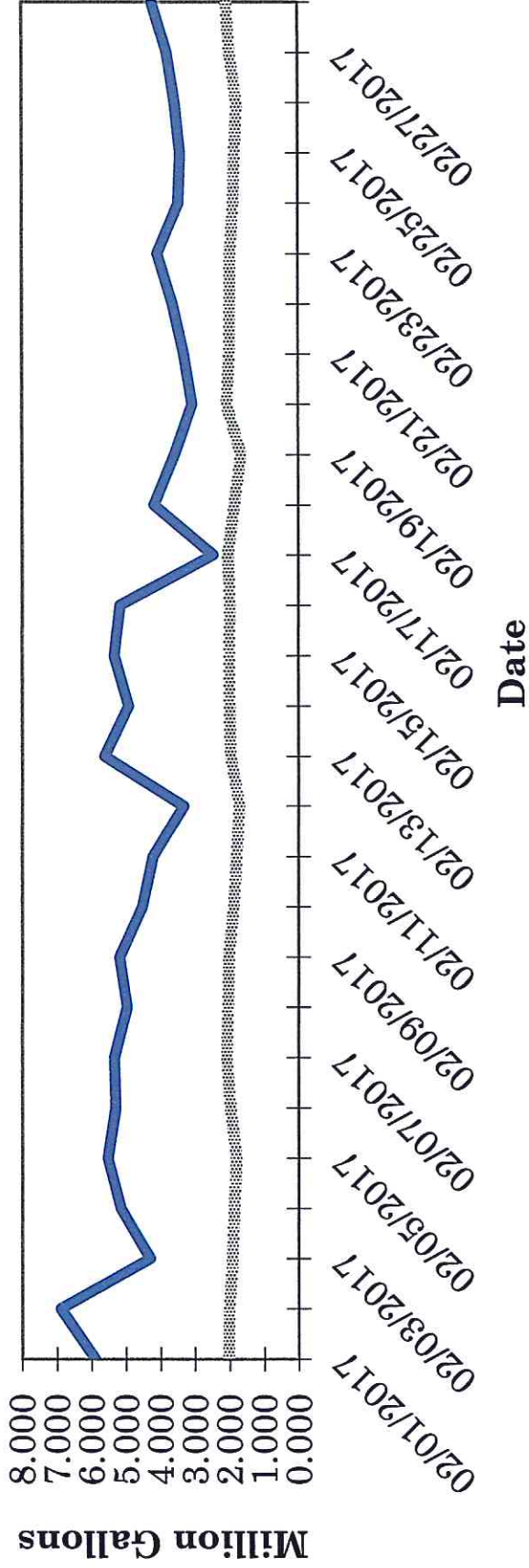
Source Potable Production Comparison February 2017



Source Potable Production Comparison February 2017



Potable Water & Wastewater Comparison February 2017

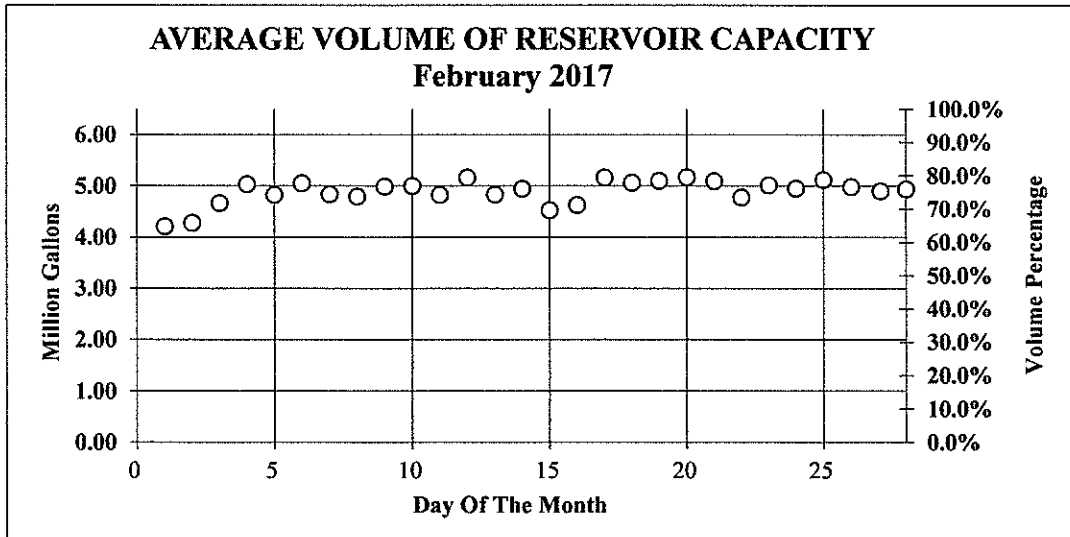


Series1
Series2

RUBIDOUX COMMUNITY SERVICES DISTRICT

Reservoir Capacity Report

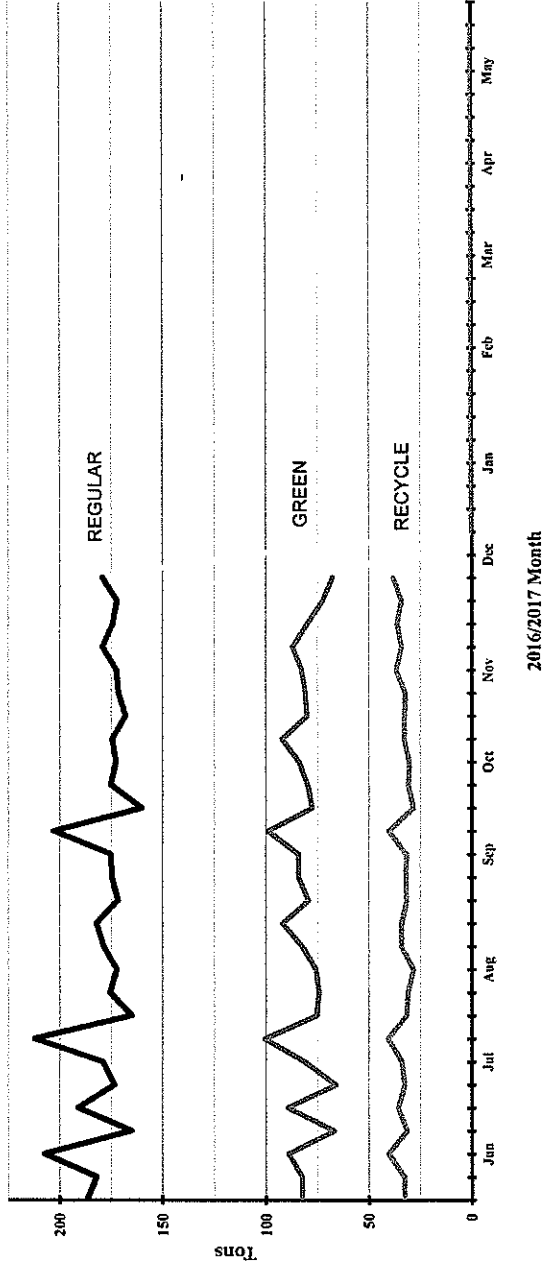
CAPACITY	ATKINSON SYSTEM		HUNTER SYSTEM		WATER AVAILABLE (Gallons)*	PERCENTAGE OF TOTAL CAPACITY
	2,000,000	3,000,000	425,000	1,000,000		
DATE	ATKINSON	WATSON	HUNTER 1	PERRONE		
2/1/2017	62.2	60.6	83.3	78.9	4,212,218	65.6%
2/2/2017	63.7	62.6	81.1	78.0	4,279,858	66.6%
2/3/2017	72.7	69.0	82.8	77.3	4,662,787	72.6%
2/4/2017	81.8	75.9	81.4	76.7	5,034,053	78.4%
2/5/2017	76.8	72.0	83.2	78.9	4,827,571	75.1%
2/6/2017	82.1	76.2	82.2	76.6	5,055,058	78.7%
2/7/2017	77.3	72.6	82.4	77.2	4,841,877	75.4%
2/8/2017	75.9	71.3	83.7	78.6	4,797,091	74.7%
2/9/2017	80.8	75.1	82.0	76.3	4,992,503	77.7%
2/10/2017	81.0	75.3	82.7	77.9	5,005,015	77.9%
2/11/2017	77.1	72.2	83.3	78.3	4,830,316	75.2%
2/12/2017	85.2	78.4	82.0	76.5	5,166,454	80.4%
2/13/2017	77.4	72.3	82.0	77.4	4,834,562	75.2%
2/14/2017	79.3	73.9	83.4	78.4	4,946,274	77.0%
2/15/2017	70.5	67.5	81.5	76.3	4,525,539	70.4%
2/16/2017	71.8	68.3	82.6	78.1	4,630,460	72.1%
2/17/2017	84.5	77.9	83.6	78.1	5,165,659	80.4%
2/18/2017	82.8	76.6	81.9	76.2	5,066,964	78.9%
2/19/2017	83.0	76.7	83.5	78.7	5,101,747	79.4%
2/20/2017	84.8	78.3	83.0	77.7	5,170,584	80.5%
2/21/2017	83.7	77.2	82.0	76.3	5,098,113	79.3%
2/22/2017	75.5	70.9	83.4	78.6	4,776,262	74.3%
2/23/2017	81.4	75.5	83.2	77.5	5,017,235	78.1%
2/24/2017	80.4	74.6	81.9	76.6	4,953,787	77.1%
2/25/2017	83.3	77.1	83.4	79.0	5,123,495	79.7%
2/26/2017	80.9	75.2	82.1	77.0	4,983,793	77.6%
2/27/2017	79.1	73.7	81.8	76.4	4,905,753	76.4%
2/28/2017	79.2	73.8	83.4	78.7	4,941,853	76.9%



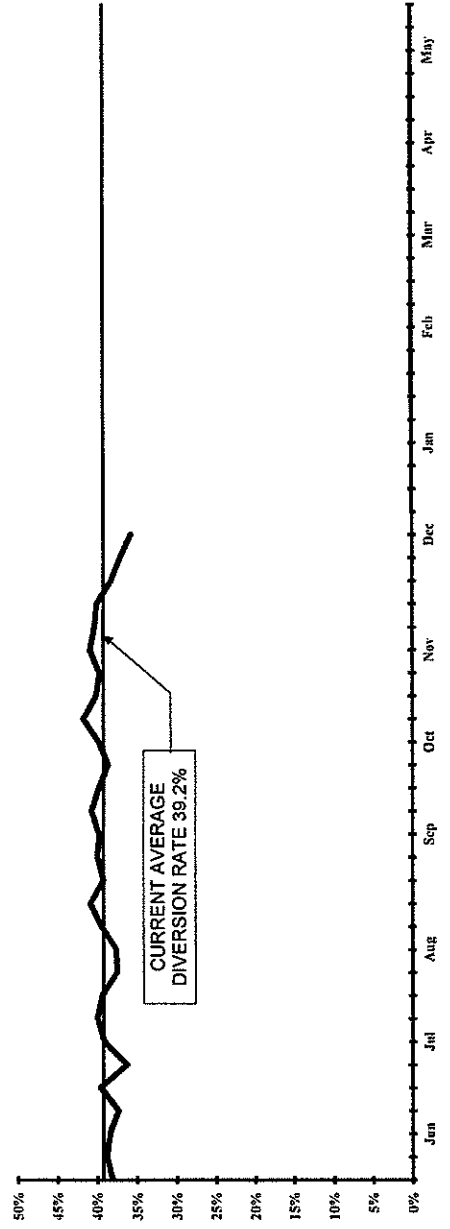
* The total capacity of all District reservoirs is 6,425,000 gallons.

RUBIDOUX COMMUNITY SERVICES DISTRICT
Green Waste Program
(May 16 to June 17)

CHARACTERIZATION OF REFUSE COLLECTED



PERCENTAGE OF GREEN/RECYCLE WASTE DIVERTED





**CAL
FIRE**



Resource Activity Report

2/1/2016

2/29/2016

2/1/2017

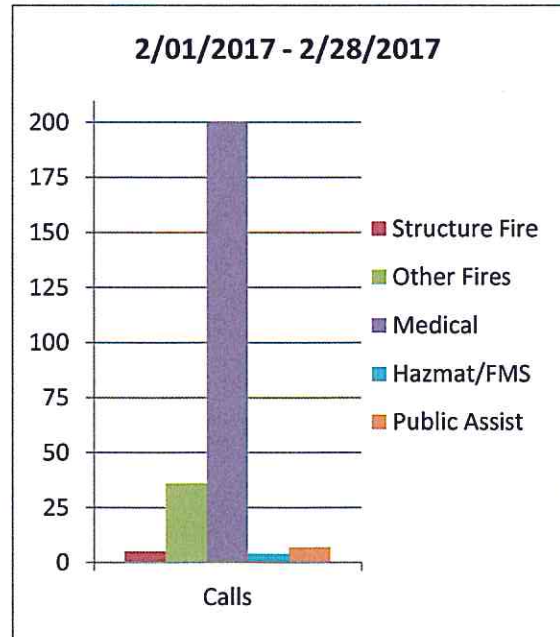
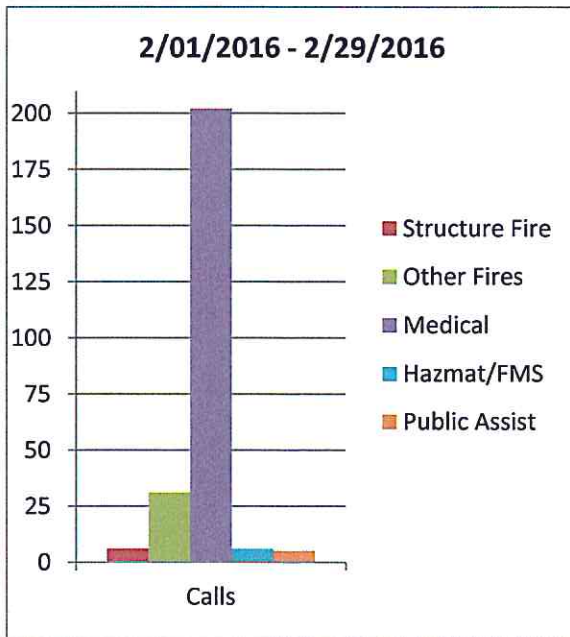
2/28/2017

Call Type	Station 38
Veg/Structure Fire	6
Other Fires	31
Medical	202
Hazmat/FMS	6
Public Assist	5
Period Total	250

Year to Date	531
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Call Type	Station 38
Veg/Structure Fire	5
Other Fires	36
Medical	200
Hazmat/FMS	4
Public Assist	7
Period Total	252

Year to Date	534
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9. CONSIDERATION TO ADOPT RESOLUTION 2017-833, A
RESOLUTION AUTHORIZING THE APPLICATION FOR A DISTRICT
BANK CARD: **DM 2017-11**

Rubidoux Community Services District

Board of Directors

Christopher Barajas
Armando Muniz
Bernard Murphy
F. Forest Trowbridge
Ruth Anderson Wilson



Secretary-Manager

David D. Lopez

Water Resource Management Refuse Collection Street Lights Fire / Emergency Services Weed Abatement

DIRECTORS MEMORANDUM 2017-11

March 16, 2017

To: Rubidoux Community Services District
Board of Directors

Subject: Adoption of Resolution No. 2017-833 a Resolution Authorizing the Application of District Credit Card

BACKGROUND:

At the March 2, 2017, regular meeting of the Rubidoux Community Services District, the Board approved Staff to Agendize attached Resolution 2017-833 which authorizes the application of a District Bank Card (attached DM 2017-10). Additionally, the Board reviewed the Credit Card Policy which regulates the effective and limited use of such a Bank Card. These changes have been incorporated into Resolution No. 2017-833 and referenced in Exhibit "A" and bold highlighted as follows:

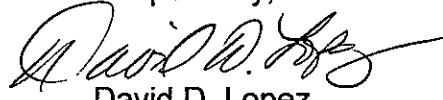
- **Credit card balances will be paid in full by each due date.**
- **Credit card information is not to be saved (creation of passwords) on websites if making an online purchase.**

Finally, after review of three Bank Cards, Staff recommended a Chase Corporate credit card best suits the District needs.

