

Rubidoux Community Services District

Board of Directors

Hank Trueba Jr.
Armando Muniz
Bernard Murphy
John Skerbelis
F. Forest Trowbridge

General Manager

Steven W. Appel



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, December 5, 2019

1. Call to Order - President Trueba
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes for November 21, 2019, Regular Meeting.
5. Consideration to Approve December 6, 2019, 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 (Second Meeting each Month):
 - a) Operations Report
 - b) Emergency and Incident Report

ACTION ITEMS:

9. Consideration to Schedule Employee/Board of Directors End-of-Year Luncheon:
DM 2019-65
10. Present and Discuss Draft Resolution 2019-859, Water Shut-off Protection Act, SB 998:
DM 2019-66
11. **CLOSED EXECUTIVE SESSION** – Pursuant to Government Code Section 54957: Public Employment Appointment
Title: General Manager
12. Directors Comments - Non-action
13. 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 NOVEMBER 21, 2019, REGULAR
MEETING MINUTES

MINUTES OF REGULAR MEETING
November 21, 2019
RUBIDOUX COMMUNITY SERVICES DISTRICT

DIRECTORS PRESENT: John Skerbelis
F. Forest Trowbridge
Hank Trueba, Jr.
Bernard Murphy
Armando Muniz

DIRECTORS ABSENT:

STAFF PRESENT: Steve Appel, General Manager
Jeff Sims, Assistant General Manager/District Engineer
Brian Laddusaw, Director of Finance
Brian Jennings, Manager Budgeting & Accounting

Call to order: the meeting of the Board of Directors of the Rubidoux Community Services District by President Trueba, at 4:00 P.M., Thursday, November 21, 2019, at the District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

ITEM 4. APPROVAL OF MINUTES

Approval of Minutes for November 7, 2019, Regular Board Meeting.

Director Muniz moved and Director Skerbelis seconded to approve November 7, 2019 Minutes.

Ayes – 5 (Muniz, Murphy, Skerbelis, Trowbridge, Trueba)
Noes – 0
Abstain – 0

The motion was carried unanimously.

ITEM 5. Consideration to Approve the November 22, 2019 the Salaries, Expenses and Transfers.

Consideration to approve November 22, 2019, Salaries, Expenses and Transfers.

Director Trowbridge moved and Director Muniz seconded to Approve the November 22, 2019 Salaries, Expenses and Transfers.

Ayes – 5 (Muniz, Murphy, Skerbelis, Trowbridge, Trueba,)
Noes – 0
Abstain – 0

The motion was carried unanimously.

ITEM 6. PUBLIC ACKNOWLEDGE OF NON-AGENDA MATTERS

There were no members of the public to address the Board at this time.

ITEM 7. CORRESPONDENCE AND RELATED INFORMATION

The first article piece of information was a packet from the American Water Works Association. It gave a briefing on PFAS. It gave a basic overview of what PFAS and what the contaminants are.

ITEM 8. MANAGER'S REPORT

Operations Report:

The water demands are down due to the cooler weather. Everything is operating as it should be.

Emergency and Fire Report:

There was no report for the month.

ITEM 9. Receive and File the October Statement of Cash Assets Schedule. DM 2019-60.

BACKGROUND

Attached for the Board of Directors' consideration is the October 2019 Statement of Cash Asset Schedule Report for all District Fund Accounts. Our YTD interest is \$217,711.07 for District controlled accounts. With respect to District "Funds in Trust", we show \$9,379.80 which has been earned and posted. The District has a combined YTD interest earned total of \$227,090,871 as of October 31, 2019.

With respect to the District's Operating Funds (Excluding Restricted Funds and Operating Reserves), we show a balance of \$5,527,233.11 ending September 30, 2019. That's **\$600,767.19 LESS** than July 1, 2018, beginning balance of \$6,139,000.30.

Further, the District's Field/Admin Fund current fund balance is \$515,323.93.

Submitted for the Board of Directors consideration is the *October 2019, Statement of Cash Asset Schedule Report* for your review and acceptance this afternoon.

Director Muniz moved and Director Trowbridge seconded to Receive and File the Statement of Cash for the Month of October 2019 for the Rubidoux Community Services District.

Ayes – 5 (Muniz, Murphy, Skerbelis, Trowbridge, Trueba)

Noes – 0

Abstain – 0

The motion was carried unanimously.

ITEM 10. Review Annual Board of Directors Reorganization Policy for Calendar Year 2020. DM 2019-61.

BACKGROUND

Since 1991, the Rubidoux Community Services District Board of Directors have practiced the custom of the yearly rotation of the vice president position. Last December, Vice President Trueba was affirmed president for 2019 and Director Muniz was elected vice president. In keeping with the practice, Director Muniz will serve as president for 2020 and consequently the Board will need to elect a vice president.

At the December 19, 2019 Board meeting, the Board will affirm Director Muniz as president for 2020. Once Director Muniz assumes the presidency, the Board will then consider the nomination and election of a vice president for 2020, and eventual rotation to Board president in 2021.

Information item only.

ITEM 11. Receive the Draft Employee Handbook for Review. DM 2019-61.

BACKGROUND

At the last Board meeting, Staff distributed the Draft Employee Handbook for your review and comments (DM 2019-58). Subject handbook supersedes and replaces the current handbook which has been in effect since September 2006. The handbook was developed, in part, using templates and models from other public associations and agencies. Further, there are specific policies and procedures that only apply to the District, which were authored by Staff.

The purpose of any employee handbook is to provide the employee with a useful document on benefits, policies, procedures, and legislated workplace requirements.

Director Skerbelis moved and Director Muniz seconded the Board of Directors pull this item from the agenda and bring it back at a future meeting, due to request from the union representative.

ROLL CALL

Ayes – 4 (Muniz, Skerbelis, Trowbridge, Trueba)

Noes – 1 (Murphy)

Abstain – 0

The motion was carried with a vote of 4 Ayes to 1 No.

ITEM 12. Approve Sewer Main Construction Contract. DM 2019-63.

BACKGROUND

In August 2017 the Board authorized Staff to hire TKE Engineering, Inc. to proceed with design services for the Avalon Street Sewer Improvements. These sewer improvements are required for the District to service the proposed Emerald Ridge development, a 400-home subdivision. The project consists of approximately 700 LF of sewer pipeline, manholes, laterals, connections, and pavement repairs within Avalon Street and Raye Street. Recently, the City of Jurupa Valley informed Staff they intend to re-surface the streets in the area of the planned sewer project in February 2020. Once the streets are re-surfaced, the City typically imposes a 2-year moratorium on street cuts. The only street being re-surfaced within the sewer project area is Raye Street.

The ultimate construction of the Avalon Street Sewer Improvement Project will facilitate the sewer improvements necessary for the proposed Emerald Ridge Development. The developer anticipates the development moving forward within 2 years. Typically, Staff recommends not proceeding until the developer begins to move forward. However, to avoid the 2-year moratorium, Staff recommends the Raye Street portion of the sewer project be constructed by a contractor prior to the February 2020 City street re-surfacing project. The Raye Street portion consists of approximately 70 LF of sewer, one manhole and the reconnection of a mobile home park lateral.

For the Raye Street portion of the Avalon Street Sewer Improvement Project will facilitate the sewer improvements necessary for the proposed Emerald Ridge Development. The developer anticipates the development moving forward within 2 years. Typically, Staff recommends not proceeding until the developer begins to move forward. However, to avoid the 2-year moratorium, Staff recommends the Raye Street portion of the sewer project be constructed by a contractor prior to the February 2020 City street re-surfacing project. The Raye Street portion consists of approximately 70 LF of sewer, one manhole and the reconnection of a mobile home park lateral.

For the Raye Street portion of the sewer, Staff received cost estimates from three contractors; Genesis Construction, SRD Engineering, and Trautwein Construction. The cost estimates are: \$78,465.00, \$67,205.00, and \$58,000.00 respectively. No irregularities were noted, and Staff's recommendation is to enter into a construction contract with Trautwein Construction.

To facilitate this project, Staff requested an engineering services proposal from TKE Engineering to prepare the City encroachment permit application, traffic control plans,

construction staking, and geotechnical services. TKE has done numerous engineering services for the District and is well qualified. TKE's \$9,270.00 proposal was reviewed and evaluated, and it is Staff's recommendation to authorize these services to TKE.

Director Skerberlis moved and Director Trowbridge seconded the Rubidoux Community Services District Board of Directors approve using approved FY 2019-2020 Budget, under the Sewer Capital Improvement Project (CIP) Budget the following:

- 1. Authorize Staff to enter into a construction contract with Trautwein Construction in the amount of \$58,000;**
- 2. Approve the engineering services proposal from TKE Engineering in the amount of \$9,270.00;**
- 3. Establish a project contingency in the amount of 15% of the construction cost, or \$7,500.00 (rounded).**

ROLL CALL

Ayes – 5 (Muniz, Murphy, Skerbelis, Trowbridge, Trueba)

Noes – 0

Abstain – 0

The motion was carried unanimously.

ITEM 13. Purchase Tax-Defaulted Properties from the County of Riverside. DM 2019-64.

BACKGROUND

The County of Riverside Treasurer-Tax Collector periodically distributes a list of tax-defaulted properties that have become subject to the Treasurer-Tax Collector's Power of Sale. This list is made available to public agencies prior to making the properties available to private purchasers. Public agencies can submit an "Application to Purchase Tax-Defaulted Property from County" ("Application") for available properties located within its service boundaries. If the tax-defaulted property is not brought current by the current owner, and the County finds the Application acceptable, the County can then enter negotiations with the Public Agency to enter into an agreement on the property purchase. The purchase price should be approximately the "redemption amount" due for the property, which is the owed taxes and fees due the County.

Staff has reviewed the list of assessor parcel numbers identifying properties within Jurupa Valley, and more specifically within the Rubidoux Community Services District's ("District") service boundary. Two properties may be beneficia to the District to consider submitting Applications to purchase.

