

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 19, 2019

1. Call to Order – President Trueba
2. Pledge of Allegiance
3. Roll Call
4. Consideration for the Annual Reorganization of the Rubidoux Community Services District Board of Directors: **DM 2019-67**
5.
 - a. Approval of Minutes for the December 5, 2019, Regular Meeting.
 - b. Approval of Minutes for the December 12, 2019, Special Meeting.
6. Consideration to Approve December 20, 2019, Salaries, Expenses and Transfers.
7. Acknowledgements - Members of the Public May Address the Board at this Time on Any Non-agenda Matter.
8. Correspondence and Related Information
9. Manager's Report (Second Meeting each Month):
 - a) Operations Report
 - b) Emergency and Incident Report

ACTION ITEMS:

10. Receive and File Statement of Cash Asset Report for all District Funds Ending November 2019: **DM 2019-68**
11. Progress Report from the JUSD on the Measure “EE” School Improvement Bond Projects: **DM 2019-69**
12. Consideration to file a Notice of Completion for the Agua Mansa Sewer Brine Reconnection Project – SRD Engineering: **DM 2019-70**
13. Approve Draft Resolution 2019-859, SB 998: **DM 2019-71**
14. District Tank Condition Assessment: **DM 2019-72**
15. Directors Comments - Non-action
16. 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. CONSIDERATION FOR THE ANNUAL REORGANIZATION OF
THE RUBIDOUX COMMUNITY SERVICES DISTRICT BOARD OF
DIRECTORS:
DM 2019-67

Rubidoux Community Services District

Board of Directors

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



General Manager

Steven W. Appel

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

DIRECTORS MEMORANDUM 2019-67

December 19, 2019

To: Rubidoux Community Services District
 Board of Directors

Subject: Annual Board of Directors Reorganization for Calendar Year 2020

BACKGROUND:

Since 1991, the Rubidoux Community Services District Board of Directors have rotated the current vice-president into the president position for the upcoming calendar year. In December 2018, Hank Trueba was affirmed president for 2019 and Armando Muniz was voted vice-president. In keeping with Board practice, it is now time for Armando to become Board president for 2020.

It is now procedurally appropriate for the Board to nominate and elect a vice-president for calendar year 2020. The floor is now open to accept nominations and vote.

RECOMMENDATION:

This item is a Board policy issue.

Respectfully,

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

STEVEN W. APPEL, DPA, PE
General Manager

5. CONSIDERATION TO APPROVE:

A) APPROVAL OF MINUTES FOR THE
DECEMBER 5, 2019, REGULAR MEETING

B) APPROVAL OF MINUTES FOR THE
DECEMBER 12, 2019, SPECIAL MEETING

**MINUTES OF REGULAR MEETING
December 5, 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
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, December 5, 2019, at the District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

ITEM 4. APPROVAL OF MINUTES

Approval of Minutes for November 21, 2019, Regular Board Meeting.

Director Skerbelis moved and Director Muniz seconded to approve November 21, 2019 Minutes.

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

Noes – 0

Abstain – 0

The motion was carried unanimously.

ITEM 5. Consideration to Approve the December 6, 2019 the Salaries, Expenses and Transfers.

Consideration to approve December 6, 2019, Salaries, Expenses and Transfers.

Director Murphy moved and Director Muniz seconded to Approve the December 6, 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 only piece of information was an article regarding a troubled Rialto West Valley Water District. Mr. Channing Hawkins, a labor representative for a public employees union in Riverside was elected to represent West Valley's Division 4.

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. Consideration to Schedule Employee/Board of Directors End-of-Year Luncheon. DM 2019-65.

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.

No action necessary.

ITEM 10. Present and Discuss Draft Resolution 2019-859, Water Shut-off Protection Act. SB 998: DM 2019-66.

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 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, MediCal, 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% 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.

Mr. Brian Laddusaw gave a detailed presentation on the Water Shut-off Protection Act, SB 998.

Director Murphy commented that he would like to offer our customers more if they cannot pay their water bill. He would like to compile a list to offer them if they reach out for help.

No action taken at this time.

ITEM 11. CLOSED EXECUTIVE SESSION – Pursuant to Government Code Section 54957: Public Employment

Title: General Manager

The Action from the Closed Executive Session was the call of a special meeting for Thursday, December 12, 2019 at 4:00 pm.

ITEM 12. Directors Comments.

Director Trueba adjourned the meeting at 5:00 pm.

**MINUTES OF SPECIAL MEETING
December 12, 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
J. Sims, Assistant General Manager/District Engineer

Call to order: the special meeting of the Board of Directors of the Rubidoux Community Services District by President Trueba, at 4:00 P.M., Thursday, December 12, 2019, at the District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

ITEM 4. PUBLIC ACKNOWLEDGE OF NON-AGENDA MATTERS

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

ITEM 5. CLOSED EXECUTIVE SESSION – Pursuant to Government Code Section 54957: Public Employee Employment.

Title: General Manager

The Board members and Jeff Sims adjourned to closed executive session. Upon return to open session, President Trueba reported that no action was taken except to schedule another special meeting on Thursday, December 19, 2019 at 3:00 PM.

ITEM 6. Directors Comments.

Director Trueba adjourned the meeting at 4:45 pm.

6. CONSIDERATION TO APPROVE DECEMBER 20, 2019,
SALARIES, EXPENSES AND TRANSFERS

RUBIDOUX COMMUNITY SERVICES DISTRICT
 DECEMBER 19, 2019 (BOARD MEETING)
FUND TRANSFER AUTHORIZATION

NET PAYROLL 12/27/19	63,500.00
WIRE TRANSFER: FEDERAL PAYROLL TAXES 12/30/19	23,700.00
WIRE TRANSFER: STATE PAYROLL TAXES 12/30/19	5,000.00
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	-
WIRE TRANSFER: PERS RETIRED HEALTH PREMIUMS AND FEES	-
WIRE TRANSFER: SECTION 125	70.00
WIRE TRANSFER: SECTION 457	3,169.00

NET PAYROLL 1/10/20	63,500.00
WIRE TRANSFER: FEDERAL PAYROLL TAXES 1/13/20	23,700.00
WIRE TRANSFER: STATE PAYROLL TAXES 1/13/20	5,000.00
WIRE TRANSFER: TO CREDIT UNION	2,500.00
WIRE TRANSFER: PERS RETIREMENT	17,144.00
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

CHECKING ACCOUNT TRANSFERS FOR ACCOUNTS PAYABLE:

12/20/2019 WATER FUND TO GENERAL FUND-Payables	41,670.84
WATER FUND TO GENERAL FUND-Trash	160,324.73
WATER FUND TO SEWER FUND	110,682.20
SEWER FUND TO GENERAL FUND-Payables	19,734.01

INTERFUND TRANSFERS:

12/20/2019 SEWER FUND CHECKING TO LAIF SEWER OP	90,000.00
SEWER FUND CHECKING TO LAIF SEWER ML	-
LAIF WASTEWATER REPLACEMENT TO LAIF SEWER OP	-
LAIF SEWER ML TO LAIF SEWER OP	4,275.00
LAIF SEWER OP TO LAIF WASTEWATER REPLACEMENT	-
LAIF WASTEWATER RESERVE TO LAIF SEWER OP	-
GENERAL FUND CHECKING TO LAIF SEWER ML	1,200,000.00
GENERAL FUND CHECKING TO LAIF PROP TAX	-
GENERAL FUND CHECKING TO LAIF FIRE MITIGATION	-
LAIF GENERAL TO GENERAL FUND CHECKING	-
LAIF PROPERTY TAX TO GENERAL FUND CHECKING	282,000.00
WATER FUND CHECKING TO LAIF-COP PAYBACK	63,000.00
WATER FUND CHECKING TO LAIF-W.R.	10,000.00
WATER FUND CHECKING TO GENERAL FUND CHECKING	-
LAIF WATER ML TO LAIF WATER REPLACEMENT	-
WATER FUND CHECKING TO LAIF WATER RESERVE	-
WATER FUND CHECKING TO LAIF WATER OP	21,000.00
WATER FUND CHECKING TO LAIF WATER ML	-
LAIF WATER OP TO LAIF FIELD/ADMIN BLDG	-
LAIF PROPERTY TAX TO LAIF SEWER OP	-

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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PO Number		Inv Date	Immediate GL Account	Check #		Due Date	Discount Date	Discount
GL Date		Immediate GL Account		Credit Card	CC Reference #		Payment Date	Total Invoice
1	ACORN / ACORN TECHNOLOGY SERVICE ✓							52637.A ✓
DEC IT SUPT		12/1/2019 ✓	N	N		1/1/2020 ✓	12/1/2019	\$0.00
12/19/2019 ✓								\$2,785.00 ✓
2	ACORN / ACORN TECHNOLOGY SERVICE ✓							52637.B ✓
SONIC WALL/MONITOR		12/1/2019 ✓	N	N		1/1/2020 ✓	12/1/2019	\$0.00
12/19/2019 ✓								\$994.81 ✓
3	BPS B'S POOL SUPPLIES / B.P.S. B's POOL SUPPLIES ✓							101395 ✓
SODIUM HYPO		11/27/2019 ✓	N	N		12/27/2019 ✓	11/27/2019	\$0.00
12/19/2019 ✓								\$1,018.44 ✓
4	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							BK92159-0267 ✓
WTR ANALYSES		11/26/2019 ✓	N	N		12/26/2019 ✓	11/26/2019	\$0.00
12/19/2019 ✓								\$32.00 ✓
5	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							BK92162-0267 ✓
WTR ANALYSES		11/26/2019 ✓	N	N		12/26/2019 ✓	11/26/2019	\$0.00
12/19/2019 ✓								\$32.00 ✓
6	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							BK92176-0267 ✓
WTR ANALYSES		11/26/2019 ✓	N	N		12/26/2019 ✓	11/26/2019	\$0.00
12/19/2019 ✓								\$105.00 ✓
7	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							BK92184-0267 ✓
WTR ANALYSES		11/26/2019 ✓	N	N		12/26/2019 ✓	11/26/2019	\$0.00
12/19/2019 ✓								\$6,258.00 ✓
8	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							BK92251-0267 ✓
WTR ANALYSES		11/27/2019 ✓	N	N		12/27/2019 ✓	11/27/2019	\$0.00
12/19/2019 ✓								\$3,576.00 ✓
9	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							BK92256-0267 ✓
LAB FEES		11/27/2019 ✓	N	N		12/27/2019 ✓	11/27/2019	\$0.00
12/19/2019 ✓								\$170.00 ✓
10	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							BK92257-0267 ✓
LAB FEES		11/27/2019 ✓	N	N		12/27/2019 ✓	11/27/2019	\$0.00
12/19/2019 ✓								\$254.00 ✓
11	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							BK92260-0267 ✓
WTR ANALYSES		11/27/2019 ✓	N	N		12/27/2019 ✓	11/27/2019	\$0.00
12/19/2019 ✓								\$96.00 ✓
12	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							BL90008-0267 ✓
WTR ANALYSES		12/2/2019 ✓	N	N		1/2/2020 ✓	12/2/2019	\$0.00
12/19/2019 ✓								\$32.00 ✓
13	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							BL90011-0267 ✓
WTR ANALYSES		12/2/2019 ✓	N	N		1/2/2020 ✓	12/2/2019	\$0.00
12/19/2019 ✓								\$116.00 ✓
14	CARQUEST AUTO PARTS / CARQUEST AUTO PARTS ✓							7456-425034 ✓
PAINT		11/26/2019 ✓	N	N		12/26/2019 ✓	11/26/2019	\$0.00
12/19/2019 ✓								\$8.61 ✓
15	CROWN ACE HARDWARE / CROWN ACE HARDWARE ✓							079566 ✓
FASTENERS		11/27/2019 ✓	N	N		12/27/2019 ✓	11/27/2019	\$0.00
12/19/2019 ✓								\$10.01 ✓
16	DIG SAFE / DIG SAFE C/O UNDERGROUND SVC ALEF ✓							18DSBFE6513 ✓
DIG SAFE		12/1/2019 ✓	N	N		12/31/2019 ✓	12/1/2019	\$0.00
12/19/2019 ✓								\$49.22 ✓
17	DURNEY DON / DURNEY, DON ✓							20191126 ✓
NOV '19 GRDNG SVC		11/24/2019 ✓	N	N		12/24/2019 ✓	11/24/2019	\$0.00
12/19/2019 ✓								\$135.00 ✓

\$3,779.81

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GL Date				Credit Card	CC Reference #	Payment Date		Total Invoice
18	HOME DEPOT / HOME DEPOT CREDIT SERVICES ✓							027847/2024618 ✓
R&M OFC		11/27/2019 ✓	N	N		12/27/2019 ✓	11/27/2019	\$0.00
12/19/2019 ✓					N			\$278.47 ✓
19	INFOSEND / INFOSEND, INC ✓							161891 ✓
OCT '19 BILL PRNT		10/31/2019 ✓	N	N		11/30/2019 ✓	10/31/2019	\$0.00
12/19/2019 ✓					N			\$3,844.90 ✓
20	JADTEC SECURITY / JADTEC SECURITY SVCS, INC. ✓							2112236 ✓
MONITORING		12/1/2019 ✓	N	N		12/31/2019 ✓	12/1/2019	\$0.00
12/19/2019 ✓					N			\$53.85 ✓
21	J THAYER / J THAYER COMPANY, INC ✓							1409647-0 ✓
SUPPLIES		11/19/2019 ✓	N	N		12/19/2019 ✓	11/19/2019	\$0.00
12/19/2019 ✓					N			\$243.04 ✓
22	J THAYER / J THAYER COMPANY, INC ✓							1410850-0 ✓
SUPPLIES		11/22/2019 ✓	N	N		12/22/2019 ✓	11/22/2019	\$0.00
12/19/2019 ✓					N			\$98.45 ✓
23	MERIT OIL / MERIT OIL COMPANY ✓							551595 ✓
GASOLINE		11/27/2019 ✓	N	N		12/12/2019 ✓	11/27/2019	\$0.00
12/19/2019 ✓					N			\$984.90 ✓
24	R&D MECHANICAL / R&D MECHANICAL SUPPLY, INC ✓							C1003139 ✓
CREDIT		11/26/2019 ✓	N	N		12/26/2019 ✓	11/26/2019	\$0.00
12/19/2019 ✓					N			(\$320.81) ✓
25	R&D MECHANICAL / R&D MECHANICAL SUPPLY, INC ✓							11003145 ✓
PAINT/TOOLS		11/26/2019 ✓	N	N		12/26/2019 ✓	11/26/2019	\$0.00
12/19/2019 ✓					N			\$342.56 ✓
26	READY REFRESH / READY REFRESH by NESTLE ✓							19K7701128196 ✓
BTL WTR		11/26/2019 ✓	N	N		12/26/2019 ✓	11/26/2019	\$0.00
12/19/2019 ✓					N			\$212.46 ✓
27	ROYAL INDUSTRIAL / ROYAL INDUSTRIAL SOLUTION ✓							6441-611502 ✓
RELAY		11/27/2019 ✓	N	N		12/27/2019 ✓	11/27/2019	\$0.00
12/19/2019 ✓					N			\$329.45 ✓
28	SOCAL TRUCK / SOCAL TRUCKWORKS ✓							8829 ✓
R&M TRK		11/26/2019 ✓	N	N		12/26/2019 ✓	11/26/2019	\$0.00
12/19/2019 ✓					N			\$58.80 ✓
29	THERMAL COOL / THERMAL-COOL, INC. ✓							WO-0016003 ✓
R&M HVAC		11/20/2019 ✓	N	N		12/20/2019 ✓	11/20/2019	\$0.00
12/19/2019 ✓					N			\$382.00 ✓
30	UNDERGROUND SERVICE ALERT / UNDERGROUND ✓							1120190562 ✓
DIG ALERTS		12/1/2019 ✓	N	N		12/31/2019 ✓	12/1/2019	\$0.00
12/19/2019 ✓					N			\$76.00 ✓
31	AQUA METRIC SALES / AQUA METRIC SALES CO ✓							INV0076027 ✓
REGISTERS		12/4/2019 ✓	N	N		1/3/2020 ✓	12/4/2019	\$0.00
12/19/2019 ✓					N			\$905.10 ✓
32	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							BK90765-0267 ✓
WTR ANALYSES		11/10/2019 ✓	N	N		12/10/2019 ✓	11/10/2019	\$0.00
12/19/2019 ✓					N			\$210.00 ✓
33	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							BK90937-0267 ✓
WTR ANALYSES		11/12/2019 ✓	N	N		12/12/2019 ✓	11/12/2019	\$0.00
12/19/2019 ✓					N			\$42.00 ✓
34	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							BK91209-0267 ✓
WTR ANALYSES		11/14/2019 ✓	N	N		12/14/2019 ✓	11/14/2019	\$0.00
12/19/2019 ✓					N			\$84.00 ✓

