

# Rubidoux Community Services District

## Board of Directors

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

## General Manager

Steven W. Appel



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

## NOTICE AND AGENDA FOR THE RUBIDOUX COMMUNITY SERVICES DISTRICT BOARD MEETING

Thursday, February 6, 2020 at 4:00 PM

1. Call to Order – Armando Muniz, President
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes for the January 16, 2020, Regular Meeting.
5. Consideration to Approve February 7, 2020, Salaries, Expenses and Transfers
6. Acknowledgements - Members of the Public May Address the Board at this Time on Any Non-agenda Matter.
7. Correspondence and Related Information
8. Manager's Report (Second Meeting each Month):
  - a) Operations Report
  - b) Emergency and Incident Report

**ACTION ITEMS:**

9. Present and Discuss Draft Resolution 2020-860, a Policy Regarding Service Reactivation: **DM 2020-04**
10. First Reading of Resolution No. 2020-861, A Resolution Increasing the RCSD Board of Directors Meeting Stipend: **DM 2020-05**
11. Consideration to Refund Aramark Sewer Capacity Fees: **DM 2020-06**
12. Directors Comments - Non-action
13. Adjournment

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

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

4. APPROVAL OF MINUTES FOR JANUARY 16, 2020, REGULAR  
MEETING MINUTES

**MINUTES OF REGULAR MEETING**  
**January 16, 2020**  
**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  
Brian Jennings, Manager Budgeting & Accounting

Call to order: the meeting of the Board of Directors of the Rubidoux Community Services District by President Muniz, at 4:00 P.M., Thursday, January 16, 2020, at the District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

**ITEM 4. APPROVAL OF MINUTES**

Approval of Minutes for January 8, 2020, Special Board Meeting.

**Director Trueba moved and Director Skerbelis seconded to approve January 8, 2020 Special Meeting Minutes.**

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

**Noes – 0**

**Abstain – 0**

**The motion was carried unanimously.**

Approval of Minutes for December 19, 2019 Regular Board Meeting.

**Director Trueba moved and Director Skerbelis seconded to approve December 19, 2019 Regular Board Meeting Minutes.**

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

**Noes – 0**

**Abstain – 0**

**The motion was carried unanimously.**



**ITEM 5. Consideration to:**

- A) Ratify the January 3, 2020, Salaries, Expenses and Transfers.
- B) Approve the January 17, 2020 the Salaries, Expenses and Transfers.

**Director Trueba moved and Director Skerbelis seconded to Ratify the January 3, 2020 Salaries, Expenses and Transfers.**

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

**The motion was carried unanimously.**

**Director Trueba moved and Director Skerbelis seconded to Approve the January 17, 2020 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**

Staff addressed the Board and Manager Steve Appel with his upcoming retirement with well wishes.

**ITEM 7. CORRESPONDENCE AND RELATED INFORMATION**

There was no correspondence or related information to present.

**ITEM 8. MANAGER'S REPORT**

**Operations Report:**

Everything is running well. Tank levels are good, with no issues.

**Emergency and Fire Report:**

Station 38 had a total of 242 calls. The difference being calls outside the District service area. Of those 242 calls, 69% were medical aides. Additionally, there was a report for the City of Jurupa Valley. For the city, there was a total of 875 calls. There were 69.1% medical aide calls.

**ITEM 9. Receive and File Statement of Cash Asset Report for all District Funds Ending December 2019. DM 2020-01.**

**BACKGROUND**

Attached for the Board of Directors' consideration is the December 2019 Statement of Cash Asset Schedule Report for all District Fund Accounts. Our YTD interest is \$218,618.91 for District controlled accounts. With respect to District "Funds in Trust", we show \$9,5309.05 which has been earned and posted. The District has a combined YTD interest earned total of \$228,148.96 as of December 31, 2019.

With respect to the District's Operating Funds (Excluding Restricted Funds and Operating Reserves), we show a balance of \$5,973,098.23 ending December 31, 2019. That's **\$165,902.07 LESS** than July 1, 2018, beginning balance of \$6,139,000.30.

Further, the District's Field/Admin Fund current fund balance is \$531,568.93.

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

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

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

**Noes – 0**

**Abstain – 0**

**The motion was carried unanimously.**

**ITEM 10. Consider Board Stipend Adjustment. DM 2020-02.**

**BACKGROUND**

At the June 6, 2019 Board meeting the Board voted to defer this item for six months. This item is now being presented for Board Consideration. Currently, the RUSD board members receive \$121.55 for each Board meeting and \$50.00 for each Committee meeting attended. These rates were last adjusted in July 2014. If the Board is inclined to grant an increase, the maximum amount that can be considered is a 5% increase for each year since the last adjustment. Keep in mind that payments are subject to a maximum of \$600.00 per director per calendar month.

Maximum possible Adjustment:

	Per Board Meeting:	Per Committee Meeting:
July 2014 (current)	\$121.55	\$50.00
July 2015	\$127.63	\$52.50



July 2016	\$134.01	\$55.13
July 2017	\$140.71	\$57.88
July 2018	\$147.74	\$60.78
July 2019	<b>\$155.13</b>	<b>\$63.81</b>

If the Board desires to increase their meeting stipend, Staff will prepare a draft Resolution modifying the current rates and present it for review at an upcoming Board meeting. Any adjustments are subject to a Public Notice and Hearing prior to adoption.

**Director Trowbridge moved and Director Muniz seconded to increase the Board Meeting Stipend to \$155.13 per meeting and \$63.81 per committee meeting for the Rubidoux Community Services District Board Members.**

**Ayes – 3 (Muniz, Trowbridge, Trueba)**

**Noes – 2 (Murphy, Skerbelis)**

**Abstain – 0**

**The motion was carried with a 3-2 vote.**

**ITEM 11. Authorization to Conduct a 1360’ Pressure Zone Pump Station Engineering Study. DM 2020-03.**

**BACKGROUND**

The Rubidoux Community Services District’s (“District”) 2015 Water Facilities Master Plan identifies the requirements for a 1360’ Pressure Zone Pump Station in the vicinity of 20<sup>th</sup> Street and Van Dell Road. This pump station is planned to supply water to the proposed Rio Vista development and improve existing low-pressure conditions along 20<sup>th</sup> Street west of Avalon Street. A first step in implementing the future pump station is securing land sufficient in size and in the right location.

Although the Rio Vista development has no clear timetable for construction, there is active development underway at the intersection of 20<sup>th</sup> Street and Caterpillar Way. The development along Caterpillar Way is a project of six commercial/industrial buildings. The developer, Mr. Charles Walden (“Developer”) is proceeding with building on three of the six lots and anticipates having the three buildings completed in mid-2020. He anticipates proceeding with the remaining three buildings; soon thereafter. Each of the buildings will be approximately 40 feet tall. When combining the height of the buildings with existing low District water system pressure in the area (~38 psi), meeting fire flow requirements creates challenges for the Developer.

To meet the fire flow requirements for the first three buildings, the County Fire Planning Division is requiring the Developer to:

1. Install private pump stations for each building. The cost for each private fire pump station is approximately \$75,000.00.

2. Build private on-site fire systems with fire hydrants connected to the District's public water system.

Staff has met with the Developer to discuss the water pressure issue and the need for the District to acquire a pump station site. The Developer has indicated interest in cooperating with the District on making property available for the 1360' Pressure Zone Pump Station. The cold be either be on the property currently being developed along Caterpillar Way or on property already developed and owned by the Developer between Caterpillar way and Avalon Street.

