

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

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

DIRECTORS ABSENT:

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

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

ITEM 4. APPROVAL OF MINUTES

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

The motion was carried unanimously.

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

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

Approve April 21, 2017 Salaries, Expenses and Transfers.

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

The motion was carried unanimously.

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

ITEM 6. PUBLIC ACKNOWLEDGE OF NON-AGENDA MATTERS

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

ITEM 7. CORRESPONDENCE AND RELATED INFORMATION

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 Two weeks ago, Governor Brown formally and officially rescinded his emergency drought regulation, with the exception of four counties in central California, who are still suffering with some groundwater issues. While the emergency regulation has been rescinded, they still are leaving in requirements for minimizing water waste; no hosing down driveways, don't wash your car without a shutoff valve, common sense items.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

ITEM 8. MANAGER'S REPORT

Operations Report:

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

Emergency and Fire Report:

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

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

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

Director Murphy went through his corrections as follows:

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

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

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

Page 10, Section 13:

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

Page 6, second to last paragraph:

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

Leave as is.

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

Ayes – 3 (Trowbridge, Muniz, Barajas)

Noes – 1 (Murphy)

Absent – 0

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

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

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

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

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

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

The motion was carried unanimously.

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

Noes - 0

ITEM 11. Directors Comments – Non action.

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