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GL Date		Immediate GL Account			Credit Card	CC Reference #		Payment Date	Total Invoice
35	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓								BK91392-0267 ✓
WTR ANALYSES		11/18/2019 ✓	N	N			12/18/2019 ✓	11/18/2019	\$0.00
12/19/2019 ✓					N				\$420.00 ✓
36	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓								BK91393-0267 ✓
WTR ANALYSES		11/18/2019 ✓	N	N			12/18/2019 ✓	11/18/2019	\$0.00
12/19/2019 ✓					N				\$168.00 ✓
37	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓								BK91210-0267 ✓
WTR ANALYSES		11/14/2019 ✓	N	N			12/14/2019 ✓	11/14/2019	\$0.00
12/19/2019 ✓					N				\$168.00 ✓
38	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓								BL90307-0267 ✓
WTR ANALYSES		12/4/2019 ✓	N	N			1/3/2020 ✓	12/4/2019	\$0.00
12/19/2019 ✓					N				\$96.00 ✓
39	CARQUEST AUTO PARTS / CARQUEST AUTO PARTS ✓								7456-425544 ✓
R&M TRK		12/4/2019 ✓	N	N			1/3/2020 ✓	12/4/2019	\$0.00
12/19/2019 ✓					N				\$8.61 ✓
40	CROWN ACE HARDWARE / CROWN ACE HARDWARE ✓								079599 ✓
FASTENERS		12/3/2019 ✓	N	N			1/2/2020 ✓	12/3/2019	\$0.00
12/19/2019 ✓					N				\$8.40 ✓
41	CROWN ACE HARDWARE / CROWN ACE HARDWARE ✓								079608 ✓
PARTS		12/4/2019 ✓	N	N			1/3/2020 ✓	12/4/2019	\$0.00
12/19/2019 ✓					N				\$3.22 ✓
42	CROWN ACE HARDWARE / CROWN ACE HARDWARE ✓								079611 ✓
FASTENERS		12/4/2019 ✓	N	N			1/3/2020 ✓	12/4/2019	\$0.00
12/19/2019 ✓					N				\$23.49 ✓
43	FIRST CHOICE PLUMBING / FIRST CHOICE PLUMBING ✓								62003 ✓
R&M OFC		12/5/2019 ✓	N	N			1/4/2020 ✓	12/5/2019	\$0.00
12/19/2019 ✓					N				\$133.00 ✓
44	KH METALS / KH METALS & SUPPLY ✓								0497975 ✓
SUPPLIES		12/3/2019 ✓	N	N			1/2/2020 ✓	12/3/2019	\$0.00
12/19/2019 ✓					N				\$97.35 ✓
45	KH METALS / KH METALS & SUPPLY ✓								0498034 ✓
PARTS		12/3/2019 ✓	N	N			1/2/2020 ✓	12/3/2019	\$0.00
12/19/2019 ✓					N				\$90.87 ✓
46	KH METALS / KH METALS & SUPPLY ✓								0498120 ✓
SUPPLIES/FASTENERS		12/4/2019 ✓	N	N			1/3/2020 ✓	12/4/2019	\$0.00
12/19/2019 ✓					N				\$344.18 ✓
47	LAWNMOWER CENTER / LAWNMOWER CENTER ✓								17280 ✓
R&M EQUIP		12/4/2019 ✓	N	N			1/3/2020 ✓	12/4/2019	\$0.00
12/19/2019 ✓					N				\$59.75 ✓
48	LAWNMOWER CENTER / LAWNMOWER CENTER ✓								17286 ✓
R&M EQUIP		12/4/2019 ✓	N	N			1/3/2020 ✓	12/4/2019	\$0.00
12/19/2019 ✓					N				\$35.84 ✓
49	MERIT OIL / MERIT OIL COMPANY ✓								552604 ✓
GASOLINE		12/4/2019 ✓	N	N			12/19/2019 ✓	12/4/2019	\$0.00
12/19/2019 ✓					N				\$1,094.39 ✓
50	SITEONE / SITEONE LANDSCAPE SUPPLY, LLC ✓								96233006-001 ✓
PVC PARTS		11/27/2019 ✓	N	N			12/27/2019 ✓	11/27/2019	\$0.00
12/19/2019 ✓					N				\$14.55 ✓
51	WESTERN MUNICIPAL WATER / WESTERN MUNICIPAL ✓								RI3408 ✓
DEC '19 BRINE FXD		12/1/2019 ✓	N	N			12/31/2019 ✓	12/1/2019	\$0.00
12/19/2019 ✓					N				\$749.94 ✓



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Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card	Check #	Due Date	Discount Date	Invoice #
PO Number		Immediate GL Account	GL Account		Credit Card	CC Reference #	Payment Date	Discount	Total Invoice
52	WESTERN MUNICIPAL WATER / WESTERN MUNICIPA ✓								IN11556 ✓
OCT '19 BRINE FLW		12/2/2019 ✓	N	N			1/1/2020 ✓	12/2/2019	\$0.00
12/19/2019 ✓					N				\$336.57 ✓
53	WESTERN MUNICIPAL WATER / WESTERN MUNICIPA ✓								IN11570 ✓
OCT '19 BRINE QTRLY		12/2/2019 ✓	N	N			1/1/2020 ✓	12/2/2019	\$0.00
12/19/2019 ✓					N				\$1,619.00 ✓
54	AIRGAS / AIRGAS USA, LLC ✓								9966986491 ✓
TNK RNTL		11/30/2019 ✓	N	N			12/30/2019 ✓	11/30/2019	\$0.00
12/19/2019 ✓					N				\$147.10 ✓
55	AT&T / AT&T ✓								000014004202 ✓
PHN CHGS		12/7/2019 ✓	N	N			1/13/2020 ✓	12/7/2019	\$0.00
12/19/2019 ✓					N				\$506.56 ✓
56	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓								BL90577-0267 ✓
LAB FEES		12/6/2019 ✓	N	N			1/5/2020 ✓	12/6/2019	\$0.00
12/19/2019 ✓					N				\$254.00 ✓
57	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓								BL90585-0267 ✓
WTR ANALYSES		12/6/2019 ✓	N	N			1/5/2019 ✓	12/6/2019	\$0.00
12/19/2019 ✓					N				\$420.00 ✓
58	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓								BL90657-0267 ✓
WTR ANALYSES		12/9/2019 ✓	N	N			1/8/2020 ✓	12/9/2019	\$0.00
12/19/2019 ✓					N				\$32.00 ✓
59	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓								BL90658-0267 ✓
WTR ANALYSES		12/9/2019 ✓	N	N			1/8/2020 ✓	12/9/2019	\$0.00
12/19/2019 ✓					N				\$116.00 ✓
60	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓								BL90601-0267 ✓
WTR ANALYSES		12/6/2019 ✓	N	N			1/5/2020 ✓	12/6/2019	\$0.00
12/19/2019 ✓					N				\$32.00 ✓
61	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓								BL90680-0267 ✓
WTR ANALYSES		12/9/2019 ✓	N	N			1/8/2020 ✓	12/9/2019	\$0.00
12/19/2019 ✓					N				\$32.00 ✓
62	CORELOGIC / CORELOGIC, INC. ✓								81994932 ✓
ON-LINE SVC		11/30/2019 ✓	N	N			12/30/2019 ✓	11/30/2019	\$0.00
12/19/2019 ✓					N				\$178.75 ✓
63	CROWN ACE HARDWARE / CROWN ACE HARDWARE ✓								079615 ✓
SUPPLIES		12/5/2019 ✓	N	N			1/4/2020 ✓	12/5/2019	\$0.00
12/19/2019 ✓					N				\$34.44 ✓
64	CROWN ACE HARDWARE / CROWN ACE HARDWARE ✓								079624 ✓
PARTS		12/5/2019 ✓	N	N			1/4/2020 ✓	12/5/2019	\$0.00
12/19/2019 ✓					N				\$6.43 ✓
65	EDGEWOOD PARTNERS INS / EDGEWOOD PARTNER ✓								347369 ✓
COMM INS		12/2/2019 ✓	N	N			1/1/2020 ✓	12/2/2019	\$0.00
12/19/2019 ✓					N				\$9,869.00 ✓
66	EDGEWOOD PARTNERS INS / EDGEWOOD PARTNER ✓								347370 ✓
AUTO INS		12/2/2019 ✓	N	N			1/1/2020 ✓	12/2/2019	\$0.00
12/19/2019 ✓					N				\$3,960.00 ✓
67	EDGEWOOD PARTNERS INS / EDGEWOOD PARTNER ✓								347371 ✓
EXCESS LIAB INS		12/2/2019 ✓	N	N			1/1/2020 ✓	12/2/2019	\$0.00
12/19/2019 ✓					N				\$2,226.00 ✓
68	GRAINGER / GRAINGER ✓								9373574301 ✓
WISE		12/3/2019 ✓	N	N			1/2/2020 ✓	12/3/2019	\$0.00
12/19/2019 ✓					N				\$268.73 ✓

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PO Number		Immediate GL Account	GL Account		Check #				Discount
GL Date					Credit Card	CC Reference #	Payment Date		Total Invoice
69	J THAYER / J THAYER COMPANY, INC ✓								1414190-0 ✓
JNL/LOG BOOKS		12/6/2019 ✓	N	N			1/5/2020 ✓	12/6/2019	\$0.00
12/19/2019 ✓					N				\$1,264.36 ✓
70	RIVERSIDE CLEANING SYSTEMS / RIVERSIDE CLEAN ✓								421 ✓
CLNG SVC		12/4/2019 ✓	N	N			1/3/2020 ✓	12/4/2019	\$0.00
12/19/2019 ✓					N				\$545.00 ✓
71	SCE / SCE ✓								19D2011970662 ✓
STREETLIGHTS		12/7/2019 ✓	N	N			12/26/2019 ✓	12/7/2019	\$0.00
12/19/2019 ✓					N				\$10,223.80 ✓
72	SCE / SCE ✓								19D2036525640 ✓
MAIN OFC UTLTY		12/7/2019 ✓	N	N			1/6/2020 ✓	12/7/2019	\$0.00
12/19/2019 ✓					N				\$736.91 ✓
73	SCE / SCE ✓								19D2283710317 ✓
FIRE STN UTLTY		12/7/2019 ✓	N	N			1/6/2020 ✓	12/7/2019	\$0.00
12/19/2019 ✓					N				\$1,053.79 ✓
74	SCG / SCG ✓								19D17882256005 ✓
MAIN OFC UTLTY		12/2/2019 ✓	N	N			12/26/2019 ✓	12/2/2019	\$0.00
12/19/2019 ✓					N				\$78.42 ✓
75	SCG / SCG ✓								12D05925730565 ✓
FIRE STN UTLTY		12/2/2019 ✓	N	N			12/26/2019 ✓	12/2/2019	\$0.00
12/19/2019 ✓					N				\$142.64 ✓
76	SCG / SCG ✓								12D01302181001 ✓
FIELD OFC UTLTY		12/2/2019 ✓	N	N			12/26/2019 ✓	12/2/2019	\$0.00
12/19/2019 ✓					N				\$19.39 ✓
77	SHRED-IT / SHRED-IT USA ✓								8128656585 ✓
SHREDDING		11/30/2019 ✓	N	N			12/30/2019 ✓	11/30/2019	\$0.00
12/19/2019 ✓					N				\$89.52 ✓
78	SPECTRUM / SPECTRUM BUSINESS ✓								0914404120619 ✓
INTRNT SVC 12/6-1/05		12/6/2019 ✓	N	N			12/23/2019 ✓	12/6/2019	\$0.00
12/19/2019 ✓					N				\$254.99 ✓
79	SRD ENG / SRD ENGINEERING, INC ✓								20191130-PYMT #3 ✓
AGUA BRINE LN		11/30/2019 ✓	N	N			12/30/2019 ✓	11/30/2019	\$0.00
12/19/2019 ✓					N				\$4,275.00 ✓
80	USPS (PO BOX) / US POSTAL SERVICE ✓								20191210 ✓
PO BOX RNTL		12/10/2019 ✓	N	N			12/31/2019 ✓	12/10/2019	\$0.00
12/19/2019 ✓					N				\$268.00 ✓
81	VERIZON WIRELESS / VERIZON WIRELESS ✓								9843252152 ✓
CELL PHN CHGS		12/1/2019 ✓	N	N			12/24/2019 ✓	12/1/2019	\$0.00
12/19/2019 ✓					N				\$535.16 ✓
82	DEGUIRE WEED / DeGUIRE WEED ABATEMENT, INC ✓								20191211 ✓
WEED ABATE RETEN		12/9/2019 ✓	N	N			1/8/2020 ✓	12/9/2019	\$0.00
12/19/2019 ✓					N				\$1,631.63 ✓
83	HARPER BURNS LLP / HARPER & BURNS LLP ✓								20191201.A ✓
NOV 19 LGL SVC		12/1/2019 ✓	N	N			12/31/2019 ✓	12/1/2019	\$0.00
12/19/2019 ✓					N				\$543.75 ✓
84	HARPER BURNS LLP / HARPER & BURNS LLP ✓								20191201.B ✓
CITY RVSD LITGN		12/1/2019 ✓	N	N			12/31/2019	12/1/2019	\$0.00
12/19/2019 ✓					N				\$398.75 ✓
85	L D ANDERSON / L D ANDERSON, INC ✓								15111010-01 ✓
HYDRNT MTR RFND		11/13/2019 ✓	N	N			12/13/2019 ✓	11/13/2019	\$0.00
12/19/2019 ✓					N				\$1,309.50 ✓

