

Rubidoux Community Services District

Board of Directors

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

General Manager

Jeffrey D. Sims



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

NOTICE AND AGENDA FOR THE RUBIDOUX COMMUNITY SERVICES DISTRICT BOARD MEETING

Thursday, January 6, 2022, 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 have the choice to attend and address the Board in person or attend and address the Board via Zoom.

Note the following:

All persons including members of the public, Board Members, and staff attending the Board Meeting in-person are required to wear a face covering while inside District Facilities if they are not vaccinated against COVID-19 consistent with approved Cal/OSHA emergency temporary standards on COVID-19 infection prevention. If you do not have a face covering, one will be provided upon request.

Members of the public wanting to attend and/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 **870-2519-9040**.

- 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 – Hank Trueba Jr., President
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes for the December 16, 2021, Regular Meeting
5. Consideration to Approve January 7, 2022, Salaries, Expenses and Transfers
6. Public Comment

Members of the public are encouraged to address the Board of Directors. Anyone who wishes to speak on an item not on the published agenda must submit a comment request card to the General Manager or designee. Each speaker should begin by identifying themselves for the record and is allowed up to three-minutes.

No one may give their time to a speaker during the public comment period of the meeting. It is requested that all present refrain from any action that might disrupt the orderly course of the meeting. Coarse, crude, profane, or vulgar language, or unsolicited comments from the audience, which disrupts or disturbs the Board meeting, may result in exclusion from the meeting.

The Ralph M. Brown Act, Government Code 54950, et. seq. prohibits members of the Board of Directors from taking formal action or discuss items not on the published agenda. As a result, immediate response to public comment may be limited.

7. Correspondence and Related Information
8. Manager's Report (Second Meeting each Month):
 - a) Operations Report
 - b) Emergency and Incident Report

ACTION ITEMS:

9. Committee Assignments for Calendar Year 2022: **DM 2022-01**
10. Consider Professional Services Agreement with IB Consulting for a Comprehensive Cost of Services Study (COSS): **DM 2022-02**
11. Receive and File Update on LAFCO Findings For Countywide Municipal Services Review: **DM 2022-03**
12. Directors Comments - Non-action
13. Adjournment

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

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

4. APPROVAL OF:
MINUTES FOR DECEMBER 16, 2021, REGULAR MEETING

**MINUTES OF REGULAR MEETING
December 16, 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
Brian Laddusaw, Finance Director
Ted Beckwith, District Engineer
Brian Jennings, Customer Service Manager
Miguel Valdez, Operations Manager

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, December 16, 2021, by teleconferencing at District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

It was requested to add an emergency item to the agenda as Item #12.

Director Murphy made the motion, and Director Trueba seconded to amend the agenda and add Item #12 to an Executive Closed Session.

The motion was carried unanimously.

ITEM 4. APPROVAL OF MINUTES

Approval of Minutes for December 2, 2021, Board Meeting.

Director Murphy moved, and Director Trueba seconded to approve the December 18, 2021, Regular Board Minutes as presented.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

ITEM 5. Consideration to Approve the December 17, 2021, Salaries, Expenses and Transfers.

Consideration to Approve the December 17, 2021, Salaries, Expenses and Transfers.

Director Murphy moved, and Director Trowbridge seconded to Approve the December 17, 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 to address the board.

ITEM 7. CORRESPONDENCE AND RELATED INFORMATION

Included in the packet was some correspondence interests. There were some articles regarding drought conditions in the state of California and western states affecting the Colorado River Watershed and State Water Project. Given the ongoing duration of the drought, a single good storm does not relieve the state from a drought. At this time, the District has not declared any shortage. Mr. Sims informed the Board that he and Mr. Beckwith have been reviewing the District's Water Shortage Contingency Plan. Inside the recently approved Urban Water Management Plan there is a Water Shortage Contingency Strategy. Staff will likely be coming to the board in January or February with an Ordinance to codify our Water Shortage Contingency Plan stages and get the authorities to implement enforcement if necessary. There is a statewide drought which has prompted DWR to initially state there is a zero allocation of water to State Water Project contractors. It is still early in the "water year", which starts October 1 each year and it is hoped as the winter months proceed there will above normal wet weather to improve current drought conditions.

The final article was on David Wright, the former head of Los Angeles DWP who was caught accepting bribes from a lawyer in exchange for supporting a \$30 million, no bid DWP contract. Additionally, he admitted in a plea agreement that he participated in several other corrupt schemes while serving as head of the DWP.

Director Murphy added that he attended a meeting at WMWD. One of the presenters was from MWD and they were talking about the DWR water allocations. They have redefined their data set for rainfall to include just the most recent 60 years. In the 60-year period, the wettest year occurred in 2016-2017 rainy season, as exemplified by Oroville Dam overflowing. They dumped all that water in that 3-year period. It's a good idea to build more storage facilities to store water, but if they are not managed appropriately, it can be a problem.

ITEM 8. MANAGER'S REPORT

Operations Report:

Miguel Valdez reported on the water/wastewater report for the month of November. Potable water production was an average of 4.12 mgd per day. Wastewater averaged 1.67 mg/day of flow to Riverside.

Potable production was provided as follows:

Well No. 18 produced 50%

Well No. 1 produced 1%

Well No. 2 produced 10%

Well No. 4 produced 20%

Well No. 6 produced 15%

Well No. 8 produced 4%

Emergency and Fire Report:

Chief Veik reported the Incidents Reported for the month of November 2021 and Special District Rubidoux CSD. Station 38 had a total of 282 calls, quite a bit above Station 38's normal history of calls. 180 calls, 63.8%, were medical aides.

Fire Inspector Joe Lewis conducted 21 annual business inspections. That included 45 weed abatement inspections. Joe Lewis will be moving over to The City of Eastvale Fire as their full-time fire inspector. We will now need to hire a new fire inspector. We had several water rescues during the rainstorm in the river bottom. The Fire Department alerted homeless in the river bottom area of impending flooding asking them to seek high ground. The river bottom is extremely hazardous both during flood season and fire season. Chief Weiser is leading a campaign to reduce fuel in the river bottom, hopefully to be all pursued by grants.

Director Trueba inquired about a traffic collision fatality at Limonite/Clay. Chief Veik reported that there was an adult fatality at the scene and major injuries to a pediatric victim.

Director Murphy inquired about an article on a fire that occurred in Riverside on a windy day. There was brush that occurred naturally and the mulch that was being composted. He wanted to recognize that we're going to have a concerted effort to reduce the fuel in the river bottom, which occurs naturally. The mulch that was at that fire was man placed and it became a fuel source for a fire. He wanted to recognize if these types of combustible materials are going to be placed on properties, there needs to be concern for potential for fires. Mr. Sims added that at the City of Jurupa Valley Design Review Team meetings there is an opportunity for the County Fire Department to give input at the Planning Commission meetings.

ITEM 9. Receive and File Statement of Cash Asset Schedule Report Ending November 2021. DM 2021-84.

BACKGROUND

Attached for the Board of Directors' consideration is the November 2021 Statement of Cash Asset Schedule Report for all District Fund Accounts. Our YTD interest is \$24,952.07 for District controlled accounts. With respect to District "Funds in Trust", we show \$1,059.41 which has been earned and posted. The District has a combined YTD interest earned total of \$26,011.48 as of November 30, 2021.

The District's Operating Funds (Excluding Restricted Funds and Operating Reserves), we show a balance of \$6,241,881.19 ending July 31, 2021. That's **\$1,876,165.78 LESS** than July 1, 2021, beginning balance of \$8,118,046.97.

Further, the District's Field/Admin Fund current fund balance is \$706,366.66.

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

Director Trowbridge moved, and Director Trueba seconded to Receive and File the Statement of Cash for the Month of November 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 10. Consider Ordinance No. 2021-129, an Ordinance to Implement Requirements of SB 1383. DM 2021-85.

BACKGROUND

Rubidoux Community Services District ("District") provides solid waste collection for customers within its service boundaries. The District accomplishes this service through an agreement with Burrtec Waste Industries, Inc. ("Burrtec"). The District-Burrtec agreement has been in place since January 1, 2008. This agreement has a 5-yr wind down period after notice of non-renewal is provided on or before December 31 of a year. To date neither the District nor Burrtec has provided a written notice of non-renewal to initiate the wind down period.

Each spring the District and Burrtec review rates Burrtec will charge the District. Once finalized, the District goes through a Prop. 218 process to establish adjusted rates starting each July 1. Per the agreement Burrtec can adjust rates annually linked to the local consumer price index, plus direct pass-through costs paid to the County for tipping fees. The District does billings and provides customer service. To cover these expenses the District receives \$0.25 per residential customer per month and 10% of the commercial account revenues.

On September 19, 2016, Senate Bill 1383 (“SB 1383”), the short-lived Climate Pollutant Reduction Act, was signed into law mandating all jurisdictions providing solid waste collection to adopt an organic recycling ordinance. The main goal of SB 1383 is to reduce organic waste disposal by 75 percent and increase edible food recovery by 20 percent by year 2025. This legislation requires businesses, multi-family dwellings, and single-family residential properties to have access to recycling programs that collect food waste, green waste, wood waste, and fibers such as paper and cardboard.

The State of California relies on the California Department of Resources Recycling and Recovery, known as CalRecycle, a department within the California Environmental Protection Agency to develop regulations associated with waste and recycling laws passed by the legislature.

To comply with SB 1383 the District is mandated to:

- Provide organic waste collection services to all District solid waste customers including green waste, wood waste, food waste, etc.; and
- Implement an edible food recovery program recovering edible food from commercial edible food generators; and
- Provide education and outreach to haulers, generators, and edible food recovery organizations; and
- Procure recycled organic waste products such as compost, renewable gas, and mulch; and
- Plan and secure access for recycling and increasing edible food recovery capacity; and
- Monitor compliance efforts and conduct enforcement for annual reporting requirements.

A summary of SB 1383 requirements prepared by Burrtec is attached.

CalRecycle mandates every entity providing solid waste services to adopt a mandatory recycling ordinance. The ordinance will enable entities authority to enact and enforce organics recycling on customers. The District has been working with Burrtec and the City of Jurupa Valley on implementing the necessary ordinance and has advised CalRecycle of the intent to have the Ordinance in place no later than the District’s first Board Meeting in February 2022. CalRecycle may assess fines up to \$10,000 per day for non-compliance with requirements of SB 1383 in the absence of a good-faith effort by the District.

Ordinance No. 2021-129 is the District’s first step toward compliance with SB 1383 requirements. Over the next 3-6 months, the District, City of Jurupa Valley, and Burrtec will coordinate on future implementation to avoid duplicative administrative efforts. The goal will be to find the most cost-effective way to implement Ordinance No. 2021-129 while complying with SB 1383 requirements.

Proposed Ordinance No. 2021-129 is exempt from the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Sections 15061 (B)(3) and 15308 because it can be seen with certainty there is no possibility these regulations will have a significant negative effect on the environment.

The financial effect of adopting Ordinance No. 2021-129 is undetermined. Given administrative and programmatic efforts required to implement the requirements of SB 1383, it is more likely than not customer rates will increase. As staff coordinates with the City of Jurupa Valley and

Burrtec the goal of staff is to find ways to mitigate the increases by finding ways to partner with the City of Jurupa Valley and Burrtec to minimize if not eliminate duplicative efforts conducted by Burrtec on behalf of both entities.

The first step towards implementation is for the Board of Directors to conduct a first reading of Ordinance No. 2021-129 with final adoption at the January 20, 2022, Board Meeting.

Director Murphy's comments:

Director Murphy went to the city and spoke at their public hearing and when they approved a similar Ordinance. His concerns are as follows: On the board letter they spoke of different colored containers. It is his understanding of what is intended by this state regulation is that they want kitchen waste going into the green container as opposed to the black container. There is a requirement that plastic bags go into the green container must be compostable and they are available. People need to know that food clippings need to be put into an unlined pail or one of the compostable plastic bags must be used.

Director Murphy read page 19 from the city's ordinance, which covered regulated entities. What this page stated in the ordinance was that an inspector can go to a private residence, and state that he/she needs to inspect the trash cans – 'please open the gate'. After going down to the city, he was told that the city would never do that. He has had previous experience with the City of Jurupa Valley code enforcement officer demand a full walk around inspection of his home and give him a comment in the end. The customers are being asked to pay for increased trash rates to provide the funds so that a city inspector has the authority to go on a private residence. Page 20 of the ordinance states fines will be imposed for violations. He believes the ordinance should be clear on how it is structured. The language in it should match language in the state law, specifically the section regarding not having fines for residential properties.

It was suggested the Trash Committee meet and completely go over the ordinance.

Director Murphy moved to Defer/Table the Ordinance to the Trash Committee for Further Action. Director Trowbridge seconded the motion.

No Action.

ITEM 11. Consider Award of Professional Services to Ruhnau Clarke Architects for District Building Option Study. DM 2021-86.

BACKGROUND

The District Board of Directors of Rubidoux Community Services District ("District") has over the years considered potential options for new building facilities. These include:

- A. A new two-story glass building located on the vacant lot behind Stater Brothers
- B. The County Fleet Building either purchasing alone or in partnership with the City of Jurupa Valley
- C. Remodel of 3590 Rubidoux Blvd. (current location) and building a Field Function with goal of consolidating all staff in one location
- D. 5473 Mission Blvd. for administrative functions and remodeling 3590 Rubidoux Blvd. for field operations

Option A was deemed too expensive and the architecture inconsistent with the desired “Mission Village” planning concept. Option is no longer an opportunity as the City of Jurupa Valley has purchased the property alone after the Board decided the Fleet Building was not going to be functional for joint use without substantive remodeling and expense. Option remains viable but would need further refinement (fuel station and perimeter security fencing) and an evaluation of how to maintain continuity of business during remodeling efforts.

The County of Riverside owns 5473 Mission Blvd. and plans to surplus it. The County has provided the District a right-of-entry to evaluate interest for its purchase.

At its September 16, 2021, Board Meeting the Board authorized staff to hire Ruhnau Clarke to do preliminary space layouts for 5473 Mission Blvd. and based on the preliminary layouts it appears the building could be remodeled and facilitate District Administrative functions.

To provide a comprehensive evaluation of building needs, staff recommends the following work be done by Ruhnau Clarke:

1. Finalize space layouts for 5473 Mission Blvd. and generate project cost estimates. The estimate would include perimeter security fencing and lighting.
2. Develop a remodeling plan for 3590 Rubidoux Blvd. for Field Functions only. This option would include a “butler” building and perimeter security fencing. The butler building would be sized to store District Fleet vehicles and materials in a secure manner during non-working hours. Also included with this option would be the addition of a new fueling station and vehicle wash area.

The combined project cost of remodeling 5473 Mission Blvd. and 3590 Rubidoux Blvd. would be compared against the cost of Option C.

Ruhnau Clarke has submitted a proposal dated December 13, 2021, to help the District have appropriate information to make a decision on which option to proceed with. The goal is to have a final decision by the first meeting in February so we can advise the County of Riverside one way or another regarding 5473 Mission Blvd. Ruhnau Clarke requests a budget authorization of \$32,900 includes a budget of \$500 for reimbursables. The budget is a not-to-exceed amount.

In the FY 2022 General Fund Budget, Line 45 included \$25,000 for Office Improvements. Of this budget, \$6,750 was committed to prior work by Ruhnau Clarke. This leaves \$18,250. It is recommended instead of using this remaining budget, the Board authorize a budget amendment to allocate \$32,900 from the Field/Admin Building Reserve Fund that has a balance of \$706,366.66 (as of November 30, 2021) to pay for this work by Ruhnau Clarke.

Director Murphy moved, and Director Muniz seconded the Board of Directors approve and authorize the General Manager to:

- 1. Amend the District FY 2022 Budget by allocating \$32,000 from the Field/Admin Building Reserves to the General Fund Line 45 – Office Improvements.**
- 2. Issue Task Order No. 2 under Master Agreement RCSD 2021-04 to Ruhnau Clarke in an amount of not-to-exceed amount of \$32,900.**

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

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

After discussion and deliberation the Board approved increasing the District's monthly Health Care contribution for each employee \$66 per month. Motioned by Skerbelis, second Trowbridge:

Roll call:

Ayes – 4 (Muniz, Skerbelis, Trowbridge, Trueba)

Noes – 1 (Murphy)

Abstain – 0

Absent - 0

ITEM 13. Directors Comments

The Directors wished everyone Happy Holidays.

Director Skerbelis adjourned the meeting at 5:47 PM.

5. CONSIDERATION TO:

APPROVE JANUARY 7, 2022, SALARIES, EXPENSES AND TRANSFERS

RUBIDOUX COMMUNITY SERVICES DISTRICT
 JANUARY 6, 2022 (BOARD MEETING)
FUND TRANSFER AUTHORIZATION

| | |
|--|-----------|
| NET PAYROLL 1/7/22 | 72,500.00 |
| WIRE TRANSFER: FEDERAL PAYROLL TAXES 1/10/22 | 28,000.00 |
| WIRE TRANSFER: STATE PAYROLL TAXES 1/10/22 | 7,000.00 |
| WIRE TRANSFER: TO CREDIT UNION | 2,500.00 |
| WIRE TRANSFER: PERS RETIREMENT | 16,700.00 |
| WIRE TRANSFER: PERS HEALTH PREMIUMS | 37,647.00 |
| WIRE TRANSFER: PERS RETIRED HEALTH PREMIUMS AND FEES | 1,483.00 |
| WIRE TRANSFER: PERS REPLACEMENT BENEFIT | 7,590.00 |
| WIRE TRANSFER: PERS GASB 68 ADMIN FEE | - |
| WIRE TRANSFER: SECTION 125 | 127.00 |
| WIRE TRANSFER: SECTION 457 AND 401(A) | 3,630.00 |

CHECKING ACCOUNT TRANSFERS FOR ACCOUNTS PAYABLE:

| | |
|--|----------------|
| 1/7/2022 WATER FUND TO GENERAL FUND-Payables | 233,212.44 |
| WATER FUND TO GENERAL FUND-Trash | 178,706.24 |
| WATER FUND TO SEWER FUND | 127,723.38 |
| SEWER FUND TO GENERAL FUND-Payables | 160,682.36 |

INTERFUND TRANSFERS:

| | |
|--|------------|
| 1/7/2022 SEWER FUND CHECKING TO LAIF SEWER OP | - |
| LAIF SEWER OP TO SEWER FUND CHECKING | 33,000.00 |
| GENERAL FUND PROP TAX TO GENERAL FUND CHECKING | 709,000.00 |
| GENERAL FUND CHECKING TO SEWER FUND CHECKING | - |
| GENERAL FUND CHECKING TO WATER FUND CHECKING | - |
| LAIF GENERAL TO GENERAL FUND CHECKING | - |
| LAIF PROPERTY TAX TO GENERAL FUND CHECKING | 47,000.00 |
| WATER FUND CHECKING TO LAIF-COP PAYBACK | 95,100.00 |
| WATER FUND CHECKING TO LAIF-W.R. | 13,900.00 |
| WATER FUND CHECKING TO GENERAL FUND CHECKING | - |
| LAIF WATER ML TO LAIF WATER REPLACEMENT | - |
| LAIF WATER ML TO LAIF WATER OPS | 18,406.72 |
| LAIF WATER OP TO WATER FUND CHECKING | 2,000.00 |
| LAIF WATER OP TO LAIF WATER ML | - |
| LAIF WATER RESERVE TO LAIF WATER OP | - |
| LAIF WATER REPLACE TO LAIF WATER OP | 2,580.10 |

NOTES PAYABLE

| <u>DESCRIPTION</u> | <u>BALANCE</u> | | <u>PAYMENT</u> | <u>DUE DATE</u> |
|--|----------------|-------|----------------|-----------------|
| U.S. Bank Trust (1998 COP's Refunding) | 1,970,000 | Prin. | - | Jun-22 |
| U.S. Bank Trust (1998 COP's Refunding) | 204,255 | Intr. | 50,235 | Jun-22 |
| MN Plant-State Revolving Loan | 3,740,066 | Prin. | 134,025 | Jul-22 |
| MN Plant-State Revolving Loan | 630,285 | Intr. | 48,073 | Jul-22 |

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

12/30/2021 1:56:35 PM

Page 1

| Tr. # | Vendor | Inv Date | Paid Out | Immediate | Credit Card Vendor | Due Date | Discount Date | Invoice # |
|---------------|--|----------------------|----------------------|-----------|--------------------|----------------|---------------|----------------|
| PO Number | | Immediate GL Account | Immediate GL Account | | Check # | | Payment Date | Discount |
| GL Date | | | | | Credit Card | CC Reference # | | Total Invoice |
| 1 | AIRGAS / AIRGAS USA, LLC ✓ | | | | | | | 9120190769 ✓ |
| CO2 TNKS | | 11/30/2021 ✓ | N | N | | 12/30/2021 ✓ | 11/30/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$182.48 ✓ |
| 2 | AMS / AMS PAVING ✓ | | | | | | | 15140001-00 ✓ |
| HYDRNT RFND | | 12/9/2021 ✓ | N | N | | 1/8/2022 ✓ | 12/9/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$2,726.93 ✓ |
| 3 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | CL10567-0267 ✓ |
| WTR ANALYSES | | 12/7/2021 ✓ | N | N | | 1/6/2022 ✓ | 12/7/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$1,150.00 ✓ |
| 4 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | CL10568-0267 ✓ |
| WTR ANALYSES | | 12/7/2021 ✓ | N | N | | 1/6/2022 ✓ | 12/7/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$900.00 ✓ |
| 5 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | CL10569-0267 ✓ |
| WTR ANALYSES | | 12/7/2021 ✓ | N | N | | 1/6/2022 ✓ | 12/7/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$36.00 ✓ |
| 6 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | CL10571-0267 ✓ |
| WTR ANALYSES | | 12/7/2021 ✓ | N | N | | 1/6/2022 ✓ | 12/7/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$129.00 ✓ |
| 7 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | CL10782-0267 ✓ |
| WTR ANALYSES | | 12/9/2021 ✓ | N | N | | 1/8/2022 ✓ | 12/9/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$75.00 ✓ |
| 8 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | CL10993-0267 ✓ |
| WTR ANALYSES | | 12/13/2021 ✓ | N | N | | 1/12/2022 ✓ | 12/13/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$15.00 ✓ |
| 9 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | CL10994-0267 ✓ |
| WTR ANALYSES | | 12/13/2021 ✓ | N | N | | 1/12/2022 ✓ | 12/13/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$30.00 ✓ |
| 10 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | CL10997-0267 ✓ |
| WTR ANALYSES | | 12/13/2021 ✓ | N | N | | 1/12/2022 ✓ | 12/13/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$150.00 ✓ |
| 11 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | CL10998-0267 ✓ |
| WTR ANALYSES | | 12/13/2021 ✓ | N | N | | 1/12/2022 ✓ | 12/13/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$30.00 ✓ |
| 12 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | CL11007-0267 ✓ |
| WTR ANALYSES | | 12/13/2021 ✓ | N | N | | 1/12/2022 ✓ | 12/13/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$75.00 ✓ |
| 13 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | CL11022-0267 ✓ |
| WTR ANALYSES | | 12/13/2021 ✓ | N | N | | 1/12/2022 ✓ | 12/13/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$36.00 ✓ |
| 14 | BURRTEC / BURRTEC WASTE INDUSTRIES, INC. ✓ | | | | | | | N0819382157 ✓ |
| SWR WSTE HAUL | | 11/30/2021 ✓ | N | N | | 12/30/2022 ✓ | 11/30/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$335.72 ✓ |
| 15 | C WELLS / C. WELLS PIPELINE MATLS, INC ✓ | | | | | | | SINV21-3508 ✓ |
| HYDRNT CK VLV | | 12/10/2021 ✓ | N | N | | 12/25/2021 ✓ | 12/10/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$2,300.06 ✓ |
| 16 | CORELOGIC / CORELOGIC, INC. ✓ | | | | | | | 82111401 ✓ |
| ONLINE SVC | | 11/30/2021 ✓ | N | N | | 12/30/2021 ✓ | 11/30/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$178.75 ✓ |
| 17 | CROWN ACE HARDWARE / CROWN ACE HARDWARE ✓ | | | | | | | 084270 ✓ |
| SUPPLIES | | 12/8/2021 ✓ | N | N | | 1/7/2022 ✓ | 12/8/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$44.17 ✓ |