To understand sizing, location, impacts and costs of the proposed 1360' Pump Station, staff proposes having a preliminary engineering analysis performed. TKE Engineering ("TKE") prepared the attached proposal to do this work. The proposal will evaluate three locations for the pump station and evaluate sizing based on interim and ultimate conditions. The interim condition would consider requirements to improve pressures in the immediate vicinity assuming the Rio Vista Development does not proceed in the foreseeable future. The ultimate condition anticipates near term buildout of the Rio Vista Development. Interim conditions would size the pump station site to accommodate property sizing and underground improvements needed for ultimate conditions, but pumps installed for lower flow interim conditions. Upon completion of the analysis, staff will engage with the Developer on the findings and initiate negotiations on potential pump station site acquisition.

TKE proposes a cost of \$29,500.00 to complete the preliminary engineering analysis. This work was not included in the approved FY 2019-2020 District Budget, and to proceed a budget amendment is necessary. Since the 1360' Pump Station is a master planned facility and Water Capacity Fees are in part calculated based on the inclusion of the cost to plan, design, and build the facility, it is appropriate to use collected Water Capacity Fees held in reserves to fund this work. Staff proposes the District's Board of Directors consider amending the District's FY 2019-2020 Budget by allocating \$30,000.00 of Water Capacity Fees held in District Reserves to the Water Capital Improvement Project (CIP) Budget – 1360' Pump Station.

**Director Murphy moved and Director Trueba seconded the Rubidoux Community Services District approve the following:**

- 1. Amend the District's FY 2019-2020 Budget by allocating \$30,000.00 of the Water Capacity Fees held in District Reserves to the Water Capital Improvement Project (CIP) Budget – 1360' Pressure Zone Pump Station.**
- 2. Authorize the General Manager to enter into a professional services agreement with TKE in the amount of \$29,500.00 to do preliminary engineering analyses related to the 1360' Pressure Zone Pump Station.**

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

**Noes – 0**

**Abstain – 0**

**The motion was carried unanimously.**



**ITEM 12. General Manager Comments.**

Mr. Steve Appel thanked the board for his 26 years of service to the District as he retires from the General Manager position at the District.

**ITEM 13. Directors Comments.**

Director Trueba adjourned the meeting at 4:48 pm.

5. CONSIDERATION TO APPROVE FEBRUARY 7, 2020,  
SALARIES, EXPENSES AND TRANSFERS

RUBIDOUX COMMUNITY SERVICES DISTRICT  
 FEBRUARY 6, 2020 (BOARD MEETING)  
**FUND TRANSFER AUTHORIZATION**

<b>NET PAYROLL 2/7/20</b>	61,334.00
WIRE TRANSFER: FEDERAL PAYROLL TAXES 2/10/20	26,230.00
WIRE TRANSFER: STATE PAYROLL TAXES 2/10/20	5,458.00
WIRE TRANSFER: TO CREDIT UNION	2,385.00
WIRE TRANSFER: PERS RETIREMENT	17,186.00
WIRE TRANSFER: PERS REPLACEMENT BENEFIT	-
WIRE TRANSFER: PERS HEALTH PREMIUMS	34,334.00
WIRE TRANSFER: PERS RETIRED HEALTH PREMIUMS AND FEES	1,283.00
WIRE TRANSFER: SECTION 125	-
WIRE TRANSFER: SECTION 457	3,169.00

<b>SICK BUYBACK 2/7/20</b>	23,273.00
WIRE TRANSFER: FEDERAL PAYROLL TAXES 2/10/20	10,450.00
WIRE TRANSFER: STATE PAYROLL TAXES 2/10/20	2,424.00

**CHECKING ACCOUNT TRANSFERS FOR ACCOUNTS PAYABLE:**

2/7/2020 WATER FUND TO GENERAL FUND-Payables	52,416.87
WATER FUND TO GENERAL FUND-Trash	195,142.98
WATER FUND TO SEWER FUND	151,077.59
SEWER FUND TO GENERAL FUND-Payables	116,682.51

**INTERFUND TRANSFERS:**

2/7/2020 SEWER FUND CHECKING TO LAIF SEWER OP	337,000.00
SEWER FUND CHECKING TO LAIF SEWER ML	-
SEWER FUND CHECKING TO WATER FUND CHECKING	-
LAIF SEWER OP TO SEWER FUND CHECKING	-
GENERAL FUND PROP TAX TO GENERAL FUND CHECKING	537,000.00
GENERAL FUND CHECKING TO SEWER FUND CHECKING	302,528.31
GENERAL FUND CHECKING TO WATER FUND CHECKING	-
LAIF GENERAL TO GENERAL FUND CHECKING	-
LAIF PROPERTY TAX TO GENERAL FUND CHECKING	160,000.00
WATER FUND CHECKING TO LAIF-COP PAYBACK	89,900.00
WATER FUND CHECKING TO LAIF-W.R.	12,100.00
WATER FUND CHECKING TO GENERAL FUND CHECKING	-
LAIF WATER ML TO LAIF WATER REPLACEMENT	-
LAIF WATER OP TO LAIF WATER RESERVE	-
WATER FUND CHECKING TO LAIF WATER RESERVE	-
WATER FUND CHECKING TO LAIF WATER OP	172,000.00
WATER FUND CHECKING TO LAIF WATER ML	-
LAIF WATER OP TO LAIF FIELD/ADMIN BLDG	-
LAIF COP TO LAIF PROPERTY TAX	-
LAIF COP TO GENERAL FUND CHECKING	-
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	4,259,372 Prin.	127,350	Jul-20
MN Plant-State Revolving Loan	839,371 Intr.	54,748	Jul-20



