

# Rubidoux Community Services District

## Board of Directors

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

## General Manager

Jeffrey D. Sims



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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, March 4, 2021 at 4:00 PM**

**Pursuant to Paragraph 3 of Executive Order N-29-20, executed by the Governor of California on March 17, 2020 as a response to mitigating the spread of corona virus known as COVID-19:**

During this regular meeting of the Rubidoux Community Services District Board of Directors, members of the public will not be allowed to attend and address the Board in person.

Members of the public wanting to listen to the meeting or address the Board may do so by:

- Using the Zoom App or website for free at: <https://zoom.us/>
  - o Once installed ahead of the meeting, you may choose your audio source as either computer speakers/microphone or telephone.
  - o If you wish to make public comments via the Zoom platform, the Board Secretary will identify you at your time to speak.
  - o Meeting ID is **433-532-2766**.
- Calling into the meeting at any one of the following numbers:

+1 669 900 9128  
+1 346 248 7799  
+1 301 715 8592  
+1 312 626 6799  
+1 646 558 8656  
+1 253 215 8782

Only one person at a time may speak by telephone and only after being recognized by the Secretary of the Board.

1. Call to Order – John Skerbelis, President
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes for the February 18, 2021 Regular Meeting
5. Consideration to Approve March 5, 2021, Salaries, Expenses and Transfers
6. Acknowledgements – This is the time for Members of the Public to address the Board on Any Non-agenda Matter.
7. Correspondence and Related Information - NONE
8. Manager's Report (Second Meeting each Month):
  - a) Operations Report
  - b) Emergency and Incident Report

#### **ACTION ITEMS:**

9. Receive and File the Budget to Actual Report for the Six Months Ended December 31, 2020 and Consideration to Set and Schedule Public Budget Review Workshop Meetings: **DM 2021-11**
10. Consideration to Approve Access Agreement with Pacific Tank Lines: **DM 2021-12**
11. Consider Award of Professional Services Task Order to Krieger and Stewart Engineering Consultants to Prepare RCSD's Annual Consumer Confidence Report: **DM 2021-13**
12. Consider Nomination of RCSD Board of Director for CSDA Board of Directors Seat A, Southern Network: **DM 2021-14**
13. **CLOSED EXECUTIVE SESSION – Conference with Legal Counsel – Potential Exposure to Litigation – Pursuant to Government Code Section 54956.9(d)(2):**  
One Matter
14. Directors Comments - Non-action
15. 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 FEBRUARY 18, 2021, REGULAR MEETING



**MINUTES OF REGULAR MEETING  
February 18, 2021  
RUBIDOUX COMMUNITY SERVICES DISTRICT**

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

**DIRECTORS ABSENT:**

**STAFF PRESENT:** Jeffrey Sims, General Manager  
Ted Beckwith, Director of Engineering  
Brian Laddusaw, Director of Finance/Admin  
Brian Jennings, Customer Service Manager  
Lee Bugbee, System Operator III

Call to order: the meeting of the Board of Directors of the Rubidoux Community Services District by President Skerbelis, at 4:00 P.M., Thursday, February 18, 2020, by teleconferencing at District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

\*At opening of the meeting and upon President Skerbelis request, an Emergency Closed Session was added as Agenda item 12 and original Agenda item 12 and 13 were renumbered to item 13 and 14, respectively.

**ITEM 4. APPROVAL OF MINUTES**

Approval of Minutes for February 4, 2021, Board Meeting.

Director Muniz moved, and Director Trueba seconded to approve the February 4, 2021 Regular Board Minutes.

**Roll call:**

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

Noes – 0

Abstain – 0

Away – 0

The motion was carried unanimously.

**ITEM 5. Consideration to Approve the February 19, 2021 Salaries, Expenses and Transfers.**

Consideration to Approve the February 19, 2021 Salaries, Expenses and Transfers.

**Director Trowbridge moved, and Director Trueba seconded to Approve the February 19, 2021 Salaries, Expenses and Transfers**

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 0**

**The motion was carried unanimously.**

#### **ITEM 6. PUBLIC ACKNOWLEDGE OF NON-AGENDA MATTERS**

There were no members of the public at this time.

#### **ITEM 7. CORRESPONDENCE AND RELATED INFORMATION**

No correspondence or related information to report at this time.

#### **ITEM 8. MANAGER'S REPORT**

##### **Operations Report:**

Mr. Lee Bugbee, System Operator III for the District, reported on the emergency and incident report. There was a coliform positive on three of the Bac-T sites. We sample 10 sites weekly with a total of 30 sites. We are allowed to fail 5% of the District on a monthly basis, which would be two (2). The total coliform requires us to resample, which we did on February 11, 2021 – two (2) days after the initial failure. Both the coliform and the e-coli were absent on all nine (9) sites which we resampled. The next ten (10) samples were taken this week. All ten (10) were coliform and e-coli negative. Currently I am working on a new, revised total coliform report that's started up. It requires us to do a site inspection of all our wells, reservoirs, booster stations, sample sites, and system sample sites. I am required to have the report done by March 12, 2021. Any questions?

JS: Any idea where it came from?

LB: That's why we have to do the inspection. It is our belief that we are using a new sample person and we think that he wasn't being as cautious as he should be, and the weather at that time was breezy. Something could have gotten into the bottle when it was still open. We don't believe it came from our wells or treatment plants or anything like that.

JS: What happened last week on Riverview where the water was gushing out the cones were all around it by the Lion's club.

LB: To be honest with you, I don't know. I'm a treatment operator. I'll find out and let Miguel know for 2 weeks from now.



JS: We'll look into it.

BM: I'm interested in the locations that tested positive.

LB: I can answer that. One was on Avenue Juan Diaz near Riverview; another one was at Mary Ellem near Rodeo; and the other was on Raven near Rathke.

BM: So those are sample sites that are three (3) foot tall, green kind of rectangular thing?

LB: Correct.

BM: Alright. That answers my question. Thanks.

LB: On the reservoir report on January 24, 2021, there is a dip in that line. That was an oddball thing that happened. On the 23<sup>rd</sup>, we got a call out on our SCADA system for low reservoir level. Our standby guy came out and inspected our wells, and everything was running like normal, so we couldn't figure it out. We had him start inspecting our construction sites within the District; Shadow Rock over on Pacific, we found nothing there. We went to Flabob Airport where the school construction site is. We found a hydrant was blown off and all the water was going into the storm drain right next to it off of 42<sup>nd</sup> street – possibly. We lost 6.5 mg over a nine (9) hour period of time. It took an additional eighteen (18) hours to recoup all that loss. This is an example to let you know how important our SCADA system is and our needs to upgrade that.

JS: We filed a claim with the contractor for the cost of losses for the water, the staff time, both for the response and for the fill up for the tank. Fortunately, it was close to a storm drain and a sewer pipe so there wasn't any flooding.

### **Emergency and Fire Report:**

Incidents Reported for the month of January 2021 and Special District Rubidoux CSD. Station 38 had a total of 282 calls. The difference being calls outside the District service area. Of those 198 calls, 70.2% were medical aides. Additionally, there was a report for the City of Jurupa Valley. There were 24 traffic collisions.

### **ITEM 9. Consider CSDA Board of Directors Call for Nominations. DM 2021-08.**

#### **BACKGROUND**

Rubidoux Community Services District ("District") is a member of the California Special Districts Association ("CSDA"). CSDA is a not-for-profit association that was formed in 1969 to promote good governance and improved core local services through professional development, advocacy, and other services for all types of independent special districts.

It has a membership of over 1,000 organizations throughout California representing all types of independent special districts including irrigation, water, park and recreation, cemetery, fire, police protection, library, utility, harbor, healthcare, and community services districts. CSDA provides education and training, insurance programs, legal advice, industry-wide litigation and public relations support, legislative advocacy, capital improvement and equipment funding,



collateral design services, and, most importantly, current information that is crucial to a special district's management and operational effectiveness.

District staff received correspondence from CSDA indicating CSDA'S call for nominations for CSDA Board of Directors Seat A.

CSDA governance involves a Board of Directors comprised of six networks with three seats for each network. The networks are geographic areas within the state of California. The District is in the Southern Network. The three representative Board of Director members for each network are on staggered three-year terms. Seat A for the Southern Network has an expiring term, thus the call by CSDA for nominations to fill this position. The seat is currently filled by Jo MacKenzie – Director Vista Irrigation District. Ms. MacKinzie's bio from Vista Irrigation District is attached. She indicates her intent to run for re-election for Seat A, Southern Section. The other two Southern Network Directors not currently up for re-election are Don Bartz – GM, Phelan Pinon Hills CSD, and Arlene Schafer, Board Member at Costa Mesa Sanitary District.

If any of the District's Board Members are interested in submitting to CSDA for the election to fill the upcoming three-year term for Seat A, Southern Network, it is suggested the following schedule be followed.

February 18, 2021 – Board is presented information regarding the CSDA Seat A, Southern Network call for candidates.

March 4, 2021 – Staff will include an Action Item for the District Board to nominate a Director.

March 18, 2021 – Staff will include an Action Item for the District Board to consider adopting a Resolution supporting the Director from the District as a candidate for CSDA Seat A, Southern Network Board of Directors for the 2022-2024 term.

March 19-26, 2021 – Staff sends CSDA adopted District Resolution and Candidate Information Sheet.

CSDA's deadline is March 29, 2021 for receipt of candidate nominations. Voting will begin May 28, 2021 and end July 16, 2021. The successful candidate will be notified no later than July 20, 2021 with all new CSDA Board Members introduced at the Annual CSDA conference in Monterey, CA in August 2021.

The attached correspondence from CSDA dated January 28, 2021 goes into more details regarding the process. It is recommended Board Members review this in preparation of consideration of nominating a Director on March 4, 2021 at the Board's regularly scheduled Board meeting.

**Information Item Only.**

**ITEM 10. Receive and File Statement of Cash Asset Schedule Report Ending January 2021. DM 2021-09.**

## **BACKGROUND**

Attached for the Board of Directors' consideration is the January 2021 Statement of Cash Asset Schedule Report for all District Fund Accounts. Our YTD interest is \$127,369.93 for District controlled accounts. With respect to District "Funds in Trust", we show \$5,371.50 which has been earned and posted. The District has a combined YTD interest earned total of \$132,741.43 as of January 31, 2021.

The District's Operating Funds (Excluding Restricted Funds and Operating Reserves), we show a balance of \$7,514,812.27 ending January 31, 2021. That's **\$643,687.65 MORE** than July 1, 2020, beginning balance of \$6,871,163.62.

Further, the District's Field/Admin Fund current fund balance is \$626,048.04.

Submitted for the Board of Directors consideration is the *January 2021, Statement of Cash Asset Schedule Report* for your review and acceptance this afternoon.

**Director Muniz moved, and Director Trowbridge seconded to Receive and File the Statement of Cash for the Month of January 2021 for the Rubidoux Community Services District.**

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 0**

**The motion was carried unanimously.**

**ITEM 11. Consider Award of Contract to Construct Foundation and Place Vessels for Well No. 6 GAC Treatment. DM 2021-10.**

### **BACKGROUND**

As the Board of Directors may recall, Rubidoux Community Services District ("District") needs to add Granulated Activated Carbon ("GAC") filtration treatment to meet lower Notification Limit ("NL") and Response Limit ("RL") for PFAS contaminants established by California State Water Quality Resources Control Board Department of Drinking Water ("DDW"). Two components of PFAS contaminants are PFOA and PFOS. The new NL and RL are 5.1 ppt and 10 ppt for PFOA, and are 6.5 ppt and 40 ppt for PFOS, respectively. The new NL and RL are 5.1 ppt and 10 ppt for PFOA, and are 6.5 ppt and 40 ppt for PFOS, respectively. Conducted tenting and laboratory results indicate all District potable wells are at or just above these limits. DDW has issued the District and Order requiring quarterly sampling and if the annual average exceeds the lowered limits, the District will need to notify its customers they are being served water with contaminants above the limits set by DDW. The annual average reporting occurs in 4<sup>th</sup> quarter of Calendar Year 2021. To be below the limits, treatment systems are being added at all District potable wells.

The District has added treatment for Well 4 by using GAC with two Pressure Vessels ("PV's") in parallel (Q =1100 gpm). Additionally, treatment for Well 2 is done with two GAC PV's in



parallel (Q = 900 gpm). The District is also in the process of developing an Ion Exchange ("IX") system in series to treat water produced from Wells 1A, 8 and 18 (Q = 4900 gpm). The last well is Well 6. The District's Board has previously authorized purchase of three refurbished PV's to treat water produced at Well 6 (Q – 2200 gpm). These PV's are currently being refurbished and will soon be ready to ship to the District.

To proceed with installation of these PV's at Well 6 the District hired TKE Engineering to prepare bidding documents for the installation work. This work consists of a concrete foundation to support the PV's and all associated piping to connect the wells to the PV's for treatment and connection back to the District's water distribution system. The District advertised the project following the public bid process and bid opening was February 8, 2021.

The District received 4 bids with the lowest responsible bid received from Atom Engineering Construction, Incorporated in the amount of \$96,398. Staff requested and the Board approved appropriations for a portion of this work in Director's Memorandum 2020-57 the Board authorized funds for the Crane Rental with Operator (to place the PV's in place) and the Concrete Foundation and Tank Anchorage plus the proportionate part of the contingency. This totaled \$56,754. Not requested in DM 2020-57 were additional items such as preparing and implementing a Water Pollution Control Plan required by the NPDES, Bid Bonds, protection of nearby utilities, or disposal of spoils and asphalt removed to place the concrete pad. The Contractor's Bid is \$96,398 or \$42,644 more than previously approved for this work in DM 2020-57. In addition to provide for potential change orders, staff recommends a 10% Contingency beyond what the Contractor has bid, or \$9,640 resulting in a total of an additional \$52,283 required to complete this work.

As part of the District's overall PFAS mitigation efforts, staff in DM 2020-62 requested funds for Converse Consultants to prepare a Geotechnical Investigation and provide Construction Testing and Inspection for the recently awarded Ion Exchange PFAS Removal Project at Mn Plant #2. It was later determined Hazen and Sawyer, the lead consulting engineering firm on the IX PFAS Removal Project, had already included the cost of the required Geotechnical Investigation from Converse Consultants for the Well No. 6 concrete pad. The value of that work already included in the IX PFAS Removal Project is \$13,875 and can be reallocated for this work. It is proposed to re-allocate these funds to Construct the Foundation and Place Vessels for Well No. 6 GAC Treatment. Both allocations for these projects are from the Water Capital Improvement Projects (CIP) Fund. Total additional funds needed results in a net amount of \$38,409 and summarized below:

Low Bid for Well No. 6 Concrete Pad	\$ 96,398
10% Contingency	\$ 4,640
Total	<u>\$106,038</u>
Reallocate approvals from DM 2020-57	<\$53,754>
Reallocate approvals from DM 2020-62	<\$13,875>
Net Budget Amendment Required	<u>\$ 38,409</u>

**Director Skerbelis moved, and Director Muniz seconded the Board of Directors approve the General Manager to:**



1. Amend the FY 2020-2021 Budget by moving the GAC Pressure Vessel Installation Project funding of \$38,409 from Water Fund Reserves to the Water Capital Improvement Projects (CIP) Fund.
2. Re-allocate funds from the previously approved professional services contract with Converse Consultants for the Ion Exchange Project to the Well 6 Project in the amount of \$13,875.
3. Approve a contract with Atom Engineering Construction in the amount of \$96,398 to perform work per attached bid using the Water Capital Improvement (CIP) Fund.

