

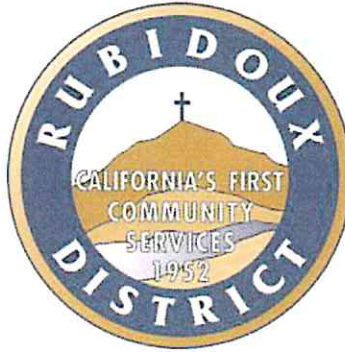
# Rubidoux Community Services District

## Board of Directors

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

## General Manager

Steven W. Appel



---

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

## NOTICE AND AGENDA FOR THE RUBIDOUX COMMUNITY SERVICES DISTRICT BOARD MEETING

Thursday, February 20, 2020 at 4:00 PM

1. Call to Order – Armando Muniz, President
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes for the February 6, 2020, Regular Meeting.
5. Consideration to Approve February 21, 2020, 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 (Second Meeting each Month):
  - a) Operations Report
  - b) Emergency and Incident Report

**ACTION ITEMS:**

9. Receive and File Statement of Cash Asset Report for all District Funds Ending January 2020: **DM 2020-07**
10. Reactivation Resolution No. 2020-860: **DM 2020-08**
11. Hunter Zone Improvements Engineering Support: **DM 2020-09**
12. Adjustments to FY 2019-2020 Salary Plan and Job Descriptions: **DM 2020-10**
13. **CLOSED EXECUTIVE SESSION** – Pursuant to Government Code Section 54956.9: Legal Counsel Status on Litigation Case No. CIVDS 1310520, City of Riverside vs. Rubidoux Community Services District
14. Directors Comments - Non-action
15. 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 FEBRUARY 6, 2020, REGULAR  
MEETING

**MINUTES OF REGULAR MEETING**  
**February 6, 2020**  
**RUBIDOUX COMMUNITY SERVICES DISTRICT**

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

**DIRECTORS ABSENT:**

**STAFF PRESENT:** Jeffrey Sims, Asst. General Manager/District Engineer  
Brian Laddusaw, Director of Finance  
Brian Jennings, Manager Budgeting & Accounting

Call to order: the meeting of the Board of Directors of the Rubidoux Community Services District by President Muniz, at 4:00 P.M., Thursday, February 6, 2020, at the District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

**ITEM 4. APPROVAL OF MINUTES**

Approval of Minutes for January 16, 2020, Special Board Meeting.

**Director Trueba moved and Director Murphy seconded to approve January 16, 2020 Special Meeting Minutes.**

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

**Noes – 0**

**Abstain – 0**

**The motion was carried unanimously.**

**ITEM 5. Consideration to Approve the February 7, 2020 the Salaries, Expenses and Transfers.**

Consideration to Approve the February 7, 2020 the Salaries, Expenses and Transfers.

**Director Trueba moved and Director Trowbridge seconded to Approve the February 7, 2020 Salaries, Expenses and Transfers.**

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

**Noes – 0**

**Abstain – 0**

**The motion was carried unanimously.**



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

There was no one in the audience to address the board.

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

There was no correspondence or related information to present.

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

### **Operations Report:**

District employee, Miguel, addressed the board on consultant Harper & Associates regarding tank inspections. He stated that this week began the inspections of the four reservoirs. They started with Hunter. They drained and cleaned it; then Harper & Assoc. did the inspections and refilled it, along with the sampling. When that comes back, the reservoir is put back in service. February 18<sup>th</sup> Perone will be done and that will take care of the Hunter zone. The following weeks we'll move on to Atkinson and Watson, which are two larger reservoirs. We will then wait for Harper & Associates to get the reports back to see if there are any upgrades needed. It has been about twenty (20) years since the tanks have been drained and looked at. The main thing is that every so often the tanks should be drained, or divers can go into them to clean them up. There will be a report that comes out that says what the current seismic regulation is. If there is any damage from corrosion, what we will need to do to fix it. The final thing would be any safety requirements for the Division of Drinking Water. We will get a report for each of the tanks, within the next 2-3 months and the idea would be to see what the conditions will be. We can then program those into the budget to do the work. You'll be seeing those come in by report.

The other thing I wanted to bring to your attention is regarding PFAS chemicals that have been production since the 1930's and have now become Contaminants of Concern. These chemicals are used for waterproofing, put into carpets for stain resistance, non-stick pans, coffee cups, etc. They are long string molecular chains and don't degrade naturally. Without natural degradation and continued use since the 1930's they are pervasive in the environment. These chemicals are in the water, and the groundwater.

About a year ago the state Department of Drinking Water ("DDW") looked at where the District's drinking water wells were in proximity to landfills as landfills are known for higher concentrations of PFAS. RCSD was issued an order to do quarterly sampling on specific wells. Usually the process is for a contaminant in the water to move from a contaminant of concern to a public health goal. A Public Health Goal which is generally the first step in setting drinking water limits. DDW does economic analyses to evaluate costs of treatment. Eventually they work their way to a Maximum Contaminant Level. The DDW has set two levels prior to Public Health Goals - "Notification Level" and "Response Level". If you exceed the Notification Level the Board of Directors is notified. If the Response Level is exceeded, you have to take that source of water out of your supply; or if you can't do that you have to notify each of your customers and publish it in the paper that you're in excess of the Response Level. In July the Board was notified of an



exceedance of the Notification Level. In August DDW lowered the Notification Levels in half, so we came back to the board and re-notified. Now DDW lowered the Response Level. The Response Levels were lowered for PFOS to forty (40) PPT. Sampling shows all District are below forty (40) PPT and we are great. The Response Level was lowered for PFOA to ten (10) PPT. Every one of our wells is in excess of ten (10) PPT. I talked to Steve Williams, the director at DDW. Mr. Williams indicated reporting is based on a running four (4) quarter average of sampling. Currently we have only sampled two (2) quarters. We have six (6) months to figure out what to do. I will be coming back to you with more information. GAC treatment is the quickest treatment process to implement. This will be an immense cost to add enough GAC vessels. I want to run in parallel both a communication plan and a physical solution. We will find someone who knows how to fix this problem. We will probably request to spend some money to hire the right consultant to help us. We have to come up with an alternative to meet the new Response Levels.

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

Presented at the second meeting of the month.

### **ITEM 9. Present and Discuss Draft Resolution 2020-860, a Policy Regarding Service Reactivation. DM 2020-04.**

#### **BACKGROUND**

Properties within the Rubidoux Community Services District (“District”) receiving water and sewer service from the District have paid one-time capacity fees. Once service is established, the customers pay ongoing monthly bills for actual service. The monthly bills have fixed and variable components. Revenue generated from capacity fees and monthly bills go directly to pay for costs the District incurs to provide services.

For various reasons, some customer accounts go inactive or are closed for extended periods of time. These situations are different from customers that are delinquent in their bill pay. For customers that are delinquent, the District recently adopted a water shut-off procedure consistent with Senate Bill 998. The Shut-off procedure established notification and timing requirements the District must follow prior to shutting off a customer. In addition, the District is to avail customers the opportunity to make payment arrangements for the delinquent amount to avoid shut-off. The basic premise of this shut-off procedure is to enable continuous service and avoid actual shut-off.

Customers allowing their service accounts to go inactive for extended periods (months or years) differ from customers subject to the recently adopted shut-off procedure. Examples of situations where service accounts go inactive for extended periods include:

1. Property owner passes away and property sits vacant while probate issues are resolved.
2. Property is foreclosed upon by the bank and left vacant while legal proceedings are completed so the bank can acquire, and then sell property.

3. Structure on property burns down and reconstruction takes time while coordinating insurance coverage to rebuild. Or, structure burns and property is left vacant.
4. Structure on property where services are provided becomes too dilapidated to inhabit and is left vacant.
5. For commercial/industrial property; the business occupying the property closes and the property remains vacant.

With extended inactivity on service accounts, the District does not receive payment for monthly bills which include fixed and variable charges. The purpose of this proposed policy regarding service reactivation is to establish a consistent policy for the District to apply for customers seeking to reactivate service to properties that have been inactive for extended periods.

As noted above, revenue generated from capacity fees and monthly bills go directly to pay for costs the District incurs to provide services. These revenue sources are discussed below as to their applicability in the reactivation of service policy:

### Capacity Fees

For a customer to receive water and sewer service to a property located within the District, capacity fees are assessed based on the use demand placed on the District's systems. Demand on the District's systems are calculated in terms of equivalent dwelling units ("EDU") with one EDU equal to the demands of one residential home. A residential home is estimated to require a ¾" water meter (which on average meters approximately 0.70 AF/Y, or 625 gallons per day of usage), and sewer discharges of 300 gallons per day. These use factors are used to calculate overall infrastructure needs of the District to maintain adequate capacity for all current and future customers. The actual capacity fee per EDU is determined by dividing the total cost of required master planned infrastructure improvements by the estimated number of future EDU's.

The capacity fees are a one-time fee and run with the property in perpetuity. No additional capacity fees are collected for the property conditioned on the property's use remaining consistent to that when capacity fees were originally paid. If the use of the property changes such that the new use increases water and sewer demand above the capacity originally paid for, then additionally capacity fees are collected. An example of this would be where a residential home on a large lot is torn down and the property is rezoned for apartments. In this example, additional capacity fees would need to be paid.

The basic principle of capacity fees is the District charges a capacity fee which is reflective of the District's cost to provide system capacity used by the property. The capacity fee must be proportional in cost to the benefit received. Capacity fees collected are used by the District to fund construction of master planned infrastructure needed to provide system capacity.

Once the capacity fees are paid for the se demand of the property, The District incurs an ongoing obligation of maintaining system capacity whether or not the capacity is used by the customer currently occupying/owning the property. To state in another way, if service



to a property becomes inactive, the District is obligated to maintain system capacity in stand-by status as system capacity fees have been paid for the property. Costs for maintaining system capacity is generated through monthly bills.

### **Monthly Bills**

Monthly bills for water and sewer service include fixed and variable components. The fixed component of the monthly rate represents costs the District incurs to provide the service to the property regardless of usage. The variable component is based on the amount of commodity used.

Variable charges for water are dependent on the actual units of water used by a customer based on meter reads. The variable charges are related to energy, chemical, and other ongoing expenses directly related to production and distribution of water for our customers.

Fixed charges, also called “standby charges”, for water, are ongoing expenses associated with operating and maintaining the water systems (wells, treatment facilities, pipelines, storage tanks, etc.). Other fixed costs include staff expenses for administrative activities and debt service. These expenses are incurred by the District regardless of the amount of water sold. The sum of these fixed expenses is allocated by meter size to all customer accounts.

Variable charges for sewer pay for the District’s City of Riverside treatment costs. The amount paid for variable sewer charges are related to water meter size.

Fixed charges, also called “standby charges”, for sewer, cover ongoing expenses for sewer line cleaning, maintenance of lift stations and administrative costs. These expenses are incurred by the District regardless if the account is inactive.

The fixed component of the monthly bill, or the Standby Charge, provides financial stability to the District and reduces dependency on quantity of sales. When establishing the Standby Charge, the District totals the sum of the expenses and then allocates them out to customers based on meter size. The larger the meter, the larger the Standby Charge as the larger meter represents potential greater use of system capacity.

When an account is inactive, the District does not collect Standby revenue from that account. However, the account continues to benefit from the ongoing maintenance and functions performed by the District so that the capacity purchased for that property remains available for use. The lost revenue not paid by customers with inactive accounts can result in other customers subsidizing the inactive accounts, or maintenance of the system potentially reduced. To maintain equitable cost sharing for fixed standby costs between all customers, a reactivation policy is proposed.



## Proposed Service Reactivation Policy

The purpose of this proposed service reactivation policy is to create equity amongst all customers in paying for fixed costs associated with District operations regardless of sales Principles in establishing the policy include:

1. Properties that have paid capacity fees for water and sewer service have access to District system capacity in an amount up to capacity fees paid.
2. The capacity paid for a property runs with the property in perpetuity regardless of property ownership changes.
3. The fixed monthly standby charges assessed based on meter size reflect that account's proportionate share of fixed expenses the District incurs to maintain the capacity paid for that property.
4. The District incurs fixed expenses for each account to maintain the capacity paid for that property regardless of the actual amount of commodity used.
5. The District updates monthly rates (fixed and variable), generally on a five-year time interval. The District can recover some of the fixed monthly standby charges not paid by inactive accounts when setting new standby charges.
6. Recently adopted Resolution No. 2019-859 – Water Shut off Procedure; provides administrative rules and policies associated with customer accounts that are delinquent for one billing cycle.
7. A service reactivation policy is proposed for those accounts that are inactive for more than one month.

The proposed Service Reactivation described in proposed Resolution No. 2020-860 includes the following:

1. The Service Reactivation Policy applies to accounts that have been inactive for more than on-month.
2. Standby charges are to be paid for the duration the account was inactive up to a total of 36 months.
3. Fixed standby charges shall be charged at the standby rates in place during the period the account was inactive.

In summary, the proposed Service Reactivation Policy will require customers seeking to reactivate services to pay standby charges that otherwise should have been paid for the District keeping the systems ready for service to the property. The maximum period the District would look back to collect standby charges is 36 months. Although in some instances the service may have been inactive longer than 36 months, the periodic updating of monthly fees will account for lost revenue.

With adoption of Resolution No. 2020-860, staff will have a written, Board Approved Policy to provide to affected customers.

**Non-action item. Review only at this time.**

**ITEM 10. Draft Resolution No. 2020-861, a Resolution Increasing the RCSD Board of Directors Meeting Stipend. DM 2020-05.**

**BACKGROUND**

As authorized by the Board at its last meeting and as discussed in D 2020-02, staff presents draft Resolution No. 2020-861, a Resolution increasing the regular, special, and emergency board meeting stipend from \$121.55 per meeting to \$155.13 per meeting. The draft Resolution also increases the committee, ad hoc, and workshop meeting stipend from \$50.00 per meeting to \$63.81 per meeting. The increases are consistent with government code regulations, which allow for meeting stipend increases of up to 5% per year.

The \$33.58 per board meeting stipend increase reflects an increase of 5% per year since the last increase approved in July 2014. Regardless of the per meeting stipend amounts, Board Members are still limited to a maximum of \$600.00 per month per Board Member. Draft Resolution 2020-861 is attached for Board review and comment.

Final approval of the increase is subject to a public Notice and Hearing Prior to adoption.

**Director Murphy moved and Director Trueba seconded to proceed with an increase of the Board Meeting Stipend for the Rubidoux Community Services District Board Members and for staff to provide public notice and schedule a Public Hearing for the adoption of Resolution No. 2020-861 at the February 20, 2020 Board meeting.**

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

**Noes – 1 (Skербelis)**

**Abstain – 0**

**The motion was carried with a 4-1 vote.**

**ITEM 11. Consideration to Refund Aramark Sewer Capacity Fees. DM 2020-06.**

**BACKGROUND**

The Rubidoux Community Services District (District) provides sewer service within its boundaries and conveys the wastewater to the City of Riverside's Regional Water Quality Control Plant (RWQCP) for treatment and disposal in accordance with treatment capacity agreements. The RWQCP provides primary, secondary and tertiary treatment processes pursuant to a National Pollutant Discharge Elimination System permit ("NPDES Permit"). The RWQCP's NPDES Permit requires implementation of an Industrial Waste Pretreatment Program that includes local limits for pollutants in industrial waste that could impair or passthrough treatment processes. The District administers a Pretreatment



Agreement between the City of Riverside (Riverside) and the District to Implement, Administer and Enforce an Industrial Wastewater Pretreatment Program dated November 30, 1999.

The Total Dissolved Solids (TDS) local limit needs to be updated periodically to maintain compliance with the NPDES Permit requirements. Riverside retained the services of Krieger & Stewart, Inc. in May of 2015 to evaluate the TDS local limit using protocols developed by the Environmental Protection Agency (EPA). During 2016, Riverside undertook a sampling program for TDS. Based on the sampling results, Rieger & Stewart, Inc used established EPA methods and protocols to develop the proposed TDS local limits concentration of 1,210 mg/L.

In 2018 the City of Riverside, and the RCSD updated the local Total Dissolved Solids (TDS) discharge limit for industrial customers from 2,500 mg/l to 1,210 mg/l. All RCSD industrial customers were able to comply with the more restrictive limits except Aramark, therefore they had to purchase capacity and “shift” their industrial waste discharge from our sewer system to SAWPA’s Inland Empire Brine Line.

In 2019 work began on a pipeline to redirect Aramark’s industrial waste flow from RCSD’s sewer system to the Brine Line, and in November 2019, the work was completed. At that time, Aramark’s industrial waste began flowing to the Brine Line.

Normally the District does not refund capacity fees paid from developers, but in this case a refund is deemed acceptable due to the following reasons: 1) Changing treatment quality conditions that Aramark cannot meet, and 2) none of the funds were actually used to construct any additional facilities.

Over a 7-year period (2007-2014), Aramark purchased varying quantities of industrial wastewater capacity in our sewer system. Ultimately, Aramark’s purchased capacity totaled 249,650 gallons per day in our system. That capacity cost Aramark \$1,972,235.00. Subtracting an administrative fee (staff efforts to maintain Aramark in RCSD’s sewer system) of \$25,000.00, and additional costs previously agreed to by Aramark (Sampling Manhole) of \$12,238.00; the total due to Aramark is \$1,934,997.00. An itemization of these costs is included in attachment 1.

The Sewer Restricted Capital Improvement Fund account has a current balance of \$2,874,936.00. After Aramark’s refund, the Sewer restricted fund will have a balance of \$939,939.00.

**Director Murphy moved and Director Trueba seconded the Rubidoux Community Services District approve the refund of Industrial wastewater capacity fees to Aramark in the amount of \$1,934,997.00.**

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

**Noes – 0**

**Abstain – 0**

**The motion was carried unanimously.**

**ITEM 12. Directors Comments.**

Director Muniz adjourned the meeting at 5:00 pm.



5. CONSIDERATION TO APPROVE FEBRUARY 21, 2020,  
SALARIES, EXPENSES AND TRANSFERS

RUBIDOUX COMMUNITY SERVICES DISTRICT  
 FEBRUARY 20, 2020 (BOARD MEETING)  
**FUND TRANSFER AUTHORIZATION**

<b>NET PAYROLL 2/21/20</b>	61,380.00
WIRE TRANSFER: FEDERAL PAYROLL TAXES 2/24/20	26,176.00
WIRE TRANSFER: STATE PAYROLL TAXES 2/24/20	5,079.00
WIRE TRANSFER: TO CREDIT UNION	2,554.00
WIRE TRANSFER: PERS RETIREMENT	17,256.00
WIRE TRANSFER: PERS REPLACEMENT BENEFIT	-
WIRE TRANSFER: PERS HEALTH PREMIUMS	-
WIRE TRANSFER: PERS RETIRED HEALTH PREMIUMS AND FEES	-
WIRE TRANSFER: SECTION 125	-
WIRE TRANSFER: SECTION 457	3,169.00

**CHECKING ACCOUNT TRANSFERS FOR ACCOUNTS PAYABLE:**

2/21/2020 WATER FUND TO GENERAL FUND-Payables	49,466.44
WATER FUND TO GENERAL FUND-Trash	146,461.82
WATER FUND TO SEWER FUND	104,589.35
 SEWER FUND TO GENERAL FUND-Payables	 1,952,491.33

**INTERFUND TRANSFERS:**

2/21/2020 SEWER FUND CHECKING TO LAIF SEWER OP	87,000.00
SEWER FUND CHECKING TO LAIF SEWER ML	-
SEWER FUND CHECKING TO WATER FUND CHECKING	-
LAIF SEWER OP TO SEWER FUND CHECKING	-
LAIF WASTEWATER REPLACEMENT TO LAIF SEWER OP	-
LAIF SEWER ML TO LAIF SEWER OP	14,437.50
LAIF SEWER ML TO SEWER FUND CHECKING	1,934,997.00
LAIF SEWER OP TO LAIF WASTEWATER REPLACEMENT	-
LAIF SEWER OP TO LAIF PROPERTY TAX	-
LAIF SEWER OP TO LAIF WASTEWATER RESERVE	-
LAIF GENERAL TO GENERAL FUND CHECKING	-
LAIF PROPERTY TAX TO GENERAL FUND CHECKING	125,003.00
WATER FUND CHECKING TO LAIF-COP PAYBACK	60,400.00
WATER FUND CHECKING TO LAIF-W.R.	8,600.00
WATER FUND CHECKING TO GENERAL FUND CHECKING	-
LAIF WATER ML TO LAIF WATER REPLACEMENT	-
LAIF WATER OP TO LAIF WATER RESERVE	-
WATER FUND CHECKING TO LAIF WATER RESERVE	-
WATER FUND CHECKING TO LAIF WATER OP	101,000.00
WATER FUND CHECKING TO LAIF WATER ML	-
LAIF PROPERTY TAX TO LAIF SEWER OP	-

**NOTES PAYABLE**

<u>DESCRIPTION</u>	<u>BALANCE</u>	<u>PAYMENT</u>	<u>DUE DATE</u>
U.S. Bank Trust (1998 COP's Refunding)	3,125,000 Prin.	-	Jun-20
U.S. Bank Trust (1998 COP's Refunding)	494,190 Intr.	79,688	Jun-20
MN Plant-State Revolving Loan	4,259,372 Prin.	127,350	Jul-20
MN Plant-State Revolving Loan	839,371 Intr.	54,748	Jul-20