1. APN: 179-111-004; a 0.54-acre vacant property on Avalon Street adjacent to the District Fire Station fronting Mission Blvd. This property could be used to locate District treatment facilities as it is close to major water transmission piping in Mission Blvd. The County values the property at \$138,520. The redemption amount is \$10,886.90, or 7.9% of the current property value.
2. APN: 179-260-044; a 0.12-acre vacant property fronting Mission Blvd. Although this property is small, it is surrounded by other vacant properties between Mission Blvd. and 37th Street. This property could potentially be combined with other vacant properties to locate a new District Administrative building. The County values the property at \$40,360. The redemption amount is \$6,374.93, or 15.8% of the current property value.

The District has acquired tax-default property from the County in the past. Specifically, the property where the Leland Thompson Water Treatment Facility is located. The District acquired the property in 1999 and eventually developed it with manganese treatment works in 2011.

Since the redemption value of these tax-defaulted properties is low in comparison to the current property value, acquiring and holding on to them presents little risk to the District. Acquisition also provides an easier path forward when implementing future projects.

Director Trowbridge moved and Director Skerbelis seconded the Board of Directors authorize the General Manager to submit Applications to the County for APN 179-111-004 and APN 179-260-044 to acquire the properties at the redemption amount of \$17,241.83 plus associated staff and legal time to complete the transaction, estimated not exceed a total of \$25,000. Funding of this to come from the Water Fund Budget – Asset Acquisitions Fund.

Ayes – 5 (Muniz, Murphy, Skerbelis, Trowbridge, Trueba)

Noes – 0

Abstain – 0

The motion was carried unanimously.

ITEM 14. CLOSED EXECUTIVE SESSION – Pursuant to Government Code Section 54957.6:

Labor Negotiations (MOU Re-Opener). Healthcare Allowance Adjustment.
Agency Negotiator: Steven Appel, General Manager

The Board voted to approve the union’s request to increase the District’s healthcare coverage allowance from \$1,818.00 per month, per employee to \$1,858.00 per month, per employee. This will be an increase of \$40 per month, per employee – beginning January 1, 2020.

The motion was carried unanimously.

**ITEM 15. CLOSED EXECUTIVE SESSION – Pursuant to Government Code
Section 54957: Public Employment
Title: General Manager**

The Board accepted General Manager Appels retirement letter and agreed to his extended use of accrued vacation prior to his retirement.

ITEM 16. Directors Comments.

Director Trueba adjourned the meeting at 5:08 pm.

5. CONSIDERATION TO APPROVE DECEMBER 6, 2019,
SALARIES, EXPENSES AND TRANSFERS

RUBIDOUX COMMUNITY SERVICES DISTRICT
DECEMBER 5, 2019 (BOARD MEETING)
FUND TRANSFER AUTHORIZATION

| | |
|--|-----------|
| NET PAYROLL 12/13/19 | 62,000.00 |
| WIRE TRANSFER: FEDERAL PAYROLL TAXES 12/16/19 | 23,700.00 |
| WIRE TRANSFER: STATE PAYROLL TAXES 12/16/19 | 4,900.00 |
| WIRE TRANSFER: TO CREDIT UNION | 2,500.00 |
| WIRE TRANSFER: PERS RETIREMENT | 17,144.00 |
| WIRE TRANSFER: PERS REPLACEMENT BENEFIT | - |
| WIRE TRANSFER: PERS HEALTH PREMIUMS | 30,870.00 |
| WIRE TRANSFER: PERS RETIRED HEALTH PREMIUMS AND FEES | 1,273.00 |
| WIRE TRANSFER: SECTION 125 | 70.00 |
| WIRE TRANSFER: SECTION 457 | 3,169.00 |

| | |
|---|----------|
| VACATION BUYBACK 12/13/19 | 3,300.00 |
| WIRE TRANSFER: FEDERAL PAYROLL TAXES 12/16/19 | 1,700.00 |
| WIRE TRANSFER: STATE PAYROLL TAXES 12/16/19 | 425.00 |

CHECKING ACCOUNT TRANSFERS FOR ACCOUNTS PAYABLE:

| | |
|---|----------------|
| 12/6/2019 WATER FUND TO GENERAL FUND-Payables | 111,901.62 |
| WATER FUND TO GENERAL FUND-Trash | 133,721.79 |
| WATER FUND TO SEWER FUND | 132,459.26 |
| SEWER FUND TO GENERAL FUND-Payables | 451,290.60 |

INTERFUND TRANSFERS:

| | |
|--|------------|
| 12/6/2019 SEWER FUND CHECKING TO LAIF SEWER OP | - |
| SEWER FUND CHECKING TO LAIF SEWER ML | - |
| SEWER FUND CHECKING TO WATER FUND CHECKING | - |
| LAIF SEWER OP TO SEWER FUND CHECKING | 318,000.00 |
| LAIF WASTEWATER REPLACEMENT TO LAIF SEWER OP | - |
| LAIF SEWER ML TO LAIF SEWER OP | 166,432.40 |
| LAIF SEWER OP TO LAIF WASTEWATER REPLACEMENT | - |
| LAIF SEWER OP TO LAIF PROPERTY TAX | - |
| GENERAL FUND CHECKING TO WATER FUND CHECKING | - |
| LAIF GENERAL TO GENERAL FUND CHECKING | - |
| LAIF PROPERTY TAX TO GENERAL FUND CHECKING | 150,000.00 |
| WATER FUND CHECKING TO LAIF-COP PAYBACK | 32,400.00 |
| WATER FUND CHECKING TO LAIF-W.R. | 4,600.00 |
| WATER FUND CHECKING TO GENERAL FUND CHECKING | - |
| LAIF WATER ML TO LAIF WATER REPLACEMENT | - |
| LAIF WATER OP TO LAIF WATER RESERVE | - |
| WATER FUND CHECKING TO LAIF WATER RESERVE | - |
| WATER FUND CHECKING TO LAIF WATER OP | 96,000.00 |
| WATER FUND CHECKING TO LAIF WATER ML | - |
| LAIF WATER OP TO LAIF FIELD/ADMIN BLDG | - |

NOTES PAYABLE

| <u>DESCRIPTION</u> | <u>BALANCE</u> | <u>PAYMENT</u> | <u>DUE DATE</u> |
|--|-----------------|----------------|-----------------|
| U.S. Bank Trust (1998 COP's Refunding) | 3,125,000 Prin. | - | Jun-20 |
| U.S. Bank Trust (1998 COP's Refunding) | 494,190 Intr. | 79,688 | Jun-20 |
| MN Plant-State Revolving Loan | 4,385,106 Prin. | 125,734 | Jan-20 |
| MN Plant-State Revolving Loan | 895,735 Intr. | 56,364 | Jan-20 |

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| Tr. # | Vendor | Inv Date | Paid Out | Immediate | Credit Card Vendor | Due Date | Discount Date | Invoice # |
|-----------|--|----------------------|------------|-----------|--------------------|----------------|-------------------------|----------------|
| PO Number | | Immediate GL Account | GL Account | | Check # | | Payment Date | Discount |
| GL Date | | | | | Credit Card | CC Reference # | | Total Invoice |
| 1 | BPS B'S POOL SUPPLIES / B.P.S. B's POOL SUPPLIES ✓ | | | | | | | 101250 ✓ |
| | SODIUM HYPO | 11/12/2019 ✓ | N | N | | | 12/12/2019 ✓ 11/12/2019 | \$0.00 |
| | 12/5/2019 ✓ | | | | N | | | \$1,290.32 ✓ |
| 2 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | BK90981-0267 ✓ |
| | WTR ANALYSES | 11/12/2019 ✓ | N | N | | | 12/12/2019 ✓ 11/12/2019 | \$0.00 |
| | 12/5/2019 ✓ | | | | N | | | \$32.00 ✓ |
| 3 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | BK90983-0267 ✓ |
| | WTR ANALYSES | 11/12/2019 ✓ | N | N | | | 12/12/2019 ✓ 11/12/2019 | \$0.00 |
| | 12/5/2019 ✓ | | | | N | | | \$96.00 ✓ |
| 4 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | BK91065-0267 ✓ |
| | LAB FEES | 11/13/2019 ✓ | N | N | | | 12/13/2019 ✓ 11/13/2019 | \$0.00 |
| | 12/5/2019 ✓ | | | | N | | | \$254.00 ✓ |
| 5 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | BK91074-0267 ✓ |
| | LAB FEES | 11/13/2019 ✓ | N | N | | | 12/13/2019 ✓ 11/13/2019 | \$0.00 |
| | 12/5/2019 ✓ | | | | N | | | \$244.00 ✓ |
| 6 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | BK91085-0267 ✓ |
| | WTR ANALYSES | 11/13/2019 ✓ | N | N | | | 12/13/2019 ✓ 11/13/2019 | \$0.00 |
| | 12/5/2019 ✓ | | | | N | | | \$116.00 ✓ |
| 7 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | BK91087-0267 ✓ |
| | LAB FEES | 11/13/2019 ✓ | N | N | | | 12/13/2019 ✓ 11/13/2019 | \$0.00 |
| | 12/5/2019 ✓ | | | | N | | | \$133.00 ✓ |
| 8 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | BK91089-0267 ✓ |
| | WTR ANALYSES | 11/13/2019 ✓ | N | N | | | 12/13/2019 ✓ 11/13/2019 | \$0.00 |
| | 12/5/2019 ✓ | | | | N | | | \$32.00 ✓ |
| 9 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | BK91090-0267 ✓ |
| | WTR ANALYSES | 11/13/2019 ✓ | N | N | | | 12/13/2019 ✓ 11/13/2019 | \$0.00 |
| | 12/5/2019 ✓ | | | | N | | | \$342.00 ✓ |
| 10 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | BK91187-0267 ✓ |
| | WTR ANALYSES | 11/14/2019 ✓ | N | N | | | 12/14/2019 ✓ 11/14/2019 | \$0.00 |
| | 12/5/2019 ✓ | | | | N | | | \$32.00 ✓ |
| 11 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | BJ92457-067 ✓ |
| | WTR ANALYSES | 10/24/2019 ✓ | N | N | | | 11/24/2019 ✓ 10/24/2019 | \$0.00 |
| | 12/5/2019 ✓ | | | | N | | | \$420.00 ✓ |
| 12 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | BJ92572-067 ✓ |
| | WTR ANALYSES | 10/25/2019 ✓ | N | N | | | 11/25/2019 ✓ 10/25/2019 | \$0.00 |
| | 12/5/2019 ✓ | | | | N | | | \$84.00 ✓ |
| 13 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | BK90024-0267 ✓ |
| | WTR ANALYSES | 11/1/2019 ✓ | N | N | | | 12/1/2019 ✓ 11/1/2019 | \$0.00 |
| | 12/5/2019 ✓ | | | | N | | | \$420.00 ✓ |
| 14 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | BK90160-0267 ✓ |
| | WTR ANALYSES | 11/4/2019 ✓ | N | N | | | 12/4/2019 ✓ 11/4/2019 | \$0.00 |
| | 12/5/2019 ✓ | | | | N | | | \$84.00 ✓ |
| 15 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | BK91308-0267 ✓ |
| | WTR ANALYSES | 11/15/2019 ✓ | N | N | | | 12/15/2019 ✓ 11/15/2019 | \$0.00 |
| | 12/5/2019 ✓ | | | | N | | | \$253.00 ✓ |
| 16 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | BK91428-0267 ✓ |
| | WTR ANALYSES | 11/18/2019 ✓ | N | N | | | 12/18/2019 ✓ 11/18/2019 | \$0.00 |
| | 12/5/2019 ✓ | | | | N | | | \$1,330.00 ✓ |
| 17 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | BK91443-0267 ✓ |
| | WTR ANALYSES | 11/18/2019 ✓ | N | N | | | 12/18/2019 ✓ 11/18/2019 | \$0.00 |
| | 12/5/2019 ✓ | | | | N | | | \$96.00 ✓ |

