

Rubidoux Community Services District

Board of Directors

Christopher Barajas
Armando Muniz
Bernard Murphy
F. Forest Trowbridge
Hank Trueba Jr.



Secretary-Manager

David D. Lopez

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

NOTICE AND AGENDA FOR THE RUBIDOUX COMMUNITY SERVICES DISTRICT BOARD MEETING 4:00 PM, November 15, 2018

1. Call to Order - Director Murphy, President
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes for November 1, 2018, Regular Board Meeting
5. Consideration to Approve November 16, 2018, 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:
 - A) Operations Report
 - B) Emergency and Incident Report

ACTION ITEMS:

9. Review Annual Board of Directors Reorganization Policy for the 2019 Year: **DM 2018-71**
10. Receive and File Statement of Cash Asset Schedule Report Ending October 2018: **DM 2018-72**
11. Annual Review of Rubidoux Community Services District Board of Directors Policy Manual: **DM 2018-73**
12. Directors Comments - Non-action
13. Adjournment

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

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

4. APPROVAL OF MINUTES FOR NOVEMBER 1, 2018,
REGULAR BOARD MEETING

MINUTES OF REGULAR MEETING
November 1, 2018
RUBIDOUX COMMUNITY SERVICES DISTRICT

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

DIRECTORS ABSENT:

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

Call to order: the meeting of the Board of Directors of the Rubidoux Community Services District by Director Murphy, at 4:00 P.M., Thursday, November 1, 2018, at the District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

ITEM 4. APPROVAL OF MINUTES

Approval of Minutes for Regular Board Meeting, October 18, 2018.

Director Muniz moved and Director Trowbridge seconded to approve the October 18, 2018 Minutes.

Ayes – 5 (Murphy, Barajas, Trueba, Muniz, Trowbridge)
Noes – 0

The motion was carried unanimously.

ITEM 5. Consider to Approve the Salaries, Expenses and Transfers.

Consideration to approve November 2, 2018, Salaries, Expenses and Transfers.

Director Barajas moved and Director Trueba seconded to Approve the November 2, 2018, Salaries, Expenses and Transfers.

Ayes – 5 (Murphy, Trueba, Barajas, Muniz, Trowbridge)
Noes – 0

The motion was carried unanimously.

ITEM 6. PUBLIC ACKNOWLEDGE OF NON-AGENDA MATTERS

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

ITEM 7. CORRESPONDENCE AND RELATED INFORMATION

The first piece of correspondence was an article from the Highland News regarding recycled wastewater that is going to be used to recharge the San Bernardino groundwater basins, approved by the San Bernardino Valley MWD. Up to 11 million gallons of recycled water a day is expected to recharge in the basins after completion in 2021. The next article was regarding the Colorado River Reservoirs start the water year at the lowest point since filled.

ITEM 8. MANAGER'S REPORT

Operations Report:

Presented at the second Board meeting of the month.

Emergency and Fire Report:

Presented at the second Board meeting of the month.

ITEM 9. Request Authorization to Submit a Non-Binding "Letter of Interest" Requesting a 90 Day Due Diligence Period for County of Riverside Surplus Property. DM 2018-68.

BACKGROUND

For nine years, the Rubidoux Community Services District has contemplated the construction of a new field/main office to accommodate District staff and equipment. A design concept was reviewed and approved by the Board of Directors to build the new facility behind the existing main office on a District owned two-acre parcel. For a number of reasons, the new office project has been delayed.

In late August, the District received a letter from the County of Riverside Economic Development Agency notifying us of their intent to surplus the existing Fleet Services facility at the corner of Mission and Crestmore. A copy of the letter is attached for your review as attachment "A". Upon receipt of the letter, Staff believed this facility could lend itself as an alternate property for our intended field/main office. Staff toured the existing facility and indeed believes the property would be an ideal fit for our purposes.

PRESENTATION BY STAFF

Mr. Dave Lopez gave a detailed presentation on the surplus property – the Fleet Services Facility at 5293 Mission.

Currently, the property is being offered to public agencies only, but if no interest is received, the County will officially surplus the property and list for sale. Based on phone conversations with Riverside County Real Estate division representatives, in order for the District to delay the County from public sale of the property they need a non-binding letter of intent to purchase the facility (included as attachment "B"). In the letter of intent, the District will specify a 90-day due diligence period to allow the District to inspect and/or secure purchase financing. Since the letter is non-binding, the District will have the right to "walk away" from the deal at our choosing.

Given the uncertainty of the on-going litigation, a 90-day due diligence period will allow us to take a wait-and-see position.

In a presentation made to the Board in January 2017, the estimate to construct our proposed field/main office facility was almost \$11,000,000.00. The Fleet Services Facility is being offered at \$10,200,000.00.

Director Trowbridge moved and Director Barajas seconded the for the Rubidoux Community Services District to authorize staff submit a non-binding "Letter of Interest" requesting a 90 day due diligence period for County of Riverside Surplus Property.

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

Noes – 0

The motion was carried unanimously.

ITEM 10. Consideration to Dedicate New District Well No. 1-A, Honoring Director Ruth Anderson Wilson. DM 2018-69.

BACKGROUND

The Rubidoux Community Services District Board of Directors has traditionally named water treatment facilities, reservoirs and potable wells after prominent Directors and Staff members. Soon to be developed/constructed District Well 1-A, it was suggested by Director Barajas that proposed Well 1-A be named in honor of Director Wilson. Past District facilities carrying names of Directors/District Staff include, the Tony Perone Reservoir, the Jim Gould Well (Well No. 8) the Tom Watson Reservoir, the Anita B. Smith Water Treatment Plant, the La Verne Mahnke Water Treatment Facilities and the Leland J. Thomson Water Treatment Facilities.

Pursuant to Director Barajas this item is agenized for the full Board of Directors consideration this afternoon.

Director Muniz moved and Director Trueba seconded that Well No. 1-A be named the Ruth Anderson Wilson well, recognizing her nineteen (19) years of service to the Rubidoux Community Services District.

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

Noes – 0

The motion was carried unanimously.

ITEM 11. Consideration to Approve Rubidoux Community Services District Teleconferencing Board Meeting Policy. DM 2018-70.

BACKGROUND

As authorized by the Rubidoux Community Services District Board of Directors and attached for your review and consideration this afternoon is a Draft Teleconferencing Policy. As a side note, Mr. John Harper, District General Counsel, has reviewed subject policy and his comment was incorporated within. The final Teleconferencing policy will be incorporated into the Rubidoux CSD Board Policy Manual.

Director Trueba moved and Director Muniz seconded the Rubidoux Community Services District approve the Teleconferencing Board Meeting Policy.

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

Noes – 0

Motion passed unanimously.

ITEM 12. Directors Comments.

Director Murphy adjourned the meeting at 4:35 pm.

5. CONSIDERATION TO APPROVE NOVEMBER 16, 2018 SALARIES,
EXPENSES AND TRANSFERS

RUBIDOUX COMMUNITY SERVICES DISTRICT
 NOVEMBER 15, 2018 (BOARD MEETING)
 FUND TRANSFER AUTHORIZATION

NET PAYROLL 11/16/18	67,800.00
WIRE TRANSFER: FEDERAL PAYROLL TAXES 11/19/18	22,800.00
WIRE TRANSFER: STATE PAYROLL TAXES 11/19/18	5,000.00
WIRE TRANSFER: TO CREDIT UNION	2,450.00
WIRE TRANSFER: PERS RETIREMENT	14,200.00
WIRE TRANSFER: PERS HEALTH PREMIUMS	-
WIRE TRANSFER: SECTION 125	110.00
WIRE TRANSFER: SECTION 457	3,470.00

NET PAYROLL 11/30/18	67,800.00
WIRE TRANSFER: FEDERAL PAYROLL TAXES 12/3/18	22,800.00
WIRE TRANSFER: STATE PAYROLL TAXES 12/3/18	5,000.00
WIRE TRANSFER: TO CREDIT UNION	2,450.00
WIRE TRANSFER: PERS RETIREMENT	14,200.00
WIRE TRANSFER: PERS HEALTH PREMIUMS	200.00
WIRE TRANSFER: SECTION 125	110.00
WIRE TRANSFER: SECTION 457	3,470.00

11/15/2018 WATER FUND TO GENERAL FUND-Payables	12,807.51
WATER FUND TO GENERAL FUND-Trash	153,413.43
WATER FUND TO SEWER FUND	115,463.19
 SEWER FUND TO GENERAL FUND-Payables	 15,246.47

11/15/2018 SEWER FUND CHECKING TO LAIF SEWER OP	100,000.00
SEWER FUND CHECKING TO WATER FUND CHECKING	-
LAIF SEWER OP TO SEWER FUND CHECKING	-
LAIF WASTEWATER RESERVE TO LAIF SEWER OP	-
LAIF SEWER ML TO LAIF SEWER OP	-
LAIF SEWER OP TO LAIF WASTEWATER REPLACEMENT	-
LAIF SEWER OP TO LAIF WASTEWATER RESERVE	-
GENERAL FUND CHECKING TO LAIF WATER FUND	-
GENERAL FUND CHECKING TO LAIF PROP TAX	-
GENERAL FUND PROPERTY TAX TO GF CHECKING	-
GENERAL FUND PROP TAX TO GENERAL FUND CHECKING	-
LAIF GENERAL TO GENERAL FUND CHECKING	-
LAIF PROPERTY TAX TO GF CHECKING	275,000.00
WATER FUND CHECKING TO LAIF-COP PAYBACK	-
WATER FUND CHECKING TO LAIF-W.R.	-
LAIF WATER ML TO LAIF WATER REPLACEMENT	-
LAIF WATER ML TO LAIF WATER OPS	-
LAIF WATER OP TO WATER FUND CHECKING	-
LAIF WATER RESERVE TO LAIF WATER OP	-
LAIF WATER REPLACE TO LAIF WATER OP	-
LAIF WATER OP TO LAIF WATER RESERVE	-
WATER FUND CHECKING TO LAIF WATER RESERVE	-
WATER FUND CHECKING TO LAIF WATER OP	325,000.00
LAIF WATER OP TO LAIF FIELD/ADMIN BLDG	-
LAIF COP TO WATER FUND CHECKING	-
LAIF PROPERTY TAX TO LAIF SEWER OP	-

NOTES PAYABLE

<u>DESCRIPTION</u>	<u>BALANCE</u>		<u>PAYMENT</u>	<u>DUE DATE</u>
City of Riverside (Headworks Replacement)	-	Prin.	13,564	Pd in full 11/2/18
U.S. Bank Trust (1998 COP's Refunding)	4,170,000	Prin.	616,335	Dec-18
U.S. Bank Trust (1998 COP's Refunding)	1,012,101	Intr.	106,335	Dec-18
MN Plant-State Revolving Loan	4,752,815	Prin.	121,008	Jan-19
MN Plant-State Revolving Loan	1,074,319	Intr.	61,090	Jan-19

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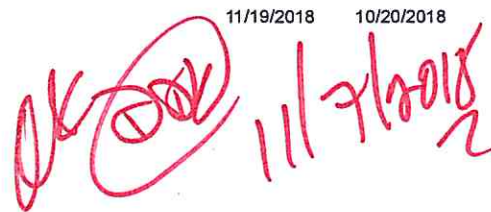
Rubidoux Community Services District (RCSACT)

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1	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	10/23/2018	N	N			11/22/2018	BJ82478-0267
LAB FEES							10/23/2018	\$0.00
11/15/2018					N			\$223.00
2	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	10/23/2018	N	N			11/22/2018	BJ82546-0267
WTR ANALYSES							10/23/2018	\$0.00
11/15/2018					N			\$516.00
3	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	10/23/2018	N	N			11/22/2018	BJ82576-0267
LAB FEES							10/23/2018	\$0.00
11/15/2018					N			\$190.00
4	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	10/23/2018	N	N			11/22/2018	BJ82599-0267
WTR ANALYSES							10/23/2018	\$0.00
11/15/2018					N			\$525.00
5	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	10/23/2018	N	N			11/22/2018	BJ82600-0267
LAB FEES							10/23/2018	\$0.00
11/15/2018					N			\$190.00
6	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	10/23/2018	N	N			11/22/2018	BJ82601-0267
LAB FEES							10/23/2018	\$0.00
11/15/2018					N			\$254.00
7	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	10/23/2018	N	N			11/22/2018	BJ82603-0267
WTR ANALYSES							10/23/2018	\$0.00
11/15/2018					N			\$48.00
8	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	10/25/2018	N	N			11/24/2018	BJ82941-0267
LAB FEES							10/25/2018	\$0.00
11/15/2018					N			\$190.00
9	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	10/27/2018	N	N			11/26/2018	BJ83071-0267
LAB FEES							10/27/2018	\$0.00
11/15/2018					N			\$190.00
10	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	10/27/2018	N	N			11/26/2018	BJ83074-0267
LAB FEES							10/27/2018	\$0.00
11/15/2018					N			\$190.00
11	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	10/30/2018	N	N			11/29/2018	BJ83276-0267
WTR ANALYSES							10/30/2018	\$0.00
11/15/2018					N			\$516.00
12	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	10/30/2018	N	N			11/29/2018	BJ83288-0267
LAB FEES							10/30/2018	\$0.00
11/15/2018					N			\$292.00
13	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	10/30/2018	N	N			11/29/2018	BJ83301-0267
LAB FEES							10/30/2018	\$0.00
11/15/2018					N			\$190.00
14	CHARTER SPECTRUM / CHARTER SPECTRUM	10/26/2018	N	N			11/15/2018	0914404102618
INTERNET 11/6-12/05							10/26/2018	\$0.00
11/15/2018					N			\$250.00
15	CA SPECIAL DISCTRICTS ASSOC / CA SPECIAL DISTF	10/1/2018	N	N			12/31/2018	201181001
MEMBER DUES/HNDBK							10/1/2018	\$0.00
11/15/2018					N			\$7,502.00
16	DE ANZA FENCE / DE ANZA FENCE CO	10/29/2018	N	N			11/28/2018	8924
FENCE RPR							10/29/2018	\$0.00
11/15/2018					N			\$325.00
17	DURNEY DON / DURNEY, DON	10/20/2018	N	N			11/19/2018	20181020
GRDNG SVC							10/20/2018	\$0.00
11/15/2018					N			\$135.00