RECOMMENDATION:

Pursuant to Board Approval and Authorization and attached for the Board adoption is Resolution No. 2017-833 which establishes the application and use of a District bank Card.

Respectfully,



David D. Lopez
Secretary Manager

Attachments: DM 2017-10
Draft Resolution No. 2017-833

RESOLUTION NO. 2017-833

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE RUBIDOUX COMMUNITY SERVICES DISTRICT
ADOPTING CREDIT CARD POLICY**

WHEREAS, Credit Cards are mechanisms for purchasing good and services for the convenience of the Rubidoux Community Services District; and

WHEREAS, the Rubidoux Community Services District Board deems that it is in the best interest of the District to make certain District financial transactions by using a credit card as described in the attached Credit Card Policy and marked as Exhibit "A",

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE RUBIDOUX COMMUNITY SERVICES DISTRICT ("DISTRICT") the Credit Card Policy developed by Staff and presented on March 2, 2017, be adopted as the Rubidoux Community Services District Policy and directs the following actions:

Section 1. Authorize the application for credit cards;

Section 2. Authorize the General Manager to negotiate and execute any necessary agreements, approved as to legal form;

Section 3. Authorize no more than two (2) credit cards for District use.

BE IT FURTHER RESOLVED that this Resolution was approved and adopted this 2nd day of March, 2017, at the Regular Meeting of the Board of Directors of the Rubidoux Community Services District by the following vote:

AYES:
NOES:
ABSENT:
ABSTENTIONS:

Armando Muniz, President

(Seal)

ATTEST:

David D. Lopez
Secretary to the Board

APPROVED AS TO FORM AND CONTENT:

John R. Harper, District Counsel

RUBIDOUX COMMUNITY SERVICES DISTRICT

CREDIT CARD POLICY

Purpose

- Ensure that District Purchasing Card transactions are carried out as effectively as possible.
- Guard against any possible fraud and abuse of the District Purchasing Card.

Authority

General Manager, Manager of Fiscal Services, and Accounting/Budgeting Manager are responsible to ensure that the District Purchasing Card expenses are proper and reimbursable under this policy and that the expenses are reasonable and necessary. Final approval of reimbursements is under the authority of the Board.

Procedures

Card Issue

- The Rubidoux CSD provides staff with a District Purchasing Card for purchases of goods and services.
- Each District Purchasing Card has a monthly spending limit. This limit is based upon anticipated purchasing needs and is set and authorized by the General Manager and/or the Manager of Fiscal Services.

Credit Card Expenditure

- The District Purchasing Card will only be used for those activities that are direct consequences of the cardholders' function within the organization.
- Any purchase over the amount of \$250 requires written approval from the General Manager or Manager of Fiscal Services.
- **Credit card balance will be paid in full by each due date.**

Cardholder's Responsibilities

- Activate and sign the back of the District Purchasing Card as soon as it is received.
- When a purchase is made, the following information should be recorded on the physical receipt:
 - If the expenditure is for a specific grant project – note the Grant Name
 - If the expenditure is for RCSD Indirect or Operating Expenses – note the budget category (Operating Supplies, Utilities, etc.)
 - Describe what was purchased – if this is not already clearly indicated on the receipt.
 - Write cardholder's name or initials on the receipt
 - Give the receipt to the Accounting/Budgeting Manager immediately.

- If the District Purchasing Card is lost or stolen report this immediately, no later than the next business day, to the Accounting/Budgeting Manager or Manager of Fiscal Services so that the Card can be cancelled.
- Review and sign a copy of the monthly statement to verify all the transactions are correct and have been made for official purposes.
- In the event of resignation, return the District Purchasing Card to the Manger of Fiscal Services.
- Cardholder shall be personally liable for any unauthorized transactions unless the Card is lost, stolen, or subject to fraud by a third party.
- **Credit card information is not to be saved (creation of passwords) on websites if making an online purchase.**

Rubidoux Community Services District

Board of Directors

Christopher Barajas
Armando Muniz
Bernard Murphy
F. Forest Trowbridge
Ruth Anderson Wilson



Secretary-Manager

David D. Lopez

Water Resource Management Refuse Collection Street Lights Fire / Emergency Services Weed Abatement

DIRECTORS MEMORANDUM 2017-10

March 2, 2017

To: Rubidoux Community Services District
Board of Directors

Subject: Authorize the Application of District Credit Card

BACKGROUND:

On a limited basis the Rubidoux Community Services District has a need to purchase goods and services via a credit card when suppliers, vendors and seminars do not take a District issued purchase order (P.O.). Typical credit card purchases include Board Members seminar registrations, employee training and workshops, annual employee banquet and in-house working lunches to name a few. In all of the above purchases, District employees use personal credit cards for District related services and goods. Employees are then required to complete and submit a reimbursement request for District related expenses and must now wait for Board approval. As a disclosure, the District does have a Home Depot credit card for materials and hand tools. The Home Depot card is controlled by our Manager of Fiscal Services and requested by the District Field Manager when needed.

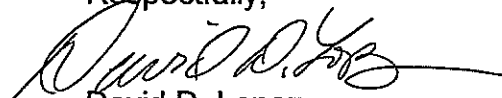
A District Credit card would eliminate the use of employee's personal credit card purchases. Further, a District Credit Card authorization provides a mechanism which improves the efficiency and convenience of conducting District business. Staff would recommend the issuance of two (2) Credit cards – one to the Manager of Fiscal Services and the other to our District Engineer/Assistant General Manager. For checks and balances purposes, the General Manager would not be a bearer to any proposed District credit card.

Staff has reviewed three (3) potential credit cards; Capital One, Chase and CSDA. It is our recommendation based upon the limited and selective use of a District issued credit card that Chase Credit Card offers the best benefits since it offers a 5% cash back on the first \$25,000.00 on an annual basis.

RECOMMENDATION:

Staff recommends to the Rubidoux Community Services District Board of Directors the authorization to apply for the Chase Credit Card for District use. If the Board concurs, Staff request authorization to agendaize Draft Resolution No. 2017-833 at the next regular Board Meeting of the Rubidoux Community Services District for Adoption to effectuate the application of District Credit Card(s).

Respectfully,



David D. Lopez
Secretary Manager

Attachments: Credit Card Summary and Matrix
Draft Resolution No. 2017-833

RCSD Credit Card Analysis

Capital One	Chase *	CSDA
No Annual Fee	No Annual Fee	potential \$30 annual fee
0% APR until October 2017	0% intro APR for 12 months from account opening on purchases and balance transfers.	No introductory rate
Annual APR depending on credit - 13.24% / 17.24% / 21.24%	13.74%–19.74% variable APR.	APR - Prime (currently 3.75%) + 4.99%
\$39 Late Fee	\$39 Late Fee	\$25 Late Fee
1.5% cash back, no limit on the amount of cash back earned	Earn 5% cash back on the first \$25,000 spent in combined purchases at office supply stores and on cellular phone, landline, internet and cable TV services each account anniversary year.* Earn 2% cash back on the first \$25,000 spent in combined purchases at gas stations and restaurants each account anniversary year.* Earn 1% cash back on all other purchases—with no limit to the amount you can earn.*	No minimum spend to earn rebates - paid annual based upon District's share of CSDA volume
\$500 one-time cash-back bonus (spend \$4500 on purchases within first 3 months of approval)	\$300 one-time cash-back bonus (spend \$3000 on purchases within first 3 months after account opening)	Consolidated annual spending of card participants - min avg \$20k per month - if fall below consolidated spending of \$20k per month, an annual card fee of \$30 could apply for each participating District.
Cash rewards don't expire	Cash rewards don't expire	Rebates paid annually within 30 days after the end of each calendar year of the Agreement
\$0 Fraud Liability if card lost or stolen		Up to \$100,000 Protection against Employee Misuse
90-Day Purchase Protection on most purchases in the event of loss, theft, damage or fire		60-Days to dispute a transaction
Employee cards at no additional cost	Employee cards at no additional cost	

10. RECEIVE AND FILE STATEMENT OF CASH ASSET SCHEDULE
REPORT FOR ALL DISTRICT FUND ACCOUNTS ENDING
FEBRUARY 2017: **DM 2017-12**

Rubidoux Community Services District

Board of Directors

Christopher Barajas
Armando Muniz
Bernard Murphy
F. Forest Trowbridge
Ruth Anderson Wilson



Secretary-Manager

David D. Lopez

Water Resource Management Refuse Collection Street Lights Fire / Emergency Services Weed Abatement

DIRECTORS MEMORANDUM 2017-12

March 16, 2017

To: Rubidoux Community Services District
Board of Directors

Subject: Receive and File February's Statement of Cash Asset Schedule

BACKGROUND:

Attached for the Board of Directors' consideration is February's 2017, Statement of Cash Asset Schedule Report for all District Fund Accounts. Our YTD interest is \$81,194.00 for District controlled accounts. With respect to District "Funds in Trust", we show \$3,349.00 which has been earned and posted. The District has a combined YTD interest earned total of \$84,543.00 as of February 28, 2017.

With respect to the District's Operating Funds (Excluding Restricted Funds and Operating Reserves), we show a balance of \$4,692,505.00 ending February 28, 2017. That's **\$149,493.00 LESS** than July 1, 2016, beginning balance of \$4,841,998.00.

Further, the District's Field/Admin Fund continues to grow and current fund balance is \$285,947.00.

Submitted for the Board of Directors consideration is the **February 2017, Statement of Cash Asset Schedule Report** for your review and acceptance this afternoon.

RECOMMENDATION:

Staff recommends to "**Receive and File**" the February 2017 Statement of Cash Asset Schedule Report to the Rubidoux Community Services District Board of Directors.

Respectfully,



David D. Lopez
Secretary-Manager

Attachment: February 2017, Cash Asset Schedule Report

RUBIDOUX COMMUNITY SERVICES DISTRICT

INVESTMENT SUMMARY - FEBRUARY 28, 2017
CASH BASIS

	Beg. Bal. 7/1/2016	YTD Int.	Other Activity YTD	Balance 2/28/2017	YTD Avg. Int. Rate
Fire Mitigation	\$1,273,969.66	\$5,751.74	\$27,600.20	\$1,307,321.60	0.44%
Wastewater CIP	3,417,090.15	11,427.13	253,235.21	3,681,752.49	0.31%
Water CIP	2,413,983.88	6,252.67	381,573.68	2,801,810.23	0.22%
Operating	4,841,998.01	23,261.00	(172,753.22)	4,692,505.79	0.50%
Water Operating Reserve	3,175,185.66	10,405.92	187,966.24	3,373,557.82	0.31%
Water Replacement Reserve	450,201.61	2,235.15	87,137.49	539,574.25	0.41%
COP Reserve	2,577,495.27	12,384.28	144,010.96	2,733,890.51	0.45%
Wastewater Reserve	2,513,447.46	8,288.61	1,535.00	2,523,271.07	0.33%
Field/admin Fund	232,377.31	1,188.01	52,382.50	285,947.82	0.42%
Funds in Trust	730,815.81	3,349.24	1,842.13	736,007.18	0.46%
Total Investments	\$21,626,564.82	\$84,543.75	\$964,530.19	\$22,675,638.76	0.37%

RUBIDOUX COMMUNITY SERVICES DISTRICT
CASH ASSET SCHEDULE
INVESTMENT ACTIVITY
 FOR PERIOD FEBRUARY 1, 2017 THRU FEBRUARY 28, 2017
 CASH BASIS
FIRE MITIGATION

<u>DATE</u>	<u>INSTITUTION</u>	<u>INSTRUMENT</u>	<u>MATURITY</u>	<u>STATUS</u>	<u>PURCHASE / REDEEM</u>	<u>INT. RATE</u>	<u>INTEREST</u>	<u>PAR/ BALANCE</u>	<u>TOTAL</u>
2/1/2017	Premier Bank	CD		Beg. Bal.		1.00	-	170,000.20	
	Premier Bank			Interest			-	170,000.20	
	Premier Bank			Redeem	-		-	170,000.20	
2/2/2017	Premier Bank	CD	4/3/2018	Purchase	-		-	170,000.20	
2/1/2017	Premier Bank	Checking		Beg. Bal.		0.00	-	8,835.50	
	Premier Bank	Fire Mitig		Activity	-		-	8,835.50	
2/28/2017	Premier Bank			End Bal.	-		-	8,835.50	
2/1/2017	LAIF	Fire Mitigation		Beg. Bal.		0.77	-	1,116,685.28	
	LAIF			Interest	-		-	1,116,685.28	
2/28/2017	LAIF			Activity	-		-	1,116,685.28	
2/1/2017	Premier Bank	Safekeeping		Beg. Bal.		0.00	-	11,800.62	
	Premier Bank			Activity	-		-	-	
2/28/2017	Premier Bank			End Bal.	-		-	11,800.62	1,307,321.60

RUBIDOUX COMMUNITY SERVICES DISTRICT
CASH ASSET SCHEDULE
INVESTMENT ACTIVITY
 FOR PERIOD FEBRUARY 1, 2017 THRU FEBRUARY 28, 2017
 CASH BASIS
WASTEWATER CIP FUNDS

<u>DATE</u>	<u>INSTITUTION</u>	<u>INSTRUMENT</u>	<u>MATURITY</u>	<u>STATUS</u>	<u>PURCHASE / REDEEM</u>	<u>INT. RATE</u>	<u>INTEREST</u>	<u>PAR/ BALANCE</u>	<u>TOTAL</u>
2/1/2017	LAIF	Sewer Mainline		Beg. Bal.				2,355,206.29	
2/28/2017	LAIF			Interest		0.77	-	2,355,206.29	
2/28/2017	LAIF			Activity	(3,758.41)			2,351,447.88	
2/1/2017	LAIF	Sewer WWR		Beg. Bal.				61,392.84	
2/28/2017	LAIF			Interest		0.77	-	61,392.84	
2/28/2017	LAIF			Activity	-			61,392.84	
2/1/2017	CBB-CDARS	CD		Beg. Bal.				600,000.00	
2/28/2017	CBB-CDARS			Interest	23.01	0.05	-	600,000.00	
2/28/2017	CBB-CDARS			Redeem	600,000.00			1,200,000.00	
2/28/2017	CBB-CDARS		5/25/2017	Purchase	(600,000.00)			600,000.00	
2/1/2017	CBB-CDARS	CD		Beg. Bal.				600,000.00	
2/28/2017	CBB-CDARS			Interest	23.02	0.05	-	600,000.00	
2/28/2017	CBB-CDARS			Redeem	-			600,000.00	
2/28/2017	CBB-CDARS		6/1/2017	Purchase	-			600,000.00	
2/1/2017	CBB	Safekeeping		Beg. Bal.				68,865.74	
2/28/2017	CBB			Activity		0.10	46.03	-	
2/28/2017	CBB			End Bal.				68,911.77	3,681,752.49