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 0**

**The motion was carried unanimously.**

**\*Add Agenda Item 12 Closed Executive Session, renumber original Item 12 and 13 to 13 and 14, respectively.**

**ITEM 12. CLOSED EXECUTIVE SESSION: Pursuant to Government Code Section 54956.9.**

**No Reportable Action**

**ITEM 13. Directors Comments.**

**ITEM 14. Adjournment**

**Director Skerbelis adjourned the meeting at 4:53 PM.**

5. CONSIDERATION TO:

APPROVE MARCH 5, 2021 SALARIES, EXPENSES AND TRANSFERS

RUBIDOUX COMMUNITY SERVICES DISTRICT  
MARCH 4, 2021 (BOARD MEETING)  
FUND TRANSFER AUTHORIZATION

<b>NET PAYROLL 3/5/21</b>	60,700.00
WIRE TRANSFER: FEDERAL PAYROLL TAXES 3/8/21	26,000.00
WIRE TRANSFER: STATE PAYROLL TAXES 3/8/21	5,500.00
WIRE TRANSFER: TO CREDIT UNION	2,500.00
WIRE TRANSFER: PERS RETIREMENT	17,491.00
WIRE TRANSFER: PERS REPLACEMENT BENEFIT	-
WIRE TRANSFER: PERS HEALTH PREMIUMS	33,307.00
WIRE TRANSFER: PERS RETIRED HEALTH PREMIUMS AND FEES	1,665.00
WIRE TRANSFER: SECTION 125	50.00
WIRE TRANSFER: SECTION 457 AND 401(A)	2,800.00

<b>VACATION BUYBACK 3/5/21</b>	2,550.00
WIRE TRANSFER: FEDERAL PAYROLL TAXES 3/8/21	700.00
WIRE TRANSFER: STATE PAYROLL TAXES 3/8/21	100.00

**CHECKING ACCOUNT TRANSFERS FOR ACCOUNTS PAYABLE:**

3/5/2021 WATER FUND TO GENERAL FUND-Payables	74,236.47
WATER FUND TO GENERAL FUND-Trash	136,044.73
WATER FUND TO SEWER FUND	101,489.85
SEWER FUND TO GENERAL FUND-Payables	3,546.40

**INTERFUND TRANSFERS:**

3/5/2021 SEWER FUND CHECKING TO LAIF SEWER OP	100,000.00
SEWER FUND CHECKING TO LAIF SEWER ML	-
SEWER FUND CHECKING TO GENERAL FUND CHECKING	143.00
SEWER FUND CHECKING TO WATER FUND CHECKING	-
GENERAL FUND CHECKING TO LAIF FIRE MITIGATION	-
GENERAL FUND PROP TAX TO GENERAL FUND CHECKING	43,000.00
GENERAL FUND CHECKING TO SEWER FUND CHECKING	-
LAIF GENERAL TO GENERAL FUND CHECKING	-
LAIF PROPERTY TAX TO GENERAL FUND CHECKING	161,000.00
WATER FUND CHECKING TO LAIF-COP PAYBACK	31,000.00
WATER FUND CHECKING TO LAIF-W.R.	4,000.00
WATER FUND CHECKING TO GENERAL FUND CHECKING	3,845.75
LAIF WATER ML TO LAIF WATER REPLACEMENT	-
LAIF WATER ML TO LAIF WATER OPS	9,102.50
LAIF WATER OP TO WATER FUND CHECKING	-
LAIF WATER OP TO LAIF WATER RESERVE	-
LAIF FIELD/ADMIN BLDG TO LAIF WATER OP	3,273.75
WATER FUND CHECKING TO LAIF WATER RESERVE	-
WATER FUND CHECKING TO LAIF WATER OP	98,000.00

**NOTES PAYABLE**

<u>DESCRIPTION</u>	<u>BALANCE</u>		<u>PAYMENT</u>	<u>DUE DATE</u>
U.S. Bank Trust (1998 COP's Refunding)	2,560,000	Prin.	-	Jun-21
U.S. Bank Trust (1998 COP's Refunding)	334,815	Intr.	65,280	Jun-21
MN Plant-State Revolving Loan	4,003,035	Prin.	130,645	Jul-21
MN Plant-State Revolving Loan	731,512	Intr.	51,453	Jul-21



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

2/25/2021 11:12:55 AM

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Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #
PO Number					Check #			Discount
GL Date		Immediate GL Account			Credit Card	CC Reference #	Payment Date	Total Invoice
1	AIRESPRING / AIRESPRING	2/16/2021 ✓	N	N		3/12/2021 ✓	2/16/2021	146005631 ✓
	PHONE CHGS							\$0.00
3/4/2021 ✓					N			\$522.72 ✓
2	AKELA / AKELA PEST CONTROL INC ✓	2/17/2021 ✓	N	N		3/19/2021 ✓	2/17/2021	011559896 ✓
	PEST CONTRL							\$0.00
3/4/2021 ✓					N			\$174.00 ✓
3	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓	2/12/2021 ✓	N	N		3/14/2021 ✓	2/12/2021	CB11350-0267 ✓
	WTR ANALYSES							\$0.00
3/4/2021 ✓					N			\$96.00 ✓
4	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓	2/12/2021 ✓	N	N		3/14/2021 ✓	2/12/2021	CB11355-0267 ✓
	WTR ANALYSES							\$0.00
3/4/2021 ✓					N			\$420.00 ✓
5	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓	2/12/2021 ✓	N	N		3/14/2021 ✓	2/12/2021	CB11360-0267 ✓
	WTR ANALYSES							\$0.00
3/4/2021 ✓					N			\$64.00 ✓
6	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓	2/12/2021 ✓	N	N		3/14/2021 ✓	2/12/2021	CB11361-0267 ✓
	WTR ANALYSES							\$0.00
3/4/2021 ✓					N			\$148.00 ✓
7	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓	2/12/2021 ✓	N	N		3/14/2021 ✓	2/12/2021	CB11362-0267 ✓
	WTR ANALYSES							\$0.00
3/4/2021 ✓					N			\$232.00 ✓
8	CHASE CARD SERVICES / CHASE CARD SERVICES ✓	2/17/2021 ✓	N	N		3/11/2021 ✓	2/17/2021	21M77049795.A ✓
	OFC EQUIP							\$0.00
3/4/2021 ✓					N			\$274.60 ✓
9	CHASE CARD SERVICES / CHASE CARD SERVICES ✓	2/17/2021 ✓	N	N		3/11/2021 ✓	2/17/2021	21M77049795.B ✓
	TEMP QTRS							\$0.00
3/4/2021 ✓					N			\$1,462.46 ✓
10	CHASE CARD SERVICES / CHASE CARD SERVICES ✓	2/17/2021 ✓	N	N		3/11/2021 ✓	2/17/2021	21M77049795.C ✓
	SUBSCRIPTION							\$0.00
3/4/2021 ✓					N			\$14.99 ✓
11	CHASE CARD SERVICES / CHASE CARD SERVICES ✓	2/17/2021 ✓	N	N		3/11/2021 ✓	2/17/2021	21M77049795.D ✓
	HDSET/WRK LNCH							\$0.00
3/4/2021 ✓					N			\$95.06 ✓
12	CHASE CARD SERVICES / CHASE CARD SERVICES ✓	2/17/2021 ✓	N	N		3/11/2021 ✓	2/17/2021	21M77049795.E ✓
	HDST/WRK LNCH							\$0.00
3/4/2021 ✓					N			\$52.77 ✓
13	CHASE CARD SERVICES / CHASE CARD SERVICES ✓	2/17/2021 ✓	N	N		3/11/2021 ✓	2/17/2021	21M77049795.F ✓
	VEHICLE LOGOS							\$0.00
3/4/2021 ✓					N			\$269.38 ✓
14	CHASE CARD SERVICES / CHASE CARD SERVICES ✓	2/17/2021 ✓	N	N		3/11/2021 ✓	2/17/2021	21M77049795.G ✓
	FLOOR MTS JEEP							\$0.00
3/4/2021 ✓					N			\$147.25 ✓
15	CHASE CARD SERVICES / CHASE CARD SERVICES ✓	2/17/2021 ✓	N	N		3/11/2021 ✓	2/17/2021	21M77049795.H ✓
	UNIFORMS							\$0.00
3/4/2021 ✓					N			\$103.44 ✓
16	CHASE CARD SERVICES / CHASE CARD SERVICES ✓	2/17/2021 ✓	N	N		3/11/2021 ✓	2/17/2021	21M77049795.I ✓
	KEYBOARD							\$0.00
3/4/2021 ✓					N			\$46.73 ✓
17	DUNHAM / DUNHAM, TERESA C ✓	2/11/2021 ✓	N	N		3/13/2021 ✓	2/11/2021	11425320-03 ✓
	RFND OVRPY							\$0.00
3/4/2021 ✓					N			\$129.89 ✓

\$2,466.68

# AP Enter Bills Edit Report

Rubidoux Community Services District (RCSACT)  
Batch: AAAAMF

2/25/2021 11:12:55 AM

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Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #
PO Number		Inv Date	Paid Out	Immediate	Check #			Discount
GL Date	Immediate GL Account				Credit Card	CC Reference #	Payment Date	Total Invoice
18	HARRIS COMPUTER SYSTEMS / HARRIS COMPUTER ✓							CT049541 ✓
USR LIC - REYES	2/17/2021 ✓	N	N			3/19/2021 ✓	2/17/2021	\$0.00
3/4/2021 ✓					N			\$525.00 ✓
19	ICE CARE COMPANY / ICE CARE COMPANY ✓							1054 ✓
REPAIR	2/9/2021 ✓	N	N			2/9/2021 ✓	2/9/2021	\$0.00
3/4/2021 ✓					N			\$300.99 ✓
20	INFOSEND / INFOSEND, INC ✓							185329.A ✓
JAN BILL PRNT	1/23/2021 ✓	N	N			2/22/2021 ✓	1/23/2021	\$0.00
3/4/2021 ✓					N			\$837.62 ✓
21	INFOSEND / INFOSEND, INC ✓							185329.B ✓
JAN POSTAGE	1/23/2021 ✓	N	N			2/22/2021 ✓	1/23/2021	\$0.00
3/4/2021 ✓					N			\$2,537.03 ✓
22	INFOSEND / INFOSEND, INC ✓							185980.A ✓
BILL PRNT	1/31/2021 ✓	N	N			3/2/2021 ✓	1/31/2021	\$0.00
3/4/2021 ✓					N			\$0.90
23	INFOSEND / INFOSEND, INC ✓							185980.B ✓
POSTAGE	1/31/2021 ✓	N	N			3/2/2021 ✓	1/31/2021	\$0.00
3/4/2021 ✓					N			\$2.31
24	INLAND DESERT SECURITY / INLAND DESERT SECUI ✓							210100636101 ✓
CALL FWRDING	2/15/2021 ✓	N	N			2/15/2021 ✓	2/15/2021	\$0.00
3/4/2021 ✓					N			\$27.00 ✓
25	KUMA TIRE / KUMA TIRE & WHEEL ✓							126220 ✓
R&M TRK	2/16/2021 ✓	N	N			3/18/2021 ✓	2/16/2021	\$0.00
3/4/2021 ✓					N			\$50.00 ✓
26	LILLESTRAND / LILLESTRAND LEADERSHIP CONSUL ✓							7395 ✓
CNSLTNG SVCS	1/31/2021 ✓	N	N			3/2/2021 ✓	1/31/2021	\$0.00
3/4/2021 ✓					N			\$2,810.00 ✓
27	MASTER'S / MASTER'S SERVICES (GLACIER) ✓							000000160072 ✓
BTL WTR	2/10/2021 ✓	N	N			3/12/2021 ✓	2/10/2021	\$0.00
3/4/2021 ✓					N			\$27.80 ✓
28	MERIT OIL / MERIT OIL COMPANY ✓							628971 ✓
GASOLINE	2/10/2021 ✓	N	N			2/25/2021 ✓	2/10/2021	\$0.00
3/4/2021 ✓					N			\$1,310.99 ✓
29	MERIT OIL / MERIT OIL COMPANY ✓							629532 ✓
DIESEL FUEL	2/11/2021 ✓	N	N			2/26/2021 ✓	2/11/2021	\$0.00
3/4/2021 ✓					N			\$158.26 ✓
30	RUHNAU / RUHNAU CLARKE ARCHITECTS ✓							13839 ✓
ADMN BLDG CNSLT	1/29/2021 ✓	N	N			2/28/2021 ✓	1/29/2021	\$0.00
3/4/2021 ✓					N			\$3,273.75 ✓
31	SCE / SCE ✓							21M2271820763 ✓
WTR PMP ENRGY	2/23/2021 ✓	N	N			3/15/2021 ✓	2/23/2021	\$0.00
3/4/2021 ✓					N			\$170.82 ✓
32	SCE / SCE ✓							21M2036525640 ✓
MAIN OFC UTLTY	2/10/2021 ✓	N	N			3/1/2021 ✓	2/10/2021	\$0.00
3/4/2021 ✓					N			\$826.67 ✓
33	SCE / SCE ✓							21M2036525988 ✓
SWR PMP ENRGY	2/20/2021 ✓	N	N			3/11/2021 ✓	2/20/2021	\$0.00
3/4/2021 ✓					N			\$961.07 ✓
34	SCE / SCE ✓							21M2283710317 ✓
FIRE STN UTLTY	2/10/2021 ✓	N	N			3/1/2021 ✓	2/10/2021	\$0.00
3/4/2021 ✓					N			\$1,134.27 ✓