# AP Enter Bills Edit Report

Rubidoux Community Services District (RCSACT)  
Batch: AAAAIL

2/13/2020 8:26:31 AM

Page 3

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #
PO Number		Immediate GL Account	GL Account	Check #	CC Reference #	Payment Date	Discount	Total Invoice
GL Date				Credit Card				
35	BPS B'S POOL SUPPLIES / B.P.S. B'S POOL SUPPLIES ✓	2/6/2020 ✓	N	N		3/5/2020 ✓	2/6/2020	101902 ✓
	SODIUM HYPO							\$0.00
2/20/2020 ✓				N				\$1,562.19 ✓
36	BERNELL / BERNELL HYDRAULICS, INC. ✓	1/30/2020 ✓	N	N		2/29/2020 ✓	1/30/2020	0372950-IN ✓
	FILTER							\$0.00
2/20/2020 ✓				N				\$154.68 ✓
37	BRINKS / BRINKS INC. ✓	1/1/2020 ✓	N	N		2/1/2020 ✓	1/1/2020	4504579 ✓
	ARMOR SVCS							\$0.00
2/20/2020 ✓				N				\$45.67 ✓
38	BRINKS / BRINKS INC. ✓	2/1/2020 ✓	N	N		3/1/2020 ✓	2/1/2020	4509121 ✓
	ARMOR SVCS							\$0.00
2/20/2020 ✓				N				\$39.07 ✓
39	BRINKS / BRINKS INC. ✓	2/1/2020 ✓	N	N		3/1/2020 ✓	2/1/2020	11024720 ✓
	FEB '19 ARMOR SVC							\$0.00
2/20/2020 ✓				N				\$848.06 ✓
40	BYERLY JOHN / BYERLY, JOHN R, INC. ✓	1/17/2020 ✓	N	N		2/16/2020 ✓	1/17/2020	32369R ✓
	AGUA MNSA BRINE LN							\$0.00
2/20/2020 ✓				N				\$14,437.50 ✓
41	CORELOGIC / CORELOGIC, INC. ✓	1/31/2020 ✓	N	N		2/29/2020 ✓	1/31/2020	82007578 ✓
	ONLINE SVC							\$0.00
2/20/2020 ✓				N				\$178.75 ✓
42	CROWN ACE HARDWARE / CROWN ACE HARDWARE ✓	2/5/2020 ✓	N	N		3/4/2020 ✓	2/5/2020	080001 ✓
	SUPPIES							\$0.00
2/20/2020 ✓				N				\$26.88 ✓
43	CROWN ACE HARDWARE / CROWN ACE HARDWARE ✓	2/6/2020 ✓	N	N		3/5/2020 ✓	2/6/2020	080006 ✓
	SUPPLIES							\$0.00
2/20/2020 ✓				N				\$14.00 ✓
44	DIG SAFE / DIG SAFE C/O UNDERGROUND SVC ALEF ✓	2/1/2020 ✓	N	N		3/17/2020 ✓	2/1/2020	DSB20190430 ✓
	DIG SAFE							\$0.00
2/20/2020 ✓				N				\$36.26 ✓
45	DURNEY DON / DURNEY, DON ✓	1/30/2020 ✓	N	N		2/29/2020 ✓	1/30/2020	20200130 ✓
	JAN '20 GRNDNG SVC							\$0.00
2/20/2020 ✓				N				\$135.00 ✓
46	ELROD / ELROD FENCE CO. JNC ✓	1/31/2020 ✓	N	N		2/29/2020 ✓	1/31/2020	14733 ✓
	FENCE RPRS							\$0.00
2/20/2020 ✓				N				\$800.00 ✓
47	ENGELAUF CONST. / ENGELAUF CONSTRUCTION SF ✓	1/7/2020 ✓	N	N		2/6/2020 ✓	1/7/2020	100465 ✓
	SAND							\$0.00
2/20/2020 ✓				N				\$15.93 ✓
48	HARPER BURNS LLP / HARPER & BURNS LLP ✓	2/1/2020 ✓	N	N		3/1/2020 ✓	2/1/2020	20200201.A ✓
	JAN '20 LGL SVC							\$0.00
2/20/2020 ✓				N				\$507.50 ✓
49	HARPER BURNS LLP / HARPER & BURNS LLP ✓	2/1/2020 ✓	N	N		3/1/2020 ✓	2/1/2020	20200201.B ✓
	CITY RVSD LTGN							\$0.00
2/20/2020 ✓				N				\$1,848.75 ✓
50	J THAYER / J THAYER COMPANY, INC ✓	2/5/2020 ✓	N	N		3/4/2020 ✓	2/5/2020	1429775 ✓
	SUPPLIES							\$0.00
2/20/2020 ✓				N				\$393.00 ✓
51	J&K WELDING / J&K WELDING ✓	1/7/2020 ✓	N	N		2/6/2020 ✓	1/7/2020	62313 ✓
	R&M WTR							\$0.00
2/20/2020 ✓				N				\$472.50 ✓

\$2,356.25

20200201.A ✓  
\$0.00  
\$507.50 ✓  
20200201.B ✓  
\$0.00  
\$1,848.75 ✓

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

2/13/2020 8:26:31 AM

Page 4

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #
PO Number		Immediate GL Account	GL Account		Check #		Payment Date	Discount
GL Date					Credit Card	CC Reference #		Total Invoice
52	KH METALS / KH METALS & SUPPLY ✓	1/31/2020 ✓	N	N				0504087-IN ✓
SUPPLIES						3/1/2020 ✓	1/31/2020	\$0.00
2/20/2020 ✓					N			\$62.40 ✓
53	KH METALS / KH METALS & SUPPLY ✓	2/3/2020 ✓	N	N				0504334-IN ✓
SUPPLIES						3/2/2020 ✓	2/3/2020	\$0.00
2/20/2020 ✓					N			\$402.38 ✓
54	KH METALS / KH METALS & SUPPLY ✓	2/4/2020 ✓	N	N				0504488-IN ✓
RUBBER BOOTS						3/3/2020 ✓	2/4/2020	\$0.00
2/20/2020 ✓					N			\$85.92 ✓
55	LAWNMOWER CENTER / LAWNMOWER CENTER ✓	2/4/2020 ✓	N	N				10637 ✓
R&M EQUIP						3/3/2020 ✓	2/4/2020	\$0.00
2/20/2020 ✓					N			\$143.45 ✓
56	MERIT OIL / MERIT OIL COMPANY ✓	2/5/2020 ✓	N	N				563591 ✓
GASOLINE						2/20/2020 ✓	2/5/2020	\$0.00
2/20/2020 ✓					N			\$1,342.10 ✓
57	MERIT OIL / MERIT OIL COMPANY ✓	2/5/2020 ✓	N	N				563890 ✓
DIESEL FUEL						2/20/2020 ✓	2/5/2020	\$0.00
2/20/2020 ✓					N			\$267.91 ✓
58	MERIT OIL / MERIT OIL COMPANY ✓	2/6/2020 ✓	N	N				564126 ✓
DIESEL FUEL						2/21/2020 ✓	2/6/2020	\$0.00
2/20/2020 ✓					N			\$155.74 ✓
59	PROVOAST / PROVOAST AUTOMATION CONTROLS ✓	2/10/2020 ✓	N	N				A026575 ✓
VALVES MN2						3/11/2020 ✓	2/10/2020	\$0.00
2/20/2020 ✓					N			\$3,633.66 ✓
60	R&D MECHANICAL / R&D MECHANICAL SUPPLY, INC ✓	1/29/2020 ✓	N	N				11003285 ✓
CLAMPS						2/29/2020 ✓	1/29/2020	\$0.00
2/20/2020 ✓					N			\$176.18 ✓
61	RIVERSIDE CLEANING SYSTEMS / RIVERSIDE CLEAN ✓	2/5/2020 ✓	N	N				423 ✓
FEB '20 CLNG SVC						3/5/2020 ✓	2/5/2020	\$0.00
2/20/2020 ✓					N			\$545.00 ✓
62	SCAP / SCAP ✓	2/11/2020 ✓	N	N				19/20-68 ✓
ANNUAL DUES 19/20						2/21/2020 ✓	2/11/2020	\$0.00
2/20/2020 ✓					N			\$538.00 ✓
63	SCG / SCG ✓	1/31/2020 ✓	N	N				20F17882256005 ✓
MAIN OFC UTLTY						2/25/2020 ✓	1/31/2020	\$0.00
2/20/2020 ✓					N			\$137.03 ✓
64	SCG / SCG ✓	1/31/2020 ✓	N	N				20F01302181001 ✓
FLD OFC UTLTY						2/25/2020 ✓	1/31/2020	\$0.00
2/20/2020 ✓					N			\$28.31 ✓
65	SCG / SCG ✓	1/31/2020 ✓	N	N				20F05925730565 ✓
FIRE STN UTLTY						2/25/2020 ✓	1/31/2020	\$0.00
2/20/2020 ✓					N			\$306.18 ✓
66	SHRED-IT / SHRED-IT USA ✓	1/31/2020 ✓	N	N				8129072081 ✓
SHREDDING						3/1/2020 ✓	1/31/2020	\$0.00
2/20/2020 ✓					N			\$90.04 ✓
67	SITEONE / SITEONE LANDSCAPE SUPPLY, LLC ✓	1/30/2020 ✓	N	N				97030892-001 ✓
SHOVELS						2/15/2020 ✓	1/30/2020	\$0.00
2/20/2020 ✓					N			\$101.94 ✓
68	SOCAL TRUCK / SOCAL TRUCKWORKS ✓	1/31/2020 ✓	N	N				9045 ✓
R&M TRK						2/29/2020 ✓	1/31/2020	\$0.00
2/20/2020 ✓					N			\$68.93 ✓

# AP Enter Bills Edit Report

Rubidoux Community Services District (RCSACT)

2/13/2020 4:35:11 PM

Batch: AAAAIL

Page 5

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #
PO Number		Immediate GL Account	GL Account		Check #		Payment Date	Discount
GL Date					Credit Card	CC Reference #		Total Invoice
70	SOCAL TRUCK / SOCAL TRUCKWORKS ✓							9071 ✓
R&M TRK		2/7/2020 ✓	N	N		3/6/2020 ✓	2/7/2020	\$0.00
2/20/2020 ✓					N			\$78.62 ✓
71	SPECTRUM / SPECTRUM BUSINESS ✓							0914404020620 ✓
2/6-3/5 INTRNT SVC		2/6/2020 ✓	N	N		2/23/2020 ✓	2/6/2020	\$0.00
2/20/2020 ✓					N			\$254.99 ✓
72	TEKCOLLECT / TEK COLLECT ✓							448551 ✓
COLLECTION FEES		1/31/2020 ✓	N	N		2/2/2020 ✓	1/31/2020	\$0.00
2/20/2020 ✓					N			\$140.33 ✓
73	UNDERGROUND SERVICE ALERT / UNDERGROUND ✓							120200575 ✓
DIG ALERTS		2/1/2020 ✓	N	N		3/1/2020 ✓	2/1/2020	\$0.00
2/20/2020 ✓					N			\$97.45 ✓
74	VERIZON WIRELESS / VERIZON WIRELESS ✓							9847400623 ✓
CELL PHN CHGS		2/1/2020 ✓	N	N		2/22/2020 ✓	2/1/2020	\$0.00
2/20/2020 ✓					N			\$1,620.02 ✓
75	VILLASENOR / VILLASENOR, ERNEST ✓							10801500-13 ✓
RFND 5674 PAULA ST		2/7/2020 ✓	N	N		3/6/2020 ✓	2/7/2020	\$0.00
2/20/2020 ✓					N			\$9.30 ✓
76	WESTERN MUNICIPAL WATER / WESTERN MUNICIPA ✓							IN11717 ✓
DEC '19 BRINE		1/27/2020 ✓	N	N		2/26/2020 ✓	1/27/2020	\$0.00
2/20/2020 ✓					N			\$150.00 ✓
77	WESTERN MUNICIPAL WATER / WESTERN MUNICIPA ✓							IN11750 ✓
ANNUAL PERMIT BRINE		1/31/2020 ✓	N	N		3/1/2020 ✓	1/31/2020	\$0.00
2/20/2020 ✓					N			\$8,895.00 ✓
78	WESTERN MUNICIPAL WATER / WESTERN MUNICIPA ✓							RI3466 ✓
FEB '20 BRINE FIXED		2/1/2020 ✓	N	N		3/2/2020 ✓	2/1/2020	\$0.00
2/20/2020 ✓					N			\$749.94 ✓
79	INLAND DESERT SECURITY / INLAND DESERT SECUI ✓							200100636101 ✓
ANSWR SVC 3/1-3/31		2/15/2020 ✓	N	N		2/15/2020 ✓	2/15/2020	\$0.00
2/20/2020 ✓					N			\$492.40 ✓
80	SCE / SCE ✓							20F2283710317 ✓
FIRE STN UTLTY		2/6/2020 ✓	N	N		2/25/2020 ✓	2/6/2020	\$0.00
2/20/2020 ✓					N			\$943.45 ✓
81	SCE / SCE ✓							20F2011970662 ✓
STREETLIGHTS		2/6/2020 ✓	N	N		2/25/2020 ✓	2/6/2020	\$0.00
2/20/2020 ✓					N			\$10,296.51 ✓
82	SCE / SCE ✓							20F2036525640 ✓
MAIN OFC UTLTY		2/6/2020 ✓	N	N		2/25/2020 ✓	2/6/2020	\$0.00
2/20/2020 ✓					N			\$644.56 ✓
83	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC ✓							0129_021120.A ✓
COMM TRSH 1/29-2/11		2/12/2020 ✓	N	N		3/12/2020 ✓	2/12/2020	\$0.00
2/20/2020 ✓					N			\$35,208.32 ✓
84	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC ✓							0129_021120.B ✓
RES TRSH 1/29-2/11		2/12/2020 ✓	N	N		3/12/2020 ✓	2/12/2020	\$0.00
2/20/2020 ✓					N			\$111,253.50 ✓
85	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC ✓							0129_021120.C ✓
RCSD SHR COMM		2/12/2020 ✓	N	N		3/12/2020 ✓	2/12/2020	\$0.00
2/20/2020 ✓					N			(\$3,520.83) ✓
86	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC ✓							0129_021120.D ✓
RCSD SHR RES		2/12/2020 ✓	N	N		3/12/2020 ✓	2/12/2020	\$0.00
2/20/2020 ✓					N			(\$894.69) ✓

\$148,046.30

}



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

2/13/2020 8:26:31 AM

Page 6

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #
PO Number		Immediate GL Account	Immediate GL Account	Check #	CC Reference #	Payment Date	Discount	Total Invoice
87	ULLOA / ULLOA, JIM ✓	2/12/2020 ✓	N	N		3/12/2020 ✓	2/12/2020	02122020 ✓
	TREATMENT CERTS							\$0.00
2/20/2020 ✓					N			\$258.52 ✓
88	ARAMARK / ARAMARK UNIFORM SERVICES ✓	2/13/2020 ✓	N	N		3/13/2020 ✓	2/13/2020	20200220 ✓
	CAPACITY FEE RFND							\$0.00
2/20/2020 ✓					N			\$1,934,997.00 ✓
<b>Grand Totals</b>								

Total Direct Expense: \$2,168,355.91  
 Total Direct Expense Adj: (\$4,415.52) ①  
 Total Non-Electronic Transactions: \$2,163,940.39 ②

Report Summary

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

① 4,415.52  
 4,415.52 Tr: -6  
.00

② 2,163,940.39  
 2,167,364.39 xfer w/s  
3,424.00

PR 2/21/20 { 3,164.00 Lincol'n  
 255.00 Union  
3,424.00  
.00

*MS*  
 2/18/20



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

- a) Operations Report
- b) Emergency and Incident Report



## Water and Wastewater Production Comparison

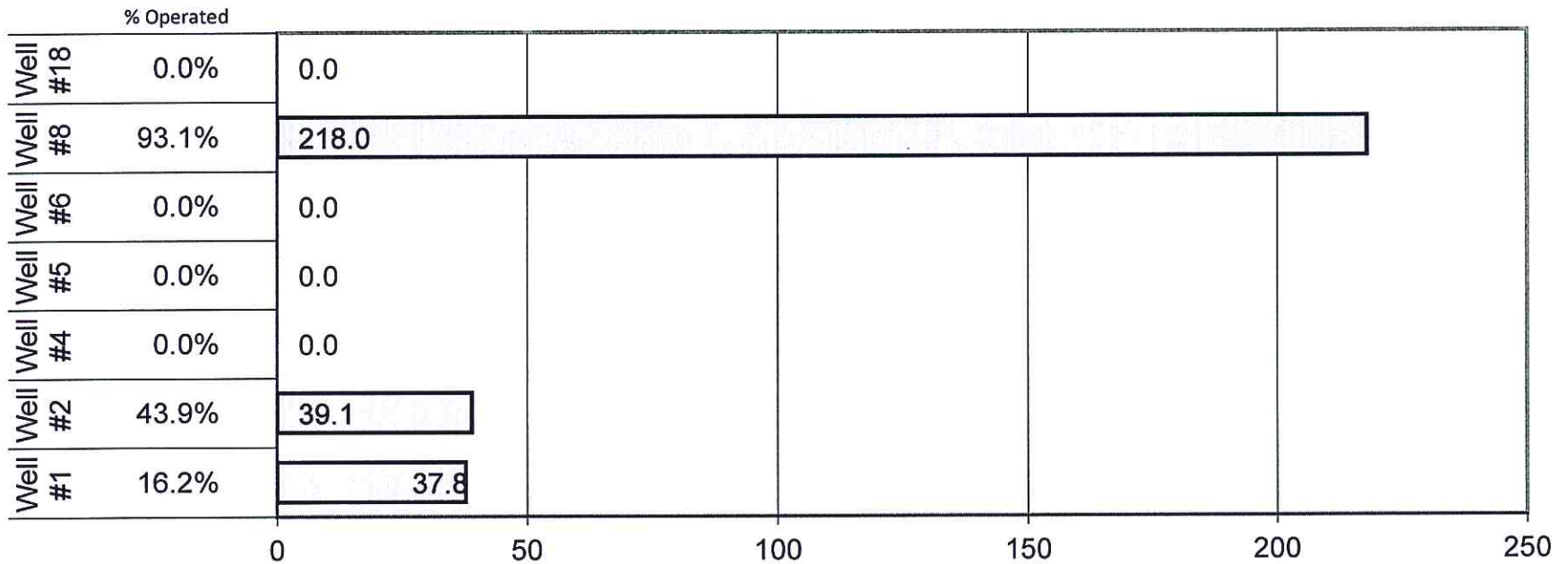
Date	TOTAL WELL PRODUCTION in Million Gallons				Consumption to	WASTEWATER	
	Purchased	Potable Wells	Potable Total	Non-Potable Wells	JURUPA C.S.D. (Million Gallons)	FLOW TO RIVERSIDE (Million Gallons)	
01/01/2020	0.00	2.70	2.70	0.09	2.80	0.00	1.49
01/02/2020	0.00	3.33	3.33	0.46	3.78	0.00	1.60
01/03/2020	0.00	3.09	3.09	0.17	3.27	0.00	1.54
01/04/2020	0.00	3.27	3.27	0.01	3.28	0.00	1.59
01/05/2020	0.00	2.43	2.43	0.18	2.60	0.00	1.58
01/06/2020	0.00	3.11	3.11	0.05	3.16	0.00	1.57
01/07/2020	0.00	3.04	3.04	0.00	3.04	0.00	1.57
01/08/2020	0.00	2.93	2.93	0.01	2.94	0.00	1.57
01/09/2020	0.00	4.35	4.35	0.48	4.83	0.00	1.56
01/10/2020	0.00	2.66	2.66	0.16	2.82	0.00	1.56
01/11/2020	0.00	2.29	2.29	0.01	2.29	0.00	1.56
01/12/2020	0.00	2.66	2.66	0.05	2.70	0.00	1.69
01/13/2020	0.00	3.57	3.57	0.01	3.58	0.00	1.60
01/14/2020	0.00	3.05	3.05	0.01	3.05	0.00	1.62
01/15/2020	0.00	3.49	3.49	0.01	3.50	0.00	1.62
01/16/2020	0.00	2.67	2.67	0.07	2.74	0.00	1.60
01/17/2020	0.00	2.42	2.42	0.01	2.43	0.00	1.50
01/18/2020	0.00	3.07	3.07	0.01	3.08	0.00	1.61
01/19/2020	0.00	2.89	2.89	0.01	2.90	0.00	1.58
01/20/2020	0.00	3.10	3.10	0.02	3.12	0.00	1.69
01/21/2020	0.00	2.59	2.59	0.01	2.60	0.00	1.58
01/22/2020	0.00	3.56	3.56	0.52	4.08	0.00	1.64
01/23/2020	0.00	3.49	3.49	0.01	3.49	0.00	1.62
01/24/2020	0.00	2.86	2.86	0.04	2.89	0.00	1.56
01/25/2020	0.00	4.08	4.08	0.31	4.39	0.00	1.60
01/26/2020	0.00	2.38	2.38	0.19	2.57	0.00	1.66
01/27/2020	0.00	3.98	3.98	0.01	3.98	0.00	1.63
01/28/2020	0.00	3.00	3.00	0.00	3.00	0.00	1.61
01/29/2020	0.00	3.01	3.01	0.57	3.58	0.00	1.58
01/30/2020	0.00	3.67	3.67	0.01	3.68	0.00	1.59
01/31/2020	0.00	3.37	3.37	0.34	3.71	0.00	1.51
MINIMUM	0.00	2.29	2.29	0.00	2.29	0.00	1.49
AVERAGE	0.00	3.10	3.10	0.12	3.22	0.00	1.59
MAXIMUM	0.00	4.35	4.35	0.57	4.83	0.00	1.69
TOTAL	0.00	96.11	96.11	3.77	99.88	0.00	49.29