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GL Date				Credit Card	CC Reference #			Total Invoice
18	HOUSTON HARRIS / HOUSTON & HARRIS PCS, INC.							18-21452 ✓
HYDRO-WSH		10/29/2018 ✓	N	N		11/28/2018	10/29/2018	\$0.00
11/15/2018					N			\$6,028.75 ✓
19	SO CAL TRUCKWORKS / SO CAL TRUCKWORKS							7367 ✓
R&M JEEP		10/29/2018 ✓	N	N		11/28/2018	10/29/2018	\$0.00
11/15/2018					N			\$194.35 ✓
20	JADTEC SECURITY / JADTEC SECURITY SVCS, INC.							2001678 ✓
MONITORING SVC		11/1/2018 ✓	N	N		11/11/2018	11/1/2018	\$0.00
11/15/2018					N			\$53.85 ✓
21	KUMA TIRE / KUMA TIRE & WHEEL							120997 ✓
R&M JEEP		10/26/2018 ✓	N	N		11/25/2018	10/26/2018	\$0.00
11/15/2018					N			\$22.00 ✓
22	LUCE COMMUNICATIONS / LUCE COMMUNICATIONS							2713663 ✓
CLSNG BILLS 10/4		10/15/2018 ✓	N	N		11/14/2018	10/15/2018	\$0.00
11/15/2018					N			\$4.98 ✓
23	LUCE COMMUNICATIONS / LUCE COMMUNICATIONS							2713664 ✓
WA41 FN 10/9		10/15/2018 ✓	N	N		11/14/2018	10/15/2018	\$0.00
11/15/2018					N			\$144.36 ✓
24	LUCE COMMUNICATIONS / LUCE COMMUNICATIONS							2713665 ✓
WA41 INV 10/9		10/15/2018 ✓	N	N		11/14/2018	10/15/2018	\$0.00
11/15/2018					N			\$757.57 ✓
25	LUCE COMMUNICATIONS / LUCE COMMUNICATIONS							2713666 ✓
CLSNG BILLS 10/11		10/15/2018 ✓	N	N		11/14/2018	10/15/2018	\$0.00
11/15/2018					N			\$2.71 ✓
26	LUCE COMMUNICATIONS / LUCE COMMUNICATIONS							2713670 ✓
WA40 FN 10/16		10/22/2018 ✓	N	N		11/21/2018	10/22/2018	\$0.00
11/15/2018					N			\$164.50 ✓
27	LUCE COMMUNICATIONS / LUCE COMMUNICATIONS							2713671 ✓
CLSNG BILLS 10/18		10/22/2018 ✓	N	N		11/21/2018	10/22/2018	\$0.00
11/15/2018					N			\$2.93 ✓
28	MERIT OIL / MERIT OIL COMPANY							482555 ✓
GASOLINE		10/24/2018 ✓	N	N		11/8/2018	10/24/2018	\$0.00
11/15/2018					N			\$1,575.50 ✓
29	R&D MECHANICAL / R&D MECHANICAL SUPPLY, INC							11002337 ✓
GAUGES		10/18/2018 ✓	N	N		11/17/2018	10/18/2018	\$0.00
11/15/2018					N			\$443.70 ✓
30	RELIABLE / RELIABLE WORKPLACE SOLUTIONS							AR73349 ✓
COPIER USG		10/24/2018 ✓	N	N		11/23/2018	10/24/2018	\$0.00
11/15/2018					N			\$174.51 ✓
31	RELIABLE / RELIABLE WORKPLACE SOLUTIONS							AR73350 ✓
PRINTER USG		10/24/2018 ✓	N	N		11/23/2018	10/24/2018	\$0.00
11/15/2018					N			\$22.15 ✓
32	READY REFRESH / READY REFRESH by NESTLE							18J7701128196 ✓
BTL WTR		10/24/2018 ✓	N	N		11/23/2018	10/24/2018	\$0.00
11/15/2018					N			\$185.19 ✓
33	SITEONE / SITEONE LANDSCAPE SUPPLY, LLC							87440055-001 ✓
SHOVELS		10/19/2018 ✓	N	N		11/18/2018	10/19/2018	\$0.00
11/15/2018					N			\$88.96 ✓
34	ACORN / ACORN TECHNOLOGY SERVICE							51353 ✓
NOV '18 IT SUPT		11/1/2018 ✓	N	N		12/1/2018	11/1/2018	\$0.00
11/15/2018					N			\$2,725.00 ✓

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GL Date									Total Invoice
35	AQUA METRIC SALES / AQUA METRIC SALES CO ✓								INV0071561 ✓
1.5 & 2" MTRS		11/1/2018 ✓	N	N			11/30/2018 ✓	11/1/2018	\$0.00
11/15/2018					N				\$2,717.46 ✓
36	BPS B'S POOL SUPPLIES / B.P.S. B's POOL SUPPLIES ✓								96107 ✓
SODIUM HYPO		11/1/2018 ✓	N	N			11/30/2018	11/1/2018	\$0.00
11/15/2018					N				\$741.17 ✓
37	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓								BJ83501-0267 ✓
WTR ANALYSES		10/31/2018 ✓	N	N			11/30/2018	10/31/2018	\$0.00
11/15/2018					N				\$105.00 ✓
38	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓								BJ83540-0267 ✓
LAB FEES		10/31/2018 ✓	N	N			11/30/2018	10/31/2018	\$0.00
11/15/2018					N				\$190.00 ✓
39	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓								BJ83543-0267 ✓
WTR ANALYSES		10/31/2018 ✓	N	N			11/30/2018	10/31/2018	\$0.00
11/15/2018					N				\$48.00 ✓
40	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓								BJ83562-0267 ✓
LAB FEES		10/31/2018 ✓	N	N			11/30/2018	10/31/2018	\$0.00
11/15/2018					N				\$254.00 ✓
41	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓								BJ83597-0267 ✓
WTR ANALYSES		10/31/2018 ✓	N	N			11/30/2018	10/31/2018	\$0.00
11/15/2018					N				\$84.00 ✓
42	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓								BJ83598-0267 ✓
WTR ANALYSES		10/31/2018 ✓	N	N			11/30/2018	10/31/2018	\$0.00
11/15/2018					N				\$168.00 ✓
43	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓								BK80036-0267 ✓
LAB FEES		11/1/2018 ✓	N	N			12/1/2018	11/1/2018	\$0.00
11/15/2018					N				\$190.00 ✓
44	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓								BK80193-0267 ✓
LAB FEES		11/2/2018 ✓	N	N			12/1/2018 ✓	11/2/2018	\$0.00
11/15/2018					N				\$190.00 ✓
45	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓								BK80348-0267 ✓
LAB FEES		11/5/2018 ✓	N	N			12/4/2018	11/5/2018	\$0.00
11/15/2018					N				\$190.00 ✓
46	BERNELL / BERNELL HYDRAULICS, INC. ✓								0341348 ✓
R&M WTR		10/31/2018 ✓	N	N			11/30/2018 ✓	10/31/2018	\$0.00
11/15/2018					N				\$213.45 ✓
47	BOOT BARN / BOOT BARN ✓								IVC0155959 ✓
BOOTS - MARTINEZ		10/29/2018 ✓	N	N			11/30/2018	10/29/2018	\$0.00
11/15/2018					N				\$145.79 ✓
48	CARQUEST AUTO PARTS / CARQUEST AUTO PARTS ✓								74456-395292 ✓
SUPPLIES		11/2/2018 ✓	N	N			12/1/2018 ✓	11/2/2018	\$0.00
11/15/2018					N				\$3.22 ✓
49	CHP / CALIFORNIA HIGHWAY PATROL ✓								9855 ✓
REPORT		10/16/2018 ✓	N	N			11/16/2018 ✓	10/16/2018	\$0.00
11/15/2018					N				\$10.00 ✓
50	HARRINGTON INDUSTRIAL / HARRINGTON INDUSTRI ✓								012J2231 ✓
PVC PARTS		10/31/2018 ✓	N	N			11/30/2018	10/31/2018	\$0.00
11/15/2018					N				\$68.08 ✓
51	HARRINGTON INDUSTRIAL / HARRINGTON INDUSTRI ✓								012J2280 ✓
PVC PARTS		11/2/2018 ✓	N	N			12/1/2018 ✓	11/2/2018	\$0.00
11/15/2018					N				\$29.63 ✓

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GL Date					Credit Card	CC Reference #		Total Invoice
52	HARRIS COMPUTER SYSTEMS / HARRIS COMPUTER	10/22/2018	N	N				CT039929
SVCS MILESTONE 11						11/21/2018	10/22/2018	\$0.00
11/15/2018					N			\$13,800.00
53	HARRIS COMPUTER SYSTEMS / HARRIS COMPUTER	10/22/2018	N	N				CT039930
C/O 2 16%						11/21/2018	10/22/2018	\$0.00
11/15/2018					N			\$8,266.00
55	HARRIS COMPUTER SYSTEMS / HARRIS COMPUTER	10/22/2018	N	N				MN00112636A
ANNUAL MAINT '18-19						11/21/2018	10/22/2018	\$0.00
11/15/2018					N			\$6,940.00
56	HOUSTON HARRIS / HOUSTON & HARRIS PCS, INC.	11/5/2018	N	N				18-21473
HYDRO-WSH						12/4/2018	11/5/2018	\$0.00
11/15/2018					N			\$4,637.50
57	INLAND WATER WORKS / INLAND WATER WORKS SU	10/30/2018	N	N				S1016871.003
PARTS						11/29/2018	10/30/2018	\$0.00
11/15/2018					N			\$2,555.63
58	KH METALS / KH METALS & SUPPLY	10/31/2018	N	N				0454272
TOOLS						11/30/2018	10/31/2018	\$0.00
11/15/2018					N			\$56.55
59	KH METALS / KH METALS & SUPPLY	11/2/2018	N	N				0454681
PARTS						12/1/2018	11/2/2018	\$0.00
11/15/2018					N			\$34.90
60	LOPEZ, JOSE / LOPEZ, JOSE	10/31/2018	N	N				20181031
CONT ED/D1 CERT						11/30/2018	10/31/2018	\$0.00
11/15/2018					N			\$170.00
61	LUCE COMMUNICATIONS / LUCE COMMUNICATIONS:	10/31/2018	N	N				2713744
WA40 INV 10/19						11/30/2018	10/31/2018	\$0.00
11/15/2018					N			\$669.78
62	LUCE COMMUNICATIONS / LUCE COMMUNICATIONS:	10/31/2018	N	N				2713745
CLSNG BILLS 10/25						11/30/2018	10/31/2018	\$0.00
11/15/2018					N			\$3.40
63	MERIT OIL / MERIT OIL COMPANY	10/30/2018	N	N				483867
DIESEL FUEL						11/29/2018	10/30/2018	\$0.00
11/15/2018					N			\$250.20
64	PRUDENTIAL OVERALL / PRUDENTIAL OVERALL SUP	10/31/2018	N	N				22698214
FLR MTS						11/30/2018	10/31/2018	\$0.00
11/15/2018					N			\$105.05
65	SCE / SCE	11/3/2018	N	N				18N2011970662
STRT LIGHTS						11/26/2018	11/3/2018	\$0.00
11/15/2018					N			\$9,635.30
66	SCE / SCE	11/3/2018	N	N				18N2036525640
MAIN OFC UTLTY						11/26/2018	11/3/2018	\$0.00
11/15/2018					N			\$900.91
67	SCE / SCE	11/3/2018	N	N				18N2283710317
FIRE STN UTLTY						11/26/2018	11/3/2018	\$0.00
11/15/2018					N			\$1,109.16
68	SCG / SCG	11/2/2018	N	N				18N01302181001
FLD OFC UTLTY						11/27/2018	11/2/2018	\$0.00
11/15/2018					N			\$14.79
69	SCG / SCG	11/2/2018	N	N				18N17882256005
MAIN OFC UTLTY						11/27/2018	11/2/2018	\$0.00
11/15/2018					N			\$25.47

AP Enter Bills Edit Report

Rubidoux Community Services District (RCSACT)

Batch: AAAADP

11/7/2018 12:28:48 PM

Page 5

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Check #	Due Date	Discount Date	Invoice #
PO Number		Inv Date	Immediate GL Account		Check #		Due Date	Discount Date	Discount
GL Date		Inv Date	Immediate GL Account		Credit Card	CC Reference #		Payment Date	Total Invoice
70	SCG / SCG								18N05925730565
	FIRE STN UTLTY	11/2/2018	N	N			11/27/2018	11/2/2018	\$0.00
11/15/2018									\$92.27
71	SO CAL TRUCKWORKS / SO CAL TRUCKWORKS								7404
	R&M TRK	11/5/2018	N	N			12/4/2018	11/5/2018	\$0.00
11/15/2018									\$64.78
72	UNDERGROUND SERVICE ALERT / UNDERGROUND :								1020180566
	DIG ALERTS	11/1/2018	N	N			11/30/2018	11/1/2018	\$0.00
11/15/2018									\$71.05
73	WESTERN MUNICIPAL WATER / WESTERN MUNICIPA								RI3007
	NOV BRINE FIXED	11/1/2018	N	N			12/1/2018	11/1/2018	\$0.00
11/15/2018									\$714.24
74	BERNELL / BERNELL HYDRAULICS, INC.								0341563-IN
	R&M EQUIP	11/2/2018	N	N			12/1/2018	11/2/2018	\$0.00
11/15/2018									\$62.27
75	BERNELL / BERNELL HYDRAULICS, INC.								0341477-IN
	R&M EQUIP	11/1/2018	N	N			12/1/2018	11/1/2018	\$0.00
11/15/2018									\$50.15
76	HARPER BURNS LLP / HARPER & BURNS LLP								20181101.A
	OCT LGL SVCS	11/1/2018	N	N			12/1/2018	11/1/2018	\$0.00
11/15/2018									\$587.25
77	HARPER BURNS LLP / HARPER & BURNS LLP								20181101.B
	CITY RVSD LTGN	11/1/2018	N	N			12/1/2018	11/1/2018	\$0.00
11/15/2018									\$1,558.75
78	KUMA TIRE / KUMA TIRE & WHEEL								121060
	R&M TRK	11/6/2018	N	N			12/5/2018	11/6/2018	\$0.00
11/15/2018									\$22.00
79	LAWNMOWER CENTER / LAWNMOWER CENTER								6092
	R&M EQUIP	11/6/2018	N	N			12/5/2018	11/6/2018	\$0.00
11/15/2018									\$110.63
80	PRUDENTIAL OVERALL / PRUDENTIAL OVERALL SUP								22702275
	FLR MTS	11/7/2018	N	N			12/6/2018	11/7/2018	\$0.00
11/15/2018									\$105.05
81	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC								1024_110618.A
	COMM TRSH	11/7/2018	N	N			12/6/2018	11/7/2018	\$0.00
11/15/2018									\$40,919.05
82	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC								1024_110618.B
	RES TRSH 10/24-11/6	11/7/2018	N	N			12/6/2018	11/7/2018	\$0.00
11/15/2018									\$112,494.38
83	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC								1024_110618.C
	RCSD SHR COMM	11/7/2018	N	N			12/6/2018	11/7/2018	\$0.00
11/15/2018									(\$4,093.30)
84	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC								1024_110618.D
	RCSD SHR RES	11/7/2018	N	N			12/6/2018	11/7/2018	\$0.00
11/15/2018									(\$1,011.14)
85	UPS / UNITED PARCEL SERVICE								0000F908W2448
	POSTAGE	11/3/2018	N	N			12/2/2018	11/3/2018	\$0.00
11/15/2018									\$34.72

Grand Totals

Total Direct Expense:	\$235,726.04
Total Direct Expense Adj:	(\$5,104.44)
Total Non-Electronic Transactions:	\$230,621.60

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

7. CORRESPONDENCE AND RELATED INFORMATION

*2/6 copy
Barnes packet @*

CALIFORNIA WILDFIRES

Camp Fire: Oroville Dam officials keep close watch on approaching blaze

Kurtis Alexander

Nov. 12, 2018 | Updated: Nov. 12, 2018 7:12 p.m.