\$3,374.65

\$3.21

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PO Number					Check #			Discount
GL Date	Immediate GL Account				Credit Card	CC Reference #	Payment Date	Total Invoice
35	SCE / SCE ✓							21M2352968572 ✓
WTR PMP ENRGY	2/23/2021 ✓	N	N			3/15/2021 ✓	2/23/2021	\$0.00
3/4/2021 ✓					N			\$414.80 ✓
36	ORKIN / ORKIN ✓							210416181 ✓
PEST CNTL - FIRESTN	2/16/2021 ✓	N	N			3/18/2021 ✓	2/16/2021	\$0.00
3/4/2021 ✓					N			\$10,547.00 ✓
37	WESTERN MUNICIPAL WATER / WESTERN MUNICIPA ✓							IN12734 ✓
DEC '20 BRINE	2/5/2021 ✓	N	N			3/7/2021 ✓	2/5/2021	\$0.00
3/4/2021 ✓					N			\$150.00 ✓
38	WESTERN MUNICIPAL WATER / WESTERN MUNICIPA ✓							IN12743 ✓
ANNUAL PRMT - BRINE	2/12/2021 ✓	N	N			3/14/2021 ✓	2/12/2021	\$0.00
3/4/2021 ✓					N			\$6,046.00 ✓
39	AQUA METRIC SALES / AQUA METRIC SALES CO ✓							INV0081235 ✓
1.5" MTRS	2/19/2021 ✓	N	N			3/21/2021 ✓	2/19/2021	\$0.00
3/4/2021 ✓					N			\$1,295.16 ✓
40	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							CB10516-0267 ✓
WTR ANALYSES	2/5/2021 ✓	N	N			3/7/2021 ✓	2/5/2021	\$0.00
3/4/2021 ✓					N			\$420.00 ✓
41	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							CB11445-0267 ✓
WTR ANALYSES	2/16/2021 ✓	N	N			3/18/2021 ✓	2/16/2021	\$0.00
3/4/2021 ✓					N			\$3,576.00 ✓
42	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							CB11454-0267 ✓
WTR ANALYSES	2/16/2021 ✓	N	N			3/18/2021 ✓	2/16/2021	\$0.00
3/4/2021 ✓					N			\$48.00 ✓
43	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							CB11908-0267 ✓
WTR ANALYSES	2/19/2021 ✓	N	N			3/21/2021 ✓	2/19/2021	\$0.00
3/4/2021 ✓					N			\$105.00 ✓
44	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							CB11912-0267 ✓
WTR ANALYSES	2/19/2021 ✓	N	N			3/22/2021 ✓	2/19/2021	\$0.00
3/4/2021 ✓					N			\$148.00 ✓
45	BOOT BARN / BOOT BARN ✓							CRE00003449 ✓
CREDIT	2/12/2021 ✓	N	N			3/14/2021 ✓	2/12/2021	\$0.00
3/4/2021 ✓					N			(\$21.75) ✓
46	BPS B'S POOL SUPPLIES / B.P.S. B's POOL SUPPLIES ✓							1067381 ✓
SODIUM HYPO	2/16/2021 ✓	N	N			3/18/2021 ✓	2/16/2021	\$0.00
3/4/2021 ✓					N			\$661.91 ✓
47	COLE EQUIPMENT / COLE EQUIPMENT INC. ✓							35220 ✓
60' BOOM	2/17/2021 ✓	N	N			3/19/2021 ✓	2/17/2021	\$0.00
3/4/2021 ✓					N			\$704.36 ✓
48	CROWN ACE HARDWARE / CROWN ACE HARDWARE ✓							082245 ✓
SUPPLIES	2/17/2021 ✓	N	N			3/19/2021 ✓	2/17/2021	\$0.00
3/4/2021 ✓					N			\$15.90 ✓
49	CROWN ACE HARDWARE / CROWN ACE HARDWARE ✓							082256 ✓
SUPPLIES	2/18/2021 ✓	N	N			3/20/2021 ✓	2/18/2021	\$0.00
3/4/2021 ✓					N			\$30.78 ✓
50	DURNEY DON / DURNEY, DON ✓							20210224 ✓
WEED ABATE/GRNDNG	2/24/2021 ✓	N	N			3/26/2021 ✓	2/24/2021	\$0.00
3/4/2021 ✓					N			\$952.50 ✓
51	EAGLE / EAGLE ROAD SVC & TIRE ✓							1-GS175887 ✓
R&M TRK	2/19/2021 ✓	N	N			3/21/2021 ✓	2/19/2021	\$0.00
3/4/2021 ✓					N			\$166.86 ✓



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PO Number					Check #			Discount
GL Date	Immediate GL Account				Credit Card	CC Reference #	Payment Date	Total Invoice
52	CLA-VAL / CLA-VAL ✓							814782 ✓
VALVE RBLD MN2	2/15/2021 ✓	N	N			3/17/2021 ✓	2/15/2021	\$0.00
3/4/2021 ✓				N				\$6,580.23 ✓
53	KUMA TIRE / KUMA TIRE & WHEEL ✓							126228 ✓
R&M TRK	2/17/2021 ✓	N	N			3/19/2021 ✓	2/17/2021	\$0.00
3/4/2021 ✓				N				\$25.00 ✓
54	MERIT OIL / MERIT OIL COMPANY ✓							630201 ✓
GASOLINE	2/17/2021 ✓	N	N			3/4/2021 ✓	2/17/2021	\$0.00
3/4/2021 ✓				N				\$872.53 ✓
55	R&D MECHANICAL / R&D MECHANICAL SUPPLY, INC ✓							11004518 ✓
STOCK	2/11/2021 ✓	N	N			3/13/2021 ✓	2/11/2021	\$0.00
3/4/2021 ✓				N				\$4,932.90 ✓
56	R&D MECHANICAL / R&D MECHANICAL SUPPLY, INC ✓							11004527 ✓
STOCK	2/16/2021 ✓	N	N			3/18/2021 ✓	2/16/2021	\$0.00
3/4/2021 ✓				N				\$424.13 ✓
57	SOCAL TRUCK / SOCAL TRUCKWORKS ✓							10345 ✓
R&M TRK	2/17/2021 ✓	N	N			3/19/2021 ✓	2/17/2021	\$0.00
3/4/2021 ✓				N				\$331.03 ✓
58	SOCAL TRUCK / SOCAL TRUCKWORKS ✓							10356 ✓
R&M TRK	2/19/2021 ✓	N	N			3/21/2021 ✓	2/19/2021	\$0.00
3/4/2021 ✓				N				\$367.10 ✓
59	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							CB12095-0267 ✓
WTR ANALYSES	2/23/2021 ✓	N	N			3/25/2021 ✓	2/23/2021	\$0.00
3/4/2021 ✓				N				\$96.00 ✓
60	BOOT BARN / BOOT BARN ✓							INV00092756 ✓
BOOTS - LKWD/MTHSN	2/18/2021 ✓	N	N			3/20/2021 ✓	2/18/2021	\$0.00
3/4/2021 ✓				N				\$291.58 ✓
61	KH METALS / KH METALS & SUPPLY ✓							0552637-IN ✓
TOOL	2/23/2021 ✓	N	N			3/25/2021 ✓	2/23/2021	\$0.00
3/4/2021 ✓				N				\$73.95 ✓
62	LAWNMOWER CENTER / LAWNMOWER CENTER ✓							14374 ✓
R&M EQUIP	2/24/2021 ✓	N	N			3/26/2021 ✓	2/24/2021	\$0.00
3/4/2021 ✓				N				\$202.81 ✓
63	TKE ENGINEERING / TKE ENGINEERING, INC. ✓							2020-643 ✓
ARCO CAR WSH 30TH ST	10/30/2020 ✓	N	N			10/30/2020 ✓	10/30/2020	\$0.00
3/4/2021 ✓				N				\$397.50 ✓
64	TKE ENGINEERING / TKE ENGINEERING, INC. ✓							2020-644 ✓
AGUA MANSA	10/30/2020 ✓	N	N			10/30/2020 ✓	10/30/2020	\$0.00
3/4/2021 ✓				N				\$150.00 ✓
65	TKE ENGINEERING / TKE ENGINEERING, INC. ✓							2020-645 ✓
PFAS N03 PLT	10/30/2020 ✓	N	N			10/30/2020 ✓	10/30/2020	\$0.00
3/4/2021 ✓				N				\$2,565.00 ✓
66	TKE ENGINEERING / TKE ENGINEERING, INC. ✓							2020-646 ✓
HIGHLND PK PLN CK	10/30/2020 ✓	N	N			10/30/2020 ✓	10/30/2020	\$0.00
3/4/2021 ✓				N				\$11,956.15 ✓
67	TKE ENGINEERING / TKE ENGINEERING, INC. ✓							2020-647 ✓
1360' PRESS ZN	10/30/2020 ✓	N	N			10/30/2020 ✓	10/30/2020	\$0.00
3/4/2021 ✓				N				\$6,537.50 ✓
68	TKE ENGINEERING / TKE ENGINEERING, INC. ✓							2020-648 ✓
RUBDX BUS PK	10/30/2020 ✓	N	N			10/30/2020 ✓	10/30/2020	\$0.00
3/4/2021 ✓				N				\$1,970.00 ✓

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PO Number		Inv Date	Paid Out	Immediate	Check #	Due Date	Discount Date	Discount
GL Date	Immediate GL Account				Credit Card	CC Reference #	Payment Date	Total Invoice
69	TKE ENGINEERING / TKE ENGINEERING, INC. ✓							2020-735 ✓
WTR CNSLT		2/15/2021 ✓	N	N		2/15/2021 ✓	2/15/2021	\$0.00
3/4/2021 ✓					N			\$2,415.00 ✓
70	TKE ENGINEERING / TKE ENGINEERING, INC. ✓							2020-792 ✓
TTM 37109		1/29/2021 ✓	N	N		1/29/2021 ✓	1/29/2021	\$0.00
3/4/2021 ✓					N			\$1,377.50 ✓
71	TKE ENGINEERING / TKE ENGINEERING, INC. ✓							2020-893 ✓
HGLND PK PLN CK		1/8/2021 ✓	N	N		2/7/2021 ✓	1/8/2021	\$0.00
3/4/2021 ✓					N			\$21,160.00 ✓
72	TKE ENGINEERING / TKE ENGINEERING, INC. ✓							2020-894 ✓
ANNX SVC AREAS		1/8/2021 ✓	N	N		1/8/2021 ✓	1/8/2021	\$0.00
3/4/2021 ✓					N			\$715.00 ✓
73	TKE ENGINEERING / TKE ENGINEERING, INC. ✓							2020-895 ✓
RBDX BUS PK		1/8/2021 ✓	N	N		1/8/2021 ✓	1/8/2021	\$0.00
3/4/2021 ✓					N			\$2,632.50 ✓
74	JADTEC SECURITY / JADTEC SECURITY SVCS, INC. ✓							2213761 ✓
MONITORING		3/1/2021 ✓	N	N		3/11/2021 ✓	3/1/2021	\$0.00
3/4/2021 ✓					N			\$53.85 ✓
75	KH METALS / KH METALS & SUPPLY ✓							0552817-IN ✓
SUPPLIES/PARTS		2/24/2021 ✓	N	N		3/26/2021 ✓	2/24/2021	\$0.00
3/4/2021 ✓					N			\$115.14 ✓
76	MERIT OIL / MERIT OIL COMPANY ✓							631757 ✓
DIESEL FUEL		2/24/2021 ✓	N	N		3/11/2021 ✓	2/24/2021	\$0.00
3/4/2021 ✓					N			\$120.63 ✓
77	MCVEIGH, PATRICIA / McVEIGH, PATRICIA C ✓							60 ✓
MINUTES		2/25/2021 ✓	N	N		3/27/2021 ✓	2/25/2021	\$0.00
3/4/2021 ✓					N			\$3,150.00 ✓
78	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC. ✓							0210_022421.A
COMM TRSH 2/10-2/24		2/25/2021 ✓	N	N		3/27/2021 ✓	2/25/2021	\$0.00
3/4/2021 ✓					N			\$32,184.45
79	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC. ✓							0210_022421.B
RES TRSH 2/10-2/24		2/25/2021 ✓	N	N		3/27/2021 ✓	2/25/2021	\$0.00
3/4/2021 ✓					N			\$103,860.28
80	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC. ✓							0210_022421.C
RCSD SHR COMM		2/25/2021 ✓	N	N		3/27/2021 ✓	2/25/2021	\$0.00
3/4/2021 ✓					N			(\$3,218.45)
81	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC. ✓							0210_022421.D
RCSD SHR RES		2/25/2021 ✓	N	N		3/27/2021 ✓	2/25/2021	\$0.00
3/4/2021 ✓					N			(\$866.92)
82	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC. ✓							0210_022421.E
BILLING FEE		2/25/2021 ✓	N	N		3/27/2021 ✓	2/25/2021	\$0.00
3/4/2021 ✓					N			(\$3,000.00)
83	SCE / SCE ✓							21M2024179475.A ✓
WTR PMP ENRGY		2/25/2021 ✓	N	N		3/16/2021 ✓	2/25/2021	\$0.00
3/4/2021					N			\$27,909.15 ✓
84	SCE / SCE ✓							21M2024179475.B ✓
FLD OFC UTLTY		2/25/2021 ✓	N	N		3/16/2021 ✓	2/25/2021	\$0.00
3/4/2021					N			\$89.66 ✓
85	SCE / SCE ✓							21M2024179475.C ✓
N03 PLNT		2/25/2021 ✓	N	N		3/16/2021 ✓	2/25/2021	\$0.00
3/4/2021					N			\$687.19 ✓

\$128,959.36

\$28,686.00



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PO Number		Immediate GL Account			Check #		Payment Date	Discount
GL Date					Credit Card	CC Reference #		Total Invoice
86	SCE / SCE ✓							21M2323283572 ✓
SWR PMP ENRGY		2/25/2021 ✓	N	N		3/16/2021 ✓	2/25/2021	\$0.00
3/4/2021 ✓					N			\$318.59 ✓
87	SCE / SCE ✓							21M2317748135 ✓
SWR PMP ENRGY		2/25/2021 ✓	N	N		3/16/2021 ✓	2/25/2021	\$0.00
3/4/2021 ✓					N			\$2,130.27 ✓
Grand Totals								

Total Direct Expense: \$281,182.66  
Total Direct Expense Adj: (\$7,107.12) ①  
Total Non-Electronic Transactions: \$274,075.54 = xfer sch.

## Report Summary

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

① 7,107.12  
7,085.37 Tri-60  
21.75 Boot Barn  
7,107.12  
0.00

6. ACKNOWLEDGEMENTS – THIS IS THE TIME FOR MEMBERS  
OF THE PUBLIC TO ADDRESS THE BOARD ON ANY NON-  
AGENDA MATTER.



7. CORRESPONDENCE AND RELATED INFORMATION

- NONE

8. MANAGER'S REPORT (Second Meeting each Month)

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



9. RECEIVE AND FILE THE BUDGET TO ACTUAL REPORT FOR THE SIX MONTHS ENDED DECEMBER 31, 2020 AND CONSIDERATION TO SET AND SCHEDULE PUBLIC BUDGET REVIEW WORKSHOP MEETINGS:

**DM 2021-11**

# Rubidoux Community Services District

## Board of Directors

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



## General Manager

Jeffrey D. Sims

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

## DIRECTORS MEMORANDUM 2021-11

March 4, 2021

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

**Subject:** Receive and File the Budget to Actual Report for the Six Months Ended December 31, 2020  
and Consideration to Set and Schedule Public Budget Review Workshop Meetings

### BACKGROUND:

At the June 20, 2019 Board Meeting, the Board of Directors adopted a two (2) year budget for FY 2019|2020 and FY 2020|2021. Prior to this, it had been District practice to adopt single year budgets. A two (2) year budget was adopted for FY 2019|2020 and FY 2020|2021 to minimize the amount of staff time used year-over-year on the budget setting process. This decision was to improve efficiency of the overall budgeting process, as many times repetitive decisions are made during an annual budgeting process, thus freeing up staff for other activities. Although staff does its best during the budgeting process to ensure the budget is as accurate as possible, certain unforeseen items, regulations, etc. affect the District during the course of a fiscal year. For example, DDW's lowering of PFAS contaminant levels created the need for significant unanticipated expenses. As the Directors are aware, when District funds need to be encumbered and spent outside of our approved budgeted amounts, staff seeks Board approval of budget amendments through Board letters.

