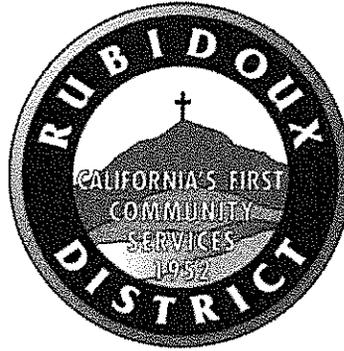


Rubidoux Community Services District

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 16, 2017

1. Call to Order - Armando Muniz, President
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes for November 2, 2017, Regular Board Meeting
5. Consider to Approve the November 17, 2017, Salaries, Expenses and Transfers
6. Acknowledgements - Members of the public may address the Board at this time on any non-agenda matter.
7. Correspondence and Related Information
8. Manager's Report
 - a) Operations Report
 - b) Emergency and Incident Report

ACTION ITEMS:

9. Consideration to Schedule Employee/Board of Directors End-of-Year Luncheon: **DM 2017-55**
10. Review Annual Board of Directors Reorganization Policy for Calendar Year 2018: **DM 2017-56**
11. Presentation on Improved Utility Billing Statement: **DM 2017-57**
12. Consideration to Develop New Position for the Rubidoux Community Services District: **DM 2017-58**
13. Directors Comments - Non-action
14. 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 2, 2017, REGULAR
BOARD MEETING MINUTES**

MINUTES OF REGULAR MEETING
November 2, 2017
RUBIDOUX COMMUNITY SERVICES DISTRICT

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

DIRECTORS ABSENT:

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

Call to order: the meeting of the Board of Directors of the Rubidoux Community Services District by Director Muniz, at 4:00 P.M., Thursday, November 2, 2017, at the District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

ITEM 4. APPROVAL OF MINUTES

Approval of Minutes for Regular Board Meeting, October 19, 2017.

Director Trueba moved and Director Barajas seconded to approve the October 19, 2017, Minutes.

The motion was carried unanimously.

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

ITEM 5. Consider to Approve the November 3, 2017, Salaries, Expenses and Transfers.

Approve November 3, 2017, Salaries, Expenses and Transfers.

Director Barajas moved and Director Trowbridge seconded to approve the November 3, 2017, Salaries, Expenses and Transfers.

The motion was carried unanimously.

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

ITEM 6. PUBLIC ACKNOWLEDGE OF NON-AGENDA MATTERS

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

ITEM 7. CORRESPONDENCE AND RELATED INFORMATION

The first correspondence was from the California Water News Daily, an article: In partnership with UC Davis, Moulton Niguel WD tests new ways to optimize energy, save money. The next article from the L.A. Times is about the drought. It suggests that the most recent drought the reason why California was successful in saving or conserving water was because there was a lot more news coverage; i.e.: it was on the freeway, in the newspaper, on the news, and that effected behavior, and that in turn effected water savings.

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. DM 2017-50. DEFERRED - Consideration to Approve Resolution No. 2017-838, a Resolution Supporting California Water Fix Proposal.

At the October 5, 2017, regular meeting of the Rubidoux Community Services District Staff presented, at the request of Don Galleano, Director Western Municipal Water District (WMWD) attached Resolution 2017-838 which establishes a Support position for the Rubidoux Community Services District on the proposal California WaterFix Project. The Resolution was a two (2) affirmative and two (2) negative and, consequently, this resolution is reintroduced for full Board consideration this afternoon. This is not a new position for the RCSD Board Members. In 2014, this Board approved Resolution No. 2014-814 supporting the Bay Delta Conservation Plan which now has evolved into the California WaterFix.

The payment for CA WaterFix will be assessed by the agencies benefiting from the project. Since the October 5 meeting Metropolitan Water District (October 10, 2017, - 26% Capacity) and Kern County Water Agency (October 12, 2017, - 6.5% Capacity) support the project and committed financial resources.

Attached for the Board consideration this afternoon are the following:

- Draft Resolution 2017-838 supporting CA WaterFix Project

General Manager Lopez called for roll call to vote on the adoption of Resolution No. 2017-838 a resolutions supporting CA WaterFix Project.

Roll Call:

Ayes: 3 (Muniz, Trowbridge, Trueba)

Noes: 2 (Barajas, Murphy)

Absent – 0

ITEM 10. DM 2017-54. Consideration to Authorize the Solicitation of Bids for the 36th Street Water Replacement Project.

In February 2017, design began on the 36th Street water replacement project from Crestmore to Daly. The project consists of the replacement of approximately 850 feet of 4” pipe with 8” pipe as shown on the attached Exhibit “A” map.

There is a two-fold reason for reason for moving forward with the construction of this waterline:

- **First**, the City of Jurupa Valley deferred the repaving of 36th Street in order to allow the District time to design and construct the replacement pipeline avoiding the City’s three-year moratorium on construction in streets that have been recently repaved.
- **Second**, the project will allow the District to replace an existing 4” waterline with an 8” waterline. This replacement will not only eliminate maintenance issues, but enhance fire flow protection to the 25 homes on the affected street.

District Staff estimates the project will cost approximately \$350,000.00 to construct, including construction management and inspection, as well as geotechnical testing. Funding for the project will come from the Water Replacement Fund which has a current balance of approximately \$680,000.00.

Project plans and specifications are complete, and Staff is requesting authorization to solicit construction bids. Once bids are received and evaluated, a recommendation to award the contract will be brought back to the Board for consideration at a regular RCSD Board meeting.

Mr. Steve Appel gave a presentation to the Board on the 36th Street Water Replacement Project.

Director Barajas moved and Director Trowbridge seconded Board authorization to solicit construction bids for the 36th Street Water Replacement Project.

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

Noes – 0

Absent – 0

ITEM 11. Directors Comments – Non action.

Director Barajas requested to agendize consideration of a Public Information Officer (PIO) for the Rubidoux Community Services District.

Director Muniz adjourned the November 2, 2017, Regular Board meeting.

5. CONSIDER TO APPROVE THE NOVEMBER 17, 2017, SALARIES,
EXPENSES AND TRANSFERS

RUBIDOUX COMMUNITY SERVICES DISTRICT
 NOVEMBER 16, 2017 (BOARD MEETING)
FUND TRANSFER AUTHORIZATION

NET PAYROLL 11/17/2017	62,600.00
WIRE TRANSFER: FEDERAL PAYROLL TAXES 11/20/17	23,700.00
WIRE TRANSFER: STATE PAYROLL TAXES 11/20/17	5,400.00
WIRE TRANSFER: TO CREDIT UNION	2,400.00
WIRE TRANSFER: PERS RETIREMENT	15,400.00
WIRE TRANSFER: PERS HEALTH PREMIUMS	-
WIRE TRANSFER: SECTION 125	424.61
WIRE TRANSFER: SECTION 457	2,810.00
10/20/2017 WATER FUND TO GENERAL FUND-Payables	52,266.72
WATER FUND TO GENERAL FUND-Trash	128,144.01
WATER FUND TO SEWER FUND	109,567.94
SEWER FUND TO GENERAL FUND-Payables	27,336.91
SEWER FUND TO GENERAL FUND - Admin Fees Q2	50,000.00
WATER FUND CHECKING - COP Payment 12/1/17	603,581.25
10/20/2017 SEWER FUND CHECKING TO LAIF SEWER OP	30,000.00
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 WASTEWATER REPLACEMENT TO LAIF SWR OP	-
GENERAL FUND CHECKING TO LAIF SEWER ML	-
GENERAL FUND CHECKING TO LAIF PROP TAX	-
GENERAL FUND PROPERTY TAX TO GF CHECKING	-
GENERAL FUND CHECKING TO GENERAL FUND PROP TAX	-
LAIF GENERAL TO GENERAL FUND CHECKING	-
LAIF PROPERTY TAX TO GF CHECKING	60,000.00
COP PAYBACK TO LAIF-COP PAYBACK	41,655.28
WATER REPLACEMENT TO LAIF-W.R.	6,859.62
LAIF WATER ML TO LAIF WATER REPLACEMENT	-
LAIF WATER ML TO WATER FUND CHECKING	-
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	248,000.00
LAIF WATER FIELD/ADMIN TO LAIF WATER OP	-
LAIF COP TO WATER FUND CHECKING	603,000.00
LAIF COP TO LAIF WATER OP	-

NOTES PAYABLE

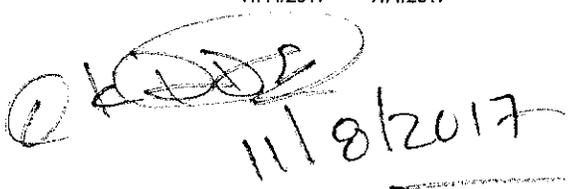
<u>DESCRIPTION</u>	<u>BALANCE</u>		<u>PAYMENT</u>	<u>DUE DATE</u>
City of Riverside (Headworks Replacement)	27,128	Prin.	13,564	Oct-17
U.S. Bank Trust (1998 COP's Refunding)	4,655,000	Prin.	603,581	Dec-17
U.S. Bank Trust (1998 COP's Refunding)	1,272,114	Intr.	118,581	Dec-17
MN Plant-State Revolving Loan	4,872,287	Prin.	119,472	Jan-18
MN Plant-State Revolving Loan	1,136,945	Intr.	62,625	Jan-18

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GL Date					Credit Card	CC Reference #	Payment Date		Total Invoice
1	1856 / READY REFRESH by NESTLE								17J7701128196 ✓
BTL WTR		10/24/2017	N	N			11/13/2017	10/24/2017	\$0.00
11/16/2017					N				\$216.85 ✓
2	2030 / BABCOCK, E S & SONS, INC								BJ71836-0267 ✓
WTR ANALYSES		10/25/2017	N	N			11/25/2017	10/25/2017	\$0.00
11/16/2017					N				\$45.00 ✓
3	2030 / BABCOCK, E S & SONS, INC								BJ71839-0267 ✓
WTR ANALYSES		10/25/2017	N	N			11/25/2017	10/25/2017	\$0.00
11/16/2017					N				\$30.00 ✓
4	2030 / BABCOCK, E S & SONS, INC								BJ71881-0267 ✓
WTR ANALYSES		10/25/2017	N	N			11/25/2017	10/25/2017	\$0.00
11/16/2017					N				\$110.00 ✓
5	2030 / BABCOCK, E S & SONS, INC								BJ71883-0267 ✓
WTR ANALYSES		10/25/2017	N	N			11/25/2017	10/25/2017	\$0.00
11/16/2017					N				\$30.00 ✓
6	2030 / BABCOCK, E S & SONS, INC								BJ71886-0267 ✓
LAB FEES		10/25/2017	N	N			11/25/2017	10/25/2017	\$0.00
11/16/2017					N				\$240.00 ✓
7	2030 / BABCOCK, E S & SONS, INC								BJ72178-0267 ✓
WTR ANALYSES		10/28/2017	N	N			11/28/2017	10/28/2017	\$0.00
11/16/2017					N				\$490.00 ✓
8	2030 / BABCOCK, E S & SONS, INC								BJ72181-0267 ✓
WTR ANALYSES		10/28/2017	N	N			11/28/2017	10/28/2017	\$0.00
11/16/2017					N				\$45.00 ✓
9	2030 / BABCOCK, E S & SONS, INC								BJ72183-0267 ✓
WTR ANALYSES		10/28/2017	N	N			11/28/2017	10/28/2017	\$0.00
11/16/2017					N				\$30.00 ✓
10	2030 / BABCOCK, E S & SONS, INC								BJ72182-0267 ✓
WTR ANALYSES		10/28/2017	N	N			11/28/2017	10/28/2017	\$0.00
11/16/2017					N				\$110.00 ✓
11	2030 / BABCOCK, E S & SONS, INC								BJ72192-0267 ✓
WTR ANALYSES		10/28/2017	N	N			11/28/2017	10/28/2017	\$0.00
11/16/2017					N				\$30.00 ✓
12	2030 / BABCOCK, E S & SONS, INC								BJ72465-0267 ✓
WTR ANALYSES		10/31/2017	N	N			11/30/2017	10/31/2017	\$0.00
11/16/2017					N				\$45.00 ✓
13	2030 / BABCOCK, E S & SONS, INC								BJ72467-0267 ✓
WTR ANALYSES		10/31/2017	N	N			11/30/2017	10/31/2017	\$0.00
11/16/2017					N				\$30.00 ✓
14	5710 / EVERSOF								R1748786 ✓
WTR SFTNR RNTL		11/1/2017	N	N			11/30/2017	11/1/2017	\$0.00
11/16/2017					N				\$497.60 ✓
15	8012 / HACH COMPANY								106904080 ✓
TEST STRIPS		10/25/2017	N	N			11/25/2017	10/25/2017	\$0.00
11/16/2017					N				\$154.58 ✓
16	8078 / HARRIS COMPUTER SYSTEMS								XT00132503 ✓
PARALLEL TST - TRVL		10/25/2017	N	N			11/25/2017	10/25/2017	\$0.00
11/16/2017					N				\$3,785.29 ✓
17	10055 / JADTEC SECURITY SVCS, INC.								1909856 ✓
MONITORING SVC		11/1/2017	N	N			11/11/2017	11/1/2017	\$0.00
11/16/2017					N				\$47.85 ✓



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PO Number		Immediate GL Account			Check #		Payment Date		Discount
GL Date					Credit Card	CC Reference #			Total Invoice
18	12715 / LUCE COMMUNICATIONS: dba ABG C								2710236 ✓
WA40 FN 10/17		10/23/2017	N	N			11/23/2017	10/23/2017	\$0.00
11/16/2017					N				\$188.18 ✓
19	12715 / LUCE COMMUNICATIONS: dba ABG C								2710237 ✓
WA40 INV 10/19		10/23/2017	N	N			11/23/2017	10/23/2017	\$0.00
11/16/2017					N				\$679.64 ✓
20	13200 / MERIT OIL COMPANY								425292 ✓
GASOLINE		10/25/2017	N	N			11/9/2017	10/25/2017	\$0.00
11/16/2017					N				\$814.25 ✓
21	13200 / MERIT OIL COMPANY								425658 ✓
DIESEL FUEL		10/26/2017	N	N			11/26/2017	10/26/2017	\$0.00
11/16/2017					N				\$180.29 ✓
22	16893 / PRUDENTIAL OVERALL SUPPLY CO								22510638 ✓
FLOOR MATS		11/1/2017	N	N			12/1/2017	11/1/2017	\$0.00
11/16/2017					N				\$98.75 ✓
23	18356 / RELIABLE WORKPLACE SOLUTIONS								AR56634 ✓
PRINTER USG		10/25/2017	N	N			11/25/2017	10/25/2017	\$0.00
11/16/2017					N				\$41.38 ✓
24	18356 / RELIABLE WORKPLACE SOLUTIONS								753737-0 ✓
SUPPLIES		10/26/2017	N	N			11/26/2017	10/26/2017	\$0.00
11/16/2017					N				\$1,166.95 ✓
25	18723 / RUBIDOUX TIRE								2812907 ✓
R&M TRK		10/27/2017	N	N			11/27/2017	10/27/2017	\$0.00
11/16/2017					N				\$17.00 ✓
26	23993 / GRAINGER								9589678284 ✓
SUPPLIES		10/19/2017	N	N			11/19/2017	10/19/2017	\$0.00
11/16/2017					N				\$163.70 ✓
27	23993 / GRAINGER								9594805211 ✓
SUPPLIES		10/24/2017	N	N			11/24/2017	10/24/2017	\$0.00
11/16/2017					N				\$26.71 ✓
28	2030 / BABCOCK, E S & SONS, INC								BK70017-0267 ✓
WTR ANALYSES		11/1/2017	N	N			12/1/2017	11/1/2017	\$0.00
11/16/2017					N				\$110.00 ✓
29	2030 / BABCOCK, E S & SONS, INC								BK70022-0267 ✓
WTR ANALYSES		11/1/2017	N	N			12/1/2017	11/1/2017	\$0.00
11/16/2017					N				\$30.00 ✓
30	2030 / BABCOCK, E S & SONS, INC								BK70025-0267 ✓
WTR ANALYSES		11/1/2017	N	N			12/1/2017	11/1/2017	\$0.00
11/16/2017					N				\$490.00 ✓
31	2030 / BABCOCK, E S & SONS, INC								BK70216-0267 ✓
WTR ANALYSES		11/2/2017	N	N			12/2/2017	11/2/2017	\$0.00
11/16/2017					N				\$160.00 ✓
32	2030 / BABCOCK, E S & SONS, INC								BK70218-0267 ✓
WTR ANALYSES		11/2/2017	N	N			12/2/2017	11/2/2017	\$0.00
11/16/2017					N				\$80.00 ✓
33	2030 / BABCOCK, E S & SONS, INC								BK70277-0267 ✓
LAB FEES		11/3/2017	N	N			12/3/2017	11/3/2017	\$0.00
11/16/2017					N				\$240.00 ✓
34	1118 / ACORN TECHNOLOGY CORPORATION								50333.A ✓
SSL CERT		11/1/2017	N	N			12/1/2017	11/1/2017	\$0.00
11/16/2017					N				\$149.99 ✓