Smoke from the Camp Fire, burning in the Feather River Canyon near Paradise, Calif., darkens the sky above the Butte College sign in Oroville, Calif., Thursday, Nov. 8, 2018. (AP Photo/Don Thompson)

Photo: Don Thompson, Associated Press

OROVILLE, Butte County — The Camp Fire's relentless push to the south overnight had California officials preparing for the worst Monday at the nation's tallest dam.

Employees of the state Department of Water Resources, with the help of firefighting crews, were cutting brush and watering down landscapes around Lake Oroville to prevent the 117,000-acre blaze from damaging the reservoir's infrastructure, including the 770-foot-tall Oroville Dam.

Already, flames had licked a finger on the north side of the giant lake, and construction crews finishing the rebuilding of the reservoir's spillways after last year's near-catastrophic fracturing were sent home.

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State water officials feared that strong winds from the northeast could blow the fire south to the reservoir's power plants and water-supply facilities, still some 10 miles away from the blaze.

"We've put contingencies in place," said Erin Mellon, spokeswoman for the Department of Water Resources. "The department will continue to maintain sufficient staffing to monitor the incident around the clock."

The scare at the lake comes a year and a half after the reservoir's two major spillways began to erode amid winter storms, causing a precautionary evacuation downstream of nearly 200,000 people.

A \$1.1 billion effort to reconstruct the spillways was completed last month and crews have since been doing finishing touches.

Mellon said the work stoppage during the fire would not affect the dam's ability to operate.

The community of Oroville, south of the lake, has not been evacuated, though communities north of the reservoir have been ordered out.

Kurtis Alexander is a San Francisco Chronicle staff writer. Email: kalexander@sfchronicle.com Twitter: [@kurtisalexander](https://twitter.com/kurtisalexander)

HEARST newspapers
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8. MANAGER'S REPORT

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

Water and Wastewater Production Comparison

TOTAL WELL PRODUCTION in Million Gallons

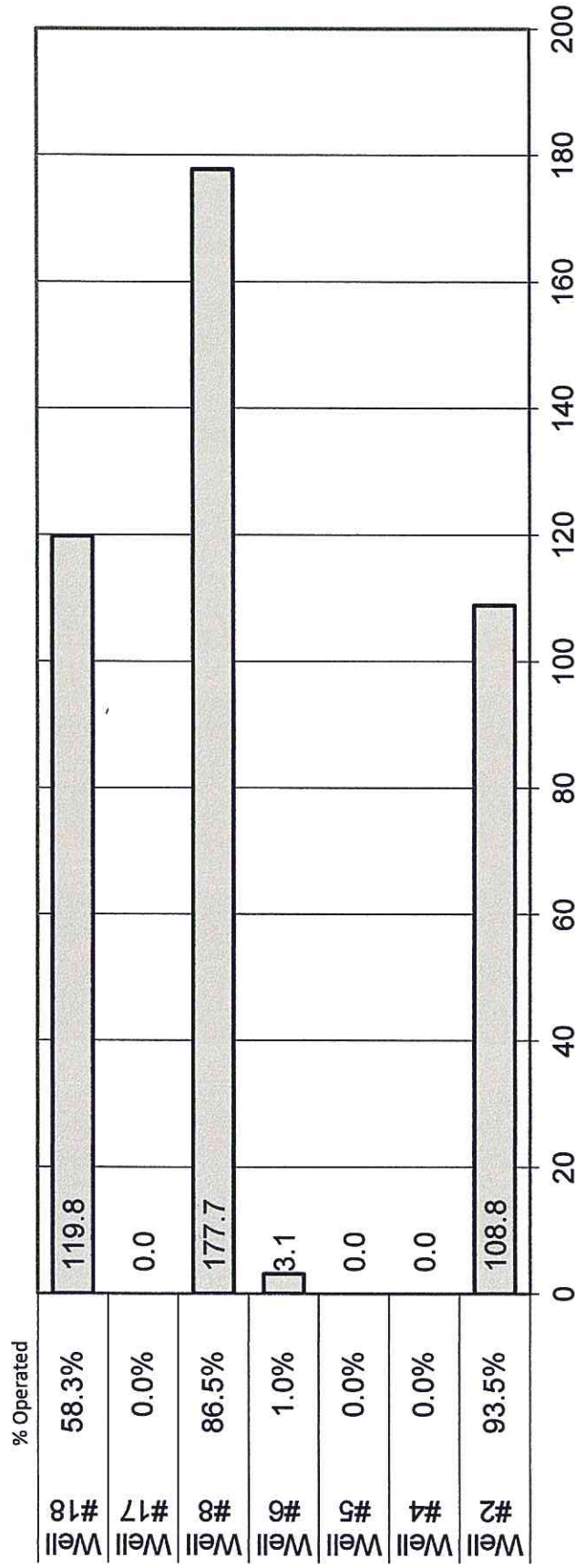
Consumption to JURUPA C.S.D. WASTEWATER FLOW TO RIVERSIDE

Date	TOTAL WELL PRODUCTION in Million Gallons				Consumption to JURUPA C.S.D. WASTEWATER FLOW TO RIVERSIDE		
	Purchased	Potable Wells	Potable Total	Non-Potable Wells	Total	(Million Gallons)	(Million Gallons)
10/1/2018	0.00	5.56	5.56	0.48	6.04	0.00	2.01
10/2/2018	0.00	4.69	4.69	0.37	5.06	0.00	2.04
10/3/2018	0.00	4.60	4.60	0.02	4.62	0.00	2.02
10/4/2018	0.00	3.47	3.47	0.55	4.02	0.00	2.12
10/5/2018	0.00	4.95	4.95	0.48	5.44	0.00	1.89
10/6/2018	0.00	3.87	3.87	0.38	4.25	0.00	1.80
10/7/2018	0.00	4.28	4.28	0.02	4.30	0.00	1.77
10/8/2018	0.00	4.76	4.76	0.44	5.20	0.00	1.98
10/9/2018	0.00	4.49	4.49	0.17	4.65	0.00	2.00
10/10/2018	0.00	4.58	4.58	0.44	5.02	0.00	2.05
10/11/2018	0.00	4.34	4.34	0.44	4.79	0.00	1.98
10/12/2018	0.00	3.42	3.42	0.37	3.79	0.00	1.90
10/13/2018	0.00	4.00	4.00	0.01	4.01	0.00	1.91
10/14/2018	0.00	3.33	3.33	0.02	3.35	0.00	1.79
10/15/2018	0.00	4.20	4.20	0.50	4.70	0.00	1.95
10/16/2018	0.00	3.79	3.79	0.01	3.80	0.00	2.08
10/17/2018	0.00	4.15	4.15	0.46	4.61	0.00	2.02
10/18/2018	0.00	4.96	4.96	0.47	5.43	0.00	2.06
10/19/2018	0.00	4.49	4.49	0.39	4.88	0.00	1.90
10/20/2018	0.00	4.16	4.16	0.41	4.57	0.00	1.89
10/21/2018	0.00	3.88	3.88	0.45	4.33	0.00	1.76
10/22/2018	0.00	4.90	4.90	0.49	5.38	0.00	1.96
10/23/2018	0.00	4.12	4.12	0.02	4.14	0.00	2.03
10/24/2018	0.00	4.13	4.13	0.44	4.58	0.00	2.00
10/25/2018	0.00	5.05	5.05	0.02	5.07	0.00	2.00
10/26/2018	0.00	3.69	3.69	0.02	3.71	0.00	1.96
10/27/2018	0.00	3.88	3.88	0.38	4.26	0.00	1.79
10/28/2018	0.00	4.25	4.25	0.51	4.77	0.00	1.76
10/29/2018	0.00	5.00	5.00	0.15	5.15	0.00	1.99
10/30/2018	0.00	4.11	4.11	0.45	4.56	0.00	2.04
10/31/2018	0.00	4.31	4.31	0.49	4.80	0.00	1.95
MINIMUM	0.00	3.33	3.33	0.01	3.35	0.00	1.76
AVERAGE	0.00	4.30	4.30	0.32	4.62	0.00	1.95
MAXIMUM	0.00	5.56	5.56	0.55	6.04	0.00	2.12
TOTAL	0.00	133.42	133.42	9.85	143.28	0.00	60.40

RUBIDOUX COMMUNITY SERVICES DISTRICT
MONTHLY WELL PRODUCTION
(Million Gallons)

DATE	POTABLE WATER										NONPOTABLE WATER						TOTALS		
	JURUPA TIE-IN (MG)	GAC Pit TROYER Well #2 (MG)	Nitrate Removal Pit FLEETWOOD Well #4 (MG)	SKOTTY Well #6 (MG)	DAILY Well #5 (MG)	GOULD Well #8 (MG)	Manganese Removal Plant #2 Well #17 (MG) Well #18 (MG)		28th ST. Well #8 (MG)	DAILY Well #7 (MG)	CLEMENT Well #11 (MG)	46th ST. Well #14 (MG)	MISSION #19 & #20 (MG)	POTABLE (MG)	NON POTABLE (MG)	TOTAL PROD. (MG)			
7/1/2017	0.00	1.18	0.00	0.78	0.00	2.37	0.00	0.00	1.23	0.05	0.00	0.03	5.56	0.48	6.04				
7/2/2017	0.00	1.16	0.00	0.00	0.00	2.21	0.00	0.00	1.32	0.00	0.00	0.02	4.69	0.37	5.06				
7/3/2017	0.00	1.23	0.00	0.00	0.00	2.17	0.00	0.00	1.20	0.00	0.00	0.02	4.60	0.02	4.62				
7/4/2017	0.00	0.00	0.00	0.24	0.00	2.05	0.00	0.00	1.19	0.09	0.00	0.02	3.47	0.55	4.02				
7/5/2017	0.00	1.19	0.00	0.00	0.00	2.45	0.00	0.00	1.32	0.00	0.00	0.02	4.95	0.48	5.44				
7/6/2017	0.00	1.14	0.00	0.00	0.00	1.52	0.00	0.00	1.21	0.00	0.00	0.02	3.87	0.38	4.25				
7/7/2017	0.00	1.21	0.00	0.00	0.00	1.80	0.00	0.00	1.28	0.00	0.00	0.02	4.28	0.02	4.30				
Subtotal	0.00	7.10	0.00	1.02	0.00	14.87	0.00	0.00	8.74	0.14	0.00	0.14	31.42	2.30	33.73				
7/8/2017	0.00	1.16	0.00	0.00	0.00	2.37	0.00	0.00	1.23	0.00	0.00	0.02	4.76	0.44	5.20				
7/9/2017	0.00	1.23	0.00	0.00	0.00	1.94	0.00	0.00	1.32	0.00	0.00	0.02	4.49	0.17	4.65				
7/10/2017	0.00	1.14	0.00	0.00	0.00	2.24	0.00	0.00	1.20	0.00	0.00	0.02	4.58	0.44	5.02				
7/11/2017	0.00	1.22	0.00	0.00	0.00	1.84	0.00	0.00	1.29	0.00	0.00	0.02	4.34	0.44	4.79				
7/12/2017	0.00	1.07	0.00	0.00	0.00	1.20	0.00	0.00	1.16	0.00	0.00	0.02	3.42	0.37	3.79				
7/13/2017	0.00	1.02	0.00	0.00	0.00	1.86	0.00	0.00	1.12	0.00	0.00	0.01	4.00	0.01	4.01				
7/14/2017	0.00	1.30	0.00	0.00	0.00	0.70	0.00	0.00	1.32	0.00	0.00	0.02	3.33	0.02	3.35				
Subtotal	0.00	8.15	0.00	0.00	0.00	12.15	0.00	0.00	8.62	0.00	0.00	0.13	28.91	1.89	30.81				
7/15/2017	0.00	1.39	0.00	0.00	0.00	1.48	0.00	0.00	1.33	0.00	0.00	0.02	4.20	0.50	4.70				
7/16/2017	0.00	0.95	0.00	0.00	0.00	1.64	0.00	0.00	1.20	0.00	0.00	0.01	3.79	0.01	3.80				
7/17/2017	0.00	1.17	0.00	0.00	0.00	1.74	0.00	0.00	1.24	0.00	0.00	0.02	4.15	0.46	4.61				
7/18/2017	0.00	1.21	0.00	0.00	0.00	2.42	0.00	0.00	1.33	0.00	0.00	0.01	4.96	0.47	5.43				
7/19/2017	0.00	1.30	0.00	0.00	0.00	1.86	0.00	0.00	1.33	0.00	0.00	0.01	4.49	0.39	4.88				
7/20/2017	0.00	1.12	0.00	0.00	0.00	1.69	0.00	0.00	1.34	0.00	0.00	0.04	4.16	0.41	4.57				
7/21/2017	0.00	1.12	0.00	0.00	0.00	1.68	0.00	0.00	1.08	0.00	0.00	0.04	3.88	0.45	4.33				
Subtotal	0.00	8.27	0.00	0.00	0.00	12.51	0.00	0.00	8.86	0.00	0.00	0.15	29.64	2.70	32.33				
7/22/2017	0.00	1.18	0.00	0.00	0.00	2.39	0.00	0.00	1.33	0.00	0.00	0.04	4.90	0.49	5.38				
7/23/2017	0.00	1.15	0.00	0.00	0.00	1.70	0.00	0.00	1.27	0.00	0.00	0.02	4.12	0.02	4.14				
7/24/2017	0.00	1.17	0.00	0.00	0.00	1.77	0.00	0.00	1.19	0.00	0.00	0.02	4.13	0.44	4.58				
7/25/2017	0.00	1.21	0.00	0.00	0.00	2.51	0.00	0.00	1.34	0.00	0.00	0.02	5.05	0.02	5.07				
7/26/2017	0.00	1.19	0.00	0.00	0.00	1.31	0.00	0.00	1.19	0.00	0.00	0.02	3.69	0.02	3.71				
7/27/2017	0.00	1.04	0.00	0.00	0.00	1.59	0.00	0.00	1.24	0.00	0.00	0.01	3.88	0.38	4.26				
7/28/2017	0.00	1.11	0.00	0.00	0.00	1.87	0.00	0.00	1.27	0.00	0.00	0.02	4.25	0.51	4.77				
7/29/2017	0.00	1.36	0.00	0.00	0.00	2.33	0.00	0.00	1.31	0.00	0.00	0.02	5.00	0.15	5.15				
7/30/2017	0.00	1.17	0.00	0.00	0.00	1.62	0.00	0.00	1.32	0.00	0.00	0.02	4.11	0.45	4.56				
7/31/2017	0.00	1.35	0.00	0.00	0.00	1.60	0.00	0.00	1.36	0.00	0.00	0.02	4.31	0.49	4.80				
Subtotal	0.00	0.00	0.00	0.00	0.00	18.69	0.00	0.00	12.81	0.00	0.00	0.22	43.45	2.96	46.41				
TOTAL	0.000	23.520	0.000	1.016	0.000	57.914	0.000	0.000	39.031	0.137	0.000	0.632	133.424	9.854	143.278				