**RUBIDOUX COMMUNITY SERVICES DISTRICT**  
**MONTHLY WELL PRODUCTION**  
(Million Gallons)

DATE	POTABLE WATER								NONPOTABLE WATER					TOTALS		TOTAL PROD. (MG)
	JURUPA TIE-IN (MG)	MN Rmvl Plt #1 Well #1A (MG)	GAC Plt TROYER Well #2 (MG)	Nitrate Removal Plt		DALY Well #5 (MG)	GOULD Well #8A (MG)	MN Rmvl Plt #2 Well #18 (MG)	28th ST. Well #3 (MG)	DALY Well #7 (MG)	CLEMMENT Well #11 (MG)	46th ST. Well #14 (MG)	Mission Wells #19 & #20 (MG)	POTABLE (MG)	NON POTABLE (MG)	
				FLT Well #4 (MG)	SKOTTY Well #6 (MG)											
01/01/2020	0.00	0.00	0.01	0.00	0.00	0.00	2.70	0.00	0.09	0.00	0.00	0.00	0.01	2.70	0.09	2.80
01/02/2020	0.00	0.93	0.07	0.00	0.00	0.00	2.33	0.00	0.00	0.00	0.45	0.00	0.01	3.33	0.46	3.78
01/03/2020	0.00	0.00	0.66	0.00	0.00	0.00	2.43	0.00	0.00	0.00	0.17	0.00	0.01	3.09	0.17	3.27
01/04/2020	0.00	0.00	0.68	0.00	0.00	0.00	2.59	0.00	0.00	0.00	0.00	0.00	0.01	3.27	0.01	3.28
01/05/2020	0.00	0.00	0.00	0.00	0.00	0.00	2.43	0.00	0.00	0.00	0.17	0.00	0.01	2.43	0.18	2.60
01/06/2020	0.00	0.00	0.22	0.00	0.00	0.00	2.89	0.00	0.00	0.00	0.04	0.00	0.01	3.11	0.05	3.16
01/07/2020	0.00	0.00	1.02	0.00	0.00	0.00	2.02	0.00	0.00	0.00	0.00	0.00	0.00	3.04	0.00	3.04
Subtotal	0.00	0.93	2.66	0.00	0.00	0.00	17.38	0.00	0.09	0.00	0.83	0.00	0.04	20.96	0.96	21.92
01/08/2020	0.00	0.20	0.79	0.00	0.00	0.00	1.94	0.00	0.00	0.00	0.00	0.00	0.01	2.93	0.01	2.94
01/09/2020	0.00	0.94	0.96	0.00	0.00	0.00	2.46	0.00	0.03	0.00	0.44	0.00	0.01	4.35	0.48	4.83
01/10/2020	0.00	0.00	0.69	0.00	0.00	0.00	1.97	0.00	0.00	0.00	0.15	0.00	0.01	2.66	0.16	2.82
01/11/2020	0.00	0.00	0.00	0.00	0.00	0.00	2.28	0.00	0.00	0.00	0.00	0.00	0.01	2.29	0.01	2.29
01/12/2020	0.00	0.00	0.01	0.00	0.00	0.00	2.65	0.00	0.00	0.00	0.04	0.00	0.01	2.66	0.05	2.70
01/13/2020	0.00	0.00	1.01	0.00	0.00	0.00	2.56	0.00	0.00	0.00	0.00	0.00	0.01	3.57	0.01	3.58
01/14/2020	0.00	0.12	0.68	0.00	0.00	0.00	2.25	0.00	0.00	0.00	0.00	0.00	0.01	3.05	0.01	3.05
Subtotal	0.00	1.26	4.14	0.00	0.00	0.00	16.11	0.00	0.03	0.00	0.64	0.00	0.04	21.51	0.71	22.22
01/15/2020	0.00	0.00	1.03	0.00	0.00	0.00	2.46	0.00	0.00	0.00	0.00	0.00	0.01	3.49	0.01	3.50
01/16/2020	0.00	0.00	0.76	0.00	0.00	0.00	1.91	0.00	0.07	0.00	0.00	0.00	0.01	2.67	0.07	2.74
01/17/2020	0.00	0.00	0.68	0.00	0.00	0.00	1.74	0.00	0.00	0.00	0.00	0.00	0.01	2.42	0.01	2.43
01/18/2020	0.00	0.00	0.88	0.00	0.00	0.00	2.19	0.00	0.00	0.00	0.00	0.00	0.01	3.07	0.01	3.08
01/19/2020	0.00	0.00	1.18	0.00	0.00	0.00	1.71	0.00	0.00	0.00	0.00	0.00	0.01	2.89	0.01	2.90
01/20/2020	0.00	0.00	0.59	0.00	0.00	0.00	2.52	0.00	0.00	0.00	0.01	0.00	0.01	3.10	0.02	3.12
01/21/2020	0.00	0.12	0.63	0.00	0.00	0.00	1.84	0.00	0.00	0.00	0.00	0.00	0.01	2.59	0.01	2.60
Subtotal	0.00	0.12	5.76	0.00	0.00	0.00	14.37	0.00	0.07	0.00	0.01	0.00	0.04	20.25	0.12	20.37
01/22/2020	0.00	0.96	0.18	0.00	0.00	0.00	2.42	0.00	0.00	0.00	0.51	0.00	0.01	3.56	0.52	4.08
01/23/2020	0.00	1.06	0.00	0.00	0.00	0.00	2.43	0.00	0.00	0.00	0.00	0.00	0.01	3.49	0.01	3.49
01/24/2020	0.00	0.00	0.00	0.00	0.00	0.00	2.86	0.00	0.00	0.00	0.03	0.00	0.01	2.86	0.04	2.89
01/25/2020	0.00	1.74	0.00	0.00	0.00	0.00	2.34	0.00	0.00	0.00	0.31	0.00	0.01	4.08	0.31	4.39
01/26/2020	0.00	0.00	0.00	0.00	0.00	0.00	2.38	0.00	0.00	0.00	0.18	0.00	0.01	2.38	0.19	2.57
01/27/2020	0.00	2.19	0.00	0.00	0.00	0.00	1.79	0.00	0.00	0.00	0.00	0.00	0.01	3.98	0.01	3.98
01/28/2020	0.00	1.33	0.00	0.00	0.00	0.00	1.67	0.00	0.00	0.00	0.00	0.00	0.00	3.00	0.00	3.00
01/29/2020	0.00	0.42	0.00	0.00	0.00	0.00	2.58	0.00	0.00	0.00	0.57	0.00	0.01	3.01	0.57	3.58
01/30/2020	0.00	1.03	0.00	0.00	0.00	0.00	2.64	0.00	0.00	0.00	0.00	0.00	0.01	3.67	0.01	3.68
01/31/2020	0.00	1.30	0.00	0.00	0.00	0.00	2.07	0.00	0.00	0.00	0.33	0.00	0.01	3.37	0.34	3.71
Subtotal	0.00	10.02	0.18	0.00	0.00	0.00	23.18	0.00	0.00	0.00	1.92	0.00	0.06	33.39	1.98	35.37
<b>TOTAL</b>	<b>0.000</b>	<b>12.325</b>	<b>12.737</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>71.044</b>	<b>0.000</b>	<b>0.191</b>	<b>0.000</b>	<b>3.398</b>	<b>0.000</b>	<b>0.183</b>	<b>96.106</b>	<b>3.772</b>	<b>99.877</b>



# TOTAL WATER PRODUCED w/ % Operated January 2020



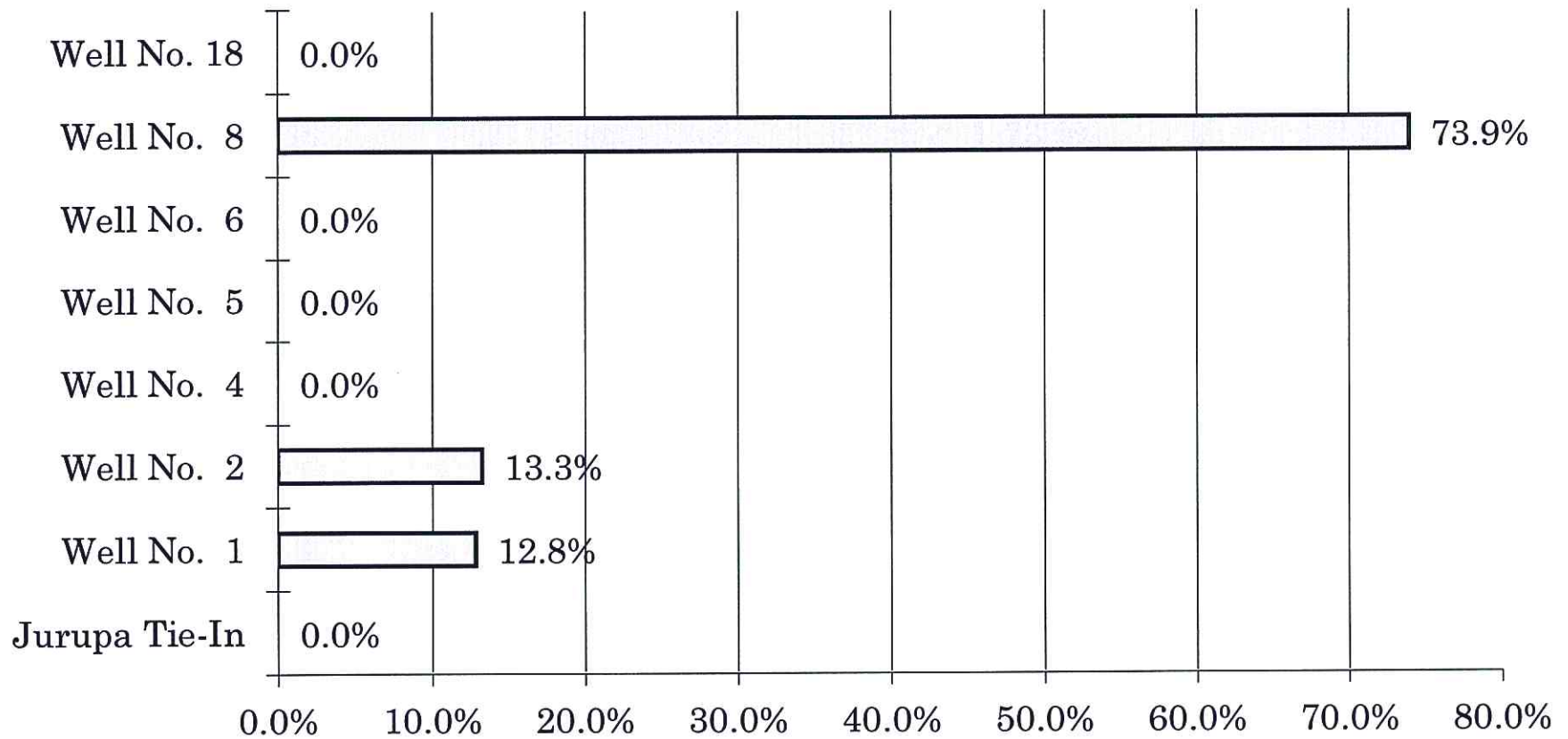
Max Production      **1205.6 AF**  
 Monthly Production    **431.4 AF**  
 Reserve Production    **774.2 AF**

**ACRE FEET**

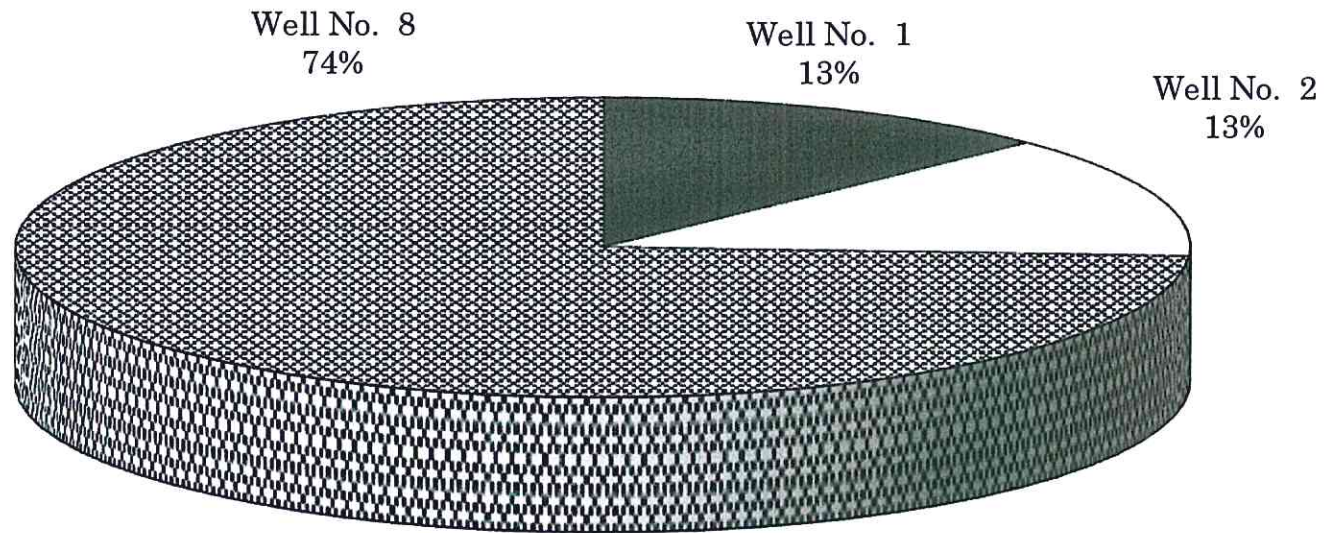
1 Acre Foot = 43,560 Cubic Feet = 325,829 Gallons



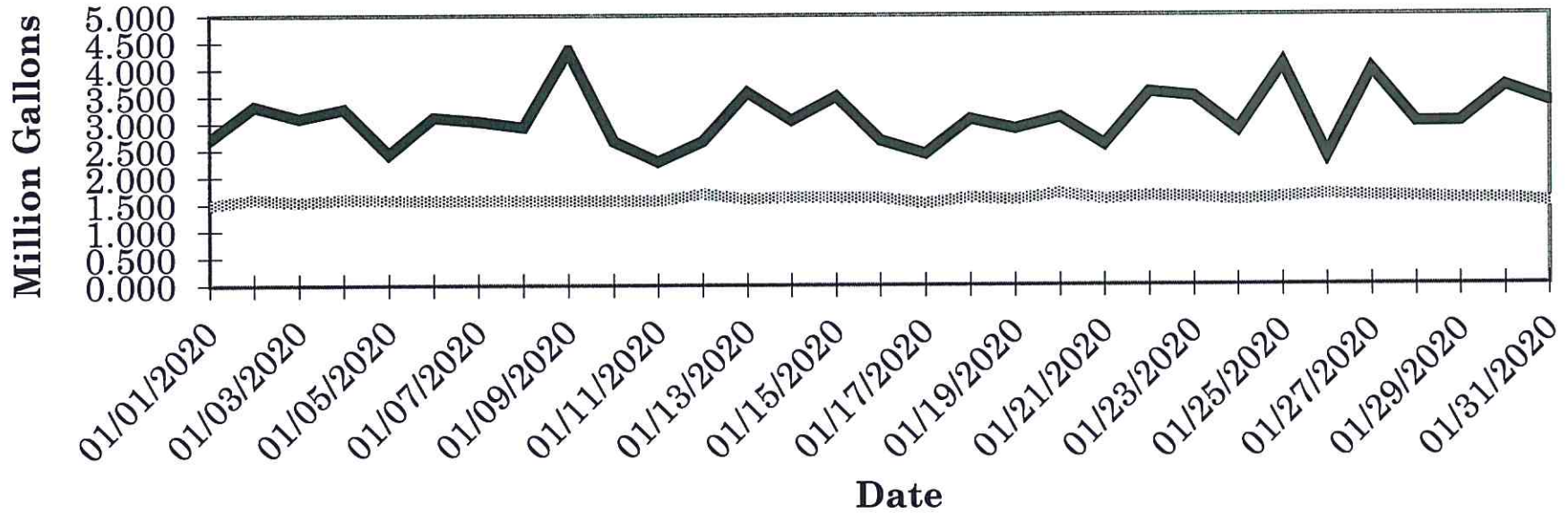
## Source Potable Production Comparison January 2020



# Source Potable Production Comparison January 2020



# Potable Water & Wastewater Comparison January 2020



— Potable Water Prod.

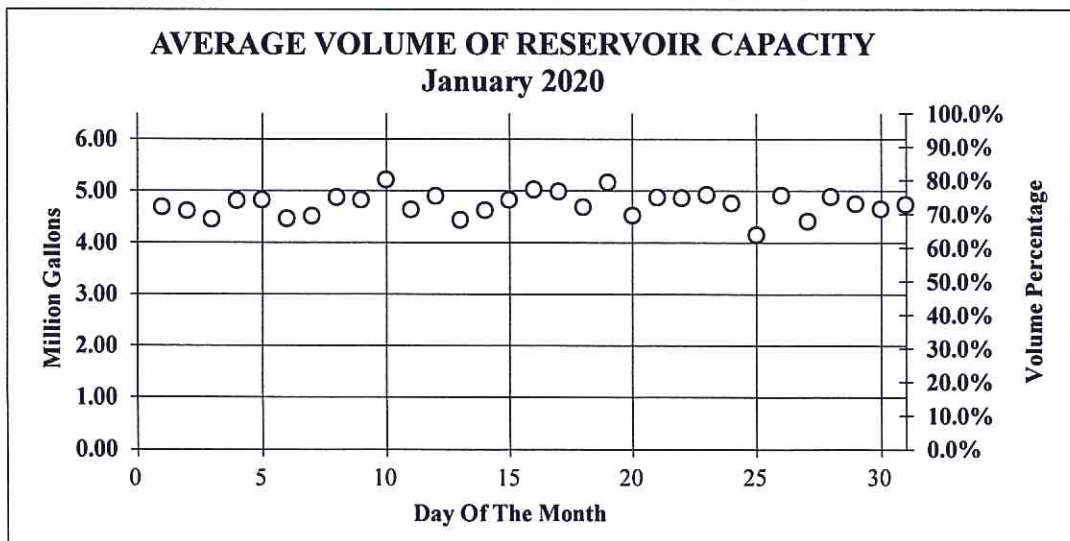
..... Wastewater Prod



# RUBIDOUX COMMUNITY SERVICES DISTRICT

## Reservoir Capacity Report

CAPACITY	ATKINSON SYSTEM		HUNTER SYSTEM		WATER AVAILABLE (Gallons)*	PERCENTAGE OF TOTAL CAPACITY
	2,000,000	3,000,000	425,000	1,000,000		
DATE	ATKINSON	WATSON	HUNTER 1	PERRONE		
01/01/2020	73.7	69.5	81.0	78.1	4,687,064	73.0%
01/02/2020	71.8	67.9	81.7	78.7	4,608,143	71.7%
01/03/2020	68.1	65.1	81.3	77.7	4,438,414	69.1%
01/04/2020	76.3	71.5	80.5	77.5	4,804,580	74.8%
01/05/2020	77.5	72.3	79.9	77.1	4,824,865	75.1%
01/06/2020	69.0	65.6	80.0	77.1	4,455,227	69.3%
01/07/2020	69.2	66.1	80.2	77.8	4,505,848	70.1%
01/08/2020	78.2	72.8	80.2	78.0	4,870,285	75.8%
01/09/2020	76.3	71.5	81.6	78.9	4,822,742	75.1%
01/10/2020	85.4	78.5	80.5	78.0	5,212,005	81.1%
01/11/2020	73.2	69.1	80.0	77.6	4,628,038	72.0%
01/12/2020	78.5	73.3	80.3	78.1	4,890,060	76.1%
01/13/2020	68.2	65.1	79.8	77.5	4,431,165	69.0%
01/14/2020	71.9	68.0	81.2	78.2	4,616,653	71.9%
01/15/2020	77.1	72.1	79.8	76.6	4,822,177	75.1%
01/16/2020	81.6	75.6	80.5	77.2	5,020,222	78.1%
01/17/2020	80.2	74.5	80.6	78.0	4,980,540	77.5%
01/18/2020	74.4	69.9	81.4	78.5	4,687,296	73.0%
01/19/2020	84.3	77.6	81.0	78.1	5,154,961	80.2%
01/20/2020	71.0	67.2	80.0	77.8	4,520,548	70.4%
01/21/2020	77.7	72.5	81.2	77.5	4,869,217	75.8%
01/22/2020	78.4	73.0	79.9	76.9	4,853,553	75.5%
01/23/2020	79.5	74.0	79.9	77.5	4,918,888	76.6%
01/24/2020	75.9	71.1	79.7	77.9	4,753,027	74.0%
01/25/2020	61.4	60.1	79.7	77.7	4,145,096	64.5%
01/26/2020	78.4	73.2	80.9	78.7	4,906,177	76.4%
01/27/2020	67.5	64.8	80.4	77.8	4,409,825	68.6%
01/28/2020	78.3	73.1	80.3	77.4	4,879,734	75.9%
01/29/2020	75.9	71.2	79.9	76.8	4,750,408	73.9%
01/30/2020	72.6	68.7	80.3	77.7	4,643,098	72.3%
01/31/2020	74.9	70.4	80.0	78.3	4,730,051	73.6%



\* The total capacity of all District reservoirs is 6,425,000 gallons.

# RUBIDOUX COMMUNITY SERVICES DISTRICT

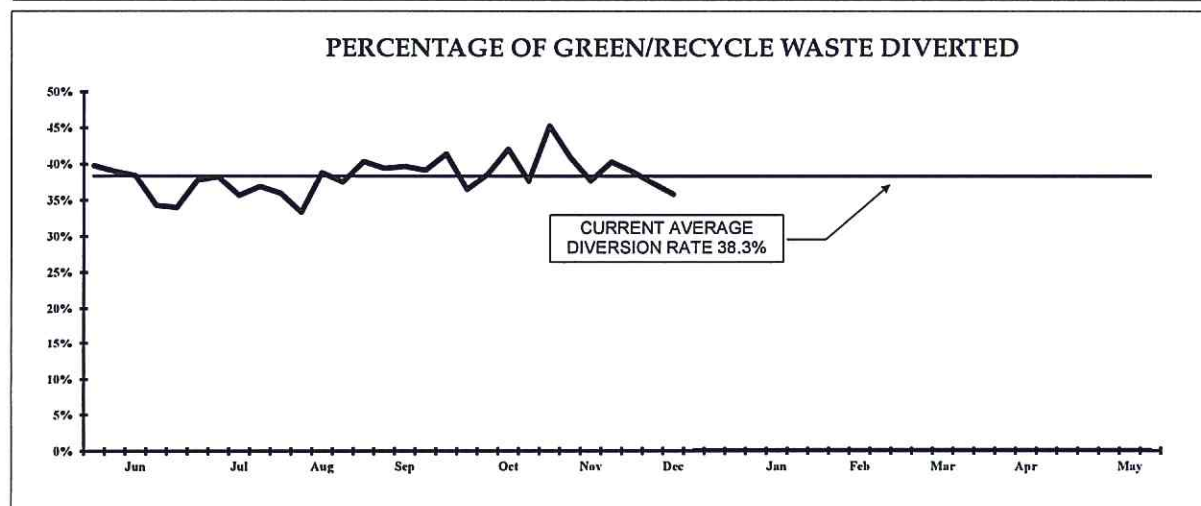
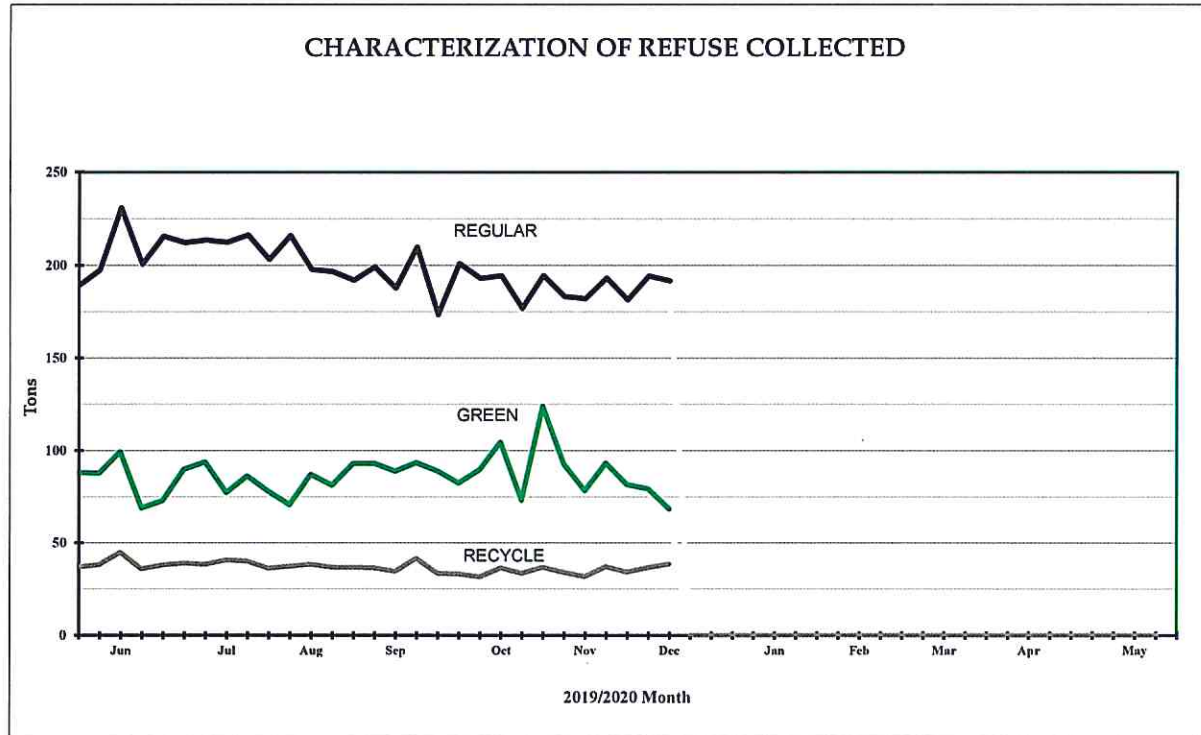
## Green Waste Program

