

**Board of Directors**  
Christopher Barajas  
Armando Muniz  
Bernard Murphy  
F. Forest Trowbridge  
Ruth Anderson Wilson



**Secretary-Manager**  
David D. Lopez

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

**NOTICE AND AGENDA FOR THE  
RUBIDOUX COMMUNITY SERVICES DISTRICT  
BOARD MEETING  
4:00 PM, May 4, 2017**

1. Call to Order - Armando Muniz, President
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes for April 20, 2017, Regular Board Meeting
5. Consider to Approve the May 5, 2017, Salaries, Expenses and Transfers
6. Acknowledgements - Members of the public may address the Board at this time on any non-agenda matter.
7. Correspondence and Related Information
8. Manager's Report:

**ACTION ITEMS:**

9. Consideration to Adopt Resolution No. 2017-834, a Resolution Which Authorizes the Reapportionment of COP Funds to the Water Operations Fund for FY 2016/2017: **DM 2017-24**
10. Review Fiscal Year 2016/2017 Year-to-Date Expenses and Revenues for the Sewer Operations Fund: **DM 2017-25**
11. Directors Comments - Non-action
12. 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 APRIL 20, 2017, REGULAR  
MEETING MINUTES

**MINUTES OF REGULAR MEETING**  
**April 20, 2017**  
**RUBIDOUX COMMUNITY SERVICES DISTRICT**

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

**DIRECTORS ABSENT:**

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

Call to order: the meeting of the Board of Directors of the Rubidoux Community Services District by Director Muniz, at 4:00 P.M., Thursday, April 20, 2017, at the District Office, 3590 Rubidoux Boulevard, Rubidoux, California.

**ITEM 4. APPROVAL OF MINUTES**

Approval of the Regular Minutes for April 6, 2017, was unanimously approved.

**The motion was carried unanimously.**

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

**ITEM 5. Consider to Approve the April 21, 2017, Salaries, Expenses and Transfers.**

Approve April 21, 2017 Salaries, Expenses and Transfers.

**Director Barajas moved and Director Murphy seconded to approve the April 21, 2017, Salaries, Expenses and Transfers.**

**The motion was carried unanimously.**

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

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

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

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

The first of the two articles, both were related to conservation and the drought. Two weeks ago, Governor Brown formally and officially rescinded his emergency drought regulation, with the exception of four counties in central California, who are still suffering with some groundwater issues. While the emergency regulation has been rescinded, they still are leaving in requirements for minimizing water waste; no hosing down driveways, don't wash your car without a shutoff valve, common sense items. From an agency level, we are required to report our water use and conservation numbers to the SWRCB. That reporting will still continue as well. The second article is related as well. There are some interesting facts. The water year 2016-2017 is now the highest rainfall in recorded history – 97 years, as of April 15, there was 89.7 inches of rain, compared to 1982-1983 previous record which was 88.5 inches. Theoretically, we still have 5 ½ more months to go in the water year.

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

### **Operations Report:**

JCSD averaged about 2.5 mgd, which is about 1,750 gpm over the month. Everything else is operating normally.

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

The Incident Report for March 1 – March 31, 2017, there were a total of 260 calls, in comparison to the same period in 2016, there were a total of 252 calls. The year to date total is 794, compared to 783 in 2016.

## **ITEM 9. DM 2017-21. Review Incorporated Revisions and Corrections as Agreed to for Draft Board Policies and Procedures Manual.**

At the April 6, 2017, regular Board meeting Staff presented written comments and engaged the Board Members for inclusion, revisions and/or modifications to the draft Board Policies Manual. Attached for the Board of Directors review is the revised draft Board Policies and Procedures Manual (additions are bold and deletions are crossed out) which incorporates the agreed changes. District Staff has included copies of the comments provided by Board Members. If the changes are agreeable to all, this final draft is presented to the Rubidoux Community Services District Board of Directors for your consideration and adoption this afternoon.

Director Murphy went through his corrections as follows:

Page 5, first sentence under Property Damage Claims on District Form:

*All damage claims must be submitted in writing. A District claim form is available.*

Page 8, Section 9 – last paragraph: Leave as is.

Page 10, Section 13:

*No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the President, of that person's right to address.*

Page 6, second to last paragraph:

*When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.*

Leave as is.

**Director Barajas moved and Director Trowbridge seconded to approve with corrections, the Board Policies and Procedures Manual to the Rubidoux Community Services District Board of Directors.**

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

**Noes – 1 (Murphy)**

**Absent – 0**

**ITEM 10. DM 2017-22. Receive and File Cash Asset Report Ending March 2017 for All District Fund Accounts.**

The year-to-date Interest ending March 31, 2017, is \$81,246.00 for District controlled accounts. With respect to District "Funds in Trust", we show \$3,349.00 which has been earned and posted. The District has a combined YTD total of \$84,595.00 as of March 31, 2017.

With respect to the District's Operating Funds (Excluding Operating Reserves), we show a balance of \$3,820,015.00 ending March 31, 2017. That is **\$1,021,983.00 LESS** than July 1, 2016, beginning balance of \$4,841,998.00.

The District's Field/admin Fund continues to grow and current fund balance nears \$300,957.00.

Submitted for the board of directors consideration is the March 2017, *Statement of Cash Asset Schedule Report* for your review and acceptance this evening.

**Director Trowbridge moved and Director Barajas seconded to Receive and File the Statement of Cash for the Month of March 2017 for the Rubidoux Community Services District.**

**The motion was carried unanimously.**

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

**Noes - 0**

**ITEM 11. Directors Comments – Non action.**

Director Muniz adjourned the April 20, 2017, Regular Board meeting.

5. CONSIDER TO APPROVE THE MAY 5, 2017, SALARIES,  
EXPENSES AND TRANSFERS



RUBIDOUX COMMUNITY SERVICES DISTRICT  
MAY 4, 2017 (BOARD MEETING)  
FUND TRANSFER AUTHORIZATION

NET PAYROLL 5/5/2017	58,400.00
WIRE TRANSFER: FEDERAL PAYROLL TAXES 5/8/17	28,700.00
WIRE TRANSFER: STATE PAYROLL TAXES 5/8/17	5,400.00
WIRE TRANSFER: TO CREDIT UNION	2,300.00
WIRE TRANSFER: PERS RETIREMENT	16,100.00
WIRE TRANSFER: PERS HEALTH PREMIUMS	394.00
WIRE TRANSFER: SECTION 125	424.61
WIRE TRANSFER: SECTION 457	2,860.00

5/5/2017 WATER FUND TO GENERAL FUND-Payables	163,875.76
WATER FUND TO GENERAL FUND-Trash	126,349.01
WATER FUND TO SEWER FUND	119,872.87

WATER FUND TO GENERAL FUND - Q4 ADMIN FEE	150,000.00
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SEWER FUND TO GENERAL FUND-Payables	85,359.08
SEWER FUND TO GENERAL - Q4 ADMIN FEE	50,000.00

TRASH FUND TO GENERAL - Q4 ADMIN FEE	25,000.00
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5/5/2017 SEWER FUND CHECKING TO LAIF SEWER OP	-
LAIF SEWER OP TO SEWER FUND CHECKING	20,000.00
LAIF WASTEWATER RESERVE TO LAIF SEWER OP	-
LAIF SEWER ML TO LAIF SEWER OP	8,885.00
GENERAL FUND CHECKING TO LAIF SEWER ML	-
GENERAL FUND CHECKING TO LAIF PROP TAX	100,000.00
GENERAL FUND PROPERTY TAX TO GF CHECKING	-
GENERAL FUND CHECKING TO GENERAL FUND PROP TAX	-
LAIF GENERAL TO GENERAL FUND CHECKING	-
LAIF PROPERTY TAX TO GF CHECKING	-
COP PAYBACK TO LAIF-COP PAYBACK	43,858.36
WATER REPLACEMENT TO LAIF-W.R.	6,092.51
LAIF WATER ML TO LAIF WATER REPLACEMENT	25,984.00
LAIF WATER ML TO WATER FUND CHECKING	233,852.00
LAIF WATER OP TO WATER FUND CHECKING	-
LAIF WATER RESERVE TO LAIF WATER OP	-
LAIF WATER REPLACE TO LAIF WATER OP	-
LAIF WATER OP TO LAIF WATER RESERVE	-
WATER FUND CHECKING TO LAIF WATER RESERVE	-
WATER FUND CHECKING TO LAIF WATER OP	110,000.00
LAIF WATER FIELD/ADMIN TO LAIF WATER OP	-
LAIF COP TO GENERAL FUND CHECKING	-

**NOTES PAYABLE**

<u>DESCRIPTION</u>	<u>BALANCE</u>		<u>PAYMENT</u>	<u>DUE DATE</u>
City of Riverside (Headworks Replacement)	27,128	Prin.	13,564	Oct-17
U.S. Bank Trust (1998 COP's Refunding)	4,655,000	Prin.	-	Jun-17
U.S. Bank Trust (1998 COP's Refunding)	1,272,114	Intr.	118,581	Jun-17
MN Plant-State Revolving Loan	4,990,243	Prin.	117,956	Jul-17
MN Plant-State Revolving Loan	1,201,087	Intr.	64,142	Jul-17

01 General Fund

Control	Vendor Obligat'n Description	Transaction Account	Amount
1118	ACORN TECHNOLOGY CORPORATION 67919 May '17 IT Supt	A01-5885-000	2,810.00
1856	READY REFRESH by NESTLE 67840 Btl Wtr	A01-5650-000	220.33
3735	CHARTER BUSINESS 67880 Internet Svc	A01-5650-000	125.00
4900	DURNEY, DON 67884 April'17 Grd Svc	A01-5645-000	135.00
10055	JADTEC SECURITY SVCS, INC. 67889 Monitoring Svc Jun-Aug'17	A01-5645-000	47.85
12715	LUCE COMMUNICATIONS: dba ABG COMM. 67848 May'17 Postage	A01-5664-000	3,000.00
	67891 WA41 FN 4/6/17	A01-5650-000	190.92
	67892 WA 41 INV 4/7/17	A01-5650-000	772.14
12715	LUCE COMMUNICATIONS: dba ABG COMM.		3,963.06 **
13200	MERIT OIL COMPANY 67849 Gasoline	A01-5700-000	131.85
	67893 Gasoline	A01-5700-000	161.00
13200	MERIT OIL COMPANY		292.85 **
16893	PRUDENTIAL OVERALL SUPPLY CO 67850 Floor Mats	A01-5645-000	53.30
	67851 Floor Mats	A01-5645-000	53.30
	67896 Floor Mats	A01-5645-000	53.30
16893	PRUDENTIAL OVERALL SUPPLY CO		159.90 **
18356	RELIABLE WORKPLACE SOLUTIONS 67852 Credit	A01-5675-000	-16.15
	67853 Supplies	A01-5675-000	81.84
	67899 Copier Usage	A01-5630-000	98.65
	67900 Printer Usage	A01-5630-000	33.48
18356	RELIABLE WORKPLACE SOLUTIONS		197.82 **
19775	STANDARD INSURANCE 67912 May'17 Ltd/Life Ins	A01-5030-000	901.09
20845	TRI-CO DISPOSAL, INC 67922 Commercial Trash 4/13-4/26	A01-5410-010	65,131.08
	67923 Residential Trash 4/13-4/26	A01-5410-010	61,217.93
	67924 RCSD Share Commercial	A01-5410-010	-6,514.54
	67925 RCSD Share Residential	A01-5410-010	-652.64
	67926 Billing Fee	A01-5410-010	-3,000.00
20845	TRI-CO DISPOSAL, INC		116,181.83 **