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| Tr. # | Vendor | Inv Date | Paid Out | Immediate | Credit Card Vendor | Due Date | Discount Date | Invoice # |
|--------------------|---|----------------------|----------------------|-----------|--------------------|----------------|---------------|-----------------|
| PO Number | | Immediate GL Account | Immediate GL Account | | Check # | | Payment Date | Discount |
| GL Date | | | | | Credit Card | CC Reference # | | Total Invoice |
| 18 | FERGUSON / FERGUSON WTR WRKS #1083 ✓ | | | | | | | 0780949 ✓ |
| TOOLS | | 12/8/2021 ✓ | N | N | | 1/7/2022 ✓ | 12/8/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$210.85 ✓ |
| 19 | FERGUSON / FERGUSON WTR WRKS #1083 ✓ | | | | | | | 0783259 ✓ |
| PARTS | | 12/8/2021 ✓ | N | N | | 1/7/2022 ✓ | 12/8/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$1,143.76 ✓ |
| 20 | FERGUSON / FERGUSON WTR WRKS #1083 ✓ | | | | | | | 0783498 ✓ |
| PARTS | | 12/9/2021 ✓ | N | N | | 1/8/2022 ✓ | 12/9/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$1,035.98 ✓ |
| 21 | FERGUSON ENT / FERGUSON ENT LLC #3325 ✓ | | | | | | | 0204914 ✓ |
| HYDRNT DECHLNTR | | 12/10/2021 ✓ | N | N | | 1/9/2022 ✓ | 12/10/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$1,080.86 ✓ |
| 22 | HARRINGTON INDUSTRIAL / HARRINGTON INDUSTRI ✓ | | | | | | | 012L5295 ✓ |
| PVC PARTS | | 12/14/2021 ✓ | N | N | | 1/13/2022 ✓ | 12/14/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$81.00 ✓ |
| 23 | HARRIS COMPUTER SYSTEMS / HARRIS COMPUTER ✓ | | | | | | | MN00136254 ✓ |
| ANNUAL 12/21-11/22 | | 9/30/2021 ✓ | N | N | | 1/6/2022 ✓ | 9/30/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$16,039.81 ✓ |
| 24 | HOME DEPOT / HOME DEPOT CREDIT SERVICES ✓ | | | | | | | 009796/903776 ✓ |
| SUPPLIES | | 12/9/2021 ✓ | N | N | | 1/8/2022 ✓ | 12/9/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$335.12 ✓ |
| 25 | INLAND DESERT SECURITY / INLAND DESERT SECUIV ✓ | | | | | | | 211100636101 ✓ |
| CALL FWD | | 12/15/2021 ✓ | N | N | | 1/14/2022 ✓ | 12/15/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$40.00 ✓ |
| 26 | JPI / JPI DEVELOPMENT GROUP INC ✓ | | | | | | | 15108860-0 ✓ |
| HYDRNT RFND | | 12/9/2021 ✓ | N | N | | 1/8/2022 ✓ | 12/9/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$2,547.33 ✓ |
| 28 | KH METALS / KH METALS & SUPPLY ✓ | | | | | | | 0586502-IN ✓ |
| PARTS | | 12/9/2021 ✓ | N | N | | 1/8/2022 ✓ | 12/9/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$233.00 ✓ |
| 29 | KH METALS / KH METALS & SUPPLY ✓ | | | | | | | 0586642-IN ✓ |
| RAIN WEAR | | 12/10/2021 ✓ | N | N | | 1/9/2022 ✓ | 12/10/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$49.10 ✓ |
| 30 | LOPEZ, JOSE / LOPEZ, JOSE ✓ | | | | | | | 20211213 ✓ |
| D1 RNWL | | 12/13/2021 ✓ | N | N | | 1/12/2022 ✓ | 12/13/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$100.00 ✓ |
| 31 | MASTER'S / MASTER'S SERVICES (GLACIER) ✓ | | | | | | | 0000000376895 ✓ |
| BTL WTR | | 12/9/2021 ✓ | N | N | | 1/8/2022 ✓ | 12/9/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$83.40 ✓ |
| 32 | MERIT OIL / MERIT OIL COMPANY ✓ | | | | | | | 683221 ✓ |
| GASOLINE | | 12/9/2021 ✓ | N | N | | 12/24/2021 ✓ | 12/9/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$965.40 ✓ |
| 33 | PETERSON / PETERSON GRADING PAVING ✓ | | | | | | | 15100000-02 ✓ |
| HYDRNT RFND | | 12/9/2021 ✓ | N | N | | 1/8/2022 ✓ | 12/9/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$2,812.00 ✓ |
| 34 | QUADIENT / QUADIENT LEASING USA, INC. ✓ | | | | | | | N9173527 ✓ |
| PSTG MACHINE | | 12/10/2021 ✓ | N | N | | 1/10/2022 ✓ | 12/10/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$404.74 ✓ |
| 35 | RIVERSIDE CNTY DEPT ENVIRONMENTAL / RIVERSID ✓ | | | | | | | IN0433714 ✓ |
| PERMIT 4282 EXMR | | 12/8/2021 ✓ | N | N | | 1/7/2022 ✓ | 12/8/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$900.00 ✓ |

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| GL Date | | | | | Credit Card | CC Reference # | | Total Invoice |
| 36 | RIVERSIDE CNTY DEPT ENVIRONMENTAL / RIVERSIC ✓ | | | | | | | IN0433715 ✓ |
| PERMIT 3450 DALY | | 12/8/2021 ✓ | N | N | | | 1/7/2022 ✓ | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$900.00 ✓ |
| 37 | RIVERSIDE CNTY DEPT ENVIRONMENTAL / RIVERSIC ✓ | | | | | | | IN0433799 ✓ |
| PERMIT 3425 CRSTMR | | 12/8/2021 ✓ | N | N | | | 1/7/2022 ✓ | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$1,171.00 ✓ |
| 38 | RIVERSIDE CNTY DEPT ENVIRONMENTAL / RIVERSIC ✓ | | | | | | | IN0433817 ✓ |
| PERMIT 3590 RUBDX | | 12/8/2021 ✓ | N | N | | | 1/7/2022 ✓ | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$1,714.00 ✓ |
| 39 | STEPSAVER / STEPSAVER TRANSPORTATION ✓ | | | | | | | CT414633 ✓ |
| SALT | | 12/8/2021 ✓ | N | N | | | 1/7/2022 ✓ | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$2,341.75 ✓ |
| 40 | SCG / SCG ✓ | | | | | | | 22J01302181001 ✓ |
| FLD OFC UTLTY | | 12/3/2021 ✓ | N | N | | | 12/28/2021 ✓ | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$15.29 ✓ |
| 41 | SCG / SCG ✓ | | | | | | | 22J17882256005 ✓ |
| MAIN OFC UTLTY | | 12/3/2021 ✓ | N | N | | | 12/28/2021 ✓ | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$123.49 ✓ |
| 42 | SCG / SCG ✓ | | | | | | | 22J05925730565 ✓ |
| FIRE STN UTLTY | | 12/3/2021 ✓ | N | N | | | 12/28/2021 ✓ | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$163.00 ✓ |
| 43 | SOCAL TRUCK / SOCAL TRUCKWORKS ✓ | | | | | | | 11331 ✓ |
| R&M TRK | | 12/9/2021 ✓ | N | N | | | 1/8/2022 ✓ | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$72.58 ✓ |
| 44 | TLG / TLG PAVING COMPANY, INC ✓ | | | | | | | 81157 ✓ |
| ASPHLT RPRS | | 12/3/2021 ✓ | N | N | | | 1/2/2022 ✓ | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$24,546.00 ✓ |
| 45 | SWRCB ACCOUNTING OFFICE / SWRCB - ACCOUNTI ✓ | | | | | | | WD-0191300 ✓ |
| ANNUAL PMT 7/21-6/22 | | 12/8/2021 ✓ | N | N | | | 1/7/2022 ✓ | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$3,326.00 ✓ |
| 46 | AIRESPRING / AIRESRING ✓ | | | | | | | 156005941 ✓ |
| PHN CHGS | | 12/16/2021 ✓ | N | N | | | 1/9/2022 ✓ | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$500.91 ✓ |
| 47 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | CL11268-0267 ✓ |
| WTR ANALYSES | | 12/16/2021 ✓ | N | N | | | 1/15/2022 ✓ | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$187.70 ✓ |
| 48 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | CL11269-0267 ✓ |
| WTR ANALYSES | | 12/16/2021 ✓ | N | N | | | 1/15/2022 ✓ | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$732.40 ✓ |
| 49 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | CL11355-0267 ✓ |
| WTR ANALYSES | | 12/17/2021 ✓ | N | N | | | 1/16/2022 ✓ | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$129.00 ✓ |
| 50 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | CL11373-0267 ✓ |
| WTR ANALYSES | | 12/17/2021 ✓ | N | N | | | 1/16/2022 ✓ | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$36.00 ✓ |
| 51 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | CL11376-0267 ✓ |
| WTR ANALYSES | | 12/17/2021 ✓ | N | N | | | 1/16/2022 ✓ | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$165.00 ✓ |
| 52 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | CL11389-0267 ✓ |
| WTR ANALYSES | | 12/17/2021 ✓ | N | N | | | 1/16/2022 ✓ | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$110.00 ✓ |

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| GL Date | | | | Credit Card | | | | |
| 53 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN | 12/17/2021 | N | N | | 1/16/2022 | 12/17/2021 | CL11401-0267 |
| WTR ANALYSES | | | | | | | | \$0.00 |
| 1/6/2022 | | | | N | | | | \$189.00 |
| 54 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN | 12/17/2021 | N | N | | 1/16/2022 | 12/17/2021 | CL11402-0267 |
| WTR ANALYSES | | | | | | | | \$0.00 |
| 1/6/2022 | | | | N | | | | \$450.00 |
| 55 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN | 12/17/2021 | N | N | | 1/16/2022 | 12/17/2021 | CL11403-0267 |
| WTR ANALYSES | | | | | | | | \$0.00 |
| 1/6/2022 | | | | N | | | | \$375.00 |
| 56 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN | 12/17/2021 | N | N | | 1/16/2022 | 12/17/2021 | CL11406-0267 |
| WTR ANALYSES | | | | | | | | \$0.00 |
| 1/6/2022 | | | | N | | | | \$2,050.00 |
| 57 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN | 12/17/2021 | N | N | | 1/16/2022 | 12/17/2021 | CL11408-0267 |
| WTR ANALYSES | | | | | | | | \$0.00 |
| 1/6/2022 | | | | N | | | | \$3,550.00 |
| 58 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN | 12/17/2021 | N | N | | 1/16/2022 | 12/17/2021 | CL11411-0267 |
| WTR ANALYSES | | | | | | | | \$0.00 |
| 1/6/2022 | | | | N | | | | \$108.00 |
| 59 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN | 12/20/2021 | N | N | | 1/19/2022 | 12/20/2021 | CL11472-0267 |
| WTR ANALYSES | | | | | | | | \$0.00 |
| 1/6/2022 | | | | N | | | | \$2,300.00 |
| 60 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN | 12/20/2021 | N | N | | 1/19/2022 | 12/20/2021 | CL11477-0267 |
| WTR ANALYSES | | | | | | | | \$0.00 |
| 1/6/2022 | | | | N | | | | \$150.00 |
| 61 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN | 12/20/2021 | N | N | | 1/19/2022 | 12/20/2021 | CL11588-0267 |
| WTR ANALYSES | | | | | | | | \$0.00 |
| 1/6/2022 | | | | N | | | | \$36.00 |
| 62 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN | 12/21/2021 | N | N | | 1/20/2022 | 12/21/2021 | CL11612-0267 |
| WTR ANALYSES | | | | | | | | \$0.00 |
| 1/6/2022 | | | | N | | | | \$30.00 |
| 63 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN | 12/21/2021 | N | N | | 1/20/2022 | 12/21/2021 | CL11633-0267 |
| WTR ANALYSES | | | | | | | | \$0.00 |
| 1/6/2022 | | | | N | | | | \$110.00 |
| 64 | CARQUEST AUTO PARTS / CARQUEST AUTO PARTS | 12/15/2021 | N | N | | 1/14/2022 | 12/15/2021 | 7456-483610 |
| R&M TRK | | | | | | | | \$0.00 |
| 1/6/2022 | | | | N | | | | \$226.26 |
| 65 | CARQUEST AUTO PARTS / CARQUEST AUTO PARTS | 12/21/2021 | N | N | | 1/20/2022 | 12/21/2021 | 7456-484103 |
| R&M TRK | | | | | | | | \$0.00 |
| 1/6/2022 | | | | N | | | | \$29.72 |
| 66 | CHASE CARD SERVICES / CHASE CARD SERVICES | 12/17/2021 | N | N | | 1/11/2022 | 12/17/2021 | 22J77049795.A |
| SUPPLIES | | | | | | | | \$0.00 |
| 1/6/2022 | | | | N | | | | \$72.81 |
| 67 | CHASE CARD SERVICES / CHASE CARD SERVICES | 12/17/2021 | N | N | | 1/11/2022 | 12/17/2021 | 22J77049795.B |
| WIRELESS MOUSE | | | | | | | | \$0.00 |
| 1/6/2022 | | | | N | | | | \$38.46 |
| 68 | CHASE CARD SERVICES / CHASE CARD SERVICES | 12/17/2021 | N | N | | 1/11/2022 | 12/17/2021 | 22J77049795.C |
| GASOLINE | | | | | | | | \$0.00 |
| 1/6/2022 | | | | N | | | | \$144.44 |
| 69 | CHASE CARD SERVICES / CHASE CARD SERVICES | 12/17/2021 | N | N | | 1/11/2022 | 12/17/2021 | 22J77049795.D |
| DIESEL FUEL GENS | | | | | | | | \$0.00 |
| 1/6/2022 | | | | N | | | | \$450.00 |

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| GL Date | | | | | Credit Card | CC Reference # | | Total Invoice |
| 70 | CHASE CARD SERVICES / CHASE CARD SERVICES ✓ | 12/17/2021 | N | N | | | | 22J77049795.E ✓ |
| METER ADPTRS | | | | | | | | \$0.00 ✓ |
| 1/6/2022 ✓ | | | | | | | | \$394.37 ✓ |
| 71 | CHASE CARD SERVICES / CHASE CARD SERVICES ✓ | 12/17/2021 | N | N | | | | 22J77049795.FV ✓ |
| LOG BOOKS | | | | | | | | \$0.00 ✓ |
| 1/6/2022 ✓ | | | | | | | | \$1,714.26 ✓ |
| 72 | CROWN ACE HARDWARE / CROWN ACE HARDWARE ✓ | 12/15/2021 | N | N | | | | 084335 ✓ |
| SUPPLIES | | | | | | | | \$0.00 ✓ |
| 1/6/2022 ✓ | | | | | | | | \$49.88 ✓ |
| 73 | CROWN ACE HARDWARE / CROWN ACE HARDWARE ✓ | 12/21/2021 | N | N | | | | 084380 ✓ |
| SUPPLIES | | | | | | | | \$0.00 ✓ |
| 1/6/2022 ✓ | | | | | | | | \$6.45 ✓ |
| 74 | INFOSEND / INFOSEND, INC ✓ | 11/30/2021 | N | N | | | | 203056.A ✓ |
| NOV '21 BILL PRNT | | | | | | | | \$0.00 ✓ |
| 1/6/2022 ✓ | | | | | | | | \$865.27 ✓ |
| 75 | INFOSEND / INFOSEND, INC ✓ | 11/30/2021 | N | N | | | | 203056.B ✓ |
| NOV '21 PSTG | | | | | | | | \$0.00 ✓ |
| 1/6/2022 ✓ | | | | | | | | \$2,753.41 ✓ |
| 76 | MASTER'S / MASTER'S SERVICES (GLACIER) ✓ | 12/15/2021 | N | N | | | | 000000381131 ✓ |
| BTL WTR | | | | | | | | \$0.00 ✓ |
| 1/6/2022 ✓ | | | | | | | | \$27.80 ✓ |
| 77 | RIVERSIDE COUNTY CDF / RIVERSIDE COUNTY CDF ✓ | 12/7/2021 | N | N | | | | 234665 ✓ |
| Q1 FY 21/22 | | | | | | | | \$0.00 ✓ |
| 1/6/2022 ✓ | | | | | | | | \$561,036.34 ✓ |
| 78 | SHRED-IT / SHRED-IT USA ✓ | 11/30/2021 | N | N | | | | 8000478940 ✓ |
| SHRED SVC | | | | | | | | \$0.00 ✓ |
| 1/6/2022 ✓ | | | | | | | | \$115.41 ✓ |
| 79 | SCE / SCE ✓ | 12/17/2021 | N | N | | | | 22J700044576190 ✓ |
| SWR PMP ENRGY | | | | | | | | \$0.00 ✓ |
| 1/6/2022 ✓ | | | | | | | | \$1,017.43 ✓ |
| 80 | SCE / SCE ✓ | 12/18/2021 | N | N | | | | 22J700136714571 ✓ |
| SWR PMP ENRGY | | | | | | | | \$0.00 ✓ |
| 1/6/2022 ✓ | | | | | | | | \$2,551.09 ✓ |
| 81 | SCE / SCE ✓ | 12/17/2021 | N | N | | | | 22J700158802582 ✓ |
| WTR PMP ENRGY | | | | | | | | \$0.00 ✓ |
| 1/6/2022 ✓ | | | | | | | | \$44,918.11 ✓ |
| 82 | SCE / SCE ✓ | 12/18/2021 | N | N | | | | 22J700179651118 ✓ |
| SWR PMP ENRGY | | | | | | | | \$0.00 ✓ |
| 1/6/2022 ✓ | | | | | | | | \$309.04 ✓ |
| 83 | SCE / SCE ✓ | 12/17/2021 | N | N | | | | 22J700609292713 ✓ |
| WTR PMP ENRGY | | | | | | | | \$0.00 ✓ |
| 1/6/2022 ✓ | | | | | | | | \$222.47 ✓ |
| 84 | SOCAL TRUCK / SOCAL TRUCKWORKS ✓ | 12/20/2021 | N | N | | | | 11361 ✓ |
| R&M TRK | | | | | | | | \$0.00 ✓ |
| 1/6/2022 ✓ | | | | | | | | \$175.49 ✓ |
| 85 | USPS (NEOPOST) / U.S. POSTAL SERVICE (NEOPOST) ✓ | 12/22/2021 | N | N | | | | 20211222 ✓ |
| PSTG METER | | | | | | | | \$0.00 ✓ |
| 1/6/2022 ✓ | | | | | | | | \$500.00 ✓ |
| 86 | VERIZON WIRELESS / VERIZON WIRELESS ✓ | 12/1/2021 | N | N | | | | 9894023453 ✓ |
| OCT/NOV CELL PHN | | | | | | | | \$0.00 ✓ |
| 1/6/2022 ✓ | | | | | | | | \$1,107.19 ✓ |

\$2,814.34

\$3,618.68

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| GL Date | | | | | Credit Card | CC Reference # | | Total Invoice |
| 87 | AES WATER / AES WATER, INC. ✓ | 12/20/2021 ✓ | N | N | | | | 1446 ✓ |
| SEISMIC INSTR MAINT | | | | | | 1/19/2022 ✓ | 12/20/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | N | | | | \$2,252.00 ✓ |
| 88 | AQUA METRIC SALES / AQUA METRIC SALES CO ✓ | 12/22/2021 ✓ | N | N | | | | INV0086032 ✓ |
| FLXNT RDO HDS | | | | | | 1/21/2022 ✓ | 12/22/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | N | | | | \$4,218.42 ✓ |
| 89 | BPS B'S POOL SUPPLIES / B.P.S. B's POOL SUPPLIES ✓ | 12/21/2021 ✓ | N | N | | | | 112222 ✓ |
| SODIUM HYPO | | | | | | 1/20/2022 ✓ | 12/21/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | N | | | | \$842.04 ✓ |
| 90 | BAVCO / BAVCO ✓ | 12/17/2021 ✓ | N | N | | | | 136117 ✓ |
| BACKFLW | | | | | | 1/16/2022 ✓ | 12/17/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | N | | | | \$1,088.51 ✓ |
| 91 | CONVERSE / CONVERSE CONSULTANTS ✓ | 8/30/2021 ✓ | N | N | | | | 20-81219-30-02 ✓ |
| PFAS CNSLT | | | | | | 9/29/2021 ✓ | 8/30/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | N | | | | \$2,280.00 ✓ |
| 92 | CONVERSE / CONVERSE CONSULTANTS ✓ | 9/28/2021 ✓ | N | N | | | | 20-81219-30-03 ✓ |
| PFAS CNSLT | | | | | | 10/28/2021 ✓ | 9/28/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | N | | | | \$310.00 ✓ |
| 93 | DURNEY DON / DURNEY, DON ✓ | 12/22/2021 ✓ | N | N | | | | 20211222 ✓ |
| GRDNG/WEED ABTE | | | | | | 1/21/2022 ✓ | 12/22/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | N | | | | \$707.50 ✓ |
| 94 | EAGLE / EAGLE ROAD SVC & TIRE ✓ | 12/17/2021 ✓ | N | N | | | | 1-185135 ✓ |
| R&M TRK | | | | | | 1/16/2022 ✓ | 12/17/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | N | | | | \$311.54 ✓ |
| 95 | EAGLE / EAGLE ROAD SVC & TIRE ✓ | 12/17/2021 ✓ | N | N | | | | 1-185136 ✓ |
| R&M TRK | | | | | | 1/16/2022 ✓ | 12/17/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | N | | | | \$311.54 ✓ |
| 96 | ELECTRONICS WAREHOUSE / ELECTRONICS WARE ✓ | 12/23/2021 ✓ | N | N | | | | T-259091 ✓ |
| BATTERYS UPS | | | | | | 1/22/2022 ✓ | 12/23/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | N | | | | \$58.56 ✓ |
| 97 | EVERSOFT / EVERSOFT ✓ | 12/1/2021 ✓ | N | N | | | | R2209118 ✓ |
| SFTNR RNTL NOV | | | | | | 12/16/2021 ✓ | 12/1/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | N | | | | \$296.00 ✓ |
| 98 | EVERSOFT / EVERSOFT ✓ | 1/1/2022 ✓ | N | N | | | | R2217206 ✓ |
| SFTNR RNTL DEC | | | | | | 1/16/2022 ✓ | 1/1/2022 | \$0.00 |
| 1/6/2022 ✓ | | | | N | | | | \$592.00 ✓ |
| 99 | HACH CO. / HACH COMPANY ✓ | 12/24/2021 ✓ | N | N | | | | 12809247 ✓ |
| REAGENT SET | | | | | | 1/23/2022 ✓ | 12/24/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | N | | | | \$607.53 ✓ |
| 100 | HARRINGTON INDUSTRIAL / HARRINGTON INDUSTRI ✓ | 12/27/2021 ✓ | N | N | | | | 012L5493 ✓ |
| PVC PRTS | | | | | | 1/26/2022 ✓ | 12/27/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | N | | | | \$268.03 ✓ |
| 101 | HARRINGTON INDUSTRIAL / HARRINGTON INDUSTRI ✓ | 12/28/2021 ✓ | N | N | | | | 012L5512 ✓ |
| CHL EFFLNT RPR | | | | | | 1/27/2022 ✓ | 12/28/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | N | | | | \$718.26 ✓ |
| 102 | HOME DEPOT / HOME DEPOT CREDIT SERVICES ✓ | 12/22/2021 ✓ | N | N | | | | 022767/6034294 ✓ |
| SUPPLIES/TOOLS | | | | | | 1/21/2022 ✓ | 12/22/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | N | | | | \$112.22 ✓ |
| 103 | HOUSTON HARRIS / HOUSTON & HARRIS PCS, INC. ✓ | 12/15/2021 ✓ | N | N | | | | 21-24169 ✓ |
| HYDRO-WSH | | | | | | 1/14/2022 ✓ | 12/15/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | N | | | | \$1,411.25 ✓ |

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| Tr. # | Vendor | Inv Date | Paid Out | Immediate | Credit Card Vendor | Due Date | Discount Date | Invoice # |
|------------------|--|----------------------|----------------------|-----------|--------------------|----------------|---------------|-----------------|
| PO Number | | Immediate GL Account | Immediate GL Account | | Check # | | Payment Date | Discount |
| GL Date | | | | | Credit Card | CC Reference # | | Total Invoice |
| 121 | SOCAL TRUCK / SOCAL TRUCKWORKS ✓ | | | | | | | 11371 ✓ |
| R&M TRK | | 12/27/2021 ✓ | N | N | | 1/26/2022 ✓ | 12/27/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$798.25 ✓ |
| 122 | UPS / UNITED PARCEL SERVICE ✓ | | | | | | | 0000F908W2511 ✓ |
| POSTAGE | | 12/18/2021 ✓ | N | N | | 1/17/2022 ✓ | 12/18/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$6.44 ✓ |
| 123 | UPS / UNITED PARCEL SERVICE ✓ | | | | | | | 0000F908W2521 ✓ |
| POSTAGE | | 12/25/2021 ✓ | N | N | | 1/24/2022 ✓ | 12/25/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$127.32 ✓ |
| 124 | YO FIRE / YO FIRE ✓ | | | | | | | 2014168 ✓ |
| TOOLS | | 12/20/2021 ✓ | N | N | | 1/19/2022 ✓ | 12/20/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$856.61 ✓ |
| 125 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | CL11758-0267 ✓ |
| WTR ANALYSES | | 12/22/2021 ✓ | N | N | | 1/21/2022 ✓ | 12/22/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$75.00 ✓ |
| 126 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | CL11848-0267 ✓ |
| QTRLY SMP LNG | | 12/23/2021 ✓ | N | N | | 1/22/2022 ✓ | 12/23/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$531.30 ✓ |
| 127 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | CL11910-0267 ✓ |
| WTR ANALYSES | | 12/23/2021 ✓ | N | N | | 1/22/2022 ✓ | 12/23/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$150.00 ✓ |
| 128 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | CL11912-0267 ✓ |
| WTR ANALYSES | | 12/23/2021 ✓ | N | N | | 1/22/2022 ✓ | 12/23/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$90.00 ✓ |
| 129 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | CL11913-0267 ✓ |
| WTR ANALYSES | | 12/23/2021 ✓ | N | N | | 1/22/2022 ✓ | 12/23/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$30.00 ✓ |
| 130 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | CL11922-0267 ✓ |
| WTR ANALYSES | | 12/23/2021 ✓ | N | N | | 1/22/2022 ✓ | 12/23/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$129.00 ✓ |
| 131 | BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓ | | | | | | | CL11923-0267 ✓ |
| WTR ANALYSES | | 12/23/2021 ✓ | N | N | | 1/22/2022 ✓ | 12/23/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$36.00 ✓ |
| 132 | BLAIS / BLAIS & ASSOCIATES, LLC ✓ | | | | | | | 112021RCSD01 ✓ |
| GRNT CNSLT | | 12/16/2021 ✓ | N | N | | 1/15/2022 ✓ | 12/16/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$1,696.25 ✓ |
| 133 | BLAIS / BLAIS & ASSOCIATES, LLC ✓ | | | | | | | 112021RCSD02 ✓ |
| GRNT CNSLT | | 12/16/2021 ✓ | N | N | | 1/15/2022 ✓ | 12/16/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$28.75 ✓ |
| 134 | EAGLE AERIAL / EAGLE AERIAL SOLUTOINS ✓ | | | | | | | 20405.A ✓ |
| WTR VIEW SUBS | | 11/11/2021 ✓ | N | N | | 12/11/2021 ✓ | 11/11/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$15,988.00 ✓ |
| 135 | EAGLE AERIAL / EAGLE AERIAL SOLUTOINS ✓ | | | | | | | 20405.B ✓ |
| WTR VIEW SETUP | | 11/11/2021 ✓ | N | N | | 12/11/2021 ✓ | 11/11/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$2,155.00 ✓ |
| 136 | HARPER BURNS LLP / HARPER & BURNS LLP ✓ | | | | | | | 20211201.A ✓ |
| NOV LGL SVC | | 12/1/2021 ✓ | N | N | | 12/31/2021 ✓ | 12/1/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$906.25 ✓ |
| 137 | HARPER BURNS LLP / HARPER & BURNS LLP ✓ | | | | | | | 20211201.B ✓ |
| CITY RVSD APPEAL | | 12/1/2021 ✓ | N | N | | 12/31/2021 ✓ | 12/1/2021 | \$0.00 |
| 1/6/2022 ✓ | | | | | N | | | \$145.00 ✓ |