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PO Number		Immediate GL Account	Immediate GL Account		Check #				Discount
GL Date					Credit Card	CC Reference #	Payment Date		Total Invoice
35	1118 / ACORN TECHNOLOGY CORPORATION								50333.B ✓
NOV IT SUPT		11/1/2017	N	N			12/1/2017	11/1/2017	\$0.00
11/16/2017					N				\$2,725.00 ✓
36	1425 / AIR CHIEF, INC.								54670 ✓
TANK DRAIN		10/20/2017	N	N			11/19/2017	10/20/2017	\$0.00
11/16/2017					N				\$274.45 ✓
37	1450 / AIRGAS USA, LLC								9949157219 ✓
TANK RNTL		10/31/2017	N	N			11/30/2017	10/31/2017	\$0.00
11/16/2017					N				\$133.48 ✓
38	1687 / AMERICAN SAFETY PRODUCTS								71469 ✓
SUPPLIES		11/1/2017	N	N			12/1/2017	11/1/2017	\$0.00
11/16/2017					N				\$179.49 ✓
39	2004 / B.P.S. B's POOL SUPPLIES								90540 ✓
SODIUM HYPO		11/1/2017	N	N			12/1/2017	11/1/2017	\$0.00
11/16/2017					N				\$1,556.81 ✓
40	2718 / BOOT BARN								IVC0116967 ✓
BOOTS - J LOPEZ		10/19/2017	N	N			11/19/2017	10/19/2017	\$0.00
11/16/2017					N				\$161.99 ✓
41	3356 / CANAL, FAUSTO								20171102 ✓
DOT LIC		11/2/2017	N	N			12/2/2017	11/2/2017	\$0.00
11/16/2017					N				\$50.00 ✓
42	3658 / MUNKSGAARD, HENRY M DBA:Center								8619 ✓
R&M NO3 PLT		11/3/2017	N	N			12/3/2017	11/3/2017	\$0.00
11/16/2017					N				\$2,291.00 ✓
43	3658 / MUNKSGAARD, HENRY M DBA:Center								8620 ✓
R&M WTR		11/3/2017	N	N			12/3/2017	11/3/2017	\$0.00
11/16/2017					N				\$245.00 ✓
44	3658 / MUNKSGAARD, HENRY M DBA:Center								8268 ✓
R&M MAIN OFC		11/5/2017	N	N			12/5/2017	11/5/2017	\$0.00
11/16/2017					N				\$379.92 ✓
45	3658 / MUNKSGAARD, HENRY M DBA:Center								8629 ✓
R&M SWR		11/5/2017	N	N			12/5/2017	11/5/2017	\$0.00
11/16/2017					N				\$196.00 ✓
46	3658 / MUNKSGAARD, HENRY M DBA:Center								8630 ✓
R&M WTR		11/5/2017	N	N			12/5/2017	11/5/2017	\$0.00
11/16/2017					N				\$196.00 ✓
47	3760 / CLAIREMONT EQUIPMENT								1002830 ✓
FUEL TANK		10/31/2017	N	N			11/30/2017	10/31/2017	\$0.00
11/16/2017					N				\$129.52 ✓
48	3921 / CROWN ACE HARDWARE								073344 ✓
CONCRETE		11/1/2017	N	N			11/1/2017	11/1/2017	\$0.00
11/16/2017					N				\$30.13 ✓
49	4891 / DUNBAR ARMORED INC.								4080138 ✓
NOV 17 ARMOR SVC		11/1/2017	N	N			12/1/2017	11/1/2017	\$0.00
11/16/2017					N				\$759.29 ✓
50	5255 / EDGEWOOD PARTNERS INSURANCE CT								228719 ✓
EXCESS LIAB Q3		11/1/2017	N	N			12/1/2017	11/1/2017	\$0.00
11/16/2017					N				\$1,478.00 ✓
51	5255 / EDGEWOOD PARTNERS INSURANCE CT								228720 ✓
AUTO INS Q3		11/1/2017	N	N			12/1/2017	11/1/2017	\$0.00
11/16/2017					N				\$2,661.00 ✓

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PO Number		Inv Date			Check #				Discount
GL Date	Immediate GL Account				Credit Card		Payment Date		Total Invoice
52	5255 / EDGEWOOD PARTNERS INSURANCE CT								228721
COMM INS Q3		11/1/2017	N	N		12/1/2017	11/1/2017		\$0.00
11/16/2017					N				\$6,629.00
53	6470 / FIRST AMERICAN CORELOGIC, INC.								81848380
ON-LINE SVCS		10/31/2017	N	N		11/30/2017	10/31/2017		\$0.00
11/16/2017					N				\$178.75
54	8650 / HOME DEPOT CREDIT SERVICES								0026337023387
SUPPLIES		11/2/2017	N	N		12/2/2017	11/2/2017		\$0.00
11/16/2017					N				\$474.60
55	8688 / HOUSTON & HARRIS PCS, INC.								17-20598
HYDRO-WASH		10/27/2017	N	N		11/27/2017	10/27/2017		\$0.00
11/16/2017					N				\$6,293.75
56	9505 / CARQUEST AUTO PARTS								7456-365308
PARTS		11/2/2017	N	N		12/2/2017	11/2/2017		\$0.00
11/16/2017					N				\$10.08
57	9505 / CARQUEST AUTO PARTS								7456-365689
R&M TRK		11/6/2017	N	N		12/6/2017	11/6/2017		\$0.00
11/16/2017					N				\$36.61
58	9510 / SO CAL TRUCKWORKS								5992
R&M TRK		10/31/2017	N	N		11/30/2017	10/31/2017		\$0.00
11/16/2017					N				\$64.21
59	9533 / INDUSTRIAL METAL SUPPLY CO.								1863485
SUPPLIES		11/1/2017	N	N		12/1/2017	11/1/2017		\$0.00
11/16/2017					N				\$54.01
60	9682 / INLAND WATER WORKS SUPPLY CO								S1005285.001
POLYMER CVRS		10/31/2017	N	N		11/30/2017	10/31/2017		\$0.00
11/16/2017					N				\$331.69
61	9682 / INLAND WATER WORKS SUPPLY CO								S1005531.001
CORP STOPS		11/2/2017	N	N		12/2/2017	11/2/2017		\$0.00
11/16/2017					N				\$661.20
62	11452 / KH METALS & SUPPLY								0411901
FASTENERS		11/1/2017	N	N		12/1/2017	11/1/2017		\$0.00
12/1/2017					N				\$24.47
63	11452 / KH METALS & SUPPLY								0412106
SUPPLIES		11/3/2017	N	N		12/3/2017	11/3/2017		\$0.00
11/16/2017					N				\$6.28
64	12080 / LAWNMOWER CENTER								2248
R&M EQUIP		11/1/2017	N	N		12/1/2017	11/1/2017		\$0.00
11/16/2017					N				\$45.00
65	13200 / MERIT OIL COMPANY								426457
GASOLINE		11/1/2017	N	N		11/16/2017	11/1/2017		\$0.00
11/16/2017					N				\$1,475.23
66	18356 / RELIABLE WORKPLACE SOLUTIONS								753910-0
SUPPLIES		10/31/2017	N	N		11/30/2017	10/31/2017		\$0.00
11/16/2017					N				\$75.89
67	18356 / RELIABLE WORKPLACE SOLUTIONS								753910-1
SUPPLIES		11/1/2017	N	N		12/1/2017	11/1/2017		\$0.00
11/16/2017					N				\$51.42
68	18415 / RIVERSIDE CLEANING SYSTEMS, IN								396
CLEANING SVC		11/2/2017	N	N		12/2/2017	11/2/2017		\$0.00
11/16/2017					N				\$535.00

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

11/8/2017 1:20:25 PM

Page 5

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Bank Code	Invoice #
PO Number		Immediate GL Account			Check #		Payment Date		Discount
GL Date					Credit Card	CC Reference #			Total Invoice
69	19130 / SCE								17N2036525640 ✓
MAIN OFC UTLTY		11/4/2017	N	N		11/27/2017	11/4/2017		\$0.00
11/16/2017					N				\$954.10 ✓
70	19130 / SCE								17N2011970662 ✓
STREETLIGHTS		11/4/2017	N	N		11/27/2017	11/4/2017		\$0.00
11/16/2017					N				\$9,468.45 ✓
71	19130 / SCE								17N2283710317 ✓
FIRE STN UTLTY		11/4/2017	N	N		11/27/2017	11/4/2017		\$0.00
11/16/2017					N				\$1,210.74 ✓
72	19138 / SCG								17N05925730565 ✓
FIRE STN UTLTY		10/30/2017	N	N		11/21/2017	10/30/2017		\$0.00
11/16/2017					N				\$90.70 ✓
73	19138 / SCG								17N01302181001 ✓
FIELD OFC UTLTY		10/30/2017	N	N		11/30/2017	10/30/2017		\$0.00
11/16/2017					N				\$21.20 ✓
74	19138 / SCG								17N17882256005 ✓
MAIN OFC UTLTY		10/30/2017	N	N		11/30/2017	10/30/2017		\$0.00
11/16/2017					N				\$37.43 ✓
75	20318 / TEK COLLECT								378599 ✓
COLLECTION FEES		10/31/2017	N	N		11/30/2017	10/31/2017		\$0.00
11/16/2017					N				\$67.19 ✓
76	21525 / UNDERGROUND SERVICE ALERT OF S								1020170557 ✓
DIG ALERTS		11/1/2017	N	N		12/1/2017	11/1/2017		\$0.00
11/16/2017					N				\$79.30 ✓
77	23568 / WESTERN MUNICIPAL WATER DISTR								RI2660 ✓
NOV BRINE FIXED		11/1/2017	N	N		12/1/2017	11/1/2017		\$0.00
11/16/2017					N				\$680.25 ✓
78	23993 / GRAINGER								9603417412 ✓
TOOL		11/1/2017	N	N		12/1/2017	11/1/2017		\$0.00
11/16/2017					N				\$46.91 ✓
79	13661 / MORENO, PAUL								20171107 ✓
CERT RNWL		11/7/2017	N	N		12/7/2017	11/7/2017		\$0.00
11/16/2017					N				\$280.00 ✓
80	13678 / MORTON SALT, INC.								5401429845 ✓
SALT		11/7/2017	N	N		12/7/2017	11/7/2017		\$0.00
11/16/2017					N				\$3,303.33 ✓
81	16893 / PRUDENTIAL OVERALL SUPPLY CO								22514408 ✓
FLOOR MATS		11/8/2017	N	N		12/8/2017	11/8/2017		\$0.00
11/16/2017					N				\$98.75 ✓
82	18423 / RIVERSIDE CO. DEPT OF WASTE RSRCS								1510012000 ✓
HYDRNT MTR RFND		11/2/2017	N	N		12/2/2017	11/2/2017		\$0.00
11/16/2017					N				\$1,488.00 ✓
83	20845 / TRI-CO DISPOSAL, INC								1025_110717.A ✓
COMM TRSH 1025-1107		11/8/2017	N	N		12/8/2017	11/8/2017		\$0.00
11/16/2017					N				\$44,858.34 ✓
84	20845 / TRI-CO DISPOSAL, INC								1025_110717.B ✓
RES TRSH 1025-1107.B		11/8/2017	N	N		12/8/2017	11/8/2017		\$0.00
11/16/2017					N				\$83,285.67 ✓
85	20845 / TRI-CO DISPOSAL, INC								1025_110717.C ✓
RCSD SHR COMM		11/8/2017	N	N		12/8/2017	11/8/2017		\$0.00
11/16/2017					N				(\$4,486.42) ✓

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

11/8/2017 1:20:25 PM

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Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Bank Code	Invoice #
PO Number		Immediate GL Account			Check #		Payment Date		Discount
GL Date					Credit Card	CC Reference #			Total Invoice
86	20845 / TRI-CO DISPOSAL, INC								1025_110717.D ✓
RCSO SHR RES		11/8/2017	N	N			12/8/2017	11/8/2017	\$0.00
11/16/2017					N				(\$760.61) ✓
87	18723 / RUBIDOUX TIRE								2812582 ✓
R&M TRK		10/4/2017	N	N			11/4/2017	10/4/2017	\$0.00
11/16/2017					N				\$15.00 ✓
88	8074 / HARPER & BURNS LLP								20171101.A ✓
OCT 17 LGL SVCS		11/1/2017	N	N			12/1/2017	11/1/2017	\$0.00
11/16/2017					N				\$580.00 ✓
89	8074 / HARPER & BURNS LLP								20171101.B ✓
CITY RVSD LITGN		11/1/2017	N	N			12/1/2017	11/1/2017	\$0.00
11/16/2017					N				\$1,522.50 ✓
90	11842 / KRIEGER & STEWART, INC.								41174 ✓
WSTE WTR CNSLT		10/31/2017	N	N			11/30/2017	10/31/2017	\$0.00
11/16/2017					N				\$170.00 ✓
91	11842 / KRIEGER & STEWART, INC.								41175 ✓
PRETRMT PGM		10/31/2017	N	N			11/30/2017	10/31/2017	\$0.00
11/16/2017					N				\$16,159.85 ✓
92	11842 / KRIEGER & STEWART, INC.								41176 ✓
WTR CONSULT		10/31/2017	N	N			11/30/2017	10/31/2017	\$0.00
11/16/2017					N				\$6,280.50 ✓

Grand Totals

Total Direct Expense:	\$211,666.49
Total Direct Expense Adj:	(\$5,247.03)
Total Non-Electronic Transactions:	\$206,419.46
	<u>36,285.96</u>

Report Summary

Report Selection Criteria

Report Type: Condensed

Start End

Transaction Number: Start End

242,655.42

AP Cash Requirements Report
 Rubidoux Community Services District (RCSACT)

11/8/2017 1:54:09 PM

Page 1

AP / Vendor	Date	Current	Debits	Discounts	Cash Amount
12013 / LABORER'S INTNL LOCAL #777	11/8/2017	240.00			240.00 <i>pay 12/1</i>
16007 / PUBLIC EMPLOYEES BENEFIT TRUST	11/8/2017	33,030.49	1,342.01		33,030.49
3846 / COLONIAL LIFE & ACCIDENT INS C	11/8/2017	3,205.47			3,205.47 <i>> 36,235.96</i>
Grand Totals:		36,475.96	1,342.01	0.00	36,475.96

Report Summary

Report Type:	Summary
Transaction Date:	11/08/2017
Use Discount Due Date:	No
Sort by AP Code:	No

Date Range:	Start	End
Due Date:	Custom	11/8/2017
Vendor Number:	Start	End
AP Code:	Start	End

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

7. CORRESPONDENCE AND RELATED INFORMATION

<https://www.googletagmanager.com/ns.html?id=GTM-TLFP4R>

*DS Carr
Rita Rodgers
Michael Vargas*

LOCAL NEWS

Election: It appears Perris will keep sewers, but sell two water systems



File photo by Andrew Faulk, Contributing Photographer
Ron Carr, a consultant, explains to Perris Councilwoman Rita Rodgers and Mayor Michael M. Vargas how the city's water system works, recently, at a treatment plant in north Perris.