\$942.50

} \$543.75 ✓
 } \$398.75 ✓



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Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #
PO Number		Immediate GL Account			Check #		Payment Date	Discount
GL Date					Credit Card	CC Reference #		Total Invoice
86	L D ANDERSON / L D ANDERSON, INC ✓							15107300-16 ✓
	HYDRNT MTR RFND	11/13/2019 ✓	N	N		12/13/2019 ✓	11/13/2019	\$0.00
12/19/2019 ✓								\$1,341.60 ✓
87	JADTEC SECURITY / JADTEC SECURITY SVCS, INC. ✓							2118483 ✓
	R&M FLD OFC	12/5/2019 ✓	N	N		12/5/2019 ✓	12/5/2019	\$0.00
12/19/2019 ✓								\$79.00 ✓
88	LOCKWOOD, KENNETH / LOCKWOOD, KENNETH ✓							20191211 ✓
	PHYSICAL	12/11/2019 ✓	N	N		1/10/2020 ✓	12/11/2019	\$0.00
12/19/2019 ✓								\$115.00 ✓
89	RING BENDER / RING BENDER LLP ✓							08490 ✓
	CITY RVSD LITGN	12/4/2019 ✓	N	N		1/3/2020 ✓	12/4/2019	\$0.00
12/19/2019 ✓								\$9,932.91 ✓
90	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC ✓							1127_121019.A ✓
	COM TRSH 11/27-12/10	12/11/2019 ✓	N	N		1/10/2019 ✓	12/11/2019	\$0.00
12/19/2019 ✓								\$39,580.01 ✓
91	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC ✓							1127_121019.B ✓
	RES TRSH 11/27-12/10	12/11/2019 ✓	N	N		1/10/2020 ✓	12/11/2019	\$0.00
12/19/2019 ✓								\$120,744.72 ✓
92	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC ✓							1127_121019.C ✓
	RCSD SHR COMM	12/11/2019 ✓	N	N		1/10/2020 ✓	12/11/2019	\$0.00
12/19/2019 ✓								(\$3,958.00) ✓
93	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC ✓							1127_121019.D ✓
	RCSD SHR RES	12/11/2019 ✓	N	N		1/10/2020 ✓	12/11/2019	\$0.00
12/19/2019 ✓								(\$979.80) ✓
94	WEBB ALBERT A ASSOC / WEBB, ALBERT A. ASSOCI ✓							195115 ✓
	CITY RVSD LITGN	11/23/2019 ✓	N	N		12/23/2019 ✓	11/23/2019	\$0.00
12/19/2019 ✓								\$1,287.50 ✓

\$155,386.93

1127_121019.A ✓
 \$0.00
 \$39,580.01 ✓
 1127_121019.B ✓
 \$0.00
 \$120,744.72 ✓
 1127_121019.C ✓
 \$0.00
 (\$3,958.00) ✓
 1127_121019.D ✓
 \$0.00
 (\$979.80) ✓

Grand Totals

Total Direct Expense: \$243,803.59
 Total Direct Expense Adj: (\$5,258.61) ①
 Total Non-Electronic Transactions: \$238,544.98 ②

Report Summary

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

① 5,258.61
 < 3,958.00 > } Tri-Co
 < 679.80 > }
 < 300.81 > P&D mechanical
.00

⑧ 12-12-19

② 238,544.98
 < 246,995.08 >
 < 8,450.10 >

12/13/19 PR {
 SPRMA 2,383.50
 Standard 2,710.00
 Union 255.00
 VSP - 994.34
 Colonial 2,107.26
8,450.10
.00

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

8. CORRESPONDENCE AND RELATED INFORMATION

9. MANAGER'S REPORT

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

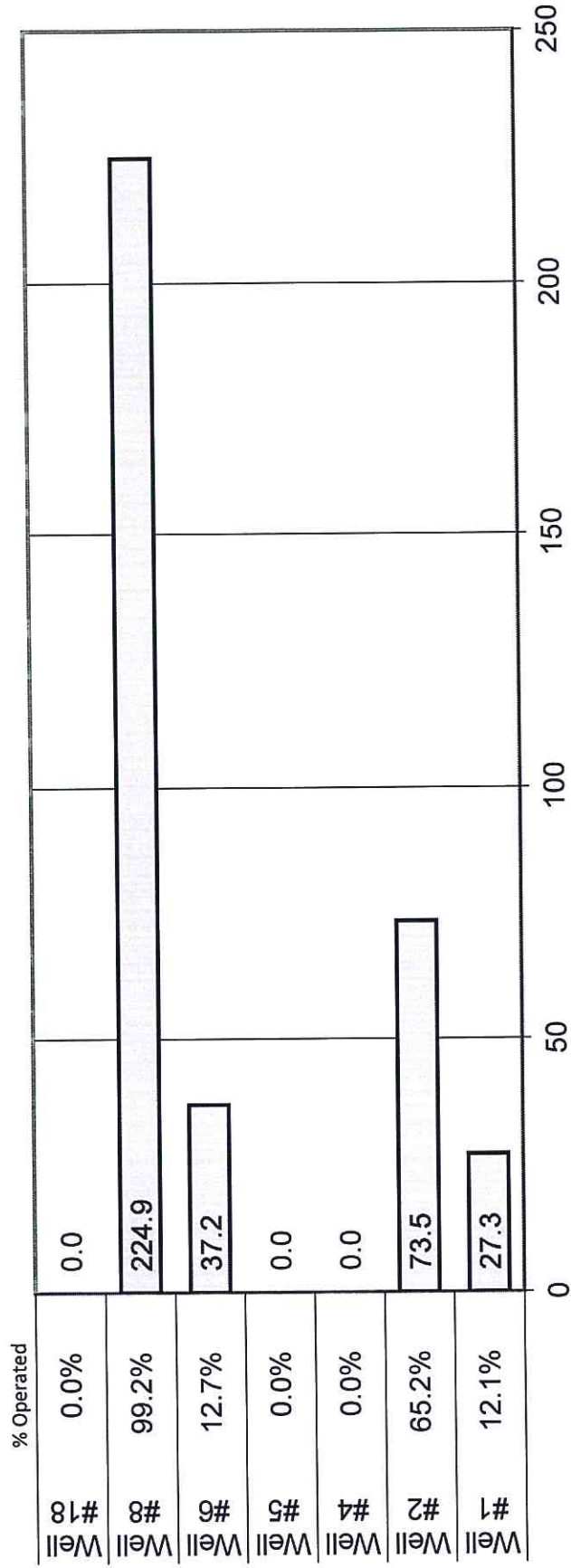
Water and Wastewater Production Comparison

Date	TOTAL WELL PRODUCTION in Million Gallons					Consumption to	WASTEWATER
	Purchased	Potable	Potable	Non-Potable	Total	JURUPA C.S.D.	FLOW TO
		Wells	Total	Wells			
						(Million Gallons)	(Million Gallons)
11/01/2019	0.00	3.98	3.98	0.46	4.44	0.00	1.76
11/02/2019	0.00	5.13	5.13	0.46	5.59	0.00	1.67
11/03/2019	0.00	4.51	4.51	0.57	5.08	0.00	1.75
11/04/2019	0.00	5.04	5.04	0.03	5.07	0.00	1.66
11/05/2019	0.00	4.14	4.14	0.33	4.46	0.00	1.67
11/06/2019	0.00	4.87	4.87	0.30	5.17	0.00	1.58
11/07/2019	0.00	4.44	4.44	3.20	7.64	0.00	1.62
11/08/2019	0.00	4.77	4.77	0.44	5.21	0.00	1.55
11/09/2019	0.00	5.00	5.00	0.47	5.46	0.00	1.66
11/10/2019	0.00	4.35	4.35	0.38	4.73	0.00	1.66
11/11/2019	0.00	3.79	3.79	0.59	4.38	0.00	1.75
11/12/2019	0.00	3.98	3.98	0.10	4.08	0.00	1.63
11/13/2019	0.00	4.42	4.42	0.45	4.87	0.00	1.64
11/14/2019	0.00	4.49	4.49	0.45	4.94	0.00	1.62
11/15/2019	0.00	4.15	4.15	0.44	4.60	0.00	1.52
11/16/2019	0.00	4.07	4.07	0.01	4.07	0.00	1.62
11/17/2019	0.00	3.34	3.34	0.34	3.68	0.00	1.68
11/18/2019	0.00	5.79	5.79	0.10	5.89	0.00	1.63
11/19/2019	0.00	3.59	3.59	0.00	3.59	0.00	1.64
11/20/2019	0.00	2.98	2.98	0.02	2.99	0.00	1.62
11/21/2019	0.00	3.43	3.43	0.24	3.68	0.00	1.63
11/22/2019	0.00	2.66	2.66	0.39	3.05	0.00	1.55
11/23/2019	0.00	3.81	3.81	0.02	3.83	0.00	1.67
11/24/2019	0.00	3.47	3.47	0.38	3.85	0.00	1.66
11/25/2019	0.00	3.61	3.61	0.34	3.95	0.00	1.62
11/26/2019	0.00	3.20	3.20	0.01	3.21	0.00	1.59
11/27/2019	0.00	3.29	3.29	0.01	3.31	0.00	1.62
11/28/2019	0.00	2.73	2.73	0.01	2.73	0.00	2.12
11/29/2019	0.00	2.58	2.58	0.01	2.59	0.00	1.52
11/30/2019	0.00	2.59	2.59	0.01	2.60	0.00	1.59
MINIMUM	0.00	2.58	2.58	0.00	2.59	0.00	1.52
AVERAGE	0.00	3.94	3.94	0.35	4.29	0.00	1.65
MAXIMUM	0.00	5.79	5.79	3.20	7.64	0.00	2.12
TOTAL	0.00	118.21	118.21	10.52	128.74	0.00	49.47

RUBIDOUX COMMUNITY SERVICES DISTRICT
MONTHLY WELL PRODUCTION
(Million Gallons)

DATE	POTABLE WATER							NONPOTABLE WATER					TOTALS			
	JURUPA TIE-IN (MG)	MN Rmvl Pit #1 Well #1A (MG)	GAC Pit TROYER Well #2 (MG)	Nitrate Removal Pit FLT Well #4 (MG)	SKOTTY Well #6 (MG)	DAILY Well #5 (MG)	GOULD Well #8A (MG)	MN Rmvl Pit #2 Well #18 (MG)	28th ST. Well #3 (MG)	DAILY Well #7 (MG)	CLEMENT Well #11 (MG)	46th ST. Well #14 (MG)	Mission Wells #19 & #20 (MG)	POTABLE (MG)	NON POTABLE (MG)	TOTAL PROD. (MG)
11/01/2019	0.00	0.30	0.89	0.00	0.53	0.00	2.26	0.00	0.00	0.00	0.44	0.00	0.01	3.98	0.46	4.44
11/02/2019	0.00	1.14	1.03	0.00	0.00	0.00	2.96	0.00	0.00	0.00	0.44	0.00	0.02	5.13	0.46	5.59
11/03/2019	0.00	1.18	0.96	0.00	0.00	0.00	2.37	0.00	0.00	0.00	0.55	0.00	0.02	4.51	0.57	5.08
11/04/2019	0.00	1.68	0.93	0.00	0.00	0.00	2.43	0.00	0.00	0.00	0.00	0.00	0.03	5.04	0.03	5.07
11/05/2019	0.00	0.28	0.86	0.00	0.79	0.00	2.21	0.00	0.00	0.00	0.30	0.00	0.03	4.14	0.33	4.46
11/06/2019	0.00	0.05	1.00	0.00	1.23	0.00	2.59	0.00	0.00	0.00	0.28	0.00	0.02	4.87	0.30	5.17
11/07/2019	0.00	0.00	0.83	0.00	1.19	0.00	2.42	0.00	0.00	0.00	0.43	0.00	0.01	4.44	3.20	7.64
Subtotal	0.00	4.63	6.50	0.00	3.74	0.00	17.24	0.00	0.00	0.00	2.44	0.00	0.15	32.11	5.34	37.45
11/08/2019	0.00	0.00	1.05	0.00	1.11	0.00	2.61	0.00	0.00	0.00	0.43	0.00	0.01	4.77	0.44	5.21
11/09/2019	0.00	1.19	1.05	0.00	0.00	0.00	2.75	0.00	0.00	0.00	0.45	0.00	0.02	5.00	0.47	5.46
11/10/2019	0.00	0.97	0.95	0.00	0.00	0.00	2.43	0.00	0.00	0.00	0.36	0.00	0.02	4.35	0.38	4.73
11/11/2019	0.00	0.88	0.76	0.00	0.00	0.00	2.14	0.00	0.00	0.00	0.57	0.00	0.02	3.79	0.59	4.38
11/12/2019	0.00	0.07	1.01	0.00	0.31	0.00	2.59	0.00	0.00	0.00	0.08	0.00	0.02	3.98	0.10	4.08
11/13/2019	0.00	0.00	0.88	0.00	1.29	0.00	2.26	0.00	0.00	0.00	0.43	0.00	0.01	4.42	0.45	4.87
11/14/2019	0.00	0.01	0.94	0.00	1.14	0.00	2.40	0.00	0.00	0.00	0.43	0.00	0.02	4.49	0.45	4.94
Subtotal	0.00	3.12	6.64	0.00	3.85	0.00	17.18	0.00	0.00	0.00	2.75	0.00	0.12	30.80	2.86	33.67
11/15/2019	0.00	0.00	0.97	0.00	0.58	0.00	2.60	0.00	0.00	0.00	0.44	0.00	0.00	4.15	0.44	4.60
11/16/2019	0.00	0.00	0.94	0.00	0.65	0.00	2.48	0.00	0.00	0.00	0.00	0.00	0.01	4.07	0.01	4.07
11/17/2019	0.00	0.00	0.95	0.00	0.00	0.00	2.40	0.00	0.00	0.00	0.34	0.00	0.00	3.34	0.34	3.68
11/18/2019	0.00	1.04	0.85	0.00	1.45	0.00	2.44	0.00	0.00	0.00	0.10	0.00	0.00	5.79	0.10	5.89
11/19/2019	0.00	0.10	0.93	0.00	0.00	0.00	2.55	0.00	0.00	0.00	0.00	0.00	0.00	3.59	0.00	3.59
11/20/2019	0.00	0.00	0.57	0.00	0.00	0.00	2.41	0.00	0.00	0.00	0.00	0.00	0.02	2.98	0.02	2.99
11/21/2019	0.00	0.00	0.67	0.00	0.22	0.00	2.54	0.00	0.00	0.00	0.23	0.00	0.01	3.43	0.24	3.68
Subtotal	0.00	1.15	5.89	0.00	2.90	0.00	17.42	0.00	0.00	0.00	1.11	0.00	0.04	27.35	1.15	28.49
11/22/2019	0.00	0.00	0.41	0.00	0.21	0.00	2.04	0.00	0.00	0.00	0.39	0.00	0.01	2.66	0.39	3.05
11/23/2019	0.00	0.00	1.03	0.00	0.00	0.00	2.78	0.00	0.00	0.00	0.00	0.00	0.02	3.81	0.02	3.83
11/24/2019	0.00	0.00	0.91	0.00	0.00	0.00	2.56	0.00	0.00	0.00	0.36	0.00	0.01	3.47	0.38	3.85
11/25/2019	0.00	0.00	1.03	0.00	0.23	0.00	2.35	0.00	0.00	0.00	0.32	0.00	0.02	3.61	0.34	3.95
11/26/2019	0.00	0.00	0.35	0.00	1.19	0.00	1.67	0.00	0.00	0.00	0.00	0.00	0.01	3.20	0.01	3.21
11/27/2019	0.00	0.00	0.37	0.00	0.00	0.00	2.93	0.00	0.00	0.00	0.00	0.00	0.01	3.29	0.01	3.31
11/28/2019	0.00	0.00	0.33	0.00	0.00	0.00	2.40	0.00	0.00	0.00	0.00	0.00	0.01	2.73	0.01	2.73
11/29/2019	0.00	0.00	0.20	0.00	0.00	0.00	2.39	0.00	0.00	0.00	0.00	0.00	0.01	2.58	0.01	2.59
11/30/2019	0.00	0.00	0.28	0.00	0.00	0.00	2.31	0.00	0.00	0.00	0.00	0.00	0.01	2.59	0.01	2.60
Subtotal	0.00	0.00	4.90	0.00	1.62	0.00	21.43	0.00	0.00	0.00	1.07	0.00	0.10	27.95	1.17	29.12
TOTAL	0.000	8.900	23.937	0.000	12.108	0.000	73.267	0.000	2.750	0.000	7.370	0.000	0.403	118.212	10.523	128.735

