

**MINUTES OF REGULAR MEETING**  
**April 6, 2017**  
**RUBIDOUX COMMUNITY SERVICES DISTRICT**

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

**DIRECTORS ABSENT:**

**STAFF PRESENT:** David Lopez, General Manager  
Steve Appel, Asst. General Manager  
Krysta Krall, Manager Fiscal Services  
Brian Jennings, Manager Budgeting/Accounting

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, April 6, 2017, at the District Office, 3590 Rubidoux Boulevard, Rubidoux, California.

**ITEM 4. APPROVAL OF MINUTES**

Approval of the Regular Minutes for March 16, 2017, was unanimously approved.

**The motion was carried unanimously.**

**Ayes – 4 (Muniz, Murphy, Trowbridge, Barajas)**  
**Noes - 0**

**ITEM 5. Consider to Approve the April 7, 2017, Salaries, Expenses and Transfers.**

Approve April 7, 2017 Salaries, Expenses and Transfers.

**Director Murphy moved and Director Trowbridge seconded to approve the April 7, 2017, Salaries, Expenses and Transfers.**

**The motion was carried unanimously.**

**Ayes – 4 (Trowbridge, Muniz, Murphy, Barajas)**  
**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 piece of correspondence was the Agenda for the Inter-Agency Legislative Group. The next correspondence was a letter to Kris Martinez, City of Riverside Public Works Director in answer to a RAC meeting in January. In their presentation they had told the District that we are in non-compliance in our nutrient loading. We wrote a letter, with signatures from Directors Muniz and Murphy, saying they had understated and miscalculated the loading factors. This letter supports our position and asserts the position that they misused the wrong loading factors to get to the mass loading.

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

### **Operations Report:**

Presented at the second meeting of the month.

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

Presented at the second meeting of the month.

## **ITEM 9. DM 2017-18. Accept "Letter of Resignation" from Director Wilson and Consider Appointment Process to Fill the Remainder of Term.**

Attached for the Board of Directors' review is Government Code Section 1780. Chapter 4 Article 2, which addresses Board Vacancies. More specifically, the Board must now act to replace Director Wilson. The Rubidoux Community Services District Board of Directors has always opted to make an appointment to the Board. However, we will disclose all options for your consideration this afternoon.

As to the issue of a Board vacancy, the Rubidoux Community Services District Board of Directors options are more specifically summarized below:

1. From the effective date of Board notification, April 6, 2017, the Board of Directors may elect to make an appointment to fill the vacancy. Such appointment must be within the prescribed sixty (60) day time frame.

**or**

2. Within this same sixty (60) day period the Board may call an election on the next established election date. In the event there is not a general election scheduled within the sixty (60) days, a special election would be called. In either case the cost of such an election will be the responsibility of the District.

If the Board of Directors is unable or unwilling to fill the vacancy by appointment or calling an election, the County Board of Supervisors of Riverside County may fill the vacancy within ninety (90) days from the effective date of the vacancy.

In the unlikely event the County Board of Supervisors does not act, the District Board must call a special election (at its own cost estimated between \$25k to \$35k).

It was Director Wilson's strong desire to have her replacement seated and engaged prior to the District's Budget Process scheduled for May 2017. As such staff proposed the following schedule:

- April 6, 2017, the Board Acts to appoint for the unexpired term running thru December 2018.
- April 6, 2017, authorized the "Notice of Board Vacancy" for posting on April 7, 2017.
- Call a Special Meeting for April 27, 2017, for the interview and appointment thereof.

**Director Barajas moved and Director Trowbridge seconded to Approve and Authorize the Board of Directors to make an appointment thru the unexpired term ending December 2018 and to post the attached "Notice of Board Vacancy" for an appointment with the following amendments:**

- 1) **Change the Closing Date to from April Friday, April 21, 2017, to Monday April 24 and**
- 2) **Change the Special Board Meeting for April 27, 2017, from 4:00 PM to 5:00 PM.**

**The motion was carried unanimously.**

**Ayes – 4 (Trowbridge, Muniz, Murphy, Barajas)**

**Noes – 0**

**Absent – 0**

**ITEM 10. DM 2017-19. Annual Review of District's Surplus Water Supply Policy.**

At the February 17, 2011, regular meeting of the Rubidoux Community Services District the Board of Directors adopted the Attached Policy Principles on the Allocation of Surplus Groundwater. The policy stipulates an annual review. The purpose of tonight's circulation of the document is to review the principles in today's environment and water supply.

As background information, the District is presently, at their request, providing a range from 1,700 to a maximum of 4,000 gallons per minute (GPM) on a requested and interruptible basis to the Jurupa CSD. The cost is \$450 Acre Feet (325,851 gallons per AF) delivered up to 1,000 AF per year. Water delivered beyond the 1,000 AF marker is priced at \$400 AF. Further the marginal cost pass thru to Water Operations is \$60.00 an AF. Incidentally, for budget years 2017-2018 Staff is evaluating the marginal cost and

AF costs for possible adjustments. The only interruptions of water delivery to Jurupa CSD are at the request by either partly due primarily for maintenance and repair issues.

**Director Barajas moved and Director Trowbridge seconded to readopt the Policy Principles document as presented for 2017.**

**The motion was carried unanimously.**

**Ayes – 4 (Trowbridge, Muniz, Murphy, Barajas)**

**Noes - 0**

**ITEM 11. DM 2017-20. Review and Comment of Rubidoux Community Services District Board of Directors Draft Board Policies and Procedures Manual.**

Attached for the Board of Directors review and comment is a draft Board Policies and Procedures Manual. The purpose of the Board Manual is to help elected officials (newly and experienced Board Members) understand and navigate your complex role as elected officials of the Rubidoux Community Services District Board of Directors. Furthermore the manual includes Board behavior, communications, required training and institutional/structural governance of the District. The development of the Draft Policy manual was constructed with other source manuals to represent the District's current practices, policies and to support the Memorandum of Understanding (MOU), District Employee Hand Book, Resolutions and Ordinances.

District Staff has included copies of the comments provided by Board Members. The purpose is to discuss and engage the full Board and incorporate appropriate comments within the Draft Board Policies and Procedures Manual this afternoon.

Agreed upon revisions and corrections will be incorporated into the draft Board Policies and Procedures Manual which will be presented to the Board for review at the next regularly scheduled Board Meeting on April 20, 2017.

**No action taken at this time.**

**ITEM 12. Directors Comments – Non action.**

Director Muniz adjourned the April 6, 2017 Regular Board meeting.