By **DAVID DOWNEY** | ddowney@scng.com and **CRAIG SHULTZ** | cshultz@scng.com | The Press-Enterprise



PUBLISHED: November 7, 2017 at 9:05 pm | UPDATED: November 8, 2017 at 3:54 pm

Perris will keep its city-owned sewer system but sell two water systems, voters decided Tuesday.

The vote will allow the city to sell two water systems for \$11.5 million to Liberty Utilities.

“It’s a win, win for everybody,” Perris Mayor Michael Vargas said Wednesday. “The city gets to retire the debt, citizens get a cap on their water costs for 10 years and everybody in the city gets to appreciate upgrades to parks and fields.”

The passage of Measure H with 64.40 percent yes votes will allow the city to sell the water systems, which serve 3,723 customers in downtown and the Villages of Avalon along Ramona Expressway.

The failed Measure G, which required a two-thirds vote for passage, would have given Perris the green light to seek buyers for a sewer system that serves 2,366 homes and businesses in the downtown area.

Measure G had garnered 61.62 percent yes votes and 38.38 percent no votes.

Vargas hopes the numbers will flip after all ballots are counted.

“I never give up hope,” he said. “I have to stay optimistic we can get this passed. We’re not in the business of utilities.”

There are still about 2,900 vote-by-mail, 620 provisional and 50 damaged ballots countywide that require duplication — involving various ballot measures and elections — that still must be processed, the registrar said. The next updated results are expected to be posted at 6 p.m. Thursday, Nov. 9.

Ron Carr, a consultant to the city on water issues, said Liberty will apply with the Public Utilities Commission and the transition process will take 12 to 18 months.

“The city will continue to operate the system until then,” Carr said.

Officials say the utilities are losing money, piling up debt and siphoning cash from core municipal services, and they want to get out of the water and sewer business. As for the water sale, it would retire millions in debt and liabilities, officials said.

About \$1 million would be left over from the sale and used to improve city parks, officials say. Carr said state laws dictated why the sale of sewers required a two-thirds vote and the water sale only a majority.

Tags: Top Stories PE

Dave

David Downey

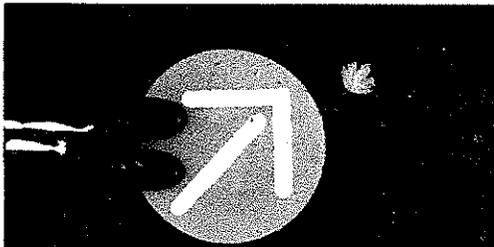
Dave is a general assignment reporter based in Riverside, writing about a wide variety of topics ranging from drones and El Nino to trains and wildfires. He has worked for five newspapers in four states: Wyoming, Colorado, Arizona and California. He earned a bachelor's degree in journalism from Colorado State University in 1981. Loves hiking, tennis, baseball, the beach, the Lakers and golden retrievers. He is from the Denver area.

Follow David Downey @DavidDowneySCNG

Craig Shultz

Craig Shultz primarily reports about the San Jacinto Valley. He started his journalism career there in 1985 and has reported on the community and region for most of that time, covering everything from sports to city halls and schools. He was previously the editor of The Hemet News and The Valley Chronicle. Shultz was born and raised in the San Fernando Valley area of Los Angeles and graduated from Cal State Northridge.

Follow Craig Shultz @PE_CraigShultz



SPONSORED CONTENT

Trend lines: How Traders Use Them

By Charles Schwab



<https://www.googletagmanager.com/ns.html?id=GTM-TLFP4R>

LOCAL NEWS

Is Riverside electricity users tax legal? A lawsuit alleges no

By **RYAN HAGEN** | rhagen@scng.com | The Press-Enterprise

November 4, 2017 at 8:00 am



A lawsuit alleges that Riverside is violating its own rules and the California Constitution by taxing utility customers for the part of their bill used for purposes other than providing electricity.

The suit, filed on behalf of Riverside resident Summer Parada, doesn't challenge the surcharge itself, which transfers 11.5 percent of Riverside Public Utilities revenue directly to the city for general services such as police, fire, parks and libraries.

That surcharge is the subject of a separate lawsuit filed in 2016, which was dismissed on statute of limitations grounds. The dismissal is being appealed.

Instead, the latest lawsuit instead takes aim at the city's longstanding practice of taxing customers for that surcharge.

If it succeeds, the lawsuit would reduce the city's revenue by \$2.5 million per year — a fraction of the \$350 million generated by the utility each year or the city's general fund budget of about \$250 million per year.

The city's municipal code states that every person using electrical energy in the city will be taxed 6.5 percent for energy-related charges "excluding any and all surcharges."

"When the City applies the 6.5 percent EUT (electricity users tax), it applies it against charges for electric service as authorized by (the municipal code) ... but it also applies it against the 11.5 percent surcharge which has nothing to do with the provision of electric service," the lawsuit states. "Thus, the city is imposing the EUT in a manner that violates its own municipal code."

Riverside City Attorney Gary Guess did not respond to several requests for comment. Riverside Public Utilities General Manager Girish Balachandran declined to comment.

Court records show that the city was served with the lawsuit Oct. 25 and has not yet filed a reply. A hearing is set for Dec. 18.

Several lawsuits in recent years have questioned the city-owned utilities' practice of paying a percentage of its revenues to the city's general fund. The city's charter allows a transfer of up to 11.5 percent, but critics contend that if the utility has money to transfer then it must be charging customers more than providing electricity costs.

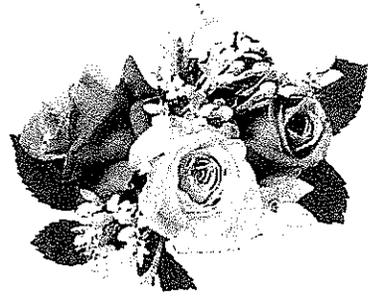
Prop. 26, passed in 2010, amended the state constitution to say charges for government services must be linked to the cost of providing the service.

A similar lawsuit challenging the city water utility's practice of transferring money into the general fund led to a \$10 million settlement and a ballot measure to give voter approval to that transfer. Voters approved it by more than two-thirds in 2013.

Tags: taxes, Top Stories PE



Ryan Hagen



Thank you for all your recent help in the October 2017 Northern California Wildfire. We appreciate everything you did to help save, protect and defend our lives and property during this fire.

North Bay Industries Activity Center
Rohnert Park, Ca



Thank you for your help
Caesar Zunino

MAKDA
SEVOUM

EILEEN

POKED
C R I Z E T A

Thank you!!
Jared

Patricia Ann Martin

Thinking
of You

Kimberly Hale

Ted Copus

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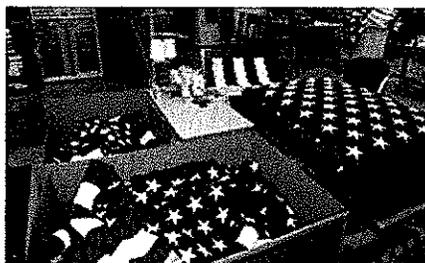
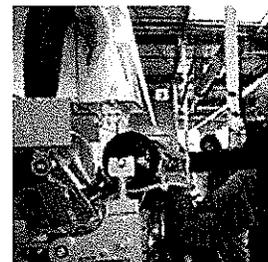
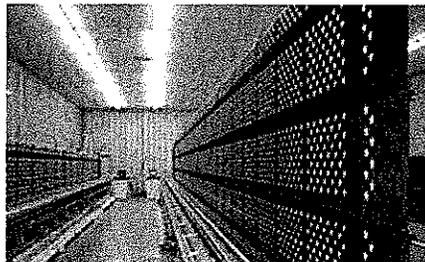
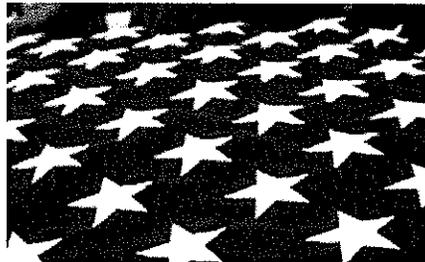
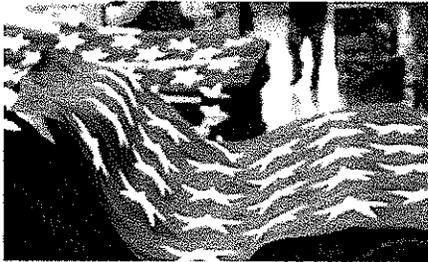


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 \$0



Our Mission

North Bay Rehabilitation Services, dba North Bay Industries (NBI), is a California non-profit organization established in 1968. The mission of NBI is to provide vocational training and employment to adults with disabilities.

Our Partnerships

Through our partnership with Commercial Businesses and the Federal Government we are able to provide employment to people with severe disabilities on a variety of different contracts including landscape maintenance, custodial services, mess attendant services, contract packaging, assembly and flag manufacturing.

Contract Services

NBI has provided contract packaging services since 1968. In 1989 NBI began government service contracts and maintains a wide customer base including performing a wide variety of services for the U.S. Army, U.S. Navy and the U.S. Coast Guard in four different counties.

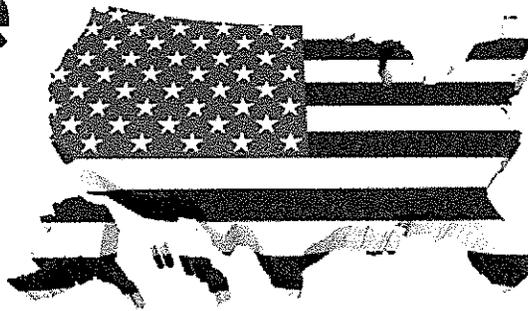
Affordable Housing

North Bay Industries is a certified HUD management agency. We currently manage 61 housing units in Marin and Sonoma County.

Browse

Our Flags

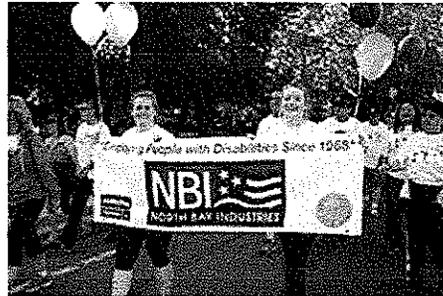
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November 2, 2017

David D. Lopez
General Manager
Rubidoux Community Services District
3590 Rubidoux Blvd
Rubidoux CA 92509

Dear David:

On behalf of the Jurupa Valley Chamber of Commerce Board of Directors, I would like to thank Rubidoux Community Services District for its generosity and support of the 2017 State of Jurupa Valley Address. This year's event was a tremendous success with increased attendance and sponsorship participation thanks to your efforts. More than 160 community and business leaders attended the address to learn about the economic health of Jurupa Valley, as well as to hear about what is in store for the future.

Jurupa Valley Chamber of Commerce (JVCC) serves as the lead voice for business throughout the City. Through representation, JVCC works to advance the business climate in our region, thereby promoting a strong Jurupa Valley economy.

In just its third year, the Jurupa Valley Chamber of Commerce State of Jurupa Valley Address has quickly become a key regional event that serves as a valuable source of information and networking for business and community leaders. Again, thank you, Rubidoux Community Services District, and to you David for your participation and presentation this year.

Sincerely,

A handwritten signature in black ink that reads "Jose E. Campos". The signature is written in a cursive, slightly slanted style.

Jose Campos
President
Jurupa Valley Chamber of Commerce

NOV - 6 2017

P.O. Box 3798, Jurupa Valley, CA 92519

www.jurupachamber.org

Jurupa Valley Chamber of Commerce is a 501(c) (6) organization, Tax ID 95-3077070

8. MANAGER'S REPORT

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

Water and Wastewater Production Comparison

Date	TOTAL WELL PRODUCTION in Million Gallons					Consumption to JURUPA C.S.D.	WASTEWATER FLOW TO RIVERSIDE
	Purchased	Potable Wells	Potable Total	Non-Potable Wells	Non-Potable Total	(Million Gallons)	(Million Gallons)
10/1/2017	0.00	7.13	7.13	0.37	7.50	2.18	1.82
10/2/2017	0.00	6.68	6.68	0.44	7.12	2.18	1.98
10/3/2017	0.00	6.80	6.80	0.44	7.24	2.15	2.03
10/4/2017	0.00	6.11	6.11	0.19	6.30	2.15	2.13
10/5/2017	0.00	7.91	7.91	0.66	8.57	2.18	2.01
10/6/2017	0.00	7.63	7.63	0.56	8.19	2.18	1.94
10/7/2017	0.00	6.48	6.48	0.48	6.96	2.18	1.83
10/8/2017	0.00	6.78	6.78	0.48	7.26	2.18	1.80
10/9/2017	0.00	6.28	6.28	0.61	6.89	2.18	1.96
10/10/2017	0.00	6.99	6.99	0.44	7.43	2.10	2.12
10/11/2017	0.00	7.19	7.19	0.38	7.57	2.10	2.16
10/12/2017	0.00	7.16	7.16	0.50	7.66	2.20	2.09
10/13/2017	0.00	6.58	6.58	0.53	7.11	2.20	1.99
10/14/2017	0.00	6.39	6.39	0.44	6.83	2.20	1.85
10/15/2017	0.00	7.35	7.35	0.49	7.84	2.20	1.83
10/16/2017	0.00	7.37	7.37	0.53	7.90	2.20	2.01
10/17/2017	0.00	7.60	7.60	0.44	8.03	2.13	2.05
10/18/2017	0.00	7.40	7.40	0.45	7.85	2.13	2.09
10/19/2017	0.00	7.20	7.20	0.50	7.70	2.14	2.03
10/20/2017	0.00	7.20	7.20	0.52	7.71	2.14	2.00
10/21/2017	0.00	6.26	6.26	0.50	6.76	2.14	1.83
10/22/2017	0.00	6.90	6.90	0.37	7.27	2.14	1.86
10/23/2017	0.00	7.21	7.21	0.50	7.72	2.14	2.00
10/24/2017	0.00	7.64	7.64	0.51	8.14	2.48	2.05
10/25/2017	0.00	6.82	6.82	0.43	7.25	2.48	2.01
10/26/2017	0.00	7.83	7.83	0.50	8.33	2.09	2.03
10/27/2017	0.00	7.47	7.47	0.50	7.97	2.09	1.97
10/28/2017	0.00	7.07	7.07	0.52	7.59	2.09	1.83
10/29/2017	0.00	6.55	6.55	0.44	6.98	2.09	1.79
10/30/2017	0.00	6.58	6.58	0.49	7.07	2.09	1.96
10/31/2017	0.00	6.75	6.75	0.02	6.77	2.20	1.99
MINIMUM	0.00	6.11	6.11	0.02	6.30	2.09	1.79
AVERAGE	0.00	7.01	7.01	0.46	7.47	2.17	1.97
MAXIMUM	0.00	7.91	7.91	0.66	8.57	2.48	2.16
TOTAL	0.00	217.33	217.33	14.20	231.53	67.34	61.02