OK   
 4/27/2017

01 General Fund

Control	Vendor Obligat'n Description	Transaction Account	Amount
	21587 UNITED PARCEL SERVICE 67913 Postage	A01-5664-000	19.32
	22090 VSP-VISION SERVICE PLAN 67915 May'17 Vision Ins.	A01-5030-000	282.83
01 General Fund			125,336.88 **

30 Water Fund

Control	Vendor	Obligat'n Description	Transaction Account	Amount
	1810 AQUA METRIC SALES CO			
		67839 Hydrant Meters	A30-1515-000	5,818.50
	1856 READY REFRESH by NESTLE			
		67840 Btl Wtr	A30-5650-000	237.50
	2004 B.P.S. B's POOL SUPPLIES			
		67861 Pump	A30-5650-005	727.31
		67862 Sodium Hypo	A30-5652-000	1,333.30
			A30-5650-005	410.25
		67862 Sodium Hypo		1,743.55 **
	2004 B.P.S. B's POOL SUPPLIES			2,470.86 **
	2030 BABCOCK, E S & SONS, INC			
		67828 Water Analyses	A30-5650-005	30.00
		67829 Water Analyses	A30-5650-005	80.00
		67830 Water Analyses	A30-5340-000	120.00
		67831 Water Analyses	A30-5340-000	45.00
		67832 Water Analyses	A30-5340-000	75.00
		67833 Water Analyses	A30-5340-000	45.00
		67835 Water Analyses	A30-5650-005	200.00
		67836 Water Analyses	A30-5340-000	105.00
		67837 Water Analyses	A30-5650-005	165.00
		67838 Water Analyses	A30-5340-000	275.00
		67863 Water Analyses	A30-5340-000	490.00
		67864 Water Analyses	A30-5340-000	45.00
		67865 Water Analyses	A30-5650-005	30.00
		67866 Water Analyses	A30-5650-005	30.00
		67867 Water Analyses	A30-5340-000	45.00
		67868 Water Analyses	A30-5650-005	30.00
		67869 Water Analyses	A30-5650-005	80.00
		67870 Water Analyses	A30-5340-000	160.00
		67872 Water Analyses	A30-5650-005	30.00
		67873 Water Analyses	A30-5340-000	120.00
		67874 Water Analyses	A30-5340-000	80.00
		67875 Water Analyses	A30-5650-005	40.00
		67876 Water Analyses	A30-5340-000	3,360.00
		67877 Water Analyses	A30-5650-005	110.00
	2030 BABCOCK, E S & SONS, INC			5,790.00 **
	2718 BOOT BARN			
		67841 Boots-Lockwood	A30-5655-000	156.59
		67878 Boots/Canal	A30-5655-000	125.05
		67879 Boots/Marrique	A30-5655-000	141.91
	2718 BOOT BARN			423.55 **
	3735 CHARTER BUSINESS			
		67880 Internet Svc	A30-5650-000	125.00

30 Water Fund

Control	Vendor	Obligat'n Description	Transaction Account	Amount
3914	CREST CHEVROLET			
	67842	2017 Chev Util Truck	A30-1840-000	36,304.59
			A30-4099-000	-10,400.00
	67842	2017 Chev Util Truck		25,904.59 **
	67843	2017 Chevy Util Truck	A30-1840-000	36,304.59
			A30-4099-000	-8,700.00
	67843	2017 Chevy Util Truck		27,604.59 **
3914	CREST CHEVROLET			53,509.18 **
3921	CROWN ACE HARDWARE			
	67844	R&M Field Office	A30-5642-000	48.41
	67881	Supplies	A30-5650-000	10.76
	67882	Tool	A30-5650-000	16.15
	67883	Concrete	A30-5640-000	15.06
3921	CROWN ACE HARDWARE			90.38 **
5710	EVERSOFT			
	67885	Wtr Sftnr Rnt1	A30-5652-000	497.60
8077	HARRINGTON INDUSTRIAL PLASTICS			
	67845	Pvc Fittings	A30-5650-000	72.74
8290	HENKELS & MC COY INC			
	67846	Hydnt Mtr Rfnd	A30-2410-000	879.00
9505	CARQUEST AUTO PARTS			
	67886	Supplies	A30-5650-000	8.07
9510	SO CAL TRUCKWORKS			
	67847	R&M Truck	A30-5620-000	157.50
	67887	R&M Truck	A30-5620-000	828.51
9510	SO CAL TRUCKWORKS			986.01 **
10055	JADTEC SECURITY SVCS, INC.			
	67888	Security Sys Battery	A30-5642-000	87.00
11452	KH METALS & SUPPLY			
	67890	Tool	A30-5650-000	15.66
13200	MERIT OIL COMPANY			
	67849	Gasoline	A30-5700-000	857.01
	67893	Gasoline	A30-5700-000	1,046.52
13200	MERIT OIL COMPANY			1,903.53 **
13678	MORTON SALT, INC.			
	67894	Salt	A30-5650-005	3,552.72
16893	PRUDENTIAL OVERALL SUPPLY CO			
	67850	Floor Mats	A30-5642-000	55.38

30 Water Fund

Control	Vendor	Obligat'n Description	Transaction Account	Amount
16893	PRUDENTIAL OVERALL SUPPLY CO		** Continued **	
		67851 Floor Mats	A30-5642-000	55.38
		67896 Floor Mats	A30-5642-000	55.38
16893	PRUDENTIAL OVERALL SUPPLY CO			166.14 **
18003	R&D MECHANICAL SUPPLY, INC			
		67897 Hydrants	A30-1515-000	5,392.89
		67898 Valve Boxes	A30-5650-000	91.59
18003	R&D MECHANICAL SUPPLY, INC			5,484.48 **
18385	RIVCOMM, INC.			
		67901 Radio/Lightbar	A30-5620-000	1,981.31
		67902 Radio/Lightbar	A30-5620-000	1,868.21
18385	RIVCOMM, INC.			3,849.52 **
18723	RUBIDOUX TIRE			
		67854 R&M Truck	A30-5620-000	17.00
		67903 R&M Truck	A30-5620-000	504.85
18723	RUBIDOUX TIRE			521.85 **
19107	SCAQMD			
		67855 ICE/GEN 2100 Fltwd	A30-5650-005	1,625.83
		67856 Flat Fee 2100 Fltwd	A30-5650-005	124.35
19107	SCAQMD			1,750.18 **
19130	SCE			
		67857 Wtr Pump Enrgy	A30-5235-000	15,363.91
		67858 Field Ofc Utlty	A30-5660-000	156.61
		67907 Wtr Pmp Enrgy	A30-5235-000	328.92
		67908 Wtr Pmp Enrgy	A30-5235-000	11,161.84
		67909 Field Ofc Utility	A30-5660-000	177.56
		67910 N03 Plt Pmp Enrgy	A30-5650-005	4,194.27
		67911 Wtr Pmp Enrgy	A30-5235-000	18,422.33
19130	SCE			49,805.44 **
19775	STANDARD INSURANCE			
		67912 May'17 Ltd/Life Ins	A30-5030-000	1,564.12
19982	SWRCB - ACCOUNTING OFFICE			
		67859 Wtr System Fees 7/16-6/17	A30-5685-000	22,994.00
22005	VALDEZ, MIGUEL			
		67914 Grade 1 Rnw1	A30-5690-000	255.00
22090	VSP-VISION SERVICE PLAN			
		67915 May'17 Vision Ins.	A30-5030-000	728.71
23568	WESTERN MUNICIPAL WATER DISTR			
		67860 Feb'16 Brine	A30-5650-005	171.37

30 Water Fund

Control	Vendor Obligat'n Description	Transaction Account	Amount
23993	GRAINGER		
	67916 Tool	A30-5650-000	78.30
	67917 Safety Equipment	A30-5640-000	39.35
23993	GRAINGER		117.65 **
30	Water Fund		163,875.76 **

40 Sewer Fund

Control	Vendor Obligat'n Description	Transaction Account	Amount
	2030 BABCOCK, E S & SONS, INC		
	67834 Lab Fees	A40-5340-000	240.00
	67871 Lab Fees	A40-5340-000	240.00
	2030 BABCOCK, E S & SONS, INC		480.00 **
	2938 BYERLY, JOHN R, INC.		
	67918 Tilton Swr Imprvmt	A40-7030-001	8,885.00
	13200 MERIT OIL COMPANY		
	67849 Gasoline	A40-5700-000	65.92
	67893 Gasoline	A40-5700-000	80.50
	13200 MERIT OIL COMPANY		146.42 **
	16837 PRESS-ENTERPRISE		
	67895 Pub Note-Swr Rate	A40-5858-000	469.80
	18386 RICHARDS, WATSON, GERSHON ATTNYS		
	67920 City Rvsd Litgn Mar '17	A40-5825-000	44,485.23
	18476 RIVERSIDE COUNTY TLMA ADMIN		
	67921 Raise Manholes	A40-5640-000	3,000.00
	19130 SCE		
	67904 Swr Pmp Engy	A40-5235-000	639.91
	67905 Swr Pmp Enrgy	A40-5235-000	1,876.74
	67906 Swr Pmp Enrgy	A40-5235-000	272.99
	19130 SCE		2,789.64 **
	20879 TRUSSELL TECHNOLOGIES INC.		
	67927 City Rvsd Litgn	A40-5825-000	16,919.24
	23350 WEBB, ALBERT A. ASSOCIATES INC.		
	67928 City Rvsd Litgn	A40-5825-000	8,183.75
40 Sewer Fund			85,359.08 **



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

## 7. CORRESPONDENCE AND RELATED INFORMATION

8. MANAGER'S REPORT:

9. CONSIDERATION TO ADOPT RESOLUTION NO. 2017-834, A  
RESOLUTION WHICH AUTHORIZES THE REAPPORTIONMENT OF  
COP FUNDS TO THE WATER OPERATIONS FUND FOR FY  
2016/2017: **DM 2017-24**

**Board of Directors**  
Christopher Barajas  
Armando Muniz  
Bernard Murphy  
F. Forest Trowbridge  
Hank Trueba Jr.

**Secretary-Manager**  
David D. Lopez



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

**DIRECTORS MEMORANDUM 2017-24**

May 4, 2017

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

**Subject:**            Adoption of Resolution No. 2017-834, a Resolution Which  
                              Authorizes a Reapportionment of Certificate Of Participation  
                              (COP's) Funds for Fiscal Year 2016/2017

**BACKGROUND:**

The attached resolution, Resolution No. 2017-834, is a follow-up administrative action item pursuant to the approved 2016/2017 budget. The adoption of Resolution No. 2016-828 will effectuate the transfer of \$500,000.00 from surplus COP funds to the Water Fund Department as a transfer obligation for FY 2016/2017 year. As stated in the recitals, the COP fund has a balance of \$2,821,056.00 ending March 31, 2017. Less this Water Fund transfer leaves a FYE balance of \$2,468,091.00.

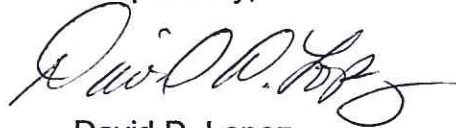
Finally, this transfer was part of the approved 2016/2017 RCSD budget (See attached Water Fund Revenue Line No. 14).

Attached is Resolution No. 2017-834 presented for your review and consideration this afternoon.

**RECOMMENDATION:**

Staff recommends approval of Resolution No. 2017-834 to the Rubidoux Community Services District Board of Directors.

