

**MINUTES OF REGULAR MEETING
December 20, 2018
RUBIDOUX COMMUNITY SERVICES DISTRICT**

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

DIRECTORS ABSENT:

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

Call to order: the meeting of the Board of Directors of the Rubidoux Community Services District by President Trueba, at 4:00 P.M., Thursday, December 20, 2018, at the District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

ITEM 4. APPROVAL OF MINUTES

Approval of Minutes for December 6, 2018, Regular Board Meeting.

Director Muniz moved and Director Trueba seconded to approve the December 6, 2018 Minutes.

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

Noes – 0

The motion was carried unanimously.

ITEM 5. Consideration to approve the Salaries, Expenses and Transfers.

Consideration to approve December 21, 2018, Salaries, Expenses and Transfers.

Director Muniz moved and Director Trowbridge seconded to Approve the December 21, 2018, Salaries, Expenses and Transfers.

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

Noes - 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

The first piece of information was from the *California Water News Daily*. This article was regarding the Colorado River Drought Contingency Plan, which was approved by the Metropolitan Water District Board. The next piece of information was from Water-Technology, regarding Microvi's technology having been chosen to treat nitrate in groundwater of Cucamonga Valley, CA. It will provide annually potentially over 2 billion gallons of drinking water. They will bring three wells on line. The final article is also from *California Water News Daily*. This article discussed about the E. coli outbreak from romaine lettuce which was traced back to at least one California farm reservoir.

ITEM 8. MANAGER'S REPORT

Operations Report:

Well No. 8 had repairs completed. The spider bearings were fixed as well as a cleaning and wire brushed the casing. Traditionally this well produces 1,500 gpm and is now producing 1,800 gpm. Also, the development of the Ruth Wilson Well 1A should be mobilizing after the first of the year.

Emergency and Fire Report:

In the Incident Report for November 1 – November 30, 2018, there were a total of 235 calls, in comparison to the same period in 2017, there were a total of 265 calls. The year to date total is 2,715, compared to 2,811 in 2017.

ITEM 9. Receive and File Statement of Cash Asset Schedule Ending November 2018. DM 2018-78.

BACKGROUND

Attached for the Board of Directors' consideration is the November 2018 Statement of Cash Asset Schedule Report for all District Fund Accounts. Our YTD interest is \$166,259.00 for District controlled accounts. With respect to District "Funds in Trust", we show \$7,528.00 which has been earned and posted. The District has a combined YTD interest earned total of \$173,783.94 as of November 30, 2018.

With respect to the District's Operating Funds (Excluding Restricted Funds and Operating Reserves), we show a balance of \$5,194,557.00 ending November 30, 2018. That's **\$764,270.00 LESS** than July 1, 2018, beginning balance of \$5,958,827.00.

Further, the District's Field/Admin Fund current fund balance is just over \$423,300.00.

Submitted for the Board of Directors consideration is the *November 2018, Statement of Cash Asset Schedule Report* for your review and acceptance this afternoon.

Director Muniz moved and Director Trowbridge seconded to Receive and File the Statement of Cash for the Month of November 2018 for the Rubidoux Community Services District.

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

Noes - 0

The motion was carried unanimously.

ITEM 10. Consideration and Authorization to Adjust Employees Holiday Work Schedule. DM 2018-79.

BACKGROUND

Four years ago, in 2014, the Rubidoux Community Services District saved about \$30,000.00 due to the appointment of election candidates (No election Costs). Again in 2018, the Rubidoux Community Services District did not have a general election and consequently, appointments of candidates were made in lieu of an election saving the District about \$30,000.00.

At that time, it was the desire of the Personnel Committee Members (Director's Wilson and Muniz, See DM 2014-56) to recognize and reward the good work of our employees. The result was to adjust the work schedules to give half of our employees the Christmas week off and reciprocate the following week with the remainder of our employees getting the New Year's week off. We were able to accomplish the week off with a modified work schedule. This year December 24th and December 31st fall on Mondays and the Rubidoux CSD Memorandum of Understanding (MOU) states the following: ***“the District shall observe December 24th and December 31st whenever those days fall on Monday”*** ... Consequently, the District offices will be opened the weeks following Christmas and New Year's days... Wednesday thru Friday. Staff suggests giving our Monday thru Thursday scheduled Staff off the Christmas week and our Tuesday thru Friday Staff off the New Year's week. Half of our employees will get Christmas week off and the other half get New Year's week off.

Again, we are still open Wednesday through Friday of those above weeks offering full services.

Please Note, there is no additional fiscal impact to the salaries and budgets by authorizing the proposed schedule adjustment above. It's Revenue Neutral.

Director Muniz moved and Director Trowbridge seconded for the Rubidoux Community Services District to Authorize the General Manager to schedule employees off as prescribed above with No Closure to the normal District field or office hours when Christmas and New Year’s fall on Tuesday.

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

Noes - 0

The motion was carried unanimously.

ITEM 11. Acceptance of Director Barajas’ “Letter of Resignation” from the Board and Direct Staff to Notify the Registrar of Voters of Intent to Make an Appointment. DM 2018-80.

BACKGROUND

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

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

1. From the effective date of notification, December 7, 2018, the Board of directors may elect to make an appointment to fill the vacancy. Such appointment must be within the prescribed sixty (60) day time frame.

or

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

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

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

The Tentative Appointment Schedule below is intended to have the replacement seated and engaged prior to the District's Budget Process scheduled for April/May 2019. As such, staff proposes the following schedule:

- ⇒ December 20, 2018, the Board Acts to appoint for the unexpired term Running thru December 2020.
- ⇒ Authorize the "Notice of Board Vacancy" for posting on As Soon As Possible.
- ⇒ Interviews with appointment would occur at a Regular Board Meeting.

Director Trueba moved, and Director Muniz seconded the Rubidoux Community Services Board of Directors:

Ayes – 4 (Murphy, Trueba, Muniz, Trowbridge)
Noes – 0

The motion was carried unanimously.

ITEM 12. CLOSED EXECUTIVE SESSION – Pursuant to Government code Section 54957.6: Consideration of Public Employee Appointment.

The Board approved an employment contract with changes, subject to District legal counsel review.

ITEM 13. Directors Comments.

Director Trueba adjourned the meeting at 4:54 pm.