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| Tr. # | Vendor | Inv Date | Paid Out | Immediate | Credit Card Vendor | Due Date | Discount Date | Invoice # |
|-------------|--|----------------------|----------------------|-----------|--------------------|----------------|-------------------------|--------------------|
| PO Number | | Immediate GL Account | Immediate GL Account | | Check # | | Payment Date | Discount |
| GL Date | | | | | Credit Card | CC Reference # | | Total Invoice |
| 35 | R&D MECHANICAL / R&D MECHANICAL SUPPLY, INC ✓ | | | | | | | I1003103 ✓ |
| | COPPER TUBING | 11/12/2019 ✓ | N | N | | | 12/12/2019 ✓ 11/12/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | N | | | \$1,636.69 ✓ |
| 36 | RAMS / ROGERS, ANDERSON, MALODY & SCOTT, LL ✓ | | | | | | | 62077 ✓ |
| | FYE 2019 AUDIT | 10/31/2019 ✓ | N | N | | | 11/30/2019 ✓ 10/31/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | N | | | \$5,625.00 ✓ |
| 37 | SCE / SCE ✓ | | | | | | | 19D2271820763 ✓ |
| | WTR PMP ENRGY | 11/19/2019 ✓ | N | N | | | 12/9/2019 ✓ 11/19/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | N | | | \$204.09 ✓ |
| 38 | SRD ENG / SRD ENGINEERING, INC ✓ | | | | | | | 20191031-PYMT #2 ✓ |
| | AGUGA BRINE LINE | 10/31/2019 ✓ | N | N | | | 11/30/2019 ✓ 10/31/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | N | | | \$166,432.40 ✓ |
| 39 | STREAMLINE / STREAMLINE ✓ | | | | | | | 102465 ✓ |
| | WEBSITE | 11/18/2019 ✓ | N | N | | | 12/18/2019 ✓ 11/18/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | N | | | \$400.00 ✓ |
| 40 | UPS / UNITED PARCEL SERVICE ✓ | | | | | | | 0000F908W2459 ✓ |
| | POSTAGE | 11/9/2019 ✓ | N | N | | | 12/9/2019 ✓ 11/9/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | N | | | \$11.82 ✓ |
| 41 | WESTERN MUNICIPAL WATER / WESTERN MUNICIPA ✓ | | | | | | | IN11294 ✓ |
| | QTRLY BRINE LN | 8/22/2019 ✓ | N | N | | | 9/22/2019 ✓ 8/22/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | N | | | \$1,572.00 ✓ |
| 42 | WESTERN MUNICIPAL WATER / WESTERN MUNICIPA ✓ | | | | | | | IN11493 ✓ |
| | SEPT '19 BRINE | 11/1/2019 ✓ | N | N | | | 12/1/2019 ✓ 11/1/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | N | | | \$439.02 ✓ |
| 43 | AIRGAS / AIRGAS USA, LLC ✓ | | | | | | | 9095231100 ✓ |
| | TOOLS | 11/14/2019 ✓ | N | N | | | 12/14/2019 ✓ 11/14/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | N | | | \$184.03 ✓ |
| 44 | AQUA METRIC SALES / AQUA METRIC SALES CO ✓ | | | | | | | INV0075824 ✓ |
| | 3/4" MTRS | 11/18/2019 ✓ | N | N | | | 12/18/2019 ✓ 11/18/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | N | | | \$14,854.42 ✓ |
| 45 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | BK90662-0267 ✓ |
| | WTR ANALYSES | 11/7/2019 ✓ | N | N | | | 12/7/2019 ✓ 11/7/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | N | | | \$420.00 ✓ |
| 46 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | BK90766-0267 ✓ |
| | WTR ANALYSES | 11/10/2019 ✓ | N | N | | | 12/10/2019 ✓ 11/10/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | N | | | \$84.00 ✓ |
| 47 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | BK91581-0267 ✓ |
| | WTR ANALYSES | 11/19/2019 ✓ | N | N | | | 12/19/2019 ✓ 11/19/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | N | | | \$48.00 ✓ |
| 48 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | BK91583-0267 ✓ |
| | WTR ANALYSES | 11/19/2019 ✓ | N | N | | | 12/19/2019 ✓ 11/19/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | N | | | \$96.00 ✓ |
| 49 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | BK91668-0267 ✓ |
| | WTR ANALYSES | 11/20/2019 ✓ | N | N | | | 12/20/2019 ✓ 11/20/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | N | | | \$53.00 ✓ |
| 50 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | BK91698-0267 ✓ |
| | WTR ANALYSES | 11/20/2019 ✓ | N | N | | | 12/20/2019 ✓ 11/20/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | N | | | \$32.00 ✓ |
| 51 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | BK91699-0267 ✓ |
| | WTR ANALYSES | 11/20/2019 ✓ | N | N | | | 12/20/2019 ✓ 11/20/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | N | | | \$32.00 ✓ |

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| PO Number | | Inv Date | Immediate GL Account | Check # | Check # | Due Date | Discount Date | Discount |
| GL Date | | Immediate GL Account | | Credit Card | CC Reference # | | Payment Date | Total Invoice |
| 52 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN | 11/20/2019 | N | N | | 12/20/2019 | 11/20/2019 | BK91701-0267 |
| 12/5/2019 | WTR ANALYSES | | | | | | | \$0.00 |
| | | | | | | | | \$63.00 |
| 53 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN | 11/20/2019 | N | N | | 12/20/2019 | 11/20/2019 | BK91711-0267 |
| 12/5/2019 | WTR ANALYSES | | | | | | | \$0.00 |
| | | | | | | | | \$180.00 |
| 54 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN | 11/20/2019 | N | N | | 12/20/2019 | 11/20/2019 | BK91713-0267 |
| 12/5/2019 | WTR ANALYSES | | | | | | | \$0.00 |
| | | | | | | | | \$174.00 |
| 55 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN | 11/20/2019 | N | N | | 12/20/2019 | 11/20/2019 | BK91716-0267 |
| 12/5/2019 | LAB FEES | | | | | | | \$0.00 |
| | | | | | | | | \$254.00 |
| 56 | BOOT BARN / BOOT BARN | 11/19/2019 | N | N | | 12/19/2019 | 11/19/2019 | INV00023698 |
| 12/5/2019 | BOOTS - MORENO | | | | | | | \$0.00 |
| | | | | | | | | \$175.00 |
| 57 | CARQUEST AUTO PARTS / CARQUEST AUTO PARTS | 11/19/2019 | N | N | | 12/19/2019 | 11/19/2019 | 7456-424549 |
| 12/5/2019 | TOOLS | | | | | | | \$0.00 |
| | | | | | | | | \$45.23 |
| 58 | CHASE CARD SERVICES / CHASE CARD SERVICES | 11/17/2019 | N | N | | 12/11/2019 | 11/17/2019 | 19D7704975.A |
| 12/5/2019 | SUPPLIES/CALENDARS | | | | | | | \$0.00 |
| | | | | | | | | \$33.92 |
| 59 | CHASE CARD SERVICES / CHASE CARD SERVICES | 11/17/2019 | N | N | | 12/11/2019 | 11/17/2019 | 19D7704975.B |
| 12/5/2019 | WRKING LNCH | | | | | | | \$0.00 |
| | | | | | | | | \$58.13 |
| 60 | CHASE CARD SERVICES / CHASE CARD SERVICES | 11/17/2019 | N | N | | 12/11/2019 | 11/17/2019 | 19D7704975.C |
| 12/5/2019 | CONF EXP SIMS | | | | | | | \$0.00 |
| | | | | | | | | \$586.72 |
| 61 | CITY OF JURUPA VALLEY / CITY OF JURUPA VALLEY | 11/20/2019 | N | N | | 12/20/2019 | 11/20/2019 | 1626 |
| 12/5/2019 | PERMIT | | | | | | | \$0.00 |
| | | | | | | | | \$421.41 |
| 62 | EAGLE / EAGLE ROAD SVC & TIRE | 11/25/2019 | N | N | | 12/25/2019 | 11/25/2019 | 1-162936 |
| 12/5/2019 | R&M TRK | | | | | | | \$0.00 |
| | | | | | | | | \$30.35 |
| 63 | HACH CO. / HACH COMPANY | 11/14/2019 | N | N | | 12/14/2019 | 11/14/2019 | 11723909 |
| 12/5/2019 | CHEMICALS | | | | | | | \$0.00 |
| | | | | | | | | \$240.80 |
| 64 | HOME DEPOT / HOME DEPOT CREDIT SERVICES | 11/21/2019 | N | N | | 12/21/2019 | 11/21/2019 | 021194/8032064 |
| 12/5/2019 | SUPPLIES | | | | | | | \$0.00 |
| | | | | | | | | \$713.60 |
| 65 | HOUSTON HARRIS / HOUSTON & HARRIS PCS, INC. | 9/30/2019 | N | N | | 10/30/2019 | 9/30/2019 | 19-22259 |
| 12/5/2019 | SWR CLNG | | | | | | | \$0.00 |
| | | | | | | | | \$1,146.25 |
| 66 | HOUSTON HARRIS / HOUSTON & HARRIS PCS, INC. | 11/24/2019 | N | N | | 12/24/2019 | 11/24/2019 | 19-22373 |
| 12/5/2019 | SWR CLNG | | | | | | | \$0.00 |
| | | | | | | | | \$12,942.50 |
| 67 | MANRIQUE, BENNY / MANRIQUE, BENNY | 11/21/2019 | N | N | | 12/21/2019 | 11/21/2019 | 20191120 |
| 12/5/2019 | PHYSICAL | | | | | | | \$0.00 |
| | | | | | | | | \$149.00 |
| 68 | MERIT OIL / MERIT OIL COMPANY | 11/6/2019 | N | N | | 11/21/2019 | 11/6/2019 | 547665 |
| 12/5/2019 | GASOLINE | | | | | | | \$0.00 |
| | | | | | | | | \$1,735.02 |