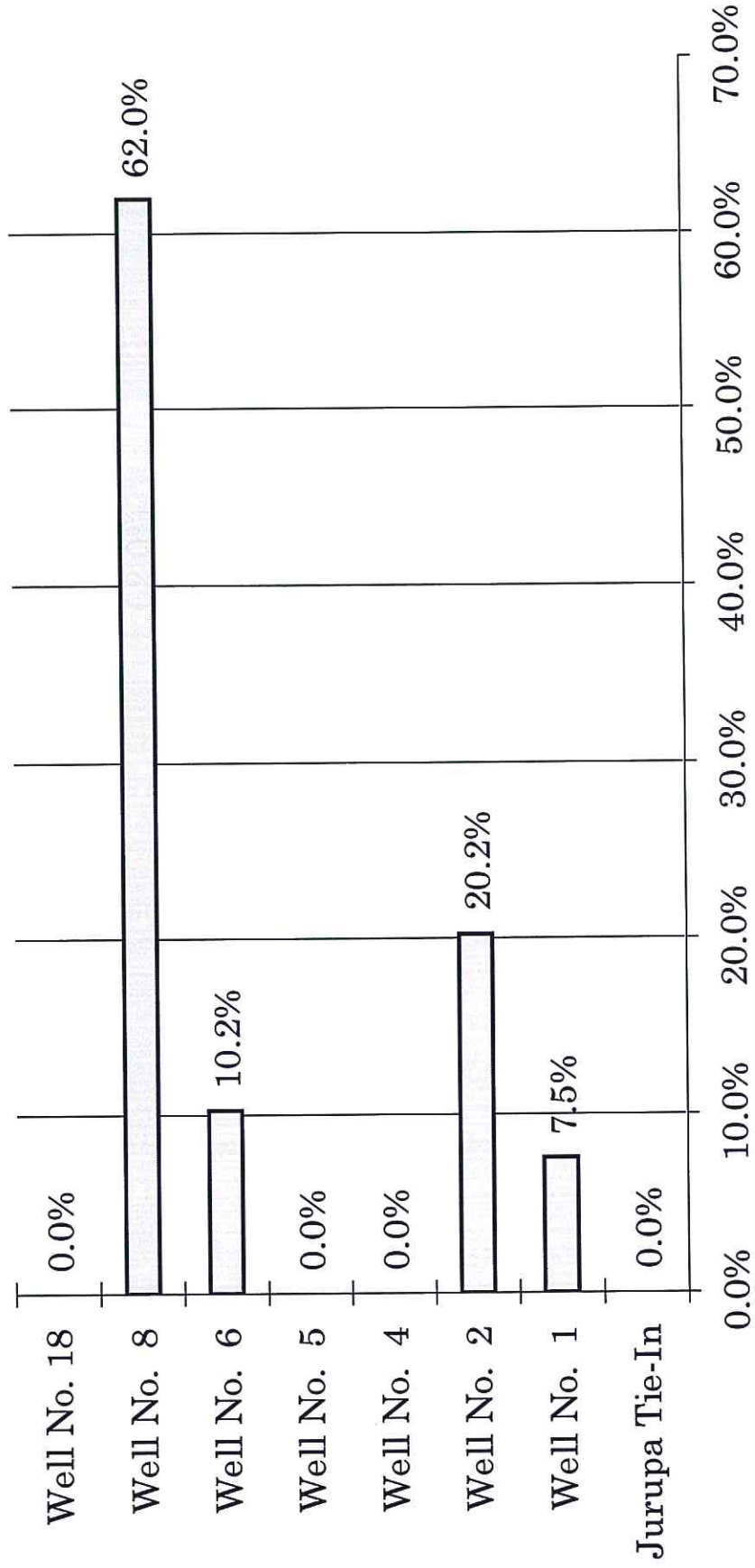
TOTAL WATER PRODUCED w/ % Operated November 2019



Max Production **995.7 AF**
 Monthly Production **362.8 AF**
 Reserve Production **632.9 AF**

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

Source Potable Production Comparison November 2019



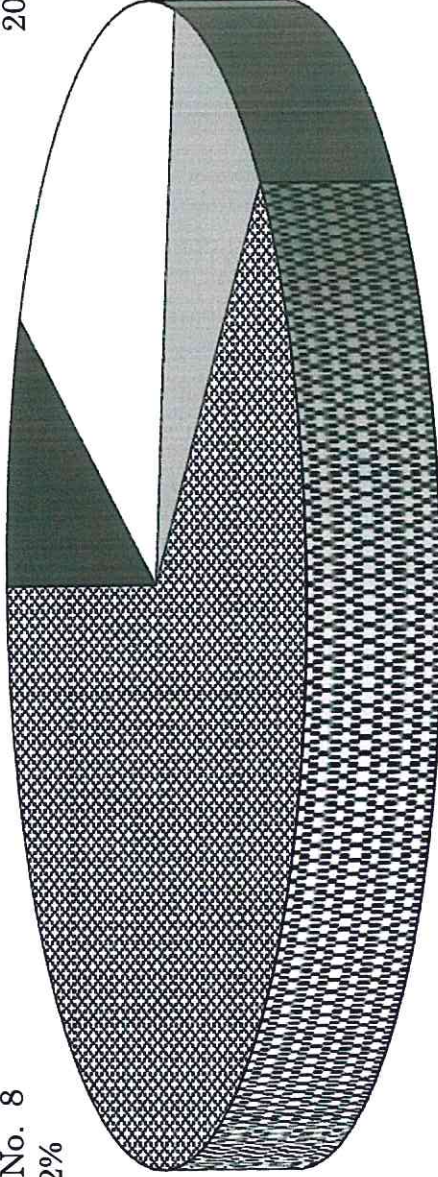
Source Potable Production Comparison November 2019

Well No. 1A
8%

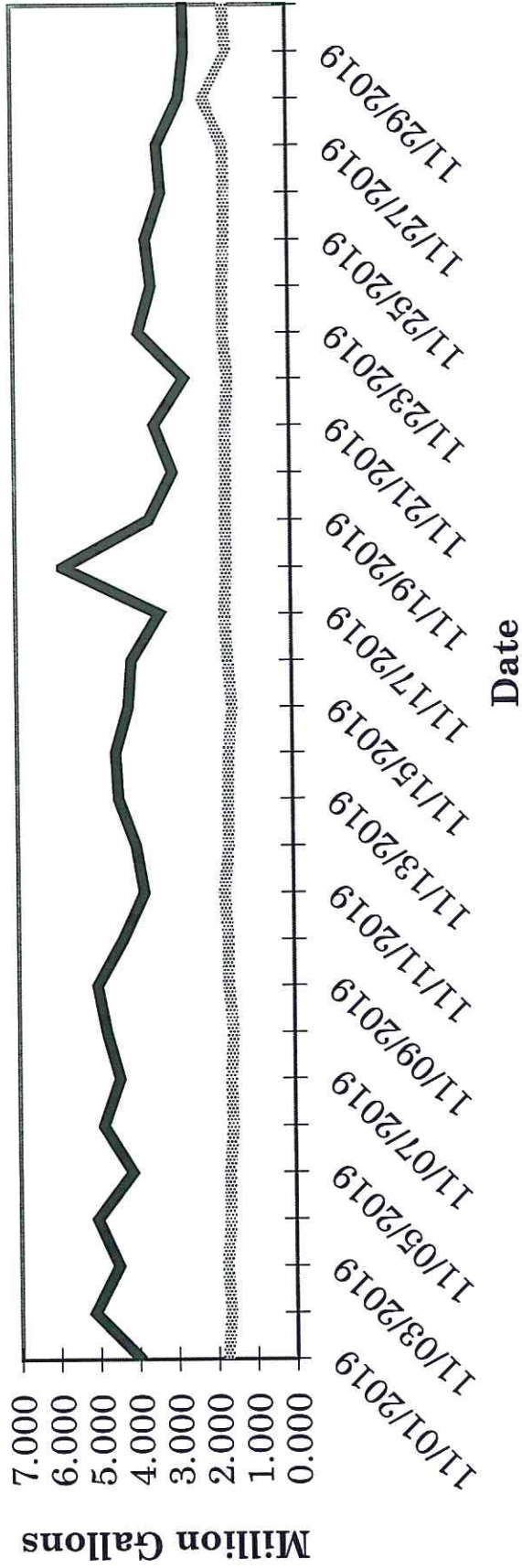
Well No. 2
20%

Well No. 8
62%

Well No. 6
10%



Potable Water & Wastewater Comparison November 2019

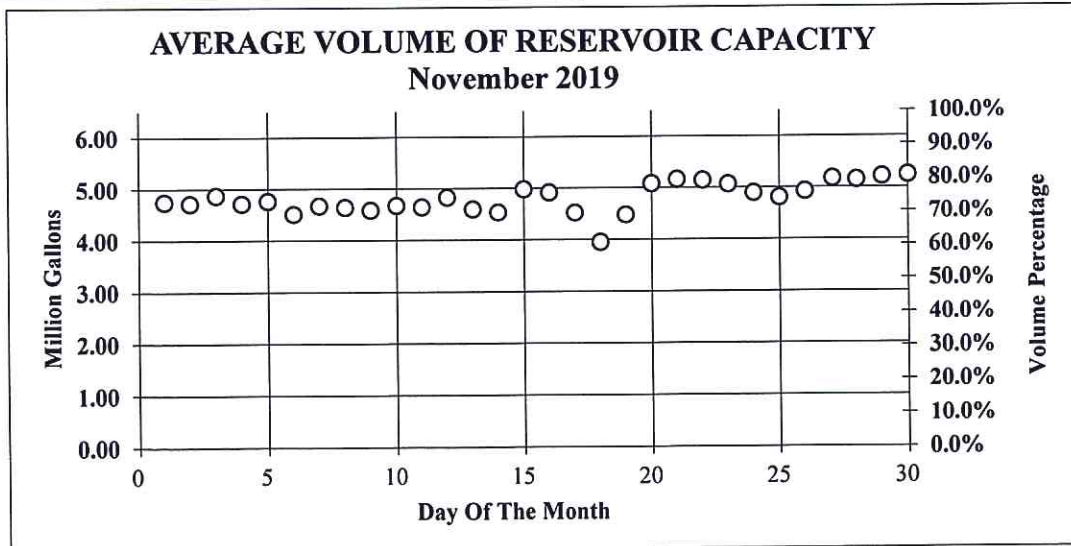


— Potable Water Prod. Wastewater Prod

RUBIDOUX COMMUNITY SERVICES DISTRICT

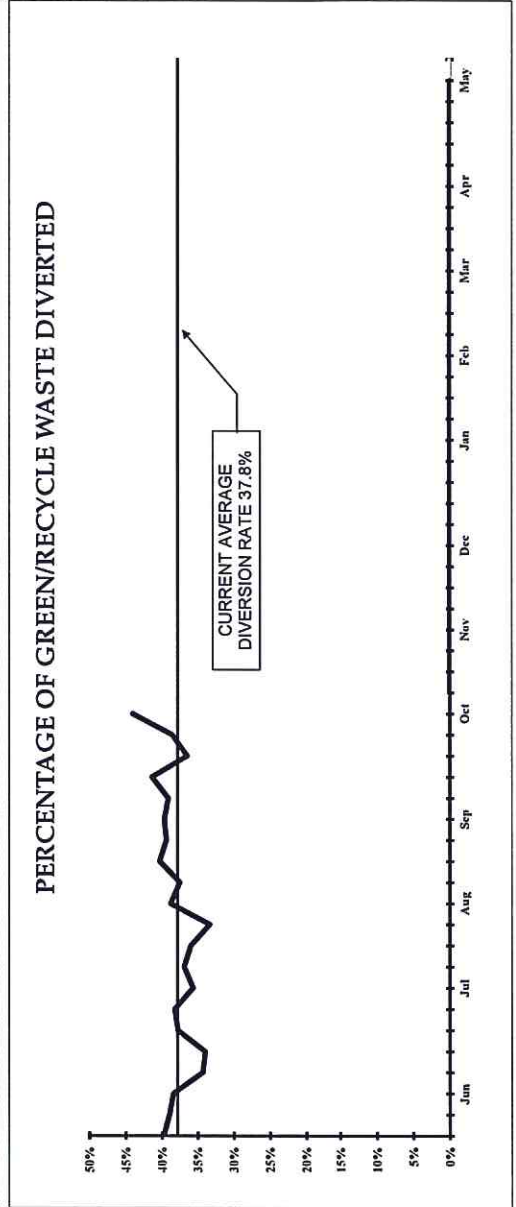
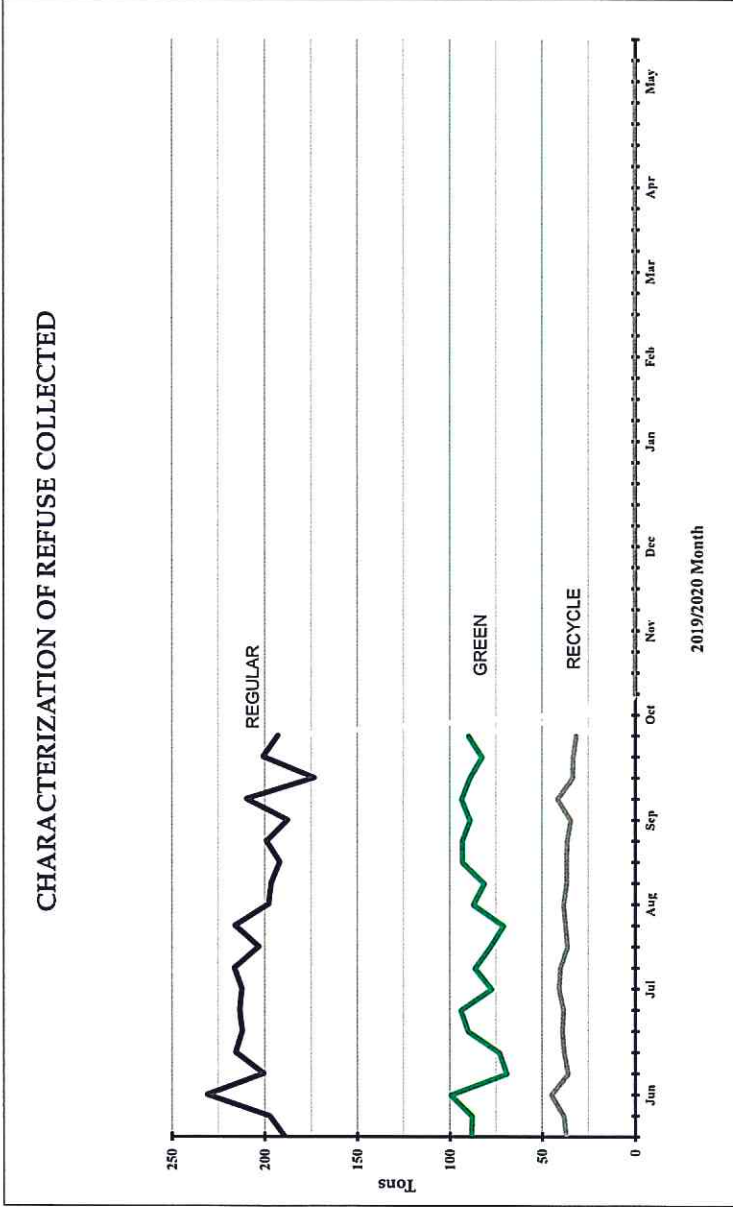
Reservoir Capacity Report