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PO Number		Immediate GL Account			Check #		Payment Date	Discount
GL Date					Credit Card	CC Reference #		Total Invoice
1	AIRGAS / AIRGAS USA, LLC ✓	12/31/2019 ✓	N	N		1/30/2020 ✓	12/31/2019	9967729976 ✓
TNK RNTL								\$0.00
2/6/2020 ✓					N			\$151.34 ✓
2	AIRGAS / AIRGAS USA, LLC ✓	1/6/2020 ✓	N	N		2/5/2020 ✓	1/6/2020	9096814536 ✓
CO2 TNKS								\$0.00
2/6/2020 ✓					N			\$92.08 ✓
3	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓	12/23/2019 ✓	N	N		1/22/2020 ✓	12/23/2019	BL91996-0267 ✓
WTR ANALYSES								\$0.00
2/6/2020 ✓					N			\$420.00 ✓
4	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓	12/23/2019 ✓	N	N		1/22/2020 ✓	12/23/2019	BL91997-0267 ✓
WTR ANALYSES								\$0.00
2/6/2020 ✓					N			\$210.00 ✓
5	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓	12/30/2019 ✓	N	N		1/29/2020 ✓	12/30/2019	BL92513-0267 ✓
WTR ANALYSES								\$0.00
2/6/2020 ✓					N			\$420.00 ✓
6	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓	12/30/2019 ✓	N	N		1/29/2020 ✓	12/30/2019	BL92515-0267 ✓
WTR ANALYSES								\$0.00
2/6/2020 ✓					N			\$42.00 ✓
7	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓	1/10/2020 ✓	N	N		2/9/2020 ✓	1/10/2020	CA00502-0267 ✓
WTR ANALYSES								\$0.00
2/6/2020 ✓					N			\$210.00 ✓
8	BPS B'S POOL SUPPLIES / B.P.S. B's POOL SUPPLIES ✓	1/7/2020 ✓	N	N		2/6/2020 ✓	1/7/2020	101663 ✓
SODIUM HYPO								\$0.00
2/6/2020 ✓					N			\$655.94 ✓
9	BOOT BARN / BOOT BARN ✓	1/3/2020 ✓	N	N		2/2/2020 ✓	1/3/2020	INV00029500 ✓
BOOTS ULLOA/LOPEZ								\$0.00
2/6/2020 ✓					N			\$342.39 ✓
10	BRINKS / BRINKS INC. ✓	1/1/2020 ✓	N	N		1/31/2020 ✓	1/1/2020	10992321 ✓
ARMOR SVC								\$0.00
2/6/2020 ✓					N			\$848.06 ✓
11	CROWN ACE HARDWARE / CROWN ACE HARDWARE ✓	1/9/2020 ✓	N	N		2/8/2020 ✓	1/9/2020	079830 ✓
SUPPLIES								\$0.00
2/6/2020 ✓					N			\$22.38 ✓
12	CROWN ACE HARDWARE / CROWN ACE HARDWARE ✓	1/9/2020 ✓	N	N		2/8/2020 ✓	1/9/2020	079833 ✓
R&M OFC								\$0.00
2/6/2020 ✓					N			\$24.75 ✓
13	HARRINGTON INDUSTRIAL / HARRINGTON INDUSTRI ✓	12/30/2019 ✓	N	N		1/29/2020 ✓	12/30/2019	012K1001 ✓
FILTERS								\$0.00
2/6/2020 ✓					N			\$796.92 ✓
14	HARRINGTON INDUSTRIAL / HARRINGTON INDUSTRI ✓	12/30/2019 ✓	N	N		1/29/2020 ✓	12/30/2019	012K1002 ✓
PARTS								\$0.00
2/6/2020 ✓					N			\$56.87 ✓
15	HARRINGTON INDUSTRIAL / HARRINGTON INDUSTRI ✓	12/30/2019 ✓	N	N		1/29/2020 ✓	12/30/2019	012K1003 ✓
ACTUATORS								\$0.00
2/6/2020 ✓					N			\$3,196.72 ✓
16	HARRINGTON INDUSTRIAL / HARRINGTON INDUSTRI ✓	12/30/2019 ✓	N	N		1/29/2020 ✓	12/30/2019	012K1004 ✓
PVC PARTS								\$0.00
2/6/2020 ✓					N			\$29.98 ✓
17	INLAND DESERT SECURITY / INLAND DESERT SECUI ✓	1/15/2020 ✓	N	N		2/14/2020 ✓	1/15/2020	191200636101 ✓
ANSWR SVC FEB '19								\$0.00
2/6/2020 ✓					N			\$512.40 ✓

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PO Number		Immediate GL Account			Check #		Payment Date	Discount
GL Date					Credit Card	CC Reference #		Total Invoice
18	J THAYER / J THAYER COMPANY, INC ✓	12/31/2019 ✓	N	N				1419666-0 ✓
SUPPLIES						1/30/2020 ✓	12/31/2019	\$0.00
2/6/2020 ✓					N			\$169.82 ✓
19	KH METALS / KH METALS & SUPPLY ✓	1/8/2020 ✓	N	N				0501251-IN ✓
PARTS						1/7/2020 ✓	1/8/2020	\$0.00
2/6/2020 ✓					N			\$91.91 ✓
20	MERIT OIL / MERIT OIL COMPANY ✓	1/8/2020 ✓	N	N				558516 ✓
GASOLINE						1/23/2020 ✓	1/8/2020	\$0.00
2/6/2020 ✓					N			\$709.83 ✓
21	MULTI W SYSTEMS / MULTI W. SYSTEMS, INC. ✓	1/8/2020 ✓	N	N				32030184 ✓
PMP RBLD						2/7/2020 ✓	1/8/2020	\$0.00
2/6/2020 ✓					N			\$2,748.72 ✓
22	RIVERSIDE CLEANING SYSTEMS / RIVERSIDE CLEAN ✓	1/5/2020 ✓	N	N				422 ✓
CLNG SVC						2/4/2020 ✓	1/5/2020	\$0.00
2/6/2020 ✓					N			\$545.00 ✓
23	RIVERSIDE COUNTY CDF / RIVERSIDE COUNTY CDF ✓	11/19/2019 ✓	N	N				233458 ✓
Q1 FY 19/20						12/19/2019 ✓	11/19/2019	\$0.00
2/6/2020 ✓					N			\$505,056.32 ✓
24	R&D MECHANICAL / R&D MECHANICAL SUPPLY, INC ✓	1/7/2020 ✓	N	N				11003208 ✓
SUPPLIES						2/6/2020 ✓	1/7/2020	\$0.00
2/6/2020 ✓					N			\$106.58 ✓
25	ROYAL INDUSTRIAL / ROYAL INDUSTRIAL SOLUTION ✓	1/8/2020 ✓	N	N				6441-614676 ✓
RELAY						2/7/2020 ✓	1/8/2020	\$0.00
2/6/2020 ✓					N			\$130.99 ✓
26	SOCAL TRUCK / SOCAL TRUCKWORKS ✓	1/2/2020 ✓	N	N				8931 ✓
R&M EQUIP						2/1/2020 ✓	1/2/2020	\$0.00
2/6/2020 ✓					N			\$874.72 ✓
27	UPS / UNITED PARCEL SERVICE ✓	1/11/2020 ✓	N	N				0000F908W2020 ✓
POSTAGE						2/10/2020 ✓	1/11/2020	\$0.00
2/6/2020 ✓					N			\$14.80 ✓
28	VERIZON WIRELESS / VERIZON WIRELESS ✓	1/1/2020 ✓	N	N				9845331605 ✓
CELL PHN CHGS						1/24/2020 ✓	1/1/2020	\$0.00
2/6/2020 ✓					N			\$587.74 ✓
29	WESTERN MUNICIPAL WATER / WESTERN MUNICIPA ✓	1/1/2020 ✓	N	N				RI3437 ✓
JAN '20 BRINE FIXED						1/31/2020 ✓	1/1/2020	\$0.00
2/6/2020 ✓					N			\$749.94 ✓
30	ALEXANDERS / ALEXANDER'S CONTRACT SVCS, INC ✓	1/14/2020 ✓	N	N				9568 M ✓
LZ VRSATRM WRNTY 3YR						2/13/2020 ✓	1/14/2020	\$0.00
2/6/2020 ✓					N			\$1,050.00 ✓
31	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓	1/6/2020 ✓	N	N				BA00337-0267 ✓
WTR ANALYSES						2/5/2020 ✓	1/6/2020	\$0.00
2/6/2020 ✓					N			\$420.00 ✓
32	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓	1/15/2020 ✓	N	N				CA00810-0267 ✓
WTR ANALYSES						2/14/2020 ✓	1/15/2020	\$0.00
2/6/2020 ✓					N			\$96.00 ✓
33	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓	1/13/2020 ✓	N	N				CA00624-0267 ✓
WTR ANALYSES						2/12/2020 ✓	1/13/2020	\$0.00
2/6/2020 ✓					N			\$168.00 ✓
34	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓	1/13/2020 ✓	N	N				CA00634-0267 ✓
WTR ANALYSES						2/12/2020 ✓	1/13/2020	\$0.00
2/6/2020 ✓					N			\$84.00 ✓