\$18,143

\$1,051.25

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|----------------------|--|--------------|------------|-----------|--------------------|----------------|---------------|-----------------|
| PO Number | | Immediate | GL Account | | Check # | | Payment Date | Discount |
| GL Date | | | | | Credit Card | CC Reference # | | Total Invoice |
| 155 | RING BENDER / RING BENDER LLP ✓ | | | | | | | 10795 ✓ |
| CITY RVSD APPEAL | | 12/9/2021 ✓ | N | N | | | 1/8/2022 ✓ | \$0.00 |
| 1/6/2022 ✓ | | | | | | | | \$75.45 ✓ |
| 156 | RIVERSIDE CITY / RIVERSIDE CITY ✓ | | | | | | | 00263347.A ✓ |
| OCT TRTMT | | 12/21/2021 ✓ | N | N | | | 1/21/2022 | \$0.00 |
| 1/6/2022 ✓ | | | | | | | | \$118,659.75 ✓ |
| 157 | RIVERSIDE CITY / RIVERSIDE CITY ✓ | | | | | | | 00263347.B ✓ |
| OCT SRCHG | | 12/21/2021 ✓ | N | N | | | 1/21/2022 | \$0.00 |
| 1/6/2022 ✓ | | | | | | | | \$16,361.63 ✓ |
| 158 | SWRCB ACCOUNTING OFFICE / SWRCB - ACCOUNTI ✓ | | | | | | | LW-1035204 ✓ |
| ANNUAL WTR SYS FEE | | 12/22/2021 ✓ | N | N | | | 1/21/2022 ✓ | \$0.00 |
| 1/6/2022 ✓ | | | | | | | | \$31,536.86 ✓ |
| 159 | TRUSSELL TECHNOLOGIES / TRUSSELL TECHNOLO ✓ | | | | | | | 0000008144 ✓ |
| PFAS CNSLT | | 11/16/2021 ✓ | N | N | | | 12/16/2021 ✓ | \$0.00 |
| 1/6/2022 ✓ | | | | | | | | \$10,732.50 ✓ |
| 160 | TRUSSELL TECHNOLOGIES / TRUSSELL TECHNOLO ✓ | | | | | | | 0000008185 ✓ |
| PFAS CNSLT | | 12/20/2021 ✓ | N | N | | | 1/19/2022 ✓ | \$0.00 |
| 1/6/2022 ✓ | | | | | | | | \$9,447.50 ✓ |
| 161 | TRUSSELL TECHNOLOGIES / TRUSSELL TECHNOLO ✓ | | | | | | | 0000008194 ✓ |
| PFAS CNSLT | | 12/23/2021 ✓ | N | N | | | 1/22/2022 ✓ | \$0.00 |
| 1/6/2022 ✓ | | | | | | | | \$1,350.00 ✓ |
| 162 | VARNER / VARNER & BRANDT LLP ✓ | | | | | | | 20211130 ✓ |
| LGL CNSLT | | 11/30/2021 ✓ | N | N | | | 12/30/2021 ✓ | \$0.00 |
| 1/6/2022 ✓ | | | | | | | | \$894.00 ✓ |
| 163 | TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC ✓ | | | | | | | 1209_122921.A ✓ |
| COMM TRSH 12/9-12/29 | | 12/30/2021 ✓ | N | N | | | 1/29/2022 ✓ | \$0.00 |
| 1/6/2022 ✓ | | | | | | | | \$45,912.70 ✓ |
| 164 | TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC ✓ | | | | | | | 1209_122921.B ✓ |
| RES TRSH 12/9-12/29 | | 12/30/2021 ✓ | N | N | | | 1/29/2022 ✓ | \$0.00 |
| 1/6/2022 ✓ | | | | | | | | \$132,793.54 ✓ |
| 165 | TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC ✓ | | | | | | | 1209_122921.C ✓ |
| RCSD SHR COMM | | 12/30/2021 ✓ | N | N | | | 1/29/2022 ✓ | \$0.00 |
| 1/6/2022 ✓ | | | | | | | | \$170,053.29 ✓ |
| 166 | TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC ✓ | | | | | | | 1209_122921.D ✓ |
| RCSD SHR COMM | | 12/30/2021 ✓ | N | N | | | 1/29/2022 ✓ | \$0.00 |
| 1/6/2022 ✓ | | | | | | | | (\$1,061.68) ✓ |
| 167 | TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC ✓ | | | | | | | 1209_122921.E ✓ |
| BILLING FEE | | 12/30/2021 ✓ | N | N | | | 1/29/2022 ✓ | \$0.00 |
| 1/6/2022 ✓ | | | | | | | | (\$3,000.00) ✓ |

Grand Totals

Total Direct Expense: \$1,176,159.10
Total Direct Expense Adj: (\$8,652.95) ①
Total Non-Electronic Transactions: \$1,167,506.15 ②

Report Summary

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

① 48,652.95
8,652.95 Tri-Co
0.00

② 41,167,506.15
1,167,776.15 x-fer Sch.
270.00

JM
 1/3/22

PR 12/24/21 270.00 Uni-Pgmt
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

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

a) Operations Report

b) Emergency and Incident Report

9. COMMITTEE ASSIGNMENTS FOR CALENDAR YEAR 2022:

DM 2022-01

Rubidoux Community Services District

Board of Directors

Hank Trueba Jr., President
Bernard Murphy, Vice-President
Armando Muniz
F. Forest Trowbridge
John Skerbelis

General Manager
Jeffrey D. Sims



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

DIRECTORS MEMORANDUM 2022-01

January 6, 2022

To: Rubidoux Community Services District
 Board of Directors

Subject: Committee Assignments for Calendar Year 2022

BACKGROUND:

At the December 16, 2021 Board Meeting the Board of Directors of Rubidoux Community Services District ("District"):

1. Acknowledged Hank Trueba would become the Board President commencing the first Board Meeting in January 2022 in normal rotation from his Vice President held Calendar Year 2021.
2. Bernard Murphy was nominated and unanimously approved to serve as Board Vice President for Calendar Year 2022.

With Board President and Vice President positions set for Calendar Year 2022, it is the role of the incoming President to assign members to various Committee Assignments. Attached is the Committee Assignment List for Calendar Year 2021 to use as a reference.

RECOMMENDATION:

No staff recommendation. Once Committee Assignments are made, staff will update the Committee Assignment List and provide a copy to each Board Member.

<signature on following page>

Respectfully,



JEFFREY D. SIMS, P. E.
General Manager

Attach:

1. Committee Assignments 2021

COMMITTEE ASSIGNMENTS FOR 2021 ARE AS FOLLOWS:

REGIONAL ADVISORY BOARD ELECTED REPRESENTATIVE

1. Skerbelis
Trueba (alternate)

SEWER COMMITTEE

1. Muniz
2. Murphy

STREET LIGHTING COMMITTEE

1. Muniz
2. Trowbridge

PERSONNEL COMMITTEE

1. Trowbridge
2. Skerbelis

FINANCE & BUDGET COMMITTEE

1. Entire Board

TRASH DISPOSAL COMMITTEE

1. Trueba
2. Skerbelis

WATER COMMITTEE

1. Trowbridge
2. Murphy

AD HOC FIELD/ADMIN COMMITTEE

1. Trueba
2. Skerbelis

Other committees, as required, may be appointed and shall dissolve upon completion of their particular assignments.

10. CONSIDER PROFESSIONAL SERVICES AGREEMENT WITH IB
CONSULTING FOR COMPREHENSIVE COST OF SERVICES STUDY
(COSS):

DM 2022-02

Rubidoux Community Services District

Board of Directors

Hank Trueba Jr., President
Bernard Murphy, Vice-President
Armando Muniz
F. Forest Trowbridge
John Skerbelis

General Manager

Jeffrey D. Sims



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

DIRECTORS MEMORANDUM 2022-02

January 6, 2022

To: Rubidoux Community Services District
Board of Directors

Subject: Consider Professional Services Agreement with IB Consulting for a Comprehensive Cost of Services Study (COSS)

BACKGROUND:

Historically, most financial data review and forecasting has been done internally by staff. This data has been used to develop the Rubidoux Community Services District's ("District") current water and wastewater rates (fixed and variable), capacity fees, and reserve policies. Currently, the District is in the third year of a five (5) year approved rate plan for water and wastewater rate increases. This rate plan was approved consistent with requirements of Proposition 218.

On the water rate side, the increases have been necessary to mitigate the effects of price increases due to inflation and added water treatment expenses due to emerging contaminants found in the District's groundwater. Although the District's current practice of developing rates internally has helped keep the District rates low compared to surrounding agencies, the compounding effect of low rates over the years has led to inadequate capital improvement and replacement project reserves. For example, the District's Water and Wastewater System has a Gross Book Value of \$76 million as of June 30, 2021 but only collects approximately \$286,000 in annual replacement project revenues, or 0.38% of the Gross Book Value.

Water:

The District has an abundance of groundwater, unfortunately, the groundwater has a high total dissolved solids ("TDS") concentration in addition to various other contaminants. With each passing year water sampling technology becomes more sophisticated enabling detection of minute levels of contaminants, the most recent being PFOS and PFOA. Since August 2019, when the Board was first notified of lowered PFOS and PFOA contaminant levels, the District has used a significant amount of District reserves, approximately \$5 million, to design, permit, and install water treatment systems to remove these contaminants. In September 2021, the District successfully placed into service new treatment systems at the Anita B. Smith Nitrate Plant and the Leland Thompson Water Treatment Facility and recorded "non-detects" for PFOS and PFOA contaminants. As

this new treatment system has only been operating for a few months, the District does not have historical data to accurately forecast the annual added treatment costs. However, using anticipated water production and treatment requirements, it is estimated an additional \$1,000,000 per annum of expenses will be incurred for resin/granular activated carbon changeouts, increased chemical usage, and sampling. Due to the expedited timeline the District had to meet to comply with the lowered limits for PFOA and PFOS, the rates developed under the 5-year Proposition 218 from early 2019 do not support these increased costs.

Sewer:

The wastewater enterprise faces challenges in the upcoming years. Currently, the District charges its customers a fixed price based on the customer's potable water meter size. This fixed price is made up of three components: stand-by, wastewater replacement, and City of Riverside treatment charges. In the District's current 5-year Proposition 218 rate plan, the monthly stand-by charge (\$5) and monthly wastewater replacement charge (\$1) for a ¾" meter remain unchanged while the City of Riverside treatment charge is eligible for adjustment based upon increased pass-through costs from the City of Riverside.

In 2021, the District initiated an appeal of a judgment awarded the City of Riverside over capital improvement participation in the City's Regional Wastewater Treatment Plant. If the District appeal case fails, the District will be obligated under a judgment to pay the City of Riverside approximately \$26 to 31 million in capital improvement costs, attorney fees and interest. Any scenario in which the District is obligated to contribute monies to the City of Riverside for capital improvements would have an immediate and significant financial impact to the District's customers as the current wastewater rates do not support this added expense. In addition, should the District fail on its appeal, precedent would be established for future capital improvement contributions by the District to the City should the City in their discretion decide to implement future upgrades to their Regional Wastewater Treatment Plant.

Capacity Fees:

A capacity fee is a one-time charge new customers pay to the District representing an equitable share of the costs of constructing the system capacity necessary to serve new customers. The charges are levied on new users wishing to connect to the system, or from customers upsizing their water or wastewater usage beyond the capacity originally acquired. The last time the District updated its capacity fees was in 2016, and prior to that was 1992. Although the last update was only five (5) years ago, a lot of new infrastructure has been added to the District's water and wastewater system with anticipated future infrastructure requirements due to a significant increase in developer activity. Routinely updating the District's capacity fees is critical to ensure new customers are paying their adequate/proportionate share of capital improvements for the new demand placed on the systems.

Reserve Policies:

The District's Board of Director's have established various reserve policies over the years. These policies include operating reserves, capital improvement and replacement project reserves, a field/admin building reserve, etc. Some of these reserve policies originate from the 1980's while some more recent. The current reserve policies established by the Board have not been modified or amended in recent past to account for current conditions such as increased operating costs, capital costs, and increased customer connections. With a current book value of water and sewer enterprise assets of approximately \$76 million and only collecting around \$0.3 million annually for replacement reserves, it is apparent the District reserve policies are outdated.

STRATEGY:

The items and issues described in detail above are not unique to the District. Similar agencies face the same if not more complex issues when it comes to operating water and wastewater enterprises. Periodically, agencies hire a third-party expert consultant to conduct a comprehensive cost of service study (“COSS”) to confirm adequacy of revenues to operate, maintain, and replace system assets to meet current and long-term needs of their agencies. Unlike an annual audit report that reports on the past, a COSS evaluates many variables on the expense side of the business and then establishes a rate and fee methodology to generate sufficient revenues to cover anticipated future expenses.

Since the passage of the current 5-year rate plan, the District has uncovered a number of issues that will need to be analyzed and addressed through future rates. To understand variables impacting expenses related to the water and sewer enterprises staff has undertaken the following:

1. Completion of updates to the District Water and Sewer Master Plans
2. Inspection of all potable water tanks and have identified estimates for their refurbishment/replacement
3. Added PFAS treatment systems for all District potable wells
4. Initiated condition assessment evaluations of District lift stations, and water treatment plants
5. Developed a worst-case cost scenario for the City of Riverside lawsuit in the event the District appeal is unsuccessful
6. Development of building options and costs for both administrative and field functions
7. Initiated a valve-turning program
8. Started evaluating ways to address discrepancies between water production and water sales
9. Negotiations with West Valley Water District to purchase water with low total dissolved solids (“TDS”) to address compliance issues with TDS in wastewater delivered to the City of Riverside for treatment and disposal
10. Evaluated the District’s current CalPERS unfunded liability and develop a strategy to reduce the current obligation

The list above is not comprehensive but provides evidence of need for a comprehensive financial plan. Hiring a consultant to perform a detailed and sophisticated level of analysis is a task routinely undertaken by similar agencies. The value in hiring a consultant with specific expertise in preparation of a COSS is the consultants experience from working with many entities in developing strategies that are legally defensible, Proposition 218 compliant, and able to address other ancillary issues such water conservation mandates perpetuated by state legislative branches.

During the adoption of the District’s current FY 21|22 Budgets, the Board appropriated \$200,000 in funds from the Water and Wastewater Operating Budgets to hire a consultant for a COSS. Since the adoption of the Budget, the Board has utilized approximately \$35,000 of the funds to hire Maureen Ebeznik to provide advice on water conservation compliance, and Sanjay Gaur to act as an extension of staff for assistance with the COSS process. Sanjay Gaur recently opened his own consultancy after many years in senior leadership at Raftelis, a recognized leader in public entity financial planning.

In October 2021, the District issued a Request for Proposal (“RFP”) to qualified consultants to assist the District with developing a financial model to project rates (fixed and variable), capacity fees, reserve policies, etc. The rates and fees will be developed so they are compliant with state legislative rules, which in part will include ability to meet various water conservation requirements and equally important they are defensible. The District circulated the RFP to a total of nine (9) qualified consultants and five (5) proposals were received. The 5 proposals were reviewed in detail by staff and Sanjay Guar. Based on a number of factors including project manager, lead analyst, cost, reputation, timeline, the District interviewed the top two (2) of the consultants in December 2021. The two interviewed firms was IB Consulting and Raftelis. District staff is recommending the Board approve the General Manager to enter into a Professional Services Agreement with IB Consulting for the District’s COSS in the amount of \$160,000.

The full proposal is attached to this Director’s Memorandum which includes the cost estimate by task and biographies of the consultants performing the work.

The entirety of the District’s COSS is expected to last until Fall 2022. A brief summary of the items included in the scope of the consultant’s proposal include:

1. Develop cost allocation plan for District’s administrative staff for proper allocation of costs to District’s enterprises.
2. Develop a multi-year financial plan with a 10 to 25-year time horizon including sub funds for operating / capital for water, wastewater, trash and fire. The plan will be Microsoft Excel based and can be modified by staff to incorporate “what-if” factors and evaluate different financial scenarios.
3. Review, modify, develop reserve policies.
4. Water cost of service analysis that allocates cost between customer class, fixed monthly meter charge and commodity rates / tiers.
5. Wastewater cost of service analysis.
6. Assessment of and recommended changes to current tiered water rate structure and potential alternative rate structure, customer classes, and allocation of costs split between fixed and variable charges for the potable and non-potable water operations. A rate comparison with six other local utility districts.
7. Assessment of and recommended changes to current rate structure and potential alternative rate structures, customer classes, concentration charges and split between fixed and variable charges for wastewater operations. A rate comparison with six other local utility districts.
8. Assessment and recommendations for District Water and Sewer Capacity Fees and Fire Mitigation Fees.
9. Assessment and recommendations for adjustments to a component of solid waste charges kept by the District to cover administrative costs associated with the enterprise.

Staff will work closely with the consultant during the course of the engagement. The consultant will be present for a number of Board workshops to discuss rates and financial plan development in addition to any public hearing associated with the adoption of new rates.

The COSS is a foundational pillar that will factor into the District’s overall strategic plan being developed simultaneously by the District. The strategic plan is a multi-pronged approach factoring in financial and nonfinancial aspects anticipated to impact the District for the next 3 to 5 years. The financial factors in the

strategic plan will be analyzed in detail over the next 9-10 months with the COSS (rates, capacity fees, financial forecasting). Non-financial factors include potential changes to the District's organization structure (new full-time equivalent employees, changes to existing job descriptions, or a hybrid of both) and public outreach. Public outreach is an important tool for any public agency, especially in the current age of technology, to connect with and keep the District's customers informed. The overall strategic plan will incorporate goals and corresponding checkpoints to ensure adherence to the plan and will involve Board involvement along the way through various workshops.

RECOMMENDATION:

Staff recommends the Board of Directors consider authorizing the General Manager to:

1. Utilize \$160,000 of the approved Water and Sewer Fund Budget for this effort.
2. Authorize the General Manager issue a Task Order and enter into a Professional Services Agreement with IB Consulting in the amount of \$160,000.

Respectfully,



JEFFREY D. SIMS, P. E.
General Manager

Attach:

1. Proposal – IB Consulting



Solutions through Collaboration

Rubidoux Community Services District
Comprehensive Cost of Service Study

Submittal Date:

December 3, 2021

Date: December 3, 2021

Brian Laddusaw - Director of Finance and Administration

Rubidoux Community Services District

3590 Rubidoux Blvd.

Jurupa Valley, CA. 92509

Dear Mr. Laddusaw,

IB Consulting is excited to submit this proposal to assist the Rubidoux Community Services District (District) with developing a comprehensive cost-of-service study for its utilities and corresponding cost-based rates. Our proposal includes detailed steps for updating water rates, non-potable rates wastewater rates, and capacity fees. In addition, we will develop a cost allocation plan to establish fully-burdened overhead rates as well as overhead rates applicable to grants.

Our firm specializes in utility financial planning and rate consulting. As managing partners of the firm, myself and Andrea Boehling, will both be intimately involved throughout the entire study. The District will benefit from two seasoned utility rate experts with over 30 years of combined experience that spans the entire State of California and covers water rates, wholesale water rates, wastewater rates, recycled / non-potable water rates, drought rates, capacity fees, overhead rates, and user fees.

We have assisted municipalities with long-term financial planning and structuring rates to reflect the cost-of-service, including the justification for tiered rates, and equity between customer classes. We understand the importance of each utility's ability to be self-sufficient to meet its ongoing operating and capital expenses to ensure safe and reliable services. We value our clients and focus on building long-lasting relationships by being available as a resource to answer questions and obtain our perspective on utility-related matters. I will be the primary contact during the RFP review process and with negotiating a contract. If you have any questions regarding the proposal or would like to discuss any section in more detail, please contact me at 951-595-9354.

Habib Isaac - Principal | Managing Partner

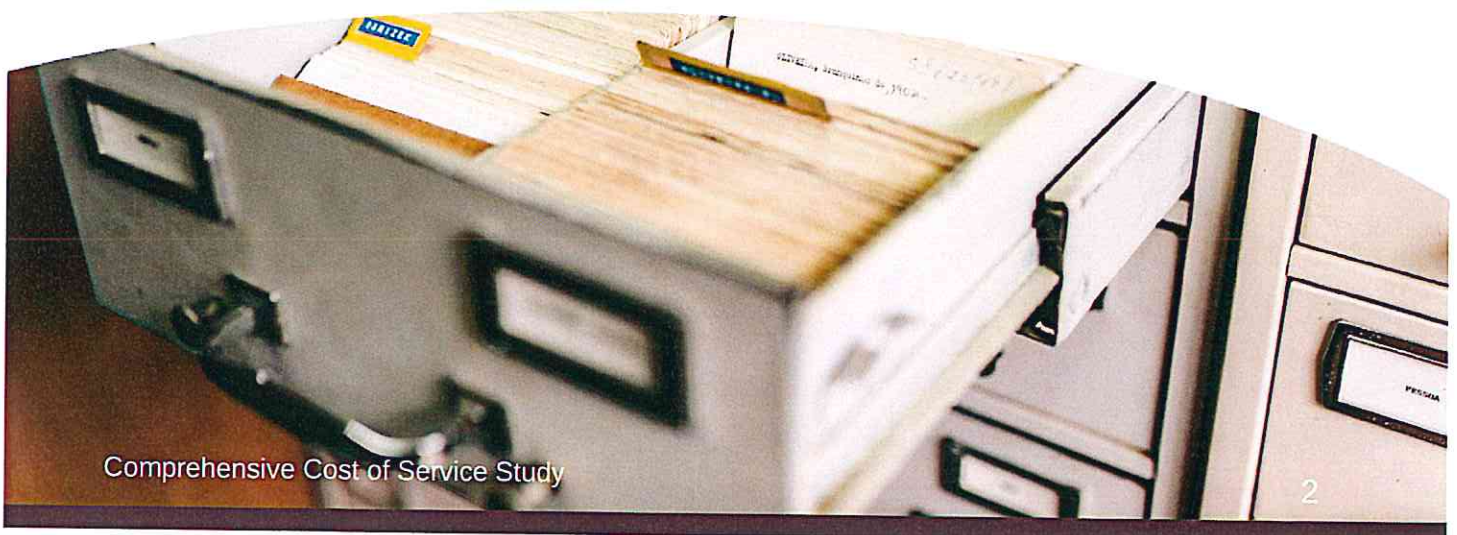
hisaac@ibconsultinginc.com

31938 Temecula Parkway, Suite A #350

Temecula, CA. 92592

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C1 - Proposal Summary

The District is seeking a well-versed and experienced project team to assist with updating each of its utility's financial plans, developing sound cost-based rates, deriving new capacity fees, and updating overhead rates for services requested and reimbursements from any grants.

Collaborating with agency staff is a cornerstone of our business practice to generate tailored results reflecting each client's unique characteristics. This approach also garners consensus with staff, ensures "no surprises" occur at workshops or board meetings, and attains buy-in with our recommendations.

The project will span approximately 9-10 months of work through the public hearing and our management of the project will be paramount to ensure the project is completed within the timeframe as well as budget.

Throughout the study, we will have meetings scheduled with District staff to ensure clear lines of communication are established from the start. We will go over pertinent data, identify outstanding items, determine if additional data is needed based on the approach we are taking, review the schedule and percent complete, and set aside time to walk-through model development at each milestone of the study. Through this approach, we have found that our clients become very comfortable with our models and are aware of the approach we are taking as we work towards the next milestone. *In addition, we are located in Temecula and any webinars identified within our scope may be changed to in-person meetings at no additional cost to enhance our collaboration with District staff.*

One of the biggest challenges for this project will be ensuring that each proposed rate is clearly tied to costs incurred, especially when considering tiered rates. In addition, determining the appropriate number of tiers is a critical component of this study. A sound nexus for each tier breakpoint must be established that correlates to system demands and / or various water supplies. With groundwater as the sole water supply serving District customers, the appropriate number of tiers to implement will be a key component to ensure justification with recommended rates.

Capacity fees and overhead rates are also part of the requested services and we will develop updated fees and rates concurrently with the cost-of-service studies. Through this engagement, we will develop technically defensible rates and fees, account for changes in water demand from drought conditions, satisfy revenue requirements through a measured approach while minimizing rate spikes, and comply with debt covenants by maintaining a strong financial outlook.

Obtaining community buy-in is also paramount to utility rate studies. The best way to achieve community buy-in is to hold meetings throughout the project and separate the project into easily digestible components that build upon one another. We must also understand competing objectives between what's best for the utility and what's important to various stakeholders. The key is to clearly explain why certain options were selected for the utility as a whole.

All approaches and recommendations will be discussed with District staff. We will obtain feedback and present viable rate recommendations to the Board that are in compliance with Proposition 218 and Proposition 26.

IB CONSULTING APPROACH



Discuss the utility's current financial position, customer makeup, usage characteristics, policy directives, rate objectives, and project schedule.



Review Reserve Policies and provide recommendations based on best management practices and direct experience with similar agencies throughout California.



Develop viable rate alternatives for consideration. The District will benefit from two rate experts with direct experience in modeling rate alternatives, including restructuring tiered water rates and determining if other factors should be considered for wastewater rates such as the strength of influent that varies by different customer classes.



Account for the District's capital plan. Capital planning warrants its own discussion and funding approach. We will incorporate the ability to develop and select different capital scenarios that may vary by level of spending, the timing of projects to limit rate spikes, and source of funding.



Perform a comprehensive consumption analysis of customer water usage and flow characteristics. The District has developed its rates internally and an independent review of District customers and corresponding usage characteristics will provide a qualitative review of existing rates and how recommended rates may impact customers. Achieving customer equity will be one driving force with developing recommended rates.



Meet with District staff as part of each task to discuss our findings, recommendations, and path moving forward. Doing so will promote our collaboration with the District, provide ongoing model training throughout the engagement, and identify progress to date.