RUBIDOUX COMMUNITY SERVICES DISTRICT

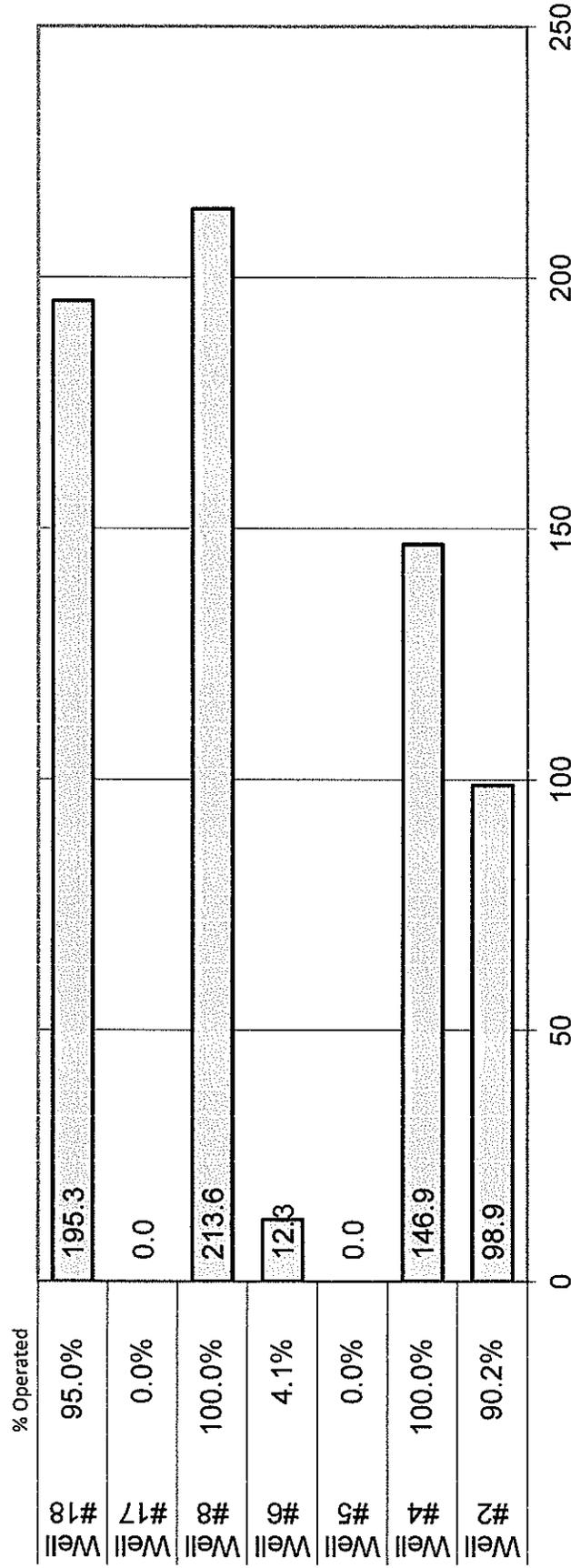
MONTHLY WELL PRODUCTION

(Million Gallons)

DATE	POTABLE WATER										NONPOTABLE WATER						TOTALS		
	JURUPA TIE-IN (MG)	TROYER Well #2 (MG)	Nitrate Removal Pit		DAILY Well #5 (MG)	GOULD Well #8 (MG)	Manganese Removal Plant #2		28th ST. Well #3 (MG)	DALY Well #7 (MG)	CLEMENT Well #11 (MG)	46th ST. Well #14 (MG)	MISSION #19 & #20 (MG)	POTABLE (MG)	NON POTABLE (MG)	TOTAL PROD. (MG)			
			FLEETWOOD Well #4 (MG)	SKOTTY Well #6 (MG)			Well #17 (MG)	Well #18 (MG)											
10/1/2017	0.00	0.95	1.69	0.00	0.00	2.35	0.00	2.14	0.00	0.00	0.37	0.00	0.00	7.13	0.37	7.50			
10/2/2017	0.00	1.07	1.12	0.00	0.00	2.40	0.00	2.10	0.00	0.42	0.00	0.02	0.02	6.68	0.44	7.12			
10/3/2017	0.00	1.05	1.42	0.00	0.00	2.12	0.00	2.22	0.00	0.00	0.42	0.00	0.02	6.80	0.44	7.24			
10/4/2017	0.00	0.75	1.39	0.00	0.00	2.18	0.00	1.79	0.00	0.18	0.00	0.02	0.02	6.11	0.19	6.30			
10/5/2017	0.00	1.31	1.39	0.36	0.00	2.75	0.00	2.10	0.00	0.64	0.00	0.02	0.02	7.91	0.66	8.57			
10/6/2017	0.00	1.29	1.83	0.00	0.00	2.13	0.00	2.38	0.00	0.54	0.00	0.02	0.02	7.63	0.56	8.19			
10/7/2017	0.00	0.83	1.57	0.00	0.00	2.14	0.00	1.95	0.00	0.47	0.00	0.01	0.01	6.48	0.48	6.96			
Subtotal	0.00	7.25	10.41	0.36	0.00	16.07	0.00	14.66	0.00	3.03	0.00	0.10	0.10	48.75	3.13	51.88			
10/8/2017	0.00	1.05	1.74	0.00	0.00	2.15	0.00	1.84	0.00	0.48	0.00	0.01	0.01	6.78	0.48	7.26			
10/9/2017	0.00	0.84	1.06	0.00	0.00	2.27	0.00	2.11	0.00	0.59	0.00	0.02	0.02	6.29	0.61	6.89			
10/10/2017	0.00	1.02	1.66	0.00	0.00	2.36	0.00	1.94	0.00	0.42	0.00	0.02	0.02	6.99	0.44	7.43			
10/11/2017	0.00	0.97	1.62	0.55	0.00	2.02	0.00	2.03	0.00	0.36	0.00	0.02	0.02	7.19	0.38	7.57			
10/12/2017	0.00	0.99	1.66	0.33	0.00	2.16	0.00	2.02	0.00	0.48	0.00	0.02	0.02	7.16	0.50	7.66			
10/13/2017	0.00	0.95	1.56	0.00	0.00	2.16	0.00	1.92	0.00	0.52	0.00	0.02	0.02	6.58	0.53	7.11			
10/14/2017	0.00	0.64	1.34	0.00	0.00	2.29	0.00	2.11	0.00	0.43	0.00	0.01	0.01	6.39	0.44	6.83			
Subtotal	0.00	6.46	10.64	0.88	0.00	15.41	0.00	13.97	0.00	3.27	0.00	0.11	0.11	47.37	3.88	50.75			
10/15/2017	0.00	1.36	1.64	0.00	0.00	2.27	0.00	2.09	0.00	0.48	0.00	0.01	0.01	7.35	0.49	7.84			
10/16/2017	0.00	1.00	1.54	0.44	0.00	2.33	0.00	2.06	0.00	0.51	0.00	0.02	0.02	7.37	0.53	7.90			
10/17/2017	0.00	0.99	1.88	0.70	0.00	2.12	0.00	1.91	0.00	0.42	0.00	0.02	0.02	7.60	0.44	8.03			
10/18/2017	0.00	1.04	1.61	0.00	0.00	2.31	0.00	2.45	0.00	0.43	0.00	0.02	0.02	7.40	0.45	7.85			
10/19/2017	0.00	1.02	1.59	0.54	0.00	2.26	0.00	1.80	0.00	0.48	0.00	0.02	0.02	7.20	0.50	7.70			
10/20/2017	0.00	1.06	1.58	0.00	0.00	2.34	0.00	2.22	0.00	0.52	0.00	0.00	0.00	7.20	0.52	7.71			
10/21/2017	0.00	1.01	1.08	0.00	0.00	2.18	0.00	2.00	0.00	0.50	0.00	0.00	0.00	6.26	0.50	6.76			
Subtotal	0.00	7.47	10.92	1.68	0.00	15.80	0.00	14.52	0.00	3.33	0.00	0.09	0.09	50.38	3.42	53.80			
10/22/2017	0.00	0.99	1.78	0.00	0.00	2.16	0.00	1.98	0.00	0.37	0.00	0.00	0.00	6.90	0.37	7.27			
10/23/2017	0.00	1.01	1.59	0.27	0.00	2.28	0.00	2.06	0.00	0.48	0.00	0.02	0.02	7.21	0.50	7.72			
10/24/2017	0.00	0.99	1.80	0.32	0.00	2.37	0.00	2.17	0.00	0.49	0.00	0.02	0.02	7.64	0.51	8.14			
10/25/2017	0.00	1.03	1.59	0.20	0.00	2.09	0.00	1.91	0.00	0.38	0.00	0.05	0.05	6.82	0.43	7.25			
10/26/2017	0.00	1.90	1.69	0.00	0.00	2.20	0.00	2.04	0.00	0.48	0.00	0.02	0.02	7.83	0.50	8.33			
10/27/2017	0.00	1.04	1.49	0.31	0.00	2.42	0.00	2.22	0.00	0.50	0.00	0.00	0.00	7.47	0.50	7.97			
10/28/2017	0.00	1.01	1.73	0.00	0.00	2.15	0.00	2.19	0.00	0.52	0.00	0.00	0.00	7.07	0.52	7.59			
10/29/2017	0.00	0.98	1.60	0.00	0.00	2.20	0.00	1.77	0.00	0.44	0.00	0.00	0.00	6.55	0.44	6.98			
10/30/2017	0.00	1.00	1.31	0.00	0.00	2.21	0.00	2.06	0.00	0.48	0.00	0.01	0.01	6.58	0.49	7.07			
10/31/2017	0.00	1.08	1.32	0.00	0.00	2.25	0.00	2.10	0.00	0.02	0.00	0.00	0.00	6.75	0.02	6.77			
Subtotal	0.00	11.03	15.89	1.10	0.00	22.33	0.00	20.49	0.00	4.16	0.00	0.12	0.12	70.82	4.27	75.10			
TOTAL	0.00	32.210	47.860	4.013	0.000	69.600	0.000	63.643	0.000	13.786	0.000	0.414	0.414	217.326	14.200	231.526			

TOTAL WATER PRODUCED w/ % Operated

October 2017

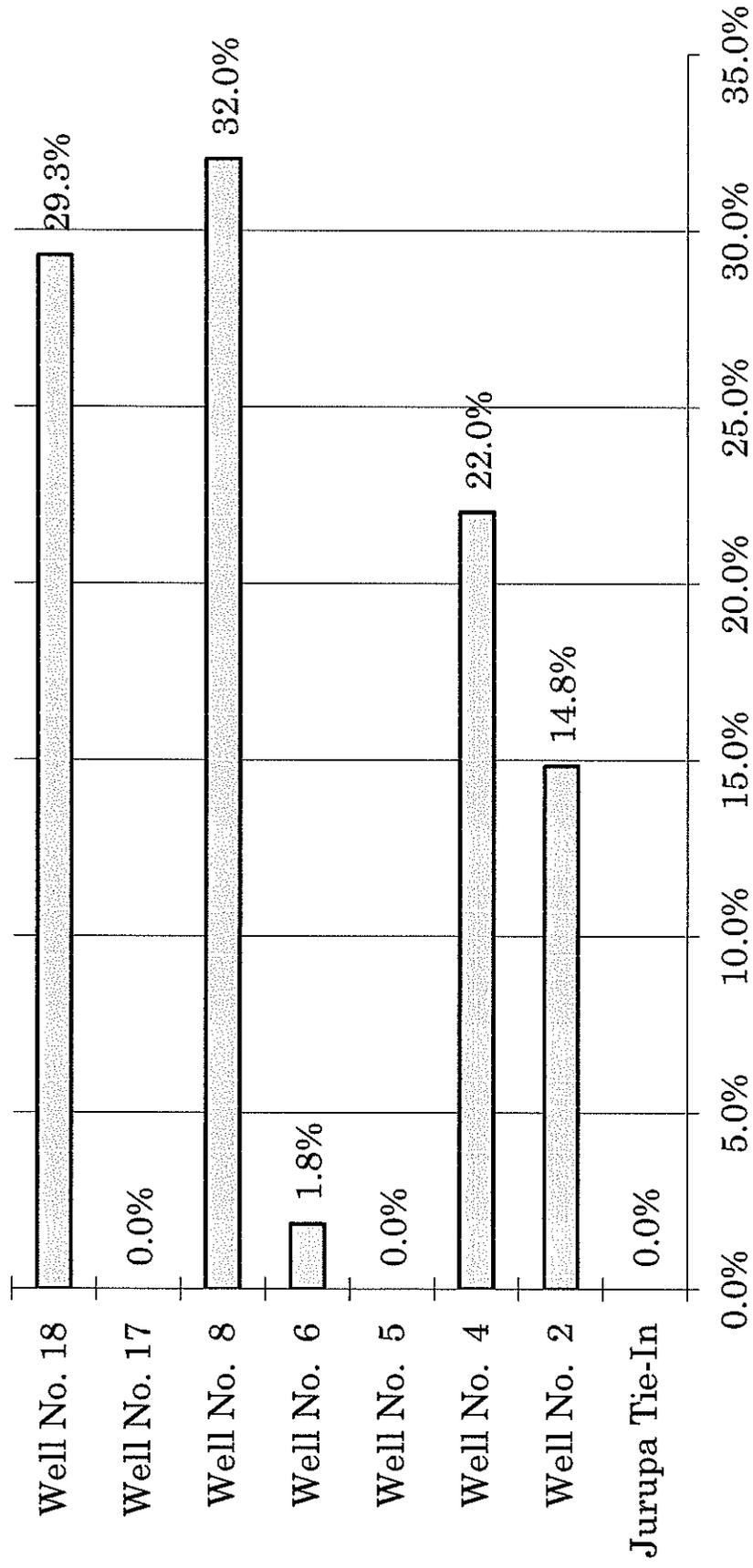


Max Production **965.9 AF**
 Monthly Production **667.0 AF**
 Reserve Production **298.9 AF**

