

**MINUTES OF REGULAR MEETING  
November 16, 2017  
RUBIDOUX COMMUNITY SERVICES DISTRICT**

**DIRECTORS PRESENT:** Bernard Murphy  
F. Forest Trowbridge  
Christopher Barajas  
Hank Trueba  
Armando Muniz

**DIRECTORS ABSENT:**

**STAFF PRESENT:** Dave Lopez, General Manager  
Steve Appel, Assistant General Manager  
Krysta Krall, Manager Fiscal Services  
Brian Jennings, Budgeting/Accounting Manager

Call to order: the meeting of the Board of Directors of the Rubidoux Community Services District by Director Muniz, at 4:00 P.M., Thursday, November 16, 2017, at the District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

**ITEM 4. APPROVAL OF MINUTES**

Approval of Minutes for Regular Board Meeting, November 2, 2017.

**Director Trueba moved and Director Barajas seconded to approve the November 2, 2017 Minutes.**

**The motion was carried unanimously.**

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

**ITEM 5. Consider to Approve the November 17, 2017, Salaries, Expenses and Transfers.**

Approve November 17, 2017, Salaries, Expenses and Transfers.

**Director Barajas moved and Director Trueba seconded to approve the November 3, 2017, Salaries, Expenses and Transfers.**

**The motion was carried unanimously.**

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

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

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

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

The first article is from the Press Enterprise regarding the City of Perris and their attempts to sell their water and sewer systems. They took a vote to the general population and the water systems will be sold, but the sewers will be kept by the city at least for the short term. The next article, also from the Press, was regarding the question "Is Riverside electricity user's tax legal? A lawsuit says no". The lawsuit was filed on October 25 and the city has not yet filed a reply. The hearing date is December 18. Next, there was a thank you from the North Bay Industries Activity Center, in Rohnert Park, CA. They were in the Santa Rosa area during the California Wildfires. The final article was a thank you from the Jurupa Valley Chamber of Commerce for Mr. Lopez's participation in the state of the city address that was held in September.

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

### **Operations Report:**

We have nothing to report.

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

The Incident Report for October 1 – October 31, 2017, there were a total of 181 calls, in comparison to the same period in 2016, there were a total of 252 calls. The year to date total is 2,545, compared to 2,609 in 2016.

## **ITEM 9. DM 2017-55. Consideration to Schedule Employee/Board of Directors End-of-Year Luncheon.**

About four (4) years ago the Rubidoux Community Services District employees resurrected their end-of-year luncheon. This renewed interest was jump started by the front office Staff. As the Board is aware, ***No public funds are used for the luncheon.*** Consequently, the employees' annual luncheon is only made possible through the generous donations made by the Board of Directors and Employees. Directors traditionally donate about \$50.00 towards the annual luncheon. Your donation generally goes towards the purchase of main entrees, beverages, desserts, decorations, plates and cups.

For budget setting, Staff will contact each Director of their intention to donate this year. **This is voluntary.** Furthermore, it is also the purpose of this DM to advise and invite the Board of Directors to the December 20, 2017, (Wednesday), luncheon scheduled for 12:00 PM. Employees and Directors are invited.

**No action necessary.**

**ITEM 10. DM 2017-56. Review Board of Directors Reorganization Policy**

This item is presented to refresh your memory as to the Reorganization Policy of the Board. **The reorganization will be agendized and conducted at the December 21, 2017,** regular Board meeting of the Rubidoux Community Services District Board.

Since 1991, the Rubidoux Community Services District Board of Directors have practiced the policy of annually rotating the Vice-President's position once the President's annual term has expired. Last December, President Muniz was reaffirmed President for calendar year 2017 and the Board elected Director Murphy as Vice President. In keeping with the Board policy to rotate the President's position, Vice President Murphy would rotate into the President's position for calendar year 2018. Consequently, the reorganization of the Board will need to select and fill the Vice President position for calendar year 2018 and eventual President for 2019.

Pursuant to the Reorganization of the California Government Code and in keeping with the policy of the Board to rotate the President's position, it is procedurally appropriate the Board nominate and elect a Vice President to the Board for calendar year 2018 at your December 21, 2017, meeting.

**No action at this time.**

**ITEM 11. DM 2017-57. Presentation on Improved Utility Billing Statement.**

As the Board is aware, the District has been implementing a utility billing and accounting software upgrade. We have conducted parallel billing cycles with positive results. More recently, the District has **gone live**, again with positive results.

Mr. Brian Jennings, Accounting/Budget Manager, has spearheaded this implementation and will make this afternoon's presentation on our new utility bill.

Mr. Jennings gave a detailed presentation to the Board on the new utility bill.

**Status report only, no action necessary.**

**ITEM 12. DM 2017-58. Consideration to Develop New Position for the Rubidoux Community Services District.**

At the request of Director Barajas this item is presented to the Board of Directors for your consideration this afternoon. As Staff understood the request, Director Barajas requested a new position in the ***Public Affairs/Public Information/Outreach Scope of Duties and Functions***. As such, Staff has assembled similar Job Descriptions from local water districts in our area. Their titles are as follows: Community Affairs Supervisor, JCSD, Public Communications Manager, WMWD, and Public Affairs Managers, EMWD. Funding for this proposed position generally comes out of the Water Department Fund

since typically the outreach is related to water quality, conservation, education and general agency information.

<u>Agency</u>	<u>Position</u>	<u>Annual Salary Range</u>	<u>Benefit Costs Est.</u>
JCSD	Comm. Affairs Super.	\$76K to \$92.5K	SalaryX57%=Total
WMWD	Comm. Manager's	\$58K to \$139K	SalaryX57%=Total
EMWD	Public Affairs Mgr., I, II	\$75.5K to \$144.7K	SalaryX57%=Total

In addition to the above costs, there are materials costs, dues and membership costs and travel expenses with we estimate at approximately \$25,000.00 per year. Further, expect salaries and benefits and expenses to increase at 2% to 5% annually.

**Director Barajas moved to develop a new position for public affairs for the RCSD; there was no second. The motion dies for lack of a second.**

**ITEM 13. Directors Comments – Non action.**

Director Muniz adjourned the November 16, 2017, Regular Board meeting.