(May 19 to June 20)

DATE	YEAR	GREEN WASTE					RECYCLE					REGULAR TRASH					WEEKLY TRASH TOTALS				
		DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	GREEN	RECYCLE	REGULAR	TOTAL	% DIVERSION
5/93-5/94	Year 1	1,307	1,275								4,371	3,609				2,582		7,980	10,562	24.4%	
5/94-5/95	Year 2	1,260	1,183								4,914	3,999				2,444		8,913	11,357	21.5%	
5/95-5/96	Year 3	1,300	1,050								4,872	4,118				2,350		8,990	11,340	20.7%	
5/96-5/97	Year 4	1,207	1,013								4,802	4,182				2,220		8,984	11,204	19.8%	
5/97-5/98	Year 5	607	600	512	491	434					2,171	2,111	1,199	1,332	1,027	2,644		7,840	10,484	25.2%	
5/98-5/99	Year 6	503	508	656	608	533					1,781	1,920	1,558	1,802	1,314	2,808		8,375	11,183	25.1%	
5/99-5/00	Year 7	438	500	610	569	499					1,926	2,147	1,717	1,974	1,430	2,616		9,194	11,810	22.2%	
5/00-5/01	Year 8	460	568	674	630	500					2,071	2,478	1,788	2,094	1,499	2,832		9,930	12,762	22.2%	
5/01-5/02	Year 9	426	518	659	625	525					2,298	2,632	1,889	2,257	1,512	2,753		10,588	13,341	20.6%	
5/02-5/03	Year 10	468	583	726	699	583					2,514	3,039	2,083	2,367	1,581	3,059		11,584	14,643	20.9%	
5/03-5/04	Year 11	590	624	689	657	573					2,525	3,323	2,195	2,473	1,650	3,133		12,166	15,299	20.5%	
5/04-5/05	Year 12	577	633	702	681	613					2,615	3,385	2,253	2,484	1,629	3,206		12,366	15,572	20.6%	
5/05-5/06	Year 13	575	611	739	654	615					2,579	3,268	2,439	2,545	1,664	3,194		12,495	15,689	20.4%	
5/06-5/07	Year 14	487	572	633	626	547					2,451	3,267	2,286	2,432	1,698	2,865		12,134	14,999	19.1%	
5/07-5/08	Year 15	723	936	858	884	654	175	268	207	219	200	2,110	2,856	1,740	2,004	1,273	4,055	1,069	9,983	15,107	33.9%
5/08-5/09	Year 16	793	939	927	861	766	240	361	285	299	235	1,944	2,536	1,592	1,810	1,123	4,286	1,420	9,005	14,711	38.8%
5/09-5/10	Year 17	919	1,114	1,026	969	779	250	382	303	315	233	1,931	2,452	1,538	1,738	1,117	4,807	1,483	8,776	15,066	41.7%
5/10-5/11	Year 18	758	1,036	954	915	611	260	381	307	309	225	1,862	2,466	1,529	1,757	1,130	4,274	1,482	8,744	14,500	39.7%
5/10-5/12	Year 19	745	1,032	911	893	600	247	378	292	309	214	1,779	2,360	1,549	1,794	1,138	4,181	1,440	8,620	14,241	39.5%
5/12-5/13	Year 20	800	1,089	935	933	628	236	361	278	292	261	1,830	2,004	1,536	1,701	1,416	4,385	1,428	8,487	14,300	40.7%
5/13-5/14	Year 21	792	1,086	893	918	593	224	326	250	276	309	1,998	1,754	1,696	1,760	1,688	4,282	1,385	8,896	14,563	38.9%
5/14-5/15	Year 22	894	932	781	783	791	314	325	286	324	327	1,975	1,657	1,547	1,824	2,023	4,181	1,576	9,026	14,783	38.9%
5/15-5/16	Year 23	1,038	804	740	772	964	375	322	299	378	334	1,986	1,634	1,428	1,990	2,192	4,318	1,708	9,230	15,256	39.5%
5/16-5/17	Year 24	1,018	783	681	800	973	400	350	315	435	361	2,054	1,693	1,458	2,074	2,132	4,255	1,861	9,411	15,527	39.4%
5/17-5/18	Year 25	1,052	835	685	862	1,046	411	357	316	453	373	2,108	1,712	1,450	2,082	2,072	4,480	1,910	9,424	15,814	40.4%
5/18-5/19	Year 26	1,033	835	698	901	1,048	425	376	320	503	371	2,159	1,781	1,476	2,176	2,077	4,515	1,995	9,669	16,179	40.2%
05/13/2019	Yr 26	16.06	17.19	14.42	18.16	22.23	7.75	6.55	5.67	9.56	7.35	44.72	30.81	29.21	44.06	40.28	88.06	36.88	189.08	314.02	39.8%
05/20/2019	Yr 26	21.76	15.79	13.98	13.49	22.65	8.17	7.55	6.27	9.67	6.56	43.47	39.57	29.47	43.93	40.96	87.67	38.22	197.40	323.29	38.9%
05/27/2019	Yr 26	23.88	19.05	14.60	22.61	19.08	9.59	8.09	6.93	10.58	9.58	47.23	46.59	36.32	50.58	50.17	99.22	44.77	230.89	374.88	38.4%
06/03/2019	Yr 26	17.48	16.80	8.84	7.37	18.34	7.75	7.43	5.30	9.60	5.83	42.26	36.12	30.55	48.58	42.97	68.83	35.91	200.48	305.22	34.3%
06/10/2019	Yr 26	17.25	12.84	8.86	16.99	16.97	8.94	7.12	5.73	8.09	8.13	45.62	38.34	37.45	45.12	48.95	72.91	38.01	215.48	326.40	34.0%
06/17/2019	Yr 26	19.33	16.55	11.62	18.37	23.95	7.14	7.28	6.18	10.53	7.81	48.08	38.68	34.38	49.16	41.73	89.82	38.94	212.03	340.79	37.8%
06/24/2019	Yr 26	17.92	21.15	13.12	20.93	20.62	7.64	7.33	6.24	9.93	7.21	47.20	38.08	32.97	46.81	48.50	93.74	38.35	213.56	345.65	38.2%
07/01/2019	Yr 26	19.48	16.26	8.84	10.83	21.69	8.17	7.27	5.83	11.48	7.93	44.98	37.85	34.07	51.04	44.41	77.10	40.68	212.35	330.13	35.7%
07/08/2019	Yr 26	21.67	15.67	9.07	21.28	18.59	9.14	7.76	6.28	10.48	6.39	48.24	42.00	39.42	43.51	43.06	86.28	40.05	216.23	342.56	36.9%
07/15/2019	Yr 26	17.74	13.16	6.95	18.41	21.60	7.63	6.98	5.49	9.17	6.96	45.25	38.28	32.46	42.44	44.63	77.86	36.23	203.06	317.15	36.0%
07/22/2019	Yr 26	18.31	15.13	11.75	10.48	15.05	7.95	7.00	5.65	9.87	6.78	45.24	35.51	31.73	52.75	50.62	70.72	37.25	215.85	323.82	33.3%
07/29/2019	Yr 26	15.27	19.70	14.39	17.56	20.17	7.66	8.21	5.73	10.39	6.40	46.43	34.32	28.77	43.12	45.15	87.09	38.39	197.79	323.27	38.8%
08/05/2019	Yr 26	17.69	18.35	9.96	16.63	18.48	7.25	6.48	5.71	10.42	6.95	43.24	29.78	34.17	42.05	47.32	81.11	36.81	196.56	314.48	37.5%
08/12/2019	Yr 26	21.95	17.34	13.39	18.21	21.95	8.09	7.40	5.64	9.00	6.70	43.44	35.65	29.09	44.64	39.11	92.84	36.83	191.93	321.60	40.3%
08/19/2019	Yr 26	21.93	14.08	14.12	20.09	22.89	6.95	6.70	5.61	9.79	7.34	42.73	38.62	32.16	45.65	39.77	93.11	36.39	198.93	328.43	39.4%
08/26/2019	Yr 26	19.73	17.11	13.05	18.80	20.04	7.33	6.43	5.43	8.88	6.52	40.62	38.09	28.33	42.07	38.41	88.73	34.59	187.52	310.84	39.7%
09/02/2019	Yr 26	21.60	16.04	14.56	19.81	21.41	8.92	7.78	6.50	10.72	7.63	46.08	42.40	30.88	46.52	43.77	93.42	41.55	209.65	344.62	39.2%
09/09/2019	Yr 26	20.64	16.77	12.27	17.84	21.31	6.49	6.21	5.03	9.45	6.36	39.86	31.13	25.19	40.05	36.98	88.83	33.54	173.21	295.58	41.4%
09/16/2019	Yr 26	18.53	14.44	11.97	15.82	21.63	7.49	5.92	4.38	8.90	6.35	44.67	40.12	30.39	42.61	43.01	82.39	33.04	200.80	316.23	36.5%
09/23/2019	Yr 26	18.31	14.63	16.07	17.80	22.89	6.52	6.06	3.69	8.65	6.67	43.46	34.58	27.24	42.70	44.93	89.70	31.59	192.91	314.20	38.6%
09/30/2019	Yr 26	25.71	20.46	15.04	20.00	23.20	7.98	6.70	5.70	9.28	6.82	42.77	35.14	29.39	43.86	43.02	104.41	36.48	194.18	335.07	42.0%
10/07/2019	Yr 26	19.24	9.28	12.35	15.46	16.84	7.21	6.27	6.04	8.41	5.63	40.11	36.40	25.42	40.61	34.17	73.17	33.56	176.71	283.44	37.7%
10/14/2019	Yr 26	28.37	23.03	18.86	20.25	33.26	7.27	6.52	4.73	9.54	8.71	39.40	35.37	29.54	45.23	44.87	123.77	36.77	194.41	354.95	45.2%
10/21/2019	Yr 26	22.45	18.01	12.80	19.06	20.39	7.16	6.37	4.90	8.60	6.96	41.51	33.19	28.95	41.58	37.74	92.71	33.99	182.97	309.67	40.9%
10/28/2019	Yr 26	19.84	11.88	11.54	16.21	18.73	6.64	6.18	4.82	7.76	6.35	39.01	39.62	25.73	38.61	38.79	78.20	31.75	181.76	291.71	37.7%
11/04/2019	Yr 26	21.57	16.69	13.76	18.54	22.60	7.50	6.69	5.74	10.51	6.72	41.16	34.02	30.03	46.81	40.98	323.32	37.16	193.00	553.48	65.1%
11/11/2019	Yr 26	19.18	14.83	11.20	16.67	19.59	6.78	6.03	5.16	9.21	6.91	37.80	33.21	26.84	42.88	40.40	296.69	34.09	181.13	511.91	64.6%
11/18/2019	Yr 26	18.85	14.23	12.13	16.78	17.31	7.98	6.83	5.94	8.77	7.10	41.98	37.70	29.15	43.69	41.57	310.01	36.62	194.09	540.72	64.1%
11/25/2019	Yr 26	17.21	12.62	10.82	13.71	14.09	7.53	6.52	5.83	10.05	8.67	43.00	34.19	28.58	42.82	42.91	298.55	38.60	191.50	528.65	63.8%
12/02/2019	Yr 26																0.00	0.00	0.00	0.00	#DIV/0!
12/09/2019	Yr 26																0.00	0.00	0.00	0.00	#DIV/0!
12/16/2019	Yr 26																0.00	0.00	0.00	0.00	#DIV/0!
12/23/2019	Yr 26																				

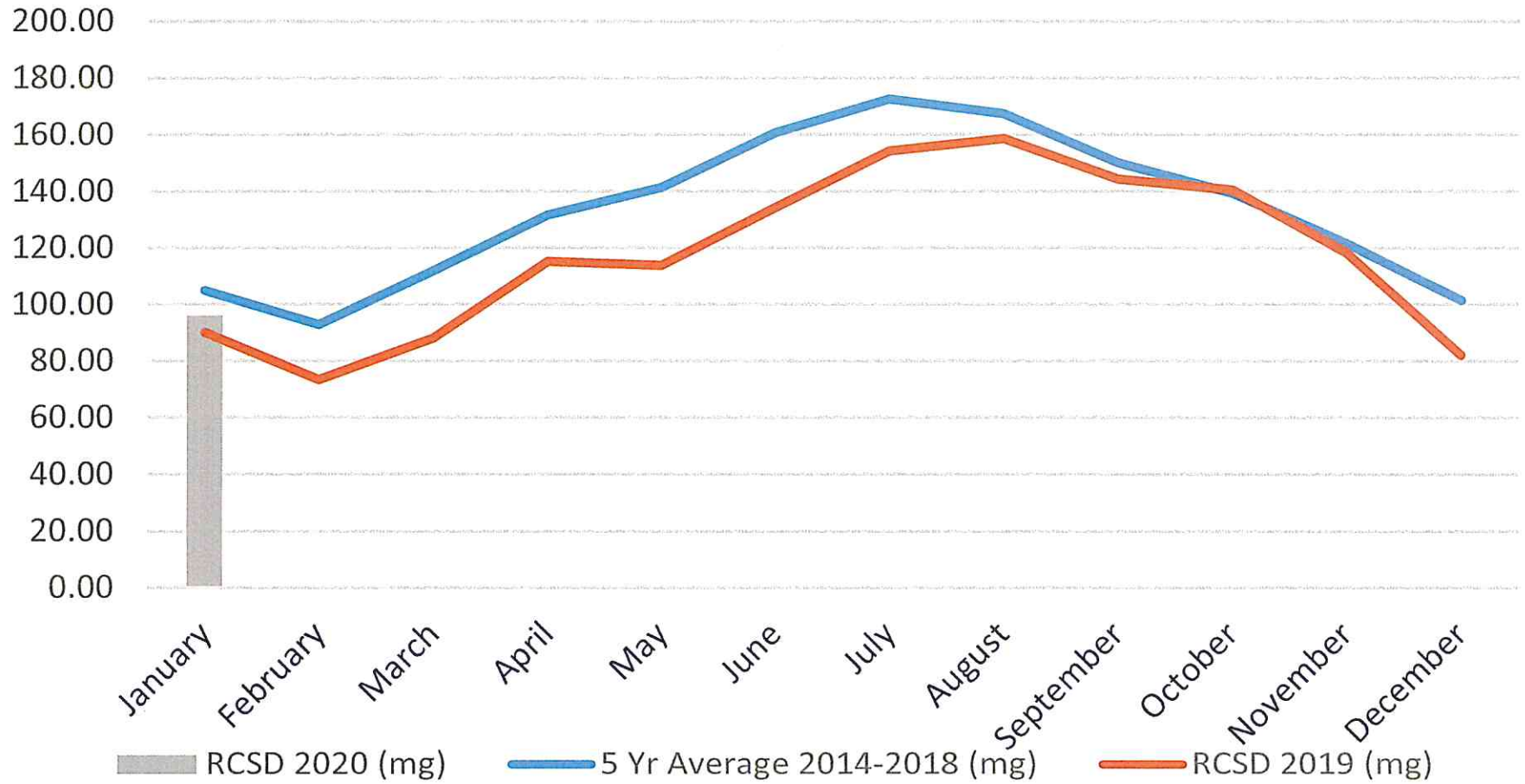


RUBIDOUX COMMUNITY SERVICES DISTRICT  
 Green Waste Program  
 (May 19 to June 20)





# Potable Water Production January 2020



# CAL FIRE/Riverside County Fire Department

## Emergency Incident Statistics

January 2010 - January 2020



## Rubidoux Community Service District



## Total Calls for Rubidoux CSD January 2010-2020



<u>Month/Year</u>	<u>Total Calls for Station 38</u>	<u>Total Calls for District</u>
January 2010	169	177
January 2011	151	160
January 2012	201	212
January 2013	206	213
January 2014	208	218
January 2015	243	251
January 2016	273	292
January 2017	262	275
January 2018	262	279
January 2019	244	235
January 2020	247	256



# CAL FIRE/Riverside County Fire Department

## Emergency Incident Statistics



**Shawn C. Newman**

**Fire Chief**

2/3/2020

**Report Provided By: Riverside County Fire Department**

**Communications and Technology Division**

**GIS Section**

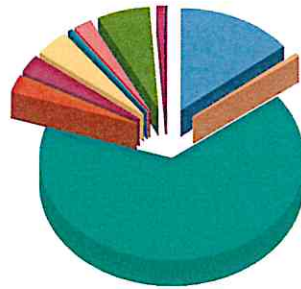
**Please refer to Map and Incident by Battalion, Station, Jurisdiction**

Incidents Reported for the month of January 2020 and Special District Rubidoux CSD And Both (Code 2, Alpha, Omega, Code 3, Charlie, Delta, Bravo, Echo)

\*Incidents are shown based on the primary response area for the incident location. This does not represent total response times for all units only the first unit in.

## Response Activity

### Incidents Reported for the month of January 2020 and Special District Rubidoux CSD And Both (Code 2, Alpha, Omega, Code 3, Charlie, Delta, Bravo, Echo)



False Alarm	36	14.1%
Haz Mat	2	0.8%
Medical	167	65.2%
Other Fire	7	2.7%
Other Misc	7	2.7%
Public Service Assist	11	4.3%
Res Fire	1	0.4%
Standby	6	2.3%
Traffic Collision	16	6.3%
Vehicle Fire	2	0.8%
Wildland Fire	1	0.4%
<b>Total:</b>	<b>256</b>	<b>100.0%</b>

False Alarm	36
Haz Mat	2
Medical	167
Other Fire	7
Other Misc	7
Public Service Assist	11
Res Fire	1
Standby	6
Traffic Collision	16
Vehicle Fire	2
Wildland Fire	1
<b>Incident Total:</b>	<b>256</b>

### Average Enroute to Onscene Time\*

Enroute Time = When a unit has been acknowledged as responding. Onscene Time = When a unit has been acknowledge as being on scene. For any other statistic outside Enroute to Onscene please contact the IT Help Desk at 951-940-6900

<5 Minutes	+5 Minutes	+10 Minutes	+20 Minutes	Average	% 0 to 5 min
158	93	14	0	4.8	61.7%

\*CODE 3 and CODE 2 incidents are included in the total count of incidents and the average Enroute to Onscene Time.

### Incidents by Battalion, Station and Jurisdiction

			False Alarm	Haz Mat	Medical	Other Fire	Other Misc	Public Service	Res Fire	Standby	Traffic Collisio	Vehicle Fire	Wildlan d Fire	Total
<b>Battalion 14</b>	Station 16 Pedley	City of Jurupa Valley	1	0	1	0	0	0	0	0	0	0	0	2
	<b>Station Total</b>		1	0	1	0	0	0	0	0	0	0	0	2
	Station 18 West Riverside	City of Jurupa Valley	0	0	4	1	0	0	0	0	2	0	0	7
	<b>Station Total</b>		0	0	4	1	0	0	0	0	2	0	0	7
	Station 38 Rubidoux	City of Jurupa Valley	35	2	162	6	7	11	1	6	14	2	1	247
	<b>Station Total</b>		35	2	162	6	7	11	1	6	14	2	1	247
	<b>Battalion Total</b>		36	2	167	7	7	11	1	6	16	2	1	256
<b>Grand Total</b>			36	2	167	7	7	11	1	6	16	2	1	256

\*Incidents are shown based on the primary response area for the incident location. This does not represent total response times for all units only the first unit in.



**Incidents by Jurisdiction**

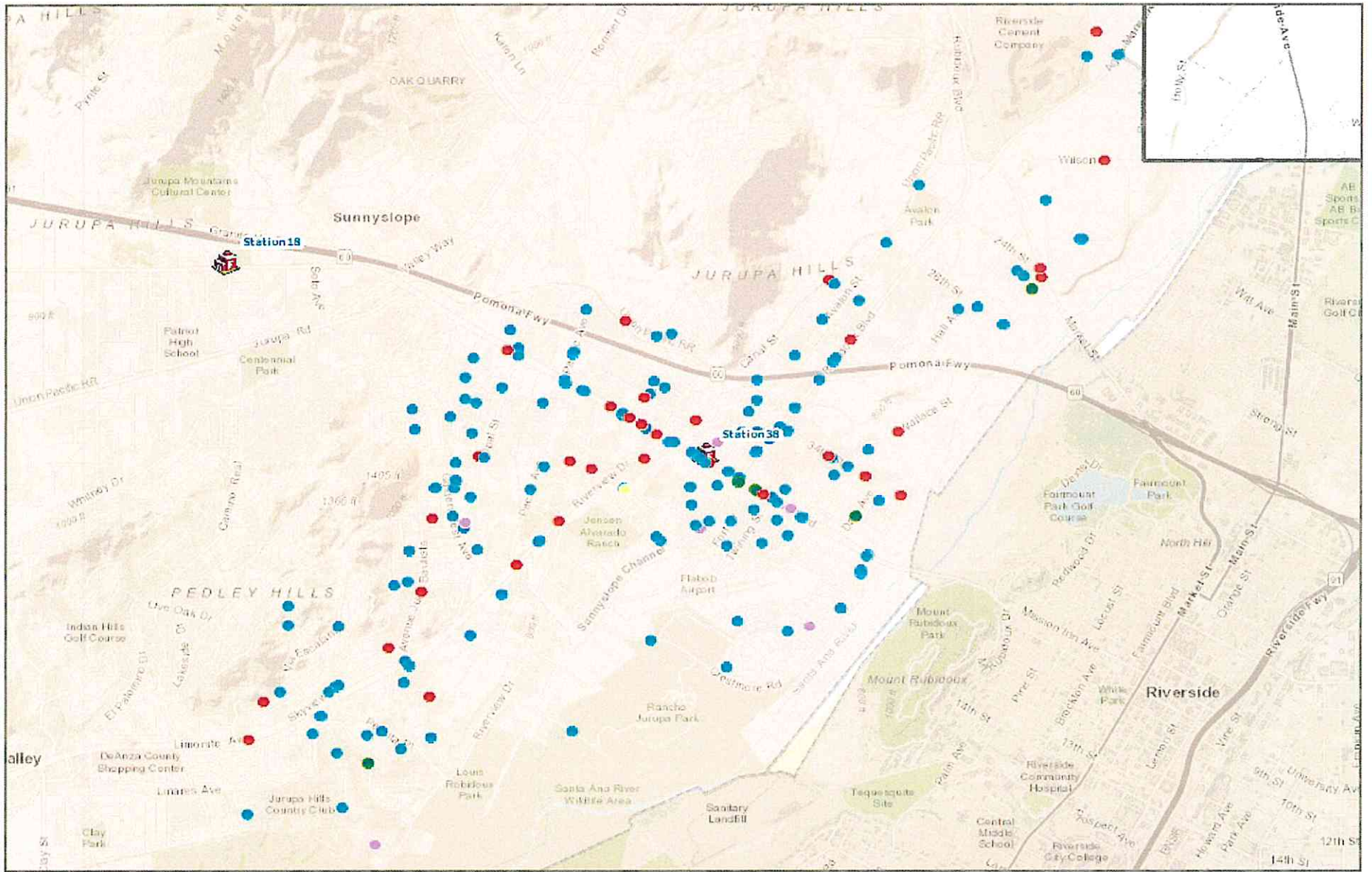
	False Alarm	Haz Mat	Medical	Other Fire	Other Misc	Public Service	Res Fire	Standby	Traffic Collisio	Vehicle Fire	Wildlan d Fire	Total
City of Jurupa Valley	36	2	167	7	7	11	1	6	16	2	1	256
<b>Grand Total</b>	<b>36</b>	<b>2</b>	<b>167</b>	<b>7</b>	<b>7</b>	<b>11</b>	<b>1</b>	<b>6</b>	<b>16</b>	<b>2</b>	<b>1</b>	<b>258</b>

\*Incidents are shown based on the primary response area for the incident location. This does not represent total response times for all units only the first unit in.