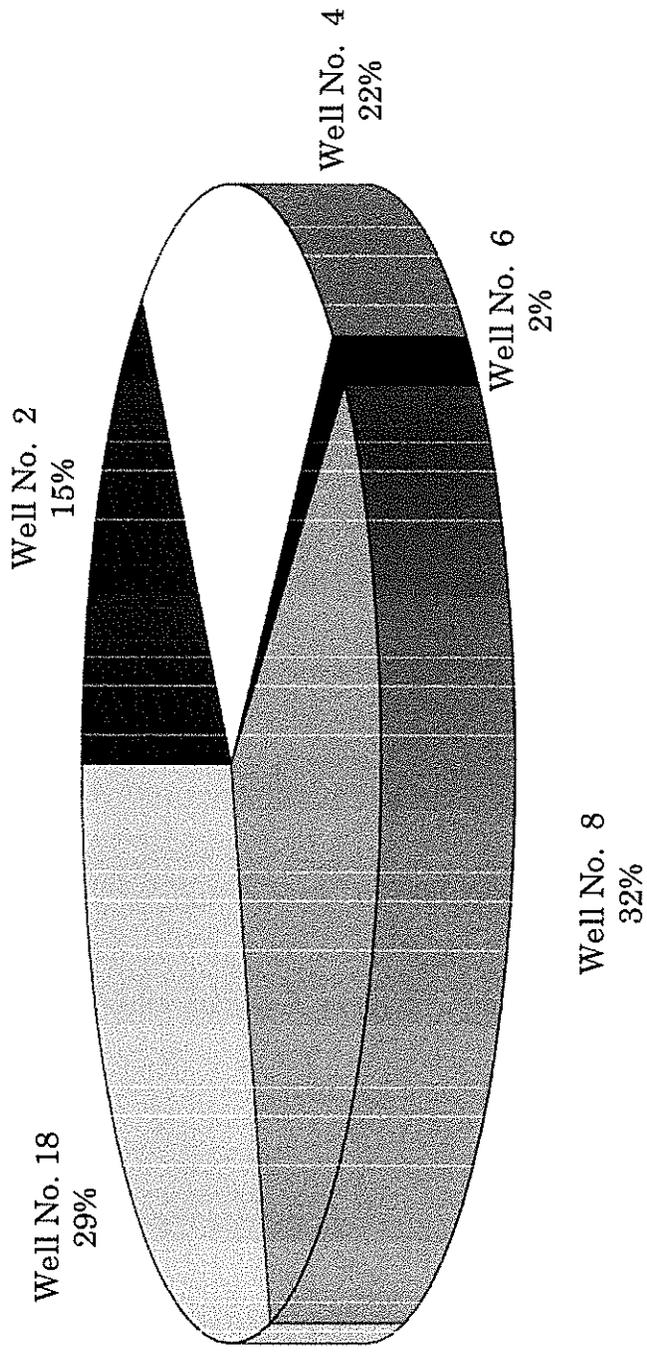
ACRE FEET

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

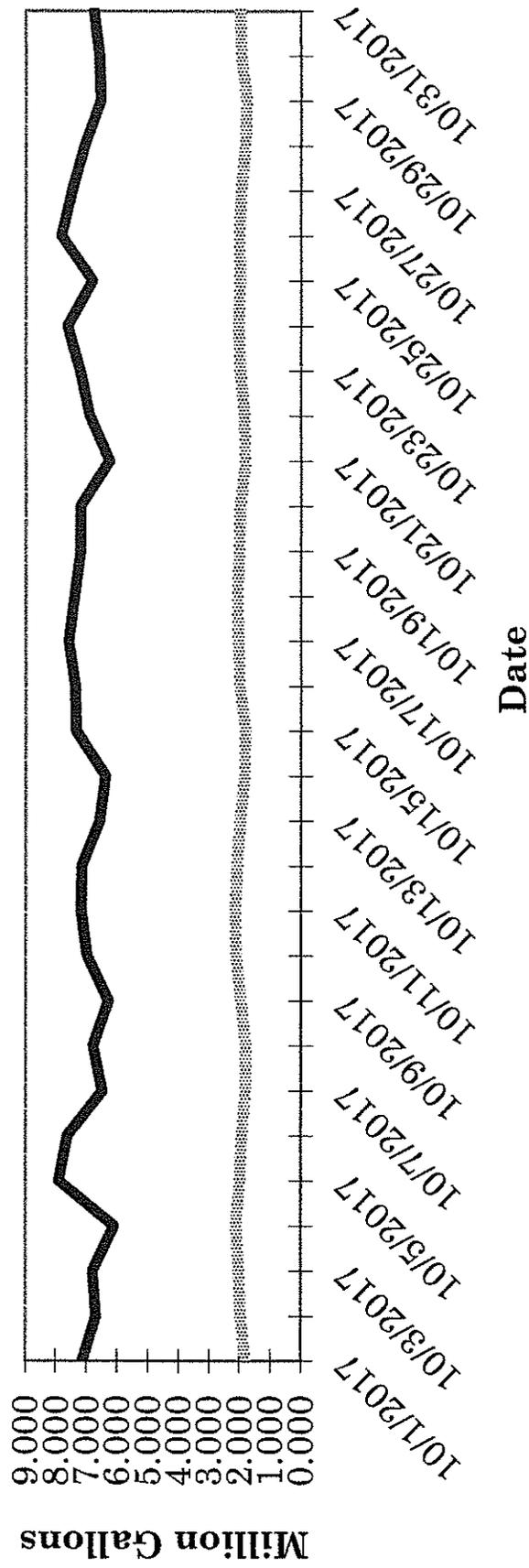
Source Potable Production Comparison October 2017



Source Potable Production Comparison October 2017



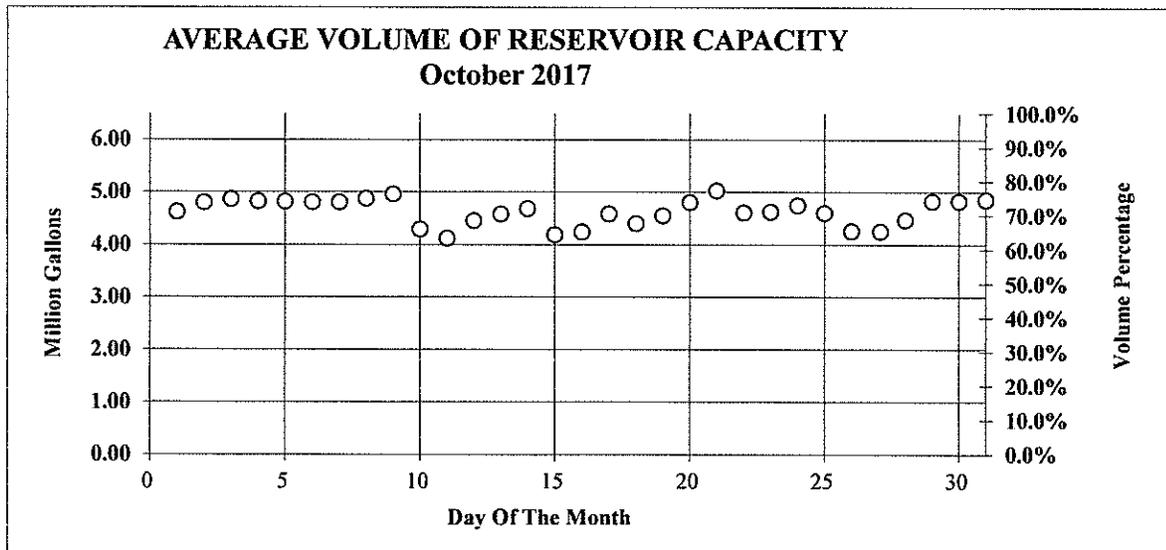
Potable Water & Wastewater Comparison October 2017



— Potable Water Prod. Wastewater Prod

RUBIDOUX COMMUNITY SERVICES DISTRICT Reservoir Capacity Report

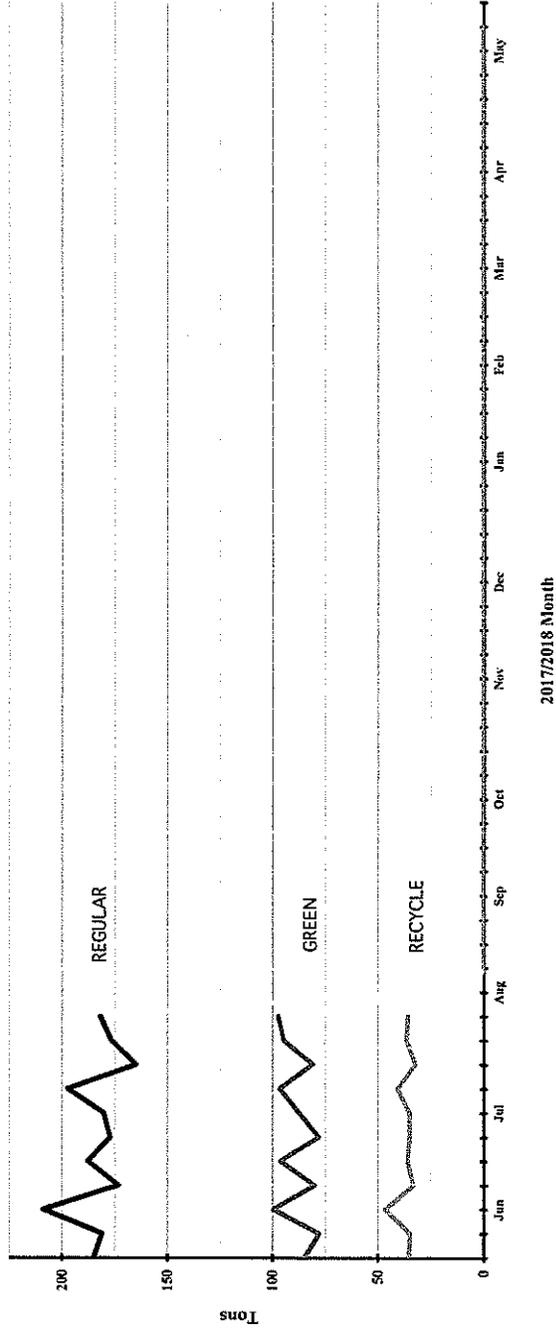
CAPACITY	ATKINSON SYSTEM		HUNTER SYSTEM		WATER AVAILABLE (Gallons)*	PERCENTAGE OF TOTAL CAPACITY
	2,000,000	3,000,000	425,000	1,000,000		
DATE	ATKINSON	WATSON	HUNTER 1	PERRONE		
10/1/2017	71.3	69.5	74.4	78.3	4,619,062	71.9%
10/2/2017	75.0	72.2	77.1	79.5	4,798,305	74.7%
10/3/2017	76.4	73.2	80.0	79.3	4,864,745	75.7%
10/4/2017	75.7	72.6	78.0	79.2	4,820,584	75.0%
10/5/2017	75.4	72.6	78.0	79.5	4,818,641	75.0%
10/6/2017	75.1	72.3	79.6	78.9	4,805,434	74.8%
10/7/2017	75.3	72.5	78.7	79.1	4,807,373	74.8%
10/8/2017	77.3	74.2	77.2	77.3	4,873,964	75.9%
10/9/2017	79.1	75.0	78.8	78.7	4,957,754	77.2%
10/10/2017	64.0	63.7	79.0	79.7	4,290,982	66.8%
10/11/2017	58.5	60.2	77.6	80.0	4,120,139	64.1%
10/12/2017	66.6	66.1	78.3	79.4	4,452,109	69.3%
10/13/2017	70.0	68.3	79.1	78.6	4,579,871	71.3%
10/14/2017	72.3	70.1	77.8	80.0	4,683,078	72.9%
10/15/2017	61.6	61.7	78.1	78.8	4,189,195	65.2%
10/16/2017	61.1	62.3	78.9	80.0	4,239,666	66.0%
10/17/2017	69.0	68.7	77.2	79.7	4,588,292	71.4%
10/18/2017	65.5	64.8	77.5	82.2	4,401,348	68.5%
10/19/2017	68.4	67.9	76.3	80.2	4,551,782	70.8%
10/20/2017	75.2	72.4	79.3	78.6	4,803,888	74.8%
10/21/2017	80.7	76.2	77.9	79.0	5,027,473	78.2%
10/22/2017	71.6	69.5	77.0	77.1	4,609,407	71.7%
10/23/2017	70.3	68.9	77.1	82.0	4,624,178	72.0%
10/24/2017	73.5	71.4	76.9	79.5	4,747,587	73.9%
10/25/2017	70.5	69.2	78.2	78.3	4,600,914	71.6%
10/26/2017	62.7	62.8	77.7	79.3	4,258,595	66.3%
10/27/2017	62.3	62.6	78.0	78.5	4,250,708	66.2%
10/28/2017	67.3	66.3	77.8	79.5	4,468,259	69.5%
10/29/2017	76.0	73.0	74.5	78.8	4,828,298	75.1%
10/30/2017	76.5	73.0	78.5	77.9	4,825,937	75.1%
10/31/2017	76.8	73.2	79.1	78.2	4,857,557	75.6%



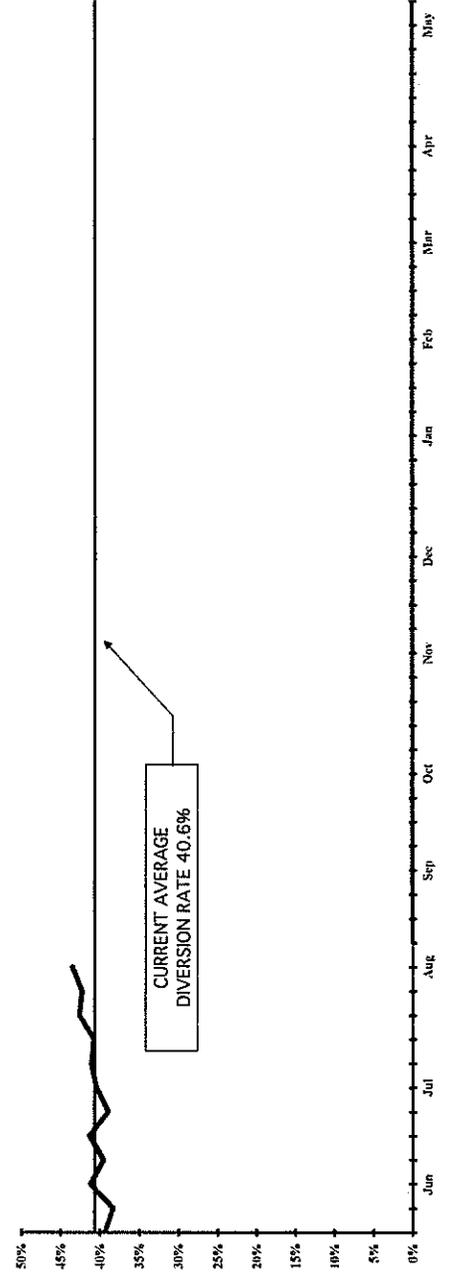
* The total capacity of all District reservoirs is 6,425,000 gallons.

RUBIDOUX COMMUNITY SERVICES DISTRICT
 Green Waste Program
 (May 17 to June 18)

CHARACTERIZATION OF REFUSE COLLECTED



PERCENTAGE OF GREEN/RECYCLE WASTE DIVERTED





**CAL
FIRE**



Resource Activity Report

10/1/2016 10/31/2016

10/1/2017

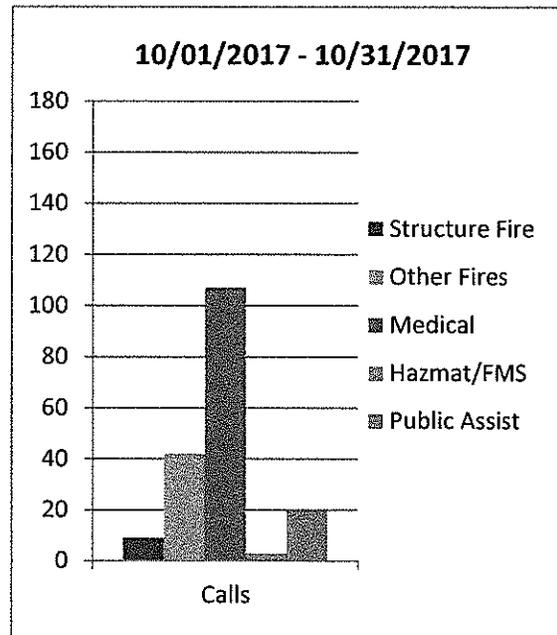
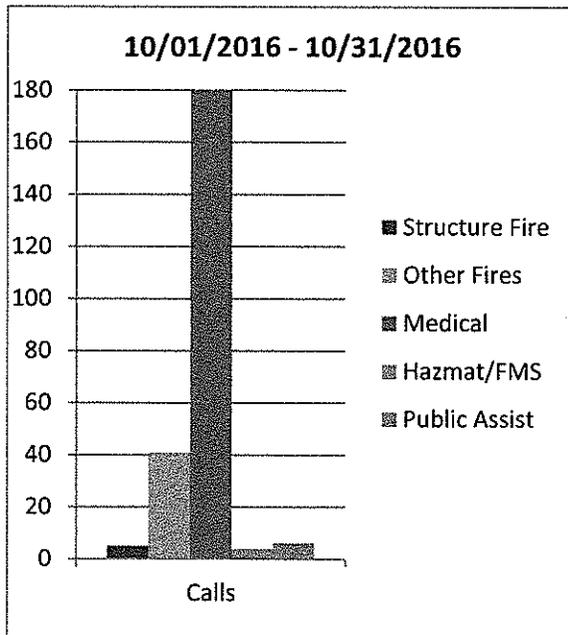
10/31/2017

Call Type	Station 38
Veg/Structure Fire	5
Other Fires	41
Medical	196
Hazmat/FMS	4
Public Assist	6
Period Total	252

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

Year to Date	2,609
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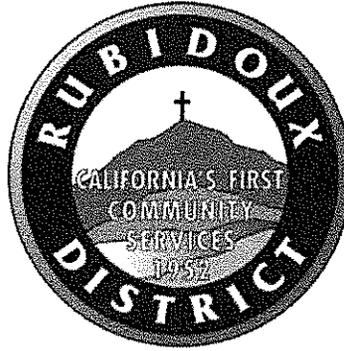
Year to Date	2,545
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9. CONSIDERATION TO SCHEDULE EMPLOYEE/BOARD OF
DIRECTORS END-OF-YEAR LUNCHEON:
DM 2017-55

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 2017-55

November 16, 2017

To: Rubidoux Community Services District
Board of Directors

Subject: Consideration to Schedule Employee/Board of Directors End-of-Year Luncheon

BACKGROUND:

About four (4) years ago the Rubidoux Community Services District employees resurrected their end-of-year luncheon. This renewed interest was jump started by the front office Staff. As the Board is aware, **No public funds are used for the luncheon.** Consequently, the employees' annual luncheon is only made possible through the generous donations made by the Board of Directors and Employees. Directors traditionally donate about \$50.00 towards the annual luncheon. Your donation generally goes towards the purchase of main entrees, beverages, desserts, decorations, plates and cups.