RUBIDOUX COMMUNITY SERVICES DISTRICT
CASH ASSET SCHEDULE
INVESTMENT ACTIVITY
 FOR PERIOD FEBRUARY 1, 2017 THRU FEBRUARY 28, 2017
 CASH BASIS
WATER CIP FUNDS

<u>DATE</u>	<u>INSTITUTION</u>	<u>INSTRUMENT</u>	<u>MATURITY</u>	<u>STATUS</u>	<u>PURCHASE / REDEEM</u>	<u>INTEREST RATE</u>	<u>INTEREST</u>	<u>PAR/ BALANCE</u>	<u>TOTAL</u>
2/1/2017	LAIF	Water Mainline		Beg. Bal.		0.77	-	820,092.15	
2/28/2017	LAIF			Interest			-	820,092.15	
2/28/2017	LAIF			Activity	(5,100.00)			814,992.15	
2/1/2017	Premier Bank	CD		Beg. Bal.		1.00	-	575,000.00	
2/28/2017	Premier Bank			Activity			-	575,000.00	
2/28/2017	Premier Bank			Redeem	-			575,000.00	
2/28/2017	Premier Bank		4/3/2018	Purchase	-			575,000.00	
2/1/2017	Citizens Bus	CD		Beg. Bal.		0.25	-	225,000.00	
2/28/2017	Citizens Bus			Activity		n/a		225,000.00	
2/28/2017	Citizens Bus			Redeem	-			225,000.00	
2/28/2017	Citizens Bus		5/9/2017	Purchase	-			225,000.00	
2/1/2017	CBB-CDARS	CD		Beg. Bal.		0.05	-	500,000.00	
2/28/2017	CBB-CDARS			Activity		n/a		500,000.00	
2/28/2017	CBB-CDARS			Redeem	-			500,000.00	
2/28/2017	CBB-CDARS		4/27/2017	Purchase	-			500,000.00	
2/1/2017	CBB-CDARS	CD		Beg. Bal.		0.05	-	630,000.00	
2/28/2017	CBB-CDARS			Activity		n/a		630,000.00	
2/28/2017	CBB-CDARS			Redeem	-			630,000.00	
2/28/2017	CBB-CDARS		4/27/2017	Purchase	-			630,000.00	

RUBIDOUX COMMUNITY SERVICES DISTRICT
CASH ASSET SCHEDULE
INVESTMENT ACTIVITY
 FOR PERIOD FEBRUARY 1, 2017 THRU FEBRUARY 28, 2017
 CASH BASIS

2/1/2017	Premier Bank	Safekeeping	Beg. Bal.		40,010.23
	Premier Bank		Activity	0.00	40,010.23
2/28/2017	Premier Bank		End Bal.		40,010.23
2/1/2017	CBB	Safekeeping	Beg. Bal.		16,807.85
	CBB		Activity	0.10	
2/28/2017	CBB		End Bal.		16,807.85
					2,801,810.23

RUBIDOUX COMMUNITY SERVICES DISTRICT
CASH ASSET SCHEDULE
INVESTMENT ACTIVITY
 FOR PERIOD FEBRUARY 1, 2017 THRU FEBRUARY 28, 2017
 CASH BASIS
OPERATING FUNDS

<u>DATE</u>	<u>INSTITUTION</u>	<u>INSTRUMENT</u>	<u>MATURITY</u>	<u>STATUS</u>	<u>DEPOSIT/ WITHDRAW</u>	<u>INTEREST RATE</u>	<u>INTEREST</u>	<u>PAR/ BALANCE</u>	<u>TOTAL</u>
2/1/2017	Premier Bank	Checking-Gen.		Beg. Bal.				162,612.23	
	Premier Bank			Deposits	1,430,375.36	0.00	-	1,592,987.59	
2/28/2017	Premier Bank			Disbursements	(1,475,417.01)			117,570.58	
2/1/2017	Premier Bank	Checking		Beg. Bal.				498,723.87	
	Premier Bank	Property Tax		Deposits	32,338.28	0.00	-	531,062.15	
2/28/2017	Premier Bank			Disbursements	(500,000.00)			31,062.15	
2/1/2017	Premier Bank	Checking-Sewer		Beg. Bal.				32,257.83	
	Premier Bank			Deposits	225,309.31	0.00	-	257,567.14	
2/28/2017	Premier Bank			Disbursements	(253,874.98)			3,692.16	
2/1/2017	Premier Bank	Checking-Water		Beg. Bal.				558,341.70	
	Premier Bank			Deposits	921,769.46	0.00	-	1,480,111.16	
2/28/2017	Premier Bank			Disbursements	(963,531.21)			516,579.95	
2/1/2017	Premier Bank	Checking-W.R.		Beg. Bal.				8,649.13	
	Premier Bank			Deposits	-	0.00	-	8,649.13	
2/28/2017	Premier Bank			Disbursements	(755.39)			7,893.74	

RUBIDOUX COMMUNITY SERVICES DISTRICT
CASH ASSET SCHEDULE
INVESTMENT ACTIVITY
 FOR PERIOD FEBRUARY 1, 2017 THRU FEBRUARY 28, 2017
 CASH BASIS
OPERATING FUNDS

<u>DATE</u>	<u>INSTITUTION</u>	<u>INSTRUMENT</u>	<u>MATURITY</u>	<u>STATUS</u>	<u>DEPOSIT/ WITHDRAW</u>	<u>INTEREST RATE</u>	<u>INTEREST</u>	<u>PAR/ BALANCE</u>	<u>TOTAL</u>
2/1/2017	Premier Bank	Checking-COP		Beg. Bal				59,513.89	
2/28/2017	Premier Bank			Deposits	-	0.00	-	59,513.89	
2/28/2017	Premier Bank			Disbursements	(2,959.52)			56,554.37	
2/1/2017	Premier Bank	CD		Beg. Bal.				255,000.00	
2/28/2017	Premier Bank			Activity		1.00	-	255,000.00	
2/28/2017	Premier Bank			Redeem	-		-	255,000.00	
2/28/2017	Premier Bank	CD	5/3/2017	Purchase	-			255,000.00	
2/1/2017	Premier Bank	Operations		Beg. Bal				17,743.64	
2/28/2017	Premier Bank	Safekeeping		Deposits	-	0.00	-	17,743.64	
2/28/2017	Premier Bank			Disbursements				17,743.64	
2/1/2017	LAIF	Gen. Fund-Prop Tax		Beg. Bal				2,768,445.51	
2/28/2017	LAIF	Qtrly. Interest		Deposits	590,330.00	0.77	-	3,358,775.51	
2/28/2017	LAIF			Disbursements	(125,750.00)			3,233,025.51	
2/1/2017	LAIF	Water Op.		Beg. Bal				33,929.45	
2/28/2017	LAIF	Qtrly. Interest		Deposits	120,550.00	0.77	-	154,479.45	
2/28/2017	LAIF			Disbursements	(103,393.16)			51,086.29	
2/1/2017	LAIF	Sewer Op.		Beg. Bal				463,338.99	
2/28/2017	LAIF	Qtrly. Interest		Deposits	8,958.41	0.77	-	472,297.40	
2/28/2017	LAIF			Disbursements	(70,000.00)			402,297.40	4,692,505.79

RUBIDOUX COMMUNITY SERVICES DISTRICT
CASH ASSET SCHEDULE
INVESTMENT ACTIVITY
 FOR PERIOD FEBRUARY 1, 2017 THRU FEBRUARY 28, 2017
 CASH BASIS
RESERVED FUNDS

<u>DATE</u>	<u>INSTITUTION</u>	<u>INSTRUMENT</u>	<u>MATURITY</u>	<u>STATUS</u>	<u>DEPOSIT/ WITHDRAW</u>	<u>INTEREST RATE</u>	<u>INTEREST</u>	<u>PAR/ BALANCE</u>	<u>TOTAL</u>
2/1/2017	LAIF	Water Op. Reserve		Beg. Bal				3,235,325.71	
	LAIF	Qtrly. Interest		Deposits	238,232.11	0.77	-	3,473,557.82	
2/28/2017	LAIF			Disbursements	(100,000.00)			3,373,557.82	
2/1/2017	LAIF	W.R.		Beg. Bal				527,081.30	
	LAIF	Qtrly. Interest		Deposits	12,492.95	0.77	-	539,574.25	
2/28/2017	LAIF			Disbursements	-			539,574.25	
2/1/2017	LAIF	COP-Payback		Beg. Bal				2,646,452.41	
	LAIF	Qtrly. Interest		Deposits	87,438.10	0.77	-	2,733,890.51	
2/28/2017	LAIF			Disbursements	-			2,733,890.51	
2/1/2017	LAIF	Field/Admin Bldg.		Beg. Bal				285,947.82	
	LAIF	Qtrly Interest		Deposits	-	0.77	-	285,947.82	
2/28/2017	LAIF			Disbursements	-			285,947.82	
2/1/2017	LAIF	Wastewater Reserve		Beg. Bal				2,523,271.07	
	LAIF	Qtrly. Interest		Deposits	-	0.77	-	2,523,271.07	
2/28/2017	LAIF			Disbursements				2,523,271.07	9,456,241.47

RUBIDOUX COMMUNITY SERVICES DISTRICT
CASH ASSET SCHEDULE
INVESTMENT ACTIVITY
 FOR PERIOD FEBRUARY 1, 2017 THRU FEBRUARY 28, 2017
 CASH BASIS
FUNDS IN TRUST

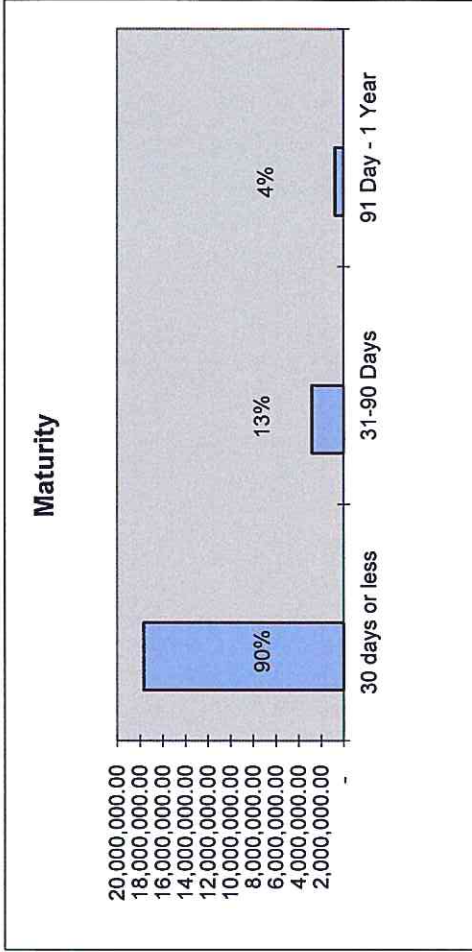
<u>DATE</u>	<u>INSTITUTION</u>	<u>INSTRUMENT</u>	<u>MATURITY</u>	<u>STATUS</u>	<u>PURCHASE / REDEEM</u>	<u>INTEREST RATE</u>	<u>INTEREST</u>	<u>PAY/ BALANCE</u>	<u>TOTAL</u>
2/1/2017	U.S. Bank	COP's Refunding-Series 1998 Install Sale	-		-	0.17	-	733,387.05	
2/28/2017		Reserve-LAIF		733,387.05	-	0.77		733,387.05	
2/1/2017	Premier Bank	Fiscal Agent-SRL MN Plant		Beg. Bal		0.20	0.00	2,620.13	
2/28/2017		Deposits			-			2,620.13	
		Disbursements			-			2,620.13	736,007.18
TOTAL CASH FUNDS									22,675,638.76

RCS D PORTFOLIO HOLDINGS REPORT
 FEBRUARY 28, 2017

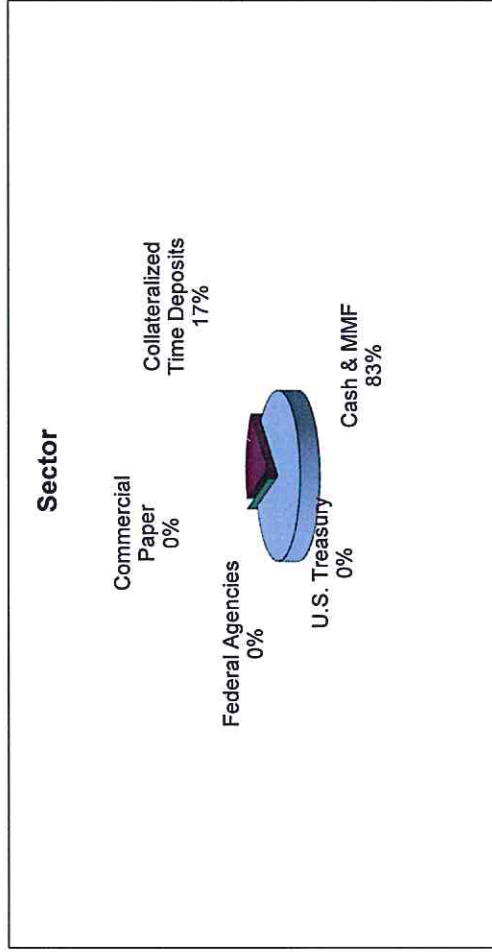
<u>Par \$</u>	<u>Issuer</u>	<u>Maturity</u>	<u>Acquisition Cost</u>	<u>Current Market</u>	<u>Gain/Loss</u>	<u>Yld Mat</u>
AGENCY						
			-	-	-	
	Subtotals					
U.S. TREASURIES						
COMMERCIAL PAPER						
			-	-	-	
	Subtotals					
COLLATERALIZED TIME DEPOSITS						
170,000.00	Premier	4/3/2018	170,000.20	170,000.20		0.60
500,000.00	Citizens CDARS	4/27/2017	500,000.00	500,000.00		0.05
630,000.00	Citizens CDARS	4/27/2017	630,000.00	630,000.00		0.05
575,000.00	Premier	4/3/2018	575,000.00	575,000.00		0.60
255,000.00	Premier	5/3/2017	255,000.00	255,000.00		0.60
600,000.00	Citizens CDARS	5/25/2017	600,000.00	600,000.00		0.05
600,000.00	Citizens CDARS	6/1/2017	600,000.00	600,000.00		0.05
225,000.00	Citizens Business Bank	5/9/2017	225,000.00	225,000.00		0.25
	Subtotals		3,555,000.20	3,555,000.20	-	
CASH EQUIVALENT & MONEY MARKET						
17,487,169.12	LAIF	-	17,487,169.12	17,487,169.12		0.77
39,897.65	CHECK-PPBI-Fire- Prop tax		39,897.65	39,897.65		-
155,274.11	SAFEKEEPING		155,274.11	155,274.11		-
	Subtotals		17,682,340.88	17,682,340.88	-	
	GRAND TOTALS		21,237,341.08	21,237,341.08	-	

RCS D Investment Portfolio
February 28, 2017

<u>Maturity</u>	<u>Assets</u>
30 days or less	17,682,340.88
31-90 Days	2,810,000.00
91 Day - 1 Year	745,000.20
Total	21,237,341.08



<u>Sector</u>	<u>Assets</u>
Cash & MMF	17,682,340.88
U.S. Treasury	-
Federal Agencies	-
Commercial Paper	-
Collateralized Time Deposits	3,555,000.20
Total	21,237,341.08



11. CONSIDERATION TO AWARD WEED ABATEMENT SERVICE
CONTRACT: **DM 2017-13**

Rubidoux Community Services District

Board of Directors

Christopher Barajas
Armando Muniz
Bernard Murphy
F. Forest Trowbridge
Ruth Anderson Wilson



Secretary-Manager

David D. Lopez

Water Resource Management Refuse Collection Street Lights Fire / Emergency Services Weed Abatement

DIRECTORS MEMORANDUM 2017-13

March 16, 2017

To: Rubidoux Community Services District
 Board of Directors

Subject: Award of Weed Abatement Service Contract for 2017/2018 Season

BACKGROUND:

On March 7, 2017, the Rubidoux Community Services District (District) received one (1) sealed bid for this year's abatement contract work. Historically the District receives only two bids; the competing bidders traditionally are Scott Tractor and Jim Dequire Weed Abatement. This year the District's sole bidder for weed abatement services was Inland Empire Property Services.