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PO Number		Immediate GL Account	GL Account		Check #				Discount
GL Date					Credit Card	CC Reference #		Payment Date	Total Invoice
35	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	1/13/2020	N	N			2/12/2020	1/13/2020	CA00646-0267
WTR ANALYSES									\$0.00
2/6/2020					N				\$420.00
36	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	1/15/2020	N	N			2/14/2020	1/15/2020	CA00815-0267
WTR ANALYSES									\$0.00
2/6/2020					N				\$420.00
37	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	1/16/2020	N	N			2/15/2020	1/16/2020	CA00996-0267
WTR ANALYSES									\$0.00
2/6/2020					N				\$348.00
38	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	1/16/2020	N	N			2/15/2020	1/16/2020	CA01001-0267
WTR ANALYSES									\$0.00
2/6/2020					N				\$48.00
39	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	1/16/2020	N	N			2/15/2020	1/16/2020	CA01004-0267
WTR ANALYSES									\$0.00
2/6/2020					N				\$96.00
40	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	1/16/2020	N	N			2/15/2020	1/16/2020	CA01014-0267
WTR ANALYSES									\$0.00
2/6/2020					N				\$96.00
41	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	1/21/2020	N	N			2/20/2020	1/21/2020	CA01322-0267
WTR ANALYSES									\$0.00
2/6/2020					N				\$210.00
42	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	1/21/2020	N	N			2/20/2020	1/21/2020	CA01323-0267
WTR ANALYSES									\$0.00
2/6/2020					N				\$48.00
43	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	1/21/2020	N	N			2/20/2020	1/21/2020	CA01345-0267
LAB FEES									\$0.00
2/6/2020					N				\$254.00
44	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	1/19/2020	N	N			2/18/2020	1/19/2020	CA01176-0267
WTR ANALYSES									\$0.00
2/6/2020					N				\$96.00
45	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	1/19/2020	N	N			2/18/2020	1/19/2020	CA01179-0267
WTR ANALYSES									\$0.00
2/6/2020					N				\$32.00
46	CHASE CARD SERVICES / CHASE CARD SERVICES	1/17/2020	N	N			2/11/2020	1/17/2020	20F77049795
FLAGS/FEES									\$0.00
2/6/2020					N				\$131.73
47	COMM-TECH COMM / COMM-TECH COMMUNICATION	1/17/2020	N	N			2/16/2020	1/17/2020	20012248
PHN SYSTEM PRGM									\$0.00
2/6/2020					N				\$95.00
48	EAGLE / EAGLE ROAD SVC & TIRE	1/15/2020	N	N			2/14/2020	1/15/2020	1-164301
R&M TRK									\$0.00
2/6/2020					N				\$27.05
49	INFOSEND / INFOSEND, INC	12/31/2019	N	N			1/30/2020	12/31/2019	164894
DEC '19 BILL PRNT									\$0.00
2/6/2020					N				\$3,956.09
50	J THAYER / J THAYER COMPANY, INC	1/15/2020	N	N			2/14/2020	1/15/2020	1424254-0
SUPPLIES									\$0.00
2/6/2020					N				\$419.26
51	J THAYER / J THAYER COMPANY, INC	1/16/2020	N	N			2/15/2020	1/16/2020	1424471-0
SUPPLIES									\$0.00
2/6/2020					N				\$48.22



**AP Enter Bills Edit Report**  
**Rubidoux Community Services District (RCSACT)**

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Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #
PO Number		Immediate GL Account	GL Account		Check #		Payment Date	Discount
GL Date					Credit Card	CC Reference #		Total Invoice
52	KH METALS / KH METALS & SUPPLY ✓	1/16/2020 ✓	N	N		2/15/2020 ✓	1/16/2020	0502235 ✓
	CUT-OFF WHLS							\$0.00
2/6/2020 ✓					N			\$45.24 ✓
53	MERIT OIL / MERIT OIL COMPANY ✓	1/15/2020 ✓	N	N		1/30/2020 ✓	1/15/2020	559765 ✓
	GASOLINE							\$0.00
2/6/2020 ✓					N			\$1,181.28 ✓
54	NELCO / NELCO ✓	1/14/2020 ✓	N	N		2/13/2020 ✓	1/14/2020	6675155 RI ✓
	SUPPLIES							\$0.00
2/6/2020 ✓					N			\$209.68 ✓
55	PAYPRO / PAYPRO ADMINISTRATORS ✓	1/21/2020 ✓	N	N		2/20/2020 ✓	1/21/2020	73948 ✓
	MAINT FEE JUL-DEC 19							\$0.00
2/6/2020 ✓					N			\$480.00 ✓
56	SCE / SCE ✓	1/22/2020 ✓	N	N		2/10/2020 ✓	1/22/2020	20F2317748135 ✓
	SWR PMP ENRGY							\$0.00
2/6/2020 ✓					N			\$2,184.90 ✓
57	SCE / SCE ✓	1/22/2020 ✓	N	N		2/10/2020 ✓	1/22/2020	20F2323283572 ✓
	SWR PMP ENRGY							\$0.00
2/6/2020 ✓					N			\$278.91 ✓
58	SCE / SCE ✓	1/18/2020 ✓	N	N		2/6/2020 ✓	1/18/2020	20F2271820763 ✓
	WTR PMP ENRGY							\$0.00
2/6/2020 ✓					N			\$103.34 ✓
59	SCE / SCE ✓	1/22/2020 ✓	N	N		2/10/2020 ✓	1/22/2020	20F2036525988 ✓
	SWR PMP ENRGY							\$0.00
2/6/2020 ✓					N			\$733.04 ✓
60	TRAFFIC MANAGEMENT / TRAFFIC MANAGEMENT, IN ✓	1/14/2020 ✓	N	N		2/13/2020 ✓	1/14/2020	590545 ✓
	SUPPLIES							\$0.00
2/6/2020 ✓					N			\$292.01 ✓
61	VULCAN MATERIALS / CALMAT Dba VULCAN MATERI ✓	1/15/2020 ✓	N	N		2/15/2020 ✓	1/15/2020	72463831 ✓
	R&M WTR							\$0.00
2/6/2020 ✓					N			\$572.16 ✓
62	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓	1/6/2020 ✓	N	N		2/5/2020 ✓	1/6/2020	BA00356-0267 ✓
	WTR ANALYSES							\$0.00
2/6/2020 ✓					N			\$2,800.00 ✓
63	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓	1/24/2020 ✓	N	N		2/23/2020 ✓	1/24/2020	CA01710-0267 ✓
	WTR ANALYSES							\$0.00
2/6/2020 ✓					N			\$1,536.00 ✓
64	BPS B'S POOL SUPPLIES / B.P.S. B's POOL SUPPLIES ✓	1/22/2020 ✓	N	N		2/21/2020 ✓	1/22/2020	101800 ✓
	SODIUM HYPO							\$0.00
2/6/2020 ✓					N			\$611.18 ✓
65	CARQUEST AUTO PARTS / CARQUEST AUTO PARTS ✓	1/22/2020 ✓	N	N		2/21/2020 ✓	1/22/2020	7456-429029 ✓
	SUPPLIES							\$0.00
2/6/2020 ✓					N			\$7.53 ✓
66	CORELOGIC / CORELOGIC, INC. ✓	12/31/2019 ✓	N	N		1/30/2020 ✓	12/31/2019	82002760 ✓
	ON-LINE SVC							\$0.00
2/6/2020 ✓					N			\$178.75 ✓
67	COLE EQUIPMENT / COLE EQUIPMENT INC. ✓	1/21/2020 ✓	N	N		2/20/2020 ✓	1/21/2020	31324 ✓
	BOOM RNTL							\$0.00
2/6/2020 ✓					N			\$650.44 ✓
68	MERIT OIL / MERIT OIL COMPANY ✓	1/22/2020 ✓	N	N		2/6/2020 ✓	1/22/2020	561112 ✓
	GASOLINE							\$0.00
2/6/2020 ✓					N			\$979.89 ✓