\$678.77



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| GL Date | | Immediate GL Account | | | Credit Card | CC Reference # | Payment Date | Total Invoice |
| 69 | MERIT OIL / MERIT OIL COMPANY ✓ | | | | | | | 548960 ✓ |
| GASOLINE | | 11/13/2019 ✓ | N | N | | | 11/28/2019 ✓ 11/13/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | N | | | \$1,018.93 ✓ |
| 70 | MERIT OIL / MERIT OIL COMPANY ✓ | | | | | | | 550245 ✓ |
| GASOLINE | | 11/20/2019 ✓ | N | N | | | 12/5/2019 ✓ 11/20/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | N | | | \$832.62 ✓ |
| 71 | NATIONAL PAVING CO / NATIONAL PAVING CO, INC ✓ | | | | | | | 1-1619224 ✓ |
| PAVING | | 11/18/2019 ✓ | N | N | | | 12/18/2019 ✓ 11/18/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | N | | | \$23,672.00 ✓ |
| 72 | RELIABLE / RELIABLE WORKPLACE SOLUTIONS ✓ | | | | | | | AR87895 ✓ |
| COPIER USG | | 11/25/2019 ✓ | N | N | | | 12/25/2019 ✓ 11/25/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | N | | | \$565.64 ✓ |
| 73 | RELIABLE / RELIABLE WORKPLACE SOLUTIONS ✓ | | | | | | | AR87896 ✓ |
| PRINTER USG | | 11/25/2019 ✓ | N | N | | | 12/25/2019 ✓ 11/25/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | N | | | \$30.67 ✓ |
| 74 | SCE / SCE ✓ | | | | | | | 19D2036525988 ✓ |
| SWR PMP ENRGY | | 11/20/2019 ✓ | N | N | | | 12/9/2019 ✓ 11/20/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | N | | | \$697.74 ✓ |
| 75 | SCE / SCE ✓ | | | | | | | 19D2317748135 ✓ |
| SWR PMP ENRGY | | 11/20/2019 ✓ | N | N | | | 12/9/2019 ✓ 11/20/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | N | | | \$2,218.07 ✓ |
| 76 | SCE / SCE ✓ | | | | | | | 19D2323283572 ✓ |
| SWR PMP ENRGY | | 11/20/2019 ✓ | N | N | | | 12/9/2019 ✓ 11/20/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | N | | | \$283.95 ✓ |
| 77 | SCE / SCE ✓ | | | | | | | 19D2352968572 ✓ |
| WTR PMP ENRGY | | 11/21/2019 ✓ | N | N | | | 12/10/2019 ✓ 11/21/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | N | | | \$1,042.80 ✓ |
| 78 | SCE / SCE ✓ | | | | | | | 19D2024179475.A ✓ |
| WTR PMP ENRGY | | 11/23/2019 ✓ | N | N | | | 12/12/2019 ✓ 11/23/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | N | | | \$29,227.81 ✓ |
| 79 | SCE / SCE ✓ | | | | | | | 19D2024179475.B ✓ |
| N03 PLNT PMP ENRGY | | 11/23/2019 ✓ | N | N | | | 12/12/2019 ✓ 11/23/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | N | | | \$9,325.30 ✓ |
| 80 | SCE / SCE ✓ | | | | | | | 19D2024179475.C ✓ |
| FLD OFC UTLTY | | 11/23/2019 ✓ | N | N | | | 12/12/2019 ✓ 11/23/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | N | | | \$130.40 ✓ |
| 81 | AGUILERA / AGUILERA, SILVANO ✓ | | | | | | | 20191121 ✓ |
| DOT CERT | | 11/21/2019 ✓ | N | N | | | 12/21/2019 ✓ 11/21/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | N | | | \$60.00 ✓ |
| 82 | ALEXANDERS / ALEXANDER'S CONTRACT SVCS, INC ✓ | | | | | | | 9486 M ✓ |
| RTE MGR/PROBE MAINT | | 11/21/2019 ✓ | N | N | | | 12/21/2019 ✓ 11/21/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | N | | | \$919.80 ✓ |
| 83 | CLA-VAL / CLA-VAL ✓ | | | | | | | 785141 ✓ |
| REPAIR | | 11/14/2019 ✓ | N | N | | | 12/14/2019 ✓ 11/14/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | N | | | \$645.68 ✓ |
| 84 | HARRINGTON INDUSTRIAL / HARRINGTON INDUSTRI ✓ | | | | | | | 012K0423 ✓ |
| PVC PARTS | | 11/22/2019 ✓ | N | N | | | 12/22/2019 ✓ 11/22/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | N | | | \$74.09 ✓ |
| 85 | KRIEGER & STEWART / KRIEGER & STEWART, INC. ✓ | | | | | | | 43854 ✓ |
| PRETREATMENT | | 11/20/2019 ✓ | N | N | | | 12/20/2019 ✓ 11/20/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | N | | | \$2,453.15 ✓ |

\$38,683.51

19D2024179475.A ✓
 \$0.00
 \$29,227.81 ✓
 19D2024179475.B ✓
 \$0.00
 \$9,325.30 ✓
 19D2024179475.C ✓
 \$0.00
 \$130.40 ✓
 20191121 ✓
 \$60.00 ✓
 9486 M ✓
 \$0.00
 \$919.80 ✓
 785141 ✓
 \$0.00
 \$645.68 ✓
 012K0423 ✓
 \$0.00
 \$74.09 ✓
 43854 ✓
 \$0.00
 \$2,453.15 ✓