For budget setting, Staff will contact each Director of their intention to donate this year. **This is voluntary.** Furthermore, it is also the purpose of this DM to advise and invite the Board of Directors to the December 20, 2017, (Wednesday), luncheon scheduled for 12:00 PM. Employees and Directors are invited.

Respectfully,

A handwritten signature in black ink, appearing to read 'David D. Lopez', written over a white background.

Secretary -Manager

**10. REVIEW ANNUAL BOARD OF DIRECTORS REORGANIZATION
POLICY FOR CALENDAR YEAR 2018: DM 2017-56**

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 2017-56

November 16, 2017

To: Rubidoux Community Services District
 Board of Directors

Subject: Review Board of Directors Reorganization Policy

BACKGROUND:

This item is presented to refresh your memory as to the Reorganization Policy of the Board. **The reorganization will be agendized and conducted at the December 21, 2017**, regular Board meeting of the Rubidoux Community Services District Board.

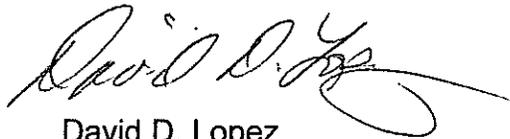
Since 1991, the Rubidoux Community Services District Board of Directors have practiced the policy of annually rotating the Vice-President position into the President's position once the President's annual term has expired. Last December, President Muniz was reaffirmed President for calendar year 2017 and the Board elected Director Murphy as Vice President. In keeping with the Board policy to rotate the President's positions, Vice President Murphy would rotate into the President's position for calendar year 2018. Consequently, the reorganization of the Board will need to select and fill the Vice President position for calendar year 2018 and eventual President for 2019.

Pursuant to the Reorganization of the California Government Code and in keeping with the policy of the Board to rotate the President's position, it is procedurally appropriate the Board nominate and elect a Vice President to the Board for calendar year 2018 at your December 21, 2017, meeting.

RECOMMENDATION:

This item is informational, no action necessary at his time.

Respectfully,



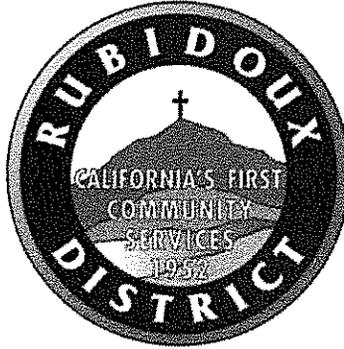
David D. Lopez
Secretary-Manager

11. PRESENTATION ON IMPROVED UTILITY BILLING STATEMENT:
DM 2017-57

Rubidoux Community Services District

Board of Directors

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



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

DIRECTORS MEMORANDUM 2017-57

November 16, 2017

To: Rubidoux community Services District
Board of Directors

Subject: Presentation on Utility Billing Upgrade

BACKGROUND:

As the Board is aware, the District has been implementing a utility billing and accounting software upgrade. We have conducted parallel billing cycles with positive results. More recently, the District has *gone live*, again with positive results.

Mr. Brian Jennings, Accounting/Budget Manager, has spearheaded this implementation and will make this afternoon's presentation on our new utility bill.

Staff Presentation

RECOMMENDATION:

A status report. No recommendation necessary.

Respectfully,

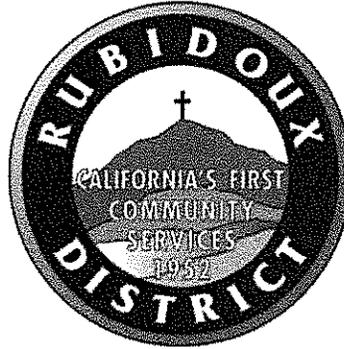
A handwritten signature in black ink, appearing to read 'David D. Lopez', written over a white background.

David D. Lopez
Secretary-Manager

**12. CONSIDERATION TO DEVELOP NEW POSITION FOR THE
RUBIDOUX COMMUNITY SERVICES DISTRICT:
DM 2017-58**

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 2017-58

November 16, 2017

To: Rubidoux community Services District
Board of Directors

Subject: Consideration to Develop Public Affairs/ Information Officer for the
Rubidoux Community Services District

BACKGROUND:

At the request of Director Barajas this item is presented to the Board of Directors for your consideration this afternoon. As Staff understood the request, Director Barajas requested a new position in the **Public Affairs/Public Information/Out Reach Scope of Duties and Functions**. As such, Staff has assembled similar Job Descriptions from local water districts from our area (attached hereto). Their titles are as follows: Community Affairs Supervisor, Jurupa CSD, Public Communications Managers, Western MWD, and Public Affairs Managers, Eastern Municipal Water District. Funding for this proposed position generally comes out of the Water Department Fund since typically the outreach is related to water quality, conservation, education and general agency information.

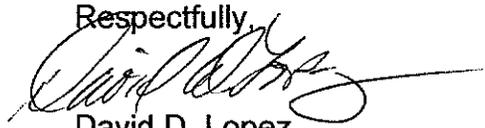
<u>Agency</u>	<u>Position</u>	<u>Annual Salary Range</u>	<u>Benefit Costs Est.</u>
JCSD	Comm. Affairs Super.	\$76K to \$92.5K	SalaryX57%= Total
WMWD	Comm. Manager's	\$58K to \$139K	SalaryX57%= Total
EMWD	Public Affairs Mgr., I, II	\$75.5K to \$144.7K	SalaryX57%=Total

In addition to the above costs, there are materials costs, dues and membership costs and travel expenses which we estimate at approximately \$25,000.00 per year. Further, expect salaries and benefits and expenses to increase at 2% to 5% annually.

RECOMMENDATION:

This is present to the Board of Directors at the request of Director Barajas.

Respectfully,



David D. Lopez
Secretary-Manager

Attachments: Job Descriptions



Community Affairs Supervisor

Class Code:
152

Bargaining Unit: Exempt Group

JURUPA COMMUNITY SERVICES DISTRICT
Established Date: Aug 22, 2016
Revision Date: Aug 30, 2016

SALARY RANGE

\$36.58 - \$44.47 Hourly
\$6,340.91 - \$7,707.42 Monthly
\$76,090.92 - \$92,489.04 Annually

DESCRIPTION:

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general direction of the Director of Parks and Community Affairs, plans, develops, organizes and supervises the day to day activities and services of the Community Affairs Division, including conservation and legislative affairs. Performs related work as required or assigned.

CLASS CHARACTERISTICS

This is a full-working level class that is responsible for administering District public relations, public information, community education and outreach and media relations programs and exercises direct supervision over Conservation and administrative staff. The incumbent serves as liaison between the District and designated public agencies, community industry groups and the media. Work is performed within a broad framework of general policy and requires creativity and resourcefulness to accomplish goals and objectives and to apply concepts, plans and strategies required to achieve established goals and objectives. The incumbent exercises broad judgment in defining work objectives and determining methods and systems to meet objectives. Work is reviewed for overall results.

EXAMPLES OF ESSENTIAL DUTIES: ESSENTIAL FUNCTIONS

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

- Serves as liaison between the District and groups, organizations and/or individuals.
- Aids in developing and monitoring of the division budget and establishing budgetary controls.
- Recommends and implements changes in Community Affairs systems and procedures.
- Monitors the usage patterns of the District website and participation in social media in an effort to maximize effectiveness.
- Monitors the performance of contractors engaged in the provision of public relations; conservation materials and services; and grant writing services to ensure compliance with contract provisions.

- Provides direct supervision of Conservation and Public Relations Specialists.
- Coordinates projects with other District Departments and agencies.
- Stays abreast of current developments in legislation and trends which may affect District related agencies and interests.
- Implements and maintains applicable Federal, State, and local mandates.
- Prepares reports, recommendations and agenda items for the Board.
- Effectively applies regulations, policies and procedures related to area of assignment.
- Maintains contacts with neighborhood groups, schools, businesses, law enforcement agencies, volunteer and other community groups and provides necessary coordination of services.
- Responds to citizen inquiries and resolves difficult and sensitive complaints.
- Attends Water and Conservation Committee, Board of Directors, and other meetings as assigned; participates on task forces; prepares and presents agenda items as required.
- Maintains forms and records; ensures that programs comply with budgetary requirements.
- Supervises the procurement process within scope of responsibility; reviews materials and supply requests.
- Researches and seeks grant funding opportunities. Coordinates grant applications and administration.
- Conducts outreach and marketing activities with users, donors, sponsors and community groups.
- Performs related duties and responsibilities as required.
-

TYPICAL QUALIFICATIONS:
QUALIFICATIONS GUIDELINES

Knowledge of

- Principles, methods and practices applied in design and implementation of public affairs, strategic plans, public relations, community outreach and advertising programs.
- Strong written and verbal communication skills, methods and techniques of journalistic writing, proofreading and editing; correct English usage, including spelling, grammar and punctuation.
- Methods and techniques of writing for advertising, marketing and public relations including social media and website content development.
- Methods and practices of effective representation of District interests before elected bodies and officials.
- Personal computers and standard business software, including word processing, database, presentation and spreadsheet programs.
- Desktop publishing applications for the preparation of print and graphic materials.

- Organization, methods, procedures and operations of Community Affairs and Conservation.
- Principles and practices of employee supervision, including planning, assignment and review and the training of staff in work procedures.
- Techniques for effectively representing the District in contacts with users and the community.
- Methods of effective and organized record keeping.
- Working knowledge of the water / wastewater industry is beneficial.
- Principles and practices of supervision, training, and motivation.
-

Ability to

- Plan, coordinate and participate in public awareness, information or community outreach programs and internal communication projects.
- Must be able to work a schedule that regularly includes one (1) or more weekend days. Schedule must be flexible to work evenings or holidays as needed.
- Ability to create a sound fiscal program that includes budgeting and the development of creative funding strategies, including fund raising.
- Represent the District to external groups and organizations.
- Respond appropriately to media inquiries based on District policy.
- Create effective graphic designs and creative approaches for use in public information and education programs.
- Apply writing style and techniques appropriate for differing business and journalistic/public relations purposes.
- Operate a computer using word processing, graphics and other standard software.
- Edit written materials.
- Exercise sound judgment within established guidelines.
- Maintain accurate records and files.
- Interpret information and situations and make recommendations in accordance with applicable policies, regulations and guidelines.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
-

SUPPLEMENTAL INFORMATION: Education

Graduation from an accredited four year college or university with a bachelor's degree in public relations, marketing, communications, government relations, public relations, public administration, or a closely

related field.

Experience

Five years of progressively responsible professional experience involving the development and coordination of public affairs, intergovernmental relations or community outreach programs and projects similar to those administered by the District.

Licenses/Certificates

- Possession of a valid California driver's license is required.
- Possession of, or the ability to obtain, certification from District-provided CPR/First Aid training is required.
-

Physical Requirements

The following abilities are considered necessary to successfully perform the essential functions of this class; however, applicants who request accommodation will be considered on a case-by-case basis.

Ability to: communicate orally, in person and by telephone, in face-to-face, one-to-one, and group settings; sufficient manual dexterity to use office equipment such as computers, copiers, telephones and FAX machines; sit for extended periods of time; have hearing and vision within normal ranges; frequently lift, carry, push or pull 25 pounds; travel as necessary to conduct District business.

OTHER REQUIREMENTS:

FLSA: Exempt

Range: 103

Union: Mid-Management Association

Reviewed: July 20, 2016



Communications Manager

Class Code:
210100

Bargaining Unit: Confirmation of Understanding

WESTERN MUNICIPAL WATER DISTRICT

Established Date: Feb 19, 2017

Revision Date: Feb 21, 2017

SALARY RANGE

\$47.68 - \$66.87 Hourly
\$3,814.19 - \$5,349.35 Biweekly
\$8,264.08 - \$11,590.25 Monthly
\$99,169.00 - \$139,083.00 Annually

POSITION OVERVIEW:

Under general direction, the Communications Manager plans, organizes and manages the District's overall communication strategy, including community outreach, media relations, education, crisis communications, branding, website and social media; serves as liaison between District and its multiple stakeholders; and performs related duties as assigned. Incumbents can expect to perform routine to complex duties related to District outreach, messaging, legislative and community engagement while serving as liaison with external and internal groups.

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

DISTINCTIVE ATTRIBUTES:

This single position class acts in an management-level role at the District. Incumbents in this classification are expected to perform complex and diverse work while exercising independent judgment, strategic thinking, long-range planning experience, strong organization skills, a commitment to mentoring and coaching and leadership and crisis communication experience. The position encompasses significant decision making responsibilities and interpretation of procedures and regulations. Incumbents may also provide oversight of the District's community affairs programs and activities as needed or directed by the Director of Administration. Assignments are given in terms of broad objectives and require the exercise of seasoned judgment and initiative. The incumbent will be expected to effectively integrate the perspectives and efforts of stakeholders and customers while also dealing with representatives of multiple organizations on sensitive, potentially contentious matters.

Incumbents within the Communications Manager classification report to the Director of Administration and may act on his/her behalf in their absence. The incumbent provides direction to the community affairs staff.

ESSENTIAL FUNCTIONS:

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

- Plans, organizes, directs and evaluates the work of the Communications Division professional and administrative staff; regularly monitors performance and provides coaching and mentoring for performance improvement and development; recommends compensation and other rewards to recognize performance; takes disciplinary action to address performance deficiencies in accordance with District policies and procedures; and establishes performance requirements and individual development plans.
- Develops and implements the media plan for the District; tracks proof of performance and other results measurements.
- Creates news releases, talking points, key messages.
- Answers media queries promptly, arranging interviews as needed.
- Understands level of information to release on routine work and in crisis situations.
- Coordinates details with staff and superiors in the effort to provide accurate and appropriate information to the news media, public, stakeholders and customers.

- Prepares District spokespersons (General Manager, Deputy General Manager, Director of Water Resources, etc.).
- Prepares Board of Directors on media opportunities when necessary.
- Reviews and edits news releases and key messages to ensure that messages are consistent, information is accurate, and policies are followed throughout all aspects.
- Plans press conferences to announce major news or provide essential information in a crisis.
- Offers media and community outreach support to regional partners and other primary

District stakeholders.