Document our findings and recommendations in a Final Report for the District's administrative record on rates. Our reports also focus on readability to make sure it's clear and easily understood by the layperson.

Our Team



Habib Isaac

Principal | Managing Partner

951-595-9354

hisaac@ibconsultinginc.com

- BS in Applied Mathematics
- 18 years experience
- Specialize in cost-of-service
- Skilled facilitator



Andrea Boehling

Principal | Managing Partner

615-870-9371

aboehling@ibconsultinginc.com

- BS/BA in Accounting
- 15 years experience
- Specialize in financial planning
- Expert modeler



Lauren Demine

Senior Consultant

909-702-9372

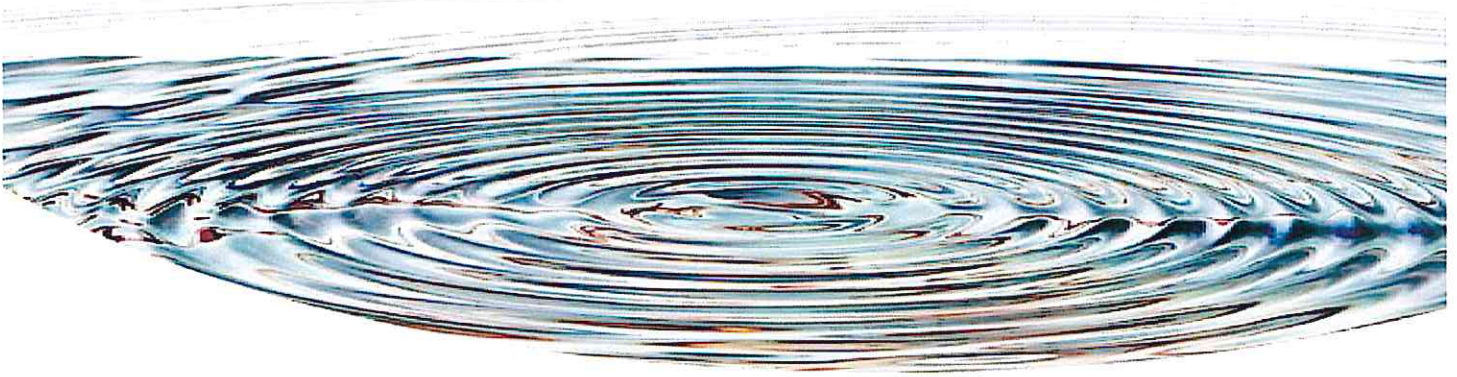
ldemine@ibconsultinginc.com

- BA in Geology
- 5 years utility experience
- Specialize in data analysis

As Principals of the firm, Habib and Andrea will be involved throughout the project with additional analytical support from Lauren Demine - Sr Consultant. Both Principals will work in concert with District staff to prepare a framework outlining the overall approach, develop long-term financial plan models that are usable for ongoing updates, establish a sound nexus for rates and capacity fees, deliberate on policy decisions, facilitate all meetings and workshops, and prepare final reports that are readable with a key focus on quality. Collectively, the project team has completed more than 50 utility rate studies throughout California, including updating capacity fees and developing overhead rates. Below is a list of recent similar projects:

- Helix WD (water / capacity fees / user fees)
- Dublin San Ramon Service District (overhead rates)
- Elsinore Valley MWD (water / recycled / sewer)
- City of Roseville (water / recycled / sewer / trash)
- Phelan Pinon Hills CSD (water / capacity fees)
- City of Livermore (water / sewer)
- Temescal Valley WD (water / recycled / sewer)
- City of Galt (water / sewer / capacity fees)
- East Valley WD (water / sewer / capacity fees)
- Delta Diablo (sewer / recycled)
- Rainbow MWD (fiscal impact analysis / rates)
- Citrus Heights WD (water)
- Walnut Valley WD (overhead rates / capacity fees)
- Sacramento Suburban WD (water)





C2 - Firm Background

IB Consulting, LLC (IB Consulting) is a public consulting firm established in 2019 and located in Temecula, California. As co-founders of the firm, Habib Isaac and Andrea Boehling have specialized in the public finance consulting sector for 18 years and 15 years, respectively, and are leading experts in the utility rate industry. Prior to forming IB Consulting, Habib worked at Raftelis from 2013 to 2019 and was a Senior Manager and West Coast Staff Lead. Andrea worked at Raftelis from 2014 to 2019 and was a Manager.

Our business philosophy is to establish long-term relationships with our clients, provide ongoing consulting services beyond a specific project, and become a resource to agency staff. Whether the work involves a utility rate study, capacity fee update, or fiscal impact analysis, these projects contribute to the agency's overall strategic objectives and influence other initiatives. Our clients benefit from both of us working on each project. Our approach focuses on only working with a handful of municipalities concurrently to ensure our services generate tailored deliverables and quick responsiveness to all correspondence. Focusing on only a few clients allows a "hands-on" approach to all projects, fosters more thoughtful discussions, ensures we are available when needed, and generates viable solutions for consideration by elected officials.

IB Consulting is currently comprised of three full-time employees and we solely work on utility-related projects. Our management approach starts with determining whether or not we pursue a project. ***We only propose on RFPs if we have adequate capacity to devote the appropriate amount of time necessary to garner well-thought-out financial plans with corresponding rates that are equitable and cost-based. Our business model generates a competitive advantage to our clients with our availability for quick responsiveness and dedicated time to each project.*** We urge you to follow up with any of our references and clients to assess our work products, availability, and responsiveness.

Our firm has no debts or liens, we are 100% cash-funded, and we generate positive net income each year. In addition, we do not have claims, lawsuits, or litigation with IB Consulting or any staff member. For any additional information, please follow up with Habib Isaac as the primary contact.

Habib Isaac - Principal | Managing Partner

951-595-9354; hisaac@ibconsultinginc.com

31938 Temecula Parkway, Suite A #350, Temecula, CA. 92592

C3 - Qualifications / References

Below is a list of relevant project experience over the last 2 years with IB Consulting. IB Consulting staff has experience spanning the last five years and beyond that are within each resume. The first three agencies are included as references with more project details on the following pages.

Agency: Helix Water District - *(Included as Reference)*

Project Description: Water Rate Study, Capacity Fee, and User Fee Study, and Annual Updates

Contact: Jennifer Bryant, Administrative Services Director; 619.667.6259

Key Personnel: Habib Isaac, Andrea Boehling

Timeline and Budget: Aug 2019 - Apr 2021; \$122,621. Includes amendment to add capacity fees, user fees, and annual updates. Timeline met.

Agency: East Valley Water District - *(Included as Reference)*

Project Description: Budget-Based Water Rate and Wastewater Rate Study, Capacity Fee, User Fees

Contact: Brian Tompkins, Finance Director; 909.645.2079

Key Personnel: Habib Isaac, Andrea Boehling

Timeline and Budget: Jul 2020 - May 2021; \$144,112. Stayed within budget and timeline.

Agency: City of Roseville - *(Included as Reference)*

Project Description: Water, Recycled Water, Sewer, and Solid Waste Rate Study

Contact: Janet Vargas, Business Services Administrative Administrator; 916.774.5300

Key Personnel: Habib Isaac, Andrea Boehling

Timeline and Budget: Sep 2020 - May 2021; \$97,625. Stayed within budget and timeline.

Agency: Elsinore Valley Municipal Water District

Project Description: Budget-Based Water Rate, Recycled Water Rate, and Sewer Rate Update

Contact: Robert Hartwig, AGM - Business Services/CFO; 951.674.3146 ext. 8242

Key Personnel: Habib Isaac, Andrea Boehling

Timeline and Budget: Nov 2020 Jun 2021; \$61,661. Amendment for additional meetings; timeline met.

Agency: Delta Diablo

Project Description: Wastewater Rate and Recycled Water Rate Study

Contact: Vince De Lange, General Manager; 925.756.1920

Key Personnel: Habib Isaac, Andrea Boehling

Timeline and Budget: Dec 2020 - Jun 2021; \$52,685. Stayed within budget and timeline.

Agency: Phelan Pinon Hills CSD

Project Description: Water Rate Study

Contact: Lori Lowrance, Administrative Services Manager; 760.868.1212

Key Personnel: Habib Isaac, Andrea Boehling, Lauren Demine

Timeline and Budget: Jun 2021 - Dec 2021, \$44,280. Stayed within budget and timeline.

Agency: City of Livermore

Project Description: Sewer Rate Study and Water Rate Study

Contact: Anthony Smith, Management Analyst II; 925.960.8121

Key Personnel: Habib Isaac, Andrea Boehling, Lauren Demine

Timeline and Budget: Sewer: Sep 2019 - Apr 2020; \$24,554. Stayed within budget and timeline.

Water: Sep 2021 - Mar 2022; \$50,000. Currently within budget and timeline.

References

All of our projects include both Principals working in tandem as further represented within our Project Staffing for this engagement.

Helix Water District - Water Rate Study, Capacity Fee, and User Fee Study

Contact: Jennifer Bryant, Director of Administrative Services

Phone / Email: 619.667.6259 / jennifer.bryant@helixwater.org

Habib and Andrea have been working with Helix Water District since 2015, starting with a cost-of-service study and ongoing annual updates to their water rates. IB Consulting was hired to assist the District with conducting a comprehensive update to its water rates, user fees, and capacity fees. The study started in the summer of 2019 and concluded with a public hearing in April 2021. The District decided not to increase rates during the pandemic, and the project was delayed by one fiscal year. The study includes a 50-year long-term financial plan model to evaluate revenue requirements in the short-term and significant capital projects expected further out over the planning horizon. We are currently on retainer with the District for annual updates and the next cost-of-service study.

East Valley Water District - Budget-Based Water, Wastewater Rate Study, and Capacity Fees

Contact: John Mura, General Manager, Administrative Department

Phone / Email: 909.885.4900 / jmura@eastvalley.org

We recently completed a comprehensive study to establish new wastewater rates and updated budget-based water rates. The District is currently constructing its own wastewater treatment plant, and it's expected to be online in March 2022. We worked with District staff to restructure their wastewater rates to reflect the new wastewater treatment plant operational costs. The District's previous wastewater treatment rates were a direct pass-through of the City of San Bernardino rates. With the District's Sterling Natural Resource Center coming online, the restructured treatment rates reflect the District's characteristics instead of the City of San Bernardino. In addition to and concurrently with the utility rate studies, IB Consulting also updated the District's capacity fees and user fees.

City of Roseville - Water, Recycled Water, Sewer, and Solid Waste Rate Study

Contact: Janet Vargas, Business Services Administrative Administrator

Phone / Email: 916.774.5300 / jvargas@roseville.ca.us

We recently completed a comprehensive utility rate study for the City of Roseville. The study included updated financial plans and rates for potable water (uniform), recycled water (uniform), sewer, and solid waste. Customers' actual usage trends were reviewed and used for updating the cost of providing service to the City's customers. The financial plans spanned a 30-year forecast and accounted for capital projects and ongoing system reinvestments. Adjustments reflected the cost of service between fixed recovery and variable recovery and inter-fund transfers between utilities for certain expenses. We are currently on retainer with the City for annual updates, capacity fees, and the next cost-of-service study.

C4 - Work Plan

As part of our Work Plan, each task provides details regarding meetings, deliverables, and District staff impact. Through our frequent collaboration, District staff will be completely familiar with our models and their functionality. The detailed scope below describes each task and sets forth how we envision working through this engagement.

PROJECT MANAGEMENT

Our project management starts with determining whether or not to pursue a project. We first ensure that we have the capacity and can provide the appropriate amount of time to garner a well-thought approach to proposed rates. *We recently passed on a project last month and informed the agency we would not propose because the timeline was too compact.*

Throughout this study, we will have meetings scheduled with District staff to go over pertinent data, identify outstanding items, determine if additional data is needed based on the approach we are taking, review the schedule and percent complete, and set aside time to walk-through model development at each milestone of the study. Through this approach, we have found that our clients become very comfortable with our models and are aware of the approach we are taking as we work towards the next milestone.

Our project management includes the following components:

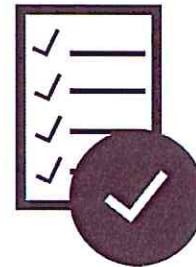
1. Prior to each milestone, models and other deliverables are peer-reviewed for quality assurance and quality control. We also ensure that all model components discussed with District staff are incorporated and reflect any requested functionality.
2. Pertinent data will be thoroughly reviewed by our project team before any discussions with District staff. Through our review, we will develop topics of discussion and questions to clarify our understanding of data.
3. Periodic meetings will be scheduled to collaborate with District staff as the financial plan, cost-of-service, and rate alternatives are developed. These meetings will provide a status update on the project, progress on tasks, and items that remain. All meetings will be followed up with minutes to keep track of our discussions and the direction received. Utility studies typically take 6 months or more to complete and tracking decisions made through the course of the study is a critical component to stay on task and meet the project timeline.
4. Billing will occur on a monthly basis with tasks worked on, hours spent, and cost to date.
5. Model training will be ongoing throughout the project with one-on-one training at the end of the study to focus on running the model for periodic updates. We have frequently received feedback from our clients on the user-friendliness of our models and how the layout is logical and easy to follow.

Task 1: Data collection and Kick-off Meeting

As part of project initiation, we will meet with District staff to discuss the overall approach to the project, an initial timeline for project completion, and identify key milestones. We also recommend a Rate Policy Workshop with the Board given that the District has not conducted an independent review on rates for a number of years (Task 2).

As part of the kick-off meeting with staff, we will first provide a data request of the items required for developing the financial plans, cost-of-service analyses, rate alternatives, capacity fees, and cost allocation plan. Ideally, the kick-off meeting will be scheduled two to three weeks after providing the data request to allow ample time to compile and review the data. Before our kick-off meeting, we will thoroughly review District's current rate structures, the last cost-of-service rate studies, and capital-related documents. During our meeting, we will discuss the following items:

1. Questions we have regarding the data received
2. Overview of each utility's current financial position
3. Capital needs with funding options
4. Reserve policies and industry best management practices
5. Approach for updating capacity fees
6. Overhead rates and compliance with Title 2 of the Code of Federal Regulations - Part 200 (2 CFR Part 200; previously known as OMB-87)
7. Policy considerations, state mandates, and any regulatory requirements to address
8. Identify any areas of concern and/or recommended adjustments to rate structures with reasoning for the changes. We will discuss the number of tiers with justification and rate alternatives for wastewater rates that are more suitable than using meter size for non-residential customers
9. Rate alternatives to evaluate while complying with Proposition 218 and Proposition 26



The kick-off meeting will conclude with an initial framework of the study, clear lines of communication between us and District staff, and specific dates for scheduled meetings.

Meetings: One (1) kick-off meeting with District staff.

Deliverable: Data request, agenda for kick-off, and meeting minutes.

District Staff Impact: Provide any readily available data based on request prior to the meeting, participate at the kick-off meeting, review topics for the Rate Policy Workshop. We expect two to three weeks for District staff to compile the requested data.

Task 2: Rate Policy Workshop

With the last rate study developed in-house, it will be important to conduct a Rate Policy Workshop with the District Board to include them from the start of this engagement and obtain feedback on what's most important. We will review financial policies and reserves, rate trends in the industry, rate alternatives to evaluate, and goals to achieve with new proposed rates.

The Rate Policy Workshop will also provide a forum to:

1. Refresh Board members in the rate-setting process
2. Review cost-of-service requirements of Proposition 218
3. Develop trust/familiarity between consultants and the District
4. Obtain buy-in from the Board on our initial approach
5. Receive feedback from the Board on policy objectives

The workshop will conclude with all parties aware of the approach that will be taken, rate alternatives to evaluate, and next steps and meetings.

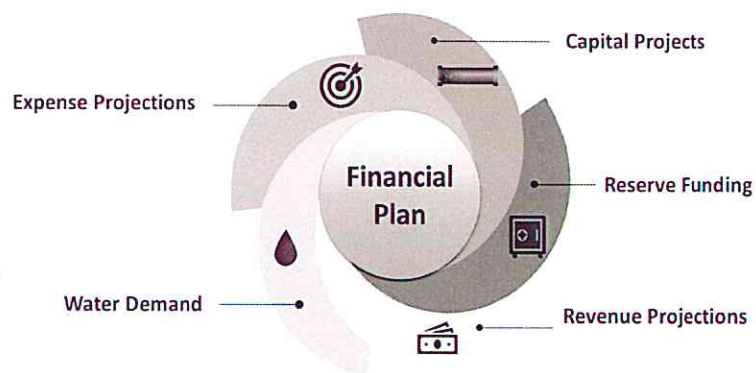
Meetings: One (1) Board Workshop.

Deliverable: Presentation material, Proposition 218 and cost-of-service requirements, and meeting minutes.

District Staff Impact: Review presentation material, and attend Board Workshop.

Task 3: Financial Plan Development

Financial planning incorporates numerous considerations besides projecting operating expenses. Utilities need to account for changes in water demand driven by variations in usage and changes to flows for wastewater. In addition, system reinvestment, reserves, and debt compliance also influence revenue needs in future years. Therefore, a comprehensive financial plan reviews various aspects of a utility.



We will review the District's revenue requirements to ensure all costs are captured, including debt coverage and reserve funding. We will include both historical financial performance and projected revenue requirements, including the District's long-term capital plan.

CAPITAL PLANNING

Developing a funding approach to the District's capital improvement plan (CIP) is a critical component to any rate study to ensure rates generate adequate revenue for maintaining and reinvesting in the utility systems. With the array of capital spending needs, identifying the timing of projects and sources of funding can generate various scenarios to consider as part of prioritizing short-term needs and long-term planning. Our model will incorporate the ability to develop different capital plan scenarios and toggle between each scenario to instantly review how the capital spending plan folds into the District's total revenue requirements. Our modeling will include:

1. Projections of each utility's revenue need for the next 30-years to capture any significant capital costs on the horizon.
2. Annual replacement costs of the system by using the District's current asset listings.
3. CIP funding sources, including existing reserves, capacity fees, grants, and debt financing.

A sound capital facility funding plan is one of the primary ways to minimize rate spikes by slowly building up reserves for future capital needs and utilizing debt instruments to amortize major capital

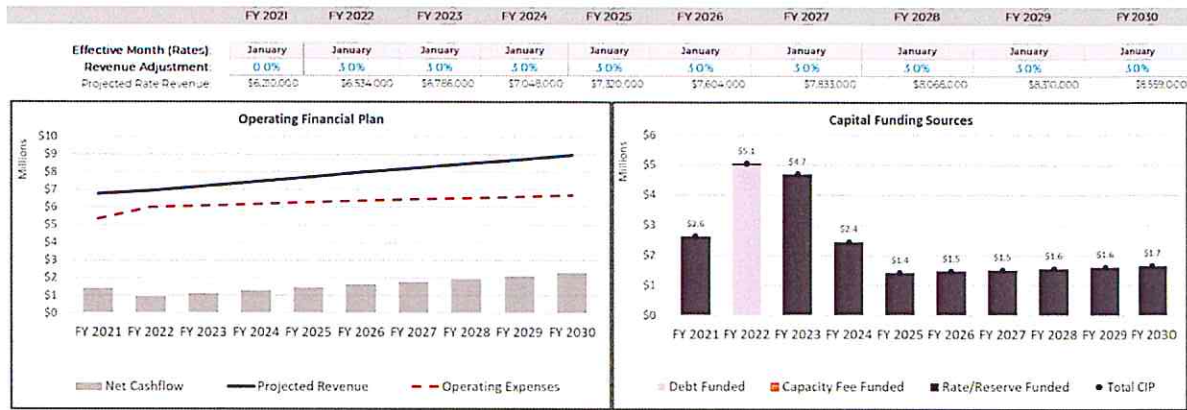
A sound capital plan with funding sources will minimize rate spikes and typically allow modest level rate adjustments

projects over the useful life of the improvements. Our capital planning assessment will provide a means to determine impacts to customers and show how certain scenarios can smooth out rates by adjusting the capital schedules.

REVENUE REQUIREMENTS

For each enterprise, we will develop a multi-year cash flow pro forma to determine revenue adjustments for the planning period. Expenses will be projected and will incorporate separate inflationary categories including, but not limited to, salaries, benefits, PERS/OPEB, energy, detailed calculations for water supply costs between potable wells and non-potable wells, and new potential expenses with purchased water for mitigating high Total Dissolved Solids (TDS). We will incorporate a toggle to model multiple scenarios to manage the District's short-term and long-term unfunded accrued liability. Doing so will provide a clear understanding of the rate impacts to customers as different paydown periods are selected.

Our financial plans will also include a comprehensive consumption analysis for each utility. We will calculate rate revenue using the raw billing data and compare it to actual revenues within the District's latest audited financials. Doing so will provide an initial quality assurance check that the raw billing data and units of service driving the updated model is fundamentally sound for forecasting future revenue needs. This will also allow us to model "what-if" scenarios with changes to growth, water demand, wastewater flows, and projected usage between customer classes. As part of this task, we will also model existing reserve policies and identify any recommended adjustments to reserves based on our direct experience and industry best management practices for utilities.



The financial plan models will include an infographic interface (Financial Dashboard) created with the end-user in mind. The Financial Dashboard will include, but will not be limited to, the current financial operating position and projected annual net income, required capital needs with funding sources, the current makeup of reserves, ending reserve balances, and toggles to dynamically change assumptions and compare scenarios. Our Financial Dashboards are a key element to our models and assist with communicating recommended revenue adjustments.

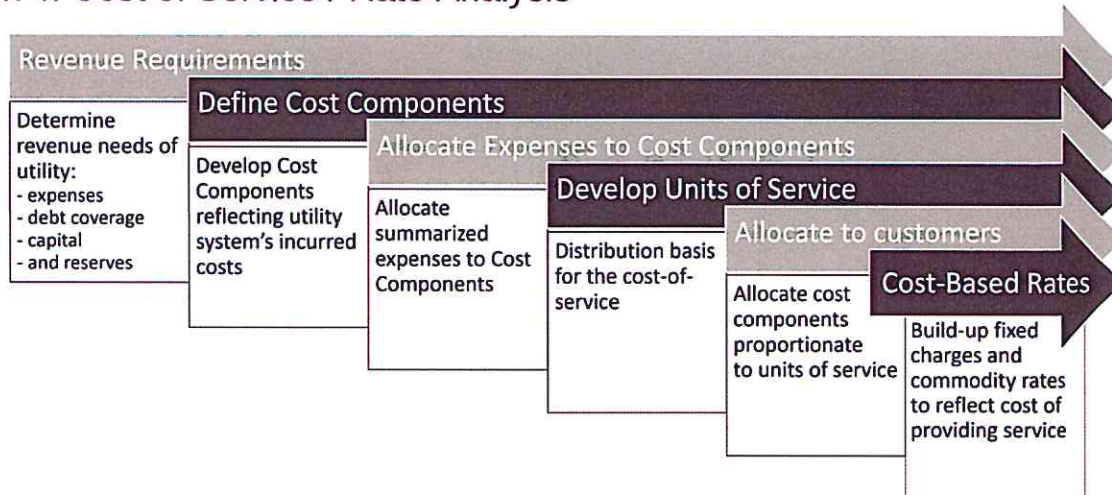
Effective dates of rates can be determined with a pull-down menu to select a specific month. This will provide insight into how the timing of rate adjustments impacts future increases and the overall financial health of the utility.

Meetings: Webinars as needed to review financial plans and 1 in-person meeting with District staff to finalize the financial plans. We also expect a meeting with the Board to review the financial plans of each utility.

Deliverable: Financial plan models including total accounts by customer classes, consumption analysis by class and tier, flows by wastewater customer class, and current fixed/variable revenue profile.

District Staff Impact: Available periodically to discuss utility budgets, specific costs, current reserve policies, and participate in webinars, 1 in-person meeting, and attendance at the Board Meeting.

Task 4: Cost of Service / Rate Analysis



The cost-of-service analysis is a critical component of any rate study and directly ties to how rates will adjust, which ultimately impacts customer bills and provides a sound nexus between costs incurred and proposed rates. Through our discussions with District staff at the kick-off meeting and from our collaboration with developing the financial plans, the initial cost-of-service analysis will reflect feedback received from District staff and the Board from the previous tasks. We will walk District staff through the cost-of-service and identify recommended adjustments based on best management practices and compliance with Proposition 218. Discussion points will include:

1. Comparison of revenue recovered from fixed charges versus how much is recovered from variable rates and percent change from the current rate recovery. Adjustments between the fixed / variable split will be driven by identifying how cost recovery has shifted and which line item expenses should be recovered as fixed charges.
2. Comprehensive consumption analysis for each utility to capture new usage trends and provide insight on the amount of revenue recovered between customer classes.
3. Rate components that make up the rates to ensure Proposition 218 compliance.
4. Recommended tiers and corresponding breakpoints with sound rationale.
5. Determination of non-potable water proportionate share of operating and capital costs.
6. Sensitivity analysis with any changes to the rate structure and water demand projections, including impacts to customer classes. Representative bills within each class over the usage continuum will be incorporated into our final rate analysis.
7. Drought rates that connect to the District's Urban Water Management Plan and various stages of the District's Conservation Ordinance.
8. Customer impacts drilled down to the account level. Our consumption analysis will include each water account's impact from the new proposed rates. We will model each account's monthly bill from the most recent completed fiscal year using the new proposed rates.

With the proposed rates completed and thoroughly discussed, a Board Rate Workshop will be held to discuss rate alternatives, revisit the financial position of each utility with proposed rates, and receive feedback from the Board. Each financial plan scenario and rate alternative will include impacts to customer bills for each utility and across different usage levels. Doing so will provide insight to the Board on affordability and help with selecting the most appropriate rate alternative for their customers.

Meetings: Webinars with District staff to review cost-of-service analysis and corresponding rate alternatives.

Deliverable: Rate models for each utility.

District Staff Impact: Meetings to review and discuss the cost-of-service analysis for each utility and an in-person meeting to finalize rate alternatives.

TASK 5: Rate Workshop

With the proposed rate alternatives for each utility completed and thoroughly discussed with District staff, rate workshops will be held with the Board. During the rate workshops, rate alternatives will be discussed as well as how each alternative impacts the District's short-term and long-term financial health and how proposed rates impact customer bills.