Year one (1) of the biennial budget ended June 30, 2020. At the September 3, 2020 Board Meeting, staff presented the unaudited actual revenue and expense information compared to budgeted amounts for the year ended. This information, as presented to the Board, did not include the usual adjustments made by the District's auditors, RAMS, for items like CalPERS pension liability and other post-employment benefit liability adjustments. A month later, at the October 15, 2020 Board Meeting, staff presented the final draft



version of the District's Financial Statements. The Financial Statements were approved by the Board unanimously and issued October 16, 2020. Subsequent to the Board's approval, District staff recorded all proposed adjustments into our accounting software and closed the year accordingly.

Currently, the District is in the second year of the biennial budget. Attached for the Board of Directors' consideration is the Budget vs Actual Report for the Six Months Ended December 31, 2020.

### **PRESENTATION BY STAFF**

In March, staff will begin working on the upcoming fiscal year 2021|2022 budget. Due to the ongoing uncertainty of the water/waste-water industry as seen these last two years, staff plans to revert to an annual budgeting cycle as opposed to a biennial budgeting cycle. Staff believes the switch will provide more reliable and current information to the Board and reduce budget amendments.

It has been the practice of the Rubidoux Community Services District to call and schedule public workshop meetings for the development of the draft Operations and Capital Improvement Project budgets. The proposed meetings would be conducted prior to the regular District Board meetings in April and May at 3:00 PM to minimize impact to your weekly schedules.

The following tentative schedule is for your review and consideration. Final budget modifications will be adopted at the June 17, 2021 Board meeting.

### **PROPOSED BUDGET REVIEW WORKSHOP SCHEDULE**

March 5 – April 15, 2021	Staff Prepares Draft Budget
April 15, 2021 @ 3:00 PM	First Budget Review Workshop
May 4, 2021 @ 3:00 PM	Second Budget Review Workshop
May 4, 2021 @ 4:00 PM	Call and Set Public Hearing
June 17, 2021 @ 4:00 PM	Public Hearing and Adoption of the Budget Modifications

### **RECOMMENDATION:**

Staff recommends the Board of Directors approve the following actions:

1. **“Receive and File”** the Budget vs Actual Report for the Six Months Ended December 31, 2020.
2. Adopt the proposed budget review workshop timeline and direct staff to schedule Budget Review Workshops for April 15 and May 4, 2021 at 3:00 PM.
3. Revert to single year budget preparation for fiscal year 2021/2022.

Respectfully,



BRIAN LADDUSAW, CPA  
Director of Finance and Administration

Attachment(s): Budget vs Actual Report for the Six Months Ended December 31, 2020

**Rubidoux Community Services District**  
**General Fund Budget**  
**For the Six Months Ended December 31, 2020**

	Annual Budget 2020/2021	YTD Budget 2020/2021	YTD Actual 2020/2021	Favorable (Unfavorable) Variance	
<b>Operating Income</b>					
1 Plan Check & Inspection	2,200	1,100	1,110	10	1%
2 Permits & Licenses	6,000	3,000	1,126	(1,874)	-62%
3 Admin Trash	100,000	50,000	50,000	-	0%
4 Admin Water Fund	600,000	300,000	300,000	-	0%
5 Admin Sewer Fund	500,000	250,000	250,000	-	0%
6 <i>Property Tax Transfer In</i>	529,950	264,975	713,111	448,136	169%
<b>Total Operating Income</b>	<b>\$1,738,150</b>	<b>\$869,075</b>	<b>\$1,315,347</b>	<b>\$446,272</b>	<b>51%</b>
<b>Other Income</b>					
7 Rental Income	20,400	10,200	10,873	673	7%
8 Interest Income	39,000	19,500	6,810	(12,690)	-65%
9 Miscellaneous Income: Gnrl	13,000	6,500	1,889	(4,611)	-71%
10 Developer EDU Fees: Income	10,000	5,000	55,151	50,151	1003%
11 Interest Income: Non-Operatnl	22,000	11,000	3,554	(7,446)	-68%
12 <i>Transfer from/(to) Unrestricted Reserves<sup>a</sup></i>	210,250	105,125	(488,479)	(593,604)	-565%
<b>Total Other Income</b>	<b>\$314,650</b>	<b>\$157,325</b>	<b>(\$410,202)</b>	<b>(\$567,527)</b>	<b>-361%</b>
<b>TOTAL GENERAL REVENUE</b>	<b>\$2,052,800</b>	<b>\$1,026,400</b>	<b>\$905,145</b>	<b>(\$121,255)</b>	<b>-12%</b>
<b>Operating Expense</b>					
13 R & M Vehicles	4,000	2,000	830	1,170	59%
14 Main/Lease Equipment	8,000	4,000	2,211	1,789	45%
15 R & M Office Building	25,000	12,500	7,549	4,951	40%
16 General Supplies & Expenses	59,000	29,500	23,478	6,022	20%
17 Utilities	15,000	7,500	7,279	221	3%
18 Postage Expense: Gnrl	50,000	25,000	11,302	13,698	55%
19 Telephone: Gnrl	9,000	4,500	4,748	(248)	-6%
20 Office Supplies: Gnrl	9,000	4,500	4,598	(98)	-2%
21 Dues & Subscriptions	14,000	7,000	5,483	1,517	22%
22 Licenses & Permits	2,000	1,000	115	885	89%
23 Mileage & Conference Expense <sup>b</sup>	1,400	700	-	700	100%
24 Gasoline Expense	8,000	4,000	2,485	1,515	38%
25 General Insurance	8,200	4,100	1,941	2,159	53%
26 Attorney Fees	10,000	5,000	8,878	(3,878)	-78%
27 Publication of Public Notices	1,000	500	-	500	100%
28 Miscellaneous Expense <sup>b</sup>	2,100	1,050	1,721	(671)	-64%
29 Labor Consulting Fee	4,000	2,000	-	2,000	100%
30 Auditors Fees	34,000	17,000	31,410	(14,410)	-85%
31 Website Administration	6,000	3,000	2,000	1,000	33%
32 Computer System Support	60,000	30,000	30,828	(828)	-3%
33 Employee Education and Training <sup>b</sup>	8,500	4,250	-	4,250	100%
<b>Total Operating Expense</b>	<b>\$338,200</b>	<b>\$169,100</b>	<b>\$146,856</b>	<b>\$22,244</b>	<b>13%</b>



**Rubidoux Community Services District**  
**General Fund Budget**  
**For the Six Months Ended December 31, 2020**

	Annual Budget 2020/2021	YTD Budget 2020/2021	YTD Actual 2020/2021	Favorable (Unfavorable) Variance	
<b>Administrative Expense</b>					
33 Salaries Expense	1,090,500	545,250	380,052	165,198	30%
34 Payroll Tax Expense	74,800	37,400	20,511	16,889	45%
35 Health & Retirement Expense	516,900	258,450	336,745	(78,295)	-30%
36 Perm Part-Time Ofc Worker	1,300	650	-	650	100%
37 Workers Compensation Ins.	8,000	4,000	2,212	1,788	45%
38 Human Resources Development <sup>b</sup>	600	300	-	300	100%
39 Directors Fees	16,000	8,000	10,339	(2,339)	-29%
40 District Awards Dinner	3,500	1,750	-	1,750	100%
<b>Total Administrative Expense</b>	<b>\$1,711,600</b>	<b>\$855,800</b>	<b>\$749,859</b>	<b>\$105,941</b>	<b>12%</b>
<b>Other Expense</b>					
41 Equipment (OFC) Replacement	3,000	1,500	-	1,500	100%
<b>Total Other Expense</b>	<b>\$3,000</b>	<b>\$1,500</b>	<b>\$0</b>	<b>\$1,500</b>	<b>100%</b>
<b>Total Expense</b>	<b>\$2,052,800</b>	<b>\$1,026,400</b>	<b>\$896,715</b>	<b>\$129,685</b>	<b>13%</b>
<b>Asset Acquisitions</b>					
42 Phone System (New)	-	-	8,430	(8,430)	0%
<b>Total Asset Acquisitions</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,430</b>	<b>(\$8,430)</b>	<b>0%</b>
<b>TOTAL GENERAL EXPENSES</b>	<b>\$2,052,800</b>	<b>\$1,026,400</b>	<b>\$905,145</b>	<b>\$121,255</b>	<b>12%</b>

a Increase in \$3,000 due to formatting error in approved budget.

b DM 2020-82 - Budget amendment of \$8,500 for mgmt. training of Dir. of Fin/Admin. \$900 reallocated from Human Resources Development, \$2,100 reallocated from Mileage and Conference Expense, and \$2,900 reallocated from Miscellaneous Expense. Additional \$2,600 utilized from unallocated reserves.

**Rubidoux Community Services District**  
**Trash Fund Budget**  
**For the Six Months Ended December 31, 2020**

	Annual Budget 2020/2021	YTD Budget 2020/2021	YTD Actual 2020/2021	Favorable (Unfavorable) Variance	
<b>Operating Income</b>					
1 Sales:Trash	3,815,300	1,907,650	1,747,383	(160,267)	-8%
2 Tri-Co Rolloff Revenue	67,900	33,950	20,058	(13,892)	-41%
3 Trash Bag Sales	500	250	12	(238)	-95%
<b>TOTAL TRASH REVENUE</b>	<b>\$3,883,700</b>	<b>\$1,941,850</b>	<b>\$1,767,453</b>	<b>(\$174,397)</b>	<b>-9%</b>
<b>Operating Expense</b>					
4 Street Light Expense	108,000	54,000	43,650	10,350	19%
5 Bad Debt Expense:Trash	10,000	5,000	-	5,000	100%
6 Trash Contract Expense	3,680,500	1,840,250	1,595,243	245,007	13%
<b>Total Operating Expense</b>	<b>\$3,798,500</b>	<b>\$1,899,250</b>	<b>\$1,638,893</b>	<b>(\$260,357)</b>	<b>-14%</b>
<b>Administrative Expense</b>					
7 General Admin Expense	100,000	50,000	50,000	-	0%
<b>Total Administrative Expense</b>	<b>\$100,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$0</b>	<b>0%</b>
<b>Total Expense</b>	<b>\$3,898,500</b>	<b>\$1,949,250</b>	<b>\$1,688,893</b>	<b>\$260,357</b>	<b>13%</b>
8 Transfer to/(from) Unrestricted Reserves	(14,800)	(7,400)	78,560	(85,960)	1162%
<b>TOTAL TRASH EXPENSES</b>	<b>\$3,883,700</b>	<b>\$1,941,850</b>	<b>\$1,767,453</b>	<b>(\$174,397)</b>	<b>-9%</b>

**Rubidoux Community Services District**  
**Fire / Weed Abatement Fund Budget**  
**For the Six Months Ended December 31, 2020**

	Annual Budget 2020/2021	YTD Budget 2020/2021	YTD Actual 2020/2021	Favorable (Unfavorable) Variance	
<b>Operating Income</b>					
1 Weed Abatement Assessment	25,000	12,500	990	(11,510)	-92%
2 Property Taxes-Secured:Gnrl	2,913,000	1,456,500	681,846	(774,654)	-53%
3 Property Taxes-Unsecured	97,000	48,500	89,821	41,321	85%
4 Property Taxes-SBE & HOX	83,000	41,500	149	(41,351)	-100%
5 Property Taxes-SPY & 2345	31,000	15,500	6,328	(9,172)	-59%
<b>TOTAL FIRE/WEED ABATEMENT REVENUE</b>	<b>\$3,149,000</b>	<b>\$1,574,500</b>	<b>\$779,134</b>	<b>(\$795,366)</b>	<b>-51%</b>
<b>Operating Expense</b>					
6 Utilities Fire Dept	25,000	12,500	7,360	5,140	41%
7 Postage Expense:Weed	450	225	-	225	100%
8 Weed Abatement Contract	16,000	8,000	-	8,000	100%
9 CDF Contract	2,525,000	1,262,500	56,017	1,206,483	96%
10 Publication of Public Notices	2,000	1,000	-	1,000	100%
11 Miscellaneous: Fire	1,000	500	189	311	62%
12 Repairs and Maintenance (New)	43,300	21,650	-	21,650	100%
13 Riverside Cnty Admin Charge	6,300	3,150	2,457	693	22%
14 <i>Property Tax Transfer Out(In)</i>	<i>529,950</i>	<i>264,975</i>	<i>713,111</i>	<i>(448,136)</i>	<i>-169%</i>
<b>TOTAL FIRE/WEED ABATEMENT EXPENSE</b>	<b>\$3,149,000</b>	<b>\$1,574,500</b>	<b>\$779,134</b>	<b>\$795,366</b>	<b>51%</b>