**Incidents by Supervisorial District - Summary**

	<b>DISTRICT 2 KAREN SPIEGEL</b>	<b>Grand Total</b>
False Alarm	36	36
Haz Mat	2	2
Medical	167	167
Other Fire	7	7
Other Misc	7	7
Public Service Assist	11	11
Res Fire	1	1
Standby	6	6
Traffic Collision	16	16
Vehicle Fire	2	2
Wildland Fire	1	1
<b>Total</b>	<b>256</b>	<b>256</b>

MONTH = 1 and YEAR = 2020 and SPECIAL= 'Rubidoux CSD'



**Legend**

- Fire
- Hazard
- Haz Mat
- Medical
- Other Misc
- PSA
- Riverside County
- Reservations
- Fire Station
- Casinos



Riverside County Fire GIS



9. RECEIVE AND FILE STATEMENT OF CASH ASSET REPORT  
FOR ALL DISTRICT FUNDS ENDING JANUARY 2020:  
**DM 2020-07**

# Rubidoux Community Services District

## Board of Directors

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



## General Manager

Steven W. Appel

---

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

**DIRECTORS MEMORANDUM 2020-07**

February 20, 2020

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

**Subject:** Receive and File the January 2020 Statement of Cash Assets Schedule

## BACKGROUND:

Attached for the Board of Directors' consideration is the January 2020 Statement of Cash Assets Schedule Report for all District Fund Accounts. Our YTD interest is \$313,480.84 for District controlled accounts. With respect to District "Funds in Trust", we show \$13,794.44 which has been earned and posted. The District has a combined YTD interest earned total of \$327,275.28 as of January 31, 2020.

With respect to the District's Operating Funds (Excluding Restricted Funds and Operating Reserves), we show a balance of \$7,393,054.24 ending January 31, 2020. That is **\$1,254,053.94 MORE** than July 1, 2019, beginning balance of \$6,139,000.30.

Further, the District's Field/Admin Fund current fund balance is \$542,657.92.

Submitted for the Board of Directors consideration is the *January 2020, Statement of Cash Assets Schedule Report* for your review and acceptance this afternoon.

**RECOMMENDATION:**

Staff recommends to **“Receive and File”** the January 2020 Statement of Cash Assets Schedule Report to the Rubidoux Community Services District Board of Directors.

Respectfully,

A handwritten signature in blue ink, appearing to read "Jeffrey D. Sims".

JEFFREY D. SIMS, P.E.  
Assistant General Manager

Attachment: January 2020, Cash Assets Schedule Report



RUBIDOUX COMMUNITY SERVICES DISTRICT  
 INVESTMENT SUMMARY - JANUARY 31, 2020  
 CASH BASIS

	Beg. Balance 7/1/2019	YTD Int.	Other Activity YTD	Balance 1/31/2020	YTD Avg. Int. Rate
<b>Operating Accounts</b>	<b>\$ 6,139,000.30</b>	<b>\$ 79,465.22</b>	<b>\$ 1,174,588.72</b>	<b>\$ 7,393,054.24</b>	<b>1.07%</b>
Water Operating Reserve	4,138,967.51	74,396.49	-	4,213,364.00	1.77%
Wastewater Operating Reserve	118,074.97	7,380.23	450,000.00	575,455.20	1.28%
Water Replacement Reserve	549,602.85	10,641.56	93,350.00	653,594.41	1.63%
Fire Mitigation Reserve	1,398,215.47	24,596.14	18,000.00	1,440,811.61	1.71%
Wastewater Reserve	3,247,636.40	41,346.86	(325,957.81)	2,963,025.45	1.40%
Wastewater Replacement Res.	108,352.46	2,102.32	30,781.59	141,236.37	1.49%
Water Reserve	2,383,077.37	17,363.41	(82,504.01)	2,317,936.77	0.75%
COP Restricted	2,538,527.30	47,149.63	(18,564.00)	2,567,112.93	1.84%
Field/Admin Reserve	484,950.44	9,038.98	48,668.50	542,657.92	1.67%
Funds in Trust	762,956.91	13,794.44	-	776,751.35	1.78%
<b>Total Investments</b>	<b>\$ 21,869,361.98</b>	<b>\$ 327,275.28</b>	<b>\$ 1,388,362.99</b>	<b>\$ 23,585,000.25</b>	<b>1.39%</b>

\$0.00

RUBIDOUX COMMUNITY SERVICES DISTRICT  
**CASH ASSET SCHEDULE**  
**INVESTMENT ACTIVITY**  
 FOR PERIOD JULY 1, 2019 THRU JANUARY 31, 2020  
 CASH BASIS  
**FIRE MITIGATION**

<u>DATE</u>	<u>INSTITUTION</u>	<u>INSTRUMENT</u>	<u>MATURITY</u>	<u>STATUS</u>	<u>PURCHASE / REDEEM</u>	<u>INT. RATE</u>	<u>INTEREST</u>	<u>PAR/ BALANCE</u>	<u>TOTAL</u>
1/1/2020	Premier Bank	<b>CD</b>		Beg. Bal.				170,000.20	
	Premier Bank			Interest	144.42	1.00	-	170,000.20	
	Premier Bank			Redeem	-			170,000.20	
1/31/2020	Premier Bank	<b>CD</b>	4/3/2020	Purchase	-			170,000.20	
1/1/2020	Premier Bank	<b>Checking</b>		Beg. Bal.				8,835.50	
	Premier Bank	<b>Fire Mitigation</b>		Activity	-	0.00	-	8,835.50	
1/31/2020	Premier Bank			End Bal.	-			8,835.50	
1/1/2020	LAIF	<b>Fire Mitigation</b>		Beg. Bal.				1,235,086.28	
	LAIF			Interest		1.97	6,769.42	1,241,855.70	
1/31/2020	LAIF			Activity	-			1,241,855.70	
1/1/2020	Premier Bank	<b>Safekeeping</b>		Beg. Bal				19,975.79	
	Premier Bank			Activity	-	-	144.42	20,120.21	
1/31/2020	Premier Bank			End Bal.				20,120.21	\$ 1,440,811.61

RUBIDOUX COMMUNITY SERVICES DISTRICT  
**CASH ASSET SCHEDULE**  
**INVESTMENT ACTIVITY**  
 FOR PERIOD JULY 1, 2019 THRU JANUARY 31, 2020  
 CASH BASIS  
**WASTEWATER CIP FUNDS**

<u>DATE</u>	<u>INSTITUTION</u>	<u>INSTRUMENT</u>	<u>MATURITY</u>	<u>STATUS</u>	<u>PURCHASE / REDEEM</u>	<u>INT. RATE</u>	<u>INTEREST</u>	<u>PAR/ BALANCE</u>	<u>TOTAL</u>
1/1/2020	LAIF	<b>Sewer Mainline</b>		Beg. Bal.				2,891,071.76	
	LAIF			Interest		1.97	15,845.75	2,906,917.51	
1/31/2020	LAIF			Activity	(16,135.95)			2,890,781.56	
1/1/2020	CBB	<b>Safekeeping</b>		Beg. Bal				72,243.89	
				Activity	-	0.10	-	72,243.89	
1/31/2020	CBB			End Bal.				72,243.89	\$ 2,963,025.45



RUBIDOUX COMMUNITY SERVICES DISTRICT  
**CASH ASSET SCHEDULE**  
**INVESTMENT ACTIVITY**  
FOR PERIOD JULY 1, 2019 THRU JANUARY 31, 2020  
CASH BASIS  
**WATER CIP FUNDS**

<u>DATE</u>	<u>INSTITUTION</u>	<u>INSTRUMENT</u>	<u>MATURITY</u>	<u>STATUS</u>	<u>PURCHASE / REDEEM</u>	<u>INTEREST RATE</u>	<u>INTEREST</u>	<u>PAR/ BALANCE</u>	<u>TOTAL</u>
1/1/2020	LAIF	<b>Water Mainline</b>		Beg. Bal.				317,445.12	
	LAIF			Interest		1.97	1,739.89	319,185.01	
1/31/2020	LAIF			Activity	(21,698.61)			297,486.40	
1/1/2020	Premier Bank	<b>CD</b>		Beg. Bal.				575,000.00	
	Premier Bank			Activity	488.47	1.00	-	575,000.00	
	Premier Bank			Redeem	-			575,000.00	
1/31/2020	Premier Bank	<b>CD</b>	4/3/2020	Purchase	-			575,000.00	
1/1/2020	Citizens Bus	<b>CD</b>		Beg. Bal.				225,000.00	
	Citizens Bus			Activity	-	0.50	-	225,000.00	
	Citizens Bus			Redeem	-	n/a		225,000.00	
1/31/2020	Citizens Bus	<b>CD</b>	4/23/2020	Purchase	-			225,000.00	
1/1/2020	CBB-CDARS	<b>CD</b>		Beg. Bal.				500,000.00	
	CBB-CDARS			Interest	187.04	0.15	-	500,000.00	
	CBB-CDARS			Redeem	500,000.00	n/a		1,000,000.00	
1/31/2020	CBB-CDARS	<b>CD</b>	4/23/2020	Purchase	(500,000.00)			500,000.00	
1/1/2020	CBB-CDARS	<b>CD</b>		Beg. Bal.				630,000.00	
	CBB-CDARS			Interest	235.67	0.15	-	630,000.00	
	CBB-CDARS			Redeem	630,000.00	n/a		1,260,000.00	
1/31/2020	CBB-CDARS	<b>CD</b>	4/23/2020	Purchase	(630,000.00)			630,000.00	

RUBIDOUX COMMUNITY SERVICES DISTRICT  
**CASH ASSET SCHEDULE**  
**INVESTMENT ACTIVITY**  
 FOR PERIOD JULY 1, 2019 THRU JANUARY 31, 2020  
 CASH BASIS

1/1/2020	Premier Bank	<b>Safekeeping</b>	Beg. Bal.				67,661.55	
	Premier Bank		Activity	-	-	488.47	68,150.02	
1/31/2020	Premier Bank		End Bal.				68,150.02	
1/1/2020	CBB	<b>Safekeeping</b>	Beg. Bal.				21,877.64	
	CBB		Activity	-	0.10	422.71		
1/31/2020	CBB		End Bal.				22,300.35	\$ 2,317,936.77

RUBIDOUX COMMUNITY SERVICES DISTRICT  
**CASH ASSET SCHEDULE**  
**INVESTMENT ACTIVITY**  
FOR PERIOD JULY 1, 2019 THRU JANUARY 31, 2020  
CASH BASIS  
**OPERATING FUNDS**

<u>DATE</u>	<u>INSTITUTION</u>	<u>INSTRUMENT</u>	<u>MATURITY</u>	<u>STATUS</u>	<u>DEPOSIT/ WITHDRAW</u>	<u>INTEREST RATE</u>	<u>INTEREST</u>	<u>PAR/ BALANCE</u>	<u>TOTAL</u>
1/1/2020	Premier Bank	<b>Checking-Gen.</b>		Beg. Bal.				276,460.74	
	Premier Bank			Deposits	2,222,371.35	0.00	-	2,498,832.09	
1/31/2020	Premier Bank			Disbursements	(2,082,657.73)			416,174.36	
1/1/2020	Premier Bank	<b>Checking Property Tax</b>		Beg. Bal.				661,586.04	
	Premier Bank			Deposits	901,008.83	0.00	-	1,562,594.87	
1/31/2020	Premier Bank			Disbursements	(1,022,000.00)			540,594.87	
1/1/2020	Premier Bank	<b>Checking-Sewer</b>		Beg. Bal.				5,337.91	
	Premier Bank			Deposits	223,860.55	0.00	-	229,198.46	
1/31/2020	Premier Bank			Disbursements	(224,227.15)			4,971.31	
1/1/2020	Premier Bank	<b>Checking-Water</b>		Beg. Bal.				678,906.16	
	Premier Bank			Deposits	1,108,602.61	0.00	-	1,787,508.77	
1/31/2020	Premier Bank			Disbursements	(1,029,572.84)			757,935.93	



RUBIDOUX COMMUNITY SERVICES DISTRICT  
**CASH ASSET SCHEDULE**  
**INVESTMENT ACTIVITY**  
FOR PERIOD JULY 1, 2019 THRU JANUARY 31, 2020  
CASH BASIS  
**OPERATING FUNDS**

<u>DATE</u>	<u>INSTITUTION</u>	<u>INSTRUMENT</u>	<u>MATURITY</u>	<u>STATUS</u>	<u>DEPOSIT/ WITHDRAW</u>	<u>INTEREST RATE</u>	<u>INTEREST</u>	<u>PAR/ BALANCE</u>	<u>TOTAL</u>
1/1/2020	Premier Bank	<b>CD</b>		Beg. Bal.				255,000.00	
	Premier Bank			Activity	-	1.00	-	255,000.00	
	Premier Bank			Redeem	-			255,000.00	
1/31/2020	Premier Bank	<b>CD</b>	3/3/2020	Purchase	-			255,000.00	
1/1/2020	Premier Bank	<b>Operations</b>		Beg. Bal				20,069.52	
	Premier Bank	<b>Safekeeping</b>		Deposits	-	0.00	-	20,069.52	
1/31/2020	Premier Bank			Disbursements				20,069.52	
1/1/2020	LAIF	<b>Gen. Fund-Prop Tax</b>		Beg. Bal				123,617.75	
	LAIF	Qtrly. Interest		Deposits	1,174,000.00	1.97	677.54	1,298,295.29	
1/31/2020	LAIF			Disbursements	-			1,298,295.29	
1/1/2020	LAIF	<b>Water Op.</b>		Beg. Bal				3,485,241.68	
	LAIF	Qtrly. Interest		Deposits	229,698.61	1.97	19,102.36	3,734,042.65	
1/31/2020	LAIF			Disbursements	(47,175.50)			3,686,867.15	
1/1/2020	LAIF	<b>Sewer Op.</b>		Beg. Bal				466,878.43	
	LAIF	Qtrly. Interest		Deposits	25,763.45	1.97	2,558.93	495,200.81	
1/31/2020	LAIF			Disbursements	(82,055.00)			413,145.81	\$ 7,393,054.24

RUBIDOUX COMMUNITY SERVICES DISTRICT  
**CASH ASSET SCHEDULE**  
**INVESTMENT ACTIVITY**  
FOR PERIOD JULY 1, 2019 THRU JANUARY 31, 2020  
CASH BASIS  
**RESERVED FUNDS**

<u>DATE</u>	<u>INSTITUTION</u>	<u>INSTRUMENT</u>	<u>MATURITY</u>	<u>STATUS</u>	<u>DEPOSIT/ WITHDRAW</u>	<u>INTEREST RATE</u>	<u>INTEREST</u>	<u>PAR/ BALANCE</u>	<u>TOTAL</u>
1/1/2020	LAIF	<b>Water Op. Reserve</b>		Beg. Bal				4,190,396.74	
	LAIF	Qtrly. Interest		Deposits	-	1.97	22,967.26	4,213,364.00	
1/31/2020	LAIF			Disbursements	-			4,213,364.00	
1/1/2020	LAIF	<b>Water Replacement</b>		Beg. Bal				645,655.62	
	LAIF	Qtrly. Interest		Deposits	4,400.00	1.97	3,538.79	653,594.41	
1/31/2020	LAIF			Disbursements	-			653,594.41	
1/1/2020	LAIF	<b>Wastewater Replacement</b>		Beg. Bal.				134,074.02	
	LAIF			Interest		1.97	734.85	134,808.87	
1/31/2020	LAIF			Activity	6,427.50			141,236.37	
1/1/2020	LAIF	<b>COP-Payback</b>		Beg. Bal				2,521,691.72	
	LAIF	Qtrly. Interest		Deposits	31,600.00	1.97	13,821.21	2,567,112.93	
1/31/2020	LAIF			Disbursements	-			2,567,112.93	
1/1/2020	LAIF	<b>Field/Admin Bldg.</b>		Beg. Bal				531,568.93	
	LAIF	Qtrly Interest		Deposits	8,175.50	1.97	2,913.49	542,657.92	
1/31/2020	LAIF			Disbursements	-			542,657.92	
1/1/2020	LAIF	<b>Wastewater Op. Reserve</b>		Beg. Bal				572,318.36	
	LAIF	Qtrly. Interest		Deposits	-	1.97	3,136.84	575,455.20	
1/31/2020	LAIF			Disbursements	-			575,455.20	\$ 8,693,420.83

RUBIDOUX COMMUNITY SERVICES DISTRICT  
**CASH ASSET SCHEDULE**  
**INVESTMENT ACTIVITY**  
 FOR PERIOD JULY 1, 2019 THRU JANUARY 31, 2020  
 CASH BASIS  
**FUNDS IN TRUST**

<u>DATE</u>	<u>INSTITUTION</u>	<u>INSTRUMENT</u>	<u>MATURITY</u>	<u>STATUS</u>	<u>PURCHASE / REDEEM</u>	<u>INTEREST RATE</u>	<u>INTEREST</u>	<u>PAR/ BALANCE</u>	<u>TOTAL</u>
1/1/2020	U.S. Bank	<b>COP's Refunding-Series 1998</b>						769,955.94	
		Install Sale		44,235.94	-	0.17	59.22	770,015.16	
		Reserve-LAIF		729,984.28			0.65	4,205.06	774,220.22
1/31/2020								774,220.22	
1/1/2020	Premier Bank	<b>Fiscal Agent-SRL MN Plant</b>		Beg. Bal				2,531.02	
				Deposits	-	0.20	0.11	2,531.13	
1/31/2020				Disbursements	-			2,531.13	\$ 776,751.35
TOTAL CASH FUNDS									\$ 23,585,000.25



RCSD PORTFOLIO HOLDINGS REPORT  
JANUARY 31, 2020

<u>Par \$</u>	<u>Issuer</u>	<u>Maturity</u>	<u>Acquisition Cost</u>	<u>Current Market</u>	<u>Gain/Loss</u>	<u>Yld Mat</u>
<b>AGENCY</b>						
Subtotals			-	-	-	
<b>U.S. TREASURIES</b>						
<b>COMMERCIAL PAPER</b>						
Subtotals			-	-	-	
<b>COLLATERALIZED TIME DEPOSITS</b>						
170,000.00	Premier	4/3/2020	\$ 170,000.20	\$ 170,000.20		1.00
500,000.00	Citizens CDARS	4/23/2020	500,000.00	500,000.00		0.15
630,000.00	Citizens CDARS	4/23/2020	630,000.00	630,000.00		0.15
575,000.00	Premier	4/3/2020	575,000.00	575,000.00		1.00
255,000.00	Premier	3/3/2020	255,000.00	255,000.00		1.00
225,000.00	Citizens Business Bank	4/23/2020	225,000.00	225,000.00		0.50
Subtotals			\$ 2,355,000.20	\$ 2,355,000.20	-	
<b>CASH EQUIVALENT &amp; MONEY MARKET</b>						
18,521,853.01	LAIF	-	\$ 18,521,853.01	\$ 18,521,853.01	-	1.97
549,430.37	CHECK-PPBI-Fire- Prop tax		549,430.37	549,430.37	-	-
202,883.99	SAFEKEEPING		202,883.99	202,883.99	-	-
Subtotals			19,274,167.37	19,274,167.37	-	
<b>GRAND TOTALS</b>			<b>\$21,629,167.57</b>	<b>\$21,629,167.57</b>	<b>-</b>	

RCSD Investment Portfolio  
January 31, 2020

**Maturity**

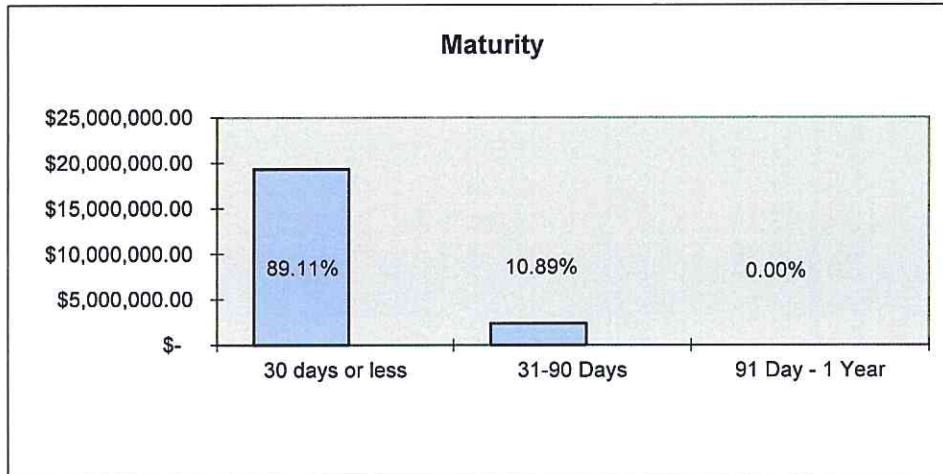
30 days or less  
31-90 Days  
91 Day - 1 Year

Total

**Assets**

\$ 19,274,167.37  
2,355,000.20  
-

\$ 21,629,167.57



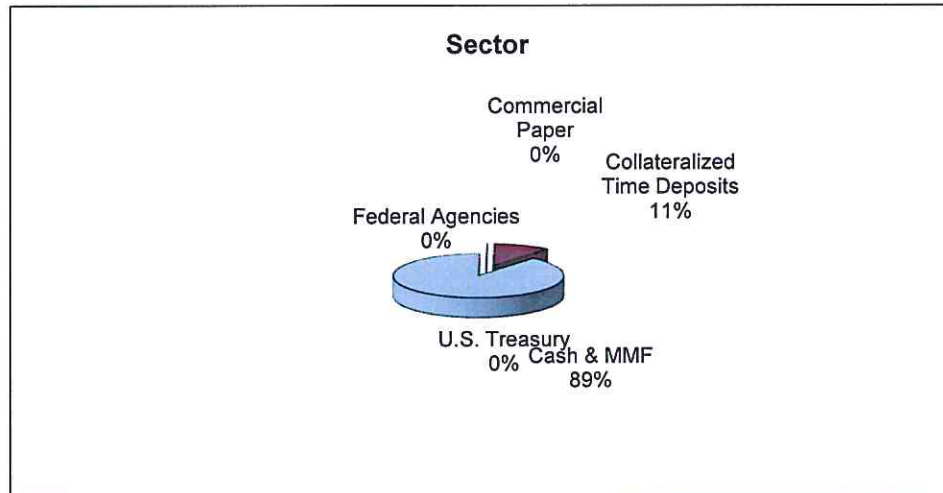
**Sector**

Cash & MMF  
U.S. Treasury  
Federal Agencies  
Commercial Paper  
Collateralized Time Deposits

Total

\$ 19,274,167.37  
-  
-  
-  
2,355,000.20

\$ 21,629,167.57



10. REACTIVATION RESOLUTION NO. 2020-860:  
**DM 2020-08**



# Rubidoux Community Services District

## Board of Directors

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

## General Manager

Steven W. Appel



---

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

**DIRECTORS MEMORANDUM 2020-08**

February 20, 2020

To:     Rubidoux Community Services District  
         Board of Directors

Subject: Service Reactivation Policy – Resolution No. 2020-860

## **BACKGROUND:**

At the February 6, 2020 Board Meeting, staff presented a proposed Service Reactivation Policy. The proposed policy as explained in DM 2020-04 (attached) is summarized below:

1.     Purpose of Service Reactivation Policy
  - a.     Establishes a consistent policy for reactivation of accounts inactive for more than one month
  - b.     Maintains equitable cost sharing of costs between District ratepayers
  - c.     Maintains District revenues to cover ongoing fixed expenses
  
2.     Elements of the Proposed Service Reactivation Policy
  - a.     The service reactivation policy applies to accounts inactive for more than one month
  - b.     Standby charges are to be paid for the duration the account was inactive up to thirty-six (36) months
  - c.     Standby charges shall be charged at the standby rates in place during the period the account was inactive

To codify the proposed Service Reactivation Policy a draft of Resolution No. 2020-860 was included with DM 2020-04. The Board was asked to review and provide staff with comments/edits to Resolution No. 2020-860 so a final draft could be considered for approval at February 20, 2020 Board Meeting.