Respectfully,

A handwritten signature in black ink, appearing to read "David D. Lopez", written in a cursive style.

David D. Lopez  
Secretary-Manager

Attachment: Resolution No. 2017-834  
2016/2017 Water Fund Budget

# Rubidoux Community Services District

## WATER FUND SUMMARY

WATER FUND SUMMARY						
Line #	Income/Revenue General Ledger Description	Month of	Year to Date	Budget	Estimated	Proposed
		Actual Mar '16	Actual Total	Fiscal Year FY 15/16	Fiscal Year End June '16	Revenue FY 16/17
1	SALES RESIDENTIAL	\$ 210,496	\$ 2,146,002	\$ 2,715,347	\$ 2,861,336	\$ 3,047,300
2	SALES COMMERCIAL	63,036	734,800	1,143,109	979,733	1,043,400
3	PLANNED FIELD/ADMIN BLDG	5,965	47,718	89,000	71,577	89,000
4	INTERAGENCY SALES (Marginal Cost)	72,233	563,959	168,000	108,354	110,000
6	LATE CHARGES	10,549	107,231	155,000	142,975	155,000
7	SERVICE & RECONNECT CHARGES	1,400	14,620	25,000	19,493	25,000
8	METER REPLACEMENT (SALES)	260	8,610	5,000	8,900	8,000
9	INTEREST INCOME	-	11,794	12,000	15,725	15,000
10	MISCELLANEOUS INCOME	149	30,984	40,000	41,312	40,000
12	OPERATING RESTRICTED	-	-	2,802,589	2,834,396	3,500,000
13	OPERATING RESTRICTED (Interagency Transfer)	-	-	1,002,000	665,604	670,000
14	COP TRANSFER	-	-	-	-	500,000
15	WATER OPERATIONS CARRYOVER	-	-	1,147,643	73,741	(91,379)
16	Total Income & Revenue for Budget	\$ 364,088	\$ 3,665,718	\$ 9,304,688	\$ 7,823,147	\$ 9,111,321
Line #	Expense General Ledger Description	Month of	Year to Date	Budget	Estimated	Proposed
		Actual Mar '16	Actual Total	Fiscal Year FY 15/16	Fiscal Year End June '16	Expenses FY 16/17
17	SALARIES EXPENSE	\$ 80,445	\$ 748,486	\$ 1,010,900	\$ 997,981	\$ 1,029,100
18	CASH BENEFIT EXPENSE	7,704	73,350	97,000	97,800	97,000
19	PAYROLL TAX EXPENSE	6,988	71,830	98,000	95,773	98,000
20	HEALTH & RETIREMENT EXPENSE	43,283	460,970	585,000	534,627	585,000
21	PUMP ENERGY COSTS	27,634	373,213	505,000	497,617	513,000
22	WATER ANALYSES EXPENSE	4,770	36,190	59,000	48,253	55,000
23	BAD DEBT EXPENSE	-	27,256	65,000	36,341	45,000
24	OPERATING SUPPLIES/EQUIP RENT	5,088	131,492	175,000	175,323	175,000
25	N03 Pint - Supplies and Energy	6,672	127,917	250,000	170,556	200,000
26	R & M VEHICLE	2,303	26,358	25,000	29,200	25,000
27	R & M EQUIPMENT, HEAVY	303	9,249	10,000	11,500	10,000
28	R & M WATER SYSTEM	11,363	97,885	100,000	130,513	150,000
29	R & M FIELD OFFICE	692	2,604	7,500	3,472	7,500
30	CHEMICAL/MINERAL SUPPLIES	2,040	29,391	50,000	39,188	50,000
31	GAS ALLOWANCE	450	4,050	7,000	5,400	7,000
32	REGULATORY FEE/STATE	-	5,689	20,000	7,585	20,000
33	CLOTHING/SHOE EXPENSE	178	2,121	7,500	2,828	7,500
34	CONSERVATION EDUC PROGRAM	-	-	5,000	-	5,000
35	CROSS CONNECTION	1,117	1,117	5,000	1,489	5,000
36	UTILITIES/TELEPHONE/GASOLINE	2,923	36,515	85,000	48,687	55,000
37	DUES/SUBSCRIP/EDUC/MILE/SEMNRS	2,768	5,025	12,000	6,700	12,000
38	PERMITS/ASSOCIATION DUES	-	21,322	18,000	25,800	26,000
39	LIABILITY INSURANCE	34	30,974	60,000	41,299	50,000
40	WORKERS COMP INSURANCE	2,706	27,452	50,000	36,603	45,000
41	FLEET REPLACEMENT	-	32,702	50,000	32,702	50,000
42	ATTORNEY FEES	-	-	5,000	-	5,000
43	ENGINEERING FEES	2,808	25,057	43,000	33,409	43,000
44	LOSS CLAIMS	-	-	20,000	-	20,000
45	PUBLICATION OF PUBLIC NOTICES	-	-	3,500	500	3,500
46	MISCELLANEOUS EXPENSE	-	-	5,000	1,000	5,000
47	ACCRUED EMP BENE (buyout)	-	39,071	49,000	39,071	49,000
48	GIS/MAPPING (Maintenance)	-	1,572	2,500	1,572	2,500
49	MASTER PLAN UPDATE	-	1,780	25,000	1,780	Complete
50	AMR EQUIPMENT (RADIO READ)	-	-	50,000	-	50,000
51	AERIAL PHOTO	-	-	7,500	-	3,500
52	METER READING HANDHELDS	-	7,753	7,900	7,753	Complete
53	GENERATOR WELL #8	-	65,583	60,000	65,583	Complete
54	URBAN WATER MGMT PLAN (UWMP)	-	23,436	65,000	31,331	40,000
55	ADMIN GENERAL EXPENSE	137,500	412,500	550,000	550,000	600,000
56	MN PLANT SRL	-	364,194	364,194	364,194	364,194
57	SRL CAPITAL RPLCMT (Contractual Obligation)	-	91,000	91,000	91,000	91,000
58	PLANNED FIELD/ADMIN BLDG	5,965	47,718	89,000	71,577	89,000
59	SIGNBOARDS (DM 2015-43)	-	68,418	-	68,418	Complete
60	E-CITIZEN SOFTWARE APP (DM 2016-56)	-	10,100	-	10,100	Complete
61	BACKHOE	-	-	-	-	80,000
62	OPERATING RESTRICTED (Interagency Transfer)	-	-	-	-	558,700
63	WATER OPERATION RESTRICTED	-	-	3,804,589	3,500,000	3,611,300
64	CONTINGENCY: UNENCUMBERED	-	-	705,605	(91,379)	173,527
65	Total Expenditures for Budget	\$ 355,734	\$ 3,541,340	\$ 9,304,688	\$ 7,823,147	\$ 9,111,321

**RESOLUTION NO. 2017-834**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
RUBIDOUX COMMUNITY SERVICES DISTRICT AUTHORIZING A  
REAPPORTIONMENT OF CERTIFICATES OF PARTICIPATION (COP'S) SERIES 1998  
BONDS FUNDS FOR  
FISCAL YEAR 2016/2017**

**WHEREAS**, the Rubidoux Community Services District was organized on November 24, 1952, in accordance with the State of California Services District Law pursuant to Government Code Section 61,000, et seq., for the purpose of providing certain municipal public services to the Community of Rubidoux; and,

**WHEREAS**, in June 1998, the Rubidoux Community Services District caused the execution, sale and delivery of \$10,595,000 in Certificates of Participation (COP's), Series 1998 Bonds for the refunding of COP's, Series 1995 Bonds; and,

**WHEREAS**, on February 2, 1995, the Board of Directors adopted Ordinance No. 97 which effected water rate increases to meet the debt service obligation of the COP Bonds; and,

**WHEREAS**, Ordinance No. 97 requires the Board of Directors to review receipts on hand to ensure sufficient monies are assessed and collected to make debt service payments; and,



**WHEREAS**, at the May 5<sup>th</sup> and 19<sup>th</sup>, 2016, Budget Workshop meetings of the Rubidoux Community Services District the Board of Directors examined the proposed Budget for FY 2016/2017 and determined that the reapportionment of COP Funds are necessary for the efficient and effective operation in providing municipal services: and,

**WHEREAS**, District Staff reviewed the March 2017, Cash Asset Schedule and determined that the COP Fund has a Cash Balance of \$2,821,056.14 ending March, 2017: and,

**WHEREAS**, at the June 16, 2016, regular meeting of the Rubidoux Community Services District the Board of Directors approved the 2016/2017 Budget and among other things called for the following reapportionments:

- i) A \$500,000.00 reapportionment of COP Funds to be transferred to the Water Fund Account and obligated in FY 2016/2017.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE RUBIDOUX COMMUNITY SERVICES DISTRICT DOES ORDAIN AS FOLLOWS**

1. That the Foregoing Recitals are True and Correct.
2. The Board of Directors authorized reapportionment of COP funds in the amount of \$500,000.00 to be transferred as one annual payment to the Water Fund for FY2016/2017.
3. Subject reapportionment of COP's, Series 1998, monies are deemed surplus and shall not impact the District's ability to meet the debt service payment for Fiscal Year 2016/2017 leaving a balance of \$2,468,091.00.
4. This Resolution shall take effect immediately upon adoption.

**INTRODUCED AND ADOPTED ON THE 4th, DAY OF MAY 2017, UPON THE FOLLOWING ROLL CALL VOTE:**

**AYES:**

**NOES:**

**ABSENT:**

**ABSTENTIONS:**

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Armando Muniz, President  
Rubidoux Community Services District

**(SEAL)**

**ATTEST:**

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David D. Lopez, Secretary-Manager

**APPROVED TO FORM AND CONTENT:**

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John R. Harper, General Counsel

10. REVIEW FISCAL YEAR 2016/2017 YEAR-TO-DATE EXPENSES  
AND REVENUES FOR THE SEWER OPERATIONS FUND:  
**DM 2017-25**

**Board of Directors**  
Christopher Barajas  
Armando Muniz  
Bernard Murphy  
F. Forest Trowbridge  
Hank Trueba Jr.

**Secretary-Manager**  
David D. Lopez



---

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

**DIRECTORS MEMORANDUM 2017-25**

May 4, 2017

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

**Subject:**      Review Sewer Operations Revenues/Expenses Projected Ending FY 2017

**BACKGROUND:**

On February 5, 2015, the Rubidoux Community Services District Board of Directors conducted a Protest Hearing and Election for proposed Wastewater increases to residential, commercial and industrial customers with an effective date of March 1, 2015. Further, for the next five (5) years beginning July 1, 2015, the Board may increase Regional Wastewater Treatment (RST) Costs up to 5% per annum. RST is the treatment cost associated with the City of Riverside budget and actual costs. The other component of the Sewer charges is the cost by the Rubidoux CSD to maintain and repair the collection and conveyance lines to the treatment plant. Staff is not proposing an increase to this component.

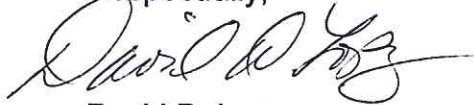
**Presentation by Staff**

Complaint with AB 3030, in subsequent years (beginning July 1) wastewater increases are subject to a 30 day Public Notice and Hearing to effectuate an increase.

**RECOMMENDATION:**

The proposed increase to the monthly wastewater charges are necessary costs for the continual treatment and disposal by the Regional Wastewater Treatment Plant. Consequently, a Public Hearing is scheduled for May 18, 2017, for consideration to Adopt Ordinance No. 2017-120, an Ordinance increase the sewer RST charge by 5%.