**Rubidoux Community Services District**  
**Water Fund Budget**  
**For the Six Months Ended December 31, 2020**

	Annual Budget 2020/2021	YTD Budget 2020/2021	YTD Actual 2020/2021	Favorable (Unfavorable) Variance	
<b>Operating Income</b>					
1 Sales - Residential	3,763,000	1,881,500	1,924,691	43,191	2%
2 Sales - Commercial	1,270,000	635,000	699,273	64,273	10%
3 Sales - Late Charges	164,000	82,000	(63)	(82,063)	-100%
4 Sales - Service Charges	7,000	3,500	2,335	(1,165)	-33%
5 Sales - Reconnect Charge	22,000	11,000	-	(11,000)	-100%
6 Sales - Meters	2,300	1,150	3,965	2,815	245%
<b>Total Operating Income</b>	<b>\$5,228,300</b>	<b>\$2,614,150</b>	<b>\$2,630,201</b>	<b>\$16,051</b>	<b>1%</b>
<b>Other Income</b>					
7 Interest Income	137,000	68,500	25,749	(42,751)	-62%
8 Miscellaneous Revenue	4,000	2,000	965	(1,035)	-52%
9 Interest Income:Non-Operationl	17,300	8,650	3,210	(5,440)	-63%
<b>Total Other Income</b>	<b>\$158,300</b>	<b>\$79,150</b>	<b>\$29,927</b>	<b>(\$49,223)</b>	<b>-62%</b>
<b>TOTAL WATER REVENUE</b>	<b>\$5,386,600</b>	<b>\$2,693,300</b>	<b>\$2,660,128</b>	<b>(\$33,172)</b>	<b>-1%</b>
<b>Operating Expense</b>					
10 Pump Energy Costs	410,000	205,000	170,708	34,292	17%
11 Water Analyses	78,000	39,000	64,437	(25,437)	-65%
12 Bad Debt Expense:Wtr	22,000	11,000	(1,461)	12,461	113%
13 R & M Vehicle	27,000	13,500	6,483	7,017	52%
14 R & M Equipment, Heavy	22,500	11,250	7,821	3,429	30%
15 R & M Water System	270,000	135,000	128,852	6,148	5%
16 R & M Office	10,000	5,000	3,045	1,955	39%
17 Operating Expense	323,000	161,500	124,325	37,175	23%
18 Op/Maint Wellhd Treat Facility (N03 Plt)	235,000	117,500	57,239	60,261	51%
19 Operating Expense: PFAS Resin <sup>c</sup>	905,687	452,844	776,648	(323,805)	-72%
20 Bank Service Charges	70,000	35,000	42,304	(7,304)	-21%
21 Chemical/Mineral Supplies	55,000	27,500	18,146	9,354	34%
22 Regulatory Fee/State	33,000	16,500	421	16,079	97%
23 Clothing/Shoe Expense	7,700	3,850	6,626	(2,776)	-72%
24 Employee Education and Training <sup>b</sup>	14,000	7,000	581	6,419	0%
25 Utilities	6,500	3,250	803	2,447	75%
26 Telephone	5,400	2,700	1,574	1,126	42%
27 Dues & Subscriptions	3,000	1,500	1,534	(34)	-2%
28 Licenses & Permits	33,000	16,500	15,427	1,073	7%
29 Mileage & Conference Expense <sup>b</sup>	1,200	600	-	600	100%
30 Gasoline Expense	59,000	29,500	19,867	9,633	33%
31 Liability Insurance	51,800	25,900	12,330	13,570	52%
32 Attorney Fees	5,000	2,500	22,723	(20,223)	-809%
33 Consulting Fees - Water Supply Projects <sup>a</sup>	3,990	1,995	5,644	(3,649)	-183%
34 Engineering Fees:WTR	45,000	22,500	24,402	(1,902)	-8%
35 Loss Claims	20,000	10,000	4,767	5,233	52%
36 Publication of Public Notices	2,500	1,250	35	1,215	97%
37 Miscellaneous Expense <sup>b</sup>	2,200	1,100	-	1,100	100%
<b>Total Operating Expense</b>	<b>\$2,721,477</b>	<b>\$1,360,739</b>	<b>\$1,515,281</b>	<b>(\$154,543)</b>	<b>-11%</b>

**Rubidoux Community Services District**  
**Water Fund Budget**  
**For the Six Months Ended December 31, 2020**

	Annual Budget 2020/2021	YTD Budget 2020/2021	YTD Actual 2020/2021	Favorable (Unfavorable) Variance	
<b>Administrative Expense</b>					
38 Salaries Expense	1,369,100	684,550	714,297	(29,747)	-4%
39 Payroll Tax Expense	97,600	48,800	58,459	(9,659)	-20%
40 Health & Retirement Expense	574,600	287,300	397,461	(110,161)	-38%
41 Workers Comp Insurance	51,000	25,500	26,685	(1,185)	-5%
42 General Admin Expense	600,000	300,000	300,000	-	0%
<b>Total Administrative Expense</b>	<b>\$2,692,300</b>	<b>\$1,346,150</b>	<b>\$1,496,902</b>	<b>(\$150,752)</b>	<b>-11%</b>
<b>Other Expense</b>					
43 SERIES 1998-Misc. Expense	1,500	750	3,300	(2,550)	-340%
44 MN Plnt 17-18 Interest Exp	107,900	53,950	53,111	839	2%
45 <i>Transfer to/(from) Unrestricted Reserves</i>	<i>(457,877)</i>	<i>(228,939)</i>	<i>(551,070)</i>	<i>322,132</i>	<i>-141%</i>
<b>Total Other Expense</b>	<b>(\$348,477)</b>	<b>(\$174,239)</b>	<b>(\$494,659)</b>	<b>\$320,421</b>	<b>-184%</b>
<b>Total Expense</b>	<b>\$5,065,300</b>	<b>\$2,532,650</b>	<b>\$2,517,524</b>	<b>\$15,126</b>	<b>1%</b>
<b>Asset Acquisitions</b>					
46 Fleet Replacement	65,000	32,500	-	32,500	100%
47 Phone System (New)	-	-	8,430	(8,430)	0%
48 Pump (MD-3244VXV)	-	-	5,187	(5,187)	0%
<b>Total Asset Acquisitions</b>	<b>\$65,000</b>	<b>\$32,500</b>	<b>\$13,617</b>	<b>\$18,883</b>	<b>58%</b>
<b>Long-Term Debt</b>					
49 Debt Service - MN Plant 17-18 Principal	256,300	128,150	128,987	(837)	-1%
<b>Total Long-Term Debt</b>	<b>\$256,300</b>	<b>\$128,150</b>	<b>\$128,987</b>	<b>(\$837)</b>	<b>-1%</b>
<b>TOTAL WATER EXPENSES</b>	<b>\$5,386,600</b>	<b>\$2,693,300</b>	<b>\$2,660,128</b>	<b>\$33,172</b>	<b>1%</b>

a DM 2020-20, 2020-30, 2020-37, 2020-74, 2020-81 - Consultants dedicated to helping District receive grants/financing for water projects.

b DM 2020-82 - Budget amendment of \$14,000 for mgmt. training of Dir. of Eng. and Operations Mgr. \$1,800 reallocated from Mileage and Conference Expense and \$3,300 reallocated from Miscellaneous Expense. Additional \$8,900 utilized from unallocated reserves.

c DM 2020-81 - Budget amendment for initial resin fills of PFAS vessels for treatment.

**Rubidoux Community Services District**  
**COP Water Fund Budget**  
**For the Six Months Ended December 31, 2020**

	Annual Budget 2020/2021	YTD Budget 2020/2021	YTD Actual 2020/2021	Favorable (Unfavorable) Variance	
<b>Operating Income</b>					
1 Sales Bond	1,125,000	562,500	505,331	(57,169)	-10%
2 SERIES 1998-Interest Income	18,000	9,000	1,750	(7,250)	-81%
<b>TOTAL COP WATER REVENUE</b>	<b>\$1,143,000</b>	<b>\$571,500</b>	<b>\$507,081</b>	<b>(\$64,419)</b>	<b>-11%</b>
<b>Other Expense</b>					
3 SERIES 1998-Interest Expense	145,000	72,500	79,688	(7,188)	-10%
4 <i>Transfer to/(from) Reserves</i>	<i>433,000</i>	<i>216,500</i>	<i>(137,607)</i>	<i>354,107</i>	<i>164%</i>
<b>Total Other Expenses</b>	<b>\$578,000</b>	<b>\$289,000</b>	<b>(\$57,919)</b>	<b>\$346,919</b>	<b>120%</b>
<b>Long-Term Debt</b>					
5 Debt Service - SERIES 1998 Principal	565,000	282,500	565,000	(282,500)	-100%
<b>Total Long-Term Debt</b>	<b>\$565,000</b>	<b>\$282,500</b>	<b>\$565,000</b>	<b>(\$282,500)</b>	<b>-100%</b>
<b>TOTAL COP WATER EXPENSES</b>	<b>\$1,143,000</b>	<b>\$571,500</b>	<b>\$507,081</b>	<b>\$64,419</b>	<b>11%</b>



**Rubidoux Community Services District  
Water Capital Improvement Project (CIP) Budget  
For the Six Months Ended December 31, 2020**

	Annual Budget 2020/2021	YTD Budget 2020/2021	YTD Actual 2020/2021	Favorable (Unfavorable) Variance	
<b>Operating Income</b>					
1 Developers EDU Fees:Income	500,000	250,000	188,088	(61,912)	-25%
2 <i>Transfer (to)/from Reserves</i>	1,058,228	529,114	(48,927)	(578,041)	-109%
<b>TOTAL WATER CIP REVENUE</b>	<b>\$1,558,228</b>	<b>\$779,114</b>	<b>\$139,161</b>	<b>(\$639,953)</b>	<b>-82%</b>
<b>Operating Expense</b>					
3 District Tank Assessment <sup>a</sup>	-	-	7,350	(7,350)	0%
4 1360' Pressure Zone Pump Station <sup>b</sup>	-	-	393	(393)	0%
5 PFAS Compounds Treatment <sup>c</sup>	1,558,228	779,114	131,418	647,696	83%
<b>TOTAL WATER CIP EXPENSES</b>	<b>\$1,558,228</b>	<b>\$779,114</b>	<b>\$139,161</b>	<b>\$639,953</b>	<b>82%</b>

a DM 2019-72 - District tank inspections.

b DM 2020-03 - Understand sizing, location, impacts and costs for proposed 1360' pump station.

c DM 2020-47, 2020-57, 2020-62, 2020-63, 2020-73, 2020-81 - Engineering analysis, vessel purchases, retrofitting, final design work, bid document preparation.

**Rubidoux Community Services District**  
**Water Replacement Project Budget**  
**For the Six Months Ended December 31, 2020**

	Annual Budget 2020/2021	YTD Budget 2020/2021	YTD Actual 2020/2021	Favorable (Unfavorable) Variance	
<b>Operating Income</b>					
1 Sales Water Replacement	165,000	82,500	78,858	(3,642)	-4%
<b>TOTAL WATER REPLCMT PROJ. REVENUE</b>	<b>\$165,000</b>	<b>\$82,500</b>	<b>\$78,858</b>	<b>(\$3,642)</b>	<b>-4%</b>
<b>Operating Expense</b>					
2 Well 18 Rehab <sup>a</sup>	202,880	101,440	22,141	79,299	78%
3 Hunter Pressure Zone Improvements <sup>b</sup>	20,000	10,000	18,927	(8,927)	-89%
4 Tract 37211 Offsite Participation <sup>c</sup>	19,700	9,850	-	9,850.00	100%
5 <i>Transfer to/(from) Reserves</i>	(77,580)	(38,790)	37,790	(76,580)	197%
<b>TOTAL WATER RPLCMT PROJ. EXPENSES</b>	<b>\$165,000</b>	<b>\$82,500</b>	<b>\$78,858</b>	<b>\$3,642</b>	<b>4%</b>

a DM 2020-67, 2020-87 - Construction management, construction and contingency.

b DM 2020-09 - Hydraulic analysis for hunter pressure zone.

c DM 2020-45 - Design.

**Rubidoux Community Services District**  
**Sewer Fund Budget**  
**For the Six Months Ended December 31, 2020**

	Annual Budget 2020/2021	YTD Budget 2020/2021	YTD Actual 2020/2021	Favorable (Unfavorable) Variance	
<b>Operating Income</b>					
1 Sales - RST	2,250,000	1,125,000	975,145	(149,855)	-13%
2 Sales - Sewer	775,000	387,500	224,877	(162,623)	-42%
<b>Total Operating Income</b>	<b>\$3,025,000</b>	<b>\$1,512,500</b>	<b>\$1,200,022</b>	<b>(\$312,478)</b>	<b>-21%</b>
<b>Other Income</b>					
3 Interest Income	10,000	5,000	3,368	(1,632)	-33%
4 Miscellaneous Income	2,000	1,000	-	(1,000)	-100%
5 Licenses and Permits	-	-	500	500	0%
6 Interest Income:Non Operationl	33,000	16,500	703	(15,797)	-96%
7 <i>Transfer from/(to) Unrestricted Reserves</i>	<i>76,100</i>	<i>38,050</i>	<i>(175,860)</i>	<i>(213,910)</i>	<i>-562%</i>
<b>Total Other Income</b>	<b>\$121,100</b>	<b>\$60,550</b>	<b>(\$171,289)</b>	<b>(\$231,839)</b>	<b>-383%</b>
<b>TOTAL SEWER REVENUE</b>	<b>\$3,146,100</b>	<b>\$1,573,050</b>	<b>\$1,028,733</b>	<b>(\$544,317)</b>	<b>-35%</b>
<b>Operating Expense</b>					
8 Energy Costs	53,000	26,500	17,391	9,109	34%
9 Riverside City Treatment Costs	2,000,000	1,000,000	286,850	713,150	71%
10 Industrial Pretreatment Costs	77,000	38,500	19,605	18,895	49%
11 Lab Fees	46,500	23,250	850	22,400	96%
12 Bad Debt Expense	10,000	5,000	-	5,000	100%
13 R & M Equipment	15,500	7,750	4,359	3,391	44%
14 R&M Sewer System	60,000	30,000	31,495	(1,495)	-5%
15 Hydrowash	64,000	32,000	17,800	14,200	44%
16 Operating Expense	7,200	3,600	3,380	220	6%
17 Telephone	1,000	500	226	274	55%
18 Licenses & Permits	8,700	4,350	3,488	862	20%
19 Gasoline Expense	5,100	2,550	1,365	1,185	46%
20 Liability Insurance	13,500	6,750	3,218	3,532	52%
21 City Riverside Litigation	100,000	50,000	353,537	(303,537)	-607%
22 Engineering Fees	11,000	5,500	1,034	4,466	81%
23 Loss Claims	20,000	10,000	-	10,000	100%
24 Publication of Public Notices	500	250	-	250	100%
25 Miscellaneous Expense <sup>a</sup>	2,000	1,000	-	1,000	100%
26 Feasibility Study (Wastewater Trtmt Plnt)	50,000	25,000	-	25,000	100%
27 Employee Education and Training <sup>a</sup>	3,000	1,500	-	1,500	
<b>Total Operating Expense</b>	<b>\$2,548,000</b>	<b>\$1,274,000</b>	<b>\$744,598</b>	<b>\$529,402</b>	<b>42%</b>
<b>Administrative Expense</b>					
28 Salaries Expense	77,000	38,500	23,047	15,453	40%
29 Payroll Tax Expense	6,100	3,050	1,753	1,297	43%
30 Health & Retirement Expense	11,900	5,950	8,619	(2,669)	-45%
31 Workman's Compensation Ins.	3,100	1,550	716	834	54%
32 Admn General Expense	500,000	250,000	250,000	-	0%
<b>Total Administrative Expense</b>	<b>\$598,100</b>	<b>\$299,050</b>	<b>\$284,135</b>	<b>\$14,915</b>	<b>5%</b>
<b>Total Expense</b>	<b>\$3,146,100</b>	<b>\$1,573,050</b>	<b>\$1,028,733</b>	<b>\$544,317</b>	<b>35%</b>



**Rubidoux Community Services District  
Sewer Fund Budget  
For the Six Months Ended December 31, 2020**

	Annual Budget 2020/2021	YTD Budget 2020/2021	YTD Actual 2020/2021	Favorable (Unfavorable) Variance	
<b>Asset Acquisitions</b>					
<b>Total Asset Acquisitions</b>	\$0	\$0	\$0	\$0	0%
<b>TOTAL SEWER EXPENSES</b>	<b>\$3,146,100</b>	<b>\$1,573,050</b>	<b>\$1,028,733</b>	<b>\$544,317</b>	<b>35%</b>

- a DM 2020-82 - Budget amendment of \$3,000 for mgmt. training of Dir. of Eng. and Operations Mgr. \$3,000 reallocated from Miscellaneous Expense.