Additionally, as in past years, the "Notice Inviting Proposals" (Attached hereto) was noticed in the Press Enterprise Newspaper on February 16 and 23, 2017.

Below is the sum aggregate unit price of Inland Empire Property Services proposal.

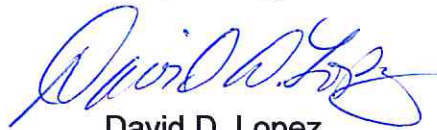
<u>Contractor</u>	<u>Bid Amount</u>
Inland Empire Property Services	\$460.00

The District determines valuation of the bid submitted adding each submitted unit cost. Consequently, the apparent low bidder for the 2017/2018 Weed Abatement Service Contract is Inland Empire Property Services with an aggregate bid amount of \$460.00.

RECOMMENDATION:

Staff recommends award of the Rubidoux CSD Weed Abatement Contract for the 2017/2018 season to Inland Empire Property Services conditionally upon providing list of other public agencies abatement work experience and subject to review and approval by District Legal Counsel.

Respectfully,



David D. Lopez
Secretary-Manager

Attachments: 2017/2018 Bid Summary Memo w/supporting Bids

Rubidoux Community Services District

Board of Directors
Christopher Barajas
Armando Muniz
Bernard Murphy
F. Forest Trowbridge
Ruth Anderson Wilson



Secretary-Manager
David D. Lopez

Water Resource Management Refuse Collection Street Lights Fire / Emergency Services Weed Abatement

The Press Enterprise
Attention: Legal Department
1825 Chicago Ave. Suite 100
Riverside, CA 92507

February 2, 2017

Subject: Legal notice inviting Sealed Proposals for Fire Hazard Abatement within the Rubidoux Community Service District

Transmitted herewith in a Legal Notice inviting Sealed Proposals for Fire Hazard Abatement with the Rubidoux Community Service District. Please publish this in your legal section on February 16th, and February 23rd, 2017.

Please provide us, by fax (951) 369-4061, with a copy of the notice for proof reading purposes before publication.

Your invoice for this service should be sent to the Rubidoux Community Service District, 3590 Rubidoux Blvd., Jurupa Valley, CA 92509.

If you have any questions, please call me.

Very Truly Yours,

A handwritten signature in black ink, appearing to read "David D. Lopez", with a long horizontal flourish extending to the right.

David D. Lopez
General Manager

Rubidoux Community Services District

Board of Directors

Christopher Barajas
Armando Muniz
Bernard Murphy
F. Forest Trowbridge
Ruth Anderson Wilson



Secretary-Manager

David D. Lopez

Water Resource Management Refuse Collection Street Lights Fire / Emergency Services Weed Abatement

NOTICE INVITING SEALED PROPOSALS FOR FIRE HAZARD ABATEMENT RUBIDOUX COMMUNITY SERVICES DISTRICT

Notice is hereby given that sealed proposals or bids for the abatement of weeds, vegetation and/or other combustibles on certain properties as specified by Ordinance 40 within the Rubidoux Community Services District (District) on a contract basis will be accepted by the Rubidoux Community Services District Board of Directors.

Specifications and bid form packages are available at the District office for a fee of \$5.00 per package. Said proposals or bids must be enclosed in a sealed envelope addressed to "Rubidoux Community Services District, P.O. Box 3098, Jurupa Valley, CA 92519", or be delivered to the District office, at 3590 Rubidoux Blvd., Jurupa Valley, CA 92509 and endorsed "Proposal for Fire Hazard Abatement in the Rubidoux Community Services District".

Bids are to be received at the District Office by 2:00 P.M., March 7th, 2017, and opened and examined by the District Staff at 2:01 P.M., March 7th, 2017. Bidders are welcome to be present for the opening and examining of the proposals.

On March 16th, 2017, at 4:00 P.M., at the District Board Room, 3590 Rubidoux Boulevard, Jurupa Valley, California, the District will present a recommendation for award of contract to the Board of Directors of the Rubidoux Community Services District.

The Rubidoux Community Services District reserves the privilege of rejecting any and all bids, to waive any insignificant irregularities in any bid or in the bidding.

A handwritten signature in black ink, appearing to read 'David D. Lopez', with a long, sweeping underline.

David D. Lopez
General Manager

DATED: February 2, 2017

March 8, 2017

Rubidoux Community Services District
3590 Rubidoux Blvd
Riverside Ca. 92509

To: David Lopez,

On March 7, 2017, the district received 1 bid for the Weed Abatement Contract for the 2017/2018 Weed Abatement Season. Bidder and amount are as follows:

Inland Empire Property Services	\$460.00
---------------------------------	----------

Respectfully,

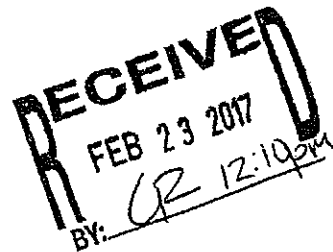


Eric Martel
Fire Prevention Technician

Rubidoux Community Services District

Board of Directors
Christopher Barajas
Armando Muniz
Bernard Murphy
F. Forest Trowbridge
Ruth Anderson Wilson

Secretary-Manager
David D. Lopez



Water Resource Management Refuse Collection Street Lights Fire / Emergency Services Weed Abatement

GENERAL BID CONDITIONS

February 2, 2017

To Whom It May Concern:

The Rubidoux Community Services District is once again conducting our annual Weed Abatement program for the Fiscal Year 2017/2018.

I have enclosed a copy of the general conditions; refuse statement specification and copy of our pricing form.

Should you desire to bid on the contract, please return the completed signed form to Rubidoux Community Services District offices located at 3590 Rubidoux Boulevard, Jurupa Valley, California 92509, before 2:01 P.M. on March 7th, 2016.

Should you have any questions or need any additional information, please call Eric Martel at the Riverside County Fire Department 951-238-3626.

Sincerely,

A handwritten signature in black ink, appearing to read 'David D. Lopez'.

David D. Lopez
General Manager

RUBIDOUX FIRE SERVICES
3590 RUBIDOUX BLVD
951-684-7580

FIRM PRICES FOR WEED ABATEMENT WORK

Submitted by Inland Empire Prop Services Date 02/23/2017
Address P.O. Box 9908, Moreno Valley, CA 92552-1908

DISKING & EDGING
Lot Size in sq ft

DISKING & EDGING
Per lot size

Per 1/2 Acre-

\$ 130.⁰⁰ UP TO 1 AC.

NOTE: When firebreaks are disked around large areas the price will be based on the square footage of the actual firebreak, but in no single instance will it be less than the price specified for a minimum size lot.

MOWING
Lot Size in sq ft

Mowing
Per lot size

Per 1/2 Acre-

\$ 175.⁰⁰ UP TO 1 AC.

HAND LABOR

Per 100 Sq Ft.

\$ 10.⁰⁰

Chain Saw and Operator Per Hour

\$ 45.⁰⁰

Rubbish Removal

Rubbish removal including disposal.

Hand labor and tools - per man - per hour
(To be billed in half-hour increments)

\$ 50.⁰⁰

Dump truck and operator - hauling per hour

\$ 50.⁰⁰

NOTE: Handwork in areas inaccessible with tractor equipment per 100 square feet price will be based on actual square footage cleaned. In no single instance will the price be less than the minimum per parcel based on disking or mowing, whichever is less. All material accumulated by the hand crew in their operation, and up to one cubic yard additional, will be included in price per 100 square feet (such as small piles) and anything else will be charged extra per cubic yard.

FIRM PRICES FOR WEED ABATEMENT WORK (cont'd)

TERMS OFFERED: NONE

Upon the acceptance of this proposal the undersigned hereby agrees to the furnish and deliver the items as described in the accompanying specifications at the prices stated above.

Bidder, Name and Address: CHARLES MACIEL - INLAND EMPIRE PROPERTY SERV.
P.O. BOX 9908, MORENO VALLEY, CA 92552-1908

Title PRESIDENT Telephone 951.924.6905

Federal Tax I. D. Number 91-2157551 Contractor License Number — Class —

Signature  Date 02/23/2017

Rubidoux Community Services District

Board of Directors

Christopher Barajas
Armando Muniz
Bernard Murphy
F. Forest Trowbridge
Ruth Anderson Wilson

Secretary-Manager

David D. Lopez



Water Resource Management Refuse Collection Street Lights Fire / Emergency Services Weed Abatement

GENERAL BID CONDITIONS AND WEED ABATEMENT SPECIFICATION

GENERAL

Where directed by resolution and /or Ordinance, parcels of land and parkways shall be cleaned as herein specified. After all cleaning operations have been completed; the grounds, streets and sidewalks shall be left in a neat and presentable condition.

All signs that are on property to be cleared shall be preserved, and if removed, shall be replaced to the satisfaction of the Rubidoux Community Services District (District).

The contractor shall ascertain the location of any survey monuments or stakes upon property to be cleaned and take necessary precautions to avoid their dislocation. An Engineer or Surveyor shall reset any survey monuments or stakes that may be disturbed or destroyed by the contractor, at the contractor's expense.

All work shall be to the satisfaction of the District, Hazard Abatement Officer or agent. The contractor shall be notified in writing of all work to be done. No payment shall be made for work not so authorized.

Contractor will have equipment checked by the Rubidoux Community Services District prior to starting work. Contractor shall be ready to start work within (10) calendar days of execution of the contract by the Rubidoux Community Services District.

An issues sheet shall be prepared in by the District indicating the properties requiring abatement and the type of abatement necessary. Work must commence within three (3) calendar days and must be completed within fourteen (14) calendar days after work sheet issuance. Should a controversy arise as to the number of lots, quality of work, or actual work done on the Lots, the decision of the Rubidoux Community Services District shall be final. If the abatement is not performed within the required fourteen (14) calendar days, it is the contractor's responsibility to advise the Hazard Abatement Officer or Agent who issued the work and the work will be re-issued one (1) time only by the Inspector on a new valid issue sheet or payment will not be made. The Rubidoux Community Services

District retains the right to re-issue the work to another qualified contractor if the work is deemed critical and its timely abatement is necessary for the public health, safety and welfare. Work sheets issued by the District shall not be used for soliciting private customers.

PICTURES

Printed photos of each parcel shall be taken by the contractor for both before and after work is completed. The date, time and parcel number will be entered on the back of the photograph via write-on/wipe-off board in format and location approved by the Hazard Reduction Officer. An indicative feature, such as, address, building, unusual landmark, etc., will be included in the photograph itself. Before and after pictures will be taken from the same position, facing the same direction.

The contractor shall provide photo equipment, film supplies, and labor for the above work at his expense. Photographs are to be of good grade, clear and light enough as to leave no doubt of work performed. Photographs are to be a size of no smaller than 3 ¼ X 4 ½, smaller sizes will not be acceptable. Photographs are to be taken of each individual parcel. Group pictures of several parcels in one shot are not acceptable. Parcels billed without acceptable before and after photos will not be paid.

MINIMUM EQUIPMENT REQUIRED

Motorized mechanized equipment suitable for pulling a double-throw of size and type capable of fully incorporating flammable vegetation into the soil and to pull rotary or flail mower. Other equipment and vehicles as required for this kind of work will be available when needed. A minimum of two pieces of approved equipment are required at the time disking operations are being performed.

Equipment containing other than rubber pads or tires shall not be operated on street pavement or sidewalks.

DETAILED SPECIFICATION

1. DISKING & EDGING

Parcels of land shall be disked with an approved double throw disk at sufficient depth to place weeds under the finished soil surface. Disking shall be performed in such a manner as to completely eliminate all standing weeds. If there exists no improved sidewalk and/or parking it is to be part of the lots or parcel and shall not be considered separately. All five (5.0) acres, or less, parcels shall be completely disked. In the case of any parcels which comprises, or contiguous parcels under the same ownership which comprise more than five (5.0) acres of land, the requirements of this section shall be satisfied if there is cleared and maintained cleared, a forty foot (40) wide strip of land at the boundaries of such land, and through such land, so that there

shall not be any portion of the land larger than two and one-half (2 ½) acres which is not enclosed by itself within such a strip, which shall be a firebreak. It shall be the landowner's responsibility to notify the Rubidoux Community Services District in writing, if said landowner is desirous of utilizing those provisions for contiguous parcels as set forth in this section.

Edging, when required, shall be done as herein specified. Back furrows shall be plowed along borders of cleaned areas designated by the District, Hazard Abatement Officer or Agent, with an approved disk terrace, or similar approved equipment, to eliminate weeds otherwise impractical to disk under with heavier equipment. Edging shall be done after the disking operation or as otherwise directed.

2. MOWING

When in the opinion of the District, or Hazard Abatement Officer or Agent, disking and/or edging is impractical or proves unsatisfactory, weeds shall be cut to within one and one-half (1 ½) inches of the finished soil surface with an approved mechanical mowing shall be raked and disposed of each day at approved locations unless the contractor can, and is permitted to disk under the cuttings.

3. HANDWORK

When in the opinion of the District, or Hazard Abatement Officer or Agent, it is impractical by reason of topography, location of trees, shrubbery, buildings, or fences, to disk, mow, or burn weeds; whenever it is impractical to work tractors, mowing machines, or other similar machines in a confined area, the weeds shall be removed by hoe, rake, mulch or other means employing hand labor. All material accumulated by the above location. The contractor will take before and after handwork, pictures.

4. REMOVAL OF REFUSE

Whenever it becomes necessary for the removal of any waste material from any parcel of land, (waste material such as brush piles, rubble, or other such rubbish that might interfere with the abatement of the weed nuisance), the District, or Hazard Abatement Officer or Agent, shall authorize such work as is deemed necessary. Weight slips showing accurate weight hauled and pictures will be required for determining payment.

5. MEASUREMENT AND PAYMENT

The unit of measurement for cleaning parcels of land and parkways shall be the unit lot of the square foot, as specified. Whenever square footage is the measurement it shall be to the nearest 100 square feet. Payment for cleaning parcels of land and parkways, or portions thereof, will be made on the unit of square foot basis-

depending upon how the contract is priced and shall include full compensation for furnishing all labor, materials, tools and equipment, and doing all the work as herein provided.

At the expiration of thirty (30) calendar days after the commencing of the work, invoices in triplicate may be submitted to the District showing the number of parcels of land on which refuse were abated, and the amount of money claimed under the contract. The claim will then be submitted to the Finance Department and payment ordered on the next disbursing day of the District. However the District will withhold ten percent (10%) of the monthly payment until thirty-five (35) days after acceptance of the work.

Contractor agrees to represent himself at District meetings when and if the quality and/or cost of abatement services come into question or disputed by any part to the action.