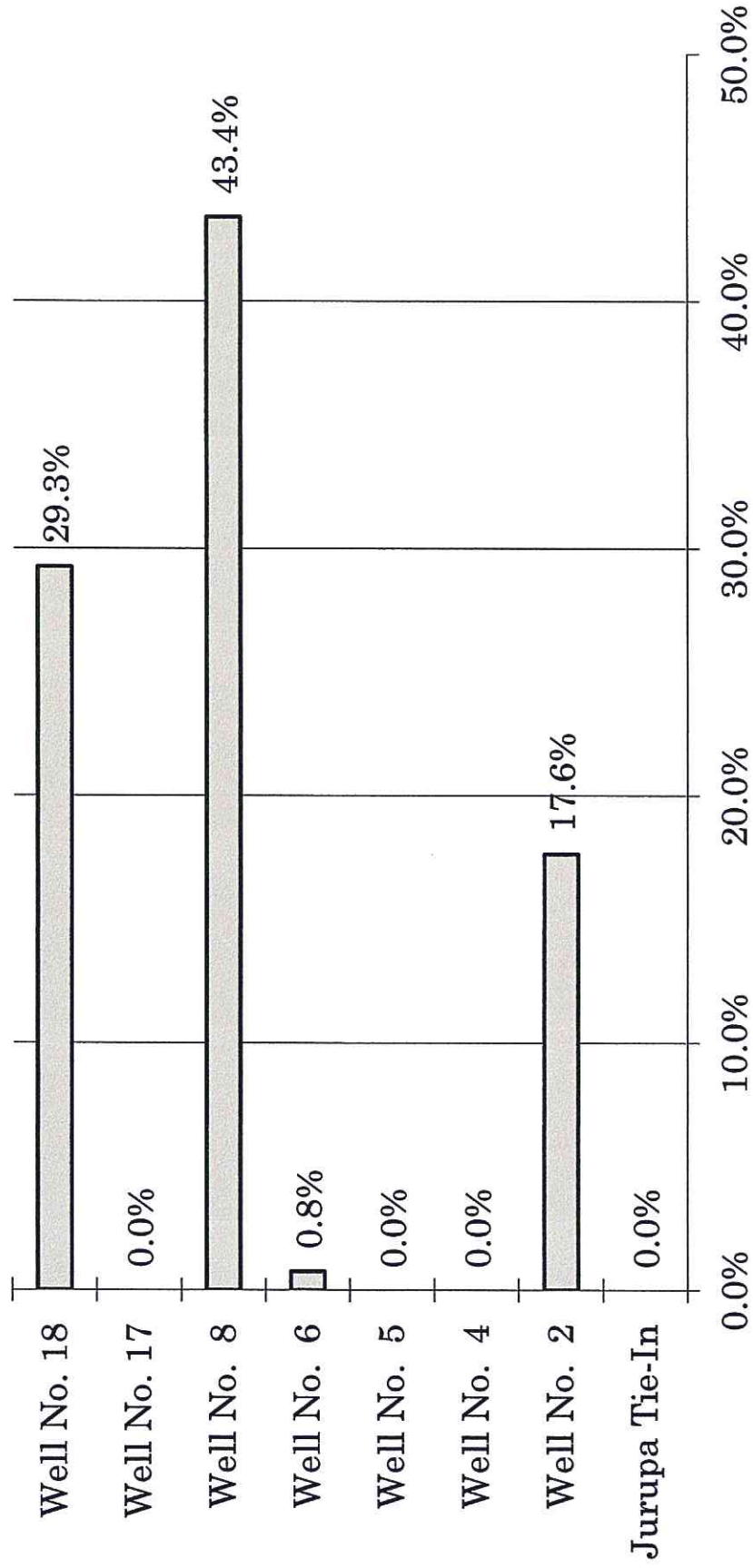
TOTAL WATER PRODUCED w/ % Operated October 2018



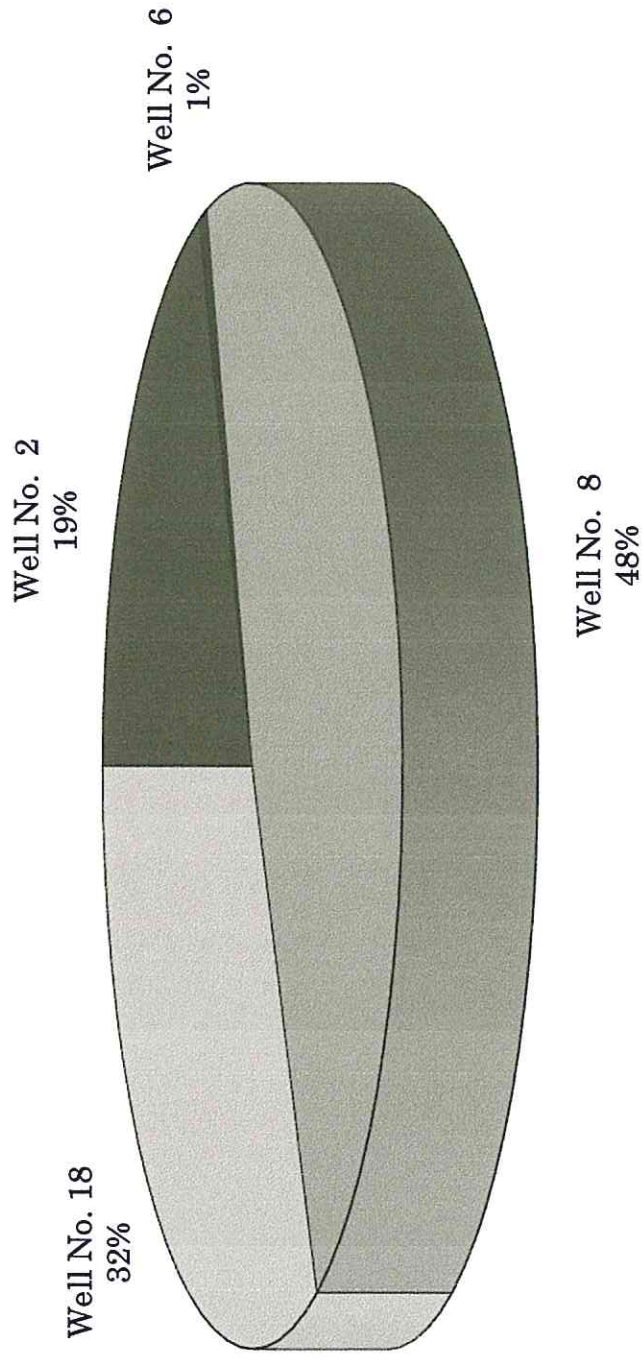
Max Production 972.7 AF
Monthly Production 409.5 AF
Reserve Production 563.2 AF

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

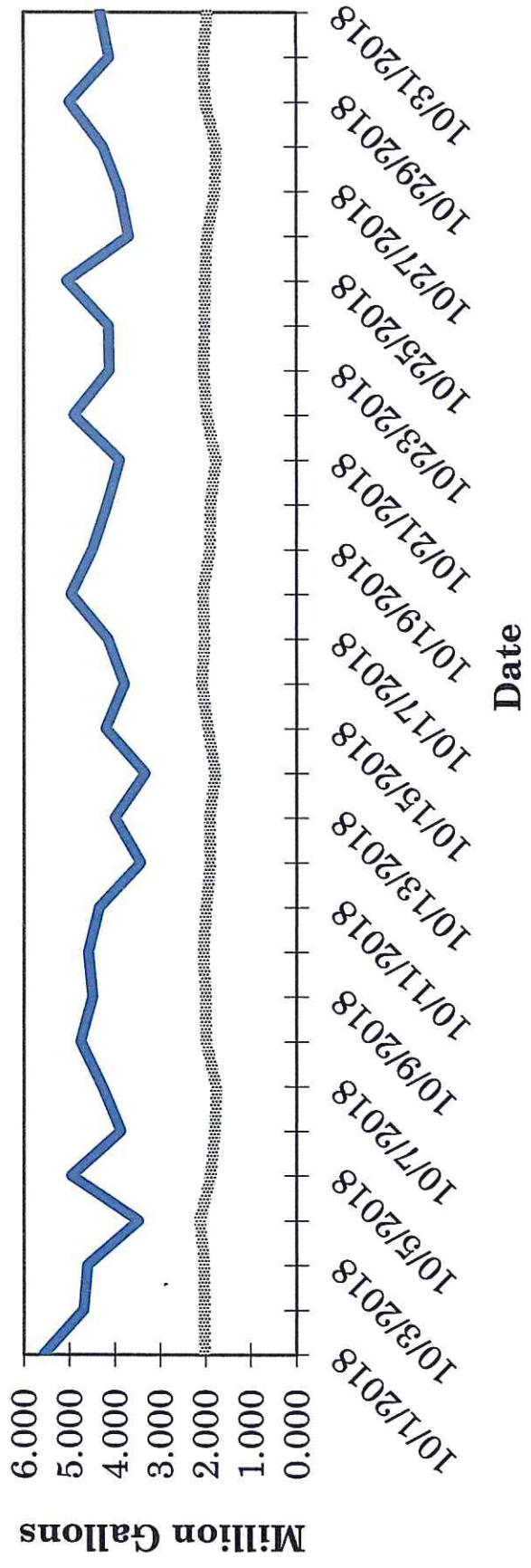
Source Potable Production Comparison October 2018



Source Potable Production Comparison October 2018



Potable Water & Wastewater Comparison October 2018

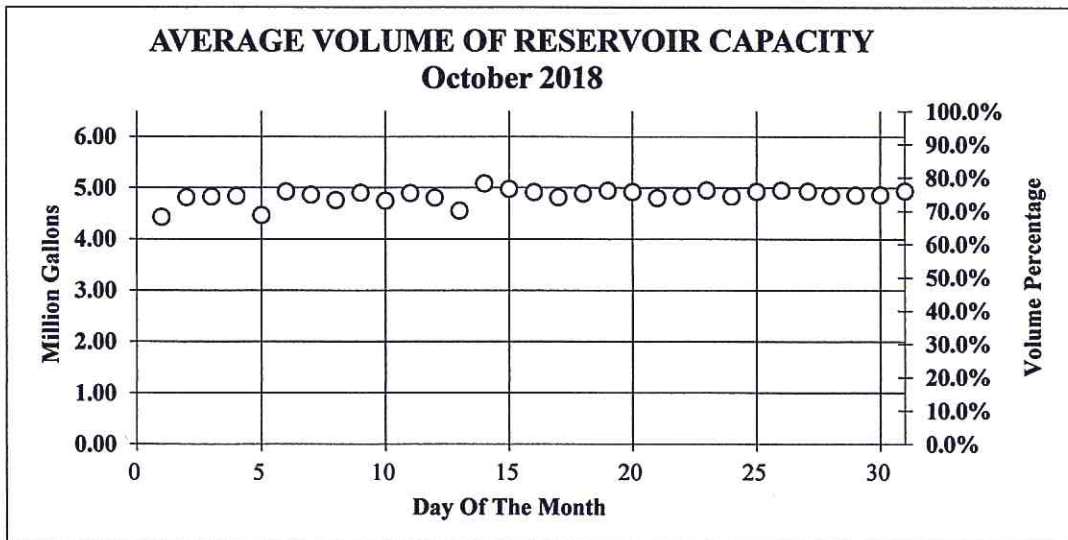


— Potable Water Prod. Wastewater Prod.

RUBIDOUX COMMUNITY SERVICES DISTRICT

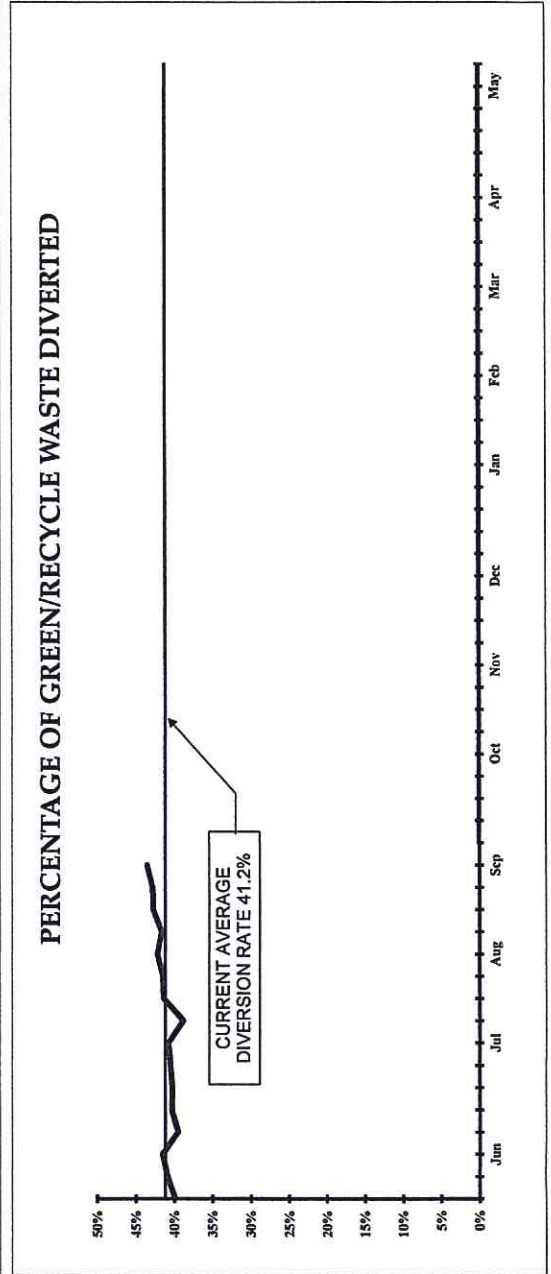
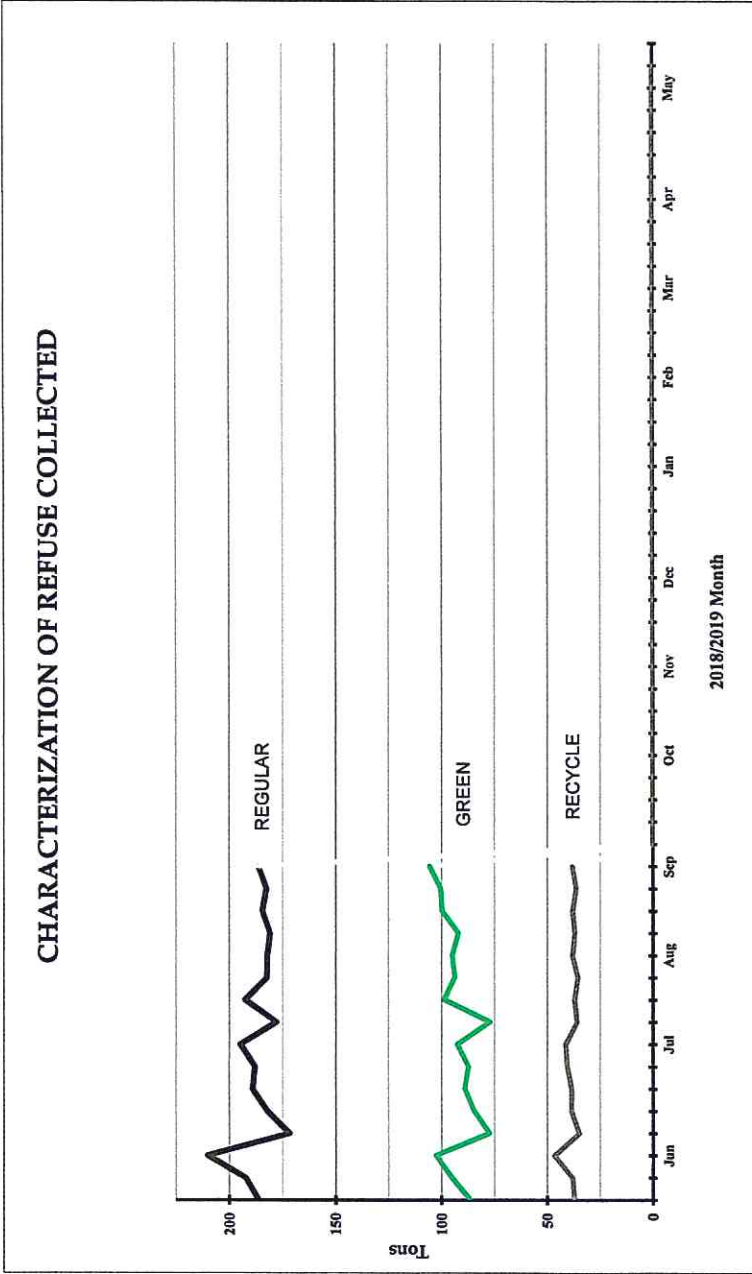
Reservoir Capacity Report