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| GL Date | | Inv Date | Immediate GL Account | | Credit Card | CC Reference # | Due Date | Payment Date | Total Invoice |
| 86 | KRIEGER & STEWART / KRIEGER & STEWART, INC. ✓ | | | | | | | | 43855 ✓ |
| SWR CNSLT | | 11/20/2019 ✓ | N | N | | | 12/20/2019 ✓ | 11/20/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | | | | | \$2,347.00 ✓ |
| 87 | KRIEGER & STEWART / KRIEGER & STEWART, INC. ✓ | | | | | | | | 43856 ✓ |
| WTR CNSLT | | 11/20/2019 ✓ | N | N | | | 12/20/2019 ✓ | 11/20/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | | | | | \$4,256.25 ✓ |
| 88 | KRIEGER & STEWART / KRIEGER & STEWART, INC. ✓ | | | | | | | | 43857 ✓ |
| WELL 18 | | 11/20/2019 ✓ | N | N | | | 12/20/2019 ✓ | 11/20/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | | | | | \$1,760.00 ✓ |
| 89 | R&D MECHANICAL / R&D MECHANICAL SUPPLY, INC ✓ | | | | | | | | 11003123 ✓ |
| SUPPLIES | | 11/14/2019 ✓ | N | N | | | 12/14/2019 ✓ | 11/14/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | | | | | \$82.65 ✓ |
| 90 | R&D MECHANICAL / R&D MECHANICAL SUPPLY, INC ✓ | | | | | | | | 11003124 ✓ |
| HYDRNT VLV | | 11/20/2019 ✓ | N | N | | | 12/20/2019 ✓ | 11/20/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | | | | | \$1,903.13 ✓ |
| 91 | R&D MECHANICAL / R&D MECHANICAL SUPPLY, INC ✓ | | | | | | | | 11003125 ✓ |
| CURB STOPS | | 11/20/2019 ✓ | N | N | | | 12/20/2019 ✓ | 11/20/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | | | | | \$700.35 ✓ |
| 92 | R&D MECHANICAL / R&D MECHANICAL SUPPLY, INC ✓ | | | | | | | | 11003128 ✓ |
| TOOL | | 11/20/2019 ✓ | N | N | | | 12/20/2019 ✓ | 11/20/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | | | | | \$398.27 ✓ |
| 93 | RICHARDS, WATSON, GERSHON / RICHARDS, WATSON ✓ | | | | | | | | 224250 ✓ |
| CITY RVSD LITGN | | 11/12/2019 ✓ | N | N | | | 12/12/2019 ✓ | 11/12/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | | | | | \$2,911.50 ✓ |
| 94 | RIVERSIDE CITY / RIVERSIDE CITY ✓ | | | | | | | | 00252052.A ✓ |
| AUG '19 TRTMNT | | 11/8/2019 ✓ | N | N | | | 12/7/2019 ✓ | 11/8/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | | | | | \$110,301.38 ✓ |
| 95 | RIVERSIDE CITY / RIVERSIDE CITY ✓ | | | | | | | | 00252052.B ✓ |
| AUG '19 SURCHG | | 11/8/2019 ✓ | N | N | | | 12/7/2019 ✓ | 11/8/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | | | | | \$23,730.62 ✓ |
| 96 | RIVERSIDE CITY / RIVERSIDE CITY ✓ | | | | | | | | 00252054.A ✓ |
| SEPT '19 TRTMNT | | 11/8/2019 ✓ | N | N | | | 12/7/2019 ✓ | 11/8/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | | | | | \$104,678.54 ✓ |
| 97 | RIVERSIDE CITY / RIVERSIDE CITY ✓ | | | | | | | | 00252054.B ✓ |
| SEPT '19 SURCHG | | 11/8/2019 ✓ | N | N | | | 12/7/2019 ✓ | 11/8/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | | | | | \$19,763.43 ✓ |
| 98 | ROYAL INDUSTRIAL / ROYAL INDUSTRIAL SOLUTIONS ✓ | | | | | | | | 6441-610888 ✓ |
| PARTS | | 11/20/2019 ✓ | N | N | | | 12/20/2019 ✓ | 11/20/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | | | | | \$147.45 ✓ |
| 99 | TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC ✓ | | | | | | | | 1113_112619.A ✓ |
| COM TRSH 11/13-11/26 | | 11/27/2019 ✓ | N | N | | | 12/27/2019 | 11/27/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | | | | | \$34,412.83 ✓ |
| 100 | TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC ✓ | | | | | | | | 1113_112619.B ✓ |
| RES TRSH 11/13-11/26 | | 11/27/2019 ✓ | N | N | | | 12/27/2019 | 11/27/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | | | | | \$99,308.96 ✓ |
| 101 | TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC ✓ | | | | | | | | 1113_112619.C ✓ |
| RCSD SHR COMM | | 11/27/2019 ✓ | N | N | | | 12/27/2019 | 11/27/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | | | | | \$126,373.18 ✓ |
| 102 | TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC ✓ | | | | | | | | 1113_112619.D ✓ |
| RCSD SHR RES | | 11/27/2019 ✓ | N | N | | | 12/27/2019 | 11/27/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | | | | | (\$887.33) ✓ |

\$134,032.00

\$124,441.97

\$126,373.18



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| GL Date | | | | | Credit Card | CC Reference # | Payment Date | Total Invoice |
| 103 | TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC ✓ | | | | | | | 1113_112619.E ✓ |
| BILLING FEE | | 11/27/2019 ✓ | N | N | | | 12/27/2019 ✓ 11/27/2019 | \$0.00 |
| 12/5/2019 ✓ | | | | | N | | | (\$3,000.00) ✓ |
| Grand Totals | | | | | | | | |
| | | | | | | | | Total Direct Expense: \$705,136.30 |
| | | | | | | | | Total Direct Expense Adj: (\$7,328.61) <i>Tri-Co</i> |
| | | | | | | | | Total Non-Electronic Transactions: \$697,807.69 ✓ <i>- Agrees x Per Sub.</i> |

Report Summary

Report Selection Criteria
 Report Type: Condensed
 Start End
 Transaction Number: Start End

⑧
 12-27-19

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

7. CORRESPONDENCE AND RELATED INFORMATION

NEWS

Could new blood end bad blood on troubled Rialto water district board?

'We need to get our house in order,' says newly elected West Valley Water District board director of the agency's dysfunction



West Valley Water District offices in Rialto. (Photo courtesy of West Valley Water District).

A newly elected director of the West Valley Water District in Rialto may be the linchpin in dissolving a longstanding rift between board members stemming from lingering corruption allegations, internal investigations, lawsuits and damning financial audits.

Channing Hawkins, a labor representative for a public employees union in Riverside, was elected earlier this month to represent West Valley's District's Division 4, which encompasses Colton and a portion of Rialto. He has vowed to remain independent and not align himself with the board's warring factions, led by President Michael Taylor and board member Clifford Young.



Channing Hawkins was elected in November to the West Valley Water District Board. (Contributed photo)

Hawkins, who also serves on the Rialto Human Relations Commission, is resolute that his loyalty lies solely with ratepayers who are demanding transparency and a swift end to years of dysfunction and allegations of cronyism plaguing the board.

“The people made themselves loud and clear they don’t want someone coming in and continue playing these political games,” he said. “I definitely have questions about how things have happened in the past when it comes to hiring and other things, so (now) I have an opportunity to review those policies and figure out what

Anthony “Butch” Araiza — who worked at the water district for 52 years, 20 of them as general manager — is among several observers who say they are astounded by the infighting, alleged cronyism and overall dysfunction at West Valley, which provides drinking water service to 80,000 residents in the communities of Bloomington, Colton, Fontana, Rialto, San Bernardino and Jurupa Valley. .

“I’ve never seen anything like what’s going on there now,” Araiza said. “It’s a mess.”

And perhaps even more troubling is that ratepayers are paying the price.

Records obtained by the Southern California News Group reveal that within the past three years, the water district has spent about \$734,000 to settle lawsuits filed by employees who claim they were unjustly fired and to investigate former board president Young.

New blood, bad blood

On Nov. 2, Hawkins defeated Don Olinger, a retired school principal who had served on the water district board since 2003.

Incumbents Kyle Crowther, who typically votes in lockstep with Taylor, and Greg Young, who usually sides with Clifford Young, also were reelected. Greg Young and Clifford Young are not related.

In the election’s aftermath, the board likely will soon determine if Taylor should remain as president. Hawkins, who could be the swing vote in that decision, said he is uncertain who he will vote for until he reviews district records and policies.

Former friends now board rivals

Hawkins finds himself in the middle of warring factions that, oddly, are led by two board members who once were longtime friends, neighbors and political allies.

Clifford Young was already on the board in 2016 when he encouraged Taylor — a former Baldwin Park police chief who was fired that same year — to run for a seat on the board to help “fix everything,” Taylor said in an interview.

After Taylor and Crowther were elected to the board, Young quickly presented an item in closed session to put most of the district's administrative staff on leave, including the the chief financial officer, assistant general manager, board secretary and human resources and risk manager.

"Eventually, they were all let go, We started fresh with new people, mainly brought in by Clifford," Taylor said. He didn't have a problem with what Young was doing at the time, Taylor said, because he thought those hired were qualified.



West Valley Water District Board of Directors president and former Baldwin Park Police Chief Michael Taylor. He is pictured here in a San Gabriel Valley Tribune staff photo from Sept. 7, 2008.

And then more firings and hirings followed during Young's tenure as board

“He was poking his nose in things that he shouldn’t have been involving personnel issues and all kinds of things an elected official shouldn’t be involved in,” Taylor said.

When he addressed the issue with Young, Taylor said, the board leader became incensed.

“He said, ‘I’m the president, I’ll do what I damn well please,’” Taylor recalled.

“Clifford was basically de facto running the organization. I told (Young), ‘You can’t keep doing this. You can’t keep changing out staff. You can’t keep yelling at people, cussing at them, berating them.’ He’s the Lego guy: You build something up and then you destroy it.”

But it was not until October 2018 that Taylor engineered a power play against Young. That’s when the board voted 3-2, with Taylor, Crowther and Olinger in the majority, to strip Young of his presidency amid multiple complaints about his alleged authoritarian leadership style.

Legal entanglements

Records show that while Young served as board president from December 2015 through October 2018, the district went through four chief financial officers, three general managers, and two human resources and risk managers. The firings or resignations of those administrators was attributed to unresolvable conflicts with Young, according to lawsuits and water district officials.

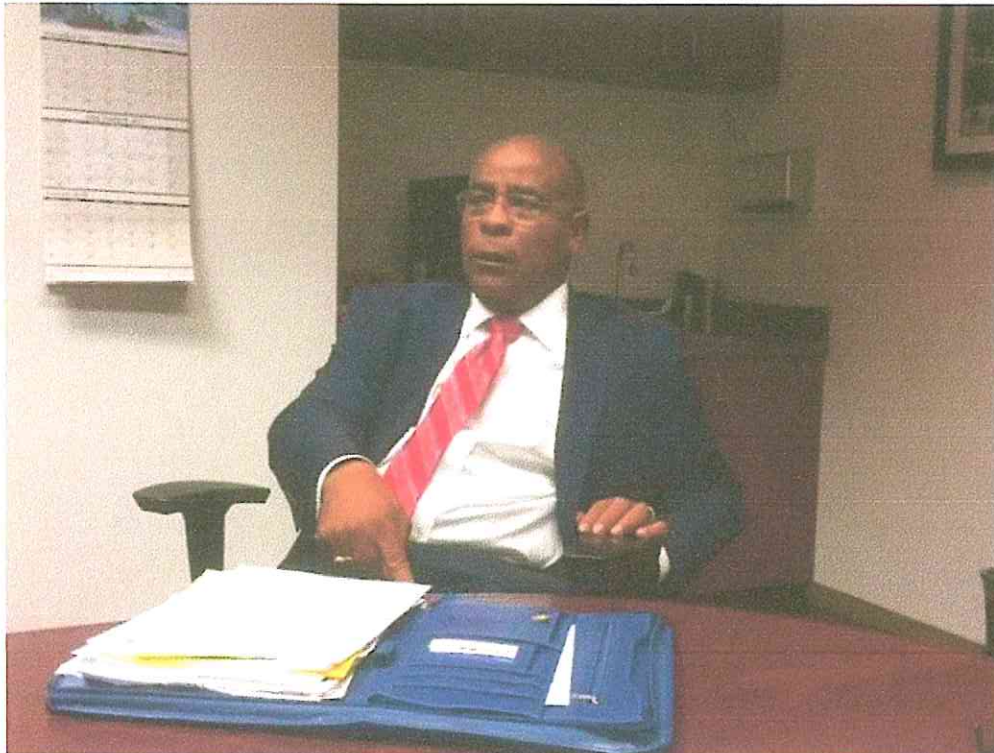
Within the past three years, West Valley has paid out about \$515,000 to settle lawsuits filed by seven of those workers who were terminated.