- Develops, reviews, and maintains guidelines for disseminating information and outlining procedures following a crisis.
- Confers with representatives of other departments, committees and vendors as required by project assignments, media interest and other collaborative efforts.
- Edits technical reports for public comprehension; assists in writing related correspondence when required.
- Develops and implements long-term plans, evaluates and provides oversight of District-wide communications programs in support of District goals and initiatives.
- Develops and monitors Division's budget; and manages and directs the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual goals, objectives and work standards.
- Establishes schedules and methods for responding to complex communication, outreach and community engagement issues.
- Develops targeted public relations campaigns in support of ongoing projects or initiatives.
- Provides leadership and works with staff to ensure a high-performance, customer-oriented environment that supports the department's strategic outreach goals and District's strategic outreach plan, mission and vision.
- Ensures proper and timely dissemination of information to the District Board, department management and community groups regarding any planned or emergency activities.
- Acts as District spokesperson and representative to member agencies, the community and media; develops and maintains a network of contacts for the dissemination of information; maintains proactive relationships with the media; oversees the maintenance of the master contact database; assesses community values, concerns and opinions and communicates them to management and the Board; oversees media relations during emergencies; anticipates internal and external customer needs and proactively provides information, access and communications.
- Develops, coordinates and interprets the results of customer surveys to identify perceptions, while measuring the effectiveness of community affairs programs.
- Oversees the District website and assists with social media functions.
- Oversees the District's brand strategy and implementation.
- Coordinates emergency and disaster preparedness plans for assigned areas of responsibility.
- Develops customer and public relations collateral including news releases, media clips, Public Service Announcements (PSAs), fact sheets, newsletters, outreach campaign materials, educational initiatives and related communication materials.
- Serves and acts as a liaison to District staff and designated agencies. The incumbent may represent the District at local, state and national forums.
- Provides customer support to wholesale and retail agencies related to District programs.
- Coordinates District special events, tours and related functions. Organizes and facilitates public meetings and develops exhibits promoting water awareness.
- Advises Director of Administration and District management on complex public information issues and participates in the strategic planning process. Assists with development of strategic initiatives and corresponding performance measures and goals.

QUALIFICATIONS:

Knowledge of:

- Management principles, methods and practices applied in design and implementation of public affairs, community engagement, public information, marketing, outreach and communication.
- Principles of organization, administration, budget and personnel administration.
- Knowledge of media relations and working with the media
- Application of project management and analytical techniques.
- Ability to deliver messaging and engage audiences.

- Perform highly-detailed work under changing, intensive deadlines on multiple concurrent tasks.
- Use of successful leadership skills with the ability to inspire and influence with a high level of energy, enthusiasm and creativity coupled with a positive attitude.
- Use of exceptional customer service and communication skills both verbally and in writing, with the ability to cultivate professional business partnerships and inspire team collaboration.
- Ability to effectively present and engage various stakeholder groups and audiences.
- Knowledge of proper principles and techniques of journalistic writing and reporting, English usage, punctuation, grammar, spelling and style.
- Adherence to District personnel rules, policies and labor contract provisions with the ability to exercise sound independent judgment within general policy guidelines.

Ability to:

- Interface a consultant with all levels of the organization.
- Train, mentor and develop staff to present and create professional communications.
- Plan and coordinate effective marketing, communications management and public relations programs.
- Communicate clearly and concisely, orally and in writing.
- Exercise judgment in the release of information.
- Write creatively, organize news material and determine a story emphasis and gather and verify news information through interviews, observation and research.
- Work independently and follow through on assignments with minimal direction.

EXPERIENCE, EDUCATION AND LICENSING /CERTIFICATION:

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

<i>Education</i>	<i>Experience</i>
<ul style="list-style-type: none"> - Equivalent to Bachelor's degree in communication, marketing, public administration, political science, or related field. - Master's degree in a related field may substitute for one year of experience. 	<p>Minimum seven (7) years of progressive responsibilities in the development and coordination of communications, public affairs, marketing, government affairs, or related area.</p> <p>Minimum two (2) years in a leadership capacity.</p>
<i>Required License / Certification</i>	<i>Desirable Licenses/Certifications</i>
<p>CA Class C Driver's License</p>	<ul style="list-style-type: none"> - Accreditation in Public Relations (APR) through the Universal Accreditation Board - PIO Institute Certification from the California Association of Public Information Officials - Crisis Communications Certification from Cal EMA's Specialized Training Institute

PHYSICAL, MENTAL, AND ENVIRONMENTAL REQUIREMENTS:

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

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

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

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



Community Affairs Representative Senior Flex

Class Code:
210102

Bargaining Unit: Memorandum of Understanding

WESTERN MUNICIPAL WATER DISTRICT
Revision Date: Mar 21, 2014

SALARY RANGE

\$41.26 - \$57.87 Hourly
\$3,300.77 - \$4,629.46 Biweekly
\$7,151.67 - \$10,030.50 Monthly
\$85,820.00 - \$120,366.00 Annually

POSITION OVERVIEW:

Individuals within the Community Affairs Representative series can expect to perform routine to complex duties related to District outreach, messaging, legislative, and community engagement.

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

DISTINCTIVE ATTRIBUTES:

The Senior Community Affairs Representative is the advanced-level class in the series. Incumbents are responsible for performing a variety of complex responsibilities involving department budgeting and providing oversight and direction of District programs. Incumbents exercise independent judgment in the interpretation of procedures and regulations.

Incumbents within the Community Affairs Representative series report to the Director of Community & Government Affairs. Incumbents may receive general direction from the Community Affairs Supervisor.

ESSENTIAL FUNCTIONS:

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

- Assists with development of customer and public relations collateral including news releases, media clips, PSAs, fact sheets, newsletters, outreach campaign materials, educational initiatives and related communication materials – created and executed by both staff and consultants.
- Provides customer support to wholesale and retail agencies related to District programs.
- Coordinates District special events, tours and related functions. Organizes and facilitates public meetings, and develops exhibits promoting water awareness.
- Leads field visits, presentations and tours for various clubs, schools and community groups of District facilities and operations.
- Maintains and updates the District website and social media functions.
- The incumbent, while exercising his/her authority, shall abide by and promote the District's values and beliefs and adhere to the District's ethics policy.
- Maintains and reviews department documents and databases to ensure accurate information, examines supporting documentation to establish proper authorization and conformance with

District policies, agreements, contracts and state and federal requirements.

Additional Essential Functions for Community Affairs Representative II:

- Recommends and implements changes to District outreach and engagement processes.
- Assists with developing strategic initiatives and corresponding performance measures and goals.
- Develops targeted public relations campaigns in support of ongoing projects or activities.
- Assists with providing proper and timely dissemination of information to the District customers, staff and community groups regarding any planned or emergency activities.
- Submits budget recommendations and monitors project expenditures.

Additional Essential Functions for Senior Community Affairs Representative:

- Develops, coordinates and interprets the results of customer surveys to identify perceptions, while measuring the effectiveness of community affairs programs.
- Administers and evaluates changes to District outreach and engagement processes.
- Develop and implement new communications strategies and community affairs programs to meet District goals and objectives.
- Assists in the development and oversight of community outreach programs.
- Develops and makes presentations to various stakeholder groups and audiences.
- Advises District management on complex public information issues.
- Serves and acts as a liaison to District staff and designated agencies. The incumbent may represent the District at local, state and national forums.

QUALIFICATIONS:

- Knowledge of principles, methods and practices applied in design and implementation of public affairs, community engagement, public information, marketing, outreach and communication.
- Make effective and engaging oral presentations clearly, logically and persuasively.
- Utilize exceptional customer service and communication skills both verbally and in writing, with the ability to cultivate professional business partnerships and inspire team collaboration.
- Use of proper English usage, punctuation, grammar and spelling.
- Use of modern office equipment including computer software applications related to the field of work.
- Adheres to office procedures including records management policies and procedures, ensuring compliance with the District's records retention policy.
- Adherence to District personnel rules, policies and labor contract provisions with the ability to exercise sound independent judgment within general policy guidelines.
- Provide transparent, high-quality and fiscally responsible services, while meeting the needs of the District and its customers.

Community Affairs Representative II to include above qualifications, combined with:

- Define and explain key processes and business requirements within the department.
- Highly-motivated professional who is a self-starter, resourceful and able to work independently with minimum supervision.

Senior Community Affairs Representative to include above qualifications, combined with:

- Uses discretion and sound business judgment in applying advanced principles, practices, methods and techniques used in community affairs programs.
- Utilize successful leadership skills with the ability to inspire and influence with a high level of energy, enthusiasm, and creativity coupled with a positive attitude.

EXPERIENCE, EDUCATION AND LICENSING/CERTIFICATION:

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

Job Title***Education******Experience***

Community Affairs Representative I - 33

~Equivalent to Bachelor's degree in Marketing, Communication, Education, or related field

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

2 years of progressive responsibilities in public affairs, marketing, government affairs, or related area.

Community Affairs Representative II - 37

4 years of progressive responsibilities in public affairs, marketing, government affairs, or related area.

Senior Community Affairs Representative - 40

~7 years of progressive responsibilities in public affairs, marketing, government affairs, or related area.

~2 years in leading the work of others.

Required License / Certification***Desirable Licenses/Certifications***

CA Class C Driver's License

Accreditation through the Public Relations Society of American (APR) or similar accreditation.

PHYSICAL, MENTAL, AND ENVIRONMENTAL REQUIREMENTS:

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

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

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

using good business judgment is necessary.

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



Community Affairs Representative I

Bargaining Unit: Memorandum of Understanding

Class Code:
Community Affairs
Representative I

WESTERN MUNICIPAL WATER DISTRICT
Revision Date: Mar 21, 2014

SALARY RANGE

\$27.97 - \$37.45 Hourly
\$2,237.46 - \$2,995.85 Biweekly
\$4,847.83 - \$6,491.00 Monthly
\$58,174.00 - \$77,892.00 Annually

POSITION OVERVIEW:

Individuals within the Community Affairs Representative series can expect to perform routine to complex duties related to District outreach, messaging, legislative, and community engagement.

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

DISTINCTIVE ATTRIBUTES:

The Community Affairs Representative I is the entry-level class in the series. Incumbents are responsible for performing routine duties in the coordination of communication, outreach programs and media relations. Incumbents work under close supervision while being trained and gradually work more independently as knowledge and skills increase.

Incumbents within the Community Affairs Representative series report to the Director of Community & Government Affairs. Incumbents may receive general direction from the Community Affairs Supervisor.

ESSENTIAL FUNCTIONS:

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

- Assists with development of customer and public relations collateral including news releases, media clips, PSAs, fact sheets, newsletters, outreach campaign materials, educational initiatives and related communication materials – created and executed by both staff and consultants.
- Provides customer support to wholesale and retail agencies related to District programs.
- Coordinates District special events, tours and related functions. Organizes and facilitates public meetings, and develops exhibits promoting water awareness.
- Leads field visits, presentations and tours for various clubs, schools and community groups of District facilities and operations.
- Maintains and updates the District website and social media functions.
- The incumbent, while exercising his/her authority, shall abide by and promote the District's values and beliefs and adhere to the District's ethics policy.
- Maintains and reviews department documents and databases to ensure accurate information, examines supporting documentation to establish proper authorization and conformance with District policies, agreements, contracts and state and federal requirements.

QUALIFICATIONS:

- Knowledge of principles, methods and practices applied in design and implementation of public affairs, community engagement, public information, marketing, outreach and communication.
- Make effective and engaging oral presentations clearly, logically and persuasively.
- Utilize exceptional customer service and communication skills both verbally and in writing, with the ability to cultivate professional business partnerships and inspire team collaboration.
- Use of proper English usage, punctuation, grammar and spelling.
- Use of modern office equipment including computer software applications related to the field of work.
- Adheres to office procedures including records management policies and procedures, ensuring compliance with the District's records retention policy.
- Adherence to District personnel rules, policies and labor contract provisions with the ability to exercise sound independent judgment within general policy guidelines.
- Provide transparent, high-quality and fiscally responsible services, while meeting the needs of the District and its customers.

EXPERIENCE, EDUCATION AND LICENSING /CERTIFICATION:

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

Job Title***Education******Experience***

Community Affairs Representative I - 33

~Equivalent to Bachelor's degree in Marketing, Communication, Education, or related field

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

2 years of progressive responsibilities in public affairs, marketing, government affairs, or related area.

Required License / Certification***Desirable Licenses/Certifications***

CA Class C Driver's License

Accreditation through the Public Relations Society of American (APR) or similar accreditation.

PHYSICAL, MENTAL, AND ENVIRONMENTAL REQUIREMENTS:

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

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

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

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

EMWD Job Descriptions

Public Affairs Manager

Type: Public Affairs
Salary/Pay Rate: Range 96
Posted Date: 01/01/2017

Date Adopted: 01/2017

Date Revised:

JOB DESCRIPTION Public Affairs Manager Code Number: 12018

GENERAL PURPOSE

Under general direction, plans, develops and implements a comprehensive proactive communications and public outreach program. Also plans, organizes, directs, and supervises the operations of the Public Affairs staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single position class is responsible for managing and integrating a wide variety of functions, programs and staff in the District's communications and public outreach programs. The incumbent provides direction to staff including assigning, directing, and reviewing the work of staff. Incumbent is responsible for developing, planning and implementing communication and outreach plans, programs and methods, including District electronic communications platforms. Incumbent is also responsible for establishing and maintaining relationships with a wide range of stakeholders, including consultants, contractors, and vendors through effective contract management, establishment of meaningful service level agreements, and development of mutually beneficial vendor relationships.

Employees in this classification are subject to on-call, which may include weekends and 24-hour emergency call out with little or no notice. Any employee designated to serve on-call who repeatedly refuses to serve on-call, or report for emergencies, shall be subject to disciplinary action up to and including discharge.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Provides strategic guidance to Senior Director of Public and Governmental Affairs on the status, planning and coordination of department projects, and assists in promoting the vision, mission and beliefs of the District.
- Oversee the District's social media, media relations, and website programs; develop content and supervise regular updates of sites.
- Oversee the District's education program.
- Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's personnel rules, policies and labor contract provisions.
- Assist in preparation of department budget and monitor expenditures and staff allocation of time.
- Prepare specifications and contract documents.
- Assists other departments in the preparation of announcements and public information materials.
- Serves as on-going liaison and represents the District with designated governmental agencies and other industry, professional, business, ratepayer and community groups and organizations; attends meetings, answers questions and provides information on District programs and projects; works with other District staff to formulate methods and approaches for addressing community and agency concerns; follows up to

ensure that concerns and needs are responded to; speaks before meetings of professional and community organizations and in public forums; takes proactive steps to build positive relationships with key business, civic and community leaders, including local elected officials.

- Manages the strategic direction, development, and implementation of various Public Affairs initiatives, including maintaining business relationships with existing and potential contractors or vendors in support of these programs.
- Coordinates public awareness, information or community involvement programs, and works with staff to prioritize assignments.
- Leads and participates in advisory committees, oversees inspection tours and other community events.
- Performs related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Principles, methods and practices applied in design and implementation of public relations and community affairs programs; principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation; methods and practices of effective representation of District interests before elected bodies and officials; principles and practices of leadership and employee development, training, and supervision.

Must possess excellent organizational and planning skills, superior project management and time management skills as well as a positive attitude and service orientation; strong analytical and critical thinking skills with the ability to understand project objectives and ensure alignment with District mission and business values and standards.

Ability to:

Plan, organize, assign, and lead professional and technical staff in implementing public affairs programs and activities; operate a computer using word processing, desktop publishing and other standard software; communicate clearly and concisely, orally and in writing; edit written materials; interpret information and situations and make recommendations in accordance with applicable policies, regulations and guidelines; establish and maintain effective working relationships with those contacted in the course of work, including District Executive Staff and the Board of Directors; follow and apply written and oral work instructions; make sound independent judgments within established guidelines; train others in work processes and procedures; maintain accurate files and records; make decisions in a changing environment and anticipate future needs; handle confidential information with sensitivity; work independently with limited supervision and high motivation.