**Rubidoux Community Services District  
Sewer Capital Improvement Project (CIP) Budget  
For the Six Months Ended December 31, 2020**

	Annual Budget 2020/2021	YTD Budget 2020/2021	YTD Actual 2020/2021	Favorable (Unfavorable) Variance	
<b>Operating Income</b>					
1 Developer Fees	300,000	150,000	102,232	(47,768)	-32%
2 <i>Transfer (to)/from Restricted Reserves</i>	(270,000)	(135,000)	(102,232)	32,768	-24%
<b>TOTAL SEWER CIP REVENUE</b>	<b>\$30,000</b>	<b>\$15,000</b>	<b>\$0</b>	<b>(\$15,000)</b>	<b>-100%</b>
<b>Operating Expense</b>					
3 Tilton Swr Phase II - 60% (New) Design Cost Only	30,000	15,000	-	15,000	0%
<b>TOTAL SEWER CIP EXPENSES</b>	<b>\$30,000</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$15,000</b>	<b>100%</b>

**Rubidoux Community Services District**  
**Sewer Replacement Project Budget**  
**For the Six Months Ended December 31, 2020**

	Annual Budget 2020/2021	YTD Budget 2020/2021	YTD Actual 2020/2021	Favorable (Unfavorable) Variance	
<b>Operating Income</b>					
1 Sewer Replacement Fees	105,000	52,500	54,424	1,924	4%
<b>TOTAL SEWER RPLCMT PROJ. REVENUE</b>	<b>\$105,000</b>	<b>\$52,500</b>	<b>\$54,424</b>	<b>\$1,924</b>	<b>4%</b>
<b>Operating Expense</b>					
2 Tilton Swr Ph II - 40% - (New)	20,000	10,000	-	10,000	100%
3 <i>Transfer to/(from) Reserves</i>	85,000	42,500	54,424	(11,924)	0%
<b>TOTAL SEWER RPLCMT PROJ. EXPENSES</b>	<b>\$105,000</b>	<b>\$52,500</b>	<b>\$54,424</b>	<b>(\$1,924)</b>	<b>-4%</b>



**Rubidoux Community Services District**  
**Field/Admin Building Fund Budget**  
**For the Six Months Ended December 31, 2020**

	Annual Budget 2020/2021	YTD Budget 2020/2021	YTD Actual 2020/2021	Favorable (Unfavorable) Variance	
<b>Operating Income</b>					
1 Sales - Field/Admin Bldg.	96,000	48,000	49,415	1,415	3%
<b>TOTAL FIELD/ADMIN BLDG REVENUE</b>	<b>\$96,000</b>	<b>\$48,000</b>	<b>\$49,415</b>	<b>\$1,415</b>	<b>3%</b>
<b>Operating Expense</b>					
2 Architectural Design/Feasibility <sup>a</sup>	26,600	13,300	14,224	(924)	
3 Transfer to/(from) Reserves	69,400	34,700	35,191	(491)	-1%
<b>TOTAL FIELD/ADMIN BLDG EXPENSES</b>	<b>\$96,000</b>	<b>\$48,000</b>	<b>\$49,415</b>	<b>(\$1,415)</b>	<b>-3%</b>

a DM 2020-78 - Architectural services including approach and concerns and option analysis for future District field/admin building.

10. CONSIDERATION TO APPROVE ACCESS AGREEMENT WITH PACIFIC  
TANK LINES:

**DM 2021-12**

# Rubidoux Community Services District

## Board of Directors

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

## General Manager

Jeffrey D. Sims



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

## DIRECTORS MEMORANDUM 2021-12

March 4, 2021

To:      Rubidoux Community Services District  
            Board of Directors

Subject: Consideration to Approve Access Agreement with Pacific Tank Lines

### **BACKGROUND:**

As the Board of Directors may recall, Rubidoux Community Services District ("District") awarded a contract per Director's Memorandum 2021-10 to Atom Engineering Construction, Inc. ("Contractor") to construct the foundation for and installation of 3 GAC Pressure Vessels for removal of PFAS compounds for Well 6 as part of the District's overall PFAS removal effort. Well 6 is located at the Anita B. Smith Water Treatment Facility. This site has a very limited access to the due to the fact that it is only 50 feet wide but 400 feet deep. These vessels will be located in the back third of the lot and in order to place them in this location the Contractor will need access from the adjacent parcel which is owned by Pacific Tank Lines.

The District, with the advice of counsel John Harper, has come to an agreement with the owners of Pacific Tank Lines to obtain this access by negotiating a Temporary Access Easement Agreement with Pacific Tank Lines. As part of this agreement, Pacific Tank Lines requires consideration of \$1500 for legal fees and \$2,000 for each day the Contractor and District needs access through the Easement. The District anticipates the time required to utilized Pacific Tank Lines property for access to the Anita B. Smith Water Treatment Facility site. The District estimates the time required to complete the work requiring this access to not exceed five (5) days. This results in a maximum cost of \$11,500.



## **RECOMMENDATION**

Staff recommends the Board of Directors approve the General Manager to:

1. Amend the FY 2020/21 Budget by moving the GAC Pressure Vessel Installation Project funding of \$11,500 from Water Fund Reserves to the Water Capital Improvement Projects (CIP) Fund.
2. Approve the Temporary Access Easement Agreement with Pacific Tank lines.

Respectfully,



TED BECKWITH, P.E.  
General Manager

Attach:

Director's Memorandum 2021-10  
Proposed Temporary Easement Access Agreement with Pacific Tank Lines

# Rubidoux Community Services District

## Board of Directors

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

## General Manager

Jeffrey D. Sims



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

## DIRECTORS MEMORANDUM 2021-10

February 18, 2021

To:     Rubidoux Community Services District  
         Board of Directors

Subject: Award Contract to Construct Foundation and Place Vessels for Well No. 6 GAC Treatment

### BACKGROUND:

As the Board of Directors may recall, Rubidoux Community Services District ("District") needs to add Granulated Activated Carbon ("GAC") filtration treatment to meet lower Notification Limit ("NL") and Response Limit ("RL") for PFAS contaminants established by California State Water Quality Resources Control Board Department of Drinking Water ("DDW"). Two components of PFAS contaminants are PFOA and PFOS. The new NL and RL are 5.1 ppt and 10 ppt for PFOA, and are 6.5 ppt and 40 ppt for PFOS, respectively. Conducted testing and laboratory results indicate all District potable wells are at or just above these limits. DDW has issued the District and Order requiring quarterly sampling and if the annual average exceeds the lowered limits, the District will need to notify its customers they are being served water with contaminants above the limits set by DDW. The annual average reporting occurs in 4<sup>th</sup> quarter of Calendar Year 2021. To be below the limits, treatment systems are being added at all District potable wells.

The District has added treatment for Well 4 by using GAC with two Pressure Vessels ("PV's") in parallel (Q = 1100 gpm). Additionally, treatment for Well 2 is done with two GAC PV's in parallel (Q = 900 gpm). The District is also in the process of developing an Ion Exchange ("IX") system in series to treat water produced from Wells 1A, 8 and 18 (Q = 4900 gpm). The last well is Well 6. The District's Board has previously authorized purchase of three refurbished PV's to treat water produced at Well 6 (Q = 2200gpm). These PV's are currently being refurbished and will soon be ready to ship to the District.

To proceed with installation of these PV's at Well 6 the District hired TKE Engineering to prepare bidding documents for the installation work. This work consists of a concrete foundation to support the PV's and all associated piping to connect the wells to the PV's for treatment and connection back to the District's water



distribution system. The District advertised the project following the public bid process and bid opening was February 8, 2021.

The District received 4 bids with the lowest responsible bid received from Atom Engineering Construction, Incorporated in the amount of \$96,398. Staff requested and the Board approved appropriations for a portion of this work in Director's Memorandum 2020-57. In DM 2020-57 the Board authorized funds for the Crane Rental with Operator (to place the PVs in place) and the Concrete Foundation and Tank Anchorage plus the proportionate part of the contingency. This totaled \$53,754. Not requested in DM 2020-57 were additional items such as preparing and implementing a Water Pollution Control Plan required by the NPDES, Bid Bonds, protection of nearby utilities, or disposal of spoils and asphalt removed to place the concrete pad. The Contractor's Bid is \$96,398 or \$42,644 more than previously approved for this work in DM 202-57. In addition to provide for potential change orders, staff recommends a 10% Contingency beyond what the Contractor has bid, or \$9,640 resulting in a total of an additional \$52,283 required to complete this work.

As part of the District's overall PFAS mitigation efforts, staff in DM 2020-62 requested funds for Converse Consultants to prepare a Geotechnical Investigation and provide Construction Testing and Inspection for the recently awarded Ion Exchange PFAS Removal Project at Mn Plant #2. It was later determined Hazen and Sawyer, the lead consulting engineering firm on the IX PFAS Removal Project, had already included the cost of the required Geotechnical Investigation from Converse Consultants for the Well No. 6 concrete pad. The value of that work already included in the IX PFAS Removal Project is \$13,875 and can be reallocated for this work. It is proposed to re-allocate these funds to Construct the Foundation and Place Vessels for Well No. 6 GAC Treatment. Both allocations for these projects are from the Water Capital Improvement Projects (CIP) Fund. Total additional funds needed results in a net amount of \$38,409 and summarized below:

Low Bid for Well No. 6 Concrete Pad	\$ 96,398
10% Contingency	\$ 9,640
Total	<u>\$106,038</u>
Reallocate approvals from DM 2020-57	<\$53,754>
Reallocate approvals from DM 2020-62	<\$13,875>
Net Budget Amendment Required	<u>\$ 38,409</u>

## **RECOMMENDATION**

Staff recommends the Board of Directors approve the General Manager to:

1. Amend the FY 2020/21 Budget by moving the GAC Pressure Vessel Installation Project funding of \$38,409 from Water Fund Reserves to the Water Capital Improvement Projects (CIP) Fund.
2. Re-allocate funds from the previously approved professional services contract with Converse Consultants for the Ion Exchange Project to the Well 6 Project in the amount of \$13,875.



3. Approve a contract with Atom Engineering Construction in the amount of \$96,398 to perform work per attached bid using the Water Capital Improvement (CIP) Fund.

Respectfully,



JEFFREY D. SIMS, P.E.  
General Manager

Attach:

Director's Memorandum 2020-57  
Director's Memorandum 2020-62  
Bid from Atom Engineering.

## TEMPORARY ACCESS EASEMENT AGREEMENT

This Agreement is hereby made and entered on this 26<sup>th</sup> day of ~~September 2020~~ FEBRUARY 2021, by and between the Rubidoux Community Services District, a California Community Services District (hereinafter "DISTRICT") and Pacific Tank Lines, a California corporation (hereinafter "PACIFIC"), as follows:

### RECITALS

WHEREAS, DISTRICT is the owner and operator of the Anita B. Smith Water Treatment Facility, located south of that parcel owned and utilized by PACIFIC; and

WHEREAS, DISTRICT desires to have temporary access to PACIFIC's property to place three (3) filtration tanks at said Anita B. Smith Water Treatment Facility; and

WHEREAS, to facilitate said placement, DISTRICT desires to acquire a temporary access easement across PACIFIC's said property; and

WHEREAS, a map indicating the location of the Anita B. Smith Water Treatment Facility, PACIFIC's property, the approximate line of access for DISTRICT's crane and delivery truck, the approximate location of the staging area and crane for setting the filtration tanks and the location of the three (3) filtration tanks, is attached as Exhibit "A".

### NOW, THEREFORE, IT IS HEREBY AGREED:

SECTION 1. The foregoing recitals are true and correct and incorporated herein as if set forth in full.

SECTION 2. DISTRICT shall pay to PACIFIC two thousand dollars (\$2000.00) per day or any part thereof to off-set PACIFIC's costs of operations during DISTRICT's use of PACIFIC's property. PACIFIC shall invoice DISTRICT for the total amount upon completion of the tank installation. DISTRICT shall pay the invoiced amount within thirty (30) days of receipt.

SECTION 3. DISTRICT shall name PACIFIC as additional insured on the DISTRICT's general liability policy.

SECTION 4. DISTRICT shall indemnify, defend, and hold harmless PACIFIC, and PACIFIC'S, affiliates, shareholders, officers, employees, agents, and contractors, from any and all liability, damage, expense, cause of action, suits, loss, claims, or judgments, including reasonable attorney's fees, resulting from DISTRICT's breach of this agreement, or from injuries to persons or damage to the Property, including, but not limited to soil and groundwater contamination from any soil stockpile and/or parking of vehicles, arising from the actions of DISTRICT, its agents, employees, contractors, or invitees, either prior to execution of this Agreement or in performing the Work under this Agreement. DISTRICT shall remain solely liable for any contamination on to the Property caused by DISTRICT, and hereby agrees to remove any such contamination and return the Property to its original condition, at DISTRICT's sole cost and expense. By executing this Agreement and granting DISTRICT'S access to the Subject Area, PACIFIC does not waive any rights PACIFIC may have against DISTRICT in connection with any contamination occurring on or in the vicinity of the Property. This Section 4 shall survive termination of this Agreement.

SECTION 5. DISTRICT anticipates the installation of the filtration tanks will take between two (2) and five (5) days and will commence in October / November 2020. During such time, PACIFIC will provide clear and unobstructed access from the public right-of-way on Fleetwood Street, to the location

indicated on attached Exhibit "A". DISTRICT shall provide PACIFIC fifteen (15) calendar days' notice prior to the commencement of installation. DISTRICT, with the reasonable cooperation of PACIFIC, but at no expense to PACIFIC, shall obtain all permits, which may be required for the Work it conducts pursuant to this Agreement.

SECTION 6. DISTRICT agrees to pay to PACIFIC the amount of fifteen hundred dollars (\$1,500.00) for PACIFIC's legal and related costs in reviewing and entering into this Agreement, said amount to be paid upon providing a draft of this Agreement for review to PACIFIC.

SECTION 7. Should it be necessary for any party to institute litigation to enforce any provision of this Agreement, the prevailing party shall be entitled to an award of reasonable attorney fees.