6. BOND AND INSURANCE REQUIRED

The following bonds will be required:

- (a) Faithful performance bond or refundable cash deposit of least \$10,000; General liability insurance of at least \$1,000,000 pre occurrence, naming the District as an additional insured;
- (b) Worker's Compensation Insurance covering all contractors employees on the project;
- (c) Proof of coverage: Contractor shall furnish to the District certificates issued by such companies showing that all of the above mentioned insurance has been issued and is in full force and effect prior to commencing work in accordance with this agreement;
- (d) Agreement holding harmless and indemnifying the District from damages resulting from contractor's performance of acts pursuant to this contract.

Should the contractor fail to maintain such insurance, the District may obtain such insurance to cover any damages which said District or its principals may be liable to pay through any of the operations under this agreement and deduct and retain the amount of the premiums for such insurance from any sums due under the contract.

7. CONTRACTOR'S LEGAL OBLIGATION

Said contractor, at his own cost, expense and risk, shall defend any and all actions, suits or other legal proceedings which may be brought or instituted against the District or its principals on any such claim or demand and pay satisfy any judgment

that may be rendered against the District or its principals in any such action, suit or legal proceedings or result thereof. Nothing herein contained shall be construed as limiting in any way to and/or extent to which the contractor may be held responsible for payment of damages to persons and/or property resulting from his operation or any operation of any subcontractors under him.

8. ASSIGNMENT OF CONTRACT

Contractor may retain or subcontract for the services of other necessary contractors only with the prior written approval of the District Board of Directors. Payment for such services shall be the responsibility of the contractor. Any and all subcontractors shall be subject to the terms and conditions of this agreement, with the exception that the District shall have no obligation to pay for subcontractor services rendered.

9. CONTRACT PERIOD

The contract term commences _____ and extends to _____, and if necessary throughout the year; and for any additional periods, the same prices, terms and conditions of the contract shall apply.

10. PERFORMANCE PROVISIONS

Should the contractor neglect to prosecute the work properly or fail to perform any provisions of this contract, the District after three (3) days written notice to the contractor, may without prejudice deduct the cost thereof from the payment then or thereafter due the contractor; provided, however, that the Manager or his/her agent of the said District, shall approve such action and certify the amount agreed that the contractor, herein named in the furnishing of all services, materials and equipment and performing the work as provided in this contract is acting as an independent contractor and not as an agent, servant or employee of the Rubidoux Community Service District.

11. LEGAL RELATIONS AND RESPONSIBILITIES TO THE PUBLIC

A. LAWS TO BE OBSERVED

The contractor shall keep himself fully informed of all existing and future State and National Laws and Resolutions, and Ordinances and regulation of the Rubidoux Community Services District which in any manner affect those engaged or employed in the work, or which in any way affect the conduct of the work, and of all such orders and decrees of bodies or tribunals having any jurisdiction or authority over the same, he shall at all times observe and comply with, and shall cause all his agents and employees to observe and comply with, ass such existing and future laws resolution, ordinances, regulations, orders, and decrees; and protect and indemnify the

Rubidoux Community Services District, the District Board of Directors, and the General Manager and all of its officers and agents and servants against any claim or liability arising from or based on the whether by himself or his employees. If any discrepancy or inconsistency relation to any such law, ordinance, regulations, order or decree, the contractor shall forthwith report the same to the Director of Finance in writing.

B. PERMITS AND LICENSES

The contractor shall procure all permits and licenses, pay all charges and Fees, and give all notices necessary and incidental to the due and lawful prosecution of the contract.

C. PUBLIC CONVENIENCES AND SAFETY

Rubidoux Community Service District, the District Board of Director, Hazard Abatement Officer or Agent, shall not be answerable or accountable, in any manner, for any loss or damage that may happen to the work; or for injury or damage to any person or persons, either cause whatsoever during the progress of the work at any time before final acceptance.

D. CLAIMS

The contractor shall defend, indemnify and hold harmless Rubidoux Community Services District, it officers and employees, from any suits, claims, or actions brought by any person or persons for or on account of any injuries or damage sustained or arising in the construction of the work or in consequence thereof.

E. NO PERSONAL LIABILITY

Neither the District, its officers or employees, nor any other, shall be responsible for any liability arising under the contract.

F. EXAMINATION OF SPECIFICATIONS AND SITE OF WORK

The bidder is required to examine carefully the site of and the specification for the work contemplated, and it will assumed that the bidder has investigated and is satisfied as to bidder has investigated and satisfied as to the conditions to be encountered as to the character, quality, and quantities of work to be the specifications and the contract. It is mutually agreed that submission of a proposal shall be considered prima facie evidence that the bidder has made such examination.

G. LEGAL RELATIONS AND RESPONSIBILITITES TO THE PUBLIC

Work records will be kept current and brought up-to-date each day.
Completed Map books will be returned to the Fire prevention bureau as soon as possible
after completion.

DATED: _____ RUBIDOUX COMMUNITY SERVICE DISTRICT

BY: _____
PRESIDENT, BOARD OF DIRECTORS

DATED: _____ CONTRACTOR

BY: _____

ATTEST:

David D. Lopez
Secretary-Manager

APPROVED AS TO FORM AND CONTENT:

John R. Harper
District Counsel

Rubidoux Community Services District

Board of Directors

Christopher Barajas
Armando Muniz
Bernard Murphy
F. Forest Trowbridge
Ruth Anderson Wilson



Secretary-Manager

David D. Lopez

Water Resource Management Refuse Collection Street Lights Fire / Emergency Services Weed Abatement

The Press Enterprise
Attention: Legal Department
1825 Chicago Ave. Suite 100
Riverside, CA 92507

February 2, 2017

Subject: Legal notice inviting Sealed Proposals for Fire Hazard Abatement within the Rubidoux Community Service District

Transmitted herewith in a Legal Notice inviting Sealed Proposals for Fire Hazard Abatement with the Rubidoux Community Service District. Please publish this in your legal section on February 16th, and February 23rd, 2017.

Please provide us, by fax (951) 369-4061, with a copy of the notice for proof reading purposes before publication.

Your invoice for this service should be sent to the Rubidoux Community Service District, 3590 Rubidoux Blvd., Jurupa Valley, CA 92509.

If you have any questions, please call me.

Very Truly Yours,

A handwritten signature in black ink, appearing to read "David D. Lopez", with a long horizontal flourish extending to the right.

David D. Lopez
General Manager

12. CONSIDERATION TO APPROVE SUBORDINATION BOND ISSUE
REQUEST FOR THE JURUPA VALLEY REDEVELOPMENT
PROJECT AREA: **DM 2017-14**

Rubidoux Community Services District

Board of Directors

Christopher Barajas
Armando Muniz
Bernard Murphy
F. Forest Trowbridge
Ruth Anderson Wilson



Secretary-Manager

David D. Lopez

Water Resource Management Refuse Collection Street Lights Fire / Emergency Services Weed Abatement

DIRECTORS MEMORANDUM 2017-14

March 16, 2017

To: Rubidoux Community Services District
Board of Directors

Subject: Consideration to Approve Subordination Bond Issue Request for the Jurupa Valley Redevelopment Project Area

BACKGROUND:

The Redevelopment Agency (Agency) of Riverside County Issued bonds for the Jurupa Valley Redevelopment Project Area for the purpose of road and median improvements, utilities infrastructure improvements and other public and private improvements. The Rubidoux Community Services District receives pass-thru property taxes as our share of subject improvements increasing the assessed values of improved properties. The attached request from the County of Riverside, successor to the Agency, seeks to refund (refinance) the bonds for a better interest rate and consequently, reduce its debt service costs. The Rubidoux Community Services District will continue to collect our pass-thru taxes in the County's request to the District to subordinate as shown in the Fiscal Consultant's attached analysis.

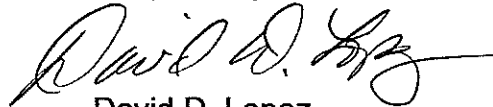
I had John Harper, District Council, review the request and Mr. Harper's opinion is attached hereto and is as follows, **"The Subordination looks fine: although the District takes the same repayment risk as in the past. Since the county Successor Agency (SA) is making its statutory pass-through payment now, with a lower debt service, continuing to do so shouldn't be a problem and the refinanced coverage ratio oi 2:31 increasing to 3:14 at the end of the bond term."**

Finally, the Rubidoux Community Services District has, in the past, subordinated our pass thru taxes with no issues.

RECOMMENDATION:

Staff and District Council have reviewed the County of Riverside request to subordinate redevelopment pass-thru taxes and recommend approval to the Rubidoux Community Service District Board of Directors.

Respectfully,



David D. Lopez
Secretary-Manager

Attachments: County's Subordination Letter
Harpers Opinion

David Lopez

From: jrharper@harperburns.com
Sent: Tuesday, March 07, 2017 12:19 PM
To: David Lopez
Subject: Re: Review, Comment and Opinion

David.

The Subordination looks fine; although the District takes the same repayment risk as in the past. Since the County SA is making it's statutory pass-through payments now, with a lower debt service, continuing to do so shouldn't be a problem and the refinanced coverage ratio is 2.31 increasing to 3.14 at the end of the bond term.

I'll send you any comments I have on the Board Policies after I've looked at them.

John

On Tuesday, March 7, 2017 10:35 AM, David Lopez <dave@rcsd.org> wrote:

John:

Attached is a Subordination Request (Again!!!!) from the County of Riverside Successor Agency to the Redevelopment Agency (Scan0369). Can you review and provide opinion on the past thru payments.

Furthermore, review and comment on Attached **Draft** RCSD Board policies and procedures Manual (Scan0370)

Thanks,

David



JAY E. ORR
COUNTY EXECUTIVE OFFICER

COUNTY OF RIVERSIDE
EXECUTIVE OFFICE



GEORGE A. JOHNSON
CHIEF ASSISTANT COUNTY EXECUTIVE OFFICER

ROB FIELD
ASSISTANT COUNTY EXECUTIVE OFFICER
ECONOMIC DEVELOPMENT AGENCY

MICHAEL T. STOCK
ASSISTANT COUNTY EXECUTIVE OFFICER
HUMAN RESOURCES

ZAREH SARRAFIAN
ASSISTANT COUNTY EXECUTIVE OFFICER
HEALTH SYSTEMS

PAUL McDONNELL
ASSISTANT COUNTY EXECUTIVE OFFICER
COUNTY FINANCE DIRECTOR

February 17, 2017

Rubidoux Community Services District
3590 Rubidoux Boulevard
Riverside, CA 92509

Re: Subordination Request Relating to Proposed Refunding Bond Issue for Jurupa Valley Redevelopment Project Area of the Successor Agency to the Redevelopment Agency for the County of Riverside

To Whom It May Concern:

Assembly Bill No. 1484 enacted as Chapter 26, Statutes of 2012, allows successor agencies to refund the bonds of their former redevelopment agencies to provide debt service savings. I am writing to you on behalf of the Successor Agency to the Redevelopment Agency for the County of Riverside (the "Agency") pursuant to Section 33607.5(e) and Section 34177.5(c) of the California Health and Safety Code (the "Code"). As you are aware, the Agency may, with a taxing entity's approval, subordinate amounts (payable from tax increments of a redevelopment project area) that the Agency is required to pay such taxing entity pursuant to Section 33607.5 and Section 34183 of the Code (the "Statutory Pass-through Payments") to the debt service on bonds issued by the Agency for the same project area. At this time, the Agency is expecting to issue a series of refunding bonds (the "Bonds") to be secured by the Agency's tax increment revenues from the Agency's Jurupa Valley Redevelopment Project Area (the "Project Area"). The issuance of these bonds will lower the total debt service payments made from tax increment revenues from the Project Area without increasing the term of the bonds. By this letter, the Agency requests that the Rubidoux Community Services District (the "Taxing Entity") agree to the subordination of Statutory Pass-through Payments that the Agency is required to pay the Taxing Entity in connection with the Project Area to the Agency's payment obligations for the Bonds.

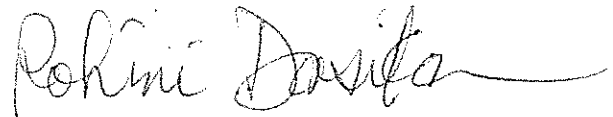
The Agency is planning to issue the Bonds early in fiscal year 2016-17. Enclosed for your review, pursuant to Section 33607.5(c)(2) of the Code, is a tax increment revenue projection summary, which includes a debt service coverage analysis prepared by Urban Analytics LLC (the "Fiscal Consultant"). The Fiscal Consultant's report shows that the Agency can reasonably expect to have sufficient funds available to pay both debt service on the Bonds and all of the Agency's Statutory Pass-through Payments owed to the various affected taxing entities for the Project Area. The Bonds will not be issued unless new debt service is lower than the debt service on the bonds to be refunded with the proceeds from the Bonds.

For the benefit of the Agency's records, please complete the attached Acknowledgement and return it to me no later than March 24, 2017. The Agency also requests that the governing board of the Taxing Entity take official action, by resolution or motion, to formally approve the subordination of your Statutory Pass-through Payments to the Bonds.

Please note that, in accordance with Section 33607.5(e)(3) and Section 34177.5(c)(3) of the Code, if the Taxing Entity does not respond to the requested subordination within forty-five (45) days of this letter, the subordination will be automatically deemed approved by the Taxing Entity and such approval shall be final and conclusive. Furthermore, to disapprove this subordination, the Taxing Entity must find, based on substantial evidence, that the Agency will not be able to pay the debt service on the Bonds and the Statutory Pass-through Payments that it is required to pay the Taxing Entity.

Thank you in advance for your cooperation in this matter. If you have any questions regarding this matter, please do not hesitate to contact me at (951) 955-1110.

Sincerely,

A handwritten signature in black ink that reads "Rokini Davita". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Successor Agency to the
Redevelopment Agency for the
County of Riverside

ACKNOWLEDGEMENT

(Successor Agency to the Redevelopment Agency for the County of Riverside Jurupa Valley Redevelopment Project Area)

In response to the request by Successor Agency to the Redevelopment Agency of the County of Riverside (the "Agency") set forth in a letter dated February 15, 2017 (the "Subordination Request"), to approve the Taxing Entity's subordination of Statutory Pass-through Payments, the Rubidoux Community Services District (the "Taxing Entity") hereby confirms its approval of the subordination of the Agency's obligation to pay Statutory Pass-through Payments to the Taxing Entity in connection with the Jurupa Valley Redevelopment Project Area to the Agency's payment obligations for the Bonds.

The governing board of the Taxing Entity has taken formal action on _____ 2017, to acknowledge and approve this subordination. A copy of the related [resolution | minute order] is enclosed.

All capitalized terms used but not defined in this Acknowledgement have the meanings ascribed to them in the Subordination Request.

IN WITNESS WHEREOF, the undersigned has caused this Acknowledgement to be signed by its authorized representative on this __ day of _____, 2017.