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		
11/01/2019	74.9	70.9	79.2	79.0	4,747,266	73.9%
11/02/2019	74.2	70.0	76.2	79.7	4,713,475	73.4%
11/03/2019	77.5	72.7	79.4	79.8	4,872,787	75.8%
11/04/2019	75.0	70.4	78.8	77.4	4,717,559	73.4%
11/05/2019	75.3	71.1	78.6	79.4	4,766,736	74.2%
11/06/2019	68.0	66.2	78.8	82.6	4,509,251	70.2%
11/07/2019	73.1	69.9	79.1	77.5	4,672,375	72.7%
11/08/2019	72.2	69.1	78.9	78.9	4,639,463	72.2%
11/09/2019	71.5	68.0	75.7	79.1	4,581,888	71.3%
11/10/2019	73.1	69.3	79.4	79.6	4,673,093	72.7%
11/11/2019	72.9	69.0	79.0	77.5	4,641,384	72.2%
11/12/2019	76.5	72.0	78.7	79.1	4,827,377	75.1%
11/13/2019	70.9	68.1	79.0	79.5	4,594,634	71.5%
11/14/2019	69.5	67.3	78.3	79.5	4,532,247	70.5%
11/15/2019	80.3	74.9	80.2	78.4	4,974,943	77.4%
11/16/2019	78.5	73.9	78.0	79.2	4,915,289	76.5%
11/17/2019	71.4	67.8	73.6	76.0	4,520,776	70.4%
11/18/2019	55.4	56.5	80.4	80.6	3,950,129	61.5%
11/19/2019	68.9	66.1	79.8	77.5	4,480,157	69.7%
11/20/2019	82.9	76.7	80.3	77.5	5,080,065	79.1%
11/21/2019	84.5	78.0	80.8	77.7	5,156,302	80.3%
11/22/2019	84.1	77.6	80.6	78.1	5,138,350	80.0%
11/23/2019	82.5	76.3	80.2	78.4	5,067,635	78.9%
11/24/2019	79.3	73.9	78.2	77.1	4,897,751	76.2%
11/25/2019	76.4	71.8	79.6	78.4	4,809,571	74.9%
11/26/2019	78.2	74.4	81.0	78.4	4,924,771	76.7%
11/27/2019	85.5	78.7	80.4	76.7	5,173,473	80.5%
11/28/2019	84.8	78.1	81.0	76.8	5,147,046	80.1%
11/29/2019	85.3	78.7	82.3	78.5	5,208,730	81.1%
11/30/2019	86.2	79.3	82.7	78.3	5,239,717	81.6%



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

RUBIDOUX COMMUNITY SERVICES DISTRICT
 Green Waste Program
 (May 19 to June 20)



CAL FIRE/Riverside County Fire Department

Emergency Incident Statistics

November 2009 - November 2019



Rubidoux Community Service District

Total Calls for Rubidoux CSD November 2009-2019

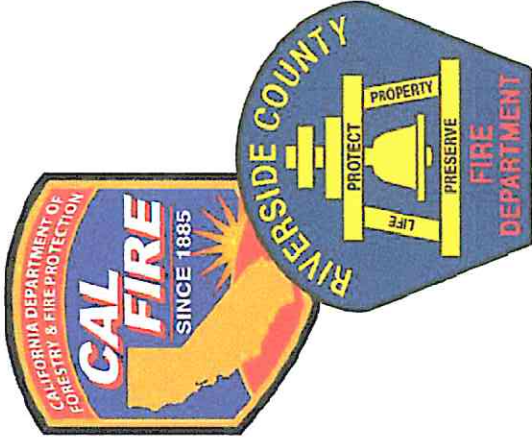


<u>Month/Year</u>	<u>Total Calls for Station 38</u>	<u>Total Calls for District</u>
November 2009	173	181
November 2010	133	143
November 2011	154	160
November 2012	163	170
November 2013	205	217
November 2014	210	222
November 2015	195	207
November 2016	220	234
November 2017	253	273
November 2018	207	220
November 2019	227	244

CAL FIRE/Riverside County Fire Department

Emergency Incident Statistics

RUBIDOUX



Shawn C. Newman

Fire Chief

12/2/2019

Report Provided By: Riverside County Fire Department

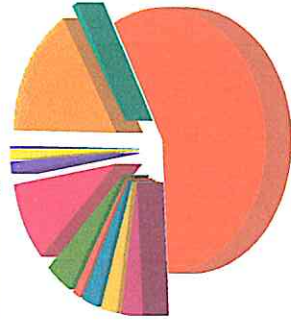
Communications and Technology Division

GIS Section

Please refer to Map and Incident by Battalion, Station, Jurisdiction

Response Activity

Incidents Reported for the month of November 2019 and Special District Rubidoux CSD And Both (Code 2, Alpha, Omega, Code 3, Charlie, Delta, Bravo, Echo)



Incident Type	Count	Percentage
Com Fire	1	0.4%
False Alarm	39	16.0%
Haz Mat	2	0.8%
Medical	139	57.0%
Other Fire	8	3.3%
Other Misc	6	2.5%
Public Service Assist	6	2.5%
Ringing Alarm	10	4.1%
Standby	10	4.1%
Traffic Collision	24	8.8%
Vehicle Fire	3	1.2%
Wildland Fire	3	1.2%
Total:	244	100.0%

Com Fire	1
False Alarm	39
Haz Mat	2
Medical	139
Other Fire	8
Other Misc	6
Public Service Assist	6
Ringing Alarm	3
Standby	10
Traffic Collision	24
Vehicle Fire	3
Wildland Fire	3

Incident Total:

244

Average Enroute to Onscene Time*

Enroute Time = When a unit has been acknowledged as responding. Onscene Time = When a unit has been acknowledged as being on scene. For any other statistic outside Enroute to Onscene please contact the IT Help Desk at 951-940-6900

<5 Minutes	+5 Minutes	+10 Minutes	+20 Minutes	Average	% 0 to 5 min
160	78	11	0	4.4	65.6%

*CODE 3 and CODE 2 incidents are included in the total count of incidents and the average Enroute to Onscene Time.

Incidents by Battalion, Station and Jurisdiction

	Com Fire	False Alarm	Haz Mat	Medical	Other Fire	Other Misc	Public Service	Ring Alarm	Standby	Traffic Collisio	Vehicle Fire	Wildlan d Fire	Total
Battalion 14													
Station 16 Pedley	0	1	0	2	0	0	0	0	0	0	0	0	3
City of Jurupa Valley													
Station Total	0	1	0	2	0	0	0	0	0	0	0	0	3
Station 18 West Riverside	0	0	0	9	0	2	0	0	0	3	0	0	14
City of Jurupa Valley													
Station Total	0	0	0	9	0	2	0	0	0	3	0	0	14
Station 38 Rubidoux	1	38	2	128	8	4	6	3	10	21	3	3	227
City of Jurupa Valley													
Station Total	1	38	2	128	8	4	6	3	10	21	3	3	227
Battalion Total	1	39	2	139	8	6	6	3	10	24	3	3	244
Grand Total	1	39	2	139	8	6	6	3	10	24	3	3	244

*Incidents are shown based on the primary response area for the incident location. This does not represent total response times for all units only the first unit in.

Incidents by Supervisorial District - Summary

	DISTRICT 2 KAREN SPIEGEL	Grand Total
Com Fire	1	1
False Alarm	39	39
Haz Mat	2	2
Medical	139	139
Other Fire	8	8
Other Misc	6	6
Public Service Assist	6	6
Ringling Alarm	3	3
Standby	10	10
Traffic Collision	24	24
Vehicle Fire	3	3
Wildland Fire	3	3
Total	244	244

Incidents by Jurisdiction

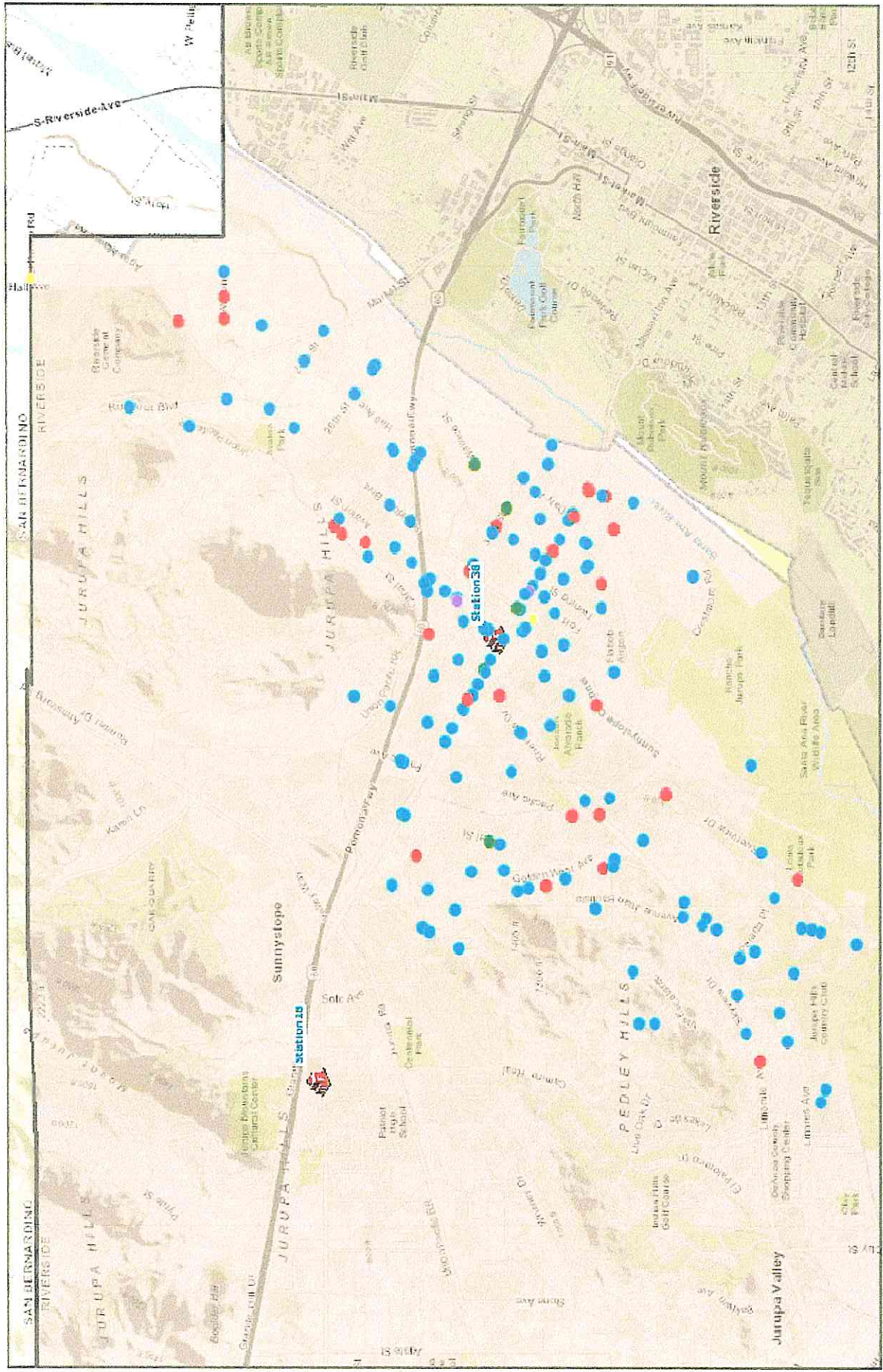
Com Fire	False Alarm	Haz Mat	Medical	Other Fire	Other Misc	Public Service	Ringling Alarm	Standby	Traffic Collisio	Vehicle Fire	Wildlan d Fire	Total
1	39	2	139	8	6	6	3	10	24	3	3	244
1	39	2	139	8	6	6	3	10	24	3	3	244

City of Jurupa Valley

Grand Total

*Incidents are shown based on the primary response area for the incident location. This does not represent total response times for all units only the first unit in.

MONTH = 11 and YEAR = 2019 and SPECIAL= 'Rubidoux CSD'



- Legend**
- Fire
 - Medical
 - Hazard
 - Other Misc
 - Haz Mat
 - PSA
 - ▭ Fire Station
 - ▭ Reservations
 - ▭ Fire Station
 - ▭ Casinos

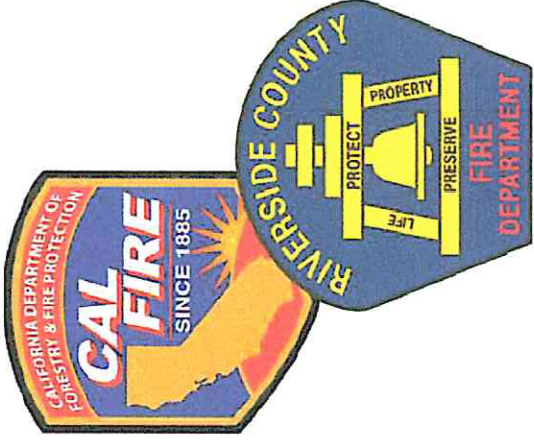
Riverside County Fire GIS

Last Updated 12/2/2019 3:
 *Incidents are shown based on the primary response area for the incident location. This does not represent total response times for all units only the first unit in.

CAL FIRE/Riverside County Fire Department

Emergency Incident Statistics

JURUPA VALLEY



Shawn C. Newman

Fire Chief

12/2/2019

Report Provided By: Riverside County Fire Department

Communications and Technology Division

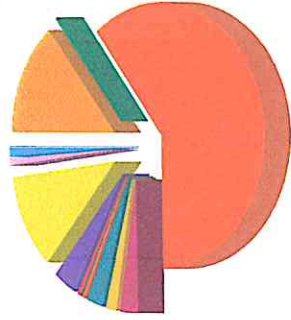
GIS Section

Please refer to Map and Incident by Battalion, Station, Jurisdiction

Incidents Reported for the month of November, 2019 and City of Jurupa Valley And Both (Code 2, Alpha, Omega, Code 3, Charlie, Delta, Bravo, Echo)
*Incidents are shown based on the primary response area for the incident location. This does not represent total response times for all units only the first unit in.