The customer impact analysis will show various results, including how the rate structure adjustments will impact customer bills at different levels of usage / flow, percent revenue recovery between fixed / variable, and the total cost recovery of each customer class when compared to current revenue recovery. As part of the rate workshop, we will obtain feedback from the Board.

This interconnection between rates and impacts at the customer class and account levels will provide insight into how the different rate alternatives impact customers. *We will also provide a rate survey of neighboring agencies to compare the District's current rates and proposed rates to the surrounding area.*

Meetings: Webinars with District staff to review presentation material and 1 rate workshop with the Board.

Deliverable: Presentation material and rate survey.

District Staff Impact: Review and discuss presentation material and attend Rate Workshop.

Task 6: Rate Study Report

Once the analysis is completed and rates finalized, we will draft a Report in compliance with Proposition 218 to serve as part of the administrative record. Our Report will document assumptions, describe the methodology, and walk the reader through the underlying calculations that derive the updated water, wastewater, and non-potable water rates. We will also include an Executive Summary highlighting the primary drivers of any necessary revenue adjustments, financial plan review, and corresponding rates.

Our Reports serve as the District's administrative record to support the recommended rates and charges.

The Final Report includes all of the technical analysis as a backup to the proposed rates; however, we also focus on the readability of our reports to make sure it's easily digestible to the layperson. This is achieved by incorporating infographics that complement the narrative discussions within the Report and we limit the amount of technical jargon that may only be understandable to industry professionals. We recognize that the Final Report serves two distinct purposes: 1) backup to our technical analysis and, 2) a clear and concise story of the issues facing the District to its constituency. With this in mind, our Reports are straightforward and easy to read.

Meetings: Conference calls as needed to finalize Report.

Deliverable: Draft Report and Final Report.

District Staff Impact: Review Report and provide any edits/comments for Final Report.

Task 7: Noticing and Public Hearing

We will assist the District with drafting the Prop. 218 Notice. The notice will tie directly to our analysis and Report with visuals to convey proposed rates in an easily digestible manner. We will provide any required tables and incorporate graphics showing customer impacts.

We will be in attendance at the Public Hearing to answer any technical questions and will provide a brief PowerPoint presentation if desired, summarizing the Report, our findings, and proposed rates.

Meetings: 1 meeting to attend Public Hearing.

Deliverable: Final Report and PowerPoint if requested.

District Staff Impact: Prepare staff report for Public Hearing and attend Public Hearing.

Task 8: Overhead Rates

Task 8 will be performed concurrently and within the same timeframe as the utility rates.

A primary component for ensuring full cost recovery for services rendered from the District's user fees is accounting for central service costs by applying an overhead rate to each staff position. As part of this task, we will first review the District's current overhead calculations and confirm that all central service costs are captured and that the current approach is technically sound. This review will include all central service departments costs, fringe benefits, and other direct costs required to perform services, such as IT support, facilities, equipment, and fleet. After our review, we will update the District's overhead rates by developing an updated cost allocation plan. We will identify areas of improvement and if any of the overhead allocations should be substantially changed.

Our cost allocation plan will utilize the double-step down method for allocating overhead costs and indirect costs to the District's operating departments. The model will derive overhead rates for each department as well as a District-wide overhead rate. We will also include a toggle to switch between full cost recovery of central services and allowable cost recovery for direct reimbursements from state and federal grants.

Certain overhead costs are not allowed to be recovered as part of grant reimbursements, such as legislative body costs, agency promotional / marketing costs, and certain travel expenses. These types of costs were previously identified within OMB A-87 guidelines, which are now incorporated as Title 2 - Code of Federal Requirements, Part 200 (2 CFR § 200). We will identify all expense line items that should be excluded for developing overhead rates for grant reimbursements.

Our cost allocation plan will start with the District's detailed budget and catalog central service departments (overhead departments) versus operating departments. The budget for each overhead department would be allocated to each operating department using an appropriate distribution basis reflecting how such costs are incurred. Through the comprehensive cost allocation plan and double-step down method, we will first allocate overhead costs to all departments (including central service departments) and then the second step will allocate the remaining overhead costs from the central service departments to the operating departments.

Meetings: Webinars with staff to walk-through cost allocation plan and proposed overhead rates.

Deliverable: Cost allocation plan model.

District Staff Impact: Available for webinars to discuss District budget and walk-through cost allocation plan.

Task 9: Capacity Fees

Task 9 will be performed concurrently and within the same timeframe as the utility rates.

Capacity fees are one-time charges levied against new connections to recover the proportionate share of infrastructure capacity that is needed to serve new development or the expansion of existing development causing an increase in the required capacity to serve the new incremental demand. Capacity fees are governed by California Government Code Section 66013 and must also comply with the provisions of sections 66016, 66022 and 66023 for adopting fees.

The primary intent of capacity fees is to ensure growth pays its fair share of cost and existing customers are not subsidizing costs to accommodate growth. Conversely, it's equally important that any existing deficiencies with the current system are not inadvertently included in the capacity fees. As an example, the District's need to mitigate high TDS will require an examination of how the project benefits both existing and future customers. Our analysis will include different distribution basis for consideration to ensure equity between current and new accounts.

There are commonly accepted industry standards for establishing and updating capacity fees, which are also published within the American Water Works Association (AWWA) M1 Manual. The two primary methods are the buy-in method (Buy-In Method) and the incremental cost method (Incremental Method). With the District's need to mitigate TDS, a hybrid approach of the Buy-In Method and Incremental Method will most likely be the most suitable approach to use.

With the Buy-In Method, we will review the current utility asset values and bring forward the system value into today's dollars by indexing each asset line item by the Construction Cost Index published by the Engineer's News Record (Replacement Cost or RC). In addition, the calculation will also account for the time period each improvement has been in service to properly discount the Replacement Cost by the years of service the asset has been in place. Doing so provides a more accurate fair-share cost allocation to new development for existing capacity. The premise of the Buy-In Method is for new development to pay its share of previously built improvement funded by existing customers or financed through proceeds from existing debt instruments.

The Incremental Method will capture new facilities and costs that are required to serve new development. We will also determine if any of the new capital projects will benefit existing customers to allocate costs, accordingly. As we work through the capacity fee update, we will identify any capital projects that would fall under the Incremental Method.

Meetings: Webinars as needed with District staff to develop capacity fees and walk-through capacity fee models for water and wastewater and attend Public Hearing.

Deliverable: Capacity fee model and Report.

District Staff Impact: Provide data for capacity fee study, participate in webinars as part of capacity fee model development, and attend Public Hearing.

Task 10: Fire Impact Fees

Task 10 will be performed concurrently and within the same timeframe as the utility rates.

Similar to Capacity Fees in Task 9, Fire Impact Fees are also one-time charges levied against new development to recover the proportionate share of fire facilities and apparatus needed to serve new development. However, Impact Fees are governed by Mitigation Fee Act, codified within California Government Code Section 66000 to 66025. In addition, AB 602 amended the Mitigation Fee Act to include additional provisions, commencing in 2022, regarding the methodology used for setting impact fees. Our analysis and Fire Impact Fees will adhere to the Mitigation Fee Act and AB 602.

The primary intent of impact fees is to ensure growth pays its fair share of cost and existing development are not subsidizing costs to accommodate growth. New development may require new facilities or new types of apparatus (such as a ladder truck) to meet new fire requirements.

We will review the District's current fire facility standards and staffing requirements (firefighters per 1,000 residents) to ensure the District's capital plan meets the fire facility needs. The District's existing fire assets will be brought forward into today's dollars by indexing each asset line item by the Construction Cost Index published by the Engineer's News Record (Replacement Cost or RC). In addition, the calculation will also account for the time period each asset has been in service to properly discount the Replacement Cost by the years of service the asset has been in place. Doing so provides a more accurate fair-share cost allocation to new development for maintaining the same level of facility standards experienced today.

Our analysis will quantify existing development and project future growth based on the District's most recent Fire Master Plan. Planned facilities will be incorporated into the analysis to account for capital projects serving existing development, new development, or a combination of both.

The proposed Fire Impact Fees will be supported by an Impact Fee Report in compliance with the Mitigation Fee Act.

Meetings: Webinars as needed with District staff to develop fire impact fees, walk-through fire impact fee model and attend Public Hearing.

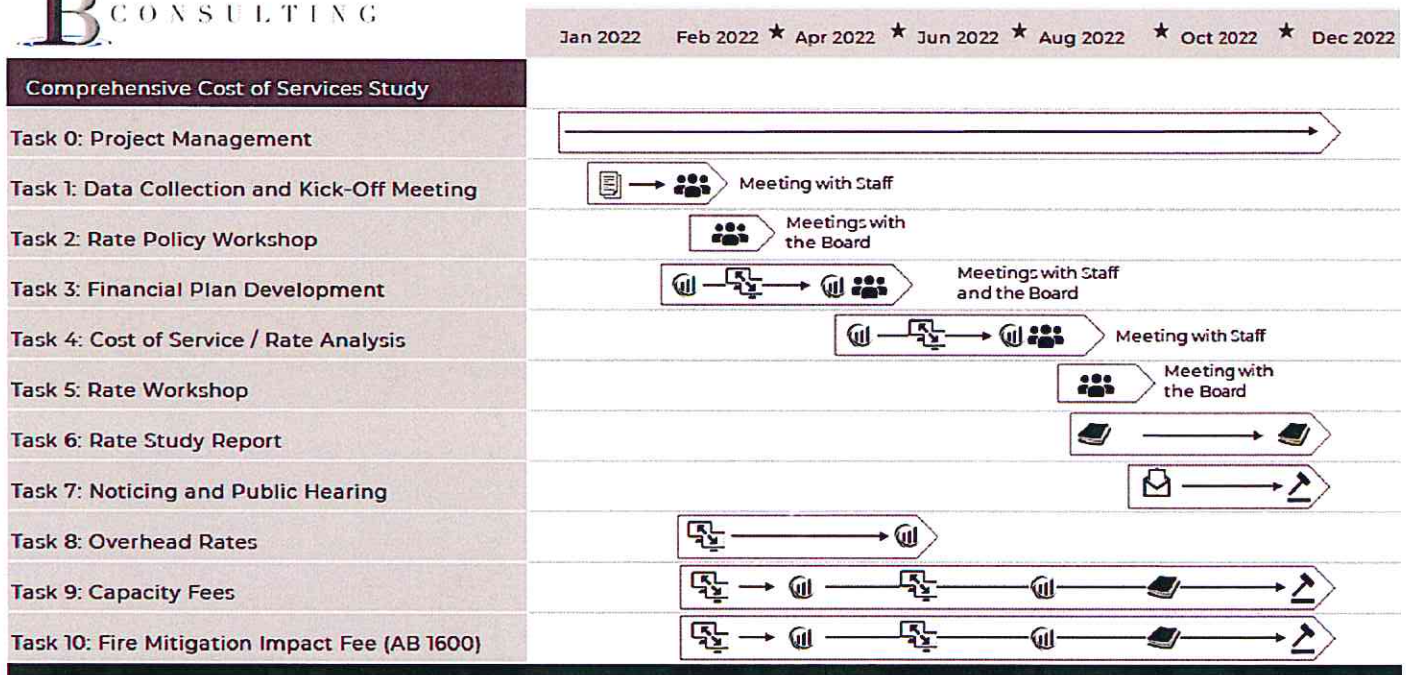
Deliverable: Fire impact fee model and Report.

District Staff Impact: Provide data for fire impact fee study, participate in webinars as part of fire impact fee model development, and attend Public Hearing.

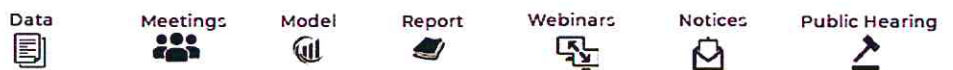


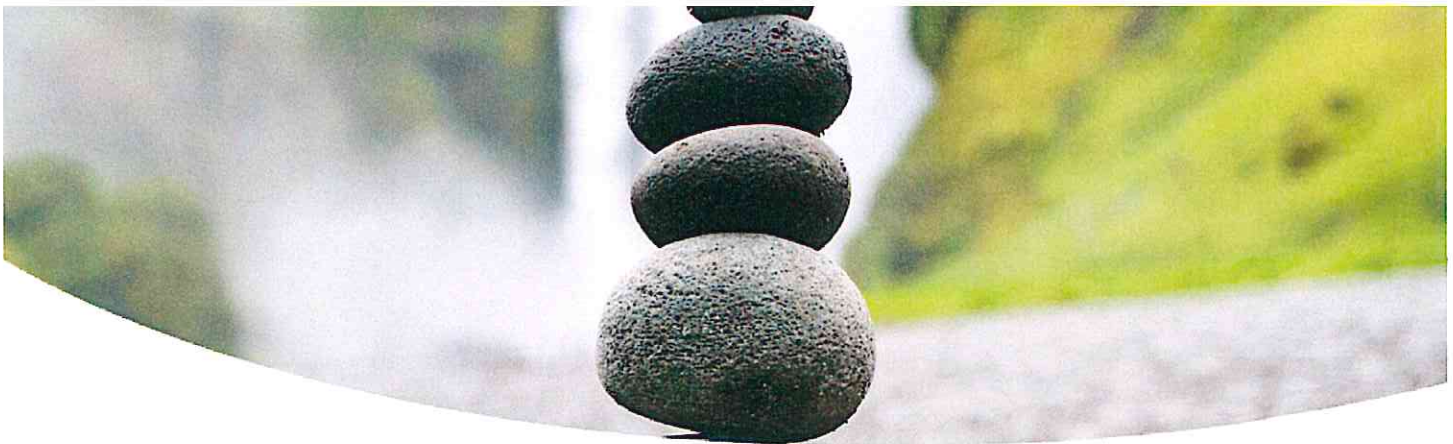
C5 - Project Schedule

Below is our recommended timeline for the completion of the study with a Public Hearing in the fall of 2022. We will update the schedule with specific dates for deliverables as part of our kick-off meeting with District staff.



Timeline Legend





C6 - Project Staffing

As part of our workflow and emphasis on our internal QA/QC procedures, both Principals will be responsible for developing the financial plan and rate alternatives. Andrea will lead the financial plan development of each utility with analytical support from Senior Consultant - Lauren Demine. Concurrently, Habib will develop presentation materials for the Board Rate Policy Workshop, review existing reserve policies, develop capacity fees, fire impact fees, and cost allocation plan. Both Principals will be involved with developing the cost-of-service analysis and rate alternatives for each utility. Lauren Demine will also focus on consumption analysis, customer impacts, drought rates, rate surveys, and review draft reports. Our internal QA/QC includes reviews on all models, presentations, and reports prior to submitting deliverables to the District.



Resumes



Habib Isaac - Principal / Managing Partner

Habib focuses on delivering innovative solutions to water and wastewater utilities that are clearly laid out and understandable to the community at large while backed by sound technical expertise to answer unforeseen questions that may arise during each project.

Education

San Diego State University
*BS in Applied Mathematics with
Emphasis in Computational Science*

College Publications
*Physics Letter A Journal
Encryption Using Cycling Chaos*

Work Experience - 18 Yrs

IB Consulting LLC: (2019 – Present)
Managing Partner

Raftelis: (2013 – 2019)
Senior Manager / West Coast Lead

Willdan: (2004 – 2013)
Principal Consultant

David Taussig & Assoc: (2003 – 2004)
Senior Analyst

Expertise

Utility Financial Planning
Utility Rate Consulting
Special Tax Consulting
Impact Fees
Risk Assessment
Utility Expert Witness

Proficiency

Utility BMPs
Financial Policies
Rate Alternatives
Prop. 218 Compliance
Expert Facilitator
Public Outreach

Industry Involvement

CSMFO – 2021
Planning for Uncertainty with Utility Rates
UMC – 2020
*Planning and Funding 2030 Capital Needs
in 2020 Through Community Engagement*
ACWA – 2019
*Building Tomorrow's Water District:
Customer Engagement & Cycle Replacement*

AWWA – NVICA Section - 2015
*Developing Defensible Water/Wastewater
rates in Ca.*

AWWA – NVICA Section - 201
Long-Range Wage and Benefit Planning

Publications

AWWA Source Magazine - Winter 2016
Developing Defensible Tier Rates

AWWA Source Magazine - Fall 2015
*There's Opportunity in the San Juan
Capistrano Rates Decision*

Recent Project Experience - (Abbreviated for Proposal)

Galt, City: Water and Wastewater Rate Study – *Active*
Escondido, City: Water / Recycled Water / Wastewater Rate Study – *Active*
Livermore, City: Water Rate Study – *Active (Public Hearing - Mar 2022)*
Temescal Valley Water District: Water / Wastewater Rate Study – *Active (Public Hearing - Feb 2022)*
Phelan Pinon Hills CSD: Water Rate Study – Public Hearing: Dec 1, 2021
Helix Water District: Water Rate Study – Public Hearing: April 28, 2021
Roseville, City: Water / Wastewater / Solid Waste Rate Study – Public Hearing: May 5, 2021
East Valley Water District: Water / Wastewater Rate Study – Public Hearing: May 12, 2021
Delta Diablo: Wastewater / Recycled Water Rate Study / Capacity Fees – Public Hearing: June 9, 2021
Elsinore Valley Water District: Water and Wastewater Rate Study – Public Hearing: June 24, 2021
Phelan Pinon Hills CSD: Water Rate Study and Capacity Fees – 2020
Tustin, City: Water Rate Study – 2020
Livermore, City: Wastewater Rate Study – 2020
Monterey County WRA / Monterey 1 Water: New Source Water Funding – 2019
Roseville, City: Water / Wastewater Rate Study – 2019
Sacramento Suburban Water District: Water Rate Study and Capacity Fees – 2019
Citrus Heights Water District: Funding Strategies for Mainline Replacement – 2019
Elsinore Valley Water District: Budget-Based Water Rate Study – 2019
San Diego, City: Wastewater Rate Study and IWCP Review: 2018
Galt, City: Wastewater Rate Study and Capacity Fees – 2018
Lake Hemet Water District: Water Rate Study – 2018
Elsinore Valley Water District: Wastewater Plan and Rate Study – 2017
Livermore, City: Water / Wastewater Rate Study – 2017
Temescal Valley Water District: Water Rate Study and Annual Updates – 2016 to 2020
Helix Water District: Water Rate Study and Annual Updates – 2016 to 2019



Andrea Boehling - Principal / Managing Partner

Andrea focuses on customizing each financial plan and utility model to the client's preferred specifications. Each model is built from scratch in concert with agency staff to provide ongoing exposure to the model from inception through completion. Model training isn't a final task, but rather, it's an underlying objective of the project.

Education

University of Alabama
BS/BA – Major in Accounting

DeVry University
Studied Computer Engineering

Expertise

Utility Financial Planning
Utility Rate Consulting
Capacity Fees
Prop. 218 Compliance
Alt. Funding Sources
Budget Auditing

Industry Involvement

CSMFO – 2021
Planning for Uncertainty with Utility Rates

ACWA – 2019
*Building Tomorrow's Water District:
Customer Engagement & Cycle Replacement*

UMC – 2017
*How to Best Fund Your Agency's Critical
Asset Repair and Replacement Needs*

UMC Young Professionals – 2015 / 2016
Planning Committee Member

Work Experience - 15 Yrs

IB Consulting LLC: (2019 – Present)
Managing Partner

Raftelis: (2014 – 2019)
Manager

Willdan: (2012 – 2014)
Senior Analyst

State of Tennessee: (2006 – 2012)
Auditor II

Proficiency

Communications
Excel Modeling
Rate Design
Data Analysis
Presentations
Quality Control

Publications

WEF Manual – 2018
*Chapter 13 – Rates for reuse or
Reclaimed Water*

Recent Project Experience - (Abbreviated for Proposal)

- Galt, City: Water and Wastewater Rate Study – *Active*
- Escondido, City: Water / Recycled Water / Wastewater Rate Study – *Active*
- Livermore, City: Water Rate Study – *Active (Public Hearing - Mar 2022)*
- Temescal Valley Water District: Water / Wastewater Rate Study – *Active (Public Hearing - Feb 2022)*
- Phelan Pinon Hills CSD: Water Rate Study – Public Hearing: Dec 1, 2021
- Helix Water District: Water Rate Study – Public Hearing: April 28, 2021
- Roseville, City: Water / Wastewater / Solid Waste Rate Study – Public Hearing: May 5, 2021
- East Valley Water District: Water / Wastewater Rate Study – Public Hearing: May 12, 2021
- Delta Diablo: Wastewater / Recycled Water Rate Study / Capacity Fees – Public Hearing: June 9, 2021
- Elsinore Valley Water District: Water and Wastewater Rate Study – Public Hearing: June 24, 2021
- Rainbow Municipal Water District: Water Rate Study – Public Hearing: August 24, 2021
- Delta Diablo: Wastewater / Recycled Water Rate Study and Capacity Fees – 2020
- Phelan Pinon Hills CSD: Water Rate Study and Capacity Fees – 2020
- Livermore, City: Wastewater Rate Study – 2020
- San Diego, City: Water / Wastewater Financial Plan and Rate Study – 2019
- Dublin San Ramon Services District: Water / Wastewater Rate Study – 2019
- Roseville: Water / Wastewater Rate Study – 2019
- Sacramento Suburban Water District: Water Rate Study and Capacity Fees – 2019
- Ramona Water District: Water Rate Study and Capacity Fees – 2019
- Elsinore Valley Water District: Budget-Based Water Rate Study – 2019
- Leucadia Wastewater District: Wastewater Rate Study – 2018
- Galt, City: Wastewater Rate Study and Capacity Fees – 2018
- Livermore, City: Water / Wastewater Plan and Rate Study – 2017
- Rainbow Municipal Water District: Water Rate Study – 2017
- Western Municipal Water District: Budget-Based Water Rate Study – 2017
- Helix Water District: Annual Water Financial Plan and Rate Updates – 2016 to 2019
- Temescal Valley Water District: Water Rate Study and Annual Updates – 2016 to 2020



Lauren Demine - Senior Consultant

Lauren's primary focus is on database management and excel modeling. Utility models require significant data analysis for developing new rate structures, changes in tiers, and reviewing consumption trends. Her proficiency provides the ability to identify issues with the data, solutions for addressing anomalies, and modeling customer rate impacts.

Education

San Bernardino State University
BA in Geology

Expertise

Utility Financial Planning
Utility Rate Consulting
Capacity Fees
Data Analytics
Rate Impacts

Industry Involvement

CSMFO Member
WEF Member

Work Experience - 16 Yrs

IB Consulting LLC: (2021 – Present)
Senior Consultant

Raftelis: (2017 – 2021)
Senior Consultant

GEOVision: (2007 – 2017)
Senior Staff Geophysicist

GeoConcepts, Inc.: (2005 – 2007)
Staff Geologist

Proficiency

Data Management
Excel Modeling
Presentations
Technical Writing

Publications

SCEC Annual Meeting – Summer 2016
*Geophysical Characterization of Twelve
CSMIP Stations Sites in Riverside County, Ca.*

Recent Project Experience - (Abbreviated for Proposal)

Galt, City: Water / Wastewater Rate Study – Active

Temescal Valley Water District: Water / Wastewater Rate Study – Active (*Public Hearing - Feb 2022*)

Livermore, City: Water Rate Study – Active (*Public Hearing - Mar 2022*)

Phelan Pinon Hills CSD: Water Rate Study – Public Hearing: Dec 1, 2021

Borrego Water District: Water / Wastewater Rate Study – 2021

Crescenta Valley Water District: Water Rate Study – 2021

Industry Public Utilities: Water Rate Study – 2021

Poway, City: Wholesale Water Rate Study – 2021

Redlands, City: Water / Wastewater / Non-Potable Rate Study – 2021

Rancho California Water District: Water / Wastewater Rate Study Update – 2021

San Geronio Pass Water Agency: Water Financial Plan – 2021

Beaumont-Cherry Valley Water District: Water / Recycled Water Rate Study – 2020

Coastside County Water District: Water Rate Study Update – 2020

Irvine Ranch Water District: Water / Wastewater COS & Rate Design Study – 2020

San Clemente, City: Wastewater Rate Study – 2020

San Jacinto, City: Water / Wastewater Rate Study – 2020

Citrus Heights Water District: Water Rate Study – 2019

Dublin San Ramon Services District: Water Rate Study – 2019

East Bay Municipal Utility District: Wastewater Rate Study & Capacity Fees – 2019

Galt, City: Water / Wastewater Rate Study Update – 2019

Jurupa Community Services District: Water / Wastewater Rate Study – 2019

Poway, City: Water / Wastewater Rate Study – 2019

Rancho Santa Fe Community Services District: Wastewater Capacity Fees – 2019

Roseville, City: Water / Wastewater / Recycled Water / Solid Waste Rate Study – 2019

Sacramento Suburban Water District: Water Rate Study – 2019

Helix Water District: Water Rate Study Updates – 2018 & 2019

Temescal Valley Water District: Water Rate Study Updates – 2018 & 2019

Lake Hemet Municipal Water District: Water / Wastewater Rate Study – 2018

Las Virgenes Municipal Water District: Miscellaneous Fees Study – 2018

Leucadia Wastewater District: Wastewater / Recycled Water / Capacity Fees – 2018

C7 - Cost Sheet and Rates

Below is our not-to-exceed cost estimate for the scope of services outlined herein. We do not charge our clients for mileage, meals, or any other direct expense. We will bill monthly based on our all-inclusive hourly rates. In addition, the cost for printing and mailing the Proposition 218 notices are not included as part of the cost estimate provided below.

| Tasks | Description | H. Isaac Principal \$210 | A. Boehling Principal \$210 | L. Demine Sr. Consultant \$180 | Estimated Hours | Estimated Cost |
|-------|---|--------------------------------|-----------------------------------|--------------------------------------|--------------------|-------------------|
| - | Project Management | - | - | - | - | - |
| 1 | Data Collection and Kick-Off Meeting | 8 | 8 | 8 | 24 | \$4,800 |
| 2 | Rate Policy Workshop | 8 | 8 | 4 | 20 | \$4,080 |
| 3 | Financial Plan Development | 44 | 104 | 88 | 236 | \$46,920 |
| 3.1 | Consumption Analysis | 8 | 16 | 40 | | |
| 3.2 | Water Financial Plan | 16 | 40 | 16 | | |
| 3.3 | Wastewater Financial Plan | 16 | 40 | 16 | | |
| 3.4 | Non-Potable Water Financial Plan | 4 | 8 | 16 | | |
| 3.5 | Fire / Trash Financial Plan and Wholesale Rate | | Included | | | |
| 4 | Cost of Service / Rate Analysis | 76 | 66 | 68 | 210 | \$42,060 |
| 4.1 | Water Rate Model | 32 | 24 | 8 | | |
| 4.2 | Wastewater Rate Model | 32 | 24 | 8 | | |
| 4.3 | Non-Potable Water Rate Model | 4 | 8 | 16 | | |
| 4.4 | Drought Rates | 8 | 8 | 24 | | |
| 4.5 | Customer Impacts | - | 2 | 12 | | |
| 5 | Rate Workshop | 6 | 6 | 12 | 24 | \$4,680 |
| 6 | Rate Study Report | 40 | 8 | 8 | 56 | \$11,520 |
| 7 | Noticing and Public Hearing | 8 | 8 | 2 | 18 | \$3,720 |
| 8 | Overhead Rates | 32 | 8 | 20 | 60 | \$12,000 |
| 9 | Capacity Fees | 48 | 40 | 8 | 96 | \$19,920 |
| | Subtotal | 270 | 256 | 218 | 744 | \$149,700 |
| 10 | Fire Mitigation Impact Fee (AB 1600) | 24 | 4 | 20 | 48 | \$9,480 |
| | Total | 278 | 244 | 226 | 1492 | \$159,180 |
| | Optional Annual Financial Plan Updates and Review | | | | | \$10,000 |
| | 2022 Hourly Rate Schedule | | | | | \$/Hr |
| | Habib Isaac - Principal | | | | | \$210 |
| | Andrea Boehling - Principal | | | | | \$210 |
| | Lauren Demine - Sr. Consultant | | | | | \$180 |





Helix
WATER DISTRICT

C8 - Sample Work Product

Our sample administrative record is from our recent work with Helix Water District, which concluded with a Public Hearing on April 28, 2021. A copy of the full report is included as part of our electronic copy of the proposal due to its size.