Those receiving settlements included former Chief Financial Officers Suzanne Cook and Marie Ricci, former board Secretary Shanae Smith, former General Manager Thomas Crowley, and former Human Resources and Risk Manager Karen Logue.

Additionally, the district has paid more than \$219,000 in the past two years for a trio of investigations into Young’s conduct. Details of those investigations have not been made public.

Two of the probes were conducted by the Kaufman Law Firm, based in Los Angeles, which the district commissioned in 2017. The first involved allegations

against Young by former General Manager Matthew Litchfield over an alleged July



West Valley Water District Board of Director Clifford Young.(Photo by Joe Nelson, The Sun/SCNG)

When Litchfield refused to terminate the employees without legal grounds, Young allegedly berated him and stripped him of his duties. Litchfield ultimately resigned in April 2018 and filed a lawsuit against Young that remains unsettled.

Attorney Martin Kaufman, who conducted the investigation, said he found Litchfield's allegations unsubstantiated.

In late 2018, Kaufman led another probe of Young's conduct during board meetings and other official functions, according to a copy of a 50-page internal report obtained by the Southern California News Group.

Specifically, General Manager Clarence Mansell Jr. and Human Resources and Risk Management Manager Deborah Martinez complained that Young berated and threatened to fire them during a September 2018 meeting.

“You are all here because of me! I brought you here and I can take you out!” Young is reported to have shouted during the meeting in Mansell’s office, according to the report.

Young said in an interview that while he was forceful during the meeting to discuss the district’s public affairs budget, he wasn’t verbally abusive.

Board member Greg Young, who was interviewed by Kaufman, said the complaint arose after Taylor and attorney Robert Tafoya, the water district’s chief counsel, launched a coup to wrestle power away from him and Clifford Young. He described the investigation as politically motivated and illegal because the board had not approved it.

However, Tafoya countered that all of the board’s investigations involving Clifford Young were approved in closed session, and there was no legal requirement to announce them publicly.

Kaufman determined that while Young didn’t break any employment laws, he had violated the district’s ethics policies.

The complaint alleges Young used \$1,897 in district funds for an election victory celebration on Dec. 7, 2017, at Sierra Lakes Golf Club in Fontana for himself, Taylor, Crowther, their families and political supporters.

Plus substantiated allegations that Young paid for the private event, and was reimbursed by the district, under the guise it was a Christmas party.

State law prohibits elected officials from using public resources for personal purposes.

The state Controller's Office is expected to release the findings from its audit by the end of the year, though it is known that the report mirrors issues in the local audit.

Taylor said the district has been moving to address some of the audits' findings and remedy the problems. "We're doing our best. We certainly don't want to be under the lens like this," he said.

Meanwhile, observers like Araiza believe Taylor and Young both share blame for the district's troubles.

"All you have to do is look who they're hiring and it's not just Clifford (Young)," he said "It's Clarence (Mansell) and (Michael) Taylor, too. They're the ones who are the brains behind the whole thing. "They're not friends right now, but Clifford started it and they continued on when Clifford got set aside."

Ultimately, the chaos is costing water district customers, according to Griggs. "There is a lot of dysfunctional things going on," he said. "All of this is resting on the ratepayers' backs."

Tags: [Investigative Reporting](#), [SoCal Watchdog](#), [Top Stories IVDB](#), [Top Stories PE](#), [Top Stories PSN](#), [Top Stories RDF](#), [Top Stories SGVT](#), [Top Stories Sun](#), [Top Stories WDN](#), [West Valley Water District](#)

Joe Nelson

Joe Nelson is an award-winning investigative reporter who has worked for The Sun since November 1999. He started as a crime reporter and went on to cover a variety of beats including courts and the cities of Colton, Highland and Grand Terrace. He has covered San Bernardino County since 2009. Nelson is a graduate of California State University Fullerton. In 2014, he completed a fellowship at Loyola Law School's Journalist Law School program.

[Follow Joe Nelson @GumshoeJoe](#)

Scott Schwebke

Scott Schwebke is an investigative reporter for the Register and the Southern California News Group. A native of Fort Lauderdale, Fla., he was previously a breaking news and multimedia reporter for the Ogden, Utah, Standard-

The district sent the case to the San Bernardino County District Attorney's Office and pushed for criminal charges against Young. However, the office did not respond to the complaint and closed the case, said Rachel Fiset, who is Young's attorney. She said the \$1,897 tab for the installation dinner was approved by then district General Manager Robert Christman, leaving Young in the clear.

"This is an intentional effort to deflect the current issues of corrupt practices at (West Valley Water District), misinform the public, and smear Cliff," Fiset said in an email. "This is the same stuff — same Christmas party over and over again. Taylor just files a complaint on the same exact allegation to distract from his wrongdoing."

Young scoffed at the Sierra Lakes investigation, noting the district spent more than \$100,000 in legal fees to probe an \$1,800 expense. "It was an inappropriate use of public funds to investigate an elected official," he said.

Blame game

Young and two other former district employees have [filed a lawsuit](#) blaming Tafoya, Taylor, former Assistant General Manager Ricardo Pacheco and Crowther for perpetuating a culture of political corruption.

The complaint accuses the defendants of approving lucrative employment contracts with attorneys and various consultants who are their friends and business associates in exchange for expensive gifts and campaign contributions.

"The lawsuit is based on the actions (Taylor and Tafoya) have taken to fill their personal pockets and the pockets of their friends," Young said. "They need to explain the misappropriation of public funds."

Taylor maintains the motivation for the lawsuit is purely political. "Clifford is angry because he's not the president of the board anymore," he said.

Audits uncover deficiencies

Questionable fiscal and management practices at the district have also prompted a [pair of audits](#) — one commissioned by the district itself and another by the state Controller's Office.

The audits have so far uncovered a slew of deficiencies, including questionable

narrative on the brutal home invasion slaying of a nurse and a Katie Award from the Dallas Press Club for a feature story on a UFO investigator. Scott has covered everything from methamphetamine trafficking cops to hurricanes and has accompanied police on undercover drug buys. He also provided an award winning, eyewitness account of the execution of a North Carolina death row inmate and obtained an exclusive interview with the ringleader of a brazen escape from the Orange County Jail involving three maximum security inmates. Scott was also part of the Register's investigative team that produced the year-long, award winning Rehab Riviera series, examining problems in Southern California's drug rehabilitation industry. Having spent two years living in England including Liverpool, he is an avid Beatles fan and memorabilia collector. He and his wife, Lisa, reside in Anaheim.

[Follow Scott Schwebke @thechalkoutline](#)

[VIEW COMMENTS](#)

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If you see comments that you find offensive, please use the "Flag as Inappropriate" feature by hovering over the right side of the post, and pulling down on the arrow that appears. Or, contact our editors by emailing moderator@scng.com.

8. MANAGER'S REPORT

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

9. CONSIDERATION TO SCHEDULE EMPLOYEE/BOARD OF
DIRECTORS END-OF-YEAR LUNCHEON:
DM 2019-65

Rubidoux Community Services District

Board of Directors

Hank Trueba Jr
Armando Muniz
Bernard Murphy
John Skerbelis
F. Forest Trowbridge



General Manager

Steven W. Appel

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

DIRECTORS MEMORANDUM 2019-65

December 5, 2019

To: Rubidoux Community Services District
 Board of Directors

Subject: Consideration to Schedule Employee End-of Year Luncheon

BACKGROUND:

For many years the RCSD employees have participated in a year-end pot-luck luncheon. As the Board is aware, **no public funds are used for the luncheon.** In recent years, the Board has been asked to voluntarily contribute money toward the luncheon. This year no contribution from the Board will be necessary.

The purpose of this Directors Memorandum is to invite the Board of Directors to the December 19, 2019 (Thursday), luncheon at noon. All District employees and Directors are invited.

RECOMMENDATION:

No Board action.

Respectfully,

A handwritten signature in blue ink that reads "Steven W. Appel".

STEVEN W. APPEL, DPA, PE
General Manager

10. PRESENT AND DISCUSS DRAFT RESOLUTION 2019-859,
WATER SHUT-OFF PROTECTION ACT, SB 998:
DM 2019-66

Rubidoux Community Services District

Board of Directors

Hank Trueba Jr
Armando Muniz
Bernard Murphy
John Skerbelis
F. Forest Trowbridge



General Manager

Steven W. Appel

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

DIRECTORS MEMORANDUM 2019-66

December 5, 2019

To: Rubidoux Community Services District
Board of Directors

Subject: Present and Discuss Draft Resolution 2019-859, Water Shut-off Protection Act, SB 998

BACKGROUND:

Senate Bill 998, the Water Shut-off Protection Act, was signed by former Governor Jerry Brown in September 2018. The new legislation will impact current policies and procedures related to discontinuing water service for delinquent accounts.