Response Activity

Incidents Reported for the month of November, 2019 and City of Jurupa Valley And Both (Code 2, Alpha, Omega, Code 3, Charlie, Delta, Bravo, Echo)



Com Fire	523
False Alarm	119
Haz Mat	3
Medical	25
Other Fire	15
Public Service Assist	21
Res Fire	4
Rescue	2
Ringing Alarm	4
Standby	32
Traffic Collision	101
Vehicle Fire	6
Wildland Fire	10
Incident Total:	866

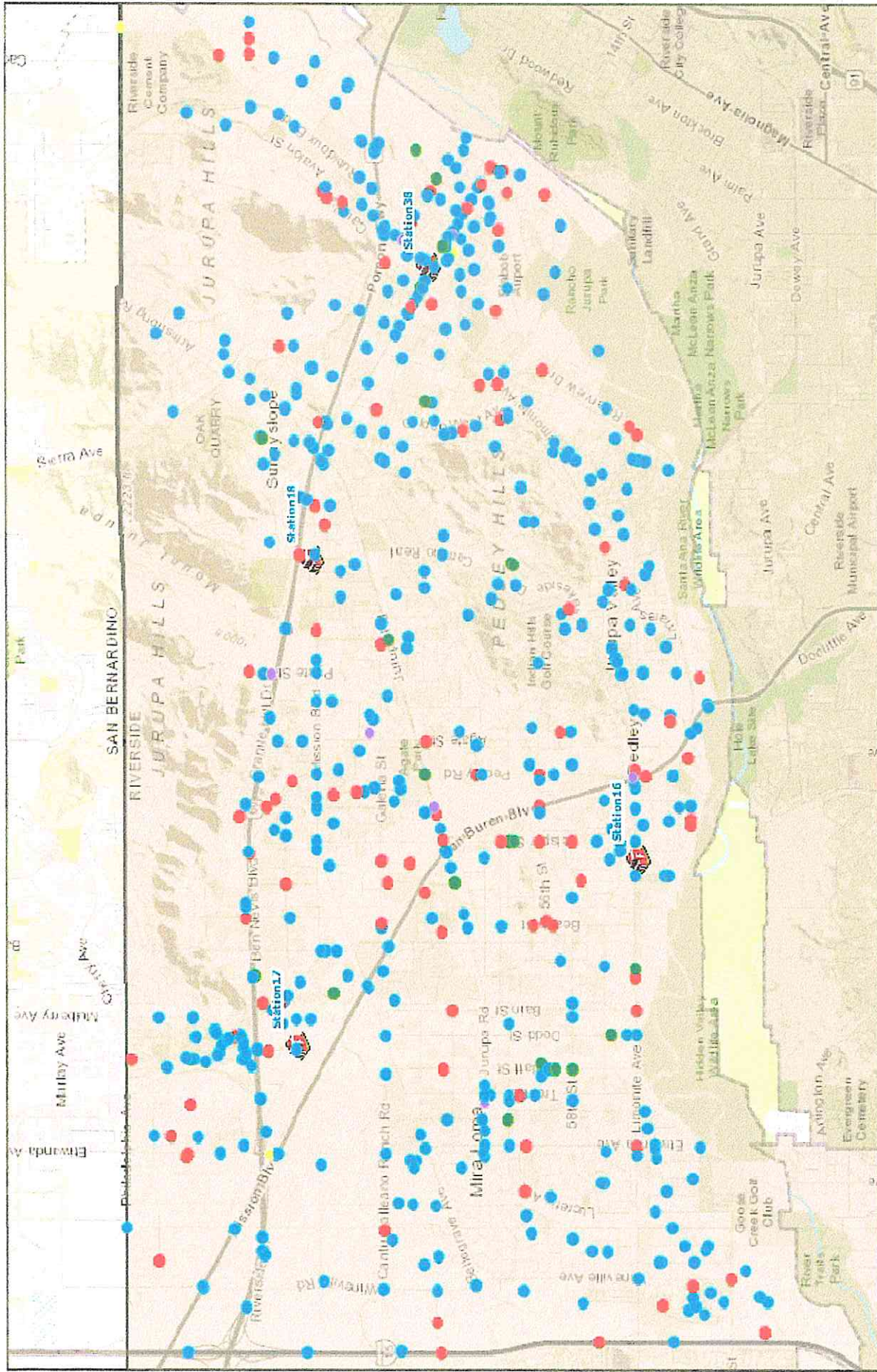
Average Enroute to Onscene Time*

Enroute Time = When a unit has been acknowledged as responding. Onscene Time = When a unit has been acknowledged as being on scene. For any other statistic outside Enroute to Onscene please contact the IT Help Desk at 951-940-6900

<5 Minutes	+5 Minutes	+10 Minutes	+20 Minutes	Average	% 0 to 5 min
560	292	41	2	4.7	64.7%

*CODE 3 and CODE 2 incidents are included in the total count of incidents and the average Enroute to Onscene Time.

MONTH = 11 and YEAR = 2019 and CITYNAME = 'Jurupa Valley'



Legend

- Fire
- Hazard
- Haz Mat
- Medical
- Other Mbc
- PSA
- Riverside County
- Reservations
- Fire Station
- Casinos

Last Updated 12/2/2019 3:

*Incidents are shown based on the primary response area for the incident location. This does not represent total response times for all units only the first unit in.

10. RECEIVE AND FILE STATEMENT OF CASH ASSET REPORT
FOR ALL DISTRICT FUNDS ENDING NOVEMBER 2019:
DM 2019-68

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 2019-68

December 19, 2019

To: Rubidoux Community Services District
Board of Directors

Subject: Receive and File the November Statement of Cash Assets Schedule

BACKGROUND:

Attached for the Board of Directors' consideration is the November 2019 Statement of Cash Assets Schedule Report for all District Fund Accounts. Our YTD interest is \$217,890.69 for District controlled accounts. With respect to District "Funds in Trust", we show \$9,419.13 which has been earned and posted. The District has a combined YTD interest earned total of \$227,309.82 as of November 30, 2019.

With respect to the District's Operating Funds (Excluding Restricted Funds and Operating Reserves), we show a balance of \$5,561,277.85 ending November 30, 2019. That is **\$577,722.45 LESS** than July 1, 2019, beginning balance of \$6,139,000.30.

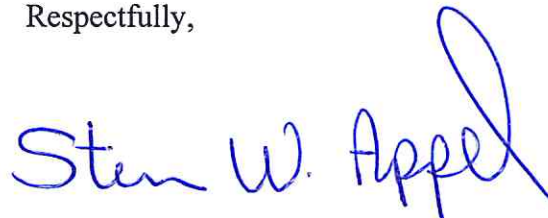
Further, the District's Field/Admin Fund current fund balance is \$523,470.43.

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

RECOMMENDATION:

Staff recommends to “**Receive and File**” the November 2019 Statement of Cash Assets Schedule Report to the Rubidoux Community Services District Board of Directors.

Respectfully,



STEVEN W. APPEL, DPA, PE
General Manager

Attachment: November 2019, Cash Assets Schedule Report

RUBIDOUX COMMUNITY SERVICES DISTRICT

INVESTMENT SUMMARY - NOVEMBER 30, 2019
CASH BASIS

	Beg. Balance 7/1/2019	YTD Int.	Other Activity YTD	Balance 11/30/2019	YTD Avg. Int. Rate
Operating Accounts	\$ 6,139,000.30	\$ 57,126.39	\$ (634,848.84)	\$ 5,561,277.85	1.03%
Water Operating Reserve	4,138,967.51	51,429.23	-	4,190,396.74	1.23%
Wastewater Operating Reserve	118,074.97	4,243.39	450,000.00	572,318.36	0.74%
Water Replacement Reserve	549,602.85	7,102.77	74,350.00	631,055.62	1.13%
Fire Mitigation Reserve	1,398,215.47	17,542.52	18,000.00	1,433,757.99	1.22%
Wastewater Reserve	3,247,636.40	25,390.90	(139,079.46)	3,133,947.84	0.81%
Wastewater Replacement Res.	108,352.46	1,367.47	15,300.09	125,020.02	1.09%
Water Reserve	2,383,077.37	14,234.11	(60,805.40)	2,336,506.08	0.61%
COP Restricted	2,538,527.30	33,328.42	(145,564.00)	2,426,291.72	1.37%
Field/Admin Reserve	484,950.44	6,125.49	32,394.50	523,470.43	1.17%
Funds in Trust	762,956.91	9,419.13	-	772,376.04	1.22%
Total Investments	\$ 21,869,361.98	\$ 227,309.82	\$ (390,253.11)	\$ 21,706,418.69	1.05%

\$0.00

RUBIDOUX COMMUNITY SERVICES DISTRICT
 CASH ASSET SCHEDULE
 INVESTMENT ACTIVITY
 FOR PERIOD JULY 1, 2019 THRU NOVEMBER 30, 2019
 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>
11/1/2019	Premier Bank	CD		Beg. Bal.				170,000.20	
	Premier Bank			Interest	13.98	1.00	-	170,000.20	
	Premier Bank			Redeem	-			170,000.20	
11/30/2019	Premier Bank	CD	4/3/2020	Purchase	-			170,000.20	
11/1/2019	Premier Bank	Checking		Beg. Bal.				8,835.50	
	Premier Bank	Fire Mitigation		Activity		0.00	-	8,835.50	
11/30/2019	Premier Bank			End Bal.				8,835.50	
11/1/2019	LAIF	Fire Mitigation		Beg. Bal.				1,234,086.28	
	LAIF			Interest		2.10	-	1,234,086.28	
11/30/2019	LAIF			Activity	1,000.00			1,235,086.28	
11/1/2019	Premier Bank	Safekeeping		Beg. Bal.				19,822.03	
	Premier Bank			Activity			13.98	19,836.01	
11/30/2019	Premier Bank			End Bal.				19,836.01	\$ 1,433,757.99

RUBIDOUX COMMUNITY SERVICES DISTRICT
 CASH ASSET SCHEDULE
 INVESTMENT ACTIVITY
 FOR PERIOD JULY 1, 2019 THRU NOVEMBER 30, 2019
 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>
11/1/2019	LAIF	Sewer Mainline		Beg. Bal.				2,015,729.56	
	LAIF			Interest		2.10	-	2,015,729.56	
11/30/2019	LAIF			Activity	(153,950.40)			1,861,779.16	
11/1/2019	CBB-CDARS	CD		Beg. Bal.				600,000.00	
	CBB-CDARS			Interest	49.33	0.15	-	600,000.00	
	CBB-CDARS			Redeem	(600,000.00)			-	
11/30/2019	CBB-CDARS	CD	11/21/2019	Purchase	-			-	
11/1/2019	CBB-CDARS	CD		Beg. Bal.				600,000.00	
	CBB-CDARS			Interest	69.04	0.15	-	600,000.00	
	CBB-CDARS			Redeem	(600,000.00)			-	
11/30/2019	CBB-CDARS	CD	11/29/2019	Purchase	-			-	
11/1/2019	CBB	Safekeeping		Beg. Bal.				72,050.31	
				Activity	1,200,000.00	0.10	118.37	1,272,168.68	
11/30/2019	CBB			End Bal.				1,272,168.68	\$ 3,133,947.84

RUBIDOUX COMMUNITY SERVICES DISTRICT
 CASH ASSET SCHEDULE
 INVESTMENT ACTIVITY
 FOR PERIOD JULY 1, 2019 THRU NOVEMBER 30, 2019
 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>
11/1/2019	LAIF	Water Mainline		Beg. Bal.				317,445.12	
11/30/2019	LAIF			Interest		2.10	-	317,445.12	
11/30/2019	LAIF			Activity	-			317,445.12	
11/1/2019	Premier Bank	CD		Beg. Bal.				575,000.00	
11/30/2019	Premier Bank			Activity	47.27	1.00	-	575,000.00	
11/30/2019	Premier Bank			Redeem	-			575,000.00	
11/30/2019	Premier Bank	CD	4/3/2020	Purchase	-			575,000.00	
11/1/2019	Citizens Bus	CD		Beg. Bal.				225,000.00	
11/30/2019	Citizens Bus			Activity		0.50	-	225,000.00	
11/30/2019	Citizens Bus			Redeem	-	n/a		225,000.00	
11/30/2019	Citizens Bus	CD	4/23/2020	Purchase	-			225,000.00	
11/1/2019	CBB-CDARS	CD		Beg. Bal.				500,000.00	
11/30/2019	CBB-CDARS			Interest		0.15	-	500,000.00	
11/30/2019	CBB-CDARS			Redeem	-	n/a		500,000.00	
11/30/2019	CBB-CDARS	CD	1/23/2020	Purchase	-			500,000.00	
11/1/2019	CBB-CDARS	CD		Beg. Bal.				630,000.00	
11/30/2019	CBB-CDARS			Interest		0.15	-	630,000.00	
11/30/2019	CBB-CDARS			Redeem	-	n/a		630,000.00	
11/30/2019	CBB-CDARS	CD	1/23/2020	Purchase	-			630,000.00	

RUBIDOUX COMMUNITY SERVICES DISTRICT
CASH ASSET SCHEDULE
INVESTMENT ACTIVITY
 FOR PERIOD JULY 1, 2019 THRU NOVEMBER 30, 2019
 CASH BASIS

11/1/2019	Premier Bank	Safekeeping	Beg. Bal.	67,141.49
	Premier Bank		Activity	67,188.76
11/30/2019	Premier Bank		End Bal.	67,188.76
				47.27
11/1/2019	CBB	Safekeeping	Beg. Bal.	21,872.20
	CBB		Activity	-
11/30/2019	CBB		End Bal.	21,872.20
				0.10
				\$ 2,336,506.08

RUBIDOUX COMMUNITY SERVICES DISTRICT
 CASH ASSET SCHEDULE
 INVESTMENT ACTIVITY
 FOR PERIOD JULY 1, 2019 THRU NOVEMBER 30, 2019
 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>
11/1/2019	Premier Bank	Checking-Gen.		Beg. Bal.				569,793.98	
	Premier Bank			Deposits	1,646,391.70	0.00	-	2,216,185.68	
11/30/2019	Premier Bank			Disbursements	(2,070,300.59)			145,885.09	
11/1/2019	Premier Bank	Checking		Beg. Bal.				88,683.75	
	Premier Bank	Property Tax		Deposits	-	0.00	-	88,683.75	
11/30/2019	Premier Bank			Disbursements	(85,000.00)			3,683.75	
11/1/2019	Premier Bank	Checking-Sewer		Beg. Bal.				4,529.11	
	Premier Bank			Deposits	280,218.54	0.00	-	284,747.65	
11/30/2019	Premier Bank			Disbursements	(279,526.59)			5,221.06	
11/1/2019	Premier Bank	Checking-Water		Beg. Bal.				845,953.19	
	Premier Bank			Deposits	1,429,749.01	0.00	-	2,275,702.20	
11/30/2019	Premier Bank			Disbursements	(1,609,466.73)			666,235.47	

RUBIDOUX COMMUNITY SERVICES DISTRICT
 CASH ASSET SCHEDULE
 INVESTMENT ACTIVITY
 FOR PERIOD JULY 1, 2019 THRU NOVEMBER 30, 2019
 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>
11/1/2019	Premier Bank	CD		Beg. Bal.				255,000.00	
	Premier Bank			Activity	-	1.00	-	255,000.00	
	Premier Bank			Redeem	-			255,000.00	
11/30/2019	Premier Bank	CD	3/3/2020	Purchase	-			255,000.00	
11/1/2019	Premier Bank	Operations		Beg. Bal.				20,069.52	
	Premier Bank	Safekeeping		Deposits	-	0.00	-	20,069.52	
11/30/2019	Premier Bank			Disbursements				20,069.52	
11/1/2019	LAIF	Gen. Fund-Prop Tax		Beg. Bal.				746,617.75	
	LAIF	Qtrly. Interest		Deposits	-	2.10	-	746,617.75	
11/30/2019	LAIF			Disbursements	(191,000.00)			555,617.75	
11/1/2019	LAIF	Water Op.		Beg. Bal.				2,681,486.68	
	LAIF	Qtrly. Interest		Deposits	703,000.00	2.10	-	3,384,486.68	
11/30/2019	LAIF			Disbursements	(8,146.50)			3,376,340.18	
11/1/2019	LAIF	Sewer Op.		Beg. Bal.				315,099.13	
	LAIF	Qtrly. Interest		Deposits	227,180.40	2.10	-	542,279.53	
11/30/2019	LAIF			Disbursements	(9,054.50)			533,225.03	\$ 5,561,277.85