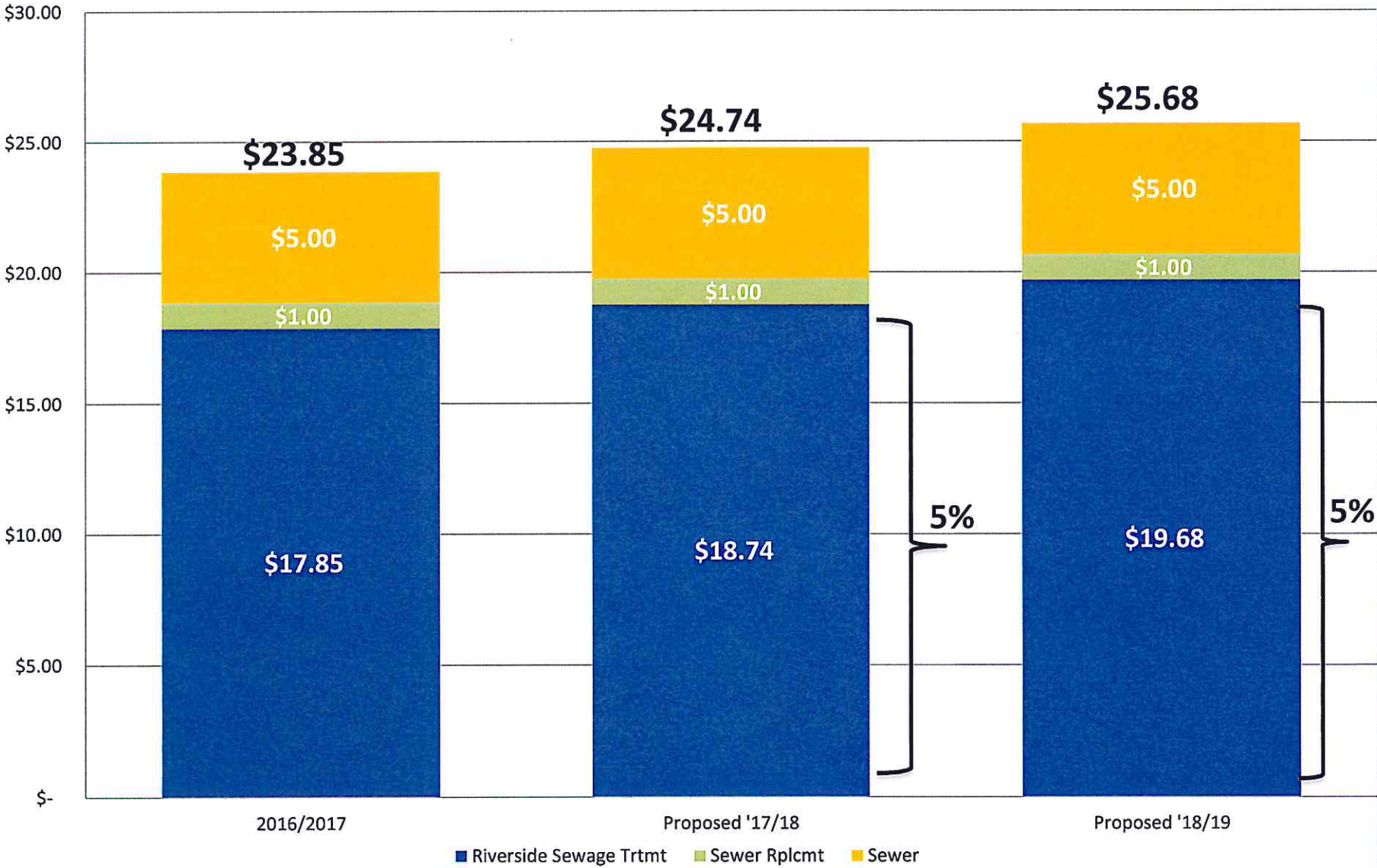
Respectfully,



David D. Lopez  
Secretary-Manager

Attachments: RAC Jan. 31 Report w/RCSD Memo and Protest  
Ordinance No. 2017-120  
Sewer Budget for 2016/2017

## Rubidoux Community Services District Riverside Sewage Trtmt; Swr Rplcmt; Sewer



**Rubidoux Community Services District**

<b>SEWER FUND SUMMARY</b>						
Line		Actual	Y-T-D April	Budget	Projected	Projected Variance
	Income/Revenue	Revenue	Actual	Fiscal Year	Actual	(Actual to Budget)
#	General Ledger Description	FY 15/16	FY 16/17	FY 16/17	FY 16/17	(Under)/Over
1	REGIONAL SEWAGE TREATMENT	\$ 1,804,832	\$ 1,564,794	\$ 1,877,000	\$ 1,877,000	\$ -
2	SEWER	671,395	583,588	675,000	700,000	25,000
3	INTEREST INCOME	15,271	10,899	6,500	16,349	9,849
4	MISCELLANEOUS INCOME	-	-	2,000	-	(2,000)
5	Total Income & Revenue for Budget	\$ 2,491,498	\$ 2,159,281	\$ 2,560,500	\$ 2,593,349	\$ 32,849
	Expense	Expenses	Actual	Fiscal Year	Actual	(Actual to Budget)
#	General Ledger Description	FY 15/16	FY 16/17	FY 16/17	FY 16/17	Under/(Over)
6	SALARIES EXPENSE	\$ 39,172	\$ 37,197	\$ 42,000	\$ 42,700	\$ (700)
7	CASH BENEFIT EXPENSE	4,398	4,956	5,000	5,000	-
8	PAYROLL TAX EXPENSE	4,129	4,485	4,100	4,600	(500)
9	HEALTH & RETIREMENT EXPENSE	9,933	19,034	15,000	25,400	(10,400)
10	ENERGY COSTS	41,416	40,570	50,000	45,000	5,000
11	INDUSTRIAL PRETREAT COSTS	23,798	37,697	35,000	56,546	(21,546)
12	LAB FEES	7,158	18,260	15,000	21,912	(6,912)
13	BAD DEBT EXPENSE	10,160	4,562	25,000	13,000	12,000
14	SAFETY EQUIPMENT	-	785	1,500	942	558
15	R&M SEWER SYSTEM	39,250	39,995	50,000	75,000	(25,000)
16	R&M EQUIPMENT	5,330	3,037	15,000	10,000	5,000
17	FIELD YARD IMPROVEMENTS	-	-	2,000	-	2,000
18	OPERATING EXPENSE	1,735	7,516	16,000	10,000	6,000
19	UTILITIES/TELEPHONE/GASOLINE	4,253	2,363	7,000	2,836	4,164
20	PERMITS/ASSOCIATION DUES	7,354	6,120	15,000	9,180	5,820
21	LIABILITY INSURANCE	3,984	7,964	6,500	10,600	(4,100)
22	WORKERS COMP INSURANCE	1,694	11,342	3,000	11,000	(8,000)
23	REGIONAL PROGRAMS	-	-	5,000	-	5,000
24	ENGINEERING FEES	20,877	8,429	8,000	10,114	(2,114)
25	LOSS CLAIMS	-	-	20,000	-	20,000
26	PUBLICATION OF PUBLIC NOTICES	60	-	500	500	-
27	MISCELLANEOUS	6,935	50	10,000	75	9,925
28	ADMN GENERAL EXPENSE	325,000	375,000	500,000	500,000	-
29	CITY OF RIVERSIDE:		Actual Feb '17			
30	Treatment Costs (Actual Thru Feb '17)	1,228,418	616,427	1,300,000	1,607,604	(307,604)
31	Surcharges (Actual Thru Feb '17)	146,165	168,317	421,000	402,118	18,882
32	Headworks N/P	14,000	14,000	14,000	14,000	-
33	*FEASIBILITY STUDY - WASTEWATER FACILITIES	-	-	50,000	-	50,000
34	RAISE MANHOLES	-	-	25,000	10,000	15,000
35	CLEANING COLLECTION SYSTEM	60,000	33,133	60,000	60,000	-
36	BACKHOE (NEW)	-	-	50,000	44,565	5,435
37	CITY OF RIVERSIDE LITGN	284,043	850,339	500,000	1,018,274	(518,274)
38	Total Expenditures for Budget	2,289,262	2,311,581	3,270,600	4,010,966	(740,366)
<b>* Feasibility Study - Optional Alternative Wastewater Facilities</b>						
	CASH FROM RESERVES (DEFICIT)	202,236		(710,100)	(1,417,617)	
	BEGINNING CASH RESERVES	3,339,111		3,541,347	3,541,347	
	ENDING CASH RESERVES	3,541,347	-	2,831,247	2,123,730	

**ORDINANCE NO. 2017-120**

**AN ORDINANCE OF THE RUBIDOUX COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS SETTING CERTAIN MONTHLY USER CHARGES  
FOR THE TREATMENT AND DISPOSAL OF WASTEWATER**

**WHEREAS**, the Rubidoux Community Services District has wastewater Capacity Rights (Capacity Rights) in the City of Riverside's Regional Wastewater Treatment Plant totaling 3.055 million gallons a day (MGD) of primary, secondary and advance wastewater treatment capacity; and,

**WHEREAS**, pursuant to the agreement entitled "Agreement for Regional Advanced Wastewater Treatment between the City of Riverside, Jurupa Community Services District, Rubidoux Community Services District and Western Municipal Water District, dated December 1, 1976, and "Agreement for Regional Primary and Secondary Wastewater Treatment Between the City of Riverside, Jurupa Community Services District, Rubidoux Community Services district and Western Municipal Water District", dated May 4, 1978 (the Regional Agreements), stipulate that the parties shall pay for the operation and maintenance costs of wastewater delivered to the regional plant; and,

**WHEREAS**, the Regional Advisory Committee (RAC) annually reviews and adopts the City of Riverside's Regional Wastewater operation and maintenance costs, and for Fiscal Year 2016/2017 those costs are budgeted at \$31,468,892.00 annually; and,

**WHEREAS**, Government Code Section 61,000, et seq., stipulates that Community Services Districts may charge an operating fee reflecting the actual



cost of providing certain services, including among other things wastewater treatment, conveyance and disposal costs; and,

**WHEREAS**, the Board of Directors at their May 4, 2017, Budget Workshop meeting reviewed the impacts of past, present and future Regional Wastewater Treatment Plant's operational and maintenance costs and have determined that it is necessary to increase monthly sewer treatment and maintenance (RAC Pass thru O&M) charges by an additional 5% per equivalent dwelling unit or EDU (a typical residential home) and pro rata EDU assessment for commercial and industrial accounts effective June 1, 2017; and

**WHEREAS**, pursuant to Proposition No. 218, the Rubidoux Community Services District Board of Directors at their November 20, 2014, regular meeting authorized a special mailing of a "Notice of Hearing and Right to Protest" sent to all effective property owners and tenants providing an opportunity to express a negative vote against "Passed Thru" charges not to exceed 5% per annum to wastewater treatment charges; and,

**WHEREAS**, at their November 20, 2014, regular meeting the Rubidoux Community Services District Board of Directors noticed, called and conducted a Public Hearing and Protest Vote for said charges pursuant to Prop 218 and Compliant to AB 3030; and,

**WHEREAS**; the Board of Directors Set and Call a Public Hearing for May 18, 2017, on such Proposed Wastewater Charges; and,

**NOW THEREFORE BE IT ORDAINED AS FOLLOWS:**

1. That the foregoing recitals are true and correct.
2. The Notice of Public Hearing and Protest Vote were compliant to the Requirements of Proposition No. 218 and AB 3030.
3. The Regional Sewage Treatment (RST) service charges shall be increased to \$18.74 per month for each residential household and Equivalent Dwelling Unit (EDU) allocated to commercial/industrial users on a pro rata basis.
4. No Adjustment to the sewer system operations and maintenance infrastructure charges of \$5.00 per month for each residential household and EDU allocated to commercial/industrial users on a pro rata basis.
5. No increase proposed to the Wastewater Replacement Fund and subject fund shall remain a monthly fix fee of \$1.00 per EDU of Wastewater Capacity.
6. Ordinance No. 2017-120 may in three (3) subsequent Fiscal Years increase wastewater charges on Exhibit "A" up to a maximum 5% per annum with Board Approval.
7. Ordinance No. 2017-120 shall supersede Ordinance No. 2016-117 in its entirety and the above assessments shall take effect June 1, 2017.