Affirmations

- We have received all addenda issued by the District.
- We will allocate a proportionate share of overhead costs to each enterprise fund, including trash and fire.
- We reviewed the District's Professional Services Agreement and do not have any edits.
- Our scope does not currently include fire mitigation fees; however, we have previously worked on fire impact fees and can amend our scope of services, if requested by the District.
- IB Consulting does not have any litigation against our firm or any staff members.

11. RECEIVE AND FILE UPDATE ON LAFCO FINDINGS FOR COUNTYWIDE
MUNICIPAL SERVICES REVIEW:

DM 2022-03

Rubidoux Community Services District

Board of Directors

Hank Trueba Jr., President
Bernard Murphy, Vice-President
Armando Muniz
F. Forest Trowbridge
John Skerbelis

General Manager
Jeffrey D. Sims



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

DIRECTORS MEMORANDUM 2022-03

January 6, 2022

To: Rubidoux Community Services District
 Board of Directors

Subject: Receive and File Update on LAFCO Findings For Countywide Municipal Services Review

BACKGROUND:

California state law establishes Local Agency Formation Commissions (LAFCOs) within each county for the purpose of establishing boundaries and spheres of influence (SOIs) for cities and special districts under their purview, and to authorize the provision of services within the approved service areas. Riverside LAFCO (LAFCO) prepared a report containing Municipal Service Reviews (MSR) on six Community Service Districts (CSD) within Riverside County (County). An MSR is a state required comprehensive study of services within a designated geographic area. The service review requirement is codified in the Cortese-Knox-Hertzberg Government Reorganization Act of 2000 (CKH), Government Code section 56000 et seq.

The MSR Report dated September 8, 2021 ("2021 MSR Report") prepared by LAFCO presents findings of a comprehensive Sphere of Influence (SOI) update for six Riverside County CSDs. One of the six CSDs reviewed was Rubidoux Community Services District ("District"). A full copy of the 2021 MSR Report dated September 8, 2021 is on file at the District and available for review upon request.

For purposes of the MSR and SOI Update, the CSDs that provide water and/or wastewater services in conjunction with other services provided, were not reviewed for water/wastewater. Those services were reviewed during the Countywide Water and Wastewater MSR process in 2019 conducted by LAFCO. Only services unrelated to water/wastewater were evaluated with the 2021 MSR Report were reviewed. For the District services reviewed included – fire protection, weed abatement, and trash collection.

The process LAFCO used to develop the 2021 MSR Report included:

1. Requested the District to complete a questionnaire. The questionnaire was presented to staff in early spring 2021. Staff provided responses and returned the completed questionnaire to LAFCO. A copy of the completed questionnaire is attached hereto as Attachment A.
2. LAFCO staff generated its analysis regarding the District using the questionnaire and available public data such as the District's annual audits, website information, and annual budgets.
3. LAFCO complied the entire 2021 MSR Report to present to the LAFCO Commission. Attachment B is Chapter 4 of the 2021 MSR Report specifically on the District. The LAFCO Commission held a public hearing on October 28, 2021 where the 2021 MSR Report was presented and LAFCO Resolution No. 11-21 was adopted. Resolution No. 11-21 resolves the following:
 - a. The 2021 MSR Report is exempt from CEQA
 - b. Approves determinations made in the 2021 MSR Report for each of the reviewed agencies
 - c. LAFCO receives and files the 2021 MSR Report
 - d. Directs the Executive Officer to post the 2021 MSR on LAFCO's website
 - e. Directs the Executive Officer to transmit a certified copy of the specific resolution applicable to each reviewed agency. Resolution No. 15-21 is the LAFCO resolution specific to the District.

The District has received a certified copy of Resolution No. 15-21 (Attachment C) and the purpose of this Director Memorandum is to provide the resolution to the District Board of Directors and to summarize the determinations LAFCO made regarding District services evaluated in the 2021 MSR Report. Exhibit B of Resolution No. 15-21 is the statement of determinations, which is summarized briefly below –

1. Regarding present and planned land uses in the District – City of Jurupa Valley is the land use planning authority and there may be potential future land use decisions by the City of Jurupa that could impact the currently rural nature of portions of the District's service area.
2. Present and probable need for public services and facilities – current facilities and services are adequate but long term as area development expands, some fire protection services will need to be increased. Increases in fire protection services will necessitate sustainable revenue sources.
3. Future need for fire protection services – based on anticipated development one or two additional fire stations with appropriate equipment and staffing will be necessary.
4. The District is the agency to provide services – The Rubidoux, Belltown, and Sunny Slope communities are within the City of Jurupa Valley and District boundaries and considered specific communities of interest within the District boundaries related to fire protection services, weed abatement, and trash collection services.
5. Are there disadvantaged unincorporated communities with the District – there are none; all portions of the District's service area are within incorporated City of Jurupa Valley.

In summary LAFCO determined the District's sphere of influence is confirmed as is and the District meets current fire protection, weed abatement, and trash collection needs of the area in an adequate manner. Another

determination made is the City of Jurupa Valley has land use entitlement authority over the entire city, including the District's service area, thus requiring the District to plan for impacts of increased development in its service area. The District master planning effort uses approved City of Jurupa land use plans to project future service requirements and to set its capacity fees and rates to pay for the required infrastructure and facilities to meet the increased demands. Finally, the District is about to embark on the development of a comprehensive cost of services study. From that work a financial model will be developed. The financial model will be a tool allowing staff to input expense and income variables so the Board can make strategic financial decisions in advance of the need for new facilities and infrastructure. Part of the model will be to evaluate the increment of property tax income associated with structural fire generated by increased assessed valuation on developed properties. It is anticipated the increase in tax increment along with fire mitigation fees on new development will keep pace with future increases in fire protection expenses.

No action is required by the Board. This year long LAFCO process to conduct the 2021 MSR is completed with LAFCO finding the District has no pressing issues to address. The Board of Directors should consider receiving and filing LAFCO Resolution No. 15-21 and anticipate LAFCO doing revisiting this process in 5 to 6 years.

RECOMMENDATION:

Consider receiving and filing LAFCO Resolution No. 15-21.

Respectfully,



JEFFREY D. SIMS, P. E.
General Manager

Attach:

- A. LAFCO Questionnaire completed by RCSD
- C. Chapter 4 of 2021 MSR Report
- D. LAFCO Resolution No. 15-21

ATTACHMENT A

Rubidoux Community Services District

Riverside LAFCO has initiated a municipal service review for the Community Service Districts in Riverside County. Municipal service reviews are required to be performed on Independent Special Districts and Cities periodically under state statutes. As the first step in the service review process for your District, we ask that you complete the following request for information. **Please submit your response to us at the following address or by email no later than April 12, 2021.** We welcome and prefer email submittals if practical, however hard copies can also be submitted. Please feel free to contact us with any questions or clarifications. Once we have received the completed questionnaire and the requested documents, we may contact your point of contact if we need any clarifying information.

NOTE- We do not require any responses related to water or wastewater services. These services were already covered in the 2019 Countywide Water/Wastewater MSR process. Only require responses for the other services provided by the District.

Contact:

Riverside LAFCO:
Gary Thompson, Executive Officer
6216 Brockton Avenue, Suite 111-B
Riverside, CA 92506
Phone: (951) 369-0631
gthompson@lafco.org

1. **Liaison Contact Information:** Please provide the individual who will coordinate your response to the questionnaire and will serve as your liaison with LAFCO for this project. Please also provide a contact for financial questions.

| | Primary Liaison | Finance |
|-------|--|---------------------|
| Name | Jeff Sims | Brian Laddusaw |
| Title | General Manager | Director of Finance |
| Phone | (951) 512-1253 | (951) 512-1254 |
| Email | jsims@rcsd.org | |

2. **Agency Plans:** Please provide a copy of any of the following documents that are relevant to the District not currently available on the District's website:
 - Capital Improvement Plan – copies of the District 2015 Water Master Plan and 2015 Sewer Master Plans is attached. These documents are currently in the process of being updated by District consultant A. A. Webb Associates and anticipated to be completed by fall 2021. The plans will identify necessary capital improvement plans necessary to meet ultimate build out of the District Service Area based on approved land use plans of the City of Jurupa Valley.

Rubidoux Community Services District

- Each Board Member term expiration date

Term Expirations:

Skerbelis – 2024

Muniz – 2024

Murphy – 2024

Trowbridge – 2022

Trueba – 2022

- Current streetlight LLMDs/Zone Benefit Assessment rates

The District funds energy for streetlights through revenue collected in part from the Trash Enterprise. A copy of the District Streetlight Atlas maps is on the attached thumb drive. Specific locations of streetlights are shown thereon.

3. **Population/Infrastructure/Housing Units:** Please provide the following estimated amounts within the District boundaries:

- Population served – The District is within the City of Jurupa Valley and has an approximate population of 35,000
- Number of housing units – The District has approximately 6,500 water billing accounts, which includes single family residential, commercial, industrial and multi-family. The District has approximately 8,300 sewer billing accounts. The District operates a sewage collection system and through this system conveys on average 1.7 MGD of sewage to the City of Riverside for treatment and disposal. The District owns approximately 3.055 MGD of sewage treatment and disposal capacity through various agreements dating back to 1978.
- Number of solid waste accounts – District has approximately 7,600 solid waste (Trash) service accounts. Service is provided by the District through a long-term agreement with Burrtec. This agreement is effective through December 31, 2025. Burrtec is paid a base rate that has an annual CPI escalator plus direct pass-through tipping fees established by the County of Riverside. The District collects \$0.25/month per account plus 10% of the commercial account billings to cover administrative expenses associated with customer billings and customer service needs. The revenue the District receives also is used to pay SCE energy costs for streetlights.
- Number of streetlights and LLMDs/Benefit Zones - The District funds energy for streetlights through revenue collected in part from the Trash Enterprise. A copy of the District Streetlight Atlas maps is on the attached thumb drive. Specific locations of streetlights are shown thereon.

Rubidoux Community Services District

4. **Services Provided:** Describe in detail all services offered by the District, including the facilities owned and operated by the District, the types of services offered at each facility, and the capacity.

Potable Water: District provides potable water service to a population of approximately 35,000 people through 6,416 connections metered with meter sizes ranging from 5/8" to 6" diameter. Facilities include:

Four potable water reservoirs (totaling 6.4 MG)

Two pressure zones: 1066' PZ and 1238' PZ

Two booster stations: Golden West and Mission

Six potable water wells with a total of 9,100 gpm of pumping capacity with a historical production of 6,000 acre-feet/year

Treatment facilities for the removal of the following contaminants: manganese, 1,2,3-TCP, PFAS Compounds, Nitrates. The District is currently in the process of spending \$5,000,000 to add treatment facilities for PFAS (PFOA, and PFOS) contaminant removal.

Pipelines: Over 70 miles of pipelines ranging in diameter from 2" to 24"

Sewer Services: The District has approximately 8,300 sewer billing accounts. Facilities include:

Pipelines: 68 miles of pipeline ranging from 4" to 27" diameter

Lift Stations: six lift stations

Treatment Capacity: District owns 3.055 MGD of capacity in the City of Riverside WWTP and currently uses approximately 1.7 MGD. The District acquired the capacity through a series of agreements dating back to 1978.

Trash Services: The District has approximately 7,600 solid waste (trash) billing accounts.

The District contracts with Burrtec for the service. The contract with Burrtec started in January 2008 and has a four-year wind down with affirmative notice by either party. The contract extends to December 31, 2025 absent a notice prior to end of Calendar Year 2021. Rates paid by the Customers is based on Burrtec rate by class of customer (residential or commercial) and container size (60 or 90 gallon barrels), includes an annual CPI inflator of the base rate, and pass through tipping rates from the County of Riverside charged on actual tonnage collected for solid waste, green waste, and recyclables. The District collects a \$0.25/month per billing account plus 10% of the commercial billing account revenue collected to cover administrative expenses related to the trash enterprise and energy costs for streetlights.

Fire Services: The District owns the property and building for Station 38 located at the intersection of Mission Blvd. and Avalon in the City of Jurupa Valley.

Rubidoux Community Services District

The District collects a small increment of the property tax and uses this funding to pay for fire services related expenses. The County of Riverside contracts with the District at a cost of approximately \$2.5 M per year to staff Station 38 and equip it. Funding provided by the District pays for 8.27 FTE at Station 38 and associated equipment. Essential services include fighting fires, medical responses, accident response, hazardous waste spills, weed abatement and business inspection compliance with fire code.

Street Lighting: The District has the responsibility to fund the energy costs associated with streetlights within the City of Jurupa Valley.

The District funds the payment to SCE for energy for the streetlights through its Trash Enterprise; \$0.25/customer/month plus 10% of the revenue collected on commercial accounts. The annual energy costs paid by the District to SCE for streetlights is approximately \$130,000.

5. **Contract Service to Other Agencies:** Does the District provide contract services to other agencies? If so, please describe.

The District has an interagency agreement with Jurupa Community Services District (JCSD) to buy and sell potable water. Approximately 10 years ago the District and JCSD co-funded a physical potable water intertie between its two systems. This connection is called the Jewel Street Connection. The intertie allows potable water to move in either direction in various quantities. JCSD last purchased water on a wholesale basis from the District in 2018. Sales ceased due to PFAS contaminants in the District's water. The District is currently in the process of adding treatment systems to its potable water wells to remove PFOA and PFOS for compliance with recently lowered limits for these compounds as established by the State Resources Control Board – Division of Drinking Water. The new treatment systems will be operational by end of August 2021. It is anticipated wholesale water sales from the District to JCSD will commence in fall 2021.

The District has no other contract services or supply agreements where the District is the provider of service to another entity.

6. **Contracts for Services:** Does the District receive contract services from another agency? If so, please describe.

Yes.

City of Riverside: The District receives contract sewage treatment and disposal services from the City of Riverside for sewage collected within the District. Current average daily sewage flow to the City of Riverside is 1.7 MGD. The District owns 3.055 MGD of treatment and disposal capacity through agreements with the City of Riverside dating back to 1978. The City

Rubidoux Community Services District

charges the District based on volume of sewage delivered and surcharges for BOD and TSS exceeding allowable amounts within agreements. District pays the City through revenue collected from its customers.

Burrtec: District has a long-term service contract with Burrtec for trash service within the District's service area.

County of Riverside: District contracts with the County of Riverside for fire protection services.

7. **Joint Powers Authorities:**

a. Please list all joint powers authorities (JPAs) or joint decision-making efforts in which the District participates.

None.

b. What is the purpose and primary funding source for each JPA?

Not applicable

8. **Agency Participation in Regional Plans and Programs:** Please describe the District's participation in regional plans and programs since 2010.

The District stays apprised of various regional plans and programs through:

a. Participating in quarterly meetings of the Western Municipal Water District Retail Managers meetings. At these meetings the District is apprised of Metropolitan Water District issues; import water supply conditions; rebate programs to promote water conservation; and various water education efforts/programs.

b. Participate in various Santa Ana Watershed Project Authority (SAWPA) task forces, such as the Basin Management Task Force. These keep the District aware of emerging contaminants and TDS issues impacting potable water treatment and sewage treatment and disposal.

c. Participate in City of Jurupa Valley's bi-weekly Design Review Team meetings to provide input on new development activities within the City and more specifically within the service area of the District. Also, to comment on proposed City Ordinances and Planning documents.

d. Participate in the quarterly Interagency Coordination Meeting sponsored by the City of Jurupa Valley. Many area entities participate in the meeting – City of Jurupa Valley, Chamber of Commerce, Jurupa Park District, Riverside County Flood Control, Riverside County Board of Supervisor representatives, local congress person representatives, and JCSD. This meeting provides the District with local and regional information.

9. **Governing body:**

Rubidoux Community Services District

- a. How does the District encourage voter participation? Describe any additional outreach efforts to keep constituents/customers apprised of local agency activities.

Yes, the District encourages voter participation. The District Board of Directors terms are for four years with terms for three members expiring one cycle and the other two expiring two years later. This provides for stability and continuity at the Board level. Three members were successfully re-elected in the 2020 election cycle, with the other two up in 2022.

The District currently posts updates on governance and District projects and issues on its website on a routine basis. The District also includes “bill-stuffers” when appropriate that go in the monthly bills mailed to customers.

- b. Has each board member filed the required Form 700 Statement of Economic Interest with the Fair Political Practices Commission for 2021?

Yes.

10. Customer Service:

- a. If a customer is dissatisfied with district services, how would that customer submit a complaint?

Customers can contact the District in the following ways:

1. Phone – the District has four customer services representatives available to answer questions, address complaints and assist with billing issues. 24/7 phone service is provided to respond to after-hours emergencies.
2. Email – the District has a general email address where customers can submit questions and concerns.
3. In-person – customers can come to the counter and discuss issues and concerns with the four customer service representatives during normal working hours. Escalated issues are referred to the Customer Service Manager or General Manager.
4. Mail – customers can submit issues and concerns via US Mail.
5. Board Meetings – customers can attend bi-weekly Board Meetings (1st and 3rd Thursdays of each month – 4 PM) and as appropriate submit concerns and issues.

In any case the District attempts to resolve all issues and concerns as quickly as possible with acknowledgement to customer no longer than 24 hours.

- b. Describe number and type of complaints filed in 2019 and 2020.

Rubidoux Community Services District

See attached complaints summary sheets for Calendar Years 2019 and 2020 (included on thumb drive)

- c. Briefly describe the process for handling a complaint to resolution.

Water: water enterprise related complaints are handled swiftly (same day or next day). Work orders are printed to field staff and returned to office staff after evaluation/completion of work order.

Trash: trash enterprise complaints are handled swiftly (same day or next day) by our Customer Service Representatives (CSR's) taking the complaint over the telephone and resolution effort via email with Burrtec. Daily trash service reports are provided by Burrtec and resolution is verified from report by CSR the next day.

Typical Trash Services complaints include the following:

Missed Trash Pickup
Missed Bulky Pickup
Missed Replacement Barrel

These are regular recurring events that happen on a daily basis.

Anywhere from 1 to 15 or more Trash Service complaints may be made on a given day.

It appears often times the customer has not put out the trash item(s) prior to their normally scheduled pickup day, and Burrtec is sent back same day or next day for courtesy pickup.

11. Agency-wide Performance:

- a. Are the operations and productivity of the various services offered by the District routinely evaluated? (i.e., annual report or by regulating agency)?
- b. If so, provide examples of how the District evaluates its own performance.
- c. What performance measures are used by the District to determine service adequacy?
- d. How are long-term objectives and goals established?
- e. How does the District forecast service needs?

12. Capacity:

- a. Does the District currently have sufficient capacity to provide services to the current district boundaries? Describe any capacity constraints for each service offered.

Yes. District plans for ultimate build-out demands in its master plans and has established capacity fees to stay ahead of demand requirements – Potable Water, Sewer Service, Trash, and Fire Service

Rubidoux Community Services District

- b. Describe any locations within the District's boundaries where the District has difficulty providing adequate levels of service. Identify specific challenges for each service offered.

None. District has adequate service in all areas of the District to meet current potable water, sewer, trash, and fire service requirements.

- c. Does the District currently have the capacity to provide services to planned development in its future growth area? Describe any capacity constraints.

Yes. The District master plans for ultimate build-out demands and updates the master plans based on current City of Jurupa Valley land uses every 5 to 6 years. As noted earlier, the District's 2015 Water and Sewer Master Plans are currently in the process of being updated, scheduled for completion fall 2021. As new development goes through entitlements with the City of Jurupa Valley, the District evaluates the new developments needs and conditions the project to build master planned facilities, if necessary, or any other facilities needed to extend District facilities to the project. Currently the District has potable water pumping and treatment of over 10,000 AFY (at 70% well run time). Current annual sales are approximately 6,000 AFY. Sewage flows average approximately 1.7 MGD and the District has 3.055 MGD of treatment and disposal capacity. Response times for fire protection is at acceptable levels. It is anticipated additional fire funding and staffing will be necessary when the Rio Vista Development implements.

- d. Describe any areas within the District's future growth area where it would have difficulty providing adequate levels of service or that would be particularly expensive to serve.

None. The District master plans have specified necessary facilities to accommodate future development and have adopted Capacity Fees to fund the necessary facilities.

- e. Do existing or planned facilities duplicate existing or planned facilities of another provider? Is excess capacity available to serve other service providers' customers and eliminate the need for duplicate infrastructure by other agencies?

No.

13. **Growth Areas:** Where is growth concentrated within the District's boundaries?

The District has several main areas of expansion for new development:

- a. Rio Vista – mixed residential and commercial: hillside development west of Rubidoux Blvd., north of 60 freeway
- b. Emerald Meadows (aka The District) – mixed use (SW corner of 60 at Rubidoux Blvd.
- c. Shadow Rock – residential: 315 homes at intersection of Pacific Avenue and Canal
- d. Agua Mansa Commerce Project – large box logistics: El Rivino Road at Rubidoux Blvd.
- e. Infill commercial/industrial along Rubidoux Blvd., north of 60 freeway

Rubidoux Community Services District

- f. Rubidoux Commerce Park – 1.2 MSF: 26th Street at Avalon
- g. Highpointe Development – 189 residential Canal Street north of 60 Freeway

14. Service and Capital Improvement Funding:

- a. Is the current funding level adequate to deliver services? If not, describe the financial challenges that the District faces in providing services.

Yes. District is current updating its 2015 Water and Sewer Master Plans, scheduled for completion fall 2021. This will serve as the nexus report for update of water and sewer capacity fees, if needed.

- b. Describe any efforts by the District to cut costs and/or improve efficiency over the last five years (2015 – 2020).

The following efforts have or are underway:

1. Review SCE rate tariffs to avoid on-peak pumping costs
2. Changing accounting procedures to develop unit costs for water production and treatment by well.
3. Developing an Operational Production strategy to understand sequencing of well production capacity by analyzing variables such as: demand variability due to seasonal weather changes, electrical costs, and treatment costs
4. Implemented new phone system technology to allow customers to pay absent help of customer service representatives
5. Retirement of long-term, higher cost staff and replacement with lower cost, but qualified staff
6. Fleet replacement program to minimize maintenance expense
7. Minimal investment in District Administrative and Field Facilities to avoid large increases in operating expense
8. Retained leadership coach to mentor District Leadership Team. Goal is to enhance an already good work culture/ethic
9. Working to lock in service contracts for Trash and Fire services for longer terms to create cost certainty
10. Developing 5-year strategic plan for Board of Directors to adopt. Goal is to have the strategic plan in place by Spring 2022.

- c. Is the District pursuing or considering any new revenue streams? If so, please describe.

Yes. District proposes wholesale water sales to JCSD. Goal is to sell approximately 1,000 AFY of high-quality potable water through the Jewel Street Intertie to help spread operational expenses associated with addition of PFAS Treatment facilities.

- d. Is the District's current level of reserves and capital funding adequate to maintain and/or improve infrastructure and public facilities? If not, please describe and indicate any planned measures to address capital improvements.

Rubidoux Community Services District

15. What is the District's most recent bond ratings?

The District's most recent bond rating was AAA. This rating was determined in 1998 when the District was in the process of issuing Certificates of Participation to fund various facility improvements. A copy of the rating letter is on the thumb drive.

16. **Opportunities for Improvement:** Are there currently untapped opportunities for the District to provide services more efficiently or effectively, or to collaborate with other agencies?

Yes. The District is currently working with Western Municipal Water District and JCSD purchase of 1,200 to 1,500 AFY of low TDS imported water to use as a diluent to lower TDS concentration in groundwater produced by the District for potable water purposes.

17. **Recommendations:** Describe any issues the District would like to see included in this service review and provide relevant background information and staff reports.

The District does not believe that there are any opportunities for realignment of services with any adjacent agency. Barriers to realignment include terrain (water and wastewater) and hydraulic pressure (water).

ATTACHMENT B

Chapter 4- Rubidoux CSD

OVERVIEW / BACKGROUND

The Rubidoux Community Services District (RCSD or District) was organized in 1952 in accordance with the Community Services District Act (Government Code section 61000 et seq.). The District's primary service area is within the City of Jurupa Valley and approximately 128 acres in San Bernardino County. The District is bounded by San Bernardino County on the north, the Jurupa Mountains and Pedley Hills on the northwest, City of Jurupa Valley areas on the west, the Santa Ana River on the south and the City of Riverside on the east. The District's current boundaries encompass an area of approximately 7.7 square miles and serves an estimated population of 35,000.