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Rubidoux Community Services District (RCSACT)  
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Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #
PO Number		Immediate GL Account	GL Account		Check #		Payment Date	Discount
GL Date					Credit Card	CC Reference #		Total Invoice
69	PRESS ENTERPRISE / PRESS-ENTERPRISE ✓	1/15/2020 ✓	N	N				0011353016 ✓
	PUB NOTICE TDS					2/14/2020 ✓	1/15/2020	\$0.00
2/6/2020 ✓				N				\$201.60 ✓
70	R&D MECHANICAL / R&D MECHANICAL SUPPLY, INC ✓	1/15/2020 ✓	N	N				11003233 ✓
	PARTS					2/14/2020 ✓	1/15/2020	\$0.00
2/6/2020 ✓				N				\$159.21 ✓
71	R&D MECHANICAL / R&D MECHANICAL SUPPLY, INC ✓	1/15/2020 ✓	N	N				11003234 ✓
	PARTS					2/14/2020 ✓	1/15/2020	\$0.00
2/6/2020 ✓				N				\$270.57 ✓
72	R&D MECHANICAL / R&D MECHANICAL SUPPLY, INC ✓	1/16/2020 ✓	N	N				11003240 ✓
	SUPPLIES					2/15/2020 ✓	1/16/2020	\$0.00
2/6/2020 ✓				N				\$13.05 ✓
73	RELIABLE / RELIABLE WORKPLACE SOLUTIONS ✓	1/24/2020 ✓	N	N				AR89820 ✓
	JAN '19 COPIER USG					2/23/2020 ✓	1/24/2020	\$0.00
2/6/2020 ✓				N				\$188.32 ✓
74	RELIABLE / RELIABLE WORKPLACE SOLUTIONS ✓	1/24/2020 ✓	N	N				AR89821 ✓
	JAN '19 PRNTR USG					2/23/2020 ✓	1/24/2020	\$0.00
2/6/2020 ✓				N				\$20.15 ✓
75	RELIABLE / RELIABLE WORKPLACE SOLUTIONS ✓	1/24/2020 ✓	N	N				AR89822 ✓
	JAN '19 COPIER USG					2/23/2020 ✓	1/24/2020	\$0.00
2/6/2020 ✓				N				\$9.68 ✓
76	RICHARDS, WATSON, GERSHON / RICHARDS, WATSON ✓	1/9/2020 ✓	N	N				225085 ✓
	CITY RVSD LITGN					2/8/2020 ✓	1/9/2020	\$0.00
2/6/2020 ✓				N				\$142.00 ✓
77	RING BENDER / RING BENDER LLP ✓	1/9/2020 ✓	N	N				09379 ✓
	CITY RVSD LITGN					2/8/2020 ✓	1/9/2020	\$0.00
2/6/2020 ✓				N				\$3,213.45 ✓
78	RIVERSIDE CITY / RIVERSIDE CITY ✓	1/13/2020 ✓	N	N				00253162.A ✓
	NOV '19 TRTMNT					2/12/2020 ✓	1/13/2020	\$0.00
2/6/2020 ✓				N				\$92,739.37 ✓
79	RIVERSIDE CITY / RIVERSIDE CITY ✓	1/13/2020 ✓	N	N				00253162.B ✓
	NOV '19 TRTMNT					2/12/2020 ✓	1/13/2020	\$0.00
2/6/2020 ✓				N				\$13,675.66 ✓
80	SCE / SCE ✓	1/18/2020 ✓	N	N				20F2352968572 ✓
	WTR PMP ENRGY					2/6/2020 ✓	1/18/2020	\$0.00
2/6/2020 ✓				N				\$274.65 ✓
81	SCE / SCE ✓	1/25/2020 ✓	N	N				20F2024179475.A ✓
	WTR PMP ENRGY					2/13/2020 ✓	1/25/2020	\$0.00
2/6/2020 ✓				N				\$19,691.84 ✓
82	SCE / SCE ✓	1/25/2020 ✓	N	N				20F2024179475.B ✓
	FLD OFC UTLTY					2/13/2020 ✓	1/25/2020	\$0.00
2/6/2020 ✓				N				\$121.97 ✓
83	SCE / SCE ✓	1/25/2020 ✓	N	N				20F2024179475.C ✓
	NO3 PLT PMP ENRGY					2/13/2020 ✓	1/25/2020	\$0.00
2/6/2020 ✓				N				\$2,807.69 ✓
84	SOCAL TRUCK / SOCAL TRUCKWORKS ✓	1/16/2020 ✓	N	N				8984 ✓
	R&M TRK					2/15/2020 ✓	1/16/2020	\$0.00
2/6/2020 ✓				N				\$88.88 ✓
85	CALMUTUALS / CALIFORNIA ASSOC. MUTUAL WTR C ✓	1/15/2020 ✓	N	N				01292 ✓
	MEMBER DUES					2/14/2020 ✓	1/15/2020	\$0.00
2/6/2020 ✓				N				\$500.00 ✓

\$106,415.03

\$22,621.50





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

7. CORRESPONDENCE AND RELATED INFORMATION

## 8. MANAGER'S REPORT

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

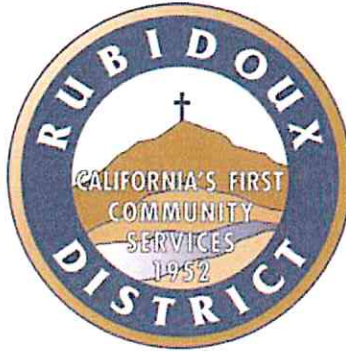


9. PRESENT AND DISCUSS DRAFT RESOLUTION 2020-860, A  
POLICY REGARDING SERVICE REACTIVATION:  
**DM 2020-04**

# Rubidoux Community Services District

## Board of Directors

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



## General Manager

Steven W. Appel

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

**DIRECTORS MEMORANDUM 2020-04**

February 6, 2020

**To:**            Rubidoux Community Services District  
                  Board of Directors

**Subject:**      Present and Discuss Draft Resolution No. 2020-860; Policy Regarding Service Reactivation

## **BACKGROUND:**

Properties within the Rubidoux Community Services District ("District") receiving water and sewer service from the District have paid one-time capacity fees. Once service is established, the customers pay ongoing monthly bills for actual service. The monthly bills have fixed and variable components. Revenue generated from capacity fees and monthly bills go directly to pay for costs the District incurs to provide services.

For various reasons, some customer accounts go inactive or are closed for extended periods of time. These situations are different from customers that are delinquent in their bill pay. For customers that are delinquent, the District recently adopted a water shut-off procedure consistent with Senate Bill 998. The shut-off procedure established notification and timing requirements the District must follow prior to shutting off a customer. In addition, the District is to avail customers the opportunity to make payment arrangements for the delinquent amount to avoid shut-off. The basic premise of this shut-off procedure is to enable continuous service and avoid actual shut-off.

Customers allowing their service accounts to go inactive for extended periods (months or years) differ from customers subject to the recently adopted shut-off procedure. Examples of situations where service accounts go inactive for extended periods include:

1. Property owner passes away and property sits vacant while probate issues are resolved.



2. Property is foreclosed upon by the bank and left vacant while legal proceedings are completed so the bank can acquire, and then sell property.
3. Structure on property burns down and reconstruction takes time while coordinating insurance coverage to rebuild. Or, structure burns and property is left vacant.
4. Structure on property where services are provided becomes too dilapidated to inhabit and is left vacant.
5. For commercial / industrial property; the business occupying the property closes and the property remains vacant.