**INTRODUCED, ADOPTED AND APPROVED** on the 18<sup>th</sup> day, May 2017, upon the following roll call vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTENTIONS:**

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Armando Muniz, President  
Rubidoux Community Services District

**(SEAL)**

**ATTEST:**

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David D. Lopez, Secretary-Manager

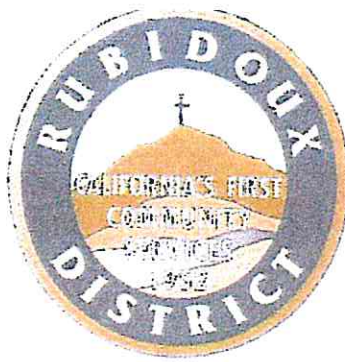
**APPROVED TO FORM AND CONTENT:**

---

John R. Harper, District General Counsel

**Board of Directors**  
Christopher Barajas  
Armando Muniz  
Bernard Murphy  
F. Forest Trowbridge  
Ruth Anderson Wilson

**Secretary-Manager**  
David D. Lopez



*File  
RAC*

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

January 30, 2016,

**To:** Regional Advisory Committee Members  
**From:** Rubidoux Community Services District  
**Subject:** At Conclusion of the City's Presentation on Action Items 5, 6, and 7, Rubidoux CSD Request **Deferral and Continuance** on Subject Items Pursuant to the 1976 and 1978 Agreement(s) for Regional Advance, Primary and Secondary Wastewater Treatment

The Regional Wastewater Treatment Agreements provided within Sections 20.1 and 19.1 of the 1976 and 1978 agreements respectively, states the following:

***"The Regional Advisory Committee shall also meet at the request of any party to this Agreement(s), and any member may propose or initiate suggestions, complaint, operating procedures or policies for the consideration of the committee."***

- Specifically for Action Items 5 and 6, the Workbook Summary mischaracterized the Rubidoux CSD Reconciliation process and omitted provided reconciled summaries.
- Further, for action Item 7, the Rubidoux CSD has requested for source documents (Excel files) for nutrient loading for review, but, as of this date have yet to receive them. Rubidoux CSD Staff contends the BOD and SS 30-Day Average Loading as presented is understated and not consistent with the 1978 Agreement and other source documents.

The continuation would provide all parties the opportunity to thoughtfully review the provided information with respective staff and elected members. The District would suggest setting a RAC meeting for those requested items, no later than 30 calendar days or as schedules allow.

The Rubidoux Community Services District reverentially submits our deferral and continuance for the requested items for RAC's consideration.

Respectfully,



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President Muniz, RAC Voting Member  
Rubidoux Community Services District




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Vice President, Murphy, RAC Alternate  
Rubidoux Community Services District

XC: File

## MEMORANDUM

**Date:** October 27, 2016  
**To:** Technical Advisory Committee (TAC) Members  
**From:** Rubidoux Community Services District   
**Subject:** Reconciliation Process

---

### **BACKGROUND:**

The 1976 and 1978 Regional Wastewater Agreements prescribe the allocation of costs for the Operation and Maintenance of the regional primary, secondary, and advance wastewater treatment facilities. The City of Riverside, Jurupa CSD, Rubidoux CSD, and Western MWD are the signatories to the 1976 and 1978 Agreements. Edgemont CSD, though not a signatory to the above agreements, have been billed and reconciled in accordance with the 1976 and 1978 agreements. For at least 32 years the RAC has reconciled past years incurred expenses and budgeted billing costs forward. The Regional Agreements have, from time to time, been amended as two party Agreements for specific purposes. However, there has not been a revision or amendment requiring all original signatories to develop and amend the 1976 and 1978 Regional Agreements.

In December 2015, the Jurupa CSD and Riverside executed a Settlement Agreement, which among other things, provided Jurupa CSD with higher allowable thresholds for BOD and SS than originally provided in the 1978 Agreement. The 1978 Regional Agreement established the thresholds for BOD at 230 mg/l and SS at 220 mg/l, respectively. Jurupa's amended thresholds are BOD at 295 mg/l and SS at 270 mg/l, respectively. The adjusted Jurupa BOD and SS thresholds will result in separate and distinct surcharge rates for the CSD's and Jurupa and Riverside in year 2016/17, as a calculation of the values entered in the surcharge formulas. Consequently, a bifurcated reconciliation process for Jurupa was necessary. Further, the Settlement Agreement provides,

***"Any changes to the annual Reconciliation process and methodology currently employed as of the date of this Agreement must be agreed to by the Parties (Jurupa and the City) and disputed regarding O&M Costs, including but not limited to O&M Capital Facilities, that cannot be***

***resolved by the Parties shall be resolved in accordance with the Dispute Resolution procedures set forth in Section 5."***

Regarding the billing and estimating (budgeting) process, the most equitable and compliant method is for all discharges to have the same thresholds for BOD and SS. This would cost the true reconciled treatment charges and estimated volumetric flows for billing. As indicated above, in future years a separate and distinct BOD and SS values for Jurupa will be determined as a part of the 2016/17 reconciliation process.

### **RECOMMENDATION:**

For Rubidoux and Edgemont CSD's, the 1978 Regional Agreement methodology cannot be revised administratively, only amended with the signatories' agreement. The original process prescribed in the 1978 Agreement provides a fair and equitable reconciliation process when all parties are applied with same BOD mg/l and SS mg/l thresholds as stipulated. A blended threshold is not supported legally in either the Regional or Settlement Agreements. (City "B" and Rubidoux 2016/2017 Recommended RCSD/ECSD Page 1).

For Jurupa CSD, Riverside and Jurupa must agree to a revised methodology which includes their higher level of thresholds for BOD at 295 mg/l, SS at 270 mg/l and CIP contributions. While this is for Jurupa and Riverside to agree upon, applying the high threshold standards to all discharges will result in an equitable reconciliation and estimate process for Jurupa CSD (City "C" and Rubidoux 2016/2017 Bifurcated JCSD page 1).

In 2016/17, the reconciliation process will have differentiated surcharge rates due to the higher threshold values for Jurupa.

Yes, the Settlement Agreement results in a parallel and separate process for Jurupa CSD. However, once you have adjusted the calculation spreadsheet for the Settlement Agreement, it's just a "plug and play" with the same data points: RAC Costs, Flow and BOD and SS concentrations.

Attachment: Actual/Corrected 2015/2016 Reconciliations, Pages 1 & 2  
Estimated 2016/2017 Regional Treatment Costs. Pages 1 & 2

## Estimated Regional Treatment Costs

		<b>A-1 City Recommended with Blended Surcharge Levels (Original and New Surcharge Limits)</b>	<b>B-1 RCSD Recommended RCSD / ECSD (Original Surcharge Limits)</b>	<b>C-1 RCSD Recommended Bifurcated JCSD (New Surcharge Limits)</b>
Total Operations and Maintenance Costs		\$ 22,438,215.74	\$ 22,438,215.74	\$ 22,438,215.74
		<i>15/16 Actual Surcharge Rates</i>	<i>15/16 Actual Surcharge Rates</i>	<i>15/16 Actual Surcharge Rates</i>
	TSS Rate	\$ 0.33 (3)	\$ 0.33 (3)	\$ 0.33
	BOD Rate	\$ 0.23 (3)	\$ 0.23 (3)	\$ 0.23
Deductions				
Billed Flow Surcharges	15/16 Actual Flow	\$ -	\$ -	\$ -
Billed TSS & BOD Surcharges	8940.23	\$ 2,647,240.87	\$ 4,755,308.08	\$ 2,459,066.62
	Edgemont	185.74	-	-
	Jurupa	1063.03	158,738.05	158,738.05
	Rubidoux	717.42	506,517.80	318,343.55
	Riverside	6974.04	<b>1,981,985.02 (2)</b>	<b>1,981,985.02</b>
Reclaimed Water Costs		\$ 14,681.47	\$ 14,681.47	\$ 14,681.47
Septic Hauler Revenue		\$ 337,265.00	\$ 337,265.00	\$ 337,265.00
		\$ 2,999,187.34	\$ 5,107,254.55	\$ 2,811,013.09
Adjusted Estimated Treatment Costs		\$ 19,439,028.40	\$ 17,330,961.19	\$ 19,627,202.65
<b>16/17 Estimated Cost for Treatment (per MG)</b>		<b>\$ 2,174.33</b>	<b>\$ 1,938.54</b>	<b>\$ 2,195.38</b>

Note 2: Corrected Riverside BOD average to 372.25 vs. 366.83 based on June 2016 BOD of 380 not 315

Note 3: 2016/17 Surcharge Rate Calculation



## Estimated Regional Treatment Costs

	A-1 City Recommended with Blended Surcharge Levels (Original and New Surcharge Limits)	B-1 RCSD Recommended RCSD / ECSD (Original Surcharge Limits)	C-1 RCSD Recommended Bifurcated JCSD (New Surcharge Limits)
<b>Surcharge Rate Calculation (15/16 Actual Surcharge Rates)</b>			
<hr/>			
TSS Surcharge Rate			
15/16 Actual treatment cost (per MG)	\$ 2,174.33	\$ 1,938.54	\$ 2,195.38
Percentage of cost to treat TSS	50%	50%	50%
TSS Surcharge Cost	<u>\$ 1,087.17</u>	<u>\$ 969.27</u>	<u>\$ 1,097.69</u>
15/16 TSS total concentration of flow avg load	326.42	326.42	326.42
Conversion Factor	8.34	8.34	8.34
TSS Total Av Suspension (lb/MG)	<u>2,722.34</u>	<u>2,722.34</u>	<u>2,722.34</u>
<b>TSS Surcharge Rate (per lb.)</b>	<b><u>\$ 0.40</u></b>	<b><u>\$ 0.36</u></b>	<b><u>\$ 0.40</u></b>
BOD Surcharge Rate			
15/16 Actual treatment cost (per MG)	\$ 2,174.33	\$ 1,938.54	\$ 2,195.38
Percentage of cost to treat BOD	40%	40%	40%
BOD Surcharge Cost	<u>\$ 869.73</u>	<u>\$ 775.41</u>	<u>\$ 878.15</u>
15/16 BOD total concentration of flow avg load	\$ 363.83	\$ 363.83	\$ 363.83
Conversion Factor	8.34	8.34	8.34
BOD Total Av Suspension (lb/MG)	<u>3,034.34</u>	<u>3,034.34</u>	<u>3,034.34</u>
<b>BOD Surcharge Rate (per lb.)</b>	<b><u>\$ 0.29</u></b>	<b><u>\$ 0.26</u></b>	<b><u>\$ 0.29</u></b>



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## REGIONAL ADVISORY COMMITTEE MEETING AGENDA

**Monday, January 30, 2017  
1:30 p.m. to 3:00 p.m.**

*City Attorney's Conference Room Located on the 5th Floor of City Hall  
3900 Main Street, Riverside, CA 92522*

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### CALL TO ORDER

### INTRODUCTIONS

1. Oral communications regarding items on the agenda – individual participation is limited to three (3) minutes and you will be asked to state your name and city of residence.
  2. Consider approval of April 25, 2016 Regional Advisory Committee meeting minutes.
  3. Removal of conditional approval of reconciled FY 2014/15 regional costs and FY 2015/16 estimated costs and surcharge rates.
  4. Consider approval of reconciled volumetric flow costs allocated to Riverside, Jurupa, and Rubidoux for FY 2015/16.
  5. Consider approval of Estimated Treatment Costs for FY 2016/17.
  6. Consider approval of Surcharge Rates for FY 2016/17.
  7. Wastewater loading limits.
  8. Review of 5-year Sewer Fund CIP.
  9. Regional treatment charges and General Fund Transfer.
  10. Items for future discussion.
  11. Adjournment.
- 

The Regional Advisory Committee wishes to make all of its public meetings accessible to the public. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting, should direct such request to the City of Riverside's ADA Coordinator at (951) 826-5555 or TDD at (951) 826-2551 at least 48 hours before the meeting, if possible.