SB 998 requires retail water agencies, defined as a public water system that supplies water to more than 200 service connections, to have a written policy on discontinuation of water service to certain types of residences for nonpayment. The shut-off policy would need to be available in English, Spanish, Chinese, Tagalog, Vietnamese, Korean and in each language spoken by more than 10% of customers. The policy would need to be posted on an agency's website, and be provided to customers in writing, upon request. The policy would not allow shutting off water service for a water customer that is delinquent on a payment less than 60 days. The policy would require a water agency to contact a customer no less than 7 business days before canceling their water service and to provide them with a written copy of the shut-off policy. The policy would be required to include alternative payment schedules. The water agency would need to provide a customer with information on how they can get their water service turned back on and a petition for a waiver to any reconnection fees. Any customer with an income less than 200% of the federal poverty line would not pay a reconnection fee to exceed \$50 or the actual costs of reconnection if it is less and then be offered a reduction or waiver on any interest charges once every 12 months.

A water agency would not be able to terminate water service if all the following conditions are met:

- a) The customer, or tenant, submits a certification of a primary care provider, that discontinuation of residential service will be life threatening to, or pose a serious threat to the health and safety of, a resident of the premises where residential service is provided.
- b) The customer demonstrates an inability to pay within a normal billing cycle, this includes any household member being a current recipient of CalWORKS, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares the household's income is less than 200 percent of the federal poverty level.
- c) The customer is willing to enter into an amortization agreement, alternative payment plan, or a plan for a deferred or reduced payment as described in an agency's discontinuation of service policy.

The bill would require a water agency to make a good faith effort to get a manager of a property to contact each tenant about possible discontinuation of service and let those tenants know they have a right to become a water customer. The bill provides specific details on how tenants could become direct customers.

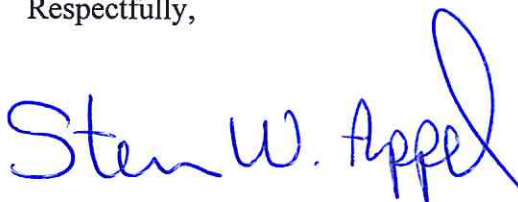
Each water agency would be required to report annually on their website and to the Board the number of disconnected water services based on the inability to pay. An agency would need to comply with SB 998 and have a policy in-place by February 1, 2020.

STAFF PRESENTATION TO FOLLOW

RECOMMENDATION:

Request the Board of Directors accept the draft Rubidoux Community Services District Discontinuation of Residential Water Service for Nonpayment Policy and Resolution No. 2019-859 for review and provide any suggested changes or modifications to Brian Laddusaw by December 19, 2019

Respectfully,



STEVEN W. APPEL, DPA, PE
General Manager

Attachment(s): Draft RCSD Discontinuation of Residential Water Service for Nonpayment Policy
Draft Board Resolution No. 2019-859

RUBIDOUX COMMUNITY SERVICES DISTRICT DISCONTINUATION OF RESIDENTIAL WATER SERVICE FOR NON-PAYMENT POLICY

1. **Application of Policy.** This Discontinuation of Residential Water Service for Non-Payment Policy (this "Policy") shall apply to all District accounts for residential water service, but shall not apply to any accounts for non-residential service. To the extent this Policy conflicts with any provisions of the Rubidoux Community Services District's ("District") existing Ordinances, Resolutions and Policies regarding water service and water users, this Policy shall control.

2. **Contact Information.** For questions or assistance regarding a water bill, the District's Customer Service staff can be reached at (951) 684-7580. Customers may also visit the District's Customer Service desk in person Monday through Friday from 8:00 a.m. to 5:00 p.m., except on District holidays.

3. **Billing Procedures.** Water service charges are payable to the District once every month. All bills for water service are due and payable upon receipt and shall be considered delinquent if not paid within ten (10) days from the bill date.

4. **Discontinuation of Water Service for Nonpayment.** If a bill is delinquent for at least sixty (60) days, the District may discontinue water service to the service address.

4.1 Written Notice to Customer. The District will provide a written notice to the customer of record at least fifteen (15) days before discontinuation of water service. The notice shall contain:

- (a) the name and address of the customer;
- (b) the amount of the delinquency;
- (c) the date by which payment or payment arrangements must be made to avoid discontinuation of service; and
- (d) a description of the procedure by which the customer may request an alternative payment arrangement as described in Section 6 below.

4.2 Written Notice to Occupants or Tenants.

(a) If the District furnishes individually metered service to a single-family dwelling, multi-unit residential structure, mobile home park, or farm labor camp, and the property owner or manager is the customer of record, or if the customer of record's mailing address is not the same as the service address, the District will also send a notice to the occupants living at the service address at least fifteen (15) days before discontinuation of water service. The notice will be addressed to "Occupant," will contain the information

required in Section 4.1 above, and will also inform the residential occupants that they have the right to become customers of the District without being required to pay the amount due on the delinquent account. Terms and conditions for occupants to become customers of the District are provided in Section 8 below.

(b) If the District furnishes water to residences through a master meter, the District will make a good faith effort, at least fifteen (15) days prior to termination, to notify the residential occupants that the account is in arrears and the service will be terminated on a date specified in the notice. The District will provide notice by either: (i) mailing the notice to each residential unit; (ii) posting the notice on the door of each residential unit, (iii) if providing notice to each unit is impracticable or infeasible, posting two (2) copies of the notice in each accessible common area and at each point of access to the structure or structures; or (iv) making some other good faith, reasonable effort to provide written notice to the occupants. The notice will be addressed to "Occupant," will contain the information required in Section 4.1 above, and will inform the residential occupants that they have the right to become customers of the District without being required to pay the amount due on the delinquent account. Terms and conditions for occupants to become customers of the District are provided in Section 8 below.

4.3 In-Person or Telephonic Notice. The District will also make a reasonable, good faith effort to contact the customer of record or an adult person living at the service address in person or by telephone at least seven (7) days before discontinuation of service. The District will offer to provide in writing a copy of this Policy and to discuss options to avert discontinuation of water service for nonpayment, including the possibility of an alternative payment arrangement as described in Section 6 below.

4.4 Posting of Notice at Service Address. If the District is unable to make contact with the customer or an adult person living at the service address in person or by telephone, the District will make a good faith effort to leave a notice of imminent discontinuation of residential service and a copy of this Policy in a conspicuous place at the service address. The notice and copy of this Policy will be left at the residence at least forty-eight (48) hours before discontinuation of service. The notice shall include:

- (a) the name and address of the customer;
- (b) the amount of the delinquency;
- (c) the date by which payment or payment arrangements must be made to avoid discontinuation of service;
- (d) a description of the procedure by which the customer may request an alternative payment arrangement, which may include an extension, or alternative payment schedule as described in Section 6 below.

4.5 Late Fee. A Late Fee, as specified in District Ordinance No. 104, shall be assessed and added to the outstanding balance on the customer's account if the amount owing on that account is not paid before the initial written notice of disconnection

is generated. This fee is charged to recover a portion of the cost associated with preparation and delivery of the notice.

4.6 Disconnection Deadline. Payment for water service charges must be received in the District offices no later than 5:00 p.m. on the date specified in the notice of disconnection. Postmarks are not acceptable.

4.7 Circumstances Under Which Service Will Not Be Discontinued. The District will not discontinue residential water service for nonpayment under the following circumstances:

- (a) During an investigation by the District of a customer dispute or complaint under Sections 5.1 and 5.2 below;
- (b) During the pendency of an appeal to the District's Board of Directors under Section 5.3 below; or
- (c) During the period of time in which a customer's payment is subject to a District-approved alternative payment arrangement under Section 6 below, and the customer remains in compliance with the approved payment arrangement.

4.8 Special Medical and Financial Circumstances Under Which Services Will Not Be Discontinued.

- (a) The District will not discontinue water service if all of the following conditions are met:
 - (i) The customer, or a tenant of the customer, submits to the District the certification of a licensed primary care provider that discontinuation of water service will be life threatening to, or pose a serious threat to the health and safety of, a resident of the premises where residential service is provided;
 - (ii) The customer demonstrates that he or she is financially unable to pay for residential water service within the District's normal billing cycle per the qualifications in Section 7.2 below; and
 - (iii) The customer is willing to enter into an alternative payment arrangement as described in Section 6 below, with respect to the delinquent charges. The District's General Manager or designee will select the most appropriate payment arrangement, taking into consideration the information and documentation provided by the customer.

- (b) The customer is responsible for demonstrating that the conditions in subsection (a) have been met. Upon receipt of documentation from the customer, which must be provided to the District at least forty-eight (48) hours prior to the disconnection date, the District will review the documentation within seven (7) days and: (1) will not discontinue water service during this review period; (2) will notify the customer of the alternative payment arrangement selected by the District and request that the customer sign the agreement to participate in the alternative arrangement; (3) may request additional information from the customer; or (4) notify the customer that he or she does not meet the conditions in subsection (a). The District reserves the right to extend the customer's documentation submission period at the District's discretion.
- (c) The District may discontinue water service if a customer who has been granted an alternative payment arrangement under this section fails to do any of the following for sixty (60) days or more: (a) to pay any amount due under an alternative payment arrangement; or (b) to pay current charges of subsequent bills for water service. The District will post a final notice of intent to disconnect service in a prominent and conspicuous location at the service address at least five (5) business days before discontinuation of service. The final notice will not entitle the customer to any investigation or review by the District.

4.9 Time of Discontinuation of Service. The District will not discontinue water service due to nonpayment on a Saturday, Sunday, legal holiday, or at any time during which the District's office is not open to the public.

4.10 Restoration of Service. Customers whose water service has been discontinued may contact the District by telephone or in person regarding restoration of service. Restoration shall be subject to payment of: (a) any past-due amounts, including applicable interest or penalties; (b) a reconnection fee of \$50.00 during normal operating hours and \$100.00 during non-operating hours, with an annual adjustment for changes in the Bureau of Labor Statistics' Consumer Price Index for all Urban Consumers (CPI-U) beginning January 1, 2021, subject to the limitations in Section 7.1, if applicable; (c) and a security deposit, if required by the District. Payment must be made in cash or credit card. Check payments will not be accepted.