RCSD is currently authorized to provide fire protection, weed abatement, street lighting, solid waste collection, and water and wastewater services. RCSD's authorized services were approved by LAFCO on January 25, 2007 per the requirements of SB 135, chaptered into law in 2005. RCSD does not anticipate expanding services additional to the current services provided. Available latent powers that the District is authorized under Community Service District statutes that the District may desire to provide would require a public hearing and formal authorization from the LAFCO Commission. No services are provided outside the District's jurisdictional boundaries.

This MSR/SOI Update is only focused on the fire protection, weed abatement, solid waste collection and streetlighting services since the water/wastewater services were reviewed as part of the Countywide Water/Wastewater MSR in 2019.

Table 4-1 on Page 71 provides a snapshot profile of RCSD.

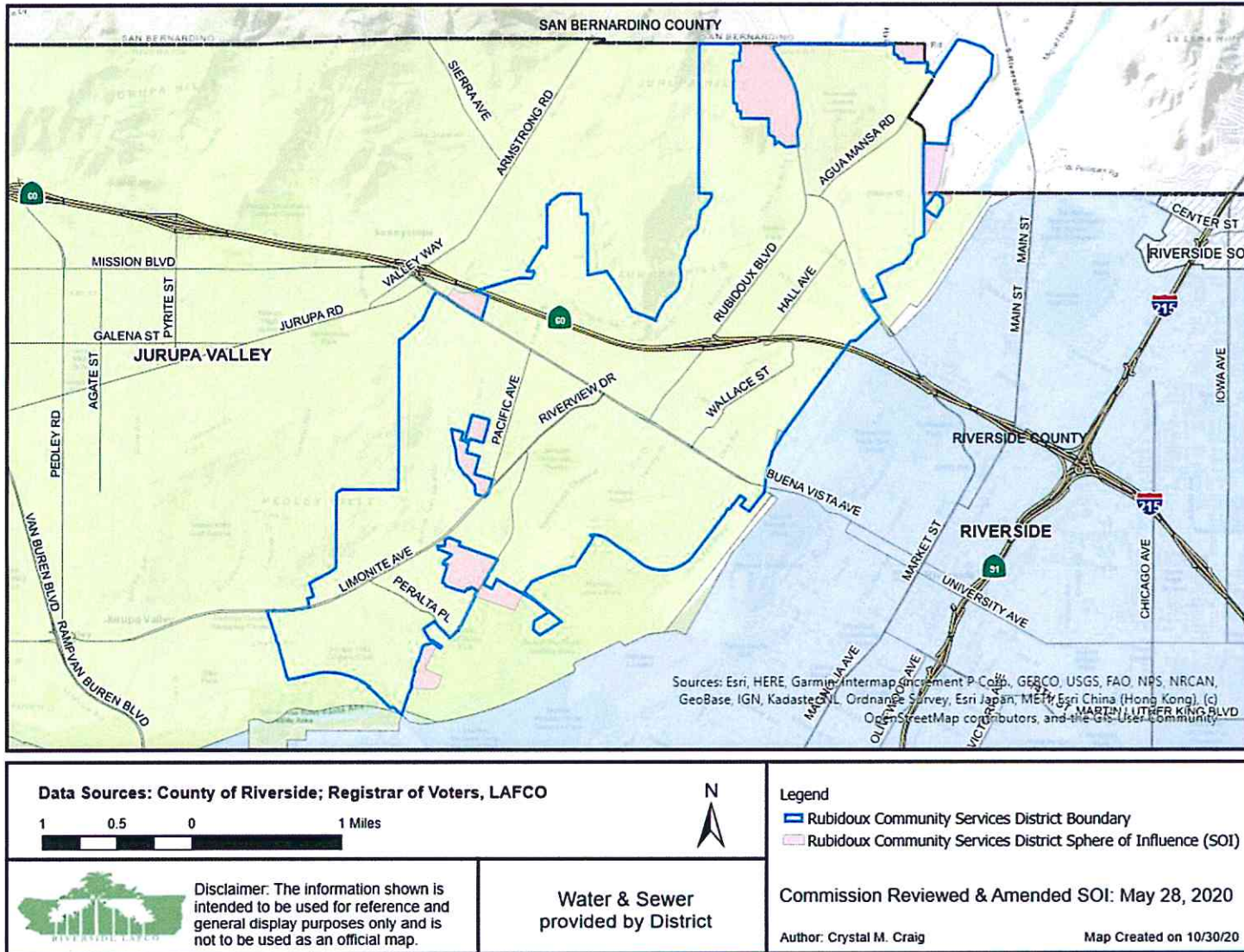
A map of the District's current boundary and SOI is shown in **Figure 4-1** on Page 72.

Table 4-1- Profile – Rubidoux CSD

| General Information | | | |
|--|---|-----------------------------------|-----------------------|
| Agency Type | Municipal - Community Services District | | |
| Principal Act | Section 61000 et. Seq. of the California Government Code | | |
| Date Formed | 1952 | | |
| Services Provided | Fire Protection, Weed Abatement, Street Lighting, Solid Waste Collection and Water/Wastewater | | |
| Location | Portion of the City of Jurupa Valley, 128 acres in San Bernardino County. District Office: 3590 Rubidoux Blvd, Jurupa Valley, CA 92509 (951) 684-7580 | | |
| Sq. Miles/Acres | 7.7 Sq. Miles | | |
| Contact | Jeff Sims, General Manager, jsims@rcsd.org | | |
| Website | www.rcsd.org | | |
| Population Served | Approximately 35,000 | | |
| Last SOI Update | 2005- All services, 2020- water/wastewater | | |
| Governance/Staffing | | | |
| Governing Body | 5-member Board of Directors, elected at large | | |
| Terms | 4-year staggered terms | | |
| Meeting Information | 1 st and 3 rd Thursday of the Month at 4:00 pm at the District Office- 3590 Rubidoux Blvd, Jurupa Valley, CA 92509 | | |
| Total Staff | 25 employees (per the District Org Chart) | | |
| Staff Categories | General Manager, Department Heads, Division Managers/Supervisors, Admin, Finance, Engineering, Field Personnel | | |
| Facilities/Other Infrastructure | | | |
| Facilities | District Office, Fire Station No. 38 | | |
| Other Infrastructure | Approximately 900 streetlights, 4 water reservoirs, 6 wells, 2 water booster stations, 6 wastewater lift stations, water treatment facility, vacant land, and approximately 70 miles of water and 68 miles of wastewater pipelines. | | |
| Financial Information- FY 19/20 Actuals (Audited Financial Statements) (Governmental Activities Includes General Fund and Solid Waste Collection Fund) (Excludes Water/Wastewater Enterprise Funds) | | | |
| | Revenues | Expenditures | Net Surplus/(Deficit) |
| Governmental Activities | \$8,338,006 | \$7,998,837 | \$339,169 |
| | FY 19/20 | Long Term Planned Expenditures | |
| Capital Expenditures | \$0 | None. | |
| Governmental Activities Fund Balance | \$3,394,397 | June 30, 2020 Financial Statement | |
| Unrestricted Net Assets | \$661,281 | June 30, 2020 Financial Statement | |
| Capital Assets | \$3,794,654 | June 30, 2020 Financial Statement | |
| Net Position (Governmental Activities) | \$4,455,935 | June 30, 2020 Financial Statement | |
| Debt & Unfunded Pension/OPEB Liabilities- Year Ending June 30, 2020 (Governmental Activities) | | | |
| Long Term Debt | \$107,884 – Compensated Absences only. No other long-term debt | | |
| Unfunded Pension Liability | \$2,304,358 | | |
| Unfunded OPEB Liability | \$269,423 | | |
| Notes | | | |
| 1) The water/wastewater portion of the MSR was reviewed in the 2019 Countywide Water/Wastewater MSR. | | | |
| 2) "Governmental Activities" combine General Fund and Solid Waste Collection Fund. | | | |

Rubidoux Community Services District and Sphere of Influence

Figure 4-1 - Boundary/SOI Map – Rubidoux CSD



GROWTH AND POPULATION PROJECTIONS

RCSD currently services a population of approximately 35,000 over a geographical area of approximately 7.7 square miles. The District's service area has significant potential for growth, both for residential housing, and commercial industrial activities. Portions of the District are experiencing steady growth, while other areas are either primarily built out, or are experiencing slower growth activity. Significant residential and commercial and industrial growth is projected into the future within the District's service area. Proposed new planned future major developments include the Rio Vista, Emerald Meadows, Shadow Rock, Agua Manza Commerce Project, Rubidoux Commerce Park, Highpointe Development, and smaller infill projects within the District boundaries and future annexations.

ACCOUNTABILITY AND GOVERNANCE

RCSD is governed by a five-member Board of Directors, elected at large for four-year staggered terms. The Board meets at the District Office at 3590 Rubidoux Blvd, Jurupa Valley, CA on the first and third Thursday of each month at 4:00 PM.

The Board of Directors appoints a General Manager who is responsible for managing District operations on a day-to-day basis. The General Manager selects, appoints, and manages staff and consultants to carry out District programs and projects. The Board also appoints a legal counsel. Additionally, there are three Committees that meet to provide more specified leadership in certain areas. These Committees include the Solid Waste Committee, the Personnel Committee and the Finance and Budget Committee. The Board and designated staff maintain Form 700 disclosures and ethics training current.

| RCSD Board of Directors | Term Expires |
|--------------------------------|---------------------|
| F. Forest Trowbridge | 2022 |
| Hank Trueba Jr. | 2022 |
| John Skerbelis | 2024 |
| Armando Muniz | 2024 |
| Bernard Murphy | 2024 |

The District website is generally well organized and hosts a wide variety of information for public access. The District website includes information on current projects, a history of the District, a customer inquiries portal, annual budgets, capital improvement project information, governance updates, and the annual audits. The website also includes direct contact information for the Board of Directors and staff, and Board and Committee meeting agendas, including staff reports and accompanying documents, and meeting minutes. The District also provides current status of important events such as upcoming elections and infrastructure projects through "bill stuffers" as needed. As a matter of transparency, the District includes on its website compensation information for District employees with approved salary plan and the General Manager Employment Agreement.

Complaints and inquiries are received in several ways including email, phone calls, in person, direct mail and Board meetings. The District maintains four staff members during

business hours to address call in and email inquiries/complaints. The phone system allows for call ins to be accepted on a 24/7 basis during after hours. The vast majority of complaints are related to water and wastewater issues and are tracked annually by category. Virtually little complaints are received for the services reviewed in this MSR. Solid Waste services generate most of these complaints averaging 1-15 per day. Those complaints are forwarded to the waste haulers customer service representative to address. The District attempts to resolve all issues and concerns as quickly as possible with acknowledgement to customer no longer than 24 hours.

SERVICES – FACILITIES- INFRASTRUCTURE

Service Overview

RCSD currently provides fire protection, weed abatement, solid waste collection, and street lighting services within its jurisdictional boundaries in addition to water/wastewater (not subject to this MSR). The District is not providing any of the services being reviewed in this MSR outside its jurisdictional boundaries. There are some properties receiving water/wastewater services outside the jurisdictional boundaries within the City of Jurupa Valley.

The District contracts with the County of Riverside for fire protection and weed abatement services, and a local waste hauler for solid waste collection services discussed further below. The District also contracts for engineering services as needed, annual audit services, and legal counsel as needed. The District also is a party to an interagency agreement with JCSD for sale of water to JCSD when needed, and with the City of Riverside for wastewater treatment and disposal of RCSD wastewater. Overall District staffing is approximately 25 personnel.

Service needs are being met, with no major customer complaints, however a steady flow of daily minor complaints primarily related to solid waste services are prevalent. However, most of those complaints are for no trash pick-up and determined that the resident failed to place the trash receptacles out prior to the pick-up time. All complaints are followed up on and tracked until resolved. Operational efficiencies are optimized sufficiently based on the volume and relative nature of the complaints.

Fire Protection Services:

RCSD contracts with the Riverside County Fire Department (who contracts with CALFIRE) for fire protection and prevention services per year to staff and equip Station 38 located at the corner of Avalon and Mission Blvd in the City of Jurupa Valley. Funding provided by the District pays for 8.27 FTE at Station 38 and associated equipment. The District collects an increment of structural fire property tax and uses this funding to pay for fire services related expenses.

Essential services include fire protection and suppression, medical responses, accident response, hazardous waste spills, weed abatement and business inspection compliance with fire codes. The District reports that Station 38 averages approximately 250

responses to calls on a monthly basis. The District owns Station 38 and is responsible for all building maintenance costs and upgrades.

Weed Abatement Services:

The RCSD weed abatement program is managed by CALFIRE through the basic fire protection contract with the Riverside County Fire Department. Notices are sent annually to all property owners that have land (mostly vacant land) that is considered potential fire hazards due to weed accumulation and overgrowth. The notices provide for mandatory clearing of all non-compliant property within specified timeframes before enforcement action occurs. A fire marshal is assigned to oversee the program and ensure enforcement is performed on properties that are out of compliance.

Street Lighting Services:

RCSD manages approximately 900 SCE owned streetlights throughout the District. RCSD's responsibility is only for the energy costs for the streetlights. SCE owns and maintains the streetlights and responds to outages when reported. The District maintains a comprehensive listing and maps of all streetlights for reference purposes and management of the services.

The District funds the payment to SCE for energy for the streetlights through its Solid Waste Fund. The District allocates \$0.25/residential customer/month plus 10% of the revenue collected on commercial solid waste accounts. The District reports that the annual energy costs paid by the District to SCE for streetlights is approximately \$130,000.

Solid Waste Collection Services:

The District contracts with a private solid waste hauler, currently Burrtec Waste Industries, Inc. (Burrtec) for solid waste collection services. The District reports it maintains approximately 7,600 solid waste billing accounts. The contract with Burrtec commenced in January 2008 and has a four-year wind down with affirmative notice by either party. The contract extends to December 31, 2025 absent a notice prior to end of Calendar Year 2021. Rates paid by the Customers are based on Burrtec rate by class of customer (residential or commercial) and container size (60 or 90 gallon barrels), includes an annual CPI inflator of the base rate, and pass through tipping rates from the County of Riverside charged on actual tonnage collected for solid waste, green waste, and recyclables.

There are three trash pick-ups per week (all on the same day). One pick-up is a "Clean Green" Pick-up. Burrtec will pick up grass clippings, tree branches, leaves and other organic matter. Another pick-up is for regular household rubbish, and a third pick up is for all recyclable items. Disposal of unwanted large or bulky items is also available to residents. Large or bulky items include chairs, mattresses, washing machines, dryers, furniture, etc. This program allows residents to choose when they want a large or bulky

item collection up to two times during a 12-month period. Residents are allowed up to two collections every 12 months at no charge.

The District collects \$0.25/month per residential account plus 10% of the commercial account billings to cover administrative expenses associated with customer billings and customer service needs. The revenue the District receives also is used to pay SCE energy costs for streetlights. The current residential rate for collection is \$29.95 per month (90 gallon bin). Commercial rates vary depending on type of service requested.

Service Adequacy

RCSD is providing services at an adequate level, as noted by lack of major customer complaints, and no significant issues recently related to the services reviewed in the MSR. Minor complaints are followed up until resolution. Weed abatement services are well managed and efficient, and fire protection and emergency services are maintained at an adequate to superior level. The District has the capacity to provide adequate levels of service currently, and conducts limited long range planning for accommodating future growth and resultant service requirements for the services reviewed in this MSR.

Facilities/Infrastructure Needs

RCSD reports that current facilities and infrastructure are adequate to support current services and absorb future growth. The District reports no capacity issues for current infrastructure and foreseeable future development. However, as growth occurs throughout the District, and in particular potential growth outside the current SOI which most likely will include annexations into the District, additional fire protection infrastructure and facilities will most likely be required. There most likely will not be additional infrastructure or facilities requirements for streetlighting or solid waste services.

The District does not have a formal 5-Year Capital Improvement Program (CIP) for the services reviewed in this MSR, however, with the exception of future fire protection facilities, a formal plan is not necessary. With the projection of future growth within the District, and in areas outside the District that will require annexation, the need for one and possibility two new fire facilities is likely.

Capital improvements and capital outlay are considered during the budget process. The District does master planning for ultimate build-out demands for water and wastewater, and updates the master plans based on current City of Jurupa Valley land uses every 5 to 6 years. As new development goes through entitlements with the City of Jurupa Valley, the District evaluates the new developments needs and conditions the project to build master planned facilities, if necessary, or any other facilities needed to extend District facilities to the project. Response times for fire protection is at acceptable levels. It is anticipated additional fire protection funding and at least one new fire station with staffing will be necessary when the Rio Vista Development and other planned developments are constructed.

Cooperative Programs

RCSD participates in several regional cooperative forums to stay apprised of various regional plans and programs. Participation includes:

- The City of Jurupa Valley's bi-weekly Design Review Team meetings to provide input on new development activities within the City and more specifically within the service area of the District. Also, to comment on proposed City Ordinances and Planning documents.
- The quarterly Interagency Coordination Meeting sponsored by the City of Jurupa Valley. Many area entities participate in the meeting – City of Jurupa Valley, Chamber of Commerce, JARPD, JCSD, Riverside County Flood Control, Riverside County Board of Supervisor representatives, and local congress person representatives. This meeting provides the District with local and regional information.
- Participate in various Santa Ana Watershed Project Authority (SAWPA) task forces, such as the Basin Management Task Force. These keep the District aware of emerging contaminants and TDS issues impacting potable water treatment and sewage treatment and disposal.
- The quarterly meetings of the Western Municipal Water District Retail Managers meetings. At these meetings the District is apprised of Metropolitan Water District issues; import water supply conditions; rebate programs to promote water conservation; and various water education efforts/programs.

Although not subject to this MSR review, RCSD participates in an interagency agreement with JCSD to buy and sell potable water. Approximately 10 years ago the District and JCSD co-funded a physical potable water intertie between its two systems. The intertie allows potable water to move in either direction in various quantities. The District has no other contract services or supply agreements where the District is the provider of service to another entity. The District also contracts wastewater treatment and disposal services from the City of Riverside for wastewater collected within the District.

The District is not a member of any Joint Powers Authorities, however is a member of the California Special Districts Association.

FINANCIAL OVERVIEW

RCSD, for financial statement purposes, reports financial information utilizing several funds, the General Fund and Proprietary (enterprise type) Funds- Solid Waste Fund, Water Fund and Wastewater Fund. Street lighting, fire protection and weed abatement are carried in the General Fund. The Water and Wastewater Funds are not included in this financial overview and discussion unless specified for clarity. The District conducts an independent audit annually, the last three years reflecting an "unmodified" opinion,

and the District provides all reporting to the State Controller's Office as required by statutes. The past three years' audits did note that due to lack of staffing, segregation of duties regarding financial matters was a concern.

Overall, the financial position of the District is considered stable, with sufficient restricted and unrestricted fund balance and net assets available for short term potential revenue/expenditure deficits. The District has no debt service related to the services reviewed, and an adequate debt service to annual expenditure ratio for the Water Proprietary Fund. Overall, all funds are considered stable and self-sustaining for operational activities. The District has generally utilized a bi-annual budget which is reviewed periodically and adjusted as necessary. However, the District has reverted back to single year (annual) budgeting with the adopted FY 2021/22 budget.

The most significant sources of revenue for the General Fund are property taxes (primarily structural fire tax) for provision of fire protection and weed abatement services followed by transfers from the Proprietary Funds for cost allocation of administrative costs and streetlight services, licenses and permits, and interest earnings. Primary expenditures from the General Fund are for fire protection and weed abatement services, general administrative costs and streetlights.

The source of revenue for the Solid Waste Fund is from charges for services to the customers for costs for the contract with the solid waste hauler. Primary expenditures from this fund are for the solid waste hauler contract, operational costs and transfers to the General Fund for administrative cost allocations.

RCSD has no debt related to the General Fund nor the Solid Waste Fund (or the Wastewater Fund). RCSD maintains debt related to the Water Fund. The most recent bond ratings for the District in relation to the water debt is listed as AAA by Standard & Poors. RCSD does maintain a relatively small long-term liability for compensated absences, a relatively high, unfunded pension liability with CalPERS as compared to net assets and fund balances. The unfunded Other Post-Employment Benefits (OPEB) liability is very reasonable.

Table 4-2 following, provides a snapshot of key financial data from the last three fiscal years. An analysis of the data related to several key financial status and financial health indicators follows.

NOTE That the financial information posted does not include the Water and Wastewater Proprietary Funds as they were already analyzed in the previous Countywide Water/Wastewater MSR/SOI update in 2019/2020.

Table 4-2- Financial Information- RCSD (Source- Audited Financial Statements)

| Financial Information- (Actuals) (Excludes Water/Wastewater Proprietary Funds) | | | |
|---|-----------------|-----------------|-----------------|
| | FY 19/20 | FY 18/19 | FY 17/18 |
| General Fund Revenues/Transfers | \$4,506,728 | \$4,515,679 | \$4,400,171 |
| General Fund Expenditures/Transfers | \$4,260,942 | \$4,774,812 | \$4,305,383 |
| General Fund Surplus/(Deficit) | \$245,786 | (\$259,133) | \$94,788 |
| Solid Waste Fund Revenues/Transfers | \$3,831,278 | \$3,465,430 | \$3,301,546 |
| Solid Waste Expenditures/Transfers | \$3,737,895 | \$3,386,597 | \$3,124,419 |
| Solid Waste Surplus/(Deficit) | \$93,383 | \$78,833 | \$177,127 |
| Combined General Fund/Solid Waste Fund Surplus/(Deficit) | \$339,169 | (\$180,300) | \$271,915 |
| Capital Expenditures (Combined) | \$0 | \$0 | \$0 |
| Fund Balance (Combined) | \$3,394,397 | \$3,093,352 | \$3,273,652 |
| Debt Service Expenditures (Combined) | \$0 | \$0 | \$0 |
| Long Term Liabilities (Combined) * | \$107,884 | \$183,940 | \$395,590 |
| Unrestricted Net Assets (Net Position) | \$661,281 | (\$808,064) | (\$501,517) |
| Restricted Net Assets (Net Position) (excludes Capital) | \$0 | \$0 | \$0 |
| Capital Assets (Combined) (Net of Depreciation) | \$3,794,654 | \$3,940,263 | \$4,021,104 |
| Unfunded Pension Liability (CalPERS) ** | \$2,304,358 | \$2,109,073 | \$2,130,385 |
| Unfunded OPEB Liability ** | \$269,423 | \$240,881 | Not Reported |
| Net Position (Combined) | \$4,455,935 | \$4,513,080 | \$4,869,480 |
| * Does not included pension or OPEB unfunded liability | | | |
| ** Excludes Water/Wastewater pro-rated liabilities | | | |

There are nine primary areas of criteria that LAFCO utilizes for assessing the present and future financial condition of any Special District's ability to provide efficient service 408573operations as discussed below:

1. 3-Year Revenue/Expenditure Budget Trends
2. Ratios of Revenue Sources
3. Ratios of Reserves or Fund Balance to Annual Expenditures
4. Annual Debt Service Expenditures to Total Annual Expenditures
5. Net Position
6. Pension and OPEB Unfunded Liabilities
7. Capital Assets and Capital Improvement Plan
8. Fee Structure for Services Provided
9. Cost Avoidance Programs

3 Year Revenue/Expenditure Budget Trends

A trend analysis of revenues and expenditures provides a relatively quick snapshot of

financial stability, and financial management of budgetary ebbs and flows over a short period of time. Although annual budgetary decisions drive fluctuations in revenues and expenditures in any given year, sustaining a balanced or surplus trend is desirable.

The RCSD General Fund revenue trend has been stable for the last 3 years, with expenditures also remaining relatively stable with one year reflecting minor deficit spending. The Solid Waste Fund has been experiencing positive annual growth in revenues, with resultant growth in expenditures. This trend is reflective of the new development activity within the District.

Overall, for both Funds, the trend reflects revenues generally exceeding overall expenditures, a positive reflection of future financial stability.

Revenue and expenditure trends can be expected to be increasing annually with the advent of the current and future new development within the District. The ability for the District to raise additional revenue is limited to the fact that the significant portion of revenue increases for both the General Fund and the Solid Waste Fund are highly dependent on development growth within the District. The District does have a relatively significant combined fund balance available for the two funds, however, when viewed with the District's unfunded pension and OPEB liabilities and recognizing that a reasonable reserve for unanticipated major expenditures could arise, any sustained drawdown of that fund balance is considered limited.

Ratios of Revenue Sources

Diversity of revenues is an indicator of any public agency's ability to withstand a major loss in one revenue stream without a significant impact to operations and services. Ideally, an agency should have 3-4 revenue streams that are as equally balanced as possible, however, that isn't always possible in some agencies.

RCSD receives approximately 71% of its funding for the General Fund from property taxes. Approximately 27% of revenue comes from cost allocation funding from the three Proprietary Funds. The remaining 6% comes from licenses and permit fees, miscellaneous revenue and interest earnings. For the Solid Waste Fund, the District receives 100% of its funding from charges for services.

Since the District's revenue stream is not very diversified to any extent, alternative sources of revenue would be ideal for absorbing a significant decrease in the one revenue source that is heavily reliant on for service provision. However, alternative recurring revenue sources are not readily available to the District to allow for further diversification.

Property taxes are a relatively stable revenue stream, even in economic downturns, and charges for services can readily be adjusted to meet expenditure requirements. Thus, it can be concluded that the overall revenue status of RCSD can be considered sustainable over the foreseeable future and beyond.

Ratio of Reserves or Fund Balance to Annual Expenditures

An indicator of the ability to absorb an unexpected loss of revenue in a given fiscal year is exhibited by the amount of unrestricted cash reserve or fund balance the service fund maintains in relation to the annual fund expenditures. A ratio of 30% or greater of fund balance/reserve to annual expenditures is generally considered an adequate ratio to maintain.