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		
10/1/2018	67.1	65.2	77.7	79.6	4,429,023	68.9%
10/2/2018	76.9	71.7	79.1	78.8	4,816,129	75.0%
10/3/2018	77.1	72.0	78.1	78.8	4,824,895	75.1%
10/4/2018	77.7	72.4	77.8	78.3	4,841,624	75.4%
10/5/2018	68.9	65.7	79.8	78.4	4,468,902	69.6%
10/6/2018	79.2	73.8	77.5	78.4	4,925,253	76.7%
10/7/2018	78.2	73.0	77.1	78.6	4,866,277	75.7%
10/8/2018	76.0	71.0	76.1	78.4	4,758,218	74.1%
10/9/2018	79.1	73.5	79.2	77.3	4,905,854	76.4%
10/10/2018	75.2	70.7	78.2	79.1	4,749,695	73.9%
10/11/2018	78.9	73.7	76.8	78.0	4,896,909	76.2%
10/12/2018	76.4	71.8	77.1	79.3	4,808,630	74.8%
10/13/2018	70.3	67.3	79.9	78.2	4,551,392	70.8%
10/14/2018	82.3	77.0	80.2	78.9	5,082,686	79.1%
10/15/2018	81.0	75.4	79.5	76.4	4,978,670	77.5%
10/16/2018	79.1	73.9	79.0	77.7	4,913,988	76.5%
10/17/2018	77.1	72.2	77.5	77.3	4,814,750	74.9%
10/18/2018	78.7	73.6	76.1	78.0	4,892,664	76.2%
10/19/2018	79.8	74.3	78.7	78.3	4,945,187	77.0%
10/20/2018	78.8	73.7	77.5	79.5	4,923,809	76.6%
10/21/2018	76.6	72.0	76.2	80.0	4,801,747	74.7%
10/22/2018	77.9	72.9	78.6	76.5	4,842,763	75.4%
10/23/2018	80.2	74.8	76.0	77.7	4,954,172	77.1%
10/24/2018	76.9	72.2	78.6	78.5	4,831,196	75.2%
10/25/2018	79.5	74.2	76.0	77.3	4,927,462	76.7%
10/26/2018	81.0	74.7	72.7	78.9	4,954,801	77.1%
10/27/2018	80.3	73.6	75.7	78.8	4,933,166	76.8%
10/28/2018	77.5	72.7	76.4	80.2	4,853,173	75.5%
10/29/2018	79.4	72.9	76.6	76.3	4,856,329	75.6%
10/30/2018	78.4	73.3	75.9	77.0	4,865,500	75.7%
10/31/2018	79.4	74.1	79.7	78.6	4,938,234	76.9%



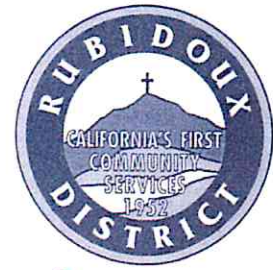
* The total capacity of all District reservoirs is 6,425,000 gallons.

RUBIDOUX COMMUNITY SERVICES DISTRICT
Green Waste Program
(May 18 to June 19)





**CAL
FIRE**



Resource Activity Report

10/1/2017 10/31/2017

10/1/2018

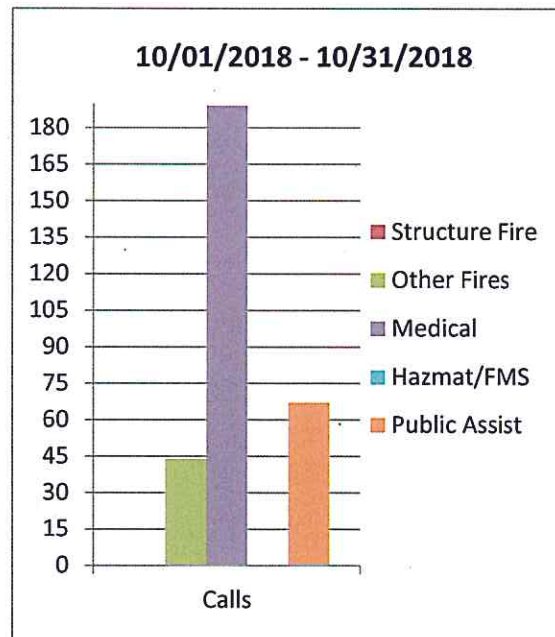
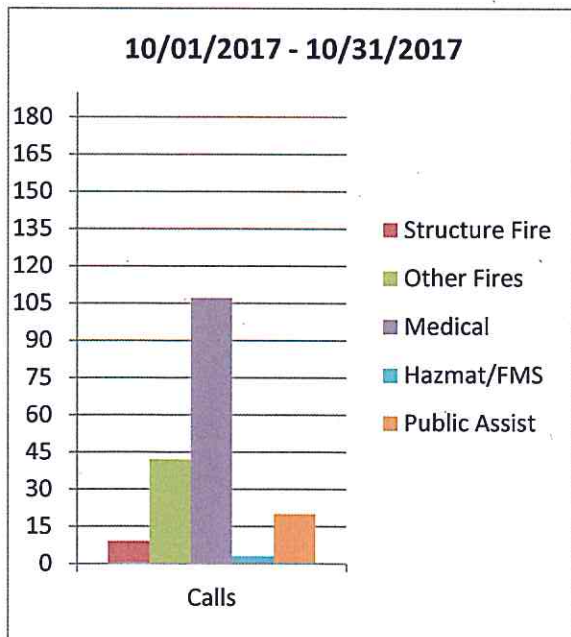
10/31/2018

Call Type	Station 38
Veg/Structure Fire	9
Other Fires	42
Medical	107
Hazmat/FMS	3
Public Assist	20
Period Total	181

Call Type	Station 38
Veg/Structure Fire	0
Other Fires	44
Medical	189
Hazmat/FMS	0
Public Assist	67
Period Total	300

Year to Date	2,546
--------------	-------

Year to Date	2,480
--------------	-------



9. REVIEW ANNUAL BOARD OF DIRECTORS REORGANIZATION
POLICY FOR THE 2019 YEAR:
DM 2018-71

Rubidoux Community Services District

Board of Directors

Christopher Barajas
Armando Muniz
Bernard Murphy
F. Forest Trowbridge
Hank Trueba Jr.

Secretary-Manager

David D. Lopez



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

DIRECTORS MEMORANDUM 2018-71

November 15, 2018

To: Rubidoux Community Services Districts
 Board of Directors

Subject: Review Annual Board of Directors Reorganization for Year 2019

BACKGROUND:

Since 1991, the Rubidoux Communities Services District Board of Directors have practiced the custom of yearly rotating the Vice President into the President's position. Last December, Vice President Murphy was affirmed President for 2018 and Director Trueba was nominated and elected Vice President for 2018. In keeping with the Policy, Director Trueba will serve as President for 2019 and consequently the Board will need to elect a Vice President for 2019. The Reorganization of the California Government Code requires elected public officials to reorganize themselves upon an election year.

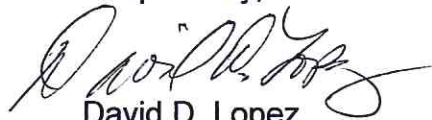
At the next Board meeting, the Board will affirm Directors Trueba tenure as President for 2019. Once the Board has affirmed President's position, you may then turn your attention to the nomination of a Vice President for calendar year 2019 and eventual rotating into the President of the Board in year 2020.

The reorganization of the Rubidoux Community Services District Board Members will take place at your December 6, 2019, regular meeting.

RECOMMENDATION:

Review of reorganization policy. Non Action status report item.

Respectfully,



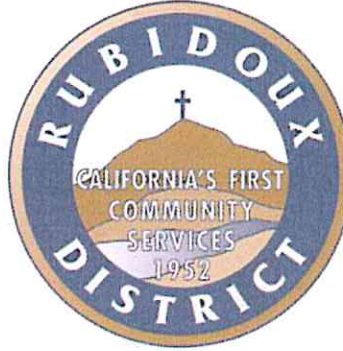
David D. Lopez
Secretary-Manager

10. RECEIVE AND FILE STATEMENT OF CASH ASSET SCHEDULE
REPORT ENDING OCTOBER 2018:
DM 2018-72

Rubidoux Community Services District

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

Secretary-Manager
David D. Lopez



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

DIRECTORS MEMORANDUM 2018-72

November 15, 2018

To: Rubidoux Community Services District
Board of Directors

Subject: Receive and File October's Statement of Cash Asset Schedule

BACKGROUND:

Attached for the Board of Directors' consideration is the October 2018 Statement of Cash Asset Schedule Report for all District Fund Accounts. Our YTD interest is \$166,126.00 for District controlled accounts. With respect to District "Funds in Trust", we show \$3,519.00 which has been earned and posted. The District has a combined YTD interest earned total of \$169,645.11 as of October 31, 2018.

With respect to the District's Operating Funds (Excluding Restricted Funds and Operating Reserves), we show a balance of \$5,324,664.00 ending October 31, 2018. That's **\$634,163.00 LESS** than July 1, 2018, beginning balance of \$5,958,827.00.

Further, the District's Field/Admin Fund current fund balance is just over \$412,000.00.

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

RECOMMENDATION:

Staff recommends to “**Receive and File**” the October 2018 Statement of Cash Asset Schedule Report to the Rubidoux Community Services District Board of Directors.

Respectfully,



David D. Lopez
Secretary-Manager

Attachment: October 2018, Cash Asset Schedule Report

RUBIDOUX COMMUNITY SERVICES DISTRICT

INVESTMENT SUMMARY - OCTOBER 31, 2018
CASH BASIS

	Beg. Balance 7/1/2018	YTD Int.	Other Activity YTD	Balance 10/31/2018	YTD Avg. Int. Rate
Fire Mitigation	\$1,364,248.54	\$12,726.46	\$1,630.00	\$1,378,605.00	0.92%
Wastewater CIP	3,213,075.36	20,049.84	40,903.50	3,274,028.70	0.61%
Water CIP	2,708,060.62	10,893.20	(7,339.79)	2,711,614.03	0.40%
Operating	5,958,827.58	47,663.21	(681,825.95)	5,324,664.84	0.90%
Water Operating Reserve	4,047,243.69	40,928.78	0.03	4,088,172.50	1.00%
Water Replacement Reserve	375,783.17	3,800.20	57,095.00	436,678.37	0.87%
COP Reserve	2,372,125.33	23,988.72	390,100.00	2,786,214.05	0.86%
Wastewater Operating Reserve	220,723.58	2,232.13	91,948.00	314,903.71	0.71%
Field/admin Fund	380,011.05	3,842.96	28,182.00	412,036.01	0.93%
Funds in Trust	746,011.29	3,519.61	-	749,530.90	0.47%
Total Investments	\$21,386,110.21	\$169,645.11	(\$79,307.21)	\$21,476,448.11	0.79%

\$0.00

RUBIDOUX COMMUNITY SERVICES DISTRICT
 CASH ASSET SCHEDULE
 INVESTMENT ACTIVITY
 FOR PERIOD OCTOBER 1, 2018 THRU OCTOBER 31, 2018
 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>
10/1/2018	Premier Bank	CD		Beg. Bal.		1.00	-	170,000.20	
	Premier Bank			Interest	-			170,000.20	
	Premier Bank			Redeem	-			170,000.20	
10/31/2018	Premier Bank	CD	10/3/2019	Purchase	-			170,000.20	
10/1/2018	Premier Bank	Checking		Beg. Bal.		0.00	-	8,835.50	
	Premier Bank	Fire Mitig		Activity	-			8,835.50	
10/31/2018	Premier Bank			End Bal.	-			8,835.50	
10/1/2018	LAIF	Fire Mitigation		Beg. Bal.		2.14	-	1,176,617.98	
	LAIF			Interest	1,630.00		6,282.40	1,182,900.38	
10/31/2018	LAIF			Activity				1,184,530.38	
10/1/2018	Premier Bank	Safekeeping		Beg. Bal.		0.00	-	15,238.92	
	Premier Bank			Activity	-			-	
10/31/2018	Premier Bank			End Bal.				15,238.92	1,378,605.00