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**REGIONAL ADVISORY COMMITTEE  
MINUTES**

**Monday, April 25, 2016**

**9:00 AM – 11:00 AM**

*REGIONAL WATER QUALITY CONTROL PLANT  
5950 ACORN STREET, RIVERSIDE, CA 92504  
951-351-6140*

*Voting Members Present:*

Tom Evans for Robert Stockton, Western Municipal Water District; Kris Martinez, City of Riverside; John Burnard, City of Riverside; Mike Soubirous, City of Riverside; Craig Justice, City of Riverside; David Lopez, Rubidoux CSD; Armando Muniz, Rubidoux CSD; Hank Trueba, Rubidoux CSD; Todd Corbin, Jurupa CSD; Joan Roberts, Jurupa CSD.  
*Bernard Murphy*

*Voting Members Not Present:*

Jim Perry, City of Riverside.

*Others Present:*

Jeff Sims, Western Municipal Water District; Sam Gershon, Albert A. Webb Associates representing Edgemont CSD; Dan Ducasse, Jurupa CSD; Diana Medina on behalf of Jim Perry, City of Riverside; Jon Lue, City of Riverside; Kristy Garcia, City of Riverside; Samantha Bloch, City of Riverside.

CALL TO ORDER

Jeff Sims called the Regional Advisory Committee (RAC) meeting to order at 9:10 AM. Jeff Sims called for introductions.

ORAL COMMUNICATIONS REGARDING ITEMS ON THE AGENDA

None.

CONSIDER APPROVAL OF NOVEMBER 4, 2015 REGIONAL ADVISORY COMMITTEE MEETING MINUTES

Joan Roberts motioned for approval of the November 4, 2015 meeting minutes. The motion was seconded by David Lopez and approval was unanimous.

RECEIVE COMMUNICATIONS REGARDING MID-YEAR REVIEW OF FY 2015/16 BUDGET

Kris Martinez provided an introduction to RAC and summarized the meeting agenda. Craig Justice provided information to RAC members regarding the mid-year review of FY 2015/16 budget. Projected year-end volumetric charges and flow projections will be presented to the TAC in June, 2016.

RECEIVE COMMUNICATIONS REGARDING PROPOSED TWO-YEAR BUDGET FY 2016/17 & FY 2017/18 (O&M AND CIP)

Craig Justice provided information to RAC members regarding the proposed two-year budget FY 2016/17 & FY 2017/18. Public Works is presenting the proposed two-year budget during the budget workshop portion of the City of Riverside City Council meeting on April 26, 2016. It has not been finalized and adopted yet. Craig Justice gave a high level overview of the proposed two year budget and variance for each division.

Craig Justice provided information to RAC members regarding the RWQCP and Sewer Collection Master Plan Update. Carollo Engineers will be used to revisit the Sewer Fund financial model they developed as part of the 2014 Rate Study. Carollo will bring the revisited financial model up to current conditions in order to make sure that we are meeting our financial revenue and expenditure targets. This will be on a future TAC agenda.

Craig Justice also gave an update on the CIP budget and went over a few new projects.

RECEIVE COMMUNICATIONS REGARDING UPDATED CSD QUANTITY AND QUALITY STANDARDS FOR DELIVERED WASTEWATER AND UPDATED RECONCILIATION PROCESS.

Craig Justice provided information to RAC members regarding the recent settlement agreement the City reached with JCSD.

Craig Justice provided information regarding the FY 2016/17 estimated costs and surcharge rates considering the existing CSD wastewater service agreements. The reconciliation will remain as an annual exercise. It is possible two workbooks may be necessary and presented to the RAC in the fall of 2016; one for RCSD and ECSD and one for JCSD and Riverside. TAC will be discussing, but the existing combined workbook or separate workbooks are needed to reflect the quantity and quality standards for JCSD, RCSD, ECSD and Riverside. Craig Justice also discussed the revised wastewater concentrations for JCSD, (located on page 3 of the revised agreement) and loading limits (located on page 2 of the revised agreement).

RECEIVE COMMUNICATIONS REGARDING WESTERN MUNICIPAL WATER DISTRICT WASTEWATER DIVERSION REQUEST

Jeff Sims provided information to RAC members regarding the WMWD wastewater diversion request. The wastewater diversion request will be presented at the City of Riverside City Council meeting on April 26, 2016.

ITEMS FOR FUTURE DISCUSSION

John Burnard provided an update to RAC members regarding the Hidden Valley Wetlands and the group of interested parties are looking at possible rehabilitation of the wetlands.

ADJOURNMENT

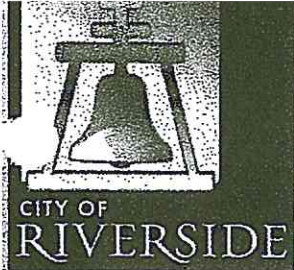
Meeting adjourned at 10:25 AM.

NEXT MEETING TO BE HELD:

To be determined.

\*\*\*\*\*





Date: September 12, 2016  
To: Public Works Department  
From: Finance Department  
Re: Explanation of Accrued Benefits -- Vacation, Sick Leave, and OPEB

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On October 8, 2015, members of the Technical Advisory Committee (TAC) raised concerns related to other post-employment benefits (OPEB), vacation, and sick leave expenses being charged to the Edgemont, Jurupa, and Rubidoux Community Services Districts (CSDs) by the City of Riverside pursuant to the FY 2014/15 Reconciliation & FY 2015/16 Estimated Rates Workbook.

The City of Riverside produces an Annual Reconciliation & Estimated Rates Workbook, which compares the Public Works Department Sewer Division's final audited expenditures to the budgeted expenditures for the previous fiscal year. The current fiscal year's budgeted expenditures are then used to calculate the estimated treatment cost. As identified in the Annual Reconciliation & Estimated Rates Workbook, the City of Riverside bills the CSDs based on budgeted amounts and not actual expenditures. This is an agreed upon practice that takes place each fiscal year. In four of the last five years, the reconciliation process resulted in decreased costs to the CSDs.

As stated in the City of Riverside's audited financial statements, the City of Riverside accrues and accounts for, the net vacation, sick leave and OPEBs used/earned by City employees that fiscal year. The process records costs that the City of Riverside is legally obligated to pay in the short-term (one-year) and/or long-term (more than one-year). Generally Accepted Accounting Principles govern the accrued liability requirements which define liabilities as: 1) probable future sacrifices of economic benefits; 2) that arise from present obligations; and 3) that result from past transactions.

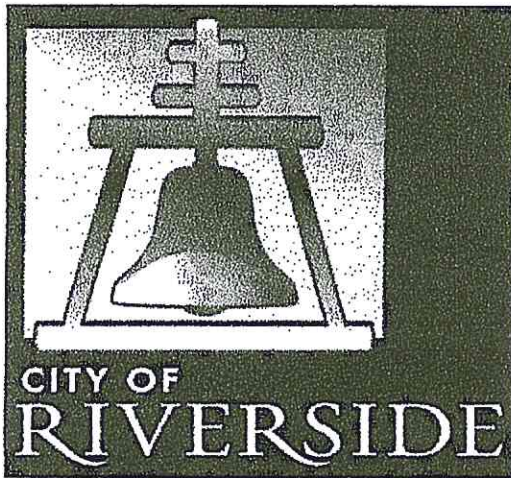
To recap, a benefited employee who works for the City of Riverside earns a wage and accrues leave (e.g. sick/vacation) and OPEBs that they are entitled to in the future, at a rate determined by Memorandums of Understanding and State/Federal laws. Accounting standards require, as those benefits are earned, the City of Riverside records the expense and the corresponding liability on the City's audited financial statements and in the City's financial systems, in the period/fiscal year of occurrence (i.e. GAAP accounting).

As part of the year-end financial closing process, the City of Riverside captures the net of all earned/used benefits through the end of the fiscal year (June 30), which results in an accrual for those expenses. When an employee takes a vacation or uses sick leave in future years, the impact is strictly a cash transaction and reduction of the previously recorded liability. This avoids the impact of "double counting" expenditures (e.g. accrual process in one fiscal year versus sick leave used during the next fiscal year). As a result, no new additional expenses are recorded for those amounts previously earned, accrued and subsequently paid out. The OPEB accrual is handled in a similar manner. As an employee works he/she earns an agreed to post-employment benefit. As such, that earned benefit, although paid out during the employee's retirement years, is earned and expensed in the year in which the obligation occurred.

If you have further questions, feel free to request a meeting of City Finance to discuss.







# Regional Advisory Committee for Wastewater Treatment

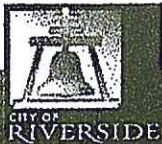
## Public Works Department

January 30, 2017

[RiversideCa.gov](http://RiversideCa.gov)

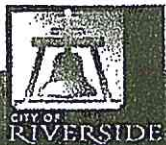
# KEY WASTEWATER SERVICE AGREEMENT PROVISIONS

1. Flow capacity limits (mgd)
  - a. Average and peak flow (wet weather)
2. Wastewater concentration limits (mg/l)
  - a. Biochemical oxygen demand (BOD)
  - b. Total suspended solids (TSS)
  - c. Ammonia
3. Wastewater loading limits (lbs/day)
  - a. Biochemical oxygen demand (BOD)
  - a. Total suspended solids (TSS)
  - b. Ammonia
4. These limits are monitored on a on-going basis. If limits are exceeded surcharges are assessed per agreement
5. Total Dissolved Solids (TDS or salts) is an emerging NPDES permit limit concern. The plant is not designed to remove TDS



# FY 2016/17 Estimated Regional Treatment Costs

1. Concentration limits now different for Riverside and Jurupa per 2015 agreement with Riverside starting in FY 2016/17
  - a. BOD = 295 mg/l
  - b. TSS = 270 mg/l
  - c. Ammonia = 28 mg/l
  
2. Concentration limits stay the same for Rubidoux and Edgemont per 1978 agreement
  - a. BOD = 230 mg/l
  - b. TSS = 220 mg/l
  - c. Ammonia = 32 mg/l
  
3. TAC investigated approaches to complete the FY 2016/17 estimated regional treatment costs since the concentration limits are used in the determination



# FY 2016/17 Estimated Regional Treatment Costs

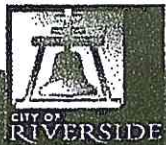
1. Riverside completed detailed analysis and presented to TAC the proposed FY 2016/17 estimated regional costs
  - a. Consistent with existing agreement concentration limits (2015 Riverside/Jurupa & 1978 Rubidoux/Edgemont)
  - b. Consistent with existing and approved procedures and methods.
  