**"RUBIDOUX COMMUNITY SERVICES DISTRICT"**

By: \_\_\_\_\_  
Jeff Sims  
Its: General Manager

**"PACIFIC TANK LINES"**

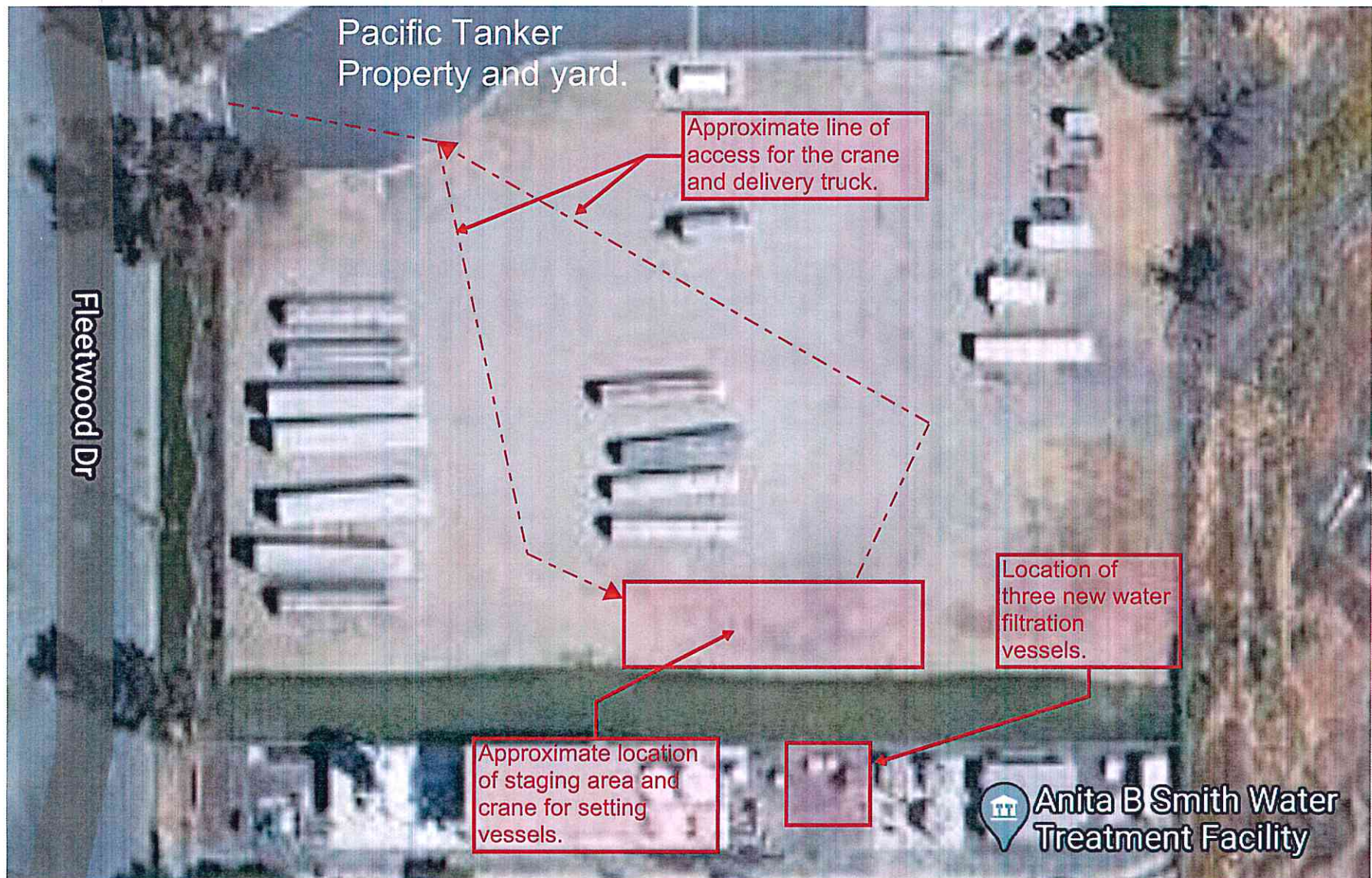
By: \_\_\_\_\_  
Its: President *CTO*

ATTEST

APPROVED AS TO FORM:

District Counsel





Pacific Tanker  
Property and yard.

Fleetwood Dr

Approximate line of  
access for the crane  
and delivery truck.

Location of  
three new water  
filtration  
vessels.

Approximate location  
of staging area and  
crane for setting  
vessels.

Anita B Smith Water  
Treatment Facility



11. CONSIDER AWARD OF PROFESSIONAL SERVICES TASK ORDER TO  
KRIEGER AND STEWART ENGINEERING CONSULTANTS TO PREPARE RCSD'S  
ANNUAL CONSUMER CONFIDENCE REPORT:

**DM 2021-13**

# Rubidoux Community Services District

## Board of Directors

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

**General Manager**  
Jeffrey D. Sims



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

## DIRECTORS MEMORANDUM 2021-13

March 4, 2021

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

**Subject:** Consider Award of Professional Services Task Order to Krieger and Stewart Engineering Consultants to Prepare RCSD's Annual Consumer Confidence Report

### **BACKGROUND:**

The State of California State Water Resources Control Board Division of Drinking Water ("DDW") require public water agencies to prepare and distribute an annual Consumer Confidence Report ("CCR"). Rubidoux Community Services District ("District") is a public water service provider and is subject to this requirement. The CCR will be for Calendar Year 2020 and describe the District's compliance with meeting DDW drinking water standards. July 1, 2021 is the date the annual CCR is due to be distributed to District customers.

Krieger and Stewart Engineering Consultants ("K&S") has historically prepared the District's annual CCR and has provide a proposal for the 2020 CCR. The cost is \$8,000.

In the approved Fiscal Year 2020-2021 Water Fund Budget under Operating Expenses \$45,000 was budgeted to cover this annual expense. To proceed staff proposes issuing K&S Task Order No. 6 under current Master Agreement RCSD 2021-1.

### **RECOMMENDATION:**

Staff recommends the Board of Directors authorize the General Manager to:



1. Utilize \$8,000 of the \$45,000 in the approved Fiscal Year 2020-2021 Water Fund Budget under Operating Expenses for preparation of the District's 2020 CCR.
2. Issue Task Order No. 6 in a not to exceed amount of \$8,000 to Krieger and Stewart under Master Agreement RCSD 2021-1 to prepare the District's 2020 CCR.

Respectfully,



TED BECKWITH, P. E.  
Director of Engineering

Attach:

1. Task Order No. 6 (K&S – Master Agreement 2021-1)

Rubidoux Community Services District  
3590 Rubidoux Blvd.  
P. O. Box 3098  
Jurupa Valley, CA 92519-3098

ORIGINATION DATE. March 4, 2021  
CONSULTANT TASK ORDER NO. 6  
CONTRACT NO. RCSD 2021 -1  
PROJECT MANAGER Jeff Sims

Consultant's Name: Krieger & Stewart  
Address: 3890 Orange Street, #1509  
City, Zip: Riverside, CA 92502  
Office Phone: 951-684-6900

This Job: \$8,000.00  
Liaison's Name: David Scriven  
Liaison's Phone: 951-684-6900  
FAX #: 951-684-6986

Project Name: RCSD 2020 Consumer Confidence Report

Description: Prepare RCSD's 2020 Consumer Prepare RCSD's 2020 Report

The Task(s) to be performed, time of performance and not to exceed compensation shall be as described in Exhibit "A" attached hereto and made a part hereof and shall be performed in accordance with the "Master Agreement" dated February 9, 2021. Consultant certifies that as of the date of execution of this Task Order all insurance is as stated in the Master Agreement and will be maintained in good standing for the term of this Task Order. ***If the offer described by this Task Order has not been signed and returned within 30 days, the offer may be withdrawn by Rubidoux without notification and the Task Order document shall be voided.***

**Rubidoux Community  
Services District**

By: \_\_\_\_\_  
NAME TYPED: Jeff Sims  
TITLE: General Manager  
DATE: \_\_\_\_\_

REVIEWED:

By: \_\_\_\_\_  
NAME TYPED: Brian Laddusaw  
TITLE: Director of Finance  
DATE: \_\_\_\_\_

**Krieger & Stewart Engineering  
Consultants**

By: \_\_\_\_\_  
NAME TYPED: Charles Krieger  
TITLE: President  
DATE: \_\_\_\_\_

REVIEWED:

By: \_\_\_\_\_  
NAME TYPED: David Scriven  
TITLE: \_\_\_\_\_  
DATE: \_\_\_\_\_

**EXHIBIT A**

**TASK ORDER NO. 6**

**CONTRACT NO. RCSD 2021 – 1**

**Consultant: Kreiger & Stewart**

**TASK(S) TO BE PERFORMED:** Prepare RCSD's 2020 Consumer Confidence Report per email proposal dated February 12, 2021.

**TIME OF PERFORMANCE:**

The assigned tasks shall be completed by: July 1, 2021

**COMPENSATION:**

Compensation shall not exceed \$ 8,000.00 without prior authorization and shall be invoiced for actual hours worked.



## Jeff Sims

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**From:** David Scriven <Dscriven@kriegerandstewart.com>  
**Sent:** Friday, February 12, 2021 3:00 PM  
**To:** Jeff Sims  
**Cc:** Victoria Morrell; Ted Beckwith  
**Subject:** Annual Water Quality Consumer Confidence Report

Jeff,

As mentioned recently, each year around this time we have begun preparation of the District's Consumer Confidence Report (CCR), which provides a summary of the District's water quality during the prior calendar year. The annual CCR is due to be distributed to the District's customers by July 1 each year.

Although the CCR isn't required to be distributed to customers until July 1, we have historically prepared the document early in the year to allow time for addressing any comments from the Division of Drinking Water District Office and for the District to print and fold any hard copies needed for distribution.

We typically provide two versions of the CCR: one that is designed for printing, folding, and mailing; and one that is designed for posting the District's website, here: <https://www.rcsd.org/water-quality-report-ccr>.

In order to prepare the CCR, we will, as usual, need a copy of the District's annual production summary for 2020.

We propose to prepare the District's CCR this year for a fee not to exceed \$8,000, in accordance with the terms of our recently-revised consulting agreement. Please advise whether this is satisfactory, and if so, let us know if we should proceed with preparation of the CCR. If you need additional information, or would like to discuss further, please reply or call.

-Dave



David F. Scriven  
Krieger & Stewart, Incorporated  
Mail/Ship Address: 3890 Orange Street #1509 | Riverside, CA 92502  
Office: 3602 University Avenue | Riverside, CA 92501 | [www.kriegerandstewart.com](http://www.kriegerandstewart.com)  
P: 951.684.6900 | F: 951.684.6986 | [dscriven@kriegerandstewart.com](mailto:dscriven@kriegerandstewart.com)

*See our new address information below:*

# Rubidoux Community Services District Water Fund Budget

June 20, 2019

	Projected Year End 2018/2019	Budget 2018/2019	Proposed Budget 2019/2020	Proposed Budget 2020/2021
<b>Operating Income</b>				
1 Sales - Residential	3,517,200	3,668,925	3,550,000	3,763,000
2 Sales - Commercial	1,199,500	1,390,890	1,200,000	1,270,000
3 Sales - Late Charges	160,700	158,000	162,000	164,000
4 Sales - Service Charges	5,900	10,500	6,000	7,000
5 Sales - Reconnect Charge	19,500	15,500	20,000	22,000
6 Sales - Meters	1,900	3,450	2,100	2,300
<b>Total Operating Income</b>	<b>\$4,904,700</b>	<b>\$5,247,265</b>	<b>\$4,940,100</b>	<b>\$5,228,300</b>
<b>Other Income</b>				
7 Interest Income	134,800	60,000	136,000	137,000
8 Miscellaneous Revenue	3,240	30,000	4,000	4,000
9 Sales - Over & Short	(1)	-	-	-
10 Interest Income:Non-Operatnl	17,000	10,000	17,000	17,300
<b>Total Other Income</b>	<b>\$155,039</b>	<b>\$100,000</b>	<b>\$157,000</b>	<b>\$158,300</b>
<b>TOTAL WATER REVENUE</b>	<b>\$5,059,739</b>	<b>\$5,347,265</b>	<b>\$5,097,100</b>	<b>\$5,386,600</b>
<b>Operating Expense</b>				
11 Pump Energy Costs	320,200	412,000	400,000	410,000
12 Water Analyses	66,700	57,000	70,000	78,000
13 Bad Debt Expense:Wtr	22,000	33,000	21,000	22,000
14 R & M Vehicle	22,300	25,500	25,500	27,000
15 R & M Equipment, Heavy	13,700	21,000	21,000	22,500
16 R & M Water System	174,000	100,000	180,000	270,000
17 R & M Office	2,700	10,200	10,000	10,000
18 Recurring Operating Expense	310,500	278,100	315,000	323,000
19 Op/Maint Wellhd Treat Facility (N03 Plt)	119,797	224,000	225,000	235,000
20 Bank Service Charges	71,300	65,000	70,000	70,000
21 Chemical/Mineral Supplies	29,900	52,000	50,000	55,000
22 Regulatory Fee/State	33,300	20,500	33,000	33,000
23 Clothing/Shoe Expense	7,900	7,700	7,700	7,700
24 Conservation Education Program	-	1,500	-	-
24 Utilities	5,000	5,200	5,500	6,500
25 Telephone	3,200	5,200	5,200	5,400
26 Dues & Subscriptions	2,200	3,000	3,000	3,000
27 Licenses & Permits	32,400	27,000	30,000	33,000
28 Mileage & Conference Expense	1,500	3,000	3,000	3,000
29 Gasoline Expense	52,300	50,000	56,000	59,000
30 Liability Insurance	42,200	48,000	49,900	51,800
31 Attorney Fees	-	5,000	5,000	5,000
32 Engineering Fees:WTR	37,100	30,000	40,000	45,000
33 Loss Claims	50,000	20,000	20,000	20,000
34 Publication of Public Notices	100	2,500	2,500	2,500
35 Miscellaneous Expense	-	5,500	5,500	5,500
36 123 TCP Treatment Well #2 Equip Lease	197,600	108,000	9,800	-
<b>Total Operating Expense</b>	<b>\$1,617,897</b>	<b>\$1,619,900</b>	<b>\$1,663,600</b>	<b>\$1,802,900</b>

12. CONSIDER NOMINATION OF RCSD BOARD OF DIRECTOR FOR CSDA  
BOARD OF DIRECTORS SEAT A, SOUTHERN NETWORK:

**DM 2021-14**



# Rubidoux Community Services District

## Board of Directors

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



## General Manager

Jeffrey D. Sims

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

## DIRECTORS MEMORANDUM 2021-14

March 4, 2021

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

**Subject:** Consider Nomination of RCSD Board of Director for CSDA Board of Directors Seat A, Southern Network

### **BACKGROUND:**

At the regularly scheduled February 18, 2021 meeting of the Rubidoux Community Services District (RCSD) Board of Directors, staff presented the Board Director's Memorandum (DM) 2021-08 which included some brief background information on the California Special Districts Association (CSDA) along with the original call for nominations correspondence received from the CSDA. The original DM and related attachments are included for reference.

At the time of writing of this DM, staff has not received any written or verbal interest from any of the RCSD Board Members to be considered for the nomination.