RUBIDOUX COMMUNITY SERVICES DISTRICT
 CASH ASSET SCHEDULE
 INVESTMENT ACTIVITY
 FOR PERIOD OCTOBER 1, 2018 THRU OCTOBER 31, 2018
 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>
10/1/2018	LAIF	Sewer Mainline		Beg. Bal. Interest Activity		2.14	9,904.43	1,949,209.76	
10/31/2018	LAIF				10,400.00			1,959,114.19	
	LAIF							1,969,514.19	
10/1/2018	LAIF	Sewer WWR		Beg. Bal. Interest Activity		2.14	520.61	27,582.21	
9/30/2018	LAIF				6,197.50			28,102.82	
	LAIF							34,300.32	
10/1/2018	CBB-CDARS	CD		Beg. Bal. Interest Redeem		0.05	-	600,000.00	
10/31/2018	CBB-CDARS	CD	11/23/2018	Purchase	50.96			600,000.00	
	CBB-CDARS				-			600,000.00	
	CBB-CDARS				-			600,000.00	
10/1/2018	CBB-CDARS	CD		Beg. Bal. Interest Redeem		0.05	-	600,000.00	
10/31/2018	CBB-CDARS	CD	11/29/2018	Purchase	76.45			600,000.00	
	CBB-CDARS				-			600,000.00	
	CBB-CDARS				-			600,000.00	
10/1/2018	CBB	Safekeeping		Beg. Bal. Activity End Bal.		0.10	144.83	70,069.36	
10/31/2018	CBB				-			70,214.19	3,274,028.70

RUBIDOUX COMMUNITY SERVICES DISTRICT
 CASH ASSET SCHEDULE
 INVESTMENT ACTIVITY
 FOR PERIOD OCTOBER 1, 2018 THRU OCTOBER 31, 2018
 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>
10/1/2018	LAIF	Water Mainline		Beg. Bal.				696,585.33	
	LAIF			Interest		2.14	3,814.46	700,399.79	
10/31/2018	LAIF			Activity	10,483.03			710,882.82	
10/1/2018	Premier Bank	CD		Beg. Bal.				575,000.00	
	Premier Bank			Activity	-	1.00	-	575,000.00	
	Premier Bank			Redeem	-			575,000.00	
10/31/2018	Premier Bank	CD	10/3/2019	Purchase	-			575,000.00	
10/1/2018	Citizens Bus	CD		Beg. Bal.				225,000.00	
	Citizens Bus			Activity	(281.42)	0.25	281.42	225,000.00	
	Citizens Bus			Redeem	225,000.00	n/a		450,000.00	
10/31/2018	Citizens Bus	CD	10/31/2018	Purchase	(225,000.00)			225,000.00	
10/1/2018	CBB-CDARS	CD		Beg. Bal.				500,000.00	
	CBB-CDARS			Activity	(124.68)	0.05	124.68	500,000.00	
	CBB-CDARS			Redeem	500,000.00	n/a		1,000,000.00	
10/31/2018	CBB-CDARS	CD	10/25/2018	Purchase	(500,000.00)			500,000.00	
10/1/2018	CBB-CDARS	CD		Beg. Bal.				630,000.00	
	CBB-CDARS			Activity	(157.09)	0.05	157.09	630,000.00	
	CBB-CDARS			Redeem	630,000.00	n/a		1,260,000.00	
10/31/2018	CBB-CDARS	CD	10/25/2018	Purchase	(630,000.00)			630,000.00	

RUBIDOUX COMMUNITY SERVICES DISTRICT
 CASH ASSET SCHEDULE
 INVESTMENT ACTIVITY
 FOR PERIOD OCTOBER 1, 2018 THRU OCTOBER 31, 2018
 CASH BASIS

10/1/2018	Premier Bank	Safekeeping	Beg. Bal.		51,639.79
	Premier Bank		Activity	1.00	51,639.79
10/31/2018	Premier Bank		End Bal.	-	51,639.79
10/1/2018	CBB	Safekeeping	Beg. Bal.		18,523.62
	CBB		Activity	0.10	
10/31/2018	CBB		End Bal.	563.19	4.61
					19,091.42
					2,711,614.03

RUBIDOUX COMMUNITY SERVICES DISTRICT
 CASH ASSET SCHEDULE
 INVESTMENT ACTIVITY
 FOR PERIOD OCTOBER 1, 2018 THRU OCTOBER 31, 2018
 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>
10/1/2018	Premier Bank	Checking-Gen.		Beg. Bal.				177,281.53	
	Premier Bank			Deposits	2,058,988.28	0.00	-	2,236,269.81	
10/31/2018	Premier Bank			Disbursements	(2,106,750.60)			129,519.21	
10/1/2018	Premier Bank	Checking		Beg. Bal.				89,854.27	
	Premier Bank	Property Tax		Deposits	-	0.00	-	89,854.27	
10/31/2018	Premier Bank			Disbursements	(80,000.00)			9,854.27	
10/1/2018	Premier Bank	Checking-Sewer		Beg. Bal.				8,555.32	
	Premier Bank			Deposits	234,538.17	0.00	-	243,093.49	
10/31/2018	Premier Bank			Disbursements	(238,616.74)			4,476.75	
10/1/2018	Premier Bank	Checking-Water		Beg. Bal.				768,917.74	
	Premier Bank			Deposits	1,178,537.64	0.00	-	1,947,455.38	
10/31/2018	Premier Bank			Disbursements	(1,171,179.30)			776,276.08	

RUBIDOUX COMMUNITY SERVICES DISTRICT
 CASH ASSET SCHEDULE
 INVESTMENT ACTIVITY
 FOR PERIOD OCTOBER 1, 2018 THRU OCTOBER 31, 2018
 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>
10/1/2018	Premier Bank	CD		Beg. Bal.				255,000.00	
	Premier Bank			Activity	-	1.00	-	255,000.00	
	Premier Bank			Redeem	-			255,000.00	
10/31/2018	Premier Bank	CD	2/3/2019	Purchase	-			255,000.00	
10/1/2018	Premier Bank	Operations		Beg. Bal.				19,621.87	
	Premier Bank	Safekeeping		Deposits	-	0.00	-	19,621.87	
10/31/2018	Premier Bank			Disbursements				19,621.87	
10/1/2018	LAIF	Gen. Fund-Prop Tax		Beg. Bal.				2,597,968.32	
	LAIF	Qtrly. Interest		Deposits	750,000.00	2.14	16,167.44	3,364,135.76	
10/31/2018	LAIF			Disbursements	(516,180.00)			2,847,955.76	
10/1/2018	LAIF	Water Op.		Beg. Bal.				1,400,102.12	
	LAIF	Qtrly. Interest		Deposits	218,666.97	2.14	8,116.27	1,626,885.36	
10/31/2018	LAIF			Disbursements	(614,581.50)			1,012,303.86	
10/1/2018	LAIF	Sewer Op.		Beg. Bal.				295,089.17	
	LAIF	Qtrly. Interest		Deposits	100,000.00	2.14	765.37	395,854.54	
10/31/2018	LAIF			Disbursements	(126,197.50)			269,657.04	5,324,664.84

RUBIDOUX COMMUNITY SERVICES DISTRICT
 CASH ASSET SCHEDULE
 INVESTMENT ACTIVITY
 FOR PERIOD OCTOBER 1, 2018 THRU OCTOBER 31, 2018
 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>
10/1/2018	LAIF	Water Op. Reserve		Beg. Bal				4,066,460.17	
	LAIF	Qtrly. Interest		Deposits	-	2.14	21,712.33	4,088,172.50	
10/31/2018	LAIF			Disbursements	-			4,088,172.50	
10/1/2018	LAIF	W.R.		Beg. Bal				419,462.40	
	LAIF	Qtrly. Interest		Deposits	15,200.00	2.14	2,015.97	436,678.37	
10/31/2018	LAIF			Disbursements	-			436,678.37	
10/1/2018	LAIF	COP-Payback		Beg. Bal				2,676,688.26	
	LAIF	Qtrly. Interest		Deposits	96,800.00	2.14	12,725.79	2,786,214.05	
10/31/2018	LAIF			Disbursements	-			2,786,214.05	
10/1/2018	LAIF	Field/Admin Bldg.		Beg. Bal				405,415.86	
	LAIF	Qtrly Interest		Deposits	4,581.50	2.14	2,038.65	412,036.01	
10/31/2018	LAIF			Disbursements	-			412,036.01	
10/1/2018	LAIF	Wastewater Reserve		Beg. Bal				313,719.59	
	LAIF	Qtrly. Interest		Deposits	-	2.14	1,184.12	314,903.71	
10/31/2018	LAIF			Disbursements	-			314,903.71	8,038,004.64

RUBIDOUX COMMUNITY SERVICES DISTRICT
CASH ASSET SCHEDULE
INVESTMENT ACTIVITY
 FOR PERIOD OCTOBER 1, 2018 THRU OCTOBER 31, 2018
 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>
10/1/2018	U.S. Bank	COP's Refunding-Series 1998 Install Sale		17,359.76	-	0.17	20.18	746,981.61	
10/31/2018		Reserve-LAIF		729,642.03		0.78		747,001.79	
								747,001.79	
10/1/2018	Premier Bank	Fiscal Agent-SRL MN Plant		Beg. Bal		0.20	0.00	2,529.11	
10/31/2018				Deposits	-			2,529.11	
				Disbursements	-			2,529.11	749,530.90

TOTAL CASH FUNDS

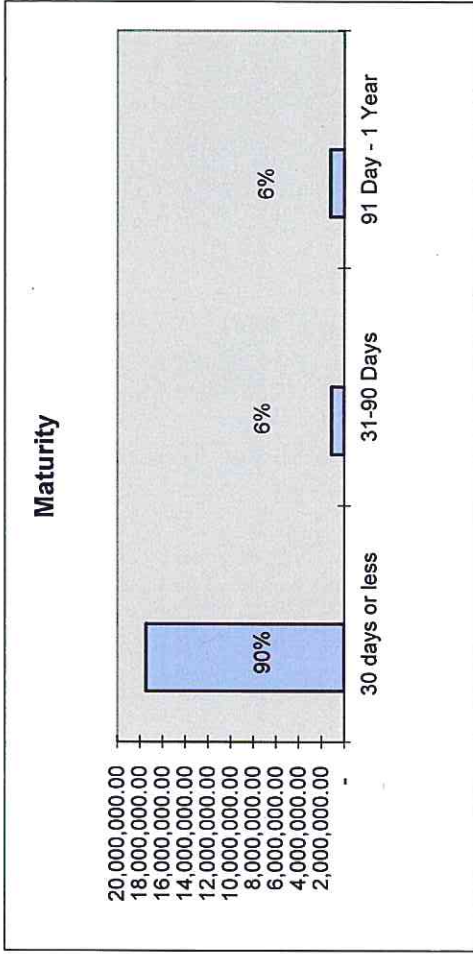
21,476,448.11

RCSD PORTFOLIO HOLDINGS REPORT
OCTOBER 31, 2018

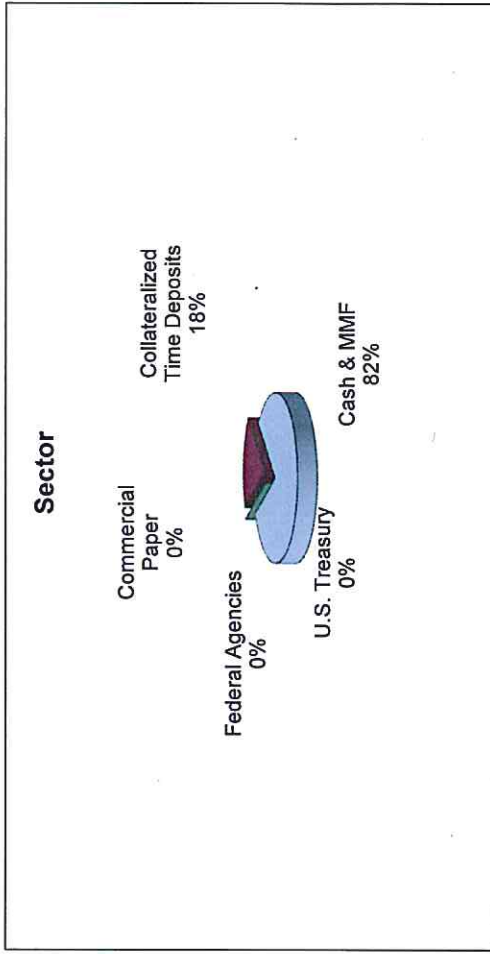
<u>Par \$</u>	<u>Issuer</u>	<u>Maturity</u>	<u>Acquisition Cost</u>	<u>Current Market</u>	<u>Gain/Loss</u>	<u>Yld Mat</u>
AGENCY						
			-	-	-	
Subtotals						
			-	-	-	
U.S. TREASURIES						
COMMERCIAL PAPER						
Subtotals						
			-	-	-	
COLLATERALIZED TIME DEPOSITS						
170,000.00	Premier	10/3/2019	170,000.20	170,000.20		0.60
500,000.00	Citizens CDARS	1/24/2019	500,000.00	500,000.00		0.05
630,000.00	Citizens CDARS	1/24/2019	630,000.00	630,000.00		0.05
575,000.00	Premier	10/3/2019	575,000.00	575,000.00		0.60
255,000.00	Premier	2/3/2019	255,000.00	255,000.00		0.60
600,000.00	Citizens CDARS	11/23/2018	600,000.00	600,000.00		0.05
600,000.00	Citizens CDARS	11/30/2018	600,000.00	600,000.00		0.05
225,000.00	Citizens Business Bank	4/29/2019	225,000.00	225,000.00		0.25
Subtotals						
			3,555,000.20	3,555,000.20	-	
CASH EQUIVALENT & MONEY MARKET						
16,067,149.26	LAIF	-	16,067,149.26	16,067,149.26		0.88
18,689.77	CHECK-PPBI-Fire- Prop tax		18,689.77	18,689.77		-
175,806.19	SAFEKEEPING		175,806.19	175,806.19		-
Subtotals						
			16,261,645.22	16,261,645.22	-	
GRAND TOTALS						
			<u>19,816,645.42</u>	<u>19,816,645.42</u>	-	

RCS D Investment Portfolio
October 31, 2018

<u>Maturity</u>	<u>Assets</u>
30 days or less	17,461,645.22
31-90 Days	1,130,000.00
91 Day - 1 Year	1,225,000.20
Total	19,816,645.42



<u>Sector</u>	<u>Assets</u>
Cash & MMF	16,261,645.22
U.S. Treasury	-
Federal Agencies	-
Commercial Paper	-
Collateralized Time Deposits	3,555,000.20
Total	19,816,645.42



11. ANNUAL REVIEW OF RUBIDOUX COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS POLICY MANUAL:
DM 2018-73

Rubidoux Community Services District

Board of Directors

Christopher Barajas
Armando Muniz
Bernard Murphy
F. Forest Trowbridge
Hank Trueba Jr.



Secretary-Manager

David D. Lopez

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

DIRECTORS MEMORANDUM 2018-73

November 15, 2018

To: Rubidoux Community Services District
 Board of Directors

Subject: Annual Review of Board of Directors Policies and Procedures Manual

BACKGROUND:

At the April 20, 2017, Regular Board Meeting the Rubidoux Community Services District, the Board of Directors approved the "Rubidoux Community Services District Board Policies and Procedures". As stated in Section 1., it is the intent and purpose of the manual to serve as a resource, a ***"...comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The manual of Policies will serve as resource for Directors, staff and members of the public in determining the manner in which matters of the District business are to be conducted"***.