2. Rubidoux presented two alternatives to TAC for consideration
  - a. All agencies use the 1978 agreement concentration limits. Changes Riverside and Jurupa concentration limits
  - b. All agencies use the 2015 agreement concentration limits. Changes Rubidoux and Edgemont concentration limits
  - c. Alters methodology and is not consistent with existing agreement concentration limits



# FY 2016/17 Estimated Regional Treatment Costs

1. Financial Summary of Riverside proposed estimated regional treatment costs compared to Rubidoux's alternatives
  - a. Alternatives shift allocated regional costs for each respective

	Edgemont	Rubidoux	Jurupa	Riverside
Riverside - existing agreement limits	0	0	0	0
Rubidoux - all agencies 1978 limits	(\$43,795.63)	(\$169,160.46)	\$28,173.49	\$184,832.99
Rubidoux - all agencies 2015 limits	\$3,909.83	(\$173,072.56)	\$22,376.78	\$146,803.55



# FY 2016/17 Estimated Regional Treatment Costs

1. FY 2016/17 estimated regional costs to be invoiced to agencies consistent with existing methods and agreement terms
2. TAC to complete a mid-year check to ensure estimated and actual costs are in-line



**Regional Advisory Committee (RAC) Meeting  
January 30, 2017**

**Reconciled and Estimated Rates**

The Technical Advisory Committee (TAC) recommended methodologies used to reconcile the billing rates for FY 2015/16 and developing proposed rates for FY 2016/17.

Description	FY 2015/16 Billed	FY 2015/16 Reconciled	FY 2016/17 Proposed
Treatment Cost (per MG)	\$1,714.06	\$1,753.80	\$2,171.83 <sup>(1)</sup>
Surcharge Rate – BOD (per lb.)	\$0.17	\$0.17	\$0.32
Surcharge Rate – TSS (per lb.)	\$0.23	\$0.23	\$0.23

(1) Estimated and will be reconciled at end of FY 2016/17.

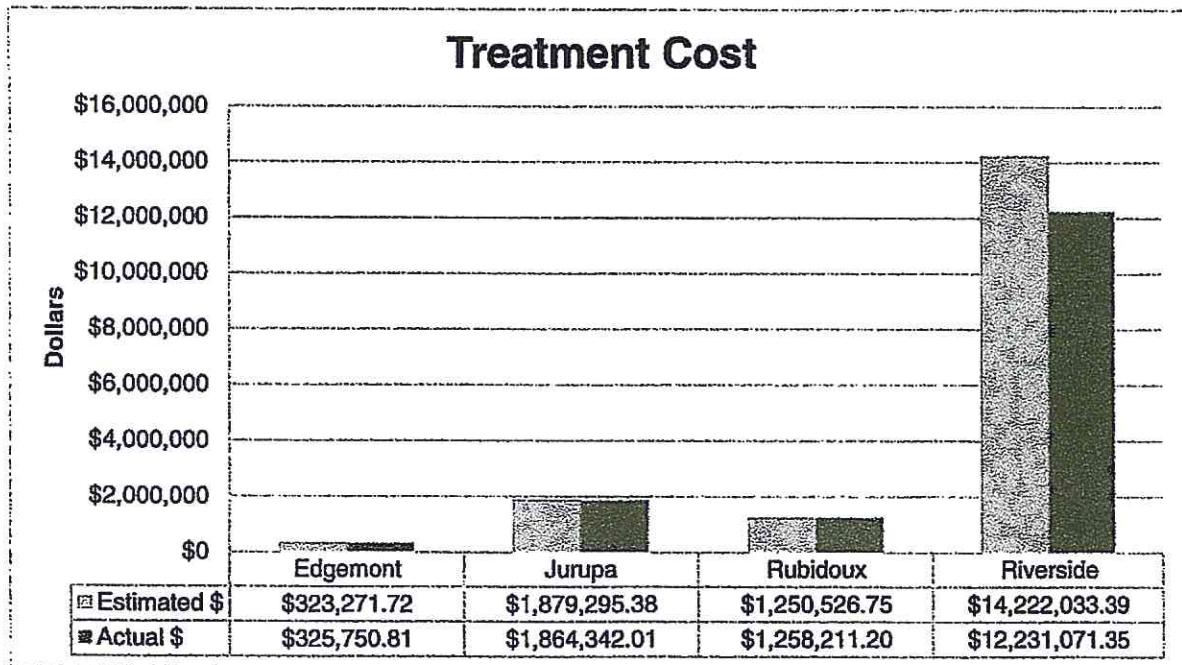
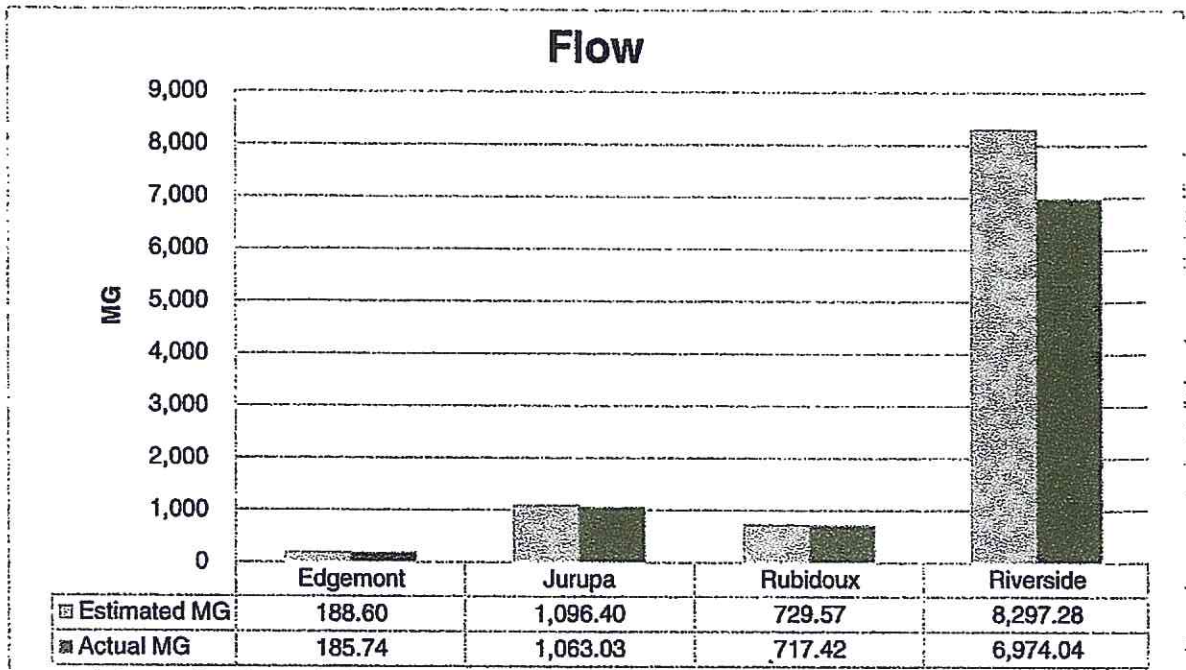
Based on the rates above, for FY 2015/16 the Community Service Districts have an amount due shown below.

	Edgemont	Jurupa	Rubidoux	Riverside
FY 2015/16 Amounts Due	\$7,383.30	\$42,244.81	\$28,510.29	\$277,148.35

Below is a summary of methodology adjustments:

- 1) Regional Allocation Percentage – The regional percentage allocation for Engineering was determined to be 33% based on review of regional vs. non-regional activity.
- 2) Cost exclusions – Approximately \$4.2 Million in costs were excluded for FY 2015/16 which includes:
  - a) All Sections – Portion of General Fund Allocation Charges for non-regional purposes (e.g. City Attorney, Treasury, Publishing Services, Broadcasting G-TV, Geographic Info System, & Property Services)
  - b) Administration – Outside Legal Services for City/CSD litigation or non-regional purposes; Uncollectable Bad Debt; cost related to land development; and cost from Public Utilities for customer/billing services and fiber optics to lift stations.
  - c) Treatment – Hidden Valley biological assistance; Hidden Valley Land Use Agreement; cost from Public Utilities for 311 Call Center Services; cost for street sweeping.
  - d) Environmental Compliance – Outside laboratory analytical services; cost related to Sewer Public Benefit Program (Commercial/Industrial and Residential).
  - e) Engineering – costs related to non-regional projects.
- 3) 2016/17 Estimated Treatment Costs – Surcharge revenue is now a projection using 2015/16 flow data and 2016/17 surcharge rates.

FY 2015/16 - Reconciliation - Flow and Treatment Cost  
 Estimated vs. Actuals





# Summary

FY 2015/16 Reconciliation

FY 2016/17 Rates

RAC Approved Date: xx/xx/2016

TAC Recommended Date: xx/xx/2016

	Edgemont	Jurupa	Rubidoux	Riverside
FY 2015/16 - Influent Flow				
Proportional Flow	2.08%	11.89%	8.02%	78.01%
Flow (MGY)	185.74	1,063.03 (1)	717.42	6,974.04 (2)
			Total Flow:	8,940.23

FY 2015/16 - Reconciled Annual Treatment Cost				
Flow Cost - Billed (3)	\$318,367.51	\$1,822,097.20	\$1,229,700.91	\$11,953,923.00
Flow Cost - Reconciled (4)	\$325,750.81	\$1,864,342.01	\$1,258,211.20	\$12,231,071.35
Amount Due/(Credit)	\$7,383.30	\$42,244.81	\$28,510.29	\$277,148.35

FY 2016/17 - Estimated Annual Treatment Cost (5)				
	\$403,395.70	\$2,308,720.44	\$1,558,114.28	\$15,146,429.29

FY 2016/17 - Surcharge Rates	
Flow Surcharge Rate (per MG)	\$2,389.01
TSS Surcharge Rate (per lb.)	\$0.32
BOD Surcharge Rate (per lb.)	\$0.23

- (1) Includes Clay Street meter
- (2) Riverside influent flow includes septic hauler flow
- (3) Estimated treatment cost FY 2015/16 (per MG) \$1,714.06
- (4) Reconciled treatment cost FY 2015/16 (per MG) \$1,753.80
- (5) Estimated treatment cost FY 2016/17 (per MG) \$2,171.83

# Actual Regional Treatment Costs

FY 2015/16

RAC Approved Date: xx/xx/2016

TAC Recommended Date: xx/xx/2016

	Cost After Exclusions	Percent Allocation	Treatment Costs
<b>FY 2015/16 - Operations &amp; Maintenance Costs</b>			
Administration & Support	\$3,780,983.50	68%	\$2,571,068.78
Collection System Maintenance	\$4,373,869.11	0%	\$0.00
Treatment Services	\$10,916,204.47	100%	\$10,916,204.47
Environmental Compliance	\$1,205,962.81	2%	\$24,119.26
Plant Maintenance	\$4,357,256.52	97%	\$4,226,538.82
Laboratory Services	\$754,345.47	94%	\$709,084.74
CoGeneration	\$628,181.46	100%	\$628,181.46
Engineering Services	\$956,022.78	33%	\$315,487.52
<b>Total Operations &amp; Maint. Costs</b>	<b>\$26,972,826.12</b>		<b>\$19,390,685.05</b>
<b>Deductions</b>			
Billed Flow Surcharges			\$0.00
Billed TSS & BOD Surcharges			\$3,412,926.94
Reclaimed Water Costs			\$14,681.47
Septic Hauler Revenue			\$283,733.09
<b>Total Deductions</b>			<b>(\$3,711,341.50)</b>
<b>Adjusted Actual Treatment Costs</b>			<b>\$15,679,343.55</b>
<b>FY 2015/16 - Actual Flow (1)</b>			
Annual			8,940.23 MG
Excess			0.00
<b>Adjusted Annual Flow</b>			<b>8,940.23 MG</b>
<b>FY 2015/16 Actual Cost for Treatment (per MG)</b>			<b>\$1,753.80</b>