The General Fund and Solid Waste Fund maintain fund balances with ratios to expenditures of 68% and 13% respectively. The combined General Fund and Solid Waste Fund was approximately 42% as of June 30, 2020. The General Fund ratio reflects a good fund balance to expenditure ratio, while the Solid Waste Fund is below the desired level, however, not unreasonable due to the nature of the service provided. Additionally, due to the nature of a significant portion of the General fund is cost allocation transfers from the three proprietary funds that derive their revenue from charges for services, a revenue source that can be adjusted as needed to meet expenditure and reserve/fund balance objectives.

It should be noted that although these ratios are considered adequate or better, unfunded pension and OPEB liabilities, coupled with a lack of diversity in revenue sources, may in time require utilization of a portion of these fund balances to maintain services at present levels.

Annual Debt Service Expenditures to Total Annual Expenditures

The ratio of annual debt service to total fund annual expenditures is an indicator of the District's ability to meet debt obligations in relation to service provision expenditures. Ideally, a ratio of 10% or less would reflect a very stable ratio.

The District has no debt associated with the services reviewed in this MSR, therefore no ratio to assess, which in turn is a positive aspect to overall financial stability. As noted previously, the District does have unfunded pension and OPEB liability requirements which are discussed further on in this report.

Net Position

An agency's "Net Position" as reported in its audited financial statements represents the amount by which assets (e.g., cash, capital assets, other assets) exceed liabilities (e.g., debts, unfunded pension and OPEB liabilities, other long-term liabilities). A positive Net Position generally provides an indicator of financial soundness over the long-term. However, Net Position also includes the value of capital assets that may or may not be easily liquidated. Therefore, Net Position could potentially be skewed when viewing it in the aspect of liquidity.

The FY 19/20 ending net position for the District was \$4,455,935 for the combined General Fund and Solid Waste Fund. As compared to annual revenues and expenditures,

this is a significant amount of net position, with approximately 85% of net position related to capital assets. This positive net position is an indicator of stability with the District's ongoing service activities.

It is noted that the annual net position over the three fiscal years noted does decline. This is generally due to depreciation of capital assets. However, in none of those years is the net position considered less than significant which would trigger a concern.

Pension and OPEB Unfunded Liabilities

Unfunded pension and OPEB liabilities present one of the most serious fiscal challenges facing many public agencies in California today. When reporting required under GASB Statement #68 was implemented, many public agencies were awakened by the reality of the long-term unfunded liability aspect of their respective pension and OPEB obligations.

RCSD employees' retirement pensions are covered under the CalPERS pension system, with two Miscellaneous Plans and one Safety Plan. For purposes of the financial statements, the net pension liability is pro-rated between the Proprietary Fund employees, and the General Fund employees.

According to the most recent audit report ending June 30, 2020, the CalPERS actuarial report for the measurement period ending June 30, 2019, lists the total current CalPERS Unfunded Pension Liability at \$4,902,890. The pro-rated portion for the General Fund is \$2,304,358. There are no pension related unfunded liabilities for the Solid Waste Fund.

RCSD also provides a defined benefit of up to \$196 per month for retirees for healthcare through a single-employer Retiree Healthcare Plan. The OPEB unfunded liability as of June 30, 2020 is calculated at \$573,243 based on the measurement period ending June 30, 2019. As with the pension unfunded liability, the financial statements separate the pro-rated portion for General Fund and Proprietary Fund employees. The pro-rated portion of the OPEB unfunded liability for the General Fund is \$269,423. There are no OPEB related unfunded liabilities for the Solid Waste Fund.

Capital Assets and Capital Improvement Program

Capital assets must be adequately maintained and replaced over time and expanded as needed to accommodate future demand and respond to regulatory and technological changes. Depreciation typically spreads the useful life of a capital asset over time to calculate an annual asset valuation for accounting purposes. The actual timing and amount of annual capital investments require detailed engineering analysis and will differ from the annual depreciation amount, although depreciation is a useful initial indicator of sustainable capital expenditures.

The District's capital assets (excluding the Water and Wastewater Funds assets) include land (which is non-depreciable) and buildings and improvements, as well as furniture and equipment (which all depreciate). The District does not maintain a specific five-year

capital improvement plan for facilities not related to the water/wastewater funds, however does address capital requirements during the budget process. As of June 30, 2020 the District reported \$5,697,493 in capital assets and \$1,757,230 in accumulated depreciation resulting in \$3,940,263 net capital assets for the General Fund. The Solid Waste Fund has no capital assets.

One item the District should address is the potential requirement for one or two more fire stations with staffing to support the current ongoing and planned development within the District. Although the City of Jurupa Valley is responsible for addressing these types of facilities when adjudicating development entitlements, the structure of the District providing fire protection and weed abatement services within their boundaries, would necessitate the District taking responsibility for providing those services. The District should be working very closely with the city and Riverside County Fire to ensure that the facilities and staffing are addressed including provision of sufficient capital and ongoing revenues for providing those facilities and services.

Fee Structure for Services Provided

Most public agencies charge fees for various services that provide a direct benefit to the recipient of the specific service. RCSD charges fees for solid waste collection services to cover the costs associated with the contracted services. Fees are charges at a current flat rate of \$29.95 monthly for regular residential service, and variable rates for commercial bin services. No other fees related to the services reviewed in this MSR are identified other than permit and license fees which provide minimal revenue.

Cost Avoidance Programs

RCSD implements cost avoidance measures wherever possible as a matter of routine management. RCSD also performs a periodic, mid-year and annual budget reviews as part of their management of the budgeting process. The District has identified several areas of focus they have engaged in for cost savings and efficiency gains throughout all operations of the District. The following efforts have or are underway:

- Review SCE rate tariffs to avoid on-peak pumping costs.
- Changing accounting procedures to develop unit costs for water production and treatment by well.
- Developing an Operational Production strategy to understand sequencing of well production capacity by analyzing variables such as: demand variability due to seasonal weather changes, electrical costs, and treatment costs.
- Implemented new phone system technology to allow customers to pay absent help of customer service representatives.
- Retirement of long-term, higher cost staff and replacement with lower cost, but qualified staff.
- Fleet replacement program to minimize maintenance expense.
- Minimal investment in District Administrative and Field Facilities to avoid large increases in operating expense.

- Retained leadership coach to mentor District Leadership Team. Goal is to enhance an already good work culture/ethic.
- Working to lock in service contracts for Trash and Fire services for longer terms to create cost certainty.
- Developing 5-year strategic plan for Board of Directors to adopt. Goal is to have the strategic plan in place by Spring 2022.

DISADVANTAGED UNINCORPORATED COMMUNITIES

Riverside LAFCO has determined that there are no DUC's within or contiguous to RCSD's sphere of influence, therefore no additional analysis is required for RCSD in this report.

STATUS OF ISSUES IDENTIFIED IN MOST RECENT MSR

RCSD was included in the 2019 MSR for Countywide Water/Wastewater services. The last MSR for RCSD for other services was performed in 2005. There were no service or financial issues identified in the previous MSR.

GOVERNMENT STRUCTURE ALTERNATIVES

There is only one government structure alternative that is considered applicable to RCSD at this time. However, as noted below, with the incorporation of the City of Jurupa Valley, two services should be considered for future divestiture to the City from an efficiency and governance standpoint- Fire Protection and Solid Waste Collection.

Maintain the status quo.

RCSD's government structure currently in place is more than sufficient to provide the appropriate governance structure for the District. The District maintains an adequate staff, is efficient in delivery of services and appears to be diligent in not overextending. Therefore, the District's current governmental structure should be maintained.

Divestiture of Fire Protection and Solid Waste Collection Services to the City of Jurupa Valley.

The District does not believe that there are any opportunities for realignment of services with any adjacent agency. However, having two separate governmental agencies providing the same service within the City boundaries is clearly a candidate for consolidation.

Future transfer of these services to the City of Jurupa Valley for the purpose of consolidating services should be given consideration as a long-term efficiency of service and governance standpoint. Transfer of these services would require a complicated and mutually agreeable divestiture process for transferring the services, subject to LAFCO authorization.

RECOMMENDED MUNICIPAL SERVICE REVIEW DETERMINATIONS

Based on the information, issues, and analysis presented in this report, proposed MSR determinations pursuant to Government Code section 56430 are presented below for the LAFCO Commission's consideration:

1) *Growth and Population Projections*

- RCSD currently services a population of approximately 35,000 over a geographical area of approximately 7.7 square miles. The District's service area has significant potential for growth, both for residential housing, and commercial industrial activities. Portions of the District are experiencing steady growth, while other areas are either primarily built out, or experiencing slower growth activity.
- Significant residential and commercial and industrial growth is projected into the future within the District's service area. Proposed new planned future major developments include the Rio Vista, Emerald Meadows, Shadow Rock, Agua Manza Commerce Project, Rubidoux Commerce Park, Highpointe Development, and smaller infill projects within the District boundaries and future annexations.

2) *Location and Characteristics of Disadvantaged Unincorporated Communities Within or Contiguous to the CSD's SOI.*

- There are no Disadvantaged Unincorporated Communities within or contiguous to RCSD's SOI.

3) *Present and Planned Capacity of Public Facilities and Adequacy of Public Services Including Infrastructure Needs and Deficiencies Related to Disadvantaged Unincorporated Communities.*

- RCSD's current facilities and infrastructure are adequate to support current services. There are no capacity issues for current services and infrastructure.
- Long term services with regard to fire protection services could be a concern due to the anticipated residential and commercial/industrial growth proposed for the future. Specifically one or two additional fire stations with appropriate equipment and staffing will be necessary to support this proposed future development. Close coordination with the City of Jurupa Valley for ensuring adequate fire protection services are maintained as a result of development growth is necessary and is ongoing. The District has recognized the aspects of future fire facility requirements and is confident the future structural fire tax revenues will be sufficient to accommodate future facility and service requirements.
- There are no deficiencies related to DUCs as there are no contiguous DUCs.

4) *Financial Ability of the CSD to Provide Services.*

- RCSD has the financial ability to provide services. The District generally operates with an operational surplus for the services reviewed in the MSR, has sufficient fund balance available to meet infrastructure and other contingency needs, and has no long-term debt associated with the services reviewed other than unfunded pension and OPEB liabilities.
- Given the stability of the District's existing revenue sources, and the District's conservative budgeting practices, it appears that RCSD has a low risk for financial distress.
- The District should implement a strategy for buydown (reducing) the pension and OPEB unfunded liabilities as they will likely grow in the future.

5) *Status of, Opportunities for Shared Facilities.*

- Due to the nature of the services provided, RCSD does have any shared services or facilities opportunities available to it.

6) *Accountability for Community Service Needs, Including Governmental Structure and Operational Efficiencies.*

- RCSD is governed by a five-member Board of Directors, elected at large. The Board of Directors meets twice per month. The website includes direct contact information for the Board of Directors and staff.
- The District also has three Committees that meet to provide more specified leadership in certain District functions.
- The Board of Directors appoints a General Manager who is responsible for managing District operations on a day-to-day basis. The General Manager selects, appoints, and manages staff and consultants to carry out District programs and projects.
- Overall District staffing is approximately 24 personnel, however fire protection, weed abatement and solid waste services are provided through contracts with other entities which provides staffing for those services.
- The District provides public information on its website, including information on current projects, a history of the District, bi-annual budgets, capital improvement project information, the annual audits, Board meeting agendas, including staff reports and accompanying documents, and meeting minutes.

- Service needs are being met, with no major customer complaints. The vast majority of complaints are related to water and wastewater issues and are tracked annually by category. Virtually little complaints are received for the services reviewed in this MSR. Solid Waste services generate most of these complaints averaging 1-15 per day. Those complaints are forwarded to the waste haulers customer service representative to address. The District attempts to resolve all issues and concerns as quickly as possible with acknowledgement to customer no longer than 24 hours.
- No alternative government structure options are considered superior to the current structure at this time.

7) *Any Other Matter Related to Effective or Efficient Service Delivery, as Required by Commission Policy.*

- The District does not believe that there are any opportunities for realignment of services with any adjacent agency. However, having two separate governmental agencies providing the same service within city boundaries, in this case, fire protection/weed abatement and solid waste collection services, are clearly candidates for consolidation. Future transfer of these services to the City of Jurupa Valley for the purpose of consolidating services should be given consideration as a long-term efficiency of service and governance standpoint.
- The city has three fire stations and staffing under contract with Riverside County Fire for all of the city with the exception of the RCSD jurisdiction which has one fire station and staffing under a separate contract with Riverside County Fire. Since the city jurisdiction overlaps and encompasses all of the District boundaries, consolidating this service with the city, which generally is considered the preferred provider of this service in their boundaries, should be considered.
- Solid waste collection services is also a candidate for consolidation. The city and the District have separate agreements with the same solid waste hauler (Burrtec). The Burrtec agreement with the city is due to expand soon to include all of the city (some of which is currently serviced by another provider). As with fire services, it is logical to consider consolidation of this service under the city. The District does acknowledge that future consolidation of these services has merit.
- Transfer of these services would require a complicated and mutually agreeable divesture process for transferring the services, subject to LAFCO authorization.

RECOMMENDED SPHERE OF INFLUENCE DETERMINATIONS

Existing Sphere of Influence

RCSD's existing sphere of influence extends beyond the District's jurisdictional boundaries. The areas of the extended SOI are primarily in the Agua Mansa area in the northern corner of the District, with some parcel areas in San Bernardino County, and scattered areas south of Hwy 60. All these areas are within the City of Jurupa Valley, with the exception of those in San Bernardino County.

Sphere of Influence Analysis

One of LAFCO's objectives is to eliminate illogical boundaries and associated service inefficiencies, where these issues exist. In 2020, the Commission revised the District's current SOI as part of the Water/Wastewater MSR process. Based on the geographic and jurisdictional boundaries that currently exist, and the current SOI established in 2020, an SOI expansion is not recommended at this time.

Sphere of Influence Options

Only one option is identified with respect to RCSD's SOI.

Option #1: Maintain the current SOI.

The current SOI for RCSD was established in 2020 as a result of the Countywide Water/Wastewater MSR/SOI Update process. This current SOI remains the logical SOI for the remaining services reviewed in this MSR.

Sphere of Influence Determinations

Following are the five recommended determinations for the LAFCO Commission's consideration as required by Government Code section 56425(e):

- 1) ***The present and planned land uses in the area, including agricultural and open-space lands***
 - RCSD is not authorized land use planning authority. The City of Jurupa Valley is responsible for land use planning.
 - Current land use planning and zoning by the City of Jurupa Valley takes into consideration the relevant aspects of managed development.
 - It is likely future land use decisions by the City of Jurupa Valley could potentially impact maintaining the rural nature of portions of the RCSD service area.

- 2) ***The present and probable need for public facilities and services in the area.***
- Current facilities and services are adequate to support the service area.
 - Long term, there most likely will be a need for expansion of some infrastructure and services for fire protection services.
 - Expansion of services will require sufficient revenues to support the cost of any service expansion.
- 3) ***The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.***
- Sufficient capacity and facilities exist to support providing adequate public services authorized and being provided.
 - Long term services with regard to fire protection services could be a concern due to the anticipated residential and commercial/industrial growth proposed for the future. Specifically one or two additional fire stations with appropriate equipment and staffing will be necessary to support this proposed future development
- 4) ***The existence of any social or economic communities of interest in the area if the Commission determines that they are relevant to the agency.***
- The Rubidoux, Belltown and Sunny Slope communities within the City of Jurupa Valley and the RCSD boundaries can be considered specific communities of interest within the RCSD jurisdictional boundaries related to all services provided. Service provision by RCSD is considered adequately provided for these communities.
- 5) ***For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, that occurs pursuant to subdivision(g) on or after July 1, 2012, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence.***
- There are no Disadvantaged Unincorporated Communities within or adjacent to the existing SOI.

ATTACHMENT C

1 RIVERSIDE LOCAL AGENCY FORMATION COMMISSION

2 RESOLUTION NO. 15-21

3 REVIEWING AND CONFIRMING THE SPHERE OF INFLUENCE FOR THE
4 RUBIDOUX COMMUNITY SERVICES DISTRICT

5 LAFCO 2021-01-1,2,4&5
6

7 BE IT RESOLVED AND DETERMINED by the Riverside Local Agency
8 Formation Commission ("Riverside LAFCO" or "the Commission") in
9 regular session assembled on October 28, 2021, that the sphere of
10 influence determination as set forth in LAFCO 2021-01-1,2,4&5
11 Countywide Municipal Service Review and Sphere of Influence Review
12 and Potential Amendments - Rubidoux Community Services District as
13 depicted in Exhibit "A," attached hereto and made a part hereof,
14 has been reviewed and confirmed.

15 BE IT FURTHER RESOLVED, DETERMINED AND FOUND THAT:

16 1. The Commission has initiated this review pursuant to
17 Government Code Section 56425.

18 2. Whereas a municipal service review that included the
19 subject agency was prepared and reviewed by this Commission pursuant
20 to Government Code Section 56430 and determinations were made
21 thereon on October 28, 2021.

22 3. The sphere of influence review is exempt from the
23 California Environmental Quality Act (CEQA) pursuant to CEQA
24 Guidelines Section 15061(b)(3), as it can be seen with certainty
25 that the review will not have a significant effect on the
26 environment.

27 4. The written Statement of Determinations, attached hereto
28 as Exhibit "B" and incorporated herein by reference, pursuant to

1 Government Code Section 56425(e) is adopted.

2 NOW, THEREFORE, BE IT RESOLVED, by the Riverside Local Agency
3 Formation Commission, that this Commission confirms the sphere of
4 influence boundary for the Rubidoux Community Services District, as
5 depicted in Exhibit "A" attached hereto, is adequate at this time.
6 Such sphere of influence may be subject to review and change in the
7 event a future significant change of circumstances so warrants.

8 5. The Executive Officer is directed to transmit a certified
9 copy of this resolution to each subject agency.

10 //

11 //



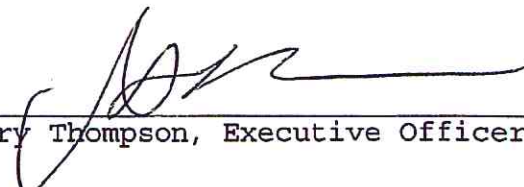
Michael M. Vargas, Chair

13 //

14 I certify the above resolution was passed and adopted by the
15 Riverside Local Agency Formation Commission on October 28, 2021.

16 //

17 //



Gary Thompson, Executive Officer

19 //

20 //

21

FORM APPROVED LEGAL COUNSEL

22

 11/19/2021

23

BY: Melissa R. Cushman DATE

24 //

25 //

The foregoing instrument is certified, under penalty of
perjury, to be a true copy of the original on file in this
office.

26 //



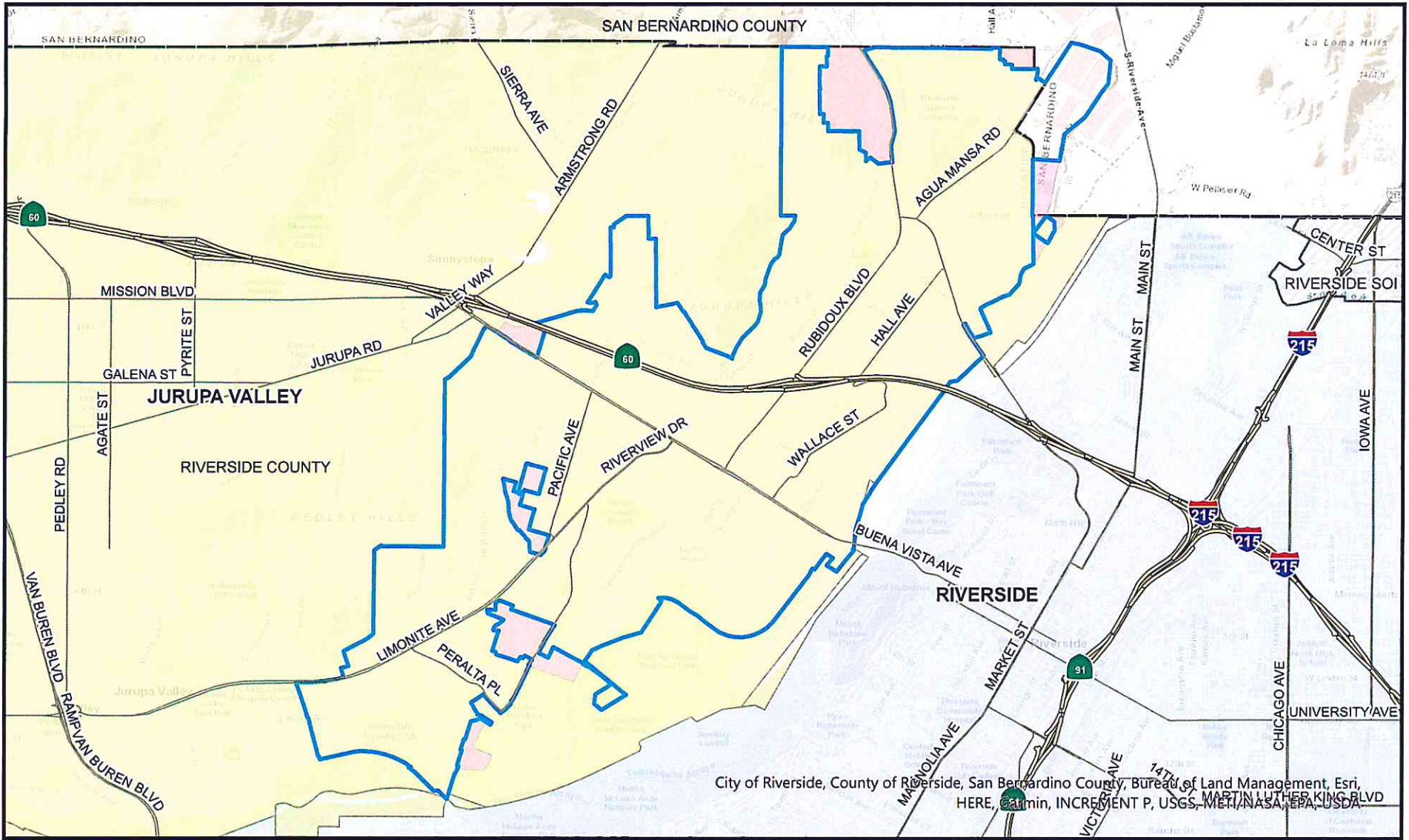
Elizabeth R. Valdez, Commission Clerk

27 //

Riverside Local Agency Formation Commission
Executed on December 21, 2021 at
Riverside, California

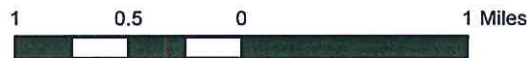
28 //

Rubidoux Community Services District and Sphere of Influence



City of Riverside, County of Riverside, San Bernardino County, Bureau of Land Management, Esri, HERE, Garmin, INCREMENT P, USGS, METI/NASA, EPA, USDA

Data Sources: County of Riverside; Registrar of Voters, LAFCO



Legend

- Rubidoux Community Services District Boundary
- Rubidoux Community Services District Sphere of Influence (SOI)

Exhibit A

Commission Reviewed & Amended SOI: May 28, 2020
 Commission Confirmed SOI: October 28, 2021

Author: Crystal M. Craig

Map Updated on 11/10/21



Disclaimer: The information shown is intended to be used for reference and general display purposes only and is not to be used as an official map.

Fire Protection, Solid Waste Collection, Weed Abatement, Street Lighting and Water & Wastewater provided by District

Exhibit "B"
STATEMENT OF DETERMINATIONS
Rubidoux Community Services District (RCSD)

Following are the five determinations the LAFCO Commission adopted pursuant to Government Code section 56425(e):

- 1) ***The present and planned land uses in the area, including agricultural and open-space lands***
 - RCSD is not an authorized land use planning authority. The City of Jurupa Valley is responsible for land use planning.
 - Current land use planning and zoning by the City of Jurupa Valley takes into consideration the relevant aspects of managed development.
 - It is likely future land use decisions by the City of Jurupa Valley could potentially impact maintaining the rural nature of portions of the RCSD service area.

- 2) ***The present and probable need for public facilities and services in the area.***
 - Current facilities and services are adequate to support the service area.
 - Long term, there most likely will be a need for expansion of some infrastructure and services for fire protection services.
 - Expansion of services will require sufficient revenues to support the cost of any service expansion.

- 3) ***The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.***
 - Sufficient capacity and facilities exist to support providing adequate public services authorized and being provided.
 - Long term services with regard to fire protection services could be a concern due to the anticipated residential and commercial/industrial growth proposed for the future. Specifically one or two additional fire stations with appropriate equipment and staffing will be necessary to support this proposed future development

- 4) ***The existence of any social or economic communities of interest in the area if the Commission determines that they are relevant to the agency.***
 - The Rubidoux, Belltown and Sunny Slope communities within the City of Jurupa Valley and the RCSD boundaries can be considered specific communities of interest within the RCSD jurisdictional boundaries related to all

services provided. Service provision by RCSD is considered adequately provided for these communities.

5) ***For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, that occurs pursuant to subdivision(g) on or after July 1, 2012, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence.***

- There are no Disadvantaged Unincorporated Communities within or adjacent to the existing SOI.



December 29, 2021

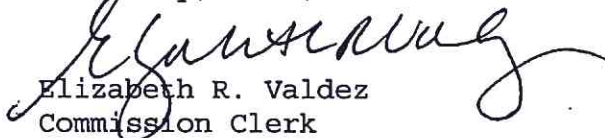
Rubidoux Community Services District
c/o Jeff Sims, District Manager
3590 Rubidoux Blvd.
Rubidoux, CA 92509

RE: LAFCO 2021-01-1,2,4&5-Countywide Municipal Service Review and Sphere of Influence Reviews and Potential Amendments - Community Services Districts: De Luz Community Services District, Edgemont Community Services District, Jurupa Community Services District, Rubidoux Community Services District, Southern Coachella Valley Community Services District and Tenaja Community Services District

You are hereby notified that the above named proposal was approved by the Riverside Local Agency Formation Commission at a public hearing held on October 28, 2021. A copy of Resolution No. 15-21 including the map confirming the sphere of influence for the District is attached for your records.

Should you have any questions, please feel free to contact our office.

Sincerely,


Elizabeth R. Valdez
Commission Clerk

cc: Scott Bruckner, Executive Office - email
Kecia Harper, Clerk of the Board - email

12. DIRECTORS COMMENTS – NON-ACTION

13. ADJOURNMENT