**RECOMMENDATION**

Staff recommends the Board of Directors:

1. Approve Resolution No. 2020-860 – A Resolution of the Board of Directors of Rubidoux Community Services District Adopting a Policy on the Reactivation of Services; and
2. Authorize the Board of Directors President to sign Resolution No. 2020-860.

Respectfully,



JEFFREY D. SIMS, P.E.  
Assistant General Manager

Attachment(s):

1. Resolution No. 2020-860 & Exhibit “A” – RCSD Service Reactivation Policy
2. DM 2020-04 dated February 6, 2020

RESOLUTION NO. 2020-860

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF RUBIDOUX COMMUNITY SERVICES  
DISTRICT ADOPTING A POLICY ON THE  
REACTIVATION OF SERVICES

WHEREAS, Rubidoux Community Services District ("District") is a Community Services District providing water and sewer services to customers within its service boundary; and

WHEREAS, the District has adopted and revised, from time to time, Ordinances, Resolutions and Policies regarding provision of water and sewer service to its customers; and

WHEREAS, the District funds providing water and sewer services through collection of capacity fees and through monthly service rates; and

WHEREAS, capacity fees for water and sewer are paid by customers when a property is developed and the amount of capacity fees paid are directly related to the use demand the property will place on the District's water and sewer systems. Capacity Fees are one-time fees that run with the property in perpetuity conditioned on the use demand of the property remaining consistent with the amount of system capacity paid for; and

WHEREAS, once capacity fees are paid to the District, the District incurs an ongoing obligation to maintain its systems so the system capacity paid for a property is continuously available to meet the use demand of the customer occupying the property; and



WHEREAS, with having an ongoing obligation to maintain the water and sewer systems in such manner to have reliable service available to meet customer demand, the District charges ongoing monthly water and sewer rates to its customers; and

WHEREAS, monthly rates are comprised of fixed and variable components; and

WHEREAS, the variable component of the monthly water and sewer rates are directly related to the actual usage each month by the customer; and

WHEREAS, the monthly fixed component, also referenced to as the "standby charge", is comprised of fixed expenses the District incurs for ongoing maintenance, operation and administrative expenses regardless of actual usage by the customer; and

WHEREAS, the fixed standby charge component of the monthly charge is based on water meter size. The standby charge is in proportion to expenses the District incurs to maintain service availability for the capacity associated with the meter size acquired for the property; and

WHEREAS, some service accounts are closed or become inactive for more than one month and monthly fixed standby charges are not paid to the District, and

WHEREAS, during the period a service account is inactive and monthly rates are not being paid, the District continues to

incur expenses to maintain the water and sewer systems to have available capacity on standby for use at that service, and

WHEREAS, it is inequitable for the District to incur expenses to maintain system capacity for inactive services and pass those on to customers who have active accounts and current on monthly billings; and

WHEREAS, the Board desires to adopt a policy requiring customers seeking to reactivate service to bring current monthly fixed standby charges unpaid during the time the service account was inactive; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Rubidoux Community Services District as follows:

Section 1. The Board hereby adopts the Service Reactivation Policy ("Policy") as set forth in Exhibit "A" attached hereto and incorporated herein by reference. The Policy shall be included along with existing District Ordinances, Resolutions and Policies regarding water service and water users.

Section 2. This Resolution is adopted as of the date set forth below and the Policy shall go into effect as of February 20, 2020.

Section 3. To the extent the Policy conflicts with any provisions of existing Rubidoux Community Services District

Ordinances, Resolutions or Policies, the provisions of the Policy shall control.

Section 4. If any section, subsection, clause or phrase in this Resolution is for any reason held invalid, the validity of the remainder of this Resolution shall not be affected thereby. The Board hereby declares that it would have passed this Resolution and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses or phrases or the application thereof be held invalid.

Section 5. All of the foregoing Recitals are true and correct and the Board so finds and determines. The Recitals set forth above are incorporated herein and made an operative part of this Resolution.

ADOPTED, this 20th day of February, 2020.

---

Armando Muniz  
President

I HEREBY CERTIFY that the foregoing is a full, true and correct copy of Resolution No. 2020-860 adopted by the Board of Directors of Rubidoux Community Services District at its regular meeting held February 20, 2020.

---

Jeffrey D. Sims  
Assistant General Manager



EXHIBIT "A"  
Resolution 2020-860

**RUBIDOUX COMMUNITY SERVICES DISTRICT  
SERVICE REACTIVATION POLICY**

1. Application of Policy. This Service Reactivation Policy ("Policy") shall apply to all District accounts. To the extent this Policy conflicts with any provisions of the Rubidoux Community Services District's ("District") existing Ordinances, Resolutions and Policies regarding provision of District services, this Policy shall control.
2. Contact Information. For questions or assistance regarding a monthly District bill for services, or this Service Reactivation Policy, the District's Customer Service staff can be reached at (951) 684-7580. Customers may also visit the District's Customer Service desk in person Monday through Friday from 8:00 a.m. to 5:00 p.m., except on District holidays.
3. Purpose of Policy. This policy is to provide a consistent procedure for District Customer Service staff to follow in assisting customers with reactivation of an inactive service account.
4. Necessity of Policy. The District generates revenue for services through payment by customers of District monthly bills. The District monthly bills are comprised of fixed and variable components. The variable component is based on actual amount of service used (for example - number of units of water used), while the fixed component is based on fixed costs the District incurs to own, operate, and maintain the systems regardless of the amount of services used. When service accounts are inactive the District is not recovering costs being expended to keep the system in a standby status available for use by that service when reactivated. The policy is intended to recover unpaid fixed standby charges associated with inactive accounts sought to be reactivated.
5. Definition of an Inactive Service Account: An inactive service is any customer account that has been closed or has been shut-off for more than one-month and the monthly bills associated with the account are not being paid. An inactive service is differentiated from those accounts delinquent in bill

pay, which are subject to the District's Discontinuation of Residential Water Service for Non-Payment per adopted District Resolution No. 2019-859.

6. Service Reactivation Procedure: Upon request by a customer to reactivate service for a property the following steps by District Customer Service staff are to be followed:

- a. District staff will verify date when the service account became inactive.
- b. If the service account has been inactive for more than six (6) months, a physical inspection of the water meter at the service address shall be performed by District Operation staff.
- c. District Customer Service staff will multiply the number of months the service was inactive times the water and sewer fixed monthly standby charges current during the period the service was inactive.
- d. The maximum number of months the District will collect owed fixed monthly standby charges associated with the inactive service is thirty-six (36) months.

7. Payment for Reactivation of Service: After completing Step 6 above, District Customer Service staff will provide the customer seeking reactivation of the service account the amount of owed fixed monthly standby charges. Recognized with the policy is the possibility that the customer seeking to reactivate a service account was not the customer on the service account when the account became inactive. Full payment of all past due fixed standby charges (up to 36 months) is due before services will be reactivated.



# Service Reactivation Policy

(Resolution No. 2020-860)

Board of Directors Meeting  
February 20, 2020

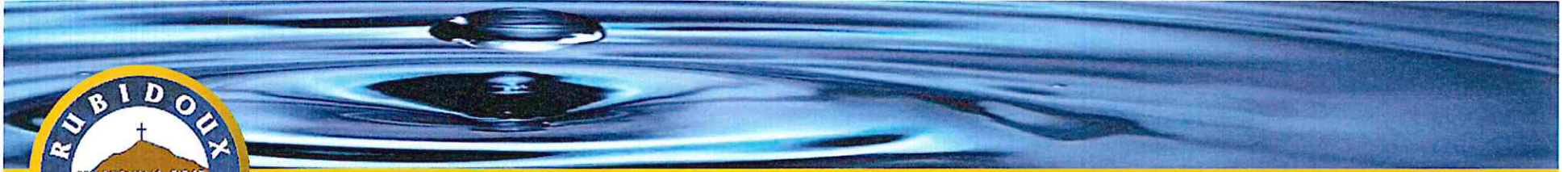




## Purpose

The Service Reactivation Policy Proposes to:

- Establish a consistent policy for reactivation of service (accounts inactive for more than 1 month)
- Maintain equitable sharing of costs for District ratepayers
- Maintain District revenues to cover ongoing fixed expenses



# District Revenue Sources

**Capacity Fees:** one-time fees collected based on use demand by a customer (meter size/# of EDU)

System capacity fees are collected based on the customers use demand proposed on a property and the fees paid run in perpetuity with the property. Additional system capacity fees are collected only if the use demand at the property increases.

**Monthly Bills:** Fixed and Variable

- a. Fixed (standby): Monthly charge independent of actual usage
- b. Variable: Charges for actual usage (units of water used / sewer discharged)

Fixed (standby) monthly charges cover fixed expenses the District incurs to maintain service in proportion to the amount of system capacity acquired for a property.

Variable monthly charges cover expenses such as energy and chemicals associated with the actual amount of commodity used.



## Issues With Inactive Accounts

- District currently does not receive fixed revenue from inactive accounts
- District continues to incur expenses to maintain system to provide service to all accounts (active and inactive)
- Lost revenue results in active accounts paying fixed expenses for inactive accounts





## Proposed Reactivation Policy

- The service reactivation policy applies to accounts inactive for more than one month
- Standby charges are to be paid for the duration the account was inactive up to 36 months
- Standby charges shall be charged at the standby rates in place during the period the account was inactive



## Next Steps

- Consider adoption of Resolution No. 2020-860 at the February 20, 2020 Board Meeting



# Questions



Rubidoux Community Services District  
Office: 951.684.7580  
[www.rcsd.org](http://www.rcsd.org)



# Rubidoux Community Services District

## Board of Directors

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



## General Manager

Steven W. Appel

---

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

**DIRECTORS MEMORANDUM 2020-04**

February 6, 2020

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

**Subject:** Present and Discuss Draft Resolution No. 2020-860; Policy Regarding Service Reactivation

## **BACKGROUND:**

Properties within the Rubidoux Community Services District ("District") receiving water and sewer service from the District have paid one-time capacity fees. Once service is established, the customers pay ongoing monthly bills for actual service. The monthly bills have fixed and variable components. Revenue generated from capacity fees and monthly bills go directly to pay for costs the District incurs to provide services.

For various reasons, some customer accounts go inactive or are closed for extended periods of time. These situations are different from customers that are delinquent in their bill pay. For customers that are delinquent, the District recently adopted a water shut-off procedure consistent with Senate Bill 998. The shut-off procedure established notification and timing requirements the District must follow prior to shutting off a customer. In addition, the District is to avail customers the opportunity to make payment arrangements for the delinquent amount to avoid shut-off. The basic premise of this shut-off procedure is to enable continuous service and avoid actual shut-off.

Customers allowing their service accounts to go inactive for extended periods (months or years) differ from customers subject to the recently adopted shut-off procedure. Examples of situations where service accounts go inactive for extended periods include:

1. Property owner passes away and property sits vacant while probate issues are resolved.

2. Property is foreclosed upon by the bank and left vacant while legal proceedings are completed so the bank can acquire, and then sell property.
3. Structure on property burns down and reconstruction takes time while coordinating insurance coverage to rebuild. Or, structure burns and property is left vacant.
4. Structure on property where services are provided becomes too dilapidated to inhabit and is left vacant.
5. For commercial / industrial property; the business occupying the property closes and the property remains vacant.

With extended inactivity on service accounts, the District does not receive payment for monthly bills which include fixed and variable charges. The purpose of this proposed policy regarding service reactivation is to establish a consistent policy for the District to apply for customers seeking to reactivate service to properties that have been inactive for extended periods.

As noted above, revenue generated from capacity fees and monthly bills go directly to pay for costs the District incurs to provide services. These revenue sources are discussed below as to their applicability in the reactivation of service policy:

#### Capacity Fees

For a customer to receive water and sewer service to a property located within the District, capacity fees are assessed based on the use demand placed on the District's systems. Demand on the District's systems are calculated in terms of equivalent dwelling units ("EDU") with one EDU equal to the demands of one residential home. A residential home is estimated to require a ¾" water meter (which on average meters approximately 0.70 AF/Y, or 625 gallons per day of usage), and sewer discharges of 300 gallons per day. These use factors are used to calculate overall infrastructure needs of the District to maintain adequate capacity for all current and future customers. The actual capacity fee per EDU is determined by dividing the total cost of required master planned infrastructure improvements by the estimated number of future EDU's.

The capacity fees are a one-time fee and run with the property in perpetuity. No additional capacity fees are collected for the property conditioned on the property's use remaining consistent to that when capacity fees were originally paid. If the use of the property changes such that the new use increases water and sewer demand above the capacity originally paid for, then additional capacity fees are collected. An example of this would be where a residential home on a large lot is torn down and the property is rezoned for apartments. In this example, additional capacity fees would need to be paid.

The basic principle of capacity fees is the District charges a capacity fee which is reflective of the District's cost to provide system capacity used by the property. The capacity fee must be proportional in cost to the benefit received. Capacity fees collected are used by the District to fund construction of master planned infrastructure needed to provide system capacity.



Once the capacity fees are paid for the use demand of the property, the District incurs an ongoing obligation of maintaining system capacity whether or not the capacity is used by the customer currently occupying / owning the property. To state in another way, if service to a property becomes inactive, the District is obligated to maintain system capacity in stand-by status as system capacity fees have been paid for the property. Costs for maintaining system capacity is generated through monthly bills.

### Monthly Bills

Monthly bills for water and sewer service include fixed and variable components. The fixed component of the monthly rate represents costs the District incurs to provide the service to the property regardless of usage. The variable component is based on the amount of commodity used.

Variable charges for water are dependent on the actual units of water used by a customer based on meter reads. The variable charges are related to energy, chemical, and other ongoing expenses directly related to production and distribution of water for our customers.

Fixed charges, also called “standby charges”, for water, are ongoing expenses associated with operating and maintaining the water systems (wells, treatment facilities, pipelines, storage tanks, etc.). Other fixed costs include staff expenses for administrative activities and debt service. These expenses are incurred by the District regardless of the amount of water sold. The sum of these fixed expenses is allocated by meter size to all customer accounts.

Variable charges for sewer pay for the District’s City of Riverside treatment costs. The amount paid for variable sewer charges are related to water meter size.

Fixed charges, also called “standby charges”, for sewer, cover ongoing expenses for sewer line cleaning, maintenance of lift stations and administrative costs. These expenses are incurred by the District regardless if the account is inactive.

The fixed component of the monthly bill, or the Standby Charge, provides financial stability to the District and reduces dependency on quantity of sales. When establishing the Standby Charge, the District totals the sum of the expenses and then allocates them out to customers based on meter size. The larger the meter, the larger the Standby Charge as the larger meter represents potential greater use of system capacity.

When an account is inactive, the District does not collect Standby revenue from that account. However, the account continues to benefit from the ongoing maintenance and functions performed by the District so that the capacity purchased for that property remains available for use. The lost revenue not paid by customers with inactive accounts can result in other customers subsidizing the inactive accounts, or maintenance of the system potentially reduced. To maintain equitable cost sharing for fixed standby costs between all customers, a reactivation policy is proposed.



### Proposed Service Reactivation Policy

The purpose of this proposed service reactivation policy is to create equity amongst all customers in paying for fixed costs associated with District operations regardless of sales. Principles in establishing the policy include:

1. Properties that have paid capacity fees for water and sewer service have access to District system capacity in an amount up to capacity fees paid.
2. The capacity paid for a property runs with the property in perpetuity regardless of property ownership changes.
3. The fixed monthly standby charges assessed based on meter size reflect that account's proportionate share of fixed expenses the District incurs to maintain the capacity paid for that property.
4. The District incurs fixed expenses for each account to maintain the capacity paid for that property regardless of the actual amount of commodity used.
5. The District updates monthly rates (fixed and variable), generally on a five-year time interval. The District can recover some of the fixed monthly standby charges not paid by inactive accounts when setting new standby charges.
6. Recently adopted Resolution No. 2019-859 - Water Shut off Procedure; provides administrative rules and policies associated with customer accounts that are delinquent for one billing cycle.
7. A service reactivation policy is proposed for those accounts that are inactive for more than one month.

The proposed Service Reactivation Policy described in proposed Resolution No. 2020-860 includes the following:

1. The Service Reactivation Policy applies to accounts that have been inactive for more than one-month.
2. Standby charges are to be paid for the duration the account was inactive up to a total of 36 months.
3. Fixed standby charges shall be charged at the standby rates in place during the period the account was inactive.

In summary, the proposed Service Reactivation Policy will require customers seeking to reactivate services to pay standby charges that otherwise should have been paid for the District keeping the systems ready for service to the property. The maximum period the District would look back to collect standby charges is 36 months. Although in some instances the service may have been inactive longer than 36 months, the periodic updating of monthly fees will account for lost revenue. With adoption of Resolution No. 2020-860, staff will have a written, Board Approved Policy to provide to affected customers.

**RECOMMENDATION:**

Staff recommends the Board of Directors review Resolution No. 2020-860 creating a service reactivation policy and provide any suggested changes or modifications with goal to adopt the resolution at the February 20, 2020 Board Meeting.

Respectfully,



JEFFREY D. SIMS, P.E.  
Assistant General Manager

Attachment(s):

1. Resolution No. 2020-860
2. Exhibit "A" – RCSD Service Reactivation Policy

RESOLUTION NO. 2020-860

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF RUBIDOUX COMMUNITY SERVICES  
DISTRICT ADOPTING A POLICY ON THE  
REACTIVATION OF SERVICES

WHEREAS, Rubidoux Community Services District ("District") is a Community Services District providing water and sewer services to customers within its service boundary; and

WHEREAS, the District has adopted and revised, from time to time, Ordinances, Resolutions and Policies regarding provision of water and sewer service to its customers; and

WHEREAS, the District funds providing water and sewer services through collection of capacity fees and through monthly service rates; and

WHEREAS, capacity fees for water and sewer are paid by customers when a property is developed and the amount of capacity fees paid are directly related to the use demand the property will place on the District's water and sewer systems. Capacity Fees are one-time fees that run with the property in perpetuity conditioned on the use demand of the property remaining consistent with the amount of system capacity paid for; and

WHEREAS, once capacity fees are paid to the District, the District incurs an ongoing obligation to maintain its systems so the system capacity paid for a property is continuously available to meet the use demand of the customer occupying the property; and



WHEREAS, with having an ongoing obligation to maintain the water and sewer systems in such manner to have reliable service available to meet customer demand, the District charges ongoing monthly water and sewer rates to its customers; and

WHEREAS, monthly rates are comprised of fixed and variable components; and

WHEREAS, the variable component of the monthly water and sewer rates are directly related to the actual usage each month by the customer; and

WHEREAS, the monthly fixed component, also referenced to as the "standby charge", is comprised of fixed expenses the District incurs for ongoing maintenance, operation and administrative expenses regardless of actual usage by the customer; and

WHEREAS, the fixed standby charge component of the monthly charge is based on water meter size. The standby charge is in proportion to expenses the District incurs to maintain service availability for the capacity associated with the meter size acquired for the property; and

WHEREAS, some service accounts are closed or become inactive for more than one month and monthly fixed standby charges are not paid to the District, and

WHEREAS, during the period a service account is inactive and monthly rates are not being paid, the District continues to

incur expenses to maintain the water and sewer systems to have available capacity on standby for use at that service, and

WHEREAS, it is inequitable for the District to incur expenses to maintain system capacity for inactive services and pass those on to customers who have active accounts and current on monthly billings; and

WHEREAS, the Board desires to adopt a policy requiring customers seeking to reactivate service to bring current monthly fixed standby charges unpaid during the time the service account was inactive; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Rubidoux Community Services District as follows:

Section 1. The Board hereby adopts the Service Reactivation Policy ("Policy") as set forth in Exhibit "A" attached hereto and incorporated herein by reference. The Policy shall be included along with existing District Ordinances, Resolutions and Policies regarding water service and water users.

Section 2. This Resolution is adopted as of the date set forth below and the Policy shall go into effect as of February 20, 2020.

Section 3. To the extent the Policy conflicts with any provisions of existing Rubidoux Community Services District

Ordinances, Resolutions or Policies, the provisions of the Policy shall control.

Section 4. If any section, subsection, clause or phrase in this Resolution is for any reason held invalid, the validity of the remainder of this Resolution shall not be affected thereby. The Board hereby declares that it would have passed this Resolution and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses or phrases or the application thereof be held invalid.

Section 5. All of the foregoing Recitals are true and correct and the Board so finds and determines. The Recitals set forth above are incorporated herein and made an operative part of this Resolution.

ADOPTED, this 20th day of February, 2020.

---

Armando Muniz  
President

I HEREBY CERTIFY that the foregoing is a full, true and correct copy of Resolution No. 2020-860 adopted by the Board of Directors of Rubidoux Community Services District at its regular meeting held February 20, 2020.

---

Jeffrey D. Sims  
Assistant General Manager



EXHIBIT "A"  
Resolution 2020-860

**RUBIDOUX COMMUNITY SERVICES DISTRICT  
SERVICE REACTIVATION POLICY**

1. Application of Policy. This Service Reactivation Policy ("Policy") shall apply to all District accounts. To the extent this Policy conflicts with any provisions of the Rubidoux Community Services District's ("District") existing Ordinances, Resolutions and Policies regarding provision of District services, this Policy shall control.
2. Contact Information. For questions or assistance regarding a monthly District bill for services, or this Service Reactivation Policy, the District's Customer Service staff can be reached at (951) 684-7580. Customers may also visit the District's Customer Service desk in person Monday through Friday from 8:00 a.m. to 5:00 p.m., except on District holidays.
3. Purpose of Policy. This policy is to provide a consistent procedure for District Customer Service staff to follow in assisting customers with reactivation of an inactive service account.
4. Necessity of Policy. The District generates revenue for services through payment by customers of District monthly bills. The District monthly bills are comprised of fixed and variable components. The variable component is based on actual amount of service used (for example - number of units of water used), while the fixed component is based on fixed costs the District incurs to own, operate, and maintain the systems regardless of the amount of services used. When service accounts are inactive the District is not recovering costs being expended to keep the system in a standby status available for use by that service when reactivated. The policy is intended to recover unpaid fixed standby charges associated with inactive accounts sought to be reactivated.
5. Definition of an Inactive Service Account: An inactive service is any customer account that has been closed or has been shut-off for more than one-month and the monthly bills associated with the account are not being paid. An inactive service is differentiated from those accounts delinquent in bill

pay, which are subject to the District's Discontinuation of Residential Water Service for Non-Payment per adopted District Resolution No. 2019-859.