RUBIDOUX COMMUNITY SERVICES DISTRICT

By: _____

Name: _____

Title: _____

Jurupa Valley Project Area
Projected Subordinated Passthrough Coverage

Fiscal Year	Gross Tax Increment	Senior Passthrough Payments	Other Senior Obligations	Debt Service	Net Tax Increment	Subordinated Passthrough Payments	Passthrough Coverage
2016/17	\$ 44,061,130	\$ 4,419,956	\$ 660,917	\$ 21,094,394	\$ 17,885,863	\$ 7,750,369	2.31
2017/18	45,068,246	4,506,500	676,024	21,077,366	18,808,357	8,012,779	2.35
2018/19	46,095,505	4,594,774	691,433	21,071,878	19,737,421	8,280,912	2.38
2019/20	47,143,309	4,684,814	707,150	21,059,006	20,692,340	8,554,872	2.42
2020/21	48,212,069	4,776,655	723,181	21,047,209	21,665,025	8,837,034	2.45
2021/22	49,302,205	4,870,332	739,533	21,038,993	22,653,346	9,124,838	2.48
2022/23	50,414,143	4,965,883	756,212	21,021,679	23,670,368	9,418,399	2.51
2023/24	51,548,320	5,063,346	773,225	21,017,182	24,694,567	9,717,831	2.54
2024/25	52,705,180	5,162,757	790,578	21,006,143	25,745,703	10,023,251	2.57
2025/26	53,885,178	5,264,157	808,278	20,996,353	26,816,391	10,334,780	2.59
2026/27	55,088,776	5,367,584	826,332	20,993,454	27,901,406	10,652,540	2.62
2027/28	56,316,445	5,473,080	844,747	20,932,904	29,065,714	11,067,944	2.63
2028/29	57,568,668	5,580,686	863,530	20,928,992	30,195,460	11,491,656	2.63
2029/30	58,845,935	5,690,445	882,689	20,915,629	31,357,173	11,923,843	2.63
2030/31	60,148,748	5,802,398	902,231	20,910,203	32,533,916	12,364,673	2.63
2031/32	61,477,617	5,916,590	922,164	20,902,178	33,736,685	12,814,320	2.63
2032/33	62,833,064	6,033,067	942,496	20,895,298	34,962,203	13,272,959	2.63
2033/34	64,215,619	6,151,873	963,234	20,929,304	36,171,208	13,740,772	2.63
2034/35	65,625,825	6,273,054	984,387	20,927,632	37,440,752	14,217,941	2.63
2035/36	67,064,236	6,396,660	1,005,964	20,919,171	38,742,441	14,704,653	2.63
2036/37	68,531,414	6,522,738	1,027,971	20,916,500	40,064,205	15,201,099	2.64
2037/38	70,027,937	6,651,337	1,050,419	17,740,353	44,585,828	15,708,749	2.84
2038/39	71,554,390	6,782,508	1,073,316	17,138,989	46,559,577	16,227,021	2.87
2039/40	73,111,371	6,916,303	1,096,671	16,359,463	48,738,935	16,756,120	2.91
2040/41	74,699,493	7,052,773	1,120,492	12,003,955	54,522,272	17,298,496	3.15
2041/42	76,319,377	7,191,973	1,144,791	12,001,308	55,981,305	17,851,720	3.14
2042/43	-	-	-	-	-	-	-

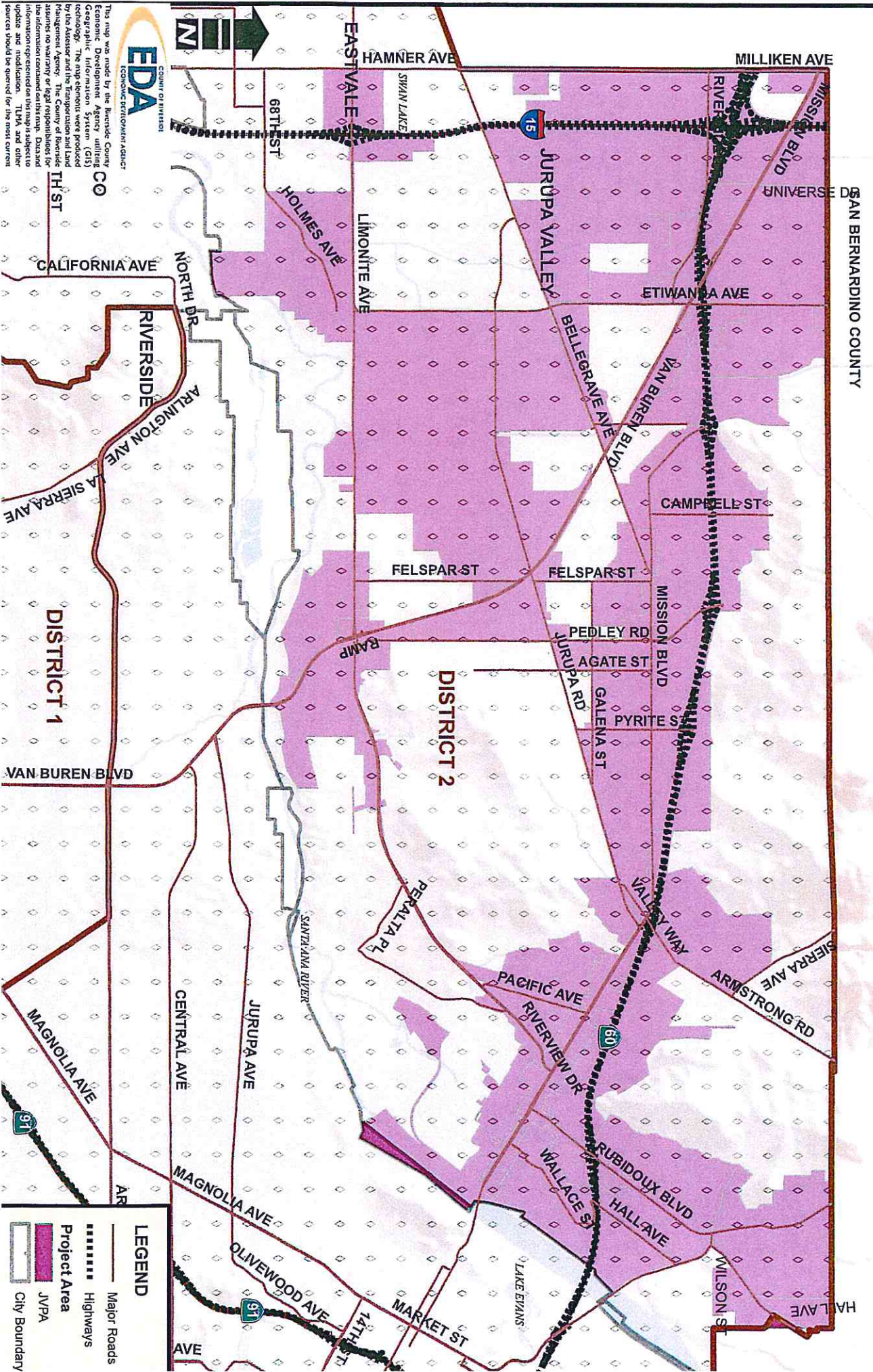
Tax increment revenue is projected at a 2% annual growth rate. Per H&SC 34189(a), plan limits and tax increment caps are disregarded for purposes of debt repayment.

Debt service includes the project area's proportional share of housing debt service.

Other Senior Obligations include county administrative fees and other obligations senior to debt service on Agency bonds.

Source: Urban Analytics

RIVERSIDE COUNTY JURUPA VALLEY PROJECT AREA



This map was made by the Riverside County Economic Development Agency. Geographic Information System (GIS) technology. The map elements were produced by the Assessor and the Transportation and Land Management Agency. The County of Riverside assumes no warranty or legal responsibility for the information contained on this map. Data and information represented on this map is subject to update and modification. TMA and other sources should be queried for the most current

EDA
COUNTY OF RIVERSIDE
ECONOMIC DEVELOPMENT AGENCY
RIVERSIDE CO

68TH ST
NORTH DR
CALIFORNIA AVE
RIVERSIDE
ARLINGTON AVE
SIERRA AVE
DISTRICT 1
VAN BUREN BLVD
MAGNOLIA AVE
91

HAMNER AVE
EASTVALE
SWAN LAKE
LIMONITE AVE
HOLMES AVE
JURUPA VALLEY
MILLIKEN AVE
UNIVERSE DR
SAN BERNARDINO COUNTY

ETIWANNA AVE
BELLEGRAVE AVE
VAN BUREN BLVD
CAMPBELL ST
FELSPAR ST
FELSPAR ST
MISSION BLVD
PEDLEY RD
AGATE ST
JURUPA RD
GALENA ST
PYRITE ST

DISTRICT 2
RAMP
SANTA ANA RIVER
PACIFIC AVE
RIVERVIEW DR
VALLEY WAY
ARMSTRONG RD
SIERRA AVE

60
WALLACE ST
RUBIDOUX BLVD
HALL AVE
WILSON ST
LAKELAND AVE
MARKET ST
14TH ST
OLIVEWOOD AVE
91

LAKE EVANS

LEGEND

Major Roads
Highways
Project Area
JVPA
City Boundary

Legend symbols: Major Roads (solid line), Highways (dashed line), Project Area (shaded area), JVPA (dotted area), City Boundary (red outline).

North Arrow

Scale Bar

13. REVIEW AND COMMENT OF RUBIDOUX COMMUNITY
SERVICES DISTRICT BOARD OF DIRECTORS DRAFT BOARD
POLICIES AND PROCEDURES MANUAL: **DM 2017-15**

Rubidoux Community Services District

Board of Directors

Christopher Barajas
Armando Muniz
Bernard Murphy
F. Forest Trowbridge
Ruth Anderson Wilson



Secretary-Manager

David D. Lopez

Water Resource Management Refuse Collection Street Lights Fire / Emergency Services Weed Abatement

DIRECTORS MEMORANDUM 2017-15

March 16, 2017

To: Rubidoux Community Services District
 Board of Directors

Subject: Review and Comment on Draft Board Policies and Procedures Manual

BACKGROUND:

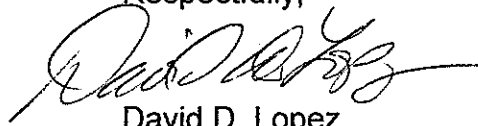
Attached for the Board of Directors review and comment is a draft Board Policies and Procedures Manual. The purpose of the Board Manual is to help elected officials (newly and experienced Board Members) understand and navigate your complex role as elected officials of the Rubidoux Community Services District Board of Directors. Furthermore the manual includes Board behavior, communications, training and institutional / structural governance of the District. The purpose of introducing this draft manual to the Board this afternoon is to get you to review and provided comments. Staff suggests the Board review the enclosed draft at your convenience over the next several weeks.

Comments and input with planned approval will be scheduled for your April 6, 2017, regular Board meeting.

RECOMMENDATION:

Should any Board members have comments and input this afternoon, Staff will incorporate. Additionally, we suggest giving the Board additional time to thoughtfully read the Draft and provide your comments at the next regular Board meeting scheduled for April 6, 2107.

Respectfully,



David D. Lopez
Secretary-Manager

Enclosure: Draft Board Manual

RUBIDOUX COMMUNITY
SERVICES DISTRICT

BOARD POLICIES AND
PROCEDURES

APPROVED BY THE BOARD OF DIRECTORS 4/6/17

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Section 1. Purpose of Board Policies

It is the intent of the Board of Directors of the Rubidoux Community Services District (District) to maintain a Manual of Policies. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Manual of Policies will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business are to be conducted.

If any policy or portion of a policy contained within the Manual of Policies is in conflict with rules, regulations or legislation having authority over the District, said rules, regulations or legislation shall prevail.

Section 2. Role of the Board of Directors

- The Board employs the General Manager of the District (*Government Code Section 61050*).
- The Board appoints the Secretary of the District (*Government Code Section 61060*).
- The Board defines the responsibilities of the General Manager and delegates authority. The Board monitors progress and redirects the General Manager, if necessary (*Government Code Section 61051*).
- The Board provides the General Manager the resources and staff needed to carry out the policies and programs of the Board.
- The Board adopts the District's budget (*Government Code Section 61110*).
- The Board approves the District's organizational structure and employment positions (*Government Code Section 61060*).
- The Board hires the District's legal counsel and auditor (*Government Code Section 61060*).
- The Board approves the check register and are authorized signers on the District's operational accounts.
- The Board approves acquisition and/or purchase of real property (*Government Code Section 61060*).

Section 3. Adoption/Amendment of Policies

Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director, or by the General Manager. The proposed adoption or amendment is initiated by submitting a written draft of the proposed adoption or amendment to each Director and the General Manager through the District office, and requesting that the item be included for consideration on the agenda of the appropriate regular meeting of the Board of Directors.

Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors and shall require a majority vote of the entire Board of Directors.

Before considering adopting or amending any policy, Directors shall have the opportunity to review the proposed adoption or amendment at the regular Board meeting prior to the meeting at which consideration for adoption or amendment is to be given. Copies of the proposed policy adoption or amendment shall be included in the agenda information packet for any meeting consideration. The agenda information packets with said copies shall be made available to each Director for review at least three (3) days prior to any meeting at which the policy(ies) are to be considered.

Section 4. Conflict of Interest

The Political Reform Act, Government Code 81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs, 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference.

Designated employees shall file statements of economic interests with the Clerk of the County of Riverside.

Section 5. Public Complaints

The Board of Directors desires that public complaints be resolved at the lowest possible administrative level, and the method for resolution of complaints be logical and systematic.

A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state, or federal statute of which the individual has been adversely affected.

The method of resolving complaints shall be as follow:

- The individual with a complaint shall first discuss the matter with the General Manager with the objective of resolving the matter informally.
- Within a reasonable time, the General Manager shall meet with the person filing the complaint to resolve the matter. At the option of the General Manager, he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. The individual filing the complaint may request a written decision from the General Manager.
- If the individual filing the complaint is not satisfied with the disposition of the matter by the General Manager, a written complaint may be filed with the Board of Directors within ten (10) calendar days of receiving the General Manager's

decision. The Board may consider the matter at the next regular meeting, or call a special meeting. The Board will expeditiously resolve the matter. In making the final decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. The individual filing the complaint may request a written decision from the Board.

This policy is not intended to prohibit or deter a member of the community or staff member from appearing before the Board to verbally present a testimony, complaint, or statement in regards to actions of the Board, District programs and services, or implementing considerations of the Board.

Section 6. *Claims Against the District*

The purpose of this policy is to provide direction to District staff for processing and resolving (if possible) account adjustment requests and property damage claims against the District. Inherent in this policy is the recognition that every adjustment request or claim will be unique, and that guidelines cannot be written to accommodate every case. Therefore, staff must use discretion and good sense in handling each claim.

Property (Land and Improvements) Damage Claims

In the course of District's operations, damage to land and improvements thereon occasionally occur due to the proximity of the District's facilities to the private property. When District employees are aware that property has been damaged in the course of their work, restorative measures are to be taken to return the property as close to its original condition as possible.

When a property owner informs a District employee of damage to their property (by telephone, email or in person), the employee receiving the claim will document in writing the time and date, and a description of the stated circumstances and allegations. Employees should respond to questions, be cordial and respectful, but refrain from commenting on liability questions.

As soon as possible after information about the damage has been received, it shall be given to the General Manager. The General Manager or his/her designee shall investigate the property owner's allegations. If the owner of damaged property informs a member of the Board of Directors, the information will be given to the General Manager. Directors should not independently investigate claims, but may go with staff to observe.

Claims in excess of the District's insurance deductible shall be forwarded to the District's insurance company, and the claimant shall be advised of this action.

Claims for personal injury/wrongful death shall not be investigated by District staff or Directors but shall be immediately forwarded to the District's insurance company and appropriate public agencies.

Property (Vehicles and Unsecured Property) Damage Claims

All claims of damage to vehicles or other unsecured property shall be submitted to the General Manager. He/she shall review the damage claim and the requested restitution. If he/she determines that the damage is the District's responsibility, he/she may authorize repairs or reimbursement of expenses to an amount not to exceed \$500.

Claims in excess of \$500 shall be forwarded to the insurance company.