RUBIDOUX COMMUNITY SERVICES DISTRICT
 CASH ASSET SCHEDULE
 INVESTMENT ACTIVITY
 FOR PERIOD JULY 1, 2019 THRU NOVEMBER 30, 2019
 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>
11/1/2019	LAIF	Water Op. Reserve		Beg. Bal				4,190,396.74	
	LAIF	Qtrly. Interest		Deposits	-	2.10	-	4,190,396.74	
11/30/2019	LAIF			Disbursements	-			4,190,396.74	
11/1/2019	LAIF	Water Replacement		Beg. Bal				616,255.62	
	LAIF	Qtrly. Interest		Deposits	14,800.00	2.10	-	631,055.62	
11/30/2019	LAIF			Disbursements	-			631,055.62	
11/1/2019	LAIF	Wastewater Replacement		Beg. Bal.				122,195.52	
	LAIF			Interest		2.10	-	122,195.52	
11/30/2019	LAIF			Activity	2,824.50			125,020.02	
11/1/2019	LAIF	COP-Payback		Beg. Bal				2,958,091.72	
	LAIF	Qtrly. Interest		Deposits	96,200.00	2.10	-	3,054,291.72	
11/30/2019	LAIF			Disbursements	(628,000.00)			2,426,291.72	
11/1/2019	LAIF	Field/Admin Bldg.		Beg. Bal				515,323.93	
	LAIF	Qtrly Interest		Deposits	8,146.50	2.10	-	523,470.43	
11/30/2019	LAIF			Disbursements	-			523,470.43	
11/1/2019	LAIF	Wastewater Op. Reserve		Beg. Bal				572,318.36	
	LAIF	Qtrly. Interest		Deposits	-	2.10	-	572,318.36	
11/30/2019	LAIF			Disbursements	-			572,318.36	\$ 8,468,552.89

RUBIDOUX COMMUNITY SERVICES DISTRICT
 CASH ASSET SCHEDULE
 INVESTMENT ACTIVITY
 FOR PERIOD JULY 1, 2019 THRU NOVEMBER 30, 2019
 CASH BASIS
 FUNDS IN TRUST

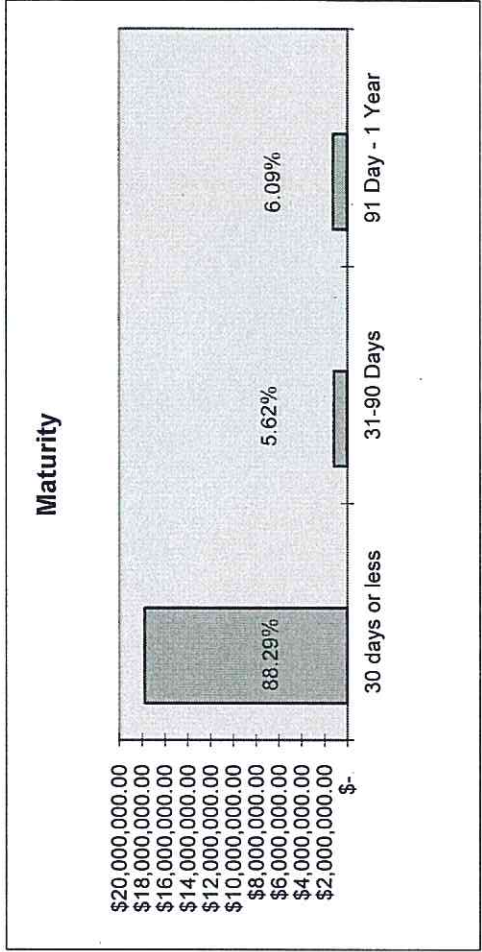
<u>DATE</u>	<u>INSTITUTION</u>	<u>INSTRUMENT</u>	<u>MATURITY</u>	<u>STATUS</u>	<u>PURCHASE / REDEEM</u>	<u>INTEREST RATE</u>	<u>INTEREST</u>	<u>PAR/ BALANCE</u>	<u>TOTAL</u>
11/1/2019	U.S. Bank	COP's Refunding-Series 1998 Install Sale		35,065.01	-	0.17	39.23	769,805.90	
11/30/2019		Reserve-LAIF		734,780.12		0.65	-	769,845.13	
11/1/2019	Premier Bank	Fiscal Agent-SRL MN Plant		Beg. Bal		0.20	0.10	2,530.81	
11/30/2019		Deposits						2,530.91	
		Disbursements						2,530.91	\$ 772,376.04
TOTAL CASH FUNDS									\$ 21,706,418.69

RCSD PORTFOLIO HOLDINGS REPORT
NOVEMBER 30, 2019

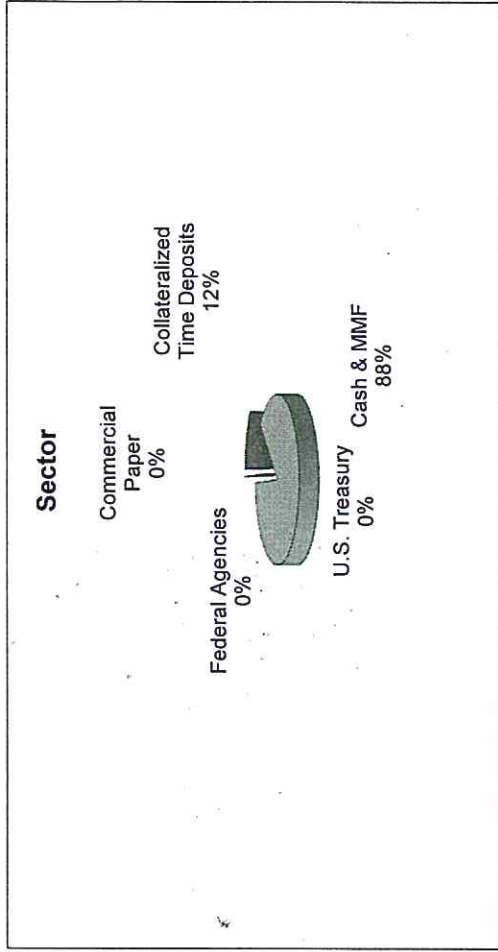
<u>Par \$</u>	<u>Issuer</u>	<u>Maturity</u>	<u>Acquisition Cost</u>	<u>Current Market</u>	<u>Gain/Loss</u>	<u>Yld Mat</u>
AGENCY						
<hr/>						
	Subtotals		-	-	-	
U.S. TREASURIES						
COMMERCIAL PAPER						
<hr/>						
	Subtotals		-	-	-	
COLLATERALIZED TIME DEPOSITS						
170,000.00	Premier	4/3/2020	\$ 170,000.20	\$ 170,000.20		1.00
500,000.00	Citizens CDARS	1/23/2020	500,000.00	500,000.00		0.15
630,000.00	Citizens CDARS	1/23/2020	630,000.00	630,000.00		0.15
575,000.00	Premier	4/3/2020	575,000.00	575,000.00		1.00
255,000.00	Premier	3/3/2020	255,000.00	255,000.00		1.00
225,000.00	Citizens Business Bank	4/23/2020	225,000.00	225,000.00		0.50
	Subtotals		\$ 2,355,000.20	\$ 2,355,000.20	-	
CASH EQUIVALENT & MONEY MARKET						
16,348,046.68	LAIF	-	\$ 16,348,046.68	\$ 16,348,046.68	-	2.10
12,519.25	CHECK-PPBI-Fire- Prop tax		12,519.25	12,519.25	-	-
1,401,135.17	SAFEKEEPING		1,401,135.17	1,401,135.17	-	-
	Subtotals		17,761,701.10	17,761,701.10	-	
	GRAND TOTALS		<u>\$20,116,701.30</u>	<u>\$20,116,701.30</u>	-	

RCSD Investment Portfolio
November 30, 2019

<u>Maturity</u>	<u>Assets</u>
30 days or less	\$ 17,761,701.10
31-90 Days	1,130,000.00
91 Day - 1 Year	1,225,000.20
Total	\$ 20,116,701.30



<u>Sector</u>	
Cash & MMF	\$ 17,761,701.10
U.S. Treasury	-
Federal Agencies	-
Commercial Paper	-
Collateralized Time Deposits	2,355,000.20
Total	\$ 20,116,701.30



11. PROGRESS REPORT FROM THE JUSD ON THE MEASURE
"EE" SCHOOL IMPROVEMENT BOND PROJECTS:
DM 2019-69

Rubidoux Community Services District

Board of Directors

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



General Manager

Steven W. Appel

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

DIRECTORS MEMORANDUM 2019-69

December 19, 2019

To: Rubidoux Community Services District
Board of Directors

Subject: Report on the JUSD Bond Measure EE School Improvements

BACKGROUND:

In 2014, Jurupa Unified School District (JUSD) voters approved a ballot measure for the issuance of \$144 million in bond funds. The bond measure was entitled, "21st Century Readiness Job Training, Upgrade and Repair." The Question on the ballot was: "*Shall Jurupa Unified School District upgrade career training and instructional technology, improve vocational facilities, science and computer labs for modern careers and skilled trades, improve school safety and security, repair aging classrooms, roofs, restrooms and electrical systems, by issuing \$144 million of bonds, at legal interest rates, with annual financial audits, independent citizens' oversight, with all funds staying local and no money for administrators' salaries or pensions?*"

It has been over five years since the voters approved the measure, and the JUSD is excited to share the status of the projects undertaken. Dr. Trenton Hansen, Assistant Superintendent for Organization Leadership and Planning at the JUSD will be in attendance to provide the Board with an update.

RECOMMENDATION:

This is an informational item, no Board action necessary.

Respectfully,

A handwritten signature in blue ink that reads 'Steven W. Appel'. The signature is fluid and cursive, with a large loop at the end.

STEVEN W. APPEL, DPA, PE
General Manager

12. CONSIDERATION TO FILE A NOTICE OF COMPLETION FOR
THE AGUA MANSA SEWER BRINE RECONNECTION PROJECT –
SRD ENGINEERING:
DM 2019-70

Rubidoux Community Services District

Board of Directors

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



Secretary-Manager

Steven W. Appel

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

DIRECTORS MEMORANDUM 2019-70

December 19, 2019

To: Rubidoux Community Services District
 Board of Directors

Subject: Consideration to file a Notice of Completion for the Agua Mansa Sewer Brine Line Reconnection Project – SRD Engineering, Inc.

BACKGROUND:

At the June 20, 2019, regular meeting of the Rubidoux Community Services District (District), the Board approved DM 2019-34, attached, awarding the construction of the Agua Mansa Brine Line Reconnection Project to SRD Engineering, Inc. (SRD) in the amount of \$306,281.00.

The improvements added approximately 550 LF of new 8” diameter pipe and the reuse of approximately 300 LF of existing pipe.

The work performed by SRD is now complete. There were two Change Orders to the contract resulting in a net contract increase of \$16,438.00. SRD completed the work in a safe and efficient manner and in accordance with District specifications. The adjusted total contract amount is \$322,719.00.

To date, the contractor has been paid \$306,583.05 (including a check being processed at tonight’s Board meeting). This amount represents 100% of the contract less retention.

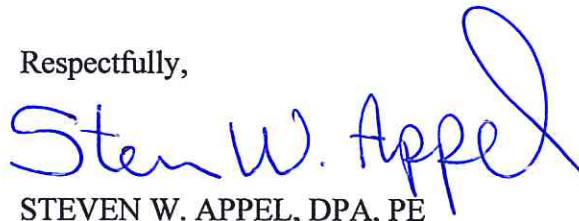
A final step in the construction process is for the District to accept the work as complete and file/record a Notice of Completion (NOC) with the County of Riverside. Once executed and recorded, the NOC starts a 35-day period before the District pays the remaining held contract retention.

RECOMMENDATION:

Staff recommends the following to the Rubidoux Community Services District Board of Directors this afternoon:

1. Accept the work performed by SRD Engineering, Inc. for the Agua Mansa Sewer Brine Line Reconnection Project as complete and conforming to the bid specifications.
2. Authorize the execution and filing of the Notice of Completion for the project in the amount of \$322,719.00 which starts the 35-day lien period for the contractor (SRD Engineering, Inc.).

Respectfully,



STEVEN W. APPEL, DPA, PE
General Manager

Attachment: Copy of DM 2019-34
Copy of Notice of Completion

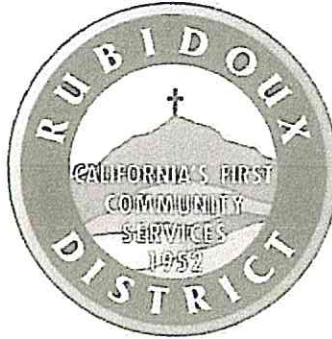
Rubidoux Community Services District

Board of Directors

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

Secretary-Manager

Steven W. Appel



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

DIRECTORS MEMORANDUM 2019-34

June 20, 2019

To: Rubidoux Community Services District
 Board of Directors

Subject: Award a Construction Project for the Agua Mansa Sewer Brine Line Reconnection Project

BACKGROUND:

On June 11, 2019 the District received and opened five sealed bids for the construction of the Agua Mansa Sewer Brine Line Reconnection project. The project consists of approximately 550 feet of new 8" VCP pipe and the reuse of approximately 300 feet of existing 8" VCP pipe. A map of the project area is attached as Exhibit "A". Authorization to solicit bids was approved by the Board at the May 2, 2019 regular meeting.

Last year the City of Riverside, and the RCSD reduced the local Total Dissolved Solids (TDS) discharge limit for industrial customers from 2,500 mg/l to 1,210 mg/l. All RCSD industrial customers are complying with the more restrictive limits except Aramark, therefore they must purchase capacity and "shift" their discharge to the brine line which is approximately 800 feet away. This project redirects Aramark's industrial discharge from our sewer system to the Inland Empire Bring Line which in turn frees hydraulic capacity in our system allowing future customers to connect to the sewer without the need for additional sewer infrastructure.

The five bids received were from SRD Engineering, Weka, Trautwein Construction, Kirtley Construction, and Norstar; and ranged in price from \$306,281.00 to \$597,740.00. The low bid was received from SRD Engineering, Inc. in the amount of \$306,281.00. SRD's bid documents were reviewed with no irregularities noted.

Finally, although this is a relatively simple project, it is prudent to recognize the unknown and establish a contingency in the amount of 5% of the construction cost or \$15,000.00 (rounded).

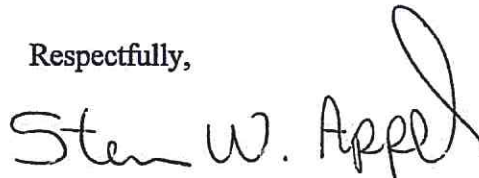
The construction of the Agua Mansa Sewer Brine Line Reconnection project has been included in the to be adopted FY 2019/2020 Sewer Capital Improvement Fund Budget with a budgeted amount of \$322,000.00. Further, the current Sewer Capital Improvement Fund has a balance over \$3 million as of May 31, 2019.