With extended inactivity on service accounts, the District does not receive payment for monthly bills which include fixed and variable charges. The purpose of this proposed policy regarding service reactivation is to establish a consistent policy for the District to apply for customers seeking to reactivate service to properties that have been inactive for extended periods.

As noted above, revenue generated from capacity fees and monthly bills go directly to pay for costs the District incurs to provide services. These revenue sources are discussed below as to their applicability in the reactivation of service policy:

#### Capacity Fees

For a customer to receive water and sewer service to a property located within the District, capacity fees are assessed based on the use demand placed on the District's systems. Demand on the District's systems are calculated in terms of equivalent dwelling units ("EDU") with one EDU equal to the demands of one residential home. A residential home is estimated to require a ¾" water meter (which on average meters approximately 0.70 AF/Y, or 625 gallons per day of usage), and sewer discharges of 300 gallons per day. These use factors are used to calculate overall infrastructure needs of the District to maintain adequate capacity for all current and future customers. The actual capacity fee per EDU is determined by dividing the total cost of required master planned infrastructure improvements by the estimated number of future EDU's.

The capacity fees are a one-time fee and run with the property in perpetuity. No additional capacity fees are collected for the property conditioned on the property's use remaining consistent to that when capacity fees were originally paid. If the use of the property changes such that the new use increases water and sewer demand above the capacity originally paid for, then additional capacity fees are collected. An example of this would be where a residential home on a large lot is torn down and the property is rezoned for apartments. In this example, additional capacity fees would need to be paid.

The basic principle of capacity fees is the District charges a capacity fee which is reflective of the District's cost to provide system capacity used by the property. The capacity fee must be proportional in cost to the benefit received. Capacity fees collected are used by the District to fund construction of master planned infrastructure needed to provide system capacity.



Once the capacity fees are paid for the use demand of the property, the District incurs an ongoing obligation of maintaining system capacity whether or not the capacity is used by the customer currently occupying / owning the property. To state in another way, if service to a property becomes inactive, the District is obligated to maintain system capacity in stand-by status as system capacity fees have been paid for the property. Costs for maintaining system capacity is generated through monthly bills.

### Monthly Bills

Monthly bills for water and sewer service include fixed and variable components. The fixed component of the monthly rate represents costs the District incurs to provide the service to the property regardless of usage. The variable component is based on the amount of commodity used.

Variable charges for water are dependent on the actual units of water used by a customer based on meter reads. The variable charges are related to energy, chemical, and other ongoing expenses directly related to production and distribution of water for our customers.

Fixed charges, also called “standby charges”, for water, are ongoing expenses associated with operating and maintaining the water systems (wells, treatment facilities, pipelines, storage tanks, etc.). Other fixed costs include staff expenses for administrative activities and debt service. These expenses are incurred by the District regardless of the amount of water sold. The sum of these fixed expenses is allocated by meter size to all customer accounts.

Variable charges for sewer pay for the District’s City of Riverside treatment costs. The amount paid for variable sewer charges are related to water meter size.

Fixed charges, also called “standby charges”, for sewer, cover ongoing expenses for sewer line cleaning, maintenance of lift stations and administrative costs. These expenses are incurred by the District regardless if the account is inactive.

The fixed component of the monthly bill, or the Standby Charge, provides financial stability to the District and reduces dependency on quantity of sales. When establishing the Standby Charge, the District totals the sum of the expenses and then allocates them out to customers based on meter size. The larger the meter, the larger the Standby Charge as the larger meter represents potential greater use of system capacity.

When an account is inactive, the District does not collect Standby revenue from that account. However, the account continues to benefit from the ongoing maintenance and functions performed by the District so that the capacity purchased for that property remains available for use. The lost revenue not paid by customers with inactive accounts can result in other customers subsidizing the inactive accounts, or maintenance of the system potentially reduced. To maintain equitable cost sharing for fixed standby costs between all customers, a reactivation policy is proposed.

### Proposed Service Reactivation Policy

The purpose of this proposed service reactivation policy is to create equity amongst all customers in paying for fixed costs associated with District operations regardless of sales. Principles in establishing the policy include:

1. Properties that have paid capacity fees for water and sewer service have access to District system capacity in an amount up to capacity fees paid.
2. The capacity paid for a property runs with the property in perpetuity regardless of property ownership changes.
3. The fixed monthly standby charges assessed based on meter size reflect that account's proportionate share of fixed expenses the District incurs to maintain the capacity paid for that property.
4. The District incurs fixed expenses for each account to maintain the capacity paid for that property regardless of the actual amount of commodity used.
5. The District updates monthly rates (fixed and variable), generally on a five-year time interval. The District can recover some of the fixed monthly standby charges not paid by inactive accounts when setting new standby charges.
6. Recently adopted Resolution No. 2019-859 - Water Shut off Procedure; provides administrative rules and policies associated with customer accounts that are delinquent for one billing cycle.
7. A service reactivation policy is proposed for those accounts that are inactive for more than one month.

The proposed Service Reactivation Policy described in proposed Resolution No. 2020-860 includes the following:

1. The Service Reactivation Policy applies to accounts that have been inactive for more than one-month.
2. Standby charges are to be paid for the duration the account was inactive up to a total of 36 months.
3. Fixed standby charges shall be charged at the standby rates in place during the period the account was inactive.

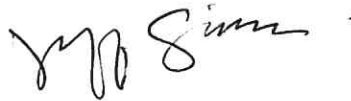
In summary, the proposed Service Reactivation Policy will require customers seeking to reactivate services to pay standby charges that otherwise should have been paid for the District keeping the systems ready for service to the property. The maximum period the District would look back to collect standby charges is 36 months. Although in some instances the service may have been inactive longer than 36 months, the periodic updating of monthly fees will account for lost revenue. With adoption of Resolution No. 2020-860, staff will have a written, Board Approved Policy to provide to affected customers.



**RECOMMENDATION:**

Staff recommends the Board of Directors review Resolution No. 2020-860 creating a service reactivation policy and provide any suggested changes or modifications with goal to adopt the resolution at the February 20, 2020 Board Meeting.

Respectfully,



JEFFREY D. SIMS, P.E.  
Assistant General Manager

Attachment(s):

1. Resolution No. 2020-860
2. Exhibit "A" – RCSD Service Reactivation Policy



RESOLUTION NO. 2020-860

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF RUBIDOUX COMMUNITY SERVICES  
DISTRICT ADOPTING A POLICY ON THE  
REACTIVATION OF SERVICES

WHEREAS, Rubidoux Community Services District ("District") is a Community Services District providing water and sewer services to customers within its service boundary; and

WHEREAS, the District has adopted and revised, from time to time, Ordinances, Resolutions and Policies regarding provision of water and sewer service to its customers; and

WHEREAS, the District funds providing water and sewer services through collection of capacity fees and through monthly service rates; and

WHEREAS, capacity fees for water and sewer are paid by customers when a property is developed and the amount of capacity fees paid are directly related to the use demand the property will place on the District's water and sewer systems. Capacity Fees are one-time fees that run with the property in perpetuity conditioned on the use demand of the property remaining consistent with the amount of system capacity paid for; and

WHEREAS, once capacity fees are paid to the District, the District incurs an ongoing obligation to maintain its systems so the system capacity paid for a property is continuously available to meet the use demand of the customer occupying the property; and

WHEREAS, with having an ongoing obligation to maintain the water and sewer systems in such manner to have reliable service available to meet customer demand, the District charges ongoing monthly water and sewer rates to its customers; and