6. Service Reactivation Procedure: Upon request by a customer to reactivate service for a property the following steps by District Customer Service staff are to be followed:

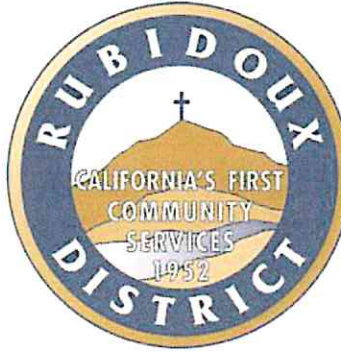
- a. District staff will verify date when the service account became inactive.
- b. If the service account has been inactive for more than six (6) months, a physical inspection of the water meter at the service address shall be performed by District Operation staff.
- c. District Customer Service staff will multiply the number of months the service was inactive times the water and sewer fixed monthly standby charges current during the period the service was inactive.
- d. The maximum number of months the District will collect owed fixed monthly standby charges associated with the inactive service is thirty-six (36) months.

7. Payment for Reactivation of Service: After completing Step 6 above, District Customer Service staff will provide the customer seeking reactivation of the service account the amount of owed fixed monthly standby charges. Recognized with the policy is the possibility that the customer seeking to reactivate a service account was not the customer on the service account when the account became inactive. Full payment of all past due fixed standby charges (up to 36 months) is due before services will be reactivated.

11. HUNTER ZONE IMPROVEMENTS ENGINEERING SUPPORT:  
**DM 2020-09**



# Rubidoux Community Services District



## Board of Directors

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

## General Manager

Steven W. Appel

---

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

**DIRECTORS MEMORANDUM 2020 - 09**

February 20, 2020

To:     Rubidoux Community Services District  
         Board of Directors

Subject: Hunter Pressure Zone Improvements – Engineering Support

## **BACKGROUND:**

The District has two main pressure zones serving its customers. The largest pressure zone is the Atkinson Pressure Zone with two storage tanks at 1066' high water level ("HWL") elevation. Two pump stations move water out of the Atkinson Pressure Zone to the Hunter Pressure Zone with two storage tanks at 1238' HWL elevation. The Ridgeline Pressure Zone is a small hydro pneumatic pressure zone off the Hunter Pressure Zone.

Recently the Board of Directors approved hiring Harper and Associates to proceed with inspections of the District's four storage tanks. This effort will provide the District with a condition assessment for each tank identifying specific recommendations regarding coatings, structural integrity based on corrosion observations, and conformance with current seismic and safety regulations. The recommendations will identify costs for future tank rehabilitation / refurbishment projects.

It is anticipated some amount of work will be necessary for each tank. Of specific concern is the Hunter One Tank. Due to its age and known corrosion issues, a significant amount of work will likely be necessary. In addition, the current District Water System Master Plan calls for additional storage in the Hunter Pressure Zone to meet ultimate storage needs. Based on Harper and Associates recommendations for the Hunter One Tank, a decision will need to either refurbish the tank or tear it down and build a new larger replacement tank to accommodate ultimate storage requirements. In either case, refurbishment or replacement of the existing Hunter One Tank, the Hunter Pressure Zone will be reliant on one storage tank for several months.

As noted above, the Hunter Pressure Zone has two storage tanks – 1) 0.4 MG Hunter One Tank, and 2) 1.0 MG Perrone Tank. These two tanks are hydraulically connected by a distribution system. While the Hunter One Tank is out of service, the entire Hunter Pressure Zone will rely on the Perrone Tank. Due to relatively small

diameters of the existing distribution piping connecting the two tanks, staff is concerned inadequate pressures and flows will be experienced while supply is one directional from the Perrone Tank. To verify the existing hydraulic capability of the existing Hunter Pressure Zone and potential improvements that may be needed for adequate pressures and flows, staff has requested a proposal from Webb Associates to perform a hydraulic analysis. Webb's January 21, 2020 proposal is attached. Once this work is completed, information will be used to make decisions on what, if any, pipelines are needed prior to the Hunter One Tank being taken out of service for refurbishment or replacement.

Webb's proposal for this work is \$17,020 with a schedule of 8 to 10 weeks. Since this effort may result in pipeline replacements, it is suggested funding be tracked under the District's Water Replacement Project Budget. The Approved District Budget for FY 2019/2020 & FY 2020/2021 does not include this project. To proceed the Board of Directors will need to consider approving a Budget Amendment moving reserves from the Water Fund to the Water Replacement Project Budget.

### **RECOMMENDATION**

Staff recommends the Board of Directors approve the General Manager to:

1. Amend the approved District Budget for FY 2019/2020 & FY 2020/2021 by allocating \$20,000 from Water Fund reserves to the Water Replacement Project Budget.
2. Enter a contract with Webb Associates in the amount of \$17,020 to perform hydraulic analyses for the Hunter Pressure Zone pursuant to the attached Webb Proposal dated January 21, 2020.

Respectfully,



JEFFREY D. SIMS, P.E.  
Assistant General Manager

Attach.:

1. Webb Hunter Pressure Zone Proposal dated January 21, 2020





Proposal 013907

**Corporate Headquarters**  
3788 McCray Street  
Riverside, CA 92506  
951.686.1070

January 21, 2020

**Palm Desert Office**  
74967 Sheryl Avenue  
Palm Desert, CA 92260  
951.686.1070

Mr. Jeff Sims, P.E.  
Assistant General Manager  
**RUBIDOUX COMMUNITY SERVICES DISTRICT**  
3590 Rubidoux Blvd  
Jurupa Valley, CA 92509

**Murrieta Office**  
41870 Kalmia Street #160  
Murrieta, CA 92562  
T: 951.686.1070

RE: Hunter Pressure Zone Improvements  
Proposal to Provide Engineering Services

Dear Mr. Sims:

Thank you for the opportunity to present this proposal to provide engineering services for the Hunter Pressure Zone Improvement Study. This study will focus on the improvements required in the existing Hunter Pressure Zone to allow the zone to operate effectively if one of the two tanks in the zone is taken out of service for maintenance.

The Hunter Pressure Zone is located on the west side of RCSD's water service area. The zone provides water service to existing residential development. The zone appears to be near built-out. The pressure zone has two water storage tanks, Hunter I and the Tony Perone Tanks, located at opposite ends of the pressure zone. The zone appears to be supplied by one pump station, Goldenwest Booster Station, located near the southerly end of the pressure zone. The pressure zone appears to have one 12-in diameter pipeline extending across the length of the zone with 8-in diameter and smaller distribution pipelines branching off from the single main line. It appears that the 12-in diameter pipeline alignment the at one point is located within a narrow easement between two homes. The Hunter Zone also supplies water to a hydropneumatics pump station for the Ridgeline Pressure Zone. In the event of future tank shutdowns required for typical routine tank maintenance or recoating, it has been reported that the existing facilities will not provide adequate pressures throughout the pressure zone. This study will focus on the recommended improvements to allow the system to operate with adequate pressures in the event that either tank is taken off line for maintenance.

WEBB will first hold a kick-off meeting with RCSD staff to identify critical success factors for the project, discuss the project schedule, confirm pump station capabilities and other operational parameters for the system. It is assumed that RCSD will provide a hydraulic model network with demands, node elevations, pipe diameters and lengths, tank parameters and pump station parameters and pump curves, and key operating set points. It is anticipated the model will be either in InfoWater or H2ONet format and operates without system errors and has been calibrated.



[www.webbassociates.com](http://www.webbassociates.com)



Mr. Jeff Sims, P.E.  
Assistant General Manager  
**RUBIDOUX COMMUNITY SERVICES DISTRICT**  
January 21, 2020  
Page 2 of 4

Within the hydraulic model, Webb will confirm tank configuration parameters and pump curves based on the data provided by RCSD and spot check node elevations, demand data and pipeline diameters. Webb will check the diurnal curves programmed in the model and make adjustments based on any operational data available or typical curves used by other local water agencies. If there is no diurnal curve, Webb will add a diurnal curve to the model based on EMWD's hydraulic model.

Once the model is operational, Webb will run extended period analyses at the existing baseline, and with each of the tanks out of service. Webb will recommend improvements and add those improvements to the model. The capability of the system with the improvements will be confirmed through additional hydraulic runs. It is anticipated that the improvements will include additional pipelines to convey water within the zone. Webb will select alignments based on available rights-of-way. Acquisition of any necessary easements is beyond the scope of this project.

Webb will prepare a technical memorandum outlining our study, findings and recommendations.

### **SCOPE OF SERVICES**

Our anticipated scope of services and budget are as follows:

- A. **Kick-off Meeting** – WEBB will conduct a combined kick-off meeting and workshop to verify the critical success factors for project, determine the detailed project approach, and discuss any lessons learned from previous projects. This meeting will include a presentation and workshop discussion of WEBB's initial evaluation criteria and mapping. WEBB will prepare meeting minutes and track any action items arising from the meeting.
- B. **Hydraulic Model Review** – WEBB will review the hydraulic model and spot check the basic parameters. WEBB will run extended period analysis for runs including two tanks operating, and two runs with one tank out of service. WEBB will prepare a map of the project area based on GIS data available for the report.
- C. **Recommended Improvements and Hydraulic Model Confirmation** – WEBB will review the various options for improvements including pipeline alignments. WEBB will run additional models to confirm the system capability with the recommended improvements. It is anticipated that several model runs will be done to optimize the recommended improvements.
- D. **Workshop** – WEBB will conduct a workshop with District staff focused on the conceptual plans and draft evaluation. WEBB will prepare the presentation and meeting minutes documenting all decisions and action items from the workshop.
- E. **Final Report** – After approval from the District of the conceptual plan, WEBB will prepare a final technical memorandum for the District documenting our findings. We anticipate one

Mr. Jeff Sims, P.E.  
Assistant General Manager  
**RUBIDOUX COMMUNITY SERVICES DISTRICT**  
January 21, 2020  
Page 3 of 4

round of comments from the District staff. WEBB will address comments and prepare a final technical memorandum.

Deliverables:

1. Workshop Presentation – This submittal will include our findings at a 90% level including mapping, conceptual improvements and preliminary evaluations.
2. Final Technical Memorandum – This submittal will include a report addressing the District’s 90% comments, and all tables and final exhibits for the project.

Schedule:

A preliminary project schedule has been prepared assuming typical review timeframes on similar projects. The overall schedule is approximately 8-10 weeks from project initiation to final report submittal which includes 2 weeks for RCSD review time at the 90% submittal.

Project Team: We anticipate the WEBB Project Team to consist of the following individuals:

Project Manager and Engineer ..... Brad Sackett, P.E.  
Design Engineer – Hydraulic Modeling ..... Kris Danielson, P.E.  
QA/QC ..... Dave Algranti, P.E.  
Principal in Charge..... Brian Knoll, P.E.

Exclusions: The following items are not included in the scope of work for this proposal per our discussions with the District:

- Model Calibration
- Significant Model Data input
- Final Design Services

If, during the course of the initial phases of the project, the District or WEBB identifies that any of the above exclusion services are required, a specific proposal will be prepared and submitted by WEBB to the District for authorization.

**Budget**

Our budget for the described services is **\$17,020** including expenses. See attached for our task and hours breakdown.

Mr. Jeff Sims, P.E.  
Assistant General Manager  
**RUBIDOUX COMMUNITY SERVICES DISTRICT**  
January 21, 2020  
Page 4 of 4

We appreciate the opportunity to be of continued service and look forward to hearing from you. If you have any questions or concerns, do not hesitate to contact me at 951-686-1070.

Sincerely,

**ALBERT A. WEBB ASSOCIATES**

A handwritten signature in black ink, appearing to read "Bradley A. Sackett". The signature is fluid and cursive, with the first name being the most prominent.

Bradley A. Sackett, P.E.  
Senior Engineer

Attachments: Budget/Hours Estimate



### Rubidoux Community Services District - Hunter Zone Analysis

		Knoll, Brian P.	Sackett, Bradley A.	Danielson, Kristopher A.	Algranti, David M.	Drachslin, Chandler R	DeShazer, Teresa M.			Subtotal - Labor	Expenses	Total Task
		Principal II	Principal I	Senior I	Principal I	Assistant II	Project Coordinator	Total Hours				
Classification												
Billout Rate		\$ 273	\$ 252	\$ 203	\$ 252	\$ 106	\$ 104		Sub total - labor	Expenses	Total Task	
<b>I</b>	<b>Engineering Services</b>	1	18	42	3	14	6	84	\$ 16,199	\$ 200	\$ 16,410	
	Kick off Meeting	1	2	2				5	\$ 1,183	\$ 50	\$ 1,230	
	Hydraulic Model Review			8		2		10	\$ 1,836	\$ -	\$ 1,840	
	Recommended Improvements		6	16				22	\$ 4,760	\$ -	\$ 4,760	
	Workshop		4	6				10	\$ 2,226	\$ 50	\$ 2,280	
	Prepare 90% Report		3	6	1	8	4	22	\$ 3,490	\$ -	\$ 3,490	
	Prepare Final Report		2	4		4	2	12	\$ 1,948	\$ 100	\$ 2,050	
	QA/QC		1		2			3	\$ 756	\$ -	\$ 760	
<b>II</b>	<b>Project Management</b>		2				1	3	\$ 608	\$ -	\$ 610	
	Project Management and Billing		2				1	3	\$ 608	\$ -	\$ 610	
<b>Total</b>		1	20	42	3	14	7	87	\$ 16,807	\$ 200	\$ 17,020	

Total Task amounts are rounded to the nearest \$10.

12. ADJUSTMENTS TO FY 2019-2020 SALARY PLAN AND JOB  
DESCRIPTIONS:  
**DM 2020-10**

# Rubidoux Community Services District

## Board of Directors

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

## General Manager

Steven W. Appel



---

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

## DIRECTORS MEMORANDUM 2020-10

February 20, 2020

To:        Rubidoux Community Services District  
              Board of Directors

Subject: Adjustments to FY 2019-2020 Salary Plan and Job Descriptions

### **BACKGROUND:**

The District's Salary Plan identifies the various job classifications and number of authorized positions needed to carry out District functions. Salaries and employee benefit costs, based on the Salary Plan, are then included in the District Annual Budget. The current District Salary Plan is included as Exhibit "A".

Due to planned retirements there is an opportunity to modify the Salary Plan without impact (increase) to the approved District Budget. The changes proposed in the updated District Salary Plan included as Exhibit "B" are explained below:

1.        Change in General Manager Salary. The current General Manager is retiring as of May 17, 2020. The Board has approved a three-year contract for the new General Manager position with a starting effective date of May 18, 2020. The new Salary Plan will reflect an annual flat rate salary of \$250,000, which is a \$17,280 reduction.
2.        Assistant General Manager ("AGM") Position. Currently, the Salary Plan carries one authorized position for the AGM position. The staff person currently in the AGM position will become the new General Manager on May 18, 2020. It is proposed the AGM position be left unfilled. In the new Salary Plan the AGM position is unfunded but remain as a job classification available for future funding and hiring when required. The current funding for the AGM position will be repurposed to hire a new Director of Engineering position.
3.        New Director of Engineering Position. A new job description has been prepared attached as Exhibit "C" for the Director of Engineering position. In the new Salary Plan, Exhibit "B", this position would have one authorized position using the unfilled AGM position. The maximum salary for the Director of Engineering is 16.7% lower than the AGM position. With the recent turnover in the General Manager position and potential



that the new General Manager will not work beyond late 2023, early 2024, there is a need for succession planning. With addition of a Director of Engineering, the District would have multiple in-house leadership positions. These would be: Manager of Operations, Director of Finance, and Director of Engineering. These three positions involve work across all aspects of District activities, which may enable them to become viable candidates to move into the AGM position or General Manager position.

4. Revised Engineering Assistant Job Description. The current job description for the Engineering Assistant attached as Exhibit “D” is focused on providing support for new development activity, managing various District CIP, and responding to technical customer service issues. The staff person currently filling this position has indicated their intention of retiring in July 2020. This retirement provides an opportunity to revise the Job Description and modify job duties. Modifications to this position include addition of Regulatory and Permitting Activities Associated with District Operations. This modification is proposed to enable some of the regulatory support currently done by Operation Staff to be shifted allowing the Operation Staff more time to focus on operations and training of staff. Some of the routine engineering duties currently being handled by the position would be shifted to consultants to allow time for regulatory and operational support functions. The Engineering Assistant would continue to be responsible for oversight of consultant work.

From a timing standpoint, staff would like to have both the Director of Engineering and Engineering Assistant hired in May, no later than beginning of June 2020. With this schedule there would be a month or so of overlap for the Engineering Assistant position allowing for some training to occur for a smooth transition. There would be no overlap for the Director of Engineering as that position would be filled at or just after the current General Manager (Appel) retires on May 17, 2020.

From a budget standpoint, these changes, combined with having the Backflow/Cross Connection Inspector unfilled since October 2019, result in net reduction in overall salary expense to the District of approximately \$50,000 through June 30, 2020. Attachment “E” is a spreadsheet showing this calculation.

In summary, these changes are intended to accomplish:

1. More succession planning for future leadership positions.
2. Shift duty responsibilities to create more training time availability in the Operation function.

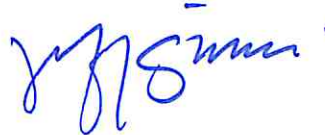
## **RECOMMENDATION**

Staff recommends the Board of Directors consider and approve:

1. Retaining the Assistant General Manager job classification but changing the Salary Plan to reflect authorized positions from one to zero effective May 18, 2020.
2. Addition of the Director of Engineering Job Description and changing the Salary Plan to reflect one authorized position effective May 18, 2020.

3.     Modification of the Engineering Assistant Job Description and approve an overlap for the position for up to two months to allow for training of essential job functions.

Respectfully,



JEFFREY D. SIMS, P.E.  
Assistant General Manager

Attachments:

- A. Current Salary Plan
- B. Proposed Salary Plan
- C. Director of Engineering Job Description
- D. Modified Engineering Assistant Job Description
- E. Budget impact worksheet



RUBIDOUX COMMUNITY SERVICES DISTRICT  
 FY 2019-2020 Salary Plan - 2.8% COLA



Payrates effective 7/1/2019

<u>Job Classification</u>			<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
Part-time Office Asst	Non-Exempt	Hourly	\$20.35	\$21.37	\$22.44	\$23.56	\$24.74	\$25.97
		Annual	21,168.58	22,224.65	23,336.00	24,502.63	25,726.88	27,013.46
Account Clerk I	Non-Exempt	Hourly	\$25.32	\$26.58	\$27.91	\$29.31	\$30.78	\$32.31
		Annual	52,661.85	55,296.80	58,061.33	60,963.60	64,012.69	67,213.35
Account Clerk II	Non-Exempt	Hourly	\$29.47	\$30.95	\$32.49	\$34.12	\$35.82	\$37.62
		Annual	61,304.05	64,369.25	67,587.71	70,967.10	74,515.46	78,241.23
Meter Reader	Non-Exempt	Hourly	\$25.32	\$26.58	\$27.91	\$29.31	\$30.78	\$32.31
		Annual	52,661.85	55,296.80	58,061.33	60,963.60	64,012.69	67,213.35
Utility Maintenance I	Non-Exempt	Hourly	\$25.32	\$26.58	\$27.91	\$29.31	\$30.78	\$32.31
		Annual	52,661.85	55,296.80	58,061.33	60,963.60	64,012.69	67,213.35
Utility Maintenance II	Non-Exempt	Hourly	\$31.79	\$33.38	\$35.05	\$36.80	\$38.64	\$40.57
		Annual	66,117.32	69,423.19	72,894.35	76,539.07	80,366.02	84,384.32
Systems Operator I	Non-Exempt	Hourly	\$27.26	\$28.62	\$30.05	\$31.55	\$33.13	\$34.79
		Annual	56,692.16	59,525.49	62,502.12	65,627.74	68,909.01	72,354.33
Systems Operator II	Non-Exempt	Hourly	\$31.48	\$33.05	\$34.71	\$36.44	\$38.26	\$40.18
		Annual	65,476.98	68,750.83	72,188.37	75,797.79	79,587.68	83,567.07
Systems Operator III	Non-Exempt	Hourly	\$38.45	\$40.37	\$42.39	\$44.51	\$46.73	\$49.07
		Annual	79,970.13	83,968.64	88,167.07	92,575.42	97,204.19	102,064.40
Backflow/Cross Connect Inspector	Non-Exempt	Hourly	\$32.76	\$34.39	\$36.11	\$37.92	\$39.81	\$41.81
		Annual	68,132.15	71,538.76	75,115.69	78,871.48	82,815.05	86,955.81
Operations/Facility Manager	Exempt	Hourly	\$62.48	\$65.60	\$68.88	\$72.33	\$75.95	\$79.74
		Annual	129,959.18	136,456.30	143,280.19	150,443.85	157,965.88	165,864.21
Engr. Asst/Project Manager	Exempt	Hourly	\$50.79	\$53.33	\$55.99	\$58.79	\$61.73	\$64.82
		Annual	105,639.63	110,921.61	116,467.69	122,291.07	128,405.63	134,825.91
Manager of Customer Service	Exempt	Hourly	\$53.18	\$55.83	\$58.63	\$61.56	\$64.63	\$67.87
		Annual	110,604.86	116,134.61	121,941.17	128,037.45	134,439.86	141,161.97
Director of Finance and Admin	Exempt	Hourly	\$73.41	\$77.09	\$80.94	\$84.99	\$89.24	\$93.70
		Annual	152,701.97	160,337.06	168,353.92	176,770.77	185,609.47	194,889.99
Assistant General Manager	Exempt	Hourly	\$88.10	\$92.50	\$97.13	\$101.98	\$107.08	\$112.44
		Annual	183,241.05	192,403.10	202,023.26	212,124.42	222,730.64	233,867.17
General Manager	Exempt	Hourly	128.50					
		Annual	267,280.00	Flat Rate				