5. **Procedures to Contest or Appeal a Bill.**

5.1 Time to Initiate Complaint or Request an Investigation. A customer may initiate a complaint or request an investigation regarding the amount of a bill within fifteen (15) days of receiving a disputed bill. For purposes of this Section 5.1 only, a bill shall be deemed received by a customer five (5) days after mailing and immediately upon e-mailing.

5.2 Review by District. A timely complaint or request for investigation shall be reviewed by a manager of the District, who shall provide a written determination to the customer. The review will include consideration of whether the customer may receive an alternative payment arrangement as described in Section 6 below.

5.3 Appeal Hearing. Any customer whose timely complaint or request for an investigation pursuant to this Section 5 has resulted in an adverse determination by the District may appeal the determination. A written notice of appeal must be received by the District within ten (10) business days of the District's mailing of its determination. Following receipt of a request for an appeal or review, a hearing date shall be promptly set before the General Manager, or his or her designee (the "Hearing Officer"). After evaluation of the evidence provided by the customer and the information on file with the District concerning the water charges in question, the Hearing Officer shall render a decision as to the accuracy of the water charges set forth on the bill and shall provide the appealing customer with a brief written summary of the decision.

5.4 Appeal to Board of Directors. Any customer whose timely appeal hearing pursuant to this Section 5 has resulted in an adverse determination by the Hearing Officer may appeal the determination to the Board of Directors by filing a written notice of appeal with the District Secretary within ten (10) business days of the District's mailing of its determination. Upon receiving the notice of appeal, the District Secretary will set the matter to be heard at an upcoming Board meeting and mail the customer written notice of the time and date of the hearing at least ten (10) days before the meeting. The customer will be required to personally appear before the Board and present written or oral evidence or reasons as to why the water charges on the bill in question are not accurate. The Board shall evaluate the evidence presented by the customer, as well as the information on file with the District concerning the water charges in question and render a decision as to the accuracy of said charges. The decision of the Board shall be final.

6. Alternative Payment Arrangements.

6.1 Time to Request an Alternative Payment Arrangement. If a customer is unable to pay a bill during the normal payment period, the customer may request an extension or other alternative payment arrangement described in this Section 6. If a customer submits a request within thirteen (13) days after mailing of a written notice of discontinuation of service by the District, the request will be reviewed by a manager of the District. District decisions regarding extensions and other alternative payment arrangements are final and are not subject to appeal to the District's Board of Directors.

6.2 Alternative Payment Schedule. If approved by the District, a customer may pay the unpaid balance pursuant to an alternative payment schedule that will not exceed twelve (12) months as determined by the District's General Manager or designee, in his or her discretion. During the period of the alternative payment schedule, the customer must remain current on all water service charges accruing during any subsequent billing periods. The alternative payment schedule and amounts due will be set forth in writing and provided to the customer for their required signature indicating agreement and adherence to the schedule.

6.3 Failure to Comply. The customer must comply with the agreed upon payment schedule and remain current as charges accrue in each subsequent billing period. The customer may not request another payment schedule for any subsequent unpaid charges while paying delinquent charges pursuant to a previously agreed upon schedule. If the customer fails to comply with the terms of the agreed upon payment schedule for a bill that is delinquent for sixty (60) days or more, the District may discontinue water service to the customer's property. The District will post a final notice of intent to disconnect service in a prominent and conspicuous location at the service address at least five (5) business days before discontinuation of service. The final notice will not entitle the customer to any investigation or review by the District.

6.4 Payment Reductions or Waivers. Reductions or waivers of water service charges are not available at this time.

7. Specific Programs for Low-Income Customers.

7.1 Reconnection Fee Limits and Waiver of Interest. For residential customers who demonstrate to the District a household income below 200 percent of the federal poverty line, the District will:

- (a) Limit any reconnection fees during normal operating hours to fifty dollars (\$50), and during non-operational hours to one hundred fifty dollars (\$100). The limits will only apply if the District's reconnection fees actually exceed these amounts. These limits are subject to an annual adjustment for changes in the Bureau of Labor Statistics' Consumer Price Index for All Urban Consumers (CPI-U) beginning January 1, 2021.
- (b) Waive interest charges on delinquent bills once every 12 months. The District will apply the waiver to any interest charges that are unpaid at the time of the customer's request.

7.2 Qualifications. The District will deem a residential customer to have a household income below 200 percent of the federal poverty line if: (a) any member of the household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or (b) the customer declares under penalty of perjury that the household's annual income is less than 200 percent of the federal poverty level.

8. Procedures for Occupants or Tenants to Become Customers of the District.

8.1 Applicability. This Section 8 shall apply only when the property owner, landlord, manager, or operator of a residential service address is listed as the customer

of record and has been issued a notice of intent to discontinue water service due to nonpayment.

8.2 Agreement to District Terms and Conditions of Service. The District will make service available to the occupants if each occupant agrees to the terms and conditions of service and meets the requirements of the District's rules and regulations. However, if at least one of the occupants is willing to assume responsibility for all subsequent charges, or if there is a physical means of discontinuing service to those occupants who do not meet the District's rules and requirements, then the District will make service available to the occupants who do meet them.

8.3 Verification of Tenancy. To be eligible to become a customer without paying the amount due on the delinquent account, the occupant shall verify that the delinquent account customer of record is or was the landlord, manager, or agent of the dwelling. Verification may include, but is not limited to, a lease or rental agreement, rent receipts, a government document indicating that the occupant is renting the property, or information disclosed pursuant to Section 1962 of the Civil Code, at the discretion of the District.

8.4 Methods of Establishing Credit. If prior service for a period of time is a condition for establishing credit with the District, residence and proof of prompt payment of rent for that period of time is a satisfactory equivalent.

9. **Language for Certain Written Notices**. All written notices under Section 4 and Section 6 of this Policy shall be provided in English, Spanish, Chinese, Tagalog, Vietnamese, Korean, and any other language spoken by ten percent (10%) or more people within the District's retail service area.

10. **Other Remedies**. In addition to discontinuation of water service, the District may pursue any other remedies available in law or equity for nonpayment of water service charges, including, but not limited to: securing delinquent amounts by filing liens on real property, filing a claim or legal action, or referring the unpaid amount to collections. In the event a legal action is decided in favor of the District, the District shall be entitled to the payment of all costs and expenses, including attorneys' fees and accumulated interest.

11. **Discontinuation of Water Service for Other Customer Violations**. The District reserves the right to discontinue water service for any violations per District ordinances, rules, or regulations other than nonpayment.

12. **Decisions by District Staff**. Any decision which may be taken by the District's General Manager under this Policy may be taken by his or her designee.

13. **Annual Disconnections Notice**. Annually, the District shall post on its website, www.rcsd.org, and notify the Board, the total number of discontinuations of residential water service due to the inability to pay.

RESOLUTION 2019-859

A RESOLUTION OF THE BOARD OF DIRECTORS
OF RUBIDOUX COMMUNITY SERVICES
DISTRICT ADOPTING A POLICY ON THE
DISCONTINUATION OF RESIDENTIAL WATER
SERVICE DUE TO NON-PAYMENT

WHEREAS, Rubidoux Community Services District ("District") is an urban supplier of water to a population of over 36,000; and

WHEREAS, the District has adopted and revised, from time to time, Ordinances, Resolutions and Policies regarding water service and water users; and

WHEREAS, California Senate Bill 998 ("SB 998") was recently signed into law and sets forth new and expanded requirements that utilities must follow prior to discontinuing residential water service due to non-payment. SB 998 provides that public water systems that supply water to more than 200 service connections are required to have a written policy on discontinuation of water service to certain types of residences, due to nonpayment, and to make such policies available to customers in prescribed languages; and

WHEREAS, SB 998 requires an urban water supplier, such as the District, to comply with the bill's provisions on and after February 1, 2020; and

WHEREAS, the Board desires to adopt a policy on the discontinuation of water service in order to comply with SB 998 and to include this separate policy along with existing District

Ordinances, Resolutions and Policies regarding water service and water users.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Rubidoux Community Services District as follows:

Section 1. The Board hereby adopts the Discontinuation Of Residential Water Service For Non-Payment Policy ("Policy") as set forth in Exhibit "A" attached hereto and incorporated herein by reference. The Policy shall be included along with existing District Ordinances, Resolutions and Policies regarding water service and water users.

Section 2. This Resolution is adopted as of the date set forth below and the Policy shall go into effect as of February 1, 2020.

Section 3. To the extent the Policy conflicts with any provisions of existing Rubidoux Community Services District Ordinances, Resolutions or policies, the provisions of the Policy shall control.

Section 4. If any section, subsection, clause or phrase in this Resolution is for any reason held invalid, the validity of the remainder of this Resolution shall not be affected thereby. The Board hereby declares that it would have passed this Resolution and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that one or more

sections, subsections, sentences, clauses or phrases or the application thereof be held invalid.

Section 5. All of the foregoing Recitals are true and correct and the Board so finds and determines. The Recitals set forth above are incorporated herein and made an operative part of this Resolution.

ADOPTED, this 19th day of December, 2019.

HANK TRUEBA JR.
President

I HEREBY CERTIFY that the foregoing is a full, true and correct copy of Resolution 2019-859 adopted by the Board of Directors of Rubidoux Community Services District at its regular meeting held December 19, 2019.

STEVEN W. APPEL
Secretary-Manager

December 19, 2019

**11. CLOSED EXECUTIVE SESSION – PURSUANT TO
GOVERNMENT CODE SECTION 54957: PUBLIC EMPLOYMENT
APPOINTMENT**

TITLE: GENERAL MANAGER

12. DIRECTORS COMMENTS – NON-ACTION

13. ADJOURNMENT