(1) Actual flow includes total incoming flows from Edgemont, Jurupa, Rubidoux and Riverside

# Reclaimed Water Cost

FY 2015/16

RAC Approved Date: xx/xx/2016

TAC Recommended Date: xx/xx/2016

Annual Cost		
<b>Bacteriological Tests</b>		
Cost per test		\$35.00
# of days		366
<b>Annual Bacteriological Tests Cost</b>		\$12,810.00
<b>Required Reporting</b>		
Avg hourly rate		\$56.47
# of hrs/year		24.33
<b>Annual Required Reporting Cost</b>		\$1,373.92
<b>Maintenance (1)</b>		
Golf Course		\$1,660.23
Urban Forest		\$0.00
Toro		\$112.55
Utility Peaking Plant		\$0.00
<b>Annual Maintenance Cost</b>		\$1,772.78
<b>Savings from Sodium Bisulfite (SBS)</b>	<b>Reclaimed Flow</b>	<b>Adj Reclaimed Flow (2)</b>
<b>Reclaimed Water Flow</b>		
Golf Course	32,710,986.00	32,710,986.00
Urban Forest	38,863.00	38,863.00
Toro	22,650.00	22,650.00
Utility Peaking Plant	6,329,467.00	6,329,467.00
RWQCP	206,832,460.91	0.00 (3)
<b>Total Adjusted Effluent Flow</b>		39,101,966.00
<b>SBS Cost per gallon</b>		\$0.0000326
<b>Annual SBS Savings</b>		(\$1,275.23)
<b>Total Reclaimed Water Cost</b>		<b>\$14,681.47</b>

- (1) Based on cost roll-up for Golf Course, Urban Forest, Toro and Utility Peaking Plant assets.  
 (2) Reclaimed water not treated with SBS.  
 (3) Includes all recycled water except RWQCP.

# Estimated Regional Treatment Costs

FY 2016/17

RAC Approved Date: xx/xx/2016

TAC Recommended Date: xx/xx/2016

	Est. Budget After Exclusions	Percent Allocation	Est. Treatment Costs
<b>FY 2016/17 - Operations &amp; Maintenance Costs</b>			
Administration & Support	\$4,125,720.00	68%	\$2,805,489.60
Collection System Maintenance	\$5,642,508.00	0%	\$0.00
Treatment Services	\$11,972,425.00	100%	\$11,972,425.00
Environmental Compliance	\$1,282,850.00	2%	\$25,657.00
Plant Maintenance	\$6,052,710.00	97%	\$5,871,128.70
Laboratory Services	\$860,659.00	94%	\$809,019.46
CoGeneration	\$680,429.00	100%	\$680,429.00
Engineering Services	\$851,591.00	25%	\$212,897.75
<b>Total Operations &amp; Maintenance Costs</b>	<b>\$31,468,892.00</b>		<b>\$22,377,046.51</b>
<b>Deductions</b>			
Flow Surcharges	2015/16 Actuals		\$0.00
TSS & BOD Surcharges			
Edgemont	2016/17 Projections		\$0.00
Jurupa	2016/17 Projections		\$155,539.32
Rubidoux	2016/17 Projections		\$499,662.15
Riverside	2016/17 Projections		\$1,953,240.63
Reclaimed Water Costs	2015/16 Actuals		\$14,681.47
Septic Hauler Revenue	2016/17 Budgeted		\$337,265.00
<b>Total Deductions</b>			<b>(\$2,960,388.57)</b>
<b>Adjusted Estimated Treatment Costs</b>			<b>\$19,416,657.94</b>
<b>FY 2015/16 - Actual Flow</b>			
Annual Excess		8,940.23 MG	
		0.00	
<b>Adjusted Annual Flow</b>		<b>8,940.23 MG</b>	
<b>FY 2016/17 - Estimated Cost to Treat (per MG)</b>			<b>\$ 2,171.83</b>

Estimated FY 2016/17 Annual Treatment Costs (1)	
Edgemont	\$403,395.70
Jurupa	\$2,308,720.44
Rubidoux	\$1,558,114.28
Riverside	\$15,146,429.29

(1) FY 2016/17 estimated cost to treat multiplied by actual FY 2015/16 flow.

16

# Surcharge Rate Calculation

FY 2016/17

RAC Approved Date: xx/xx/2016

TAC Recommended Date: xx/xx/2016

Flow Surcharge Rate		
FY 2016/17 - Estimated treatment cost (per MG)		\$2,171.83
Percentage of cost to treat Flow	10%	\$217.18
Flow Surcharge Rate (per MG)		\$2,389.01

TSS Surcharge Rate		
FY 2015/16 - Actual treatment cost (per MG)	\$1,753.80	
Percentage of cost to treat TSS	50%	
TSS Surcharge Cost		\$876.90
FY 2015/16 - TSS total concentration of flow avg load	324.58 mg/L	
Conversion Factor	8.34 (lb·L)/(mg·MG)	
TSS Total Average Suspension (lb./MG)		2,707.00
TSS Surcharge Rate (per lb.) (1)		\$0.32

BOD Surcharge Rate		
FY 2015/16 - Actual treatment cost (per MG)	\$1,753.80	
Percentage of cost to treat BOD	40%	
BOD Surcharge Cost		\$701.52
FY 2015/16 - BOD total concentration of flow avg load	370.92 mg/L	
Conversion Factor	8.34 (lb·L)/(mg·MG)	
BOD Total Average Suspension (lb./MG)		3,093.47
BOD Surcharge Rate (per lb.) (2)		\$0.23

- (1) TSS Surcharge Cost divided by TSS Total Average Suspension  
 (2) BOD Surcharge Cost divided by BOD Total Average Suspension

# Reconciliation Notes

RAC Approved Date: xx/xx/2016

TAC Recommended Date: xx/xx/2016

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## Abbreviations

MG	Million Gallons
MGY	Million Gallons per Year
BOD	Biochemical Oxygen Demand
TSS	Total Suspended Solids
mg	Milligrams
lb.	Pound(s)
L	Liter(s)
mg/L	Milligrams per Liter
lb./MG	Pounds per Million Gallons

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## Surcharge Rate Calculation (refer to page 5)

Surcharges are additional charges billed to Edgemont (flow only), Jurupa, Rubidoux and Riverside whenever the maximums have been exceeded.

Surcharges are charged only on the amount exceeding the maximums and are effective immediately after being adopted.

### FY 15/16 Maximums per agreement:

Flow - Edgemont	26.7 MG/month
Flow - Jurupa	120 MG/month
Flow - Rubidoux	91.65 MG/month
TSS	220 mg/L
BOD	230 mg/L


### FY 16/17 Maximums per Agreement - Edgemont/Rubidoux

Flow - Edgemont	26.7 MG/month
Flow - Rubidoux	91.65 MG/month
TSS	220 mg/L
BOD	230 mg/L

### FY 16/17 Maximums per Agreement - Jurupa

Flow - Jurupa	120 MG/month
TSS	270 mg/L
BOD	295 mg/L

## MEMORANDUM

**Date:** October 27, 2016  
**To:** Technical Advisory Committee (TAC) Members  
**From:** Rubidoux Community Services District   
**Subject:** Reconciliation Process

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### **BACKGROUND:**

The 1976 and 1978 Regional Wastewater Agreements prescribe the allocation of costs for the Operation and Maintenance of the regional primary, secondary, and advance wastewater treatment facilities. The City of Riverside, Jurupa CSD, Rubidoux CSD, and Western MWD are the signatories to the 1976 and 1978 Agreements. Edgemont CSD, though not a signatory to the above agreements, have been billed and reconciled in accordance with the 1976 and 1978 agreements. For at least 32 years the RAC has reconciled past years incurred expenses and budgeted billing costs forward. The Regional Agreements have, from time to time, been amended as two party Agreements for specific purposes. However, there has not been a revision or amendment requiring all original signatories to develop and amend the 1976 and 1978 Regional Agreements.

In December 2015, the Jurupa CSD and Riverside executed a Settlement Agreement, which among other things, provided Jurupa CSD with higher allowable thresholds for BOD and SS than originally provided in the 1978 Agreement. The 1978 Regional Agreement established the thresholds for BOD at 230 mg/l and SS at 220 mg/l, respectively. Jurupa's amended thresholds are BOD at 295 mg/l and SS at 270 mg/l, respectively. The adjusted Jurupa BOD and SS thresholds will result in separate and distinct surcharge rates for the CSD's and Jurupa and Riverside in year 2016/17, as a calculation of the values entered in the surcharge formulas. Consequently, a bifurcated reconciliation process for Jurupa was necessary. Further, the Settlement Agreement provides,

***"Any changes to the annual Reconciliation process and methodology currently employed as of the date of this Agreement must be agreed to by the Parties (Jurupa and the City) and disputed regarding O&M Costs, including but not limited to O&M Capital Facilities, that cannot be***

***resolved by the Parties shall be resolved in accordance with the Dispute Resolution procedures set forth in Section 5.”***

Regarding the billing and estimating (budgeting) process, the most equitable and compliant method is for all discharges to have the same thresholds for BOD and SS. This would cost the true reconciled treatment charges and estimated volumetric flows for billing. As indicated above, in future years a separate and distinct BOD and SS values for Jurupa will be determined as a part of the 2016/17 reconciliation process.

**RECOMMENDATION:**

For Rubidoux and Edgemont CSD's, the 1978 Regional Agreement methodology cannot be revised administratively, only amended with the signatories' agreement. The original process prescribed in the 1978 Agreement provides a fair and equitable reconciliation process when all parties are applied with same BOD mg/l and SS mg/l thresholds as stipulated. A blended threshold is not supported legally in either the Regional or Settlement Agreements. (City "B" and Rubidoux 2016/2017 Recommended RCSD/ECSD Page 1).

For Jurupa CSD, Riverside and Jurupa must agree to a revised methodology which includes their higher level of thresholds for BOD at 295 mg/l, SS at 270 mg/l and CIP contributions. While this is for Jurupa and Riverside to agree upon, applying the high threshold standards to all discharges will result in an equitable reconciliation and estimate process for Jurupa CSD (City "C" and Rubidoux 2016/2017 Bifurcated JCSD page 1).

In 2016/17, the reconciliation process will have differentiated surcharge rates due to the higher threshold values for Jurupa.

Yes, the Settlement Agreement results in a parallel and separate process for Jurupa CSD. However, once you have adjusted the calculation spreadsheet for the Settlement Agreement, it's just a "plug and play" with the same data points: RAC Costs, Flow and BOD and SS concentrations.

Attachment: Actual/Corrected 2015/2016 Reconciliations, Pages 1 & 2  
Estimated 2016/2017 Regional Treatment Costs. Pages 1 & 2



11. DIRECTORS COMMENTS – NON-ACTION

## 12. ADJOURNMENT