EXHIBIT A

\\budget&finance\salaries transparency



RUBIDOUX COMMUNITY SERVICES DISTRICT

FY 2019-2020 Salary Plan - 2.8% COLA

Approved and Adopted by the Board 6/20/2019



Payrates effective 7/1/2019

\*\*Amended 2/20/20; effective 5/18/20\*\*

<u>Job Classification</u>			<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>Authorized Positions</u>
Part-time Office Asst	Non-Exempt	Hourly	\$20.35	\$21.37	\$22.44	\$23.56	\$24.74	\$25.97	1
		Annual	21,168.58	22,224.65	23,336.00	24,502.63	25,726.88	27,013.46	
Account Clerk I	Non-Exempt	Hourly	\$25.32	\$26.58	\$27.91	\$29.31	\$30.78	\$32.31	1
		Annual	52,661.85	55,296.80	58,061.33	60,963.60	64,012.69	67,213.35	
Account Clerk II	Non-Exempt	Hourly	\$29.47	\$30.95	\$32.49	\$34.12	\$35.82	\$37.62	2
		Annual	61,304.05	64,369.25	67,587.71	70,967.10	74,515.46	78,241.23	
Meter Reader	Non-Exempt	Hourly	\$25.32	\$26.58	\$27.91	\$29.31	\$30.78	\$32.31	1
		Annual	52,661.85	55,296.80	58,061.33	60,963.60	64,012.69	67,213.35	
Utility Maintenance I	Non-Exempt	Hourly	\$25.32	\$26.58	\$27.91	\$29.31	\$30.78	\$32.31	8
		Annual	52,661.85	55,296.80	58,061.33	60,963.60	64,012.69	67,213.35	
Utility Maintenance II	Non-Exempt	Hourly	\$31.79	\$33.38	\$35.05	\$36.80	\$38.64	\$40.57	2
		Annual	66,117.32	69,423.19	72,894.35	76,539.07	80,366.02	84,384.32	
Systems Operator I	Non-Exempt	Hourly	\$27.26	\$28.62	\$30.05	\$31.55	\$33.13	\$34.79	1
		Annual	56,692.16	59,525.49	62,502.12	65,627.74	68,909.01	72,354.33	
Systems Operator II	Non-Exempt	Hourly	\$31.48	\$33.05	\$34.71	\$36.44	\$38.26	\$40.18	1
		Annual	65,476.98	68,750.83	72,188.37	75,797.79	79,587.68	83,567.07	
Systems Operator III	Non-Exempt	Hourly	\$38.45	\$40.37	\$42.39	\$44.51	\$46.73	\$49.07	1
		Annual	79,970.13	83,968.64	88,167.07	92,575.42	97,204.19	102,064.40	
Backflow/Cross Connect Inspector	Non-Exempt	Hourly	\$32.76	\$34.39	\$36.11	\$37.92	\$39.81	\$41.81	1
		Annual	68,132.15	71,538.76	75,115.69	78,871.48	82,815.05	86,955.81	
Operations/Facility Manager	Exempt	Hourly	\$62.48	\$65.60	\$68.88	\$72.33	\$75.95	\$79.74	1
		Annual	129,959.18	136,456.30	143,280.19	150,443.85	157,965.88	165,864.21	
Engineering Assistant	Exempt	Hourly	\$50.79	\$53.33	\$55.99	\$58.79	\$61.73	\$64.82	1
		Annual	105,639.63	110,921.61	116,467.69	122,291.07	128,405.63	134,825.91	
Manager of Customer Service	Exempt	Hourly	\$53.18	\$55.83	\$58.63	\$61.56	\$64.63	\$67.87	1
		Annual	110,604.86	116,134.61	121,941.17	128,037.45	134,439.86	141,161.97	
Director of Finance and Admin	Exempt	Hourly	\$73.41	\$77.09	\$80.94	\$84.99	\$89.24	\$93.70	1
		Annual	152,701.97	160,337.06	168,353.92	176,770.77	185,609.47	194,889.99	
Director of Engineering	Exempt	Hourly	\$73.41	\$77.09	\$80.94	\$84.99	\$89.24	\$93.70	1
		Annual	152,701.97	160,337.06	168,353.92	176,770.77	185,609.47	194,889.99	
Assistant General Manager	Exempt	Hourly	\$88.10	\$92.50	\$97.13	\$101.98	\$107.08	\$112.44	0
		Annual	183,241.05	192,403.10	202,023.26	212,124.42	222,730.64	233,867.17	
General Manager	Exempt	Hourly	\$120.19						1
		Annual	250,000.00	Flat Rate					

EXHIBIT B



## RUBIDOUX COMMUNITY SERVICES DISTRICT

### **JOB TITLE**

Director of Engineering

### **POSITION OVERVIEW:**

Under minimal direction, the incumbent plans, organizes, directs and implements comprehensive strategies and programs for the operation of District's engineering functions. The incumbent will provide highly responsible and complex support to the General Manager and / or Assistant General Manager.

District employees are expected to work overtime, weekends, evenings and holidays as required to accommodate the District needs, in addition to responding as a Disaster Emergency Service Worker.

### **DISTINCTIVE ATTRIBUTES:**

This single position classification is responsible for administering and managing programs and supervising staff engaged in the District's planning for engineering activities of water distribution and water reclamation facilities, and other District services. The incumbent exercises significant authority and independence in implementing a broad range of professional engineering services and programs in coordination with District leadership. This position is responsible for oversight of the District's engineering functions, ensures necessary systems are in place to maximize business processes, and supports the needs of the District's mission. Incumbents within the Director of Engineering classification report to the Assistant General Manager (or General Manager in the absence of the Assistant General Manager position being filled) and provide direction to the Assistant Engineer and other staff.



## **ESSENTIAL FUNCTIONS:**

### Leadership activities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Assume management responsibility for all Engineering Department services including project and contract management, regulatory compliance, development services, and source control functions.

Develops business plan activities based on District strategic goals and other core needs.

Leads, plans, organizes, integrates and evaluates the work of the Engineering functions through assigned staff by establishing goals and performance measures.

Participates in developing and monitoring performance of the department and District budget.

Provides input on negotiations and labor contract provisions.

Participates in both short, and long-term planning efforts.

Ensures engineering policies and procedures are developed, updated, and implemented throughout the District.

Recommends actions necessary to ensure compliance with federal, state and local laws and regulations, District policies and procedures, and labor agreements.

Monitors and establishes performance requirements while providing coaching for performance enhancement.

### Support provided

Participate on a variety of boards, commissions and professional groups to stay current on new trends and innovations in the field of engineering and water operations.

Directs, manages, and participates in the preparation of designs, plans, engineering drawings, maps, and records for District system additions or improvements.

Conducts a variety of organizational studies and investigations and recommends modifications to Engineering program projects, policies, and procedures.

Supports strategies to develop and retain highly competent service-oriented staff.



Continuously monitor and evaluate the efficiency and effectiveness of programs and procedures. Assess workloads, administrative support systems, and identify opportunities for improvement.

Assist in the development, prioritization, communication, and implementation of Business Plan initiatives in support of District Mission and Strategic goals.

The incumbent, while exercising his/her authority, shall abide by and promote the District's values and beliefs and adhere to the District's ethics policy.

**QUALIFICATIONS:**

Plan and direct the principles, practices, techniques, trends and standards involved in the design, construction, maintenance, and operation of water/wastewater systems.

Interpret and apply pertinent Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.

Understand theory, principles, practices, and methods required for a water/sewer utility.

Principles and practices of budgeting, purchasing and maintenance of public records.

Method for the preparation of designs, specifications, and estimates for engineering programs.

Principles of advanced mathematics and their application to engineering.

Methods and techniques of field survey and construction practices.

Utilize research methods and analysis techniques to prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.

Analyze and make sound recommendations on complex management and administrative issues.

Understand, interpret, explain, apply and adhere to District personnel rules, policies and labor contract provisions governing assigned areas of responsibility with the ability to exercise independent judgment within general policy guidelines.

Establish and maintain effective working relationships with all levels of District staff, other governmental officials, contractors, vendors, and the public.

Exercise tact and diplomacy in dealing with sensitive, complex and confidential situations.

Perform highly detailed work under changing, intensive deadlines on multiple concurrent tasks.

Highly motivated professional who is a self-starter, resourceful and able to work independently with minimum supervision.

Proper English usage, punctuation, grammar and spelling.

Provide transparent, high quality and fiscally responsible services, while meeting the needs of the District and its customers.

Utilize exceptional customer service and communication skills both verbally and in writing, with the ability to cultivate professional business partnerships and inspire team collaboration.

Think creatively and seek alternative solutions in order to produce results that benefit the District, its internal and external customers, while clearly articulating options to management and policy makers.

Use modern office equipment including computer software applications related to the field of work.

Define and explain key processes and business requirements within the department.

Make effective and engaging oral presentations clearly, logically and persuasively.

Utilize successful leadership skills with the ability to inspire and influence with a high level of energy, enthusiasm, and creativity coupled with a positive attitude.

Highly motivated professional who is a self-starter, resourceful and able to work independently with minimum supervision.

**EXPERIENCE, EDUCATION AND LICENSING/CERTIFICATION:**

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

**Education:**

Equivalent to Bachelors' Degree in Civil, Electrical or Mechanical Engineering or related field

A Master's degree in a related field may substitute for one year of experience

**Experience:**

Minimum of 7 years of increasing responsibility in engineering activities

Minimum of 4 years of management background

**Required Licenses / Certifications:**

CA Class C Driver's License

Professional Engineer in the State of California

**PHYSICAL, MENTAL, AND ENVIRONMENTAL REQUIREMENTS:**

The characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical:** Employees are regularly required to use repetitive motion for keyboard use and writing; frequently grasp, reach overhead, hold and reach; sit for long periods of time; occasionally walk, use staircases, stand, kneel, stoop and bend; occasionally lift and carry up to 25 pounds or 60 pounds with assistance; constantly use overall vision; and frequently hear and talk, in person and on the phone.

**Mental:** Employees should possess the ability to speak, read, and write English, in addition to exercising math and computer aptitude as required. Employees work under pressure with frequent interruptions while communicating and interacting with a variety of District personnel, the public, and others encountered in the course of work. The ability to explain, interpret, and apply related rules, regulations, policies and procedures; and work on multiple concurrent assignments, often within tight timeframes using good business judgment is necessary.

**Environmental:** Employees primarily work in a temperature-controlled office environment subject to typical office noise and settings. Incumbents are expected to use principles of effective safety practices including the use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintaining safe personal and common workspaces.

RCSD is a tobacco free campus prohibiting smoking and the use of smokeless tobacco products, e-cigarettes, and unregulated nicotine products in any District vehicle and building, which includes any building owned and occupied, or leased and occupied, by the District.





## RUBIDOUX COMMUNITY SERVICES DISTRICT

### **JOB TITLE**

Assistant Engineer

### **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

The Assistant Engineer is an advanced working-level engineering class position in the water and wastewater utility department of Rubidoux Community Services District. Under general supervision and direction, which may come from the General Manager, Assistant General Manager or District Engineer, the Assistant Engineer works within the framework of District policies and procedures. Position will involve two main functions: 1) various engineering activities to support customer inquiries, development activities, and implement District Capital Improvement Projects, and 2) regulatory and permitting activities associated with operational functions of the District. Area of responsibilities may be general or specific in nature and may involve overseeing the work of assigned technical support personnel, and coordinating in a collaborative, cooperative and professional manner with District staff, customers, Board Members, regulators, and other industry professionals.

**TYPICAL DUTIES** – *May include, but are not limited to, the following:*

#### **A. Engineering activities in support of customers, development activities and District CIP:**

- Perform engineering planning and design for capital construction and improvement programs;
- Prepare or causes to be prepared by consulting engineers, plans and specifications for the construction of a variety of water, wastewater, and other District facilities;
- Research and identify project design requirements (both for new development projects and District CIP projects);
- Perform engineering calculations - hydraulics, surveying, treatment processes; structural;
- Serve as project manager for facilities expansion and/or refurbishment projects designed in-house and / or by engineering consultants;
- Generate reports and specifications for the construction of District facilities;
- Provide engineering support for construction work-in-progress, including field investigations / inspections, to ensure compliance with approved plans, specification and standards;
- Establish progress schedules and serve as a liaison between the District, contractors, consultants and other utilities or agencies;
- Monitor project progress;



- Process and maintain various records related to customer requests, development activity and District CIP;
- Respond to requests for information from the District staff, the public, and other agencies / entities;
- Conduct field investigations to verify location and installation of existing and proposed District facilities;
- Compute District fees and cost estimates for new services and developments;
- Perform plan checks of developer projects to ensure conformance with District standards, or manage consultants to perform the plan check function;
- Coordinate engineering design projects with other departments and agencies;
- Prepare assigned special engineering studies, cost estimates, correspondence, records, files and reports; write in a clear and concise manner;
- Make clear and understandable presentations to Board of Directors, customers and other entities; be prepared to respond to emergency calls as needed;
- Ability to meet the physical, mental and environmental requirements of the position so that the incumbent will not be a hazard to his/her own safety or that of others;
- Perform other related duties as required and not limited to those necessary for performing the essential duties described above and/or assigned by the Assistant General Manager, District Engineer, or designee.

#### **B. Regulatory and Permitting Activities Associated with District Operations**

- Prepare and submit various routine and non-routine reports to regulatory agencies, such as, but not limited to, the South Coast Air Quality Management District (AQMD), California Air Resources Board (CARB), Regional Water Quality Control Board (RWQCB), State Water Resources Control Board (SWRCB), Department of Toxic Substance Control (DTSC), Division of Drinking Water (DDW), and Environmental Protection Agency (EPA).
- Coordinate source testing of AQMD permitted equipment at District facilities.
- Prepare and submit regulatory reports and perform any compliance activities related, but not limited to, air quality, hazardous waste, NPDES, Spill Prevention Control and Countermeasure Plans/Aboveground Storage Tank (AST) programs, biosolids, dewatering, recycled water, stormwater, sanitary sewer overflows (SSO) and drinking water.
- Perform compliance and audit activities in support of hazardous waste, water, wastewater and air quality programs and related regulatory requirements to ensure that plans and practices are established and adhered to and that regulatory requirements have been met; develop and maintain computerized tracking systems; participate in audits and evaluations of compliance programs; report on findings and verify that corrective action has been taken to resolve deficiencies.
- Develop and coordinate special projects often requiring complex field and scientific studies and investigations; develop methods and schedules; perform document quality control; prepare all required reports.
- Manage assigned aspects of environmental programs including ensuring permit requirements are met and tracking and overseeing implementation of new regulations; ability to serve as a liaison with regulatory agencies for regulatory compliance and inspections; create and submit compliance and administrative reports.
- Processes permit renewals, amendments and revision requests; responds to internal and external data requests.
- Manage studies involving the use of outside services; oversees contractor's work by organizing meetings, overseeing field operations, and reviewing draft reports and data.



- Oversee logistical and technical meetings; collect data, process reports and data, and prepare concise and understandable summaries.
- Review and analyze proposed and final regulations for their impact on District's environmental compliance programs and operations; recommend and implement approved changes to standard operating procedures as a result of regulatory changes; schedule and conduct meetings with applicable regulatory agencies to discuss permitting, monitoring, enforcement and regulatory changes.
- Identify opportunities for improving methods and procedures; review with appropriate management staff, assist in implementation of improvements.
- Keeps informed of major environmental issues and regulations that impact the water/wastewater industry through conferences, workshops, seminars and publications; participates in technical industry stakeholder groups.
- Prepares presentation materials and conducts Operator training on environmental compliance; develops compliance guidance documents.
- The incumbent, while exercising his / her authority, shall abide by and promote the District's values and beliefs and adhere to the District's ethics policy.
- Facilitate department, District-wide, and/or inter-agency meetings.
- Represent the District effectively with other agencies, organizations and individuals.

### **EMPLOYMENT STANDARDS**

- Graduation from a four-year college or university with a degree in civil engineering; or an equivalent combination of training and experience. Additional course work in water related topics such as cross-connection, water treatment, and water distribution are highly desirable.
- Minimum of five recent years in an analyst/engineering support position.
- A valid California Driver's License and the ability to maintain insurability under the District's vehicle insurance policy.

### **KNOWLEDGE OF**

- Engineering problem solving and analysis;
- Theory, principles and practices of engineering design and construction;
- Principles and techniques of project management;
- Public relations;
- Organizing data, establishing schedules for reporting and permit applications;
- Computer applications pertaining to the work, including word processing, spreadsheet analysis, CAD/GIS, and hydraulic modeling;
- Principles of hydraulics;
- General procedures, methods, tools, and equipment used in the installation and maintenance of water and wastewater systems;
- Use of materials, tools, and equipment related to water and wastewater system construction and maintenance.
- General understanding of various water and sewer treatment processes;
- Major environmental issues and regulations that impact the water/wastewater industry



## ABILITY TO

- Estimate material and equipment needs;
- Make clear and effective presentations in public settings;
- Write clearly and concisely using accurate grammar and context;
- Provide effective support to engineering and operations project administration;
- Maintain accurate schedules and records;
- Work independently without close supervision;
- Deal tactfully and professionally with the public and private construction representatives;
- Meet the physical requirements necessary to safely and effectively perform required duties;
- Establish and maintain effective work relationships with those contacted in the performance of required duties;
- Operate District computer systems, including spreadsheets, word processing, and other related programs.

## ENVIRONMENTAL/PHYSICAL REQUIREMENTS

### Physical

While performing the duties of this job, the employee is regularly required to stand and sit; talk and hear, both in person and by telephone; use of hands to finger, handle, feel objects or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

### Mental

While performing the duties of the position, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve difficult problems; use math/mathematical skills; perform detailed work under changing, intensive deadlines, on multiple, concurrent tasks; work with interruptions; and interact with officials, outside engineers, contractors and the public.

### Environmental

The employee usually works under typical office conditions where noise level in the work environment is moderately quiet. Employees may occasionally be required to work outside, exposed to climatic conditions, where the noise level may be loud.

Job Status: Exempt

Date Modified: XXX 2020

**EXHIBIT E**

Rubidoux Community Services District						
Personnel Salary Adjustments Through June 2020						
<b>BUDGET AMENDMENTS (ADDITIONS)</b>						
<u>Assistant Engineer (Overlap)</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
Pay (May - Jun. 2020)	\$ 17,606.60	\$ 18,486.94	\$ 19,411.28	\$ 20,381.84	\$ 21,400.94	\$ 22,470.98
Benefits						
<u>May-June</u>						
FICA and SDI Benefit	1,522.97	1,599.12	1,679.08	1,763.03	1,851.18	1,943.74
Health, Dental, Vision (Kaiser/Family)	3,821.86	3,821.86	3,821.86	3,821.86	3,821.86	3,821.86
CalPERS Retirement (PEPRA)	1,229.82	1,291.31	1,355.88	1,423.67	1,494.86	1,569.60
Group Term Life Insurance	302.08	302.08	302.08	302.08	302.08	302.08
	<u>6,876.73</u>	<u>7,014.37</u>	<u>7,158.89</u>	<u>7,310.64</u>	<u>7,469.98</u>	<u>7,637.28</u>
<u>July</u>						
Health, Dental, Vision (Kaiser/Family)	3,821.86	3,821.86	3,821.86	3,821.86	3,821.86	3,821.86
Group Term Life Insurance	302.08	302.08	302.08	302.08	302.08	302.08
	<u>4,123.94</u>	<u>4,123.94</u>	<u>4,123.94</u>	<u>4,123.94</u>	<u>4,123.94</u>	<u>4,123.94</u>
<b>Total</b>	<b>\$ 28,607.27</b>	<b>\$ 29,625.25</b>	<b>\$ 30,694.11</b>	<b>\$ 31,816.42</b>	<b>\$ 32,994.86</b>	<b>\$ 34,232.20</b>
<u>Assistant GM (Transition to GM)</u>						
Pay (Feb. - Jun. 2020) - Differential	\$ 6,721.65					
Benefits						
FICA and SDI Benefit (Feb. - Jun. 2020) - Differential	581.42					
Cell Phone Allowance (Feb. - Jun. 2020) - New	500.00					
CalPERS Retirement (Feb. - Jun. 2020) - Differential	469.51					
RCSD Paid 457 Contributions (Feb. - Jun. 2020) - New	5,208.33					
Vehicle Allowance (Feb. - Jun. 2020) - Removed	<u>(2,250.00)</u>					
	4,509.26					
<b>Total</b>	<b>\$ 11,230.91</b>					
<u>Director of Engineering (New Position)</u>						
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
Pay (May - Jun. 2020)	\$ 25,450.32	\$ 26,722.84	\$ 28,058.98	\$ 29,461.80	\$ 30,934.92	\$ 32,481.66
Benefits						
<u>May-June</u>						
FICA and SDI Benefit	2,201.45	2,311.53	2,427.10	2,548.45	2,675.87	2,809.66
Health, Dental, Vision (Kaiser/Family)	3,821.86	3,821.86	3,821.86	3,821.86	3,821.86	3,821.86
CalPERS Retirement (PEPRA)	1,777.70	1,866.59	1,959.92	2,057.91	2,160.80	2,268.84
Group Term Life Insurance	302.08	302.08	302.08	302.08	302.08	302.08
	<u>8,103.10</u>	<u>8,302.06</u>	<u>8,510.96</u>	<u>8,730.29</u>	<u>8,960.61</u>	<u>9,202.45</u>
<b>Total</b>	<b>\$ 33,553.42</b>	<b>\$ 35,024.90</b>	<b>\$ 36,569.94</b>	<b>\$ 38,192.09</b>	<b>\$ 39,895.53</b>	<b>\$ 41,684.11</b>
<b>BUDGET AMENDMENTS (SUBTRACTIONS)</b>						
<u>General Manager (Retirement Effective May 2020)</u>						
Pay (May 17 - Jun. 2020)	\$ (33,410.01)					
Benefits						
<u>June</u>						
FICA and SDI Benefit	(2,889.97)					
Health, Dental, Vision (PERS Care/Family)	(2,604.43)					
CalPERS Retirement (Classic)	(4,810.37)					
RCSD Paid 457 Contributions	(1,670.50)					
Group Term Life Insurance	<u>(202.56)</u>					
	<u>(12,177.83)</u>					
<b>Total</b>	<b>\$ (45,587.84)</b>					
<u>Backflow/Cross Connect Inspector (Vacant Since 10/1/19)</u>						
Pay (Oct. 2019 - Jun. 2020)	\$ (65,216.86)					
Benefits						
<u>Oct. 2019 - Jun. 2020</u>						
FICA and SDI Benefit	(5,641.26)					
Health, Dental, Vision (Kaiser/Family)	(17,198.37)					
CalPERS Retirement (PEPRA)	(4,555.40)					
Group Term Life Insurance	<u>(1,133.19)</u>					
	<u>(28,528.22)</u>					
<b>Total</b>	<b>\$ (93,745.07)</b>					
<b>TOTAL BUDGET SUBTRACTIONS</b>	<b>\$ (65,941.31)</b>	<b>\$ (63,451.85)</b>	<b>\$ (60,837.94)</b>	<b>\$ (58,093.49)</b>	<b>\$ (55,211.61)</b>	<b>\$ (52,185.69)</b>

13. **CLOSED EXECUTIVE SESSION** – PURSUANT TO  
GOVERNMENT CODE SECTION 54956.9: LEGAL COUNSEL  
STATUS ON LITIGATION CASE NO. CIVDS 1310520, CITY OF  
RIVERSIDE VS. RUBIDOUX COMMUNITY SERVICES DISTRICT



14. DIRECTORS COMMENTS – NON-ACTION

---

15. ADJOURNMENT