WHEREAS, monthly rates are comprised of fixed and variable components; and

WHEREAS, the variable component of the monthly water and sewer rates are directly related to the actual usage each month by the customer; and

WHEREAS, the monthly fixed component, also referenced to as the "standby charge", is comprised of fixed expenses the District incurs for ongoing maintenance, operation and administrative expenses regardless of actual usage by the customer; and

WHEREAS, the fixed standby charge component of the monthly charge is based on water meter size. The standby charge is in proportion to expenses the District incurs to maintain service availability for the capacity associated with the meter size acquired for the property; and

WHEREAS, some service accounts are closed or become inactive for more than one month and monthly fixed standby charges are not paid to the District, and

WHEREAS, during the period a service account is inactive and monthly rates are not being paid, the District continues to

incur expenses to maintain the water and sewer systems to have available capacity on standby for use at that service, and

WHEREAS, it is inequitable for the District to incur expenses to maintain system capacity for inactive services and pass those on to customers who have active accounts and current on monthly billings; and

WHEREAS, the Board desires to adopt a policy requiring customers seeking to reactivate service to bring current monthly fixed standby charges unpaid during the time the service account was inactive; and

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 Service Reactivation 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 20, 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 20th day of February, 2020.

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Armando Muniz  
President

I HEREBY CERTIFY that the foregoing is a full, true and correct copy of Resolution No. 2020-860 adopted by the Board of Directors of Rubidoux Community Services District at its regular meeting held February 20, 2020.

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Jeffrey D. Sims  
Assistant General Manager

EXHIBIT "A"  
Resolution 2020-860

**RUBIDOUX COMMUNITY SERVICES DISTRICT  
SERVICE REACTIVATION POLICY**

1. Application of Policy. This Service Reactivation Policy ("Policy") shall apply to all District accounts. To the extent this Policy conflicts with any provisions of the Rubidoux Community Services District's ("District") existing Ordinances, Resolutions and Policies regarding provision of District services, this Policy shall control.
2. Contact Information. For questions or assistance regarding a monthly District bill for services, or this Service Reactivation Policy, 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. Purpose of Policy. This policy is to provide a consistent procedure for District Customer Service staff to follow in assisting customers with reactivation of an inactive service account.
4. Necessity of Policy. The District generates revenue for services through payment by customers of District monthly bills. The District monthly bills are comprised of fixed and variable components. The variable component is based on actual amount of service used (for example - number of units of water used), while the fixed component is based on fixed costs the District incurs to own, operate, and maintain the systems regardless of the amount of services used. When service accounts are inactive the District is not recovering costs being expended to keep the system in a standby status available for use by that service when reactivated. The policy is intended to recover unpaid fixed standby charges associated with inactive accounts sought to be reactivated.
5. Definition of an Inactive Service Account: An inactive service is any customer account that has been closed or has been shut-off for more than one-month and the monthly bills associated with the account are not being paid. An inactive service is differentiated from those accounts delinquent in bill

pay, which are subject to the District's Discontinuation of Residential Water Service for Non-Payment per adopted District Resolution No. 2019-859.

6. Service Reactivation Procedure: Upon request by a customer to reactivate service for a property the following steps by District Customer Service staff are to be followed:

- a. District staff will verify date when the service account became inactive.
- b. If the service account has been inactive for more than six (6) months, a physical inspection of the water meter at the service address shall be performed by District Operation staff.
- c. District Customer Service staff will multiply the number of months the service was inactive times the water and sewer fixed monthly standby charges current during the period the service was inactive.
- d. The maximum number of months the District will collect owed fixed monthly standby charges associated with the inactive service is thirty-six (36) months.

7. Payment for Reactivation of Service: After completing Step 6 above, District Customer Service staff will provide the customer seeking reactivation of the service account the amount of owed fixed monthly standby charges. Recognized with the policy is the possibility that the customer seeking to reactivate a service account was not the customer on the service account when the account became inactive. Full payment of all past due fixed standby charges (up to 36 months) is due before services will be reactivated.



10. FIRST READING OF RESOLUTION NO. 2020-861, A  
RESOLUTION INCREASING THE RCSD BOARD OF DIRECTORS  
MEETING STIPEND:  
**DM 2020-05**

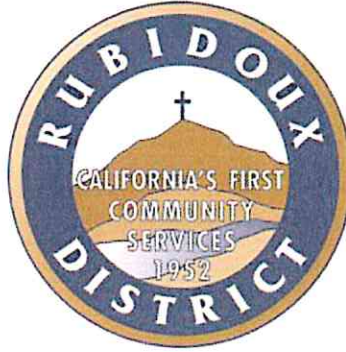
# Rubidoux Community Services District

## Board of Directors

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

## General Manager

Steven W. Appel



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

## DIRECTORS MEMORANDUM 2020-05

February 6, 2020

To:        Rubidoux Community Services District  
              Board of Directors

Subject: Draft Resolution No. 2020-861, A Resolution Increasing the RCSD Board of Directors Meeting Stipend

### **BACKGROUND:**

As authorized by the Board at its last meeting and as discussed in DM 2020-02, staff presents draft Resolution No. 2020-861, a Resolution increasing the regular, special, and emergency board meeting stipend from \$121.55 per meeting to \$155.13 per meeting. The draft Resolution also increases the committee, ad hoc, and workshop meeting stipend from \$50.00 per meeting to \$63.81 per meeting. The increases are consistent with government code regulations, which allow for meeting stipend increases of up to 5% per year.

The \$33.58 per board meeting stipend increase reflects an increase of 5% per year since the last increase approved in July 2014. Regardless of the per meeting stipend amounts, Board Members are still limited to a maximum of \$600.00 per month per Board Member. Draft Resolution 2020-861 is attached for Board review and comment.

Final approval of the increase is subject to a Public Notice and Hearing prior to adoption.

**RECOMMENDATION**

Following Board deliberation, a vote will be necessary to proceed with the increase. With majority approval of the proposed increase, staff will provide public notice and schedule a Public Hearing for the adoption of Resolution No. 2020-861 at the February 20, 2020 Board meeting.

Respectfully,



JEFFREY D. SIMS, P.E.  
Assistant General Manager

Attachments: Draft RCSD Resolution No. 2020-861



RESOLUTION NO. ~~2014-813~~2020-861

RESOLUTION OF THE BOARD OF DIRECTORS OF THE RUBIDOUX COMMUNITY SERVICES DISTRICT ESTABLISHING BOARD MEMBER STIPENDS

**WHEREAS**, Member of the Board of Directors of the Rubidoux Community Services District (District), While serving in their capacity as Directors, schedule and allocate time associated with their duties; and,

**WHEREAS**, Resolution No. 2014-813 presently provides \$121.55 per meeting stipend in attendance for each regular, special, or emergency meeting in attendance. Further, Resolution 2014-813 also stipulates board members shall receive a \$50.00 meeting stipend in attendance for each committee, ad hoc and Board workshops meetings provided that such compensation is limited to a maximum not to exceed \$600.00 per calendar month; and,

**WHEREAS**, Resolution 2014-813 also includes a \$121.55 per meeting stipend requiring Board President or Board Designee representation to the following organizations; County of Riverside Special District Association, Regional Advisory Committee (RAC) or other associations, groups, organizations or JPA's deemed necessary; and,

**WHEREAS**, in accordance to Division 10 of the CA Water Code and pursuant Government Code Section 61047 the Rubidoux Community Services District Board of Directors desire to increase the \$121.55 per meeting stipend 5% per annum from the effective date of Resolution 2014-813, July 17, 2014. Calculating the above, such amount equates to \$155.13 per meeting stipend. In addition, the Rubidoux Community Services District Board of Directors desire to increase the \$50.00 per committee meeting stipend 5% per annum from the effective date of Resolution 2014-813, July 17,