Training and Experience:

Requires lead or advanced-journey level of proficiency in the skills and abilities outlined above, plus graduation from an accredited college or university with a bachelor's degree in public relations, communications, marketing, journalism or a closely related field; and five years of progressively responsible professional experience involving the development and coordination of public affairs programs and projects, including at least one year in a management capacity, or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license and ability to maintain insurability under the District's Vehicle Insurance Policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to sit; talk or hear, both in person and by

telephone; use hands to finger, handle or feel objects or controls; and reach with hands and arms. Employees are frequently required to stand and walk and occasionally lift and carry up to 25 pounds.

Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines on multiple, concurrent tasks; work with constant interruptions; and interact with District officials, managers, staff, officials of other governmental agencies, business and community organizations, customers, the media and the public.

WORK ENVIRONMENT

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

Employees work under typical office conditions, and the noise level is usually quiet.

FLSA DETERMINATION: Meets administrative exemption from overtime.

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EMWD Job Descriptions

Public Affairs Officer I (Flex)

Type: Public Affairs
Salary/Pay Rate: Range 90
Posted Date: 07/01/2016

Date Adopted: 8/15/03

Date Revised: 07/2016

JOB DESCRIPTION

Public Affairs Officer I (Flex)

Public Affairs Officer II

Code Number: 12002, 12003

GENERAL PURPOSE

Under direction, performs a variety of professional and administrative activities in support of District public affairs and community involvement programs; serves as liaison between the District and other public agencies, community and industry groups and the media; creates and develops a wide variety of printed materials and other services for use in public information programs; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Public Affairs Officer I is the entry level class in the Public Affairs Officer series and is distinguished from a Public Affairs Officer II in that incumbents in the latter class typically work with greater degree of independence on a wide variety of skilled, professional duties in the development of public awareness, information and other community involvement and educational programs, as well as internal communications activities. As experience is gained, duties become more diversified and are performed under direction. This class is alternately staffed with Public Affairs Officer II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level.

Public Affairs Officer II is the experienced/journey level class in the series, fully competent to independently perform duties. This class is distinguished from the lower classification of Public Affairs Officer I by the relative independence with which duties are performed. Some Incumbents may specialize in the development and implementation of educational programs for schools and community organizations in support of the District's broad community and enterprise objectives. Develops, assembles and maintains an inventory of water and conservation awareness and education materials for use in school and community programs and markets the availability of materials and program support through teachers, school administrations and other community groups.

Public Affairs Officer II is further distinguished from a Senior Public Affairs Officer in that the latter is the advanced-journey level in the series and serves as a lead.

Employees in this classification are subject to on-call, which may include rotating-duty schedule, weekends and 24-hour emergency call out with little or no notice. Any employee designated to serve on-call who repeatedly refuses to serve on-call, or report for emergencies, shall be subject to disciplinary action up to and including discharge.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Serves as on-going liaison and represents the District with designated governmental agencies and other industry, professional and community groups and organizations; attends meetings, answers questions and provides information on District programs and projects; works with other District staff to formulate

methods and approaches for addressing community and agency concerns; follows up to ensure that concerns and needs are responded to; speaks before meetings of professional and community organizations and in public forums; coordinates dedication events; takes proactive steps to build positive relationships with the District's influential public, key business, civic and community leaders.

- Responds to or arranges for responses to media inquiries, ranging from the routine to highly sensitive issues and incidents; prepares news releases and arranges media interviews; drafts public service announcements; establishes and maintains effective media relations; coordinates and assists with media activities and events; assists other departments in the preparation of announcements and public information materials.
- Prepares executive management for news media interviews; writes or facilitates production of speeches and presentation materials.
- Coordinates assigned public awareness campaigns, information or community involvement programs or internal communication projects; designs and develops supporting materials; organizes and coordinates deadlines and production schedules to carry out program responsibilities.
- Plans, develops and creates graphic material, including flyers, brochures, newsletters, fact sheets, bill inserts, charts and other print/graphic materials; shoots photographs; conducts background research to write articles and technical reports; writes and edits copy; establishes timelines and schedules; coordinates production and distribution of print/graphic materials.
- Conducts research and drafts responses to customer inquiries on a variety of topics, including reading and interpreting data, information and documents; analyzing and solving complex problems; using mathematical reasoning.
- Conducts internal and external surveys, analyzes data and provides recommendations to senior staff.
- Makes presentations to community, school and other groups on public information and conservation issues; drafts presentations and other materials for District officials and executives.
- Tracks District construction projects and sends letters of information to residents in the impacted area; responds to inquires/complaints from the general public and works with various District departments to address and resolve these issues.
- Serves as administrator for the District website; coordinates with vendors regarding content structure and layout; serves as administrator for the District intranet and manages daily updates to layout and content.
- Writes technical reports, correspondence and other written materials; shoots photographs and designs layouts for internal and external communication pieces. Administers District's social media pages and other electronic communications.
- Assists in the design and marketing of educational program materials; provides assistance to the education programs, when requested.
- Confers with representatives of other departments, committees and vendors as required by project assignments.
- Arranges for and conducts tours of District facilities.
- Coordinates and makes arrangements for director advisory committee meetings, including preparation of agenda and handout materials, maintenance of membership lists and drafting of meeting notes.
- Makes presentations to community, school and other groups on public information and conservation issues; drafts presentations, overheads and other materials for District officials and executives.
- Assists in promoting the vision, mission and beliefs of the District; promotes District policies by organizing, participating in and monitoring advisory committees, inspection tours and other community events.
- Serves as media contact requiring positions to be on call at times.
- Performs related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Principles, methods and practices applied in design and implementation of public relations, community affairs and advertising programs; methods and techniques of writing for media, advertising, marketing and public relations; methods and practices of effective representation of District interests before elected bodies and officials; principles and practices of sound business communication; research tools, methods and techniques; correct English usage, including spelling, grammar and punctuation; principles, methods and techniques of graphic design, layout and print production and photography; social media and website management; desktop publishing

applications in the preparation of print and graphic materials; advertising and public relations industry practices and trends; basic conservation principles and programs commonly used in other water utilities; responsible for maintaining extensive, current knowledge of District activities and initiatives; and develops positive working relationships with District experts.

Ability to:

Effectively manage complex deadline-oriented news media requests in timely manner; exercise judgment and discretion; represent the District to the public and news media; operate a computer using word processing, desktop publishing and other standard software; operate audiovisual equipment; communicate clearly and concisely, orally and in writing; apply writing style and techniques appropriate for differing business and journalistic/public relations purposes; create effective graphic designs and creative approaches for use in public information and education programs; edit written materials; interpret information and situations and make recommendations in accordance with applicable policies, regulations and guidelines; establish and maintain effective working relationships and communications with those contacted in the course of work, including the media; follow and apply written and oral work instructions; make sound independent judgments within established guidelines; maintain accurate files and records.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited college or university with a bachelor's degree in public relations, communications, education, environmental sciences or a closely related field; and two years of progressively responsible professional experience involving the development and coordination of public affairs programs and projects, planning and delivering educational or public information programs, development of communication materials using personal computers and desktop publishing software; some positions in this classification require an emphasis and experience in media relations; or an equivalent combination of training and experience.

Public Affairs Officer I may be considered for advancement to Public Affairs Officer II after demonstrating proficiency to perform the full range of duties of the latter class. Proficiency criteria and the process for demonstrating performance at the levels established in the criteria are described in the attached Flex Requirements.

Typically, a Public Affairs Officer I is expected to be capable of meeting the proficiency criteria within 12 – 18 month period, depending on an individual's prior experience and progression in performing the full range of Public Affairs Officer duties.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license and ability to maintain insurability under the District's Vehicle Insurance Policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls; and reach with hands and arms. Employees are frequently required to stand and walk and occasionally lift and carry up to 25 pounds.

Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines on multiple,

concurrent tasks; work with constant interruptions; and interact with District officials, managers, staff, officials of other governmental agencies, business and community organizations, customers, the media and the public.

WORK ENVIRONMENT

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

Employees work under typical office conditions, and the noise level is usually quiet. Assignments require attending numerous evening and weekend functions on behalf of the District.

FLSA DETERMINATION: Meets administrative exemption from overtime.

FLEX REQUIREMENTS

Public Affairs Officer I (Flex)
Public Affairs Officer II

LENGTH OF TIME REQUIRED

A Public Affairs Officer I may advance or “flex” to the Public Affairs Officer II class after **12-18 months** of experience in the Public Affairs Officer I class.

PERFORMANCE RATING

The incumbents must receive an overall performance rating of “Meets Expectations” or better on their most recent annual performance evaluation in order to flex to the higher class.

COMMENTS

The Public Affairs Officer I must also demonstrate proficiency in performing the full range of duties as described in the Public Affairs Officer job description.

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EMWD Job Descriptions

Public Affairs Officer II

Type: Public Affairs
Salary/Pay Rate: Range 92
Posted Date: 07/01/2016

Date Adopted: 8/15/03

Date Revised: 07/2016

JOB DESCRIPTION

Public Affairs Officer I (Flex)

Public Affairs Officer II

Code Number: 12002, 12003

GENERAL PURPOSE

Under direction, performs a variety of professional and administrative activities in support of District public affairs and community involvement programs; serves as liaison between the District and other public agencies, community and industry groups and the media; creates and develops a wide variety of printed materials and other services for use in public information programs; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Public Affairs Officer I is the entry level class in the Public Affairs Officer series and is distinguished from a Public Affairs Officer II in that incumbents in the latter class typically work with greater degree of independence on a wide variety of skilled, professional duties in the development of public awareness, information and other community involvement and educational programs, as well as internal communications activities. As experience is gained, duties become more diversified and are performed under direction. This class is alternately staffed with Public Affairs Officer II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level.

Public Affairs Officer II is the experienced/journey level class in the series, fully competent to independently perform duties. This class is distinguished from the lower classification of Public Affairs Officer I by the relative independence with which duties are performed. Some Incumbents may specialize in the development and implementation of educational programs for schools and community organizations in support of the District's broad community and enterprise objectives. Develops, assembles and maintains an inventory of water and conservation awareness and education materials for use in school and community programs and markets the availability of materials and program support through teachers, school administrations and other community groups.

Public Affairs Officer II is further distinguished from a Senior Public Affairs Officer in that the latter is the advanced-journey level in the series and serves as a lead.

Employees in this classification are subject to on-call, which may include rotating-duty schedule, weekends and 24-hour emergency call out with little or no notice. Any employee designated to serve on-call who repeatedly refuses to serve on-call, or report for emergencies, shall be subject to disciplinary action up to and including discharge.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Serves as on-going liaison and represents the District with designated governmental agencies and other industry, professional and community groups and organizations; attends meetings, answers questions and provides information on District programs and projects; works with other District staff to formulate methods and approaches for addressing community and agency concerns; follows up to ensure that

- concerns and needs are responded to; speaks before meetings of professional and community organizations and in public forums; coordinates dedication events; takes proactive steps to build positive relationships with the District's influential public, key business, civic and community leaders.
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 - Serves as administrator for the District website; coordinates with vendors regarding content structure and layout; serves as administrator for the District intranet and manages daily updates to layout and content.
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Knowledge of:

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and trends; basic conservation principles and programs commonly used in other water utilities; responsible for maintaining extensive, current knowledge of District activities and initiatives; and develops positive working relationships with District experts.

Ability to:

Effectively manage complex deadline-oriented news media requests in timely manner; exercise judgment and discretion; represent the District to the public and news media; operate a computer using word processing, desktop publishing and other standard software; operate audiovisual equipment; communicate clearly and concisely, orally and in writing; apply writing style and techniques appropriate for differing business and journalistic/public relations purposes; create effective graphic designs and creative approaches for use in public information and education programs; edit written materials; interpret information and situations and make recommendations in accordance with applicable policies, regulations and guidelines; establish and maintain effective working relationships and communications with those contacted in the course of work, including the media; follow and apply written and oral work instructions; make sound independent judgments within established guidelines; maintain accurate files and records.

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Public Affairs Officer I may be considered for advancement to Public Affairs Officer II after demonstrating proficiency to perform the full range of duties of the latter class. Proficiency criteria and the process for demonstrating performance at the levels established in the criteria are described in the attached Flex Requirements.

Typically, a Public Affairs Officer I is expected to be capable of meeting the proficiency criteria within 12 – 18 month period, depending on an individual's prior experience and progression in performing the full range of Public Affairs Officer duties.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license and ability to maintain insurability under the District's Vehicle Insurance Policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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FLEX REQUIREMENTS
Public Affairs Officer I (Flex)
Public Affairs Officer II

LENGTH OF TIME REQUIRED

A Public Affairs Officer I may advance or “flex” to the Public Affairs Officer II class after **12-18 months** of experience in the Public Affairs Officer I class.

PERFORMANCE RATING

The incumbents must receive an overall performance rating of “Meets Expectations” or better on their most recent annual performance evaluation in order to flex to the higher class.

COMMENTS

The Public Affairs Officer I must also demonstrate proficiency in performing the full range of duties as described in the Public Affairs Officer job description.

[Return to full list >>](#)

b	<u>PRINCIPAL WATER RESOURCE SPECIALIST</u>	95	\$9,032.40	\$11,219.87	Y	Y
b	<u>PROGRAMMER I (Flex)</u>	89	\$5,853.47	\$7,267.87	Y	N
b	<u>PROGRAMMER II</u>	91	\$6,765.20	\$8,399.73	Y	N
c	<u>PROJECT CONTROL TECHNICIAN I (FLEX)</u>	85	\$4,475.47	\$5,574.40	N	N
c	<u>PROJECT CONTROL TECHNICIAN II</u>	87	\$5,057.87	\$6,293.73	N	N
aa	<u>PUBLIC AFFAIRS MANAGER</u>	96	\$9,710.13	\$12,065.73	Y	Y
b	<u>PUBLIC AFFAIRS OFFICER I (FLEX)</u>	90	\$6,293.73	\$7,815.60	Y	Y
b	<u>PUBLIC AFFAIRS OFFICER II</u>	92	\$7,267.87	\$9,032.40	Y	Y
aa	<u>PURCHASING MANAGER</u>	93	\$7,815.60	\$9,710.13	Y	Y
<u>Back to top</u>						
aa	<u>QUALITY ASSURANCE MANAGER</u>	95	\$9,032.40	\$11,219.87	Y	Y
<u>Back to top</u>						
b	<u>RECORDS ANALYST</u>	87	\$5,057.87	\$6,293.73	Y	N
f	<u>RECORDS MANAGEMENT SUPERVISOR/CONTRACTS SPECIALIST I (FLEX)</u>	88	\$5,439.20	\$6,765.20	Y	Y
f	<u>RECORDS MANAGEMENT SUPERVISOR/CONTRACTS SPECIALIST II</u>	90	\$6,293.73	\$7,815.60	Y	Y
f	<u>RECORDS MANAGEMENT TECHNICIAN I (FLEX)</u>	81	\$3,685.07	\$4,588.13	N	N
f	<u>RECORDS MANAGEMENT TECHNICIAN II</u>	83	\$4,059.47	\$5,057.87	N	N
b	<u>RECYCLED WATER PROGRAM ANALYST</u>	91	\$6,765.20	\$8,399.73	Y	N
f	<u>RECYCLED WATER PROGRAM COORDINATOR</u>	87	\$5,057.87	\$6,293.73	N	N
c	<u>REAL PROPERTY AGENT</u>	88	\$5,439.20	\$6,765.20	Y	N
aa	<u>REAL PROPERTY MANAGER</u>	94	\$8,399.73	\$10,439.87	Y	Y

13. DIRECTORS COMMENTS – NON-ACTION

14. ADJOURNMENT