### **RECOMMENDATION:**

Staff recommends the Board of Directors review the CSDA Board of Directors Call for Nominations Seat A correspondence dated January 26, 2021 and consider nomination of interested RCSD Board of Director(s).

Respectfully,

A blue ink signature of Brian Laddusaw.

BRIAN LADDUSAW, CPA  
Director of Finance and Administration

Attach: DM 2021-08 'Consider CSDA Board of Directors Call for Nominations' and related attachments

# Rubidoux Community Services District

## Board of Directors

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

**General Manager**  
Jeffrey D. Sims



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

## DIRECTORS MEMORANDUM 2021-08

February 18, 2021

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

**Subject:** Consider CSDA Board of Directors Call for Nominations

### **BACKGROUND:**

Rubidoux Community Services District ("District") is a member of the California Special Districts Association ("CSDA"). CSDA is a not-for-profit association that was formed in 1969 to promote good governance and improved core local services through professional development, advocacy, and other services for all types of independent special districts.

It has a membership of over 1,000 organizations throughout California representing all types of independent special districts including irrigation, water, park and recreation, cemetery, fire, police protection, library, utility, harbor, healthcare, and community services districts. CSDA provides education and training, insurance programs, legal advice, industry-wide litigation and public relations support, legislative advocacy, capital improvement and equipment funding, collateral design services, and, most importantly, current information that is crucial to a special district's management and operational effectiveness.

District staff received correspondence from CSDA indicating CSDA's call for nominations for CSDA Board of Directors Seat A.

CSDA governance involves a Board of Directors comprised of six networks with three seats for each network. The networks are geographic areas within the state of California. The District is in the Southern Network. The three representative Board of Director members for each network are on staggered three-year terms. Seat A for the Southern Network has an expiring term, thus the call by CSDA for nominations to fill this position. The seat is currently filled by Jo MacKenzie – Director Vista Irrigation District. Ms. MacKinzie's bio from Vista Irrigation District is attached. She indicates her intent to run for re-election for Seat A, Southern



Section. The other two Southern Network Directors not currently up for re-election are Don Bartz – GM, Phelan Pinon Hills CSD, and Arlene Schafer, Board Member at Costa Mesa Sanitary District.

If any of the District's Board Members are interested in submitting to CSDA for the election to fill the upcoming three-year term for Seat A, Southern Network, it is suggested the following schedule be followed:

February 18, 2021 – Board is presented information regarding the CSDA Seat A, Southern Network call for candidates.

March 4, 2021 – Staff will include an Action Item for the District Board to nominate a Director.

March 18, 2021 – Staff will include an Action Item for the District Board to consider adopting a Resolution supporting the Director from the District as a candidate for CSDA Seat A, Southern Network Board of Directors for the 2022- 2024 term.

March 19 – 26, 2021 – Nominated Director from the District to complete the 2021 CSDA Board Candidate Information Sheet.

March 26, 2021 – Staff sends CSDA adopted District Resolution and Candidate Information Sheet.

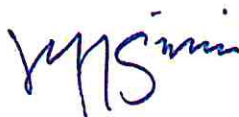
CSDA's deadline is March 29, 2021 for receipt of candidate nominations. Voting will begin May 28, 2021 and end July 16, 2021. The successful candidate will be notified no later than July 20, 2021 with all new CSDA Board Members introduced at the Annual CSDA Conference in Monterey, CA in August 2021.

The attached correspondence from CSDA dated January 28, 2021 goes into more details regarding the process. It is recommended Board Members review this in preparation of consideration of nominating a Director on March 4, 2021 at the Board's regularly scheduled Board Meeting.

**RECOMMENDATION:**

No action; information only.

Respectfully,



JEFFREY D. SIMS, P. E.  
General Manager

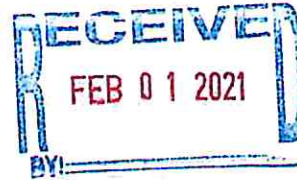
Attach:

1. CSDA correspondence dated January 28, 2021 – call for CSDA Nominations for Board of Directors Seat A





**California Special  
Districts Association**  
*Districts Stronger Together*



**DATE:** January 28, 2021  
**TO:** CSDA Voting Member Presidents and General Managers  
**FROM:** CSDA Elections and Bylaws Committee  
**SUBJECT:** **CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS  
SEAT A**

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The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2022 - 2024 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent. (See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

**Commitment and Expectations:**

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.  
*(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).*
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.  
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.  
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*



**California Special  
Districts Association**  
*Districts Stronger Together*

## 2021 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: \_\_\_\_\_

District: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Network: \_\_\_\_\_ (see map)

Telephone: \_\_\_\_\_  
(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Nominated by (optional): \_\_\_\_\_

**Return this form and a Board resolution/minute action supporting the candidate  
and Candidate Information Sheet by mail or email to:**

CSDA  
Attn: Amber Phelen  
1112 I Street, Suite 200  
Sacramento, CA 95814  
(877) 924-2732

amberp@csda.net

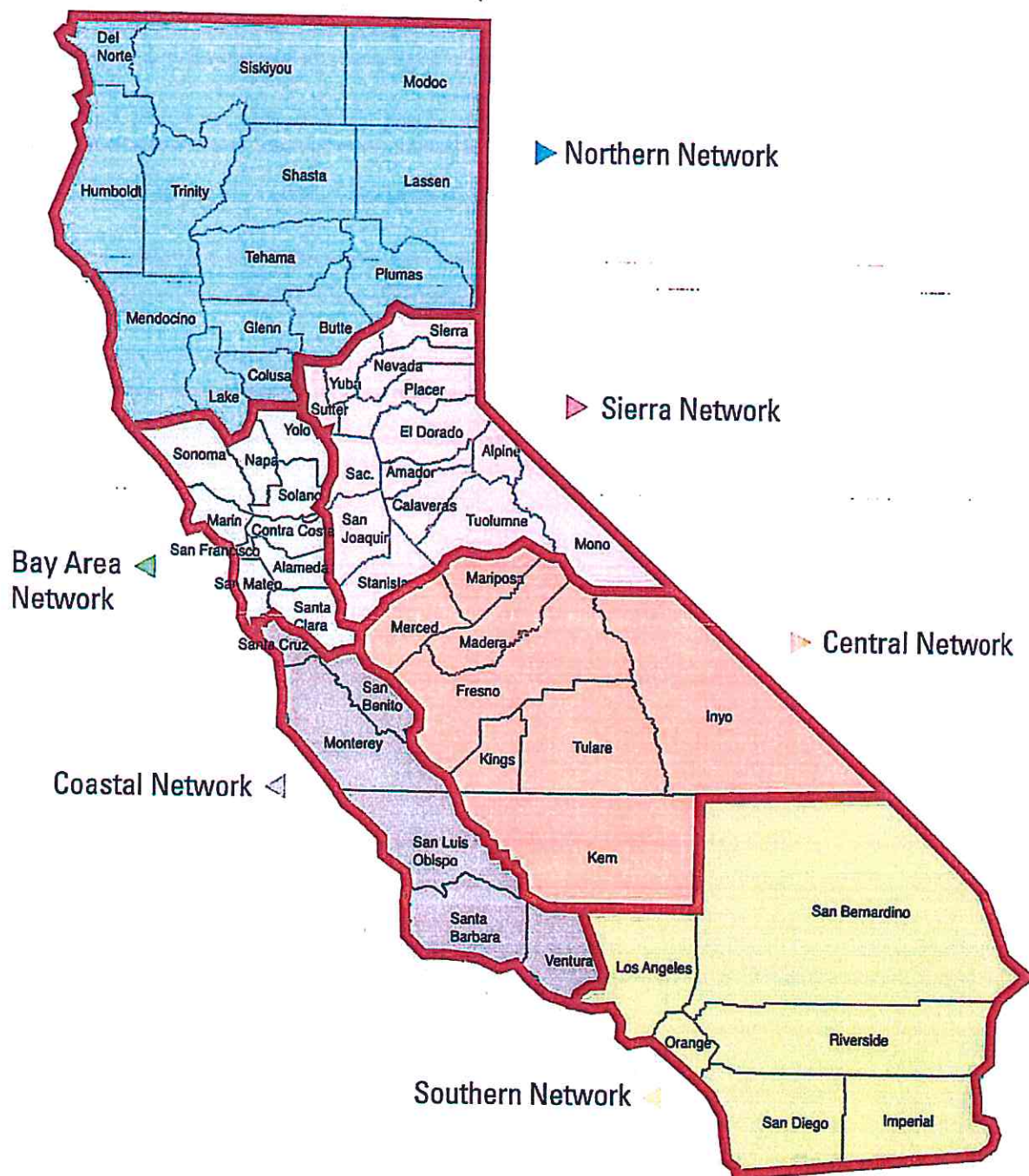
***DEADLINE FOR RECEIVING NOMINATIONS – March 29, 2021***





California Special Districts Association

## DISTRICT NETWORKS





Select Language ▼

Powered by Google Translate (<https://translate.google.com>)[Contact Us: \(760\) 597-3100 \(/contact-us\)](/contact-us)[Careers \(/careers\)](/careers)[RFP/Bids \(/request-for-proposals-bids\)](/request-for-proposals-bids)[Lake Henshaw \(/lake-henshaw\)](/lake-henshaw)

## Coronavirus Impacts

DISMISS

In response to Coronavirus (COVID-19), the Vista Irrigation District lobby is temporarily closed as a precautionary measure. District business and operations are being performed as usual. Water quality and supplies are not affected by COVID-19, and remain safe. You may also visit [www.vidwater.org/covid-19-information](http://www.vidwater.org/covid-19-information) or email Customer Service at [VIDCustomerService@vidwater.org](mailto:VIDCustomerService@vidwater.org) with questions about payment options.

[\(https://www.vidwater.org/\)](https://www.vidwater.org/)**This item appears on**

Go!

[Board of Directors \(/board-of-directors-0cd80e4\)](/board-of-directors-0cd80e4)

# Jo MacKenzie

**Director, Division 5**

Since December 9, 1992

Current term: 2020-2024

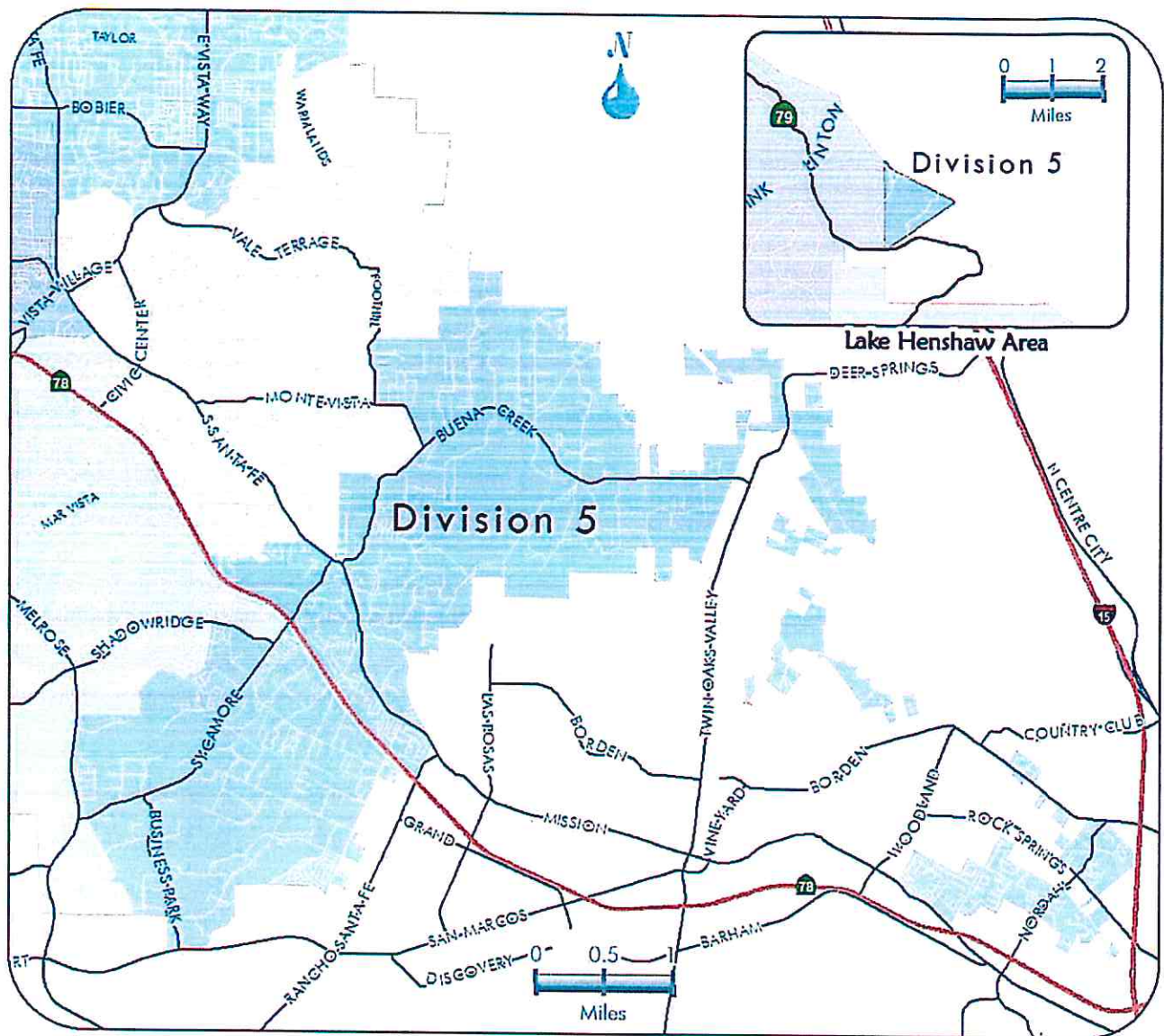
Ms. MacKenzie has served on the Board of Directors since December 1992. She represents Division 5, which includes northeast and southeast Vista, north Twin Oaks Valley and the Bennett area in the city of San Marcos.

Ms. MacKenzie is a land use planner and has been active in the Vista and San Marcos communities for many years. She has served as the Chairperson of the District's fiscal policy, public affairs, Warner Ranch, and water sustainability committees. Ms. MacKenzie has also been actively involved with the Association of California Water Agencies; with the California

Special Districts Association, serving as the statewide association's president in 2011; with the Local Agency Formation Commission, serving as a representative for special districts; and with the Special District Leadership Foundation. She was also recognized as Special District Official of the Year by PublicCEO.com in 2011 and was the California Special Districts Association's Legislative Advocate of the Year in 2010.







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Telephone (760) 597-3100

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**13. CLOSED EXECUTIVE SESSION – CONFERENCE WITH LEGAL  
COUNSEL – POTENTIAL EXPOSURE TO LITIGATION –  
PURSUANT TO GOVERNMENT CODE SECTION 54956.9(D)(2):  
ONE MATTER**

#### 14. DIRECTORS COMMENTS - NON-ACTION



## 15. ADJOURNMENT