Property Damage Claims on District Form

All damage claims must be submitted in writing on a District claim form. This will ensure that a claim is valid and protect important rights of the District.

If an individual does not wish to file a claim on the District form, he/she may present the claim by letter if it conforms to Section 910 and Section 910.2, California Government Code. Section 910 specifies that a claim needs to show all of the following:

- The name and post office address of the claimant.
- The post office address to which the person presenting the claim desires notices to be sent.
- The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted.
- A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known as the time of presentation of the claim.
- The name or names of the public employee or employees causing the injury, damage, or loss, if known.
- The amount claimed as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of presentation of the claim, together with the basis of computation of the amount claimed.

Section 910.2 of the California Government Code specifies the following: "the claim shall be signed by the claimant or by some person on his behalf. Claims against local public entities for supplies, materials, equipment or services need not be signed by the claimant or on his behalf if presented on a billhead or invoice regularly used in the conduct of the business of the claimant."

If the filed letter/claim does not meet the requirements of the California Government Code 910 and 910.2, then a letter shall be sent to the claimant informing them of this fact.

District staff shall provide no assistance to the claimant in filling out the claim form. Claimant must fill out the claim form in its entirety and submit it via mail, email, FAX, or personal delivery to the District office. Upon receipt, office staff shall date-stamp the document.

Section 7. Code of Ethics

The Board of Directors of the Rubidoux Community Services District is committed to providing excellence in legislative leadership that results in the provision of the highest quality of services to its constituents. In order to assist in the government of the behavior between and among members of the Board of Directors, the following rules shall be observed:

- The dignity, style, values and opinions of each Director shall be respected.
- Responsiveness and attentive listening in communication is encouraged.

- The needs of the District's constituents should be the priority of the Board of Directors.
- The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.
- Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.
- Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.
- Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.

Directors should practice the following procedures:

- In seeking clarification on informational items, Directors may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
- In handling complaints from residents and property owners of the District, said complaints should be referred directly to the General Manager.
- In handling items related to safety, concerns for safety or hazards should be reported to the General Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.
- In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the General Manager.
- When approached by District personnel concerning specific District policy, Directors should direct inquiries to the General Manager. The chain of command should be followed.

The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.

Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

Section 8. Board Meetings

Regular Meetings of the Board of Directors shall be held on the first and third Thursday of each calendar month at 4:00 p.m. in the Board Room at 3590 Rubidoux Blvd, Jurupa Valley, CA.

Special Meetings (non-emergency) of the Board of Directors may be called by the Board President or General Manager.

All Directors, the General Manager, and District Counsel shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least 72 hours prior to the meeting.

Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act.

An agenda shall be prepared and shall be delivered to those specified above.

Special Meetings (emergency). In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the 72-hour notice required, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by the General Manager, Board President or Vice President in the President's absence.

Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act shall be notified by at least one hour prior to the emergency special meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the General Manager, or his/her designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.

No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the 72-hour notice. The minutes of the emergency special meeting, a list of persons the General Manager or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten days in the District office as soon after the meeting as possible.

Adjourned Meetings. A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the General Manager may declare the meeting adjourned to a stated time and

place, and he/she shall cause a written notice of adjournment to be given to those specified above.

Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at its regular meeting in December. At this meeting the Board will elect a President and Vice President from among its members to serve during this coming calendar year. At this meeting the new President may also appoint members to the Standing Committees (see Section 16).

Section 9. Use of Confidential Information and Closed Sessions

A Board Member is not authorized to disclose information that qualifies as confidential information under applicable provisions of law to a person not authorized to receive it, that (1) has been received for, or during, a closed session meeting of the Board, (2) is protected from disclosure under the attorney/client or other evidentiary privilege, (3) is not required to be disclosed under California Public Record Act or (4) approved for disclosure by the Board as an appropriate response under the circumstances of a particular case (*Government Code Section 54963*).

This section does not prohibit any of the following: (1) making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts to a district attorney or grand jury that are necessary to establish the alleged illegality of an action taken by the District, an elected official or employee, (2) expressing an opinion concerning the propriety or legality of actions taken by the Board in closed session, including disclosure of the nature and extent of the allegedly illegal action, or (3) disclosing information acquired by being present in a closed session that is not confidential information.

A Board Member who intends to disclose confidential information from closed session may be subject to a court injunction to prevent such disclosure, and a willful disclosure of such information without Board approval may be referred to the Riverside County Grand Jury (*Government Code Section 54963*).

Furthermore, a Board Member who willfully and knowingly discloses for pecuniary gain confidential information received by him or her in the course of his or her official duties may be guilty of a misdemeanor (*Government Code Section 1098*).

Section 10. Attendance at Meetings

Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.

A vacancy shall occur if any Board Member ceases to discharge the duty of his/her office for the period of three consecutive months, except as authorized by the Board of Directors.

Section 11. Board President

The President of the Board of Directors shall serve as President at all Board meetings. He/she shall have the same rights as the other members of the Board in voting,

introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

In the absence of the President, the Vice President of the Board of Directors shall serve as President over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as President of the meeting.

Section 12. *Members of the Board of Directors*

Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff or exchanged between Directors before meetings.

Information that is exchanged before meetings shall be distributed through the General Manager, and all Directors will receive all information being distributed.

Directors shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.

Directors shall defer to the President for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.

Directors may request for inclusion into minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).

Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision-making responsibilities.

Directors shall refrain from having unprofessional, unkind, attacking, or accusatory communications with Directors, vendors, contractors, community members in his or her board email communication. Email communications should be kept brief and to the point.

Section 13. *Board Meeting Conduct*

Meetings of the Board of Directors shall be conducted by the President in a manner consistent with the policies of the District. Section 15 "Rules of Order for Board and Committee Meetings", shall be used as a general guideline for meeting protocol. All Board meetings shall commence at the time stated on the agenda and shall be guided by same.

The conduct of meetings shall, to the fullest possible extent, enable Directors to:

- Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and
- Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as follows;

- Five minutes may be allotted to each speaker.
- No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the President, of that person's privilege of address.
- No oral presentation shall include charges or complaints against any less of whether or not the employee is identified in the presentation by name or by another reference which tends to identify. All charges or complaints against employees shall be submitted to the Board of Directors.

Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the President finds that there is in fact willful disruption of any meeting of the Board, he/she may order the room cleared and subsequently conduct the Board's business without the audience present.

- In such an event, only matters appearing on the agenda may be considered in such a session.
- After clearing the room, the President may permit those persons who, in his/her opinion, were not responsible for the willful disruption to re-enter the meeting room.
- Duly accredited representatives of the news media, whom the President finds not to have participated in the disruption, shall be admitted to the remainder of the meeting.

Section 14. Board Actions and Decisions

Actions by the Board of Directors include but are not limited to the following:

- Adoption or rejection of regulations or policies.
- Adoption or rejection of a resolution.
- Adoption or rejection of an ordinance.
- Approval or rejection of expenses, transfers and salaries.
- Approval or rejection of any contract or expenditure.
- Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel.
- Approval or disapproval of matters that require or may require the District or its employees to take action and/or provide services.

Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors represent a quorum for the conduct of business. Actions taken at a meeting where only a quorum is present, therefore, require all three votes to be effective.

A member abstaining in a vote is considered as absent for that vote.

- Example: if three of five Directors are present at a meeting, a quorum exists and business can be conducted. However, if one Director abstains on a particular action and the other two cast “aye” votes, no action is taken because a “majority of the Board” did not vote in favor of the action.
- Example: if an action is proposed requiring a two-thirds vote and two Directors abstain, the proposed action cannot be approved because four of the five Directors would have to vote in favor of the action.
- Example: If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, three Directors must vote in favor of the appointment for it to be approved. If two of the four Directors present abstain, the appointment is not approved.

The Board may give directions that are not formal action. Such directions do not require formal procedural process. Such directions include the Board’s directives and instructions to the General Manager.

The President shall determine by consensus a Board directive and shall state it for clarification. Should any two Directors challenge the statement of the President, a voice vote may be requested.

A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the General Manager for review and recommendation, etc.).

Informal action by the Board is still Board action and shall only occur regarding matters that appear on the agenda for the Board meeting during which said informal action is taken.

Section 15. Rules of Order for Board and Committee Meetings

General

Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly.

If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order – not requiring a second – to the President. If the ruling of the President is not satisfactory to the Director, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

Obtaining the Floor

Any Director desiring to speak should address the President and, upon recognition by the President, may address the subject under discussion.

Motions

Any Director, including the President, may make or second a motion. A motion shall be brought and considered as follows:

- A Director makes a motion; another Director seconds the motion; and the President states the motion.

Once the motion has been stated by the President, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the President will call for the vote.

If the public in attendance has had an opportunity to comment on the proposed action, any Director may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.

Secondary Motions

Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business is considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

Motion to Amend

A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.

Motion to Table

A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.

Motion to Postpone

A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

Motion to Refer to Committee

A main motion may be referred to a Board Committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.

Motion to Close Debate and Vote Immediately

As provided above, any Director may move to close debate and immediately vote on a main motion.

Motion to Adjourn

A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

Decorum

The President shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The President may reject any person or persons making personal, impertinent or slanderous remarks,

refusing to abide by a request from the President, or otherwise disrupting the meeting and hearing.

The President may also declare a short recess during any meeting.

Amendment of Rules of Order

By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting; a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) both.

Section 16. Committees of the Board of Directors

The President shall appoint such ad hoc committees as may be deemed necessary or advisable by the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

The following shall be standing committees of the Board:

- Finance/Budget Committee
- Personnel
- Regional Advisory Board Elected Representative
- Street Lighting
- Trash Disposal
- Wastewater
- Water
- Weed Abatement

The President shall appoint and list the members of the standing committee for the ensuing year no later than the Board's regular meeting in January.

Generally, standing committee meetings are called on an "as needed basis" by the General Manager or President of the Board.

The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board President, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.

All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.

The Board's standing Finance/Budget Committee shall be concerned with the financial management of the District, including preparation of an annual budget and major expenditures.

The Board's standing Personnel Committee shall be concerned with the functions, activities, operations, compensation, evaluations and welfare of District staff.

The Board's standing Regional Advisory Board Elected Representative shall be concerned with the functions, activities, and operations, of the Regional Advisory Committee.

The Board's standing Street Lighting Committee shall be concerned with the management of the street lights and the issues/concerns with the City of Jurupa Valley.

The Board's standing Trash Disposal Committee shall be concerned with the management of the trash collection and issues/concerns with the contracting agency's (Burrtec Waste Industries) agreement and charges.

The Board's standing Wastewater Committee shall be concerned with management of the collection system and issues/concerns with the City of Riverside agreement and charges.

The Board's standing Water Committee shall be concerned with management of the water facilities, water system, charges and issues/concerns with the City of Jurupa Valley.

The Board's standing Weed Abatement Committee shall be concerned with management of the weed abatement properties, vendor contracts and issues/concerns with the County of Riverside.

Section 17. Board Meeting Agenda

The General Manager shall prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may call the General Manager and request any item to be placed on the agenda at least five days prior to the date of the meeting.

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

- The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, at least five business days prior to the date of the meeting.
- The General Manager shall be the sole judge of whether the public request is or is not a "matter directly related to District business."
- No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy.
- The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review at the District office.

The agenda for a special meeting shall be posted at least 72 hours before the meeting in the same location.

Section 18. Minutes of the Board Meetings

The Secretary to the Board of Directors shall keep minutes of all regular and special meetings of the Board.

Copies of a meeting's minutes shall be distributed to Directors as a part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be kept in a secure container located on the District office premises.

Unless directed otherwise, an audio tape recording of regular and special meetings of the Board of Directors will be made. The device upon which the recording is stored shall be kept in a locked drawer until the Board has approved corresponding minutes. Upon approval, staff shall erase the tapes for reuse. Members of the public may inspect recordings of Board meetings without charge on a playback machine that will be made available by the District.

Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed and individual votes will be recorded unless the action was unanimous. All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each year. In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

- Date, place and type of each meeting.
- Directors present and absent by name.
- Administrative staff present by name.
- Call to Order.
- Time and name of late arriving Directors.
- Time and name of early departing Directors.
- Names of Directors absent during any agenda item upon which action was taken.
- Summarial record of staff reports.
- Summarial record of public comments regarding matters not on the agenda, including names of commentators.
- Approval of minutes or modified minutes of preceding meetings.
- Record by number of all warrants approved for payment.
- Complete information as to each subject of the Board's deliberation.
- Resolutions and ordinances described as to their substantive content and sequential numbering.
- Record of all contracts and agreements, and their amendment, approved by the Board.
- Approval of the annual budget and mid year budget adjustments.
- Approval of all policies, rules and/or regulations.
- Approval of all dispositions of District assets.

- Approval of all purchases of District assets.
- Time of meeting adjournment.

Section 19. Basis of Authority

The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act, or expenditure.

Directors do not represent any fractional segment of the community, but are, rather, a part of the body that represents and acts for the community as a whole.

Section 20. Membership in Associations

The Board of Directors shall ordinarily hold membership in and attend meetings of such national, state, and local associations as may exist which have applicability to the functions of the District, and shall look upon such membership as an opportunity for in-service training.

The Board of Directors shall maintain membership in the California Special Districts Association and shall insure that annual dues are paid when due.

Section 21. Incompatible Offices

A Board Member shall not hold a public office, the duties of which may require action contradictory or inconsistent with his or her duties as a Board Member, as determined under applicable law (*Government Code Section 1099*).

Section 22. Board Stipend, Travel Expenses, Ethics Training

Purpose

It is recognized that the District's Directors are required to attend meetings and render various services in connection with the performance of their duties as Board members. Government Code Section 61047 of the Community Services District Law (the "CSD Law") provides that, unless an increase is authorized pursuant to Section 20200 et seq. of the Water Code, the compensation for Directors shall not exceed \$100.00 for each day of service, not to exceed six (6) days of service in a month. This Article sets forth the compensation and expense policies of the District relative to such services. No compensation or expenses for meetings or services shall be paid without the express authorization of the Board, except as provided below. The Board may deviate from these policies on a case-by-case basis to address specific circumstances as may be determined by the Board, subject to the limitations of the CSD Law and other applicable provisions of law.

Board and Committee Meetings

Board Members shall adhere to the District's Resolution No. 2014-813 or successor resolution(s) regarding Board Member Stipends.

Expenses

The District shall pay expenses incident to any meeting or other services for which (i) compensation is payable to the Director, as provided above, or (ii) compensation is not

payable to the Director, but the payment of expenses has been approved by express authorization of the Board. The payment of expenses shall not be limited to the number of meetings attended in a calendar month.

Travel Expenses – Purpose

It shall be the policy of the District to reimburse Directors for travel expenses that are necessary, reasonable, ordinary, legitimate, permissible, and actually incurred when traveling on authorized District business, provided the expenses are authorized pursuant to above, are fully documented by receipts or other records, and are itemized on an approved Expense Reimbursement Report. It shall be the responsibility of each Director, within two (2) weeks after travel is completed, to submit a properly completed Expense Reimbursement Report together with supporting documentation in accordance with this Article. All documents related to reimbursable expenditures are public records subject to disclosure under the California Public Records Act.

Registration

Registration fees for approved conferences, seminars, workshops and meetings shall be a District expense and shall be paid in advance directly by the District.

Transportation

Transportation costs for approved travel shall be a District expense. If travel is to be completed by use of a personal vehicle, the vehicle owner shall submit to the District proof of adequate insurance prior to travel. When a personal vehicle is used, the owner will be compensated for mileage at the rates provided in Internal Revenue Service Publication 463 or any successor publication. When available, Directors shall use government and group rates offered by transportation providers. In the case of air travel, under no circumstances will the reimbursement for airfare exceed the cost of the lowest available round trip airfare from Ontario to the meeting site.