RECOMMENDATION:

Staff has reviewed the bids and recommends the following to the Rubidoux Community Services District Board of Directors:

1. Award the construction of the Agua Mansa Sewer Brine Line Reconnection project to SRD Engineering, Inc. in the amount of \$306,281.00;
2. Establish a construction contingency in the amount of \$15,000.00; and,
3. Approve and Encumber a total project cost to complete the Agua Mansa Sewer Brine Line Reconnection project budget in the amount of \$322,000.00

Respectfully,



STEVEN W. APPEL, DPA, PE
Assistant General Manager/
District Engineer

Exhibits: "A" - Project Area Map

EXHIBIT "A"



RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO:

Rubidoux Community Services District
P.O. Box 3098
Jurupa Valley, CA 92519-3098

(Gov't Code 6103)
No tax due (Grantee is a public agency)

SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

NOTICE OF COMPLETION

Notice is hereby given by the undersigned owner, a public entity of the State of California, that a public work of improvement has been completed, as follows:

Project title or description of work: Agua Mansa Sewer Brine Line Reconnection Project

Date of Completion: November 30, 2019

Nature or estate of owner: In fee

Address of owner: Rubidoux Community Services District
3590 Rubidoux Blvd, Jurupa Valley, CA 92509

Name of contractor: SRD Engineering, Inc.
3578 E. Enterprise Drive, Anaheim, CA 92807

Surety of Contractor: Fidelity and Deposit Company of Maryland c/o Zurich North America
1299 Zurich Way, Schaumburg, Il 60196

**Street address or
Legal description of site:** Brown Avenue and Hall Avenue to Agua Mansa Road, Jurupa Valley, CA

Dated: December 20, 2019

Owner: Rubidoux Community Services District
(Name of Public Entity)

By: _____

Title: Armando Muniz, President, Board of Directors

VERIFICATION

I, the undersigned, say: I am the Assistant General Manager/District Engineer of the declarant of the foregoing notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on December 20, 2019, at Jurupa Valley, California

JEFFREY D. SIMS, P.E.
Assistant General Manager/District Engineer

13. APPROVE DRAFT RESOLUTION 2019-859, SB 998:
DM 2019-71

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 2019-71

December 19, 2019

To: Rubidoux Community Services District
Board of Directors

Subject: Approval of Draft Resolution 2019-859, SB 998

BACKGROUND:

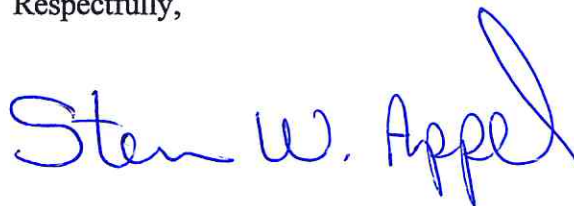
Attached for the Board of Director's review and consideration is Resolution No. 2019-859, which if adopted this evening, would set forth policies and procedures related to the discontinuation of residential water service for non-payment, which became required by state law with the signing of Senate Bill 998. An overview of the law and requirements necessary to comply with the law were provided with your December 5th Board packet and staff presentation, affording the Board the opportunity to review the resolution and policy at your leisure.

Specifically, 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.

RECOMMENDATION:

Staff recommends the Adoption of Resolution No. 2019-859 which establishes a policy for discontinuation of residential water service for non-payment.

Respectfully,



STEVEN W. APPEL, DPA, PE
General Manager

Attachment: Draft RCSD Discontinuation of Residential Water Service for Non-payment Policy
Draft Board Resolution No. 2019-859

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.

Armando Muniz
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

**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.

14. DISTRICT TANK CONDITION ASSESSMENT:
DM 2019-72

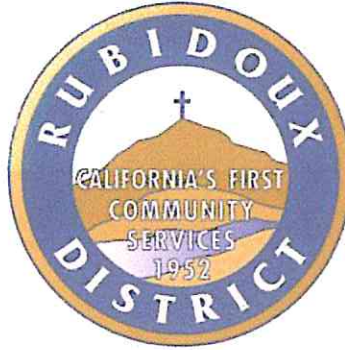
Rubidoux Community Services District

Board of Directors

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

General Manager

Steven W. Appel



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

DIRECTORS MEMORANDUM 2019 – 72

December 19, 2019

To: Rubidoux Community Services District
 Board of Directors

Subject: District Tank Condition Assessment Support

BACKGROUND:

Currently Rubidoux Community Services District (“District”) has four potable water tanks in service. These steel tanks hold volumes of water to meet equalization storage, emergency storage, and fire protection storage. The District’s 2015 Water Master Plan defines each of these storage requirements:

Equalization Storage: Storage for normal daily water service and is based on 30% of District’s maximum day demand. This storage meets system demand during peak periods when demand is in excess of production ability of District potable wells.

Emergency Storage: Storage for emergency situations such as a wide-spread power outage impacting well production or booster station functionality. The District uses 33% of customer maximum day demand to determine volume for emergency storage.

Fire Protection Storage: Fire storage is calculated at 5,000 gpm for 2 hours in the Atkinson Pressure Zone (1066’), or 0.6 MG, and 1,500 gpm for 2 hours in the Hunter Pressure Zone (1238’), or 0.18 MG. The higher volume in the Atkinson Pressure Zone is to account for commercial and industrial land uses.

The tanks are essential to District operations and have a long-life cycle with routine maintenance. Part of the maintenance strategy for steel tanks is to perform periodic inspections by qualified and experienced consultants. Staff has contacted Harper and Associates Engineering, Inc. (“Harper”) for a proposal to inspect the four tanks with specific emphasis on: 1) corrosion evaluation, and 2) structural/seismic evaluation. As a note Harper has performed past tank inspections for the District.

Harper's proposal is basically a condition assessment effort of the four tanks. A main factor to increase tank longevity is minimizing steel corrosion. This is done by maintaining the interior lining and exterior coating to protect the steel from exposure to moisture. To do the condition assessment, Harper has two main tasks: 1) evaluate the condition of the interior lining of the tank and exterior coating for viability and note any existing corrosion, and 2) evaluate the structural/seismic integrity of the tanks against current seismic regulations and note required rehabilitation of steel components impacted by corrosion (if any). Harper's complete proposal is attached.

Harper proposes to do the inspection of each tank when it is empty rather than diving the tank while in service. To accommodate this, staff will work with Harper to perform the inspections during lower temperature periods coinciding with lower system demand. This would be late January to mid-March, 2020.

Work product will include findings of the inspections with conclusions, recommendations and rehabilitation costs estimates for each of the tanks. Staff will use the Harper work product to budget work needed to be done on each tank with a goal to perform the tank rehabilitation projects during winter 2020/2021. Harper's cost for this work is \$34,800.

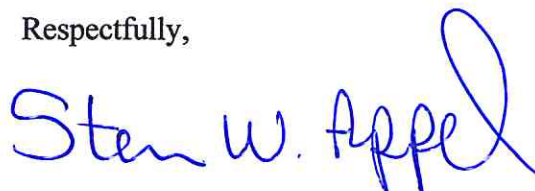
This tank condition assessment work was not budgeted in the current District FY 2019/2020 Budget. To be able to perform potential rehabilitation work on the tanks during winter of 2020/2021, the Harper effort needs to be completed this winter. To fund this effort, it is proposed \$40,000 from the District's Water Operating Reserve Fund be allocated to the Water Capital Improvement Project (CIP) Fund as an amendment to the FY 2019/2020 District Budget. The current balance of the District Operating Reserve Fund is \$3,472,000 and available to fund the needed \$40,000.

RECOMMENDATION:

Staff recommends the Rubidoux Community Services District Board of Directors authorize the General Manager to:

1. Execute a professional services contract with Harper in the amount of \$34,800 to provide tank inspection of each of the District's four potable water tanks.
2. Amend the approved FY 2019/2020 District Budget by allocating \$40,000 to the Water Capital Improvement Project (CIP) Fund from District Water Operating Reserve Funds.

Respectfully,



STEVEN W. APPEL, DPA, PE
General Manager

Attachment: Harper & Associates Engineering, Inc. Proposal dated July 16, 2019



HARPER & ASSOCIATES ENGINEERING, INC.
CONSULTING ENGINEERS

1240 E. Ontario Ave., Ste. 102-312 Corona, CA 92881-8671
Phone (951) 372-9196 Fax (951) 372-9198
www.harpereng.com

PROPOSAL TO
RUBIDOUX COMMUNITY SERVICES DISTRICT
FOR
ENGINEERING CONSULTING SERVICES FOR SEISMIC/STRUCTURAL/SAFETY AND
CORROSION INSPECTION OF FOUR WELDED STEEL WATER STORAGE TANKS

I. PROJECT DESCRIPTION

- A. The ground level welded steel water storage tanks are located on District-owned sites in Rubidoux, California and are designated as follows:

	Tank	Size	Dimensions	Last Inspection
1.	Hunter 1	0.4 MG	42.5 ft. Dia. x 40 ft. Ht.	2007
2.	Atkinson	2.0 MG	90 ft. Dia. x 37 ft. Ht.	2001
3.	Watson	3.0 MG	116 ft. Dia. x 40 ft. Ht.	1992
4.	Perrone	1.0 MG	73 ft. Dia. x 32 ft. Ht.	2009

B. SCOPE OF WORK – CORROSION EVALUATION

1. Telephone conference with District to verify approach to project.
2. Accomplish field investigation of complete interior and exterior of the tanks, to evaluate the present condition of tanks from the following standpoints:
 - a. Corrosion-related structural soundness of the tanks.
 - b. Condition of coatings; how they are protecting the steel from corrosion, their aesthetic qualities, the percent failures, and their ability to be recoated.
 - c. Environmental and operating conditions which affect the use of the tanks, maintenance of the tanks, the aggressiveness of the atmosphere and water, and extent of abrasion damage.
 - d. Observe and note structural safety and health code violations per DDW, AWWA and Cal/OSHA requirements.

- e. Condition of appurtenances: float, overflow, inlet, outlet, ladders, etc.
 - f. If present, evaluate the condition of the existing cathodic protection system, anodes, wires, and fittings.
3. Field evaluation of the tanks to visually inspect, photograph visible deficiencies would entail one site visit per tank with the tank drained.
 4. Surfaces would be photographed and entered into a photographic survey.
 5. Conclusions, recommendations and cost estimates for rehabilitation of the tanks will be prepared and included in a written report.
 6. Two hard copies and a pdf of the written reports will be submitted. A DVD of the dive inspection will also be included for the District.
 7. Telephone conference with District's Staff to discuss report.
 8. The following sanitary measures will be fully complied with in accordance with AWWA C652-92, Section 5.
 - a. Diver's equipment is dedicated for use in potable water storage tanks.
 - b. No body parts shall come in contact with potable water.
 - (1) Diver's suit shall be prophylactic in design. Only non-permeable dry-suits shall be used which incorporate an integrated hard helmet, neck and wrist dams, and boots.
 - (a) Wet suits, hoods, and open or removable masks and face plates are not acceptable for use in potable water.
 - c. Prior to diver entrance into potable water, diver shall be:
 - (1) Fully dressed in prophylactic dry suit as detailed above
 - (2) All equipment shall be thoroughly disinfected by a 100% wash-down with or immersion in a 200 PPM solution of chlorine and water.
 9. Safety Procedures
 - a. Harper & Associates Engineering, Inc. fully complies with all of the following safety procedures in accordance with Cal-OSHA Title 8, General Industry Safety Orders, Group 26, Article 152, 153, 6050-6056.

C. SCOPE OF WORK- STRUCTURAL/SEISMIC EVALUATION

1. Field investigation of tanks to verify measurements, physical conditions and other information to determine seismic stress load calculations and structural evaluations.

- a. Steel plate and component thicknesses for calculation purposes would be determined by measurement with an ultrasonic thickness gage.
 - b. Evaluate condition of attached piping and other appurtenances and their relationship to a seismic event.
 - c. Evaluate condition of foundation as far as is visible above ground.
2. Field investigation of interior of tanks will be accomplished during corrosion investigation to determine physical conditions and related information to assist in determining seismic stress load calculations and structural evaluation.
 3. Specific conditions would be noted and included in the report. Interior and exterior surfaces would have been photographed during corrosion protection investigation and entered into a Photographic Survey, which would be included as a reference point.
 4. Conclusions, recommendations and cost estimates, based on field observations, measurements, available drawings and records, and corrosion report, would be prepared and included in the report. The report would include recommendations on modifications or replacements to bring the tank into current structural, seismic and safety codes or standard status.
 - a. It is noted that upgrading of tank does not guarantee an indestructible structure. Design, etc. should be based on water industry and existing AWWA Standards, which provides a cost effective design to bring the tank in line with a 60 year experience on performance of tanks during earthquakes for specific zones.
 - b. Stress calculations will verify whether existing static conditions meet current tank standards. All seismic design load calculations will be based upon seismic Zone 4, as set forth in AWWA Standard D100-11.
 5. Telephone conference with District to discuss results and recommendations.
 6. Seismic recommendation will include a general site risk assessment.
 - a. A geotechnical study is not included as part of this Proposal.

II. SCHEDULE

- A. Field investigations and filing of the reports for work noted above would be accomplished at mutually agreed time, upon execution of an agreement and receipt of Notice to Proceed.

III. DISTRICT RESPONSIBILITIES

- A. The District shall provide the following items, personnel and/or services to be utilized in connection with this work.
 1. The District shall make available to the Consultant reasonable and timely staff input for purposes of conference discussion, reviewing submissions from the Consultant,

providing factual information and/or suggestions relating to the work in a manner such that the Consultant may meet the project completion schedule.

2. The District shall provide access to tank sites and unobstructed access to tank interiors upon request by the Consultant at time and in the manner mutually agreed upon as required to accommodate work of Consultant
3. If the District has additional safety requirements other than items noted above, the District shall coordinate any safety meetings and/or request paperwork from HAE prior to the crew arriving on site for the inspection. If the District requests additional safety measures to be implemented after the crew arrives on site, the District may be charged an hourly standby time for the crew.
4. District will provide payment on monthly invoices to the Consultant based upon work accomplished during the previous month or portion thereof.

IV. WORK PRODUCT

- A. The District designee shall at all times have access to the work product of the Consultant while it is under preparation or in progress. Upon completion of the project, all drawings, documents and notes shall become property of the District, including all renderings, slides, sketches and correspondence.

V. DESIGNATED REPRESENTATIVES

- A. Project shall be under direct control of Ms. Joanna Rembis, P.E. It is understood the District's representative will be Mr. Jeff Sims, who will provide the interface between the District's Staff and Consultant.

VI. COST ESTIMATE

- A. Based on previously noted Scope of Work – CORROSION/SAFETY EVALUATION, estimated cost for performing services would be \$3,100 per tank for a total of \$12,400, based on four separate trips to evaluate the tanks.
- B. Based on previously noted Scope of Work – SEISMIC/STRUCTURAL EVALUATION, estimated cost for performing would be \$5,600 per tank for a total of \$22,400, based on working being accomplished with A above.

VII. ACCEPTANCE OF PROPOSAL

- A. The cost estimate, terms and conditions of this proposal are valid for sixty days from receipt of proposal. Acceptance shall be deemed valid upon receipt by Harper & Associates Engineering, Inc. of the original proposal executed by the District's authorized representative within noted time frame. Acceptance will be in whatever form is routinely used by District.

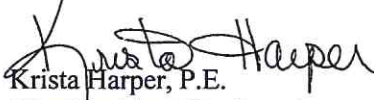
VIII. CONFIDENTIALITY OF PROPOSAL

- A. The content of this proposal and any conversations with Consultant regarding this proposal are considered to be confidential and is not for publication, discussion or knowledge of any person

or persons who are not employees of District.

Respectfully submitted,

HARPER & ASSOCIATES ENGINEERING, INC.

A handwritten signature in black ink that reads "Krista Harper". The signature is written in a cursive style with a large initial "K".

Krista Harper, P.E.

Vice President, Engineering

15. DIRECTORS COMMENTS – NON-ACTION

16. ADJOURNMENT