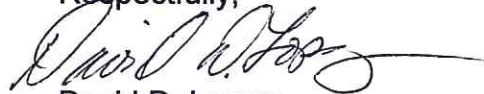
Further, it is also stipulated this manual of policies shall be reviewed annually for compliance, modifications or other additions the Board of Directors may consider.

Attached for the Board's review and readoption this afternoon is the Board of Directors Policies and Procedures Manual with the new teleconferencing policy incorporated (highlighted beginning on pages 8 thru 9).

RECOMMENDATION:

From Staffs perspective, there have been **NO** procedural or statutory changes to present the Board this afternoon. Apart from any policy suggestions from the Board, Staff recommends readoption of the Rubidoux Services District Board Policies and Procedures as presented.

Respectfully,



David D. Lopez
Secretary-Manager

Attachment: 2018 Policy and Procedures Manual

RUBIDOUX COMMUNITY
SERVICES DISTRICT

BOARD POLICIES AND
PROCEDURES

APPROVED BY THE BOARD OF DIRECTORS 4/20/17

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Section 1. Purpose of Board Policies

It is the intent of the Board of Directors of the Rubidoux Community Services District (District) to maintain a Manual of Policies. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Manual of Policies will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business are to be conducted.

If any policy or portion of a policy contained within the Manual of Policies is in conflict with rules, regulations or legislation having authority over the District, said rules, regulations or legislation shall prevail.

Section 2. Role of the Board of Directors

- The Board employs the General Manager of the District (*Government Code Section 61050*).
- The Board appoints the Secretary of the District (*Government Code Section 61060*).
- The Board defines the responsibilities of the General Manager and delegates authority. The Board monitors progress and redirects the General Manager, if necessary (*Government Code Section 61051*).
- The Board provides the General Manager the resources and staff needed to carry out the policies and programs of the Board.
- The Board adopts the District's budget (*Government Code Section 61110*).
- The Board approves the District's organizational structure and employment positions (*Government Code Section 61060*).
- The Board hires the District's legal counsel and auditor (*Government Code Section 61060*).
- The Board approves the check register and are authorized signers on the District's operational accounts.
- The Board approves acquisition and/or purchase of real property (*Government Code Section 61060*).

Section 3. Adoption/Amendment of Policies

Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director, or by the General Manager. The proposed adoption or amendment is initiated by submitting a written draft of the proposed adoption or amendment to each Director and the General Manager through the District office, and requesting that the item be included for consideration on the agenda of the appropriate regular meeting of the Board of Directors.

Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors and shall require a majority vote of the entire Board of Directors.

Before considering adopting or amending any policy, Directors shall have the opportunity to review the proposed adoption or amendment at the regular Board meeting prior to the meeting at which consideration for adoption or amendment is to be given. Copies of the proposed policy adoption or amendment shall be included in the agenda information packet for any meeting consideration. The agenda information packets with said copies shall be made available to each Director for review at least three (3) days prior to any meeting at which the policy(ies) are to be considered.

Section 4. Conflict of Interest

The Political Reform Act, Government Code 81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs, 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference.

Designated employees shall file statements of economic interests with the Clerk of the County of Riverside.

Section 5. Public Complaints

The Board of Directors desires that public complaints be resolved at the lowest possible administrative level, and the method for resolution of complaints be logical and systematic.

A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state, or federal statute of which the individual has been adversely affected.

The method of resolving complaints shall be as follows:

- The individual with a complaint shall first discuss the matter with the General Manager with the objective of resolving the matter informally.
- Within a reasonable time, the General Manager shall meet with the person filing the complaint to resolve the matter. At the option of the General Manager, he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. The individual filing the complaint may request a written decision from the General Manager.
- If the individual filing the complaint is not satisfied with the disposition of the matter by the General Manager, a written appeal may be filed with the Board of Directors within fifteen (15) calendar days of receiving the General Manager's

decision. The Board may consider the matter at the next regular meeting, or call a special meeting. The Board will expeditiously resolve the matter. In making the final decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. The individual filing the complaint may request a written decision from the Board.

This policy is not intended to prohibit or deter a member of the community or staff member from appearing before the Board to verbally present a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or implementing considerations of the Board.

Section 6. Claims Against the District

The purpose of this policy is to provide direction to District staff for processing and resolving (if possible) account adjustment requests and property damage claims against the District. Inherent in this policy is the recognition that every adjustment request or claim will be unique, and that guidelines cannot be written to accommodate every case. Therefore, staff must use discretion and good sense in handling each claim.

Property (Land and Improvements) Damage Claims

In the course of District's operations, damage to land and improvements thereon occasionally occur due to the proximity of the District's facilities to the private property. When District employees are aware that property has been damaged in the course of their work, restorative measures are to be taken to return the property as close to its original condition as possible.

When a property owner informs a District employee of damage to their property (by telephone, email or in person), the employee receiving the claim will document in writing the time and date, and a description of the stated circumstances and allegations. Employees should respond to questions, be cordial and respectful, but refrain from commenting on liability questions.

As soon as possible after information about the damage has been received, it shall be given to the General Manager. The General Manager or his/her designee shall investigate the property owner's allegations. If the owner of damaged property informs a member of the Board of Directors, the information will be given to the General Manager. Directors should not independently investigate claims, but may go with staff to observe.

Claims in excess of the District's insurance deductible shall be forwarded to the District's insurance company, and the claimant shall be advised of this action.

Claims for personal injury/wrongful death shall not be investigated by District staff or Directors but shall be immediately forwarded to the District's insurance company and appropriate public agencies.

Property (Vehicles and Unsecured Property) Damage Claims

All claims of damage to vehicles or other unsecured property shall be submitted to the General Manager. He/she shall review the damage claim and the requested restitution. If he/she determines that the damage is the District's responsibility, he/she may authorize repairs or reimbursement of expenses to an amount not to exceed \$500.

Claims in excess of \$500 shall be forwarded to the insurance company.

Property Damage Claims on District Form

All damage claims must be submitted in writing. A District claim form is available. This will ensure that a claim is valid and protect important rights of the District.

If an individual does not wish to file a claim on the District form, he/she may present the claim by letter if it conforms to Section 910 and Section 910.2, California Government Code. Section 910 specifies that a claim needs to show all of the following:

- The name and post office address of the claimant.
- The post office address to which the person presenting the claim desires notices to be sent.
- The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted.
- A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known as the time of presentation of the claim.
- The name or names of the public employee or employees causing the injury, damage, or loss, if known.
- The amount claimed as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of presentation of the claim, together with the basis of computation of the amount claimed.

Section 910.2 of the California Government Code specifies the following: "the claim shall be signed by the claimant or by some person on his behalf. Claims against local public entities for supplies, materials, equipment or services need not be signed by the claimant or on his behalf if presented on a billhead or invoice regularly used in the conduct of the business of the claimant."

If the filed letter/claim does not meet the requirements of the California Government Code 910 and 910.2, then a letter shall be sent to the claimant informing him of this fact.

District staff shall provide no assistance to the claimant in filling out the claim form. Claimant must fill out the claim form in its entirety and submit it via mail, email, FAX, or personal delivery to the District office. Upon receipt, office staff shall date-stamp the document.

Section 7. Code of Ethics

The Board of Directors of the Rubidoux Community Services District is committed to providing excellence in legislative leadership that results in the provision of the highest quality of services to its constituents. In order to assist in the government of the behavior between and among members of the Board of Directors, the following rules shall be observed:

- The dignity, style, values and opinions of each Director shall be respected.
- Responsiveness and attentive listening in communication is encouraged.

- The Directors priority is to economically provide products and services to our constituents and the general public that meet or exceed current health and safety standards.
- The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.
- Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.
- Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.
- Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.

Directors should practice the following procedures:

- In seeking clarification on informational items, Directors may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
- In handling complaints from residents and property owners of the District, said complaints should be referred directly to the General Manager.
- In handling items related to safety, concerns for safety or hazards should be reported to the General Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.
- In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the General Manager.
- When approached by District personnel concerning specific District policy, Directors should direct inquiries to the General Manager. The chain of command should be followed.

The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

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

Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.

Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

Section 8. Board Meetings

Regular Meetings of the Board of Directors shall be held on the first and third Thursday of each calendar month at 4:00 p.m. in the Board Room at 3590 Rubidoux Blvd, Jurupa Valley, CA.

Special Meetings (non-emergency) of the Board of Directors may be called by the Board President or General Manager.

All Directors, the General Manager, and District Counsel shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least 72 hours prior to the meeting.

Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act shall be notified by at least 72 hours prior to the meeting.

An agenda shall be prepared and shall be delivered to those specified above.

Special Meetings (emergency). In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the 72-hour notice required, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by the General Manager, Board President or Vice President in the President's absence.

Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act shall be notified by at least one hour prior to the emergency special meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the General Manager, or his/her designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.

No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the 72-hour notice. The minutes of the emergency special meeting, a list of persons the General Manager or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten days in the District office as soon after the meeting as possible.

Adjourned Meetings. A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the General Manager may declare the meeting adjourned to a stated time and

place, and he/she shall cause a written notice of adjournment to be given to those specified above.

ADDED

Teleconferenced Meetings. The Ralph M. Brown Act (AKA Open Meetings Laws) allows "a legislative body to use teleconferencing to meet, receive public comment and testimony". Further, Teleconferencing is defined as a "**meeting of a legislative body, where the members are in different locations, connected by electronic means, through either audio or video or both**". Directors of the Rubidoux Community Services District that have scheduled vacation plans or travel obligations for business reasons and such travel commitments which are in conflict with a Board Meeting will be allowed to participate via teleconferencing subject to following conditions:

- The Board Member must submit his/her request to participate via teleconferencing in writing at least seven (7) calendar days in advance of the scheduled meeting day and time.
- The request shall have the teleconferencing address and conference room where the remote conference meeting will be held.
- Requests shall be limited to two (2) approved requests per calendar year.
- Teleconferencing equipment, including computers, monitors, microphones, software programs and other supporting appurtenances for transmitting shall be the obligation of the requesting Director.
- Board Meeting participation via teleconferencing shall be eligible for stipend compensation as established by District Resolutions.

Finally, it is the responsibility of the requesting Board Member to comply with the following conditions as outlined by the Brown Act when participating in a teleconferencing meeting:

- Teleconferencing may be used for all purposes during any meeting;
- At least a quorum of the legislative body must participate from locations within the local agency's jurisdiction;
- Teleconferencing locations must be made available for the public;
- Each teleconferencing location must be specifically identified in the notice and agenda of the meeting, including a full address and/or room number, as may be applicable;
- Agendas must be posted at each teleconferencing location, even if a hotel room or a residence;
- Each teleconferencing location, including a hotel room or residence, must be accessible to the public and have technology, such as a speakerphone, to enable the public to participate;

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- The Agenda must provide the opportunity for the public to address the legislative body directly at each teleconferencing location.

Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at its regular meeting in December. At this meeting the Board will elect a President and Vice President from among its members to serve during this coming calendar year. At this meeting the new President may also appoint members to the Standing Committees (see Section 16).

Section 9. Use of Confidential Information and Closed Sessions

A Board Member is not authorized to disclose information that qualifies as confidential information under applicable provisions of law to a person not authorized to receive it, that (1) has been received for, or during, a closed session meeting of the Board, (2) is protected from disclosure under the attorney/client or other evidentiary privilege, (3) is not required to be disclosed under California Public Record Act or (4) approved for disclosure by the Board as an appropriate response under the circumstances of a particular case (*Government Code Section 54963*).

This section does not prohibit any of the following: (1) making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts to a district attorney or grand jury that are necessary to establish the alleged illegality of an action taken by the District, an elected official or employee, (2) expressing an opinion concerning the propriety or legality of actions taken by the Board in closed session, including disclosure of the nature and extent of the allegedly illegal action, or (3) disclosing information acquired by being present in a closed session that is not confidential information.

A Board Member who intends to disclose confidential information from closed session may be subject to a court injunction to prevent such disclosure, and a willful disclosure of such information without Board approval may be referred to the Riverside County Grand Jury (*Government Code Section 54963*).

Furthermore, a Board Member who willfully and knowingly discloses for pecuniary gain confidential information received by him or her in the course of his or her official duties may be guilty of a misdemeanor (*Government Code Section 1098*).

Section 10. Attendance at Meetings

Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.

A vacancy shall occur if any Board Member ceases to discharge the duty of his/her office for the period of three consecutive months, except as authorized by the Board of Directors.

Section 11. Board President

The President of the Board of Directors shall serve as President at all Board meetings. He/she shall have the same rights as the other members of the Board in voting,

introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

In the absence of the President, the Vice President of the Board of Directors shall serve as President over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as President of the meeting.

Section 12. Members of the Board of Directors

Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Supplementary information may be requested from staff by Directors before meetings in accordance with the Ralph M. Brown Act.

Supplementary information provided by staff shall be distributed through the General Manager to all Directors and added to the meeting packets provided to the public in accordance with the Ralph M. Brown Act.

Directors shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.

Directors shall defer to the President for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.

Directors may request for inclusion into minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).

Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision-making responsibilities.

Directors shall refrain from having unprofessional, unkind, attacking, or accusatory communications with Directors, vendors, contractors, community members in his or her board email communication. Email communications should be kept brief and to the point.

Section 13. Board Meeting Conduct

Meetings of the Board of Directors shall be conducted by the President in a manner consistent with the policies of the District. Section 15 "Rules of Order for Board and Committee Meetings", shall be used as a general guideline for meeting protocol. All Board meetings shall commence at the time stated on the agenda and shall be guided by same.

The conduct of meetings shall, to the fullest possible extent, enable Directors to:

- Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and

- Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as follows;

- Five minutes may be allotted to each speaker.
- No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the President, of that person's right to address.
- No oral presentation shall include charges or complaints against any named employee or by another other reference which tends to identify. All charges or complaints against employees shall be submitted to the Board of Directors.

Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the President finds that there is in fact willful disruption of any meeting of the Board, he/she may order the room cleared and subsequently conduct the Board's business without the audience present.

- In such an event, only matters appearing on the agenda may be considered in such a session.
- After clearing the room, the President may permit those persons who, in his/her opinion, were not responsible for the willful disruption to re-enter the meeting room.
- Duly accredited representatives of the news media, whom the President finds not to have participated in the disruption, shall be admitted to the remainder of the meeting.
- The Board of Directors will not allow the posted Fire capacity of a meeting room to be exceeded. In the event that more persons wish to attend a Board meeting than the room has capacity, the Board shall recess the meeting for no more than fifteen minutes. When the meeting reconvenes, the Board may select a different onsite space or table items to be considered during a regular meeting held at an alternative venue in accordance with the Ralph M. Brown Act.

Section 14. Board Actions and Decisions

Actions by the Board of Directors include but are not limited to the following:

- Adoption or rejection of regulations or policies.
- Adoption or rejection of a resolution.
- Adoption or rejection of an ordinance.

- Approval or rejection of expenses, transfers and salaries.
- Approval or rejection of any contract or expenditure.
- Approval or rejection of any proposal which commits District funds or facilities.

Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors represent a quorum for the conduct of business. Actions taken at a meeting where only a quorum is present, therefore, require all three votes to be effective.

A member abstaining in a vote is considered as absent for that vote.

- Example: if three of five Directors are present at a meeting, a quorum exists and business can be conducted. However, if one Director abstains on a particular action and the other two cast "aye" votes, no action is taken because a "majority of the Board" did not vote in favor of the action.
- Example: if an action is proposed requiring a two-thirds vote and two Directors abstain, the proposed action cannot be approved because four of the five Directors would have to vote in favor of the action.
- Example: If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, three Directors must vote in favor of the appointment for it to be approved. If two of the four Directors present abstain, the appointment is not approved.

The Board may give directions that are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the General Manager.

The President shall determine by consensus a Board directive and shall state it for clarification. Should any two Directors challenge the statement of the President, a voice vote may be requested.

A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the General Manager for review and recommendation, etc.).

Informal action by the Board is still Board action and shall only occur regarding matters that appear on the agenda for the Board meeting during which said informal action is taken.

Section 15. Rules of Order for Board and Committee Meetings

General

Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly.

If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order – not requiring a second – to the President. If the

ruling of the President is not satisfactory to the Director, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

Obtaining the Floor

Any Director desiring to speak should address the President and, upon recognition by the President, may address the subject under discussion.

Motions

Any Director, including the President, may make or second a motion. A motion shall be brought and considered as follows:

- A Director makes a motion; another Director seconds the motion; and the President states the motion.

Once the motion has been stated by the President, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the President will call for the vote.

If the public in attendance has had an opportunity to comment on the proposed action, any Director may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.

Secondary Motions

Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business is considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

Motion to Amend

A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.

Motion to Table

A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.

Motion to Postpone

A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

Motion to Refer to Committee

A main motion may be referred to a Board Committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.

Motion to Close Debate and Vote Immediately

As provided above, any Director may move to close debate and immediately vote on a main motion.

Motion to Adjourn

A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

Decorum

The President shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The President may reject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the President, or otherwise disrupting the meeting and hearing.

The President may also declare a short recess during any meeting.

Amendment of Rules of Order

By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting; a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) both.

Section 16. Committees of the Board of Directors

The President shall appoint such ad hoc committees as may be deemed necessary or advisable by the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

The following shall be standing committees of the Board:

- Finance/Budget Committee
- Personnel
- Regional Advisory Board Elected Representative
- Street Lighting
- Trash Disposal
- Wastewater
- Water
- Weed Abatement

The President shall appoint and list the members of the standing committee for the ensuing year no later than the Board's regular meeting in January.

Generally, standing committee meetings are called on an "as needed basis" by the General Manager or President of the Board.

The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board President, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.

All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.

The Board's standing Finance/Budget Committee shall be concerned with the financial management of the District, including preparation of an annual budget and major expenditures.

The Board's standing Personnel Committee shall be concerned with the functions, activities, operations, compensation, evaluations and welfare of District staff.

The Board's standing Regional Advisory Board Elected Representative shall be concerned with the functions, activities, and operations, of the Regional Advisory Committee.

The Board's standing Street Lighting Committee shall be concerned with the management of the street lights and the issues/concerns with the City of Jurupa Valley.

The Board's standing Trash Disposal Committee shall be concerned with the management of the trash collection and issues/concerns with the contracting agency's (Burrtec Waste Industries) agreement and charges.

The Board's standing Wastewater Committee shall be concerned with management of the collection system and issues/concerns with the City of Riverside agreement and charges.

The Board's standing Water Committee shall be concerned with management of the water facilities, water system, charges and issues/concerns with the City of Jurupa Valley.

The Board's standing Weed Abatement Committee shall be concerned with management of the weed abatement properties, vendor contracts and issues/concerns with the County of Riverside.

Section 17. Board Meeting Agenda

The General Manager shall prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may contact the General Manager and request any item to be placed on the agenda at least five days prior to the date of the meeting.

Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

- The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, at least five business days prior to the date of the meeting.
- The General Manager shall be the sole judge of whether the public request is or is not a "matter directly related to District business."
- No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy.

- The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review at the District office.

The agenda for a special meeting shall be posted at least 72 hours before the meeting in the same location.

Section 18. Minutes of the Board Meetings

The Secretary to the Board of Directors shall keep minutes of all regular and special meetings of the Board.

Copies of a meeting's minutes shall be distributed to Directors as a part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be kept in a secure container located on the District office premises.

Unless directed otherwise, an audio tape recording of regular and special meetings of the Board of Directors will be made. The device upon which the recording is stored shall be kept in a locked drawer until the Board has approved corresponding minutes. Upon approval, staff shall erase the tapes for reuse after 30 days pursuant to the Ralph M. Brown Act. Members of the public may inspect recordings of Board meetings without charge on a playback machine that will be made available by the District.

Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed and individual votes will be recorded unless the action was unanimous. All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each year. In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

- Date, place and type of each meeting.
- Directors present and absent by name.
- Administrative staff present by name.
- Call to Order.
- Time and name of late arriving Directors.
- Time and name of early departing Directors.
- Names of Directors absent during any agenda item upon which action was taken.
- Summarial record of staff reports.
- Summarial record of public comments regarding matters not on the agenda, including names of commentators.
- Approval of minutes or modified minutes of preceding meetings.

- Record by number of all warrants approved for payment.
- Complete information as to each subject of the Board's deliberation.
- Resolutions and ordinances described as to their substantive content and sequential numbering.
- Record of all contracts and agreements, and their amendment, approved by the Board.
- Approval of the annual budget and mid year budget adjustments.
- Approval of all policies, rules and/or regulations.
- Approval of all dispositions of District assets.
- Approval of all purchases of District assets.
- Time of meeting adjournment.

Section 19. Basis of Authority

The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act, or expenditure.

Directors do not represent any fractional segment of the community, but are, rather, a part of the body that represents and acts for the community as a whole.

Section 20. Membership in Associations

The Board of Directors shall ordinarily hold membership in and attend meetings of such national, state, and local associations as may exist which have applicability to the functions of the District, and shall look upon such membership as an opportunity for in-service training.

The Board of Directors shall maintain membership in the California Special Districts Association and shall insure that annual dues are paid when due.

Section 21. Incompatible Offices

A Board Member shall not hold a public office, the duties of which may require action contradictory or inconsistent with his or her duties as a Board Member, as determined under applicable law (*Government Code Section 1099*).

Section 22. Board Stipend, Travel Expenses, Ethics Training

Purpose

It is recognized that the District's Directors are required to attend meetings and render various services in connection with the performance of their duties as Board members. Government Code Section 61047 of the Community Services District Law (the "CSD Law") provides that, unless an increase is authorized pursuant to Section 20200 et seq. of the Water Code, the compensation for Directors shall not exceed \$100.00 for each day of service, not to exceed six (6) days of service in a month. This Article sets forth the compensation and expense policies of the District relative to such services. No compensation or expenses for meetings or services shall be paid without the express authorization of the Board, except as provided below. The Board may deviate from these policies on a case-by-case basis to address specific circumstances as may be

determined by the Board, subject to the limitations of the CSD Law and other applicable provisions of law.

Board and Committee Meetings

Board Members shall adhere to the District's Resolution No. 2014-813 or successor resolution(s) regarding Board Member Stipends.

Expenses

The District shall pay expenses incident to any meeting or other services for which (i) compensation is payable to the Director, as provided above, or (ii) compensation is not payable to the Director, but the payment of expenses has been approved by express authorization of the Board. The payment of expenses shall not be limited to the number of meetings attended in a calendar month.

Travel Expenses – Purpose

It shall be the policy of the District to reimburse Directors for travel expenses that are necessary, reasonable, ordinary, legitimate, permissible, and actually incurred when traveling on authorized District business, provided the expenses are authorized pursuant to above, are fully documented by receipts or other records, and are itemized on an approved Expense Reimbursement Report. It shall be the responsibility of each Director, within two (2) weeks after travel is completed, to submit a properly completed Expense Reimbursement Report together with supporting documentation in accordance with this Article. All documents related to reimbursable expenditures are public records subject to disclosure under the California Public Records Act.

Conferences/Seminars/Workshops

Members of the Board of Directors are encouraged to attend educational training, conferences and seminars, and serve as a representative of the District at professional meetings that clearly benefit the District and are directly related to improving the operation of the District. Subject to budgetary constraints and prior board authorization, there is no limit as to the number of Director's attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

Report to Board

Any and all Board members who attend a conference/seminar/etc. for which the District has expended funds shall briefly report orally or in writing at the following District governing body regular meeting. If multiple officials attended, a joint report may be made.

Registration

Registration fees for approved conferences, seminars, workshops and meetings shall be a District expense and shall be paid in advance directly by the District.

Transportation

Transportation costs for approved travel shall be a District expense. If travel is to be completed by use of a personal vehicle, the vehicle owner shall submit to the District proof of adequate insurance prior to travel. When a personal vehicle is used, the owner will be compensated for mileage at the rates provided in Internal Revenue Service Publication 463 or any successor publication. When available, Directors shall use government and group rates offered by transportation providers. In the case of air

travel, under no circumstances will the reimbursement for airfare exceed the cost of the lowest available round trip airfare from Ontario to the meeting site.

Lodging

Lodging costs for approved travel shall be an expense of the District. Where an overnight stay is required, Directors may arrange to have the District billed in advance for lodging expenses. If advance payment by the District is not possible, the Director may advance the payment for lodging costs. If lodging is in connection with a conference or organized educational activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available at the time of booking. If the group rate is not available, Directors shall use government rates, if available, or shall use comparable lodging that is consistent with the requirements of this policy. Under no circumstances will the reimbursement for lodging exceed the cost of the lowest available single occupancy rate, plus tax. In addition, no reimbursement will be made for extra services or entertainment purchased by a Director.

Meals

Meal costs while on approved travel shall be an expense of the District. The maximum amount authorized for meal expenses for each day a Director is traveling to or from and/or is in attendance at a meeting, conference, or other activity authorized by the District shall be the current per diem amount for meals as provided in Internal Revenue Service Publication 463 or any successor publication. Under no circumstances will the District pay for or reimburse any expenses for consumption of alcoholic beverages.

Method of Payment for Travel Expenses

Payment for travel and other expenses incurred in connection with authorized District related business is to be made in accordance with the following procedure:

(a) Advance Payments

Where travel has been authorized by the Board, the District may pay per diem meal expenses to a Director in advance and may prepay the costs of transportation, lodging and registration directly to the vendor. Requests for prepayment should be made to the District's General Manager.

(b) Use of District Credit Cards

The District's credit cards shall not be used, directly or indirectly, by Directors.

(c) Cash Reimbursement

The District shall reimburse Directors for expenses incurred in connection with travel previously authorized by the Board, provided the expenses are fully documented by receipts or other records, and are itemized on an approved Expense Reimbursement Report. The Expense Reimbursement Report and related documentation shall show detailed information regarding the date, nature and amount of the expense for all travel items except for per diem expenses. Lodging statements and other

receipts pertinent to travel expenses shall be attached to the Expense Reimbursement Report so that any personal expenses can be identified and charged to the Director. A properly completed Expense Reimbursement Report together with supporting documentation shall be submitted to the General Manager within two (2) weeks following the completion of the authorized travel.

Reports

Directors shall provide brief reports on meetings attended at the expense of the District at the next regular board meeting.

Limitations

All expenses that do not fall within the travel reimbursement policies of this Article or within the reimbursable rates provided in Internal Revenue Service Publication 463, if applicable, shall be approved by the Board, in a public meeting before the expense is incurred. Expenses associated with spouses, relatives, guests, friends, and/or any person other than the Director, shall not be paid by the District, nor shall such expenses be passed through the District's accounting system.

Ethics Training – Purpose

The purpose of this Article is to set forth the ethics training requirements of the District, which are adopted in accordance with Assembly Bill 1234 (Government Code Section 53234 et seq.).

Designated Officials

The provisions pertaining to ethics training shall apply to all "Designated Officials" of the District, which term is defined to include: (i) all Directors of the District, and (ii) the District's General Manager, who are hereby designated by the Board to receive the training specified under this Article. All designated officials shall receive training in ethics pursuant to this Article.

Definition of Ethics Laws

The term "Ethics Laws" includes, but is not limited to, the following:

- (a) Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws.
- (b) Laws relating to claiming prerequisites of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies.
- (c) Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws.
- (d) Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members.

Training Requirements

Each designated official shall receive at least two (2) hours of training in general ethics principles and ethics laws relevant to his or her public service at least once every two years. Each designated official who commences service with the District on or after January 1, 2006, shall receive the training required by subdivision of this Article no later than one (1) year from the first day of service with the District.

District Obligations

The District may provide information on training available to meet the requirements of this Article to its designated officials at least once annually. The District shall also maintain records indicating (i) the dates that designated officials satisfied the requirements of this Article, and (ii) the entity that provided the training. Said records shall be maintained for at least five (5) years after a designated official receives the training and are public records subject to disclosure under the California Public Records Act.

Section 23. Internet, Email and Electronics Communication Conduct

Board Member access to and use of District email, internet, and other electronic communications resources is a benefit to the District and its constituents.

Board Members shall not use the internet or District email in an inappropriate manner. Inappropriate use of the internet and email includes, but is not limited to:

- Accessing internet sites that contain pornography, exploits children, or sites that would generally be regarded in the community as offensive, or for which there is no official business purpose to access.
- Participating in any profane, defamatory, harassing, illegal, discriminatory, or offensive activity or any activity that is inconsistent in any way with the District's policies.
- Exploiting security weaknesses of the District's computing resources and/or other networks or computers outside the District.
- Internet access is to be used for District purposes only. Board Members do not have any right to privacy in any District computer resources, including email messages produced, sent or received by District computers or transmitted via the District's servers and network. The District may monitor the contents of all email messages to promote the administration of the District, its business, and policies.
- Email, once transmitted, can be printed, forwarded, and disclosed by the receiving party without the consent of the sender. Use caution in addressing messages to ensure that messages are not inadvertently sent to the wrong person.
- Board Members should take the necessary steps to prevent unauthorized disclosure of confidential or privileged information.
- Board Members should be advised, communication via email is considered a public document subject to California Public Records Act (CPRA) disclosures.

Any local, State or Federal laws or statute that may be in conflict with this policy shall be deemed invalid.

Section 24. *Violation of this Policy*

A perceived violation of this policy should be referred to the President of the Board or to the full board for investigation, as appropriate. If the conduct is found to be a violation of the District's policy by a vote of the Board at a Board meeting, the violation may be addressed by the use of such remedies as are available by law to the District, including but not limited to (a) adoption of a resolution expressing disapproval of the conduct of the Board Member who has violated this policy, (b) injunctive relief, (c) referral of the violation to the District Attorney and/or the Grand Jury, or (d) in any other manner provided by law.

The Board is to review annually and approve this policy.

12. DIRECTORS COMMENTS – NON ACTION

13. ADJOURNMENT