Lodging

Lodging costs for approved travel shall be an expense of the District. Where an overnight stay is required, Directors may arrange to have the District billed in advance for lodging expenses. If advance payment by the District is not possible, the Director may advance the payment for lodging costs. If lodging is in connection with a conference or organized educational activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available at the time of booking. If the group rate is not available, Directors shall use government rates, if available, or shall use comparable lodging that is consistent with the requirements of this policy. Under no circumstances will the reimbursement for lodging exceed the cost of the lowest available single occupancy rate, plus tax. In addition, no reimbursement will be made for extra services or entertainment purchased by a Director.

Meals

Meal costs while on approved travel shall be an expense of the District. The maximum amount authorized for meal expenses for each day a Director is traveling to or from and/or is in attendance at a meeting, conference, or other activity authorized by the District shall be the current per diem amount for meals as provided in Internal Revenue Service Publication 463 or any successor publication. Under no circumstances will the District pay for or reimburse any expenses for consumption of alcoholic beverages.

Method of Payment for Travel Expenses

Payment for travel and other expenses incurred in connection with authorized District related business is to be made in accordance with the following procedure:

(a) Advance Payments

Where travel has been authorized by the Board, the District may pay per diem meal expenses to a Director in advance and may prepay the costs of transportation, lodging and registration directly to the vendor. Requests for prepayment should be made to the District's General Manager.

(b) Use of District Credit Cards

The District's credit cards shall not be used, directly or indirectly, by Directors.

(c) Cash Reimbursement

The District shall reimburse Directors for expenses incurred in connection with travel previously authorized by the Board, provided the expenses are fully documented by receipts or other records, and are itemized on an approved Expense Reimbursement Report. The Expense Reimbursement Report and related documentation shall show detailed information regarding the date, nature and amount of the expense for all travel items except for per diem expenses. Lodging statements and other receipts pertinent to travel expenses shall be attached to the Expense Reimbursement Report so that any personal expenses can be identified and charged to the Director. A properly completed Expense Reimbursement Report together with supporting documentation shall be submitted to the General Manager within two (2) weeks following the completion of the authorized travel.

Reports

Directors shall provide brief reports on meetings attended at the expense of the District at the next regular board meeting.

Limitations

All expenses that do not fall within the travel reimbursement policies of this Article or within the reimbursable rates provided in Internal Revenue Service Publication 463, if applicable, shall be approved by the Board, in a public meeting before the expense is incurred. Expenses associated with spouses, relatives, guests, friends, and/or any person other than the Director, shall not be paid by the District, nor shall such expenses be passed through the District's accounting system.

Ethics Training – Purpose

The purpose of this Article is to set forth the ethics training requirements of the District, which are adopted in accordance with Assembly Bill 1234 (Government Code Section 53234 et seq.).

Designated Officials

The provisions pertaining to ethics training shall apply to all "Designated Officials" of the District, which term is defined to include: (i) all Directors of the District, and (ii) the District's General Manager, who are hereby designated by the Board to receive the training specified under this Article. All designated officials shall receive training in ethics pursuant to this Article.

Definition of Ethics Laws

The term "Ethics Laws" includes, but is not limited to, the following:

- (a) Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws.
- (b) Laws relating to claiming prerequisites of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies.
- (c) Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws.
- (d) Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members.

Training Requirements

Each designated official shall receive at least two (2) hours of training in general ethics principles and ethics laws relevant to his or her public service at least once every two years. Each designated official who commences service with the District on or after January 1, 2006, shall receive the training required by subdivision of this Article no later than one (1) year from the first day of service with the District.

District Obligations

The District may provide information on training available to meet the requirements of this Article to its designated officials at least once annually. The District shall also maintain records indicating (i) the dates that designated officials satisfied the requirements of this Article, and (ii) the entity that provided the training. Said records shall be maintained for at least five (5) years after a designated official receives the training and are public records subject to disclose under the California Public Records Act.

Section 23. Internet, Email and Electronics Communication Conduct

Board Member access to and use of District email, internet, and other electronic communications resources is a benefit to the District and its constituents.

Board Members shall not use the internet or District email in an inappropriate manner. Inappropriate use of the internet and email includes, but is not limited to:

- Accessing internet sites that contain pornography, exploits children, or sites that would generally be regarded in the community as offensive, or for which there is no official business purpose to access.
- Participating in any profane, defamatory, harassing, illegal, discriminatory, or offensive activity or any activity that is inconsistent in any way with the District's policies.
- Exploiting security weaknesses of the District's computing resources and/or other networks or computers outside the District.
- Internet access is to be used for District purposes only. Board Members do not have any right to privacy in any District computer resources, including email messages produced, sent or received by District computers or transmitted via the District's servers and network. The District may monitor the contents of all email messages to promote the administration of the District, its business, and policies.
- Email, once transmitted, can be printed, forwarded, and disclosed by the receiving party without the consent of the sender. Use caution in addressing messages to ensure that messages are not inadvertently sent to the wrong person.
- Board Members should take the necessary steps to prevent unauthorized disclosure of confidential or privileged information.
- Board Members should be advised, communication via email is considered a public document subject to California Public Records Act (CPRA) disclosures. Any local, State or Federal laws or statute that may be in conflict with this policy shall be deemed invalid.

Section 24. Violation of this Policy

A perceived violation of this policy should be referred to the President of the Board or to the full board for investigation, as appropriate. If the conduct is found to be a violation of the District's policy by a vote of the Board at a Board meeting, the violation may be addressed by the use of such remedies as are available by law to the District, including but not limited to (a) adoption of a resolution expressing disapproval of the conduct of the Board Member who has violated this policy, (b) injunctive relief, (c) referral of the violation to the District Attorney and/or the Grand Jury, or (d) in any other manner provided by law.

RUBIDOUX COMMUNITY SERVICES DISTRICT BOARD POLICIES AND PROCEDURES

BOARD MEMBER ACKNOWLEDGEMENT/SIGNATURE:

Armando Muniz, Board President

Date

Bernard Murphy, Board Vice President

Date

Ruth Anderson Wilson, Board Member

Date

F. Forest Trowbridge, Board Member

Date

Christopher Barajas, Board Member

Date

14. CONSIDERATION TO INCREASE NEW UTILITY BILLING
SYSTEM SOFTWARE CONTRACT FOR UNEXPECTED COSTS: **DM**
2017-16

Rubidoux Community Services District

Board of Directors

Christopher Barajas
Armando Muniz
Bernard Murphy
F. Forest Trowbridge
Ruth Anderson Wilson



Secretary-Manager

David D. Lopez

Water Resource Management Refuse Collection Street Lights Fire / Emergency Services Weed Abatement

DIRECTORS MEMORANDUM 2017-16

March 16, 2017

To: Rubidoux Community Services District
Board of Directors

Subject: Consideration to Increase Budget and Approve a Change Order for the Utility Billing Systems Replacement Project

BACKGROUND:

At the April 7, 2016, regular Board meeting of the Rubidoux Community Services District the Board of Directors authorized Staff to negotiate and enter a contract with Northstar Utility Solutions (Northstar) for the replacement of the District's utility billing system. In last year's budget, this work had a budget amount of \$315,000.00. When we received proposals, the Board subsequently adopted a reduced budget of \$205,000.00 for Northstar's work.

After the data conversion portion of the work began, problems began to emerge. Numerous idiosyncrasies in our data, and utility billing business practices required many additional hours by Northstar to complete the data conversion phase.

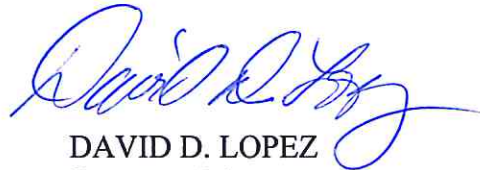
Recognizing this additional effort, Northstar has submitted a change order dated February 7, 2017 (attached). The change order requests and additional 248 hours of effort, which equates to an increase of \$49,600.00 on the contract. Northstar is approximately 75% complete, and we expect all the work to be done by June.

Staff has reviewed the change order and find it to be in order and appropriate.

RECOMMENDATION:

Staff recommends the Board of Directors approve the attached change order from Northstar in the amount of \$49,600.00, and increase the utility billing system replacement budget line item from \$205,000.00 to \$250,000.00 in recognition of the approved change order.

Sincerely,



DAVID D. LOPEZ
Secretary-Manager

c: Northstar Change Order Request Form (February 7, 2017)



NORTHSTAR IMPLEMENTATION PROJECT - CHANGE ORDER REQUEST FORM
ORGANIZATION NAME: RUBIDOUX COMMUNITY SERVICES DISTRICT (RCSD)

Vendor: NorthStar Utilities Solutions; a Division of Harris Computer Systems

Date: February 7, 2017

Change Order Number: 2V1

Project Description: NorthStar Implementation Project

Requested By: Doug Cathcart, NS Project Manager

Scope of Change Requested:

The purpose of this Change Order is to account for the project extension moving the go-live to May 2017 and to ensure that there are adequate hours in the Agreement to complete the project. The original Statement of Work (SOW) included 800 hours to complete the project over a 7-month period.

As of January 15 2017, NorthStar Utilities Services has delivered 696 hours of services. It is estimated that 352 hours will be required to complete the project with a May 01, 2017 go-live date. This estimate considers:

- Project Management services
- Application Consultant training and testing services
- Technical Consultant interfaces and conversion services
- A full conversion for parallel testing and go-live
- Cognos training
- Establishing a Test environment
- Onsite one week for Parallel
- Onsite one week for system go-live
- Post Go-live support

This constitutes a difference of 248 hours above the 800 hours included in the SOW.

Assumptions and Other Requirements:

- The 64 hours for two new onsite consulting visits reflected in CO1 are not included in these additional hours.

Cost Impact:

- 248 hours @ \$200 = \$49,600.

Payment Terms:

- | | |
|---|----------|
| • 50% on signing of change order | \$24,800 |
| • 17% due on completion of week 4 User Acceptance Testing | \$8,267 |
| • 17% due on Go Live | \$8,267 |
| • 16% due 30 days after Go Live | \$8,266 |



Schedule Impact:

- The target go-live date will be May 1, 2017

A signature below will serve as authorization to proceed with this quotation. Please sign and return this by fax to: 613-482-4874 or email signed pdf to dcathcart@northstarutilities.com

Approval (signature and date):

RCSD Approval _____

RCSD Project Manager _____

NorthStar Project Manager _____

Change is Approved Denied Date _____

15. CONSIDERATION TO DEVELOP A TWO (2) YEAR BUDGET FOR
THE OPERATIONS AND MAINTENANCE AND CAPITAL
IMPROVEMENT PROJECTS (CIP) FOR THE RUBIDOUX
COMMUNITY SERVICES DISTRICT: **DM 2017-17**

Rubidoux Community Services District

Board of Directors

Christopher Barajas
Armando Muniz
Bernard Murphy
F. Forest Trowbridge
Ruth Anderson Wilson



Secretary-Manager

David D. Lopez

Water Resource Management Refuse Collection Street Lights Fire / Emergency Services Weed Abatement

DIRECTORS MEMORANDUM 2017-17

March 16, 2017

To: Rubidoux Community Services District
Board of Directors

Subject: Consideration to Develop Two (2) Year Budget Cycle for the Rubidoux Community Services District

BACKGROUND:

Historically all public agencies, including the Rubidoux Community Services District, have developed and adopted its Operations/Maintenance and Capital Improvement Projects (CIP) Budgets on an annual basis. However, recent fiscal budgeting options included multi-year budgets offering public agencies many advantages over the traditional annual budget process. Multi-year budget benefits include:

- Reduces annual budget cycle which is time consuming for Staff and Policy Makers.
- Two (2) year budget cycle enables a greater fiscal period thereby making adjustments to realign the expenses a greater possibility.
- With an annual budget cycle, we get only seven (7) months of expense and revenues to predict and forecast. The multi-year offers nineteen (19) months of actual reported data.

- With the successful implementation of AB 3030 compliant with Prop. 218, the RCSD has five (5) year rate schedules for each of the Water, Sewer and Trash rates. This enables the District to project revenues within those above services with great predictability.

- Finally, a multi cycle budget offers Board oversight and Review on a bi annual basis. Consequently, necessary adjustments within the budget cycle in the months of January 2018, July 2018, and January 2019.

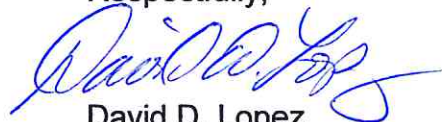
While a multi-year budget cycle offers the above advantages is does not plan for catastrophic events, seasonal weather patterns, or state Executive orders for mandatory conservation...but neither does an annual budget cycle. A strong Operations Reserve Fund can bridge fiscal uncertainty for unplanned events, and the District does have strong reserves.

Should the Board authorize the development of a multi cycle budget process, Staff has attached a schedule for Budget workshop meetings, Water Sewer and Trash Fees adoption, and Budget Adoption (see Exhibit "A").

RECOMMENDATION:

The development of a multi-year Budget process is recognized as an effective tool for public agencies for the benefits outlined above. Should the Board agree and authorize the development of a multi-year Budget for the Rubidoux community Service District, Staff would precede with the schedule as outlined in Exhibit "A", and attached hereto.

Respectfully,



David D. Lopez
Secretary-Manager

Attachment: Exhibit "A"
CCAC AB 3030

Exhibit "A"

PROPOSED BUDGET WORKSHOP SCHEDULE
AND RATE ADOPTION
FY's 2017/2018

May 4, 2017, @ 3:00 PM	First Budget Workshop
May 18, 2017, @ 3:00 PM	Second Budget Workshop
May 18, 2017, @ 4:00 PM	Sewer Rate Adoption
June 1, 2017, @ 4:00 PM	Call and Set Public Hearing
June 15, 2017, @ 4:00 PM	Water Rate Adjustment
June 15, 2017, @ 4:00 PM	Trash Rate Adjustment
June 15, 2017, @ 4:00 PM	Budget Public Hearing and Adoption



Shalice Reynoso, MMC
CCAC Legislative Director

News Clerks Should Know:

Released 12/17/08

AB 3030 – effective 1/1/2009

Considering a Water, Sewer, or Trash Rate Increase?

AB 3030 is an attempt to simplify the process of adjusting rates for water, sewer or refuse collection service.

Under Proposition 218, public agencies are now required to mail notice to all customers and property owners regarding a proposed increase of an existing fee or charge for a property-related service being provided to a parcel. Customers and property owners are then given an opportunity to protest the proposed increase.

This bill authorizes an agency providing water, sewer, or refuse collection service to adopt a schedule of fees or charges for a property-related service for a period of up to five years. The fee schedule may include a clearly-defined formula for adjusting for inflation. The schedule may also provide for adjustments that pass through the adopted increases or decreases in wholesale charges for water.

Bottom line: This bill authorizes agencies to adopt multi-year schedules of property-related fees or charges for water, sewer or refuse collection that will automatically account for inflation and unexpected wholesale cost increases. Keep in mind that the Proposition 218 noticing and protest hearing procedures must be held every five years for adoption of such schedules—but every five years is certainly better than the current requirement. Also when the fees are adjusted, 30-day notice must be given before the effective date of the adjustment.

16. DIRECTORS COMMENTS – NON-ACTION

17. ADJOURNMENT