2014. Calculating the above, such amount equates to \$63.81 per committee meeting stipend.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE RUBIDOUX COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE, DETERMINE AND ORDAIN AS FOLLOWS:**

1. The forgoing Recitals are true and correct.
2. Each Board Member shall receive a stipend of \$155.13 for each regular, special, continued and emergency meetings at which the Board Member is in attendance.
3. Board President or designee shall be compensated \$155.13 for each RAC meeting, County of Riverside Special District Association annual meeting or other associations, groups, organizations and JPA's while serving in official capacity as President or Designee.
4. Each Board Member shall receive a stipend of \$63.81 for each Standing Committee, Ad Hoc Committee and Workshop meetings at which the Board Member is in attendance.
5. Each Board Member is limited to a maximum compensation of \$600.00 during any calendar month for all aggregate meetings in attendance.
6. The adoption of Resolution No. 2020-861 will supersede and rescind Resolution No. 2014-813 in its entirety.
7. The effective date of this resolution shall be February 21, 2020.

**BE IT FURTHER RESOLVED**, this resolution was approved and adopted this 20<sup>th</sup> day of February 2020, at the regular meeting of the Board of Directors of the Rubidoux Community Services District by the following vote;

**AYES:**

**NOES:**

**ABSENT:**

**ABSTENTIONS:**

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Armando Muniz, President

**(SEAL)**

**ATTEST:**

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Steven W. AppelJeffrey D. Sims, Secretary of the Board

**APPROVED AS TO FORM AND CONTENT:**

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John R. Harper, District Counsel



11. CONSIDERATION TO REFUND ARAMARK SEWER CAPACITY  
FEES:  
**DM 2020-06**

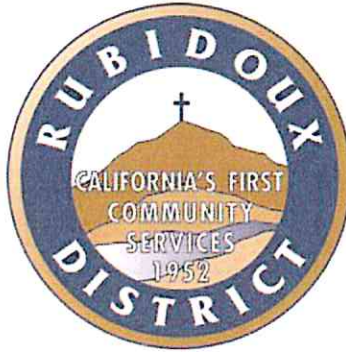
# Rubidoux Community Services District

## Board of Directors

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

## General Manager

Steven W. Appel



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

## DIRECTORS MEMORANDUM 2020-06

February 6, 2020

To:        Rubidoux Community Services District  
              Board of Directors

Subject: Consideration to Refund Aramark Wastewater Capacity Fees

### BACKGROUND:

The Rubidoux Community Services District (District) provides sewer service within its boundaries and conveys the wastewater to the City of Riverside's Regional Water Quality Control Plant (RWQCP) for treatment and disposal in accordance with treatment capacity agreements. The RWQCP provides primary, secondary and tertiary treatment processes pursuant to a National Pollutant Discharge Elimination System permit ("NPDES Permit"). The RWQCP's NPDES Permit requires implementation of an Industrial Waste Pretreatment Program that includes local limits for pollutants in industrial waste that could impair or passthrough treatment processes. The District administers a Pretreatment Program within the District's service area that is tributary to the RWQCP, in accordance with the Pretreatment Agreement between the City of Riverside (Riverside) and the District to Implement, Administer and Enforce an Industrial Wastewater Pretreatment Program dated November 30, 1999.

The Total Dissolved Solids (TDS) local limit needs to be updated periodically to maintain compliance with the NPDES Permit requirements. Riverside retained the services of Krieger & Stewart, Inc. in May of 2015 to evaluate the TDS local limit using protocols developed by the Environmental Protection Agency (EPA). During 2016, Riverside undertook a sampling program for TDS. Based on the sampling results, Krieger & Stewart, Inc. used established EPA methods and protocols to develop the proposed TDS local limits concentration of 1,210 mg/L.

In 2018 the City of Riverside, and the RCSD updated 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 were able to comply with the more restrictive limits except Aramark, therefore they had to purchase capacity and "shift" their industrial waste discharge from our sewer system to SAWPA's Inland Empire Brine Line.



In 2019 work began on a pipeline to redirect Aramark's industrial waste flow from RCSD's sewer system to the Brine Line, and in November 2019, the work was completed. At that time, Aramark's industrial waste began flowing to the Brine Line.

Normally the District does not refund capacity fees paid from developers, but in this case a refund is deemed acceptable due to the following reasons: 1) Changing treatment quality conditions that Aramark cannot meet, and 2) none of the funds were actually used to construct any additional facilities.

Over a 7-year period (2007 to 2014), Aramark purchased varying quantities of industrial wastewater capacity in our sewer system. Ultimately, Aramark's purchased capacity totaled 249,650 gallons per day in our system. That capacity cost Aramark \$1,972,235.00. Subtracting an administrative fee (staff efforts to maintain Aramark in RCSD's sewer system) of \$25,000.00, and additional costs previously agreed to by Aramark (Sampling Manhole) of \$12,238.00; the total due to Aramark is \$1,934,997.00. An itemization of these costs is included in attachment 1.

The Sewer Restricted Capital Improvement Fund account has a current balance of \$2,874,936.00. After Aramark's refund, the Sewer restricted fund will have a balance of \$939,939.00.

### **RECOMMENDATION**

Staff recommends the Rubidoux Community Services District Board of Director's approve the refund of Industrial wastewater capacity fees to Aramark in the amount of \$1,934,997.00. If approved, said check will be processed at the February 20, 2020 regular Board meeting.

Respectfully,



JEFFREY D. SIMS, P.E.  
Assistant General Manager

Attachments:    1) Aramark Refund Calculation  
                      2) Refund Request from Aramark



**Attachment 1**  
**ARAMARK REFUND CALCULATION**

Date	Capacity Purchased (Gallons/Day)	Payment (\$)	
Sep-07	111,650	\$882,035.00	
Nov-11	43,000	\$339,700.00	
Oct-14	25,000	\$197,500.00	
Nov-14	70,000	\$553,000.00	
Total	249,650		\$1,972,235.00
Admin Fee	Staff Effort		(\$25,000.00)
Manhole Work			<u>(\$12,238.00)</u>
			<b><u>TOTAL REFUND</u>    <u>\$1,934,997.00</u></b>



January 6, 2020

Mr. Jeff Sims  
Assistant General Manager  
Rubidoux Community Services District  
3590 Rubidoux Blvd.  
Jurupa Valley, CA 92509

RE: ARAMARK Uniform & Career Apparel, LLC- Aramark Sewer Capacity Fees- 1135 Hall Avenue, Riverside

Dear Mr. Sims:

As of November 1, 2019 Aramark Uniform & Career Apparel, LLC ceased discharging to Rubidoux Community Services District (RCSD's) sewer collection system. This was documented in correspondence from Mr. David Scriven on November 13, 2019 indicating all conditions of the previous Administrative Compliance Order (ACO) were satisfied; and Aramark's Industrial Wastewater Discharge Permit No 17-11A was terminated.

Based on this information, Aramark requests the refund of previously purchased industrial wastewater sewer capacity from RCSD for our facility located at 1135 Hall Avenue, Riverside.

We appreciate your cooperation and assistance regarding this matter. If you have any questions or require additional information, please do not hesitate to contact me at 708-567-0275.

Sincerely,

A handwritten signature in black ink that reads "Tom Dikos".

Tom Dikos  
Manager, Environmental Engineering

CC: R. Nelson

12. DIRECTORS COMMENTS – NON-ACTION



13. ADJOURNMENT